



COUNCIL MEETING

MONDAY, MARCH 27, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 27, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to February 28, 2017 *	For Information
2. MINUTES	
A) Council meeting held March 13, 2017 *	For Adoption
B) Redcliff Family and Community Support Services meeting held March 14, 2017 *	For Information
3. BYLAWS	
A) Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw. *	3 rd Reading
Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District	
4. REQUESTS FOR DECISION	
A) 2017 Municipal Election - Various Matters *	For Consideration
B) Pitch-In Week April 22-29, 2017 *	For Consideration
5. POLICIES	
A) Policy 011, Frontage Prepayment Policy - Town Owned Property *	For Consideration
B) Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority *	For Consideration
C) Policy 113, Built Green Incentive Policy (Eastside Phase 1) *	For Consideration
D) Policy 119, External Municipal Planning Documents Review Policy *	For Consideration

- | | | |
|-----------|--|-------------------|
| E) | Policy 037, Correspondence for Councillors & Delivery of Information Packages to Councillors * | For Consideration |
| F) | Policy 061, Declarations * | For Consideration |

6. CORRESPONDENCE

- | | | |
|-----------|--|-----------------|
| A) | Alberta Municipal Affairs *
Re: Intermunicipal Collaboration Grant for Regional Solid Waste Study project | For Information |
| B) | Alberta Culture & Tourism *
Re: 2019 Alberta Senior Masters Games | For Information |

7. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Municipal Manager's Report to Council * | For Information |
| B) | Dreams Program Update * | For Information |
| C) | Municipal Affairs Information Bulletin *
Re: Registration for Candidates - 2017 Municipal Elections | For Information |
| D) | Council Important Meetings & Events March 27, 2017 * | For Information |

8. RECESS

9. IN CAMERA

- | | |
|-----------|----------------------------|
| A) | Labour (1) FOIP S. 17 & 24 |
|-----------|----------------------------|

10. ADJOURN

COUNCIL MEETING MAR 27, 2017**ACCOUNTS PAYABLE LIST**

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
81634	ALTA-WIDE SUPPLIES	LUMBER	\$46.37
81635	ANDRES, BONNIE	TRAVEL REIMBURSEMENT	\$45.00
81636	ALBERTA PUBLIC WORKS ASSOCIATION	JOB POSTING	\$52.50
81637	THE BOLT GUYS	GLOVES	\$41.90
81638	BRUCE'S SEWER SERVICE	REPAIR PLUGGED SEWER LINE	\$330.75
81639	CAPITAL GLASS	WINDSHIELD	\$288.75
81640	CARCO ANALYTICAL SERVICES	WATER ANALYSIS	\$2,611.67
81641	CITY AUTO PARTS	BATTERIES	\$121.46
81642	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81643	CROFTS, ARLOS	TRAVEL REIMBURSEMENT	\$25.00
81644	CYPRESS COMMUNICATION	ANTENNA/MOUNT	\$89.25
81645	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$45.00
81646	FARMLAND SUPPLY	HYDRAULIC HOSE	\$39.17
81647	FORT GARRY FIRE TRUCKS	PRIMING PUMPS	\$170.63
81648	GAR-TECH ELECTRICAL	RELOCATE POWER/DATA LINES	\$1,567.13
81649	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
81650	INDUSTRIAL MACHINE	FILTERS	\$217.56
81651	SHAW CABLE	INTERNET	\$91.30
81652	PRAIRIE ROSE SCHOOL DIVISION	SCHOOL LIASON WORKER POSITION	\$24,000.00
81653	PRODUCTIVITY PLUS ACCOUNT	FILTERS/O-RINGS/PUMP/GROMMETS/COUPLING/ADAPTER	\$3,171.07
81654	PUROLATOR	SHIPPING	\$74.06
81655	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$397.52
81656	REDCLIFF/CYPRESS REGIONAL LANDFILL	TONNAGE CHARGES	\$5,585.01
81657	ROSENAU TRANSPORT	SHIPPING	\$561.79
81658	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$45.00
81659	SNAP ON TOOLS	PLIERS/MECHANICS/SUPERCUFF/SCISSOR DISC	\$159.29
81660	SOCAN	LICENSE FEE	\$194.32
81661	SOUTHERN DOOR	REPAIR GARAGE DOOR	\$1,575.25
81662	MUNICIPAL WORLD	JOB POSTING	\$418.95
81663	TRIPLE R EXPRESS	SHIPPING	\$69.30
81664	SOUTH COUNTRY COOP	GOPHER CONTROL	\$220.48
81665	SEELEY, JONELLE	REFUND DEPOSIT	\$50.00
81666	THE BLIND GUY	BLINDS	\$518.91
81667	BEING HUMAN SERVICES	EMPLOYEE TRAINING	\$777.00
81668	SUN CITY FORD	TRANSMISSION TROUBLESHOOTING	\$416.09
81669	CITY AUTO PARTS	MANUALS	\$81.14
81670	CITY CHRYSLER JEEP	SEAL - AXLE	\$32.13
81671	CLEARTECH	CITRIC ACID/CAUSTIC SODA	\$22,769.14
81672	FRANCOTYP-POSTALIA	POSTAGE MACHINE FEES	\$114.82

81673	GERMAN CANADIAN HARMONY HALL	VOLUNTEER NIGHT	\$600.00
81674	HYDRACO INDUSTRIES	SEAL KIT	\$86.97
81675	JACKSON DODGE	2017 DODGE RAM	\$32,144.99
81676	JOE JOHNSON	SWEEPER PARTS/AIR CARTRIDGE	\$975.33
81677	JAMES JOHANSEN	TRAVEL REIMBURSEMENT	\$645.00
81678	KAL TIRE	REPAIR FLAT TIRE	\$150.98
81679	SHAW CABLE	INTERNET	\$183.54
81680	PUROLATOR	SHIPPING	\$45.09
81681	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$307.00
81682	CIVICINFO.BC	JOB POSTING	\$157.50
81683	WORKERS COMPENSATION	PREMIUMS	\$6,072.26
81684	WOOD, DALE	FIRE ARMS INSTRUCTOR FEES	\$2,280.00
81685	DIAMOND SOFTWARE	BUDGETING SOFTWARE	\$12,582.16
81686	ATB MASTERCARD	VARIOUS	\$11,083.76
		CHEQUES - TOTAL	\$138,898.29

ELECTRONIC FUNDS TRANSFERRED PAYABLES			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
045	ACTION PARTS	FILTERS	\$247.68
046	AIR LIQUIDE	CARBON DIOXIDE	\$661.50
047	AMSC	HEALTH SPENDING	\$969.49
048	AUMA	JOB POSTINGS	\$315.00
049	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
050	C.E.M. HEAVY EQUIPMENT	VALVE ASSYS/VALVES/ALTERNATOR/BELT	\$2,783.16
051	DIAMOND CUT LAWN SERVICE	SNOW REMOVAL	\$1,365.00
052	FARMLAND	PRESSURE WASHER HOSE	\$241.50
053	FOX ENERGY	SCBA INSPECTION/REFILL	\$307.44
054	REDCLIFF HOME HARDWARE	PLUG REPAIRS/TRAP/WATER/CUT OFF WHEELS/CLIPS	\$195.89
055	KIRK'S MIDWAY TIRE	WESTLAKE	\$1,066.80
056	MBSI CANADA	HOSTED BACK UP	\$1,071.00
057	SUMMIT MOTORS	BREATHER/FUEL CONDITIONER/FILTERS	\$487.14
058	ACTION PARTS	LED HIGH COUNT/QUALISORB	171.85
059	AMSC	INSURANCE PREMIUMS	\$21.92
060	ATRON	ADDED CALCIUM/REPAIR LEAK	\$1,316.91
061	FOX ENERGY	SIGN	\$52.40
062	REDCLIFF HOME HARDWARE	FAUCET/CABLE TIES/VALVE/CLAMP	\$177.00
063	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$157.50
064	KIRKS TIRE	TIRES/CHANGE OVER/REPAIR FLAT	\$3,025.05
065	SUMMIT MOTORS	REPAIR TRUCK FOR HARD START	\$1,072.89
		EFT - TOTAL	\$15,733.37

REDCLIFF/CYPRESS LANDFILL PAYABLES			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00016	AUMA	MEMBERSHIP FEE	\$57.75
00017	EPCOR	UTILITIES	\$278.74
00018	SANATEC	PUMP SEPTIC TANK	\$162.75
00019	SUMMIT MOTORS	FILTERS/OIL TEST KITS	\$1,328.19
00020	SUNCOR	FUEL	\$1,204.20
00021	TELUS MOBILITY	CELL SERVICE	\$11.32
00022	DIAMOND SOFTWARE	SET UP LANDFILL COMPANY	\$3,940.13
00023	FORTY MILE GAS	UTILITIES	\$352.52
00024	SUNCOR	FUEL	\$2,654.17
		CHEQUES - TOTAL	\$9,989.77

