



COUNCIL MEETING

MONDAY, FEBRUARY 24, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 24 – 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 January 31, 2020 *	For Information
	2. DELEGATION	
Pg. 7	A) RCMP Report to Council *	
	3. MINUTES	
Pg. 11	A) Council meeting held February 10, 2020 *	For Adoption
Pg. 15	B) Town of Redcliff Library Board meeting held on January 7, 2020 *	For Information
	4. BYLAWS	
Pg. 20	A) Bylaw No. 1899/2020 to amend Bylaw 1308/2002 & Bylaw 1429/2005 (000-600 Blocks and 900 Block of 1 Street SE and the 900 Block of 2 Street SE Paving with Curb, Gutter and Sidewalk Repair) *	1 st / 2 nd / 3 rd Reading
	Note: Requirement to amend local improvement bylaws that have been affected by subdivision or consolidation to reflect the modification of the parcels affected.	
Pg. 28	B) Bylaw No. 1900/2020, Emergency Management Bylaw	1 st Reading
	5. REQUEST FOR DECISION	
Pg. 37	A) Cypress County Development Application Referral *	For Consideration

6. POLICIES

Pg. 46	A) Policy 027, Senior Citizens Drop-In Centre Rental Agreement *	For Consideration
Pg. 51	B) Policy 058, Display of Flags *	For Consideration
Pg. 55	C) Policy 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink *	For Consideration
Pg. 58	D) Policy 128, Community Peace Officer Operational Policy & Procedures Manual *	For Consideration

7. CORRESPONDENCE

Pg. 114	A) Shortgrass Library System * Re: 2020 Operational Municipal Levy	For Information
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8. OTHER

Pg. 115	A) Memo to Council * Harmonization of Taxi Bylaw Review	For Information
Pg. 116	B) Council Important Meetings & Events *	For Information

9. RECESS

10. IN CAMERA (CONFIDENTIAL)

- A)** Personnel (*FOIP* Sec. 17, 24, & 25)
- B)** Legal Matter (*FOIP* Sec. 17, 25, & 27)
- C)** Personnel (*FOIP* Sec. 17)

11. ADJOURN

COUNCIL MEETING - FEBRUARY 24, 2020

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
84892	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	\$ 653.00
84893	CYPRESS COMMUNICATIONS LTD.	MIC & ANTENNA REPAIR	\$ 46.20
84894	CYPRESS VIEW FOUNDATION	2020 REQUISITION	\$ 73,138.00
84895	GENERAL FASTENERS LTD	FLOOR PATCH FOR MUSEUM	\$ 23.99
84896	HYDRACO INDUSTRIES LTD.	DV35 AIR SERVICE KIT	\$ 246.31
84897	JACOB'S WELDING LTD.	REPAIR CRACKS & BUILD UP	\$ 315.00
84898	THE PUBLIC SECTOR DIGEST INC.	PROJ#197(ASSET MANAGEMENT) CITYWIDE	\$ 12,827.49
84899	REDCLIFF & AREA COMMUNITY ASSOC.	TOWN CONTRIBUTION	\$ 1,000.00
84900	STEINER'S PETROLEUM	PROPANE	\$ 534.50
84901	ULINE	RECYCLE CONTAINER LIDS	\$ 452.49
84902	UNITED RENTALS	RENTAL OF ARTICULATING BOOM	\$ 763.20
		TOTAL	\$ 90,000.18

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT0002021	ALTA-WIDE BUILDERS LTD.	FINISH TROWEL	\$ 20.36
EFT0002022	AMSC INSURANCE SERVICES	JAN 2020 BENEFITS PREMIUMS	\$ 23,571.26
EFT0002023	AUMA	AUMA MEMBERSHIP BASIC FEE	\$ 6,324.57
EFT0002024	BARTLE & GIBSON CO. LTD.	ZAMBONI ROOM FAN	\$ 115.80
EFT0002025	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 51.42
EFT0002026	CENTRAL SHARPENING	ICE BLADE SHARPENING	\$ 147.00
EFT0002027	FARMLAND SUPPLY CENTER LTD	HOSE & FITTINGS	\$ 90.59
EFT0002028	GILHAM, JEFFREY	REIMBURSEMENT OF RECORD CHECKS	\$ 89.50
EFT0002029	HOME HARDWARE	GENERAL SUPPLIES	\$ 115.84
EFT0002030	KOST FIRE EQUIPMENT LTD	P&E FIRE EXTINGUISHER	\$ 99.23
EFT0002031	PARK ENTERPRISES LTD.	DECEMBER 2019 BILLING	\$ 4,322.91
EFT0002032	RURAL MUNICIPALITIES OF ALBERTA	CAUTION SIGN	\$ 169.01
EFT0002033	RON'S ELECTRIC	RCMP LIGHTING REPLACEMENT	\$ 202.65
EFT0002034	AIR LIQUIDE CANADA INC	BULK CO2	\$ 708.87
EFT0002035	AMSC INSURANCE SERVICES	FEBRUARY HEALTH PREMIUMS	\$ 22,167.53
EFT0002036	ATRON REFRIGERATION LTD	REPAIRS TOWN HALL & REC-TANGLE	\$ 2,373.01
EFT0002037	BARTLE & GIBSON CO. LTD.	REPAIRS LIBRARY WATER FOUNTAIN	\$ 1,569.75
EFT0002038	BENCHMARK ASSESSMENT	2020 FEBRUARY ASSESSMENT FEE	\$ 17,856.56
EFT0002039	BERT'S VACUUMS & EQUIPMENT RENTAL	SWEEPER	\$ 992.25
EFT0002040	THE BOLT GUYS	NUTS & GLOVES	\$ 15.86
EFT0002041	BYZ ENTERPRISES INC.	PROJ#165(LIFT STATION UPGARDE) SURGE TANKS, CONNECTION	\$ 110,472.39
EFT0002042	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 97.42
EFT0002043	CITY AUTO PARTS	REPAIRS UNIT 49 & 125	\$ 1,040.26
EFT0002044	GAS CITY HYDRO VAC	PROJ#198(SOUTH TRUNK SANITARY UPGRADE) HYDROVAC & 912 7 ST SE HYDROVAC	\$ 8,935.50
EFT0002045	HOME HARDWARE	PAINT SUPPLIES & GENERAL SUPPLIES	\$ 458.43
EFT0002046	JIM'S ELECTRIC (2006) LTD.	REPLACE LIGHT RELAYS	\$ 189.53

EFT0002047	KIRK'S MIDWAY TIRE	ROTATION & ALIGNMENT	\$ 125.95
EFT0002048	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICES	\$ 68.25
EFT0002049	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	\$ 971.25
EFT0002050	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE	\$ 8,339.36
EFT0002051	SAFETY CODES	MONTHLY SCC LEVY REMITTANCE	\$ 99.42
EFT0002052	SOUTHERN ALBERTA NEWSPAPERS	SUBSCRIPTIONS & ADVERTISEMENTS	\$ 3,229.32
EFT0002053	SOUTH COUNTRY GLASS	DOOR CHECKS TOWN HALL, LIBRARY, & SENIORS CENTRE	\$ 409.50
EFT0002054	SUMMIT MOTORS LTD	FILTERS	\$ 171.47
EFT0002055	SUN CITY FORD LTD	WIPER BLADES & OIL DRAIN	\$ 44.53
TOTAL			\$ 215,656.55

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000651	HYDRACO INDUSTRIES	COILS	\$ 108.53
000652	SHOCKWARE WIRELESS INC.	INTERNET	\$ 52.45
TOTAL			\$ 160.98

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT000000000221	A & B STEEL	LINCOLN GREASE COUPLER	\$ 37.59
EFT000000000222	REDCLIFF HOME HARDWARE	STIHL BACKPACK BLOWER & SUPPLIES	\$ 1,098.62
EFT000000000223	RMA FUEL LTD	BULK FUEL	\$ 9,165.21
EFT000000000224	SUMMIT MOTORS LTD	FLEETRITE DEF	\$ 440.58
EFT000000000225	SUPERIOR TRUCK EQUIPMENT INC.	EQUIPMENT PARTS	\$ 272.58
EFT000000000226	WHITE FOX GROUP LTD	PROJ#002(TRANSFER SITE) GRAVEL & CONSTRUCTION	\$ 157,444.26
EFT000000000227	AECOM CANADA LTD	LF ORGANICS DESIGN	\$ 17,727.73
EFT000000000228	GILHAM, JEFFREY	HAND HELD WIND METERS	\$ 126.00
EFT000000000229	RURAL MUNICIPALITIES OF ALBERTA	BULK FUEL	\$ 2,479.18
TOTAL			\$ 188,791.75

TOWN OF REDCLIFF
BANK SUMMARIES FOR JANUARY 31, 2020

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	505,253.14	3,460,728.27
DAILY DEPOSITS	93,893.77	35,734.74
DIRECT DEPOSITS	1,633,019.33	132,424.85
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,061.90	6,548.70
OTHER DEPOSITS & TRANSFERS	755.72	0.00
SUBTOTAL	1,728,730.72	174,708.29
PAYMENTS	817,010.41	48,681.76
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	3,157.46	15,731.20
SUBTOTAL	(820,167.87)	(64,412.96)
TOTAL	1,413,815.99	3,571,023.60
BANK STATEMENT ENDING BALANCE	1,402,823.78	3,570,287.06
OUTSTANDING CHEQUES (-)	(30,529.48)	(2,689.78)
DEPOSITS IN TRANSIT (+)	41,521.69	3,426.32
TOTAL	1,413,815.99	3,571,023.60
TOTAL CASH	4,984,839.59	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,195,951.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,612,429.00
TOTAL INVESTMENTS		24,808,380.00

TOTAL CASH & INVESTMENTS	29,793,219.59
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Report to Redcliff Town Council

February 24, 2020

Redcliff Municipal Detachment Crime Statistics (Actual) Q4: 2014 - 2019

All categories contain "Attempted" and/or "Completed"

January-07-20

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	0	0	0	0	N/A	N/A	-0.1
Robbery		0	0	0	0	0	1	N/A	N/A	0.1
Sexual Assaults		1	0	0	0	1	0	-100%	-100%	-0.1
Other Sexual Offences		0	0	0	0	0	0	N/A	N/A	0.0
Assault		16	10	12	11	10	16	0%	60%	0.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	6	2	2	3	3	200%	0%	0.0
Uttering Threats		4	5	3	3	1	5	25%	400%	-0.2
TOTAL PERSONS		22	22	17	16	15	25	14%	67%	-0.2
Break & Enter		2	4	2	2	2	5	150%	150%	0.3
Theft of Motor Vehicle		1	5	7	3	6	9	800%	50%	1.1
Theft Over \$5,000		2	1	1	1	0	0	-100%	N/A	-0.4
Theft Under \$5,000		7	11	14	14	13	10	43%	-23%	0.6
Possn Stn Goods		0	3	1	0	0	2	N/A	N/A	0.0
Fraud		2	6	6	4	10	8	300%	-20%	1.1
Arson		0	0	0	0	0	0	N/A	N/A	0.0
Mischief To Property		11	14	17	9	15	17	55%	13%	0.7
TOTAL PROPERTY		25	44	48	33	46	51	104%	11%	3.5
Offensive Weapons		3	1	0	0	1	0	-100%	-100%	-0.4
Disturbing the peace		6	3	3	1	1	8	33%	700%	0.1
Fail to Comply & Breaches		7	5	2	6	0	8	14%	N/A	-0.2
OTHER CRIMINAL CODE		3	5	3	4	4	4	33%	0%	0.1
TOTAL OTHER CRIMINAL CODE		19	14	8	11	6	20	5%	233%	-0.5
TOTAL CRIMINAL CODE		66	80	73	60	67	96	45%	43%	2.8

Redcliff Municipal Detachment
Crime Statistics (Actual)
Q4: 2014 - 2019

All categories contain "Attempted" and/or "Completed"

January-07-20

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		5	3	2	2	1	0	-100%	-100%	-0.9
Drug Enforcement - Trafficking		0	0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	2	N/A	N/A	0.3
Total Drugs		5	3	2	2	2	2	-60%	0%	-0.5
Cannabis Enforcement		0	0	0	0	0	1	N/A	N/A	0.1
Federal - General		3	0	0	0	1	1	-67%	0%	-0.2
TOTAL FEDERAL		8	3	2	2	3	4	-50%	33%	-0.6
Liquor Act		4	3	3	1	3	3	-25%	0%	-0.2
Cannabis Act		0	0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		9	11	8	8	17	13	44%	-24%	1.1
Other Provincial Stats		20	21	22	19	30	36	80%	20%	3.0
Total Provincial Stats		33	35	33	28	51	52	58%	2%	3.9
Municipal By-laws Traffic		1	1	2	1	2	0	-100%	-100%	-0.1
Municipal By-laws		8	5	14	5	12	16	100%	33%	1.5
Total Municipal		9	6	16	6	14	16	78%	14%	1.4
Fatals		0	0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	2	0	2	0	2	0%	N/A	-0.1
Property Damage MVC (Reportable)		20	19	20	14	16	24	20%	50%	0.1
Property Damage MVC (Non Reportable)		6	1	3	3	1	2	-67%	100%	-0.6
TOTAL MVC		28	22	23	19	17	28	0%	65%	-0.5
Provincial Traffic		55	75	55	58	117	110	100%	-6%	11.5
Other Traffic		4	6	5	1	2	2	-50%	0%	-0.7
Criminal Code Traffic		10	15	14	5	3	5	-50%	67%	-2.0
Common Police Activities										
False Alarms		41	23	27	38	13	9	-78%	-31%	-5.1
False/Abandoned 911 Call and 911 Act		7	8	8	7	10	7	0%	-30%	0.1
Suspicious Person/Vehicle/Property		7	11	22	26	14	26	271%	86%	3.1
Persons Reported Missing		1	2	3	1	2	2	100%	0%	0.1
Spousal Abuse - Survey Code (Reported)		9	16	6	10	5	12	33%	140%	-0.4

Redcliff Municipal Detachment
Crime Statistics (Actual)
January to Q4: 2014 - 2019

All categories contain "Attempted" and/or "Completed"

January-07-20

Category	Trend	2014	2015	2016	2017	2018	2019	FLAG
Theft Motor Vehicle (Total)		6	18	15	17	27	25	Issue
Auto		0	7	0	3	3	2	Within Norm
Truck/SUV/Van		2	8	10	12	20	14	Within Norm
Motorcycle		1	1	0	0	0	1	Within Norm
Other		1	2	5	1	2	5	Issue
Take Auto without Consent		2	0	0	1	2	3	Issue
Break and Enter (Total)*		23	14	20	14	47	36	Within Norm
Business		5	6	14	7	33	25	Within Norm
Residence		11	4	2	5	13	7	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	0	Within Norm
Other		4	3	2	1	0	2	Within Norm
Theft Over & Under \$5,000 (Total)		37	68	68	63	74	81	Issue
Theft from a motor vehicle		6	11	9	7	13	13	Issue
Shoplifting		0	2	2	2	0	1	Within Norm
Mail Theft		0	2	0	0	2	0	Within Norm
Theft of bicycle		0	1	1	6	8	13	Issue
Other Theft		31	52	56	48	51	52	Within Norm

Mischief To Property		62	63	57	86	63	79	Issue
Suspicious Person/ Vehicle/ Property		46	43	79	93	97	120	Issue
Fail to Comply/Breach		32	23	22	22	23	35	Issue
Wellbeing Check		0	0	14	17	20	26	Issue
Mental Health Act		29	37	33	36	50	57	Issue
False Alarms		137	103	116	111	78	27	Within Norm

Traffic	Trend	2014	2015	2016	2017	2018	2019	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		20	25	18	11	6	5	Within Norm
Occupant Restraint/Seatbelt Violations*		2	6	14	17	59	69	Issue
Speeding Violations*		2	7	13	10	37	28	Within Norm
Intersection Related Violations*		9	11	2	13	8	22	Issue
Other Non-Moving Violation*		62	46	64	59	97	104	Issue
Other CC Traffic**		11	3	4	3	10	8	Within Norm

Actual" *Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

Redcliff Municipal Crime Stats:

- Persons crime up 67%, which is overall 10 incidents higher than the previous year. Domestic violence appears to be an issue, which is 7 higher(140%) up over the previous year. Domestic violence is a significant concern and we are examining strategies for reducing its incidences within the Town of Redcliff – education, support from our partners (Family Services), and enforcement
- Property crime is up 11% over the previous year, with Theft of MV and Break and Enters up.
- Property Crimes: Mental Health Act calls in which no break and enter actually occurred, properties not regularly checked in on; people being away and discussing it on social media/acquaintances – people need to ensure their properties are secured and checked on regularly

Staffing:

- 2 new members will be coming as we are having 2 upcoming transfers out of Redcliff. Both members are getting before the existing members transfer out.

Significant Occurrences:

- Community Advisory Committee meeting in December – attended by residents from throughout Cypress County – issues included kids in Irvine, speeding in Dunmore, presence of members has been noted within communities
- Two separate home invasions within town over the past quarter – both at the same residence – investigation into them continues

Annual Performance Plan(APP):

Visits to Hamlets: 409

Provincial Traffic Operations: 33

Visits to Schools: 33

Community Group Meetings: 16

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 10, 2020 @ 7:00 P.M.**

PRESENT:	Mayor	D. Kilpatrick
	Councillors	L. Leipert (left at 9:10 p.m., returned at 9:25 p.m.), E. Solberg, J. Steinke
	Acting Municipal Manager and Manager of Legislative & Land Services	S. Simon (left at 8:44 p.m., returned at 9:32 p.m.)
	Director of Community & Protective Services	D. Thibault (left at 7:26 p.m., returned at 7:48 p.m., left at 8:44 p.m.)
	Director of Finance & Administration	J. Tu (left at 7:26 p.m.)
	Director of Public Services	C. Popick (left at 7:26 p.m.)
	Executive Assistant	E. Engler (left at 7:26 p.m.)
ABSENT:	Councillors	C. Crozier, C. Czember, S. Gale
	Director of Planning & Engineering	J. Johansen

1. GENERAL

	Call to Order	A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0044	Adoption of Agenda	B) Councillor Steinke moved the Agenda be adopted as presented. - Carried.
2020-0045	Accounts Payable	C) Councillor Leipert moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.

2. MINUTES

2020-0046	Council meeting held January 27, 2020	A) Councillor Solberg moved the minutes of the Council meeting held on January 27, 2020 be adopted as presented. - Carried.
2020-0047	Redcliff Family & Community Support Services Board meeting held January 30, 2020	B) Councillor Steinke moved the minutes of the Redcliff Family & Community Support Services Board meeting held on January 30, 2020 be received for information. - Carried.
2020-0048	Redcliff & District Recreation Committee meeting held February 3, 2020	C) Councillor Leipert moved the minutes of the Redcliff & District Recreation Committee meeting held on February 3, 2020 be received for information. - Carried.

3. REQUEST FOR DECISION

- 2020-0049 Garbage Truck Tender Award **A)** Councillor Steinke moved to defer the purchase of one (1) garbage truck until the 2020 budget is finalized. - Defeated
- 2020-0050 Councillor Solberg moved to authorize Administration to purchase one (1) garbage truck with a Freightliner chassis and Labrie Sprinter collection system from Superior Truck for \$361,809.70 including GST and an additional five year/241,000 km warranty on the engine, chassis, aftertreatment, and transmission. The unit has a tentative delivery within 310 days from the order date. - Defeated.
- 2020-0051 Councillor Leipert moved to authorize Administration to purchase one (1) garbage truck with a Summit International chassis and Labrie Sprinter collection system from Superior Truck for \$354,973.55 including GST and an additional five year/241,000 km warranty on the engine, chassis, aftertreatment, and transmission. The unit has a tentative delivery within 360 days from the order. - Defeated.

4. CORRESPONDENCE

- 2020-0052 Town of Redcliff FCSS
Re: Invitation to 2020
Volunteer Recognition Event **A)** Councillor Solberg moved correspondence from Town of Redcliff FCSS dated February 6, 2020 regarding the invitation to the 2020 Volunteer Recognition Event be received for information. - Carried.

5. OTHER

- 2020-0053 Municipal Manager Report to Council **A)** Councillor Leipert moved the Municipal Manager Report to Council February 10, 2020 be received for information. - Carried.
- 2020-0054 Landfill Graphs **B)** Councillor Leipert moved the Landfill Graphs to January 31, 2020 be received for information. - Carried.
- 2020-0055 4th Quarter Financials **C)** Councillor Steinke moved the 4th Quarter Financials be received for information. - Carried.
- 2020-0056 Council Important Meetings & Events **D)** Councillor Solberg moved the Council Important Meetings & Events February 10, 2020 be received for information. - Carried.

6. RECESS

Mayor Kilpatrick called for a recess at 7:26 p.m.

Director of Community & Protective Services, Director of Finance & Administration, Director of Public Services, and Executive Assistant left at 7:26 p.m.

