



COUNCIL MEETING

MONDAY, JUNE 25, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 25, 2018 – 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
Pg. 4	C) Accounts Payable	For Information
Pg. 7	D) Bank Summary to May 31, 2018 *	For Information
	2. DELEGATION	
Pg. 8	A) Willard Schmidt * Re: 1502 Dirkson Drive NE – Taxes, Water & Sewer Services	
	3. MINUTES	
Pg. 13	A) Council meeting held June 11, 2018 *	For Adoption
Pg. 17	B) Municipal Planning Commission meeting held June 20, 2018 *	For Information
Pg. 20	C) Emergency Advisory Committee meeting held June 21, 2018*	For Information
	4. BYLAWS	
Pg. 22	A) Bylaw 1859/2018, Road Closure Bylaw (Portion 2 nd Ave SW) *	2 ND /3 RD Reading
Pg. 27	B) Bylaw 1867/2018, Land Use Bylaw Amendment * Re: Cannabis Retail Store Overlay Map	1 ST Reading
	5. REQUEST FOR DECISIONS	
Pg. 38	A) Southern Alberta Emergency Management Resource Sharing Agreement *	For Consideration
Pg. 55	B) Redcliff Public Library * Re: Financial Reviewer	For Consideration

6. POLICIES

Pg. 58	A)	Policy 36, Snow Removal & Street Sanding Policy *	For Consideration
Pg. 62	B)	Policy 54, Electronic Sign Policy *	For Consideration
Pg. 65	C)	Policy 63, Goods for Sale on Municipal Property Policy *	For Consideration
Pg. 69	D)	Policy 65, Seized Items Storage Fees Policy *	For Consideration
Pg. 72	E)	Policy 93, Safety Policy *	For Consideration

7. OTHER

Pg. 76	A)	Memo to Council * Re: 1502 Dirkson Drive NE – Taxes / Water & Sewer Services	For Information
Pg. 78	B)	Municipal Manager Report to Council June 25, 2018 *	For Information
Pg. 96	C)	Council Important Meetings & Events June 25, 2018 *	For Information

8. RECESS

9. IN CAMERA

- A)** Advice from Officials (FOIP S. 24)
- B)** Land Matter (FOIP S. 24)

10. ADJOURN

COUNCIL MEETING - JUNE 25, 2018

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
83163	AB DEVELOPMENT OFFICERS ASSOC.	REGISTRATION FEES	\$1,200.00
83164	AB LOW IMPACT DEVELOP. PARTNER	PARTNERSHIP DUES	\$288.75
83165	CANSEL	PLOTTER PAPER	\$86.35
83166	CITY OF MEDICINE HAT	CANALTA CONTRIBUTION	\$10,000.00
83167	CUMMINS WESTERN CANADA	GENERATOR MAINTENANCE	\$1,135.06
83168	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$45.00
83169	DEE-DEE'S FACE PAINTING	FACE PAINTING FOR REDCLIFF DAYS	\$500.00
83170	DUNMORE DUG-OUT	ACTIVITIES FOR REDCLIFF DAYS	\$4,725.00
83171	FIREWORKS SPECTACULARS	FIREWORKS	\$7,350.00
83172	FISCHER, MITCH	EMPLOYEE REIMBURSEMENTS	\$12.58
83173	GRAND RENTAL STATION	TENT RENTALS	\$967.05
83174	HUDEK, ROB	ENTERTAINMENT FOR REDCLIFF DAYS	\$350.00
83175	INSTA-RAIN	SPRINKLER SYSTEM	\$126.00
83176	JACK N JILL PARTIES	ENTERTAINMENT FOR REDCLIFF DAYS	\$475.00
83177	JACOBS WELDING	PEDAL TRACTOR RENTALS	\$418.75
83178	LAFRENTZ ROAD MARKING	ROADSAVER/DETACK	\$12,410.87
83179	LOCAL GOVERNMENT ADMIN ASSOC	MEMBERSHIP FEES	\$157.50
83180	MIDNIGHT'S TRAIL	PONY RIDES	\$200.00
83181	SHAW CABLE	INTERNET	\$300.04
83182	PARTEK IT SOLUTIONS	MONITORING	\$735.00
83183	PRIME PRINTING	ENVELOPES/INVOICES	\$3,383.10
83184	RECEIVER GENERAL RCMP	POLICING COSTS	\$227,359.80
83185	REDCLIFF MUSEUM	MUSEUM CONTRIBUTION	\$10,000.00
83186	STEWART, MALLORY	ENTERTAINMENT FOR REDCLIFF DAYS	\$300.00
83187	ROYAL CANADIAN LEGION	ENTERTAINMENT FOR REDCLIFF DAYS	\$300.00
83188	THE PARK AFTER DARK CINEMAS	MOVIE IN THE PARK	\$525.00
83189	AUDIO CINE FILMS	MOVIE IN THE PARK	\$294.00
83190	TSONG, FRANK	TAX PAYMENT REFUND	\$1,000.00
83191	UNDER THE STARS	CHARACTER VISITS	\$420.00
83192	ATB FINANCIAL MASTERCARD	VARIOUS EXPENSES (SEE BELOW)	\$13,684.37
		TOTAL	\$298,749.22

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00749	AIR LIQUIDE	CARBON DIOXIDE	\$1,631.19
00750	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00751	CLEARTECH TECHNOLOGIES	CHEMICAL	\$36,019.82
00752	COURTYARD LAW	PROFESSIONAL SERVICES	\$275.89
00753	DIGITEX	PHOTOCOPIER FEES	\$874.14
00754	REDCLIFF HOME HARDWARE	HANDLE/ADAPTER/BATTERIES/CUPS/RAGS/NIPPLE/SCREWS	\$127.83
00755	LETHBRIDGE HERALD	ADVERTISING	\$1,419.30
00756	WOLSELEY	COUPLER/ADAPTER	\$19.50
		TOTAL	\$40,400.24

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
00344	ATB MASTERCARD	VARIOUS EXPENSES (SEE BELOW)	\$1,760.17
00345	CLEAN HARBOURS	PAINT RECYCLING	\$1,409.56
00346	RMA FUEL	FUEL	\$3,084.86
00347	SANATEC	PUMP SEPTIC TANK	\$141.75
	TOTAL		\$6,396.34

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - MASTERCARD			
DATE	VENDOR	DESCRIPTION	AMOUNT
5/17/2018	CANADA POST	POSTAGE - UTILITIES	\$1,759.59
5/18/2018	CANADA POST	POSTAGE - TAX NOTICES	\$2,529.48
5/3/2018	STAPLES	SOAP/PAPER/TONER/BINDING CASES/FEBREEZE	\$408.48
5/4/2018	SAFEWAY	BEREAVEMENT TRAY	\$57.74
5/4/2018	STAPLES	BONUS GIFT CARD - CREDITED BACK	\$25.00
5/8/2018	STAPLES	NOTEBOOKS	\$34.10
5/16/2018	NEWEGG	CABLES	\$31.11
5/16/2018	NEWEGG	VIDEO CARD	\$45.13
5/18/2018	STAPLES	PENS/WHITEBOARD SPRAY	\$10.44
5/18/2018	STAPLES	PENS	\$23.62
5/24/2018	SAFEWAY	BEREAVEMENT TRAY	\$57.74
5/24/2018	STAPLES	PAPER TOWEL/KLEENEX	\$102.65
5/29/2018	STAPLES	BINDING COMBS/WHITE OUT	\$41.58
5/31/2018	STAPLES	NOTE PADS/SCISSORS	\$22.47
5/31/2018	STAPLES	MOUSE PAD/TAPE/ORGANIZER	\$32.14
5/15/2018	POMEROY KANANASKIS	HOTEL FOR CONFERENCE	\$212.19
5/19/2018	POMEROY KANANASKIS	HOTEL FOR CONFERENCE	\$636.57
5/9/2018	ROSCO'S PUB	STAFF RELATIONS	\$87.43
5/16/2018	CAREER ACADEMY	MEMBERSHIP FEE	\$38.26
5/17/2018	POMEROY KANANASKIS	HOTEL FOR CONFERENCE	\$424.38
5/23/2018	LAKELAND COLLEGE	COURSE FEES	\$100.00
5/24/2018	SKINNY'S SMOKEHOUSE	STAFF RELATIONS	\$34.24
5/26/2018	SOUTH COUNTRY COOP	IRRIGATION SUPPLIES	\$68.72
5/26/2018	LITTLE CAESARS	STAFF RELATIONS	\$202.52
6/5/2018	CAREER ACADEMY	MEMBERSHIP FEE	\$133.09
5/7/2018	SUBWAY	LANDFILL MEETING MEAL	\$51.12
5/10/2018	BEST BOUQUET	BEREAVEMENT	\$18.00
5/10/2018	HOME DEPOT	DRILL	\$146.16
5/21/2018	HOME DEPOT	PICKS/WINDEX/TUBTWL	\$113.00
5/15/2018	APEGA	PERMIT DUES	\$525.00
5/15/2018	CHIWATER	SUBSCRIPTION	\$1,512.00
5/4/2018	TIM HORTON'S	REFRESHMENTS FOR MEETING	\$22.78
5/8/2018	COSTCO	FRIDGE	\$409.49
5/9/2018	FLYING J	FUEL	\$116.62
5/11/2018	TIM HORTON'S	REFRESHMENTS FOR MEETING	\$22.78

5/14/2018	BEST BUY	PROJECTOR	\$451.49
5/16/2018	PRINCESS AUTO	REEL CARTS	\$293.98
5/18/2018	COSTCO	SHELVING UNITS	\$284.50
5/30/2018	AMAZON	DOODLEBUG SCRUB PADS	\$56.92
6/1/2018	AMAZON	DOODLEBUG SCRUB PADS	\$56.92
6/1/2018	AMAZON	DOODLEBUG SCRUB PADS	\$56.92
6/1/2018	AMAZON	DOODLEBUG SCRUB PADS	\$61.83
6/5/2018	AMAZON	DOODLEBUG SCRUB PADS	\$56.92
6/5/2018	AMAZON	DOODLEBUG SCRUB PADS	\$56.92
5/22/2018	COSTCO	BATTERIES/SMALL TOOLS	\$133.23
5/23/2018	PRINCESS AUTO	PIPE WRENCH	\$356.96
5/25/2018	PHARMASAVE	GLOVES	\$37.77
5/26/2018	SUPERSTORE	HOSE NOZZLES	\$47.04
5/28/2018	TIM HORTON'S	REFRESHMENTS FOR COURSE	\$22.78
5/29/2018	POOL SUPPLY	CHEMICALS	\$277.07
5/29/2018	TIM HORTONS	REFRESHMENTS FOR COURSE	\$17.28
5/30/2018	TIM HORTONS	REFRESHMENTS FOR ORIENTATION	\$18.98
6/1/2018	PHARMASAVE	BANDAGES	\$17.82
5/4/2018	SHERATON	HOTEL	\$638.52
5/7/2018	SPLASH N DASH	CAR WASH	\$3.75
5/29/2018	SPLASH N DASH	CAR WASH	\$7.75
5/18/2018	CAREER ACADEMY	MEMBERSHIP FEE	\$38.53
5/29/2018	BEST BUY	COMPUTER SUPPLIES	\$585.87
6/6/2018	ATB	ANNUAL FEES	\$49.00
TOTAL			\$13,684.37

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - MASTERCARD</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5/8/2018	SWANA	CONFERENCE	\$682.50
5/9/2018	ESSO	FUEL	\$74.59
5/9/2018	CHATEAU LACOMBE	HOTEL FOR CONFERENCE	\$354.12
5/11/2018	SHELL	FUEL	\$61.08
5/28/2018	SWANA	REGISTRATION	\$236.25
5/31/2018	SWANA	ASSOCIATION DUES	\$133.63
6/5/2018	ATB M/C	ANNUAL FEES	\$218.00
TOTAL			\$1,760.17

TOWN OF REDCLIFF
BANK SUMMARIES FOR MAY 31, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,225,691.46	1,437,171.39
DAILY DEPOSITS	273,408.33	97,094.02
DIRECT DEPOSITS	821,178.76	67,211.34
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,600.78	2,140.99
OTHER DEPOSITS	28,915.31	366,591.17
SUBTOTAL	1,125,103.18	533,037.52
PAYMENTS	542,243.63	166,763.47
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS	328,568.84	504.60
SUBTOTAL	(870,812.47)	(167,268.07)
TOTAL	1,479,982.17	1,802,940.84
BANK STATEMENT ENDING BALANCE	1,484,733.13	1,745,748.91
OUTSTANDING CHEQUES (-)	(32,159.92)	(4,295.66)
DEPOSITS IN TRANSIT (+)	27,408.96	61,487.59
TOTAL	1,479,982.17	1,802,940.84
TOTAL CASH	3,282,923.01	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	17,715,450.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	490,579.00
TOTAL INVESTMENTS		18,206,029.00

TOTAL CASH & INVESTMENTS	21,488,952.01
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JUNE 13/2018

RE: TAXES + WATER, SEWER EXPENSES.

DEAR SIR/MADAM;

I AM WRITING THIS LETTER TO YOU IN PETITIONING SUCCESSFULLY FOR LOWER TAXES AND FOR LOWER WATER/SEWER EXPENSES FOR THE STORAGE CONDO'S ON 1502 DIRKSON DR. N.E., REDCLIFF. I AM WRITING NOT ONLY ON BEHALF OF MYSELF BUT OF THE OTHER STORAGE CONDO OWNERS AT THIS ADDRESS.

THE STORAGE CONDO OWNERS + MYSELF FEEL AS THE CLASSIFICATION FOR THIS "COMMERCIAL PROPERTY" FOR OUR UNITS IS NOT ONLY UNFAIR, BUT INVALID + AN INACCURATE CLASSIFICATION. WE UNDERSTAND YOUR OPTIONS FOR TAXES ARE OF THE THREE FOLLOWING: COMMERCIAL, GREENHOUSE + RESIDENTIAL. RE/MAX REAL ESTATE + OUR CONDO RULES CLEARLY STATE THESE UNITS LEGALLY ARE NOT TO BE USED TO GENERATE INCOME FROM ANY BUSINESS, WHAT SO EVER! ONLY FOR STORAGE!!

WE ARE REQUESTING THAT OUR TAXES BE RE-EVALUATED TO A MORE APPROPRIATE DEGREE AND FEEL THAT \$100/SQ. FT. PER YEAR IS A FAIR AND REASONABLE VALUE.

IN REGARD TO OUR WATER + SEWER SERVICES, WE FEEL IF A FORMAL REQUEST

IS NOT MADE FOR HOOKUP, WE SHOULD NOT PAY FOR EITHER ONE.

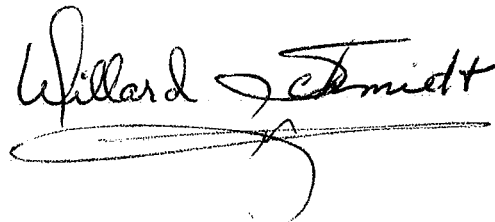
WE FEEL A MORE REALISTIC CHARGE OF \$30. / MONTH IS FAIR SINCE NONE OF US WILL EVER USE MORE THAN THE BASIC ALLOWANCE OF WATER. NOW WE PAY AN UNREAL \$198.⁰⁰ / 2 MONTHS.

