



COUNCIL MEETING

MONDAY, DECEMBER 11, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, DECEMBER 11, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 6	D) Bank Summary to November 30, 2017 *	For Information
	2. DELEGATION	
Pg. 7	A) The Experts * Re: LED Digital Sign Board	
	3. MINUTES	
Pg. 8	A) Council meeting held November 27, 2017 *	For Adoption
Pg. 12	B) Riverview Golf Club meeting held October 24, 2017 *	For Information
Pg. 14	C) Redcliff Public Library Board meeting held October 24, 2017 *	For Information
	4. BYLAWS	
Pg. 17	A) Bylaw No. 1850/2017, A Bylaw to repeal Bylaw 1675/2010, Tax Certificate and Letter of Compliance *	1 st Reading
	5. REQUESTS FOR DECISION	
Pg. 21	A) Encroachment Permit Application * Re: Lot 38-40, Block 18, Plan 1117V (438 – 4 Street SE)	For Consideration
Pg. 32	B) Special Transit Agreement Extension *	For Consideration
Pg. 52	C) Riverview Golf Club Loan Request *	For Consideration
Pg. 55	D) Riverview Golf Club Raw Water Agreement *	For Consideration

6. CORRESPONDENCE

Pg. 62	A)	Legislative Assembly * Re: Congratulations	For Information
Pg. 63	B)	Alberta Municipal Affairs * Re: Gas Tax Fund	For Information
Pg. 64	C)	Alberta Municipal Affairs * Re: Municipal Sustainability Initiative (MSI)	For Information
Pg. 65	D)	Medicine Hat & District Food Bank (1992) Association * Re: CHAT Food Drive	For Information

7. OTHER

Pg. 66	A)	Memo to Council * Re: Cypress County Development Application 17/208	For Information
Pg. 69	B)	Municipal Manager Report to Council December 11, 2017 *	For Information
Pg. 83	C)	Redcliff/Cypress Regional Waste Management Authority * Re: Landfill Graphs to November 30, 2017	For Information
Pg. 86	D)	Council Important Meetings & Events December 11, 2017 *	For Information

8. RECESS

9. IN CAMERA

- A)** Land (FOIP S. 16)
- B)** Third Party Business Interests (FOIP S. 16)
- C)** Third Party Business Interests (FOIP S. 16)
- D)** Appointments to Boards and Commissions (FOIP S. 17 & 24)

10. ADJOURN

<u>COUNCIL MEETING DEC 11, 2017</u>			
<u>ACCOUNTS PAYABLE LIST</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
82615	BOSS LUBRICANTS	GREASE/OIL BOX	\$31.46
82616	CANADIAN ENERGY	COMMERCIALGR 30H 1050 CA	\$144.83
82617	CITY AUTO PARTS	STARTING FLUID CYLINDER	\$243.43
82618	CITY OF MEDICINE HAT	911 DISPATCH FEE	\$4,889.50
82619	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$105.00
82620	CYPRESS COMMUNICATIONS	2 WAY	\$425.25
82621	CYPRESS COUNTY	GRADER BLADES	\$2,496.00
82622	DESIGN KITCHEN & COUNTER TOPS	CABINETS	\$787.50
82623	FINNING CANADA	CUTTING EDGE/SHOES	\$607.34
82624	GLEISNER, WADE	REIMBURSE FOR ANTIFREEZE	\$41.75
82625	INDUSTRIAL MACHINE	FELTS-ZAMBONI CONDITIONER	\$286.72
82626	LMT ENTERPRISES	RELEASE HOLDBACK - ROAD REHABILITATION	\$73,562.59
82627	MJB ENTERPRISES	REFUND DEPOSIT FOR HYDRANT	\$2,000.00
82628	SHAW	INTERNET	\$138.50
82629	ROBERTSONS IMPLEMENT	MUFFLER/GASKET	\$349.91
82630	SPAMPINATO, CARLA	TRAVEL REIMBURSEMENT	\$155.00
82631	SOUTH COUNTRY CO-OP	CHEMICAL	\$826.00
82632	ROYAL CANADIAN LEGION	LEGION RENTAL	\$52.50
82633	ZUKOWSKI, JORDAN	EMPLOYEE REIMBURSEMENT	\$118.21
82634	3 LITTLE BIRDS TREE CARE	REMOVE TREE/STUMP	\$1,391.25
82635	CARLIER, JORDAN	REFUND FOR CFSC/CRFSC COURSES	\$224.70
82636	REILING, PATRICIA	REFUND BABYSITTING COURSE	\$59.85
82637	DESGAGNES, PAT	REFUND DAMAGE DEPOSIT	\$50.00
82638	BRAR, BHUPINDER	REFUND PERMIT	\$160.79
82639	TRICO LIGHTING	LIGHT COVERS	\$14.16
82640	UNITED RENTALS	GENERATOR RENTAL	\$608.73
82641	WACHS CANADA	LEAK DETECTION SYSTEM	\$24,965.85
82642	WHITE ICE	COACHES BOARDS	\$579.60
82643	WOLSLEY MECHANICAL	BOX RODS	\$2,287.34
82644	AMSC INSURANCE	BENEFITS	\$18,923.51
82645	BROVAC	VAC TRUCK	\$735.00
82646	COCKLE, SHAWNA	TRAVEL REIMBURSEMENT	\$55.00
82647	CITY OF MEDICINE HAT	EMERGENCY MANAGEMENT OPERATING COSTS	\$13,261.00
82648	COMPETITIVE EDGE	REPORT EXEC LICENSE	\$1,498.44
82649	CROZIER, CATHY	TRAVEL REIMBURSEMENT	\$307.00
82650	ECL FIBERGLASS	VAULTS	\$2,677.50
82651	GLEISNER, WADE	EMPLOYEE REIMBURSEMENT	\$475.92
82652	INLAND CONCRETE	WASHED DE-ICING SAND	\$10,872.10
82653	KILPATRICK,DWIGHT	TRAVEL REIMBURSEMENT	\$399.36
82654	LOGOS EMBROIDERY	APPAREL	\$130.20
82655	SHAW	INTERNET	\$88.10
82656	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$159.08
82657	PRIME PRINTING	BUSINESS CARDS	\$110.25
82658	REDCLIFF CURLING CLUB	RINK RENTAL	\$200.00
82659	SOLBERG, ERIC	TRAVEL REIMBURSEMENT	\$320.00
82660	SPAMPINATO, CARLA	EMPLOYEE REIMBURSEMENT	\$72.19

82661	STEINKE, JAMES	TRAVEL REIMBURSEMENT	\$20.00
82662	CZEMBER, CHRIS	TRAVEL REIMBURSEMENT	\$336.00
82663	NEW ROCK DEVELOPMENTS	REF CONSTRUCTION DEPOSIT	\$3,000.00
82664	PENNYWISE ELECTRIC	FUSES/TRANSFORMER/LABOUR	\$668.96
		CHEQUES - TOTAL	\$117,603.76

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00421	ACTION PARTS	CIRCUIT/V-BELTS	\$185.04
00422	ATRON REFRIGERATION	FURNACE REPAIR/REPLACE EXHAUST FANS/WATER	\$6,139.74
00423	THE BOLT SUPPLY HOUSE	BOLTS/NUTS	\$163.78
00424	CANADIAN LINEN	COVERALLS/TOWELS	\$32.57
00425	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$192.15
00426	DIAMOND SOFTWARE	UTILITY BILL MODIFICATIONS/VCH MODIFICATIONS	\$2,685.38
00427	FARMLAND SUPPLY	HOSE/FITTINGS/TEES/NIPPLES	\$438.53
00428	FOX ENERGY	SIGNS/EARPLUGS/COVERALLS	\$832.41
00429	GAR-TECH	REPAIR BULK WATER & LIFT STATION/INSTALL DRYERS	\$1,421.88
00430	REDCLIFF HOME HARDWARE	HITCH PIN/LAMPS/ADHESIVE/BULBS	\$137.44
00431	KEYWAY LOCKSMITH	PADLOCKS/KEYS/REPIN KEYS	\$2,240.18
00432	KIRK'S MIDWAY TIRE	REPAIR FLATS/CHANGEOVERS/TIRES	\$3,218.25
00433	PARK ENTERPRISE	PERMITS	\$8,679.55
00434	SANATEC	VAC TRUCK FOR LIFT STATION	\$504.00
00435	SUMMIT MOTORS	SOS	\$284.45
00436	TRIPLE R EXPRESS	SHIPPING	\$34.65
00437	BERT'S VACUUMS	CLEANING/PAPER PRODUCTS	\$600.16
00438	WHITE FOX	SCREENED ROCK	\$2,463.93
00439	CANADIAN LINEN	COVERALLS/TOWELS	\$32.57
00440	COURTYARD LAW	PROFESSIONAL SERVICES	\$3,344.43
00441	REDCLIFF HOME HARDWARE	SEALER/TAPE	\$37.25
00442	MEDICINE HAT NEWS	ADVERTISING	\$1,226.22
00443	SCHEFFER ANDREW	PLANNING SERVICES	\$7,289.63
		EFT - TOTAL	\$42,184.19

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00192	AREO GEOMATICS	ARIAL/SURVEY/MAPPING	\$7,875.00
00193	BOSS LUBRICANTS	OIL	\$1,013.35
00194	C.E.M. HEAVY EQUIPMENT	PRECLEANER/CLAMP/HOSE	\$1,056.46
00195	FARMLAND	PLUG/SEAL	\$51.24
00196	KAL TIRE	CHANGEOVER	\$202.91
00197	NANA'S & PAPA'S COIN LAUNDRY	LAUNDRY COVERALLS	\$63.00
00198	PRIME PRINTING	LANDFILL TICKETS	\$1,697.85
00199	REDCLIFF HOME HARDWARE	WATER/GLOVES/CLEANER/MASKS/TOILET PAPER	\$114.40
00200	SUMMIT MOTORS	FUEL CONDITIONER/FLEETRITE	\$719.66
00201	SUNCOR	FUEL	\$2,670.53
00202	AMSC	INSURANCE PREMIUMS	\$746.54
00203	FOX ENERGY	SIGN	\$236.25
00204	SHOCKWARE	INTERNET	\$52.45
00205	TELUS COMMUNICATIONS	PHONE SERVICE	\$39.42
		CHEQUES - TOTAL	\$16,539.06

TOWN OF REDCLIFF
BANK SUMMARIES FOR NOVEMBER 30, 2017

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,798,133.42	1,560,464.25
DAILY DEPOSITS	131,751.11	175,796.51
DIRECT DEPOSITS	445,210.77	96,657.45
GOVERNMENT GRANTS	0.00	
INTEREST	1,839.44	1,810.98
OTHER DEPOSITS	368.05	
SUBTOTAL	579,169.37	274,264.94
PAYMENTS	522,418.24	21,795.12
ASFF QUARTERLY PAYMENTS	0.00	
DEBENTURE PAYMENTS	8,331.12	
OTHER WITHDRAWALS	207,909.18	5,412.76
SUBTOTAL	(738,658.54)	(27,207.88)
TOTAL	1,638,644.25	1,807,521.31
BANK STATEMENT ENDING BALANCE	1,771,246.91	1,820,852.83
OUTSTANDING CHEQUES (-)	(135,372.52)	(13,692.30)
DEPOSITS IN TRANSIT (+)	2,769.86	360.78
TOTAL	1,638,644.25	1,807,521.31
TOTAL CASH	3,446,165.56	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	19,558,151.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	500,586.00
TOTAL INVESTMENTS		20,058,737.00

TOTAL CASH & INVESTMENTS	23,504,902.56
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RECEIVED
NOV 30 2017
TOWN OF REDCLIFF

Attention: Redcliff Town Council & Mayor

We would like an opportunity to be part of the potential growth that Redcliff desires to become. We would like to propose a state of the art LED Digital Sign board on the corner of 1900 South Highway Drive. This LED Display serves many purposes.

The display is designed to help local businesses advertise, and increase their marketing abilities within the City. This will allow the opportunity for increasing the viability of businesses, increasing their profits, and thereby adding more money to the local tax base, which is designed to encourage maintenance and growth of City sustainability.

Not trying to turn the City into VEGAS, but allowing businesses to take advantage of current, beneficial, marketing technology.

As well, the sign could 'partner' with the City in case of an **AMBER ALERT**, or any natural disaster, with the displays ability to instantaneously display an image, description, or emergency directions...invaluable function **not doable** with a static sign.

We feel that a 14ft by 48ft (26ft High from Ground) Super Board at this location would present itself extremely well, due to the speed of traffic and the lights would pose as no problem.

We believe this would render Redcliff as a forward moving community. The board also has full video capabilities which we believe, done in proper increments could be a great asset.

We look forward to working with you.

Kevin Panko
403-581-9177

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#48 419 3RD ST S.E. T1A-0G9 Medicine Hat

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kevin@theexperts.ca

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

PRESENT:	Mayor Councillors	D. Kilpatrick S. Cockle, C. Crozier C. Czember, L. Leipert E. Solberg, J. Steinke
	Municipal Manager Manager of Legislative & Land Services	Arlos Crofts S. Simon
	Director of Finance & Administration	J. Tu (left at 7:31 p.m.)
	Director of Community & Protective Services	K. Dalton (left at 7:31 p.m.)
	Director of Planning & Engineering	J. Johansen (arrived at 7:01 p.m., left at 8:15 p.m.)
	Director of Public Services	C. Popick (left at 7:31 p.m., rejoined at 8:15 p.m.)

ABSENT:**1. GENERAL**

	Call to Order	A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2017-0454	Adoption of Agenda	B) Councillor Leipert moved the Agenda be adopted as presented. - Carried.
2017-0455	Accounts Payable	C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.
		Director of Planning & Engineering joined the meeting at 7:01 p.m.
2017-0456	Bank Summary to October 31, 2017	D) Councillor Cockle moved the Bank Summary to October 31, 2017, be received for information. - Carried.

2. MINUTES

2017-0457	Council meeting held November 14, 2017	A) Councillor Solberg moved the minutes of the Council meeting held November 14, 2017, be adopted as presented. - Carried.
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2017-0458	Subdivision & Development Appeal Board meeting held November 9, 2017	B) Councillor Czember moved the minutes of the Subdivision & Development Appeal Board meeting held November 9, 2017, be received for information. - Carried.
3. BYLAWS		
2017-0459	Bylaw 1846/2017, Temporary Borrowing Bylaw	A) Councillor Leipert moved Bylaw 1846/2017, Temporary Borrowing Bylaw, be given first reading. - Carried.
2017-0460		Councillor Steinke moved Bylaw 1846/2017, Temporary Borrowing Bylaw, be given second reading. - Carried.
2017-0461		Councillor Crozier moved Bylaw 1846/2017, Temporary Borrowing Bylaw, be presented for third reading. - Carried Unanimously
2017-0462		Councillor Solberg moved Bylaw 1846/2017, Temporary Borrowing Bylaw, be given third reading. - Carried.
2017-0463	Bylaw 1847/2017, Fees, Rates & Charges Bylaw	B) Councillor Cockle moved Bylaw 1847/2017, Fees, Rates & Charges Bylaw, be given first reading. - Carried.
2017-0464		Councillor Czember moved Bylaw 1847/2017, Fees, Rates & Charges Bylaw, be given second reading. - Carried.
2017-0465		Councillor Steinke moved Bylaw 1847/2017, Fees, Rates & Charges Bylaw, be presented for third reading. - Carried Unanimously
2017-0466		Councillor Crozier moved Bylaw 1847/2017, Fees, Rates & Charges Bylaw, be given third reading. - Carried.
2017-0467	Bylaw 1848/2017, Water Rates Bylaw	C) Councillor Leipert moved Bylaw 1848/2017, Water Rates Bylaw, be given first reading. - Carried.
2017-0468		Councillor Cockle moved Bylaw 1848/2017, Water Rates Bylaw, be given second reading. - Carried.
2017-0469		Councillor Leipert moved Bylaw 1848/2017, Water Rates Bylaw, be presented for third reading. - Carried Unanimously
2017-0470		Councillor Steinke moved Bylaw 1848/2017, Water Rates Bylaw, be given third reading. - Carried.
2017-0471	Bylaw 1849/2017, Sewer Rate Bylaw	D) Councillor Czember moved Bylaw 1849/2017, Sewer Rate Bylaw, be given first reading. - Carried.
2017-0472		Councillor Cockle moved Bylaw 1849/2017, Sewer Rate Bylaw, be given second reading. - Carried.

