

**COUNCIL MEETING**

**MONDAY, APRIL 11, 2016**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, APRIL 11, 2016 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. DELEGATION</b>	
A) Staff Sgt. Sean Maxwell * Re: Quarterly Report (January - March, 2016)	
<b>3. MINUTES</b>	
A) Council meeting held March 28, 2016 *	For Adoption
B) Redcliff and District Recreation Services Board meeting held on April 4, 2016 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw 1826/2016, Municipal Planning Commission Bylaw *	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
B) Bylaw 1827/2016, Subdivision Approving Authority Bylaw *	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
C) Bylaw 1828/2016, to amend Bylaw No. 1686/2011, Mitchell Street SE (1 <sup>st</sup> Avenue to 4 <sup>th</sup> Avenue), Birch Court, Elm Court and Willow Court Road Rehabilitation Project - Local Improvement Tax Bylaw and Bylaw 1747/2013 being a Bylaw to amend Bylaw 1686/2011	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
<b>Note:</b> Requirement to amend local improvement bylaws that have been affected by subdivision or consolidation to reflect the modification of the parcels affected.	
D) Bylaw 1829/2016, Offsite Levy Bylaw *	1 <sup>st</sup> Reading
<b>5. CORRESPONDENCE</b>	
A) CP Rail * Re: Safety Week	For Information

- |           |   |                 |
|-----------|---|-----------------|
| <b>B)</b> | Workers' Compensation Board *<br>Re: April 28 - National Day of Mourning                  | For Information |
| <b>C)</b> | Town of Fox Creek *<br>Re: Business License Bylaw 736-2014                                | For Information |
| <b>D)</b> | Community Futures Entre-Corp Business Development *<br>Re: Special Meeting April 27, 2016 | For Information |
| <b>E)</b> | Alberta Historical Resources Foundation *<br>Re: Heritage Awards 2016                     | For Information |

**6. OTHER**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Redcliff/Cypress Regional Landfill Graphs to March 31, 2016 * | For Information |
| <b>B)</b> | Water Treatment Plant Grand Opening Ceremony *                | For Information |
| <b>C)</b> | Council Important Meetings & Events April 11, 2016 *          | For Information |

**7. RECESS**

**8. IN CAMERA**

- |           |   |
|-----------|---|
| <b>A)</b> | Business Interests of Third Party (FOIP S.16) |
| <b>B)</b> | Intergovernmental Relations (FOIP S. 21)      |

**9. ADJOURN**

**ACCOUNTS PAYABLE CHEQUE LIST****COUNCIL MEETING APRIL 11, 2016**

<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
79697	ACTION PARTS	BRAKE CLEANER, DUST MASK, BELT	\$87.77
79698	THE BOLT SUPPLY HOUSE	WASHERS, NUTS, BOLTS, CUTTING WHEELS	\$193.99
79699	BOUNDARY EQUIPMENT	STRIP BROOMS, BROOMSWEEP MANDRELL	\$2,824.50
79700	CANADIAN LINEN AND UNIFORM	COVERALLS, TOWELS	\$23.46
79701	CANADIAN ENERGY	BATTERY CORE CHARGE AND RETURN	\$113.70
79702	CAPITAL GLASS	WINDSHIELD	\$220.50
79703	C.E.M. HEAVY EQUIPMENT	AIR INTAKE HEATER, GASKET, BELT, CLUTCH ASSY	\$1,018.09
79704	COURTYARD LAW	PROFESSIONAL SERVICES	\$211.89
79705	CUPE	UNION DUES	\$2,145.71
79706	GARLAND, JAMIE	TRAVEL REIMBURSEMENT AWWOA	\$145.00
79707	RECEIVER GENERAL	MOBILE RADIO LICENSE	\$2,644.00
79708	JACOB'S WELDING	WELDING REPAIRS	\$236.25
79709	JOE JOHNSON EQUIPMENT	SWITCH	\$92.62
79710	KIRK'S MIDWAY TIRE	TIRES, CHANGE OVER, FLAT REPAIR	\$1,737.75
79711	SHAW	INTERNET SERVICE	\$78.65
79712	MP ECO MECHANICAL	WTP CONSTRUCTION PROGRESS PAYMENT	\$343,646.27
79713	SUNCOR	FUEL	\$7,480.15
79714	PUROLATOR	SHIP JOE JOHNSON	\$22.00
79715	RECEIVER GENERAL	STAT DEDUCTIONS	\$31,791.60
79716	ROBERTSON IMPLEMENT	INDICATOR, FILTER, ANTENNA	\$185.11
79717	RODEO FORD	DIAGNOSTICS, VALVE, REPAIR	\$554.97
79718	SUMMIT MOTORS	BELT	\$90.76
79719	TELUS MOBILITY	CELL PHONE SERVICE	\$15.76
79720	FAIRHURST, CAM	REIMBURSE FOR CLASS 3 AND MEDICAL EXPENSE	\$412.55
79721	UNITED WAY	EMPLOYEE DONATIONS	\$80.00
79722	AMSC	HEALTH SPENDING, BENEFITS	\$18,818.20
79723	BENCHMARK GEOMATICS	GRADE REVIEW	\$525.00
79724	CITY OF MEDICINE HAT	CITY UTILITIES	\$5,332.02
79725	COCOA BEAN	MEALS ON WHEELS	\$567.00
79726	COURTYARD LAW	PREFESSIONAL SERVICES	\$1,342.01
79727	CPA ALBERTA	2016-2017 MEMBERSHIP DUES	\$1,103.55
79728	CYPRESS GROUP	PHOTOCOPIER FEES	\$6,547.70
79729	KIRK'S MIDWAY TIRE	BALANCE, CHANGE OVER	\$84.00
79730	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$72.45
79731	SUNCOR	FUEL	\$1,439.88
79732	REDCLIFF SKATING CLUB	REFUND FACILITY/KEY DEPOSIT	\$225.00
79733	SPETZ, PATRICIA	MILEAGE	\$31.35
79734	STEIER, BARRY	REIMBURSE BYLAW SUPPLIES	\$89.45
79735	TELOG	DHS SETUP, HOSTING	\$776.56
79736	TELUS	TELEPHONE SERVICE	\$1,736.75
79737	DYKSTRA, JENNIFER	DANCE INSTRUCTOR FEES	\$385.00
79738	EMERY, LORI	REFUND CREDIT ON ACCOUNT	\$150.00
79739	PALMER, MARLENE	REFUND FACILITY/KEY DEPOSIT	\$225.00
79740	PEARCE, CONNIE	REFUND CREDIT ON ACCOUNT	\$150.00

79741	ADAMS, BRITTNI	REFUND CREDIT ON ACCOUNT	\$100.00
79742	DOOLEY, DANIEL	REFUND CREDIT ON ACCOUNT	\$150.00
79743	LONEGRAN, HUGH	REFUND CREDIT ON ACCOUNT	\$183.06
79744	NORTH, DEBORAH	REFUND CREDIT ON ACCOUNT	\$99.37
79745	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$838.00
79746	REDCLIFF FIREMAN SOCIAL CLUB	1ST QTR FIRE DUES	\$315.00
79747	XEROX	PHOTOCOPIER MAINTENANCE	\$26.43
51 CHEQUES TOTAL:			\$437,365.83

Reporting Period: January 1, 2016 – March 31, 2016

Summary of Detailed Crime Number Statistics

Zone	Total this Period	Previous Period	Yearly Total 2015-2016
Redcliff(municipal)	182	130	520
Redcliff(provincial)	414	545	2195

Summary of Detailed Crime Statistics

Section I: Detailed Crime Report

Crime Type	Previous Quarter	Current Quarter
Assault	8	4
Break and Enter	5	1
Motor Vehicle Theft	5	1
Theft Over \$5000	2	0
Theft Under \$5000	15	18
Mischief	15	19
Possess Stolen Property	5	1
Fraud	5	11
Drugs	3	4
Disturb/Breach Peace	2	5
Utter Threats	5	3
Criminal Harassment	2	2
Weapons Offences	0	1
Breach of Court Order	2	2
Obstruction	1	0
Other Federal Act	14	1

Total Persons Crime	16	9
Total Property Crime	52	51

## Section IV: Common Police Activities

	Previous Quarter	Current Quarter
False 911 Calls	7	5
Animal Calls	4	0
False Alarms	14	11
Request to Locate Ind.	1	0
Missing Persons	1	0

Summary of Detailed Traffic Monthly Report Statistics

Violation Type	Previous Quarter	Current Quarter
Speeding Violations	268	369
Non Moving	92	74
No Insurance	10	10
Distracted Driving	15	13
Roadside Suspension	3	4
Stop Sign	10	10
GLA	4	7
Seat Belt	14	14
Traffic Lights	10	5
Impaired Driving	8	9
Other Moving	26	49
Intersection	29	15

Collisions:

Collision Type	Previous Quarter	Current Quarter
Property Damage Non-Reportable	1	2
Property Damage	11	19
Non-Fatal Injury	2	1
Fatality	0	0
Total	14	22

**Annual Performance Plan 2015/2016****DATA ON THIS SECTION INCOMPLETE AS OF APRIL 6, 2016.**Traffic

Initiative	Quarterly Total	Year Total
Speeding	972	
Intersections	147	
Distracted Driving/ Seatbelts	84	
Impaired Driving	46	

Reducing the Abuse of Drugs

Initiative	Quarterly Total	Year to Date Total
Number of Drug Charges	8	

Achieving a High Level of Trust and Confidence in the RCMP

Initiative	Quarterly Total	Year to Date Total
Visits to Hamlets	1761	

Reduce Property and Persons Crimes

Initiative	Quarterly Total	Year to Date Total
Habitual Offender Program	0	
Compliance Checks	59	

Other Inclusions

- Cst. Ruest has been transferred to the Musical Ride
- Currently two members seconded temporarily to Bow Island Detachment with at least one back by the early summer

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 28, 2016 7:00 P.M.**

**PRESENT:**

Mayor	E. Reimer	
Councillors	C. Crozier	
	E. Solberg	
	D. Kilpatrick	
	L. Leipert	
	J. Steinke	
	C. Brown	
Municipal Manager	A. Crofts	
Manager of Legislative & Land Services	S. Simon	
Director of Finance & Administration	J. Tu	(left at 7:47 p.m.)
Director of Community & Protective Services	K. Dalton	(left at 7:47 p.m.)

**ABSENT:**

**1. GENERAL**

Call to Order

**A)** Mayor Reimer called the regular meeting to order at 7:00 p.m.

Council observed a moment of silence in honor of Jim Hillyer, MP.

2016-0107 Adoption of Agenda

**B)** Councillor Solberg moved the agenda be adopted as amended to remove Item 4C, Bylaw 1825/2016, Water Rates Bylaw. - Carried.

2016-0108 Accounts Payable

**C)** Councillor Leipert moved the following 70 general vouchers in the amount of \$464,170.94 be received for information. - Carried.

<u>ACCOUNTS PAYABLE CHEQUE LIST</u>			
<u>COUNCIL MEETING MARCH 28, 2016</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
79627	A & B STEEL	VARIOUS TOOLS FOR SERVICE TRUCK	\$15,885.30
79628	ACTION PARTS	FILTERS	\$320.48
79629	AL'S AUDIO	SOUND SYSTEM	\$9,959.25
79630	BAKKER, BERNIE	TRAVEL ADVANCE	\$120.00
79631	CANADIAN LINEN	COVERALLS/TOWELS	\$21.42
79632	C.E.M. HEAVY EQUIPMENT	WIPER BLADE	\$31.42
79633	CITY AUTO PARTS	JACKS	\$2,791.33
79634	CITY OF MEDICINE HAT	ELECTRIC	\$22,010.20

79635	COCOA BEAN	MEALS ON WHEELS	\$614.25
79636	FARMLAND SUPPLY	FITTING ON PAINT LINE SPRAYER	\$20.90
79637	FAST TIMES MACHINING	BRAKE DISC REPAIR	\$213.51
79638	GARLAND, JAMIE	TRAVEL REIMBURSEMENT	\$200.00
79639	H2O WATER HAULING	HAUL WATER TO LANDFILL	\$210.00
79640	HARRISON, DEAN	TRAVEL ADVANCE	\$250.00
79641	HARV'S JANITORIAL	FEBRUARY JANITORIAL SERVICE	\$3,948.00
79642	JACOB'S WELDING	REPAIR QUICK ATTACH	\$236.25
79643	KIRK'S TIRE	TIRE CHANGE OVER	\$21.00
79644	SHAW CABLE	INTERNET SERVICE	\$261.19
79645	RECEIVER GENERAL	REGULAR PAY	\$32,252.65
79646	RODEO FORD	WHEEL	\$107.24
79647	SANATEC ENVIRONMENTAL	PUMP WATER STATION	\$173.25
79648	ST.JOHN AMBULANCE	BABYSITTING COURSE	\$400.00
79649	SUMMIT MOTORS	WIPER BLADES	\$168.26
79650	TELUS COMMUNICATION	PHONE SERVICE	\$38.02
79651	TELUS MOBILITY	CELL PHONE SERVICE	\$72.98
79652	TRIPLE R EXPRESS	SHIP C.E.M. HEAVY EQUIPMENT	\$81.38
79653	CIVIC INFO BC	JOB POSTINGS	\$157.50
79654	MBSI CANADA	HOSTED BACKUP	\$1,071.00
79655	DARLEY, KEELY	TOWN PROGRAMMING	\$204.00
79656	AWAKEN PERSONAL ENLIGHTMENT	LAUGHTER YOGA FEES	\$60.00
79657	MAYER, TRACEY	REFUND REFLEXOLOGY FEE	\$34.50
79658	GRANT, AMY	REFUND SEWER LINE CLEAN	\$200.00
79659	CANNON, DEE	REFUND FACILITY & KEY DEPOSIT	\$75.25
79660	TOWN OF REDCLIFF	LANDFILL TONNAGE CHARGES	\$4,839.06
79661	WESTERN CANADA WELDING	OXYGEN	\$66.02
79662	WOLSLEY	COUPLING	\$27.72
79663	WOOD, DALE	FIREARMS SAFETY COURSE	\$1,330.00
79664	XEROX CANADA	PHOTOCOPIER MAINTENANCE	\$256.91
79665	ABSA	2016 ANNUAL FEE	\$103.00
79666	ACTION PARTS	OIL FILTERS	\$85.81
79667	ATB FINANCIAL MASTERCARD	VARIOUS EXPENSES	\$7,627.45
79668	ALBERTA URBAN MUNICIPALITIES	2016 MEMBERSHIP	\$57.75
79669	THE BOLT SUPPLY HOUSE	NUTS AND BOLTS	\$149.53
79670	CANADIAN LINEN	COVERALLS/TOWELS	\$21.42
79671	CITY OF MEDICINE HAT	SEWAGE OUTLAY	\$35,925.07
79672	CYPRESS COUNTY	LOAN PP#2 WASTE CELL/LEACHATE POND	\$148,169.47
79673	FARMLAND SUPPLY	GASKET MATERIAL	\$32.13
79674	FORTY MILE	LANDFILL GAS UTILITIES	\$197.67
79675	FRANCOTYPE	POSTAGE MACHINE LEASE	\$110.09
79676	GAR-TECH ELECTRICAL	RAW WATER PUMPHOSE VALVE	\$224.78
79677	REDCLIFF HOME HARDWARE	ASH URN	\$241.48

79678	HUBERDEAU, ROGER	REIMBURSE DRIVERS MEDICAL	\$100.00
79679	JOE JOHNSON EQUIPMENT	PRESSURE REGULATOR	\$129.55
79680	SHAW CABLE	INTERNET SERVICE	\$125.90
79681	MS MUNICIPAL SOLUTIONS	ENGINEERING SERVICES	\$9,524.61
79682	MURRAY CHEVEROLET	WIRING HARNESS	\$181.08
79683	NELSON'S RADIATOR	A/C DRYER	\$120.75
79684	NOVAJET	FIX SEWER CAMERA	\$2,892.41
79685	PALL CORPORATION	WTP MEMBRANE FILTRATION SYSTEM	\$2,176.29
79686	PARK ENTERPRISES	PERMITS	\$2,470.83
79687	SUNCOR	DYED DIESEL	\$2,720.12
79688	PRIME PRINTING	INVOICE AND BUSINESS LICENCE PAPER	\$1,255.80
79689	PUROLATOR	PARTS FREIGHT	\$250.21
79690	REIMER, ERNIE	REIMBURSE TRAVEL EXPENSE	\$1,029.88
79691	STEIER, BARRY	REIMBURSE EQUIPMENT	\$261.36
79692	SUMMIT MOTORS	CLEARANCE LAMPS, MUD FLAPS	\$13.19
79693	TELUS	PHONE SERVICE TWO-WAY RADIOS	\$20.60
79694	HACH	EQUIPMENT CALIBRATION	\$903.00
79695	ANTON, NICOLE	REFUND FACILITY & KEY DEPOSIT	\$150.00
79696	TOWN OF REDCLIFF	LOAN PP#2 WASTE CELL/LEACHATE POND	\$148,169.47
70 CHEQUES TOTAL:			\$464,170.94

2016-0109 Bank Summary to January 31, 2016

**D)** Councillor Crozier moved the Bank Summary to January 31, 2016 be received for information. – Carried.

## 2. DELEGATION

Chris Czember, Who's On Third  
Re: Special Event Application

**A)** Chris Czember, Who's on Third was in attendance to discuss his Special Events Application for a street dance and concert on the 000 Block of 3<sup>rd</sup> Street SE during the 2016 Redcliff Days.

2016-0110

Councillor Steinke moved the presentation by Chris Czember regarding his Special Events Application for a street dance and concert on the 000 Block of 3<sup>rd</sup> Street SE during the 2016 Redcliff Days, be received for information. - Carried.

## 3. MINUTES

2016-0111 Council meeting held March 14, 2016

**A)** Councillor Steinke moved the minutes of the Council meeting held March 14, 2016, be adopted as presented. - Carried.

2016-0112 Redcliff Family & Community Support Services Meeting held February 17, 2016

**B)** Councillor Brown moved the minutes of the Redcliff Family & Community Support Services Meeting held February 17, 2016, be received for information. - Carried.

**4. BYLAWS**

- 2016-0113 Bylaw 1823/2016, Family & Community Support Services Board Bylaw **A)** Councillor Crozier moved Bylaw 1823/2016, Family & Community Support Services Board Bylaw, be given second reading as amended. – Carried.
- 2016-0114 Councillor Leipert moved Bylaw 1823/2016, Family & Community Support Services Board Bylaw, be given third reading. – Carried.
- 2016-0115 Bylaw 1824/2016, Street Bylaw **B)** Councillor Steinke moved Bylaw 1824/2016, Street Bylaw, be given second reading. - Carried.
- 2016-0116 Councillor Leipert moved Bylaw 1824/2016, Street Bylaw, be given third reading. - Carried.

**5. REQUESTS FOR DECISION**

- 2016-0117 Community Garden Advisory Committee  
Re: Utility Refund Request **A)** Councillor Solberg moved to approve the Community Food Connections Association's request for reimbursement of \$593.22 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2015 season. - Carried.
- 2016-0118 Redcliff Days Street Dance & Concert **B)** Councillor Leipert moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 17 to June 19, 2016. Further, that Council authorize the closure of 3<sup>rd</sup> Street SE from Broadway Avenue to the alley entrance behind Who's on 3<sup>rd</sup>, located at 222 Broadway Ave East from 2:00 p.m. Friday, June 17<sup>th</sup> until 10:00 a.m. Sunday, June 19<sup>th</sup> 2016. - Carried.
- 2016-0119 Encroachment Permit Application  
Lot 29, Block B, Plan 0412564 (450 Jesmond Circle SW) **C)** Councillor Leipert moved that the Municipal Manager be authorized to sign an encroachment agreement with Juan Francisco Gamez and Wanda Kathleen Gamez of 450 Jesmond Circle SW (Lot 29, Block B, Plan 0412564). – Carried.

**6. CORRESPONDENCE**

- 2016-0120 Redcliff Public Library  
Re: Silent Auction April 15, 2016 **A)** Councillor Brown moved correspondence from Redcliff Public Library dated March 12, 2016, regarding a request for donation to their Silent Auction being held April 15, 2016, be received for information. Further, to authorize Administration to donate one 2016 Family Season Swim Pass to the Redcliff Public Library Silent Auction. - Carried.

**7. OTHER**

- 2016-0121 Municipal Manager's Report to Council , March 28, 2016 **A)** Councillor Crozier moved the Municipal Manager Report to Council for March 28, 2016 be received for information. - Carried.
- 2016-0122 Mayor's Report to Council, March 28, 2016 **B)** Councillor Steinke moved the Mayor's Report to Council March 28, 2016 be received for information. – Carried.
- 2016-0123 Council Important Meetings & Events March 28, 2016 **C)** Councillor Leipert moved the Council Important Meetings & Events March 28, 2016, be received for information. - Carried.

Director of Community & Protective Services and Director of Finance & Administration left the meeting at 7:47 p.m.

**8. RECESS**

Mayor Reimer called for a recess at 7:47 p.m.

Mayor Reimer reconvened the meeting at 7:54 p.m.

**9. IN CAMERA**

- 2016-0124 Councillor Brown moved to meet In Camera at 7:54 p.m. - Carried.
- 2016-0125 Councillor Brown moved to return to regular session at 7:56 p.m. - Carried.
- 2016-0126 Boards & Commissions Appointment Councillor Brown moved to appoint Susan Horn to the Family & Community Support Services Board with a term to expire December 31, 2016. - Carried.

**10. ADJOURNMENT**

- 2016-0127 Adjournment Councillor Kilpatrick moved to adjourn the meeting at 7:57 p.m. - Carried.

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Mayor

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Manager of Legislative and Land Services

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**  
**Town Council Chambers Town Office**  
**April 4th, 2015 at 7:00 pm**

**PRESENT:**

Chairperson	Karen Worrell
Council Representative	Eric Solberg
Council Representative	Ernie Reimer
Community Services	Kim Dalton
Members at Large	Christina McNeil
	George Hunt
 Absent	 Jeff Wilson
	LeRay Paul

**1. GENERAL**

Call to Order:

**A)** Meeting called to order at 7:10 pm.

Adoption of the Agenda

**B)** C. McNeil moved adoption of the agenda as presented. – Carried.

**2. MINUTES**

Board meeting held January 4th,  
2016

**A)** C. McNeil moved that the minutes of the Redcliff and District Recreation Services Board meeting held January 4th, 2016 be adopted as presented. – Carried.

**3. DELEGATION – None**

**4. OLD BUSINESS**

Park and Recreation Master Plan

**A)** E. Solberg moved that the update on the timeline for the Park and Recreation Master Plan was received as information. -- Carried

Farmers Market

**B)** C. McNeil moved that in coordination with the Town of Redcliff economic development officer set up a meeting to gauge the local interest in developing a Farmers Market hosted at the Rec-Tangle – Carried.

Volunteer Appreciation Night  
Board Members

**C)** Received as information

Volunteer Appreciation Night  
Nominee

**D)** Received as information

**5. NEW BUSINESS**

Pitch in Week

**A)** C. McNeil moved that Redcliff and District Recreation Services recommend to council to make Pitch in week a municipal sponsored event. – Carried

Redcliff Golf Course Driving Range      **B)**      C. McNeil moved that the update to the Redcliff Golf Course Driving Range be received as information. – Carried

Aquatic Centre Staffing Levels      **C)**      Received as information

Walking Trail By-Law Monitoring      **D)**      Received as information

Lions Campground      **E)**      Received as information

Redcliff Days      **F)**      Received as information

Summer Community Brochure      **G)**      Received as information.

MEC Community Grants Signage      **H)**      Received as information.

**6. CORRESPONDENCE**

**7. UPCOMING MEETING / CONFERENCE / WORKSHOPS**

Next Meeting      **8. DATE OF NEXT MEETING- May 2nd, 2016**

Adjournment      **9. ADJOURNMENT**

**A)**      G. Hunt moved to adjourn the meeting at 8:19 pm.—Carried

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 11, 2016

**PROPOSED BY:** Manager of Legislative & Land Services

**TOPIC:** Municipal Planning Commission Bylaw

**PROPOSAL:** To consider adopting proposed changes to the Municipal Planning Commission Bylaw

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**BACKGROUND:**

The position of Director of Planning & Engineering has recently been filled. As part of the organizational changes occurring transition of development and subdivision administrative responsibilities will be moved to the Director of Planning and Engineering from the Manager of Legislative & Land Services.

To implement this change, the Municipal Planning Commission Bylaw requires amendment. Other bylaws and policies will be brought forward as required.

**POLICY/LEGISLATION:**

Excerpt from Municipal Government Act

Development authority

- 624 (1) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.
- (2) A development authority may include one or more of the following:
- (a) a designated officer;
  - (b) a municipal planning commission;
  - (c) any other person or organization.

1995 c24 s95

Municipal planning commission

- 626 (1) A council may by bylaw establish a municipal planning commission and may by bylaw authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal planning commission.

**STRATEGIC PRIORITIES:**

Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure bylaws are consistent and current to relevant federal and provincial government legislation and related regulations.

**ATTACHMENTS:**

- Bylaw 1826/2016, Municipal Planning Commission

**OPTIONS:**

1. To consider adopting the changes to the Municipal Planning Commission Bylaw as presented. (It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting)
2. To direct Administration to review and incorporate additional changes to proposed Bylaw 1826/2016, Municipal Planning Commission Bylaw.
3. To remain status quo.

**RECOMMENDATION:**

Option 1.

**SUGGESTED MOTION(S):**

1.
  - i) Councillor \_\_\_\_\_ moved Bylaw 1826/2016, Municipal Planning Commission Bylaw be given first reading.
  - ii) Councillor \_\_\_\_\_ moved Bylaw 1826/2016, Municipal Planning Commission Bylaw be given second reading.
  - iii) Councillor \_\_\_\_\_ moved Bylaw 1826/2016, Municipal Planning Commission Bylaw be presented for third reading.  
(Note: Must be unanimous in order to proceed with third reading)
  - iv) Councillor \_\_\_\_\_ moved Bylaw 1826/2016, Municipal Planning Commission Bylaw be given third reading.