AS A SIDE NOTE: WE FEEL THESE HIGH TAXES + SERVICES FOR STORAGE CONDO'S WILL DISCOURAGE POTENTIAL INVESTOR'S FROM BUILDING SIMILAR STRUCTURES IN REDCLIFF.

WE AS THE STORAGE CONDO OWNERS WISH TO RESOLVE THESE ISSUES EFFECTIVELY AND CIVILLY AS SOON AS POSSIBLE.

THANK YOU FOR READING THIS LETTER.

KIND REGARDS

Willard Schmidt

TAXES

11 (60ft). UNITS @ \$2850/yr. = \$31,350.
18 (50ft) UNITS @ 2500/yr. = \$45,000.

OUR 3 BUILDINGS TOTAL \$76,350./yr.

WATER + SEWER = \$1140 x 29 UNITS
= \$33,060./yr.

TAXES, WATER + SEWER	TOTAL	\$109,410. ⁰⁰ .
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BRIAN + SHANNON.

Petition Letter
June 13, 2018
1502 Dirkson Dr. NE,
Redcliff, AB

Re: Taxes & Water, Sewer Expenses

Dear Sir/ Madam,

I am writing this letter to you in petitioning successfully for lower taxes & for lower water/ sewer expenses for the storage condos on 1502 Dirkson Dr. NE., I am writing not only on behalf of myself, but of other storage condo owners at this address.

The storage condo owners, and myself feel as the classification for this “Commercial Property” for our units is not only unfair, but invalid and a inaccurate classification. We do understand your options for taxes are of the three following: Commercial, Greenhouse, & Residential. Though we do not classify under any of these labels, we are yet still classified as commercial. It is listed through Re/max real estate, and Pete Vanderham that our storage condos are legally not to be used to generate an income, such as mechanical businesses, a tire shop, or any business. Our storage condos are merely used for storage, the taxes that are charged and sent out to the storage condo owners seem to be invalid as well, for being that storage condo owners are being charged for water and sewer services when many of them are not even hooked up/ use any water or sewer services such as myself.

The storage condo owners and myself are requesting that our taxes to be re- evaluated to a more appropriate degree, we find that \$100 per square a year is a fair and reasonable value for the taxes; again these storage condos do not use water or sewer services, and the ones that do use waster use very minimal amounts. Legally these storage condos are strictly used storage only, and can not be a personal dwelling for the owners as it is not zoned fore residential, neither commercial. The storage condos are for vehicles, and extra storage that the owners may need, none the less nothing is stored at this location that requires water and sewer services. Water and sewer should be a no obligation option for being hooked up or not, and the price of water and sewer expenses should also be lowered to a more realistic price such as \$30.00 per month, depending on water usage per individual storage condo bay. The current price of \$198.00 per every two months whether a condo storage owner utilizes the water or not, is just a unreasonable figure, not only do these prices affect the sales of potential buyers in the newest phase of Storage condos being built on site next to our condos, but it also deters builders, and investors from investing/ building in the town of Redcliff. We as the storage condo owners wish to resolve these issues effectively, and civilly as soon as possible, thank you for reading this letter.

Kind Regards,

Dawson Both

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 11, 2018 at 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	S. Cockle, C. Crozier
	C. Czember, L. Leipert
	E. Solberg, J. Steinke
Municipal Manager	A. Crofts
Manager of Legislative & Land Services	S. Simon
Director of Finance & Administration	J. Tu
Director of Public Services	C. Popick
Director of Community & Protective Services	K. Dalton

ABSENT:**1. GENERAL**

Call to Order

A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.

2018-0237 Adoption of Agenda

B) Councillor Steinke moved the Agenda be adopted as presented. - Carried.

2018-0238 Accounts Payable

C) Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.

2. DELEGATION

2018-0239 670 Collective Mountain Bike Club

A) Blaine Fairbrother & Joel Heese of the 670 Collective Mountain Bike Club was in attendance to discuss expansion of the bike trail system in Redcliff.

Councillor Leipert moved the presentation from Blaine Fairbrother & Joel Heese, of the 670 Collective Mountain Bike Club, regarding proposed expansion of the bike trail system in Redcliff, be received for information. - Carried.

3. MINUTES

2018-0240 Council meeting held May 28, 2018

A) Councillor Czember moved the minutes of the Council meeting held May 28, 2018, be adopted as presented. - Carried.

- 2018-0241 Redcliff Public Library Board meeting held April 24, 2018 **B)** Councillor Solberg moved the minutes of the Redcliff Public Library Board meeting held April 24, 2018, be received for information. - Carried.
- 2018-0242 Redcliff & District Recreation Services Board meeting held June 4, 2018 **C)** Councillor Cockle moved the minutes of the Redcliff & District Recreation Services Board meeting held June 4, 2018, be received for information. - Carried.

4. BYLAWS

- 2018-0243 Bylaw 1866/2018, a Bylaw to Repeal Bylaw 1659/2010, Assessment Review Board **A)** Councillor Leipert moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board, be given first reading. - Carried.
- 2018-0244 Councillor Steinke moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board, be given second reading. - Carried.
- 2018-0245 Councillor Leipert moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board, be presented for third reading. - Carried Unanimously.
- 2018-0246 Councillor Solberg moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board, be given third reading. - Carried.
- 2018-0247 Bylaw 1865/2018, Fees, Rates & Charges Bylaw **B)** Councillor Crozier moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw be given third reading as amended. - Carried.
- 2018-0248 Bylaw 1864/2018, Garbage Rates & Collection Bylaw **C)** Councillor Steinke moved Bylaw 1864/2018, Garbage Rates & Collection Bylaw, be given third reading as amended. - Carried.

5. REQUEST FOR DECISIONS

- 2018-0249 Grazing Lease
Re: Block Ptn of 2, Plan 417JK **A)** Councillor Solberg moved to cancel the Grazing Lease Agreement – Plan 417JK, Block Ptn of 2 with 90 days written notice. - Carried.

6. POLICIES

- 2018-0250 Policy 137, Public Participation Policy **A)** Councillor Crozier moved to adopt Policy 137, Public Participation Policy as presented. - Carried.

7. CORRESPONDENCE

- 2018-0251 Alberta Municipal Affairs
Re: Emergency Management
Legislative Framework **A)** Councillor Cockle moved correspondence from Alberta Municipal Affairs dated June 6, 2018 regarding Emergency Management Legislative Framework, be received for information. - Carried.
- 2018-0252 Alberta Municipal Affairs
Re: Municipal Sustainability
Initiative Funding **B)** Councillor Crozier moved correspondence from Alberta Municipal Affairs dated May 29, 2018 regarding Municipal Sustainability Initiative Funding, be received for information. - Carried.
- 2018-0253 Alberta Recreation & Parks
Association Re: 2018 Alberta
Recreation & Parks
Association (ARPA) Annual
Conference & Energize
Workshop “Partners in
Progress” **C)** Councillor Cockle moved correspondence from Alberta Recreation & Parks Association dated May 22, 2018 regarding the 2018 Alberta Recreation & Parks Association Annual Conference & Energize Workshop “Partners in Progress”, be received for information. - Carried.
- 2018-0254 Alberta Recreation & Parks
Association Re: Alberta
Recreation & Parks
Association and the
Government of Alberta Honor
Outstanding Work in Your
Community **D)** Councillor Cockle moved correspondence from Alberta Recreation & Parks Association dated May 22, 2018 regarding Alberta Recreation & Parks Association and the Government of Alberta Honor Outstanding Work in Your Community, be received for information. - Carried.

8. OTHER

- 2018-0255 2018 First Quarter Financial
Reports Re: Town of Redcliff
and Redcliff/Cypress
Regional Waste Management
Authority **A)** Councillor Leipert moved the 2018 First Quarter Financial Reports regarding the Town of Redcliff and Redcliff / Cypress Regional Waste Management Authority, be received for information. - Carried.
- 2018-0256 Council Important Meetings &
Events June 11, 2018 **B)** Councillor Czember moved the Council Important Meetings & Events June 11, 2018, be received for information. - Carried.

9. RECESS

Mayor Kilpatrick called for a recess at 7:40 p.m.

Mayor Kilpatrick reconvened the meeting at 7:47 p.m.

10. IN CAMERA (Confidential Session)

2018-0257

Councillor Crozier moved to meet In Camera to discuss one utility matter under Sections 21, 23 and 24 of the *Freedom of Information and Protection of Privacy Act (FOIP)* at 7:47 p.m.
- Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager, Manager of Legislative and Land Services.

2018-0258

Councillor Cockle moved to return to regular session at 7:50 p.m. - Carried.

11. ADJOURNMENT

2018-0259 Adjournment

Councillor Steinke moved to adjourn the meeting at 7:50 p.m.
- Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

MINUTES

Development Officer:	B. Stehr
Director of Planning & Engineering	J. Johansen
Planning Specialist	J. Zukowski
Technical Assistant/Recording Secretary	R. Arabsky
Manager of Legislative & Land Services	S. Simon

ABSENT: Member: S. Cockle

Chairman B. Duncan called the meeting to order at 12:45 pm

L. Leipert moved that the agenda be adopted as presented. - Carried.

J. Steinke moved that the previous minutes of May 16, 2018 be adopted as presented. - Carried.

L. Leipter moved that the list of Development Permits Advertised in the May 22, 2018 and May 29, 2018 edition of the Cypress Courier be received for information. - Carried.

B. Vine moved that the list of Development Permit Applications approved/denied by the Development Authority listed below be received for information

17

- B) Development Permit Application 18-DP-019**
Kevin Fisher
Lot 64, Block 138, Plan 0813500 (405 1 Street NE)
Approved: Boulevard Development
- C) Development Permit Application 18-DP-020**
CanGas Propane
Lot 3, Block 8, Plan 0210058 (1810 Broadway Ave. E)
Approved: Change of Use: Bulk Fuel Sales

- Carried.

6. DEVELOPMENT PERMIT APPLICATION FOR MPC CONSIDERATION

- A) Development Permit Application 18-DP-021**
Redcliff Autobody
310 South Railway Drive NE (Lot 5, Block 1, Plan 8510031)

J. Beach moved that Development Permit Application 18-DP-021 from Redcliff Autobody at 310 South Railway Drive NE (Lot 5, Block 1, Plan 8510031) for a Shipping Container be approved with the following conditions:

1. The Shipping Container must maintain a minimum of 1.0 meters from the property line;
2. The Shipping Container is to be a neutral color, and be in good condition;
3. The Development Permit is valid for five (5) years;
4. The Town will issue a permit in year 4 if in the opinion of the Development Authority that the Shipping Container is not causing a negative impact on the adjacent properties, and still complies with the Site Plan, and the conditions of the Development Permit;
5. Where the Town finds that the conditions of the Development Permit &/or the Site Plan are not been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant six (6) months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development Permit. The notice to the Applicant must include:
 - i. The reasons the permit is not being renewed,
 - ii. The date of the permit expiring, and
 - iii. That if the Applicant wishes to continue with the use, the Applicant must make submit a new application for a Development Permit.
6. Should the Town fail to issue a new Development Permit before the expiration of this Development Permit the Development will automatically be renewed for another five (5) years.
7. The shipping container be used for storage purposes only.

- Carried.

7. COMMENTS

- A) Land Use Bylaw Amendment Application
KRC Investments Inc
631 South Railway Dr. NE (Lot 28, Block 80, Plan 0613199)
Cannabis Retail Store Overlay**

L. Leipert recused himself from discussion and voting. L. Leipert left the meeting at 12:58 p.m.

B. Vine moved, with regard to the Application for Land Use Amendment from KRC Investments Inc. to allow for the sale of Cannabis related products at 631 South Railway Drive NE (Lot 28, Block 80, Plan 0613199), that the following comment be submitted to Council:

Consensus of the Municipal Planning Commission is that it supports the application for Land Use Amendment Application from KRC Investments Inc. to include the property at 631 South Railway Drive NE (Lot 28, Block 80, Plan 0613199) in the Cannabis Retail Store Overlay as presented.

8. ADJOURNMENT

B. Vine moved adjournment of the meeting at 1:18 pm.

Chairman

Secretary

**Emergency Advisory Committee (EAC)
Town Council Chambers Town Office
June 21st, 2018 at 5:00 pm**

PRESENT:

Chairperson
Town of Redcliff Rep.
Town of Redcliff Rep.
DEM / CPS Director
D.DEM / CAO

Mayor Dwight Kilpatrick
Councilor Cathy Crozier
Councilor Larry Leipter
Kim Dalton
Arlos Crofts

1. GENERAL

Call to Order

A) Meeting called to order at 5:07 pm.

Adoption of the Agenda

B) Councillor Leipter moved adoption of the agenda
–Carried.

2. MINUTES

Regional DEM & Duty Directors – Feb
28th April

A) Councillor Crozier moved the minutes for the
Regional DEM & Duty Directors February 28th
meeting be received for information. – Carried.

Regional Emergency Management
Agency

B) Councillor Leipter moved the minutes for the
Regional Emergency Management Agency June
7th, 2018 meeting to be received for information.
– Carried

3. NEW BUSINESS

Regional EOC Support Team Training

A) Councillor Crozier moved that the update for the
Regional EOC Support Team Training be
received for information. – Carried.

Regional Exercise “Cold Draft”

B) Councillor Leipter moved that the update for the
Regional Exercise on May 28th be received for
information. – Carried.

Bill 8

C) Councillor Crozier moved that the update on Bill
8 be received for information, with no
recommendations put forth to the Province of
Alberta – Carried.

Southern Alberta Emergency Mtg.
Resource Sharing Agreement

- D)** Councillor Leipert moved to recommend the adoption of the Southern Alberta Emergency Management Resource Sharing Agreement and it be forwarded to Town of Redcliff Council for review. – Carried.

Municipal Emergency Management Plan (MEMP)

- E)** Councillor Leipert moved the adoption of the Municipal Emergency Management Plan (MEMP) with contact information amendments, and that the MEMP be made available to the public with Section 2 & 3 be redacted due to personal information. – Carried.

4. CORRESPONDENCE

AEMA South Regional Newsletter

- A)** Councillor Crozier moved that the AEMA Newsletter be received for information. – Carried.

5. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS –

AEMA Stakeholder Summit Late November / Early December

6. DATE OF NEXT MEETING

To be announced

7. ADJOURN

Adjournment

Councillor Leipert moved to adjourn at 5:48pm – Carried.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Bylaw 1859/2018 Road Closure Bylaw (ptn 2nd Ave SW)

PROPOSAL: To give 2nd & 3rd reading to Bylaw 1859/2018, Road Closure Bylaw

BACKGROUND:

Redcliff Town Council gave first reading to Bylaw 1859/2018, a bylaw to close a portion of 2nd Avenue SW on April 9, 2018. The required Public Hearing was held on May 14, 2018 with no concerns being identified. The bylaw was then sent to the Minister of Transportation for approval and subsequently approved by the Minister on June 13, 2018.

The Bylaw is now being presented for 2nd & 3rd Reading.

