



COUNCIL MEETING

MONDAY, JANUARY 25, 2016

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 25, 2016 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to November 30, 2015 *	For Information
2. DELEGATION	
A) Peter McDowell Re: Presentation of Public Works Level III Supervisor Certificate	
3. MINUTES	
A) Council meeting held January 11, 2016 *	For Adoption
B) Municipal Planning Commission meeting held January 20, 2016 *	For Information
4. REQUESTS FOR DECISION	
A) Community Peace Officer Program *	For Consideration
B) City of Medicine Hat Subdivision Application 2016 MH 001 *	For Consideration
C) 2016 Investment *	For Consideration
5. CORRESPONDENCE	
A) Alberta Municipal Affairs * Re: Municipal Sustainability Initiative (MSI)	For Information
6. OTHER	
A) Municipal Manager's Report to Council January 25, 2016 *	For Information
B) Council Important Meetings & Events January 25, 2016 *	For Information

7. RECESS

8. IN CAMERA

A) Land (1) / Labour (1)

9. ADJOURN

ACCOUNTS PAYABLE**COUNCIL MEETING JANUARY 25, 2016**

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
79085	ACTION PARTS	RACK/SEPERATOR/CLIPS/FILTERS/CIRCUIT	\$836.64
79086	ALTA-WIDE BUILDERS SUPPLIES	FOAM ROLLER/CONTACT CEMENT	\$157.22
79087	ATRON REFRIGERATION & A/C	BRINE TEST/CHLORIDE/HVAC MAINT	\$4,090.08
79088	THE BOLT SUPPLY HOUSE LTD.	BOLT/DRILL KIT	\$281.15
79089	BOSS LUBRICANTS	GREASE/OIL	\$1,060.75
79090	BOUNDARY EQUIPMENT CO. LTD.	GRADER ICE BLADE	\$370.13
79091	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$42.84
79092	CANADIAN ENERGY	BATTERY CORE	\$235.86
79093	CARSWELL	PAYROLL MANUAL SUBSCRIPTION	\$895.65
79094	CBV COLLECTION SERVICES LTD.	COLLECTION AGENCY COMMISSION	\$51.48
79095	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$130.20
79096	CITY OF MEDICINE HAT	ELECTRIC UTILITIES	\$56,024.94
79097	ZEP SALES & SERVICE OF CANADA	SOAP/AEROSOL/LAUNDRY SOAP	\$897.88
79098	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$289.23
79099	WOOD, DALE	FIREARMS SAFETY COURSE	\$5,130.00
79100	IAN WILLIAMS	REIMBURSE PROPANE	\$142.39
79101	WESTVAC INDUSTRIAL LTD.	SEWER FLUSH TRUCK	\$268,819.95
79102	WESTERN CANADA WELDING PRODUCTS	OXYGEN	\$64.35
79103	WAJAX POWER SYSTEMS	OIL AND FUEL FILTERS	\$176.76
79104	TURRIS COMMUNICATIONS LTD	INDICATOR/AMBER LIGHTS	\$1,841.60
79105	TRICO LIGHTING PRODUCTS	BULBS	\$725.39
79106	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE CHARGES	\$6,586.27
79107	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$450.00
79108	PATRICIA	DOGGY BAGS	\$476.15
79109	UNIVAR CANADA LTD.	WATER TREATMENT PLANT CHEMICALS	\$1,919.10
79110	FIREFOX FIRE SOLUTIONS INC.	BUNKER GEAR	\$3,753.75
79111	SOUTH COUNTRY CO-OP LTD	RV TANK/PUMP	\$1,564.50
79112	BERT'S VACUUMS & EQUIPMENT	TP/PT/CLEANER/DUST PAN	\$600.61
79113	DARLEY, KEELY	TOWN PROGRAMMING - DANCE CLASS	\$306.00
79114	GAINSBOROUGH, JEFF	REFUND FACILITY/KEY DEPOSIT	\$150.00
79115	WELSHMAN, APRIL	TOWN PROGRAMMING - GINGERBREAD HOUSES	\$23.63
79116	MBSI CANADA	HOSTED BACKUP	\$1,071.00
79117	PEIGAN BOARD OF EDUCATION	CANADA DAY PROGRAMMING	\$268.66
79118	WELBOURNE, DANNA	REFUND FACILITY DEPOSIT	\$50.00
79119	TRANS-CARE RESCUE	CMC MULE LITTER WHEEL/RESCUE LITTER	\$4,140.73
79120	TRIPLE R EXPRESS	PARTS FREIGHT	\$69.30
79121	TELUS MOBILITY	CELL PHONE SERVICE	\$76.43
79122	TELUS COMMUNICATION INC.	TWO-WAY RADIO	\$38.03
79123	SUMMIT MOTORS LTD	CLAMP/BREATHING ASSEMBLY/HOSE	\$962.82
79124	ST. JOHN AMBULANCE	BABYSITTING COURSE	\$450.00
79125	SOUTH COUNTRY GLASS	REPAIR DOOR HANDLE	\$202.13
79126	COLIN SENFT	WATER WEEK TRAVEL	\$85.00
79127	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$141.75
79128	ROCKY MOUNTAIN PHOENIX	HARNESS/FACE PIECE/CYLINDER/RETAINER KIT	\$29,387.40

79129	REDCLIFF BAKERY	BUDGET REVIEW LUNCH	\$152.02
79130	REDCLIFF ACTION SOCIETY	4TH QTR COORDINATOR DISBURSEMENT	\$3,000.00
79131	PRO COMM SOLUTIONS INC.	CELL PHONE/SIM CARDS/CASE	\$771.75
79132	PRIME PRINTING	DOOR HANGERS	\$234.15
79133	SUNCOR ENERGY PRODUCTS	DIESEL	\$1,238.18
79134	JODI NAMETH	REIMBURSE COFFEE ROOM SUPPLIES	\$46.37
79135	CINDY MURRAY	REIMBURSE MILEAGE	\$347.67
79136	MS MUNICIPAL SOLUTIONS	ENGINEERING SERVICES	\$9,697.84
79137	MJB ENTERPRISE LTD	HYDROVAC PILE HOLES	\$2,646.00
79138	MCL - WASTE SYSTEMS ENVIRONMENT	REPAIR PARTS FOR ALJON	\$1,794.33
79139	LOGOS EMBROIDERY	PROMO ITEMS	\$756.00
79140	KIRK'S MIDWAY TIRE	TIRE CHANGE	\$262.50
79141	JACOB'S WELDNG LTD.	REPAIR WELD ON QUICK ATTACH UNIT	\$236.25
79143	REDCLIFF HOME HARDWARE	PRIMER/PAINT/BITS/HARNESS/FACE & HEARING SYS	\$497.76
79144	HAT AGRI SERVICE	KUBOTA PARTS	\$669.48
79145	H2O HAULING LTD. (A DIVISION O	HAUL WATER TO LANDFILL	\$105.00
79146	GAR-TECH ELECTRICAL	REPAIR LIGHTS	\$1,288.33
79147	FRANCOTYP-POSTALIA CANADA INC	POSTAGE CONTRACT	\$110.09
79148	FOX ENERGY SYSTEMS INC.	APRON/GLOVES/HEADLAMPS/EYE WASH/WIPES	\$452.13
79149	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$206.59
79150	F.C.M.	MEMBERSHIP FEES	\$1,136.29
79151	FINNING (CANADA)	FILTERS	\$169.29
79152	ESRI CANADA	ESRI TRAINING	\$1,653.75
79153	DYNAMIC INDUSTRIAL SOLUTIONS	FLAT DECK WITH HEADACHE RACK/TOOL BOXES	\$6,080.81
79154	DAN JANE VENTURES	PROPANE	\$98.90
79155	C.U.P.E.	UNION DUES	\$2,087.45
79156	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$105.00
79157	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$87.45
79158	COCOA BEAN CAFE	DECEMBER MOW	\$822.15
79159	CARBON CONTROLS	GREYLINE INSTRUMENTS SENSOR CABLE	\$288.75
79160	FLASHING CANINES AGILITY CLUB	REFUND KEY DEPOSIT	\$475.00
79161	HAUSAUER, DANA	REFUND FACILITY/KEY DEPOSIT	\$14.96
79162	JACK N' JILL PARTIES	PENNY CARNIVAL	\$350.00
79163	ROBERT OSMOND	SWIM LESSON REFUNDS	\$68.00
79164	PUROLATOR	TRANSPORT TO CEM AND KAIZEN LABS	\$223.11
79165	SPIDER ELECTRIC LTD.	ELECTRIC PERMIT	\$56.30
79166	TELOG INSTRUMENTS INC.	DHS SERVICE DATA HOUSING FEE	\$295.61
79167	MEDICINE HAT & DISTRICT FOOD BANK	MEMORIAL DONATION	\$75.00
79168	WIST. COLE	REIMBURSE CRIMINAL RECORD CHECK	\$53.00
79169	WESTERN CANADA CEMETERY ASSOC.	MEMBERSHIP FEES	\$65.00
79170	ACKLANDS - GRAINGER INC	NITRILE GLOVES	\$160.78
79171	ACTION PARTS	SEAT COVERS/TIRE TESTER/CLIPS	\$237.55
79172	RAZA ALI	GIS TRAINING	\$339.04
79173	AMEC EARTH & ENVIRONMENTAL	RAW WATER PUMP STATION/RIVER BANK EROSION	\$12,941.42
79174	AMRON CONSTRUCTION LTD.	REFUND CONSTRUCTION DEPOSIT	\$1,500.00
79175	ATRON REFRIGERATION & A/C	REPAIR COMPRESSOR	\$26,336.10
79176	C.E.M. HEAVY EQUIPMENT	HEATER RELAY	\$66.70

79177	CORVUS BUSINESS ADVISORS	OFFISTE LEVY REVIEW	\$1,106.41
79178	FORAN EQUIPMENT INC	SLOPE REMEDIATION SOUTH OF KIPLING/WESTSIDE	\$387,395.12
79179	FORT GARRY FIRE TRUCKS LTD.	MAIN DRAIN	\$595.06
79180	FOX ENERGY SYSTEMS INC.	WINDSOCK	\$262.40
79181	GAR-TECH ELECTRICAL	REPLACE EXTERIOR LIGHTS	\$1,649.11
79182	REDCLIFF HOME HARDWARE	GARBAGE BAGS/TP/COFFEE/PAINT	\$184.64
79183	MOSKAL MECHANICAL	INSTALL LIFTING BEAMS ON LIFT STATION	\$15,294.52
79184	M.P. ECO MECHANICAL PROCESS INC	WATER TREATMENT PLANT PROGRESS	\$463,947.22
79185	NEUFELD, LARRY	REF CONSTRUCTION DEPOSIT	\$1,000.00
79186	PARK ENTERPRISES LTD.	PERMITS	\$3,494.75
79187	PARKLAND GEO TESTING LTD.	SLOPE FAILURE EVALUATION-KIPLING	\$25,596.38
79188	SUNCOR ENERGY PRODUCTS	DEISEL	\$10,071.33
79189	PRO FLOW PLUMBING & HEATING	SEWER LINE CLEAN OUT	\$210.00
79190	RECEIVER GENERAL	STAT DEDUCTIONS	\$23,435.03
79191	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$152.25
79192	BARRY STEIER	REIMBURSE BYLAW SUPPLIES	\$124.85
79193	TELUS COMMUNICATION INC.	TWO-WAY RADIO	\$20.60
79194	SURE LOCK HOMES (MEDICINE HAT)	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
79195	XROAD HOMES INC.	REFUND CONSTRUCTION DEPOSITS	\$2,035.00
79196	DEVLIN, PETER	REFUND TAX PMT	\$2,047.48
79197	GILCHRIST, WAYNE	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
79198	1791556 ALBERTA LTD	REFUND CONSTRUCTION DEPOSIT	\$2,000.00
79199	WOLSELEY MECHANICAL GROUP	TECK REPAIR KIT/DIAPHRAGM	\$474.56
79200	ACKLANDS - GRAINGER INC	SURVEYORS VESTS	\$67.38
79201	ACTION PARTS	CABLE SPLICES	\$56.88
79202	BONNIE ANDRES	REIMBURSE FOR STAFF LUNCH	\$136.50
79203	ATB FINANCIAL MASTERCARD	MONTHLY CREDIT CARD	\$2,853.06
79204	ATRON REFRIGERATION & A/C	WINTER MAINTENANCE - AQUATIC CENTER	\$555.66
79205	THE BOLT SUPPLY HOUSE LTD.	FLAP DISCS/DIAMOND BLADE	\$202.08
79206	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	\$21.42
79207	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$2,018.50
79208	RICHARD DALTON	AEMA SUMMIT	\$875.20
79209	FINNING (CANADA)	ENGINE REPAIR - FIELD SERVICE	\$1,502.30
79210	FORAN EQUIPMENT INC	SLOPE REMEDIATION SOUTH OF KIPLING/WESTSIDE	\$87,917.50
79211	FOX ENERGY SYSTEMS INC.	STICKERS	\$32.71
79212	FRENCH, RYAN	SAFDC TRAINING & CONFERENCE	\$746.00
79213	GAR-TECH ELECTRICAL	REPLACE MULTI-RANGER - LIFT STATION	\$78.75
79214	RAYMOND GRADWELL	SAFDC TRAINING & CONFERENCE	\$1,089.00
79215	REDCLIFF HOME HARDWARE	PRIMER/SCREWS	\$73.24
79216	LMT ENTERPRISES LTD.	RAW WATER PUMP STATION/RIVER BANK EROSION	\$317,177.77
79217	LETHBRIDGE HERALD	DECEMBER ADVERTISING	\$1,413.21
79218	LES'S DRAIN CLEANING SERVICE	SEWER MAINTENANCE	\$882.00
79219	LOGOS EMBROIDERY	HOODIES	\$214.20
79220	MEDICINE HAT CSRD #20	REQUISITION #2	\$1,410.45
79221	YOUNG, STEPHEN	SAFDC TRAINING & CONFERENCE	\$316.00
79222	WSP CANADA INC	UROW - SURVEY & PLAN PREPARATION	\$2,859.15
79223	WOOD, DALE	RESTRICTED FIREARMS COURSE	\$5,130.00

79224	IAN WILLIAMS	SUPERVISORY SKILLS COURSE	\$512.60
79225	WESTERN CANADA WELDING PRODUCT	MIG WIRE/WIRE WHEEL	\$73.93
79226	JOE WARD	SAFDC TRAINING & CONFERENCE	\$471.00
79227	UNITED WAY OF SOUTH EASTERN AB	DONATIONS	\$40.00
79228	JENNY TU	REIMBURSE UNION NEGOTIATION LUNCH	\$35.50
79229	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB FEES	\$315.00
79230	FLOWAV	MODEM/BAND/ANTENNA/CABLE	\$16,784.97
79231	GUARDIAN CHEMICALS INC.	SOURGUARD	\$9,313.32
79232	MCBAIN, STACEY	CAKE DECORATING	\$25.20
79233	MILL CREEK SAND & GRAVEL	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
79234	PORTER, ALEXANDRA	CAKE DECORATING CLASSES	\$104.00
79235	DYKSTRA, JENNIFER	LATIN/ZUMBA CLASSES	\$350.00
79236	BREWMASTER WHOLESALE FOODS	MOW SUPPLIES	\$24.10
79237	TELUS MOBILITY	CELL SERVICE	\$15.69
79238	SUMMIT MOTORS LTD	TURBO PARTS/INSTALLATION	\$5,185.40
79239	SOUTH COUNTRY GLASS	LEAFS	\$341.25
79240	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$1,874.25
79241	SALBRO CONSULTING SERVICES	GAS/WATER MONITOR/PREP AMEND APPROVAL	\$44,424.41
79242	RODEO FORD SALES LIMITED	DIAGNOSTIC/LABOUR	\$1,548.02
79243	RECEIVER GENERAL	FIRE PAY 10/1/15-12/31/15	\$1,267.75
79244	REDCLIFF BAKERY	REFRESHMENTS FOR OFF SITE LEVY	\$18.27
79245	PRAIRIE ROSE SCHOOL DIV.NO.8	SEPT - JUNE PMT	\$24,000.00
79246	SUNCOR ENERGY PRODUCTS	DYED DEISEL	\$2,164.27
79247	PARK ENTERPRISES LTD.	PERMITS	\$4,725.00
79248	CINDY MURRAY	FCSSAA	\$113.56
79249	ANDERSON, VINCE	PROGRAM RADIOS/HEAVY DUTY MIC	\$177.56
79250	MERIAM, DIANNE	REFUND INACTIVE UTILITY	\$100.00
79251	GOMEZ, KYLER	REFUND INACTIVE UTILITY	\$28.50
79252	GRAY, CHARLES	REFUND SIGN-ON AND DEPOSIT	\$115.75
79253	4R FARMS LTD.	REFUND INACTIVE UTILITY	\$100.00
79254	LAWSON, KRISTAL	REFUND ICE RENTAL	\$84.00
79255	KINAHAN, AMANDA	REFUND FACILITY DEPOSIT	\$150.00
79256	STENERSON, KATRINA	REFUND INACTIVE UTILITY	\$8.70
79257	LEARMONT, NATHAN	REFUND SIGN-ON AND DEPOSIT	\$181.50
79258	ACE LANDSCAPING	SNOW REMOVAL	\$1,260.00
79259	ACTION PARTS	OIL FILTER	\$17.33
79260	ALTA-WIDE BUILDERS SUPPLIES	LUMBER	\$2,118.12
79261	ALBERTA MUNICIPAL DATA SHARING	ANNUAL MEMBERSHIP FEE	\$35.00
79262	ATRON REFRIGERATION & A/C	RECTANGLE BUILDING MAINTENANCE	\$1,076.78
79263	BIG HILL SERVICES	GOAL FRAME PACKAGE	\$1,790.25
79264	BLUE IMP (1594981 ALBERTA LTD)	PARK BENCHES	\$1,632.96
79265	THE BOLT SUPPLY HOUSE LTD.	FIRST AID KITS	\$268.80
79266	CENTRAL SHARPENING	SHARPEN ICE BLADE	\$735.00
79267	CIBC VISA	VARIOUS EXPENSES	\$2,501.43
79268	CITY OF MEDICINE HAT	CITY UTILITIES & EMERGENCY MGMT	\$15,081.63
79269	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDERS	\$7,780.98
79270	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$410.29

