



AGENDA

Town Council Meeting

7:00 PM - Monday, June 8, 2026
Redcliff Town Council Chambers

Page

AGENDA ITEM

RECOMMENDATION

Microsoft Teams meeting

Join: [JOIN MEETING](#)

Meeting ID: 246 030 054 809 51

Passcode: Tt7Ma3pz

1. GENERAL

- | | | | |
|-------|----|---|-----------------|
| | A) | Call to Order | |
| | B) | Adoption of Agenda | For Adoption |
| 4 - 6 | C) | Accounts Payable
Accounts Payable June 8, 2026 | For Information |

2. MINUTES

- | | | | |
|---------|----|---|-----------------|
| 7 - 11 | A) | Council Meeting
Council Minutes May 25, 2026 | For Adoption |
| 12 - 13 | B) | Special Council Meeting
Special Council Meeting Minutes June 2, 2026 | For Adoption |
| 14 - 15 | C) | Redcliff & District Recreation
Committee Meeting
Redcliff & District Recreation Committee
Unapproved Minutes June 3, 2026 | For Information |

3. BYLAWS

- 16 - 31 A) Bylaw No. 2007/2026 2nd Reading
Transportation of Dangerous Goods
[Staff Report Bylaw No. 2007/2026
Transportation of Dangerous Goods](#)

4. REQUEST FOR DECISION

- 32 - 40 A) Sanitary Backup Reimbursement Claim For Consideration
201 6th ST SE
[Staff Report Sanitary Backup
Reimbursement Claim 201 6th ST SE](#)
- 41 - 43 B) Outdoor Gym Equipment Operational Update For Consideration
[Staff Report Outdoor Gym Equipment
Operational Update](#)
- 44 - 54 C) Per Diem Allowance For Consideration
[Staff Report Per Diem Allowance](#)

5. POLICIES

- 55 - 56 A) Policy No. 037 Correspondence for For Consideration
Councillors & Delivery of Information
Packages to Councillors
[Staff Report Policy No. 037 Correspondence
for Councillors & Delivery of Information
Packages](#)

6. OTHER

- 57 - 59 A) Canadian Award for Financial Reporting For Information
[Staff Report Canadian Award for Financial
Reporting \(CAnFR\)](#)
- 60 - 76 B) Municipal Manager Report For Information
[Municipal Manager Report June 8, 2026](#)
- C) Council Reports (verbal discussion) For Information

- | | | | |
|---------|----|--|-----------------|
| 77 - 80 | D) | Landfill Graphs
Landfill Stats - 5 Year Average
Landfill Stats - Source
Landfill Stats - Tonnes
Landfill Stats - Tonnage Revenue | For Information |
| 81 | E) | Council Important Meetings and Events
Council Important Meetings & Events June 8, 2026 | For Information |

7. RECESS

8. CLOSED SESSION (CONFIDENTIAL)

- A) Land Matter (ATIA Sections 19, 29)
- B) Operations Matter (ATIA Section 29)
- C) Boards & Committees (ATIA Section 20)
- D) Enforcement Matter (ATIA Sections 20, 29)
- E) Enforcement Matter (ATIA Sections 20, 29)
- F) Enforcement Matter (ATIA Sections 20, 29)

9. ADJOURNMENT

COUNCIL MEETING - JUNE 8, 2026

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
86916	1469627 ALBERTA LTD.	BOUNCE CASTLES - REDCLIFF DAYS	\$ 5,988.94
86917	DIRECT LINE LOCATING	SERVICE LOCATES - 4TH ST SE & 9 ST NE	\$ 577.50
86918	FIREWORKS SPECTACULARS CANADA LTD	FIREWORKS - REDCLIFF DAYS	\$ 7,140.00
86919	FUNTIMEZ ENTERTAINMENT	WATERPARK - REDCLIFF DAYS	\$ 2,924.25
86920	GARLAND, COLLEEN	HENNA TATTOOS - REDCLIFF DAYS	\$ 600.00
86921	HUDEC, ROB	ENTERTAINMENT - SR WEEK LUNCH & REDCLIFF DAYS	\$ 1,000.00
86922	MATHER, CHRISSIE	GLITTER TATTOOS - REDCLIFF DAYS	\$ 600.00
86923	MERCER, BRENDA	MEDICINE POUCHES - FAMILY FUN NIGHT	\$ 400.00
86924	MINGLE ENTERTAINMENT INC.	ENTERTAINMENT - REDCLIFF DAYS	\$ 2,330.42
86925	PAINTERGIRL MURALS & DECORATIVE ART INC.	PAINT NIGHT - ADULT NIGHT OUT	\$ 800.00
86926	REVENUE CANADA AGENCY	PERMITS	\$ 2,289.22
86927	R & R CUSTOMS BROKERS INC.	SECURITY & BROKER FEE - LOCKERS FOR THE POOL	\$ 133.88
86928	WORKERS COMPENSATION BOARD	WCB PREMIUMS - MAY 2026	\$ 31,648.00
86929	WHITEBEAR CREATIONS	DREAM CATCHERS - REDCLIFF DAYS	\$ 2,000.00
86930	AIG INSURANCE COMPANY OF CANADA	2026 VFIS INSURANCE - COUNCIL & FIRE FIGHTERS	\$ 2,108.00
86931	REDCLIFF SENIOR CITIZENS SOCIETY	MAY 2026 STRETCH & STRENGTH PROGRAM	\$ 117.00
86932	RESIDENT	REFUND CREDIT ON ACCOUNT - INACTIVE UTILITY	\$ 71.00
		TOTAL	\$ 60,728.21

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

EFT #	VENDOR	DESCRIPTION	AMOUNT
EFT0009279	A & B STEEL LTD.	MISC SHOP SUPPLIES & PAINT	\$ 322.52
EFT0009280	BENCHMARK GEOMATICS INC.	SURVEYING & DRAFTING	\$ 1,575.00
EFT0009281	BERT'S VACUUMS & EQUIPMENT RENTAL	GARBAGE BAGS & SINGLE FOLD PAPER TOWEL	\$ 1,019.97
EFT0009282	BRUCE'S SEWER SERVICE	REPAIRED PLUGGED PIPES - TOWN HALL & REPAIRED URINALS - ARENA	\$ 792.75
EFT0009283	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 1,028.14
EFT0009284	ENSTEEL INDUSTRIES LTD.	20, 3 YARD EMCO BINS	\$ 41,790.00
EFT0009285	FAITH PAINTS BY KATRINA	FACE PAINTING - REDCLIFF DAYS	\$ 300.00
EFT0009286	FARMLAND SUPPLY CENTER LTD	VOLUME PUMP	\$ 516.19
EFT0009287	GAS CITY HYDRO VAC	ELBOW & DIRKSON SANITARY CLEANING	\$ 3,537.19
EFT0009288	GREATWEST KENWORTH	UNIT 177 - HOSE ASSEMBLY	\$ 467.54
EFT0009289	HOME HARDWARE	TRIMMER SUPPLIES, IRRIGATION SUPPLIES, PAINTING SUPPLIES - ARENA & VARIOUS SUPPLIES	\$ 665.94
EFT0009290	HYDRODIG	CURBSTOP REPAIRS	\$ 2,036.22
EFT0009291	JACOBS WELDING LTD.	WELD PLAY STRUCTURE - POOL	\$ 273.00
EFT0009292	JAG CLEANING SERVICES LTD.	JANITORIAL SERVICES	\$ 3,360.00
EFT0009293	KEYWAY SECURITY LOCKSMITHS LTD	INSTALL NEW LOCKS - CAMPGROUND	\$ 2,447.55
EFT0009294	KING OF THE ROAD	UNIT 193 - VEHICLE WASH	\$ 251.75
EFT0009295	KOST FIRE EQUIPMENT LTD	AIR CYLINDER RECHARGE & VALVE	\$ 381.95
EFT0009296	LOCAL AUTHORITIES PENSION PLAN	PENSION CONTRIBUTION	\$ 18,419.26
EFT0009297	LEIPERT PLUMBING & HEATING	ELECTRICAL WORK & INSTALLATION OF AIR CONDITIONER - ARENA & FURNACE REPAIRS - MUSEUM	\$ 7,569.98
EFT0009298	PAYSTATION INC.	ANNUAL LICENSE RENEWAL	\$ 435.75
EFT0009299	PRINCESS AUTO	FUEL HOSE	\$ 82.11
EFT0009300	RON S ELECTRIC	LIGHT REPAIRS - TOWN HALL	\$ 929.25
EFT0009301	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISING	\$ 2,775.26
EFT0009302	SOUTH COUNTRY CO-OP LTD	PROPANE FILL	\$ 6.50
EFT0009303	SOUTHERN IRRIGATION LTD.	IRRIGATION SUPPLIES	\$ 2,278.83
EFT0009304	SUPERIOR NORTH AMERICA	UNIT 157 - FINGER SIDE LOAD	\$ 432.40
EFT0009305	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 208.59
EFT0009306	EMPLOYEE	FIRST AID COURSE - REIMBURSEMENT	\$ 194.25

EFT0009307	WFR WHOLESALE FIRE & RESCUE LTD.	CITROSQUEEZE TURNOUT GEAR	\$ 430.80
EFT0009308	WOLSELEY MECHANICAL GROUP	DISTRIBUTION SUPPLIES	\$ 10,225.97
EFT0009309	WURTH CANADA LIMITED	MASS AIR FLOW SENSOR CLEANER	\$ 165.64
EFT0009310	ALBERTA AUTO WRECKERS	UNIT 140 - USED AIR BOX	\$ 78.75
EFT0009311	BENCHMARK ASSESSMENT CONSULTANTS	MAY - JULY ASSESSMENT FEES	\$ 21,364.88
EFT0009312	THE BOLT GUYS	RESTOCK BOLT SUPPLY BIN, UNIT 191 - LOCKNUTS & BOLTS & UNIT 193 - FENDER WASHERS & BOLTS	\$ 75.65
EFT0009313	CANOE PROCUREMENT GROUP OF CANADA	FUEL	\$ 23,253.73
EFT0009314	CARO ANALYTICAL SERVICES	STORM POND WATER SAMPLE	\$ 598.09
EFT0009315	CITY AUTO PARTS	SPF 50+ SUNSCREEN, MAGIC GLASS CLEANER, WD-40 MULTI-USE & UNIT 177 - LED BEACON CLEAR	\$ 259.87
EFT0009316	CITY OF MEDICINE HAT	FIRE INVESTIGATION REPORT & SERVICES	\$ 2,200.00
EFT0009317	COURTYARD LAW CENTER	PROFESSIONAL LEGAL FEES	\$ 533.09
EFT0009318	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	\$ 807.00
EFT0009319	EMPLOYEE	GFOA CONFERENCE - TRAVEL EXPENSE	\$ 115.00
EFT0009320	GOVERNMENT OF ALBERTA	2023 BIOLOGY CASEWORK ANALYSIS	\$ 6,812.29
EFT0009321	HACH SALES AND SERVICE CANADA LTD.	LAB SUPPLIES	\$ 3,658.42
EFT0009322	HOME HARDWARE	GLOVES, DRY ERASE MARKERS & CLEANING VINEGAR	\$ 23.58
EFT0009323	THE INSPECTIONS GROUP INC.	PERMITS	\$ 3,355.54
EFT0009324	JACOBS WELDING LTD.	UNIT 145 - FABRICATE REEL BRACKET & UNIT 176 - STEP REPAIR	\$ 850.50
EFT0009325	JOE JOHNSON EQUIPMENT	UNIT 145 - EXHAUST RAIN CAP	\$ 107.05
EFT0009326	EMPLOYEE	GFOA CONFERENCE - TRAVEL EXPENSE	\$ 115.00
EFT0009327	LOCAL AUTHORITIES PENSION PLAN	PENSION CONTRIBUTION	\$ 18,832.73
EFT0009328	MERCER UPHOLSTERY	UNIT 157 - DRIVER SEAT WEBBING	\$ 52.50
EFT0009329	NAPA AUTOPRO REDCLIFF	UNIT 187 - DIAGNOSE ENGINE CODE	\$ 1,381.36
EFT0009330	NEW WEST TRUCK CENTRES	UNIT 157 - DRAG LINK & SHAFT SEAL	\$ 305.40
EFT0009331	PUROLATOR ACCT #3514575	FREIGHT CHARGES	\$ 57.42
EFT0009332	ROYAL CANADIAN MOUNTED POLICE	JAN 1 - MAR 31 POLICING COST	\$ 268,872.00
EFT0009333	EMPLOYEE	SLGM CONFERENCE - TRAVEL EXPENSE	\$ 338.00
EFT0009334	SIMPLY SIGNS & DECALS	LOGOS WITH SCRATCH GUARD	\$ 298.73
EFT0009335	SUMMIT MOTORS LTD.	UNIT 157 - BRASS FITTING, UNIT 177 - FILTER KIT & UNIT 226 - AIR FILTER	\$ 248.15
EFT0009336	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 106.11
EFT0009337	VANEE FARM CENTRE INC.	UNIT 229 - 7 PIN HARNESS	\$ 337.11
EFT0009338	WEARPRO EQUIPMENT & SUPPLY LTD	UNIT 169 - TIPS FOR GRADER BLADE	\$ 2,005.92
EFT0009339	WESTERN TRACTOR COMPANY INC.	UNIT 191 - OIL & AIR FILTERS	\$ 495.53
		TOTAL	\$ 462,459.70

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00986	EMPLOYEE	LANDFILL OPERATIONS, BASICS COURSE	\$ 335.52
00987	COLDFRONT	REPAIR C-CAN REEFER UNIT	\$ 411.89
00988	CUMMINS SALES AND SERVICES	UNIT 213 - ALTERNATOR	\$ 1,690.91
		TOTAL	\$ 2,438.32

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT0000002618	A & B STEEL LTD.	GREASE GUN	\$ 99.75
EFT0000002619	CANOE PROCUREMENT GROUP OF CANADA	FUEL	\$ 3,063.51
EFT0000002620	H2O HAULING	HAUL WATER	\$ 405.00
EFT0000002621	HYDRACO INDUSTRIES	UNIT 220 - REPLACE HYDRAULIC TANK	\$ 7,830.65
EFT0000002622	JACOBS WELDING LTD	PROJ #024 (RCRWMA PICK UP TRUCK) - DECK MODIFICATIONS	\$ 3,440.64

EFT0000002623	EMPLOYEE	ANNUAL SWANA CONFERENCE	\$ 125.00
EFT0000002624	KIRK'S MID-WAY TIRE LTD.	UNIT 215 - TIRE REPAIR	\$ 34.30
EFT0000002625	PRECON MANUFACTURING LTD	MANHOLE BARRELS	\$ 19,894.88
EFT0000002626	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 223.64
EFT0000002627	SUMMIT MOTORS LTD.	UNIT 213 - A/C COMPRESSOR	\$ 689.10
EFT0000002628	SUPERIOR NORTH AMERICA	UNIT 213 - SCRAPER	\$ 313.57
EFT0000002629	TOWN OF REDCLIFF	BULK WATER	\$ 79.00
EFT0000002630	TRIPLE R EXPRESS	FREIGHT CHARGES	\$ 50.40
EFT0000002631	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 249.78
EFT0000002632	CANOE PROCUREMENT GROUP OF CANADA	FUEL	\$ 6,166.09
EFT0000002633	PUROLATOR ACCT #3027396	FREIGHT CHARGES	\$ 120.73
EFT0000002634	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 124.89
		TOTAL	\$ 42,910.93



MINUTES

Town Council Meeting

7:00 PM - Monday, May 25, 2026
 Redcliff Town Council Chambers

PRESENT:	Mayor	C. Czember
	Councillors	B. Bakker, B. Burns, D. Kilpatrick, L. Leipert, E. Solberg, M. St. Pierre
	Municipal Manager	S. Simon
	Corporate Services Director	M. Davies
	Operations Director	A. Neuman
	Planning & Engineering Director	V. Ayan
	Community & Protective Services Director	C. Girling
	Executive Assistant	B. Andres

1. GENERAL

- A)** Call to Order
 Mayor Czember called the meeting to order at 7:00 p.m.

