

COUNCIL MEETING

MONDAY, NOVEMBER 9, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 9, 2020 – 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	For Adoption
Pg. 4	C) Accounts Payable *	For Information
	2. DELEGATION	
Pg. 9	A) RCMP Report to Council *	
	3. MINUTES	
Pg. 12	A) Organizational Council Meeting held October 26, 2020 *	For Adoption
Pg. 18	B) Council Meeting held October 26, 2020 *	For Adoption
Pg. 21	C) Special Council Meeting held November 3, 2020 *	For Adoption
Pg. 23	D) Municipal Planning Commission Meeting held October 21, 2020 *	For Information
Pg. 26	E) Emergency Advisory Committee Meeting held October 21, 2020 *	For Information
Pg. 27	F) Redcliff & District Recreation Committee Meeting held November 4, 2020 *	For Information
	4. BYLAWS	
Pg. 29	A) Bylaw 1912/2020, Land Use Bylaw Amendment * Lot 42, Block 91, Plan 9411418 (15 3 Street NW) Land Use Bylaw Amendment change from R-3 – Medium Density Residential District to R-1 – Single Family Residential District	1 st Reading
Pg. 39	B) Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 *	1 st / 2 nd / 3 rd Reading

5. REQUEST FOR DECISION

Pg. 43	A) 911 Dispatch Service Provider *	For Consideration
Pg. 45	B) Doubtful Receivable Accounts *	For Consideration
Pg. 48	C) 2021 Utility Billing *	For Consideration
Pg. 50	D) 2021 Capital and Operating Projects *	For Consideration

6. POLICIES

Pg. 52	A) Policy No. 055, Personnel - Hiring *	For Consideration
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7. CORRESPONDENCE

Pg. 64	A) Minister of Municipal Affairs * Re: Infrastructure Funding	For Information
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8. OTHER

Pg. 65	A) Municipal Manager Report to Council *	For Information
Pg. 76	B) Landfill Graphs *	For Information
Pg. 79	C) Council Important Meetings & Events *	For Information

9. RECESS

10. CLOSED SESSION (CONFIDENTIAL)

11. ADJOURN

COUNCIL MEETING - NOVEMBER 9, 2020**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES**

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
85268	ATB FINANCIAL MASTERCARD	MASTERCARD	\$ 18,727.62
85269	H.S. ECKELS & COMPANY	CASKET LOWERING DEVICE	\$ 4,772.25
85270	EECOL ELECTRIC CORP.	LIGHT BULBS - RCMP BUILDING	\$ 401.37
85271	INLAND	WASH CHIPS & CRUSHED GRAVEL	\$ 1,343.12
85272	JACOB'S WELDING LTD.	WELD & CUT OUT BUSHINGS UNIT#169	\$ 210.00
85273	DWIGHT KILPATRICK	MUSEUM MAINTENANCE	\$ 160.65
85274	MID-WEST PUMP (90) LTD.	PROJ#247(FUEL TANKS) REPLACE FUEL TANKS	\$ 83,979.00
85275	PAINTING WITH VAL	COMMUNITY PROGRAM	\$ 371.25
85276	PRACTICA	DOG WASTE BAGS	\$ 1,530.71
85277	ERIC SOLBERG	TRAVEL EXPENSE	\$ 206.00
85278	PRAIRIE CONCRETE CONSTRUCTION	PROJ#245(COLUMBARIUM) CONCRETE PAD	\$ 22,806.00
85279	MEDICINE HAT MOTORCYCLE SOCIETY	REISSUE REFUND DEPOSITS	\$ 3,556.19
85280	SAGER, SIENNA	REISSUE SWIM LESSON REFUND	\$ 10.00
85281	KOZINSKI, JENNESSA	REISSUE SWIM LESSON REFUND	\$ 30.00
85282	CRAZY PAINTS	REISSUE FALL FEST 2019 FACE PAINTING	\$ 180.00
85283	DWELLING PLACES INC.	REISSUE REFUND DEPOSITS	\$ 2,400.00
85284	PICKLEBALL DEPOT LTD.	PICKLEBALL SUPPLIES	\$ 25.14
85286	LEAR'S ELITE HANDGUNS AND RIFLE	REFUND DUPLICATE PAYMENT	\$ 55.00
85287	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	\$ 653.00
85288	DIRTY DUCTS CLEANING SOLUTIONS	AIR DUCT/FURNACE CLEANING	\$ 336.00
85289	KAL TIRE	WHEEL BALANCE UNIT#129	\$ 142.59
85290	KENROC BUILDING MATERIALS CO. LTD.	FREIGHT LIBRARY SIDING	\$ 63.00
85291	PHARMASAVE	BAKING SODA	\$ 3.78
85292	QUADIENT LEASING CANADA LTD	SERVICE ON FOLDER/STUFFER	\$ 1,217.89
TOTAL			\$ 143,180.56

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT0002714	APPLIED INDUSTRIAL TECHNOLOGIES	BALL BEARINGS	\$ 7.27
EFT0002715	ATRON REFRIGERATION LTD	A/C REPAIRS - SHOP & REPLACE EXHAUST FAN	\$ 840.01
EFT0002716	BARTLE & GIBSON CO. LTD.	LIGHT BULBS - RCMP BUILDING	\$ 66.09
EFT0002717	BERT'S VACUUMS & EQUIPMENT RENTAL	FLOOR SCRUBBER	\$ 9,000.60
EFT0002718	THE BOLT SUPPLY HOUSE LTD.	ZIP DISCS & STRINGER BEADS	\$ 215.43
EFT0002719	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 57.95
EFT0002720	CARO ANALYTICAL SERVICES	LEAD TESTING	\$ 756.00
EFT0002721	CITY AUTO PARTS	EQUIPMENT PARTS & SUPPLIES MULTIPLE UNITS	\$ 1,225.11
EFT0002722	CONSTRUCTION SUPPLY LTD.	DEWALT HAMMER DRILL & BITS	\$ 1,073.12
EFT0002723	FARMLAND SUPPLY CENTER LTD	EQUIPMENT REPAIRS MULTIPLE UNITS	\$ 503.37
EFT0002724	FAST TIMES MACHINING	INSPECTON & NEW BRONZE BRUSHING	\$ 1,364.02
EFT0002725	HOME HARDWARE	SUPPLIES	\$ 104.28
EFT0002726	JAG CLEANING SERVICES LTD	JANITORIAL SERVICES	\$ 3,045.00
EFT0002727	JIM'S ELECTRIC (2006) LTD.	CONNECT PARKING LOT LIGHTS	\$ 646.39
EFT0002728	KEN HAUCK TOWING	TOWING OF BOAT TO COMPOUND	\$ 315.00
EFT0002729	KIRK'S MIDWAY TIRE	WHEEL SENSORS	\$ 189.00
EFT0002730	NILEX	EASY GRID	\$ 13,349.96

EFT0002731	PRESTIGE WINDOW & DOOR	GLASS BOARDS	\$ 914.85
EFT0002732	RURAL MUNICIPALITIES OF ALBERTA	EQUIPMENT PARTS & SUPPLIES UNIT#169	\$ 2,536.15
EFT0002733	RMA FUEL LTD	BULK FUEL	\$ 13,319.90
EFT0002734	SITEONE LANDSCAPE SUPPLY	QUICK COUPLER KEYS	\$ 401.10
EFT0002735	SUMMIT MOTORS LTD	BATTERY CABLE UNIT#119	\$ 135.80
EFT0002736	SUN CITY FORD LTD	EQUIPMENT PARTS UNIT#135	\$ 277.17
EFT0002737	VARSTEEL LTD.	PORTABLE FENCE MATERIAL	\$ 2,103.89
EFT0002738	ACTION PARTS	EQUIPMENT PARTS UNIT#129	\$ 241.93
EFT0002739	AMSC INSURANCE SERVICES	HEALTH CARE SPENDING SEPTEMBER	\$ 254.63
EFT0002740	BERT'S VACUUMS & EQUIPMENT RENTAL	JANITORIAL SUPPLIES	\$ 420.81
EFT0002741	BLUE IMP - SF SCOTT MFG CO LTD	GARBAGE CANS - VARIOUS LOCATIONS	\$ 4,876.20
EFT0002742	BOSS LUBRICANTS	OIL	\$ 1,917.94
EFT0002743	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 57.95
EFT0002744	CITY AUTO PARTS	SUPPLIES	\$ 72.60
EFT0002745	CITY OF MEDICINE HAT	CDVCA - SPECIAL TRANSIT	\$ 20,651.43
EFT0002746	DILIGENT CANADA INC.	MEETING MANAGER PACKAGE	\$ 4,620.00
EFT0002747	GAR-TECH ELECTRICAL	WTP SUMP PUMP & TESTING	\$ 236.25
EFT0002748	HOME HARDWARE	ANTI-FREEZE/SMALL ENGINE REPAIR/SUPPLIES	\$ 1,217.17
EFT0002749	INDUSTRIAL MACHINE INC.	ZAMBONI SPRINGS	\$ 92.52
EFT0002750	KIRK'S MIDWAY TIRE	ALIGNMENT	\$ 104.95
EFT0002751	NEW WEST TRUCK CENTRES	FILTERS/CVIP/INSPECTION FOR CIRCUIT	\$ 1,530.48
EFT0002752	PUROLATOR	FREIGHT	\$ 280.49
EFT0002753	ROCKY MOUNTAIN PHOENIX	NOZZLES	\$ 2,483.25
EFT0002754	SUMMIT MOTORS LTD	HARNESS LED & MARKERS	\$ 57.16
TOTAL			\$ 91,563.22

<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-09-10	STAPLES	OFFICE SUPPLIES	\$ 64.07
2020-09-10	AMAZON	COURSE MATERIAL	\$ 95.22
2020-09-15	STAPLES	OFFICE SUPPLIES	\$ 104.77
2020-09-16	STAPLES	OFFICE SUPPLIES	\$ 230.94
2020-10-02	STAPLES	OFFICE SUPPLIES	\$ 49.64
2020-10-03	AMAZON	OFFICE SUPPLIES	\$ 35.36
2020-09-04	BROWNS SOCIAL CLUB	ASSESSMENT MODEL REVIEW	\$ 57.66
2020-09-18	COSTCO GAS	TRAVEL EXPENSE	\$ 35.01
2020-09-18	EMME'S ESSO	TRAVEL EXPENSE	\$ 40.00
2020-09-20	GFOA	WEBINAR	\$ 210.00
2020-09-08	U OF A	LOCAL GOVERNMENT COURSE	\$ 795.00
2020-09-14	U OF A	U OF A APPLICATION	\$ 100.00
2020-09-28	BOSTON PIZZA	STAFF RELATIONS	\$ 158.22
2020-09-04	CANADIAN ENERGY	NEW BATTERY FOR RAIN GAUGE	\$ 35.52
2020-09-14	U OF A	LOCAL GOVERNMENT COURSE	\$ 895.00
2020-09-15	HOME HARDWARE	AXE FOR POUNDING LATH	\$ 31.49
2020-09-17	AMAZON	COURSE MATERIAL	\$ 95.24
2020-09-18	MICHAELS	DOCUMENT PRESERVATION	\$ 883.10
2020-09-29	HOME HARDWARE	NAILS FOR SURVEY OFFSETS	\$ 4.87
2020-09-29	ADOBE CREATIVE CLOUD	SOFTWARE	\$ 86.88

2020-09-04	SHAW	FIREHALL INTERNET	\$ 110.25
2020-09-11	SHAW	TOWN HALL INTERNET	\$ 168.00
2020-09-16	CPC	A/R STATEMENT POSTAGE	\$ 40.64
2020-09-16	NEWEGG	MICRO SD MEMORY CARD	\$ 19.99
2020-09-18	CPC	UTILITY INVOICE POSTAGE	\$ 1,669.82
2020-09-18	SHAW	WATER TREATMENT PLANT INTERNET	\$ 97.60
2020-09-22	GETROCKETBOOK.COM	ELECTRONIC NOTE BOOK	\$ 59.90
2020-09-23	AMAZON	PHONE CASE	\$ 20.71
2020-09-24	COSTCO	MECHANICS PHONE	\$ 220.49
2020-09-27	AMAZON	STAND UP DESK	\$ 367.49
2020-09-29	NEWEGG	VIEWSONIC COMMERCIAL LED DISPLAY	\$ 593.24
2020-10-01	SHAW	PUBLIC WORKS INTERNET	\$ 115.50
2020-10-04	SHAW	FIREHALL INTERNET	\$ 110.25
2020-09-08	COSTCO	TABLES FOR EVENTS	\$ 377.94
2020-09-08	SAFEWAY	FALL FESTIVAL SUPPLIES	\$ 73.40
2020-09-10	DOLLAR TREE	FALL FESTIVAL SUPPLIES	\$ 32.86
2020-09-11	DOLLARMA	FALL FESTIVAL SUPPLIES	\$ 32.87
2020-09-14	GRANDRENTAL	FALL FESTIVAL SUPPLIES	\$ 13.13
2020-09-14	FACEBOOK	BOOST - FALL FESTIVAL	\$ 20.00
2020-09-17	COSTCO	FALL FESTIVAL SUPPLIES	\$ 154.81
2020-09-17	DOLLARMA	EVENT SUPPLIES	\$ 18.43
2020-09-17	TROPHY & ENGRAVING	CITIZEN OF THE YEAR CELEBRATION	\$ 39.85
2020-09-17	HOME DEPOT	FALL FESTIVAL SUPPLIES	\$ 106.47
2020-09-18	COSTCO	EVENT SUPPLIES	\$ 188.94
2020-09-18	CINEPLEX DIGITAL STORE	FALL FESTIVAL SUPPLIES	\$ 19.94
2020-09-18	MINUTEMAN	EVENT SUPPLIES	\$ 90.47
2020-09-18	HOME DEPOT	FALL FESTIVAL SUPPLIES	\$ 128.18
2020-09-30	A1 PIZZA	FCSS MEETING DINNER	\$ 28.39
2020-10-01	HUBERS	PUMPKIN CARVING	\$ 15.25
2020-10-02	HOME HARDWARE	COMMUNITY GARDEN	\$ 25.00
2020-10-03	JOOMAG	COMMUNITY GUIDE SUBSCRIPTION	\$ 218.92
2020-09-10	CANADIAN TIRE	DIGITAL CALIPER	\$ 47.24
2020-09-11	CANCO PETROLEUM	PROPANE	\$ 33.00
2020-09-11	AMAZON	FURNACE FILTER	\$ 68.25
2020-09-14	AMAZON	FURNACE FILTER	\$ 60.05
2020-09-15	AMAZON	FURNACE FILTER	\$ 126.24
2020-09-15	AMAZON	FURNACE FILTER	\$ 126.24
2020-09-15	AMAZON	FURNACE FILTER	\$ 126.24
2020-09-15	AMAZON	FURNACE FILTER	\$ 126.24
2020-09-16	AMAZON	FURNACE FILTER	\$ 104.88
2020-09-16	AMAZON	FURNACE FILTER	\$ 104.88
2020-09-16	AMAZON	FURNACE FILTER	\$ 104.88
2020-09-16	AMAZON	FURNACE FILTER	\$ 126.24
2020-09-16	AMAZON	FURNACE FILTER	\$ 104.88
2020-09-16	AMAZON	FURNACE FILTER	\$ 104.88
2020-09-16	AMAZON	FURNACE FILTER	\$ 126.24
2020-09-16	AMAZON	FURNACE FILTER	\$ 111.98
2020-09-18	CANCO PETROLEUM	PROPANE	\$ 45.00
2020-09-28	FILTRATION MONTREAL	FURNACE FILTER	\$ 121.80

2020-10-02	CANCO PETROLEUM	PROPANE	\$ 45.00
2020-09-15	CANSEL	SMALL TOOLS	\$ 48.04
2020-09-24	SWANA	LANDFILL OPERATIONS BASICS COURSE	\$ 787.50
2020-09-11	SPLASH N DASH	VEHICLE WASH	\$ 7.50
2020-09-10	FOX ENERGY	AIR TANK REFILL	\$ 125.84
2020-09-14	U OF M ASPER	EXECUTIVE COURSE	\$ 6,510.00
2020-09-19	CHEEZY BIZNESS	VOLUNTEER MEALS	\$ 72.00
2020-09-19	GYPSY GIRL	VOLUNTEER MEALS	\$ 54.00
2020-09-19	SAMMY'S CURRY	VOLUNTEER MEALS	\$ 36.21
2020-09-19	MARLENE WIGEMYR	VOLUNTEER MEALS	\$ 5.00
2020-09-25	CANCO PETROLEUM	PROPANE	\$ 60.00
2020-09-25	CANADIAN CANCER	CONDOLENCE - RENZ	\$ 75.00
2020-09-18	COSTCO	FALL FESTIVAL SUPPLIES	\$ 43.65
2020-09-03	ATB	ANNUAL FEES REFUND	\$ (49.00)
2020-09-03	ATB	ANNUAL FEES REFUND	\$ (49.00)
TOTAL			\$ 18,727.62

