



COUNCIL MEETING

TUESDAY, OCTOBER 9, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 9, 2018 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable	For Information
Pg. 6	D) Bank Summary to August 31, 2018 *	For Information
	2. MINUTES	
Pg. 7	A) Council meeting held September 24, 2018 *	For Adoption
Pg. 12	B) Redcliff Library Board meeting held July 31, 2018 *	For Information
Pg. 14	C) Redcliff & District Recreation Services Board meeting held October 1, 2018 *	For Information
	3. BYLAWS	
Pg. 18	A) Bylaw 1868/2018, Smoke-Free Bylaw *	3 rd Reading
	4. REQUEST FOR DECISIONS	
Pg. 61	A) Redcliff/Cypress Regional Waste Management Authority * Re: Loan Request	For Consideration
Pg. 68	B) Sewer Mains Closed Circuit Television Inspections *	For Consideration
Pg. 72	C) Redcliff Dart League * Re: Town of Redcliff Logo Use Request	For Consideration
Pg. 78	D) Sanitary Sewer Lift Station – 5 th Avenue & 2 nd Street *	For Consideration
	5. POLICIES	
Pg. 81	A) Policy 138, Impairment at Work Policy *	For Consideration
	6. CORRESPONDENCE	
Pg. 87	A) Alberta Municipal Affairs * Re: Municipal Sustainability Initiative (MSI)	For Information

7. OTHER

- | | | |
|--------|---|-----------------|
| Pg. 88 | A) Redcliff/Cypress Regional Waste Management Authority *
Re: Landfill Graphs to September 30, 2018 | For Information |
| Pg. 91 | B) Council Important Meetings & Events October 9, 2018 * | For Information |

8. RECESS

9. IN CAMERA (Confidential Session)

- A)** Riverview Golf Course (FOIP Sec. 16)
- B)** Personnel (FOIP Sec. 24)
- C)** Intermunicipal Collaborative Framework (FOIP Sec. 21, 24)

10. ADJOURN

COUNCIL MEETING - OCTOBER 9, 2018

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
83449	49 NORTH LUBRICANTS	WASHER FLUID	159.29
83450	MIKE DAVIES	TRAVEL REIMBURSEMENT	90.00
83451	WADE GLEISNER	NEW FIRE TRUCK TOOLS/SUPPLIES	316.03
83452	SHAW CABLESYSTEMS	TOWN HALL INTERNET	146.90
83453	PUROLATOR	FREIGHT	201.09
83454	REPSTAR AGENCIES	FUEL TREATMENT	1,274.23
83455	RIVERVIEW GOLF CLUB	MEALS ON WHEELS	955.50
83456	CARLA SPAMPINATO	EMPLOYEE REIMBURSEMENT OF SUPPLIES	148.40
83457	1158954 ALBERTA LTD	UTILITY CREDIT REFUND	55.00
83458	WHOLESALE FIRE & RESCUE	NEW FIRE TRUCK TOOLS/SUPPLIES	11,487.83
83459	WR MEADOWS	ROAD REPAIR	2,461.35
83460	ZEP SALES & SERVICE	CLEANING SUPPLIES	1,617.45
83461	AMSC INSURANCE SERVICES	BENEFITS	20,187.40
83462	BRUCE'S SEWER SERVICE	PLUGGED SEWER LINE	341.25
83463	HAT AGRI SERVICE	ARM, TIE ROD, SUPPORT KIT	614.49
83464	JACOB'S WELDING	SNOW BRUSH ATTACHMENT REPAIR	210.00
83465	MEDICINE HAT CATHOLIC SCHOOL	2018 REQUISITION	183,447.16
83466	PRIME PRINTING	BUSINESS CARDS	257.25
83467	PRO COMM SOLUTIONS	SECURITY DOOR ACCESS EXPANSION	4,386.14
83468	PUROLATOR	FREIGHT	39.14
83469	RURAL MUNICIPALITIES OF ALBERTA	YOKES, U-JOINTS, SCREWS	133.50
83470	DEVIN MCNEILL	UTILITY CREDIT REFUND	114.67
83471	MELISSA WOODWORTH	UTILITY CREDIT REFUND	100.00
83472	DALE WOOD	FIREARMS SAFETY COURSE FEES	1,425.00
83473	WHITE ICE	REPLACEMENT ARENA GLASS	1,842.86
83474	WORKERS COMPENSATION BOARD	INSTALLMENT	7,403.98
83475	DERRIN THIBAUT	CRIMINAL RECORDS CHECK	65.00
		TOTAL	\$239,480.91

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00953	ACTION PARTS	CENTER LINK	179.38
00954	THE BOLT SUPPLY HOUSE	WASHERS	60.69
00955	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	36.10
00956	DIGITEX CANADA	PHOTOCOPIER FEES	313.29
00957	FARMLAND SUPPLY CENTRE	TEST FITTINGS FOR SWEEPER	35.07
00958	GAS CITY HYDRO VAC	EXPOSING UTILITIES	4,016.26
00959	HOME HARDWARE	NEW FIRE TRUCK TOOLS/SUPPLIES	2,564.66
00960	KIRKS TIRE	ALIGNMENT & FLAT REPAIR	218.35
00961	MPE ENGINEERING	WATER TREATMENT PLANT SERVICE CONTRACT	1,575.00
00962	RURAL MUNICIPALITIES OF ALBERTA	SIGNS, OFFICE SUPPLIES	212.79
00963	TRIPLE R EXPRESS	FREIGHT	38.22
00964	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	36.10
00965	CENTRAL SHARPENING	SHARPEN ICE KNIFE	60.90

00966	GAR-TECH ELECTRICAL	POOL PUMP DISCONNECTION	199.64
00967	HOME HARDWARE	TOOLS, GENERAL SUPPLIES	99.56
00968	KIRKS TIRE	ALIGNMENT & FLAT REPAIR	116.50
00969	LMT ENTERPRISES	PROJECT 175 HOLDBACK RELEASE	5,959.41
00970	PARTEK IT SOLUTIONS	HOSTED BACKUP	735.00
00971	RECREATION FACILITY PERSONNEL	BUILDING LEVEL 2 COURSES	850.00
00972	ROSENEAU TRANSPORT	FREIGHT	345.16
00973	SCHEFFER ANDREW	PROJECT 175 CONSTRUCTION MANAGEMENT	1,029.00
00974	RON S ELECTRIC	LIBRARY ELECTRICAL REPAIR	44.93
00975	BERTS VACUUM & EQUIPMENT RENTAL	PAPER & GARBAGE BAGS	1,089.91
00976	WHITE FOX GROUP	WATER TRUCK & WATER	559.13
00977	WOLSLEY MECHANICAL GROUP	COUPLING	814.38
		TOTAL	\$21,189.43
<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00402	49 NORTH LUBRICANTS	GREASE TUBES	448.94
00403	NANA & PAPA'S COIN LAUNDRY	WASH COVERALLS	37.80
00404	RMA FUEL	DYED DIESEL	1,454.66
00405	SHOCKWARE	INTERNET	52.45
00406	TELUS MOBILITY	CELL PHONE SERVICE	112.46
		TOTAL	\$2,106.31
<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUNDS TRANSFER</u>			
00020	FORTY MILE GAS CO-OP	UTILITIES	149.29
00021	KIRKS TIRE	FLAT TIRE REPAIR	59.85
00022	HOME HARDWARE	CLEANING SUPPLIES	51.10
00023	RMA FUEL	DYED DIESEL	2,371.81
00024	SUMMIT MOTORS	FLEETRITE DEF	481.74
00025	TRIPLE R EXPRESS	FREIGHT	69.30
		TOTAL	\$3,183.09

TOWN OF REDCLIFF
BANK SUMMARIES FOR AUGUST 31, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	2,005,876.23	717,542.43
DAILY DEPOSITS	275,192.55	75,361.04
DIRECT DEPOSITS	426,484.60	199,474.00
GOVERNMENT GRANTS	0.00	0.00
INTEREST	3,298.53	1,328.56
OTHER DEPOSITS	45,717.25	116.25
SUBTOTAL	750,692.93	276,279.85
PAYMENTS	617,157.19	143,648.42
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	5,096.13	0.00
OTHER WITHDRAWALS	211,615.23	289.89
SUBTOTAL	(833,868.55)	(143,938.31)
TOTAL	1,922,700.61	849,883.97
BANK STATEMENT ENDING BALANCE	1,927,038.83	850,315.11
OUTSTANDING CHEQUES (-)	(5,188.31)	(1,443.64)
DEPOSITS IN TRANSIT (+)	850.09	1,012.50
TOTAL	1,922,700.61	849,883.97
TOTAL CASH	2,772,584.58	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,879,764.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	494,944.00
TOTAL INVESTMENTS		24,374,708.00

TOTAL CASH & INVESTMENTS	27,147,292.58
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 24, 2018 at 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	S. Gale, L. Leipter
	E. Solberg, J. Steinke
Municipal Manager	A. Crofts (arrived at 7:23 p.m.)
Manager of Legislative & Land Services	S. Simon
Director of Community & Protective Services	D. Thibault
Director of Planning & Engineering	J. Johansen
Planning Specialist	J. Zukowski

ABSENT: Councillors: C. Crozier, C. Czember

1. GENERAL

- | | |
|------------------------------|---|
| Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2018-0357 Adoption of Agenda | B) Councillor Gale moved the Agenda be adopted as presented. - Carried. |
| 2018-0358 Accounts Payable | C) Councillor Solberg moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried. |

2. PUBLIC HEARING

- | | |
|-----------------------------------|---|
| Bylaw 1868/2018, Smoke-Free Bylaw | A) Mayor Kilpatrick called the Public Hearing for Bylaw 1868/2018, Smoke-Free Bylaw, to order at 7:02 p.m. |
| | No one present in the gallery requested to speak. |
| | Manager of Legislative & Land Services confirmed no persons submitted any comments. |
| | There were no further comments or questions from Council members. |
| | Mayor Kilpatrick declared the Public Hearing closed at 7:02 p.m. |

Bylaw 1869/2018, Park,
Recreational & Public Areas
Bylaw

B) Mayor Kilpatrick called the Public Hearing for Bylaw 1869/2018, Park, Recreational & Public Areas Bylaw, to order at 7:03 p.m.

No one present in the gallery requested to speak.

Manager of Legislative & Land Services confirmed no persons submitted any comments.

There were no further comments or questions from Council members.

Mayor Kilpatrick declared the Public Hearing closed at 7:04 p.m.

Bylaw 1870/2018, Business
License Bylaw

C) Mayor Kilpatrick called the Public Hearing for Bylaw 1870/2018, Business License Bylaw, to order at 7:04 p.m.

No one present in the gallery requested to speak.

Manager of Legislative & Land Services confirmed no persons submitted any comments.

There were no further comments or questions from Council members.

Mayor Kilpatrick declared the Public Hearing closed at 7:04 p.m.

3. MINUTES

2018-0359 Council meeting held
September 10, 2018

A) Councillor Gale moved the minutes of the Council meeting held September 10, 2018, be adopted as presented. - Carried.

2018-0360 Municipal Planning
Commission meeting held
September 19, 2018

B) Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held September 19, 2018, be received for information. - Carried.

2018-0361 Redcliff Family & Community
Support Services meeting
held September 11, 2018

C) Councillor Gale moved the minutes of the Redcliff Family & Community Support Services meeting held September 11, 2018, be received for information. - Carried.

2018-0362 Redcliff/Cypress Regional
Waste Management Authority
meeting held September 6,
2018

D) Councillor Leipert moved the minutes of the Redcliff / Cypress Regional Waste Management Authority meeting held September 6, 2018, be received for information. - Carried.

- 2018-0363 Municipal Development Plan Steering Committee meeting held September 19, 2018 **E)** Councillor Steinke moved the minutes of the Municipal Development Plan Steering Committee meeting held September 19, 2018, be received for information. - Carried.

4. BYLAWS

- 2018-0364 Bylaw 1868/2018, Smoke-Free Bylaw **A)** Councillor Solberg moved Bylaw 1868/2018, Smoke-Free Bylaw, be given second reading. - Carried.
- 2018-0365 Bylaw 1869/2018, Park, Recreational & Public Areas Bylaw **B)** Councillor Solberg moved Bylaw 1869/2018, Park, Recreational & Public Areas Bylaw, be given second reading as amended. - Carried.
- 2018-0366 Councillor Leipert moved Bylaw 1869/2018, Park, Recreational & Public Areas Bylaw, be given third reading. - Carried.
- 2018-0367 Bylaw 1870/2018, Business License Bylaw **C)** Councillor Leipert moved Bylaw 1870/2018, Business License Bylaw, be given second reading as amended. - Carried.
- 2018-0368 Councillor Gale moved Bylaw 1870/2018, Business License Bylaw, be given third reading. - Carried.
- 2018-0369 Bylaw 1872/2018, Fees, Rates & Charges Bylaw **D)** Councillor Steinke moved Bylaw 1872/2018, being an amendment to Bylaw 1865/2018 Fees Rates & Charges Bylaw, be given first reading. – Carried.
- 2018-0370 Councillor Gale moved Bylaw 1872/2018, being an amendment to Bylaw 1865/2018 Fees Rates & Charges Bylaw, be given second reading. – Carried.
- 2018-0371 Councillor Leipert moved Bylaw 1872/2018, being an amendment to Bylaw 1865/2018 Fees Rates & Charges Bylaw, be presented for third reading. – Carried Unanimously.
- 2018-0372 Councillor Solberg moved Bylaw 1872/2018, being an amendment to Bylaw 1865/2018 Fees Rates & Charges Bylaw, be given third reading. – Carried.

5. REQUEST FOR DECISIONS

- 2018-0373 Strategic Plan **A)** Councillor Gale moved to adopt the strategic plan summary, including the vision, mission, goals, and strategies as presented and further direct administration to prepare a subsequent Operational Plan. - Carried.

6. POLICIES

- 2018-0374 Policy 092, Recognition Policy
A) Councillor Steinke moved Policy 092, Recognition Policy, be approved as presented. - Carried.
- Municipal Manager arrived at 7:23 p.m.
- 2018-0375 Policy 102, Perimeter Fence Adjacent to Parks & Public Reserves Policy
B) Councillor Leipert moved Policy 102, Perimeter Fence Adjacent to Parks & Public Reserves Policy, be approved as presented. - Carried.
- 2018-0376 Policy 120, Social Media Policy
C) Councillor Gale moved Policy 120, Social Media Policy, be approved as presented. - Carried.

7. CORRESPONDENCE

- 2018-0377 Alberta Municipal Affairs
Re: Municipal Sustainability Initiative
A) Councillor Leipert moved correspondence from Alberta Municipal Affairs dated August 28, 2018 regarding the Municipal Sustainability Initiative, be received for information. - Carried.
- 2018-0378 Alberta Recreation & Parks Association
Re: Greener Facilities Conference & Expo
B) Councillor Steinke moved correspondence from Alberta Recreation & Parks Association dated August 29, 2018 regarding the Greener Facilities Conference & Expo, be received for information. - Carried.

8. OTHER

- 2018-0379 Memo to Council - Review of an Order to Remedy Unsightly Property
Re: 638 – 2 Street SE (Lots 39-40, Block 8, Plan 1117V)
A) Councillor Solberg moved the Memo to Council - Review of an Order to Remedy Unsightly Property dated September 24, 2018 regarding 638 – 2 Street SE (Lots 39-40, Block 8, Plan 1117V), be received for information. - Carried.
- 2018-0380 Municipal Manager Report to Council September 24, 2018
B) Councillor Gale moved the Municipal Manager Report to Council September 24, 2018, be received for information. - Carried.
- 2018-0381 Council Important Meetings & Events September 24, 2018
C) Councillor Leipert moved the Council Important Meetings & Events September 24, 2018, be received for information. - Carried.

9. RECESS

No recess was called.

10. IN CAMERA (Confidential Session)

No In Camera Session.

11. ADJOURNMENT

2018-0382 Adjournment

Councillor Steinke moved to adjourn the meeting at 7:47 p.m.
- Carried.

Mayor

Manager of Legislative & Land Services

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

July 31st, 2018 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Katherine Rankin, Clarke Storle, Wendy Harty, Clay Orge, Jim Steinke, Robin Corry, & Valarie Westers

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Dianne Smith

Call to order: 7:30 pm

Additions/Deletions to Agenda:

Approval of Agenda: Catharine moved to approve the agenda. All in favor. Carried.

Approval of Minutes for June meeting: Jim moved for approval. All in favor. Carried.

Financial Statements for June for information only: For information only.

Accounts Payable: For information only

Library Manager's Report: For information only.

Correspondence: - Nothing to Report

Policies Report - Nothing to Report

Financial Report: - Katherine made a motion to approve the 2019 budget as presented. Robin 2nd. All in favor. Carried.

Personnel Report: - Nothing to Report

Needs Assessment/Library Advocacy:

- 2018 Alberta Culture Grant approved for Drumming with Sara
- Sunday Cinema September 9th (Alias Will James) & November 4th (Lost Over Burma: Search for Closure), Tracy will confirm Sunday Cinema dates with Katherine.
- The Will James book donation has arrived; Tracy will contact the local rep for the Will James Society for any input in the reception.

Friends of the Library (FRPL): - Nothing to report

Social Media Report: – Nothing to report.

Ongoing Maintenance Projects: - Nothing to Report

ALTA: - Nothing to report.

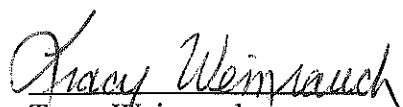
Old & Unfinished Business: - Nothing to Report

New Business: - Nothing to report

Next Regular meeting: September 25th, 2018 @ 7:30 pm.

Wendy moved for adjournment at 7:53 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
October 2nd, 2018 at 7:00 pm

PRESENT:

Chairperson
Town of Redcliff Rep.

Justin Getz
Shawna Gale
Karen Worrell
Sharon Kirvan
Shane Hok
Christina McNeil

Community & Protective
Services

Tracey Jenkins
Derrin Thibault

ABSENT:

1. GENERAL

- a. Meeting called to order at 7:03 pm.
- b. Shawna Gale moved the agenda be adopted as presented – Carried.

2. MINUTES

- a. Karen Worrell moved the minutes from September 4th, 2018 meeting be adopted as presented – Carried.

3. DELEGATION - None

4. OLD BUSINESS

- a. Staff Update presented by Tracey Jenkins

Shawna Gale moved the staff update as presented be received for information – Carried.

- b. Fee's, Rates and Charges Bylaw Review

Shane Hok moved the following proposed amendments to the fees, rates and charges applicable to Community Services portion of Bylaw 1865/2018 Fees Rates and Charges Bylaw be forwarded to Council for consideration: - Carried

COMMUNITY SERVICES**ELECTRONIC MESSAGE BOARD**

Setup fee \$5.00

User fee \$5.00 per day

SWIMMING POOL**General Admission (GST included)**

Age	Day Pass	5 Pack	10 Pack	Season Pass	--
Tiny Tot (0-5 years)	Free	Free	Free	Free	--
Child/Youth (6-17 years)	\$5.00	\$20.00	\$40.00	\$65.00	--
Adult (18-55 years)	\$6.00	\$24.00	\$48.00	\$75.00	--
Senior (56+ years)	\$5.00	\$20.00	\$40.00	\$65.00	--
Family	\$15.00	\$60.00	\$120.00	\$165.00	--

Age	Day Pass	10 Pack	Season Pass
Tiny Tot (0-5 years)	Free	Free	Free
Child/Youth (6-17 years)	\$5.00	\$40.00	\$63.00
Adult (18-55 years)	\$6.00	\$48.00	\$74.00
Senior (56+ years)	\$5.00	\$40.00	\$65.00
Family	\$15.00	\$120.00	\$160.00

A family is considered to be parents and immediate children under 18 years of age.

