



COUNCIL MEETING

MONDAY, JANUARY 9, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 9, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to November 30, 2016 *	For Information
2. MINUTES	
A) Special Council meeting held December 12, 2016 *	For Adoption
B) Council meeting held December 12, 2016 *	For Adoption
C) Special Council meeting held December 16, 2016 *	For Adoption
D) Redcliff Family and Community Support Services meeting held December 13, 2016. *	For information
E) Municipal Planning Commission Meeting held December 21, 2016 *	For Information
3. REQUESTS FOR DECISION	
A) Regional Mass Notification System – Notify Me Now *	For Consideration
4. POLICIES	
A) Policy 30, Redcliff Public Library Building Maintenance Policy *	For Consideration
5. CORRESPONDENCE	
A) Office of the Lieutenant Governor * Re: The Alberta Order of Excellence	For Information
B) Redcliff Scholarships for Advance Education *	For Information

6. OTHER

A) Year End Summary *
Re: Development Permits

For Information

B) Redcliff/Cypress Regional Landfill Authority *
Re: Landfill Graphs to December 31, 2016

For Information

7. RECESS

8. IN CAMERA

A) Land (1) / Labour (1)

9. ADJOURN

ACCOUNTS PAYABLE CHEQUE LIST**COUNCIL MEETING JAN 9, 2017**

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
81279	A & B STEEL	CABLE TIES/EXTENTION CORD/BOOSTER CABLE	\$400.55
81280	AIR LIQUIDE	CO2	\$630.00
81281	BEHREND	BENCH PLAQUE	\$293.87
81282	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
81283	FARMLAND	FUEL HOSE/SWIVEL/TAPE	\$285.51
81284	CITY OF MEDICINE HAT	ELECTRIC	\$1,753.24
81285	GADER, SALEH	REFUND CONSTRUCTION DEPOSIT	\$4,000.00
81286	GARLAND, JAMIE	EMPLOYEE REIMBURSEMENT	\$230.81
81287	MBSI CANADA	HOSTED BACKUP	\$1,071.00
81288	MEDICINE HAT MONUMENTAL	LEVELLING MONUMENTS	\$4,252.50
81289	SHAW CABLE	INTERNET	\$274.84
81290	NAPA AUTO PARTS	BATTERIES	\$780.82
81291	PARK ENTERPRISES	PERMITS	\$2,445.58
81292	PRECISION GIANT SYSTEMS	CALIBRATE SCALES	\$1,649.66
81293	PRIME PRINTING	BUSINESS CARDS	\$63.00
81294	REDCLIFF BAKERY	REFRESHMENTS FOR REC PLAN	\$23.20
81295	RIDEOUT, CLARA	TRAVEL REIMBURSEMENT	\$84.00
81296	SCHEFFER ANDREW	PLANNING SERVICES	\$11,355.75
81297	TELUS COMMUNICATIONS	PHONE SERVICE	\$38.02
81298	TELUS MOBILITY	CELL SERVICE	\$286.38
81299	TRIPLE R EXPRESS	SHIPPING	\$34.65
81300	BREWMASTER	MEALS ON WHEEL SUPPLIES	\$85.01
81301	SOUTH COUNTRY COOP	WHEEL BARROW	\$183.74
81303	LAPP, SHIRLEY	REFUND REFLEXOLOGY CLASS	\$42.00
81304	TOWN OF REDCLIFF	LANDFILL TONNAGE	\$7,838.26
81305	TROPHY AND ENGRAVING WORLD	NAME BADGES	\$52.24
81306	WOOD, DALE	FIRE ARMS COURSE FEES	\$2,185.00
81307	CLM DISTRIBUTION POOL & SPA	POOL VACUUM	\$5,641.65
81308	COTTONWOOD COULEE MASSAGE	REFLEXOLOGY COURSE FEES	\$183.75
81310	A & B STEEL	EXTENTION CORD/HAND TOOLS	\$103.95
81311	ACTION PARTS	BRAKLEEN/CUTTER.SLIMLITE	\$374.86
81312	AMRON CONSTRUCTION	LOT PURCHASE	\$74,700.00
81313	ATB MASTERCARD	VARIOUS EXPENSES	\$14,340.89
81314	ATRON REFRIGERATION	FURNACE MAINTENANCE	\$224.18
81315	BK REPAIR	SERVICE CALL/REPAIR GRILL	\$305.03
81316	THE BOLT SUPPLY HOUSE	TORQUE WRENCH/CUT OFF TOOL	\$472.45
81317	BOSS LUBRICANTS	KEROSENE, OIL	\$1,046.65
81318	BRAZEL CONSTRUCTION	GRINDER/EXCAVATOR	\$7,402.80
81319	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06

81320	CBV COLLECTION	COMMISSION FEES	\$95.58
81321	CITY OF MEDICINE HAT	ELECTRIC/SEWAGE OUTLAY	\$39,830.43
81322	CYPRESS COUNTY	GRADER BLADES	\$383.52
81324	FARMLAND SUPPLY	HYDRAULIC HOSES	\$161.04
81325	FORT GARRY FIRE TRUCKS	LADDER RACK/HANDLE	\$325.72
81326	FORTY MILE	UTILITIES	\$187.67
81327	GAR-TECH ELECTRICAL	REPAIR FLOOD LIGHT	\$126.02
81328	GAS CITY HYDRO	HYDRO VAC WATER MAIN	\$1,811.25
81329	GOVERNMENT OF ALBERTA	COMMISSIONER OF OATHS RENEWAL	\$50.00
81330	H2O HAULING	HAUL WATER TO LANDFILL	\$105.00
81331	HAT AGRI SERVICE	BLADE	\$651.00
81332	REDCLIFF HOME HARDWARE	BLOWER/EXT CORD/SNOW PUSHER/BLOWER TUBE	\$388.22
81333	KIRK'S MIDWAY TIRE	TIRES/TUBES/LABOUR/O-RING	\$4,573.80
81334	KOST FIRE EQUIPMENT	ADAPTER/O-RING/VALVE STEM/EXITING RECHARGE	\$425.20
81335	LETHBRIDGE HERALD	ADVERTISING	\$454.10
81336	MPE ENGINEERING	WATER TREATMENT PLANT UPGRADE	\$48,573.42
81337	PARK ENTERPRISES	PERMITS	\$2,663.65
81338	PUROLATOR	SHIPPING	\$108.84
81339	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$356.96
81340	ROSENAU TRANSPORT	SHIPPING	\$600.59
81341	SOUTHLAND TRANSPORTATION	TRANSPORTATION FOR YOUTH EXPO	\$115.50
81342	STEINKE, JAMES	TRAVEL REIMBURSEMENT	\$99.00
81343	ST.JOHN'S AMBULANCE	BABYSITTING COURSE FEE	\$600.00
81344	SUMMIT MOTORS	OIL SEAL REPAIR LUBER/PARTS	\$166.44
81345	BOYLAN IMAGING	TOWN BROCHURES	\$2,047.50
81346	LUCKETT WENMAN & ASSOCIATE	GOVERNMENT REFUNDS	\$3,186.41
81347	DARLEY, KEELY	INSTRUCTOR FEES	\$102.00
81348	LEVIN, SAMANTHA	REFUND CREDIT ON INACTIVE ACCOUNT	\$12.47
81349	WORKER'S COMPENSATION	DECEMBER INSTALLMENT	\$3,463.75
81350	WESTERN CANADA WELDING	WELDING CABLE/TERMINAL/CLAMP/TUBE	\$492.46
81351	WESTERN DIESEL	INSULATOR	\$63.60
81352	WOOD, DALE	FIRE ARMS COURSE INSTRUCTOR FEES	\$1,140.00
81353	REDCLIFF FIREMAN SOCIAL CLUB	4TH QUARTER PAY	\$255.00
81357	A & B STEEL	STEEL MESH	\$42.93
81358	ACTION PARTS	BATTERY/BLOWER MOTOR	\$196.29
81359	AG-PLUS MECHANICAL	BITS/BOLTS/NUTS/AUGER BIT/BLOCK	\$2,023.25
81360	ALBERTA MUNICIPAL ENFORCEMENT ASSOC	RENEW MEMBERSHIP	\$60.00
81361	AMSC INSURANCE	HEALTH SPENDING	\$893.44
81362	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$135.02
81363	ALBERTA PUBLIC WORKS ASSOC	JOB POSTINGS	\$52.50
81364	ARMOR EXPRESS	VESTS	\$866.25
81365	ATRON REFRIGERATION	MAINTENANCE ON HEATING EQUIPMENT/MOTOR/FAN	\$671.48

81366	BARTLE & GIBSON	REPAIR KIT/HYDRANT	\$52.58
81367	BILL'S ELECTRIC	TIME CLOCK TRIPPERS	\$10.50
81368	THE BOLT SUPPLY HOUSE	GLOVES/GREASE GUN	\$565.05
81369	BRANDT TRACTOR	12 VOLT RELAYS	\$31.63
81370	BRUCE'S SEWER SERVICE	CLEAR DAMAGED SEWER	\$2,268.00
81371	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06
81372	CAPITAL GLASS	WINDSHIELD	\$241.50
81373	C.E.M. EQUIPMENT	DUST SEALS	\$23.69
81374	CORIX WATER PRODUCTS	METERS	\$26,345.94
81375	COURTYARD LAW	PROFESSIONAL SERVICES	\$5,249.79
81376	CUMMINS WESTERN DIESEL	GENERATOR MAINTENANCE	\$8,320.42
81377	DIAMOND SOFTWARE	LANDFILL COMPANY SET UP	\$149.63
81378	FARMLAND SUPPLY CENTER	HOSE	\$68.78
81379	FRANCOTYP-POSTALIA	POSTAGE MACHINE FEES	\$110.09
81380	GRAVELINES PAINTING	PAINT FIRE HALL	\$2,415.00
81381	REDCLIFF HOME HARDWARE	GLUE/DRYWALL PLUGS/PHONES/WATER/FLAPPER	\$292.08
81382	J.BALMER SAFETY CONSULTING	CABINET/SMART PADS/PAD POUCHES	\$486.74
81383	KAIZEN LAB	WATER ANALYSIS	\$3,092.36
81384	KEYWAY SECURITY	KEYS	\$266.54
81385	KIRK'S MIDWAY TIRE	SERVICE TRUCK LABOUR/REPAIR FLAT TIRE	\$147.00
81386	LES' DRAIN CLEANING	SEWER MAINTENANCE	\$756.00
81387	LETHBRIDGE TACTICAL	BY-LAW UNIFORM	\$640.43
81388	MBSI CANADA	HOSTED BACKUP	\$1,155.00
81389	SHAW CABLE	INTERNET	\$129.05
81390	PARK ENTERPRISES	PERMITS	\$210.00
81391	PRO FLOW PLUMBING	SEWER MAINTENANCE	\$420.00
81392	PUROLATOR	SHIPPING	\$105.17
81393	REDCLIFF MINOR HOCKEY	REFRESHMENTS FOR SKATE WITH SANTA	\$216.00
81394	SAFETY BUZZ	RED CROSS CERTIFICATION	\$669.06
81395	SALBRO CONSULTING	LANDFILL GAS MONITORING/GROUND WATER MONITORING	\$47,924.47
81396	SCHEFFER ANDREW	PLANNING SERVICES	\$30,767.63
81397	SNAP ON TOOLS	BATTERY CHARGER/COVER/SCOPE	\$2,011.96
81398	SOUTH COUNTRY GLASS	REPLACE BOARD FOR HANDICAP DOOR	\$777.00
81399	SOUTHERN OASIS ENTERPRISES	HYDROSEEDER/TRAILER/MULCH	\$7,000.00
81400	STEIER, BARRY	EMPLOYEE REIMBURSEMENT	\$209.99
81401	SUMMIT MOTORS	FILTERS	\$1,255.10
81402	TELUS	PHONE SERVICE	\$20.12
81403	TELUS MOBILITY	CELLS SERVICE	\$37.41
81404	CIVIC INFO BC	JOB POSTINGS	\$315.00
81405	BERT'S VACUUM & EQUIPMENT	CLEANER	\$75.60
81406	SOUTH COUNTRY COOP	CHEMICAL	\$1,098.99
81407	KAREN MURPHY	GRASS SEED	\$725.55

