



**COUNCIL MEETING**

**MONDAY, APRIL 9, 2018**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, APRIL 9, 2018 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

	<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
	<b>1. GENERAL</b>	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
	<b>2. MINUTES</b>	
Pg. 6	A) Council meeting held March 26, 2018 *	For Adoption
Pg. 9	B) Redcliff and District Recreation Services Board meeting held April 3, 2018 *	For Information
Pg. 11	C) Riverview Golf Club Board meeting held February 22, 2018 *	For Information
Pg. 14	D) Municipal Development Plan Steering Committee meeting held March 28, 2018 *	For Information
	<b>3. BYLAWS</b>	
Pg. 17	A) Bylaw 1858/2018, Council Code of Conduct Bylaw *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
Pg. 31	B) Bylaw 1859/2018, Road Closure Bylaw (Portion 2 <sup>nd</sup> Avenue SW) *	1 <sup>st</sup> Reading
	<b>4. REQUESTS FOR DECISION</b>	
Pg. 35	A) Purchase of Crane Deck Truck *	For Consideration
Pg. 38	B) Pitch-In Week Landfill Use April 22-29, 2018 *	For Consideration
Pg. 39-65	C) RFD's - Cannabis Regulation Input from Council (10) *	For Consideration
	<b>5. POLICIES</b>	
Pg. 66	A) Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff	For Consideration
Pg. 73	B) Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions	For Consideration

**6. CORRESPONDENCE**

- |        |  |                 |
|--------|--|-----------------|
| Pg. 79 | <b>A)</b> Alberta Municipal Affairs *<br>Re: Alberta Community Partnership Program | For Information |
| Pg. 81 | <b>B)</b> Alberta Municipal Affairs *<br>Re: Municipal Sustainability Initiative   | For Information |

**7. OTHER**

- |        |   |                 |
|--------|---|-----------------|
| Pg. 82 | <b>A)</b> Cannabis Public Consultation Information *          | For Information |
| Pg. 93 | <b>B)</b> Memo - Landfill GPS Purchase *                      | For Information |
| Pg. 94 | <b>C)</b> Council Important Meetings & Events April 9, 2018 * | For Information |

**8. RECESS**

**9. IN CAMERA (Confidential Session)**

- A)** Labour Matter (FOIP S. 17 & 19)

**10. ADJOURN**

<b>COUNCIL MEETING APRIL 9, 2018</b>			
<b>ACCOUNTS PAYABLE LIST</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
82948	AMSC	INSURANCE PREMIUMS	\$153.74
82949	CARO ANALYTICAL	WATER ANALYSIS	\$173.86
82950	INLAND CONCRETE	WASHED CHIPS	\$5,353.78
82951	JACOB'S WELDING	WELD WASHERS & NUTS	\$157.50
82952	MEDICINE HAT LICENSE CENTER	LICENSE PLATE	\$54.45
82953	POPICK, COREY	TRAVEL REIMBURSEMENT	\$200.00
82954	RAM EXTERIORS	ROOF REPAIR	\$20,701.75
82955	ROSENAU TRANSPORT	SHIPPING	\$150.79
82956	GROVES ROOFING	TARP ROOF	\$3,046.00
82957	CLASSIC CONCRETE	REFUND DUPLICATE BUSINESS LICENSE PAYMENT	\$75.00
82958	BEARSTONE ENVIRONMENTAL	VAC TRUCK	\$1,559.25
82959	HARTH, GORDON	REFUND VOLUNTEER TICKETS	\$42.40
82960	VANCLIEAF, SCOTT	TRAVEL REIMBURSEMENT	\$233.95
82961	WEARPRO EQUIPMENT	EDGES	\$2,113.27
82962	THE BOLT GUYS	BOLTS/NUTS	\$148.83
82963	GOVERNMENT OF ALBERTA	SOCIETY FEES	\$50.00
82964	GOVERNMENT OF ALBERTA	SOCIETY FEES	\$50.00
82965	GOVERNMENT OF ALBERTA	SOCIETY FEES	\$50.00
82966	ABSA	REGISTRATION FEE/SAFETY CODES FEE	\$103.00
82967	AG PLUS MECHANICAL	NOZZLE/BLADE/ARM WIPER/COUPLER	\$189.74
82968	ALTA WIDE BUILDERS	FLAGGING TAPE	\$35.92
82969	AMSC INSURANCE	APRIL BENEFITS	\$19,547.99
82970	AMSC INSURANCE	COUNCIL/FIRE INSURANCE	\$1,910.00
82971	BOSS LUBRICANTS	OIL	\$646.06
82972	CITY OF MEDICINE HAT	911 DISPATCH FEES	\$5,600.00
82973	CUPE	UNION DUES	\$1,917.07
82974	ECCO HEATING	GRILL COVER	\$278.25
82975	JACOB'S WELDING	ATTEMPT TO REMOVE BROKEN MANIFOLD STUDS	\$105.00
82976	LOGOS EMBROIDERY	HATS	\$535.50
82977	SHAW	INTERNET	\$88.10
82978	PAD-CAR MECHANICAL	HVAC MAINTENANCE	\$373.73
82979	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
82980	RECEIVER GENERAL	DEDUCTIONS	\$499.15
82981	RECREATION FACILITY PERSONNEL	MEMBERSHIP FEES	\$400.00
82982	RIVERVIEW GOLF CLUB	MEALS ON WHEELS	\$189.00
82983	STEINKE, JAMES	TRAVEL REIMBURSEMENT	\$66.00
82984	DIAMOND LINK FENCING	INSTALL GATE	\$3,031.88
82985	HACH SALES	WTP INSTRUMENT CALIBRATION	\$16,030.98
82986	ZUKOWSKI, JORDAN	TRAVEL REIMBURSEMENT	\$1,038.60
82987	REDCLIFF FIREMAN SOCIAL CLUB	1ST QTR FIRE PAY	\$255.00
82988	WESTERN DIESEL	BOLTS/GASKETS	\$70.53
82989	WOLSELEY MECHANICAL	PEX PIPE/COUPLING/BUSHING	\$425.86
82990	ROCKY MOUNTAIN PHOENIX	BUNKER GEAR AND RACKING	\$13,755.00
82991	SNAP-ON TOOLS	GLOVES/PIVOT LIGHT	\$114.40
<b>TOTAL</b>			<b>\$101,680.41</b>

<b><u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u></b>			
<b><u>EFT#</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00596	ACTION PARTS	SWITCH/RELAY/FUSES/MOTOR TREATMENT/THREADLOCKER	\$77.03
00597	ATRON	COMPRESSOR TREATMENT/ZAMBONI REPAIR/HOOF UP GRILL	\$4,369.31
00598	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00599	FARMLAND	HOSE/COUPLER/TIPS/NIPPLES/VALVE/PLUG	\$318.36
00600	GAR-TECH	ELECTRICAL UPGRADES	\$3,782.53
00601	REDCLIFF HOME HARDWARE	DRILL BIT/CABLE TIES/ANCHOR	\$31.14
00602	SUNCOR	FUEL	\$5,324.44
00603	ROSENAU TRANSPORT	SHIPPING	\$945.38
00604	TRICO	LIGHT COVERS	\$54.56
00605	ACTION PARTS	TUBING/WORK LAMPS/PLUGS	\$204.03
00606	ACKLANDS GRAINGER	FLAGGING TAPE/FLASHLIGHT	\$147.63
00607	THE BOLT SUPPLY HOUSE	GREASE FITTING KIT/FLAGGING TAPE	\$166.76
00608	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$42.11
00609	C.E.M. HEAVY EQUIPMENT	FIELD LABOUR/SHOP SUPPLIES/APEX COMPUTER HOOKUP	\$344.93
00610	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$130.20
00611	CLEARTECH INDUSTRIES	CHEMICAL	\$6,216.24
00612	DIGITEX	PHOTOCOPIER FEES	\$1,233.41
00613	FOX ENERGY	SCBA TANK REFILLS/FIRE EXTINGUISHER/SIGNS	\$702.67
00614	SCHEFFER ANDREW	PLANNING SERVICES	\$1,875.83
00615	SUMMIT MOTORS	OIL/FILTERS	\$189.19
		<b>TOTAL</b>	<b>\$26,188.32</b>

<b><u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00285	A & B STEEL	GAUGES/GREASE COUPLER/AIR CHUCK/TAPE	\$100.81
00286	FORTY-MILE GAS COOP	UTILITIES	\$457.28
00287	POPICK, COREY	TRAVEL REIMBURSEMENT	\$200.00
00288	SUNCOR	FUEL	\$2,318.28
00289	WEARPRO	BLADES	\$7,839.49
00290	SANATEC	PUMP SEPTIC TANK	\$168.00
00291	SHOCKWARE	INTERNET	\$52.45
00292	SUNCOR	FUEL	\$1,405.75
		<b>TOTAL</b>	<b>\$12,542.06</b>

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 26, 2018 @ 7:00 P.M.**

**PRESENT:** Mayor D. Kilpatrick  
Councillors S. Cockle, C. Crozier  
L. Leipert

Municipal Manager Arlos Crofts  
Manager of Legislative S. Simon  
& Land Services  
Executive Assistant B. Andres  
Director of Finance J. Tu  
& Administration

**ABSENT:** Councillors C. Czember, J. Steinke  
E. Solberg

**1. GENERAL**

Call to Order

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

2018-0108 Adoption of Agenda

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

2018-0109 Accounts Payable

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

2018-0110 Bank Summary to February 28, 2018

**D)** Councillor Leipert moved the Bank Summary to February 28, 2018, be received for information. - Carried.

**2. MINUTES**

2018-0111 Council meeting held March 12, 2018

**A)** Councillor Cockle moved the minutes of the Council meeting held March 12, 2018, be adopted as presented. - Carried.

2018-0112 Redcliff Public Library Board meeting held January 30, 2018

**B)** Councillor Crozier moved the minutes of the Redcliff Public Library Board meeting held January 30, 2018, be received for information. - Carried.

2018-0113 Redcliff Public Library Board meeting held February 27, 2018

**C)** Councillor Cockle moved the minutes of the Redcliff Public Library Board meeting held February 27, 2018, be received for information. - Carried.

**3. BYLAWS**

- 2018-0114 Bylaw 1856/2018, Designated Officer Bylaw **A)** Councillor Leipert moved Bylaw 1856/2018, Designated Officer Bylaw be given second reading. - Carried.
- 2018-0115 Councillor Crozier moved Bylaw 1856/2018, Designated Officer Bylaw be given third reading. - Carried.
- 2018-0116 Bylaw 1857/2018, Subdivision & Development Appeal Board Bylaw **B)** Councillor Cockle moved Bylaw 1857/2018, Subdivision & Development Appeal Board Bylaw be given second reading as amended. - Carried.
- 2018-0117 Councillor Leipert moved Bylaw 1857/2018, Subdivision & Development Appeal Board Bylaw be given third reading. - Carried.
- 2018-0118 Bylaw 1858/2018, Council Code of Conduct Bylaw **C)** Councillor Leipert moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given first reading. - Carried.

**4. REQUESTS FOR DECISION**

- 2018-0119 Redcliff Public Library Re: Donation **A)** Councillor Crozier moved correspondence from the Redcliff Public Library dated March 15, 2018 requesting a donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser be received for information. Further to authorize Administration to Contribute a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction. - Carried.
- 2018-0120 Subdivision & Development Appeal Board Members – Councillor **B)** Councillor Leipert moved to appoint Councillor Crozier as the regular member of the Subdivision & Development Appeal Board and Councillor Solberg as the alternate member of the Subdivision & Development Appeal Board. - Carried.

**5. OTHER**

- 2018-0121 Town of Redcliff 4<sup>th</sup> Quarter Financial Report **A)** Councillor Cockle moved the Town of Redcliff 4<sup>th</sup> Quarter Financial Report, be received for information. - Carried.
- 2018-0122 Memo Re: Seniors Drop In Centre Agreement **B)** Councillor Leipert moved the Memo dated March 26, 2018 regarding the Seniors Drop In Centre Renewal Lease Agreement, be received for information. - Carried.
- 2018-0123 Memo Re: Pitch-In Week **C)** Councillor Crozier moved the Memo dated March 26, 2018 regarding National Volunteer Week and Pitch-In Week, be received for information. - Carried.

- 2018-0124     Municipal Manager Report to Council March 26, 2018     **D)** Councillor Cockle moved the Municipal Manager Report to Council March 26, 2018, be received for information.  
- Carried.
- 2018-0125     Council Important Meetings & Events March 26, 2018     **E)** Councillor Crozier moved the Council Important Meetings & Events March 26, 2018, be received for information.  
- Carried.
- 6.     ADJOURNMENT**
- 2018-0126     Adjournment     Councillor Leipert moved to adjourn the meeting at 7:14 p.m.  
- Carried.

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Mayor Kilpatrick

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Manager of Legislative & Land Services



**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**  
**Town Council Chambers Town Office**  
**April 3<sup>rd</sup>, 2018 at 7:00 pm**

**PRESENT:**

Chairperson  
Town of Redcliff Rep.  
Cypress County Rep.

Karen Worrell / Justin Getz  
Shawna Cockle  
Shane Hok  
Sharon Kirvan  
Kim Dalton  
Tracey Jenkins

**ABSENT:**

Christina McNeil

**1. GENERAL**

Call to Order:

**A)** Meeting called to order at 7:06 pm.

Adoption of the Agenda

**B)** Shawna Cockle moved for adoption of the agenda as amended by Sharon Kirvan to include Margaret Wooding Outdoor Arena – Carried.

**2. MINUTES**

Board meeting held February

**A)** Justin Getz moved for adoption of the minutes as presented – Carried.

**3. DELEGATION – None**

**4. OLD BUSINESS - None**

**5. NEW BUSINESS**

Elect Chair Person

**A)** Sharon Kirvan nominated Justin Getz for Chair, nomination accepted – Carried.

Cheque Presentation – Cypress  
County  
Campground expansion  
exploration

**B)** Shawna Cockle moved to receive as information – Carried.

**C)** Shane Hok moved to explore options for expansion of existing campground – Carried.

Redcliff Spring/Summer  
Community Guide - Draft

**D)** Sharon Kirvan moved to receive as information – Carried.

Re-Tangle Floor Update

**E)** Shawna Cockle moved to receive as information – Carried.

Margaret Wooding Outdoor  
Arena Rehabilitation

**F)**

**6. REQUESTS FOR DECISION - None**

**7. CORRESPONDENCE – None.**

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

Leadership Board Training  
Attendance – April 14<sup>th</sup>

**A)** Shawna moved to send up to 3 people to training – Carried.

Next Meeting

**9. DATE OF NEXT MEETING – Monday May 7<sup>th</sup>, 2018**

Adjournment

**10. ADJOURN**

**A)** Shawna Cockle moved to adjourn at 7:47pm – Carried.



**Minutes**  
**Board of Directors Meeting**  
**February 22, 2018**  
**Riverview Club House**  
**6:30 PM**

**1 Call to order**

Meeting was called to order at 6:38 PM

**2 Roll Call**

<b>Board Members:</b>	Dean Blezard	<input checked="" type="checkbox"/>	Dean Schmaltz	<input checked="" type="checkbox"/>	Todd Read	<input checked="" type="checkbox"/>	Rob Desjarlais	<input checked="" type="checkbox"/>	Roy Coghlan	<input checked="" type="checkbox"/>
	Gary Hurlbert	<input checked="" type="checkbox"/>	Jeff Anderson	<input checked="" type="checkbox"/>	Charles Rathke	<input checked="" type="checkbox"/>	Brad Hayward	<input checked="" type="checkbox"/>	Chad Vossler	<input checked="" type="checkbox"/>
	Michael Anderson	<input checked="" type="checkbox"/>								
<b>Director of Golf:</b>	Glenn Racz	<input checked="" type="checkbox"/>								
<b>Town Liasion:</b>	Chris Czember	<input checked="" type="checkbox"/>								

**3 Minutes of Last Meeting:**

Roy Coghlan approved the minutes from the meeting of January 25, 2018, seconded by Jeff Anderson  
 No new business arising from minutes

**4 Reports**

**a Town Liaison- Chris Czember**

Nothing to discuss

**b Financial- Roy Coghlan**

**Month of January 2018**

Profit: Budget \$18,500; Actual (\$18,000). Shortfall due primarily to a budget of \$45,850 in memberships/ carts vs Actual of \$9475

Pro Shop: Budget \$0; Actual \$438

Restaurant: Budget \$1400; Actual \$1800

Other income: \$885

COG: not all information/invoices entered waiting to update

GP: Budget \$46,700; Actual \$11,700

Expenses:

Golf Operations: over budget by ~\$900

Pro Shop Operations: \$3393 over (some confusion as to Par 3 Tournament Insurance payment)

Restaurant: over by \$2000 to budget (Maintenance? More information needed)

G&A: Budget \$19,900; Actual \$13,600

**Year to date:**

Profit: Budget \$125,000; Actual \$80,000 We need more memberships paid to help with cashflows

**c Pro Shop- Glenn Racz**

Servers are down, can not get accurate number of memberships

Going to start advertising March 1, 2018

Newspaper/radio

1000 facebook followers

Pro Shop is done, Great job to Volunteers

Permit applications were submitted separately for both the Pro Shop renovations and club storage trailer- we are waiting to hear back from the town. The cost for these permit applications is \$400

Club storage trailer is deemed to be an accessory building.