Mayor Kilpatrick reconvened the meeting at 7:30 p.m.

7. IN CAMERA (Confidential Session)

2020-0057

Councillor Leipert moved to meet In Camera to discuss A) Land Matter under *FOIP* Sec. 16 & 24, B) Utility Matter under *FOIP* Sec. 24, 25, & 27, C) Boards & Commissions under *FOIP* Sec. 17 & 24, D) Personnel under *FOIP* Sec. 17, 23, 24, & 25, and E) Personnel under *FOIP* Sec. 17, 23, & 25 at 7:30 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Acting Municipal Manager for Items A, B, C, & D, Director of Community & Protective Services for Item D.

Director of Community & Protective Services returned at 7:48 p.m.

Acting Municipal Manager and Director of Community & Protective Services left at 8:44 p.m.

Councillor Leipert left at 9:10 p.m. and returned at 9:25 p.m.

2020-0058

Councillor Solberg moved to return to regular session at 9:32 p.m. - Carried.

Acting Municipal Manager returned at 9:32 p.m.

2020-0059

Councillor Leipert moved to authorize Administration to enter into and sign the Tenancy-At-Will Agreement with the Medicine Hat Archery Club.

Councillor Steinke requested a recorded vote.

Votes For: Mayor Kilpatrick, Councillor Leipert, Councillor Solberg

Votes Against: Councillor Steinke

- Carried.

2020-0060

Councillor Steinke moved the request from Roger & Merna Prevost (Utility Account 001986) for a waiver of the minimum fee for all services – water, sanitary sewer, and garbage be

denied. Further the request for installation of a sewer shutoff on town property by denied. - Carried.

2020-0061

Councillor Steinke moved correspondence from Wendy Harty dated February 6, 2020 providing notice of resignation from the Town of Redcliff Library Board be received for information. Further that Administration extend a letter of appreciation to Ms. Harty for participation on the Town of Redcliff Library Board. - Carried.

10. ADJOURNMENT

2020-0062 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:36 p.m. - Carried.

Mayor

Manager of Legislative & Land Services

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

January 7th, 2020 7:30 PM

Vision Statement

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

Attending: Robin Corry, Carol Williams, Clarke Storle, Katherine Rankin, Catharine Richardson, Robyn Orthner

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Jim Steinke, Wendy Harty, Dianne Smith, Brian Lowery

Call to order: 7:33 pm

Welcome to our newest board member, Carol Williams

Approval of Agenda: Add approval of the 2020 budget to Financial Report. Clarke moved to approve the agenda. Robyn 2nd. All in favor. Carried.

Approval of Minutes for November meeting: Robin moved for approval. Catharine 2nd. All in favor. Carried.

Financial Statements for November for information only: Catharine moved for information only. Robyn 2nd. All in Favor. Carried.

Accounts Payable: Catharine moved to accept for information. Robin 2nd.

Library Manager's Report: Catharine moved to approve the report. Robyn 2nd. All in Favor. Carried.

Correspondence: N/A

Policies Report: Tracy will contact Jordan DeSousa at PLSB (Public Libraries Services Branch) about voting by email policies.

Financial Report: Catharine moved that the legal fund be maintained at \$3000.00. Clarke 2nd. All in favor. Carried.

After some discussion about the cost of the Sage 50 Accounting Program annual fee, it was requested that Tracy also ask Jordan DeSousa how other smaller libraries handle their bookkeeping & payroll. Robyn moved to accept the 2020 Budget as amended. Catharine 2nd. All in favor. Carried.

Personnel Report: N/A

Needs Assessment/Library Advocacy: N/A

Friends of the Library (FRPL): Meeting on January 8th, 2020.

Social Media Report: N/A

Ongoing Maintenance Projects: Monthly building maintenance inspection completed December 17, 2019

Old & Unfinished Business: Reminder of the annual appreciation dinner on Saturday, January 11, 2020

New Business:

Reappointments for 3 years: Robyn Orthner & Robin Corry

Elections:

First call for nominations for Chair. Catharine Richardson nominated Katherine Rankin.

Second call for nominations.

Third call for nominations.

Nominations closed.

Katherine elected as Chair by acclamation.

First call for nominations for Vice- Chair. Katherine Rankin nominated Catharine Richardson.

Second call for nominations.

Third call for nominations.

Nominations closed.

Catharine elected as Vice-Chair by acclamation.

Committees

Policy

Robin
Dianne
Carol
Brian

Social

Media

Catharine
Clarke
Robyn

Finance/IT

Catharine
Wendy
Clarke
Robyn

Library Advocacy/Needs Assessment

Robyn
Wendy
Catharine
Carol

Personnel

Robin
Dianne
Clarke
Brian

Robin moved to accept the new executive and committees. Clarke 2nd. All in favor.

Carried.

Tracy will arrange to change the signing authority at the Servus Credit Union Redcliff Branch, account #9859315.

Removed from the signing authority is Brian Lowery.

Added to the signing authority is Catharine Richardson.

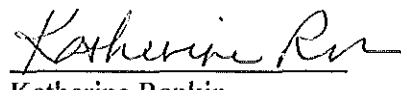
No changes made to Katherine Rankin and Tracy Weinrauch, as they will continue to have signing authority.

Next Regular meeting: February 4th, 2020 @ 7:30 pm.
Clarke moved for adjournment at 8:30 pm.

Secretary


Tracy Weinrauch

Vice-Chair


Katherine Rankin

Library Manager's Report

Circulation for November was 2467 books, 34 children's audios & kits, 48 Blu-rays, 586 DVDs, 58 talking books, 95 CD's, 226 magazines, 10 videogames and 400 Overdrive checkouts.

NOVEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2019	1398	1069	831	226	3524	35989	400
2018	1284	1104	947	119	3454	40341	426
						-4352	-26

Circulation for December was 2015 books, 34 children's audios & kits, 26 Blu-rays, 553 DVDs, 58 talking books, 102 CD's, 174 magazines, 28 videogames and 441 Overdrive checkouts.

DECEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2019	1120	895	801	174	2990	38979	441
2018	1193	736	739	186	2854	43195	507
						-4216	-66

****Overdrive stats to date 2019 vs 2018 = 5114 vs 5393 (-279)**

COMPUTER USAGE

November had 481 half hour sessions (an average of 16.5 per day) and 376 Wi-Fi sessions. December had 392 half hour sessions (an average of 14 per day) and 241 Wi-Fi sessions.

As of December 31st, 2019, we have taken in \$3928.49 in membership fees.

On December 7th we held the Artisan Fair that brought in over 100 people to check out the vendors. Katherine Rankin has reported good feedback from the vendors, so we will possibly host at least one more this year.

Our Annual Christmas Storytime and Cookie Decorating was on December 8th, with 14 children in attendance. In past years, we held this event on a Monday morning in place of Shake, Rattle, & Read but this year we held it on a Sunday afternoon and were able to open it up to 16 preregistered children. Although it was a full event, 2 of the children were ill and could not attend.

We were also home to the Santa for Seniors program. Stacey Craats heads up the program and she said it was very successful once again this year.

A Redcliff resident set up a Santa visit at the library for the local children so they did not have to head into the city to see Santa. Jim Steinke may have more information on this session.

We are also participating in the Community Volunteer Income Tax Program again this year. If you or anyone you know is interested in volunteering for this program (March & April) please let me know. There is a registration process that should be started soon for all volunteers.

The virtual book club will be meeting again on January 28th @ 6:30 pm to discuss their selection for this month.

2019 Year End has begun and the PLSB Annual Report needs to be approved at our next meeting so it can be submitted by February 29th.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: February 24, 2020

PROPOSED BY: Legislative & Land Services

TOPIC: Amend Bylaw 1308/2002 & Bylaw 1429/2005 (000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving with curb, gutter and sidewalk repair)

PROPOSAL: To consider giving three readings to proposed Bylaw 1899/2020

BACKGROUND:

The Municipal Government Act specifies that if after a local improvement tax has been imposed, there is a subdivision or consolidation of a parcel(s), then the local improvement tax bylaw is to be amended to correctly reflect the parcel(s) and the appropriate share of local improvement tax.

Changes to local improvement bylaws are typically reviewed at the beginning of the year for any changes that occurred the year prior due to subdivision or consolidation. Bylaw amendments can then be adopted, and the updates incorporated so the parcels are correctly charged for the local improvement bylaw tax when tax notices are sent out in the spring.

In 2019, Lot 7-9, Block 8, Plan 1117V was subdivided into two titles creating Lot 43, Block 8, Plan 1911272 and Lot 44, Block 8, Plan 1911272.

Bylaw 1899/2020, to amend Bylaw 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving with curb, gutter and sidewalk repair Bylaw, and Bylaw 1429/2005, being a bylaw to amend Bylaw 1308/2002, is proposed to reflect the change in parcels.

POLICY/LEGISLATION:

Excerpt from Municipal Government Act
Variation of local improvement tax bylaw

- 402 (1) If, after a local improvement tax has been imposed, there is
- (a) a subdivision affecting a parcel of land, or
 - (b) a consolidation of 2 or more parcels of land,
- in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.
- (2) If, after a local improvement tax has been imposed,
- (a) there is a change in a plan of subdivision affecting an area that had not previously been subject to a local improvement tax, and
 - (b) the council is of the opinion that as a result of the change the new parcels of land receive a benefit from the local improvement,

the council, with respect to future years, must revise the local improvement tax bylaw so that each benefitting parcel of land bears an appropriate share of the local improvement tax.

1994 cM-26.1 s402

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw 1899/2020

OPTIONS:

1. To consider adopting Bylaw 1899/2020.
2. To not adopt Bylaw 1899/2020.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1899/2020, to amend Bylaw 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving with curb, gutter and sidewalk repair Bylaw, and Bylaw 1429/2005, being a Bylaw to amend Bylaw 1308/2002, be given first reading.
2. Councillor _____ moved that Bylaw 1899/2020, to amend Bylaw 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving with curb, gutter and sidewalk repair Bylaw, and Bylaw 1429/2005, being a Bylaw to amend Bylaw 1308/2002, be given second reading.
3. Councillor _____ moved that Bylaw 1899/2020, to amend Bylaw 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving with curb, gutter and sidewalk repair Bylaw, and Bylaw 1429/2005, being a Bylaw to amend Bylaw 1308/2002, be presented for third reading.

(Note: Must be unanimous in order to proceed with third reading)

4. Councillor _____ moved that Bylaw 1899/2020, to amend Bylaw 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving with curb, gutter and sidewalk repair Bylaw, and Bylaw 1429/2005, being a Bylaw to amend Bylaw 1308/2002, be given third reading.

SUBMITTED BY:

Department Head



Acting Municipal Manager

**TOWN OF REDCLIFF
BYLAW NO. 1899/2020**

A Bylaw of the Town of Redcliff to amend Bylaw No. 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving, with curb, gutter and sidewalk repair Bylaw, and Bylaw No. 1429/2005, being a bylaw to amend Bylaw No. 1308/2002.

WHEREAS the Council of the Town of Redcliff desires to amend Bylaw No. 1308/2002, which was passed on March 28, 2002, and to amend Bylaw No. 1429/2005, which was passed on April 1, 2005;

AND WHEREAS the Municipal Government Act R.S.A. 1994, Chapter M26.1, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax;

AND WHEREAS the Council of the Town of Redcliff considers it expedient to amend this bylaw to include an updated schedule indicating the parcels affected by this local improvement tax and the effective frontage feet;

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

1. That Bylaw No. 1308/2002, being the 000 to 600 blocks and 900 block of 1st Street SE and the 900 block of 2nd Street SE paving, with curb, gutter and sidewalk repair Bylaw, and Bylaw No. 1429/2005, being a bylaw to amend Bylaw No. 1308/2002, be amended to include the following updated listing of properties to be assessed and their effective frontage feet:

000 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
14-23	72	1117V	250
24-26	72	1117V	75
N 6.10M of E 36.58'	72	1117V	61
Subtotal			386
000 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
1-7	73	1117V	175
Subtotal			175
100 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
13-14: E 120'	55	1117V	46
15-16: E 120'	55	1117V	46
17-18: E 120'	55	1117V	46
19-20: E 120'	55	1117V	46
21-22: E 120'	55	1117V	46
23-24: E 120'	55	1117V	46
Subtotal			276

100 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
11-12	54	1117V	50
9-10	54	1117V	50
7-8	54	1117V	50
5-6	54	1117V	50
2-4:N5' OF 2	54	1117V	55
1-2:S20' OF 2	54	1117V	45
Subtotal			300
200 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-23: E 120'	42	1117V	69
24-25: E 120'	42	1117V	46
26-27: E 120'	42	1117V	46
28-29: E 120'	42	1117V	46
30-31: E 120'	42	1117V	46
32-33: Excl. S10' of 33	42	1117V	37
33-35: S10' of 33, Excl. S 4' of 35	42	1117V	52
35-37: S4' of 35	42	1117V	50
38-40: E 120'	42	1117V	69
Subtotal			461
200 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
41	43	9913159	40
42	43	9913159	35
16-17	43	1117V	50
14-15	43	1117V	50
12-13	43	1117V	50
9-11	43	1117V	75
7-8	43	1117V	50
5-6	43	1117V	50
3-4	43	1117V	50
1-2	43	1117V	50
Subtotal			500
300 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-23: E 120'	29	1117V	69
24-25: E 120'	29	1117V	46
26-28: E 120'	29	1117V	69
29-30: E 120'	29	1117V	46
31-32: E 120'	29	1117V	46
33-34: E 120'	29	1117V	46
35-36: E 120'	29	1117V	46
37-38: E 120'	29	1117V	46
39-40: E 120'	29	1117V	46
Subtotal			460

300 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
19-20	28	1117V	50
17-18	28	1117V	50
15-16	28	1117V	50
13-14	28	1117V	50
11-12	28	1117V	50
9-10	28	1117V	50
7-8	28	1117V	50
5-6	28	1117V	50
3-4	28	1117V	50
1-2	28	1117V	50
Subtotal			500
400 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-22: E 120'	15	1117V	46
23-24: E 120'	15	1117V	46
25-26: E 120'	15	1117V	46
27-28: E 120'	15	1117V	46
29-30: E 120'	15	1117V	46
31-32: E 120'	15	1117V	46
33-34: E 120'	15	1117V	46
35-36: E 120'	15	1117V	46
37-38: E 120'	15	1117V	46
39-40: E 120'	15	1117V	46
Subtotal			460
400 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
19-20	16	1117V	50
17-18	16	1117V	50
15-16	16	1117V	50
13-14	16	1117V	50
11-12	16	1117V	50
9-10	16	1117V	50
7-8	16	1117V	50
5-6	16	1117V	50
3-4	16	1117V	50
1-2	16	1117V	50
Subtotal			500
500 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-23	9	1117V	69
41	9	7510073	45
42	9	7510073	42
43	9	7510073	41
44	9	7510073	44

50	9	9212442	73
53	9	0912680	31
54	9	0912680	27
Subtotal			372
500 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
19-20	10	1117V	50
16-18	10	1117V	75
13-15	10	1117V	75
11-12	10	1117V	50
9-10	10	1117V	50
7-8	10	1117V	50
4-6	10	1117V	75
1-3	10	1117V	75
Subtotal			500
600 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-23	7	1117V	75
24-25	7	1117V	50
26-27	7	1117V	50
28-29	7	1117V	50
30-31	7	1117V	50
32-33	7	1117V	50
34-35	7	1117V	50
36-37	7	1117V	50
38-40	7	1117V	75
Subtotal			500
600 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
19-20	8	1117V	50
17-18	8	1117V	50
15-16	8	1117V	50
12-14: N 13' OF 12	8	1117V	63
10-12: ALL OF 10-11	8	1117V	62
43	8	1911272	37.5
44	8	1911272	37.5
5-6	8	1117V	50
3-4	8	1117V	50
1-2	8	1117V	50
Subtotal			500
900 Block 1 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-22	1	1117V	50
23-24	1	1117V	50
25-26	1	1117V	50
27-28	1	1117V	50

29-30	1	1117V	50
31-32	1	1117V	50
33-36	1	1117V	100
41	1	0910580	40
42	1	0910580	30
43	1	0910580	30
Subtotal			500
900 Block 1 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
19-20	2	1117V	50
17-18	2	1117V	50
15-16	2	1117V	50
13-14	2	1117V	50
41	2	0713715	37.5
42	2	0713715	37.5
8-9	2	1117V	50
6-7	2	1117V	50
3-5	2	1117V	75
1-2	2	1117V	50
Subtotal			500
900 Block 2 Street SE - West Side of Street			
Lot	Block	Plan	Eff Feet
21-24	2	1117V	100
25-26	2	1117V	50
27-28	2	1117V	50
29-30	2	1117V	50
31-33	2	1117V	75
34-35	2	1117V	50
36-38	2	1117V	75
39-40	2	1117V	50
Subtotal			500
900 Block 2 Street SE - East Side of Street			
Lot	Block	Plan	Eff Feet
18-20	1	8150AS	75
16-17	1	8150AS	50
14-15	1	8150AS	50
12-13	1	8150AS	50
10-11	1	8150AS	50
8-9	1	8150AS	50
5-7	1	8150AS	75
3-4	1	8150AS	50
1-2	1	8150AS	50
Subtotal			500
Total			7,890

2. Bylaw No. 1854/2018 is hereby repealed.

READ a first time this _____ day of _____, 2020.

READ a second time this _____ day of _____, 2020.

READ a third time this _____ day of _____, 2020.

SIGNED and PASSED this _____ day of _____, 2020.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: February 24, 2020

PROPOSED BY: Community & Protective Services

TOPIC: Bylaw No. 1900/2020, Emergency Management Bylaw

PROPOSAL: To consider approval of Bylaw No. 1900/2020, Emergency Management Bylaw

BACKGROUND:

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

Community & Protective Services is proposing minor changes/additions to the existing bylaw as presented. These minor changes/additions include consistency in the use of acronyms throughout the document, aligning language with our neighbouring municipalities, updating terminology as identified by the Alberta Emergency Management Association (AEMA) and the addition of a training/exercises section.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Bylaw No. 1900/2020, Emergency Management Bylaw

OPTIONS:

1. Approve Bylaw No. 1900/2020, Emergency Management Bylaw as presented.
2. Suggest changes to Bylaw No. 1900/2020, Emergency Management Bylaw and have Administration draft an amended Bylaw No. 1900/2020, Emergency Management Bylaw for review at a future Council meeting.

RECOMMENDATION:

Option 1


SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw No. 1900/2020, Emergency Management Bylaw be given 1st reading.
2. Councillor _____ moved that Administration draft an amended Bylaw No. 1900/2020, Emergency Management Bylaw for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

BYLAW NO. ~~1803/2015~~1900/2020
TOWN OF REDCLIFF

A BYLAW OF THE TOWN OF REDCLIFF respecting emergency management.

WHEREAS pursuant to the *Emergency Management Act*, R.S.A. 2000, c. E-6.8, the Council is responsible for the direction and control of the Town's emergency response, including the preparation of emergency plans and programs, and is required to appoint an Emergency Advisory Committee and maintain an Emergency Management Agency and a Director of the Emergency Management Agency.

AND WHEREAS the Town, the City of Medicine Hat, and Cypress County, recognizing the benefits of pooling and sharing their respective emergency response and emergency management personnel, equipment, and other resources, have entered into a Memorandum of Agreement dated February 7, 1995 and an amending agreement thereto dated July 2, 2010.

AND WHEREAS it is in the public interest that such plans and programs exist for the protection of people and property.

AND WHEREAS the Town wishes to enhance the degree of cooperation and collaboration among the Town, the City of Medicine Hat, and Cypress County in the delivery of regional emergency management services through the development and implementation of a new tri-partite regional emergency management program, including a new Regional Emergency Management Plan.

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

Short Title

1. This Bylaw may be referred to as the "Emergency Management Bylaw".

Definitions and Interpretation

2. In this Bylaw, unless the context otherwise requires:
 - (a) "Council" means the municipal council of the Town.
 - (b) "Director" means the person appointed under the authority of the *EM Act* and pursuant to Section 14 of this Bylaw to be the Director of the Emergency Management Agency.
 - (c) "Disaster" has the same meaning as set out in the *EM Act*.
 - (d) "Emergency Advisory Committee or (EAC)" means the Emergency Advisory Committee appointed under the authority of the *EM Act* and pursuant to Section 5 of this Bylaw.
 - (e) "*EM Act*" means the *Emergency Management Act*, R.S.A. 2000, c. E-6.8 and the regulations thereto, as amended or replaced from time to time.
 - (f) "Emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property, and includes a situation in which there is imminent danger to public safety or of serious harm to property.