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000726	AECON TRANSPORTATION WEST LTD.	1/2 HOLDBACKS	\$ 24,493.33
000727	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 101.51
000728	ROBERTSON IMPLEMENTS	DIESEL EXHUAUST FLUID PUMP	\$ 1,118.25
000729	SWANA	LANDFILL OPERATOR EXAM	\$ 210.00
000730	UNITED RENTALS	SKID STEER AUGER BIT	\$ 71.24
TOTAL			\$ 25,994.33

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u>			
<u>EFT #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT000000000480	CANADIAN ENERGY	BATTERY	\$ 372.18
EFT000000000481	RMA FUEL LTD	BULK FUEL	\$ 2,227.84
EFT000000000482	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 173.25
EFT000000000483	SUPERIOR TRUCK EQUIPMENT INC.	HUB FAN UNIT#167	\$ 5,627.22
EFT000000000484	WHITE FOX GROUP LTD	PROJ#006(COMPOST PAD) PROGRESS #4	\$ 689,563.16
EFT000000000485	AMSC INSURANCE SERVICES LTD.	HEALTH CARE SPENDING SEPTEMBER	\$ 52.56
EFT000000000486	BOSS LUBRICANTS	GREASE	\$ 251.92
EFT000000000487	CARO ANALYTICAL SERVICES	ROUTINE WATER CHEMISTRY	\$ 369.60
EFT000000000488	DILLON CONSULTING	2020 ANNUAL REPORT	\$ 592.67
EFT000000000489	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 82.06
EFT000000000490	KIRK'S MID-WAY TIRE LTD	TIRE & REPAIR	\$ 241.50
EFT000000000491	PUROLATOR	PUROLATOR	\$ 82.76
EFT000000000492	RURAL MUNICIPALITIES OF ALBERTA	SIGNS	\$ 792.53
EFT000000000493	RMA FUEL LTD	BULK FUEL	\$ 5,305.45
EFT000000000494	RON S ELECTRIC 2007	TECK CABLE & LABOUR	\$ 485.68
EFT000000000495	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 173.25
EFT000000000496	SUMMIT MOTORS LTD	FILTERS & FLEETRITE DIESEL EXHAUST FLUID	\$ 1,146.65
EFT000000000497	SUPERIOR TRUCK EQUIPMENT INC.	HEADER DIESEL EXHAUST FLUID TANK	\$ 2,326.62
TOTAL			\$ 709,866.90

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-09-25	TELUS MOBILITY	INTERNET	\$ 809.08
2020-09-25	SWANA	REFUND TRAINING	\$ (225.75)
2020-09-21	FACEBOOK	ADVERTISING	\$ 60.00
2020-09-28	FACEBOOK	ADVERTISING	\$ 60.00
2020-09-30	FACEBOOK	ADVERTISING	\$ 10.01
2020-10-05	CPC	LANDFILL A/R POSTAGE	\$ 41.02
2020-10-06	FACEBOOK	ADVERTISING	\$ 60.00
2020-09-24	BURGER KING	LUNCH FOR TRAINING	\$ 13.64
2020-09-25	DON'S RESTAURANT	LUNCH FOR TRAINING	\$ 24.26
2020-09-25	SWANA	REFUND TRAINING	\$ (225.75)
2020-10-02	SWANA	REFUND TRAINING	\$ (525.00)
TOTAL			\$ 101.51

Report to Redcliff Town Council

November 9, 2020

Redcliff Municipal Detachment Crime Statistics (Actual) Q3: 2016 - 2020

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

October 2, 2020

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	0	0	1	0%	N/A	0.0
Other Sexual Offences		0	0	0	0	3	N/A	N/A	0.6
Assault		14	6	15	8	10	-29%	25%	-0.6
Kidnapping/Hostage/Abduction		2	0	1	0	0	-100%	N/A	-0.4
Extortion		0	1	2	0	0	N/A	N/A	-0.1
Criminal Harassment		4	1	1	1	8	100%	700%	0.8
Uttering Threats		2	4	3	2	2	0%	0%	-0.2
TOTAL PERSONS		23	12	22	11	24	4%	118%	0.1
Break & Enter		6	4	13	11	3	-50%	-73%	0.1
Theft of Motor Vehicle		4	5	6	7	2	-50%	-71%	-0.2
Theft Over \$5,000		0	6	2	1	1	N/A	0%	-0.3
Theft Under \$5,000		13	15	24	22	14	8%	-36%	0.9
Possn Stn Goods		1	6	7	5	3	200%	-40%	0.3
Fraud		5	6	6	7	13	160%	86%	1.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief To Property		15	25	24	18	28	87%	56%	1.9
TOTAL PROPERTY		44	67	82	71	64	45%	-10%	4.4
Offensive Weapons		1	2	6	1	0	-100%	-100%	-0.3
Disturbing the peace		5	4	6	14	9	80%	-36%	1.8
Fail to Comply & Breaches		8	7	2	7	10	25%	43%	0.4
OTHER CRIMINAL CODE		3	1	6	3	3	0%	0%	0.2
TOTAL OTHER CRIMINAL CODE		17	14	20	25	22	29%	-12%	2.1
TOTAL CRIMINAL CODE		84	93	124	107	110	31%	3%	6.6

Redcliff Municipal Detachment
Crime Statistics (Actual)
Q3: 2016 - 2020

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

October 2, 2020

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	0	1	1	2	-60%	100%	-0.5
Drug Enforcement - Trafficking		0	0	0	2	0	N/A	-100%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	0	1	3	2	-60%	-33%	-0.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	1	N/A	N/A	0.2
TOTAL FEDERAL		5	0	1	3	3	-40%	0%	-0.1
Liquor Act		6	0	2	1	0	-100%	-100%	-1.1
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		6	8	15	9	13	117%	44%	1.5
Other Provincial Stats		23	36	34	46	30	30%	-35%	2.4
Total Provincial Stats		35	44	51	56	43	23%	-23%	2.8
Municipal By-laws Traffic		1	0	0	5	0	-100%	-100%	0.3
Municipal By-laws		17	14	25	13	32	88%	146%	2.9
Total Municipal		18	14	25	18	32	78%	78%	3.2
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	1	1	1	N/A	0%	0.3
Property Damage MVC (Reportable)		8	9	13	10	15	88%	50%	1.5
Property Damage MVC (Non Reportable)		3	2	1	2	4	33%	100%	0.2
TOTAL MVC		11	11	15	13	20	82%	54%	2.0
Provincial Traffic		84	45	135	131	98	17%	-25%	11.4
Other Traffic		5	0	2	0	0	-100%	N/A	-1.0
Criminal Code Traffic		3	5	6	9	6	100%	-33%	1.0
Common Police Activities									
False Alarms		32	35	17	5	7	-78%	40%	-8.0
False/Abandoned 911 Call and 911 Act		5	9	6	5	4	-20%	-20%	-0.6
Suspicious Person/Vehicle/Property		26	21	28	48	32	23%	-33%	3.9
Persons Reported Missing		3	1	4	1	2	-33%	100%	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		12	6	14	11	14	17%	27%	0.9
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

Redcliff Municipal Crime Stats:

- Persons crime is up for this quarter by 4% over the past 5 years, and 118% from 2019, with criminal harassment up 700% - this is a direct result of one individual over this time period – charges laid, intimate partner violence
- Spousal abuse complaints are up 17% over the past five years and 27% -issue is the subject noted above under person's crime
- Property crime is up 45% over the 5 year average and down 10% since 2019
- Fail to comply charges/breach charges are also up 43% but again this is due to the noted individual mentioned above
- Total criminal code is up 31% over 5 years and 3% since 2019
- This has also had an effect on Mental Health Act call, up 117% over 5 years and 44% since 2019
- This illustrates the effect that one individual can have on statistics as removing all of these incidents would remove 10 files from this quarter, all of which cover the noted categories, and he is still being dealt with on a weekly basis

Staffing:

- Detachment currently has no one to be transferred. One transfer was cancel due to member being unable to see his residence.
- One experienced member coming from Canmore in early December
- There will be a member at some point transferred out as a result but right now detachment is full and will

Significant Occurrences:

- No significant occurrences to report

Annual Performance Plan(APP):

Visits to Hamlets: 659

Provincial Traffic Operations: 4

Visits to Schools: 32 (school zone patrols – interactions inside schools are not occurring at this time).

Community Group Meetings: 13 – including Community Advisory Committee, VTRA meetings

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 26, 2020 @ 6:30 p.m.**

PRESENT: Mayor D. Kilpatrick
Councillors C. Czember, S. Gale,
L. Leipert, E. Solberg,
J. Steinke

Municipal Manager P. Forsyth
Legislation and Planning S. Simon
Director
Executive Assistant E. Engler

ABSENT: Councillor C. Crozier

1. GENERAL

Call to Order

A) Mayor Kilpatrick called the Special meeting to order at 6:30 p.m.

2020-0405 Adoption of Agenda

B) Councillor Steinke moved the Agenda be adopted as presented. - Carried.

2. OTHER

2020-0406 Appointment to Boards and Commissions

A) Councillor Solberg moved the attached document outlining Council member appointments to Committees, Boards and Commissions be received for discussion. - Carried.

2020-0407

Councillor Gale moved the attached document outlining Council member appointments to Committees, Boards and Commissions be approved as amended. - Carried.

2020-0408

Councillor Solberg moved that Councillor Crozier be appointed as chair of the Assessment Review Board with a term to expire at the Organizational meeting in October 2021. - Carried.

3. ADJOURN

2020-0409 Adjournment

Councillor Steinke moved to adjourn the meeting at 6:41 p.m. - Carried.

Mayor

Municipal Manager

Established at the Organizational Council Meeting of October 26, 2020

Appointment of Council Members to Committees, Boards, and Commissions

ASSESSMENT REVIEW BOARD

Councillor Cathy Crozier (Chair – expires Org Meeting 2020)
Councillor Chris Czember
Mayor Dwight Kilpatrick

As established by the board
in conjunction with the Board
Clerk

CANADA DAY COMMITTEE

Councillor Jim Steinke

At the call of the Chair

CANADIAN BADLANDS

Councillor Chris Czember
Alternate – Councillor Eric Solberg

Annual General Meeting

COMMUNITY ADVISORY COMMITTEE (RCMP)

Councillor Cathy Crozier
Alternate – Councillor Shawna Gale

3rd Wednesday bi-monthly @
6:00 p.m.

COMMUNITY FUTURES ENTRE-CORP

Councillor Chris Czember
Alternate – Mayor Dwight Kilpatrick

4th Wednesday @ 1:00 p.m.

CYPRESS VIEW FOUNDATION

Mayor Dwight Kilpatrick
Councillor Eric Solberg

3rd Thursday @ 9:00 a.m.

EMERGENCY ADVISORY COMMITTEE (EAC)

Mayor Dwight Kilpatrick
Councillor Cathy Crozier
Councillor Larry Leipert

Annually or at the call of the
Chair

INTERMUNICIPAL COMMITTEE

Mayor Dwight Kilpatrick
Councillor Shawna Gale

As required

**MEDICINE HAT AND DISTRICT CHAMBER OF
COMMERCE**

Councillor Larry Leipert
Alternate – Councillor Cathy Crozier

2nd Tuesday @ 8:00 a.m.

MUNICIPAL PLANNING COMMISSION

Councillor Jim Steinke
Councillor Larry Leipert
Councillor Chris Czember

3rd Wednesday @ 12:30 p.m.

PALLISER ECONOMIC PARTNERSHIP

Councillor Eric Solberg

At the call of the Chair

REDCLIFF ACTION SOCIETY FOR YOUTH

Councillor Cathy Crozier
Alternate – Councillor Shawna Gale

1st Tuesday @ 6:30 p.m.

REDCLIFF AND DISTRICT RECREATION COMMITTEE

Councillor Shawna Gale
Alternate – Councillor Eric Solberg

1st Wednesday @ 7:00 p.m.

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY

Councillor Cathy Crozier
Councillor Larry Leipert
Alternate – Councillor Jim Steinke

Annually and/or at the call of
the Chair

REDCLIFF DAYS COMMITTEE

Councillor Chris Czember
Alternate – Councillor Jim Steinke

REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD (FCSS)

Councillor Cathy Crozier
Alternate – Councillor Chris Czember

2nd Tuesday @ 7:00 p.m.

REDCLIFF MUSEUM AND HISTORICAL SOCIETY

Mayor Dwight Kilpatrick
Alternate – Councillor Eric Solberg

2nd Thursday @ 7:00 p.m.

RIVERVIEW GOLF CLUB

Councillor Chris Czember
Alternate – Councillor Larry Leipert

2nd Tuesday @ 1:00 p.m.

SCHOOL/TOWN JOINT USE COMMITTEE

Councillor Jim Steinke
Alternate – Councillor Shawna Gale

As required

SENIOR CITIZENS BOARD

Councillor Larry Leipert
Alternate – Councillor Chris Czember

1st Thursday @ 2:00 p.m.

SHORTGRASS LIBRARY SYSTEM

Mayor Dwight Kilpatrick
Alternate – Councillor Jim Steinke

3rd Wednesday @ 1:00 p.m.

SOUTHEAST ALBERTA WATERSHED ALLIANCE

Councillor Larry Leipert
Alternate – Mayor Dwight Kilpatrick

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Councillor Cathy Crozier
Alternate – Councillor Eric Solberg

As required

TOWN OF REDCLIFF LIBRARY BOARD

Councillor Jim Steinke

3rd Tuesday @ 7:00 p.m.

VERGE ECONOMIC DEVELOPMENT

(formerly Economic Development Alliance of SE Alberta)

Councillor Larry Leipert

Alternate – Councillor Jim Steinke

Dates and times of meetings are subject to change.

**COMMITTEE AND BOARD MEMBERS
REDCLIFF TOWN COUNCIL**

MAYOR DWIGHT KILPATRICK

Assessment Review Board
Community Futures Entre-Corp (Alternate)
Cypress View Foundation
Emergency Advisory Committee (EAC)
Intermunicipal Committee
Redcliff Museum & Historical Society
Shortgrass Library System
Southeast Alberta Watershed Alliance (Alternate)

COUNCILLOR CATHY CROZIER

Assessment Review Board (Chair)
Community Advisory Committee (RCMP) Emergency Advisory Committee (EAC)
Medicine Hat & District Chamber of Commerce (Alternate)
Redcliff Action Society for Youth
Redcliff/Cypress Regional Waste Management Authority
Redcliff Family and Community Support Services Board (FCSS)
Subdivision and Development Appeal Board

COUNCILLOR CHRIS CZEMBER

Assessment Review Board
Canadian Badlands
Community Futures Entre-Corp
Municipal Planning Commission
Redcliff Days Committee
Redcliff Family and Community Support Services Board (FCSS) (Alternate)
Riverview Golf Club
Senior Citizens Board (Alternate)

COUNCILLOR SHAWNA GALE

Community Advisory Committee (RCMP) (Alternate)
Intermunicipal Committee
Redcliff Action Society for Youth (Alternate)
Redcliff and District Recreation Services Board
School/Town Joint Use Committee (Alternate)

COUNCILLOR LARRY LEIPERT

Emergency Advisory Committee (EAC)
Medicine Hat and District Chamber of Commerce
Municipal Planning Commission
Redcliff/Cypress Regional Waste Management Authority
Riverview Golf Club (Alternate)
Senior Citizens Board
Southeast Alberta Watershed Alliance
Verge Economic Development (formerly Economic Development Alliance of SE Alberta)

COUNCILLOR ERIC SOLBERG

Canadian Badlands (Alternate)
Cypress View Foundation
Palliser Economic Partnership
Redcliff and District Recreation Services Board (Alternate)
Redcliff Museum and Historical Society (Alternate)
Subdivision & Development Appeal Board (Alternate)

COUNCILLOR JIM STEINKE

Canada Day Committee
Municipal Planning Commission
Redcliff Cypress Regional Waste Management Authority (Alternate) Redcliff Days Committee (Alternate)
School/Town Joint Use Committee
Shortgrass Library System (Alternate)
Town of Redcliff Library Board
Verge Economic Development (formerly Economic Development Alliance of SE Alberta) (Alternate)

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 26, 2020 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	C. Crozier, C. Czember, S. Gale, L. Leipert, E. Solberg, J. Steinke
Municipal Manager	P. Forsyth
Corporate Services Director	J. Tu
Environment and Planning Director	C. Popick
Legislation and Development Director	S. Simon
Operations Director	D. Thibault
Executive Assistant	E. Engler