SUBMITTED BY:



Department Head

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2016.

**BYLAW NO. ~~1813/2015~~1826/2016**  
**OF THE TOWN OF REDCLIFF**  
**IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to establish the **Redcliff Municipal Planning Commission** and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Municipal Planning Commission Bylaw.”

**WHEREAS** the *Municipal Government Act* provides that **Council** may by Bylaw establish a **Municipal Planning Commission**;

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

**INTERPRETATION**

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
  - a) “Act” means the *Municipal Government Act*, as amended from time to time.
  - b) “Council” means the Municipal Council of the Town of Redcliff.
  - c) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
  - d) “Development Application” means an application for development made to the Town in accordance with the Town of Redcliff Land Use Bylaw for the purpose of obtaining a Development Permit.
  - e) “Development Officer” means a person appointed to the office of Development Officer pursuant to this Bylaw or the Municipal Planning Commission.
  - f) “Development Permit” means a document which authorizes development pursuant to the Land Use Bylaw and which may include plans, drawings, specifications or other documents.
  - ~~f)g)~~ “Director of Planning and Engineering” means a person appointed to the position of Director of Planning and Engineering by the Municipal Manager.
  - ~~g)h)~~ “Land Use Bylaw” means a bylaw of the Town of Redcliff to regulate, control or prohibit the use and development of land and buildings within the Town of Redcliff in accordance with the provisions of the *Municipal Government Act*.
  - ~~h) “Manager of Legislative and Land Services” means a person appointed by Council as a Designated officer and known as the Manager of Legislative and Land Services.~~
  - i) “Member” means a member of the Municipal Planning Commission of the Town of Redcliff.

~~j)~~i) “Municipal Manager” means a person appointed by Town Council as Chief Administrative Officer in accordance with the *Municipal Government Act*.

~~k)~~j) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Redcliff Municipal Planning Commission established by Council pursuant to the *Act*, and constituted and empowered by Council pursuant to Town of Redcliff Bylaws, as amended, or a Bylaw substituted therefor.

~~k)~~j) “Municipality” means the geographic area situated within the corporate boundaries of the Town of Redcliff.

~~m)~~n) “Secretary” shall mean the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Commission.

~~n)~~o) “Subdivision & Development Appeal Board” means a board established by Council pursuant to the *Act*.

~~n)~~o) “Town” shall mean the Municipal Corporation of the Town of Redcliff.

## **ESTABLISHMENT AND COMPOSITION**

2. The Commission for the Town is hereby established.
3. The Commission shall consist of seven (7) Members as follows:
  - a) Three (3) members of the Council, and
  - b) Four (4) public members appointed by the Council.
4. A person who is the Development Officer, an employee of the Town, or a member of the Subdivision and Development Appeal Board shall not be appointed to the Commission.
5. A public member is eligible to be appointed to the Commission if they reside within the corporate boundaries of the Town of Redcliff.
6. Each Member of the Commission shall be appointed by resolution of Council.
7. A Member may be reappointed but only by resolution of Council.
8. A vacancy on the Commission may only be filled by resolution of Council.

## **REMUNERATION**

9. Members of the Commission shall hold office without remuneration.
10. A Member may make submissions to Council or as established by policy of Council for Commission related Development expenses.

### **TERMINATION OF APPOINTMENTS**

11. Subject to Section 20 (b) below, the rules of conduct relating to pecuniary interest contained in the *Act*, as amended from time to time, shall be deemed to apply to members of the Commission.
12. Council may by resolution terminate the appointment of any Member if:
  - a) the Member is absent from three (3) consecutive meetings of the Commission;
  - b) the Member uses information gained through appointment to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
  - c) the Member otherwise conducts himself/herself in a manner that Council considers to be improper.
13. A Member's appointment shall automatically terminate if the Member ceases to reside within the corporate boundary of the Town of Redcliff or if the Member becomes an employee of the Town.
14. The appointment of a Member may at any time be revoked by resolution of Council.

### **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

15. The Commission shall at its first regular meeting held in each year, elect, by a majority vote of the Members present, one Member for the office of Chairman and one Member for the office Vice-Chairman.
16. The Vice-Chairman shall preside over any business before the Commission in the event of the absence or inability of the Chairman to act.
17. In the event of the absence or inability to act of the Chairman and Vice- Chairman at a meeting of the Commission, the Members present shall elect, by a majority vote, a Member to act as Chairman at that meeting.

### **QUORUM**

18. Majority of the appointed Members shall constitute a quorum at any meeting of the Commission.
19. Only those Members present during the entire length of the discussion pertaining to a matter being considered at a meeting of the Commission shall have a vote on the matter.

### **FUNCTIONS & DUTIES OF THE COMMISSION**

20. The Commission shall perform the following functions and duties:
  - a) exercise the development powers and duties as outlined in the Land Use Bylaw of the Town and amendments thereto;
  - b) exercise the subdivision powers as outlined in the Subdivision Approving Authority Bylaw, the Act, Town of Redcliff Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time.
  - c) advise and assist the Council with regards to planning and development matters within the municipality.
  - d) carry out such other functions and duties as may be assigned to the Commission by Council
21. The Commission shall have no power to spend money, to make any purchases on behalf of the Town, or to obligate or bind the Town in any manner whatsoever.
22. Any recommendations made by the Commission regarding general planning issues shall be forwarded to Council.
23. The Commission shall have no power in matters concerning selection, rates of pay, fringe benefits or other matters pertaining to the welfare of staff. The Commission may however address related operational concerns and or issues, in writing, through the Municipal Manager and/or through Council.
24. The Commission shall restrict its request for information to information required to make sound planning decisions relating to matters within its jurisdiction.

### **COMMUNICATIONS**

25. The Commission shall provide a copy of meeting minutes to the Council on a regular basis.
26. The Commission may make presentations to Council regarding planning and development related issues.
27. The Commission shall ensure original minutes and correspondence of Commission and sub-committee meetings are kept safe at the Town's municipal office.

### **CONFIDENTIALITY**

28. The Commission shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
  - a) commercial information, the disclosure of which would:
    - i. likely prejudice the commercial position of the person who supplied it,

- ii. reveal a trade secret,
  - iii. likely prejudice the Town's ability to carry out its activities or negotiations, or
  - iv. allow the information to be used for improper gain or advantage;
- b) information that is subject to obligations of confidence, the disclosure of which would:
  - i. likely prejudice the future supply of similar information or advice,
  - ii. likely prejudice the Town's ability to carry out its activities or negotiations,
  - iii. place Commission Members, Councillors, or employees of the Town at risk of improper pressure or harassment,
  - iv. breach legal professional privilege, or
  - v. prejudice measures protecting health and safety;
- c) personal information, including personnel information, unless its disclosure:
  - i. is for the purpose for which the information was obtained or for a consistent purpose,
  - ii. is required so that the Town can carry out its duties and functions, or
  - iii. is in a statistical or other form so that the name of persons are not revealed or made identifiable;
- d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
- e) information the disclosure of which could prejudice security and the maintenance of the law;
- f) information about assessments and taxes, except as provided in this or any other enactment;
- g) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
- h) information that is prohibited from being released by this or any other enactment.

## **MEETINGS**

- 29. The Commission may, at any meeting which all Members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
- 30. Special Meetings of the Commission may be established through either of the following processes:
  - a) Written requests for the calling of a special meeting may be made to the Secretary by an applicant for a development application, only upon full completion

and payment of the development application, and an administration fee detailed in the Town of Redcliff Rates Policy adopted by Council. Upon receiving the request and all fees being paid, the Secretary shall initiate a request for a special meeting. The Secretary shall firstly contact the Chairman advising him/her of the request and ask the Chairman for a preferred date and time for the meeting and provide the Chairman with the details of the application in hand.

The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting on the suggested date and time. If a two thirds (2/3) majority of the Members agree to the request, the meeting shall be deemed to be called.

The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.

In the event the meeting is called and a quorum is not reached at the requested meeting, a refund for the full amount, less an administrative fee of \$50.00 for the polling of members, shall be made to the applicant who made the request.

- b) For purposes other than a request from an applicant to expedite an application the Chairman may (at no cost) advise the Secretary to initiate a request for a special meeting. He/she shall provide the Secretary with a preferred date and time for the meeting, and provide details of the agenda item(s) to be discussed. The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting, for the purpose requested, on the suggested date and time. If a two thirds (2/3) majority of the members agree to the request, the meeting shall be deemed to be called. The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.
  - c) No business other than the business stated in the request and outlined to each Member in the telephone poll, shall be discussed or considered at any special meeting.
31. The Commission shall meet at regular intervals to undertake the duties assigned to it by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
32. The conduct of the meetings shall be determined by the Chairman who may:
- a) set procedural rules from time to time;
  - b) permit delegations to appear before the Commission;

- c) rule on any other matter as deemed fit.

In every case the Chairman shall first obtain a majority vote from the Members present.

- 33. The Commission may consult or obtain information from any person, advisor or consultant who is not a Member thereof. It may request such person, advisor or consultant to attend its meeting or meetings.
- 34. The meetings of the Commission shall normally be held in public. The Commission may, based on reasons it seems fit, hold a meeting closed to the public pursuant to the *Act*.
- 35. The Commission may deliberate and make its decisions in meetings closed to the public, however when a meeting is closed to the public no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.

## **DECISIONS**

- 36. The Commission may make its decisions, recommendations and issue notices with or without conditions in accordance with the *Act*, this Bylaw, the Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time..
- 37. The Chairman, when present, and every other Member present shall vote on every matter.
  - a) Unless, in a specific case the Chairman or Member is excused by resolution of the Commission from voting, or
  - b) Unless disqualified from voting by reason of pecuniary interest.
- 38. The decisions of the Commission shall be by simple majority vote of the Members present.
- 39. No seconder is required to make a motion of the Commission.
- 40. Any resolution in which there is a tie vote shall be deemed to be decided in the negative.
- 41. The secretary shall, whenever a recorded vote is demanded (in advance of the vote) by a Member, record in the minutes the name of each Member present and whether the Member voted for or against the matter.
- 42. Minutes of each meeting shall be confirmed at each subsequent meeting of the Commission. The last page of the minutes of each meeting shall be signed by the Chairman or presiding Member and the Secretary.

43. The Chairman or such other person authorized by the Commission for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the Commission relating to any responsibilities of the Commission.
44. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Commission.
45. Notwithstanding Section 43, the Development Officer, or designate, are hereby authorized to sign decisions, and other documents as required to conduct the business of the Development Authority.
46. Notwithstanding Section 43, the ~~Manager of Legislative and Land Services~~ Director of Planning and Engineering, or designate, are hereby authorized to sign decisions, instruments for endorsement, easements, caveats, extensions and other documents, as may be required in relation to subdivision applications.

### **SECRETARY**

47. The Secretary shall attend all meetings of the Commission and shall keep all minutes, documents and records of the Commission safe in the Municipal Office of the Town.
48. The Development Officer shall prepare an agenda for each meeting of the Commission and prior to each meeting, shall arrange to deliver a copy of the agenda to each Member of the Commission, and to its technical advisors.
49. The Secretary shall conduct the correspondence of the Commission and provide it with such administrative services as required.

### **REPEAL**

50. Bylaw Number ~~1791/2014~~1813/2015 ~~known as the Municipal Planning Commission Bylaw~~ is hereby repealed. ~~upon this Bylaw coming into effect January 1, 2016.~~
51. This Bylaw shall come into ~~force January 1, 2016.~~ On the date of the third and final reading.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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MAYOR

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MANAGER OF LEGISLATIVE & LAND SERVICES

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 11, 2016

**PROPOSED BY:** Manager of Legislative & Land Services

**TOPIC:** Subdivision Approving Authority Bylaw

**PROPOSAL:** To consider adopting proposed changes to the Subdivision Approving Authority Bylaw

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**BACKGROUND:**

The position of Director of Planning & Engineering has recently been filled. As part of the organizational changes occurring transition of development and subdivision administrative responsibilities will be moved to the Director of Planning and Engineering from the Manager of Legislative & Land Services.

To implement this change, the Subdivision Approving Authority Bylaw requires amendment. Other bylaws and policies will be brought forward as required.

**POLICY/LEGISLATION:**

Excerpt from Municipal Government Act

Subdivision authority

- 623 (1) A council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.
- (2) A subdivision authority may include one or more of the following:
- (a) any or all members of council;
  - (b) a designated officer;
  - (c) a municipal planning commission;
  - (d) any other person or organization.

1995 c24 s95

**STRATEGIC PRIORITIES:**

Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure bylaws are consistent and current to relevant federal and provincial government legislation and related regulations.

**ATTACHMENTS:**

- Bylaw 1827/2016, Subdivision Approving Authority

**OPTIONS:**

1. To consider adopting the changes to the Subdivision Approving Authority Bylaw as presented. (It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting)

2. To direct Administration to review and incorporate additional changes to proposed Bylaw 1827/2016, Subdivision Approving Authority Bylaw.
3. To remain status quo.

**RECOMMENDATION:**

Option 1.

**SUGGESTED MOTION(S):**

1.
  - i) Councillor \_\_\_\_\_ moved Bylaw 1827/2016, Subdivision Approving Authority Bylaw be given first reading.
  - ii) Councillor \_\_\_\_\_ moved Bylaw 1827/2016, Subdivision Approving Authority Bylaw be given second reading.
  - iii) Councillor \_\_\_\_\_ moved Bylaw 1827/2016, Subdivision Approving Authority Bylaw be presented for third reading.  
(Note: Must be unanimous in order to proceed with third reading)
  - iv) Councillor \_\_\_\_\_ moved Bylaw 1827/2016, Subdivision Approving Authority Bylaw be given third reading.

SUBMITTED BY:



Department Head

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

**TOWN OF REDCLIFF**  
**BYLAW NO. ~~1812/2015~~1827/2016**

**A BYLAW OF THE TOWN OF REDCLIFF** to establish the Redcliff Subdivision Approving Authority and prescribe its role and responsibilities.

**WHEREAS** the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, provides that a municipality shall by Bylaw establish a Subdivision Approving Authority;

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

**SHORT TITLE**

1. This Bylaw may be cited as the **Subdivision Approving Authority Bylaw**.

**INTERPRETATION**

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

(A) **Act** means the Municipal Government Act, as amended from time to time.

(B) **Council** means the Council of the Town.

(C) **Director of Planning and Engineering** means a person appointed as Director of Planning and Engineering by the Municipal Manager.

(~~G~~D) **Municipal Manager** means a person appointed by Council as Chief Administrative Officer and known as Municipal Manager.

~~D) **Manager of Legislative and Land Services** means a person appointed by Council as a Designated Officer and known as Manager of Legislative and Land Services.~~

E) **Redcliff Planning Consultant** means the person appointed by Council to provide consulting planning services to the Town.

F) **Secretary** means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Authority.

G) **Subdivision** means a subdivision application submitted to the Subdivision Approving Authority.

H) **Town** means the Municipality of the Town of Redcliff.

**SUBDIVISION AUTHORITY**

3. A subdivision authority is hereby established to exercise subdivision powers and duties on

behalf of the Town.

4. The Subdivision Authority is the Municipal Planning Commission in the case of all subdivisions.
5. The Subdivision Authority has all the powers and duties of a subdivision authority under the Act, regulations under the Act and any other statute or regulation.

## **SUBDIVISION APPLICATIONS**

6. The ~~Manager of Legislative and Land Services~~ Director of Planning and Engineering shall:
  - a) receive all applications for subdivision and determine if the applications are complete;
  - b) give notice of receipt of subdivision applications as required by the Act;
  - c) coordinate the review of applications by Town departments and other agencies;
  - d) refer all applications, once reviewed by Town departments and agencies, to the Municipal Planning Commission for consideration; and
  - d) endorse plans of subdivision or other instruments effecting subdivision in accordance with the provisions of the Act.
7. Following approval of a subdivision by the Subdivision Authority, the ~~Manager of Legislative and Land Services~~ Director of Planning and Engineering may approve minor modifications to the subdivision provided the adjustments are minor boundary adjustments.

## **EXTENSIONS**

8. Council's powers to grant extensions as per the Act is delegated to the Municipal Planning Commission.

## **FEES**

9. Council may by resolution establish fees to be charged with respect to subdivisions in the Town.

## **10. REPEAL**

- A) Bylaw No. ~~4221/2000~~ 1812/2015 is hereby repealed.

B) This Bylaw shall take effect ~~January 1, 2016.~~ On third and final reading of this bylaw.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF  
BYLAW NO. 1828/2016**

**A Bylaw of The Town of Redcliff to amend Bylaw No. 1686/2011, being the Mitchell Street SE (1<sup>st</sup> Avenue to 4<sup>th</sup> Avenue), Birch Court, Elm Court and Willow Court Road Rehabilitation Project - Local Improvement Tax Bylaw and Bylaw 1747/2013 being a Bylaw to amend Bylaw 1686/2011.**

**WHEREAS** the Council of the Town of Redcliff desires to amend Bylaw No. 1686/2011, which was passed on April 11, 2011 and to amend Bylaw No. 1747/2013 which was passed on May 13, 2013.

**AND WHEREAS** the Municipal Government Act R.S.A. 2000, Chapter M26, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.

**AND WHEREAS** the Council of the Town of Redcliff considers it expedient to amend these Bylaws to include an updated schedule indicating the parcels affected by this Local Improvement Tax and the effective frontage feet.

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

1. Bylaw No. 1686/2011, being the Mitchell Street SE (1<sup>st</sup> Avenue to 4<sup>th</sup> Avenue), Birch Court, Elm Court and Willow Court Road Rehabilitation Project - Local Improvement Tax Bylaw and Bylaw 1747/2013 being a Bylaw to amend Bylaw 1686/2011 be amended to include the following updated listing of properties to be assessed and their effective frontage feet:

<b>Mitchell Street (000 - 400 Block) Willow, Birch and Elm Court (West Side)</b>				
<b>BIRCH COURT SE</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Street Address</b>	<b>Effective Frontage Feet</b>
1	1	7361JK	1 Birch Court SE	41.42
2-3	1	7361JK	2 & 3 Birch Court SE	67.64
4	1	7361JK	4 Birch Court SE	38.45
5	1	7361JK	5 Birch Court SE	49.66
6	1	7361JK	6 Birch Court SE	56.82
7	1	7361JK	7 Birch Court SE	42.33
8	1	7361JK	8 Birch Court SE	27.30
9	1	7361JK	9 Birch Court SE	27.29
10	1	7361JK	10 Birch Court SE	42.72
11	1	7361JK	11 Birch Court SE	55.83
12	1	7361JK	12 Birch Court SE	43.37
13-14: W 19' of 14	1	7361JK	14 Birch Court SE	44.66

14-15: E17' of 14	1	7361JK	15 Birch Court SE	52.44
16	1	7361JK	16 Birch Court SE	39.48
	R1	7361JK	unassigned	173.00
<b>TOTAL FOR BIRCH COURT</b>				<b>802.41</b>

<b>ELM COURT SE</b>				
1	2	123LK	1 Elm Court SE	66.05
2	2	123LK	2 Elm Court SE	61.10
3	2	123LK	3 Elm Court SE	58.48
4	2	123LK	4 Elm Court SE	87.49
5	2	123LK	5 Elm Court SE	63.46
6	2	123LK	6 Elm Court SE	93.57
7	2	123LK	7 Elm Court SE	62.66
8	2	123LK	8 Elm Court SE	57.52
9	2	123LK	9 Elm Court SE	74.91
<b>TOTAL FOR ELM COURT</b>				<b>625.24</b>

<b>WILLOW COURT SE</b>				
10	2	123LK	10 Willow Court SE	76.38
11	2	123LK	11 Willow Court SE	67.01
12	2	123LK	12 Willow Court SE	55.13
13	2	123LK	13 Willow Court SE	79.20
14	2	123LK	14 Willow Court SE	53.74
<b>TOTAL FOR WILLOW COURT</b>				<b>331.46</b>

<b>MITCHELL STREET SE</b>				
<b>MITCHELL STREET SE (WEST SIDE)</b>				
	R2	7361JK	unassigned	134.00
	R3	7410203	unassigned	199.94
22	B	7410203	310 Mitchell Street SE	69.72
Unit 1		1513062	1 - 316 Mitchell Street SE	17.43
Unit 2		1513062	2 - 316 Mitchell Street SE	17.43
Unit 3		1513062	3 - 316 Mitchell Street SE	17.43
Unit 4		1513062	4 - 316 Mitchell Street SE	17.43
6-8	B	8210AS	330 Mitchell Street SE	71.74
1-5	B	8210AS	332 Mitchell Street SE	119.79
<b>TOTAL MITCHELL STREET (WEST SIDE)</b>				<b>664.96</b>
<b>GRAND TOTAL MITCHELL STREET WEST SIDE</b>				<b>2424.07</b>

<b>MITCHELL STREET SE (EAST SIDE)</b>				
1 (Portion of )	8	0412179	301 Mitchell Street	653.40
<b>TOTAL MITCHELL STREET (EAST SIDE)</b>				<b>653.40</b>
<b>GRAND TOTAL EAST AND WEST SIDE OF MITCHELL STREET</b>				<b>3077.47</b>

2. This Bylaw shall take effect on the day of the final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 11, 2016

**PROPOSED BY:** Manager of Legislative & Land Services  
Director of Planning & Engineering

**TOPIC:** Offsite Levy Bylaw

**PROPOSAL:** To adopt an Offsite Levy Bylaw.

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**BACKGROUND:**

In 2015 CORVUS Business Advisors was retained to assist the Town in establishing an offsite levy bylaw. The report has been prepared and a proposed bylaw has been drafted with the assistance of Kennedy Agrios LLP, a legal subcontractor to the contract with CORVUS Business Advisors. The bylaw is attached for consideration.

Under the Municipal Government Act there is a requirement that an Offsite Levy Bylaw be advertised. There is no legislated requirement to hold a statutory public hearing. However Administration is recommending that a non-statutory public hearing be held to allow interested parties with an opportunity to provide input & comment on the proposed bylaw. It should also be noted that an open house/consultation for developers has been held as it relates to this initiative.

**POLICY/LEGISLATION:**

Excerpt from Municipal Government Act

Off-site levy

- 648 (1) For the purposes referred to in subsection (2), a council may by bylaw
- (a) provide for the imposition and payment of a levy, to be known as an "off-site levy", in respect of land that is to be developed or subdivided, and
  - (b) authorize an agreement to be entered into in respect of the payment of the levy.
- (2) An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
- (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - (c) new or expanded storm sewer drainage facilities;
  - (c.1) new or expanded roads required for or impacted by a subdivision or development;
  - (d) land required for or in connection with any facilities described in clauses (a) to (c.1).
- (3) On September 1, 1995 an off-site levy under the former Act continues as an off-site levy under this Part.
- (4) An off-site levy imposed under this section or the former Act may be collected

- once for each purpose described in subsection (2), in respect of land that is the subject of a development or subdivision, if
- (a) the purpose of the off-site levy is authorized in the bylaw referred to in subsection (1), and
  - (b) the collection of the off-site levy for the purpose authorized in the bylaw is specified in the agreement referred to in subsection (1).
- (4.1) Nothing in subsection (4) prohibits the collection of an offsite levy by instalments or otherwise over time.
- (5) An off-site levy collected under this section, and any interest earned from the investment of the levy,
- (a) must be accounted for separately from other levies collected under this section, and
  - (b) must be used only for the specific purpose described in subsection (2)(a) to (c.1) for which it is collected or for the land required for or in connection with that purpose.
- (6) A bylaw under subsection (1) must be advertised in accordance with section 606 unless
- (a) the bylaw is passed before January 1, 2004, or
  - (b) the bylaw is passed on or after January 1, 2004 but at least one reading was given to the proposed bylaw before that date.
- (7) Where after March 1, 1978 and before January 1, 2004 a fee or other charge was imposed on a developer by a municipality pursuant to a development agreement entered into by the developer and the municipality for the purpose described in subsection (2)(c.1), that fee or charge is deemed
- (a) to have been imposed pursuant to a bylaw under this section, and
  - (b) to have been validly imposed and collected effective from the date the fee or charge was imposed.

RSA 2000 cM-26 s648;2003 c43 s3;2015 c8 s67

#### Levy bylaws

649 A bylaw that authorizes a redevelopment levy or an off-site levy must set out the purpose of each levy and indicate how the amount of the levy was determined.

RSA 2000 cM-26 s649;2015 c8 s68

#### Requirements for advertising

- 606 (1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
  - (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before

- it is voted on by council.
- (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
  - (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
  - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
  - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

1994 cM-26.1 s606

**STRATEGIC PRIORITIES:**

Adoption of an Offsite Levy Bylaw is not identified as a priority in the Municipality's Strategic Priorities; however, was a budget priority identified through the 2015 budget process.

**ATTACHMENTS:**

- Bylaw 1829/2016, Offsite Levy Bylaw

**OPTIONS:**

1. To give first reading to Bylaw 1829/2016, Offsite Levy Bylaw.

**RECOMMENDATION:**

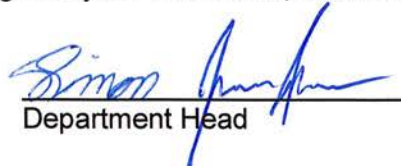
Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Bylaw 1829/2016, Offsite Levy Bylaw be given first reading.

Councillor \_\_\_\_\_ moved to direct Administration to schedule a non-statutory Public hearing for Bylaw 1829/2016, Offsite Levy Bylaw.

SUBMITTED BY:

  
Department Head

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. **2016**.

