



COUNCIL MEETING

MONDAY, FEBRUARY 22, 2016

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 22, 2016 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. MINUTES	
A) Council meeting held February 8, 2016 *	For Adoption
B) Municipal Planning Commission meeting held on February 17, 2016 *	For Information
3. REQUESTS FOR DECISION	
A) Raw Water Consumption Rates *	For Consideration
4. POLICIES	
A) Policy 129 (2016), Code of Ethics and Conduct for Employees *	For Consideration
B) Policy 034 (2016), Employee Travel Expense Policy *	For Consideration
5. CORRESPONDENCE	
A) Alberta Transportation * Re: AB Municipal Water/Wastewater Partnership Grant	For Information
B) TransCanada Pipelines Limited * Re: Medicine Hat Compressor Station and Nova Gas Transmission	For Information
6. OTHER	
A) Municipal Manager Report to Council February 22, 2016 *	For Information
B) Mayor's Report to Council February 22, 2016 *	For Information
C) Council Important Meetings & Events February 22, 2016 *	For Information

7. RECESS

8. IN CAMERA

A) Land (1)

9. ADJOURN

ACCOUNTS PAYABLE			
COUNCIL MEETING FEB 22, 2016			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
79430	ACTION PARTS	RADIATOR CAP, OIL FILTER	\$21.04
79431	AG-PLUS MECHANICAL	BOBCAT SNOW BLOWER	\$9,809.10
79432	BENCHMARK ASSESSMENT	ASSESSMENT FEES	\$16,126.16
79433	THE BOLT SUPPLY HOUSE	SLEEVE ANCHOR, MASONRY DRILL, NUTS & BOLTS	\$49.72
79434	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$24.35
79435	CANADIAN BADLANDS	2016 POPULATION LEVY	\$2,905.76
79436	CITY OF MEDICINE HAT	ELECTRIC UTILITIES	\$8,743.95
79437	CLEARTECH INDUSTRIES	CONTAINER CR/CHLORINE/CAUSTIC SODA	\$3,433.59
79438	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
79439	EPCOR	LANDFILL ELECTRIC UTILITIES	\$204.10
79440	GREYHOUND COURIER	TRANSPORT SUPERIOR TRUCKING PARTS	\$30.31
79441	HARV'S JANITORIAL	JANITORIAL SERVICE	\$3,948.00
79442	REDCLIFF HOME HARDWARE	COFFEE SUPPLIES/GLUE GUN/SCREW HOOK/LAMPS	\$118.24
79443	INLAND CONCRETE	WASHED DE-ICING SAND	\$7,551.03
79444	LETHBRIDGE MOBILESHREDDING	SHREDDING SERVICE	\$72.45
79445	MCL WASTE SYSTEMS	REPAIR AL JOHN & PARTS	\$2,041.42
79446	SHAW CABLE	INTERNET SERVICE	\$559.26
79447	MS MUNICIPAL SOLUTIONS	ENGINEERING SERVICES	\$9,632.88
79448	SUNCOR	DYED DIESEL	\$840.44
79449	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$477.34
79450	REIMER, ERNIE	AUMA	\$150.00
79451	SOCIETY OF LOCAL GOVT MANAG	CLGM 2016 FEES - A.CROFTS	\$320.00
79452	SUPERIOR TRUCK EQUIPMENT	SWITCH CABLES/FILTERS	\$225.07
79453	TELUS	PHONE SERVICE	\$1,379.31
79454	TELUS MOBILITY	CELL SERVICE	\$234.53
79455	BERT'S VACUUMS	SOAP, SPRAY TRIGGER	\$29.30
79456	GUARDIAN CHEMICALS	FITTINGS, HOSE, WELDING - LIFT STATION	\$472.50
79457	MATCO TOOLS	TOOLS FOR SERVICE TRUCK	\$3,412.31
79458	TURRIS COMMUNICATIONS	MOUNT ANTENNA	\$94.40
79459	WOLSLEY	BALL VALVE	\$24.84
79460	PALL CORPORATION	WTP UPGRADE	\$134,565.06
79461	RECEIVER GENERAL	STAT DEDUCTIONS	\$31,792.02
79462	RECEIVER GENERAL RCMP	RMCP POLICING COSTS	\$255,144.08
79463	CIVIC INFO BC	JOB POSTINGS	\$315.00
79464	ACTION PARTS	MOTOR TREATMENT	\$40.78
79465	AUMA	JOB POSTINGS	\$315.00
79466	BOUNDARY EQUIPMENT	SWEEPER BROOM SEGMENTS	\$343.98
79467	BRANDT	GASKETS/FILTER	\$357.53
79468	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$42.84
79469	CANADIAN ENERGY	BATTERY	\$80.19
79470	C.E.M. HEAVY EQUIPMENT	CUTTING AND SIDE EDGE, CYLINDER KIT	\$1,961.59
79471	CITY OF MEDICINE HAT	CITY ELECTRIC UTILITIES & SEWAGE OUTLAY	\$51,885.65
79472	CLEARTECH INDUSTRIES	CHLORINE	\$1,403.89
79473	FARMLAND	COUPLER, ADAPTER	\$20.32

79474	FORTY MILE GAS	LANDFILL GAS UTILITIES	\$303.30
79475	FOUNTAIN TIRE	REPAIR FLATS	\$111.57
79476	FOX ENERGY	SIGNS	\$251.80
79477	GREYHOUND COURIER	TRANS SUPERIOR TRUCK	\$30.21
79478	H2O HAULING	HAUL WATER TO LANDFILL	\$105.00
79479	HAT AGRI SERVICE	BALL JOINTS/FILTERS	\$460.09
79480	REDCLIFF HOME HARDWARE	CUTQUIK SAW	\$1,312.46
79481	JACOB'S WELDING	WELD 2 STEPS AND CHANNEL INSIDE	\$2,509.50
79482	KILPATRICK, DWIGHT	REFUND SEWER SCOPE	\$100.00
79483	KIRK'S MIDWAY TIRE	TIRES	\$3,599.40
79484	LETHBRIDGE HERALD	ADVERTISING	\$3,751.45
79485	MEDICINE HAT NEWS	ADVERTISING	\$1,310.40
79486	SHAW CABLE	INTERNET SERVICE	\$261.19
79487	PALLISER AIRSHED	AIR QUALITY MIONITORING	\$826.88
79488	SUNCOR	FUEL	\$6,953.74
79489	PRECISION GIANT SYSTEMS	CALIBRATE LANDFILL SCALES	\$1,531.53
79490	PRO-COMM	PHONE SYSTEM LABOUR	\$128.63
79491	REDCLIFF PUBLIC LIBRARY	ALLOTMENT FUNDING	\$54,452.90
79492	ROSENAU TRANSPORT	TRANSPORT CYLINDERS	\$1,741.32
79493	SANATEC	PUMP LANDFILL SEPTIC TANK	\$152.25
79494	SOCIETY OF LOCAL GOVT MANAG	MUNICIPAL LEADERSHIP CONFERENCE AC/KD	\$1,098.00
79495	SUMMIT MOTORS	CLAMP, OIL	\$1,337.66
79496	TELUS	PHONE SERVICE	\$58.62
79497	TELUS MOBILITY	CELL SERVICE	\$102.84
79498	MBSI	HOSTED BACKUP	\$1,071.00
79499	TOWN OF REDCLIFF	LNADFILL TONNAGE CHARGES	\$5,028.08
79500	WCB	WCB PREMIUMS	\$4,233.94
79501	WESTERN CANADA WELDING	BLUE SHIELD/CONTACT TIPS/WHEELS/UNIBRAZE	\$332.76
79502	WOOD, DALE	RESTRICTED FIREARMS INSTRUCTOR FEES	\$1,615.00
79503	XEROX	COPIER MAINTENANCE 7655	\$218.64
CHEQUES TOTAL:			\$646,810.49

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 8, 2016 7:00 P.M.**

PRESENT:	Mayor Councillors	E. Reimer C. Crozier D. Kilpatrick, L. Leipert (left at 7:38 p.m., returned at 8:25 p.m.) J. Steinke C. Brown
	Municipal Manager Manager of Legislative & Land Services Director of Finance & Administration	A. Crofts S. Simon (left at 8:28 p.m., returned at 9:10 p.m.) J. Tu (left at 7:04 p.m., returned at 7:05 p.m.) (left the meeting at 7:31 p.m.)
	Director of Public Services	J. Garland (left the meeting at 7:13 p.m.)
ABSENT:	Councillor	E. Solberg

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2016-0038	Adoption of Agenda	B) Councillor Steinke moved the agenda be adopted as presented. - Carried.
2016-0039	Accounts Payable	C) Councillor Leipert moved the following 86 general vouchers in the amount of \$179,568.41 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING FEBRUARY 8, 2016

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
79344	ALBERTA NWT COMMAND	PLEDGE FOR MILITARY SERVICE REC BOOK	\$545.00
79345	ACKLANDS GRAINGER	WELDING SCREENS/MEASURING TAPE	\$130.52
79346	ACTION PARTS	INDICATOR LIGHT/SAFETY RACK/JACK/DRAIN	\$4,816.94
79347	ALBERTA DEVELOPMENT OFFICER ASSOC	2016 MEMBERSHIP	\$100.00
79348	ALBERTA MUNICIPAL ENFORCEMENT	2016 NEW MEMBER APPLICATION	\$60.00
79349	AMSC INSURANCE	RETURNED DUPLICATED CREDIT	\$211.99
79350	AMEC	WATER TREATMENT PLANT PROGRESS PAYMENT	\$1,365.05
79351	ATB MASTERCARD	MONTHLY CTREDIT CARD EXPENSES	\$17,820.77
79352	BOSS LUBRICANTS	GREASE, OIL, LUBE	\$2,410.25
79353	BROST DEVELOPMENTS	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
79354	CAMPBELL, TRAVIS	SERVICE TRUCK TRAVEL	\$60.00