Mastercard Feb 07 - Mar 06, 2017

Document Date	Document Amount	Transaction Description
3/2/2017	\$1,271.74	NEWEGG - LAPTOP
3/2/2017	\$157.49	NEWEGG - DOCKING STATION
3/2/2017	\$16.66	CANADA POST - POSTAGE
3/2/2017	\$58.70	COSTCO - PROPANE
3/2/2017	\$41.50	SOUTH COUNTRY COOP - FUEL
3/1/2017	\$195.57	STAPLES - PRINTER/STAPLES
3/1/2017	\$132.16	ABC - WATER TREATMT LEVEL 3
3/1/2017	\$132.16	ABC - WATER TREATMT LEVEL 3
3/1/2017	\$104.98	COSTCO - WALL MOUNTS
3/1/2017	\$1,165.48	COSTCO - TVS
2/28/2017	\$62.99	NEWGG - PROMO OFFER (CAD COMPUTER)
2/28/2017	\$706.92	NEWEGG - COMPUTER ITEMS
2/28/2017	\$519.53	NEWEGG-MONITOR
2/28/2017	\$64.89	GET STAPS - STAMPS
2/28/2017	\$9.25	SPLASH N DASH - CAR WASH
2/27/2017	\$54.31	STAPLES - DIVIDERS/KETBOARD
2/27/2017	\$760.04	BIS TRAINING - WHMIS/GHS/TDG
2/25/2017	\$1,366.48	NEWEGG - COMPUTER
2/25/2017	\$26.62	HOME DEPOT-HARDWARE
2/25/2017	\$44.63	RONA - DESK EXTENSION
2/24/2017	\$52.98	DULUX PAINTS - PAINT
2/24/2017	\$231.00	GFOA - MEMBERSHIP FEE
2/24/2017	\$231.00	GFOA - MEMBERSHIP FEES
2/23/2017	\$59.19	COSTCO - PROPANE
2/22/2017	\$157.50	BOARD LEADERSHIP - TRAINING
2/22/2017	\$53.35	DULUX PAINT - PAINT
2/21/2017	\$352.02	RONA - DESK EXTENSION
2/20/2017	\$343.54	CANADA POST - POSTAGE
2/19/2017	\$31.07	AMAZON - RESET CHIP
2/17/2017	\$261.88	AMAZON - SIT/STAND DESK
2/17/2017	\$148.89	STAPLES - KEYBOARDS/CALCULATOR
2/17/2017	\$577.09	STAPLES - PAPER/BOXES/BASKET
2/16/2017	\$56.56	COSTCO - PROPANE
2/16/2017	\$48.17	STAPLES - LABELS/FILE FOLDERS
2/15/2017	\$46.07	DULUX PAINTS - PAINT
2/15/2017	\$577.50	CPA - PAYROLL FUNDAMENTALS
2/15/2017	\$126.55	STAPLES - TONER/FLAGS
2/15/2017	\$73.00	PETROCAN - FUEL
2/15/2017	\$9.00	SOUTHVIEW AUTO SPA - CAR WASH
2/15/2017	\$86.94	VISIONS - PRINTER
2/14/2017	\$27.77	CANADIAN ENERGY - BATTERIES
2/12/2017	\$12.58	PRINCESS AUTO - BELT FOR HOOD
2/11/2017	\$104.97	REDCLIFF HH - SHELVING UNIT

2/10/2017	\$54.78	COSTCO - PROPANE
2/9/2017	\$125.33	CANADIAN ENERGY - BATTERIES
2/9/2017	\$293.77	STAPLES - BALLOT BOXES
2/9/2017	\$29.26	STAPLES- PORTFOLIO LOCKIT
2/9/2017	\$51.32	STAPLES - KLEENEX/PAPER TOWEL
2/9/2017	\$35.55	STAPLES - USB/PENS
2/9/2017	(\$807.46)	GETAROOM - REFUND
2/9/2017	\$140.34	COAST PLAZA - SEMINAR
2/9/2017	\$140.34	COAST PLAZA - SEMINAR
2/8/2017	\$140.34	COAST PLAZA - SEMINAR
2/8/2017	\$475.00	PAYPAL - AMCA CONF REGISTRATIO
2/7/2017	(\$366.89)	STAPLES - REFUND DC SPR
2/6/2017	\$157.50	CIVICJOBS.CA- JOB POSTING
2/5/2017	\$53.86	BOOEKO - ONLINE BOOKING PROGRA
3/16/2017	\$11,083.76	Cheque#81685

BANK SUMMARY FOR FEBRUARY 28, 2017

ATB GENERAL BANK ACCOUNT			5.12.02.121.000
BALANCE FORWARD			2,895,516.86
DAILY DEPOSITS			251,305.27
DIRECT DEPOSITS			1,120,304.99
GOVERNMENT GRANTS			0.00
INTEREST			2,093.94
OTHER DEPOSITS			0.00
SUBTOTAL			1,373,704.20
PAYMENTS			(482,046.88)
ASFF QUARTERLY PAYMENTS			0.00
DEBENTURE PAYMENTS			0.00
OTHER WITHDRAWALS			(347,254.65)
SUBTOTAL			(829,301.53)
TOTAL			3,439,919.53
BANK CLOSING BALANCE			3,475,945.45
ADD:O/S DEPOSITS			6,611.02
LESS:O/S CHEQUES			(42,636.94)
TOTAL			3,439,919.53
INVESTMENTS			
ATB ONE YEAR GIC @1.6%	5.12.02.321.000		300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001		13,559,675.00
ATB/SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000		1,494,911.88
TOTAL INVESTMENTS			15,354,586.88
TOTAL CASH & INVESTMENTS			18,794,506.41

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 13, 2017 @ 7:00 P.M.**

PRESENT:	Mayor Councillors	E. Reimer D. Kilpatrick, C. Brown J. Steinke, C. Crozier L. Leipert (left at 8:03 p.m., returned at 8:09 p.m.)
	Municipal Manager Manager of Legislative & Land Services Director of Finance & Administration Director of Public Services Development Officer	A. Crofts S. Simon J. Tu (left at 7:31 p.m.) C. Popick (left at 7:31 p.m.) B. Stehr (left at 7:31 p.m.)
ABSENT:	Councillor	E. Solberg

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:02 p.m.
2017-0083	Adoption of Agenda	B) Councillor Leipert moved the agenda be adopted as presented. - Carried.
2017-0084	Accounts Payable	C) Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.
2017-0085	Bank Summary to January 31, 2017	D) Councillor Leipert moved the Bank Summary to January 31, 2017, be received for information. - Carried.

2. PUBLIC HEARING

Public Hearing Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw	A) Mayor Reimer called the Public Hearing for Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw, regarding rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District, to order at 7:03 p.m.
Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District	Development Officer, B. Stehr, provided background information and discussed the Land Use Bylaw application/amendment process. B. Stehr noted the Municipal Planning Commission had no concerns or comments.

Administration confirmed no written submissions were received. Further, noting that notices sent were delayed or may not have been received and suggest consideration of only 2nd Reading at this meeting.

Mayor Reimer declared the Public Hearing closed at 7:10 p.m.

3. MINUTES

- 2017-0086 Council meeting held February 27, 2017 **A)** Councillor Steinke moved the minutes of the Council meeting held February 27, 2017, be adopted as presented. - Carried.
- 2017-0087 Redcliff Physician Recruitment & Retention Committee meeting held March 2, 2017 **B)** Councillor Brown moved the minutes of the Redcliff Physician Recruitment & Retention Committee meeting held March 2, 2017, be received for information. - Carried.

4. BYLAWS

- 2017-0088 Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw
Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District
A) Councillor Crozier moved that Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw, regarding Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District, be given second reading. - Carried.

5. REQUESTS FOR DECISION

- 2017-0089 2017 Municipal Election **A)** Councillor Leipert moved to conduct the 2017 Municipal Election In House and, further, Administration to provide options for a Returning Officer. - Carried.

6. POLICIES

- 2017-0090 Policy 035, Sanitary Sewer Blockage Policy **A)** Councillor Kilpatrick moved Policy 035 (2017), Sanitary Sewer Blockage, be approved as presented with proposed amendments. - Carried.

7. CORRESPONDENCE

- 2017-0091 Redcliff Minor Hockey Association
Re: Sponsorship request **A)** Councillor Leipert moved correspondence from Redcliff Minor Hockey Association received February 24, 2017 regarding sponsorship request, be received for information.

Further, to contribute \$100.00 towards the Redcliff Atom Grizzlies Team Blue to attend the Provincial Championships being held in Provost, Alberta March 16-19, 2017. - Carried.

2017-0092 Glen Motz, MP
Re: Municipal Council meeting

B) Councillor Crozier moved correspondence from Glen Motz dated February 24, 2017, regarding a Municipal Council meeting, be received for information. - Carried.

8. OTHER

2017-0093 Memo to Council
Re: Grader purchase

A) Councillor Crozier moved the Memo to Council March 13, 2017, regarding a grader purchase, be received for information. - Carried.

2017-0094 Memo to Council
Re: Permits issued in February, 2017

B) Councillor Steinke moved the Memo to Council March 13, 2017, regarding Permits issued in February, 2017, be received for information. - Carried.

2017-0095 Redcliff/Cypress Regional
Waste Management Authority
Re: Landfill Graphs to February 28, 2017

C) Councillor Kilpatrick moved the Redcliff/Cypress Regional Waste Management Authority regarding Landfill Graphs to February 28, 2017, be received for information. - Carried.

2017-0096 Council Important Meetings &
Events March 13, 2017

D) Councillor Leipert moved the Council Important Meetings & Events March 13, 2017, be received for information. - Carried.

9. RECESS

Mayor Reimer called for a recess at 7:31 p.m.

Development Officer, Director of Public Services and Director of Finance & Administration left the meeting at 7:31 p.m.

Mayor Reimer reconvened the meeting at 7:41 p.m.

10. IN CAMERA

2017-0097

Councillor Crozier moved to meet In Camera at 7:41 p.m. - Carried.

Councillor Leipert left at 8:03 p.m. and returned at 8:09 p.m.

2017-0098

Councillor Crozier moved to return to regular session at 8:10 p.m. - Carried.

2017-0099 Boards & Commissions

Councillor Steinke moved to accept Mark Adcock's letter of resignation from the Redcliff Public Library Board. Further, for Administration to send a letter of appreciation. - Carried.

2017-0100

Councillor Steinke moved to appoint Clarke Storle to the Redcliff Public Library Board with a term to expire December 31, 2018. - Carried.

2017-0101 Letter of Understanding
Re: CUPE Local 46

Councillor Crozier moved to approve the Letter of Understanding: Sick Leave Defined between the Town of Redcliff and Canadian Union of Public Employees Local 46 as presented. Further, that the Municipal Manager be authorized to endorse said Letter of Understanding. - Carried.

11. ADJOURNMENT

2017-0102 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:12 p.m. - Carried.

Mayor Reimer

Manager of Legislative & Land Services

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD MEETING
Town Council Chambers Town Office
March 14, 2017 at 7:00 pm**

PRESENT:

Chairperson	Meredith Conboy
Council Representative	Chere Brown
Members at Large	Karen Krause
	Mandy McApline
Community Services	Carla Spampinato
Regards	Susan Horn

1. GENERAL

Call to Order:

A) Meeting called to order at 7:11 pm.

Adoption of the Agenda

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

2. MINUTES – None

A) K. Krause moved the February 14, 2017 minutes, adopted as presented. – Carried

3. DELEGATION – None

4. OLD BUSINESS

Board Leadership
Session Review

A) M.McAlpine presented as information

5. NEW BUSINESS

Spring/Summer Programming

A) Administration informed the board of the programs they are working on offering in the next session. Suggestions were made to offer more Mom groups. - Received as information.

DREAMS at Volunteer
Celebration

B) DREAMS will be presenting their “post card campaign” at the Volunteer Celebration and tying it in to Volunteerism - Received as Information

FCSS Brochure

C) Administration presented the final draft of the brochure and suggestions were made for additions. Administration will make changes and print. –received as information

Volunteer Alberta Grant

D) Administration informed the board that they have been approved for a \$1250.00 grant for volunteer week. – received as information.