**TOWN OF REDCLIFF  
BYLAW NO. 1829/2016**

**A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO  
ESTABLISH OFF-SITE LEVIES FOR LAND THAT IS TO BE SUBDIVIDED OR DEVELOPED  
WITHIN THE TOWN OF REDCLIFF**

WHEREAS:

- A. Section 648 of the *Municipal Government Act* allows Council to pass a bylaw for the imposition and payment of off-site levies in respect of land that is to be developed or subdivided;
- B. Town Council deems it necessary and expedient to collect Off-Site Levies to pay for the capital cost of infrastructure required to service the growth of the Town;
- C. The Town has engaged in consultation with landowners and representatives of the development industry to address and define existing and future infrastructure required for growth of the Town and the allocation of the capital costs of such infrastructure;
- D. Town Council has received the Report, which set out a fair and equitable calculation of Off-Site Levies in accordance with the *Municipal Government Act* and the Off-Site Levy Regulation;
- E. Town Council has advertised its intention to consider the enactment of this Bylaw pursuant to the requirements of the *Municipal Government Act*;

NOW THEREFORE, Council duly assembled, enacts as follows:

1. Name of Bylaw

This Bylaw shall be known and referred to as the "Off-Site Levy Bylaw".

2. Definitions

The following terms shall have the following meanings in this Bylaw:

- (a) "Bylaw" means this off-site levy bylaw;
- (b) "Chief Administrative Officer" means the chief administrative officer for the Town, regardless of the specific title that may be conferred on that officer from time to time;
- (c) "Council" means the council for the Town;
- (d) "Developable Land" means all land contained within the Net Development Area:
  - (i) upon which Development is to take place after the date of enactment of this Bylaw; or

- (ii) for which Subdivision approval is obtained after the date of enactment of this Bylaw;
- excluding all Existing Developed Land;
- (e) “Development” means “development” as defined in the *Municipal Government Act*;
- (f) “Development Agreement” means “development agreement” as referred to in the *Municipal Government Act*;
- (g) “Existing Developed Land” means land that has been subject to Development or a Subdivision prior to the date of passing of this Bylaw, and in respect of which off-site levies for the same kind of infrastructure have been paid;
- (h) “ICF” means the Infrastructure Capacity Fee imposed by the Town pursuant to the ICF Policy;
- (i) “ICF Infrastructure” means those infrastructure components and projects referred to in Part A10 of the Report to be paid for in whole or in part by the ICF in accordance with the ICF Policy;
- (j) “ICF Policy” means Town Policy #100(2012), as amended or replaced from time to time;
- (k) “Lot” means “lot” as defined in the *Municipal Government Act*;
- (l) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c. M 26, as amended or repealed and replaced from time to time;
- (m) “Net Development Area” means all lands contained within the Offsite Levy Area less:
  - (i) environmental reserve;
  - (ii) school reserve;
  - (iii) municipal reserve; or
  - (iv) arterial road right of way.
- (n) “Off-Site Infrastructure” means those components and projects referred to in the Report, in relation to water facilities, sanitary sewer facilities, stormwater drainage facilities, roads and related transportation infrastructure to be paid for in whole or in part by Off-Site Levies under the Bylaw;
- (o) “Off-Site Levies” means the off-site levies imposed pursuant to this Bylaw;
- (p) “Offsite Levy Area” includes the area of land within the municipal boundaries of the Town identified in Schedule “A” to this Bylaw;

- (q) “Off-Site Levy Regulation” means the Principles and Criteria for Off-Site Levies Regulation, Alta. Reg. 46/2004, as amended or repealed and replaced from time to time;
- (r) “Report” means the Town of Redcliff Off-Site Levy Review, November 1, 2015, prepared by Corvus Business Advisors, attached as Schedule “B” to this Bylaw;
- (s) “Subdivision” means “subdivision” as defined in the *Municipal Government Act*;
- (t) “Town” means the Town of Redcliff.

### 3. Object of Levy

The object of the Offsite Levies is to provide funds to pay for all or part of the capital costs of the Off Site Infrastructure required for growth. The Town wishes to facilitate growth of the community by providing offsite transportation, water, sanitary and stormwater infrastructure that meets the needs of development and also ensure that accompanying charges are fair and equitable, comply with legislative and regulatory requirements and recover the cost of the infrastructure in order to ensure a financially sustainable community.

### 4. Imposition of Levy

- (a) The Off-Site Levies are hereby established and imposed in respect of all Developable Land on the basis set out in the Report.
- (b) The amount of the Off-Site Levies imposed is as calculated in the Report.
- (c) The Off-Site Levies will be assessed on all Developable Land on a per hectare basis.
- (d) Unless otherwise agreed, payment of Off-Site Levies imposed under this Bylaw is due:
  - (i) in the case of Subdivision, at or prior to plan endorsement; and
  - (ii) in the case of Development, at or prior to the issuance of the development permit.

### 5. Authority of the Chief administrative Officer

- (a) The Chief Administrative Officer is delegated the authority to enforce and administer this Bylaw, including, but not limited to the authority to:
  - (i) enter into Development Agreements on behalf of the Town with respect to, among other things, the collection of Off-Site Levies;
  - (ii) defer or waive collection of Off-Site Levies imposed pursuant to this Bylaw; and

(iii) require security for payment of any deferred levies.

(b) The Chief Administrative Officer may delegate the authority to enforce and administer this Bylaw.

6. Development Agreement

(a) Council may, from time to time adopt policies or guidelines for the assistance and direction of the Chief Administrative Officer in determining which Development and Subdivision applications require a Development Agreement.

(b) Where it is determined that a Development Agreement is appropriate for any application for Development or Subdivision, the developer or the owner, as the case may be, shall enter into a Development Agreement with the Town that provides for the payment of Off-Site Levies in accordance with this Bylaw.

(c) Deferral of Off-Site Levies, shall require a Development Agreement that includes the requirement of security for the payment of such deferred levies.

7. Annual Report

On or before December 31 in each calendar year, the Chief Administrative Officer shall provide an annual report to Council regarding the Off-Site Levies imposed under this Bylaw, including:

(a) Off-Site Infrastructure constructed during the previous calendar year;

(b) Construction costs of Off-Site Infrastructure constructed in the previous calendar year;

(c) Estimated construction costs for Off-Site Infrastructure yet to be constructed and an explanation as to any adjustments to the estimates since the previous annual report;

(d) Amount collected in Off-site Levies; and

(e) Specifics of total value of Off-site Levies being held by Town and yet to be expended on Off-Site Infrastructure, interest earned and commitments for future expenditures of such monies.

8. Accounting

All funds collected pursuant to this Bylaw shall be accounted for in a special fund for each category of infrastructure and expended only as permitted under the *Municipal Government Act*.

9. Review

The Town shall review the rates for Off-Site Levies annually and, if required, shall amend this Bylaw accordingly to update the rates for Off-Site Levies.

---

## 10. Transition

The ICF Policy shall continue to apply to the ICF Infrastructure as identified in the Report as if this Bylaw had not been enacted.

## 11. General

(a) Nothing in this Bylaw precludes the Town from:

- (i) imposing further or different levies, duly enacted by bylaw, on any portion of the Developable Lands in respect of which the Town has not collected Off-Site Levies;
- (ii) deferring collection of Off-Site Levies on any portion of Developable Lands, including requiring security for payment of such deferred levies; or
- (iii) reducing or forgiving payment of the Off-Site Levies required pursuant to this Bylaw, or otherwise providing for credits for other Off-Site Infrastructure or oversize infrastructure constructed by a developer in calculating and/or collecting the Off-Site Levies that become payable pursuant to this Bylaw.

(b) In the event that any provision of this Bylaw is declared invalid or void by any Court having competent jurisdiction, then such invalid or void provision shall be severed from the Bylaw and the remaining provisions of the Bylaw shall be maintained and deemed valid.

## 12. Execution

This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Elected Official and Manager of Legislative and Land Services, or their authorized delegates.

FIRST READING passed in open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2016.

NON-STATUTORY PUBLIC HEARING held in Open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2016.

SECOND READING passed in open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2016.

THIRD AND FINAL READING passed in open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Mayor

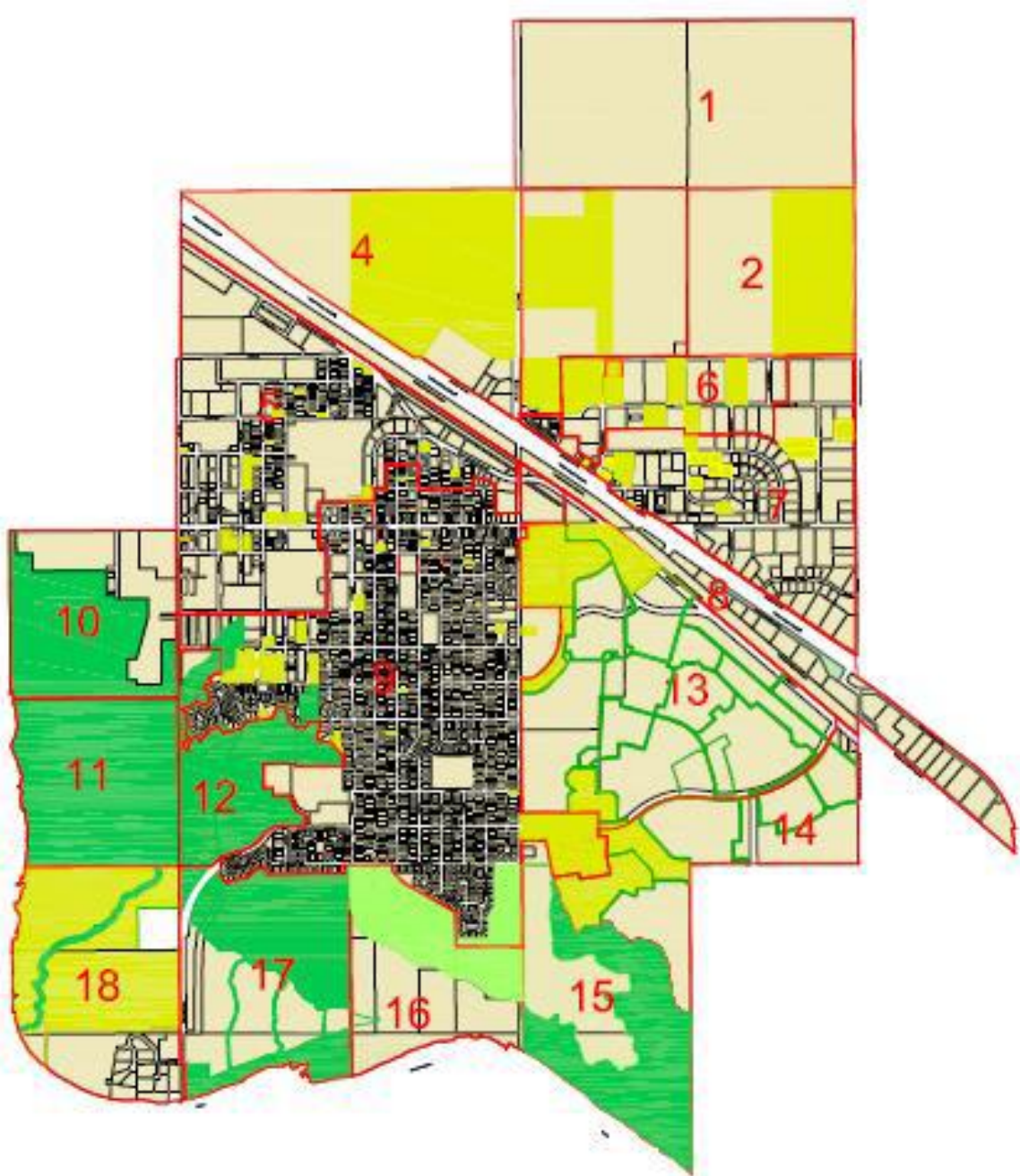
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Manager of Legislative & Land Services

# SCHEDULE A

## Map of Developable Lands

Offsite Levy Areas



## **SCHEDULE B**



## Town of Redcliff: Offsite Levy Review

**March 23<sup>rd</sup> 2016**

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**Prepared by:**

Greg Weiss, President  
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This document has been prepared by CORVUS Business Advisors for the sole purpose and exclusive use of the Town of Redcliff.

March 23<sup>rd</sup>, 2016

Arlos Crofts, Municipal Manager  
Town of Redcliff  
Box 40  
#1 – 3rd Street NE  
Redcliff, Alberta T0J 2P0

**RE: Town of Redcliff Offsite Levy Review**

Arlos:

Enclosed is our final report for the offsite levy review project. If you have any questions do not hesitate to contact me.

Yours truly,

A handwritten signature in dark ink, appearing to read "Greg Weiss", followed by a long horizontal line.

Greg Weiss  
President

## 1 DOCUMENT INFORMATION

Version		
Number	Revision Date	Summary of Changes and Author
1.0	August 24 <sup>th</sup> , 2015	DRAFT: Created by CORVUS Business Advisors.
2.0	September 8 <sup>th</sup> , 2015	DRAFT: Reviewed by Administration
3.0	November 1 <sup>st</sup> , 2015	FINAL: Reviewed by Council
4.0	February 6 <sup>th</sup> , 2016	FINAL: Reviewed by Town's Legal Advisor
5.0	March 23 <sup>rd</sup> , 2016	FINAL: Final Edits from Administration

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## 3 INTRODUCTION

### 3.1 Introduction

The Town wishes to facilitate growth of the community by providing offsite transportation, water, sanitary, and stormwater infrastructure that meets the needs of development, and also ensure that accompanying charges are fair and equitable, comply with legislative and regulatory requirements, and recover the cost of the infrastructure in order to ensure a financially sustainable community.

In 2004 the Town established an Infrastructure Capacity Fee policy (ICF) to allocate the cost of transportation, water, sanitary, and stormwater offsite infrastructure to benefiting parties in 3 basins: (1) Eastside Area, (2) Westside Areas (A and B), and (3) Infill / Existing Development Area.

In April 2015 the Town of Redcliff retained the CORVUS Business Advisors Team to assist in establishing an offsite levy bylaw. CORVUS Business Advisors is establishing the rates, and legal sub-contractor Kennedy Agrios LLP is establishing the bylaw. As part of this project, the Town is implementing the CORVUS offsite levy model for managing rates ongoing. Where possible, this project will facilitate the transition of ICF related infrastructure to the offsite bylaw.

This report outlines the methodology and information used in establishing transportation, water, sanitary, and stormwater offsite levy rates for Town of Redcliff.

### 3.2 Methodology

The Town of Redcliff recently updated various infrastructure master plans. As a part of this offsite levy review, Town staff and their engineering advisors reviewed existing infrastructure plans and new master plans and identified offsite projects for transportation, water, sanitary, and stormwater infrastructure including in-progress projects and future projects required to support growth<sup>1</sup>. Some of these projects were included in the previous ICF policy and will be transitioned to the new bylaw (discussed in Appendix A). The Town's engineering staff identified the benefiting areas of each project using the offsite areas identified in this report. The Town's engineering staff also determined the benefit of each project to existing development and future development using a ratio of gross area developed to gross area undeveloped.

Support provided by CORVUS Business Advisors included:

- Reconciliation of ICF project costs, fees, front-ending balances, and reserve balances.
- Transition of certain ICF projects, and associated fees and reserve balances to the new offsite levy bylaw.

---

<sup>1</sup> It is not within CORVUS' scope of work to review/assess master plans. Offsite projects are identified by municipal engineering staff and/or their engineering advisors.

- Provision of the most current CORVUS offsite levy model, including configuration, priming, and data loading.
- Facilitation of a workshop to determine offsite levy area boundaries.
- Incorporation of offsite levy area measurements and land development forecasts (provided by Town staff).
- Incorporation of infrastructure costs and allocated percentages (provided by the Town's engineering advisors and Town staff).
- Incorporation of ICF receipts collected by the Town up to the cut-off date (provided by Town staff). A cut-off date of December 31<sup>st</sup>, 2014 was established. This date coincides with the Town's most recent year-end when the project commenced. Project expenditures for completed and in-progress projects, related ICF receipts etc. were gathered as "actuals" from the Town's financial records up to the cut-off date. Beyond the cut-off date, all financial details are estimates. When the Town completes its next rate update, information from January 1<sup>st</sup>, 2015 up to the new cut-off period will be converted from estimates to actuals.
- Establishment of offsite levy reserve opening balances including front-ending balances (amounts owed by future development to the Town for construction of infrastructure on behalf of future development).
- Development of transportation, water, sanitary, and stormwater offsite levy rates for the Town's offsite levy areas, using information and data provided by the Town and its engineering advisors.
- Presentation of offsite levy rates and background information to Administration and Council.

## 4 KEY FINDINGS

Key findings pertaining to the establishment of Town offsite levy rates are as follows:

- A reconciliation of ICF projects, costs, fees collected, reserve balances, and transfers to the offsite levy bylaw is provided in Appendix A. This reconciliation is important because certain ICF projects are being transferred to the offsite levy bylaw. Related fees, front-ending balances, etc. also need to be transferred.
- Historical ICF rates were based, in part, on offsite infrastructure net costs of approximately \$32.34 million. During this review, as part of the transition, ICF projects costs were updated. ICF net costs have increased significantly to approximately **\$63.12 million**. The updated cost of ICF projects does not include other planned offsite infrastructure identified in the Town's current transportation, water, sanitary, and stormwater master plans, which is also being added to the offsite levy rate calculation model. An increase in infrastructure costs puts upward pressure on offsite levy rates.
- Offsite infrastructure costs to be included in the offsite levy bylaw totals approximately **\$83.64 million**. These costs include ICF projects transferred to the offsite levy bylaw as well as new projects extracted from the Town's current master

plans. An overview of offsite infrastructure costs is provided in Appendices C-1, D-1, E-1, and F-1.

Offsite infrastructure costs are always reduced by special ear-marked grants and development contributions. An overview of grants and contributions and resulting net costs is provided in Appendices C-2, D-2, E-2, and F-2.

That portion of cost which is allocated to future development versus existing development and other allocations is provided in Appendices C-3/C-4, D-3/D-4, E-3/E-4, and F-3/F-4.

A complete summary of offsite infrastructure net cost “flow-throughs” is provided in Appendices C-5, D-5, E-5, and F-5

An overview of offsite infrastructure benefitting areas is provided in C-6, D-6, E-6, and F-6.

- From 2004 when the ICF policy was established, to the cut-off date (December 31<sup>st</sup>, 2014) the Town collected approximately **\$1.51 million** in ICF fees in the Eastside and Infill Areas (there were no fees collected in the Westside Area). Collections associated with projects being transitioned to the Offsite Levy Bylaw have been incorporated into the offsite levy rate model reducing the overall cost borne by developers. The collection of offsite levy receipts brings downward relief to offsite levy rates.

A reconciliation of ICF projects, costs, fees collected, reserve balances, and transfers to the offsite levy bylaw is provided in Appendix A.

- Front-ending balances represent monies owed by future development to the Town for construction of infrastructure undertaken by the Town on behalf of future development. During this review, ICF front-ending balances were determined to reflect construction undertaken by the Town on behalf of future development up to the new cut-off date. ICF front-ending balances are approximately **\$5.83 million** as at December 31<sup>st</sup>, 2014, of which a portion will be transferred to the offsite levy bylaw. An increase in front-ending amounts puts upward pressure on offsite levy rates.

The reconciliation of ICF front-ending balances is provided in Appendix A-7/A-8. Note, the Town has not accounted for front-ending balances in reserve balances, financial statements, or internal documentation. This is discussed further in Section 6.

- A complete reconciliation of all ICF project costs, collections, front-ending balances, and reserve balances being transferred to the offsite levy bylaw, as well as those remaining within the ICF policy is provided in Appendix A-10.
- Offsite levy rates are forecast using a rolling 25-year review period. During this review, a cut-off date of December 31<sup>st</sup>, 2014 was established, and so the review period stems from **2015 to 2039**. Costs that benefit development prior to and within the review period are included in rates. Costs that benefit development beyond the review period (called financial “oversizing”) are excluded from rates. In future years, when rates are updated and the rolling 25-year period moves further out, development costs beyond 2039 will gradually find their way into rates.

- The Town is parsed into several offsite levy areas. The area boundaries, numbering schema, and area measurements are described in Appendix B along with an offsite levy map.
- To calculate offsite levy rates, it is necessary to forecast the amount of land that will develop during the 25-year review period. Land development forms the denominator of the rate calculation. A larger denominator reduces rates, but could potentially result in under-collection and an increased burden for tax payers. A smaller denominator increases rates, but could potentially result in over-collection and an increased burden for future development. Accordingly, land development forecasts need to be (a) reasonable, and (b) updated annually to reflect the changing pace of development in the community.

For this review, the Town is estimating development of approximately **262 ha.** over the 25-year review period (approximately 10.5 ha. per year on average). The land development forecast is shown in Appendix B.

- Town staff have advised that all ICF fees collected up to the cut-off date were either used to finance previous ICF project expenditures or were transferred to the Land Development Reserve in 2011. A reconciliation of ICF reserve balances is shown in Appendix A-8, and transfers to the offsite levy bylaw are shown in Appendix A-9. A pay-down of front-ending balances brings downward relief to offsite levy rates.

The MGA requires that the Town create 4 offsite levy reserves (or accounts)—one for each infrastructure type. Moving forward, offsite levy fees collected from developers should be deposited into these reserves/accounts first, and then withdrawn at year-end to pay down front-ending balances if warranted. This is discussed further below in Section 6.

An overview of each offsite levy reserve/account opening balance is shown in Appendices C-7, D-7, E-7, and F-7.

- Offsite levy reserves/accounts are impacted by interest. When reserves/accounts are in a positive balance they earn interest (as required by the MGA). When reserves/accounts are in a negative position, this indicates that front-ending is being undertaken on behalf of the reserve/account. Front-ending parties are eligible for interest on their balances. As such, reserves/accounts are charged interest when in a negative position.

During rate updates, interest rates should be amended to reflect the economic realities of the day.

An overview of reserve/account interest rates is shown in Appendices C-8, D-8, E-9, and F-8.

## 5 RATES

The weighted average offsite levy rate is \$109,205 per net hectare as shown in tables below. Though this is a substantive increase from current ICF rates, it is important to remember that current ICF rates are out-of-date and do not reflect the full cost of all projects that were outlined in the 2012 policy. These new offsite levy rates are similar to most

municipalities of similar size in Alberta (an overview of benchmarks is provided in Appendix G). Most importantly, these rates reflect the actual cost of infrastructure required to facilitate development in the Town of Redcliff.

High, Low, & Weighted Average\*

	Transportation Charges (per Ha)	Water Charges (per Ha)	Sanitary Charges (per Ha)	Storm Charges (Per Ha)	Total
High	\$ 34,521	\$ 44,417	\$ 51,882	\$ 77,717	\$ 208,538
Low	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
Weighted Average	\$ 34,521	\$ 44,417	\$ 15,271	\$ 14,996	\$ 109,205

*\*Note, highs, lows, and weighted averages are shown for information purposes only. Developers always pay the rate specific to the offsite levy area within which they are developing.*

Specific Rates by Area

Area Ref. #	Transportation Charges	Water Charges	Sanitary Charges	Storm Charges	Total
1	\$ 34,521	\$ 44,417	\$ 7,212	\$ 3,851	\$ 90,001
2	\$ 34,521	\$ 44,417	\$ 7,212	\$ 3,851	\$ 90,001
3	\$ 34,521	\$ 44,417	\$ 10,697	\$ 11,597	\$ 101,232
4	\$ 34,521	\$ 44,417	\$ 10,697	\$ 11,597	\$ 101,232
5	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
6	\$ 34,521	\$ 44,417	\$ 7,212	\$ 3,851	\$ 90,001
7	\$ 34,521	\$ 44,417	\$ 7,212	\$ -	\$ 86,150
8	\$ 34,521	\$ 44,417	\$ 7,212	\$ -	\$ 86,150
9	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383
10	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383
11	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
12	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
13	\$ 34,521	\$ 44,417	\$ 51,882	\$ 77,717	\$ 208,538
14	\$ 34,521	\$ 44,417	\$ 15,445	\$ 53,945	\$ 148,328
15	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
16	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
17	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383
18	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383

## 6 RECOMMENDATIONS

In addition to implementation of the rate framework shown in Section 5, CORVUS recommends the following:

1. Ensure the bylaw reflects the requirement for an annual update of offsite levy rates and delivery of an annual update report to Council. In addition to enabling compliance with MGA requirements, regular updates ensure offsite levy rates do not “decay”, and Council is apprised regularly of the status of changes, reserves balances, etc.

2. Establish 4 separate offsite levy reserves/accounts as required by the MGA—one for each infrastructure type.
3. Establish sub-ledgers for each reserve/account to track amounts owed to front-ending parties (the Town is already a front-ending party, but other developers may become front-ending parties in the future).
4. Update offsite levy reserve/account balances annually (and financial statements, and other internal documentation) to reflect the true balance, including front-ending.
5. Update ICF policy and associated rates to reflect the project reconciliation contained within this report, ICF cost updates, fee collections etc.
6. Amend ICF reserve balances (and financial statements, and other internal documentation) to reflect the true balance of ICF reserves, including \$5.83 million of front-ending currently unaccounted for (\$2.53 million of front-ending after transfer of various ICF projects to the offsite levy bylaw, and \$2.40 million after withdrawal of remaining reserve funds).
7. Develop an offsite levy policy framework to aide in effective implementation of the bylaw.
8. Develop an offsite levy procedures guide to assist staff with day-to-day interaction with offsite levies—for example, a clear and transparent method of offsite levy invoicing, collection, etc.
9. Undertake a water and sewer utility rates review to enable sustainable funding of the Town's share of offsite infrastructure projects. The last rate review should be brought current and in alignment with current master plans, offsite levy financing, etc.
10. Implement a long term financial sustainability assessment model that provides Council with confidence that the Town is on a financially sustainable path, contains reasonable tax impacts, and includes the impact of the Town's share of various development costs plus any front-ending that will be required on behalf of various offsite levy reserves.
11. Recent changes to the MGA will enable municipalities to charge separately for offsite levies (i.e., transportation vs. water vs. sewer). Accordingly, the Town should maintain accurate records to reflect which properties pay which offsite levies, and build this into the procedures guide discussed above.