79271	ECCO HEATING PRODUCTS LTD.	HEAT REFLECTORS	\$848.40
79272	FOUNTAIN TIRE	FLAT TIRE REPAIR/BOOT	\$56.31
79273	FOX ENERGY SYSTEMS INC.	HOODS FOR WINTER COATS	\$69.20
79274	REDCLIFF HOME HARDWARE	AIR CONDITIONER FOR LANDFILL	\$503.99
79275	LOGOS EMBROIDERY	PUBLIC RELATIONS PROMOS	\$2,115.23
79276	SUNCOR ENERGY PRODUCTS	DYED DEISEL	\$609.13
79277	PRIME PRINTING	ENVELOPES	\$471.45
79278	RECEIVER GENERAL	STAT DEDUCTIONS	\$23,129.25
79279	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$1,296.75
79280	SOUTH COUNTRY GLASS	INSTALL PVC WINDOW	\$945.00
79281	BARRY STEIER	REIMBURSE BYLAW SUPPLIES	\$229.18
79282	J & M ROOFING SERVICES INC.	REPLACE EAVES	\$3,260.25
79283	MERCER UPHOLSTERY	SLIP COVERS FOR TRUCK SEATS	\$262.50
79284	IAN WILLIAMS	REFUND FACILITY/KEY DEPOSIT	\$84.00
79286	ACTION PARTS	SWITCH/SAFETY RACK/BEACON KIT/STROBE	\$832.40
79287	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	\$21.42
79288	CHAMCO INDUSTRIES LTD.	PULL PUMP/REBUILD PUMP	\$20,668.20
79289	CITY OF MEDICINE HAT	EMERGENCY MGMT SCRIBING	\$4,215.39
79290	C.U.P.E.	UNION DUES	\$2,065.28
79291	CYPRESS GROUP	PHOTOCOPIER MAINTENANCE	\$3,332.61
79292	RICHARD DALTON	REIMBURSE GIFT CARDS & LUNCH	\$191.61
79293	FOX ENERGY SYSTEMS INC.	FIRST AID KIT	\$216.91
79294	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,386.26
79295	REDCLIFF HOME HARDWARE	TRIMMER BIKE & GARBAGE BAGS	\$967.75
79296	WOOD, DALE	RESTRICTED FIREARMS COURSE	\$570.00
79297	IAN WILLIAMS	REIMBURSE BATTERIES & PROPANE	\$217.58
79298	TRICO LIGHTING PRODUCTS	STRIP BULBS	\$1,151.86
79299	TOWN OF REDCLIFF	PUBLIC SERVICES PETTY CASH	\$89.55
79300	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX	\$433.00
79301	TOWN OF REDCLIFF	TOWN HALL PETTY CASH	\$430.10
79302	KUZIK, LISA	REF FACILITY/KEY DEPOSIT	\$125.00
79303	J & M ROOFING SERVICES INC.	INSTALL FACIA ON AQUATIC CENTER	\$8,977.50
79304	REDCLIFF VICTIM SERVICES ASS.	DONATION	\$1,000.00
79305	SOUTH COUNTRY CO-OP LTD	BROOMS/SHOVELS/STEEL/GAS CANS/TROWELS	\$2,070.36
79306	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$1,894.07
79307	PRO COMM SOLUTIONS INC.	CELL PHONES	\$1,008.00
79308	KAIZEN LAB INC.	WATER ANALYSIS	\$1,894.94
79309	ALL-NET.CA	LICENSE/TRAINING FEE	\$5,769.75
79310	AMSC INSURANCE SERVICES LTD.	EMPLOYEE BENEFITS	\$16,225.77
79311	THE BOLT SUPPLY HOUSE LTD.	GRINDING/CUTTING WHEELS	\$84.78
79312	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	\$42.84
79313	CITY OF MEDICINE HAT	ELECTRIC UTILITIES	\$2,363.44
79314	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
79315	MIKE DAVIES	COFFEE ROOM SUPPLIES	\$81.53
79316	ECONOMIC DEVELOPMENT ALLIANCE	1ST INSTALLMENT OF FUNDING COMMITMENT	\$16,764.00
79317	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$156.39
79318	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$69.30

79319	H2O HAULING LTD.	HAUL WATER TO LANDFILL	\$105.00
79320	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIRS	\$890.40
79321	LETHBRIDGE HERALD	ADVERTISING	\$312.65
79322	LETHBRIDGE MOBILE SHREDDING	MONTHLY SHREDDING	\$46.20
79323	SHAW CABLE	INTERNET SERVICE	\$648.28
79324	MS MUNICIPAL SOLUTIONS	ENGINEERING SERVICES	\$9,723.94
79325	SUNCOR ENERGY PRODUCTS	DYED DIESEL	\$2,330.83
79326	PUROLATOR	SHIP WATER SAMPLES	\$40.82
79327	RECEIVER GENERAL	STAT DEDUCTIONS	\$32,521.22
79328	CNH INDUSTRIAL CAPITAL	HEAVY DUTY RADIO	\$235.87
79329	RODEO FORD SALES LIMITED	OIL FILTER	\$113.87
79330	SAFETY CODES	PERMIT SAFETY CODES	\$140.99
79331	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$147.00
79332	SECURTEK - A SASKTEL COMPANY	ALARM FOR FIRE HALL	\$65.99
79333	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET SERVICE	\$47.20
79334	SUMMIT MOTORS LTD	SWITCH/FILTERS/POWER DIVIDER	\$946.98
79335	TELUS COMMUNICATION INC.	WESTSIDE LIFT STATION	\$38.03
79336	TELUS MOBILITY	CELL PHONE SERVICE	\$398.74
79337	TRIPLE R EXPRESS	TRANSPORT BOX OF PARTS CEM	\$34.65
79338	WESTERS, JOHN E	IT CONTRACTED SERVICES	\$350.00
79339	MBSI CANADA	HOSTED BACKUP	\$1,071.00
79340	BEST BOUQUET FLOWERS	FLOWERS	\$84.00
79341	WESTERN CANADA WELDING PRODUCTS	HELMET	\$358.42
79342	CALMONT	LANDFILL SERVICE TRUCK	\$139,656.56
79343	PIKE, STEVEN	REFUND MOW	\$110.00
257 CHEQUES TOTAL:			\$2,318,683.21

BANK SUMMARY FOR NOVEMBER 30, 2015

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	6,950,446.87	9,969.94	6,960,416.81
DAILY DEPOSITS	289,307.51	0.00	289,307.51
DIRECT DEPOSITS	286,373.91	0.00	286,373.91
GOV'T GRANT	0.00	0.00	0.00
INTEREST EARNED	2,714.17	0.00	2,714.17
T-BILL REDEMPTIONS	0.00	0.00	0.00
OTHER DIRECT DEPOSITS	24,369.97	0.00	24,369.97
SUBTOTAL	602,765.56	0.00	602,765.56
CHEQUES	-1,868,430.09	0.00	-1,868,430.09
ASFF QUARTERLY PAYMENTS	0.00	0.00	0.00
DEBENTURE PAYMENTS	-10,268.69	0.00	-10,268.69
T-BILL PURCHASES	0.00	0.00	0.00
NSF CHEQUES	0.00	0.00	0.00
OTHER DIRECT WITHDRAWALS	-175,930.74	0.00	-175,930.74
SUBTOTAL	-2,054,629.52	0.00	-2,054,629.52
TOTAL	5,498,582.91	9,969.94	5,508,552.85
BANK CLOSING BALANCE	7,004,816.73	9,969.94	7,014,786.67
ADD:O/S DEPOSITS	0.00	0.00	0.00
LESS:O/S CHEQUES	-1,506,233.82	0.00	-1,506,233.82
TOTAL	5,498,582.91	9,969.94	5,508,552.85

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	8,000,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,519,068.22
TOTAL INVESTMENTS		9,519,068.22

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 11, 2016 7:00 P.M.**

PRESENT:	Mayor	E. Reimer	
	Councillors	C. Crozier	
		L. Leipert	
		E. Solberg	
		J. Steinke	
		D. Kilpatrick	(left at 9:14 p.m., returned at 9:15 p.m.)
	Manager of Legislative & Land Services	S. Simon	
	Director of Finance & Administration	J. Tu	(arrived at 7:01 p.m.)
	Director of Public Services	J. Garland	
	Director of Community & Protective Services	K. Dalton	(arrived at 7:03 p.m., left at 7:35 p.m.)
	Executive Assistant	B. Andres	
ABSENT:	Councillor	C. Brown	
	Municipal Manager	A. Crofts	

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2016-0001	Adoption of Agenda	B) Councillor Leipert moved the agenda be adopted as presented. - Carried.
		Director of Finance & Administration arrived at the meeting at 7:01 p.m.
		Director of Community & Protective Services arrived at the meeting at 7:03 p.m.

2. DELEGATION

	Staff Sgt. Sean Maxwell Re: RCMP Report to Council October 1, 2015 to December 31, 2015	A) Staff Sgt. Sean Maxwell, Redcliff RCMP, was in attendance to provide the RCMP quarterly report to Council for the period October 1, 2015 to December 31, 2015.
2016-0002		Councillor Solberg moved the RCMP Report to Council for the period October 1, 2015 to December 31, 2015 presented by Staff Sgt. Sean Maxwell, be received for information. - Carried.
	Greg Watson Re: Test of Humanity	B) Greg Watson was in attendance to provide a presentation to Council on the "Test of Humanity", a mountain bike race event Mr. Watson would like to host in Redcliff.

2016-0003

Councillor Solberg moved the presentation of the “Test of Humanity” by Greg Watson, be received for information.
- Carried.

3. MINUTES

2016-0004 Council meeting held
December 14, 2015

A) Councillor Steinke moved the minutes of the Council meeting held December 14, 2015, be adopted as presented.
- Carried.

2016-0005 Redcliff and District
Recreation Services Board
meeting held on December 19,
2015.

B) Councillor Solberg moved the minutes of the Redcliff and District Recreation Services Board meeting held December 19, 2015, be received for information. - Carried.

2016-0006 Redcliff and District
Recreation Services Board
meeting held on January 4,
2016

C) Councillor Leipert moved the minutes of the Redcliff and District Recreation Services Board meeting held January 4, 2016, be received for information. - Carried.

4. REQUESTS FOR DECISION

2016-0007 Council Professional
Development

A) Councillor Kilpatrick moved to direct Administration to amend the approved 2016 Operating Budget to reflect the following additional professional development opportunities for Mayor Reimer and Councillor Steinke:

- Alberta Rural Education Symposium - March 6-8, 2016 (Mayor Reimer)
- Economic Developers Alberta Annual Conference - April 6-8, 2016 (Councillor Steinke)

- Carried.

Director of Community & Protective Services left the meeting at 7:35 p.m.

2016-0008 Additional Equipment on New
Garbage Truck

B) Councillor Leipert moved to authorize Administration to use a portion of the remaining approved 2015 capital funds allocated for garbage truck replacement for: Installation of camera/tracking equipment as per Superior Truck's quotation to a maximum of \$16,000.00 plus GST. - Carried.

2016-0009 Cypress County Development
Permit Application 15/194

C) Councillor Leipert moved to receive for information Cypress County Development Permit Application 15/194 for operation of a metal recycling and processing business. Further that Administration send a letter to Cypress County advising of Redcliff Council's comments as follows:

The Town of Redcliff finds the development application acceptable and suggests including the following conditions:

1. The applicant provide a site environmental management plan to address the potential of contaminating the ground and groundwater by the activities on the site. The information provided with the development permit had some information on this but a formal plan is what is needed.

2. The applicant be required to provide fencing to minimize wind blown debris from leaving the site.

3. The applicant provide a runoff management plan to address the concerns of contaminants migrating from the site with runoff. This plan could be incorporated into the site environmental management plan or could be a stand alone plan. If the County is concerned with managing the peak runoff then it is likely best addressed as a stand alone plan.

- Carried.

5. POLICIES

2016-0010 Policy 023, Investment Policy

A) Councillor Steinke moved that Policy 023 (2016), Investment Policy be approved as presented. - Carried.

6. CORRESPONDENCE

2016-0011 Alberta Order of Excellence
Re: Nominations

A) Councillor Crozier moved correspondence from Alberta Order of Excellence dated December 16, 2015, regarding new member nominations, be received for information and, further, refer correspondence to the Family & Community Support Services Board. - Carried.

2016-0012 Society of Local Government
Managers of Alberta
Re: CLGM Designation

B) Councillor Crozier moved correspondence from the Society of Local Government Managers of Alberta dated December 23, 2015, regarding CLGM Designation, be received for information and, further, Council commends Arlos Crofts on his efforts and achievement. - Carried.

7. OTHER

2016-0013 Development Permit Graphs
to December 31, 2015

A) Councillor Steinke moved that Development Permit Graphs to December 31, 2015, be received for information. - Carried.

2016-0014 Memo - Purchase of Used
Service Truck

B) Councillor Solberg moved that the Memo dated January 11, 2016 regarding the Purchase of the Used Service Truck, be received for information. - Carried.

2016-0015 Community Services Program
and Events Guide
Re: January - April, 2016

C) Councillor Leipert moved the Community Services Program & Events Guide, January to April, 2016, be received for information. - Carried.

- 2016-0016 Redcliff Community Newsletter Issue 10 **D)** Councillor Kilpatrick moved the Redcliff Community Newsletter Issue 10, be received for information. - Carried.
- 2016-0017 Landfill Graphs to December 31, 2015 **E)** Councillor Crozier moved the Landfill Graphs to December 31, 2015, be received for information. - Carried.
- 2016-0018 Council Important Meetings & Events January 11, 2016 **F)** Councillor Kilpatrick moved the Council Important Meetings & Events January 11, 2016, be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 8:00 p.m.

Mayor Reimer reconvened the meeting at 8:12 p.m.

9. IN CAMERA

- 2016-0019 Councillor Solberg moved to meet In Camera at 8:12 p.m. - Carried.
- Councillor Kilpatrick left the meeting at 9:14 p.m. and returned at 9:15 p.m.
- 2016-0020 Councillor Solberg moved to return to regular session at 9:15 p.m. - Carried.
- 2016-0021 Audit Services Councillor Crozier moved that Administration be authorized to engage KPMG for the audit services for the year of 2015, and further that Administration sign a contract with KPMG for the fiscal years ended December 31, 2016, December 31, 2017 and December 31, 2018, adjusted for inflation and any changes in scope, with an option for a two year extension (fiscal years ended December 31, 2019 and December 31, 2020). - Carried.

10. ADJOURNMENT

- 2016-0022 Adjournment Councillor Kilpatrick moved to adjourn the meeting at 9:17 p.m. - Carried.

Mayor

Manager of Legislative and Land Services

MINUTES

ABSENT: Members: B. Duncan, E. Solberg

5. ADJOURNMENT

B. Vine moved adjournment of the meeting at 12:36 pm.
- Carried.

Chairman

Secretary

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 25, 2016

PROPOSED BY: Director of Community and Protective Services

TOPIC: Community Peace Officer Program

PROPOSAL: That the Town of Redcliff adopt the Community Peace Officer Operational Policy and enter the community peace officer program.

