

COUNCIL MEETING

MONDAY, JUNE 12, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 12, 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
2. DELEGATION	
A) Theresa Hardiker, EDA and Medicine Hat College Rep. * Re: Economic Development Alliance	
3. MINUTES	
A) Council meeting held May 23, 2017 *	For Adoption
B) Redcliff Public Library Board meeting held January 31, 2017 *	For Information
4. REQUESTS FOR DECISION	
A) Asphalt Crack Sealer Procurement *	For Consideration
B) Sanitary Sewer Lift Station - 5 th Avenue and 2 nd Street *	For Consideration
C) Special Events Application * Re: Block Party	For Consideration
5. POLICIES	
A) Policy 125, Authorization to Sign Grant Agreements *	For Consideration
B) Policy 038, Purchasing Policy *	For Consideration
C) Policy 076, Bravery / Acts of Heroism Policy *	For Consideration
D) Policy 115, Policy and Bylaw Development and Review *	For Consideration
E) Policy 121, Council Orientation Policy *	For Consideration

- | | | |
|-----------|---|-------------------|
| F) | Policy 123, Code of Ethics & Conduct Redcliff Town Council * | For Consideration |
| G) | Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions * | For Consideration |

6. CORRESPONDENCE

- | | | |
|-----------|---|-----------------|
| A) | Alberta Municipal Affairs *
Re: Municipal Sustainability Initiative & Federal Gas Tax Fund | For Information |
| B) | Alberta Seniors & Housing *
Re: Seniors' Week | For Information |
| C) | Ag for Life *
Re: Agriculture Education Donation | For Information |
| D) | Community Futures Entre Corp Business Development *
Re: Annual General Meeting | For Information |

7. OTHER

- | | | |
|-----------|---|-----------------|
| A) | Redcliff Days Events Listing * | For Information |
| B) | Memo *
Re: Permits Issued in May, 2017 | For Information |
| C) | Redcliff/Cypress Regional Waste Management Authority *
Re: Landfill Graphs to May 31, 2017 | For Information |
| D) | Council Important Meetings & Events June 12, 2017 * | For Information |

8. RECESS

9. IN CAMERA

- | | |
|-----------|--|
| A) | Land (FOIP S. 24) |
| B) | Business Proposal (FOIP S. 16 and S. 24) |

10. ADJOURN

COUNCIL MEETING JUNE 12, 2017**ACCOUNTS PAYABLE LIST**

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
81869	SOUTHERN DOOR	REPAIR DOORS	\$136.50
81870	PAINT IN GENERAL	PAINT	\$2,961.00
81871	BERT'S VACUUMS & EQUIPMENT	CHARGER FOR FLOOR SCRUBBER	\$815.55
81872	WORKER'S COMPENSATION BOARD	PREMIUMS	\$6,507.94
81873	SITEONE LANDSCAPE SUPPLY	IRRIGATION PARTS	\$5,503.99
81874	RECEIVER GENERAL	RADIO LICENSING	\$898.00
81875	REDCLIFF CITIZENS ON PATROL	INSTALLMENT	\$1,559.00
81876	SOUTH COUNTRY COOP	WEeping TILES	\$104.99
81877	ZUKOWSKI, JORDAN	EMPLOYEE REIMBURSEMENT	\$79.55
81878	WERRE, KEVIN	TAI CHI CLASS INSTRUCTOR FEE	\$1,200.00
81879	MEMORY LANE COMPUTERS	TOUGH BOOK	\$2,087.61
81880	STEIER, BARRY	EMPLOYEE REIMBURSEMENT	\$1,074.20
81881	RECEIVER GENERAL	STAT DEDUCTIONS	\$397.52
81882	KPMG	2016 AUDIT	\$15,592.50
81883	GAR-TECH ELECTRICAL	WIRE IN A/C SHOP	\$511.04
81884	CONSTRUCTION SUPPLY	SEALANT	\$314.37
81885	CITY OF MEDICINE HAT	DISPATCH FEES	\$4,889.52
81886	APEGA	MEMBERSHIP RENEWAL/PERMIT TO PRACTICE	\$903.00
81887	ALTA-WIDE BUILDERS	CAULKING GUNS	\$35.04
81888	THE BOLT GUYS	GLOVES	\$38.85
81889	FINING CANADA	EXTINGUISHER/PAINT/FIRE EXT BRK	\$335.46
81890	LICENSE PLATE	MEDICINE HAT LICENSE CENTER	\$109.45
81891	SHAW CABLE	INTERNET	\$129.05
81892	PAYSTATION	LICENSE RENEWAL	\$415.80
81893	PRODUCTIVITY PLUS ACCOUNT	BACKHOE REPAIR	\$6,000.00
81894	SITEONE LANDSCAPE SUPPLY	IRRIGATION PARTS	\$1,294.09
81895	SOUTHERN DOOR	REPAIR DOORS	\$460.85
81896	ELEVATION LANDSCAPING	REPAIRS	\$2,940.00
81897	BERTS VACUUMS & ELEVATION	BATHROOM SUPPLIES	\$636.12
81898	KULHAVEY, STAN	REFUND CREDIT ON ACCOUNT	\$98.22
81899	STIGTER, JOEL	EMPLOYEE REIMBURSEMENT	\$79.55
81900	HURLBERT, SIDNEY	REFUND OVERPAYMENT	\$244.66
81901	REINHARDT, WILMA	REFUND CREDIT ON ACCOUNT	\$109.50
81902	ULTIMATE SPAS	POOL TESTING CHEMICALS	\$1,387.32
81903	WESTERN TRACTOR	KEY/SCREW/SWITCH	\$56.55
81904	WHITE FOX GROUP	ROADCRUSH	\$2,076.83
81905	49 NORTH LUBRICANTS	OIL	\$348.18
81906	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$52.50
81907	BOSS LUBRICANTS	OIL	\$217.56
81908	CHAMCO INDUSTRIES	COMPRESSOR SERVICE/FILTERS/ELEMENT/TRAVEL	\$2,907.55
81909	CITY CHRYSLER JEEP	FILTERS	\$50.73
81910	CUMMINS WESTERN CANADA	COOLANT/GENERATOR SERVICE	\$1,562.42
81911	FINNING CANADA	BOOK/MANUAL	\$304.74
81912	FLASHING CANINES	REFUND KEY DEPOSIT	\$250.00
81913	JOHANSEN, JAMES	TRAVEL REIMBURSEMENTS	\$1,397.33
81914	SHAW CABLE	INTERNET	\$84.95

81915	PALL CORPORATION	WTP SERVICE CONTRACT	\$6,072.15
81916	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
81917	ROBERTSON IMPLEMENT	BUSHINGS	\$264.14
81918	SNAP-ON TOOLS	GREASE AND HUB CAP TOOL	\$95.34
81919	TELOG INSTRUMENTS	DHS SERVICE/DATA HOSTING/CELLULAR ANNUAL FEE	\$323.26
81920	VERANOVA PROPERTIES	REFUND CREDIT ON ACCOUNT	\$168.26
81921	EXACT CONCRETE	LIFT AND LEVEL SIDEWALK	\$1,680.00
81922	EMERGENCY SERVICES MARKETING	IAR SUBSCRIPTION FEE	\$478.90
81923	MCCLUSKEY, DIANE	REFUND KEY DEPOSIT	\$125.00
81924	MAXWELL, REBECCA	BABYSITTING COURSE REFUND	\$59.85
81925	FOX, ASHLEIGH	REFUND SWIMMING LESSONS	\$40.00
81926	PENNER, RAVEN	REFUND SWIMMING LESSONS	\$42.00
81927	WALL, ABRAHAM	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
81928	COMPUTATIONAL HYDRAULICS	PCSWWM SUBSCRIPTION	\$1,612.00
81929	BICE AND SON'S DRYWALL	REFUND CREDIT ON ACCOUNT	\$130.60
81930	THOMSON REUTERS	PAYROLL MANUAL	\$732.95
81931	TU, JENNY	TRAVEL REIMBURSEMENT	\$317.00
81932	WHITE FOX GROUP	ROADCRUSH	\$3,090.94
81933	WOOD, DALE	FIREARMS INSTRUCTOR FEES	\$1,425.00
		CHEQUES - TOTAL	\$86,976.05

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00140	AMSC INSURANCE	BENEFITS	\$328.84
00141	ATRON REFRIGERATION	REPAIR FURNACE/REFRIGERATION	\$4,718.18
00142	THE BOLT SUPPLY HOUSE	BITS/GREASE HOSE ASSEMBLY	\$129.00
00143	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$44.27
00144	CUPE	UNION DUES	\$2,144.27
00145	DIAMOND CUT LAWN SERVICES	SNOW REMOVAL	\$2,215.50
00146	REDCLIFF HOME HARDWARE	CONDUIT/SWITCH/PIPE/COUPLING/SUNBLOCK/PELLETS	\$256.11
00147	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR	\$15.75
00148	KOST FIRE EQUIPMENT	GASKETS/ADAPTERS	\$375.22
00149	PROCOMM	CELL PHONE/CASE	\$854.70
00150	SAFETY BUZZ	1ST AID & CPR	\$405.41
00151	TRIPLE R EXPRESS	SHIPPING	\$36.75
00152	A & B STEEL	HOLDER TITE SEAL	\$20.89
00153	ACKLANDS GRAINGER	STROBE LIGHTS/RETURN	\$136.50
00154	ACTION PARTS	SEAT COVERS	\$188.07
00155	THE BOLT SUPPLY HOUSE	SCRAPER BLADE BOLTS/HEX NUT/RIVETBAG	\$327.07
00156	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$28.06
00157	COURTYARD LAW	PROFESSIONAL SERVICES	\$215.78
00158	FOX ENERGY	ADDRESS SIGNS/SAFETY EQUIPMENT/FIRST AID KIT	\$642.18
00159	REDCLIFF HOME HARDWARE	SCREWS/SEAL/HOSE/WHEELBARROW/PIPE/PRIMER	\$398.61
00160	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR	\$54.60
00161	LETHBRIDGE HERALD	ADVERTISING	\$3,818.57
00162	MEDICINE HAT NEWS	ADVERTISING	\$587.37
00163	PARK ENTERPRISES	PERMITS	\$3,248.55
00164	SUMMIT MOTORS	GASKET	\$102.54
00165	DIGITEX	COPIER FEES	\$236.75

00166	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR	\$15.75
00167	ACTION PARTS	BRAKE PARTS/CONNECTORS/STROBE/	\$329.40
00168	FOX ENERGY	CALIBRATION/EXTINGUISHER COVER	\$151.99
00169	THE BOLT SUPPLY HOUSE	HAND TOWELS	\$339.52
00170	SUNCOR ENERGY	FUEL	\$7,034.26
00171	AMSC	BENEFITS	\$18,763.91
00172	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$52.80
00173	SUMMIT MOTORS	SKID SHOE/ROD TORQUES/HORNS/HINGES	\$2,730.53
00174	REDCLIFF HOME HARDWARE	CUPS/CLEANER/S/ADHESIVE	\$70.11
00175	KOST FIRE EQUIPMENT	GASKET	\$18.22
00176	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00177	CLEARTECH	CONTAINER RETURN/SODIUM HYPOCHLORITE/COAGULANT	\$11,043.99
00178	MPE ENGINEERING	PROJECT #165 MPE DESIGN ENG	\$12,199.85
00179	RECEIVER GENERAL	RCMP POLICING COSTS	\$240,559.32
		EFT - TOTAL	\$314,907.44

REDCLIFF/CYPRESS LANDFILL PAYABLES			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00067	ATB FINANCIAL MASTERCARD	OFFICE SUPPLIES	\$88.10
00068	FOX ENERGY	PENNANTS	\$208.95
00069	H2O HAULING	HAUL WATER	\$105.00
00070	SUNCOR	FUEL	\$2,401.69
00071	49 NORTH LUBRICANTS	GREASE	\$888.35
00072	SHOCKWARE	INTERNET	\$52.45
00073	SUNCOR	FUEL	\$1,609.21
00074	C.E.M. HEAVY EQUIPMENT	HOSE ASSY/ADAPTER/LATCH/ORING/ELBOW	\$380.92
00075	EPCOR	UTILITIES	\$177.18
00076	KIRK'S MID WAY TIRE	FLAT TIRE REPAIR	\$96.60
00077	SALBRO CONSULTING	ANNUAL LANDFILL REPORT	\$15,602.55
00078	SANATEC ENVIRONMENT	PUMP SEPTIC TANK	\$162.75
00079	SUNCOR ENERGY	FUEL	\$1,549.79
		CHEQUES - TOTAL	\$23,323.54