## **7 ACKNOWLEDGEMENTS**

CORVUS Business Advisors would like to thank all Town of Redcliff staff from Engineering, Planning, and Finance, who supported the work of this review.

## **8 DISCLAIMER**

CORVUS Business Advisor has relied upon Town of Redcliff and its engineering advisors to provide all of the data and information used to construct the offsite levy model and create the rates, such as planning data and assumptions, development forecasts and assumptions,

infrastructure costs and costs estimates, allocations to benefitting parties, allocation to benefitting areas, and other assumptions etc. As such, CORVUS Business Advisors makes no guarantee as to the accuracy of the input data and information provided by these groups or the results that stem from this data and information.

Offsite levy rates are not intended to stay static; they are based upon educated assumptions and the best available information of the day. Planning assumptions, cost estimates etc. can change each year. Accordingly, the Municipal Government Act requires that offsite levy rates be updated with the most available information on a regular basis (usually annually). When information changes, it will be reflected in a future update, and rates adjusted accordingly.

## APPENDIX A: ICF Reconciliation and Transition

### A1. Introduction

In 2004 the Town established an Infrastructure Capacity Fee policy (ICF) to allocate the cost of transportation, water, sanitary, and stormwater offsite infrastructure to benefiting parties in 3 basins: (1) Eastside Area, (2) Westside Areas (A and B), and (3) Infill / Existing Development Area. Since 2004, the ICF project list and associated costs have been updated, most recently in 2012. As many of these projects will become part of the new offsite levy bylaw, a reconciliation of ICF projects, costs, fees and collections, and reserve balance is required. This section describes the current status of these ICF projects and the nature of costs, fees etc. being transferred to the offsite levy bylaw.

### A2. ICF Projects and Costs

In 2012 when the ICF was last updated, it comprised 19 projects totaling approximately \$32.34 million in net cost after various reductions and grants as shown in the table below.

ICF Projects and Net Costs

ICF Project	ICF Costs As Originally Estimated By Town			
	Gross Cost Est	Reductions	Grant Est.	Net Cost
<b>Water</b>				
Treatment Plant	\$ 20,275,719	\$ 3,000,000	\$ 5,525,782	\$ 11,749,937
9th Ave SE Waterline	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
5th Ave	\$ 800,000	\$ -	\$ -	\$ 800,000
Mitchell St.	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Saamis Dr.	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
<b>Total Water</b>	<b>\$ 25,075,719</b>	<b>\$ 3,000,000</b>	<b>\$ 5,525,782</b>	<b>\$ 16,549,937</b>
<b>Sanitary</b>				
Saamis Drive (Existing)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
9th Ave Trunk (Upgrade)	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Main Trunk (East of Boundary)	\$ 4,000,000	\$ -	\$ -	\$ 4,000,000
<b>Total Sanitary</b>	<b>\$ 6,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>
<b>Storm</b>				
Forcemain to pond @ GC	\$ 700,000	\$ -	\$ -	\$ 700,000
Storm Ponds	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000
9th Ave Storm Outfall	\$ 1,000,000	\$ 500,000	\$ -	\$ 500,000
Storm Pond Interconnections (3)	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000
Storm Master Drainage Plan	\$ 120,675	\$ 30,000		\$ 90,675
Lift Stations (2)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
<b>Total Storm</b>	<b>\$ 5,320,675</b>	<b>\$ 530,000</b>	<b>\$ -</b>	<b>\$ 4,790,675</b>
<b>Roads</b>				
9th Ave	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
5th Ave	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
5th Ave Signals	\$ 250,000	\$ -	\$ -	\$ 250,000
9th Ave Signals	\$ 250,000	\$ -	\$ -	\$ 250,000
Saamis (5th to 9th)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
<b>Total Roads</b>	<b>\$ 4,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,500,000</b>
	<b>\$ 41,396,394</b>	<b>\$ 3,530,000</b>	<b>\$ 5,525,782</b>	<b>\$ 32,340,612</b>

For the most part, the ICF project costs shown were estimates, and accompanying rates within the ICF policy were established based on these cost estimates as follows:

- (1) Eastside Area – \$78,503 /hectare
- (2a) Westside North Area A – \$58,801 /hectare
- (2b) Westside North Area B – \$97,938 /hectare
- (3) Infill / Existing Development Areas – \$19,768 /hectare

### **A3. ICF Project Status and Clarification of Projects Being Transferred**

At December 31<sup>st</sup>, 2014 (the cut-off date), some ICF projects were ‘completed’, some were ‘in progress’, and some were awaiting ‘future’ project start dates. The table below provides a summary of the status of each project.

For this offsite levy review, the status of each ICF project is important as the Municipal Government Act only allows for the inclusion of new or expanded offsite infrastructure. Those projects completed prior to the cut-off date are not “new” and, therefore, cannot be transferred to the offsite levy bylaw (highlighted in ‘red’). For older completed ICF project, balances owing from future development will continue to be borne via future ICF collections.

‘Future’ projects may be transferred to the offsite levy and are highlighted in ‘green’ (their corresponding offsite levy project number is shown in the last column). Balances owing will be borne via future offsite levy collections.

There were two projects ‘in-progress’ at the cut-off date. They may be either transferred to the offsite levy or remain with the ICF. Storm project #6 is relatively small in size and will be completed relatively quickly. Accordingly, for ease of administration, the Town has opted to leave storm project #6 within the ICF. Balances owing from future development will continue to be borne via future ICF collections. On the other hand, water project #1 is a relatively large project. It will be transferred to the offsite levy. Balances owing will be borne via future offsite levy collections.

ICF Project Status and Transfer Project Number

ICF Project	Status	Transferred to Offsite Levy	Associated Offsite Levy Project Number
<b>Water</b>			
Treatment Plant	In Progress	Yes	Offsite Levy Project # W-1
9th Ave SE Waterline	Complete	No	
5th Ave	Future	Yes	Offsite Levy Project # W-6
Mitchell St.	Future	Yes	Offsite Levy Project # W-4
Saamis Dr.	Future	Yes	Offsite Levy Project # W-11
<b>Sanitary</b>			
Saamis Drive (Existing)	Complete	No	
9th Ave Trunk (Upgrade)	Future	Yes	Offsite Levy Project # S-2
Main Trunk (East of Boundary)	Future	Yes	Offsite Levy Project # S-5
<b>Storm</b>			
Forcemain to pond @ GC	Complete	No	
Storm Ponds	Complete	No	
9th Ave Storm Outfall	Complete	No	
Storm Pond Interconnections (3)	Future	Yes	Offsite Levy Project # St -5
Storm Master Drainage Plan	Complete	No	
Lift Stations (2)	In Progress	No	
<b>Roads</b>			
9th Ave	Future	Yes	Offsite Levy Project # R-1
5th Ave	Future	Yes	Offsite Levy Project # R-3
5th Ave Signals	Future	Yes	Offsite Levy Project # R-15
9th Ave Signals	Future	Yes	Offsite Levy Project # R-6
Saamis (5th to 9th)	Future	Yes	Offsite Levy Project # R-4

#### A4. ICF Benefitting Areas

When the ICF policy was established in 2004, and updated in subsequent years, projects costs were allocated to one or more benefitting basins, as shown in the table below. Areas highlighted in 'green' represent basins that benefit. Clarification of these benefitting basins is important in order to properly allocate ICF costs to areas, and allocate fees collected since 2004.

ICF Benefitting Basins for Each Projects

ICF Project	Benefiting ICF Areas		
	East Side	Westside	Infill
<b>Water</b>			
Treatment Plant	Yes	Yes	Yes
9th Ave SE Waterline	Yes	No	No
5th Ave	Yes	No	No
Mitchell St.	Yes	No	No
Saamis Dr.	Yes	No	No
<b>Sanitary</b>			
Saamis Drive (Existing)	Yes	No	Yes
9th Ave Trunk (Upgrade)	Yes	No	No
Main Trunk (East of Boundary)	Yes	Yes	Yes
<b>Storm</b>			
Forcemain to pond @ GC	Yes	No	No
Storm Ponds	Yes	No	No
9th Ave Storm Outfall	Yes	No	No
Storm Pond Interconnections (3)	Yes	No	No
Storm Master Drainage Plan	Yes	No	No
Lift Stations (2)	Yes	No	No
<b>Roads</b>			
9th Ave	Yes	No	Yes
5th Ave	Yes	No	Yes
5th Ave Signals	Yes	No	Yes
9th Ave Signals	Yes	No	Yes
Saamis (5th to 9th)	Yes	No	Yes

**A5. ICF Updated Project Costs**

As part of this review, Town staff updated project costs to reflect (a) actual expenditures up to the cut-off date Dec 31, 2014, (b) financing charges (if any), and (c) updated cost estimates for work remaining. This section depicts updated costs for ICF projects because several of these projects will be transferred to the offsite levy bylaw.<sup>2</sup> The costs associated with all offsite levy projects (including ICF projects transferred) is shown in Appendices C, D, E and F.

As shown in the table below, ICF project costs have increased dramatically rising from approximately \$32.34 million (2012 estimates) to approximately \$63.12 million. This large increase stems primarily from the increase in cost associated with ICF water project #1 (Treatment Plant), and ICF sanitary project #3 (Main Trunk East of Boundary).

<sup>2</sup> In addition to the establishment of an offsite levy bylaw based on current cost estimates, it is recommended the Town consider updating ICF rates to reflect (a) updated ICF project costs, the impact of ICF fees collected, and the impact of transfer of certain ICF projects to the offsite levy bylaw.

Updated ICF Project Costs

ICF Project	Updated Costs				
	Actual Expenditures To Dec 31, 2014	Debenture Costs	Estimate of Remaining Work (From Dec 31, 2014)	Grants	Net Cost
<b>Water</b>					
Treatment Plant	\$9,395,794	\$2,563,642	\$10,961,077	\$6,300,000	\$16,620,512
9th Ave SE Waterline	\$800,626				\$800,626
5th Ave			\$312,000		\$312,000
Mitchell St.			\$1,266,770		\$1,266,770
Saamis Dr.			\$604,500		\$604,500
<b>Total Water</b>	<b>\$10,196,420</b>	<b>\$2,563,642</b>	<b>\$13,144,347</b>	<b>\$6,300,000</b>	<b>\$19,604,408</b>
<b>Sanitary</b>					
Saamis Drive (Existing)	\$867,686				\$867,686
9th Ave Trunk (Upgrade)			\$3,847,000		\$3,847,000
Main Trunk (East of Boundary)			\$25,461,418		\$25,461,418
<b>Total Sanitary</b>	<b>\$867,686</b>	<b>\$0</b>	<b>\$29,308,418</b>	<b>\$0</b>	<b>\$30,176,104</b>
<b>Storm</b>					
Forcemain to pond @ GC	\$73,342				\$73,342
Storm Ponds	\$2,090,794				\$2,090,794
9th Ave Storm Outfall	\$375,121				\$375,121
Storm Pond Interconnections (3)			\$1,200,000		\$1,200,000
Storm Master Drainage Plan	\$85,535				\$85,535
Lift Stations (2)	\$291,398		\$708,602		\$1,000,000
<b>Total Storm</b>	<b>\$2,916,190</b>	<b>\$0</b>	<b>\$1,908,602</b>	<b>\$0</b>	<b>\$4,824,792</b>
<b>Roads</b>					
9th Ave			\$3,356,043		\$3,356,043
5th Ave			\$2,263,363		\$2,263,363
5th Ave Signals			\$250,000		\$250,000
9th Ave Signals			\$221,278		\$221,278
Saamis (5th to 9th)			\$2,422,998		\$2,422,998
<b>Total Roads</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,513,682</b>	<b>\$0</b>	<b>\$8,513,682</b>
	<b>\$13,980,295</b>	<b>\$2,563,642</b>	<b>\$52,875,049</b>	<b>\$6,300,000</b>	<b>\$63,118,985</b>

**A6. ICF Cost Allocations to Benefitting Areas**

It is important to clarify how much ICF cost was allocated by the Town to future development in order to determine how much cost should be transferred to the new offsite levy bylaw.

Not all ICF project costs are borne by future development. A portion of cost was allocated by the Town to existing development. For the Eastside basin, the allocation percentages were outlined in the Town's 2012 ICF Policy. But the ICF Policy did not include percentages for the Westside (A and B) or Infill basins.<sup>3</sup> Accordingly, it was necessary to "reverse engineer" Westside and Infill percentages using other available information.

For the Westside, a ratio of costs originally included in the Westside rate calculation to the total benefitting project costs in the basin was used to determine the allocation percentages, as shown in the table below.

<sup>3</sup> The Town could not provide any documentation associated with ICF cost allocation percentages for the Westside (A and B) and Infill basins.

Determining Westside Allocation %

	Included in Original Westside ICF Rate Calculation	Original Cost of Benefiting Projects	Allocation %
<b>Water</b>	\$ 230,290.80	\$ 11,749,937	2.0%
<b>Sanitary</b>	\$ 199,099.43	\$ 4,000,000	5.0%

For the Infill basin, the only allocation % that was known pertained to Water project #1 (2.5% of Water project #1 was allocated to the Infill basin). Town staff indicated that ICF allocations were originally determined using a ratio of land in the benefiting areas. Accordingly, for the other ICF projects that benefit the Infill basin, the ratio of the Infill allocation to the Eastside allocation for Water project 1 was used to calculate the other project allocations, as shown in the table below.

Determining Infill Allocation %

	Infill Allocation %
Ratio of 2.5% to 46.5% as compared to 56.4%	3.0
Ratio of 2.5% to 46.5% as compared to 65%	3.5
Ratio of 2.5% to 46.5% as compared to 75%	4.0

Using the information contained in the 2012 ICF policy, as well as the details from the Westside and Infill basins that were “reverse engineered” above, the table below summarizes the percentage of cost allocated by the Town to benefitting basins. Of course, only those areas that benefit (highlighted in ‘green’) have an associated allocation %. Basins that do not benefit (highlighted in ‘red’) have no allocation.

ICF Allocation Percentages to Benefitting Areas

ICF Project	Benefiting ICF Areas			% of Cost Allocated to ICF Areas		
	East Side	Westside	Infill	East Side	Westside (Note 3)	Infill (Note 4)
<b>Water</b>						
Treatment Plant	Yes	Yes	Yes	46.5%	2.0%	2.5%
9th Ave SE Waterline	Yes	No	No	60.0%		
5th Ave	Yes	No	No	100.0%		
Mitchell St.	Yes	No	No	65.0%		
Saamis Dr.	Yes	No	No	100.0%		
<b>Sanitary</b>						
Saamis Drive (Existing)	Yes	No	Yes	56.4%		3.0%
9th Ave Trunk (Upgrade)	Yes	No	No	78.9%		
Main Trunk (East of Boundary)	Yes	Yes	Yes	46.5%	5.0%	2.5%
<b>Storm</b>						
Forcemain to pond @ GC	Yes	No	No	100.0%		
Storm Ponds	Yes	No	No	100.0%		
9th Ave Storm Outfall	Yes	No	No	100.0%		
Storm Pond Interconnections (3)	Yes	No	No	100.0%		
Storm Master Drainage Plan	Yes	No	No	100.0%		
Lift Stations (2)	Yes	No	No	100.0%		
<b>Roads</b>						
9th Ave	Yes	No	Yes	65.0%		3.5%
5th Ave	Yes	No	Yes	75.0%		4.0%
5th Ave Signals	Yes	No	Yes	75.0%		3.5%
9th Ave Signals	Yes	No	Yes	65.0%		3.5%
Saamis (5th to 9th)	Yes	No	Yes	65.0%		3.5%

\*Only allocation % for future development are shown. The balance of project costs are borne by existing development.

The updated ICF cost allocations to future development, using the updated net costs, and various cost allocation percentages is shown in the table below. Of the \$63.12 million in ICF net costs, \$38.88 million is for the benefit of future development (\$35.90 million for Eastside, \$1.59 million for Westside, and \$1.39 million for Infill).

Updated Cost Allocations to Future Development

ICF Project	% of Cost Allocated to ICF Areas			ICF Cost Allocations		
	East Side	Westside (Note 3)	Infill (Note 4)	East Side	Westside	Infill
<b>Water</b>						
Treatment Plant	46.5%	2.0%	2.5%	\$7,720,299	\$325,751	\$415,513
9th Ave SE Waterline	60.0%			\$480,376	\$0	\$0
5th Ave	100.0%			\$312,000	\$0	\$0
Mitchell St.	65.0%			\$823,401	\$0	\$0
Saamis Dr.	100.0%			\$604,500	\$0	\$0
<b>Total Water</b>				<b>\$9,940,575</b>	<b>\$325,751</b>	<b>\$415,513</b>
<b>Sanitary</b>						
Saamis Drive (Existing)	56.4%		3.0%	\$489,796	\$0	\$26,291
9th Ave Trunk (Upgrade)	78.9%			\$3,036,263	\$0	\$0
Main Trunk (East of Boundary)	46.5%	5.0%	2.5%	\$11,826,938	\$1,267,338	\$636,535
<b>Total Sanitary</b>				<b>\$15,352,997</b>	<b>\$1,267,338</b>	<b>\$662,826</b>
<b>Storm</b>						
Forcemain to pond @ GC	100.0%			\$73,342	\$0	\$0
Storm Ponds	100.0%			\$2,090,794	\$0	\$0
9th Ave Storm Outfall	100.0%			\$375,121	\$0	\$0
Storm Pond Interconnections (3)	100.0%			\$1,200,000	\$0	\$0
Storm Master Drainage Plan	100.0%			\$85,535	\$0	\$0
Lift Stations (2)	100.0%			\$1,000,000	\$0	\$0
<b>Total Storm</b>				<b>\$4,824,792</b>	<b>\$0</b>	<b>\$0</b>
<b>Roads</b>						
9th Ave	65.0%		3.5%	\$2,181,428	\$0	\$117,126
5th Ave	75.0%		4.0%	\$1,697,523	\$0	\$91,214
5th Ave Signals	75.0%		3.5%	\$187,500	\$0	\$8,725
9th Ave Signals	65.0%		3.5%	\$143,830	\$0	\$7,723
Saamis (5th to 9th)	65.0%		3.5%	\$1,574,949	\$0	\$84,563
<b>Total Roads</b>				<b>\$5,785,229</b>	<b>\$0</b>	<b>\$309,350</b>
				<b>\$35,903,593</b>	<b>\$1,593,089</b>	<b>\$1,387,689</b>

**A7. ICF Fees Collected**

Prior to finalizing offsite levy rate calculations, it is necessary to reduce the net cost allocated to future development by the amount of fees collected up to the cut-off date. For this review, it is also necessary to clarify which ICF fees have been collected for which ICF projects because, for projects transferred to the offsite levy bylaw, the fees collected for those projects must also be transferred so that future development is not charged twice.

Up to December 31<sup>st</sup>, 2014, the Town collected \$1.51 million in ICF fees (approximately \$726,000 from the Eastside, and approximately \$784,000 from Infill areas), as shown in the table below. No ICF fees were collected from the Westside area (A and B).

The Town has detailed information indicating ICF fee collections for the Eastside area by project, but the Town does not have similar information for the Infill area—the Town only has documentation indicating total ICF fees collected in the Infill area. To allocate Infill ICF fees to specific projects, a ratio of Infill project cost to total costs in the Infill area was used. For example, if Project A had a total cost of \$2 allocated to the Infill area, and the Infill area had total costs of \$10, then 20% of the ICF fees collected were allocated to Project A.

ICF Fees Collected

ICF Project	ICF Fees Collected to Dec 31, 2014		
	East Side	Westside	Infill
<b>Water</b>			
Treatment Plant	\$190,869		\$234,717
9th Ave SE Waterline	\$31,474		
5th Ave	\$27,977		
Mitchell St.	\$22,731		
Saamis Dr.	\$52,457		
<b>Total Water</b>	<b>\$325,508</b>	<b>\$0</b>	<b>\$234,717</b>
<b>Sanitary</b>			
Saamis Drive (Existing)	\$19,741		\$14,851
9th Ave Trunk (Upgrade)	\$41,402		
Main Trunk (East of Boundary)	\$64,977		\$359,570
<b>Total Sanitary</b>	<b>\$126,119</b>	<b>\$0</b>	<b>\$374,421</b>
<b>Storm</b>			
Forcemain to pond @ GC	\$24,480		
Storm Ponds	\$45,463		
9th Ave Storm Outfall	\$17,486		
Storm Pond Interconnections (3)	\$41,965		
Storm Master Drainage Plan	\$3,171		
Lift Stations (2)	\$34,971		
<b>Total Storm</b>	<b>\$167,535</b>	<b>\$0</b>	<b>\$0</b>
<b>Roads</b>			
9th Ave	\$45,463		\$66,163
5th Ave	\$26,228		\$51,525
5th Ave Signals	\$6,557		\$4,928.63
9th Ave Signals	\$5,683		\$4,362
Saamis (5th to 9th)	\$22,731		\$47,768
<b>Total Roads</b>	<b>\$106,662</b>	<b>\$0</b>	<b>\$174,747</b>
	<b>\$725,825</b>	<b>\$0</b>	<b>\$783,886</b>

**A8. Front-ending Balance**

Front-ending represents the amount of financing provided to future development for their share of a project when ICF reserves/accounts are insufficient to fund current construction:

**Front-ending** = ((Total Expenditures – Eligible Grants) X % allocated to future development) – Withdrawals from ICF Reserve

The management of front-ending balances is vital because often it is the municipality that front-ends offsite infrastructure construction costs when (future development) reserves/accounts are inadequate to finance offsite projects. When the municipality is the front-ending party, these balances represent funds owed to tax payers by future development. The acknowledgement of these balances in municipal documentation (such as reserve/account balances and financial statements) is important—without these acknowledgements, tax payers have little financial or legal recourse.

As shown in the table below, approximately \$1.39 million has been withdrawn from the ICF reserve to finance ICF-related construction activities. To the benefit of the Town, CORVUS has located approximately \$5.83 million in front-ending as at December 31st, 2014. This front-ending balance is not currently acknowledged in any Town documents, financial statements or reserve/account balances. The Town is the only front-ending party—as such, the front-ending balance of \$5.83 million is owed entirely to the Town by future development.

### ICF Reserve Withdrawals and Front-Ending Balances

ICF Project	Updated Costs					Withdrawals From ICF and Applied to ICF Expenditures			Front-ending Balance Owed To Town
	Actual Expenditures To Dec 31, 2014	Debenture Costs	Estimate of Remaining Work (From Dec 31, 2014)	Grants	Net Cost	1	2	Total	
<b>Water</b>									
Treatment Plant	\$9,395,794	\$2,563,642	\$10,961,077	\$6,300,000	\$16,620,512				\$3,303,066
9th Ave SE Waterline	\$800,626				\$800,626	\$33,047	\$610,000	\$643,047	<b>-\$162,671</b>
5th Ave			\$312,000		\$312,000				\$0
Mitchell St.			\$1,266,770		\$1,266,770				\$0
Saamis Dr.			\$604,500		\$604,500				\$0
<b>Total Water</b>	<b>\$10,196,420</b>	<b>\$2,563,642</b>	<b>\$13,144,347</b>	<b>\$6,300,000</b>	<b>\$19,604,408</b>	<b>\$33,047</b>	<b>\$610,000</b>	<b>\$643,047</b>	<b>\$3,140,395</b>
<b>Sanitary</b>									
Saamis Drive (Existing)	\$867,686				\$867,686				\$516,087
9th Ave Trunk (Upgrade)			\$3,847,000		\$3,847,000				\$0
Main Trunk (East of Boundary)			\$25,461,418		\$25,461,418				\$0
<b>Total Sanitary</b>	<b>\$867,686</b>	<b>\$0</b>	<b>\$29,308,418</b>	<b>\$0</b>	<b>\$30,176,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$516,087</b>
<b>Storm</b>									
Forcemain to pond @ GC	\$73,342				\$73,342				\$73,342
Storm Ponds	\$2,090,794				\$2,090,794	\$717,124	\$25,767	\$742,891	\$1,347,903
9th Ave Storm Outfall	\$375,121				\$375,121				\$375,121
Storm Pond Interconnections (3)			\$1,200,000		\$1,200,000				\$0
Storm Master Drainage Plan	\$85,535				\$85,535				\$85,535
Lift Stations (2)	\$291,398		\$708,602		\$1,000,000				\$291,398
<b>Total Storm</b>	<b>\$2,916,190</b>	<b>\$0</b>	<b>\$1,908,602</b>	<b>\$0</b>	<b>\$4,824,792</b>	<b>\$717,124</b>	<b>\$25,767</b>	<b>\$742,891</b>	<b>\$2,173,299</b>
<b>Roads</b>									
9th Ave			\$3,356,043		\$3,356,043				\$0
5th Ave			\$2,263,363		\$2,263,363				\$0
5th Ave Signals			\$250,000		\$250,000				\$0
9th Ave Signals			\$221,278		\$221,278				\$0
Saamis (5th to 9th)			\$2,422,998		\$2,422,998				\$0
<b>Total Roads</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,513,682</b>	<b>\$0</b>	<b>\$8,513,682</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>\$13,980,295</b>	<b>\$2,563,642</b>	<b>\$52,875,049</b>	<b>\$6,300,000</b>	<b>\$63,118,985</b>	<b>\$750,171</b>	<b>\$635,767</b>	<b>\$1,385,938</b>	<b>\$5,829,780</b>

## **A9. ICF Reserve Balance**

The Town does not have a reserve/account dedicated solely to ICF funds. In 2011, the Town consolidated several reserves, including the ICF Reserve, into a single reserve called the Land Development Reserve (#6-12-66-920-000). During the 2011 transfer, approximately \$146,070 in ICF funds were moved from the ICF Reserve to the Land Development Reserve.