New golf carts to be delivered February 28, 2018 GPS installation on March 13, 2018 they will test and setup system

Grants completed for wage subsidies (not factored into budget) thus if we receive the grants it will help our budget

**Action Due Date**

**Glenn Racz February 28, 2018**  
**Glenn Racz February 28, 2018**

**Glenn Racz March 1, 2018**

	Action	Due Date
<p>Jim's electric going to provide a quote for changing lighting in clubhouse and Pro Shop (the changes should qualify for grants) (100% coverage)</p> <p>Energy conservation grant application with a potential up to \$25,000 for HVAC, Ice maker etc.</p> <p>Our GPS partners are all ready to go</p> <p>RBC approved to have the qualifying for the RBC scramble at Riverview in June 2018</p> <p>Senior qualifiers can use the senior tees at the regionals.</p> <p>Memberships are down which is very concerning, but we are hoping for increased memberships in the coming months, more advertising will be done that is not budgeted. Some discussions from members that many individuals in the Medicine Hat like our intermediate membership rates and are talking about joining, more follow-up need with these individuals.</p> <p>Website: Bylaws are posted in Members section (not updated Bylaws) emails has been sent to members with login credentials, which will request a new password. Some board members did not receive the email, thus a review of the members email addresses is required to ensure all members get this information and subsequent correspondence.</p> <p>A big thank you to all the volunteers that helped with renovations in the clubhouse. Names should be recognized in the newsletter.</p>		
d <b>Grounds Report- no report this month</b>		
5 <b>Committee/Program Reports</b>		
a <i>Junior Program- Todd Read</i>		
<p>Junior program document drafted, waiting for Glenn's review. Schools can be approached to get the word out. Cost for program to be determined, but should not be cost prohibitive. Junior night is planned for Tuesdays starting at 4:00PM and running until 5:00 or 5:30 PM (before Ladies Night). Currently have May 1, 2018 as a start date however, after the May long weekend would be better, draft program will reflect this date. If an assistant professional is hired, the committee will work with that individual to make the program the best it can be. Junior golfers are our future and a strong emphasis is required, despite not having a driving range. The program is planned on consisting of a Junior cup which will be a participation based award (trophy donated by GetHelp Consulting), we would also like to plan junior tournament(s) and other events to promote fun and excitement while growing the game of golf. Advertising with the upcoming media day will be extremely helpful.</p> <p>Junior individual golf lessons with a CPGA professional will be over and above any dues for the junior program.</p> <p>Brad indicated that a junior workshop or a weekend event would be great. This will be explored at committee level.</p> <p>Glenn indicated that Riverview will host more Alberta Golf tournaments including the junior tournaments.</p>	<b>Glenn Racz- review Junior Program and add to advertising plan</b>	<b>February 28, 2018</b>
b <i>Interclub- Seniors - Todd Read</i>		
<p>All senior members should have access to this event to drive value for our members, rather than the same individuals playing each week without including or informing all senior members. Bill MacDougall currently runs or organizes this for Riverview. The traditional or typical way of running this event needs to change to ensure new members feel part of the club and not excluded from events. Posting the interclub schedule and who to contact will greatly improve member involvement</p>	<b>Todd Read</b>	<b>May 1, 2018</b>
c <i>Battle of the Hat -Todd Read</i>		
<p>Similar to the seniors interclub- this event should be posted on the website and included in the monthly newsletters to allow any interested individual to participate or try and qualify to play in this event through a play down process or other process to be determined. More communication will increase interest and participation as many of the board members were unfamiliar with this event.</p>	<b>Glen Racz</b>	<b>As soon as this event is planned</b>
d <i>Committees- Dean Schmaltz</i>		
<p>A list of committees was provided by Dean Schmaltz, board members were asked to volunteer for the chair positions at minimum, and the other positions needed to be filled with golf club members, club captains and other board members. The list was passed around to board members in attendance. The list will be sent to those members absent from this meeting. Other committee's include league, tournament, volunteer, junior, discipline, regulations, grounds committee, and handicap. The chairman's responsibilities include but are not limited to setting a meeting date (monthly if appropriate), draft minutes and bring your minutes, actions etc. to the board meetings. All minutes will be kept in a binder in the office.</p>	<b>Board members- &amp; Glenn Racz (bulletin for volunteers)</b>	<b>March 20, 2018</b>

	Action	Due Date
<p>A lively discussion took place surrounding the benefits of handicap committee and current problems with no oversight including individuals from other courses participating in tournaments.</p> <p>Committees -Bylaws- indicated that each committee should define its own procedures &amp; policies- chairmans responsibility to draft and send to Dean Schmaltz for inclusion to master document if appropriate.</p>		
<b>6 Outstanding Business</b>		
<p>a Policy and Procedures update -Dean Schmaltz</p> <p>Dean wanted confirmation that Chronogolf.ca is still accurate</p> <p>The rain check policy needs updating- current procedures differ from policy as there is multiple meanings, which leads to confusion (rain check policy and thunder storm policy). Only one terminology should be used. Dean to review with Glenn to ensure accuracy and consistency on implementation. Policy will result in crediting a dollar amount per hole based on price paid for round.</p> <p>Club Storage Policy- to be drafted when location i.e. trailer is approved by town or alternative arrangements are made if appropriate.</p> <p>Private cart use- Each member with a private cart must fill out the annual trail fee form and list all people that will be using their cart and appropriate trail fees assessed as per the policy. This new policy must be communicated clearly and often to the membership. It should be posted on the website as well as in bulletins. The emphasis should be that the Board heard from the members at the AGM and subsequent change occurred and we thank the members for bringing the issue to Boards attention.</p>	<p>Glenn Racz</p> <p>Dean Schmaltz</p> <p>Glenn Racz</p>	<p>Done</p> <p>Done</p> <p>March 1, 2018</p>
<p>b A discussion surrounding defining corporate memberships took place and whether or not it should appear in the Bylaws or Policy and Procedures. It was determined it should be drafted within the policy and procedures and will require further discussion. But should be completed very soon so as to put the policies and procedures on the website</p>	Glenn Racz	March 15, 2018
<b>7 Website</b>		
<p>a The Bylaws (2015) are currently posted in the members only section on the website, unfortunately not all members have access yet- follow-up on email addresses required</p> <p>b Private cart policy to be posted on website as per discussion on policy and procedures.</p>	<p>Glenn Racz</p> <p>Glenn Racz</p>	<p>March 1, 2018</p> <p>March 1, 2018</p>
<b>8 General Discussion</b>		
<p>Glenn described a new App for smartphones made for the golf course which will allow all golfers to book tee times using their phones and may drive interest in the course. The cost of the App was \$250. No completion date was provided.</p> <p>The power expense to the club is approximately \$10,000 annually. It was discussed that the pumps on the course specifically the 3 stage pumps are costing the course \$400 a month even when they are not in use. Glenn will seek advice on how to potentially reduce this cost.</p>	Glenn Racz	March 15, 2018
<b>9 Next Meeting</b>		
Changed to Tuesdays going forward. <b>Next meeting March 20, 2018</b>		
<b>10 Meeting adjourned</b>		



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## MDP STEERING COMMITTEE MINUTES

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DATE: March 28, 2018 4:30pm

LOCATION: Redcliff Town Hall Council Chambers

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### PRESENT:

Members:

Kim Dalton, Arnold Frank, Dwight  
Kilpatrick, Tonya Mori, Emily Stock,  
William Crozier, Wendy Harty

Director of Planning & Engineering:

James Johansen

Planning Specialist:

Jordan Zukowski

### ABSENT:

Members:

MPC Representative (Bruce Vine/Jerry  
Beach)

## 1. GENERAL

### A. CALL TO ORDER

W. Harty called the meeting to order at 4:40pm

## 2. CONSENT AGENDA

### A. ADOPTION OF AGENDA

### B. PREVIOUS MEETING MINUTES

### C. FINAL REVISED VISION STATEMENT

- General Comments:

- Move highlighted sentence to the closing sentence of the previous paragraph

T. Mori moved to adopt the consent agenda

- carried

## 3. FOR COMMENT/DISCUSSION

### A. REVISED DRAFT GOALS

D. Kilpatrick moved to receive for information

- carried

## B. DRAFT NEIGHBOURHOODS MAP

Received as information

### *1: Downtown Core*

- General Comments:
  - Farmer's market
  - Mom and pop local shops
  - Unsightly properties downtown (LUB as a tool to permit compatible uses)

### *2: Greater Downtown*

- General Comments:
  - Farmer's market
  - Increased commercial along the entire length of Broadway (west), and into Mitchell Street
  - Senior's residence/community
  - Ability to accommodate variety of campers (here for a baseball tournament)
  - Greenhouse shops visible from Broadway – easily accessible, fronting the street (a way to increase commercial presence)

### *3: Redevelopment*

- General Comments:
  - Senior's residence/community
  - Manufactured homes
  - Some neighbourhood commercial needed

### *4: Residential Core*

- General Comments:
  - Sidewalks on all Avenues
  - Little neighbourhood commercial needed

### *5: Eastside Residential*

- General Comments:
  - Senior's residence/community
  - Neighbourhood commercial needed in the south
  - Multi-family along 9<sup>th</sup> Avenue
  - Active transportation across the board; trail network

### *6: Commercial*

- General Comments:
  - Highway commercial stores (restaurants, hotels)

- Larger chain retail such as a grocery store, Wal-Mart or Lowe's; serve Redcliff and attract those who live in NW Medicine Hat

#### *7: River Valley Residential*

- General Comments:
  - Campground
  - Residential community (regular and estates)
  - Some neighbourhood commercial needed
  - Integrate development with the natural environment (preserve coulee landscape)
  - Improve river access
  - Increased and expanded trails

#### *8: Upper Bank Residential*

- General Comments:
  - Estate lots along the coulees

#### *9: Highway Corridor*

- General Comments:
  - Improve and prioritize appearance from the highway (hotels, restaurants, gas stations, retail stores); continue the perception when driving into Town along Saamis/9<sup>th</sup> Avenue/Broadway

#### *10: Industrial*

- General Comments:
  - NA

#### *11: Regional Park, Recreation, and Natural Area*

- General Comments:
  - Increased and expanded trails
  - Protection of archaeological sites
  - Better river access
  - I-XL lands are in the middle of Town once Eastside is developed, promote as a community focal point (ball diamonds? Campground? Football field? Ect.)
  - Ability to accommodate variety of campers (vacation/destination)

### **4. NEXT MEETING**

Wednesday April 25<sup>th</sup>, 4:30pm, Redcliff Town Hall Council Chambers

### **5. ADJOURNMENT**

D. Kilpatrick moved to adjourn the meeting at 5:56pm

- carried



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 9, 2018

**PROPOSED BY:** Municipal Manager

**TOPIC:** Bylaw 1858/2018, Councillor Code of Conduct Bylaw

**PROPOSAL:** That council consider giving second and third reading the proposed councillor code of conduct bylaw

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**BACKGROUND:**

Recent changes to the Municipal Government Act (MGA) legislate that it will be mandatory to have a code of conduct for councillor's bylaw. Bylaw 1858/2018, Councillor Code of Conduct Bylaw was given first reading at the March 26, 2018 Council meeting.

It is now being presented for consideration of second and third reading as amended. With this iteration, under the **"Compliance and Enforcement"** section 46 was added with corresponding Schedules A and B which allow for Council member acknowledgement of the Code of Conduct bylaw as well as Committee member acknowledgement (these sections are highlighted in red text). The previous code of conduct policy for committees had also included a similar acknowledgement form.

**POLICY/LEGISLATION:**

Municipal Government Act Section 146.1

Municipal Government Act Code of Conduct for Elected Officials Regulation

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:**

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

**OPTIONS:**

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

**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. a) Councillor \_\_\_\_\_ moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given second reading.
- b) Councillor \_\_\_\_\_ moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given third reading.
2. a) Councillor \_\_\_\_\_ moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given second reading as amended.
- b) Councillor \_\_\_\_\_ moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given third reading.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2018.

**TOWN OF REDCLIFF  
BYLAW NO. 1858/2018**

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

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

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

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

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

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

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

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

**Short Title**

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

**Definitions**

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

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

### **Purpose and Application**

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

### **Representing the Municipality**

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

### **Communicating on Behalf of the Municipality**

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

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**Respecting the Decision-Making Process**

10. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
11. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
12. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

**Adherence to Policies, Procedures and Bylaws**

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

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

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

required to do so without undue influence from any Member or group of Members.

21. In addition to sub-section 20, Members shall respect the responsibility of administration to present reports, recommendation, and advice to council and council committees that may not be politically favoured.
22. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Municipal Manager and designated officers under the supervision of the Municipal Manager;
  - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

### **Confidential Information**

23. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
24. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
  - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.
25. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
  - (a) the security of the property of the Municipality;
  - (b) a proposed or pending acquisition or disposition of land or other property;
  - (c) a tender that has or will be issued but has not been awarded;
  - (d) contract negotiations;

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

### **Conflicts of Interest**

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

### **Improper Use of Influence**

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

### **Use of Municipal Assets and Services**

- 34. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

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

### **Orientation and Other Training Attendance**

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

### **Informal Complaint Process**

- 42. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in an informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.



43. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

### **Formal Complaint Process**

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

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**Compliance and Enforcement**

45. Members shall uphold the letter and the spirit and intent of this Bylaw.
46. Members are expected to know the content of and acknowledge understanding of this bylaw as per "Schedule A" and "Schedule B" hereto attached.
47. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
48. No Member shall:
- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
49. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
- (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
  - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
  - (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

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**Review**

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

READ a First time this 26<sup>th</sup> day of March 2018.

READ a Second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

READ a Third time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

SIGNED AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Mayor

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Manager of Legislative and Land Services

**“Schedule A”**

**Councillor Affirmation**

By signing this Code of Conduct, I affirm that I have read and fully understand the contents of the Code of Conduct, and that I will follow and abide by the Code of Conduct in good faith.

Name of Councillor \_\_\_\_\_

Signature of Councillor \_\_\_\_\_ Date \_\_\_\_\_

## **“Schedule B”**

### **Committee Member Code of Conduct**

Council requires that Members of Town of Redcliff Committees seek to advance the welfare and interests of the Town of Redcliff, and that Committee Members shall truly, faithfully and impartially exercise the following duties and responsibilities to the best of their knowledge and ability:

#### **1. Respect the Decision-Making Process**

- (a) Committee members shall accurately and adequately communicate the attitudes and decisions of the Committee to which they have been appointed, even when they disagree with a decision, such that respect for the decision-making processes is fostered.
- (b) Committee members shall share their concerns and communicate concerns amongst the presence of the entire Committee and, when publicly expressing personal opinions, do so in a manner that maintains respect for other members and any decisions made by the Committee

#### **2. Respectful Interactions with Councillors, Committee Members, Staff, Public and Others**

Committee Members shall treat everyone, including Town Councillors, Committee members and municipal employees with dignity, understanding and respect. Committee Members will not discriminate against, harass or disrespect others based on differences in personal opinions, or, based on race, ancestry, place of origin, colour, ethnicity, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation while fulfilling their duties as Committee members.

#### **3. Release of Confidential Information Prohibited (Sections 23-25)**

Members shall use care to ensure confidentiality of the following:

- (a) Information relating to the security of the property of the organization.
- (b) Personal matters about an identifiable individual, including municipal employees.
- (c) A proposed or pending acquisition or disposition of land by the municipality.
- (d) Sources of complaints where the identity of the complainant is given in confidence.
- (e) Any information in relation to a tender that has or will be issued but that has not been awarded.

#### **4. Conflict of Interest (Sections 26-29)**

- (a) Committee members are in a conflict of interest situation if they attempt to use their position, any confidential information, or Town employees, materials or facilities, for personal or private gain or advancement, or uses their position to attempt to advance the interests of said member's family, friends or business associates.

- 
- (b) Committee members who have a conflict of interest in a matter before the Committee shall disclose the general nature of their interest. Members shall recuse themselves in that matter if requested by the Committee.

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct, and that I will follow and abide by the Code of Conduct in good faith.

Name of Committee \_\_\_\_\_

Name of Committee Member \_\_\_\_\_

Signature of Committee Member \_\_\_\_\_ Date \_\_\_\_\_

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 9, 2018

**PROPOSED BY:** Legislative & Land Services

**TOPIC:** Bylaw 1859/2018 Road Closure Bylaw (ptn 2<sup>nd</sup> Ave SW)

**PROPOSAL:** To give first reading to Bylaw 1859/2018, Road Closure Bylaw

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**BACKGROUND:**

At the September 25, 2017 Council meeting the following resolution was passed:

2017-0367	Offer to Purchase Ptn 2 <sup>nd</sup> Ave between 6 St. SW and 8 St. SW.	Councillor Kilpatrick moved to authorize Administration to sell east portion of 2 <sup>nd</sup> Avenue SW between 6 St. SW and 8 St. SW (.185 acres) for \$6,621.15 [\$35,790/acre x .185 acres] conditional to a road closure bylaw for the east .185 acre portion of 2 <sup>nd</sup> Avenue SW between 6 St. SW and 8 St. SW and consolidation with adjacent lands. All costs relating to the road closure bylaw and consolidation are to be the responsibility of the purchaser. - Carried.
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Administration has entered into an agreement for the sale of this parcel of land subject to the conditions mentioned in the resolution. The bylaw has been prepared and is being presented for first reading. Subject to the bylaw receiving first reading a public hearing will be scheduled and notice provided to adjacent landowners. In addition, the Minister of Transportation must approve the closure prior to the bylaw being given second reading.

**POLICY / LEGISLATION:**

Section 22, Municipal Government Act

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:**

Bylaw 1859/2018, Road Closure Bylaw

**OPTIONS:**

1. To give first reading to 1859/2018, Road Closure Bylaw
2. To not give first reading to 1859/2018, Road Closure Bylaw

**RECOMMENDATION:**

Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Bylaw 1859/2018 being a Road Closure Bylaw be given first reading.