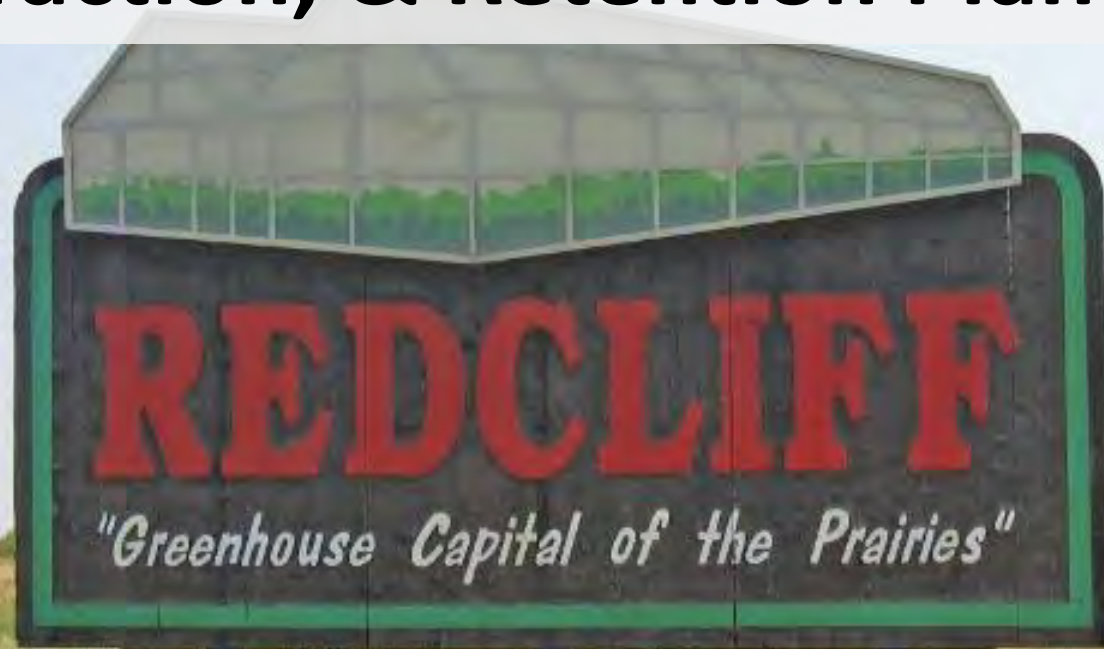


**MEDICINE HAT
COLLEGE**

eda

ECONOMIC DEVELOPMENT
ALLIANCE
OF SOUTHEAST
ALBERTA

Redcliff Investment, Attraction, & Retention Plan



Division of Business Applied Research Project
Miranda Davies & Jordan Pomrenke



**MEDICINE HAT
COLLEGE**

eda ECONOMIC DEVELOPMENT
ALLIANCE
OF SOUTHEAST
ALBERTA



The Big Picture: MHC & Redcliff



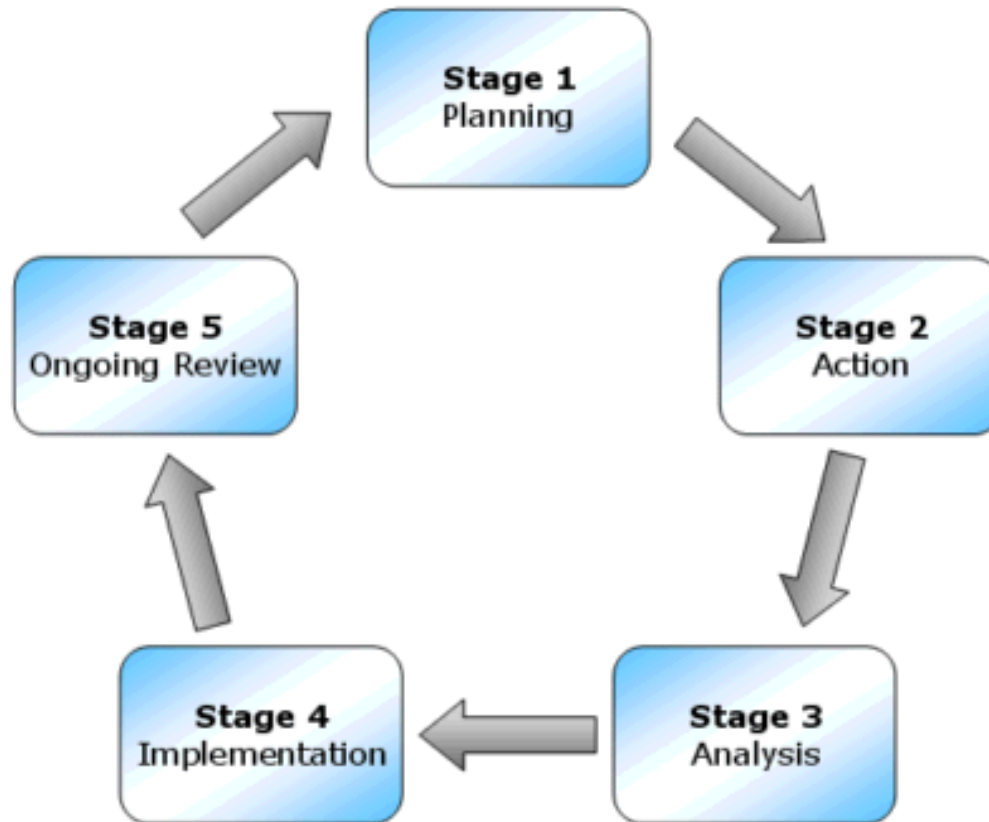
**MEDICINE HAT
COLLEGE**

eda

ECONOMIC DEVELOPMENT
ALLIANCE
OF SOUTHEAST
ALBERTA



Roles & Responsibilities: Academic, Community & Agency



Process



**MEDICINE HAT
COLLEGE**

eda ECONOMIC DEVELOPMENT
ALLIANCE
OF SOUTHEAST
ALBERTA

Information Sessions

•???



MEDICINE HAT
COLLEGE

eda

ECONOMIC DEVELOPMENT
ALLIANCE
OF SOUTHEAST
ALBERTA

Miranda Davies, Project Manager,
(403) 928-0222 mdavies@mhc.ab.ca
Jordan Pomrenke, Student Market Research
(403) 504-2292 Step3_Business@mhc.ab.ca

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, MAY 23, 2017 @ 7:00 P.M.**

PRESENT:	Mayor	E. Reimer
	Councillors	D. Kilpatrick, C. Brown
		J. Steinke, C. Crozier
		L. Leipert,
		E. Solberg (arrived at 7:39 p.m.)
	Municipal Manager	A. Crofts
	Manager of Legislative & Land Services	S. Simon (left at 8:19 p.m., returned 8:38 p.m.)
	Director of Planning & Engineering	J. Johansen (left at 8:03 p.m.)
	Director of Finance & Administration	J. Tu (left at 8:03 p.m.)
	Director of Public Services	C. Popick (left at 8:19 p.m.)
	Director of Community & Protective Services	K. Dalton (left at 8:03 p.m.)
	Planning Specialist	J. Zukowski

ABSENT:**1. GENERAL**

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2017-0205	Adoption of Agenda	B) Councillor Leipert moved the agenda be adopted as presented. - Carried.
2017-0206	Accounts Payable	C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.
2017-0207	Bank Summary to April 30, 2017	D) Councillor Crozier moved the Bank Summary to April 30, 2017, be received for information. - Carried.

2. DELEGATION

	Glen Motz, MP Re: Introduction and Constituency Update	A) Glen Motz, MP, was in attendance to introduce himself and provide a constituency update.
2017-0208		Councillor Crozier moved the presentation of Glen Motz, MP, be received for information. - Carried.

3. MINUTES

- 2017-0209 Council meeting held May 8, 2017
A) Councillor Kilpatrick moved the minutes of the Council meeting held May 8, 2017, be adopted as presented. - Carried.
- 2017-0210 Redcliff Family & Community Support Services Board meeting held May 9, 2017
B) Councillor Brown moved the minutes of the Redcliff Family & Community Support Services Board meeting held May 9, 2017, be received for information. - Carried.
- 2017-0211 Redcliff Public Library Board meeting held March 28, 2017
C) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held March 28, 2017, be received for information. - Carried.

4. REQUESTS FOR DECISION

- 2017-0212 Community Newsletter
A) Councillor Kilpatrick moved to distribute the Community Newsletter, in conjunction with the community services guide, through the Website, social media, email, and other digital mediums with hard copies being made available at key locations throughout Redcliff. - Carried.

5. POLICIES

- 2017-0213 Policy 086, Computer Policy
A) Councillor Leipter moved Policy 086, Computer Policy, be approved as presented. - Carried.
- 2017-0214 Policy 107, Local Authorities Pension Plan Prior Service Buy Back Policy
B) Councillor Crozier moved Policy 107, Local Authority Pension Plan Prior Service Buy Back, be approved as presented. - Carried.
- 2017-0215 Policy 117, Phase-Out of the Penny Policy
C) Councillor Steinke moved Policy 117, Phase-Out of the Penny Policy, be approved as presented. - Carried.

6. CORRESPONDENCE

- 2017-0216 Alberta Municipal Affairs
 Re: Municipal Sustainability Initiative (MSI)
A) Councillor Crozier moved correspondence from Alberta Municipal Affairs dated May 1, 2017, be received for information. - Carried.
- 2017-0217 Shortgrass Library System
 Re: 2016 Annual Report
B) Councillor Kilpatrick moved correspondence from Shortgrass Library System, regarding the 2016 Annual Report, be received for information. - Carried.
- 2017-0218 Alberta Low Impact Development Partnership
 Re: Lethbridge Workshop May 30, 2017
C) Councillor Kilpatrick moved correspondence from Alberta Low Impact Development Partnership regarding a Lethbridge Workshop May 30, 2017, be received for information. - Carried.

Councillor Solberg arrived at 7:39 p.m.

2017-0219 Alberta Low Impact Development Partnership
Re: Calgary Workshop May 31, 2017

D) Councillor Crozier moved correspondence from Alberta Low Impact Development Partnership regarding a Calgary Workshop May 31, 2017, be received for information.
- Carried.

7. OTHER

2017-0220 2017 First Quarter Financial Reports

A) Councillor Leipert moved the 2017 First Quarter Financial Statements, be received for information. - Carried.

2017-0221 Memo
Re: Westside Slope Failure Repair

B) Councillor Solberg moved the Memo dated May 23, 2017 regarding Westside Slope Failure Repair, be received for information. - Carried.

2017-0222 Memo
Re: Riverview Road Improvements

C) Councillor Crozier moved the Memo dated May 23, 2017 regarding Riverview Road Improvements, be received for information. - Carried.

2017-0223 Memo
Re: Boundary Road (20th Street)

D) Councillor Kilpatrick moved the Memo dated May 22, 2017 regarding Boundary Road (20th Street), be received for information. - Carried.

2017-0224 Municipal Manager Report to Council May 23, 2017

E) Councillor Solberg moved the Municipal Manager Report to Council May 23, 2017, be received for information.
- Carried.

2017-0225 Mayor Report to Council May 23, 2017

F) Councillor Crozier moved the Mayor Report to Council May 23, 2017, be received for information. - Carried.

2017-0226 Council Important Meetings & Events May 23, 2017

G) Councillor Leipert moved the Council Important Meetings & Events May 23, 2017, be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 8:03 p.m.

The Director of Planning & Engineering, Director of Finance & Administration, and the Director of Community & Protective Services left the meeting at 8:03 p.m.

Mayor Reimer reconvened the meeting at 8:10 p.m.

9. IN CAMERA

2017-0227

Councillor Leipert moved to meet In Camera at 8:10 p.m.
- Carried.

The Director of Public Services and Manager of Legislative & Land Services left the meeting at 8:19 p.m.

2017-0228

Councillor Brown moved to return to regular session at 8:38 p.m. - Carried.

Manager of Legislative & Land Services returned at 8:38 p.m.

10. ADJOURNMENT

2017-0229 Adjournment

Councillor Leipert moved to adjourn the meeting at 8:38 p.m. - Carried.

Mayor Reimer

Manager of Legislative & Land Services

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

January 31st, 2017 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Robin Corry, Jackie Hope-Hammel,, Jim Steinke, Katherine Rankin, Matt Stroh

Not in attendance: Mark Adcock, Valarie Westers, Dianne Smith

Also attending: Tracy Weinrauch, Recording Secretary

Call to order: 7:24 pm

Additions/Deletions to Agenda: add to new business PLSB annual survey and legal name change. Delete elections (tabled until Feb. meeting).