ABSENT:**1. GENERAL**

- | | | |
|-----------|--------------------|---|
| | Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2020-0410 | Adoption of Agenda | B) Councillor Leipert moved the Agenda be adopted as amended to remove 7. D) Legal Matter (<i>FOIP</i> Sec. 24) and replace it with 7. D) Personnel (<i>FOIP</i> Sec. 17 & 24). - Carried. |
| 2020-0411 | Accounts Payable | C) Councillor Gale moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried. |
| 2020-0412 | Bank Summary | D) Councillor Czember moved the bank summary to September 30, 2020 be received for information. - Carried. |

2. MINUTES

- | | | |
|-----------|--|---|
| 2020-0413 | Council meeting held October 13, 2020 | A) Councillor Steinke moved the minutes of the Council meeting held on October 13, 2020 be adopted as presented. - Carried. |
| 2020-0414 | Special Council meeting held October 19, 2020 | B) Councillor Gale moved the minutes of the Special Council meeting held on October 19, 2020 be adopted as presented. - Carried. |
| 2020-0415 | Town of Redcliff Library Board meeting held June 2, 2020 | C) Councillor Steinke moved the minutes of the Town of Redcliff Library Board meeting held on June 2, 2020 be received for information. - Carried. |

- | | | |
|-----------|---|--|
| 2020-0416 | Special Town of Redcliff Library Board meeting held June 23, 2020 | D) Councillor Steinke moved the minutes of the Special Town of Redcliff Library Board meeting held on June 23, 2020 be received for information. - Carried. |
| 2020-0417 | Riverview Golf Club Board of Directors meeting held September 8, 2020 | E) Councillor Czember moved the minutes of the Riverview Golf Club Board of Directors meeting held on September 8, 2020 be received for information. - Carried. |

3. REQUEST FOR DECISION

- | | | |
|-----------|------------------|---|
| 2020-0418 | 2020 Investment | A) Councillor Crozier moved that Administration be authorized to invest \$1,000,000.00 in the CIBC 2% Autocallable medium-term bond in accordance with Policy No. 023, Investment Policy, and Municipal Government Act Section 250. - Carried. |
| 2020-0419 | Banking Services | B) Councillor Gale moved that the Town of Redcliff enter into a banking relationship with CIBC. - Carried. |

4. POLICIES

- | | | |
|-----------|--|---|
| 2020-0420 | Policy No. 078, Provision of Facilities to Service Clubs | A) Councillor Crozier moved Policy No. 078, Provision of Facilities to Service Clubs be cancelled. - Carried. |
| 2020-0421 | Policy No. 143, Donations to Organizations, Programs, Events, and Activities | B) Councillor Gale moved Policy No. 143, Donations to Organizations, Programs, Events, and Activities be approved as presented. - Carried. |

5. OTHER

- | | | |
|-----------|---|--|
| 2020-0422 | Memo to Council
Re: Eastside Surge Tank Project | A) Councillor Gale moved the Memo to Council regarding the Eastside Surge Tank Project be received for information. - Carried. |
| 2020-0423 | Memo to Council
Re: Look. Listen. Live. Community Safety Partnership Program | B) Councillor Gale moved to participate in the Look. Listen. Live. Community Safety Partnership Program and further that Administration purchase a second 3' x 3' decal for installation at the Broadway and Mitchell rail crossing. - Carried. |
| 2020-0424 | 3 rd Quarter Financial Report | C) Councillor Crozier moved the 3 rd Quarter Financial Report be received for information. - Carried. |
| 2020-0425 | Project Updates | D) Councillor Leipert moved the project updates be received for information. - Carried. |
| 2020-0426 | Council Important Meetings & Events | E) Councillor Gale moved the Council Important Meetings & Events be received for information. - Carried. |

Executive Assistant left at 7:27 p.m.

6. CLOSED SESSION (Confidential Session)

2020-0427

Councillor Czember moved to meet in Closed Session to discuss A) Economic Matter under *FOIP* Sections 24 and 25, B) Project Matter under *FOIP* Sections 17 and 24, C) Intermunicipal Collaboration Framework under *FOIP* Sections 21 & 24, and D) Personnel under *FOIP* Sections 17 & 24 at 7:27 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:

- Municipal Manager for all items
- Legislation and Development Director for all items
- Corporate Services Director for Item A
- Environment and Planning Director for Item B
- Operations Director for Items C and D

2020-0428

Councillor Steinke moved to return to regular session at 8:15 p.m. - Carried.

2020-0429

Councillor Crozier moved that Administration adhere to policy and bylaw and inform BMO of the legislation of the Town of Redcliff. - Carried.

2020-0430

Councillor Gale moved to authorize the Intermunicipal Committee members send a letter of support for the City of Medicine Hat's application for a provincial grant under the Industrial Energy Efficiency and Carbon Capture and Utilization Program. - Carried.

8. ADJOURNMENT

2020-0431 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:20 p.m. - Carried.

Mayor

Municipal Manager

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
WEDNESDAY, NOVEMBER 3, 2020 @ 8:30 a.m.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	C. Crozier (via teams), C. Czember, S. Gale, L. Leipert, E. Solberg (in person until 10:48 a.m., then via teams), J. Steinke
Municipal Manager	P. Forsyth
Corporate Services Director	J. Tu
Environment and Planning Director	C. Popick
Legislation and Development Director	S. Simon
Operations Director	D. Thibault
Municipal Accountant	M. Davies

ABSENT:

1. GENERAL

	Call to Order	A) Mayor Kilpatrick called the Special meeting to order at 8:33 a.m.
2020-0432	Adoption of Agenda	B) Councillor Gale moved the Agenda be adopted as presented. - Carried.

2. DRAFT 2021 OPERATING BUDGET REVIEW

Preliminary Discussion	A) i) Municipal Manager provided an overview of the proposed 2021 Operating Budget Review documents.
Corporate Services Operating Budget	ii) Corporate Services Director presented the proposed Corporate Services operating budget.
Legislation and Development Operating Budget	iii) Legislation and Development Director presented the proposed Legislation and Development operating budget.
Community and Protective Services Operating Budget	iv) Operations Director presented the proposed Community and Protective Services operating budget.
Recess	The Mayor called a recess at 10:08 a.m., and reconvened at 10:22 a.m.
Public Services Operating Budget	v) Environment and Planning Director presented the proposed Public Services operating budget.
Utility Rates Review (Water, Sewer, Garbage)	vi) Environment and Planning Director presented the proposed 2021 Utility Rates.

3. DRAFT 2021 CAPITAL AND FLEET BUDGET REVIEW

A) Municipal Manager provided an overview of the proposed 2021 Capital and Fleet Budget Review documents.

2020-0443

Councillor Gale moved the proposed 2021 Operating Budget presentations be received for information. Further that the proposed 2021 Operating Budget be brought forward for consideration at the December 14, 2020 Council meeting. - Carried.

2020-0444

Councillor Steinke moved the proposed 2021 Capital and Fleet Budget presentations be received for information. Further that the proposed 2021 Capital and Fleet Budget be brought forward for consideration at the November 9, 2020 Council meeting. - Carried.

2020-0445

Councillor Leipert moved the Special Council meeting scheduled for Wednesday, November 4, 2020 be cancelled. - Carried.

4. ADJOURN

2020-0446 Adjournment

Councillor Czember moved to adjourn the Special Council meeting at 11:39 a.m. - Carried.

Mayor

Municipal Manager

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
WEDNESDAY OCTOBER 21, 2020 – 12:30 PM
TOWN OF REDCLIFF**

PRESENT: Members

S. Gale, J. Steinke,
L. Leipert, B. Vine,

Development Officer
Legislation & Development Director
Technical Assistant/Recording Secretary

B. Stehr
S. Simon
R. Arabsky

ABSENT:

B. Duncan, J. Beach, N. Stebanuk

APPLICANT:

1. CALL TO ORDER

S. Gale called the meeting to order at 12:39p.m.

2. ADOPTION OF AGENDA

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

3. PREVIOUS MINUTES

A) J. Steinke moved the minutes of the MPC meeting September 16, 2020 be adopted as presented. – Carried.

4. REPORTS TO MPC

B. Vine moved to receive for information the following Reports to MPC for the MPC Meeting of October 21, 2020:

A) Dates Development Permits advertised in Commentator

- a. September 22, September 29 and October 6, 2020

B) Development Permit Applications approved/denied by Development Officer since the last MPC meeting:

- a. Development Permit Application 20-DP-083
CK Greenhouses
Lot 41, Block 32, Plan 1013403 (323 3 Street SW)
Approved: Addition – Attached Garage
- b. Development Permit Application 20-DP-086
Sandfly Signs
Lot 6, Block 1, Plan 1611860 (1450 Highway Avenue SE)
Approved: Portable Sign
- c. Development Permit Application 20-DP-087
Sandfly Signs
Lot 1, Block 1, Plan 1611860 (1475 Highway Avenue SE)
Approved: Portable Sign

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- d. Development Permit Application 20-DP-089
Bruce Vine
Lot 17, Block 1, Plan 10610054 (#3 – 1611 Broadway Avenue E)
Approved: Cannabis Manufacturing & Distribution Facility
- e. Development Permit Application 20-DP-090
Myron Frith Contracting Inc.
Lot 17-20, Block 22, Plan 1117V (402 Mitchell Street SE)
Approved: Accessory Building – Detached Garage
- f. Development Permit Application 20-DP-091
Katherine Dudley
Lot 15-16, Block 4, Plan 3042AV (509 2 Street SE)
Approved: Home Occupation
- g. Development Permit Application 20-DP-092
Flip & Build
Lot OT, Plan 1117V (26 1 Street SE)
Approved: Detached Garage
- h. Development Permit Application 20-DP-094
Alberta Health Services
Lot 13, Block 1, Plan 0411924 (2400 South Highway Drive SE)
Approved: Medicinal & Health Office
- i. Development Permit Application 20-DP-095
Sheldon Zuzak
Lot 15-16, Block 45, Plan 1117V (209 3 Street SE)
Approved: Accessory Building – Detached Garage

C) Appeals of Development Decisions received since the last MPC Meeting

- a. No Appeals of Development decisions have been received.

D) SDAB Decisions rendered since the last MPC Meeting

- a. No SDAB Decisions have been rendered since the last MPC Meeting.

E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC

- a. Development Permit Application 20-DP-078
Coehoorn Holdings
Lot 21-31, Block 95, Plan 1117V (39 7 Street SW)
Lot 32-34, Block 95, Plan 1117V (13 7 Street SW)
Approved: Expansion to Accessory Building
- b. Development Permit Application 20-DP-088
Janzen Builders
Lot 29-30, Block 19, Plan 1117V (418 5 Street SE)
Approved: Accessory Building - Shed

F) Items Received for Information

- a. No items have been received for information.

- Carried.

5. LAND USE BYLAW AMENDMENT APPLICATION FOR MPC COMMENT

A) Land Use Bylaw Amendment Application

Applicant: Allison Stonehouse

Lot 42, Block 91, Plan 9411418 (15 3rd Street NW)

Land Use Bylaw Amendment to change from R3 – Medium Density Residential to R1 – Single Family Residential District

B. Vine moved to the following comments regarding Land Use Bylaw Amendment Application [Lot 42, Block 91, Plan 9411418 (15 3rd Street NW)] to change from R3 – Medium Density Residential to R1 – Single Family Residential District be submitted to Council:

1. The MPC recommends the Town of Redcliff approve the Land Use Bylaw Amendment to change from R3 – Medium Density Residential to R1 – Single Family Residential District

- Carried

6. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 12:49 p.m. – Carried.

Chairperson

Recording Secretary

EMERGENCY ADVISORY COMMITTEE (EAC)
October 21, 2020 – 4:00 pm Redcliff Council Chambers

PRESENT:

Chairperson
 Members:

Dwight Kilpatrick
 Cathy Crozier
 Larry Leipter

Director of Community & Protective Services
 Community & Protective Services Coordinator

Derrin Thibault
 Charity Schweitzer

1. GENERAL

Call to Order:

A) Meeting called to order at 4:16 pm.

Adoption of the Agenda

B) Councillor Leipter moved for adoption of the agenda – Carried.

2. MINUTES

2019 EAC Minutes

A) Councillor Crozier moved the minutes for the 2019 EAC meeting be received for information. – Carried.

3. NEW BUSINESS

2020 Emergency Management
 Activities Review

A) Councillor Leipter moved the review of emergency management activities for 2020 be received for information. – Carried.

Regional Emergency
 Management Agency

B) Councillor Leipter moved the information on the Regional Emergency Management Agency be received for information. – Carried.

Role of EAC in Local and
 Regional Activations

C) Councillor Crozier moved the information on the EAC's role be received for information – Carried.

4. CORRESPONDENCE - None**5. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS – None****6. DATE OF NEXT MEETING – TBA****7. ADJOURN**

A) Councillor Crozier moved to adjourn at 4:54pm – Carried.

Adjournment

REDCLIFF & DISTRICT RECREATION COMMITTEE
MEETING Wednesday, November 4, 2020 – 7:00 pm.

REDCLIFF TOWN HALL MEETING ROOM

PRESENT:	Chairperson	Justin Getz
	Members:	Christina McNeil
		Sharon Kirvan
	Director of Community & Protective Services	Derrin Thibault
	Protective Services Coordinator	Charity Schweitzer

ABSENT:	Karen Worrell
	Shawna Gale
	Shane Hok

1. GENERAL

- Meeting called to order by Chairperson Justin Getz at 7:03 pm.
- Christina McNeil moved the agenda be adopted. – Carried.

2. MINUTES

- Christina McNeil moved the minutes from October 7, 2020, be adopted. – Carried.

3. DELEGATION

None

4. OLD BUSINESS

Mitchel Street Pathway	Sharon Kirvan made a motion to accept the discussion on the Mitchell Street pathway – Carried.
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Memorial Park/Campground/Tennis Courts/IXL Park	Christina McNeil made a motion to accept the discussion on Memorial Park/Campground/Tennis Courts/IXL Park. – Carried
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5. New Business

Skatepark Project	<p>Sharon Kirvan moved the information regarding the Skatepark Project be received for information with the following details:</p> <p>Review of the design options with red and yellow concrete.</p> <p>NewLine will not be able to start the project this year, we will be given priority in the spring of 2021. To show commitment, they are offering grand opening support, a custom skateboard bench, and garbage receptacles. The Recreation Committee desires a quality finished project and recommends acceptance of this offer, understanding that COVID-19 has made this last year difficult for many businesses across the country and appreciates NewLine's communications. – Carried</p>
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Fees Rates and Charges	Christina McNeil moved to accept the review of the Fees Rates and Charges as presented. The Committee understands that due to the difficult times COVID-19 has presented residents this year, it is not a good time to make many increases. – Carried.
Toboggan Hill	Christina McNeil moved to accept the discussion on the rocks at the bottom of Toboggan Hill, which have been removed as of the meeting date. – Carried.
Recreation Master Plan Review	Christina McNeil moved to accept the review of the plan. The committee will work on developing future concepts for addition to the master plan for the January meeting. – Carried.
Next Meeting	Sharon Kirvan moved to accept the discussion regarding the next meeting, where we will bring in dinner rather than go to a restaurant. – Carried.

6. RECOMMENDATIONS TO COUNCIL

None

7. CORRESPONDENCE

None

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS

None

9. DATE OF NEXT MEETING Wednesday, December 2, 2020, 7:00 pm**10. ADJOURNMENT** Christina McNeil moved the meeting be adjourned at 9:10 pm – Carried.

 Approved by Chair

 Date

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 9, 2020

PROPOSED BY: Legislation and Development

TOPIC: Bylaw 1912/2020 Land Use Bylaw Amendment – Rezoning Properties from R-3 Medium Density Residential District to R-1 Single Family Residential District

PROPOSAL: That Council give first reading to the proposed amendment to the Land Use Bylaw to rezone the property at 15 3 Street NW (see attached map)

BACKGROUND:

On September 25, 2020, A. Stonehouse, on behalf of Jamco Growers, submitted an application to rezone the property at 15 3 Street NW. The purpose of the rezoning was to allow for single family home(s) in the future.

On September 25, 2007, Council passed Bylaw 1522/2007 to rezone the properties from H-Horticultural District to R-1 – Single Family Residential District. Bylaw 1698/2011 (Land Use Bylaw) rezoned the property to R-3 – Medium Density Residential District.

On March 15, 2019, Redcliff Town Council adopted the new Municipal Development Plan (MDP). The MDP identifies this area as being in the **Greater Downtown & Broadway Avenue**. The MDP envisions that this area will continue to retain a mix of uses, while redeveloping into commercial uses and higher density housing. The MDP states that the Town shall recognize this neighbourhood as a high priority commercial and residential growth area.