At December 31<sup>st</sup>, 2014, the Town reported an ICF reserve balance of approximately \$123,773 (total receipts of ~\$1.51 million as shown in Section A7 minus total withdrawals of approximately \$1.39 million as shown in Section A8). However, it is important to note that this balance is a cash balance, and does not include the \$5.83 million in front-ending owed to tax payers by future development, that was uncovered by CORVUS in Section A7. Including front-ending, the ICF reserve balance is actually in deficit (\$5,706,077). Stated another way, future development owes tax payers \$5.71 million for construction that has already been completed and paid for. To be clear, this true reserve balance does not appear in the Land Development Reserve balance or related documentation, nor in the Town's financial statements (e.g., as a receivable owed to the Town, or as a note to the reserve balance), or in any other Town documentation. Had the Town understood that the ICF reserve balance was in deficit, it would have quickly moved to withdraw the cash remaining, thereby helping to pay down the funds owed by future development to tax payers. This needs to be rectified moving forward and is discussed in Section 0.

## **A10. Transfers to Offsite Levy Bylaw & ICF Reconciliation**

As described in the introduction, the purpose of Appendix A is to update and reconcile various ICF balances in order to accurately reflect appropriate transfers to the offsite levy bylaw.

As highlighted in Section A3, 12 of the 19 ICF projects are being transferred to the offsite levy bylaw. 7 ICF projects will remain and continue to be managed via ongoing ICF collections. The tables below summarize the project costs, allocations, fees, and balances that are being incorporated into the new offsite levy bylaw, and those that will remain with the ICF. Key elements include:

- The 12 projects being transferred to the offsite levy bylaw total approximately \$57.83 million, of which approximately \$9.40 million are actual expenditures up to December 31<sup>st</sup>, 2014.
- Of the \$9.40 million in expenditures, \$3.30 million was the responsibility of future development. No monies were withdrawn from the ICF reserve to finance these expenditures, meaning that \$3.30 million of associated front-ending also gets transferred to the offsite levy.
- Of the 12 projects being transferred to the offsite levy, approximately \$1.32 million has been collected in ICF fees. These will be acknowledged in the offsite levy as developer contributions to ensure future development is given full credit for these payments.
- The updated net cost of the 7 projects remaining in the ICF is approximately \$4.62 million (Eastside \$4.59 million and Infill \$26,291). After accounting for the ICF fees

already collected for these projects, the balance owing is approximately \$4.43 million (Eastside \$4.42 million + Infill \$11,440).

- The front-ending balance associated with the 7 projects remaining in the ICF is approximately \$2.53 million. However, the ICF reserve has a cash balance of \$123,773. Once this remaining cash is withdrawn from the reserve to help pay down ICF front-ending debts, the final front-ending balance will be \$2,402,941.

Town of Redcliff Offsite Levy Review

ICF Project	Transferred to Offsite Levy	Associated Offsite Levy Project Number	Offsite Levy					
			Net Cost Transferred to Offsite Levy	Actual Expenditures Transferred to Offsite Levy	Developer Share of Expenditure Transferred to Offsite Levy	ICF Fees to be Acknowledged as Developer Contributions in Offsite Levy	Withdrawals Transferred to Offsite Levy	Front-ending Balance Transferred to Offsite Levy
<b>Water</b>								
Treatment Plant	Yes	Offsite Levy Project # W-1	\$16,620,512	\$9,395,794	\$3,303,066	\$425,586	\$0	\$3,303,066
9th Ave SE Waterline	No							
5th Ave	Yes	Offsite Levy Project # W-6	\$312,000	\$0	\$0	\$27,977	\$0	\$0
Mitchell St.	Yes	Offsite Levy Project # W-4	\$1,266,770	\$0	\$0	\$22,731	\$0	\$0
Saamis Dr.	Yes	Offsite Levy Project # W-11	\$604,500	\$0	\$0	\$52,457	\$0	\$0
<b>Total Water</b>			<b>\$18,803,782</b>	<b>\$9,395,794</b>	<b>\$3,303,066</b>	<b>\$528,751</b>	<b>\$0</b>	<b>\$3,303,066</b>
<b>Sanitary</b>								
Saamis Drive (Existing)	No							
9th Ave Trunk (Upgrade)	Yes	Offsite Levy Project # S-2	\$3,847,000	\$0	\$0	\$41,402	\$0	\$0
Main Trunk (East of Boundary)	Yes	Offsite Levy Project # S-5	\$25,461,418	\$0	\$0	\$424,547	\$0	\$0
<b>Total Sanitary</b>			<b>\$29,308,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,949</b>	<b>\$0</b>	<b>\$0</b>
<b>Storm</b>								
Forcemain to pond @ GC	No							
Storm Ponds	No							
9th Ave Storm Outfall	No							
Storm Pond Interconnections (3)	Yes	Offsite Levy Project # St -5	\$1,200,000	\$0	\$0	\$41,965	\$0	\$0
Storm Master Drainage Plan	No							
Lift Stations (2)	No							
<b>Total Storm</b>			<b>\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,965</b>	<b>\$0</b>	<b>\$0</b>
<b>Roads</b>								
9th Ave	Yes	Offsite Levy Project # R-1	\$3,356,043	\$0	\$0	\$111,625	\$0	\$0
5th Ave	Yes	Offsite Levy Project # R-3	\$2,263,363	\$0	\$0	\$77,754	\$0	\$0
5th Ave Signals	Yes	Offsite Levy Project # R-15	\$250,000	\$0	\$0	\$11,486	\$0	\$0
9th Ave Signals	Yes	Offsite Levy Project # R-6	\$221,278	\$0	\$0	\$10,045	\$0	\$0
Saamis (5th to 9th)	Yes	Offsite Levy Project # R-4	\$2,422,998	\$0	\$0	\$70,499	\$0	\$0
<b>Total Roads</b>			<b>\$8,513,682</b>	<b>\$0</b>	<b>\$0</b>	<b>\$281,409</b>	<b>\$0</b>	<b>\$0</b>
			<b>\$57,825,882</b>	<b>\$9,395,794</b>	<b>\$3,303,066</b>	<b>\$1,318,075</b>	<b>\$0</b>	<b>\$3,303,066</b>

Town of Redcliff Offsite Levy Review

ICF Project	Transferred to Offsite Levy	Associated Offsite Levy Project Number	Ongoing ICF Management						
			Updated Project Net Costs (Eastside)	Updated Project Net Costs (Westside)	Updated Project Net Costs (Infill)	Balance Owing = Net Costs - Fees Collected (Eastside)	Balance Owing = Net Costs - Fees Collected (Westside)	Balance Owing = Net Costs - Fees Collected (Infill)	Front-ending Owed To The Town
Water									
Treatment Plant	Yes	Offsite Levy Project # W-1							
9th Ave SE Waterline	No		\$480,376	\$0	\$0	\$448,902	\$0	\$0	-\$162,671
5th Ave	Yes	Offsite Levy Project # W-6							
Mitchell St.	Yes	Offsite Levy Project # W-4							
Saamis Dr.	Yes	Offsite Levy Project # W-11							
Total Water			\$480,376	\$0	\$0	\$448,902	\$0	\$0	-\$162,671
Sanitary									
Saamis Drive (Existing)	No		\$489,796	\$0	\$26,291	\$470,055	\$0	\$11,440	\$516,087
9th Ave Trunk (Upgrade)	Yes	Offsite Levy Project # S-2							
Main Trunk (East of Boundary)	Yes	Offsite Levy Project # S-5							
Total Sanitary			\$489,796	\$0	\$26,291	\$470,055	\$0	\$11,440	\$516,087
Storm									
Forcemain to pond @ GC	No		\$73,342	\$0	\$0	\$48,862	\$0	\$0	\$73,342
Storm Ponds	No		\$2,090,794	\$0	\$0	\$2,045,332	\$0	\$0	\$1,347,903
9th Ave Storm Outfall	No		\$375,121	\$0	\$0	\$357,635	\$0	\$0	\$375,121
Storm Pond Interconnections (3)	Yes	Offsite Levy Project # St -5							
Storm Master Drainage Plan	No		\$85,535	\$0	\$0	\$82,364	\$0	\$0	\$85,535
Lift Stations (2)	No		\$1,000,000	\$0	\$0	\$965,029	\$0	\$0	\$291,398
Total Storm			\$3,624,792	\$0	\$0	\$3,499,222	\$0	\$0	\$2,173,299
Roads									
9th Ave	Yes	Offsite Levy Project # R-1							
5th Ave	Yes	Offsite Levy Project # R-3							
5th Ave Signals	Yes	Offsite Levy Project # R-15							
9th Ave Signals	Yes	Offsite Levy Project # R-6							
Saamis (5th to 9th)	Yes	Offsite Levy Project # R-4							
Total Roads			\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$4,594,963	\$0	\$26,291	\$4,418,178	\$0	\$11,440	\$2,526,714

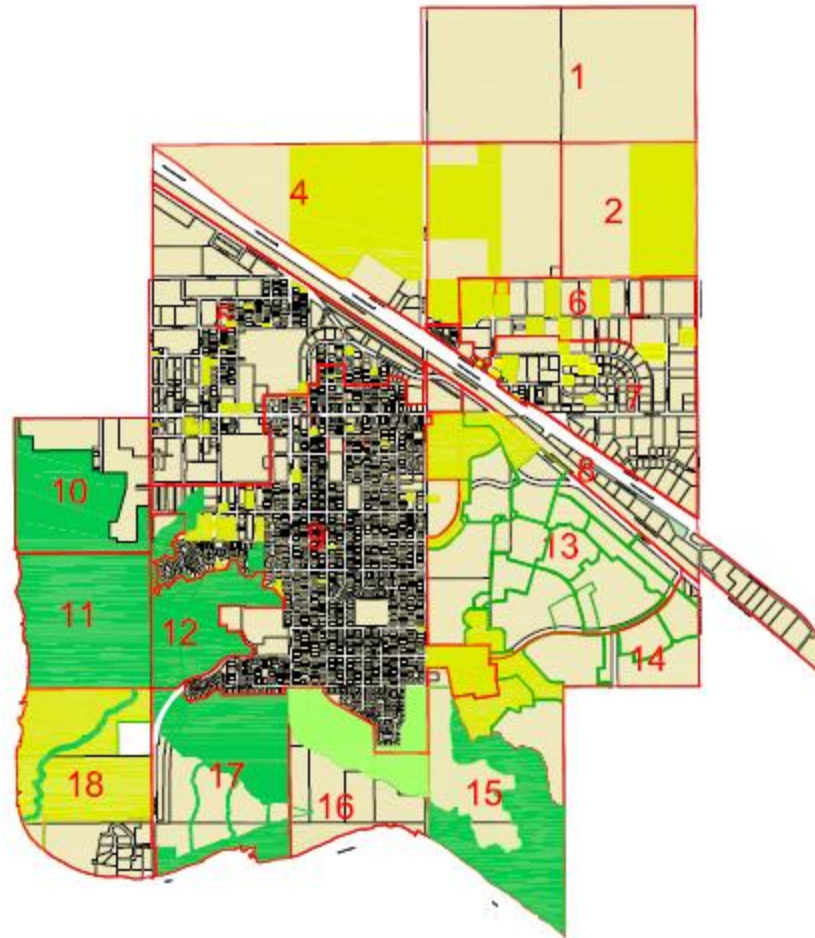
## **APPENDIX B: Offsite Levy Areas, Measurements, & Land Development Staging/Forecast**

### **B1. Offsite Levy Areas**

The Town is parsed into 18 offsite levy areas, as shown in the map below. Areas are approximately a quarter section in size but also take into consideration various natural and man-made barriers (e.g., rivers, highways, etc.), as well as existing/planned infrastructure basins (e.g., water and sanitary basins).

All offsite levy infrastructure costs are allocated to one or more areas. In the offsite levy model, each area is further divided into sub-areas based on land use type (e.g., “residential - low density”, “residential - medium & high density”, “commercial”, “industrial”, and “other”). All types of development are treated similarly, and so only the “other” category is currently used.

Offsite Levy Areas



## B2. Offsite Levy Area Measurements

Total net development area, the amount of land available for development in all offsite levy areas, is approximately 1144 ha. In calculating net development area only those lands remaining to be developed within the area that have not previously paid offsite levies have been considered (as required by legislation/regulation). Further, allowances have been made to net development area calculations for environmental reserves, municipal reserves, and arterial road right of way.

### Offsite Levy Net Development Area

Area Ref. #	Development Area Location	Land Use	Gross Area (ha.)	Environmental Reserves (ha.)	Sub-total	Municipal Reserves	Arterial Right of Way	Net Development Area (ha.)
1.5		Other	131.25	-	131.25	13.13	2.43	115.69
2.5		Other	64.49	-	64.49	6.45	-	58.04
3.5		Other	69.86	-	69.86	6.99	-	62.87
4.5		Other	96.20	-	96.20	9.62	3.62	82.96
5.5		Other	152.19	-	152.19	15.22	2.53	134.45
6.5		Other	40.24	-	40.24	4.02	2.73	33.49
7.5		Other	95.51	-	95.51	9.55	-	85.96
8.5		Other	87.98	-	87.98	8.80	79.18	-
9.5		Other	255.28	2.91	252.37	25.24	6.57	220.56
10.5		Other	64.68	40.04	24.63	2.46	-	22.17
11.5		Other	61.38	61.38	-	-	-	-
12.5		Other	39.40	37.97	1.43	0.14	-	1.29
13.5		Other	145.92	-	145.92	14.59	14.29	117.04
14.5		Other	67.29	-	67.29	6.73	-	60.56
15.5		Other	72.23	45.32	26.91	2.69	-	24.22
16.5		Other	56.52	32.58	23.95	2.40	-	21.56
17.5		Other	81.59	46.26	35.32	3.53	-	31.79
18.5		Other	83.10	3.75	79.34	7.93	-	71.41
Total			1,665.11	270.22	1,394.88	139.49	111.35	1,144.05

### Summary of Offsite Levy Net Development Area

Description	ha.
Gross Development Area	1,665.11
Less Environment Reserve	270.22
Less Municipal Reserve	139.49
Less ROW Allowance	111.35
Net Development Area	1,144.05

\*Note: 1 Hectare (ha.) = ~2.47 Acres

Net development area definitions will be applied in determining offsite levy obligations of developers on application for subdivision or development within Town of Redcliff. Net development area is defined as follows:

- Gross Area – The area of lands to be developed in hectares that have not previously paid an offsite levy.
  - Less: Any environmental reserves contained within the development area Including environmental reserves and environmental easements.
  - Less: A 10% allowance for Municipal Reserves.
  - Less: The measurement of arterial road right of way that bisects the

development lands.

- Equals: Net Developable Area, which is the area subject to offsite levies.

### B3. Land Development Forecast

The offsite levy model uses a rate planning period of 25 years. This planning period is used by many municipalities as it provides a reasonable timeframe to recoup the costs associated with offsite levy infrastructure construction, and it aligns with the timeframes of many municipal capital planning and construction cycles.

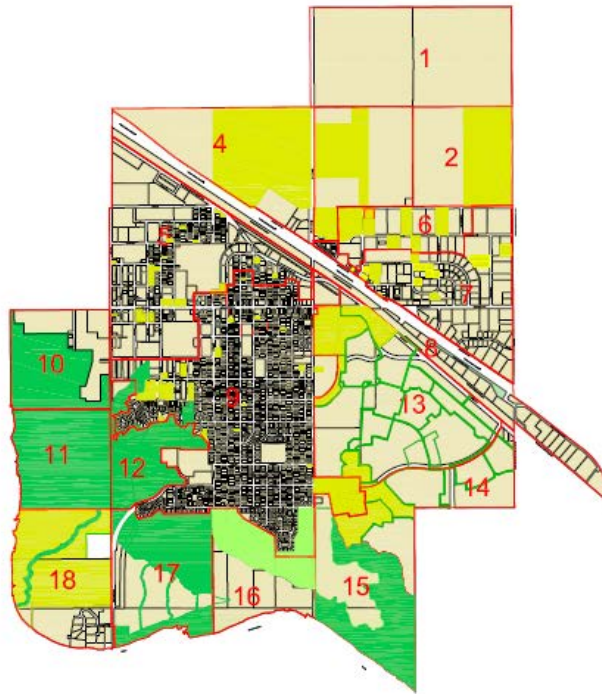
Of the 1144 ha. of net development area available across all offsite levy development areas, planners estimate that approximately 23% of this land (262 ha.) will develop during the next 25 years as shown in the tables below.

Anticipated Development during the 25 Year Rate Planning Period\*

Area Ref. #	Area Developed in Next 25 years	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
1.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.5	35.000	-	-	-	-	-	-	35.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.5	31.545	-	-	-	-	-	-	31.55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.5	58.292	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26.01	-	-	-	32.28	-	-	-	-	-	-
5.5	3.738	1.01	-	-	-	-	-	-	2.18	-	-	-	0.54	-	-	-	-	-	-	-	-	-	-	-	-	-
6.5	14.304	-	-	-	-	5.18	-	-	-	-	5.48	-	-	-	-	3.64	-	-	-	-	-	-	-	-	-	-
7.5	6.124	-	-	2.00	-	-	-	-	2.00	-	-	-	-	-	-	-	-	2.00	-	-	-	-	0.12	-	-	-
8.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9.5	9.350	-	-	-	0.25	-	5.00	-	-	-	-	-	4.10	-	-	-	-	-	-	-	-	-	-	-	-	-
10.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13.5	24.557	-	-	11.98	-	-	-	-	-	-	5.53	4.27	-	-	2.77	-	-	-	-	-	-	-	-	-	-	-
14.5	14.684	-	-	-	-	-	8.49	-	-	-	-	-	-	6.19	-	-	-	-	-	-	-	-	-	-	-	-
15.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18.5	64.629	-	-	20.00	-	-	-	-	-	-	-	-	20.00	-	-	-	-	-	-	-	24.63	-	-	-	-	-
	262.22	1.01	-	33.98	0.25	5.18	13.49	66.55	4.18	-	11.01	4.27	24.64	6.19	2.77	29.65	-	2.00	-	56.91	-	-	0.12	-	-	-

\*The rate period commences in 2014 because the cut-off date for this project was the most recent year-end when the project started—December 31<sup>st</sup>, 2013.

## Corvus Model Offsite Levy Map



Overall Areas were achieved by selecting the Corvus model catchment area polygons, Environmental reserves and arterial road areas within those regions were then subtracted.

- 25 Years Development Horizon
- Not included in computation
- Golf Course Area



### Summary of Anticipated Development during the 25 Year Rate Planning Period

Developed In Next 25 Years	262.22	22.9%
Developed Beyond 25 Years	881.82	77.1%
Net Development Area	1,144.04	

## APPENDIX C: Transportation

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### C1.Transportation Offsite Infrastructure

In order to support future growth, transportation offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$29.97 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

#### Summary of Transportation Offsite Infrastructure

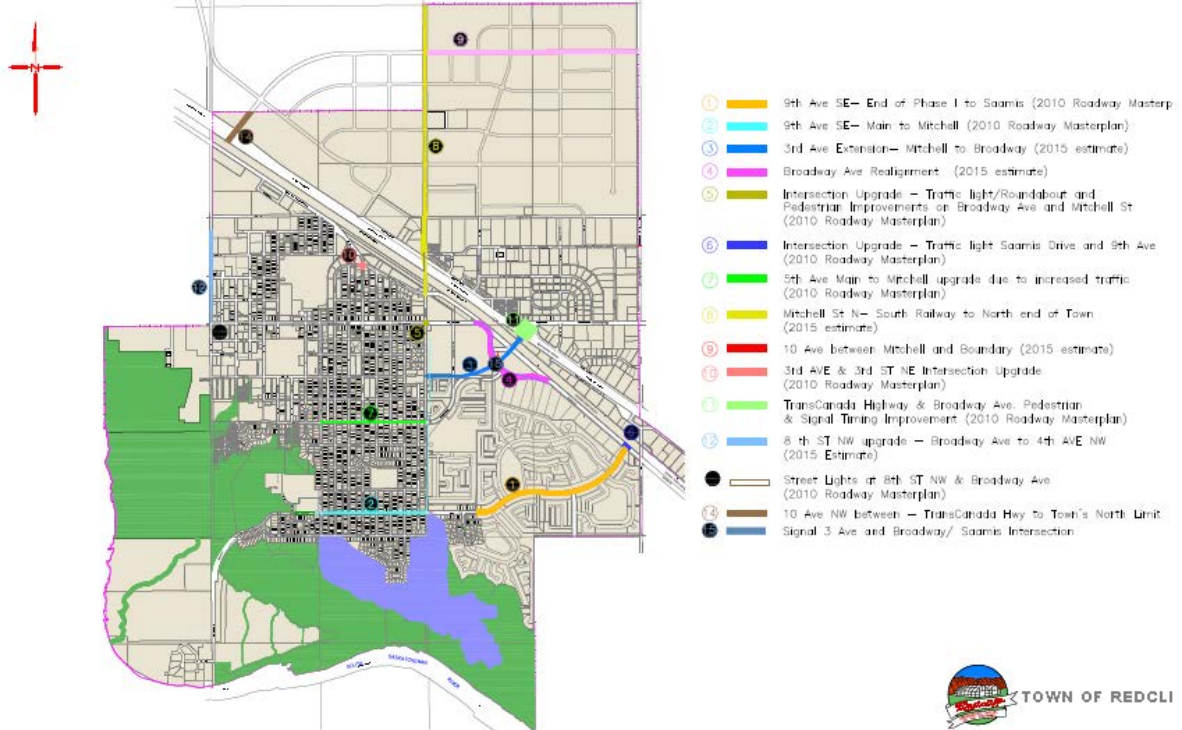
Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	9th Ave SE - Mitchell St to Saamis	\$ -	\$ -	\$ 3,356,043	\$ 3,356,043
2	9th Ave SE - Main to Mitchell	\$ -	\$ -	\$ 2,934,102	\$ 2,934,102
3	3rd Ave Extension - Mitchell to Broadway	\$ -	\$ -	\$ 2,263,363	\$ 2,263,363
4	Broadway Ave Realignment	\$ -	\$ -	\$ 2,422,998	\$ 2,422,998
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ -	\$ -	\$ 353,614	\$ 353,614
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ -	\$ -	\$ 221,278	\$ 221,278
7	5th Ave Main to Mitchell Upgrade	\$ -	\$ -	\$ 4,098,392	\$ 4,098,392
8	Mitchell St N - South Railway to North Limit of Town	\$ -	\$ -	\$ 6,381,143	\$ 6,381,143
9	10 Ave between Mitchell & Boundary	\$ -	\$ -	\$ 4,533,519	\$ 4,533,519
10	3rd Ave & 3rd ST NE Intersection	\$ -	\$ -	\$ 185,857	\$ 185,857
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ -	\$ -	\$ 133,002	\$ 133,002
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ -	\$ -	\$ 1,913,563	\$ 1,913,563
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ -	\$ -	\$ 28,982	\$ 28,982
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ -	\$ -	\$ 829,500	\$ 829,500
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ -	\$ -	\$ 316,693	\$ 316,693
		\$ -	\$ -	\$ 29,972,049	\$ 29,972,049

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\* Projects 1,3,4,6, and 15 were transferred from the ICF.

### Corvus Model Offsite Projects Map - Transportation



### Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	9th Ave SE - Mitchell St to Saamis	2020
2	9th Ave SE - Main to Mitchell	2020
3	3rd Ave Extension - Mitchell to Broadway	2022
4	Broadway Ave Realignment	2025
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	2016
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	2040
7	5th Ave Main to Mitchell Upgrade	2025
8	Mitchell St N - South Railway to North Limit of Town	2025
9	10 Ave between Mitchell & Boundary	2045
10	3rd Ave & 3rd ST NE Intersection	2030
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	2016
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	2030
13	Street Lighting Improvement at 8th St NW & Broadway Ave	2030
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	2045
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	2022

## C2. Transportation Offsite Infrastructure Grants & Contributions to Date

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$0.28 million in special grants and contributions for transportation offsite levy infrastructure as shown in the table below (note, if the Town receives other grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$29.69 million.

### Special Grants and Contributions for Transportation Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	9th Ave SE - Mitchell St to Saamis	\$ 3,356,043	\$ -	\$ 111,625	\$ 3,244,418
2	9th Ave SE - Main to Mitchell	\$ 2,934,102	\$ -	\$ -	\$ 2,934,102
3	3rd Ave Extension - Mitchell to Broadway	\$ 2,263,363	\$ -	\$ 77,754	\$ 2,185,610
4	Broadway Ave Realignment	\$ 2,422,998	\$ -	\$ 70,499	\$ 2,352,498
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 353,614	\$ -	\$ -	\$ 353,614
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ 221,278	\$ -	\$ 10,045	\$ 211,232
7	5th Ave Main to Mitchell Upgrade	\$ 4,098,392	\$ -	\$ -	\$ 4,098,392
8	Mitchell St N - South Railway to North Limit of Town	\$ 6,381,143	\$ -	\$ -	\$ 6,381,143
9	10 Ave between Mitchell & Boundary	\$ 4,533,519	\$ -	\$ -	\$ 4,533,519
10	3rd Ave & 3rd ST NE Intersection	\$ 185,857	\$ -	\$ -	\$ 185,857
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 133,002	\$ -	\$ -	\$ 133,002
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 1,913,563	\$ -	\$ -	\$ 1,913,563
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 28,982	\$ -	\$ -	\$ 28,982
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ 829,500	\$ -	\$ -	\$ 829,500
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ 316,693	\$ -	\$ 11,486	\$ 305,207
		<b>\$ 29,972,049</b>	<b>\$ -</b>	<b>\$ 281,409</b>	<b>\$ 29,690,639</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

## C3. Transportation Offsite Infrastructure Benefiting Parties

The transportation offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the transportation infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today,

are ultimately born by developers.

- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable transportation infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of transportation offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing transportation offsite levy infrastructure costs for grants and contributions described earlier.