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4 \$45.00

Red Cross Swim Kids Levels 5-~~8~~10 \$50.00Red Cross Swim Kids Levels 9-10 \$55.00

Private lessons \$25.00/30mins or \$30.00 for 2-3 people

Affiliate Rentals \$35.00/hr

The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, Etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

RENTALS (GST included)

1-50 people \$ 100.00 / hour
 1-40 people \$ 80.00 / hour

Full facility rental up to 240 people \$ 230.00 / hour

ARENA (REC-TANGLE)

ICE RENTALS

May 1, ~~2017-2018~~ - May 1, 201~~89~~
April 31, ~~20182019~~ April 31, 20~~19~~

Youth (17 and under)
non-prime time - before 4:00 p.m. – Monday-Friday
After 10:00 p.m. 7 days a week)

\$~~827~~.00 / hour \$~~9087~~.00 / hour

\$70.00 / hour \$70.00 / hour

Adult

\$~~1325~~.00 / hour \$~~14035~~.00 / hour

Public Skating

Free *

Free *

Drop-in Shinny

\$10.00

Ball Hockey (user groups)

\$~~550~~.00 / hour

MEETING ROOMS

ARENA

Upstairs (Full Day) \$75.00
Security Deposit (Refundable) \$150.00

Large Room (Hourly) \$30.00
Security Deposit (Refundable) \$150.00

Entire Building (No Ice, Full Day) \$350.00
Security Deposit (Refundable) \$300.00

*Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs ~~Conference-Education~~ Room (1/2Day-4hrs) \$25.00
(Daily) \$150.00

c. Fall Festival Recap

Christina McNeil moved the Fall Festival Recap be received for information – Carried.

d. Golf Course discussion

Karen Worrell moved that the Riverview Golf Course discussion be received as information – Carried.

5. NEW BUSINESS - None

6. REQUESTS FOR DECISION - None

7. CORRESPONDENCE – None

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS

a. ARPA – Oct. 25, 26, 27 Jasper Conference & Energize Workshop

Derrin was asked to:

- Check for funding
- Check for Membership requirements
- Check for availability

9. DATE OF NEXT MEETING – Monday November 5th, 2018

10. ADJOURN

a. Christina McNeil moved to adjourn the meeting at 8:10pm – Carried.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: October 9, 2018

PROPOSED BY: Planning & Engineering Department

TOPIC: Bylaw 1868/2018, Smoke-Free Bylaw

PROPOSAL: That council consider giving third reading to the proposed Smoke-Free Bylaw

BACKGROUND:

A non-statutory public hearing for Bylaw 1868/2018, Smoke-Free Bylaw was held during the regularly scheduled Council Meeting of September 24, 2018. No input was received from the public at the non-statutory public hearing. Bylaw 1868/2018, Smoke-Free Bylaw was also given second reading at the Council Meeting of September 24, 2018.

Bylaw 1868/2018, Smoke-Free Bylaw only is intended to regulate where smoking and vaping is permitted in the Town. It is not intended to regulate the consumption of tobacco, cannabis or other substances that can be consumed by person by smoking or vaping.

Note: The following background is included from the previous RFD to allow for ease of access to the information.

Federal legalization of recreational cannabis is October 17, 2018. Municipalities like Redcliff have authority over where public consumption of cannabis is permitted.

Currently the Town of Redcliff does not have a smoking bylaw and follows regulations set in the Alberta Tobacco and Smoking Reduction Act. Municipalities have had in the past, and continue to have, the option to adopt a smoking bylaw if desired. The more restrictive regulations prevail in the case of a conflict between provincial and municipal smoking regulations.

Cannabis lounges and the sale of cannabis edibles will not be legal on October 17, 2018. The federal government indicated cannabis lounges and edibles will be legal within one year of the original cannabis legalization date; however, this is subject to change. There are no restrictions on a person making or consuming their own cannabis edibles under current laws.

Smoking in cannabis lounges and the consumption of cannabis edibles were considered out of the scope of the Smoke-Free Bylaw because they are not yet legal. Additionally, homemade cannabis edibles have little to no scent and are considered less of a nuisance than smoking cannabis. Edibles also come with enforcement challenges because it can be hard to differentiate cannabis edibles from other foods.

BYLAW DEVELOPMENT PROCESS & CONSULTATION:

Research

Resources from the Alberta Urban Municipalities Association (AUMA), Brownlee LLP, the Federation of Canadian Municipalities, the Alberta Gaming and Liquor Commission, Health Canada, Alberta Health Services, and various municipalities in Alberta were reviewed and considered prior to drafting the proposed Smoke-Free Bylaw.

Council Involvement

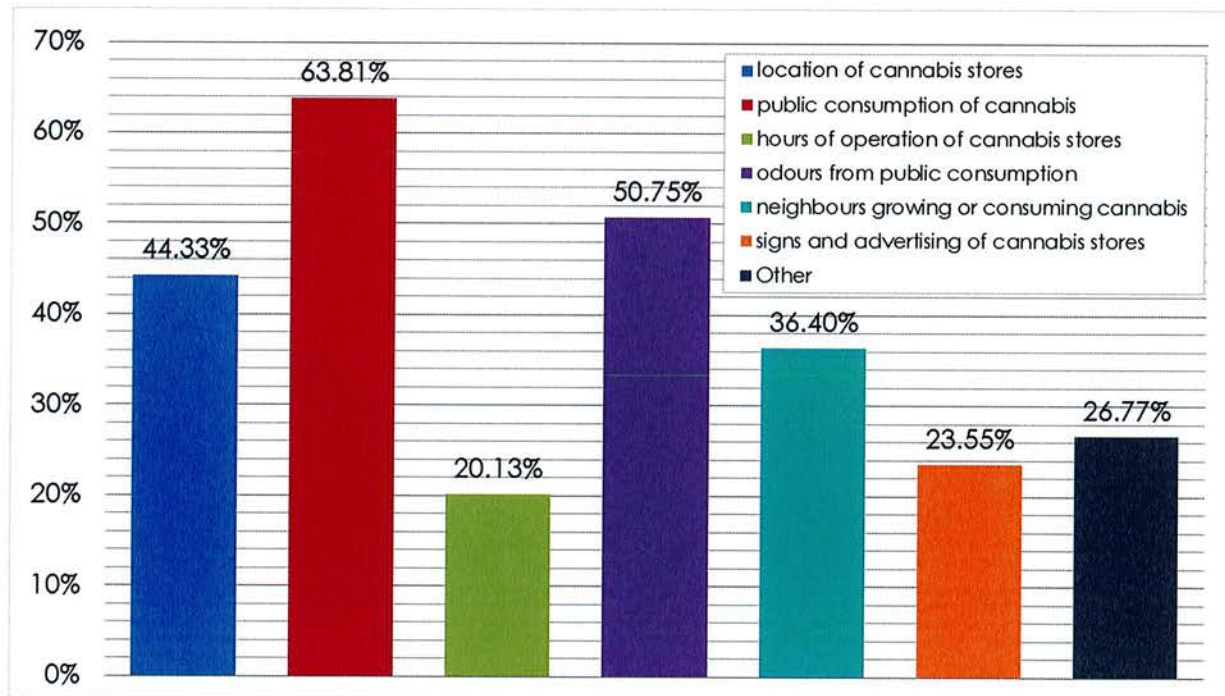
Ten requests for decision related to cannabis legalization were brought to council on April 9, 2018 to provide Administration with policy direction. Council was also provided with the public engagement results, for information, on April 9, 2018.

Public & Stakeholder Involvement

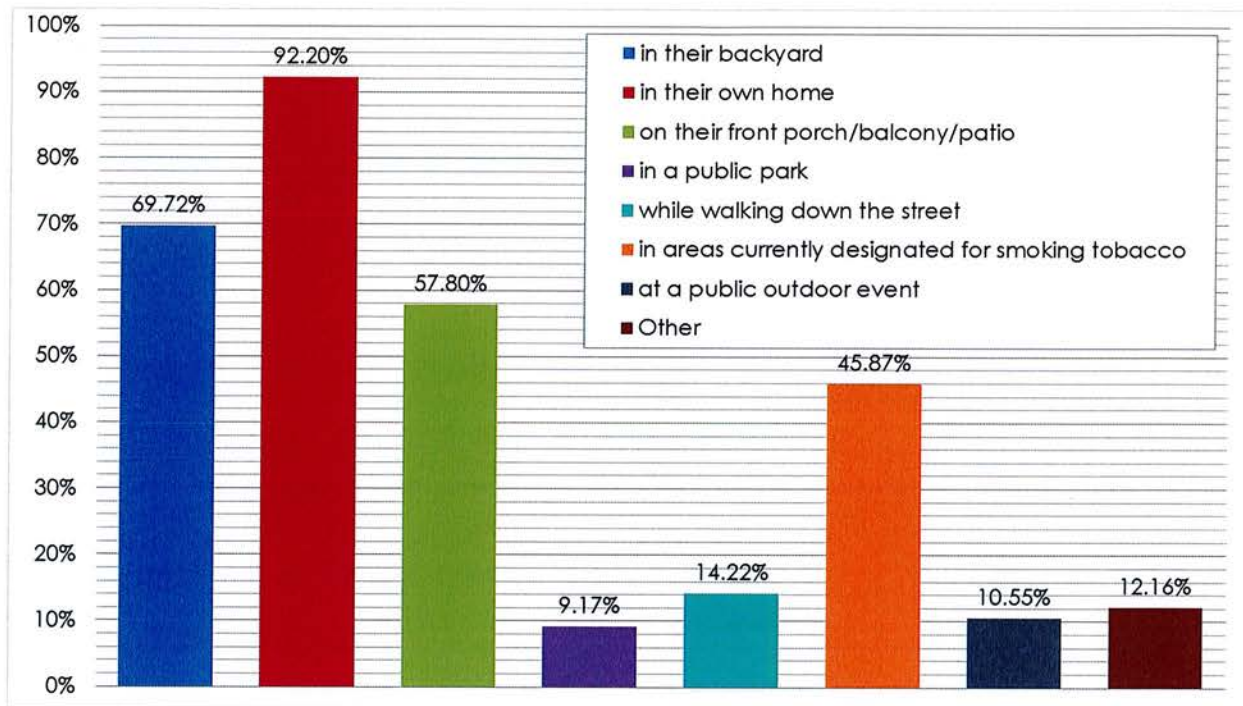
A public survey was released on March 6, 2018 and collected 467 responses before closing on March 13, 2018. Additionally, two open houses on cannabis legalization were held at Town Hall on March 15, 2018 and March 20, 2018. Planning and Engineering worked closely with Bylaw Enforcement to develop the Smoke-Free Bylaw. Administration also met with representatives from the RCMP and neighbouring municipalities to discuss approaches to addressing cannabis legalization.

Public Survey Highlights

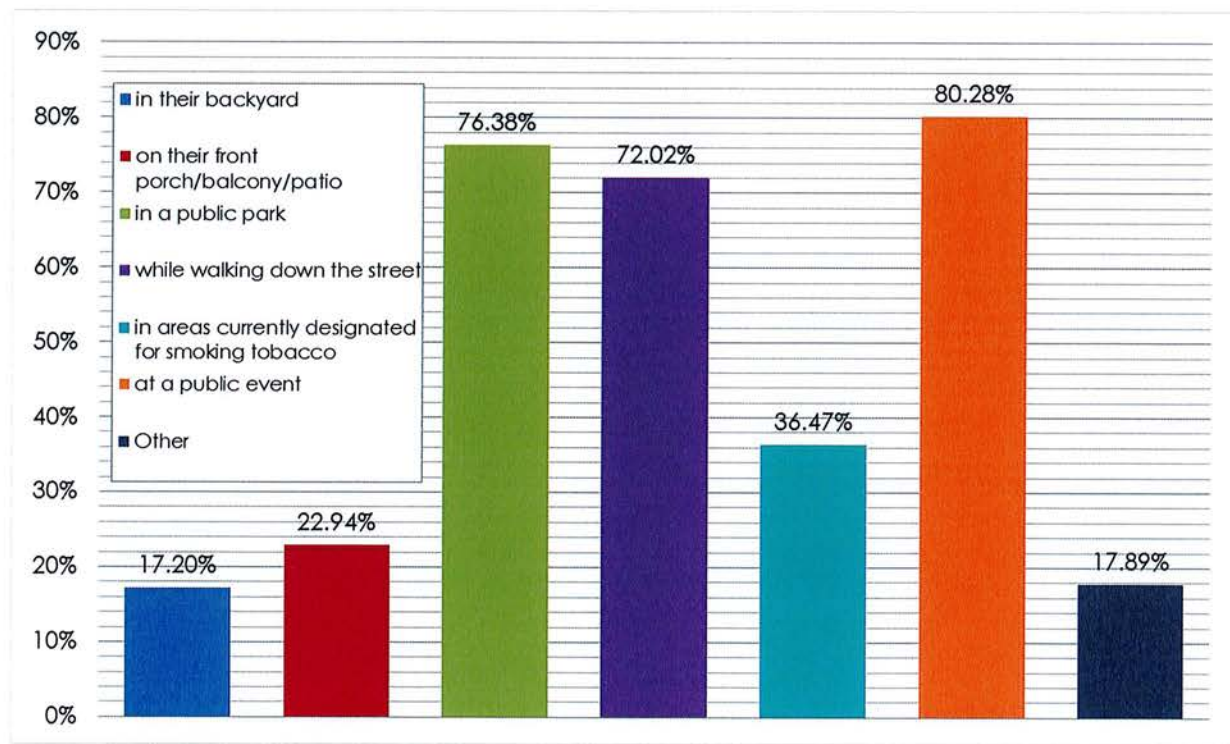
- the two largest concerns with cannabis legalization amongst survey respondents were public consumption of cannabis (64%), and odours from public consumption of cannabis (51%).



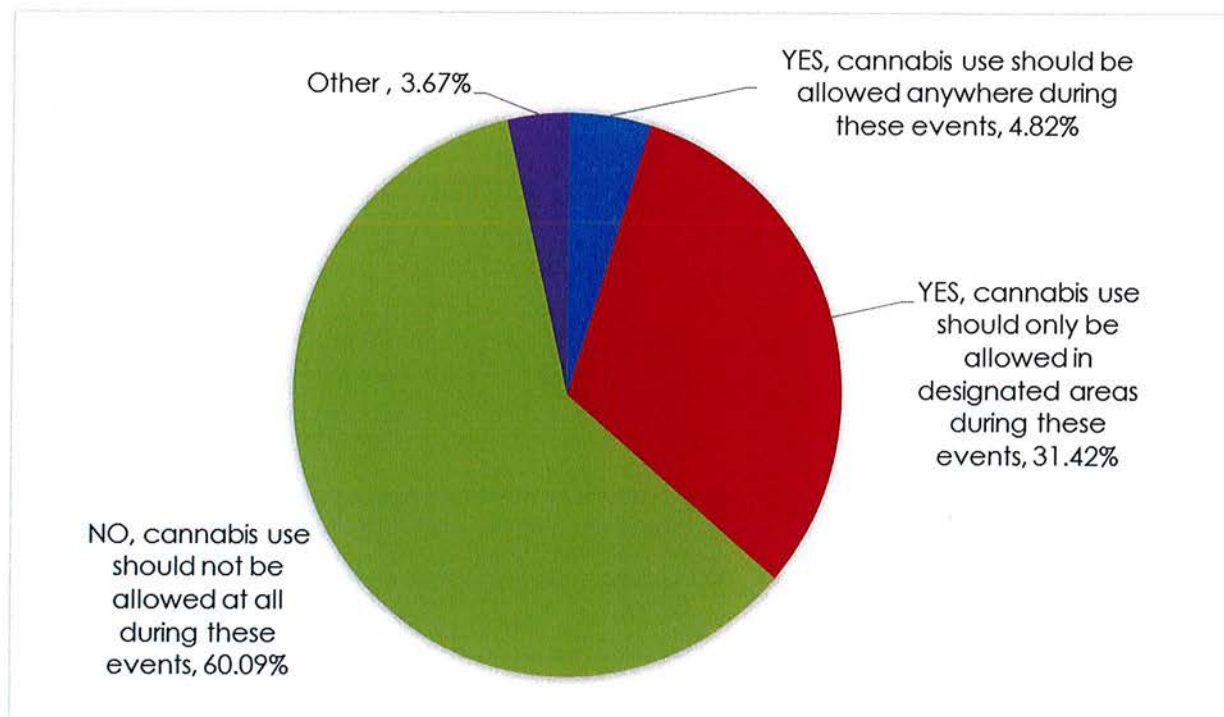
- survey respondents felt it was most acceptable for people to consume cannabis in their own home (92%), and on their private property (front porch, backyard, patio).



- survey respondents felt it was least acceptable for people to consume cannabis at a public event (80%), in a public park (76%), and while walking down the street (72%).



- Over 60% of respondents felt cannabis use should not be allowed at all during public events.



ALTERNATIVES & ANALYSIS

There are multiple approaches the Town of Redcliff may take in regards to regulating smoking in preparation for cannabis legalization. Three main options, and the pros and cons of each, are outlined in the table below.

OPTION	PROS	CONS
1. Business As Usual Follow the provincial regulations set in the Tobacco and Smoking Reduction Act, and do not enact a municipal smoking bylaw	<ul style="list-style-type: none"> consistency with provincial laws time and money saved by the municipality by not creating, enforcing, and educating the public on a new bylaw 	<ul style="list-style-type: none"> the provincial smoking regulations have many gaps, as outlined in Attachment 4 (i.e. nicotine vaping is not covered) option 1 fails to address survey respondent concerns with smoking cannabis at outdoor events and in public parks
2. City of Calgary Approach Create a municipal smoking bylaw, and have separate rules for smoking tobacco and cannabis, with cannabis rules the more stringent	<ul style="list-style-type: none"> covers the gaps in provincial smoking regulations cannabis is treated like alcohol, with public consumption banned prevents exposure to cannabis and associated odours in all public places 	<ul style="list-style-type: none"> possible public confusion if a public smoking area only permits certain types of smoking and bans others possible enforcement issues may arise in trying to determining what substance a person is smoking, as only certain substances are permitted to be smoked in public doesn't accommodate those with a medical marijuana prescription, legal advisors note an exception would have to be made for those with a prescription to smoke in public, possibly causing enforcement confusion

OPTION	PROS	CONS
<p>3. AHS Recommended Approach Create a municipal smoking bylaw, and align regulations for all types of smoking</p>	<ul style="list-style-type: none"> ▪ recommended option by Alberta Health Services and Action on Smoking and Health ▪ covers the gaps in provincial smoking regulations ▪ clear rules for the public to follow because regulations are the same regardless of which substance is smoked ▪ eliminates confusion where it may be difficult for law enforcement to determine which substance is being smoked ▪ regardless of the substance, all odours caused by smoking may be considered a nuisance, and should be treated equally ▪ removes smoking from most public places, while still permitting some discrete places for consumption outside of a private residence, which also accommodates those with medical marijuana prescriptions ▪ alignment with student engagement in September 2017, which noted the desire for smoke-free parks, regardless of the substance being smoked 	<ul style="list-style-type: none"> ▪ some public exposure to cannabis and associated odours may occur ▪ cannabis is not treated like alcohol and is permitted in certain public areas

Chosen Option

Option 3

SUMMARY OF PROPOSED SMOKE-FREE BYLAW REGULATIONS UNDER OPTION 3:

- The name “Smoke-Free Bylaw” was chosen to emphasize the restrictions on smoking outlined in the bylaw, rather than denote a total smoking ban, and align with smoking bylaw names from other Albertan municipalities adopting similar regulations. Council has the ability, if desired, to change the name of the bylaw. Possible other bylaw names could be “Smoking Bylaw”, “Smoke-Free Public Places Bylaw”, or “Smoking Regulations Bylaw”.
- The definition of smoking is comprehensive, covering tobacco, cannabis, shisha, herbs, and e-liquid substances. The definition of smoking includes cigarettes, vapourizers, vaping, cigars, hookahs, and pipes.
- Smoking is permitted only:
 - In a Private Residence;
 - Along a sidewalk, roadway, or street, or in a parking lot at least 10 metres away from a Park or Recreational Area, or exit, doorway, openable window, or air intake of a Public Place or Workplace; and
 - In a Designated Smoking Area.

