



**COUNCIL MEETING**

**MONDAY, FEBRUARY 27, 2017**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, FEBRUARY 27, 2017 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. MINUTES</b>	
A) Council meeting held February 13, 2017*	For Adoption
B) Redcliff Family and Community Support Services meeting held February 14, 2017 *	For information
C) Redcliff Public Library Board meeting held November 29, 2016 *	For Information
<b>3. BYLAWS</b>	
A) Bylaw 1840/2017, Supplementary Assessment Bylaw *	3 <sup>rd</sup> Reading
B) Bylaw 1842/2017, Designated Officers Bylaw *	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
<b>4. CORRESPONDENCE</b>	
A) Redcliff Scholarship for Advanced Education *	For Information
B) Alberta Municipal Affairs * Re: Submissions for 16 <sup>th</sup> Annual Minister's Awards	For Information
C) Alberta Transportation * Re: Water Treatment Plant Grant funds transfer	For Information
<b>5. OTHER</b>	
A) Municipal Manager Report to Council February 27, 2017 *	For Information
B) Mayor's Report to Council February 27, 2017 *	For Information
C) Dog Park Survey Questions *	For Information
D) 2017 Municipal Election *	For Discussion
E) Council Important Meetings & Events February 27, 2017 *	For Information

**6. RECESS**

**7. IN CAMERA**

**A)** Land (FOIP S. 23, 24)

**8. ADJOURN**

**COUNCIL MEETING FEB 27, 2017****ACCOUNTS PAYABLE LIST**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
81566	ALBERTA FIRE CHIEF'S ASSOCIATION	MEMBERSHIP	\$189.00
81567	ATB FINANCIAL	VARIOUS EXPENSES – SEE ATTACHED	\$21,959.74
81568	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$5.40
81569	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81570	CYPRESS VIEW FOUNDATION	2017 REQUISITION	\$35,093.00
81571	INDUSTRIAL MACHINE	BRUSH/SPREADER/POLY RUNNER	\$385.54
81572	LIFESAVING SOCIETY	AFFILIATION FEES	\$100.00
81573	LOGOS EMBROIDERY	HATS WITH LOGOS	\$501.11
81574	PRIME PRINTING	PURCHASE ORDERS	\$683.55
81575	REDCLIFF PUBLIC LIBRARY	ALLOTMENT FUNDING	\$55,806.22
81576	RECEIVER GENERAL	STAT DEDUCTIONS	\$397.53
81577	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$100.00
81578	SOCIETY OF LOCAL GOVERNMENT	PROFESSIONAL FEES/MOUNTAIN REFRESHER	\$1,423.00
81579	SOUTHERN DOOR	REPAIR ZAMBONI DOOR	\$382.41
81580	TRIPLE R EXPRESS	SHIPPING	\$71.40
81581	VANDERHORST, MONICA	REFUND KEY DEPOSIT	\$125.00
81582	MELHAM, BETH	WATER TANK	\$125.00
81583	MIGOCHI, LONNIE	REFUND SIGN ON FEES-CANCELLED SIGN ON	\$181.50
81584	VINCE, PAUL	REFUND CREDIT-INACTIVE ACCOUNT	\$177.96
81585	CLUFF, KELLEY	REFUND CREDIT-INACTIVE ACCOUNT	\$200.00
81586	TRICO LIGHTING	BULBS	\$117.97
81587	WESTERN DIESEL WHOLESALE	SEAL KIT/GASKET	\$103.96
81588	SHAW CABLE	INTERNET	\$274.84
81589	AMSC INSURANCE	INSURANCE PREMIUMS	\$142,574.39
81590	49 NORTH LUBRICANTS	TRACTOR FLUID	\$710.07
81591	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$81.33
81592	ALBERTA PUBLIC WORKS ASSOCIATION	PUBLIC WORKS SUPERVISOR PROGRAM	\$105.00
81593	BARTLE & GIBSON	CAMPGROUND SENSOR/LIGHT SENSOR/MIXER VALVE	\$832.02
81594	CYPRESS COUNTY	GRADER BLADES	\$960.00
81595	FARMLAND SUPPLY	HYDRAULIC HOSE	\$172.95
81596	GAR-TECH ELECTRICAL	SWITCH REPAIR/INSTALL CIRCUIT & RECEPTACLE	\$5,865.88
81597	GAS CITY HYDRO VAC	SUPPLY HYDRO VAC/CURB STOP REPAIR	\$1,575.00
81598	HYDRACO INDUSTRIES	BOX CYLINDER REPLACEMENT /PARTS/LABOUR	\$2,777.45
81599	J.BALMER SAFETY CONSULTING	FIRST AID COURSE FEES	\$2,457.00
81600	PAD-CAR MECHANICAL	FURNACE REPAIR/FIX TOILET	\$1,999.27
81601	PRAIRIE ROSE SCHOOL DIVISION	LOST KEY/ELECTRICAL COST FOR OUTDOOR RINK	\$154.81
81602	PRIME PRINTING	BUSINESS CARDS/FOLDING NEWSLETTERS	\$207.90
81603	PUROLATOR	SHIPPING	\$123.90
81604	RECREATION FACILITY PERSONNEL	CONFERENCE REGISTRATION	\$540.00

81605	ROCKY MOUNTAIN EQUIPMENT	HYDRAULIC PUMP/COUPLING/ADAPTER	\$2,448.93
81606	SOUTH COUNTRY GLASS	DOOR MAINTENANCE	\$409.50
81607	SPLASH N DASH	CAR WASH	\$10.76
81608	WERRE, KEVIN	TAI CHO INSTRUCTOR FEES	\$600.00
81609	WHITE, RANDALL	REFUND FOR CAKE DECORATING CLASS	\$92.40
81610	WESTERN TRACTOR	CASTER KIT/PIN FASTENER/HANDLE/CONE/CUP/SEAL	\$821.57
81611	WOOD, DALE	FIRE ARMS SAFETY INSTRUCTOR FEES	\$2,945.00
		CHEQUES - TOTAL	\$287,490.26

<b>ACCOUNTS PAYABLE - ELECTRONIC FUNDS TRANSFER</b>			
<b>EFT#</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
001	ACTION PARTS	AIR FILTER	\$19.26
002	REDCLIFF HOME HARDWARE	OUTLET/BATTERIES/HOUSEHOLD KIT/PICTURE HANGERS	\$58.31
003	WESTERN CANADA WELDING PRODUCT	OXYGEN REFILL	\$66.02
004	REDCLIFF HOME HARDWARE	TARP STRAPS	\$26.15
005	A & B STEEL	FLAT IRON/WIRE WHEELS/GRAB HOOK/PIPE	\$113.22
006	ACTION PARTS	RELAY/BULBS/RELAY	\$135.50
007	AIR LIQUIDE	CARBON DIOXIDE	\$1,995.02
008	ATRON REFRIGERATION	MAINTENANCE ON HEATING EQUIPMENT	\$381.15
009	BERGER'S PLUMBING & HEATING	REPAIR LEAK	\$369.33
010	THE BOLT SUPPLY HOUSE	TORK/TOILET PAPER	\$682.40
011	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
012	DIAMOND CUT LAWN SERVICES	SNOW REMOVAL	\$1,365.00
013	DIAMOND MUNICIPAL SOLUTIONS	PAYROLL/EFT/VCH SET UP	\$1,645.88
014	FOX ENERGY	SAFETY GLASSES	\$17.33
015	REDCLIFF HOME HARDWARE	FILTER COVER/SHROUD/ADHESIVE/PIPE	\$197.37
016	LETHBRIDGE HERALD	ADVERTISING	\$3,659.90
017	MBSI	HOSTED BACKUP	\$1,071.00
018	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$52.50
019	CBV COLLECTIONS	COMMISSION/LAWYER FEES	\$72.67
020	FARMLAND SUPPLY	PIPE CAP/PIPE PLUGS	\$10.37
021	REDCLIFF HOME HARDWARE	SINK VALVES/BULBS/WATER/PAINT/YELJACKET/CLEANER	\$271.89
022	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE	\$96.60
023	SUMMIT MOTORS	FILTERS	\$1,021.57
		EFT - TOTAL	\$13,354.69

<b><u>REDCLIFF /CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY PAYABLES</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00001	AMSC INSURANCE	INSURANCE PREMIUMS	\$27,376.88
00002	BOSS LUBRICANTS	OIL/ANTIFREEZE/TRACTOR FLUID	\$1,063.65
00003	FORTY MILE GAS	UTILITIES	\$493.14
00004	H2O HAULING	HAUL WATER	\$210.00
00005	MEDICINE HAT NEWS	ADVERTISING	\$995.40
00006	PRIME PRINTING	PURCHASE ORDERS	\$369.60
00007	PUROLATOR	SHIPPING	\$41.87
00008	REDCLIFF AUTOBODY	INSURANCE CLAIM	\$1,758.13
00009	SUNCOR	FUEL	\$3,212.95
00010	CITY AUTO PARTS	CAB AIR ELEMENT	\$152.11
		CHEQUES - TOTAL	\$35,673.73

**Mastercard Jan 7 - Feb 6, 2017**

<b>Document Date</b>	<b>Document Amount</b>	<b>Transaction Description</b>
1/12/2017	\$2,641.77	CANADA POST- POSTAGE
1/12/2017	\$293.53	CANADA POST
1/16/2017	\$63.00	BEST BOUQUET - FLOWERS
1/27/2017	\$29.38	COSTCO - STAFF LUNCH
1/12/2017	\$313.01	RAMADA - HOTEL EXPENSE
1/12/2017	\$237.50	CAMA - MEMBERSHIP FEES
1/10/2017	\$69.44	STAPLES-RULER/ENVELOPES
1/11/2017	\$88.67	STAPLES - INK/PRINTER
1/11/2017	\$131.33	STAPLES-INK
1/12/2017	\$123.59	MAXWELL - PAPER ROLLS
1/18/2017	\$655.67	STAPLES - PAPER/TISSUE/PT/TRAY
1/19/2017	\$56.26	LABEL TAPE
1/20/2017	\$30.92	PAPER ROLLS
1/20/2017	\$23.95	STAPLES - BINDERS/DIVIDERS
2/3/2017	\$560.33	STAPLES - CASES/DIVIDERS/INK
1/9/2017	\$39.31	CANADA POST - POSTAGE
1/10/2017	\$845.00	U OF A - FCULTY OF EXT - COURSE
1/10/2017	\$297.00	CANADIAN BADLANDS-CONFERENCE
1/11/2017	\$803.25	LOCAL GOVNT ADMIN-CONFERENCE
1/6/2017	\$526.39	TIGER DIRECT- COMPUTER PARTS
1/7/2017	\$62.99	BEST BUY-LAPTOP REPAIR
1/7/2017	\$62.99	BEST BUY-LAPTOP REPAIR
1/7/2017	\$115.48	AMA-COMMUNITY DEVEL INFO
1/13/2017	\$348.00	SURVEYMONKEY - SURVEY TOOL
1/16/2017	\$703.50	ACT ARPA-CONFERENCE
1/18/2017	\$212.77	HOME DEPOT-DRYWALLING SUPPLIES
1/19/2017	\$14.33	CANADA POST - POSTAGE
1/26/2017	\$57.52	COSTCO - PROPANE
1/16/2017	\$633.10	UNIVERSAL AIR - SUNDSTRAND PIO
1/21/2017	\$20.95	PIER 1 - EASEL
1/10/2017	\$91.14	HOLIDAY RV-SWITCH/DIODE
1/19/2017	\$299.99	AWWAO - MEMBERSHIPS
1/19/2017	\$1,932.00	AWWOA - MEMBERSHIPS
1/24/2017	\$49.60	REDCLIFF BAKERY- BAKED GOODS
1/25/2017	\$2,835.00	SWANA - CERTIFICATION EXAM
1/28/2017	\$803.35	GETAROOM - HOTEL EXPENSE - ERROR TRANSACTION TO BE CREDITED
1/11/2017	\$895.00	UOFA FACULTY OF EXT - COURSE
1/25/2017	\$735.00	UOFA AUGUSTANA - COURSE
1/28/2017	\$378.00	APPEGA - YEARLY DUES
1/6/2017	\$504.00	PD SOLUTIONS - COURSES
1/6/2017	\$66.89	COSTCO-PROPANE
1/6/2017	\$630.00	CPSI - COURSE
1/6/2017	\$1,270.50	CPSI - COURSE
1/11/2017	\$25.73	WINDSOR PLYWOOD -OAK BASE SHOE
1/13/2017	\$49.09	COSTCO - PROPANE
1/14/2017	\$15.40	COOP-WALLPALTE/BULKHD
1/17/2017	\$626.85	HOME DEPOT
1/19/2017	\$50.41	COSTCO - PROPANE
1/20/2017	\$57.74	SAFEWAY-CONDOLENCE GIFT
1/20/2017	\$50.63	HOME DEPOT-SAW
1/25/2017	\$421.05	JMXINDUSTRI - NO RECEIPT
2/3/2017	\$69.41	COSTCO - PROPANE
1/4/2017	\$73.40	FOX ENERGY-SCB AIR TANK
1/10/2017	\$6.04	SPLASH N DASH - CAR WASH
1/24/2017	\$28.56	NANA'S & PAPA'S - HEM PANTS
1/25/2017	\$100.80	LOGO'S EMBROIDER SHIRTS
1/9/2017	\$4.37	CANADA POST - POSTAGE
1/18/2017	(\$171.11)	STAPLES - RETURN KEYBOARD TRAY
2/9/2017	(\$0.03)	PENNY ROUND