Approval of Amended Agenda: Catharine moved to approve the agenda. Robin 2nd. All in favor. Carried.

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

Financial Statements for November & December for information only: Matt moved for information only. All in favor.

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

Library Manager's Report: Tracy will find out when the funds need to be used by. Katherine moved to approve the report. All in favor. Carried.

Correspondence: - Tracy will send Katherine the digital copy of the Shortgrass Clippings.

50th Anniversary Report – Need Mark's approval to use the logo. List of previous board members given to the anniversary committee.

Policies Report - Redcliff Volunteer Policy will be created.

Financial Report: - N/A

Personnel Report: - N/A

Needs Assessment Review: - N/A

Friends of the Library (FRPL): Robin made a motion to accept the report for information. All in favor. Carried.

Board Member Recruitment: - Jim will look into Val & Robin's term renewal and have the notices

emailed to Tracy.

Ongoing Maintenance Projects: - Ask Kim about where the money for the humidifier and furnace will be coming from. Robin will speak to the greenhouse owners when we are ready for plants for the planter, as well maybe the RMAP students want to take on the project for school in planting the seeds/plants.

ALTA (Alberta Library Trustees Association) Report: - N/A

Social Media Committee – N/A

Old & Unfinished Business: - N/A

New Business: - Catharine will email Tracy the social media stats so they can be used in the PLSB Annual Survey. Catharine made a motion to approve the PLSB Annual Survey. All in Favor. Carried. Jim made a motion to change the name of the Redcliff Public Library to the Town of Redcliff Library Board, operating as Redcliff Public Library. All in Favor. Carried.


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

Jackie moved for adjournment at 8:15 pm.

Secretary


Tracy Weinrauch

Chair


Brian Lowery

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: June 12, 2017

PROPOSED BY: Director of Public Services

TOPIC: Asphalt Crack Sealer Procurement

PROPOSAL: Purchase of 1 (one) new Asphalt Crack Sealing Trailer from a Vendor

BACKGROUND:

The annual road asphalt maintenance and repair budget is in place to assist Public Services to provide annual maintenance and spot repairs to the roads throughout town. The annual contractor budget for crack sealing is \$20,000 which is included in the annual asphalt budget of \$140,000. The annual crack sealing budget will be an annual requirement and could possibly increase into the future. Hot oil crack sealing is not a difficult process/task to complete and with the right equipment, the Town's Public Service employees are capable of completing the annual crack sealing requirements within the town limits.

Administration has researched equipment details with regard to asphalt crack sealing, with the most cost effective asphalt sealing equipment option in a unit that provides for all the required equipment, including a trailer, high pressure air compressor, large melting kettle tank, and hot oil applicator. A 4-6 week delivery time would be expected.

In addition, after the initial procurement of such equipment, the typical operational costs would be the oil for sealing and shop repairs. A budget reallocation would be required to use the \$20,000 crack sealing budget, as well as an additional \$5,000 (for a total of \$25,000) from the asphalt maintenance budget to procure one new asphalt trailer unit. No additional budget funds are being requested or discussed but simply a reallocation of existing budget.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES:

Effective asphalt maintenance and repair response time with a reduced annual operating cost.

OPTIONS:

1. That Council approves administration to proceed with reallocating \$25,000 from the 2017 operating budget for a capital procurement of one (1) asphalt maintenance trailer unit.
2. That Council does not approve a reallocation of \$25,000 from the operating budget for a capital procurement of one (1) asphalt maintenance trailer unit.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to authorize administration to reallocate \$25,000 from the 2017 operating budget for a capital procurement of one (1) asphalt maintenance trailer.

SUBMITTED BY: _____
Department Head



Municipal Manager

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

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: June 12, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: Sanitary Sewer Lift Station – 5th Avenue and 2nd Street

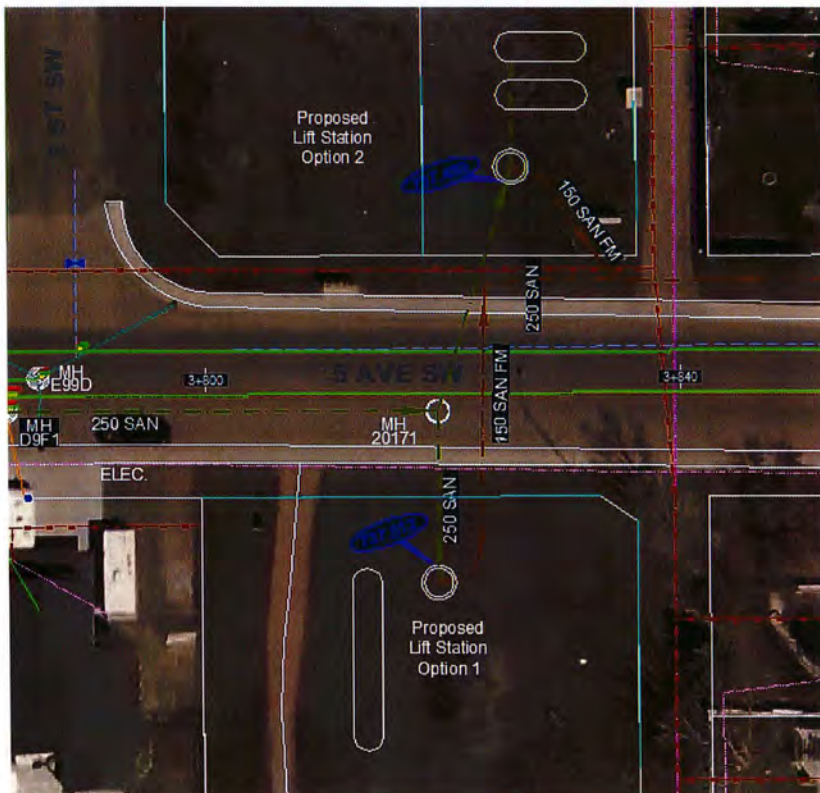
PROPOSAL: Council Select a Lift Station Location

BACKGROUND:

Council directed Administration to install a new lift station at the April 24, 2017 meeting of Council as it was a viable option to the proposed sanitary sewer trunk upgrades and the upgrades of the Jesmond Lift Station. The location proposed was at the intersection of 5th Avenue and 3rd Street.

Further analysis done as part of the preliminary design of the lift station found significant cost savings if the lift station was moved to the intersection of 5th Avenue and 2nd Street with almost negligible impact on the Jesmond Lift Station after the new lift station is operational. The other advantage of the 5th Avenue and 2nd Street location is that the Town already owns two potential sites at this location which further saves the Town time and money acquiring a site.

The two potential options are shown below.



From an engineering perspective each site is equal. The advantages of Option 1 is that it is further upwind of any residential properties and that it is on land that is designated as open space and therefore does not sterilize any land that could be used for future development.

Locating municipal infrastructure should always receive careful consideration and as such Administration is seeking Council's input, especially if Council has concerns with either site.

Note that a sewage surge tank has been proposed that will have approximately six times the storage volume as the lift station. In addition the same pumps that are installed at the Jesmond lift station have been selected; however, due to the shorter forcemain and less lift required the pumps will pump nearly twice the volume of water for the same period of time further reducing back-up potential.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Dealing with deficiencies in the sanitary sewer system has been identified as a Council priority.

ATTACHMENTS:

N/A

OPTIONS:

1. That Council select Site 1.
2. That Council select Site 2.

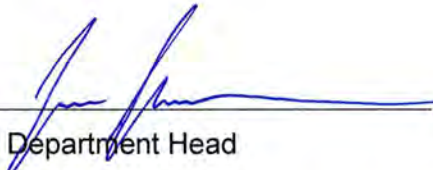

RECOMMENDATION:

Option 1, for the reasons noted above.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the lift station at 5th Avenue and 2nd Street be located on Site 1 on the south side of 5th Avenue.
2. Councillor _____ moved that the lift station at 5th Avenue and 2nd Street be located on Site 2 on the North side of 5th Avenue.

SUBMITTED BY:

 Department Head  Municipal Manager

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Community and Protective Services Department

TOPIC: Block Party – Jesmond Point

PROPOSAL: To consider approving the Special Event Application for a Block Party located at Jesmond Point on July 8, 2017

BACKGROUND:

Becky Ziegler and Don Nunweiler of Jesmond Point have submitted a Special Event Application requesting the approval to barricade the intersection of Jesmond Point and Jesmond Drive for the purpose of hosting a neighbourhood block party.

The location has been reviewed by the Redcliff RCMP and the Special Event Application has been signed by Sgt Sean Maxwell.

POLICY / LEGISLATION: n/a

STRATEGIC PRIORITIES: n/a

ATTACHMENTS:

Special Event Application

OPTIONS:

1. Approve the Special Event Application for a Block Party at Jesmond Point on July 8, 2017 conditional to:
 - A. Applicant providing liability insurance (minimum of \$2,000,000) and adding the Town of Redcliff as a named insured.
 - B. Provision of a list of homeowners in the area of the proposed block party confirming they have no opposition to the block party.
2. To deny the Special Event Application for a Block Party at Jesmond Point on July 8, 2017

RECOMMENDATION:


Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve the Special Event Application for a Block Party at Jesmond Point on July 8, 2017

SUBMITTED BY:


For Department Head


Municipal Manager

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



TOWN OF

REDCLIFF

Community & Protective Services

13 Street NE Box 40
Redcliff, AB T0J 2P0
www.redcliff.ca
T 403.548.3232
F 403.548.6623

SPECIAL EVENT APPLICATION for Parks and Municipal Street Use

APPLICANT INFORMATION:

Name: Becky Ziegler

Title: Home Owner

Organization:

Address: 618 Jesmond Pl SW

Redcliff AB

Phone: 403) 502-4330

ORGANIZATION SPOKESPERSON:

Please name an individual who can address public inquiries regarding your event (☐ same as applicant)

Name: Don Nunweiler

Title: Home Owner

Organization:

Address: 612 Jesmond Pl SW

Phone: 403) 502-5983

EVENT DESCRIPTION

Event Name: Jesmond Palooza

Event Dates and Times (including set up and tear down schedules): July 8 2017 5:30 pm 10:00 pm.

Type and Description of Event: Block Party

Beer/Liquor Garden: ☐ No ☒ Yes If yes, additional requirements must be met. Please consult with staff.

Estimated Attendance: 44

On-Site Supervisor: Becky Ziegler

Phone: 403) 502-4330

Don Nunweiler

403) 502-5983

INSURANCE

If you are advised that proof of liability insurance is required; you must provide proof that you have in the amount of at least \$2 million must be provided within 10 days of event approval. "The Town of Redcliff" must be named as an "additional insured".

Have you attached confirmation of insurance?

☐ Yes

☒ No

Will proof of insurance be forwarded by insurance provider?

☐ Yes

☒ No

If no, please explain:

On street block party, each home is insured.

BARRICADES /TABLES/GARBAGE, etc

Some municipal equipment such as garbage cans; dumpsters; barricades and picnic tables are available for **COMMUNITY EVENTS** but this must be booked a minimum of 2 weeks prior to the event and are subject to availability. (The needs of the municipality will take precedence.) Event organizers must ensure that placement of any event related equipment does not pose any hazard to event participants.

Town of Redcliff supplied: ☒ Yes ☐ No

Number of Barricades required:

1 maybe 2

Other equipment required, please list:

Other Source: ☐ Yes ☐ No

ROAD CLOSURE(S)

Does your event require the closure of any municipal roads. If so, please indicate and clearly label on an attached map/site plan which roads you want to close, and the dates and times required. ☐ No ☒ Yes

****You may be required to have trained flag persons and marshals.****

Intersection of Jesmond Pt + Jesmond Drive

CONTRACTORS/VENDORS

Event organizers are responsible to ensure that any contractors or vendors participating in the event (i.e. market vendors, traffic flagging companies, etc.) carry adequate liability insurance coverage (\$2 million minimum), or that contractors and vendors are covered under the event organizer's insurance ("Blanket contractual liability").

Are you using contractors (regardless of service)? ☐ Yes ☒ No

If yes, list contractors:

If any vendors are serving food, has the appropriate food service permit been obtained from the health authority? ☐ Yes ☐ No

Have contractors/vendors provided proof of up to date Worker Compensation insurance coverage? ☐ Yes ☐ No

Have contractors/vendors secured adequate liability insurance? ☐ Yes ☐ No

If no, are they covered under the event organizer's insurance? ☐ Yes ☐ No

POWER REQUIREMENTS

A deposit of \$125 is required for keys used to access electrical boxes on Municipal property. You must ensure that any placement of electrical cords does not cause a hazard (i.e. extension cords laid across walkways).