- Smoking is not permitted in a:
 - Public Place;
 - Public Vehicle;
 - Vehicle with a Minor;
 - Workplace; or
 - Within 10 metres from a Park or Recreational Area, or exit, doorway, openable window, or air intake of a Public Place or Workplace.
- A Proprietor of a property may apply for a development permit to create a Designated Smoking Area, in accordance with the provisions of the Smoke-Free Bylaw.
- A Proprietor is required to post “No Smoking” and “Designated Smoking Area” signs on their property.
- Regulations prohibiting the Disposal of Smoking products, substances, and accessories for fire prevention and litter control.
- Fine of \$100.00 for smoking in a prohibited area as per Council resolution on April 9th, 2018.
- Large fines for littering and for Proprietors in contravention of the Bylaw.

SUMMARY/CONCLUSION:

The Smoke-Free Bylaw balances the need to eliminate the nuisance of all types of smoking and vaping, while still permitting smoking and vaping in certain public areas such as sidewalks and Designated Smoking Areas. Administration recommends Council adopt the Smoke-Free Bylaw to create comprehensive regulations for smoking and vaping of all substances, simplify enforcement, and promote a smoke-free municipality.

POLICY/LEGISLATION:

Federal: Bill C-45, the Cannabis Act

Provincial: Bill 26, An Act to Control and Regulate Cannabis

O.C. 027/2018, Gaming and Liquor Amendment Regulation

Bill 6, Gaming and Liquor Statutes Amendment Act

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

1. Proposed Smoke-Free Bylaw 1868/2018
2. Alberta Tobacco and Smoking Reduction Act
3. What We Heard Report on Cannabis Survey Results
4. Alberta Provincial Restrictions on Smoking/Vaping based on Product Type & Location (gaps in current Alberta Tobacco and Smoking Reductions Act)
5. Selected Tobacco/Smoking Restrictions in Alberta Municipalities

OPTIONS:

1. Council give third reading to Bylaw 1868/2018.
2. Council defer giving third reading to Bylaw 1868/2018.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1.
 - i) Councillor _____ moved Bylaw 1868/2018, Smoke-Free Bylaw be given third reading.
 - ii) Councillor _____ moved 3rd reading of Bylaw 1868/2018, Smoke-Free Bylaw be postponed indefinitely.

SUBMITTED BY:



Department Head



Acting Municipal Manager

**BYLAW NO. 1868/2018
TOWN OF REDCLIFF**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO REGULATE PUBLIC PLACES AND WORKPLACES WITHIN THE TOWN OF REDCLIFF TO BE SMOKE-FREE.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, Council may pass a Bylaw respecting the safety, health and welfare of people, and the protection of people and property, and for purposes respecting nuisances.

AND WHEREAS it has been determined second-hand smoke produced from tobacco consumption, cannabis consumption, vaping, and other similar activities can be a nuisance and is a health hazard for inhabitants of the Town of Redcliff.

AND WHEREAS the Council of the Town of Redcliff, duly assembled, deem it is in the best interest of promoting the health, safety and welfare of the public to regulate the locations where vaping and the smoking of tobacco, cannabis, and related substances can occur within the municipal corporate limits.

NOW THEREFORE, the Council of the Town of Redcliff in open meeting assembled, enacts as follows:

**PART 1
SHORT TITLE & DEFINITIONS**

SHORT TITLE

- (1) This Bylaw may be cited as the "Smoke-Free Bylaw".

DEFINITIONS

- (2) The following Acts and Regulations are referenced in this Bylaw and are referred to in this Bylaw by their short title as listed below:

	Act or Regulation	Short Title
(a)	Controlled Drugs and Substances Act, R.S.C. 1996, Chapter 19, and its regulations, as amended or replaced	Controlled Drugs and Substances Act
(b)	Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34, and its regulations, as amended or replaced	Provincial Offences Procedure Act
(c)	Alberta Gaming, Liquor and Cannabis Act, R.S.A 2000, Chapter G-1, and its regulations, as amended or replaced	Gaming, Liquor and Cannabis Act

(d)	Alberta Tobacco and Smoking Reduction Act, R.S.A. 2005, Chapter T-3.8, and its regulations, as amended or replaced	Alberta Tobacco and Smoking Reduction Act
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DEFINITIONS

- (3) Any word or expression that is specifically defined in the Acts and Regulations listed in Section (2) are adopted for the purposes of the interpretation and application of this Bylaw and have the same meaning under this Bylaw as defined in those statutes, unless otherwise specifically defined differently in this Bylaw or unless the context necessarily implies a different meaning.
- (4) In this Bylaw:
- (a) **BYLAW ENFORCEMENT OFFICER** means a person appointed by **Council** as a **Bylaw Enforcement Officer** for the **Town** or their designate;
 - (b) **CAMPGROUND** means any area designated by **Council** as a site intended for use by camping accommodation units on a temporary basis.
 - (c) **CANNABIS** has the same meaning as in the Controlled Drugs and Substances Act.
 - (d) **COMMON ACCESS DOOR** means a building access and or egress door that may be used by the public or workers to access a **Public Place** or **Workplace**.
 - (e) **COUNCIL** means the duly elected and sworn in **Council** of the **Town**.
 - (f) **DESIGNATED SMOKING AREA** means a specified area where **Smoking** is permitted and which **Minors** are not permitted to enter.
 - (g) **DISPOSE** means the dumping, discharging, throwing, dropping, discarding, abandoning, spilling, leaking, pumping, pouring, emitting or emptying of any substance or material.
 - (h) **HOTEL** means an overnight accommodation facility, including an inn, guesthouse or bed and breakfast.
 - (i) **LICENSED PREMISES** means licensed premises as defined under the Gaming, Liquor and Cannabis Act, including an outdoor eating or drinking area that is part of or operated in conjunction with the premises.
 - (j) **MINOR** means a person under the age of 18 years.
 - (k) **MUNICIPAL BUILDING** means any of the buildings owned, leased, operated or occupied by the Town.
 - (l) **MANAGER** means a **Person** appointed to the position of Chief Administrative Officer for the **Town** by **Council** and known as the Municipal **Manager**.

- (m) **PARK AND RECREATIONAL AREA** means any indoor or outdoor space controlled, developed, or designated by the **Town** to be used for rest, recreation, exercise, pleasure, amusement, or enjoyment, including a public park, playground, sports field, campground common area, recreational area, pool, arena, skate or bicycle park, ice rink, water playground, court, or pathway in the trail system, but excludes individual campsites.
- (n) **PEACE OFFICER** means **Peace Officer** as defined in Provincial Offences Procedure Act.
- (o) **PERSON** means any corporation, firm, partnership, association or registered company, as well as a natural **Person**.
- (p) **PRIVATE RESIDENCE** means a self-contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway. A **Private Residence** also includes an individual campsite in a campground.
 - (i) a **Private Residence** is a **Workplace** if a home business is operated from the residence only at the time when employees or patrons who do not live in the residence are present; and
 - (ii) only that part of a **Private Residence** in which the business is operated is a **Workplace** for the purposes of this Bylaw.
- (q) **PROPRIETOR** means the owner, tenant, or occupant of a property or part of a property or their agent or representative, and includes any **Person** in charge thereof or any **Person** who controls, manages, governs or directs the activity carried on therein.
- (r) **PUBLIC VEHICLE** means transit buses, school buses, chartered buses, **Town** vehicles, and taxis, except when the only person in the taxi is the taxi driver.
- (s) **PUBLIC PLACE** means all or any part of a property, building, structure, or other indoor or outdoor area to which members of the public have access as of right or by express or implied invitation including:
 - (i) Common areas of a multi-unit residential facility, including parks, patios, pools, other recreation areas and enclosed parking garages;
 - (ii) An outdoor bus or taxi shelter;
 - (iii) School buildings, grounds, and parking areas;
 - (iv) **Licensed Premises;**
 - (v) **Restaurants;**
 - (vi) Outdoor areas of a **Restaurant**, such as a patio, where eating or consumption of alcohol is permitted;
 - (vii) **Hotels;**
 - (viii) **Park and Recreational Areas;**
 - (ix) Libraries;

- (x) **Municipal Buildings;**
 - (xi) Public entrances to multi-unit residential facilities, public buildings, **Licensed Premises, Restaurants, Hotels, Workplaces**, and commercial buildings; and
 - (xii) A walkway, patio, or deck on the site of a **Public Place** used by the public to access the **Public Place**;
- but does not include a **Private Residence**, sidewalk, roadway, or street, or parking lot.
- (t) **RESTAURANT** means a place where food or beverages are prepared for consumption on the premises.
 - (u) **SMOKE OR SMOKING** means to inhale, exhale, burn, smoke, vape, hold, or otherwise have control over a lit or active cigarette, e-cigarette, vapourizer, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco, cannabis, shisha, e-liquid, concentrate, dried herb, or any other substance for the purpose of inhaling or tasting omissions; irrespective of whether the **Person** is inhaling or exhaling the smoke or vapour emitted from it.
 - (v) **TOWN** means the municipal corporation of the **Town** of Redcliff or the area contained within the **Town** boundaries as the context requires.
 - (w) **WORKPLACE** means all or any part of a property, building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages, walkways and decks on the site used to access the **Workplace**, and work vehicles.

PART 2 REGULATIONS

SMOKING PROHIBITED

- (5) No person shall **Smoke** in a:
 - (a) **Public Place**;
 - (b) **Public Vehicle**;
 - (c) vehicle with a **Minor**;
 - (d) **Workplace**; or
 - (e) Within 10 metres (approximately 32 feet) of:
 - (i) The boundary of a Park and Recreational Area; or
 - (ii) Any entrance, exit, doorway, openable window, or air intake of a **Public Place** or **Workplace**;

Regardless of whether or not a "No Smoking" sign is posted or visible.

- (6) No **Proprietor** shall permit smoking in any place listed previously in Section (5), whether or not a “No Smoking” sign is posted or visible.

SMOKING PERMITTED

- (7) Smoking is permitted, unless otherwise stated in this Bylaw:
- (a) In a **Private Residence**;
 - (b) Along a sidewalk, roadway, or street;
 - (c) In a parking lot; and
 - (d) In a **Designated Smoking Area**.

DESIGNATED SMOKING AREAS

- (8) A **Proprietor**, at their discretion, may apply for a Development Permit to create a **Designated Smoking Area** in a **Public Place** or **Workplace**.
- (9) A **Designated Smoking Area** must:
- (a) Be screened from the view of the general public,
 - (b) Not be closed in by a roof or ceiling and walls that prevent natural air circulation;
 - (c) Be equipped with one or more doors which are kept closed except when actually in use for ingress or egress;
 - (d) Be 10 metres (approximately 32 feet) from any **Common Access Door**, openable window, or air intake of a **Public Place** or **Workplace**; and
 - (e) Not include food or beverage service.
 - (f) Not have cleanup or trash removed while smoking is permitted.
- (10) Notwithstanding sections (5)(e) and (9)(d), a **Designated Smoking Area** may be placed within 3 metres (approximately 10 feet) of a door provided that:
- (a) The door is not a **Common Access Door** to the **Public Place** or **Workplace**;
 - (b) Warning signs are posted on or adjacent to the door on the side that is away from the **Designated Smoking Area**, that the door opens to a **Designated Smoking Area**;
 - (c) The door has a functioning automatic closer and is only open when the door is being used for access and egress from the **Designated Smoking Area**; and
 - (d) The door is in an area that is at least 5 metres (approximately 16 feet) away where **Minors** are permitted on the side of the door away from the **Designated Smoking Area**.
- (11) No **Proprietor** shall permit a **Minor** to enter a **Designated Smoking Area**.

SIGNAGE

- (12) A **Proprietor** shall ensure that signs indicating smoking is prohibited are conspicuously and continuously posted, and clearly visible and legible to all persons entering the property.

- (13) A **Proprietor** of a property or part of a property in which smoking is permitted shall ensure signs indicating a **Designated Smoking Area** are conspicuously and continuously posted, and clearly visible and legible to all persons entering the property or part of the property.
- (14) Only a **Proprietor** or a **Person** acting under the **Proprietor's** instructions shall remove, alter, deface, conceal or destroy a sign that is posted or displayed under this Bylaw.

LITTERING

- (15) No **Person** shall **Dispose** of or allow the **Disposing** of any product or substance, or part of a product or substance, **Smoked** or used to **Smoke**, anywhere in the **Town**, other than in:
 - (a) a garbage receptacle provided for the containment of litter for material that is not burning, or
 - (b) In a special receptacle provided for and marked for the receiving of burning materials.

PART 3 OFFENCES & PENALTIES

OFFENCES

- (16) Any **Person** who contravenes any provision of this Bylaw is guilty of an offense punishable by issuance of either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the Provincial Offenses Procedure Act of Alberta as amended.

PENALTIES

- (17) A ticket issued under section (16) shall:
 - (a) state the provision of this Bylaw alleged to have been contravened; and
 - (b) state the fine set out in Schedule "A" to this Bylaw.
- (18) A ticket shall be deemed to be sufficiently served for the purposes of this Section if:
 - (a) Served personally on the **Person** alleged to have contravened the provision of this Bylaw set out in the violation notice;
 - (b) Mailed to the address of any registered owner of the vehicle in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded; or
 - (c) Attached to or left upon the vehicle in respect of which the offence is alleged to have been committed.

GENERAL

- (19) Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid by a Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.
- (20) When there is a conflict between a provision of this Bylaw and the Alberta Tobacco and Smoking Reductions Act, the more restrictive provision prevails.
- (21) It is the intention of Council that if any portion of this Bylaw be declared invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw shall remain valid and enforceable.
- (22) If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.

READ a first time this 10th day of September 2018 A.D.

READ a second time this 24th day of September 2018 A.D,

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

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

MAYOR

MANAGER OF LEGISLATIVE & LAND
SERVICES

Schedule "A": Fines

Nature of Offence	Section	Penalty
Smoking in a prohibited area	(5)	\$100.00
Proprietor allowing Smoking in a prohibited area	(6)	\$500.00
Designated Smoking Area not set up or located in adherence with the regulations of this bylaw.	(8), (9), (10)	\$1,000.00
Per incident of a Proprietor allowing a Minor to enter a Designated Smoking Area	(11)	\$100.00
Proprietor allowing the serving beverages or food in a Designated Smoking Area	(9)(e)	\$250.00
Proprietor allowing Persons under his employ to clean up the Designated Smoking Area or remove trash from the Designated Smoking Area while smoking is permitted.	(9)(f)	\$250.00
Failure to comply with no Smoking signage requirements	(12), (14)	\$50.00
Failure to comply with Designated Smoking Area signage requirements	(10)(b), (13), (14)	\$250.00
Improper disposal of Smoking products or substances including starting a fire or spilling of substances.	(15)	\$500.00



Province of Alberta

TOBACCO AND SMOKING REDUCTION ACT

Statutes of Alberta, 2005
Chapter T-3.8

Current as of June 27, 2018

Office Consolidation

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Alberta Queen's Printer
Suite 700, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
Fax: 780-452-0668

E-mail: qp@gov.ab.ca
Shop on-line at www.qp.alberta.ca

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Amendments Not in Force

This consolidation incorporates only those amendments in force on the current as of date shown on the cover. It does not include the following amendments:

2013 c24 s3(c), (d), and (e) amends s1, s4(a) amends s3, s6 amends s5, s7 amends s6, s8(a) amends s7, s19(b), (c), (d)(e.4), (f)(g.2) amends s9(1), s20 amends s10, s22 amends ss3.1(1), 8.1, 8.2 and repeals and substitutes s8.3.

Regulations

The following is a list of the regulations made under the *Tobacco Reduction Act* that are filed as Alberta Regulations under the Regulations Act

Alta. Reg.	Amendments
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Tobacco and Smoking Reduction Act

Tobacco and Smoking Reduction.....	240/2007 4/2008, 24/2008, 169/2013, 201/2014
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TOBACCO AND SMOKING REDUCTION ACT

Chapter T-3.8

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

- (a) “advertise” means to use any commercial communication, through any media or other means, that is intended to have or is likely to have the effect of
 - (i) creating an awareness of or association with a tobacco product, a brand of tobacco product or a manufacturer or seller of a tobacco product, or
 - (ii) promoting the purchase or use of a tobacco product or a brand of tobacco product;
- (a.1) “group living facility” means
 - (i) a facility for the long-term care of veterans,
 - (ii) a nursing home under the *Nursing Homes Act*,
 - (iii) a facility as defined under the *Mental Health Act*,
 - (iv) a residential facility operated to provide accommodation and maintenance for unemployed or indigent adults only, or
 - (v) a supportive living accommodation licensed under the *Supportive Living Accommodation Licensing Act*;
- (b) “hotel” includes an inn, a guesthouse and a bed-and-breakfast facility;
- (c) “licensed premises” means licensed premises as defined under the *Gaming, Liquor and Cannabis Act* including an outdoor eating or drinking area that is part of or operated in conjunction with the premises;
- (d) “manager” means an employer or other person who, directly or indirectly, controls, directs or is responsible for a place or who controls the activities in the place;
- (d.1) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (e) “minor” means a person who is under 18 years of age;

- (e.01) “peace officer” means a peace officer as defined in the *Provincial Offences Procedure Act*;
- (e.1) “pharmacy” means a pharmacy as defined in the *Pharmacy and Drug Act*;
- (e.2) “promote” means to use any commercial act or practice that is intended to encourage or is likely to encourage the purchase or use of a tobacco product or a brand of tobacco product or to create an awareness of or association with a tobacco product, a brand of tobacco product or a manufacturer or seller of a tobacco product;
- (f) “public place” means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation including
 - (i) the common areas of a multi-unit residential facility, including patios, pools, other recreation areas and enclosed parking garages,
 - (ii) a group living facility,
 - (iii) an outdoor bus or taxi shelter,
 - (iv) licensed premises,
 - (v) a restaurant, and
 - (vi) a hotel;
- (g) “public vehicle” means a bus, taxi or other vehicle that is used to transport members of the public for a fee;
- (h) “restaurant” includes a coffee shop, cafeteria, sandwich stand, food court, any other eating establishment and an outdoor eating area that is part of or operated in conjunction with the restaurant;
- (h.1) “retailer” means a person engaged in a business that includes the sale of tobacco products;
 - (i) “smoke” means to smoke, hold or otherwise have control over a lit tobacco product;
 - (j) “tobacco product” means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;

- (k) “workplace” means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles;
- (l) “work vehicle” means a vehicle owned or leased by an employer and used by employees during the course of their employment.