81408	SCHMALTZ, GAIL	REFUND DEPOSIT	\$100.00
81409	HALPENNY, BEVERLY	REFUND CREDIT ON ACCOUNT	\$11.68
81410	MCWHINNIE, SCOTT	REFUND CREDIT ON ACCOUNT	\$201.26
81411	KLAPP, LINDA	CLEANING SUPPLIES	\$165.25
81412	TRICO LIGHTING	LIGHT COVERS	\$258.67
81413	LMT ENTERPRISES	RAW WATER PUMP/RIVER VALLEY PARK EROSION	\$42,453.29
81415	SAFETY CODES	PERMIT SAFETY CODES	\$158.46
81416	SCHEFFER ANDREW	PLANNING SERVICES	\$10,940.80
81417	SOLBERG, ERIC	PAYROLL ADVANCE	\$1,000.00
81418	MERIAM, DIANNE	REISSUE CHEQUE	\$100.00
81419	GARTLY, MURRAY	REISSUE CHEQUE	\$27.50
81420	DOOLEY, DANIEL	REISSUE CHEQUE	\$150.00
81421	TOWN OF REDCLIFF	PETTY CASH	\$230.00
81422	TOWN OF REDCLIFF	PETTY CASH	\$19.75
81423	YOUNG, STEVEN	REISSUE CHEQUE	\$316.00
81424	ACKLANDS GRAINGER	AED PAD	\$56.70
81425	ALBERTA POUND AND RESCUE CENTRE	ANIMAL SERVICES	\$1,000.00
81426	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06
81427	CAMERON KEMP LAW OFFICE	REFUND CREDIT ON ACCOUNT	\$34.00
81428	CUPE	UNION DUES	\$2,068.62
81429	DIAMOND SOFTWARE	MANAGEMENT REPORTER TRAINING	\$748.13
81430	FLAGWORKS	FLAGS	\$1,823.64
81431	GAR-TECH ELECTRICAL	INSTALL BREAKER	\$78.75
81432	GOVERNMENT OF ALBERTA	2016 LINEAR ASSESSMENT	\$404.20
81433	LOGOS EMBROIDERY	JACKETS	\$278.25
81434	PRITCHARD & COMPANY	REFUND CREDIT ON ACCOUNT	\$34.00
81435	PUROLATOR	SHIPPING	\$41.53
81436	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$551.82
81437	ROBERTSON IMPLEMENT	SERVICE MANUAL	\$619.50
81438	ROCKY MOUNTAIN EQUIPMENT	EDGE	\$340.73
81439	SALBRO CONSULTING	PREPERATION OF GROUNDWATER CONTOURS	\$2,980.17
81440	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$152.25
81441	SECURTEK	FIRE HALL ALARM	\$72.29
81442	SPETZ, PATRICIA	EMPLOYEE REIMBURSEMENT	\$34.20
81443	SPIDER ELECTRIC	TROUBLE SHOOT TANK HEATER	\$157.50
81444	SUMMIT MOTORS	RIGHT FRONT AIR LINE	\$25.59
81445	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,744.24
81446	LEWIN, SAMANTHA	REFUND DEPOSIT	\$150.00
81447	CANDRILL ENTERPRISES	REFUND CREDIT ON ACCOUNT	\$117.18
		162 CHEQUES - TOTAL	\$480,103.37

BANK SUMMARY FOR NOVEMBER 30, 2016

ATB GENERAL BANK ACCOUNT		5.12.02.121.000
BALANCE FORWARD		3,115,236.58
DAILY DEPOSITS		184,609.26
DIRECT DEPOSITS		345,367.71
GOVERNMENT GRANTS		0.00
INTEREST		2,047.94
OTHER DEPOSITS		33,302.94
SUBTOTAL		565,327.85
CHEQUES		(980,863.56)
ASFF QUARTERLY PAYMENTS		0.00
DEBENTURE PAYMENTS		(10,268.69)
OTHER WITHDRAWALS		(100,889.69)
SUBTOTAL		(1,092,021.94)
TOTAL		2,588,542.49
BANK CLOSING BALANCE		2,533,232.56
ADD:O/S DEPOSITS		65,985.08
LESS:O/S CHEQUES		(10,675.15)
TOTAL		2,588,542.49
INVESTMENTS		
ATB ONE YEAR GIC @1.6%	5.12.02.321.000	300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001	14,844,069.00
SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000	1,525,035.63
TOTAL INVESTMENTS		16,669,104.63
TOTAL CASH & INVESTMENTS		19,257,647.12

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, DECEMBER 12, 2016 6:30 P.M.**

PRESENT: Mayor E. Reimer
Councillors D. Kilpatrick, L. Leipert
C. Brown, J. Steinke
E. Solberg
C. Crozier (arrived at 6:34 p.m.)

Manager of Legislative & Land Services S. Simon (left at 6:33 p.m. returned at 6:58 p.m.)

ABSENT:

1. GENERAL

Call to Order **A)** Mayor Reimer called the regular meeting to order at 6:30 p.m.

2016-0504 Adoption of Agenda **B)** Councillor Leipert moved the agenda be adopted as presented. - Carried.

2. IN CAMERA

2016-0505 Councillor Steinke moved to meet In Camera at 6:31 p.m.
- Carried.

Manager of Legislative & Land Services left the meeting at 6:33 p.m.

Councillor Crozier arrived at 6:34 p.m.

Manager of Legislative & Land Services returned at 6:58 p.m.

2016-0506 Councillor Brown moved to return to regular session at 6:59 p.m. - Carried.

3. ADJOURNMENT

2016-0507 Adjournment Councillor Brown moved to adjourn the meeting at 6:59 p.m.
- Carried.

Mayor Reimer

Manager of Legislative & Land Services

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, DECEMBER 12, 2016 7:00 P.M.**

PRESENT: Mayor E. Reimer
Councillors D. Kilpatrick
L. Leipert
C. Brown
J. Steinke
E. Solberg (left at 9:03 p.m.)
C. Crozier

Municipal Manager A. Crofts (left at 8:34 p.m.)
Manager of Legislative S. Simon (left at 8:39 p.m., returned at 9:20 p.m.)
& Land Services
Director of Finance J. Tu (left at 8:34 p.m.)
& Administration
Director of Planning & J. Johansen (left at 8:34 p.m.)
Engineering
Director of Community & K. Dalton (arrived at 7:08 p.m., left at 8:03 p.m.,
returned at 8:03 p.m., left at 8:34 p.m.)
Protective Services
Director of Public Services J. Garland (left at 8:34 p.m.)

ABSENT:**1. GENERAL**

Call to Order

A) Mayor Reimer called the regular meeting to order at 7:03 p.m.

2016-0508 Adoption of Agenda

B) Councillor Brown moved the agenda be adopted as presented. - Carried.

2016-0509 Accounts Payable

C) Councillor Kilpatrick moved the following 80 general vouchers in the amount of \$123,507.28 be received for information. - Carried.

ACCOUNTS PAYABLE CHEQUE LIST			
COUNCIL MEETING DEC 12, 2016			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
81199	49 NORTH LUBRICANTS	DIESEL EXHAUST FLUID/PUMP/OIL	\$467.24
81200	ACTION PARTS	MOTOR TREATMENT	\$117.81
81201	AMSC INSURANCE	BENEFITS	\$20,357.15
81202	ATRON REFRIGERATION	REPAIR FURNACE & COMPRESSOR/REPAIR LEAK	\$12,702.33
81203	BAKKER, BERNIE	TRAVEL REIMBURSEMENT	\$5.00
81204	BOSS LUBRICANTS	GREASE/OIL	\$682.42
81205	BROWNEE LLP	PROFESSIONAL SERVICES	\$701.72
81206	BRUCE'S SEWER SERVICE	REPAIR PLUGGED DRAIN	\$346.50
81207	CANDAIN LINEN AND UNIFORM	COVERALLS/TOWELS	\$28.99

81208	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
81209	CITY AUTO PARTS	RESISTOR	\$27.00
81210	CORIX WAYER PRODUCTS	AUTOREAD YEARLY SOFTWARE SUPPORT	\$3,354.42
81211	CANADIAN PACIFIC RAILWAY	PIPE CROSSING FEE	\$105.00
81212	ECL FIBERGLASS MANUFACTURING	GRAVELINERS	\$2,614.50
81213	FAST TIMES MACHINING	REPAIR STEERING PARTS	\$1,088.81
81214	FOX ENERGY	SAFETY SUPPLIES	\$491.19
81215	HARRISON, DEAN	TRAVEL REIMBURSEMENT	\$228.84
81216	REDCLIFF HOME HARDWARE	XMAS BULBS/FLAGS/FILTERS/VALVES/TUBING/WASHERS	\$386.63
81217	KAL TIRE	TIRE CHANGEOVER	\$756.00
81218	KIRK'S MIDWAY TIRES	REPAIR FLAT TIRE	\$44.10
81219	SHAW CABLE	INTERNET	\$129.05
81220	SUNCOR ENERGY	FUEL	\$1,923.62
81221	PUROLATOR	SHIPPING	\$40.11
81222	ROBERTSON IMPLEMENTS	BALL CAT 1	\$28.48
81223	ROCKY MOUNTAIN PHOENIX	CYLINDER	\$6,865.95
81224	ROSENAU TRANSPORT	SHIPPING	\$343.96
81225	SCHEFFER ANDREW	PLANNING SERVICES	\$4,675.13
81226	SHOCKWARE	INTERNET	\$52.45
81227	SITEONE LANDSCAPE SUPPLY	CABINET/MODULE/ROTORS/SAW/CUTTERS/BLADES	\$3,933.86
81228	SUMMIT MOTORS	DUCT HOSE/FUEL CONDITIONER/CREDIT	\$213.83
81229	TELUS MOBILITY	CELL SERVICE	\$36.98
81230	DARLEY, KEELY	PROGRAMMING FEES	\$102.00
81231	WANT, TROY	REFUND AUGER SEWER LINE	\$200.00
81232	MAIR, DAWN	REFUND CREDIT ON ACCOUNT	\$99.69
81233	FLAHT, AARON	REFUND CREDIT ON ACCOUNT	\$10.00
81234	STREIFEL, BRENDA	REFUND CREDIT ON ACCOUNT	\$97.81
81235	BERGER'S PLUMBING	REPLACE MAIN VALVE	\$170.71
81236	BLUE IMP	ORNATE BENCH	\$576.45
81237	THE BOLT SUPPLY HOUSE	HEX CAPS/HEX NUTS	\$108.05
81238	BRANDT TRACTOR	GAS SPRING SHOCKS	\$471.41
81239	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06
81240	C.E.M HEAVY EQUIPMENT	STRAINER/ELEMENT ASSY/O-RINGS	\$478.53
81241	CITY OF MEDICINE HAT	UTILITIES	\$4,911.10
81242	COCA BEAN CAFÉ	MEALS ON WHEELS	\$500.85
81243	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81244	CUPE	UNION DUES	\$1,948.26
81245	CYPRESS GROUP	PHOTOCOPIER FEES	\$277.79
81246	DIAMOND CUT LAWN SERVICE	SNOW REMOVAL	\$1,365.00
81247	EPCOR	UTILITIES	\$162.44
81248	ESRI CANADA	ARC GIS SOFTWARE MAINTENANCE	\$4,226.25
81249	FARMLAND SUUPPLY	PRESSURE WASHER PACKAGE/PUMPS/SWITCH	\$2,214.35
81250	FOX ENERGY	SIGNS/CUTTERS/DELINEATORS	\$1,699.85