- B)** Adoption of Agenda
2026-0231 Councillor Solberg moved to adopt the Town of Redcliff Council Agenda for May 25, 2026 as amended to add Item 6B Pest Control Update. - Carried

- C)** Accounts Payable
2026-0232 Councillor Leipert moved the Accounts Payable listing dated May 25, 2026 be received for information. - Carried

- D)** Cash and Investment Summary
2026-0233 Councillor Burns moved the Cash and Investment Summary to April 30, 2026 be received for information. - Carried

2. DELEGATION

- A)** Marlene Hipkins
Re: Sewer Back-up Invoice
- 2026-0234** Councillor St. Pierre moved the presentation of Marlene Hipkins regarding a sewer back-up invoice, be received for information. Further to direct Administration to review the matter and bring back to Council. - Carried
- B)** Brea-Ann McRoberts
Re: Perimeter Fence
- 2026-0235** Councillor Kilpatrick moved the presentation of Brea-Ann McRoberts regarding a perimeter fence, be received for information. - Carried

3. MINUTES

- A)** Council Meeting
- 2026-0236** Councillor Leipert moved the Town of Redcliff Regular Council Meeting Minutes for May 11, 2026 be adopted as presented. - Carried
- B)** Redcliff/Cypress Regional
Waste Management Authority Meeting
- 2026-0237** Councillor Solberg moved the Redcliff/Cypress Regional Waste Management Authority Meeting Unapproved Minutes of May 20, 2026, be received for information. - Carried

4. REQUEST FOR DECISION

- A)** Request for Special Council Meeting:
Regional Emergency Management Plan Council Workshop
- 2026-0238** Councillor Bakker moved to authorize the calling of a Special Council Meeting on June 8, 2026 at 5:00 pm to discuss the Emergency Response Plan.
- Carried
- B)** Extension of Special Transit Services Agreement with the City of Medicine Hat
- 2026-0239** Councillor Kilpatrick moved to authorize the Mayor and Municipal Manager to execute the Extension and Amending Agreement with the City of Medicine Hat extending the Special Transit Services Agreement to December 31, 2026. Further, to direct Administration to request that City of Medicine Hat provide statistics on ridership for Redcliff and return the information to Council.
- Carried

C) Pilot Project - Urban Laying Hens

2026-0240 Councillor Kilpatrick moved Staff Report SR-26-152 Pilot Project - Urban Laying Hens and Urban Laying Hen Pilot Project proposal, be received for information. - Defeated

2026-0241 Councillor Burns moved to direct Administration to undertake a public participation and feedback process respecting the proposed Urban Laying Hen Pilot Project as per Policy 137 and report back to Council at a later date with community feedback and participation interest prior to implementation of any pilot program. - Carried

D) Road Ban Implementation Review

2026-0242 Councillor St. Pierre moved to direct Administration to engage collaboratively with the City of Medicine Hat to further explore potential coordinated roadway restriction options and report back to Council and/or the Intermunicipal Committee with findings and recommendations. - Carried

E) Girl Guides - Donation Request

2026-0243 Councillor Bakker moved Staff Report SR-26-153 Girl Guides - Donation Request, be received for information. - Carried

5. CORRESPONDENCE**A) Coalition of Alberta Public Libraries**

2026-0244 Councillor Solberg moved correspondence from the Coalition of Alberta Public Libraries dated May 22, 2026 regarding Bill 28 and Alberta's Libraries, be received for information. - Carried

6. OTHER**A) Council Important Meetings and Events**

2026-0245 Councillor St. Pierre moved the Council Important Meetings and Events dated May 25, 2026 be received for information. - Carried

B) Pest Control Update

2026-0246 Councillor Burns moved to direct Administration to review the pesticides policy and bring it forward to Council. – Carried

7. RECESS

Mayor Czember called for a recess at 7:46 p.m.

The Community & Protective Services Director left the meeting at 7:46 p.m.

Mayor Czember reconvened the meeting at 7:53 p.m.

The Operations Director left the meeting at 7:54 p.m.

8. CLOSED SESSION (CONFIDENTIAL)

2026-0247 Councillor Leipert moved to go into Closed Session at 7:54 p.m. to discuss:

- A) Land Matter (ATIA Sections 19, 29)
- B) Local Public Body Confidences (ATIA Sections 26, 28, 29)
- C) Local Public Body Confidences (ATIA Sections 26, 28, 29)
- D) Operations Matter (ATIA Section 19)
- E) Operations Matter (ATIA Sections 19, 29)
- Carried

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance during the closed session for

Item A:

Municipal Manager
 Corporate Services Director
 Planning & Engineering Director
 Executive Assistant
 Two persons from gallery to give a closed presentation

Councillor St. Pierre left the meeting at 9:35 p.m. and returned at 9:36 p.m.

Items B and C:

Municipal Manager
 Corporate Services Director
 Executive Assistant

The Operations Director returned to the meeting at 9:46 p.m.

Item D:

Municipal Manager
 Corporate Services Director
 Operations Director
 Planning & Engineering Director
 Executive Assistant

The Operations Director and the Planning & Engineering Director left the meeting at 9:55 p.m.

Mayor Czember called for a Recess at 9:56 p.m. and reconvened the meeting at 9:58 p.m.

Item E:
Municipal Manager
Corporate Services Director
Executive Assistant

2026-0248 Councillor Kilpatrick moved to return to Open Session at 10:26 p.m. - Carried

2026-0249 Councillor Leipert moved to call a Special Council Meeting June 2, 2026 at 6:00 p.m. to discuss a Land Matter. - Carried

2026-0250 Councillor Kilpatrick moved to direct Administration to award the contract for the 5th Street SE 000-200 Block Infrastructure Upgrade Project to UG Excavating Ltd. for the amount of \$1,882,616.95. Further to reduce the approved project budget to \$2,250,000.00. - Carried

9. ADJOURNMENT

2026-0251 Councillor Solberg moved to adjourn the meeting at 10:28 p.m. - Carried

Mayor

Municipal Manager



MINUTES

Town Council

Special Meeting

6:00 PM - Tuesday, June 2, 2026
 Redcliff Town Council Chambers

PRESENT:

Mayor	C. Czember
Councillors	B. Bakker, B. Burns, D. Kilpatrick, L. Leipert, E. Solberg, M. St. Pierre
Municipal Manager	S. Simon
Corporate Services Director	M. Davies
Executive Assistant	B. Andres

1. GENERAL

A) Call to Order
 Mayor Czember called the meeting to order at 6:00 p.m.

B) Adoption of Agenda
2026-0252 Councillor Bakker moved to adopt the Town of Redcliff Special Meeting Council Agenda for June 2, 2026 as presented. - Carried

2. CLOSED SESSION (CONFIDENTIAL)

2026-0253 Councillor Kilpatrick moved to go into Closed Session at 6:01 p.m. to discuss:
 A) Land Matter (ATIA Sections 19, 29) - Carried

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance during the closed session:

Municipal Manager
 Corporate Services Director
 Executive Assistant

2026-0254 Councillor St. Pierre moved to return to Open Session at 8:14 p.m. - Carried

3. ADJOURNMENT

2026-0255 Councillor Solberg moved to adjourn the meeting at 8:15 p.m. - Carried

Mayor

Municipal Manager



MINUTES

Redcliff & District Recreation Committee Meeting

7:00 PM - Wednesday, June 3, 2026
 Redcliff Town Hall Council Chambers

PRESENT:

Chairperson	S. Gale
Board Members	L. Lanz, D. Martin, B. Robinson
Town of Redcliff Councillor	M. St. Pierre
Community & Protective Services Director	C. Girling
Redcliff Parks & Facilities Manager	T. Carney
Recording Secretary	J. O'Connor

ABSENT:

FCSS and Special Events Coordinator	M. Astika
Cypress County Councillor	S. Hok
Board Member	A. Hauff

1. GENERAL

- A) Call to Order
 S. Gale called the meeting to order at 7:00p.m.

- B) Adoption of Agenda
 M. St. Pierre moved the Redcliff and District Recreation Committee Meeting Agenda for June 3, 2026 be adopted as amended to add item 4 D Redcliff Minor Soccer line painting. - Carried

2. PREVIOUS MINUTES

- A) Meeting held February 4, 2026
 B. Robinson moved the Redcliff and District Recreation Committee Meeting Minutes of February 4, 2026 be adopted as presented. – Carried

3. CORRESPONDENCE

- A) Redcliff Youth Baseball
Discussion ensued regarding a seasonal update for Redcliff Youth Baseball and no motion was made.

4. NEW BUSINESS

- A) CPS, FCSS, and Special Events Update
Staff Report dated April 1, 2026 regarding CPS, FCSS, and Special Events Update was received for information.
- B) Facilities Updates:
Arena, Pool, Spray Park, Campground, Other
The Facilities Updates were provided verbally by the Parks and Recreation Manager and received for information.
- C) Project Updates:
Ice Plant Project, Skate Park Lighting, Trails, Outdoor Exercise Equipment
The Projects Update provided verbally by the Parks and Recreation Manager was received for information.
- D) Redcliff Minor Soccer Line Painting:
S. Gale presented a verbal request on behalf of Redcliff Minor Soccer to inquire whether the Town will assist with soccer field line painting. Discussion ensued and no motion was made.

5. DATE OF NEXT MEETING

Wednesday, September 2, 2026 at 7:00 p.m.

6. ADJOURNMENT

D. Martin moved to adjourn the meeting at 7:33 p.m. - Carried

Chairperson

Recording Secretary

Town Council

STAFF REPORT



To: Council
Subject: Bylaw No. 2007/2026
Transportation of Dangerous Goods
Meeting: Town Council - 08 Jun 2026
Department: Planning and Engineering
Staff Contact: Vahid Ayan, Planning & Engineering Director

BACKGROUND INFORMATION:

On May 11, 2026 Council gave first reading to Bylaw No. 2007/2026 Transportation of Dangerous Goods. Administration is now bringing the Bylaw back for 2nd Reading. Once 2nd Reading is complete, the Bylaw will be provided to the Minister responsible for Alberta Transportation and Economic Corridors for approval, then Administration will bring it back to Council for 3rd Reading.

The following information represents a reminder of background information previously presented to Council May 11, 2026:

"As per Section 17 of the Dangerous Goods Transportation and Handling Act, a Dangerous Goods (DG) Route Bylaw implemented by the local authority and approved by the Minister will cease to have force 5 years after its commencement, or after the effective date of a renewal of approval.

Back in July of 2023 Administration brought forward the Bylaw with no changes and Council approved a request to the Alberta Government for application of a three year extension until August 19, 2026.

As the expiry deadline approaches, Administration has reviewed the Transportation of Dangerous Goods Bylaw, shared the draft updated Bylaw with appropriate stakeholders, and now recommends the following changes for Council's consideration:

As part of this bylaw amendment, Administration has incorporated a formal Public Consultation and Participation component to ensure transparency and community engagement in decisions related to Dangerous Goods Routes. The Town initiated consultation with affected residents, businesses, and neighboring municipalities, including the City of Medicine Hat, to gather feedback on proposed routes, restrictions, and safety considerations. The public consultation process has concluded, and no comments or feedback were received. The proposed bylaw is therefore being advanced to first reading as presented, ensuring alignment with applicable technical, regulatory, and safety requirements."

POLICY/LEGISLATION:

Section 17 *Dangerous Goods Transportation and Handling Act*

OPTIONS:

1. Give Bylaw No. 2007/2026 Transportation of Dangerous Goods second reading.
2. Direct Administration to make suggested changes to Bylaw No. 2007/2026 Transportation of Dangerous Goods, and bring back to a future Council meeting.

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw No. 2007/2026 Transportation of Dangerous Goods be given second reading.
2. Councillor _____ moved to direct Administration to make suggested changes to Bylaw No. 2007/2026 Transportation of Dangerous Goods, and bring back to a future Council meeting.

ATTACHMENTS:

[2007_2026 Dangerous Goods Bylaw_2nd reading](#)

**BYLAW NO. 2007/2026
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO REGULATE THE TRANSPORTATION OF DANGEROUS GOODS ON HIGHWAYS UNDER ITS DIRECTION, CONTROL AND MANAGEMENT.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26.1, and amendments thereto, Council may pass bylaws with respect to the protection of people and transport and transportation systems.

AND WHEREAS, the Council of the Town of Redcliff, duly assembled, deems it advisable to set forth terms and conditions to regulate the transportation of dangerous goods within the municipal corporate limits.

AND WHEREAS, Council recognizes the importance of consulting and engaging the public, local businesses, and affected stakeholders in decisions related to the designation of Dangerous Goods Routes and amendments to this Bylaw.

NOW THEREFORE, the Council of the Town of Redcliff in open meeting assembled, under authority of Section 17 of the Dangerous Goods Transportation and Handling Act, R.S.A. 2000 c. D-4 as amended, enacts as follows:

SHORT TITLE

- (1) This Bylaw may be cited as the "Transportation of Dangerous Goods Bylaw".

DEFINITIONS

- (2) Unless otherwise defined in this Bylaw, the Definitions contained in the following Acts are adopted for the purposes of the interpretation and application of this Bylaw:
- (a) Dangerous Goods Transportation and Handling Act, R.S.A. 2000 Chapter D-4 of Alberta and its regulations, as applicable;
 - (b) Traffic Safety Act, R.S.A. 2000 Chapter T-6 of Alberta, as applicable; and
 - (c) Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34 of Alberta and its regulations, as applicable.
- (3) Any word or expression that is specifically defined in the Acts listed in subsection 1 has the same meaning under this Bylaw as defined in those statutes, unless otherwise specifically defined differently in this Bylaw or unless the context necessarily implies a different meaning.
- (4) In this Bylaw:
- (a) **Alley** means a narrow highway intended chiefly to give access to the rear of buildings and parcels of land;
 - (b) **Bylaw Enforcement Officer** means a person appointed by Council as a Bylaw Enforcement Officer for the Town of Redcliff or their designate;

- (c) **Council** means the duly elected and sworn in Council of the Town of Redcliff;
- (d) **Dangerous Goods** means dangerous goods for which placards are required by the Dangerous Goods Transportation and Handling Act R.S.A. 2000 Chapter D-4 and regulations thereunder;
- (e) **Dangerous Goods Route** means those highways or portion of highways that are designated as Dangerous Goods Route in Schedule “A” to this Bylaw;
- (f) **Dangerous Goods Route Map** means a map in Schedule “A” that diagrammatically shows the:
 - (i) Dangerous Goods Route(s)
 - (ii) Dangerous Goods Vehicle Storage Area(s)
 - (iii) Permitted Loading and Off-Loading Area(s)
 - (iv) Restricted Dangerous Goods Route(s)
- (g) **Dangerous Goods Route Signs** means a RB-69 or RB-70 sign per the current edition of the Transportation Association of Canada, Manual of Uniform Traffic Control Devices for Canada;
- (h) **Dangerous Goods Vehicle Storage Area** means any land which has been designated as a Dangerous Goods Vehicle Storage Area pursuant to the provisions of Schedule “A” to this Bylaw;
- (i) **Manager** means a person appointed to the position of Chief Administrative Officer for the Town of Redcliff by Council and known as the Municipal Manager;
- (j) **Municipal Enforcement Officer** means a person appointed by the Town of Redcliff as a Bylaw Enforcement Officer pursuant to the *Municipal Government Act* and includes a Community Peace Officer appointed under applicable provincial legislation;
- (k) **Permitted Loading and Off-Loading Area** means the areas which have been identified or designated as a Permitted Loading and Off-Loading Area pursuant to Schedule “A” to this Bylaw;
- (l) **Placardable Quantities** means a consignment of dangerous goods in a quantity that requires placard(s) as per the TDG Regulations, or an intermediate bulk container that may be displaying labels as per Section 4.15.3(c) of the TDG Regulations SOR/2001-286, as amended;
- (m) **Restricted Dangerous Goods Route** means those highways or portion of highways that are designated as Restricted Dangerous Goods Route in Schedule “A” to this Bylaw;
- (n) **Service Station or Repair Depot** means any premises licensed for the purposes of dispensing fuel or transferring fuel or carrying out mechanical repairs;
- (o) **Small Payload Vehicle** means a vehicle having not more than three axles that are:
 - (i) licensed under the Traffic Safety Act, R.S.A. 2000 Chapter T-6 or under any similar legislation in another jurisdiction, to transport a total mass not exceeding 24,300 kilograms inclusive of the mass of the vehicle itself; or

- (ii) less than 11 metres in length, inclusive of any trailer attached to it.
- (p) **Special Off-Route Permit** means a permit issued by the Town's Bylaw Enforcement Officer allowing the transport of Dangerous Goods in other than a Small Payload Vehicle, off of a designated Dangerous Goods Route or Restricted Dangerous Goods Route outside the restrictions of a Restricted Dangerous Goods Route;
- (q) **Town** means the Municipal Corporation of the Town of Redcliff or the area contained within the boundary thereof, according to the context in which the word is used;
- (r) **Truck Route** means any route designated as a heavy truck route or restricted heavy truck route as defined in the Town of Redcliff Traffic Bylaw.