POLICY / LEGISLATION:

Section 22, Municipal Government Act

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Bylaw 1859/2018, Road Closure Bylaw
Correspondence from Alberta Transportation dated June 13, 2018

OPTIONS:

1. To give 2nd & 3rd reading to Bylaw 1859/2018, Road Closure Bylaw (portion of 2nd Ave SW)
2. To not give 2nd & 3rd reading to Bylaw 1859/2018, Road Closure Bylaw (portion of 2nd Ave SW)

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1859/2018, Road Closure Bylaw (portion of 2nd Ave SW) be given second reading.
2. Councillor _____ moved Bylaw 1859/2018, Road Closure Bylaw (portion of 2nd Ave SW) be given third reading.

SUBMITTED BY:



Department Head



Municipal Manager

RECEIVED
JUN 18 2018
TOWN OF REDCLIFF

DELIVERY SERVICES DIVISION
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-415-1538
Toll Free Connection Dial 310-0000

June 13, 2018

Town of Redcliff
1 - 3rd Street NE
PO Box 40
Redcliff, Alberta T0J 2P0

Attention: Shannon Simon

RE: ROAD CLOSURE – BYLAW 1859/2018

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and sale on June 14, 2018.

Following the second and third readings of the bylaw by your council the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the bylaw is registered at Land Titles.

Thank you.

Yours truly,



Adrienne Kisko
Road Closure Coordinator

cc: John Thomas
Development & Planning Technologist
Lethbridge, Alberta

Enclosures

**TOWN OF REDCLIFF
BYLAW NO. 1859/2018**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING AND DISPOSING OF A PORTION OF A PUBLIC HIGHWAY

WHEREAS the Municipal Government Act, RSA 2000, C M-26 provides that a municipality may by bylaw close a road; and

WHEREAS the lands hereinafter described are no longer required for public travel, and

WHEREAS application has been made to Council to have the highway closed, and

WHEREAS the Council of the Town of Redcliff deems it expedient to provide for a Bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter creating title to same, and

WHEREAS notice of intention of Council to pass a Bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Redcliff in the Province of Alberta does hereby close to public travel for the purpose of creating title to the following described highways, subject to rights of access granted by other legislation:

DESCRIPTION OF LANES, ROADS AND STREETS TO BE CLOSED

PLAN 1117V


THAT PORTION OF 2ND AVENUE SW LYING WEST OF LOT 47, BLOCK 34, PLAN 121 2279 AND EAST OF A STRAIGHT LINE BETWEEN THE NORTHEAST CORNER OF LOT 20, BLOCK 34, PLAN 1117V AND THE SOUTHEAST CORNER OF LOT 31, BLOCK 63, PLAN 141 2047.

All within the NW 1/4 Sec.8 Twp.13 Rge.6 W4M.

Excepting thereout all Mines and Minerals

The plan of the proposed closure is shown on the attached Schedule "A".

Received first reading this 9th day of April, 2018.



Mayor



Manager of Legislative & Land Services

APPROVED this 13th day of June, 2018.


Minister of Transportation

Received second reading this _____ day of _____, 2018.

Mayor

Manager of Legislative & Land Services

Received third reading and finally passed this _____ day of _____, 2018.

Mayor

Manager of Legislative & Land Services

"SCHEDULE A"

PLAN SHOWING
ROAD CLOSURE

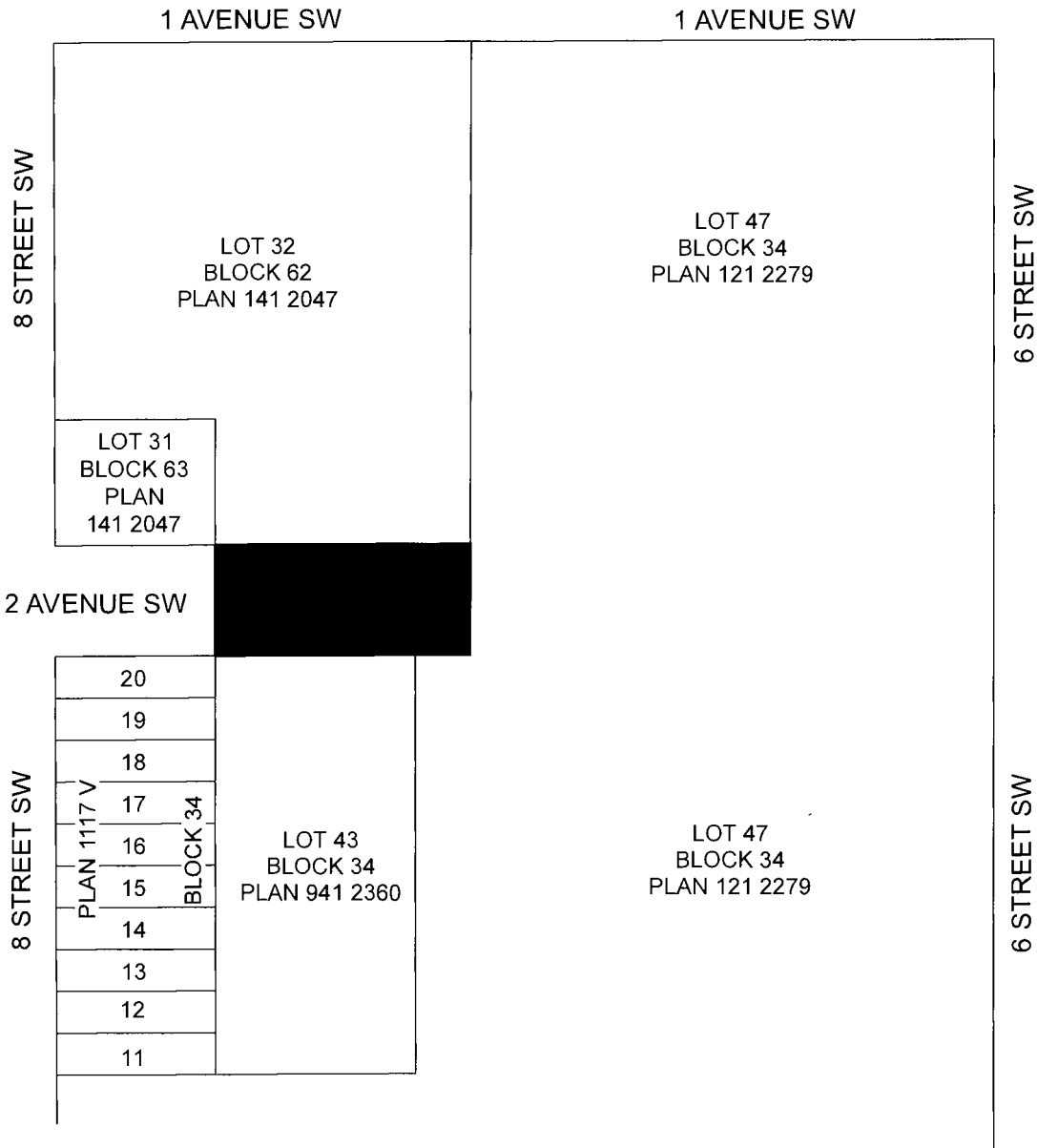
WITHIN
NW 1/4 SEC.8 TWP.13 RGE.6 W4M.



SCALE 1:1000



TOWN OF REDCLIFF



LEGAL DESCRIPTION:

Plan 1117 V

THAT PORTION OF 2ND AVENUE SW LYING WEST OF LOT 47, BLOCK 34, PLAN 121 2279 AND EAST OF A STRAIGHT LINE BETWEEN THE NORTHEAST CORNER OF LOT 20, BLOCK 34, PLAN 1117V AND THE SOUTHEAST CORNER OF LOT 31, BLOCK 63, PLAN 141 2047

All within the NW 1/4 Sec.8 Twp.13 Rge.6 W4M.



Benchmark Geomatics Inc.
Unit 102, Westside Common
#2201 Box Springs Boulevard NW
Medicine Hat, AB T1C 0C8
Phone (403)527-3970 Fax (403)527-3908

FILE NO. 17080429
SCALE: 1:1000
DATE: MAR. 28/18
DRAWN BY: CLF
CHECKED BY: AJT

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: June 25th, 2018

PROPOSED BY: Director of Planning & Engineering

TOPIC: Bylaw 1867/2018, Land Use Bylaw Amendment - Cannabis Retail Store Overlay

PROPOSAL: That council consider giving first reading to the proposed amendment to the Land Use Bylaw regarding the Cannabis Retail Store Overlay

BACKGROUND:

The federal Cannabis Act received royal assent on June 21st, 2018. The federal government set October 17th, 2018 as the day cannabis legalization will come into effect.

On May 14th, 2018, Redcliff Town Council passed amendments to the Land Use Bylaw to provide for the regulation of cannabis-related uses, in preparation for legalization. The amendments included the creation of a Cannabis Retail Store Overlay, and subsequent map (Map A) to denote allowable locations for Cannabis Retail Stores. The Cannabis Retail Store Overlay was created using the following setbacks as guidelines:

1. located outside of the 100 metre setback from any parcel of land on which a Cannabis Retail Store is located to a boundary of the parcel of land of a:
 - a. Provincial health care facility;
 - b. School;
 - c. School reserve or municipal and school reserve as designated in the *Municipal Government Act*;
 - d. Municipal recreation facility (including the youth centre, swimming pool, rectangle, and library);
 - e. Payday loan centre or pawn shop;
 - f. Daycare or childcare facility; or
 - g. Public park used for recreational purposes.

The use of the Overlay to determine Cannabis Retail Store locations allows Council the flexibility to remove or include parcels in the Overlay, on a case by case basis, at Council discretion, regardless of whether the parcels meet the setback guidelines.

On June 12th, 2018 KRC Investments Inc. made an application to amend Bylaw 1698/2011, being the Redcliff Land Use Bylaw, to include Lot 28, Block 80, Plan 0613199 (631 South Railway Drive NE) in the Cannabis Retail Store Overlay. Lot 28, Block 80, Plan 0613199 was not originally included in the Cannabis Retail Store Overlay as it is located within the 100 metre setback from a public park and playground on 1st Avenue NE.

The proposed Land Use Bylaw amendment was presented to the Municipal Planning Commission at the regular scheduled meeting on June 20th, 2018 for comment. MPC's comments are as follows:

B. Vine moved, with regard to the Application for Land Use Amendment from KRC Investments Inc. to allow for the sale of Cannabis related products at 631 South Railway

Drive NE (Lot 28, Block 80, Plan 0613199), that the following comment be submitted to Council:

Consensus of the Municipal Planning Commission is that it supports the application for Land Use Amendment Application from KRC Investments Inc. to include the property at 631 South Railway Drive NE (Lot 28, Block 80, Plan 0613199) in the Cannabis Retail Store Overlay as presented.

POLICY/LEGISLATION:

Part 2, Division 1, Section 8 of the Municipal Government Act

Part VI Land Use Bylaw Amendments, Section(s) 32-39 of the Redcliff Land Use Bylaw

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Application for Land Use Amendment – KRC Investments

Current Cannabis Retail Store Overlay Map A

Proposed New Cannabis Retail Store Overlay Map A

Proposed Land Use Amending Bylaw 1867/2018

OPTIONS:

1. That Council give first reading to Bylaw 1867/2018, being an amendment to the Land Use Bylaw, to include Lot 28, Block 80, Plan 0613199 (631 South Railway Drive NE) in the Cannabis Retail Store Overlay, Map A, and Administration proceed to provide notice and advertise for a public hearing in accordance with the Municipal Government Act.
2. That Council not give first reading to Bylaw 1867/2018.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

Councillor _____ moved Bylaw 1867/2018, being an amendment to the Land Use Bylaw, to include Lot 28, Block 80, Plan 0613199 (631 South Railway Drive NE) in the Cannabis Retail Store Overlay, Map A, be given first reading, and Administration proceed to provide notice and advertise for a public hearing in accordance with the Municipal Government Act.

SUBMITTED BY:


Department Head


Municipal Manager



APPLICATION FOR LAND USE AMENDMENT

RECEIVED
JUN 12 2018
TOWN OF REDCLIFF

Owner of Site: Name: KRC INVESTMENTS INC.
Address: 15 MITCHELL STREET NE
REDCLIFF ALBERTA
Postal Code: T0J 2P0

Agent of Owner: Name: _____
Address: _____

Postal Code: _____

Telephone Number 403 866 0232

Existing Land Use Zoning: _____

Proposed Land Use Zoning: _____

Municipal Address of Site: 631 South Railway Dr NE

Legal Land Description Lot 28 Block 80 Plan 0613199

Enclosures and Attachments:

- ☐ a) Copy of Certificate of Title for Effected lands.
- ☐ b) Evidence that Agent is authorized by Owner.
- ☐ c) Statement of reasons in support of application.
- ☐ d) Vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60 m of the parcel boundaries.
- ☐ e) Where application is for a district change to DC – Direct control district a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate.
- ☐ f) Fee, as established by resolution of Town Council, which shall include a standard application fee plus the cost of advertising for the public hearing.

The Municipal Manager in consultation with the Redcliff Planning Board may:

- (a) Refuse to accept an application to amend this Bylaw if the information required by subsection (30) has not been supplied, or
- (b) Consider the application complete without all of the information required by subsection (30) if, in his opinion, a decision can be properly made with the information supplied.

[Signature]
OWNER'S AND/OR OWNER'S AGENT SIGNATURE

JUN 12/2018
DATE



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0033 795 825 0613199;80;28 141 271 985

LEGAL DESCRIPTION

PLAN 0613199
BLOCK 80
LOT 28
CONTAINING 0.792 HECTARES (1.96 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

	HECTARES	(ACRES)	MORE OR LESS
A) PLAN 0911198 SUBDIVISION	0.317	0.783	
EXCEPTING THEREOUT ALL MINES AND MINERALS			

ATS REFERENCE: 4;6;13;17;SE
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 091 051 946 +1

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
141 271 985	08/10/2014	TRANSFER OF LAND	\$2,000,000	\$2,000,000

OWNERS

KRC INVESTMENTS INC.
OF 15 MITCHELL STREET NE
REDCLIFF
ALBERTA T0J 2P0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
931 178 236	27/07/1993	UTILITY RIGHT OF WAY GRANTEE - THE CITY OF MEDICINE HAT. AS TO PORTION OR PLAN: 9310189

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
141 271 985

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

021 190 120 04/06/2002 UTILITY RIGHT OF WAY
GRANTEE - THE TOWN OF REDCLIFF.
AS TO PORTION OR PLAN:0210340

091 051 948 25/02/2009 UTILITY RIGHT OF WAY
GRANTEE - THE CITY OF MEDICINE HAT.
AS TO PORTION OR PLAN:0911199

171 085 728 25/04/2017 MORTGAGE
MORTGAGEE - SERVUS CREDIT UNION LTD.
151 KARL CLARK ROAD NW
EDMONTON
ALBERTA T6N1H5
ORIGINAL PRINCIPAL AMOUNT: \$2,000,000

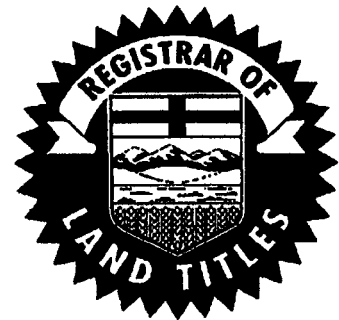
171 085 729 25/04/2017 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - SERVUS CREDIT UNION LTD.
151 KARL CLARK ROAD NW
EDMONTON
ALBERTA T6N1H5
AGENT - RYAN D SCHINDEL

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 12 DAY OF JUNE,
2018 AT 10:01 A.M.