81251	GADER, SALEH	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
81252	GAS CITY HYDRO VAC	CURB STOP REPAIRS	\$984.38
81253	GLADUE, JONELLE	TRAVEL REIMBURSEMENT	\$27.45
81254	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
81255	REDCLIFF HOME HARDWARE	CHAINSAW/OIL/REPAIRS/CUTTER	\$2,205.64
81256	KEYWAY SECUTIRY	RE-KEY DOORS	\$160.65
81257	KIRK'S MIDWAY TIRES	TIRE/ CHANGEOVER	\$262.50
81258	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$46.20
81259	MEDICINE HAT LICENSE CENTER	REGISTRATION	\$22.45
81260	SHAW CABLE	INTERNET	\$84.95
81261	NSC MINERALS	ROAD SALT	\$2,343.60
81262	SUNCOR ENERGY	FUEL	\$2,503.31
81263	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
81264	PRO COMM SOLUTIONS	DISPATCH SERVICE	\$73.13
81265	PUROLATOR	SHIPPING	\$31.15
81266	RECEIVER GENERAL	DEDUCTIONS	\$363.58
81267	SANATEC ENVIRONMENT	PUMP SEPTIC TANK	\$152.25
81268	SCHEFFER ANDREW	PLANNING SERVICES	\$2,630.09
81269	STEEP ROCK	ROADCRUSH	\$1,219.58
81270	SUMMIT MOTORS	TRUCK REPAIR/FUEL CONDITIONER	\$3,426.56
81271	T.A.C.	MEMBERSHIP FEES	\$263.55
81272	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,739.94
81273	TELUS MOBILITY	CELL SERVICE	\$155.58
81274	APPLIED INDUSTRIAL	CHAIN/LINK	\$52.69
81275	ST. PIERRE, MATTHEW	REFUND	\$100.00
81276	TRANSIT PAVING	REMOVE/REPLACE ASPHALT	\$2,661.75
81277	FLATLINE FINISHING	TEAR OUT & REPLACE SIDEWALKS	\$13,177.50
81278	J.BALMER SAFETY CONSULTING	AED BATTERY/PADS/SHIPPING	\$603.75
TOTAL 80 CHEQUES			\$123,507.28

2. MINUTES

2016-0510 Council meeting held
November 28, 2016

A) Councillor Steinke moved the minutes of the Council meeting held November 28, 2016, be adopted as presented.
- Carried.

2016-0511 Redcliff Public Library Board
meeting held September 27,
2016

B) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held September 27, 2016, be received for information. - Carried.

3. BYLAWS

2016-0512 Bylaw No. 1837/2016,
Temporary Borrowing Bylaw
2017

A) Councillor Crozier moved Bylaw No. 1837/2016, Temporary Borrowing Bylaw 2017, be given second reading as amended. - Carried.

- 2016-0513 Councillor Leipert moved Bylaw No. 1837/ 2016, Temporary Borrowing Bylaw 2017, be given third reading. - Carried.
- 2016-0514 Bylaw No. 1838/2016, Fees, Rates & Charges Bylaw **B)** Councillor Leipert moved Bylaw No. 1838/2016, Fees, Rates & Charges Bylaw, be given second reading. - Carried.
- Director of Community & Protective Services arrived at 7:08 p.m.
- 2016-0515 Bylaw No. 1839/2016, Sanitary Sewer Rates Bylaw **C)** Councillor Kilpatrick moved Bylaw No. 1839/2016, Sanitary Sewer Rates Bylaw, be given first reading. - Carried.
- 2016-0516 Councillor Steinke moved Bylaw No. 1839/2016, Sanitary Sewer Rates Bylaw, be given second reading. - Carried.
- 2016-0517 Councillor Solberg moved Bylaw No. 1839/2016, Sanitary Sewer Rates Bylaw, be presented for third reading. - Carried Unanimously.
- 2016-0518 Councillor Brown moved Bylaw No. 1839/2016, Sanitary Sewer Rates Bylaw, be given third reading. - Carried.

4. REQUESTS FOR DECISION

- 2016-0519 Redcliff Action Society for Youth Funding Agreement **A)** Councillor Kilpatrick moved that Council approve the proposed funding agreement between the Town of Redcliff and the Redcliff Action Society for youth in the amount of \$12,000 annually with term commencing January 1, 2017 and ending December 31, 2019. Further, that the Mayor and Municipal Manager be authorized to sign the agreement. - Carried.
- 2016-0520 Lift Station Upgrade Capital Project **B)** Councillor Leipert moved that Council award the consulting engineering services contract for the 3rd Street and 3rd Avenue Lift Station and Jesmond Lift Station upgrades to Scheffer Andrew Ltd. for the amount of \$99,979.00. - Defeated.
- 2016-0521 Councillor Solberg moved that Council award the consulting engineering services contract for the 3rd Street and 3rd Avenue Lift Station and Jesmond Lift Station upgrades to MPE Engineering for the amount of \$113,000.00. - Carried.
- 2016-0522 Special Council Meeting - Safety Codes Services Contract **C)** Councillor Leipert moved that Council schedule a Special Council meeting for Friday, December 16, 2016 at 5:30 p.m. to consider the Safety Codes Services Contract and the Fees Rates and Charges Bylaw. - Carried.

5. POLICIES

- 2016-0523 Policy 057, Bylaw Enforcement Policy **A)** Councillor Kilpatrick moved that Policy 057 (2016), Bylaw Enforcement Policy be approved as presented. - Carried.

- 2016-0524 Policy 131, Use of and Work in Road Right-of-Ways in the Town **B)** Councillor Steinke moved that Policy 131, Use and Work in Road Right-of-Ways in the Town be approved as presented. - Carried.
- 2016-0525 Policy 48, Facilities Use Policy **C)** Councillor Brown moved that Policy 48 (2016) Facilities Use Policy be approved as presented. - Defeated.
- 2016-0526 Councillor Kilpatrick moved that Policy 48 (2016), Facilities Use Policy be approved with an amendment to Section 4.B.iii) to increase insurance with a minimum liability amount of \$2,000,000.00 to \$5,000,000.00. - Carried.
- 2016-0527 Councillor Kilpatrick moved the request of Redcliff Minor Hockey dated November 24, 2016 to reschedule the Redcliff Figure Skating Club Carnival on March 19, 2017 to a different date to accommodate their application to host the Hockey Alberta Atom B Provincial Championship March 16-19, 2017, be denied. - Carried.

6. CORRESPONDENCE

- 2016-0528 Amron Construction Ltd.
Re: 118 - 9th Avenue **A)** Councillor Leipert moved correspondence from Amron Construction Ltd. dated November 22, 2016 regarding 1118 - 9th Avenue, be received for information. - Carried.
- Director of Community & Protective Services left the meeting at 8:03 p.m.
- 2016-0529 Alberta Municipal Affairs
Re: MSI - Lift Station Upgrades (amended) **B)** Councillor Steinke moved correspondence from Alberta Municipal Affairs dated November 21, 2016 regarding MSI - Lift Station Upgrades (amended), be received for information. - Carried.
- Director of Community & Protective Services returned at 8:03 p.m.
- 2016-0530 Alberta Municipal Affairs
Re: 2017-2019 Internship Program for Land Use Planners **C)** Councillor Crozier moved correspondence from Alberta Municipal Affairs dated November 28, 2016 regarding the 2017-2019 Internship Program for Land Use Planners, be received for information. - Carried.
- 2016-0531 Alberta Rural Physician Action Plan (RPAP)
Re: RPAP 2015-16 Provincial Impact Report **D)** Councillor Kilpatrick moved correspondence from Alberta Rural Physician Action Plan (RPAP) dated November 23, 2016 regarding RPAP 2015-16 Provincial Impact Report, be received for information. - Carried.

7. OTHER

- 2016-0532 Recreation Master Plan **A)** Councillor Crozier moved that the Town of Redcliff adopt the proposed 2016 Parks and Recreation Master Plan, as amended. - Carried.
- 2016-0533 Memo - Off Leash Dog Area **B)** Councillor Brown moved to refer concerns about the Off-Leash Dog Area in the River Valley to the Redcliff & District Recreation Services Board for review and consideration for alternate locations. - Carried.
- 2016-0534 Canada 150 Community Leaders **C)** Councillor Steinke moved the Memo dated December 12, 2016 regarding Canada 150 Community Leaders be received for information. Further, to nominate Karen Bongaards, Alaina Stratton and Catherine Richardson to act as Leaders for the Town of Redcliff with respect to the Canada 150 Community Leaders program. – Carried.
- 2016-0535 Redcliff/Cypress Regional Landfill Authority
Re: Landfill Graphs to November 30, 2016 **D)** Councillor Crozier moved the Redcliff/Cypress Regional Landfill Authority regarding Landfill Graphs to November 30, 2016, be received for information. - Carried.
- 2016-0536 Council Important Meetings & Events December 12, 2016 **E)** Councillor Kilpatrick moved the Council Important Meetings & Events December 12, 2016, be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 8:31 p.m.

Director of Planning & Engineering, Director of Public Services, Director of Community & Protective Services, Director of Finance & Administration and the Municipal Manager left the meeting at 8:34 p.m.

Mayor Reimer reconvened the meeting at 8:39 p.m.

9. IN CAMERA

- 2016-0537 Councillor Leipert moved to meet In Camera at 8:39 p.m. - Carried.

Manager of Legislative & Land Services left the meeting at 8:39 p.m.

Councillor Solberg left the meeting at 9:03 p.m.

Manager of Legislative & Land Services returned at 9:20 p.m.

2016-0538

Councillor Brown moved to return to regular session at 9:20 p.m. - Carried.

10. ADJOURNMENT

2016-0539 Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 9:21 p.m. - Carried.

Mayor Reimer

Manager of Legislative & Land Services

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
FRIDAY, DECEMBER 16, 2016 5:30 P.M.**

PRESENT: Mayor
Councillors

E. Reimer
D. Kilpatrick
L. Leipert
J. Steinke
E. Solberg
C. Crozier

Municipal Manager
Manager of Legislative
& Land Services
Director of Finance
& Administration
Director of Planning &
Engineering

A. Crofts
S. Simon

J. Tu

J. Johansen

ABSENT: Councillor C. Brown

1. GENERAL

Call to Order

A) Mayor Reimer called the regular meeting to order at 5:30 p.m.

2016-0540 Adoption of Agenda

B) Councillor Solberg moved the agenda be adopted as presented. - Carried.

2. NEW BUSINESS

2016-0541 Safety Codes Services Contract

A) Councillor Leipert moved that Council approve the contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019. Further, that the Mayor and Municipal Manager be authorized to sign the contract. - Carried.

2016-0542 Bylaw 1838/2017, Fees, Rates & Charges Bylaw

B)(i) Councillor Solberg moved that Bylaw 1838/2016, Fees, Rates & Charges Bylaw be given third reading as amended. - Carried.

2016-0543 Policy 98 (2010), Permit Fees - Electrical, Gas, Plumbing

ii) Councillor Crozier moved that Policy 98, Permit Fees - Electrical, Gas & Plumbing be cancelled effective January 1, 2017. - Carried.

3. ADJOURNMENT

2016-0544 Adjournment

Councillor Leipert moved to adjourn the meeting at 5:43 p.m.
- Carried.

Mayor Reimer

Manager of Legislative & Land Services

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD MEETING
Town Council Chambers Town Office
December 13th, 2016 at 7:00 pm**

PRESENT:

Chairperson	Meredith Conboy
Council Representative	Chere Brown
Members at Large	Susan Horn
Community Services	Kim Dalton
Absent	Brad Christian

1. GENERAL

Call to Order:

A) Meeting called to order at 7:03 pm.

Adoption of the Agenda

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

2. MINUTES

Board meeting held November 15th, 2016

A) S. Horn moved the minutes of the Redcliff Family and Community Support Services held on November 15th, 2016, be adopted as presented. – Carried.

3. DELEGATION – None

4. OLD BUSINESS

FCSS Strategic Plan

A) Received as information

Winter Programming

B) Received as information

Redcliff Arts and Culture Committee

C) Received as information

FCSS Community Development Grant

D) Received as information

5. NEW BUSINESS

Redcliff Coats for Kids Campaign

A) Received as information

Volunteer Night

B) S. Horn moved that the Town of Redcliff advertise for additional members to assist with the Town of Redcliff's 30 Year Volunteer Appreciation – Carried

6. CORRESPONDENCE

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

- A)** Project to be held at the Redcliff Municipal Library December 16th, 2016 from 10am – 8pm.