2/10/2017	\$21,959.74	Cheque#81567
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, FEBRUARY 13, 2017 @ 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors	E. Reimer D. Kilpatrick C. Brown C. Crozier E. Solberg L. Leipert	(left at 8:29 p.m., returned at 8:30 p.m.)
	Municipal Manager Manager of Legislative & Land Services Director of Planning & Engineering Director of Finance & Administration	A. Crofts S. Simon J. Johansen J. Tu	(left at 8:38 p.m., returned at 8:42 p.m.) (left at 7:26 p.m.) (left at 7:26 p.m.)
<b>ABSENT:</b>	Councillor	J. Steinke	

**1. GENERAL**

Call to Order

**A)** Mayor Reimer called the regular meeting to order at 7:01 p.m.

2017-0038 Adoption of Agenda

**B)** Councillor Leipert moved the agenda be adopted as amended to add an In Camera Personnel item. - Carried.

2017-0039 Accounts Payable

**C)** Councillor Solberg moved the following 73 general vouchers in the amount of \$475,103.34 be received for information. - Carried.

<b><u>ACCOUNTS PAYABLE CHEQUE LIST</u></b>			
<b><u>COUNCIL MEETING FEB 13, 2017</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
84193	ALBERTA NWT COMMAND	PLEDGE FOR MILITARY SERVICE	\$545.00
81494	AMSC INSURANCE	HEALTH SPENDING	\$345.60
81495	BROWNLEE LLP	PROFESSIONAL SERVICES	\$89.06
81496	CANADIAN LINEN	COVERALLS/TOWELS	\$26.25
81497	CANADIAN BADLANDS	ANNUAL LEVY	\$2,933.70
81498	CANADIAN ENERGY	BATTERY	\$279.54
81499	CLEARTECH INDUSTRIES	RETURN/COAGULANT/SODIUM HYPOCHLORITE	\$12,490.69
81500	CUMMINS WESTERN CANADA	PIPE AIR TRANSFER	\$400.43
81501	DIAMOND SOFTWARE	VCH SUITE/ENHANCEMENT PLANS/TIME ENTRY	\$29,794.82
81502	FAST TIME MACHINING	CYLINDER REPAIR	\$229.55
81503	FEDERATION OF CANADIAN MUNICIPALITIES	MEMBERSHIP DUES	\$1,220.63

81504	FORTY MILE COOP	UTILITIES	\$348.83
81505	KPMG	INTERIM AUDIT	\$5,775.00
81506	SHAW	INTERNET	\$183.54
81507	SUNCOR	FUEL	\$10,361.70
81508	PRAIRIE ROSE	SCHOLARSHIP	\$500.00
81509	REDCLIFF BAKERY	MPC LUNCH	\$99.65
81510	RECEIVER GENERAL - RCMP	POLICING COSTS	\$221,996.04
81511	SOCIETY OF LOCAL GOVERNMENT MANAGERS	MEMBERSHIP	\$80.00
81512	SUMMIT MOTORS	OIL	\$715.47
81513	SUN CITY FORD	WIPER BLADE ASY	\$128.11
81514	SUPERIOR TRUCK	SEAL KIT	\$189.78
81515	ACTION PARTS	BLADE/INSULATOR	\$87.74
81516	AMSC	BENEFITS	\$18,226.23
81517	BIG HILL SERVICES	SUCTION CUPS	\$240.15
81518	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
81519	CDW CANADA	LAPTOP & DOCKING STATION	\$1,298.15
81520	CLOVERDALE PAINT	PAINT	\$102.19
81521	CUPE	UNION DUES	\$2,021.22
81522	FARMLAND	BUSHING/TEFLON TAPE	\$30.87
81523	GRAND RENTAL STATION	COAT RACK/HANGERS	\$113.77
81524	REDCLIFF HOME HARDWARE	FAUCETS/VALVES/CLEANING & COFEEE SUPPLIES/STRIPPER	\$407.69
81525	KEYWAY	ENTRY KNOB/REPIN & MASTER/LABOUR	\$344.40
81526	KIRK'S MIDWAY TIRE	TIRE/CHANGEOVER	\$462.00
81527	LMT ENTERPRISES	RAW WATER PUMP/RIVER VALLEY PROTECTION PROJECT	\$26,250.00
81528	MEMORY LANE COMPUTERS	WEB HOSTING/BACKUP	\$350.70
81529	SHAW CABLE	INTERNET	\$129.05
81530	PARK ENTERPRISES	PERMITS	\$1,576.87
81531	SUNCOR	FUEL	\$16,639.72
81532	PUROLATOR	SHIPPING	\$49.41
81533	RECEIVER GENERAL	STATUTORY DECUCTIONS	\$446.27
81534	RECREATION FACILITY PERSONNEL	MEMBERSHIP	\$360.00
81535	ROCKY MOUNTAIN EQUIPMENT	PARTS TO REPAIR UNIT 110	\$1,174.66
81536	SHOCKWARE	INTERNET	\$52.45
81537	RAILPRO	HANDRAIL	\$1,974.00
81538	KALLIS, STEPHANIE	REISSUE STALE DATED CHEQUE	\$70.00
81539	2017 SPECIAL OLYMPICS GAMES	SPONSORSHIP	\$1,000.00
81540	TRI-CO LIGHTING	BULBS	\$310.92
81541	URBAN DEVELOPMENT INSTITUTE	MEMBERSHIP	\$525.00
81542	AMRON CONSTRUCTION	REFUND CONTRUCTION DAMAGE DEPOSIT	\$1,000.00
81543	BENCHMARK ASSESSMENT	FEB-APR 2017 ASSESSMENT FEES	\$16,246.91
81544	DIGITEX	COPIER FEES	\$226.92
81545	EPCOR ENERGY	LANDFILL UTILITIES	\$282.76
81546	FARMLAND SUPPLY	BREATHERR	\$62.90

81547	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
81548	JOHANSEN, JAMES	EMPLOYEE TRAVEL REIMBURSEMENT	\$655.00
81549	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$87.68
81550	SHAW CABLE	INTERNET	\$84.95
81551	SUNCOR	FUEL	\$1,344.26
81552	PITNEY WORKS	FOLDER/STUFFER FEES	\$337.18
81553	PLATO'S SUPERIOR ROOFING	RE-ROOF TOWN HALL	\$63,034.65
81554	ROCKY MOUNTAIN EQUIPMENT	TOOTH, POINT BUCKET, FLEX PIN, FREIGHT	\$184.38
81555	SANATEC ENVIRONMENT	PUMP SEPTIC TANK	\$162.75
81556	SKINNY'S SMOKE HOUSE	STAFF LUNCHEON	\$450.45
81557	SOCIETY OF LOCAL GOVERNMENT MANAGERS	SLGM MEMBERSHIP	\$245.00
81558	SUMMIT MOTORS	OIL LEAK LUBER/SHOP SUPPLIES	\$422.53
81559	SUN CITY FORD	CHECK AND ADVISE SENSOR LIGHT	\$75.47
81560	UNIVAR CANADA	PRAESTOL/FRT47	\$1,176.83
81561	BROWN, HARVEY	REFUND FOR SEWER AUGER	\$136.50
81562	WESTERN CANADA CEMETARY	MEMBERSHIP	\$115.00
81563	ATRON	HOT WATER PUMP REPAIR/BRINE ANALYSIS	\$200.00
81564	CITY OF MEDICINE HAT	EMERGENCY MANAGEMENT OPERATING COSTS	\$21,010.12
81565	DALTON, RICHARD	EMPLOYEE TRAVEL REIMBURSEMENT	\$610.00
		45 CHEQUES - TOTAL	\$475,103.34

## 2. MINUTES

2017-0040 Council meeting held January 23, 2017

**A)** Councillor Leipert moved the minutes of the Council meeting held January 23, 2017, be adopted as presented.  
- Carried.

2017-0041 Redcliff & District Recreation Services Board meeting held February 6, 2017

**B)** Councillor Crozier moved the minutes of the Redcliff & District Recreation Services Board meeting held February 6, 2017, be received for information. - Carried.

## 3. BYLAWS

2017-0042 Bylaw 1840/2017, Supplementary Assessment Bylaw

**A)** Councillor Crozier moved that Bylaw 1840/2017, Supplementary Assessment Bylaw be given first reading.  
- Carried.

2017-0043

Councillor Kilpatrick moved that Bylaw 1840/2017, Supplementary Assessment Bylaw be given second reading.  
- Carried.

2017-0044

Councillor Leipert moved that Bylaw 1840/2017, Supplementary Assessment Bylaw be presented for third reading. - Defeated.

- 2017-0045 Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw
- Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District
- B)** Councillor Leipert moved that Bylaw 1841/2017 being a bylaw to amend Bylaw 1698/2011, Land Use Bylaw to rezone Lots 21-22, Block 131, Plan 1117V (339 - 2 Street NW) and Lot 23-24, Block 131, Plan 1117V (343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District, be given first reading - Carried.

#### 4. CORRESPONDENCE

- 2017-0046 Royal Canadian Mounted Police  
Re: Commanding Officer Retirement
- A)** Councillor Kilpatrick moved correspondence from Royal Canadian Mounted Police dated January 4, 2017 regarding Commanding Officer retirement, be received for information. - Carried.
- 2017-0047 7<sup>th</sup> Annual Alberta Care Spring Seminar
- B)** Councillor Kilpatrick moved correspondence from Alberta Care, regarding the 7<sup>th</sup> Annual Alberta Care Spring Seminar, be received for information. - Carried.

#### 5. OTHER

- 2017-0048 Memo to Council  
Re: School Bus Parking
- A)** Councillor Solberg moved that Administration review the applicable Bylaws relating to School Bus parking regulations. - Defeated.
- 2017-0049 Memo to Council  
Re: Permits
- B)** Councillor Solberg moved the Memo to Council dated January 31, 2017, regarding Permits issued in January 2017, be received for information. - Carried.
- 2017-0050 Redcliff/Cypress Regional Waste Management Authority  
Re: Landfill Graphs to January 31, 2017
- C)** Councillor Crozier moved the Redcliff/Cypress Regional Waste Management Authority dated January 31, 2017 regarding Permits issued in January 2017, be received for information. - Carried.
- 2017-0051 Council Important Meetings & Events February 13, 2017
- D)** Councillor Solberg moved the Council Important Meetings & Events February 13, 2017, be received for information. - Carried.