- (g) "Emergency Management Agency" means the Emergency Management Agency appointed under the authority of the *EM Act* and pursuant to Section 15 of this Bylaw.
- (h) "Municipal Emergency Management Plan" means a plan designed to provide guidance on emergency operations, organizational structure, roles and responsibilities, and the coordination of resources necessary to execute the effective management of an Emergency or Disaster within the Town.
- (i) "Minister" means the Minister charged with administration of the *EM Act*.
- (j) "Ministerial Order" means an order of the Minister made under the *EM Act*.
- (k) "*MGA*" means the *Municipal Government Act* R.S.A., c. M-26, and the regulations thereto, as amended or replaced from time to time.
- (l) "Qualified" means a person who possesses the qualifications determined by the Director.
- (m) "Regional Emergency Management Plan" means a plan designed to provide guidance on emergency operations, organizational structure, roles and responsibilities, and the coordination of resources necessary to execute the effective management of an Emergency or Disaster within two or more municipalities.
- (n) "Town" means the municipal corporation of the Town of Redcliff, and where the context so requires, means the land included in the boundaries of the Town.
- (o) Any word or expression not defined in this Bylaw but defined in either the *EM Act* or the *MGA*, has the same meaning as set out in the *EM Act* or the *MGA*. If the *EM Act* and *MGA* contain different definitions of the same word then, to the extent there is no conflict between them, both definitions shall apply herein. If there is a conflict between them, then the definition that best fulfils the purposes of this Bylaw shall apply herein.

Department of Emergency Management

3. There is hereby established a department of the Town to be known as Emergency Management Services, which shall be responsible for the day-to-day administration, management, and coordination of the Town's emergency response, plans, and programs, including but not limited to the Municipal Emergency Management Plan.

Borrowing and Third Party Agreements

4. Council may:
 - (a) by bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Emergency Management Agency or the office of the Regional Director established under the Regional Emergency Management Plan; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements or regional plans or regional programs or all three.

Emergency Advisory Committee

5. There is hereby established a committee to be known as the ~~Emergency Advisory Committee~~EAC, which shall provide guidance and direction to the Emergency Management Agency and advise Council on the emergency plans and programs developed by the Emergency Management Agency and which has the further duties and responsibilities as set out in sections 6, 24, 25, 26, 28, and 29 of this Bylaw.
6. The ~~Emergency Advisory Committee~~EAC may appoint one or more qualified persons to assist the Director in the performance of the Director's duties and responsibilities outlined in this Bylaw. Such person(s) shall have the title "~~Assistant Deputy~~ Director" unless the ~~Emergency Advisory Committee~~EAC directs that another title appropriate to the office be used.
7. The ~~Emergency Advisory Committee~~EAC shall consist of three (3) members of Council who were selected to serve on the ~~Emergency Advisory Committee~~EAC, all other members of Council will serve as alternate members of the EAC. The Director of Emergency Management shall be an advisor to the EAC.
8. The Mayor is the chair of the EAC.
- ~~8.9.~~ When the Mayor is absent or unable to act, the chair of the ~~Emergency Advisory Committee~~EAC shall devolve to members of Council present.
- ~~9.~~ The Mayor is the chair of the Emergency Advisory Committee~~EAC.~~
10. The ~~Emergency Advisory Committee~~EAC shall meet annually or more frequently as determined by the Chair.
11. Those members of the ~~Emergency Advisory Committee~~EAC who attend any meeting of the ~~Emergency Advisory Committee~~EAC by telephone, electronic means, or in person constitute a quorum for that meeting.
12. The members of the ~~Emergency Advisory Committee~~EAC, including the Chair, shall be reimbursed such reasonable expenses as Council may establish by resolution.

Emergency Management Agency

13. There is hereby established an Emergency Management Agency with duties and responsibilities as set out in the *EM Act*, and in this Bylaw.
14. There is hereby established the position of Director of the Emergency Management Agency which has the status of designated officer under the *MGA*. The head of the Town's ~~Emergency Management Community and Protective Services~~ Department is hereby appointed to the position of Director.
15. The Emergency Management Agency shall be comprised of one or more of the following:
 - (a) the Director of Emergency Management;
 - (b) the Deputy Director of Emergency Management;
 - (c) the Municipal Manager;
 - (d) the N.C.O. in Charge, R.C.M.P. or designate;
 - (e) the Fire Chief or designate;

- (f) the Director of Public Services or designate;
 - ~~(g) representative(s) from adjacent communities;~~
 - ~~(h) representative(s) from local industry or industrial associations;~~
 - ~~(i) representative(s) from Alberta Environmental Protection;~~
 - ~~(j)(g) representative(s) from Alberta Municipal Affairs; and~~
 - ~~(k)(h) any other person or party who at the discretion of the Director of Emergency Management might serve a useful purpose in the EMA~~
16. In addition to the members appointed to the Emergency Management Agency under section 16, the Director may from time to time appoint advisory members of the Emergency Management Agency drawn from:
- (a) other departments and agencies of the Town;
 - ~~(b) public or private organizations operating within or around the Town; and,~~
 - ~~(b)(c) any other person or party who at the discretion of the Director of Emergency Management might serve a useful purpose in the Emergency Management Agency EMA.~~
17. The Director shall be the chair of the Emergency Management Agency and liaise with the Emergency Advisory Committee EAC.
18. The Emergency Management Agency, as the agent of Council, is responsible to exercise all the powers, duties and responsibilities of a local authority as set out in the *EM Act*, except for:
- (a) the power to enact a bylaw;
 - (b) any power, duty, or responsibility specifically reserved to Council under section 4 of this Bylaw; or
 - (c) any power, duty or responsibility specifically assigned to the Emergency Advisory Committee under this Bylaw.
19. The Director shall:
- (a) prepare, co-ordinate, implement, periodically review, and amend emergency plans and programs for the Town, including but not limited to the Municipal Emergency Management Plan;
 - (b) act as the director of the Town's emergency operations coordination centre on behalf of the Emergency Management Agency until appropriate to transfer command to qualified personnel;
 - (c) co-ordinate all emergency services, using the Incident Command System otherwise known as ICS, and other resources used in an emergency or disaster; and
 - (d) perform other duties as may from time to time be prescribed by resolution of Council.
20. Individual members of the Emergency Management Agency shall provide such support and assistance as the Director requires to fulfill the Director's duties under this Bylaw and the *EM Act*.

Meetings of the Agency

21. The Emergency Management Agency shall meet a minimum of two (2) times per calendar year or more frequently as determined by the Director.
22. The Director may call a meeting of the Emergency Management Agency, on less than 24 hours' notice, at a time and location determined by the Director, whenever any person appointed to the Emergency Advisory Committee or to the Emergency Management Agency under this Bylaw considers that an Emergency exists or may exist within any one or more of the Town, the City of Medicine Hat, or Cypress County or that otherwise may require an emergency response from the Town.
23. Those members of the Emergency Management Agency who attend any meeting of the Emergency Management Agency by telephone, electronic means, or in person constitute a quorum for that meeting.

Declaration of State of Local Emergency

24. The powers to declare or renew or terminate a state of local emergency are hereby delegated to the Emergency Advisory Committee. The Emergency Advisory Committee may, at any time when it is satisfied that an Emergency exists or may exist within the Town, by resolution, make a declaration of a state of local emergency or renew such declaration.
25. When a state of local emergency is declared, the Emergency Advisory Committee shall:
 - (a) ensure that the declaration identifies the nature of the Emergency and the area(s) of the Town in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and
 - (c) forward a copy of the declaration to the Minister forthwith.
26. When in the opinion of the Emergency Advisory Committee an Emergency no longer exists in an area of the Town in relation to which a declaration of a state of local emergency was made, the Emergency Advisory Committee shall by resolution terminate the declaration of a state of local emergency in respect of that area or allow the state of emergency to lapse.
27. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - (a) a resolution is passed under section 26;
 - (b) a period of seven days has lapsed since it was declared, unless the declaration is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the *EM Act*, relating to the same area; or
 - (d) the Minister cancels the state of local emergency.
28. When a declaration of a state of local emergency has been terminated, the Emergency Advisory Committee shall cause the details of the termination to be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected.

29. The authority to request Emergency and Disaster resources from other municipalities in accordance with the Memorandum of Agreement dated February 7, 1995, or any other plan, program, or agreement the Town enters into under section 30 of this Bylaw, is hereby delegated to the Director.

Regional Emergency Management Plan

30. The Town will participate in the establishment of a tri-partite regional emergency management plan, and periodic amendments thereto, pursuant to section 11(c) of the *EM Act*, among the Town, the City of Medicine Hat, and Cypress County, that provides for enhanced cooperation and collaboration among each of the foregoing municipalities in:
- (a) the development, implementation, and regular review of the regional emergency management plan and regional emergency management programs, operations, budgets, cost-sharing arrangements, and amendments thereto; and
 - (b) the coordination and provision of regional emergency management services during an emergency or disaster within or affecting one or more than one of those municipalities.
31. The Director is hereby authorized to act:
- (a) as the Regional Director of the Regional Disaster Services Planning Agency; and
 - (b) as the regional director (or similar office and capacity) of any other regional agency, committee, or board (or similar body) that the Town, City of Medicine Hat, and Cypress County, or any two of them, hereafter establish.

Training and Exercises

- ~~32.~~ The Town of Redcliff Elected Officials, the Director of Emergency Management, and all Town employees who may be assigned responsibility respecting the implementation of the Town's Emergency Management Plan will complete training as required by the Alberta Emergency Management Association in the Local Authority Emergency Management Regulation.
- ~~33.~~ Members of the Emergency Management Agency will participate in at least one tabletop exercise per year and a functional exercise once every four years. If an incident occurs which results in the implementation of the Town Emergency Management Plan with post-incident assessment and recommendations for improvements or corrections to the Plan are written, a functional exercise is not required in that ~~four-year~~four-year period.

Protection from Liability

- ~~32-34.~~ When a state of local emergency is declared:
- (a) the Emergency Advisory Committee, the Emergency Management Agency, and any person appointed to the Emergency Advisory Committee or to the Emergency Management Agency under this Bylaw; and

- (b) any person appointed by the Emergency Management Agency to carry out measures relating to Emergencies or Disasters,

shall not be liable to any person for any loss or damage, including death, caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under this Bylaw.

General

~~33-35.~~_____ The headings in this Bylaw are for reference purposes only and shall in no way define, limit, or enlarge the scope or meaning of this Bylaw or any of the specific provisions hereof.

~~34-36.~~_____ The Emergency Advisory Committee and the Emergency Management Agency shall follow the procedures governing Council committees prescribed the Town of Redcliff Procedure Bylaw, as amended or replaced from time to time.

~~35-37.~~_____ It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions and it is the further intention of Council that if any of the provisions of this Bylaw are declared invalid, all other provisions of this Bylaw shall remain valid and enforceable.

~~36-38.~~_____ Bylaw No. ~~1418/2005~~1803/2015 is repealed.

~~37-39.~~_____ This Bylaw will come into force at the beginning of the day it is passed.

READ a first time this _____ day of _____, ~~2020-May 11, 2015.~~

READ a second time on this _____ day of _____, ~~2020-May 25, 2015.~~

READ a third time on this _____ day of _____, ~~2020-May 25, 2015.~~

SIGNED and PASSED this _____ day of _____, 2020

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: February 24, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Cypress County Development Application Referral

PROPOSAL: To provide a comment to Cypress County on Development Application 20/19.

BACKGROUND:

The Town received a Major Agricultural Industrial and Commercial Development Permit Application (20/19) from Cypress County for a tree farm to be located on the SW quarter of Section 7 Township 13 Range 6 W4M. This site is located in the Council referral area identified in Policy 119, External Municipal Planning Documents Review Policy. The proposed development site is located across the South Saskatchewan River west of the Town of Redcliff and north of the community known locally as Paramatta.



Planning and Engineering has reviewed the proposed development and has identified one concern which is that the developer is proposing a greenhouse in the future and it would not be in the best interests of the Town if this greenhouse has grow lights installed as the light would be invasive to many of the residential properties in the Jesmond and Kipling Neighbourhoods.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

ATTACHMENTS:

- Cypress County Development Application Referral

OPTIONS:

1. Administration send the following comments to Cypress County with respect to Development Application 20/19:
 - a. The Town has no concerns with the current proposed development,
 - b. The Town may have concerns with a future development applications and Cypress County should forward these applications to the Town of Redcliff for review. The Town's principle concerns would most likely be around the impact of lighting on Town of Redcliff residents, especially if grow lights are to be installed in the greenhouse.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration send the following Comments to Cypress County with respect to Development Application 20/19:
 - a. The Town has no concerns with the current proposed development,
 - b. The Town may have concerns with a future development applications and Cypress County should forward these applications to the Town of Redcliff for review. The Town's principle concerns would most likely be around the impact of lighting on Town of Redcliff residents, especially if grow lights are to be installed in the greenhouse.

SUBMITTED BY:


Department Head


Acting Municipal Manager



CYPRESS COUNTY

816 - 2nd Avenue, Dunmore

Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

www.cypress.ab.ca

MAJOR AGRICULTURAL INDUSTRIAL AND COMMERCIAL DEVELOPMENT PERMIT APPLICATION

Application No.

20/19

NAME OF APPLICANT: Dylan Lafferty / Rivendell Tree Farm

Address: PO Box 1443 LCD 1 City: Medicine Hat Postal Code: T1A-7N4

Phone #: 403.502.4123 Fax#: _____

Email: dl.underworld@mac.com ☒ Check box to give consent to receive documents electronically

LANDOWNER(S) (if applicant not the landowner): _____

Address: _____ City: _____ Postal Code: _____

Phone #: _____ Fax #: _____ Email: _____

Interest of Applicant if not owner of property: _____

SITE INFORMATION:

Legal: (Circle One) NE NW SE **SW** Section 7 Township 13 Range 6 W4M

Plan 791 0174 Block A Lot N/A Area: +/- 50.5 acres hectares/acres/lot size

Municipal Address: 13111 Rge Rd 70 Roll#: 19840200

Land Use Classification: A-1 IDP

Describe the existing developments on the land: Quonset shop, irrigation systems, windbreak trees, ornamental trees,
+/- 4000 tree farm trees, lane and parking pads.

PROPOSED DEVELOPMENT DETAILS: To operate a
Complete ornamental tree farm / nursery with potential for future outbuildings and green houses that
will be based on commercial success and feasibility.

and Relaxation Request of 23.21 m from center
of Rge Rd 70 for existing shelter belt, trees along Rge Rd 70

ESTIMATE THE PROJECT:

Commencement Date: 2018 Completion Date: 2023 Construction Costs: \$ Uncertain

ATTACH THE FOLLOWING ACCOMPANYING INFORMATION TO THIS APPLICATION:

Will you be connecting to a Municipal water/sewer system?

(If yes, a separate water/sewer application is required)

☐ Yes ☒ No

☐ Detailed letter of intent including:

- Description of products and services
- Anticipated on-site operations (indoors and outdoors)
- On-site storage
- Transportation details including size of vehicle/expected frequency of trips
- Number of employees
- Hours of operation

IN ADDITION, THE DEVELOPMENT AUTHORITY MAY REQUIRE ADDITIONAL INFORMATION TO PROCESS THE APPLICATION. THIS INFORMATION MAY INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- ☐ One copy of a detailed site plan prepared by an engineer/architect, to scale, (11x17 size), which include the following details:
 - Legal land description, civic address (if in hamlet) and north arrow
 - Adjacent streets/roads/hwys
 - Dimensions of proposed building(s)/structure(s)
 - Property lines and setbacks to property lines (front, rear and side yard dimensions)
 - Location of any rights-of-way and easements
 - Parking areas (including dimensions of space and aisles)
 - Proposed accesses to the site (including width, radius and distance from other accesses)
 - Proposed landscaped areas (preliminary)
 - Proposed outdoor storage areas and fences
- ☐ One copy of a preliminary site grading and utility servicing plan
 - Preliminary grade elevations including front and rear grade, building floor, bottom of footing, lot corners.
 - Location of well(s), septic fields/tanks
- ☐ One set of building plan, to scale, which include:
 - Dimensions of proposed building(s)/structure(s)
 - Exterior building finishing materials
 - Floor plans of each floor including area (sqft or sqm)
 - Elevation plans on each side of the proposed building(s)/structure(s)
- ☐ Signage Plan
 - Location of all signs on-site and on buildings/structures
 - Picture/drawing of signage showing size, wording and lighting if applicable
- ☐ Plan showing an engineered drainage plan
- ☐ Traffic Impact Analysis done by a professional engineer
- ☐ Geotechnical Report(s) – Slope Stability, soils, etc.
- ☐ Environmental Assessment Reports – contaminated soils, etc.
- ☐ Preliminary Approval from relevant Provincial Boards/Agencies

☐ PERMITTED USE

☐ CLASS I DISCRETIONARY USE

☒ CLASS II DISCRETIONARY USE

RIGHT OF ENTRY & REQUIRED SIGNATURES – Applicant/Landowner:

Please note that all information provided by the Applicant to the County that is associated with the application, including technical studies, will be treated as public information in the course of the municipality's consideration of the development permit application, pursuant to the Municipal Government Act, R.S.A 2000 Chapter M-26, the Land Use Bylaw and relevant statutory plans. By providing this information, you (Owner/Applicant) are deemed to consent to its public release.

I/We, certify that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for development approval. Landowner Signature also is authorization to allow staff of Cypress County and applicable referral agencies the right of entry onto this property for the purposes of inspection.



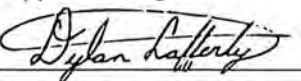
Applicant - Signature

Dylan Lafferty

Applicant – Print Name

February 17, 2020

Date



Landowner – Signature

Dylan Lafferty

Landowner – Print Name

February 17, 2020

Date

FOR OFFICE USE ONLY:

Date Inspected: _____ By: _____

☐ Approved ☐ Appealed ☐ Refused By: _____

Miscellaneous/Conditions of Approval:

Permit Paid \$ 300.00
 Sign Paid \$ _____
 Deposit(s) Paid \$ _____
 Receipt # 64829

2x \$35
for consent
permit

RIVENDELL TREE FARM



Attention Becky Mack,

Dylan Lafferty

dl.underworld@mac.com

403.502.4123

P.O. Box 1443 LCD 1
Medicine Hat, AB.
T1A-7N4
Canada

My intentions are to develop a Tree Farm / Nursery tailored to supplying South Eastern Alberta with high quality and affordable ornamental trees to beautify our yards and communities. Production is to focus on both large caliper field dug trees and smaller pot in pot production trees. Given the current size of my irrigable land I plan to have at least 20,000 trees growing by 2023. Future operations may include the germination of seedlings, tree installation and maintenance. During peak operations a tree farm of this size could easily support 10 employees.

The farm currently has +/-4000 trees in the ground with another 3000 on the way. This spring will be the 5th consecutive year of planting. All the trees are under irrigation; either drip tape or micro emitters. Water is being pulled directly from the South Saskatchewan River via a 5 horse submersible turbine pump and a 10 horse centrifugal pump acting in series with each other. The pumps are pressure controlled, both running on linked VFDs. Due to the seasonal turbidity of the river, all water is filtered to 110 microns via a Netifirm self flushing 4 stage disk filter. All of the equipment is fully automated with remote web based monitoring being added this summer. Main lines are 101.6mm with 50.8mm zonal manifold lines.

Within the property I plan to develop an arboretum where I can grow trees to their full magnificence. In the interests of sales, clients can then walk through this garden and observe each particular species qualities and characteristics.

The climate within Cypress County has over the years nurtured some of the most splendid and distinct trees in all of Alberta. The region has a clear advantage for a tree farm. Although our region once supported a successful tree farm and has a long and pioneering history in cultivar development, it deeply troubles me that our hard earned dollars now have to leave the community when we purchase trees. I was born in Medicine Hat and feel a strong loyalty to the area and its people. When ever possible I work with local irrigation companies to keep my own money here, where it belongs. One only needs to take a casual stroll through Southern Irrigation in Lethbridge to see the disparity first hand. I wish to help change this.

My primary business is in the energy sector as a Wellsite Supervisor. My goal is to phase into this project full time and spend my dyeing days working at it. My young son and I have invested a significant amount of time and capital into it already. Meaning, I take the assurance of its success quite seriously. I am learning as fast as I can and fully appreciate the lessons hardest learnt. I retain the services of and am being guided by Arnold Heuver. Mr. Heuver is of the famed family that owns both Eagle Lake and Foothills nurseries in Calgary. In Alberta, there is no higher authority in the growing of trees.

For the sake of clarity I am asking Cypress County's Municipal Planning Commission for 3 relaxations..

The first: allow my 100AMP over head power service to be upgraded and buried with part of that line (46m) running 1.25m inside my property and parallel to Range Road 70. The current service can no longer support my irrigation pumps and has become a weak link in my operation. As I want to be in the business of growing and selling trees, I feel it is critical that my yard and overall operation look picturesque and park like. This area of my yard is heavily treed, it leaves no room for any over head lines or a transformer pole. My requested plan is of an aesthetic nature.