Next Meeting

8. DATE OF NEXT MEETING - January 10th, 2017

Adjournment

9. ADJOURNMENT

- A)** S. Horn moved to adjourn the meeting at 7:59 pm.—Carried

MINUTES

ABSENT: Members: E. Solberg

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 9th, 2017

PROPOSED BY: Director of Community and Protective Services

TOPIC: Regional Mass Notification System – Notify Me Now

PROPOSAL: To enter into an agreement with the City of Medicine Hat and Cypress County for the storage of participant's personal information.

BACKGROUND:

The Town of Redcliff is currently using various methods to communicate potential and actual emergency events to the Public, including Alberta Emergency Alert, social media (i.e. Twitter, Facebook) local media (i.e. radio, television), door hangers, and door to door sweeps. Everbridge (Notify Me Now) adds additional levels of functionality to the methods currently being used. Additional functionality includes the ability to send a notification through multiple communications channels (e.g. email, text message, and telephone), the ability to target specific areas, and the ability to receive confirmation that the Public user has acknowledged the notification.

Everbridge has been in place since 2015 as part of the Regional Emergency Management, and in 2015 we purchased the data from the white and yellow pages. 28,329 Public names and landline telephone numbers have been uploaded into Everbridge, representing 41% of the population of City of Medicine Hat and Town of Redcliff.

The next phase included the implementation plan that focuses on Public self-registration via a web-based portal, where the Public users may add additional contact methods and addresses (e.g. home, work, relative's home) or change the information at any time through their own user portal.

POLICY/LEGISLATION:
N/A

STRATEGIC PRIORITIES:

Regional Collaboration is currently ranked as number 6 in the Municipality's Strategic Priorities.

ATTACHMENTS: Personal Information Sharing Agreement for Emergency Management
Regional Mass Notification System

OPTIONS:

1. Authorize the signing of the Personal Information Sharing Agreement for Emergency Management Regional Mass Notification System with the City of Medicine Hat and Cypress County.
2. Do not authorize the signing of the Personal Information Sharing Agreement for

Emergency Management Regional Mass Notification System with the City of Medicine Hat and Cypress County.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ move to enter into an agreement with the City of Medicine hat and Cypress County for the storage of participants' personal information for the Notify Me Now Regional Mass Notification System. Further that the Mayor and Municipal Manager be authorized to sign the Personal Information Sharing Agreement for Emergency Management Regional Mass Notification System.

SUBMITTED BY:



Department Head



Municipal Manager

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

**PERSONAL INFORMATION SHARING AGREEMENT FOR EMERGENCY MANAGEMENT
REGIONAL MASS NOTIFICATION SYSTEM
(the "Agreement")**

dated the _____ day of _____, 20____

BETWEEN:

CITY OF MEDICINE HAT ("CMH") [First Party] ("Party A")

580 – 1st St. SE Medicine Hat, Alberta T1A 8E6

AND: CYPRESS COUNTY (the "County") [Second Party] ("Party B")

816 – 2nd Avenue, Dunmore, Alberta T1B 0K3

AND: TOWN OF REDCLIFF [Third Party] ("Party C")

1 – 3rd Street NE, Redcliff, Alberta T0J 2P0

1. Purpose

The purpose of this Agreement is to record and enable the terms and conditions of the exchange of certain personal information by the Parties, in compliance with or permitted by the *Freedom of Information and Protection of Privacy Act, Alberta ("FOIP")*, the *Personal Information Protection Act, Alberta ("PIPA")*, the *Emergency Management Act, Alberta ("EMA")*, the *Municipal Government Act, Alberta ("MGA")* and other applicable legislation, regulations, policies and protocols (if any) to effect the collection, use and disclosure of personal information as outlined specifically related to the administration and use of any and all such information by all means currently in place or implemented in the future to support emergency management plans including regional mass notification, including a declared emergency or other emergency defined by the applicable law, and as outlined in this Agreement (the "Purpose").

2. Personal Information

2.1 In this Agreement, "Personal Information" means citizen, resident and/or occupant:

- 2.1.1 Telephone numbers including cellular, home, work and/or any other telephone number they choose to be contacted through;
- 2.1.2 Disclosed email addresses, including personal, work and/or any other email address they choose to be contacted through; and
- 2.1.3 Disclosed physical addresses, including home, work, and/or any other address that is identified as pertinent.

3. Collection and Disclosure of Personal Information

3.1 Personal Information may be collected and disclosed by the Parties for the Purpose as follows:

3.1.1 All Personal Information collected by the Parties shall be in accordance with all applicable law, regulation, policy and protocol, including but not limited to collection in compliance with FOIP and PIPA.

3.1.2 All Personal Information disclosed by the Parties shall be in accordance with FOIP, PIPA, EMA and MGA, and other applicable legislation, regulations, policies and protocols (if any), including any disclosure permitted by law where required or authorized by law without consent, or where there are grounds to believe it is in the public interest to do so.

4. Use of Personal Information

4.1 All Personal Information used by the Parties shall be for the Purpose and in accordance with or in compliance with FOIP, PIPA, EMA and MGA, and other applicable legislation, regulations, policies and protocols (if any), including, without limiting the generality of the foregoing, use of Personal Information in a declared emergency, within the meaning of that term in the EMA, or an emergency, within the meaning of that term in the MGA, as is applicable.

5. Accuracy

Each Party will make every reasonable effort to ensure the Personal Information in its custody is accurate, complete and up-to-date.

6. Security

6.1 Each Party will make reasonable arrangements to maintain the security of the Personal Information in its custody, by protecting it against such risks as unauthorized access, collection, use, disclosure or disposal.

6.2 Each Party will implement this Agreement in conformity with the applicable institutional, corporate or government information security policy.

6.3 Each Party will advise the other Party immediately of any circumstances, incidents or events which to its knowledge have jeopardized or may in future jeopardize:

- the privacy of individuals;
- the security of any computer system in its custody that is used to access the Personal Information.

7. Compliance Monitoring and Investigations

7.1 Each party will record and monitor access to the Personal Information in its custody, in order to establish a chain of responsibility, as set out in the Permissions Grid in Appendix "A" to this Agreement, and including, but not limited to:

- CMH to maintain the status of Account Administrator;
- Each Party is to designate one person each to maintain status as Organization Administrator;
- Each Party may designate additional staff to maintain the status of Dispatchers;
- Personal Information can be viewed only by an Account Administrator or an Organization Administrator, and Dispatchers are not permitted access to view Personal Information;
- All Everbridge users must complete the Everbridge CARES training and Everbridge Notification training prior to being permitted to use Everbridge. Basic procedures for use are set out in Appendix "B";
- All requests for additional users must be forwarded to the Account Administrator;

- No user of Everbridge shall provide their log-in information with any other person;
- Should a data release violation occur or mass notification be sent in error, the Party causing the error will conduct a full investigation which includes corrective actions, and dependent on severity, the CMH Director of Health, Safety, Environment and Emergency Management shall recommend corrective actions up to and including removal from the Agreement;
- Should a second data release violation occur or mass notification be sent in error, the CMH Director of Health, Safety, and Environment and Emergency Management shall recommend corrective actions, up to and including removal from the Agreement;
- Should a Party be removed from the Agreement, all of their corresponding Personal Information will be deleted from Everbridge, and that removed Party shall be responsible for the notifying the Public of the deletion of the Personal Information;
- Should the CMH violate any data security requirements or send any mass notifications in error, the CMH will conduct an investigation with corrective actions and supply to all other managing organizations

7.2 Each Party will investigate all reported cases of:

- unauthorized access to or modification of the Personal Information in its custody;
- unauthorized use of the Personal Information in its custody;
- unauthorized disclosure of the Personal Information in its custody;
- breaches of privacy or security with respect to the Personal Information in its custody or with respect to any computer system in its custody that is used to access the Personal Information.

7.3 Each Party will report to the other the results of any such investigation and the steps taken to address any remaining issues or concerns about the security of the Personal Information or computer systems, or the privacy of individuals to whom the Personal Information relates.

8. Modification or Termination of Agreement - General

- 8.1 This Agreement may be modified or terminated at any time by agreement, in writing, of all Parties.

9. Termination for Non-Compliance with Agreement

- 9.1 This Agreement may be terminated at any time by either Party if the other Party fails to meet its obligations under this Agreement.

10. Term of Agreement

This Agreement will be in force during the period commencing [Date] and ending [Date] unless sooner terminated in accordance with paragraph 8.1 or paragraph 9.1.

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11. Appendices

Any appendices to this Agreement are part of the Agreement. If there is a conflict between a provision in an appendix and any provision of this Agreement, the provision in the appendix is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this Agreement.

Agreed to on behalf of Party A:

CITY OF MEDICINE HAT

MAYOR KEITH E. (TED) CLUGSTON

CITY CLERK – A. CRUICKSHANK

Agreed to on behalf of Party B:

CYPRESS COUNTY

Agreed to on behalf of Party C:

TOWN OF REDCLIFF

Appendix A: Permissions Grid

Function	Account Administrator	Organization Administrator	Dispatcher
Cross Organization Notification			
Send notifications to contacts in any organization	X		
Contact Upload			
Upload and view contacts in any organization	X		
User Management			
Create, edit, delete and enable/disable users in any organization	X		
Role Management			
Assign permissions and resources to the users created/managed under the User Management tab			
Account Setting			
Notifications: Specify settings that are applied to all broadcasts in all organizations	X		
Contacts: Specify settings that are applied to all contacts and groups in all organizations	X		
Single Sign On	X		
Access			
User/Role management	X		
Dashboard			
View notification and incident dashboard	X	X	X
Universe			
Access Twitter alerts	X	X	X
Access weather alerts	X	X	X
Access NC4 alerts	X		
Use selection tools to highlight contacts on the map	X	X	X
Access ContactBridge messages	X	X	X
Send a notification from the Universe to contacts selected on the map	X	X	X
Notification button widget	X	X	X
Map			
View building layer	X	X	X
View the last known location of contacts	X	X	X
Notification			
Create a new notification - send now, schedule, save as template, send follow up	X	X	X
Manage active/sent notifications (including stop, rebroadcast)	X	X	X
Manage scheduled and recurring notifications	X	X	X
Edit/Delete an existing notification template	X	X	X
Send an existing notification template	X	X	X
Launch a notification template by phone	X	X	X
Edit Notification settings: Message content and Contacts	X	X	X
Mobile Website	X	X	X
Create, edit and delete message templates	X	X	X
Manage Incident Zone	X	X	X
Incident			
Launch and manage incidents	X	X	
Create, edit and delete incident templates	X	X	
Create, edit and delete information variables	X	X	
Launch new incident by phone	X	X	