ORDER NUMBER: 35289679

CUSTOMER FILE NUMBER: KCEK



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

June 12, 2018

Town of Redcliff Council,

We are applying for this amendment application in hopes that the town will allow the sale of cannabis related products at our mall located at 631 South railway drive in Redcliff. We respect and agree with the new bylaws that have been placed with regards to the selling of cannabis but feel that we have a unique case that should have allowance.

We feel that our location of the mall is a suitable place for cannabis sales. It is out of the way for residential neighbourhoods but part of the community as to be watched and easily monitored. It is far from schools and is not known for kid's foot traffic or loitering.

There is a small park close by which put our mall property in the 100-meter buffer zone. It is not the mall building itself that is in the 100-meter zone but the property line. This is where we are asking for the amendment. The mall building exceeds the 100-meter buffer and There is a 6 ft high chain link fence that separates the mall property from the residential area. We currently have a small man gate to allow access to the mall from the resident side, but if council would prefer, we would remove the gate making it less accessible to the residential and park. With this being done, it would be well over the 100-meter buffer bylaw.

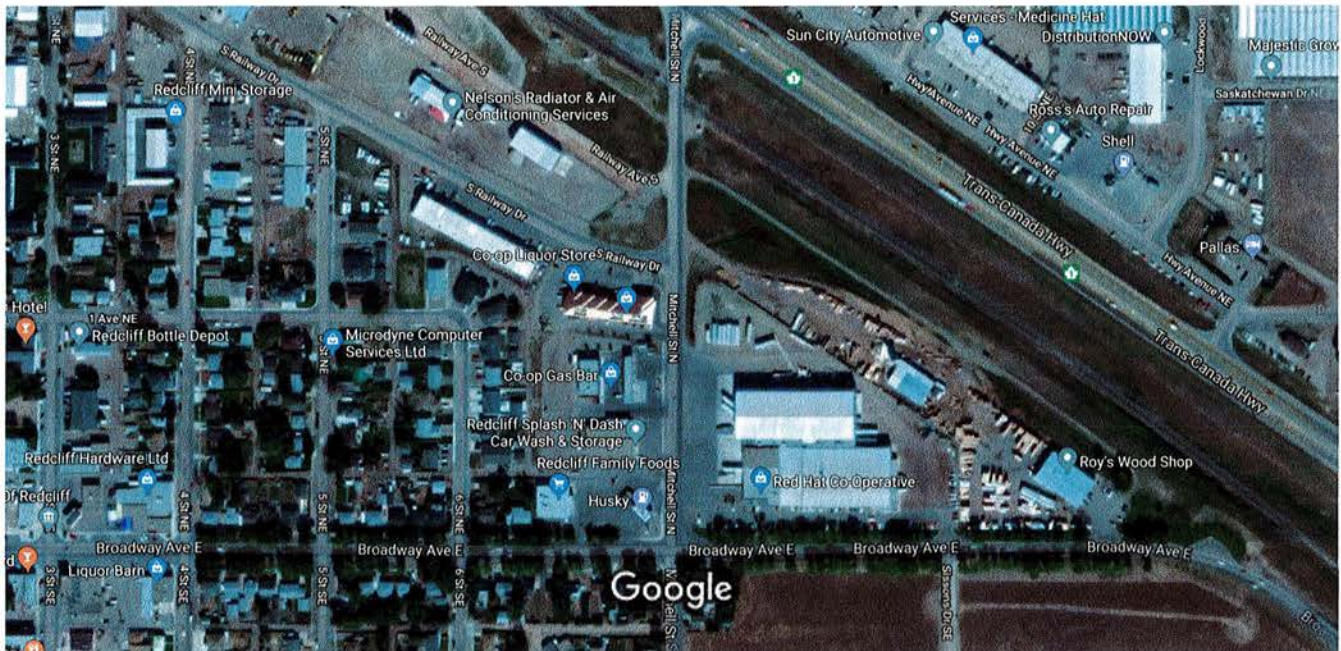
This location keeps, which may be considered by some, as an objectional business away from our down town core and still in a visible and well monitored area. As responsible property owners in Redcliff, we do and will continue to insist that all municipal, provincial and federal laws are adhered to regarding our tenant selling cannabis. We sincerely hope that the town will reconsider our mall building for cannabis sales location and will work with the town as they see fit to make this possible.

Thank you for considering,

Al Cherowka and Carrie Palmer

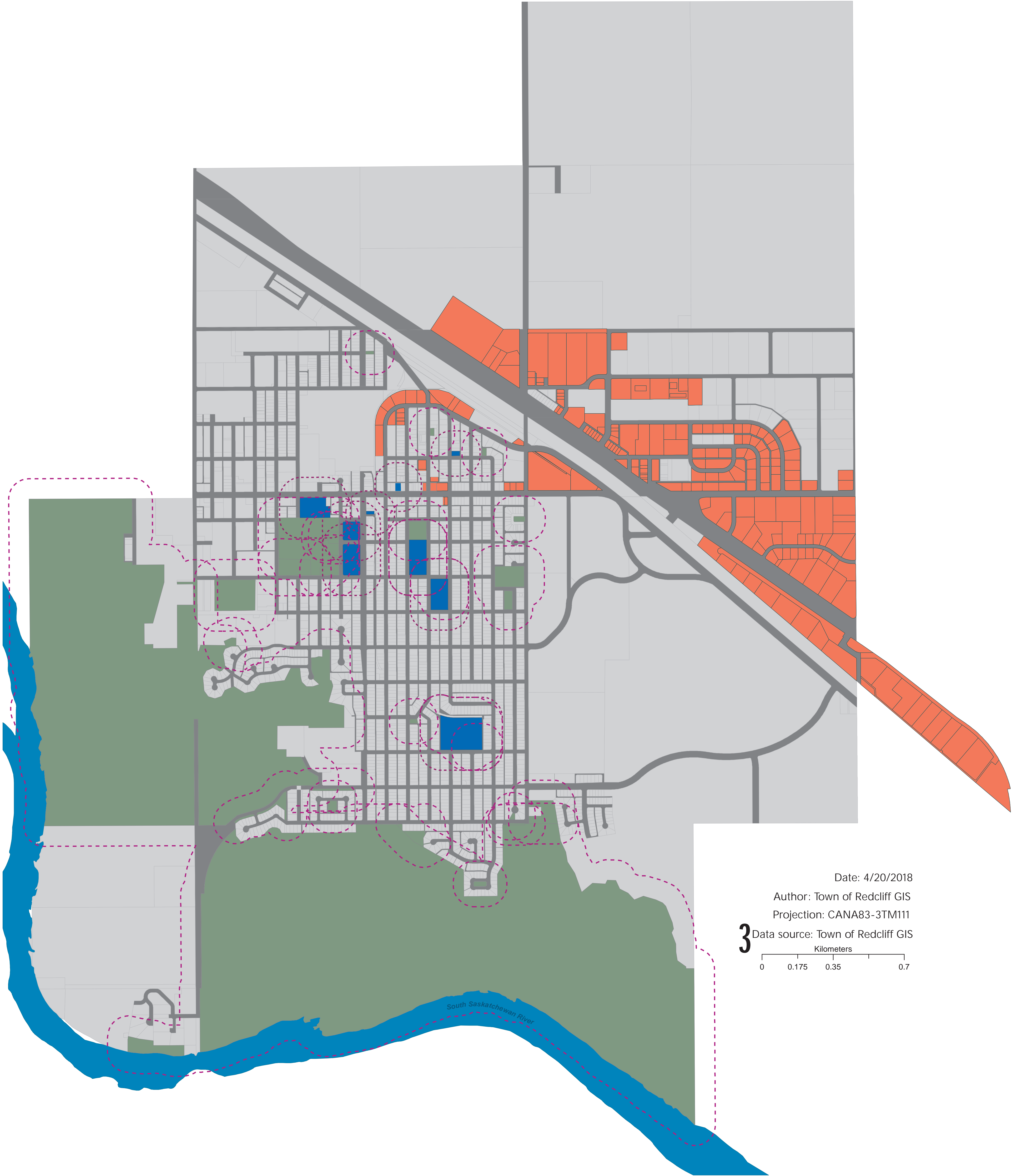






Carrie Palmer



Imagery ©2018 DigitalGlobe, Map data ©2018 Google 50 m

Map A
Cannabis Retail Store Overlay Map
current map



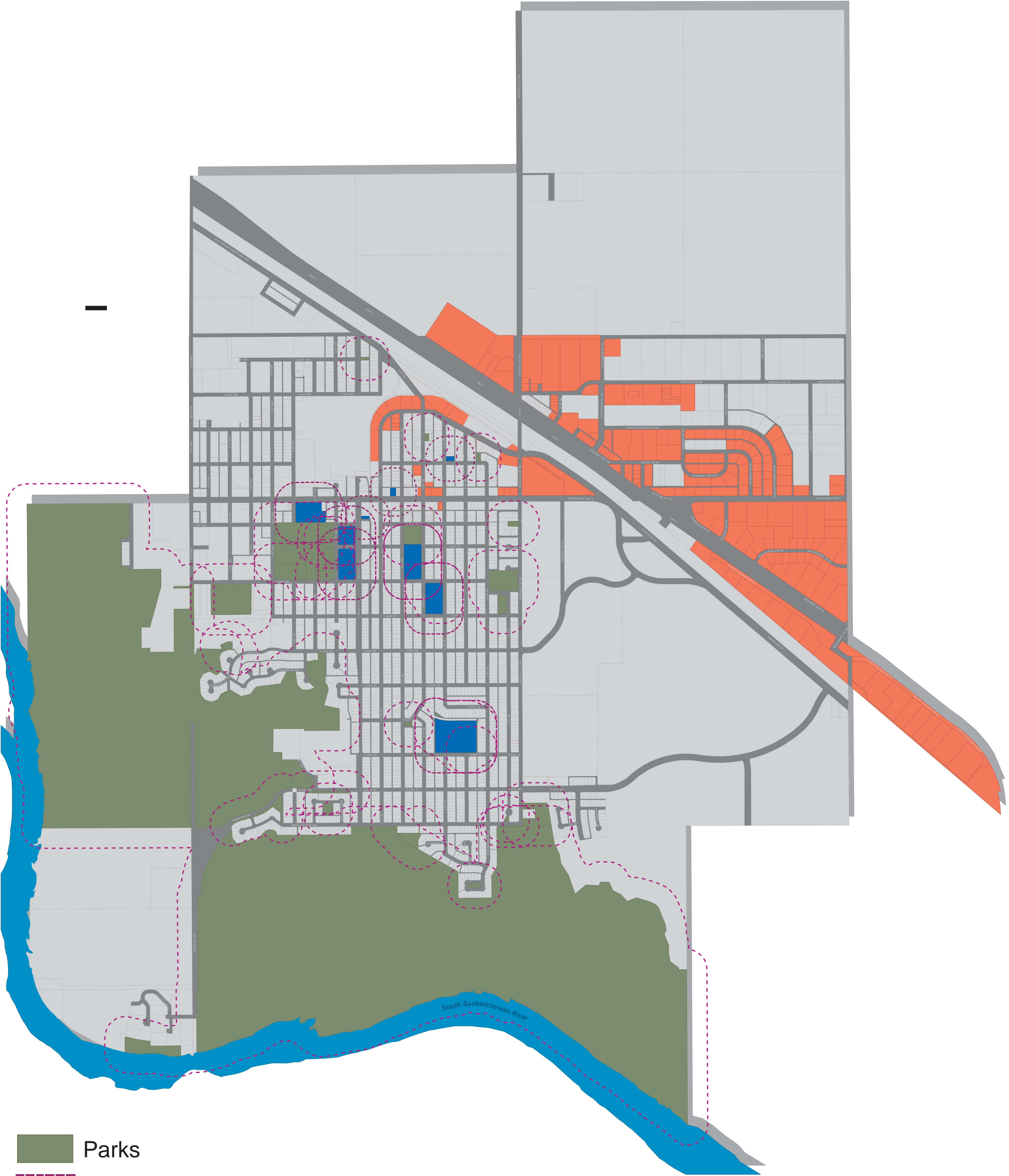
- | | |
|---|---|
|  Sensitive uses |  Parks |
|  Cannabis retail store overlay |  100m buffer |







Map A

Cannabis Retail Store Overlay Map

proposed with amendments



-  Parks
-  100m buffer
-  Sensitive uses
-  Cannabis Retail Store Overlay

Date: 6/21/2018
Author: Town of Redcliff GIS
Projection: CANA83-3TM111
Data source: Town of Redcliff GIS

Kilometers
0 0.25 0.5 1

BYLAW NO: 1867/2018
TOWN OF REDCLIFF

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the land described as

Legal Description

Lot 28, Block 80, Plan 0613199

Civic Address

631 South Railway Drive NE

herein referred to as “Subject Land A”, is not presently included within the Cannabis Retail Store Overlay, as illustrated in Map A in the Land Use Bylaw.

AND WHEREAS Redcliff Town Council desires to amend Map A of the Land Use Bylaw to include “Subject Land A” within the Cannabis Retail Store Overlay. “Subject Land A” is located as indicated on the following map.



AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000, Ch. M-26.

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the ____ day of ____ A.D. 2018.

NOW THEREFORE the Council of the Town of Redcliff in open meeting assembled, enacts that Bylaw 1698/2011, being the Land Use Bylaw, be amended as follows:

(1) This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1867/2018.

(2) The land described as

Legal Description

Lot 28, Block 80, Plan 0613199

Civic Address

631 South Railway Drive NE

is hereby included within the Cannabis Retail Store Overlay.

(3) That the current Map A, Cannabis Retail Store Overlay, in the Land Use Bylaw be deleted and replaced with revised Map A as is hereto attached to this amending bylaw.

(4) This bylaw shall come into force on the date of the final reading and signing thereof.

READ a first time this _____ day of _____ 2018 A.D,

READ a second time this _____ day of _____ 2018 A.D,

READ a third time this _____ day of _____ 2018 A.D,

PASSED and **SIGNED** this _____ day of _____ A.D, 2018

MAYOR

MANAGER OF LEGISLATIVE & LAND
SERVICES

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 25, 2018

PROPOSED BY: Community and Protective Services Department

TOPIC: Southern AB Emergency Management Resource Sharing Agreement

PROPOSAL: To request approval from Council with regards to the Southern Alberta Resources Sharing Agreement (SAEMRSA)

BACKGROUND:

In 2007 the City of Lethbridge acted upon the opportunity to develop a single mutual aid agreement that could replace the multitude of individual, municipal to municipal mutual aid agreements that existed between communities in Southern Alberta. This was a successful endeavor that resulted in the implementation of the single Agreement on Area Resource Sharing with thirty-five municipal parties as participants.

In 2016 it was recognized that the 2007 Agreement (which Redcliff wasn't apart of) had become somewhat outdated in its terminology and scope and was absent of a few key items, namely; the ability to delegate authority, request resources in a standardized manner and identify what type of incident would trigger the use of the Agreement.

The SAEMRSA was developed using the same principle as the 2007 Agreement on Area Resource Sharing: to facilitate efficient emergency mutual aid in Southern Alberta through one agreement. This updated version provides for a more comprehensive tool to facilitate mutual aid with a focus specifically on Type 3, 2, or 1 Incidents (Incidents of greater scope and severity).