REGULATIONS AND PROHIBITIONS

- (5) An alley shall not be used for the transport of Dangerous Goods in the Town.
- (6) No person shall transport Dangerous Goods in the Town other than on a Dangerous Goods Route or Restricted Dangerous Goods Route, unless such transportation is:
 - (a) On a provincial highway, or
 - (b) Permitted or authorized pursuant to Section 9 and 13.
- (7) No person transporting Dangerous Goods shall cause or allow the vehicle in which the Dangerous Goods are being transported to stop in the Town except at the following locations or in the following circumstances:
 - (a) in compliance with a lawful signal to stop from a Municipal Enforcement Officer, or a traffic control device;
 - (b) at a location that has been designated as a Dangerous Goods Vehicle Storage Area, pursuant to the provisions of Schedule "A" to this Bylaw;
 - (c) at a location, not on a highway, for the sole purpose of loading or unloading Dangerous Goods, or refueling or repairing the vehicle, within the areas identified on Schedule "A" as "Permitted Loading and Unloading Areas", provided that:
 - (i) the vehicle is moved from the location promptly after the loading or unloading, refueling or repairing has occurred;
 - (ii) the stop occurs at a distance not less than 150 metres from the nearest hotel, motel, restaurant, residence, school, playground, park, childcare facility, museum, or meeting hall; and
 - (iii) no portion of the vehicle overhangs any highway or other public place.
 - (d) in compliance with a valid Special Off-Route Permit issued under Section (13);
 - (e) in the event of a mechanical malfunction of the vehicle or of a traffic accident or an emergency, provided that the person operating the vehicle takes all reasonable steps to remove the vehicle from the highway to a Dangerous Goods Vehicle Storage Area as soon as practicable after the occurrence of the mechanical malfunction, traffic accident or emergency:
 - (i) consistent with public safety,

- (ii) having regard for the nature of the incident, and
 - (iii) having regard for the Dangerous Goods being transported.
- (8) A person may transport Dangerous Goods in a vehicle on the Restricted Dangerous Goods Route subject to the following conditions:
- (a) All conditions for transporting Dangerous Goods on Dangerous Goods Route are complied with, and
 - (b) The time restrictions listed in Schedule “A” to this Bylaw are complied with.

PERMITS AND EXEMPTIONS

- (9) A person who is operating a Small Payload Vehicle may transport Dangerous Goods off the Dangerous Goods Route or Restricted Dangerous Goods Route in that vehicle on the shortest possible route on a highway that is not the Dangerous Goods Route or Restricted Dangerous Goods Route.
- (10) Notwithstanding the provisions of Subsections 6 and 7 a person may apply for a Special Off-Route Permit to transport Dangerous Goods on a highway that is not a Dangerous Goods Route or Restricted Dangerous Goods Route or outside the restrictions of a Restricted Dangerous Goods Route.
- (11) **Carriers requiring immediate off-route access must contact the designated municipal authority at 403-502-8836. Emergency requests will be reviewed, and verbal permits may be issued, with a written permit to follow.**
- (12) An application for a Special Off-Route Permit to transport Dangerous Goods is to be made to the Bylaw Enforcement Officer. The application shall:
- (a) Be on the prescribed form, which includes the applicant providing the following information:
 - (i) dangerous goods being transported;
 - (ii) size, length, width or gross vehicle weight of the vehicle or vehicles including any trailer or payload used in such transportation;
 - (iii) the times and dates the transportation may take place;
 - (b) Map showing the specific routes desired for ingress and egress;
 - (c) Payment of the TRAVIS-MJ Permit to transport Dangerous Goods fee as established by Council in the Fees, Rates and Charges Bylaw.
- (13) The Bylaw Enforcement Officer will review the application and may issue a Special Off-Route Permit to transport Dangerous Goods which may impose any terms, conditions or restrictions that may be considered necessary in order to ensure the safety of the citizens of the Town having regard to the nature and quantity of the Dangerous Goods being transported, including but not limited to the following:
- (a) Changes to:
 - (i) size, length, width or gross vehicle weight of the vehicle or vehicles including any trailer or payload used in such transportation;

- (ii) the times and dates the transportation will take place;
 - (iii) specific routes which must be used.
- (14) A Special Off-Route Permit is only valid for the dates and times shown on the permit and shall not be issued without restricted dates and times, nor shall it cover dates over more than contiguous days.
- (15) A copy of the Special Off-Route Permit to transport Dangerous Goods once issued shall be carried in the vehicle or vehicles authorized for the transportation at all times and shall be produced on request by a Municipal Enforcement Officer.
- (16) person who operates a vehicle transporting Dangerous Goods pursuant to a Special Off-Route Permit to transport Dangerous Goods issued under this Section shall comply with all terms, conditions and restrictions of the permit.
- (17) Any contravention of the terms, conditions and restrictions contained in a Special Off-Route Permit to transport Dangerous Goods, in addition to any penalty imposed by this Bylaw, shall render such permit invalid.

DANGEROUS GOODS ROUTE SIGNS

- (18) The Municipal Manager or their designate, pursuant to Traffic Control Devices Bylaw or its replacement, may cause Dangerous Goods Route Signs to be erected or placed at any location within the Town.
- (19) Dangerous Goods Route Signs shall be RB-69 or RB-70 installed as per the current editions of the Transportation Association of Canada, Manual of Uniform Traffic Control Devices for Canada, with any advance and directional arrows (IS-5 to IS-9) as may be necessary to define the Dangerous Goods Route.
- (20) An education sign or informational tab may be placed under a Dangerous Goods Route Sign to provide additional information to drivers. Such information shall be limited to:
- (a) Time restrictions on a Restricted Dangerous Goods Route;
 - (b) Contact information for further information concerning Dangerous Goods Route and this bylaw including:
 - (i) Telephone number;
 - (ii) Website address;
 - (iii) Email;
 - (c) Contact information to obtain a Special Off-Route Permit under Section (10);
Other information with respect to the Dangerous Goods Route and deemed prudent by the Manager.

ROUTE SELECTION CRITERIA

- (21) Route selection criteria are:

- a. Risk assessment based on population density, environmental concerns, and emergency response accessibility.
- b. Coordination with adjacent municipalities.
- c. Minimizing disruptions to businesses while prioritizing safety.
- d. Ensuring access to federal/provincial highways.

PUBLIC CONSULTATION AND PARTICIPATION

- (22) Prior to approving or amending Dangerous Goods Routes, Restricted Dangerous Goods Routes, or Dangerous Goods Vehicle Storage Areas, the Town shall:
- (a) Provide public notice in accordance with the Municipal Government Act;
 - (b) Offer opportunities for residents, businesses, and community organizations to provide input through public meetings, surveys, or other engagement methods;
 - (c) Consider public feedback, along with technical and safety assessments, in making final decisions.
- (23) The Town shall make available to the public:
- (a) Proposed maps and schedules of Dangerous Goods Routes;
 - (b) Information on potential impacts on safety, environment, and traffic;
 - (c) Summaries of public input received during consultations.

INSPECTION OF DOCUMENTS

- (24) A person transporting Dangerous Goods within the Town shall, upon the request of a Municipal Enforcement Officer, produce for inspection any shipping document, bill of lading, permit issued pursuant to this Bylaw, or any other document showing the origin and destination of the trip and description of the load being transported.
- (25) Information obtained from any document inspected by a Municipal Enforcement Officer under the authority of this Section, and submitted by him as evidence in a prosecution for an alleged contravention of this Bylaw, shall be prima-facie accepted by the Court as true information without the necessity of proof of the signature or the official capacity of the person or persons who signed or authorized the document or documents from which the information was obtained.

POWERS OF MUNICIPAL ENFORCEMENT OFFICER

- (26) Where a Municipal Enforcement Officer believes on reasonable and probable grounds that a contravention of this Bylaw the Municipal Enforcement Officer:
- (a) may enter a property without receiving the permission of the land owner or tenant to investigate a stopped vehicle, without the Town incurring liability; may enter a property, in accordance with applicable legislation, for the purpose of investigating a vehicle transporting Dangerous Goods, and only in areas where the public has implied access or where immediate safety concerns exist.
 - (b) may serve upon the person a written violation notice;

- (c) 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 Offences Procedure Act of Alberta as amended.

OFFENCES AND PENALTIES

- (27) Any person who contravenes any provision of this Bylaw is guilty of an offense punishable by issuance of either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the Provincial Offences Procedure Act of Alberta as amended.
- (28) A ticket issued under Section 27 shall:
 - (a) state the provision of this Bylaw alleged to have been contravened;
 - (b) state the fine set out in Schedule "B" to this Bylaw;
- (29) A ticket shall be deemed to be sufficiently served for the purposes of this Section:
 - (a) if served personally on the person alleged to have contravened the provision of this Bylaw set out in the violation notice;
 - (b) if mailed to the address of any registered owner of the vehicle in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded, or
 - (c) if attached to or left upon the vehicle in respect of which the offence is alleged to have been committed.

REMOVAL AND IMPOUNDMENT OF VEHICLES

- (30) If a Municipal Enforcement Officer forms the opinion on reasonable and probable grounds that a vehicle is parked in contravention of any provision of this Bylaw, the Municipal Enforcement Officer may cause the vehicle to be removed to a place of impoundment designated for that purpose by the Manager and the vehicle shall there remain impounded until it is claimed by the owner or his agent, as per their authority under the MGA.
- (31) When a vehicle is removed and impounded pursuant to the Bylaw, the registered owner or other person alleged to have committed the parking offence shall be issued either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the Provincial Offences Procedure Act of Alberta as amended, in respect of the alleged offence.
- (32) A vehicle impounded pursuant to this Bylaw shall remain impounded, notwithstanding that it may have been claimed by the owner or his agent, until all towing and storage charges in respect of removal and impoundment of the vehicle have been paid in full.

GENERAL

- (33) This bylaw complies with the latest Federal *Transportation of Dangerous Act* (TDG Act) Regulations and the *Provincial Dangerous Goods Transportation and Handling Act* (DGTH Act). This bylaw complies with the *Transportation of Dangerous Goods Act* (Canada) and the Provincial Dangerous Goods Transportation and Handling Act (Alberta.)
- (34) Consistency Clause: If a conflict arises between the municipal bylaw and federal/provincial regulations, the higher-level law prevails.
- (35) Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid by a Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.
- (36) Should a provision of this Bylaw conflict with a provision of any other Bylaw of the Town, the provisions of this Bylaw shall prevail.
- (37) It is the intention of Council that if any portion of this Bylaw be declared invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw shall remain valid and enforceable.
- (38) If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.
- (39) Bylaw No. 1861/2018 is hereby repealed upon this Bylaw coming into effect.
- (40) This Bylaw shall come into force on the date it receives approval by the Minister responsible for the Dangerous Goods Transportation and Handling Act, R.S.A. 2000 c. D-4 as amended.
- (41) **This bylaw shall remain in force for five (5) years from the date of ministerial approval.** The municipality shall review the effectiveness of this Bylaw every five (5) years. As part of this review, the Town shall provide opportunities for public participation and stakeholder consultation, and shall submit any necessary amendments to the Minister for renewal.

READ a first time this 11th day of May, 2026 A.D.

READ a second time this _____ day of _____, 2026 A.D.

APPROVED BY [the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative]

THIS _____ DAY OF _____, 202_.

(signature)

READ a third time this ____ day of _____, 202_ A.D.

PASSED and **SIGNED** this ____ day of _____, 202_ A.D.

Mayor

Municipal Manager

SCHEDULE "A" to BYLAW NO. 2007/2026
Routes, Storage Areas, Loading Areas

Dangerous Goods Routes

Broadway Ave E from the Trans-Canada Highway to Boundary Road

Highway Avenue NE from Mitchell Street to Lockwood Street NE

Highway Avenue NW from Mitchell Street to end of the road.

3 Avenue NE from Mitchell Street to Lockwood Street NE

Lockwood Street NE from Highway Avenue NE to Dirkson Drive NE

Dirkson Drive NE from Lockwood Street NE to Elbow Drive NE

Saskatchewan Drive NE from Lockwood Street NE to Broadway Avenue E

Van Dam Street NE from Saskatchewan Drive NE to Dirkson Drive NE

Elbow Drive NE from Dirkson Drive NE to Broadway Avenue E

Pembina Drive NE from Saskatchewan Drive NE to Broadway Avenue E

Pembina Crescent

Highway Avenue SE from Broadway Avenue E to Boundary Road

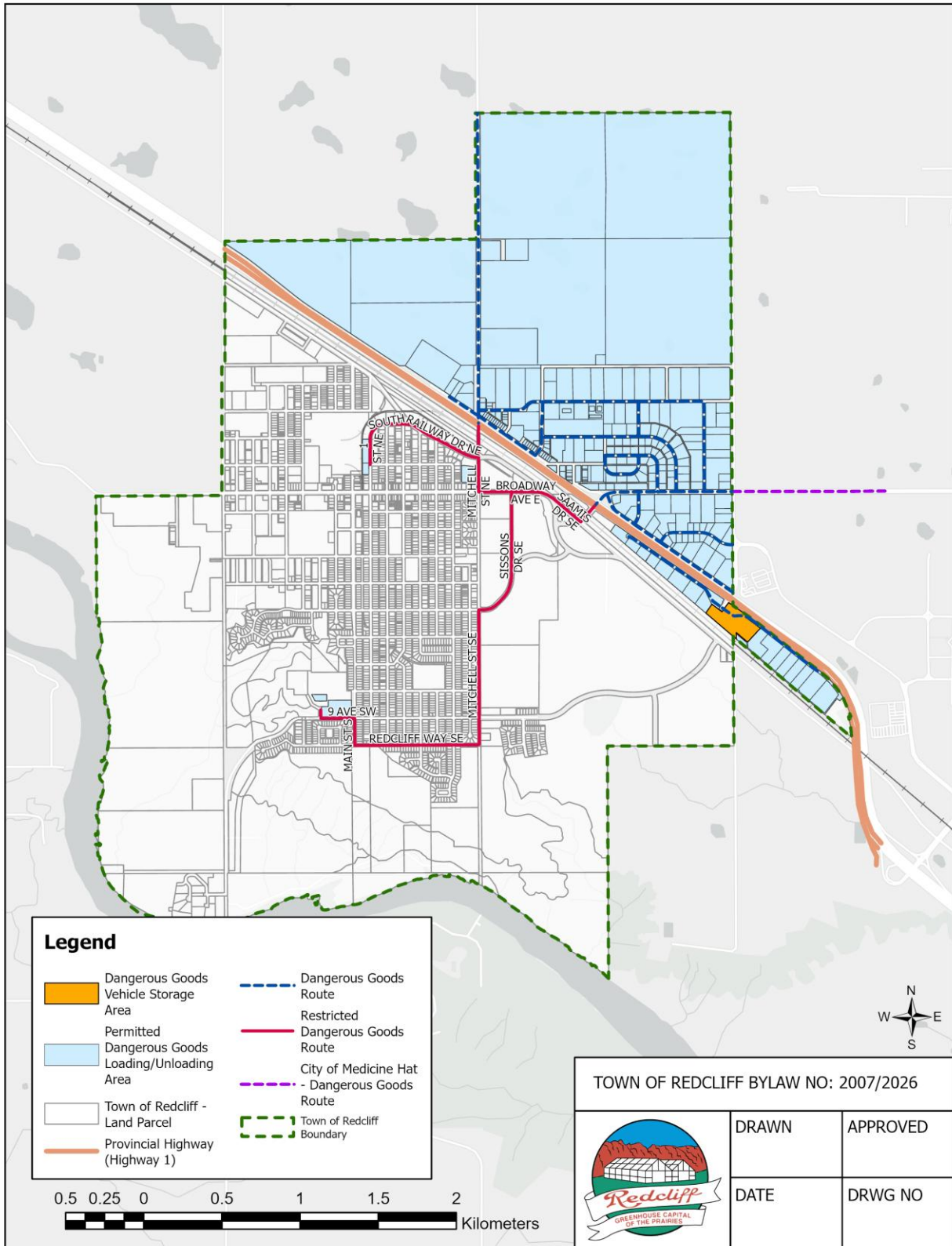
Duncan Drive SE from Highway Avenue SE to Broadway Avenue E

Industrial Drive SE from Highway Avenue SE to Boundary Road

South Highway Drive SE

Mitchell Street NE, north of the Trans-Canada Highway

SCHEDULE "A" to BYLAW NO. 2007/2026 Routes, Storage Areas, Loading Areas



**SCHEDULE "A" to BYLAW NO. 2007/2026
Routes, Storage Areas, Loading Areas**

<u>Restricted Dangerous Goods Routes</u>	<u>Restrictions</u>
Mitchell Street NE from Trans-Canada Highway to Broadway Avenue Broadway Avenue from Mitchell Street to Saamis Drive Saamis Drive to Trans-Canada Highway	11 pm – 6 am
Mitchell Street NE from Trans-Canada Highway South to South Railway Street SE South Railway Street SE from Mitchell Street NE to 3 Street NE 3 Avenue NE and 1 Avenue NE from 3 Street NE to 1 Avenue NE.	11 pm – 6 am
2 Street SW from the Water Treatment Plant to 9 Avenue SW 9 Avenue from 2 Street SW to Main Street S Main Street South from 9 th Avenue S to Redcliff Way Redcliff Way SW from Main Street S to Mitchell Street SE Mitchell Street SE from Redcliff Way SE to Sissons Drive SE Sissons Drive SE from Mitchell Street SE to Broadway Avenue E Broadway Avenue E from Sissons Drive SE to Saamis Drive SE Saamis Drive SE from Broadway Avenue S to Broadway Avenue SE Broadway Avenue SE from Sissons Drive to the Trans-Canada Highway	9 am – 4 pm

Dangerous Goods Vehicle Storage Area

Gas Station & Restaurant located at 1900 South Highway Drive SE

Permitted Loading and Off-Loading Area

All properties located North of the CP Rail Mainline

Town of Redcliff Water Treatment Plant located at 821 2 Street SW

Town of Redcliff Public Services Workshop located at 10 9 Avenue SW

Gas station located at #3- 15 Mitchell Street NE

Gas station located at 701 Broadway Avenue E.

