



COUNCIL MEETING
TUESDAY, JUNE 9, 2015
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, JUNE 9, 2015 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. DELEGATION	
A) Shortgrass Library Systems Petra Mauerhoff presents an Update from Shortgrass Library Systems	
3. MINUTES	
A) Council meeting held May 25, 2015 *	For Adoption
B) Shortgrass Library System meeting held February 18, 2015 *	For Information
C) Shortgrass Library System meeting held March 18, 2015 *	For information
D) Shortgrass Library System meeting held April 15, 2015 *	For Information
E) Cypress View Foundation Board meeting held April 23, 2015 *	For Information
F) Redcliff Public Library Board meeting held March 31, 2015 *	For Information
G) Redcliff Public Library Board meeting held April 28, 2015 *	For Information
H) Redcliff & District Recreation Services Board meeting held June 1, 2015 *	For Information
4. BYLAWS	
A) Bylaw 1804/2015, Town of Redcliff Procedural Bylaw *	1 st Reading
5. REQUESTS FOR DECISION	
A) Tender - Sanitary Main Realignment * Upstream of Broadway Court Lift Station & Sanitary Diversion Main Street South and 6 th Avenue	For Consideration

- | | | |
|-----------|--|-------------------|
| B) | Emergency Advisory Committee * | For Consideration |
| C) | Canada 150 Community Infrastructure Program *
Re: Redcliff Public Library | For Consideration |
| D) | Canada 150 Community Infrastructure Program *
Re: Redcliff Rec-Tangle | For Consideration |
| E) | Land Use Bylaw No. 1698/2011 * | For Consideration |
| F) | Banking Service Request for Proposal * | For Consideration |

6. CORRESPONDENCE

- | | | |
|-----------|---|-----------------|
| A) | Alberta Government *
Re: Recreation Volunteer Recognition Awards | For Information |
|-----------|---|-----------------|

7. OTHER

- | | | |
|-----------|---|-----------------|
| A) | Redcliff Public Library Financial Statements to December 31, 2014 * | For Information |
| B) | Landfill Graphs to May 31, 2015 * | For Information |
| C) | Council Important Meetings & Events June 9, 2015 * | For Information |

8. RECESS

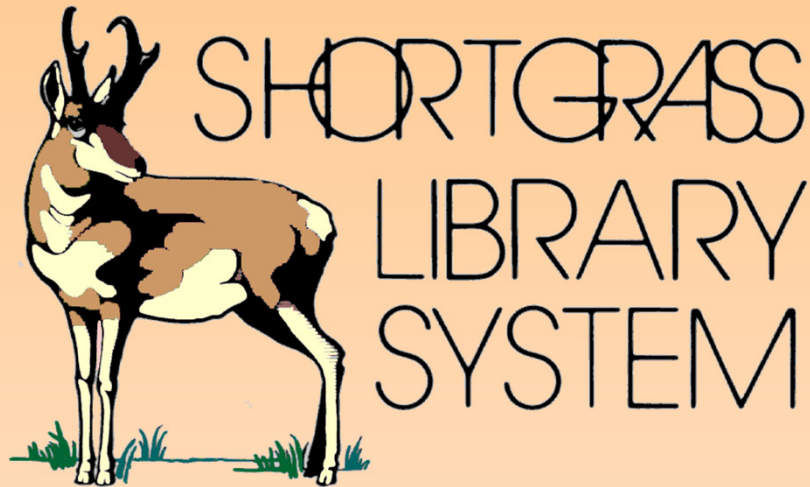
9. IN CAMERA

- | | |
|-----------|-------------------------------|
| A) | Land (1) / Intermunicipal (1) |
|-----------|-------------------------------|

10. ADJOURN

<u>ACCOUNTS PAYABLE</u>			
<u>COUNCIL MEETING JUNE 09, 2015</u>			
<u>CHEQUE</u> <u>#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
77478	ALBERTA HOTEL & LODGING ASSOCI	2015 CAMPGROUND LISTING FEE	\$309.75
77479	ACTION PARTS	FUEL CONDITIONER/BRUSH	\$370.55
77480	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUMS	\$15,542.98
77481	BENCHMARK ASSESSMENT CONSULTAN	PROFESSIONAL SERVICES	\$15,494.33
77482	BENCHMARK GEOMATICS INC.	GRADES AT 17 RIVERVIEW CRT	\$262.50
77483	THE BOLT SUPPLY HOUSE LTD.	MISC SUPPLIES	\$237.95
77484	CANADIAN LINEN & UNIFORM SERVI	TOWELS/ COVERALL	\$21.42
77485	CITY OF MEDICINE HAT	2015 DISPATCH CONTRACT FEES/UTILITIES	\$8,940.48
77486	FARMLAND SUPPLY CENTER LTD	MISC SUPPLIES	\$71.88
77487	FAST TIMES MACHINING	SHEAR PINS	\$142.84
77488	GAR-TECH ELECTRICAL	RAW WATER PUMPHOUSE WORK	\$78.75
77489	GREYHOUND COURIER EXPRESS	SHIPPING CHARGE	\$34.24
77490	REDCLIFF HOME HARDWARE	SCREWS	\$21.00
77491	JOE JOHNSON EQUIPMENT	TEE BLOCK	\$11.45
77492	SHAW CABLE	TOWN HALL INTERNET	\$125.90
77493	SUNCOR ENERGY PRODUCTS PARTNER	FUEL	\$1,948.18
77494	PRIME PRINTING	FOLDING - NEWSLETTER	\$134.40
77495	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$16,933.93
77496	RECEIVER GENERAL	STAT DEDUCTIONS	\$33,981.14
77497	TELUS COMMUNICATION INC.	TWO WAY RADIOS	\$19.68
77498	GEORGE, CHRIS	KEY DEPOSIT REFUND	\$125.00
77499	TOURISM MEDICINE HAT	VISITORS GUIDE	\$1,081.50
77500	THE WAY CHRISTIAN MISSION FELL	DEPOSIT SENIORS CENTRE	\$225.00
77501	APPLIED INDUSTRIAL TECHNOLOGIE	BEARING	\$17.09
77502	CHRISTIANSON, BILLY JEAN	KEY DEPOSIT REFUND	\$125.00
77503	TONIN, THERESA	REFUND DP FEES	\$65.00
77504	AUMA	MAYOR'S CAUCUS REG FEES	\$157.50
77505	TOWN OF REDCLIFF	REGULAR PAYROLL	\$77,186.11
77506	AMEC EARTH & ENVIRONMENTAL	PROGRESS PAYMENT - WTP	\$4,165.98
77507	ISL ENGINEERING & LAND SERVICE	PROGRESS PAYMENT - EASTSIDE ASP	\$14,024.36
77508	KAELYN MOCH	PAYROLL	\$1,000.00
77509	ACTION PARTS	BATTERY/FILTER/ CYLINDER	\$743.77
77510	A.G. CORE INC.	CRUSHED GRAVEL	\$1,842.33
77511	AFFINITY WELDING & MECHANICAL	GARBAGE CLIPS	\$583.80
77512	BLUE IMP 758374 ALBERTA LTD	ORNATE BENCH	\$554.72
77513	THE BOLT SUPPLY HOUSE LTD.	HARD HATS/ SAFETY GLASSES/ PODS	\$309.06
77514	CANADIAN LINEN & UNIFORM SERVICE	TOWELS/ COVERALL	\$21.42
77515	C.E.M. HEAVY EQUIPMENT	BELT/FAN/FILTERS	\$1,707.69

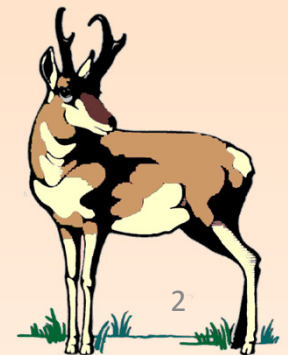
77516	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,255.30
77517	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDER	\$9,616.20
77518	CATHY CROZIER	FCM CONFERENCE	\$500.00
77519	C.U.P.E.	UNION DUES	\$2,186.26
77520	FARMLAND SUPPLY CENTER LTD	COUPLER/TIP/NIPPLE	\$82.80
77521	FINNING (CANADA) A DIVISION OF	FILTERS	\$716.57
77522	FLASHING CANINES	KEY DEPOSIT REFUND	\$350.00
77523	FORT GARRY FIRE TRUCKS LTD.	HANDLE-LADDER RACK	\$119.91
77524	FOUNTAIN TIRE	RADIAL BOOT	\$56.31
77525	GREYHOUND COURIER EXPRESS	SHIPPING CHARGE	\$29.93
77526	REDCLIFF HOME HARDWARE	MISC SUPPLIES - PARKS	\$532.95
77527	KIRK'S MIDWAY TIRE	TIRE REPAIR	\$21.00
77528	LMT HYDRO-VAC SERVICES LTD.	VAC OUT WELLS AT PUMPHOUSE	\$1,653.75
77529	PARK ENTERPRISES LTD.	OLD BUILDING PERMITS	\$1,995.00
77530	SUNCOR ENERGY PRODUCTS PARTNER	FUEL	\$1,780.32
77531	PITNEY WORKS	SERVICE ON FOLDER/STUFFER	\$159.08
77532	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$526.62
77533	PRO COMM SOLUTIONS INC.	PHONE SYSTEM SERVICE	\$77.18
77534	RECEIVER GENERAL	STAT DEDUCTIONS	\$528.61
77535	ROBERTSON IMPLEMENT ALBERTA	FILTERS/ BOOT	\$1,736.62
77536	ROSENAU TRANSPORT LTD	SHIPPING CHARGE	\$345.63
77537	SANATEC ENVIRONMENTAL	SEPTIC TANK AT LANDFILL	\$136.50
77538	SHOCKWARE WIRELESS INC.	INTERNET - LANDFILL	\$47.20
77539	SHANON SIMON	SLGM WORKSHOP	\$438.00
77540	ERIC SOLBERG	FCM CONFERENCE	\$450.00
77541	TELUS MOBILITY	CELL PHONE FEES	\$24.31
77542	MUNICIPAL WORLD INC	JOB POSTING	\$446.25
77543	TRIPLE R EXPRESS	SHIPPING CHARGE	\$69.30
77544	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$700.00
77545	TOWN OF REDCLIFF	PAYROLL	\$6,957.14
77546	WORKERS COMPENSATION BOARD	WCB PREMIUMS	\$3,248.00
77547	IAN WILLIAMS	DOUBLE BUBBLE TUB	\$56.64
77548	XEROX CANADA LTD.	COPIER MAINTENANCE	\$19.37
71 CHEQUES TOTAL:			\$235,481.43



**Update for
Redcliff Town Council
Petra Mauerhoff, CEO
June 2015**

What is Shortgrass Library System?

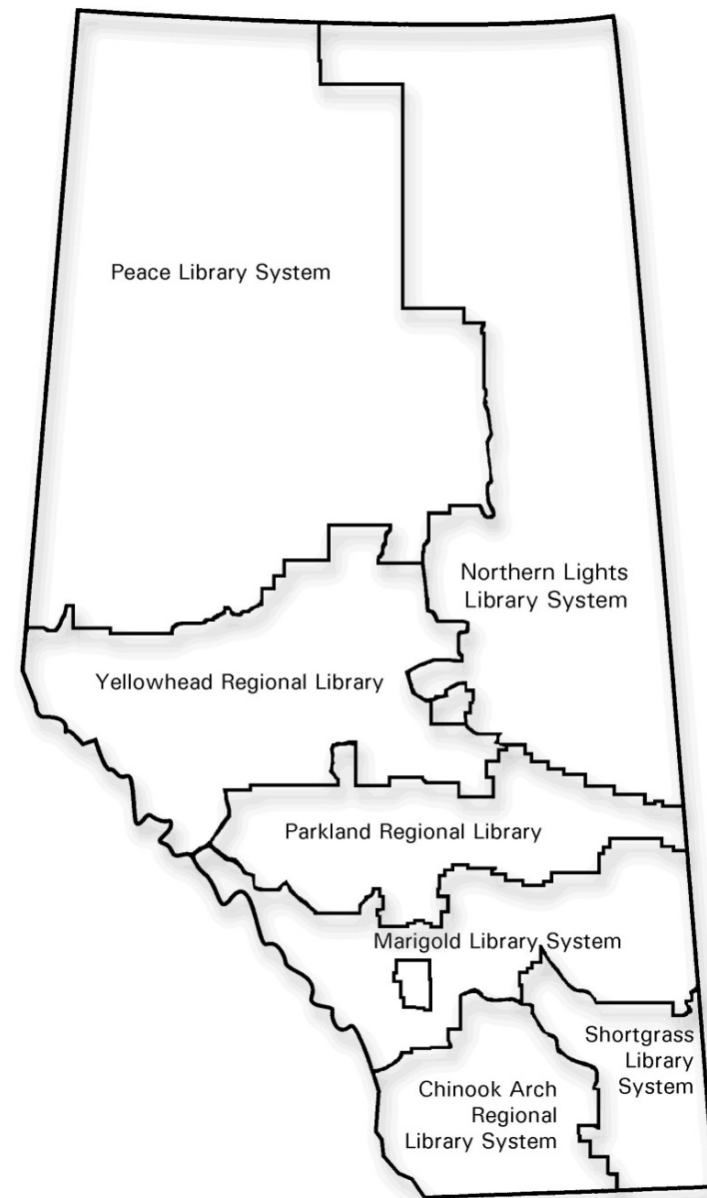
- A municipal membership cooperative
- 11 member municipalities, 12 actively participating libraries (soon to be 13!)
- Service provider to support and develop progressive, cost-effective and accessible library service for all residents
- Serves 103,378 Albertans



Alberta's 7 Regional Library Systems

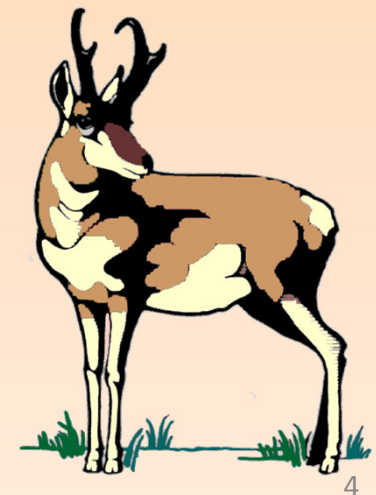
Working together for
Municipal Success

www.shortgrass.ca



Benefits to residents of the Town of Redcliff

- Collaboration saves \$\$
- Access to library services for all residents
- **In person:** Books, DVDs, audiobooks, library programs, etc
- **Online:** Ebooks, eMagazines & other electronic resources
- Summer Reading Program for kids
- Internet/WIFI access



Recently expanded/new services

- MORE electronic resources
 - eMagazines
 - hoopla streaming service
 - eBooks
- Server upgrade @ SLS
- One Card Medicine Hat College
- Mecard/Alberta Wide Borrowing
- \$1,400 IT Capacity Grant



2015 budget year

2015 Materials Levy Redcliff Library

\$4.64 X population Town of Redcliff 5,588 = \$25,928

+

Additional Materials allocation from Cypress County

Population 649 x \$4.64 = 3,011.36

= \$ 28,939.36

Redcliff Town Council
June 8th, 2015



Borrowing patterns in 2014

Borrowed by Redcliff	Borrowed from Redcliff	2014 Circ Total	% of InterSystem borrowing to total circ
10,012	13,983	51,721	19%



Number of items added to collection 2014

	Print	Non-Print	Downloadable eBooks & eAudiobooks
Redcliff	1,113	388	29
SLS other	11,964	3,756	1,271



**The Shortgrass Collection is
always growing!**

Size of collection 2014

	Print	Non-Print	Overdrive Ebooks/ eAudio	Zinio Titles	hoopla audio books	hoopla music	hoopla tv/ movies
Redcliff	17,410	2,976	/	/	/	/	/
SLS other	301,604	37,510	5,868	51	13,281	1,555	4,808
Total	319,014	40,486	5,868	51	13,281	1,555	4,808



Examples of cost savings 2014

- hoopla expenditure: \$5,771
- Online magazines (Zinio) cost: \$8,433.53
- Total Shortgrass investment:
 - Eresources/databases: \$45,884.71
- **eResources/databases cost to RPL: \$1,004.39**



Examples of Cost Savings, cont.