BACKGROUND:

The Town of Redcliff recognizes the need to provide a safe public environment for its ratepayers, residents and visitors; and to protect the Town of Redcliff's interests, including but not limited to; Municipal By-Law Enforcement, Community Standards, Community Safety, Traffic Safety, Road Infrastructure, Parks, Campgrounds, General Liability and Safety concerns, Emergency Response and all other Municipal owned properties and interests. The Town of Redcliff believes that it is beneficial to provide this level of service through the professional and effective services provided by a Community Peace Officer 2.

The value of participating in such a program will enhance the on the job safety of the Town of Redcliff Bylaw Enforcement Officer. A Community Peace Officer – Level 2 (CPO2) appointment fulfills a range of roles that are administrative in nature or have a narrow focus. Authority at this level does not include moving violations under the Traffic Safety Act or any elements of the Gaming and Liquor Act.

Highlights:

There is no uniform requirement for a CPO 2; however, the Level 1 uniform and vehicle requirements may be utilized if the authorized employer so desires (this is something that may be considered in the future; however administration does not recommend such at this time.)

A Community Peace Officer Level 2 are not permitted to drive vehicles with red/blue lights and thus will allow the current Bylaw Enforcement Vehicle to meet specified standards.

Through the Sheriff's Office located at the Redcliff Protective Services Building the CPO 2 would have access to Canadian Police Information Centre (CPIC). Access to this will provide enhanced ability to enforce municipal traffic related bylaws as it will assist in determining the registered vehicle owner. Access to such information will also greatly improve safety for the Bylaw Enforcement Officer as it provides the officer with historical information.

POLICY/LEGISLATION:

Part 2 Section 7 (a) of the Municipal Government Act RSA 2000 Chapter M-26 provides the municipality with the general jurisdiction to pass bylaws in relation to the safety, health and welfare of people and the protection of people and property;

OPTIONS:

1. To approve the Community Peace Officer Operational Policy and make application to Alberta Justice and Solicitor General to enter the Peace Officer Program.
2. To remain status quo.

ATTACHMENT:

Proposed Community Peace Officer Operational Policy and Procedures Manual

RECOMMENDATION:

That Council considers option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff approve Policy #128, and make application to Alberta Justice and Solicitor General to enter the Peace Officer Program. .
2. Councillor _____ moved that the Town of Redcliff remain status quo and continue with existing municipal enforcement program.

SUBMITTED BY:


Department Head


Municipal Manager

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

Approved by Council:

COMMUNITY PEACE OFFICER OPERATIONAL POLICY AND PROCEDURES MANUAL

BACKGROUND:

The Town of Redcliff recognizes the need to provide a safe public environment for its ratepayers, residents and visitors; and to protect the Town of Redcliff's interests, including but not limited to; Municipal By-Law Enforcement, Community Standards, Community Safety, Traffic Safety, Road Infrastructure, Parks, Campgrounds, General Liability and Safety concerns, Emergency Response and all other Municipal owned properties and interests. The Town of Redcliff believes that it is beneficial to provide this level of service through the professional and effective services provided by a Community Peace Officer.

POLICY:

1. The Town of Redcliff continues to commit to the provision of Bylaw Enforcement services which falls within the Department of Community and Protective Services.
2. The Town of Redcliff Community and Protectives Services shall follow the directives as stated within the *Peace Officer Act, Statutes of Alberta, 2006, Chapter P-3.5*, the *Peace Officer Regulations* and the *Alberta Solicitor General's Public Security Peace Officer Program Policy and Procedures Manual* as amended from time to time.
3. The Community Peace Officer and/or By-law Enforcement Officer shall follow the "Town of Redcliff's Community Peace Officer Operational Procedures Manual" as amended from time to time. Attached to and forming part of this policy as Schedule "A".
4. In addition to all directives and operational requirements as stated within the "Town of Redcliff's Community Peace Officer Operational Procedures Manual" the Community Peace Officer and/or By-law Enforcement Officer shall abide by all other policies and bylaws as sanctioned by the Town of Redcliff, as amended from time to time.



Peace Officer Policy and Procedures

SCHEDULE "A"

TOWN OF REDCLIFF

COMMUNITY AND PROTECTIVE SERVICES DEPARTMENT

COMMUNITY PEACE OFFICER

OPERATIONAL PROCEDURES MANUAL

Version: 2016.



Peace Officer Policy and Procedures

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7.1	Memorandums of Understanding
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Peace Officer Policy and Procedures

- 7.10 Hazard Control
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- 8.0 Handling of Complaints
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- 10.0 Records management System (RMS)
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 - 10.2 Personnel Records
- 11.0 Training
- 12.0 Requirement to Report to Director of Law Enforcement
- 13.0 C.P.I.C. (Canadian Police Information Centre)



SUBJECT: MISSION STATEMENT

Policy No: 1.0

1. The Town of Redcliff is committed to serving the community of Redcliff by providing a professional and effective Community and Protective Services Department. The Community and Protective Services Department's Community Peace Officer(s) are committed to protecting the Town of Redcliff interests, including but not limited to; Municipal By-Law Enforcement, Community Standards, Community Safety, Traffic Safety, Road Infrastructure, Parks, Campgrounds, General Liability and Safety concerns, Emergency Response and all other Municipal owned properties and interests.

SUBJECT: MISSION STATEMENT – OBJECTIVES

Policy No: 1.1

1. The Town of Redcliff adopts the following objectives (priorities) in fulfilling its Mission Statement:
 - a. **Municipal By-law Enforcement:** The Community Peace Officer(s) shall endeavour to protect the public, enhance liveability and promote a safe community environment by enforcing all applicable Town of Redcliff Municipal Bylaws. The Community Peace Officer(s) shall also endeavour to provide Public Education on various Municipal By-laws, Regulations and Municipal Policy.
 - b. **Traffic and Road Safety:** The Community Peace Officer(s) shall endeavour to provide an appropriate level of Traffic Safety on Municipal roads by enforcing the Traffic By-law, The Traffic Safety Act and other applicable traffic laws and regulations. The Community Peace Officer(s) shall also endeavour to be involved in Traffic Safety Programs and Public Education initiatives.
 - c. **Community Standards and Safety:** The Community Peace Officer(s) shall endeavour to provide a level of Community Standards and Community Safety control, Including but not limited to; Noise Abatement, Untidy and Unsightly Properties, Weed Control, Animal Control, Bullying, Land Use issues within The Town of Redcliff by enforcing applicable Community Standards and Community Safety By-laws. The Community Peace Officer(s) shall also endeavour to be involved in Public Education initiatives related to Community Safety and Standards.
 - d. **Parks, Campgrounds:** The Community Peace Officer(s) shall endeavour to maintain peace and public order in Town Parks, Campgrounds, and all other municipal properties. This includes enforcing applicable By-laws and other legislation as required. The Community Peace Officer(s) shall also endeavour to proactively address general concerns before they become problematic.
 - e. **Off-Highway Vehicles:** The Community Peace Officer(s) shall endeavour to provide an appropriate level of Off Highway Vehicle Safety enforcement on Municipal roads by enforcing the Off Highway Vehicles By-law, The Traffic Safety



Peace Officer Policy and Procedures

Act and all other applicable Off Highway Vehicle laws and regulations. The Community Peace Officer(s) shall also endeavour to be involved in Off Highway Vehicle Safety Programs and Public Education initiatives.

- f. **Public Consumption of Liquor and Public Intoxication:** The Community Peace Officer(s) shall endeavour to provide support to the Rooyal Canadian Mountain Police and shall also endeavour to be involved in public education initiatives.
- g. **Investigating Complaints:** When Community Peace Officers receive complaints of alleged breaches of Municipal By-laws or Provincial Statutes contained within their appointments, they shall endeavour to investigate these breaches in a fair and consistent manner as thoroughly as time and resources allow and, where possible, advise the complainant and stakeholders of the outcome of the investigation.
- h. **Assisting Other Agencies:** With The Town of Redcliff Public Safety Operational needs being the primary requirement, The Community Peace Officer(s) shall endeavour to assist other law enforcement agencies when required or requested. Consideration will be given to the time and resources available, nature of the investigation/request, liability issues, and other concerns that may arise. The Community Peace Officer(s) shall also endeavour to maintain partnerships and effective liaison with other Law Enforcement agencies and Community Organizations. As noted in Policy 8.0, the Community Peace Officer(s) shall endeavour to establish formal and informal partnerships with other Law Enforcement agencies, as required, to respond to issues of mutual concern.
- i. **Protection of Road and Municipal Infrastructure:** The Community Peace Officer(s) shall endeavour to protect the Municipal and Road infrastructure within the Town, by enforcing all applicable Municipal By-laws, Road Use Agreements and appointed Provincial Statutes. The Community Peace Officer(s) shall also endeavour to provide public education on Commercial Vehicle Safety, Dangerous Goods Transportation and Infrastructure Protection.
- j. **Emergency Response:** The Community Peace Officer(s) shall participate in Emergency Management and shall assist with any Major Disaster, Wildland Fire or other large scale emergency.

SUBJECT: APPLICATION OF POLICY

Policy No: 1.2

- 1. This policy manual applies to the members of The Town of Redcliff Community and Protective Services Department, in particular, the Community Peace Officer(s) and/or By-law Enforcement Officer.
- 2. Throughout this policy where the term “he” is used, the term refers to masculine, feminine, singular and plural subjects.



Peace Officer Policy and Procedures

3. In cases of any discrepancies between this policy and other policies adopted for The Town of Redcliff, the order of precedence shall be:
 - a. Town of Redcliff Human Resource Policies;
 - b. Occupational Health and Safety Acts, Manuals and Policies;
 - c. Community Peace Officer Standard Operating Procedures/Policies;
 - d. Other Departmental Policies.
4. The *Peace Officer Act* and its' Regulations and the Public Security Peace Officer Policy and Procedures Manual shall be the legislative governing documents in the duties of the Community Peace Officer, and all other Town sanctioned policies and By-laws.

SUBJECT: TIME SCHEDULE

Policy No: 2.0

1. A time schedule of hours of service shall be prepared by the Community Peace Officer prior to the commencement of the schedule.
2. The schedule shall be subject to approval of the Municipal Manager or his designate (Director of Community and Protective Services) and is subject to change upon his request or mutual agreements.
3. Where it is deemed necessary for the purposes of coverage or commitment, the schedule may be changed. Changes shall be noted by the Municipal Manager or his designate (Director of Community and Protective Services).
4. A copy of the time schedule shall be submitted to the Municipal Manager or his designate (Director of Community and Protective Services) and the RCMP detachment, if required.
5. Copies of the schedule(s) shall be maintained for no less than three (3) years for audit purposes, or as directed by Town of Redcliff policy.
6. Shifts are based on a 40-hour work week (averaged over the month).
7. All time in which the Community Peace Officer is actively involved in the performance of his duties, as per his job description, shall be considered to be on duty time.



SUBJECT: OVERTIME

Policy No: 2.1

1. The Community Peace Officer(s) shall sign an Overtime Agreement in accordance with The Town of Redcliff Policy.
2. All time off shall have prior approval by the Municipal Manager or his designate (Director of Community and Protective Services) and shall be in accordance with The Town of Redcliff Policy.
3. The Community Peace Officer(s) shall be on call for the purposes of providing response to emergent situations.

SUBJECT: JURISDICTION

Policy No: 3.0

1. Community Peace Officer(s) shall enforce only those laws listed in their Provincial Appointments.
2. In no event shall a Community Peace Officer act in an official capacity outside of his appointed jurisdiction or his appointed authority unless:
 - a. the Community Peace Officer is investigating a matter which originated in his jurisdiction;
 - b. the Community Peace Officer is attending court as a witness or on docket duty;
 - c. the Community Peace Officer has been requested by an RCMP Member, or other peace officer, to assist, provided the request is within the Community Peace Officer's Appointments;
 - d. the Community Peace Officer encounters a person in need of assistance while the Community Peace Officer is on a routine patrol from one assigned area to another. The Community Peace Officer may render assistance until such time the agency responsible arrives.
3. Calls received from a person outside of a Community Peace Officer's appointed jurisdiction shall be handled as follows:
 - a. advise the caller that they have called the wrong agency
 - b. supply the caller with the telephone number for the appropriate agency
4. Community Peace Officer's encountering any Criminal Code violations shall follow the procedure outlined in the Criminal Code Offence Procedure, unless otherwise directed by the RCMP.



Peace Officer Policy and Procedures

5. Shall a call be received in relation to a Criminal Offence, ask the caller to contact the RCMP. In no event is a Community Peace Officer to enter into or tamper with a possible crime scene, unless to render emergency assistance to the public, another Peace Officer or as directed by the RCMP.

SUBJECT: EXPANDED JURISDICTION REQUESTS

Policy No: 3.1

1. A Community Peace Officer's jurisdiction under a normal course of duty is restricted to The Town of Redcliff as per the Authorization to Employ and the Peace Officer Appointment as issued by the Alberta Solicitor General and Public Security.
2. As per the Alberta Solicitor General and Public Security Peace Officer Program Policy, a Community Peace Officer may act outside of their normal Jurisdiction for the purposes of Safety Issues, Emergency Vehicle Response, Courthouse Issues and to Facilitate Joint Forces Operations, under the following circumstances:
 - a. A Safety Issue is witnessed where public safety is clearly put at risk.
 - b. A written invitation of a Police Agency or Provincial Enforcement agency with unrestricted jurisdictional authority in Alberta, where the enforcement is part of a specific enforcement initiative of a short duration on Primary and/or Secondary digit highways.
 - c. Anywhere in Alberta with the written invitation of the Police Service of jurisdiction, Alberta Peace Officer Agency or the resident Community Peace Officer agency.
 - d. A Community Peace Officer's expanded jurisdiction only applies to 1 and 2 digit highways under the following circumstances: Joint Forces Operation in which the Peace Officer has been invited as per Section 3.1 (2) (b) of this policy and Emergency Response when done in accordance with section 24 (13) (1) of the Peace Officer Program Policy Manual.
3. All copies of invitations addressed to The Town of Redcliff Community Peace Officers shall be maintained as a record of The Town of Redcliff.
4. Jurisdictions that do not form part of the home jurisdiction may not be patrolled by a Community Peace Officer as a part of their normal duties.

SUBJECT: PERSONAL APPEARANCE

Policy No: 4.0

1. The Community Peace Officer(s) shall wear a complete uniform while on duty unless otherwise approved by The Town of Redcliff.
2. The Community Peace Officer(s) shall not wear any part of the uniform when off duty.



Peace Officer Policy and Procedures

3. The Community Peace Officer(s) are required to keep their uniform kit in good, clean condition and are required to correct damaged articles as soon as practicable.
4. The complete uniform shall be worn during public seminars, speeches, meetings and during court appearances.
5. The Community Peace Officer(s) shall maintain a high level of personal hygiene when on duty.
6. The Community Peace Officer(s) shall keep their hair neatly trimmed; this applies to the moustache and beard, if worn.
7. The uniform belt and accessories shall be kept polished. The same applies to the boots or shoes.
8. The Community Peace Officer shall carry their Identification Card issued by the Alberta Solicitor General and Public Security while on duty.
9. The Community Peace Officer(s) shall be issued a badge as approved by the Alberta Association of Community Peace Officers (AACPO) and the Alberta Ministry of Justice and Solicitor General. The Community Peace Officer(s) shall also be issued a name tag.
 - a. The wallet badge shall be carried in the wallet issued to the Community Peace Officer.
 - b. The name tag shall be worn on outer clothing during on duty time so as to be visible by the public.
 - c. If a badge is lost or stolen, the Community Peace Officer shall report it to his supervisor and the RCMP. The RCMP shall then enter it on CPIC. The badge can be re-issued to the Community Peace Officer after the incident has been investigated.

SUBJECT: EQUIPMENT AND ACCOUTERMENTS

Policy No: 4.1

1. The Community Peace Officer(s) shall carry only equipment issued to them and approved by The Town of Redcliff.
2. No Community Peace Officer shall carry or have in his or her possession, any type of equipment that is not approved while on duty.
3. No Community Peace Officer shall wear any article or uniform which is not approved while on duty.



Peace Officer Policy and Procedures

4. No Community Peace Officer shall carry any equipment issued by The Town of Redcliff when that Community Peace Officer is off duty.

SUBJECT: EQUIPMENT

Policy No: 5.0

1. All Community Peace Officers shall maintain equipment issued to them in good order.
2. All equipment shall be handled in a responsible manner.
3. Damage to any item of equipment or faulty equipment shall be reported to the Municipal Manager or his designate (Director of Community and Protective Services).
4. Negligence in the use or handling of any equipment issued shall be the responsibility of the user to repair.