79355	CANADIAN LINEN	COVERALLS/TOWELS	\$21.42
79356	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$50.40
79357	CITY OF MEDICINE HAT	NOV-DEC ELEC/DEC SEWAGE OUTLAY	\$56,303.23
79358	COMPETATIVE EDGE SOFTWARE	REPORT EXEC DIRECT	\$1,619.83
79359	CYPRESS COMMUNICATIONS	INSTALL 2 WAY RADIO	\$728.70
79360	DAVIES, MIKE	COFFEE ROOM SUPPLIES	\$46.56
79361	FARMLAND	PRESSURE TEST KIT/PLUG KIT/CAMLOCKS	\$1,221.97
79362	FORTY MILE GAS	LANDFILL GAS UTILITIES	\$194.55
79363	GARLAND, JAMIE	SERVICE TRUCK TRAVEL	\$60.00
79364	GAR-TECH ELECTRICAL	REMOVE CHRISTMAS LIGHTS	\$472.50
79365	GOVERNMENT OF ALBERTA	PEACE OFFICER APPLICATION	\$1,100.00
79366	HARV'S JANITORIAL	JANITORIAL SERVICE	\$446.24
79367	REDCLIFF HOME HARDWARE	VALVE/TUB	\$50.36
79368	JIM'S ELECTRIC	BALLAST LIGHTING/REPAIRS	\$1,157.80
79369	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR	\$49.35
79370	KPMG	AUDIT SERVICES	\$5,775.00
79371	LAPP	LATE PAYMENT FEE	\$40.88
79372	LMT HYDRO-VAC	VAC RAW WATER PUMPHOUSE	\$1,181.25
79373	MEMORY LANE COMPUTERS	WEB HOSTING	\$287.70
79374	SHAW CABLE	INTERNET SERVICE	\$125.90
79375	MURRAY, CINDY	FCSSAA CONFERENCE TRAVEL	\$46.30
79376	NAPA	REAR SHOCKS	\$176.51
79377	PARK ENTERPRISES	PERMITS	\$3,192.85
79378	SUNCOR	DYED DIESEL	\$1,040.98
79379	PUROLATOR	TRANS RADIO READS TO CORIX	\$149.13
79380	REDCLIFF BAKERY	LUNCH FOR MPC & EDA	\$141.80
79381	ROBERTSON IMPLEMENTS	SERVICE MANUAL	\$454.95
79382	RODEO FORD	FILTER/KEY PROGRAMMING	\$319.30
79383	ROSENAU TRANSPORT	TRANSPORT CHLORINE CYLINDERS	\$584.22
79384	TELUS COMMUNICATION	2 WAY RADIO SERVICE	\$20.60
79385	MIKE SPENCER GEOMETRICS	LANDFILL USAGE	\$4,502.16
79386	WAN PING LI	REFUND INCORRECT TAX PAYMENT	\$406.20
79387	TOWN OF REDCLIFF	LANDFILL TONNAGE CHARGES	\$4,501.35
79388	WOOD BAY CONSULTING	TURF DETHATCHER	\$6,037.50
79389	XEROX	PRINTER/PHOTOCOPIER MAINTENANCE	\$230.76
79390	A & B STEEL	TUBING	\$173.50
79391	ACTION PARTS	CALIBER/HITCHES/MOUNTS/STROBE/BATTERY	\$1,525.29
79392	AMSC INSURANCE	DECEMBER HEALTH SPENDING/BENEFITS	\$534.69
79393	THE BOLT SUPPLY HOUSE	BOLTS AND SUPPLIES FOR SERVICE TRUCK	\$4,439.16
79394	BRUCE'S SEWER SERVICE	CLEAN OUT LINE	\$519.75
79395	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$21.42
79396	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$50.40
79397	COCOA BEAN CAFÉ	MEALS ON WHEELS	\$1,152.90

79398	CUPE	UNION DUES	\$2,077.96
79399	FARMLAND	CLAMPS	\$39.90
79400	FOX ENERGY	GLOVES	\$64.58
79401	GAR TECH ELECTRICAL	CONNECT PUMP METER	\$148.84
79402	REDCLIFF HOME HARDWARE	PAINT/BLADE/NUT DRIVER/GARBAGE BAGS/WATER	\$97.27
79403	IMAGINIT TECHNOLOGIES	AUTODESK UPGRADE	\$2,210.25
79404	JOE JOHNSON EQUIPMENT	OIL GAUGE	\$123.03
79405	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE	\$48.30
79406	SUNCOR	DYED DIESEL	\$856.86
79407	PRAIRIE ROSE SCHOOL DIVISION	ELECTRIC FOR OUTDOOR RINK	\$88.57
79408	PRIME PRINTING	FOLDING	\$142.80
79409	REDCLIFF MINOR HOCKEY	CONCESSION PURCHASES	\$175.00
79410	RECEIVER GENERAL	STAT DEDUCTIONS	\$30,667.97
79411	CNH INDUSTRIAL CAPITAL	BUMPER/SPEAKER	\$192.77
79412	RODEO FORD	IGNITION SWITCH/SEAL/CYLINDER	\$953.82
79413	ROSENAU TRANSPORT	TOTES/CHLORINE TANKS	\$463.77
79414	SHOCKWARE	LANDFILL INTERNET SERVICE	\$47.20
79415	REIMBURSE	DOLLY TIRES/CANOLA OIL	\$69.46
79416	SUMMIT MOTORS	FILTERS/CHANGE INJECTOR ADAPTER	\$1,982.26
79417	TELUS MOBILITY	ENGINEERING CELL SERVICE	\$15.69
79418	LANG, RICHARD	REFUND FACILITY DEPOSIT	\$150.00
79419	BERT'S VACUUM	DST FRYER/GRID CLEANER	\$19.78
79420	STAMPEDE CRANE RIGGING	INSTALL RAW WATER PUMP	\$2,231.25
79421	DIRK, SHANE	REFUND FACILITY DEPOSIT	\$150.00
79422	BATUS	REFUND UTILITY DEPOSIT	\$100.00
79423	LANDRY, LESTER	REFUND UTILITY DEPOSIT	\$150.00
79424	LOTZER, PHIL	TOTE TANKS	\$200.00
79425	IRON HORSE ENERGY	REFUND ICE RENTAL	\$288.75
79426	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$1,250.00
79427	WOLSLEY	CURB STOP/SERVICE BOXES/COUPLING/INSERT	\$867.23
79428	WOOD, DALE	CFAS RESTRICTED/HUNTERS ED FEES	\$3,990.00
79429	XEROX	PRINTER/PHOTOCOPIER MAINTENANCE	\$29.22
86 CHEQUES TOTAL:			\$179,568.41

2016-0040 Bank Summary to December 31, 2015

D) Councillor Leipert moved the Bank Summary to December 31, 2015 be received for information. - Carried.

2. MINUTES

2016-0041 Council meeting held January 25, 2016

A) Councillor Crozier moved the minutes of the Council meeting held January 25, 2016, be adopted as presented. - Carried.

- 2016-0042 Redcliff Family & Community Support Services meeting held January 20, 2016 **B)** Councillor Kilpatrick moved the minutes of the Redcliff Family & Community Support Services meeting held January 20, 2016, be received for information. - Carried.

Director of Finance & Administration left the meeting at 7:04 p.m. and returned at 7:05 p.m.

- 2016-0043 Redcliff Public Library Board meeting held November 24, 2015 **C)** Councillor Brown moved the minutes of the Redcliff Public Library Board meeting held November 24, 2015, be received for information. - Carried.

3. BYLAWS

- 2016-0044 Bylaw 1820/2016, Supplementary Assessment Bylaw **A)** Councillor Leipert moved Bylaw 1820/2016, Supplementary Assessment Bylaw, be given first reading. - Carried.

- 2016-0045 Councillor Crozier moved Bylaw 1820/2016, Supplementary Assessment Bylaw, be given second reading. - Carried.

- 2016-0046 Councillor Steinke moved Bylaw 1820/2016, Supplementary Assessment Bylaw, be presented for third reading. - Carried Unanimously.

- 2016-0047 Councillor Kilpatrick moved Bylaw 1820/2016, Supplementary Assessment Bylaw, be given third reading. - Carried.

4. REQUESTS FOR DECISION

- 2016-0048 Tandem Axle Gravel Truck Purchase **A)** Councillor Steinke moved to accept the proposal from New West Freightliner Inc. (Option 1) and authorize Administration to proceed with the purchase of a 2017 Freightliner M2-106 tandem axle gravel truck for a cost of \$150,460.00 plus G.S.T. - Carried.

Director of Public Services left the meeting at 7:13 p.m.

- 2016-0049 Funding Allocation from Purchasing Reserve for Water Treatment Plant Project **B)** Councillor Crozier moved that Administration be authorized to fund the Water Treatment Plant Project hold back expense of \$1,238,250 from the Purchasing Reserve and replenish the Purchasing Reserve if the additional grant funding is received. - Carried.

- 2016-0050 Palliser Economic Partnership Broadband GigaBit Project **C)** Councillor Kilpatrick moved to not provide a resolution in support of the project and not provide a corresponding letter of support. - Defeated.

2016-0051

Councillor Leipert moved to direct administration to provide a letter of support to the Palliser Economic Partnership indicating:

- Broadband access is an issue for the Town of Redcliff.
- That the Town of Redcliff supports the project proceeding.

- Carried.

2016-0052

Councillor Crozier moved that the Town of Redcliff Council supports the grant application submitted by the Village of Empress (managing partner) and the Municipal District of Acadia (partnering municipality) to the Alberta Community Partnership (ACP) program to undertake the exploration of GigaBit Broadband opportunities, needs, benefits and strategic approaches relevant to the municipalities of South East Alberta.

- Carried.

5. CORRESPONDENCE

2016-0053 Alberta Municipal Affairs
Re: MSI Capital Grant

A) Councillor Steinke moved correspondence from Alberta Municipal Affairs dated January 14, 2016, regarding an MSI Capital Grant, be received for information. - Carried.

6. OTHER

2016-0054 Redcliff/Cypress Regional
Landfill Graphs to January 31,
2016

A) Councillor Brown moved the Redcliff/Cypress Regional Landfill Graphs to January 31, 2016, be received for information. - Carried.