- 2017-0473 Councillor Leipert moved Bylaw 1849/2017, Sewer Rate Bylaw, be presented for third reading. - Carried Unanimously
- 2017-0474 Councillor Czember moved Bylaw 1849/2017, Sewer Rate Bylaw, be given third reading. - Carried.

4. REQUESTS FOR DECISION

- 2017-0475 Budget 2018 Interim Approval **A)** Councillor Solberg moved the 2018 Operating and Capital Budgets Presentation be received for information. Further, that the 2018 Interim Operating and Capital Budgets be approved. - Carried.
- 2017-0476 Doubtful Accounts Receivable **B)** Councillor Crozier moved that the Director of Finance and Administration be authorized to write off the total amount of \$10,770.04, \$10,484.36 for outstanding utility accounts, and \$285.68 for outstanding general accounts as presented in the enclosed list. - Carried.
- 2017-0477 911 Emergency Dispatch Agreement **C)** Councillor Leipert moved to adopt the proposed E911 Dispatch Services Agreement with the City of Medicine Hat. Further, that the Municipal Manager and the Mayor be authorized to sign the agreement. - Carried.

5. OTHER

- 2017-0478 2017 Third Quarter Financial Reports **A)** Councillor Steinke moved the 2017 Third Quarter Financial Reports, be received for information. - Carried.
- 2017-0479 Memo to Council - Marihuana Dispensaries **B)** Councillor Crozier moved the Memo to Council dated November 27, 2017 regarding Marihuana Dispensaries, be received for information. - Carried.
- 2017-0480 Municipal Manager Report to Council November 27, 2017 **C)** Councillor Solberg moved the Municipal Manager Report to Council November 27, 2017, be received for information. - Carried.
- 2017-0481 Council Important Meetings & Events November 27, 2017 **D)** Councillor Steinke moved the Council Important Meetings & Events November 27, 2017, be received for information. - Carried.

6. RECESS

Mayor Kilpatrick called for a recess at 7:31 p.m.

Director of Finance & Administration, Director of Public Services & Director of Community & Protective Services left at 7:31 p.m.

Mayor Kilpatrick reconvened the meeting at 7:40 p.m.

7. IN CAMERA (Confidential Session)

2017-0482

Councillor Leipert moved to meet In Camera to discuss two land matters under Section 24 of the *Freedom of Information and Protection of Privacy Act* and one Third Party Business Interest matter under Section 16 of the aforementioned Act at 7:41 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting:

Municipal Manager

Manager of Legislative & Land Services

Director of Planning & Engineering (left at 8:15 p.m.)

Director of Public Services (joined at 8:15 p.m.)

2017-0483

Councillor Czember moved to return to regular session at 8:50 p.m. - Carried.

2017-0484

Councillor Leipert moved to direct Administration to commence negotiations with Farwest Land & Properties Inc. on a contract for Subdivision Application 2014 SUB 02, Lots 1 - 20 inclusive, Block 99, Plan 1117V where the Town takes the lead on the installation of municipal improvements. – Carried.

2017-0485

Councillor Solberg moved to authorize Administration to enter into a Residential Lease Agreement of Municipal Properties for Lot PUL 48, Block 138, Plan 9811474 with Lana & Jesse Seddon (adjacent landowner of Lot 49, Block 138, Plan 9811474 [339 1 Street NE]). - Carried.

8. ADJOURNMENT

2017-0486 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:55 p.m. - Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services



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Board of Directors Meeting October 24 2017

Call to Order: Dean called the mtg to order at 6:30

Board Members:

X= absent

Dean Blezard	Michael Anderson X
Dean Schmaltz	Gary Hurlbert
Rob Desjarlais	Jeff Anderson
Larry McGregor X	Charles Rathke
Roy Coghlan	Cody Booker X

Director of Golf Glenn Racz

Town Representatives: Chris Czember

Minutes of Last Meeting:

- Approval of the minutes
- Rob D motioned to approve seconded by Dean S

Reports:

1. Town Liason

- Chris Czember introduced himself to the board and was welcomed as our new town liason.

2. Financial

- Glenn gave us a quick update on the Sept income, expenses and profit year to date

Committee Reports:

- committee reports were set aside so we could move on to the general discussion

Open General Discussion:

- Glenn filled the Board in on the meeting that himself, Dean and Roy attended at the town council Monday night. He presented our concerns with the driving range proposal, water cost and availability plus our current financial situation short and long term for the golf course. We asked for an incentive based water agreement where we pay 12 cents up to 150000 cu then 22 cents on anything above. There was good discussion on these issues. We thanked the Mayor and council for seeing us on short notice and look forward to their response.

- the board would like an annual meeting with the council and Mayor going forward and Chris will bring that to council. We would like to give the council an annual tour of the course and show them the improvements we are making to the course.

- Dean and Glenn discussed putting in a practice area with a green / bunker for juniors and members-- possibly 3 holes (pitch and putt). This would help in setting up a junior program and would show our membership a tie in to our proposed driving range which will be hopefully started within one year in the coulee along side of the 10th hole.

- Glenn let the board know that Marvin McNeil informed us that the Curling Club/ Community Hall / Club House committee has been approved as a non profit organization. He would like a mtg to set up the executive. Glenn will check who is interested.

- Glenn mentioned he is working on a couple of web site proposals

- Glenn put forward a proposal to get a new fleet of carts as this is the optimum time to take advantage of trade in values plus he introduced a GPS component to the carts. This would make us the first to have a GPS fleet of carts in town. There was lots of discussion on this from a cost perspective to advertising revenue (using the model discussed) to controlling actions of golfers on the course and most importantly a major driver in acquiring new members and a new stream of revenue.

- Roy was concerned over the total financial impact of the carts and Glenn said he would review with Larry to get more advice.

- Dean spoke to a need to move forward on the carts . To accommodate a new fleet of GPS equipped carts they would need to be stored in a locked compound. Dean put forward a motion to cease having private carts and grandfather existing ones. No new carts and no more inside spots will be allowed going forward. The motion was carried unanimously.

- Roy spoke to the large number of overdue member accounts and the drain it was having on our cash situation. The office is trying to contact as many as possible to bring their accounts up tp date. Roy put forward a motion to charge 2% on overdue accounts after 30 days starting our fiscal year Nov1 2017 Jeff seconded and carried by the board.

-Glenn handed out his preliminary budget for 2018. He gave 2 options with the carts, gps or non gps equipped. There was some discussion as we have till Dec 1st to decide on the cart lease and advertising revenue associated with it.

- Dean confirmed the AGM will be held Sunday January 14th 2018

Next Meeting Date: Tuesday November 21st at 6:30 pm

Adjournment: Dean adjourned the mtg at 9:30pm

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

October 24th, 2017 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Robin Corry, Valarie Westers, Dianne Smith, Brian Lowery, Jim Steinke, Katherine Rankin, Clarke Storle, Matt Stroh

Also attending: Tracy Weinrauch, Recording Secretary

Call to order: 7:27 pm

Additions/Deletions to Agenda: Error in next meeting date, should be November 28, 2017; SLS Minutes and reports to correspondence; meeting room revenue added to Finance report.

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

Financial Statements for September for information only: Catharine moved to approve. Clarke 2nd. Moved for information only. All in favor. Carried

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

Library Manager's Report: Valarie moved to approve the report for information. All in favor. Carried.

Correspondence: - SLS August 16th, 2017 minutes and reports

50th Anniversary Report – Committee did a wonderful job of hosting the event and everyone who attended enjoyed themselves. Thank you to the Redcliff Ranger that helped out. The committee thought it went very well. At this point it appears to have come in under budget.

Policies Report - Committee to review the Working Alone Policy

Financial Report: - Catharine presented the 2018 Budget to town council on Monday, October 23rd. Her presentation went well and the budget was moved to be included in the 2018 Town of Redcliff Budget review phase. Although still uncertain about the Cypress County funding, at this point we needed to propose the budget without assuming we will still be receiving it.

Valarie made a motion to increase the fee, to \$40.00, for the rental of the Grant Congdon Meeting Room for non-members which will include a Redcliff Public Library membership. Catharine 2nd. All in favor. Carried.

Personnel Report: - Tracy's evaluation is due in October.

Needs Assessment Review: - Nothing to report

Friends of the Library (FRPL): - looks like we have a couple of people interested but nothing official yet.

Library Advocacy: - Looking for 2 new board members, as Jackie Hope-Hammel & Matt Stroh will be finishing their terms this year.

Catharine would like board members to write why they like being a library board member and email it to her so she can use it on social media.

Town website is showing 0 openings for the library board, take applications to town hall near the end of November for new members, giving them time to update the website.

Social Media Committee – Nothing to report

Ongoing Maintenance Projects: - Meeting with Kim Dalton and Tracey Jenkins was very positive and we'll be working together on a CFEP grant in 2018 once the completion documents for the meeting room are completed.

Items that need to be considered for the CFEP grant are:

Heating/cooling (commercial grade)

Windows

Washroom upgrade

Energy efficient lighting

Staff/Workroom upgrade

Outdoor space

Other maintenance issues discussed during the meeting that Kim said he would pass onto Mike are:

Staining on the outside of building

Tree in the back of the building needs trimming

Damaged ceiling tiles replaced

Outdoor sign has been ordered and just waiting for electrical to be completed.

ALTA (Alberta Library Trustees Association) Report: nothing to report

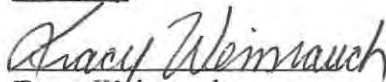
Old & Unfinished Business: - Riverview Clubhouse booked for January 27th. 6:00pm Cocktails; dinner at 6:30pm.

New Business: – Nothing to report

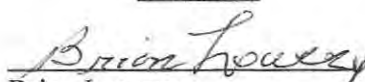
Next Regular meeting: Nov 28th, 2017 @ 7:30 pm.

Matt moved for adjournment at 8:35 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

Library Manager's Report

Circulation for September was 2209 books, 29 children's audios & kits, 41 Blu-rays, 431 DVDs, 91 talking books, 59 CD's, 154 magazines, 18 games and 412 Overdrive checkouts.

SEPTEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2017	1152	1057	669	154	3032	33723	412
2016	1407	1326	1105	310	4134	34429	359
						-706	53

COMPUTER USAGE

September had 575 half hour sessions (An average of 20 per day) and 436 Wi-Fi sessions.

As of October 20th, 2017 we have taken in \$2454.94 in membership fees.

Due to 2 power outages this month we have been closed those 2 days. Other than the missing shingles, that the Town has dealt with, we had no damage. The computers all made it through without with the exception of the Sage 50 accounting program. Unfortunately, there was a tech fee to recover the program.

The 50th anniversary was a wonderful celebration, everyone seemed to be enjoying the afternoon and the extra cupcakes at the end were donated to the Redcliff Youth Centre. Thank you to the committee for all your hours of planning, it was greatly appreciated.

The Shortgrass PD Day was held on October 16th. I attended the sessions Coping with Change; Brief, Informative, Friendly, and Firm; Occupational Health and Safety for Public Libraries. I found all of the sessions very informative and now that things are slowing down in the office for the time being, I will be focusing on the Health and Safety of our staff and building. We have always done our best to be a safe place for everyone, however there are several documents that need to be easily accessible to the staff.

The 50+ café has not had anyone here so we'll be giving it one more week and if no one attends, the program will be cancelled.

I spoke with Joan Armour at our anniversary celebration about her possible donation. I gave her the dollar value of what I'd like to see changed in the reading area and the outside of the building to give her a choice of 2 possibilities. She complimented us on having such a nice space for people to come and enjoy the library. She will be contacting me when she has made a decision.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 11, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Bylaw 1850/2017, Repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw

PROPOSAL: To repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw

BACKGROUND:

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

It is recommended that Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw be repealed as it is no longer required as the fees for Tax Certificates and Letters of Compliance have been incorporated into the Fees, Rates and Charges Bylaw.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Bylaw 1850/2017, a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw

Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw.

OPTIONS:

1. To adopt Bylaw 1850/2017 a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw
2. To not adopt Bylaw 1850/2017 a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw

RECOMMENDATION:

It is recommended to give 1st reading to Bylaw 1850/2017, a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw.

(It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting.)

SUGGESTED MOTION(S):

- i) Councillor _____ moved that Bylaw 1850/2017 a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw be given first reading.
- ii) Councillor _____ moved that Bylaw 1850/2017 a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw be given second reading.
- iii) Councillor _____ moved that Bylaw 1850/2017 a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw be presented for third reading.

(Note: Must be unanimous in order to proceed with third reading)

- iv) Councillor _____ moved that Bylaw 1850/2017 a bylaw to repeal Bylaw 1675/2010, Tax Certificate or Letter of Compliance Bylaw be given third reading.

SUBMITTED BY:



Department Head



Municipal Manager

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

**TOWN OF REDCLIFF
BYLAW NO. 1850/2017**

A bylaw to authorize the Municipal Council of the Town of Redcliff to repeal Bylaw No. 1675/2010 being the Tax Certificate or Letter of Compliance Bylaw.

WHEREAS the Town of Redcliff desires to repeal Bylaw No. 1675/2010 being the Tax Certificate or Letter of Compliance Bylaw.

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

That Town of Redcliff Bylaw No. 1675/2010 being the Tax Certificate or Letter of Compliance Bylaw is hereby repealed upon third and final reading of this Bylaw.

Read a First Time this _____ day of _____, 2017.

Read a Second Time this _____ day of _____, 2017.

Read a Third Time this _____ day of _____, 2017.

Signed and Passed this _____ day of _____, 2017.

MAYOR

MANAGER OF LEGISLATIVE AND LAND
SERVICES

**TOWN OF REDCLIFF
BYLAW NO. 1675/2010**

A BYLAW OF THE TOWN OF REDCLIFF TO FIX A FEE FOR THE ISSUANCE OF A TAX CERTIFICATE, AND/OR LETTER OF COMPLIANCE.

WHEREAS it is deemed expedient and proper pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, Chapter 26 that the Council may issue a Bylaw to fix a fee for services provided by the municipality.