SUBJECT: CARE & OPERATION OF PATROL VEHICLES

Policy No: 5.1

1. At the start and end of the shift, the Community Peace Officer(s) shall make a visual inspection of the patrol vehicle for any damage or low tire inflation or other potential problems. Findings shall be noted on the appropriate form or in the Officers Issued Duty Book.
2. The emergency equipment shall be tested before operating the vehicle.
3. The fluid levels shall be checked when fuelling up the vehicle.
4. While on patrol, unless otherwise required in the execution of duties, the Community Peace Officer(s) shall not exceed the posted speed limit and shall obey all rules of the road. (Set a good example).
5. When in attendance to an emergency call, the emergency warning lights shall be used.
6. The Community Peace Officer(s) shall operate the patrol vehicle in a responsible manner at all times, particularly when responding to an emergency call.
7. The Community Peace Officer(s) shall position the patrol vehicle during a violator stop, to provide protection for himself and the violator.
8. The use of the patrol vehicle shall be restricted to Community Peace Officer Operations, Town sanctioned business or other duties as approved by the Municipal Manager or his designate (Director of Community and Protective Services). Including but not limited to; attendance at courses, conferences, meetings, etc.
9. The patrol vehicle shall be kept in a neat, orderly and clean condition.



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10. Patrol vehicles shall be kept in a state of “operational readiness.”
11. Seatbelts shall be worn by all Community Peace Officers at all times as per the Traffic Safety Act of Alberta and its Regulations.
12. Vehicle marking shall be in accordance to the Public Security Peace Officer Program Policy and Procedures Manual.

SUBJECT: REPLACEMENT OF PATROL VEHICLES

Policy No: 5.2

1. It is recognized that the Community Peace Officer(s) require patrol vehicles that are dependable and well maintained, in order to meet the demands of their work, and ensure their safety while conducting their duties.
2. The Town of Redcliff desires that vehicles and equipment be kept in good condition and replaced as required on a rotating basis.
3. Patrol vehicles shall be considered for replacement in accordance with The Town of Redcliff Policies.
4. Capital reserves shall be maintained for the replacement of vehicles and minimum reserve shall be maintained so that sufficient funds are available for the replacement of one vehicle plus a contingency for unforeseen costs.

SUBJECT: ROUTINE PREVENTATIVE PATROL

Policy No: 6.0

1. Patrol areas shall be checked at varying times and no set pattern shall be followed.
2. The Community Peace Officer(s) shall watch for municipal by-law, traffic and other violations, as well as suspicious persons or activities in his or her patrol area.

SUBJECT: OPERATIONAL POLICIES

Policy No: 7.0

1. The Community Peace Officer(s) shall:
 - a. Schedule a weekly briefing during their block of shifts with the Municipal Manager or his designate (Director of Community and Protective Services) to discuss and apprise them of any issues.
 - b. The Community Peace Officer(s) shall notify their availability to the Redcliff RCMP during shifts that start and or finish after Town of Redcliff Office hours.



Peace Officer Policy and Procedures

- c. The Administrative support shall be informed if the Community Peace Officer(s) shall be on patrol in the Town limits or available in the office.
 - d. Communications with the office shall be confirmed.
2. Before initiating a patrol shift, the Community Peace Officer(s) shall check equipment as per Policy 5.0 and Policy 5.1
3. Any time that the Community Peace Officer(s) is not available it shall be relayed to the Municipal Manager and/or his designate (Director of Community and Protective Services). Acceptable leaves shall be:
 - a. Courses or departmental training
 - b. Meetings or seminars
 - c. Other (vehicle maintenance, scheduled work related appointments).
4. During a work shift, the Community Peace Officer(s) shall abide by all the policies of The Town of Redcliff.

SUBJECT: MEMORANDUMS OF UNDERSTANDING

Policy No: 7.1

1. Town of Redcliff may enter into agreements and memorandums of understanding with other municipalities and agencies in areas of mutual concern.
2. Any such agreement or M.O.U. shall form part of this policy (appendix).
4. The current agreements should include:
 - a. The Town of Redcliff and Redcliff RCMP as per Section 17 of the *Peace Officer (Ministerial) Regulations*
 - b. The Town of Redcliff and Alberta Transportation of Dangerous Goods and Rail Safety Branch
 - c. The Town of Redcliff and the City of Medicine Hat and Cypress County, if required.
 - d. The Town of Redcliff and Alberta Commercial Vehicle Enforcement Branch – Commercial Vehicle Safety Alliance Inspections and Certification Maintenance

SUBJECT: MAKING ARRESTS

Policy No: 7.2

1. The Community Peace Officer(s) shall avoid making an arrest if other reasonable options are available.



Peace Officer Policy and Procedures

2. The Community Peace Officer shall only arrest if he has legal authority to do so.

SUBJECT: USE OF BITE STICK

Policy No: 7.3

EXTENDABLE BITE STICK

1. Town of Redcliff may issue extendable bite stick to appointed Peace Officers who may be required to utilize extendable bite sticks during the execution of Peace Officer duties.
2. Extendable bite sticks must only be used in cases where a lesser amount of force would be ineffective.

RESTRICTION ON USE OF EXTENDABLE BITE STICK

1. A Peace Officer may carry the extendable bite stick only when on duty as a Peace Officer. An extendable bite stick worn by a Peace Officer must be carried in the issued scabbard.
2. A Peace Officer will only carry and use extendable bite stick that are issued by Town of Redcliff and authorized by Alberta Justice and Solicitor General.
3. Extendable bite sticks must only be used as a defensive tool.
4. Members will not allow, lend or provide to any person, not duly authorized by law, to handle, possess or use the extendable bite stick.

POST INCIDENT GUIDELINES

1. A member involved in an occurrence where the extendable Bite Stick was deployed, shall advise the police service of jurisdiction (RCMP) forthwith of the deployment of the bite stick and request their attendance/assistance.
2. Members will provide immediate medical attention if required.
3. As soon as practical, a Peace Officer must advise the Municipal Manager of the occurrence, and complete an incident report form.

SUBJECT: SEIZURE OF MOTOR VEHICLES

Policy No: 7.4

1. Motor vehicle seizure can be exercised under the legislative authority.
2. It is suggested that our Community Peace Officer(s) not impound motor vehicles when other reasonable means of handling the situation are available.



Peace Officer Policy and Procedures

3. In situations where the vehicle shall be impounded, the following procedures shall be followed:
 - a. The investigating Community Peace Officer shall complete a vehicle impound form
 - b. The driver of the vehicle being towed shall be given their copy of the Impound form, if the driver is on site. The applicable copy shall be mailed to the registered owner where there is no driver present.
 - c. The driver of the tow truck shall be given their copy of the Impound form
 - i. The vehicle shall be towed to the closest secure vehicle storage location.
 - ii. In situations where a complaint has been received from a property owner the investigating Community Peace Officer shall first make a reasonable attempt to locate the owner of the vehicle involved before towing the vehicle.

SUBJECT: ANIMAL AND DOG ATTACKS

Policy No: 7.5

1. The Town of Redcliff views animal and dog attacks to be serious incidents. Therefore, when a complaint of a possible animal or dog attack is received by a Community Peace Officer, Police Officer or other Town designate, they shall make all reasonable efforts to notify the Municipal Manager or their designate (Director of Community and Protective Services) and they shall be kept apprised of the on going status of the investigation.
2. The scene of an Animal or Dog attack shall be secured, if warranted, to protect physical evidence. The Community Peace Officer may photograph and seize any evidence at the scene.
3. The Community Peace officer shall obtain statements from victims and witnesses.
4. If a dog is suspected, based upon reasonable and probable grounds, the Community Peace Officer shall seize the dog. If the dog is on private property and kept outside, according to s.542 of the Municipal Government Act (this being an extraordinary circumstance), the Community Peace Officer may enter onto the property to affect the seizure. If the dog is kept inside, the Community Peace Officer may enter the building after obtaining a warrant.
5. The Community Peace Officer may take the dog to a veterinarian. The veterinarian shall examine:
 - a. dog's teeth for victim's hair/flesh between teeth
 - b. dog's coat for victim's blood on coat



Peace Officer Policy and Procedures

- c. dog's stool for analysis for victim's hair or fibres; and
 - d. dog's bite pattern for compatibility with victim's injuries.
6. All samples or exhibits seized (hair, fibre, blood, stool, etc.) may be sent to the RCMP crime lab for analysis.
7. The goal of the investigation shall link the suspect animal to the victim, through the use of physical evidence.

SUBJECT: COMMUNICABLE DISEASES

Policy No: 7.06

POLICY

1. Community Peace Officer(s) of The Town of Redcliff may in the course of their duties be exposed to communicable diseases:
- a. Blood borne diseases, such as Hepatitis B and C and Acquired Immune Deficiency Syndrome (AIDS)
 - b. Diseases spread through the respiratory system such as meningococcal disease and infectious tuberculosis.
 - c. It is policy of Town of Redcliff to implement health and safety programs to protect its staff from exposure to these hazards.

RESPONSIBILITY

1. Town of Redcliff is responsible to:
- a. Assess and identify potential risks of exposure to communicable diseases in the workplace;
 - b. Provide appropriate measures and procedures to minimize the risk;
 - c. Provide education training regarding the risks, preventative procedures and potential health hazards to its staff;
 - d. Provide appropriate protective clothing and equipment;
 - e. Provide immunization vaccinations for Hepatitis, Rabies, Tetanus at no cost to its workers;
 - f. Reimburse workers for Hepatitis, Rabies, and Tetanus immunization costs provided the vaccine was administered while the worker was an active Community Peace Officer of the Town of Redcliff.



Peace Officer Policy and Procedures

2. Community Peace Officer(s) have the responsibility to:
 - a. remain up-to-date with immunizations'
 - b. participate in TB screening programs;
 - c. participate in educational sessions on the prevention of transmission of communicable disease;
 - d. use personal protective equipment and follow protective procedures as required;
 - e. report to the Safety Officer as soon as possible after an occupational exposure to an airborne pathogen and blood/bloody body fluid;
 - f. follow directions of the Safety Officer with regard to obtaining medical care and treatment as soon as possible following exposure;
 - g. Ensure their Hospital Admission Record includes the name Town of Redcliff

PROCEDURES

1.0 IMMUNIZATION

- 1.0 Every Community Peace Officer of The Town of Redcliff shall complete an Immunization Form requesting or refusing hepatitis, Rabies, and/or Tetanus vaccination prior to completion of their probationary period. (See Appendix "A")
- 1.1 The Town of Redcliff shall make the necessary arrangements for the immunization program at no cost to the employee.
- 1.2 If an employee leaves the department prior to completion of the series of vaccine shots, The Town of Redcliff is not responsible to continue with the program.
- 1.3 An employee may request change in participation in the program by submitting a new Immunization Form.

2.0 NOTIFICATION

- 2.1 If a Community Peace Officer believes that he/she has been exposed to an airborne pathogen or blood/bloody body fluid, the Community Peace officer shall as soon as possible after the exposure, attend the nearest Health Care Facility or Hospital for examination and consultation.
- 2.2 The Community peace Officer shall obtain immediate medical care and treatment following an occupational exposure as advised by a qualified medical practitioner and shall follow through with appropriate medical care.
- 2.3 The Community Peace officer shall ensure that the injury/exposure is properly documented.



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- 2.4 The Community Peace Officer shall, within 48 hours of the exposure, complete an Incident Assessment Form (See Appendix 'B') and forward to the Municipal Manager and/or his designate (Director of Community and Protective Services) for review.

3.0 CONFIDENTIALITY

- 3.1 Confidentiality of both the employee and the source patient is extremely important. These concerns are particularly relevant to HIV because of the possible adverse consequences of any breach of confidentiality.
- 3.2 Any advice given to the employee by the Medical Officer of Health shall respect this confidentiality. To this end, the Medical Officer of Health may give advice as to what measures need to be undertaken to ensure the employee is protected without releasing the exact diagnosis of the patient.
- 3.3 Any medical assessment done for the employee shall remain confidential.

4.0 WORKER PRECAUTIONS

- 4.1 Hands shall be washed after any contact with a patient, even if gloves have been worn, using the following procedures: wet hands first, dispense soap from container, wash hands with warm water and lots of friction – lather and scrub for about 15 seconds – rinse well under running water, dry hands with clean paper towel and use towel to turn off faucets.
- 4.2 In many emergency situations, there shall be no hand washing facilities and it shall not be possible for responders to wash immediately. In those cases, responders shall use waterless antiseptic hand cleaner and follow the manufacturer's instructions. Wash hands with soap and water as soon as possible.
- 4.3 Disposable medical gloves shall be worn at all times whenever there is a risk of exposure to blood, other body fluids (vomit, etc.) or rashes (open sores, wounds). Gloves shall be changed between handling different people at the emergency scene if possible. When wearing gloves, responders shall avoid touching any personal items i.e. combs.
- 4.4 After use and before leaving the emergency scene, gloves shall be placed in the disposal bag on the rescue or EMS unit attending the scene. Hands shall be washed in accordance with 4.1 as soon as possible after removing gloves.
- 4.5 Eye shields and/or protective eyewear shall be worn when there is a risk the responder may be splashed with blood or body fluids.
- 4.6 Contact shall be avoided with any sharp objects or instrument, including needles, unless wearing the appropriate type of heavy glove.



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- 4.7 Use the proper resuscitation equipment when someone in an emergency situation requires resuscitation.
- 4.8 Any clothing or protective gear spattered with blood or other body fluids shall be handled as little as possible and washed in a washing machine as soon as possible after the incident. Boots can be washed with a solution of 1:10 bleach and water.
- 4.9 When cleaning emergency equipment, responders shall wear disposable gloves. Blood or other body fluid spills on equipment or vehicles shall be cleaned with cleaners or disinfectants intended for environmental use. Disposable towels can be used to wipe fluids off surfaces. An appropriate germicide or 1:10 solution of bleach and water can be used to decontaminate and area.



Peace Officer Policy and Procedures

IMMUNIZATION FORM

Please read the following options and indicate your choice by signing below.

Name: (Please Print) _____

OPTION # 1

As a responding Community Peace Officer of The Town of Redcliff and due to the potential exposure to a communicable disease that could affect my family and my livelihood, I hereby request Town of Fox Creek to provide the Hepatitis, Rabies, and/or Tetanus vaccination that is available. I am aware of the potential side effects and am accepting of that risk.

Date _____ Signature _____

OPTION # 2

As a responding Community Peace Officer of The Town of Redcliff, I am aware of the potential exposure to a communicable disease that could affect my family and my livelihood, and I do not wish the Hepatitis, Rabies, and/or Tetanus vaccination that is available to me.

Date _____ Signature _____

OPTION # 3

As a responding Community Peace Officer of The Town of Redcliff, I have previously received the Hepatitis, Rabies, and/or Tetanus vaccine and do not require it.

Date _____ Signature _____



INCIDENT ASSESSMENT FORM

1. How did the exposure occur?

Time: _____

- ☐ Needle stick/punctured by sharp object
- ☐ Mucous membrane exposure by _____ type of body fluid
- ☐ Laceration of the skin by _____ type of body fluid
- ☐ Non-intact skin exposed to _____ type of body fluid
- ☐ Close contact with someone with a cough, possibly TB
- ☐ Close contact with someone suspected of having meningococcal disease
- ☐ Confined in an enclosed are (eg. Vehicle, aircraft) with someone who was coughing
- ☐ Giving mouth-to-mouth resuscitation to someone
- ☐ Human, animal or insect bite
- ☐ Possible rodent defecation
- ☐ Shared drinking glasses and other utensils (describe in detail):

2. Has he/she received a full course of hepatitis B vaccine? ☐ Yes ☐ No

When did she/he receive the last dose of hepatitis B vaccine? _____

Was serology testing done to determine and worker responded to the vaccine?

☐ Yes ☐ No

When was the last testing for antibody? _____

3. What barrier precautions did the worker wear or use during the incident?

☐ goggles ☐ mask ☐ gloves ☐ apron or protective clothing



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☐ mouthpiece ☐ others (describe in detail):

Are the barriers intact? (E.g. Were the gloves torn? Did any body fluids soak through the apron?)

If workers did not use barrier procedure, why not?