Mobile Magazine Stand

E) M.McAlpine moved that FCSS can purchase a mobile magazine rack to hold brochures to promote volunteerism and FCSS at different events around Redcliff – Carried

Volunteer Week Update

F) Administration informed the board of Volunteer Week/Pitch in week events for April 23-28, 2017 including Town clean up, potential tree planting, doggy waste clean-up, volunteer celebration dinner and Firefighters BBQ. – received as information.

6. CORRESPONDENCE

A) Correspondence received by DREAMS. Program updates for March 2017 – received as information.

B) Correspondence received by Alberta Counsel on Aging – received as information

C) Correspondence received by Communities in Bloom. – received as information.

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

A) C.Brown inquired about a facilitators meeting with Julie Friesen. Administration will contact the board with more information and a date.

Next Meeting

8. DATE OF NEXT MEETING- April 11, 2017 at 7:00 Pm

Adjournment

9. ADJOURNMENT

A) C. Brown moved to adjourn the meeting at 8:04 pm.—Carried

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

AND WHEREAS a public hearing with respect to this bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2017.

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

1. This bylaw be cited as the Town of Redcliff Land Use Amending Bylaw 1841/2017.
2. The land described as

<u>Legal Description</u>	<u>Civic Address</u>
Lot 21-22, Block 131, Plan 1117V	343 2 Street NW
Lot 23-24, Block 131, Plan 1117V	339 2 Street NW

Is hereby designated R-3 Medium Density Residential District.

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

READ a first time this 13th day of February, 2017.

READ a second time 13th day of March, 2017.

READ the third time this _____ day of _____, 2017.

PASSED and **SIGNED** the _____ day of _____, 2017.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 27, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: 2017 Municipal Election

PROPOSAL: To consider various procedural issues in preparation of the upcoming Municipal Election

BACKGROUND:

There are various sections in the Local Authorities Elections Act (LAEA) in which the Elected Authority may consider modifying certain procedures when holding a municipal election. The applicable sections are noted below for your consideration:

1. Joint Elections (LAEA s. 2)

- (2) An elected authority **may by resolution** enter into an agreement with one or more elected authorities in the same area for the conduct of an election.

2. Election Day (LAEA s. 11)

- 11 (1) Election day for a local jurisdiction
- (a) in the case of a general election, if required, is to be the 3rd Monday in October, or
- (b) in the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority.
- (2) Notwithstanding subsection (1)(a), an elected authority **may, by a bylaw passed prior to June 30** of a year in which a general election is to be held, provide that the election day in the local jurisdiction is to be the Saturday immediately preceding the 3rd Monday in October.

3. Appointment of Returning Officer (LAEA S.13)

- 13 (1) An **elected authority may, by resolution,** appoint a returning officer for the purposes of conducting elections under this Act.
- (2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
- (3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

4. Nominations (LAEA s. 28(2))

- 28 (1) The returning officer shall receive nominations at the local jurisdiction office between 10 a.m. and 12 noon on nomination day.
- (1.1) The person who is nominated as a candidate is responsible for ensuring that the nomination filed under subsection (1) meets the requirements of section 27.
- (2) Notwithstanding subsection (1), **an elected authority may, by a bylaw passed prior to June 30** of a year in which an election is to be held, provide that the returning officer
- (a) may receive nominations earlier than 10 a.m., and
- (b) may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

5. Deposit (LAEA s. 29)

- 29 (1) **An elected authority may, by bylaw passed not fewer than 30 days before nomination day,** require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
- (2) An amount fixed in a bylaw under subsection (1) may not exceed (a) \$1000, in the case of a local jurisdiction with a population of more than 10 000, or (b) \$100, in any other case.

6. Death of candidate (LAEA s.33)

- 33 (1) **An elected authority may, by a bylaw passed prior to nomination day,** provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,
- (a) the election for the position for which the deceased candidate was nominated shall be discontinued, and
- (b) the elected authority shall as soon as practicable provide for the holding of a new election for that office.
- (2) If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

7. Voting subdivisions (LAEA s.36)

- 36 (1) The **elected authority by resolution,** or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into

voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day.

- (2) If voting subdivisions are not established under subsection (1),
 - (a) the area, or
 - (b) the ward, if there are wards, is considered to be one voting subdivision.

8. Contents of Ballot (LAEA s.43)

- 43 (1) Each ballot shall contain the name of each candidate.
- (2) The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.
- (3) Notwithstanding subsection (2), if an elected authority passes a bylaw 2 months before an election that provides that
 - (a) ballots shall be printed in as many lots as there are candidates for the office,
 - (b) in the first lot the names of the candidates shall appear in alphabetical order,
 - (c) in the 2nd lot the names shall appear in the same order, except that the first name in the first lot shall be placed last,
 - (d) in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last, and
 - (e) tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotation so that no 2 consecutive electors may receive ballot papers from the same lot and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used,

then the ballots used in an election while the bylaw is in force shall be in the form described in this subsection.

9. Voting hours (LAEA s.46)

- 46 (1) Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m.
- (2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held,

provide that the voting station is to be open before 10 a.m.

- (2.1) *Despite subsection (1), an elected authority that is responsible for the conduct of an election under an agreement referred to in section 2(2) or 3(1) may, by a bylaw passed before June 30 of a year in which an election is to be held, provide that voting stations in an area that is subject to the agreement are to be open before 10 a.m.*

10. Permanent electors register (LAEA s.49)

- 49 (1) Subject to this section, **a municipality may, by bylaw,**
- (a) *direct the secretary to prepare a permanent electors register of residents in the municipality who are entitled to vote in elections,*
 - (b) *prescribe procedures and forms governing the enumeration of electors and any other methods of compiling and revising a permanent electors registry, and*
 - (c) *provide for the use of the permanent electors register to create a list of electors who are entitled to vote in an election.*

11. List of Electors (LAEA s. 50)

- 50 (1) The **elected authority if it so desires may, by bylaw,**
- (a) *direct the secretary or returning officer to prepare a list of electors who are entitled to vote in an election, and*
 - (b) *prescribe procedures and forms governing the enumeration of electors and provide for the use of information from a permanent electors register, if any.*

12. Proof of Elector Eligibility (LAEA s. 53)

- 53 (3) An **elected authority may, by a bylaw passed no later than 6 months prior to nomination day** of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.
- (4) An **elected authority may, by a bylaw passed no later than 6 months prior to nomination day** of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person who wishes to vote by a special ballot to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.

13. Advance Vote (LAEA s. 73)

- 73 (1) An **elected authority may by resolution** provide for holding an advance vote on any vote to be held in an election.
- (2) No advance vote shall be held within 24 hours of election day.
- (3) If a resolution is enacted under subsection (1), the returning officer must determine the days and hours when the advance vote is to be held.

14. Vote by Special Ballots LAEA s. 77.1

- (2) An **elected authority may, by resolution passed prior to nomination day**, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:
- (a) in writing;
- (b) by telephone;
- (c) by telecopier;
- (d) in person;
- (e) by e-mail.

15. Incapacitated Elector at Home (LAEA s. 79)

- 79 (1) An **elected authority may by resolution** provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote

16. Institutional Vote (LAEA s. 80)

- 80 (1) The **elected authority by resolution** or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.

17. Voting Machines (LAEA s. 84)

- 84 (1) An **elected authority may by bylaw** provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting systems.

With the exception of passing a resolution to appoint a Returning Officer and to hold an Advance Vote, Council has typically not passed, for previous elections, any bylaws or resolutions as it

relates to the above. Consideration of having the ballots counted electronically is also being researched and further information will be brought forward at a later date. In the event the Town would undertake utilizing an electronic means of counting the ballots a bylaw would have to be brought forward for consideration. Also to note, LAEA s. 53 Proof of Elector Eligibility, the deadline to make changes to the number and types of identification required has passed. Provision of identification will be in accordance with LAEA.

POLICY / LEGISLATION:

LAEA sections as noted above.

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS: None.

OPTIONS:

Consider modifying election procedures for the 2017 Municipal Election as noted above.

RECOMMENDATION:

With regard to the above it is recommended:

1. It is recommended that a motion be adopted for holding an Advance Vote for the 2017 Municipal Election. The date and time of the Advance Vote to be determined by the Returning Officer.

SUGGESTED MOTION(S):

1. Councillor _____ moved that a Advance Vote be held and scheduled for the 2017 Municipal Election with the date and time to be determined by the Returning Officer.

SUBMITTED BY:



Department Head



Municipal Manager

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 27, 2017

PROPOSED BY: Director of Community and Protective Services
Director of Public Services

TOPIC: PITCH-IN Week April 22-29, 2017

PROPOSAL: Requesting that Council offers free dumping at the landfill to local residents delivering yard and household waste during the week of April 22-29, 2017.

BACKGROUND:

PITCH-IN week is a commitment made by communities, individuals, families, or community groups to participate in projects that help to improve our environment. In previous years, Council has participated in helping to beautify our community by participating in our community clean-up during PITCH-IN week. Council has also supported the request for free landfill dumping to local residents during PITCH-IN week. As this is the 50th annual PITCH-IN week we would like to recruit even more volunteers than in previous years. We will be hosting a community wide coloring contest to promote this event, as well as hosting a kids 'eco-craft' contest the day of the event. Winners of these contests will win an enrollment voucher to Karma Kids Yoga being offered in Redcliff in the spring.

During the week, as in previous years we would like to offer free dumping at the landfill for all Redcliff residents, which would encompass household and yard refuse. Giving each resident the ability to utilize the landfill as often as they need to during the week. Each resident would need to provide proof of residency to ensure they aren't charged for any load he/she brings in. Certain landfill items will still incur a charge such as construction or demolition waste, commercial waste, any waste delivered by a contractor, large quantities of soil or sod, household waste mixed with ineligible waste, hazardous waste, and items that require additional disposal fee's such as appliances. Standard garbage collection schedules will be maintained and if required, an additional garbage bin collection can occur if public services are notified of a full bin. Hours of operation for the landfill will be as posted on the Town's website. The landfill will be closed Sunday, April 23rd.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: None

OPTIONS:

1. Support and offer free dumping at the landfill to local residents delivering yard and household waste during the week of April 22 to 29, 2017
2. Participate in PITCH-IN week, and do not extend free landfill use.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

- 1.) Councillor _____ moved that the Town of Redcliff support PITCH-IN week by offering free dumping at the Redcliff Cypress Regional Landfill to local residents delivering yard and household waste during the week of April 22 to 27, 2017.