2005 cS-9.5 s1;2007 c40 s3;2009 cS-23.5 s26;
2013 c24 s3;2013 cS-19.3 s25;2017 c21 s29

Exclusions

2(1) Nothing in this Act affects the rights of aboriginal people respecting traditional aboriginal spiritual or cultural practices or ceremonies.

(2) Subject to section 4, this Act does not apply to a building, structure or vehicle, or a part of a building or structure, that is used as a private residence.

Smoking prohibited

3 Subject to section 5, no person shall smoke

- (a) in a public place,
- (b) in a workplace,
- (b.1) in a vehicle in which a minor is present,
- (c) in a public vehicle, or
- (d) within a prescribed distance from a doorway, window or air intake of a public place or workplace.

2005 cS-9.5 s3;2007 c40 s4;2013 c24 s4

Prohibition re minors

3.1(1) No minor shall smoke a tobacco product

- (a) in a place referred to in section 3,
- (b) in any outdoor place or area to which members of the public have access as of right or by express or implied invitation, including a highway within the meaning of the *Traffic Safety Act*,

- (c) in a school building, on school grounds or in any parking areas used in relation to a school building, or
- (d) in a vehicle that is in a public place or in an outdoor place or area referred to in clauses (a) to (c).

(2) No minor shall possess or consume a tobacco product in a place referred to in subsection (1).

2013 c24 s5

Private residence

4(1) Subject to subsection (2), a private residence is a workplace if a home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence.

(2) Only that part of a private residence in which the business is operated is a workplace for the purposes of this Act.

Exceptions

5(1) An in-patient or resident of a group living facility may smoke in a separate room in the facility if the room

- (a) is designated as a smoking room by the manager,
- (b) has floor-to-ceiling walls, a ceiling and doors that separate it physically from any adjacent area in which smoking is prohibited under this Act,
- (c) has a separate ventilation system, and
- (d) conforms to any requirements prescribed by the regulations.

(2) A registered guest, and a person invited by the guest, may smoke in a guest room of a hotel if the guest room

- (a) is designed primarily as sleeping accommodation,
- (b) is designated as a smoking room by the manager,
- (c) has floor-to-ceiling walls, a ceiling and doors that separate it physically from any adjacent area in which smoking is prohibited under this Act, and
- (d) conforms to any requirements prescribed by the regulations.

(3) and (4) Repealed 2007 c40 s5.

2005 cS-9.5 s5;2007 c40 s5

Duties of managers

6 The manager of a place where smoking is prohibited under this Act must not permit a person to smoke in that place.

Signs

7(1) The manager of a place where smoking is prohibited under this Act must ensure that signs indicating that smoking is prohibited are posted and continuously displayed in accordance with the regulations.

(2) The manager of a place where smoking is permitted under section 5 must ensure that signs indicating that smoking is permitted are posted and continuously displayed in accordance with the regulations.

(2.1) The manager of a place where tobacco products are sold or offered for sale must ensure that signs indicating that it is illegal to sell tobacco products to minors are posted and continuously displayed in accordance with the regulations.

(3) No person other than a manager or a person acting under the manager's instructions shall remove, alter, deface, conceal or destroy a sign that is posted or displayed under this Act.

2005 cS-9.5 s7;2013 c24 s8

Tobacco not to be displayed

7.1 No person shall, in any place where tobacco products are sold or offered for sale, display or permit the display of tobacco products in any manner that would permit a consumer to view or handle a tobacco product before purchasing it.

2007 c40 s6

Tobacco not to be advertised or promoted

7.2(1) No person shall advertise or promote tobacco products

- (a) in any place where tobacco products are sold or offered for sale, or
- (b) in any manner if the advertisement or promotion is visible from outside a place in which tobacco products are sold or offered for sale.

(2) Despite subsection (1), a place described in subsection (1)(a) may have one or more signs that lists the tobacco products offered for sale and their prices if the signs comply with the requirements prescribed by the regulations.

2007 c40 s6

Minimum package size

7.21 No person shall sell or offer for sale a tobacco product designated in the regulations in a package containing less than the number of units prescribed by the regulations.

2013 c24 s9

Sale of tobacco in certain places prohibited

7.3 No person shall sell tobacco products or offer tobacco products for sale in any of the following places:

- (a) a health facility in which one or more health professionals regulated under the *Health Professions Act* or another enactment provide services;
- (b) the campus of a public post-secondary institution under the *Post-secondary Learning Act*;
- (c) a pharmacy;
- (d) a retail store if
 - (i) a pharmacy is located in the retail store, or
 - (ii) customers of the pharmacy can enter the retail store directly or by use of a corridor or area used exclusively to connect the pharmacy with the retail store.

2007 c40 s6

Sale of flavoured tobacco products prohibited

7.4(1) In this section, “flavoured tobacco product” means a tobacco product that

- (a) has a characterizing flavour,
- (b) is represented as being flavoured, or
- (c) is designated under the regulations as a flavoured tobacco product.

(2) No person shall sell or offer for sale a flavoured tobacco product.

2013 c25 s2

Furnishing tobacco products to a minor

7.5(1) No person shall furnish or offer to furnish a tobacco product to a minor in a place referred to in section 3.1(1).

(2) No person shall furnish or offer to furnish a tobacco product in a place referred to in section 3.1(1) to a person who appears to be less than 25 years of age unless he or she has required the person to

provide a prescribed form of identification and is satisfied that the person is at least 18 years of age.

(3) It is a defence to a charge under subsection (1) that the defendant reasonably believed the person to whom the tobacco product was furnished or offered to be at least 18 years of age because

- (a) the person provided a prescribed form of identification showing his or her age, and
- (b) there was no apparent reason to doubt the authenticity of the identification or that it was issued to the person providing it.

2013 c24 s10

Offences

8(1) A person who contravenes section 3 or a provision in the regulations designated by the regulations as a provision the contravention of which is an offence is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$1000, and
- (b) for a 2nd or subsequent offence, to a fine of not more than \$5000.

(1.1) A minor who contravenes section 3.1(1) or (2) is guilty of an offence and liable to a fine of not more than \$100.

(1.2) A person who contravenes section 7.5 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$10 000, and
- (b) for a 2nd or subsequent offence, to a fine of not more than \$100 000.

(2) A person who contravenes section 6, 7, 7.1, 7.2, 7.3 or 7.4 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$10 000, and
- (b) for a 2nd or subsequent offence, to a fine of not more than \$100 000.

(3) A person who contravenes section 7.21 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$10 000, and

- (b) for a 2nd or subsequent offence, to a fine of not more than \$100 000.

2005 cS-9.5 s8;2007 c40 s7;2013 c24 s11;
2013 c24 s11;2013 c25 s2

Description of offence — smoking

8.1 In describing an offence respecting the smoking of a tobacco product as prohibited under section 3 or 3.1(1), it is not necessary to specify the kind, brand or name of the tobacco product used in the offence.

2007 c40 s7;2013 c24 s12

Description of offence — possession or consuming

8.11 In describing an offence respecting the possession or consuming of a tobacco product by a minor as prohibited under section 3.1(2), it is not necessary to specify the kind, brand or name of the tobacco product used in the offence.

2013 c24 s13

Testimony of witness

8.2 In a prosecution under this Act respecting the smoking of a tobacco product as prohibited under section 3 or 3.1(1), it is not necessary that a witness testify to the precise description, kind, brand or name of the tobacco product smoked.

2007 c40 s7;2013 c24 s14

Testimony of witness — offence by minor

8.21 In a prosecution under this Act for the possession or consuming of a tobacco product by a minor as prohibited under section 3.1(2), it is not necessary that a witness testify to the precise description, kind, brand or name of the tobacco product possessed or consumed.

2013 c24 s15

Inference of tobacco product

8.3 In a prosecution under this Act, the court trying the case may, in the absence of evidence to the contrary, infer that the product possessed, smoked or consumed was a tobacco product from the fact that a witness describes it by a name that is commonly used to describe a tobacco product.

2007 c40 s7;2013 c24 s16

Inference in respect of age

8.31 Where a peace officer requests a person to produce proof of age and

- (a) the person refuses to produce identification, or
- (b) the person produces identification and the peace officer believes the identification to be false or altered,

the court trying the case may, in the absence of evidence to the contrary, infer that the person charged is a minor.

2013 c24 s17

Certificate or report of analysis

8.32(1) The Minister may designate a person to act as an analyst with respect to any analysis or description of any tobacco product or tobacco-like product for the purposes of or in connection with this Act and the regulations.

(2) In a prosecution under this Act, a certificate or report of analysis furnished by an analyst designated under subsection (1) is admissible in evidence as proof, in the absence of evidence to the contrary, of the facts stated in it and of the authority of the person furnishing the certificate or report without proof of the designation or signature of the analyst.

(3) No certificate or report of an analyst may be received in evidence unless the party intending to produce it has given to the party against whom it is intended to be produced reasonable notice of that intention together with a copy of the certificate or report.

(4) A person to whom a notice of intention to produce is given under subsection (3) may, with the leave of the court, require the attendance of the analyst for the purpose of cross-examination.

2013 c24 s18

Prohibition order

8.4(1) If a retailer is convicted of a 3rd or subsequent offence for a contravention of section 7.1 or 7.2, the Minister may by order in writing prohibit the retailer from selling tobacco products at the place at which the offence took place, or at any place to which the business of the retailer is moved, for the period of time provided for in the order.

(2) A retailer who fails to comply with an order made under subsection (1) is guilty of an offence and liable to a fine of not more than \$100 000 for each day during which non-compliance continues.

2007 c40 s7

Directors, etc. of corporations

8.5 Where a corporation commits an offence under this Act, any officer, director or agent of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is guilty of that offence and liable to the penalty provided for the offence whether or not the corporation has been prosecuted for or convicted of that offence.

2007 c40 s7

Vicarious liability

8.6 In a prosecution for an offence under this Act, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for or convicted of the offence, unless the accused establishes that the offence was committed without the accused's knowledge and that the accused exercised all due diligence to prevent its commission.

2007 c40 s7

Regulations

9(1) The Lieutenant Governor in Council may make regulations

- (a) for greater certainty, designating for the purposes of this Act,
 - (i) a place or class of place as a public place, workplace, hotel, public vehicle or restaurant, and
 - (ii) an outdoor place or area, or class of outdoor place or area, as an outdoor place or area to which members of the public have access as of right or by express or implied invitation;
- (b) for the purposes of section 3(d), prescribing a distance from a doorway, window or air intake of a public place or workplace;
- (c) for the purposes of section 5, prescribing requirements for smoking rooms;
- (d) for the purposes of sections 7 and 7.2, respecting the form and contents, the manner of posting, the display and the location of signs;
- (d.1) designating a tobacco product as a flavoured tobacco product;
- (d.2) respecting the exemption of a flavoured tobacco product from the prohibition in section 7.4(2);
- (e) respecting the appointment or designation of inspectors and the powers, duties and obligations of inspectors, including, without limitation, regulations
 - (i) authorizing inspectors
 - (A) to make any inspection, investigation or inquiry that the inspector considers necessary,

- (B) at any reasonable time to enter any place where tobacco products are sold,
 - (C) at any reasonable time to enter any place containing records that relate to the sale of tobacco products, and to inspect those records,
 - (D) to make copies of any records described in paragraph (C), and
 - (E) to seize any tobacco products and displays related to tobacco products for the purposes of administering and enforcing this Act and the regulations and any order made under section 8.4;
- (ii) respecting the handling and disposition of seized tobacco products and displays related to tobacco products;
- (e.1) prescribing the forms of identification for the purpose of section 7.5(2) and (3);
 - (e.2) respecting the training by retailers of their employees regarding compliance with this Act;
 - (e.3) respecting the reporting by retailers of their activities that are governed by this Act;
 - (f) respecting the form, contents and service of orders made under section 8.4;
 - (f.1) prescribing numbers of units for the purpose of section 7.21;
 - (f.2) designating tobacco products or classes of tobacco products to which section 7.21 applies;
 - (g) respecting the exemption of a person or a class of persons from the application of all or any of the provisions of this Act or the regulations;
 - (g.1) respecting the exemption of a place or a class of place from the application of all or any of the provisions of this Act or the regulations;
 - (h) designating provisions in the regulations the contravention of which is an offence;
 - (i) defining any word or phrase used but not defined in this Act;

- (j) respecting any matter that the Lieutenant Governor in Council considers necessary or advisable to carry out the purposes of this Act.

(2) A regulation made under subsection (1)(b) may be general or specific in its application and may prescribe different distances from a doorway, window or air intake with respect to different classes of public places or workplaces.

2005 cS-9.5 s9;2007 c40 s8;2013 c24 s19;2013 c25 s4

Municipal by-laws

10(1) Nothing in this Act affects a municipality's power to make bylaws to regulate, restrict or prohibit smoking.

(2) Where there is a conflict between a provision of this Act and a provision of a municipal bylaw that regulates, restricts or prohibits smoking, the more restrictive provision prevails.

Crown bound

11 This Act binds the Crown.

Repeal

12 The *Protection from Second-hand Smoke in Public Buildings Act* is repealed.

Review

12.1 The Minister must commence a review of this Act within 5 years after this section comes into force.

2013 c24 s21

Commencement

13 This Act comes into force on Proclamation.

(NOTE: Proclaimed in force January 1, 2006.)



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Cannabis Legalization in Redcliff

WHAT WE HEARD

Report



INTRODUCTION

Federal legalization of cannabis is planned for summer 2018. The Town of Redcliff has a role to play in regulating the location of cannabis retail stores and production facilities, and places where cannabis can be consumed.

To collect input on cannabis, the Town released a 14 question survey to the public. The survey was open from March 6th - 31st 2018. The survey was posted on the Town website and Facebook page, and was covered by Chat News and the Cypress Courier. The goal of the survey was to provide Town administration and Council with an idea of public opinion to help guide decision-making and the development of cannabis regulations.

Redcliff also hosted 2 open houses on March 15th and 30th from 3 - 7pm. The open houses were advertised on the Town website, Facebook page, Weekly Redcliff Report, and covered by the Cypress Courier.



WHO DID THE SURVEY?

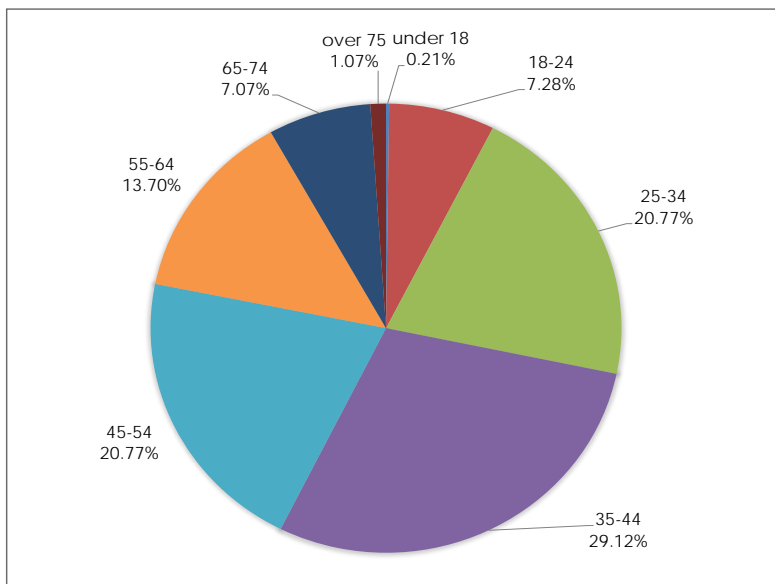
467
total responses

93%
completion rate

representing
8.3% of
the
total Redcliff population

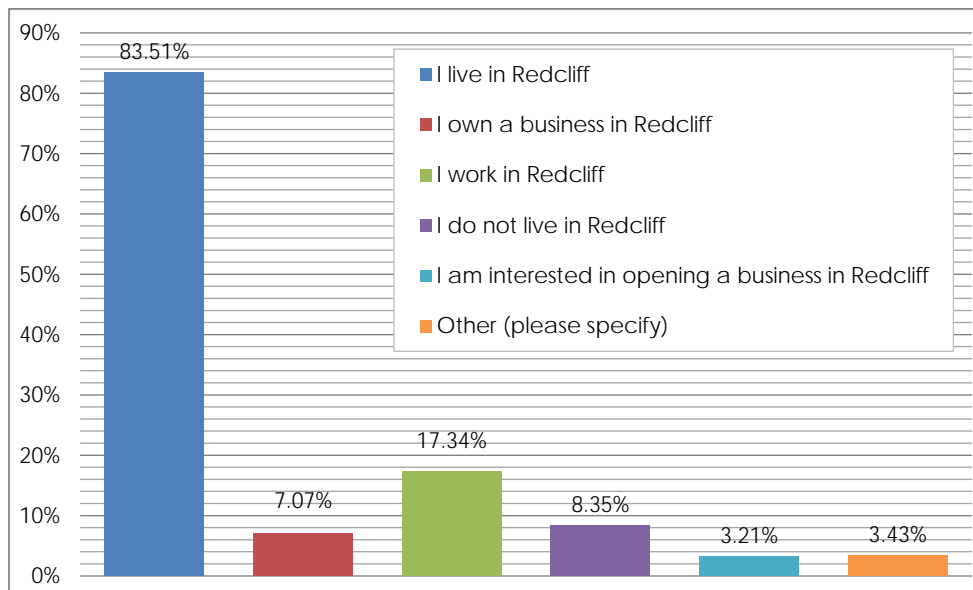
age of respondents

Q1: what is your age?



respondent description

Q2: which of the following best describes you? (check all that apply)



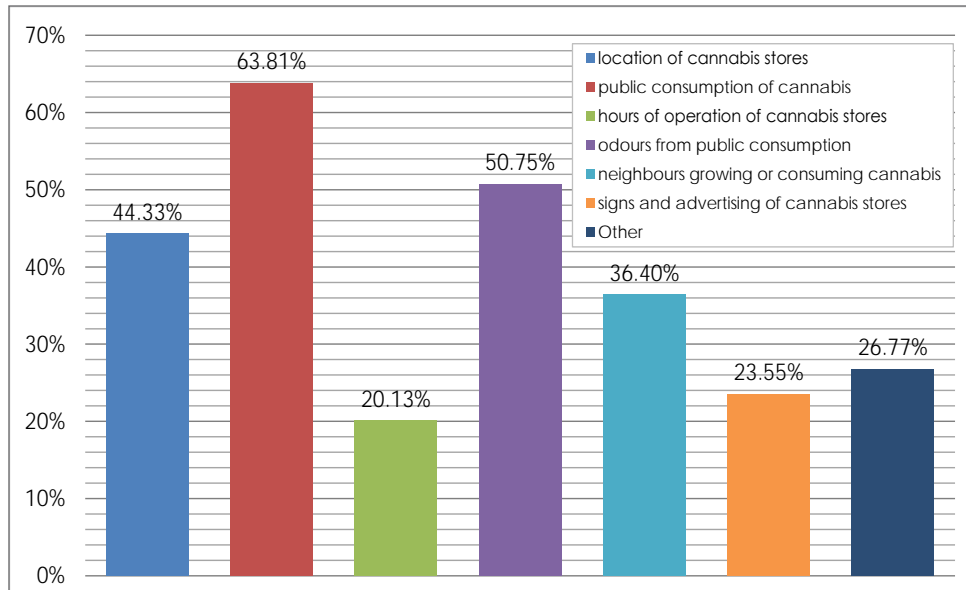
top 'other' responses:

I live outside/near Redcliff	37.5%
I visit Redcliff	25.00%
I own property in Redcliff	18.75%
I grew up/used to live in Redcliff	18.75%