4. What body fluids was the worker exposed to?

☐ blood ☐ saliva ☐ wound drainage

☐ vomit ☐ urine ☐ feces

5. How long was the contact/exposure? {E.g. The worker was in the same aircraft or vehicle for (number of hours) the worker was soaked with (type of body fluid) for at least (length of time) before washing it off.}

7. Is this exposure considered significant in the opinion of the Safety Officer?

☐ Yes ☐ No

8. Was the worker referred to MOH for further action?

☐ Yes ☐ No

9. Response from MOH?

☐ Yes ☐ No

10. Time of completion: _____

11. Are there ESW from other ERO involved?

Date _____ Signature _____



SUBJECT: CONTROL OF INFORMATION

Policy No: 7.07

1. These Standard Operating Procedures are confidential and shall be used by a Community Peace Officer and the Municipal Manager and/or his designate (Director of Community and Protective Services) of The Town of Redcliff.
2. Only a Community Peace Officer, a Member of the Royal Canadian Mounted Police and the Municipal Manager and/or his designate (Director of Community and Protective Services), shall have access to or look at any files or document relating to an investigation.
3. All evidence shall be kept in a locked cabinet unless it is required in the administration of justice.
4. All investigation files shall be kept in a locked filing cabinet separate from The Town of Redcliff main filing system.
5. Concluded investigation files shall be kept for seven (7) years after which they shall be destroyed. Concluded administration files shall be kept in accordance with The Town of Redcliff Record Retention Policy.
6. All files and documents, which reveal any details of an investigation, that shall be destroyed or discarded, shall be shredded.
7. Shall an alleged offender approach any Town employee or Councillor, other than a Community Peace Officer, regarding an argument to any prosecution, he or she shall be instructed to appear in Provincial Court on the designated date for a Judge's decision.
8. Dissemination of departmental information, other than in the administration of justice, is prohibited other than FOIP. The person violating this policy may be subject to disciplinary policies and or a civil action.
9. Information relating to the use of the online databases (MOVES and JOINS) shall be kept in strict confidentiality as provided in each program's use agreements. Any person violating these policies may be subject to disciplinary policies.

SUBJECT: ANIMAL CONTROL

Policy No: 7.8

OBJECTIVES

1. The objective of Animal Control is effective enforcement and administration of The Town of Redcliff Animal Control Bylaw. This objective shall be met using:
 - a. Effective community relation



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- b. Education
- c. Law enforcement techniques,

In the order of priority as presented.

GENERAL:

1. An Animal Control Officer is the Community Peace Officer or any other person appointed as a By-law Enforcement Officer by the Municipal Manager.
2. The Animal Control Officer shall report to the Municipal Manager and/or his designate (Director of Community and Protective Services).
3. The Animal Control Officer is responsible for the enforcement and administration of The Town of Redcliff Animal Control Bylaw.
4. The Animal Control Officer shall abide by all Town of Redcliff policies (where applicable), and follow any terms or conditions outlined in any pertinent contract.

PROCESS:

1. When an Animal Control Officer observes an offence under the Animal Control Bylaw, he/she shall investigate the offence. The Animal Control Officer may impound the dog, pursuant to the bylaw, issue a warning (written or verbal), violation tag, or violation ticket.
2. The Animal Control Officer shall serve a warning or violation tag on the owner of the dog either personally or in substitution. A violation ticket shall be served pursuant to the provisions of the Provincial Offences Procedures Act and Regulations.
3. When an Animal Control Officer impounds a dog, unless other reasonable circumstances exist, it shall be taken to The Town of Redcliff impound facility or other facility as agreed upon. The Animal Control Officer shall make all reasonable attempts to notify the owner of the dog that it has been impounded. A dog impoundment form shall be completed and submitted.

INVESTIGATIONS:

1. When a dog attack has occurred, the Animal Control Officer shall investigate and follow up on the incident.
2. When responding to a dog attack complaint, the goal of the Animal Control Officer shall be to secure evidence pertaining to the allegation. The Animal Control Officer shall direct the investigation.
3. When the Animal Control Officer concludes an investigation based on a complaint, they shall advise the complainant of the outcome of the investigation.



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4. In investigating a complaint of barking dogs, the Animal Control Officer shall try to obtain evidence to show an ongoing problem of barking that causes a disturbance to others.

DOG ADOPTIONS

1. Unclaimed dogs may be adopted from impound in accordance with The Town of Redcliff Animal Control Bylaw, Policies and any other Agreements in place.
2. When a person adopts a dog, they assume all responsibility for that dog.

SUBJECT: COMMUNITY PEACE OFFICERS w/ DISABILITIES OR PREGNANCIES

Policy No: 7.9

1. The Community Peace Officer(s) shall be subject to and directed by The Town of Redcliff Human Resources policy and any applicable Provincial Legislation.

SUBJECT: HAZARD CONTROL

Policy No: 7.10

1. The Town of Redcliff, as member of the Alberta Association of Community Peace Officers (AACPO), hereby adopts the AACPO Recommended Hazard Control Methods (as amended from time to time).
2. The AACPO Recommended Hazard Control Methods are as follows (where AACPO guidelines differ from department policy, department policy shall prevail):

INTRODUCTION

The Duties of a Community Peace Officer may vary greatly; therefore this manual shall address duties that are most commonly performed by Community Peace Officers.

This manual is divided into three parts:

1. **Duties of a Community Peace Officer** – This Part shall identify the most common duties that a Community Peace Officer may perform within The Town of Redcliff.
2. **Hazards Associated with duties of a Community Peace Officer** – This part shall identify the duties listed in part one.
3. **Hazard Control Methods** – This part shall assist in identifying some ways that we can minimize the risks to Community Peace Officers listed in part two.

CATEGORY ONE – DUTIES OF A COMMUNITY PEACE OFFICER

1. Driving Patrol Vehicles (regular passenger vehicles, bikes snowmobiles, ATV's)



2. Dangerous Goods Incidents
 3. Animal Control
 4. Traffic Direction
-

CATEGORY TWO – HAZARDS ASSOCIATED WITH DUTIES OF A COMMUNITY PEACE OFFICER

1. Driving Patrol Vehicles:
 - Injury or Death from Accidents or Collisions with other Vehicles
 - Driver Fatigue
 - Striking Pedestrians / Animals
 - Icy or Slippery Road Surfaces
 - Loss of concentration while talking on cellular phones
2. Emergency Responses
 - Injury or Death from Accidents or Collisions with other Vehicles
 - Adrenaline or Siren Syndrome
 - Striking Pedestrians / Animals
 - Being Struck by Passing Motorist
 - Uncooperative Subject
 - Risk of Injury or Death from weapons inside violator's vehicle
3. Dangerous Goods Incidents
 - Injury or Death from downed power lines, explosion, chemical spills, etc.
 - Being struck by passing motorists
 - Blood-borne & Air-borne pathogens
 - Illness from cold and inclement weather
4. Animal Control
 - Risk of injury or death due to bite or attack
 - Blood-borne pathogens
 - Being struck by passing motorist
5. Parking Infractions / Bylaw Investigations
 - Risk of injury or death due to bite or attack
 - Striking Pedestrians / Animals
 - Uncooperative Subject
 - Risk of injury or death from weapons from inside violators vehicle or residence
 - Being struck by passing motorist



CATEGORY THREE – HAZARD CONTROL METHODS

1. Driving Patrol Vehicles (regular vehicles, bikes, snowmobiles, ATV's)

Injury or death from accidents or collisions with other vehicles

All Community Peace Officers shall:

- Ensure that the patrol vehicle utilized by the Community Peace Officer is suitable for the duties required to be performed. For example: Shall the majority of driving be on hilly terrain or gravel roads then perhaps a Sport Utility Vehicle 4 X 4 would be required.
- The patrol vehicle shall be inspected from bumper to bumper, (or wheel to wheel for a bike), on a routine and frequent basis by a qualified mechanic. *Town of Redcliff vehicles shall be inspected every 10,000 kms.* Items of special interest include such things as: lighting, brakes, tires, emergency equipment, etc.
- Reflective striping/lettering can also assist in illuminating the patrol vehicle during low light conditions.
- Ensure that the Community Peace Officer respects and obeys the current applicable rules of the road. All turns shall be clearly signalled well in advance.
- If on a bicycle, snowmobile or All-Terrain Vehicle, a Community Peace Officer shall wear a safety helmet and bright reflective clothing.

Driver Fatigue

- Do not operate a patrol vehicle if tired from a lack of sleep, sickness, or taking prescription medication that can make you drowsy.
- Community Peace Officers shall drive several kilometres each day, it is vital that they take several breaks to prevent fatigue. Simply pulling over onto a side road and stretching shall be sufficient.

Striking Animals / Pedestrians

- Avoid driving on the shoulder of any highway, unless in an off-highway or All-Terrain Vehicle.
- To avoid backing over a pedestrian or objects, walk around your vehicle before getting in it.

Icy or Slippery Road Surfaces

- During the winter months, it is recommended that a Community Peace Officer's patrol vehicle be equipped with reliable winter tires for optimum traction.
- Patrol vehicles shall be equipped with ABS brakes.

Loss of concentration while talking on Cellular Phone



Peace Officer Policy and Procedures

- Most Community Peace Officers spend a lot of time on their cellular phones while inside a patrol vehicle.
- We recommend that patrol vehicles be equipped with hands free cellular phones or that Community Peace Officers pull to the extreme edge of the road and stop while talking.

2. Traffic Investigations, Emergency Responses

Injury or death from accidents or collisions with other vehicles

- When responding to an emergency situation, Community Peace officers shall activate the patrol vehicle's emergency warning lights.

Adrenaline

- Community Peace Officers can become disorientated during emergency investigations while emergency lights are activated. It is very important that Community Peace Officers try and block out any distractions caused by flashing lights and siren.

Striking Pedestrians / Animals

- Please refer to this part in the Driving Sub Section

Being Stuck by a Passing Motorist

- This section applies during a traffic stop, when the patrol vehicle is parked behind a violator's vehicle on the side of the road, or when the Community Peace Officer is standing beside the violator's vehicle.
- A Community Peace Officer shall wear either a traffic vest or bright and reflective patrol jacket when standing beside a violator's vehicle during a traffic investigation. This practice shall make a Community Peace Officer more visible to a passing motorist and the risk of being struck shall be minimized.
- When a patrol vehicle is parked behind a violator's vehicle on the side of a road during a traffic investigation, the patrol vehicle's emergency lights, especially to the rear, shall be activated.
- Whenever possible, a Community Peace Officer shall park his patrol vehicle in an offset portion behind the violator's vehicle to create a safe corridor for the Community Peace Officer approach.

Uncooperative Subject

- A Community Peace Officer shall, from time to time, come into contact with a violator with a bad attitude during a traffic / bylaw investigation.
- Try and encourage the violator to remain in his or her vehicle during the traffic stop to prevent the violator from being struck by a passing motorist and to minimize the possibility of the violator assaulting the Community Peace Officer.



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- While dealing with the violator in a firm but fair manner, always keep at least two arms lengths from the violator to provide response time shall the violator become an assailant.
- It is very important for Community Peace Officers to have adequate communications shall immediate assistance be required. Minimum communications required are: two way radios linked to the nearest Police department and a cellular phone.
- Training in Arrest & Restraint Techniques is recommended.
- A Community Peace Officer shall have the means to communicate with a dispatcher or control center to advise:
 - When he or she is coming on or going off duty.
 - Details of any traffic investigation or other situation where safety may be of concern.
 - If he or she shall be performing some extensive driving to a certain destination.

Relating to the three aforementioned situations, the dispatcher or control center shall have the ability to contact a predetermined person(s), or agency, shall the Community Peace Officer fail to call, via radio or cellular phone, within a previously established time frame.

Risk or injury or death from weapons inside the violator's vehicle

- A Community peace Officer, during a routine traffic investigation, can come into contact with criminals who possess illegal weapons and/or firearms. It is very important not to become complacent and to initially treat every traffic stop as high risk.
- Continually scan the interior of the violator's vehicle for weapons and always know where the violator's hands are. If the violator reaches into areas of suspicion, direct that person to keep his or her hands on the steering wheel or where you can see them.
- When speaking with the violator at his or her vehicle, stand slightly back of the driver's door so that the violator shall turn back and look at you. Never place any part of your body inside the window or stand directly in front of the driver's door.

3. Motor Vehicle Accidents & Dangerous Goods Incidents

Injury or death from downed power lines, explosions, chemical spills, etc.

- Upon arriving at the scene of a Motor Vehicle Accident or Dangerous Goods incident, a Community Peace Officer shall assess the entire scene for hazards before even exiting the patrol vehicle.
- If Dangerous Goods are suspected, a Community Peace Officer shall be equipped with and utilize binoculars and determine the product involved by reading the numbers on the vehicle's Dangerous Goods Placards. The Community Peace Officer shall then follow the recommendations listed in the latest edition of the Emergency Response Guidebook relating to Dangerous Goods Incidents.



Peace Officer Policy and Procedures

- Dispatch the necessary emergency response personnel to the scene to control any hazards identified.

Being Struck by Passing Motorists

- An accident scene can sometimes be littered with debris and hazards to passing motorists exist. In addition, passing motorists usually stare at the accident scene and take their eyes off of the roadway ahead of them.
- A Community Peace Officer shall make every effort to make the accident scene safe by slowing, stopping or redirecting traffic. This can be accomplished by using pylons, road flares (if no flammable or explosive materials are suspected to be involved), emergency warning lights on the patrol vehicle, etc. These traffic control devices shall be kept in the patrol vehicle at all times.
- A Community Peace Officer shall be equipped with and wear either a traffic vest or jacket shall be worn whether the Community Peace Officer is conducting traffic control or other duties inside the scene.

Blood-borne & Airborne Pathogens

- A Community Peace Officer is at risk of disease or death while assisting medically or otherwise, at an accident or Dangerous Goods incident.
- A Community peace Officer shall be equipped with and use rubber gloves and a facial barrier while dealing with an injured person or performing Artificial Respiration.
- Shall a dangerous gas or chemical be suspected at a Dangerous Goods incident, a Community Peace Officer shall stay upwind from the affected area, until 'all clear' has been given by the Dangerous Goods response official.
- It is recommended that a Community Peace Officer be immunized for protection from diseases or illnesses such as, but not limited to: Hepatitis, Influenza and Rabies.
- Shall a Community Peace Officer come into unprotected contact with potential sources of disease such as blood, mucous or chemicals, he or she shall seek medical attention immediately.

Illnesses from Cold and Inclement Weather

- When a Community Peace Officer is outside his or her patrol vehicle during cold or inclement weather, it is imperative that suitable clothing be worn to prevent illness.
- A Community Peace Officer shall be issued and wear a bright and reflective rain jacket while it is raining and a parka or similar winter jacket during cold weather.
- A toque or similar hat and gloves shall also be issued and worn by a Community Peace Officer when required.

4. Weighing Large Trucks with Portable Scales

Injury to back while lifting heavy scales



Peace Officer Policy and Procedures

- Adopt safe lifting procedures while carrying portable scales. Always bend at the knees and not at the back to prevent back strain.

Improper Storage of Scales in Patrol Vehicle

- Store portable scales in a secure rack that shall prevent the scales from becoming projectiles in the event of an accident or sudden stop.
- Store the scales at an appropriate height to prevent the Community Peace Officer from bending at the waist and reaching down into a trunk to lift them. A lower location shall certainly cause back strain and unnecessary time off of work.

Being Stuck by Passing Motorist

- Please refer to this part in the Vehicle Pursuit, Traffic Stops & Emergency Response section.

Truck Tire exploding while nearby

- After placing portable scales under tires, a Community Peace Officer shall move at least 3 metres away from the tires being weighted, while the truck drives on top of the scales.
- Once the truck has stopped on the scales, the Community Peace Officer can move in and obtain a reading.
- Before placing the truck on scales, conduct a quick inspection of the tires about to be weighted for bulges or other danger signs. If you suspect that a tire could explode, do not weigh it with portable scales.

Dangerous Chemical Spilling on Officer

- Anytime a Community Peace Officer weighs a truck hauling dangerous chemicals, he or she is at risk of being contaminated or otherwise injured by a chemical leak or sudden spray.
- Continuously check for leaky valves or other signs of a possible leak.
- Avoid standing near venting tubes as they can emit a dangerous vapour at any time.

5. Conducting Check Stops

Being Struck by Passing Motorists

- Please refer to this part in the Vehicle Pursuits, Traffic Stops & Emergency Response Section.

Uncooperative Subject

- Please refer to this part in the Vehicle Pursuits, Traffic Stops & Emergency Response Section.

6. Conducting Public Vehicle Safety Inspections



Peace Officer Policy and Procedures

Being Struck by Passing Motorists

- Please refer to this part in the Vehicle Pursuits, Traffic Stops & Emergency Response Section.

Being Struck by Vehicle being inspected

- A Community Peace Officer shall be provided with a device that can be placed around tires to prevent that truck from moving.
- A Community Peace Officer shall use the aforementioned device each time he or she shall crawl underneath the truck to conduct an inspection.

Dangerous Chemical Spilling on Officer

- A Community Peace Officer shall be equipped with and wear static resistant, polypropylene coveralls, safety goggles and gloves when performing this type of duty.
- Please refer to this part in the Weighing Large Trucks with Portable Scales Section.

7. Animal Control

Risk of Injury or Death due to bite or attack

- A Community Peace Officer shall be issued adequate gloves that cannot be punctured by the teeth of attacking animal.
- A Community Peace Officer shall be issued all the equipment required to capture a stray animal. These items may include: catch pole, nets, cages, etc.
- Shall a Community Peace Officer come into contact with a vicious animal where it appears as though it may attack, and the Community Peace officer fears for his or her safety, the Community Peace Officer shall retreat and obtain further resources such as: Tranquilizer rifle, (if authorized and trained in its use), assistance from others, etc.