SUBMITTED BY:



Department Head



Municipal Manager

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 27, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Review Policy 011, Frontage Prepayment Policy

PROPOSAL: No Change on Policy 011, Frontage Prepayment Policy

BACKGROUND:

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

Policy 011, Frontage Prepayment Policy was put in place to allow the Town of Redcliff to short borrow all frontage levies attributable to all Town owned properties, including those municipal properties leased by non-profitable organizations unless it prohibitive to do so.

After reviewing this policy, the Administration recommends no change to it. Currently, 90% of the debentures for the purpose of local improvements are related to roads, water and sewage. In the near future, the Administration does not foresee that there will be any changes to this policy.

POLICY/LEGISLATION:

Policy 115, Policy and Bylaw Development and Review Policy

STRATEGIC PRIORITIES:

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

ATTACHMENTS

Policy 011, Frontage Prepayment Policy

OPTIONS:

1. Approve Policy 011, Frontage Prepayment Policy with no amendment.
2. Suggest changes to Policy 011 Frontage Prepayment Policy and have administration draft an amended Policy 011, Frontage Prepayment Policy for review at a future Council meeting.


RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 011, Frontage Prepayment Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 011, Frontage Prepayment Policy for review at a future Council meeting with suggested changes as follows:
 - 1.
 - 2.
 - 3.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council - ~~February 11,~~
~~2013.~~

FRONTAGE PREPAYMENT POLICY - TOWN OWNED PROPERTY

BACKGROUND

At times the Town of Redcliff passes frontage Bylaws in areas of Redcliff and at times there are properties owned by the Town of Redcliff in these areas.

It is normally easier for accounting and administrative purposes to have these frontages prepaid by the Town. Due to stop loss penalties imposed by the ACFA (Alberta Capital Finance Authority) it is in the best interest of the community to short borrow rather than prepay amounts borrowed from ACFA.

POLICY

The Town of Redcliff will short borrow all frontage levies attributable to all Town owned properties, including those municipal properties leased by non-profitable organizations unless it is prohibitive to do so.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 27, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Policy 019, Bank Transactions and Cheque Signing Authority

PROPOSAL: Review and update Policy 019, Bank Transactions and Cheque Signing Authority with the proposed additions stated below

BACKGROUND:

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

Policy 019, Bank Transactions and Cheque Signing Authority was put in place for the purpose of safeguarding the Town's assets, ensuring effective internal controls for accurate, reliable and objective financial data creation, collection, processing and reporting.

Policy section "A" clearly stipulates the signing authority for cheques, but not for Electronic Fund Transfer (EFT). The Town has recently adopted EFT as a payment method. EFT has been widely used by all levels of organizations, which allows secure, fast, efficient fund transfer. It also provides for cost savings as it saves on postage and staff time in folding and stuffing the cheques in the envelopes and taking them to the post-office as well as cheque production costs.

POLICY

- A. Bank Transactions & Cheque and **Electronic Fund Transfer** Signing
Signing authority for Town of Redcliff bank transactions will be the Mayor together with either of the following:
- 1) Director of Finance & Administration
 - 2) Municipal Manager

The Town utilizes cheque writing software that allows electronic signatures of signatories. However, for cheque amounts over \$15,000.00, the Director of Finance & Administration or Municipal Manager must manually sign the cheque, and for cheque amounts over \$100,000.00, the Mayor must manually sign the cheque.

The Town also utilizes the payment method that allows electronic fund transfer (EFT) to vendors. For EFT amounts under \$100,000.00, the Director of Finance & Administration and Municipal Manager must sign on the request for the payment transfers, and for EFT amounts over \$100,000.00, the Mayor must sign on the request for the payment transfers.

POLICY/LEGISLATION:

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

STRATEGIC PRIORITIES:

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

ATTACHMENTS

Proposed Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer
Signing Authority

OPTIONS:

1. Approve Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority as amended.
2. Suggest changes to Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority and have administration draft an amended Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council: ~~May 12, 2014~~**BANK TRANSACTIONS AND CHEQUE AND ELECTRONIC FUND TRANSFER SIGNING AUTHORITY****BACKGROUND**

The Town of Redcliff is required to provide authorization to banking institutions as to who has authority to sign on or access accounts and information of the Town of Redcliff.

For the purpose of establishing cheque and electronic fund transfer signing authority, effective internal controls are essential for accurate, reliable and objective financial data creation, collection, processing and reporting. As such, to facilitate the safe custody of the Town of Redcliff's cash assets, it is prudent to formalize the cheque and electronic fund transfer signing authorization levels. This allows a clear understanding of these levels both for internal personnel and for external auditors.

POLICY

- A. Bank Transactions & Cheque and Electronic Fund Transfer Signing
Signing authority for Town of Redcliff bank transactions will be the Mayor together with either of the following:
- 1) Director of Finance & Administration
 - 2) Municipal Manager

The Town utilizes cheque writing software that allows electronic signatures of signatories. However, for cheque amounts over \$15,000.00, the Director of Finance & Administration or Municipal Manager must manually sign the cheque, and for cheque amounts over \$100,000.00, the Mayor must manually sign the cheque.

The Town also utilizes the payment method that allows electronic fund transfer (EFT) to vendors. For EFT amounts under \$100,000.00, the Director of Finance & Administration and Municipal Manager must sign on the request for the payment transfers, and for EFT amounts over \$100,000.00, the Mayor must sign on the request for the payment transfers.

- B. Safety Deposit Box
Authority for access to Town of Redcliff safety deposit box shall be any of the following:
- 1) Mayor
 - 2) Municipal Manager
 - 3) Director of Finance & Administration

- C. Alternate Signatories
In circumstances where the Mayor is unavailable, the serving Deputy Mayor may exercise all authorities granted to the Mayor in this policy. In a situation where both the Mayor and Deputy Mayor are unavailable signing authority will fall to the Councilor scheduled to serve as the next Deputy Mayor.

In situations where both the Director of Finance & Administration and the Municipal Manager are unable to fulfill their role as signatory, a person appointed in writing to relief

responsibilities or to acting role for the Director of Finance & Administration or Municipal Manager will be granted the cheque and electronic fund transfer signing authority of the position in which they are relief or acting.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: March 27, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: Policy No. 113 – Built Green Incentive Policy (Eastside Phase 1)

PROPOSAL: Council to decide whether to continue the Built Green Incentive.

BACKGROUND:

Council approved Policy No. 113 on September 28, 2009 in an effort to encourage energy efficient building in the Eastside subdivision. Since the policy has come into effect no applications for a rebate have been made under the policy.

Also in 2016 the National Energy Code was put into force and builders are required to follow it.

POLICY/LEGISLATION:

Policy 115 requires that policies are reviewed every three years.

STRATEGIC PRIORITIES:

Encouraging the construction of green buildings is not identified as a strategic priority.

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

ATTACHMENTS:

- Proposed Policy No. 113 as revised by Administration.

OPTIONS:

1. That Council approve Policy No. 113 as presented.
2. That Council cancel the Policy No. 113.


RECOMMENDATION:

No recommendation is made to Council by Administration on this matter but is simply being put forward as to whether or not Council would like to continue this program.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council approve Policy No. 113 - Built Green Incentive Policy (Eastside Phase 1) as presented.
2. Councillor _____ moved that Council cancel Policy No. 113 - Built Green Incentive Policy (Eastside Phase 1) as presented.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council: ~~September 28, 2009~~

BUILT GREEN INCENTIVE POLICY (EASTSIDE PHASE 1)

BACKGROUND:

The Town of Redcliff recognizes the importance of building a sustainable community. Thus, the Town through its role as public developer of the Eastside subdivisions will encourage and provide an incentive to home builders to build sustainable dwelling units.

To offset the additional costs to build sustainable dwellings the Town will offer rebates to the lot purchaser for conforming to one of the recognized Built Green levels.

This policy uses the Built Green standard as the benchmark for evaluating rebates.

POLICY:

1. Rebates will only be considered for those dwelling units that achieve one of the Built Green levels (i.e. Bronze, Silver, Gold, and Platinum).
2. Single family, duplex, and fourplex residential dwellings within Eastside are eligible for the rebate.
3. Only the lot purchasers can apply to the Town for the rebate.
4. Eligibility for the rebate will expire 6 months after occupancy has been granted.
5. Lot purchasers will submit an application form (Schedule "A") to the Town of Redcliff requesting the rebate. The applicant will provide to the achieved Built Green level, the completed Built Green checklist and confirmation of the achieved EnerGuide rating which shall be completed by a Certified Energy Advisor (conduct a blower door test inspection).
6. The Town will review the applications and determine the eligibility (i.e. level achieved and date). The Town will review in accordance with the Built Green standard and will not make any exceptions or deviations from this accepted standard.
7. A rebate to the lot purchaser will be provided by the Town of Redcliff. The rebate shall be consistent with the Built Green level achieved.
8. The rebates shall be consistent with the below table.

Built Green Levels	Bronze	Silver	Gold	Platinum
Required EnerGuide rating	72	75	77	82
Rebate Amount	\$1,000/ Unit	\$2,000/ Unit	\$3,000/ Unit	\$4,000/ Unit

Schedule "A"

Town of Redcliff

#1 -3rd Street N.E , Town of Redcliff, AB T0J 2P0

Phone: (403) 548-9247 Fax: (403) 548-6623

Eastside Built Green Rebate Application Form**Applicant Information**

Name of applicant _____ Address _____

Town _____ Province _____ Postal Code _____

Phone # _____ Fax # _____ Email: _____

Legal Description

All/part of the ¼ sec _____ twp _____ range _____ west of _____ meridian _____

Being all/ part of lot number _____ Block Number _____

Registered Plan # _____ Certificate of Title Number _____ Building Permit Number _____

Type of Development: ☐ Single- Family ☐ Duplex ☐ Fourplex

Building Address _____

Total Number of Units _____ Completion Date _____

Developer/Builder Information and Declaration

Name of Builder _____ Phone Number _____ Fax Number _____

Built Green Certification: ☐ Certified Built Green Builder

I,declare that I constructed the property indicated on this application. The operational system and building materials used are to the best of my knowledge satisfy the requirement of Built Green Bronze standard at the time and date of the completion of this property

Signature _____ Date: _____

Rebate Information

Building Size _____ Rebate Amount (\$) _____

Built Green Certification Level Achieved _____ EnerGuide rating achieved _____

Lot Purchaser

I certify that the information above is true and correct. I understand that the Town of Redcliff reserves the right to verify compliance with program requirements prior to payment of the rebate and may require onsite access and verification.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Application No _____

Rebate Approved: ☐ Yes ☐ No (specify reason) _____

Rebate Amount: _____ Check Issued/Sent Date: _____

Signature: _____

Date: _____

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: March 27, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: Policy No. 119 – External Municipal Planning Documents Review Policy

PROPOSAL: Approve Policy No. 119 as proposed.

