



COUNCIL MEETING
TUESDAY, MAY 23, 2017
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, MAY 23, 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 April 30, 2017 *	For Information
2. DELEGATION	
A) Glen Motz, MP	
3. MINUTES	
A) Council meeting held May 8, 2017 *	For Adoption
B) Redcliff Family and Community Support Services meeting held May 9, 2017 *	For Information
C) Redcliff Public Library Board meeting held March 28, 2017 *	For Information
4. REQUESTS FOR DECISION	
A) Community Newsletter *	For Consideration
5. POLICIES	
A) Policy 086, Computer Policy *	For Consideration
B) Policy 107, Local Authorities Pension Plan Prior Service Buy Back *	For Consideration
C) Policy 117, Phase-Out of the Penny Policy *	For Consideration
6. CORRESPONDENCE	
A) Alberta Municipal Affairs * Re: Municipal Sustainability Initiative (MSI)	For Information
B) Shortgrass Library System * Re: 2016 Annual Report	For Information

- | | | |
|-----------|--|-----------------|
| C) | Alberta Low Impact Development Partnership *
Re: Lethbridge Workshop May 30, 2017 | For Information |
| D) | Alberta Low Impact Development Partnership *
Re: Calgary Workshop May 31, 2017 | For Information |

7. OTHER

- | | | |
|-----------|---|-----------------|
| A) | 2017 First Quarter Financial Reports * | For Information |
| B) | Memo *
Re: Westside Slope Failure Repair | For Information |
| C) | Memo *
Re: Riverview Road Improvements | For Information |
| D) | Memo *
Re: Boundary Road (20 th Street) | For Information |
| E) | Municipal Manager Report to Council May 23, 2017 * | For Information |
| F) | Mayor Report to Council May 23, 2017 * | For Information |
| G) | Council Important Meetings & Events May 23, 2017 * | For Information |

8. RECESS

9. IN CAMERA

- | | |
|-----------|---|
| A) | Intermunicipal Relations (FOIP S. 24, 25) |
| B) | Labour (FOIP S. 17) |

10. ADJOURN

<u>COUNCIL MEETING MAY 23, 2017</u>			
<u>ACCOUNTS PAYABLE LIST</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
81817	ADT SECURITY	FIRE PANEL CHECK	\$125.23
81818	BARTLE & GIBSON	PLUMBING PARTS/URINAL REPAIR PARTS	\$66.20
81819	CITY AUTO PARTS	SAFETY VESTS	\$263.87
81820	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81821	FLASHING CANINES AGILITY CLUB	REFUND KEY DEPOSIT	\$313.00
81822	GAR-TECH ELECTRICAL	ARENA LIGHTING UPGRADE/REPAIR LIGHTING	\$25,872.79
81823	GRAND RENTAL STATION	VOLUNTEER NIGHT RENTALS	\$846.36
81824	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
81825	JACOB'S WELDING	WELD CRACKS ON TAILGATE	\$189.00
81826	LATERAL INNOVATIONS	HOSTING FOR GPS ON GARBAGE TRUCK	\$999.31
81827	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
81828	MEDICINE HAT REFRIGERATION	REPLACE FURNACE	\$7,140.00
81829	NEXT STEP RESIDENTIAL SERVICES	MUSIC THERAPY	\$330.00
81830	PITNEY WORKS	STUFFER/FOLDER FEES	\$159.08
81831	REDCLIFF BAKERY	CAKE FOR VOLUNTEER NIGHT	\$79.38
81832	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$8,498.71
81833	SCHEFFER ANDREW	PLANNING SERVICES	\$882.00
81834	SITEONE LANDSCAPE SUPPLY	IRRIGATION PARTS	\$638.62
81835	SOUTH COUNTRY GLASS	DOOR REPAIRS/SECURITY INSTALL	\$371.70
81836	SPAMPINATAO, CARLA	EMPLOYEE REIMBURSEMENT	\$68.24
81837	ST.JOHN AMBULANCE	BABYSITTER COURSE FEES	\$600.00
81838	ARNOLD, MICHAEL	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
81839	WATSON POOLS	SAND/CHEMTROL PROBE	\$1,865.54
81840	XROAD HOMES	REFUND CONSTRUCTION DAMAGE DEPOSITS	\$2,000.00
81841	HILDEBRANDT, RON	REFUND KEY DEPOSIT	\$125.00
81842	BERT'S VACUUMS	BATHROOM PRODUCTS	\$1,535.71
81843	GUARDIAN CHEMICALS	CHEMICALS FOR LIFT STATIONS	\$3,308.55
81844	LINDSAY SAVILLE PHOTOGRAPHY	VOLUNTEER NIGHT PHOTOGRAPHY	\$200.00
81845	TROPHY ENGRAVING WORLD	NAME BADGES	\$68.98
81846	WHITE FOX GROUP	ROADCRUSH	\$2,748.82
81847	WILLIAMS, IAN	STEP LADDER/ORGANIZER	\$108.00
81848	WOLSLEY MECHANICAL	URINAL PART	\$7.72
81849	WOOD, DALE	FIRE ARMS INSTRUCTOR FEES	\$2,755.00
81850	RECEIVER GENERAL	STAT DEDUCTION	\$404.10
81851	ATB MASTERCARD	VARIOUS	\$14,309.70
81852	CITY AUTO PARTS	ODORSTOP/REFRESHER/CLEANER/ULTIMATE SHINE	\$81.17
81853	CYPRESS COMMUNICATIONS	RADIO REPAIR/2-WAY LABOUR	\$219.50
81854	JACK N JILL PARTIES	CLOWNS FOR CANADA DAY & REDCLIFF DAYS	\$1,050.00
81855	SHAW	INTERNET	\$273.90
81856	CANADIAN RED CROSS	SWIM LESSON SUPPLIES	\$1,096.73
81857	REDCLIFF/CYPRESS REGIONAL LANDFILL	TONNAGE CHARGES	\$490.92
81858	RIVERVIEW GOLF CLUB	MEALS ON WHEELS	\$450.49
81859	ROSENAU TRANSPORT	SHIPPING	\$474.85
81860	ROBERTSON IMPLEMENT	TRACTO KIT	\$563.59
81861	SHORTGRASS LIBRARY SYSTEM	2017 OPERATIONAL MUNICIPAL LEVY	\$14,026.00
81862	ST.JOHN AMBULANCE	REDCLIFF DAYS DONATION	\$200.00

81863	EXACT CONCRETE	LIFT & LEVEL SIDEWALK	\$252.00
81864	KRASSMAN, MORGAN	REFUND INACTIVE CREDIT ON ACCOUNT	\$99.52
81865	PAINTING WITH VAL	PAINTING INSTRUCTOR FEES	\$126.00
81866	SCHULTZ, CHANTEL	EMPLOYEE REIMBURSEMENT	\$131.07
81867	UNITED RENTALS	MINI EXCAVATOR RENTAL	\$498.06
81868	WOOD, DALE	FIRE ARM INSTRUCTOR FEES	\$1,140.00
		CHEQUES - TOTAL	\$103,691.66

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00125	ACKLANDS GRAINGER	DEFIBRILLATION PAD/BATTERY/CUTTING DISCS/LED	\$892.22
00126	AIR LIQUIDE	CARBON DIOXIDE	\$661.50
00127	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
00128	FARMLAND SUPPLY	HOSES/VALVES/REGULATOR/NIPPLE/QUICK CUP	\$640.53
00129	FOX ENERGY	EAR MUFFS/SCBA REFILL/FLAGS/PAINT/SCBA RE-CERT	\$1,189.86
00130	REDCLIFF HOME HARDWARE	TUBING/PAINT/LINK/COUPLING/SEAL/GARBAGE CAN/BAGS	\$283.33
00131	KIRK'S MIDWAY TIRE	ALIGNMENT/FLAT REPAIR	\$835.28
00132	SUMMIT MOTORS	FILTER	\$9.91
00133	ACTION PARTS	CLAMPS/FILTER/SWITCH/PLUG TESTER/BATTERY	\$103.31
00134	BRANDT TRACTOR	SEAL/PLUG/FREIGHT	\$25.41
00135	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
00136	MBSI	HOSTED BACK UP	\$1,071.00
00137	SUNCOR	FUEL	\$7,468.35
00138	SUMMIT MOTORS	FILTERS	\$32.03
00139	SUN CITY FORD	RESISTER ASY/BEZEL	\$31.70
		EFT - TOTAL	\$13,296.93

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00058	ACKLANDS GRAINGER	HAND WIPES	\$112.55
00059	EPCOR	UTILITIES	\$225.19
00060	FOX ENERGY	COVERALLS/SAFETY GLASSES/VEST/SIGNS/WINDSOCKS	\$1,055.73
00061	JACOB'S WELDING	WELDING ON LOADER BUCKET	\$189.00
00062	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE	\$135.45
00063	SANATEC	PUMP SEPTIC TANK	\$162.75
00064	SUNCOR	FUEL	\$1,945.15
00065	FORTY-MILE	UTILITY	\$172.26
00066	REDCLIFF HOME HARDWARE	WATER/COFFEE/GARBAGE BAGS	\$62.38
		CHEQUES - TOTAL	\$4,060.46

Mastercard April 07 - May 04, 2017

Document Date	Document Amount	Transaction Description
4/19/2017	\$556.21	POSTAGE
4/6/2017	\$52.50	RAMADA - PARKING ARB TRAINING
4/6/2017	\$336.88	RAMADA - ARB TRAINING
4/8/2017	\$558.15	SHERATON-LGAA CONFERENCE
4/27/2017	\$84.00	BEST BOUQUET- FLOWERS K.DALTON
4/6/2017	\$340.83	STAPLES - SURGE PROTECTORS
4/7/2018	\$32.66	STAPLES - MSG PADS/BATTERIES
4/11/2017	\$20.78	STAPLES - REINFORCEMENTS/LABEL
4/11/2017	(\$102.96)	MONITOR VIDEO CARD RETURN
4/25/2016	\$17.36	AMAZON-STAMP PADS
5/2/2017	\$137.79	STAPLES-PAPER TOWEL/NOTEBOOKS
4/17/2017	\$845.00	U OF A FACULTY OF EXT - COURSE
4/20/2017	\$100.00	MED HAT MALL - GIFT CARD
4/28/2017	\$362.88	COAST HOTEL-AMCA CONFERENCE
4/9/2017	\$507.60	GRANDE ROCKIES--DIRECTORS NETW
4/12/2017	\$115.00	TOWN CANMORE-DIRECTORS NETWORK
4/12/2017	\$73.46	FATHERS PIZZA - SAFTEY MTG LUN
4/13/2017	\$82.99	BOOKEO - ONLINE BOOKING SERVICE
4/13/2017	\$187.95	MH & DISTRICT - SOCIAL MEDIA COURSE
4/24/2017	\$2,474.68	PATIO CAFE - VOLUNTEER DINNER
4/24/2017	\$80.90	STAPLES-DVD-R/TABS/RULER/USB
4/25/2017	\$308.83	APWA - MEMBERSHIP
4/11/2017	\$1,218.19	MEMORY EXPRESS- COMPUTER
4/17/2017	\$1,105.17	GILMORE - FORMATION TEXT BOOKS
4/18/2017	\$393.75	APEGA - SUMMIT REGISTRATION
4/18/2017	\$446.25	APEGA - SUMMIT REGISTRATION
4/26/2017	\$244.63	NEWGG.CA - MONITOR
4/26/2017	\$173.24	NEWEGG.CA - DRIVE
4/6/2017	\$31.48	CANADIAN TIRE-POWER BARS
4/6/2017	\$320.21	MARKS - RUBBER BOOTS
4/14/2017	\$62.93	CANADIAN TIRE - TOTES
4/20/2017	\$390.00	LAKELAND COLLEGE-PESTICIDE CRS
4/21/2017	\$31.49	PRINCESS AUTO - PIPE WRENCH
4/21/2017	\$96.14	COSTCO - BATTERIES
4/25/2017	\$85.00	SAFEWAY - FUEL
4/27/2017	\$44.05	STAPLES - HDMI CABLE
4/27/2017	\$597.39	MARRIOT - AARFP CONFERENCE
4/29/2017	\$537.33	CANADIAN TIRE - VARIOUS TOOLS
4/29/2017	\$1,218.39	WESTERN TRACTOR-LIGHT KITS
4/29/2017	\$140.57	HOME DEPOT- VARIOUS TOOLS
5/11/2017	\$14,309.70	Cheque#81851

BANK SUMMARY FOR APRIL 30, 2017

ATB GENERAL BANK ACCOUNT		5.12.02.121.000
BALANCE FORWARD		2,679,930.19
DAILY DEPOSITS		102,260.09
DIRECT DEPOSITS		334,031.47
GOVERNMENT GRANTS		0.00
INTEREST		2,007.78
OTHER DEPOSITS		0.00
SUBTOTAL		438,299.34
PAYMENTS		(318,162.84)
ASFF QUARTERLY PAYMENTS		0.00
DEBENTURE PAYMENTS		(410.49)
OTHER WITHDRAWALS		(152,704.36)
SUBTOTAL		(471,277.69)
TOTAL		2,646,951.84
BANK CLOSING BALANCE		2,680,159.17
ADD:O/S DEPOSITS		5,768.35
LESS:O/S CHEQUES		(38,975.68)
TOTAL		2,646,951.84
INVESTMENTS		
ATB ONE YEAR GIC @1.6%	5.12.02.321.000	300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001	13,730,935.00
ATB/SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000	1,396,657.54
TOTAL INVESTMENTS		15,427,592.54
TOTAL CASH & INVESTMENTS		18,074,544.38

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MAY 8, 2017 @ 7:00 P.M.**

PRESENT:

Mayor	E. Reimer
Councillors	D. Kilpatrick, C. Brown
	J. Steinke, C. Crozier
	L. Leipert, E. Solberg
Municipal Manager	A. Crofts
Manager of Legislative & Land Services	S. Simon
Director of Planning & Engineering	J. Johansen
Director of Finance & Administration	J. Tu (left the meeting at 7:46 p.m.)

ABSENT:**1. GENERAL**

- | | | |
|-----------|--------------------|---|
| | Call to Order | A) Mayor Reimer called the regular meeting to order at 7:00 p.m. |
| 2017-0181 | Adoption of Agenda | B) Councillor Leipert moved the agenda be adopted as presented. - Carried. |
| 2017-0182 | Accounts Payable | C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried. |

2. DELEGATION

- | | | |
|-----------|--|---|
| | Catherine Richardson
Re: Redcliff Public Library Update | A) Catherine Richardson of the Redcliff Public Library Board was in attendance to provide a presentation to council regarding the Redcliff Public Library. |
| 2017-0183 | | Councillor Solberg moved the presentation by Catherine Richardson of the Redcliff Public Library Board regarding the Redcliff Public Library, be received for information. - Carried. |

3. MINUTES

- | | | |
|-----------|-------------------------------------|--|
| 2017-0184 | Council meeting held April 24, 2017 | A) Councillor Brown moved the minutes of the Council meeting held April 24, 2017, be adopted as presented. - Carried. |
|-----------|-------------------------------------|--|

2017-0185 Redcliff/Cypress Regional Waste Management Authority meeting held May 3, 2017

B) Councillor Crozier moved the minutes of the Redcliff/Cypress Regional Waste Management Authority meeting held May 3, 2017, be received for information. - Carried.

4. BYLAWS

2017-0186 Bylaw 1843/2017, Tax Rate Bylaw

A) Councillor Crozier moved Bylaw 1843/2017, Tax Rate Bylaw, be given first reading. - Carried.

2017-0187

Councillor Leipert moved Bylaw 1843/2017, Tax Rate Bylaw, be given second reading. - Carried.

2017-0188

Councillor Kilpatrick moved Bylaw 1843/2017, Tax Rate Bylaw, be presented for third reading. - Carried Unanimously

2017-0189

Councillor Solberg moved Bylaw 1843/2017, Tax Rate Bylaw, be given third reading. - Carried.