Ebooks:

- Total SLS investment eBooks: approx. \$40,000
- Total eBook related Cost to RPL: \$2,332.31



Future Plans



- Online Payment! – live now
- More resources for print-disabled patrons – official launch coming soon
- Seamless Access to resources across Alberta
- Advocacy & marketing support for local library services
- Training Needs Assessment
- Materials Orders Turn-Around Time Assessment

Thank You



Redcliff Town Council
June 8th, 2015

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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, May 25, 2015 7:00 P.M.**

PRESENT: Mayor E. Reimer
Councillors C. Brown, L. Leipert,
C. Crozier, E. Solberg
J. Steinke

Municipal Manager A. Crofts
Manager of Legislative & S. Simon
Land Services
Director of Community K. Dalton (left at 7:51 p.m.)
& Protective Services
Director of Finance J. Kwok (left at 7:51 p.m.)
& Administration
Director of Public Services J. Garland (left at 7:10 p.m.)

ABSENT: Councillor D. Kilpatrick

1. GENERAL

Call to Order

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

Mayor Reimer called for a moment of silence in remembrance of Janet Steinke.

2015-0255 Adoption of Agenda

B) Councillor Leipert moved the agenda be adopted as amended to add Item 6 D Computer/Tablet Options.
- Carried.

2015-0256 Accounts Payable

C) Councillor Crozier moved the following 55 general vouchers in the amount of \$2,146,219.98 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING MAY 25, 2015

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
77412	ISL ENGINEERING & LAND SERVICES	I&I STUDY PROGRESS PAYMENT	\$10,101.11
77413	LMT ENTERPRISES LTD.	PUMPHOUSE PROTECTION PROGRESS PAYMENT	\$144,036.90
77415	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$17,155.69
77416	RECEIVER GENERAL	STAT DEDUCTIONS	\$32,592.69
77417	TOWN OF REDCLIFF	REGULAR PAYROLL	\$67,547.93
77427	M.P. ECO MECHANICAL PROCESS INC	WTP CAPITAL PROGRESS PAYMENT	\$754,788.30
77429	M.P. ECO MECHANICAL PROCESS INC	WTP CAPITAL PROGRESS PAYMENT	\$754,788.30
77430	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
77431	CITY OF MEDICINE HAT	CITY UTILITIES	\$7,574.05

77432	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
77433	ECL FIBERGLASS MANUFACTURING	GRAVE LINERS & SHIPPING	\$3,979.50
77434	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$132.89
77435	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$118.08
77436	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES TOWN HALL	\$3,386.25
77437	KPMG	AUDIT SERVICES	\$11,235.00
77438	SHAW CABLE	PUBLIC SERVICES INTERNET	\$261.19
77439	PAINT IN GENERAL	WHITE TRAFFIC PAINT	\$336.89
77440	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL DIESEL	\$1,683.70
77441	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC TANK	\$147.00
77442	TELUS COMMUNICATION INC.	CELL PHONE FEES	\$1,708.15
77443	TELUS MOBILITY	CELL PHONE FEES	\$222.68
77444	LEARMONT, NATHAN	REFUND SIGN-ON	\$181.50
77445	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$183.15
77446	ZEP SALES & SERVICE OF CANADA	PAPER TOWEL, DEGREASER, TRANSPORTATION	\$987.57
77447	CIBC VISA	MONTHLY VISA	\$6,852.65
77448	A & B STEEL LTD	CABLE TIES, BATTERY LOAD TESTER, FLAT IRON	\$107.49
77449	ACTION PARTS	TOGGLE SWITCH, SHRINK KIT, SOLDER	\$361.49
77450	AMEC EARTH & ENVIRONMENTAL	RIVER VALLEY EROSION PROGRESS PAYMENTS	\$24,021.44
77451	BEHREND'S	PLAQUES & SHIPPING	\$316.58
77452	THE BOLT GUYS	POP RIVETS	\$287.00
77453	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$28.12
77454	CANADIAN ENERGY	COMMERCIAL BATTERY MARINE CLAMP	\$255.61
77455	CITY OF MEDICINE HAT	UTILITIES & SEWAGE OUTFLOW	\$92,177.02
77456	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$104.16
77457	FOX ENERGY SYSTEMS INC.	HEAVY DUTY LOCKOUT TAGS	\$54.50
77458	HAT AGRI SERVICE	KUBOTA PARTS	\$706.51
77459	HYDRODIG	HYDROVAC SERVICE	\$845.25
77460	JACOB'S WELDNG LTD.	REPAIR ALUMINUM CRACK	\$141.75
77461	JOE JOHNSON EQUIPMENT	EAGLE CONVEYOR BELT	\$2,667.65
77462	KIRK'S MIDWAY TIRE	TIRE REPAIR	\$173.25
77463	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL DIESEL	\$1,774.87
77464	PRIME PRINTING	TAX NOTICES	\$287.70
77465	PUROLATOR	WATER SAMPLE TESTING	\$28.03
77466	RECEIVER GENERAL RCMP	POLICING CONTRACT	\$182,886.87
77467	ROSENAU TRANSPORT LTD	PARTS FREIGHT	\$380.51
77468	BRIAN STEHR	ALUP COURSE TRAVEL	\$1,011.96
77469	SUMMIT MOTORS LTD	INSPECTION AND REPAIRS	\$7,141.69
77470	SUPERIOR TRUCK EQUIPMENT	PROXIMITY SWITCH & CABLE	\$225.02
77471	APPLIED INDUSTRIAL TECHNOLOGIES	BEARINGS	\$51.28
77472	SYDNEY SIMMONS	REIMBURSEMENT FOR CRIMINAL RECORD CHECK	\$53.00
77473	BATUS IMPREST ACCOUNT	REFUND DEPOSIT	\$100.00
77474	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE CHARGES	\$7,243.88

77475	TRANSIT PAVING INC	MAIN ST & 6 AVE SANITARY PROGRESS PAYMENT	\$708.76
77476	WOOD, DALE	HUNTERS ED COURSE	\$1,140.00
77477	TOWN OF REDCLIFF	AQUATIC CENTRE PETTY CASH/FLOAT	\$300.00
55 CHEQUES TOTAL:			\$2,146,219.98

2. MINUTES

- 2015-0257 Council meeting held May 11, 2015 **A)** Councillor Steinke moved the minutes of the Council meeting held May 11, 2015 be adopted as presented.
- Carried.

3. BYLAWS

- 2015-0258 Bylaw 1803/2015, Emergency Management Bylaw **A)** Councillor Solberg moved Bylaw 1803/2015, Emergency Management Bylaw be given second reading as amended.
- Carried.

- 2015-0259 Councillor Crozier moved Bylaw 1803/2015, Emergency Management Bylaw be given third reading. - Carried.

4. REQUESTS FOR DECISION

- 2015-0260 New Solid Waste Collection Truck Proposals **A)** Councillor Solberg moved to accept the proposal from Superior Truck Equipment and authorize Administration to purchase a 2016 Labrie Pendpac solid waste collection truck mounted on a 2016 Freightliner chassis for a cost of \$239,747.00. Further to purchase the 5 year extended chassis warranty for \$8,767.00 for a total purchase cost of \$248,514.00 plus G.S.T. - Carried.

Director of Public Services left the meeting at 7:10 p.m.

- 2015-0261 Daffodil Project **B)** Councillor Crozier moved that the Town of Redcliff authorize the following sites for the planting of daffodils under the scope of the Daffodil Project: the area around the Town of Redcliff welcome signs on the Trans Canada Highway, the area under the electronic sign on Broadway Avenue, under the Lions Park sign, under the Town of Redcliff welcome sign along old highway sign, and the campground entrance. Further that planting of the daffodils be initiated at the Town of Redcliff welcome signs on the Trans Canada Highway locations, with the other aforementioned locations to be considered in subsequent years of the daffodil project.
- Carried.

- 2015-0262 Reschedule Council Meeting of June 8, 2015 **C)** Councillor Leipert moved that the regular Council meeting scheduled to be held on Monday, June 8, 2015 be rescheduled to Tuesday, June 9, 2015 at 7:00 p.m. - Carried.

5. CORRESPONDENCE

- 2015-0263 White Dragon Karate
Re: Request for rental of Redcliff Aquatic Centre
A) Councillor Solberg moved correspondence from the White Dragon Karate dated May 19, 2015 regarding a request for a rental of the Redcliff Aquatic Centre, be received for information. - Carried.
- 2015-0264 Ralston Rodeo Committee
Re: 36th Annual Ralston Rodeo Sponsorship Opportunities
B) Councillor Steinke moved correspondence from the Ralston Rodeo Committee received April 30, 2015 regarding the 36th Annual Ralston Rodeo Sponsorship Opportunities, be received for information. - Carried.
- 2015-0265 Redcliff Legion
Re: Request for use of Redcliff Rec-Tangle November 11, 2015
C) Councillor Crozier moved to authorize the Redcliff Legion to use the Redcliff Rec-Tangle November 11, 2015 for the Remembrance Day Service and Wreath Laying Ceremony. - Carried.

6. OTHER

- 2015-0266 Municipal Manager's Report May 25, 2015
A) Councillor Solberg moved that the Municipal Manager's Report May 25, 2015, be received for information. - Carried.
- 2015-0267 Mayor's Report to Council May 25, 2015
B) Councillor Leipert moved the Mayor's Report to Council May 25, 2015 be received for information. - Carried.
- 2015-0268 Council Important Meetings & Events May 25, 2015
C) Councillor Steinke moved the Council Important Meetings & Events May 25, 2015 be received for information. - Carried.
- 2015-0269 Computer / Tablet Options
D) Councillor Brown moved to authorize Administration to pursue computer / tablet options. - Carried.

Director of Finance & Administration and Director of Community & Protective Services left the meeting at 7:51 p.m.

7. RECESS

Mayor Reimer called for a recess at 7:51 p.m.

Mayor Reimer reconvened the meeting at 8:01 p.m.

8. IN CAMERA

- 2015-0270 Councillor Leipert moved to meet In Camera at 8:01 p.m. - Carried.

- 2015-0271 Councillor Leipert moved to return to regular session at 8:08 p.m. - Carried.

2015-0272 Land Purchase
Re: Block C, Plan 1737JK,
Ptn NW 8-13-6-W4th

Councillor Leipert moved to decline the Offer to Purchase Block C, Plan 1737JK, and Ptn NW 8-13-6-W4th. - Carried.

9. ADJOURNMENT

2015-0273 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:09 p.m.
- Carried.

Mayor

Manager of Legislative and Land Services



MINUTES

Board Meeting of February 18, 2015

Trustees Present: Dwight Kilpatrick, Celina Symmonds, Kelly Christman, Craig Widmer, Yoko Fujimoto, Marjorie Moncrieff, Kevin Jones, Shannyn Creary, Norm Gerestein, Ernest Mudie, Rose Sanchez

Trustees Absent Brent Burton

With Regrets:

Date & Time: Wednesday, February 18, 2015 at 1:00 p.m.

Location: Shortgrass Library System
Video Conference from Brooks Public Library

1. The meeting was called to order at 12:56 p.m. by Dwight Kilpatrick.

1.1. Moved by Norm Gerestein that the SLS Board approve the agenda with the following amendments:

- 2.23: 2014 Graham Community Library Annual Report
- 2.24: Roof replacement

CARRIED

1.2. Moved by Marj Moncrieff that the SLS Board approve the November 26, 2014 Board Meeting Minutes as presented.

CARRIED

1.3. Moved by Ernest Mudie that the SLS Board approve the December 10, 2014 Special Board Meeting Minutes as presented.

CARRIED

2. Action:

Programs and Services Committee Business

2.1. Moved by Marj Moncrieff that the SLS Board approve the January 21, 2015 Programs & Services Committee Meeting Minutes as presented.