BACKGROUND:

Council approved Policy No. 119 on May 27, 2013 to deal with the potential numerous circulations that could be made to the Town by Cypress County and the City of Medicine Hat following the circulation requirements of the Inter-Municipal Development Plan (IDP).

Currently the Town receives a few circulations from the City of Medicine Hat, all of which are inside the referral zone identified in the IDP. However Cypress County has forwarded numerous items to the Town that are well beyond the referral zone. As the current policy states anything north of the South Saskatchewan River is to be referred to Council these extra applications require additional staff time to prepare the documents for Council and also delay the response of the Town to these applications, many of which clearly do not have any impact on the Town.

The changes to the policy proposed are to greatly reduce the area which staff are required to send External Municipal Planning Document Referrals to Council. Administration retains the option to send any referral to Council that in the opinion of staff could create an issue for the Town or Council may wish to have input on.

POLICY/LEGISLATION:

Policy 115 requires that policies are reviewed every three years.

Inter-Municipal Development Plan

STRATEGIC PRIORITIES:

While efficient handling of referrals is not specifically addressed as a strategic priority, when an opportunity is found to improve processes, reduce resources used and speed up the process these opportunities should be taken.

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

ATTACHMENTS:

- Proposed Policy No. 119 as revised by Administration.

OPTIONS:

1. That Council approve Policy No. 119 as presented.
2. That Council direct Administration to modify Policy No. 119 as presented and bring the modified policy back to Council.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council approve Policy No. 119 - External Municipal Planning Documents Review Policy as presented.
2. Councillor _____ moved Administration modify Policy No. 119 - External Municipal Planning Documents Review Policy as follows:

- _____
- _____
- _____
- _____
- _____

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council – May 27, 2013

EXTERNAL MUNICIPAL PLANNING DOCUMENTS REVIEW POLICY

BACKGROUND

The Inter-Municipal Development Plan (IDP) was approved by all three municipalities (Redcliff, Medicine Hat, Cypress County) in 2011. Prior to the development of the IDP there was no clear direction as to planning in the fringe areas. As such, it was very important for the Town of Redcliff, especially Council, to have each planning document or application in fringe areas around the Town come to Council for discussion and input into potential suggestions and/or opposition if appropriate.

The IDP now clearly spells out how development in the designated areas should occur and applications or documents brought forward by or behalf of someone in the City of Medicine Hat or Cypress County must comply with the parameters of the IDP or an amendment must be sought. As required under the IDP, such documents must be sent to the municipalities for comment. While the IDP attempts to identify the majority of situations, administration recognizes that it would have been impossible to contemplate every scenario. Applications/documents with impact to the Town of Redcliff should be provided to Council for their information and input.

This policy identifies how these items will be dealt with by the Town of Redcliff.

POLICY

~~Applications/Documents dealing with lands south of the South Saskatchewan River~~

~~Applications/Documents that are for lands south of the South Saskatchewan River generally have little to no impact on the Town of Redcliff; however, must still comply with the restrictions within the IDP. Any such application/documents will be responded to by administration, in consultation with the Town planning consultant regardless of time restrictions.~~

~~Applications/Documents dealing with land north of the South Saskatchewan River~~

~~Applications/Documents that are for lands north of the South Saskatchewan River have the potential to be of greater impact to the Town of Redcliff. Any such applications/documents will be forwarded to Council for information and input and responded to by administration, in consultation with the Town planning consultant.~~

~~Applications/Documents that are time sensitive~~

~~Applications/Documents that are for lands north of the South Saskatchewan River that require a response prior to an opportunity to forward them to Council for information and input will be responded to by administration, in consultation with the Town planning consultant, and brought to Council for information at the next available Council meeting, along with the comments provided by administration.~~

Applications/Documents that have broader IDP implications

Applications/Documents that have broader IDP implications, regardless of location, will be forwarded to Council for information and input and responded to by administration, ~~in consultation with the Town planning consultant.~~ These will typically be Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans or similar type documents.

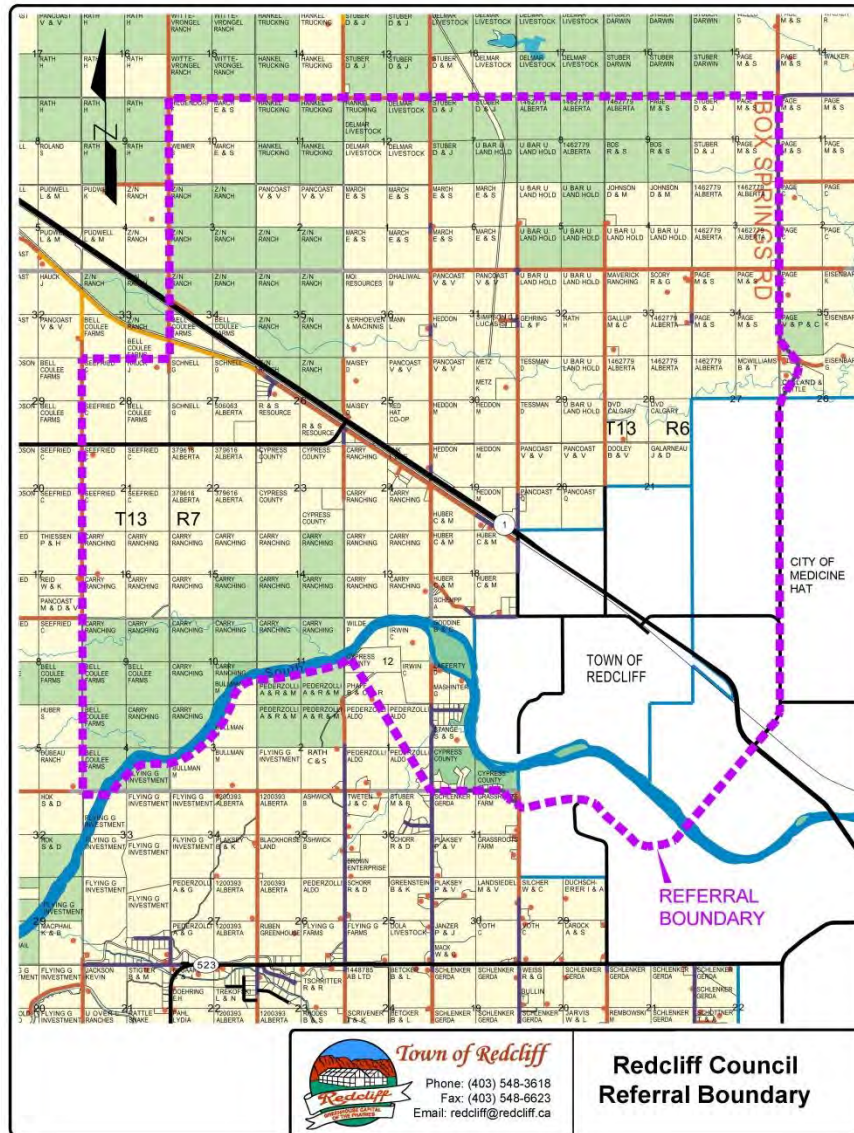
Applications/Documents that are of a nature that Council may wish to comment on

When Applications/ documents are received that in the opinion of Administration Council may wish to comment on these will be referred to Council for information and input wherever they may be located. It is envisioned that these documents will mostly consist of the following types:

- Those that may have an impact on the Town.
- Those that due to the type of proposed development Council may wish to comment on.

Applications/Documents dealing with lands south of the South Saskatchewan River inside of the Council Referral Boundary

Applications/Documents that for lands inside of the Council Referral Boundary shown on the figure on the next page have the potential to be of greater impact to the Town of Redcliff. All applications/documents inside of the Council Referral Boundary will be forwarded to Council for information and input and responded to by administration.



Applications/Documents outside of the Council Referral Boundary

Applications/Documents that for lands outside of the Council Referral Boundary shown on the figure above have little to no impact on the Town of Redcliff. Applications/documents outside of the Council Referral Boundary will be forwarded to Council for information and input only if they are identified by Administration as having broader IDP implications or that are of a nature that Council may wish to comment on. All documents that are not referred to Council will be responded to by Administration.

Applications/Documents that are for lands south of the South Saskatchewan River generally have little to no impact on the Town of Redcliff; however, must still comply with the restrictions within the IDP. Any such application/documents will be responded to by administration, in consultation with the Town planning consultant regardless of time restrictions.

Applications/Documents dealing with land north of the South Saskatchewan River

Applications/Documents that are for lands north of the South Saskatchewan River have the potential to be of greater impact to the Town of Redcliff. Any such applications/documents will be forwarded to Council for information and input and responded to by administration, in consultation with the Town planning consultant.

Applications/Documents that are time sensitive

Applications/Documents that are identified to be referred to Council for information and input for lands north of the South Saskatchewan River that require a response prior to an opportunity to forward them to Council for information and input will be responded to by administration, in consultation with the Town planning consultant, and brought to Council for information at the next available Council meeting, along with the comments provided by administration.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 27, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors

PROPOSAL: Amend Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors with amendments as presented.

BACKGROUND:

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

Minor revisions are being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy 037, Correspondence For Councillors and Delivery of Information Packages to Councillors

OPTIONS:

1. Approve Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors as presented.
2. Suggest changes to Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors and have Administration draft an amended Policy 037, Correspondence For Councillors and Delivery of Information Packages to Councillors for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council: September 10, 2012

**CORRESPONDENCE FOR COUNCILLORS AND
DELIVERY OF INFORMATION PACKAGES TO COUNCILLORS**

BACKGROUND

The Town of Redcliff wishes to maximize efficiency in the way it provides general information and Council packages to Council members.

POLICY

1. CORRESPONDENCE

All correspondence is dated upon receipt. When in the opinion of the Mayor and/or Municipal Manager the correspondence is of general interest to Council members, this correspondence will be scanned and emailed to Council. If there is any correspondence that is deemed to be more appropriate to distribute other than by email it will be copied and put in Councillors mail.