#### Allocation of Transportation Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	9th Ave SE - Mitchell St to Saamis	\$ 3,244,418	43.1%	11.4%	45.5%
2	9th Ave SE - Main to Mitchell	\$ 2,934,102	43.1%	11.4%	45.5%
3	3rd Ave Extension - Mitchell to Broadway	\$ 2,185,610	43.1%	15.9%	40.9%
4	Broadway Ave Realignment	\$ 2,352,498	43.1%	22.7%	34.1%
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 353,614	43.1%	2.3%	54.6%
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ 211,232	43.1%	56.9%	0.0%
7	5th Ave Main to Mitchell Upgrade	\$ 4,098,392	43.1%	22.7%	34.1%
8	Mitchell St N - South Railway to North Limit of Town	\$ 6,381,143	43.1%	22.7%	34.1%
9	10 Ave between Mitchell & Boundary	\$ 4,533,519	43.1%	56.9%	0.0%
10	3rd Ave & 3rd ST NE Intersection	\$ 185,857	43.1%	34.1%	22.7%
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 133,002	43.1%	2.3%	54.6%
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 1,913,563	43.1%	34.1%	22.7%
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 28,982	43.1%	34.1%	22.7%
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ 829,500	43.1%	56.9%	0.0%
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ 305,207	43.1%	15.9%	40.9%
		<b>\$ 29,690,639</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to gross land undeveloped in benefiting basins.

## **C4. Receipts and Adjusted Net Costs**

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$8.96 million. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers (if any) need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no transportation levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$8.96 million.

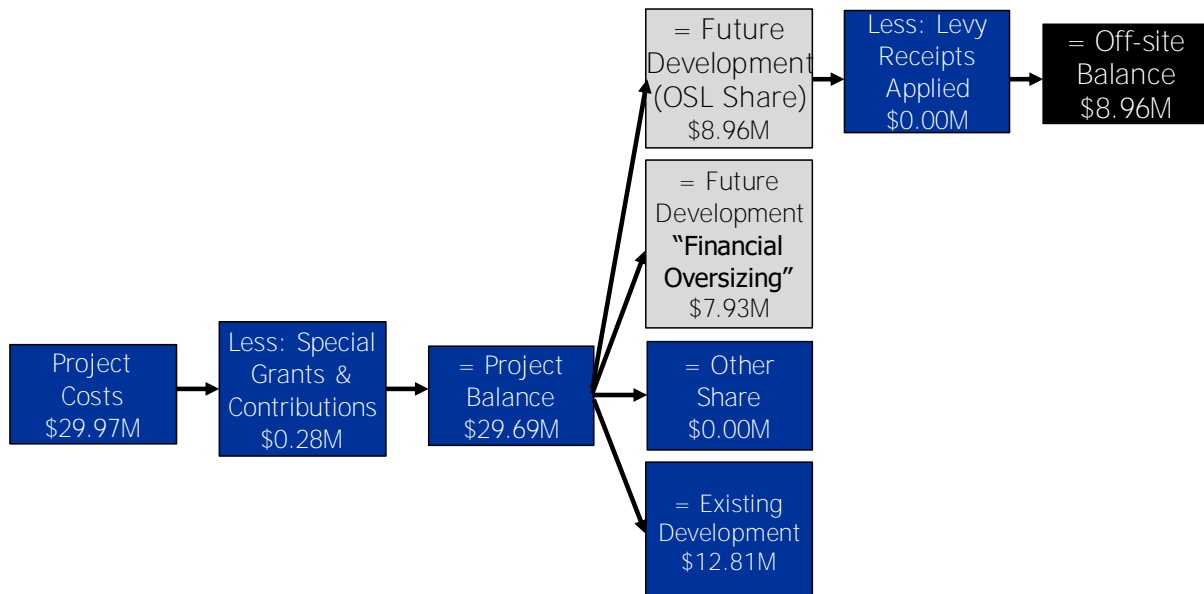
### Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	9th Ave SE - Mitchell St to Saamis	\$ 1,399,317	\$ 369,020	\$ 1,476,080	\$ -	\$ 1,476,080
2	9th Ave SE - Main to Mitchell	\$ 1,265,478	\$ 333,725	\$ 1,334,899	\$ -	\$ 1,334,899
3	3rd Ave Extension - Mitchell to Broadway	\$ 942,653	\$ 348,028	\$ 894,929	\$ -	\$ 894,929
4	Broadway Ave Realignment	\$ 1,014,633	\$ 535,146	\$ 802,719	\$ -	\$ 802,719
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 152,514	\$ 8,044	\$ 193,056	\$ -	\$ 193,056
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ 91,105	\$ 120,128	\$ -	\$ -	\$ -
7	5th Ave Main to Mitchell Upgrade	\$ 1,767,636	\$ 932,302	\$ 1,398,453	\$ -	\$ 1,398,453
8	Mitchell St N - South Railway to North Limit of Town	\$ 2,752,187	\$ 1,451,583	\$ 2,177,374	\$ -	\$ 2,177,374
9	10 Ave between Mitchell & Boundary	\$ 1,955,307	\$ 2,578,212	\$ -	\$ -	\$ -
10	3rd Ave & 3rd ST NE Intersection	\$ 80,160	\$ 63,418	\$ 42,279	\$ -	\$ 42,279
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 57,364	\$ 3,026	\$ 72,613	\$ -	\$ 72,613
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 825,320	\$ 652,946	\$ 435,297	\$ -	\$ 435,297
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 12,500	\$ 9,889	\$ 6,593	\$ -	\$ 6,593
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ 357,763	\$ 471,737	\$ -	\$ -	\$ -
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ 131,636	\$ 48,600	\$ 124,971	\$ -	\$ 124,971
		<b>\$ 12,805,573</b>	<b>\$ 7,925,803</b>	<b>\$ 8,959,263</b>	<b>\$ -</b>	<b>\$ 8,959,263</b>

## C5. Summary of Transportation Offsite Levy Cost Flow-through

As shown in the figure below, the total cost for transportation infrastructure that forms the basis of the rate is approximately \$8.96 million. The cost allocations to each benefitting party are based on the benefitting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

### Total Transportation Offsite Levy Costs



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## C6. Transportation Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are “lit up” by the number designator ‘1’.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5
1	9th Ave SE - Mitchell St to Saamis	\$ 1,476,080	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	9th Ave SE - Main to Mitchell	\$ 1,334,899	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	3rd Ave Extension - Mitchell to Broadway	\$ 894,929	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Broadway Ave Realignment	\$ 802,719	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 193,056	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	5th Ave Main to Mitchell Upgrade	\$ 1,398,453	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Mitchell St N - South Railway to North Limit of Town	\$ 2,177,374	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	10 Ave between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	3rd Ave & 3rd ST NE Intersection	\$ 42,279	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 72,613	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 435,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 6,593	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15	Signal 3rd Ave and Broadway/Saamis intersection	\$ 124,971	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 8,959,263																														

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5
1	9th Ave SE - Mitchell St to Saamis	\$ 1,476,080	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	9th Ave SE - Main to Mitchell	\$ 1,334,899	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	3rd Ave Extension - Mitchell to Broadway	\$ 894,929	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Broadway Ave Realignment	\$ 802,719	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 193,056	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	5th Ave Main to Mitchell Upgrade	\$ 1,398,453	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Mitchell St N - South Railway to North Limit of Town	\$ 2,177,374	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	10 Ave between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	3rd Ave & 3rd ST NE Intersection	\$ 42,279	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 72,613	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 435,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 6,593	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15	Signal 3rd Ave and Broadway/Saamis intersection	\$ 124,971	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 8,959,263																														

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5
1	9th Ave SE - Mitchell St to Saamis	\$ 1,476,080	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	9th Ave SE - Main to Mitchell	\$ 1,334,899	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	3rd Ave Extension - Mitchell to Broadway	\$ 894,929	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Broadway Ave Realignment	\$ 802,719	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 193,056	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	5th Ave Main to Mitchell Upgrade	\$ 1,398,453	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Mitchell St N - South Railway to North Limit of Town	\$ 2,177,374	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	10 Ave between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	3rd Ave & 3rd ST NE Intersection	\$ 42,279	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 72,613	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 435,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 6,593	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
15	Signal 3rd Ave and Broadway/Saamis intersection	\$ 124,971	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 8,959,263																														

## C7. Reserve Balance

The transportation reserve opening balance is \$0. In addition to establishing a dedicated, distinct and separate transportation offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of “sub-ledgers” to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

Transportation Offsite Levy Reserve Balance

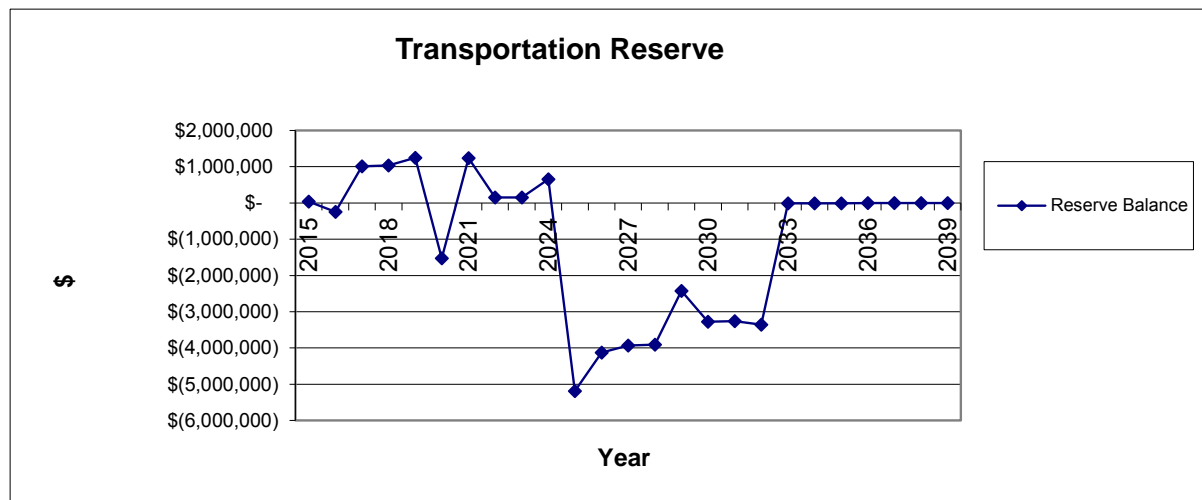
Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ -	\$ -
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ -
Debenture Interest Accrued to December 31, 2014		\$ -	\$ -
Unallocated Receipts to December 31, 2014	\$ -		\$ -
<b>Opening Balance</b>			<b>\$ -</b>

## C8. Development and Transportation Infrastructure Staging Impacts

Transportation offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of transportation infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline transportation levy reserve balances over the 25-year development period.

Anticipated Transportation Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.

Anticipated Transportation Offsite Levy Reserve Balances

			Reserve Balance	\$ -
Year	Receipts	Expenditure	Interest	Balance
2015	\$ 34,928	\$ -	\$ 349	\$ 35,277
2016	\$ -	\$ 273,639	\$ (7,151)	\$ (245,512)
2017	\$ 1,244,621	\$ -	\$ 9,991	\$ 1,009,100
2018	\$ 9,430	\$ -	\$ 10,185	\$ 1,028,716
2019	\$ 201,243	\$ -	\$ 12,300	\$ 1,242,258
2020	\$ 539,986	\$ 3,258,695	\$ (44,294)	\$ (1,520,744)
2021	\$ 2,742,958	\$ -	\$ 12,222	\$ 1,234,436
2022	\$ 177,673	\$ 1,254,348	\$ 1,578	\$ 159,339
2023	\$ -	\$ -	\$ 1,593	\$ 160,932
2024	\$ 496,087	\$ -	\$ 6,570	\$ 663,589
2025	\$ 198,107	\$ 5,884,400	\$ (150,681)	\$ (5,173,386)
2026	\$ 1,177,493	\$ -	\$ (119,877)	\$ (4,115,770)
2027	\$ 304,688	\$ -	\$ (114,332)	\$ (3,925,414)
2028	\$ 140,318	\$ -	\$ (113,553)	\$ (3,898,648)
2029	\$ 1,548,414	\$ -	\$ (70,507)	\$ (2,420,741)
2030	\$ -	\$ 754,319	\$ (95,252)	\$ (3,270,312)
2031	\$ 110,791	\$ -	\$ (94,786)	\$ (3,254,306)
2032	\$ -	\$ -	\$ (97,629)	\$ (3,351,936)
2033	\$ 3,344,660	\$ -	\$ (218)	\$ (7,494)
2034	\$ -	\$ -	\$ (225)	\$ (7,719)
2035	\$ -	\$ -	\$ (232)	\$ (7,950)
2036	\$ 7,950	\$ -	\$ 0	\$ 0
2037	\$ -	\$ -	\$ 0	\$ 0
2038	\$ -	\$ -	\$ 0	\$ 0
2039	\$ -	\$ -	\$ 0	\$ 0

## APPENDIX D: Water

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### D1. Water Offsite Infrastructure

In order to support future growth, water offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$31.85 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

#### Summary of Water Offsite Infrastructure

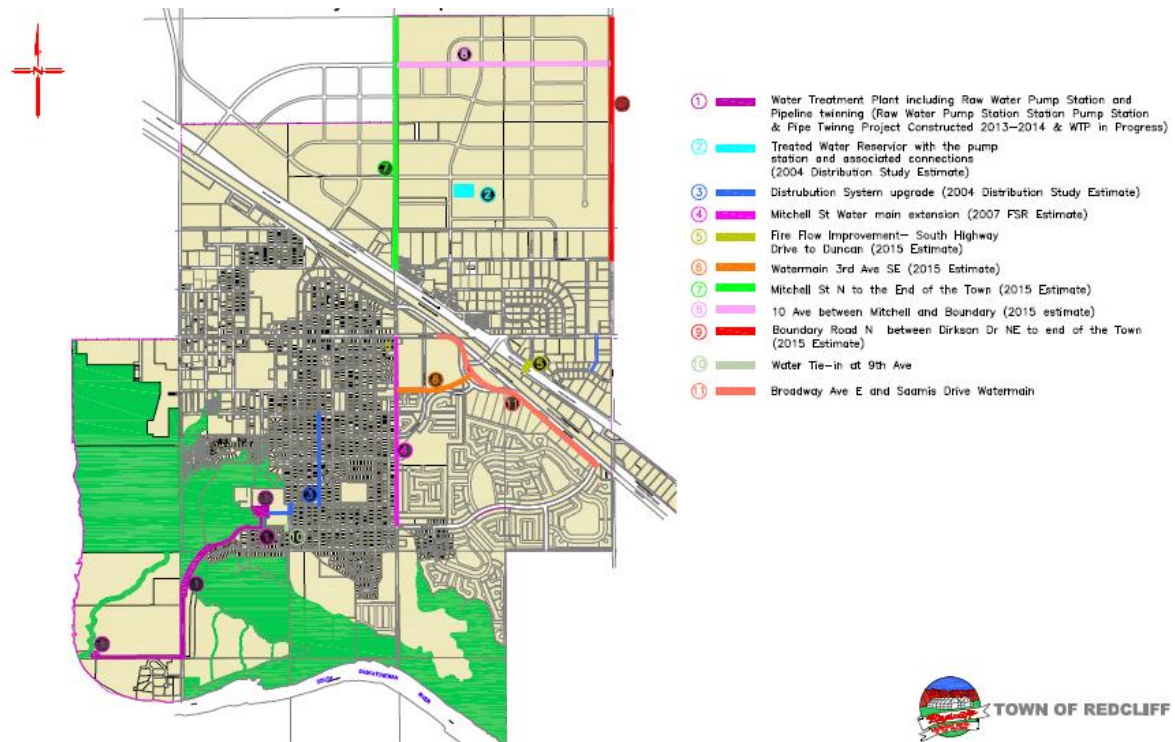
Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,395,794	\$ 2,563,642	\$ 10,961,077	\$ 22,920,512
2	Water Reservoir with Pump Station & Associated Connections	\$ -	\$ -	\$ 3,737,431	\$ 3,737,431
3	Distribution System Upgrade	\$ -	\$ -	\$ 636,748	\$ 636,748
4	Mitchell St Water Main Extension	\$ -	\$ -	\$ 1,266,770	\$ 1,266,770
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ -	\$ -	\$ 191,900	\$ 191,900
6	Watermain 3rd Ave SE	\$ -	\$ -	\$ 312,000	\$ 312,000
7	Watermain Mitchell St N to Town's North Limit	\$ -	\$ -	\$ 748,800	\$ 748,800
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	\$ -	\$ 631,800	\$ 631,800
9	Boundary Rd N - Dirkson Dr N to Town's North Limit	\$ -	\$ -	\$ 748,800	\$ 748,800
10	Water Tie-in 9th Ave	\$ -	\$ -	\$ 50,000	\$ 50,000
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ -	\$ -	\$ 604,500	\$ 604,500
		<b>\$ 9,395,794</b>	<b>\$ 2,563,642</b>	<b>\$ 19,889,826</b>	<b>\$ 31,849,261</b>

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\*Project 1 - Bylaw 1753/2013. At the time of preparation of this model, the Town had only finalized \$3,500,000 of the total \$6,500,000 debenture that was approved in the bylaw. In order to calculate rates, the remaining \$3,000,000 was assumed to be received at the same terms as the original \$3,500,000 debenture. When the Town does its next update, it should separate the 2 debentures into 2 reflecting the actual interest for both debentures based on the actual terms for both debentures.

\*\*\*\*Projects 1,4,6, and 11 were transferred from the ICF.



Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	WTP incl Raw Water Pump Station & Pipeline Twinning	In Progress
2	Water Reservoir with Pump Station & Associated Connections	2020
3	Distribution System Upgrade	2017
4	Mitchell St Water Main Extension	2022
5	Fire Flow Improvement t- South Highway Dr to Duncan	2017
6	Watermain 3rd Ave SE	2022
7	Watermain Mitchell St N to Town's North Limit	2025
8	Watermain 10th Ave N between Mitchell & Boundary	2045
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	2020
10	Water Tie-in 9th Ave	2017
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	2025

## D2. Water Offsite Infrastructure Grants & Contributions to Date

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$6.83 million in special grants and contributions for water offsite levy infrastructure as shown

in the table below (note, if the Town receives other grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$25.02 million.

#### Special Grants and Contributions for Water Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 22,920,512	\$ 6,300,000	\$ 425,586	\$ 16,194,926
2	Water Reservoir with Pump Station & Associated Connections	\$ 3,737,431	\$ -	\$ -	\$ 3,737,431
3	Distribution System Upgrade	\$ 636,748	\$ -	\$ -	\$ 636,748
4	Mitchell St Water Main Extension	\$ 1,266,770	\$ -	\$ 22,731	\$ 1,244,039
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 191,900	\$ -	\$ -	\$ 191,900
6	Watermain 3rd Ave SE	\$ 312,000	\$ -	\$ 27,977	\$ 284,023
7	Watermain Mitchell St N to Town's North Limit	\$ 748,800	\$ -	\$ -	\$ 748,800
8	Watermain 10th Ave N between Mitchell & Boundary	\$ 631,800	\$ -	\$ -	\$ 631,800
9	Boundary Rd N - Dirkson Dr N to Town's North Limit	\$ 748,800	\$ -	\$ -	\$ 748,800
10	Water Tie-in 9th Ave	\$ 50,000	\$ -	\$ -	\$ 50,000
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 604,500	\$ -	\$ 52,457	\$ 552,043
		\$ 31,849,261	\$ 6,300,000	\$ 528,751	\$ 25,020,510

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

### D3. Water Offsite Infrastructure Benefiting Parties

The water offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the water infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today, are ultimately born by developers.
- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable water infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of water offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing water offsite levy infrastructure costs for grants and contributions described earlier.

Allocation of Water Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 16,194,926	43.1%	0.0%	56.9%
2	Water Reservoir with Pump Station & Associated Connections	\$ 3,737,431	43.1%	11.4%	45.5%
3	Distribution System Upgrade	\$ 636,748	43.1%	4.5%	52.3%
4	Mitchell St Water Main Extension	\$ 1,244,039	43.1%	15.9%	40.9%
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 191,900	43.1%	4.5%	52.3%
6	Watermain 3rd Ave SE	\$ 284,023	43.1%	15.9%	40.9%
7	Watermain Mitchell St N to Town's North Limit	\$ 748,800	43.1%	22.7%	34.1%
8	Watermain 10th Ave N between Mitchell & Boundary	\$ 631,800	43.1%	56.9%	0.0%
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 748,800	43.1%	11.4%	45.5%
10	Water Tie-in 9th Ave	\$ 50,000	43.1%	4.5%	52.3%
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 552,043	43.1%	22.7%	34.1%
		<b>\$ 25,020,510</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to gross land undeveloped in benefiting basins.

**D4. Receipts and Adjusted Net Costs**

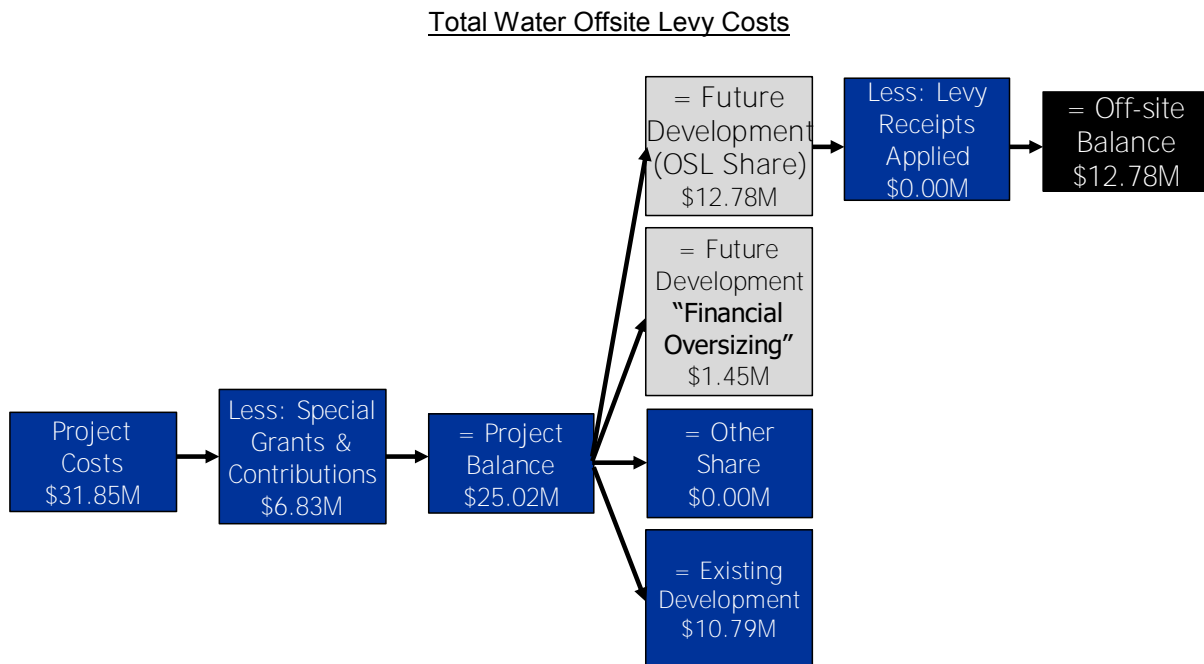
Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$12.78 million. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no water levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$12.78 million.

Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 6,984,872	\$ -	\$ 9,210,054	\$ -	\$ 9,210,054
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,611,954	\$ 425,095	\$ 1,700,382	\$ -	\$ 1,700,382
3	Distribution System Upgrade	\$ 274,629	\$ 28,969	\$ 333,149	\$ -	\$ 333,149
4	Mitchell St Water Main Extension	\$ 536,554	\$ 198,096	\$ 509,389	\$ -	\$ 509,389
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 82,766	\$ 8,731	\$ 100,403	\$ -	\$ 100,403
6	Watermain 3rd Ave SE	\$ 122,499	\$ 45,227	\$ 116,297	\$ -	\$ 116,297
7	Watermain Mitchell St N to Town's North Limit	\$ 322,957	\$ 170,337	\$ 255,506	\$ -	\$ 255,506
8	Watermain 10th Ave N between Mitchell & Boundary	\$ 272,495	\$ 359,305	\$ -	\$ -	\$ -
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 322,957	\$ 85,169	\$ 340,674	\$ -	\$ 340,674
10	Water Tie-in 9th Ave	\$ 21,565	\$ 2,275	\$ 26,160	\$ -	\$ 26,160
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 238,096	\$ 125,579	\$ 188,368	\$ -	\$ 188,368
		<b>\$ 10,791,346</b>	<b>\$ 1,448,782</b>	<b>\$ 12,780,382</b>	<b>\$ -</b>	<b>\$ 12,780,382</b>

**D5. Summary of Water Offsite Levy Cost Flow-through**

As shown in the figure below, the total cost for water infrastructure that forms the basis of the rate is approximately \$12.78 million. The cost allocations to each benefiting party are based on the benefiting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefiting areas (as described in the next section).