For what purpose:

Power source location:

AMPLIFICATION (for what purpose):

Event organizers must ensure noise levels comply with the terms set out in the Municipality's **Noise Bylaw**

☐ Pre-recorded music

☐ Live band

☒ Speeches

☐ Dancing at site

ENTERTAINMENT

Type:
Stage: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Special Requirements:

TENTS /INFLATABLES

If tents/inflatables are being used, they must be properly staked or anchored. You must ensure that anchor points do not pose a tripping hazard.	
Number being used: 1	Type: Bouncey Castle (maybe) <i>Still uncertain</i>
Size: 20' x 20'	
Staked into ground: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose: Kid entertainment	
Location (mark on site map): Jesmond Pt SW	

SIGNS and BANNERS

Describe all signage that will be used to direct the public, advertise the event, or publicize a sponsor. Please note that any signage posted to publicize the event may require a separate permit and must be removed following the event.

FACILITY USE INFORMATION FORM

Town of Redcliff staff will only consider events that provide economic and cultural contributions to both visitors and locals of the community. To better assess your proposal, please provide the following information:

BENEFITS

Describe the main economic and cultural benefits to Redcliff residents and visitors.

FUNDRAISER

If the event is a fundraiser, please indicate the primary recipient of funds raised:

MUNICIPAL PROPERTY AND FACILITY USE

If applicable, identify the facility or property required and provide a complete description of event. Please note that fees, deposits and use of municipal property is governed by local bylaws and policies.

☐ Lions Park ☐ Legion Memorial Park ☐ River Valley Park ☐ Seniors Centre ☐ Other (please identify)

MAP / SITE PLAN: Attach a map (hand drawn is acceptable) of all areas to be used outlining all proposed event features.

On Back of Sheet

The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (copies available on request or from the Town's website; www.redcliff.ca), the conduct and safety of all individuals working or attending the event, clean-up following the event, and any contractors hired to provide a service to the event.

Becky Ziegler
Names of Event Applicant (Please print)

June 1 2017
Date

Ziegler
Signature of Event Applicant

* The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the Freedom of Information Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the Town of Redcliff on this form, please contact (403) 548-3232.

RCMP APPROVAL

S/Sgt. S. MAXWELL
NCO i/c Redcliff Det.

[Signature]
Name of Approving Officer (Please print)

2017-06-05
Date

[Signature]
Signature of Approving Officer

Please forward completed application to:

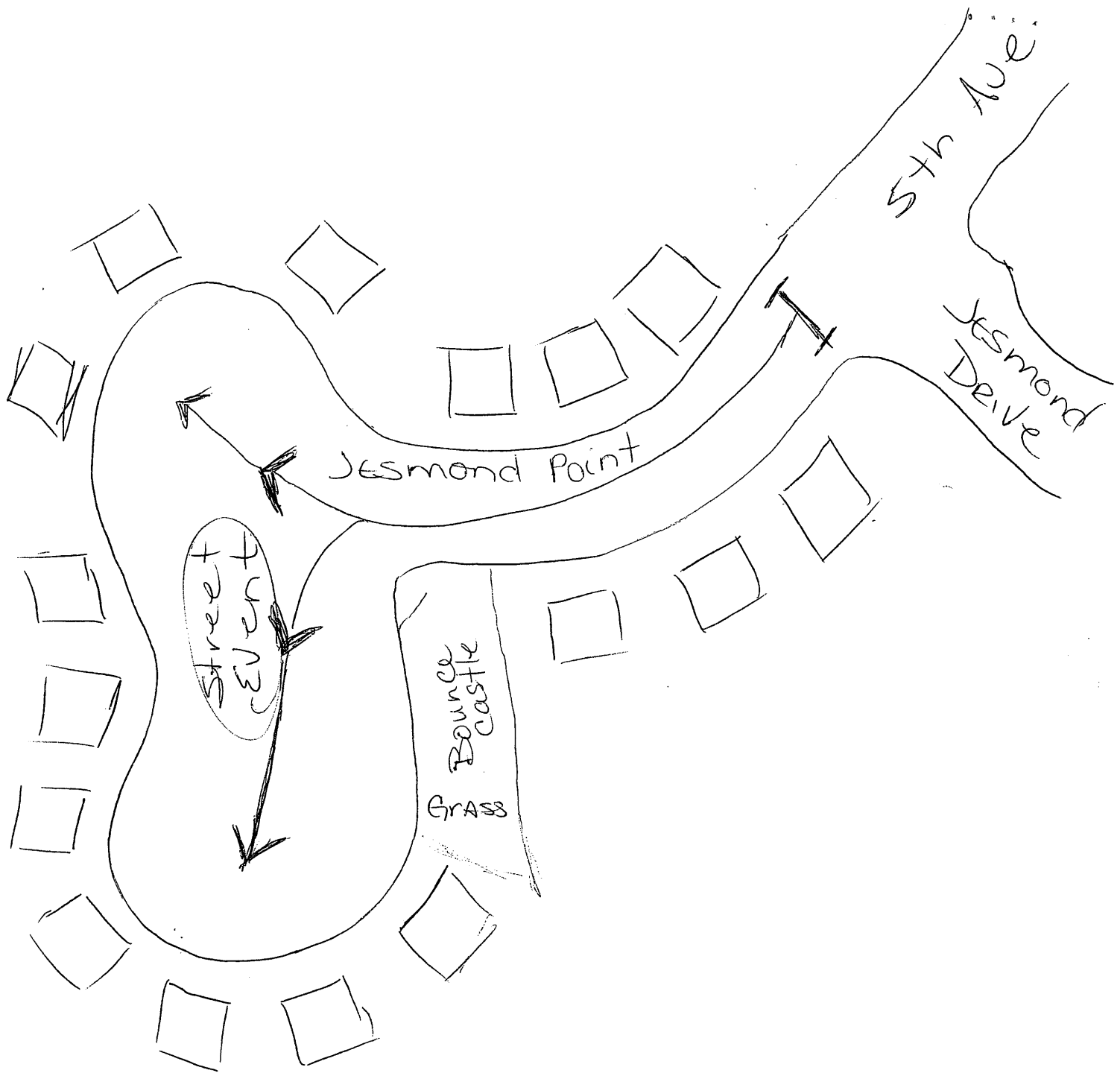
By mail: Community and Protective Services Department
Town of Redcliff
Box 40; Redcliff, AB; T0J 2P0
In person: 13 Street NE; Redcliff, AB
By Email: cps@redcliff.ca
By Fax: 403-548-6623

Office Use:

Interdepartmental Approvals/Notifications:

	Notify	Approve
Public Works	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Notes:



**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Review Policy 125, Authorization to Sign Grant Agreement Policy

PROPOSAL: No Change on Policy 125, Authorization to Sign Grant Agreement Policy

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.

Policy 125, Authorization to Sign Grant Agreement Policy was put in place to streamline the grant process by authorizing the Mayor or Deputy Mayor to sign grant agreements where the program or project has previously been authorized by Council.

If the project or item to be funded by the grant was not approved in a Capital or Operating budget by Council or approved by resolution of Council, and the funding provided by the grant causes an increase in the Town's financial obligation to the project or item, then the grant agreements must be presented to Council with a request for decision to the project or item.

After reviewing this policy, the Administration recommends no change to it. This policy has been followed consistently.

POLICY/LEGISLATION:

Policy 115, Policy and Bylaw Development and Review 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

Policy 125, Authorization to Sign Grant Agreement Policy

OPTIONS:

1. Approve Policy 125, Authorization to Sign Grant Agreement Policy with no amendment.
2. Suggest changes to Policy 125, Authorization to Sign Grant Agreement Policy and have administration draft an amended Policy 125, Authorization to Sign Grant Agreement Policy for review at a future Council meeting.


RECOMMENDATION:

Option #1


SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 125, Authorization to Sign Grant Agreement Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 125, Authorization to Sign Grant Agreement Policy for review at a future Council meeting with suggested changes as follows:
 - 1.
 - 2.
 - 3.

SUBMITTED BY:



Department Head



Municipal Manager

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

AUTHORIZATION TO SIGN GRANT AGREEMENTS POLICY

BACKGROUND

From time to time the Town is asked to enter into agreements to receive grant funding from various levels of government. Much of the time these grants are for items or projects which Council has previously approved in the budget process or by resolution.

PURPOSE

This policy seeks to streamline the grant process by authorizing the Mayor or Deputy Mayor to sign grant agreements where the program or project has previously been authorized by Council.

POLICY

The Mayor, on behalf of Council, is authorized to sign a grant agreement without any additional resolution from Council when:

1. The project or item to be funded by the grant was:
 - a. Approved in a Capital or Operating budget by Council **OR**;
 - b. Approved by resolution of Council
2. **AND** the funding provided by the grant does not cause an increase in the Town's financial obligation to the project or item

If both of the above conditions are not met the agreement must be presented to Council with a request for decision for authorization to sign the agreement.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Policy 038, Purchasing Policy

PROPOSAL: Review and update Policy 038, Purchasing Policy with the proposed additions stated below

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.

Policy 038, Purchasing Policy was created to establish the process and authority to make expenditures for the purpose of the operating and capital needs of the municipality under the Municipal Government Act 248(1) & (2):

MGA 248 (1) stipulates that a municipality may only make an expenditure that is:

- a) Included in an operating budget, interim operating budget or capital budget, or otherwise authorized by council.
- b) For an emergency, or
- c) Legally required to be paid.

And it is also legislated in MGA 248 (2) that each Council must establish procedures to authorize and verify expenditures that are not included in a budget. This policy establishes Council's direction for signing authority for purchasing.

After viewing this policy, Administration recommends adding Information Technology Purchases (both hardware and software) to the policy to make sure those purchases are more cost-effective, compatible with current and future information technology infrastructure at the town as follows:

Information Technology

The Town will purchase information technology that is compatible with the current environment and any future plans for information technology at the most competitive price.

The IT Systems Analyst will approve and facilitate the purchase/setup/installation of information technology (both hardware and software) to ensure performance requirements and compatibility align with the current and future information technology infrastructure at the Town.

The IT Systems Analyst is responsible for keeping a record of computer hardware, software, digital equipment, and licenses purchased by the Town, and re-task usable equipment to other departments, and decide what equipment is no longer useful and then follow the policy 018 "Disposal of Surplus Assets and Lost or Unclaimed Property" to dispose them.

POLICY/LEGISLATION:

Policy No. 115, Policy and Bylaw Development and Review 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 038, Purchasing Policy

OPTIONS:

1. Approve Policy 038, Purchasing Policy as amended.
2. Suggest changes to Policy 038, Purchasing Policy and have administration draft an amended Policy 038, Purchasing Policy for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 038, Purchasing Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 038, Purchasing Policy for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council – ~~February 13, 2012~~

PURCHASING POLICY

Background

The Town of Redcliff wishes to establish the process and authority to make expenditures for the purpose of the operating and capital needs of the municipality.

It is legislated in Section 248(1) of the Municipal Government Act that a municipality may only make an expenditure that is:

- a.) Included in an operating budget, interim operating budget or capital budget, or otherwise authorized by the council.
- b.) For an emergency, or
- c.) Legally required to be paid.

In addition, it is legislated in Section 248(2) that each Council must establish procedures to authorize and verify expenditures that are not included in a budget.

Purpose

The purpose of this policy is to establish Council's direction for signing authority for purchasing.

POLICY Statements

Authority to Sign Purchase Orders

1. The Municipal Manager is authorized to sign purchase orders for any item where such payment has been approved by Council through resolution, Bylaw, or annual budget. When an item exceeds \$75,000 the Municipal Manager will report such expenditures to Council.

In the event that a minor operational contract for a routinely budgeted expense (i.e. cell phone, postage meters) extends beyond the current annual budget, and where such a contract is financially beneficial to the municipality, the Municipal Manager is authorized to enter the municipality into such arrangements.
2. The Municipal Manager may designate (in writing) Town employees who are authorized to make budgeted purchases pursuant to this policy. They will also determine the purchasing limit for each designated Town employee up to a maximum limit of \$10,000.
3. The Director of Finance and Administration will maintain a listing of these authorized employees, which shall include specimen signatures, for the purpose of authentication of purchase approval.
4. The Municipal Manager and/or Director of Finance and Administration are authorized to sign purchase orders in excess of the limits established, for the following purchases, when included in the annual budget:
 - Requisitions under the Provincial Statute made against the Town of Redcliff.