CARRIED

2.2. Moved by Dwight Kilpatrick that Policy B.2: Board Governance be brought back to the March 18, 2015 meeting.

CARRIED

- 2.3. Moved by Celina Symmonds that the SLS Board approve Policy B.6: Voting/Quorum as presented.
Attachment 1 CARRIED
- 2.4. Moved by Celina Symmonds that Policy B.11: Committee Mandates: Programs & Services Committee Mandate and Policy B.13: Committee Reports be brought back to the March 15, 2015 meeting. CARRIED
- 2.5. Moved by Norm Gerestein that the SLS Board approve Policy B.14: Continuing Education as presented.
Attachment 2 CARRIED
- 2.6. Moved by Craig Widmer that the SLS Board approve Policy B.16: Orientation of New Board Members as presented.
Attachment 3 CARRIED
- 2.7. Moved by Celina Symmonds that the SLS Board approve Policy G.8: Collection Development: Donations & Gifts as presented.
Attachment 4 CARRIED
- 2.8. Moved by Shannyn Creary that the SLS Board approve Policy A.9: Expansion Municipalities for deletion. CARRIED
- 2.9. Moved by Rose Sanchez that the SLS Board approve the 2015 Calendar of Meetings as presented.
Attachment 5 CARRIED
- 2.10. Moved by Dwight Kilpatrick that the SLS Board approve that the Shortgrass Library System 2015 Professional Development Day be a day just for SLS Staff. In addition, a separate development day will be held for the Library Managers. CARRIED

Finance and Personnel Committee Business

- 2.11. Moved by Rose Sanchez that the SLS Board approve the January 21, 2015 Finance & Personnel Committee Meeting Minutes as presented. CARRIED
- 2.12. Moved by Celina Symmonds that the SLS Board approve the October and November 2014 Financial Statements as presented.
Attachment 6 CARRIED
- 2.13. Moved by Kevin Jones that the SLS Board approve Policy D.5: Systems Administrator as presented.
Attachment 7 CARRIED
- 2.14. Moved by Norm Gerestein that the SLS Board approve Policy D.14: Library Clerk as presented.
Attachment 8 CARRIED
- 2.15. Moved by Celina Symmonds that Policy B.9: Committee Mandates: Finance & Personnel Committee Mandate be brought back to the March 18, 2015 meeting. CARRIED

- 2.16. Moved by Rose Sanchez that the SLS Board approve the Amended 2015 Budget to the SLS Board for approval as presented.
Attachment 9 CARRIED
- 2.17. Moved by Marj Moncrieff that the SLS Board approve the purchase of a Wireless Access Point for the Rolling Hills Library, which should have been provided to the library when they joined Shortgrass Library System as presented.
Attachment 10 CARRIED
- 2.18. Moved by Yoko Fujimoto that the SLS Board approve the upgrade of the Shortgrass Supernet bandwidth as presented.
Attachment 11 CARRIED
- 2.19. Moved by Marj Moncrieff that the SLS Board approve Policy B.12: Board Expenses and Policy C.23: Travel Policy as presented.
Attachment 12 CARRIED
- 2.20. Moved by Norm Gerestein that the SLS Board approve the 2015 Annual Survey and the 2014 Annual Report of Public Library Systems as required by Alberta Municipal Affairs. CARRIED
- 2.21. Moved by Craig Widmer that the SLS Board approve the 2014 Annual Report of the Graham Community Library as required by Alberta Municipal Affairs. CARRIED
- 2.22. Moved by Celina Symmonds that the SLS Board allow the CEO to proceed with replacing the headquarters roof with the 2-ply torch-on material, up to a total cost of \$100,000.00. As well, the CEO will investigate the costs of having solar panels installed at the same time as the roof replacement. CARRIED

3. Information

- 3.1. Board Chair Report – Dwight Kilpatrick
- Nothing to report
- 3.2. Moved by Kevin Jones that the SLS Board receive the CEO Report for information.
Attachment 13 CARRIED
- 3.3. Moved by Celina Symmonds that the SLS Board receive the Manager, Library Technology Services Report for information.
Attachment 14 CARRIED
- 3.4. Moved by Marj Moncrieff that the SLS Board receive the Shared Intern Report for information.
Attachment 15 CARRIED
- 3.5. Moved by Ernest Mudie that the SLS Board receive the Library Managers Meeting Minutes from November 17, 2014 & January 19, 2015 for information.
Attachment 16 CARRIED

- 3.6. Moved by Marj Moncrieff that the SLS Board receive the Letter from the Auditors – Audit Service Plan for information.

Attachment 17

CARRIED

The meeting was adjourned at 2:05 p.m. by Marj Moncrieff.

Next Programs & Services Meeting:

March 18, 2015

12:30 p.m. luncheon

1:00 p.m. meeting

Shortgrass Library System Boardroom

VC Locations as requested

Next Finance & Personnel Meeting:

March 18, 2015

3:00 p.m. meeting

Shortgrass Library System Boardroom

VC Locations as requested

Next Board Meeting:

April 15, 2015

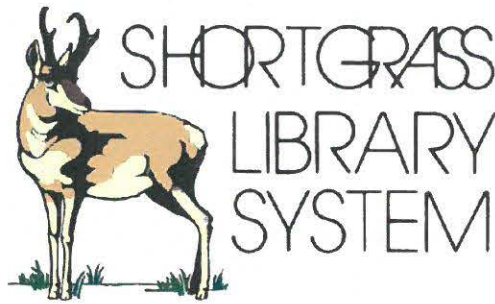
12:30 p.m. luncheon

1:00 p.m. meeting

Auditor Presentation

Shortgrass Library System Boardroom

VC Locations as requested



MINUTES

Board Meeting of March 18, 2015

Trustees Present: Dwight Kilpatrick, Yoko Fujimoto, Marjorie Moncrieff, Kevin Jones, Shannyn Creary, Norm Gerestein, Rose Sanchez

Trustees Absent With Regrets: Celina Symonds, Kelly Christman, Craig Widmer, Ernest Mudie, Brent Burton

Date & Time: Wednesday, March 18, 2015 at 1:00 p.m.

Location: Shortgrass Library System
Video Conference from Brooks Public Library

1. The meeting was called to order at 1:05 p.m. by Dwight Kilpatrick

1.1. Moved by Marj Moncrieff that the SLS Board approve the agenda as presented. CARRIED

1.2. Presentation by Marcus Campbell of Terralta Inc. and Jason Atkinson of ENMAX Energy.

1.3. Moved by Rose Sanchez that the SLS Board approve the February 18, 2015 Board Meeting Minutes as presented. CARRIED

2. Action:

2.1. Moved by Marj Moncrieff that the SLS Board approve the December 2014 and January 2015 Financial Statements as presented.

Attachment 1

CARRIED

2.2. Moved by Rose Sanchez that the SLS Board approve that a structural review of the building be completed, through Terralta Inc., to determine the weight limit of the roof, in preparation for the installation of solar panels. CARRIED

Moved by Marj Moncrieff that the SLS Board approve the installation of solar panels, dependent on the structural review of the building, to a maximum amount of 50kw, to be installed by Terralta Inc.

Attachment 2

CARRIED

2.3. Moved by Norm Gerestein that the SLS Board approve updated Policy B.2: Board Governance as amended.

- 2.4. Moved by Shannyn Creary that the SLS Board approve updated Policy B.3: Board of Trustees as presented.

Attachment 4

CARRIED

- 2.5. Moved by Yoko Fujimoto that the SLS Board approve updated Policy B.8: Bylaws: Procedural as amended.

Attachment 5

CARRIED

- 2.6. Moved by Kevin Jones that the SLS Board approve Policy B.9: Committee Mandates: Finance and Personnel Committee Mandate for deletion.

CARRIED

- 2.7. Moved by Marj Moncrieff that the SLS Board approve Policy B.11: Committee Mandates: Programs and Services Committee Mandate for deletion.

CARRIED

- 2.8. Moved by Norm Gerestein that the SLS Board approve reviewed Policy B.13: Committee Reports as presented.

Attachment 6

CARRIED

- 2.9. Moved by Kevin Jones that the SLS Board approve reviewed Policy B.15: Honorarium as presented.

Attachment 7

CARRIED

- 2.10. Moved by Marj Moncrieff that the SLS Board approve Policy B.16: Orientation of New Board Members as presented.

Attachment 8

CARRIED

- 2.11. Moved by Rose Sanchez that the SLS Board approve Policy F.4: Cheque and Invoice Review and Signing as presented.

Attachment 9

CARRIED

- 2.12. Moved by Shannyn Creary that the SLS Board receive the 2015 Calendar of Meetings for information as presented.

Attachment 10

CARRIED

Shannyn Creary left the meeting at 2:50 p.m.

3. Information

- 3.1. Moved by Yoko Fujimoto that the Information Items be received by the SLS Board.

- Board Chair Report – Dwight Kilpatrick
 - Nothing to report
- CEO Report – Petra Mauerhoff
 - Attachment 11*
- Manager, Library Technology Report – Chris Field
 - Attachment 12*
- Shared Intern Report - Emma Stewart
 - Attachment 13*

- Letter from the Medicine Hat Food Bank
Attachment 14
- 2015 Charter Bus to ALC in Jasper Update

CARRIED

The meeting was adjourned at 2:55 p.m. by Norm Gerestein.

Next Board Meeting:

April 15, 2015

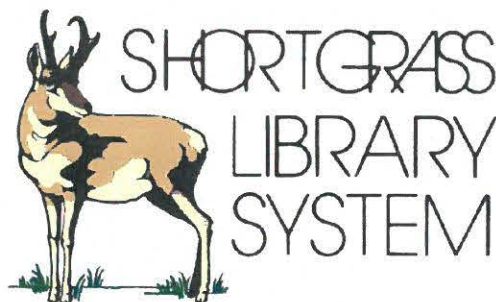
12:30 p.m. luncheon

1:00 p.m. meeting

Presentation of 2014 Audited Financial Statements from Audit Team

Shortgrass Library System Boardroom

VC Locations as requested



DW
Blue Lining
May 25, 2015

MINUTES

Board Meeting of April 15, 2015

Trustees Present: Dwight Kilpatrick, Kelly Christman, Craig Widmer, Yoko Fujimoto, Kevin Jones, Shannyn Creary, Ernest Mudie, Rose Sanchez

Trustees Absent Celina Symmonds, Marjorie Moncrieff, Norm Gerestein
With Regrets:

Trustees Absent: Brent Burton

Date & Time: Wednesday, April 15, 2015 at 1:00 p.m.

Location: Shortgrass Library System
Video Conference from Brooks Public Library

1. The meeting was called to order at 1:04 p.m. by Dwight Kilpatrick.

1.1. Moved by Kevin Jones that the SLS Board approve the agenda as presented. CARRIED

1.2. Moved by Ernest Mudie that the SLS Board approve the March 18, 2015 Board Meeting Minutes as presented. CARRIED

2. Action:

2.1. Mr. Rob Belau and Mr. Justin Beck, from Meyers Norris Penny, were present to review the 2014 Draft Audited Financial Statement and to answer any questions.

Moved by Ernest Mudie that the SLS Board move to in-camera to meet with the auditors at 1:34 p.m. CARRIED

Moved by Yoko Fujimoto that the SLS Board move from in-camera to the open Board meeting at 1:44 p.m. CARRIED

Moved by Craig Widmer that the SLS Board approve the 2014 Draft Audited Financial Statement as presented. CARRIED
Attachment 1

- 2.2. Moved by Ernest Mudie that the SLS Board approve the February and March 2015 Financial Statements as presented.

Attachment 2

CARRIED

- 2.3. Moved by Kelly Christman that the SLS Board approve the purchase of a new firewall, through Intelica, to allow Shortgrass to take full advantage of the SuperNet bandwidth upgrade provided by Public Library Services Branch, with unrestricted funds.

Attachment 3

CARRIED

- 2.4. Moved by Craig Widmer that the SLS Board approve updated Policy A.2: Shortgrass Library System Standing Committees as amended.

Attachment 4

CARRIED

- 2.5. Moved by Ernest Mudie that the SLS Board approve reviewed Policy F.1: Backup of Financial Data as amended.

Attachment 5

CARRIED

- 2.6. Moved by Yoko Fujimoto that the SLS Board approve reviewed Policy F.2: Capital Equipment as presented.

Attachment 6

CARRIED

- 2.7. Moved by Rose Sanchez that the SLS Board approve reviewed Policy F.3: Capital Expenditures as presented.

Attachment 7

CARRIED

- 2.8. Moved by Shannyn Creary that the SLS Board approve updated Policy F.8: Management of System Revenues as presented.

Attachment 8

CARRIED

- 2.9. Moved by Kevin Jones that the SLS Board approve reviewed Policy F.9: Petty Cash as presented.

Attachment 9

CARRIED

- 2.10. Moved by Craig Widmer that the SLS Board approve the hiring of a roofing company, based on the least expensive quote provided, to be scheduled by the CEO at the earliest opportunity.

Attachment 10

CARRIED

- 2.11. Moved by Kelly Christman that the SLS Board approve moving \$500,000.00 from unrestricted funds into restricted funds.

CARRIED

3. Information

- 3.1. Moved by Kevin Jones that the Information Items be received by the SLS Board.

- Board Chair Report – Dwight Kilpatrick
 - o Nothing to report

- CEO Report – Petra Mauerhoff

Attachment 11

- Manager, Library Technology Report – Chris Field

Attachment 12

- Shared Intern Report - Emma Stewart
Attachment 13
- Library Manager Meeting Minutes
Attachment 14
- Solar Panel Agreement
Attachment 15
- RISE Financial Statements
Attachment 16
- Infrastructure Brief sent to MLA Blake Pedersen
Attachment 17
- Letter of Support for MHPL Enabling Accessibility Grant
Attachment 18
- Public Library Network Update
Attachment 1

CARRIED

The meeting was adjourned at 2:50 p.m. by Yoko Fujimoto.

Next Board Meeting:

May 20, 2015

12:30 p.m. luncheon

1:00 p.m. meeting

Shortgrass Library System Boardroom

VC Locations as requested

CYPRESS VIEW FOUNDATION
MONTHLY BOARD MEETING MINUTES
April 23, 2015
9:00 a.m.

In attendance:

- | | |
|--------------------------|---------------------------------------|
| • Jim Steinke | Representing the Town of Redcliff |
| • Chere Brown | Representing the Town of Redcliff |
| • Jim Turner Vice Chair | Representing the City of Medicine Hat |
| • Julie Friesen | Representing the City of Medicine Hat |
| • Art Squire Board Chair | Representing Cypress County |
| • Dan Hamilton | Representing Cypress County |
| • Rita Fisher | Chief Administrative Officer |
| • Crystal McPherson | Administrative Assistant |

1. Art Squire called meeting to order at 9:03 a.m.
2. Dan Hamilton moved to approve agenda with addition 5.4 Resident Approval.
Carried
3. Jim Steinke moved to approve the monthly meeting minutes dated March 12, 2015 with amendment of 4.2 (b) Financial Committee.
Carried
4. Old Business
4.1 By-laws – Draft:
Jim Turner moved to approve by-laws as presented.
Carried
5. New Business
5.1 Annual Review -Fees:
Lodge 1.) Direction given to Rita to research.
 - a.) Sliding scale for maximum rent
 - b.) Possibility of Cypress View Foundation providing Blue Cross for residents.
 - c.) Costs of electricity for charging motorized scooters, wheel chairs etc.
 - d.) Adequate insurance for motorized scooters, wheel chairs etc.2.) Porterage - \$60.00 for 1 week service. Service extended upon Home Care Direction.
3.) Employees moving residents within facility \$150.00
4.) NSF cheques – Fee as per bank rate
5.) Supportive Living Level 3 Maximum monthly fee \$1,839.00

Jim Turner moved to approve fee updates as per direction from the Board of Directors.