SUBMITTED BY:

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

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

**TOWN OF REDCLIFF  
BYLAW NO. 1859/2018**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING AND DISPOSING OF A PORTION OF A PUBLIC HIGHWAY

**WHEREAS** the Municipal Government Act, RSA 2000, C M-26 provides that a municipality may by bylaw close a road; and

**WHEREAS** the lands hereinafter described are no longer required for public travel, and

**WHEREAS** application has been made to Council to have the highway closed, and

**WHEREAS** the Council of the Town of Redcliff deems it expedient to provide for a Bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter creating title to same, and

**WHEREAS** notice of intention of Council to pass a Bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

**NOW THEREFORE BE IT RESOLVED** that the Council of the Town of Redcliff in the Province of Alberta does hereby close to public travel for the purpose of creating title to the following described highways, subject to rights of access granted by other legislation:

**DESCRIPTION OF LANES, ROADS AND STREETS TO BE CLOSED**

PLAN 1117V  
THAT PORTION OF 2<sup>ND</sup> AVENUE SW LYING WEST OF LOT 47, BLOCK 34, PLAN 121 2279 AND EAST OF A STRAIGHT LINE BETWEEN THE NORTHEAST CORNER OF LOT 20, BLOCK 34, PLAN 1117V AND THE SOUTHEAST CORNER OF LOT 31, BLOCK 63, PLAN 141 2047.

All within the NW 1/4 Sec.8 Twp.13 Rge.6 W4M.

Excepting thereout all Mines and Minerals

The plan of the proposed closure is shown on the attached Schedule "A".

Received first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative & Land Services



APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Minister of Transportation

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative & Land Services

Received third reading and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative & Land Services

"SCHEDULE A"

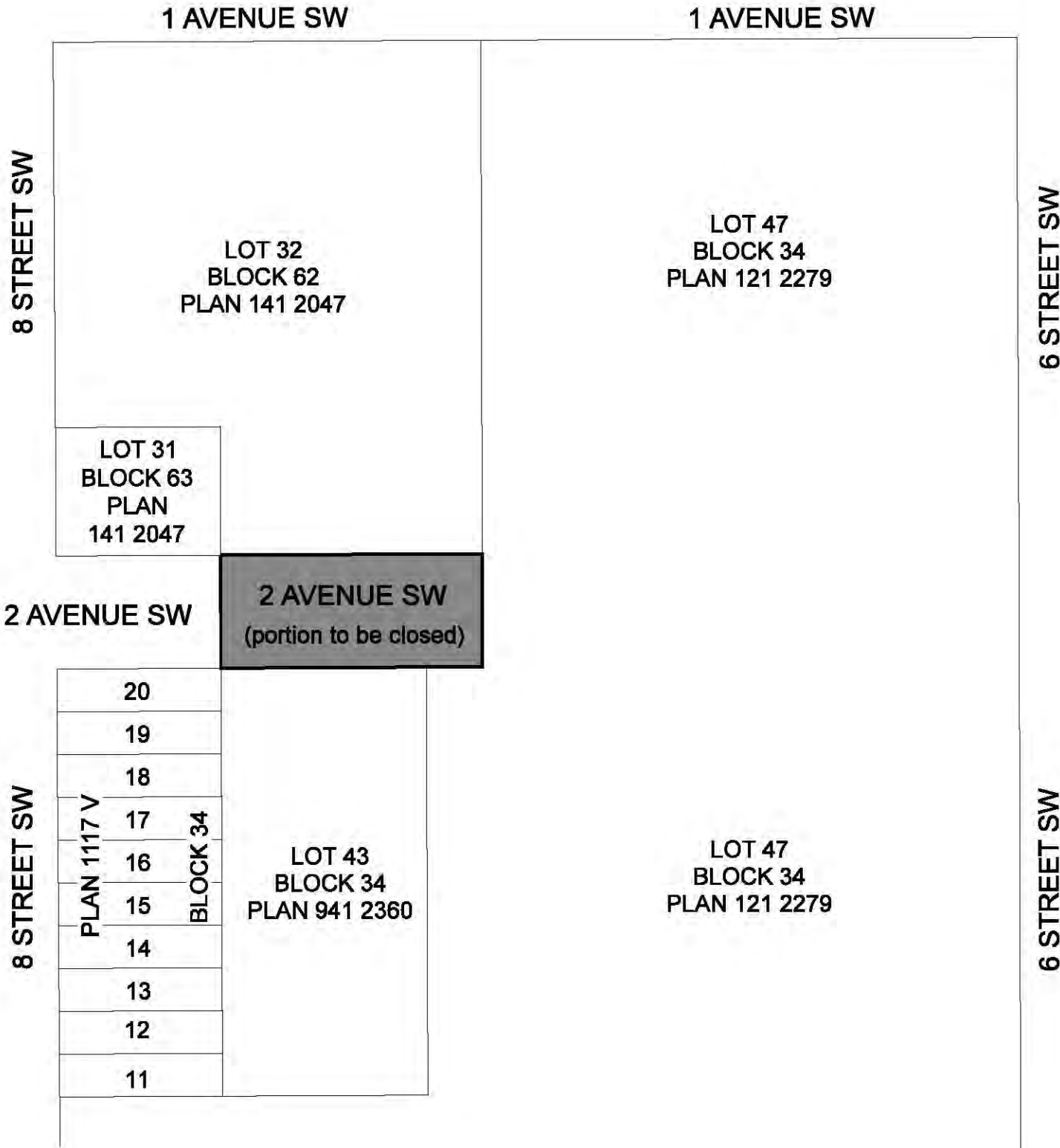
PLAN SHOWING  
**ROAD CLOSURE**

WITHIN  
NW 1/4 SEC.8 TWP.13 RGE.6 W4M.



SCALE 1:1000

**TOWN OF REDCLIFF**



**LEGAL DESCRIPTION:**

Plan 1117 V  
THAT PORTION OF 2ND AVENUE SW LYING WEST OF LOT 47, BLOCK 34, PLAN 121 2279 AND EAST OF A STRAIGHT LINE BETWEEN THE NORTHEAST CORNER OF LOT 20, BLOCK 34, PLAN 1117V AND THE SOUTHEAST CORNER OF LOT 31, BLOCK 63, PLAN 141 2047  
All within the NW 1/4 Sec.8 Twp.13 Rge.6 W4M.



**Benchmark Geomatics Inc.**  
Unit 102, Westside Common  
#2201 Box Springs Boulevard NW  
Medicine Hat, AB T1C 0C8  
Phone (403)527-3970 Fax (403)527-3908

FILE NO. 17080429
SCALE: 1:1000
DATE: MAR. 28/18
DRAWN BY: CLF
CHECKED BY: AJT

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

**DATE:** April 9, 2018

**PROPOSED BY:** Public Services

**TOPIC:** Purchase of Crane Deck Truck

**PROPOSAL:** Purchase of 1 (one) new Crane Deck Truck

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**BACKGROUND:**

During the 2018 budget process, Council approved a capital budget of \$200,000 to purchase a new crane and deck truck. The crane unit must be specified by weight capabilities that it does not require a journeyman crane operator to operate the crane system.

Administration issued a public tender that closed March 28<sup>th</sup>, 2018. A total of eight (8) bids were received, however only three (3) were in compliance to the terms and specifications of the Crane Truck Tender. Of all the submissions, Great West Kenworth and New West Freightliner were the only vendors that submitted their proposals as per the RFP specifications and within the time period that was required in the public tendering process.

The submissions by ARW Truck, Commercial Truck, Dunlop, and Del are not considered due to price, improper bid submissions, crane specifications, and complete unit deficiencies. The crane systems are not strong enough with the boom extended to operate safely. Crane selection involving rotation and/or length were also not adequately specified as requested. In addition, one submission did not include a crane load scale system. To modify these units, extra costs would be incurred to build the units as required by the Town of Redcliff.

Administration has evaluated various submissions and found they were either overpriced, had equipment deficiencies, unreasonable delivery timelines, crane specification deficiencies, lacked the required safety equipment, or did not meet the required tender submission requirements.

The three (3) crane deck trucks submitted and built as specified units are as follows:

1. New West Freightliner with Horizon Deck– Freightliner M2, Cummins L9, Allison transmission, 16ft x 8.5ft deck, Fassi 155A.24 crane, load pin scale system, 24 months warranty, 210-250 days to deliver for a of purchase price **\$193,358.00 + GST**
2. Great West Kenworth with Horizon Deck– Kenworth T370, Cummins/Paccar PX9, Allison transmission, 16ft x 8.5ft deck, Fassi 155A.24 crane, load pin scale system, 12 months warranty, 130-145 days to deliver for a of purchase price **\$199,300.00 + GST**
3. New West Freightliner with LTE Deck– Freightliner M2 Cummins L9, Allison transmission, 16ft x 8.5ft deck, Fassi 155A.24 crane, load pin scale system, 24 months warranty, 210-250 days to deliver for a of purchase price **\$204,548.00 + GST**

**POLICY/LEGISLATION: N/A**

**ATTACHMENTS: Bid Review**

**STRATEGIC PRIORITIES: N/A**

**OPTIONS:**

1. Purchasing one (1) crane deck truck from Great West Kenworth and Horizon decks for \$199,300.00 + GST with a 16-18 week delivery.
2. Purchasing one (1) crane deck truck from New West Freightliner and Horizon Decks for \$193,358.00 + GST with a 30-32 week delivery.
3. Purchasing one (1) crane deck truck from New West Freightliner and Lethbridge Truck Equipment for \$204,548.00 + GST with a 30-32 week delivery.
4. Do not purchase one (1) crane deck truck.

**RECOMMENDATION:**

Option 1.

Great West Kenworth is recommended based off of the proper submission of tender documents, correct chassis, crane, and deck specifications, technicians located in Redcliff, and a delivery date of 16-18 weeks. The other vendors have delivery times of over 30 weeks. The Fassi 155A.24 crane is specified as the Town of Redcliff requires.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to authorize administration to purchase one (1) crane deck truck from Great West Kenworth and Horizon Decks for a purchase price of \$199,300.00 + GST.
2. Councillor \_\_\_\_\_ moved to authorize administration to purchase one (1) crane deck truck from New West Freightliner and Horizon Decks for a purchase price of \$193,358.00 + GST.
3. Councillor \_\_\_\_\_ moved to authorize administration to purchase one (1) crane deck truck from New West Freightliner and Lethbridge Truck Equipment for a purchase price of \$204,548.00 + GST.

**SUBMITTED BY:**



Department Head



Municipal Manager

New West Freightliner-Horizon	New West Freightliner-Lethbridge Truck Equipment	Great West Kenworth
Freightliner M2 106	Freightliner M2 106	Kenworth T370
Fassi 155A.24 10,000lbs at 8'2"- 2,711lbs at 24'3"	Fassi 155A.24 10,000lbs at 8'2"- 2,711lbs at 24'3"	Fassi 155A.24 10,000lbs at 8'2"- 2,711lbs at 24'3"
Delivery Date 210 Days	Delivery Date 210 Days	Delivery Date 130 Days
Deck 16ft x 8.5ft	Deck 16ft x 8.5ft	Deck 16ft x 8.5ft
Cummins L9 300hp	Cummins L9 300hp	Cummins/Paccar PX9 300hp
Allison 3500RBS	Allison 3500RBS	Allison 3500RBS
Tires Michelin X Mult D	Tires Michelin X Mult D	Tires Michelin X Mult D
24 Months Warranty	24 Months Warranty	12 Months Warranty
Crane Smart Load Pin Scale System	Crane Smart Load Pin Scale System	Crane Smart Load Pin Scale System
Deficiencies	Deficiencies	Deficiencies
No operator training included	1 day operator training	Back up Camera
No hydraulic oil heater	Delivery Date of 180 days	Air Ride Cab
Delivery Date of 180 Days	Battery Box Accessibility	No hydraulic oil heater
Battery Box Accessibility		
Options	Options	Options
Description	Description	Description
Price	Price	Price
Cert Sticker	Earth Drill Auger	Cert Sticker
\$ 550.00	\$ 5,500.00	\$ 550.00
Earth Drill Auger	Earth Drill Auger	Earth Drill Auger
\$ 4,250.00	\$ 5,590.00	\$ 4,250.00
Sliding winch straps		Sliding winch straps
\$ 60.00		\$ 60.00
Factory Training		Factory Training
\$ 1,750.00		\$ 1,750.00
Hydraulic Oil Heater		Hydraulic Oil Heater
\$ 1,000.00		\$ 1,000.00
		Backup Camera
		\$ 800.00
		Whelan Lights
		\$ 1,250.00
\$ 189,048.00	\$ 198,958.00	\$ 194,250.00
Summary		
Dealer	Price with Options Required	
New West Freightliner-Horizon	\$ 193,358.00	
Great West Kenworth	\$ 199,300.00	
New West Freightliner-Lethbridge Truck Equipment	\$ 204,548.00	

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 9, 2018

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

**TOPIC:** PITCH-IN Week April 22-29, 2018

**PROPOSAL:** Requesting that Council offers free dumping at the landfill to local residents delivering yard and household waste during the week of April 22-29, 2018

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**BACKGROUND:**

PITCH-IN week is a commitment made by communities, individuals, families, or community groups to participate in projects that help to improve our environment. In previous years, Council has supported the request for free landfill dumping to local residents during PITCH-IN week.

**POLICY/LEGISLATION:** N/A

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:** None

**OPTIONS:**

1. Support and offer free dumping at the landfill to local residents delivering yard and household waste during the week of April 22-29, 2018
2. Do not support or offer free dumping at the landfill to local residents delivering yard and household waste during the week of April 22 to 29, 2018

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

Councillor \_\_\_\_\_ moved that the Town of Redcliff support PITCH-IN week by offering free dumping at the Landfill to local residents delivering yard and household waste during the week of April 22 to 29, 2018.

**SUBMITTED BY:** \_\_\_\_\_

Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2018.

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization – Public Consultation

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

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**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Ad

The proposed regulations for cannabis retail stores are that this use is discretionary MPC. Current Land Use Bylaw rules require that MPC decisions are advertised, however there is no requirement to notify the public prior to the meeting of MPC that MPC what MPC will be ruling on. Given the potential controversial nature of a cannabis store administration is proposing to require the public to be notified prior to MPC to give the public the opportunity to provide input to MPC on the cannabis store application. Currently unless a member of the public checks the MPC agenda when it is released prior to the meeting the only opportunity a member of the public will have to comment is by appealing the MPC decision to the SDAB.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
<b>Option 1:</b> Applicant is required to engage the public by: <ul style="list-style-type: none"><li>advertising the MPC meeting where the application will be heard in the local newspaper and on all Town social media outlets for at least 2 weeks;</li><li>the advertisement must state the public is welcome to attend the meeting in person or</li></ul>	<ul style="list-style-type: none"><li>Least amount of Administration time and work</li></ul>	<ul style="list-style-type: none"><li>Least potential for public engagement</li><li>Reliance on the applicant for advertising.</li></ul>



make a written submission to the Development Officer before a specified date.		
<b>Option 2:</b> <ul style="list-style-type: none"> <li>The Town advertises the application in the local paper and all Town social media outlets for at least 2 weeks prior to the MPC meeting,</li> <li>the advertisement must state the public is welcome to attend the MPC meeting in person or make a written submission to the Development Officer before a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>Least amount of Administration time and work</li> <li>Legitimacy of the engagement process is ensured</li> <li>Possibility of Applicant skewing or providing misleading engagement results is removed</li> </ul>	<ul style="list-style-type: none"> <li>Applicant is responsible for only a small portion of public engagement on their project</li> <li>Least potential for public engagement</li> </ul>
<b>Option 3:</b> Applicant is required to engage the public by: <ul style="list-style-type: none"> <li>notifying adjacent property owners in writing;</li> <li>hosting at least 1 open house, in a neutral public location in Redcliff;</li> <li>advertising the open house in the local paper and all Town social media outlets for at least 2 weeks; and offering a survey for open house attendees to provide feedback</li> <li>the advertisement must state the public is welcome to attend the MPC meeting in person or make a written submission to the Development Officer before a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant is responsible for ensuring all requirements for public engagement are met</li> <li>Town is removed from the engagement process, no bias perceived</li> </ul>	<ul style="list-style-type: none"> <li>Possibility for the Applicant to alter engagement results because there is little Town involvement</li> </ul>
<b>Option 4:</b> Applicant is required to engage the public by: <ul style="list-style-type: none"> <li>notifying adjacent property owners in writing;</li> <li>hosting at least 1 open house in a neutral public location in Redcliff, in collaboration with the Town, whereby a representative from the Town will attend to assist in addressing comments and questions and will help prepare and review open house materials;</li> <li>advertising the open house in the local paper and all Town social media outlets for at least 2 weeks; and offering a survey for open house attendees to provide feedback</li> <li>the advertisement must state the public is welcome to attend the MPC meeting in person or make a written submission to the Development Officer before a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant and Town are jointly responsible for meeting public engagement requirements</li> <li>Collaboration and Town involvement ensures legitimacy of the engagement process and minimizes the possibility for skewed and biased feedback</li> </ul>	<ul style="list-style-type: none"> <li>More work and time required from Town administration.</li> <li>May appear like the Town is supporting or driving the application.</li> </ul>



<p><b>Option 5:</b></p> <ul style="list-style-type: none"> <li>• Applicant is required to engage the public by notifying adjacent property owners in writing;</li> <li>• the Town will host at least 1 open house regarding the development, in a neutral public location in Redcliff; the open house must be advertised in the local paper and all Town social media outlets for at least 2 weeks, and will offer a survey for open house attendees to provide feedback</li> <li>• the advertisement must state the public is welcome to attend the MPC meeting in person or make a written submission to the Development Officer before a specified date.</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimacy of the engagement process is ensured</li> <li>- Possibility of Applicant skewing or providing misleading engagement results is removed</li> </ul>	<ul style="list-style-type: none"> <li>- Applicant is responsible for only a small portion of public engagement on their project</li> <li>- Greater Town oversight and involvement means more time and effort is required by Administration</li> <li>- May appear like the Town is supporting or driving the application.</li> </ul>
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## RECOMMENDATION:

Option 2 or 3

## RATIONALE:

Option 1 is not recommended as relying on the applicant for advertising can be unreliable.