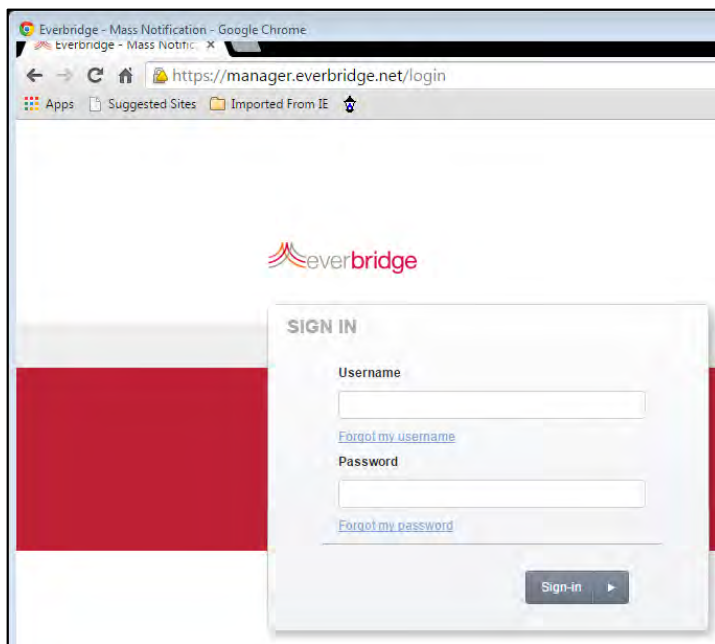
Function	Account Administrator	Organization Administrator	Dispatcher
Contact			
Create, edit and delete schedules	X	X	
View name and External ID ONLY	X	X	
View, download all contact information	X	X	
View, download and edit all contact information	X	X	
Upload contacts	X	X	
Upload the last known locations of contacts	X	X	
Create contacts	X	X	
Delete contacts	X	X	
Create, edit and delete Groups	X	X	
Add contacts to Groups	X	X	
Move and remove contacts from Groups	X	X	
Create, edit and delete rules	X	X	
Secure Messaging			
Create, edit and delete Secure Messaging users	X	X	
Remote wipe, lock accounts and require passcode	X	X	
Create, edit, delete, and export Secure Messaging Reports	X	X	
Report			
View Quick Reports	X	X	
Create, edit and delete Incident Custom Reports	X	X	
Create, edit and delete Incident Notification Custom Reports	X	X	
Create, edit and delete Notification Custom Reports	X	X	
Create, edit and delete Contact Custom Reports	X	X	
Organization Settings			
Organization B Edit base information and login message	X	X	
Custom From Email Address	X	X	
Secure Messaging	X	X	
Sequenced Group	X	X	
Social Media settings	X	X	
Nixle Event Groups settings	X	X	
IPAWS Settings	X	X	
Upload, create, edit and delete building	X	X	
Launch notification by phone settings	X	X	
GIS - Edit default map views, manage shape library and import region files	X	X	
Interactive Visibility – Turn weather/Twitter/ContactBridge/NC4 alerts on/off, and create new alerts	X	X	
Broadcast B Edit the default settings (sender info, delivery methods, etc.) applied to all notifications across the organization	X	X	
Contacts and Groups - Create record types, additional information, Alert subscriptions, Secure FTP and Groups	X	X	
Member Portal - Edit the setup, design and contents of the organization's Member Portal	X	X	
Custom Map	X	X	
Point-Address Geo-Coding	X	X	
View Integrations	X	X	
Create, edit and delete Integrations	X	X	
View Profiles and Webhooks	X	X	
Create, edit and delete Profiles and Webhooks	X	X	

Function	Account Administrator	Organization Administrator	Dispatcher
<i>ManageBridge</i>			
Send a notification	X	X	
Send a notification using a template	X	X	
Rebroadcast a notification	X	X	
Send a notification FollowUp	X	X	
Stop an Active notification	X	X	

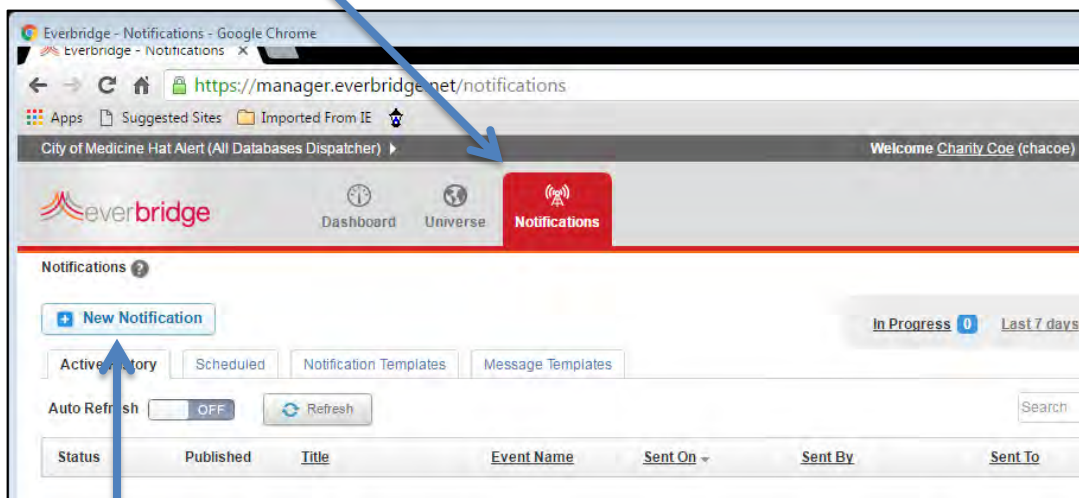
Appendix B: Basic Procedures

Step 1: LOG IN

Log In at: <https://manager.everbridge.net/login>



If it opens to the Dashboard,
Click Notifications



Click New Notification

Step 2: CREATE MESSAGE

If using a standard EOC Activation or TEST of the system, **click Use a message template**

Then **Select** at message -

Then **click** OK

Title	Voice/Text	Created By	Created On
911 Sunday Test	Text	Stacy Smith	2015-10-26 10:41:27 CDT
Emergency Management TEST Notification	VoiceText	Charity Coe	2015-07-09 12:56:08 CDT
EOC Activation at Fire Station #3	VoiceText	Charity Coe	2015-07-09 12:53:03 CDT
EOC Activation at the Police Station	VoiceText	Charity Coe	2015-07-09 12:50:35 CDT
EOC Activation at Brier Park	VoiceText	Charity Coe	2015-07-09 12:47:05 CDT

Page 1 of 1 10 View 1 - 5 of 5

OK Cancel

Follow instructions below.

****Much of the information will pre-populate allowing you to skip to Select Contacts****

Check 'High priority message'

Type **'Title'** of call out
example: Test or EOC Activation or City of Medicine Hat Emergency

Type **'Body'**

This will prepopulate **IF** using a message template but may need modification if requested by DEM or Incident Commander (IC) If blank, type in a message as directed by DEM or IC.

Leave as 'Standard'

Leave unchecked

per.everbridge.net/bc/templates/new

ed From IE

admin) Welcome Charity Schweitzer

Dashboard Universe **Notifications** Contacts Reports Settings Access

Create Message

☒ High priority message **1** **i** [Use a message template](#)

Title

Test

Body ☐ Include a separate message for email notifications **i**

All delivery methods

This is a test of the CoMH Everbridge Mass Notification System. Please follow the prompts for receipt of notification. This is only a TEST. Thank you.

Email/Fax: 2343, SMS: 83, Estimated # of SMS: **i**

☐ Include a Voice Recording

☐ Save this as a message template

Message type:

☒ Standard ☐ Polling ☐ Conference Bridge

[Attach Files](#) **i**

Publishing Options

☐ Everbridge Network

Select Contacts

* Click to add contacts

SEE NEXT STEP

[Individuals](#) [Groups](#) [Rules](#) [Map](#) [Preview contacts](#)

Step 3: SELECT RECIPIENTS

Publishing Options

☐ Everbridge Network

Select Contacts

* Click to add contacts

0 0 0 0

Individuals Groups Rules Map

[Preview contacts](#)

Click on **Groups**
* Legend located end of these instructions

Map would be used for a Community Notification of an actual emergency and a circle or shape, as directed by the DEM or IC, would be drawn directly on the map to select community members.

Expand groups to see **'Internal Databases'** using the **+** sign and select requested groups as directed DEM or IC.

Select Contacts

Select | [Preview](#)

Individuals Groups

☐ All Contact Groups

☒ Internal Databases

☐ Public Databases

☐ Testing Groups

☐ UBS

If they need a small planning group, **click** CORE (ie for Level 3 incident that is growing)
If they need a full EOC turnout, **click** EMA (ie for a Level 2 incident, large scale – overwhelming resources)

Select Contacts

Select | [Preview](#)

Individuals Groups Rules [Manage Contacts](#)

☐ All Contact Groups

☐ HSE

☒ Internal Databases

☐ AEMA

☐ AHS

☐ BCG

☐ BG

☐ CC

☒ CORE

☐ CPR

☐ DEM

☐ EAC

☒ EMA

☐ ESS

☐ EU

☐ HAM

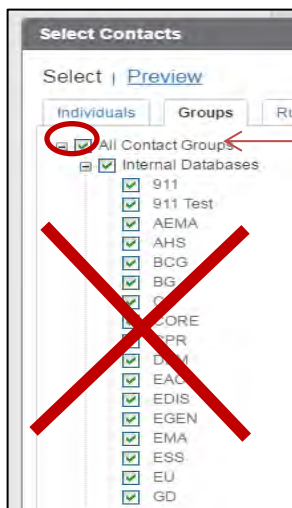
☐ IND

☐ RCMP

☐ TOR

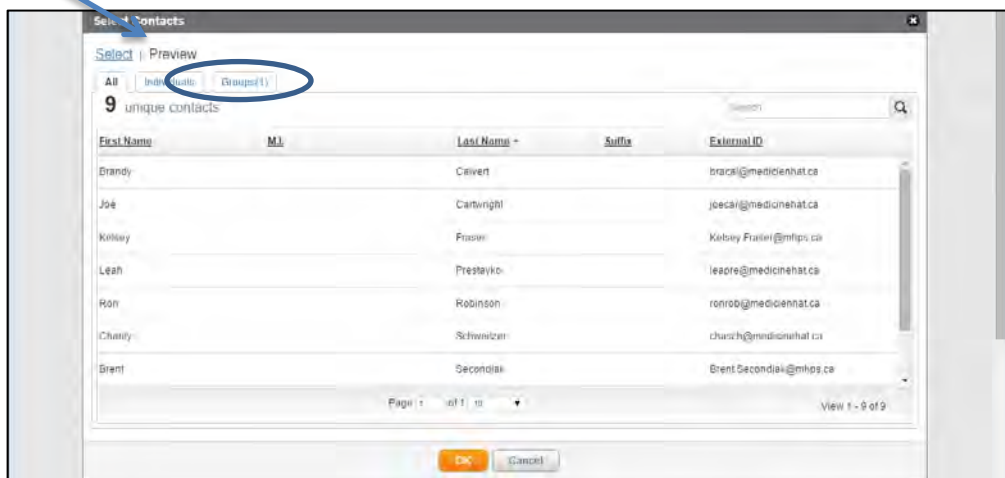
[OK](#) [Cancel](#)

Click **OK**



Ensure you have not selected all contacts

Click **Preview** to verify that only the contacts that you intended are listed.



Click **OK**

The rest of the settings stay the same.

Step 3: SEND NOTIFICATION

Click **Send**

The screenshot shows the Everbridge Mass Notification configuration page. The page has a header with navigation links: [Individuals](#), [Groups](#), [Rules](#), [Map](#), and [Preview contacts](#). Below the header is a **Settings** section with an [Edit](#) link. The settings are organized into a table-like structure:

* Sender E-Mail Display:	City of Medicine Hat
* Sender caller ID:	View
Delivery Order:	Contact Preferred
* Delivery methods:	Text Primary Cell Primary Email Call Primary Cell Home Phone Work Phone Text Secondary Cell Secondary Email Call Secondary Cell Other Phone TTY Device
Apply voice delivery throttling rules:	No
Broadcast duration:	1 hr(s)
Contact cycles:	1
Interval between cycles:	5min(s)
Interval between delivery methods:	1min(s)
Voice mail preference:	Message Only
Confirm:	Yes
Language:	English (US)

Below the settings is a **Send & Save** section. It contains the following options:

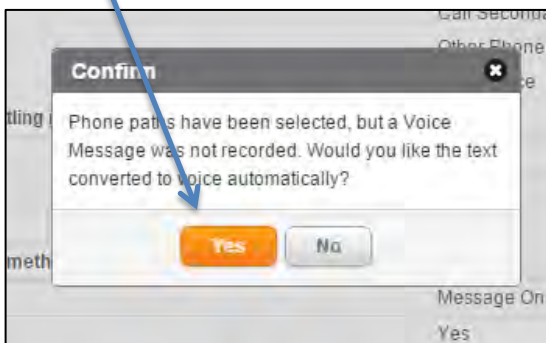
- Send: ☒ Now ☐ Later ☐ Recurring
- ☐ Save as a notification template
- ☐ Include as part of an event

At the bottom of the **Send & Save** section are two buttons: **Send** (orange) and **Cancel** (grey). A blue arrow points from the **Send** button in the **Send & Save** section to the **Send** button in the **Send & Save** section.

At the bottom of the page, there is a footer with links for [Privacy](#) and [Terms of Use](#), and copyright information: © 2015 Everbridge, Inc. V4.5.0-2015-05-04 01:45:09 us1app03.