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

SECTION 1

1.0 This Bylaw shall be known as the "**Tax Certificate or Letter of Compliance-Bylaw**".

SECTION 2

- 2.1 The Municipal Treasurer upon receipt of a fee of **Thirty Four Dollars (\$34.00)**, shall issue a certificate showing whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not the amount of current taxes and arrears payable against the parcel or other property.
- 2.2 The Development Officer upon receipt of a fee of **Sixty Dollars (\$60.00)** shall issue a letter stating the zoning, confirmation of setbacks and site coverage as they relate to the current Land Use Bylaw of the Town of Redcliff.

SECTION 3

- 3.1 Bylaw No. 1577/2008 is repealed with the coming into force of this Bylaw on January 1, 2011.
- 3.2. This Bylaw shall be effective as of January 1, 2011.

Read a first time the 29th day of November, 2010.

Read a second time the 29th day of November, 2010.

Read a third time 29th day of November, 2010.

Signed and Passed the 6th day of December 2010.



Mayor



Municipal Secretary

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 11, 2017

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Encroachment Permit Application - Lot 38-40, Block 18, Plan 1117V.

PROPOSAL: To enter into an Encroachment Agreement with Johan and Elizabeth Giesbrecht.

BACKGROUND:

An Encroachment Permit Application has been received from Johan and Elizabeth Giesbrecht who own 438 – 4 Street SE (Lot 38-40, Block 18, Plan 1117V). The Real Property Report provided indicates that the garage and eave encroach into 5th Avenue SE by as much as 0.52 meters as shown on the attached Real Property Report.

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

The Public Services Department and Planning and Engineering Department have been asked to provide their comments:

Public Services Department: No issues.

Planning and Engineering Department: The RPR indicates that the foundation of the structure encroaches onto Town by 0.19 m, however, the O'H of the roof encroaches by as much as 0.52 m. Our maps indicate a buried Shaw line and O/H electrical lines in close proximity to the garage. A site inspection for the Letter of Compliance indicated that the garage is approximately the same age of the house (1969). Aerial photos indicate that the garage was built sometime between 1969–1976.

ATTACHMENTS:

- Encroachment Permit Application
- Bylaw 1751/2013

OPTIONS:

1. To enter into an encroachment agreement with Johan and Elizabeth Giesbrecht of 438 - 4 Street SE (Lot 38-40, Block 18, Plan 1117V).
2. To not enter into an encroachment agreement with Johan and Elizabeth Giesbrecht of 438 – 4 Street SE (Lot 38-40, Block 18, Plan 1117V).

RECOMMENDATION:

That Council considers Option 1.

SUGGESTED MOTION:

1. Councillor _____ moved that the Municipal Manager be authorized to sign an encroachment agreement with Johan and Elizabeth Giesbrecht of 438 - 4 Street SE (Lot 38-40, Block 18, Plan 1117V).

SUBMITTED BY:



Department Head



Municipal Manager

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

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I Johan Giesbrecht and Elizabeth Giesbrecht owner of the property legally described as Lot(s) 38-40, Block 18, Plan 1117V, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 438 4 Street SE, Redcliff, AB T0J 2P2, legally described as: Lot(s) 38-40, Block 18, Plan 1117V, do, in fact, encroach upon a portion of: The Town of Redcliff, as shown on the Survey Certificate attached hereto and forming part of the Permit.


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

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

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

dilapidated or damaged;

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


APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____,
_____.

MUNICIPAL MANAGER

Alberta Land Surveyor's Real Property Report

Date of Survey: September 29, 2017

To: William L. Haynes Professional Corporation
 #108, 1235 Southview Drive SE, Medicine Hat
 (Client File No. 15329CS)

Re: The South 4 Feet in perpendicular width throughout
 Lot 38 and all of Lots 39 and 40, Block 18, Plan 1117 V
 #438 - 4 Street SE, Redcliff
 (Kirk N. Quast and Tina M. Quast)

TITLE INFORMATION:	
TITLE NUMBER: 061 016 324	DATE OF TITLE SEARCH: SEPT. 8 / 2017
PROPERTY IS SUBJECT TO:	
NO SPATIAL REGISTRATIONS	

CERTIFICATION:

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

1. The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice (MSP), and the registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property **with the exception of** the encroachment noted on Page 2.
3. No visible encroachments exist on the property from any improvements situated on any adjoining property with the exception of encroachment noted on Page 2.
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

PURPOSE:

This report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for compliance certificate, etc. Copying is permitted only for the benefit of these parties and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on the Real Property Report reflects the status of this property as of the date of the survey only. Users are encouraged to have the Real Property Report updated for future requirements.

This document is not valid unless it bears an original signature (in blue ink) and is stamped in red with permit stamp P241.

Dated at Medicine Hat, Alberta,
 this 10th day of October, 2017.

Adam J. F. Thompson A.L.S.
 (copyright reserved)



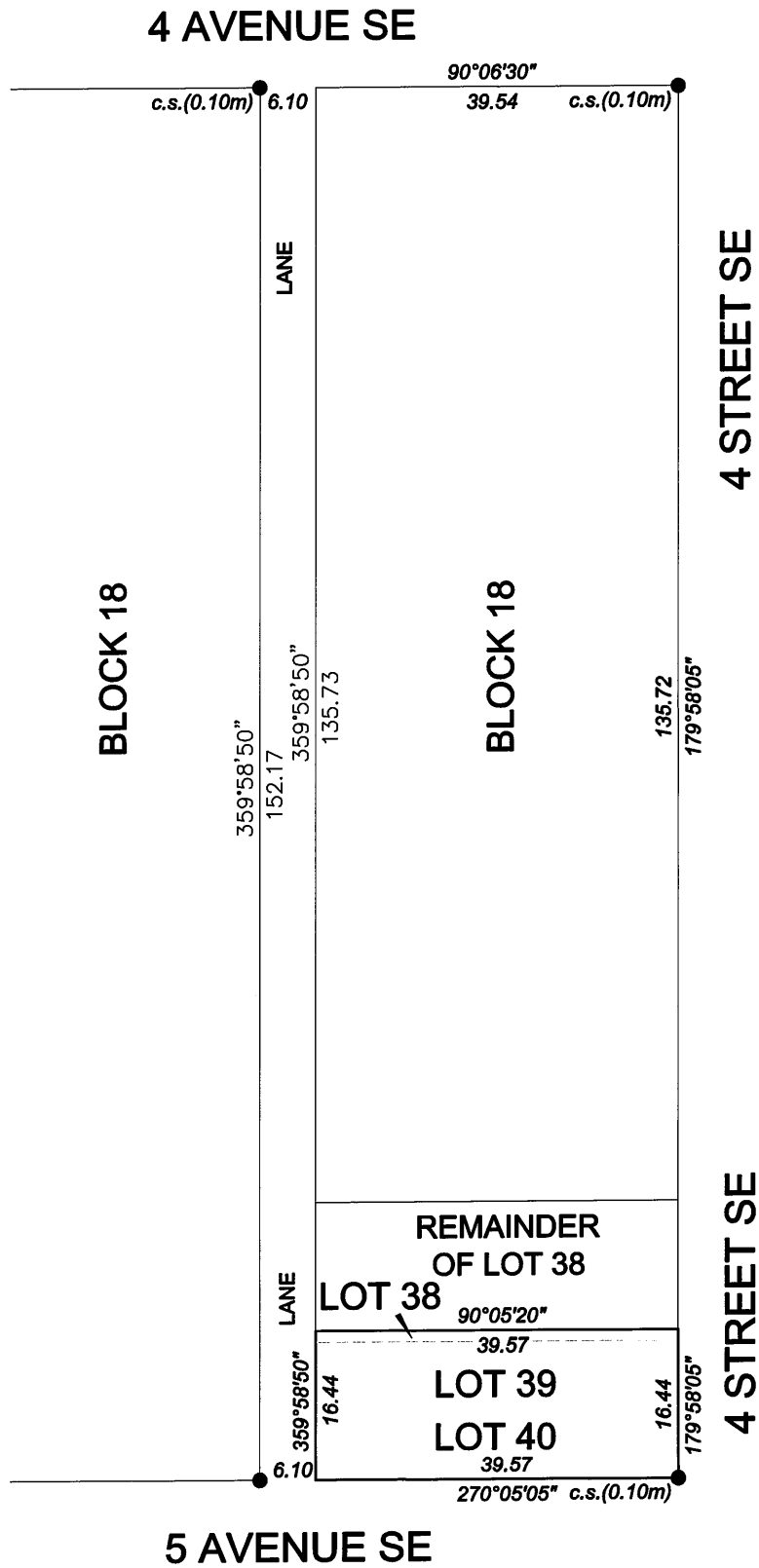
Benchmark Geomatics Inc.
 Unit 105, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

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FILE NO. 17090471

DRAWN BY: CLF

Address: #438 - 4 Street SE, Redcliff
Legal Description: See Page 1
Date: October 10, 2017
Scale 1:800



LEGEND AND NOTES:

This is page 3 of the Real Property Report and is ineffective if it is detached from page 2.
Bearings are derived from GPS measurements using assumed coordinates.
All distances are in meters and decimals thereof.
Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.
Star drill found shown thus: ✖

NOTE:
UNABLE TO LOCATE SURVEY EVIDENCE AT
LOT CORNERS UNLESS NOTED OTHERWISE.



Benchmark Geomatics Inc.
Unit 105, Westside Common
#2201 Box Springs Boulevard NW
Medicine Hat, AB T1C 0C8
Phone (403)527-3970 Fax (403)527-3908

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FILE NO. 17090471

DRAWN BY: CLF

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

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

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

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

TITLE

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

ENCROACHMENT PERMITS

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

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

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


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

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

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



Mayor



Manager of Legislative and Land Services

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

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

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

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

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

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

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

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

APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, _____.

MUNICIPAL MANAGER

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TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: December 11th, 2017

PROPOSED BY: Director of Community and Protective Services

TOPIC: Special Transit Agreement

PROPOSAL: Consider the proposed terms of the one year extension of the existing Special Transit Agreement with the City of Medicine Hat

BACKGROUND:

The Town of Redcliff is currently under contract with the City of Medicine Hat to provide special transit services to the Town of Redcliff. The City of Medicine Hat provides a specialized, shared-ride, curb-to-curb transportation service for persons with disabilities who qualify through a functional assessment and have registered with Medicine Hat Transit. Availability for persons, who due to physical and/or cognitive disability, cannot use the regular public transit system. Some points about the service delivery:

- Booking for the service can be made up to 14 days in advance of the intended service date, the booking system is available 24 hours a day.
- City of Medicine Hat and Redcliff residents are charged a fee for using the service.

Special Transit Fares

Age Category	Per Trip (Cash Fare)	Books of 10 (Tickets)	Monthly Pass
Senior (65+)	\$3.25	\$29.25	\$43.75
Adult (18-64)	\$3.25	\$29.25	\$70.50
Youth (6-17)	\$3.25	\$29.25	\$38.75

Hours of Operation

Special Transit operates Monday to Wednesday from 6:45 am to 7:00 pm; Thursday to Saturday from 6:45 am to 10:45 pm; Sunday from 8:00 am to 5:30 pm; and Holidays from 8:00 am to 6:00 pm (except Good Friday and Christmas Day).

Peak hours of operation are from 7:30 am to 9:00 am and from 2:30 pm to 4:00 pm, Monday to Friday when priority is given to persons going to work or school. Consideration for other scheduled bookings will be given for trips between 9:00 am and 2:15 pm on these days.

The agreement has a 120 day notification clause to cancel the service agreement that can be exercised by either party.

The Town of Redcliff is also responsible for maintaining commercial general Liability Insurance

not less than Five Million dollars (\$5,000,000,000) per occurrence with respect to bodily injury and property damage, and which shall include non-owned automobile coverage.

The only taxi or transportation company based within the Town of Redcliff is not equipped to accommodate individuals that require special transit services.

Data for the Special Transit Service with regards to Redcliff residence.

- 2012 – 1771 trips
- 2013 – 1412 trips
- 2014 – 1161 trips
- 2015 – 1371 trips
- 2016 - 1460 trips

The reason why the Town of Redcliff is seeking a one year extension instead of the 3 year agreement is due to the ongoing talks with regional partners about the potential municipal transit initiatives and rural bus service pilot projects that the Government of Alberta is unveiling in early 2018.

POLICY / LEGISLATION:

The proposed contract introduces a rate increase of 3% per year, which was included in the 2018 operating budget.

STRATEGIC PRIORITIES:

The project / initiative is an essential operating service to individuals that utilize the service.

ATTACHMENTS:

Special Transit Agreement
City of Medicine Hat Special Transit Policy (as attachment)
2017 Special Transit Extension

OPTIONS:

1. The Town of Redcliff enter into an agreement with the City of Medicine Hat for the provision of Special Transit Services.
2. To develop a request for proposal on providing the Special Transit Services.

RECOMMENDATION:


Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt the proposed Special Transit Services Agreement with the City of Medicine Hat. Further that the Municipal Manager and the Mayor be authorized to sign the agreement.
2. Councillor _____ moved that the Community and Protective Services Department

draft a request for proposal for Special Transit Services and distribute to special transit providers.

SUBMITTED BY:


Department Head


Municipal Manager

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

MEMORANDUM OF AGREEMENT made this 7th day of February, A.D. 2012

BETWEEN:

CITY OF MEDICINE HAT

a municipal corporation
in the Province of Alberta
(the "City")

- and -

TOWN OF REDCliff

a municipal corporation
in the Province of Alberta
(the "Town")

WHEREAS:

- A. The City provides Special Transit Services within the City in accordance with the City's Special Transit Operations Policy and Procedures Policy #0141, a copy of which has been provided to the Town ("Special Transit Operations Policy and Procedures") (as amended or replaced from time to time).
- B. Pursuant to the provisions of section 54 of the *Municipal Government Act* (Alberta), a municipality may provide any service or thing that it provides in all or part of the municipality in another municipal authority with the agreement of the other municipal authority.
- C. The City has provided Special Transit Services to the Town in the past, and the parties have agreed that the City will continue to provide Special Transit Services to the Town subject to the terms and conditions set out in this Agreement.

NOW THEREFORE the parties to this Agreement, in consideration of the promises, terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. CONDITION PRECEDENT

- 1.1 This Agreement is subject to the approval of the City and the Town in accordance with the *Municipal Government Act* (Alberta).

2. PROVISION OF SPECIAL TRANSIT SERVICES BY THE CITY

- 2.1 The City agrees to provide Special Transit Services to the Town pursuant to this Agreement commencing January 1, 2012 and terminating December 31, 2016 (the "Term") subject to the terms and conditions set out in this Agreement, and substantially

on the terms and conditions as outlined in the City's Special Transit Operations Policy and Procedures.