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## D6. Water Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are "lit up" by the number designator '1'.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,210,054	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,700,382	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Distribution System Upgrade	\$ 333,149	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Mitchell St Water Main Extension	\$ 509,389	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 100,403	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Watermain 3rd Ave SE	\$ 116,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Watermain Mitchell St N to Town's North Limit	\$ 255,506	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 340,674	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Water Tie-in 9th Ave	\$ 26,160	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 188,368	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		<b>\$ 12,780,382</b>																														

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,210,054	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,700,382	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Distribution System Upgrade	\$ 333,149	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Mitchell St Water Main Extension	\$ 509,389	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 100,403	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Watermain 3rd Ave SE	\$ 116,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Watermain Mitchell St N to Town's North Limit	\$ 255,506	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 340,674	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Water Tie-in 9th Ave	\$ 26,160	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 188,368	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		<b>\$ 12,780,382</b>																														

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,210,054	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,700,382	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Distribution System Upgrade	\$ 333,149	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Mitchell St Water Main Extension	\$ 509,389	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Fire Flow Improvement t- South Highway Dr to Duncan	\$ 100,403	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Watermain 3rd Ave SE	\$ 116,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Watermain Mitchell St N to Town's North Limit	\$ 255,506	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Boundary Rd N - Dirkson Dr N to Town's North Limit	\$ 340,674	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Water Tie-in 9th Ave	\$ 26,160	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 188,368	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 12,780,382																														

## D7. Reserve Balance

The water reserve opening balance is in deficit (\$3,103,565.37) million. A negative balance indicates the presence of front-ending—i.e., this amount is owed to the Town by future development. The Town's ledgers should be amended to reflect this balance as it includes expenditures to date. In addition to establishing a dedicated, distinct and separate water offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of "sub-ledgers" to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

### Water Offsite Levy Reserve Balance

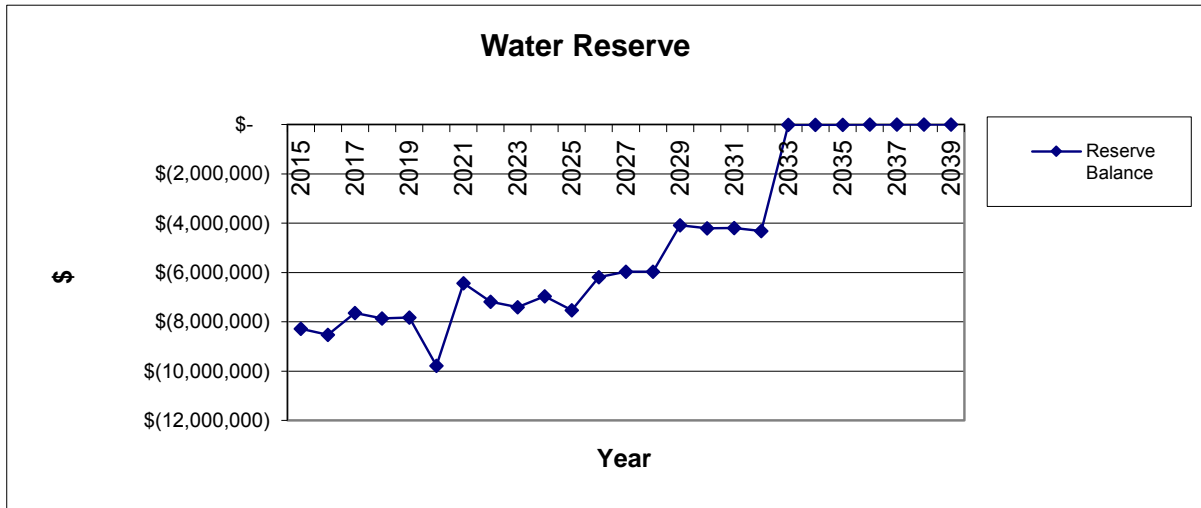
Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ 3,103,565.37	\$ (3,103,565.37)
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ (3,103,565.37)
Debenture Interest Accrued to December 31, 2014		\$ -	\$ (3,103,565.37)
Unallocated Receipts to December 31, 2014	\$ -		\$ (3,103,565.37)
<b>Opening Balance</b>			<b>\$ (3,103,565.37)</b>

## D8. Development and Water Infrastructure Staging Impacts

Water offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of water infrastructure from time to time—front ending of infrastructure will be required. A front-ender is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline water levy reserve balances over the 25-year development period.

Anticipated Water Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.

Anticipated Water Offsite Levy Reserve Balances

			Opening Balance	\$ (3,103,565)
Year	Receipts	Expenditure	Interest	Balance
2015	\$ 44,942	\$ 4,973,429	\$ (240,962)	\$ (8,273,015)
2016	\$ -	\$ -	\$ (248,190)	\$ (8,521,205)
2017	\$ 1,601,446	\$ 487,709	\$ (222,224)	\$ (7,629,691)
2018	\$ 12,134	\$ -	\$ (228,527)	\$ (7,846,084)
2019	\$ 258,938	\$ -	\$ (227,614)	\$ (7,814,760)
2020	\$ 694,797	\$ 2,366,143	\$ (284,583)	\$ (9,770,690)
2021	\$ 3,529,347	\$ -	\$ (187,240)	\$ (6,428,583)
2022	\$ 228,611	\$ 769,515	\$ (209,085)	\$ (7,178,571)
2023	\$ -	\$ -	\$ (215,357)	\$ (7,393,929)
2024	\$ 638,311	\$ -	\$ (202,669)	\$ (6,958,286)
2025	\$ 254,903	\$ 596,529	\$ (218,997)	\$ (7,518,909)
2026	\$ 1,515,073	\$ -	\$ (180,115)	\$ (6,183,951)
2027	\$ 392,041	\$ -	\$ (173,757)	\$ (5,965,668)
2028	\$ 180,547	\$ -	\$ (173,554)	\$ (5,958,675)
2029	\$ 1,992,335	\$ -	\$ (118,990)	\$ (4,085,330)
2030	\$ -	\$ -	\$ (122,560)	\$ (4,207,890)
2031	\$ 142,554	\$ -	\$ (121,960)	\$ (4,187,296)
2032	\$ -	\$ -	\$ (125,619)	\$ (4,312,915)
2033	\$ 4,303,553	\$ -	\$ (281)	\$ (9,642)
2034	\$ -	\$ -	\$ (289)	\$ (9,932)
2035	\$ -	\$ -	\$ (298)	\$ (10,230)
2036	\$ 10,230	\$ -	\$ 0	\$ 0
2037	\$ -	\$ -	\$ 0	\$ 0
2038	\$ -	\$ -	\$ 0	\$ 0
2039	\$ -	\$ -	\$ 0	\$ 0

## APPENDIX E: Sanitary

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### E1. Sanitary Offsite Infrastructure

In order to support future growth, sanitary offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$15.83 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

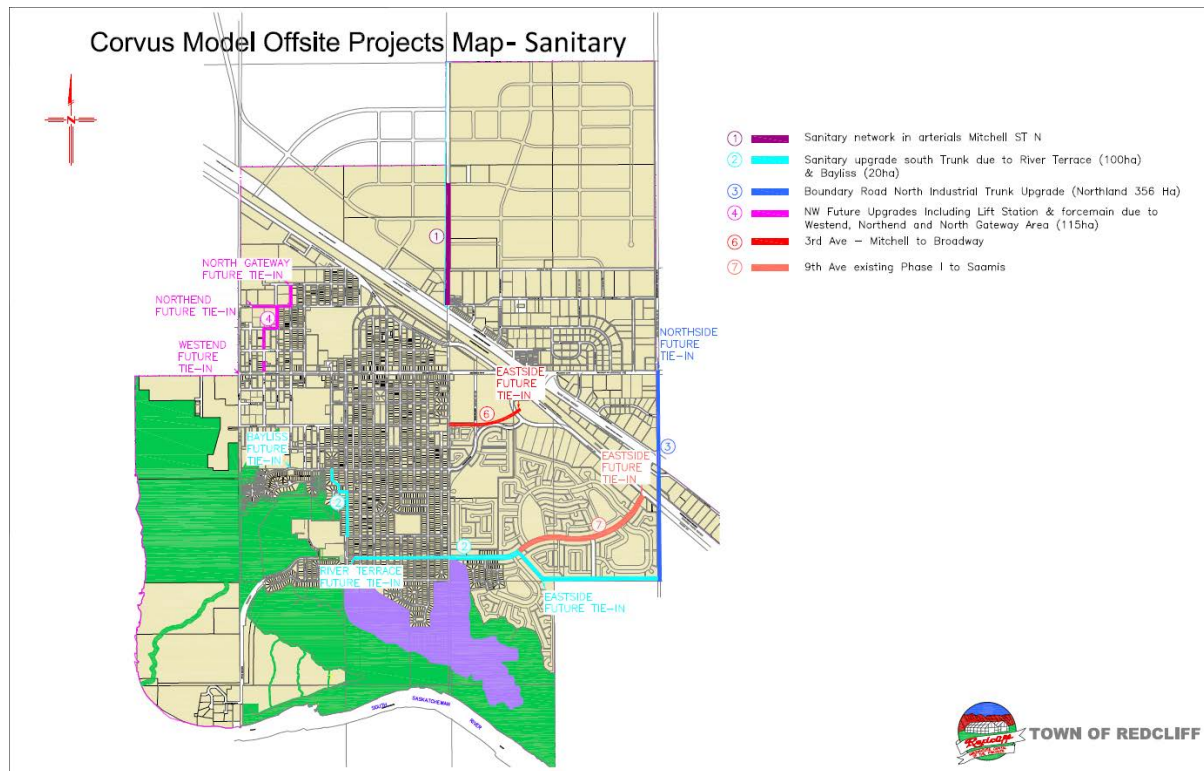
#### Summary of Sanitary Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Sanitary Network in Mitchell St N	\$ -	\$ -	\$ 614,900	\$ 614,900
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ -	\$ -	\$ 3,847,000	\$ 3,847,000
3	Boundary Rd N Industrial Trunk Upgrade	\$ -	\$ -	\$ 2,595,000	\$ 2,595,000
4	NW Future Upgrades	\$ -	\$ -	\$ 7,166,000	\$ 7,166,000
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ -	\$ -	\$ 410,150	\$ 410,150
7	9th Ave Sanitary Variable Sizes	\$ -	\$ -	\$ 1,201,800	\$ 1,201,800
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,834,850</b>	<b>\$ 15,834,850</b>

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\*Projects 2 and 5 were transferred from the ICF. Project 5 has been omitted until such time as the project scope, costs estimates, and grants are confirmed. It will be added to the offsite levy during a future update.



Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	Sanitary Network in Mitchell St N	2025
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	2020
3	Boundary Rd N Industrial Trunk Upgrade	2025
4	NW Future Upgrades	2045
6	3rd Ave SE (Mitchell St to Broadway Ave)	2022
7	9th Ave Sanitary Variable Sizes	2020

## E2. Sanitary Offsite Infrastructure Grants & Contributions to Date

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$0.41 million in special grants and contributions for sanitary offsite levy infrastructure as shown in the table below (note, if the Town receives additional grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$15.79 million.

### Special Grants and Contributions for Sanitary Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	Sanitary Network in Mitchell St N	\$ 614,900	\$ -	\$ -	\$ 614,900
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 3,847,000	\$ -	\$ 41,402	\$ 3,805,598
3	Boundary Rd N Industrial Trunk Upgrade	\$ 2,595,000	\$ -	\$ -	\$ 2,595,000
4	NW Future Upgrades	\$ 7,166,000	\$ -	\$ -	\$ 7,166,000
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 410,150	\$ -	\$ -	\$ 410,150
7	9th Ave Sanitary Variable Sizes	\$ 1,201,800	\$ -	\$ -	\$ 1,201,800
		<b>\$ 15,834,850</b>	<b>\$ -</b>	<b>\$ 41,402</b>	<b>\$ 15,793,448</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

### **E3. Sanitary Offsite Infrastructure Benefiting Parties**

The sanitary offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the sanitary infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today, are ultimately born by developers.
- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable sanitary infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of sanitary offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing sanitary offsite levy infrastructure costs for grants and contributions described earlier.

Allocation of Sanitary Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	Sanitary Network in Mitchell St N	\$ 614,900	16.3%	33.5%	50.2%
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 3,805,598	55.6%	8.9%	35.5%
3	Boundary Rd N Industrial Trunk Upgrade	\$ 2,595,000	33.6%	26.5%	39.8%
4	NW Future Upgrades	\$ 7,166,000	71.7%	28.3%	0.0%
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 410,150	0.0%	28.0%	72.0%
7	9th Ave Sanitary Variable Sizes	\$ 1,201,800	0.0%	20.0%	80.0%
		<b>\$ 15,793,448</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to gross land undeveloped in benefitting basins.

**E4. Receipts and Adjusted Net Costs**

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$3.95 million. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no sanitary levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$3.95 million.

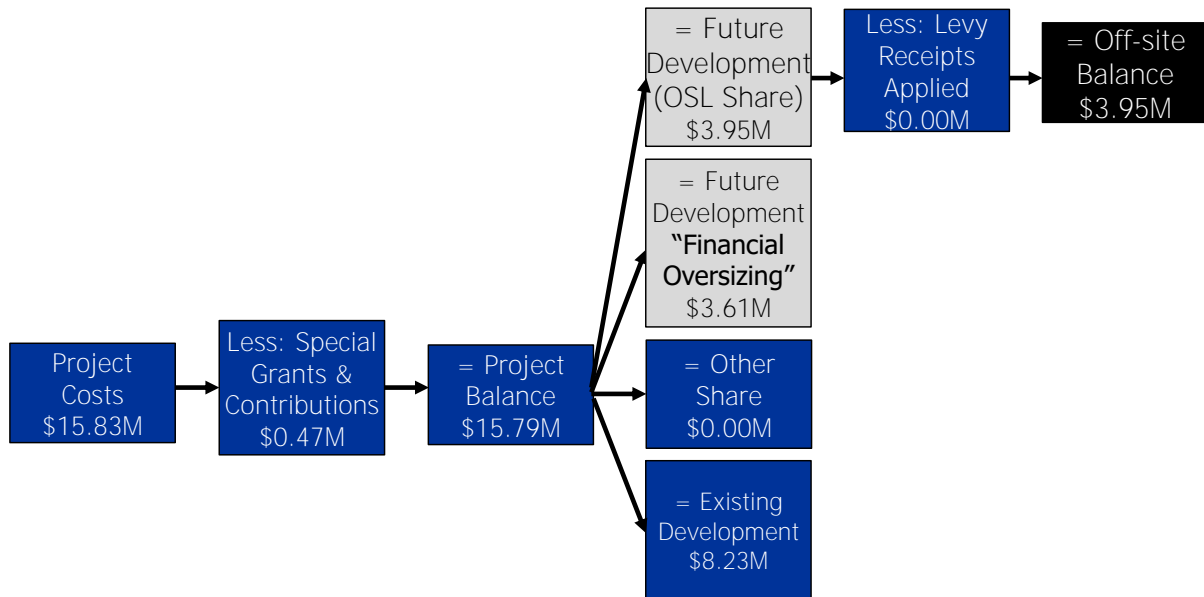
Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	Sanitary Network in Mitchell St N	\$ 100,167	\$ 205,893	\$ 308,840	\$ -	\$ 308,840
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 2,117,435	\$ 337,633	\$ 1,350,531	\$ -	\$ 1,350,531
3	Boundary Rd N Industrial Trunk Upgrade	\$ 872,958	\$ 688,817	\$ 1,033,225	\$ -	\$ 1,033,225
4	NW Future Upgrades	\$ 5,139,455	\$ 2,026,545	\$ -	\$ -	\$ -
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ -	\$ 114,842	\$ 295,308	\$ -	\$ 295,308
7	9th Ave Sanitary Variable Sizes	\$ -	\$ 240,360	\$ 961,440	\$ -	\$ 961,440
		<b>\$ 8,230,015</b>	<b>\$ 3,614,089</b>	<b>\$ 3,949,344</b>	<b>\$ -</b>	<b>\$ 3,949,344</b>

**E5. Summary of Sanitary Offsite Levy Cost Flow-through**

As shown in the figure below, the total costs for sanitary infrastructure that forms the basis of the rate is approximately \$3.95 million. The cost allocations to each benefiting party are based on the benefitting percentages shown in the previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

### Total Sanitary Offsite Levy Costs



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## E6. Sanitary Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are "lit up" by the number designator '1'.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5
1	Sanitary Network in Mitchell St N	\$ 308,840											1	1	1	1	1	1	1	1	1	1										
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 1,350,531																														
3	Boundary Rd N Industrial Trunk Upgrade	\$ 1,033,225	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							1	1	1	1
4	NW Future Upgrades	\$ -																														
6	3rd Ave SE (Mitchell St. to Broadway Ave)	\$ 295,308																					1	1	1	1	1					
7	9th Ave Sanitary Variable Sizes	\$ 961,440																														
		\$ 3,949,344																														

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5
1	Sanitary Network in Mitchell St N	\$ 308,840																														
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 1,350,531											1	1	1	1	1	1	1	1	1	1										
3	Boundary Rd N Industrial Trunk Upgrade	\$ 1,033,225	1	1	1	1	1	1	1	1	1	1																				
4	NW Future Upgrades	\$ -																														
6	3rd Ave SE (Mitchell St. to Broadway Ave)	\$ 295,308																	1	1	1	1	1									
7	9th Ave Sanitary Variable Sizes	\$ 961,440																														
		\$ 3,949,344																														

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5
1	Sanitary Network in Mitchell St N	\$ 308,840																														
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 1,350,531						1	1	1	1	1																				
3	Boundary Rd N Industrial Trunk Upgrade	\$ 1,033,225																														
4	NW Future Upgrades	\$ -																														
6	3rd Ave SE (Mitchell St. to Broadway Ave)	\$ 295,308	1	1	1	1	1																									
7	9th Ave Sanitary Variable Sizes	\$ 961,440	1	1	1	1	1																									
		\$ 3,949,344																														

## E7. Reserve Balance

The sanitary reserve opening balance is \$0. In addition to establishing a dedicated, distinct and separate sanitary offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of “sub-ledgers” to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

### Sanitary Offsite Levy Reserve Balance

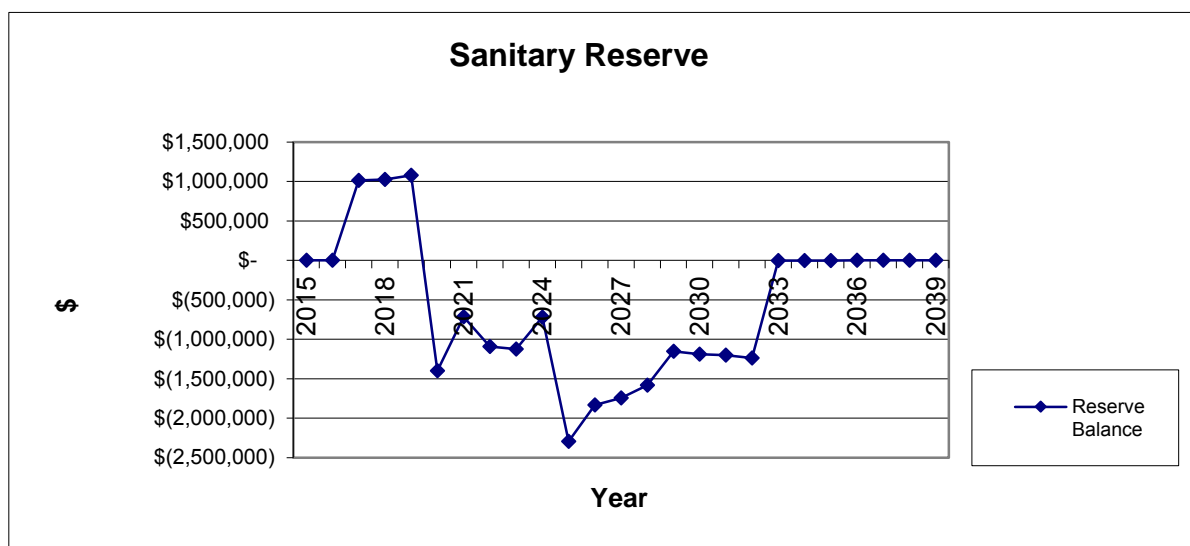
Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ -	\$ -
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ -
Debenture Interest Accrued to December 31, 2014		\$ -	\$ -
Unallocated Receipts to December 31, 2014	\$ -		\$ -
<b>Opening Balance</b>			<b>\$ -</b>

## E8. Development and Sanitary Infrastructure Staging Impacts

Sanitary offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of sanitary infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline sanitary levy reserve balances over the 25-year development period.

### Anticipated Sanitary Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.

Anticipated Sanitary Offsite Levy Reserve Balances

		Opening Balance			\$ -
Year	Receipts	Expenditure	Interest	Balance	
2015	\$ -	\$ -	\$ -	\$ -	
2016	\$ -	\$ -	\$ -	\$ -	
2017	\$ 1,002,669	\$ -	\$ 10,027	\$ 1,012,695	
2018	\$ 4,219	\$ -	\$ 10,169	\$ 1,027,084	
2019	\$ 42,043	\$ -	\$ 10,691	\$ 1,079,818	
2020	\$ 241,590	\$ 2,680,208	\$ (40,764)	\$ (1,399,564)	
2021	\$ 704,332	\$ -	\$ (20,857)	\$ (716,089)	
2022	\$ 17,739	\$ 363,192	\$ (31,846)	\$ (1,093,387)	
2023	\$ -	\$ -	\$ (32,802)	\$ (1,126,189)	
2024	\$ 426,208	\$ -	\$ (20,999)	\$ (720,981)	
2025	\$ 297,742	\$ 1,803,623	\$ (66,806)	\$ (2,293,667)	
2026	\$ 515,232	\$ -	\$ (53,353)	\$ (1,831,789)	
2027	\$ 136,318	\$ -	\$ (50,864)	\$ (1,746,335)	
2028	\$ 210,890	\$ -	\$ (46,063)	\$ (1,581,509)	
2029	\$ 460,612	\$ -	\$ (33,627)	\$ (1,154,523)	
2030	\$ -	\$ -	\$ (34,636)	\$ (1,189,159)	
2031	\$ 23,146	\$ -	\$ (34,980)	\$ (1,200,993)	
2032	\$ -	\$ -	\$ (36,030)	\$ (1,237,023)	
2033	\$ 1,235,503	\$ -	\$ (46)	\$ (1,566)	
2034	\$ -	\$ -	\$ (47)	\$ (1,613)	
2035	\$ -	\$ -	\$ (48)	\$ (1,661)	
2036	\$ 1,661	\$ -	\$ 0	\$ 0	
2037	\$ -	\$ -	\$ 0	\$ 0	
2038	\$ -	\$ -	\$ 0	\$ 0	
2039	\$ -	\$ -	\$ 0	\$ 0	

## APPENDIX F: Stormwater

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### F1. Stormwater Offsite Infrastructure

In order to support future growth, stormwater offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$5.99 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

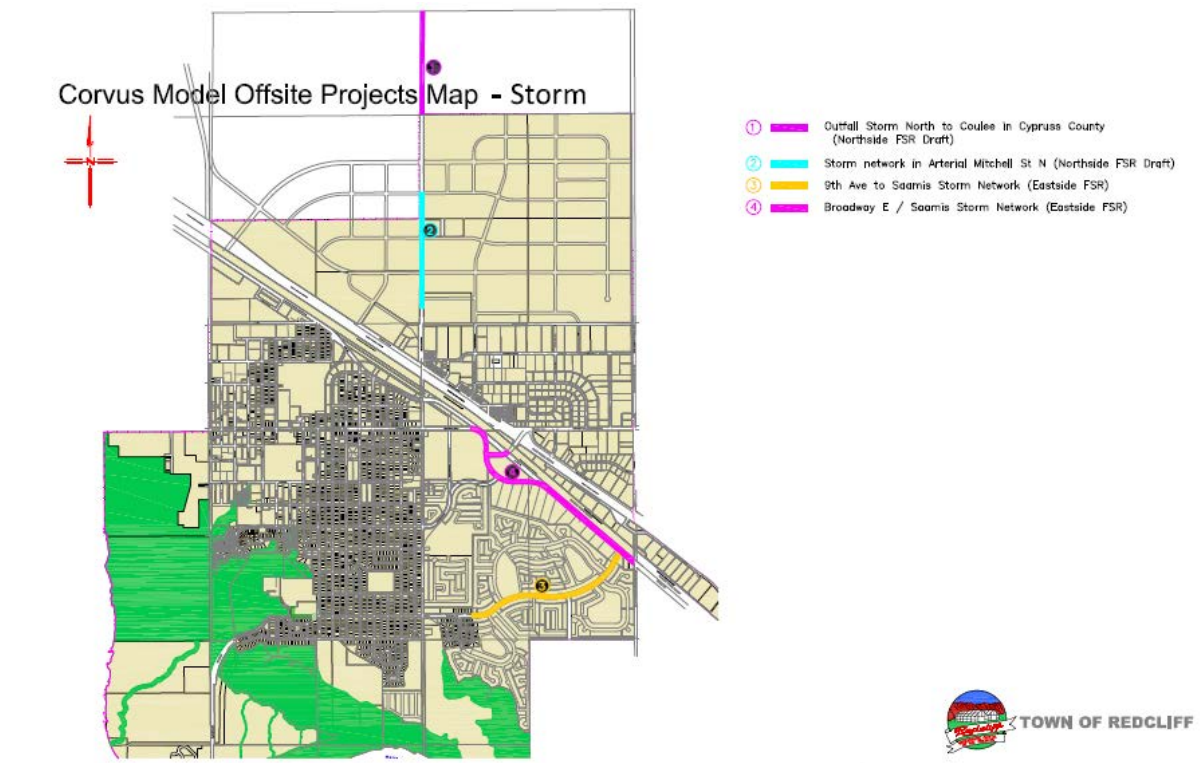
#### Summary of Stormwater Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Outfall Storm N	\$ -	\$ -	\$ 1,014,000	\$ 1,014,000
2	Storm Network Mitchell St N	\$ -	\$ -	\$ 1,365,000	\$ 1,365,000
3	Storm Network in 9th Ave	\$ -	\$ -	\$ 1,448,980	\$ 1,448,980
4	Storm Network in Broadway Ave E/Saamis Dr	\$ -	\$ -	\$ 958,750	\$ 958,750
5	Storm Pond Interconnections (3)	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,986,730</b>	<b>\$ 5,986,730</b>

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\*Project 5 was transferred from the ICF.



#### Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	Outfall Storm N	2025
2	Storm Network Mitchell St N	2025
3	Storm Network in 9th Ave	2020
4	Storm Network in Broadway Ave E/Saamis Dr	2025
5	Storm Pond Interconnections (3)	2020

## **F2. Stormwater Offsite Infrastructure Grants & Contributions to Date**

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$0.04 million in special grants and contributions for stormwater offsite levy infrastructure as shown in the table below (note, if the Town receives other grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$5.94 million.