Blood-borne Pathogens

- All Community Peace Officers who perform animal control duties shall be afforded the opportunity to obtain immunization against diseases such as rabies.\
- A Community Peace Officer shall be equipped with adequate gloves that cannot be punctured by the teeth of an attacking animal

Being Struck by Passing Motorists

- As some animals shall be captured on the side of the road or in the ditch, a Community Peace Officer is at risk from being struck by a passing motorist.
- A Community Peace officer shall be issued and wear a traffic vest or other bright or reflective jacket that shall increase his or her visibility to passing motorists.



CONCLUSION

The Recommended Hazard Control Methods listed in this document are not intended to be the ultimate directives on proper methods of performing the duties of a Community Peace Officer.

They shall be interpreted as being recommended methods of minimizing the risks associated with a Community peace Officer position.

A Community Peace Officer performs specialized and unique tasks, which can become very dangerous. The Alberta Association of Community Peace Officers and its Officer Safety Task Force, vigorously desire that no Community Peace Officer is ever placed into a situation where his or her safety is in jeopardy.

Shall an employer direct a Community Peace Officer to perform a specific hazardous duty not listed in this document; we strongly recommend that a Hazard Assessment be performed prior to that duty. It could be found that the Community Peace Officer requires additional resources or manpower to perform that specific hazardous duty. A Community Peace Officer may refuse to perform a duty if the situation is unsafe or uncomfortable in their discretion.

SUBJECT: EMERGENCY RESPONSE

Policy No: 7.11

1. Only Community peace Officers that have completed the forty (40) hour Emergency Vehicle Operators Course and have the emergency response authority listed on their Peace Officer appointment may respond to calls for service utilizing emergency equipment.
2. Emergency Response shall not be conducted for:
 - a. Non-Injury Motor Vehicle Collisions
 - b. Providing backup to Police or Peace officers where there is a Police Officer closer and already responding to the situation, unless requested by the RCMP to attend.
 - c. Any other non-urgent situation.
3. All situations where there is a possibility of an emergency response shall be evaluated by the Community Peace Officer to continually assess the risk between providing services on-scene, and the increased risk to the Community Peace Officer and the Public while responding in an emergency response capacity. Public Safety and the safety of the situations. At all times the Community Peace Officer shall take into account:
 - a. The seriousness of the incident;
 - b. The road and weather conditions;
 - c. The volume of vehicle and pedestrian traffic;
 - d. The area (urban vs. Rural);



- e. The distance to travel.
- 4. Any collisions resulting from an emergency response by a community Peace Officer shall be reported to the Director of Community and Protective Services.

SUBJECT: HANDLING PUBLIC COMPLAINTS AND ADMINISTRATION FOR COMMUNITY PEACE OFFICERS

Policy No: 8.0

1. Complaints or other information about inappropriate conduct of a Community Peace Officer shall be directed to the Municipal Manager at The Town of Redcliff Municipal Office, 1-3rd Street NE Box 40 Redcliff, AB T0J 2P0. All Complaints shall be accepted and dealt with according to the established policy.
2. Complaints shall be in writing AND signed by the Complainant.
3. If the complaint is “internal” in nature, any Town of Redcliff Human Resources Policy shall be followed. “Internal” complaints refer to issues arising between staff members, or staff and supervisor, over the interpretation, meaning, operation or application of any term or condition of employment, with the exception of the classification of a position, an employee, contract employee or volunteer.
4. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall, within 30 days and in writing, acknowledge receipt of the complaint to the complainant. In addition to this, an Incident report (form # JS3535), shall be completed and submitted to the Alberta Justice and Solicitor General, Peace Officer Program.
5. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall notify the Community Peace Officer, except whereas it may be reasonably suspected that:
 - a. The complainant maybe placed in danger if the Community Peace Officer were to be informed;
 - b. The Complainant may face other inappropriate action by the Community Peace Officer should they be informed;
 - c. That notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the Peace Officer Act;
 - d. A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Community Peace Officer could impede any resulting police or other investigative agency investigation, or;



Peace Officer Policy and Procedures

- e. Any other situation identified by The Town of Redcliff or Director of Community and Protective Services in which it may be appropriate to delay informing the Community Peace Officer about the complaint.
6. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - a. Incident reports
 - b. Dispatch logs
 - c. Officer notebook(s)
 - d. Court reports
 - e. Legal documents
7. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall notify the complainant, the peace officer involved if appropriate, and Director (Peace Officer program) as to the status of the investigation at least once every 45 days.
8. The Community Peace Officer shall be given an opportunity to make a full response to the allegations and supporting evidence. The Community Peace Officer shall have opportunity to contact legal counsel, at his own expense, before responding to the allegation and shall, if he so chooses, have a witness or legal counsel present at all stages of these proceedings.
9. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall notify the complainant, the Community Peace Officer(s) involved, and the Director of Law Enforcement of the disposition of the complaint using the wording as found in Section 22 of the *Peace Officer Ministerial Regulations*, which reads as follows:
 - a. **“The complaint is unfounded”**. This means that on the basis of a thorough investigation, no reasonable belief exists that the complaint has merit or basis.
 - b. **“The complaint is unsubstantiated”**. This means that on the basis of a thorough investigation that there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - c. **“The complaint is found to have merit in whole or part”**. This means that on the basis of a thorough investigation that:
 - i. “in whole”, a reasonable belief exists that the Community Peace Officer has engaged in misconduct in regards to the entirety of the complaint, or;



Peace Officer Policy and Procedures

- ii. “in part”, a reasonable belief exists that the Community Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its’ entirety.
 - d. **“The complaint is frivolous, vexatious or made in bad faith”**. This disposition shall be used when the Municipal Manager and/or his Designate (Director of Community and Protective Services) chooses NOT to investigate the complaint as per Section 15(2) of the *Peace Officer Act*, which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
 - “frivolous” means a complaint intended merely to harass or embarrass;
 - “vexatious” means a complaint that has no basis in fact or reason, with its purpose to bother, annoy, and embarrass the Community Peace Officer or The Town of Redcliff;
 - “Bad faith” means filling a complaint with intentional dishonesty or with the intent to mislead.
 - e. Reasons for NOT investigating complaints by reason of the above definitions, it shall be explained in writing to the complainant and advise them of the ability to appeal to the Director of Law Enforcement as per standard appeal process.
11. In the event a complaint is found to have merit in whole or part, the Municipal Manager and/or his Designate (Director of Community and Protective Services) shall state what disciplinary action has been taken and it shall be in accordance with The Town of Redcliff’s Human Resource Policy.
 12. The conclusion letter issued to the complaint shall contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by The Town of Redcliff shall be addressed to the Director of Law Enforcement as required under Section 15 of the Peace Officer Act.

“PLEASE BE ADVISED YOU HAVE THE RIGHT OT APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL SHALL BE IN WRITING AND INITATED WITHIN 30 DAY OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL CORRESPONDANCE TO THE DIRECTOR SHALL BE SENT TO:

DIRECTOR OF LAW ENFORCEMENT

10TH FLOOR, 10365-97 STREET

EDMONTON, AB T5J 3W7”



Peace Officer Policy and Procedures

13. The Municipal Manager and/or his Designate (Director of Community and Protective Services) may resolve minor complaints informally with a solution that is satisfactory to all parties.
14. On a monthly basis, The Town of Redcliff shall submit details of complaints made against its' Community Peace Officer(s) to the Alberta Solicitor General's Public Security Division.

SUBJECT: CODE OF CONDUCT

Policy No: 8.1

A Community Peace Officer shall not:

1. Violate:
 - a. an Act of Parliament of Canada,
 - b. an Act of the Legislature of Alberta,
 - c. any Regulation made under an Act of either Parliament of Canada or the Legislature of Alberta, or
 - d. any provision of the Community Peace Officer's appointment
2. Act in:
 - a. a disorderly or inappropriate manner; or
 - b. a manner that would be harmful to the organizational discipline or is likely to discredit the reputation of law enforcement;
3. Apply the law differently or exercise authority on the basis of race, colour, religion, sex, physical disability, marital status, age, ancestry or place of origin;
4. Withhold or suppress a complaint against or a report made about a Peace Officer;
5. Neglect, without a lawful excuse, to promptly or diligently perform the duties as a Peace Officer;
6. Wilfully or negligently make or sign a false, misleading or inaccurate statement in any official document or record;
7. Without a lawful excuse:
 - a. destroy, mutilate or conceal an official document or record, or
 - b. alter or erase an entry in an official document or record;
8. Make known any matter that is a person's duty to keep in confidence;



Peace Officer Policy and Procedures

9. Fail to account for or to make prompt and true return of money or property that the Community Peace Officer receives in the capacity as a Peace Officer;
10. Directly or indirectly ask for or receive a payment, gift, pass, subscription, testimonial or other favour without the consent of the employer;
11. Become involved in a financial, contractual or other obligation with a person whom the Community Peace Officer could reasonably expect to report or give evidence about;
12. Without lawful excuse, use the position of Peace Officer for personal advantage or another person's personal advantage;
13. Exercise authority as a Peace Officer when it is unlawful or unnecessary to do so;
14. Consume alcohol while on duty. Consume alcohol in excess within 24 hours of the next scheduled work shift.
15. Consume, or otherwise use controlled drugs and controlled substances under the *Controlled Drugs and Substances Act* (Canada).
16. Report for duty, be on duty or be on stand by duty while unfit to do so by reason of the use of alcohol or a drug;
17. Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a peace officer who is on duty;
18. Apply excessive or otherwise inappropriate force in circumstances where force is used;
19. Be in possession of any firearm while on duty that is:
 - a. not approved by the Alberta Solicitor General and Public Safety, and
 - b. is not issued to the Community Peace Officer by the employer;
20. Fail to exercise sound judgement and restraint in the use and care of a firearm, other weapon or restraining device.

SUBJECT: DISCIPLINE

Policy No: 8.2

1. Discipline of a Peace Officer shall be done in accordance with The Town of Redcliff Human Resources Policies on Conduct and Discipline. (A copy of which shall be submitted with this policy to the Alberta Justice and Solicitor General, Public Security Division, Peace Officer program.)

SUBJECT: EVIDENCE AND EXHIBIT HANDLING

Policy No: 9.0



Peace Officer Policy and Procedures

1. When any type of exhibit comes into the possession of a Community Peace Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Community Peace Officer's responsibility to make sure that the exhibit is safeguarded. The Community Peace Officer making the seizure will cause the exhibit to be properly tagged or marked for future identification. This shall include the date, occurrence file number, the exhibit number, the Community Peace Officer's regimental number and shall also display the Community Peace Officers initials on the exhibit itself or on the identification tag affixed to the exhibit.
2. Whenever a seizure is made, the Community Peace Officer making the seizure will, without delay, compile an Exhibit Report form listing the item or items with a full description of the item(s) to be contained in the body of the report.
3. All items, whether seized by a Community Peace Officer or handed in to The Town of Redcliff Municipal Office will be shown on an exhibit report.
4. Exhibits that have been properly tagged/labelled and recorded on an exhibit seizure form will be secured in a locked cabinet with restricted access. One copy (or original) of the seizure form will accompany the exhibit while another copy will be attached with the occurrence report.
5. All exhibits placed into the exhibit locker or removed from the exhibit locker will have the movement recorded in the exhibit locker ledger that is kept in the area of the locker.
6. All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and exhibit report completed. These items are to be returned to Alberta Registries and the exhibit report receipted.
7. Found bicycles will be turned over the RCMP after an exhibit seizure report and an occurrence report have been completed.
8. Controlled Drugs and Substances exhibits will not be seized. All incidents where Controlled Drugs and Substances are located, observed or suspected will referred to the RCMP for investigation and/or follow up.
9. All exhibits shall be stored in a locked evidence cabinet upon completion of an exhibit report. The Community Peace Officer shall mark all articles seized or found to ensure future identification for evidence purposes.
10. When found property is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Evidence Control Form, with a tag, and an occurrence report submitted. However, where possible, the items with all pertinent information should be turned over to the RCMP.
11. Exhibits related to criminal offences must be turned over to the RCMP.
12. Upon court disposition and pending an appeal period, exhibits will be auctioned, destroyed or returned to the owner. The method of disposition and name of recipient will be clearly documented on the exhibit seizure reports and the follow up information will be added to the occurrence report.

SUBJECT: RECORDS MANAGEMENT SYSTEM (RMS)

Policy No: 10.0 – OCCURRENCE AND INCIDENT REPORTS



Peace Officer Policy and Procedures

10.1

1. The Town of Redcliff Public Safety shall use an appropriate web based computerized incident and occurrence reporting software system as a part of their records management system.
2. All Occurrence and Incidents reports shall be printed and stored in a secure/locked filing cabinet, and:
 - (a) All occurrence reports shall be stored in individual file folders and shall be marked with a file number and complainant's name and shall include all attachments
 - (b) Occurrence reports shall be stored in numerical order by file number.
 - (c) All Occurrence reports must be signed off by a supervisor upon completion. Supervising peace officers who report to a non-peace officer supervisor/manager will be deemed compliant if at least 30% of occurrence reports are approved.
 - (d) Initial occurrence reports should be completed by only one Community Peace Officer. Additional Community Peace Officers assisting with the file should complete follow up reports to be attached to the initial report.
 - (e) If an investigation is commenced by another agency or by The Town of Redcliff reception or other staff member, that documentation should become an attachment to the peace officer's occurrence report.
 - (f) Electronic reports may contain electronic signatures by the author and supervisor.
3. The Town of Redcliff Public Safety Community Peace Officers shall use an appropriate log for tracking the issuance and disposition of provincial violation tickets by ticket number.
4. All Notebooks, Complaint Forms, Evidence Logs, Violation Tickets, Violation Ticket Transfer Logs, Municipal Tags, Written Warnings, Legal Documents (Summons, Subpoenas, Warrants etc...), Investigation, Occurrence and Incident reports and attachments shall be retained for five (5) years from the date of completion.

10.2 – PERSONNEL RECORDS

1. Each individual Community Peace Officer shall have a separate individual personnel file in which all pertinent records are stored.
2. All Community Peace Officer personnel files shall include at a minimum:
 - (a) The Community Peace Officer's appointment
 - (b) The Community Peace Officer's oath of office



Peace Officer Policy and Procedures

- (c) The Community peace Officer's training certificates from required courses to become a Community Peace Officer
 - (d) Copies of all complaints against the Community Peace Officers, this includes all documentation showing the Solicitor Generals Public Security Division has been notified of the complaint when required. All Complaints must be kept on file a minimum of five (5) years.
 - (e) The Community Peace Officer's recertification documents on applicable courses. (i.e. Baton, OC Spray, Officer Safety, etc.)
3. All files of previous Community Peace Officers shall be kept for five (5) years. All Peace Officer Appointments of previous employees must be returned to the Solicitor Generals Public Security Division immediately upon termination of employment with The Town of Redcliff.

SUBJECT: TRAINING

Policy No: 11.0

1. The Town of Redcliff shall accept any training that is deemed equivalent to the CPOIP by Alberta Justice and Solicitor General, Public Security Division, Public Security Peace Officer Program Policy 6.5, as acceptable training for the employment of a Community Peace Officer.
2. The Town of Redcliff recognizes the importance and contributions a Community Peace Officer has towards effective Community Safety and shall endeavour to provide appropriate ongoing training and development to the Community Peace Officer.

SUBJECT: REPROT TO DIRECTOR OF LAW ENFORCEMENT

Policy No: 12.0

1. The Town of Redcliff shall report to the Director of Law Enforcement as follows:

Report within one (1) month

- Lesser public complaint about a peace officer (not captured above)
- Authorized employer-initiated investigation (not captured above)
- Other type of report (not captured above)
- Disposition of current or previous investigation or incident
- (Optional) monthly update to advise that there were no incidents to report

Report within 45 days

- Update to the status of ongoing investigation until disposition



Director, Designate or Police to Investigate

- Peace officer involved in serious injury or death of a person
- Complaint of excessive force (public or internal)
- Peace officer involved where weapon was used by another person
- Peace officer involved in serious or sensitive matter

Annual Report by Employer (Section 12 POMR)

- Current name and position of the program contact person.
- Updated list of peace officers employed and their positions within the agency.
- A short summary describing the general nature of services provided by the peace officers, the operational practices of peace officers employed, and listing showing enforcement and enforcement-related activities that took place.
- The report due date will be January 31 each year unless the employer advises the Director of alternate annual report date.

Peace Officer Reporting Requirements

Report within 24 hours

- Any event in which the peace officer has been charged or arrested for an offence under the Criminal Code, Controlled Drugs and Substances Act or any other enactment of Canada.
- Any event in which the peace officer has been charged or arrested for an offence under a provincial statute of Alberta.
- Loss of a peace officer ID card.

