

**COUNCIL MEETING**  
**MONDAY, JUNE 10, 2019**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JUNE 10, 2019 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<u><b>AGENDA ITEM</b></u>	<u><b>RECOMMENDATION</b></u>
<b>1. GENERAL</b>	
Pg. 2 <b>A)</b> Call to Order	
Pg. 2 <b>B)</b> Adoption of Agenda	Adoption
Pg. 4 <b>C)</b> Accounts Payable *	For Information
<b>2. MINUTES</b>	
Pg. 8 <b>A)</b> Council meeting held May 27, 2019 *	For Adoption
Pg. 11 <b>B)</b> Town of Redcliff Library Board meeting held March 26, 2019 *	For Information
Pg. 20 <b>C)</b> Redcliff Cypress Regional Waste Management Authority meeting held May 29, 2019 *	For Information
Pg. 21 <b>D)</b> Redcliff & District Recreation Committee meeting held on June 3, 2019 *	For Information
<b>3. BYLAWS</b>	
Pg. 23 <b>A)</b> Bylaw 1888/2019, Street Bylaw *	1 <sup>st</sup> Reading
Pg. 35 <b>B)</b> Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw *	1 <sup>st</sup> Reading
<b>4. REQUEST FOR DECISION</b>	
Pg. 41 <b>A)</b> Special Event Request * Professional Bull Riding at Canalta Centre After Party - Hylton	For Consideration
<b>5. CORRESPONDENCE</b>	
Pg. 48 <b>A)</b> Alberta Recreation & Parks Association * Re: Awards from Alberta Recreation & Parks Association and Government of Alberta	For Information
Pg. 49 <b>B)</b> Redcliff Royal Canada Legion * Re: Prize Donations for Golf Tournament	For Information

**6. OTHER**

Pg. 50	<b>A)</b> Council Chambers Update Memo *	For Information
Pg. 57	<b>B)</b> Municipal Manager Report to Council *	For Information
Pg. 73	<b>C)</b> Landfill Graphs *	For Information
Pg. 76	<b>D)</b> Council Important Meetings & Events *	For Information

**7. RECESS**

**8. IN CAMERA (CONFIDENTIAL)**

- A)** Land Matter (*FOIP* Sec. 16, 24)
- B)** Intermunicipal Collaborative Framework (*FOIP* Sec. 21 & 24)

**9. ADJOURN**

**COUNCIL MEETING - JUNE 10, 2019**

**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES**

<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
84039	ATB FINANCIAL MASTERCARD	ATB MASTERCARD PAYMENT	12,526.71
84040	ALBERTA URBAN MUNICIPALITIES ASSOCIATION	HEALTH CARE SPENDING APRIL & JOB POSTING	545.03
84041	BRUCE'S SEWER SERVICE	CAMERA INSPECTION & DRAIN REPAIR	926.63
84042	CANADIAN ENERGY	BATTERIES - EMERGENCY LIGHTING	57.31
84043	CITY OF MEDICINE HAT	911 DISPATCH FEES	6,300.00
84044	COMMERCIAL AQUATIC SUPPLIES	PROJ#206 PAL 2 LIFT	9,628.75
84045	DESIGN KITCHEN & COUNTER TOPS R.S. LTD	PROJ#206 COUNTERTOP POOL	1,302.00
84046	ED MORITZ MASONRY & TILE LTD.	TILING - TOWN HALL	841.42
84047	FINNING CANADA	WARRANTY TRAVEL	457.80
84048	GNJ LINE CONTRACTING LTD.	DIRECTIONAL BORE WATER SERVICE	1,008.00
84049	HUBERDEAU, EVAN	TRAVEL EXPENSE	70.00
84050	HUNT, SAMANTHA	CRIMINAL RECORD CHECK	43.00
84051	JACOB'S WELDING LTD.	USED OIL CONTAINMENT & HOE REPAIR	2,138.33
84052	JAG CLEANING SERVICES LTD	JANITORIAL SERVICES	3,045.00
84053	J. BALMER SAFETY CONSULTING SERVICES LTD	FIRST AID COURSE	1,218.00
84054	KAL TIRE	NEW TIRES & REPAIRS	821.02
84055	KPMG	2018 AUDIT	15,744.32
84056	LAW INSPECTION SERVICES INC	INSPECTION ON LIFTING EQUIPMENT	504.00
84057	MURRAY CHEVROLET CADILLAC	PROJ#231 INSTALL FOG LIGHTS	355.85
84058	NEW WEST TRUCK CENTRES	ENGINE OIL PUMP REPAIR	956.49
84059	PAINTING WITH VAL	PROGRAM FEES	630.00
84060	PALIWODA, DAN	REIMBURSE COVERALL CLEANING	6.30
84061	PALLISER ECONOMIC PARTNERSHIP	2019-2020 MEMBER CONTRIBUTIONS	5,600.00
84062	PAYSTATION INC.	PAYSTATION CPS LICENSE	415.80
84063	PRACTICA	DOG BAGS	397.52
84064	SAFETY BUZZ ETC. LTD	SAFETY PROGRAM REVIEW	472.50
84065	SAFETY CODES	MONTHLY SCC LEVY	159.67
84066	SHAW CABLESYSTEMS G.P.	INTERNET SERVICES	446.94
84067	SOUTHERN ALBERTA NEWSPAPERS	SUBSCRIPTIONS & NOTICES	3,637.84
84068	SOUTHERN DOOR	DOOR REPAIR RCMP	84.00
84069	3 LITTLE BIRDS TREE CARE	TREE TRIMMING - FIRE HALL	1,160.25
84070	ALS ENVIROMENTAL	WATER ANALYSIS	430.29
84071	BRILZ, DAMIEN	REFUND INACTIVE UT 000614.12	262.40
84072	GERSHAW AUTO	TRUCK TRANSMISSION REPAIR	665.98
84073	PETRICK, AARON	CONSTRUCTION DAMAGE DEPOSIT REFUND	500.00
84074	TRIPLE R EXPRESS	FREIGHT	73.50
84075	ULINE	LOCKERS & FOLDING TABLE	3,348.42
84076	WALKER, MACKENZIE	REIMBURSE CRIMINAL RECORD CHECK	43.00
84077	WATSON POOLS INC	PROJ#206 CONTROLLER-POOL UPG	4,961.25
84078	WORKERS COMPENSATION BOARD	MAY 2019 INSTALLMENT	8,677.38
84079	WHITE ICE (1995) LTD	PAINT LINES FOR ICE & PUCK BOARD	5,589.37
84080	COURTYARD LAW CENTER	3RD & 3RD ST LIFT STAT LAND PURCHASE	14,700.00
84081	AMRON CONSTRUCTION LTD.	CONSTRUCTION DAMAGE DEPOSIT REFUND	1,200.00
84082	BLONDIE'S GIFT & GARDEN CENTRE	FANNY PACK & MASKS	2,467.13
84083	CANADA SALES AND SERVICE CORP	TEACHING SUPPLIES & BADGES	10,510.50
84084	GALE, SHAWNA	TRAVEL EXPENSE	21.00
84085	CONSTRUCTION SUPPLY LTD.	TOOLS & BITS	248.96
84086	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	558.00
84087	GPI - MASTERS OF PLAY	PROJ#206 PLAY TURF	34,287.75
84088	HAWKTREE SOLUTIONS	FANNY PACKS/MASKS	87.14
84089	HUBERDEAU, EVAN	TRAVEL EXPENSE	95.00
84090	LACEY HOMES LTD.	CONSTRUCTION DEPOSIT REFUND	1,200.00
84091	MEDICINE HAT FAMILY SERVICE	2019 FAMILY COUNSELLING	6,000.00

84092	MEDICINE HAT INTERPRETIVE PROGRAM	SENIORS WEEK - INTERPRETIVE WALK	75.00
84093	PUROLATOR	SHIPPING ALS & JOE	83.09
84094	CANADIAN RED CROSS	TEACHING SUPPLIES & BADGES	1,378.11
84095	REDCLIFF LEGION	BAND FOR REDCLIFF DAYS	300.00
84096	SHAW CABLESYSTEMS G.P.	INTERNET SERVICES	93.35
84097	SHORTGRASS LIBRARY SYSTEM	OPERATIONAL MUNICIPAL LEVY	14,336.00
84098	STEIER, BARRY	TRAVEL EXPENSE	882.36
84099	PICKFORD, DONNA	COMMUNITY GARDENS REFUND	30.00
84100	THOMSON REUTERS	PAYROLL MANUAL	785.55
84101	TRUE GRITT FENCING & LANDSCAPING	PROJ#206 FENCING AT POOL & FENCING AT RINK	6,014.68
84102	ULINE	SQUEEGEE VARIOUS LOCATIONS	670.26
84103	WATSON POOLS INC	EQUIPMENT PARTS	2,317.04
84104	WESTERN TRACTOR COMPANY INC.	EQUIPMENT PARTS	877.82
84105	WOOD, DALE	MAY FIRE ARMS COURSE	95.00
<b>TOTAL</b>			<b>\$195,365.81</b>

<b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</b>			
<b>EFT#</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT0001404	ACTION PARTS	40/20/40 SPLIT BENCH	294.76
EFT0001405	AG-PLUS MECHANICAL	SEAL DOOR	73.99
EFT0001406	AIR LIQUIDE CANADA INC	BULK LIQUID CO2	2,615.14
EFT0001407	ATRON REFRIGERATION & AIR CONDITIONING LTD	HOOKUP UPSTAIRS SINKS	467.15
EFT0001408	BARTLE & GIBSON CO. LTD.	PROJECT #206 POOL	8,154.05
EFT0001409	BENCHMARK ASSESSMENT CONSULTANT	ASSESSMENT FEES	1,312.50
EFT0001410	BERGER'S PLUMBING & CO.	PLUMBING REPAIRS CAMPGROUND	254.46
EFT0001411	BERT'S VACUUMS & EQUIPMENT RENTAL	OFFICE SUPPLIES	357.13
EFT0001412	THE BOLT SUPPLY HOUSE LTD.	BOLTS	157.77
EFT0001413	BOSS LUBRICANTS	OIL	132.30
EFT0001414	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	151.90
EFT0001415	CITY AUTO PARTS	EQUIPMENT PARTS	234.34
EFT0001416	COURTYARD LAW CENTER	PROFESSIONAL FEES	822.89
EFT0001417	CROFTS, ARLOS	TRAVEL EXPENSE	70.00
EFT0001418	C.U.P.E.	DUES TO APRIL 27 & MAY 11	2,168.75
EFT0001419	DIGITEX CANADA INC.	PHOTOCOPIER FEES	625.04
EFT0001420	GAR-TECH ELECTRICAL	CONNECT PUMPS AT POOL	223.58
EFT0001421	GAS CITY HYDRO VAC	CURB STOP REPAIR 729 MAIN ST	661.50
EFT0001422	HOME HARDWARE	GENERAL SUPPLIES	962.18
EFT0001423	JIM'S ELECTRIC (2006) LTD.	RINK SWITCH MOD & LIGHTING TOWNHALL BATHROOM	957.92
EFT0001424	JOE JOHNSON EQUIPMENT	ENVIROSIGHT VERISIGHT PRO	12,522.66
EFT0001425	KEYWAY SECURITY LOCKSMITHS LTD	KEYS & REPAIRS	424.73
EFT0001426	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	68.25
EFT0001427	MEDICINE HAT NEWS	CANADIAN BADLANDS AD	315.00
EFT0001428	MPE ENGINEERING LTD.	WTP CONTINUING SERVICE CONTRAC	1,575.00
EFT0001429	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	735.00
EFT0001430	THE PHONE EXPERTS COMMUNICATIONS LTD	REMOTE TECH SUPPORT	34.65
EFT0001431	PETROLEUM TANK MANAGEMENT	OIL TANK PERMIT	275.00
EFT0001432	READY ENGINEERING CORP	PROJ#200 & 201 BACKUP POWER	2,879.63
EFT0001433	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE	14,467.20
EFT0001434	RURAL MUNICIPALITIES OF ALBERTA	EQUIPMENT PARTS & OIL	534.98
EFT0001435	RMA FUEL LTD	FUEL	7,169.57
EFT0001436	SITEONE LANDSCAPE SUPPLY	IRRIGATION PARTS	583.34
EFT0001437	SUMMIT MOTORS LTD	EQUIPMENT PARTS	708.03
EFT0001438	TRICO LIGHTING PRODUCTS	LIGHTING - RCMP	325.25
EFT0001439	WESTERN DIESEL WHOLESALE LTD	EQUIPMENT PARTS	21.50
EFT0001440	AG-PLUS MECHANICAL	TILLER	1,275.75

EFT0001441	BLUE IMP 1594981 ALBERTA LTD	CHILD SEAT PLAYGROUND	201.60
EFT0001442	THE BOLT GUYS	SCREWS & BOLTS	144.68
EFT0001444	DIAMOND SOFTWARE INC.	SOFTWARE SUPPORT	1,806.00
EFT0001445	GAR-TECH ELECTRICAL	REPLACE LIGHT SENSOR	318.41
EFT0001446	GRAND RENTAL STATION	VOLUNTEER CELEBRATION SUPPLIES	700.25
EFT0001447	HOME HARDWARE	GENERAL SUPPLIES	796.73
EFT0001448	KEYWAY SECURITY LOCKSMITHS LTD	KEYS	22.05
EFT0001449	THE PHONE EXPERTS COMMUNICATIONS LTD	PHONE SYSTEM & DOOR SYSTEM REPAIR	342.57
EFT0001450	RURAL MUNICIPALITIES OF ALBERTA	OIL & LUBE	646.75
EFT0001451	SITEONE LANDSCAPE SUPPLY	BRINE VALVE	205.13
EFT0001452	BARTLE & GIBSON CO. LTD.	PROJ#206 FITTINGS FOR POOL	64.05
EFT0001453	PARK ENTERPRISES LTD.	APRIL 2019 BILLING	2,459.98
<b>TOTAL</b>			<b>\$72,321.09</b>

<b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</b>			
<b>DATE</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
2019-04-12	STAPLES	OFFICE SUPPLIES	209.97
2019-04-15	CPA ALBERTA	2019/2020 MEMBERSHIP FEES	1,135.05
2019-04-24	SAFEWAY	CONDOLENCE GIFT - SANDAU	57.74
2019-05-03	STAPLES	OFFICE SUPPLIES	491.06
2019-04-03	SPLASHNDASH	VEHICLE WASH	12.00
2019-04-03	ALBERTA REGISTRY	NEW LICENSE PLATE	86.98
2019-04-05	THE CAT RENTAL STORE	LIFTING BRIDLE	945.00
2019-04-08	MANITOULIN TRANSPORT	FREIGHT	68.01
2019-04-14	RAMADA INNS	TRAVEL EXPENSE	278.86
2019-04-15	38420 - CHOCHRANE	FUEL	76.87
2019-04-16	RAMADA INNS	TRAVEL EXPENSE	-135.39
2019-05-01	PAYPAL	AIR BRAKES COURSE	200.00
2019-05-02	POLLARDWATER.COM	PITOT BLADE DUAL	642.97
2019-04-12	MEMORY EXPRESS	OFFICE EQUIPMENT	786.42
2019-04-17	A1 PIZZA	MPC LUNCHEON	90.00
2019-04-11	COSTCO	11x14 PICTURE	5.24
2019-04-11	AMAZON	OFFICE EQUIPMENT	49.33
2019-04-12	SENSUS	TELEPHONE SUPPORT	344.62
2019-04-12	CPC	UTILITY STATEMENT POSTAGE	83.13
2019-04-12	CPC	UTILITY STATEMENT POSTAGE	83.13
2019-04-12	CPC	UTILITY STATEMENT POSTAGE	83.13
2019-04-15	CPA ALBERTA	2019/2020 MEMBERSHIP FEES	1,135.05
2019-04-25	CPC	UTILITY ARREARS POSTAGE	78.87
2019-04-25	CPC	UTILITY ARREARS POSTAGE	78.87
2019-04-25	CPC	UTILITY ARREARS POSTAGE	78.86
2019-04-05	HOME HARDWARE	PROGRAMMING SUPPLIES	8.37
2019-04-09	DOLLARAMA	PROGRAMMING SUPPLIES	102.38
2019-04-09	OH MY FRUIT CREATIONS	COMMUNITY RAK	63.00
2019-04-10	MICHAELS	PROGRAMMING SUPPLIES	31.19
2019-04-12	MEDICINE HAT WHOLESALE	MOW CONTAINERS	54.73
2019-04-12	REDCLIFF BAKERY	VOLUNTEER APPRECIATION	522.02
2019-04-13	HOME HARDWARE	PROGRAMMING SUPPLIES	4.08
2019-04-13	BULK BARN	PROGRAMMING SUPPLIES	27.13
2019-04-03	DNOW CANADA	POOL GASKETS	11.83
2019-04-08	PETROCAN	FUEL	80.00
2019-04-11	BLACK KNIGHT INN	TRAVEL EXPENSE	528.45
2019-04-11	RED DEER COLLEGE	TRAVEL EXPENSE	8.00
2019-04-18	ACE COURIER	FREIGHT	43.93
2019-04-22	STAPLES	OFFICE SUPPLIES	64.86