2017-0190 Bylaw 1844/2017, Off-site Levy Bylaw

B) Councillor Crozier moved Bylaw 1844/2017, Off-site Levy Amending Bylaw, be given first reading. - Carried.

5. REQUESTS FOR DECISION

2017-0191 Electronic Voting Machines

A) Councillor Kilpatrick moved that Administration and the Returning Officer be authorized to proceed with undertaking to use electronic voting machines during the 2017 Municipal Election with ES & S. Further, that Administration be directed to prepare for consideration a bylaw for the use of electronic voting machines. Further, that budget overages be funded from Operations. - Defeated.

2017-0192 Redcliff's Citizen's on Patrol Society

B) Councillor Leipert moved the request from Redcliff Citizen's on Patrol for funding support in the amount of \$3,118.00 be approved. Further, that it be funded from the Council Initiatives - Community Support Fund over two years. - Carried.

Director of Finance & Administration left the meeting at 7:46 p.m.

6. POLICIES

2017-0193 Policy 130, Off-site Levies Policy

A) Councillor Crozier moved the Memo regarding proposed changes to Policy 130, Off-site Levies Policy, be received for information. - Carried.

- 2017-0194 Policy 100, Infrastructure Capacity Fee Policy **B)** Councillor Brown moved Policy 100, Infrastructure Capacity Fee Policy, be cancelled. - Carried.
- 2017-0195 Policy 009, Selection of Members on Boards and Commissions **C)** Councillor Steinke moved that Policy 009, Selection of Members on Boards and Commissions Policy be approved as presented. - Carried.

7. CORRESPONDENCE

- 2017-0196 Senate of Canada
Re: Senate of Canada Contribution Award **A)** Councillor Leipert moved correspondence from Senate of Canada dated April 25, 2017 regarding the Senate of Canada Contribution Award, be received for information. Further, that Administration forward the aforementioned correspondence to the Family & Community Support Services Board for their information. - Carried.
- 2017-0197 Alberta Recreation & Parks Association
Re: Alberta Recreation & Parks Association and the Government of Alberta Honour Outstanding Work in your Community **B)** Councillor Solberg moved correspondence from Alberta Recreation & Parks Association dated May 1, 2017, regarding the Alberta Recreation & Parks Association and the Government of Alberta Honour Outstanding Work in your Community, be received for information. Further, that Administration forward the aforementioned correspondence to the Redcliff & District Recreation Services Board for their information. - Carried.
- 2017-0198 Farm Safety Centre **C)** Councillor Crozier moved correspondence from the Farm Safety Centre dated May 3, 2017, regarding Farm Safety Education, be received for information. - Carried.

8. OTHER

- 2017-0199 Redcliff Action Society for Youth
Re: 2016 Financial Report **A)** Councillor Solberg moved the Redcliff Action Society for Youth correspondence dated March 26, 2017 and 2016 Financial Statements, be received for information. - Carried.
- 2017-0200 Redcliff/Cypress Regional Waste Management Authority
Re: Landfill Graphs to April 30, 2017 **B)** Councillor Steinke moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to April 30, 2017, be received for information. - Carried.
- 2017-0201 Redcliff Community Newsletter Edition 14 **C)** Councillor Leipert moved the Redcliff Community Newsletter Edition 14, be received for information. - Carried.
- 2017-0202 Memo to Council
Re: Permits Issued in March 2017 **D)** Councillor Brown moved the Memo to Council dated April 6, 2017 regarding Permits Issued in March 2017, be received for information. - Carried.

2017-0203 Council Important Meetings &
Events April 24, 2017

E) Councillor Crozier moved the Council Important Meetings & Events May 8, 2017, be received for information. - Carried.

9. ADJOURNMENT

2017-0204 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:15 p.m.
- Carried.

Mayor Reimer

Manager of Legislative & Land Services

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD MEETING
Town Council Chambers Town Office
May 9, 2017 at 7:00 pm**

PRESENT:

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

1. GENERAL

Call to Order:

A) Meeting called to order at 7:02 pm.

Adoption of the Agenda

B) S. Horn moved adoption of the agenda as presented. – Carried.

2. MINUTES

Board meeting held
March 14, 2017

A) C. Brown moved the April 11, 2017 minutes, adopted as amended.
– Carried

3. DELEGATION – None

4. OLD BUSINESS

Volunteer Week review

A) Received as information

Volunteer Celebration

B) Received as information

Community Kitchen Update

C) Received as information

5. NEW BUSINESS

New Horizons Grant information

A) Received as information

Community Garden Take over

B) Received as information

FCSS Directors Conference
Update

C) Received as information

FCSS Board Planning Session

D) Received as information

6. CORRESPONDENCE

- A)** Correspondence received by Dreams – received as information

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

- A)** FCSS Board Planning Session June 7th from 10am – 3pm

Next Meeting

- 8. DATE OF NEXT MEETING – June 13, 2017**

Adjournment

9. ADJOURNMENT

- A)** M. Conboy moved to adjourn the meeting at 7:45 pm.—
Carried

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

March 28th, 2017 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Robin Corry, Jackie Hope-Hammel, Jim Steinke, Katherine Rankin, Valarie Westers, Dianne Smith, Brian Lowery, Matt Stroh, Clarke Storle

Also attending: Tracy Weinrauch, Recording Secretary

Call to order: 7:30 pm

Welcome to Clarke Storle, newest board member

Additions/Deletions to Agenda: loose parts to new business, RISE to new business

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

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

Financial Statements for February for information only: Catharine moved for information only. All in favor.

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

Library Manager's Report:

Valarie moved for information only. All in favor.

Correspondence:

- SALC report
- Legalave.ca
- Shortgrass Clippings

50th Anniversary Report – Pens have been ordered, logo has been received and passed onto Tammie to do some finishing touches for the next meeting. Committee will meet soon.

Policies Report - Dianne moved to accept the Volunteer Policy as presented. All in favor. Carried

Financial Report: - Finance committee has met and will meet again on April 25th.

Personnel Report: - Nothing to report.

Needs Assessment Review: - Suggestions will be taken into account for the plan of service and a revised edition will be brought to the next meeting.

Friends of the Library (FRPL): Mini golf was a success and hopefully we can do it again in November. Catharine moved to accept. All in favor. Carried.

Board Member Recruitment: - We have a full board.

Ongoing Maintenance Projects: - No information on humidifier replacement yet.

ALTA (Alberta Library Trustees Association) Report: - Alberta funding level will remain the same as last year. An email has been sent out to all Alberta library trustees regarding the changes being purposed in the ALTA By-laws at the AGM in April. Matt moved to accept the report. All in favor. Carried.

Social Media Committee – The committee has met and the posts for the next 3 months are being worked on.

Old & Unfinished Business: -

New Business: – Valarie, Chairman of Early Childhood Coalition, is promoting their Loose Parts box and would like to have it set up at the library during Redcliff Days. The coalition is also getting book grain elevators set up in the local communities but is looking for a sponsor for the one in Redcliff. The elevators hold preschool books for a book swap. Any organizations interested can contact Valarie for more information. Brian made a motion to offer support to the organization's project. Dianne moved to accept a motion to support the grain elevator project.

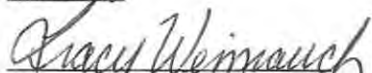
- Discussion around keeping RISE in the budget focused on the amount of programming being offered in a timely manner. Catharine will draft a letter to RISE personnel to discuss the future of RISE and its programming.

- Catharine will make a presentation to council about what we have been up to and future events.


Next Regular meeting: April 25th, 2017 @ 7:30 pm.

Jim moved for adjournment at 8:33 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 23, 2017

PROPOSED BY: Manager of Legislative & Land Services/Municipal Manager

TOPIC: Community Newsletter

PROPOSAL: To consider digital delivery of the Community Newsletter

BACKGROUND:

The Strategic Direction adopted in 2012 by Council identified several initiatives under the focus area Community Engagement and Perceptions. One of those initiatives was for quarterly newsletters to be distributed to the community beginning in January 2013. Newsletters were distributed to all mailboxes as unaddressed ad mail within Redcliff and posted to the Website. Subsequently, to coincide with the distribution of the Community Programs and Events Brochure created by the Community and Protective Services Department it was decided to issue the two documents together three times a year. Redcliff Town Council provided this direction at the Regular Council Meeting held March 11, 2013.

The Community and Protective Services Department has begun distributing, as its primary medium, its most recent program guides through digital means (ie. social media including Facebook, twitter, the Town website, and email). In a span of 4 weeks they have had approximately 1000 views (this is a positive result). In addition, the digital document acts as a living document as it has live links for further information on certain topic/programs.

Administration, for the community newsletter portion incurs a cost of approximately \$900 for printing, folding and mailing in addition staff time to assemble and edit content for each issue.

Administration is putting forward for discussion to move towards combining the Community Newsletter with the Community and Protective Services program guide and making it available digitally through the website, Facebook, email, and other digital means. Limited quantities could be printed and made available at the front counter and potentially at other key physical locations in Redcliff ie: Library.

Other examples as to where the Town is progressing with regard to providing services with a more digital interface include utility e-bills (where the customer receives their invoice through email instead of mail).

To view the new digital community services guide, please see the following link:

<http://www.redcliff.ca/community-guide-may-august-2017/>

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: Citizen Engagement.

ATTACHMENTS: None

OPTIONS:

1. Digitally distribute the community newsletter in conjunction with the community services guide through the Website, social media, email, and other digital mediums with hard copies being made available at key locations throughout Redcliff (this will result in the discontinuing of newsletters as unaddressed ad mail going to all mailboxes in Redcliff).
2. Remain status quo.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to distribute the Community Newsletter, in conjunction with the community services guide, through the Website, social media, email, and other digital mediums with hard copies being made available at key locations throughout Redcliff.

SUBMITTED BY:



Department Head



Municipal Manager

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 23, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Policy 086, Computer Policy

PROPOSAL: Review and update Policy 086, Computer 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.

The Town of Redcliff provides the privilege of computer use to employees and Council who require the access to assist them in support of the overall business objectives of the Town of Redcliff. This includes access to the Internet, local network access and use of electronic mail.

Policy 086, Computer Policy was put in place for the purpose of providing a guidance to achieve security, reliability and consistency of the Town of Redcliff's computer systems.

After reviewing this policy, the Administration recommends no change to it. The policy has been followed, and the Town of Redcliff's image is properly protected, and its liability limited, internal resources are protected from unauthorized access, and employees Internet use is still suitable and cost effective.

POLICY/LEGISLATION:

Policy No. 086, Computer 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 086, Computer Policy

OPTIONS:

1. Approve Policy 086, Computer Policy with no amendment.
2. Suggest changes to Policy 086, Computer Policy and have administration draft an amended Policy 086, Computer Policy for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 086, Computer Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 086, Computer Policy for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head

Municipal Manager

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

Approved by Council - ~~September 23, 2013~~

COMPUTER POLICY

BACKGROUND

The Town of Redcliff provides the privilege of computer use to employees and Council who require the access to assist them in support of the overall business objectives of the Town of Redcliff. This includes access to the Internet, local network access and use of electronic mail. Any reference to the term 'Internet' in this policy refers to an employee's or councillor's access to the Internet, use of electronic mail, network access (both local and global) and any other means in which an employee can access other computers or computer systems.

This policy applies to all Town of Redcliff employees, members of council, fire department volunteers, and contractors who are provided computer use and access by the Town of Redcliff.

The purpose of this document is to provide a guideline to achieve security, reliability and consistency of the Town of Redcliff's computer systems.

INTERNET / ELECTRONIC MAIL USAGE

Although the Internet and electronic mail are a valuable resource, it also exposes the Town of Redcliff and its employees to a variety of risks. Accordingly all aspects of the Town of Redcliff's Internet presence must be carefully managed. This ensures that the Town of Redcliff's image is properly protected, its liability limited, internal resources are protected from unauthorized access and that employees Internet use is suitable and cost effective.

The Town of Redcliff computer systems, networks and all related systems are monitored on a regular basis. This is to ensure compliance with the Town of Redcliff's policies and business code of conduct.

POLICY

1. Town of Redcliff personnel must comply with corporate rules and all applicable laws regarding computer use. Users shall be responsible for promptly securing any necessary permission in writing
2. Incidental and occasional personal use of the Internet and electronic mail are permitted by the Town of Redcliff during personal time. It must be done in a manner consistent with Town of Redcliff's standards of business conduct. Use of the Town of Redcliff's Internet system for personal profit or gain is strictly prohibited.
3. As owner and provider of the electronic mail service the Town of Redcliff reserves the right to read, monitor and audit all users of Town of Redcliff electronic mail

accounts.

4. Some activities may constitute a violation as defined under law. Non-compliance of the following may result in a user facing disciplinary action in addition to incurring civil and/or criminal liability:
 - i) Using Town of Redcliff time and resources for personal use and/or gain.
 - ii) Failure or refusal to cooperate with a security investigation.
 - iii) Gaining or attempting to gain unauthorized access to information resources.
 - iv) Using or knowingly allowing another individual to use any computer, computer network, computer system, program or software to devise or execute any artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
 - v) Invading the privacy of individuals or entities that are creators, authors, users or subjects of information resources.
 - vi) Violation of Town of Redcliff or third-party copyright, license agreements or other contracts;
 - vii) Deliberate disruption of Town of Redcliff information delivery systems.
5. Electronic mail accounts are assigned by the Director of Finance and Administration or designate. Use of another electronic mail account for Town of Redcliff business is prohibited.
6. Purchases made via the Internet must follow the Purchasing Policy (Policy No. 38).
7. All Town of Redcliff personnel who are authorized to access the Internet or electronic mail shall sign an Internet, Electronic Mail Access and Personal Data Conditions of Use Agreement. This agreement shall be retained in their personal file.

Schedule 'A'

**INTERNET, ELECTRONIC MAIL ACCESS AND PERSONAL DATA
CONDITIONS OF USE AGREEMENT**

This Conditions of Use Agreement sets out Town of Redcliff's guidelines in regards to an employee's access to the Internet. This also includes access to and disclosure of electronic mail messages sent or received by Town of Redcliff personnel with use of the Town of Redcliff's computer systems. The Town of Redcliff respects the individual privacy of its people. However, privacy does not extend to work-related conduct or to the use of the Town of Redcliff provided equipment, supplies or use of the Internet provided by the Town of Redcliff. Users should be aware that the following guidelines will apply to Internet and electronic mail use in the workplace.

The Town of Redcliff computer systems, networks and all related systems are monitored on a regular basis. This is to ensure compliance with the Town of Redcliff's policies and business code of conduct. Any reference to the term 'Internet' in this agreement refers to an employee's access to the Internet, use of electronic mail, network access (both local and global) and any other means in which an employee can access other computers or computer systems.

GENERAL

1. Town of Redcliff personnel must be aware that an author's permission may be required to copy, download or distribute (even internally), materials or portions of materials accessed on the Internet. All users shall not use any such materials or portions of materials in reports, articles or other documents without securing the author's prior permission. Proper credit shall be given to the original author(s) when their material is used.
2. Town of Redcliff personnel shall represent themselves and the Town of Redcliff professionally. They must ensure that none of their actions create legal issues, security exposures or damage the reputation of the Town of Redcliff.
3. Town of Redcliff personnel should take reasonable care to ensure the accuracy of any information from the Internet. Data retrieved from external sources may be corrupted, forged or intentionally misleading.
4. Town of Redcliff personnel shall respect the privacy of others. Users shall not copy, access, and modify data or passwords belonging to others without permission.
5. Town of Redcliff personnel shall abide by the terms set out in this agreement, Policy No.86-~~2010~~ (Computer Policy) and Procedure No.119-~~2010~~(Computer Procedure).

INTERNET / ELECTRONIC MAIL USAGE

Town personnel are encouraged to use the Internet as an information source when appropriate. This provides the public with effective, high quality service and also allows for staff development. The purpose of electronic mail is to provide a secure, reliable and efficient method of communications amongst Town of Redcliff employees, members of council, customers and clients.