Option 2 is recommended because it represents only a minor change to the current development application process.

Option 3 is recommended as it requires the developer to carry out public notification and engagement.

Option 4 is not recommend due to the risk of administration appearing to be in support of the application.

Option 5 is not recommend due to the risk of administration appearing to be in support of the application.

## SUGGESTED MOTION(S):

1. Councillor \_\_\_\_\_ moved that, regarding public consultation requirements for development permit applications for cannabis retail stores in Redcliff Administration will create the regulations following Option 1, which is the applicant is required to engage the public by: advertising the MPC meeting where the application will be heard in the local newspaper and on all Town social media outlets for at least 2 weeks; the advertisement must state the public is welcome to attend the meeting in person or make a written submission to the Development Officer before a specified date.
2. Councillor \_\_\_\_\_ moved that, regarding public consultation requirements for development permit applications for cannabis retail stores in Redcliff Administration will create the regulations following Option 2, which is Administration will engage the public by: advertising the MPC meeting where the application will be heard in the local newspaper and on all Town social media outlets for at least 2 weeks; the advertisement must state the public is welcome to attend the meeting in person or make a written submission to the Development Officer before a specified date.

3. Councillor \_\_\_\_\_ moved that, regarding public consultation requirements for development permit applications for cannabis retail stores in Redcliff, Administration will create the regulations following Option 3, which is the applicant is required to engage the public by: notifying adjacent property owners in writing; hosting at least 1 open house, in a neutral public location in Redcliff; advertising the open house in the local paper and all Town social media outlets for at least 2 weeks; and offering a survey for open house attendees to provide feedback.
4. Councillor \_\_\_\_\_ moved that, regarding public consultation requirements for development permit applications for cannabis retail stores in Redcliff, Administration will create the regulations following Option 4, which is the applicant is required to engage the public by: notifying adjacent property owners in writing; hosting at least 1 open house in collaboration with the Town, whereby a representative from the Town will attend to assist in addressing comments and questions and will help prepare and review open house materials; hosting the open house in a neutral public location in Redcliff; advertising the open house in the local paper and all Town social media outlets for at least 2 weeks; and offering a survey for open house attendees to provide feedback.
5. Councillor \_\_\_\_\_ moved that, regarding public consultation requirements for development permit applications for cannabis retail stores in Redcliff, Administration will create the regulations following Option 5, which is the applicant is required to engage the public by notifying adjacent property owners in writing; the Town will host at least 1 open house regarding the development, in a neutral public location in Redcliff; the open house must be advertised in the local paper and all Town social media outlets for at least 2 weeks, and will offer a survey for open house attendees to provide feedback.
6. Councillor \_\_\_\_\_ moved that, regarding public consultation requirements for development permit applications for cannabis retail stores in Redcliff:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

SUBMITTED BY:

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

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

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization - Cannabis retail store overlay

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

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**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Policy 11.4.6 of Redcliff's 2010 MDP states "the Town shall promote crime prevention through the use of Crime Prevention through Environmental Design (CPTED) principles." CPTED emphasizes "eyes on the street," the more people that see and are near a property, the less likelihood of illicit activity occurring on that property.

The Alberta government has set minimum setbacks for cannabis retail stores from:

- 100 metres from a provincial health care facility or a boundary of the parcel of land on which the facility is located;
- 100 metres from building containing a school or a boundary of a parcel of land on which the building is located;
- 100 metres from boundary of a parcel of land that is designated as school reserve or municipal and school reserve under the Municipal Government Act.

Municipalities are allowed to alter these setbacks (greater or less) and are allowed to add other sensitive uses.

Administration proposes the following additional setbacks:

- 100 metres from all health care facilities;
- 100 metres from recreation facility (youth centre, library, rec-tangle, swimming pool);
- 100 metres from payday loan centre or pawn shop;
- 100 metres from daycare or childcare facility; or
- 100 metres from public park

An overlay district is a designated area within a municipality that covers one or more districts (zones) or parts of a district (zone). The intent of an overlay district is to apply a special regulation only to part of the territory of the municipality which affects the development of any districts and parcels covered by the overlay map.

A cannabis retail store overlay would eliminate disagreements over which parcels are in or out of the 100m setback that arise from how to measure the setback, who will measure the setback, and where the setback is measured from.

Administration has created an overlay map based on the following criteria:

1. The parcel must be zoned correctly to have a cannabis store.
2. Any part of a parcel is inside an Alberta government setback it is not included in the cannabis store overlay.
3. If any part of a parcel is inside a Town setback it is not included in the cannabis store overlay if more than 10% of the parcel is inside the setback it is not included in the cannabis store overlay. If less than 10% of the parcel is inside the setback then the context of the area will be examined before the parcel is included in the cannabis store overlay.
4. Parcels where the context of the parcel (i.e. surrounded by single family housing) will not be included in the overlay.

The proposed overlay for cannabis retail stores is attached.

There are several zoning anomalies in Redcliff that could lead to incompatible uses if a cannabis retail store overlay is not used. For example, if an overlay is not used, cannabis stores may be a discretionary use in certain commercial zones, including the general commercial zone and the downtown commercial zone. Redcliff has a downtown commercially zoned parcel in the NW horticultural area, and a general commercially zoned parcel along Mitchell Street, both adjacent to residences, and outside of the 100m setbacks from schools, parks, daycares ect. (NOTE: These parcels would be more appropriately zoned neighbourhood commercial, but are not)

#### **POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

#### **STRATEGIC PRIORITIES:**

N/A

#### **ATTACHMENTS:**

Proposed cannabis production overlay map.

#### **OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: introduce a cannabis retail store overlay in the Land Use Bylaw	<ul style="list-style-type: none"><li>- Eliminates the need to measure separation distances between cannabis retail stores and sensitive uses, therefore reducing the probability of conflict arising when determining how to measure and where to measure separation distances</li><li>- Provides an extra layer of clarity to where cannabis stores can and can't locate</li></ul>	<ul style="list-style-type: none"><li>- Rationale for use of discretion must be clearly explained to avoid the possibility of perceiving a conflict of interest by relaxing the setback in some instances, and upholding it in others</li></ul>



	- Allows Council some discretion in determining cannabis retail store location that would not be feasible without an overlay	
Option 2: do not introduce a cannabis retail store overlay in the Land Use Bylaw	- 100m setback applies to every parcel equally, no discretion is used for parcels in a unique site context	<ul style="list-style-type: none"> <li>- Disagreements will likely arise in determining how to measure setbacks, who will conduct the measurement, and what specific points the measurements will be taken from</li> <li>- Contexts with uniquely zoned parcels have the probability of containing a cannabis retail store, which, if approved, could be incompatible with neighbouring land uses</li> </ul>

### RECOMMENDATION:

Option 1

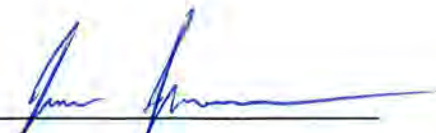
### RATIONALE:

Discretion in determining the overlay boundaries allows administration to remove the 2 anomaly parcels from the overlay, therefore eliminating the possibility of a cannabis store on either parcel. Not using an overlay would mean a cannabis store could be located on either property.

### SUGGESTED MOTION(S):

1. Councillor \_\_\_\_\_ moved to introduce a cannabis retail store overlay in the Land Use Bylaw.
2. Councillor \_\_\_\_\_ moved to not introduce a cannabis retail store overlay in the Land Use Bylaw.

SUBMITTED BY:

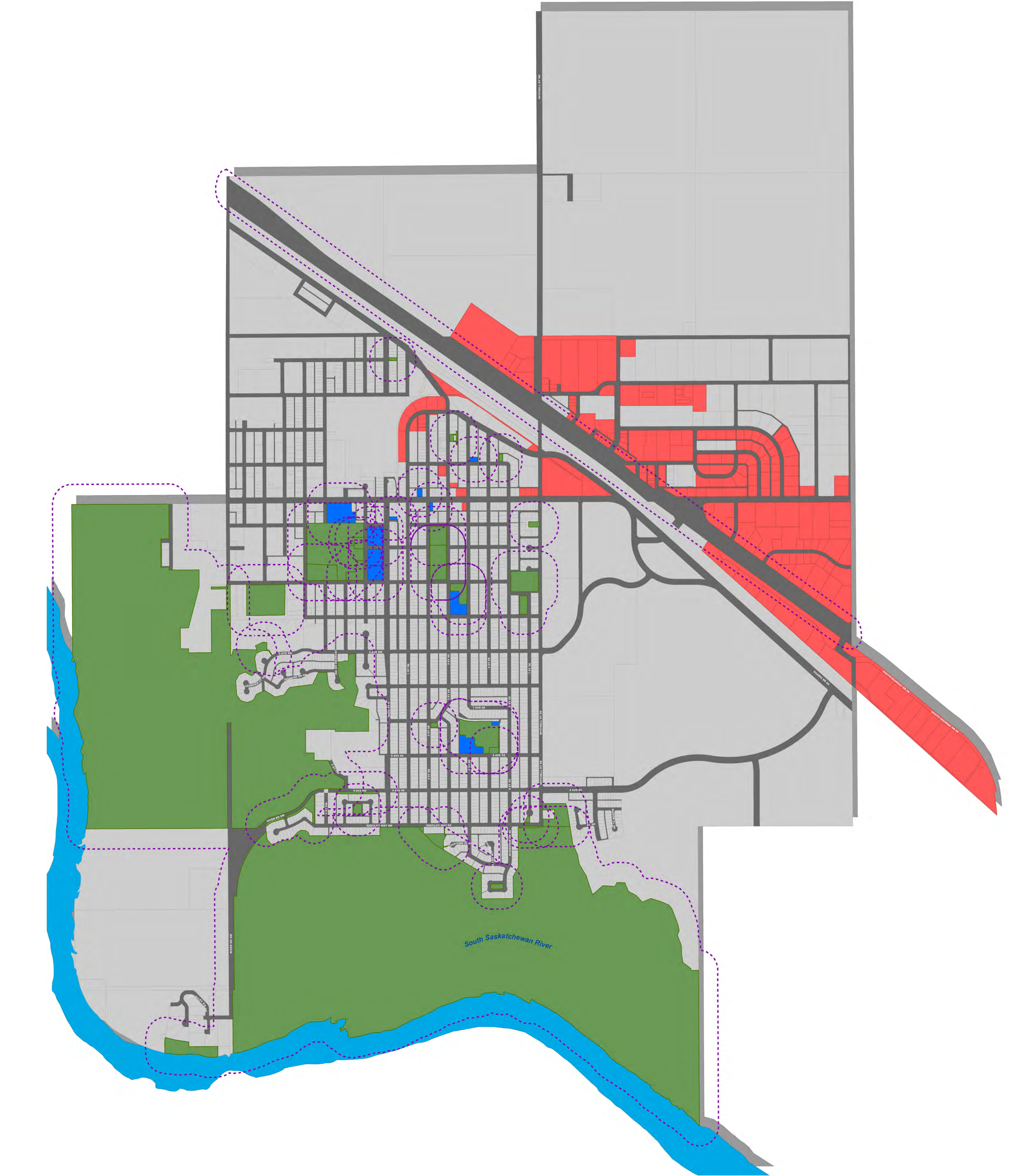
  
\_\_\_\_\_  
Department Head

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



# Cannabis Retail Stores

## *Proposed Locations*



- Parks
- 100m buffer
- Schools, healthcare facilities, arena and youth centre
- Light industrial, downtown commercial, general commercial, and highway commercial areas



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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization - Highway setbacks for cannabis retail stores

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Policy 11.4.6 of Redcliff's 2010 MDP states "the Town shall promote crime prevention through the use of Crime Prevention through Environmental Design (CPTED) principles." CPTED emphasizes "eyes on the street," the more people that see and are near a property, the less likelihood of illicit activity occurring on that property.

Introducing a setback for cannabis retail stores from the highway would push retail stores into light industrial areas on less busy roads with less eyes on the street. While cannabis retail stores are required by the provincial government to have certain security measures in place, extra "eyes on the street" for these facilities should be encouraged.

A 100m setback from the highway would mean all parcels in Redcliff currently zoned C-HWY (highway commercial) could not have a cannabis retail store, severely restricting the possible locations for cannabis retail stores in Town. Cannabis stores could be considered retail areas used by travelers, and therefore compatible with other retail uses and amenities along the highway the Town is trying to encourage visitors to use.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: introduce a 100m setback for cannabis retail stores from the Trans-Canada Highway	- Minimizes the visibility of cannabis retail stores from those travelling along the highway	- Cannabis retail stores in somewhat 'hidden' locations not visible from major thoroughfares may encourage illicit activity
Option 2: do not introduce a 100m setback for cannabis retail stores from the Trans-Canada Highway	- Visibility from the highway and major roads may discourage illicit activity	- Visibility from the highway and major roads may portray an image of the Town that conflicts with Council's intended direction for development in Redcliff

**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to introduce a 100m setback for cannabis retail stores from the Trans-Canada Highway and incorporate such in the appropriate bylaw to brought back to a future council meeting for final approval.
2. Councillor \_\_\_\_\_ moved to not introduce a 100m setback for cannabis retail stores from the Trans-Canada Highway.

SUBMITTED BY:

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

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



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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization - Production and Distribution Facilities Overlay

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Policy 11.4.6 of Redcliff's 2010 MDP states "the Town shall promote crime prevention through the use of Crime Prevention through Environmental Design (CPTED) principles." CPTED emphasizes "eyes on the street," the more people that see and are near a property, the less likelihood of illicit activity occurring on that property.

To the knowledge of Administration the Alberta government and the Federal government has not set any setbacks for cannabis production and distribution facilities.

Municipalities are allowed to create their own setbacks from sensitive uses.

Administration proposes the following additional setbacks:

- 100 metres from all health care facilities;
- 100 metres from building containing a school;
- 100 metres from school reserve;
- 100 metres from daycare or childcare facility;
- 100 metres from public park; or
- 100 metres from residential property or overnight accommodation

An overlay district is a designated area within a municipality that covers one or more districts (zones) or parts of a district (zone). The intent of an overlay district is to apply a special regulation only to part of the territory of the municipality which affects the development of any districts and parcels covered by the overlay map.

A cannabis production and distribution overlay would eliminate disagreements over which parcels are in or out of the setbacks that arise from how to measure the setback, who will measure the setback, and where the setback is measured from.

Administration has created an overlay map based on the following criteria:

1. The parcel must be zoned correctly to have a cannabis production and distribution facility.
2. If any part of a parcel is inside a Town setback it is not included in the cannabis production and distribution facility overlay.
3. Parcels where the context of the parcel (i.e. surrounded by single family housing) will not be included in the overlay.

The proposed overlay for cannabis production and distribution facility is attached.

#### **POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

#### **STRATEGIC PRIORITIES:**

N/A

#### **ATTACHMENTS:**

Cannabis production and distribution overlay map.

#### **OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: introduce a cannabis production and distribution facility overlay in the Land Use Bylaw	<ul style="list-style-type: none"><li>- Eliminates the need to measure separation distances between cannabis retail stores and sensitive uses, therefore reducing the probability of conflict arising when determining how to measure and where to measure separation distances</li><li>- Provides an extra layer of clarity to where cannabis stores can and can't locate</li><li>- Allows Council some discretion in determining cannabis retail store location that would not be feasible without an overlay</li></ul>	<ul style="list-style-type: none"><li>- Rationale for use of discretion must be clearly explained to avoid the possibility of perceiving a conflict of interest by relaxing the setback in some instances, and upholding it in others</li></ul>
Option 2: do not introduce a cannabis production and distribution facility overlay in the Land Use Bylaw	<ul style="list-style-type: none"><li>- setbacks applies to every parcel equally, no discretion is used for parcels in a unique site context</li></ul>	<ul style="list-style-type: none"><li>- Disagreements will likely arise in determining how to measure setbacks, who will conduct the measurement, and what specific points the measurements will be taken from</li><li>- Contexts with uniquely zoned parcels have the probability of containing a cannabis retail store, which, if approved, could be incompatible with neighbouring land uses</li></ul>

**RECOMMENDATION:**

Option 1

**RATIONALE:**

Discretion in determining the overlay boundaries allows administration to remove the 2 anomaly parcels from the overlay, therefore eliminating the possibility of a cannabis store on either parcel. Not using an overlay would mean a cannabis production and distribution facility could be located on either property.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to introduce a cannabis production and distribution facility overlay in the Land Use Bylaw.
2. Councillor \_\_\_\_\_ moved to not introduce a cannabis production and distribution facility overlay in the Land Use Bylaw.