Carried

5.2 Stampede Parade- Float:

Direction was given to Rita research liabilities, cost, interest etc. in regards to putting a float into the Stampede Parade scheduled for July 2015



5.3 Policies:

Jim Steinke moved to approve following policies –

H-7 Workplace Safety

H-9 Workplace Violence

H-50 Accident & Incident: Reporting & Investigation

H-70 Hazard & Risk Assessment

H-80 Confined Space – with Amendment

H-90 Working Alone

Carried

5.4 Resident Approval:

Jim Steinke moved to approve an applicant, unable to pay the basic rent, as a resident of the Cypress View Foundation lodge.

Carried

6. Reports –

6.1 Financials:

Julie Friesen moved to approve financial reports as presented.

Carried

6.2 Building Supervisor: No Report

6.3 Hospitality:

6.4 CAO:

Julie Friesen moved to approve reports as presented.

Carried

7. Next meeting dates: May 28, 2015 9:00 a.m.

8. Adjournment: Meeting was adjourned at 11:10 p.m.



REDCLIFF PUBLIC LIBRARY BOARD

Minutes

March 31st, 2015 7:00 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Matt Stroh, Lana Kuystermans, Dianne Smith, Jim Steinke, Valarie Westers

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Brian Pattison, Mark Adcock, Robin Corry

Call to order: 7:00 pm

Shortgrass Library System presentation – Petra Mauerhoff did a presentation on the services and benefits of the library system.

Additions/Deletions to Agenda: - Add raffle tickets to the FRPL report & add logo to the new business.

Approval of Agenda: Dianne moved to approve the agenda as amended. All in favor. Carried.

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

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

Financial Statements for February For information only: Matt moved for information only. All in favor. Carried.

Library Manager's Report: Attached. Catharine moved to approve for information only. All in favor. Carried.

Correspondence: - Shortgrass Clippings

Policies Report: - The committee has met and the 'Paid At Home Policy' is being created and should be ready for discussion at the next meeting.

Financial Report: - Tammy Grue came to discuss the capital assets on the Balance Sheet. In 2009 we started expensing capital items but the previous purchases were never dealt with such as the depreciation value. Val made a motion to remove the capital assets off the books to be consistent with the current practice of expensing the items. Catharine 2nd. All in favor. Carried.

Personnel Report: - Nothing to report

Needs Assessment Review: Nothing to report

Friends of the Library (FRPL): Silent auction update – the retail value of items donated currently exceeds \$2700.00. April 16th the items will be available for viewing and bidding in the meeting room with final bidding taking place on April 17th at the Redcliff Volunteer Appreciation Banquet. Secure Energy wants to

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JUN 02 2015
TOWN OF REDCLIFF

make a donation to either the silent auction or just a cash donation towards the shelving. It was suggested we ask them for just a cash donation towards the shelving.

The FRPL raffle tickets are available for sale. Tickets are 3/\$5 or 1/\$2 and the prizes are a night at the Elkwater Lake Lodge, a Redcliff Pharmasave gift certificate, a Redcliff Home Hardware gift certificate, and a ½ hour massage at Silver Sage Massage. Draw date is June 20th at the Redcliff Legion Memorial Park during Redcliff Days.

Board Member Recruitment: - Nothing to report.

Ongoing Maintenance Projects: The humidifier still has not been replaced.

The front doors are sagging again, Barry has been made aware of the problem but until they are fixed the doors do not catch and lock on their own once the doors are in the locked position. We are also still waiting for approval from the Town on using Vis Electric to install 2 electrical outlets in the meeting room. Vis Electric has offered to volunteer their time and services for the installation.

Old & Unfinished Business: - Discussions on the new logo have been tabled until the next meeting.


New Business: - Matt and Lana both attended the South Eastern Board Leadership workshop and expressed how important it will be for the other board members to attend when the workshop is held again next year. The 2015 RPL survey results are in. Although the '5's' (completely satisfied) have decreased on 7 of the questions, the '4's' (very satisfied) have increased on those questions. Judging from the responses it seems that the patrons are very satisfied with our service we provide. Tracy will make an effort to purchase the books that were requested on the surveys.

ALTA (Alberta Library Trustees Association) Report: - There was a teleconference meeting with the ALTA Board Members last week and two of the items discussed became the major focus of the meeting. The first being that ALTA has received a request to look into supplying benefits to the smaller libraries and the second is a request that ALTA help work with libraries and their policy writing.


Next Regular meeting: April 28th, 2015 @ 7:30 pm.

Jim moved for adjournment at 9:00 pm.

Secretary


Tracy Weinrauch

Chair


Brian Lowery

Librarian's Report

Circulation for February was 2899 books, 30 children's audios & kits, 18 Blu-rays, 625 DVDs, 109 talking books, 82 CD's, 251 magazines, and 241 Overdrive checkouts.

FEBRUARY STATS

	ADULT	CHILD	A/V	PERIODICALS	TOTAL	TO DATE	OVERDRIVE
2015	1872	1027	864	251	4014	7452	241
2014	1589	1355	825	282	4051	8474	243
						-1022	

COMPUTER USAGE

All Internet computers

February had 578 half hour sessions (An average of 21 per day) and 339 Wi-Fi sessions.

As of March 27th, 2015 we have taken in \$798.00 in membership fees.

We have a genealogy training session scheduled for May 6th @ 10:00 using our free database Ancestry.ca. Emma from Shortgrass will be providing the training for patrons free of charge. We also have another free eReader session on May 19th @ 10:00, with Emma instructing this session as well.

Our 'Buy A Book' fundraiser is becoming quite a hit. The CHAT TV news crew were here to do a short piece on both of our fundraisers. With a cash donation to the library we will purchase a book and put the donors name on a label inside the front cover. A preferred donation is \$20.00, however we will accept any amount. The bookworm has made a home on our wall and as the funds are raised he will grow to show patrons how much we have collected to date. Currently, we are sitting Just above \$800.00.

On March 21st I presented a session at the Southern Alberta Library Conference on our LEGO @ the Library program with Diane MacNaughton. I really good feedback on the presentation and a few other Southern Alberta libraries are eager to get their programs started.

We received our cheque from CF Industries for the AED machine. I will be purchasing that in April.

I had planned on bringing back the SLS stats to this meeting for discussion but ran out of time to work on the comparison chart. I will have it ready for the next meeting.

The funding increase to libraries with the latest budget will result in us receiving an increase in our provincial funding of approximately \$3000.00.

Catharine and I have been working on the social media maintenance and Redcliff Public Library is now on Pinterest! You can also find us on Facebook & Twitter for those of you who aren't following us yet.



REDCLIFF PUBLIC LIBRARY BOARD

Minutes

April 28th, 2015 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Matt Stroh, Lana Kuystermans, Dianne Smith, Valarie Westers, Brian Pattison, Mark Adcock, Robin Corry

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Jim Steinke

Call to order: 7:30 pm

Additions/Deletions to Agenda: - Add Employee Policy & Paid At Home Policy to Policies Report ; add Year End to Financial Report ; add Community Foundations to New Business

Approval of Agenda: Robin moved to approve the agenda as amended. All in favor. Carried.

Approval of Minutes for March meeting: Robin's name was listed twice in the attendance statement, while Mark was missing from it. Val moved to approve the minutes as amended. All in favor. Carried.

Accounts Payable: Moved for information only.

Financial Statements for March For information only: Tracy will update the amounts budgeted for the new capital amounts. Moved for information only.

Library Manager's Report: Attached. Mark moved to approve. Catharine 2nd. All in favor. Carried.

Correspondence:

- Handout – Advocacy: talk about libraries and influence the political process.
- Catharine will email out the link to the new Library Trustees Handbook to all Board Members.

Policies Report

- Tracy is requesting the Personnel/Policy Committees work together in amending Employee Policy to include a disciplinary heading for the formal steps of improving staff behaviour to prevent any issues like we had in the past.
- The Policy Committee presented the first reading of the Paid At Home Policy. It will be brought back to the next meeting for a second reading and more discussion.

Financial Report:

- Dianne made a motion to approve the 2014 Year End Financial Statements as completed by Tammy Grue. Matt 2nd. All in favor. Carried.

Personnel Report:

- -Nothing to report

Needs Assessment Review: - Nothing to report

Friends of the Library (FRPL): Silent auction raised \$1765.00. There was one complaint brought forward that there was no announcement made to signal the end of the auction, however the ending time was posted on each bidding sheet for each item. As well, the same person complained that someone came in at the end

of the auction and bought almost everything up. After some discussion it was noted that if the person doing the last minute bidding had the money to be the successful bidder then all was fair. The person with the complaint did not leave a number to be followed up with, therefore no resolution to the situation can be made. Even after the complaint was brought forward Tracy still felt the event was successful. Minutes from the FRPL March meeting was provided for information only.

Board Member Recruitment: - It was suggested we have a document for new Board Members that states the responsibilities of the library trustees. There is a document on the Town of Redcliff website that already has this information available to Board Members.
<http://bit.ly/1bUPAw5>

Ongoing Maintenance Projects: No humidifier yet. Due to the damage that can be cause to our inventory without a humidifier, Tracy will email Catharine the estimate of our Book Repair and Maintenance expense and the total value of our inventory.

- Barry was in to repair the men's toilet again on April 20.
- Met with Kim Dalton, Director of Community & Protective Services about the library and Town responsibilities for the building. He will be attending one Board Meeting each year, probably in the Fall, just before budgets are created. The Town Maintenance Policy for the library will be available to us soon.
- Catharine made a motion that, at the request of the Board, Tracy get a quote on new front doors for our 2016 budget. Email quote should be sent to Brian Lowery, Board Chairman, or Catharine Richardson, Chairman of the Finance Committee. Val 2nd. All in favor. Carried.

Old & Unfinished Business: - After a discussion about the Shortgrass stats that were presented in a more condensed format, it was decided that although the percentage of residents that have library cards is important, that isn't the only statistic that should be considered when discussing the value of our library to the community. The walk in traffic to use our other services has increased significantly over the past few years and that is also a good indication that our services are needed by the residents.

- There were two suggestions for a new logo and we will have electronic copies of them at the next meeting.

New Business:

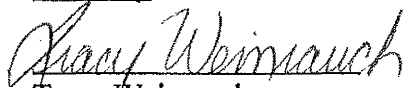
- The Finance Committee has had their first meeting to prepare the 2016 budget. They are waiting for the personnel committee to bring back their request for the next year. While preparing the budget it was decided that we should be putting the front doors on our budget so the situation is resolved to our satisfaction.
- Brian Lowery brought forth some information from the Community Foundation of South Eastern Alberta Endowment Funds. We currently have \$12,500.00 in GIC's and we will probably increase our investments if we go ahead with this, as well we open ourselves up to receiving more donations from people who donate to the Community Foundation. Brian will get more information for the next meeting but it was interesting to note that the Medicine Hat Public Library, Brooks Public Library, and the Redcliff Museum all have endowment funds through CFSEA.

ALTA (Alberta Library Trustees Association) Report: - Nothing to report.

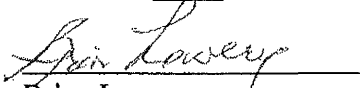
Next Regular meeting: May 26th, 2015 @ 7:30 pm.

Mark moved for adjournment at 8:46 pm.

Secretary


Tracy Weinrauch

Chair


Brian Lowery

Librarian's Report

Circulation for March was 3117 books, 23 children's audios & kits, 30 Blu-rays, 655 DVDs, 99 talking books, 76 CD's, 332 magazines, and 251 Overdrive checkouts.

MARCH STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2015	1594	1523	884	332	4333	11785	251
2014	2162	1648	983	354	5147	<u>13621</u>	<u>239</u>
						-1836	12

COMPUTER USAGE

All Internet computers

March had 517 half hour sessions (An average of 17 per day) and 298 Wi-Fi sessions.

As of April 20th, 2015 we have taken in \$986.30 in membership fees.

Buy-A-Book fundraiser is now \$1,163.00. Donation box at the circulation desk over the past few years has been quite profitable. 2012 = \$380.45 ; 2013 = \$422.19 ; 2014 = \$624.35

LEGO @ the Library wrapped up on April 18th. We had a total of 410 people attend the program. It will return October 3rd.

Plans are starting for the Summer Reading Program. Early bird registration starts May 19th. David and Lena will be running the program again this year. Program runs June 29th – Aug 20th. Boston Pizza has stepped forward to be a sponsor for us this year to help with a craft day and contribute to the goody bags the children receive at the end of the program. The Mavericks are on board to come out and visit the kids again this year. Our application for the Canada Summer Jobs Grant has been approved again this year.

I will be away on holidays May 12th – 19th.

Catharine and I will be leaving for the Jasper to the Alberta Library Conference on Thursday, April 30th.

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
June 1, 2015 at 7:00 pm

PRESENT:

Chairman	Jeff Wilson
Community Services	Kim Dalton
Members at Large	Christina McNeil
	Karen Worrell
	Mayor Ernie Reimer

ABSENT WITH REGRETS:

Chuck Henson

1. GENERAL

Call to Order:

A) Meeting called to order at 7:05 pm.

Adoption of the Agenda

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

2. MINUTES

Board meeting held November 3, 2014

A) C. McNeil moved that the minutes of the Redcliff and District Recreation Services Board meeting held March 16th, 2015 be adopted as presented. – Carried.

3. DELEGATION - None

4. DIRECTORS REPORT

C. McNeil moved that the Directors Report be received as information. Carried

5. OLD BUSINESS

Off Leash Area
Recreation Master Plan
Open House

A) Received as information
B) E. Reimer moved that Redcliff and District Recreation Services Board would host the Recreation Master Plan open house on July 13th 2015.

6. NEW BUSINESS

2015 Aquatic Centre
2015 Summer Social
Programming
Amendment to Land Use Bylaw
(Recreation Signage)

A) Received as information
B) Received as information
C) C. McNeil moved that Redcliff and District Recreation Services Board would recommend to Council to consider amending Bylaw No. 1698 / 2011, Land Use Bylaw to allow for sponsorship and advertising signage to be placed / affixed to fences & buildings in public indoor and outdoor facilities.

Redcliff Days

D) Received as information

Canada 150 Fund

E) Discussed grant options and Director Dalton will try to locate

prior facility assessment conducted on Redcliff Municipal facilities to assist in grant application.

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

Next Meeting

8. DATE OF NEXT MEETING- July 13th, 2015 Open House

Adjournment

9. ADJOURNMENT

E. Reimer moved to adjourn the meeting at 8:04 pm.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 9, 2015

PROPOSED BY: Municipal Manager

TOPIC: Procedure Bylaw Amendments

PROPOSAL: Inclusion of communication protocol with litigants

BACKGROUND:

On multiple occasions the Municipal Manager has been asked by various Council Members regarding the proper conduct and/or process in relation to appropriate communications between municipal officials and litigants.