Factory located at 101 1 Street NE





SCHEDULE "B" TO BYLAW NO. 2007/2026
Fines

Nature of Offence	Section	Penalty
Operation of vehicles transporting Dangerous Goods on a highway that is not a Dangerous Goods Route or a Restricted Dangerous Goods Route and not otherwise allowed under Bylaw or permit.	(5), (6)	\$500.00
Operation of vehicles transporting Dangerous Goods on a Restricted Dangerous Goods Route outside the restrictions of the Restricted Dangerous Goods Route and not otherwise allowed under Bylaw or permit.	(8)	\$500.00
Bringing vehicle transporting Dangerous Goods to a stop, other than as allowed under Bylaw	(7)	\$500.00
Failure to comply with the terms, conditions and restrictions of a Special Off-Route Permit	(17)	\$500.00
Failure to produce shipping documents upon demand of Municipal Enforcement Officer	(24)	\$400.00
Any contravention of any other provisions of this Bylaw		\$200.00

Nature of Offence	Section	First Offence	Second Offence	Third Offence
Transporting Dangerous Goods on a non-designated route without a permit.	(5), (6)	\$750	\$1,000	\$1,500
Transporting Dangerous Goods on a Restricted Route outside approved hours.	(8)	\$750	\$1,000	\$1,500
Stopping vehicle transporting Dangerous Goods in unauthorized areas.	(7)	\$750	\$1,000	\$1,500
Failing to comply with conditions of a Special Off-Route Permit.	(16)	\$750	\$1,000	\$1,500
Failing to produce shipping documents upon Municipal Enforcement Officer request.	(20)	\$600	\$750	\$1,000
Failure to comply with emergency response protocols (e.g., spill reporting, containment, evacuation).	New section	\$2,000	\$2,500	\$3,000
Any other contravention of the bylaw.	—	\$300	\$500	\$750

SCHEDULE “B” TO BYLAW NO. 2007/2026
Fines

Dangerous Goods Route Signs

<p>Dangerous Goods Route (RB-69)</p>	 <p>RB-69 60 x 60 cm</p>
<p>Dangerous Goods Route (tab) (RB-69-T)</p>	 <p>RB-69-T 60 x 30 cm</p>
<p>Dangerous Goods Carriers Prohibited (RB-70)</p>	 <p>RB-70 60 x 60 cm</p>
<p>Dangerous Goods Carriers Prohibited (tab) (RB-70-T)</p>	 <p>RB-70-T 60 x 30 cm</p>

Transportation Association of Canada. (2021). *Manual of Uniform Traffic Control Devices for Canada Sixth Edition*.
 Transportation Association of Canada.

Town Council

STAFF REPORT



To: Council
Subject: Sanitary Backup Reimbursement Claim- 201 6th ST SE
Meeting: Town Council - 08 Jun 2026
Department: Operations
Staff Contact: Alyshia Neuman, Operations Director

BACKGROUND INFORMATION:

On May 13, 2026, Council received a delegation request from Ms. Marlene Hipkins regarding costs incurred as a result of a sewer backup that occurred on March 14, 2026. The request was presented at the May 25, 2026 Regular Council Meeting. Following discussion, Council directed Administration to investigate the matter and provide a report back to Council.

The request relates to costs incurred by the property owner as a result of a sewer blockage. The property owner submitted an invoice from in the amount of \$409.50 and indicated that the blockage was located near the Town's sanitary main.

Administration reviewed available municipal records, and Citywide service history for the property. No previous history of sanitary sewer blockages or related concerns were identified. Administration also noted the presence of mature trees located on and adjacent to the property.

The contractor's invoice indicates roots were encountered at approximately 55 feet and 80 feet from the cleanout, with the sanitary main located at approximately 90 feet. The blockage was cleared through mechanical root cutting at 80ft and the service was restored to normal operation. The invoice does not identify a failure or obstruction within the municipal sanitary main. Rather, the blockage occurred within the service line connecting the residence to the sanitary main and was caused by root intrusion.

Policy No. 035 – Sanitary Sewer Blockages assigns responsibility for maintenance and repair of the sanitary service line between the building and the sanitary sewer main to the property owner where the blockage is caused by tree roots originating from private property, physical pipe failures, faulty installations, or settlement occurring on private property. The policy further states that the property owner is responsible for 100 percent of the costs associated with cleaning, camera inspections, repairs, and related damages.

Based on the information available, Administration was unable to identify evidence that the blockage originated within the Town-owned sanitary sewer main or that the Town bears responsibility under Policy No. 035. The evidence indicates the blockage occurred within the private sanitary service and was caused by root intrusion. Accordingly, Administration is of the opinion that the costs incurred are the responsibility of the property owner.

OPTIONS:

1) Accept Staff Report SR-26-168 Sanitary Backup Reimbursement Claim- 201 6th ST SE, as information.

2) Authorize reimbursement to 201 6th ST SE in the amount of _____ as a result of the sanitary sewer blockage that took place March 14th, 2026.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Staff Report SR-26-168 Sanitary Backup Reimbursement Claim- 201 6th ST SE, be received for information.

2. Councillor _____ moved to authorize reimbursement to 201 6th ST SE in the amount of _____ as a result of the sanitary sewer blockage that took place March 14th, 2026.

ATTACHMENTS:

[Delegation M. Hipkins May 25, 2026 Redacted Policy 035 \(2025\) Sanitary Sewer Blockage](#)

May 13, 2026

Marlene Hipkins

██████████

201 6th Street SE

Redcliff, AB

T0J2P0

Dear Redcliff Town Council:

I am requesting an individual appointment to meet with you to discuss a bill I incurred for a sewer back-up problem on March 14, 2026. I have attached a copy of the \$409.50 invoice from Bruce's Sewer Service Limited, which includes documentation that the back-up was near the main line of the Town of Redcliff Property. I may be contacted at (403) ██████████ to be notified when I may be added to the agenda.

Sincerely,

Marlene Hipkins



Bruce's Sewer Service Limited

63 Somerset Cres SE
 brucesewerservice@gmail.com
 Medicine Hat, Alberta T1B 0B7
 Canada

INVOICE

Invoice No.: 27609
 Date: 03/14/2026
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:

Marlene Hipkins
 [REDACTED]
 201 6 Street SE
 Redcliff, Alberta T0J 2P0
 Canada

Ship to:

Marlene Hipkins
 [REDACTED]
 201 6 Street SE
 Redcliff, Alberta T0J 2P0
 Canada

COPY

Business No.: 821984150

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			<p>RE: AFTER HOURS LABOUR - SEWER BACKUP</p> <p>After-hours service call for sewer backup. Water was coming up through the basement floor drain when fixtures were used.</p> <p>Removed the access panel and cleanout cover. Ran K-750 with a 3 1/2" cutter approximately 100 ft. Encountered roots at 55 ft and 80 ft.</p> <p>Main line located at approximately 90 ft. Cleared blockages around 80 ft and worked the cable back and forth to ensure the line was open.</p> <p>Turned on the sink while retrieving the cable; light roots came back on th</p> <p>Turned on the sink while retrieving the cable; light roots came back on the line. an water in the sink for approximately 25 minutes and performed multiple toilet flushes, a bathtub drop, and a washing machine dump to test the system. All fixtures drained well.</p> <p>Reinstalled the cleanout cover and access panel. Cleaned up the work area.</p>			
		1.5	LABOUR - AFTER HOURS (LS)	G	260.00	390.00
			<p>WARRANTY STATEMENT</p> <p>Bruce's Sewer Service, proudly offers a comprehensive warranty to ensure your satisfaction and peace of mind. We stand behind the quality of our service and strive to provide long lasting solutions for all your plumbing/draining needs.</p> <p>For our sewer cleaning services, we offer a 90-day limited warranty with our camera services. The issue will not reoccur within 90-days of our service.</p> <p>Issues that are NOT warrant include but not limited to lines with insufficient clean outs, etc.</p>			

Comment: MARLENE HIPKINS - PAID MC

Continue...



Bruce's Sewer Service Limited

63 Somerset Cres SE
 brucesewerservice@gmail.com
 Medicine Hat, Alberta T1B 0B7
 Canada

INVOICE

Invoice No.: 27609
 Date: 03/14/2026
 Ship Date:
 Page: 2
 Re: Order No.

Sold to:

Marlene Hipkins
 [REDACTED]
 201 6 Street SE
 Redcliff, Alberta T0J 2P0
 Canada

Ship to:

Marlene Hipkins
 [REDACTED]
 201 6 Street SE
 Redcliff, Alberta T0J 2P0
 Canada

Business No.: 821984150

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			We also do not warrant customer error/neglect including but not limited to; Kitchen/laundry/bathroom/ and drain lines, deviations, poor plumbing, rough cast/ABS, low spots, including, but not limited to wipes, toys, clothing, and material.			
			Subtotal:			390.00
			G - GST 5%			19.50
			GST			
Shipped By: Tracking Number:					Total Amount	409.50
Comment: MARLENE HIPKINS - PAID MC					Amount Paid	409.50
Sold By:					Amount Owling	0.00



Approved by Council: January 27, 2025

SANITARY SEWER BLOCKAGE

BACKGROUND

Town of Redcliff residents report blockages in the sanitary sewer line. Upon receiving notice from a property owner regarding a suspected blockage in a sanitary sewer line, the Operations Department will attempt to determine blockage location, responsibility, and subsequent action to be taken, with the intent to limit future occurrences as per this policy.

The Town of Redcliff recognizes the importance of maintaining a sanitary sewer system that operates efficiently and as trouble free as possible for its residents; however, the decisions to repair or replace any portion of the sanitary sewer system may be restricted by budget constraints of the Town of Redcliff.

POLICY

Upon receiving the call from the property owner regarding a sanitary sewer blockage, the Operations Department will attempt to determine whether the blockage originates on the service line or the sanitary main line. The intent of this policy is to determine the responsibilities of property owners and the Town of Redcliff if a blockage occurs on the service line or the sanitary main line.

General Information:

Service Blockage

The most common cause of sewer backup is a blockage of the sanitary service line between the home and the Town of Redcliff's sanitary sewer service main. Blockages may be caused by soil settlement, misaligned joints, root infiltration, pipe collapses or debris within the pipe (cooking grease, rags, or other solid debris) that has been flushed down any drain leading to the sanitary main.

Sewer Main Backup

On occasions, a blockage may occur in the Town's sanitary sewer service main causing a backup onto a private property. A backup may also occur on private property due to too much water in the sanitary sewer system through either inflow or infiltration. Inflow occurs when storm water or other water enters the sanitary system through downspouts, weeping tile or sump pumps being drained into the sanitary sewer system. Infiltration occurs through cracks, joints, broken pipes, or other defects within the sanitary sewer system.

SANITARY SERVICE LINE BREAK, BLOCKAGES, REPAIRS

1. In the event of a blockage on private property the property owner will be advised that they may contact a plumber or drain cleaning contractor to clear the blockage at their expense and that they will only be eligible for reimbursement from the Town of Redcliff for, as per the Responsibility section of this Policy. The maximum eligible reimbursement will be \$200.00.
2. Notwithstanding Section 1, if there is clear evidence the blockage is the responsibility of the Town, as per the *Responsibility* section below, then the Operations Director may authorize, within budget constraints, reimbursement beyond the maximum of \$200.00. A report to the Municipal Manager describing the reasoning, in the context of this policy, shall follow such occurrences.

RESPONSIBILITIES

1. The property owner will be responsible for the maintenance and repair of the **entire service line between their building and the sanitary sewer main in the street** when the blockage is caused by any of the following:
 - any material or object originating from the property owner's side,
 - tree roots from trees originating from private property.
 - physical pipe failures, faulty installations on private property or settlements on private property, including at the point of connection on or near the property line.
2. In the event of a sewer service blockage/break located on private property, the property owner shall be responsible for 100% of the cost of the cleaning, sanitary camera, and the damage related to the related infrastructure.
3. It is the responsibility of the property owner to contact the plumber and the Town to ensure both are present at the time of the repair and to ensure location of the blockage or break is clearly defined.
4. If it is determined that the blockage or break is the result of inappropriate use (such as damage, or any items flushed other than defecation, urine, toilet paper), the property owner shall be responsible for 100% of the cost of the cleaning, sanitary camera, and damage to the related infrastructure whether the blockage or break is located on private property or municipal property, unless substantial proof is provided that the blockage or break is a result of work being done by the Town on municipal property.
5. If in the event the property owner requires a sewer service cleaning the property owner shall contact a certified plumber and shall be responsible for payment of the related invoice costs.
6. The Town of Redcliff will be responsible for the maintenance and repair of the **service line located on public property** when the blockage is caused by any of the following:
 - physical pipe failures, faulty installations, or settlements on public property,
 - tree roots from trees that are Town owned.
7. The Town shall be responsible for the maintenance and repair costs of cleaning the sanitary main line.

8. If the Town chooses to inspect a sewer service using a sanitary camera, the costs for cleaning and the sanitary camera inspection will be covered by the Town in cases where a problem is found between the private property boundary and the sewer main, or if no problem is identified at all.
9. The responsibility for maintenance and repairs to service lines will be determined by an investigation conducted by the Operations Director or designate, based on various contractor maintenance reports, property history, and video inspections of the service line.
10. If it is determined that the responsibility for repairs or maintenance is that of both the property owner and the Town of Redcliff, the Operations Director will attempt to coordinate a repair or maintenance plan that is amicable to both parties.

SANITARY MAIN LINE BLOCKAGES

If it is obvious that the blockage is in the Sanitary Main Line, the Operations Department will immediately summon staff to respond to the blockage and clear the main line.

If there is a history of blockages in the section of the main line that experienced the blockage, the Operations Department will investigate further by conducting a video inspection of the line. The Operations Department will determine the likelihood of potential problems in the future with the main line and make recommendations as to the repair or maintenance of the main line.

VIDEO INSPECTION SERVICES

The Operations Department may conduct video inspections for property owners for the purpose of investigating restrictions and failures in private sanitary sewer service lines. Inspections will be offered at the discretion of the Operations Department and at no cost to the property owner when:

11. There is a demonstrated history of blockages in the service line and the homeowner has contracted a plumber or drain cleaning contractor to clear the service line prior to conducting a video inspection.
12. There is reasonable evidence to indicate a restriction, or blockage exists and cannot be cleared, and the homeowner has contracted a plumber or drain cleaning contractor to attempt to clear the service line prior to conducting a video inspection.
13. There is reasonable evidence to indicate a structural failure in the service line may exist, and the homeowner has contracted a plumber or drain cleaning contractor to clear the service line prior to conducting a video inspection.

The Operations Department may conduct a video inspection of a sewer service line upon request from the property owner. This will be done through the booking of appointments once the following steps have been taken:

1. A deposit has been paid and the proper forms have been filled out at Town Hall. The deposit amount is outlined in the Fees, Rates and Charges Bylaw.

2. The homeowner has cleared the line or has allowed the line to drain prior to the video inspection (if the service line is still backed up, the sanitary camera cannot see anything)

If it is determined from the inspection that maintenance or repairs are required and the Town of Redcliff is responsible as per the *Responsibility* section of this policy, the property owner will be refunded the deposit fee.

If it is determined from the inspection that no maintenance or repairs are required, or if the property owner is responsible for the maintenance or repairs as per the *Responsibility* section of this policy, the deposit fee will not be refunded.

Town Council

STAFF REPORT



To: Council
Subject: Outdoor Gym Equipment Operational Update
Meeting: Town Council - 08 Jun 2026
Department: Operations
Staff Contact: Alyshia Neuman, Operations Director

BACKGROUND INFORMATION:

The Outdoor Gym Project is progressing as planned. The exercise equipment has been received, and installation is scheduled.

The approved capital budget for the project is \$100,000. To date, approximately \$70,000 has been spent on equipment procurement and installation. The remaining project component, asphalt installation, is estimated at \$25,000 and is tentatively scheduled for late June or early July to align with the equipment installation schedule.