2016-0055 Quarterly Financial Statement
to December 31, 2015

B) Councillor Steinke moved the Redcliff Quarterly Financial Statement to December 31, 2015, be received for information. - Carried.

2016-0056 Council Important Meetings &
Events February 8, 2016

C) Councillor Leipert moved the Council Important Meetings & Events February 8, 2016, be received for information. - Carried.

7. RECESS

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

Director of Finance & Administration left the meeting at 7:31 p.m.

Mayor Reimer reconvened the meeting at 7:37 p.m.

8. IN CAMERA

2016-0057

Councillor Kilpatrick moved to meet In Camera at 7:38 p.m.
- Carried.

Councillor Leipert left the meeting at 7:38 p.m. and returned at 8:25 p.m.

Manager of Legislative & Land Services left the meeting at 8:28 p.m. and returned at 9:10 p.m.

2016-0058

Councillor Steinke moved to return to regular session at 9:10 p.m. - Carried.

2016-0059

C.U.P.E. Collective Agreement
Negotiation

Councillor Steinke moved to ratify the proposed memorandum of settlement and incorporate it into the collective agreement.

Councillor Steinke requested a recorded vote.
In Favour - Mayor Reimer, Councillor Crozier, Councillor Kilpatrick, Councillor Leipert, Councillor Steinke, Councillor Brown.

- Carried Unanimously.

2016-0060

Appointment to Boards &
Commissions

Councillor Crozier moved to appoint George Hunt to the Redcliff & District Recreation Services Board with a term to expire December 31, 2016. - Carried.

2016-0061

Policy No. 69 (2016),
Remuneration and Benefits for
Management Personnel

Councillor Steinke moved to approve Policy No. 69 (2016), Remuneration and Benefits for Management Personnel, as amended and including verbiage "at the discretion of the Municipal Manager". - Carried.

2016-0062

Council Remuneration

Councillor Steinke moved to direct the Municipal Manager to evaluate Council remuneration. - Carried.

9. ADJOURNMENT

2016-0063

Adjournment

Councillor Steinke moved to adjourn the meeting at 9:15 p.m.
- Carried.

Mayor

Manager of Legislative and Land Services

MINUTES

ABSENT: Members: E. Solberg

- That the Condominium Bylaws should include clauses that assist the Condominium Board in helping maintain the Town's Land Use Bylaw as the Town will be contacting the Condominium Board as land owner to correct violations of the Town's bylaws. Examples of areas of specific concern to the Town with this development are:

1. All outdoor storage shall be located only to the rear of the building;
2. Outdoor storage or raw materials, finished or partially finished products shall be effectively screened from view by buildings, solid fences, privacy walls, trees, landscaped features, or combination thereof as required by the Development Authority;
3. Any exterior signage will require a separate Development Permit;
4. Development was approved as mini-storage. Any change to this use in any bay will require a development permit;

5. Addition of a mezzanine level in any bay will require a Development Permit Application as it is an intensification of the use.

- Carried

6. **ADJOURNMENT**

E. Reimer moved adjournment of the meeting at 1:15 pm.

- Carried.

Chairman

Secretary

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 22, 2016

PROPOSED BY: Municipal Manager

TOPIC: Raw Water consumption rates.

PROPOSAL: Receive Correspondence as information

BACKGROUND:

Administration has received correspondence from a local resident, Mr. Granger (who resides in the river valley area) and is currently receiving raw water from the Town of Redcliff. Mr. Granger has requested his correspondence (in email format) be submitted to Town Council for their consideration. Mr. Granger's correspondence includes two main requests as follows:

1. Mr. Granger is asking why the raw water consumption rates are significantly higher than treated water rates and further has asked (verbally) if the Town would consider changing the raw water consumption rates.
2. Mr. Granger also asks at what point in time he might receive access to the Town's treated water distribution system.

At this point in time, and in clarifying Mr. Granger's concerns, he has indicated that his primary concern at this time is the actual raw water consumption rates and if council would consider any sort of adjustment to the raw water rates. Changing of such rates would require amendment of the current water rates bylaw.

If Council chooses to consider amending the water rates bylaw in relation to raw water rates, it may also be advantageous to consider integrating raw water consumption rates for the Riverview Community Golf Course (for irrigation purposes) in the actual water rates bylaw moving forward.

Administration will also work to respond to Mr. Granger's second question as Public Services and Engineering are currently in the process of researching this possibility.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: Email Correspondence from Larry Granger
Bylaw 1816/2015, Water Rates Bylaw

OPTIONS:

1. Direct administration to research raw water rates and bring back proposals for Council in the form of proposed amendments to the current water rates bylaw.
2. Remain status quo.

RECOMMENDATION:

Administration is bringing forth Mr. Granger's correspondence for presentation to Council at his request.


SUGGESTED MOTION(S):

1. Councillor _____ moved to receive the correspondence dated February 2, 2016 from Mr. Granger as information and further to direct administration to research potential new raw water rates and bring back proposals for Council in the form of proposed amendments to the current water rates bylaw.

SUBMITTED BY:

Department Head

for:



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2016.

From: Larry Granger
Sent: February-02-16 1:58 PM
To: Mike Davies <MikeD@redcliff.ca>
Subject: Water Rate Concern

Attention Town of Redcliff Council :

I, Larry Granger have been paying a rate of \$2.50 a m3 for water and the basic charge of \$35.00 per month. The water you have been supplying my residence for the last 35 years is untreated water. I have seen a few rate changes through the years. When I first moved here, the rate was a flat rate of aprox. \$50.00 a month and no charge per m3. I realize rates have changed, but could never understand why my rate was higher than the residents in town. When their water is being purified. I believe that I should be at least only paying what a regular resident pays, as we are also paying tax payers of Redcliff, or even a little less due to that the water is not treated. One other question I have is, will the town ever hook me up to the treated water line that comes down the hill, now. I know the fall prior to installing that new line there was a few meetings, where this concern was discussed. So it was brought to my attention that one of the other residents on the way down the hill was hooked up to the clean water line, is there any chance of that in the future for our place. Thank you for attention, Larry Granger.

**BYLAW NO. 1816/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to provide for the levying, collecting of charges and rates for water service.

AND WHEREAS the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities,

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

TITLE

1. This Bylaw shall be known and may be cited as the "**Water Rates Bylaw**" of the Town of Redcliff and comes into force on the 1st day of January, 2016.

INTERPRETATION AND DEFINITIONS

2. In this Bylaw:
 - a) "**BULK WATER STATION**" shall mean the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
 - b) "**COUNCIL**" shall mean The Municipal Council of the Town of Redcliff.
 - c) "**DUE DATE**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - d) "**M³**" shall mean the measure of volume of one cubic meter.
 - e) "**MULTI-UNIT BUILDING**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
 - f) "**PORTABLE HYDRANT METER**" shall mean a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
 - g) "**SATISFACTORY CREDIT HISTORY**" shall mean a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
 - h) "**TENANT**" shall mean anyone other than the owner of a property.
 - i) "**TOWN**" shall mean the Municipal Corporation of the Town of Redcliff.
 - j) "**WATER VALVE ENCUMBRANCE**" shall mean the device used to seal a water valve that has been tampered with on a continuing basis.


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TREATED WATER RATES WITHIN TOWN LIMITS

3. Every person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within The Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, shall require a water meter and shall pay to the Town the following water rates, payable monthly or bi-monthly at the discretion of the Council:

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$34.90	\$69.80
Total	39.31	\$78.62

Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$44.30	\$88.60
Total	\$48.71	\$97.42

Greenhouse		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$174.20	\$348.40
Total	\$178.61	\$357.22

4. Any water consumed shall be charged to the customer at the rate of \$ 0.97 per M³.
5. Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. The owners of the Multi-unit building shall be charged the minimum monthly or bi-monthly rate as designated per unit in the building.



TREATED WATER RATES OUTSIDE TOWN LIMITS

6. Customers outside the Town limits, who are serviced with treated water from the Town, shall pay the rates outlined in 3.
7. Any water consumed shall be charged to the customer at the rate of \$ 3.25 per M³.

UNTREATED WATER RATES WITHIN TOWN LIMITS

8. Customers within the Town limits who are serviced with untreated water from the Town, shall pay the rates outlined in 3.
9. Any water consumed shall be charged to the customer at the rate of \$ 2.50 per M³.

BULK WATER

10. For customers utilizing the Bulk Water Station the following rates shall apply:
 - a) Monthly Fee of \$ 39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$ 3.00 per M³. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.
11. Notwithstanding subsections 3, 3.1 and 3.2, Council may direct a person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within the Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, to pay to the Town the following bulk water rates, payable monthly or bi-monthly at the discretion of the Council:
 - a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M³. The Town reserves the right to suspend or reduce a bulk water service on twenty four (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.
12. For customers utilizing the Portable Hydrant Meter the following rates shall apply:
 - a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M³. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.



MISCELLANEOUS RATES

13. The charge for a service call (i.e. water turned on/off) made by the Town during regular work hours shall be:

1. Delinquent accounts -Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours Rate	-	Effective Call Out Labour
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00
5. Frost damaged meter replacement	-	\$40.00 plus cost-of meter (Approximately \$150.00 to \$600.00)
6. Garden service installation	-	\$30.00
7. Garden service removal	-	\$30.00
8. Service call - off/on (same day)	-	\$30.00
9. Service call – Disconnect (Temporary/Seasonal Vacancy)	-	\$50.00
10. Service call – Reconnect (Temporary/Seasonal Vacancy)	-	\$50.00
11. Meter Testing	-	\$50.00
12. Temporary Service during construction (60 days)	-	\$50.00
13. Replace damaged read out	-	\$30.00 plus cost

(*GST not included in above rates)

14. Any such service requested after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
15. The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of \$100.00 plus GST for the service call made by the Town to unseal the water service encumbrance.
16. Owners or occupants requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.