#### 6. RECESS

Mayor Reimer called for a recess at 7:26 p.m.

Director of Finance & Administration and Director of Planning & Engineering left the meeting at 7:26 p.m.

Mayor Reimer reconvened the meeting at 7:35 p.m.

**7. IN CAMERA**

- 2017-0052 Councillor Brown moved to meet In Camera at 7:35 p.m.  
- Carried.
- Councillor Leipert left at 8:29 p.m. and returned at 8:30 p.m.
- Manager of Legislative & Land Services left at 8:38 p.m. and returned at 8:42 p.m.
- 2017-0053 Councillor Solberg moved to return to regular session at 8:42 p.m. - Carried.
- 2017-0054 Palliser Economic Partnership (PEP) Re: Broadband Project Councillor Solberg moved to authorize Administration to research Broadband opportunities. - Carried.
- 2017-0055 Appointment to Boards and Commissions Councillor Brown moved to appoint Karen Krause to the Redcliff Family & Community Support Services Board (FCSS) with a term to expire December 31, 2017. - Carried.
- 2017-0056 Councillor Brown moved to appoint Mandy McAlpine to the Redcliff Family & Community Support Services Board (FCSS) with a term to expire December 31, 2017. - Carried.
- 2017-0057 Councillor Brown moved to appoint Sharon Kirvan to the Redcliff & District Recreation Services Board with a term to expire December 31, 2017. - Carried.
- 2017-0058 Appointment to Palliser Economic Partnership Councillor Solberg moved to reappoint Ron Sneath to the Palliser Economic Partnership with a term to expire December 31, 2017. - Carried.
- 2017-0059 Letter of Understanding Councillor Crozier moved to have Administration proceed with a Letter of Understanding regarding Voluntary Retirement Incentive. - Carried.

**8. ADJOURNMENT**

- 2017-0060 Adjournment Councillor Brown moved to adjourn the meeting at 8:48 p.m.  
- Carried.

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Mayor Reimer

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Manager of Legislative & Land Services

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES  
BOARD MEETING  
Town Council Chambers Town Office  
February 14, 2017 at 7:00 pm**

**PRESENT:**

Chairperson	Meredith Conboy
Council Representative	Chere Brown
Members at Large	Karen Krause
	Mandy McApline
Community Services	Kim Dalton
	Carla Spampinato
Regards	Susan Horn

**1. GENERAL**

Call to Order:

**A)** Meeting called to order at 7:01 pm.

Adoption of the Agenda

**B)** C. Brown moved adoption of the agenda as presented. – Carried.

**2. MINUTES -- None**

**3. DELEGATION – None**

**4. OLD BUSINESS**

Planning Session  
“Outside facilitator”

**A)** C. Brown moved that Redcliff FCSS will ask a representative to sit in on a meeting at one of the monthly FCSS meetings to facilitate. The date of the meeting may have to be changed. Kim will contact the facilitator to obtain a list of 2 or 3 dates and use Doodle to allow the board to choose a date that works for this meeting. - Carried

Canada 150

**B)** Received as information

Redcliff Arts and Culture  
Committee

**C)** C. Brown moved that the FCSS will apply to form a Redcliff Arts and Culture Committee. Administration will bring the necessary paperwork to the next meeting. – Carried.

**5. NEW BUSINESS**

Canada 150 Grants

**A)** Administration informed the board of the 5 Canada 150 grants that have been applied for: Lion's Park Splash Pad, 670 Collective Trail Expansion, Redcliff Public Library Outdoor Space, Redcliff Legion Screen and Projector, Senior's Centre High Efficiency Lighting upgrade. – Received as Information.

- Medicine Hat FCSS Grant **B)** Received as Information
- Spring Programing Suggestions **C)** C. Brown moved that Administration will email the board the 2016 spring programing brochure and the board will then forward recommendations to administration for Spring programing. - Carried
- Volunteer Week **D)** Administration informed the board that the Volunteer Committee is considering changing the location of the Celebration Dinner and gave the board price differences between the Legion and Harmony Hall. No decisions were made. Administration will be meeting with the Volunteer Week Committee to discuss. The dinner will be held April 28, 2017. – Received as information.
- Board Leadership Save the Date 2017 **E)** C. Brown moved that the FCSS board will send two board members to the Board Leadership Training Event for Board Members. Saturday, March 4, 2017 8:00 AM – 3:00 PM at the Medicine Hat College. – Carried

## 6. CORRESPONDENCE

- Child & Parent Group Services Information **A)** Correspondence received by Alberta Health Services dated January 2017 regarding Kids in Control, Kids in Between and Bravehearts programing in Medicine Hat. It was moved that Administration will post these programs on the Red Sign and in the Commentator
- B)** Correspondence received by Alberta Health Services CHADS Behavioural Services Sleep Seminar. It was moved that Administration will post the program on the Red Sign and in the Commentator.
- C)** Correspondence received by DREAMS. Program updated for February 2017 – received as information.

## 7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

- A)** Board Leadership Training Even for Board Members – March 4, 2017. 8:00 AM – 3:00 PM Medicine Hat College.

- Next Meeting **8. DATE OF NEXT MEETING-** March 14, 2017 at 7:00 Pm

## Adjournment

## 9. ADJOURNMENT

- A)** C. Brown moved to adjourn the meeting at 8:23 pm.—Carried

## REDCLIFF PUBLIC LIBRARY BOARD

### Minutes

November 29<sup>th</sup>, 2016 7:30 PM

### Vision Statement

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

**Attending:** Catharine Richardson, Brian Lowery, Robin Corry, Jackie Hope-Hammel, Dianne Smith, Jim Steinke, Val Westers

**Not in attendance:** Matt Stroh, Mark Adcock,

**Also attending:** Tracy Weinrauch, Recording Secretary

**Call to order:** 7:27 pm

**Introduction:** Jackie Hope-Hammel

**Additions/Deletions to Agenda:** reading booth assembly – New Business

**Approval of Agenda:** Jim moved to approve the agenda as amended. Catharine 2<sup>nd</sup>. All in favor. Carried.

**Approval of Minutes for September meeting:** Val moved to approve the minutes. Catharine 2<sup>nd</sup>. All in favor. Carried.

**Financial Statements for September & October for information only:** Catharine moved for information only. All in favor. Carried.

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

**Town of Redcliff Kim Dalton/Arlos Crofts** – Kim presented the Town of Redcliff Master Plan for Parks and Recreation, blueprint for moving forward, items may be approved or not by council. This is the board's opportunity to make suggestions before they go forward with the plan. Catharine recommended a better social media plan for the Town at a previous meeting with Kim. Looking at the amount of Alberta Lottery funds available, the Town of Redcliff will address trying to get their fair share. Kim will try to attend a library board meeting at least once a year. Everyone is welcome to attend the drop-in open house tomorrow night @ 7:00pm at Town Hall chambers or email Kim, [kimd@redcliff.ca](mailto:kimd@redcliff.ca) with their suggestions for the plan. The Town of Redcliff is accepting recommendations until December 4<sup>th</sup>. Final draft goes to council on December 12<sup>th</sup>. Needs Assessment committee will send in recommendations based on the feedback received already on the needs assessment survey, even though it will not be completed until mid-December. The Town will be looking at offering better collaboration efforts between all the boards and societies in Redcliff.

**Library Manager's Report:** A patron in attendance said the presentation was amazing and one of the best that she has ever attended. Tracy will inquire about recording sessions so they can be presented on a different date and time. Dianne moved to approve the report. All in favor. Carried.

**Correspondence:** - SALC 2017

**50<sup>th</sup> Anniversary Report** – no meeting has been set up to date. Logo is needed for the purchase of



supplies to sell during the anniversary year. A vote on the logo will be sent out by email. The committee will decide what type of items to sell for the anniversary.

**Policies Report** - Brooks Volunteer Policy will be reviewed to possibly create one for the Redcliff Public Library. The policy committee will bring it back to the January meeting.

**Financial Report:** - Remind the finance committee to drop the amount of overdue fines revenue in the 2018 budget due to the food for fines donations.

**Personnel Report:** - Nothing to report.

**Needs Assessment Review:** - to date we have received 80+ surveys, committee will forward suggestions, to date, to Kim for the Town's Master plan.

**Friends of the Library (FRPL):** 9 people in attendance for International Games Day. Outofprintclothing.com fundraiser raised \$280.00 USD.

**Board Member Recruitment:** - a new board member was appointed at last night's Town council meeting; we have a full board again.

**Ongoing Maintenance Projects:** - The board as a whole agrees that the maintenance of the building has improved over the past couple of years and is satisfied with the Redcliff Public Library Building Maintenance Policy.

**ALTA (Alberta Library Trustees Association) Report:** - Everyone has received Catharine's email that discusses the changes to the by-laws. Feedback from a lot of board members across the province was that they did not know the candidates running for ALTA positions. One of the by-law changes coming forward at the ALTA Annual meeting at ALC is that the President will be in for a one year term and the other positions can be voted in for up to 3- 2 year terms. Valarie suggested that board members get the opportunity to vote via email for the by-laws that are being presented at ALTA Annual meeting. Valarie moved to accept the report. All in favor. Carried.

**Social Media Committee** – Catharine is doing a very good job on directing the social media.

**Old & Unfinished Business:** -

**New Business:** - 2016 Recognition dinner will be held on January 14<sup>th</sup>. Watch your email for the invite.

- Let Tracy know if you are interested in going to the SALC March 2-4.
- Valarie moved to allocate 3174.47 towards the meeting room renovation. Catharine 2<sup>nd</sup>. All in favor. Carried.
- Catharine explained the set up of the reader booth/puppet theatre that was built last year. It will fit in anyone's vehicle. Joints are colour coded; do not remove any of the colour tape. An instruction brochure is included in the bag that holds the fabric that goes with it.

**Next Regular meeting:** January 31<sup>st</sup>, 2017 @ 7:30 pm.

Jim moved for adjournment at 9:00 pm.

Secretary

Tracy Weinrauch  
Tracy Weinrauch

Chair

Brian Lowery  
Brian Lowery

### **Library Manager's Report**

Circulation for November was 2786 books, 26 children's audios & kits, 22 Blu-rays, 732 DVDs, 113 talking books, 104 CD's, 246 magazines, 18 games and 308 Overdrive checkouts.

#### ***NOVEMBER STATS***

	<b><u>ADULT</u></b>	<b><u>CHILD</u></b>	<b><u>A/V</u></b>	<b><u>PERIODICALS</u></b>	<b><u>TOTAL</u></b>	<b><u>TO DATE</u></b>	<b><u>OVERDRIVE</u></b>
<b>2016</b>	1493	1293	1015	246	4047	41853	308
<b>2015</b>	1294	1145	844	260	3543	<u>41215</u>	<u>323</u>
						638	-15

Circulation for December was 1799 books, 19 children's audios & kits, 11 Blu-rays, 637 DVDs, 83 talking books, 91 CD's, 233 magazines, 4 games and 399 Overdrive checkouts.

#### ***DECEMBER STATS***

	<b><u>ADULT</u></b>	<b><u>CHILD</u></b>	<b><u>A/V</u></b>	<b><u>PERIODICALS</u></b>	<b><u>TOTAL</u></b>	<b><u>TO DATE</u></b>	<b><u>OVERDRIVE</u></b>
<b>2016</b>	1236	563	845	233	2877	44550	399
<b>2015</b>	1237	700	732	228	2897	<u>44112</u>	<u>349</u>
							50

#### **COMPUTER USAGE**

November had 599 half hour sessions (An average of 20.65 per day) and 399 Wi-Fi sessions. December had 395 half hour sessions (An average of 14.62 per day) and 315 Wi-Fi sessions.