The foundation of the Agreement is based upon the applied principles of emergency management best practices and a regionalized, integrated management system, which includes a viable and sustainable solution to the overwhelming need for resources during incidents of larger scale through a resource sharing agreement.

If the town is affected by a large-scale emergency or disaster, the town will need the assistance of our neighboring communities to help respond and recover from the incident. This agreement will formalize the process and provide greater clarity with regards to resource procurement.

POLICY/LEGISLATION:

Emergency Management Act
Municipal Government Amendment Act, 2015
Town of Redcliff Municipal Emergency Management Plan

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA)

OPTIONS:

1. Adopt the Southern Alberta Emergency Management Resource Sharing Agreement and direct administration to forward a signed copy to the City of Lethbridge which is acting as the administrative coordinator of the agreement.
2. That Council not approve the agreement.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt the Southern Alberta Emergency Management Resource Sharing Agreement and direct administration to forward a signed copy to the City of Lethbridge which is acting as the administrative coordinator of the agreement


SUBMITTED BY:



Department Head



Municipal Manager



Southern Alberta Emergency Management Resource Sharing Agreement

SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

THIS AGREEMENT made this 1st day of September A.D. 2017

BETWEEN: As per list of parties identified in Appendix D

WHEREAS a major emergency could affect any community, municipality(s), and/or First Nations at any time, regardless of size to such a degree that local resources would be inadequate to stabilize the situation.

AND WHEREAS the parties to this agreement desire to progressively work toward a high level of emergency management preparedness and state of readiness for prompt regional collaboration in support of two or more parties as identified in Appendix D and Appendix E during a Type 3, 2, 1 incident/event as defined by ICS Public Safety Canada.

AND WHEREAS the parties to this Agreement are not limited to Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS each party to this Agreement is required to provide *Emergency Services* within their respective boundaries;

AND WHEREAS each of the parties acknowledge and agree that it is desirable and to the parties mutual benefit, that from time to time, each be able to provide assistance to any or all of the other parties to this Agreement;

AND WHEREAS each of the parties desire to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request resources and assistance from another party or parties to this Agreement and to respond where/when possible to such requests;

AND WHEREAS the parties understand that this agreement is intended for the purposes of transitioning toward formal regionalization and effective incident management for Type 3 escalating, Type 2 and/or 1 incidents to best provide public protection;

AND WHEREAS the authority for local authorities to enter into this agreement by bylaw is provided in Sections 7 (a & f) and 54 of the current Municipal Government Act and/or Band Council Resolution (BCR).

NOW THEREFORE in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt of which are hereby acknowledged, each municipality and First Nations Council that is a party to this Agreement agrees as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

a) “*Assistance*” shall mean *Emergency Services* and/or multidisciplinary resources made

SAEMRSA
June 29, 2017

available pursuant to this Agreement. *Assistance* may relate to incidents that the *Requesting Party* may or may not attend, and/or incidents that the *Requesting Party* does attend, but believes it would be prudent to require additional resources for augmenting response purposes.

- b) “*Consumables*” shall mean tools; equipment and products once used cannot likely be recovered.
- c) “*Designated Officer*” shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegation of authority for the provision of *Emergency services*.
- d) “*Emergency Services*” shall be multidisciplinary organizations who evaluate and/or respond to all hazards incidents and/or events for the purposes of providing public safety protection.
- e) “*Equipment*” shall mean vehicles, apparatus and equipment by type and by kind, commensurate with the degree of complexity of the incident.
- f) “*Fee Schedule*” shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta’s Ministry of Infrastructure and Transportation shall be utilized.
- g) “*FOIPPA*” The parties hereby acknowledge and agree that this Agreement and its contents may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, *Alberta*, and nothing in this Agreement shall require a party to violate any duty or obligation the party has or may have under *FOIPPA*.
- h) “*Governance*” of this agreement shall be accomplished through the Chair of *SAEMRSA* whom shall be chosen by committee members by whatever means deemed appropriate by the committee and will be responsible for a one-year term to coordinate meetings, assign a minute taker who will distribute minutes to all parties.
- i) “*Incident Complexity*” typing shall be defined in concert with ICS Public Safety Canada as per Appendix G
- j) “*Incident Management Team*” as defined as per Appendix F
- k) “*Local Authority*”: is defined in Section 1 (g) of the current *Emergency Management Act, Alberta*.
- l) “*Municipality*” is defined in Section 1 (i) of the current *Emergency Management Act, Alberta*.
- m) “*Municipal Emergency*” is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threat

to life, property, environment and/or economy within the municipality.

- n) “*Personnel*” shall mean those individuals who respond to requests for *Assistance* and who comply with all standards under the *Occupational Health and Safety Act and Regulations, Alberta*.
 - o) “*Requesting Party*” shall mean any party to this Agreement that requests *Assistance* from another party to this Agreement.
 - p) “*Responding Party*” “*Responding Party*” shall mean any party to this Agreement that responds to the request for *Assistance* made by a *Requesting Party*.
 - q) “*SAEMRSA*” shall mean Southern Alberta Emergency Management Resource Sharing Agreement.
2. The “Southern Alberta Emergency Management Resource Sharing Agreement” may be activated when two or more municipalities or First Nations are involved in an incident or event that has, or will likely, overwhelm mutual aid resources.
 3. Subject to the terms and conditions of this Agreement, any *party* to this Agreement may request the *Assistance* of another *party* to this Agreement.
 4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide *Assistance* to the *Requesting Party* upon request. At all times, whether or not assistance will be provided, and the nature of the *Assistance* to be provided, if any, will be in the unfettered discretion of the *Responding Party*.
 5. Any *Party* to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 6. All requests for *Assistance* pursuant to this Agreement shall be directed to the *Designated Officer* or authorized representative of the *Responding Party*, as soon as reasonably possible. If the *Responding Party’s Designated Officer* or designate cannot be contacted, the next person in the chain of command of the *Responding Party* may, but will not be required to respond.

NOTE: The *Requesting Party* shall complete the request form in “Appendix A” and forward to the manager or designate of the *Responding Party* at the time of request or as soon as reasonably possible.

7. The *Requesting Party’s Designated Officer* may delegate authority to a *Responding Party* to request, employ or command equipment or personnel as defined. When operating under the *delegation of authority* the party doing so, shall present the *delegation of authority* form to the on-site *Requesting Party*.

NOTE: The *Delegation of Authority* form is provided in Appendix C of this Agreement.

8. A *Responding Party* may, after responding to a request for *Assistance*, withdraw their *Assistance* in the event that the *Responding Party*, the *Responding Party’s Designated Officer*, or their designate of either of them, deems it prudent or desirable to withdraw

Assistance. Without restricting the generality of the forgoing, *Assistance* may be withdrawn if the *Responding Party's* Equipment or services are required elsewhere, or it is deemed to be prudent and/or unsafe to provide or continue providing *Assistance*.

9. When providing *Assistance*, the following command and control structure applies:

- a. The *Requesting Party* shall have incident command authority over all incidents which occur within its geographic boundaries, provided that the *Requesting Party's Emergency Services* is in attendance and does not relinquish incident command to the *Responding Party*;
- b. The *Requesting party* agrees that in the event that a *Responding Party* is the first response to arrive at the scene of an incident, that *Responding Party* will assume and establish incident command until such time as the *Requesting Party* assumes and/or unifies command or the *Responding party* transfers command.
- c. Formal requests including a recommendation for a *declaration of a state of local emergency* by the Incident Commander or qualified designate, shall be communicated in accordance with incident command structure protocol.
- d. "*Declaration of a state of local emergency*" as defined in Section 21 (1) of the *Emergency Management Act, Alberta*.

10. In providing *Assistance*, a *Responding Party* shall not be required to provide Equipment that is not owned by the *Responding Party*, or employees or volunteers who are not employed or usually utilized by the *Responding Party*.
11. It is acknowledged and agreed by the signatories hereto that a *Responding Party* providing *Assistance* pursuant to this Agreement shall be entitled to bill or charge the *Requesting Party* for Equipment and/or services, or support for *Assistance* provided.

NOTE: The fee schedule for the purposes of billing as defined in Appendix B of this agreement.

NOTE: Where the fee schedule is in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized.

12. The *Requesting Party* shall indemnify, defend, pay on behalf of and hold harmless the *Responding Party*, its officers, officials, agents, representatives, employees and volunteers from and against all losses, claims, demands, costs (including solicitor/client costs), damages, actions, suits, or proceedings arising, directly or indirectly, out of or in connection with the provision of *Assistance* by the *Responding Party*, except where the losses, claims, demands, costs, damages, actions, suite or proceedings arose due to the gross negligence of any employee, volunteer or representative of the *Responding Party*. The liability of the *Requesting Party* shall survive the termination of this Agreement.
13. Notwithstanding Article 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a *Responding Party* will not in any way be liable to a *Requesting Party* for:

- a. Failure to respond to a request for *Assistance*, or failure to provide *Assistance*;
 - b. Failure to respond to a request for *Assistance* within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal to provide *Assistance*;
 - f. Any Claim that arises or results from the manner in which a *Responding Party* provides or does not provide *Assistance*, save and except Claims directly arising from the gross negligence of the *Responding Party* while providing *Assistance*.
14. The *parties* hereto shall, at their own respective cost and expense, maintain in full force and effect during the life of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
 15. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the signatories hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
 16. The party providing *Assistance* will be responsible for submitting to the *Requesting Party* a written invoice for the services provided to the *Requesting Party* within 30 days of the service(s) being provided.
 17. The *Requesting Party* will be responsible for the payment of all costs associated with the provision of the service and or support within 60 days of receipt of a written invoice for services provided. Extensions may be provided upon approval of the *Responding party(s)*
 18. No signatory to this Agreement may assign this Agreement to a non-signatory without the written consent of the other signatories' hereto.
 19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
 20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise-versa, as the context of this Agreement may require.
 21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
 22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party

arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.

23. The parties shall notify their respective *Designated Officers* and *Emergency Services* officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. Appendix 'D' herein will serve as the record of the parties to this Agreement. The parties to this Agreement further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of *Emergency Services* within the Province of Alberta.

APPENDIX A - Resource Request Form

Name of Incident or Event: _____

Requesting Party: _____*Responding Party:* _____

The *Requesting Party* formally requests the following resources from the *Responding Party* for an estimated duration of _____ days.

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

If further resources are required attach an addition sheet.

- A- The *Requesting Party* agrees that if personnel are to be deployed for greater than 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.
- B- The *Requesting Party* agrees to ensure adequate food and lodging are supplied to *Responding Party* personnel if deployed greater than 24 (twenty four) hours.
- C- The *Requesting Party* agrees to pay the *Responding Party* at agreed upon rates as agreed upon in Appendix B.
- D- The *Responding Party's Designated Officer* will communicate, by any means available i.e., email, text, cell phone etc., as to what resources can be supplied.

Requesting Party Designated Officer: _____ Contact Information: _____

Signature: _____ Cell Phone: _____

Date: _____ E-Mail: _____

APPENDIX B - Fee Schedule

Fee Schedule shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized. Potential Resources (not exhaustive) that may be requested:

1. Mileage – Under one-ton to and from event.
2. Mileage – Over one-ton to and from event.
3. Lodging
4. Meals include healthy Breakfast – Lunch – Supper
5. *Consumables*
6. Personnel (Career)
7. Personnel (Volunteer)
8. Personnel (Paid on Call)
9. Damaged Equipment – Insurance or Cost Recovery of repair or replacement.
10. Fire Apparatus (without staffing):
 - a. Type 1 – 2 Engines
 - b. Type 3 – 5 Engines
 - c. Type 6 – 7 Engines
 - d. Ladder
 - e. ATV – UTV
 - f. Rescue (Light, Medium or Heavy)
 - g. Squad/Car
 - h. Sprinkler Trailer
 - i. Specialty Apparatus – i.e.: Hazmat
11. Fire Apparatus: Based on 24 Hour Day (without staffing):
 - a. Command Vehicle
 - b. Command Center
12. Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
13. One Time Administration Fee
14. Responding Party will provide backup data for cost recovery items.

APPENDIX C - Delegation of Authority

1. Authority has been assigned to _____ to act on behalf of the
Municipality of _____,
to mitigate, respond/stabilize, and/or aid in the recovery of the _____
incident.
2. You have full authority to (request, employ or command) _____
equipment, personnel required. Your primary responsibility is to organize and direct your
assigned or ordered resources for efficient and effective control of the incident.
3. You are accountable to _____ or his/her
designated representative listed below.
4. Financial limitations will be consistent with the best approach to the values at risk. Specific
direction for this incident covering the management and other concerns are:
 - A: _____
 - B: _____
 - C: _____
 - D: _____
 - E: _____
 - F: _____

_____ will represent me on any occasion that I am not immediately available.

5. This authority is effective: Date: _____ Time: _____.

Requesting Designated Officer

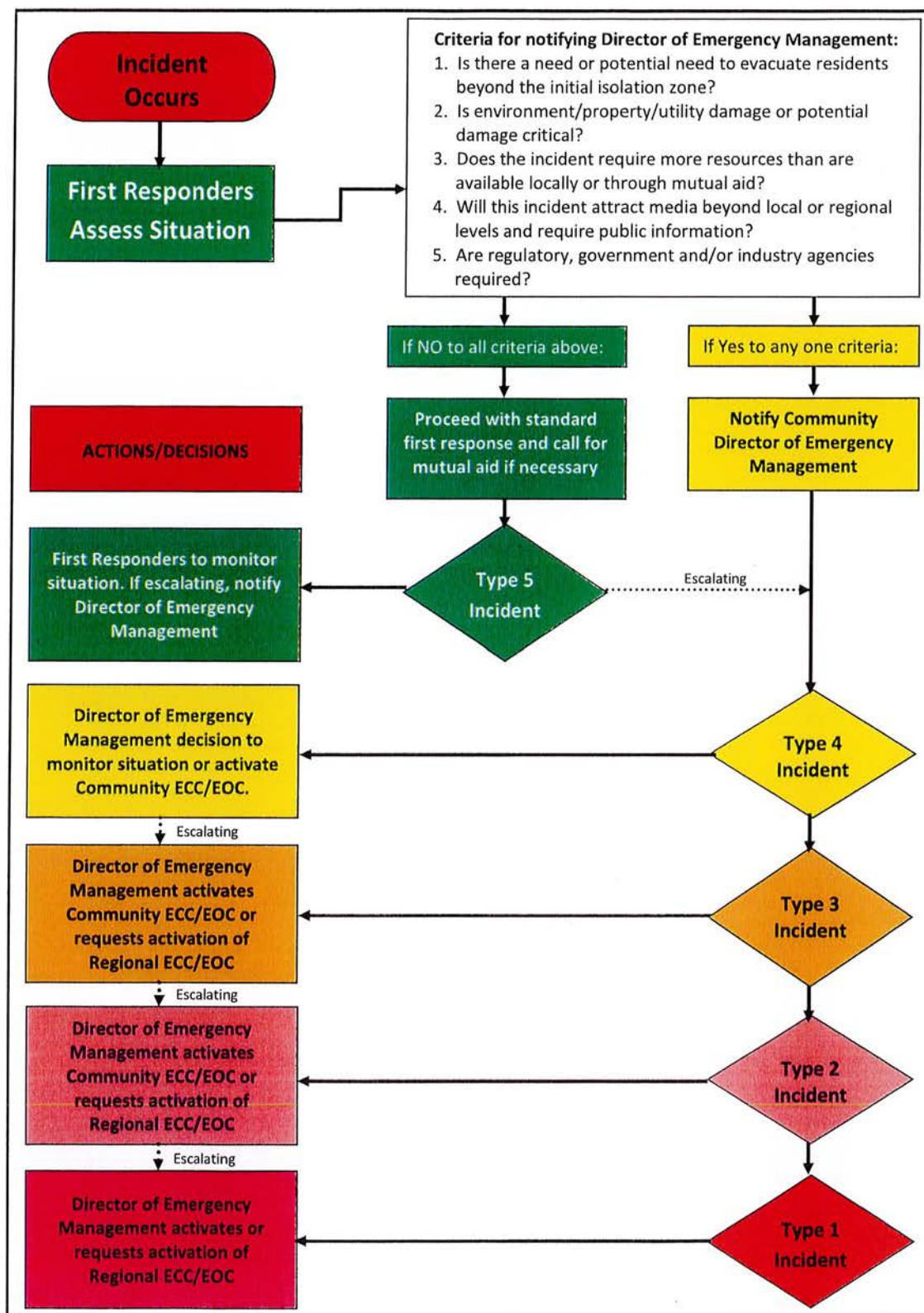
Designated Officer Signature

Date and Time

APPENDIX D - Parties to this Agreement

[illegible]

APPENDIX E - Model Incident Threshold Notification / Activation Chart



APPENDIX F - Incident Management Teams

Incident management starts as the smallest unit and escalates according to the complexity of the emergency. The five types of IMTs are as follows:

Type 1:

Federal and Provincial Level – a federally or provincially certified team; is the most robust IMT with the most training and experience.