Dylan Lafferty

dl.underworld@mac.com

403.502.4123

P.O. Box 1443 LCD 1
Medicine Hat, AB,
T1A- 7N4
Canada

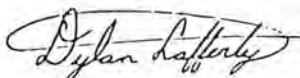
The second: allow the natural gas line that feeds my property and my neighbour be relocated to run North from its entry point 1.25m inside my property and parallel to Range Road 70. The current location of this line is preventing me from being able to spade and sell any of the trees in the general area of the West side of the property. It is blind and too close to the surface for tree spading operations. The new requested location would be behind existing power lines. Having already discussed this issue with AltaGas, there are no better options that could tie into other branch lines in the area.

The third: allow a relaxation of setback bylaws that will enable me to grow a wind break along the west side of the tree nursery portion of my land. Prevailing winds originate from the South West and are not in any way tamed down in the river valley. When the wind blows for days on end the bending and leaning effects on my young seedlings are quite destructive. This requires an immeasurable amount of labour to correct the deformities and the addition of expensive fiberglass poles with rubber ties. The wind break will consist of Swedish Aspen at 2.0m spacing planted 6.75m inside my property and approximately 16.8m from road center. The design intent is to slow the wind in summer when the trees are foliated but not block the light. In the front of this row I would like to plant widely spaced and highly decorative small trees. The purpose of these will to be to create beauty and help to hide the fence that is required for deer protection. Again, aesthetics and respect to my neighbours are a big part of this request. It should be mentioned that this plan has already been discussed with my neighbours whom are also considered friends. It should also be mentioned that this same wind break design will surround the entire perimeter and compartmentalize the inside of the tree farm. Wind is not good for growing beautiful and healthy trees.

Thank you for your time and Consideration. I greatly look forward to working with Cypress County in the future.

Kindly,

Dylan Lafferty



February 19, 2020

tree is pin-point and appears to be moving to East

Road Center

Property Line

Gas Line

Electric Fence

20.8m

16.79m

362.5m from south monument

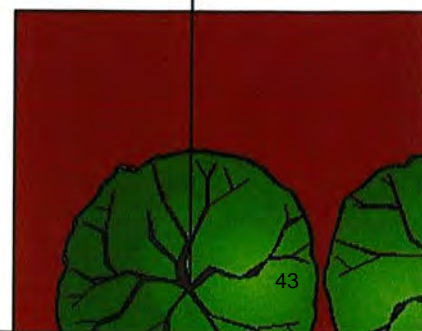
1.15m

4.25m

6.75m

2.5m

7m

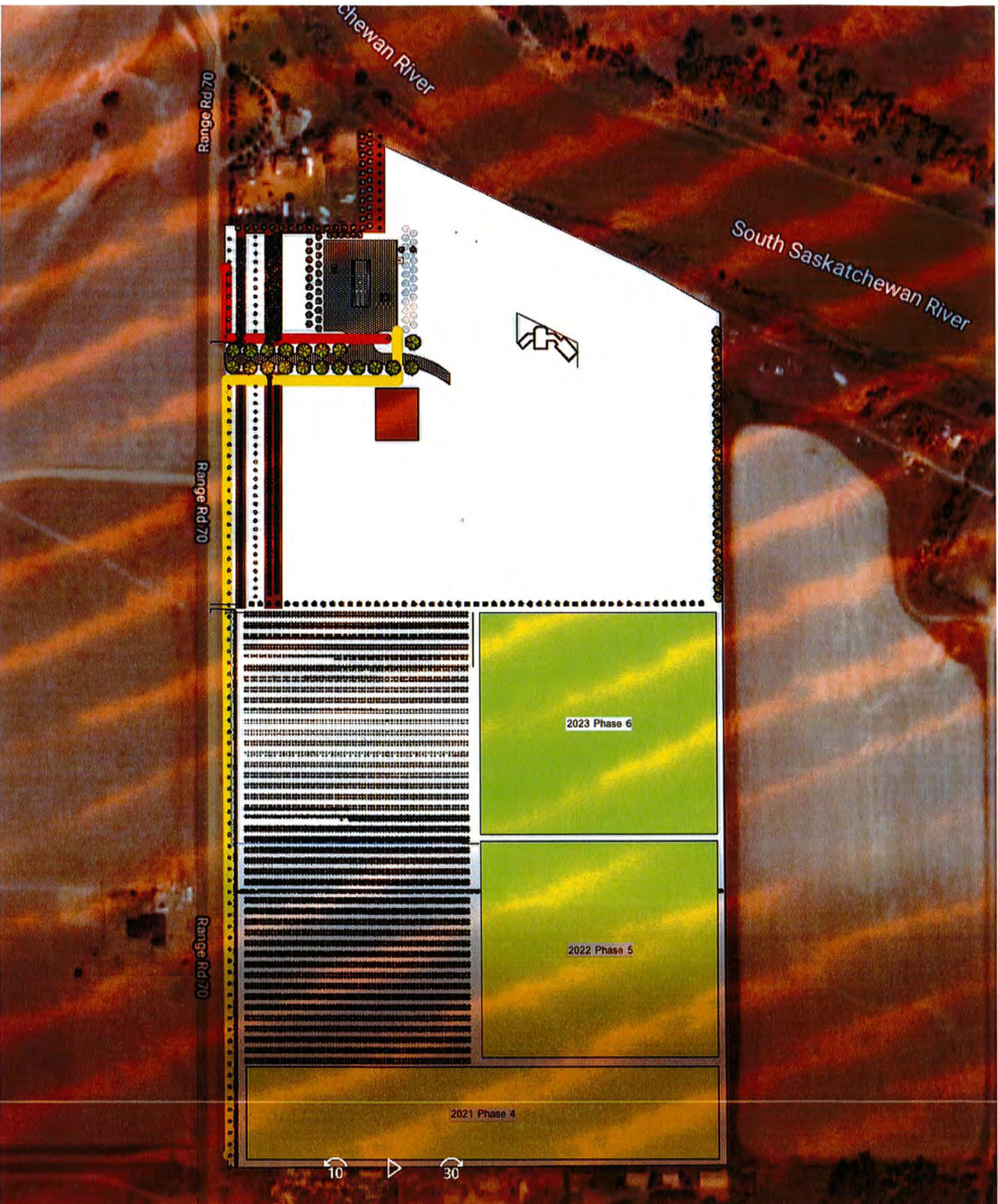


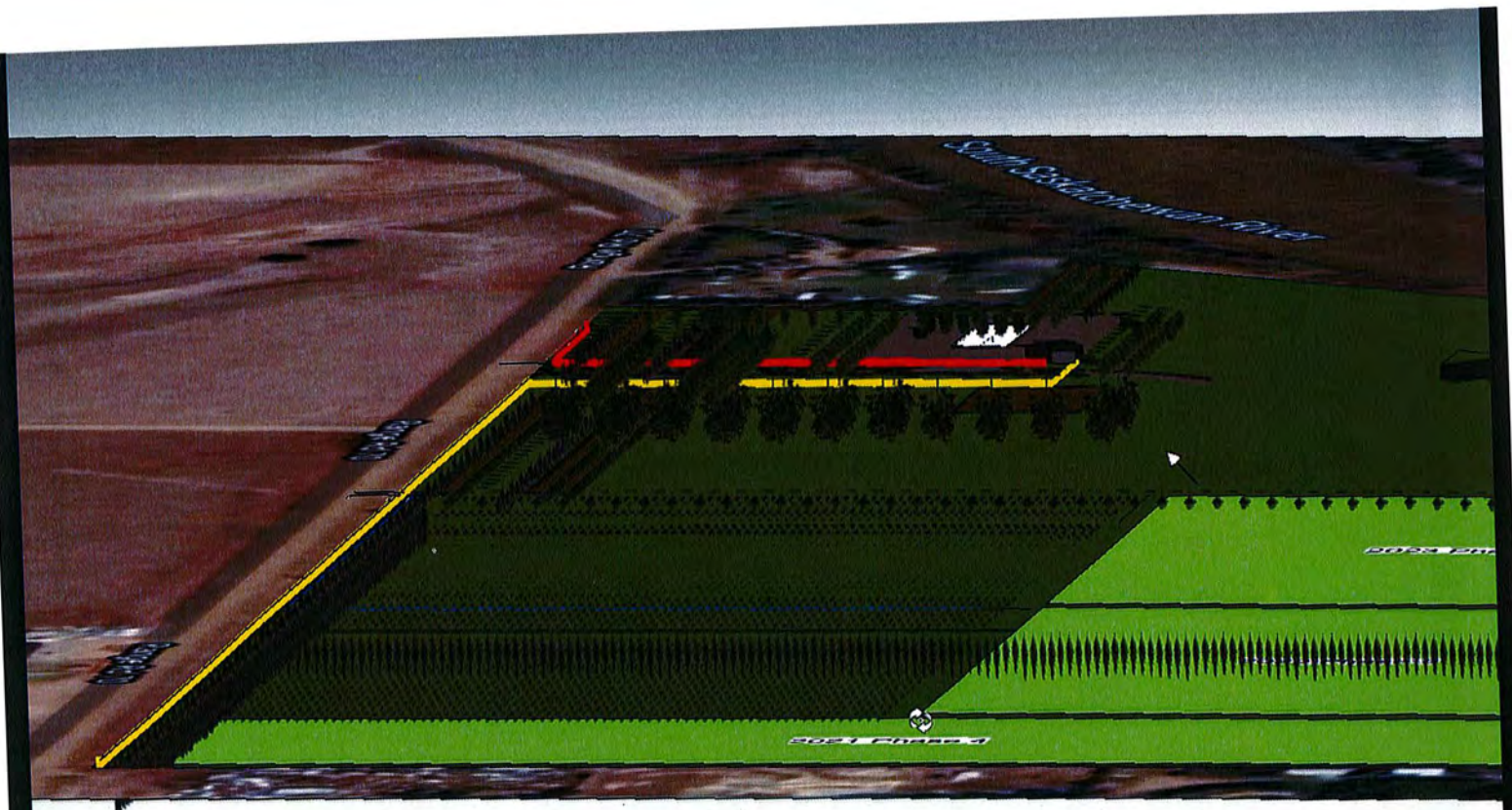
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**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 24, 2020

PROPOSED BY: Community & Protective Services

TOPIC: Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement

PROPOSAL: To cancel Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement

BACKGROUND:

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

In May of 2018 the Town and the Seniors Centre entered into a 10-year lease agreement that shifted the management and operations aspect of the Seniors Centre into their care. The Town now looks after the maintenance of the building only. Administration therefore no longer has a need for this rental agreement policy that is specific to the Senior Citizens Drop-in Centre.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

- Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement

OPTIONS:

1. Cancel Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement.
2. Suggest changes to Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement and have Administration draft an amended Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement for review at a future Council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement be cancelled.
2. Councillor _____ moved that Administration draft an amended Policy No. 027, Senior Citizens Drop-in Centre Rental Agreement for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council – ~~April 22, 2002~~

**REDCLIFF SENIOR CITIZENS DROP-IN CENTRE
RENTAL AGREEMENT**

BACKGROUND

The Senior Citizens Drop In Centre is owned by the Town of Redcliff and available for rental for social type functions. In order to allow the renter to know the rules and conditions of rental of the premises a Rental Agreement form has been developed as follows.

POLICY

The Senior Citizens Drop In Centre may be rented by the public at large and the bookings for this facility are handled throughout the Community Services Department.

Renters will be required to complete a rental agreement (copy of which is attached to this policy).

TERMS AND CONDITIONS

1. Only the East side auditorium, kitchen and washrooms of the center will be available to renters. Use of the West side auditorium is **not** available for use.
2. After use, the renter will be responsible for returning the facility to its previous condition - clean tables, all furniture returned to where it was prior to event, floor swept, garbage bagged, building checked for fire hazards, lights out, the building doors secured and the key returned to the Town Office - Community Services Department the next day. (Night deposit box can be used with the key in an envelope - marked Community Services)
3. The renter will be responsible for all lost, broken or damaged property and/or contents.
4. The renter will be responsible for obtaining and returning the key for the facility. The key will not be handed out until all payments have been received. Pick up the key at the Community Services office during regular business hours 8:00 a.m. - 4:30 p.m.
5. Any equipment not identified for rent on the fee schedule will not be available for use (ie. dishwasher) without authorization of the Redcliff Senior Citizen Society.
6. Cancellation of booking for the facility less than one week prior to event shall result in forfeiture of deposit fee paid. Rental fee will be returned.
7. The renter will be responsible for obtaining all necessary liquor permits (Policy No. 99-48), licenses and insurance and agrees to hold harmless the Town of Redcliff from any claims that may arise as a result of holding this function.
8. Failure to abide by the above conditions will result in forfeiture of deposit fee paid.

FEES

Facility Rental Fee \$

GST

Deposit Fee (Due 1 week prior:_____)

TOTAL COSTS \$
(Payable upon booking date)

SIGNATURE: _____ DATE:
RENTER

APPROVED BY: _____
TOWN OF REDCLIFF
COMMUNITY SERVICES DEPARTMENT



POLICY NO. 2002-027

Town of Redcliff

Community Services Department
P.O. Box 40
Redcliff, AB T0J 2P0
Phone: 548-3232 or 548-7415
Fax: 548-6623

COMMUNITY SERVICES REDCLIFF SENIOR CITIZEN DROP IN CENTER - RENTAL AGREEMENT

NAME: _____

DATE: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

PHONE: _____

WORK: _____

DATE REQUIRED: _____ HOURS OF USE: _____

DATE KEY REQUIRED: _____ DATE TO RETURN: _____

FEE SCHEDULE

Category "A" Rental Fee: \$115.00 + GST Deposit Fee: \$100.00
Dances, socials, wedding & anniversary receptions, business displays and/or sales

Category "B" Rental Fee: \$55.00 + GST Deposit Fee: \$ 50.00
Community organization meetings and activities, excluding dances and socials; funeral receptions

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 24, 2020

PROPOSED BY: Community & Protective Services

TOPIC: Policy No. 058, Display of Flags

PROPOSAL: To consider approval of Policy No. 058, Display of Flags

BACKGROUND:

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

Community & Protective Services is proposing minor changes to the existing policy as presented. The update in policy ensures that flags being displayed is consistent with Federal and Provincial legislation.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy No. 058, Display of Flags

OPTIONS:

1. Approve Policy No. 058, Display of Flags as presented.
2. Suggest changes to Policy No. 058, Display of Flags and have Administration draft an amended Policy No. 058, Display of Flags for review at a future Council meeting.

RECOMMENDATION:


Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 058, Display of Flags, be approved as presented.

2. Councillor _____ moved that Administration draft an amended Policy No. 058, Display of Flags for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council – October 11, 2016

DISPLAY OF FLAGS POLICY

BACKGROUND

The Town of Redcliff has several locations for display of flags on flagpoles within the Town of Redcliff and a policy of orderly display of flags is needed.

Flags are symbols that identify people belonging to a group. The National Flag of Canada and the flags of the provinces and territories are symbols of honour and pride for all Canadians. They should be treated with respect.

The ~~manner in which way~~ flags may be displayed in Canada is ~~not~~ governed by ~~any Canadian~~ legislation and can be found but by established practice under the “National Flag of Canada Act” and the Provincial flag display can be found under the “Protocol for flag displays”.

The rules applied by the federal government are not mandatory for individuals or organizations; but they may serve as guidelines for all ~~person~~ individuals who wish to display the Canadian Flag and other flags in Canada.

POLICY

In displaying the National Flag, the Town of Redcliff shall follow the protocol “Flag Etiquette in Canada” and “Rules for Flying the Flag” as established by the Government of Canada, Department of Canadian Heritage.

Should the Town be requested to fly a flag, pennant or banner for some special organization for a specified length of time, this flag, pennant or banner shall be flown on the same pole as the Town of Redcliff Flag but shall be placed directly below the Town of Redcliff Flag.

All flags shall be maintained in a good condition and shall be immediately replaced upon becoming torn or frayed.

HALF-MASTING

Half-masting of the National Flag is a ~~well-established~~ well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

When by public decree ~~from Ottawa, or from the~~ Federal or Provincial Governments ~~Capitals~~ or from Municipal Council, in respect and to honour the death of a noted or respected person, all flags shall be flown at ~~half mast~~ half-mast. Dignitaries to be honoured are established by the Rules for Half-masting the National Flag of Canada as established by the Government of Canada, Department of Canadian Heritage.

The Mayor and Municipal Manager shall have the discretion to authorize the lowering of the

flags to half-mast on the occasion of a death of a Town Employee, a ~~long-term~~long-term former Town employee, a Council Member, a former Council Member, or other prominent persons. Flags shall be lowered ~~from the time~~at the ~~of notification of the death~~direction of the Mayor and/or Municipal Manager ~~until sunset the day of the funeral.~~

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 24, 2020

PROPOSED BY: Community & Protective Services

TOPIC: Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink

PROPOSAL: To consider approval of Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink

BACKGROUND:

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

Community & Protective Services upgraded the lighting in 2019 at the outdoor basketball court/ice rink and the new LED lights are operated by a photo sensor instead of a manual timer. It is proposed to update Policy No. 104 to be consistent with the equipment now installed.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink

OPTIONS:

1. Approve Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink as presented.
2. Suggest changes to Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink and have Administration draft an amended Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink for review at a future Council meeting.

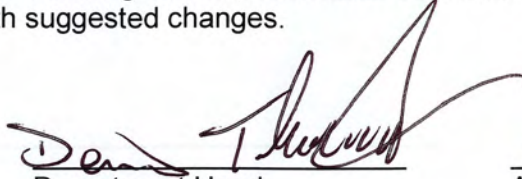
RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink be approved as presented.
2. Councillor _____ moved that Administration draft an amended Policy No. 104, Outdoor Lighting - M Wooding School, Basketball Court/Ice Rink for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council: ~~September 26, 2016~~

OUTDOOR LIGHTING – M WOODING SCHOOL, BASKETBALL COURT/ICE RINK

BACKGROUND

In 1998 the school council at Margaret Wooding ~~School~~ built an outdoor basketball court/ice rink. The facility provides a basketball court in the summer and an ice surface in the winter for both students and area residents. During winter months this area is lit by LED electric lights which are operated by a on-a photocell~~time clock running from sunset to a maximum of six hours per day.~~

Since 28 September 1998 the Prairie Rose School Division #8 has requested and received reimbursement of the electrical bill for the outdoor basketball court/ice rink. The Town of Redcliff has funded the electric costs since 1998 by including them in the annual budget.

POLICY

To reimburse Prairie Rose School Division #8 for the monthly~~the annual~~ electric charges for the outdoor basketball court/ice rink at Margaret Wooding School. Costs are to be part of the annual budget for the administration miscellaneous expense account ~~(2.12.02.219.000)~~.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: February 24, 2020

PROPOSED BY: Community & Protective Services

TOPIC: Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual

PROPOSAL: To consider approval of Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual

BACKGROUND:

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

The Community & Protective Services Peace Officer Program underwent an audit from the Solicitor General's office in 2019. Part of the audit was to review our policies and procedures. Due to the recent Lazenby officer death inquiry, our policy and procedures manual required some updates. The updates have been highlighted in yellow, accepted by the Solicitor General's office and are ready for Council's review and approval.

The portion of the bylaw that required updating was the Operation Policies under section 7, and include 7.12 Known Risks, 7.13 Traffic Safety Plan, 7.14 Defensive Tools, 7.15 Alternative Dispute Resolution, and 7.16 Communication

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual

OPTIONS:

1. Approve Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual as presented.
2. Suggest changes to Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual and have Administration draft an amended Policy No. 128,

Community Peace Officer Operational Policy and Procedures Manual for review at a future Council meeting.

RECOMMENDATION:

Option 1

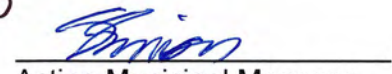
SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy No. 128, Community Peace Officer Operational Policy and Procedures Manual for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council: ~~January 25, 2016~~**COMMUNITY PEACE OFFICER OPERATIONAL POLICY AND PROCEDURES MANUAL****BACKGROUND:**

The Town of Redcliff recognizes the need to provide a safe public environment for its ratepayers, residents and visitors; and to protect the Town of Redcliff's interests, including but not limited to; Municipal By-Law Enforcement, Community Standards, Community Safety, Traffic Safety, Road Infrastructure, Parks, Campgrounds, General Liability and Safety concerns, Emergency Response and all other Municipal owned properties and interests. The Town of Redcliff believes that it is beneficial to provide this level of service through the professional and effective services provided by a Community Peace Officer.