As of January 24<sup>th</sup>, 2016 we have taken in \$244.00 in membership fees.

I worked with Kim Dalton and Carla Spampinato on the Canada 150 grant application for an outdoor space for the library. I will keep you updated.

The grant application for the CFEP grant went in last months, it will take up to 3 months to hear of approval.

I am also working with the RMAP School on a \$25,000.00 Indigo grant for items for the library, since we are their school library.

We held a tween gaming day on January 6<sup>th</sup>, we had 6 kids come in to play on the Xbox Kinect (on video conference monitor) we borrowed from Shortgrass and we also had a Wii set up on the TV in the meeting room.

At the Shortgrass Managers' meeting we voted in favor of an increase to .45/per capita on Overdrive eBook spending. We increased it from .40/per capita.

The GALE Courses were added to the Shortgrass Library System online resources, funded by

Shortgrass. Another new ebook resource has been introduced as well, Read Alberta Books offers ebooks wrote by Alberta authors. This resource is funded by the Alberta government.

We also had an information session with a representative from the Medicine Hat Women's Shelter, learning how to recognize signs of domestic violence in the public that enter the building as well as staff.

**TOWN OF REDCLIFF  
BYLAW NO. 1840/2017**

**A BYLAW OF THE TOWN OF REDCLIFF TO AUTHORIZE THE IMPOSITION OF A  
SUPPLEMENTARY TAX FOR THE TAXATION YEAR 2017**

**WHEREAS** pursuant to the Municipal Government Act, a municipality may authorize the imposition of a supplementary tax;

**AND WHEREAS** the Municipal Government Act provides that a Council must pass a supplementary tax bylaw to impose a supplementary property tax in respect of property for which supplementary assessments have been prepared;

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

**TITLE**

1. This Bylaw shall be known as the "Supplementary Assessment Bylaw" of the Town of Redcliff.

**ASSESSOR DUTIES**

2. The Assessor for the Town of Redcliff is hereby authorized and empowered to make supplementary assessments of all improvements during 2017 in accordance with the provisions of the Municipal Government Act.

**MUNICIPALITY DUTIES**

3. The Municipal Manager or appointed designated officer shall prepare a supplementary tax roll in and on which shall be recorded the supplementary assessments made in accordance with the provisions of the Municipal Government Act.
4. The Municipal Manager or appointed designated officer shall prepare a supplementary assessment notice for every assessed improvement shown on the supplementary assessment roll in accordance with the provisions of the Municipal Government Act.

**PASSAGE**

5. This Bylaw shall take effect on the day of the final passing thereof.

READ a first time this 13th day of February, 2017.

READ a second time this 13th day of February, 2017.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** February 27, 2017

**PROPOSED BY:** Municipal Manager

**TOPIC:** Designated Officers Bylaw

**PROPOSAL:** To consider adoption of the updated and proposed designated officer's bylaw.

---

**BACKGROUND:**

The current designated officer's bylaw 1570/2008 has become outdated as the municipality has undergone various changes in structure and position titles over the last nine years. The summarized proposed changes include the following:

- Removal of a designated officer position that is no longer relevant to the municipality (Development & Safety Codes Officer).
- Title change of the former "Municipal Secretary" to the current "Manager of Legislative and Land Services.
- Title change of the former "Municipal Treasurer" to the current "Director of Finance and Administration.
- With regard to the purpose, function, and responsibilities of the designated officers, reference is made to the Municipal Government Act and Town Bylaws as opposed to job descriptions (which currently do not contain legislative reference) being included in a bylaw.
- The responsibility for the establishment of job descriptions for the designated officer is more suitably delegated to the Chief Administrative Officer; thereby supporting the best practice of an effective Council-CAO governance model.
- Updating the references to current provincial legislation (ie. MGA).
- Updating the formatting of the bylaw to be consistent with the current format being used for bylaws.

For any potential duties and functions related to a designated officer that may not be assigned through this bylaw automatically defaults to the Chief Administrative Officer as outlined in the Municipal Government Act Section 210(5) (c) as follows:

**(5)** A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

...

- (c) this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by council.

1994 cM-26.1 s210

**POLICY/LEGISLATION:**

Relevant legislation for the purposes of establishing designated officers is section 210 of the Municipal Government Act.

**STRATEGIC PRIORITIES:**

Bylaw 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:** Bylaw 1842/2017, Designated Officers Bylaw (proposed)

**OPTIONS:**

1. Approve the proposed Designated Officers Bylaw as presented.
2. Approve the proposed Designated Officers Bylaw as amended.

**RECOMMENDATION:**

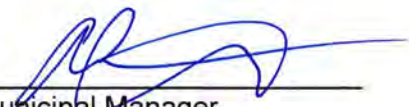
Option 1. It is Council's discretion to give all three readings to this bylaw during one meeting.

**SUGGESTED MOTION(S):**

1.
  - i) Councillor \_\_\_\_\_ moved that Bylaw 1842/2017, Designated Officers Bylaw be given first reading.
  - ii) Councillor \_\_\_\_\_ moved that Bylaw 1842/2017, Designated Officers Bylaw be given second reading.
  - iii) Councillor \_\_\_\_\_ moved that Bylaw 1842/2017, Designated Officers Bylaw be presented for third reading.  
*(Note: Must be unanimous in order to proceed with third reading)*
  - iv) Councillor \_\_\_\_\_ moved that Bylaw 1842/2017, Designated Officers 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. ~~1570/2008~~1842/2017**

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

**WHEREAS**, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, a Council ~~a Council of a municipality~~, pursuant to ~~Section 210 of the Municipal Government Act, R.S.A., 1994~~ may by Bylaw appoint Designated Officer(s) and prescribe their duties.

**PURPOSE**

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

**DEFINITIONS**

2. **Chief Administrative Officer** means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
3. **Council** shall mean the Council of the Town of Redcliff.
4. **Municipality** shall mean the Town of Redcliff.
5. **Designated Officer** shall mean a Designated Officer within the meaning of the Municipal Government Act.
6. **Municipal Government Act** shall mean the Municipal Government Act, RSA 2000, c. M-26 ~~Municipal Government Act, Statutes of Alberta, 1994, c.M-26.1.~~

**DESIGNATED OFFICER**

7. The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
  - a) ~~a) —~~ Manager of Legislative and Land Services ~~Municipal Secretary, to carry out the powers, duties and functions set out by position description as shown in Appendix "A" as attached.~~ is the designated officer for the purposes of the following sections of the Municipal Government Act:  
Section 69 – Consolidating Bylaws.  
Section 213 (1)(b) – Signing minutes of Council Meetings.  
Section 213 (3)(b) – Signing Bylaws.  
Section 455(1) – Clerk of Assessment Review Board.  
Section 461(1) and (2) – Address to which complaint is sent.  
Section 462(1) – Notice of Assessment Review Board Hearings.  
Section 483 – Decision admissible on appeal.  
Section 606(7) – Requirements for proof of advertising.  
Section 612 – Certifying copies of bylaws and records.
  - b) ~~b) —~~ Director of Finance and Administration ~~Municipal Treasurer, to carry out the powers, duties and functions set out by position description as shown in Appendix "B" as attached.~~ is the designated officer for the purposes of the following sections of the Municipal Government Act:  
Section 270 – opening and closing all the accounts of the Town that hold money.



Section 309(1) (d) – Contents of assessment notices.  
Section 334(1) (e) – Contents of tax notices.  
Section 336(1) – Certifying date of sending tax notices.  
Section 343(2) – Application of tax payments.  
Section 350 – Issuing tax notices.  
Section 420 (2) – Obtaining possession of lands.  
Section 439 (2) – Preparing and issuing distress warrants and seizing goods.

- c) ~~Development & Safety Codes Officer, to carry out the powers, duties and functions set out by position description as shown in Appendix “C” as attached.~~
- d) Development Officer, ~~to carry out the powers, duties and functions set out by position description as show in Appendix “D” as attached.~~ is the designated officer for the purposes of and in accordance with Bylaw 1698/2011 being the Land Use Bylaw and any relevant sections (Part 17) of the Municipal Government Act as it pertains to the development officer.
- e) Bylaw Enforcement Officer, ~~to carry out the powers, duties and functions set out by Bylaw 1339/2002~~ is the designated officer for the purposes of and in accordance with bylaw 1798/2015 being the Bylaw Enforcement Bylaw.
- f) Assessor, to carry out the powers, duties and functions set out by the Municipal Government Act and Professional Services Agreement.

### **APPOINTMENT OF DESIGNATED OFFICER**

8. Council may by resolution appoint individuals to the Designated Officer positions established by this Bylaw ~~and provide for the terms and conditions of their employment.~~

### **SUB-DELEGATION**

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

### **ACCOUNTABILITY**

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

### **REPEAL**

12. Bylaw ~~1399/2004~~ 1570/2008 A Bylaw to Appoint Designated Officer(s) is hereby repealed.

**SEVERABILITY**

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

**EFFECTIVE DATE**

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

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

READ A THIRD TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

SIGNED AND PASSED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

Services

~~Municipal Secretary~~ Manager of Legislative & Land

Appendix "A"TOWN OF REDCLIFF  
MUNICIPAL SECRETARYDate Drafted: ~~February 4, 1998~~Basic Function

~~The Municipal Secretary is the individual primarily responsible for administrative function of the Town of Redcliff. This includes responsibility for all record keeping other than the accounting function (ie. Those duties outlined under the position description for the Municipal Treasurer.) This also includes the scheduling, advertising and drafting of various meetings and further the recording of all related minutes of those meetings. Further, under the direction of the Municipal Manager the Municipal Secretary is responsible for the written documentation/correspondence relating to the directed resolution of issues arising from those meetings. The Municipal Secretary is a designated officer, and such is responsible for all assigned and related administrative duties outlined in this position description. Within that mandate is the responsibility to:~~

- ~~X — ensure the policies and programs related to the position of Municipal Secretary of the municipality are implemented;~~
- ~~X — Advise and inform the Municipal Manager on the status of various issues in which he/she is working towards on a regular basis.~~
- ~~X — perform the duties and exercise the powers and functions assigned through this position description, by the Municipal Manager and other enactments of Council.~~

Relationships and Contacts

~~Reports to: Municipal Manager (C.A.O.)~~

~~Directly supervises: All Personnel that report directly to this position as indicated on the organization chart for the Town of Redcliff, and any other individuals that may from time to time be assigned.~~

~~Internal relationships are: All Administrative or Operational staff.~~

~~External relationships are: Consultants, contractors, government agencies officials and departments, and members of the public.~~

Impact scope and Authorities

~~The Municipal Secretary directs the administrative staff under his/her control, for the planning, coordinating, and control of the administrative functions of the Town of Redcliff in accordance the direction of the Municipal Manager, but also within the objectives, policies, and plans approved by Council. The Municipal Secretary may delegate any assigned powers, duties or functions to any employee he/she directly supervises. Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the Municipal Manager.~~

~~In the "absence" of the Municipal Manager, the Municipal Secretary shall assume the duties of the Municipal Manager for the period of his/her absence. In the event of a "vacancy of the position" of the Municipal Manager, the Municipal Secretary shall assume the duties of the Municipal Manager until the first meeting of Council following the "vacancy", at which time the Council shall address the issue, and address the duties, terms, and duration of any such temporary assignment of duties.~~