The Town has begun the process of preparing a redevelopment plan for the west side. The purpose of the Westside Redevelopment Plan is to provide a vision as to how the area should look in the future and provide guidance as redevelopment occurs.

The proposed Land Use Bylaw amendment was presented to the Municipal Planning Commission at the regularly scheduled meeting on October 15, 2020 for comment as per Land Use Bylaw Section 35.1 & 2. MPC's comments are as follows:

B. Vine moved the following comments regarding Land Use Bylaw Amendment Application [Lot 42, Block 91, Plan 9411418 (15 3rd Street NW)] to change from R3 – Medium Density Residential to R1 – Single Family Residential District be submitted to Council:

- 1. The MPC recommends the Town of Redcliff approve the Land Use Bylaw Amendment to change from R3 – Medium Density Residential to R1 – Single Family Residential District.*

POLICY/LEGISLATION:

Part 2, Division 1, Section 8 of the Municipal Government Act

Part VI Land Use Bylaw Amendments, Section(s) 32-39 of the Redcliff Land Use Bylaw (1698/2011)

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

- Application for Land Use Bylaw Amendment – Jamco Growers
- Proposed Land Use Amending Bylaw 1912/2020

OPTIONS:

1. That Council give first reading to Bylaw 1912/2020, being an amendment to the Land Use Bylaw to rezone Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-3 – Medium Density Residential District to R-1 – Single Family Residential District. Following first reading Administration will proceed to provide notice and advertise for a public hearing in accordance with the Municipal Government Act.
2. That Council not give first reading to Bylaw 1912/2020

RECOMMENDATION:

Option 1.

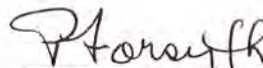
SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1912/2020, being an amendment to the Land Use Bylaw to rezone Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-3 – Medium Density Residential District to R-1 – Single Family Residential District, be given first reading.

SUBMITTED BY:



Department Head



Municipal Manager



APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Jamco Growers
Address: Box 1082 Redcliff
Postal Code: T0J 2P0

Agent of Owner: Name: Alison Stonehouse
Address: 942 Manor Pl SE Redcliff
Postal Code: T0J 2P0

Telephone Number 403-581-1528
Existing Land Use Zoning: R3
Proposed Land Use Zoning: R1
Municipal Address of Site: 15 3rd St. N.W
Legal Land Description Lot 42 Block 91 Plan 9411418

Enclosures and Attachments:

- ☒ a) Copy of Certificate of Title for Effected lands.
- ☒ b) Evidence that Agent is authorized by Owner.
- ☒ c) Statement of reasons in support of application.
- ☒ d) Vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60 m of the parcel boundaries.
- ☐ e) Where application is for a district change to DC – Direct control district a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate.
- ☒ f) Fee, as established by resolution of Town Council, which shall include a standard application fee plus the cost of advertising for the public hearing.

The Municipal Manager may:

- (a) Refuse to accept an application to amend this Bylaw if the information required by subsection (33) has not been supplied, or
- (b) Consider the application complete without all of the information required by subsection (33), if, in his opinion, a decision can be properly made with the information supplied.

Alison Stonehouse
OWNER'S AND/OR OWNER'S AGENT SIGNATURE

Sept. 24, 2020
DATE

September 24, 2020

Jamco Growers Ltd.

Box 1082

Redcliff, AB T0J 2P0

To whom it may concern:

We the undersigned hereby authorize Alison Stonehouse to act on our behalf, as an authorized agent, in the matter of applying for rezoning/subdivision of the following property:

Lot 42, Block 91, Plan 9411418.

Thank you.



Jeff Stigter

President, Jamco Growers Ltd.



Michelle Stigter

Secretary, Jamco Growers Ltd.

September 24, 2020

Jamco Growers Ltd.

C/O Alison Stonehouse

Box 1082

Redcliff, AB T0J 2P0

To whom it may concern:

I the undersigned, hereby offer these reasons in favor of rezoning Lot 42 of block 91 Plan 9411418, from R3 to R1.

- The land is currently bare, and development of the land will improve the overall appeal of the land and neighboring properties.
- R1 is a more suitable designation, as the intended use for the lot will be for single family detached dwellings, and not medium density.
- The area in question appears to be shifting from horticultural operations, into residential, and rezoning this property would only add to the ongoing trend.
- The land is intended to be divided into multiple R1 lots if approved, which will add to the tax base of the area

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'A Stonehouse', with a stylized, cursive script.

Alison Stonehouse

Jamco Growers Ltd.



CERTIFIED COPY OF
Certificate of Title

S

LINC
0026 570 573

SHORT LEGAL
9411418;91;42

TITLE NUMBER: 131 323 603 +1
TRANSFER OF LAND
DATE: 17/12/2013

AT THE TIME OF THIS CERTIFICATION

JAMCO GROWERS LTD.
OF PO BOX 1144
REDCLIFF
ALBERTA T0J 2P0

IS THE OWNER OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 9411418
BLOCK 91
LOT 42

EXCEPTING THEREOUT ALL MINES AND MINERALS

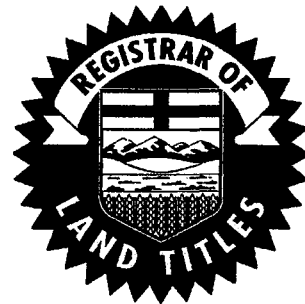
SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
111 041 005	17/02/2011	MORTGAGE MORTGAGEE - BANK OF MONTREAL. 606-2 STREET SE, MEDICINE HAT ALBERTA T1A0C9 ORIGINAL PRINCIPAL AMOUNT: \$725,000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE
REPRESENTED HEREIN THIS 17 DAY OF DECEMBER ,2013



SUPPLEMENTARY INFORMATION

CONSIDERATION: SEE INSTRUMENT
MUNICIPALITY: TOWN OF REDCLIFF
REFERENCE NUMBER:
981 063 367
ATS REFERENCE:
4;6;13;17;SW
TOTAL INSTRUMENTS: 001



CERTIFIED COPY OF
Certificate of Title

S

LINC
0026 570 631

SHORT LEGAL
9411418;91;41

TITLE NUMBER: 131 323 603
TRANSFER OF LAND
DATE: 17/12/2013

AT THE TIME OF THIS CERTIFICATION

JAMCO GROWERS LTD.
OF PO BOX 1144
REDCLIFF
ALBERTA T0J 2P0

IS THE OWNER OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 9411418
BLOCK 91
LOT 41

EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

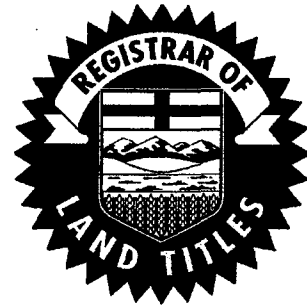
ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

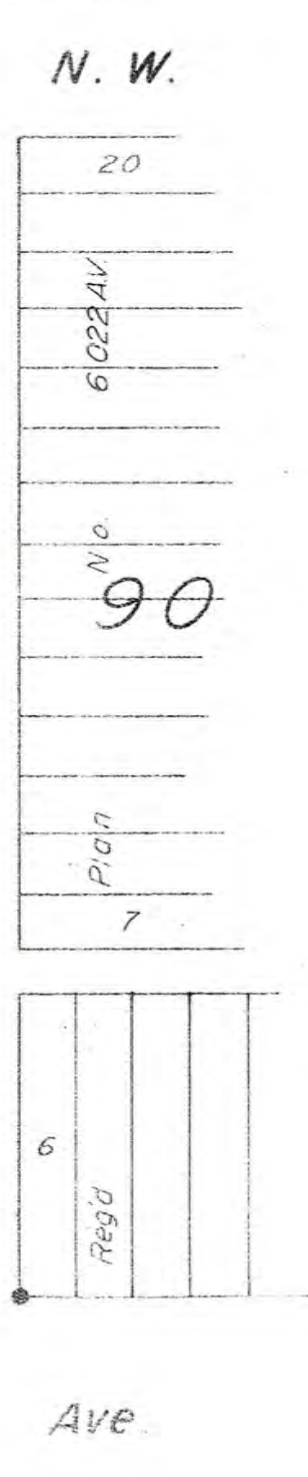
111 041 005 17/02/2011 MORTGAGE
MORTGAGEE - BANK OF MONTREAL.
606-2 STREET SE, MEDICINE HAT
ALBERTA T1A0C9
ORIGINAL PRINCIPAL AMOUNT: \$725,000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE
REPRESENTED HEREIN THIS 17 DAY OF DECEMBER ,2013



SUPPLEMENTARY INFORMATION

CONSIDERATION: SEE INSTRUMENT
MUNICIPALITY: TOWN OF REDCLIFF
REFERENCE NUMBER:
951 259 223 +6
ATS REFERENCE:
4;6;13;17;SW
TOTAL INSTRUMENTS: 001



**BYLAW NO. 1912/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW

WHEREAS the land described as

Legal Description

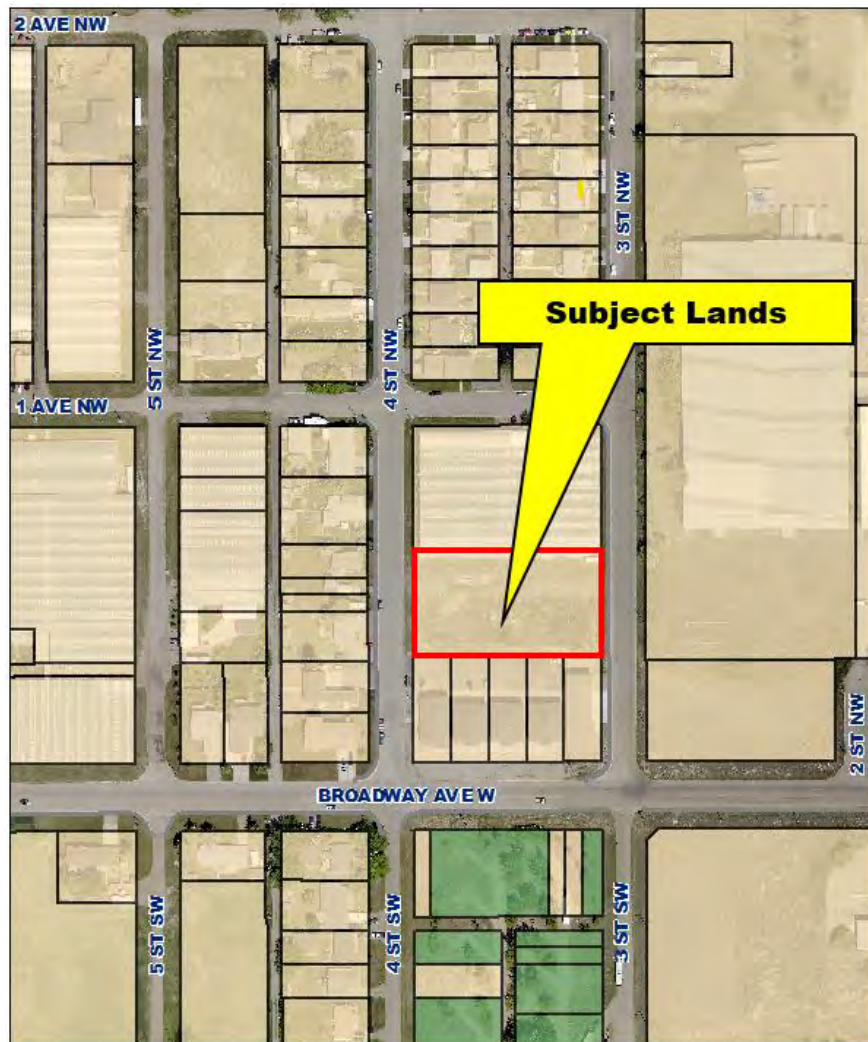
Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

Herein referred to as “Subject Lands”, is currently zoned R-3 – Medium Density Residential District in the Land Use Bylaw Land Use District Map.

AND WHEREAS Redcliff Town Council has received an application and desires to rezone the Subject Lands to R-1 – Single Family Residential District in the Land Use District Map of the Redcliff Land Use Bylaw (1698/2011).



AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act.

AND WHEREAS a public hearing with respect to this Bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____ 2020.

NOW THEREFORE the Council of the Town of Redcliff in the Province of Alberta duly assembled, enacts that Bylaw 1698/2011, being the Redcliff Land Use Bylaw, be amended as follows:

1. This Bylaw may be cited as the "Town of Redcliff Land Use Amending Bylaw 1912/2020".
2. The land described as

Legal Description

Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

is hereby rezoned to R-1 – Single Family Residential District in the Land Use Bylaw Land Use District Map.

3. Administration is authorized to update the Land Use Bylaw Land Use District maps to be consistent with this Land Use Bylaw Amendment.
4. This Bylaw shall come into force on the date of the third and final reading.

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

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

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

PASSED and **SIGNED** this _____ day of _____ 2020.

MAYOR

LEGISLATION AND DEVELOPMENT
DIRECTOR

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: November 9, 2020

PROPOSED BY: Corporate Services

TOPIC: Bylaw 1913/2020, Temporary Borrowing Bylaw for 2021

PROPOSAL: To consider Bylaw 1913/2020, Temporary Borrowing Bylaw 2021

BACKGROUND:

The Temporary Borrowing Bylaw is reviewed and renewed on an annual basis (this essentially serves as a typical operating line of credit). This bylaw allows for the municipality to borrow monies on a revolving basis throughout the year to a sum or sums not exceeding one million (\$1,000,000.00) dollars at any one time to meet operating expenditures and a maximum amount at one time in the amount of thirty-five thousand (\$35,000.00) dollars for credit card expenditures.

Due to the close of ATB local branch in Redcliff, the Town's bank service is now moved to local CIBC branch as per Resolution #2020-0419:

2020-0419 Banking Services *B) Councillor Gale moved that the Town of Redcliff enter into a banking relationship with CIBC. – Carried.*

POLICY / LEGISLATION:

Excerpt from Municipal Government Act

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

1994 cM-26.1 s256

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 1913/2020, Temporary Borrowing Bylaw 2021

OPTIONS:

1. To adopt Bylaw 1913/2020, Temporary Borrowing Bylaw 2021.
2. To not adopt Bylaw 1913/2020, Temporary Borrowing Bylaw 2021.
3. To direct Administration to review and incorporate changes to the Temporary Borrowing Bylaw.

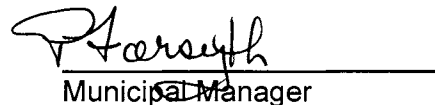
RECOMMENDATION:

It is recommended to give three readings of this bylaw.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be given first reading.
2. Councillor _____ moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be given second reading.
3. Councillor _____ moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be presented for third reading.
4. Councillor _____ moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be given third reading.

SUBMITTED BY:

Department Head

Municipal Manager

**BYLAW NO. 1913/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE BORROWING OF FUNDS UNDER THE MUNICIPAL GOVERNMENT ACT.

WHEREAS the amount of taxes estimated to be raised for the fiscal year commencing on January 1, 2021 by the Town of Redcliff (hereinafter called the "Municipality") for all purposes is the sum of Eight Million, Two Hundred and Two Thousand, Seven Hundred and One (\$8,202,701.00) Dollars;

AND WHEREAS the Council of the Municipality deems it necessary to borrow from time to time on a revolving basis during the year 2021 sum or sums not exceeding the maximum principal amount of One Million Dollars (\$1,000,000.00) at any one time to meet the operating expenditures and sum or sums not exceeding the maximum principal amount of Thirty Five Thousand Dollars (\$35,000.00) at any one time to meet the credit card expenditures of the Municipality incurred during the year 2021;

AND WHEREAS after borrowing during the said year of the amount hereby authorized to be borrowed, the amount to be borrowed, together with the unpaid principal or other borrowings made for the purpose of financing operating expenditures, will not exceed the amount estimated to be raised in taxes as aforesaid during the said year;

AND WHEREAS the borrowing hereby authorized will not cause the Municipality to exceed its debt limit.

NOW THEREFORE the Council of the Town of Redcliff in the Province of Alberta duly assembled, enacts as follows:

1. This Bylaw may be cited as the "Temporary Borrowing Bylaw 2021".
2. That the Council of the Municipality borrows from time to time on a revolving basis during the year 2021 from CIBC (the "Bank"), a sum or sums not exceeding the maximum principal amount of One Million Dollars (\$1,000,000.00) at any one time which the Council deems necessary to expend to meet the operating expenditures and a sum or sums not exceeding the maximum principal amount of Thirty Five Thousand Dollars (\$35,000.00) at any one time which the Council deems necessary to expend to meet the credit card expenditures of the Municipality for other than school purposes incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.
3. That the sum or sums so borrowed may be evidenced and secured by a form of debt/security instrument executed by the Mayor and Corporate Services Director on behalf of the Municipality and the said Mayor and Corporate Services Director are hereby authorized and empowered to execute and give such form of debt/security instrument on behalf of the Municipality as may be required by the Bank and to determine and upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.