Should any member of Council feel that action is required, they wish a copy of correspondence for their use or they wish to have an item of correspondence discussed at a Council ~~or Committee Meeting~~; he/ she will request the ~~Manager of Legislative and Land Services~~ Municipal Manager to place the item on the next Council ~~or Committee~~ agenda.

Correspondence the Mayor and/or Municipal Manager ~~identifies~~ identify as requiring consideration will be placed directly on the next Council ~~or Committee~~ agenda.

2. INFORMATION PACKAGES

Information packages for Councillors shall include agendas and any other information or documents to be considered by Councillors.

Staff will endeavour to email Information packages for all regular meetings including Council, Committees or Hearings to Councillors by ~~4:00~~ 4:30 pm on each Friday preceding the meeting. For any special meeting that has been called, staff will endeavour to email packages to Council as soon as possible, dependant on the circumstances and timing of the calling of the special meeting.

Councillors will receive quarterly financial summaries within their information packages after the following cut off dates: March 31, June 30, September 30 and December 31.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 27, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Review and Update Policy 061, Declarations

PROPOSAL: Policy 061, Declarations – to approve as presented.

BACKGROUND:

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

No revisions are being suggested.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy 061, Declarations

OPTIONS:

1. Approve Policy 061, Declarations as presented.
2. Suggest changes to 061, Declarations and have Administration draft an amended Policy 061, Declarations for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved 061, Declarations be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 061, Declarations for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

DECLARATIONS

BACKGROUND

The Town of Redcliff receives from time to time requests to have declaration of special days, weeks, or months.

POLICY

Declarations will be made where the objectives are consistent with municipal purposes.

Requests for declarations of special day(s) shall routinely be forwarded to the Mayor for his consideration and approval before a declaration is made on behalf of the Town of Redcliff. The Mayor will endeavor to keep Council informed as to requests and approvals.

Redcliff Town Council may decide to declare a special day(s) and may direct the Mayor to make such a declaration by way of resolution.

Declaration of a special day(s) will not be recorded in the minutes of Redcliff Town Council except in the case where Redcliff Town Council makes the decision to declare a special day(s) and issues such direction to the Mayor as outlined above.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
MAR 22 2017
TOWN OF REDCLIFF

AR88776

March 14, 2017

His Worship Ted Clugston
Mayor, City of Medicine Hat
580 First Street SE
Medicine Hat AB T1A 8E6

Dear Mayor Clugston,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbors, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the City of Medicine Hat has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of your Regional Solid Waste Study project.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to please send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

.../2

- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Honourable Robert Wanner, MLA, Medicine Hat
Mayor Ernie Reimer, Town of Redcliff
Reeve Darcy Geigle, Cypress County
Merete Heggelund, Chief Administrative Officer, City of Medicine Hat
Arlos Crofts, Municipal Manager, Town of Redcliff
Doug Henderson, Chief Administrative Officer, Cypress County



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

RECEIVED
MAR 17 2017
TOWN OF REDCLIFF

March 9, 2017

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

Dear His Worship Reimer:

As Minister of Culture and Tourism, responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host the 2019 Alberta Senior Masters Games, formerly the Alberta 55 Plus Games. A brochure with details on how to apply is enclosed.

I encourage your community to consider this invitation and the many benefits that can result from hosting this event. The legacy of experienced volunteers associated with hosting Alberta Senior Masters Games, along with the economic benefits, has proven to be outstanding. The successful host community will be given the opportunity to showcase its talents to participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded the 2019 Alberta Senior Masters Games will receive base financial assistance to support operational aspects of the games. The "Guidelines for Communities Bidding to Host the 2019 Alberta Senior Masters Games" document is available from Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll free by first dialing 310-0000, or email suzanne.becker@albertasport.ca.

Best Regards,

Ricardo Miranda
Minister

Enclosure

cc: Honourable Lori Sigurdson
Minister of Seniors and Housing

2019 ALBERTA SENIOR MASTERS GAMES



FOR BID GUIDELINES

Please contact

Alberta Sport Connection
620 – 615 Macleod Trail SE
Calgary, AB T2G 4T8

T 403.297.2709 F 403.297.6669
E suzanne.becker@albertasport.ca

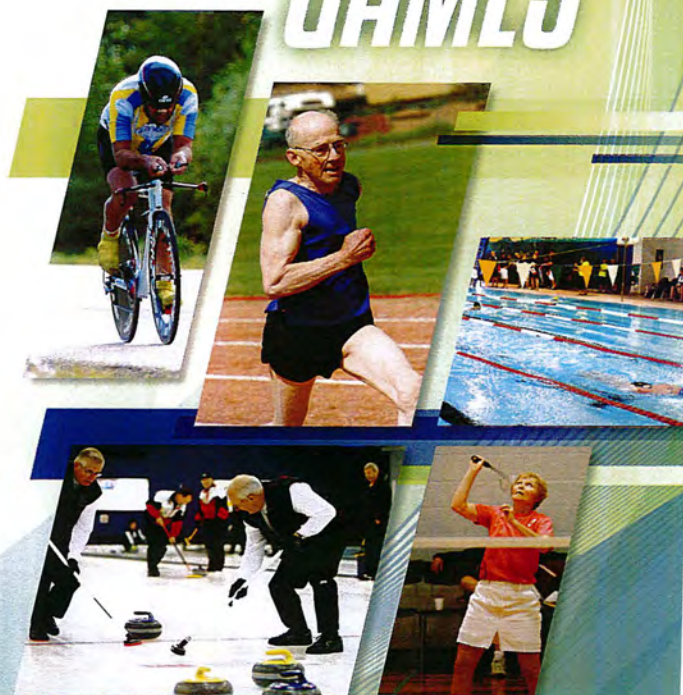


www.albertasport.ca

Alberta  Government

Alberta Sport Connection supports the delivery of sport programs
and services on behalf of the Government of Alberta

2019 ALBERTA SENIOR MASTERS GAMES



The Honourable
RICARDO MIRANDA
Minister of Culture & Tourism
Responsible for Sport

*extends an invitation
to communities in Alberta
to bid to host the*

2019 ALBERTA SENIOR MASTERS GAMES

The Alberta Senior Masters Games are coordinated by Alberta Sport Connection in partnership with the host community and the Alberta 55 plus Association. Interested communities must be capable of feeding and accommodating up to 1,800 participants.

Communities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

Please note: the 2019 Alberta Senior Masters Games will include both Summer and Winter (indoor) Sports.

For more information visit www.albertasport.ca

GRANT FUNDING

The total grant provided to the host community by Alberta Sport Connection is \$200,000.

IMPORTANT DEADLINES

A letter of interest to host the 2019 Senior Masters Games, together with a letter of support from Municipal or Band council must be received by **May 31, 2017**.

Completed bids must be received by the Alberta Sport Connection no later than **June 30, 2017**.



Municipal Manager Report to Council - March 27, 2017

On-going Projects

- Finalized organization chart and distributed it to departments.
- Emphasis and focus continues to be expended with regard to assisting community groups for not only grant opportunities but with general assistance.
- Comprehensive Job Description review and updating continues.
- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Developing annual work plan is in progress.
- Redcliff, Cypress County, and CMH were successful in obtaining the Alberta Community Partnership grant in the amount of \$200,000 to determine feasibility/options with regard to solid waste management strategy and collaboration options.
- Assisting Manager of Legislative and Land services with preparation of election requirements.
- Large amounts of time have been devoted to strategic planning preparation.

Day to Day Responsibilities

- Service Tracker/E-service request is regularly monitored in an effort to respond to residents that submit e-service requests through the Town website (using the on-line services tab). We have recently passed the 1100 completed service tracker mark. Staff have been diligent responding to tasks and requests as they are submitted.
- Assisted new staff to gain access to Alberta Purchasing Connection (APC) so that capital projects can be properly advertised with regard to tendering.
- Legal file work continues to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects.
- Council meeting preparation and RFD Review.
- Correspondence with CUPE regarding collective agreement and potential letters of understanding.
- Assist with, and or, respond to media inquiries as they arise.
- Responding to citizen concerns as they arise.
- Continue to onboard the new Director of Public Services and other new staff. This will likely require at least 6 months in rendering them familiar with the current Town context.
- February 28 – led bi-weekly department head meeting.
- March 1-3 – conducted Land-use Planner Intern recruitment and selection.
- The Land-Use Planning Intern (through the Alberta Municipal Affairs Internship grant that was received) has been recruited and is expected to begin with the Town for the second week of May.
- March 6 – attended a joint session (with CUPE and City of Lethbridge) with regard to workplace wellness. Currently considering potential implementation of something similar for the Town of Redcliff.

- March 14 – led bi-weekly department head meeting.
- March 13-25 – much of this period has been devoted to strategic planning preparation.

COMMUNITY & PROTECTIVE SERVICES

Facilities

- Completed winter checks on closed buildings twice to three times per week.
- Replaced blinds for education room at the Fire Hall.
- Stripped and waxed offices at the Fire Hall (Chief and Deputy Chief offices).
- Installed 2 monitors at Fire Hall ("I am responding", training room).
- Building checks completed.
- Upgraded office furniture, purchased from U-Haul and Flint Energy Services (paid \$.10 on the dollar).
- Met with Seniors Society reps to review CFEP grant and future grant idea's for Seniors Bld.
- Installed new front and rear electronic door accessing system for Town Hall.
- Completed wall repairs and installed signs as necessary in basement for Planning and Engineering department.
- Completed plans, obtained quotes and decided on suppliers for various Canada 150 projects at the Arena.
- Repaired leaks at Seniors Center kitchen sink.
- Repaired water leak in washroom at the Town shop.
- Repaired non-functioning plugs in the training room at Town Hall.
- Replaced leaking taps in the Library.
- Repaired air makeup unit in Rec-tangle concession.
- Streamlined material and equipment for cleaning, washing and paper products. Implementation to be completed through season as necessary.
- Initiated repairs to pool boiler. Material on order for repairs.
- Obtained estimates regarding condenser repair/replacement at the Rec-tangle.
- Dealing with sanitary/toilet issues at RCMP building (3rd call out this year).
- Started upgrading cabinets in downstairs education room.
- Removed the aged trees at south side of Town Hall.
- Completed and submitted a CFEP grant application for the Rec-tangle in partnership with the Redcliff Skating Club.