Type 2:

Federal and Provincial Level – a federally or provincially-certified team; has less training, staffing and experience than Type 1 IMTs, and is typically used on smaller national or provincial scale incidents.

Type 3:

Provincial or Metropolitan Area Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a Province or large Metropolitan area, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the province or large portions of the province, depending upon provincial-specific laws, policies, and regulations.

Type 4:

City, County or Special District Level – a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6–12 hours and possibly transition to a Type 3 IMT.

Type 5:

Local Village and Township Level – a "pool" of primarily Emergency Services officers from two or more neighboring departments trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.

APPENDIX G - Incident Complexity by Type

Incident and/or event complexity determines emergency and incident response personnel responsibilities. ICS Public Safety Canada training recommendations reflect the following five levels of incident complexity:

Type 1 Incidents or Events:

- This type of incident is the most complex, requiring provincial/national resources for safe and effective management and operation.
- All command and general staff positions are filled by trained personnel.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base or EOC/ECC is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Type 2 Incidents or Events

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

Type 3 Incidents or Events

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type 4 Incidents or Events

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

Type 5 Incidents

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Redcliff Public Library Board request to approve annual reviewer for year end financial review

PROPOSAL: To approve the annual review for the Redcliff Public Library

BACKGROUND:

Tracy Weinrauch, Redcliff Public Library is requesting Council approval of their financial reviewer for their year-end financials. This approval is required prior to them being able to receive their Provincial Operations Grant. The Library Board has selected Terra Perks to act as financial reviewer. Further information is included in the letter from the Library.

"Section 9(b) of the Libraries Act states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council. Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts." (Excerpt taken from Municipal Councils & Library Boards Roles and Responsibilities prepared by Alberta Government)

Bylaw 1680/2011, Redcliff Public Library Board Bylaw specifies:

4.6 The Board shall:

- .1 keep accounts of its receipts, payments, credits and liabilities,
- .2 have the accounts audited by a person approved by **Council**, and
- .3 have the audit submitted to **Council** immediately after its completion.

POLICY / LEGISLATION:

Town of Redcliff Bylaw 1680/2011, Redcliff Public Library Board Bylaw
Libraries Act

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Correspondence from Redcliff Public Library dated June 20, 2018

OPTIONS:

1. To approve Terra Perks as the Financial Reviewer for the Redcliff Public Library.
2. To not approve Terra Perks as the Financial Reviewer for the Redcliff Public Library.


RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved Terra Perks be approved as the Financial Reviewer for the Redcliff Public Library.

SUBMITTED BY:



Department Head



Municipal Manager

Redcliff Public Library

June 20th, 2018

His Worship Mayor Dwight Kilpatrick and Council
PO Box 40
Redcliff, AB
T0J 2P0

RE: Change in Annual Reviewer for the Town of Redcliff Library Board

Dear Mayor Kilpatrick and Council,

Recently it was necessary for the Town of Redcliff Library Board to hire a new annual reviewer for our year-end financial review, as the owner of Accurate Bookkeeping Services closed her business.

The library board approved Terra Perks, sole proprietor under her own name. Ms. Perks has 13 years of experience working as a Senior Accounting Tech with MNP.

It was recently brought to my attention by the Public Library Services Branch of the Alberta Government that council's March 26th approval of our February 27th minutes, in which the motion took place, was not sufficient. On behalf of the Town of Redcliff Library Board, I am requesting a motion from council as soon as possible on the approval of our designated financial reviewer, Terra Perks. This motion and approval are needed as a requirement for the library board to receive their Provincial Operations Grant.

Thank you for your time and consideration in this matter.

Sincerely,



Tracy Weinrauch
Library Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25th, 2018
PROPOSED BY: Public Services
TOPIC: Snow Removal and Street Sanding Policy No. 036
PROPOSAL: To update the current policy

BACKGROUND:

The current Snow Removal and Sanding Policy does not address larger snowfall events. This update includes the addition of general street parking notifications to facilitate the removal of snow during larger snowfall events. Increased signage, including the red board and social media will be used to notify the residents when non-compulsory parking notifications will be placed on the emergency and primary routes throughout the town. In addition to more efficient operations, enhanced snow removal will increase the effectiveness of sanding during these types of events. The intention of this is to allow operations to provide more signage to facilitate the removal of snow and subsequent street sanding.

POLICY/LEGISLATION:

Policy No. 036

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy No. 036 with recommended changes.

OPTIONS:

1. To approve the recommended amendments to Policy No. 036, Snow Removal and Street Sanding as presented.
2. To approve Policy No. 036, Snow Removal and Street Sanding with amendments as determined by Council.
3. To not approve Policy No. 036, Snow Removal and Street Sanding Policy.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 036, Snow Removal and Street Sanding Policy as presented.
2. Councillor _____ moved to approve Policy No. 036, Snow Removal and Street Sanding Policy as amended with the following changes

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2018.**

Approved: January 26, 2015

SNOW REMOVAL AND STREET SANDING**BACKGROUND**

In the winter season the Town of Redcliff receives at times sufficient snowfall that requires it to be removed from the streets of the Town. In conjunction with the winter season the streets of the Town of Redcliff at times need to be sanded to ensure the safety of the citizens of Redcliff.

The Town of Redcliff recognizes the importance of maintaining clean and safe streets and sidewalks but also recognizes this maintenance must be accomplished within the budget restraints of the Town of Redcliff.

POLICY**A. TOWN OF REDCLIFF STREETS AND SIDEWALKS**

1. It shall be the responsibility of the Public Services Director or his/her designate to determine the need for any snow removal and/or street sanding within the Town of Redcliff.
2. The Public Services Director or his/her designate shall arrange to have a sufficient work force and equipment to rectify the situation.
3. Should snow removal and/or street sanding be required after normal working hours; the Public Services Director or his/her designate shall arrange to have a sufficient work force and equipment available to rectify the situation.
4. The Police Service shall be requested to contact the Public Services Director should they feel the condition of the Town of Redcliff Streets require snow removal and/or sanding.

B. TRANS CANADA HIGHWAY

1. TransCanada Highway is under the jurisdiction of Alberta Transportation and they are responsible for removal of snow and sanding of road.
2. Plowing windrows left at the intersections of TransCanada Highway and Mitchell Street, Broadway Avenue and Boundary Road will be removed by the Town of Redcliff when the Public Services Director or his/her designate considers it safe to undertake this task.
3. Snow piled on median strips is responsibility of Alberta Transportation. When it is deemed necessary to have this snow removed the Public Services Director or his/her designate shall make a request of Alberta Transportation to remove the snow.

C. DECLARED SNOW ROUTE PARKING NOTIFICATION

1. When required, the Public Services Director or his/her designate can declare a snow route parking notification if the snowfall level exceeds 10cm.
2. All declared snow routes will have up to twenty four (24) hours' notice. Vehicles parked on snow routes should be moved off the route for the duration of the declared notification. Compliance is not compulsory.
3. Snow route parking notifications are in effect for up to seventy two (72) hours or until the Town of Redcliff declares they have been lifted.
4. Snow route parking notification will occur through the Town of Redcliff red board, posted at Town Hall, social media, local media outlets, and through signage.
5. On street assistance accessible parking zones are exempt from parking notifications at all times.
6. Downtown and high density business areas will be cleared between the hours of 2100-1000 hours during a parking notification.
7. Declared snow route parking notifications will remain in effect until all the work is completed.
8. Locations for the declared snow routes will be as follows: Broadway Ave East, Broadway Ave West, Broadway Ave NE, Main St South, Mitchell St Southeast, Redcliff Way Southeast, 8th St Northwest, 9th Ave SW, River Rd SW, 1st St NE, and South Railway Dr.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25, 2018

PROPOSED BY: Community and Protective Services

TOPIC: Policy 054

PROPOSAL: To approve Policy 054, Electronic Sign Policy 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 to increase the maximum number of days that an advertisement is permitted to run, from 5 days to 7 days is being suggested. This is due to the Community and Protective Services Department updating the Electronic Sign on a once per week rotation.

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 054, Electronic Sign Policy

OPTIONS:

1. Approve Policy 054, Electronic Sign Policy, as presented.
2. Suggest changes to Policy 054, Electronic Sign Policy, and have Administration draft an amended Policy 054, Electronic Sign Policy, for review at a future Council meeting.


RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 054, Electronic Sign Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 054, Electronic Sign Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:


Department Head


Municipal Manager

Approved by Council – February 23, 2015

Electronic Sign Policy

COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

Messages displayed will be those of general interest to the community (community events, fund raising activities in the Town, programs and registrations information). All bookings for use of the electronic message board shall be handled through the Community and Protective Services Department.

- Advertising booked on the electronic message board is permitted to run for up to a maximum of 57 consecutive days.
- Requests to advertise events that occur on a weekly or monthly cycle will not be accepted.
- The Community & Protective Services Department, at its discretion, may modify ad content to best fit the space available, and will establish the display time, format and effect of each ad.
- Town of Redcliff events take precedence over outside organizations and are not subject to the duration and other limitations listed above.
- Redcliff based Not-for-Profit Community groups may book the electronic message board for one message per month for a maximum time period of up to 57 consecutive days duration, at no cost for setup fee or user fee. If a complimentary ad runs past the end of one month into a subsequent month, the starting date of the ad will establish the month that the complimentary ad is applied to.
- Not-for-Profit Groups may book additional ads each month; however setup and user fees will apply to any additional ad(s).

Messages relating to sensitive issues that may cause community dissention or have a mixed political or social opinion will not accepted.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25, 2018

PROPOSED BY: Community and Protective Services

TOPIC: Policy 063

PROPOSAL: To approve Policy 063, Goods For Sale On Municipal Property Policy 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. We wish to modify the individual that approves requests for the sale of products in municipal buildings or on municipal property from the Municipal Manger to the Community and Protective Services Director.

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 063, Goods For Sale On Municipal Property Policy

OPTIONS:

1. Approve Policy 063, Goods For Sale On Municipal Property Policy, as presented.
2. Suggest changes to Policy 063, Goods For Sale On Municipal Property Policy, and have Administration draft an amended Policy 063, Goods For Sale On Municipal Property Policy, for review at a future Council meeting.


RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 063, Goods For Sale On Municipal Property Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 063, Goods For Sale On Municipal Property Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:


Department Head


Municipal Manager

Approved by Council - ~~June 24, 1996~~

GOODS FOR SALE ON MUNICIPAL PROPERTY

BACKGROUND

The Town of Redcliff has several organizations which presently have established outlets for sale of products in municipal buildings or on municipal property and for which the outlet could be considered to be vending sale operations.

Commercial vending machine businesses have inquired about establishing outlets within municipal buildings or on municipal properties.

Commercial vending machines which accept coins would probably require the Municipal Staff be prepared to provide change and accept complaints or remedy situations when a machine becomes inoperable.

The locating of commercial vending machines in municipal buildings or on municipal property may cause financial hardship for organizations that lease these municipal buildings or properties, or who have arrangements with the Town to use and operate in the municipal building or on the municipal property.

The Town of Redcliff requires a policy to control these vending outlets on Town of Redcliff properties or in Town of Redcliff buildings.

POLICY

1. Any vendor wishing to display products for sale shall apply in writing to the Town of Redcliff ~~Municipal Manager~~ Community and Protective Services Director for permission to install a vending machine or similar product dispenser.
2. Preference will be given to requests emanating from Redcliff based organizations or businesses.
3. Not for Profit organizations which use the sale of these products for fundraising may be authorized to have a display in municipal building(s) or on municipal property upon application and approval by ~~Municipal Manager~~ the Town of Redcliff Community and Protective Services Director. (These organizations shall include but not necessarily limited to: Lions Club, CNIB, Red Cross)
4. Commercial businesses may be authorized to have a display in municipal building(s) or on municipal property upon application and approval by the Town of Redcliff Community and Protective Services Director. ~~will not be allowed to have vending machines or product dispensers in the public use area of municipal building(s) or property. Department managers may resolve issues relating to staff requirements for vending machines in the employee area.~~
5. The locating of commercial vending machines in municipal buildings or upon municipal properties where the Town
 - i) leases the property to a third party;
 - ii) has agreement for with a third party for use of the land or building; or
 - iii) where the Town operates a similar vending operation.

The Town of Redcliff will not provide authorization for installation of a vending machine or dispenser without the written consent of the party leasing or having an agreement with the Town for using the building or property.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25, 2018

PROPOSED BY: Community and Protective Services

TOPIC: Policy No. 065

PROPOSAL: To approve Policy No.065, Seized Items – Storage Fees, 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 to increase the storage fee to \$20.00/day to make it more consistent with other local rates. For example, Willie's 24 Hr Towing Ltd charge \$30.00/day, and Ken Hauck Towing charge \$35.00/day.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review
Policy No. 065 Seized Items – Storage Fees

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 No. 065, Seized Items – Storage Fees

OPTIONS:

1. Approve Policy No. 065, Seized Items – Storage Fees, as presented.
2. Suggest changes to Policy No. 065, Seized Items – Storage Fees, and have Administration draft an amended Policy No. 065, Seized Items – Storage Fees, for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 065, Seized Items – Storage Fees, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy No. 065, Seized Items – Storage Fees, for review at a future Council meeting with suggested changes.

SUBMITTED BY:


Department Head


Municipal Manager

Approved by Council March 9, 2015

SEIZED ITEMS - STORAGE FEES

BACKGROUND

The Town of Redcliff from time to time has vehicles or other objects seized and moved to a secure storage area and the Town should receive some compensation for the storing of these items.