GAUGING CANNABIS IN REDCLIFF

cannabis concerns

Q3: what concerns do you have with cannabis legalization? (check all that apply)

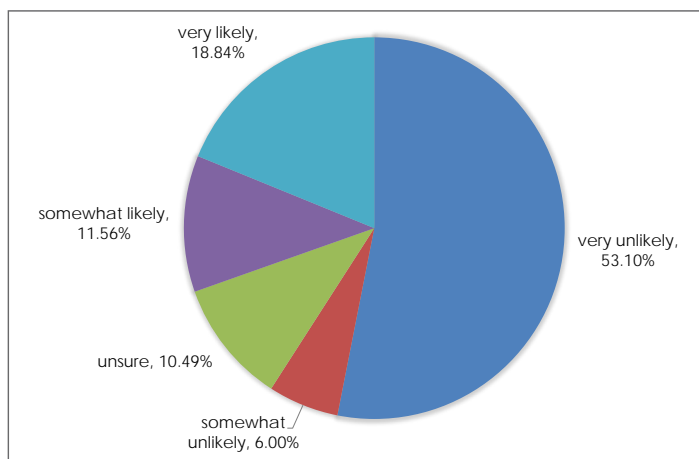


top 'other' responses:

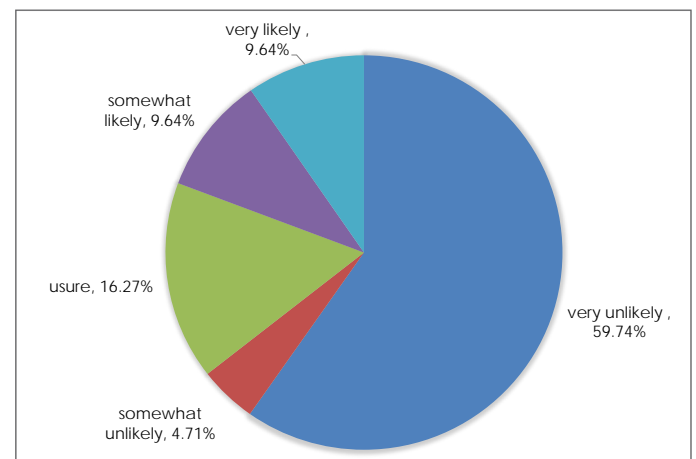
No concerns	56.00%
Keeping cannabis away from youth	15.20%
Impaired driving	9.60%
Crime/policing	2.40%
Workplace safety	2.40%

purchasing cannabis

Q4 & Q5: once legal, how likely are you to purchase cannabis from a retail store or online?



likeliness of purchasing from a retail store



likeliness of purchasing online

takeaways and recommendations

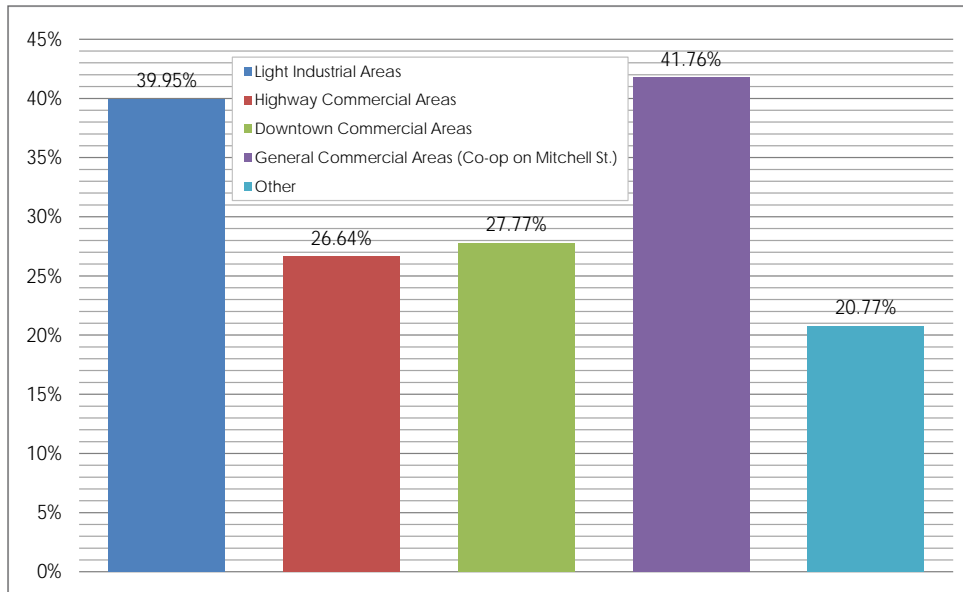
Public consumption and odours from consumption were the largest citizen concerns. These concerns will be addressed through limiting places for the public consumption of cannabis, and ensuring cannabis is not consumed near children. While crime, policing, and workplace safety were mentioned under 'other', it should be of note that these concerns fall within the authority of the provincial government and the RCMP.

Cannabis retail store location was also a large concern. Store locations are addressed in further survey questions.

CANNABIS RETAIL STORES

preferred locations

Q6: do you have preferred areas cannabis stores **SHOULD** be located? (check all that apply)

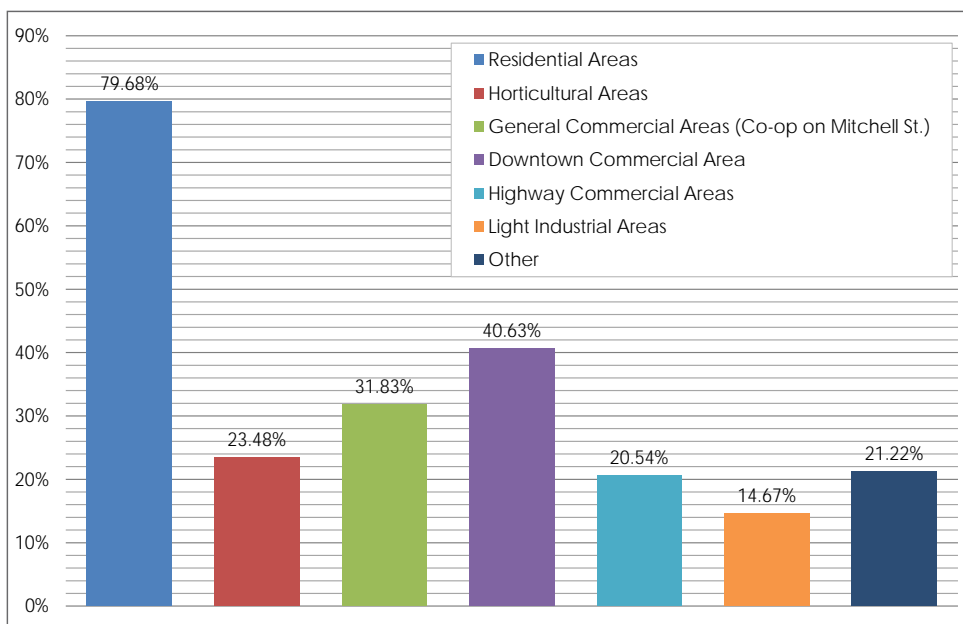


top 'other' responses:

Don't want stores in Redcliff	45.65%
Location doesn't matter	20.65%
Away from schools & youth	6.52%
Away from business	3.26%
North side of the Highway	3.26%
Not hidden	2.17%

non-preferred locations

Q7: do you have preferred areas cannabis stores **SHOULD NOT** be located? (check all that apply)



top 'other' responses:

Near schools & youth	47.87%
Location doesn't matter	26.37%
Don't want stores in Redcliff	15.38%
Pubs & bars	2.20%

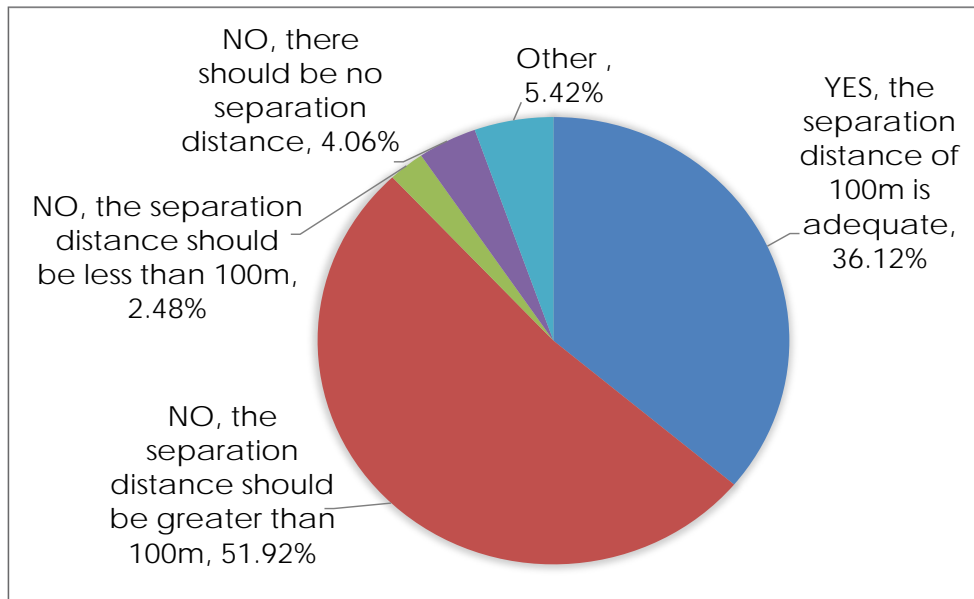
takeaways and recommendations

Nearly 80% of respondents did not want cannabis stores in residential areas. This will be addressed by prohibiting cannabis stores in neighbourhood commercial zones, and in the 2 general commercial district lots currently in Redcliff's residential area. Respondents preferred cannabis stores in general commercial and light industrial areas over downtown. Buffers from sensitive uses will minimize potential downtown locations. A buffer from the highway will also be considered.

CANNABIS RETAIL STORES

separation distances

Q8: do you think the 100m separation from sensitive uses, set by the province, is adequate for Redcliff?

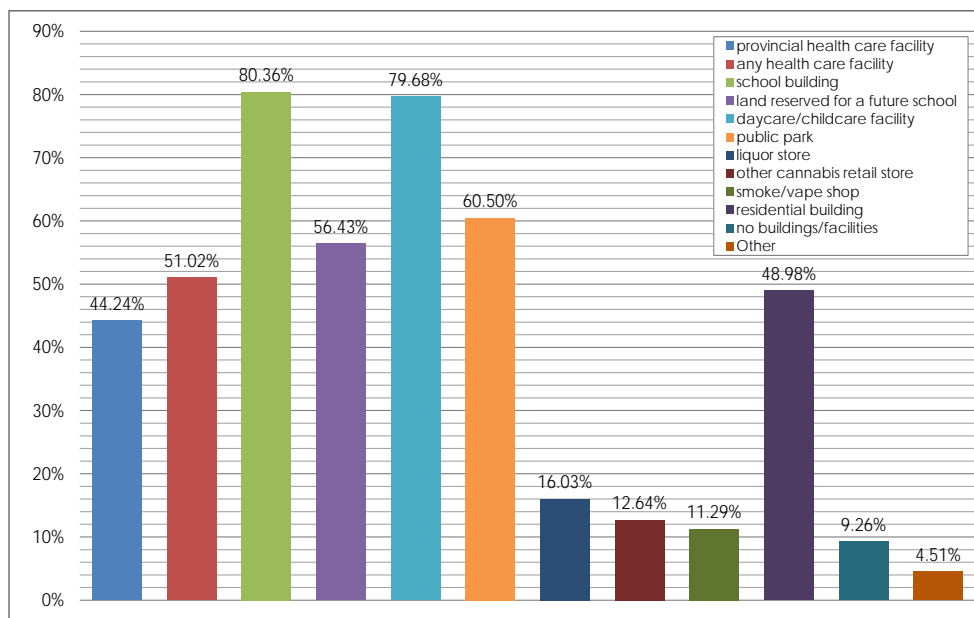


top 'other' responses:

Don't want cannabis stores in Redcliff	16.67%
Separation distances should be the same as for liquor stores	16.67%

separation places and locations

Q9: what places should have a minimum separation distance from cannabis stores? (check all that apply)



top 'other' responses:

Don't want stores in Redcliff	20.00%
Follow the same rules as liquor stores	20.00%
Pubs & bars	10.00%

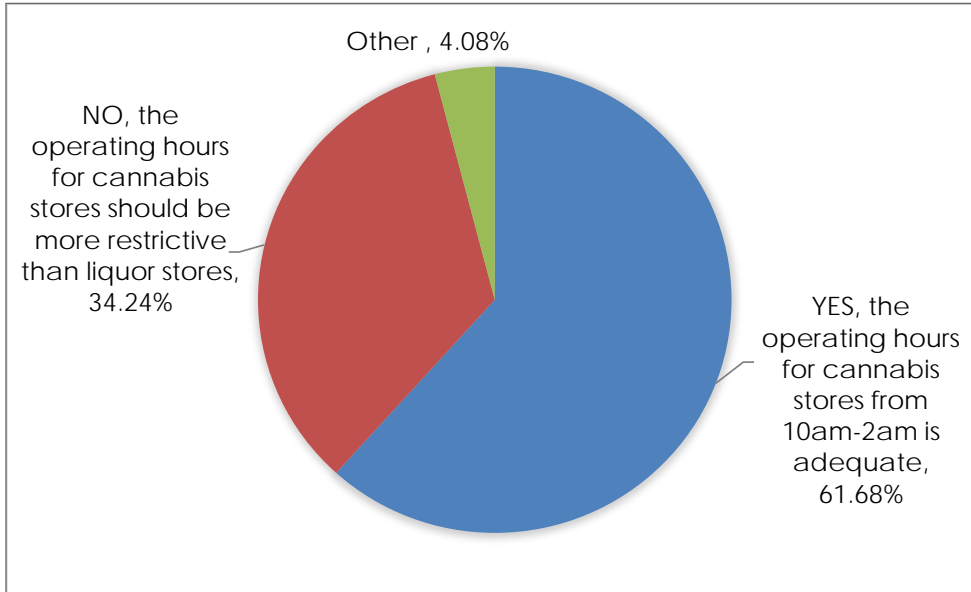
takeaways and recommendations

A map of the 100m setbacks will be created to get a better understanding of appropriate separation distances in Redcliff. The majority of respondents did not feel separation from other cannabis stores, liquor stores, and smoke/vape shops was necessary; therefore, separation from these uses will not be considered. The Town will add to the province's recommended list of places requiring separation distances, considering adding parks, daycares, and all health facilities.

CANNABIS RETAIL STORES

operating hours

Q10: are the operating hours of 10am - 2am, the same as for liquor stores, adequate for Redcliff?



top 'other' responses:

Don't want legalized cannabis in Redcliff	38.89%
Indifferent/unsure/ don't care	33.33%

takeaways and recommendations

The majority of respondents (over 61%) indicated the operating hours of 10am - 2am set by the province are appropriate. Further restricting operating hours would require Redcliff to pass an operating hours bylaw singling out cannabis stores.

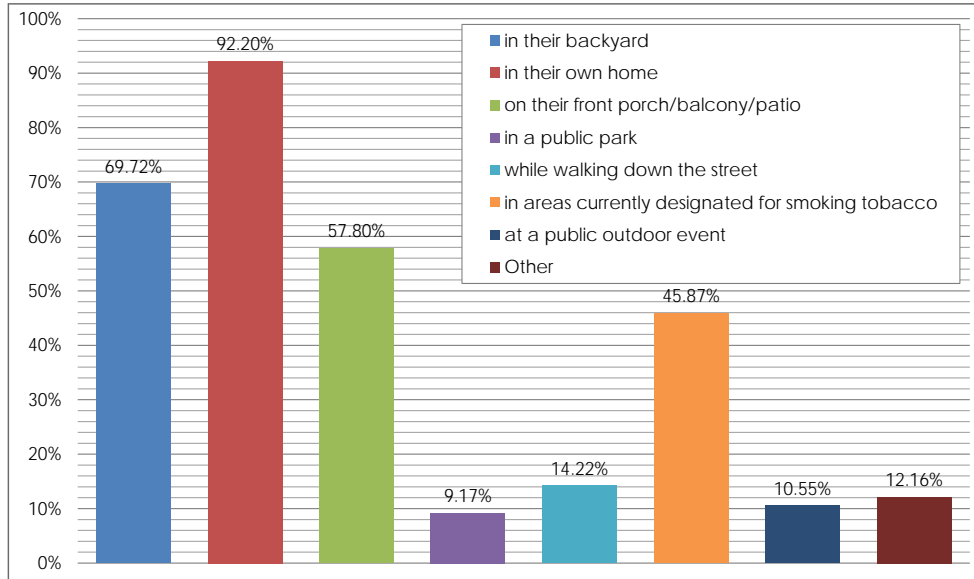
The operating hours of 10am - 2am are maximums, meaning each individual store may operate with more restricted hours if they choose.

The Town will therefore not consider passing an additional bylaw to further restrict operating hours.

CANNABIS CONSUMPTION

acceptable locations

Q11: what places do you think are **ACCEPTABLE** for people to consume cannabis? (check all that apply)

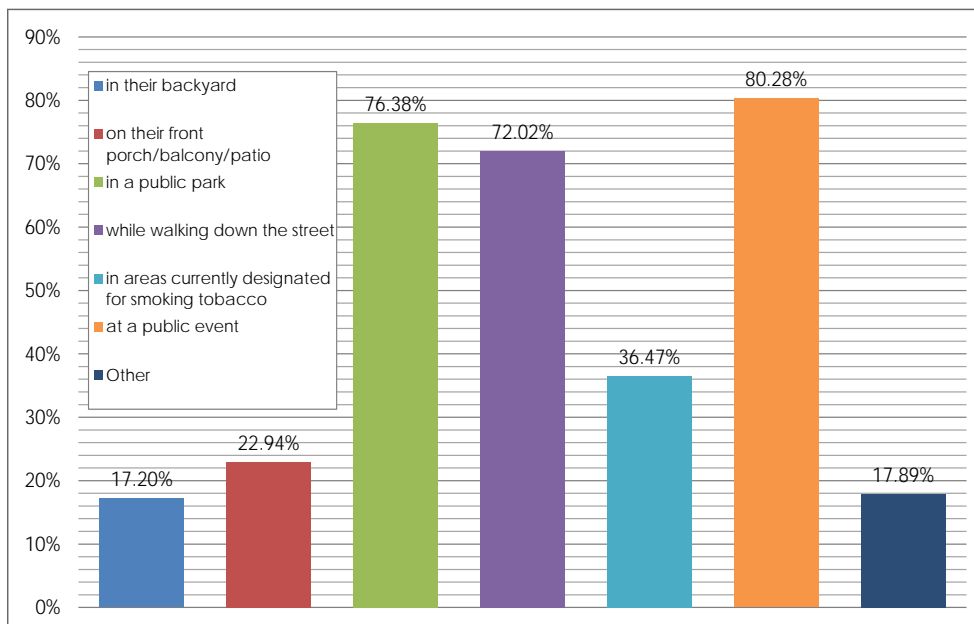


top 'other' responses:

Nowhere	24.53%
Where alcohol consumption is permitted	15.09%
Not in public	9.43%
In designated areas	7.55%
Away from youth	5.66%
Cannabis cafes	5.66%

unacceptable locations

Q12: what places do you think are **UNACCEPTABLE** for people to consume cannabis? (check all that apply)



top 'other' responses:

Near schools/ children	39.74%
Allow it everywhere	15.38%
Same restrictions as tobacco	11.54%
Public areas	8.97%
Everywhere (don't want legalization)	7.69%
Same restrictions as alcohol	5.13%

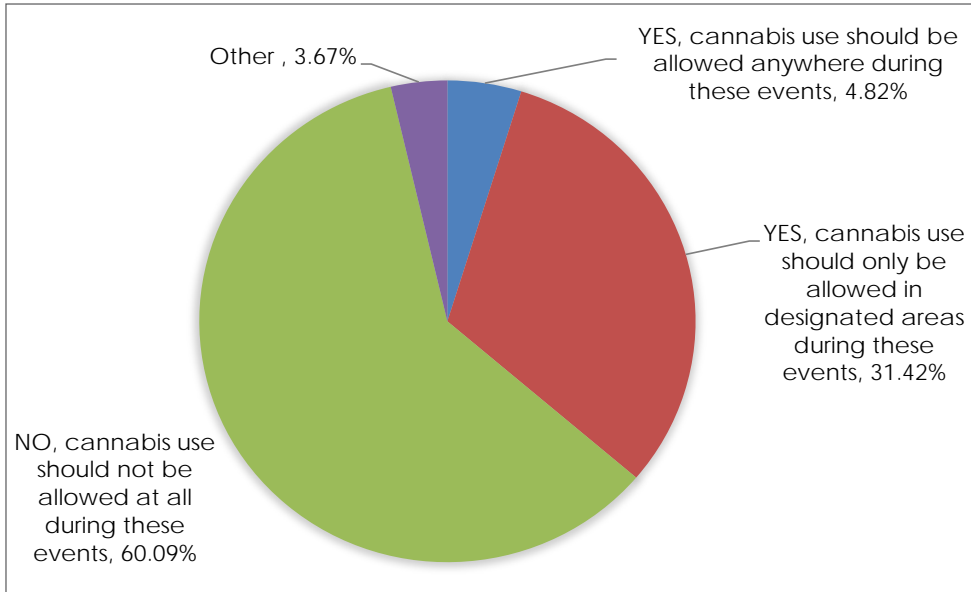
takeaways and recommendations

The majority of respondents felt consumption on private property was acceptable, and consumption in parks, sidewalks, and public areas was unacceptable. Redcliff will consider restricting cannabis similar to alcohol to mirror this feedback (i.e. you cannot consumer while on the street, sidewalk, or in public).