Administration is requesting additional funding due to the development permit issued. In addition to the supply and installation of the outdoor gym equipment, the development officer only approved the development permit subject to the following condition(s):

1. Applicant shall comply with all Federal, Provincial, and Municipal requirements.
2. Applicant shall comply with Town of Redcliff Design Guidelines for parks, and install:
 - a. Applicant shall plant a minimum of 60 trees per hectare. Trees shall have a ratio of 30% coniferous trees and 70% deciduous trees.
 - b. Applicant shall provide water and electrical service to the park.
 - c. The site shall be developed with an automated irrigation system and comply with section 12.8.
 - d. Applicant shall install wood bollards and chain as per Town of Redcliff Construction Standards along the east property line that abuts Main Street S for the length of the park area.
 - e. Boulevards to be landscaped to comply with Design Guidelines.
3. Landscaping of the park shall be to Section(s) 12.4 and 12.5 of the Town of Redcliff Design Guidelines.
4. Any trees or shrubs that die must be replaced the next planting season on a continuous basis.
5. Applicant shall install two (2) benches. One bench shall be located at pathway entrance; second bench shall be located in such a manner as all equipment is visible from the bench.
6. Applicant shall install a minimum of one (1) trash receptacle to comply with Town of Redcliff Design Standards.
7. Applicant to install a 150 mm height concrete curb separating landscaped areas and parking areas.
8. Landscaping to be completed within 24 months of approval of this permit.

The breakdown of additional project costs are as follows to develop the entire park area:

Item	Cost
Trees	\$10,982
Automated Irrigation	\$21,369
Wood Bollards	\$3,500
Trash Receptacles / Benches	\$4,500
Concrete Curb	\$5,000
Landscaping (Sod)	\$6,865
Total:	\$52,216

The \$4,500 allocation for benches and trash receptacles can be removed from the project budget, as Administration has identified a sufficient quantity of benches and waste receptacles in storage at the Public Works yard that can be repurposed for the project. Furthermore, the cost of the trees can be accommodated within the existing operating budget, as originally intended.

After accounting for these cost-saving measures, the remaining additional costs associated with the development permit requirements are approximately \$36,700. To ensure sufficient contingency and allow for project completion, Administration is seeking Council approval for a \$40,000 budget increase, bringing the total project budget from \$100,000 to \$140,000. This funding will support the installation of the automated irrigation system, landscaping improvements, concrete curb work, and other associated project requirements necessary to complete the development in accordance with the approved permit.

Alternatively, the equipment could be installed along the Jesmond and Kipling Trail system. This would maintain the current approved budget and would not require the additional conditions.

OPTIONS:

1. Approve a budget increase of \$40,000 for the Outdoor Gym Equipment Project, increasing the total approved project budget from \$100,000 to \$140,000 to be funded from the Purchasing Reserve.
2. Relocate the installation of the Outdoor Gym Equipment to along the trail system.
3. Defer the budget increase to 2027 Budget Discussions.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council approve a budget increase of \$40,000 for the Outdoor Gym Equipment Project, increasing the total approved project budget from \$100,000 to \$140,000 to be funded from the Purchasing Reserve.
2. Councillor _____ moved to direct Administration to install the Outdoor Gym Equipment along the Jesmond and Kipling trail system.

3. Councillor _____ moved to defer the additional costs to be included in the 2027 Budget Discussions.

Town Council
STAFF REPORT



To: Council
Subject: Per Diem Allowance
Meeting: Town Council - 08 Jun 2026
Department: Administration
Staff Contact: Shanon Simon, Municipal Manager

BACKGROUND INFORMATION:

Administration is requesting direction with respect to two requests for payment of Per Diems for attendance at Boards and Commissions Certification training.

In the past few years, Assessment Review Board (ARB) and Subdivision and Development Appeal Board (SDAB) training has been offered online and attended as a two full day refresher course or three full day new member training.

In this case, one Member is requesting two (2) full days per diem and the other Member requests three (3) full days per diem. (Policy No. 034 provides a full day rate at \$150/day).

The Town's SDAB Bylaw No. 1857/2018 does not speak to compensation. The Town's ARB Bylaw No. 1863/2018 comments on Remuneration under Section 15:

"15. Council shall by resolution set the level of remuneration and expenses, if any, to be paid to the members."

Due to the circumstances being that the Certification Training was online and did "not require attendance at functions/seminars outside the Corporate limits of the Town," Administration brings this matter to Council for direction on the two requests for per diem.

The following Policies are attached for your reference:

Policy No. 029 Per Diem Allowances

Policy No. 034 Reimbursement of Travel Expense

POLICY/LEGISLATION:

Bylaw No. 1857/2018 Subdivision and Development Appeal Board

Bylaw No. 1863/2018 Assessment Review Board

Policy No. 029 Per Diem Allowances

Policy No. 034 Reimbursement of Travel Expenses

OPTIONS:

1. Authorize payment of the appropriate full day per diems to the subject Board Members at the \$150/day rate.
2. Receive for information.

SUGGESTED MOTION(S):

1. Councillor _____ moved to authorize Administration to provide payment of the appropriate full day per diems to the subject Board Members at the rate of \$150/day.
2. Councillor _____ moved Staff Report # SR-26-163 Boards & Commissions Certification Training, be received for information.

ATTACHMENTS:

- [Policy_029 \(2024\) Per Diem Allowances](#)
- [Policy_034 \(2023\) Employee Travel Expense](#)



Approved by Council: September 23, 2024

PER DIEM ALLOWANCES

BACKGROUND

Members of Council, Boards, Committees, and Commissions will at times incur lost wages, profits, and time when they attend functions/seminars outside the corporate limits of the Town of Redcliff for an extended period of time where they are representing the Town of Redcliff. In those situations, they may qualify to receive a per diem as outlined below.

POLICY

GENERAL

The per diem allowance shall be in the amount of \$150.00 for a full day.

- i) Over 4 hours is considered a full day per diem allowance.
- ii) 2 – 4 hours is considered a half day per diem allowance.

The function/seminar must be outside the corporate limits of the Town of Redcliff.

This policy is subject to any specific provisions of the Municipal Government Act, The Local Authorities Election Act, or other relevant legislation.

COUNCIL

Per diem allowance shall be paid when a Town of Redcliff Council member attends to Town of Redcliff business outside the scope of their normal assigned committee responsibilities.

BOARDS, COMMITTEES, AND COMMISSIONS

The attendance at a function/seminar must first be recommended by the member's applicable board, committee, or commission.

The request for per diem must be made to the Municipal Manager prior to attending the function.

A board or commission member who is employed by the Town of Redcliff is not considered eligible for per diems while they are being paid by the Town.



Approved by Council: June 26, 2023

REIMBURSEMENT OF TRAVEL EXPENSE POLICY

BACKGROUND

The purpose of this policy is to ensure that Town employees, Council members, and Board members (elected and appointed members) hereinafter collectively referred to as Municipal Officials will be reimbursed for approved travel expenses to the level of allowances set by Council, and to set out the procedures for receiving travel authorization, travel advances, and completing Travel Expense Statements.

POLICY

The Town of Redcliff recognizes that travel, by municipal officials, to conduct Town business, is required as part of normal operations. One way to accomplish the travel is by the use of personal resources and the Town should compensate municipal officials for the use of personal resources. Often the most effective and efficient way to accomplish the travel is by the use of Town resources through the use of a Town vehicle. The Town has the responsibility to ensure that public funds used to reimburse requisite travel expenses are applied prudently, fairly, and in a cost effective manner that provides best value to the Town of Redcliff, within approved budget allocations.

POLICY IMPLEMENTATION

1. Authorization

All travel must be authorized using the "Request for Travel Authority and Advance Voucher" form. Authorization for travel arrangements shall be as follows:

- Councillors authorized by the Mayor.
- The Municipal Manager by the Mayor.
- Board Members who are not Councillors by the Municipal Manager.
- Department Heads by the Municipal Manager.
- All other staff by the respective department heads.

The "Request for Travel Authority and Advance Voucher" form is to be completed prior to departure for all travel whether or not an advance is requested. However, meetings where Council members have been appointed to committees or boards, will follow the travel expense policy guidelines and will not require prior approval in such instances.* A detailed breakdown, if available (including a conference/event itinerary), to verify times and conditions in support of travel claims, must be submitted with each request.

*Note: Municipal officials travelling to destinations outside the corporate boundaries (after 15 km) of the Town of Redcliff and City of Medicine Hat will be eligible for mileage reimbursement provided they are using their personal vehicle.

Before an employee is authorized to travel, it should be determined that the purpose cannot be adequately met through correspondence, fax, telephone communication, teleconference, video conference, webinar or through any other technology based medium.

Funds for travel must be included in the adopted budget for the year, unless the travel expenses are to be reimbursed by a sponsoring organization.

When travel expenses are reimbursed by another organization such as a provincial government agency, the process for submitting expense claims should be as follows:

- 1) Submit the normal travel expense claim to the Corporate Services department covering all costs incurred (mileage, meals, accommodation) in the same manner as for any regular business travel.
- 2) Provide all documentation to the Corporate Services department with regard to the amounts and rates to be claimed from the sponsoring agency. These amounts will then be submitted on behalf of the Town regardless of whether or not the claim submitted by the employee was for more or less.

The Town will only pay the expenses of an employee of the Town of Redcliff.

2. Travel Methods and Considerations

Transportation

All travel is to be by the most direct route and the most economical means of transportation bearing in mind the purpose of the trip and the salary of the employee in respect to the travel time required. The means of transportation to be used may be prescribed by the Department but shall use this policy as a primary guide. Every effort shall be made to travel within the employee's normal working hours.

An employee traveling on Town business may, with the consent of the Department Head, travel by any means of transportation along any route in order that he may combine personal business with his official duties, however, the claim for expenses and subsistence will be paid on the basis of the expenses that would have been incurred had the trip been made by the route and mode of travel that would have been prescribed by the department. Extra working time required for travel or stop-overs where the employee is combining personal business with his/her official duties, such time will be deducted from vacation leave entitlements or taken as leave without pay.

In cases where it is required of a municipal official to travel on a weekend, holiday, or outside normal working hours to attend a specific training, professional development, or Town business function, such time may be banked as time in lieu on a straight time 1:1 ratio.

In situations when traveling on a weekend, holiday, or outside normal working hours for Town business is required it must be approved by the respective municipal officials Department Head, as every effort shall be made to avoid traveling outside normal working hours.

The following transportation standards shall apply:

Town Owned Vehicle Travel

Travel by a Town owned vehicle is preferred and should be considered as the first option for municipal officials. This is typically the most economical method of travel and shall be used when a town-owned vehicle is available. Allowances payable for official use of a Town owned vehicle is the reimbursement of any fuel purchased during the travel time. If a municipal official chooses to use a personal vehicle when a Town vehicle is available, then the allowance payable for such travel will be the reimbursement of fuel purchased during the travel time.

Private Vehicle Travel

Travel by private vehicle may be authorized where, in the opinion of the Department Head, this method is the most economical, practical, and when the designated Town owned vehicle isn't available.

Allowances payable for authorized official use of a private car based on ownership and adequate insurance coverage is the unit rate of \$0.60 per kilometer traveled. When several people travel together in the same vehicle, only the owner will be entitled to the allowance.

If a municipal official chooses to use a personal vehicle when a Town vehicle is available, then the allowance payable for such travel will be the reimbursement of fuel purchased during the travel time.

The following distances will be used to calculate mileage when traveling from Redcliff in a private vehicle to:

Lethbridge: 176km each way
Calgary: 287km each way
Red Deer: 399km each way
Edmonton: 551km each way

Air Travel

Except for short journeys, where the use of car is usually more economical, air travel is the acceptable method of transportation on municipal business. Economy class is usually used, but a higher standard may be authorized for reasons such as following:

- a) Less expensive accommodations NOT available and delay in arrival is not acceptable.
- b) The employee is officially accompanying a person travelling first class.

Taxis and Equivalent

A municipal official shall be reimbursed for actual and reasonable costs incurred for taxis, airport shuttles (buses), or equivalent for transportation between home or the workplace and the designated airport or bus station required for the travel authorization. A municipal official shall also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in the location(s) outside Redcliff.

3. Meal Allowances and Miscellaneous Travel Expenses

Meals and Miscellaneous

Municipal Officials may claim the following allowances for the cost of meals and incidental expenses, including gratuities:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$30.00
Incidental Exp.	<u>\$10.00</u>
Total Daily Expense	\$85.00

NOTE: Incidental expenses cover laundry and dry-cleaning costs, local telephone calls, baggage handling, or other personal supplies or services.

Incidental expenses may only be claimed for trips involving an overnight stay for each day that the municipal official is away.

Where a municipal official is exposed to unusually high costs of meals and where the expenses exceed the above amounts, reimbursement will be considered for the actual expenses for meals to the extent that the Department Head considers reasonable and on the submission of receipts.

Meal allowances are authorized when:

Breakfast the departure time is 7:00 a.m. or earlier or the return time is 8:00 a.m. or later.

Lunch the departure time is 12:00 p.m. or earlier or the return is 1:00 p.m. or later, or

Dinner the departure time is 5:30 p.m. or earlier or the return is 6:30 p.m. or later.

Meal allowances are **not** authorized when:

W The reason for travel (conferences, courses, seminars, meetings, training etc.) included meals.

Official Telephone Calls

A municipal official will be reimbursed for cost incurred for long distance business telephone calls relating to official business.

Miscellaneous Business Expenses

A municipal official, with the approval of the Department Director, will be reimbursed for the actual cost of miscellaneous business expenses such as hosting of business associates while in travel status, cost associated with meetings, conferences or seminars, etc. These costs are to be included on the Travel Expense Statement in the column provided for miscellaneous expense and supporting receipts are to be attached.

Accommodation

A municipal official shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized Town business. A municipal official shall normally be authorized to stay in accommodation which is reasonable, conveniently located, comfortably equipped, and in accordance with the requirements of the position occupied.

Many hotels extend reduced rates to government officials, municipal officials travelling on Town business should inquire if a special rate is available when making reservations or bookings into hotels to take advantage of this rate reduction. Proof that you are a government employee is usually required and a Town business card or Town identification card should be presented when registering.

Arrangements should be made for suitable self-contained accommodation obtainable at weekly or monthly rates where a municipal official is required to spend periods in excess of one month in travel status at one location and where such accommodation is available, convenient and economical.

Municipal Officials travelling out of town on Town business may claim a NOMINAL AMOUNT OF \$75.00/per night, when they stay with friends or family instead of a hotel.

4. Expense Claims and Submission**Expense Reports**

Municipal Officials are required, within thirty (30) calendar days of return, to complete the Travel Expense Statement and submit it to the Department Head for approval prior to forwarding to the Corporate Services Director. A refund of any unexpended balance is to be made on submission of the statement.

The following expenses shall be supported by vouchers, receipts, or other appropriate documents, wherever possible:

- a) Commercial transportation costs where these were not purchased or provided by the Town.
- b) Enroute accommodation not included in the basic fare or ticket purchased or provided by the Town.
- c) Meal costs where these are in excess of the amounts specified in Section - Meals.
- d) Parking charges (where off-street)
- e) Long distance telephone calls
- f) Registration fees
- g) Entertainment of business guests
- h) Taxi trips

An itemized listing of the following expenses must accompany the Travel Expenses Statement.

a) Taxis and Shuttles

The listing must detail the cost of all transportation claimed under this heading.

b) Miscellaneous Expenses

The listing must detail the cost of each item. Expenses such as hosting must include an explanation of the circumstances under which the hosting took place and the names and position of all persons hosted.

APPENDIX

Attachment 1 - Travel Authority and Advance Voucher

Attachment 2 - Travel Expense and Per Diem Statement

REQUEST FOR TRAVEL AUTHORITY AND ADVANCE VOUCHER

DEPARTMENT: _____ DATE: _____

NAME(S): _____

DESTINATION: _____ VIA: _____

PURPOSE OF TRIP: _____

FROM: _____ 20__ TO: _____ 20__

AMOUNT REQUESTED: _____ DATE REQUIRED: _____ 20__

Applicant: _____

Department Head: _____

Municipal Manager (if applicable): _____

**TOWN OF REDCLIFF
TRAVEL EXPENSE and PER DIEM STATEMENT**

DEPARTMENT: _____ NAME: _____

PURPOSE OF TRIP: _____

DESTINATION: _____

DATES: FROM: _____ 20_____ TO: _____ 20_____

LEAVE REDCLIFF: _____ AM/PM ARRIVE DESTINATION: _____ AM/PM

LEAVE DESTINATION: _____ AM/PM ARRIVE REDCLIFF: _____ AM/PM

	PAID BY TOWN	PAID BY EMPLOYEES
REGISTRATION	\$ _____	\$ _____
ACCOMMODATION	\$ _____	\$ _____
MISCELLANEOUS (DETAIL)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
MEALS:		
____ BREAKFAST @ \$20.00		
____ LUNCH @ \$25.00		
____ DINNER @ \$30.00		\$ _____
MILEAGE: ____ KMS @ \$0. 60/ KM	TOTAL	\$ _____
PER DIEM		
____ DAYS @ \$150.00 / DAY	TOTAL	\$ _____
INCIDENTALS:		
____ DAYS @ \$10.00/ DAY	TOTAL	\$ _____
TOTAL ALL EXPENSES PAID BY EMPLOYEE		\$ _____
* ATTACH ALL RECEIPTS	AMOUNT ADVANCED \$ _____	
	AMOUNT CLAIMED \$ _____	
	AMOUNT REFUNDED \$ _____	

APPROVED: _____
MUNICIPAL MANAGER

DATE

DEPARTMENT HEAD

DATE

APPLICANT

DATE

Travel GL: _____

NOTE: COUNCIL PER DIEM PAID AT FIRST COUNCIL MEETING OF EACH MONTH.