SUBMITTED BY:

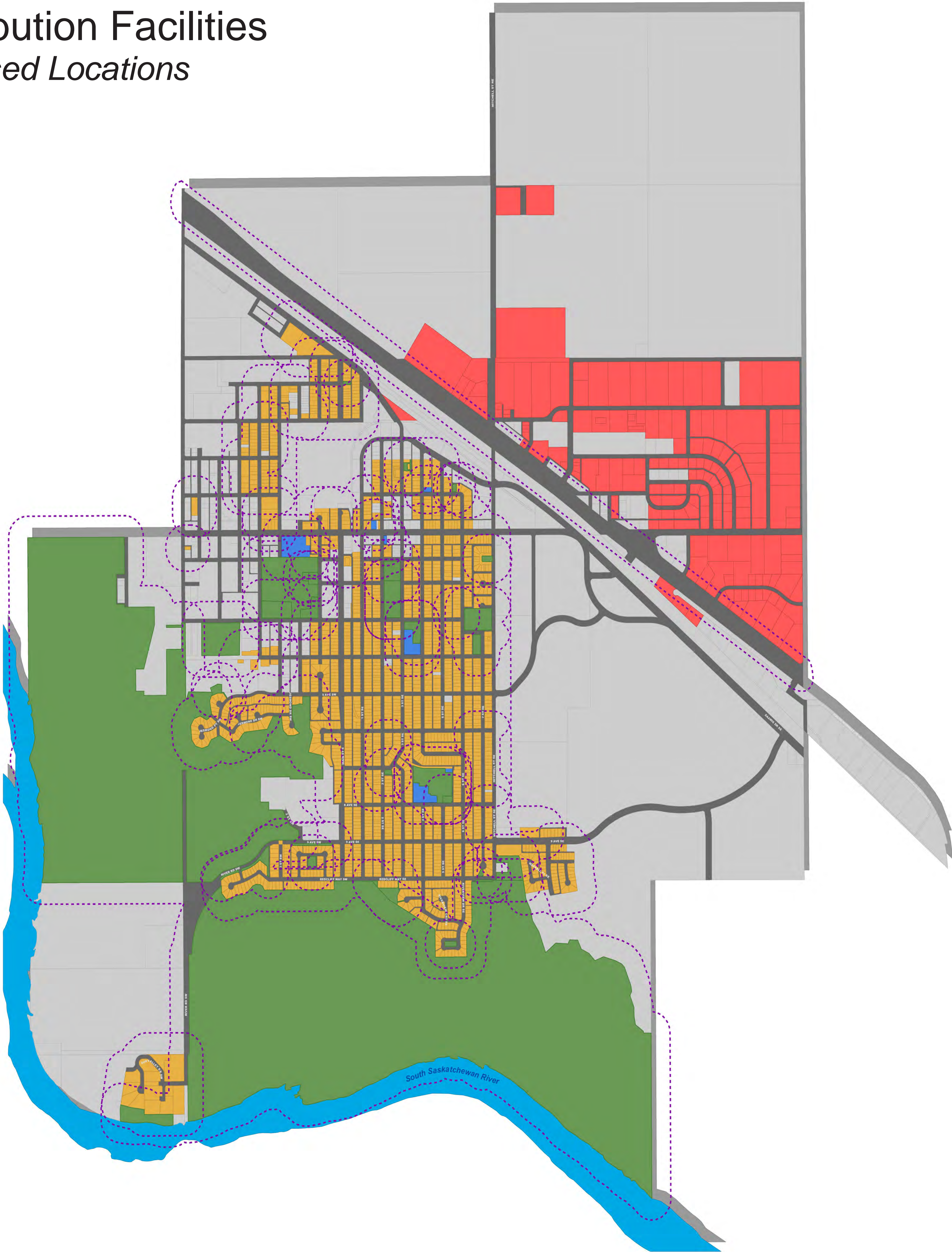
  
\_\_\_\_\_  
Department Head






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



# Cannabis Production & Distribution Facilities

## *Proposed Locations*



-  Parks
-  Residential areas
-  Light and heavy industrial areas
-  Schools, healthcare facilities and daycares
-  100m buffer

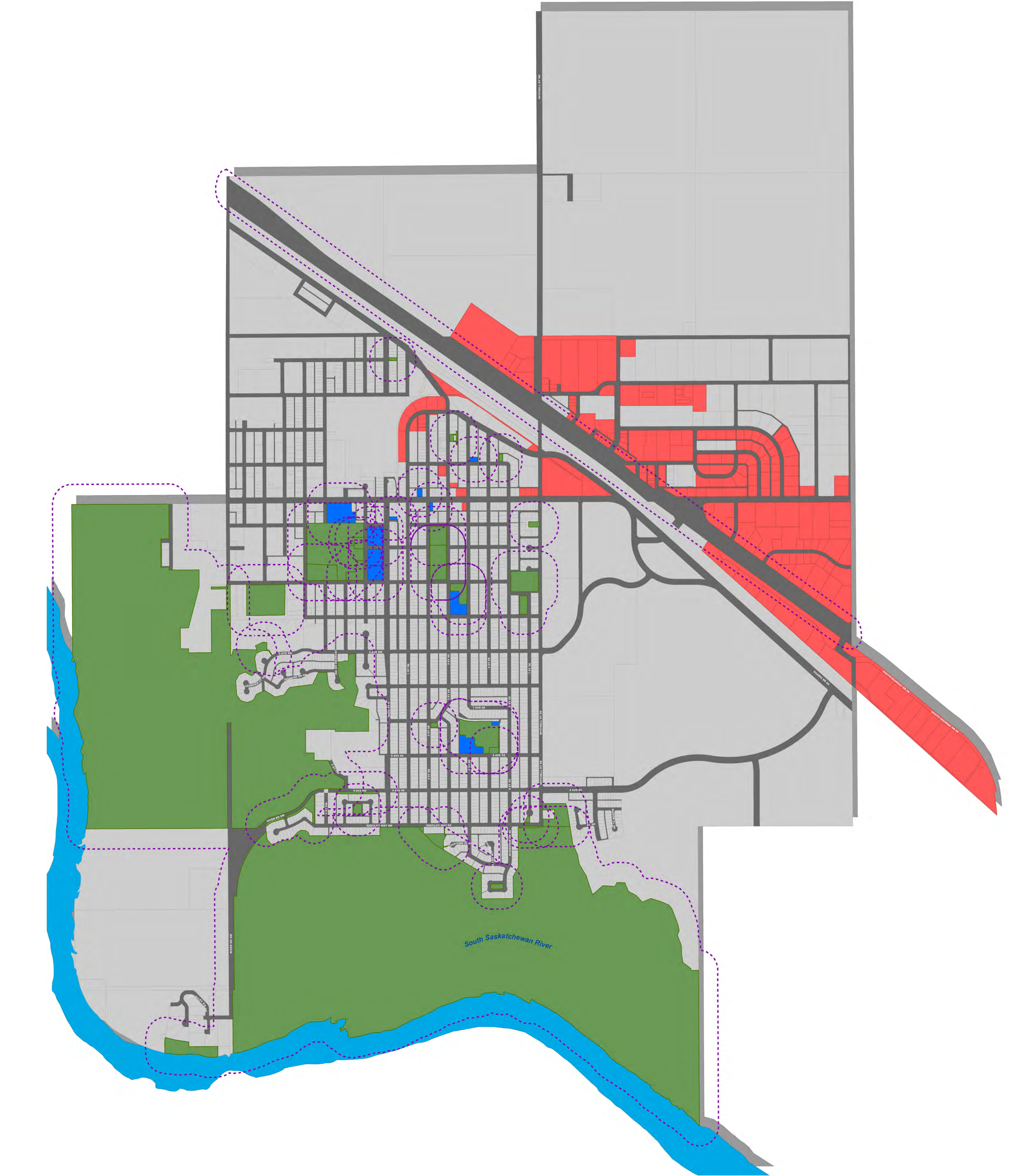
Date: 4/3/2018  
Author: Town of Redcliff GIS  
Projection: CANA83-3TM111  
Data source: AltaLIS - Town of Redcliff GIS



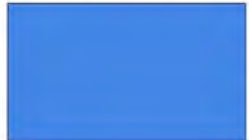

Kilometers  
0 0.275 0.55 1.1



# Cannabis Retail Stores

## *Proposed Locations*



-  Parks
-  100m buffer
-  Schools, healthcare facilities, arena and youth centre
-  Light industrial, downtown commercial, general commercial, and highway commercial areas



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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Director of Planning & Engineering

**TOPIC:** Cannabis Legalization - Highway setbacks for Cannabis Production and Distribution Facilities

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Section 12 of Redcliff's 2010 MDP states "the Town shall make an effort to establish the streetscape that depicts a sense of place and community to capture the first impression of visitors and therefore the highway shall be enhanced to create a desirable and attractive gateway."

Cannabis production facilities are regulated by Health Canada. They must have extensive security systems in place; and you must not be able to see inside the facility (different than the glass and plastic greenhouses currently in Redcliff). The exterior appearance of these facilities is therefore similar to a warehouse.

With the exception of boutique or micro producers, economies of scale dictate that cannabis production facilities will likely be large in size to remain efficient (similar to, and larger than, the size of the largest greenhouses currently in Redcliff).

Large warehouse-type facilities near the highway do not assist in establishing a streetscape depicting a sense of community, or providing amenities to travelers and visitor, while mandated security measures will minimize the risk of crime.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: introduce a 100m setback for cannabis production and distribution facilities from the Trans-Canada Highway	<ul style="list-style-type: none"><li>- Minimizes the visibility of cannabis production and distribution facilities from those travelling along the highway</li><li>- Supports the vision for development along the highway outlined in the 2010 MDP</li></ul>	<ul style="list-style-type: none"><li>- Cannabis production and distribution facilities in somewhat 'hidden' locations not visible from major thoroughfares may encourage illicit activity</li></ul>
Option 2: do not introduce a 100m setback for cannabis production and distribution facilities from the Trans-Canada Highway	<ul style="list-style-type: none"><li>- Visibility from the highway and major roads may discourage illicit activity</li></ul>	<ul style="list-style-type: none"><li>- Visibility from the highway and major roads conflicts with the vision for future development in Redcliff outlined in section 12 of the 2010 MDP</li></ul>

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to introduce a 100m setback for cannabis production and distribution facilities from the Trans-Canada Highway and that such be incorporated into the appropriate bylaw to be brought to a future council meeting for final approval.
2. Councillor \_\_\_\_\_ moved to not introduce a 100m setback for production and distribution facilities from the Trans-Canada Highway.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization – Development Permit Fees

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Administration is proposing that development permits for cannabis retail stores and cannabis production facilities expire after 5 years. Based on the level of Town involvement in public engagement for cannabis retail stores the fees for a development permit for cannabis retail stores should be higher than for a regular development permit to offset some of the costs.

For example, if it is decided the Applicant will conduct all open houses and engagement for a cannabis store application, the development permit fee may be lower than if significant Town involvement is required during public consultation.

Cannabis production facilities require more Administration time to review compared to a normal Development Permit as there are more regulations and coordination with the Provincial and Federal governments that is required.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**RECOMMENDATION:**

Development Permit fees should correspond to the extent of public engagement involvement by the Town and the effort the Town has to put into processing the application.



**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to implement a Development Permit fee for cannabis-retail stores of \$\_\_\_\_\_ and for cannabis production and distribution facilities of \$\_\_\_\_\_ and that such be incorporated into the appropriate bylaw to be brought to a future council meeting for final approval.

SUBMITTED BY:

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

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

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization – Business License Fees

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Administration is proposing yearly inspections of cannabis-related businesses upon renewal of their business licenses. An increased business license fee would help offset some of the cost.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: implement a business license fee for cannabis-related businesses equal to the resident business fee of \$55.00 currently set in the Business License Bylaw	- Cannabis-related businesses are not singled out from other businesses	- The costs to the municipality for inspection, application review, and open house involvement are not offset
Option 2: implement a business license fee of \$400.00 for cannabis-related businesses in the Business License Bylaw to help offset the cost of inspections	- The costs to the municipality for inspection are offset	- Cannabis-related businesses are singled out from other businesses

Option 3: implement a business license fee for cannabis retail stores of \$400.00 to help offset the cost of inspections and additional administrative work required for public engagement, and a fee of \$200.00 for cannabis production and distribution facilities to help offset the cost of inspections	- The costs to the municipality for inspection, application review, and open house involvement are offset	- Cannabis related-businesses are singled out from other businesses
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### RECOMMENDATION:

Option 2 is recommended for consistency.

### SUGGESTED MOTION(S):

1. Councillor \_\_\_\_\_ moved to implement a business license fee for cannabis-retail stores of \$\_\_\_\_\_ and for cannabis production and distribution facilities of \$\_\_\_\_\_ and that it be incorporated into the appropriate bylaw to be brought to a future council meeting for final approval.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization - Fines for contravening the Smoking Bylaw

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

A fine of \$100.00 balances the need for high enough fines to indicate the severity of an offense, while low enough to hopefully discourage challenges to bylaw charges.

Regardless of the option chosen, fines under the Smoking Bylaw should equal fines under the Park, Recreational or Public Areas Bylaw for consuming alcohol and cannabis in public.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: implement a \$200.00 fine for contravening the Smoking Bylaw	- Higher fines may lead to less instances of bylaw breach because the penalty is stringent	- Person in breach of the bylaw is more likely to challenge the charge due to the high cost
Option 2: implement a \$100.00 fine for contravening the Smoking Bylaw	- Strikes a middle balance	- May not be low enough to prevent charge challenges, or high enough to discourage behavior
Option 3: implement a \$50.00 find for contravening the smoking bylaw	- Person in breach of the bylaw is less likely to challenge the charge	- Lower fines may lead to more instances of bylaw breach because the penalty is not stringent enough

**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to implement a \$200.00 fine for contravening the Smoking Bylaw once the bylaw is in place.
2. Councillor \_\_\_\_\_ moved to implement a \$100.00 fine for contravening the Smoking Bylaw once the bylaw is in place.
3. Councillor \_\_\_\_\_ moved to implement a \$50.00 fine for contravening the Smoking Bylaw once the bylaw is in place.
4. Councillor \_\_\_\_\_ moved to implement a \$ \_\_\_\_\_ fine for contravening the Smoking Bylaw once the bylaw is in place.

SUBMITTED BY:

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

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

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization –Cannabis use at the Town campground

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

---

**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

Redcliff is aiming to regulate cannabis similar to alcohol use. Though alcohol consumption is not allowed in public areas like sidewalks or streets, it is allowed in campsites, which could be considered temporary residences.

Permitting cannabis consumption in the campground would keep the rules for alcohol and cannabis consistent in Redcliff.

Extreme restrictions for cannabis use, such as prohibiting it in the campground, may lead to more cases of public consumption as there are fewer places to consume.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: allow cannabis to be consumed at the campground	- Cannabis use would continue to mirror alcohol use, as alcohol consumption is permitted in the campground on a campsite	- Increases the potential for conflict and complaints from neighbouring campers
Option 2: do not allow cannabis to be consumed at the campground	- Eliminate the potential nuisance of second-hand smoke to other campground patrons	- It is difficult to monitor and enforce what patrons do in their own trailer or campsite - Prohibiting cannabis in the campground would stray from regulating cannabis like alcohol

**RECOMMENDATION:**

Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to permit cannabis consumption at the campground in tents, trailers, campers, fifth wheels and on a campsite and to incorporate such in the appropriate bylaw which will be brought to a future council meeting for final approval.
2. Councillor \_\_\_\_\_ moved to prohibit cannabis consumption anywhere at the campground and to incorporate such in the appropriate bylaw which will be brought to a future council meeting for final approval.

SUBMITTED BY:

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

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

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

**DATE:** April 9<sup>th</sup>, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Cannabis Legalization - Fines for consumption of cannabis and alcohol in a park or recreational area (Park, Recreational, or Public Areas Bylaw)

**PROPOSAL:** To receive Council direction on specific matters regarding updates to Redcliff's bylaws to accommodate cannabis legalization

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**BACKGROUND:**

Federal legalization of recreational cannabis is planned for summer 2018. Administration is working on amending several Town bylaws to accommodate cannabis legalization. Specific Council direction on certain matters related to cannabis legalization is required before Administration can finalize the draft bylaws and present them to Council for first reading.

The current fine in the Park, Recreational and Public Areas bylaw for consuming alcohol in public is \$150.00. A fine of \$100.00 balances the need for high enough fines to indicate the severity of an offense, while low enough to hopefully discourage bylaw challenges.

Regardless of the option chosen, fines under the Smoking Bylaw should equal fines under the Park, Recreational or Public Areas Bylaw.

**POLICY/LEGISLATION:**

Updates to several Town bylaws is necessary to prepare for cannabis legalization.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

N/A

**OPTIONS:**

<u>OPTIONS</u>	<u>PROS</u>	<u>CONS</u>
Option 1: do not change the fine amount for consuming alcohol or cannabis in a park, recreational or public area to match the Smoking Bylaw	- Council may consider it a different level of offense, worthy of a different penalty value, to consume alcohol and cannabis in a park versus smoking or vaping in other public places.	- Fine may not be consistent with the Smoking Bylaw. Therefore, one could be charged \$50 for smoking on a sidewalk but \$150.00 for smoking in a park.