Administration has researched the topic and suggests that including a section called "Communications with Litigants" in the municipality's procedural bylaw would be an efficient way to move forward.

The added new section (which is section 93-95) and specified definitions should be sufficient to outline a clear process for municipal officials to follow as well as provide relevancy to both direct and indirect communications with and from litigants (see Section 95).

From a risk management perspective communications with litigants should be minimized with municipal officials as much as possible and be appropriately referred to both parties' legal representation.

POLICY/LEGISLATION:

The Municipal Government Act provides the municipal council with the authority to pass bylaws in relation to the procedure and conduct of council. See the following excerpt:

Bylaws - council and council committees

145 A council may pass bylaws in relation to the following:

- (a) the establishment and functions of council committees and other bodies;
- (b) the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council.

1994 cM-26.1 s145

STRATEGIC PRIORITIES:

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

ATTACHMENTS: Draft bylaw with proposed amendments.

OPTIONS:

1. Give first reading to Bylaw 1804/2015.

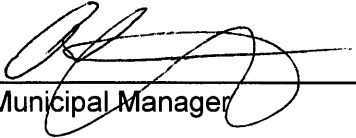
RECOMMENDATION:

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1804/2015 be given first reading.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. **2015**.

BYLAW NO. ~~1781/2014~~1804/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS.

This Bylaw shall be known as the "Town of Redcliff Procedural Bylaw."

WHEREAS, pursuant to the provisions of the *Municipal Government Act* and amendments thereto, Council may pass bylaws in relation to the procedure of Council and Council Committees and the conduct of Councillors;

AND WHEREAS, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open and transparent government.

NOW THEREFORE THE MUNICIPAL CORPORATION OF REDCLIFF, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:

INTERPRETATION AND DEFINITIONS

1. In this bylaw:

- a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b) "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- c) "Administration" means the employees of the Town of Redcliff;

d) "Councillor" means a member of Council including the Mayor;

~~e) f)~~ d.1) "Claim" means a Statement of Claim or similar document filed in the Provincial Court of Alberta, Court of Queen's Bench of Alberta or Court of Appeal of Alberta, a Workers Compensation Board Claim, or Union Grievance Claim which names the Municipality as a Respondent or Defendant and seeks the recovery of damages or other sums of money or equitable remedies from the Municipality.

~~e) f)~~ f) "Inaugural Meeting" means the first organizational meeting after a general municipal election;

~~f) g)~~ g) "In Camera" means a meeting or a portion of a meeting at which only Councillors and other persons specified by Council may attend;

~~g) h)~~ h) "Informal Petition" means a petition received that does not meet the requirements of the *Act*;

~~h) i)~~ i) "Legally Binding Petition" means a petition that meets all the applicable requirements of the *Act*;

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h)j) "Mayor" shall mean the chief elected official;

j)k) "Municipal Manager" shall mean the person duly appointed as the Chief Administrative Officer, or the designate of the Municipal Manager;

l) "non-statutory public hearing" means a meeting of Council at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing;

k)m) "person" includes a corporation and its shareholders, directors and the heirs, executors, administrators or other legal representatives of a person;

h)n) "point of order" means a demand by a Councillor that the Presiding Officer enforce the rules of procedure;

m)o) "point of privilege" means a request made to the Presiding Officer by a Councillor on any matter related to the rights and privileges of Councillor's and includes:

- i. the comfort of Councillors'
- ii. the conduct of Town employees or members of the public in attendance at the meeting;
- iii. the accuracy of the reports of Council's proceedings; and
- iv. the reputation of Council and Councillors;

m)p) "postpone" means to delay the consideration of any matter, either:

- i. to later in the meeting;
- ii. to a specified time and/or date;
- iii. until the occurrence of an event; or
- iv. indefinitely;

o)q) "Presiding Officer" shall mean the Mayor, Deputy Mayor, or other person who has the authority to preside over a meeting;

p)r) "public hearing" means a meeting or portion of a meeting that Council is required to hold under the Act or another enactment, for the primary purpose of hearing submissions;

q)s) "recess" means to take a break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;

r)t) "reconsider" means to consider a motion again at the same meeting the original motion was made;

s)u) "refer" means to send a pending motion or agenda item to Administration or a Council Committee for investigation and report;

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~~t)v)~~ “rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;

~~u)w)~~ “table” means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table;

~~v)x)~~ “withdrawn” means to take off the table a motion that was made prior to a vote on the motion.

APPLICATION

2. This bylaw shall apply to all meetings of Council and Council Committees as identified.
3. To the extent that a matter is not dealt with in the *Act* or this bylaw, Council shall have regard to *Robert’s Rules of Order Newly Revised*.
4. The precedence of the rules governing the procedures of Council is:
 - a) The *Act*;
 - b) other provincial legislation;
 - c) this bylaw; and
 - d) *Robert’s Rules of Order Newly Revised*.
5. Council may waive all or part of the provisions of this bylaw for a meeting, if Council votes unanimously to do so by a motion to suspend the rules. This motion is only in order if it does not conflict with the laws of the Government of Canada or the laws of the Government of Alberta and specifically the *Act*.

ORGANIZATIONAL MEETING

6. Council shall hold an organizational meeting not later than two weeks after the third Monday in October of each year.
7. At the organizational meeting, Council may establish by resolution for the forthcoming year:
 - a) The roster for each Councillor to act as Deputy Mayor.
 - b) Appointments to Boards and Committees.
 - c) The seating arrangements of Council.
 - d) In addition to the above, at the Inaugural Meeting, the first order of business shall be the administration of the oath of office and the introduction of the Mayor and Councillors for the Council Session followed by the setting of the dates, times of commencement, and locations of regular Council meetings. If a scheduled meeting of Council falls on a holiday as defined in the current Collective Agreement, the meeting shall be held on the next day not being a holiday.

MEETINGS

8. A quorum of Council shall be the majority of those members elected and serving on Council, including the Mayor.
9. In the case that neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed, the next Deputy Mayor scheduled in the roster shall preside over the meeting as the Presiding Officer until the arrival of the Mayor or Deputy Mayor.
10. If there are changes to the date and time of regular Council meetings, the municipality must give at least twenty-four (24) hours notice of the change to all members not present at the meeting at which the change was made and post the notice in a public office. Posting a public notice on the board at Town Hall and on the Town's website constitutes sufficient notice to the public. Notice by electronic communications constitutes sufficient notice to all members of Council.
11. Adoption of the minutes of the previous meeting(s) shall immediately follow the adoption of the agenda except if there are presentations and/or Public Hearings. Councillors shall have the opportunity to note errors and omissions at that time. Clerical, typographical, grammatical errors in adopted minutes may be corrected by the Manager of Legislative and Land Services.
12. Special Meetings of Council may be called according to the provisions of the *Municipal Government Act*. Notice to the members of Council and the public for Special Meetings will follow the same guideline as in Section 10.

LOSS OF QUORUM

13. If there is not a quorum within 30 minutes after the time set for the meeting, the Manager of Legislative and Land Services will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting, unless a special meeting is duly called in the intervening time period.
14. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum, the loss of quorum resulting from:
 - a) the declaration of a pecuniary interest or conflict of interest; or
 - b) from a Councillor or the Mayor not being present for all or part of a public hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
15. If a quorum is lost for any reason other than those aforementioned in Section 14, the meeting is at an end.

TIME OF ADJOURNMENT

16. On the day of a Council meeting, Town Council shall adjourn at 11:00 p.m. in the evening if

in session at that hour, unless otherwise determined by a unanimous vote of the Councillors present.

17. When it is necessary to continue the meeting beyond 11:00 p.m., Council will decide one of the following:
- a) to extend the time of the meeting;
 - b) to reconvene the meeting the following day;
 - c) to call a special meeting of Council on a specified day to attend to the unfinished business; or
 - d) to add the unfinished orders of business to the next regular Council meeting agenda;

by resolution passed unanimously by the Councillors present.

18. The Mayor or Presiding Officer, or Council by a majority vote, may cause the meeting to be recessed indicating the nature and expected duration of the recess.

MEETING THROUGH ELECTRONIC COMMUNICATIONS

19. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through a personal computer; or other means as technology advances.
20. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year.
21. A Council member shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is held is equipped in a manner such that enables all Council members participating in the meeting and the public to watch or hear one another.
22. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.
23. The Mayor or Presiding Officer shall announce to those in attendance at the meeting that a Council member is attending the meeting by means of electronic communications.
24. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

PREPARATION OF AGENDAS

25. The agenda for each regular or special meeting of Council shall be prepared by the Manager of Legislative and Land Services in consultation with the Municipal Manager and

the Mayor or Presiding Officer. This consultation is for the purposes of identifying administrative recommendations and information as well as preparing the Mayor or Presiding Officer to chair the upcoming meeting. Access to Council is dealt with in Sections 27 and 32-39.

26. The Manager of Legislative and Land Services shall endeavour to forward agendas and all pertinent supporting information to each member of Council by 12:00 p.m. on the Friday preceding the meeting as outlined in Policy 37.
27. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the Municipal Manager not later than 12:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Municipal Manager to enable the Council to deal with the matter.
28. Any item of business from the same individual or group that Council has dealt with in a final manner previously shall only be permitted to be placed on the agenda within six (6) months of the original decision with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, the item of business cannot be considered until after six (6) months following the original decision.
29. Any late submissions to the agenda after the agenda has been established will require justification for the urgent nature of the late submission and will require the Municipal Manager's approval.
30. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described above in Sections 26, 28, and 29 or as a modification to the agenda approved by a vote at the meeting.
31. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:
 1. General
 - A. Call to order
 - B. Adoption of Agenda
 - C. Accounts Payable
 - D. Bank Summary
 2. Delegations
 3. Minutes
 - A. Council
 - B. Other
 4. Bylaws
 5. Requests for Decision
 6. Policies
 7. Correspondence
 8. Other
 9. Recess

- 10. In Camera (if necessary)
- 11. Adjournment

PRESENTATIONS

- 32. Presentations may be made by Council to individuals or groups.
- 33. Individuals or groups may request an appointment for the purposes of making a presentation to be heard by Council as a delegation.
- 34. Delegates must submit a request in writing for an appointment with Council to the Municipal Manager. All delegates are required to provide written documentation to the Municipal Manager which clearly outlines the nature of their business for inclusion in the Agenda Package. All documentation is to be submitted not less than seven (7) working days in advance of the regular Council meeting date. A presentation request shall not be confirmed as being on a meeting agenda until the agenda has been reviewed by the Municipal Manager and Mayor, or their designates.
- 35. The Municipal Manager will review the request in consultation with any affected departments and may:
 - a) Add the appointment to the next regular Council meeting agenda; or
 - b) Add the appointment to a future regular Council meeting agenda if:
 - i. requested by the individual or group making the request; or
 - ii. Administration requires more time to properly investigate and report on the matter.
- 36. Delegations shall be granted a maximum of ten (10) minutes to present the matter outlined in their written request. Where the Mayor or Presiding Officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or Presiding Officer.
- 37. Delegates requesting reappearance on a specific matter shall only be permitted to do so within six (6) months of the original appointment with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, delegates cannot request reappearance until after six (6) months following the original appointment.
- 38. In questioning presenters or delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject of the appointment and will avoid repetition of questions. Likewise, presenters and delegates speaking to a subject will be restricted to speaking on the subject of the appointment. The Municipal Manager may provide clarification on items presented for information purposes prior to the questioning of presenters or delegates by Councillors.
- 39. The presentation by a delegation may only be:
 - a) received as information without debate;

- b) referred without debate to the Municipal Manager for a report; or
- c) debated if a resolution is passed by a 2/3 majority vote, to allow a motion to be made without notice.

CONDUCT OF A COUNCIL MEETING

41. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same motion, having due regard to the importance of the matter.
42. A motion submitted to Council does not require a seconder.
43. After a motion is accepted by the Mayor or Presiding Officer, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a vote is taken or an amendment is made. A Councillor may ask questions of the Administration or other Councillors on any motion or amendment to a motion.
44. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
- a) a motion to refer the main question to another person or group for consideration;
 - b) a motion to amend the main question;
 - c) a motion to table the main question;
 - d) a motion to postpone the main question to a future time;
 - e) a motion to adjourn the meeting, provided that a motion tabled shall not be debated except as to the time the matter shall again be considered.
45. A motion to reconsider a motion shall:
- a) only be made at the same meeting the motion was decided;
 - b) only be made by a member who voted with the prevailing side on the motion involved;
 - c) not be proposed more than once at any one meeting of Council;
 - d) be decided by a majority of the members of Council present; and,
 - e) not be allowed on a motion of adjournment.
46. A motion to rescind or amend a previous motion of Council may:
- a) be made by a member of Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 - 1. a vote of 2/3 of the members of Council when the motion is without notice; and
 - 2. a simple majority of the members of Council present when notice has been given. Notice shall be inclusion of the item on an agenda delivered to the members of Council before the meeting, and

- b) the previous motion has not been acted upon to the extent that the Town has undertaken or become subject to any liability or obligation, or
 - c) was not a motion for a reading of a bylaw.
47. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
48. A bylaw shall not be given more than two readings at one meeting unless Council members in attendance agree unanimously that the bylaw may be presented for third reading at the same meeting at which it received the first two readings.
49. Any request for a recorded vote as per the *Municipal Government Act* shall be brought to the Mayor or Presiding Officer's attention prior to the actual call for the vote.
50. The Municipal Manager or his/her delegate shall repeat all motions before the motion is debated or put to a vote.
51. The Mayor or Presiding Officer shall reference all motions before they are debated or voted upon.
52. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
53. The Mayor or Presiding Officer may participate in debate on any matter before Council without relinquishing the chair.
54. The Mayor or Presiding Officer may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
55. After the Mayor or Presiding Officer has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
56. Voting on all motions shall be done by clearly raising one hand so that the Mayor or Presiding Officer may easily count them. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, he shall declare whether it was "carried"-or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before Council. If the vote results in a tie, the motion will be considered defeated.
57. When a Councillor wishes to leave the Council Chambers while a meeting of Council is in progress:
- a) the Councillor shall await acknowledgement of the Mayor or Presiding Officer before

- leaving; and
- b) the time of the Councillor's departure and return shall be recorded in the minutes.

58. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this timeframe the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.
59. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
60. When the Mayor or Presiding Officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.
61. When a Council member has been warned about breaches of order but continues to engage in them, the Mayor or Presiding Officer may state their name and declare the offence. The Recording Secretary must note the offence in the minutes.
62. If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Mayor or Presiding Officer may direct that the notation of the offence be removed from the minutes.
63. If the Council member fails or refuses to apologize, then that Council member must immediately leave the Council Chambers and Council must vote on a motion to expel that Council Member. A motion to expel must be decided without debate.
64. If a Council member who has been expelled pursuant to this Section, refuses to leave the Council Chambers, the Mayor or Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member.
65. The Mayor or Presiding Officer may expel members of the public who are present for improper conduct and may follow the guidelines in Section 63 should the member of the public refuse to leave.
66. Council, under authority of the *Act* and the *Freedom of Information and Protection of Privacy Act*, may close all or part of their meetings to the Public by meeting "in camera". No motions may be made when Council is sitting in a closed session except a motion to return to an open session. Generally, the reasons Council may choose or be required to meet "in camera" fall under the categories of Land, Labour, and Legal.
67. Under the *Act*, Councillors are required to keep in confidence matters discussed in an "in camera" session.
68. All minutes of Council meetings shall be recorded in the English language, without note or comment. Electronic voice recordings of meetings of council, council committees, boards,

and commissions are taken for the sole purpose of recording the meeting minutes without note or comment and are thus disposed of in accordance with the Town's current "Disposal of Records Policy."

PETITIONS

69. Legally binding petitions will be submitted to the Municipal Manager and will be processed in accordance with the Act.

70. Informal petitions will be submitted to the Municipal Manager and must:

- a) be printed, typewritten or legibly written;
- b) clearly set out the matter being presented and the request made to Council;
- c) be temperate and respectful;
- d) be signed; and
- e) provide the name and mailing address of the contact person for the petitioners submitting the petition.

71. On receipt of an informal petition, the Municipal Manager may do the following:

- a) include it as an item on the agenda for the next regular Council meeting in full or summary form;
- b) refer it to Administration for a report to Council; or
- c) refer it to Administration for action and/or reply, with a copy of such response being sent to Council.

PUBLIC HEARINGS

72. Public Hearings will be held in conjunction with a Council meeting.

73. Persons interested in speaking at a public hearing may register with the Manager of Legislative and Land Services prior to the public hearing. Names of registered speakers for a public hearing will be released to the public on the Friday preceding the public hearing.

74. Persons interested in providing a written submission may provide the Manager of Legislative and Land Services with their submission prior to 12:00 p.m. of the Wednesday preceding the public hearing. Valid written submissions received will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.

75. Public Hearings will commence, as close as reasonably practicable to the advertised time at a regular Council meeting and will normally be held in the Council Chambers.

76. Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.

77. Council may cancel a public hearing by resolution.

78. On the advice of Administration, and/or should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution.
79. The procedures for the conduct of a non-statutory public hearing shall be the same as those for a statutory public hearing.
80. The Mayor or Presiding Officer shall chair all Public Hearings.
81. Once the Mayor or Presiding Officer has called the Public Hearing to order and identified the matter to be discussed, the Mayor shall review the process to be followed including the expectations relating to public feedback, rules for speaking, timelines and the process for decision making following the public hearing.
82. Administration shall introduce the matter and provide any background material.
83. After Administration has introduced the matter, the Mayor or Presiding Officer shall invite interested parties and members of the public to speak on the matter. The Mayor or Presiding Officer shall call upon those persons who have registered with the Manager of Legislative and Land Services to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. If there is more than one person who wishes to speak, the Mayor or Presiding Officer shall establish the order of speaking.
84. All those who wish to speak to a matter (for or against) may only speak once and shall be limited to ten (10) minutes.
85. The decision of the Mayor or Presiding Officer with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.
86. A delegation of more than one member shall be considered to be one person for the purposes of a Public Hearing and only a spokesperson shall be entitled to speak once only for a limit of ten (10) minutes regardless of the number of members of the delegation who may be present.
87. The Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions must be directed through the chair.
88. Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated, and shows the street address of the person making the submission. All written submissions will be filed with the Manager of Legislative and Land Services.
89. "Adjourn" used in relation to a Public Hearing means to take a short break in the Public Hearing, take a break with the intent of returning to the Public Hearing later in the same meeting, or to adjourn the Public Hearing to another Council meeting.

90. "Close" used in relation to a Public Hearing means to terminate the Public Hearing.
91. When all persons who wish to speak to an issue have been given their opportunity to speak, and all written submissions have been received, the Mayor shall declare the Public Hearing closed.
92. Once closed a Public Hearing may not be reopened. Council may hold a second Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing.

COMMUNICATIONS WITH LITIGANTS

93. Where a Person has filed a Claim or made a demand of payment of sums of money against the Municipality, the following communications protocol shall apply in relation to all communications between the Municipality and that Person:
- a) all communications relating to the Claim or demand shall be through the Municipality's appointed legal counsel, or as otherwise directed by the Municipal Manager;
 - b) all communications (other than in relation to the Claim or demand) shall be as directed by the Municipal Manager;
 - c) the Person shall not appear as a Delegation before Council without prior Council approval, subject to (d) below;
 - d) if the Person has a legal entitlement to appear and make representations before Council (for example, if they have a right to do so because a matter is the subject of a public hearing as prescribed under the Act) they may so appear and make representations for that purpose only.
94. Where, in the view of the Municipal Manager, a person has commenced a legal proceeding against the Municipality, or there is a demand or the potential for commencement of a legal proceeding against the Municipality by a Person (for example, including but not limited to, an arbitration proceeding, an appeal before an administrative tribunal, an application under the *Freedom of Information and Protection of Privacy Act* R.S.A. 2000, c. F-25, a petition for an inquiry by the Minister of Municipal Affairs), excluding any other proceeding referenced in s. 93.1, the Municipal Manager may make a direction as to the appropriate communication protocol between the person and the Municipality.
95. The provisions of ss. 93 and 94 apply not only to the Persons expressly referenced in those sections, but also (pursuant to the direction of the Municipal Manager) other persons who are connected with a Person expressly referenced in ss. 93 or 94 (by reason of apparent or possible relationship as employee, consultant, agent, family member, shareholder, director or otherwise).

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PLACE OF MUNICIPAL OFFICE

96 According to the *Act* the place identified as the municipal office for the Town of Redcliff is #1 – 3rd St. N.E., Redcliff, Alberta, Canada.

EFFECTIVE DATE

~~93.~~ 97. This bylaw shall come into force on the date of its third and final reading.

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REPEAL OF BYLAWS

~~94.~~ 98. Bylaw No. ~~1756/2013~~ 1781/2014 is hereby repealed.

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Read a first time this _____ day of _____ A.D, 2015.

Read a second time this _____ day of _____ A.D, 2015.

Read a third time this _____ day of _____ A.D, 2015.

SIGNED AND PASSED THIS _____ DAY OF _____, 2015.

Mayor

Manager of Legislative and Land Services

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 09, 2015

PROPOSED BY: Manager of Engineering

TOPIC: Tender- Sanitary Main Realignment – Upstream of Broadway Court Lift Station & Sanitary Diversion – Main St. S and 6th Ave

PROPOSAL: Award of Tender

BACKGROUND: The Town has planned the construction of a Sanitary Main Realignment project upstream of Broadway Court Lift Station and Sanitary Diversion on Main St S and 6th Ave. The realignment of the sanitary main upstream of Broadway Court Lift Station is required due to broken and sagged sections of pipes in the existing main located at approximately 6 m depth observed by the Public Services Department. The sanitary diversion on Main St South and 6th Ave is recommended in the wastewater evaluation study 2013 by MPE and Inflow and Infiltration Study currently being finalized by ISL Engineering.

Sealed tenders were invited from the contractors for Sanitary Main Realignment upstream of Broadway Court Lift Station and Sanitary Main Diversion on Main St. South and 6th Ave Intersection projects. Three companies submitted their bids and were opened in public on May 19, 2015 at 2:00pm. The tender submitting companies are Porter Tanner Associates Inc., MJB Enterprises Ltd., and BYZ Enterprises Ltd. Tenders were reviewed and minor errors were found and corrected in the bids. Following is a summary of the received bids:

Contractors	Porter Tanner	MJB Enterprises Ltd.	BYZ Enterprises Ltd.
Construction Schedule A – Sanitary Realignment Broadway Ct Lift Station	\$335,217.63	\$447,449.20	\$588,517.60
Construction Schedule B – Sanitary Diversion – Main St S & 6 th Ave	\$139,808.35	\$162,563.50	\$191,075.50
Total amount including (10%) contingency and excluding GST	\$475,025.98	\$610,012.70	\$779,593.10

The revised approved budget amount in 2015 Capital Budget for Sanitary Realignment upstream of Broadway Court NW Lift Station is \$177,000.00 and for Sanitary Diversion Main St S and 6th Ave project is \$76,000.00. All bids are over budget and the unit prices of some bid items like mobilization and demobilization, sanitary manholes and pipe installation came in high due to retrofit in the existing mains and deep directional drilling in the tight space near existing property north west of Main St North while maintaining the bypass sewage pumping during the construction for both sites. The budget amount will be short by \$227,025.98 plus GST including \$5,000.00 for engineering QA field testing. The staff discussed internally to determine potential sources of funding for this increase. Staff have researched the Basic Municipal Transportation Grant (BMTG) and have further learned that it has recently been merged with the MSI capital program and further that this grant is now administered by Municipal Affairs as opposed to Alberta Transportation and can be utilized to fund the increase. It would, however, result in deferral of the traffic light project on Mitchell St and Broadway Avenue until next year. During 2014,

the BMTG program was transitioned to Municipal Affairs from Alberta Transportation and the amount from BMTG program has been added to Municipal Sustainable Initiative (MSI) Capital Grant annual allocation. Administration inquired with Municipal Affairs and these projects will qualify under MSI grant funding due to BMTG program merging with the MSI program. In addition to the lowest bid submitted by Porter Tanner Associates, some field Quality Assurance testing budget will be required in the amount of \$5,000 for both projects.

Strategic Priority:

This project/initiative is relevant to and will contribute to realizing Priority no. 2 – Sewer Expansion.

Options:

1. To accept the bid from Porter and Tanner Associates in the amount of \$475,025.98 plus GST for Sanitary Main Realignment Project upstream of Broadway Court Lift Station and Sanitary Diversion Project Main St S and 6th Ave.
2. Do not accept the lowest bid from Porter and Tanner Associates and cancel the projects to re-budget in 2016.

Recommendation:

The Engineering Department recommends Option 1. Choosing option 2 will likely not change the results as the project scope is well defined and the existing constraints such as working in the existing mains and tight spaces for pipes and manhole installation in the deeper main and bypass sewage pumping will still be required.

Suggested Motions:

1. Councilor _____ moved that the Town of Redcliff accept the bid from Porter Tanner Associates Inc. in the amount of \$475,025.98 plus GST for the Sanitary Main Realignment Project upstream of Broadway Court Lift Station and Sanitary Diversion Project Main St S and 6th Ave. Further to that the additional budget amounts of \$158,217.63 for Sanitary Realignment construction, \$63,808.35 for Sanitary Diversion on Main St S and 6th Ave in addition to \$5,000 for engineering QA testing during construction with the total increase of \$227,025.98 plus GST. The additional budget will be funded from the Municipal Sustainable Initiative (MSI) Capital Grant.
2. Councilor _____ moved that the Town of Redcliff not accept the lowest bid for the Sanitary Main Realignment Project upstream of Broadway Court Lift Station and Sanitary Diversion Project on Main St S and 6th Ave and re-budget the project in the 2016 budget.

SUBMITTED BY: _____

Department Head

APPROVED BY: _____

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2014

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 9, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Emergency Advisory Committee (EAC)

PROPOSAL: That the Town of Redcliff establish an emergency advisory committee

BACKGROUND:

As stated in the Emergency Management Act, R.S.A. 2000 c E-6-8, the local authority shall, have a director of the emergency management agency, prepare and approve emergency plans and programs, appoint an emergency advisory committee, and maintain an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under the Emergency Management Act.

The EAC is a small committee of elected officials that advise council on the development of emergency plans and programs that are managed and implemented by the municipal emergency management agency. The Director of Emergency Management participates in the EAC as an advisor. Our regional partners (City of Medicine Hat, Cypress County) have drawn their committee consisting of three members of council and the three committee's will make up the Regional Emergency Management Planning Group (REMPG).

The Council's Emergency Advisory Committee has the responsibility of designating a Director of Emergency Management and mandating his/her responsibilities. The Director is responsible for:

- ensuring that risk analyses are conducted
- a mobilization plan is crafted and maintained
- regular planning meetings are scheduled
- the emergency management plan is exercised routinely.

POLICY / LEGISLATION:

Required under provincial legislation (Emergency Management Act R.S.A. 2000) as it states in Section 11.1(1):

"Each local authority shall appoint an emergency advisory committee consisting of a member or members of the local authority ... to advise on the development of emergency plans and programs."

Town of Redcliff Bylaw 1803/2015 outlines that the (EAC) shall consist of 3 members of council with all other members of council serving as alternate members of the EAC. The mayor is to act as chair of this committee.

STRATEGIC PRIORITIES:

Under Community and Protective Services operational strategies of the Municipality's Strategic Priorities, council placed high priority on developing and implementing the Emergency Management Plan.

OPTIONS:

1. Town of Redcliff under the Emergency Management Bylaw 1803/2015 and the Emergency Management Act are mandated to set up an Emergency Advisory Committee.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to appoint councillors _____, _____, and _____ to the Town of Redcliff's Emergency Advisory Committee (EAC) and further that the members be appointed annually during council's annual organizational meeting.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2015.**

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 9, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Canada 150 Community Infrastructure Program

PROPOSAL: Letter of Support for Application for Canada 150 Community Infrastructure Program

BACKGROUND:

Canadians have a deep and enduring pride in their communities. In recognition of this, the Canada 150 Community Infrastructure Program aims to leave a lasting legacy to Canadians as part of the celebration of Canada's 150th anniversary by investing in community infrastructure. The Canada 150 Community Infrastructure Program will support projects that celebrate our shared heritage, create jobs and improve the quality of life of Canadians from coast to coast to coast.

As the objective of this program is to ensure a lasting legacy resulting from Canada 150. Strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities; upgrades that will provide long-term benefits to a community, will be viewed with pride by a community, and are recognized as a lasting legacy from Canada 150.