NOTE: FIREMAN PER DIEM TO BE PAID ON QUARTERLY PAY CHEQUE.

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 037 Correspondence for Councillors and Delivery of Information Packages to Councillors
Meeting: Town Council - 08 Jun 2026
Department: Administration
Staff Contact: Bonnie Andres, Executive Assistant

BACKGROUND INFORMATION:

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

No changes are being suggested.

OPTIONS:

1. Approve Policy No. 037 Correspondence for Councillors and Delivery of Information Packages to Councillors as presented.
2. Direct Administration to draft suggested changes to Policy No. 037 Correspondence for Councillors and Delivery of Information Packages to Councillors, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 037 Correspondence for Councillors and Delivery of Information Packages to Councillors, be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 037 Correspondence for Councillors and Delivery of Information Packages to Councillors and bring back to a future meeting.

ATTACHMENTS:

[Policy 037 Correspondence for Councillors/Info Packages](#)



Approved by Council: ~~June 12, 2023~~

**CORRESPONDENCE FOR COUNCILLORS AND
DELIVERY OF INFORMATION PACKAGES TO COUNCILLORS**

BACKGROUND

The Town of Redcliff wishes to maximize efficiency in the way it provides general information and Council packages to Council members.

POLICY

(1) CORRESPONDENCE RECEIVED

All correspondence is dated upon receipt. When in the opinion of the Mayor and/or Municipal Manager the correspondence is of general interest to Council members, this correspondence will be scanned and emailed to Council. If there is any correspondence that is deemed to be more appropriate to distribute other than by email it will be copied and put in Councillors' mail.

Should any member of Council feel that action is required he/she will request the Municipal Manager to place the item on the next Council agenda.

Correspondence which the Mayor and/or Municipal Manager identify as requiring consideration will be placed directly on the next Council agenda.

(2) INFORMATION PACKAGES

Information packages for Councillors shall include agendas and any other information or documents to be considered by Councillors.

Staff will endeavour to email information packages for all regular meetings including Council, Committees or Hearings to Councillors by 4:30 p.m. on each Friday preceding the meeting. For any special meeting that has been called, staff will endeavour to email packages to Council as soon as possible, dependant on the circumstances and timing of the calling of the special meeting.

Town Council
STAFF REPORT



To: Council
Subject: Canadian Award for Financial Reporting (CAnFR)
Meeting: Town Council - 08 Jun 2026
Department: Corporate Services
Staff Contact: Mike Davies, Corporate Services Director

BACKGROUND INFORMATION:

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the Town of Redcliff for its annual financial report for the fiscal year ended December 31, 2024. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We are preparing our current (2025) report and we believe it will continue to conform to the Canadian Award for Financial Reporting program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

ATTACHMENTS:

[GFOA News Release](#)
[GFOA Award](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR

IMMEDIATE

RELEASE

April 7, 2026

For more information, contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: Mlevine@gfoa.org

(Chicago) - The Canadian Award for Financial Reporting has been awarded to Town of Redcliff, Alberta by Government Finance Officers Association of the United States and Canada (GFOA) for its annual financial report. The Canadian Award for Financial Reporting Program was established to encourage municipal governments throughout Canada to publish high-quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports. Its attainment represents a significant accomplishment by a government and its management.

The annual financial report has been judged by impartial Canadian Review Committee members to meet the high standards of the program, including demonstrating a constructive “spirit of full disclosure” designed to clearly communicate the municipality’s financial story and to motivate potential users and user groups to read the report.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



Government Finance Officers Association

**Canadian Award
for
Financial Reporting**

Presented to

Town of Redcliff

Alberta

For its Annual
Financial Report
for the Year Ended

December 31, 2024

Christopher P. Morrill

Executive Director/CEO

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

June 8, 2026



CONTENTS

MUNICIPAL MANAGER..... 3

COMMUNITY & PROTECTIVE SERVICES..... 3

Community Services / FCSS..... 5

Bylaw Enforcement Monthly Report 9

OPERATIONS10

Director10

Municipal Works.....10

Parks and Facilities11

Regional Landfill.....12

PLANNING AND ENGINEERING.....12

Director12

Development & Safety Codes Permit Stats14

CORPORATE SERVICES15

2026 PROJECT UPDATES15

MUNICIPAL MANAGER

- Respond to various inquiries
- Council item preparation/follow up
- Various meeting preparation
- Attendance at various meetings
 - Regional Steering Committee
 - School Project
 - Land Matters
 - Landfill Matters
 - Development Matters
 - Interviews
 - Intermunicipal Matters
- Review of various Bylaws/Policies/Procedures
- Human Resources Matters
- Review/Respond to Legal Matters
- Attendance at SLGM Conference May 12-15, 2026

COMMUNITY & PROTECTIVE SERVICES

Director

Community Engagement & Compliance

- Continued oversight of proactive enforcement activities related to boulevard parking, unattached trailers, unsightly properties, nuisance complaints, and seasonal traffic concerns, with particular attention given to high-visibility locations and repeat compliance issues.
- Supported community education initiatives related to animal control, traffic safety, property maintenance standards, pesticide use notifications, and municipal enforcement processes to encourage voluntary compliance and reduce enforcement escalation.
- Coordinated follow-up on nuisance properties, abandoned structures, animal control concerns, and fire-damaged sites, including ongoing compliance monitoring and preparation for potential municipal remediation where required.
- Responded to resident concerns related to traffic safety, neighbourhood disputes, property maintenance, and community safety matters while continuing to promote collaborative problem-solving and compliance-based approaches.

Council & Governance

- Completed the Municipal Policing Committee community priorities survey and advanced implementation planning, including recruitment activities, governance documentation, committee structure considerations, and coordination with RCMP representatives regarding local policing priorities.
- Continued review and modernization of the Animal Control Bylaw, including research into municipal best practices, enforcement authorities, dangerous animal provisions, and Council-directed amendments.
- Supported Council and Governance & Priorities Committee discussions related to traffic safety, parking controls, roadway management, seasonal road ban considerations, and associated bylaw and policy implications.
- Continued review of departmental policies, bylaws, operational procedures, and public-facing materials to improve governance consistency, legislative compliance, and administrative effectiveness.

Operations & Safety Oversight

- Continued implementation of the BIS Safety Management System, including development of competency requirements, training matrices, hazard assessment reviews, inspection tracking processes, corrective action management, and onboarding support for departments.
- Advanced Occupational Health and Safety program development through creation and review of hazard assessments, emergency response documentation, competency verification tools, position-specific training requirements, and supporting safety procedures.
- Successfully completed practical fire extinguisher training sessions with staff utilizing PASS and REACT principles, providing hands-on competency development and strengthening workplace emergency preparedness.
- Continued follow-up on facility inspections, safety action items, documentation reviews, and audit readiness initiatives while working to address identified gaps within existing safety management processes.
- Supported Fire Services operational readiness through continued oversight of training, response capability, equipment maintenance, recruitment initiatives, and long-term sustainability planning.
- Advanced emergency management preparedness initiatives, including review of Emergency Advisory Committee governance structures, tabletop exercise planning, emergency response documentation, and regional coordination efforts.

Strategic & Financial Planning

- Continued monitoring of operational pressures affecting Municipal Enforcement, Fire Services, Emergency Management, and Occupational Health and Safety programs to support effective resource allocation and service delivery.
- Advanced planning and analysis related to traffic control improvements, including signage enhancements, roadway markings, delineation options, parking management strategies, and associated budget considerations.
- Continued review of regional dog pound service delivery options, enforcement capacity considerations, animal sheltering requirements, and long-term service sustainability opportunities.
- Reviewed potential Fire Services recruitment, retention, fundraising, and community engagement opportunities intended to support volunteer participation and strengthen organizational resilience.
- Continued evaluation of long-term service delivery requirements across Community and Protective Services, including enforcement capacity, emergency preparedness, community safety initiatives, and regulatory compliance obligations.

Intermunicipal & External Relations

- Maintained ongoing coordination with the RCMP regarding community safety priorities, traffic enforcement concerns, Municipal Policing Committee implementation, and emerging enforcement matters.
- Continued collaboration with neighbouring municipalities, regional partners, and service providers regarding emergency management, animal services, recreation initiatives, transportation discussions, and shared service opportunities.
- Participated in regional emergency management planning discussions focused on coordinated response capabilities, mutual aid considerations, service continuity, and interagency cooperation.
- Supported engagement with provincial agencies, external stakeholders, and community partners regarding environmental stewardship, nuisance property concerns, public safety initiatives, regulatory compliance matters, and proactive risk mitigation efforts.

Fire Department Stats May 1 to May 31, 2026

Incident Number	Incident Date	Incident Description
26-55	5/4/2026	Gas Odor
26-56	5/11/2026	Fire
26-57	5/13/2026	MVC
26-58	5/13/2026	Electrical line at house sparking
26-59	5/14/2026	CO Alarm
26-60	5/15/2026	EMS Assist
26-FA-10	5/15/2026	Alarm Company call
26-61	5/15/2026	Assist EMS
26-62	5/18/2026	Gas leak
26-63	5/19/2026	EMS Assist
26-64	5/19/2026	Trailer fire
26-65	5/21/2026	Fire
26-66	5/21/2026	EMS Assist
26-67	5/21/2026	EMS Assist
26-68	5/23/2026	Alarm Company call
26-69	5/23/2026	Electrical hazard
26-70	5/28/2026	EMS Assist
26-71	5/31/2026	MVC

Community Services / FCSS

FCSS / COMMUNITY SERVICES

- Significant effort was dedicated to planning and coordinating Redcliff Days 2026, including volunteer recruitment and scheduling, vendor coordination, parade planning, sponsorship support, event logistics, entertainment coordination, site planning, promotional activities, and collaboration with community organizations and service groups.
- Continued meetings with community partners, volunteers, businesses, service clubs, and event participants to finalize Redcliff Days programming, operational requirements, and community engagement activities.
- Ongoing development of detailed SOPs for tasks related to the FCSS position.
- Social Media – Content creation and management; developed promotional materials, community announcements, event advertising, and digital sign content.
- Completed Accounts Receivable requests for previous month and got vendor cheques ready for processing for Redcliff Days.
- Continued managing Meals on Wheels and Home Cleaning programs.
- Weekly Commentator and Redcliff Reports updated and distributed.
- Rec Desk/Lets Camp – facility, program, campground, and user group management.

- Bootcamp fitness classes continue to run at the Senior Centre.
- Zumba Fitness classes are currently running.
- Continued facilitation of swimming lesson registrations, aquatic centre facility bookings, and summer recreation inquiries.
- Campground reservations and seasonal operations continue, with strong utilization as the summer season progresses.
- Continued support of FCSS programs, community referrals, resource navigation, and resident assistance requests.
- Continued collaboration with community organizations, regional partners, and stakeholders to support local programming, volunteer development, and community wellness initiatives.
- Supported FCSS Board activities, program administration requirements, and ongoing reporting obligations.
- Participated in community meetings and engagement opportunities to strengthen partnerships, support community initiatives, and enhance resident access to services and programs.

TOWN OF REDCLIFF COMMUNITY PROGRAM & EVENT GUIDE May To July 2026

SUPPORT SERVICES

TEEN SUPPORT GROUP

Medicine Hat Family Service hosts a Teen Support Group at the Redcliff Youth Centre. This is a FREE, closed group for those 10-18 years old. The Teen Support Group meets once a month, the second Wednesday of every month for ages 10-18. Register at the Redcliff Youth Centre.

Topics of discussion include:

- grief and loss
- depression and anxiety
- boundaries and consent
- bullying and harassment
- healthy relationships
- gender identity and self-esteem
- resiliency and coping



REDCLIFF FCSS/TOWN



MOM SQUAD SUPPORT GROUP - Presented by the Redcliff FCSS and Medicine Hat Family Service. Sometimes Moms just need to talk! Join us for coffee and conversation for our next meeting at the Redcliff Library, Monday June 4th from 10:30am - 12:00pm!



FCSS COMMUNITY SOCIAL NEEDS SURVEY - The Redcliff FCSS is looking for your feedback to help steer our community social programming and resources! Please scan the QR code to complete the survey and have your voice heard! All surveys are confidential. Thank you for participating!



REDCLIFF RURAL COUNSELLOR AT THE REDCLIFF PUBLIC LIBRARY - Need someone to talk to? Reach out to the Redcliff Rural Counsellor by calling 403-504-8026 to check your eligibility for an appointment today. Sessions are held every Friday at the Redcliff Public Library. Presented in partnership with The Medicine Hat Family Service.



Redcliff Days June 19-21, 2026

The annual community celebration Redcliff Days returns June 19 - 21! Join us for FREE community activities and live entertainment around Town! Visit www.redcliff.ca for more!

FRIDAY June 19th:

- Sidewalk and garage sales all around Town all day!
- FREE Public Swim at the Redcliff Aquatic Centre 6:30-8:00pm.
- FREE movie in Lions Park "The GOAT" at 9:30pm.
- Whosapalooza beer garden & street party 6:00pm-2:00am.
- Redcliff Hylton open patio & bar 11:00am - 2:00am

SATURDAY June 20th:

- Pancake Breakfast at Legion Parking Lot 7:00am - 10:00am
- Show and Shine Car Show at Lions Park 8:00am-4:00pm
- Kids Zone in Memorial Park 10:00am - 4:00pm, pedal tractors, bungee jumping, bubble station, hula hoop show and more!
- Something for Everyone Market on Broadway, vendors, food trucks etc.
- Main Stage entertainment on Broadway, featuring Rob Hudec, Salsa, Belly, and Metis dancing and more!

SUNDAY, June 21st:

- FREE Public swim at Aquatic Centre 12:15 - 3:15pm, Cricket exhibition match at the Redcliff Soccer Field 9:00 - 11:00am, and Soccer exhibition match, 4:00 - 6:00pm

SENIORS WEEK 2026 JUNE 1ST - 5TH

the Redcliff FCSS and Town of Redcliff are proud to announce Seniors Week 2026 June 1 - 5th! Join us for a week packed with events and activities for those 55+!



MONDAY: Elder Abuse Presentation:

Join the Seniors Centre for a presentation on elder abuse "it's Not Right - Neighbours, Friends, and Family" from 10:30 - 11:30am.

TUESDAY: Lunch from Riverview Restaurant and musical entertainment from Rob Hudec! Join the Seniors Centre from 11:30am - 1:30pm. Guests must RSVP to attend, by emailing: melody.astika@redcliff.ca or calling 403-548-3232 by May 25th.

WEDNESDAY: Fall Prevention Information Session presented by Primary Care Alberta at the Seniors Centre from 10:30am - 12:00pm!

THURSDAY: Coffee and Bingo with prizes at the Seniors Centre from 1:00 - 3:00pm!

FRIDAY: Join the Redcliff Legion for a free Friday Night Dance beginning at 7:00pm!

COMMUNITY ENGAGEMENT

FRANK KING & DAVID JON THOMSON MEMORIAL SCHOLARSHIPS FOR ADVANCED EDUCATION IN REDCLIFF



THREE scholarships for \$6,000 each are available for successful applicants who are graduating from local area high schools, and will be attending a post-secondary program for the 2026 - 2027 academic year! Awards are for tuition at a university, college, or technical institute. Criteria include preference for first year students, financial need, leadership, and academic merit. A link to the online application is available from Eagle Butte High School, Coulee Collegiate, and every Medicine Hat High School. Deadline for application is May 31st. For more information, call Pat Cocks 403-548-9784.

ST. JOHN'S AMBULANCE BABYSITTING COURSE



Join the Library for a St. John's Ambulance babysitting course presented by Rita's First Aid Training, Saturday June 6th from 9:00am - 3:30pm. Only 10 spots available for \$60 per/child. Call 403-977-7731, or email fa_trg@shaw.ca today!



FIRST LINK CONNECTION PRESENTATION ON DEMENTIA

Join the Library and Alzheimer's Society of Alberta and the Northwest Territories for an informative presentation on understanding Dementia, Wednesday June 3rd from 1:30 - 2:30pm. Learn how to recognize common changes, access supports and resources early, make informed choices, and learn practical tips and strategies to live well at any stage.

SHAKE, RATTLE, AND READ SUMMER

Shake, Rattle and Read returns for Summer, now hosted outdoors in Memorial Park! Featuring the same drop-in toddler story time, rhymes, playtime, & crafts your toddler loves, now outdoors for Summer! Runs Mondays 10:30 - 11:30am beginning June 1st.