POLICY:

1. The Town of Redcliff continues to commit to the provision of Bylaw Enforcement services which falls within the Department of Community and Protective Services.
2. The Town of Redcliff Community and Protective Services shall follow the directives as stated within the *Peace Officer Act, Statutes of Alberta, 2006, Chapter P-3.5*, the *Peace Officer Regulations* and the *Alberta Solicitor General's Public Security Peace Officer Program Policy and Procedures Manual* as amended from time to time.
3. The Community Peace Officer and/or By-law Enforcement Officer shall follow the "Town of Redcliff's Community Peace Officer Operational Procedures Manual" as amended from time to time. Attached to and forming part of this policy as Schedule "A".
4. In addition to all directives and operational requirements as stated within the "Town of Redcliff's Community Peace Officer Operational Procedures Manual" the Community Peace Officer and/or By-law Enforcement Officer shall abide by all other policies and bylaws as sanctioned by the Town of Redcliff, as amended from time to time.



Peace Officer Policy and Procedures

SCHEDULE "A"

TOWN OF REDCLIFF

COMMUNITY AND PROTECTIVE SERVICES DEPARTMENT

COMMUNITY PEACE OFFICER

OPERATIONAL PROCEDURES MANUAL

Version: 2020



Peace Officer Policy and Procedures

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8.0 Handling of Complaints

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SUBJECT: MISSION STATEMENT

Policy No: 1.0

1. The Town of Redcliff is committed to serving the community of Redcliff by providing a professional and effective Community and Protective Services Department. The Community and Protective Services Department's Community Peace Officer(s) are committed to protecting the Town of Redcliff's interests, including but not limited to; Municipal By-Law Enforcement, Community Standards, Community Safety, Traffic Safety, Road Infrastructure, Parks, Campgrounds, General Liability and Safety concerns, Emergency Response and all other Municipal owned properties and interests.

SUBJECT: MISSION STATEMENT – OBJECTIVES

Policy No: 1.1

1. The Town of Redcliff adopts the following objectives (priorities) in fulfilling its Mission Statement:
 - a. **Municipal By-law Enforcement:** The Community Peace Officer(s) shall endeavour to protect the public, enhance liveability and promote a safe community environment by enforcing all applicable Town of Redcliff Municipal Bylaws. The Community Peace Officer(s) shall also endeavour to provide Public Education on various Municipal By-laws, Regulations and Municipal Policy.
 - b. **Traffic and Road Safety:** The Community Peace Officer(s) shall endeavour to provide an appropriate level of Traffic Safety on Municipal roads by enforcing the Traffic By-law, The Traffic Safety Act and other applicable traffic laws and regulations. The Community Peace Officer(s) shall also endeavour to be involved in Traffic Safety Programs and Public Education initiatives.
 - c. **Community Standards and Safety:** The Community Peace Officer(s) shall endeavour to provide a level of Community Standards and Community Safety control, Including but not limited to; Noise Abatement, Untidy and Unsightly Properties, Weed Control, Animal Control, Bullying, Land Use issues within The Town of Redcliff by enforcing applicable Community Standards and Community Safety By-laws. The Community Peace Officer(s) shall also endeavour to be involved in Public Education initiatives related to Community Safety and Standards.
 - d. **Parks, Campgrounds:** The Community Peace Officer(s) shall endeavour to maintain peace and public order in Town Parks, Campgrounds, and all other municipal properties. This includes enforcing applicable By-laws and other legislation as required. The Community Peace Officer(s) shall also endeavour to proactively address general concerns before they become problematic.



Peace Officer Policy and Procedures

- e. **Off-Highway Vehicles:** The Community Peace Officer(s) shall endeavour to provide an appropriate level of Off Highway Vehicle Safety enforcement on Municipal roads by enforcing the Off Highway Vehicles By-law, The Traffic Safety Act and all other applicable Off Highway Vehicle laws and regulations. The Community Peace Officer(s) shall also endeavour to be involved in Off Highway Vehicle Safety Programs and Public Education initiatives.
- f. **Public Consumption of Liquor and Public Intoxication:** The Community Peace Officer(s) shall endeavour to provide support to the Royal Canadian Mounted Police and shall also endeavour to be involved in public education initiatives.
- g. **Investigating Complaints:** When Community Peace Officers receive complaints of alleged breaches of Municipal By-laws or Provincial Statutes contained within their appointments, they shall endeavour to investigate these breaches in a fair and consistent manner as thoroughly as time and resources allow and, where possible, advise the complainant and stakeholders of the outcome of the investigation.
- h. **Assisting Other Agencies:** With The Town of Redcliff Public Safety Operational needs being the primary requirement, The Community Peace Officer(s) shall endeavour to assist other law enforcement agencies when required or requested. Consideration will be given to the time and resources available, nature of the investigation/request, liability issues, and other concerns that may arise. The Community Peace Officer(s) shall also endeavour to maintain partnerships and effective liaison with other Law Enforcement agencies and Community Organizations. As noted in Policy 8.0, the Community Peace Officer(s) shall endeavour to establish formal and informal partnerships with other Law Enforcement agencies, as required, to respond to issues of mutual concern.
- i. **Protection of Road and Municipal Infrastructure:** The Community Peace Officer(s) shall endeavour to protect the Municipal and Road infrastructure within the Town, by enforcing all applicable Municipal By-laws, Road Use Agreements and appointed Provincial Statutes. The Community Peace Officer(s) shall also endeavour to provide public education on Commercial Vehicle Safety, Dangerous Goods Transportation and Infrastructure Protection.
- j. **Emergency Response:** The Community Peace Officer(s) shall participate in Emergency Management and shall assist with any Major Disaster, Wildland Fire or other large scale emergency.

SUBJECT: APPLICATION OF POLICY

Policy No: 1.2

1. This policy manual applies to the members of The Town of Redcliff Community and Protective Services Department, in particular, the Community Peace Officer(s) and/or By-law Enforcement Officer.



Peace Officer Policy and Procedures

2. Throughout this policy where the term “he” is used, the term refers to masculine, feminine, singular and plural subjects.
3. In cases of any discrepancies between this policy and other policies adopted for The Town of Redcliff, the order of precedence shall be:
 - a. Town of Redcliff Human Resource Policies;
 - b. Occupational Health and Safety Acts, Manuals and Policies;
 - c. Community Peace Officer Standard Operating Procedures/Policies;
 - d. Other Departmental Policies.
4. The *Peace Officer Act* and its’ Regulations and the Public Security Peace Officer Policy and Procedures Manual shall be the legislative governing documents in the duties of the Community Peace Officer, and all other Town sanctioned policies and By-laws.

SUBJECT: TIME SCHEDULE

Policy No: 2.0

1. A time schedule of hours of service shall be prepared by the Community Peace Officer prior to the commencement of the schedule.
2. The schedule shall be subject to approval of the Municipal Manager or his designate (Director of Community and Protective Services) and is subject to change upon his request or mutual agreements.
3. Where it is deemed necessary for the purposes of coverage or commitment, the schedule may be changed. Changes shall be noted by the Municipal Manager or his designate (Director of Community and Protective Services).
4. A copy of the time schedule shall be submitted to the Municipal Manager or his designate (Director of Community and Protective Services) and the RCMP detachment, if required.
5. Copies of the schedule(s) shall be maintained for no less than three (3) years for audit purposes, or as directed by Town of Redcliff Policy.
6. Shifts are based on a 40-hour work week (averaged over the month).
7. All time in which the Community Peace Officer is actively involved in the performance of his duties, as per his job description, shall be considered to be on duty time.



SUBJECT: OVERTIME

Policy No: 2.1

1. The Community Peace Officer(s) shall sign an Overtime Agreement in accordance with The Town of Redcliff Policy.
2. All time off shall have prior approval by the Municipal Manager or his designate (Director of Community and Protective Services) and shall be in accordance with The Town of Redcliff Policy.
3. The Community Peace Officer(s) shall be on call for the purposes of providing response to emergent situations.

SUBJECT: JURISDICTION

Policy No: 3.0

1. Community Peace Officer(s) shall enforce only those laws listed in their Provincial Appointments.
2. In no event shall a Community Peace Officer act in an official capacity outside of his appointed jurisdiction or his appointed authority unless:
 - a. the Community Peace Officer is investigating a matter which originated in his jurisdiction;
 - b. the Community Peace Officer is attending court as a witness or on docket duty;
 - c. the Community Peace Officer has been requested by an RCMP Member, or other peace officer, to assist, provided the request is within the Community Peace Officer's Appointments;
 - d. the Community Peace Officer encounters a person in need of assistance while the Community Peace Officer is on a routine patrol from one assigned area to another. The Community Peace Officer may render assistance until such time the agency responsible arrives.
3. Calls received from a person outside of a Community Peace Officer's appointed jurisdiction shall be handled as follows:
 - a. advise the caller that they have called the wrong agency
 - b. supply the caller with the telephone number for the appropriate agency



Peace Officer Policy and Procedures

4. Community Peace Officer's encountering any Criminal Code violations shall follow the procedure outlined in the Criminal Code Offence Procedure, unless otherwise directed by the RCMP.
5. Shall a call be received in relation to a Criminal Offence, ask the caller to contact the RCMP. In no event is a Community Peace Officer to enter into or tamper with a possible crime scene, unless to render emergency assistance to the public, another Peace Officer or as directed by the RCMP.

SUBJECT: EXPANDED JURISDICTION REQUESTS

Policy No: 3.1

1. A Community Peace Officer's jurisdiction under a normal course of duty is restricted to The Town of Redcliff as per the Authorization to Employ and the Peace Officer Appointment as issued by the Alberta Solicitor General and Public Security.
2. As per the Alberta Solicitor General and Public Security Peace Officer Program Policy, a Community Peace Officer may act outside of their normal Jurisdiction for the purposes of Safety Issues, Emergency Vehicle Response, Courthouse Issues and to Facilitate Joint Forces Operations, under the following circumstances:
 - a. A Safety Issue is witnessed where public safety is clearly put at risk.
 - b. A written invitation of a Police Agency or Provincial Enforcement agency with unrestricted jurisdictional authority in Alberta, where the enforcement is part of a specific enforcement initiative of a short duration on Primary and/or Secondary digit highways.
 - c. Anywhere in Alberta with the written invitation of the Police Service of jurisdiction, Alberta Peace Officer Agency or the resident Community Peace Officer agency.
 - d. A Community Peace Officer's expanded jurisdiction only applies to 1 and 2 digit highways under the following circumstances: Joint Forces Operation in which the Peace Officer has been invited as per Section 3.1 (2) (b) of this policy and Emergency Response when done in accordance with section 24 (13) (1) of the Peace Officer Program Policy Manual.
3. All copies of invitations addressed to The Town of Redcliff Community Peace Officers shall be maintained as a record of The Town of Redcliff.
4. Jurisdictions that do not form part of the home jurisdiction may not be patrolled by a Community Peace Officer as a part of their normal duties.

SUBJECT: PERSONAL APPEARANCE



Peace Officer Policy and Procedures

Policy No: 4.0

1. The Community Peace Officer(s) shall wear a complete uniform while on duty unless otherwise approved by The Town of Redcliff.
2. The Community Peace Officer(s) shall not wear any part of the uniform when off duty.
3. The Community Peace Officer(s) are required to keep their uniform kit in good, clean condition and are required to correct damaged articles as soon as practicable.
4. The complete uniform shall be worn during public seminars, speeches, meetings and during court appearances.
5. The Community Peace Officer(s) shall maintain a high level of personal hygiene when on duty.
6. The Community Peace Officer(s) shall keep their hair neatly trimmed; this applies to the moustache and beard, if worn.
7. The uniform belt and accessories shall be kept polished. The same applies to the boots or shoes.
8. The Community Peace Officer shall carry their Identification Card issued by the Alberta Solicitor General and Public Security while on duty.
9. The Community Peace Officer(s) shall be issued a badge as approved by the Alberta Association of Community Peace Officers (AACPO) and the Alberta Ministry of Justice and Solicitor General. The Community Peace Officer(s) shall also be issued a name tag.
 - a. The wallet badge shall be carried in the wallet issued to the Community Peace Officer.
 - b. The name tag shall be worn on outer clothing during on duty time so as to be visible by the public.
 - c. If a badge is lost or stolen, the Community Peace Officer shall report it to his supervisor and the RCMP. The RCMP shall then enter it on CPIC. The badge can be re-issued to the Community Peace Officer after the incident has been investigated.

SUBJECT: EQUIPMENT AND ACCOUTERMENTS

Policy No: 4.1

1. The Community Peace Officer(s) shall carry only equipment issued to them and approved by The Town of Redcliff.



Peace Officer Policy and Procedures

2. No Community Peace Officer shall carry or have in his or her possession, any type of equipment that is not approved while on duty.
3. No Community Peace Officer shall wear any article or uniform which is not approved while on duty.
4. No Community Peace Officer shall carry any equipment issued by The Town of Redcliff when that Community Peace Officer is off duty.

SUBJECT: EQUIPMENT

Policy No: 5.0

1. All Community Peace Officers shall maintain equipment issued to them in good order.
2. All equipment shall be handled in a responsible manner.
3. Damage to any item of equipment or faulty equipment shall be reported to the Municipal Manager or his designate (Director of Community and Protective Services).
4. Negligence in the use or handling of any equipment issued shall be the responsibility of the user to repair.

SUBJECT: CARE & OPERATION OF PATROL VEHICLES

Policy No: 5.1

1. At the start and end of the shift, the Community Peace Officer(s) shall make a visual inspection of the patrol vehicle for any damage or low tire inflation or other potential problems. Findings shall be noted on the appropriate form or in the Officers Issued Duty Book.
2. The emergency equipment shall be tested before operating the vehicle.
3. The fluid levels shall be checked when fuelling up the vehicle.
4. While on patrol, unless otherwise required in the execution of duties, the Community Peace Officer(s) shall not exceed the posted speed limit and shall obey all rules of the road. (Set a good example).
5. When in attendance to an emergency call, the emergency warning lights shall be used.
6. The Community Peace Officer(s) shall operate the patrol vehicle in a responsible manner at all times, particularly when responding to an emergency call.



Peace Officer Policy and Procedures

7. The Community Peace Officer(s) shall position the patrol vehicle during a violator stop, to provide protection for himself and the violator.
8. The use of the patrol vehicle shall be restricted to Community Peace Officer Operations, Town sanctioned business or other duties as approved by the Municipal Manager or his designate (Director of Community and Protective Services). Including but not limited to; attendance at courses, conferences, meetings, etc.
9. The patrol vehicle shall be kept in a neat, orderly and clean condition.
10. Patrol vehicles shall be kept in a state of “operational readiness.”
11. Seatbelts shall be worn by all Community Peace Officers at all times as per the Traffic Safety Act of Alberta and its Regulations.
12. Vehicle marking shall be in accordance to the Public Security Peace Officer Program Policy and Procedures Manual.

SUBJECT: REPLACEMENT OF PATROL VEHICLES

Policy No: 5.2

1. It is recognized that the Community Peace Officer(s) require patrol vehicles that are dependable and well maintained, in order to meet the demands of their work, and ensure their safety while conducting their duties.
2. The Town of Redcliff desires that vehicles and equipment be kept in good condition and replaced as required on a rotating basis.
3. Patrol vehicles shall be considered for replacement in accordance with The Town of Redcliff Policies.
4. Capital reserves shall be maintained for the replacement of vehicles and minimum reserve shall be maintained so that sufficient funds are available for the replacement of one vehicle plus a contingency for unforeseen costs.

SUBJECT: ROUTINE PREVENTATIVE PATROL

Policy No: 6.0

1. Patrol areas shall be checked at varying times and no set pattern shall be followed.
2. The Community Peace Officer(s) shall watch for municipal by-law, traffic and other violations, as well as suspicious persons or activities in his or her patrol area.

SUBJECT: OPERATIONAL POLICIES



Peace Officer Policy and Procedures

Policy No: 7.0

1. The Community Peace Officer(s) shall:
 - a. Schedule a weekly briefing during their block of shifts with the Municipal Manager or his designate (Director of Community and Protective Services) to discuss and apprise them of any issues.
 - b. The Community Peace Officer(s) shall notify their availability to the Redcliff RCMP during shifts that start and or finish after Town of Redcliff Office hours.
 - c. The Administrative support shall be informed if the Community Peace Officer(s) shall be on patrol in the Town limits or available in the office.
 - d. Communications with the office shall be confirmed.
2. Before initiating a patrol shift, the Community Peace Officer(s) shall check equipment as per Policy 5.0 and Policy 5.1
3. Any time that the Community Peace Officer(s) is not available it shall be relayed to the Municipal Manager and/or his designate (Director of Community and Protective Services). Acceptable leaves shall be:
 - a. Courses or departmental training
 - b. Meetings or seminars
 - c. Other (vehicle maintenance, scheduled work related appointments).
4. During a work shift, the Community Peace Officer(s) shall abide by all the policies of The Town of Redcliff.

SUBJECT: MEMORANDUMS OF UNDERSTANDING

Policy No: 7.1

1. Town of Redcliff may enter into agreements and memorandums of understanding with other municipalities and agencies in areas of mutual concern.
2. Any such agreement or M.O.U. shall form part of this policy (appendix).
3. The current agreements should include:
 - a. The Town of Redcliff and Redcliff RCMP as per Section 17 of the *Peace Officer (Ministerial) Regulations*



Peace Officer Policy and Procedures

- b. The Town of Redcliff and Alberta Transportation of Dangerous Goods and Rail Safety Branch
- c. The Town of Redcliff and the City of Medicine Hat and Cypress County, if required.
- d. The Town of Redcliff and Alberta Commercial Vehicle Enforcement Branch – Commercial Vehicle Safety Alliance Inspections and Certification Maintenance

SUBJECT: MAKING ARRESTS

Policy No: 7.2

- 1. The Community Peace Officer(s) shall avoid making an arrest if other reasonable options are available.
- 2. The Community Peace Officer shall only arrest if he has legal authority to do so.

SUBJECT: USE OF BITE STICK

Policy No: 7.3

EXTENDABLE BITE STICK

- 1. Town of Redcliff may issue extendable bite stick to appointed Peace Officers who may be required to utilize extendable bite sticks during the execution of Peace Officer duties.
- 2. Extendable bite sticks must only be used in cases where a lesser amount of force would be ineffective.

RESTRICTION ON USE OF EXTENDABLE BITE STICK

- 1. A Peace Officer may carry the extendable bite stick only when on duty as a Peace Officer. An extendable bite stick worn by a Peace Officer must be carried in the issued scabbard.
- 2. A Peace Officer will only carry and use extendable bite stick that are issued by Town of Redcliff and authorized by Alberta Justice and Solicitor General.
- 3. Extendable bite sticks must only be used as a defensive tool.
- 4. Members will not allow, lend or provide to any person, not duly authorized by law, to handle, possess or use the extendable bite stick.

POST INCIDENT GUIDELINES

- 1. A member involved in an occurrence where the extendable Bite Stick was deployed, shall advise the police service of jurisdiction (RCMP) forthwith of the deployment of the bite stick and request their attendance/assistance.



Peace Officer Policy and Procedures

2. Members will provide immediate medical attention if required.
3. As soon as practical, a Peace Officer must advise the Municipal Manager of the occurrence, and complete an incident report form.

SUBJECT: SEIZURE OF MOTOR VEHICLES

Policy No: 7.4

1. Motor vehicle seizure can be exercised under the legislative authority.
2. It is suggested that our Community Peace Officer(s) not impound motor vehicles when other reasonable means of handling the situation are available.
3. In situations where the vehicle shall be impounded, the following procedures shall be followed:
 - a. The investigating Community Peace Officer shall complete a vehicle Impound form;
 - b. The driver of the vehicle being towed shall be given their copy of the Impound form, if the driver is on site. The applicable copy shall be mailed to the registered owner where there is no driver present.
 - c. The driver of the tow truck shall be given their copy of the Impound form;
 - i. The vehicle shall be towed to the closest secure vehicle storage location.
 - ii. In situations where a complaint has been received from a property owner the investigating Community Peace Officer shall first make a reasonable attempt to locate the owner of the vehicle involved before towing the vehicle.

SUBJECT: ANIMAL AND DOG ATTACKS

Policy No: 7.5

1. The Town of Redcliff views animal and dog attacks to be serious incidents. Therefore, when a complaint of a possible animal or dog attack is received by a Community Peace Officer, Police Officer or other Town designate, they shall make all reasonable efforts to notify the Municipal Manager or their designate (Director of Community and Protective Services) and they shall be kept apprised of the on going status of the investigation.
2. The scene of an Animal or Dog attack shall be secured, if warranted, to protect physical evidence. The Community Peace Officer may photograph and seize any evidence at the scene.