- 2.2 Prior to the expiry of the Term, the parties may agree to extend the Term of this Agreement by mutual agreement in writing, at each party's absolute and unfettered discretion, subject to the parties agreeing to the amount of compensation payable by the Town to the City for providing Special Transit Services for any such extension of the Term. If this Agreement expires and the City, in its unfettered discretion, acting arbitrarily, agrees to continue to provide the Special Transit Services set out in this Agreement, the compensation for each year that Special Transit Service continues to be provided shall increase 3% from the previous year.
- 2.3 Notwithstanding section 2.1, the Town acknowledges and agrees that the City's Special Transit Operations Policy and Procedures are continually under review by the City, and the City may, at its absolute and unfettered discretion, amend or replace the City's Special Transit Operations Policy or Procedures or implement new, additional or other policies or procedures for Special Transit Services from time to time. Notwithstanding the foregoing, the City shall not decrease the hours of the Special Transit Service without the prior written notification to the Town.
- 2.4 The City will make reasonable efforts to provide Special Transit Services to the Town and its residents substantially the same as the Special Transit Services provided by the City to its residents. Notwithstanding the foregoing, the Town acknowledges and agrees that the City may, at its absolute and unfettered discretion, provide Special Transit Services to the Town and its residents which varies from the Special Transit Operations Policy and Procedures, including, without limitation, the City may alter the type of transit vehicles used, schedules, hours of operations, fees, availability and the extent or level of service of Special Transit Services provided to the Town and its residents at any time. The City shall provide the Town with written notification of any alterations to the type of transit vehicles used, schedules, hours of operations, fees, availability and the extent or level of service of Special Transit Services provided to the Town and its residents.
- 2.5 Residents of the Town requiring Special Transit Services from the City shall make an application for Special Transit Services by completing the Special Transit Registration Form developed by the City (as amended or replaced from time to time) and submitting the form to the City's Manager of Transit Services for consideration. Within a reasonable time of receiving an application, the City's Manager of Transit Services may, at his or her absolute discretion, determine whether the City will provide Special Transit Services to the applicant based on the information submitted.

- 2.6 The City and the Town agree that the Town shall have no claim for damages or compensation whatsoever arising from or in any way related to the City failing or refusing to respond to an application or a request for Special Transit Services within the Town, or with respect to the timing or extent of the City's response to a request for Special Transit Services within the Town.
- 2.7 The Town agrees to co-operate with the City in providing such information as may be requested by the City regarding the provision of Special Transit Services to residents within the Town.
- 2.8 Each year during the Term of this Agreement, the City agrees to provide the Town with an annual report regarding the utilization of Special Services Transit by Town residents.

3. COMPENSATION FOR THE PROVISION OF SPECIAL TRANSIT SERVICES

- 3.1 The Town agrees to pay to the City the following amounts for the provision of Special Transit Services:

<u>Year</u>	<u>Amount Payable by the Town</u>
2012	\$54,900
2013	\$56,550
2014	\$58,245
2015	\$59,990
2016	\$61,790

- 3.2 The City and the Town agree that the City shall invoice the Town on a semi-annual basis (June 15 and November 15) during each year of the Term for all Special Transit Services provided pursuant to this Agreement. Each invoice shall include 50% of the annual amount payable by the Town for that year. All amounts shall be due and payable to the City within thirty (30) days of the date of the invoice. Any amounts payable by the Town after thirty (30) days of the date of the invoice shall bear interest at the rate of 18% per annum until paid.
- 3.3 In addition to the amounts payable by the Town to the City for Special Transit Services pursuant to section 3.2, all residents within the Town using the Special Transit Services shall pay a trip fare to the City as established by the City from time to time.

4. INSURANCE

- 4.1 The City shall, at all times throughout this Agreement, provide and maintain:
- (a) automobile insurance for its Special Transit Services vehicles on the same basis maintained generally by the City for transit vehicles owned by the City, covering risk of direct physical loss or damage to all City Special Transit Services vehicles; and
 - (b) commercial general liability insurance with respect to the City's Special Transit Services on the same basis as generally maintained by the City.
- 4.2 The Town shall provide and maintain Commercial General Liability Insurance with limits of liability not less than Five Million Dollars (\$5,000,000.00) per occurrence with respect to bodily injury and property damage, and which shall include non-owned automobile coverage.

5. INDEMNIFICATION AND LIMIT OF LIABILITY

- 5.1 The City agrees to indemnify, defend, and save harmless the Town, its officers, servants, employees, agents, contractors and elected officials with respect to any claims, damages, actions, causes of action, suits, costs (including solicitor and client costs), demands or proceedings (collectively called "Claims") whatsoever suffered, brought against or incurred by them as a direct or indirect result of the City's willful or negligence acts or omissions except to the extent that any Claims arise from the willful or negligent acts or omissions of the Town.
- 5.2 The Town agrees to indemnify, defend, and save harmless the City, its officers, servants, employees, agents, contractors and elected officials with respect to any Claims whatsoever suffered, brought against or incurred by them as a direct or indirect result of the Town's willful or negligence acts or omissions except to the extent that any Claims arise from the willful or negligent acts or omissions of the City.
- 5.3 The Town agrees to release and waive any and all Claims against the City, its officers, servants, employees, agents, contractors and elected officials with respect to any occurrence, incident, accident or happening relating in any manner whatsoever to the City's obligations under this Agreement, which shall, without limitation, include any Claims arising in tort or in contract.

6. TERMINATION OF THIS AGREEMENT

- 6.1 This Agreement may be terminated, without cause, by either party upon providing to the other party not less than ONE HUNDRED AND TWENTY (120) days' notice in writing to the other of the intention to terminate this Agreement at the addresses or facsimile number set out in article 7 of this Agreement.

7. NOTICES

- 7.1 Whenever it shall be required or permitted that notice or demand be given or served by either party on the other party, such notice or demand shall be in writing and may be delivered or sent by mail addressed to the other party for which it is intended at the address hereunder or by facsimile transmission to the facsimile number hereunder, or to such other address or facsimile number as may be substituted therefor from time to time by proper notice:

To the City:

City of Medicine Hat
580 First Street S.E.
Medicine Hat, Alberta, T1A 8E6

Attention: Manager of Transit Services

Facsimile No.: (403) 527-5844

To the Town:

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

Attention: Town Manager

Facsimile No.: (403) 548-6623

- 7.2 Any notice or correspondence delivered by mail shall be deemed to have been received within five (5) business days following the postmark date, excepting that in the case of a postal strike or disruption this deeming provision shall not apply to any notice or correspondence sent during or within five (5) business days prior to the postal strike or disruption and any notice or correspondence shall be hand delivered or sent by facsimile during the course of a postal strike or disruption. For the purposes of this Contract, "business day" shall not include Saturdays, Sundays or statutory holidays. Any notice or correspondence sent by facsimile shall be deemed to have been received on the same day

if transmitted on a business day during normal business hours, or the next business day if not transmitted on a business day or if transmitted after normal business hours on a business day.

8. AMENDMENT AND ASSIGNMENT OF AGREEMENT

- 8.1 This Agreement may be amended by mutual agreement in writing of the parties, at each party's absolute and unfettered discretion.
- 8.2 This Agreement may not be assigned or transferred without the express written consent of both parties, such consent which may be unreasonably or arbitrarily withheld.


9. GENERAL

- 9.1 This Agreement shall be construed and the relations between the parties determined in accordance with the laws of the Province of Alberta. The Courts of the Province of Alberta shall have exclusive jurisdiction with respect to all matters relating to or arising out of this Agreement.
- 9.2 No consent or waiver, express or implied, by either party to or of any breach or default of the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default of the other party in the performance of its obligations hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.
- 9.3 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.
- 9.4 In the event that a court or tribunal declares that this Agreement requires the approval of the Alberta Utilities Commission (AUC) or some other regulatory approval, the parties agree to cooperate and work diligently to obtain any such approval.
- 9.5 This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof.

- 9.6 In this Agreement the masculine gender and the singular will be construed as the feminine gender and the plural where the context so requires.
- 9.7 The terms and conditions of this Agreement will enure to the benefit of and be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.
- 9.8 The headings introducing sections in this Agreement are inserted for convenience of reference only and in no way define, limit, construe or describe the scope or intent of such sections.
- 9.9 This Contract and any Records or Personal Information in relation to this Contract are subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

EXECUTED at the City of Medicine Hat, Alberta and at Town of Redcliff, Alberta, respectively, by:

CITY OF MEDICINE HAT



Norm Boucher
MAYOR NORM BOUCHER

David S. Lefflar
DAVID S. LEFLAR, CITY CLERK

David Cruickshank

TOWN OF REDCLIFF

Rob Hazelaar
MAYOR ROB HAZELAAR

David Wolanski
DAVID WOLANSKI, TOWN MANAGER

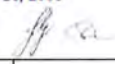
APPROVED *ps*
CAO Municipal Services
ps City Solicitor

SCHEDULE "A"
CITY OF MEDICINE HAT
SPECIAL TRANSIT OPERATIONS
POLICY AND PROCEDURES
POLICY #0141



Medicine Hat
The Gas City

POLICY 0141

Title:	ACCESSIBLE SPECIAL TRANSIT SERVICE FOR PERSONS WHO QUALIFY	
Reference:	Administrative Committee June 4, 2008	Policy Adopted by City Council: June 23, 2008 
Prepared by:	Public Services Committee	Supersedes:

STATEMENT:

THE CITY OF MEDICINE HAT PROVIDES
SPECIALIZED TRANSIT SERVICES
FOR PERSONS WHO ARE UNABLE TO USE
THE ACCESSIBLE FIXED ROUTE TRANSIT SYSTEM.

PRINCIPLES:

The Mission of Transit Services is "to be responsive to the transportation needs of the residents of Medicine Hat through an accessible transit system."

The City of Medicine Hat operates an accessible transit fleet for persons with all ability levels. Transit Services is committed to the accessibility of all bus shelters and bus stops in its accessible fixed route system.

Accessible specialized transit service (curb-to-curb) is available to those who are unable, based on a functional assessment, to utilize the fixed route accessible service.

Transit Services develops and maintains working relationships with agencies that provide services to persons with disabilities, working with them to facilitate/coordinate their clients' transportation requirements. Some transportation of clients is also provided by these agencies.

ROLE OF COUNCIL:

Approves all City Transit policies

This policy is subject to any specific provision of the *Municipal Government Act* or other relevant legislation or union agreement.

Special Transit Policy	Procedures Approved by the Administrative Committee: June 4, 2008	
	Policy Adopted by City Council: June 23, 2008	

1.0 DEFINITIONS

- 1.1. Accessible Specialized Transit Services – transit service for clients and their caregivers who qualify.
- 1.2. Special Needs Client – is an individual whose abilities restrict them from utilizing the accessible fixed route system as determined by a functional assessment, i.e. individual cannot function within the guidelines or requirements of the fixed accessible transit system. Examples:
 - 1.2.1. Cannot travel up to 400 metres to bus stops.
 - 1.2.2. Cannot board and disembark the transit bus in a timely fashion.
 - 1.2.3. Requires assistance or supervision immediately prior to, during and/or immediately after utilizing the bus by a qualified caregiver.
 - 1.2.4. Seasonal user - winter only when sidewalks/walkways maybe covered with snow and ice.
 - 1.2.5. Temporary user – recovering from a medical condition (e.g. hip replacement) as verified by a physician.
- 1.3. Qualified Caregiver – an individual who assists a special needs user in utilizing the accessible specialized transit service and the accessible fixed route system. Duties include:
 - 1.3.1. Providing medical attention if required.
 - 1.3.2. Carrying the packages of a client.
 - 1.3.3. Supervising the client, if required.
 - 1.3.4. Arranging for the user to be at the curb or leave the curb when required after they have reached their destination.
 - 1.3.5. Providing directions and/or assistance to the user in reaching their final destination.
 - 1.3.6. Providing assistance to clients as needed who have cognitive disabilities or are non verbal.
 - 1.3.7. Ensuring wheelchair seatbelts are secured while riding on the bus, except for medical reasons which must be verified, in writing, by a physician as per Provincial legislation.
- 1.4. Special Needs Client Subscription User - a special needs client who uses accessible specialized transit service on a regular basis for employment, education and/or medical appointments.

Special Transit Policy	Procedures Approved by the Administrative Committee: June 4, 2008	
	Policy Adopted by City Council: June 23, 2008	

- 1.5. Special Needs Client Demand User – a special needs client who uses the transit service on an occasional basis only:
 - 1.5.1. Who provides 24 hours notice for their booking.
 - 1.5.2. Who demands same day service without providing notice for booking and will be charged a surcharge.
- 1.6. Special Needs Client Charter Trips - excursions booked in advance for groups of special needs clients.
 - 1.6.1. In Medicine Hat
 - 1.6.2. Out of town

2.0 RESPONSIBILITIES

- 2.1. General Manager of Community Development
 - 2.1.1. Oversees the implementation of this policy.
- 2.2. Manager of Transit Services
 - 2.2.1. Ensures implementation and adherence to the policy and procedures.
 - 2.2.2. Chairs the Eligibility Committee consisting of the Community Inclusion Coordinator, Senior Services Manager and a representative of a Persons with Disability Agency.
 - 2.2.3. Makes policy recommendations to the General Manager of Community Development.
 - 2.2.4. Halts the service in the event of extreme bad weather in consideration of user safety.
- 2.3. Transit Foreman
 - 2.3.1. Informs/advises transit operators w.r.t proper functioning of the overall systems, equipment and responsibilities as it relates to the Accessible Special Transit Service Policy.
 - 2.3.2. Coordinates/maintains/evaluates the day-to-day adherence of policies by drivers and users, e.g. response to complaints, advises the Manager of Transit Services of occurrences of deviation to policies, makes recommendations on policy change, completes preliminary investigations and provides information regarding eligibility of users.
 - 2.3.3. Implements operational efficiencies and integration scheduling options.
 - 2.3.4. Recommends transit policy updates and changes.

This policy is subject to any specific provision of the *Municipal Government Act* or other relevant legislation or union agreement.

Special Transit Policy	Procedures Approved by the Administrative Committee: June 4, 2008	
	Policy Adopted by City Council: June 23, 2008	

- 2.3.5. Provides training and supervision of transit operators.
- 2.3.6. Reviews special transit routes/scheduling as required.
- 2.4. Transit Administrative Staff
 - 2.4.1. Provides registration information to applicants and registered special transit users.
 - 2.4.2. Ensures that special transit policy information is readily available to applicants and registered users.
- 2.5. Transit Dispatcher
 - 2.5.1. Receives and books clients through the computerized system.
 - 2.5.2. Implements the accessible specialized transit policies and advises of improvements with regards to the policy or a client.
- 2.6. Transit Operators on the Specialized System
 - 2.6.1. Assists special transit users as required from the curb to the bus and from the bus to the curb for boarding/disembarking; secures/unsecures wheelchairs and safely transports the users.
 - 2.6.2. Implements and ensures policy adherence.
- 2.7. Clients and/or Care Givers
 - 2.7.1. Qualified Caregiver is required if a client needs support to:
 - 2.7.1.1. Provide medical attention.
 - 2.7.1.2. Carry their packages.
 - 2.7.1.3. Communicate on their behalf.
 - 2.7.1.4. Supervise disorderly client if required.
 - 2.7.1.5. Provide assistance in getting to the curb prior to boarding and to assist them leaving the curb after disembarking.
 - 2.7.1.6. Provide directions and/or assistance to the client in reaching their destination, as needed.
 - 2.7.1.7. Provide assistance to clients with cognitive disabilities or non verbal.
 - 2.7.1.8. Ensure wheelchair seatbelts are secured and remain secured while riding on the bus. As per legislation, the only exception is for medical reasons which must be verified, in writing, by a physician.

This policy is subject to any specific provision of the *Municipal Government Act* or other relevant legislation or union agreement.