Option 2: change the fine amount for consuming alcohol and cannabis in a park, recreational, or public area to match the fine for breaching the Smoking Bylaw	<ul style="list-style-type: none"> <li>- Fines are consistent for consuming alcohol, cannabis in public and smoking and vaping in public.</li> <li>- Consistent fines may provide better clarity to the public</li> </ul>	<ul style="list-style-type: none"> <li>- Council may consider it a different level of offense, worthy of a different penalty value, to consume alcohol and cannabis in a park versus smoking or vaping in other public places.</li> </ul>
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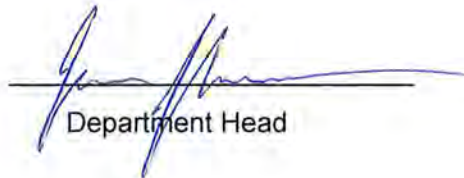
## RECOMMENDATION:

Option 2

## SUGGESTED MOTION(S):

1. Councillor \_\_\_\_\_ moved to keep the fine for consuming alcohol in Parks, Recreational and Public Areas at \$150.00 as defined in the Park, Recreational and Public Areas Bylaw, and ensure consuming cannabis is added to the clause.
2. Councillor \_\_\_\_\_ moved to change the fine for consuming alcohol in Park, Recreational and Public Areas to \$\_\_\_\_\_, to match the amount to be set in the Smoking Bylaw, and ensure consuming cannabis is added to the clause.
3. Councillor \_\_\_\_\_ moved to implement a fine of \$\_\_\_\_\_ for consuming alcohol and cannabis in a Park, Recreational, and Public area.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 9, 2018

**PROPOSED BY:** Municipal Manager

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

**PROPOSAL:** To cancel Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff

---

**BACKGROUND:**

Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff is currently in place. Recent changes to the Municipal Government Act legislate that a council must, by bylaw, establish a code of conduct governing the conduct of councillors. At the Council Meeting of March 26, 2018, Administration brought forward for consideration Bylaw 1858/2018, Councillor Code of Conduct Bylaw for first reading. Having received first reading, the bylaw will be presented for 2<sup>nd</sup> & 3<sup>rd</sup> reading at the April 9, 2018 Council meeting. Upon passage of Bylaw 1858/2018, Councillor Code of Conduct Bylaw Policy 123 will be redundant and should be cancelled.

**POLICY/LEGISLATION:**

Policy No. 115 Policy and Bylaw Development and Review

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

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

**OPTIONS:**

1. To cancel Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, as presented.
2. Suggest changes to Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, and have Administration draft an amended Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, for review at a future Council meeting.

**RECOMMENDATION:**

Option #1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, be cancelled.
2. Councillor \_\_\_\_\_ moved that administration draft an amended Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, for review at a future Council meeting with suggested changes.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. **2018.**

Approved by Council: June 12, 2017

## **CODE OF ETHICS AND CONDUCT FOR THE COUNCIL OF THE TOWN OF REDCLIFF**

### **BACKGROUND**

In 1992 Alberta Urban Municipalities Association circulated a resolution regarding Ethical Guidelines of Conduct for Members of Council. Redcliff Town Council adopted the resolution on November 9, 1992. A great deal of time has passed since this resolution was adopted and it is considered timely to review current standards for Code of Ethics and establish a formal policy.

### **PURPOSE:**

The establishment of a Code of Ethics and Conduct for Redcliff Town Council will:

- Provide guidance to Council so as to ensure that each member is accorded reasonable and fair treatment.
- Assist Council Members in avoiding problems relating to role and responsibilities.
- Preserve the integrity of the Council and administration.
- Protect the individual rights of Council and administration as normal citizens.

These guidelines are additional to any requirements at law and do not excuse any member from complying with any common law or statute law.

### **POLICY:**

#### **Primary Focus**

1. Both Council and its Administration recognize that their allegiance and loyalties are to the community as a whole and not to any individual(s), group(s) or faction(s) of the general population. This includes overall stewardship with regard to respecting the public nature of our community's financial resources.

#### **Relationships between Members of Council and its Administration**

2. Each council member shall ensure that his/her behavior towards other members of Council and the Administration is based on the following principles:
  - Respect for the right of others to offer their opinion.
  - Tolerance for viewpoints, which may be at odds with those of others.
  - Respect for views and opinions, which may be in the minority.
  - Respect for the role of the Municipal Manager as the key employee of Council and its chief policy advisor.
  - Respect for the right of the administration to present reports and advice which may not be that which is politically acceptable to Council.

#### **Fair Treatment for Those Presenting to Council**

3. Each person presenting to Council will be afforded fair treatment by all members of Council who will seek to ensure that:
  - Presenters are treated fairly regardless of race, gender, religion, age, disability or occupation.
  - Presenters are dealt with in good faith.

- Presenters are given an adequate time in which to present their views.
- Presenters are treated without bias and are accorded respect for their time and views.

Presentations to Council shall be in accordance with the Town of Redcliff Procedural Bylaw.

#### Chair of Meetings

4. The Mayor (or Chair of meeting) will not tolerate:
  - Discourtesy by one member to another member.
  - Rudeness to members of staff or to the public, or
  - Disruptive behaviour.
5. The Mayor (or Chair of meeting) should personally speak to any member guilty of such behavior requesting that he/she desist from such remarks or behavior. If necessary, the Chair shall call a brief recess and speak in private to the offending parties. Continued offences shall be dealt with according to the Procedural Bylaw.

#### Authority and Powers

6. Each member of Council will respect the legislation that accords to Council as a whole the authority to make decisions that guide the actions of the Administration. This authority is vested in Council when it is convened as a body at a duly constituted meeting. Council members will therefore refrain from attempting to guide or influence individual members of the administration.

#### Requests for Information

7. Council members will direct their requests for information or action to the office of the Chief Administrative Officer (unless otherwise delegated to a member of staff by the Chief Administrative Officer). If the matter is subject to a current Council policy, Administration will respond as quickly as possible in filling the request. If the request is not covered by a current policy, it will be forwarded to the Chief Administrative Officer who will place the matter before Council to receive its direction.

#### Conflict of Interest

8. Neither Council members nor members of the Administration will act in such a way as to constitute a conflict of interest. All residents will be treated equally. No special favours will be granted unless it is approved by a legal resolution of Council. Decisions on matters of pecuniary (either direct or indirect) which impact family members in a way not consistent with the population as a whole will be deferred pending the advice of the municipality's solicitor. In this, as in all matters, the legislation will prevail.

#### Council Spokesperson

9. The official decisions of Council will be conveyed to the public and all others by way of Council resolutions, bylaws, and policies. These decision will be conveyed by the Mayor (or his designate) to the media as directed by the official Council decision.

Any other comments on Council positions by any other member of Council which are not consistent with the official position should be prefaced as personal opinion only.

Public Statements

10. A Council member is not restricted in any public statement they choose to make, but as a member of the Council they are expected to:
  - Support the role of the council, and
  - Support the current policies, bylaws, and resolutions of the Town of Redcliff.
11. Any requests by the media to Administration for comment or information on matters pertaining to a matter within the jurisdiction of the council and not yet subject to an approved policy should be immediately referred to the Chief Administrative Officer and through him/her to the Mayor.
12. Elected officials, whether representing the Town of Redcliff via the Town's social media outlets, or engaging in discussion on the Town's social media outlets using their own personal social media accounts, are expected to conduct themselves appropriately and ethically. Ethical social media conduct includes:
  - a. Rate payers' protection and respect are paramount.
  - b. Representatives will use every effort to keep their interactions factual and accurate.
  - c. Representatives will strive for transparency and openness in interactions.
  - d. Representatives will provide links to credible sources of information to support their interactions when possible.
  - e. Representatives will publicly correct any information that has later been found to be in error.
  - f. Representatives will protect privacy and permissions.
  - g. Representatives will respect the comment/positing guidelines of the social media site.

Acceptance of Gifts

13. A Council member is expected to avoid any actual or reasonable apprehension of bias in the acceptance of gifts and shall:
  - Accept only those gifts of protocol or social obligation that occur in normal business relationships, and
  - Not accept a fee, gift, or other benefit that is connected directly or indirectly with the performance of the member's office.

Bribery

14. A Council member is to be alert to any attempt of bribery and shall:
  - Reject bribery in any form, and
  - Report any attempt or perceived attempt to bribe a member to the Chief Administrative Officer.

Treatment of Others

15. Each Council member shall exhibit the following:
  - Is courteous, professional, fair and unbiased;
  - Contributes to the preservation of orderly decorum;
  - Avoids sarcasm, derogatory comments, or questions or comments designed to embarrass;
  - Is respectful of the rulings and direction of the Chair; and
  - Where a member is the Chair, they shall be responsible to immediately rule such behaviour out of order and require the offending member to offer an apology to all present at the hearing.

16. Each Council member has a responsibility to ensure that all persons appearing before or otherwise having dealings with Council are:
- Treated fairly regardless of race, gender, religion, age, disability, or occupation.
  - Dealt with in good faith.
  - Dealt with without bias and in a judicial temper, and
  - Given an adequate opportunity to state their case.

#### Confidentiality

17. In addition to the statutory duties set out in the Municipal Government Act, council members shall:
- Refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so;
  - Refrain from use of confidential information (such as knowledge respecting bidding on the sale of Town property or assets) for personal or private gain, or for the gain of relatives or any person or corporation; and
  - Refrain from accessing or attempting to gain access to confidential information in the custody of the Town unless it is necessary for the performance of their duties and not prohibited by council policy.

Particular care should be exercised in ensuring confidentiality of the following:

- Information relating to the security of the property of the organization;
- Personal matters about an identifiable individual, including municipal employees;
- A proposed or pending acquisition or disposition of land by the municipality;
- Labour relations or employee negotiations including collective bargaining;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
- Sources of complaints where the identity of the complainant is given in confidence;
- Information about suppliers provided for evaluation which is of a proprietary nature or might be useful to other suppliers;
- Any information in relation to a tender that has or will be issued but that has not been awarded;
- Schedules of prices in contract tenders.

#### Partisan Politics

18. Council members are entitled to serve as members of provincial or federal parties.
19. Council members will not allow their party affiliation or responsibilities to interfere with the requirements and responsibilities of serving this Town as a member of Council.
20. Council members will not engage in political activities in the Town Office or at any event sponsored by the town or by one of its commissions or committees.

#### Adherence to Code, Charter, Act, and Procedures

21. Each Council member shall:
- Adhere to all aspects of this code of ethics;
  - Adhere to the requirements of the Municipal Government Act;

- Adhere to the procedural guidelines provided for by the Council's approved Procedural Bylaw, and
- Adhere to the requirements of council policies and procedures.

#### Complaints

22. The Town of Redcliff takes breaches of the Code of Ethics and Conduct seriously and expect any member of Council who perceives a breach to immediately take action.

In the event that a member of Council believes that one (or more) of the standards has been breached by another member of Council, the following step shall be taken:

- A) any Council member, who perceives that a violation has occurred, shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.
- B) The Mayor (or Deputy Mayor) shall place the issue on the next Council Agenda In Camera session or call a special Council meeting for the considering the complaint in camera.
- C) If two-thirds majority vote of the members of council, who are present, at the Council meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council meeting:
  - a) Verbal reprimand provided by the Mayor or Deputy Mayor.
  - b) Written censure.
  - c) Initiate legal action to remove the Councillor from Council as per section 175 of the Municipal Government Act if the breach relates to a conflict of interest pursuant to sections 169-173 of the Municipal Government Act if the Councillor refuses to resign immediately.
  - d) Termination of the Councillors appointment to Committees.
  - e) Council may request an inquiry be conducted under Section 572 of the Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Ethics and Conduct for the Town of Redcliff.



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 9, 2018

**PROPOSED BY:** Municipal Manager

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

**PROPOSAL:** To cancel Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions

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**BACKGROUND:**

Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions is currently in place. Recent changes to the Municipal Government Act legislate that a council must, by bylaw, establish a code of conduct governing the conduct of councillors. At the Council Meeting of March 26, 2018, Administration brought forward for consideration Bylaw 1858/2018, Councillor Code of Conduct Bylaw for first reading which would also be applicable to council committees. Having received first reading, the bylaw will be presented for 2<sup>nd</sup> & 3<sup>rd</sup> reading at the April 9, 2018 Council meeting. Upon passage of Bylaw 1858/2018, Councillor Code of Conduct Bylaw Policy 126 will be redundant and should be cancelled.

**POLICY/LEGISLATION:**

Policy No. 115 Policy and Bylaw Development and Review

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

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

**OPTIONS:**

1. To cancel Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions.
2. Suggest changes to Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, and have Administration draft an amended Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, for review at a future Council meeting.

**RECOMMENDATION:**

Option #1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions be cancelled.
2. Councillor \_\_\_\_\_ moved that administration draft an amended Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, for review at a future Council meeting with suggested changes.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. **2018.**

Approved by Council: June 12, 2017

**CODE OF ETHICS AND CONDUCT FOR MEMBERS  
APPOINTED TO REDCLIFF COMMITTEES, BOARDS & COMMISSIONS**

**BACKGROUND**

The proper operation of democratic local government requires that persons appointed by Redcliff Town Council to its committees, boards and commissions be independent, impartial and duly responsible through Council to the citizens of Redcliff.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for persons appointed to boards and commissions so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the board or commission members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of persons appointed to boards and commissions in order that they shall maintain the highest standards in public office and faithfully discharge their duties.

These guidelines are additional to any requirements at law and do not excuse any member from complying with any common law or statute law.

**POLICY:**

- 1. Act in the Public Interest**  
Recognizing that the Town seeks to maintain and enhance the quality of life for all Town businesses and residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.
- 2. Comply with the law**  
Members shall comply with all applicable federal, provincial and local laws in the performance of their duties.
- 3. Conduct of Members**  
The conduct of members in the performance of their duties and responsibilities with the Town must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, members of Council, staff or the public.
- 4. Respect for process**  
Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Town of Redcliff. Members shall be aware of the mandate of their respective committee, board or commission, and act accordingly.

**5. Conduct of Public Meetings**

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers, make personal comments not relevant to the business of the body; or otherwise disturb a meeting.

**6. Decisions based on merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

**7. Communication**

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the board or commission, which they may have received from sources outside of the public decision-making process.

**8. Conflict of Interest / Pecuniary Interest (Should this be Conflict of Interest or Pecuniary Interest or maybe labeled as both)**

Members shall be aware and act in accordance with provincial legislation and any Town of Redcliff Bylaws and policies governing conflict of interest.

Members who have a Pecuniary Interest / Conflict of Interest must:

- disclose the general nature of the conflict prior to any discussion of the matter,
- abstain from voting on any motion relating to the matter,
- abstain from any discussion on the matter, and
- leave the room in which the meeting is being held until discussion and voting on the matter are complete.

**9. Gifts and Favors**

Members shall not accept any money, property, position or favor of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Town, save for appropriate refreshments or meals, except where such gift or favor is authorized by law, or where such gifts or favors are received as an incident of the protocol, social obligations or common business hospitality that accompany the duties and responsibilities of the member.

**10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personal or legal affairs of the Town. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

**11. Use of Public Resources**

Members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

**12. Advocacy**

Members shall represent the official policies or positions of the Town and Board or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Town, their Committee, Board or Commission, nor will they allow the inference that they do.

**13. Positive Work Place Environment**

Members shall treat, other members, the public, Redcliff Town Council and Town staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties.

**14. Implementation**

The Code of Ethics and Conduct for members appointed to Town of Redcliff Committees, Boards and Commissions is intended to be self-enforcing. Members should view the code as a set of guidelines that express collectively the standards of conduct expected of them. It therefore becomes most effective when members are thoroughly familiar with the code and embrace its provisions.

The Code of Ethics and Conduct for members appointed to Committees, Boards and Commissions will be provided to existing members as well as to future applicants. Members appointed to a Board or Commission will be requested to sign the members' statement affirming that they have read and understood the Town of Redcliff Code of Ethics and Conduct for members appointed to Committees, Boards and Commissions.

**15. Compliance and Enforcement**

The Town of Redcliff Code of Ethics and Conduct for members appointed to Committees, Boards and Commissions expresses standards of ethical conduct expected for members of the Town's Committees, Boards and Commissions. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Town of Redcliff.

Redcliff Town Council may terminate the appointment of members for breaching the code of ethics and conduct policy.

**MODEL OF EXCELLENCE****Members of a Committee, Board, or Commission  
of the Town of Redcliff**

As a member of a Town of Redcliff Committee, Board, or Commission, I agree to uphold the code of Ethics adopted by The Town of Redcliff and conduct myself by the following model of excellence.

I will:

- Govern myself in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of the Town of Redcliff.
- Recognize the diversity of open and responsive government;
- Help create an atmosphere of open and responsive government;
- Conduct public affairs with integrity, in a fair, honest and open manner;
- Respect one another and the unique role and contribution each of us has in making the Town of Redcliff a better place to work and live;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair;
- Avoid and discourage conduct which is not in the best interests of the Town;
- Treat all people with whom I come in contact in the way I wish to be treated.

I confirm that I have read and understood the Code of Ethics and Conduct for members appointed to Redcliff Committees, Boards and Commission and will govern myself accordingly.

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Signature

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Date

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Name of Committee, Board, or Commission



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
MAR 26 2018  
MUNICIPAL AFFAIRS

AR92740

March 19, 2018

His Worship Ted Clugston  
Mayor  
City of Medicine Hat  
580 First Street SE  
Medicine Hat AB T1A 8E6

Dear Mayor Clugston,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbors, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the City of Medicine Hat has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of your Intermunicipal Collaboration Framework project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

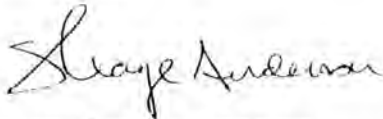
The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Shaye Anderson'.

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Honourable Robert Wanner, MLA, Medicine Hat  
Mayor Dwight Kilpatrick, Town of Redcliff  
Mayor Richard Oster, Cypress County  
Merete Heggelund, Chief Administrative Officer, City of Medicine Hat  
Arlos Crofts, Municipal Manager, Town of Redcliff  
Doug Henderson, Chief Administrative Officer, Cypress County





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
APR 03 2018  
TOWN OF REDCLIFF

AR93219

March 29, 2018

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

Dear Mayor Kilpatrick,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment, I am pleased to confirm that \$800 million has been made available to Alberta's municipalities through a 2017-18 Supplementary Estimate.