Libraries are considered to be of significant importance to Canadians and they are listed as an example project for the Canada 150 Infrastructure Program. The Redcliff Public Library was planning on making an application for the improvement of its meeting room. After discussions with our facility operator and the Library manager it was deemed that this might be a favourable opportunity to update the facility under the grant program by replacing the original windows, doors, attic insulation and HVAC system (all installed in the early 1980's). The Redcliff Library has the required funds for the meeting room upgrade; however, the expanded grant application would require a commitment from the Town of Redcliff in the 2016 & 2017 Budget. At the time of preparation of the RFD administration continues to work on obtaining cost estimates for the proposed projects.

This grant program funds projects on a cost sharing basis of 50% for projects up to a maximum value of \$500,000. The deadline for the application submission is June 17, 2015. According to the grant program guidelines, preference is given to projects that can strongly demonstrate the ability to complete the project by 2017.

POLICY / LEGISLATION:
N/A

STRATEGIC PRIORITIES:
N/A

ATTACHMENTS: N/A

OPTIONS:

1. Town of Redcliff provide a letter of support for the Redcliff Library's Canada 150 Community Infrastructure Program grant application to upgrade the library meeting room.
2. Town of Redcliff provide a letter of support for the Redcliff Library's Canada 150 Community Infrastructure Program grant application to upgrade their meet room, windows, attic insulation, doors, and HVAC system (with the understanding and intent to budget for such projects in 2016 and 2017).

RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff provide a letter of support for the Redcliff Library's Canada 150 Community Infrastructure Program grant application upgrade to the library meeting room.
2. Councillor _____ moved that the Town of Redcliff provide a letter of support for the Redcliff Library's Canada 150 Community Infrastructure Program grant application to upgrade the library meeting room, windows, attic insulation, doors, and HVAC system (with the understanding and intent to budget for such projects in 2016 and 2017).

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 9, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Canada 150 Community Infrastructure Program

PROPOSAL: Support for Application for Canada 150 Community Infrastructure Program (Rec-Tangle)

BACKGROUND:

Canadians have a deep and enduring pride in their communities. In recognition of this, the Canada 150 Community Infrastructure Program aims to leave a lasting legacy to Canadians as part of the celebration of Canada's 150th anniversary by investing in community infrastructure. The Canada 150 Community Infrastructure Program will support projects that celebrate our shared heritage, create jobs and improve the quality of life of Canadians from coast to coast to coast.

As the objective of this program is to ensure a lasting legacy resulting from Canada 150. Strong preference will be given to projects that are undertaking meaningful upgrades to existing cultural and community facilities; upgrades that will provide long-term benefits to a community, will be viewed with pride by a community, and are recognized as a lasting legacy from Canada 150.

Recreation Facilities are considered to be of significant importance to Canadians and they are identified as an example project for the Canada 150 Infrastructure Program. The grant application for the Rec-Tangle would be focusing on making the building more efficient and reducing the operating costs or potential hazards to the public. For example, this would be by replacing the lighting over the ice surface, facility furnaces, drainage gutters, upgrade of the sound system, dehumidifier, and purchasing some matting that covers the ice surface for special events. The Redcliff Rec-Tangle currently has high pressure sodium lighting over the ice surface which has been replaced in new designs by light-emitting diode (LED) lighting. By converting the ice surface lighting some recreational facilities could possibly experience a 70% energy efficiency cost savings. The current furnaces need to be replaced or require some major repairs due to cracked heat exchangers.

The gutters along main street are not operating correctly and create hazards by having large icicles' being formed over the patron walkway. At the time of preparation of the RFD administration continues to work on obtaining cost estimates for the proposed projects.

This grant program funds projects on a cost sharing basis of 50% for projects up to a maximum value of \$500,000. The deadline for the application submission is June 17, 2015. According to the grant program guidelines, preference is given to projects that can strongly demonstrate the ability to complete the project by 2017.

POLICY / LEGISLATION:
N/A

STRATEGIC PRIORITIES:
N/A

ATTACHMENTS: N/A

OPTIONS:

1. To support the Town of Redcliff's Canada 150 Community Infrastructure Program grant application to upgrade the Rec-Tangle.
2. To support the Town of Redcliff's Canada 150 Community Infrastructure Program grant application to upgrade the Rec-Tangle with amendments as desired.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff support the Canada 150 Community Infrastructure Program grant application to upgrade the Rec-Tangle as presented.
2. Councillor _____ moved that the Town of Redcliff support the Canada 150 Community Infrastructure Program grant application to upgrade the Rec-Tangle as amended.
3. Councillor _____ moved that the Town of Redcliff not submit an application for the Canada 150 Community Infrastructure Program grant application to upgrade the Rec-Tangle.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 9, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Land Use Bylaw No. 1698 / 2011

PROPOSAL: To amend the Land Use Bylaw 1698 / 2011

BACKGROUND:

On June 1, 2015 the following motion was made during the Redcliff Recreation Board Meeting;

"C. McNeil moved that Redcliff and District Recreation Services Board would recommend to Council to consider amending Bylaw No. 1698 / 2011, Land Use Bylaw to allow for sponsorship and advertising signage to be placed / affixed to fences & buildings in public indoor and outdoor facilities."

The current land use Bylaw 1698 / 2011 doesn't allow signs to be attached to fences, utility poles, trees, or any object in a public street or place.

With escalating recreation maintenance and building costs, the Redcliff Recreation Board would like to explore the avenue of looking for other revenue sources by allowing advertising on public property. Part of the exploratory process would include research regarding the required measures to ensure appropriateness and orderly arrangements for such proposed amendments.

POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS: N/A

OPTIONS:

1. To support the Town of Redcliff's Recreation Board motion to explore the option of amending the Land Use Bylaw to allow advertising on public property.
2. To remain status quo.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Administration review the Land Use Bylaw and research the possibilities to allow for advertising on public property.
2. Councillor _____ moved that the Redcliff Recreation Board request be received as information.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2015.**

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 9, 2015

PROPOSED BY: Director of Finance and Administration

TOPIC: Banking Service RFP

PROPOSAL: Authorization of administration to execute all necessary documents and agreements to enter into a new banking relationship

BACKGROUND

It is a Government Finance Officers Association ("GFOA") best practice to conduct a request for proposals ("RFP") periodically to review banking services. The goals are to obtain updated, competitive pricing information; to re-evaluate the best overall services, both existing and optional; and to explore new technologies and services that might not have been available previously.

Banking services and technologies have evolved over the years and the Town would like to take advantage of these innovations to enhance customer service by offering a variety of payment channels for taxes, utilities, etc., and to increase transaction processing efficiency that will reduce costs, transaction error, and to promote greater security.

A comprehensive RFP for banking services was developed and issued in April of this year. The Town received 6 proposals from the following proponents:

- Servus (Current banking provider for Regional Landfill)
- RBC
- TD
- BMO
- CIBC (Current principal banking provider)
- ATB

After a thorough review of each proposal and an evaluation based on customer service, day-to-day banking services, online capabilities, technology, fees/pricing and interest rate on account balance, Administration narrowed down to the following:

1. BMO

BMO provides a broad range of retail banking, wealth management and investment banking products with total assets of \$672 billion.

Pricing and fees:

- All basic banking and transaction fees will be waived (Lowest in cost)

Technology and solutions/Security and Fraud Protection:

- DepositEdge, a desktop software that allows for deposit of cheques electronically right from the office by using a scanner. BMO is proposing to waive the cost for the Device and all transaction costs.
- Disaster recovery program/plan

- Mobile App (Apple, Android, and Blackberry) that allows for viewing of information, transfer of funds, approve payments and transfers
- Integration/compatible with our current accounting software

Interest on operating account:

- Prime less 1.85% calculated on daily balance. Potential interest revenue of \$10,000 based on \$1,000,000 balance

Borrowing Facilities:

- Line of credit: Prime less .25%
- Credit card: \$0 annual fee. Cash rebate program at 1.04% to 1.21% of annual net transaction volume (Approx. \$1.170 of potential cash back)

Proximity:

- Cheque and other deposits can be done online; however, cash deposits will have to be taken to one of Medicine Hat's branches.

2. CIBC

CIBC is our current banking provider. CIBC is a leading Canadian based financial institution with total assets of \$414.9 billion.

Pricing and fees:

- Most basic banking fees are waived but there are charges for some services that are volume-driven.

Technology and solutions/Security and Fraud Protection:

- eDeposit (or DepositEdge at BMO), a desktop software that allows for deposit of cheques electronically right from the office by using a scanner. There will be a charge for the device, monthly service fee and transaction fee.
- Disaster recovery program/plan
- Mobile App (Apple, Android, and Blackberry) that allows for viewing of information, transfer of funds, approve payments and transfers
- Integration/compatible with our current accounting software

Interest on operating account:

- Prime less 2.60% calculated on average balance and only if balance is over \$499,999.99. Potential interest revenue of \$2,500 based on \$1,000,000 balance.

Borrowing Facilities:

- Line of credit: Prime
- Credit card: \$0 annual fee.

Proximity:

- Branch in Redcliff

3. ATB

ATB operates as a provincial Crown Corporation with total assets of \$33 billion. All deposits including principal and interest are guaranteed by the Government of Alberta. ATB currently works with over 80% of Alberta municipality including Cypress County.

Pricing and fees:

- Most basic banking fees and volume-driven transactions are proposed to be waived.

Technology and solutions/Security and Fraud Protection:

- Does not have eDeposit or DepositEdge at BMO
- Mobile App (Apple, Android, and Blackberry) not available to commercial clients
- Integration/compatible with our current accounting software

Interest on operating account:

- Prime less 1.90% calculated on daily closing balance (balance over \$1,499,999.99 is that a different rate - tier rate system). Potential interest of \$9,500 based on \$1,000,000 balance.

Borrowing Facilities:

- Line of credit: Prime less .25%
- Credit card: First year annual fees waived. Year two and after; \$65/year for primary card and \$35/year for each supplemental card

Proximity:

- There is an agency in Redcliff that can handle the majority of day to day needs including cash deposit

STRATEGIC PRIORITY:

Banking service review is not currently ranked in the Municipality's strategic Priorities. However, alternate revenue is on the long list for issue/opportunity. Review of current banking service options can potentially reduce cost and increase alternative revenue services.

OPTIONS:

1. Accept the banking service proposal from BMO
2. Accept the banking service proposal from CIBC
3. Accept the banking service proposal from ATB
4. To remain with current financing institutions (CIBC and Servus) and service level

RECOMMENDATION:

Option #3.

SUGGESTED MOTION(S):

1. Councilor _____ moved that the Town of Redcliff accepts the banking service proposal from BMO and authorize administration to execute all necessary documents and agreements to enter into a banking relationship with BMO.
2. Councilor _____ moved that the Town of Redcliff accepts the banking service proposal from CIBC and authorize administration to execute all necessary documents and agreements to change the current service provided.
3. Councilor _____ moved that the Town of Redcliff accepts the banking service proposal from ATB and authorize administration to execute all necessary documents and agreements to enter into a banking relationship with ATB.
4. Councilor _____ moved that the Town of Redcliff remain with the current financial institution (CIBC and Servus) and service level

SUBMITTED BY: _____

Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2015

May 28, 2015

Mayor Ernie Reimer and Councillors
Town of Redcliff
PO Box 40
Redcliff, AB, T0J 2P0

RECEIVED
MAY 29 2015
TOWN OF REDCLIFF

Dear Mayor Reimer and Councillors:

The Government of Alberta and the Alberta Recreation and Parks Association (ARPA), are jointly sponsoring the **2015 Energize Workshop**.

The Energize Workshop will be hosted in conjunction with the ARPA Annual Conference, **October 22-24, 2015** at the Fairmont Chateau Lake Louise in Lake Louise, Alberta. The annual workshop provides a forum for learning and networking for council members, recreation board members, administrators and other Albertans interested in recreation. Watch for the program brochure coming in late June!

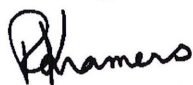
The *Recreation Volunteer Recognition Awards* have been a part of Energize since 1977 and, to date, 209 outstanding Albertans have been recognized. You have the opportunity to nominate an individual (or individuals) from your community who has made significant contributions to recreation development.

The nomination package (nomination form, award criteria, completion tips and how to submit electronically), as well as a list of previous award recipients, is available on our website at www.active.alberta.ca. If you would like a package mailed to you, call our office at (780) 427-6549 (toll-free at 310-0000). Please review the information carefully to ensure your nominee is given full credit for volunteer work contributed. The deadline for submissions is **Tuesday, June 30, 2015**. Mail, email or fax completed nomination forms to:

Mr. Brad Babiak, Director, Strategy and Policy
Recreation and Physical Activity Division
Alberta Culture and Tourism
901, 10405 Jasper Avenue
Edmonton, Alberta T5J 4R7
email: brad.babiak@gov.ab.ca fax: (780) 427-5140

If you require additional information regarding the Energize Workshop or the *Recreation Volunteer Recognition Awards*, please contact Mr. Babiak in Edmonton at (780) 643-0665 (toll-free at 310-0000).

Sincerely,



Roger Kramers, Executive Director
Recreation and Physical Activity Division



Brian Wright, Chair
Energize Advisory Committee

Attachment



**Redcliff Public Library
Financial Statements
For the year ending December 31, 2014
(Unaudited)**

Review Engagement Report

Statement of Financial Position

Statement of Operations

Statement of Changes in Net Assets

Notes to Financial Statements

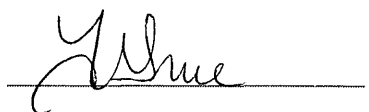
REVIEW ENGAGEMENT REPORT

To the Board of Directors of Redcliff Public Library

I have reviewed the Statement of Financial Position of Redcliff Public Library as at December 31, 2014 and the Statements of Operations and Changes in Net Assets for the year then ended. My review consisted primarily of enquiry and analytical procedures related to information supplied to me by the organization.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting standards for not-for-profit organizations.

A handwritten signature in black ink, appearing to read 'Tammy Grue', is written over a horizontal line.