### **Major Responsibilities**

- ~~1. Provides direction, guidance and supervision to all personnel under his/her direction for the purpose of obtaining the directives and goals of the municipality.~~
- ~~2. Offers advice, and recommendations regarding administrative functions under his/her control, to the Municipal Manager.~~
- ~~3. Implements action and resolution on various initiatives and directives as may be assigned, or resulting from any appointment.~~
- ~~4. Ensures compliance with, and when required assists in the development of relative policy and procedure.~~
- ~~5. Ensures a positive image is portrayed to the public indicating the municipalities commitment to excellence in service for the residents of the Town of Redcliff.~~
- ~~6. Regularly attends regular and special meetings of Council, Boards and Commissions, and when requested by the Municipal Manger, or when otherwise required, makes submissions and recommendations to Council.~~
- ~~7. Has the responsibility for the control, and the accurate and timely preparation and submission of any areas of budget that may be assigned by the Municipal Manager.~~
- ~~8. Responsible for the Town of Redcliff land inventory records, and for the sale of municipal lands as outlined by Policy of the Town of Redcliff. This includes ensuring the accuracy of all transactions relating to the lease and sale of any land related matter.~~
- ~~9. Responsible for the maintenance and keeping current of the Towns Insurance records and related procedural issues arising from the Town's insurance. This is to include the processing of all claims and the prorating of all indebtedness of the Town's named insured.~~
- ~~10. Works in conjunction with the Municipal Manager as the Economic Development contact for the Town of Redcliff.~~
- ~~11. Prepares and co-ordinates the promotional endeavours and advertising for the Town of Redcliff.~~
- ~~12. The Municipal Secretary must ensure that:~~
  - ~~X all records and documents of the municipality under his/her control are kept safe;~~

- ~~X — all minutes of Council meetings are recorded in the English language, without note or comment;~~
- ~~X — the names of the Councillors present at Council meetings are recorded;~~
- ~~X — the minutes of each Council meeting are given to council for adoption at a subsequent Council meeting;~~
- ~~X — the Bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;~~
- ~~X — the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;~~
- ~~X — the corporate seal, is kept safe in his/her custody;~~
- ~~X — works in conjunction with the Municipal Treasurer to ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the M.G.A..~~

#### **Education, Training and Skills**

- ~~1. — Certificate or Diploma in Business Administration/Law, or a related/equivalent certificate and/or designation.~~
- ~~2. — Preferably hold a certificate in Local Government Administration. (L.G.A.)~~
- ~~3. — Preferably have at least three (3) years experience in a similar municipal environment indicating a demonstrated ability to perform the various supervisory and procedural functions.~~
- ~~4. — Must have good written and verbal communication skills, the demonstrated ability to deal with the public with positive results and have a proven track record as self starter and problem solver.~~
- ~~5. — Must be computer literate, and have current relevant computer experience.~~
- ~~6. — Must have experience in dealing with property transactions, and preferably the subdivision, zoning and legal transfer process.~~

Appendix "B"  
TOWN OF REDCLIFF  
MUNICIPAL TREASURER

Date Drafted: ~~February 4, 1998~~

Basic Function

The Municipal Treasurer is the individual primarily responsible for the financial management, control and reporting functions for the Town of Redcliff. The Municipal Treasurer is a designated officer and as such is responsible for all assigned and related "financial administrative" duties outlined in this position description. Within that mandate is the responsibility to:

- ~~X~~ ensure the policies and programs related to the position of Municipal Treasurer of the municipality are implemented;
- ~~X~~ advise and inform the Municipal Manager and Council on the financial affairs of the municipality.
- ~~X~~ perform the duties and exercise the powers and functions assigned through this position description, by the Municipal Manager and other enactments of Council.

Relationships and Contacts

Reports to: \_\_\_\_\_ Municipal Manager (C.A.O.)

Directly supervises: \_\_\_\_\_ All Personnel that report directly to this position, as indicated on the organization chart for the Town of Redcliff, and any other individuals that may from time to time be assigned.

Internal relationships are: \_\_\_\_\_ All Administrative or Operational staff.

External relationships are: \_\_\_\_\_ Consultants, contractors, government agencies officials and departments, and members of the public.

Impact scope and Authorities

The Municipal Treasurer directs the administrative staff under his/her control for the planning, coordinating, and control of the financial management, budget, and transactional functions of the Town of Redcliff, in accordance the direction of the Municipal Manager, but also within the objectives, policies, and plans approved by Council. The Municipal Treasurer may delegate any powers, duties or functions to any employee he/she directly supervises. Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the Municipal Manager.

In the "absence" of both the Municipal Manager and Municipal Secretary, The Municipal Treasurer shall assume the duties of the Municipal Manager for the period of the absence. In the event of a "vacancy" of the position of the Municipal Manager and the Municipal Secretary, the Municipal Treasurer shall assume the duties of the Municipal Manager until the first meeting of Council

~~following the “vacancy,” at which time the Council shall address the issue, including the duties, terms, and duration of any such temporary assignment of duties.~~

### **Major Responsibilities**

- ~~1. Provides direction, guidance and supervision to all personnel under his/her direction for the purpose of obtaining the directives and goals of the municipality.~~
- ~~2. Offers applicable advice and recommendations to the Municipal Manager, which may (when required) be directed by the Municipal Manager, to Council.~~
- ~~3. Implements action and resolution on various initiatives and directives relative to this position description.~~
- ~~4. Ensures compliance with, and when required, assists in the development of relative policy and procedure.~~
- ~~5. Ensures a positive image is portrayed to the public indicating the municipalities commitment to excellence in service for the residents of the Town of Redcliff.~~
- ~~6. Regularly attends regular and special meetings of Council, Boards, or Commissions, and when requested by the Municipal Manger, or when otherwise required, may make submissions and recommendations to Council.~~
- ~~7. Works in conjunction with the Municipal Manager on an annual basis in the developing of a schedule for the completion of the budget for the municipality. Upon completion of the schedule, the Municipal Treasurer shall ensure notification to all individuals involved, of the process and deadlines for the timely submission and completion of the budget process.~~
- ~~8. The Municipal Treasurer must ensure that:~~
  - ~~X all records and documents of the municipality under his/her control are kept safe;~~
  - ~~X the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;~~
  - ~~X all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;~~
  - ~~X the accounts for authorized expenditures referred to in section 248 of the M.G.A. are paid;~~
  - ~~X accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipalities debt limit is based and the things included in the definition of debt for that municipality;~~
  - ~~X the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;~~
  - ~~X money invested by the municipality is invested in accordance with section 250 of the~~

~~M.G.A.~~

- ~~X~~ — assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 are prepared;
- ~~X~~ — public auctions held to recover taxes are carried out in accordance with Part 10 of the M.G.A.

### **Education, Training and Skills**

- ~~1. — Must hold a senior level of accounting, equivalent to a 4<sup>th</sup> year level professional designation for a Certified General Accountant. (C.G.A.)~~
- ~~2. — Must be experienced in, and demonstrate being well versed with computerized accounting systems similar in nature, and magnitude, to the system currently in used by the Town of Redcliff.~~
- ~~3. — Preferably hold a certificate in Local Government Administration. (L.G.A.)~~
- ~~4. — Preferably have at least three (3) years experience in a similar municipal environment, indicating a demonstrated ability to manage and perform the various supervisory and accounting functions necessary.~~
- ~~5. — Must have good written and verbal communication skills, and the demonstrated ability to deal with the public with positive results.~~
- ~~6. — Must have a proven track record as a self starter and problem solver.~~



**APPENDIX "C"**  
**TOWN OF REDCLIFF**

**DEVELOPMENT & SAFETY CODES OFFICER**

**Basic Function**

~~The functions of the Development / Safety Codes Officer covers two separate areas and a general functions within the Town of Redcliff. These functions are dealt with separately as follows:~~

- ~~A) — Development Officer  
The individual primarily responsible for administrative and enforcement of the Town of Redcliff Bylaws regarding development within the Town of Redcliff.~~
- ~~B) — Safety Codes Officer (Building Discipline)  
The individual primarily responsible for administrative and enforcement of the Town of Redcliff Bylaws and Quality Management Plan (Q.M.P.) for the building discipline.~~

~~This includes responsibility for all related record keeping other than the accounting function. This also includes the attendance at various meetings. Further, under the direction of the Municipal Manager the Development / Safety Codes Officer is responsible for the written documentation/correspondence relating to the directed resolution of issues arising from related issues.~~

~~The Development / Safety Codes Officer is a Designated Officer, and such is responsible for all assigned and related administrative duties outlined in this position description. Within that mandate is the responsibility to:~~

- ~~X — ensure the policies and programs related to the position of Development / Safety Codes Officer are implemented;~~
- ~~X — Advise and inform the Municipal Manager on the status of various issues in which he/she is working towards on a regular basis.~~
- ~~X — Perform the duties and exercise the powers and functions assigned through this position description, by the Municipal Manager and other enactments of Council.~~

**Relationships and Contacts**

~~Reports to: — Municipal Manager (C.A.O.)~~

~~Directly supervises: — All Personnel that report directly to this position as indicated on the organization chart for the Town of Redcliff, and any other individuals that may from time to time be assigned.~~

~~Internal relationships are: — All administrative or operational staff.~~

~~External relationships are: — Consultants, contractors, government agencies officials and departments, and members of the public.~~

**Impact scope and Authorities**

~~The Development / Safety Codes Officer directs the administrative staff under his/her control, for the planning, co-ordinating, and control of the Development / Safety Codes (Building Inspection) functions of the Town of Redcliff, in accordance the direction of the Municipal Manager, but also within the objectives, policies, and plans approved by Council.~~

~~The Development / Safety Codes Officer may delegate any assigned powers, duties or functions to any employee he/she directly supervises.~~

~~Unless otherwise provided by Bylaw, all Designated Officers are subject to the supervision of and accountable to the Municipal Manager.~~

**Major Responsibilities****A. DEVELOPMENT AREA**

- ~~1. Advise and inform residents about the Town of Redcliff Land Use Bylaw.~~
- ~~2. Address concerns from residents and respond, investigate and take action if necessary, as prescribed by policy and/or legislation.~~
- ~~3. Investigate and enforce various provisions of the Land Use Bylaw.~~
- ~~4. Receive and process applications for development.~~
- ~~5. Act as the chief witness in court cases involving land use enforcement.~~
- ~~6. Prepare the agenda for the Municipal Planning Commission meetings including submitting all necessary information for development, attend the Municipal Planning Commission meetings, and complete the necessary advertising requirements and notifications at the completion of the meeting.~~
- ~~7. Present all relevant information on any appeals to the Subdivision and Development Appeal Board.~~
- ~~8. Comment on subdivision applications presented by the Redcliff Planning Board.~~
- ~~9. Respond to request for information, from lawyers or real estate sales people, regarding zoning.~~
- ~~10. Provide annual records of development to the Town's assessors.~~

**B. SAFETY CODES OFFICER (BUILDING INSPECTION) AREA**

- ~~1. Advise and inform citizens about applicable legislation.~~

- ~~2. Manage and adhere to the Quality Management Program (Q.M.P.) for the Building Discipline for the Town of Redcliff~~
- ~~3. Receive applications and fees for building permits as prescribed in the Building Permit Bylaw.~~
- ~~4. Carry out plan reviews and building inspections as established by Council policy.~~
- ~~5. Enforce provisions of applicable legislation and procedures for gaining compliance.~~
- ~~6. Act as the liaison with the Alberta Safety Codes Council.~~
- ~~7. Resolve various related appeals and requests for variances as required.~~
- ~~8. Consult with fire and public services department as required regarding overlapping jurisdictions that may exist – e.g. fire code, utility services etc.~~
- ~~9. Provide monthly statistics of construction as required.~~
- ~~10. Provide a summary of all permits issues as required.~~
- ~~11. Investigate accidents and failures relating to building construction as required.~~