TEMPORARY WATER SERVICE

17. A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, drywalling, and masonry. The cost for this service is outlined in Section 7.
18. A temporary water service is available for a maximum of sixty (60) days or until:
- a) the contractor request the water meter from the Town; or

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- b) the Town determines that the plumbing is completed to the stage where a water meter can be installed, or
 - c) the temporary water service is being used for something other than what is intended.
19. The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
20. Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

DEPOSIT

21. All tenants receiving water service from the Town shall deposit the sum of \$150.00 with the

Town to be held in trust. Such deposit shall be paid interest at the rate of zero (0%) per cent.
22. The deposit fee shall be returned to the tenant when:
- a) The tenant terminates their utility account with the Town and does not enter into an account for utility services to another property as a tenant within the Town's service

area. The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.
 - b) Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
23. Owners of a single family dwelling wishing to have utility services continue upon the renter signing off may complete Schedule 'A' which will have billing revert to the owner from the date the renter signs off.

PENALTIES

24. In the event a utility invoice:
- a) remains unpaid on the 21st day following the due date, there shall be added thereto by way of penalty, an amount which shall be two and one half percent (2 1/2 %) of the unpaid current utility invoice. The said penalty shall be added to and shall form part of the unpaid utility invoice.
 - b) remains unpaid on the 31st day following the due date the Town of Redcliff shall issue a water service disconnection notice which shall notify the user that the

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water service may be disconnected on the date specified in the water disconnection notice; however the date of disconnection shall not be less than 10 days after the mailing date of the water disconnection notice.

25. Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:
- a) By action in a court of competent jurisdiction, or
 - b) By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
 - c) Where the occupant is the owner or purchaser of a building or lot or part of a lot, the sum payable by him for such rates or charges are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or
 - d) Where the occupant is a person other than the owner or purchaser of the building or lot or part of a lot, the sum payable by the occupant for such rates or charges is a debt due by him and shall be a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

OTHER

26. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
27. Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.
- a) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
28. Errors or omission relating to utility billing may be adjusted to a maximum of six (6) bi-monthly billings.
29. This Bylaw shall become effective on the first day of January 2016.



REPEAL


30. Bylaw Number 1792/2014 is hereby repealed effective end of day December 31, 2015.

READ a first time this 14th day of December, 2015.

READ a second time this 14th day of December, 2015.

READ a third time this 14th day of December, 2015.

PASSED and **SIGNED** this 18 day of December, 2015.



MAYOR



MANAGER OF LEGISLATIVE AND LAND SERVICES

SCHEDULE 'A'

TOWN OF REDCLIFF

DATE: _____

Utilities Department

With reference to tenants vacating property or properties as listed below under the ownership of the undersigned, the utilities will automatically be transferred into the property owner's name.

This letter shall serve as the permission for the Town of Redcliff to sign on utilities in the property owners name during vacant periods, without any further notice to the owner.

This procedure is to ensure that the owner is not charged a sign on fee every time the property becomes vacant.

PLEASE NOTE: FAILURE TO NOTIFY OUR OFFICE THAT THE LISTED PROPERTY OR PROPERTIES HAVE BEEN SOLD WILL RESULT IN YOUR BEING RESPONSIBLE FOR ANY UTILITIES CONSUMED DURING VACANT PERIODS.

Service Address(es) 1. _____
 2. _____
 3. _____

Mailing Address: _____
 (Owner name)

 (Address)

 (City / Town)

 (Postal Code)

Telephone Numbers: _____ (residence) _____ (business)

(OWNERS SIGNATURE)

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**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 22, 2016

PROPOSED BY: Municipal Manager

TOPIC: Policy 129, Code of Ethics and Conduct for Employees Policy

PROPOSAL: To approve the proposed employee code of ethics and conduct policy.

BACKGROUND:

The Town currently has policies outlining code of ethics and conduct for councillors as well as members of boards (Policies 126 and 123). The proposed Policy 129, Code of Ethics and Conduct for Employees is being presented for approval because the Town does not have a policy in place and it is considered good practice to implement such. The policy provides general guidance for both the employee and the employer.

POLICY/LEGISLATION: n/a

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Proposed Policy 129, Code of Ethics and Conduct for Employees

OPTIONS:

1. Approve Policy 129, Code of Ethics and Conduct for Employees as presented.
2. Not approve Policy 129, Code of Ethics and Conduct for Employees.
3. Approve Policy 129, Code of Ethics and Conduct for Employees with the following amendments:
 - _____
 - _____
 - _____

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

- 1. Councillor _____ moved to approve Policy 129, Code of Ethics and Conduct for Employees as presented.

- 2. Councillor _____ moved to approve Policy 129, Code of Ethics and Conduct for Employees with the following amendments:
 - _____
 - _____
 - _____

SUBMITTED BY: _____
Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2016.

Approved by Council:

CODE OF ETHICS AND CONDUCT FOR EMPLOYEES

BACKGROUND

Acceptable behavior of a municipal employee differs from that of employees in the private sector as municipal employees work for a public institution ultimately accountable to the public. Given this, it is important to have a distinct code of conduct in place for municipal employees to ensure their work is done with integrity, to ensure an appropriate level of service within budget constraints, to manage public perceptions, to avoid favoritism, to protect confidential information, to avoid personal gain from the use of position, while protecting the rights of individual municipal employees and residents within the Town.

PURPOSE:

This policy is to assist municipal employees in navigating the ethical implications of the decisions they make on a daily basis.

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

POLICY:

DEFINITIONS:

Town Assets include all property of the Town including equipment, financial assets, land, buildings and other structures, vehicles, materials, computers, electronic mail, internet services, information, and work time.

Conflict of Interest arises when an employee's personal interests, due to an outside business activity that they or their family are involved with, are in conflict with their duties as a municipal employee.

Council is Town of Redcliff's body of elected officials, as set out in Alberta's Municipal Government Act.

Councillors are elected officials of the Town of Redcliff Council (including the Mayor), as set out in Alberta's Municipal Government Act.

Family of a municipal employee includes the employee's spouse, common-law partner, parent, grandparent, grandchild, guardian, parent of current spouse, child or ward, brother, sister, niece, nephew, brother-in-law, sister-in-law, fiancé, or a related dependent of the employee.

Municipal Employee is a person who is employed by the Town of Redcliff. Councillors are not employees.

Political Activity includes but is not limited to being a member of a political party, participating in a political party's activities, soliciting donations for a political party, and running for political office.

Town means Town of Redcliff.

Municipal Manager means the Chief Administrative Officer of the Town of Redcliff, as defined in the *Municipal Government Act*.

CODE OF CONDUCT FOR MUNICIPAL EMPLOYEES

1. GENERAL PERSONAL CONDUCT:

- 1.1 Municipal employees shall perform their duties with integrity, honesty, respect, and in a spirit of public service.
- 1.2 Municipal Employees shall show respect and accountability to each other, Councillors, and the public at all times.
- 1.3 Municipal Employees shall be polite and courteous at all times and shall refrain from the use of inappropriate and lude language (including scenario's that may be considered and/or perceived to be in jest).
- 1.4 Municipal Employees shall treat others equitably and fairly.
- 1.5 Municipal Employees shall recognize and value the diversity among workgroup members, customers and citizens.
- 1.6 Municipal Employees shall accept responsibility for their actions, behavior and impact on others.
- 1.7 Municipal Employees shall take action in a prompt, impartial and confidential manner when issues concerning lack of respect in the workplace come to their attention.
- 1.8 Municipal Employees shall ensure that no person suffers reprisal as a result of making a complaint, or for providing information in support of conflict resolution.
- 1.9 Municipal Employees shall contact one of the following resources for assistance in effectively dealing with conflict: immediate Supervisor, a Department Head, or the Municipal Manager.
- 1.10 Municipal Employees shall immediately inform a supervisor, department head, or Municipal Manager of incidents of threat or violence.

2. WORK TIME AND TOWN ASSETS:

- 2.1. Municipal Employees shall use Town assets only for the performance of Town duties.
- 2.2. Municipal Employees shall safeguard Town assets.
- 2.3. Municipal Employees shall avoid inappropriate uses of Town assets.
- 2.4. Employees are not allowed to perform maintenance on private vehicles in the Town Shop or in the maintenance yard.
- 2.5. Tools or equipment owned by the Town are not to be loaned or rented to employees. Except as specifically authorized elsewhere in Town policies, under no circumstance are tools or equipment owned by the Town to be used for the personal benefit of employees.

3. OUTSIDE BUSINESS ACTIVITIES:

- 3.1** Prior to a municipal employee taking on any outside business activities, it is important that that employee notify the Municipal Manager of the Town, in writing, of any such proposed activity.
- 3.2** Before a municipal employee takes on any outside business activities, it is important that they consider the following:
 - a)** Will the outside business activity interfere with their duty as a municipal employee?
 - b)** Will the outside business activity influence their ability to do their job with the Town objectively, impartially, safely and efficiently?
 - c)** Will their job with the Town give them any special influence in the outside business activity?
- 3.3** For municipal employees that are already engaged in outside business activities, they must notify the Municipal Manager of such activities within 30 days of this policy coming into force.
- 3.4** Once a municipal employee discloses outside business activities to the Municipal Manager in accordance with section 3.3, the CAO will determine whether the outside business activity conflicts with the municipal employee's employment with the Town.
- 3.5** If there is a major conflict of interest, the Municipal Manager may ask the municipal employee to choose between ceasing that outside business activity and resigning from their job at the Town.

4. DEALING WITH RELATIVES:

- 4.1** Municipal employees shall not issue municipal permits to themselves or their family.
- 4.2** If a municipal employee's family member requires a permit from that municipal employee's department, another municipal employee, such as a supervisor, may issue the permit so as not to hinder the municipal employee's family member's ability to conduct business with the Town.
- 4.3** Municipal employees may not hire a member of their family to work for the Town.
- 4.4** If a member of a municipal employee's family wishes to pursue employment with the Town, their recruitment will be handled by another municipal employee as designated by the Municipal Manager.
- 4.5** Family members who work for the Town are not permitted to be in a direct reporting relationship.

5. HANDLING OF INFORMATION:

- 5.1** Municipal employees are privy to a great deal of confidential information about Town residents, businesses, other levels of government, and other organizations and individuals. As such, municipal employees must handle confidential information in accordance with Alberta's *Freedom of Information and Protection of Privacy Act*, especially as stipulated in sections 16 to 29.