4. That the Council of the Municipality do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, and interest, thereon, the whole of the unpaid taxes and penalties on taxes assessed and/or raised by the Municipality in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or raised to be raised for the said year and penalties thereon, and the Municipality shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
5. That nothing herein contained shall waive, prejudicially affect, or exclude any right, power benefit, or security by statute, common law, or otherwise given to or implied in favour of the said Bank.
6. Bylaw No. 1897/2021 is hereby repealed upon Bylaw 1913/2020 coming into effect on January 1, 2020.

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

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

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

PASSED and **SIGNED** this ____ day of _____ 2020.

MAYOR

LEGISLATION AND DEVELOPMENT
DIRECTOR

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 9, 2020

PROPOSED BY: Operations

TOPIC: 911 Dispatch Service Provider

PROPOSAL: Request for Approval of Service Provider

BACKGROUND:

Currently, the Town has an agreement with Medicine Hat 911 (MH911) for our fire dispatch services, and the renewal of the contract is due December 31, 2020. There was a request made to explore what other similar services are available and at what cost. An alternative option is to switch to Foothills Regional 911 (FRESC); they provide very similar services, and this is the provider that Cypress County Fire is currently using.

Summarized findings:

Medicine Hat proposed renewal rates are:	2021	\$2.63 per capita (X 5600) =	\$14,728
	2022	\$2.76 per capita (X 5600) =	\$15,456
	2023	\$2.90 per capita (X 5600) =	<u>\$16,240</u>
			\$46,424

Foothills Regional proposed rates are:	2021	\$2.75 per capita (X 5600) =	\$15,400
	2022	\$2.80 per capita (X 5600) =	\$15,680
	2023	\$2.85 per capita (X 5600) =	<u>\$15,960</u>
			\$47,040

In addition to the Foothills Regional per capita cost there would be a one (1) time capital cost for infrastructure to coordinate our current BHF system with Foothills Regional 911 of approximately \$10,000 - \$12,000.

In addition to our regular historical service there is a new service requirement that has been mandated by the Solicitor General's office to monitor any Bylaw service personnel. Both service providers can offer us this monitoring service at the approximate cost of \$3,000 - \$4,000 per year.

A meeting held on October 22 with MH911 has highlighted opportunities for Redcliff to begin using AFRRCs radios as a talk group under Medicine Hat's AFRRCs agency. This means that the Town of Redcliff does not have to go through the paperwork and associated approval process and the months of time it takes to be set up as our own agency. Medicine Hat could extend its purchase price for radios to us, which is a significant saving on Harris radios. Town Council has already approved and set aside a capital purchase amount of \$25,000 for AFRRCs radios and it could purchase the radios immediately through L3Harris Technologies.

POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Goal 3 - The Town of Redcliff fosters an inclusive community through services that support social, recreational, and housing opportunities.

Strategy 3.3. - Assess the needs of community organizations and where community needs may be underserved.

ATTACHMENTS:

N/A

OPTIONS:

1. Approve remaining with our current dispatch service provider (Medicine Hat 911) at a three (3) year cost of \$46,424 plus the Bylaw monitoring service costs to be funded from the operations budget as presented.
2. Approve moving to an alternative dispatch service provider (Foothills Regional Emergency Services Commission) at a three (3) year cost of \$47,040 plus the infrastructure cost and the Bylaw monitoring service costs to be funded from the purchasing reserve and operations budget as presented.
3. Direct Administration to explore additional dispatch service providers and report the findings back to Council at a future date.

RECOMMENDATION:

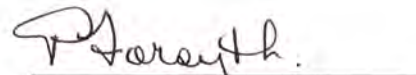
Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to remain with the Town of Redcliff's current dispatch service provider (Medicine Hat 911) at a three (3) year cost of \$46,424, plus the Bylaw monitoring service costs up to a maximum of \$4,000 per year, to be funded from the operations budget as presented.
2. Councillor _____ moved to approve an alternative dispatch service provider (Foothills Regional Emergency Services Commission) at a three (3) year cost of \$47,040, plus the infrastructure cost and the Bylaw monitoring service costs up to a maximum of \$4,000 per year, to be funded from the purchasing reserve and operations budget as presented.
3. Councillor _____ moved to direct Administration to explore additional dispatch service providers and report the findings back to Council at a future date.

SUBMITTED BY:


Department Head


Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 9, 2020

PROPOSED BY: Corporate Services

TOPIC: Doubtful Receivable Accounts

PROPOSAL: 2020 Write Off Allowance for Doubtful Receivables (List Enclosed)

BACKGROUND:

The attached listing of accounts has been outstanding for at least one year. The unpaid utilities on the list are all from grandfathered tenants. All accounts eligible for collections have been submitted to CBV Collection Agency. We may recover some accounts in the future as the collection agency keeps an active list for seven years. We may also recover some accounts if customers sign on again or if a customer applies for credit with the Town of Redcliff in the future.

In 2020, Administration requests \$1,823.45 for outstanding utility accounts be written off. There is no request for any Trade Accounts Receivable accounts to be written off.

The 2020 written off amount is significantly lower than that of 2019, which was \$6,730.64. It is credited to the revised clauses in the utility bylaws: Bylaw 1833/2016 - Water Rates Bylaw, 1839/2016 - Sewer Rates Bylaw and 1835/2016 - Garbage Rates and Collection Bylaw, all of which came into effect on May 1, 2017.

In these bylaws, there were some changes made under "Deposits" and "Penalties". These changes have also been brought forward into the current active water, sewer, and garbage rates bylaws.

Deposits: new owners receiving water service from the Town are no longer required to pay a deposit.

Penalties (for grandfathered tenants): In the event a grandfathered tenant's utility invoice remains unpaid, on the 60th day following the due date, the Town shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and will be responsible for all future charges with respect to utilities at that service address.

Penalties (for owners): In the event an owner's utility invoice remains unpaid, on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.

From May 1, 2017 until today, renters can no longer sign on to utility accounts. For those grandfathered renters, if they do not pay their utilities, on the 60th day following the payment due

date, the property owners will be signed on, and the renters' unpaid utilities (over \$100) will be sent to a collection agency. After one year, Administration requests that Council write off those amounts we failed to collect.

POLICY/LEGISLATION:

Water Rates Bylaws (Active Bylaw 1892/2019)

Sewer Rates Bylaws (Active Bylaw 1893/2019)

Garbage Rates and Collection Bylaw (Active Bylaw 1894/2019)

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

- List of outstanding utility accounts for \$1,823.45.

OPTIONS:

1. To approve and authorize Administration to write off the total amount of \$1,823.45 for outstanding utility accounts as presented in the enclosed list.
2. To deny the request to write off the total amount of \$1,823.45 for outstanding utility accounts as presented in the enclosed list.

RECOMMENDATION:

Option 1.

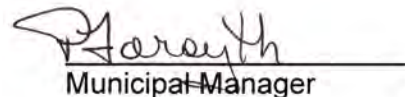
SUGGESTED MOTION(S):

1. Councillor _____ moved that the Administration be authorized to write off the total amount of \$1,823.45 for outstanding utility accounts as presented.

SUBMITTED BY:



Department Head



Municipal Manager

WRITE OFF UT DOUBTFUL ACCOUNTS

6.12.02.634.000

INACTIVE UTILITY ACCOUNTS

ACCOUNT	TOTAL	INACTIVE	NOTES
000425.02	\$ 353.55	10.31.18	EMAILED COPY, TENANT REFUSES TO PAY
000495.01	\$ 52.69	08.31.19	FINAL NOTICE INCL ARREARS, DEPOSIT APPLIED
001171.04	\$ 215.86	04.30.19	FINAL NOTICE, LEFT MESSAGES, NO RESPONSE
001483.02	\$ 248.62	04.30.19	FINAL NOTICE, NO RESPONSE
001526.02	\$ 348.98	02.11.19	FINAL NOTICE, NO RESPONSE
002007.02	\$ 282.99	08.31.19	FINAL NOTICE INCL ARREARS, DEPOSIT APPLIED
002061.15	\$ 68.92	04.30.19	FINAL NOTICE, MAIL RET, EMAILED COPY
002097.02	\$ 251.84	09.04.19	FINAL NOTICE, NO RESPONSE
\$ 1,823.45		ACCTS OVER \$100.00 ARE SENT TO CBV COLLECTIONS	

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 9, 2020

PROPOSED BY: Corporate Services

TOPIC: 2021 Utility Billing

PROPOSAL: Review the costs associated with moving towards monthly utility bills

BACKGROUND:

During the November 3, 2020 Special Council Meeting, Council directed Administration to calculate the costs associated with moving towards monthly billing options for municipal utilities including water, sanitary sewer, and solid waste disposal. Administration reviewed the costs regarding some options for monthly billing. The options and their associated increased monthly costs are as follows:

- Monthly bills, read monthly - \$6.38 per month increase (\$76.56 annually)
- Monthly bills, estimated bi-monthly, read bi-monthly - \$5.25 per month increase (\$63.00 annually)
- Monthly bills, estimated for 11 months for 11 equal bills, read once per year - \$4.31 per month increase (\$51.72 annually)

ATTACHMENTS:

- 2021 Proposed Base Rates Compared with 2021 Monthly Billed Base Rate Options

OPTIONS:

1. Maintain current bi-monthly billing schedule.
2. Move towards monthly billing, read monthly.
3. Move towards monthly billing, read bi-monthly.
4. Move towards monthly billing, read yearly.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff maintain its current schedule of bi-monthly billing for municipal utilities.
2. Councillor _____ moved that the Town of Redcliff move towards _____ billing, and direct Administration to adjust the rates accordingly.

SUBMITTED BY:



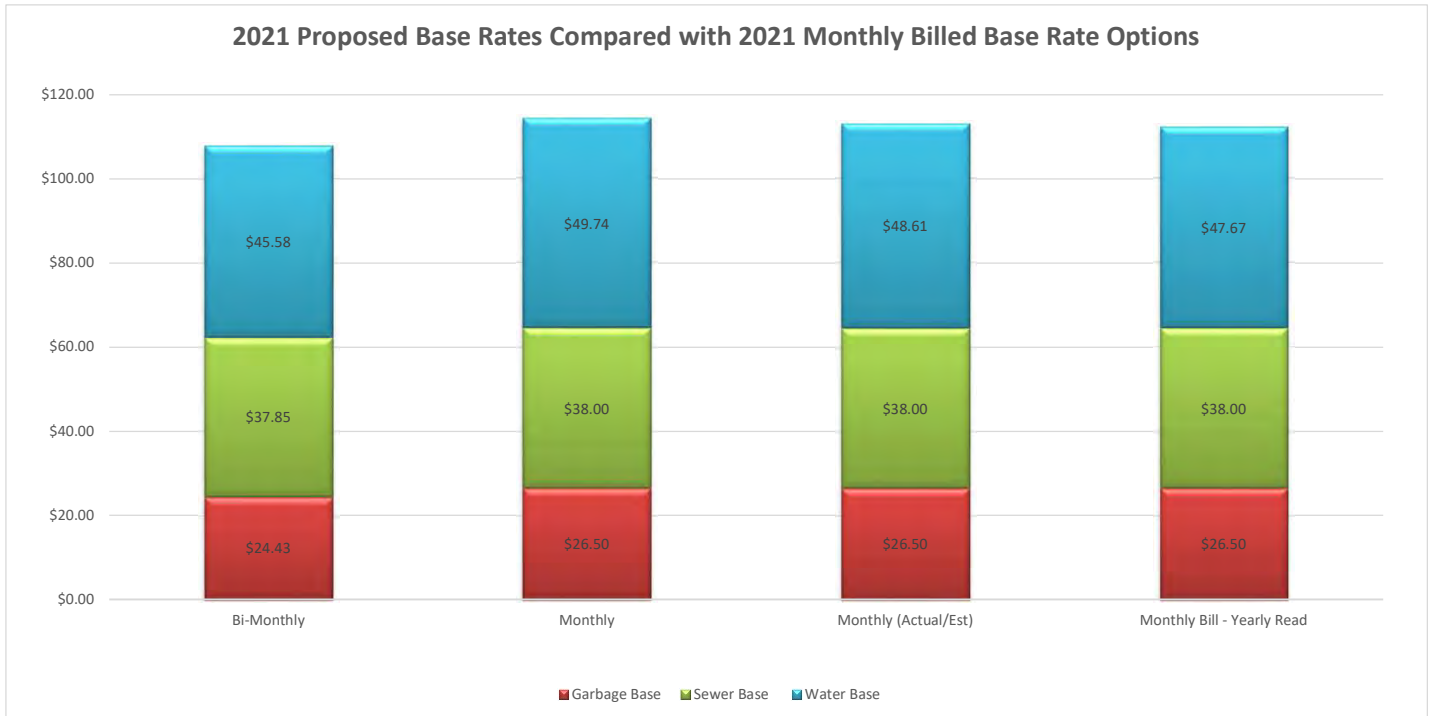
Department Head



Municipal Manager

2021 Proposed Base Rates Compared with 2021 Monthly Billed Base Rate Options

	<u>Bi-Monthly</u> Billed Bi-Monthly Read By-Monthly	<u>Monthly</u> Billed Monthly Read Monthly	<u>Monthly (Actual/Est)</u> Billed Monthly Read Bi-Monthly	<u>Monthly Bill - Yearly Read</u> Billed Monthly Read Yearly
Garbage Base	\$24.43	\$26.50	\$26.50	\$26.50
Sewer Base	\$37.85	\$38.00	\$38.00	\$38.00
Water Base	\$45.58	\$49.74	\$48.61	\$47.67
Monthly Base Rate	\$107.86	\$114.24	\$113.11	\$112.17
Additional Cost (Monthly)		\$6.38	\$5.25	\$4.31



	2021 Draft Budget Billed Bi-Monthly Read By-Monthly	Monthly Bills Billed Monthly Read Monthly	Monthly (Actual-Est) Billed Monthly Read Bi-Monthly	Monthly Bill - Yearly Read Billed Monthly Read Yearly
WATER BUDGET				
Administrative Component				
2-41-02-132-000 Benefits - Employer Contribution	21,967.00	43,934.00	21,967.00	3,661.17
2-41-05-113-000 Read Meters Wages	11,378.00	22,756.00	11,378.00	1,896.33
2-41-05-113-012 Admin Salaries & Clerical Wages	134,792.00	176,717.00	176,717.00	176,717.00
2-41-05-132-000 Benefits-Employer Contributions	39,582.00	51,852.42	51,852.42	51,852.42
2-41-05-136-000 Worker Compensation	3,233.00	4,235.23	4,235.23	4,235.23
2-41-05-136-012 Worker Compensation	108.00	216.00	216.00	216.00
2-41-05-216-000 Postage, Freight & Courier Services	4,000.00	8,000.00	8,000.00	8,000.00
2-41-05-253-000 R & M - Meter Reading System	19,453.00	19,453.00	19,453.00	19,453.00
2-41-05-511-000 General Goods and Supplies	2,000.00	4,000.00	4,000.00	4,000.00
	236,513.00	331,163.65	297,818.65	270,031.15
SEWER BUDGET				
Administrative Component				
2-42-09-113-012 Admin Salaries & Clerical Wages	78,231.00	104,288.00	104,288.00	104,288.00
2-42-09-136-012 Worker Compensation	1,735.00	2,307.55	2,307.55	2,307.55
2-42-09-216-000 Postage, Freight & Courier Services	4,000.00	8,000.00	8,000.00	8,000.00
2-42-09-511-000 General Goods and Supplies	4,000.00	8,000.00	8,000.00	8,000.00
2-42-09-900-000 Sewage Doubtful Accounts	2,500.00	2,500.00	2,500.00	2,500.00
2-42-09-910-000 Collection Agency Fee	300.00	300.00	300.00	300.00
	90,766.00	125,395.55	125,395.55	125,395.55
GARBAGE BUDGET				
Administrative Component				
2-43-09-113-012 Admin Salaries & Clerical Wages	68,002.00	89,675.00	89,675.00	89,675.00
2-43-09-216-000 Postage, Freight & Courier Services	4,000.00	8,000.00	8,000.00	8,000.00
2-43-09-511-000 General Goods and Supplies	2,000.00	4,000.00	4,000.00	4,000.00
2-43-09-900-000 Garbage Doubtful Accounts	300.00	300.00	300.00	300.00
2-43-09-910-000 Collection Agency Fee	200.00	200.00	200.00	200.00
	74,502.00	102,175.00	102,175.00	102,175.00

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 9, 2020

PROPOSED BY: Municipal Manager

TOPIC: 2021 Capital and Operating Projects

PROPOSAL: Approval of Proposed Capital and Operating Projects

BACKGROUND:

During the Special Council Meetings held on October 19, 2020 and November 3, 2020, Council was presented with proposed projects, both capital and operating. Project costs have since been updated along with their funding sources. Council was informed that grant funding would be a priority to reduce the pull from reserves, so any projects able to be funded by grants will be. Administration is seeking the approval of the below proposed project list so the items can be included into the operating budget prior to preliminary approval.