2019-05-01	PRINCESS AUTO	SMALL TOOLS	70.14
2019-05-01	STAPLES	OFFICE EQUIPMENT	76.63
2019-04-05	CAMBRIDGE RED DEER	TRAVEL EXPENSE	563.70
2019-04-30	SKINNY'S SMOKE HOUSE	STAFF FAREWELL LUNCH	84.71
2019-05-03	ICMA	ICMA MEMBERSHIP RENEWAL	187.38
2019-04-12	BOSTON PIZZA	STAFF FAREWELL LUNCH	80.83
2019-04-24	BURNCO	CEMENT FOR TRUST BLOCK	447.56
2019-04-26	RIVERVIEW GOLF CLUB	STAFF LUNCH	76.00
2019-04-26	STAPLES	OFFICE SUPPLIES	173.01
2019-04-04	SPLASHNDASH	VEHICLE WASH	7.50
2019-04-04	ALBERTA MUNICIPAL ENFORCEMENT	SPRING 2019 CONFERENCE	490.00
2019-04-24	SPLASHNDASH	VEHICLE WASH	4.25
2019-04-29	PETROCAN	FUEL	75.28
2019-04-30	BOSTON PIZZA	TRAVEL EXPENSE	31.48
2019-05-01	CAMBRIDGE RED DEER	TRAVEL EXPENSE	10.08
2019-05-02	CAMBRIDGE RED DEER	TRAVEL EXPENSE	38.64
2019-05-03	SOUTH COUNTRY CO-OP	FUEL	59.20
2019-04-10	MEDICINE HAT NEWS	SUBSCRIPTIONS	277.22
2019-04-12	COAST HOTEL & CONFERENCE	TRAVEL EXPENSE	376.32
2019-04-22	MEDICINE HAT & DISTRICT	2019 OFFICE PROFESSIONALS LUNCHEON	336.00
2019-04-23	BERYL'S BLOOMERS	CONDOLENCE GIFT - SCHMIDT	146.93
2019-04-24	CANVA	GRAPHIC DESIGN PROGRAM SUBSCRIPTION	166.11
2019-04-24	EVENTBRITE	HEALTH & SAFETY COURSES	170.00
2019-04-29	SOUTH COUNTRY CO-OP	FUEL	62.00
		<b>TOTAL</b>	<b>\$12,526.70</b>

<b>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
000520	ATB FINANCIAL MASTERCARD	ATB MASTERCARD PAYMENT	3,227.89
000521	B DIGITAL ADS INC	DIGITAL ADVERTISING	944.97
000522	BOSS LUBRICANTS	OIL	431.55
000523	C.E.M. HEAVY EQUIPMENT	INSTALL NEW LOADER COUPLER	616.03
000524	CITY AUTO PARTS	EQUIPMENT PARTS	173.40
000525	FORTY MILE GAS CO-OP LTD.	UTILITIES	204.54
000526	H2O HAULING	HAUL WATER	115.00
000527	LAW INSPECTION SERVICES	INSPECT LIFTING EQUIPMENT	509.25
000528	MEDICINE HAT NEWS	APRIL 2019 EMPLOYMENT ADS	435.48
000529	REDCLIFF HOME HARDWARE	MASTER LOCK	36.74
000531	RMA FUEL LTD	BULK FUEL	7,123.39
000530	RURAL MUNICIPALITIES OF ALBERTA	CALIBRATION GAS	371.44
000532	SUMMIT MOTORS LTD	OIL FILTER	124.11
000534	THE BOLT GUYS WHOLESALE	BOLTS & WASHERS	83.36
000533	WEATHERFORD PRODUCTION SYSTEMS	REFUND COA - ACCT# 105543	224.59
		<b>TOTAL</b>	<b>\$14,621.74</b>

<b>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD</b>			
<b>DATE</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
2019-04-09	SMS-SGS/RADIO	RADIO AUTHORITY RENEWAL	2,644.00
2019-04-05	SOLID WASTE ASSOCIATION	MEMBERSHIP	268.89
2019-05-01	RECYCLING COUNCIL	RCA MEMBERSHIP	315.00
		<b>TOTAL</b>	<b>3,227.89</b>

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MAY 27, 2019 @ 7:00 P.M.**

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

Municipal Manager A. Crofts  
 Manager of Legislative S. Simon  
 & Land Services  
 Director of Finance J. Tu (left at 8:02 p.m.)  
 & Administration  
 Director of Community D. Thibault  
 & Protective Services

**ABSENT:**

**1. GENERAL**

- Call to Order **A)** Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
- 2019-0197 Adoption of Agenda **B)** Councillor Gale moved the Agenda be adopted as presented. - Carried.
- 2019-0198 Accounts Payable **C)** Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.
- 2019-0199 Bank Summary **D)** Councillor Solberg moved the Bank Summary to April 30, 2019 be received for information. - Carried.

**2. DELEGATION**

- Cypress View Foundation Board and CEO presentation of information regarding Cypress View Foundation **A)** Michelle McKenzie, Cypress County Councillor and Julie Friesen, City of Medicine Hat Councillor were in attendance to present information regarding the Cypress View Foundation.
- 2019-0200 Councillor Steinke moved the presentation about the Cypress View Foundation, by Michelle McKenzie, Cypress County Councillor and Julie Friesen, City of Medicine Hat Councillor be received for information. - Carried.
- Verge Economic Development presentation of four-year contract proposal **B)** Theresa Hardiker, Verge Executive Director and Richard Oster, Cypress County Councillor were in attendance to present the Verge Economic Development update and a four-year contract proposal.



2019-0201 Councillor Solberg moved the Verge Economic Development presentation and the four-year contract proposal, by Theresa Hardiker, Verge Executive Director and Richard Oster, Cypress County Councillor be received for information. Further that the Verge Economic Development four-year contract proposal be referred to 2020 Budget Discussions. - Carried.

**3. MINUTES**

2019-0202 Council meeting held May 13, 2019 **A)** Councillor Czember moved the minutes of the Council meeting held May 13, 2019, be adopted as presented/amended. - Carried.

2019-0203 Redcliff Family & Community Support Services meeting held May 9, 2019 **B)** Councillor Leipert moved the minutes of the Redcliff Family & Community Support Services meeting held May 9, 2019, be received for information. - Carried.

**4. CORRESPONDENCE**

2019-0204 Redcliff Royal Canadian Legion  
Re: Invitation to Decoration Day Service **A)** Councillor Gale moved correspondence from the Redcliff Royal Canadian Legion regarding the invitation to Decoration Day Service dated May 15, 2019, be received for information. - Carried.

**5. OTHER**

2019-0205 1<sup>st</sup> Quarter Financials **A)** Councillor Steinke moved the 1<sup>st</sup> Quarter Financials, be received for information. - Carried.

2019-0206 Memo to Council  
Construction Projects Open House Update **B)** Councillor Czember moved the Construction Projects Open House Update, be received for information. - Carried.

2019-0207 Council Important Meetings & Events May 13, 2019 **C)** Councillor Gale moved the Council Important Meetings & Events May 27, 2019, be received for information. - Carried.

**6. RECESS**

Mayor Kilpatrick called for a recess at 8:02 p.m.

Director of Administration and Finance left the meeting at 8:02 p.m.

Mayor Kilpatrick reconvened the meeting at 8:10 p.m.

**7. IN CAMERA (Confidential Session)**

2019-0208

Councillor Steinke moved to meet In Camera to discuss A) Utilities Matter under *FOIP* 16, 23, 24, & 25 at 8:10 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, Manager of Legislative & Land Services, and Director of Community & Protective Services for all items.

2019-0209

Councillor Gale moved to return to regular session at 8:45 p.m. - Carried.

2019-0210

Councillor Crozier moved to fund the Internet Connectivity Enhancement Project to a maximum budget commitment of \$435,000 from the Purchasing reserve be approved and included in the 2019 Budget. - Carried.

**8. ADJOURNMENT**

2019-0211 Adjournment

Councillor Gale moved to adjourn the meeting at 8:47 p.m. - Carried.

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Mayor Kilpatrick

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Manager of Legislative & Land Services

**TOWN OF REDCLIFF LIBRARY BOARD**

Minutes

March 26<sup>th</sup>, 2019 7:30 PM

**Vision Statement**

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

**Attending:** Brian Lowery, Katherine Rankin, Wendy Harty, Clay Orge, Dianne Smith, Robin Corry, Valarie Westers

**Also attending:** Tracy Weinrauch, Recording Secretary

**Not in attendance:** Catharine Richardson, Jim Steinke

**Call to order:** 7:30 pm

**Approval of Agenda:** Clay moved to approve the agenda. Clarke 2<sup>nd</sup>. All in favor. Carried.

**Approval of Minutes for February meeting:** Valarie moved for approval. Wendy 2<sup>nd</sup>. All in favor. Carried.

**Financial Statements for February for information only:** Katherine requested that Tracy check with Terra Perks about the \$0.00 in Furniture and Equipment on the Balance Sheet. Tracy will look into the Dues account, and why Shortgrass changed the date of the invoice due date. Wendy moved for information only. Clay 2<sup>nd</sup>. All in Favor. Carried.

**Accounts Payable:** For information only. Clarke moved for information only.

**Library Manager's Report:** Attached. Tracy will make sure upcoming events are on the Facebook and Twitter pages.

Sessions that Tracy attended while at SALC included: Good Isn't Good Enough: Providing Stellar Customer Service Experiences; Mapping a Path to Healthy Community in Your Library; Harm Reduction and Opioid Information Session; Don't Judge a Book by Its Cover: Discover How No Patron is a Bad Patron; Inspiring Leaders of Southern Alberta, Past and Present. The 2 most valuable sessions were shared with staff on how to give stellar customer service.

Valarie suggested we have a naloxone nasal spray kit on hand at the library. Katherine moved to approve the report. Clay 2<sup>nd</sup>. All in Favor. Carried.

**Correspondence:** N/A

**Policies Report:** Valarie moved that we approve the Code of Conduct as presented. Katherine 2<sup>nd</sup>. All in favor. Carried.

Wendy moved that we approve the changes to the Town of Redcliff Library Board Policies document as presented. Valarie 2<sup>nd</sup>. All in favor. Carried.

**Financial Report:** Valarie made the motion to approve the 2018 year-end books. Clarke 2<sup>nd</sup>. All in favor. Carried.

**Personnel Report:** Discussion ensued about Carol's upcoming retirement. Since Tracy is on holidays at the end of April, the meeting will be cancelled and we'll meet again at the end of May.

**Needs Assessment/Library Advocacy:**

Artisan Fair in September, offering to hold Open House for vacancies on Town boards in the Fall (information email already sent to Shanon), and an invitation to Town Council for an evening of snacks and a library tour being planned for the fall as well.

The Sunday Cinema 'The Great Adventure will be shown on Sunday, March 31<sup>st</sup>.

My War on April 28<sup>th</sup>.

That Higher Level will be shown on May 26<sup>th</sup>.

Fall Showings:

We can purchase a copy of Elder in the making for \$100 and public viewing rights for another \$100.

Falling Through the Cracks: Greg's Story

Placemat for Volunteer banquet has been created and everyone is in approval of it.

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

**Social Media Report:** Nothing to report

**Ongoing Maintenance Projects:** Derrin Thibault and Mike Melham met with me on March 14, 2019 to discuss the upcoming library renovations. The CFEP grant was declined so now they are working with only \$65,000.00. They will be replacing both furnaces, including a humidifier and tankless hot water system, upgrading to LED lighting, replacing the two broken panels in the picture window and the office window will be fixed correctly. The outdoor space will be revisited at a later date.

Tracy recently found out that we are no longer included in the Town's cleaning contract with Harv's Janitorial, as the Town of Redcliff switched to JAG Cleaning Services in January to clean all of their old Town buildings. Tracy has a meeting with JAG on Wednesday, April 3<sup>rd</sup>, and will bring the quote back to the board in May.

**ALTA:** Katherine will look into health insurance for staff through ALTA

**Old & Unfinished Business:** Cris Christie contacted Tracy to update the amount required for the Managed Funds. Our library would only need to invest \$10,000.00 not the \$50,000.00 she stated during our presentation.

**New Business:** Clarke made a motion to set up an online viewing-only account for Account #9859315 at the Servus Credit Union Redcliff Branch. Robin 2<sup>nd</sup>. All in favor. Carried.

Tracy, Katherine, & Brian made the decision to switch to the Business Plan 100 at the Servus Credit Union. As long as we hold over \$30,000.00 in the account the monthly fee will be waived. Also, with the online viewing account Tracy can print the bank statements off at the library and save the paper statement fee each month.

Katherine made a motion to increase Tracy Weinrauch's Town of Redcliff Library Board Servus MasterCard limit up to \$7000.00. Clarke 2<sup>nd</sup>. All in favor. Carried.

Robin nominated Valarie Westers for the Town of Redcliff Library Board Volunteer of the Year. Robin 2<sup>nd</sup>. All in Favor. Carried.

Remember to pick up your Volunteer Banquet tickets as soon as possible.

Next Regular meeting: May 28<sup>th</sup>, 2019 @ 7:30 pm.  
Clarke moved for adjournment at 9:00 pm.

Secretary

  
Tracy Weinrauch

Chairman

  
Brian Lowery

## Library Manager's Report

Circulation for February was 2684 books, 40 children's audios & kits, 46 Blu-rays, 556 DVDs, 62 talking books, 76 CD's, 188 magazines, 32 games and 383 Overdrive checkouts.

### *FEBRUARY STATS*

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
<b>2019</b>	1632	1052	812	188	3684	7328	383
<b>2018</b>	1616	865	737	175	3393	6468	460
						<b>860</b>	<b>-51</b>

\*\*Overdrive stats for 2019 vs 2018 = 841 vs 892

### COMPUTER USAGE

February had 430 half hour sessions (an average of 15 per day) and 161 Wi-Fi sessions (low because of some Shortgrass technical issues).

As of March 22<sup>nd</sup>, 2019 we have taken in \$570.80 in membership fees.

Be Ready Emergency Preparedness Program on Tuesday, April 16<sup>th</sup>, 2019 @ 6:30 pm.

Media Literacy and Identifying Fake New on Wednesday, April 3<sup>rd</sup>, 2019 @6:30 pm.

We had 7 tweens here on March 15<sup>th</sup> for the SI day activity.

As I'm sure you know already that RMAP school is moving to Medicine Hat. That will certainly affect some of our stats but I won't have an idea of how much until after the May 2019 stats come in.

We have been doing a story time at Tiny Tots twice a month at their location and now that the weather is nicer they will be walking the kids over for 2 more story times each month.

### Shortgrass announcement:

*I am very pleased to share the news that at yesterday's board meeting the Shortgrass Board of Trustees authorized spending \$52,729 on Overdrive eBooks for 2019, in addition to what your libraries are already contributing (\$0.45/capita, for a total of \$48,307.05).*

*This is in addition to the \$60,000 Overdrive supplementation over a period of 3 years, at \$20,000 per year the board put in place in November 2018.*

*I am very pleased that Shortgrass is able to provide this support, which will directly benefit the patrons.*

*Petra*

Update from SLS Managers' meeting on March 25<sup>th</sup>, 2019, being held at the Brooks Public Library.