Special Transit Policy	Procedures Approved by the Administrative Committee: June 4, 2008	
	Policy Adopted by City Council: June 23, 2008	

- 2.7.2. Clients who require the above assistance (2.7.1.1. to 2.7.1.8.) must have a qualified care giver with them when using Medicine Hat Transit.
- 2.7.3. Caregivers may complete the application forms on behalf of and at the request of the potential client and consent to a functional assessment through health professionals as identified in the registration form, e.g. doctor (physician or surgeon), occupational therapist, physical therapist, chiropractor and optometrist.
- 2.7.4. Bookings and/or cancellations procedures are followed as developed by Transit Services.
- 2.7.5. Use the accessible regular transit system whenever possible.
- 2.7.6. Attends training sessions held by Transit Services for clients/caregivers and agencies to develop skills and knowledge for using the regular accessible transit system.
- 2.7.7. Ensure that pick up areas are safe (cleared of snow and provide a smooth surface) and meet the required proper slope for the safety of the driver and the client.
- 2.7.8. Ensure that wheelchairs have foot rests, seat belts and proper brakes and that they are kept in good repair. Hand grips must also be secured.
- 2.7.9. Utilizes a mobility aid which is designed for indoor use (mobility aids designed for predominately outdoor uses exceed the bus designs of door openings and aisle turning radius).
- 2.7.10. Special transit clients who require assistance and cannot be left unattended at the disembarking point:
 - 2.7.10.1. must arrange to be met by an adult at or in the immediate vicinity of the client's disembarking point (i.e. a neighbour's house).
 - 2.7.10.2. Written verification must be given to Transit Services detailing with whom to transfer the client until the care giver/ parents/guardian returns.
- 2.7.11. Pay designated fare. Fares may be waived for a transit approved qualified care giver who provides assistance to a special needs client.
- 2.7.12. Be ready for departure according to booking/schedule within 10 minutes of the scheduled time.

This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or union agreement.

Special Transit Policy	Procedures Approved by the Administrative Committee: June 4, 2008	
	Policy Adopted by City Council: June 23, 2008	

3.0 POLICY ADHERENCE

3.1. Eligibility

- 3.1.1. Persons wishing to use this service must complete a registration form and qualify for the service. These forms are available from the Transit Services office. Qualification will be determined through a functional assessment. Medical Assessments may also be required.
- 3.1.2. Persons currently registered for comparable service in other Alberta cities are eligible for service when visiting Medicine Hat for up to one month.

3.2. Operational

- 3.2.1. Special Transit provides a curb-to-curb service in the transporting area within the vicinity of the accessible fixed route system. If clients require additional services they may be provided through previous arrangements and be subject to additional costs.
- 3.2.2. Transit Services primary function is to transport individuals in a safe, timely and efficient manner.
- 3.2.3. Accessible specialized transit service operates on a strict time schedule in order to transport as many clients as possible. Administration will meet individually with clients/caregivers to discuss issues regarding excessive delays due to boarding, disembarking, and care giving on route, no shows or curb-to-curb concerns.

3.3. Schedules

- 3.3.1. Order of priority for service is:
 - 3.3.1.1. Employment and school.
 - 3.3.1.2. Therapy, medical appointment, transfers to and from hospital or nursing home.
 - 3.3.1.3. Shopping/social and other functions.
- 3.3.2. Special Transit services are provided as follows:
 - 3.3.2.1. (i) Monday to Saturday 6:30 a.m. to 6:30 p.m.
 - 3.3.2.2. (ii) Limited Sundays and Statutory holidays except Christmas Day and Easter 9:00 a.m. to 5:00 p.m. (effective September 1st, 2009).
- 3.3.3. Special Transit Scheduling
 - 3.3.3.1. Peak Service 7:30 a.m. to 9:00 a.m. and 2:30 p.m. to 4:00 p.m. Monday through Friday.

This policy is subject to any specific provision of the *Municipal Government Act* or other relevant legislation or union agreement.

Special Transit Policy	Procedures Approved by the Administrative Committee: June 4, 2008	
	Policy Adopted by City Council: June 23, 2008	

- 3.3.3.2. A schedule for client subscription users is established and adjustments to the schedule are made, as required.
- 3.3.3.3. Client users are accommodated in accordance with the priorities outlined in 3.3.1 above, and the reservation system outlined in 3.3.5.
- 3.3.4. Scheduling parameters - in setting the schedule, every attempt will be made to ensure that:
 - 3.3.4.1. one-way trips do not exceed 45 minutes.
 - 3.3.4.2. clients arrive at their destination 15 minutes or less, in advance of their appointment.
 - 3.3.4.3. clients are picked up within 30 minutes after the scheduled completion of their appointment.
- 3.3.5. Reservations (for Demand Client only)
 - 3.3.5.1. Reservations for bookings for employment/school and therapy, medical appointment, transfers to and from hospital or nursing home will be accepted up to 12:00 noon for appointments on the following day, available booking time permitting.
 - 3.3.5.2. Reservations for priority shopping/social and other functions require at least 24 hours notice. Please note: Given the volume of priority service, demand service is not normally available during peak operation hours.
 - 3.3.5.3. Clients requiring same day transportation as booking will be assessed an additional surcharge.



Certificate of Insurance

To: **Town of Redcliff**
P.O. Box 40
Redcliff, AB T0J 2P0

Attn: Town Manager

This is to certify that the policies of insurance as listed have been issued to the Insured Named below for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

Insured: **THE CORPORATION OF THE CITY OF MEDICINE HAT**
Address: 580 First Street SE, Medicine Hat, Alberta, T1A 8E6

COVERAGE TYPE AND INSURER	POLICY NO.	EFFECTIVE	EXPIRATION	LIMITS OF LIABILITY/AMOUNTS
COMMERCIAL GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY St. Paul Fire and Marine Insurance Co	PS02030158	June 1, 2011	June 1, 2012	\$5,000,000 Any one occurrence with respect to Bodily Injury and Property Damage.
AUTOMOBILE LIABILITY St. Paul Fire and Marine Insurance Co	AUT0041364	June 1, 2011	June 1, 2012	\$1,000,000 Inclusive Third Party Liability Limit for Bodily Injury and Property Damage Combined
UMBRELLA LIABILITY St. Paul Fire and Marine Insurance Co	PS02030158	June 1, 2011	June 1, 2012	\$1,000,000 each occurrence excess of above underlying Automobile Liability.

Reference: Agreement for Special Transit Services.

THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

"This Certificate constitutes a statement of the facts as of the date of issuance and are so represented and warranted only to the Addressee. Other persons relying on this Certificate do so at their own risk."

Aon Reed Stenhouse Inc.

Dawn Thuler

Date: January 9, 2012

Certificate of Insurance

Re: Special Transit Services Agreement Effective January 1, 2012 to December 21, 2012

NAME AND ADDRESS OF CERTIFICATE HOLDER:			NAME AND ADDRESS OF INSURED:		
City of Medicine Hat 580-1 st Street SE Medicine Hat AB T1A 8E6			REDCLIFF, TOWN OF BOX 40 REDCLIFF AB T0J 2P0		
TYPE OF INSURANCE	INSURER	POLICY NUMBER	EXPIRATION DATE	COVERAGES	LIMITS OF LIABILITY
Primary Commercial General Liability -Including Medical Malpractice that excludes Doctors & Nurses Primary Professional Errors & Omissions Liability	Alberta Municipal Insurance Exchange (MUNIX)	MXN002	January 1, 2013	Bodily Injury and Property Damage - Including Personal Injury, Cross Liability, Limited Pollution and Employees as Additional Insureds	\$1,000,000 per Occurrence Subject to \$1,000 Deductible \$5,000,000 Annual Aggregate
Excess Commercial General Liability -Including Medical Malpractice that excludes Doctors & Nurses Excess Errors & Omissions Liability	Certain underwriters at Lloyds of London as represented through Argo Syndicate 1200	P02899/2012	January 1, 2013	Bodily Injury and Property Damage - Including Personal Injury, Cross Liability, Contractual Liability, Limited Pollution and Employees as Additional Insured's	\$4,000,000 per Occurrence \$10,000,000 Annual Aggregate
Primary Non-Owned Automobile Liability	Certain underwriters at Lloyds of London as represented through Argo Syndicate 1200	P02899/2012	January 1, 2013	S.P.F. NO. 6 – Standard Non-owned Automobile Rider - Subject to S.E.F. NO. 99	\$5,000,000 per Occurrence

ALL IN ACCORDANCE WITH AND SUBJECT TO THE TERMS, CONDITIONS AND LIMITATIONS OF THE APPLICABLE POLICY(S)

This certificate is issued as a matter of information only and is subject to all the limitations, exclusions and conditions of the above-listed policies as they now exist or may hereafter be endorsed.

Should one of the above noted policies be cancelled before the expiry date shown, the Insurer(s) will endeavour to provide N/A days written notice to the certificate holder but assumes no responsibility for failure to do so.

Limits shown above may be reduced by Claims or Expenses paid.

Issued at: Edmonton, Alberta

Date: Tuesday, 24 January 2012

BFL CANADA Insurance Services Inc.

Per: 



Mayor's Office
580 First Street SE
Medicine Hat, Alberta T1A 8E6
Email: mayor@medicinehat.ca
Phone: 403.529.8181
www.medicinehat.ca

December 6, 2016

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

ATTENTION: Town Manager

Dear Sirs and Mesdames:

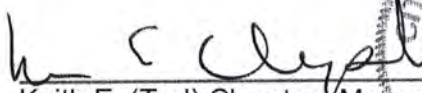
RE: Extension of the Memorandum of Agreement dated February 7, 2012 Between the City of Medicine Hat (the "City") and the Town of Redcliff (the "Town") for Special Transit Services (the "Agreement")

The Agreement expires December 31, 2016. Pursuant to clause 2.2 of the Agreement, the City hereby agrees to extend the expiry date of the Agreement by one (1) year, to December 31, 2017, provided that the amount payable by the Town to the City for the Special Transit Services in 2017 shall be \$63,643.70, which is equivalent to the 2016 amount of \$61,790 plus an increase of 3% (ie: $\$61,790 \times 1.03$).

All other terms and conditions of the Agreement shall remain in full force and effect to the same extent as if they had been repeated in this letter in full.

Please indicate the Town's agreement to extend the Agreement on the terms outlined in this letter by signing and returning the extra copies of this letter to the attention of Howard Snodgrass, General Manager of Community Development, at your earliest convenience.

Sincerely,


Keith E. (Ted) Clugston, Mayor




Angela Cruickshank, City Clerk

APPROVED


Chief Administrative Officer

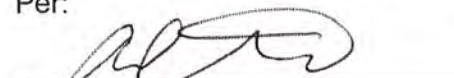
APPROVED


City Solicitor

The Town of Redcliff hereby agrees to extend the Agreement on the terms and conditions outlined in this letter.

Dated this 21 day of December 2016

Per:


Name: ARIOS CROFTS

Town Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 6, 2017

PROPOSED BY: Municipal Manager

TOPIC: Golf Course Loan Request

PROPOSAL: Consideration of a \$50,000 loan request from the Riverview Golf club

BACKGROUND:

At the budget deliberation council meeting held on November 4th, the following motion was made and defeated:

2017-0427

Councillor Cockle moved to include \$100,000 for a loan to the Riverview Golf club in the proposed 2018 Capital Budget. – Defeated.

After notifying Riverview Golf Club of the above decision of council, a subsequent request for a loan in the amount \$50,000 was received and is being forward to Town Council for decision.

Currently, the Town has issued a loan in the amount of \$50,000 (Rough Cut Mower) to the Riverview Golf Course in 2015 and will end in 2024. So far, into the duration of this loan, scheduled payments have been received with exception of the 2nd 2017 instalment (\$2,843.71).

At the time of preparing this document, the Golf Club's 2017 utilities for the clubhouse are current.

At the time preparing this document the 2017 raw water bills have yet to be paid (totalling \$35,360.58)

There is a total of \$38,204.29 outstanding in the Golf Club receivables account

POLICY/LEGISLATION:

Section 264(2) of the MGA states that the following:

(2) A municipality may

- (a) lend money to a non-profit organization, or**
- (b) guarantee the repayment of a loan between a lender and a non-profit organization**

if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

Section 265 of the MGA states the following:

Loan bylaws

265(1) A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is authorized by bylaw.

(2) The bylaw authorizing the loan must set out

- (a) the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned is to be used;
- (b) the minimum rate of interest, the term and the terms of repayment of the loan;
- (c) the source or sources of the money to be loaned.

(3) The bylaw that authorizes the loan must be advertised.

1994 cM-26.1 s265;1998 c26 s13

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: N/A

OPTIONS:

1. To approve, in principle, Riverview Golf Club's request for a loan in the amount of \$50,000 and direct administration to prepare a proposed loan bylaw outlining the following:

- Purpose for which the money loaned is to be used;
- The minimum rate of interest
- The loan term
- The terms of repayment of the loan;
- The source of the money to be loaned.

*please note that this option will require that the bylaw authorizing the loan must be advertised.

2. To approve, in principle, Riverview Golf Club's request for a loan in the amount of \$_____ and direct administration to prepare a proposed loan bylaw outlining the following:

- Purpose for which the money loaned is to be used;
- The minimum rate of interest
- The loan term
- The terms of repayment of the loan;
- The source of the money to be loaned.

*please note that this option will require that the bylaw authorizing the loan must be advertised.

3. Deny the Riverview Golf Club's request for a loan in the amount of \$50,000.

RECOMMENDATION:

Option 3

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve, in principle, Riverview Golf Club's request for a loan in the amount of \$50,000 and direct administration to prepare a proposed loan bylaw outlining the following:

- Purpose for which the money loaned is to be used;
- The minimum rate of interest
- The loan term
- The terms of repayment of the loan;
- The source of the money to be loaned.

Understanding that this option will require that the bylaw authorizing the loan must be advertised.

2. Councillor _____ moved to approve, in principle, Riverview Golf Club's request for a loan in the amount of \$_____ and direct administration to prepare a proposed loan bylaw outlining the following:

- Purpose for which the money loaned is to be used;
- The minimum rate of interest
- The loan term
- The terms of repayment of the loan;
- The source of the money to be loaned.

Understanding that this option will require that the bylaw authorizing the loan must be advertised.

SUBMITTED BY:

Department Head



Municipal Manager

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 11, 2017

PROPOSED BY: Municipal Manager

TOPIC: Riverview Golf Club Raw Water Agreement

PROPOSAL: That council implement a long term agreement for sale of raw water to

BACKGROUND:

The golf club has recently requested that Council consider implementing a long term agreement for sale of raw water. The Riverview Golf Course proposed an agreement structure that would be as follows (see attached October 24, 2017 Riverview Golf Club Board of Directors Meeting minutes):

- \$0.12 per m3 for the first 150,000m3 of consumption.
- \$0.22 per m3 for consumption over and above 150,000m3.

Currently, the Riverview Golf Course is charged \$0.18 per m3. This rate was established in 2013 with the electrical cost to pump water from the river to the golf course making up a significant portion of the rate component and has not been adjusted since 2013 (see attached correspondence from 2013).

Other recent decisions of council as it pertains to provision of raw water to the Riverview Golf are as follows (from the August 21, 2017 Regular Council Meeting):

2017-0309	Riverview Golf Club Re: Water	D) Councillor Brown moved correspondence from Riverview Golf Club regarding request to waive 2017 irrigation costs, be received for information. Further, that Administration request three years of Financials from the Golf Course. - Withdrawn.
2017-0310		Councillor Leipert moved to give Riverview Golf Course free water for 2017. - Defeated.
2017-0311		Councillor Leipert moved to have Administration review options for providing reject water to Riverview Golf Course free of charge. - Defeated.