POLICY

Any vehicle or items seized on behalf of the Town of Redcliff shall be transported to a secure storage site as designated by the By-Law Enforcement Officer or a member of the RCMP.

The designated secure storage sites shall be:

- A) Police Compound - located in 100 block of 5th Street N.E.
- B) Redcliff / Cypress Regional Waste Management Site - located approximately 6 km west of Redcliff.

The fee for pick-up and moving of vehicle or items to the secure storage site shall be as per contract with firm doing the pickup.

The fees for storage of vehicles or items at these sites shall be \$20.00 ~~\$10.00~~ per day or part thereof including both the day the vehicle or items was seized and the day the vehicle or items was released.

Payment of pickup fee and storage fees must be paid to Town of Redcliff prior to release of seized vehicle or item.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 25, 2018

PROPOSED BY: Community and Protective Services & Public Services

TOPIC: Policy No. 093

PROPOSAL: To approve Policy No. 093, Safety Policy 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 change is being suggested to bring the policy in line with current safety regulations and responsibilities. Because of continually evolving legislation regarding safety and the workplace, additional resources will likely be necessary to effectively implement this policy.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review
Policy No. 093, Safety Policy
Occupational Health and Safety Code - Alberta Regulation 87/2009

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 No. 093, Safety Policy

OPTIONS:

1. Approve Policy No. 093, Safety Policy, as presented.
2. Suggest changes to Policy No. 093, Safety Policy and have Administration draft an amended Policy No. 093, Safety Policy, for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 093, Safety Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy No. 093, Safety Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Heads


Municipal Manager

Approved by Council – February 26, 2001

SAFETY POLICY

BACKGROUND

The Town of Redcliff recognizes the importance of providing the resources for a health and safety program that will protect the well being of all employees, contractors and visitors to Town of Redcliff worksites, as well as the integrity of the physical assets within the community.

POLICY

In fulfilling the commitment to protect both people and property, Management will provide and maintain a safe and healthy work environment in accordance with Industry Standards and in compliance with Alberta Occupational Health & Safety legislative requirements, and will strive to eliminate or control any foreseeable hazards which may result in property damage, incidents or personal injury/illness.

All Employees, Contractors and Visitors to any Town of Redcliff worksites are equally responsible for minimizing incidents during the performance of work or while attending worksites. Town of Redcliff Employees and Contractors will adhere to all Town Safety Policies, Directives and Programs and cooperate in working towards improving the health and safety conditions at all Town worksites.

Incidental loss will be controlled through good management in combination with active Employee involvement. Safety is the direct responsibility of all department Managers, Supervisors and Employees.

This policy is in addition to the responsibilities and requirements as outlined in the Alberta Occupational Health and Safety Act, Regulations and Code – employees at every level should be familiar with such legislations as it relates to their work processes.

The Health and Safety program at the Town of Redcliff will not take precedence over the Alberta Occupational Health and Safety Act, Regulations or Code.

~~The program will involve the establishment of a Safety Committee to oversee the development of a comprehensive program that will include policy development, staff safety awareness and training, safety inspections, and accident investigations.~~

~~It shall also be recognized that the responsibilities for health and safety are shared amongst the employer and all levels of employees within the Town of Redcliff.~~

- ~~• The management of the Town of Redcliff shall be committed to provide active leadership and support in maintaining a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements.~~

- ~~• Supervisors are responsible for developing proper attitudes toward safety and health in themselves and those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel and property involved.~~

- ~~• All employees will provide genuine co-operation with all aspects of the safety and health program, including participation in program development, compliance with all rules and regulations, and for continually practicing safety while performing their duties.~~

~~*“The safety information in this policy or the safety program of the Town of Redcliff does not take precedence over Occupational Health and Safety Act Regulations. All employees are encouraged to familiarize themselves with respective Occupational Health and Safety Act Regulations.”*~~

Memo



Date: June 25, 2018

From: Municipal Manager

To: Redcliff Town Council

Re: 1502 Dirkson Drive NE
Re: Property Tax / Utility Fees

As per the Town of Redcliff Bylaw 1804/2015 (Procedural Bylaw) the presentation/delegation request of Willard Schmidt has been reviewed by the Municipal Manager and Mayor and subsequently confirmed to be on the June 25, 2018 Regular Council Meeting Agenda. Further, to provide information for Council as it relates to legislative matters in keeping with the Municipal Government Act (MGA) Section 208(1)(d), Administration has compiled this memo on the matter in an effort to provide information to Council.

The presentation, as per Administration's analysis, identifies the following primary concerns:

- Assessment classification of the property being "...Invalid & Inaccurate"
- Property Tax.
- Utility Fees.

Assessment Classification

The MGA specifies in Section 297(1) four assessment classes for property as follows:

- Residential
- Non-residential
- Farm land
- Machinery and equipment

Redcliff has only the above assessment classes and they are defined in the MGA Section 297(4). As the properties in question are not consistent with the residential, farm land, and machinery and equipment definitions as per section 297(4) of the MGA, it clearly falls within the non-residential assessment classification. Section 297 further specifies the option for council to create sub-classes; however, as this is seldom used, an in-depth analysis would be required to determine the potential effect on all properties if this was to be considered.

From the perspective of the delegation/presenters moving forward, it is noted that assessment classification is appealable to the Composite Assessment Review Board as per the Municipal Government Act and Matters Relating to Assessment Complaints Regulation, 2018.

Property Tax

As it relates to the reduction of property taxes, the MGA Section 347(1) identifies Council's authority and powers as follows:

***347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

Administration submits Council consider property tax reduction requests cautiously as such decisions can lead to an unsustainable and/or inequitable precedent. Other requests for property tax reductions (including arrears), cancellations, and/or collection deferral have been refused.

Utility Fees

It is important to note that this property (1502 Dirkson Dr. NE) was developed as a fully serviced development with municipal utilities.

As it relates to utility fees, the Town's Bylaws regarding this matter outline the following:

Bylaw 1848/2017(Water Rates Bylaw):

"Every customer within the Town limits who is served treated water, shall require a water meter and shall pay to the Town the following monthly or bi-monthly rates, payable monthly or bi-monthly at the discretion of the Council."

According to the wording of the Bylaw 1848/2017 the implementation of the Town is as follows:

- If a customer does not wish to be serviced treated water, they can pay the requisite disconnect fee which results in the water service being physically shut off. In this scenario, the customer is not charged for water service.

Bylaw 1849/2017 (Sewer Rate Bylaw):

"Every customer within the Town limits who is serviced by a service connection to the Town's sewage system shall pay to the Town the following sewer rates payable monthly or bi-monthly at the discretion of Council."

According to the wording of the Bylaw 1849/2017, the implementation of the Town is as follows:

- If a customer does not wish to be serviced sanitary sewer, there is no option to disconnect the sanitary sewer service connection. As there is no way to disconnect from the sanitary sewer or any way to monitor usage, the customer would still be charged because the property is serviced by a service connection to the sewage system.

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

June 25, 2018



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MUNICIPAL MANAGER

Ongoing Projects

- Code of conduct for councillor's and committees of council bylaw complete. In the process of collecting signed affirmations of understanding from councillors and committee members.
- Drafting of a public participation policy completed and adopted at the June 11 Council Meeting.
- Continued work on the modernized MGA compliance matters. For example, some preliminary work as it relates to intermunicipal collaboration frameworks. Met multiple times with CMH and CC administration to prepare for initial ICF Steering Committee meeting.
- Strategic planning session dates rescheduled for July 20 and 21. For those councillors not able to attend we will work to obtain their input regarding priorities independently to ensure that all have input in this process.
- Continued research regarding broadband opportunities. The regional group is jointly applying for a grant that will assist with feasibility details and potential governance options.
- Continued work toward securing additional water license. This is an application process and is rather technical in nature.
- Met with staff to discuss and initiate a website update project.
- Initiated compilation of all personnel related policies as we begin the redraft/draft of a new personnel policy/manual.
- Working with Redcliff Fibre (Certainteed) to obtain required lands for 3rd and 3rd lift station attenuation project.
- Commenced recruitment process for the Director of Protective and Community Services vacancy. Will also use this as an opportunity to evaluate organizational needs and risk in an effort both mitigate such risks as well as continue providing the current level of service (ie. fire suppression services,
- Responding to, in coordination with Planning and Engineering, developer inquiries.
- Regional solid waste management feasibility study. Awaiting final report with recommendations.
- Commendation is directed towards the Planning and Engineering Department as its grant submission for the FCM Asset Management funding was approved. These funds, along with the capital allocations, should assist greatly with initiating and implementing some asset management tools for the betterment of the Town.

Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of time. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Council meeting preparation and Request for Decision Review and drafting.
- HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Participated in the annual Council/Staff appreciation golf tournament on June 14. It is always great to have a good turnout at these events.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Ongoing rink operations and cleaning due to summer floor use
- Completed fence move at Rec-tangle
- Repaired locks at Rec-tangle as necessary
- Oversaw Rec-tangle roof repairs
- Condenser replacement at Rec-tangle completed

Pool:

- Emptied large pool and completed spring repairs
- Cleaned and emptied small pool
- Installed water lines to facilitate chemical mixing
- Started operations on large pool and prepared for opening
- Investigated leak on wading pool - Completed June 5

Facilities:

- Opened campground for the season
- Opened ball diamonds for the season
- Opened tennis courts for the season
- Campground shower facility:
 - Completed repairs
 - Installed exit signs and LED lighting
- Replaced water heater at ball diamond concession
- Dethatched and picked up debris on ball diamonds and soccer field
- Opened ball diamond concession and had sewer line snaked
- Completed repairs and opened water park at lions park
- Completed monthly building inspections

Other:

- Began cutting and trimming operations in groomed areas
- Repaired irrigation leak (near the Trukker's location).
- Commenced park irrigation systems for the season
- Repaired wiring damage at Cody Snyder park and golf course
- Began spraying operations
- Completed May 4th orientation for returning students and new students
- Completed May 11th orientation for summer students and pool supervisors
- Completed path maintenance and cutting
- Began cutting non-groomed areas
- Repaired irrigation problems in parks
- Hosted Pool 1 course
- Planted flowers around town in pots as well as parks
- Outfitted water truck for summer operation

FCSS, Community Services and Special Events

- Attended the FCSS Directors Network in Red Deer
- Hosted a Parent and Tot Meet up group, scheduled bi-monthly at Lions Park
- Hosted the Redcliff Relax and Restore Self Care event during Mental Health Week
- Finalized several events taking place during Seniors Weeks
- Met with Community Organizations re: Redcliff Days
- Hosted Family Craft night and Book Swap
- Finalized Redcliff Days events and coordination with Town Departments
- Bookings for programming ongoing
- Bookings for Sport Court ongoing
- Continued facility bookings for private events
- Completed AR requests for previous month
- Met with Seniors Society Board members to transfer over the management of the Seniors Centre as of June 1st
- Pulled reports from RecDesk system for payment transfers
- Design and creation of marketing for programming and events
- Met with 670 Collective members regarding design for new trail system
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Ongoing work on Safety Manual
- Attended webinar for Bill 30 update
- Completed July 2013 Flood Grant submission
- Began scheduling ice users for 2018/19 season

Emergency Management

- Instructed ICS 300 in Coaldale
- Reviewed and updated the MEMP
- Worked with regional partners in table top regional exercise

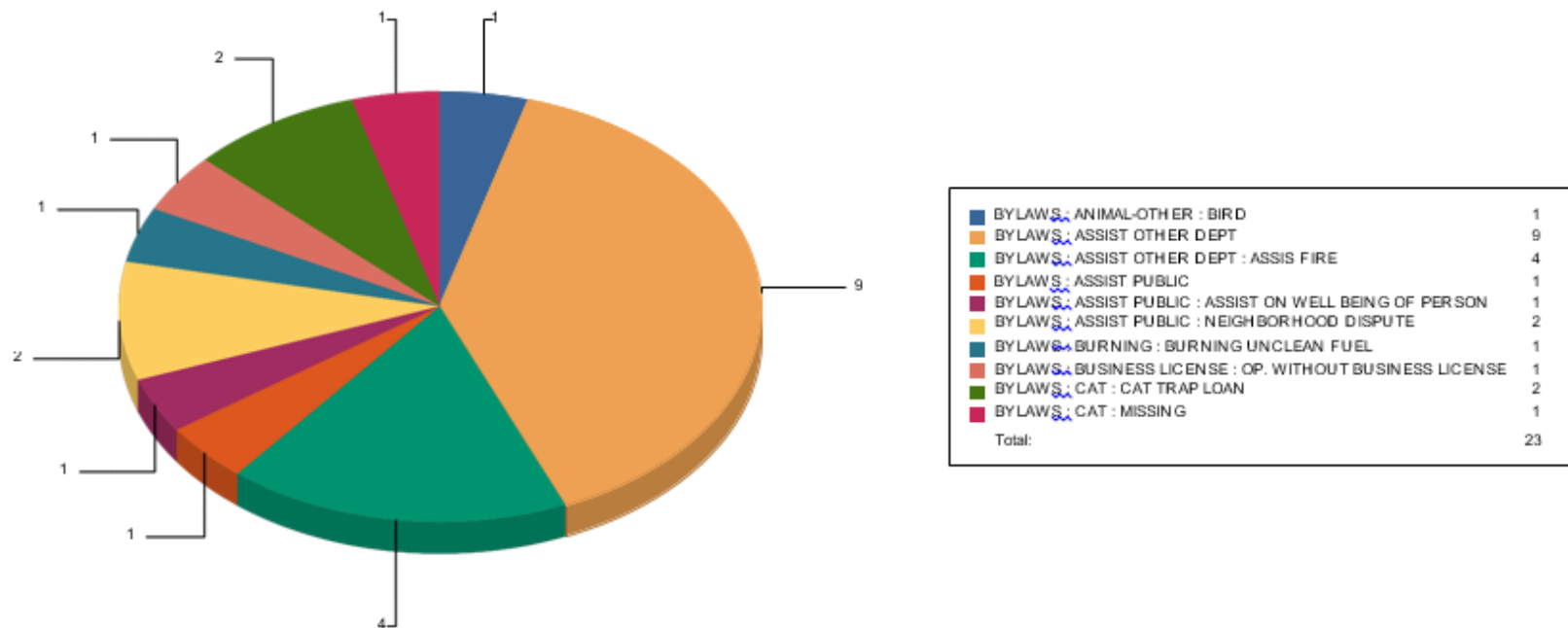
Bylaw and Protective Services

- Ongoing work on Fire administration
- Ongoing work on Fire Dept SOG's
- Research ongoing into replacement Fire Truck & meet with CMH for replacement Engine 2
- Kim Dalton, Tracey Jenkins, and Barry Steier attended Emergency Management table top exercise with neighboring municipalities
- Talks regarding 9-1-1 Dispatch and I Am Responding concerns ongoing with communication system
- Sent out False Alarm warning letters
- Bylaw Initiatives for May:
 - The Redcliff RCMP and Cpo Steier successfully located a lost child.
 - This is the second month where the Town of Redcliff Public Works continued their process of cleaning the streets of gravel and debris. Cpo. Steier continued assisting in the contacting of vehicle owners to have the vehicles moved. Again this was well received by the persons contacted.