I will be out of the office March 27 -- April 2 and again April 28 -- May 4 for holidays.

**Town of Redcliff Library Board  
Financial Statements  
For the Year Ended December 31, 2018  
(Unaudited)**

Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Net Assets	3
Notes to Financial Statements	4

**Town of Redcliff Library Board  
Statement of Financial Position  
As at December 31, 2018  
(Unaudited)**

	<b>2018</b>	<b>2017</b>
<b>ASSETS</b>		
CASH (Note 1)	115,265.72	93,623.46
INVESTMENTS (Note 2)	13,462.48	13,276.85
MEETING ROOM GRANT RECEIVABLE	-	100.00
GOODS AND SERVICES TAX RECOVERABLE	1,361.83	977.96
 CAPITAL ASSETS: BOOKS	 94,331.53	 93,951.53
<b>TOTAL ASSETS</b>	<b>224,421.56</b>	<b>201,929.80</b>
 <b>LIABILITIES AND NET ASSETS</b>		
ACCOUNTS PAYABLE	8,281.71	2,358.39
 NET ASSETS:		
UNRESTRICTED	121,808.32	105,619.88
INVESTED IN CAPITAL ASSETS	94,331.53	93,951.53
<b>TOTAL NET ASSETS</b>	<b>216,139.85</b>	<b>199,571.41</b>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	 <b>224,421.56</b>	 <b>201,929.80</b>



**Town of Redcliff Library Board**  
**Statement of Operations**  
**For the year ended December 31, 2018**  
**(Unaudited)**

	<u>2018</u>	<u>2017</u>
<b>REVENUE</b>		
TOWN OF REDCLIFF	174,892.48	167,418.66
PROVINCIAL GRANT	31,013.00	31,013.00
GRANTS	9,337.76	13,889.00
PRIVATE DONATIONS	6,471.84	11,024.50
REDCLIFF MEMBERSHIPS	4,119.11	2,910.71
PHOTOCOPIER REVENUE	3,921.30	3,612.20
MISC - BOOKS SOLD	2,990.85	2,738.36
OVERDUE FINES	2,383.14	1,922.05
MISC - SUMMER READING PROGRAM	1,225.00	735.00
RENTAL INCOME	1,070.00	1,490.00
MISC - FAX	675.50	896.85
COUNTER SALES REVENUE	434.40	669.23
PROCTORING FEES	340.00	200.00
MISC - LAMINATOR	276.50	276.00
INTEREST EARNED	188.54	222.72
PUBLIC COFFEE AREA	188.50	134.28
MISC - CARDS REPLACED	54.00	48.00
	<u>239,581.92</u>	<u>239,200.56</u>
<b>TOTAL REVENUE</b>		
<b>EXPENDITURES</b>		
WAGES AND WORKERS' COMPENSATION	133,704.52	133,616.22
SHORTGRASS LIBRARY SYSTEM	27,888.00	28,269.44
REPAIRS & MAINTENANCE & JANITORIAL	13,675.18	12,052.61
OFFICE SUPPLIES	10,134.55	8,836.75
BOOKS/MAGS/AV/SLS	7,551.52	6,999.84
UTILITIES	7,006.90	5,618.10
CAPITAL - GENERAL	5,050.54	874.55
CAPITAL - FURNITURE & EQUIPMENT	4,051.92	-
WORKSHOPS, MEETINGS, ETC	3,921.67	2,710.01
CONTINGENCIES	2,688.91	2,508.03
INSURANCE	1,666.80	1,791.01
CAPITAL - COMPUTER EQUIPMENT	1,521.17	3,196.79
MISC - DECORATIONS, ADVERTISING, RECOGNITION	1,321.79	1,078.22
PROGRAM SUPPLIES	959.02	1,064.89
DUES	619.00	540.00
INTEREST AND BANK CHARGES	582.28	154.50
TELEPHONE, FAX AND INTERNET	493.33	716.53
LIBRARY ADVOCACY/ANNIVERSARY	356.38	1,088.84
PROFESSIONAL FEES - ACCOUNTING AND LEGAL	200.00	175.00
MEETING ROOM RENOVATION	-	14,583.51
	<u>223,393.48</u>	<u>225,874.84</u>
<b>TOTAL EXPENDITURES</b>		
<b>NET EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>16,188.44</u>	<u>13,325.72</u>

**Town of Redcliff Library Board  
Statement of Changes in Net Assets  
As at December 31, 2018  
(Unaudited)**

	Invested In Capital Assets	Unrestricted	Total
<b>2018</b>			
Balance - Beginning of Year	93,951.53	105,619.88	199,571.41
Excess/Deficiency of Revenues over Operating Expenditures	0.00	16,188.44	16,188.44
Increase/Decrease in Capital Assets	380.00	0.00	380.00
Balance - End of Year	<u>94,331.53</u>	<u>121,808.32</u>	<u>216,139.85</u>
<b>2017</b>			
Balance - Beginning of Year	110,341.53	92,294.16	202,635.69
Excess/Deficiency of Revenues over Operating Expenditures	0.00	13,325.72	13,325.72
Increase/Decrease in Capital Assets	-16,390.00	0.00	-16,390.00
Balance - End of Year	<u>93,951.53</u>	<u>105,619.88</u>	<u>199,571.41</u>

**Town of Redcliff Library Board  
Notes to Financial Statements  
For the Year Ended December 31, 2018  
(Unaudited)**

	2018	2017
<b>1. CASH</b>		
Cash consists of:		
Petty Cash	100.00	100.00
Servus Credit Union - chequing account	112,320.16	90,680.81
Servus Credit Union - savings account	2,845.56	2,842.65
<b>Total Cash</b>	<b>115,265.72</b>	<b>93,623.46</b>
 <b>2. INVESTMENTS</b>		
Investments consist of:		
Servus Credit Union common shares	1.33	1.29
Servus Credit Union rewards	72.75	-
Servus Credit Union GIC - matures December 19, 2019; interest at 2.45%	5,260.29	-
Servus Credit Union GIC - matures December 19, 2019; interest at 2.45%	2,630.15	-
Servus Credit Union GIC - matures December 19, 2019; interest at 2.45%	5,497.96	-
Servus Credit Union GIC - matures June 19, 2018; interest at 0.85%	-	5,215.96
Servus Credit Union GIC - matures June 19, 2018; interest at 0.85%	-	2,607.98
Servus Credit Union GIC - matures June 13, 2018; interest at 0.85%	-	5,451.62
<b>Total Investments</b>	<b>13,462.48</b>	<b>13,276.85</b>

REDCLIFF/CYPRESS REGIONAL  
WASTE MANAGEMENT AUTHORITY MEETING  
WEDNESDAY, MAY 29, 2019

PAGE 1

**REDCLIFF/CYPRESS REGIONAL  
WASTE MANAGEMENT AUTHORITY  
MEETING WEDNESDAY, MAY 29, 2019 -  
11:00 a.m. REDCLIFF TOWN COUNCIL  
CHAMBERS**

**PRESENT:** Town of Redcliff: Councillor C. Crozier  
Councillor L. Leipert

Landfill Treasurer J. Tu  
Landfill Manager C. Popick  
Landfill Secretary S. Simon

Cypress County: Councillor A. Belyea  
Councillor S. Hok  
Public Works C. Richter  
Operations Supervisor

**1. CALLED TO ORDER**

C. Crozier, Chairperson called the meeting to order at 11:00 a.m.

**2. ADOPTION OF AGENDA**

Councillor Hok moved the agenda be adopted as amended to add item "Access Road to Range Road 71". – Carried.

**3. MINUTES OF PREVIOUS MEETING**

Councillor Leipert moved the minutes of the meeting held on May 8, 2019, be adopted as presented. – Carried.

**4. IN CAMERA SESSION (CONFIDENTIAL)**

Councillor Hok moved the Authority meet In Camera at 11:01 a.m. to discuss the commercial hauler item under *FOIP* Sections 16 and 25.

Landfill Manager, Landfill Secretary, & Landfill Treasurer were in attendance during the In Camera Session.

Councillor Leipert moved to return to regular session at 11:09 a.m.

Councillor Hok moved to approve Recycling Worx request to haul MSW at the amended rates specified in the Recycling Worx Solid Waste Agreement. Further that the Landfill Manager be authorized to sign agreements to be reviewed annually applicable to Recycling Worx Inc. – Carried.

**5. RANGE ROAD 71 - ACCESS ROAD**

Councillor Leipert moved the citizen inquiry brought forward by Councillor Hok regarding relocation of Range Road 71 be received for information. – Carried.

**6. ADJOURN**

Councillor Hok moved adjournment of the meeting at 11:16 a.m. – Carried.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**REDCLIFF & DISTRICT RECREATION COMMITTEE MEETING  
MONDAY, JUNE 3, 2019 – 7:00 P.M.  
REDCLIFF TOWN HALL MEETING ROOM**

**PRESENT:**

Chairperson	Justin Getz	Shane Hok
		Shawna Gale
		Christina McNeil
		Karen Worrell
Director of Community & Protective Services	Derrin Thibault	
Community & Protective Services	Charity Schweitzer	

**ABSENT:** Sharon Kirvan

**1. GENERAL**

- A) Meeting called to order by Chairperson Justin Getz at 7:02 pm.  
B) Christina McNeil moved the agenda be adopted as amended. – Carried.

**2. MINUTES**

- A) Shawna Gale moved the minutes from May 6, 2019 be adopted. – Carried.

**3. Delegation**

None

**4. OLD BUSINESS**

**Project**

**Skate Park**

**Updates:**

Christina McNeil moved the update on the Skate Park be accepted with the following information that the pricing has been sent to the vendor for the next stage of evaluation which includes renderings based on budget, due on the 14<sup>th</sup> of June. – Carried.

**Lions Waterpark**

Karen Worrell moved the update on the Lions Waterpark be accepted with the following information:

- Tender closed May 30.
- Three bids were received.
- It is now in evaluation stage until the end of June. – Carried.

**Riverview Golf Club**

Karen Worrell moved the update on the Riverview Golf Club be accepted with the following information:

- The club has reached 200 members which brings the loan payback to the higher rate and they are on track to make the payment without any difficulty.
- The Junior program has had very good intake. – Carried.

**Aquatic Centre**

Shawna Gale moved the update on the Aquatic Centre be accepted with the following information:

- Rubber has been installed.
- Many renovation and accessibility upgrades are complete including new sinks, counters, automatic faucets, furnace, lockers, accessible washroom stalls and lift for entering and exiting the pool.
- Accessibility hardware for doors and shade and wind protection along the fence is still to be installed.
- Pricing for a climbing wall is being researched. – Carried.

**Arena**

Christina McNeil moved the update on the Arena be accepted with the following

information:

- The overhead door has been installed and is operational.
- All underground vales have had isolation valves installed to assist in identifying the location of the leak that is likely to re-occur during the winter.
- The concession hood fan repairs are complete. – Carried.

**Under 17 Hockey Championships** Shane Hok moved the Under 17 Hockey Championship game hosting opportunity be received for information with the following details:

- Hockey Canada has pre-determined the locations for the games – Brooks has been chosen and Redcliff will not be able to apply for the opportunity. – Carried.

**5. NEW BUSINESS**

**Summer Events and Facility Usage** Christina McNeil moved that the update regarding summer events and facility usage be received for information. – Carried.

**Community Garden** Committee discussed the community gardens program and registration.  
ACTION: Derrin to gather information from Redcliff FCSS on the program registration and background. – Carried.

**6. RECOMMENDATIONS TO COUNCIL**

None

**7. CORRESPONDENCE**

None

**8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**

None

**9. DATE OF NEXT MEETING – Tuesday, September 3, 2019**

**10. ADJOURNMENT** Shawna Gale moved the meeting be adjourned at 7:46 pm – Carried.

\_\_\_\_\_  
Approved by Chair

\_\_\_\_\_  
Date

**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** June 10, 2019  
**PROPOSED BY:** Planning & Engineering  
**TOPIC:** Bylaw 1888/2019, Street Bylaw  
**PROPOSAL:** Adopt Bylaw 1888/2019, Street Bylaw and repeal Bylaw 1824/2016

---

**BACKGROUND:**

Planning & Engineering received an application for Boulevard Development. The proposed development is to install a 6' vinyl fence which encroaches 1.5 m into the Road-right-of-way. Attached to the application is a section of **Bylaw 1824/2016** also known as **Street Bylaw**. Section 6 of the Bylaw states:

1. *No person shall develop, alter, damage or change any Boulevard unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw.*
2. *A fence may be constructed on a Boulevard abutting to private property provided that the Owner obtains development approval.*
3. *The Owner shall submit an application in the approved form to the Development Officer together with a plan, showing the following information:*
  - a. *The proposed location of the fence with respect to the Owner's property, any Sidewalks, Roadway, utility installations and fire hydrants or valves;*
  - b. *Dimensions to the property lines;*
  - c. *Proposed height of the fence;*
  - d. *Proposed material to be used for the fence;*
  - e. *Proposed location of gate or gates.*
4. *The Manager, or his designate, will establish a policy approved by Council specifying the terms and conditions for the approval of an application for a Boulevard fence development.*
5. *An existing fence located on a Boulevard will be deemed approved upon passage of this Bylaw provided that the fence satisfies or conforms with the following conditions:*
  - a. *The fenced area must abut the Owner's property;*
  - b. *The fenced area must not be separated from the Owner's property by a municipal sidewalk;*
  - c. *On a Boulevard where no Sidewalk exists, the fencing may only extend to within two (2) metres of the Roadway or curb;*
  - d. *The fence must be maintained in good condition and must be painted or galvanized to prevent rusting.*

## DISCUSSION

There are a few issues with this clause in the Bylaw 1824/2016:

1. The Land Use Bylaw does not grant the Municipal Manager, or their designate, the authority to grant development within the Road right-of-ways without the approval of Council.
2. The Encroachment Policy does not grant Administration the right to approve new encroachments.
3. The procedures that have been followed with respect to encroachments are not reflected by this bylaw. It appears that there was historically a gap with regard to how the bylaw was crafted and how encroachments are currently being dealt with (which likely predated the last update).
4. This section of the **Street Bylaw** contradicts Policy No. 131 (2016), **Use of and work in road right-of-ways in the Town** which states in the *Boulevard Development Standards* that fencing is a prohibited Boulevard Development

It appears that this clause in Bylaw 1824/2016 was crafted with the intent to grandfather all existing fence encroachments and to allow easy processing of future fence encroachments. The problem with this is that it ignores the issues encroachments can create and that there is a need for a formal review process on a case by case basis.

Planning & Engineering has no issue with leasing portions of road right-of-way for people to expand the private area of their yards into a boulevard if such leases are permitted by statute. Planning & Engineering also has no issue with the idea of partially closing road right-of-ways and allowing the land to be added to private property when it can be demonstrated that the road right-of-way is excessive to municipal needs. To do either of these would require writing of policies, procedures and review of existing bylaws, policies and procedures to identify and resolve conflicts.

Ultimately, this adjustment is being brought forward to better coalesce written Town policies.

### POLICY/LEGISLATION:

n/a

### STRATEGIC PRIORITIES:

Excerpt from 2018-2021 Strategic Plan under the Town's Vision, Mission

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:

Proposed Bylaw 1888/2019, Street Bylaw

### OPTIONS:

1. Council give first reading to Bylaw 1888/2019, Street Bylaw.
2. Council give first, second, and third reading to Bylaw 1888/2019, Street Bylaw.



**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. i) Councillor \_\_\_\_\_ moved that Bylaw 1888/2019, Street Bylaw be given first reading.
- ii) Councillor \_\_\_\_\_ moved that Bylaw 1888/2019, Street Bylaw be given second reading.
- iii) Councillor \_\_\_\_\_ moved that Bylaw 1888/2019, Street Bylaw be presented for third reading.  
*(Note: Must be unanimous in order to proceed with third reading)*
- iv) Councillor \_\_\_\_\_ moved that Bylaw 1888/2019, Street Bylaw be given third reading.