Typically, with regard to sale of utility services such as water, at a minimum it is best practice to charge for such services on cost recovery basis.

POLICY/LEGISLATION:

Currently, the Riverview Golf Course is charged \$0.18 per m3

STRATEGIC PRIORITIES: n/a

ATTACHMENTS: October 24, 2017 Riverview Golf Club Board of Directors Meeting minutes and correspondence from the Town of Redcliff establishing the raw water rate that is currently being charged.

OPTIONS:

1. Implement a five (5) year agreement for sale of raw water to the Riverview Golf Club as per their proposal which includes the following cost parameter(s):
 - \$0.12 per m3 for the first 150,000m3 of consumption.
 - \$0.22 per m3 for consumption over and above 150,000m3.
2. Implement a five (5) year agreement for sale of raw water to the Riverview Golf Club which includes the following cost parameter(s):
 - \$0.18 per m3.
3. Implement a five (5) year agreement for sale of raw water to the Riverview Golf Club which includes the following cost parameter(s):
 - \$0.18 per m3 for the 2018 year.
 - For the 4 years thereafter, recalculate, on a cost recovery basis, the cost of transmitting raw water to the golf course (this is being proposed because this calculation has not been revisited since 2013).
4. Continue charging the Riverview Golf Course \$0.18 per m3 for raw water on an annual basis as has been done since 2013.
*Please note, this is considered the status quo option.

RECOMMENDATION:

Option 3

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council direct administration to draft a proposed five (5) year agreement for sale of raw water to the Riverview Golf Club as per their proposal which includes the following cost parameter(s):
 - \$0.12 per m3 for the first 150,000m3 of consumption.
 - \$0.22 per m3 for consumption over and above 150,000m3.
2. Councillor _____ moved that Council direct administration to draft a proposed five (5) year agreement for sale of raw water to the Riverview Golf Club which includes the following cost parameter(s):
 - \$0.18 per m3.

3. Councillor _____ moved that Council direct administration to draft a proposed five (5) year agreement for sale of raw water to the Riverview Golf Club which includes the following cost parameter(s):
- \$0.18 per m3 for the 2018 year.
 - For the 4 years thereafter, recalculate, on a cost recovery basis, the cost of transmitting raw water to the golf course (this is being proposed because this calculation has not been revisited since 2013).
4. Councillor _____ moved to continue charging the Riverview Golf Course \$0.18 per m3 for raw water on an annual basis as has been done since 2013.

SUBMITTED BY:

Department Head



Municipal Manager

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



700 REDCLIFF WAY S.E.
REDCLIFF AB, T0J 2P0

PHONE: 403-548-7118
FAX: 403-548-2400

EMAIL: INFO@GOLFRIVERVIEW.COM
WEB: WWW.GOLFRIVERVIEW.COM

Board of Directors Meeting October 24 2017

Call to Order: Dean called the mtg to order at 6:30

Board Members:

X= absent

Dean Blezard	Michael Anderson X
Dean Schmaltz	Gary Hurlbert
Rob Desjarlais	Jeff Anderson
Larry McGregor X	Charles Rathke
Roy Coghlan	Cody Booker X

Director of Golf Glenn Racz

Town Representatives: Chris Czember

Minutes of Last Meeting:

- Approval of the minutes
- Rob D motioned to approve seconded by Dean S

Reports:

1. Town Liason

- Chris Czember introduced himself to the board and was welcomed as our new town liason.

2. Financial

- Glenn gave us a quick update on the Sept income, expenses and profit year to date

Committee Reports:

- committee reports were set aside so we could move on to the general discussion

Open General Discussion:

- Glenn filled the Board in on the meeting that himself, Dean and Roy attended at the town council Monday night. He presented our concerns with the driving range proposal, water cost and availability plus our current financial situation short and long term for the golf course. We asked for an incentive based water agreement where we pay 12 cents up to 150000 cu then 22 cents on anything above. There was good discussion on these issues. We thanked the Mayor and council for seeing us on short notice and look forward to their response.

- the board would like an annual meeting with the council and Mayor going forward and Chris will bring that to council. We would like to give the council an annual tour of the course and show them the improvements we are making to the course.

- Dean and Glenn discussed putting in a practice area with a green / bunker for juniors and members--possibly 3 holes (pitch and putt). This would help in setting up a junior program and would show our membership a tie in to our proposed driving range which will be hopefully started within one year in the coulee along side of the 10th hole.

- Glenn let the board know that Marvin McNeil informed us that the Curling Club/ Community Hall / Club House committee has been approved as a non profit organization. He would like a mtg to set up the executive. Glenn will check who is interested.

- Glenn mentioned he is working on a couple of web site proposals

- Glenn put forward a proposal to get a new fleet of carts as this is the optimum time to take advantage of trade in values plus he introduced a GPS component to the carts. This would make us the first to have a GPS fleet of carts in town. There was lots of discussion on this from a cost perspective to advertising revenue (using the model discussed) to controlling actions of golfers on the course and most importantly a major driver in acquiring new members and a new stream of revenue.

- Roy was concerned over the total financial impact of the carts and Glenn said he would review with Larry to get more advice.

- Dean spoke to a need to move forward on the carts . To accommodate a new fleet of GPS equipped carts they would need to be stored in a locked compound. Dean put forward a motion to cease having private carts and grandfather existing ones. No new carts and no more inside spots will be allowed going forward. The motion was carried unanimously.

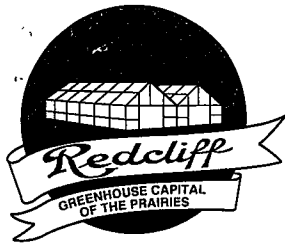
- Roy spoke to the large number of overdue member accounts and the drain it was having on our cash situation. The office is trying to contact as many as possible to bring their accounts up tp date. Roy put forward a motion to charge 2% on overdue accounts after 30 days starting our fiscal year Nov1 2017 Jeff seconded and carried by the board.

-Glenn handed out his preliminary budget for 2018. He gave 2 options with the carts, gps or non gps equipped. There was some discussion as we have till Dec 1st to decide on the cart lease and advertising revenue associated with it.

- Dean confirmed the AGM will be held Sunday January 14th 2018

Next Meeting Date: Tuesday November 21st at 6:30 pm

Adjournment: Dean adjourned the mtg at 9:30pm



TOWN OF REDCLIFF

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

Phone 548-3618

Fax 548-6623

Email redcliff@town.redcliff.ab.ca

Website www.town.redcliff.ab.ca

January 9, 2013

Doug Bischke
Redcliff Riverview Golf Club
700 Redcliff Way SE
Redcliff, Alberta
T0J 2P0

Re: 2013 Water Rates

Mr. Bischke,

I am writing in regard to the Town of Redcliff's recent discussion and decision on water rates for the 2013 year. As you may or may not be aware, the Town of Redcliff established changes to the method of pricing water for the golf course in 2007 and at that time sent correspondence indicating the change and what the rates would be for the years 2008-2011.

Council revisited the issue last year and chose to keep the rate the same for 2012 as we analyzed significant water treatment and distribution issues. As we analyzed those issues a bit more in 2012 it became apparent that an increase for 2013 was necessary. Council approved in December an increase from \$0.15 per cubic meter to \$0.18 per cubic meter for the 2013 year.

During 2013 we will continue to analyze a number of issues that will give us a better idea of potential impacts to rates beyond 2013 and we hope to be able to provide more long term projections so that the golf club will be able to better plan for the future.

As we mentioned last year, Council has had discussions regarding water licenses on several occasions. This issue has garnered much attention across Alberta with the moratorium placed on granting new licenses by the Province. The concern for Redcliff, as well as many other municipalities, is in relation to continued growth and when current licenses will no longer be adequate to meet those projections. Private holders of water licenses are capitalizing on this need by selling licenses for significant amounts.

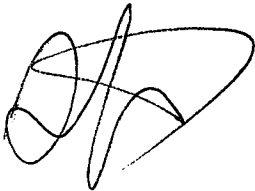
As communicated several times in the past, the golf club had historically accounted for between 15-18% of the water the Town draws from the river in the peak period of July and August. It was partly for this reason that the Town undertook the Eastside storm pond and its link to the golf club in order to supply water more securely during this period. As Eastside grows in the future and this pond is utilized we hope this will be but one solution to help address supply.

There is no doubt that additional supply and storage system improvements need to be discussed in the future as the Town has concerns regarding the potential for needing to utilize their entire water license for its own use. It is for this reason that Town Council asked that I make you aware of these issues last year so that the golf club can continue looking at long term water supply issues including potentially securing their own water license. From several informal conversations I have had with golf course personnel it is my understanding that some options have been explored. This would obviously have a positive impact on rates for the golf course if your own license could be secured.

We look forward to more updated information and conversations throughout the next year in helping to find solutions that will ensure both the success of the golf club and the Town.

In the meantime, should you have any questions I am more than happy to meet at any time.

Regards,

A handwritten signature in black ink, appearing to read 'David Wolanski', with a stylized, looping flourish at the end.

David Wolanski
Municipal Manager
Town of Redcliff



NOV 20 2017

LEGISLATIVE ASSEMBLY
ALBERTA

Honourable Robert E. Wanner, MLA
Medicine Hat

November 15, 2017

Mayor Dwight Kilpatrick and Elected Councillors
Town of Redcliff
1 – 3rd Street NE
Box 40
Redcliff, Alberta T0J 2P0

Dear Mayor Kilpatrick and Councillors:

I would like to take this opportunity to congratulate you on your recent election victory.

I look forward to working with you on matters of mutual interest, as we move forward over the next several years.

Please feel free to contact any time, should the need arise.

Continued best wishes.

Sincerely,

Robert E. Wanner, MLA Medicine Hat
Speaker of the Legislative Assembly

REW/jsc



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

NOV 30 2017

AR91110

November 15, 2017

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

Dear Mayor Kilpatrick,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying projects submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
711870	2017 Wastewater Inflow and Infiltration Remediation	\$203,000

The provincial government appreciates opportunities to celebrate your GTF funded projects with you; therefore, please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.gtfgrants@gov.ab.ca.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
NOV 22 2017
MUNICIPAL AFFAIRS

AR91120C

November 7, 2017

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

Dear Mayor Kilpatrick,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-9402	Riverview Road Rehabilitation Phase 1	\$450,000
CAP-9403	Westside Slope Stabilization	\$100,000
CAP-9404	4 Street Northwest Rehabilitation	\$296,000
CAP-9405	3 Street Northwest Rehabilitation	\$264,000
CAP-9411	Rectangle Ice Arena Rehabilitation Phase 1	\$ 90,000

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

Medicine Hat and District Food Bank (1992) Association

532 South Railway Street SE
Medicine Hat, AB T1A 2V6
Telephone: (403) 528-4313
Fax: (403) 528-4381



RECEIVED
NOV 24 2017
TOWN OF REDCLIFF

Town Of Redcliff
Box 40
1 - 3rd St NE
Redcliff, AB T0J 2P0

To Whom it May Concern,

On behalf of the Board of Directors of the Medicine Hat and District Food Bank (1992) Association, its staff and volunteers, we would like to thank you for participating in CHAT Food Drive.

Your contributions allow us to persistently work toward our vision of working collaboratively in the community of Medicine Hat and surrounding area to ensure an adequate and accessible food support system is available to individuals and families in need. We are working towards every door being the right door for individuals living in poverty and we have started the process of providing services to our client's right inside the food bank. We have also found that the best way to meet hunger needs is in collaboration with others who share our common purpose.

Our food bank is already unique in the province because we endeavor to provide things typical food banks do not - such as meat, fresh vegetables and fruit. We are currently working to continue this innovative spirit in our organizations by working towards changing the way that we address poverty and hunger within our communities. We believe in treating all people with compassion and dignity and through that we hope to reach people and help them to create meaningful change in their lives.

Thank you again for your kind generosity to assist us in helping those of our community who are experiencing food insecurity at this time. Your thoughtfulness is greatly appreciated.

Sincerely,

Celina Symmonds
Co-Executive Director

Tammy Vanderloh
Co-Executive Director

Memo

To: Redcliff Town Council
From: Planning & Engineering
Date: December 11, 2017
Re: Cypress County Development Application DP17/208

The Town received a request for comments from Cypress County on November 27, 2017 for the above referenced development application. The County's MPC meeting is scheduled for December 12, 2017 and as such a request for comments to be submitted by December 6, 2017 was included.

With respect to the subject property of the proposed development:

- Legally described as SE 18-13-6-W4;
- Lot 004, Block 001, Plan 0815467;
- Locally known as Huber's greenhouse or El Dorado Farms;
- Located immediately west of 8th Street NW;
- Adjacent to the Town boundary
- Located in an area identified in the Tri Area Inter-municipal Development Plan (IDP) as:
 - Referral area – Redcliff;
 - Urban Reserve (Redcliff) Area.
- is located in the Council referral area of Policy 119, External Municipal Planning Documents Review

Administration reviewed the application and prepared comments. It was decided that the comments were of such a nature that Administration was comfortable in forwarding the comments to Cypress County without the comments first being approved by Council as allowed for under Policy 119 when there is a time constraint on the comments. In addition Council recently saw the proposed land use rezoning for this property and was supportive of the proposed development. The Town's comments are attached.

Two items of note:

1. Cypress County Council approved the rezoning in spite of the rezoning not being in compliance with the Tri-Party Inter-municipal Development Plan (IDP).
2. Construction has already commenced on the greenhouse expansion. Based on a site drive by the construction likely commenced prior to the rezoning application.



TOWN OF REDCLIFF
P.O. Box 40
1 – 3rd Street NE
Redcliff, Alberta T0J 2P0

Phone 403-548-3618
Fax 403-548-6623
Email redcliff@redcliff.ca
www.redcliff.ca

December 6, 2017

Cypress County
816 – 2nd Ave
Dunmore, Alberta
T0J 1A0

Attention: Pam Pirsch, Development Officer

RE: Cypress County Development Application DP17/208

This letter is in response to your request for comments as required in the Inter-municipal Development Plan (IDP) regarding the above noted development application. With respect to the subject property of the proposed development:

- Legally described as SE 18-13-6-W4;
- Lot 004, Block 001, Plan 0815467;
- Locally known as Huber's greenhouse or El Dorado Farms;
- Located immediately west of 8th Street NW;
- Adjacent to the Town boundary
- Located in an area identified in the Tri Area Inter-municipal Development Plan (IDP) as:
 - Referral area – Redcliff;
 - Urban Reserve (Redcliff) Area.