CANNABIS CONSUMPTION

public events

Q13: should cannabis consumption be allowed during public outdoor events like Redcliff Days?



top 'other' responses:

Regulated the same as tobacco 31.25%

Regulated the same as alcohol 25.00%

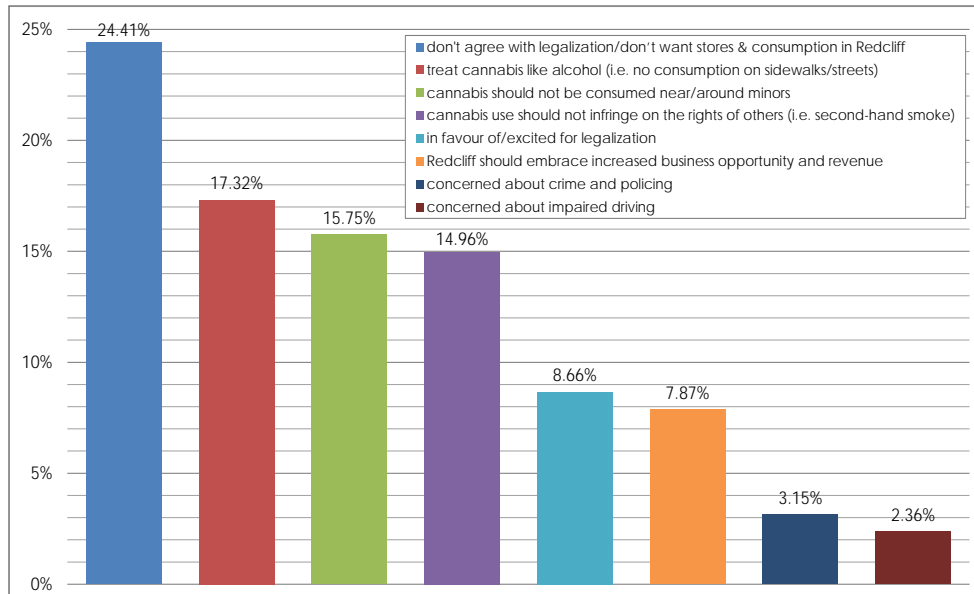
takeaways and recommendations

The majority of respondents (over 60%) indicated cannabis use should not be allowed at all during public outdoor events. The Town will therefore consider banning cannabis consumption at public outdoor events like Redcliff Days.

ADDITIONAL COMMENTS

comment box

Q14: do you have any additional comments you would like to add regarding cannabis in Redcliff?



total responses in the
comment box:

127

comments were categorized into
similar responses, with the most
popular and repeated responses
depicted in the adjacent chart

clearing up comments and questions brought up by survey respondents

Comment: Banning cannabis sale and consumption in Redcliff

A: According to current legal advice, Redcliff and other municipalities do not have the authority to outright ban or prohibit the sale and consumption of cannabis. Cannabis is being legalized by the federal government, and Redcliff's bylaws and regulations must conform to federal laws and regulations.

Comment: Cannabis consumption in specialized cannabis cafes or lounges

A: The federal and provincial governments have indicated cannabis cafes or lounges will not be legal in summer 2018, nor will the sale of cannabis edibles. However, cafes and edibles will be legal within 1 year of recreational cannabis becoming legal. If the federal government sticks to the cannabis timelines, we can therefore expect cannabis cafes and edibles to be legal in summer 2019.

Comment: Cannabis store locations and separation distances from sensitive uses should be regulated the same as liquor stores

A: The provincial government does not have any minimum separation distances from liquor stores and sensitive uses such as schools and parks. Regulating cannabis stores the same as liquor stores would therefore mean there would be no separation distances.

Comment: As the "Greenhouse Capital of the Prairies" Redcliff should embrace legalized cannabis and greenhouses should grow it

A: Producers and growers of recreational cannabis must be licensed by Health Canada. There are strict regulations regarding the security of cannabis production facilities. The typical glass and plastic greenhouses in Redcliff would not meet Health Canada requirements for cannabis production facilities. Therefore, one could not simply switch their plants to cannabis plants.

Provincial restrictions on smoking/vaping based on product type and location

		Tobacco smoking	Cannabis smoking	Shisha smoking	Nicotine vaping	Cannabis vaping
Indoor settings	Indoor workplaces	✓	✓			✓
	Hotel/motel guest rooms					
	Residential care facilities					
	Hookah bars	✓	✓			✓
	Public housing					
Outdoor settings	Playgrounds		✓			✓
	Sports fields		✓			✓
	Skateboard parks		✓			✓
	Outdoor theatres		✓			✓
	Outdoor pool or spray park		✓			✓
	Public parks					
	Outdoor public events					

Selected Tobacco/Smoking Restrictions in Alberta

Compiled by Action on Smoking & Health (ASH) – April 2018

Municipality	Tobacco Sales Licensing	Smoke-Free Outdoor Spaces							Smoke-Free Hotel/Motel Guest Rooms	Smoking Materials Prohibited		
		Playgrounds	Parks	Sports fields and facilities	Beaches	Outdoor markets	Outdoor events	Trails		Tobacco products	Waterpipes, hookahs and/or marijuana	Electronic cigarettes
Airdrie									✓	✓	✓	
Beaumont										✓	✓	
Bonnyville		✓		✓		✓	✓			✓	✓	✓
Calgary	✓	✓		✓						✓		✓
Camrose		✓		✓		✓				✓	✓	✓
Canmore									✓	✓		
Cardston		✓	✓	✓						✓	✓	✓
Coalhurst		✓		✓						✓		
Chestermere		✓	✓	✓	✓					✓		✓
Cochrane		✓		✓						✓		✓
Cold Lake		✓	✓	✓						✓	✓	✓
Devon							✓			✓		
Edmonton	✓	✓		✓						✓		✓
Grande Prairie		✓		✓						✓		✓
Hinton	✓											
Jasper										✓	✓	
Lamont		✓								✓	✓	✓
Lethbridge		✓								✓		
Lloydminster	✓											
Medicine Hat		✓	✓	✓	✓			✓		✓		
Nanton		✓	✓	✓						✓	✓	✓
Okotoks	✓									✓		
Red Deer		✓		✓		✓	✓			✓	✓	✓
Spruce Grove		✓	✓	✓						✓	✓	
St. Albert	✓	✓		✓		✓	✓			✓	✓	✓
Stettler									✓	✓	✓	
Strathmore		✓	✓	✓				✓		✓		
Sylvan Lake							✓			✓	✓	
Taber	✓											
Wood Buffalo										✓	✓	

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 9, 2018

PROPOSED BY: Finance and Administration

TOPIC: Loan Request from Redcliff Cypress Regional Waste Management Authority

PROPOSAL: To approve \$1M loan for Redcliff Cypress Regional Waste Management Authority

BACKGROUND:

At the September 6, 2018 meeting, Redcliff Cypress Regional Waste Management Authority approved to proceed with the following projects: Public Drop-off, Operations Building, and Storage Dome Design, with a budget estimate of \$3.7M

The Redcliff Cypress Regional Waste Management Authority also passed the following motion:

"A. Belyea moved that the Redcliff/Cypress Regional Waste Management Authority borrow \$2M, \$1M each from Town of Redcliff and Cypress County, and submit a request to them for their approval. - Carried."

The current landfill reserve of \$1,090,840 is insufficient to fund the projects. As per the 2017 audited financial statement the landfill authority can borrow a maximum of \$2,119,606 (as per the unused debt limit).

In general, the loan repayment schedule is calculated as per the interest rates posted on the Alberta Capital Fund Authority (ACFA) website at the time of borrowing. When the Request for Decision was submitted to the Authority for approval at its September 6, 2018 meeting, the loan repayment schedule was calculated based on the August 15, 2018 interest rates. For \$1M at the interest rate of 2.966% for a 10 year term (semi-annual payments), one semi - annual payment for the loan will be approximately \$58,148. For 2019, the Authority will only have one payment to the Town, because the Authority is going to use its landfill reserve first, and then borrow the funds in 2019.

The Landfill Authority approved the projects and subsequent borrowing needs. A request for a loan is being submitted to the Town of Redcliff and Cypress County for approval. It is proposed that the Council approve the borrowing now, and the borrowing bylaw be submitted at the time of borrowing, as the repayment amounts will vary dependent on the interest rates at the time of borrowing.

The Authority also considered paying the loan back earlier and as such would like to structure the specific loan agreement between the Town and County, for the aforementioned project, to not penalize for principal prepayment. If such is amenable, this can be included in the borrowing bylaw. For example, such a potential clause could read "The Borrower may at any time prepay the Principal Sum hereunder, in whole or in part, without any notice or penalty and upon such prepayment, and upon any partial prepayment, the payment schedule hereunder shall be adjusted to reduce the number of payment dates".

The borrowing bylaw will be drafted conditional to the Town of Redcliff, Cypress County and the Authority signing a letter of understanding which is similar to that in the Authority's loan for its 2014 waste cell and leachate pond.

The loan made by the Town of Redcliff could be funded from the Unrestricted Surplus, which at the December 31, 2017 had a balance of \$9,946,958. Such surplus was once used to fund the loan to the Authority for its cell and leachate pond in 2014, the Authority's last loan payment of \$291,313.78 (\$148,169.47 each for the Town and Cypress County) will be paid off in 2019.

POLICY / LEGISLATION:

Section 264, Municipal Government Act

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

1. The Authority's September 6, 2018 Minutes
2. Section 264, Municipal Government Act
3. Copy of the letter of understanding for the Authority's 2014 loan

OPTIONS:

1. To lend \$1M, funded from the Unrestricted Surplus, to the Authority and have administration prepare a borrowing bylaw for council approval, including a letter of understanding between the Town of Redcliff, Cypress County and the Authority, and the repayment schedules as per the interest rate posted on the ACFA website at the time of the borrowing.
2. To not approve \$1M borrowing.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved the Town of Redcliff lend \$1M to the Redcliff Cypress Regional Waste Management Authority for their Landfill Facility Upgrade Project to be funded from the Unrestricted Surplus. Further that Administration prepare a borrowing bylaw for council approval, a letter of understanding between the Town of Redcliff, Cypress County and the Authority, and the repayment schedules as per the interest rate posted on the ACFA website at the time of the borrowing.

SUBMITTED BY:



Department Head



Acting Municipal Manager

DRAFT

**REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY MEETING
THURSDAY, SEPTEMBER 6, 2018 - 1:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

PRESENT: Town of Redcliff: Councillor C. Crozier
Councillor L. Leipert
Landfill Treasurer J. Tu
Landfill Manager C. Popick
Landfill Secretary S. Simon
Cypress County: Councillor A. Belyea
Councillor S. Hok
Director of Public Works C. Richter
Public Works
Operations Supervisor K. Dalton

ABSENT:

1. CALLED TO ORDER

C. Popick, Landfill Manager called the meeting to order at 1:01 p.m.

2. ELECTION OF CHAIRPERSON

A. Belyea nominated C. Crozier to be Chairperson. C. Crozier accepted.

3. ADOPTION OF AGENDA

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

4. MINUTES OF PREVIOUS MEETING

S. Hok moved the minutes of the meeting held on May 7, 2018, be adopted as presented. - Carried.

5. NEW BUSINESS

A) Landfill Operating Approval

L. Leipert moved the email of Ping Zhao, Industrial Approvals Engineer with Alberta Environment and Parks dated August 28, 2018, regarding the signed Operating Approval (Renewal), be received for information. - Carried.

K. Dalton arrived at 1:07 p.m.

B) Landfill Design update (Transfer site, scales, operations building, dome tent)

A. Belyea moved the presentation of the Landfill Design Update by the Landfill Manager including Landfill Design drawings and Cost estimate, be received for information. - Carried.

C) i) 2019 Operating / Capital Budget

L. Leipert moved the proposed 2019 Operating and Capital Budget be approved as presented. - Carried.

ii) Loan Request

A Belyea moved that the Redcliff/Cypress Regional Waste Management Authority borrow \$2M, \$1M each from Town of Redcliff and Cypress County, and submit a request to them for their approval. - Carried.

S Hok moved with regard to the Landfill Design that the Landfill Manager proceed with Option A, B, C, and Option E as amended so that flooring be half asphalt or concrete versus a quarter concrete. – Carried.

D) Memo – 1.25 GIC Investment with Alberta Treasury Branch

L. Leipert moved Memo from the Landfill Treasurer dated September 6, 2018, regarding a \$1.25M GIC investment with Alberta Treasury Branch, be received for information. - Carried.

E) Policy 001, Tonnage Rate Policy

L. Leipert moved to approve Policy 001, Tonnage Rate Policy, as presented. – Carried.

F) Landfill Manager's Report

A. Belyea moved the Redcliff/Cypress Department Report to September 1, 2018 be received for information. -Carried.

G) GHD Group – Executive Summary Regionalization Study

S. Hok moved the GHD Group Executive Summary Regionalization Study be received for information. – Carried.

H) 2018-2019 Collection Site Advertising Grant

L. Leipert moved the Alberta Recycling Management Authority letter and email dated June 7, 2018 regarding the 2018-19 Registered Municipal Collection Site Advertising Grant Approval, be received for information. - Carried.

I) Landfill Graphs to July 31, 2018

A Belyea moved the Redcliff/Cypress Regional Landfill Graphs to July 31, 2018, be received for information. – Carried.

6. ADJOURN

L. Leipert moved adjournment of the meeting at 2:06 p.m. - Carried.

Chairman

Secretary

Loans and Guarantees

Purpose of loans and guarantees

264(1) A municipality may only lend money or guarantee the repayment of a loan if

- (a) the loan or guarantee is made under subsection (2) or (3),
- (b) the loan is made to one of its controlled corporations, or
- (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations.

(2) A municipality may

- (a) lend money to a non-profit organization, or
- (b) guarantee the repayment of a loan between a lender and a non-profit organization

if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

(3) A municipality that intends to purchase gas from and become a shareholder of the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, may make a loan to the designated seller as part of the capitalization of the designated seller by its shareholders.

1994 cM-26.1 s264;1998 c26 s13

Loan bylaws

265(1) A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the *Gas Distribution Act*, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is authorized by bylaw.

(2) The bylaw authorizing the loan must set out

- (a) the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned is to be used;
- (b) the minimum rate of interest, the term and the terms of repayment of the loan;
- (c) the source or sources of the money to be loaned.

(3) The bylaw that authorizes the loan must be advertised.

1994 cM-26.1 s265;1998 c26 s13

Schedule A

July 16, 2014

Town of Redcliff
P.O. Box 40
Redcliff, Alberta
T0J 2P0

Cypress County
816 - 2nd Avenue
Dunmore, Alberta
T0J 1A0

Attention: Arlos Crofts

Attention: Kevin Miner

**RE: REDCLIFF CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY
LETTER OF UNDERSTANDING REGARDING PROPOSED FINANCIAL ASSISTANCE**

The purpose of this letter agreement (to be endorsed by the Town of Redcliff and Cypress County and the Redcliff Cypress Regional Waste Management Authority) is to identify and document the parties' understanding regarding the proposed financial assistance to the Redcliff Cypress Regional Waste Management Authority.

The circumstances giving rise to the agreement and the terms of the financial assistance to Redcliff Cypress Regional Waste Management Authority are as follows:

- a) The Redcliff Cypress Regional Waste Management Authority is a joint venture between the Town of Redcliff and Cypress County.
- b) The Redcliff Cypress Regional Waste Management Authority intends to construct a waste cell and leachate pond at the Redcliff Cypress Regional Landfill.
- c) The cost of the waste cell and leachate pond is estimated to be \$2,408,000.00, based upon a contract to be awarded by tender to Whissell Contracting Calgary Ltd. pending this financing agreement. (the "waste cell and leachate pond project").
- d) The Redcliff Cypress Regional Waste Management Authority intends to contribute \$1,000,000.00 to the waste cell and leachate pond project.
- e) The Town of Redcliff and Cypress County agree to lend to the Redcliff Cypress Regional Waste Management Authority a sum sufficient to cover the balance of the cost to complete the waste cell and leachate pond project (the "loan" or "loan agreement").

- f) The Town of Redcliff and Cypress County agree to make equal contributions to the Redcliff Cypress Regional Waste Management Authority in relation to the loan in the amount of 704,000.00 each.
- g) The loan shall be repaid to the Town of Redcliff and Cypress County, proportionate to their interests, by the Redcliff Cypress Regional Waste Management Authority as follows:
 - i) Interest shall be 1.725%, the rate of interest set by the Alberta Capital Finance Authority (ACFA), as published on their website (www.acfa.gov.ab.ca) as at July 1st, 2014.
 - ii) Interest and principal payments on the loan amount shall be \$148,169.47 to each of the Town of Redcliff and Cypress County and shall be paid annually on or before April 30th for each of five years, commencing April 30, 2015.
 - iii) The Town of Redcliff as the operator of the Redcliff Cypress Regional Waste Management Authority shall manage and account for the loan and its re-payment.

The parties confirm all of the foregoing.