6. PUBLIC STATEMENTS:

- 6.1** The Mayor is the Chief Spokesperson for the Town.
- 6.2** Municipal Employees are to advise the Municipal Manager of any queries or questions posed to them by the media.
- 6.3** No municipal employee may speak to the media concerning any issue pertaining to the Town without permission from the Municipal Manager.
- 6.4** Municipal employees must not disclose confidential information to the public and/or media, in accordance with Alberta's *Freedom of Information and Protection of Privacy Act*.
- 6.5** Municipal employees must not post anything on social media that would place the Town in a negative light.
- 6.6** Municipal employees must not make negative statements about Town policy to the media nor post statements about Town policy on any social media.

7. APPEARING BEFORE TOWN COUNCIL:

- 7.1** From time to time, the Municipal Manager may call upon individual municipal employees to appear before Council at Council Meetings to provide Council with information it needs to make a decision.
- 7.2** Municipal employees who wish to appear before Council to speak as residents must consult with the Municipal Manager and be in accordance with the Town's current procedural bylaw prior to doing so.

8. GIFTS:

- 8.1** Municipal employees must not accept payment for doing something that they are paid to do as part of their job with the Town.
- 8.2** Municipal employees must not accept gifts as this may give the appearance that their services to certain residents and/or businesses is being purchased through gifts.

9. POLITICAL ACTIVITY:

- 9.1** Under the *Canadian Charter of Rights and Freedoms*, an individual has the right to be a member of a political party (*Canadian Charter of Rights and Freedoms*, 2. *Fundamental Freedoms (d) Freedom of Association*).
- 9.2** Part of the nature of a municipal employee's work is that it is apolitical. Each municipal employee must take care that their participation in a political party's activities does not affect their apolitical objectivity in their work at the Town.
- 9.3** If a municipal employee solicits donations for a political party, they must not do so on Town property, nor during work time, nor shall they represent themselves as a Town employee while soliciting donations.
- 9.4** If a municipal employee wishes to run for political office, they must notify the Municipal Manager in writing.
- 9.5** The Municipal Manager will grant out-of-scope municipal employees who wish to run for political office a leave of absence without pay, pursuant to Alberta's *Local Authorities Election Act*. For CUPE members, the current collective agreement shall also be applied.

10. CONSEQUENCES OF NON-COMPLIANCE:

- 10.1.** Any breach of this policy will be treated as misconduct.
- 10.2.** The Town will take corrective action in response to any infraction or transgression of this policy.
- 10.3.** Misconduct will be reviewed and may result in disciplinary action being taken against the municipal employee, up to and including:
 - dismissal from employment,
 - seeking full financial restitution,
 - commencement of civil action,
 - criminal prosecution,
 - instructing the municipal employee to divest themselves of an outside interest,
 - transferring the municipal employee to another position, or
 - a combination of the above.

11. RESPONSIBILITIES:

- 11.1.** Employees are responsible for:
 - Signing a document acknowledging receipt of the Code of Conduct.
 - Reading and complying with the Code of Conduct and requesting clarification from their Department Heads as required.
 - Requesting clarification about any potential violation of the Code of Conduct, including conflict of interest, and obtaining approval from their supervisor or Department Head as required.
 - Disclosing in writing to the Municipal Manager, through their Department Head, any current personal, business, commercial, or financial interest which may result in a violation of the Code of Conduct.
 - Reporting suspected violations of the Code of Conduct to their supervisor(s), their Department Head, or the CAO.
 - Co-operating with those performing an investigation.
- 11.2.** Supervisors are responsible for:
 - Assisting employees in the administration, interpretation and application of the Code of Conduct.
 - Reporting any alleged violations of the Code of Conduct to their immediate supervisor, their Department Head, or the Municipal Manager.
- 11.4.** Department Heads are responsible for:
 - Each employee receiving a copy of the Code of Conduct.
 - The consistent administration of the Code of Conduct within their department.
 - Documenting and retaining any major approvals, decisions or directions given to employees in relation to the Code of Conduct.
 - Reporting any significant alleged violations of the Code of Conduct to the Municipal Manager.
 - Investigating any routine alleged violations of the Code of Conduct.

- Reporting status and results of investigations to the Municipal Manager.

11.5. The Municipal Manager is responsible for:

- The consistent administration and communication of the Code of Conduct by departments.

12. VIOLATION REPORTING:

- 12.1.** When a violation is reported, the identity of the complainant will be kept confidential, unless otherwise stipulated in the *Freedom of Information and Protection of Privacy Act*.
- 12.2.** If an employee who has in good faith reported a potential violation of the Code of Conduct is subject to retaliatory action, the employee should report the action to their supervisor(s), the department head, or the Municipal Manager.
- 12.3.** Submitting a false report will be subject to disciplinary action.
- 12.4.** Employees violating the Code of Conduct will be subject to disciplinary action in accordance with the current collective agreement and Town personnel policies. They may also be prosecuted criminally, and may also be subject to civil proceedings.

13. MISCELLANEOUS:

- 13.1.** This code shall apply to all municipal employees, including the Municipal Manager.
- 13.2.** The Municipal Manager may designate someone to implement this policy or any part or parts of this policy. However, the responsibility for implementing this policy lies chiefly with the Municipal Manager.
- 13.3.** This code shall come into effect upon endorsement by Council.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 22, 2016

PROPOSED BY: Municipal Manager

TOPIC: Policy No. 34 (2011) Employee Travel Expense Policy proposed amendments

PROPOSAL: To consider the proposed amendments to Policy No. 34, Employee Travel Expense Policy.

BACKGROUND:

It has been approximately 5 years since the last revision of this particular policy. In the previous collective agreement there was also a letter of understanding (LOU) that stipulated the Town and Union meet to discuss parameters with regard to scenarios when employees were required to travel outside of their normal working hours. In 2015 the Town and Union met to discuss this matter, thereby satisfying the former LOU. Because administration was preparing proposed amendments to Policy 34 with regard to the aforementioned LOU, the policy was reviewed as a whole.

Some of the proposed highlights are as follows:

1. Clarity around scenarios when an employee is required to travel outside of regular business hours.
2. Enhanced clarity around the use of Town vehicle(s) for the purpose of this policy (ultimately in an effort to realize savings and maximize budget allocations for this purpose).
3. Adjusted mileage rates from \$0.46 per kilometre to \$0.50 per kilometre to be a little more consistent with industry (As per the Canadian Revenue Agency, the automobile allowance rates are \$0.54 per kilometre for the first 5,000 kilometers driven; and \$0.48 per kilometre driven after that).
4. Established distances for the purpose of calculating mileage (when using a private vehicle) so as to achieve enhanced consistency.
5. Re-ordering the policy appendix attachments with the "Travel Authority and Advance Voucher" form coming before the "Travel Expense and Per Diem Statement."

POLICY/LEGISLATION: n/a

STRATEGIC PRIORITIES:

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

ATTACHMENTS: Proposed Policy with potential changes.

OPTIONS:

1. Adopt Policy 34, Employee Travel Expense Policy as presented.
2. Do not adopt Policy 34, Employee Travel Expense Policy as presented.
3. Adopt policy 34, Employee Travel Expense Policy with the following suggested amendments:
 - _____
 - _____
 - _____

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Policy 34, Employee Travel Expense Policy as presented.
2. Adopt Policy 34, Employee Travel Expense Policy with the following suggested amendments:
 - _____
 - _____
 - _____

SUBMITTED BY: _____
Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. **2016**.

Approved by Council:

EMPLOYEE TRAVEL EXPENSE POLICY**BACKGROUND**

The purpose of this policy is to ensure that Town employees, **Council members, and Board members** will be reimbursed for approved travel expenses to the level of allowances set by Council, and to set out the procedures for receiving travel authorization, travel advances, and completing Travel Expense Statements.

This policy ensures that all employees will be treated equally, because not all agencies provide the same level of funding, or rates equal to those provided for in the Town's policy.

POLICY

All travel must be authorized by the Department Head using the "Request for Travel Authority and Advance Voucher" form. Those employees reporting directly to Council shall have travel arrangements authorized by the Mayor. This "Request for Travel Authority and Advance Voucher" form is to be completed prior to departure for all travel whether or not an advance is requested. A detailed breakdown **if available** (i.e. **including a conference/event** itinerary) to verify times and conditions in support of travel claims **shall must** be submitted with each request.

Before an employee is authorized to travel, it should be determined that the purpose cannot be adequately met through correspondence, fax, or telephone communication, **or through any other technology based medium**.

Funds for purposes of travel must be included in the adopted budget for the year, unless the travel expenses are to be reimbursed by a sponsoring organization.

When travel expenses are reimbursed by another organization such as a provincial government agency, the process for submitting expense claims should be as follows:

- 1) Submit the normal travel expense claim to the Accounting department covering all costs incurred (mileage, meals, accommodation) in the same manner as for any regular business travel.
- 2) Provide all documentation to the Accounting department with regard to the amounts and rates to be claimed from the sponsoring agency. These amounts will then be submitted on behalf of the Town regardless of whether or not the claim submitted by the employee was for more or less.

The Town will only pay the expenses of an employee of the Town of Redcliff; ~~however, in circumstances where an employee is accompanied by his/her spouse, the cost of double hotel accommodation shall be reimbursed by the Town.~~

Transportation

All travel is to be by the most direct route and the most economical means of transportation bearing in mind the purpose of the trip and the salary of the employee in respect to the travel time required. The means of transportation to be used may be prescribed by the department.

Every effort shall be made to travel within the employee's normal working hours.

An employee traveling on Town business may, with the consent of the Department Head, travel by any means of transportation along any route in order that he may combine personal business with his official duties, however, the claim for expenses and subsistence will be paid on the basis of the expenses that would have been incurred had the trip been made by the route and mode of travel that would have been prescribed by the department. Extra working time required for travel or stop-overs where the employee is combining personal business with his/her official duties, such time will be deducted from vacation leave entitlements or taken as leave without pay.