Notifying Peace Officers about Complaints

A peace officer will normally be advised of a public complaint of which he is the subject and provided with a copy of the written complaint.

There are circumstances where the employer may choose to not disclose the complaint to the peace officer as it may have a negative impact on the investigation or it may cause the complainant excess discomfort or to fear for her safety. The following are some examples:

- The complainant may be placed in physical danger.
- The complainant may face non-violent retaliation by the peace officer.



Peace Officer Policy and Procedures

- There may be potential destruction of evidence during the investigation.
- If there is any likelihood of a criminal investigation being initiated.
- Other situations determined by the employer.

SUBJECT: CPIC (Canadian Police Information Centre)

Policy No: 13.0

1. The Town of Redcliff hereby adopts the Alberta Justice and Solicitor General, Public Security, Peace Officer Program CPIC policy as the policy governing CPIC use and access for a Town of Redcliff Community Peace Officer.
2. The Alberta Justice and Solicitor General, Public Security Division, CPIC policy is attached as Policy Appendix "C"

APPROVED this _____ day of January _____ 2016

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 25, 2016

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: City of Medicine Hat Subdivision Application 2016MH001

PROPOSAL: To provide comments on proposed City of Medicine Hat Subdivision Application 2016MH001

BACKGROUND:

The City of Medicine Hat has circulated the attached Subdivision Application 2016MH001 to the Town of Redcliff for comment as per the Tri Area Intermunicipal Development Plan and Municipal Government Act. James Johansen, Scheffer Andrew Ltd. has provided input on the proposed subdivision and commented that he sees no adverse impact on the Town of Redcliff as the subdivision is in a planned subdivision where servicing issues have already been resolved.

ATTACHMENTS:

- City of Medicine Hat Subdivision Application 2016MH001

OPTIONS:

1. To receive for Information City of Medicine Hat Subdivision Application 2016MH001 and direct Administration to provide a response that the Town of Redcliff has no concerns with the proposed subdivision application as presented.
2. To receive for Information City of Medicine Hat Subdivision Application 2016MH001 and direct Administration to send a response letter to the City of Medicine Hat expressing the following comments:
 - 1.
 - 2.
 - 3.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to receive for Information City of Medicine Hat Subdivision Application 2016MH001 and direct Administration to provide a response that the Town of Redcliff has no concerns with the proposed subdivision application as presented

2. To receive for Information City of Medicine Hat Subdivision Application 2016MH001 and direct Administration to send a response letter to the City of Medicine Hat expressing the following comments:

- 1.
- 2.
- 3.

SUBMITTED BY:



Department Head



Municipal Manager

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

SCHEDULE FORM 1

APPLICATION FOR SUBDIVISION <input checked="" type="checkbox"/> By Plan of Subdivision <input type="checkbox"/> By Other Instrument <small>Check whichever applies</small>	DATE of receipt of completed Form JANUARY 8, 2016	FILE NO: 2016MH001
	Fee Submitted \$3060.75	

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. Name of registered owner of land to be subdivided **889479 ALBERTA LTD** Address and Phone Number. **#2, 1311 TRANS CANADA WAY SE (548-1295)**

2. Name of agent (person authorized to act on behalf of registered owner, (if any) **ADAM THOMPSON, ALS** Address and Phone Number. **403 527 3970**

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All / part of the **NW** Sec. **10** Twp. **13** Range **6** West of **4** Meridian
Being all/parts of Lot **9** Block **2** Reg. Plan No. **161**

C.O.T. No. **TBD** Area of the above parcel of land to be subdivided **1.80** hectares

Municipal (Civic) address (if applicable) **#2880 BOX SPRINGS BLVD, NW**

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **MEDICINE HAT**

b. Is the land situated immediately adjacent to the municipal boundary? YES ☐ NO ☒
If "yes", the adjoining municipality is

c. Is the land situated within 0.8 kilometres of the right of way of a highway? YES ☒ NO ☐
If "yes", the highway is No. **TRANS CANADA HIGHWAY**

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? YES ☐ NO ☒
If "yes", state its name

e. Is the proposed parcel within 1.5 km of a sour gas facility? YES ☐ NO ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land **VACANT**

b. Proposed use of the land **HIGHWAY COMMERCIAL DEVELOPMENT**

c. The designated use of the land as classified under the Medicine Hat Land Use Bylaw **HIGHWAY COMMERCIAL**

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

a. Describe the nature of the topography of the land (☒ flat, ☐ rolling, ☐ steep, ☐ mixed)

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. -- sloughs, creeks, etc.) **CLEARED**

c. Describe the kind of soil on the land (sandy, loam, clay, etc.) **SANDY**

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved ... NONE

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal

N/A

9. INDICATE IF THE LAND THAT IS THE SUBJECT OF THE SUBDIVISION APPLICATION CONTAINS AN ABANDONED OIL / GAS WELL:

- a. Does an Abandoned Oil or Gas Well exist within the subject area of the subdivision application? ☐ YES ☒ NO
- b. Is a map attached from the Alberta Energy Regulator (AER) website (www.aer.ca) or <http://portal.aer.ca/portal/site/srp> indicating if / where any abandoned oil and gas wells are located within the proposed subdivision area (required as per the Subdivision and Development Regulations, Municipal Affairs Bulletin 05/12 & AER Directive 079)? ☒ YES ☐ NO

10. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I, ADAM THOMPSON hereby certify that
(Full Name)

☐ I am the registered owner, or ☒ I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address UNIT 105, 2201 BOX SPRINGS BLVD NW (Signed) Adam Thompson
Phone No. 403 527 3970 Email: _____ Date DECEMBER 14/15

11. AUTHORIZATION, IF APPLICABLE, TO ACT ON BEHALF OF THE REGISTERED OWNER:

I (We) hereby authorize, SEE ATTACHED CONSENT to act on my (our) behalf on matters pertaining to this application for subdivision.

SEE ATTACHED
Signature of Owner

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM

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

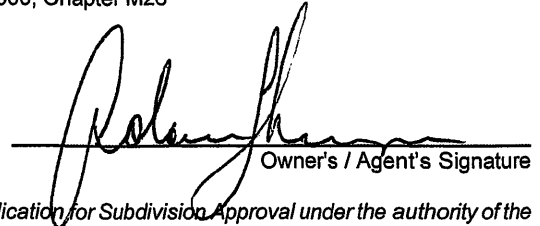
PREPARE LOT FOR
BARELAND CONDO OWNERSHIP

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

2. RIGHT OF ENTRY

I hereby authorize the Planning & Development Services Department, City of Medicine Hat, to enter my land for the purpose of conducting a site inspection in connection with my application for subdivision approval should staff consider it necessary.

This right is granted pursuant to the *Municipal Government Act*, RSA 2000, Chapter M26


Owner's / Agent's Signature

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 403-529-8234.

Revised: July 24, 2015

THIS SECTION FOR OFFICIAL USE
DECISION



FILE NO. 15000477
DRAFTING FILE NO. 15000477-BCON
DATE: DECEMBER 14, 2018



Planning & Development Services City of Medicine Hat

SUBDIVISION REVIEW REPORT

STATUTORY APPLICATION DATE: January 8, 2016

2016MH001

LOCATION: 2880 Box Springs Boulevard NW

PROPOSAL: To create four separate lots
and a common access lane

OWNER: 889479 Alberta Ltd.

APPLICANT: Benchmark Geomatics Inc. (#15090477)

LEGAL: Lot 1, Block 4, Plan 141 3442

TYPE OF SUBDIVISION: Commercial

EXISTING LAND USE DESIGNATIONS: C-H – Highway Commercial

PREVIOUS APPLICATION:

RESERVE STATUS: Dedicated previous subdivision

OFF-SITE LEVIES: Paid

SUBDIVISION BY: (X) Plan () Instrument

PREPARED BY: Shawn Champagne

BACKGROUND



The proposal is to subdivide the lot in order to create four separate lots and a common lane to provide access to each separate lot.

The subject site is located in the Box Springs Business Park, South of Box Springs Boulevard.

The proposal is compliant with the Land Use Bylaw and the Box Springs Business Park Area Structure Plan.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: January 25, 2016

PROPOSED BY: Director of Finance and Administration

TOPIC: 2016 Investment

PROPOSAL: Consideration of Investment with CIBC Wood Gundy

BACKGROUND:

At the January 11, 2016 council meeting, the Town investment policy was amended by adding a few restrictions to the section of credit quality in an effort to ensure that all the investments in the portfolio are rated by Dominion Bond Rating Service Ltd. (DBRS) as "A (low)" or higher.

It is being proposed to invest \$8M through CIBC Wood Gundy. This \$8M is currently invested in T-Bill, earning ~0.25% interest.

For long term investments (maturities greater than one year) approval, as per policy no. 023 (2016), is required from the municipal council.

The proposed investment (as shown in the table below) shows that the investment is laddered to assure that the Town has maturities each year:

- \$1.5M is invested in very short term (less than one year).
- \$6.5M is invested in short-term bonds, laddered from 3-6 years.
- The total investments earn an average interest rate of 3.04%.
- All investments can be sold at any time should the town require funds, with interest and without penalty or fee. Bonds are advantageous over GICs as they are fully cashable.

Town of Redcliff

Example Portfolio: Bank Bond Ladder with Principal Protected Note

January 21, 2016

Description	Maturity	Yield	Amount	Annual Cash Flow	Rating
Vancity 1 Year GIC, Cashable in 90-days	2-Feb-2017	1.40%	\$ 500,000	\$ 7,000	AA
Bank of Montreal 2.0% - 4.5% Step-up Note	2-Feb-2017	2.00%	\$ 1,000,000	\$ 20,000	AA
CIBC 3.00% Bond	28-Oct-2019	2.80%	\$ 1,000,000	\$ 30,000	A
Bank of Nova Scotia 3.367% Bond	8-Dec-2020	3.00%	\$ 1,000,000	\$ 29,820	A
Bank of Nova Scotia 2.873% Bond	4-Jun-2021	2.10%	\$ 1,000,000	\$ 28,730	AA
Royal Bank 3.45% Bond	30-Sep-2021	3.25%	\$ 1,000,000	\$ 34,500	A
Bank of Nova Scotia 2.58% Bond	30-Mar-2022	3.30%	\$ 1,000,000	\$ 25,800	A
Bank of Montreal Principal Protected Note	10-Feb-2022	4.80%	\$ 1,500,000	\$ -	AA
		3.04%	\$ 8,000,000	\$ 175,850	

**Yield estimate based on 6% annual return on TSX at 80% participation ~4.80%*

The proposed investment is liquid and redeemable at any time without fee:

- The proposed investments are liquid and can be redeemed to cash, with interest and without fee, and transferred to the Town's bank account in as little as one business day if required;
- Bonds can be sold at any time, with interest accrued daily, and there's no fee or penalty to sell them prior to maturity.
- The suggested investments are 'laddered' to insure the Town has maturities each year. In the portfolio, \$500,000 is kept in a cashable GIC earning ~1.40% to meet any sudden withdrawal needs.
- The standard transfer time is three business days; however, transfers can be accommodated when required (i.e. next-day).

POLICY/LEGISLATION:

The proposed investment fits within the requirements as set out in Section 250 of Municipal Government Act as follows:

- All investments fit within the language and spirit of Section 250 (Investments);
- All securities fall under Section 250-2(c): *"securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation;"*
- All investments are issued and guaranteed by a bank or credit union as described above;
- All recommended securities are permitted under section 250(c) of the MGA;
- The proposed investments fall under the category of "bonds" and "guaranteed investment certificates."

The proposed investment fits within the guidelines of policy 023(2016) as follows:

- Credit Quality: all bonds are issued by Canadian Chartered Banks and credit unions, and rated "A to AA" by DBRS;
- With respect to credit quality ratings, 50% of the portfolio is invested in bonds rated 'A' and the other 50% in 'AA' as permitted under the policy;
- All investments are sufficiently liquid to meet any sudden withdrawal requirements from the Town;

ATTACHMENTS:

Policy No. 23 (2016)
MGA Section 250

OPTIONS:

1. To authorize \$8M investment with \$1.5 M in very short-term and \$6.5M in short-term bonds as presented.
2. To provide other/alternative direction to invest \$8M.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Council _____ moved that Administration be authorized to invest \$8M with CIBC Wood Gundy, with \$1.5 M in very short-term bonds (invested for a term of less than one year) and \$6.5M in short-term bonds (invested for a term of three to six years).
2. Council _____ moved that Administration be provided other direction to invest \$8M as follows: .

SUBMITTED BY:



Department Head



Municipal Manager

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

INVESTMENT POLICY

BACKGROUND

The Town of Redcliff at times has surplus/reserve funds on deposit at the Bank and it is important for The Town to invest these funds in a prudent manner that will provide optimum investment returns with maximum security, while meeting the Town's cash flow requirements. The investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the Municipal Government Act (Section 250, Investments).

POLICY

Purpose:

To provide general investment principles, rules and delegation of authority for managing and monitoring the investments of the Town of Redcliff. Adherence to the investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the Town of Redcliff.

Objectives:

1. Credit Quality

The Town's investments will be limited to the following securities issued or guaranteed by:

- a) The Federal Government of Canada (including crown corporation)
- b) Any Provincial Government body or entities guaranteed by such province (i.e. Alberta Treasury Branch)
- c) Any securities that are issued or fully guaranteed by the Chartered Banks in Canada, treasury branch, credit union or trust corporation
- d) Securities with a maturity date of less than one year (i.e. money market) must have a minimum rating of R-1 (high) from the date of issue
- e) Investments in the portfolio will ensure preservation of capital and adhere to the following credit quality restrictions:

Debt Rating Category	Minimum	Maximum
"BBB" or lower	0 %	0 %
"A"	0 %	50 %
"AA" or higher	50 %	100 %

- f) Investments rated below "A-" or equivalent at time of purchase are not permitted. If a security's credit rating falls below "A-" after time of purchase, it shall be removed from the portfolio as soon as practical.
- g) All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS).
- h) In the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the Municipal Government Act.

2. Liquidity

- a) The investment portfolio will be sufficiently liquid in order to enable the Town of Redcliff to meet any projected or sudden cash flow requirement which might reasonably be expected to occur.
- b) For the purpose of this policy, the Town defines liquidity as the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

3. Return and Performance Standards

The Bank of Canada 91 day T-Bill index will be used as the benchmark to determine whether acceptable short-term market yields are being achieved. Investments will be reviewed in the event of underperformance and adjusted if necessary by the Director of Finance and Administration.

4. Authority

The authority to invest surplus/ reserve funds will be as follows:

- a) Short Term Investment (maturity term less than one year), the Municipal Manager and/or Director of Finance and Administration
- b) Long Term Investment (maturities greater than one year), Town Council

For assistance in determining what investments to consider the following definitions are provided:

SECURITIES - Includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

BANKERS' ACCEPTANCES - A commercial draft drawn down by a borrower for payment on a specified date, accepted or guaranteed by the borrower's bank. The bank's acceptance is signified by their counter signature on the draft. Once the draft has been co-signed, it becomes a "Banker's Acceptance" backed by the credit of the accepting bank.

TREASURY BILLS - Short term government debt, issued in large denominations and sold chiefly to large institutional investors. Treasury bills do not pay interest but are sold at a discount and mature at par (100). The difference between the issue price and par at maturity represents the lenders income in lieu of interest.

Civil liability of councillors**249(1)** A councillor who

- (a) makes an expenditure that is not authorized under section 248,
- (b) votes to spend money that has been obtained under a borrowing on something that is not within the purpose for which the money was borrowed, or
- (c) votes to spend money that has been obtained under a grant on something that is not within the purpose for which the grant was given

is liable to the municipality for the expenditure or amount spent.

(2) A councillor is not liable under subsection (1)(b) if spending the money is allowed under section 253(2).

(3) If more than one councillor is liable to the municipality under this section in respect of a particular expenditure or vote, the councillors are jointly and severally liable to the municipality for the expenditure or amount spent.

(4) The liability may be enforced by action by

- (a) the municipality,
- (b) an elector or taxpayer of the municipality, or
- (c) a person who holds a security under a borrowing made by the municipality.

1994 cM-26.1 s249

Investments**Authorized investments**

250(1) In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

(2) A municipality may only invest its money in the following:

- (a) securities issued or guaranteed by
 - (i) the Crown in right of Canada or an agent of the Crown, or
 - (ii) the Crown in right of a province or territory or an agent of a province or territory;

- (b) securities of a municipality, school division, school district, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;
 - (c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;
 - (d) units in pooled funds of all or any of the investments described in clauses (a) to (c);
 - (e) shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued or registered under the *Business Corporations Act* if the investment is approved by the Minister.
- (3) The approval of the Minister under subsection (2)(e) may contain conditions and a municipality may not acquire shares of a corporation under subsection (2)(e) if the acquisition would allow the municipality to control the corporation.
- (4) In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.
- (5) Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

1994 cM-26.1 s250;1994 cR-9.07 s25(24)

Borrowing

Borrowing bylaw

- 251(1)** A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.
- (2) A borrowing bylaw must set out
- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
 - (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.
- (3) A borrowing bylaw must be advertised.