#### **C. MISCELLANEOUS DUTIES**

- ~~1. Provides direction, guidance and supervision to all personnel under his/her direction for the purpose of obtaining the directives and goals of the municipality.~~
- ~~2. Offers advice, and recommendations regarding administrative functions under his/her control, to the Municipal Manager.~~
- ~~3. Ensures a positive image is portrayed to the public indicating the municipality's commitment to excellence in service for the residents of the Town of Redcliff.~~
- ~~4. Has the responsibility for the control, and the accurate and timely preparation and submission of any areas of budget that may be assigned by the Municipal Manager.~~
- ~~5. Keep the Municipal Manager informed of actions, progress, complaints, priorities, schedules, problems etc.~~
- ~~6. Appear before Council when requested to do so regarding enforcement priorities and policies.~~
- ~~7. Promote economic development activity within the Town of Redcliff.~~
- ~~8. Respond to various leads to development opportunities for the Town of Redcliff.~~
- ~~9. Assist with land sales from a planning and zoning perspective.~~
- ~~10. Maintain and provide reports as required.~~

|

**Education, Training and Skills**

- ~~1. Must have completed Grade 12~~
- ~~2. Be certified as a Safety Codes Officer (Building Discipline)~~
- ~~3. Must have Journeyman Certification in Carpentry or equivalent certification meeting the pre-requisite for a Safety Codes Officer (Building Discipline.)~~
- ~~4. Must have a sound background in construction/carpentry.~~
- ~~5. Have experience in a municipal planning and development environment.~~
- ~~6. Must have good verbal and written communication skills, and the aptitude to interpret and administer various Bylaws, Acts and Regulations~~
- ~~7. Previous related municipal experience and proven demonstrated ability to deal with the public would be advantageous.~~
- ~~8. Must hold and maintain a valid Class 5 operator's license.~~

**~~APPENDIX "D"~~**  
**~~TOWN OF REDCLIFF~~**  
**POSITION DESCRIPTION**

**Job Title:** ~~Development Officer~~

**Wage Classification:** ~~Development Officer (Uncertified)~~

**Core Function:**

~~The main function of this position is to administer the Town's Land Use Bylaw and to ensure development occurs in compliance with the Municipal Government Act, the statutory plans, bylaws and policies established by the Town of Redcliff. This involves the full process of application and issuance of development permits, and various shared administrative responsibilities for safety codes permit issuance.~~

~~A high level of positive customer service is required in guiding clients through the development process, which involves various avenues of reaching/obtaining development compliance, waivers, and resolution through the appeal process. Further to this responsibility for the provision issuance of various Land Use Bylaw enforcement processes which would involve orders and proceeding through the established appeal process. Other responsibilities relate to development of MPC agendas and minutes, following through with various directives and communications on behalf of the MPC, and applicable reporting responsibilities.~~

~~This position also shares various duties and responsibilities related to the continued operation of the Town's Development and Building departments' electronic permitting system and the processing of various developments and building related initiatives in conjunction with the Development/ Building Safety Codes Officer.~~

**Authority:**

~~As a Development Officer, as outlined in the Municipal Government Act.~~

~~As an Issuance Officer with Designation of Powers, for Safety Codes Permit issuance.~~

**Reporting:**

~~Reports to the Municipal Manager for the Town of Redcliff.~~

**Internal Relationships:**

~~Works in conjunction with the Development / Building and Safety Codes Officer, the MPC for the Town of Redcliff, and various administrative and enforcement personnel.~~

**Other External Relationships:**

~~External relationships are with various residents, contractors, other Municipal and Provincial Government department representative, and other agencies.~~

**Standard of Performance: —**

~~Must have well developed interpersonal skills and the demonstrated ability to deal with the public verbally and through written communication with in a professional, courteous and efficient manner.~~

~~Must have a work record and personal experience which would indicate self motivation and the ability to work independently and as part of a team, using sound judgment.~~

~~Must have good organizational skills and the ability to meet deadlines.~~

~~Must have good problem solving and analytical skills.~~

~~Must be very accurate and have a keen sense of detail.~~

~~Must have knowledge of and experience with municipal legislation and relevant statutes.~~

~~Must be able to demonstrate professionalism by following proper: code of ethics, work habits, dress standards, language usage, office policies, protocol, and be courteous.~~

~~Must have the experience and demonstrated ability in the development of staff recommendations, procedures, and preparation of various development related documents.~~

**DETAILS OF RESPONSIBILITY:**

- ~~1. To receive, process and render decisions on development permit applications.~~
- ~~2. The provision issuance of various Land Use Bylaw enforcement processes which would involve orders and proceeding through the various stages of the established appeal process.~~
- ~~3. Provide administrative and technical support for the Development/Building department.~~
- ~~4. Processing application and providing administrative support for various Safety Codes initiatives.~~
- ~~5. Continue to update and maintain the use of the Electronic Permit System (POSSE). This includes maintaining the backup for the Electronic Permitting System.~~
- ~~6. Provide telephone and customer reception support and direction on general information regarding various Development and Building related processes.~~

- ~~7. Preparing MPC agenda packages, attend MPC meetings, and record their minutes. Further to prepare notifications and advertising on development related decisions/approvals.~~
- ~~8. If required, attend Council, Council committees, Subdivision & Development Appeal Board hearing or other related meetings on development related issues.~~
- ~~9. Receive, review and process requests for compliance certificates Permits to stay.~~
- ~~10. Calculates fees and directs and/or processes payments on development and building related issues.~~
- ~~11. Assist in developing the Budget for the Development / Building division.~~
- ~~12. Review, update and maintain departmental brochures and procedural manuals on an ongoing basis (general procedures manual that would include fee schedules, departmental organizational chart, processes).~~
- ~~13. Explaining policies, bylaws and provincial acts/regulations to permit applicants in a clear concise manner, verbally and/or in writing where required.~~
- ~~14. Establish and maintain an effective working relationship with other Town employees and the general public in a team environment.~~
- ~~15. Prepare various reports (Including Stats Canada) on an as required basis.~~
- ~~16. Assist with various development and building related filing, and file maintenance in keeping with the administrative and operational policy, procedure in a timely manner.~~
- ~~17. Direct and/or assisting with various Land Use Bylaw enforcement actions and activities.~~
- ~~18. This position also shares and assists with the various duties and responsibilities relative to the establishment and make-up of the Towns Development and Building permitting system and the processing of various development related initiatives with the Development/ Building Safety Codes Officer.~~
- ~~19. Perform other related duties as assigned.~~

#### **QUALIFICATIONS:**

##### **Must have:**

- ~~1.) High School diploma with good written and verbal communications skills.~~
- ~~2.) Completion of or actively progressing through post secondary education in either:
  - ~~a) Applied Land Use Planning Certificate Program~~~~



~~———— (Must have completion or show considerable progress with active participation.)~~

~~———— b) Equivalent Educational certificate / diploma to 2a).~~

~~3.) Designation of Powers for Safety Codes Permit issuance or obtain this designation within 60 days, as a condition of employment.~~

~~4.) Valid Class 5 Operators License.~~

~~5.) Sound experience and demonstrated experience with both Word processing and Spreadsheet programs.~~

~~6.) Demonstrated ability to handle sensitive and/or confidential information, communicate tactfully, clearly and effectively, both on the phone and in person.~~

~~7.) Demonstrated ability to have the initiative and willingness to acquire additional technical skills.~~

~~8.) Ability to maintain a high level of accuracy.~~

**Other Experience / Abilities:**

~~———— Minimum one year related customer service experience and previous municipal experience preferably in a Planning and Development related office; and ability to exercise mature judgment when dealing with customers and partners.—~~

~~———— Having a building construction/ technology background.~~

**Other advantageous Certification:**

~~———— Diploma in architectural drafting or equivalent safety codes training.~~

~~———— Completion of or actively progressing through the Alberta Local Government Certificate Program.~~

~~———— Land Management / Administration certification / diploma~~

~~———— (Completion or show considerable progress with active participation.)~~

REDCLIFF SCHOLARSHIP FOR ADVANCED EDUCATION  
Prairie Rose School Division No. 8  
918 – 2<sup>nd</sup> Avenue  
Dunmore, AB T1B 0K3

RECEIVED  
FEB 08 2017  
TOWN OF REDCLIFF

February 3, 2017

Town of Redcliff  
PO Box 40  
Redcliff, AB T0J 2P0

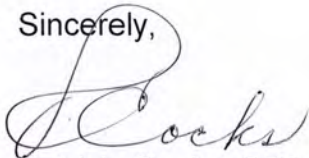
Dear Mayor Reimer and Councillors:

On behalf of the Redcliff Scholarship for Advanced Education Committee, I would like to thank you for your very generous donation to the scholarship fund.

To date, scholarships have been awarded to 28 Redcliff students, providing vital support toward the costs of tuition for post-secondary education at university, college or institute of technology in any field. The continuity of the fund is dependent upon the enduring contributions of Redcliff organizations and current and former citizens.

Thanks, again, for your valuable contribution to the fund.

Sincerely,



Patricia Cocks, CPA CMA  
Administrator  
Redcliff Scholarship for Advanced Education

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*Set the Standard*



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
FEB 16 2017  
TOWN OF REDCLIFF

AR88547

His Worship Ernie Reimer  
Mayor  
Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

Dear Mayor Reimer,

I am pleased to invite the Town of Redcliff to provide submissions for the 16<sup>th</sup> Annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement.

Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta.

Safe Communities – Recognizes a leading practice that promotes or improves public safety in municipalities.

Partnership – Recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations.

Smaller Municipalities – Recognizes the innovative practices developed by communities with less than 3,000 residents.

Larger Municipalities – recognizes the creative practices developed by municipalities with a population over 500,000.

Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. This award, recommended by the review committee, recognizes the best submission from the other categories.

....2

His Worship Ernie Reimer

-2-

Submission forms and additional details can be found on the Municipal Excellence Network website at [www.municipalaffairs.gov.ab.ca/mc\\_municipal\\_excellence.cfm](http://www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm). The submission deadline is **March 31, 2017**.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities and your neighbours.

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please direct them to the Municipal Excellence Team, at 780-427-2225 or [menet@gov.ab.ca](mailto:menet@gov.ab.ca).

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

February 15, 2017

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

RECEIVED  
FEB 23 2017  
TOWN OF REDCLIFF

Dear Mayor Reimer:

Please be advised that a grant in the amount of \$633,840.87 is being electronically transferred to the Town of Redcliff as a final 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



## **Municipal Manager Report to Council - February 27, 2017**

### **On-going Projects**

- Preparation of a draft designated officer's bylaw. This bylaw required updating so that it is in concert with some recent organizational changes.
- Emphasis and focus is being expended with regard to assisting community groups for multiple grant opportunities.
- Comprehensive Job Description review and updating as needed.
- Strategic planning preparation.
- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Developing annual work plan is in progress.

### **Day to Day Responsibilities**

- Service Tracker/E-service request is regularly monitored in an effort to respond to residents that submit e-service requests through the Town website (using the on-line services tab). We have recently passed the 1000 completed service tracker mark. Staff have been diligent responding to tasks and requests as they are submitted.
- Legal file work continues to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects.
- Council meeting preparation and RFD Review.
- Significant correspondence with CUPE regarding upcoming letters of understanding.
- Assist with responding to media inquiries as they arise.
- Responding to citizen concerns as they arise.
- January 12-20 – Recruitment (Application review and interview planning) for the vacant Director of Public Services position.
- January 23-27 – Recruitment (Interviews) for the vacant Director of Public Services position.
- January 30 – February 3 – Recruitment of the Director of Public Services. This position is now filled, Mr. Corey Popick, with his first day of employment with the Town being February 21, 2017.
- January 31 – Attended a high speed broad band information meeting with Mayor Reimer in Brooks hosted by the Palliser Economic Partnership.
- February 2 – Met with Alberta Environment and Parks regarding Water Treatment Plant approvals.
- February 10 – Met with Prairie Rose School Division to discuss long range capital plans.
- February 13 – Attend the regular council meeting.
- February 14 – Participated in staff development training with regard to personality dimensions and understanding self and others.
- February 13-17 – Worked on and completed some employee evaluations.
- February 23 – Listened to a preliminary presentation/meeting regarding a waste to energy concept (Mayor Reimer and Councillor Steinke were also in attendance at this meeting).