Peace Officer Policy and Procedures

3. The Community Peace officer shall obtain statements from victims and witnesses.
4. If a dog is suspected, based upon reasonable and probable grounds, the Community Peace Officer shall seize the dog. If the dog is on private property and kept outside, according to s.542 of the Municipal Government Act (this being an extraordinary circumstance), the Community Peace Officer may enter onto the property to affect the seizure. If the dog is kept inside, the Community Peace Officer may enter the building after obtaining a warrant.
5. The Community Peace Officer may take the dog to a veterinarian. The veterinarian shall examine:
 - a. dog's teeth for victim's hair/flesh between teeth;
 - b. dog's coat for victim's blood on coat;
 - c. dog's stool for analysis for victim's hair or fibres; and
 - d. dog's bite pattern for compatibility with victim's injuries.
6. All samples or exhibits seized (hair, fibre, blood, stool, etc.) may be sent to the RCMP crime lab for analysis.
7. The goal of the investigation shall link the suspect animal to the victim, through the use of physical evidence.

SUBJECT: COMMUNICABLE DISEASES

Policy No: 7.06

POLICY

1. Community Peace Officer(s) of The Town of Redcliff may in the course of their duties be exposed to communicable diseases:
 - a. Blood borne diseases, such as Hepatitis B and C and Acquired Immune Deficiency Syndrome (AIDS);
 - b. Diseases spread through the respiratory system such as meningococcal disease and infectious tuberculosis;
 - c. It is policy of Town of Redcliff to implement health and safety programs to protect its staff from exposure to these hazards.

RESPONSIBILITY

1. Town of Redcliff is responsible to:



Peace Officer Policy and Procedures

- a. Assess and identify potential risks of exposure to communicable diseases in the workplace;
 - b. Provide appropriate measures and procedures to minimize the risk;
 - c. Provide education training regarding the risks, preventative procedures and potential health hazards to its staff;
 - d. Provide appropriate protective clothing and equipment;
 - e. Provide immunization vaccinations for Hepatitis, Rabies, and Tetanus at no cost to its workers;
 - f. Reimburse workers for Hepatitis, Rabies, and Tetanus immunization costs provided the vaccine was administered while the worker was an active Community Peace Officer of the Town of Redcliff.
2. Community Peace Officer(s) have the responsibility to:
- a. remain up-to-date with immunizations’;
 - b. participate in TB screening programs;
 - c. participate in educational sessions on the prevention of transmission of communicable disease;
 - d. use personal protective equipment and follow protective procedures as required;
 - e. report to the Safety Officer as soon as possible after an occupational exposure to an airborne pathogen and blood/bloody body fluid;
 - f. follow directions of the Safety Officer with regard to obtaining medical care and treatment as soon as possible following exposure;
 - g. Ensure their Hospital Admission Record includes the name Town of Redcliff.

PROCEDURES

1.0 IMMUNIZATION

- 1.0 Every Community Peace Officer of The Town of Redcliff shall complete an Immunization Form requesting or refusing Hepatitis, Rabies, and/or Tetanus vaccination prior to completion of their probationary period. (See Appendix “A”)
- 1.1 The Town of Redcliff shall make the necessary arrangements for the immunization program at no cost to the employee.
- 1.2 If an employee leaves the department prior to completion of the series of vaccine shots, The Town of Redcliff is not responsible to continue with the program.



Peace Officer Policy and Procedures

- 1.3 An employee may request change in participation in the program by submitting a new Immunization Form.

2.0 NOTIFICATION

- 2.1 If a Community Peace Officer believes that he/she has been exposed to an airborne pathogen or blood/bloody body fluid, the Community Peace officer shall as soon as possible after the exposure, attend the nearest Health Care Facility or Hospital for examination and consultation.
- 2.2 The Community peace Officer shall obtain immediate medical care and treatment following an occupational exposure as advised by a qualified medical practitioner and shall follow through with appropriate medical care.
- 2.3 The Community Peace officer shall ensure that the injury/exposure is properly documented.
- 2.4 The Community Peace Officer shall, within 48 hours of the exposure, complete an Incident Assessment Form (See Appendix 'B') and forward to the Municipal Manager and/or his designate (Director of Community and Protective Services) for review.

3.0 CONFIDENTIALITY

- 3.1 Confidentiality of both the employee and the source patient is extremely important. These concerns are particularly relevant to HIV because of the possible adverse consequences of any breach of confidentiality.
- 3.2 Any advice given to the employee by the Medical Officer of Health shall respect this confidentiality. To this end, the Medical Officer of Health may give advice as to what measures need to undertaken to ensure the employee is protected without releasing the exact diagnosis of the patient.
- 3.3 Any medical assessment done for the employee shall remain confidential.

4.0 WORKER PRECAUTIONS

- 4.1 Hands shall be washed after any contact with a patient, even if gloves have been worn, using the following procedures: wet hands first, dispense soap from container, wash hands with warm water and lots of friction – lather and scrub for about 15 seconds – rinse well under running water, dry hands with clean paper towel and use towel to turn off faucets.
- 4.2 In many emergency situations, there shall be no hand washing facilities and it shall not be possible for responders to wash immediately. In those cases, responders shall use waterless antiseptic hand cleaner and follow the manufacturer's instructions. Wash hands with soap and water as soon as possible.



Peace Officer Policy and Procedures

- 4.3 Disposable medical gloves shall be worn at all times whenever there is a risk of exposure to blood, other body fluids (vomit, etc.) or rashes (open sores, wounds). Gloves shall be changed between handling different people at the emergency scene if possible. When wearing gloves, responders shall avoid touching any personal items i.e. combs.
- 4.4 After use and before leaving the emergency scene, gloves shall be placed in the disposal bag on the rescue or EMS unit attending the scene. Hands shall be washed in accordance with 4.1 as soon as possible after removing gloves.
- 4.5 Eye shields and/or protective eyewear shall be worn when there is a risk the responder may be splashed with blood or body fluids.
- 4.6 Contact shall be avoided with any sharp objects or instrument, including needles, unless wearing the appropriate type of heavy glove.
- 4.7 Use the proper resuscitation equipment when someone in an emergency situation requires resuscitation.
- 4.8 Any clothing or protective gear splattered with blood or other body fluids shall be handled as little as possible and washed in a washing machine as soon as possible after the incident. Boots can be washed with a solution of 1:10 bleach and water.
- 4.9 When cleaning emergency equipment, responders shall wear disposable gloves. Blood or other body fluid spills on equipment or vehicles shall be cleaned with cleaners or disinfectants intended for environmental use. Disposable towels can be used to wipe fluids off surfaces. An appropriate germicide or 1:10 solution of bleach and water can be used to decontaminate and area.



IMMUNIZATION FORM

Please read the following options and indicate your choice by signing below.

Name: (Please Print) _____

OPTION # 1

As a responding Community Peace Officer of The Town of Redcliff and due to the potential exposure to a communicable disease that could affect my family and my livelihood, I hereby request Town of Redcliff to provide the Hepatitis, Rabies, and/or Tetanus vaccination that is available. I am aware of the potential side effects and am accepting of that risk.

Date _____ Signature _____

OPTION # 2

As a responding Community Peace Officer of The Town of Redcliff, I am aware of the potential exposure to a communicable disease that could affect my family and my livelihood, and I do not wish the Hepatitis, Rabies, and/or Tetanus vaccination that is available to me.

Date _____ Signature _____

OPTION # 3

As a responding Community Peace Officer of The Town of Redcliff, I have previously received the Hepatitis, Rabies, and/or Tetanus vaccine and do not require it.

Date _____ Signature _____



INCIDENT ASSESSMENT FORM

1. How did the exposure occur?

Time: _____

- ☐ Needle stick/punctured by sharp object
- ☐ Mucous membrane exposure by _____
type of body fluid
- ☐ Laceration of the skin by _____
type of body fluid
- ☐ Non-intact skin exposed to _____
type of body fluid
- ☐ Close contact with someone with a cough, possibly TB
- ☐ Close contact with someone suspected of having meningococcal disease
- ☐ Confined in an enclosed are (eg. Vehicle, aircraft) with someone who was coughing
- ☐ Giving mouth-to-mouth resuscitation to someone
- ☐ Human, animal or insect bite
- ☐ Possible rodent defecation
- ☐ Shared drinking glasses and other utensils (describe in detail):

2. Has he/she received a full course of hepatitis B vaccine? ☐ Yes ☐ No

When did she/he receive the last dose of hepatitis B vaccine? _____

Was serology testing done to determine and worker responded to the vaccine?



Peace Officer Policy and Procedures

☐ Yes ☐ No

When was the last testing for antibody? _____

3. What barrier precautions did the worker wear or use during the incident?

☐ goggles ☐ mask ☐ gloves ☐ apron or protective clothing

☐ mouthpiece ☐ others (describe in detail):

Are the barriers intact? (E.g. Were the gloves torn? Did any body fluids soak through the apron?)

If workers did not use barrier procedure, why not?

4. What body fluids was the worker exposed to?

☐ blood ☐ saliva ☐ wound drainage

☐ vomit ☐ urine ☐ feces

5. How long was the contact/exposure? {E.g. The worker was in the same aircraft or vehicle for (number of hours) the worker was soaked with (type of body fluid) for at least (length of time) before washing it off.}

7. Is this exposure considered significant in the opinion of the Safety Officer?

☐ Yes ☐ No

8. Was the worker referred to MOH for further action?

☐ Yes ☐ No

9. Response from MOH?

☐ Yes ☐ No

10. Time of completion: _____

11. Are there ESW from other ERO involved?



Peace Officer Policy and Procedures

Date _____ Signature _____

SUBJECT: CONTROL OF INFORMATION

Policy No: 7.07

1. These Standard Operating Procedures are confidential and shall be used by a Community Peace Officer and the Municipal Manager and/or his designate (Director of Community and Protective Services) of The Town of Redcliff.
2. Only a Community Peace Officer, a Member of the Royal Canadian Mounted Police and the Municipal Manager and/or his designate (Director of Community and Protective Services), shall have access to or look at any files or document relating to an investigation.
3. All evidence shall be kept in a locked cabinet unless it is required in the administration of justice.
4. All investigation files shall be kept in a locked filing cabinet separate from The Town of Redcliff main filing system.
5. Concluded investigation files shall be kept for seven (7) years after which they shall be destroyed. Concluded administration files shall be kept in accordance with The Town of Redcliff Record Retention Policy.
6. All files and documents, which reveal any details of an investigation, that shall be destroyed or discarded, shall be shredded.
7. Shall an alleged offender approach any Town employee or Councillor, other than a Community Peace Officer, regarding an argument to any prosecution, he or she shall be instructed to appear in Provincial Court on the designated date for a Judge's decision.
8. Dissemination of departmental information, other than in the administration of justice, is prohibited other than FOIP. The person violating this policy may be subject to disciplinary policies and or a civil action.
9. Information relating to the use of the online databases (MOVES and JOINS) shall be kept in strict confidentiality as provided in each program's use agreements. Any person violating these policies may be subject to disciplinary policies.

SUBJECT: ANIMAL CONTROL

Policy No: 7.8



OBJECTIVES

1. The objective of Animal Control is effective enforcement and administration of The Town of Redcliff Animal Control Bylaw. This objective shall be met using:
 - a. Effective community relation;
 - b. Education;
 - c. Law enforcement techniques;In the order of priority as presented.

GENERAL:

1. An Animal Control Officer is the Community Peace Officer or any other person appointed as a By-law Enforcement Officer by the Municipal Manager.
2. The Animal Control Officer shall report to the Municipal Manager and/or his designate (Director of Community and Protective Services).
3. The Animal Control Officer is responsible for the enforcement and administration of The Town of Redcliff Animal Control Bylaw.
4. The Animal Control Officer shall abide by all Town of Redcliff policies (where applicable), and follow any terms or conditions outlined in any pertinent contract.

PROCESS:

1. When an Animal Control Officer observes an offence under the Animal Control Bylaw, he/she shall investigate the offence. The Animal Control Officer may impound the dog, pursuant to the bylaw, issue a warning (written or verbal), violation tag, or violation ticket.
2. The Animal Control Officer shall serve a warning or violation tag on the owner of the dog either personally or in substitution. A violation ticket shall be served pursuant to the provisions of the Provincial Offences Procedures Act and Regulations.
3. When an Animal Control Officer impounds a dog, unless other reasonable circumstances exist, it shall be taken to The Town of Redcliff impound facility or other facility as agreed upon. The Animal Control Officer shall make all reasonable attempts to notify the owner of the dog that it has been impounded. A dog impoundment form shall be completed and submitted.

INVESTIGATIONS:

1. When a dog attack has occurred, the Animal Control Officer shall investigate and follow up on the incident.



Peace Officer Policy and Procedures

2. When responding to a dog attack complaint, the goal of the Animal Control Officer shall be to secure evidence pertaining to the allegation. The Animal Control Officer shall direct the investigation.
3. When the Animal Control Officer concludes an investigation based on a complaint, they shall advise the complainant of the outcome of the investigation.
4. In investigating a complaint of barking dogs, the Animal Control Officer shall try to obtain evidence to show an ongoing problem of barking that causes a disturbance to others.

DOG ADOPTIONS

1. Unclaimed dogs may be adopted from impound in accordance with The Town of Redcliff Animal Control Bylaw, Policies and any other Agreements in place.
2. When a person adopts a dog, they assume all responsibility for that dog.

SUBJECT: COMMUNITY PEACE OFFICERS w/ DISABILITIES OR PREGNANCIES

Policy No: 7.9

1. The Community Peace Officer(s) shall be subject to and directed by The Town of Redcliff Human Resources policy and any applicable Provincial Legislation.

SUBJECT: HAZARD CONTROL

Policy No: 7.10

1. The Town of Redcliff, as member of the Alberta Association of Community Peace Officers (AACPO), hereby adopts the AACPO Recommended Hazard Control Methods (as amended from time to time).
2. The AACPO Recommended Hazard Control Methods are as follows (where AACPO guidelines differ from department policy, department policy shall prevail):

INTRODUCTION

The Duties of a Community Peace Officer may vary greatly; therefore this manual shall address duties that are most commonly performed by Community Peace Officers.

This manual is divided into three parts:

1. **Duties of a Community Peace Officer** – This Part shall identify the most common duties that a Community Peace Officer may perform within The Town of Redcliff.



2. **Hazards Associated with duties of a Community Peace Officer** – This part shall identify the duties listed in part one.
 3. **Hazard Control Methods** – This part shall assist in identifying some ways that we can minimize the risks to Community Peace Officers listed in part two.
-

CATEGORY ONE – DUTIES OF A COMMUNITY PEACE OFFICER

1. Driving Patrol Vehicles (regular passenger vehicles, bikes snowmobiles, ATV's)
 2. Dangerous Goods Incidents
 3. Animal Control
 4. Traffic Direction
-

CATEGORY TWO – HAZARDS ASSOCIATED WITH DUTIES OF A COMMUNITY PEACE OFFICER

1. Driving Patrol Vehicles:
 - Injury or Death from Accidents or Collisions with other Vehicles
 - Driver Fatigue
 - Striking Pedestrians / Animals
 - Icy or Slippery Road Surfaces
 - Loss of concentration while talking on cellular phones
2. Emergency Responses
 - Injury or Death from Accidents or Collisions with other Vehicles
 - Adrenaline or Siren Syndrome
 - Striking Pedestrians / Animals
 - Being Struck by Passing Motorist
 - Uncooperative Subject
 - Risk of Injury or Death from weapons inside violator's vehicle
3. Dangerous Goods Incidents
 - Injury or Death from downed power lines, explosion, chemical spills, etc.
 - Being struck by passing motorists
 - Blood-borne & Air-borne pathogens
 - Illness from cold and inclement weather
4. Animal Control



- Risk of injury or death due to bite or attack
- Blood-borne pathogens
- Being struck by passing motorist

5. Parking Infractions / Bylaw Investigations

- Risk of injury or death due to bite or attack
- Striking Pedestrians / Animals
- Uncooperative Subject
- Risk of injury or death from weapons from inside violators vehicle or residence
- Being struck by passing motorist

CATEGORY THREE – HAZARD CONTROL METHODS

1. Driving Patrol Vehicles (regular vehicles, bikes, snowmobiles, ATV's)

Injury or death from accidents or collisions with other vehicles.

All Community Peace Officers shall:

- Ensure that the patrol vehicle utilized by the Community Peace Officer is suitable for the duties required to be performed. For example: Shall the majority of driving be on hilly terrain or gravel roads then perhaps a Sport Utility Vehicle 4 X 4 would be required.
- The patrol vehicle shall be inspected from bumper to bumper, (or wheel to wheel for a bike), on a routine and frequent basis by a qualified mechanic. *Town of Redcliff vehicles shall be inspected every 10,000 kms.* Items of special interest include such things as: lighting, brakes, tires, emergency equipment, etc.
- Reflective striping/lettering can also assist in illuminating the patrol vehicle during low light conditions.
- Ensure that the Community Peace Officer respects and obeys the current applicable rules of the road. All turns shall be clearly signalled well in advance.
- If on a bicycle, snowmobile or All-Terrain Vehicle, a Community Peace Officer shall wear a safety helmet and bright reflective clothing.

Driver Fatigue

- Do not operate a patrol vehicle if tired from a lack of sleep, sickness, or taking prescription medication that can make you drowsy.
- Community Peace Officers shall drive several kilometres each day, it is vital that they take several breaks to prevent fatigue. Simply pulling over onto a side road and stretching shall be sufficient.

Striking Animals / Pedestrians



Peace Officer Policy and Procedures

- Avoid driving on the shoulder of any highway, unless in an off-highway or All-Terrain Vehicle.
- To avoid backing over a pedestrian or objects, walk around your vehicle before getting in it.

Icy or Slippery Road Surfaces

- During the winter months, it is recommended that a Community Peace Officer's patrol vehicle be equipped with reliable winter tires for optimum traction.
- Patrol vehicles shall be equipped with ABS brakes.
-

Loss of concentration while talking on Cellular Phone

- Most Community Peace Officers spend a lot of time on their cellular phones while inside a patrol vehicle.
- We recommend that patrol vehicles be equipped with hands free cellular phones or that Community Peace Officers pull to the extreme edge of the road and stop while talking.

2. Traffic Investigations, Emergency Responses

Injury or death from accidents or collisions with other vehicles

- When responding to an emergency situation, Community Peace officers shall activate the patrol vehicle's emergency warning lights.

Adrenaline

- Community Peace Officers can become disorientated during emergency investigations while emergency lights are activated. It is very important that Community Peace Officers try and block out any distractions caused by flashing lights and siren.

Striking Pedestrians / Animals

- Please refer to this part in the Driving Sub Section.

Being Stuck by a Passing Motorist

- This section applies during a traffic stop, when the patrol vehicle is parked behind a violator's vehicle on the side of the road, or when the Community Peace Officer is standing beside the violator's vehicle.
- A Community Peace Officer shall wear either a traffic vest or bright and reflective patrol jacket when standing beside a violator's vehicle during a traffic investigation. This practice shall make a Community Peace Officer more visible to a passing motorist and the risk of being struck shall be minimized.



Peace Officer Policy and Procedures

- When a patrol vehicle is parked behind a violator's vehicle on the side of a road during a traffic investigation, the patrol vehicle's emergency lights, especially to the rear, shall be activated.
- Whenever possible, a Community Peace Officer shall park his patrol vehicle in an offset portion behind the violator's vehicle to create a safe corridor for the Community Peace Officer approach.

Uncooperative Subject

- A Community Peace Officer shall, from time to time, come into contact with a violator with a bad attitude during a traffic / bylaw investigation.
- Try and encourage the violator to remain in his or her vehicle during the traffic stop to prevent the violator from being struck by a passing motorist and to minimize the possibility of the violator assaulting the Community Peace Officer.
- While dealing with the violator in a firm but fair manner, always keep at least two arms lengths from the violator to provide response time shall the violator become an assailant.
- It is very important for Community Peace Officers to have adequate communications shall immediate assistance be required. Minimum communications required are: two way radios linked to the nearest Police department and a cellular phone.
- Training in Arrest & Restraint Techniques is recommended.
- A Community Peace Officer shall have the means to communicate with a dispatcher or control center to advise:
 - When he or she is coming on or going off duty.
 - Details of any traffic investigation or other situation where safety may be of concern.
 - If he or she shall be performing some extensive driving to a certain destination.

Relating to the three aforementioned situations, the dispatcher or control center shall have the ability to contact a predetermined person(s), or agency, shall the Community Peace Officer fail to call, via radio or cellular phone, within a previously established time frame.

Risk or injury or death from weapons inside the violator's vehicle

- A Community peace Officer, during a routine traffic investigation, can come into contact with criminals who possess illegal weapons and/or firearms. It is very important not to become complacent and to initially treat every traffic stop as high risk.
- Continually scan the interior of the violator's vehicle for weapons and always know where the violator's hands are. If the violator reaches into areas of suspicion, direct that person to keep his or her hands on the steering wheel or where you can see them.



Peace Officer Policy and Procedures

- When speaking with the violator at his or her vehicle, stand slightly back of the driver's door so that the violator shall turn back and look at you. Never place any part of your body inside the window or stand directly in front of the driver's door.

3. Motor Vehicle Accidents & Dangerous Goods Incidents

Injury or death from downed power lines, explosions, chemical spills, etc.