In scenario's where it is required of an employee to travel on a weekend, holiday, or outside normal working hours to attend a specific training, professional development, or Town business function, then such time may be banked as time in lieu on a straight time 1:1 ratio with the maximum time being banked equal to that of one way travel.

In situations when traveling on a weekend, holiday, or outside normal working hours for Town business is required it must be approved by the respective employee's Department Head, as every effort shall be made to avoid traveling outside normal working hours.

The following transportation standards shall apply:

Air Travel

Except for short journeys, where the use of car is usually more economical, air travel is the acceptable method of transportation on municipal business. Economy class is usually used, but a higher standard may be authorized for reasons such as following:

- a) Less expensive accommodations NOT available and delay in arrival is not acceptable.
- b) The employee is officially accompanying a person travelling first class.

Town Owned Vehicle Travel

Travel by Town owned vehicle is preferred, for municipal employees, as this reduces the amount of travel expense. For short trips or short duration, this is the most economical method of travel and shall be used when a town owned vehicle is available. Allowances payable for authorized official use of a Town owned vehicle is the reimbursement of any fuel purchased during the travel time.

Private Vehicle Travel

Travel by private vehicle may be authorized where, in the opinion of the Department Head, this method is economical and practical.

Allowances payable for authorized official use of a private car based on ownership and adequate insurance coverage is the unit rate at ~~\$-46~~ \$0.50 per kilometer traveled. When several people travel together in the same vehicle, only the owner and not the passengers will be

entitled to the allowance.

The following distances will be used to calculate mileage when traveling from Redcliff in a private vehicle to:

Lethbridge:	176km each way
Calgary:	287km each way
Red Deer:	399km each way
Edmonton:	551km each way

Taxis and Equivalent

An employee shall be reimbursed for actual and reasonable costs incurred for taxis, airport limousines (buses), or equivalent for transportation between home or work place and the designated airport or bus station required for his travel authorization. An employee shall also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in the location(s) outside Redcliff.

~~NOTE: Town owned vehicles may be used for journeys where it is more economical to do so, with prior permission of the Department Head.~~

Meals and Miscellaneous

Employees may claim the following allowances for the cost of meals and incidental expenses, including gratuities:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00
Incidental Exp.	<u>\$5.00</u>
Total Daily Expense	\$50.00

NOTE: Incidental expenses cover laundry and dry cleaning costs, local telephone calls, baggage handling, or other personal supplies or services.

Incidental expenses may be claimed for trips involving an overnight stay for each day that the employee is away.

Where an employee is exposed to unusually high costs of meals and where the expenses exceed the above amounts, the employee will be reimbursed the actual expenses for meals to the extent that the Department Head considers reasonable and on the submission of receipts.

Meal allowances are **not** authorized when:

Breakfast	the departure time from Redcliff is later or the arrival time back in Redcliff is earlier than 0800 hours.
Luncheon	the departure time from Redcliff is later or the arrival time back in Redcliff is earlier than 1300 hours.
Dinner	the departure time from Redcliff is later or the arrival time back in Redcliff is earlier than 1800 hours.

Or when the registration fees for conferences, **training etc.** included meals.

Official Telephone Calls

An employee will be reimbursed for cost incurred for long distance business telephone calls relating to official business.

Miscellaneous Business Expenses

An employee, with the approval of the Department Director, will be reimbursed for the actual cost of miscellaneous business expenses such as hosting of business associates while in travel status, cost associated with meetings, conferences or seminars, etc. These costs are to be included on the Travel Expense Statement in the column provided for miscellaneous expense and supporting receipts are to be attached.

Accommodation

An employee shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized municipal business. An employee shall normally be authorized to stay in accommodation which is reasonable, conveniently located, comfortably equipped, and in accordance with the requirements of the position occupied.

Many hotels extend reduced rates to government employees, employees travelling on Town business should inquire if a special rate is available when making reservations or bookings into hotels to take advantage of this rate reduction. Proof that you are a government employee is usually required and a Town business card or Town identification card should be presented when registering.

Arrangements should be made for suitable self-contained accommodation obtainable at weekly or monthly rates where an employee is required to spend periods in excess of one month in travel status at one location and where such accommodation is available, convenient and economical.

Persons travelling out of Town on Town business may claim a NOMINAL AMOUNT OF \$15.00/per night, when they stay with friends or family instead of a hotel.

Expense Reports

Employees are required, within ten (10) days of return, to complete the Travel Expense Statement and submit it to the Department Head for approval prior to forwarding to the Municipal Treasurer. A refund of any unexpended balance is to be made on submission of the statement.

The following expenses shall be supported by vouchers, receipts, or other appropriate documents, wherever possible:

- a) Commercial transportation costs where these were not purchased or provided by the Town.
- b) Enroute accommodation not included in the basic fare or ticket purchased or provided by the Town.
- c) Meal costs where these are in excess of the amounts specified in Section - Meals.

- d) Parking charges (where off-street)
- e) Long distance telephone calls
- f) Registration fees
- g) Entertainment of business guests
- h) Taxi trips in excess of \$10.00

An itemized listing of the following expenses must accompany the Travel Expenses Statement.

- a) Taxis and Limousines
The listing must detail the cost of all transportation claimed under this head.
- b) Miscellaneous Expenses
The listing must detail the cost of each item. Expenses such as hosting must include an explanation of the circumstances under which the hosting took place and the names and position of all persons hosted.

APPENDIX

Attachment 1 - ~~Travel Expense and Per Diem Statement~~ – Travel Authority and Advance Voucher

Attachment 2 - ~~Travel Authority and Advance Voucher~~ - Travel Expense and Per Diem Statement

REQUEST FOR TRAVEL AUTHORITY AND ADVANCE VOUCHER

DEPARTMENT: _____ DATE: _____

NAME(S): _____

DESTINATION: _____ VIA: _____

PURPOSE OF TRIP: _____

FROM: _____ 20__ TO: _____ 20__

AMOUNT REQUESTED: _____ DATE REQUIRED: _____ 20__

Applicant: _____

Supervisor: _____

Municipal Manager: _____

**TOWN OF REDCLIFF
TRAVEL EXPENSE and PER DIEM STATEMENT**

DEPARTMENT: _____ NAME: _____

PURPOSE OF TRIP: _____

DESTINATION: _____

DATES: FROM: _____ 20____ TO: _____ 20____

LEAVE REDCLIFF: _____ AM/PM ARRIVE DESTINATION: _____ AM/PM

LEAVE DESTINATION: _____ AM/PM ARRIVE REDCLIFF: _____ AM/PM

	PAID BY TOWN	PAID BY EMPLOYEES
REGISTRATION	\$ _____	\$ _____
ACCOMMODATION	\$ _____	\$ _____
MISCELLANEOUS (DETAIL)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
MEALS:		
____ BREAKFAST @ \$10.00		
____ LUNCH @ \$15.00		
____ DINNER @ \$20.00		\$ _____
MILEAGE: ____ KMS @ \$0.46 \$0.50/ KM	TOTAL	\$ _____
PER DIEM		
____ DAYS @ \$150.00 / DAY	TOTAL	\$ _____
INCIDENTALS:		
____ DAYS @ \$5.00/ DAY	TOTAL	\$ _____
TOTAL ALL EXPENSES PAID BY EMPLOYEE		\$ _____
* ATTACH ALL RECEIPTS	AMOUNT ADVANCED	\$ _____
	AMOUNT CLAIMED	\$ _____
	AMOUNT REFUNDED	\$ _____

APPROVED: _____
MUNICIPAL MANAGER

DEPARTMENT HEAD

APPLICANT

DATE

DATE

DATE

NOTE: COUNCIL PER DIEM PAID AT FIRST COUNCIL MEETING OF EACH MONTH.
NOTE: FIREMAN PER DIEM TO BE PAID ON QUARTERLY PAY CHEQUE.

RECEIVED
FEB 09 2016
TOWN OF REDCLIFF

File No: 1560-WWP-REDC
Water Treatment Plant Upgrade

February 5, 2016

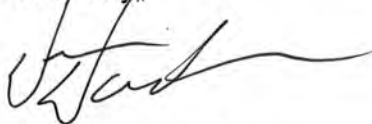
His Worship Ernie Reimer
Mayor
Town of Redcliff
P.O. Box 40
Redcliff, AB T0J 2P0

Dear Mayor Reimer:

Please be advised that a grant in the amount of \$225,482 is being electronically transferred to the Town of Redcliff as a third payment under the Alberta Municipal Water/Wastewater Partnership for the Water Treatment Plant Upgrade project.

We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darren Davidson, P.Eng.
Regional Director

/clh

cc: Municipal Programs

RECEIVED

FEB 16 2016

TOWN OF REDCLIFF



February 12, 2016

Mayor Ernie Reimer
Redcliff
1- 3rd St. NE, Box 40
Alberta T0J 2P0

TransCanada PipeLines Limited
450 - 1st Street S.W.
Calgary, Alberta, Canada T2P 5H1

tel 1.855.895.8754
email community_relations@transcanada.com
web www.transcanada.com

Dear Mayor Reimer,

Re: Medicine Hat Compressor Station

NOVA Gas Transmission Ltd. (NGTL), a wholly owned subsidiary of TransCanada PipeLines Limited (TransCanada), is writing to update you on the status of the proposed Medicine Hat Compressor Station (Project). NGTL initially mailed communication about the proposed Project in July, 2015 and filed an application with the regulator, the National Energy Board (NEB), in October, 2015.

On February 11, 2016, NGTL received approval from the NEB to construct the Project within SW-11-14-6-W4 approximately 5 kilometres (km) north of Medicine Hat, Alberta in Cypress County.

The NEB has directed NGTL to serve a copy of the Approval Order XG-N081-003-2016 (Order) to all interested stakeholders. Please find enclosed the letter from the NEB, the Order and the Schedule A.

We strive to engage stakeholders throughout the life of the proposed Project. We believe engagement is a two-way process and invite communities, landowners, and other interested stakeholders to share their questions and concerns with us so that we can provide information, follow up, and, where feasible, incorporate input into our plans. Please do not hesitate to contact TransCanada's Community Relations department at (855) 895-8754 in regards to the proposed project.