Your additional 2017 Municipal Sustainability Initiative (MSI) Capital funding is \$862,639. March 2018 allocations for all municipalities are also posted on the Municipal Affairs MSI website at [www.municipalaffairs.alberta.ca/msi](http://www.municipalaffairs.alberta.ca/msi). Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the *Addendum to 2017 MSI Capital Program Guidelines*. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

The government understands how important it is to ensure that municipalities are able to fund the infrastructure that Albertans use every day, now and into the future. I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

# Memo

**To:** Redcliff Town Council  
**From:** Municipal Manager (For Planning & Engineering)  
**Date:** April 9, 2018  
**Re:** Cannabis Survey

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Attached is the Cannabis Survey completed by the Planning and Engineering Department on March 31, 2018.

Cannabis Legalization in Redcliff

# WHAT WE HEARD

## *Report*



# INTRODUCTION

Federal legalization of cannabis is planned for summer 2018. The Town of Redcliff has a role to play in regulating the location of cannabis retail stores and production facilities, and places where cannabis can be consumed.

To collect input on cannabis, the Town released a 14 question survey to the public. The survey was open from March 6th - 31st 2018. The survey was posted on the Town website and Facebook page, and was covered by Chat News and the Cypress Courier. The goal of the survey was to provide Town administration and Council with an idea of public opinion to help guide decision-making and the development of cannabis regulations.

Redcliff also hosted 2 open houses on March 15th and 30th from 3 - 7pm. The open houses were advertised on the Town website, Facebook page, Weekly Redcliff Report, and covered by the Cypress Courier.



# WHO DID THE SURVEY?

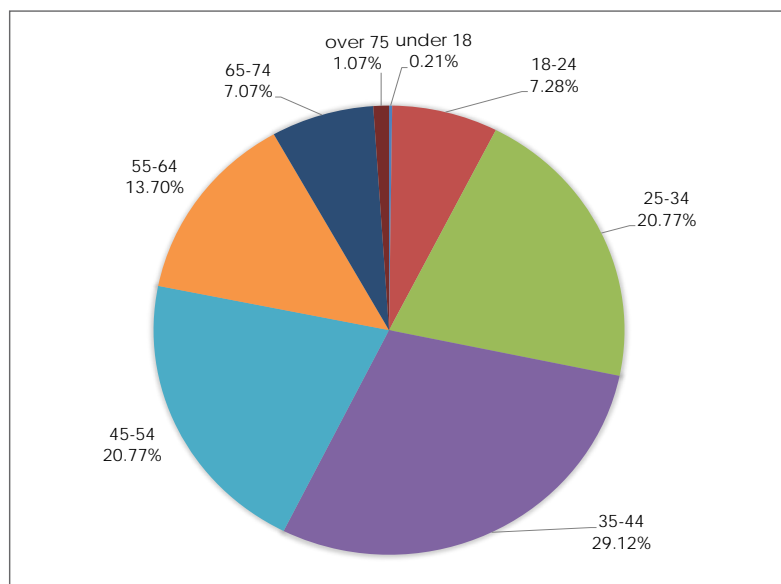
**467**  
total responses

**93%**  
completion rate

representing  
**8.3%** of  
the  
total Redcliff population

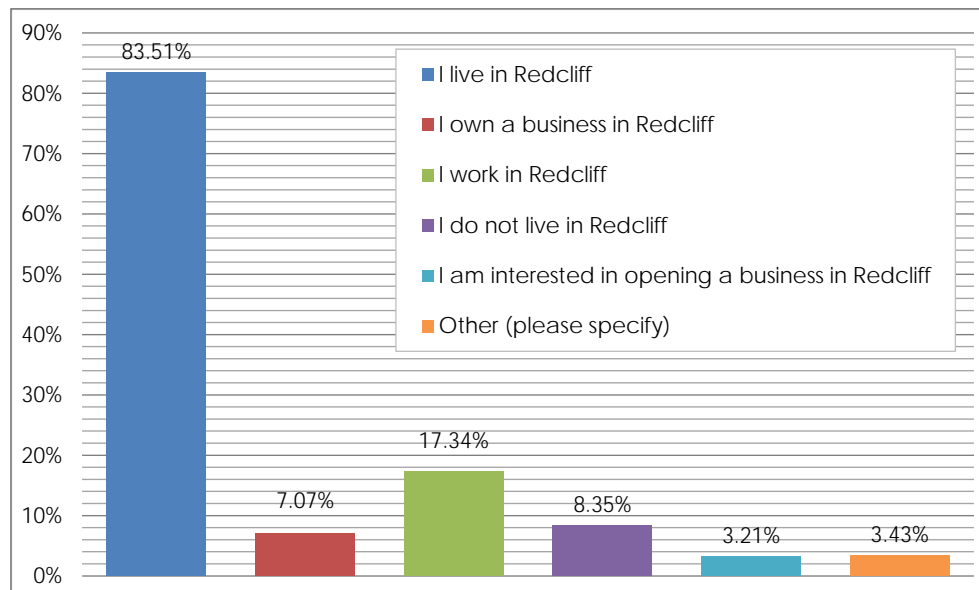
## age of respondents

Q1: what is your age?



## respondent description

Q2: which of the following best describes you? (check all that apply)



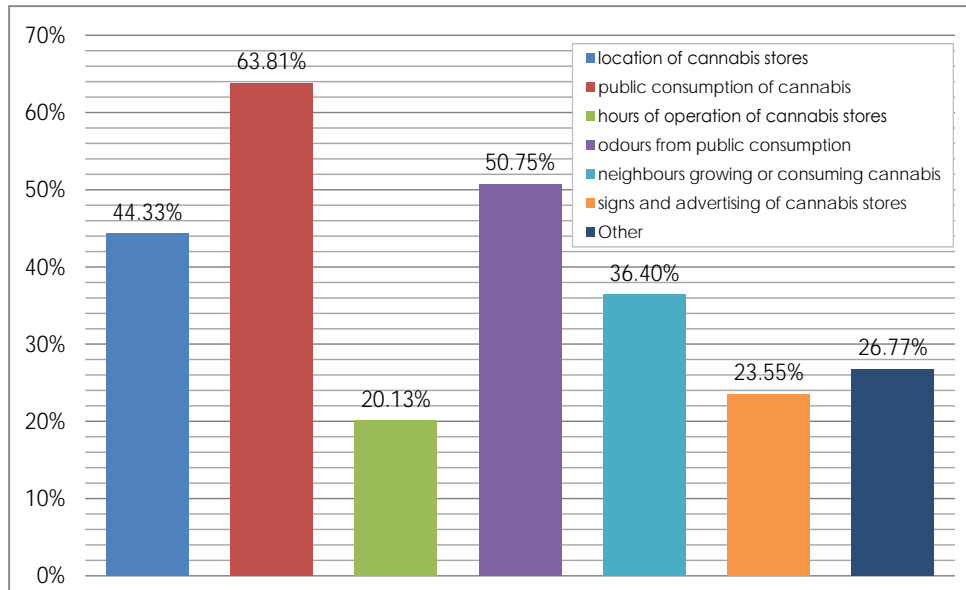
### top 'other' responses:

I live outside/near Redcliff	37.5%
I visit Redcliff	25.00%
I own property in Redcliff	18.75%
I grew up/used to live in Redcliff	18.75%

# GAUGING CANNABIS IN REDCLIFF

## cannabis concerns

Q3: what concerns do you have with cannabis legalization? (check all that apply)

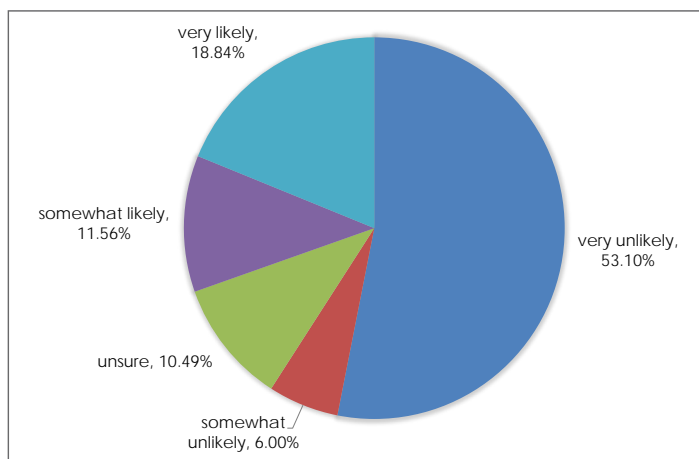


### top 'other' responses:

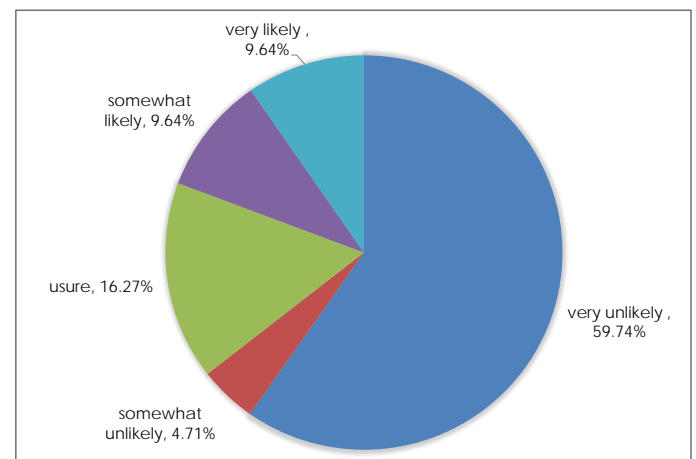
No concerns	56.00%
Keeping cannabis away from youth	15.20%
Impaired driving	9.60%
Crime/policing	2.40%
Workplace safety	2.40%

## purchasing cannabis

Q4 & Q5: once legal, how likely are you to purchase cannabis from a retail store or online?



likeliness of purchasing from a retail store



likeliness of purchasing online

## takeaways and recommendations

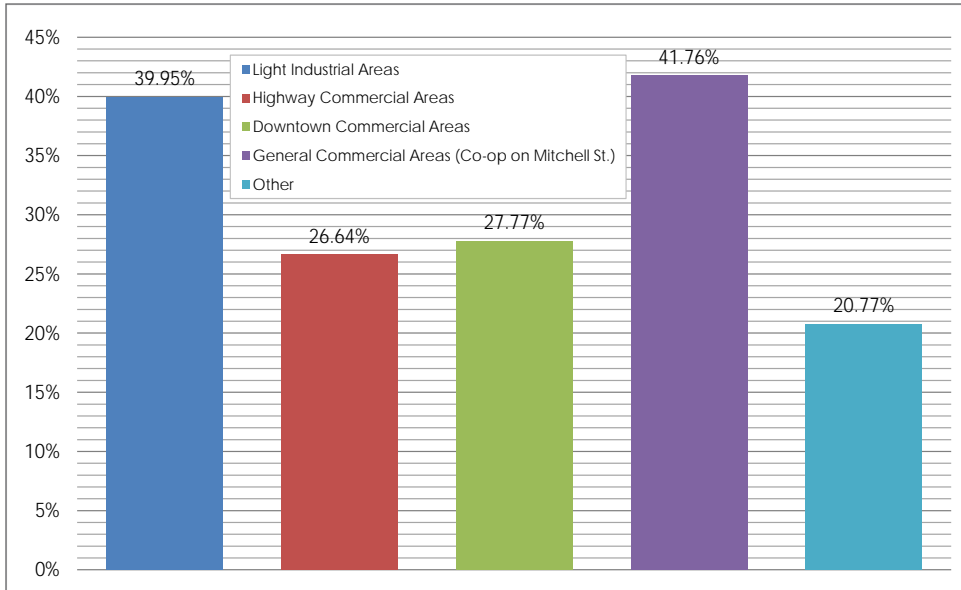
Public consumption and odours from consumption were the largest citizen concerns. These concerns will be addressed through limiting places for the public consumption of cannabis, and ensuring cannabis is not consumed near children. While crime, policing, and workplace safety were mentioned under 'other', it should be of note that these concerns fall within the authority of the provincial government and the RCMP.

Cannabis retail store location was also a large concern. Store locations are addressed in further survey questions.

# CANNABIS RETAIL STORES

## preferred locations

Q6: do you have preferred areas cannabis stores **SHOULD** be located? (check all that apply)

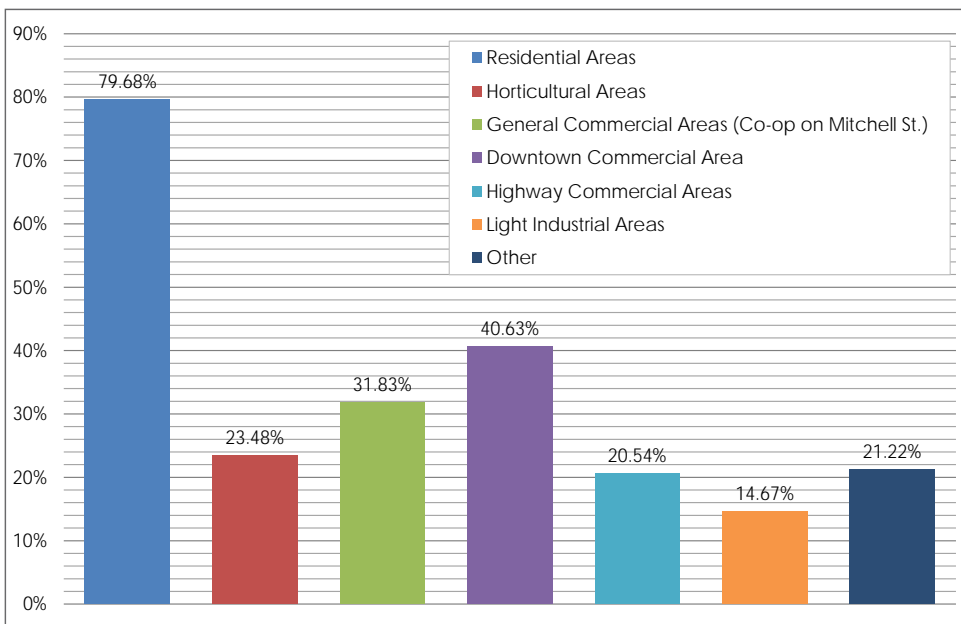


### top 'other' responses:

Don't want stores in Redcliff	45.65%
Location doesn't matter	20.65%
Away from schools & youth	6.52%
Away from business	3.26%
North side of the Highway	3.26%
Not hidden	2.17%

## non-preferred locations

Q7: do you have preferred areas cannabis stores **SHOULD NOT** be located? (check all that apply)



### top 'other' responses:

Near schools & youth	47.87%
Location doesn't matter	26.37%
Don't want stores in Redcliff	15.38%
Pubs & bars	2.20%

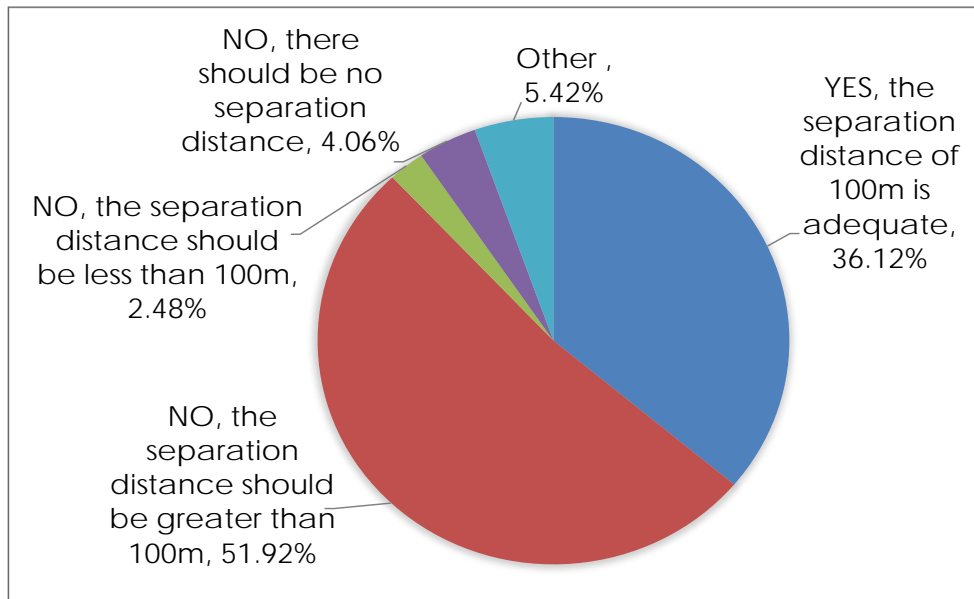
## takeaways and recommendations

Nearly 80% of respondents did not want cannabis stores in residential areas. This will be addressed by prohibiting cannabis stores in neighbourhood commercial zones, and in the 2 general commercial district lots currently in Redcliff's residential area. Respondents preferred cannabis stores in general commercial and light industrial areas over downtown. Buffers from sensitive uses will minimize potential downtown locations. A buffer from the highway will also be considered.

# CANNABIS RETAIL STORES

## separation distances

Q8: do you think the 100m separation from sensitive uses, set by the province, is adequate for Redcliff?