The Town of Redcliff has reviewed the Development Permit Application makes the following comments:

- The Town's Roadway System Master Plan identifies 8th Street NW as a future 4 lane divided arterial road with a requirement for a 47 metre ROW. This will require future land dedication of 13.5 metres of the subject property. Setbacks for new development should take into account the future road widening;
- The IDP and the Town's Municipal Development Plan has identified the lands to the west of the Town as areas of future growth. It is envisioned that Broadway Avenue W. will be upgraded to match or exceed the existing Broadway Avenue cross section. Currently Broadway Avenue has a 30 metre ROW consistent with Town's standard for an undivided arterial. To match Broadway Avenue east of 8th Street NW the extension of Broadway west of 8th Street NW will need to be widened 10.0 metres on the north side of the existing road (i.e. 10.0 metres of the subject property will be required for future



road widening). Setbacks for new development should take into account the future road widening;

- The submitted Development Permit does not account for stormwater management. It appears that stormwater from this site flows into the Town. We request that the developer provides a stormwater management plan showing no net impact on the Town's stormwater management system and that the runoff complies with Town guidelines.
- It is unacceptable to the Town to have a greenhouse this close to the Town lighting up the sky with lighting to support an artificial extension of the growing season. We request that the proposed development not be allowed to install such lighting without first demonstrating how the light will be contained in the greenhouse.
- Currently the Town has three potable water services into the site. The Town does not currently have any plans to stop supplying the site with potable water. We do not know if the current supply of water to the site is adequate for the proposed development. The Town does not have any known capacity issues with its potable water distribution system in this area nor has any water use estimates related to the proposed development and therefore is not able to comment on if the water supply is adequate. Any improvements/upgrades to the potable water supply would:
 - Require Council approval as these services are not consistent with current Town Policy.
 - Be 100% at the developer's expense.
- The Town's records indicate that there is an agreement between the Town and El Dorado Farms that allows for El Dorado Farms to tie into the Town's sanitary sewer system. The Town's records do not show that the sanitary tie in was made. Because of the inflow and infiltration concerns with the Town's sanitary sewer system, the Town requests that the applicant identify if the sanitary service was ever installed.

If you have any questions please contact the undersigned.

Town of Redcliff

James Johansen P.Eng.

Director of Planning & Engineering

Direct: 403-548-9266 Fax: 403-548-6623

Email: jamesj@redcliff.ca

TOWN OF REDCLIFF REGULAR COUNCIL MEETING

December 11, 2017



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MUNICIPAL MANAGER REPORT TO COUNCIL

Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Working on, in a coordinated effort with the City of Medicine Hat and Cypress County, initiating a regional solid waste management feasibility study. Will be receiving a management presentation in mid-December (December 11).

Day to Day Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments. Have spent approximately 26 hours over the last two weeks on legal issues.
- Individual issues/requests continue to occupy administrations available time resulting in a need to prioritize issues by taking into consideration such considerations as community benefit and dollar values (ie. progress on established priorities and such things as grant application deadlines are integral).
- Council meeting preparation and Request for Decision Review.
- Correspondence with CUPE regarding collective agreement and resolution of grievances as they arise (these are HR functions completed by the municipal manager as mandated by the collective agreement). HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Working on Seniors Centre Drop-In facility use/rental agreement (met with group leadership on December 4).

COMMUNITY & PROTECTIVE SERVICES

Parks and Recreation

Rec-Tangle:

- Installed tournament board at rink
- Installation of motion detection light switches at rink ongoing
- Replaced upstairs window blinds in meeting room at rink
- Cross training for Zamboni operation began and ongoing
- Process for Zamboni operations written

- Adjusted rink work schedule due to short term disability of operator
- Installed safety board at rink
- Installed tile backsplash in washrooms at rink
- Completed cabinet installations in washrooms at rink
- Removed and replaced cabinet upstairs at rink
- Installed handicap sinks in washrooms at rink. Plumbing hookup to be completed by Dec 5, 2017
- Ice operations ongoing

Parks:

- Removed two dead trees along Broadway Ave
- Windstorm and snow storm tree damage cleanup completed
- Picnic tables from campground stored

Facilities:

- Received estimates for wind damage repair
- Continue working with insurance company for further repair estimates
- Awarded approved repair estimates received so far
- Completed minor repairs post building inspections
- Installed safety board at Shop
- Installed AED at shop
- Completed snow removal operations as necessary
- Shut down campground
- Winterized campground washrooms as necessary
- Completed winter building checks weekly
- Completed garbage collection operations as necessary
- Installed hydraulic door closers at Lions Park washrooms
- Repaired door locks at dog pound

Other:

- Prepared specifications for tractor replacement pending budget approval
- Prepared specifications for UTV replacement pending budget approval
- Posted casual seasonal position for CPS to cover for illness/holidays
Began interview process for above position

FCSS, Community Services and Special Events

- Created a new, up to date resource guide to help connect residents to services in Redcliff and surrounding areas
- Hosted a successful family craft and sports night at IF Cox School
- Attended appointment at Volunteer Canada in Edmonton to use their AJAH Fundtracker database
- Attended the Annual FCSS 'Power of Inclusion' conference in Edmonton

- Hosted Redcliff food Insecurity meeting with community members, food bank, DREAMS and FSLW to review emergency hampers and the food bank
- Outcome Measures refresher with Outcomes Measures Trainer Kim Kubeler
- Met with DREAMS to discuss programming for winter session.
- Met with David Gee of Shaw TV to discuss future partnerships to promote Redcliff
- Community Youth Advisory meeting with Parkside school youth. Brainstorming session re: the needs of the youth in our community
- Attended the Community Assistance Network AGM
- Met with Gregg Campbell, Medicine Hat Community Resource Worker, to discuss joint partnerships in accessing resources in Redcliff and Medicine Hat
- Delivered FCSS brochures to Welcome Wagon and the Food Bank. Distributed FCSS brochures to the seniors participating in Redcliff Santa for seniors.
- Hosted a successful Annual Family Gingerbread making event
- Attended the Oasis Café, helped distribute non-perishable food and vegetables to those in need, exploring new ways of making food more accessible in Redcliff
- Continued bookings for Fall programming
- Continued ice bookings with new regulars and casual users
- Continued facility bookings for private events
- Began setup and implementation of Recreation Software
- Met with Tourism Medicine Hat regarding marketing ideas
- Started creating the Winter Community Guide

Bylaw, and Protective Services

- Ongoing work on Fire Permits and administration
- Attended Elementary Schools on their Remembrance Day Ceremonies. This allows the Town to show support for the fallen soldiers and fostering Positive relationships with the community and schools
- Ensuring that the dog permits are up to date. That any deceased or moved dogs are removed from the list and ensure that outstanding licenses be paid
- Ensuring Business Licenses are up to date and the cancel any permits that have moved
- November was busy on calls, some time consuming types

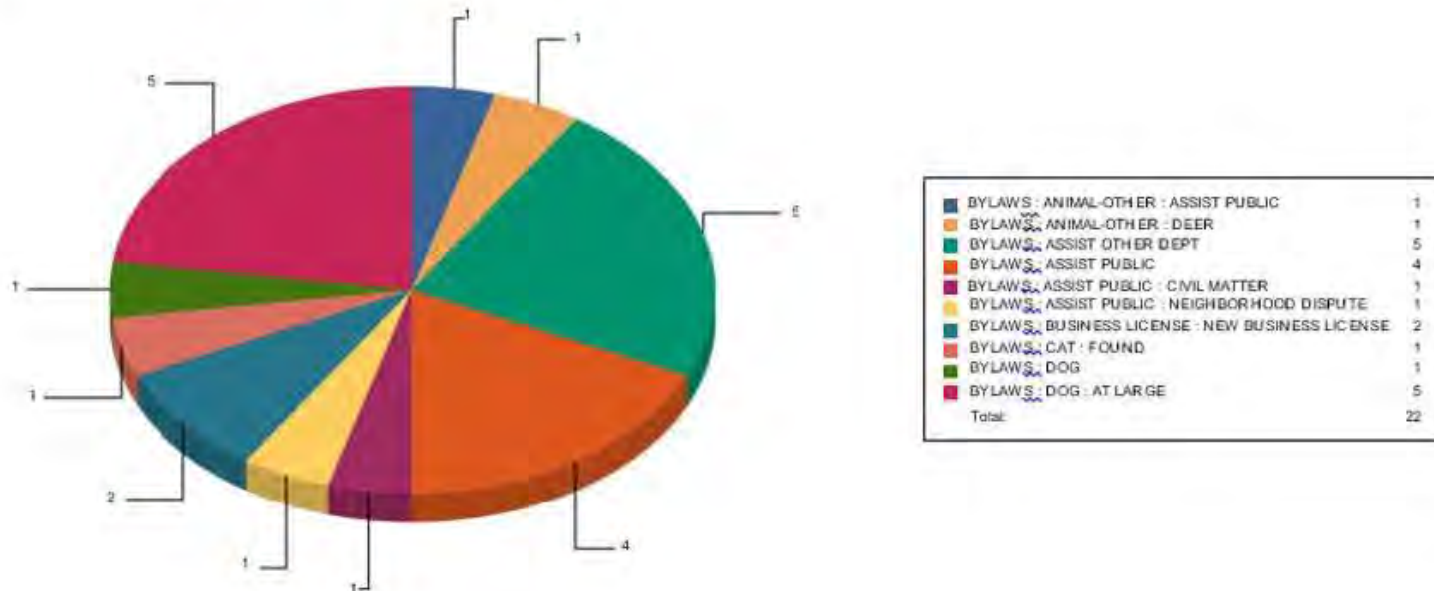
Event	Date	Time in minutes	Location	Results
Paths	Nov 2 2017	25	Jesmond Paths	2 peds no dogs
	Nov 2 2017	20	River Valley Park	3 peds 2 dogs
	Nov 7 2017	40	River Valley Park	4 peds 3 dogs
	Nov 9 2017	40	River Valley Park	5 peds 2 dogs
	Nov 27 2017	40	River Valley Park	3 peds 1 dog
	Nov 27 2017	25	Jesmond Paths	1 ped 0 dogs
	Nov 29 2017	30	River Valley Park	1 ped 1 dog
Total		220		
Hours		3.67		

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 11/1/2017 12:00:00AM to 11/30/2017 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ANIMAL-OTHER : ASSIST PUBLIC: 1 2%

Case Report

BYLAWS.: ANIMAL-OTHER : DEER: 1 2%

BYLAWS.: ASSIST OTHER DEPT: 5 10%

BYLAWS.: ASSIST PUBLIC: 4 8%

BYLAWS.: ASSIST PUBLIC : CIVIL MATTER: 1 2%

BYLAWS.: ASSIST PUBLIC : NEIGHBORHOOD DISPUTE: 1 2%

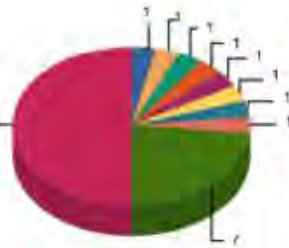
BYLAWS.: BUSINESS LICENSE : NEW BUSINESS LICENSE: 2 4%

BYLAWS.: CAT : FOUND: 1 2%

BYLAWS.: DOG: 1 2%

BYLAWS.: DOG : AT LARGE: 5 10%

Count of Incident Types



BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE	1
BYLAWS : DOG : IMPOUNDED	1
BYLAWS : DOG : MISSING	1
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY	1
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION	1
BYLAWS : STREET : NON-PERMITTED USE OF STREET : MATERIAL DEPOSITED ON STREET	1
BYLAWS : STREET : PROTECTION/MAINTENANCE OF SIDEWALKS	1
BYLAWS : TRAFFIC : FAIL TO OBEY DIRECTIONAL DEVICE	1
BYLAWS : TRAFFIC : PARKING	7
BYLAWS : TRAVIS PERMITS	15
Total	30

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 1 2%

BYLAWS : DOG : IMPOUNDED: 1 2%

BYLAWS : DOG : MISSING: 1 2%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 1 2%

Case Report

BYLAWS.: NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION: 1 2%

BYLAWS.: STREET : NON-PERMITTED USE OF STREET : MATERIAL DEPOSITED ON STREET: 1 2%

BYLAWS.: STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS: 1 2%

BYLAWS.: TRAFFIC : FAIL TO OBEY DIRECTIONAL DEVICE: 1 2%

BYLAWS.: TRAFFIC : PARKING: 7 13%

BYLAWS.: TRAVIS PERMITS: 15 29%

Grand Total: 100.00% Total # of Incident Types Reported: 52

PUBLIC SERVICE

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Completed sewer camera jobs as requested
- Completed several locate requests
- Completed several curb stop repairs
- Completed water treatment daily duties
- Finished main sewer line flushing
- Completed minor repairs in the water treatment plant
- Completed weekly water testing
- Repaired a Flow Transmitter on Pall Membrane
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts.

Municipal Works

Municipal Works have:

- Been conducting garbage bin repairs and lid repairs
- Conducted various Funeral interments
- Replaced or repaired multiple signs around town
- Hauled sand to stock pile in yard
- Completed bin placements/pickups as needed
- Hauled snow from rink
- Prepared Christmas Lights to get ready to hang up
- Cleaning up Municipal Yards
- Put together New 3 Yard garbage bins
- Repaired bins around town
- Investigated and began repairs to sanitary issue at 628 3rd St SE
- Concrete sidewalk repairs and construction

Inflow and Infiltration

- Dewatering systems shut down for winter and insulation added into collection sumps
- Flow monitoring beginning in NW along 200mm PVC along 3rd Ave NW

Landfill

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)

- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Washed units (on going)
- Filled in low spots on inactive cells
- Completed daily compacting
- Trained New Scale Attendant
- Cleared snow when needed
- Metal was hauled away by PHF
- Inventory was completed
- Ground water testing was completed
- Gas monitoring test was completed

PLANNING & ENGINEERING:

Priorities for December

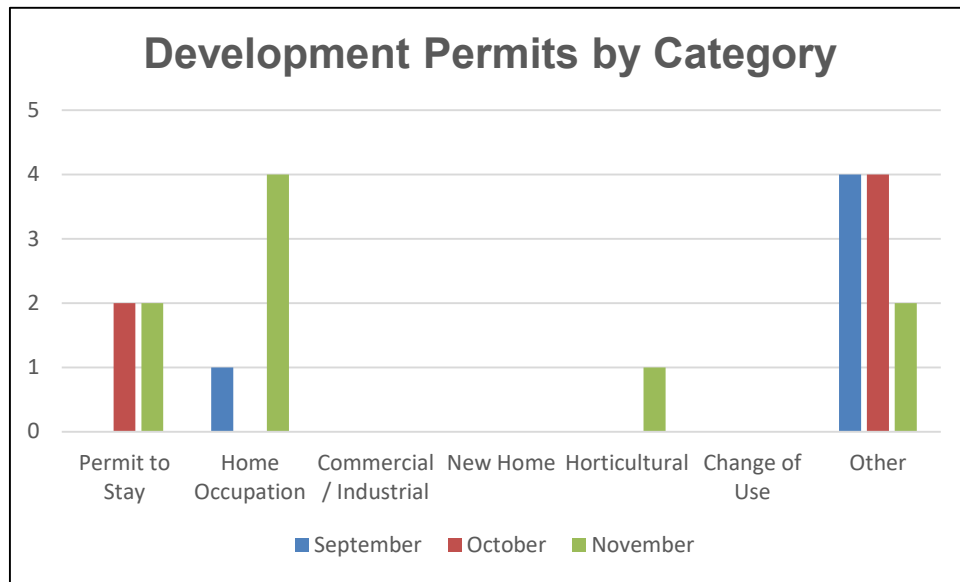
- Eastside sanitary surge tanks preliminary engineering
- MDP, LUB background reports and summary of Public Consultation
- Grant applications
- Staff meetings are being held each week on Monday afternoon

Planning

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

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

Development Permits – In November the Town of Redcliff issued the following Development Permits as show below:

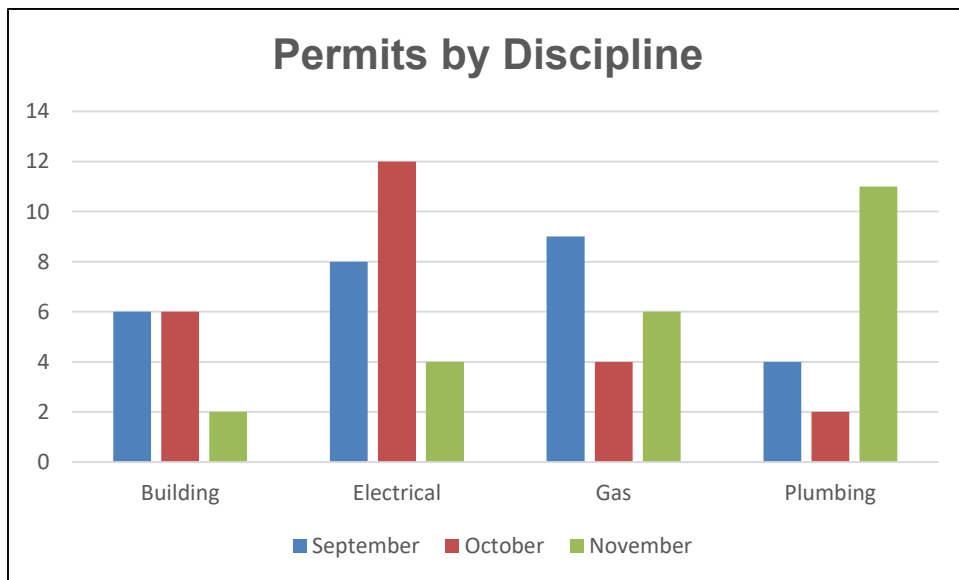


Agreements

- Drafting of a cost sharing / service agreement will be done in December following Council approval in November of new strategy for dealing with the project.