SUMMER READING PROGRAM AT THE LIBRARY

Registration for the Library summer reading program opens Monday, June 1st for only \$75 per child, focusing on reading challenges, games, crafts, field trips, and more! Program runs Monday - Thursday 10:00am - 12:00pm from July 6 - August 13th!



DROP-IN CRAFTERNOONS AT THE LIBRARY

Join the Library for Drop-In Crafternoons, outdoor crafts on the front lawn, weather permitting, Wednesdays beginning July 8 - August 12th!



MONOPREAD AT THE LIBRARY

Come on down to the Library **Tuesdays and Thursdays from July 2nd - August 27th from 1:30 - 3:30pm** to win prizes designed for all ages!



GIRL GUIDE ASSOCIATION FUNDRAISER AT THE GERMAN CANADIAN HARMONY CLUB

Join the Girl Guides of Canada at the German Canadian Harmony Club for a **Fundraiser dinner, Saturday June 27th from 6:00pm - 10:00pm!** Please call Sharon at 403-526-2209 for more!

REDCLIFF YOUTH CENTRE SPRING RAFFLE FUNDRAISER

The Redcliff Youth Centre's Annual Spring Raffle helps fund free and inclusive programs for youth ages 10-17, providing a safe place to connect, build life skills, and access support to make a real difference in the lives of youth. Raffle tickets are only \$5 and are available at redcliffyouthcentre.com or in person at the Youth Centre! Prizes include 12 month freezer pack subscription from Deerview Meats, a Nexgrill 4 burner propane gas griddle with cover and accessories, and a \$250 Costco Shop Card! Draw date is June 30th, 2026!

REDCLIFF YOUTH CENTRE SUMMER PROGRAMMING (AGES 10-17)

The Redcliff Youth Centre will be offering a wide array of programming, including

- STEM Tech Lab featuring 3d printing coding, and STEM activities
- Swimming twice per-week
- Echo Dale field trips
- Prevention focused programming and wellness activities, and so much more!

enjoy the variety of free activities and programs designed to keep youth active all summer long! Register online today by visiting www.redcliffyouthcentre.com!

PAWS 4 RESILIENCY NON-PROFIT SERVICE AND THERAPY DOG ORGANIZATION

Paws 4 Resiliency is a Redcliff based Government of Alberta Certified Service and Therapy Dog Foundation that specializes in providing veterans and low income households with the service and therapy dogs they need. If you are in need of a service or therapy dog at a reduced rate, or would like to find ways to contribute to Paws 4 Resiliency, please call 587-448-2204 or email info@paws4resiliency.com today!



Redcliff Seniors Society - 55+

Our Seniors Society is dynamic & social. The membership fee is only \$15 per year. To enroll or for more info call 403-548-9252.

WEEKLY EVENTS

MONDAYS: Morning Exercise 9:30-10:30am \$1 entry. Wood Carving afternoons 1:00 - 4:00pm. See Ron.



TUESDAYS: Strength and Stretch 1:00-2:00pm Tuesday Pool 1:00 - 4:00pm \$1 entry.



WEDNESDAYS: Morning Exercise 9:30-10:30am \$1 entry. Cribbage 1:00 - 3:30pm \$2 entry.



THURSDAYS: Pool 1:00 - 4:00pm \$1 entry.



FRIDAYS: Strength and Stretch 1:00-2:00pm Whist 6:30 - 8:30pm \$2 entry.



SUNDAYS: Canasta 2:00-4:00pm. Entry is \$1



SPECIAL EVENTS

POTLUCK & BINGO: Potluck and Bingo Thursday June 18th. Potluck begins at 6:00pm, and Bingo begins at 7:00pm. Must be a member to play Bingo.



WINDUP DINNER: Join the Seniors Centre for a windup dinner to celebrate the end of event season, Thursday June 25th from 5:00pm!



REDCLIFF LEGION



MONDAYS

Open 4:00 - 8:00pm.

TUESDAYS

Open from 4:00 - 8:00pm.



Jitney Darts from 7:00pm, \$5 entry.

Drop-in pool from 7:00pm, \$2.50 entry.

First beer and burger \$15 (with sides)

WEDNESDAYS

Open 4:00 - 8:00pm. Get a pound of wings for \$11.95 with numerous flavours available!



THURSDAYS

Open 4:00 - 8:00pm. Drop-in Senior Darts 12:00 - 3:00pm. Drop-In Crib Singles, 12:30 - 3:00pm, \$2 entry and 50/50 draw.



FRIDAYS

BSO OSI Buddy Check In Coffee 12:00 - 2:00pm: A Veteran led support group. Fish Fridays, \$14.95 for 1 piece, and \$18.95 for 2 pieces



SATURDAYS.

Open 12:00 - 8:00pm.



Meat Draw every Saturday at 4:30pm.

SPECIAL EVENTS

ANGIE'S MUSIC TRIVIA NIGHT- Saturday May 30th from 7:00pm! Registration is only \$5 per-person. Sign up sheet can be found at the Legion Bar.

ROYAL PURPLE TRIVIA NIGHT- Saturday July 25th from 7:00pm! Registration is only \$5 per-person. Sign up sheet can be found at the Legion Bar.

CRIB NIGHT- Join the Legion for a Crib night, Saturday June 13th, registration begins at 9:30am, and Crib beginning at 3:00pm!

VETERANS SUPPER- The Legion will be hosting a veterans supper, Saturday June 6th! Sign up sheet can be found at the bar.

100TH ANNIVERSARY GOLF TOURNAMENT- Join the Legion for it's 100th anniversary golf tournament, Thursday July 16th! Please inquire at the Legion for more details.

REDCLIFF DAYS GARAGE SALE- Stop by the Legion Saturday June 20th from 9:00am to support the Legion garage sale as part of Redcliff Days!

EMERGENCY AND SOCIAL SUPPORT

Emergency Services.....	911
Alberta Resource Centre [call, text or chat]....	211
Health Link.....	811
Addiction Helpline.....	1-866-332-2322
Alberta's ONE LINE for Sexual Violence.....	1-866-403-8000
Income Support [AB Government].....	1-844-388-7744
24-hr Emergency Income Support.....	1-866-644-5135
YMCA Employment Centre.....	403-529-4733
The Mustard Seed [Emergency Shelter].....	1-833-448-4673
Kids Help Phone.....	1-800-668-6868
Kids Help Phone Text Line.....	686868
Mental Health Helpline.....	1-877-303-2642
Suicide Crisis Helpline [Call or Text].....	988
Child Abuse Reporting Line.....	1-800-387-5437
Persons in Care Abuse Line.....	1-888-357-9939
Medicine Hat Women's Shelter Society.....	403-529-1091
Root Cellar [MH Food Bank].....	403-528-4313
Counselling - free or low cost	
AHS Addiction & Mental Health.....	403-529-3500
Medicine Hat Family Service.....	403-504-8026

This guide is distributed six times per year. Email cps@redcliff.ca to contribute your public event or program. Please note that all prices & dates are subject to change. For more information and to register, visit www.redcliff.ca

Bylaw Enforcement Monthly Report

Reporting Period: May 2026

Total Cases Handled: 66

Assist / Support Calls

- Assist General Public: 4
- Assist Planning & Development: 13
- Assist RCMP: 1

Business Licenses

- Business License (General): 1
- New Business Licenses: 11
- Renewed Business Licenses: 1

Animal Control

- Dog Barking / Howling: 4

Nuisance / Unsightly & Environmental

- Unsightly Property: 6
- Nuisance – Assist Public: 2
- Land Use Bylaw (General): 1

Parks / Public Spaces

- Campground Use: 2

Street / Encroachment

- Non-Permitted Use / Building Encroachment: 1

Traffic & Parking

- Stopping / Standing / Parking Violations: 9
- Improper Parallel Parking: 2
- Boulevard Parking: 2
- Parking Where Sign Prohibits: 1
- RV Parking / Storage on Highway (>48hrs): 1

Other Reports

- TRAVIS Permits: 4

Key Observations

- Planning & Development support represents the largest single category this month, showing a continued need for coordination on development, land use, and compliance matters.
- Business licensing remains a strong enforcement focus, with a high number of new licenses indicating ongoing commercial activity and compliance efforts.
- Traffic and parking enforcement continues to be a primary operational demand, particularly related to general parking violations and boulevard parking concerns.
- Nuisance and unsightly premises remain steady, reflecting ongoing seasonal property maintenance issues.

- Animal control complaints, specifically barking dogs, indicate a consistent community concern requiring monitoring and education.
- TRAVIS permits reflect steady coordination with provincial permitting systems and commercial vehicle movement.

Enforcement Priorities for June 2026

- **Unsightly Properties & Nuisance:** Continue proactive inspections and enforcement as seasonal growth and property use increase.
- **Traffic Enforcement:** Focus on repeat problem areas, including boulevard parking and prohibited parking zones.
- **Business Licensing:** Maintain enforcement on unlicensed operations and follow up on new businesses.
- **Development Compliance:** Continue working closely with Planning & Development on land use and encroachment issues.
- **Animal Control:** Increase education and enforcement related to barking dogs and responsible pet ownership.

Public Education Initiatives

- Property maintenance and unsightly premises compliance.
- Parking regulations, including boulevard and prohibited parking zones.
- Responsible pet ownership and barking dog awareness.
- Business licensing requirements and compliance.

OPERATIONS

Director

- Response to various inquiries
- Council agenda preparation and follow-up actions
- Meeting preparation and participation
- Bylaws, policies, and procedure review
- Project planning and execution
- Human Resource Matters

Municipal Works

- **General**
 - Gopher control, vegetation management, tree trimming, and rough-cut mowing
 - Surplus items prepared for auction and disposal activities completed
 - Summer students onboarded and assigned to operational activities
- **Transportation Network**
 - Street sweeping continued throughout the Town
 - Multiple road repairs, including pothole patching and gravel restoration, were undertaken as conditions allowed
 - Catch basin cleaning and stormwater conveyance maintenance completed
 - Warranty repairs completed on Jesmond Trail asphalt deficiencies

- Waste Management
 - Cross-training completed for garbage truck operations
 - Extra garbage collection and lane cleanups completed
 - Fugitive litter collection and trail cleanup undertaken
 - Waste collection routes maintained throughout the month
 - Bin repairs and maintenance completed
 - Landfill preparations completed for pond desludging project
- Distribution
 - Operations included meter repairs, curb stop adjustments and identification of properties requiring curb stop repairs
 - Hydrant flushing continued
 - Valve Program 2026
 - Advanced with inventory and part procurement
- Wastewater/Storm
 - NW storm pond pumping and valve repairs completed
 - Sanitary manhole inspection program initiated
 - Multiple lift station inspections and operational checks completed
 - Stormwater drainage channels, ditches, and catch basins inspected and maintained
 - River trail drainage issues addressed following rainfall events
- Utilities/Water Treatment Plant
 - Annual instrument calibrations completed
 - Response to Alberta Environment requiring inspection
 - Polymer, caustic, and CO₂ systems serviced and commissioned

Parks and Facilities

- General
 - Completed lifeguard orientation and onboarding
- Facilities
 - Rototilled Community Garden
 - Gathering information on electric vehicle chargers
 - Rekeyed ball diamond concession and campground locks
 - Arena
 - Sport court flooring installed
 - Ordered new doors for the arena front entrance, plant room, and east-side emergency exit
 - Aquatic Centre
 - Manager and shift supervisors commenced May 13
 - New lifeguard orientation held May 19
 - In-service training completed May 21
 - National Lifeguard recertification held May 23
 - Soft opening commenced May 25 for school programming and fitness swims

- Parks
 - Campground Opened May 15th for the season
 - Punch code locks were installed on the campground washrooms
 - Irrigation repairs- various locations

Regional Landfill

- Landfill Operations
 - Awaiting final fill plan
 - Wood piles are being monitored closer due to the contamination from suspected treated lumber.
 - Geoware proposal is currently under review.
 - Investigating alternatives to handle bulky items
- Compost Operations:
 - Investigating the potential acquisition of carbon credits which could be received for our efforts in reducing our carbon footprint through waste diversion tactics such as the composting of organic wastes
 - New GHG regulations coming into effect with June 10, 2026, as the deadline. This is to determine and report our methane generation from day-to-day operations and the decomposition of waste

2026 Landfill Project Updates

Equipment Storage Building

- RFP being finalized

Replacement of Unit 215

- Delivered April 9, 2026

Trailer Purchase

PLANNING AND ENGINEERING

Director

- Human Resources Matters
- Respond to various inquiries
- Council item preparation/follow up
- Various meeting preparation and attendance
- Review of various Bylaws/Policies/Procedures
- Project Management
- Work closely with Operations to coordinate RFP issuance and conduct comprehensive proposal reviews for various projects

Engineering and Innovation

- Design Guidelines and Construction Standards - review and update is currently underway
- Oversee consultant-led design projects such as Eastside School and Phase 2 Eastside projects
- Review of PSD Citywide features and asset management plan, is currently underway
- An Ideas Lab was established, and staff have begun developing and drafting conceptual ideas

Planning and Development

- Offsite levy update is in progress
- Review of Sanitary Sewer Master Plan is in progress
- Review of Transportation Master Plan is in progress
- Review the Town's existing data, policies, and studies related to trees and green spaces
- Budgeting and preparation for the 2026 MYCIP are currently in progress.
- Development of an audit process for IAM GIS (Infrastructure Asset Management GIS) data cleanup, quality improvements and GIS Network connectivity.
- Continued coordination and review of policies and procedures tied to spatial data and infrastructure tracking, CityWide, Esri, or FOSS.
- Cemetery GIS support; creation of update workflows, mapping documents, data engineering is underway.
- GIS grid mapping and thematic data engineering for organized project support is underway.
- Review of CityWide to standardize linking IDs, add internal lifecycle fields, and potentially replace infrastructure

Project Management Office (PMO)

- The Transportation of Dangerous Goods bylaw is in the process of being reviewed and amendments drafted
- Creating Project Management Dashboard
- Provide ongoing coordination with the Prairie Rose School Division and Alberta Infrastructure on the school servicing project.
- Supporting the Operations Department with project procurement activities
- Managing design and construction projects

Economic Development

- The Town's Economic Development webpage update is in progress.
- Review of quotes from two local videographers and photographers for enhancing content on the Economic Development webpage is underway.
- Working closely with Medicine Hat and Cypress County.
- Brainstorming with Community & Protective Services to develop tourism attraction ideas for the town.

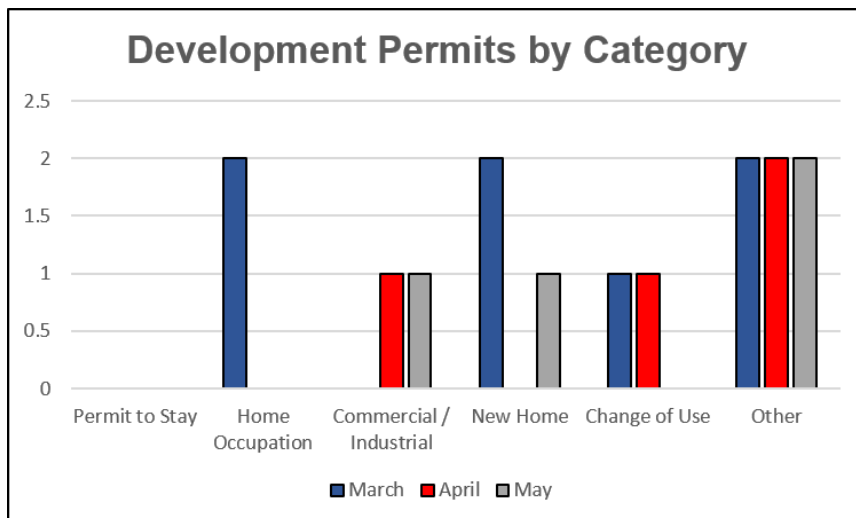
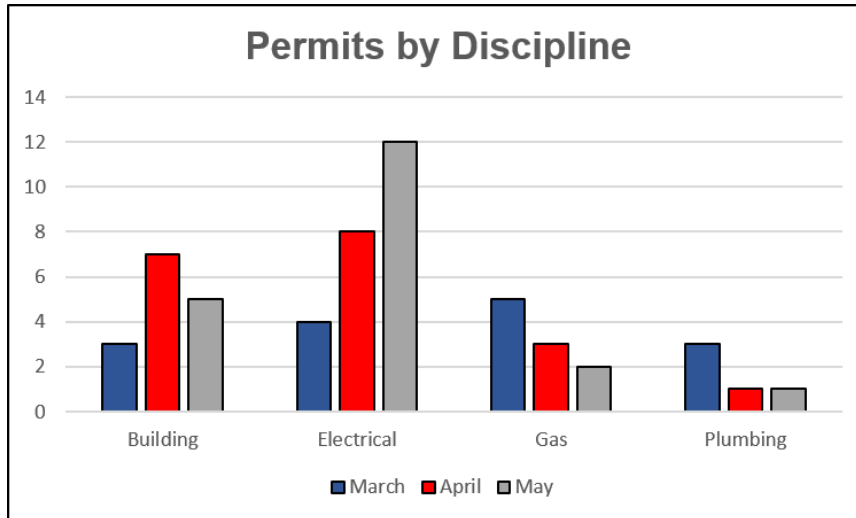
Development & Safety Codes Permit Stats

- 22 Development Permit Applications to May 31, 2026
- 0 new enforcement files for the month of May. Zero (0) files have been closed, and Seven (7) are ongoing.