**SUBMITTED BY:** \_\_\_\_\_

Department Head



\_\_\_\_\_  
Municipal Manager

**TOWN OF REDCLIFF**  
**BYLAW NO. ~~1824/2016~~1888/2019**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE PROTECTION, MAINTENANCE, AND USE OF HIGHWAYS AND OTHER PUBLIC PLACES WITHIN THE TOWN OF REDCLIFF.

WHEREAS, by virtue in the power conferred on it by the *Municipal Government Act*, the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, enacts as follows:

**SHORT TITLE**

1. This Bylaw shall be known and may be cited as the "**Street Bylaw**" of the Town of Redcliff.

**INTERPRETATION**

2. In this Bylaw, the definitions set forth in Section (1) of the *Traffic Safety Act R.S.A. 2000 C T-6* as amended and Section (1) of the *Municipal Government Act R.S.A. 2000 c. M-26.4* as amended shall apply to this Bylaw and in addition the following definitions (unless the context specifically requires otherwise) shall also apply:
  - a) "**Bylaw Enforcement Officer**" means a Person appointed as a Bylaw Officer by the Town of Redcliff and includes any member of the Town of Redcliff Community Peace Officer or a member of the Royal Canadian Mounted Police.
  - b) "**Council**" means the Municipal Council of the Town of Redcliff.
  - c) "**Development Officer**" means a person appointed as a Development Officer by the Town of Redcliff.
  - d) "**Manager**" means a person appointed to the position of Municipal Manager for the Town of Redcliff.
  - e) "**Multi-Unit**" means a building which has more than one (1) self-contained business, residence or combination thereof within the Municipal Boundaries of the Town of Redcliff.
  - f) "**Owner**" means any Person who is registered under the *Land Titles Act* (Alberta) as the Owner of the fee simple estate in the land or parcel of land within the Municipal Boundaries of the Town of Redcliff or any person shown, or designated, as the owner pursuant to the current Tax Roll of the Town of Redcliff.
  - g) "**Occupant**" means any Person who has lawful possession, resides in or occupies any land, parcel of land or building within the Municipal Boundaries of the Town of Redcliff but is not an Owner.
  - h) "**Person**" means an individual, trustee, legal representative, proprietorship, body corporate, association, or partnership.

- i) **“Shooting Range”** means an authorized land or premises that is designed or intended for safe discharge, of weapons, and which land or premises is created and operated in accordance with the provisions of the Land Use By-Law of the Town of Redcliff, as amended from time to time, and all provincial and federal laws and regulations.
- j) **“Street”** means any urban way or thoroughfare; a road or public way in a city, town or village, generally, paved and lined, or intended to be lined, by houses or business premises on either side and includes the adjacent Sidewalks and Boulevards.
- k) **“Town”** means the municipal corporation of the Town of Redcliff or the area contained within the Town boundaries as the context requires.
- l) **“Weapon”** means as defined under the Criminal Code of Canada (R.S.C., 1985, c.C-46) and amendments thereto.

### **MUNICIPAL ADDRESSES**

- 3. The Manager or his designate will establish a policy, approved by Council, for the orderly numbering of parcels of land and buildings and units and multi-units within buildings which shall be referred to as the Municipal Address.
- 4. An Owner or Occupant of a building shall display the number of the Municipal Address of that building in such a manner and in a size that this will cause the number to be clearly visible and legible from the front of the building.
- 5. The Manager or his designate shall have authority to revise the numbers assigned to a Municipal Address and the Owner or Occupant of a building upon receiving notice of such a change in the number of the Municipal Address shall have thirty (30) days within which to change the number to coincide with the newly assigned Municipal Address.
- 6. Any person who fails to comply with section paragraph 4 or paragraph 5 shall be guilty of an offence.

### **NON-PERMITTED USE OF A STREET**

- 7. No Person shall leave any material, wares, merchandise or chattels on any Street for the purpose of displaying them for resale.
- 8. Notwithstanding paragraph 7, a business may use a portion of a Sidewalk adjacent to the business premises for the display of merchandise for sale for a maximum of three (3) consecutive days in any month provided that pedestrian traffic along the Sidewalk or the exit from any building is not obstructed in any way.
- 9. No Person shall place or permit the placement of any electrical wire or extension cord on a Sidewalk or above a Sidewalk at a height of less than 2.5 metres above the ground.

10. The Owner or Occupant of a land or building premises abutting a Street shall not construct or maintain a gate or door which would obstruct the free use of any portion of a Street.
11. The Owner or Occupant of land or building premises abutting a Street shall not allow any object or development to encroach on or over any portion of a Street unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw.
12. No Person, Owner or Occupant of land or building premises abutting a Street shall not permit earth, rock, trees or other material originating from the private property to be deposited either by nature or otherwise upon any portion of a Street or if such material is so deposited the Owner or Occupant shall not allow it to remain there.
13. No Owner or Occupant of land or building premises abutting a Street shall place concrete or any other form of material in the gutter, Street or Roadway or attach any material to the curb for the purpose of providing a ramp entrance to a driveway.
14. No Person shall excavate any portion of a Street unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw.
15. No person shall discharge any weapon capable of launching or firing a projectile, either on a street or elsewhere within the Town of Redcliff unless such Discharge occurs in accordance with one (1) or more of the following requirements:
  - A) A Discharge made by a Police Officer, a Peace Officer or a Fish and Wildlife Officer during the course of his duty.
  - B) A Discharge made on an approved Shooting Range by an authorized person.
  - C) A Discharge made by a Person authorized by the Commander of the Redcliff R.C.M.P. Detachment.

## **PERMITTED USES OF A STREET**

### **NEW DRIVEWAYS**

16. A driveway may be constructed for the sole purpose of providing vehicular access to private property from a Roadway provided that the owner obtains development approval.
17. The Owner shall submit an application in the approved form to the Development Officer together with a plan, showing the following information:
  - A) the proposed location of the driveway with respect to the Owner's property, any Sidewalks, and Roadway, any utility installations, fire hydrants, or valves;
  - B) dimensions to the property lines;

- C) width of the driveway;
  - D) length of the driveway;
  - E) proposed slope of the driveway for surface drainage;
  - F) proposed surface material.
18. The Manager or his designate will establish a policy, approved by council, specifying the terms and conditions for the approval of an application for a driveway development.

### EXISTING DRIVEWAYS

19. An existing driveway will be deemed approved upon passage of this Bylaw provided that the driveway satisfies or conforms with the following conditions:
- A) a curb cut has been constructed in a satisfactory manner as determined by the Town and only if the curb cut is required based on the type of curbing that exists at the entrance to the driveway;
  - B) the driveway is a readily identifiable width of land for the purpose of accommodating vehicular access to a parking or storage area located on private property;
  - C) the driveway does not encroach on any other private property;
  - D) the surface of the driveway is constructed of concrete, asphalt, gravel, shale, or some other all-weather material commonly used for Roadway surfacing;
  - E) the driveway does not restrict the drainage of surface water from the private property to a sewer or other drainage system located on the Roadway;
  - F) The driveway does not restrict access to any utility installations, fire hydrants or valves.

### ~~SECTION 6 – BOULEVARDS~~

20. No person shall develop, alter, damage or change any Boulevard unless otherwise authorized in writing by the Town to do so as outlined in the Town's Policy Use of and Work In Road Right-of-Ways in the Town or as otherwise permitted by the provisions of this or any other Bylaw.
- ~~21. A fence may be constructed on a Boulevard abutting to private property provided that the Owner obtains development approval.~~
- ~~22. The Owner shall submit an application in the approved form to the Development Officer together with a plan, showing the following information:~~

- ~~A) the proposed location of the fence with respect to the Owner's property, any Sidewalks, Roadway, utility installations and fire hydrants or valves;~~
- ~~B) dimensions to the property lines;~~
- ~~C) proposed height of the fence;~~
- ~~D) proposed materials to be used for the fence;~~
- ~~E) proposed location of gate or gates.~~
- ~~23. The Manager, or his designate, will establish a policy approved by council specifying the terms and conditions for the approval of an application for a Boulevard fence development.~~
- ~~24. An existing fence located on a Boulevard will be deemed approved upon passage of this Bylaw provided that the fence satisfies or conforms with the following conditions:~~
- ~~A) the fenced area must abut the Owner's property;~~
- ~~B) the fenced area must not be separated from the Owner's property by a municipal Sidewalk;~~
- ~~C) on a Boulevard where no Sidewalk exists, the fencing may only extend to within two (2) metres of the Roadway or curb;~~
- ~~D) the height of the fence must not exceed the height restrictions set out in the Town Land Use Bylaw.~~
- ~~E) the fence must be maintained in good condition and must be painted or galvanized to prevent rusting.~~

### **PROTECTION AND MAINTENANCE OF SIDEWALKS**

- ~~2521.~~ No Person, except Persons employed by the Town or authorized by the Town to do so, shall damage, alter, remove, or change any part of a Sidewalk in any manner.
- ~~2622.~~ The Owner or Occupant of any property that has a Sidewalk located on a Boulevard adjoining that Owner's or Occupant's property or has a sidewalk abutting to the Owner's or Occupant's property shall clear away any snow, ice, dirt or other obstruction from the Sidewalk within twenty-four (24) hours after the time such snow, ice, dirt, or other obstruction was deposited or formed on the Sidewalk.

### **PENALTY PROVISIONS**

2723. Any Person who contravenes any provision of this Bylaw is guilty of an offense.
2824. A Person who is guilty of an offense under this Bylaw is liable to pay a fine of not less than the specified penalty for that offense and not more than \$2,000.00 or, in default of payment, to imprisonment for a period of not more than six (6) months.
2925. Where a Bylaw Enforcement Officer believes on reasonable and probable grounds that an offense has taken place consisting of a breach or contravention of this Bylaw, he may commence proceedings by issuing either a summons/violation ticket (Part 2) or an offense notice/violation ticket (part 3) in accordance with the provisions of the *Provincial Offenses Procedure Act*, R.S.A. Chapter P 21.5.
3026. If a summons or offence notice is issued pursuant to paragraph 8.3 in respect of an alleged contravention of a provision of this bylaw the summons or offence notice may provide for a specified penalty. The specified penalty or amounts shall be set out in Schedule A in the case of offences listed in that schedule.

#### **ORDER TO REMEDY CONTRAVENTION OF A BYLAW**

3127. If a Bylaw Enforcement Officer finds that a Person, Owner, or Occupant is contravening any provision of this Bylaw including (without restricting the generality of the foregoing) those provision of the Bylaw relating to removal of snow, ice and dirt or any other obstruction on the sidewalk, the Bylaw Enforcement Officer and/or anyone authorized on his behalf may, by written Order, require the Person, Owner or Occupant responsible for the contravention to remedy it if the circumstances so require.
3228. The Order may:
- A) direct a Person to stop doing something or to change the way in which the Person is doing it;
  - B) direct a Person to take any action or measures to remedy the contravention of the Bylaw;
  - C) state a time in which a Person must comply;
  - D) state that if the Person does not comply, the Town will take the necessary actions or measure to remedy the contravention of the Bylaw; and that the cost relating thereto shall be at the expense of that person.
3329. The Town may render the account for the costs incurred in remedying the contravention of the Bylaw to the Person, Owner or Occupant responsible for the contravention and the Person, Owner or Occupant to whom the account is rendered shall pay the account forthwith upon receipt.
3430. If the Town does not receive payment of the costs incurred in remedying the contravention of the Bylaw within 30 days upon which the account was mailed or delivered to that Person, Owner or Occupant, the Town may charge the same as a special assessment

and add the same to the tax roll to be recovered in the like manner as taxes assessable against the parcel of land so affected in accordance with the *Municipal Government Act* (Alberta).

**SERVICE OF DOCUMENT, ORDER OR NOTICE**

**3531.** Service of any Document, Order or Notice required to be served pursuant to the Bylaw, may be served either:

- A) personally upon the Person, Owner or Occupant required to be served;
- B) by prepaid registered mail at the address of:
  - i) the Owner at the address as shown on the tax roll;
  - ii) Person or Occupant other than the Owner at the last known mailing address.
- C) in the case of a corporation, personally upon any director or officer of the corporation or alternatively by prepaid registered mail at the registered office of the corporation.

**3632.** If service is effected by prepaid registered mail, service will be deemed to be received five (5) days following mailing of the Document, Order or Notice.

**OTHER**

**3733.** Bylaw No. ~~1440/2005 and 934/91-1824/2016~~ is repealed with the coming into force of this Bylaw.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.



---

**SIGNED AND PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**MANAGER OF LEGISLATIVE  
& LAND SERVICES**

**SCHEDULE 'A'**

<b>SECTION</b>	<b>FINE</b>
4 Failure to display municipal address	\$75.00
5 Failure to display revised municipal address	\$75.00
7 Material on Street for sale	\$75.00
9 Electric wire on a Sidewalk	\$75.00
10 Gate or door obstructing Street	\$100.00
11 Building encroachment without waiver	\$500.00
12 Material deposited on Street	\$300.00
13 Placing material in gutter for ramp	\$300.00
14 Excavating in Street without permission	\$500.00
15 Discharge any weapon without permission	\$500.00
16 Failure to obtain approval for new driveway	\$100.00
17 Contravention of driveway requirements – new	\$100.00
19 Contravention of driveway requirements – existing	\$100.00
20 Damage to Boulevard	\$200.00
<del>22 Contravention of fence requirements on a Boulevard – new</del>	<del>\$100.00</del>
<del>24 Contravention of fence requirements on a Boulevard – existing</del>	<del>\$100.00</del>
<u>2521</u> Damage to a Sidewalk	\$200.00
<u>2622</u> Failure to clear snow, ice, dirt from Sidewalk	\$75.00

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2019

**PROPOSED BY:** Finance and Administration

**TOPIC:** Tax Instalment Payment Plan Bylaw

**PROPOSAL:** That Council consider giving first reading to the proposed amendments to the Tax Instalment Payment Plan Bylaw.

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**BACKGROUND:**

The Town of Redcliff has been providing the option to be enrolled in a Tax Installment Payment Plan since the 2016 tax year as the Municipal Government Act states that taxes may be collected through installments at the option of the taxpayer.

The instalment plan enables residents to have their property taxes paid monthly, directly from their bank. This has reduced the burden on the taxpayer of making the one-time payment in the summer every year. Each year, many residents miss the current deadline of January 31, many of them asking if they can sign on to the TIPP program when they receive their tax notice in May.

Extending the deadline allows residents to be able to sign on to the TIPP program later in the year, before any penalties have been imposed. Accepting more residents on to the TIPP allows the Town to collect property tax revenue throughout the course of the year, greatly improving the Town's cash flow position. Since some residents do not fill out the form if they won't be signed up until the following year, this change will likely result in more residents signing up for the TIPP program.

July 2016 - \$9,384.98 (49 Customers)  
July 2017 - \$23,488.41 (107 Customers)  
July 2018 - \$37,324.97 (164 Customers)  
May 2019 - \$59,213.67 (219 Customers)

**POLICY/LEGISLATION:**

Municipal Government Act, Section 340  
340

- (1) A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.*
- (2) A person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment.*
- (3) When an agreement under subsection (2) is made, the tax notice, or a separate notice enclosed with the tax notice, must state*
  - (a) the amount and due dates of the instalments to be paid in the remainder of the year, and*
  - (b) what happens if an instalment is not paid.*

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:** None

**OPTIONS:**

1. Give the Tax Instalment Payment Plan Bylaw first reading.
2. Direct Administration to follow the current Tax Instalment Payment Plan Bylaw

**RECOMMENDATION:**

**Option 1**

**SUGGESTED MOTION(S):**

Councillor \_\_\_\_\_ moved that Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw be given first reading.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Municipal Manager

**BYLAW NO. ~~1806/2015~~1889/2019**  
**OF THE TOWN OF REDCLIFF**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR A PRE-AUTHORIZED TAX INSTALMENT PAYMENT PLAN.**

**WHEREAS** pursuant to section 340 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

**AND WHEREAS** Council considers it to be advisable to establish a tax instalment payment plan in the Town of Redcliff;

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

**TITLE**

1. This Bylaw shall be known and cited as the “Tax Instalment Payment Plan Bylaw” of the Town of Redcliff.

**PURPOSE**

2. Taxes payable under a TIPP shall be deemed to be due and owing in accordance with this bylaw and the terms and conditions of the TIPP. The purpose of this bylaw is to establish the terms under which taxes may be paid by instalments.