MANAGEMENT'S RIGHT TO ACCESS INFORMATION

The Town of Redcliff has installed electronic mail systems and access to the Internet to facilitate business communications. The contents of both Internet access and electronic mail communications are accessible at all times by the system administrator.

FORBIDDEN CONTENT

Personnel may not use the Town of Redcliff's access to the Internet or electronic mail systems in any way that may be seen as insulting, disruptive, offensive by other persons, or harmful to morale. Examples of forbidden transmission include but are not limited to: sexually-explicit material, unwelcome propositions, ethnic or racial slurs, or any other files, images or messages that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disabilities, religious or political beliefs.

PASSWORD AND ENCRYPTION KEY SECURITY AND INTEGRITY

Personnel are prohibited from the unauthorized use of the passwords and encryption keys of other users in order to gain access to that user's Internet privileges, electronic mail or local network access.

The Town of Redcliff may modify these Conditions of Use when deemed necessary.

Date: _____

I, _____ have read the above Internet and Electronic Mail Conditions of Use, as well as Policy No. 086-~~2010~~ (Computer Policy). I hereby agree to all terms contained within.

(Signature of user)

(Signature of witness)

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 23, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Review Policy 107, Local Authority Pension Plan Prior Service Buy Back

PROPOSAL: No Change on Policy 107, Local Authority Pension Plan Prior Service Buy Back

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 107, Local Authority Pension Plan (LAPP) Prior Service Buy Back was put in place to allow employees to 'buy back' their probationary (first) year to increase their pension. Once enrolled in the pension plan, each employee will receive an estimated cost from LAPP to 'buy back' their probationary (first) year. This estimate will include an employee portion and an employer portion. If the employee chooses to 'buy back' the probationary year, the Town of Redcliff must contribute the employer portion. The employee must sign the Election to Purchase Service form from LAPP within a set time frame.

After reviewing this policy, the Administration recommends no change to it. This policy has been followed. 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 107, Local Authority Pension Plan Prior Service Buy Back

OPTIONS:

1. Approve Policy 107, Local Authority Pension Plan Prior Service Buy Back with no amendment.
2. Suggest changes to Policy 107, Local Authority Pension Plan Prior Service Buy Back and have administration draft an amended Policy 107, Local Authority Pension Plan Prior Service Buy Back for review at a future Council meeting.


RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 107, Local Authority Pension Plan Prior Service Buy Back be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 107, Local Authority Pension Plan Prior Service Buy Back 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: ~~May 28, 2007~~

LOCAL AUTHORITIES PENSION PLAN PRIOR SERVICE BUY BACK

BACKGROUND

It is mandatory for all permanent full-time Town of Redcliff employees to participate in the Local Authorities Pension Plan 'LAPP'. In accordance with LAPP, the Town of Redcliff starts contributing to each employee's pension effective one year from their date of hire.

Employees have the option to 'buy back' their probationary (first) year to increase their pension. Once enrolled in the pension plan, each employee will receive an estimated cost from Local Authorities Pension Plan to 'buy back' their probationary (first) year. This estimate will include an employee portion and an employer portion. If the employee chooses to 'buy back' the probationary year the Town of Redcliff must contribute the employer portion. The employee **must sign** the Election to Purchase Service form from LAPP **within a set time frame**, set by Local Authorities Pension Plan. The employee must then decide a method by which they will pay Local Authorities Pension Plan for the employee's portion. The employee can choose from the options listed on the Election to Purchase form given by LAPP.

POLICY

Employees who buy back their probationary year deal with Local Authority Pension Plan and must comply with all rules and regulations as imposed by the Local Authority Pension Plan Administrator. The Payroll Clerk will assist with completion of forms and assist in setting up a payment schedule for the employee contribution of the buy back. The Town of Redcliff does not contribute or prepay the employee portion of any pension buyback.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 23, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Review Policy 117, Phase-Out of the Penny Policy

PROPOSAL: No Change on Policy 117, Phase-Out of the Penny 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 117, Phase-Out of the Penny Policy was put in place to carry out the “phasing pennies out of the currency system” required by the Government of Canada effective February 13, 2013. It is also referred to as symmetrical rounding. This system is simply rounding the total of a transaction up or down to the nearest \$0.05 increment.

The Town of Redcliff has followed the policy and applied it to the total of each receipt paid with cash, rounding the total to the nearest \$0.05 increment. Receipts totals ending in 1, 2, 6 and 7 cents are rounded down and totals ending in 3, 4, 8 and 9 are rounded up.

After reviewing this policy, the Administration recommends no change to it. The Town has followed the policy. 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 117, Phase-Out of the Penny Policy

OPTIONS:

1. Approve Policy 117, Phase-Out of the Penny Policy with no amendment.
2. Suggest changes to Policy 117 Phase-Out of Penny Policy and have administration draft an amended Policy 117, Phase-Out of the Penny Policy for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 117, Phase-Out of the Penny Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 117, Phase-Out of the Penny 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 – ~~January 28, 2013~~

PHASE-OUT OF THE PENNY POLICY

BACKGROUND

Effective February 13, 2013 the Government of Canada is phasing pennies out of the currency system. The Federal Government is asking all businesses to adopt a fair and transparent method for rounding cash transactions.

The proposed guideline is referred to as symmetrical rounding. This system is simply rounding the total of a transaction up or down to the nearest \$0.05 increment. There is not a requirement to adopt this method, however the Federal Government will use this method and is asking that all business consider it.

POLICY

Rounding Purchase Transactions

It is the Town's policy that symmetrical rounding will be applied to the total of each receipt paid with cash, rounding the total to the nearest \$0.05 increment. Receipt totals ending in 1, 2, 6 and 7 cents will be rounded down and totals ending in 3, 4, 8 and 9 will be rounded up.

Accounting for the Rounding

The Director of Finance and Administration will develop an accounting practice to account for symmetrical rounding that meets all legislative and financial requirements.



*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
MAY 08 2017
TOWN OF REDCLIFF

AR88963

May 1, 2017

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

Dear Mayor Reimer,

Our government is committed to making life better for Albertans, and that means we need strong communities with the infrastructure and services that help deliver a high quality of life. We are also committed to working with you, our municipal partners, to ensure that happens.

Municipalities will continue to receive Municipal Sustainability Initiative (MSI) funding for the next two years, while we talk about the future of the program and ways we can support priority infrastructure in Alberta's communities.

In order to continue the flow of funding, an amending MSI Memorandum of Agreement will be sent to the Chief Administrative Officer of your municipality formally extending the program.

I look forward to continuing to work with you to support essential infrastructure for your residents.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

2016 ANNUAL REPORT



CHAIR'S MESSAGE

It is my pleasure to present the 2016 Annual Report for Shortgrass Library System. 2016 was a banner year for Shortgrass, as the Bibliographic Services Department accomplished a long-standing goal of completely eliminating the enormous backlog of materials. This was a huge accomplishment that illustrates perfectly the various service improvements that our organization has been making.

Throughout 2016, the Shortgrass office underwent renovations. New flooring and paint have refreshed the look of the building, while new furniture provides better opportunities for networking and productive interaction.

As always, the goal to improve services for member libraries and partner organizations remains at the forefront, while the changes to workflow, the facility and technology have been made to ensure our libraries are able to best serve their communities.

This was a productive and eventful year and we hope you enjoy this summary of our accomplishments for 2016.

Dwight Kilpatrick
Chair, Shortgrass Library System Board of Trustees



Number of physical items
in the collection

433,922

Number of digital items
in the collection

55,114



KEY HAPPENINGS

During the summer, the library materials from the Gem Jubilee Library were added to the Shortgrass catalogue. The Gem Library is now a fully participating member library in Shortgrass Library System and we are pleased to have them on board!

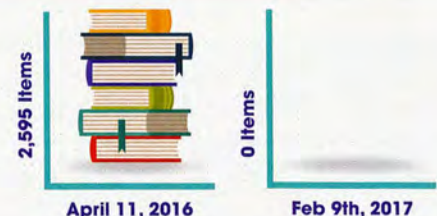
Shortgrass partnered with community organizations and Alberta Tourism & Culture to offer two separate training events for library staff and board members: 3 Day Basic Facilitation Training in February and Board Leadership South in March. Both events were a great success, with participants from library organizations and other not-for-profit organizations learning together.

Continued improvement of workflows in the Bibliographic Services area has led to the elimination of the backlog and a significant improvement of turn-around times for all library materials cataloged and processed in our facility. Staff changes in 2016 saw former Processing Clerk Keltie take over the position of

Technical Services Assistant - Acquisitions and Shelley join us in the Processing Clerk role.

Over the last half of the year, our second-ever German Exchange Student Intern, Luisa, joined the organization for a six month duration. During her internship, Luisa provided assistance on everything from conducting a training needs survey and presenting various training opportunities to member library staff, to assisting staff with statistical analysis and spreadsheets and beating Shortgrass staff members during raucous rounds of board games at break times.

Items in the Cataloguing Queue



Number of
items processed

34,746

15% increase over last year



Number of holds placed

98,174

(incl. Irvine library recon)

18% increase over last year



hoopla
check-outs

13,328

72% increase over last year



Mango language
learning sessions

1,130

42% increase over last year

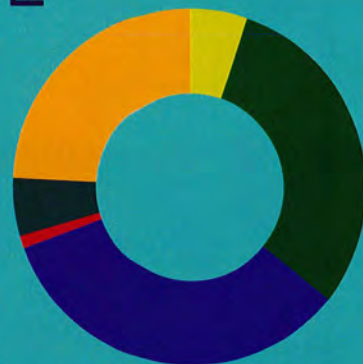


Overdrive
titles circulated

60,346

10% increase over last year

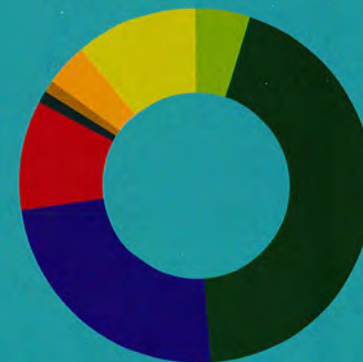
REVENUE



- 6% Contracts
- 35% Municipal funding
- 31% Provincial grants
- 1% Other grants
- 5% Miscellaneous
- 22% Member library materials

Total \$1,807,877

EXPENSES



- 5% ILS/Tech
- 44% Staffing
- 24% Materials
- 10% Building/Capital
- 1% Marketing
- 1% Postage/Supplies
- 4% Grants
- 11% Other

Total \$1,817,594

Shortgrass Library
System provides
quality library support
services to member
municipalities
and partners.

Alcoma Community Library • Bassano Memorial Library • Bow
Island Municipal Library • Brooks Public Library • Duchess &
District Public Library • Foremost Municipal Library • Gem Jubilee
Library • Graham Community Library • Irvine Community Library
• Medicine Hat Public Library • Redcliff Public Library • Rolling
Hills Public Library • Rosemary Community Library • Tilley & District
Public Library





from **Street** to **Stream**

Paving paradise costs us all more than the price of concrete and asphalt.

Roofs and roads change the character of water, and our waterways pay. And you pay too — in the cost to treat water, in flooding and flood repair, in erosion, in pollution, in recreational opportunities, and in the health of the landscape overall.

We all have a role to play in mitigating these impacts in our homes, yards, neighborhoods and communities. Installing alternatives to turf, managing downspout flows with rain gardens, and creating buffers along waterfronts are effective ways to do your part.

Workshop announcement

Tuesday May 30, 2017 from 1 pm to 4 pm at the Lethbridge Public Library, Crossings Branch (255 Britannia Blvd West). FREE.

Register at <https://s2slethbridge2017.eventbrite.com>

**REALTORS | BUILDERS
GREEN PRACTITIONERS
COMMUNITY LEADERS
DECISION MAKERS**

You are invited to participate in a 1/2 day **workshop** to explore:

- Suitability of tools and practices for Alberta
- Visual assessment criteria
- Costs, benefits, pros, cons, market availability
- Local examples

This spring, take action with us! Make a difference by participating in a **stewardship** day to retrofit a property for water performance.

**Green roofs | Alternative landscaping
Water harvesting | Bioswales
Riparian areas management & Setback tools
Suspended pavements | Pervious pavements
Soil bioengineering | Rain gardens | More!**

If you would like this workshop and/or stewardship event to come to your community, please contact one of the project partners (listed on the left).

**Cows
and
Fish**



A COLLABORATIVE PROJECT

Alberta Riparian Habitat Management Society (Cows and Fish)
2nd Floor, YPM Place| 530-8th Street South| Lethbridge, AB T1J 2J8
Ph: (403) 381-5538 | riparian@cowandfish.org

Alberta Low Impact Development Partnership Society
P.O. Box 6173, Station D | Calgary, AB T2P 2C8
Ph: (587) 356-1115 | leta@alidp.org



Register now <https://s2slethbridge2017.eventbrite.com>

The Alberta Riparian Habitat Management Society (Cows & Fish) and the Alberta Low Impact Development Partnership Society (ALIDP) invite you to attend our **From Street to Stream** ½-day workshop on **Tuesday May 30, 2017 from 1 pm to 4 pm at the Lethbridge Public Library, Crossings Branch (255 Britannia Blvd West, Lethbridge AB, T1J 4A3)**.

This collaborative project will weave together the story of cause-and-effect between land development and real-estate features and actions at the lot and neighbourhood level through to outcomes, impacts, and remedial actions for our streams and riparian areas—taking you From Street to Stream.

Adding resiliency and ecological function to our landscape is about how we manage and use our watersheds. Areas next to waterbodies known as riparian areas, are critically important to improve water quality and biodiversity, adding natural water storage and increasing drought and flood resiliency. Coupled with improved management in the uplands, we can have a large impact on how water moves across the landscape, along with a suite of other benefits.

Cows and Fish has spent more than 20 years helping individuals and communities better understand and manage these floodplains, shores and banks. This workshop will share our experiences in riparian planning and policy, management and practical strategies to increase the health and function of these vital areas.

Add your expertise to the mix, by joining Cows and Fish and the ALIDP, as we share our experiences from working with communities and landowners across Alberta, from lake communities to urban centres,



Norine Ambrose

Executive Director

Cows and Fish (Alberta Riparian Habitat
Management Society)

Creating communities that intrinsically minimize the impacts of extreme weather events and also protect water quantity and quality is at the heart of Low Impact Development (LID). For new construction, retrofit, and redevelopment, and from rural to ultra-urban contexts, there are appropriate measures to apply to buildings, yards, and public spaces that make a difference.

The ALIDP is a consortium of municipalities, land development industry consultants, non-profits and individuals who have come together to take an integrated approach to explore and share what practices are applicable to Alberta and how best to implement them. This past summer, the ALIDP travelled around Alberta and captured video at some 35 sites where sustainable storm-water practices have been implemented. This workshop will share insights from the best of these.

On behalf of the ALIDP, I extend a hearty invitation to you to take advantage of this learning opportunity and to add your own experiences to the conversation.



Leta van Duin

Executive Director

Alberta Low Impact Development Partnership
Society (ALIDP)

This initiative is sponsored by the Calgary Foundation, and the RBC Blue Water Project



from **Street** to **Stream**

Paving paradise costs us all more than the price of concrete and asphalt.

Roofs and roads change the character of water, and our waterways pay. And you pay too — in the cost to treat water, in flooding and flood repair, in erosion, in pollution, in recreational opportunities, and in the health of the landscape overall.

We all have a role to play in mitigating these impacts in our homes, yards, neighborhoods and communities. Installing alternatives to turf, managing downspout flows with rain gardens, and creating buffers along waterfronts are effective ways to do your part.

Workshop and Webinar announcement

Wednesday, May 31, 2017 from 1 pm to 4 pm at the Inglewood Community Hall (1740 24 Avenue SE, Calgary). FREE.