- The transfer of funds between financial accounts held in the name of the Town of Redcliff.
5. Any endorsement by resolution of Council, to initiate a project or purchase an item, shall deem the project or item to be included in the current budget of the Town of Redcliff. Funding for any purchase shall be as specified, or if unspecified, deemed to be "from operations."

Information Technology

The Town will purchase information technology that is compatible with the current environment and any future plans for information technology at the most competitive price.

Formatted: Font: Bold, Underline

The IT Systems Analyst will approve and facilitate the purchase/setup/installation of information technology (both hardware and software) to ensure performance requirements and compatibility align with the current and future information technology infrastructure at the Town.

The IT Systems Analyst is responsible for keeping a record of computer hardware, software, digital equipment, and licenses purchased by the Town, and re-task usable equipment to other departments, and decide what equipment is no longer useful and then follow the policy 018 "Disposal of Surplus Assets and Lost or Unclaimed Property" to dispose them.

Formatted: Default, Justified, Tab stops: Not at -1"

Department Directors will involve the IT Systems Analyst in the early stages of specifications of information technology projects so standards, compatibility, manpower, cost, and project feasibility can be determined.

Tenders and Quotes

Any person making purchases on behalf of the Town of Redcliff shall exercise good stewardship of Town funds in making purchases. They shall endeavor to obtain quality products at the best price using reasonable methods and time constraints. However, when the amount of any purchase of materials, goods or services exceeds the sum of \$5,000.00, competitive quotations for the supply of the materials, goods, or services shall be obtained.

The Town of Redcliff also follows the guidelines as outlined in the New West Partnership agreement in relation to procurement requirements and values. The amounts listed where a tender must be sought according to the agreement is as follows:

\$75,000 or greater for goods;
\$75,000 or greater for services; or
\$200,000 or greater for construction.

In regard to tenders and competitive quotations, in the event the authorized personnel feel the lowest bid received is not the best option to accept, the bids must be forwarded to Council for consideration.

Competitive quotations may be bypassed in the event of:

- an emergency;
- a product being a patented device supplied by only one supplier;

- a request for quotations results in only one response from suppliers;
- an extension to the term to an existing agreement. When extending existing agreements for goods or services:
 - a) The Municipal Manager, pending satisfactory service levels or products being provided through an existing agreement, where the annual cost / fee is less than \$20,000 per year and there is no change to the agreement cost, may authorize an extension to an existing agreement/contract for goods and/or services in annual increments. Any such extension shall only be for the number of annual increments as included in the original term.
 - b) Where the annual cost / fee is greater than \$20,000 per year, or the cost of an agreement less than \$20,000 has changed, the agreement extension must be forwarded to Council for consideration.

Purchases outside budget

- 1.) In the case of an emergency (i.e. essential service requiring immediate resolution, such as water system, life safety issues) the Council hereby grants the Municipal Manager the authority to disregard the tender process and proceed, without an authorized budget to purchase up to a maximum of \$75,000.00 per incident. Any such incident shall be reported to the Mayor forthwith, and reported to next Council meeting. This funding will be deemed to be "from operations".
- 2.) In the case of a declared disaster, authorization for purchases to a limit of 10% of the annual tax revenue may be authorized by the Redcliff Emergency Operating Committee.
- 3.) All non-emergency purchases outside the budget must be forwarded to Council for consideration.

Documentation and Purchase Orders

The Director of Finance and Administration shall establish written procedures for procurement for the Town of Redcliff, in keeping with general accepted accounting practices for the public sector.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Review and Update Policy 076, Bravery / Acts of Heroism Policy

PROPOSAL: Policy 076, Bravery / Acts of Heroism Policy – to approve as presented.

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.

No revisions are being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

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:

Policy 076, Bravery / Acts of Heroism Policy

OPTIONS:

1. Approve Policy 076, Bravery / Acts of Heroism Policy, as presented.
2. Suggest changes to 076, Bravery / Acts of Heroism Policy, and have Administration draft an amended Policy 076, Bravery / Acts of Heroism Policy, for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 076, Bravery / Acts of Heroism Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 076, Bravery / Acts of Heroism Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved: ~~June 10, 2013~~

BRAVERY / ACTS OF HEROISM POLICY

BACKGROUND

The Town of Redcliff may at times receive a request to initiate recognition of individuals for acts of bravery or heroism.

POLICY

1. Individuals who are directly involved with, and most clearly understand the specifics of the event, should be the party who undertakes any application for recognition for any accomplishments, which may include being recognized for an act of heroism.

Other than in extraordinary situations, or in situations that involve actions of individuals directly acting on behalf of the Municipal Corporation, Council will not initiate the action for recognition for any endeavour or act of heroism.

2. Administration of Town of Redcliff will endeavor to help provide residents, inquiring about the process for initiating requests to recognize individuals, with the agency names and other contact information of any appropriate agencies and/or government department that normally addresses recognition of individuals.
3. Individual Councillors or Town of Redcliff staff members, when they have direct involvement, information, and/or evidence of acts worthy of recognition for accomplishment, which may include recognition for bravery or heroism, are free to initiate action for an individual's recognition for any endeavour or act of heroism. However, any such action shall be initiated on their own behalf, and unless endorsed by the Council, shall not be submitted on the letterhead of, or on behalf of the Municipal Corporation of the Town of Redcliff.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Review and Update Policy 115, Policy and Bylaw Development and Review

PROPOSAL: Policy 115, Policy and Bylaw Development and Review – to approve as presented.

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.

A minor change is being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

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:

Policy 115, Policy and Bylaw Development and Review

OPTIONS:

1. Approve Policy 115, Policy and Bylaw Development and Review, as presented.
2. Suggest changes to 115, Policy and Bylaw Development and Review, and have Administration draft an amended Policy 115, Policy and Bylaw Development and Review, for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 115, Policy and Bylaw Development and Review, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 115, Policy and Bylaw Development and Review, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council – February 11, 2013

POLICY AND BYLAW DEVELOPMENT AND REVIEW

BACKGROUND

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The Municipal Government Act provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

The councillor's job is to work with other council members to set the overall direction of the municipality through their role as a policy maker. The policies that council sets are the guidelines for administration to follow as it does the job of running a municipality. Council will spend a lot of time creating new policies and programs or reviewing the current ones to make sure they are working as they should.

The Town of Redcliff wishes to establish a consistent approach and philosophy for the development, approval, and review of Town of Redcliff Policies. Town Council shall approve policies that address issues within the realm of governance including, but not limited to, directions and goals intended to achieve Council's values and priorities, strategic directions, Council roles and responsibilities, and how Council will conduct itself.

The Municipal Manager shall administer administrative procedures that address administrative and operational responsibilities of the Town of Redcliff based on the direction identified by Council through policy or bylaw.

The Town of Redcliff has a number of bylaws that are not project based, deal with financial obligations or are not time specific, and deal with more general Town administration and enforcement (i.e. Traffic Bylaw). The Municipal Government Act sets out the process for Council to consider the adoption of bylaws.

POLICY

A. STANDARDS

1. Policies and Bylaws shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town of Redcliff bylaws and other related Town policy.
2. Policies and Bylaws shall be drafted in a format acceptable to the Manager of Legislative and Land Services.
3. Policies and Bylaws shall be reviewed by the Manager of Legislative and Land Services before submission to Council and approval to confirm compliance with this policy.
4. Policy and Bylaw development is initiated and developed by the department that is

most impacted by the approval of the policy. This development may allow for consultation and participation of other departments, personnel, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy.

5. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the Municipal Manager may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the particular situation.
6. Policies and Bylaws are to be presented, time permitting, for discussion to ~~a the~~ Council ~~Committee of the Whole~~ meeting where further action will be directed by Council or appropriate legislation.
7. Policies and Bylaws are only to be officially approved during a regular or special meeting of Council.
8. Procedures may be developed by the Municipal Manager to operationalize a policy. Approved procedures will be available to Council for information.

B. REVIEW

Policies will be reviewed and developed on both a proactive and reactive basis, depending on the needs of the Town. However; every Town policy will be reviewed by staff and Council a minimum of every three years. Every Bylaw, excluding project based, financial obligations, and time specific bylaws, shall be reviewed by staff and Council a minimum of every five years. Every Statutory Plan will be reviewed a minimum of every seven years unless said plan indicates otherwise, and every Non-Statutory Plan will be reviewed a minimum of every ten years.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Review and Update Policy 121, Council Orientation Policy

PROPOSAL: Policy 121, Council Orientation Policy – to approve as presented.

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.

No revisions are being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

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:

Policy 121, Council Orientation Policy

OPTIONS:

1. Approve Policy 121, Council Orientation Policy, as presented.
2. Suggest changes to Policy 121, Council Orientation Policy, and have Administration draft an amended Policy 121, Council Orientation Policy, for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 121, Council Orientation Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 121, Council Orientation Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved: ~~September 9, 2013~~

COUNCIL ORIENTATION POLICY

BACKGROUND

The Town of Redcliff, under the direction of the Municipal Manager, provides an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term. The orientation is provided to assist Members of Council in their governance roles, and provide them with information that may be useful for their reference.

PURPOSE

To establish guidelines for Council's orientation to ensure Members of Council have an overview of:

- their roles, responsibilities, and duties under the *Municipal Government Act*;
- their roles, responsibilities, and duties under The Town of Redcliff Procedure Bylaw;
- working relationships with Administration and The Town's governance structure;
- Town bylaws, Council policies, strategic plans, status of Town business and current issues facing The Town; and
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

POLICY

The Town of Redcliff will provide an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term.

RESPONSIBILITIES

The Municipal Manager will provide the Members of Council with a presentation and information including but not limited to:

- the *Municipal Government Act*;
- legal considerations related to the role of Members of Council;
- the purpose of a municipality;
- the role of the Municipal Manager;
- and an overview of the organizational structure, corporate focus and key contacts;
- legislative governance and Council's role in the process; and
- any other information related to the immediate status of Town business and current issues.

The Municipal Manager will also:

- coordinate the development and delivery of the components of the Orientation program by Administration;
- present an agenda prepared in coordination with the Manager of Legislative and Land Services to Council for approval before every general municipal election;

- assist with the transition of the Mayor and Council office into the Town Hall workplaces and making available information related to the functions of the Mayor as a Member of Council.

The Manager of Legislative and Land Services will provide the Members of Council with a presentation and information including but not limited to:

- The Town of Redcliff Procedure Bylaw;
- Freedom of Information and Protection of Privacy Act;
- the role of the Manager of Legislative and Land Services;
- the role of the Executive Assistant;
- a manual of policies; and
- a manual of commonly referenced bylaws.

The Director of Finance and Administration will provide the Members of Council with a presentation and information including but not limited to:

- The most recent Financial Statements of the Town;
- the most recent provincial financial indicator graphs; and
- Town budget processes.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Review and Update Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff

PROPOSAL: Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff – to approve as presented.

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.

A minor change is being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

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:

Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff

OPTIONS:

1. Approve Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, as presented.
2. Suggest changes to Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, and have Administration draft an amended Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, for review at a future Council meeting.


RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council: ~~March 24, 2014~~

CODE OF ETHICS AND CONDUCT FOR THE COUNCIL OF THE TOWN OF REDCLIFF

BACKGROUND

In 1992 Alberta Urban Municipalities Association circulated a resolution regarding Ethical Guidelines of Conduct for Members of Council. Redcliff Town council adopted the resolution on November 9, 1992. A great deal of time has passed since this resolution was adopted and it is considered timely to review current standards for Code of Ethics and establish a formal policy.

PURPOSE:

The establishment of a Code of Ethics and Conduct for Redcliff Town Council will:

- Provide guidance to Council so as to ensure that each member is accorded reasonable and fair treatment.
- Assist Council Members in avoiding problems relating to role and responsibilities.
- Preserve the integrity of the Council and administration.
- Protect the individual rights of Council and administration as normal citizens.

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

POLICY:

Primary Focus

1. Both Council and its Administration recognize that their allegiance and loyalties are to the community as a whole and not to any individual(s), group(s) or faction(s) of the general population. This includes overall stewardship with regard to respecting the public nature of our community's financial resources.

Relationships between Members of Council and its Administration

2. Each council member shall ensure that his/her behavior towards other members of Council and the Administration is based on the following principles:
 - Respect for the right of others to offer their opinion.
 - Tolerance for viewpoints, which may be at odds with those of others.
 - Respect for views and opinions, which may be in the minority.
 - Respect for the role of the Municipal Manager as the key employee of Council and its chief policy advisor.
 - Respect for the right of the administration to present reports and advice which may not be that which is politically acceptable to Council.