**INTERPRETATION, PURPOSE AND DEFINITIONS**

3. In this bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:

~~3.~~

- a) “Assessed Person” means the person recorded on the assessment and tax rolls in accordance with parts 9 and 10 of the Municipal Government Act;
- b) “Town” means the Town of Redcliff;
- c) “Collections Coordinator” means the person or persons in the Town’s Finance Department assigned the responsibility of administering this bylaw;
- d) “Council” means the Municipal Council of the Town of Redcliff;
- e) “Current taxes” means taxes imposed in the current year;
- f) “EFT” means electronic funds transfer;
- g) “Penalties” means penalties on unpaid taxes;
- h) “Taxes” means all property taxes, local improvement taxes and all other taxes, charges, fees or amounts lawfully imposed against a property by the Town of Redcliff

pursuant to the Municipal Government Act or any other statute of the Province of Alberta;

- i) "Tax Instalment Payment Plan" also referred to as "TIPP" means the plan authorized by this bylaw permitting taxpayers to pay taxes by way of monthly instalments;
- j) "Taxpayer" means a person liable to pay taxes on a property being taxed pursuant to the Municipal Government Act;
- k) "Year" means calendar year.

### **APPLICATION**

- 4. A taxpayer who wishes to enroll in a TIPP must submit an application to the ~~Director of Finance and Administration~~ Department for approval.
- 5. An application shall include:
  - a. a completed ~~application enrollment~~ form signed by the taxpayer; and
  - b. a void cheque or other documentation that would allow the Town to ~~completeuse~~ the EFT Process.

### **ENROLMENT**

- 6. The ~~Director of Finance and Administration~~ Department may enroll a taxpayer in a TIPP if, on the date of application, ~~all taxes due~~, tax arrears and penalties owed to the Town by the taxpayer have been paid. Enrollment is at the discretion of the Finance and Administration Department.
- 7. An application form for enrolment in a TIPP for the current year's taxes must be received by the ~~Director of Finance and Administration~~ Department on or before ~~June 20, January 31 with the only exception being that a property was purchased after January 31 but before June 30 of the year in which the taxes were imposed. In such a case the first payment will include all missing payments.~~

### **AMOUNT OF PAYMENTS**

- 8. The ~~Director of Finance and Administration~~ Department shall calculate the amount of the payments for the TIPP at the time that the taxpayer is enrolled in TIPP. The payments shall be in instalments calculated so that the cumulative payments will pay, in full, the outstanding balance of the taxes by the end of the calendar year.
- 9. At the time that the taxpayer is notified of their enrolment in TIPP, the taxpayer shall also be notified of the payment date and the amount of the instalments.

### **RECALCULATION OF PAYMENTS**

10. The ~~Director of~~ Finance and Administration Department may recalculate the amount of the payments at any time and shall advise the taxpayer, in writing, of any changes in the amount of the Payments to be made if the monthly payment changes by more than \$10.00.
11. Changes in the amount of the payments shall be effective as of the payment date specified in the notice of change in payments sent to the taxpayer.

### **PENALTIES AND CHARGES**

12. No penalties shall be imposed with respect to the outstanding balance of the taxes for the current year as long as the TIPP remains in good standing.
13. A TIPP is no longer in good standing if:
  - a. the EFT process fails;
  - b. the taxpayer fails to pay a service charge imposed by this bylaw; or
  - c. the taxpayer fails to comply with the terms and conditions of the TIPP.

### **PENALTIES**

14. When a TIPP is no longer in good standing, penalties may be applied to the outstanding balance of the taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall be immediately due and payable.

### **SERVICE CHARGES**

15. The taxpayer shall pay a service charge to the Town, in an amount set out by bylaw, every time the EFT process fails. The service charge shall be due and payable immediately upon the taxpayer being notified by the ~~Director of~~ Finance and Administration Department that the EFT process has failed for the payment.

### **EFT FAILURE**

16. For the purposes of this bylaw the payment will be deemed to have failed when the taxpayer's bank notifies the Town that a fund transfer will not be processed.

### **TERMINATION OF TAX INSTALMENT PLAN**

#### **CANCELLATION BY TOWN**

17. The ~~Director of~~ Finance and Administration Department shall cancel a taxpayer's enrolment if the TIPP is no longer in good standing.

#### **CANCELLATION BY TAXPAYER**

18. A taxpayer may cancel a TIPP at any time, provided that written notification of the cancellation using the termination form has been provided to the ~~Director of~~ Finance and Administration Department no less than ten business days in advance of the next payment date.

**EFFECT OF CANCELLATION**

19. When a TIPP is cancelled, penalties may be applied to the outstanding balance of the taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall immediately be due and payable.

**POWERS OF THE DIRECTOR OF FINANCE AND ADMINISTRATION**

20. Without restricting any other power, duty or function granted by this bylaw or otherwise, the ~~Director of~~ Finance and Administration Department may:

- a. establish the form and method of notification for the purposes of this bylaw;
- b. establish the application form for a TIPP;
- c. establish the terms and conditions of a TIPP, including but not limited to any terms and conditions that are necessary to reflect the requirements of the Canadian Payments Association for the EFT Process; and
- d. delegate any of his or her powers, duties or functions under this bylaw.

**TRANSITION**

21. Town of Redcliff Bylaw 1806/2015 is hereby repealed at the end of the day December 31, 2019.

~~21.22.~~ This bylaw comes into force on January 1, 2020.

**READ** a first time this \_\_\_ day of \_\_\_\_\_, 2019.

**READ** a second time this \_\_\_ day of \_\_\_\_\_, 2019.

**READ** a third time this \_\_\_ day of \_\_\_\_\_, 2019.

**PASSED** and **SIGNED** this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF LEGISLATIVE AND LAND SERVICES



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2019

**PROPOSED BY:** Community and Protective Services Department

**TOPIC:** PBR (Professional Bull Riders) at Canalta Centre After Party - Hylton

**PROPOSAL:** To consider approving the Special Event Application for Redcliff Hylton's PBR at Canalta Centre After Party June 22<sup>nd</sup>, 2019

---

**BACKGROUND:**

The Professional Bull Riders Canadian tour will be putting on a one-night event on June 22, 2019 at the Canalta Centre in Medicine Hat. This event is called Thunderbuck in the Badlands and is the first bulls-only event in the City since 2005. This is a popular show in North America with a large fan base.

The Redcliff Hylton is the official host of the Thunderbuck Boogie After Party and admission is free with a PBR ticket.

As part of this celebration, Rachelle Dreger, owner of the Redcliff Hylton, is requesting permission to host a street party/beer gardens in the street in front of the Redcliff Hylton.

The activity will require that 3<sup>rd</sup> Street NE from the edge of BB's Doll House to 1<sup>st</sup> Avenue NE adjacent to the Redcliff Hylton, be blocked off from 1:00pm on June 22<sup>nd</sup>, 2019 until 3:00am June 23<sup>rd</sup>.

The applicant will ensure that insurance is relevant but has yet to satisfy all the regulations required by Alberta Gaming and Liquor as well as Alberta Health Services. The approval we're asking for from Council will be contingent on the Hylton providing proof that all required regulations are satisfied, and permits are submitted to the Town of Redcliff prior to the event.

The reason we're asking for the approval in this order is due to the fact that the Hylton was unaware of all the regulatory requirements an event like this one has, and Council will not be meeting again prior to the event taking place.

**POLICY / LEGISLATION:**

Street Bylaw 1824/2016

**STRATEGIC PRIORITIES:**

n/a

**ATTACHMENTS:**

- Special Event Application

**OPTIONS:**

1. Approve the Special Event Application for a Street Party/Beer Gardens as part of the PBR at Canalta Centre After Party at the Redcliff Hylton on June 22, 2019.
2. Approve the Special Event Application for a Street Party/Beer Gardens as part of the PBR at Canalta Centre After Party at the Redcliff Hylton on June 22, 2019 with amendments.
3. To deny the Special Event Application for a Street Party/Beer Gardens as part of the PBR at Canalta Centre After Party at the Redcliff Hylton on June 22, 2019.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to approve the Special Event Application for a Street Party/Beer Gardens as part of the PBR at Canalta Centre After Party at the Redcliff Hylton on June 22, 2019 as presented.
2. Councillor \_\_\_\_\_ moved to approve the Special Event Application for a Street Party/Beer Gardens as part of the PBR at Canalta Centre After Party at the Redcliff Hylton on June 22, 2019 as amended.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Municipal Manager



TOWN OF

# REDCLIFF

1 3 Street NE Box 40  
Redcliff, AB T0J 2P0  
[www.redcliff.ca](http://www.redcliff.ca)  
T 403.548.3232  
F 403.548.6623

Community & Protective Services

## SPECIAL EVENT APPLICATION for Parks and Municipal Street Use

<b>APPLICANT INFORMATION:</b>	<b>ORGANIZATION SPOKESPERSON:</b> Please name an individual who can address public inquiries regarding your event ( <input checked="" type="checkbox"/> same as applicant)
Name: <u>Redcliff Hylton / Rachelle Dreger</u>	Name: <u>Rachelle Dreger</u>
Title: <u>Owner</u>	Title:
Organization:	Organization:
Address <u>19 3rd St NE</u> <u>Redcliff, AB T0J 2P0</u>	Address:
Phone: <u>403-866-6666</u>	Phone:

### EVENT DESCRIPTION

Event Name: <u>PBR at Canalta Center "After Party"</u>
Event Dates and Times (including set up and tear down schedules): <u>Sat, June 22 / 19</u>
Type and Description of Event: <u>Street party / beer gardens out front</u>
Beer/Liquor Garden: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If <u>yes</u> , additional requirements must be met. Please consult with staff.
Estimated Attendance: <u>100</u>
On-Site Supervisor: <u>Rachelle Dreger</u> Phone: <u>403-866-6666</u>

### INSURANCE

If you are advised that proof of liability insurance is required; you must provide proof that you have in the amount of at least \$2 million must be provided within 10 days of event approval. "The Town of Redcliff" must be named as an "additional insured".

Have you attached confirmation of insurance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will proof of insurance be forwarded by insurance provider?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If <u>no</u> , please explain:		



## BARRICADES /TABLES/GARBAGE, etc

Some municipal equipment such as garbage cans; dumpsters; barricades and picnic tables are available for **COMMUNITY EVENTS** but this must be booked a minimum of 2 weeks prior to the event and are subject to availability. (The needs of the municipality will take precedence.) Event organizers must ensure that placement of any event related equipment does not pose any hazard to event participants.

Town of Redcliff supplied:  Yes  No

Number of Barricades required: *if available barricades & picnic tables*

Other equipment required, please list:

Other Source:  Yes  No

## ROAD CLOSURE(S)

Does your event require the closure of any municipal roads. If so, please indicate and clearly label on an attached map/site plan which roads you want to close, and the dates and times required.  No  Yes

**\*\*You may be required to have trained flag persons and marshals.\*\***

## CONTRACTORS/VENDORS

Event organizers are responsible to ensure that any contractors or vendors participating in the event (i.e. market vendors, traffic flagging companies, etc.) carry adequate liability insurance coverage (\$2 million minimum), or that contractors and vendors are covered under the event organizer's insurance ("Blanket contractual liability").

Are you using contractors (regardless of service)?  Yes  No

If yes, list contractors:

If any vendors are serving food, has the appropriate food service permit been obtained from the health authority?  Yes  No

Have contractors/vendors provided proof of up to date Worker Compensation insurance coverage?  Yes  No

Have contractors/vendors secured adequate liability insurance?  Yes  No

If no, are they covered under the event organizer's insurance?  Yes  No

## POWER REQUIREMENTS

A deposit of \$125 is required for keys used to access electrical boxes on Municipal property. You must ensure that any placement of electrical cords does not cause a hazard (i.e. extension cords laid across walkways).

For what purpose:

Power source location:

## AMPLIFICATION *(for what purpose):*

Event organizers must ensure noise levels comply with the terms set out in the Municipality's *Noise Bylaw*

<input checked="" type="checkbox"/> Pre-recorded music	<input type="checkbox"/> Live band
<input type="checkbox"/> Speeches	<input type="checkbox"/> Dancing at site

## ENTERTAINMENT

Type:
Stage: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Special Requirements:

## TENTS /INFLATABLES

<b>If tents/inflatables are being used, they must be properly staked or anchored. You must ensure that anchor points do not pose a tripping hazard.</b>	
Number being used:	Type:
Size:	
Staked into ground: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose:	
Location (mark on site map):	

## SIGNS and BANNERS

<b>Describe all signage that will be used to direct the public, advertise the event, or publicize a sponsor. Please note that any signage posted to publicize the event may require a separate permit and must be removed following the event.</b>
Banners from the Canalta Center advertising sponsors.

## FACILITY USE INFORMATION FORM

Town of Redcliff staff will only consider events that provide economic and cultural contributions to both visitors and locals of the community. To better assess your proposal, please provide the following information:

### BENEFITS

<b>Describe the main economic and cultural benefits to Redcliff residents and visitors.</b>
To bring some new people to the town.

### FUNDRAISER

<b>If the event is a fundraiser, please indicate the primary recipient of funds raised:</b>



# MUNICIPAL PROPERTY AND FACILITY USE

If applicable, identify the facility or property required and provide a complete description of event. Please note that fees, deposits and use of municipal property is governed by local bylaws and policies.

Lions Park  
  Legion Memorial Park  
  River Valley Park  
  Seniors Centre  
  Other (please identify)

Street out front of Redcliff Station

**MAP / SITE PLAN:** Attach a map (hand drawn is acceptable) of all areas to be used outlining all proposed event features.

*The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (copies available on request or from the Town's website; [www.redcliff.ca](http://www.redcliff.ca)), the conduct and safety of all individuals working or attending the event, clean-up following the event, and any contractors hired to provide a service to the event.*

Rachelle Dreger  
 Names of Event Applicant (Please print)

May 4/19  
 Date

Rachelle Dreger  
 Signature of Event Applicant

\* The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the Freedom of Information Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the Town of Redcliff on this form, please contact (403) 548-3232.

## RCMP APPROVAL

S/Sgt. S. MAXWELL  
 NCO i/c Redcliff Det.

2019-05-21

Name of Approving Officer (Please print)

Date

  
 Signature of Approving Officer

**Please forward completed application to:**

- By mail: Community and Protective Services Department  
 Town of Redcliff  
 Box 40; Redcliff, AB; T0J 2P0
- In person: 13 Street NE; Redcliff, AB
- By Email: [cps@redcliff.ca](mailto:cps@redcliff.ca)
- By Fax: 403-548-6623

Office Use:

**Interdepartmental Approvals/Notifications:**

	Notify	Approve
Public Works	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Bottle  
Depot

BB's Dollhouse

BARRICADE  
T T T T T  
BAR  
BARRICADE

3rd St NE

Redcliff  
Hylton

Town  
Office

T = Picnic Tables



May 23, 2019

Mayor Kilpatrick and Councillors  
Town of Redcliff  
PO Box 40  
Redcliff, AB T0J 2P0

RECEIVED  
MAY 28 2019  
TOWN OF REDCLIFF



Dear Mayor Kilpatrick and all Members of Council;

**Subject: Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, is pleased to present a number of awards that celebrate leadership and inspire excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of their peers at the President's Awards Banquet on Saturday, October 26, 2019, where 500 delegates will be in attendance at the Fairmont Chateau Lake Louise as part of our annual Conference and Energize Workshop. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

**Lieutenant Governor's Leadership for Active Communities Awards**

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation and sport, resulting in healthier people and communities. This year's awards are Community Leader of Tomorrow, Corporate Community Leader and Outstanding Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present all three awards.

**Alberta Recreation and Parks Association's Awards**

ARPA celebrates excellence through a number of diverse awards, including the A.V. Pettigrew Award, presented to a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks.