Register at <https://s2scalgaryworkshop.eventbrite.com>

Webinar details and links will be emailed to registered participants

**REALTORS | BUILDERS
GREEN PRACTITIONERS
COMMUNITY LEADERS
DECISION MAKERS**

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**Cows
and
Fish**



A COLLABORATIVE PROJECT

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Register now <https://s2scalgaryworkshop.eventbrite.com>

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Norine Ambrose

Executive Director

Cows and Fish (Alberta Riparian Habitat
Management Society)

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Leta van Duin

Executive Director

Alberta Low Impact Development Partnership
Society (ALIDP)

This initiative is sponsored by the Calgary Foundation, and the RBC Blue Water Project

TOWN OF REDCLIFF

For the Three Months Ending Friday, March 31, 2017

	<u>2017 Actual</u>	<u>2017 Budget</u>	<u>% of Budget</u>	<u>2016 Actual</u>	<u>% Prior Period</u>
REVENUES					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE		\$7,837,752.00	0.00%		0.00%
GOODS & SERVICES REVENUES					
ADMINISTRATION	3,457.23	23,110.00	14.96%	5,111.77	(32.37%)
PROTECTIVE SERVICES		1,600.00	0.00%		0.00%
PUBLIC WORKS	1,466.49	44,500.00	3.30%		0.00%
WATER UTILITY	309,737.75	2,327,343.00	13.31%	328,688.16	(5.77%)
SANITARY UTILITY	172,521.25	1,101,034.00	15.67%	172,855.13	(0.19%)
WASTE UTILITY	85,691.48	523,945.00	16.36%	87,229.18	(1.76%)
COMMUNITY SERVICES	1,165.00	9,650.00	12.07%	1,986.95	(41.37%)
DEVELOPMENT & LAND SERVICES	92,470.40	442,900.00	20.88%	23,786.00	288.76%
PARKS & RECREATION	59,839.93	215,185.00	27.81%	59,279.34	0.95%
	726,349.53	4,689,267.00	15.49%	678,936.53	6.98%
PENALTIES	31,897.19	89,400.00	35.68%	37,762.92	(15.53%)
OTHER GENERAL REVENUE	202,775.30	556,364.00	36.45%	118,650.14	70.90%
GRANTS & CONTRIBUTION	68,752.54	541,674.00	12.69%	62,290.00	10.37%
TRANSFERS - RESERVE & OTHER		253,496.00	0.00%		0.00%
TOTAL REVENUES	1,029,774.56	13,967,953.00	7.37%	897,639.59	14.72%
EXPENSES					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	164,567.69	669,694.00	24.57%	162,920.72	1.01%
PROTECTIVE SERVICES	50,195.13	298,533.00	16.81%	32,737.52	53.33%
PUBLIC WORKS	133,870.51	623,422.00	21.47%	151,000.91	(11.34%)
WATER UTILITY	133,405.76	580,073.00	23.00%	106,355.48	25.43%
SANITARY UTILITY	59,716.77	261,202.00	22.86%	43,669.85	36.75%
WASTE UTILITY	46,609.11	210,343.00	22.16%	31,635.86	47.33%
COMMUNITY SERVICES	20,947.76	151,202.00	13.85%	21,670.01	(3.33%)
DEVELOPMENT & LAND SERVICES	79,035.33	396,182.00	19.95%	78,709.00	0.41%
PARKS & RECREATION	119,945.80	725,954.00	16.52%	78,382.59	53.03%
	808,293.86	3,916,605.00	20.64%	707,081.94	14.31%
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	228,754.64	691,546.00	33.08%	217,259.64	5.29%
PROTECTIVE SERVICES	9,680.03	1,147,796.00	0.84%	10,344.54	(6.42%)
PUBLIC WORKS	19,386.05	378,260.00	5.13%	24,158.31	(19.75%)
WATER UTILITY	14,781.91	215,725.00	6.85%	6,765.31	118.50%
SANITARY UTILITY	79,729.74	549,147.00	14.52%	68,700.57	16.05%
WASTE UTILITY	12,025.65	99,800.00	12.05%	17,264.62	(30.35%)
COMMUNITY SERVICES	28,501.41	122,045.00	23.35%	2,475.63	1051.28%
DEVELOPMENT & LAND SERVICES	7,148.68	310,815.00	2.30%	8,042.80	(11.12%)
PARKS & RECREATION	20,846.52	136,600.00	15.26%	15,805.74	31.89%
	420,854.63	3,651,734.00	11.52%	370,817.16	13.49%
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	4,772.76	39,277.00	12.15%	5,827.08	(18.09%)
PROTECTIVE SERVICES	7,886.14	61,150.00	12.90%	7,236.67	8.97%
PUBLIC WORKS	48,162.44	264,500.00	18.21%	80,060.52	(39.84%)
WATER UTILITY	81,019.53	389,500.00	20.80%	27,123.46	198.71%
SANITARY UTILITY	807.32	20,700.00	3.90%	4,364.76	(81.50%)
WASTE UTILITY	4,673.99	139,000.00	3.36%	7,425.57	(37.06%)
COMMUNITY SERVICES	215.55	2,550.00	8.45%	215.24	0.14%
DEVELOPMENT & LAND SERVICES	7,843.94	16,500.00	47.54%	4,639.29	69.08%
PARKS & RECREATION	28,722.64	234,050.00	12.27%	24,304.89	18.18%
	184,104.31	1,167,227.00	15.77%	161,197.48	14.21%
AMORTIZATION					
REQUISITION AND TOWN CONTRIBUTION		3,312,537.00	0.00%		0.00%
DEBT MAINTENANCE & BANK CHARGES	553,139.95	2,356,965.00	23.47%	565,635.79	(2.21%)
TRANSFERS - EQUITY, RESERVE & OTHER	68,113.75	2,127,770.00	3.20%	64,360.33	5.83%
TOTAL EXPENSES	2,091,250.11	17,280,490.00	12.10%	1,927,978.61	8.47%
EXCESS OF REVENUE OVER EXPENSE	(1,061,475.55)	(3,312,537.00)	32.04%	(1,030,339.02)	3.02%

REDCLIFF CYPRESS LANDFILL	<i>2017 Actual</i>	<i>2017 Budget</i>	<i>% Budget</i>	<i>2016 Actual</i>	<i>% Prior Period</i>
REGIONAL LANDFILL EXPENSE	2,460.70	1,809,345.00	0.14%	280,423.21	(99.12%)
REGIONAL LANDFILL REVENUE	113,183.71	1,809,345.00	6.26%	183,593.59	(38.35%)
EXCESS OF REVENUE OVER EXPENSE	110,723.01			96,829.62	(214.35%)

Memo

To: Council

From: Director of Planning & Engineering

Date: May 23, 2017

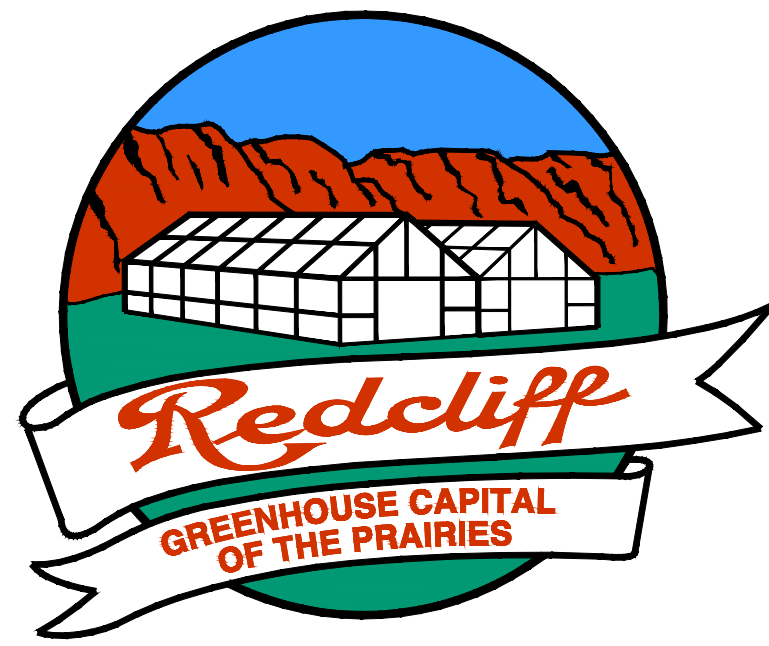
Re: Westside Slope Failure Repair

The Planning & Engineering Department has completed the detailed design for this 2017 Capital Project and will be tendering the project shortly with the tender anticipated to close on June 8, 2017.

There are two slides that are being repaired under this project:

- the first slide is repairing a slide that an attempted fix was made on in 2015/2016 which has not worked and the hill continues to slide and is located behind 235 Jesmond Bay SW. The design consists of:
 - installation of a gravel drain in the bottom of the coulee,
 - construction of a berm across the coulee to provide a mass at the toe of the slope to resist further sliding,
 - this berm has been designed to have a maximum top slope of 15% which is the maximum slope allowed for a trail. The option to install a trail across the top of the berm is an option but the decision has been deferred until after the berm has been built.
 - The berm will require approximately 7,000 cubic metres of dirt to be hauled in.
 - The tender does not include any monies for landscaping as Town forces may elect to take this on or it will be contracted out under a separate tender.
- the second slide is located behind 501 Jesmond Drive SW. The design consists of:
 - installation of a gravel drain in the bottom of the coulee,
 - construction of a berm across the coulee to provide a mass at the toe of the slope to resist further sliding,
 - lowering the coulee nose to the west to reduce the chances of further slides,
 - The berm will require approximately 4,000 cubic metres of dirt to be cut from the nose to the west and another 1,000 cubic metres hauled in.
 - The tender does not include any monies for landscaping as Town forces may elect to take this on or it will be contracted out under a separate tender.

Care has been taken in the designs to minimize the impact to the main coulee bottom. The contractor will be encouraged to start with the second slide as it poses the greatest safety risks. The project drawings are attached.