Parks and Recreation

- Set up plans for spraying program with the intention of gathering necessary material for implementation as early as weather will allow, to maximize the effectiveness of the program for 2017.
- Set up plans for testing area for organic fertilizer program.
- Obtained signage required for playground areas.
- Installed mulch kits on new zero turn mowers.
- Started aggressive rodent control program.

- Set up staff irrigation maintenance and installation training schedule with equipment suppliers.

Community Services and Special Events

- Commenced staff orientation for newly hired Community Services Clerk.
- Working on Summer Guide “May - August” for community programs with Medicine Hat FCSS, Dreams, and our participating partners.
- Working on finalizing pitch-in week details.
- Worked on CFEP grant for Club 670 for skills park completion.
- Planning and preparation for a community kitchen program that will involve schools, food bank, youth centre, and local churches. This will be starting in March, 2017. This project has been delayed due to low participation.
- Bylaw Officer has been conducting additional patrol of off leash areas and working on resident and user off leash education.
- Switched Meals on Wheels provider from Cocoa Bean Café to Riverview Golf Club.
- Met with Meals on Wheels drivers and Chef Tyler for a driver appreciation lunch and to touch base regarding the spring/summer drivers schedule and update procedures.
- Started initial planning stages of Canada Day and Redcliff Days.
- Working with supporting agencies to revise submitted grants to give alternatives. This process happens for every CFEP grant application, due to funding restraints.

Bylaw Enforcement: Reporting Periods: 2017 February

Attached Report

MONTHLY STATS FOR BYLAW PATH PATROLS

The path patrols were cut down for the Month of February 2017. This was partially due to weather and other duties. The numbers of users encountered during this period of time were less than the January period.

On the 24 February 2017 there were more users on the path than usual. One group consisted of a lady and several children. Majority of the children were very receptive to a dog they encountered on the trail. The owner of the dog, Ray Gradwell allowed the lady to have the children pet the dog and get to know it. Only one of the younger boys was worried about the dog. He simply stayed away. This was a great learning experience for the children, including the boy that stayed away. It allowed him to realize not all dogs are not friendly.

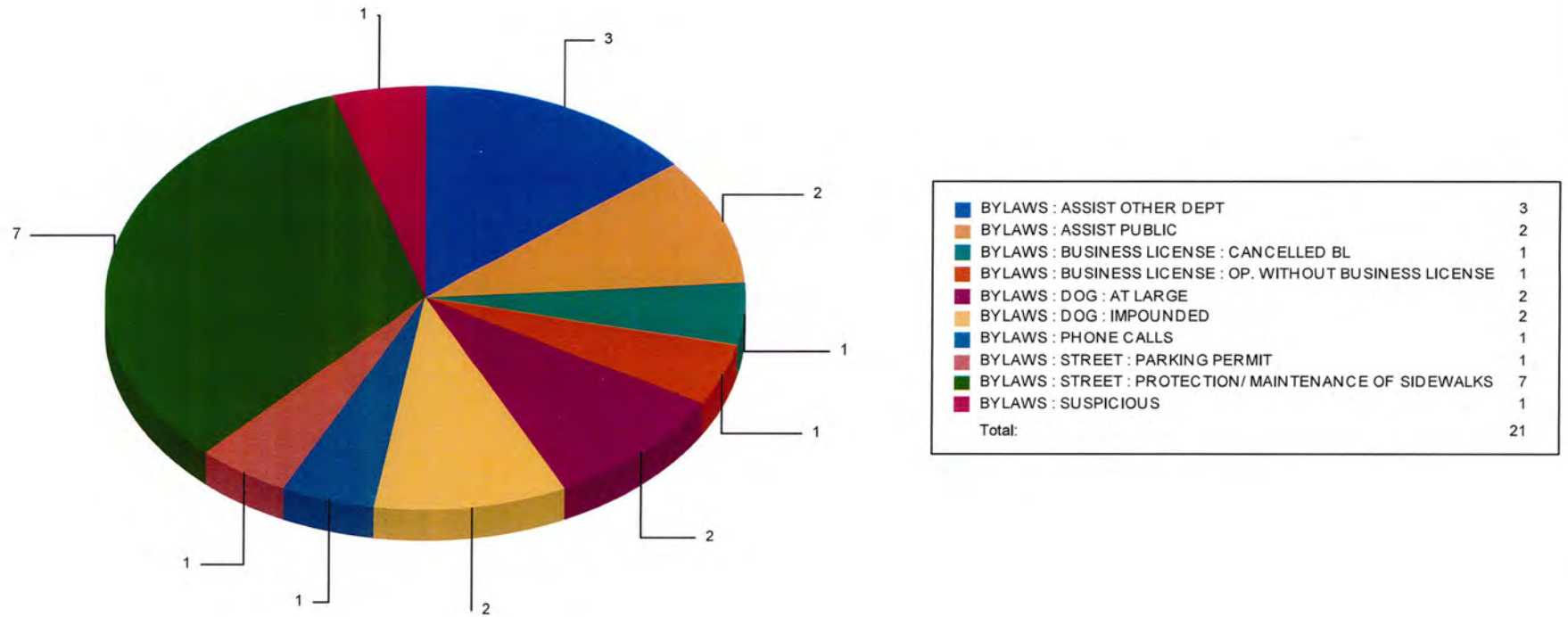
Again for the purpose of this report the time was broken down to two groups, Jesmond Area which includes the Cemetery, and the second group is the River Valley Park area.

River Valley Park area had approximately 2.41 hours spent on Patrols. Jesmond area had approximately 2.61 hours spent on patrols.

Barry Steier

Case Report

Count of Incident Types

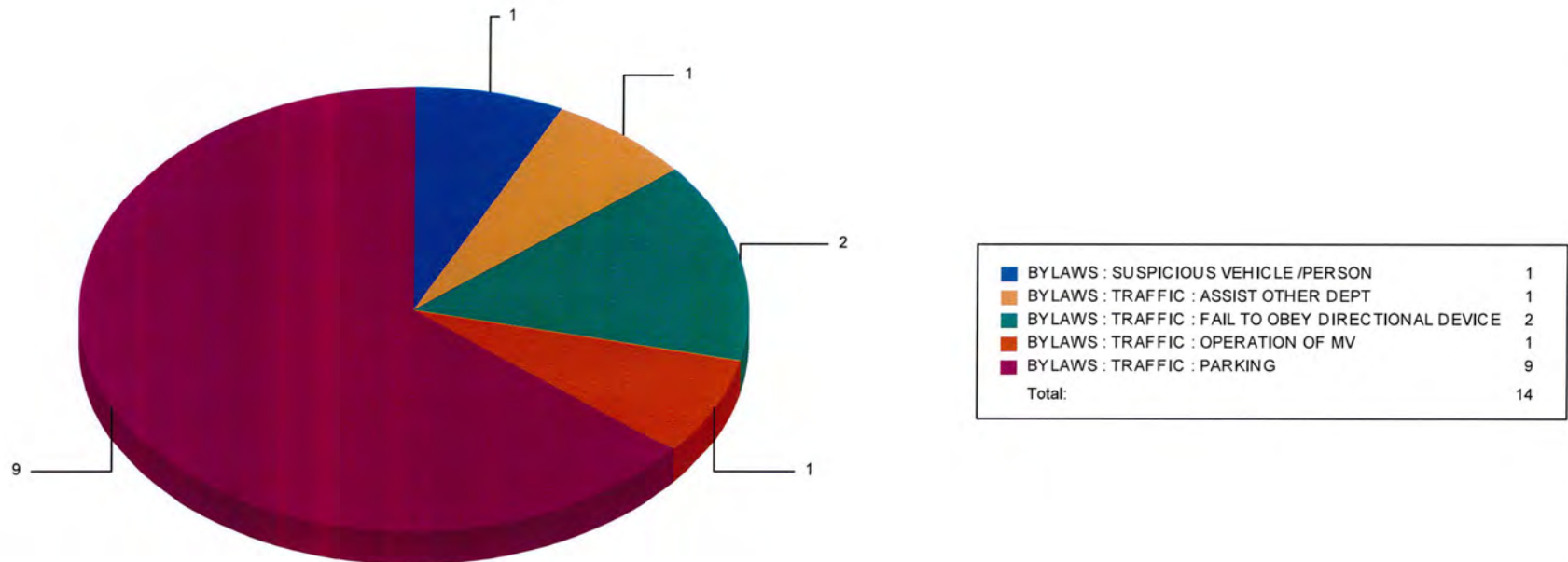


Case Report

BYLAWS : ASSIST PUBLIC: 2 6%	
BYLAWS : BUSINESS LICENSE : CANCELLED BL: 1 3%	
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 3%	
BYLAWS : DOG : AT LARGE: 2 6%	
BYLAWS : DOG : IMPOUNDED: 2 6%	
BYLAWS : PHONE CALLS: 1 3%	
BYLAWS : STREET : PARKING PERMIT: 1 3%	
BYLAWS : STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS: 7 20%	
BYLAWS : SUSPICIOUS: 1 3%	

Case Report

Count of Incident Types



BYLAWS : SUSPICIOUS VEHICLE /PERSON: 1 3%

BYLAWS : TRAFFIC : ASSIST OTHER DEPT: 1 3%

BYLAWS : TRAFFIC : FAIL TO OBEY DIRECTIONAL DEVICE: 2 6%

BYLAWS : TRAFFIC : OPERATION OF MV: 1 3%

Case Report

BYLAWS : TRAFFIC : PARKING: 9 26%

Grand Total: 100.00% Total # of Incident Types Reported: 35

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment.
- Completed sewer camera jobs as requested.
- Finished meter reading.
- Completed several locate requests.
- Completed several curb stop repairs.
- Helped with snow clearing.
- 2 Water operators completed level 3 Water Treatment exams and are now level 3 operators.

Municipal Works

Municipal Works have:

- Cleared snow.
- Been conducting garbage bin repairs with lid repairs.
- Conducted various Funeral interments.
- Replaced or repaired multiple signs around town.
- Been sanding of streets as needed.
- Hauled snow off streets around town from the recent snow storms
- Cleared ice buildup on 3rd Ave SW.
- Steamed iced up culverts.
- Started street sweeping.
- Repaired water leak at 2nd street NE.
- Repaired water leak at 3rd street SE.
- Helped mechanic with servicing of vehicles and minor repairs.