Fair Treatment for Those Presenting to Council

3. Each person presenting to Council will be afforded fair treatment by all members of Council who will seek to ensure that:
 - Presenters are treated fairly regardless of race, gender, religion, age, disability or occupation.
 - Presenters are dealt with in good faith.
 - Presenters are given an adequate time in which to present their views.
 - Presenters are treated without bias and are accorded respect for their time and views.

Presentations to Council shall be in accordance with the Town of Redcliff Procedural Bylaw.

Chair of Meetings

4. The Mayor (or Chair of meeting) will not tolerate:
 - Discourtesy by one member to another member.
 - Rudeness to members of staff or to the public, or
 - Disruptive behaviour.
5. The Mayor (or Chair of meeting) should personally speak to any member guilty of such behavior requesting that he/she desist from such remarks or behavior. If necessary, the Chair shall call a brief recess and speak in private to the offending parties. Continued offences shall be dealt with according to the Procedural Bylaw.

Authority and Powers

6. Each member of Council will respect the legislation that accords to Council as a whole the authority to make decisions that guide the actions of the Administration. This authority is vested in Council when it is convened as a body at a duly constituted meeting. Council members will therefore refrain from attempting to guide or influence individual members of the administration.

Requests for Information

7. Council members will direct their requests for information or action to the office of the Chief Administrative Officer (unless otherwise delegated to a member of staff by the Chief Administrative Officer). If the matter is subject to a current Council policy, Administration will respond as quickly as possible in filling the request. If the request is not covered by a current policy, it will be forwarded to the Chief Administrative Officer who will place the matter before Council to receive its direction.

Conflict of Interest

8. Neither Council members nor members of the Administration will act in such a way as to constitute a conflict of interest. All residents will be treated equally. No special favours will be granted unless it is approved by a legal resolution of Council. Decisions on matters of pecuniary (either direct or indirect) which impact family members in a way not consistent with the population as a whole will be deferred pending the advice of the municipality's solicitor. In this, as in all matters, the legislation will prevail.

Council Spokesperson

9. The official decisions of Council will be conveyed to the public and all others by way of Council resolutions, bylaws, and policies. These decision will be conveyed by the Mayor (or his designate) to the media as directed by the official Council decision.

Any other comments on Council positions by any other member of Council which are not consistent with the official position should be prefaced as personal opinion only.

Public Statements

10. A Council member is not restricted in any public statement they choose to make, but as a member of the Council they are expected to:
 - Support the role of the council, and
 - Support the current policies, bylaws, and resolutions of the Town of Redcliff.
11. Any requests by the media to Administration for comment or information on matters pertaining to a matter within the jurisdiction of the council and not yet subject to an approved policy should be immediately referred to the Chief Administrative Officer and through him/her to the Mayor.
12. Elected officials, whether representing the Town of Redcliff via the Town's social media outlets, or engaging in discussion on the Town's social media outlets using their own personal social media accounts, are expected to conduct themselves appropriately and ethically. Ethical social media conduct includes:
 - a. Rate payers' protection and respect are paramount.
 - b. Representatives will use every effort to keep their interactions factual and accurate.
 - c. Representatives will strive for transparency and openness in interactions.
 - d. Representatives will provide links to credible sources of information to support their interactions when possible.
 - e. Representatives will publicly correct any information that has later been found to be in error.
 - f. Representatives will protect privacy and permissions.
 - g. Representatives will respect the comment/positing guidelines of the social media site.

Acceptance of Gifts

13. A Council member is expected to avoid any actual or reasonable apprehension of bias in the acceptance of gifts and shall:
 - Accept only those gifts of protocol or social obligation that occur in normal business relationships, and
 - Not accept a fee, gift, or other benefit that is connected directly or indirectly with the performance of the member's office.

Bribery

14. A Council member is to be alert to any attempt of bribery and shall:
 - Reject bribery in any form, and
 - Report any attempt or perceived attempt to bribe a member to the Chief Administrative Officer.

Treatment of Others

15. Each Council member shall exhibit the following:
 - Is courteous, professional, fair and unbiased;
 - Contributes to the preservation of orderly decorum;
 - Avoids sarcasm, derogatory comments, or questions or comments designed to embarrass;

- Is respectful of the rulings and direction of the Chair; and
 - Where a member is the Chair, they shall be responsible to immediately rule such behaviour out of order and require the offending member to offer an apology to all present at the hearing.
16. Each Council member has a responsibility to ensure that all persons appearing before or otherwise having dealings with Council are:
- Treated fairly regardless of race, gender, religion, age, disability, or occupation.
 - Dealt with in good faith.
 - Dealt with without bias and in a judicial temper, and
 - Given an adequate opportunity to state their case.

Confidentiality

17. In addition to the statutory duties set out in the Municipal Government Act, council members shall:
- Refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so;
 - Refrain from use of confidential information (such as knowledge respecting bidding on the sale of Town property or assets) for personal or private gain, or for the gain of relatives or any person or corporation; and
 - Refrain from accessing or attempting to gain access to confidential information in the custody of the Town unless it is necessary for the performance of their duties and not prohibited by council policy.

Particular care should be exercised in ensuring confidentiality of the following:

- Information relating to the security of the property of the organization;
- Personal matters about an identifiable individual, including municipal employees;
- A proposed or pending acquisition or disposition of land by the municipality;
- Labour relations or employee negotiations including collective bargaining;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
- Sources of complaints where the identity of the complainant is given in confidence;
- Information about suppliers provided for evaluation which is of a proprietary nature or might be useful to other suppliers;
- Any information in relation to a tender that has or will be issued but that has not been awarded;
- Schedules of prices in contract tenders.

Partisan Politics

18. Council members are entitled to serve as members of provincial or federal parties.
19. Council members will not allow their party affiliation or responsibilities to interfere with the requirements and responsibilities of serving this Town as a member of Council.
20. Council members will not engage in political activities in the Town Office or at any event sponsored by the town or by one of its commissions or committees.

Adherence to Code, Charter, Act, and Procedures

21. Each Council member shall:
- Adhere to all aspects of this code of ethics;
 - Adhere to the requirements of the Municipal Government Act;
 - Adhere to the procedural guidelines provided for by the Council's approved Procedural Bylaw, and
 - Adhere to the requirements of council policies and procedures.

Complaints

22. The Town of Redcliff takes breaches of the Code of Ethics and Conduct seriously and expect any member of Council who perceives a breach to immediately take action.

In the event that a member of Council believes that one (or more) of the standards has been breached by another member of Council, the following step shall be taken:

- A) any Council member, who perceives that a violation has occurred, shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.
- B) The Mayor (or Deputy Mayor) shall place the issue on the next Council Agenda In Camera session or call a special Council meeting for the considering the complaint in camera.
- C) If two-thirds majority vote of the members of council, who are present, at the Council meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council meeting:
 - a) Verbal reprimand provided by the Mayor or Deputy Mayor.
 - b) Written censure.
 - c) Initiate legal action to remove the Councillor from Council as per section 175 of the Municipal Government Act if the breach relates to a conflict of interest pursuant to sections 169-173 of the Municipal Government Act if the Councillor refuses to resign immediately.
 - d) Termination of the Councillors appointment to Committees.
 - e) Council may request an inquiry be conducted under Section 572 of the Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Ethics and Conduct for the Town of Redcliff.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 12, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Review and Update Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions

PROPOSAL: Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions – to approve as presented.

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.

No revisions are being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

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:

Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions

OPTIONS:

1. Approve Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, as presented.
2. Suggest changes to 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, and have Administration draft an amended Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 126, Code of Ethics & Conduct for Members Appointed to Redcliff Committees, Boards & Commissions, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council: ~~April 26, 2014~~

**CODE OF ETHICS AND CONDUCT FOR MEMBERS
APPOINTED TO REDCLIFF COMMITTEES, BOARDS & COMMISSIONS**

BACKGROUND

The proper operation of democratic local government requires that persons appointed by Redcliff Town Council to its committees, boards and commissions be independent, impartial and duly responsible through Council to the citizens of Redcliff.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for persons appointed to boards and commissions so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the board or commission members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of persons appointed to boards and commissions in order that they shall maintain the highest standards in public office and faithfully discharge their duties.

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

POLICY:

- 1. Act in the Public Interest**
Recognizing that the Town seeks to maintain and enhance the quality of life for all Town businesses and residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.
- 2. Comply with the law**
Members shall comply with all applicable federal, provincial and local laws in the performance of their duties.
- 3. Conduct of Members**
The conduct of members in the performance of their duties and responsibilities with the Town must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, members of Council, staff or the public.
- 4. Respect for process**
Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Town of Redcliff. Members shall be aware of the mandate of their respective committee, board or commission, and act accordingly.

5. Conduct of Public Meetings

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers, make personal comments not relevant to the business of the body; or otherwise disturb a meeting.

6. Decisions based on merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the board or commission, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest / Pecuniary Interest (Should this be Conflict of Interest or Pecuniary Interest or maybe labeled as both)

Members shall be aware and act in accordance with provincial legislation and any Town of Redcliff Bylaws and policies governing conflict of interest.

Members who have a Pecuniary Interest / Conflict of Interest must:

- disclose the general nature of the conflict prior to any discussion of the matter,
- abstain from voting on any motion relating to the matter,
- abstain from any discussion on the matter, and
- leave the room in which the meeting is being held until discussion and voting on the matter are complete.

9. Gifts and Favors

Members shall not accept any money, property, position or favor of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Town, save for appropriate refreshments or meals, except where such gift or favor is authorized by law, or where such gifts or favors are received as an incident of the protocol, social obligations or common business hospitality that accompany the duties and responsibilities of the member.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personal or legal affairs of the Town. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Advocacy

Members shall represent the official policies or positions of the Town and Board or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Town, their Committee, Board or Commission, nor will they allow the inference that they do.

13. Positive Work Place Environment

Members shall treat, other members, the public, Redcliff Town Council and Town staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties.

14. Implementation

The Code of Ethics and Conduct for members appointed to Town of Redcliff Committees, Boards and Commissions is intended to be self-enforcing. Members should view the code as a set of guidelines that express collectively the standards of conduct expected of them. It therefore becomes most effective when members are thoroughly familiar with the code and embrace its provisions.

The Code of Ethics and Conduct for members appointed to Committees, Boards and Commissions will be provided to existing members as well as to future applicants. Members appointed to a Board or Commission will be requested to sign the members' statement affirming that they have read and understood the Town of Redcliff Code of Ethics and Conduct for members appointed to Committees, Boards and Commissions.

15. Compliance and Enforcement

The Town of Redcliff Code of Ethics and Conduct for members appointed to Committees, Boards and Commissions expresses standards of ethical conduct expected for members of the Town's Committees, Boards and Commissions. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Town of Redcliff.

Redcliff Town Council may terminate the appointment of members for breaching the code of ethics and conduct policy.

MODEL OF EXCELLENCE**Members of a Committee, Board, or Commission
of the Town of Redcliff**

As a member of a Town of Redcliff Committee, Board, or Commission, I agree to uphold the code of Ethics adopted by The Town of Redcliff and conduct myself by the following model of excellence.

I will:

- Govern myself in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of the Town of Redcliff.
- Recognize the diversity of open and responsive government;
- Help create an atmosphere of open and responsive government;
- Conduct public affairs with integrity, in a fair, honest and open manner;
- Respect one another and the unique role and contribution each of us has in making the Town of Redcliff a better place to work and live;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair;
- Avoid and discourage conduct which is not in the best interests of the Town;
- Treat all people with whom I come in contact in the way I wish to be treated.

I confirm that I have read and understood the Code of Ethics and Conduct for members appointed to Redcliff Committees, Boards and Commission and will govern myself accordingly.

Signature

Date

Name of Committee, Board, or Commission



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
MAY 23 2017
TOWN OF REDCLIFF

AR89904

May 17, 2017

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

Dear Mayor Reimer,

Our government is committed to making life better for Albertans, and that means working together with our municipal partners to build strong communities with the infrastructure and services that help deliver a high quality of life. To support this collaboration, I am pleased to confirm that in 2017 over \$1.2 billion will be provided to municipalities under the Municipal Sustainability Initiative (MSI) and \$221 million under the federal Gas Tax Fund (GTF).

Your 2017 MSI and GTF allocations are provided in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at:
municipalaffairs.alberta.ca/municipal-grants.

I know that municipal grant programs are very important for your community, and I look forward to working with you and our federal partners to ensure Alberta's municipalities continue to have access to stable and predictable funding.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

Appendix A

Town of Redcliff

Program	Components	2017 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$1,306,565
	MSI Capital Component	\$971,285
	BMTG Component	\$335,280
	Operating Funding	\$50,557
	Total MSI	\$1,357,122
Gas Tax Funding (GTF)		\$302,249

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2016 Municipal Affairs Population List, 2016 education tax requisitions, and 2015 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Metis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2016 Municipal Affairs Population List.
- The \$221.1 million in GTF funding that will be provided to Alberta's municipalities in 2017 includes \$2.7 million allocated to Alberta as one-time additional funding from legacy federal infrastructure programs. The additional funding is provided as part of the regular 2017 allocation and is subject to the terms and conditions of the GTF program.