Sincerely,

Darren Hopkins
Project Manager, TransCanada

Enclosures:
NEB Letter
Board Order
Schedule A



File OF-Fac-Gas-N081-2015-24 01
11 February 2016

Ms. Stephanie Brown
NOVA Gas Transmission Ltd.
450-1 Street SW
Calgary, AB T2P 5H1
Facsimile 403-920-2347

Dear Ms. Brown:

NOVA Gas Transmission Ltd. (NGTL) - Application for the Medicine Hat Compressor Station (Project) under section 58 of the *National Energy Board Act* (NEB Act)

The National Energy Board (Board) has considered NGTL's application, dated 30 October 2015, as well as its subsequent filings dated 21 December 2015 and 29 January 2016.

The Board has issued Order **XG-N081-003-2016** (Order) pursuant to section 58 of the NEB Act, the effect of which is to approve the Project. A copy of the Order and its Schedule A, which together, outline the specifics of the Project as approved, is attached.

The Board grants NGTL an exemption from the provisions of paragraph 30(1)(a) and section 31 of the NEB Act. The Board also grants NGTL an exemption from the 100% non-destructive examination (NDE) requirement in section 17 of the NEB Onshore Pipeline Regulations (OPR) pursuant to subsections 48(2.1) and 48(2.2) of the NEB Act for certain low-pressure piping systems associated with the Project.

The Board reminds NGTL to apply for Leave to Open pursuant to section 47 of the NEB Act, prior to the facilities being placed in operation.

The Board notes that NGTL has committed to consulting with landowners regarding NGTL's site-specific weed management plan and the seed mix used in revegetation. The Board acknowledges NGTL's commitment to addressing the weed problem at NGTL's valve/meter site at SW-11-14-06 W4M raised in Mr. and Mrs. Page's Letter. The Board further reminds NGTL of its commitment to review its maintenance plans, including long-term management of weeds at all existing NGTL sites.

...2/

The Board recognizes that public involvement is an important component during each phase in the life cycle of a project, and reminds NGTL of the importance of establishing and maintaining strong relationships throughout this entire lifecycle.

The Board directs NGTL to serve a copy of this letter, the attached Order and its Schedule A on all interested parties.

Yours truly,

Original signed by L. George for

Sheri Young
Secretary of the Board

Attachments



ORDER XG-N081-003-2016

IN THE MATTER OF the *National Energy Board Act* (NEB Act) and the regulations made thereunder; and

IN THE MATTER OF an application made by NOVA Gas Transmission Ltd. (NGTL), pursuant to section 58 of the NEB Act, dated 30 October 2015, filed with the National Energy Board (Board) under File OF-Fac-Gas-N081-2015-24 01.

BEFORE the Board on 11 February 2016.

WHEREAS the Board received an application from NGTL, pursuant to section 58 of the NEB Act, dated 30 October 2015 to construct and operate the Medicine Hat Compressor Station (Project);

AND WHEREAS the information about the Project is set out in Schedule A, attached to and forming part of this Order;

AND WHEREAS the Board received subsequent filings from NGTL, dated 21 December 2015 and 29 January 2016;

AND WHEREAS the Board has considered the Letter of Comment filed 26 November 2015 by landowners residing near the Project;

AND WHEREAS the Board has had regard to all considerations that are directly related to the Project and relevant, including environmental matters, pursuant to Part III of the NEB Act;

AND WHEREAS the Board has examined the application and subsequent filings and considers it to be in the public interest to grant the following relief;

IT IS ORDERED that, pursuant to section 58 of the NEB Act, the applied-for Project, as specified in Schedule A, is exempt from the provisions of paragraph 30(1)(a), and section 31 of the NEB Act, and is also exempt from the requirement in section 17 of the NEB Onshore Pipeline regulations (OPR) pursuant to subsections 48(2.1) and 48(2.2) of the NEB Act for certain low-pressure piping systems associated with the Project, the effect of which is to approve the Project subject to the following conditions:

...2/

1. NGTL shall comply with all of the conditions contained in this Order unless the Board otherwise directs.
2. NGTL shall cause the approved Project to be designed, located, constructed, installed, and operated in accordance with the specifications, standards, commitments made and other information referred to in its application or in its related submissions.
3. NGTL shall implement or cause to be implemented all of the policies, practices, programs, mitigation measures, recommendations, procedures and its commitments for the protection of the environment included in or referred to in its application or in its related submissions.
4. NGTL shall file with the Board, at least 7 days prior to the start of construction, a site-specific Weed Management Plan (Plan) for the Project that includes:
 - a) measureable goals,
 - b) criteria describing the location(s) at which problem vegetation will be managed,
 - c) management procedures and decision-making framework for selecting appropriate treatment measures, including how landowner and other stakeholder concerns, and potential adverse effects of treatment measures will be considered,
 - d) vegetation monitoring; and
 - e) a summary of NGTL's consultation with appropriate government authorities, landowners, and other stakeholders, including a list of issues or concerns raised and how NGTL has addressed these issues or concerns, and confirmation that the Plan will be updated to include any relevant information from consultation.
5. NGTL shall file with the Board, at least 7 days prior to construction, an updated project specific Environmental Protection Plan (EPP), which NGTL shall implement. The EPP shall describe all environmental protection procedures, and mitigation and monitoring commitments, as set out in NGTL's application including, but not limited to, site-specific mitigation for prairie rattlesnake.
6. On or before 31 January after the first and third complete growing seasons following completion of final cleanup of the Project, NGTL shall file with the Board, a post-construction environmental monitoring progress report that:
 - a) identifies the current status of the issues identified, and whether those issues are resolved or unresolved;
 - b) provides proposed measures NGTL shall take and a schedule NGTL shall follow to address any unresolved concerns; and
 - c) identifies unexpected issues that arose during construction, their locations (e.g. on a map or diagram, and in a table) and how they were resolved.

The Report shall address the issues pertaining to soils, site contouring and drainage, vegetation establishment, weeds, species at risk, species of special concern and any other issues that NGTL identifies.

7. NGTL shall file with the Board, at least 15 days prior to the commencement of construction activities:
 - a) confirmation that land acquisition has been completed; and
 - b) a final list of NGTL's commitments in response to landowner concerns.
8. Within 30 days of the date that the approved Project is placed in service, NGTL shall file with the Board a confirmation that the approved Project was completed and constructed in compliance with all applicable conditions in this Order. If compliance with any of these conditions cannot be confirmed, NGTL shall file with the Board details as to why compliance cannot be confirmed. The filing required by this condition shall include a statement confirming that the signatory to the filing is an officer of NGTL.
9. Unless the Board otherwise directs prior to 11 February 2017, this Order shall expire on 11 February 2017 unless construction of the Project has commenced by that date.

NATIONAL ENERGY BOARD

Original signed by L. George for

Sheri Young
Secretary of the Board

SCHEDULE A
National Energy Board Order XG-N81-003-2016

NOVA Gas Transmission Ltd.
Application dated 30 October 2015
assessed pursuant to section 58 of the *National Energy Board Act*

Medicine Hat Compressor Station Project
File OF-Fac-Gas-N081-2015-24 01

Facilities Specifications - Medicine Hat Compressor Station

Project Type	New construction
Facility Type	Compressor Station
Location	SW 11-14-06 W4M (Alberta)
Description	<ul style="list-style-type: none">• One Solar Centaur 40S gas drive 3.5 MW compressor package complete with C33-2 centrifugal compressor• Associated buildings and skids• Associated valves, piping, and instrumentation• Inlet and outlet design pressure: 9295 kPag• Maximum operating pressure (MOP): 8450 kPag• Inlet and outlet temperature: -45°C to +75°C
Product	Non-sour natural gas

Municipal Manager Report to Council

February 22, 2016

On-going Projects

- Reviewing and working with Scheffer Andrew Ltd. with regard to developing a standard service agreement template. This has progressed and we are now reviewing the preamble guidelines that will accompany sample service and development agreements.
- Finalization of collective agreement, on final review.
- Working on establishing the 2016 organization's work program.
- Continued work on updating job descriptions.
- Continued preliminary work on drafting a comprehensive personnel policy manual.

Day to Day Responsibilities

- Continued correspondence with CUPE.
- Completing 2015 employee evaluations.
- Continued work on various legal files. The Municipal Manager and Legislative services continues to devote significant amounts of time to legal files.
- Responding to various daily resident and staff inquiries.
- Respond to councillor inquiries as they arise.
- Responding to media inquiries as they arise.
- Responding to human resource issues as they arise.
- Carry out regularly scheduled management meetings.
- Began implementation of some organizational structure changes (ie. currently recruiting for the Director of Planning and Engineering position). This competition has closed and the interview process will begin shortly.
- Researched and worked on Code of Ethics and Conduct for Employees Policy.
- Researched and worked on Policy 34, Travel Expense Policy.
- Attended the pre training session for the EMX 2016 (Mock emergency management exercise).
- February 8, 2016 – Met with EDA executive director to discuss some potential initiatives for 2016.
- February 9, 2016 – Reviewed collective agreement changes with department heads and HR clerk.
- February 10, 2016 – Attended the initial/inaugural inflow/infiltration reduction work group. This group is made up of staff from engineering, public services, and bylaw enforcement. Together, they will be developing, proposing, and implementing strategies with regard to I/I reduction.
- February 11, 2016 – Attended the Municipal Trends legal Seminar. This included significant discussion regarding regional collaboration and the many different forms in which regional collaboration can be explored.
- February 14, 2016 – Attended the Redcliff Grey Cup event hosted by the mayor at the senior's drop in center.

- February 16-18, 2016 – Council meeting preparation and legal files work.

Community & Protective Services Department

Parks and Recreation

Building checks and maintenance of all Town buildings is ongoing, and we changed the office lighting in the basement of Town Hall to full spectrum lighting.

Rec-Tangle: In collaboration with Industrial Mechanical and the Town of Redcliff mechanics, we modified the new Zamboni's board guide system to be at the required height of the Rec-Tangle's hockey board backing.