Tammy Grue

Accurate Bookkeeping Services

April 8, 2015

Redcliff Public Library
Statement of Financial Position
December 31, 2014
(Unaudited)

Assets		<u>2014</u>	<u>2013</u>
Cash (Note 1)	\$	55,373.54	\$ 46,736.78
Investments (Note 2)		12,857.46	12,665.31
Goods and Services Tax Recoverable		2,271.15	2,021.00
Capital Assets			
Books		106,736.53	87,596.53
Total Assets	\$	<u>177,238.68</u>	\$ <u>149,019.62</u>

Liabilities And Net Assets

Liabilities			
Accounts Payable	\$	3,775.64	\$ 1,379.70
Total Liabilities		3,775.64	1,379.70
Net Assets			
Unrestricted		66,726.51	60,043.39
Invested in Capital Assets		106,736.53	301,042.78
Total Net Assets		<u>173,463.04</u>	<u>361,086.17</u>
Total Liabilities and Net Assets	\$	<u>177,238.68</u>	\$ <u>362,465.87</u>

Redcliff Public Library
Statement of Operations
For year ending December 31, 2014
(Unaudited)

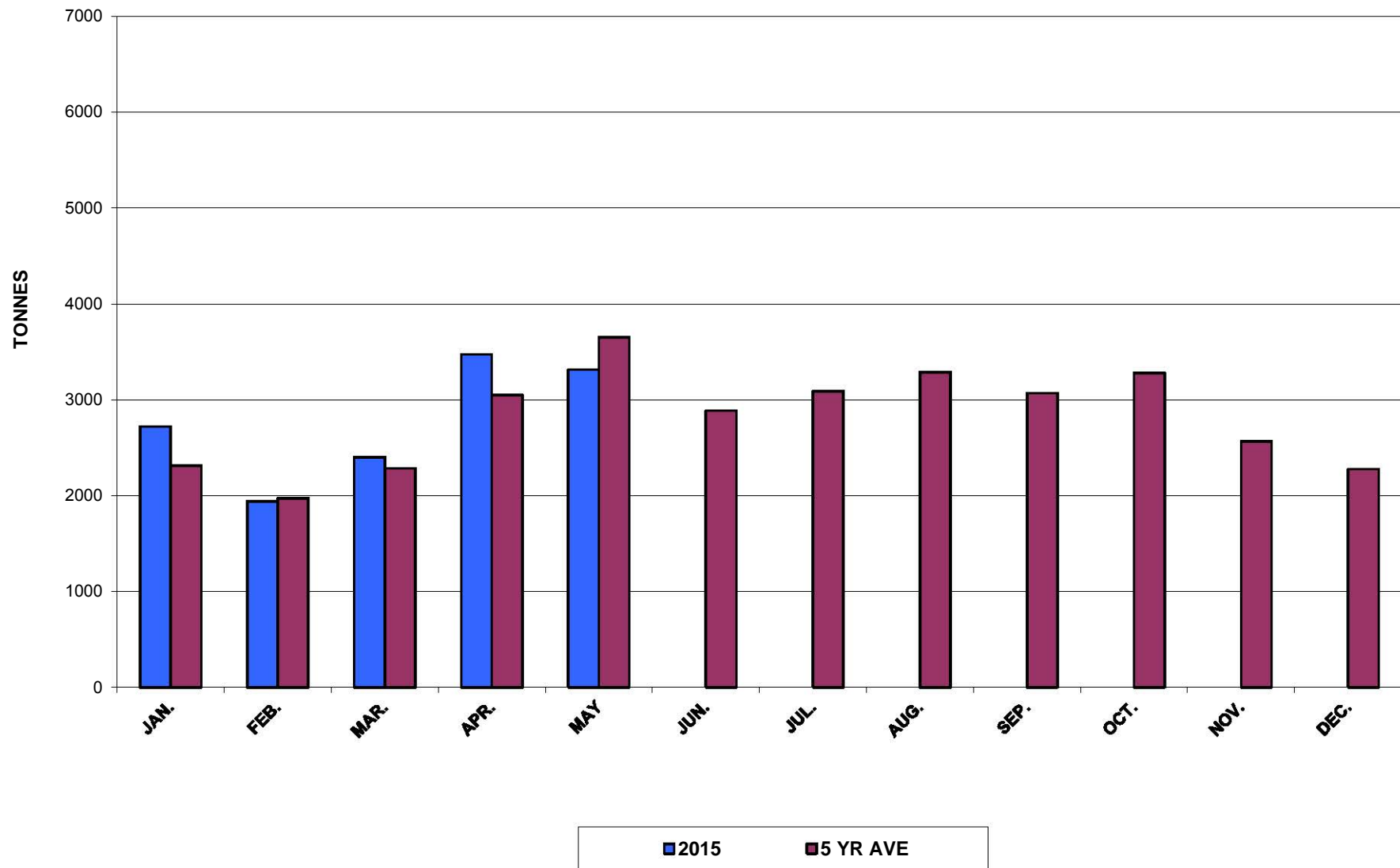
Revenue	<u>2014</u>	<u>2013</u>
Provincial Grant	\$ 27,773.00	\$ 27,773.00
Town of Redcliff	155,079.75	143,250.00
Private Donations	9,635.42	3,649.08
Photocopier Revenue	2,229.80	1,668.85
Proctoring Fees	360.00	195.00
Rental Income	1,205.00	811.60
Public Coffee Area	184.55	137.94
Redcliff Memberships	2,787.75	2,974.75
Overdue Fines	2,365.30	2,484.13
Misc. - Fax	1,084.55	1,069.15
Misc. - Books Sold	2,157.57	2,399.54
Misc. - Cards Replaced	66.00	79.00
Misc. - Summer Reading Program	983.30	1,026.00
Misc. - Laminator	204.00	255.00
Misc. - Counter sales	246.00	116.50
Grants	10,268.33	9,667.40
Interest Earned	241.96	96.48
Total Revenue	216,872.28	197,653.42

Expenses

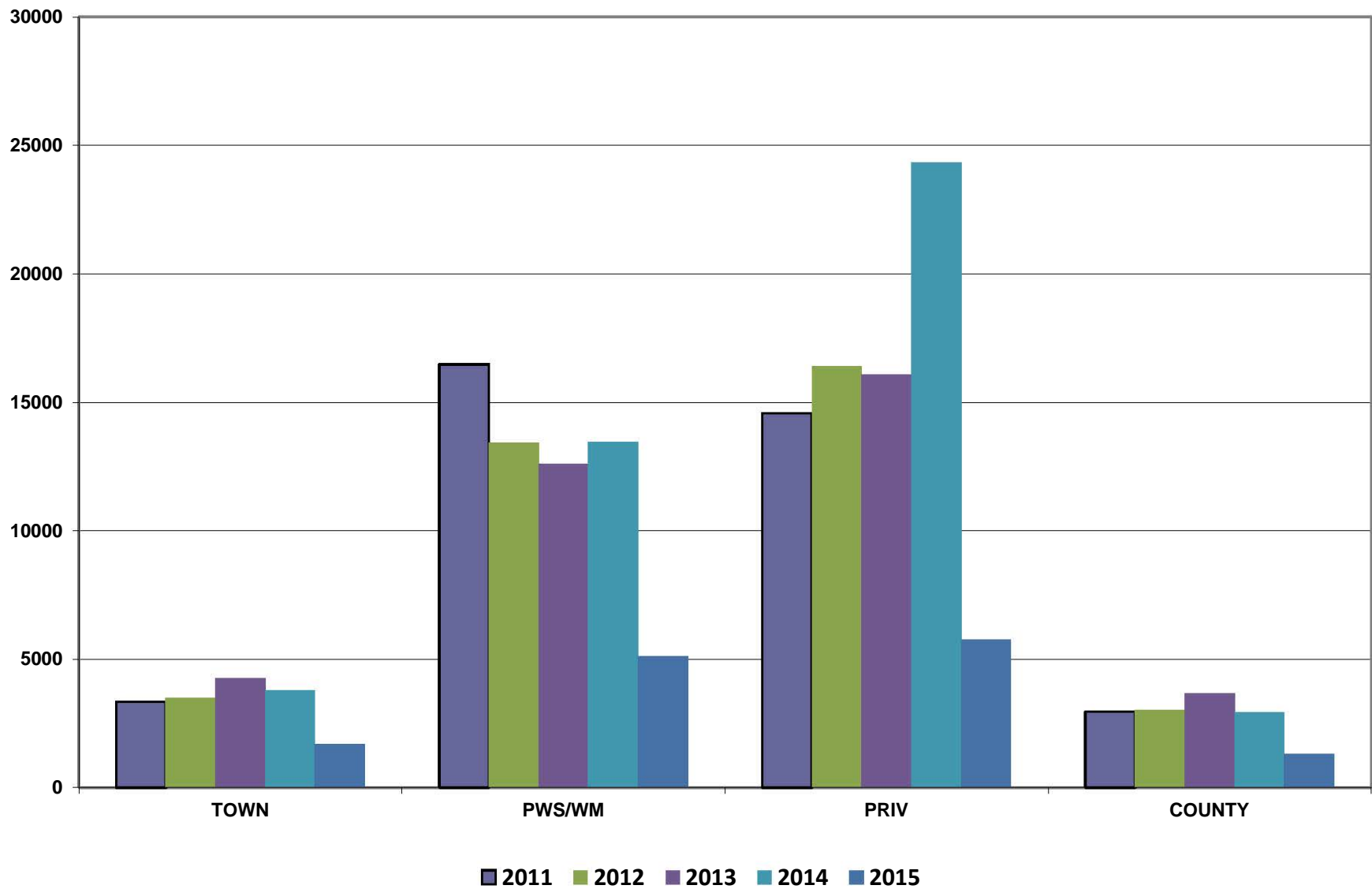
Wages and Workers Compensation	\$ 123,602.42	\$ 114,846.13
Books/Mags/AV/SLS	6,192.23	5,999.90
Shortgrass Library System	25,425.00	24,587.00
Telecommunications	71.87	371.31
Supplies	6,183.06	5,866.94
Lego at the Library Program Supplies	3,996.83	1,670.66
Telephone & Fax	472.75	461.40
Workshops, Meetings, etc.	3,551.53	3,266.79
Audit	150.00	100.00
Dues	615.00	495.00
Misc. - Summer reading Program	552.89	511.94
Misc. - Story Hour	106.27	124.98
Misc. - Decorations, Advertising, Recognition	563.61	901.11
Contingencies	1,983.97	2,000.45
Utilities	7,680.88	7,925.59
Repairs and Maintenance and Janitorial	12,826.59	8,826.72
Computer Maintenance	702.96	446.46
Insurance	1,848.70	1,724.45
Capital - Library Equipment	5,137.99	260.83
Capital - Furniture	2,931.00	862.80
Capital - Computer Equipment	2,950.62	3,414.45
Capital - Storage & Shelving	2,642.99	-
Total Expenses	210,189.16	184,664.91

Net Excess of Revenues Over Expenses	\$ 6,683.12	\$ 12,988.51
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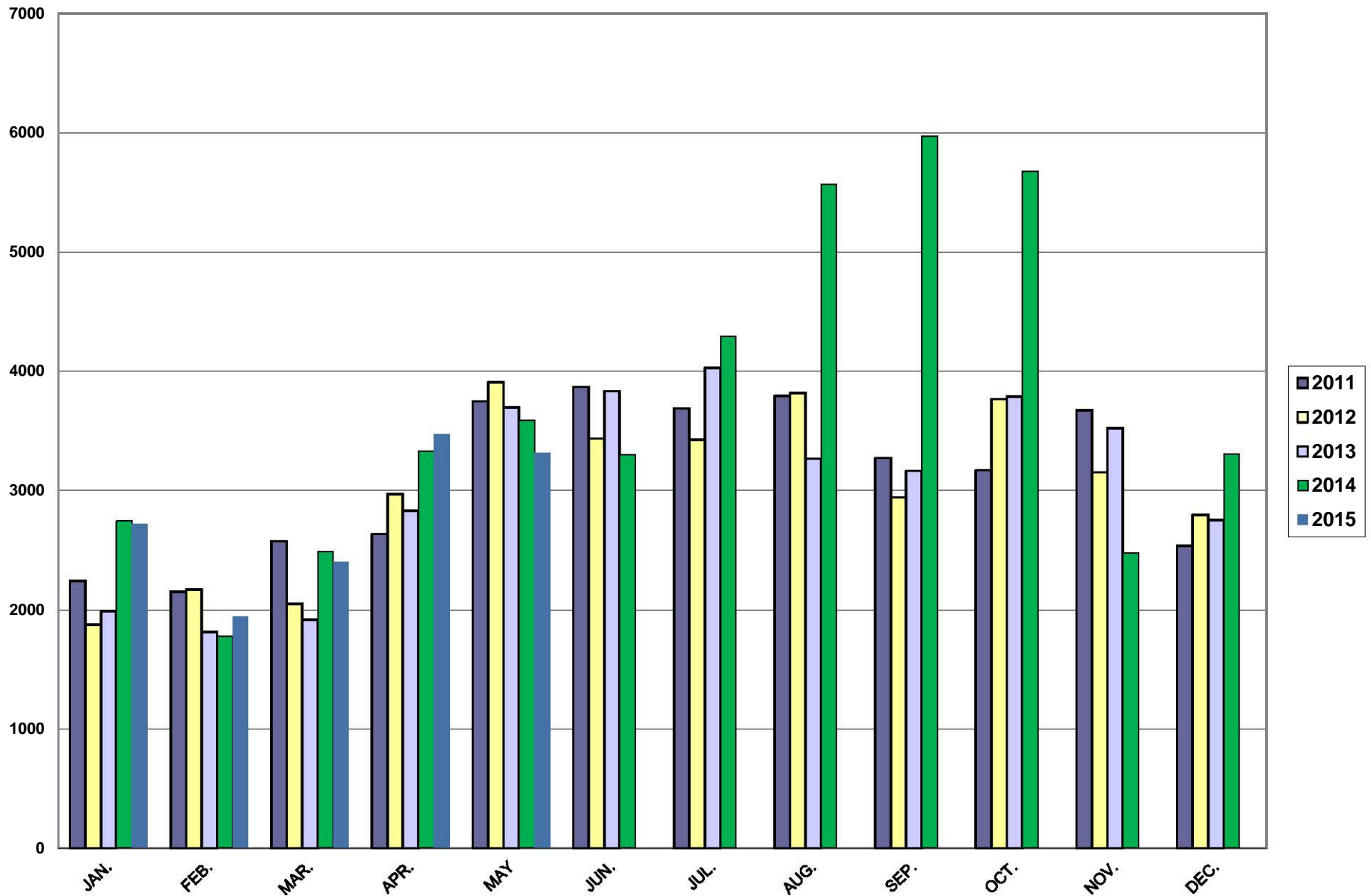
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2015 VS 5 YEAR AVERAGE
TO MAY 31, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2011-2015
TO MAY 31, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2011-2015
TO MAY 31, 2015**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
June 11, 2015	Staff Golf Tournament	Riverview Golf Club
June 12, 2015	Mayor & Reeves Meeting	Taber, Alberta
June 18, 2015	Mayor's Caucus	Strathmore, Alberta
June 19, 2015	Mayor's Walk	River Valley Park 6:30 p.m.
June 19 - 21, 2015	Redcliff Days	Various Events Redcliff, Alberta
July 1, 2015	Canada Day Celebrations	Various Events Redcliff, Alberta