Landfill

Landfill staff have:

- Training of new scale attendant.
- Set up new metal recycling area.
- Added new cement blocks along service road slope.
- Picked garbage inside landfill and in neighboring field after a wind event (on going).
- Clean scales (on going).
- Pulled leachate pump to clean and inspect. Removed hoses to thaw in shop.
- Cleared snow.
- Hauled cover soil (on going).
- Ridgeline hauled in soil.
- Gartech replaced broken outdoor lights.
- Repairs to the Aljon (we have no support any more as this company no longer exists).
- Maintained roads as melting starts.
- Equipment maintenance (on going).

PLANNING & ENGINEERING:

Priorities:

- Off-site Levies Public consultation.
- Sanitary I&I Program
- Staff Meeting: Staff meetings are being held each week on Monday afternoon.

Planning:

- Completion of the unfiled boxes of documents is underway using department admin staff.
- Updated the list of Land Use Bylaw issues that require addressing.

Engineering:

- Sewer System Bylaw review in progress. Considering looking at an overall/comprehensive drainage bylaw.
- Off-site Levy Bylaw and Background Report: Calculations and back-up have been prepared and are being circulated to the development industry as well as those who have expressed interest. These are also posted on the Town website.
- Inflow and Infiltration Study:
Working on developing a public education and awareness program for the Town's Inflow and Infiltration.
Smoke testing has been suspended until a complete smoke testing plan for an area is completed and arrangements can be made to complete an area in one time period.

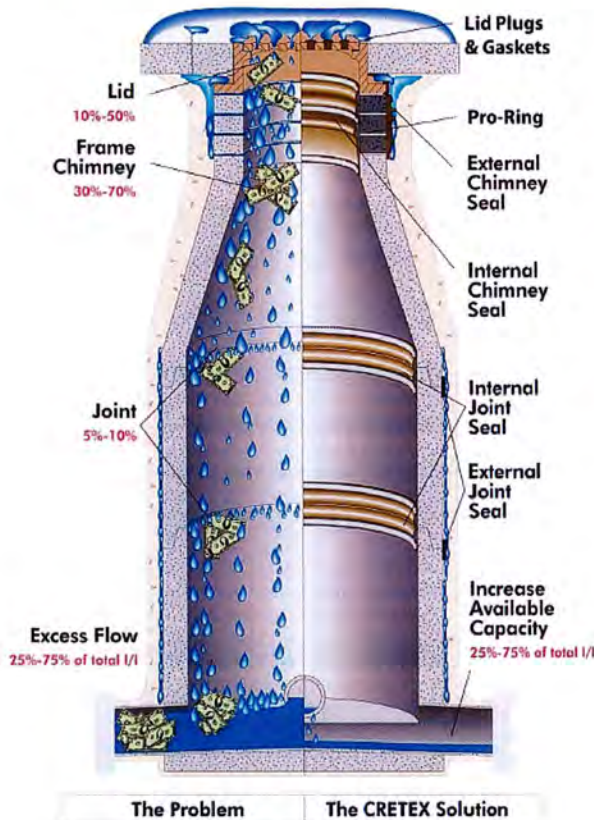
Capital Projects:

- Westside Slope failure mitigation: The new slide in the Westside area continues to move. It currently poses a public safety risk. The fence and signage have been installed, however, these do not fully mitigate the risk. A preliminary design of bank stabilization has been completed and a final design should be completed within the next two weeks.
- 3rd and 3rd Lift Station Upgrades: MPE is designing a storage attenuation tank for this lift station. The geotechnical investigation was completed.
- Sanitary Sewer Improvements: Planning and Engineering have identified manholes to have lid pans installed in the next couple of months by the Public Services Department. We will also be purchasing some of the internal chimney seals to test them in manholes that are highly susceptible to water. The cost of the lid pans is approximately \$80.00 a piece and the internal chimney seals are about \$600.00 a piece. The graphic below was taken from a manufactures website. It gives an idea of what kind of reductions that could potentially be seen in I&I by installing their products.

HOW MUCH IS THE I&I IN YOUR MANHOLE COSTING YOU?

The Problem

- Leaking Lid
- Leaking Frame & Chimney
- Structure loss in Chimney
- Leaking Barrel Joints
- Leaking Pipe Joints



The CRETEX Solution

- Internal Chimney Seals
- External Chimney Seals
- PRO-RING
- Easy Seal SG
- Internal Joint Seals
- External Joint Wrap
- HydraTite Pipe Joint Seals
- Inflow Dish
- Lid Plugs

FINANCE AND ADMINISTRATION

- 2016 Yearend Field Audit is done.
- 2016 Financial Statements & Financial Information Return for the Town have been drafted.
- 2016 Financial Statements for the Landfill have been drafted.
- Working on tax arrears registration, and auction sale.
- Working on the setup of the electronic timesheet module.

LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: land sales – one sale in 2017 to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. Two files remain open.
- Ongoing Legal File Review. Compiling Information as requested.
- Review & preparation with regard to 2017 Municipal Election.
- Completed Strategic Planning Survey.

- Preparing for Safety Codes Permit Audit.
- Reviewing status of policies, procedures, bylaws and agreements.
- Ongoing conversion of minutes, bylaw and agreements to digital format.
- Attended ICS 300, Emergency Management Training March 1-3, 2017.



DREAMS

Developing Redcliff Educational and Mental Health Supports



PROGRAM UPDATE- March 2017

- Emergency food hampers are available in the Redcliff Community. Call the Medicine Hat & District Food Bank at 403 528 4566 for more information
- PARENT PODCAST this month is Janae Ulrich from the Redcliff Youth Center
- **Parenting discussion group March 21 from 6:00- 8:00pm at Parkside School in the DREAMS room.** DREAMS has partnered with McMan to offer a one evening parent training session on "Getting Teens to Cooperate". This is for parents of children ages 10yrs +Call (403) 504-0833 to register.
- DREAMS/ FSLW have partnered to recognize an outstanding teacher each month with the "Teachers and Educational Assistants Integrating and Modelling Mental Wellness for Youth (TIMMY's) award. The third recipient is **Robyn Watz from the Redcliff Mennonite Alternative Program!** Congratulations!
- DREAMS presents "A Day of Mindfulness" at Margaret Wooding School Gym on May 6. Cathy Brozell and Jody Rempel will be facilitating. More information will be available closer to the date.
- DREAMS will be hosting Community Kitchen! Coming March 15th! More details to come.
- Good Food Box Draw! DREAMS and Redcliff FCSS is be hosting a draw each month to award on lucky family with a Good Food Box! Enter at the any of the Redcliff Community Schools, Eagle Butte High School, The Town of Redcliff, The Redcliff Public Library and Pharmasave!
- "Canstruction" Fundraiser for the Medicine Hat and District Food Bank on March 20th from 900-500 at the Family Leisure Center. The structures will be up for a week for public viewing.
- Leaders of Tomorrow applications are now out.
- Community Zumba class each Wednesday in March at IFC from 6-645pm. Open to all community members ages 16+. Cost is \$25.00. All proceeds to the Redcliff Youth Center

IFC-

- DREAMS and Redcliff FCSS will be sponsoring a "Motivational Magic" show on March 3, 2017 at 9:30. The topic is "Filling You Bucket."
- Assemblies and reinforcement centers will continue.
- Grade 1- Kelso's Choice, Grade 2- Mind-Up program, Grade 3- Ophelia Project
- DREAMS has partnered with the Parent Link Centre, who will be providing Triple P programming this school year. As a result, DREAMS will be increasing the time spent in the school on universal and targeted group programming
- Groups being offered by DREAMS staff at IFC will include: BrainWise, LEGO Social Skills, Mindfulness, Sportsmanship, and Volcano in my Tummy (frustration/anger management).
- We are currently looking for social skills classroom programming- more information to follow

Margaret Wooding-

- DREAMS and Redcliff FCSS will be sponsoring a "Motivational Magic" show on March 3, 2017 at 1:30. The topic is "Brilliant and Resilient Kids."
- Monthly newsletters in hardcopy for each student and are also available online
- Wellness meetings continue, will begin on student-led projects
- Second Step Curriculum continues for Gr.6
- Compassion lessons begins this month for grade 5 classes
- "Stress Lessons continues for Grade 4
- Last month for Teen mentoring 2016-2017
- Open lunches for specified PEACE Groups each Tuesday and Thursday,
- DREAMS yoga club Wednesdays

Municipal Affairs

Information Bulletin

Number 09/16 Date: December 2016

REGISTRATION OF CANDIDATES – 2017 MUNICIPAL ELECTIONS

As preparations for the October 2017 municipal election begins, municipalities and prospective municipal candidates are reminded of the requirement for registration of candidates as outlined in section 147.21 of the *Local Authorities Election Act*, which came into force on January 1, 2014.

Section 147.21(1) of the *Local Authorities Election Act* states:

“No candidate may accept campaign contributions, including the funds of the candidate, unless the candidate is registered under this Act with the municipality in which the candidate intends to run.”

As candidates may begin campaign activities for their election and potentially receive campaign contributions or contribute money from their own personal funds for the purpose of the election campaign, the **Application for Registration of Notice of Intent to Become a Candidate for Municipal Office** (Form 3A) is available on the Municipal Affairs website - www.municipalaffairs.alberta.ca/am_laea_election_forms.

Section 147.21(2) requires municipalities to maintain a register of candidates in relation to the election.

When there is any change in the information provided by the candidate, the candidate is responsible for notifying the municipality within 48 hours of the change and the municipality will adjust the register accordingly (section 147.21(3) of the *LAEA*).

For information or questions please call LaRae Ellis, Local Authorities Election Specialist, toll free by dialing 310-000, then 780-638-3056.

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized script font, followed by a small square icon.

Municipal Services and Legislation Division Municipal Services Branch

Phone: (780) 427-2225 . Fax: (780) 420-1016 . E Mail: lgsmail@gov.ab.ca

17TH FLOOR COMMERCE PLACE 10155 – 102 STREET EDMONTON, ALBERTA T5J 4L4. WWW.MUNICIPALAFFAIRS.ALBERTA.CA/MUNICIPAL-RESOURCE-HANDBOOK

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
Friday, March 31, 2017 and Saturday, April 1, 2017	Strategic Planning Review Work Session	Town Hall Council Chambers March 31, 2017 at 6:00 p.m. April 1, 2017 at 9:00 a.m.
April 22 - 29, 2017	50 th Annual Pitch In Week	Various Locations in Redcliff
Friday, April 28, 2017	30 th Annual Volunteer of the Year Recognition & Awards Celebration	Harmony Hall Doors Open 6:00 p.m. Dinner at 6:30 p.m.