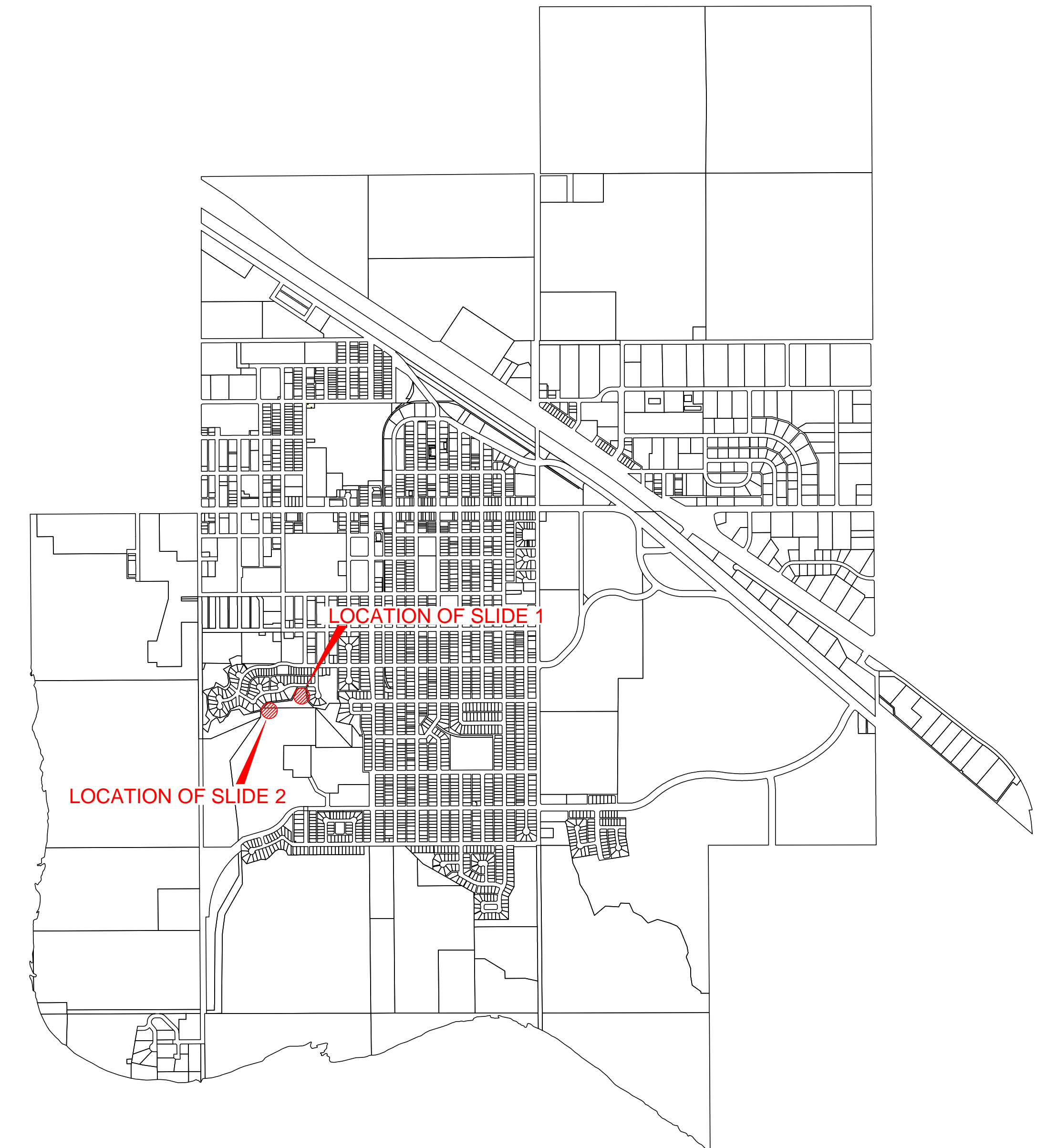
Town of Redcliff

West Side Slope Remediation Slide 1 & Slide 2

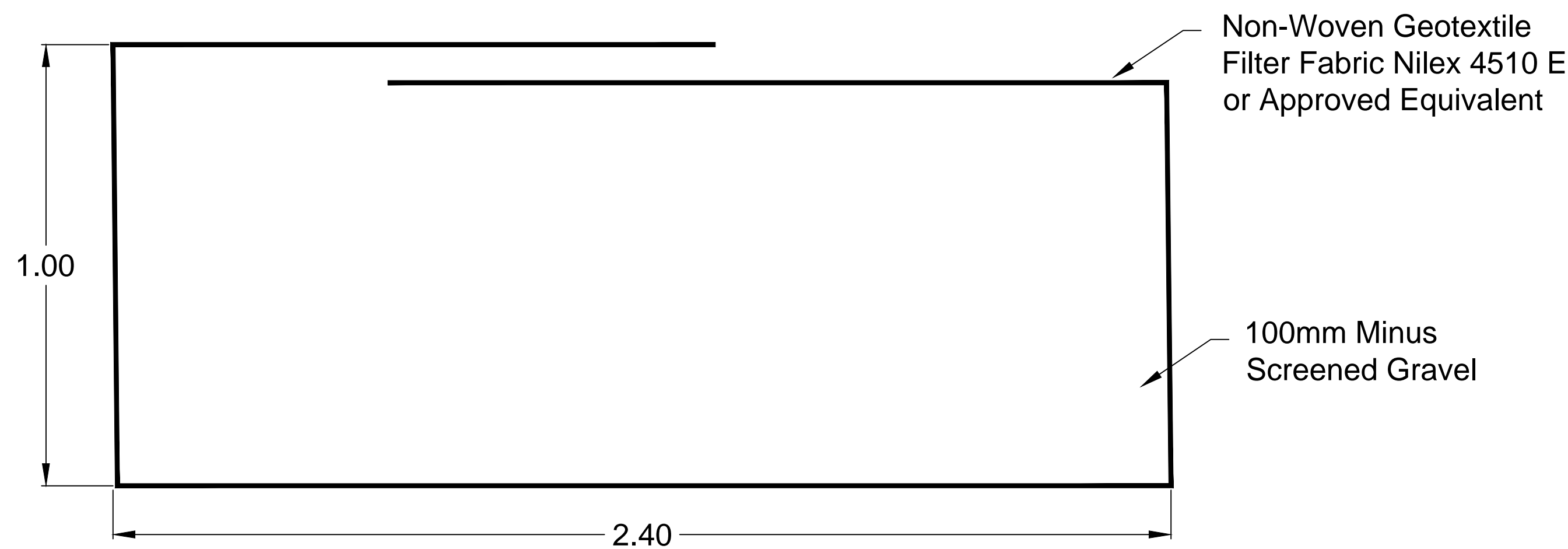
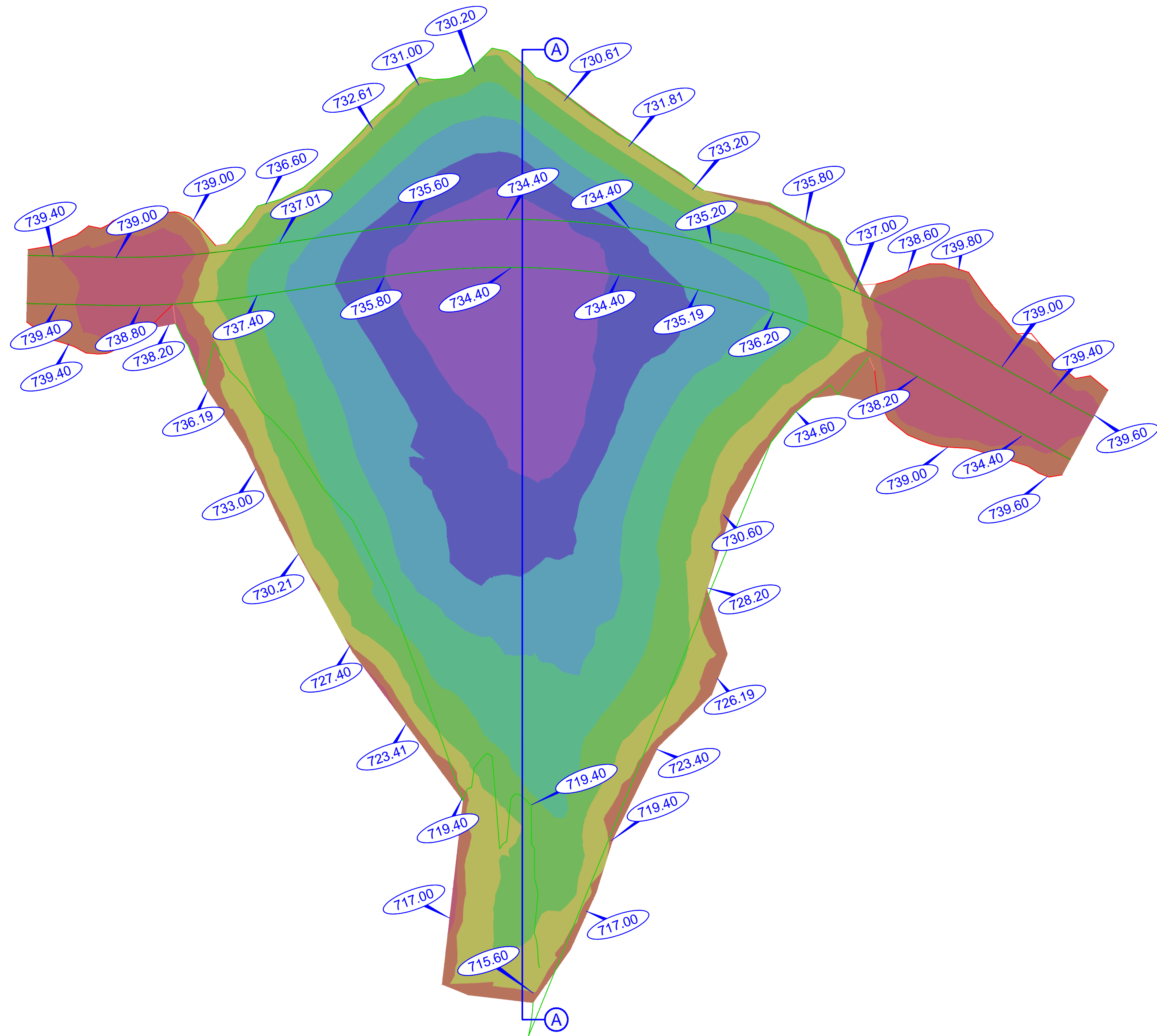
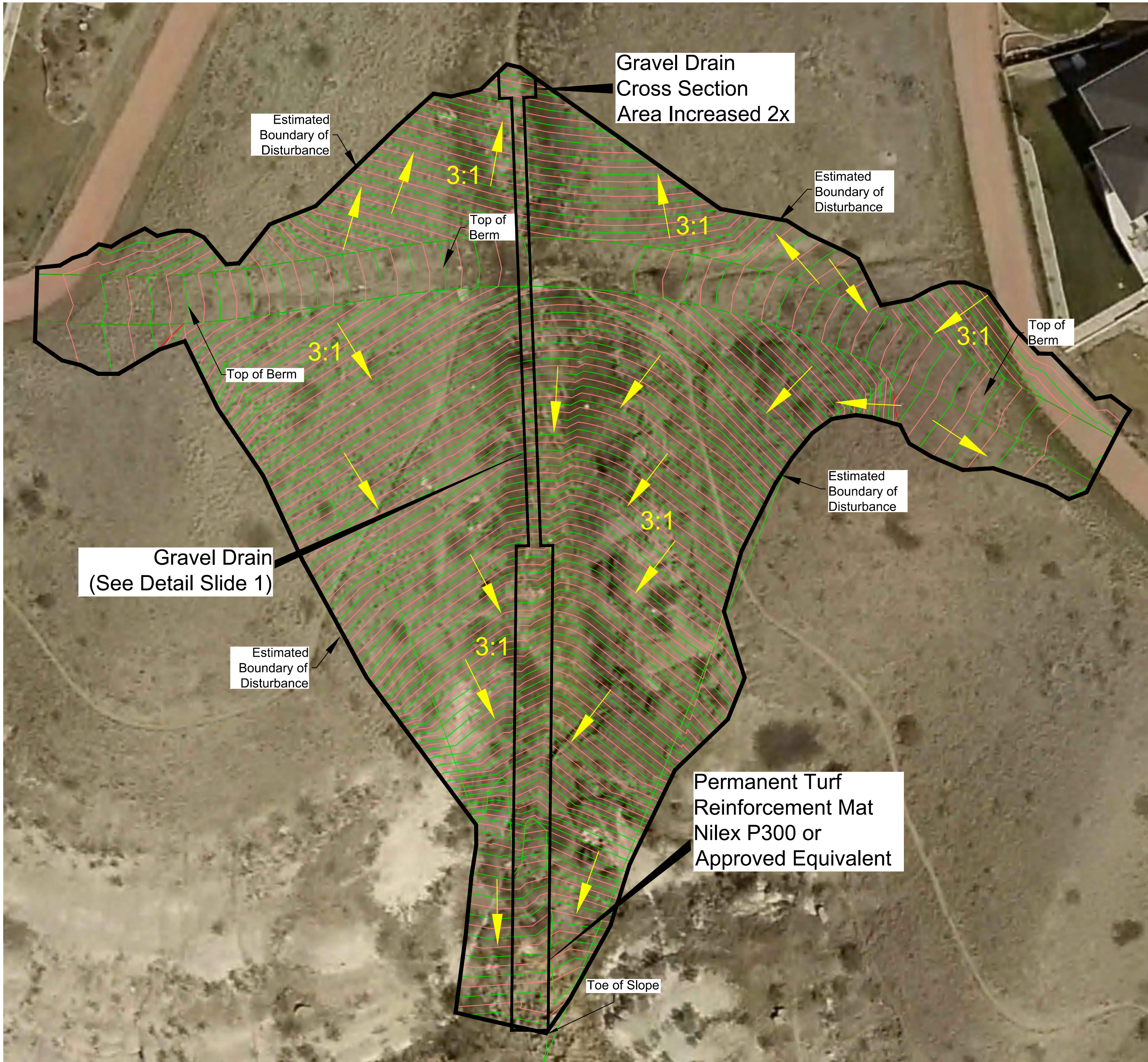
- ESTIMATED BOUNDARY OF DISTURBANCE
- CUT AND FILL ELEVATION BANDING
- PROPOSED GRAVEL DRAIN

-
-
- FOR APPROVAL - FIRST SUBMISSION

MAY 18, 2017

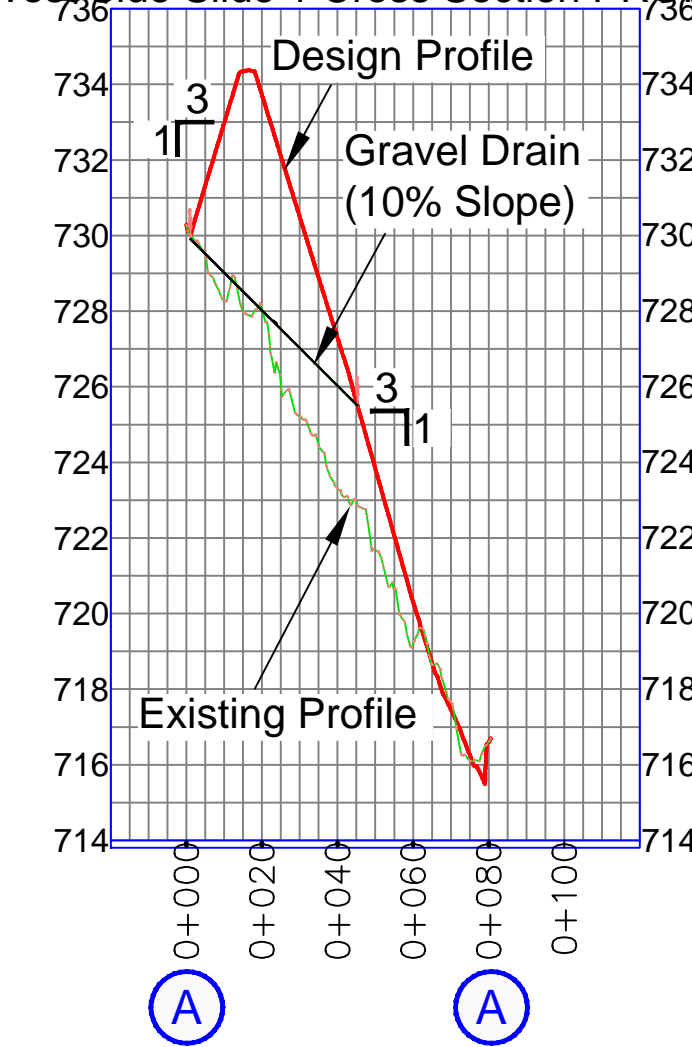


LOCATION PLAN
NOT TO SCALE



GRAVEL DRAIN DETAIL

West Side Slide 1 Cross Section PROFILE



Elevations Table				
Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-1.31	-0.20	247.02	
2	-0.20	0.20	216.43	
3	0.20	0.90	312.23	
4	0.90	2.00	443.25	
5	2.00	3.20	456.03	
6	3.20	4.60	433.35	
7	4.60	6.00	336.98	
8	6.00	8.30	286.30	

* Negative values in the above table represent CUT AREA
* Positive values in the above table represent FILL AREA

Volume Summary							
Name	Type	Cut Factor	Fill Factor	2d Area (sq.m)	Cut (Cu. M.)	Fill (Cu. M.)	Net (Cu. M.)
SLIDE 1 Volume	full	1.000	1.000	2731.61	144.90	7438.32	7293.42<Fill>