If the message template does not have a voice recording, this following window will pop up.

click **Yes**



*** Groups Legend:**

911	911 Dispatchers for internal callout
911 Test	Weekly test of 911 backup Cell Phones
AEMA	Alberta Emergency Management Agency Field Officers
AHS	Alberta Health Services
BCG	Business Continuity Group (Commissioners)
BG	Business Group (Chamber of Commerce)
CC	Cypress County
CORE	DEM and Duty Directors, Corp Communications, EM Staff
CPR	Canadian Pacific Rail
DEM	Cypress, Redcliff and Med Hat Directors of Emergency Management
EAC	Emergency Advisory Committee (<i>Council</i>)
EDIS	Electric Distribution (call out rotation)
EGEN	Electric Generation (call out rotation)
EMA	Emergency Management Agency – Full Group for initial EOC
ESS	Emergency Social Services
EU	Environmental Utilities (call out rotation)
GD	Gas Department (call out rotation)
HAM	Radios – Hand Held Amateur Radio Operators
HSE	Health Safety and Environment
IND	Industry (Methanex, CF Industries, Air Liquide)
MW	Municipal Works (call out rotation)
RCMP	Royal Canadian Mounted Police (Redcliff and Cypress County)
SCR	Scribes
test	Various training testing
TOR	Town of Redcliff EOC Staff

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 9th, 2017

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy No. 030 (1996) Redcliff Public Library Building Maintenance Policy

PROPOSAL: To review the Redcliff Public Library Maintenance Policy No. 30 as specified in Policy No. 115 (2013).

BACKGROUND:

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

The Policies for the Town are written and enacted to provide for direction to residents of Redcliff, town personnel and officials and to provide for their safety and well-being. This policy provides guidance to administration regarding the maintenance of the Redcliff Public Library.

Policy No. 30 (1996) was reviewed at the Redcliff Library Board meeting and there was no issues or comments that arose.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review
Policy No. 30 Redcliff Public Library Maintenance Policy

STRATEGIC PRIORITIES:

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

ATTACHMENTS: Proposed Policy No. 030 (2017) – Redcliff Public Library Maintenance Policy.

OPTIONS:

1. Approve the proposed policy No.030 (2017) Redcliff Public Library Maintenance Policy.
2. Make amendments to policy No 030 (2017).
3. Cancel Policy No. 030 (1996).


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ move that Policy No. 030 (2017) Redcliff Public Library Maintenance Policy be approved as presented.
2. Councillor _____ move that Policy No. 030 (2017) Redcliff Public Library Maintenance Policy, be referred to Community and Protective Service's for further review and amendments.
3. Councillor _____ move that Policy No. 030 (1996) Facility Use Policy, be cancelled.

SUBMITTED BY:



Department Head



Municipal Manager

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

REDCLIFF PUBLIC LIBRARY BUILDING MAINTENANCE POLICY

BACKGROUND

The Town of Redcliff owns the Redcliff Public Library Building, while the operation of the library is done under the auspices of the Redcliff Public Library Board. The purpose of this policy is to separate and establish responsibilities for the Town of Redcliff and the Redcliff Public Library Board in respect to the maintenance of the Redcliff Public Library building. Each party recognizes the importance of establishing and maintaining an effective maintenance system for the facility and will strive to provide that system in the most effective and economical manner.

POLICY

The Town of Redcliff is responsible for the following:

1. Supply material and labor for the maintenance of the exterior grounds including the lawn, irrigation system, parking lot and sidewalks.
2. Provide regular maintenance inspection of building and mechanical and electrical systems.
3. Provide for regular mechanical maintenance inspections and preventive maintenance functions by a qualified mechanical contractor.
4. Provide for repairs to all building mechanical and electrical systems and building structural deficiencies.
5. Major facility upgrading, renovations or improvements will be negotiated between the Town of Redcliff and the Redcliff Public Library Board to determine their priority and the funding available for the project (i.e. painting, carpet replacement, etc.)

The Redcliff Public Library Board is responsible for the following:

1. Provide for payment of electrical and gas utilities.
2. Provide for janitorial services, equipment and supplies as required.
3. Provide supply of regular electrical maintenance parts such as light bulbs, lamps and ballasts.
4. Maintain all equipment and furnishings related to the operation of the Library.
5. Major facility upgrading, renovations or improvements will be negotiated between the Redcliff Public Library Board and the Town of Redcliff to determine their priority and the funding available for the project (i.e. painting, carpet replacement, etc.)



THE ALBERTA ORDER OF EXCELLENCE

RECEIVED
DEC 12 2016
TOWN OF REDCLIFF

December 7, 2016

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

Dear His Worship Reimer,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The Order reflects the diversity and breadth of achievement of all Albertans.

Because of your position, I trust that you might know, or know someone who knows, a remarkable Albertan in your community who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I would encourage the nomination of this person for 2017. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally and/or internationally.

We have updated the criteria for nomination packages in 2017. Please check the website for more information at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is February 15, 2017.

Please feel free to share this information with your colleagues.

Sincerely,

Andrew C.L. Sims
Chair

**REDCLIFF SCHOLARSHIPS
FOR ADVANCED EDUCATION**

803, 1333 8th Street S.W.
Calgary, Alberta T2R 1M6
phone: 403-297-0550
email: atlas.concrete@shaw.ca

RECEIVED
DEC 19 2016
TOWN OF REDCLIFF

December 9, 2016

Town of Redcliff
Mayor Ernie Riemer
Box 40
Redcliff, Alberta
T0J 2P0

Dear Mayor Riemer:

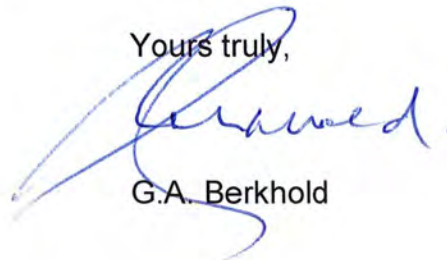
I am pleased to enclose an information package to update you on the Redcliff Scholarships for Advanced Education. Included is a Contribution Form, should you wish to make a further contribution to the Fund. Your continued support will be much appreciated.

Ongoing contributions to the Fund and interest income have covered the annual scholarships. However, contributions are needed to ensure the scholarships can be continued and the capital of the Fund maintained.

Please review the attached materials. Let us know if you have questions or concerns.

Thanks very much for your interest and support.

Yours truly,



G.A. Berkhold

REDCLIFF SCHOLARSHIPS FOR ADVANCED EDUCATION

c/o Patricia Cocks
No. 9, 1148 Eagle Butte Road
Cypress County, Alberta T1B 0H9
email: pcocks@hotmail.com

November 15, 2016

To: Contributors and Friends of the Redcliff Scholarship Fund

From: The Scholarship Committee

We are pleased to provide you with an update concerning the Scholarship Fund.

- *The 2016 Scholarships were awarded to Sarah Mickey and Lane Pahl. The announcement and updated lists of Scholarship Recipients and Contributors are attached.*
- *Since the establishment of the original fund in 2002 twenty eight scholarships totaling \$114,500 have been awarded to Redcliff students. Interest in the scholarships continues to develop. The quality of student applications is impressive.*
- *Memorial tribute donations have been received over the past year to honour Ken Van Wert, Gordon Jangula, Lucille (Simaluk) Goodman, Barbara (Lynch) Mills and Vernon Collard.*
- *A sizeable memorial tribute donation was received in memory of RCMP Sgt. Marc Searle and his mother Dorrell (Parsons) Searle. Sgt. Searle, died at age 47, was head of the RCMP Burnaby, B.C. detachment. Dorrell Parsons was raised in Redcliff and was a teacher.*
- *In 2016 contributions to the "Original Fund" totalling \$4,050 were received. Individuals who make annual contributions include Aleane Johnson, David Thomson, Vern Simaluk and Gerald Berkhold; this ongoing support is greatly appreciated.*
- *Continuing record low deposit interest rates do not provide sufficient returns to fund the annual scholarships. Additional contributions are needed to ensure the scholarships can be sustained and the capital of the funds maintained.*

A copy of the Scholarship Contribution Form is enclosed. If you have an interest, or know of anyone interested, added contributions will be acknowledged, recognized and appreciated.

Patricia (Congdon) Cocks has undertaken administration of the Scholarships Fund. She is the retired Secretary Treasurer of Prairie Rose School District No. 8, and continues her lifelong interest in education and Redcliff.

Thank you for your support. Should you have questions or comments concerning the Redcliff Scholarships please contact Arnold Frank 403-548-6553, Patricia Cocks 403-527-0548 or Gerry Berkhold 403-297-0550.

**REDCLIFF SCHOLARSHIPS
FOR ADVANCED EDUCATION**

CONTRIBUTION FORM

We hereby commit a contribution of \$ _____ to the Redcliff Scholarship
for Advanced Education.

Cheques are to be made payable to **Prairie Rose School Division No. 8**

SIGNED:

(Please print name)

(Signature)

(Address)

(City)

(Telephone number)

(Postal Code)

Date signed: _____

Donation Recognition Yes () No ()

Name as above Yes () No ()

Or designate as _____

PLEASE FORWARD TO:

Redcliff Scholarships for Advanced Education
c/o Prairie Rose School Division No. 8
Attn: Ryan Boser, Secretary Treasurer
918 Second Avenue
Dunmore, Alberta T1B 0K3

Charitable receipts for Income Tax purposes will be issued by Prairie Rose
School Division No. 8.

Redcliff 2016 Scholarship Awards

Eagle Butte grads awarded 2016 Scholarships

Redcliff, AB – The Redcliff Scholarship Committee for Advanced Education, is pleased to announce that Eagle Butte High School graduates Sarah Mickey and Lane Pahl are the 2016 Redcliff Scholarship recipients. Mickey will be attending the Medicine Hat College administrative office professional program in the fall, while Pahl has plans to enroll in Lethbridge College to pursue an education in heavy duty/agricultural mechanics.

The two 2016 Redcliff Scholarships are for \$5,000 each towards tuition costs for post-secondary studies.

"Both Sarah and Lane are very passionate about their chosen careers and future," says Redcliff trustee and scholarship chairperson Arnold Frank. "I wish them tremendous success as they make the transition from high school to post-secondary where they will continue to pursue their education and life goals."

The Redcliff scholarships were established in 2002, and have been awarded to 28 Redcliff students. The awards are possible thanks to two endowed scholarship funds which were established and are being sustained by ongoing contributions of Redcliff organizations and present and past Redcliff citizens.

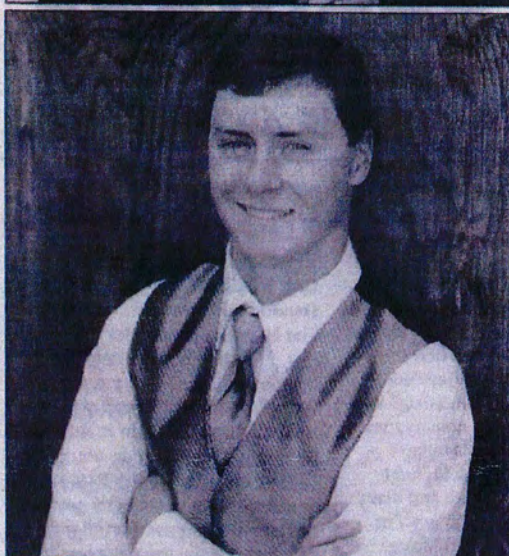
If you require further information, please contact one of the numbers below.

- 30 -

Arnold Frank
PRSD8 Trustee / Scholarship Chairperson
403-548-6553

Pat Cocks
Redcliff Scholarship Fund Administrator
403-526-0548

Scholars Awarded!



SUBMITTED PHOTOS

BRILLIANT MINDS: Eagle Butte High School grads Sarah Mickey and Lane Pahl have been announced as winners of the 2016 Redcliff Scholarship. Mickey will be attending the Medicine Hat College administrative office professional program in the fall, while Pahl has plans to enrol in Lethbridge College to pursue an education in heavy duty/agricultural mechanics. The two 2016 Redcliff Scholarships are for \$5,000 each toward tuition costs for post-secondary studies.