Safety Codes

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



Engineering

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

Inflow and Infiltration Study

- Working on developing a public education and awareness program for the Town's Inflow and infiltration.

Capital Projects:

Westside Slope failure mitigation

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

Riverview Groundwater and Road Rehabilitation

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

Northside Functional Servicing Report

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

3rd and 3rd Lift Station Upgrades

The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to the spring of 2018 unless the contractor decides to start earlier and not charge the Town for winter construction.

Sanitary Sewer Improvements

Planning & Engineering have identified manholes to have lid pans installed in the next couple of months by the Public Services Department. We will also be purchasing some of the internal chimney seals to test them in manholes that are highly susceptible to water.

Planning and Engineering has become aware of an elastomeric check valve that has no mechanical components and is designed to be installed in sanitary sewer mains <https://www.redvalve.com/tideflex/tideflex-products/checkmate-inline-check-valve/checkmate-animation>. We are acquiring a couple of the valves for installation in the sewer collection system to automatically allow for isolation of parts of the system from other parts of the system during potential sewer backup scenarios.

2nd Street and 5th Avenue Lift Station

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

Golf Course Coulee Outfall

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

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete. This project appears to be eligible for an FCM grant which has an application deadline of January 2, 2018.

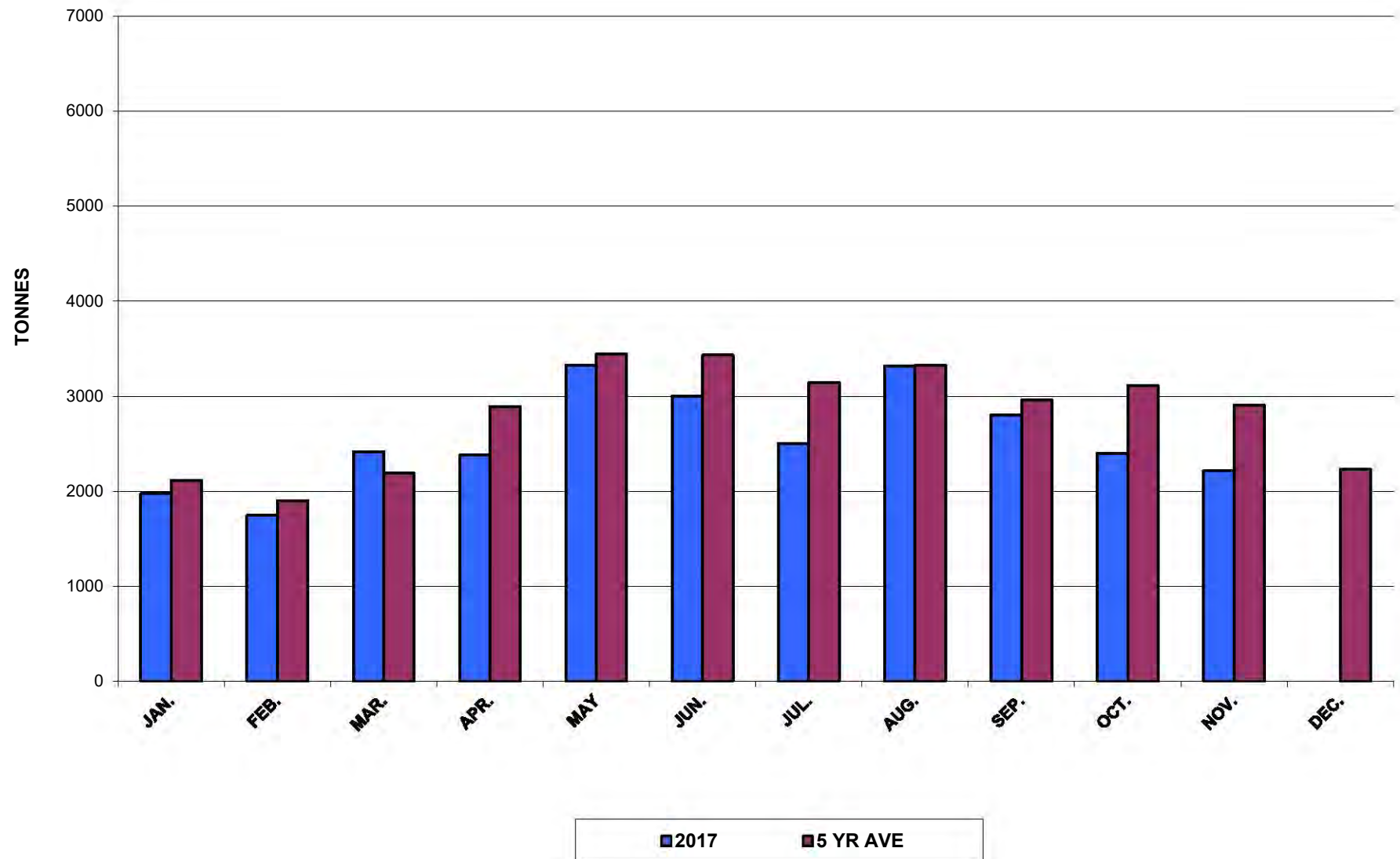
FINANCE AND ADMINISTRATION

- Assisting the draft of the Garbage Rates.
- Routine financial activities (i.e. checking accounts receivables, utility adjustments; reviewing bank reconciliation, account balances for Accounts Payable, Accounts Receivable, and Payroll.)
- Preparing for December 14-15 Interim Audit.

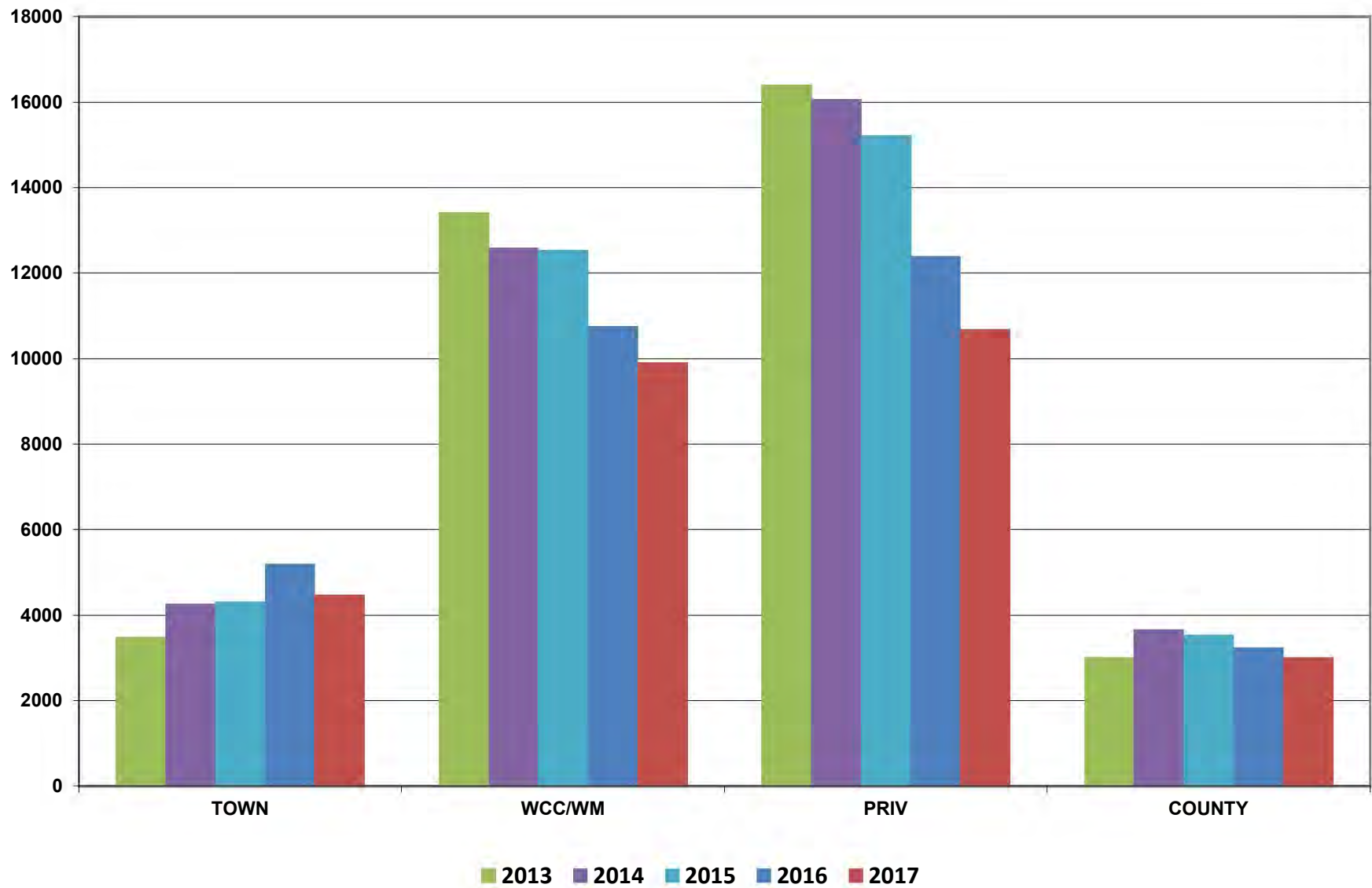
LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales – four sales in 2017 to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Preparation of documentation for newly elected officials.
- Attendance at the Subdivision and Development Appeal Board meeting Re: Appeal of DP Application 17-DP-079 (Lots1-5, Block 7, Plan 6735 GW (802 & 806 Highway Avenue NE – Storage Yard Mini Storage]
- Advertising of vacant positions for Town Boards & Commissions

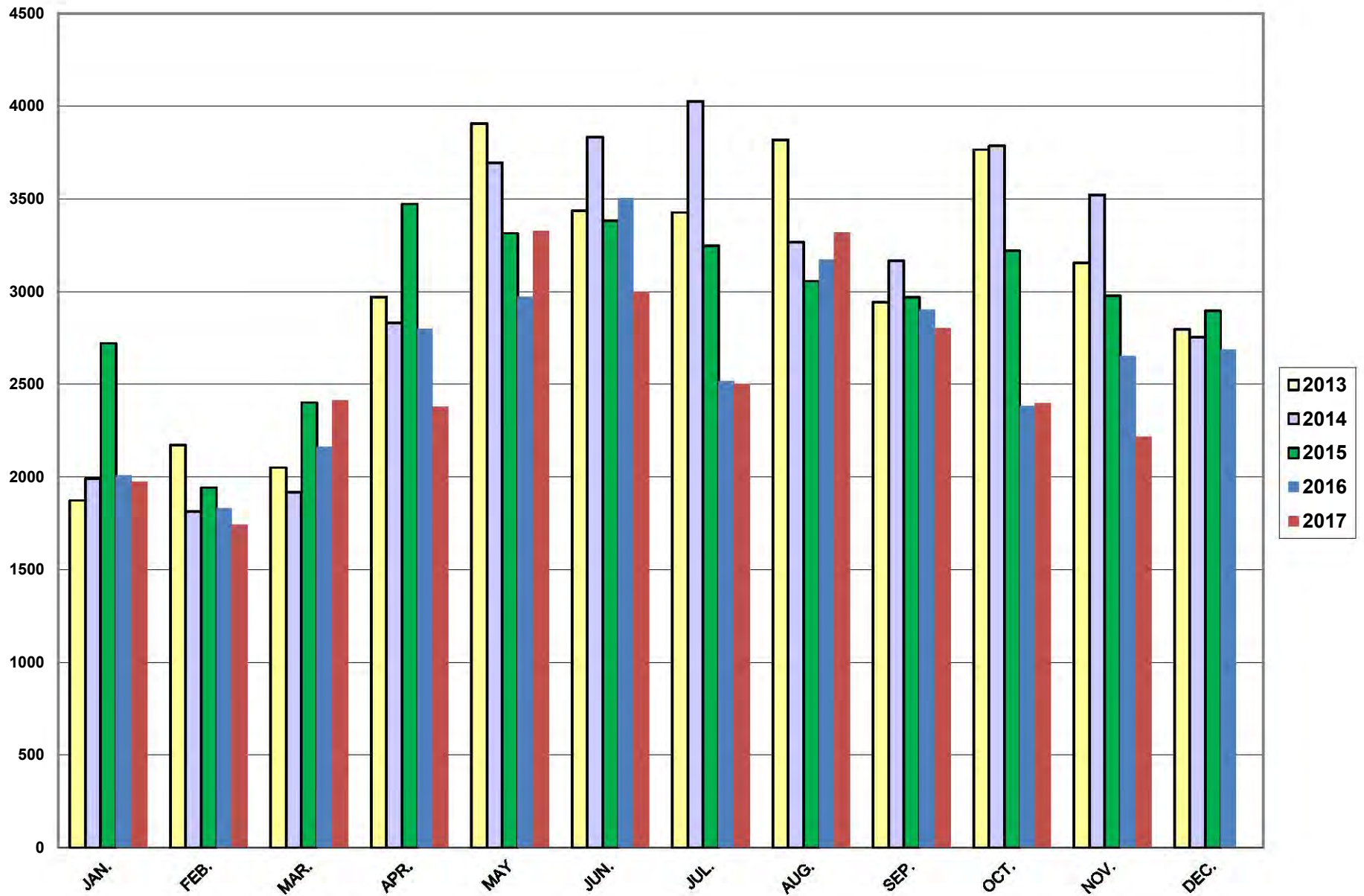
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2017 VS 5 YEAR AVERAGE
TO NOVEMBER 30, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2013-2017
TO NOVEMBER 30, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2013-2017
TO NOVEMBER 30, 2017**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
December 22, 25, 26, 2017	Town Hall Office Closed	
January 1, 2018	Town Hall Office Closed	