- The “No Parking” signs situated on Highway Ave S.E. by Tim Hortons and Burger King continue to be monitored due to ongoing complaints. Each License plate is recorded and monitored for repeat offenders. The operators of the vehicles are contacted when possible and vehicle moved. S/Sgt. Maxwell has also assisted in this endeavor. The reasoning for this continued process is the fact once two semi-trucks park on both sides of the streets, the center lane appears very narrow and only one vehicle can pass at a time.

Case Report

Count of Incident Types



BYLAWS : ANIMAL-OTHER : BIRD: 1 1%

Case Report

BYLAWS.: ASSIST OTHER DEPT: 9 12%

BYLAWS.: ASSIST OTHER DEPT : ASSIS FIRE: 4 5%

BYLAWS.: ASSIST PUBLIC: 1 1%

BYLAWS.: ASSIST PUBLIC : ASSIST ON WELL BEING OF PERSON: 1 1%

BYLAWS.: ASSIST PUBLIC : NEIGHBORHOOD DISPUTE: 2 3%

BYLAWS.: BURNING : BURNING UNCLEAR FUEL: 1 1%

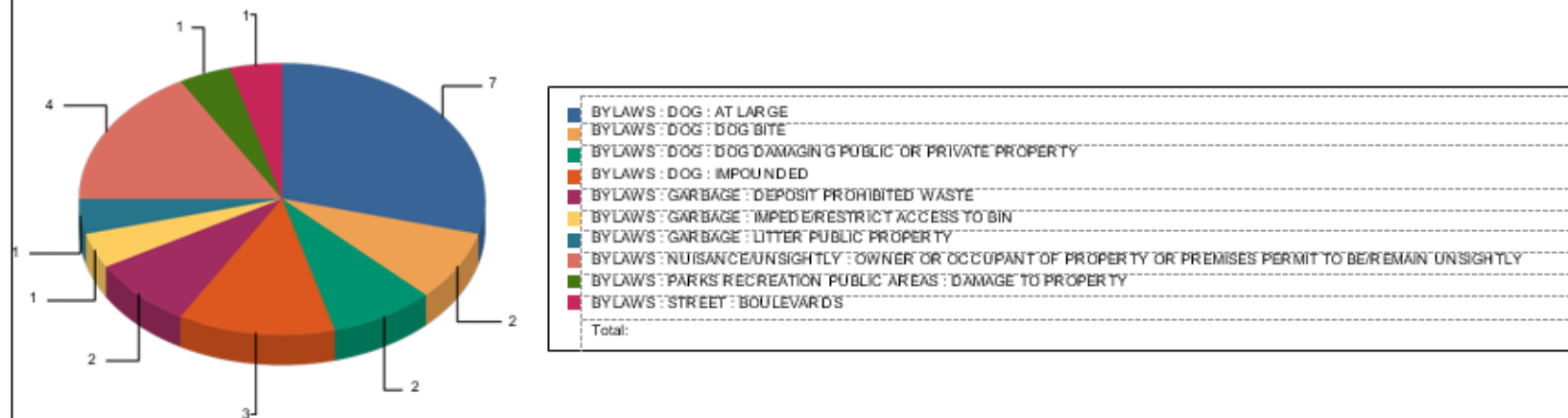
BYLAWS.: BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 1%

BYLAWS.: CAT : CAT TRAP LOAN: 2 3%

BYLAWS.: CAT : MISSING: 1 1%

Case Report

Count of Incident Types



BYLAWS.: DOG : AT LARGE: 7 9%

BYLAWS.: DOG : DOG BITE: 2 3%

BYLAWS.: DOG : DOG DAMAGING PUBLIC OR PRIVATE PROPERTY: 2 3%

BYLAWS.: DOG : IMPOUNDED: 3 4%

Case Report

BYLAWS.: GARBAGE : DEPOSIT PROHIBITED WASTE: 2 3%

BYLAWS.: GARBAGE : IMPEDE/RESTRICT ACCESS TO BIN: 1 1%

BYLAWS.: GARBAGE : LITTER PUBLIC PROPERTY: 1 1%

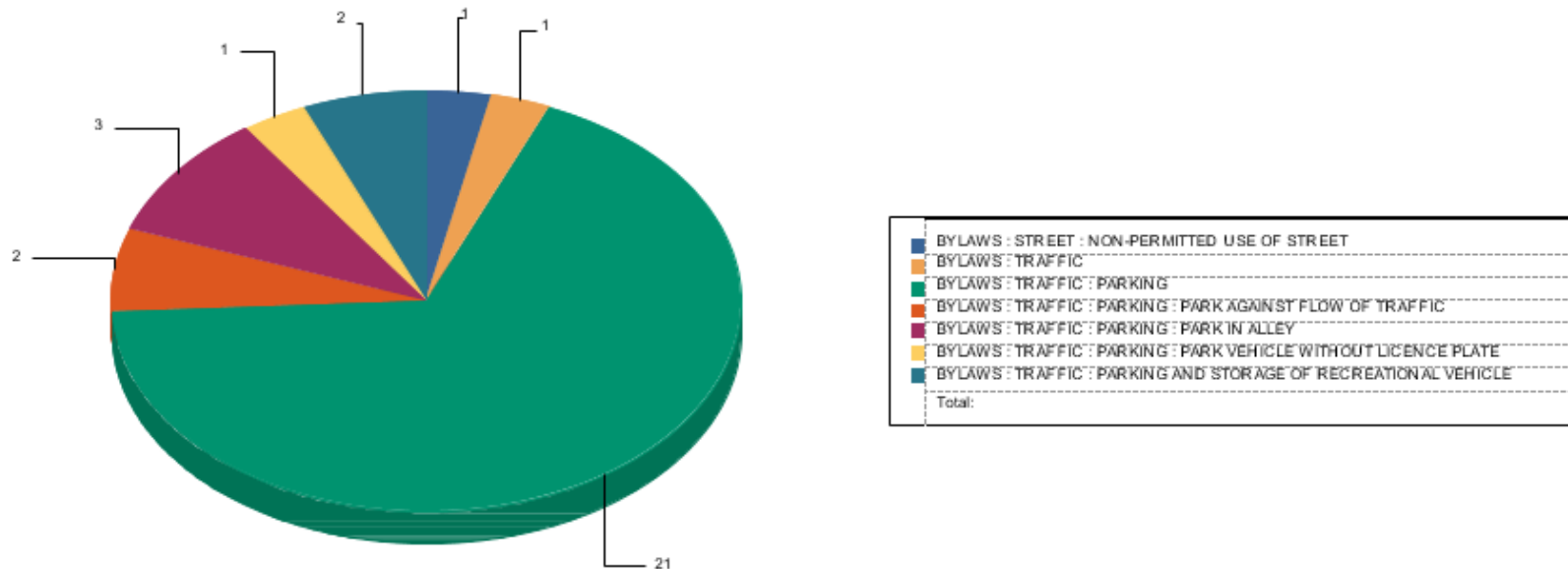
BYLAWS.: NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 4 5%

BYLAWS.: PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY: 1 1%

BYLAWS.: STREET : BOULEVARDS: 1 1%

Case Report

Count of Incident Types



BYLAWS : STREET : NON-PERMITTED USE OF STREET: 1 1%

BYLAWS : TRAFFIC: 1 1%

BYLAWS : TRAFFIC : PARKING: 21 27%

BYLAWS : TRAFFIC : PARKING : PARK AGAINST FLOW OF TRAFFIC: 2 3%

Case Report

BYLAWS.: TRAFFIC : PARKING : PARK IN ALLEY: 3 4%

BYLAWS.: TRAFFIC : PARKING : PARK VEHICLE WITHOUT LICENCE PLATE: 1 1%

BYLAWS.: TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 2 3%

Grand Total: 100.00% Total # of Incident Types Reported: 78

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Completed several locate requests
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Curb stop repairs
- Started sewer flushing main lines
- Started flushing hydrants

Municipal Works

Municipal Works have:

- Conducted various Funeral interments
- Hauled sand and gravel to stock pile in yard
- Bin placements/pickups as needed
- Repair garbage can lids (on going)
- Bladed gravel roads in town
- Fix various signs around town
- Water and sewer line services installs
- Repairing Garbage can lids
- Street sweeping
- Repaired pots holes around town
- Conducted catch basin cleaning
- Started crack filling roads
- Grinded down sidewalks
- Line painting
- Set up for Redcliff Day's
- Removed Redcliff Day items
- Cleaned up alleys with large debris left out

Landfill Authority

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil

- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Staff attended a Leachate course.
- Alberta Environment Tour and Audit
- Ridgeline soil operations plan
- Approval to Operate submission review

PLANNING & ENGINEERING:

Priorities for June

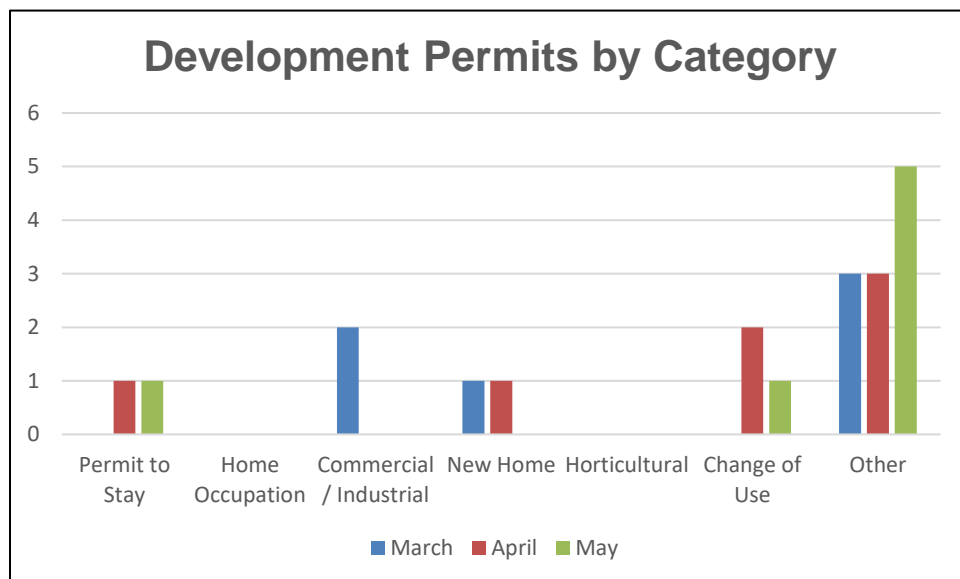
- Eastside sanitary surge tanks preliminary engineering
- MDP Steering Committee 5th meeting
- Sanitary Manholes upgrade project

Planning

- Completion of the unfiled boxes of documents is underway using department admin staff.
- Land Use Bylaw – The overall LUB rewrite is planned for later this year. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed in 2019.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP.

It is expected that these next steps will take 4 to 6 months.

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



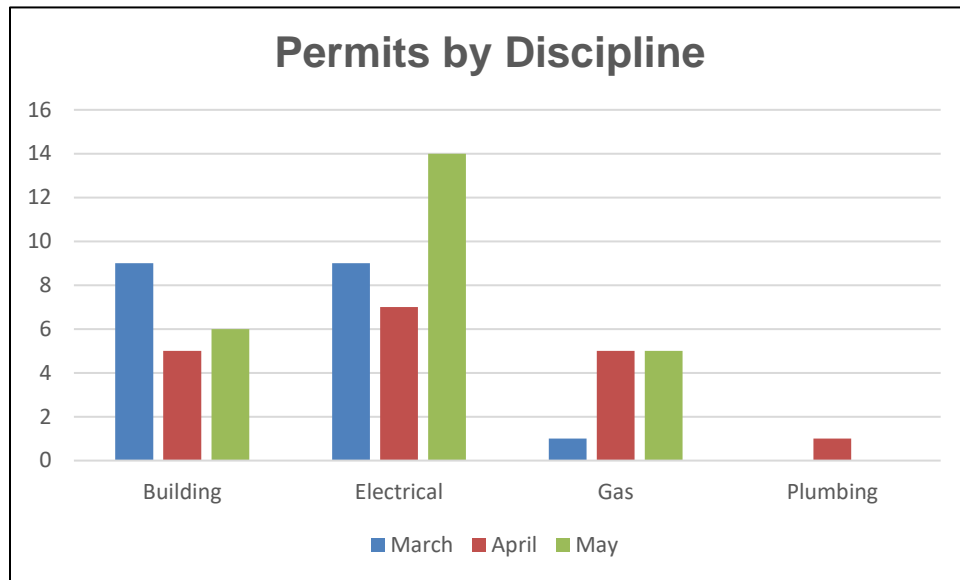
Agreements

Farwest: The cost sharing / service agreement has been sent to Farwest Land & Properties for review and signing. The work has been tendered and the tender amounts were included in the agreement. Construction will not commence until the developer has paid all monies owed to the Town and put up the money for the developer's share of the construction costs with his lawyer which will be held under legal trust conditions.

Safety Codes

An internal audit of the permits was completed in April and plans are underway to correct noted minor gaps. A final report will be forwarded within 60 days of the audit finishing.

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



Engineering

- Off-site Levies Calculator in Alpha Testing.
- Sewer System Bylaw review in progress.

Studies:

Inflow and Infiltration Study

The Town's sanitary sewer model is now calibrated for dry weather flow. It can be used to identify and quantify how the system performs and how different improvements affect the whole system for dry weather flow. Work continues to simulate the July, 2013 event. The model is confirming that the biggest issue is inflow and new efforts to identify potential sources of inflow and eliminate them will be coming.

Capital Projects:

Westside Slope failure mitigation

Seeding has been completed and the project is finished.

Riverview Groundwater and Road Rehabilitation

The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final lift being placed. Project is on Budget.

Northside Functional Servicing Report

Final report was received with some work still to be completed.

3rd and 3rd Lift Station Upgrades

The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to summer of 2018.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed. As part of this effort data sheets for every manhole that require improvements have been created. These sheets will help to document what the issue was and how it has been fixed.

2nd Street and 5th Avenue Lift Station

An open house for this project was held on June 13, 2018. Overall response was positive with the major concern being raised is the potential for smells to be generated. As part of the design every reasonable measure has been taken to reduce the likelihood of smells being generated. We are currently looking at what it would cost to locate the lift station east of Jesmond Drive in a large open area that is further away from most houses.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed that the project was deemed eligible but is not being funded.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

FINANCE AND ADMINISTRATION

- Updated information related to Finance on the Town's website
- Submitted 2018 Capital Projects under Municipal Sustainability Initiative (MSI) and Federal Gas Tax (FGT) Grants as per budget
- Opened 2019 Budget Year in Questica budget software
- Completed 2017 Reversing Entries
- Advertised 2018 Potential Auction Sale on Alberta Gazette
- Attended Asset Management Seminar
- Attended Government of Financial Officers Workshop

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales. One sale to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Reviewing Records Retention Bylaw / Drafting master document / filing list.
- Reviewing Disposal of Surplus Items.
- Prepared for & Attended Council/Staff Event June 14, 2018.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
July 1, 2018	Canada Day Celebrations	
July 16, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 20, 2018	Council Strategic Planning Session	Town Hall 5:00 p.m. – 8:30 p.m.
July 21, 2018	Council Strategic Planning Session	Town Hall 8:30 a.m. - 3:30 p.m.
July 25, 2018	Redcliff Penny Carnival	To be announced
August 20, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
September 29, 2018	Redcliff Fall Festival	To be announced