REDCLIFF SCHOLARSHIPS FOR ADVANCED EDUCATION

Grateful Acknowledgement of Fund Contributors

Sustaining Contributors (gifts of one thousand dollars or greater)

Berkhold Family Foundation
- in memory of Don Dubeau

Beverly and Gerald Berkhold

Elizabeth J. (Bezler) Briz
- in memory of Joyce (Hodges)
and Erwin Bezler

Congdon and Cocks Families
- in memory of Mark Tylor
Congdon and Grant James
Congdon

Patricia Cocks
- in memory of Grant, Daisy
and Mark Congdon

Dr. Valerie Congdon
- in memory of Mark Tylor
Congdon and Grant
James Congdon

Gwen and Harold Congram
- in memory of the Evans and
Congram Families

Isabel F. Cox Parent
Advisory Association

Aleane Johnson
- in memory of Rachel, Bert
and Earl Johnson

Frank W. King
- in memory of Walter King
(Redcliff School Principal 1932-
1942)

Ladies Auxiliary to Royal
Canadian Legion, Redcliff

Flora Ogilvie

Parkside School Community
Advisory Committee

Marjorie Rathwell and Family
- in memory of George Rathwell

The Elmer Rathwell Family
- in memory of Mildred Annabelle
Rathwell

Medicine Hat Optimist Club

Redcliff Local G201
AGB Workers Union

Barbara Ressler

Tribute to RCMP Sgt. Marc
Searle and Mother Dorelle
(Parsons) Searle

The Simaluk
- in memory of Anne Simaluk

Vern Simaluk

South Rock Ltd. Employees
Charitable Foundation

David J. Thomson

Town of Redcliff

Town of Redcliff
- RCMP Musical Ride

Herbert Wahl

Valued Contributors (gifts up to one thousand dollars)

Boylan Group

Chris Czember

Jean (Page) Fee
- in memory of June Page

Friends of Parkside

Hon. Ron Gitter

Ron Hodges

Knights of Columbus #7326

Kay Luna

Margaret Wooding School

Council Association

Parkside School Students Union

Jerry Pitts

Carol (Rutherford) and Reg Porter

Doreen Sangster

St. Mary's CWL

Lorelei and Don Ternes

Allan Warrack

Enquiries regarding the Scholarship Fund can be made to: Arnold Frank, Redcliff School Trustee (403)548-6553 or Ryan Boser, Prairie Rose School Division (403)527-5516.

REDCLIFF SCHOLARSHIPS FOR ADVANCED EDUCATION

Grateful Acknowledgement of Fund Contributors

Tribute Contributions in Memory of

Beverly Bezler
Robert Cocks
Hazel Collard
Muriel Collard
Vernon Collard
Daisy Congdon
Gwen Congram
Maude Dubeau
Margaret Dutton
Diane Frank
Lucille (Simaluk) Goodman
Don Hargrave
Ron "Zip" Hodges
Bill and Blanche Hodges,
Art Hodges and Don "Baldy" Hodges
John Hudak

Rev. Allan Hunt
Gordon Jangula
Evelyn Kaldestad and Rose Keats
Barbara (Lynch) Mills
Gordon "Buzz" Osgood
Dr. George Penrose
Barbara (Lynch) Mills
Carol (Rutherford) Porter
George Rathwell
Eva Rutherford
Dr. Cecil H. Sangster
Ken Sangster
Kate (Luna) Smith
Don Tester
Ken Van Wert

2016 Scholarships were awarded to Sarah Mickey and Lane Pahl both graduates of Eagle Butte High School.

The scholarships, each for \$5,000, are for tuition for post secondary education at universities, college or institutes of technology. Award criteria includes preference for first year students, financial need, leadership and citizenship, and academic merit.

The Redcliff Scholarships were initiated in 2002 and have since been presented to twenty eight students. The awards are possible thanks to two endowed scholarship funds, which were established by Redcliff organizations, and present and past Redcliff citizens. Five 2012 scholarships were made possible by a special contribution to the scholarship fund in recognition of the 2012 Redcliff Centennial.

Enquiries regarding the Scholarship Fund can be made to: Arnold Frank, Redcliff School Trustee (403)548-6553 or Ryan Boser, Prairie Rose School Division (403)527-5516.

REDCLIFF SCHOLARSHIPS FOR ADVANCED EDUCATION SCHOLARSHIP RECIPIENTS

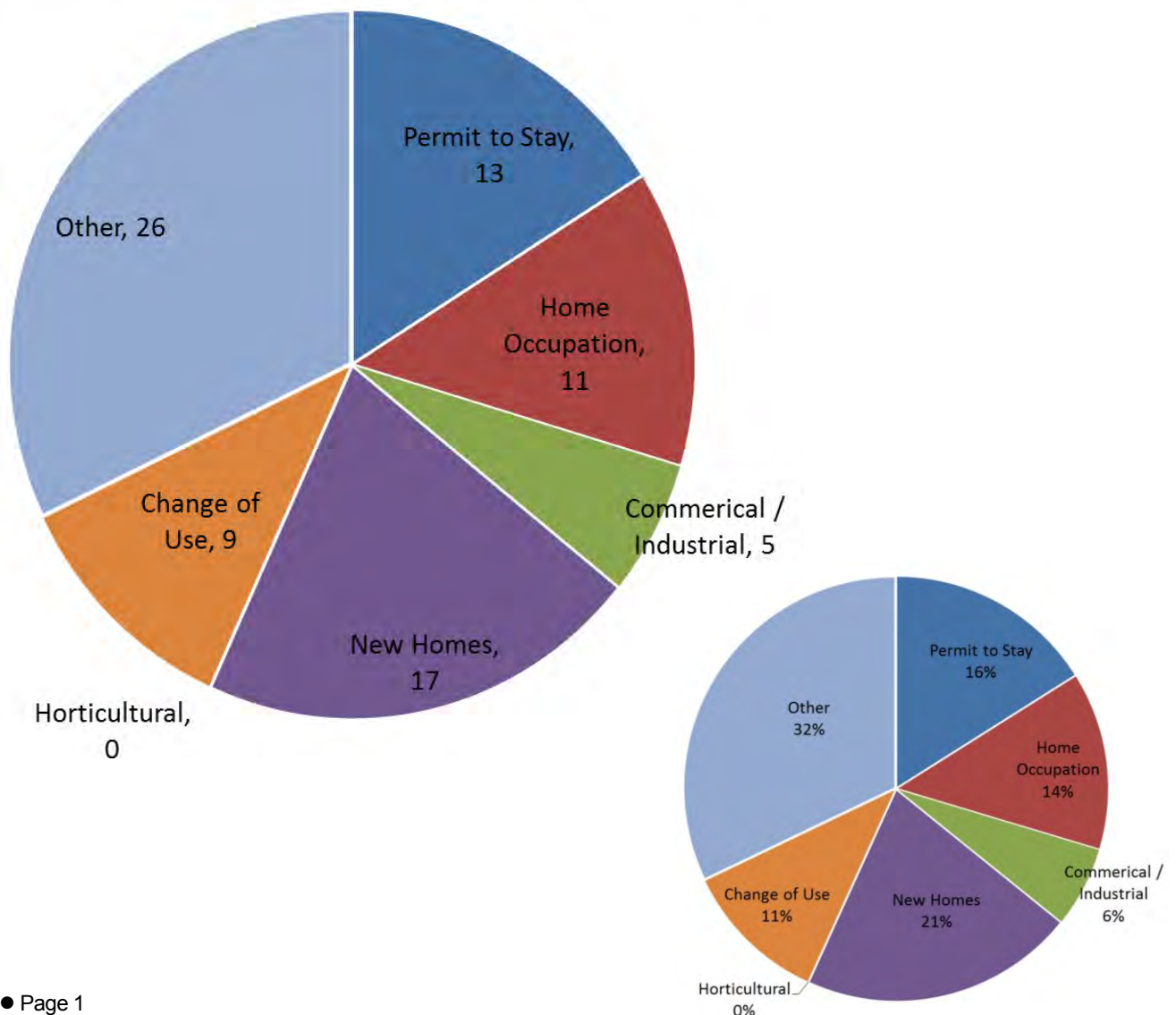
<i>Award Year</i>	<i>Recipient</i>	<i>Intended Course of Study</i>
2003	Richard Trost	Engineering, University of Alberta
2004	Amberly Sloan	Education (Music), University of Lethbridge
2005	Britney McKinnon	Education (Science), Medicine Hat College
2006	Jeffrey English Stacey Gaucher	International Studies, University of Ottawa Education, Medicine Hat College
2007	Caleb Giesbrecht Tracy Kozak	Commerce, University of Calgary Biochemistry, Medicine Hat College
2008	Jennifer Bennett Lucas Hudec	Science (Food and Nutrition) University of Alberta Science (Pre Med), University of Alberta Augustana Campus
2009	Sarah Werner Preston Sloan	Engineering, University of Calgary Education, Medicine Hat College
2010	Jenae Podesta Ty Hudec	Respiratory Therapy, SAIT, Calgary Television Broadcasting, NAIT, Edmonton
2011	Brook Skagen Nicolette Stuart	Science and Education, Medicine Hat College Education, University of Lethbridge
2012	Dakota Mattson Amy Pohl Emily Stuart Sahril Ternes Steven Werner	Science Pre-vet Medicine Hat College Bachelor of Science, Medicine Hat College Bachelor of Arts, University of Lethbridge Science Pre-medicine, Medicine Hat College Faculty of Science, University of Calgary
2013	Brian Sloan Alexa Wallis	Political Science, University of Alberta Journalism & Communication, Medicine Hat College
2014	Damien Moss Abycia Potvin	Science, University of Saskatchewan Pharmacy, University of Saskatchewan
2015	Dalton Dyck Jordan Hepfner	Bachelor of Nursing, Medicine Hat College Power Engineering, SAIT, Calgary
2016	Sarah Mickey Lane Pahl	Administrative Office Professional, Medicine Hat College Heavy Duty Agricultural Mechanics, Lethbridge College

Memo

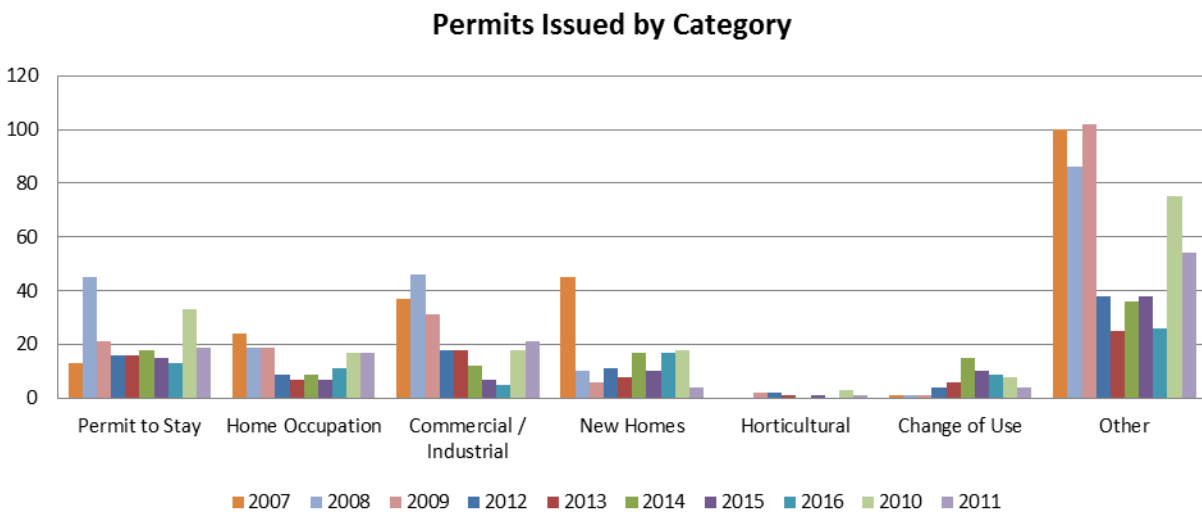
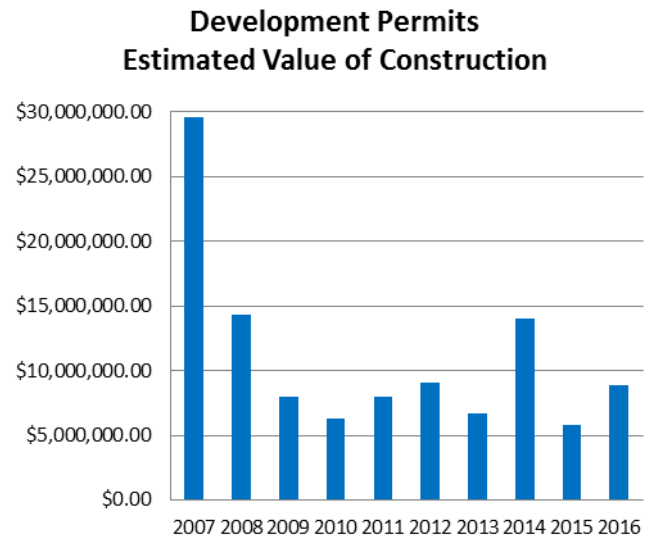
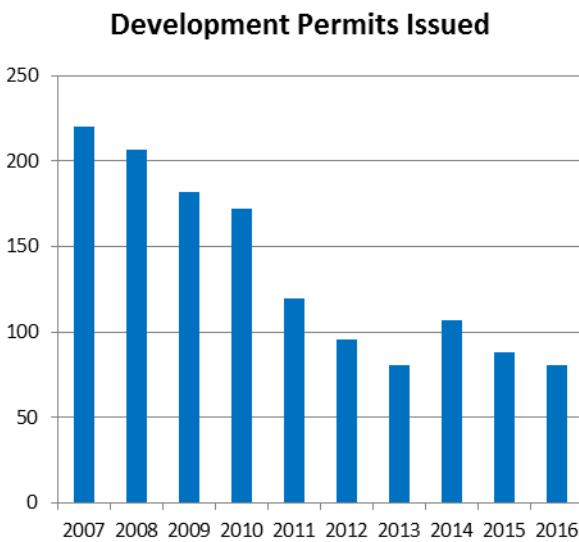
To: Council
 From: Director of Planning & Engineering
 Date: January 9, 2017
 Re: **Permits Issued in 2016**