Library: The installation of the new front doors at the Library has been delayed due to item on back order.

Senior's Drop in Centre: Had to do a service call hot water tank, and found that the problem was a cross connection back feeding cold into the hot in the dishwasher plumbing.

Started the community engagement survey for the Parks and Recreation Master Plan. This survey will be concluded on the last day of February, 2016.

A tender for the Parks 2016 capital items was issued in January, 2016.

FCSS and Community Programming

Volunteer Celebration and Awards Night is scheduled for April 15, 2016 at the Redcliff Legion; community organizations were sent nomination forms and information; posted on Facebook and our website.

The Volunteer Income Tax program will be held at the Seniors Centre in March / April, 2016. Redcliff Days and Canada Day planning is underway; many activities confirmed.

The age limit for the Youth Advisory Committee (YAC) has been lowered to include Grade 7 and up; plan to meet monthly so the youth have an opportunity to be involved in planning programs and events for their peers and the community.

Bylaw Enforcement

Met with Cypress County Bylaw, City of Medicine Hat Bylaw, Persian Dreams, APARC, and K9 Themes to review municipal options for dog pound and rescue options, talks are ongoing.

Reporting Period: 2016 January

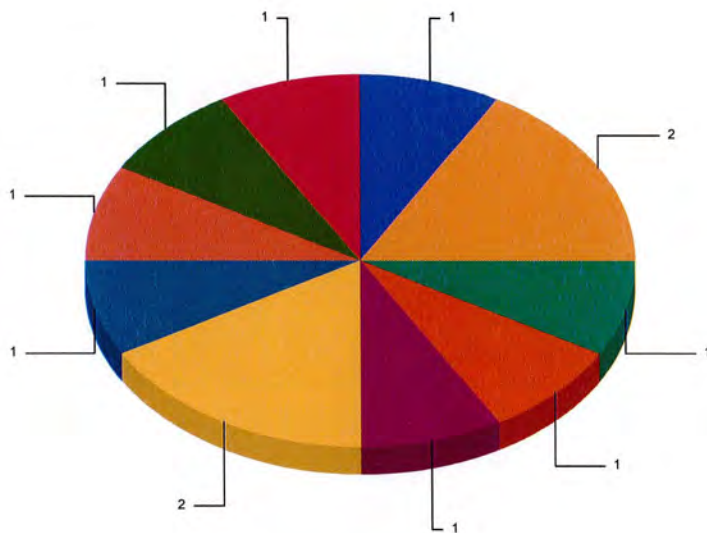
See Report on following page.

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 1/1/2016 12:00:00AM to 1/31/2016 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ASSIST OTHER DEPT	1
BYLAWS : ASSIST PUBLIC	2
BYLAWS : BURNING : BURNING UNCLEAN FUEL	1
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE	1
BYLAWS : CAT : IMPOUNDED	1
BYLAWS : DOG : AT LARGE	2
BYLAWS : DOG : DOG BARKING OR HOWLING	1
BYLAWS : DOG : DOG BITE	1
BYLAWS : DOG : DOG DAMAGING PUBLIC OR PRIVATE PROPERTY	1
BYLAWS : DOG : IMPOUNDED	1
Total:	12

BYLAWS : ASSIST OTHER DEPT: 1 2%

Case Report

BYLAWS : ASSIST PUBLIC: 2 3%

BYLAWS : BURNING : BURNING UNCLEAN FUEL: 1 2%

BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 2%

BYLAWS : CAT : IMPOUNDED: 1 2%

BYLAWS : DOG : AT LARGE: 2 3%

BYLAWS : DOG : DOG BARKING OR HOWLING: 1 2%

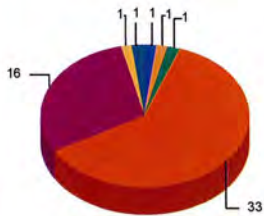
BYLAWS : DOG : DOG BITE: 1 2%

BYLAWS : DOG : DOG DAMAGING PUBLIC OR PRIVATE PROPERTY: 1 2%

BYLAWS : DOG : IMPOUNDED: 1 2%

Case Report

Count of Incident Types



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 : PERMITTED USES OF A STREET	1
BYLAWS : STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS	33
BYLAWS : TRAFFIC : PARKING	16
BYLAWS : TRAFFIC : PARKING : PARKING MV IN EXCESS OF SPECIFIED TIME	1
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING	1
Total:	54

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

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

BYLAWS : STREET : PERMITTED USES OF A STREET: 1 2%

Case Report

BYLAWS : STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS: 33 50%

BYLAWS : TRAFFIC : PARKING: 16 24%

BYLAWS : TRAFFIC : PARKING : PARKING MV IN EXCESS OF SPECIFIED TIME: 1 2%

BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 66

PUBLIC SERVICES

Water and Sewer Utilities

- Staff have been training/commissioning at the new water plant. This requires a significant amount of staff resources.
- Staff have been installing several radio reads for use with the new meter reading equipment.
- Staff assisted in putting a pump in at the raw water pump house.
- Staff have moved sewer flow meters as per direction of engineering department.
- Staff have completed camera jobs as requested.

Municipal Works

- Staff have been gravelling low spots in alleys as needed.
- Garbage bin repairs are ongoing with lid repairs and painting.
- Staff conducted alley clean ups.
- Staff have replaced or repaired multiple signs around town.
- Staff have been sanding and clearing snow.
- Staff have been clearing snow on river trail.
- Staff have been repairing catch basin grates.
- Staff have started street sweeping.

Landfill

- Litter pick up along the fence line is an ongoing task.
- Staff have cleaned scales and kept roads clear.
- Ridgeline has transferred out soil to landfill operations to be used as daily cover.
- Scale was calibrated.
- All landfill staff have completed training on scale operations.

ENGINEERING

Inflow and Infiltration study:

- On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Services staff.
- Civiltec Consulting is working on the investigation study for the 3rd Ave sewer lift station.
- Flow monitors accessories have been received.
- Flow monitoring and rainfall data for 2014/2015 have been assembled and analysed. A draft report has been prepared for review.
- Working on public education program for Inflow and Infiltration.
- Sanitary Bylaw review in progress.
- I and I reduction work group inaugural meeting was held on February 10, 2016.

Pump Station berm raising and river bank erosion protection:

The work has been completed.

Substantial performance has been issued in December 2015.

Certificate of completion has been issued in January 2016.

Slope Remediation Kipling & Westside Subdivisions:

- Slope Remediation South of Kipling Subdivision - Phase 3: The contractor worked until December 22, 2015 and will restart the work in March, 2016 as per meeting February 17, 2016. Contractor will make decision to resume work based on long term weather forecast. To date, about 85% of the work has been completed.
- Regrading of Slope South of Westside Subdivision: The work is not started to date and will start in March, 2016 as per meeting February 17, 2016.

Water Treatment Plant Construction:

The Water Treatment Plant is complete and fully operational and has been providing water to the Town as of the week of February 10, 2016. There are a number of deficiencies and minor works still left to complete prior to officially issuing a completion certificate.

Northside Functional Servicing Report

The Engineering Department reviewed the third draft of sanitary servicing and sent comments to Scheffer Andrew. The Town's Engineering Department still expects a response from the consultant.

Offsite Levy Bylaw and Background Report

- Public presentation was facilitated by Corvus December 10, 2015.
- Off-site Levy Bylaw to be prepared with a Draft provided to Administration sometime in February.
- Following the December 10, 2015 public presentation, Administration met with the President of IXL Industries, Mr. Malcolm Sissons, as a follow-up from the public session. A list of questions were presented by Mr. Sissons and a response was provided. Mr. Sissons has since responded to the Town's information that was provided to Mr. Sissons who had a few minor questions that will be dealt with soon.

FINANCE AND ADMINISTRATION

- Submitted Interim Grant Reporting for Water Treatment Plant Projects to Alberta Transportation.
- Preparing 2015 Year End Financials.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales, development & subdivision. One sale to date.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011.
- Ongoing Legal File Review.
- Continued set-up / training for All-net meetings. (Implementation delayed)
- Review with legal representation / consultant regarding Offsite Levy Bylaw preparation.
- Review / process for 2016 Surplus Sale.
- Grazing Lease selection process held February 16, 2016. Agreement to be presented to Council for final approval.
- Attended the STEP Program Information Session held February 4, 2016.
- Attended the pre training session for the EMX 2016.
- Attended the Emerging Trends workshop on February 11, 2016 hosted by Brownlee LLP.
- Initiate Staff Performance Evaluations.

MAYOR'S REPORT TO COUNCIL FEBRUARY 22, 2016

Past Meetings and Events

- January 13, 2016 Council office duty 4:30 p.m. to 6:30 p.m.
- January 26, 2016 Attend Economic Development Alliance Workshop in Council Chambers
- February 11, 2016 Brownlee LLP Emerging Trends Conference in Calgary
- Attended Annual Scouts & Guides Canada Cord Ceremony at the Baden Powell Centre
- February 12, 2016 Attended Mayor & Reeves meeting of Southeast Alberta. MP Jim Hillyer, MLA Drew Barnes and MP Martin Shields, were in attendance.
- February 13, 2016 In attendance at the Canalta Centre for Grand Opening Ceremonies for the Alberta Winter Games.
- February 14, 2016 Hosted a presentation for Nate Coehoorn in honour of his recent success of winning the 2015 Grey Cup as a member of the Edmonton Eskimos.
- This event proved to be quite successful as there was a very good turnout to have photos taken with Nate and the Grey Cup. Also, Nate was very gracious in signing autographs. Thank you to Arlos Crofts and Kim Dalton for their efforts in putting this event together.
- Ongoing personal contacts with local citizens in regard to their queries and concerns.

Up and coming meetings and events:

- March 6 - 8, 2016 Rural Education Symposium in Banff, Alberta

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where /Information
March 9, 2016	Council Office Hours	Town Hall Mayor/Council Office 4:30 p.m. to 6:30 p.m.
April 15, 2016	2016 Volunteer Recognition & Awards Celebration	Royal Canadian Legion Branch #6 5:30 p.m.