Safety Codes Permits YTD

Building	23
Electrical	31
Gas	22
Plumbing	9
Total	85

CHARTS FOR COUNCIL May 2026



CORPORATE SERVICES

- Regular duties related to Corporate Services
 - Customer inquiries and payments regarding property taxes, utilities, and other receivables (business licences, dog licences), accounts payable, and payroll/human resources.
- Human Resources
 - Active recruitment for one position:
 - Planning and Development Officer
- Taxation
 - The 2026 Combined Assessment and Taxation Notices were mailed on May 28th.
- Utilities
 - The March-April bills were mailed on May 19th.

2026 PROJECT UPDATES

Sanitary Sewer Master Plan

Strategic Asset Management Plan

- Reviewing background/history
The initial draft has been prepared and is currently a work in progress.

Northside ASP/FSR

- On hold re: Development Matter

Cemetery Design

Municipal Development Plan

- On hold

Off-Site Levy Bylaw Review

- In progress

Arena Ice Plant

- Skid package delivery delayed due to supplier-related issues
- Ice plant room floor removed and repoured to address leveling deficiencies

Sander Replacement

- Delivery May 6, 2026

SuperNet Installation

- All the equipment has been installed. IT is finalizing the setup on the Town's network at each location.

Raw Water Intake Regulatory Approval

- Landowner communication and access authorization
- Brush cleared for geotechnical completion in riverbank
 - Change order being issued due to brush clearing
- Most wildlife sweeps are complete, one rare plant survey remains, and the final report will be provided after completion

Columbarium

- Contract signed with successful proponent, columbarium being constructed

Outdoor Gym Equipment Installation

- Developing site and drainage plan confirmed
- Sponsorship opportunities are being explored-Ongoing
- Tentative installation date for asphalt and equipment scheduled for beginning of July

Eastside School Site Design & Engineering

- Design phase completed and ready to proceed with construction procurement.
- Project progress monitored through biweekly meetings and ongoing informal discussions
- The parcel subdivision process is currently underway.

Eastside School Site Construction

- Design phase completed and ready to proceed with construction procurement.
- Project progress monitored through biweekly meetings and ongoing informal discussions
- Met with representatives from Alberta Infrastructure and the school project consultant to provide the required documentation.

Eastside Phase 2 Design & Engineering

- Town works closely with the consultant to amend the original design for Eastside Phase 2 to maximize single family dwelling lots and includes single family lots north of the school site and south of the school site along 9th Avenue.
- Project progress monitored through biweekly meetings and ongoing informal discussions
- Phase 2 project area where it overlaps with the Eastside school project area has been preliminary designed including the impacts to the existing storm pond and grading. Detailed design of this area will resume once the Eastside School Site project area is posted to tender.
- The parcel subdivision process is currently underway.

000, 100, 200 Blks 5th St SE Design & Engineering

- Project Completed May 26, 2026

Dog Park Options/Upgrades

- Installation of water services is complete
- Construction of dog agility features is underway

Flashing Stop Signs on Broadway Ave at 3rd St SE

- Project Complete April 10, 2026

Pedestrian Signage on Broadway Ave and 6th St SE

- Project Complete May 28, 2026

Outdoor Rink Revival

- Project Complete for 2025 Winter Season, awaiting 2026 season for installation

000, 100, 200 Blks 5th St SE Construction

- Project awarded May 27th, 2026
- Contract being executed

Water Treatment Plant Pond Dredging

- Proponent awarded, contract signed
- Site mobilization took place the week of May 27, 2026

Regional Pound Service

- Waiting for City of Medicine Hat proposal.

WTP FCL Analyzer

- Project Completed April 27, 2026

Pool Chemical Controller

- Installation taking place week of June 2, 2026

Town Hall HVAC

- Administration investigating grant options, none found currently

Trench Box

- Project Completed March 3, 2026

Replacement Tractor

- RFP being created

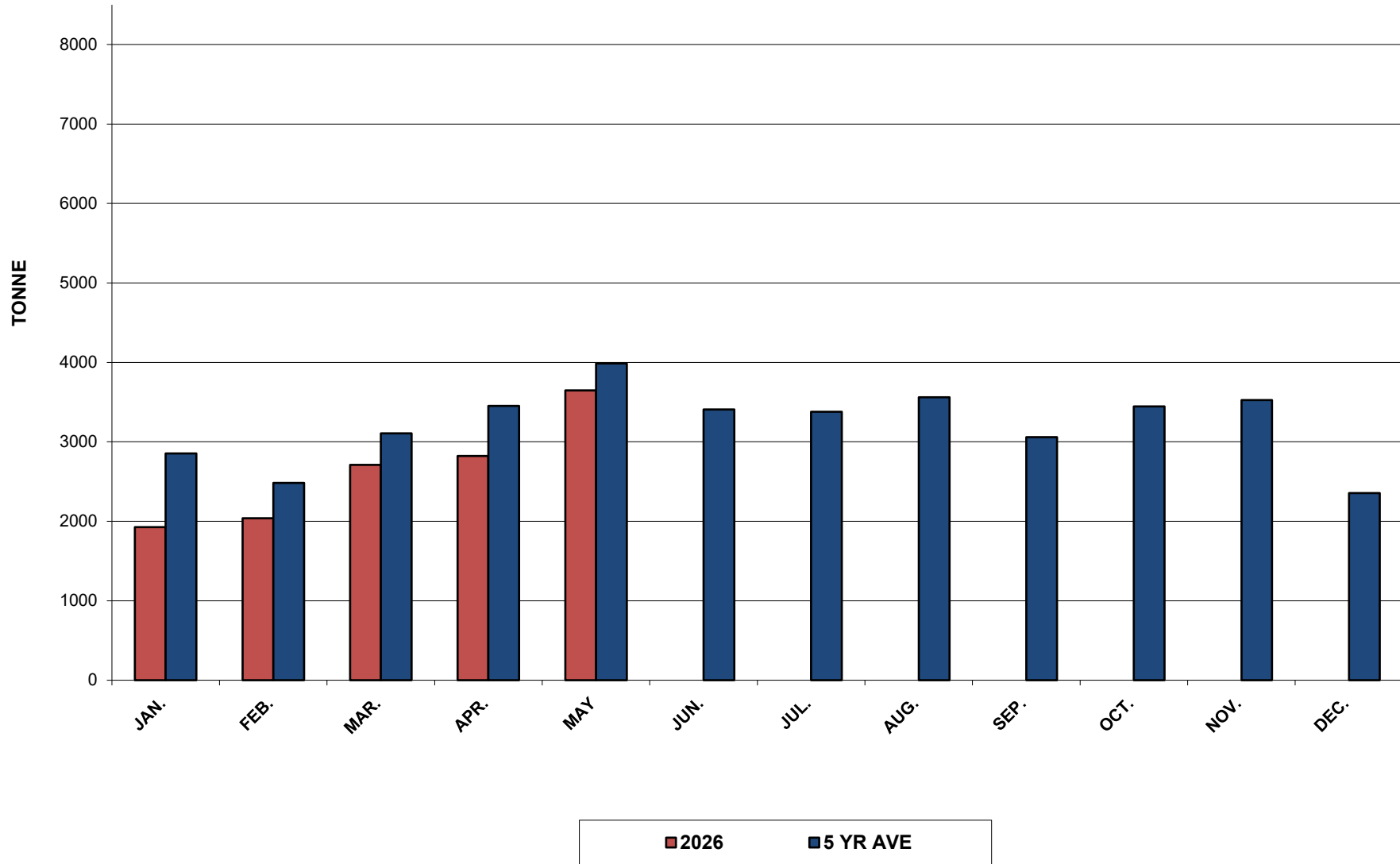
Replacement Garbage Truck

- RFP Complete
 - Issued to APC April 8, 2026, TOR-PROJ-2026-03
 - Submission date May 20, 2026
 - Proposals being evaluated

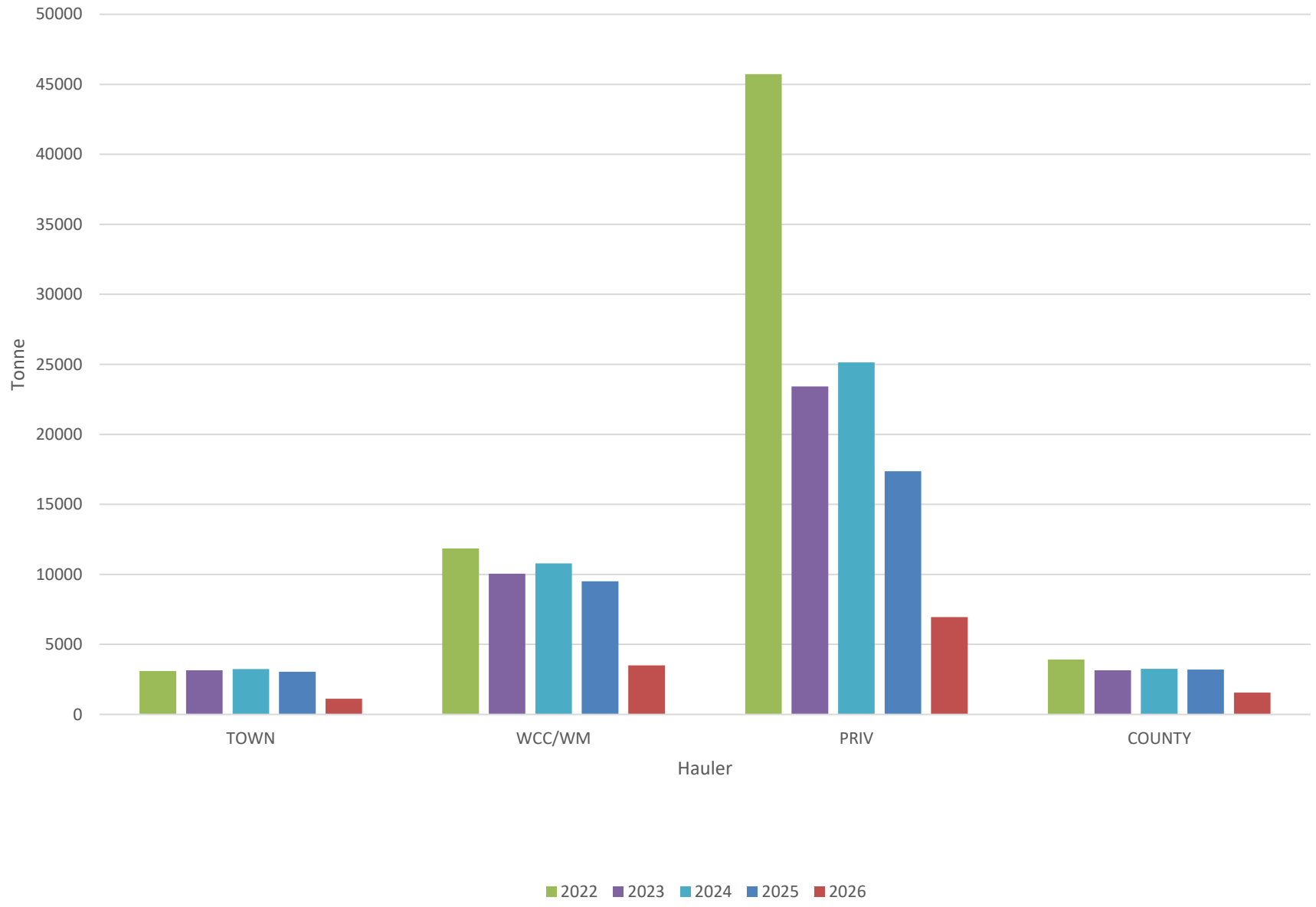
Power Rake

- Project Completed February 10, 2026

REDCLIFF/CYPRESS REGIONAL LANDFILL 2026 VS 5 YEAR AVERAGE



REDCLIFF/CYPRESS REGIONAL LANDFILL ANNUAL DELIVERIES BY SOURCE 2022-2026

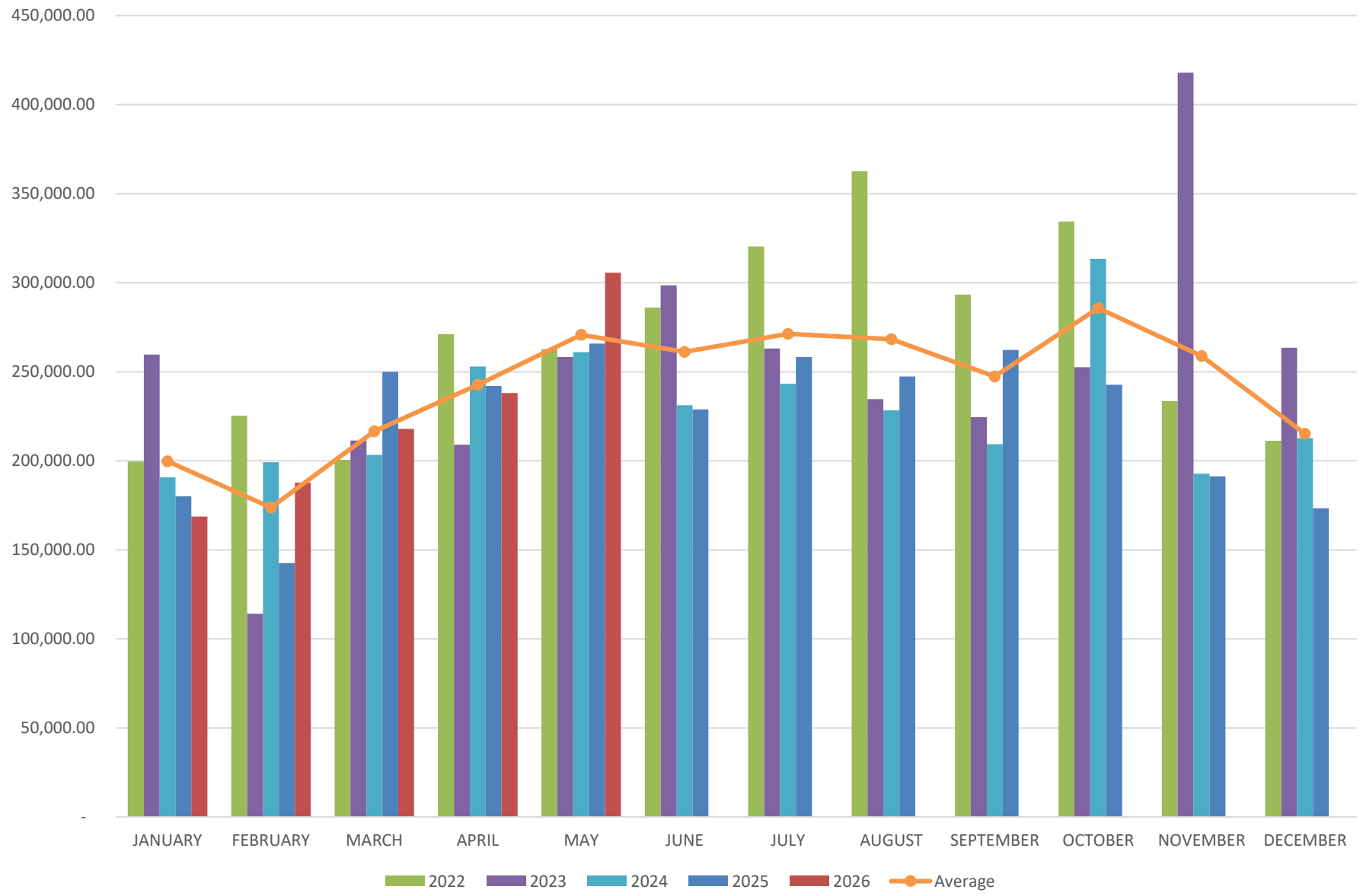


REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2022-2026

2022 2023 2024 2025 2026



REDCLIFF/CYPRESS REGIONAL LANDFILL 2022 - 2026 TONNAGE REVENUE



Town Council
STAFF REPORT



To: Council
Subject: Council Important Meetings and Events - June 8, 2026
Meeting: Town Council - 08 Jun 2026
Department: Administration
Staff Contact: Bonnie Andres, Executive Assistant

BACKGROUND INFORMATION:

DATE	MEETING/EVENT	LOCATION
June 19 - 21, 2026	Redcliff Days	Various Events
June 22, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.
July 1, 2026	Canada Day	Statutory Holiday Town Hall Closed
July 20, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.
August 3, 2026	Heritage Day	Statutory Holiday Town Hall Closed
August 17, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.