PROJECT
WEST SIDE SLOPE
REMEDICATION



PERMIT TO PRACTICE No. P ____

DESIGN TEAM:
JAMES JOHANSEN
RENA MIDDLETON

REVISION

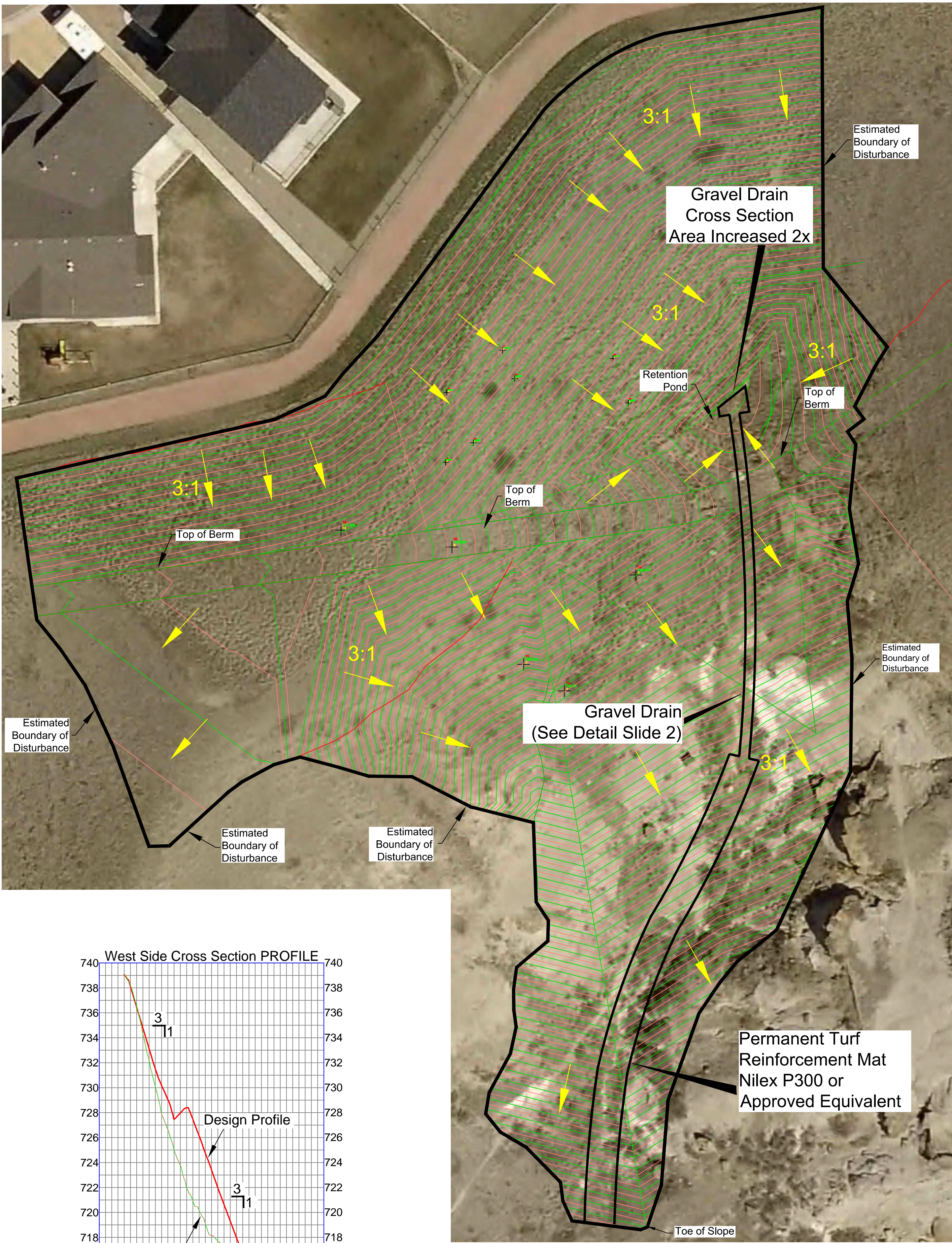
ISSUE

1	05/18/17	PLAN ISSUED	JJ
NO.	DATE	DESCRIPTION	INITIALS

DRAWING TITLE
SLIDE 1
ESTIMATED BOUNDARY
OF DISTURBANCE AND
CUT/FILL ELEVATION
BANDING

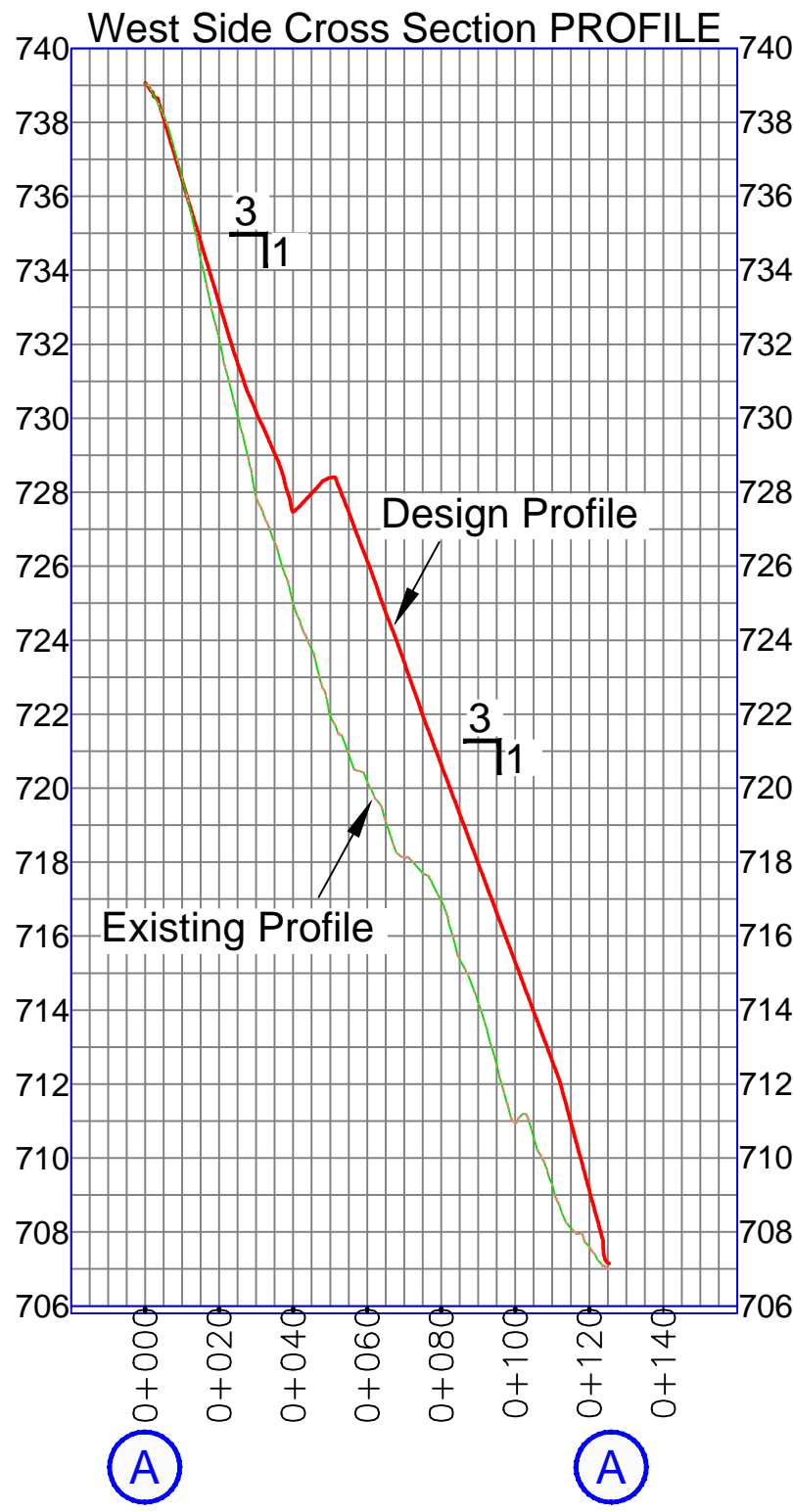
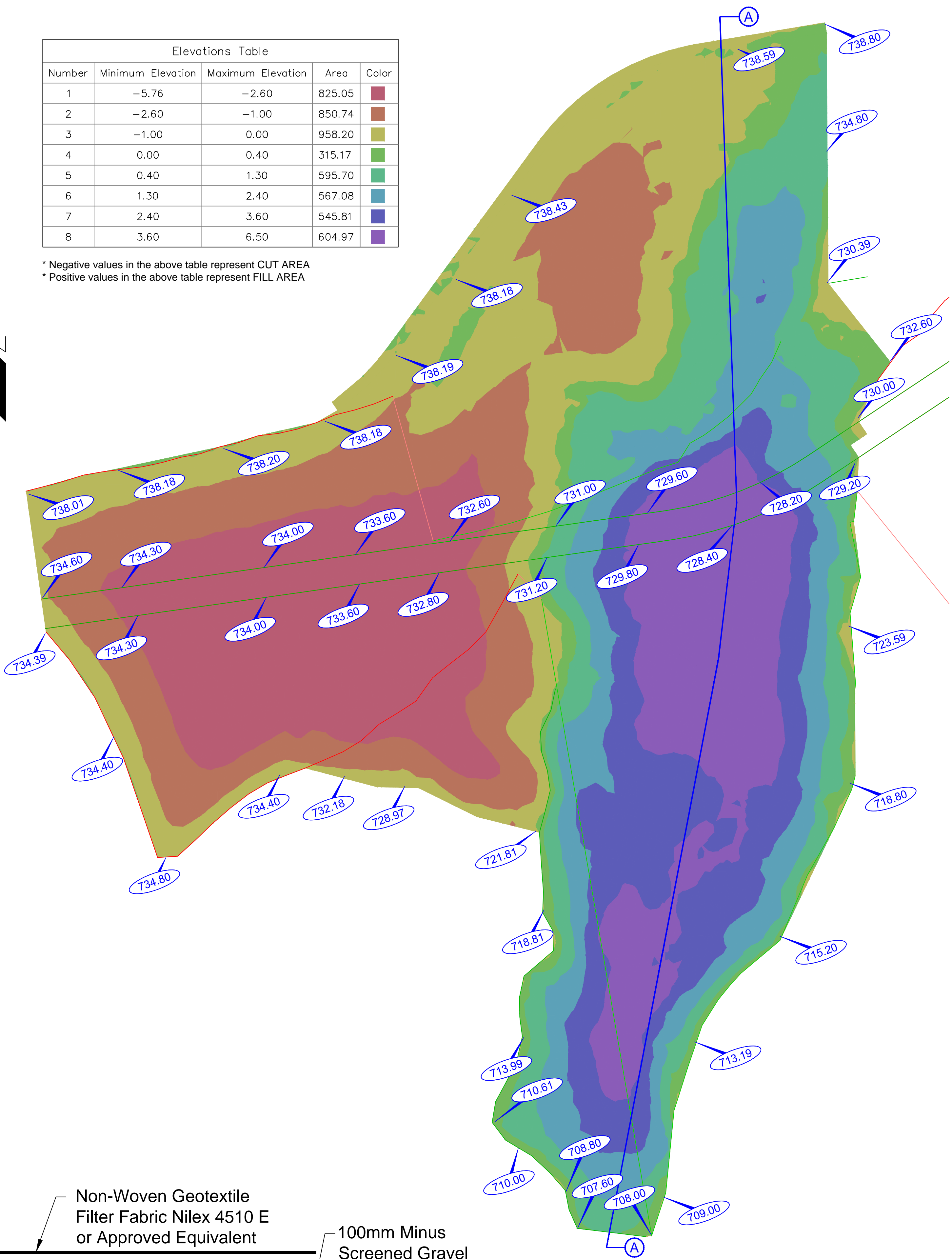
DRAWING NUMBER:
100-2017

DRAWN: REM/JJ	CHECKED: JJ
SCALE: 1:250	JOB: —
DATE: May 18, 2017	SHEET: 1 of 1

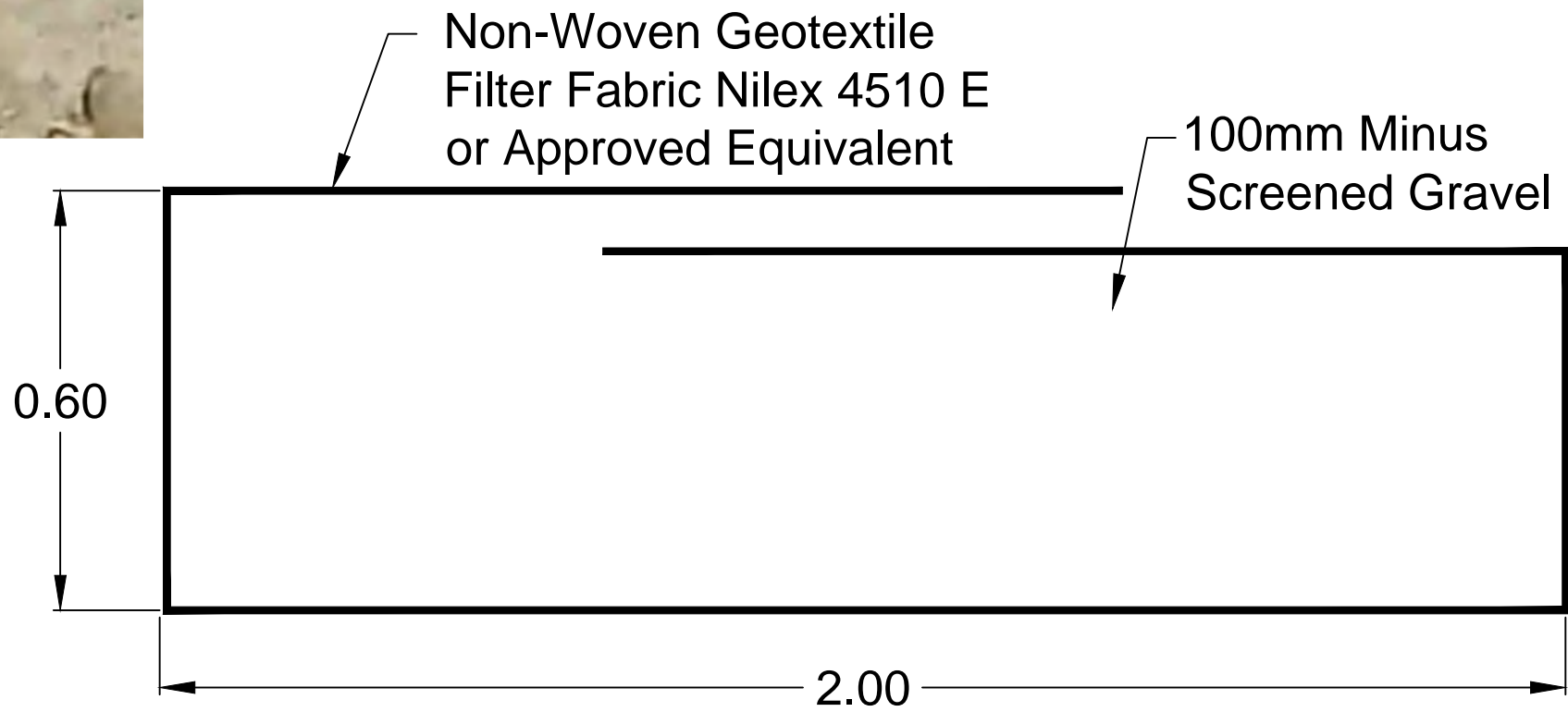


Elevations Table				
Number	Minimum Elevation	Maximum Elevation	Area	Color
1	-5.76	-2.60	825.05	
2	-2.60	-1.00	850.74	
3	-1.00	0.00	958.20	
4	0.00	0.40	315.17	
5	0.40	1.30	595.70	
6	1.30	2.40	567.08	
7	2.40	3.60	545.81	
8	3.60	6.50	604.97	

* Negative values in the above table represent CUT AREA
* Positive values in the above table represent FILL AREA



Volume Summary							
Name	Type	Cut Factor	Fill Factor	2d Area (sq.m)	Cut (Cu. M.)	Fill (Cu. M.)	Net (Cu. M.)
Westside Slope Failure Compare	full	1.000	1.000	5262.73	4911.17	6020.13	1108.96<Fill>



PROJECT

WEST SIDE SLOPE
REMEDATION



Town of Redcliff
Phone: (403) 548-3618
Fax: (403) 548-6623
Email: redcliff@redcliff.ca

PERMIT TO PRACTICE No. P ____

DESIGN TEAM:
JAMES JOHANSEN
RENA MIDDLETON

REVISION			

ISSUE			
1	05/18/17	PLAN ISSUED	JJ
NO.	DATE	DESCRIPTION	INITIALS

DRAWING TITLE
SLIDE 2
ESTIMATED BOUNDARY
OF DISTURBANCE AND
CUT/FILL ELEVATION
BANDING

DRAWING NUMBER: 100-2017	
DRAWN: REM/JJ	CHECKED: JJ
SCALE: 1:250	JOB:
DATE: May 18, 2017	SHEET: 1 of 1

Memo

To: Council

From: Director of Planning & Engineering

Date: May 23, 2017

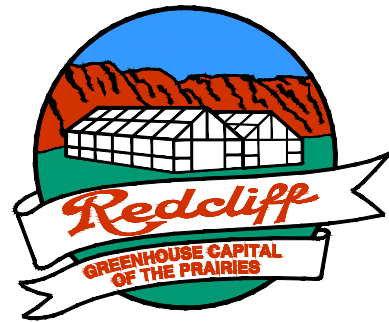
Re: Riverview Road Improvements

The Planning & Engineering Department has completed the detailed design for this 2017 Capital Project and will be tendering the project shortly with the tender anticipated to close on June 8, 2017.

The design consists of:

- installing weeping tile along the lip-of-gutter draining to the storm sewer system,
- mud-jacking, repair and replacement of sidewalks, curbs and gutters where required,
- milling the road surface in preparation for new asphalt top lift,
- fixing road structural failures as required, and
- top lifting asphalt paving of the road.

The project drawings are attached.