- February 21-24 – welcome, orient, and onboard the new Director of Public Services. This will likely require up to 6 months to assist in rendering him familiar with the current Town context.

## **COMMUNITY & PROTECTIVE SERVICES**

### **Parks and Recreation**

- Completed winter checks on closed buildings twice to three times per week.
- Replaced lighting covers at Town Hall as necessary.
- Stripped and waxed upstairs meeting room at rink.
- Replaced sink faucet and handicap toilet valve at pool.
- Building checks completed.
- Moved furniture back to Fire Hall.
- Obtained estimates for drop in center CFEP and Canada 150 grants (working in collaboration with the Seniors Society).
- Completed 5 Canada 150 grant applications for Redcliff non-profit groups.
- Finished installing baseboards and set up Fire Hall for move in.
- Cleaned storage under bleachers.
- Installed replacement ceiling tiles at Town Hall.
- Ordered replacement slide for Lions Park waterpark.
- Prepared tank and truck for shrub and flower watering season by installing correct sized tank and moving fittings from the old tank to the new one.
- Finished roof Rehab project at Town Hall.

### **Community Services and Special Events**

- Obtained additional un-budgeted funding for 2016 summer students (approx. \$20,000) by staying in contact with grant department, and took advantage of other communities that were not STEP eligible.
- Working on Summer Guide “April - August” for community programs with Medicine Hat FCSS, Dreams, and our participating partners.
- Have been working on Canada 150 grant application for Club 670.
- Planning and preparation for a community kitchen program that will involve schools, food bank, youth centre, and local churches, this will be starting in March 2017.
- Still working on a community communication plan for programming and special events, this project has been delayed due to staffing shortages.
- Hosted an in-house First Aid and Recertification First Aid Course at Town Hall.
- Working with RCMP leasing agency and Director of Finance and Administration. The RCMP contract has been adjusted to reflect adjustment in building occupancy, and received \$56,000 in back payment and a revised lease of \$12,000 additional funds per year moving forward.
- Bylaw Officer has been conducting additional patrol of off leash areas.

- Working with supporting agencies to revise submitted grants to give alternatives. This process has happened for every CFEP grant application submitted, due to funding restraints.
- Hired the temporary FCSS position and have started the orientation and training, this has caused a draw on the department director to facilitate training of the new staff member(s) as well as fill the gaps caused by staff shortages.

## **Bylaw Enforcement**

### **Monthly Statistics for Bylaw Path Patrols:**

There were ongoing patrols by Bylaw during the month of January 2017. The purposes of these patrols are to ensure that the users of the paths were abiding by the Dog Control Bylaw. Due to the weather conditions the numbers of users were down, however there appears to be a dedicated number utilizing the paths for their dogs and themselves.

There were approximately 4.5 hours spent on the River Valley Park path and 4.2 hours spent on the Jesmond area.

Reporting Period: 2017 January

Attached Report

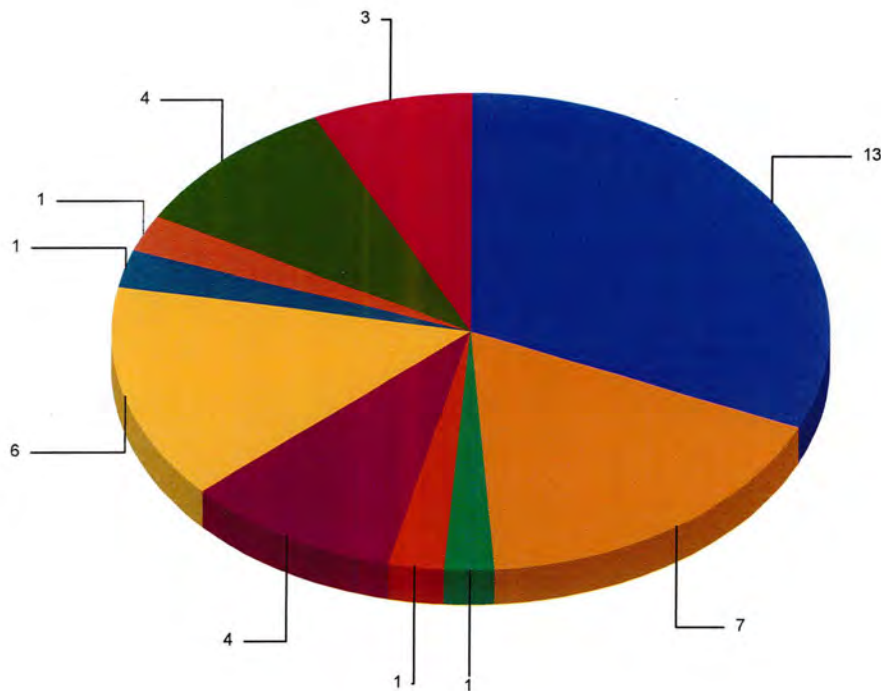


## Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 1/1/2017 12:00:00AM to 1/31/2017 11:59:59PM

### Case Report

### Count of Incident Types



BYLAWS : ASSIST OTHER DEPT	13
BYLAWS : ASSIST PUBLIC	7
BYLAWS : ASSIST PUBLIC : CIVIL MATTER	1
BYLAWS : BUSINESS LICENSE	1
BYLAWS : BUSINESS LICENSE : CANCELLED BL	4
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE	6
BYLAWS : CAT : MISSING	1
BYLAWS : DOG	1
BYLAWS : DOG : AT LARGE	4
BYLAWS : DOG : DOG BARKING OR HOWLING	3
Total:	41

49 BYLAWS : ASSIST OTHER DEPT: 13 14%

## Case Report

BYLAWS : ASSIST PUBLIC: 7 8%

BYLAWS : ASSIST PUBLIC : CIVIL MATTER: 1 1%

BYLAWS : BUSINESS LICENSE: 1 1%

BYLAWS : BUSINESS LICENSE : CANCELLED BL: 4 4%

BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 6 7%

BYLAWS : CAT : MISSING: 1 1%

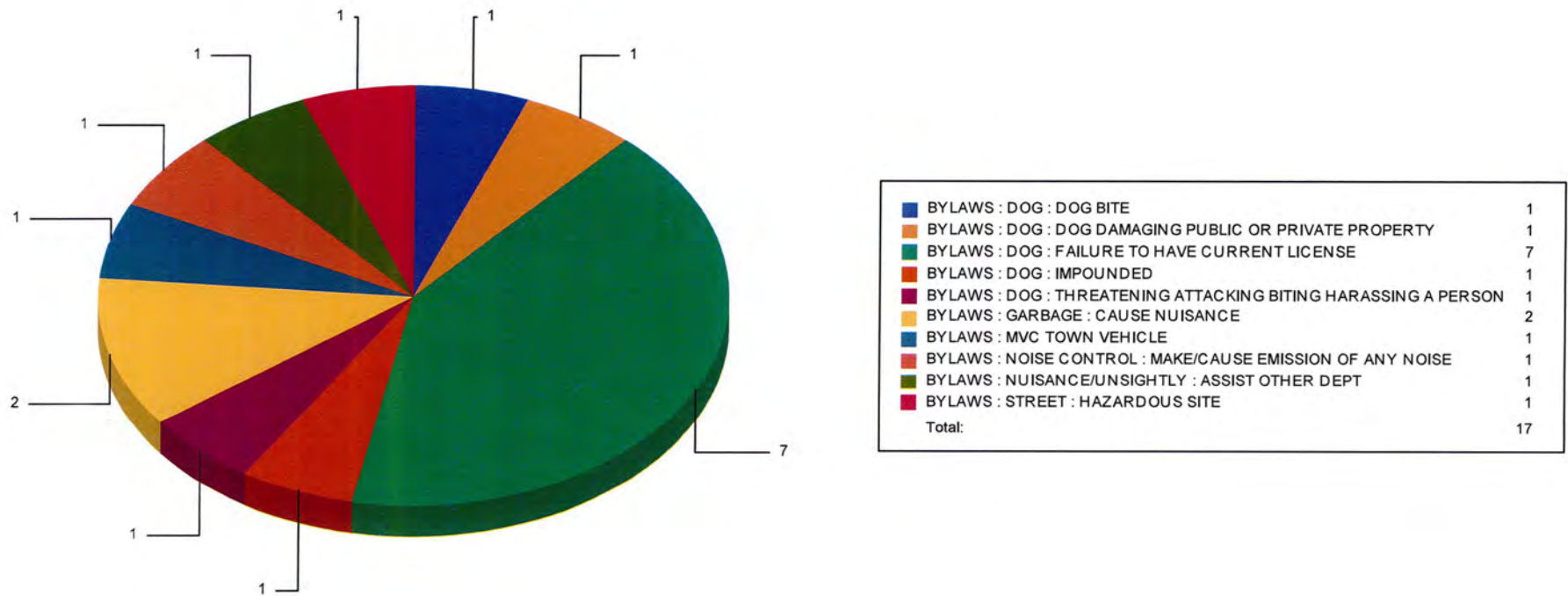
BYLAWS : DOG: 1 1%

BYLAWS : DOG : AT LARGE: 4 4%

BYLAWS : DOG : DOG BARKING OR HOWLING: 3 3%

## Case Report

## Count of Incident Types



BYLAWS : DOG : DOG BITE: 1 1%

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

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 7 8%

BYLAWS : DOG : IMPOUNDED: 2 8%

51

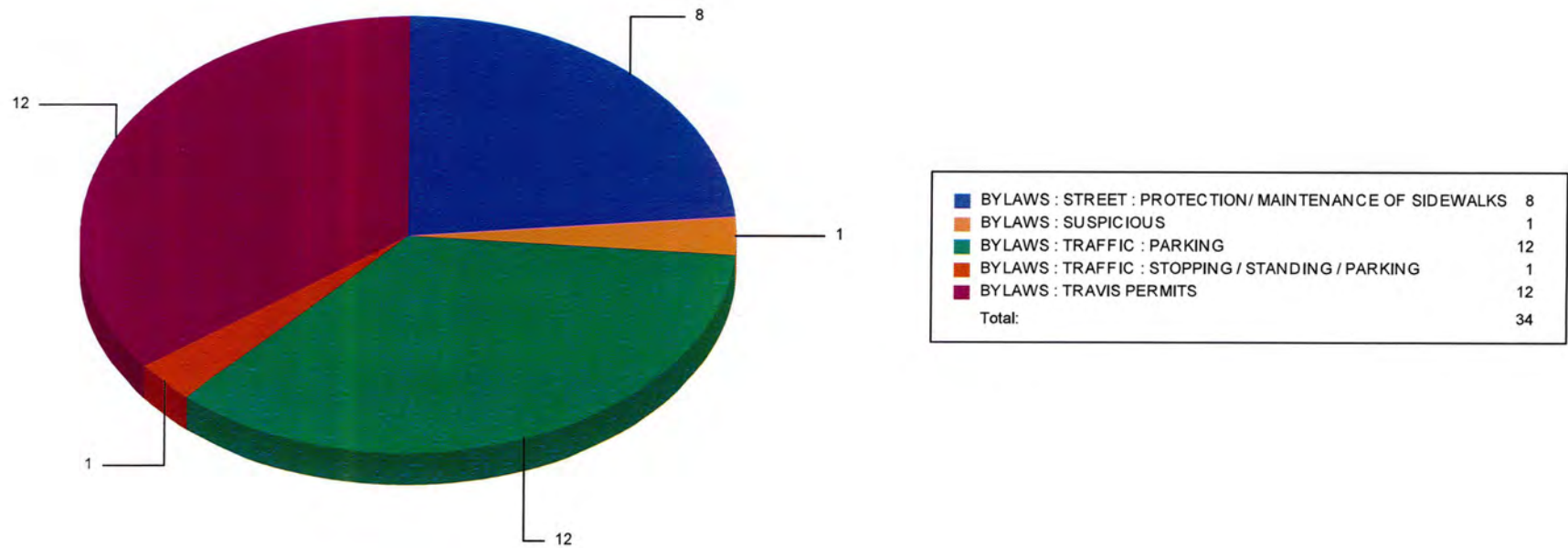
## Case Report

BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING A PERSON: 1 1%	
BYLAWS : GARBAGE : CAUSE NUISANCE: 2 2%	
BYLAWS : MVC TOWN VEHICLE: 1 1%	
BYLAWS : NOISE CONTROL : MAKE/CAUSE EMISSION OF ANY NOISE: 1 1%	
BYLAWS : NUISANCE/UNSIGHTLY : ASSIST OTHER DEPT: 1 1%	
BYLAWS : STREET : HAZARDOUS SITE: 1 1%	