In 2016 the Town of Redcliff issued 80 Development Permits in the categories as shown below.

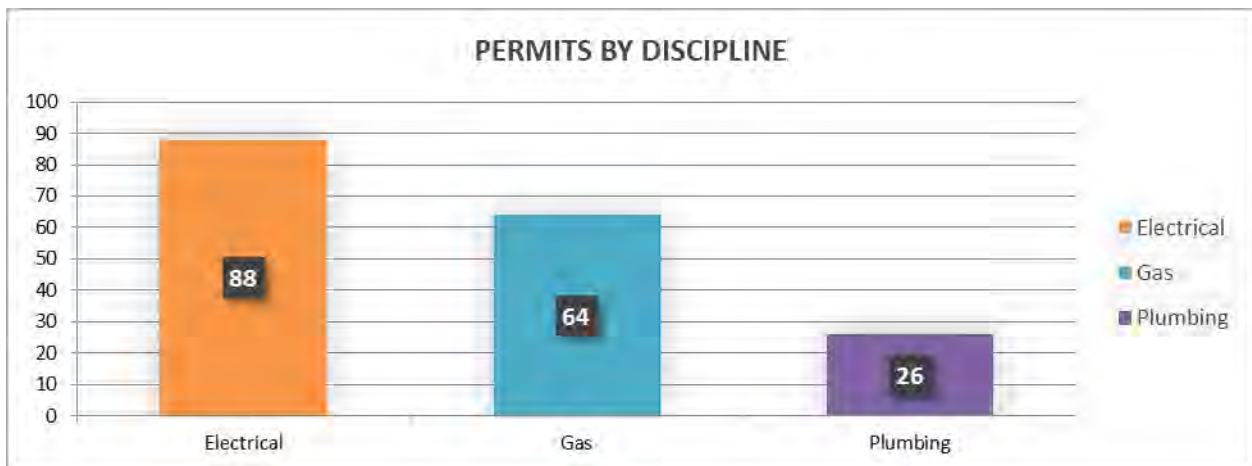
Number of Development Permits by Category



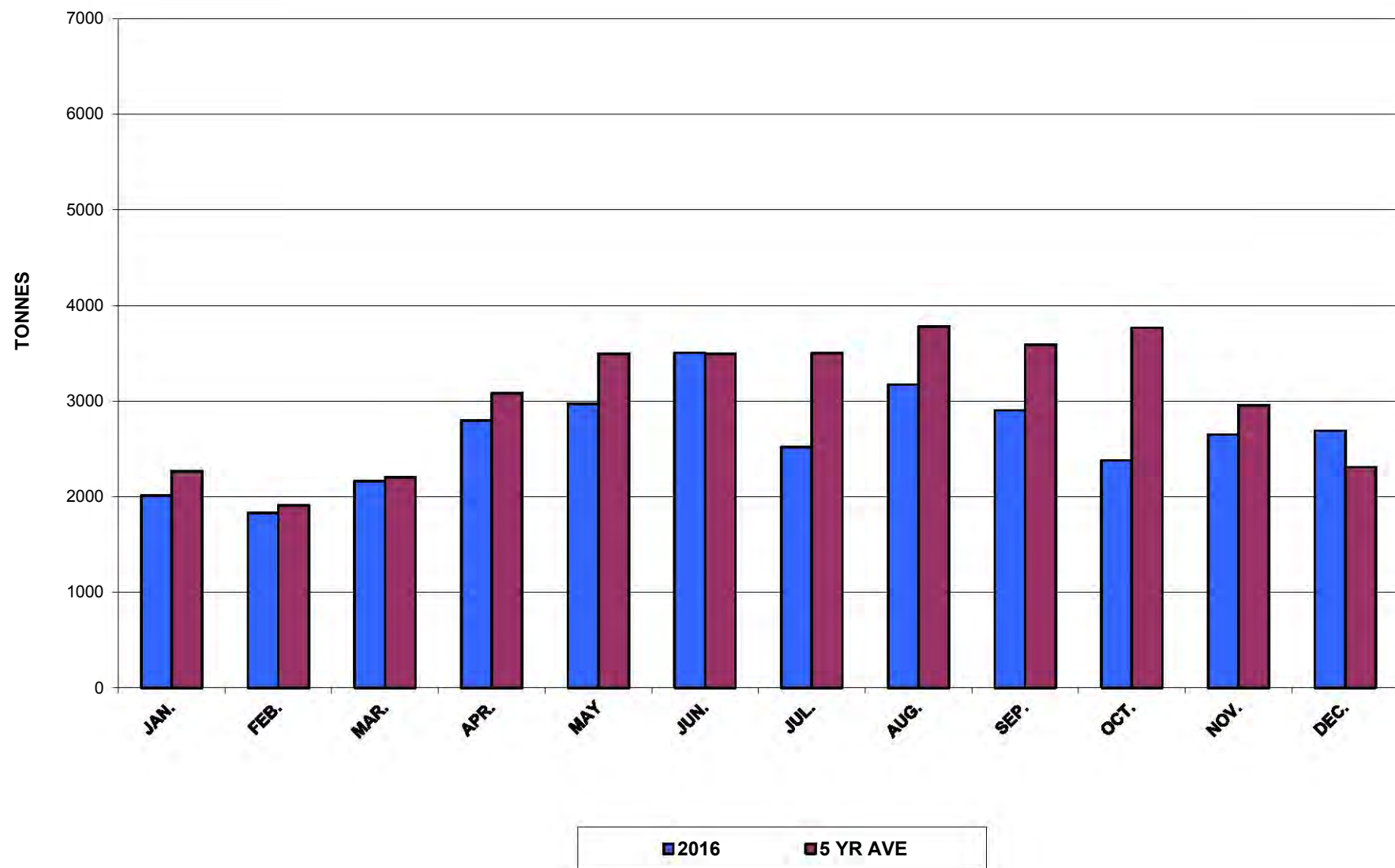
Historical summary of Development Permits is in the charts below.



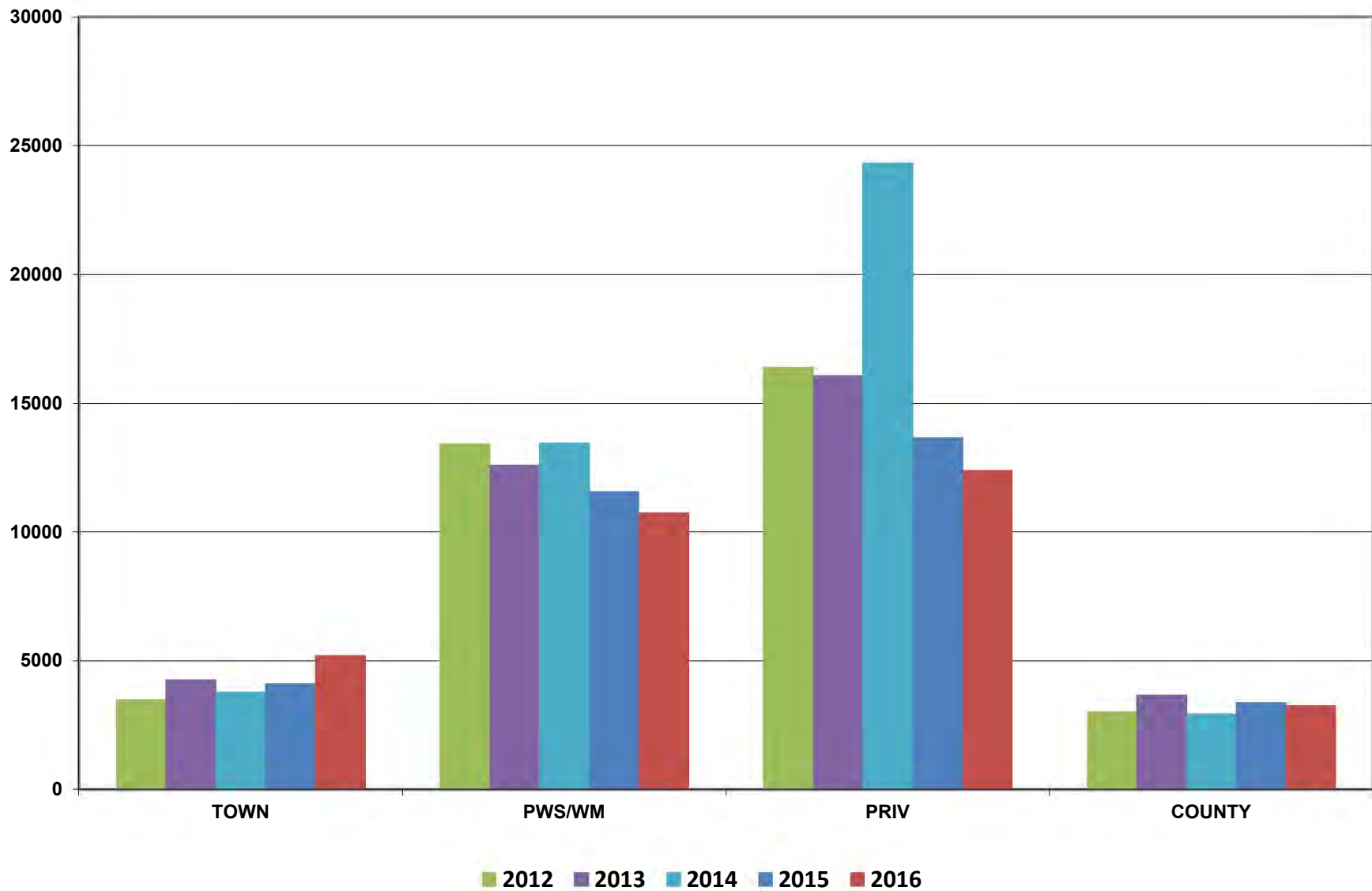
Safety Codes Permits Issued by the Town in 2016 as below.



**REDCLIFF/CYPRESS REGIONAL LANDFILL
2016 VS 5 YEAR AVERAGE
TO DECEMBER 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2012-2016
TO DECEMBER 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2012-2016
TO DECEMBER 31, 2016**