- Upon arriving at the scene of a Motor Vehicle Accident or Dangerous Goods incident, a Community Peace Officer shall assess the entire scene for hazards before even exiting the patrol vehicle.
- If Dangerous Goods are suspected, a Community Peace Officer shall be equipped with and utilize binoculars and determine the product involved by reading the numbers on the vehicle's Dangerous Goods Placards. The Community Peace Officer shall then follow the recommendations listed in the latest edition of the Emergency Response Guidebook relating to Dangerous Goods Incidents.
- Dispatch the necessary emergency response personnel to the scene to control any hazards identified.

Being Struck by Passing Motorists

- An accident scene can sometimes be littered with debris and hazards to passing motorists exist. In addition, passing motorists usually stare at the accident scene and take their eyes off of the roadway ahead of them.
- A Community Peace Officer shall make every effort to make the accident scene safe by slowing, stopping or redirecting traffic. This can be accomplished by using pylons, road flares (if no flammable or explosive materials are suspected to be involved), emergency warning lights on the patrol vehicle, etc. These traffic control devices shall be kept in the patrol vehicle at all times.
- A Community Peace Officer shall be equipped with and wear either a traffic vest or jacket shall be worn whether the Community Peace Officer is conducting traffic control or other duties inside the scene.

Blood-borne & Airborne Pathogens

- A Community Peace Officer is at risk of disease or death while assisting medically or otherwise, at an accident or Dangerous Goods incident.
- A Community peace Officer shall be equipped with and use rubber gloves and a facial barrier while dealing with an injured person or performing Artificial Respiration.
- Shall a dangerous gas or chemical be suspected at a Dangerous Goods incident, a Community Peace Officer shall stay upwind from the affected area, until 'all clear' has been given by the Dangerous Goods response official.
- It is recommended that a Community Peace Officer be immunized for protection from diseases or illnesses such as, but not limited to: Hepatitis, Influenza and Rabies.



Peace Officer Policy and Procedures

- Shall a Community Peace Officer come into unprotected contact with potential sources of disease such as blood, mucous or chemicals, he or she shall seek medical attention immediately.

Illnesses from Cold and Inclement Weather

- When a Community Peace Officer is outside his or her patrol vehicle during cold or inclement weather, it is imperative that suitable clothing be worn to prevent illness.
- A Community Peace Officer shall be issued and wear a bright and reflective rain jacket while it is raining and a parka or similar winter jacket during cold weather.
- A toque or similar hat and gloves shall also be issued and worn by a Community Peace Officer when required.

4. Weighing Large Trucks with Portable Scales

Injury to back while lifting heavy scales

- Adopt safe lifting procedures while carrying portable scales. Always bend at the knees and not at the back to prevent back strain.

Improper Storage of Scales in Patrol Vehicle

- Store portable scales in a secure rack that shall prevent the scales from becoming projectiles in the event of an accident or sudden stop.
- Store the scales at an appropriate height to prevent the Community Peace Officer from bending at the waist and reaching down into a trunk to lift them. A lower location shall certainly cause back strain and unnecessary time off of work.

Being Stuck by Passing Motorist

- Please refer to this part in the Vehicle Pursuit, Traffic Stops & Emergency Response section.

Truck Tire exploding while nearby

- After placing portable scales under tires, a Community Peace Officer shall move at least 3 metres away from the tires being weighted, while the truck drives on top of the scales.
- Once the truck has stopped on the scales, the Community Peace Officer can move in and obtain a reading.
- Before placing the truck on scales, conduct a quick inspection of the tires about to be weighted for bulges or other danger signs. If you suspect that a tire could explode, do not weigh it with portable scales.

Dangerous Chemical Spilling on Officer



Peace Officer Policy and Procedures

- Anytime a Community Peace Officer weighs a truck hauling dangerous chemicals, he or she is at risk of being contaminated or otherwise injured by a chemical leak or sudden spray.
- Continuously check for leaky valves or other signs of a possible leak.
- Avoid standing near venting tubes as they can emit a dangerous vapour at any time.

5. Conducting Check Stops

Being Struck by Passing Motorists

- Please refer to this part in the Vehicle Pursuits, Traffic Stops & Emergency Response Section.

Uncooperative Subject

- Please refer to this part in the Vehicle Pursuits, Traffic Stops & Emergency Response Section.

6. Conducting Public Vehicle Safety Inspections

Being Struck by Passing Motorists

- Please refer to this part in the Vehicle Pursuits, Traffic Stops & Emergency Response Section.

Being Struck by Vehicle being inspected

- A Community Peace Officer shall be provided with a device that can be placed around tires to prevent that truck from moving.
- A Community Peace Officer shall use the aforementioned device each time he or she shall crawl underneath the truck to conduct an inspection.

Dangerous Chemical Spilling on Officer

- A Community Peace Officer shall be equipped with and wear static resistant, polypropylene coveralls, safety goggles and gloves when performing this type of duty.
- Please refer to this part in the Weighing Large Trucks with Portable Scales Section.

7. Animal Control

Risk of Injury or Death due to bite or attack

- A Community Peace Officer shall be issued adequate gloves that cannot be punctured by the teeth of attacking animal.



Peace Officer Policy and Procedures

- A Community Peace Officer shall be issued all the equipment required to capture a stray animal. These items may include: catch pole, nets, cages, etc.
- Shall a Community Peace Officer come into contact with a vicious animal where it appears as though it may attack, and the Community Peace officer fears for his or her safety, the Community Peace Officer shall retreat and obtain further resources such as: Tranquilizer rifle, (if authorized and trained in its use), assistance from others, etc.

Blood-borne Pathogens

- All Community Peace Officers who perform animal control duties shall be afforded the opportunity to obtain immunization against diseases such as rabies.
- A Community Peace Officer shall be equipped with adequate gloves that cannot be punctured by the teeth of an attacking animal.

Being Struck by Passing Motorists

- As some animals shall be captured on the side of the road or in the ditch, a Community Peace Officer is at risk from being struck by a passing motorist.
- A Community Peace officer shall be issued and wear a traffic vest or other bright or reflective jacket that shall increase his or her visibility to passing motorists.

CONCLUSION

The Recommended Hazard Control Methods listed in this document are not intended to be the ultimate directives on proper methods of performing the duties of a Community Peace Officer.

They shall be interpreted as being recommended methods of minimizing the risks associated with a Community peace Officer position.

A Community Peace Officer performs specialized and unique tasks, which can become very dangerous. The Alberta Association of Community Peace Officers and its Officer Safety Task Force, vigorously desire that no Community Peace Officer is ever placed into a situation where his or her safety is in jeopardy.

Shall an employer direct a Community Peace Officer to perform a specific hazardous duty not listed in this document; we strongly recommend that a Hazard Assessment be performed prior to that duty. It could be found that the Community Peace Officer requires additional resources or manpower to perform that specific hazardous duty. A Community Peace Officer may refuse to perform a duty if the situation is unsafe or uncomfortable in their discretion.

SUBJECT: EMERGENCY RESPONSE

Policy No: 7.11



Peace Officer Policy and Procedures

1. Only Community Peace Officers that have completed the forty (40) hour Emergency Vehicle Operators Course and have the emergency response authority listed on their Peace Officer appointment may respond to calls for service utilizing emergency equipment.
2. Emergency Response shall not be conducted for:
 - a. Non-Injury Motor Vehicle Collisions.
 - b. Providing backup to Police or Peace officers where there is a Police Officer closer and already responding to the situation, unless requested by the RCMP to attend.
 - c. Any other non-urgent situation.
3. All situations where there is a possibility of an emergency response shall be evaluated by the Community Peace Officer to continually assess the risk between providing services on-scene, and the increased risk to the Community Peace Officer and the Public while responding in an emergency response capacity. Public safety and the safety of the situations. At all times the Community Peace Officer shall take into account:
 - a. The seriousness of the incident;
 - b. The road and weather conditions;
 - c. The volume of vehicle and pedestrian traffic;
 - d. The area (urban vs. Rural);
 - e. The distance to travel.
4. Any collisions resulting from an emergency response by a community Peace Officer shall be reported to the Director of Community and Protective Services.

SUBJECT: KNOWN RISKS

Policy No: 7.12

1. Municipal Enforcement Officers will enter known risks and/or potential known risks into Report Exec in the following circumstances:
 - a. Person is showing/has shown severe mental health issues;
 - b. Person has expressed verbal, physical threats and/or gestures against Officers, other law enforcement personnel and/or Town staff; and/or,
 - c. Person is known to be a Freeman of the Land.
2. Municipal Enforcement Officers will complete the following steps to enter the known risk information into Report Exec:
 - a. Open a Case Report;
 - b. Select Contact;
 - c. Select Add Person;
 - d. Select Additional Info;
 - e. Select Add Caution Type;



Peace Officer Policy and Procedures

- f. Add a note regarding the Caution;
 - g. Click on Add, as this is the only way to save the Caution; and,
 - h. Select Save.
 - i. Once the information is entered into Report Exec, when the name and/or address is entered again, "USE CAUTION" will appear in the search and when the name is clicked on, a large red box appears to inform the Officer that the person is a known or potential risk and why.
3. Once a Municipal Enforcement Officer interacts with and/or receives information regarding a new known risk, the information will be entered as soon as practicable, to maintain Officer safety.
4. Known risk information will be shared between Municipal Enforcement Officers when it becomes known, due to the increased possibility of encountering the same individual(s), due to proximity.
5. Prior to attending a call for service, Officers will enter the name and/or address into Report Exec to determine if the person/location has been deemed as a known risk. If the person/location has been deemed as a known risk, the Officer will request the necessary back-up to attend the call (i.e. another Municipal Enforcement Officer and/or a member of the RCMP Detachment).
6. As the information is stored in Report Exec, only employees with access to Report Exec will have access to the information. This includes: one (1) Municipal Enforcement Officer, the Director of Community & Protective Services and Chief Administrative Officer.

SUBJECT: TRAFFIC SAFETY PLAN

Policy No: 7.13

1. Upon recognizing a contravention, turn on the patrol vehicle's roof mounted light bar and sirens. If it is necessary and safe to do so, turn the patrol vehicle around in order to safely close the distance upon the subject. If there is no safe manner of turning the patrol vehicle around, allow the subject to abscond.
2. Begin closing the distance on the subject vehicle in a safe manner. This should always be done in accordance with:
 - a. Posted speed limits;
 - b. Road condition; and
 - c. Traffic conditions.
3. Once the subject vehicle has pulled over to the side of the road, assess the safety of the situation. If the area is not safe for a traffic stop, direct the subject to move by speaking to them at their window or by using the patrol vehicle's PA (Public Address) system.
4. Properly position the patrol vehicle so that it offers:
 - a. Protection – a walking land and advanced warning to other motorists;
 - b. Safety buffer – 15-20 feet from the subject's vehicle;



Peace Officer Policy and Procedures

- c. Illumination – use the patrol vehicle’s flood light, take down lights, high beams, or pillar lights to see into the vehicle clearly during the approach; and
 - d. Cover/disengagement options.
 - e. Generally, patrol vehicle placement will be offset left which is often considered one of the safest tactical options. Ensure that the patrol vehicle tires have been turned towards the curb.
5. Approach the subject’s vehicle. When walking towards the subject’s vehicle, keep eyes up and alert for any movements that may require an adjustment to the approach. Generally, officers will approach the driver’s side door, but in fast moving lanes of traffic, a passenger side approach may be more appropriate.
 - a. Watch the suspect(s) in the vehicle at all times;
 - b. Sweep the backseat on approach;
 - c. Never proceed beyond the “B” pillar;
 - d. Accept documents with the non-dominant hand;
 - e. If holding a flashlight, keep it positioned under the non-dominant hand;
 - f. Avoid reaching into the vehicle, allowing the driver to reach out; and
 - g. Keep the motorist in their vehicle.
6. Once the appropriate documents have been received, walk back to the patrol vehicle along the safety corridor. Run the necessary checks inside the patrol vehicle, checking on the subject’s vehicle periodically.
7. Return to the subject’s vehicle following the same steps outlined in Section 5) and return the subject’s documents. Inform the subject that the traffic stop has been concluded and that they are free to go.
8. Once the subject vehicle has exited the scene, de-activate the patrol vehicle’s emergency equipment (lights and siren). Allow the subject vehicle to merge into traffic before moving the patrol vehicle.
9. Locate a safe place – not at the side of a busy roadway – to complete paperwork and notes as soon after the stop as is practical.

SUBJECT: DEFENSIVE TOOLS

Policy No: 7.14

1. Defensive tools are not to be used or removed from their holster unless required.
2. If the use of defensive tools is required, use as per:
 - a. Certified training if required by that particular tool; or,
 - b. Directions specified if certified training is not required.
3. Be aware of surroundings and environmental restraints.



Peace Officer Policy and Procedures

4. Officers will immediately notify the supervisor if defensive tools are used or removed from holster in the execution of their duties and the supervisor will advise the Solicitor General's Office within two (2) business days.

SUBJECT: ALTERNATIVE DISPUTES RESOLUTION

Policy No: 7.15

Whenever a concern is received by the Town Office regarding Community Peace Officers, the procedure will be as follows:

1. The direct supervisor of the Community Peace Officer against which a complaint has been made has the authority to informally resolve the public complaint.
2. The person who has filed the concern will be contacted by the direct supervisor as soon as reasonably possible, to meet with the direct supervisor to discuss the concern, circumstances, facts, and any other pertinent information, and to find a resolution to the matter.
3. Upon mutual resolution by all parties, the informal resolution agreement will be written out describing the concern and action taken, as well as the signatures of the parties represented resolving the concern.
4. The Director of Community & Protective Services will receive a copy of the resolution within one month from the time of concern was investigated.

SUBJECT: COMMUNICATION

Policy No: 7.16

1. Municipal Enforcement Officers at the commencement of their shift will book on shift by providing an E-mail to the designated E-mail account. This will prompt a reply E-mail or radio communication with the dispatch centre.
2. Municipal Enforcement Officers, during patrols, will report to the dispatch centre who is designated to perform check-ins by radio- (patrolling only).
3. Municipal Enforcement Officers will utilize two-way radio first to check-in. If unsuccessful accessing designated check-in staff, cell phone then may be used for check-in.
4. When Municipal Enforcement Officers are working after regular office hours, the Officer will utilize the dispatch centre for 10-11's or Officer safety concerns.
5. Municipal Enforcement Officers will go 10-11 with the dispatch centre at any time a traffic stop is initiated by that Officer.



5.1 Vehicle Checks (10-11)

- a) Municipal Enforcement Officers will advise dispatch when they are performing a Roadside Check (10-11).
- b) Municipal Enforcement Officers will provide the location of the vehicle stop, licence plate number, basic description of the vehicle, number of occupants and any other particulars that may be of significance.
- c) Dispatch will update the Patrol Unit status to 10-11 and record the address/location/direction, plate number and other information.
- d) A generated time of 5 minutes will be assigned.
 - a. The initial 5 minute timer may not be extended.
- e) Municipal Enforcement Officers may query the license plate number and registered owner on the provincial motor vehicle system/enforcement record system and SOCC.
- f) Municipal Enforcement Officers may request an extended timer after initial timer has expired.
- g) If the status check is not acknowledged by the Municipal Enforcement Officer, dispatch will attempt contact via cell phone.
- h) Failure to make contact will initiate an immediate escalation of the Municipal Enforcement Officers status by the Operator. (Refer to RCMP Assistance section below).
- i) Municipal Enforcement Officers will advise when they are 10-08.

5.2 Foot Patrols (10-77)/Residence Checks (10-76)

- a) Municipal Enforcement Officers will advise dispatch when conducting foot patrol (10-77) or residence check (10-76) and provide the location and estimated duration.
- b) Dispatch will update the Patrol Unit(s) status, record the address/location/direction of foot patrol.
- c) Dispatch, when the timer expires, will perform status checks and update Patrol Unit.
- d) If the status check is not acknowledged by the Municipal Enforcement Officer, dispatch will attempt contact via cell phone.
- e) Failure to make contact will initiate an immediate escalation of the Municipal Enforcement Officers status by dispatch. (Refer to RCMP Assistance section below).



f) Municipal Enforcement Officers will advise when clear (10-08).

g) Operator will update the Patrol Unit status to 10-08.

5.3 Out of Service (10-07)

a) Municipal Enforcement Officers will advise dispatch when they will be Out of Service (10-07) for court, vehicle maintenance, etc.

b) Dispatch will update the Patrol Units status to 10-07 and record the address/location/direction and reason.

c) Dispatch, when the timer expires, will perform status check and update Patrol Unit.

d) If the status check is not acknowledged by the Municipal Enforcement Officer, dispatch will attempt contact via cell phone.

e) Failure to make contact will initiate an immediate escalation of the Municipal Enforcement Officers status by dispatch. (Refer to RCMP Assistance section below).

f) Municipal Enforcement Officers will advise when clear (10-08).

g) Operator will update the Patrol Unit status to 10-08.

5.4 Transports

a) Municipal Enforcement Officers may be required to transport a “passenger” back to the detachment or provide assistance with transporting from a scene to a secondary location, e.g. private residence.

b) Municipal Enforcement Officers will advise dispatch they are transporting a passenger and provide the following information:

c) Starting Location

d) End Location

e) Number and sex of passenger(s)

f) Mileage

g) Dispatch will update the Patrol Unit status to 10-17 (En-Route) and record the start location, end location, number and sex of passengers and mileage.

h) Dispatch will provide the Municipal Enforcement Officer with the current time (10-34), utilizing the 24hr clock.



- i) Municipal Enforcement Officers will provide dispatch with their end mileage immediately upon arriving at the destination.
- j) Municipal Enforcement Officers will advise when clear (10-08).
- k) Operator will update the Patrol Unit status to 10-08.

5.5 RCMP Assistance

- a) Should dispatch fail to make contact with a Municipal Enforcement Officer, the Supervisor will be contacted. If dispatch fails to make contact with the Supervisor, RCMP will be contacted immediately.
- b) Dispatch will provide RCMP all known information relating to the Municipal Enforcement Officer's location and details of their current status.
- c) While RCMP are en route to the last known location, dispatch will continue their attempts to make contact with the Municipal Enforcement Officer.
- d) If upon RCMP attendance it is deemed an emergent situation, dispatch will contact the Supervisor.
- e) The RCMP assume responsibility for any further escalation regarding search and rescue, etc.
- f) Dispatch will assist the RCMP and Municipal Enforcement Officers as required during any escalation of events.

5.6 Emergency Response (10-33)

- a) Municipal Enforcement Officers will request police assistance via the radio by announcing 10-33 (Help me Quick) and other critical information in plain language.
 - b) Dispatch will immediately relay all known information including Municipal Enforcement Officers status, location and all other pertinent details to RCMP and Supervisor.
 - c) Dispatch will contact the Supervisor and advise of the situation.
- 6 At any time Municipal Enforcement Officers feel the activity being conducted entails a higher risk, the Officer may contact the dispatch centre and request a safety timer.
- 7 Municipal Enforcement Officers who at any time deem a situation to be of immediate risk, will, if possible, remove themselves from the area and as soon as possible advise RCMP (for police matters only) and Municipal Enforcement Staff Supervisor of the risk observed. If Municipal Enforcement Officers cannot remove themselves immediately from area of concern they will utilize proper training received from the Solicitor General's Department to ensure their well being and/or protection of other members of public.



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- 8 At the end of shift, Municipal Enforcement Officers will go 10-35 alerting Control the Officer is done shift.