Town of Redcliff

Per: Arlos Crofts – Municipal Manager

Cypress County

Per: Kevin Miner - Chief Administrative Officer

Redcliff Cypress Regional Waste Management Authority

Per: Dwight Kilpatrick – Authority Chairman

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: October 9, 2018

PROPOSED BY: Planning & Engineering Department & Public Services Department

TOPIC: Sewer Main Inspections by Closed Circuit Television (CCTV)

PROPOSAL: Approve a long term plan for regularly conducting sewer main CCTV inspections.

BACKGROUND:

The Town of Redcliff has had ongoing issues with the sanitary and storm sewer systems not meeting the performance requirements. As part of investigations into the sanitary sewer system this year it was found that some critical pipes did not have a CCTV inspection.

In this particular case it was a result of the camera being unable to pass a blockage in the pipe even though there were records of several attempts to flush the pipe. The pipe was blocked with multiple rocks some nearly as big as the diameter of the pipe. Flushing is not able to dislodge rocks this big. As the line was built in 1996 prior to the requirement of CCTV inspections of new sewer lines being routinely required it is possible that the rocks had been in the line since construction (the rocks were removed in 2018). With a blockage of up to 90% of the flow area in the pipe it would not be surprising that the pipe backed up during a major storm event.

This raised concerns with Planning & Engineering and Public Services:

1. How many of the CCTV inspections performed were incomplete because a blockage of some kind prevented the camera from completing the inspection?
2. How much of the sanitary sewer system had been inspected?
3. How much of the storm sewer system had been inspected?

The Town currently has 46,604 metres of sanitary mains and 23,024 metres of storm mains.

The Town has CCTV inspection records of approximately 5.7% of the sanitary mains and 6.2% of the storm mains. The Town has CCTV inspections of many of the lot services (pipe from the main to a building) in Town and the camera equipment the Town has was suitable for inspections of services but not of mains.

The lack of CCTV inspection coverage is attributable to:

1. Missing information on where the line that was inspected was located,
2. Low quality of the CCTV recording due to technology limitations when the survey was done.
3. Incomplete survey of mains because of breakages, blockages, gravel and rocks that the

camera was unable to pass. We do not have records if these issues were fixed.

Best practice is:

- CCTV inspections are done at least every 5 years,
- CCTV inspections are done in conjunction with main flushing,
- Problems identified by CCTV inspection such as deleterious material in the pipe are corrected right away and problems that require excavation are placed on the fix list to be corrected based on the seriousness of the problem and budgets. Once the problem is fixed the line is CCTV inspected to confirm that it was fixed.

As part of Asset Management and efficient planning for when pipes need to be replaced it is necessary to know the condition of the pipes. Currently the best method of determining pipe condition is through a CCTV inspection of the pipe. CCTV inspection of the pipes also has the added benefit of evaluating the current status of the pipe (clean, dirty, blocked etc.).

There are three ways the Town could carry out CCTV inspections:

1. Hire a contractor to inspect the whole system once every 5 years.
2. Hire a contractor to inspect approximately 20% of the system every year.
3. Purchase the inspection equipment and hire sufficient staff to inspect approximately 20% of the system every year.

Each of these has benefits and disadvantages which are outlined in the table below:

	Contractor once every 5 years	Contractor 20% of the System each year	Town 20% of the System each year
Staff resources	<p>A tender prepared once every 5 years.</p> <p>One large report to review every 5 years.</p>	<p>A tender prepared every year.</p> <p>A map of what is to be inspected prepared every year.</p> <p>One report to review every year.</p>	<p>A map of what is to be inspected is prepared every year.</p> <p>Review of staff work to confirm it meets expected standards.</p> <p>Approximately 1000 hours of staff time would need to be dedicated to the CCTV inspections. This is above the staff time required for project oversight. To maintain current service levels Public Services would need to have a staffing increase of half a full time position.</p>

	Contractor once every 5 years	Contractor 20% of the System each year	Town 20% of the System each year
Flexibility	No ability to adjust the program to meet changing requirements. (if additional camera work is required other years it could not be included in this program)	Ability to adjust every year to meet changing requirements.	Ability to adjust to meet changing requirements.
Reliability	Subject to funding	Subject to funding	Subject to staff not being diverted to other projects.
Deliverables	A completed report highlighting issues found and any fixes made.	A completed report highlighting issues found and any fixes made.	Reporting based on staff capabilities and understanding of project requirements.
Capital Cost	\$400,000 every 5 years	n/a	\$120,000 every 5 years for equipment. * ¹
Operating Costs	n/a	\$100,000 per year	\$8,000 per year for maintenance and training
Staff Costs	\$20,000 every 5 years	\$9,000 every year	\$50,000 every year * ²
Total Annual Costs	\$84,000	\$109,000	\$81,000

Notes:

1. Assumes that electronic equipment used in a sewer system will have to be replaced every 5 years due to wear and tear.
2. Assumes a new position at approximately 1000 hours per year including salary, benefits, etc., and staff time for oversight.

As noted above the costs are not substantially different for each option. The strength of doing it all at once is that it gets done and the information can be immediately used to prioritize rehabilitation and replacement projects. The downside is the initial cost.

Purchasing the equipment and hiring staff to do the inspections has a cost and operational advantages however it is inherently more risky as Administration has to ensure that staff and equipment are performing the work at the required levels. Operationally combining the flushing program and the CCTV inspection program optimizes the efficiency of both programs by allowing the performance of the flushing program to be monitored by CCTV inspection of the pipe just after flushing which also makes it easier to identify deficiencies in the system and ensure that what can be fixed with the flushing equipment is done so immediately. In addition, Public Services can inspect the sanitary systems at any time, including the direct inspection of sanitary lines during a blockage, which will allow for prompt and proper action to resolve the backup and/or repair sanitary system as required.

Note CCTV inspections should only be planned for above freezing weather.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Efficient operation and maintenance of Town infrastructure has been identified as a Council priority.

ATTACHMENTS:

None

OPTIONS:

1. That Council include \$400,000 in the 2019 capital budget for CCTV inspections.
2. That Council include \$100,000 in the 2019 operating budget for CCTV inspections.
3. That Council include \$120,000 in the 2019 capital budget for purchase of CCTV inspection equipment and \$50,000 for a half time inspection position and \$8,000 for training and equipment maintenance in the operation budget for CCTV inspection.

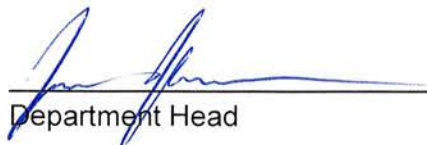
RECOMMENDATION:

Option 3

SUGGESTED MOTIONS:

1. Councillor _____ moved to include \$330,000 in the 2019 capital budget for CCTV inspections.
2. Councillor _____ moved to \$85,000 in the 2019 operating budget for CCTV inspections.
3. Councillor _____ moved to include \$100,000 in the 2019 capital budget for purchase of CCTV inspection equipment and \$50,000 for a half time inspection position and \$5,000 for training and equipment maintenance in the operation budget for CCTV inspection.

SUBMITTED BY:


Department Head


Acting Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 9, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Youth Dart League

PROPOSAL: Request to use the Redcliff Town Logo on Team Apparel

BACKGROUND:

On October 1, 2018 a request was received at the Town Hall by email from Nikki Mellor Huber, President and Head Coach of the new Youth Dart League in Redcliff. The Youth Dart League is a small group of 15 members, some of whom have competed at provincial and national levels as well as been invited to world masters. The hope is to teach children the sport as well as sportsmanship and a sense of community. The league is looking to have team shirts prepared and request use of the Redcliff Logo to be placed on one of the sleeves of the shirts.

POLICY/LEGISLATION:

Bylaw 988/93 sets out the authority of the Town of Redcliff to adopt a crest as well as enacts in part, as follows:

2. *Application for use of the Town of Redcliff Crest shall be made in writing addressed to the Municipal Manager. The Municipal Manager shall provide written authorization for the use of the Town Crest, upon passage of motion by Redcliff Town Council authorizing same. This authorization will be given for only specified purposes and there shall be no deviation in design from that shown in Schedule "A" or "B" attached.*

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

1. Bylaw 988/93, Bylaw to Authorize the Adoption of a Crest;
2. Email correspondence from Nikki Mellor Huber of the Redcliff Youth Dart League.

OPTIONS:

1. To authorize the Redcliff Youth Dart League to have use of the Town of Redcliff Logo for the sole purpose of printing the Logo on their team dart shirts.
2. To deny the Redcliff Youth Dart League use of the Town of Redcliff Logo.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to authorize the Redcliff Youth Dart League use of the Town of Redcliff Logo for the sole purpose of printing the Logo on their team dart shirts.

SUBMITTED BY:

Department Head



Acting Municipal Manager

**TOWN OF REDCLIFF
BY-LAW 988/93**

A BY-LAW OF THE TOWN OF REDCLIFF TO AUTHORIZE THE ADOPTION OF A CREST.

WHEREAS, Section 147 of the Municipal Government Act empowers council with the approval of the Minister of Municipal Affairs to adopt a Crest; and


AND WHEREAS the Council of the Town of Redcliff considers it desirable to adopt an official Crest for the Town.

NOW THEREFORE THE COUNCIL OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That the Crest as set out in Schedule "A" and Schedule "B" attached hereto and forming a part of this By-Law is hereby adopted by the Council as the official Crest of the Town of Redcliff, in the Province of Alberta, subject to the approval of the Minister of Municipal Affairs.
2. Application for use of the Town of Redcliff Crest shall be made in writing addressed to the Municipal Manager. The Municipal Manager shall provide written authorization for the use of the Town Crest, upon passage of motion by Redcliff Town Council authorizing same. This authorization will be given for only specified purposes and there shall be no deviation in design from that shown in Schedule "A" or "B" attached.
3. Any person who does not have the authorization of Redcliff Town Council for use of the Town of Redcliff Crest or any emblem so nearly resembling it as to be calculated to deceive is guilty of an offence and liable to a fine of \$50.00 for every day during which the offence continues. Under no circumstance shall any person contravening any provision of this By-Law be subject to the penalty of imprisonment.
4. The adoption of this Crest is effective upon the date of the final passing of this By-Law.
5. By-Law No. 483 is hereby repealed.

READ A THIRD AND FINAL TIME AND PASSED THIS THE 22ND DAY OF MARCH A.D. 1993.


MAYOR


MUNICIPAL SECRETARY

APPROVAL OF THE MINISTER OF MUNICIPAL AFFAIRS THIS THE 4th DAY OF November A.D., 1993.


for MINISTER OF MUNICIPAL AFFAIRS



Redcliff

RECEIVED
NOV - 9 1993
TOWN OF REDCLIFF

November 4, 1993

Mr. Terry Hurlbut
Municipal Secretary
Town of Redcliff
P.O. Box 40
Redcliff, Alberta
T0J 2P0


Dear Mr. Hurlbut:

Your letter of October 20, 1993 to Honourable Stephen West regarding adoption of an official crest has been referred to me.

In accordance with section 5(1) of the Department of Municipal Affairs Act and Ministerial Order No. 488/93, I have been delegated the authority to approve adoption of a municipal crest on the Minister's behalf. I have therefore approved Town of Redcliff By-Law 988/93 and am returning the document as requested.

Please contact me if any further information is required.

Yours truly,


Brian Quickfall
Executive Director
Local Government
Development Branch

Att.

cc: Hon. Stephen C. West

Bonnie Andres

From: Nikki Mellor Huber <niknac06@yahoo.com>
Sent: Monday, October 01, 2018 2:23 PM
To: Bonnie Andres
Subject: ATTENTION MUNICIPAL MANAGER, ARLOS CROFTS

Hello

My name is Nikki Mellor Huber. I am the head coach and president of the new youth dart league which is run out of the Redcliff Legion. We are looking at getting some dart shirts made and we were hoping we could use the Redcliff logo on one of the sleeves. We want to show the green houses and the red rock cliffs and the Redcliff logo captures it beautifully. Thank you

Just a little info about our group that may or may not help making the decision. We are just a small group 15 of us. I hope to teach the kids this awesome sport along with sportsmanship and community. We do plan on getting out in the community and donating our time when and where we can.

We also have some pretty special players on our team.

1 player has made team Alberta for 3 consecutive year (2 were just as an alternate) She has also finished first overall in Alberta 2 consecutive years.

Also we have a young girl who finished 3rd in the Americas (north and south America) She did have a invite to the world masters.

I have also represented Alberta twice at national

Thank you very much

Nikki Mellor Huber

[Sent from Yahoo Mail on Android](#)

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: October 9, 2018

PROPOSED BY: Director of Planning & Engineering

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

PROPOSAL: Council direct staff

BACKGROUND:

Administration completed the preliminary design of a lift station to be located near 5th Avenue and 2nd Street and held a public open house on the project. The public open house was well attended. Many comments at the open house related to how close the proposed lift station would be located to existing residences and concerns with smell.

Administration looked at an alternate location in an open area adjacent to Jesmond Drive and prepared opinions of probable costs for the new lift station at both locations with several different force main routes. Opinions of probable costs ranged from \$630,000 to \$780,000 with the cheapest option being to locate the lift station adjacent to Jesmond Drive and running the forcemain across the coulee and behind the lots on Sangster Crescent tying into the sewer line on the South side of Sangster Crescent. Other advantages of this option were:

- it was at least twice the distance from any residence,
- had the least amount of work on 5th Avenue which would minimize traffic disruptions,
- had the least constrained construction site,

Based on the opinions of probable costs of a new lift station and ongoing odor complaints with the Jesmond lift station, Administration decided to reexamine the option to upgrade the Jesmond lift station with a surge tank.

Three different options for location of a generator/control shed and surge tank were developed for the Jesmond lift station location using fiberglass and concrete surge tanks and two different shed options, one being a shed in the existing walkway and the other being a shed that is buried into the side of the hill next to the lift station. Opinions of probable costs ranged from \$370,000 to \$490,000. The largest cost variable was whether a concrete surge tank or a fiberglass surge tank was used. The fiberglass tank being approximately \$120,000 cheaper than a concrete tank. Fiberglass tanks also have some advantages over concrete tanks in that they

Opinions of Probable costs do not represent what the actual costs will be but a best estimate of what the costs will be. In this RFD the opinions of probable costs reflect what is believed to be a conservative estimate of the costs.

Costs presented in the RFD should only be used for comparison purposes in this document as they have used the same base prices and assumptions which may or may not be accurate; however they present a probable picture of the cost differences between the differing options.

are very resistant to corrosion from sewage and due to their finish and geometry are easier to keep clean.

The one issue with upgrading the Jesmond lift station is it does not resolve the undersized sanitary main from the intersection of 5th Avenue SW and Broadfoot Place to Sangster Crescent. Upgrading the Jesmond lift station could include using a newer style of pump from Xylem which comes with a logic controller and a variable frequency drive on the pump that minimizes power usage by reducing pump RPM based on inflows to the lift station and the water level in the lift station to the most efficient operating point. These pumps also have the ability in the case of high water levels in the lift station to run at maximum RPM to pump at the maximum rate. Using the newer style of pumps would likely allow the rate of sewage flow in the forcemain to be lower in exchange for a longer pumping time and less power usage. The lower sewage flow rate would also allow the deferral of upgrading of the sanitary line in Broadfoot Place as:

- the design of the Jesmond lift station was for full buildout of its catchment area. (although it appears the design did not correctly estimate the inflow during major storm events and thus the requirement for a surge tank to be installed)
- the design of the Jesmond lift station was for a single rate of flow which is typically selected as the full buildout of the lift stations catchment area,
- it would only be over capacity during rare infrequent inflow events until development upstream of the Jesmond lift station necessitated higher sewage flows out of the lift station.

Pumps are designed to operate over a range of RPM. The motors on alternating current (AC) pumps typically operate at one point based on the frequency of the alternating current. A Variable Frequency Drive can alter the frequency of the alternating current delivered to the motor thereby reducing the pumps RPM.

The amount of flow through a pump is dictated by:

- the amount of lift (rise),
- resistance to flow in the system, and
- the pump.

For pipes the more flow in the pipe the higher the velocity of the fluid in the pipe. As resistance to flow in a pipe is a function of the square of the velocity of the fluid the higher velocity of the fluid the more resistance there is to the flow.

A simplified example is that if you try to move twice the fluid through a particular pipe the resistance to flow will be 4 times higher.

Sewage pumps are very sensitive to the head (amount of lift + resistance to flow) they have to push against.

A small change in the flow through a pump can result in a large change in the power required.

The opinions of probable costs to use the most cost efficient forcemain route from the proposed Jesmond Drive lift station location that resolved the under capacity line issue in Broadfoot Place was \$150,000 and could be used to reroute the forcemain from the Jesmond lift station if it was found necessary due to observed capacity issues with the Broadfoot Place sewer line.

Further complicating the issue is that the Jesmond lift station will need some upgrading to deal with the odor issues beyond what has been done as there are times when it does not work. Also the Jesmond lift station site appears cluttered with equipment that also generates complaints from the neighbours. To only further address the smell issue and to screen the unsightly site will likely cost between \$30,000 and \$100,000 depending on what it takes to resolve the smell issue as resolving sewage odor issues usually involves a lot of trial and error.

Overall it would appear the most cost effective option is to upgrade the Jesmond lift station and install a fiberglass tank. This would also result in the lift station being completely upgraded to a near new condition which would extend its service life by at least 20 years. The other advantage of upgrading the Jesmond lift station is that it will be cheaper to maintain one lift station instead of two lift stations.

The 2018 capital budget approved \$362,500 for a new lift station located near the intersection of 5th Avenue and 2nd Street SW.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

N/A

OPTIONS:

1. That Council direct Administration to change direction and upgrade the Jesmond lift station.
2. That Council direct Administration to build a new lift station adjacent to Jesmond Drive as the most economical solution to a new lift station.

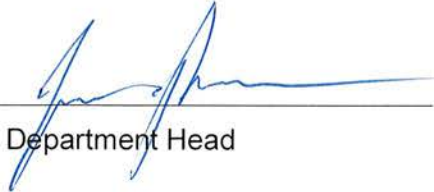
RECOMMENDATION:

Option 1, for the reasons noted above.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration pursue upgrades to the Jesmond lift station.
2. Councillor _____ moved that a new lift station be constructed adjacent to Jesmond Drive.

SUBMITTED BY:



Department Head



Acting Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 9, 2018

PROPOSED BY: Finance and Administration

TOPIC: Policy 138, Impairment at Work Policy

PROPOSAL: Approve Policy 138, Impairment at Work Policy

BACKGROUND:

Many aspects working for or carrying on official business for the Town, require mental and/or physical alertness, along with sound judgement and decision making. Any substance or condition that may cause impairment to these abilities can introduce unnecessary workplace hazards leading to severe consequences. The use of drugs, alcohol, medications or other substances and/or physical or mental health conditions can impair performance having significant adverse impacts and create significant risk to people, property and reputation.

This policy is to establish guidelines for the use of alcohol, cannabis and other possibly impairing substances by employees, volunteers, board members, or elected officials employed by the Town of Redcliff. A policy outlining the Town's expectation seems appropriate due to the recent legalization of recreational cannabis

POLICY/LEGISLATION:

Policy 138, Impairment at Work Policy

STRATEGIC PRIORITIES:

Policy 138 is used to further the strategic direction and goals of the organization by promoting the Town as a community that considers the safety of its employees, residents and other members of the public

ATTACHMENTS

Policy 138, Impairment at Work Policy

OPTIONS:

1. Approve Policy 138, Impairment at Work Policy as presented.
2. Suggest changes to Policy 138, Impairment at Work Policy and have administration draft an amended Policy 138, Impairment at Work Policy for review at a future Council meeting.