**Government of Alberta's Recreation Volunteer Recognition Awards**

These awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at [www.arpaonline.ca/awards/main](http://www.arpaonline.ca/awards/main) to view more details on each of the awards and to complete our online nomination form.

We look forward to reading about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

A handwritten signature in black ink that reads "Heather Cowie". The signature is written in a cursive style.

Heather Cowie  
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6  
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca





# Alberta-NWT Command Redcliff Branch No. 6 of the ROYAL CANADIAN LEGION



PO Box 125, Redcliff, AB, T0J2P0 Tel Office: - (1-403) 548-3217

May 23, 2019

**Town of Redcliff**  
1 - 3<sup>rd</sup> Street NE  
Redcliff, Alberta  
T0j 2P0

**To whom it may concern;**

The Redcliff Legion will be hosting a golf tournament on July 20, 2019 at 1:00pm at the Riverview Golf Club in Redcliff. People participating in the tournament are divided into their teams that they have picked and will golf 9 holes. At the end of the tournament prizes are handed out to teams.

We would greatly appreciate it if you would consider donating to The Redcliff Legion so we are able to purchase the prizes for the players. We thank you in advance.

Sincerely,

Marilyn Hunter  
Secretary

**RECEIVED**  
**MAY 24 2019**  
**TOWN OF REDCLIFF**

# Memo



**To:** Redcliff Town Council  
**From:** Municipal Manager and Legislative Services  
**Date:** June 10, 2019  
**Re:** Council Chambers Update Capital Project

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Council approved several smaller Capital projects that Administration is working on, one of which is the Council Chambers Update. Administration recognizes that Council is one of the primary stakeholders/users of the Council Chambers, and as such wanted to share the conceptual plan as well as rationale for the proposed plan. Administration intends to implement this project primarily during the summer months as the regular council meetings will be reduced to one per month.

## **Governance Focus**

The current Town of Redcliff Strategic Plan specifies the following as one of its priority goals:

- Goal 4: Governance & Service Delivery – The Town of Redcliff is effective in governance and public service delivery.

The proposed concept emphasizes a clear governance arrangement from a best practices perspective as it:

- provides for a forum where the Council table is situated as a semi-circle (as the majority of municipal governments practice) in closer quarters, where all of Council is on equal standing for discussion and debate (see excerpt attachment from the 2013 municipal inspection report). While our Council configuration has changed slightly (i.e. the table has been placed on an angle) within the last five years, the focus and resultant dynamic continues to be centered around the large boardroom table concept, as outlined in the inspection report excerpt, which is not considered best governance practice.
- provides a forum where it allows for all Councillors/elected officials to be openly facing the public gallery.
- provides for a designated area for administrative staff (including the CAO and Legislative Services) so that staff are not part of the Council table. This emphasizes the differentiation between the roles of elected officials and staff and further supports the concept of the CAO being the only employee of Council. Again, this is in keeping with the recommendations of the attached inspection report excerpt.

- provides for a delegation area that is equally close to all Councillors sitting at the Council table. The location of Administration off to the side clearly demonstrates that the delegation is to Council. The current arrangement has the appearance of delegations reporting through Administration to Council. The designated delegation area also doubles as an effective presentation area for reports to Council.

### **Basic and Functional Upgrades**

The basic and functional upgrades that are considered as part of this project are as follows:

- Administration has taken into consideration the space available and has worked to efficiently use the space to meet the multiple uses of the space.
- updating of lighting, ceiling fixtures/features, fresh paint, and an organized, screened, purposeful kitchenette area.
- creating the ability for the space to be more efficiently used and more of a multi-purpose space than it currently is (currently there is a very large table occupying the majority of room space). The staff table is planned to serve a dual purpose as a meeting room table on castors to be moved into the middle of the room for meetings other than Council meetings).
- providing for a defined presentation area (ie. projection affixed to ceiling) that can be more easily operated, utilized, and viewed.

### **Planning for the future**

Within the budgetary constraints the following aspects for either current implementation or future planning are included in the proposed project as follows:

- setting up the configuration for technological requirements (ie. microphone/basic sound system, future capability/option for streaming or digital audio/video recording if desired (as this is also becoming common practice for municipalities of all sizes), as well as basic desktop infrastructure such as monitors for easier viewing, internet plug ins and charging stations for Councillors laptops.

**ATTACHMENTS:** Excerpt from 2013 Municipal Inspection Report, Concept Sketch/Graphic

#### *4.4 Council Chambers*

A council chamber for a municipality is the standard meeting place for all meetings of council and should be accommodating for the public to attend. Further, a council table should be set up so that all members of council are viewed to be equal. Though it is important for members of administration to attend meetings, they are there solely as a support to council if it needs clarification an agenda item.

In Redcliff, the council table is set up in a board-like fashion; that is, a long table with councillors and staff on either side of the table and the Mayor at the head of the table. There are benches for the public to sit along one wall.

There are a few concerns with the current set up:

- At least three councillors consistently have their backs to the people sitting in the gallery.
- Members of administration are intermingled with members of council, making it difficult to distinguish “who is who”.
- The Mayor, being at the “head of the table”, leads to the perception that the mayor position is more important or powerful than the rest of council.

#### 4. Recommendation

That the council chambers be reconfigured to allow for a council table where members are viewed to be equal.

#### 5. Recommendation

That administration sits at a separate table from the members of council and should be required to attend only the portion of the council meeting where they may be called upon to answer questions on agenda items. The CAO or designate should remain present at all times unless council specifically requests their absence.











# TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

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*June 10, 2019*



## Contents

MUNICIPAL MANAGER .....	4
Ongoing Projects.....	4
Ongoing Day to Day Responsibilities .....	4
COMMUNITY & PROTECTIVE SERVICES .....	5
Parks, Recreation and Facilities .....	5
Rec-Tangle .....	5
Pool.....	5
Facilities.....	6
Parks.....	6
Other .....	7
FCSS, Community Services and Special Events .....	7
Emergency Management, Fire Services, and Health and Safety .....	8
Bylaw and Protective Services .....	8
PUBLIC SERVICES.....	10
Department.....	10
Water and Sewer Utilities .....	10
Municipal Works .....	10
Landfill .....	11
PLANNING & ENGINEERING .....	11
Priorities for June .....	11
Planning .....	11
Development Permits .....	12
Agreements .....	12
3 <sup>rd</sup> Avenue SW between 7 <sup>th</sup> Street and 8 <sup>th</sup> Street, Drainage Improvements.....	12
5th Street NW between Broadway Avenue and 1 <sup>st</sup> Avenue, Road Improvements .....	12
Safety Codes.....	13
Studies .....	13
Inflow and Infiltration Study.....	13
Water Distribution Study .....	13
Capital Projects .....	13
3rd and 3rd Lift Station Upgrades.....	13
3 <sup>rd</sup> Avenue NW between 5 <sup>th</sup> Street and 8 <sup>th</sup> Street, Road and Drainage Improvements .....	13
4 <sup>th</sup> Street SE between 3 <sup>rd</sup> Avenue and 4 <sup>th</sup> Avenue Infrastructure Improvements.....	14

Rectangle Parking Lot Improvements.....	14
Sanitary Sewer Improvements.....	14
Jesmond Lift Station Upgrade .....	15
Golf Course Coulee Outfall.....	15
Eastside Sewage Surge Tanks.....	15
Backup Generator Project .....	15
Broadfoot and Stone Place SW, Drainage and Road Improvements .....	15
FINANCE & ADMINISTRATION.....	15
LEGISLATIVE & LAND SERVICES.....	16

# MUNICIPAL MANAGER

## Ongoing Projects

- Working with Redcliff Fibre (Certainteed) to obtain required lands for 3<sup>rd</sup> and 3<sup>rd</sup> lift station attenuation project. Purchase agreement has been executed with purchase funds in trust with the Town's lawyer. Conditions are being removed as they are completed (i.e. finalization of subdivision, etc.)
- Reviewing other land transaction agreements for intended future implementation.
- Responding to, in coordination with Planning and Engineering, developer inquiries.
- New employee benefits program; implementation commenced beginning of May.
- Assisting with some bylaw enforcement files as necessary.
- Continued work on water license acquisition in coordination with Director of Public Services.
- Initiated Council Chambers Update project with memo being provided to Council for the June 10, 2019 regular council meeting. There is a window during the summer months to complete this project.

## Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of time (it is recognised that this is oft repeated in the Municipal Manager's report; however, it is the current reality and diverts resources away from regular operations and important projects).
- Council meeting preparation and Request for Decision review and drafting.
- HR functions represent a significant portion of the Municipal Manager regular work week (40%-50% weekly).
- Attended and participated in the May ICF Steering Committee meeting (hosted in Redcliff).
- Continued work and coordination on ICF. Met multiple times with CMH and CC administration to prepare for ICF Steering Committee meetings (Steering Committee meetings now occur monthly with the working group and project managers meeting multiple times between the monthly steering committee meetings).
  - Preparation of meeting notes and review of committee minutes, etc.
  - Preparation of background information as needed.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries and providing updates as they arise.
- Responding to information requests (i.e. FOIP requests) as they arise.
- Attended an information session regarding high speed internet access for rural communities.
- Processing application for a Traffic Control Device change request. This entails obtaining feedback from the RCMP, Public Services, and Planning & Engineering followed by potential implementation if there is sufficient merit.
- Participated in a road condition review with Director of Public Services; showing which repairs they have made this year as a result of frost heaves and providing an outlook with regard to future requirements for road repair if such instances become manifest on a regular basis.
- Participated in a walkthrough of the Aquatic Centre Rehab project while it was in progress. Once fully complete, Administration will arrange for a tour for Council.
- Attended and participated in the annual Council and Staff appreciation golf event. Yet again, there was another great showing for attendance and fun was had by all.

- Attended the annual general meeting and seminar for the Society of Local Government Managers. This included education seminars on the following topics:
  - Implementation of public participation policies in the context of the recently changed legislation found in the municipal government act. While the Town does have a public participation policy, the important aspect to reconcile is whether or not sufficient resources are available to administer such. As this is topic deals with available resources, it will likely become a matter of budgetary discussion.
  - Organizational succession planning: this topic was emphasized as being a key aspect of developing a healthy organization; however, it was noted that HR systems and policies, as a basic requirement, need to be set up with the intention of retaining key employees to begin with.
  - Communicating with confidence: this seminar outlined the positives and negatives, along with some key tools to utilize when conveying messages with confidence. Aggressive vs. passive vs. assertive. For example, when to speak up vs. when to coalesce or just listen, etc.
  - Negotiating and getting a good deal for everyone: much of this discussion was focused on interest-based negotiating and how building on common interest for certain issues/services is much more productive than trying to generate or fabricate forced collaboration just to say that you were able to collaborate. Focus on the areas that can realistically be attained. This also focused on the importance of maintaining a cooperative attitude that is at the very least open to exploring potential collaboration opportunities.
  - Some of the other education sessions were refreshers on the MGA as it relates to property tax notices, designated officers, ARB, SDAB, discretionary bylaws vs. mandatory bylaws, minute taking, closed meetings, and pecuniary interest, etc.

## COMMUNITY & PROTECTIVE SERVICES

### Parks, Recreation and Facilities

#### Rec-Tangle

- Begin ice plant rebuild
- Repair brine system leaks and reinstall brine. Short system test completed
- Ongoing floor and building maintenance
- Complete electrical changes for vending machine installation
- Completed changes to light switching for ice surface
- Completed locker installations

#### Pool

- Repair winter damage to main pool
- Clean both pools
- Install new controller and repaired controller for chemical injection
- Repair leak in mechanical room on small pool pump discharge
- Fill pools
- Stabilize and prepare for patron use
- Complete rubber area installation
- Move fence to accommodate new area

- Complete lighting retrofit
- Complete mechanical upgrade to furnaces and air conditioning
- Order change stall material
- Remove old stalls and benches
- Replace washroom counters and sinks
- Convert all flush valves to sensor style valve
- Install sensor sink faucets
- Move lockers to new locations as necessary
- Install new injection tubing and injectors to facilitate chlorine solution change
- Ordered and received pool chemicals
- Opened pool for use
- Ordered wind fence material
- Obtained climbing wall specs and pricing

### Facilities

- Complete building inspections and perform minor repairs as necessary
- Replace lighting at Town Hall as necessary
- Obtain quotes and award emergency light installation at museum
- Obtain quotes for shop roof repair
- Award lighting contract for library
- Obtain quotes for furnace and mechanical upgrades at library
- Clean and prepare Lions Park kitchen for use
- Turn water on at Lions Park kitchen, ball diamond concession and campground
- Repair faulty relief valve at campground
- Ordered new water heater for Fire Hall
- Continued shower/washroom daily cleaning
- Opened campground for use
- Trimmed tree at back of Fire Hall

### Parks

- Completed park irrigation start-ups
- Repaired leaks and winter damage as necessary to parks
- Began cutting and trimming operations
- Continued garbage collection operations
- Completed path grooming for first time in season
- Continued pest management program
- Completed flower planting program
- Began herbicide application program
- Completed Phase I of Lions Park Irrigation upgrade
- Began phase II of Lions Park Irrigation upgrade
- Opened ball diamonds for use
- Continued ball diamond maintenance program
- Opened splash park for summer use

## Other

- Completed summer student orientation
- Completed pool staff orientation
- Completed interviews for Facility Operator position
- Attended site meeting for Water Park upgrade
- Oversaw contractors on pool work
- Obtained estimates on ongoing and future projects regarding facilities and parks
- Completed entry course as part of safety committee duties
- Planning projects regarding rink changeover from sport court to ice

## FCSS, Community Services and Special Events

- Attended a Seniors Society meeting to explain grant program and request feedback re: computer programming and collaboration with youth
- Prepped community garden; had garden rototilled and staked, ready for planting
- Met with 2019 community garden members to discuss rules and regulations
- Attended FCSSAA spring meeting in Lethbridge
- Attended Grant Writing Workshop in Camrose
- Conducted Redcliff Days Committee meeting
- Met with new RYC director to bring her up to speed on FCSS Grant reporting requirements
- Ongoing coordinating for Redcliff Days and Canada Day
- Hosted a successful Roller Disco
- Continued planning with the Coal-burner committee
- Released the 2019 FCSS Grant for community organizations application
- Musical Ride meeting
- Continued Senior's Week programming
- Hosted various cultural, recreational and preventative programming such as:
  - Family Fun Night – Positive Message Rocks for Mental Health Week
  - Community Kitchen
  - Public Roller Skating
  - Walk Your Way to Health
  - Kangoo Exercise Cass
  - Babysitting Course
  - Home Alone Course
- Attended monthly DREAMS meeting
- Met with client(s) needing connection to resources (food bank, Alberta Works, AISH, Community Housing)
- Bookings for programming ongoing
- Bookings for ice, ball diamonds, and swimming lessons ongoing
- Continued facility bookings for private events
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Promotion of events and programs on website and social media

- Input new programming into Rec Desk

### Emergency Management, Fire Services, and Health and Safety

- Attended Exercise Rolling Thunder facilitator training, safety and dry run-through
- Reviewing and updating Emergency Social Services Plan for the Town
- Participated in Exercise Rolling Thunder – Redcliff; hosted the ESS Reception Centre for the exercise
- Developing Town Emergency Social Services manual and response kit
- Developing Town Emergency Management tabletop exercise
- Fire Services first quarter response saw the department respond to a total of 24 calls which is slightly above average. 11 motor vehicle accidents, 5 false alarm calls, 3 utility/powerline calls, dumpster fire, citizen assist home entry, smoke investigation, and 2 water leak calls
- Implementation of Fire Fighter Attendance, Training and Competency policy
- Interviews and offers for seven new Volunteer Firefighters
- Held first Joint Worksite Health and Safety Meeting
- Attended CSSE (Canadian Society of Safety Engineering) NAOSH (North American Occupational Safety & Health) Conference training sessions

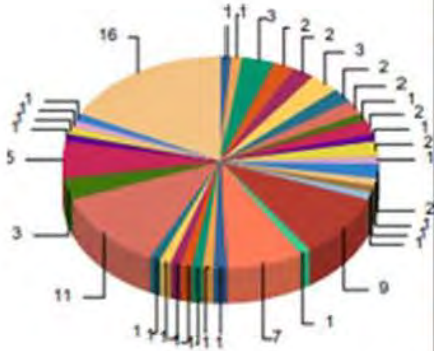
### Bylaw and Protective Services

#### Community Peace Officer

- Nuisance Unightly Properties remains at the forefront. This now includes neighbour disputes.
  - Currently there are 30 unsightly property files registered with the new process that has been in place since March.
  - 15 of those have been dealt with and are complete, the other 15 are in various stages of action from verbal warnings to written violation notices/orders with penalties and timeframes.
- A company has been charged under the Environmental Protection and Enhancement Act due to illegal dumping of concrete on Town of Redcliff Property.
- Hazardous spill involving diesel fuel.
- Gopher reduction management process is still underway.
- Parking complaints continue to be monitored.