<u>Description</u>	<u>Project Type</u>	<u>Cost</u>	<u>Funding Source</u>
Water Treatment Plant Demolition	Operating	\$250,000	Water System Reserve
Pool Storage and Washroom	Capital	\$172,000	Purchasing Reserve
Facility Assessment	Operating	\$125,000	Purchasing Reserve
Town Hall Mechanical and Electrical Upgrades	Capital	\$150,000	Purchasing Reserve
3rd Ave (between 6 and 8 St SW) Drainage	Capital	\$140,000	Purchasing Reserve
South Highway Drainage	Capital	\$30,000	Storm System Reserve
Town Electronic Sign	Capital	\$80,000	Purchasing Reserve
Cemetery Phase 2 Consulting - Conceptual Design	Operating	\$50,000	Purchasing Reserve
Sanitary Sewer Master Plan	Operating	\$200,000	Purchasing Reserve
2 Street NE (between Broadway and South) Engineering	Capital	\$200,000	Water System Reserve
Phone System Update	Operating	\$10,000	Purchasing Reserve
Asset Management Continuation	Operating	\$50,000	Purchasing Reserve
Recycle Drop Off	Capital	\$50,000	Purchasing Reserve
Mobile Filing System	Capital	\$45,000	Purchasing Reserve
Lions Park Facility Upgrade	Capital	\$100,000	Purchasing Reserve
River Valley Washroom	Capital	\$80,000	Purchasing Reserve
		\$1,732,000	

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

N/A

OPTIONS:

1. Approve the 2021 proposed capital and operating projects.
2. Approve the 2021 proposed capital and operating projects with the exception of specific projects.

RECOMMENDATION:

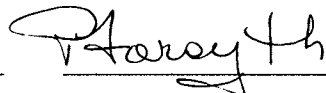
Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved the proposed 2021 capital and operating projects be approved as presented and that the operating projects be included in the 2021 Budget.
2. Councillor _____ moved the proposed 2021 capital and operating projects be approved and that the operating projects be included into the 2021 Budget with the exception of _____.

SUBMITTED BY:

Department Head



Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 9, 2020

PROPOSED BY: Administration

TOPIC: Policy No. 055, Personnel - Hiring

PROPOSAL: To consider approval of Policy No. 055, Personnel - Hiring

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.

Administration is proposing updating and expanding the procedures, practices, and conditions relevant to the selection and employment of personnel for the Town. Changes were made to formatting, definitions were added, a review of relevant legislation was undertaken, hiring responsibilities were clearly defined, and employment conditions were added.

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. 055, Personnel - Hiring

OPTIONS:

1. Approve Policy No. 055, Personnel - Hiring as presented.
2. Suggest changes to Policy No. 055, Personnel - Hiring and have Administration draft an amended Policy No. 055, Personnel - Hiring for review at a future Council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 055, Personnel - Hiring be approved as presented.

2. Councillor _____ moved that Administration draft an amended Policy No. 055, Personnel - Hiring for review at a future Council meeting with suggested changes.

SUBMITTED BY:

Department Head



Municipal Manager



Approved by Council – ~~October 28, 2013~~

PERSONNEL - HIRING

1.0 BACKGROUND:

The purpose of this policy ~~will be to establish the process whereby Council would select a Municipal Manager to fulfill the role of Chief Administrative Officer (CAO). Further this policy will clearly communicate the Town of Redcliff's policy on certain personnel items such as hiring, the pursuit of further education and professional development and the provision of retirement benefits. is to establish the procedures, practices, and conditions relevant to the selection and employment of personnel for the Town of Redcliff (the "Town").~~

2.0 POLICY STATEMENT:

2.1 This policy provides a framework for a consistent recruitment and hiring process that:

- a) Meets legislative and budgetary requirements;
- b) Ensures sustainable recruitment and hiring practices;
- c) Attracts employees who will integrate into the organization and support the corporate and community values and culture;
- d) Ensures employment opportunities, including advancement for current staff, are open to all qualified applicants on the basis of their education, skills, and experience, and;
- e) The selection process is conducted in a fair, transparent, and equitable manner.

2.2 The Town is committed to the principle of fair and equitable hiring and therefore all positions will be filled by competition.

2.3 The Town does not permit discrimination based on race, religious beliefs, physical disability, age, ancestry, place of origin, marital status, family status, sexual orientation, or any other prohibited grounds covered by federal or provincial human rights legislation.

SELECTION OF A MUNICIPAL MANAGER

~~The selection of a Municipal Manager to fulfill the role of Chief Administrative Officer (CAO) is assigned to Council in the MGA. Council will determine the process for hiring the Municipal Manager using this procedure or establish a modified procedure by resolution when required.~~

~~To proceed to the stage of the recommendation of an individual to fill the position of Municipal Manager, a committee authorized to advertise for, interview and select an individual to be recommended to Council for the position of Municipal Manager, shall be established as follows:~~

~~Chairman: Mayor~~

~~Members: Two Councillors appointed by motion of Council.~~

~~If a suitable candidate is not found from the applicants, the Committee may recommend to Council, a review of the salary range assigned to the position or re-advertise.~~

~~Following selection of the successful candidate, Administration will be responsible to advise any unsuccessful applicants that the position has been filled.~~

~~The Committee may request, or Council may initially direct that a professional consulting firm be engaged for a search for candidates and/or for assistance in the selection process.~~

3.0 GENERAL PROVISIONS:

3.1 DEFINITIONS

3.1.1 **Town** means the municipal corporation of the Town of Redcliff.

3.1.2 **Municipal Manager** means the person appointed to the position of the Chief Administrative Officer position by Council.

3.1.3 **Hiring Manager** is the employee responsible for filling a position vacancy. This individual may be the CAO, Department Director, or Manager within a department.

3.1.4 **Employee** means an individual employed by the Town that reports directly or indirectly to the CAO, along with those individuals employed under contract by the Town on a personal services agreement, but does not include elected officials.

3.1.5 **Applicant** is an individual who applies for a position with the Town.

3.1.6 **Family** or **Relative** are members of the same family who are related to one another by marriage or common-law and also includes spouses, children, parents, siblings, nieces, nephews, aunts, uncles, first cousins, and grandparents.

3.2 LEGISLATION

3.2.1 This policy is intended to conform to the Canada Charter of Rights and Freedoms, the Alberta Employment Standards Codes, the Alberta Employment Standards Regulation, the Occupational Health and Safety Act, the current Collective Agreement, and any other applicable legislation.

3.2.2 In the event that any law passed by the Government of Canada or Alberta renders or should a Court determine that any provision of this policy be otherwise reduced or nullified, that term or condition shall be altered to conform to the new legislation or court ruling, and the remaining provisions shall continue to apply.

4.0 RESPONSIBILITIES

4.1 Town Council shall approve and authorize any newly established permanent positions.

4.14.2 The hiring of employees is the responsibility of management and only the most qualified applicants available will be selected.

4.3 Hiring Responsibility**4.3.1**

POSITION	HIRING RESPONSIBILITY
<u>Municipal Manager</u>	<u>Town Council</u>
<u>Department Director</u>	<u>Municipal Manager, Human Resources, and at least one other Director</u>
<u>Assistant Manager / Senior Manager / Supervisor</u>	<u>Department Director, Human Resources, and at least one other staff member from a supervisory level</u> <u>Input from Municipal Manager</u>
<u>Other Staff</u>	<u>Assistant Manager / Senior Manager, Human Resources, and at least one other staff member for a supervisory level.</u> <u>Input from Department Director.</u>

4.3.2 Council will recruit by advertising or through a recruitment agency, select, and approve the employment contract and relocation expenses for the Municipal Manager position. Council will approve all new permanent positions not approved in the current annual operating budget.

HIRING FOR POSITIONS OTHER THAN THE MUNICIPAL MANAGER

~~Municipal Manager shall have the authority to independently interview and hire all employees.~~

~~Municipal Manager may designate authority to interview and hire employees to Department Managers of the Town of Redcliff.~~

~~The Municipal Manager will inform Council in their monthly report of the appointment of a successful candidate to a position with the Town of Redcliff.~~

4.3.3 The Municipal Manager will approve all recruitment and selection action for all Department Director positions. Relocation expenses for employees will be approved by the Municipal Manager in compliance with Section 12.0 (Relocation Expenses) of this policy.

4.3.4 Department Directors will approve all recruitment and selection actions for all supervisory positions.

4.3.5 Other personnel will be recruited and selected to fill positions in each department by the Department Director, Department Manager, Senior Foremen or Supervisor, and Human Resources.

5.0 JOB POSTINGS

5.1 When a vacancy occurs or a new position is created, notice of the position will be posted internally and externally, unless otherwise approved by the Municipal Manager, to ensure

all interested applicants are advised and the hiring process can be completed in a fair and timely manner and following the requirements of the current Collective Agreement.

5.2 Human Resources will be responsible for all job posting advertisements. All postings will include the position title, requirements including qualifications, skills, experience and education, where resumes are to be submitted, and a closing date.

5.3 All job applicants must submit a resume, including a list of current and former employers, on or before the closing date.

6.0 HIRING PRINCIPLES

6.1 No individual may be hired by the Town for a position that is not an approved job vacancy.

6.2 The hiring manager will be responsible for:

6.2.1 Initiating the recruitment process,

6.2.2 Requesting media job advertisements,

6.2.3 Developing and/or understanding the job selection criteria for a job vacancy,

6.2.4 Screening candidates in accordance with the job selection criteria,

6.2.5 Selecting and interviewing candidates for a job vacancy,

6.2.6 Providing the successful candidate with a written offer of employment,

6.2.7 Ensuring the offer of employment is accepted prior to the candidate starting work, and

6.2.8 Ensuring the successful candidate receives proper and thorough orientation for the new position in accordance with Section 13.0 (Orientation) of this policy.

6.3 Human Resources will be responsible for:

6.3.1 Creating media job advertisements,

6.3.2 Developing and/or understanding the job selection criteria for a job vacancy,

6.3.3 Screening candidates in accordance with the job selection criteria,

6.3.4 Scheduling interviews with candidates for a job vacancy,

6.3.5 Interviewing candidates for a job vacancy,

6.3.6 Conducting reference checks,

6.3.7 Drafting the written offer of employment,

6.3.8 Assisting the successful candidate with proper orientation for the new position in accordance with Section 13.0 (Orientation) of this policy.

6.4 Promotion and transfers from within the organization are encouraged and will be based on a variety of factors, including but not limited to qualifications, experience, previous performance, seniority, and potential for success in the new position or department. Preference in the evaluation process will be given for any internal candidates with suitable qualifications.

6.5 Favouritism or an actual or perceived conflict of interest can potentially arise when members of the same family work in the same department. To eliminate even the appearance of impropriety, as well as the potential for favouritism, employees may not take part in, or in any way attempt to influence, the hiring or placement process of a member of their family.

6.6 In general, the fact that a potential employee is a relative of an existing employee neither prejudices nor advances that person's hiring prospects. Applicants will not be hired, transferred, or promoted into positions where a direct supervisory relationship will exist between the related employees, or where other working relationships can be perceived to have influence over promotion or supervision or could lead to conflict of interest or favouritism.

7.0 PRIVACY

7.1 Throughout the selection process, applications and applicant information will be treated with confidentiality in accordance with the Alberta Freedom of Information and Protection of Privacy Act.

8.0 INTERVIEW PROCESS

8.1 The hiring committee will select and schedule interviews for the most suitable candidates based on the position criteria.

8.2 Human Resources will develop interview guidelines and questions relevant to the position.

8.3 Reimbursement for travel expenses for potential candidates must be pre-approved by the Municipal Manager. Travel expenses where travel is in excess of 100 km will be issued for the candidate only, and in compliance with the Town's Travel Expense Policy.

9.0 PRE-EMPLOYMENT CHECKS FOR POTENTIAL EMPLOYEES

9.1 The Town will determine what employment checks are necessary based on the job requirements of each position. All necessary pre-employment checks (reference checks, security screening, or other job-related checks) must be completed prior to a candidate commencing employment.

9.2 The Town's operational standard for security screening includes but is not limited to utilizing criminal records check and child abuse registry check as an indicator for employment suitability prior to the commencement of service. This also serves to determine whether the individual has, in the past, committed crimes that would indicate unacceptable risk in relation to the duties to be performed.

9.3 Applicants for any position, including casual labour, must undergo a screening process if their tasks necessitate access to sensitive information, assets, interaction with the public, work requiring the public's trust, working in a care capacity, working with children, and other duties requiring an accelerated level of responsibility. Those positions which require enhanced vulnerable sector security clearance must be completed prior to the issuance of an offer of employment.

9.4 If the criminal record check reveals a record of an offence, the following guidelines will be used to determine employment suitability:

9.4.1 The likely recurrence of similar offences and their potential effect upon job

reliability, and

9.4.2 The severity of the offence and the relevance on the position applied for.

9.5 Any applicant whose name appears on the National Child Abuse Registry or the Province of Alberta's Child Abuse Registry will not be considered for employment with the Town under any circumstance.

9.6 Employees may be required to undergo a medical examination with a physician or appropriate practitioner selected by the Town to ensure suitability for a position. Examination costs will be covered by the Town.

10.0 COMPLIANCE

10.1 If there is any misrepresentation of facts by employees or applicants regarding work history, credentials or any other work-related information, the Town may terminate the employee and withdraw the applicant from the selection process.

11.0 OFFER LETTER

11.1 An employment Letter of Offer, outlining the start date, wages, probation period, benefits, vacation, termination, confidentiality, and acceptance, must be approved by the Department Director and Municipal Manager prior to presenting to the successful applicant.

11.2 Reimbursable costs associated with pre-employment checks will be identified in the Offer Letter.

12.0 RELOCATION EXPENSE

12.1 New employees may be eligible for relocation expenses which include the actual cost of moving household goods and personal effects from the previous location to a new residence in the Town of Redcliff.

12.2 The hiring manager should not make any commitment regarding moving expenses until approval has been obtained from the Municipal Manager.

12.3 Relocation expenses do not include the cost of meals while travelling or living in temporary accommodations, the cost of selling or settling an unexpired lease on a previous residence, or the cost of buying a new residence or house hunting costs.

12.4 If a new employee elects to move themselves, allowable expenses will include the cost of a rental truck, trailer and other related equipment, cost of assistance loading or unloading, cost of gas if using a rental vehicle, mileage allowance if using a personal vehicle, and lodging while en route.

12.5 Reimbursement for relocation expenses must not exceed 10% of the employee's annual salary or the actual costs of moving to a maximum of \$ 3,000.00, whichever is the lesser, and must be authorized by the Municipal Manager. The Municipal Manager may authorize expenses in excess of 10% for actual moving costs.

12.6 The Town will not reimburse an applicant for possessions that have been lost, damaged, or stolen in the process of relocation.

12.7 An employee who resigns or is terminated prior to twelve (12) months of employment from a position where a relocation expense was paid, will reimburse 50% of the expenses paid

by the Town.

12.8 In accordance with Revenue Canada, (if deemed to be a taxable benefit) reimbursement for moving expenses will be reported on the employee's T-4.

13.0 ORIENTATION

13.1 Upon acceptance of the Offer of Employment, orientation will be provided to review:

13.1.1 Workplace policies,

13.1.2 Health and safety policies,

13.1.3 Rules and regulations,

13.1.4 Other job specific information,

13.1.5 Payroll and benefit forms,

13.1.6 Facility tours, and

13.1.7 Staff introductions.

14.0 PROBATION PERIOD

14.1 All new employees must serve a probationary period. The probationary period for permanent employees shall be no less than six (6) months and seasonal employees shall be 1040 hours. This is designed to give the Town an opportunity to determine whether an employee is suitable and qualified for the work for which the employee was hired, and the decision as to the employee's suitability or qualifications is the sole responsibility of the Town. Termination of employment or other disciplinary action during the probationary period is not subject to progressive discipline or grievances.

14.2 If the employee's service during the probationary period is deemed unsatisfactory, but it is felt that the employment should continue under a probationary status rather than being terminated, the recommendation that the employee will remain in a probationary status shall be forwarded by the departmental manager to the Municipal Manager. In all such instances, the employee must be counselled regarding the extension of their probationary period. The employee may not remain in a probationary status for more than nine (9) months. An employee may complete the probationary period or be terminated at any time after the initial probationary period upon the recommendation of the department director or Municipal Manager.