RECOMMENDATION:

Option #1


SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 138, Impairment at Work Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 138, Impairment at Work Policy for review at a future Council meeting with suggested changes as follows:
 - 1.
 - 2.
 - 3.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council:

IMPAIRMENT AT WORK POLICY

BACKGROUND

The Town of Redcliff is committed to the health and safety of its employees, contractors, council, residents, and public

Occupational Health and Safety legislation requires that the Town of Redcliff provide a safe, healthy and productive work environment. Many aspects working for or carrying on official business for the Town, require mental and physical alertness, accurate and quick reflexes along with sound judgement and decision making. Any substance or condition that may cause impairment to these abilities can introduce unnecessary workplace hazards and create health and safety risk that can lead to critical workplace incidents that may have severe consequences. The use of drugs, alcohol, medications or other substances and/or physical or mental health conditions can impair performance having significant adverse impacts and create significant risk to people, property and reputation.

Employees also have responsibilities under the *Alberta Occupational Health and Safety Act*. Legal use of recreational cannabis, alcohol, prescribed substances, including medical cannabis, and/or over the counter medication, does not mean one can be impaired at work.

DEFINITIONS

- (a) **Employee:** means any person hired/employed by the Town of Redcliff, including elected officials, volunteers, and appointed members of committees/boards/commissions.
- (b) **Fit for Duties:** means an employee is not impaired or under the influence of any substance that adversely impacts an employee's judgement and/or performance,
- (c) **Potentially Impairing Medications:** includes but are not limited to:
 - Antihistamines (Benadryl)
 - Motion sickness drugs (Gravol)
 - Narcotic analgesics (Percocet, Tylenol 3)
 - Anti-convulsants (Diazepam)
 - Cold tablets/cough mixtures (Advil cold and sinus)
 - Muscle relaxants (Robaxacet)
 - Anti-inflammatories (Ibuprofen)
 - Anti-psychotic (Ciozapine)
 - Anti-depressants (Prozac)
- (d) **Substance Use/Abuse:** the use of potentially impairing substance to the point that it adversely affects:
 - performance or safety, either directly through intoxication or hangover, or
 - indirectly through social or health problems.

Generally speaking, substance abuse is considered to occur when a drug is taken without medical reason, or if a substance impairs or jeopardizes the health or safety of oneself or others. Abuse can occur by using a substance too much, too often, for the wrong reasons, at the wrong time, or at the wrong place. Substance abuse can also occur as a result of dependency on a legitimate prescription or over-the-counter medication to control pain from an illness, injury or surgery.

- (e) **Impairing Substances:** include, but are not limited to:
- Alcohol (wine, beer, spirits)
 - Cannabis (marijuana, hashish)
 - Depressants (sleeping medicines, sedatives, some tranquilizers)
 - Hallucinogens (LSD, PCP, mescaline)
 - Inhalants (hydrocarbons, solvents, gasoline)
 - Opiates (morphine, heroin, codeine, some pain medications)
 - Stimulants (cocaine, amphetamines)
- (f) **Town Premises:** Any Town owned, leased, operated, or maintained facility, property or equipment.

POLICY

- (1) The Town expects Employees to report to work ready to perform their assigned duties and functions without impairment and remain fit to work.
- (2) The use of legal but impairing substances, alcohol and/or cannabis for recreational purposes on Town premises or work sites during an employees working hours is not permitted.
- (3) The use of alcohol and/or cannabis on Town premises for work-related social functions must have the prior approval of the Municipal Manager or their designate;
- (4) The use of medications (prescribed or over the counter) by an employee while on duty is permissible as long as the employee does not become impaired by the medication.
- (5) The Town of Redcliff recognizes alcohol and other substances have addictive properties. Anyone suffering from addiction to alcohol or any other substance will be provided reasonable support to assist them in their recovery as the Town recognizes alcohol and other substance abuse as a treatable illness.
- (6) The Town reserves the right to investigate any situation where there are reasonable grounds to believe that alcohol, cannabis or illicit drugs are present on the work site, or that an employee is in an unfit condition due to use of alcohol, drugs or other impairing substances.
- (7) Employees suspected to be or found to be in violation of this policy may be dealt with utilizing the "Code of Conduct for Employees Policy" and the "Council Code of Conduct Bylaw" which could include disciplinary action up to and including termination.

RESPONSIBILITIES

(8) Department Heads and Supervisors are to:

- (a) Clearly communicate expectations with respect to alcohol, drug and substance use;
- (b) Maintain the confidentiality of employee information with respect to any reported use;
- (c) Take appropriate steps to respond to reports of impairment by ensuring that an employee who appears to be in an unfit condition or who could endanger themselves or others does not perform any work;
- (d) Ensure the employee gets home safely or has safe transportation off the work site if the supervisor becomes aware that an employee at work is unable to perform their duties due to impairment;

Observations which may lead to reasonable determination of impairment include, but not limited to:

- odour of alcohol, cannabis or any other substance
 - slurred speech
 - glassy eyes
 - unsteadiness in walking, standing, etc.
 - flushed face
 - disoriented and or drowsy
 - accidents, incidents or injuries
 - repeated errors in job performance
 - excessive absenteeism or lateness
 - credible complaints of drug and/or alcohol use at work
- (e) Document the incident and notifies Human Resources of the issue to determine the appropriate course of action;
 - (f) Encourage employees to seek assistance from the appropriate resources (e.g. Human Resources, Employee and Family Assistance Plan).

(9) Human Resources is to:

- (a) Coordinate training for department heads/supervisors on how to recognize the signs and symptoms of impaired behavior and substance abuse;
- (b) Assist department heads/supervisors with reporting of impairment;
- (c) Work with department heads/supervisors and employees to review the circumstances involved in a report of impairment and to determine the appropriate course of action.

- (10) Employees are to:
- (a) Report to work fit for duty and remain fit for duty while on Town business and/or premises, including when on-call or performing unscheduled work;
 - (b) Take the appropriate steps to ensure that a co-worker who appears to be unfit or who could endanger themselves or others, does not perform such work, and inform the applicable supervisor immediately;
 - (c) Shall promptly advise their supervisor of any potential safety problems or behavioral concerns. The response shall focus on controlling any safety risks, addressing the Policy violation and reducing the likelihood of reoccurrence through effective and timely referral, assessment, and treatment, as required;
 - (d) While on Town business the consumption of alcohol and/or cannabis by an employee is permitted if:
 - It is consumed at an event where it is socially acceptable,
 - It is done in a responsible manner,
 - After the formal business of the day has been concluded,
 - If the employee is not on duty or on call,
 - Is not consumed to the point of intoxication;
 - (e) Investigate with their pharmacist and/or doctor regarding the impact of both prescribed and over-the-counter potentially impairing medications on fitness for duty before reporting to work;
 - (f) Upon request, present medical documentation to their supervisor or Human Resources regarding the details of any medication that may potentially impact work performance;
 - (g) Cooperate with an investigation into a violation of this policy.
- (11) Municipal Manager is to:
- (a) Consider, and where appropriate, approve the use of alcohol on Town premises for work-related social functions.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

SEP 24 2018

AR94793C

September 11, 2018

His Worship Dwight Kilpatrick
Mayor, Town of Redcliff
PO Box 40
Redcliff Alberta T0J 2P0

Dear Mayor Kilpatrick,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible projects submitted by your municipality under the MSI capital program.

CAP-10498	Fifth Avenue and Second Street Lift Station	\$362,250
CAP-10499	Eastside Surge Tanks Construction	\$650,000
CAP-10500	Fire Truck Replacement	\$250,000
CAP-10501	Aquatic Centre Rehabilitation	\$ 87,000

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

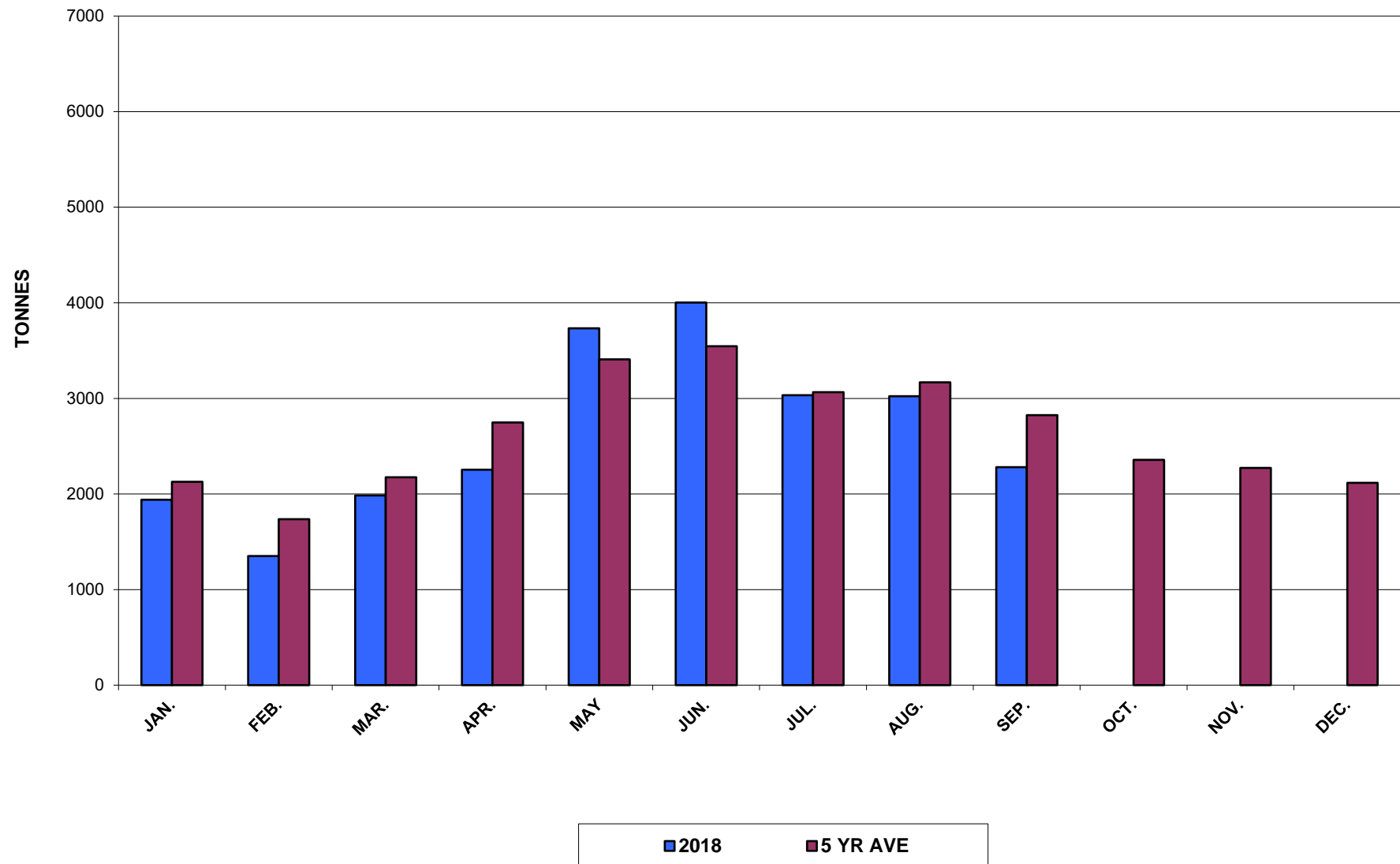
As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

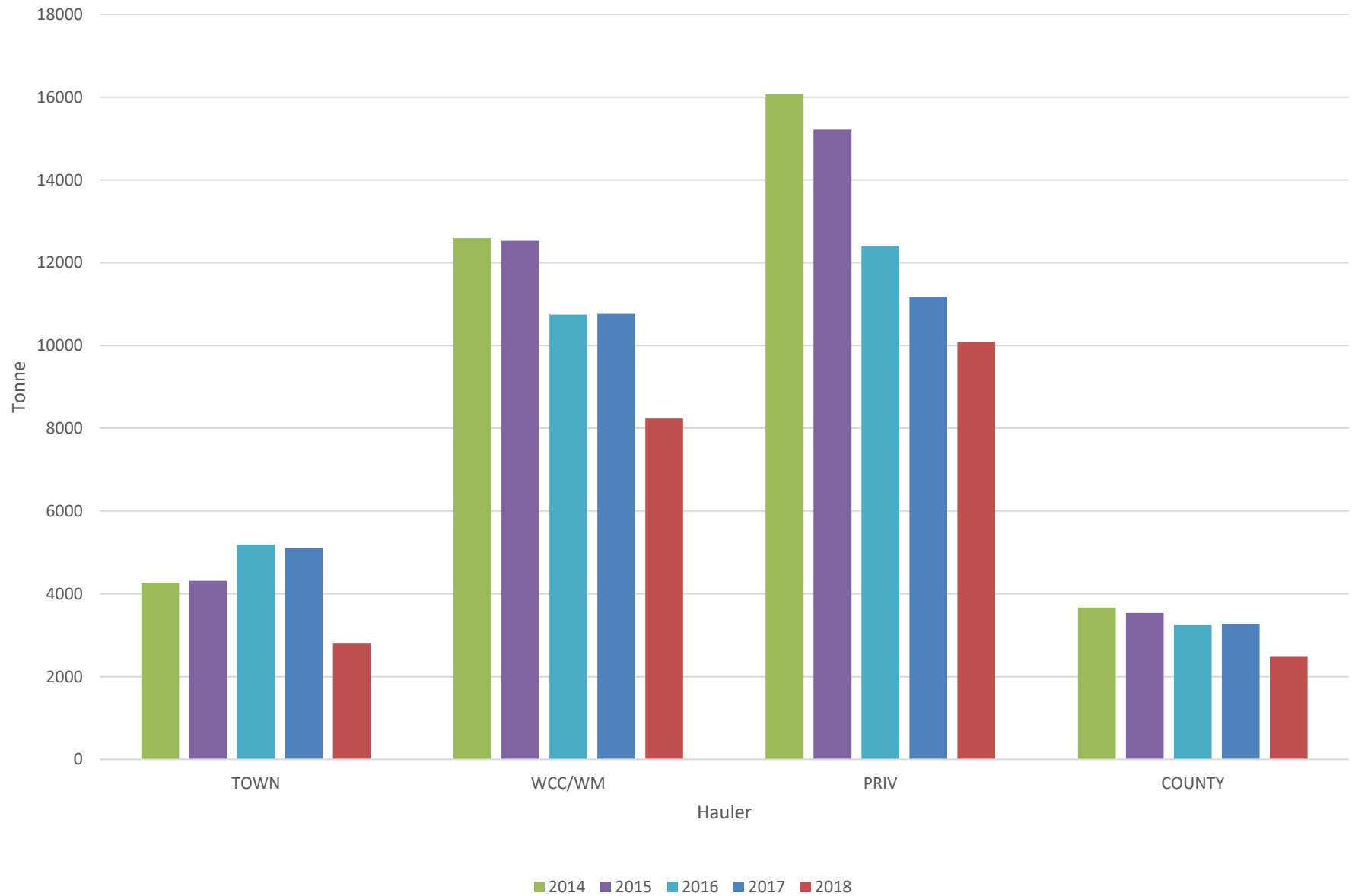
Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

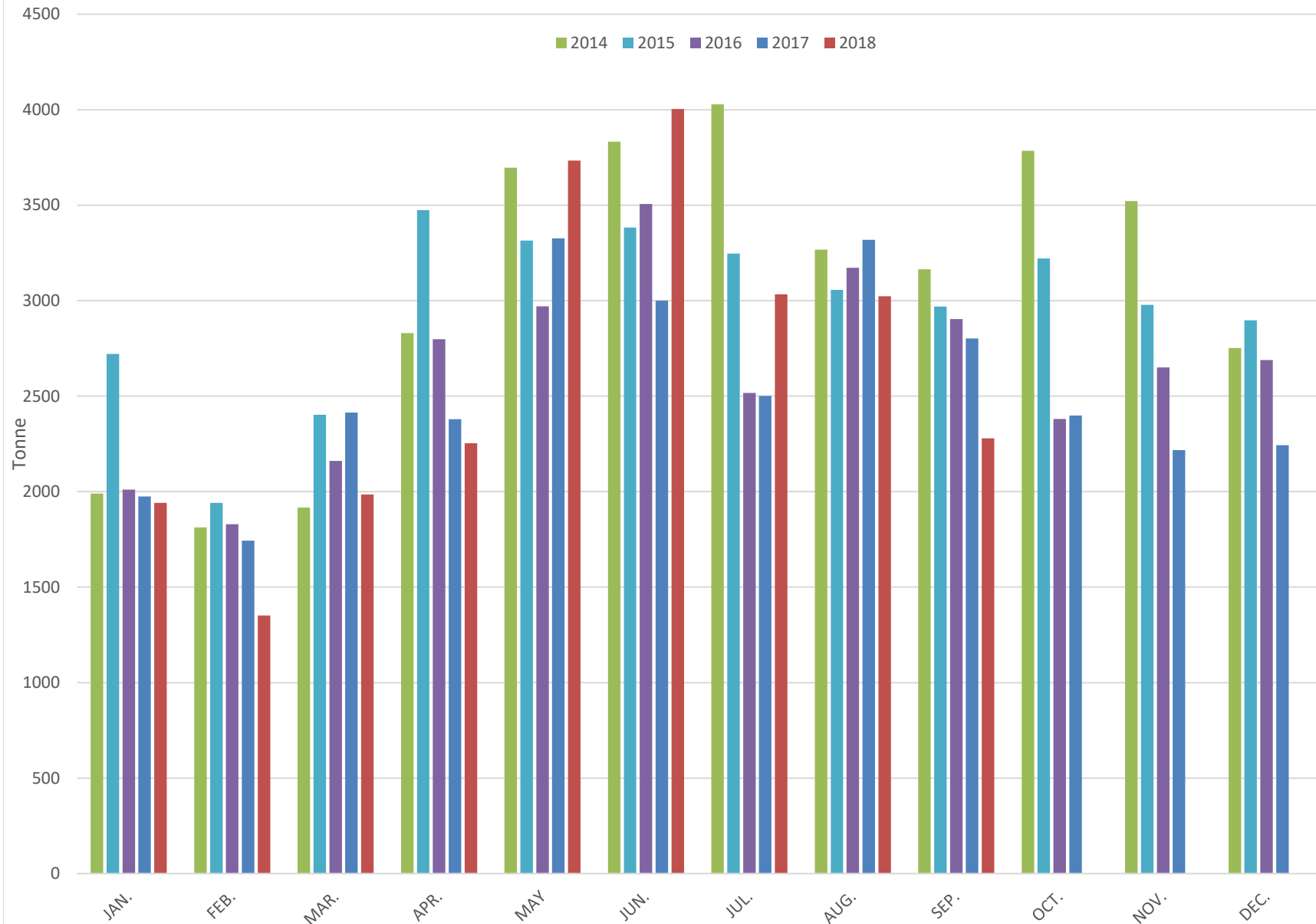
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2018 VS 5 YEAR AVERAGE
TO SEPTEMBER 30, 2018**



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2014-2018
TO SEPTEMBER 30, 2018



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2014-2018
TO SEPTEMBER 30, 2018





COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
Tuesday October 9, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
October 22, 2018	Organizational Meeting	Town Hall Council Chambers 6:30 p.m.
October 22, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
October 31, 2018	Special Council Meeting 2019 Budget Review	Town Hall Council Chambers 8:30 a.m. to 5:00 p.m.
November 3, 2018	Special Council Meeting 2019 Budget Review	Town Hall Council Chambers 8:30 a.m. to 5:00 p.m.