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

MAY 23 2017
COMMUNICATIONS

AR43140

May 17, 2017

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

Dear Mayor Reimer:

For more than 30 years, the Government of Alberta has recognized Seniors' Week in Alberta; a terrific occasion to come together and honour seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during Seniors' Week, which takes place June 5 to 11, 2017.

Attached is a Declaration, which was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify the province of your declaration by May 26, 2017, so that this information can be highlighted on my ministry's website. Also attached is a poster to help you promote Seniors' Week 2017. To register your declaration or request additional copies of the poster, please email seniorsinformation@gov.ab.ca.

Across Alberta, organizations and communities host various events during Seniors' Week. Seniors and Housing is pleased to host an online special events calendar. Please visit my ministry website at www.seniors-housing.alberta.ca to print your own poster, register a special event or see what events are happening in your community.

Please join me in celebrating Seniors' Week 2017!

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Attachments

Mr. Ernie Reimer
Town of Redcliff
PO Box 40
Redcliff, Alberta
T0J 2P0

Dear His Worship Reimer,

Agriculture is critical to every aspect of life, whether you are a city-dweller, a canola grower, rancher, or tend to a backyard garden. It is the foundation of Alberta's society and economy, feeding over 7 billion people and providing jobs for millions of Canadians.

Through our educational programming to children, youth and adults across Alberta, we are helping to increase the understanding of agriculture. You know the efforts that farmers go through. Wet springs, dry summers and early winters. None of it stands in the way of delivering the crops, livestock, and products needed to keep the world turning. Agriculture is what puts the food on everyone's table. With better education and understanding, we can build trust with consumers. With trust comes the ability to continue to farm in ways that make sense for the environment, the economy and farmers.

With your help, we can continue delivering educational programs that increase the understanding of agriculture and farm safety. Donations, large or small, help us strengthen the voice of agriculture, reduce farm fatalities and injuries, and elevate the importance of a strong and sustainable food producing community. If you are ready, join the Friends of Ag for Life by making a donation, knowing that you are directly supporting agriculture in Alberta.

To get started visit: AgricultureforLife.ca/supporters/make-a-donation

www.agricultureforlife.ca



About Agriculture for Life

Agriculture for Life (Ag for Life) is an Alberta-based registered charity dedicated to building a greater understanding, appreciation and respect for agriculture and its fundamental connection to life. It is our mandate to help Albertans understand the incredible depth and opportunity that agriculture affords. We do this through collaboration with agriculture stakeholders.

Ag for Life supported programs include:

Ag Education & Awareness Programming

Ag 101: Food and Farming
Alberta Open Farm Days
City Slickers Student Farm Tours
Classroom Agriculture Program
Growing Minds (Neubauer Farms)
Little Green Thumbs
Made in Alberta Breakfast
Meet Your Farmer
Teacher Tours
ThinkAG Careers

Farm Safety Programming

Barnyard and Boots Safety Program
First Responder Training
Ladies Safety Training
Safety Days
Ag for Life Safety Days
Community Safety Days
Young Farm Workers Safety Days
Farm First Aid

Ag for Life program reach in 2016 was over 70,000 children, youth and adults in over 400 Alberta communities.

Thank you for your consideration. If you have any questions, please feel free to call me directly.

Luree Williamson
CEO
403.862.5688
lwilliamson@agricultureforlife.ca

May 12th, 2017

His Worship Ernie Reimer
Mayor, Town of Redcliff
Box 40
1 - 3rd Street NE,
Redcliff, AB T0J 2P0

RECEIVED
MAY 17 2017
TOWN OF REDCLIFF

Dear Sir:

Re: Community Futures Entre-Corp Business Development AGM June 28, 2017

Community Futures Entre-Corp Business Development will hold its Annual General Meeting at 11:00 am on Wednesday, June 28, 2017. The meeting will take place at our office located at #202, 556 4th Street SE, Medicine Hat, AB.

The AGM agenda will include the following motion:

"Motion to amend section 10.1 of the Community Futures Entre-Corp Business Development's Articles of Association as presented" (as per attached).

As stated in our current Articles, we are providing all shareholders with the required 21 days notice of the meeting.

Quorum for this meeting is 60% of our shareholders so it is important for the Town of Redcliff to have a shareholder representative on hand to vote. This representative could be your current Board of Directors representative (Mr. Dwight Kilpatrick) or another individual of your organization's choice. Articles of Association may only be amended, repealed, or altered by a majority vote of seventy-five percent (75%) of Members attending the Annual General Meeting.

We look forward to having a representative of your shareholding organization at our AGM. If you have any questions prior to this meeting, please feel free to contact me. Thank you for your attention to this matter.

Sincerely,



Sean Blewett
General Manager
Community Futures Entre-Corp

CC Dwight Kilpatrick

10. BUSINESS OF THE COMPANY

10.1 Corporate Seal

- a) The Company shall have a Seal as approved by the Board of Directors.
- b) The Seal of the Company shall not be affixed to any instrument except by the authority of a resolution of the Directors and in the presence of:
 - i. Two (2) Directors of the Company and the Secretary;
 - ii. The Chair and the Secretary; or
 - iii. The Chair and the Treasurer

And such Officers shall sign every instrument to which the Seal of the Company so affixed in their presence.

Replace with

10.1 Corporate Seal

- a) The Company shall have a Seal as approved by the Board of Directors.
- b) The Seal of the Company shall not be affixed to any instrument except by the authority of a resolution of the Directors and must be signed by any two of the following:
 - i. The Chair
 - ii. The Vice Chair
 - iii. Secretary/Treasurer
 - iv. General Manager

REDCLIFF Days 2017

**JUNE
16-18**

FRIDAY JUNE 16

- 9:00 am – 4:30 pm Redcliff Museum Tours, 2-3 St NE
9:00 am - 6:00 pm Sidewalk Sales, Downtown
5:00 pm - 8:00 pm TNT Monster Truck Rides (\$10/person), 200 Blk Main Street S
6:00 pm – 1:00 am Whosapalooza Beer Garden, Live Music & Street Dance, Who's On 3rd – 000 Blk 3rd St SE

SATURDAY JUNE 17

- 7:30 am - 10:00 am Pancake Breakfast , Home Hardware – 317 Broadway Ave E
8:00 am - 4:00 pm Yard Sale & Open House, Youth Centre - 19 Main St S
8:00 am - noon Show 'n' Shine Car Show Registration, Lions Park – 300 Blk Mitchel St SE
10:00 am – 4:00 pm Kid Zone, Memorial Park – 100 Blk between 2nd & 3rd St SE
9:00 am – 4:30 pm Redcliff Museum Tours and live music, 2-3rd Street NE
12:00 pm – 4:30 pm Show 'n' Shine Car Show and Lemon Shake-Ups, Lions Park – 300 Blk Mitchel St SE
9:00 am - 3:00 pm CHAT 94.5 on location Downtown
9:00 am - 4:00 pm Library Book Sale, 131 Main Street S
9:00 am - 4:00 pm Legion Garage Sale, 302 Broadway Ave E
9:00 am - 4:30 pm 3rd Street Bazaar vendors and food trucks, 100 Block 3 Street SE
9:00 am - 6:00 pm Sidewalk Sales, Downtown
10:00 am - 7:00 pm Live Music, Beer Gardens & BBQ, Legion - 302 Broadway Ave E
10:00 am - 9:00 pm TNT Monster Truck Rides (\$10/person), 200 Blk Main Street S
10:00 am - 1:00 am Whosapalooza Beer Garden & Live Music & Street Dance, Who's on 3rd – 000 Blk 3rd St SE
11:00 am - 4:00 pm BBQ, Rootz Hair Salon - 322 Broadway Ave E
1:00 pm - 3:00 pm 'Chair-A-Tea' auction, IF Cox School - 339 3rd St SE
1:00 pm – 3:00 pm Splash n' Dash Sprinkler Fun & Open House, Tiny Tots Preschool - 19 Main Street S
4:00 pm - 9:30 pm Live Music, Legion - 302 Broadway Ave E
11:00 pm Fireworks Spectacular, Lions Park - 300 Blk Mitchel St SE

KID ZONE - Saturday, June 17, 10:00 am – 4:00 pm Memorial Park

- 10:00 am Jump Tents | Obstacle Course & Hamster Balls | Neubaur Farm Animals
Main Stage: Bob Donaldson | Live Music | White Dragon Karate | Missy's Hula Hoops | GX Dance Studio
11:00 am Dee Dee's Face Painting | Craft Tent sponsored by MH Women's Shelter | Jack N' Jill Clowns
Airbrush Tattoos | Gordon Memorial United Church BBQ | Under the Stars Characters Meet & Greet
12:00 pm Pedal Tractors, & MORE!!!

SUNDAY JUNE 18

- 10:00 am - 5:00 pm TNT Monster Truck Rides (\$10/person), 200 Blk Main Street S
1:00 pm - 4:00 pm FREE Father's Day Swim, Aquatic Centre - 230 Main St S