14.3 Employees who have successfully completed their probationary period will be placed on Step 1 of the employee wage grid unless other arrangements pre-exist.

14.4 Employees who receive authorized absences outside of earned sick leave will have their probationary period extended so that the probationary period is satisfied.

14.5 There will be no responsibility for the Town of Redcliff for reemployment or continued employment of probationary employees.

15.0 FAMILY MEMBERS

15.1 An employee is not affected if a family member is elected to Council after that employee has commenced employment with the Town.

15.2 No members of the same family may work for the same department of the Town without prior consideration and authorization from the Municipal Manager. For this purpose, the same family is defined under Section 3.1.6.

16.0 OTHER INTERESTS

16.1 Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the Town. All employees are required to sign an Employee Code of Conduct Form.

16.2 Employees are expected to be ready, willing, and able to perform all job functions. Loyalty and full commitment towards employment with the Town is expected for all employees.

17.0 GENERAL

17.1 The duties of each employee shall be those as assigned in their job description. The Town will provide each employee with a copy of the job description for their position upon hiring.

17.2 Copies of any job description will be made available to an employee upon request.

17.3 Job descriptions are to be reviewed annually during the employee performance review process to ensure that the description is current and accurately reflects the existing duties and responsibilities.

17.4 The classification of each position and the associated salary grid level will be determined on the basis of the duties and responsibilities assigned to the position as recorded in the job description and the Town salary grids.

17.5 Salary grid levels shall be reviewed annually by the Municipal Manager and Council in conjunction with the annual budget process.

17.6 An employee is required to complete the minimum probationary period for the position for which they were hired.

17.7 Employees who have completed the minimum probationary period will receive notice of at least one (1) week prior to a layoff.

17.8 The Town will not provide employee benefits to employees during a layoff period.

RELATIVES IN TOWN SERVICE

Relatives shall not be allowed to work in the same department.

No employee shall be hired to work in any department where they may be under the authority or supervision (direct or indirect) of a related employee.

The municipal manager will be granted the sole and unrestricted final decision where exceptional circumstances may merit any exception to the above restrictions.

For the purposes of this policy the definition of "relative" includes the following as relatives— spouse, child, parent, brother, sister, niece, nephew, aunt, uncle, grandparent, grandchild, first cousin, parent of spouse. The municipal manager is granted discretion to determine the inclusion in this definition any other relations not listed.

EMPLOYMENT REGULATIONS AND RESTRICTIONS

Moonlighting

No town employee shall work as an independent contractor or sub-contractor, or otherwise perform services or work for the town of Redcliff which he/she might otherwise undertake in the normal course of events as an employee of the town.

Personal use of town equipment

Under no circumstances will town equipment be removed from town premises to be used for personal use. Town employees shall not be allowed to bring personal property on to town premises with the intent of using town equipment to repair or work on such personal property.

EDUCATION

The town recognizes the benefit of maintaining effective training and development programs for employees at all levels in the organization. Council will support the municipal manager and directors in ensuring the inclusion of sufficient funds in the annual budget to ensure that suitable programs are provided for all employees.

Employees who are undertaking academic upgrading or credit courses will be allowed time off work with pay for the period of time required to write the examination.

LIFE INSURANCE – RETIRED EMPLOYEES

~~By Council resolution passed on November 15, 1989, all retiring Town Employees are eligible to participate in continued Life Insurance Coverage through the AUMA program “Plan 1” as follows:~~

~~On retirement or age 65 ————— 80% of pre-retirement coverage
Whichever comes first~~

~~1st anniversary of Retirement or at age 66 — 60% of pre-retirement coverage
Whichever comes first~~

~~2nd anniversary date or at age 67 ————— 40% of pre-retirement coverage
Whichever comes first~~

~~3rd anniversary date or at age 68 ————— 20% of pre-retirement coverage
Whichever comes first~~

~~4th anniversary date or at age 69 and thereafter — 10% of pre-retirement coverage~~

~~The cost to the individual will be the rate as established from time to time by the benefit provider.~~



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

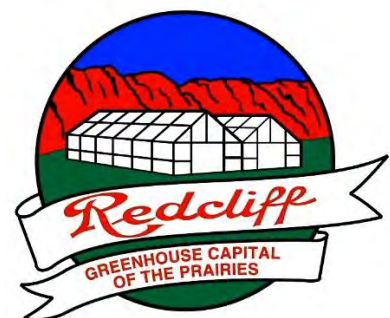
I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

Tracy L. Allard
Minister

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

November 9, 2020



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MUNICIPAL MANAGER

- Chamber of Commerce CDI meeting
 - Provided update to the group and started to network with developers
 - Chamber asked us to send link to them for West Side Development Comments
- WSP meeting
 - Discussion on services they can provide including some of the original 2008 survey data for GIS
 - WSP has worked with us in the past with previous engineers and looks forward to redeveloping the relationship
- ICF signing
 - Attended signing ceremony at Cypress County office
- Municipal Indicators from Municipal Affairs
 - Notification was received from Municipal Affairs that the Town of Redcliff was not identified as being an at-risk municipality
- Landfill Agreement was signed by Cypress County and returned to us
- Council meeting agenda review
- Department Head meetings
- Policy and bylaw review
- Request for decision review
- Organizational changes implementation
- Budget review
- Budget planning
 - Review fleet requirements and develop plan
 - Review capital projects
- Working with developers on the theme of building a neighbourhood in a community
- Human Resources concerns

OPERATIONS

Parks, Recreation and Facilities

Projects

- Town Hall Renovations (facilities budget \$45K)

Rec-Tangle Arena

- Cleaned all touchpoints and bleachers daily as necessary
- Completed ice grooming operations for users as necessary
- Picked up replacement glass
- Replaced activation valves as necessary for showers
- Obtained estimate for door relocation

Pool

- Completed winterization of pool
- Checked on contractor's progress at pool
- Cleaned pool lobby and change room due to contractor use
- Obtained estimates for storage building and washrooms

Facilities

- Completed building inspections and minor repairs as needed
- Cleaned kitchen, showers and washrooms as necessary
- Prepared equipment for winter storage
- Shut down campground showers and winterized
- Shut down ball diamond concession and winterized
- Shut down Lions Park kitchen and winterized
- Helped with cubicle alterations in Town Hall
- Picked up siding for Library and replaced as manpower and weather allowed
- Oversaw cement pad installation at RCMP building for backup generator

Parks

- Completed irrigation system shutdowns and blowouts at parks and facilities as necessary
- Continued garbage collection at parks, pathways, and downtown
- Cleaned berries from trees
- Installed bollards and garbage cans

Other

- Completed employee evaluation process
- Participated in employee evaluation
- Hired winter seasonal worker
- Participated in budget preparation process
- Participated in safety committee meeting
- Completed purchase of floor cleaner as necessary

FCSS, Community Services, and Special Events

- Continued Citywide Maintenance Manager training
- Completed and submitted New Horizons for Seniors grant
- Attended weekly suicide prevention meetings
- Attended FCSS South Central meeting and FCSS Regional meeting via Zoom
- Attended the monthly Collaborative Community Assistance Network meeting
- Began inquiry into collaborating with tourism groups
- Began Coats for Kids initiative
- Completed the Community Helpers Course (Youth suicide prevention course)
- Working with Redcliff Legion to bring more programming to their space
- Hosted babysitting course and home alone course
- Continued working on the Redcliff FCSS procedure manual
- Continued with garden maintenance and administration
- Continued with baseball diamond and Rec-Tangle bookings
- Completed AR requests for previous month
- Pulled reports from RecDesk and STRIPE for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on electronic sign

- Input new programming into Rec Desk
- Attended Redcliff & District Recreation Committee meeting

Health and Safety, Emergency Management, Fire Services

- Continued planning and monitoring of COVID-19 response including monitoring protocols and updating as necessary, communications with staff, and continued review of guidelines, recommendations, and orders from the Province and Alberta Health Services and implementations as applicable
- Attended Emergency Advisory Committee annual meeting
- Attended joint worksite health and safety committee meeting
- Attended safety incidents and reviews
- Attended City of Medicine Hat Communications radio meeting
- Sourcing fire station management software
- Budget planning

Community Peace Officer

- Nuisance premises remain at the forefront this month
- Travis permits and parking issues have seen an increase in submissions
- Assists to other departments have increased. This ranges from assists to the RCMP and other Town services. Assistance was given to Alberta SPCA Peace Officer on an Animal File
- Dog and business licenses are still actively being worked on
- Call Initiation Types: Officer Initiated 25%, All Others 75%

Town of Redcliff Statistics from November 2020 – 99 Calls for Service

Incident Type	Total	Total Percentage
ASSIST GENERAL PUBLIC	3	3
ASSIST GENERAL PUBLIC: MISCHIEF	1	1
ASSIST OTHER DEPT	2	2
ASSIST OTHER DEPT	2	2
ASSIST OTHER DEPT	1	1
ASSIST OTHER DEPT: ASSIST FIRE: FIRE INSPECTION	2	2
ASSIST OTHER DEPT: ASSIST GAS DEPT	1	1
ASSIST OTHER DEPT: ASSIST PLANNING DEVELOPMENT DEPT	1	1
ASSIST OTHER DEPT: ASSIST PUBLIC WORKS	1	1
ASSIST OTHER DEPT: ASSIST RCMP	1	1
ASSIST OTHER DEPT: ASSIST RCMP FOUND PROPERTY	5	5
ASSIST OTHER DEPT: ASSIST RCMP MVC	1	1
ASSIST OTHER DEPT: ASSIST RCMP TRAFFIC CONTROL	1	1
ASSIST OTHER DEPT: ASSIST SPCA	2	2
ASSIST RCMP MVC	1	1
BYLAWS: ANIMAL-OTHER: DEER	1	1
BYLAWS: ASSIST PUBLIC	1	1
BYLAWS: ASSIST PUBLIC: CIVIL MATTER	2	2
BYLAWS: ASSIST PUBLIC: LANDLORD TENANT DISPUTE	1	1

BYLAWS: ASSIST PUBLIC: NEIGHBORHOOD DISPUTE	2	2
BYLAWS: BUSINESS LICENSE: BUSINESS LICENSE INQUIRY	2	2
BYLAWS: BUSINESS LICENSE: NEW BUSINESS LICENSE	1	1
BYLAWS: CAT: AT LARGE	1	1
BYLAWS: CAT: CAT TRAP LOAN	1	1
BYLAWS: DOG: AT LARGE	3	3
BYLAWS: DOG: AT LARGE: DOG DEFECATING ON PUBLIC PROPERTY	1	1
BYLAWS: DOG: CHECK ON WELL BEING OF DOG/S	1	1
BYLAWS: DOG: FAILURE TO HAVE CURRENT LICENSE	3	3
BYLAWS: LAND USE BYLAW 1698/2011	1	1
BYLAWS: NUISANCE/UNSIGHTLY	5	5
BYLAWS: NUISANCE/UNSIGHTLY: OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION	1	1
BYLAWS: PARKS RECREATION PUBLIC AREAS: MOTOR VEHICLES OR TRAILERS: PARKING IN RESTRICTED AREA	1	1
BYLAWS: PARKS RECREATION PUBLIC AREAS: PARK USE: ENTERING/USING A PARK CLOSED TO PUBLIC	3	3
BYLAWS: STREET: NON-PERMITTED USE OF STREET: MATERIAL DEPOSITED ON STREET	1	1
BYLAWS: STREET: PROTECTION/ MAINTENANCE OF SIDEWALKS	1	1
BYLAWS: TRAFFIC: ASSIST OTHER DEPT	1	1
BYLAWS: TRAFFIC: PARKING	1	1
BYLAWS: TRAFFIC: PARKING: PARK IN ALLEY	1	1
PARKING	18	18
PARKING: ABANDONED VEHICLE	1	1
TRAVIS PERMIT	19	19

Municipal Works

- Conducted funeral interments
- Garbage pick up
- Bin placements/pick ups as needed
- Repair garbage can lids (ongoing)
- Fixing low spots in alleys (ongoing)
- Winter street sanding and snow clearing
- Repaired signs around town
- Installed bollards around hydrant at King of Road carwash
- Work on low spots on roads
- Pothole repairs (ongoing)
- Fixed water leak at 728 2nd Street SE
- Cleaned equipment
- Delivered catch basin tops for Transit Paving for construction jobs
- Cleaned up shop yard and C-Can
- Worked on security safety panels
- Unplugged blocked storm grates
- Watched and handled service tracker concerns
- Picked up loose garbage in alleys
- Installed flashing on the corner of shop building
- Odd small repairs on equipment

- Ongoing training for operators on equipment
- Assisted in sewer flushing
- Marked out headstones at cemetery
- Assisted Environmental Technician in digging holes at landfill for trees
- Readied equipment for winter
- Hauled gravel and sand for stockpiling
- Cleaned out weeds and placed topsoil at Rec-Tangle Arena
- Prairie Concrete started pads for new columbarium
- Fixed water valve at 1st Street NE and 3rd Avenue NW
- Moved hydrant on 1st Street NE
- Installed delineators on bump outs at Rec-Tangle Arena
- Curb stop replaced 321 5th Street SE

ENVIRONMENT AND PLANNING

Department

- Detailed design for landfill cell 102
 - Ongoing
- Construction for cell 025 and compost system
 - Began June 3rd
 - Project is 75% complete
 - Concrete currently being poured
 - Aerated piping system installed
 - Concrete pipe encasement being poured
 - Headway complete
 - Blower system installed
 - Cell 025 liner complete
 - Cell 025 final survey and inspection completed
 - Awaiting laboratory results prior to confirming cell 025 completion
- Construction for Eastside Surge Tanks
 - Construction began September 25th
 - Topsoil stripping is completed
 - Sanitary piping and manhole construction underway
 - Project is 23% complete
- Project management for construction projects
- Lead Management Program Town-wide assessment
 - Residential testing completed
 - 100% complete
 - Results distributed to residents
 - No MAC exceedances recorded
 - Preparing report to Alberta Environment
- Columbarium expansion
 - Construction underway week of November 10th
- New fuel tank system for the Town

- Installation completed

Water and Sewer Utilities

- Completed several locate requests
- Completed water treatment daily duties
- Completed repairs in the Water Treatment Plant
- Weekly water testing
- Pre/post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Installed Radio Read meters
- Replaced/repaired water meters
- Helped Municipal Works when needed
- Flushed sewer lines
- Meter reading

Landfill

- Picked garbage inside landfill and in neighboring field after a wind event (ongoing)
- Clean scales (ongoing)
- Hauled cover soil (ongoing)
- Ridgeline hauling in soil
- Maintained roads inside landfill (ongoing)
- Equipment maintenance (ongoing)
- Cleaned up shop (ongoing)
- Completed daily compacting
- Moved screens as needed for windy days
- Pushed up dirt as trucks hauled in
- Worked on back roads
- Snow clearing
- Hauled and dumped bins from the new transfer station (ongoing)
- Cleaned up weeds around yard (ongoing)
- Pumped leachate water out of pond and spread on top of landfill
- Built new ramp for entrance to cell
- Winterized pumps and machines
- Constructed new entrance road into cell 101

LEGISLATION AND DEVELOPMENT

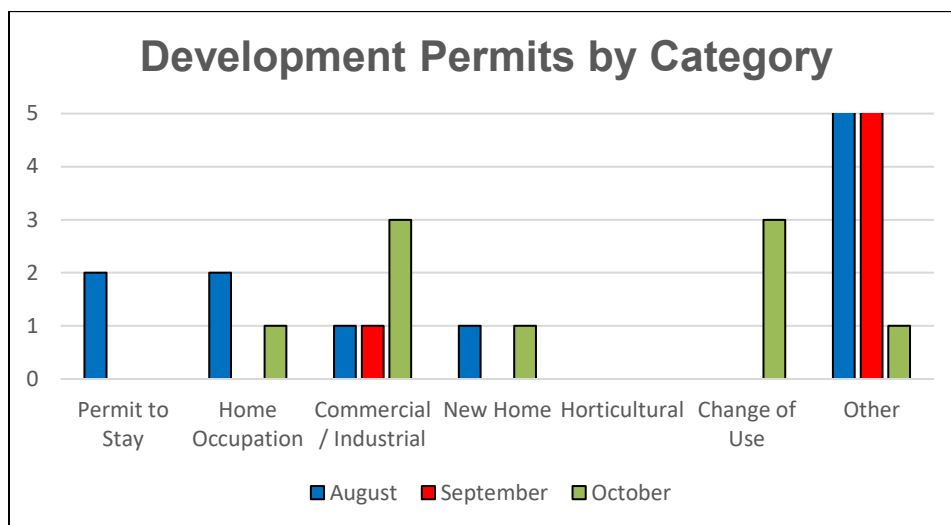
Department

- Responding to inquiries re: general information, land sales (4 sales to date), FOIP inquiries (11 in process), development inquiries
- Ongoing legal file review. Compiling information as requested
- Council item preparation/follow up. Department Head meetings, pre/post Council meetings
- Records Management Project