Ten Codes:

<u>10-00</u>	<u>Radio Communications Check</u>
<u>10-01</u>	<u>Signal Weak</u>
<u>10-02</u>	<u>Signal Good</u>
<u>10-03</u>	<u>Stop Transmitting</u>
<u>10-04</u>	<u>Affirmative (OK)</u>
<u>10-05</u>	<u>Relay (To)</u>
<u>10-06</u>	<u>Busy</u>
<u>10-07</u>	<u>Out of Service</u>
<u>10-08</u>	<u>In Service</u>
<u>10-09</u>	<u>Say Again</u>
<u>10-10</u>	<u>Negative</u>
<u>10-11</u>	<u>Vehicle Check</u>
<u>10-12</u>	<u>Stand by Stop</u>
<u>10-13</u>	<u>Existing Conditions</u>
<u>10-14</u>	<u>Message/Information</u>
<u>10-15</u>	<u>Message Delivered</u>
<u>10-16</u>	<u>Reply to Message</u>
<u>10-17</u>	<u>Enroute</u>
<u>10-18</u>	<u>Urgent</u>
<u>10-19</u>	<u>(In) Contact</u>
<u>10-20</u>	<u>Location</u>
<u>10-21</u>	<u>Call By Phone</u>



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10-22	Disregard
10-23	Arrived At Scene
10-24	Assignment Complete
10-25	Report to (Meet)
10-26	Estimated Time of Arrival (ETA)
10-27	License/ Permit Information
10-28	Ownership Information
10-29	Records Check (Persons/Vehicle/Property/Boats/Motors/CNI-CRS File)
10-30	Danger/Caution
10-31	Pick-Up
10-32	Units Needed (Specify Number/Type)
10-33	Help Me Quick
10-34	Time
10-35	Off Duty
10-36	On Duty
10-37	Returning to Office
10-38	Fatality/Sudden Death
10-40	Possible Hit on Persons/Vehicle/Property
10-41	Possible Hit Now Confirmed with Originator
10-42	Person/Vehicle/Vessel in Surveillance Category
10-43	Person in Parole Category
10-44	Person in Accused Category
10-45	Person in Elopee Category
10-46	Person in Prohibited Category, Will follow with: **"Foxtrot" (firearms) **"Lima" (liquor)**"Delta"(driving) **"Hotel"(hunting restriction)
10-47	Persons in Court Action/Probation Category



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10-48	Persons in Refused Category (Firearms)
10-49	Person in Firearms Interest Police (FIP) Category
10-50	Persons in Special Interest Police (SIP)
10-51	Federal/Provincial Inmate Record
10-52	Stolen Vehicle CPIC Entry
10-53	Crime Vehicle CPIC Entry Record Entry
10-55	Unauthorized Listener
10-57	Building Out of Service (OCC only)
10-58	Building In Service (OCC only)
10-60	Danger/Police Hater Extreme Caution
10-61	Station Calling Identify Self
10-63	Dispatch Tow Truck
10-64	Dispatch Ambulance
10-65	Escort (Prisoner or Mental)
10-68	Breathalyzer Tech Required
10-70	Are You OK
10-71	Complaint Dispatch
10-72	Armed Robbery
10-73	Alarm (Other Premises)
10-74	False Alarm
10-75	Meal Break
10-76	On Portable
10-77	At Residence
10-78	At Office
10-81	Record- Violence



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10-82	Record- Robbery
10-83	Record- Offensive Record
10-84	Record- Break & Entry
10-85	Record- Auto Theft
10-86	Record- Theft
10-87	Record- Drugs
10-88	Record- Fraud
10-89	Record- Sex
10-90	Record- Other Criminal Code
10-96	Fail to Appear
10-97	No Conviction
10-99	Multi Unit Check Stop

SUBJECT: HANDLING PUBLIC COMPLAINTS AND ADMINISTRATION FOR COMMUNITY PEACE OFFICERS

Policy No: 8.0

1. Complaints or other information about inappropriate conduct of a Community Peace Officer shall be directed to the Municipal Manager at The Town of Redcliff Municipal Office, 1-3rd Street NE Box 40 Redcliff, AB T0J 2P0. All Complaints shall be accepted and dealt with according to the established policy.
2. Complaints shall be in writing AND signed by the Complainant.
3. If the complaint is "internal" in nature, any Town of Redcliff Human Resources Policy shall be followed. "Internal" complaints refer to issues arising between staff members, or staff and supervisor, over the interpretation, meaning, operation or application of any term or condition of employment, with the exception of the classification of a position, an employee, contract employee or volunteer.
4. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall, within 30 days and in writing, acknowledge receipt of the complaint to the complainant. In addition to this, an Incident report (form # JS3535), shall be completed and submitted to the Alberta Justice and Solicitor General, Peace Officer Program.



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5. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall notify the Community Peace Officer, except where it may be reasonably suspected that:
 - a. The complainant may be placed in danger if the Community Peace Officer were to be informed;
 - b. The Complainant may face other inappropriate action by the Community Peace Officer should they be informed;
 - c. That notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the Peace Officer Act;
 - d. A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Community Peace Officer could impede any resulting police or other investigative agency investigation, or;
 - e. Any other situation identified by The Town of Redcliff or Director of Community and Protective Services in which it may be appropriate to delay informing the Community Peace Officer about the complaint.
6. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - a. Incident reports;
 - b. Dispatch logs;
 - c. Officer notebook(s);
 - d. Court reports;
 - e. Legal documents.
7. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall notify the complainant, the peace officer involved if appropriate, and Director (Peace Officer program) as to the status of the investigation at least once every 45 days.
8. The Community Peace Officer shall be given an opportunity to make a full response to the allegations and supporting evidence. The Community Peace Officer shall have opportunity to contact legal counsel, at his own expense, before responding to the allegation and shall, if he so chooses, have a witness or legal counsel present at all stages of these proceedings.
9. The Municipal Manager and/or his Designate (Director of Community and Protective Services) shall notify the complainant, the Community Peace Officer(s) involved, and the



Peace Officer Policy and Procedures

Director of Law Enforcement of the disposition of the complaint using the wording as found in Section 22 of the *Peace Officer Ministerial Regulations*, which reads as follows:

- a. **“The complaint is unfounded”**. This means that on the basis of a thorough investigation, no reasonable belief exists that the complaint has merit or basis.
 - b. **“The complaint is unsubstantiated”**. This means that on the basis of a thorough investigation that there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - c. **“The complaint is found to have merit in whole or part”**. This means that on the basis of a thorough investigation that:
 - i. “in whole”, a reasonable belief exists that the Community Peace Officer has engaged in misconduct in regards to the entirety of the complaint, or;
 - ii. “in part”, a reasonable belief exists that the Community Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its’ entirety.
 - d. **“The complaint is frivolous, vexatious or made in bad faith”**. This disposition shall be used when the Municipal Manager and/or his Designate (Director of Community and Protective Services) chooses NOT to investigate the complaint as per Section 15(2) of the *Peace Officer Act*, which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith.
 - “frivolous” means a complaint intended merely to harass or embarrass;
 - “vexatious” means a complaint that has no basis in fact or reason, with its purpose to bother, annoy, and embarrass the Community Peace Officer or The Town of Redcliff;
 - “Bad faith” means filling a complaint with intentional dishonesty or with the intent to mislead.
 - e. Reasons for NOT investigating complaints by reason of the above definitions, it shall be explained in writing to the complainant and advise them of the ability to appeal to the Director of Law Enforcement as per standard appeal process.
11. In the event a complaint is found to have merit in whole or part, the Municipal Manager and/or his Designate (Director of Community and Protective Services) shall state what disciplinary action has been taken and it shall be in accordance with The Town of Redcliff’s Human Resource Policy.
 12. The conclusion letter issued to the complaint shall contain the following closing paragraph which communicates to the complainant that appeals of the decision reached



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by The Town of Redcliff shall be addressed to the Director of Law Enforcement as required under Section 15 of the Peace Officer Act.

*"PLEASE BE ADVISED YOU HAVE THE RIGHT OT APPEAL THESE FINDINGS TO THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL SHALL BE IN WRITING AND INITATED WITHIN **30 DAYS** OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL. CORRESPONDENCE TO THE DIRECTOR SHALL BE SENT TO:*

DIRECTOR OF LAW ENFORCEMENT

10TH FLOOR, 10365-97 STREET

EDMONTON, AB T5J 3W7

13. The Municipal Manager and/or his Designate (Director of Community and Protective Services) may resolve minor complaints informally with a solution that is satisfactory to all parties.
14. On a monthly basis, The Town of Redcliff shall submit details of complaints made against its' Community Peace Officer(s) to the Alberta Solicitor General's Public Security Division.

SUBJECT: CODE OF CONDUCT

Policy No: 8.1

A Community Peace Officer shall not:

1. Violate:
 - a. an Act of Parliament of Canada;
 - b. an Act of the Legislature of Alberta;
 - c. any Regulation made under an Act of either Parliament of Canada or the Legislature of Alberta; or
 - d. any provision of the Community Peace Officer's appointment;
2. Act in:
 - a. a disorderly or inappropriate manner; or
 - b. a manner that would be harmful to the organizational discipline or is likely to discredit the reputation of law enforcement;



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3. Apply the law differently or exercise authority on the basis of race, colour, religion, sex, physical disability, marital status, age, ancestry or place of origin;
4. Withhold or suppress a complaint against or a report made about a Peace Officer;
5. Neglect, without a lawful excuse, to promptly or diligently perform the duties as a Peace Officer;
6. Wilfully or negligently make or sign a false, misleading or inaccurate statement in any official document or record;
7. Without a lawful excuse:
 - a. destroy, mutilate or conceal an official document or record, or
 - b. alter or erase an entry in an official document or record;
8. Make known any matter that is a person's duty to keep in confidence;
9. Fail to account for or to make prompt and true return of money or property that the Community Peace Officer receives in the capacity as a Peace Officer;
10. Directly or indirectly ask for or receive a payment, gift, pass, subscription, testimonial or other favour without the consent of the employer;
11. Become involved in a financial, contractual or other obligation with a person whom the Community Peace Officer could reasonably expect to report or give evidence about;
12. Without lawful excuse, use the position of Peace Officer for personal advantage or another person's personal advantage;
13. Exercise authority as a Peace Officer when it is unlawful or unnecessary to do so;
14. Consume alcohol while on duty. Consume alcohol in excess within 24 hours of the next scheduled work shift;
15. Consume, or otherwise use controlled drugs and controlled substances under the *Controlled Drugs and Substances Act* (Canada);
16. Report for duty, be on duty or be on stand by duty while unfit to do so by reason of the use of alcohol or a drug;
17. Demand, persuade or attempt to persuade another person to give, purchase or obtain any liquor for a peace officer who is on duty;
18. Apply excessive or otherwise inappropriate force in circumstances where force is used;
19. Be in possession of any firearm while on duty that is:



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- a. not approved by the Alberta Solicitor General and Public Safety, and
 - b. is not issued to the Community Peace Officer by the employer;
20. Fail to exercise sound judgement and restraint in the use and care of a firearm, other weapon or restraining device.

SUBJECT: DISCIPLINE

Policy No: 8.2

1. Discipline of a Peace Officer shall be done in accordance with The Town of Redcliff Human Resources Policies on Conduct and Discipline. (A copy of which shall be submitted with this policy to the Alberta Justice and Solicitor General, Public Security Division, Peace Officer program.)

SUBJECT: EVIDENCE AND EXHIBIT HANDLING

Policy No: 9.0

1. When any type of exhibit comes into the possession of a Community Peace Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Community Peace Officer's responsibility to make sure that the exhibit is safeguarded. The Community Peace Officer making the seizure will cause the exhibit to be properly tagged or marked for future identification. This shall include the date, occurrence file number, the exhibit number, the Community Peace Officer's regimental number and shall also display the Community Peace Officers initials on the exhibit itself or on the identification tag affixed to the exhibit.
2. Whenever a seizure is made, the Community Peace Officer making the seizure will, without delay, compile an Exhibit Report form listing the item or items with a full description of the item(s) to be contained in the body of the report.
3. All items, whether seized by a Community Peace Officer or handed in to The Town of Redcliff Municipal Office will be shown on an exhibit report.
4. Exhibits that have been properly tagged/labelled and recorded on an exhibit seizure form will be secured in a locked cabinet with restricted access. One copy (or original) of the seizure form will accompany the exhibit while another copy will be attached with the occurrence report.
5. All exhibits placed into the exhibit locker or removed from the exhibit locker will have the movement recorded in the exhibit locker ledger that is kept in the area of the locker.
6. All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and exhibit report completed. These items are to be returned to Alberta Registries and the exhibit report receipted.



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7. Found bicycles will be turned over the RCMP after an exhibit seizure report and an occurrence report have been completed.
8. Controlled Drugs and Substances exhibits will not be seized. All incidents where Controlled Drugs and Substances are located, observed or suspected will be referred to the RCMP for investigation and/or follow up.
9. All exhibits shall be stored in a locked evidence cabinet upon completion of an exhibit report. The Community Peace Officer shall mark all articles seized or found to ensure future identification for evidence purposes.
10. When found property is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Evidence Control Form, with a tag, and an occurrence report submitted. However, where possible, the items with all pertinent information should be turned over to the RCMP.
11. Exhibits related to criminal offences must be turned over to the RCMP.
12. Upon court disposition and pending an appeal period, exhibits will be auctioned, destroyed or returned to the owner. The method of disposition and name of recipient will be clearly documented on the exhibit seizure reports and the follow up information will be added to the occurrence report.

SUBJECT: RECORDS MANAGEMENT SYSTEM (RMS)

Policy No: 10.0 – OCCURRENCE AND INCIDENT REPORTS

10.1

1. The Town of Redcliff Public Safety shall use an appropriate web based computerized incident and occurrence reporting software system as a part of their records management system.
2. All Occurrence and Incidents reports shall be printed and stored in a secure/locked filing cabinet, and:
 - (a) All occurrence reports shall be stored in individual file folders and shall be marked with a file number and complainant's name and shall include all attachments
 - (b) Occurrence reports shall be stored in numerical order by file number.
 - (c) All Occurrence reports must be signed off by a supervisor upon completion. Supervising peace officers who report to a non-peace officer supervisor/manager will be deemed compliant if at least 30% of occurrence reports are approved.



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- (d) Initial occurrence reports should be completed by only one Community Peace Officer. Additional Community Peace Officers assisting with the file should complete follow up reports to be attached to the initial report.
 - (e) If an investigation is commenced by another agency or by The Town of Redcliff reception or other staff member, that documentation should become an attachment to the peace officer's occurrence report.
 - (f) Electronic reports may contain electronic signatures by the author and supervisor.
- 3. The Town of Redcliff Public Safety Community Peace Officers shall use an appropriate log for tracking the issuance and disposition of provincial violation tickets by ticket number.
 - 4. All Notebooks, Complaint Forms, Evidence Logs, Violation Tickets, Violation Ticket Transfer Logs, Municipal Tags, Written Warnings, Legal Documents (Summons, Subpoenas, Warrants etc...), Investigation, Occurrence and Incident reports and attachments shall be retained for five (5) years from the date of completion.

10.2 – PERSONNEL RECORDS

- 1. Each individual Community Peace Officer shall have a separate individual personnel file in which all pertinent records are stored.
- 2. All Community Peace Officer personnel files shall include at a minimum:
 - (a) The Community Peace Officer's appointment;
 - (b) The Community Peace Officer's oath of office;
 - (c) The Community peace Officer's training certificates from required courses to become a Community Peace Officer;
 - (d) Copies of all complaints against the Community Peace Officers, this includes all documentation showing the Solicitor Generals Public Security Division has been notified of the complaint when required. All Complaints must be kept on file a minimum of five (5) years;
 - (e) The Community Peace Officer's recertification documents on applicable courses. (i.e. Baton, OC Spray, Officer Safety, etc.)
- 3. All files of previous Community Peace Officers shall be kept for five (5) years. All Peace Officer Appointments of previous employees must be returned to the Solicitor Generals Public Security Division immediately upon termination of employment with The Town of Redcliff.

SUBJECT: TRAINING

Policy No: 11.0



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1. The Town of Redcliff shall accept any training that is deemed equivalent to the CPOIP by Alberta Justice and Solicitor General, Public Security Division, Public Security Peace Officer Program Policy 6.5, as acceptable training for the employment of a Community Peace Officer.
2. The Town of Redcliff recognizes the importance and contributions a Community Peace Officer has towards effective Community Safety and shall endeavour to provide appropriate ongoing training and development to the Community Peace Officer.

SUBJECT: REPORT TO DIRECTOR OF LAW ENFORCEMENT

Policy No: 12.0

1. The Town of Redcliff shall report to the Director of Law Enforcement as follows:

Report within one (1) month

- Lesser public complaint about a peace officer (not captured above)
- Authorized employer-initiated investigation (not captured above)
- Other type of report (not captured above)
- Disposition of current or previous investigation or incident
- (Optional) monthly update to advise that there were no incidents to report

Report within 45 days

- Update to the status of ongoing investigation until disposition

Director, Designate or Police to Investigate

- Peace officer involved in serious injury or death of a person.
- Complaint of excessive force (public or internal).
- Peace officer involved where weapon was used by another person.
- Peace officer involved in serious or sensitive matter.

Annual Report by Employer (Section 12 POMR)

- Current name and position of the program contact person.
- Updated list of peace officers employed and their positions within the agency.



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- A short summary describing the general nature of services provided by the peace officers, the operational practices of peace officers employed, and listing showing enforcement and enforcement-related activities that took place.
- The report due date will be January 31 each year unless the employer advises the Director of alternate annual report date.

Peace Officer Reporting Requirements

Report within 24 hours

- Any event in which the peace officer has been charged or arrested for an offence under the Criminal Code, Controlled Drugs and Substances Act or any other enactment of Canada.
- Any event in which the peace officer has been charged or arrested for an offence under a provincial statute of Alberta.
- Loss of a peace officer ID card.

Notifying Peace Officers about Complaints

A peace officer will normally be advised of a public complaint of which he is the subject and provided with a copy of the written complaint.

There are circumstances where the employer may choose to not disclose the complaint to the peace officer as it may have a negative impact on the investigation or it may cause the complainant excess discomfort or to fear for her safety. The following are some examples:

- The complainant may be placed in physical danger.
- The complainant may face non-violent retaliation by the peace officer.
- There may be potential destruction of evidence during the investigation.
- If there is any likelihood of a criminal investigation being initiated.
- Other situations determined by the employer.

SUBJECT: CPIC (Canadian Police Information Centre)

Policy No: 13.0

1. The Town of Redcliff hereby adopts the Alberta Justice and Solicitor General, Public Security, Peace Officer Program CPIC policy as the policy governing CPIC use and access for a Town of Redcliff Community Peace Officer.
2. The Alberta Justice and Solicitor General, Public Security Division, CPIC policy is attached as Policy Appendix "C".



Peace Officer Policy and Procedures

| APPROVED this 25th day of January, 2016.



2375 – 10th Ave. S.W., Medicine Hat, AB., T1A 8G2
Phone: 403-529-0550 Fax: 403-528-2473

RECEIVED
FEB 07 2020
TOWN OF REDCLIFF

Memorandum

Date: February 4, 2020
To: Dwight Kilpatrick, Mayor, Town of Redcliff
From: Petra Mauerhoff, CEO
Re: *2020 Operational Municipal Levy*

We are happy to confirm that the required majority of our member municipalities have approved the following municipal levy for 2020:

The operational municipal levy rate for 2020 is \$5.12 per capita.

As outlined in our agreement, we are using the most recent available figure from the Alberta Population List (2019) published by Alberta Municipal Affairs, which, for the Town of Redcliff is 5,600.

The total operational municipal allotment for 2020 from the Town of Redcliff will be **\$28,672.00** (see attached invoice).

If you have any questions regarding the allotment for this year, please contact our CEO Petra Mauerhoff at 403-529-0550, ext. 101, or petra@shortgrass.ca.

We look forward to continuing our partnership with the Town of Redcliff.

Memo



To: Redcliff Town Council

From: Director of Community & Protective Services

Date: February 24, 2020

Re: Re-visit Harmonization of Taxi Bylaw Review – ICF initiative

Background

Initial discussions between Town of Redcliff Administration and the owner of Yelo-Cabs took place in late 2019 where it was indicated that pick up and drop off in Medicine Hat would be a desirable outcome. The Town of Redcliff Administration spoke with the City of Medicine Hat and their Taxi Bylaw was provided and forwarded to Yelo-Cabs for review and input.

Multiple ICF meetings took place between Cypress County, Town of Redcliff and City of Medicine Hat administrative staff to provide input for updates to the current Medicine Hat Taxi Bylaw in hopes to be able to accommodate the anticipated future needs of a regional initiative along with other related Bylaw updates.

The owner of Yelo-Cabs was requested to gather any feedback around their review of the existing Medicine Hat Taxi Bylaw. It was indicated by the owner of Yelo-Cabs that they had no further interest in pursuing an update to the proposed regional bylaw approach and the City of Medicine was made aware. The City of Medicine Hat Taxi Bylaw has now gone through the final draft and internal approval process.

Update

The Town of Redcliff Council was re-approached through a delegation by Yelo-Cabs at the January 27, 2020 Council meeting and Administration was asked to re-initiate discussions with the City of Medicine Hat in hopes that flexible bylaw wording could be re-considered. Upon re-engaging the City of Medicine Hat administration representatives, it was indicated that the Taxi Bylaw is in its final stages of approval and any business that wishes to provide Taxi services would need to adhere to the updated bylaw as it exists.

At the conclusion of discussions with City of Medicine Hat administration it was indicated that there is an option of offering a “Ride-Share” service as opposed to a Taxi service. A “Ride-Share” service has a different definition by the CRA and is recognized as such in the City of Medicine Hat Taxi Bylaw. This could potentially be a solution for any company wishing to provide point-to-point services in and out of Medicine Hat while adhering to the updated City of Medicine Hat Taxi Bylaw around “Ride-Share” services. It was indicated that the regulations around “Ride-Share” services are less restricting than a Taxi Service.



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
February 27, 2020	Joint Council IDP Public Hearing	Esplanade Arts & Heritage Centre 6:30 p.m.
March 9, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
March 23, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.