Memo

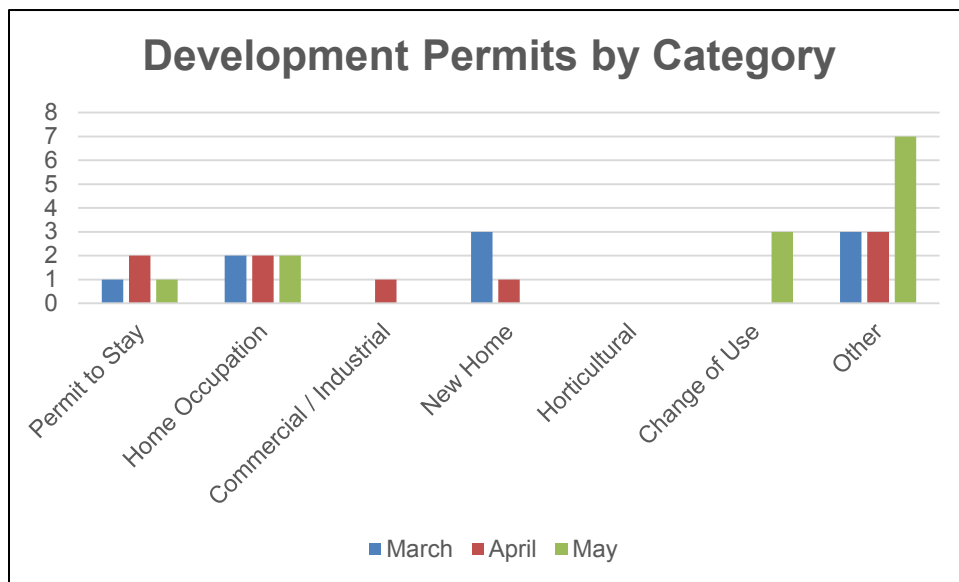
To: Council

From: Director of Planning & Engineering

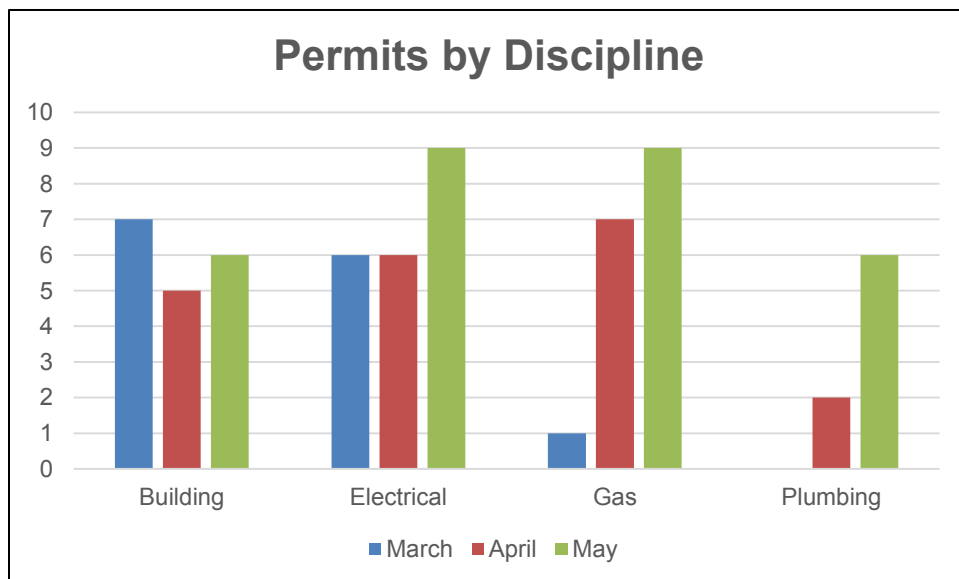
Date: June 2, 2017

Re: Permits issued in May 2017

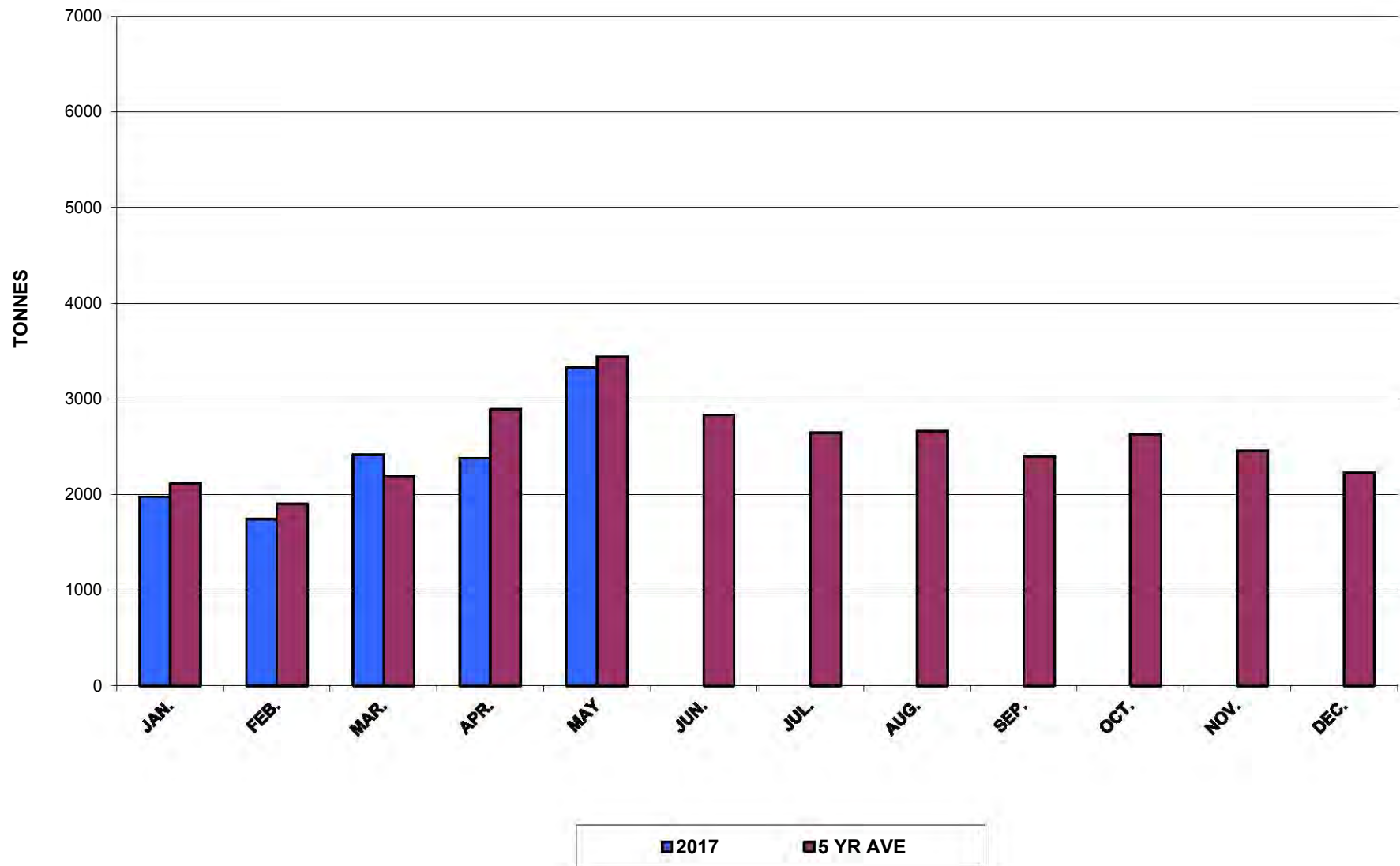
In May the Town of Redcliff issued the following Development Permits as shown below:



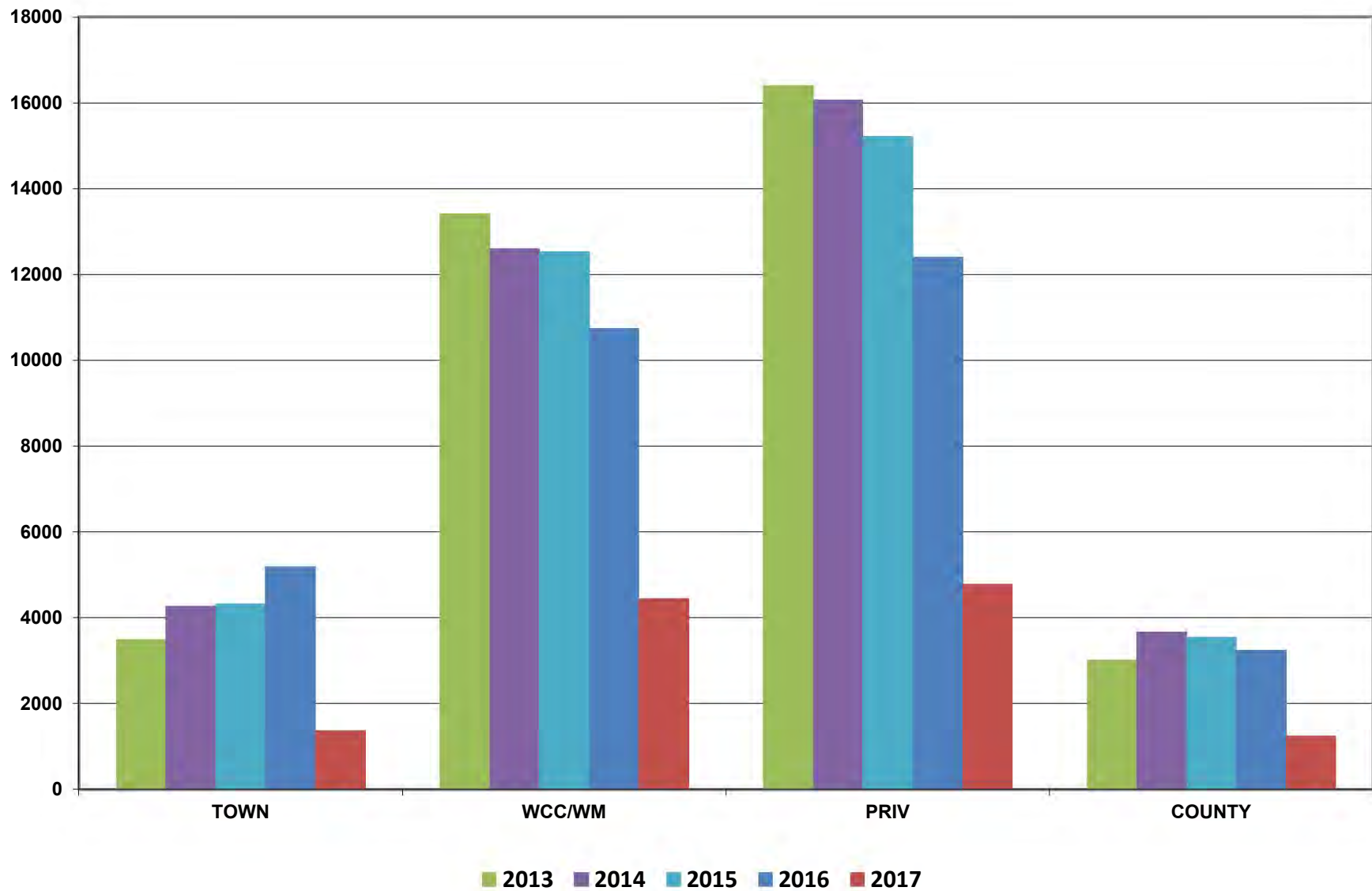
Safety Codes Permits issued by the Town for the month of May.



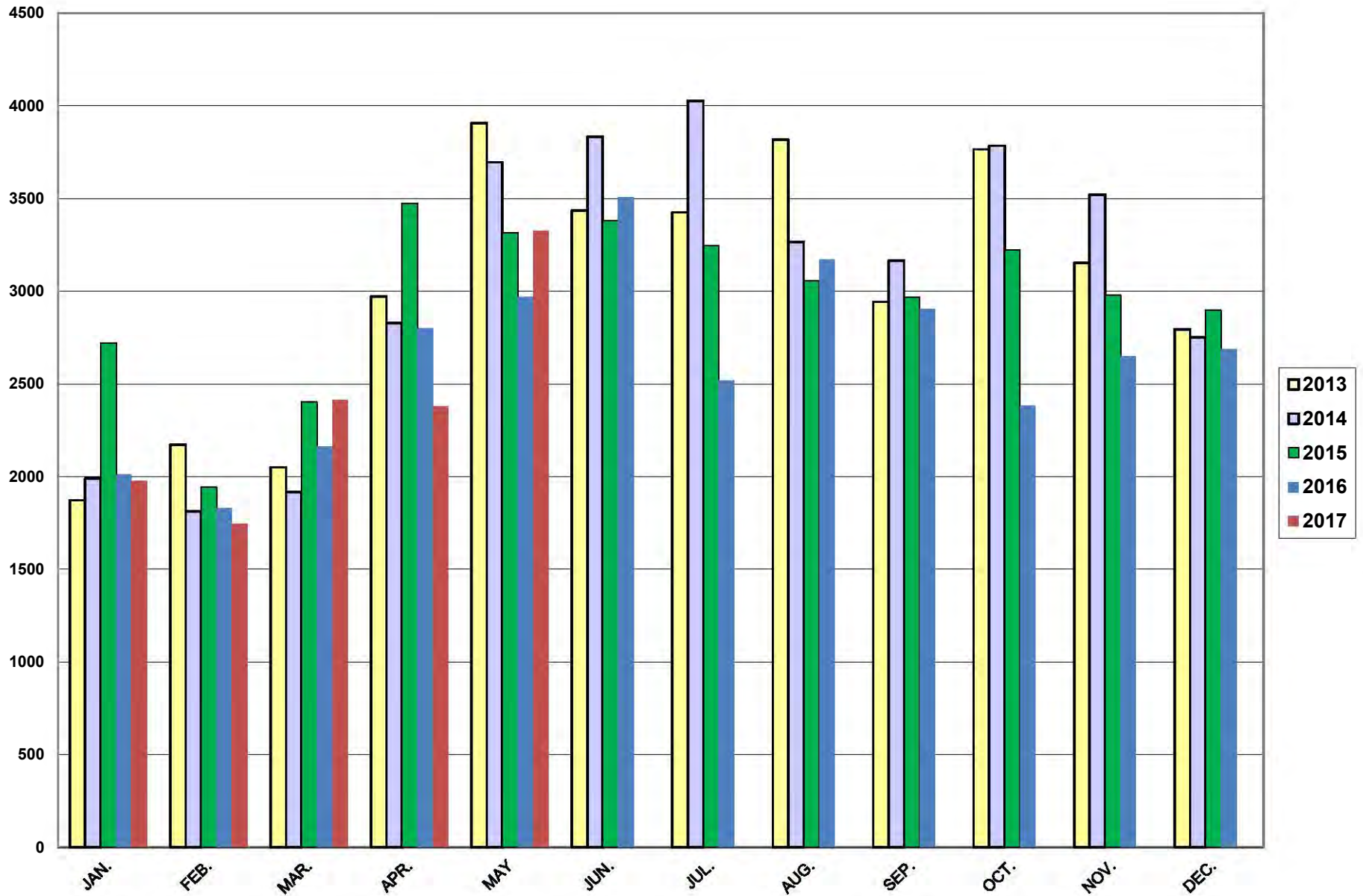
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2017 VS 5 YEAR AVERAGE
TO MAY 31, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2013-2017
TO MAY 31, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2013-2017
TO MAY 31, 2017**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
June 16, 17, 18, 2017	Redcliff Days	Various
Wednesday, June 21, 2017	EDA Stakeholders Meeting	Bow Island, Alberta 5:30 p.m.
July 1, 2017	Canada Day Celebration	Lions Park 9:00 a.m. - 3:00 p.m.