1994 cM-26.1 s251



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED
JAN 18 2016
TOWN OF REDCLIFF

AR82570B

January 6, 2016

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

Dear Mayor Reimer,

The Government of Alberta is committed to making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local infrastructure priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe, and resilient communities.

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

CAP-7439	Wastewater System Upgrades	\$ 430,000
CAP-7440	Slope Stabilization	\$1,079,000

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

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

Sincerely,

Danielle Larivee
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

Municipal Manager Report to Council January 25, 2016

On-going Projects

- Reviewing and working with Scheffer Andrew Ltd. with regard to developing a standard service agreement template. This has progressed and we are now reviewing the preamble guidelines that will accompany sample service and development agreements. Inclusion of this preamble will serve as an educational initiative with regard to development and service agreements.
- Continued work on collective agreement negotiations.
- Participated in offsite levy bylaw conference call regarding the actual drafting of offsite levy bylaw.
- 2016 Interim Budget approved.
- Working on establishing the 2016 organization's work program.
- Working on updating job description.
- Began preliminary work on drafting a comprehensive personnel policy manual.

Day to Day Responsibilities

- Continued correspondence with CUPE.
- Continued work on various legal files. Legislative services continues to devote significant amounts of time to legal files.
- Responding to various daily resident and staff inquiries.
- Respond to councillor inquiries as they arise.
- Responding to media inquiries as they arise.
- Responding to human resource issues as they arise.
- Carry out regularly scheduled management meetings.
- Began implementation of some organizational structure changes (ie. currently recruiting for the Director of Planning and Engineering position).
- Attended and participated in a Subdivision Application review.
- December 25, 2015 – January 1, 2016 – out of the office (vacation).
- January 15, 2016 – attended AUMA consultation workshop regarding the topic of municipal linear tax revenues. Discussion took place with regard to how the AUMA will be approaching the provincial government to discuss potential changes that may take place regarding linear tax revenues.
- January 16, 2016 – attended an economic development strategy session with council, hosted and led by the EDA.

Community & Protective Services Department

Parks and Recreation

Building checks and maintenance of all town buildings is on-going, and the RCMP building had some electrical work done to install a new photo reader.

Rec-Tangle: Completed some modifications to the brine tank with a visible sight glass so we can remove the tall ladder which sat by the fire exit. Completed the ice plant rebuild that was initiated by mechanical failure.

The fascia on the Aquatic Centre has been replaced, as well as the gutters on the public works building.

Completed the repair on the damaged library roof and have been working with South Country Glass Ltd. on front door replacement, the new doors have been ordered.

FCSS and Community Programming

We had a successful Skate with Santa with approximately 110 people in attendance.

The Volunteer Income Tax program will be held at the Seniors Centre in March / April, 2016; specific dates will be posted next week following a meeting with the volunteers.

Advertised for individuals to assist seniors, etc. with snow removal; very little response but many requests for assistance; Youth Centre will ask students to help.

Program Guide for January to April was completed. Some of the new programs / activities available: Youth Jam Night; Youth Employment programs; Youth Advisory Committee; social media program; retirement planning; basic car care; food safety training for volunteers

Emergency Management

On December 1, 2015, Chief Gradwell and DEM Dalton attended the Disaster Mtg. Summit in Calgary. The Summit was focused on building an EOC team and how to deal with stress. Review of the Municipal Emergency Management Plan (MEMP) with staff and table top exercise is scheduled for February 24th and 25, 2016. We are still working to coordinate with AHS, Canadian Pacific Railway and Alberta Transportation, about assisting in EOC staffing with a railway emergency.

Redcliff Fire Department

Redcliff Fire Dept. Fourth Quarter Report

- The Fire Department responded to 10 Incidents this Quarter.
- The major event was a chemical spill at Tri Can. Redcliff Fire Department responded and stood by until the situation was made safe. All required agencies were notified and the spill was cleaned up by Tri Can and contractors.

- There were 3 minor MVC's with limited spills, injuries and damage.
- There were two Carbon Monoxide calls, one was a faulty detector and the other was suspected to be a gas oven with incomplete combustion. The City of Medicine Hat Gas Department attended and checked all appliances.
- There were two Smoke Detector activated calls from Alarm companies with one being caused by cooking and the other cooking related (steam).
- Fire Prevention included the Hall being manned and town patrols for Halloween evening and members participated in Remembrance Day Activities.
- Christmas and New Years were uneventful and fire free.
- Three new members were brought on board and introduced to existing members. All three were kitted out and supplied with radios. They were familiarized with the trucks and equipment and began responding.

Special Projects

- The citizen survey for the Parks and Recreation Master Plan has been circulated and are generating some public interest. This data will be instrumental for the public engagement aspect of the Parks and Recreation Master Plan.
- Working on community brochure for Tourism Alberta, and towns' tourism plan.

Bylaw Enforcement

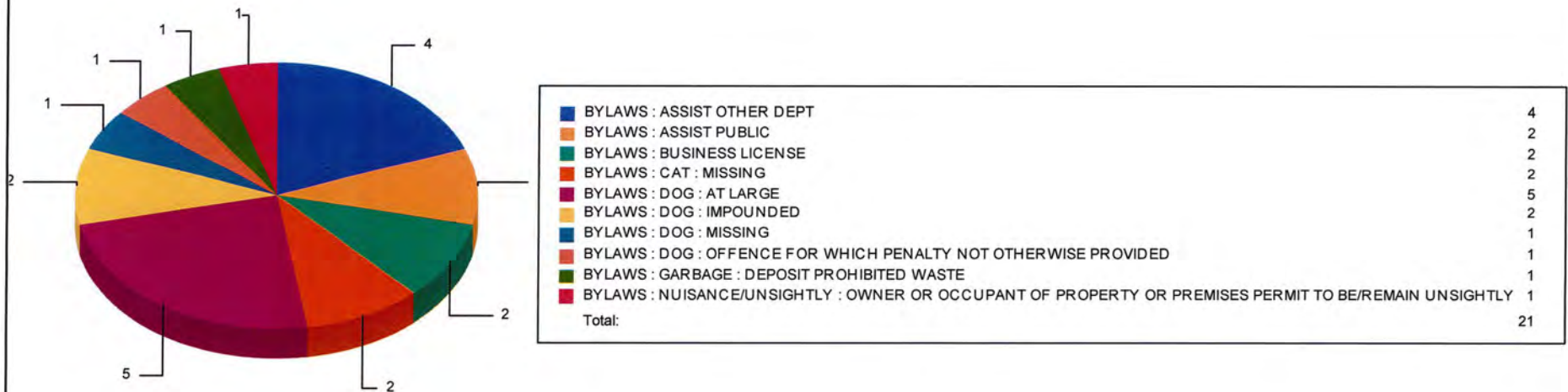
Reporting Period: 2015 December
Attached Report

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 12/1/2015 12:00:00AM to 12/31/2015 11:59:59PM

Case Report

Count of Incident Types



88 BYLAWS : ASSIST OTHER DEPT: 4 12%

Case Report

BYLAWS : ASSIST PUBLIC: 2 6%

BYLAWS : BUSINESS LICENSE: 2 6%

BYLAWS : CAT : MISSING: 2 6%

BYLAWS : DOG : AT LARGE: 5 15%

BYLAWS : DOG : IMPOUNDED: 2 6%

BYLAWS : DOG : MISSING: 1 3%

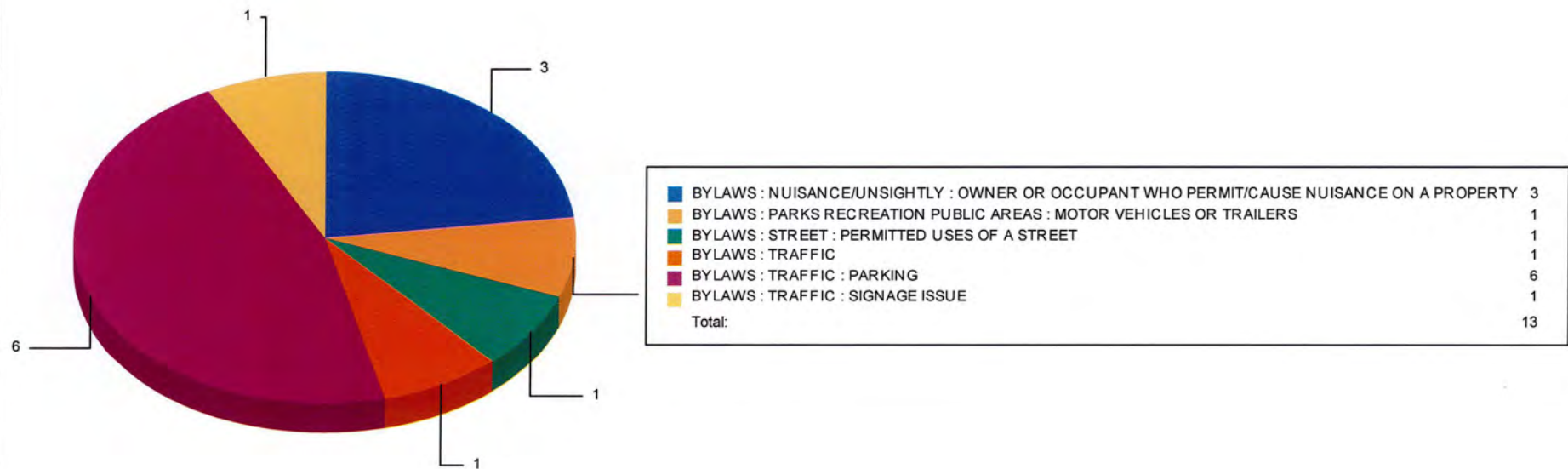
BYLAWS : DOG : OFFENCE FOR WHICH PENALTY NOT OTHERWISE PROVIDED: 1 3%

BYLAWS : GARBAGE : DEPOSIT PROHIBITED WASTE: 1 3%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 1 3%

Case Report

Count of Incident Types



BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT WHO PERMIT/CAUSE NUISANCE ON A PROPERTY: 3 9%

BYLAWS : PARKS RECREATION PUBLIC AREAS : MOTOR VEHICLES OR TRAILERS: 1 3%

BYLAWS : STREET : PERMITTED USES OF A STREET: 1 3%

BYLAWS : TRAFFIC: 1 3%

Case Report

BYLAWS : TRAFFIC : PARKING: 6 18%

BYLAWS : TRAFFIC : SIGNAGE ISSUE: 1 3%

Grand Total: 100.00% Total # of Incident Types Reported: 34

PUBLIC SERVICES

Water and Sewer Utilities

- Training/commissioning at the new water treatment plant. This has required significant time dedication from the utility staff.
- Installing several radio reads for use with new meter reading equipment.
- Meter reading completed.
- Multiple camera jobs throughout the town.
- Repaired multiple curb stops that were in need of replacing.
- Finished training on new water meters.
- Inventory complete.
- Training on new flush truck.
- Relocation of sewer flow monitors in coordination with the engineering department.

Municipal Works

- Gravelling low spots in alleys as needed.
- Garbage bin repairs are ongoing with lid repairs and painting.
- Conducted alley clean ups.
- Assisted with replacing several curb stops around the town.
- Flooding outdoor rink and continue maintaining same.
- Replaced or repaired multiple signs around town.
- Sanding and clearing snow.
- Clearing snow on river trail.

Landfill

- Litter pick up along the fence line is an ongoing task.
- Staff have cleaned scales and kept roads clear of snow.
- Scales have also received their regular calibration.
- Ridgeline has transferred out soil to landfill operations to be used as daily cover.
- Yard cleanup is ongoing.

ENGINEERING

2015 Capital Project - Sanitary Main Realignment - Broadway Court Lift Station to Main Street N and Sanitary Diversion on Main Street S & Sangster Crescent:

- Construction work has been substantially completed and the system is in-use.
- Deficiencies repair has been completed.
- Construction Completion Certificate has been given to the contractor.
- Release of Holdback has been given to the contractor.

West Laneway Upgrade 3rd St NE (1 Ave – South Railway Drive):

- Construction work is completed.
- Deficiency repair work is completed.
- Construction Completion Certificate has been issued.

Pump Station berm raising and river bank erosion protection:

- Pump Station Flood protection was substantially completed on July 29, 2015.
- LMT mobilized equipment and manpower to River Valley Park project in the first week of September, 2015.
- Erosion and Environmental control plans preparation and installation of silt and safety fencing completed.
- Regulatory applications and approvals received.
- LMT carried out the removal of concrete structure identified by the Alberta Environment and Parks Department (AEP).
- On September 10, 2015, Leopard frogs (a protected species from AEP) were observed on site during the removal of concrete and work was stopped. AMEC contacted AEP after site visits from their biologist.
- Based on email correspondence from LMT (dated November 17, 2015), it is anticipated that the site will be substantially completed by Friday, November 27, 2015.
- Contractor completed the project prior to the end of the year.

Slope Remediation South of Kipling Subdivision & Regrading of Slope South of Westside Subdivision

- Project was awarded to Foran Equipment.
- Construction is nearly complete, however, due to weather the contractor has deferred completion of the work until early 2016.
- Bi-weekly construction meetings continued until the contractor completed their work ending late December, 2015. Contractor is scheduling to return in March to complete.
- Contractor plans to proceed with the Westside Subdivision work following completion of the Kipling slope remediation.
- Due to additional construction supervision and quality assurance needed for the project, the consultant has submitted a request to amend the engineering agreement. The request is currently under review.

Inflow and Infiltration study updates:

- On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Services staff.
- Civiltec Consulting is working on the investigation study for the 3rd Avenue sewer lift station.

- Flow monitors supply work has been awarded to FloWav. Payment has been made and flow monitors will arrive by the end of January or beginning of February 2016.
- Flow monitoring and rainfall data for 2014/2015 has been assembled and analysed. A draft report has been prepared for review.
- Public education program about Inflow and Infiltration will be planned.
- Sanitary Bylaw review in progress.
- I and I work committee terms of reference has been prepared.

2014 Project - 4th Ave SW (1st St to 4th St and 400 Blk) Road, storm and Sanitary replacement, Broadway Ave E concrete curb and culvert installation:

- Construction completion certificate has been issued with a list of deficiencies.

2014 Project - 4th Ave SW (1st St to 4th St) & 4th St SW (4-5th Ave) Road Reconstruction, Storm Main Extension & Sanitary Replacement installation:

- Construction completion certificate has been issued with a list of deficiencies.

**WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:
Water Treatment Plant (WTP) Construction:**

Below are the percent of the works completed to date.

- Process Piping 95% complete.
- Civil/Underground work is 90% complete.
- Masonry work is 100% complete.
- Electrical work is 96% complete.
- Concrete work is 99% complete.
- Building is 99% complete.
- Process equipment is 95% complete.
- Finishing and painting work on going – though 95% complete.
- Epoxy liner to clarifier 100%.
- Mechanical inside clarifier is 100%.

Northside FSR

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

Offsite Levy Bylaw and Background Report

- Public presentation was facilitated by Corvus December 10, 2015.
- Off-site Levy Bylaw to be prepared with a Draft provided to Administration in early February.
- Following the December 10th public presentation, Administration met with the President of IXL Industries, Mr. Malcolm Sissons, as a follow-up from the public session. A list of questions were presented by Mr. Sissons and a response was provided.

FINANCE AND ADMINISTRATION

- Server Upgrade will be performed on January 24 or 25, 2016. The upgraded server capacity will be 10 times the current one.
- 2015 interim audit was done on Dec 15 and Dec 16, 2015; and the 2015 final audit will be the week of March 14, 2016.
- Draft Client investment Agreement with CIBC Wood Gundy Investment Group is being reviewed.
- KPMG is drafting a new engagement letter for the audit services for future years.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales, development & subdivision.
- Ongoing enforcement issues of non-permitted development and older files.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011 (approximately 18 remaining).
- Following up on subdivision applications that are ongoing. One new condo conversion application has been received and is being processed.
- Ongoing Legal file review.
- Program set-up / training with regard to All-net meetings.
- Initiation of discussion with legal representation / consultant regarding Offsite Levy Bylaw preparation.
- Initiated review / process for 2016 Surplus Sale.
- Coordinating process for the grazing lease adjacent to Redcliff Cypress Regional Landfill.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
February 10, 2016	Council Office Hours	Town Hall Mayor/Council Office 4:30 p.m. to 6:30 p.m.
February 12, 2016	Mayors & Reeves Meeting	Bow Island, Alberta