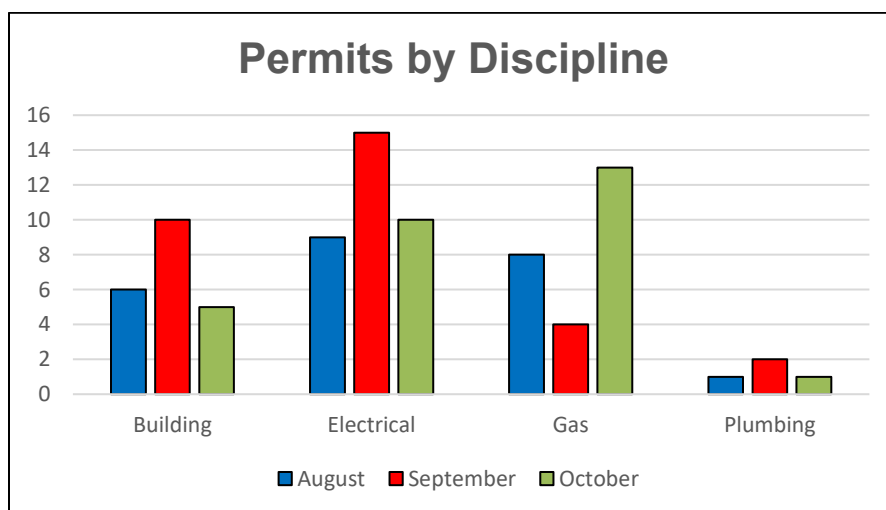
- Reviewing policies/procedures
- Preparing for 2021 budget
- Assisting with Asset Management Project
- Meeting with WSP Re: Engineering Support Services
- Meeting with Stantec Re: Engineering Services
- Election training session
- Monitoring disclosure for ARB Appeal
- Processing/scheduling an SDAB hearing for an appeal

Development & Land Use Bylaw (LUB) Enforcement

The number of Development Permits issued to the end of October 2020 is 104:



The number of Safety Codes Permits issued to end of October 2020 is 240:



To date Development has had 428 enforcement files (4 new since last report):

- 38 of the files have been closed by either removing the non-compliant development or having applied for and received approved Development Permits
- 1 file is a Storage Container that is not allowed in the RT – Residential Transition zone. Have spoken with property owner who has asked for an extension to November 10
- 1 file is an accessory building without permits
- 1 file is a Storage Container not allowed in the C3 – General Commercial District
- 1 file is a sign without a development permit

Planning / Projects

Land Use Bylaw (LUB)

- A review of the LUB has been initiated

Westside Redevelopment Plan

- 2nd survey in preparation stage. Project on hold for further review

3rd & 3rd Lift Station Upgrades

- BYZ will have all surface works completed by the end of this week (November 5) - that includes backfilling the trench and gravelling
- Spider is planning to have all of their work completed in the next week.
- Moskal is working on pump install this week, they are waiting for delivery dates on sprinklers. BYZ also has them organized for the platforms
- Without knowing exact dates, the plan is to have everything completed by December
- Topsoil and seed will need to be completed in the spring of 2021

Jesmond Lift Station Upgrade

- Operational initiatives addressing odor concerns being reviewed

Eastside Sewage Surge Tanks

- 400m of 450mm sanitary pipe installed c/w manholes
- 331m of 525mm sanitary pipe installed c/w manholes
- Surge Tank Pipe will be onsite this fall, with installation likely in the spring of 2021

River Valley Potable Water

- Outstanding work is a couple of minor paving repairs and is expected to be completed November 3, 2020

3rd Street & 4th Street NW Top Lift Paving

- Contract items are complete, some asphalt sealing remains as a deficiency. Anticipated completion November 3, 2020

4th Street SE and 7th Avenue Catch Basin

- Complete

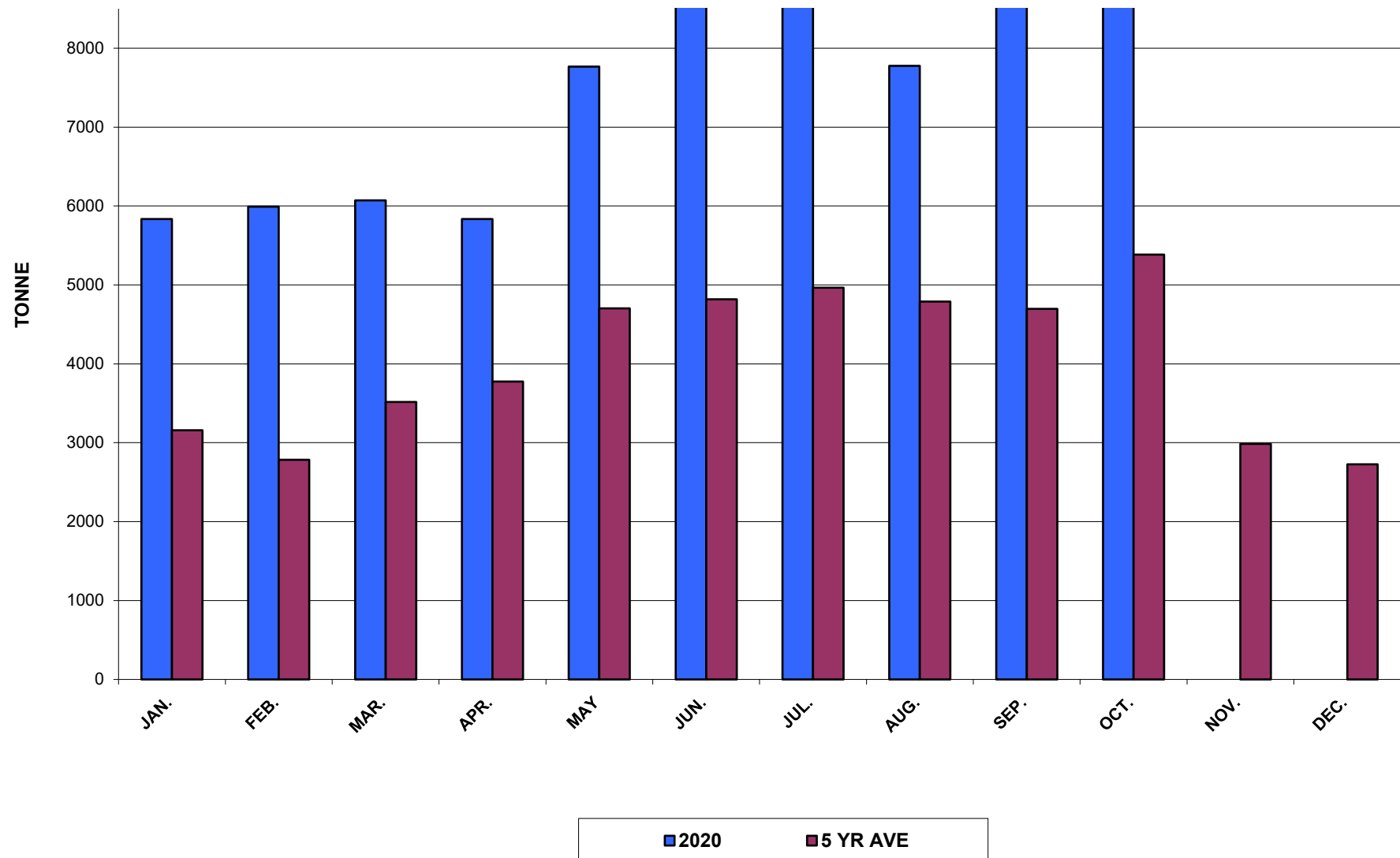
Broadfoot and Stone Place SW

- Contract items are complete, some asphalt sealing remains as a deficiency. Anticipated completion November 5, 2020.

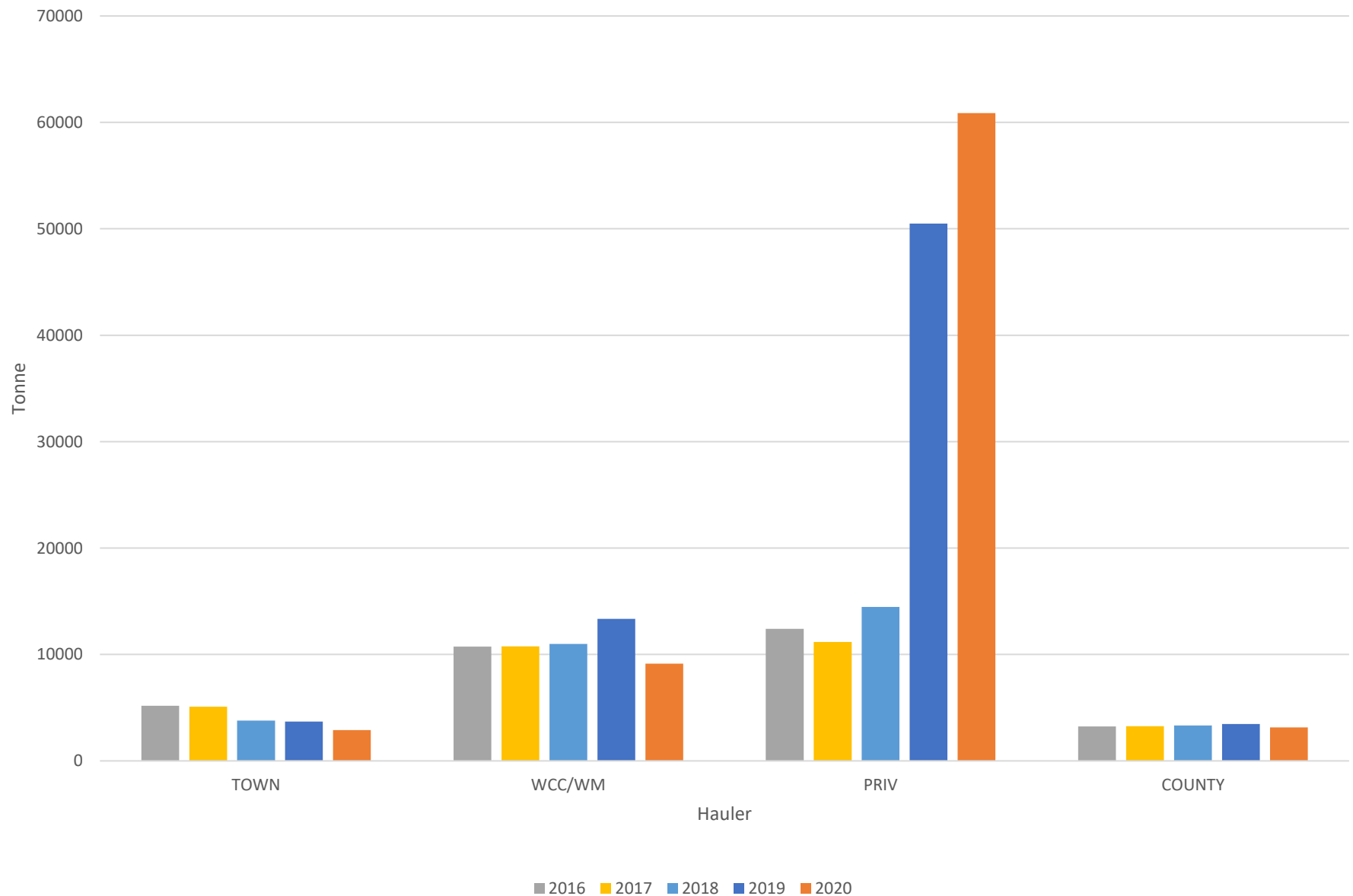
CORPORATE SERVICES

- On November 3, 2020, the 2020 outstanding current year tax was \$507,773.66
 - By comparison, on November 3, 2019, the 2019 outstanding current year tax was \$572,637.34. The Town's 2020 collection of tax levies is better than the same period of 2019.
- On November 3, 2020, the Town received an e-mail informing us that the local authorities financing program has now been transferred to the Province of Alberta. The program itself is substantially unchanged and the loan application process is also substantially unchanged. The former ACFA website has been re-directed and there are new application forms to use
- Reviewing and revising financial function manuals
- Regular daily duties related to finance

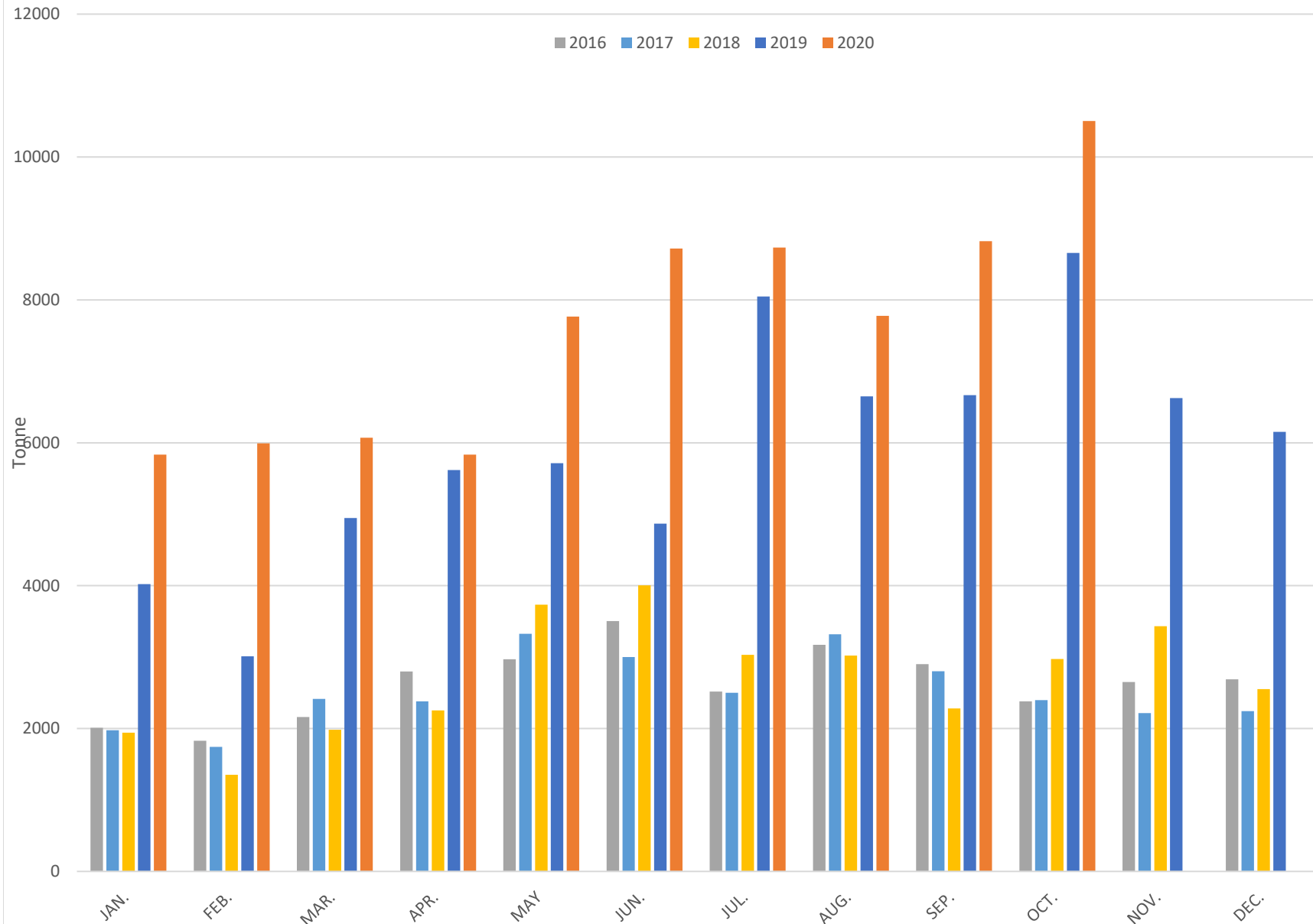
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2020 VS 5 YEAR AVERAGE
TO OCTOBER 31, 2020**



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2016-2020
TO OCTOBER 31, 2020



REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2016-2020 TO OCTOBER 31, 2020





COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
November 11, 2020	Statutory Holiday Remembrance Day	Town Office Closed
November 23, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
December 14, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
December 24, 2020	Christmas Eve	Town Office Closed
December 25, 2020	Statutory Holiday Christmas Day	Town Office Closed
December 28, 2020	Statutory Holiday Boxing Day	Town Office Closed