## Case Report

## Count of Incident Types



BYLAWS : STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS: 8 9%

BYLAWS : SUSPICIOUS: 1 1%

BYLAWS : TRAFFIC : PARKING: 12 13%

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

Case Report

BYLAWS : TRAVIS PERMITS: 12 13%

Grand Total: 100.00% Total # of Incident Types Reported: 92

## **PUBLIC SERVICES**

### **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.
- started meter reading.
- completed several locate requests.
- completed several curb stop repairs.
- completed cleaning of the clarifiers in Water Treatment Plant.
- Helped with snow clearing.

### **Municipal Works**

Municipal Works have:

- been clearing snow.
- been conducting garbage bin repairs with lid repairs.
- conducted various Funeral interments.
- replaced or repaired multiple signs around town.
- been sanding streets as needed.
- hauled snow off streets around town.
- cleared ice buildup on 3<sup>rd</sup> Ave SW.
- helped install office furniture.
- steamed iced up culverts.
- helped with repairs on equipment with mechanic.

## **PLANNING & ENGINEERING:**

### **Priorities:**

- Off-site levies annual calculation.
- Office organization.
- Selection of a Planning Intern.

### **Planning:**

- Completion of the unfiled records continues using department admin staff.
- Updated the list of Land Use Bylaw issues that require addressing.

### **Engineering:**

- Sewer System Bylaw review in progress.
- Working on the 2017 off-site levies rates update (this project is rather labour intensive and has slowed the initiation of other projects).

**Capital Projects:**

- Westside Slope failure mitigation: The new slide in the Westside area continues to move. The slope has moved about as much again as it did when it was rendered safe (remove steep drops and fill open cracks) by Public Services. Evaluation of the slope and possible mitigation measures will be undertaken by staff with the intent of developing a recommended course of action consistent with available resources.
- Water Treatment Plant Construction: Project closed.
- 3<sup>rd</sup> and 3<sup>rd</sup> Lift Station Upgrades: MPE was retained to do the engineering.
- Sanitary Sewer Improvements: Planning and Engineering have identified a manhole lid sealing project to commence early spring of 2017. Sanitary sewer manhole tops that are in low areas and susceptible to having runoff ponding over them in extreme runoff events, will have a lid insert installed and where practical, the top part of the manhole sealed with a bitumen rap. Both of these techniques have demonstrated to reduce inflow into sanitary systems during wet weather.

**FINANCE AND ADMINISTRATION**

- Submitted the final grant reporting for the Water Treatment Plant.
- Finalized the financial summary for “River Valley Park Protection” project under Flood Recovery Protection Project grant (FREC) for final reporting.
- Electronic transfer fund to vendors has been set up and running.
- Landfill new company has been setup in Diamond/Great Plains and running.
- Working on yearend financial statements.
- RFP preparation for review of benefit services is in progress.

**LEGISLATIVE & LAND SERVICES**

- Ongoing inquires re: land sales.
- Council agenda preparation & follow up.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. Two files remain open.
- Ongoing Legal File Review. Compiling Information as requested.
- Reviewing/processing Insurance premium invoices & schedules.
- Reviewing 2017 municipal election process / gathering information for council's consideration.
- Preparing letter of invitation to Boards & Commission members for Volunteer Appreciation Night.
- Reviewing status of policies, procedures, bylaws and agreements.
- Ongoing conversion of minutes, bylaw and agreements to digital.
- Attended first aid training January 30 & 31, 2017.
- Attended Brownlee Emerging Trends session February 9, 2017.



## **MAYOR'S REPORT TO COUNCIL**

### **February 27, 2017**

January 23, 2017      Attended information session at the Esplanade with Finance Minister Joe Ceci and MLA Bob Wanner.

Topics for discussion:

- No new major spending in the works for this year.
- Hiring restraint in effect for Government employee's (Managers)
- Capital Plan Funding over the next 5 years = 34.8 billion dollars
- Government of Alberta (G.O.A.) priorities include:  
Education; Health Care; Social Services
- Municipal Sustainability Initiative (MSI) funding to continue to the year 2020-21

January 27, 2017      Attended Redcliff RMAP School re: Story book reading to students.

January 31, 2017      Attended MNP Carbon Tax Legislation information session at Desert Blume Golf Course Clubhouse

January 31, 2017      Attended Palliser Economic Partnership meeting in Bassano  
Main topic of discussion - Fibre Optics

January 31, 2017      Mayor's & Reeves meeting in Bassano

Topics for discussion:

- Grant money availabilities to communities wanting to install Fibre Optics
- Drew Barnes' report on Carbon Tax
- Elk population in the Suffield block stands at approximately 12,000
- AHS presentation by Catherine Chube. Representative for the South Zone
- 10,000-12,000 cattle were put down as result of Bovine epidemic

February 9, 2017      In attendance at a BrownLee LLP Conference in Calgary

Topics of discussion mostly related to:

- Municipal Government Act Bill 21
- Inter-Municipal Collaboration Framework (ICF). The ICF will consist of 2-3 Council members and 2-3 Administration members
- Some collaborative plans between municipalities include:
  - Inter-Municipal Development Plan (IDP)
  - Municipal Development Plan (MDP)
  - Area Development Plan (ADP)
  - Area Structure Plan (ASP)
  - Municipal Transportation Plan (MTP)
  - Area Redevelopment Plans (ARP)

\* All planning and development policies are to be posted on a municipal website no later than January 1, 2019.

\* Subdivision and Development Appeal Board (SDAB) members will be required to take a training program to qualify for membership.

\* No money available from the Government of Alberta for amalgamation process as of now.

## Redcliff Off Leash Dog Areas

1. Are you?

☐ Female

☐ Male

2. What is your age?

☐ Under 18 yrs old

☐ 18-30 yrs old

☐ 31-64 yrs old

☐ 65+ yrs old.

3. Are you a resident of Redcliff?

☐ Yes

☐ No

4. Do you currently own a dog, and if so, how many?

☐ 1

☐ 2

☐ 3+

5. Were you aware of the location of the 2 designated off leash dog areas in Redcliff?

☐ Yes

☐ No

6. Do you currently use the existing off leash areas in Redcliff?

☐ Yes

☐ No

7. In a typical week, how many times do you visit the off leash areas?

- ☐ 1-2
- ☐ 3-5
- ☐ 6-7
- ☐ 7+

8. What times of day do you or would you most likely use an off leash area? (Select all that apply.)

- ☐ 6-9 am
- ☐ 9 am to noon
- ☐ Noon to 4 pm
- ☐ 7 -10 pm
- ☐ Not applicable

9. Which off leash areas in Redcliff do you use?

- ☐ River Valley Park Off-Leash Area
- ☐ 3rd Avenue S.W. 600 block Off-Leash Area.

10. Have you encountered any problems in the off leash areas? If yes, please explain.

- ☐ No
- ☐ Yes

Other (please specify)

11. Are you satisfied with the location of the off leash areas?

- ☐ Yes
- ☐ No

12. What is your biggest concern about visiting a dog park?

- ☐ Maintenance
- ☐ Security
- ☐ Parking
- ☐ Noise
- ☐ Animal vaccinations/disease
- ☐ No concerns
- ☐ Other, please specify

13. What do you like and/or dislike about the existing off leash areas in Redcliff?

14. Which walking path areas in Redcliff do you use?

15. Do you think Redcliff would benefit from an agility type playground specifically for dogs.

- ☐ Yes
- ☐ No

16. Please specify which of the following areas you believe would be suitable for off leash areas.

- ☐ Ball Diamond (seasonal use)
- ☐ Partially fenced off area near 9th Ave SE and Mitchel St.
- ☐ Other, please specify

17. Would you be willing to volunteer to: (Select all that apply.)

- ☐ Clean
- ☐ Landscape
- ☐ Help organize events and activities
- ☐ Fundraiser
- ☐ Create a dog walking club
- ☐ Join a Redcliff Dog Society
- ☐ Other, please specify

18. Would you be willing to participate in our First Annual Doggy Waste Clean-Up event, April 30, 2017?

- ☐ Yes
- ☐ No
- ☐ If yes, please share your name and phone number and/or email address.

# Memo

Date: February 27, 2017  
From: Manager of Legislative & Land Services  
To: Redcliff Town Council  
Re: 2017 Municipal Election

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The purpose of this memo is to discuss the 2017 Municipal Election and get some direction from Council regarding appointment of a Returning Officer. The Local Authorities Election Act specifies that the elected authority may by resolution appoint a returning officer for the purposes of conducting elections. It further states that if the elected authority does not appoint a returning officer then the secretary is deemed to have been appointed as returning officer. Under the Local Authorities Election Act “secretary” means a chief administrative officer or designated officer of a municipality if the council has assigned the functions of the secretary under this Act to the designated officer, or a school secretary;

*The Local Authorities Election Act states*

*Appointment of returning officers*

- 13(1) *An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.*
- (2) *If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.*
- (3) *The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.*

During 2017 budget deliberations there was brief discussion on the matter and general direction to bring back options for Council to consider in appointing a third party (ie. a consulting firm) as Returning Officer for the 2017 Municipal Election. Council was in favor of maintaining a separation of the Returning Officer duties.

We have reached out to some other communities to inquire if they are aware of any independent companies / consultants that provide election services. We have also contacted four consulting firms to inquire if they provide this type of service. One of the firms contacted, Civic Solutions, has verbally indicated they may be able to provide this service. At the time of writing this memo I am still waiting for their written response and associated fees. The other consulting firms indicated that this was not a service they provide or could provide.

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Below for discussion are options for moving forward in attaining a Returning Officer.

1. No appointment of third party, A. Crofts, Municipal Manager deemed to be Returning Officer.
2. Contact the previous Returning Officer to discuss interest in acting as the Returning Officer for the 2017 Municipal Election.
3. Subject to response from Civic Solutions, have further discussions with them regarding provision of election services for the 2017 Municipal election.
4. Enter into discussion with persons who assisted with past elections that would have knowledge of the elections process.
5. Advertise for a Returning Officer for the 2017 Municipal election.



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
Friday, March 31, 2017 and Saturday, April 1, 2017	Strategic Planning Review Work Session	Town Hall Council Chambers March 31, 2017 at 6:00 p.m. April 1, 2017 at 9:00 a.m.
Friday, April 28, 2017	30 <sup>th</sup> Annual Volunteer of the Year Recognition & Awards Celebration	Harmony Hall Doors Open 6:00 p.m. Dinner at 6:30 p.m.