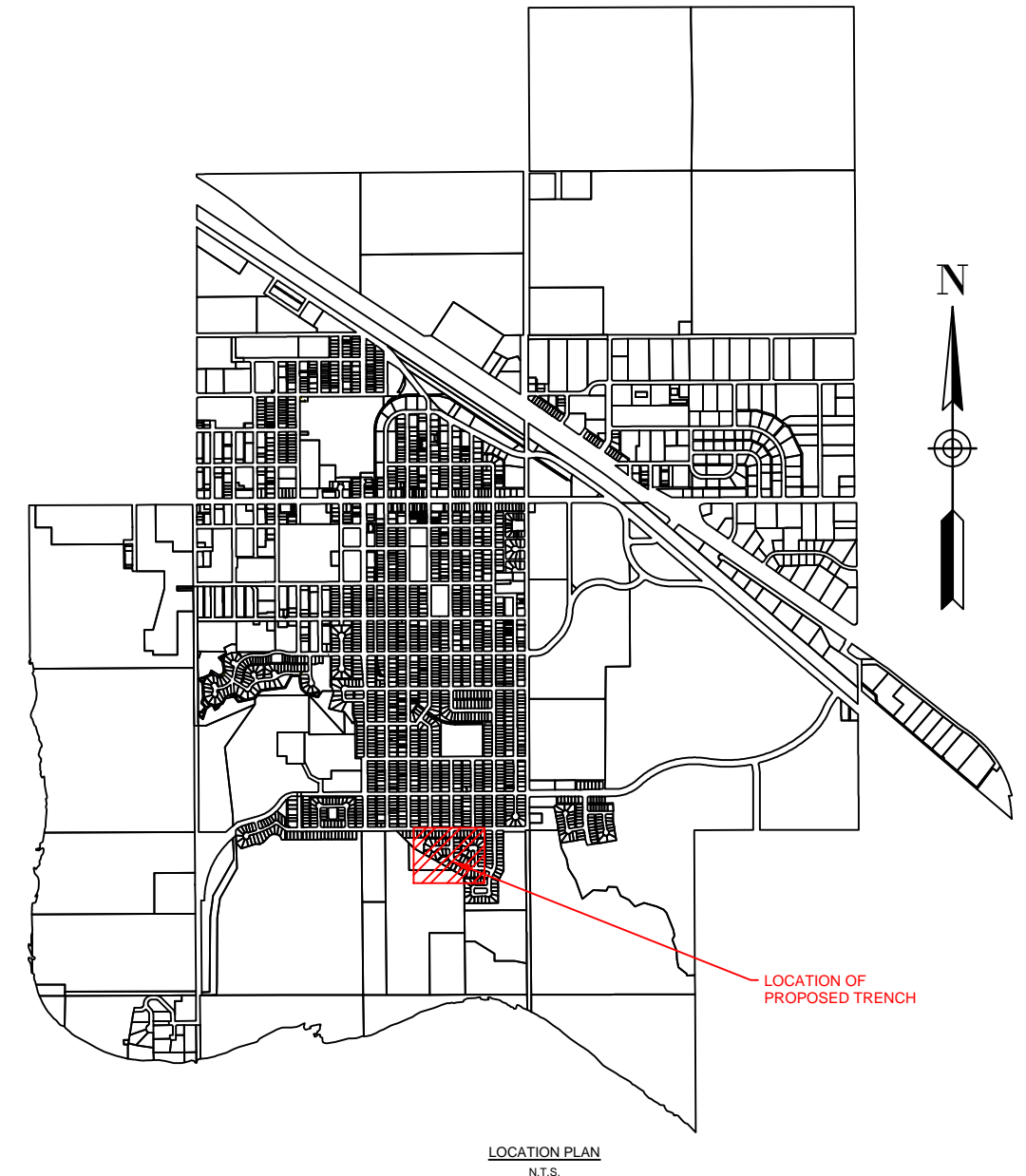
Town of Redcliff

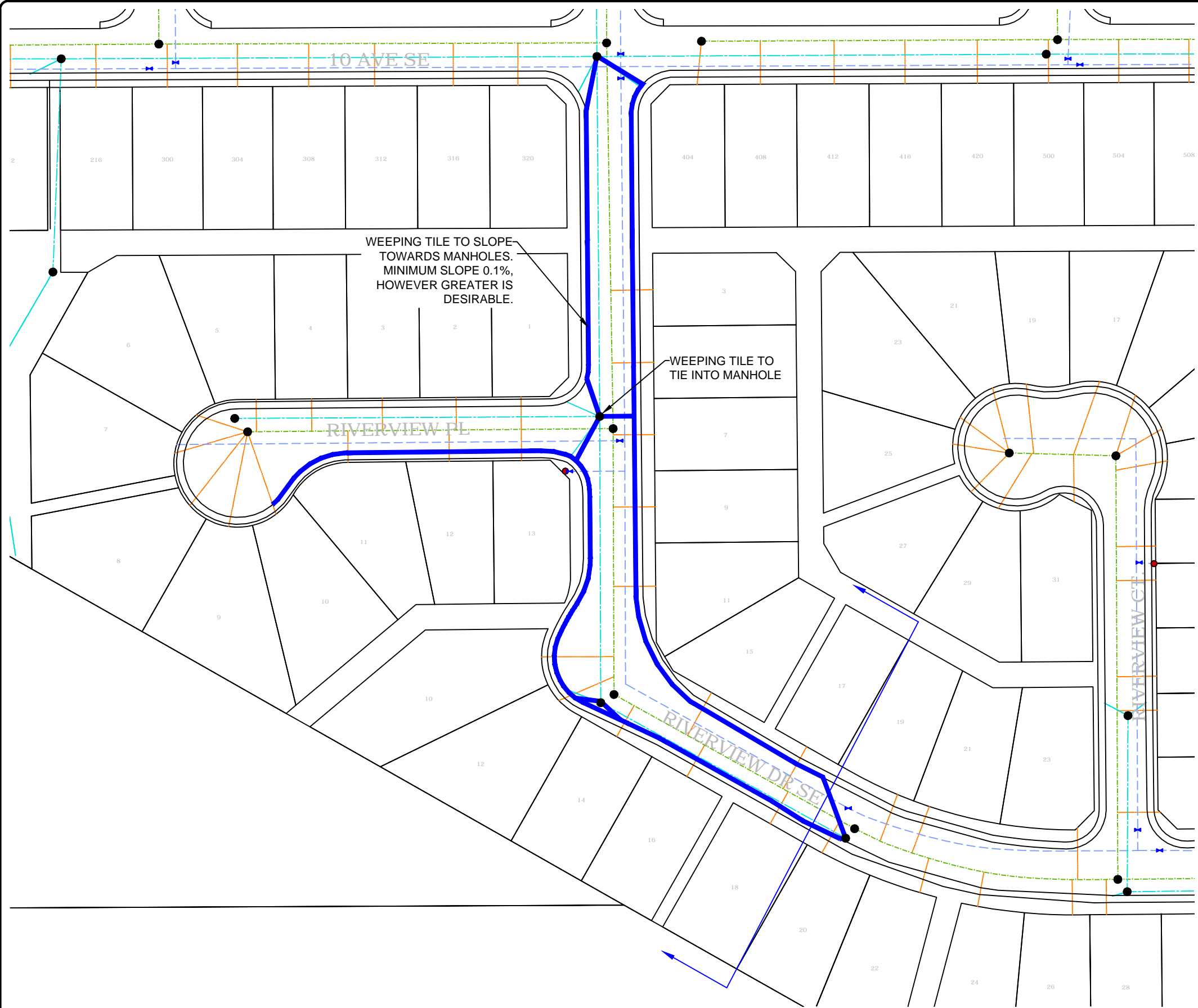
Riverview Dr. SE & Riverview Place Road Repair

- TRENCH DETAIL
- PROPOSED TRENCH DESIGN ON RIVERVIEW PLACE & RIVERVIEW DRIVE SE
- SIDEWALK REPAIR BOUNDARY ON RIVERVIEW PLACE & RIVERVIEW DRIVE SE

-
-
- FOR APPROVAL - FIRST SUBMISSION

MAY 1, 2017





PROPOSED TRENCH DESIGN PLAN
SCALE 1:1000

UTILITIES LEGEND

- DEVELOPMENT BOUNDARY
- WATER LINE
- SANITARY SEWER
- STORM SEWER
- GAS LINE
- PROPOSED WEEPING TILE TRENCH
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING FIRE HYDRANT
- EXISTING VALVE

PROJECT
Riverview Dr. SE &
Riverview Place Road
Repair



Town of Redcliff
Phone: (403) 548-3618
Fax: (403) 548-6623
Email: redcliff@redcliff.ca

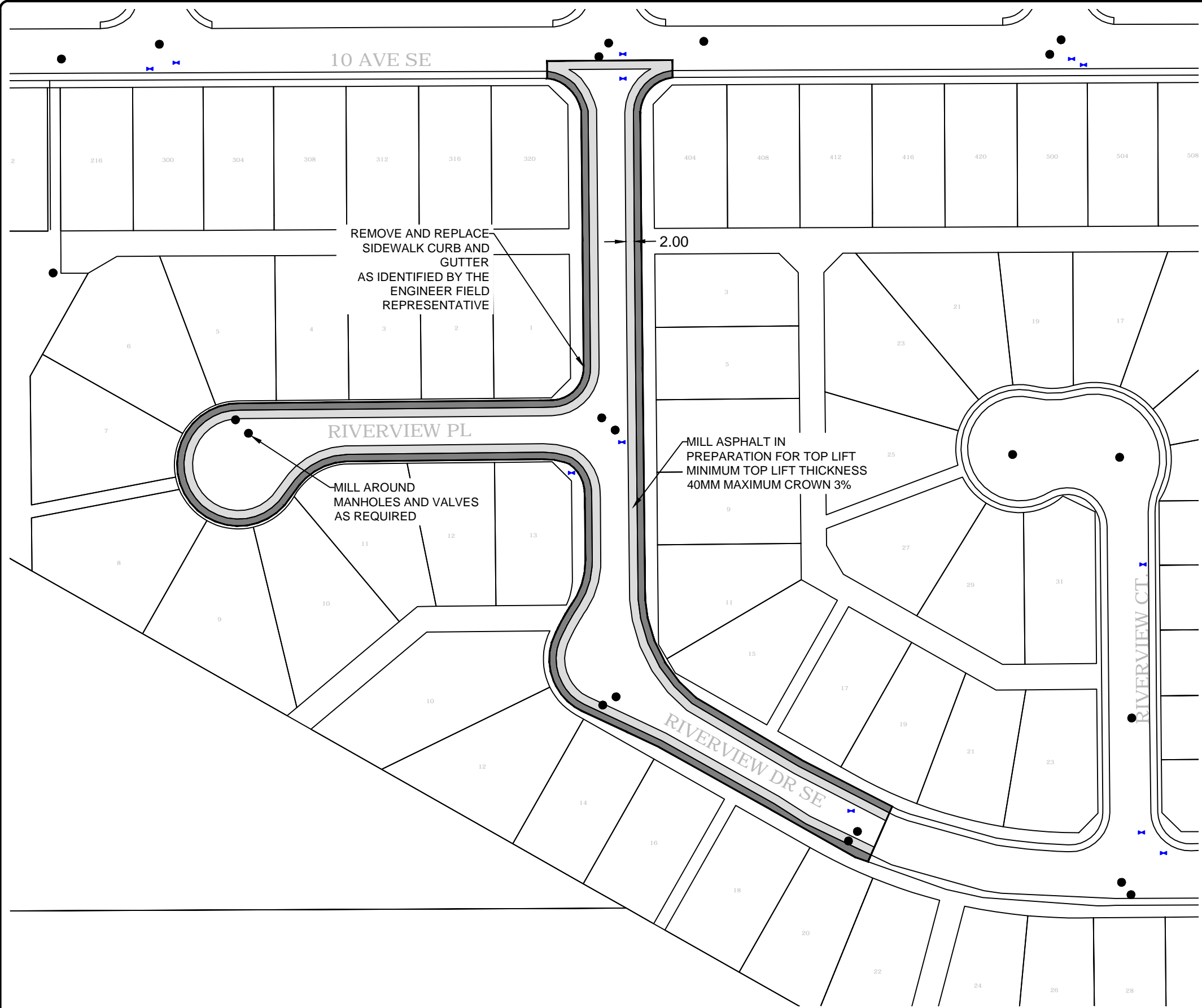
PERMIT TO PRACTICE No. P__

DESIGN TEAM:
J. JOHANSEN
R. ARABSKY

REVISION			
ISSUE			

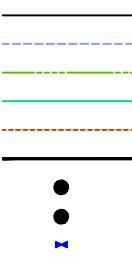
DRAWING TITLE
PROPOSED TRENCH
DESIGN ON
RIVERVIEW PLACE &
RIVERVIEW DRIVE SE

DRAWING NUMBER: _____	
DRAWN: R.A.	CHECKED: J.J.
SCALE: AS SHOWN	JOB: 101
	SHEET: 2 of 3
DATE: May 1, 2017	



UTILITIES LEGEND

- DEVELOPMENT BOUNDARY
- WATER LINE
- SANITARY SEWER
- STORM SEWER
- GAS LINE
- REPAIR BOUNDARY
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING VALVE



PROJECT
Riverview Dr. SE &
Riverview Place Road
Repair

 **Town of Redcliff**

Phone: (403) 548-3618
Fax: (403) 548-6623
Email: redcliff@redcliff.ca

PERMIT TO PRACTICE No. P_

DESIGN TEAM:
J. JOHANSEN
R. ARABSKY

REVISION

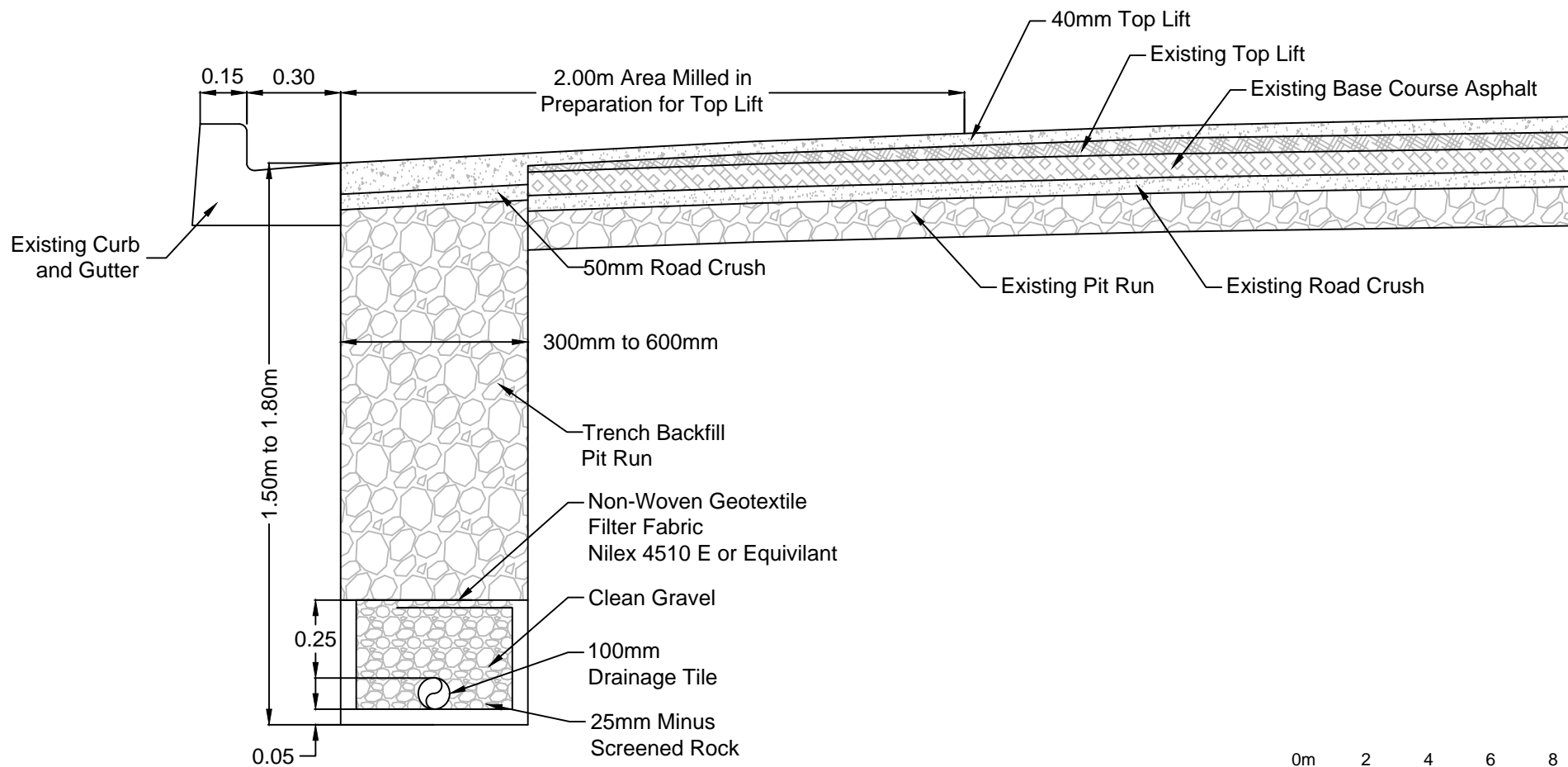
ISSUE

DRAWING TITLE
SIDEWALK REPAIR
BOUNDARY ON
RIVERVIEW PLACE &
RIVERVIEW DRIVE SE

DRAWING NUMBER: —

DRAWN: R.A.	CHECKED: J.J.
SCALE: AS SHOWN	JOB: 101
	SHEET: 3 of 3
DATE: May 1, 2017	

SIDEWALK REPAIR BOUNDARY PLAN
SCALE 1:1000



Town of Redcliff

Phone: (403) 548-3618
 Fax: (403) 548-6623
 Email: redcliff@redcliff.ca

REVISIONS		Date
Plan Issued		May 1, 2017
DESIGN TEAM:	SCALE:	SHEET:
James Johansen/Planning & Engineering Department	1 : 20	1 of 3

Trench Detail 1

Figure 1

Memo

To: Council

From: Director of Planning & Engineering

Date: May 22, 2017

Re: Boundary Road (20th Street)

We have received the following information from AECON Transportation West with respect to construction activities on Boundary Road between Broadway Avenue and Industrial Drive.