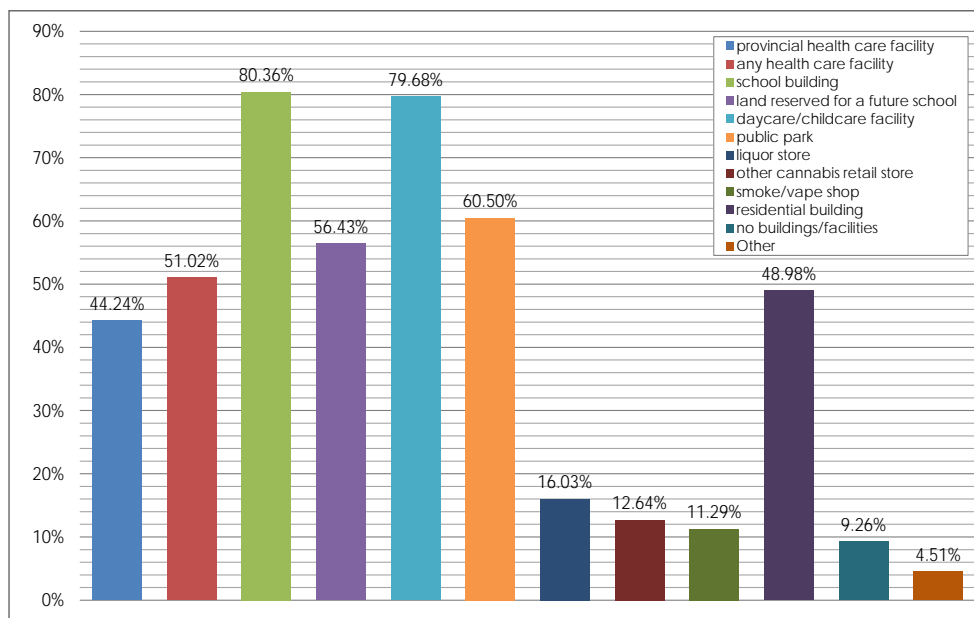


### top 'other' responses:

Don't want cannabis stores in Redcliff	16.67%
Separation distances should be the same as for liquor stores	16.67%

## separation places and locations

Q9: what places should have a minimum separation distance from cannabis stores? (check all that apply)



### top 'other' responses:

Don't want stores in Redcliff	20.00%
Follow the same rules as liquor stores	20.00%
Pubs & bars	10.00%

## takeaways and recommendations

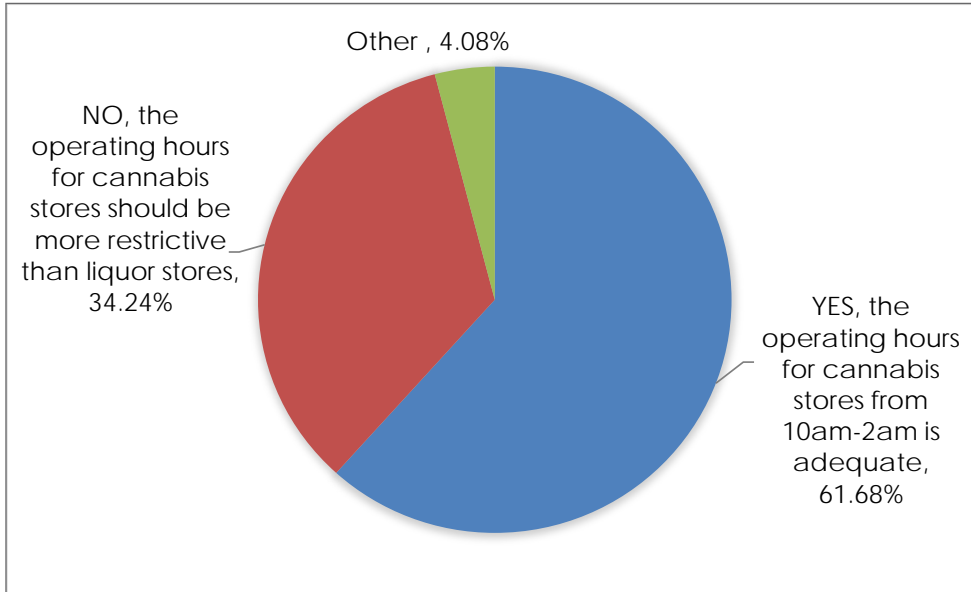
A map of the 100m setbacks will be created to get a better understanding of appropriate separation distances in Redcliff. The majority of respondents did not feel separation from other cannabis stores, liquor stores, and smoke/vape shops was necessary; therefore, separation from these uses will not be considered. The Town will add to the province's recommended list of places requiring separation distances, considering adding parks, daycares, and all health facilities.



# CANNABIS RETAIL STORES

## operating hours

Q10: are the operating hours of 10am - 2am, the same as for liquor stores, adequate for Redcliff?



### top 'other' responses:

Don't want legalized cannabis in Redcliff	38.89%
Indifferent/unsure/ don't care	33.33%

## takeaways and recommendations

The majority of respondents (over 61%) indicated the operating hours of 10am - 2am set by the province are appropriate. Further restricting operating hours would require Redcliff to pass an operating hours bylaw singling out cannabis stores.

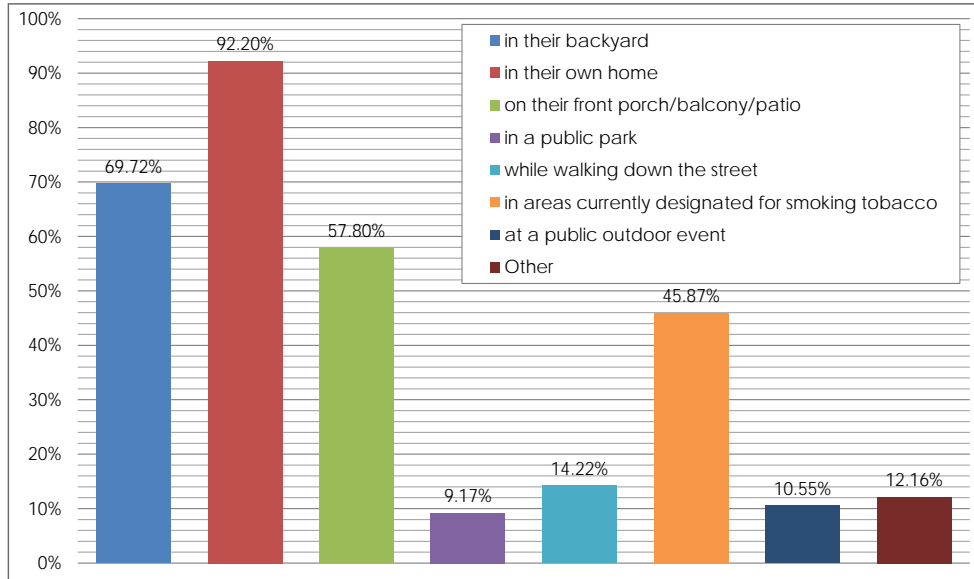
The operating hours of 10am - 2am are maximums, meaning each individual store may operate with more restricted hours if they choose.

The Town will therefore not consider passing an additional bylaw to further restrict operating hours.

# CANNABIS CONSUMPTION

## acceptable locations

Q11: what places do you think are **ACCEPTABLE** for people to consume cannabis? (check all that apply)

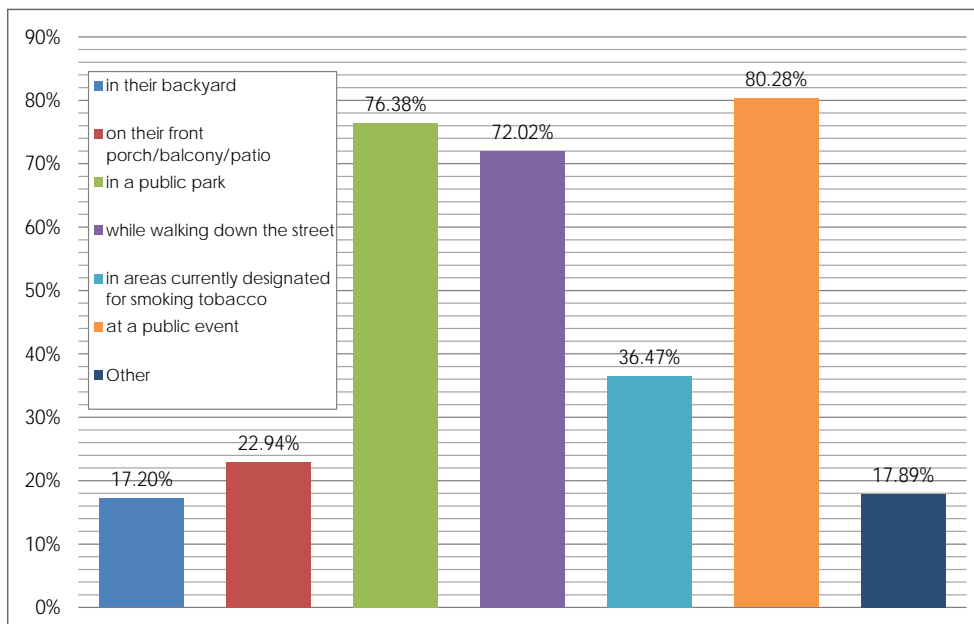


### top 'other' responses:

Nowhere	24.53%
Where alcohol consumption is permitted	15.09%
Not in public	9.43%
In designated areas	7.55%
Away from youth	5.66%
Cannabis cafes	5.66%

## unacceptable locations

Q12: what places do you think are **UNACCEPTABLE** for people to consume cannabis? (check all that apply)



### top 'other' responses:

Near schools/ children	39.74%
Allow it everywhere	15.38%
Same restrictions as tobacco	11.54%
Public areas	8.97%
Everywhere (don't want legalization)	7.69%
Same restrictions as alcohol	5.13%

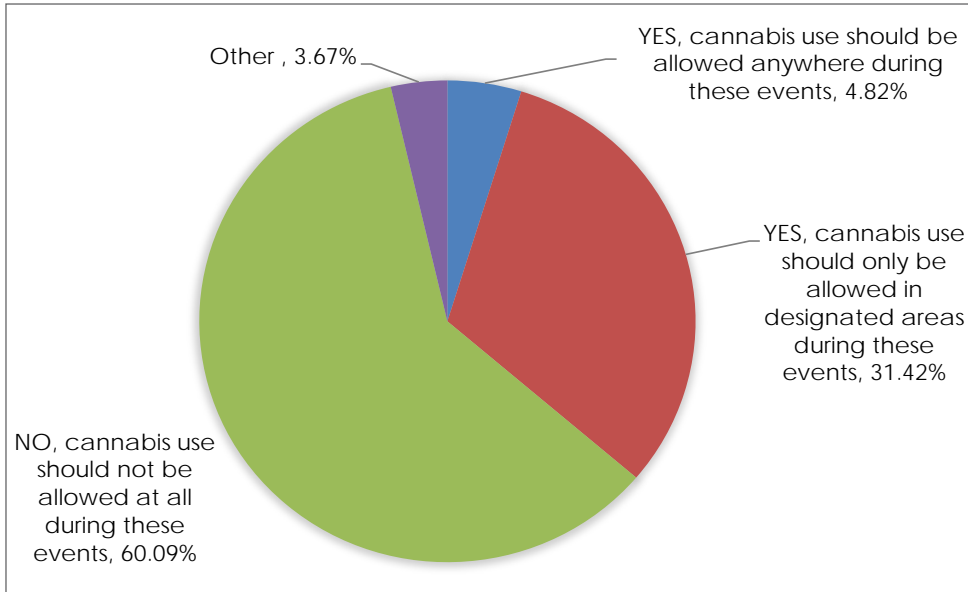
## takeaways and recommendations

The majority of respondents felt consumption on private property was acceptable, and consumption in parks, sidewalks, and public areas was unacceptable. Redcliff will consider restricting cannabis similar to alcohol to mirror this feedback (i.e. you cannot consumer while on the street, sidewalk, or in public).

# CANNABIS CONSUMPTION

## public events

Q13: should cannabis consumption be allowed during public outdoor events like Redcliff Days?



### top 'other' responses:

Regulated the same as tobacco 31.25%

Regulated the same as alcohol 25.00%

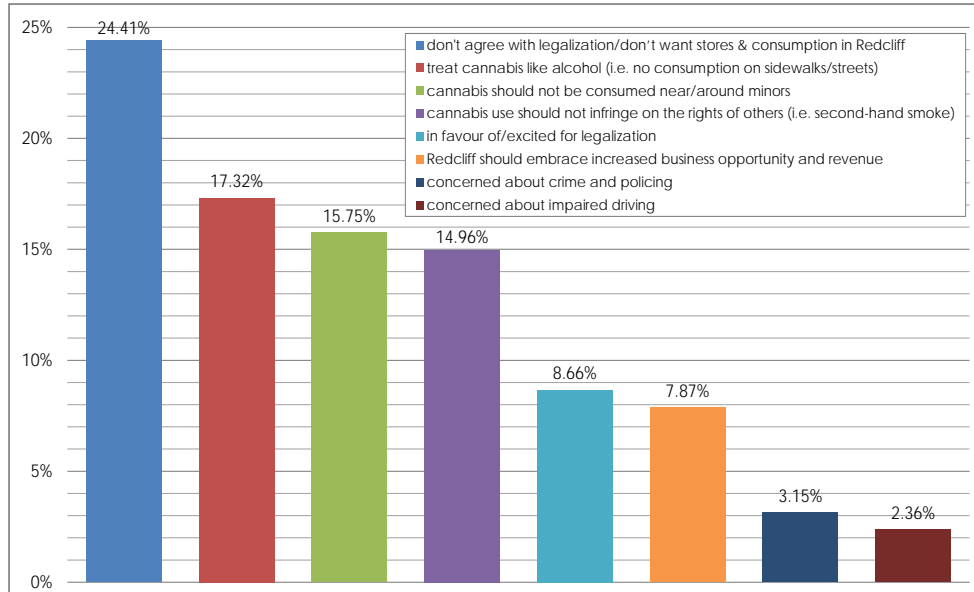
## takeaways and recommendations

The majority of respondents (over 60%) indicated cannabis use should not be allowed at all during public outdoor events. The Town will therefore consider banning cannabis consumption at public outdoor events like Redcliff Days.

# ADDITIONAL COMMENTS

## comment box

Q14: do you have any additional comments you would like to add regarding cannabis in Redcliff?



total responses in the  
comment box:

127

comments were categorized into  
similar responses, with the most  
popular and repeated responses  
depicted in the adjacent chart

## clearing up comments and questions brought up by survey respondents

*Comment: Banning cannabis sale and consumption in Redcliff*

A: According to current legal advice, Redcliff and other municipalities do not have the authority to outright ban or prohibit the sale and consumption of cannabis. Cannabis is being legalized by the federal government, and Redcliff's bylaws and regulations must conform to federal laws and regulations.

*Comment: Cannabis consumption in specialized cannabis cafes or lounges*

A: The federal and provincial governments have indicated cannabis cafes or lounges will not be legal in summer 2018, nor will the sale of cannabis edibles. However, cafes and edibles will be legal within 1 year of recreational cannabis becoming legal. If the federal government sticks to the cannabis timelines, we can therefore expect cannabis cafes and edibles to be legal in summer 2019.

*Comment: Cannabis store locations and separation distances from sensitive uses should be regulated the same as liquor stores*

A: The provincial government does not have any minimum separation distances from liquor stores and sensitive uses such as schools and parks. Regulating cannabis stores the same as liquor stores would therefore mean there would be no separation distances.

*Comment: As the "Greenhouse Capital of the Prairies" Redcliff should embrace legalized cannabis and greenhouses should grow it*

A: Producers and growers of recreational cannabis must be licensed by Health Canada. There are strict regulations regarding the security of cannabis production facilities. The typical glass and plastic greenhouses in Redcliff would not meet Health Canada requirements for cannabis production facilities. Therefore, one could not simply switch their plants to cannabis plants.

# Memo

To: Redcliff Town Council  
From: Municipal Manager ( from Landfill Manager of the Redcliff Cypress Regional Landfill)  
Date: April 9<sup>th</sup>, 2018  
Re: **Purchase of Landfill GPS System**

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Policy 38 – Purchasing Policy States:

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

During the 2017 landfill budget process, the board approved a capital budget of \$115,000 to purchase a GPS system for landfill operations and airspace optimization.

Following the approval of the 2017 interim budget on September 7<sup>th</sup>, 2017 administration began researching GPS options that are applicable to compaction and landfill operations. Administration discovered that three companies produce the required systems. These are Geologic, Trimble, and Carlson. Upon investigation and review of the systems with each company, including the use of demo units on our Tana compactor, each system would operate as required for the landfill's needs.

Administration has evaluated three quoted systems and compared them to GPS accuracy, compaction ratio, ease of operation, availability of technical support, operator friendly, ability to move from various pieces of equipment, and ability to operate as a rover unit.

1. Carlson MC-9 Control Box, MC Pro 800 GNSS base station, BRx6 rover with RT3, and Carlson Command for a purchase price of **\$65,855USD or \$84,205.50CAD.**
2. Trimble SNM941 gateway, CB460 control box, MS9xx FRU receiver, landfill module, SPS855 rover, Trimble 10 with SCS900 controller, and mounting accessories for a purchase price of **\$90,306.01CAD.**
3. Geologic Orion System, Orion Rover, and 3 year support for a purchase price of **\$103,367.52USD or \$132,170.88CAD.**

Administration determined the best value based off specification, available equipment, quality, and price was the Carlson GPS system. Administration has proceeded with the purchase of the Carlson system for \$84,205.50. This item is \$30,794.50 under budget.

## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
April 21, 2018	Volunteer Recognition & Citizen of the Year Celebration	Redcliff Legion (Tickets required)
April 22, 2018	Pitch-In Week Dog Waste Cleanup	River Valley Park 10:00 a.m. - Noon
April 23, 2018	Council Meeting	Town Hall Chambers 7:00 p.m.
April 28, 2018	Pitch-In Week Town Cleanup	Legion Memorial Park 10:00 a.m. - Noon