## Count of Incident Types



BYLAWS : ANIMAL-OTHER : GOPHER ISSUE	1
BYLAWS : ANIMAL-OTHER : PORCUPINE	1
BYLAWS : ANIMAL-OTHER : SNAKE COMPLAINT	3
BYLAWS : ASSIST OTHER DEPT	2
BYLAWS : ASSIST OTHER DEPT : CAUTION LOCATION	2
BYLAWS : ASSIST PUBLIC	3
BYLAWS : ASSIST PUBLIC : ASSIST ON WELL BEING OF PERSON	2
BYLAWS : ASSIST PUBLIC : CIVIL MATTER	2
BYLAWS : ASSIST PUBLIC : FOUND PROPERTY	1
BYLAWS : ASSIST PUBLIC : NEIGHBORHOOD DISPUTE	2
BYLAWS : BUSINESS LICENSE : BUSINESS LICENSE INQUIRY	1
BYLAWS : DOG : AT LARGE	2
BYLAWS : DOG : CANCEL LICENSE	1
BYLAWS : DOG : DOG BARKING OR HOWLING	2
BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE	1
BYLAWS : DOG : IMPOUNDED	1
BYLAWS : GARBAGE : DEPOSIT HAZARDOUS WASTE	1
BYLAWS : NUISANCE/UNSIGHTLY	9
BYLAWS : NUISANCE/UNSIGHTLY : ASSIST OTHER DEPT	1
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY	7
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT WHO PERMIT/CAUSE NUISANCE ON A PROPERTY	1
BYLAWS : PARKS RECREATION PUBLIC AREAS : LITTER CONTROL	1
BYLAWS : PARKS RECREATION PUBLIC AREAS : LITTER CONTROL : DEPOSIT/CAUSE LITTER IN PUBLIC AREA	1
BYLAWS : PARKS RECREATION PUBLIC AREAS : THEFT OVER	1
BYLAWS : STREET : NON-PERMITTED USE OF STREET : ELECTRIC WIRE/CORD ON SIDEWALK	1
BYLAWS : SUSPICIOUS	1
BYLAWS : TRAFFIC : HEAVY TRUCKS	1
BYLAWS : TRAFFIC : PARKING	11
BYLAWS : TRAFFIC : PARKING : PARK IN ALLEY	3
BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE	5
BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE : PARK REC VEHICLE THAT PROJECTS ONTO PUBLIC SIDEWALK / HWY	1
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING : PARKING A TRAILER ON A HWY	1
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING : PARKING IN ALLEY WHEN NOT PERMITTED	1
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING : PARKING MV ON HWY >72HRS	1
BYLAWS : TRAVIS PERMITS	16
Total:	91

# **PUBLIC SERVICES**

## **Department**

- Preparing diversion water license transfer documents for Alberta Environment and Parks
- Public Tenders for General Contractor, Operations Building, Earthworks, and Dome Tent at Landfill facility
- Detailed design for the next two landfill cells
- Landfill Authority Meeting 05/29
- Prepare construction management documents
- Prepare project management documents
- South Highway Dr SE road repairs
- Pembina Dr major road rehabilitation design
- Crossing agreements with the City of Medicine Hat Utilities for road projects
- 3<sup>rd</sup> St NE initial road design for spring construction
- Worked with Engineering for the 4<sup>th</sup> St SE water and sewer upgrades
- Worked with Engineering for the 5<sup>th</sup> St NW road rehab
- Drainage review and initial assessments 8<sup>th</sup> St SW and 3<sup>rd</sup> Ave SW intersection
- Working on new Water Treatment Approval to Operate
- Procure materials for the Rectangle Parking Lot Project

## **Water and Sewer Utilities**

- Completed several locate requests
- Completed water treatment daily duties
- Completed repairs in the Water 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 metres
- Hydrant flushing
- Completed meter readings

## **Municipal Works**

- Conducted funeral interments
- Loose garbage collection
- Bin placements/pickups as needed
- Repair garbage cans lids (ongoing)
- Fix various signs around town
- Street sweeping (ongoing)
- Dug up hydrant at 912 7<sup>th</sup> Ave SE. Hydrant is not leaking
- Bladed alleys and graveled
- Cleaned up alleys of garbage around bins

- Transit did some paving on Main Street
- Bladed roads to get ready for dust control
- Worked on soft spots in alleys around town
- Fixed water leak on distribution line going down to raw water pump station
- Filled potholes around town
- Drained down Dirkson Storm Pond
- Did cemetery clean up
- Fixed heaving curb stop
- Did catch basin cleaning
- Repaired water leak at King of the Road

### **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 under scales (ongoing)
- Cleaned up shop (ongoing)
- Completed daily compacting
- Moved screens as needed for windy days
- Unloaded trucks when delivery of cement blocks for new transfer site
- Mowed grasses and weed whip around landfill
- Put up flag lines in leachate pond

## **PLANNING & ENGINEERING**

### **Priorities for June**

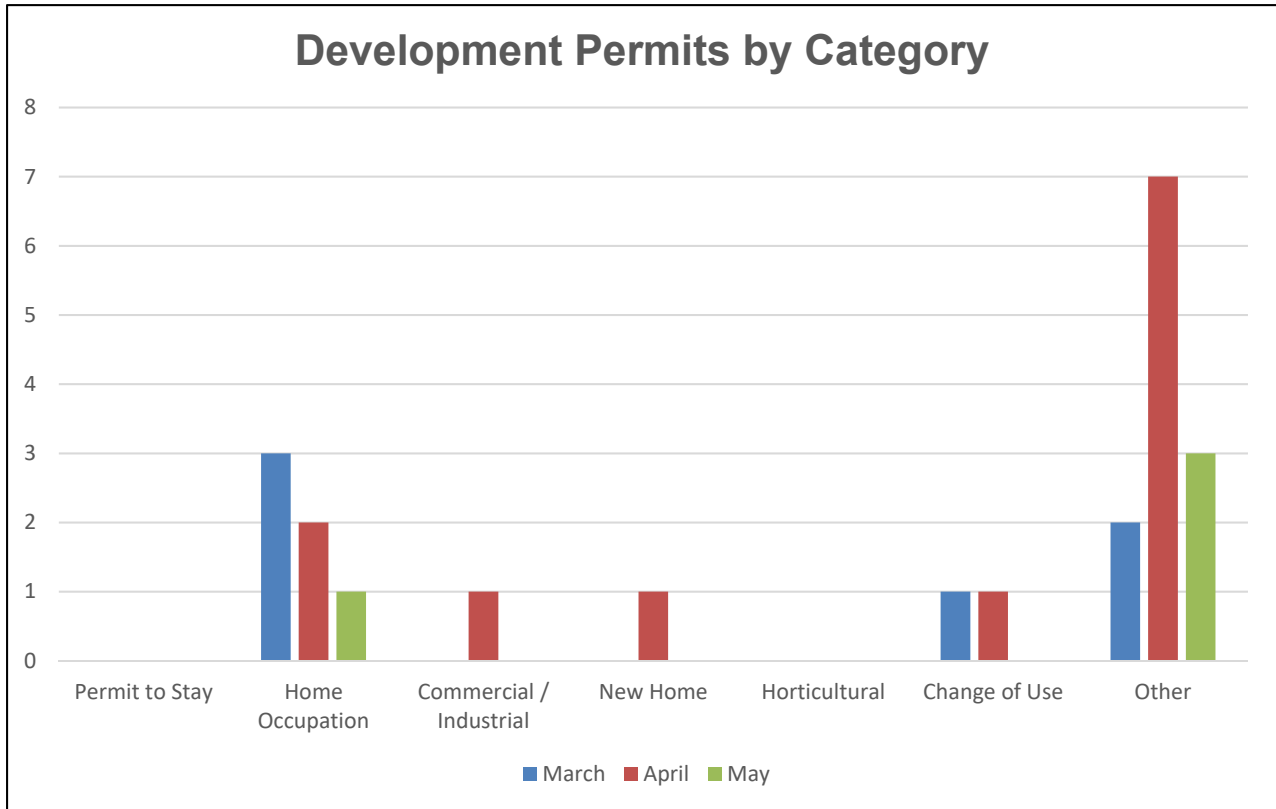
- Tendering & awarding construction projects
- Sanitary Sewer Master Plan
- Subdivision Procedure
- Asset Management
- LUB
- Eastside ASP

### **Planning**

- Land Use Bylaw – The overall LUB rewrite has started. The intent is that as sections are drafted, they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow.

## Development Permits

In May 2019 the Town of Redcliff issued the following Development Permits:



## Agreements

### 3<sup>rd</sup> Avenue SW between 7<sup>th</sup> Street and 8<sup>th</sup> Street, Drainage Improvements

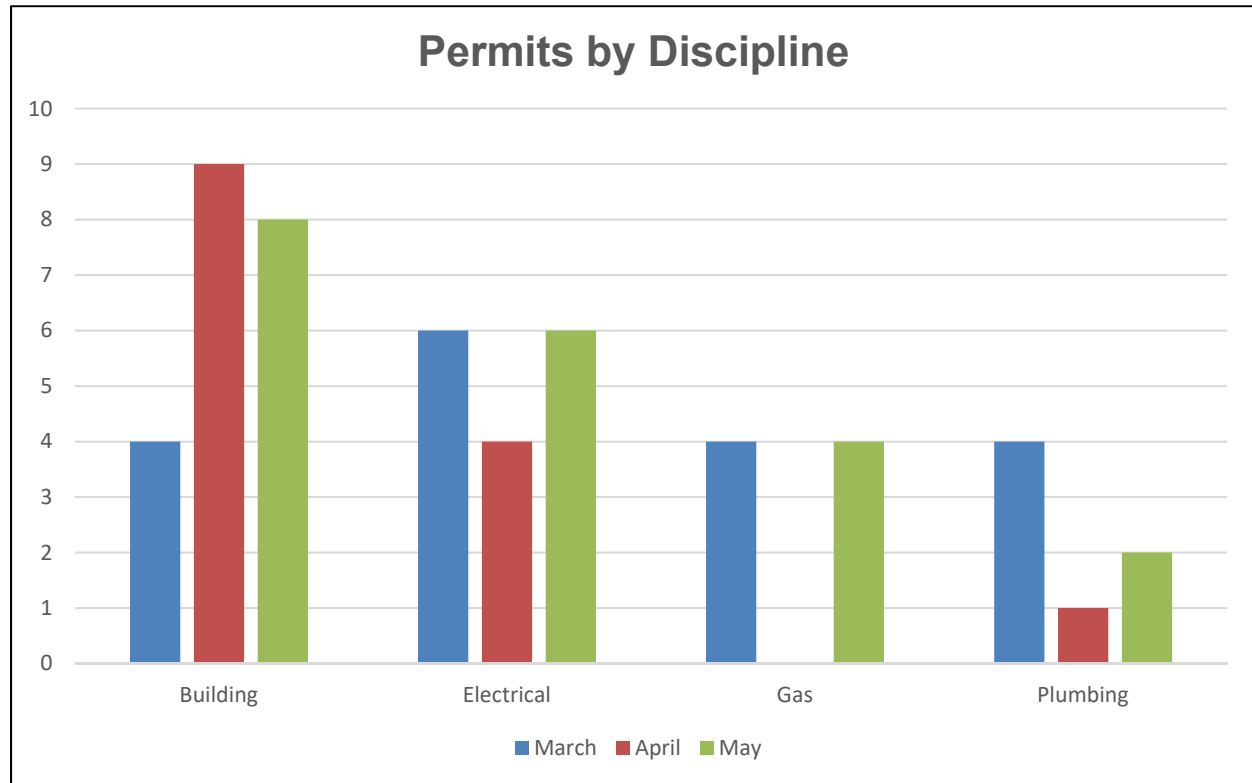
A developer, as part of his conditions of development, is required to make drainage improvements. Planning & Engineering is working to have the developer pay for the improvements.

### 5<sup>th</sup> Street NW between Broadway Avenue and 1<sup>st</sup> Avenue, Road Improvements

A developer, as part of his conditions of development, is required to make road improvements. Planning & Engineering is creating drawings of the required improvements and preparing an agreement for the developer to pay for and perform the work.

## Safety Codes

In May 2019 the Town of Redcliff issued the following Safety Codes Permits:



## Studies

### Inflow and Infiltration Study

The Town's sanitary sewer model is now calibrated. The model can be used to identify and quantify for dry weather flow. Work continues to simulate the July 2013 event. The model is confirming that the biggest issue is inflow.

### Water Distribution Study

The Town's water model is being updated to software that the Town already owns and uses. Model will assist with the identification of distribution system improvements.

## Capital Projects

### 3rd and 3rd Lift Station Upgrades

The land cheque for the land sale has been given to the Town's lawyer. MPE has been requested to make some minor changes to the drawings and specifications and retender. Projected tender closing is July 4, 2019. Construction is planned to start end of July 2019.

### 3rd Avenue NW between 5<sup>th</sup> Street and 8<sup>th</sup> Street, Road and Drainage Improvements

Public Services is planning to make Road and Drainage Improvements to prevent runoff flows over the road and in winter icing the road. Planning & Engineering has completed a drawing.

#### 4<sup>th</sup> Street SE between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue Infrastructure Improvements

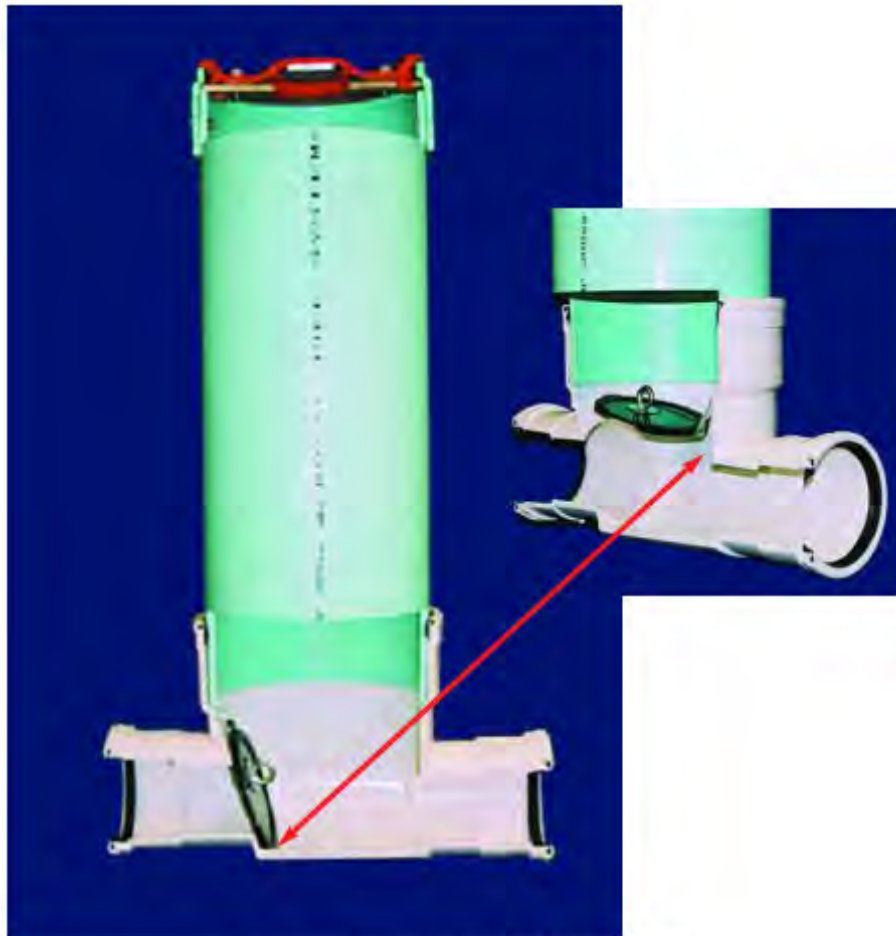
Tender was awarded to MJB Enterprises. Work is expected to start in June with milling of asphalt and deep utilities to start in the first part of July.