Beginning on **May 23rd**, Aecon Transportation West (ATW) will be completing road construction work on West Boundary Road in your area. The project limits are on West Boundary Road SE, from Industrial Drive SE up to and including the Broadway Ave intersection.

As previously indicated, most businesses will not have their access affected by the construction, however there is a small number of businesses that will. Please note, ATW will ensure that at least one access to affected businesses is kept open to owners and public at all times during construction. Please see the attached updated notification letters that have been circulated to businesses in the area.

If you have questions as to whether or not your business is in the affected area, or if you would like any information regarding the construction itself, please do not hesitate to contact me at the numbers listed below.

Thanks,

Naz Zanidean
Project Coordinator, Transportation West
Phone: 403 548 3961
Mobile: 587 448 0580

AECON INFRASTRUCTURE
P.O. Box 460
Medicine Hat, AB T1A 7G2
aecon.com

Municipal Manager Report to Council - May 23, 2017

On-going Projects

- 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. These have recently been all incorporated into a uniform and standard template.
- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Preparation of draft strategic planning document is in progress.
- Working on, in coordinated effort with the CMH and Cypress County, initiating regional solid waste management feasibility study. Currently at the RFP creation phase.

Day to Day Responsibilities

- 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 general labour relations.
- Assist with, and or, respond to media inquiries as they arise.
- Responding to citizen concerns as they arise.
- Planning Specialist through the Alberta Municipal Affairs Land-Use Planning Internship is now with the Town.
- April 25 and May 9 – led bi-weekly post council department head meeting.
- April 26 – Administrative Professional day appreciation.
- April 27 – May 5 – Assisted with Community and Protective Services requests as needed.
- May 3 – Met with EDA executive director Theresa Hardiker to discuss branding opportunities that the Town can collaborate with the EDA on.
- May 3 – attended a staff development training demo at Medicine Hat College as we are researching staff development options for Town staff (ie. customer service, dealing with stressful situations, etc.).
- May 8 – attended an RFP scoping session with regard to Regional Waste Services Feasibility Study (Cypress County and CMH administrative representatives were also in attendance).
- May 11 – met with Sgt. Maxwell to discuss some traffic issues within the Town.
- May 11(evening) – attended the I.F. Cox parent council meeting to provide a presentation regarding intersection safety in and around schools. The group was appreciative of this presentation.
- May 15 – Met with the EDA and Tourism Medicine Hat to discuss a regional opportunity of marketing the region's tourism (ie. creation of maps highlighting destination/camping and physical activities available within the region...with next year focusing on the various different community events).

- May 17-19 – in attendance at the annual general meeting and leadership workshop for the Society of Local Government Manager's.

COMMUNITY & PROTECTIVE SERVICES

Parks and Recreation

- Obtained a Canada Jobs grant for summer labour (approx. \$10,000).
- Working on kitchen redesign.
- Phase one of lighting replacement at Rec-tangle completed.
- Dethatching large parks and cemetery complete.
- Placed picnic tables at campground.
- Completed washroom repairs, cleaned campground washrooms, turned on water to building.
- Turned water on at ball diamond concessions, cleaned and prepared for use.
- Turned water on at Lions Park kitchen. Cleaned and prepared for use.
- Installed flag poles at town hall.
- Installed and spread gravel at campground on roadways and sites requiring gravel.
- Reassembled water park manifold at Lions Park.
- Completed building inspections.
- Attend RFP Conference in Edmonton.
- Painted electrical services and stall number posts at campground.
- Interviewed and hired summer students.
- Painted some interior locations at pool.
- Installed fittings for blowout improvement at East Side Park.
- Trimmed trees in most parks. Trimming program will continue through the summer.
- Groomed trails.
- Cleaned asphalt trail at river.
- River Valley Park water access upgrade supervision.
- Prepared ball diamonds for use. Instituted grooming schedule.
- Began starting park irrigation systems.
- Repaired leaks at Memorial Park.
- Continued gopher control program.
- Began painting and upgrades at Rec-tangle.
- Replaced furnaces for lobby and upstairs meeting area at Rec-tangle.
- Furnace replacement for dressing rooms is ongoing and will be completed by mid-June.

FCSS, Community Services and Special Events

- Met with DREAMS coordinator, Heather regarding summer programming. Coordinated summer camp dates.
- Met with Rita Aman regarding Community Garden program, Redcliff FCSS has agreed to take the Redcliff Garden over.

- Attended New Horizon's Grant Writing Seminar April 25th. Application will be available mid-May, 2017.
- Attended a social media seminar.
- Continued planning of fall festival, including correspondence for parade participants.
- Launched the new, digital, interactive, Redcliff Community Programs and Events Guide on www.Redcliff.ca
- Coordinated Pitch-in Week April 22-29, 2017. This year pitch in week consisted of a Community Clean up and Doggy Waste Clean up.
- Hosted 30th Volunteer Celebration Dinner April 28, 2017.
- Arranged for FCSS Board Planning Session for June 7, 2017.

Bylaw and Protective Services

- Completed three fire inspections (2 public buildings, 1 RASY).
- Continuing with goffer control.
- Installed a computer mount in bylaw vehicle for more ergonomic use.
- Continuing with off leash training and education.
- Town of Redcliff received peace officer designation.
- Assisted Town Manager on compiling data for School request.
- Working with regional directors of emergency management during regional staff transition.
- Arrange staff EOC training within the region.

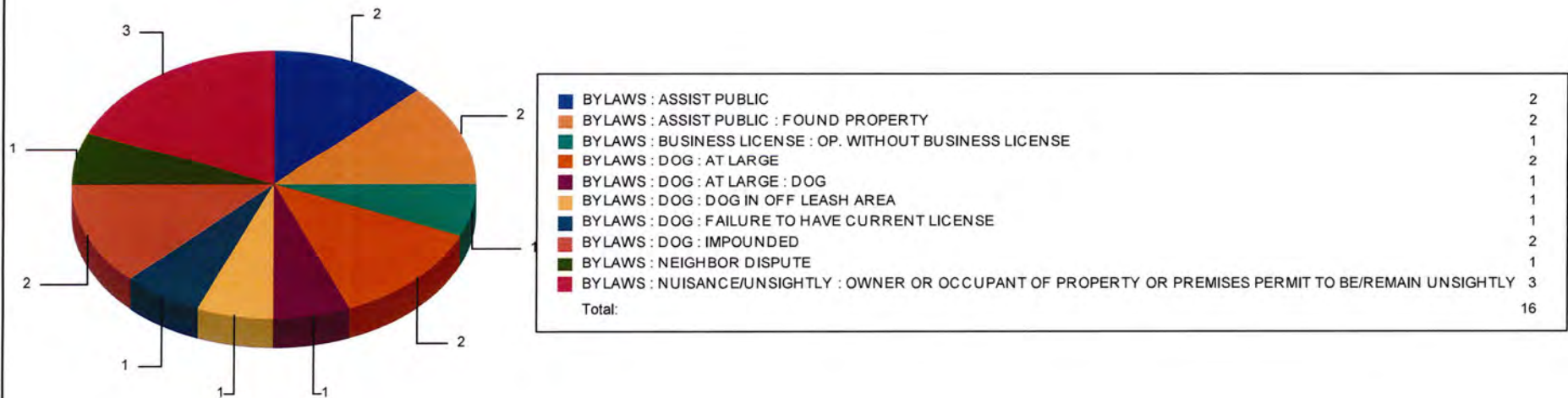
Bylaw Enforcement: Reporting Period: 2017 April
Attached Report

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 4/1/2017 12:00:00AM to 4/30/2017 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ASSIST PUBLIC: 2 6%

Case Report

BYLAWS : ASSIST PUBLIC : FOUND PROPERTY: 2 6%

BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 3%

BYLAWS : DOG : AT LARGE: 2 6%

BYLAWS : DOG : AT LARGE : DOG: 1 3%

BYLAWS : DOG : DOG IN OFF LEASH AREA: 1 3%

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 1 3%

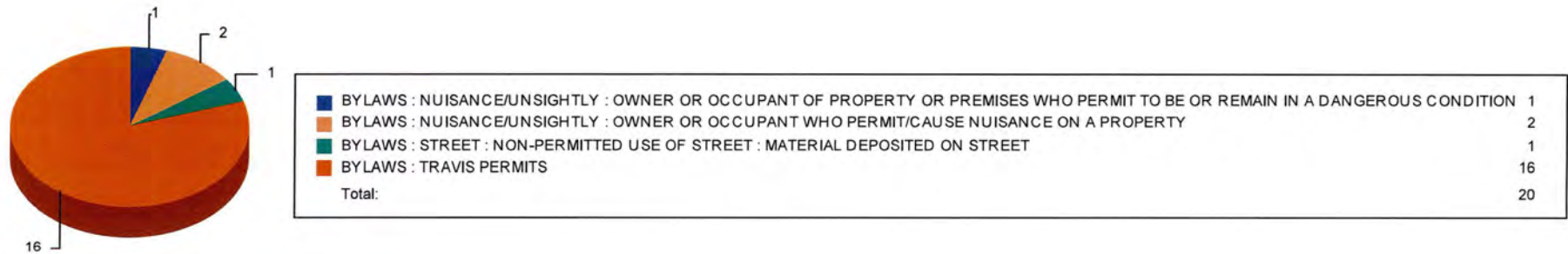
BYLAWS : DOG : IMPOUNDED: 2 6%

BYLAWS : NEIGHBOR DISPUTE: 1 3%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 3 8%

Case Report

Count of Incident Types



BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION: 1 3%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT WHO PERMIT/CAUSE NUISANCE ON A PROPERTY: 2 6%

BYLAWS : STREET : NON-PERMITTED USE OF STREET : MATERIAL DEPOSITED ON STREET: 1 3%

Case Report

BYLAWS : TRAVIS PERMITS: 16 44%

Grand Total: 100.00% Total # of Incident Types Reported: 36

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
- Flushing sewer mains
- Completed several locate requests
- Completed several curb stop repairs
- Completed water treatment daily duties
- Completed several sign on/off
- Started Hydrant Flushing
- Repaired a pump that went down
- Finished meter Reading

Municipal Works

Municipal Works have:

- Been training on New Grader
- Been conducting garbage bin repairs with lid repairs
- Conducted various Funeral interments
- Replaced or repaired multiple signs around town
- Been blading gravel roads
- Been repairing soft spots around town
- Finished street sweeping
- Helped the mechanic with servicing of vehicles and minor repairs
- Hauled gravel to stock pile in yard
- Cut grass on municipal properties
- Excavated and repaired road blow out on 7th Street NW
- Installed weeping tile and sump pump on 7th Street NW
- Terminated service at 902 - 2nd Street SE
- Hauled garbage bins to landfill
- Cleaned off trails and worked on drainage
- Installed a new water service at 717 - 1st Street SE
- Started line painting
- Filled pot holes

Landfill

Landfill staff have:

- Been training new scale attendant
- Set up new metal recycling area

- Reviewed new safety manual
- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Cleaned the scales (on going)
- Hauled cover soil (on going)
- Had Ridgeline haul in soil
- Conducted repairs to the Aljon (we have no support as company has gone under)
- Maintained roads inside landfill
- Been conducting equipment maintenance (on going)
- Started to build up ramp for new lift of garbage
- Cleaned out shop
- Had metal hauled away by PHF Metals
- Set up a small vehicle transfer station
- Initiated Bird Control at the Leachate Pond

PLANNING & ENGINEERING:

Priorities:

- Sanitary I&I Program
- Slope failure repairs
- Riverview Phase 1 Road Repairs
- 5th Avenue and 2nd Street Lift Station
- MDP, LUB and rebranding public outreach
- 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.
- New Agreements: Farwest requested a service agreement for 2014 SUB 02. Nothing has been heard from the developer.
- New Rock Development Agreement (Broadway Avenue Duplexes).
- Meadowlands Development Agreement (Burger King).

Engineering:

- Sewer System Bylaw review in progress.
- Off-site Levy Bylaw and Background Report: Calculations Bylaw has gone to Council for first reading.
- Inflow and Infiltration Study: On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff.
- Working on developing a public education and awareness program for the Town's Inflow and Infiltration.

- Pavement Management System: Note a Capital Budget was not approved for this task so the department will attempt to do what we can in house.
- Riverview Groundwater: Project is designed and is to be tendered in the next two weeks.

Capital Projects:

- Westside Slope failure mitigation: The new slide in the Westside area continues to move. Detailed design is nearly complete to fix this failure. Should be tendering in the next two weeks.
- 3rd and 3rd Lift Station Upgrades: MPE is designing a storage tank for this lift station 90% design.
- 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. Pans and lids have been ordered.

Planning and Engineering has become aware of an elastomeric check valve that has no mechanical components and is designed to be installed in sanitary sewer mains. We are looking into acquiring a couple of the valves for installation in the sewer collection system to automatically allow for isolation of parts of the distribution system from other parts of the distribution system during peak wet weather flow.

FINANCE AND ADMINISTRATION

- 2017 Tax Notices were mailed out on May 18, 2017. The assessment appeal deadline is July 17, 2017.
- The assessment information for the properties within the Town is posted on the Town's website.
- Grant reporting for various projects has been submitted.
- 2017 MSI Operating grant application has been submitted.

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.
- Reviewing & preparation with regard to 2017 municipal election.
- Reviewing status of policies, procedures, bylaws and agreements.
- Ongoing conversion of minutes, bylaw and agreements to digital.

- Attended the Alberta Municipal Clerks Association Conference held April 26-28, 2017.
- Attended the Redcliff Cypress Regional Waste Management Authority meeting held May 3, 2017.
- The Administrative Clerk (STEP) Temporary Position has been hired and started May 11, 2017.

MAYOR'S REPORT TO COUNCIL
May 23, 2017

March 21, 2017	Attended and took part in Judging a CanStruction Project, sponsored by the Medicine Hat Food Bank.
March 29, 2017	Attend a business related meeting with the Mexican Consul, at the Medicine Hat College. The topic centered around how municipalities and local businesses could exchange opportunities of doing business with each other.
March 31 - April 1	Town Hall Strategic Planning Session Workshop.
April, 2017	Attend Cypress View Foundation Board meetings as required.
April 6, 2017	Attend Cypress County Council dinner invitation.
April 19, 2017	Leaders of Tomorrow Awards - Annual involvement in judging and grading candidates.
April 23, 2017	Took part in our annual Pitch-In Week at Parks, Broadway Avenue and down town.
April 28, 2017	<p>Mayor & Reeves meeting at Medicine Hat College. Glen Motz announced that funding of the Wild Horse Border Crossing upgrading has been approved and construction could begin this year. Glen reported that 120,000 people living in Ottawa are Government workers. MP Martin Shields reported on a new law to exclude all Remuneration for Councils from tax exemption in 2019.</p> <p>MP Martin Shields reported that the Federal Government has announced \$500 million dollar funding for Broadband Installation. MP Shields also spoke to the new law on Marijuana as far as policing goes. Each Province and Territory will be responsible to police and license the substance.</p> <p>Ron Robinson and Dave Cocks gave a presentation on emergency resource sharing. A resolution of Councils will be forthcoming within the next year. Dave and Ron will attend a Council meeting to share their information if requested. It was reported that Environmental assessment reviews for construction could be delayed by up to a year.</p>
April 28, 2017 (evening)	<p>Attend annual Lions, Lionette and Town of Redcliff Volunteer Night.</p> <p>Responding to and meeting with Town residents as the need arises.</p>

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
Thursday, June 1, 2017	Council / Staff Golf Event	Riverview Golf Club Registration 1:15 p.m. Shotgun start 2:00 p.m.
June 16, 17, 18, 2017	Redcliff Days	
Wednesday, June 21, 2017	EDA Stakeholders Meeting	Bow Island, Alberta 5:30 p.m.