#### Rectangle Parking Lot Improvements

The design of the Rectangle Parking Lot Improvements is complete. Public Services will be installing the storm and base gravels. Community and Protective Services is planning to do the landscaping. A tender is being prepared for concrete works and asphalt paving. Project is expected to start in June 2019 after Redcliff Days.

#### Sanitary Sewer Improvements

As part of the 300 block of 4<sup>th</sup> Street project the Town will be installing inspection chambers on the sanitary sewer services adjacent to curb stops. These inspection chambers will come with a flap gate check valve that can be replaced from the surface and a locking lid. The inspection chambers allow Public Services to immediately identify on what side of the property a sewer service back up has occurred and provides an access point for flushing the sewer service without entering a building. We are looking into the possibility of installing a flow monitoring device in the inspection chamber.



Inspection Chamber with Add-a-Flap™ and colour-coded locking lid.

### Jesmond Lift Station Upgrade

Council approved upgrading at the Jesmond lift station. Detailed design is 95% complete. Tender is being prepared. Construction planned to start in 2019.

### Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520, which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed, for the 2018 grant cycle, that the project was deemed eligible but is not being funded. Still awaiting news regarding the 2019 grant cycle.

### Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

### Backup Generator Project

The backup generator project has been started and detailed design for the RCMP building is 75% complete. Construction planned for 2019. Note this project is 2019 MSI funding dependant.

### Broadfoot and Stone Place SW, Drainage and Road Improvements

The design work is 100% complete. The storm extension was awarded to MJB as part of the 300 block of 4<sup>th</sup> Street project. The tender for weeping tile, concrete work and asphalt paving closes June 11, 2019. Construction expected to start in June 2019 after Redcliff Days.

## FINANCE & ADMINISTRATION

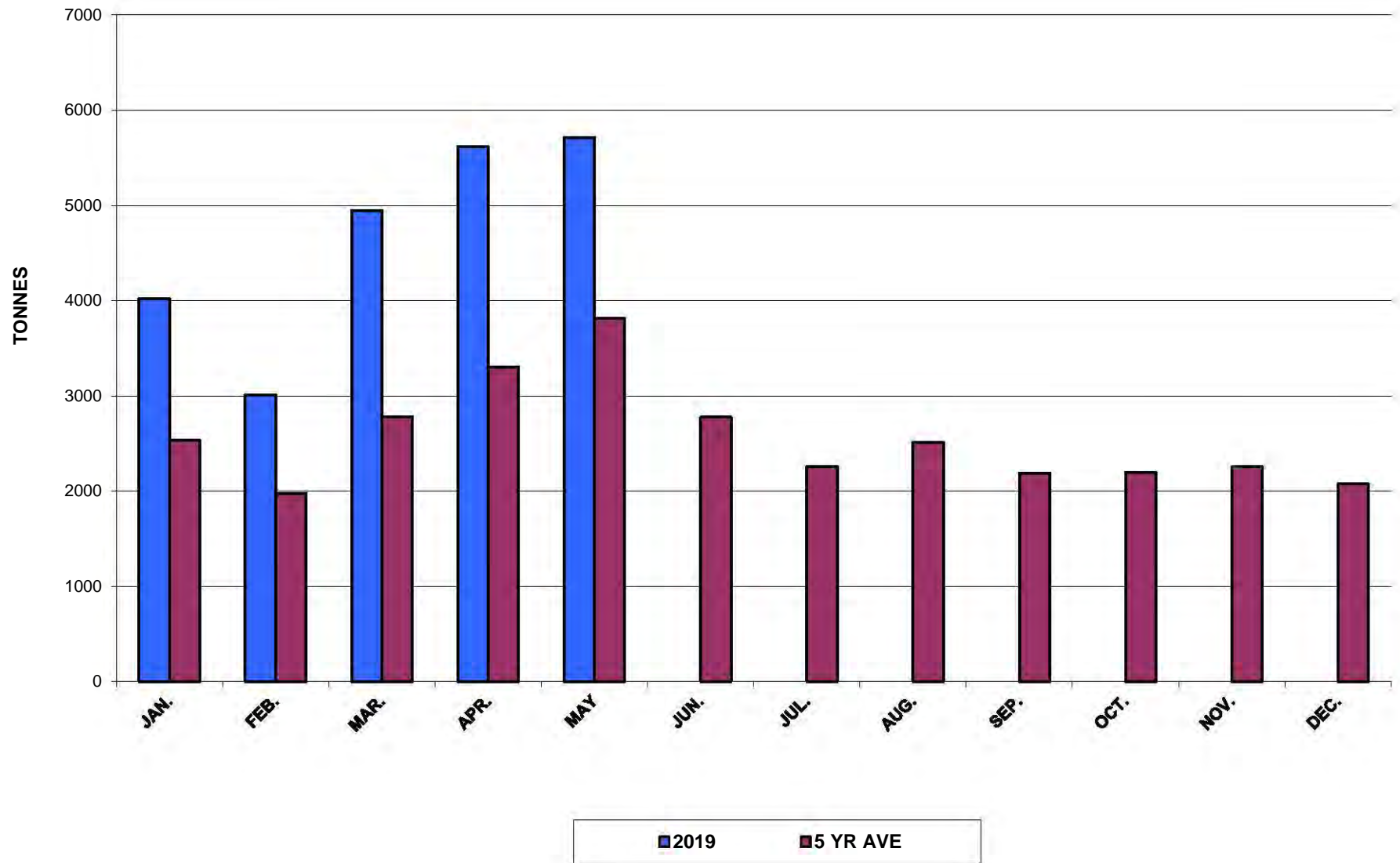
- 2019 Public Auction Sale for properties with unpaid tax arrears on 2018 tax arrears list has been advertised on Alberta Gazette, the sale date is scheduled to be at 10:30 am on July 31, 2019 in the Town Council Chamber.
- Regular daily duties related to finance.
- Utility bills for March – April services were mailed out on the new bill format.
- Utility Pre-Authorized Payment plan customers are up to 288 (from 116 in 2016) resulting in \$86,833.02 bi-monthly.
- 2019 Combined Assessment and Property Tax Notices were mailed out on May 16, 2019.
- Tax Installment Payment Plan customers are up to 219 (from 49 in 2016) resulting in \$59,213.67 monthly.
- There are currently 400 customers registered for My Redcliff. In the past three months, these customers have ordered 57 tax certificates (\$25 each) and have made 117 payments towards utilities and taxes in the amount of \$58,206.14.

## **LEGISLATIVE & LAND SERVICES**

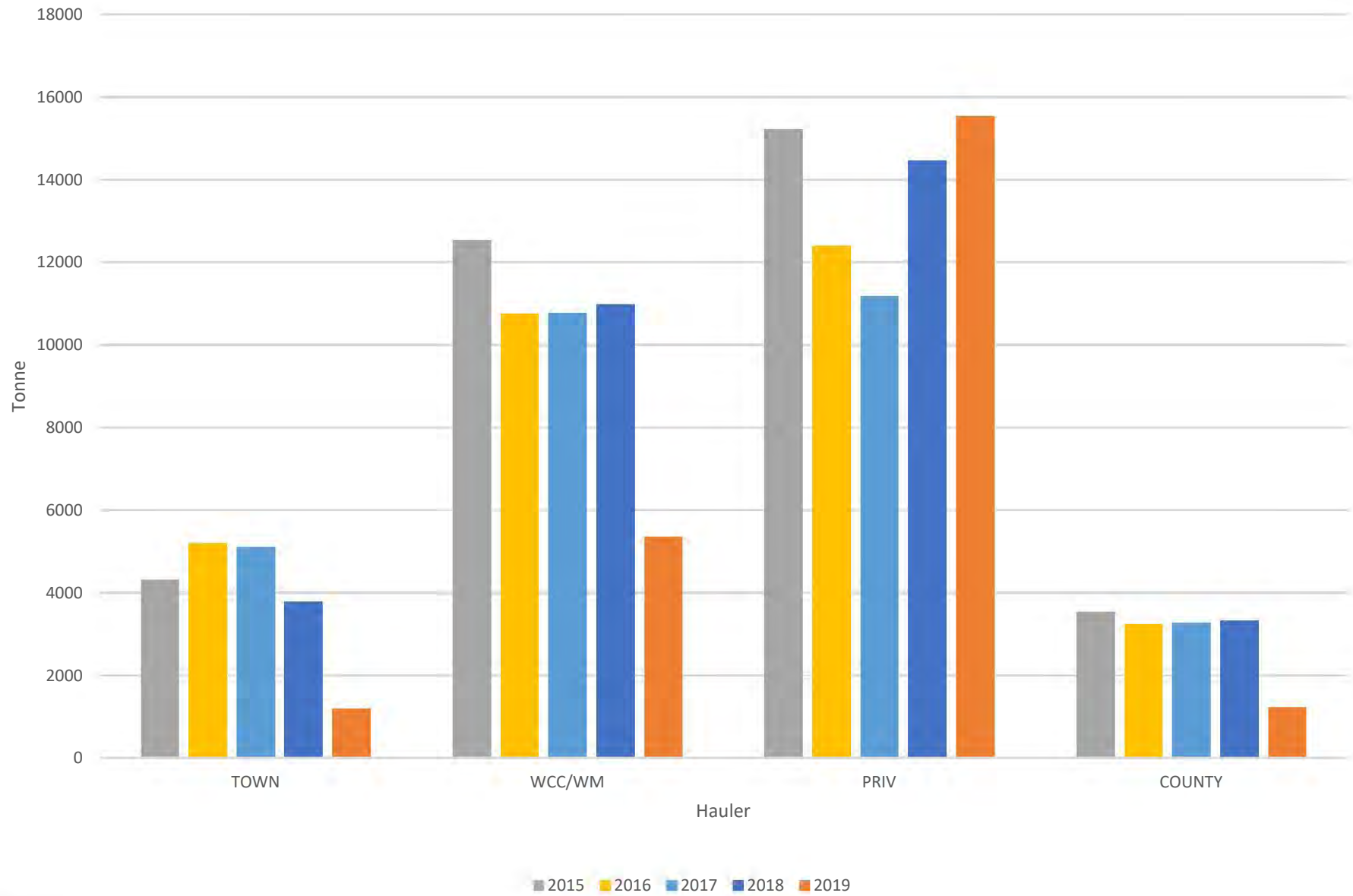
- Ongoing inquires re: general land sales. Two sales to date.
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Ongoing Legal File review. Compiling information as requested.
- Ongoing conversion of minutes, bylaws and agreements, property files to digital format.
- Coordination of filing insurance claim and follow up.
- Attended ICF Steering Committee Meeting held May 23, 2019.
- Preparation of and attendance at the Redcliff Cypress Regional Waste Management Authority meeting held May 29, 2019.
- Preparation of and attendance of Council / Staff Event May 30, 2019.
- Preparing and meeting with Town's Insurance Consultant June 5, 2019.



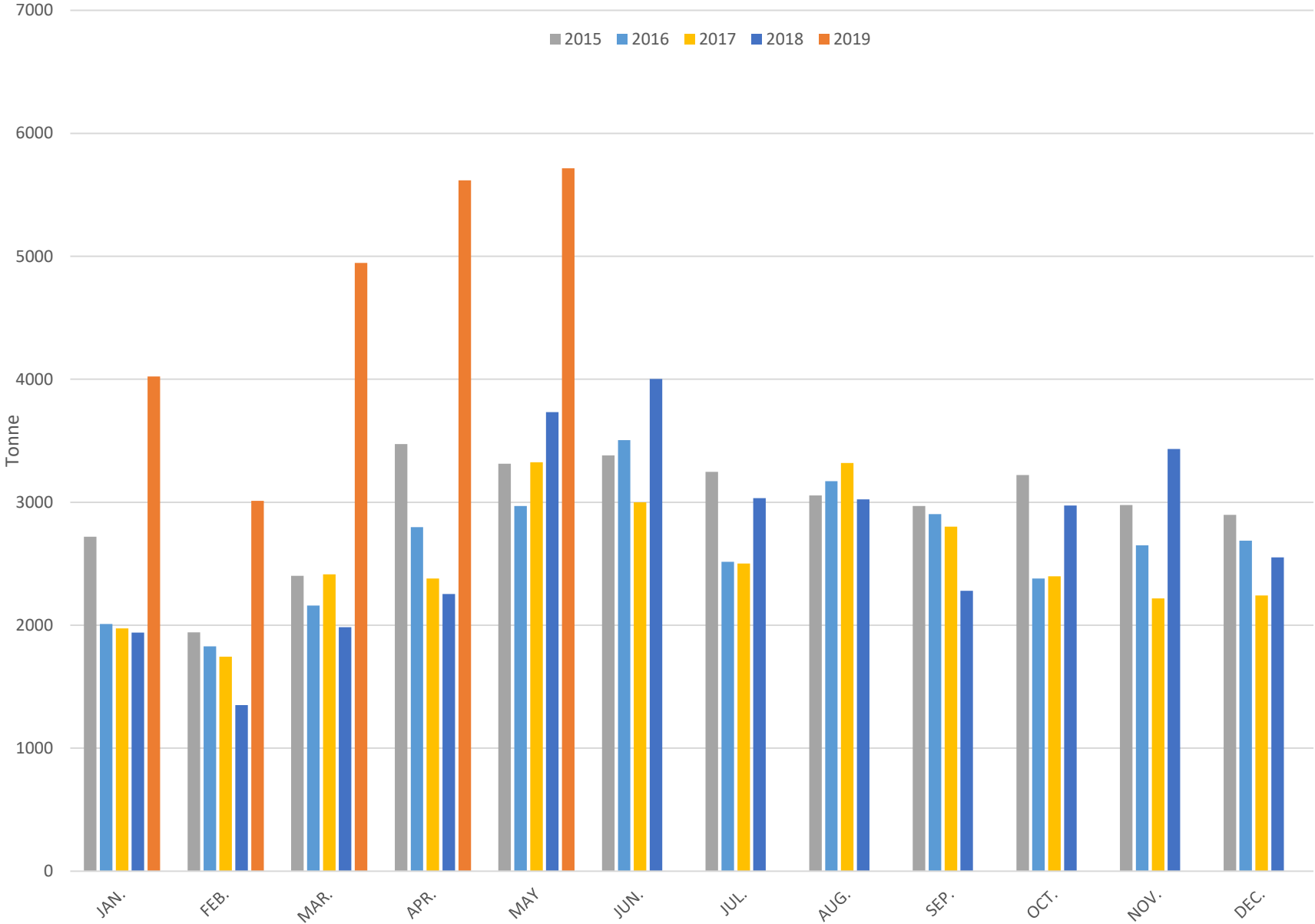
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2019 VS 5 YEAR AVERAGE  
TO MAY 31, 2019**



REDCLIFF/CYPRESS REGIONAL LANDFILL  
 DELIVERIES BY SOURCE 2015-2019  
 TO MAY 31, 2019



REDCLIFF/CYPRESS REGIONAL LANDFILL  
 DELIVERIES IN TONNES 2015-2019  
 TO MAY 31, 2019





## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
June 14-16, 2019	Redcliff Days	Various Events / Locations
June 24, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 1, 2019	Canada Day Celebration	Lions Park
July 15, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 22, 2019	Penny Carnival	Lions Park
July 31, 2019	Redcliff RCMP Musical Ride	Medicine Hat Stampede Grounds