Special Grants and Contributions for Stormwater Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	Outfall Storm N	\$ 1,014,000	\$ -	\$ -	\$ 1,014,000
2	Storm Network Mitchell St N	\$ 1,365,000	\$ -	\$ -	\$ 1,365,000
3	Storm Network in 9th Ave	\$ 1,448,980	\$ -	\$ -	\$ 1,448,980
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 958,750	\$ -	\$ -	\$ 958,750
5	Storm Pond Interconnections (3)	\$ 1,200,000	\$ -	\$ 41,965	\$ 1,158,035
		<b>\$ 5,986,730</b>	<b>\$ -</b>	<b>\$ 41,965</b>	<b>\$ 5,944,765</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

**F3. Stormwater Offsite Infrastructure Benefiting Parties**

The stormwater offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the stormwater infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today, are ultimately born by developers.
- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable stormwater infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of stormwater offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing stormwater offsite levy infrastructure costs for grants and contributions described earlier.

Allocation of Stormwater Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	Outfall Storm N	\$ 1,014,000	13.2%	34.7%	52.1%
2	Storm Network Mitchell St N	\$ 1,365,000	16.3%	33.5%	50.2%
3	Storm Network in 9th Ave	\$ 1,448,980	0.0%	20.0%	80.0%
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 958,750	0.0%	40.0%	60.0%
5	Storm Pond Interconnections (3)	\$ 1,158,035	0.0%	20.0%	80.0%
		<b>\$ 5,944,765</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to

gross land undeveloped in benefitting basins.

#### F4. Receipts and Adjusted Net Costs

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$3.87 million. However, prior to allocating these costs to benefitting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no stormwater levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$3.87 million.

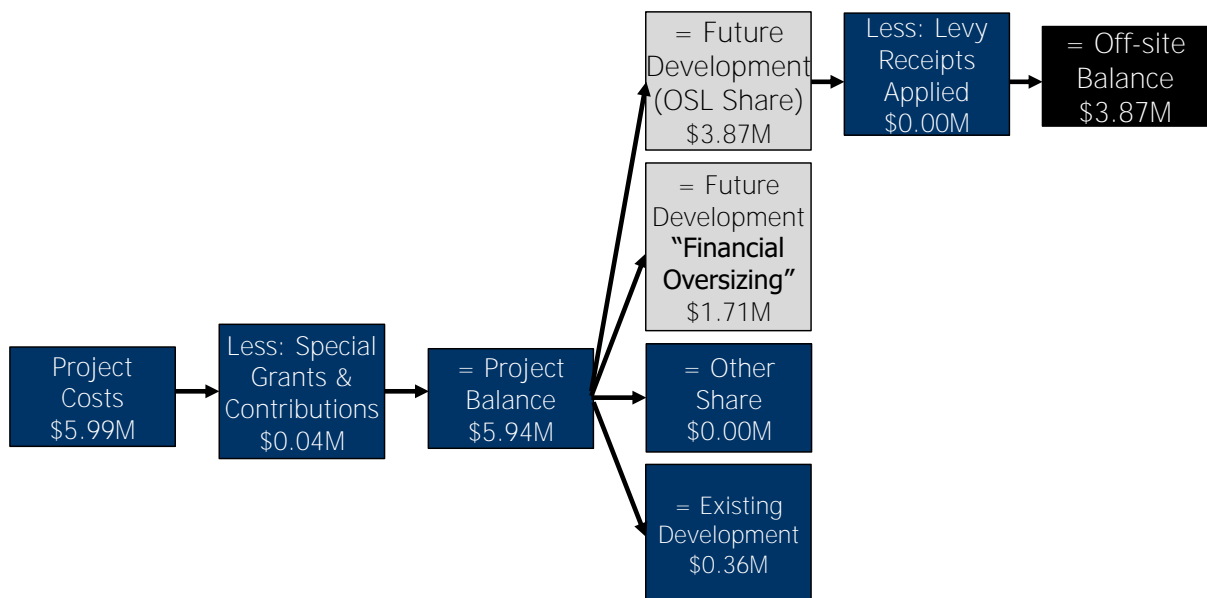
Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	Outfall Storm N	\$ 134,051	\$ 351,980	\$ 527,970	\$ -	\$ 527,970
2	Storm Network Mitchell St N	\$ 222,359	\$ 457,057	\$ 685,585	\$ -	\$ 685,585
3	Storm Network in 9th Ave	\$ -	\$ 289,796	\$ 1,159,184	\$ -	\$ 1,159,184
4	Storm Network in Broadway Ave E/Saamis Dr	\$ -	\$ 383,500	\$ 575,250	\$ -	\$ 575,250
5	Storm Pond Interconnections (3)	\$ -	\$ 231,607	\$ 926,428	\$ -	\$ 926,428
		<b>\$ 356,409</b>	<b>\$ 1,713,939</b>	<b>\$ 3,874,416</b>	<b>\$ -</b>	<b>\$ 3,874,416</b>

#### F5. Summary of Stormwater Offsite Levy Cost Flow-through

As shown in the figure below, the total cost for stormwater infrastructure that forms the basis of the rate is approximately \$3.87 million. The cost allocations to each benefitting party are based on the benefitting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

Total Stormwater Offsite Levy Costs



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## F6. Stormwater Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are "lit up" by the number designator '1'.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5	
1	Outfall Storm N	\$ 527,970	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							1	1	1	1	1
2	Storm Network Mitchell St N	\$ 685,585																															
3	Storm Network in 9th Ave	\$ 1,159,184											1	1	1	1	1	1	1	1	1	1											
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 575,250																															
5	Storm Pond Interconnections (3)	\$ 926,428																															
		\$ 3,874,416																															

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5
1	Outfall Storm N	\$ 527,970																														
2	Storm Network Mitchell St N	\$ 685,585																														
3	Storm Network in 9th Ave	\$ 1,159,184																														
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 575,250																														
5	Storm Pond Interconnections (3)	\$ 926,428																														
		\$ 3,874,416																														

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5
1	Outfall Storm N	\$ 527,970																														
2	Storm Network Mitchell St N	\$ 685,585																														
3	Storm Network in 9th Ave	\$ 1,159,184	1	1	1	1	1	1	1	1	1	1																				
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 575,250	1	1	1	1	1																									
5	Storm Pond Interconnections (3)	\$ 926,428	1	1	1	1	1	1	1	1	1	1																				
		\$ 3,874,416																														

## F7. Reserve Balance

The stormwater reserve opening balance is \$0. In addition to establishing a dedicated, distinct and separate stormwater offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of "sub-ledgers" to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

### Stormwater Offsite Levy Reserve Balance

Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ -	\$ -
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ -
Debt Interest Accrued to December 31, 2014		\$ -	\$ -
Unallocated Receipts to December 31, 2014	\$ -		\$ -
<b>Opening Balance</b>			<b>\$ -</b>

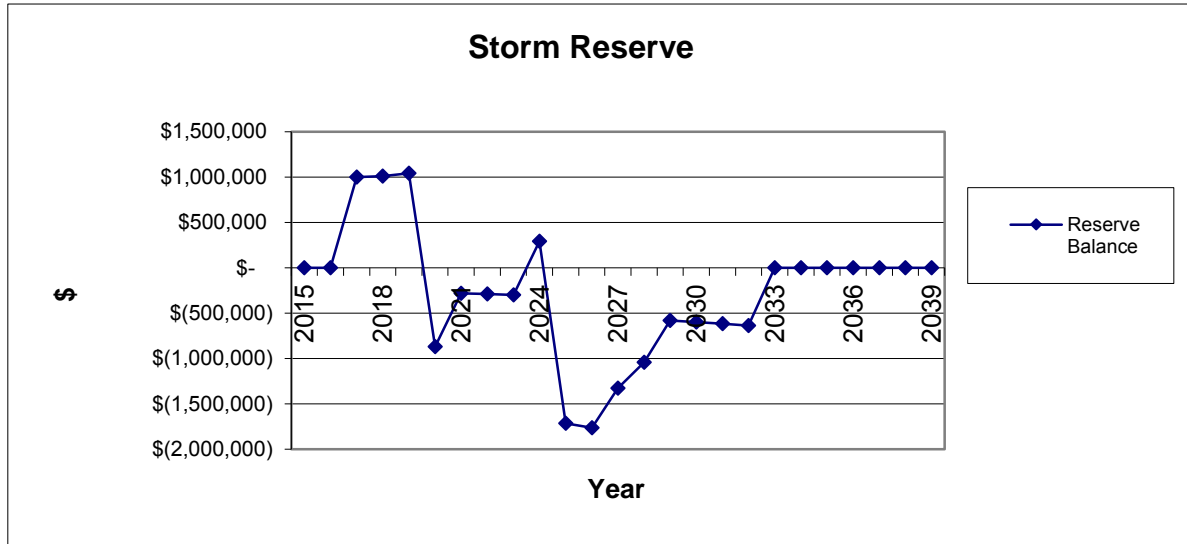
## F8. Development and Stormwater Infrastructure Staging Impacts

Stormwater offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of stormwater infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure

construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline stormwater levy reserve balances over the 25-year development period.

Anticipated Stormwater Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.

Anticipated Stormwater Offsite Levy Reserve Balances

		Opening Balance			\$ -
Year	Receipts	Expenditure	Interest	Balance	
2015	\$ -	\$ -	\$ -	\$ -	
2016	\$ -	\$ -	\$ -	\$ -	
2017	\$ 988,147	\$ -	\$ 9,881	\$ 998,028	
2018	\$ -	\$ -	\$ 9,980	\$ 1,008,009	
2019	\$ 22,452	\$ -	\$ 10,305	\$ 1,040,765	
2020	\$ 531,144	\$ 2,417,796	\$ (25,377)	\$ (871,264)	
2021	\$ 597,755	\$ -	\$ (8,205)	\$ (281,714)	
2022	\$ -	\$ -	\$ (8,451)	\$ (290,165)	
2023	\$ -	\$ -	\$ (8,705)	\$ (298,870)	
2024	\$ 588,737	\$ -	\$ 2,899	\$ 292,765	
2025	\$ 446,005	\$ 2,404,004	\$ (49,957)	\$ (1,715,190)	
2026	\$ -	\$ -	\$ (51,456)	\$ (1,766,646)	
2027	\$ 476,132	\$ -	\$ (38,715)	\$ (1,329,229)	
2028	\$ 315,903	\$ -	\$ (30,400)	\$ (1,043,725)	
2029	\$ 477,462	\$ -	\$ (16,988)	\$ (583,252)	
2030	\$ -	\$ -	\$ (17,498)	\$ (600,749)	
2031	\$ -	\$ -	\$ (18,022)	\$ (618,772)	
2032	\$ -	\$ -	\$ (18,563)	\$ (637,335)	
2033	\$ 637,335	\$ -	\$ -	\$ (0)	
2034	\$ -	\$ -	\$ -	\$ (0)	
2035	\$ -	\$ -	\$ -	\$ (0)	
2036	\$ -	\$ -	\$ -	\$ (0)	
2037	\$ -	\$ -	\$ -	\$ (0)	
2038	\$ -	\$ -	\$ -	\$ (0)	
2039	\$ -	\$ -	\$ -	\$ (0)	

## APPENDIX G: Benchmark Comparisons

The Town's average offsite levy rate is compared to other Alberta municipalities in the table below. The rate is similar to most municipalities of comparable size, and less than the Town's primary municipal competitor—the City of Medicine Hat.

Benchmark Comparison

Municipality / Area	Low	High	Average
Town of Hinton	~\$56,200	~\$56,200	<b>~\$56,200</b>
City of Lacombe (in process)*	\$23,214	\$189,061	<b>\$60,446</b>
Town of Drayton Valley (in process)*	\$51,548	\$78,204	<b>\$60,684</b>
Town of Sylvan Lake*	\$42,103	\$141,281	<b>\$65,477</b>
Town of Blackfalds	\$41,102	\$113,393	<b>~\$66,446</b>
Town of Edson*	\$17,798	\$160,069	<b>\$77,434</b>
Town of Rocky Mountain House (in process)*	\$59,208	\$162,351	<b>\$90,716</b>
Town of Strathmore (incl Area Charge)	\$67,141	\$97,320	<b>~\$93,300</b>
Red Deer County (Gasoline Alley)	\$64,155	\$141,333	<b>~\$96,458</b>
Leduc County*	\$106,255	\$106,255	<b>\$106,255</b>
<b>Town of Redcliff*</b>	<b>\$79,938</b>	<b>\$208,538</b>	<b>\$109,205</b>
City of Leduc*	\$80,837	\$140,191	<b>~\$110,000</b>
Town of High River	\$118,270	\$145,920	<b>~\$130,000</b>
Town of Beaumont*	\$148,115	\$324,466	<b>\$160,900</b>
City of Medicine Hat*	\$132,286	\$476.918	<b>~\$250,000</b>

----- Original message -----

From Mike LoVecchio <[Mike\\_LoVecchio@cpr.ca](mailto:Mike_LoVecchio@cpr.ca)>

Date: 18/03/2016 2:57 PM (GMT-07:00)

To Ernie Reimer <[ErnieR@redcliff.ca](mailto:ErnieR@redcliff.ca)>

Subject Letter from Canadian Pacific - Rail Safety Week - April 25 to May 1



Mike LoVecchio  
Director  
Government Affairs

General Yard Office  
1670 Lougheed Highway  
Port Coquitlam BC  
Canada V3B 5C8

T 778 772 9636

[mike\\_lovecchio@cpr.ca](mailto:mike_lovecchio@cpr.ca)

March 18, 2016

Mayor Ernie Reimer and Council  
Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

via email: [ernier@redcliff.ca](mailto:ernier@redcliff.ca)

Dear Mayor Reimer:

Canadian Pacific (CP) and the Canadian Pacific Police Service (CPPS) will be educating the public during this year's Rail Safety Week about safety in and around railway property.

From April 25 through May 1, CP and CPPS will conduct rail safety blitzes in communities across our network – from Montreal to Vancouver – with participation from other police agencies and schools to educate motorists, pedestrians and the general public about the role we each play in staying safe.

"When people use railway property or tracks as walking paths, they are risking their lives," said Laird Pitz, CP's Vice President and Chief Risk Officer. "Rail safety requires vigilance 24 hours a day, seven days a week, 365 days a year. We are asking everyone to consider their own safety around railroad property. The impact of an incident can have tragic consequences for all concerned, including family, friends and community."

CP is proud to be the safest railway in North America, with the fewest reportable train accidents per million train miles among all Class 1 railroads for 10 years straight.

We are pleased that crossing and trespassing incidents in Canada declined in 2015 from the five-year average. But more work must be done. Tragically, 31 pedestrians and 14 drivers lost their lives in these preventable incidents.

CP believes that one incident is too many. That is why we are working tirelessly, along with our community partners, to promote safety in and around railway property throughout Canada.

We ask that you support rail safety in your community by participating in Canada's Rail Safety Week in the following ways:

1. Declare April 25 – May 1 Rail Safety Week in council by adopting the enclosed draft resolution
2. Promote your declaration over social media by adopting the enclosed draft tweets
3. Ask your local police service to also declare Rail Safety Week over social media
4. Adopt the hashtag #SeeTracksThinkTrain year-round when speaking to the importance of being safe around tracks and trains.

The safety and security of residents in the communities we operate in is – and will continue to be - our number one priority. We hope you will join us in promoting rail safety in your community, during Rail Safety Week 2016 and throughout the year.

Thank you in advance for considering this request. Should your council choose to endorse the enclosed resolution, I would be grateful if you could provide me a copy. Should you have any questions, please give me a call on 778 772-9636.

Sincerely,



Mike LoVecchio  
Director Government Affairs

cc. Guido Deciccio, Senior Vice President Operations – Western Region  
Tony Marquis, Senior Vice President Operations – Eastern Operations  
Ed Steinbeck, General Manager, Operations – Pacific Region  
Tina Sheaves, General Manager, Operations – Prairie Region  
Mark Redd, General Manager, Operations – Central Region  
Laird Pitz, Vice President and Chief Risk Officer  
Chief Ken Marchant – CP Police Service  
Deputy Chief Al Sauve– CP Police Service

**(DRAFT RESOLUTION)**

**RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK**

**Whereas** Public - Rail Safety Week is to be held across Canada from April 25 to May 1, 2016;

**Whereas** it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

**Whereas** Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

**Whereas** Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor \_\_\_\_\_

Seconded by Councillor \_\_\_\_\_

It is hereby **RESOLVED** that our community proclaims national **Rail Safety Week**, to be held from April 25 to May 1, 2016.

**SOCIAL MEDIA - DRAFT TWEETS**

**Monday, April 25:**

- Did you know this week marks Canada's Rail Safety Week? When you "See Tracks" always "Think Train!" #SeeTracksThinkTrain
- This week we're joining @CanadianPacific and all Canadian railways in reminding people to make smart decisions around tracks and trains
- {Suggested placeholder to retweet safety message from @CanadianPacific}

**Tuesday, April 26**

- Scary stats: In 2015, 31 pedestrians and 14 drivers tragically lost their lives in preventable rail incidents #SeeTracksThinkTrain
- Retweet if you take the pledge to be safe around tracks and trains this Rail Safety Week #SeeTracksThinkTrain
- {Suggested placeholder to retweet rail safety message from local police agency}

**Wednesday, April 27**

- Always practice situational awareness around tracks and trains to keep yourself safe #SeeTracksThinkTrain
- {Suggested placeholder to retweet safety message from Transport Canada @Transport\_GC}

**Thursday, April 28**

- This Rail Safety Week, choose the safe route to school or work and stick to it. Don't let a shortcut cut your life short #SeeTracksThinkTrain
- {Suggested placeholder to retweet safety message from rail safety organization @OpLifesaver}

**Friday, April 29**

- If you use railway property or tracks as walking paths, you risk your life. Always use designated paths and crossings #SeeTracksThinkTrain
- {Suggested placeholder to retweet safety message from another railway that operates in your community}

**Saturday, April 30**

- This Rail Safety Week, speak to your children about dangers at level crossings and railway property #SeeTracksThinkTrain

**Sunday, May 1**

- Proud to be a partner in #RailSafety this Rail Safety Week. Always remember when you #SeeTracksThinkTrain
- {Suggested placeholder to RT message from Rail Association of Canada @RailCan}

*For more social media content, visit our partner in rail safety Operation Lifesaver's website at [www.oplifesaver.ca](http://www.oplifesaver.ca)*

RECEIVED  
MAR 30 2016  
TOWN OF REDCLIFF



Workers'  
Compensation  
Board  
Alberta

Corporate Communications

9925 - 107 Street  
PO Box 2415  
Edmonton, Alberta T5J 2S5

Tel: (780) 498-8680  
Fax: (780) 498-7875  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)



March 21, 2016

Dear Mayors, Reeves and Councillors:

**RE: April 28 - National Day of Mourning**

On April 28, people across Canada stop to remember workers killed, injured or disabled at work.

In 2015, Alberta lost 125 men and women to workplace injury or illness.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Corporate Communications at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

We will be lowering our flags to half-mast on April 28; we invite you to mark this important day by doing the same.

Respectfully,

A handwritten signature in black ink, reading 'Dayna Therien'.

Dayna Therien  
Director of Corporate Communications  
WCB-Alberta

Encl.



March 17, 2016

RECEIVED  
APR 01 2016  
TOWN OF REDCLIFF

**From the Mayors Desk**

Town of Redcliff  
Box 40  
Redcliff, AB  
T0J 2P0

Attention: Mayors and Council

**Re: Business License Bylaw 736-2014.**

Your Worship,

The Council from the Town of Fox Creek is requesting your Council to furnish a letter of support to the Town of Fox Creek to prepare for possible Court Proceedings for defending of Bylaw 736-2014.

On April 27<sup>th</sup>, 2015 Council passed Bylaw 736-2014 which enables the Town of Fox Creek to collect from various hotels and motels a percentage of their room fees. This was done through the consultation of the Town Solicitor which they at the time advised Council that this bylaw could be challenged in a Court of Law in Alberta. After we gave the Third and final reading to this Bylaw, we received a letter from Hoteliers Attorney advising us that they were not going to uphold their responsibility to this law.

Section 8(c) of the MGA allows a municipality to provide for a system of licenses, permits or approvals, including:

(I) establishing fees for licenses, permits and approvals, including fees...that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue.

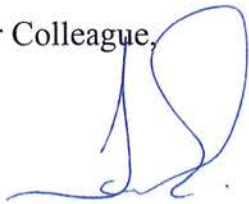
The rest of section 8(c) also described the municipality's powers further. Also note that section 8(b) of the MGA allows a municipality to divide any development, activity, industry or business into classes and deal with each class in different ways.

The group of hotels in Fox Creek have collectively applied to strike down the Business License Bylaw as being null and void because it is unconstitutional or exceeds the Town's jurisdiction to pass the bylaw. Although it is not the Hotel Association which is formally the party challenging it, we understand they are funding the challenge. We have now received a response back from their Legal with the reasons why they are not willing to participate with this Bylaw.

We are now at the stage where we may have to take the Hoteliers to Court to ensure enforcement of this Bylaw is met. This type of Bylaw has been challenged in Courts before with the outcome weighing on the side of the Municipality, however the bylaws were not exactly as per other Municipal bylaws already in effect.

The Town Council of Fox Creek is asking your Council for support, as this is a case that will allow better sustainability to Municipalities that have or are still feeling the effects of increased population growth otherwise known as "Shadow Population", where the Municipalities infrastructure is stressed but the financial burden is still held by the Municipality. By Municipalities showing support of this Business License Fee, the Courts will see the need to allow Municipalities the option to introduce this fee in an effort and a way to maintain a safe and harmonious place to live.

Your Colleague,



Jim Ahn, Mayor  
Town of Fox Creek

April 1st, 2016

His Worship Ernie Reimer  
Mayor, Town of Redcliff  
1 - 3<sup>rd</sup> Street NE,  
Redcliff, AB T0J 2P0

Dear Sir:

RECEIVED  
APR 04 2016  
TOWN OF REDCLIFF

**Community Futures Entre-Corp Special Meeting – April 27, 2016 at 12:30 pm**

On June 24<sup>th</sup> 2015 the shareholders of Community Futures Entre-Corp Business Development approved new Articles of Association. These Articles were reviewed by our lawyers and passed unanimously.

During the subsequent approval process by Alberta Corporate Registries, minor updates were required (see attached letter) before they could be formalized and accepted. These changes have now been added to the new Articles and have been attached for your review.

As per our current Articles of Association dated February 14<sup>th</sup> 1995, we are giving the required 21-day notice that on April 27<sup>th</sup> 2016 we will be calling a Special Meeting of our shareholders to approve changes to our Articles of Association. This meeting will take place at 12:30 pm on Wednesday, April 27, 2016 at the Town of Redcliff Municipal Office located at 1-3<sup>rd</sup> Street NE, Redcliff.

The agenda for the Special Meeting will include the following amendment:

“To amend Community Futures Entre-Corp Business Development’s Articles of Association as approved by the shareholders on June 24<sup>th</sup> 2015” (as per attached, amendments are shaded in yellow).

Quorum for this meeting is 3/4 of our shareholders so it is important for the Town of Redcliff to have a shareholder representative present to vote. This representative could be your current Board of Directors representative (Mr. Eric Solberg) or another individual of your organization’s choice.

We look forward to having a representative of your shareholding organization at our Special Meeting.

If you have any questions prior to this meeting, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,



Sean Blewett  
General Manager  
Community Futures Entre-Corp Business Development

CC Eric Solberg



*Working with Albertans to preserve and interpret our heritage*

RECEIVED  
MAR 21 2016  
TOWN OF REDCLIFF

March 15, 2016

Dear Sir/Madam:

**Re: ALBERTA HISTORICAL RESOURCES FOUNDATION'S  
HERITAGE AWARDS 2016**

The Alberta Historical Resources Foundation is the Government of Alberta's primary window for heritage preservation funding. As part of its ongoing efforts to encourage heritage initiatives, the Foundation presents Heritage Awards to individuals, organizations and municipalities to recognize significant contributions to the protection, preservation and promotion of Alberta's heritage. The Foundation is now accepting nominations until July 15, 2016.

Awards are presented to projects in the *Heritage Conservation* and *Heritage Awareness* categories; to municipalities in the *Municipal Heritage Preservation* category; and to individuals in the *Outstanding Achievement* category. Awards will be presented in October.

Submitting a nomination to the Heritage Awards is your opportunity to honor Albertans who have demonstrated their commitment in preserving our province's heritage.

Enclosed is a copy of the guidelines and nomination form (also available on our website at [www.culture.alberta.ca/ahrf](http://www.culture.alberta.ca/ahrf)). If you have any questions, please contact the Program Coordinator, Carina Naranjilla, at 780-431-2305 (toll-free by first dialing at 310-0000) or [carina.naranjilla@gov.ab.ca](mailto:carina.naranjilla@gov.ab.ca).

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Halladay', is written over the printed name and title.

Laurel Halladay  
Chair

Alberta Historical Resources Foundation

8820 - 112<sup>th</sup> Street, Edmonton, Alberta T6G 2P8 Tel: (780) 431-2305 Fax: (780) 427-5598



## Alberta Historical Resources Foundation Heritage Awards 2016 GUIDELINES



The Alberta Historical Resources Foundation's Heritage Awards are presented to recognize and celebrate the significant contributions of individuals, organizations, corporations, and municipalities to the protection, preservation and promotion of Alberta's heritage.

### AWARD CATEGORIES

**Heritage Conservation Award**, for projects that demonstrate excellence in the conservation of a historic place or excellence in the conservation and interpretation of palaeontological and archaeological resources. Projects completed within the last three years are eligible for nomination.

**Heritage Awareness Award**, for research, publications or public engagement projects that have deepened our understanding of Alberta's heritage and promoted greater awareness of our province's remarkable past. Projects completed within the last three years are eligible for nomination.

**Municipal Heritage Preservation Award**, recognizes a municipal government for exemplary commitment to heritage conservation through the identification, protection and promotion of their historic places.

**Outstanding Achievement Award**, recognizes an individual's exemplary long-term leadership and contribution to the preservation and presentation of Alberta's history. Nominees should have a minimum of 10 years involvement with heritage in the province and have made personal contributions to the field well beyond the responsibilities of any heritage related employment.

### GUIDELINES

#### Eligible Nominees

- Individuals, organizations, corporations, congregations, institutions, municipalities, First Nations and Métis Settlements and others deemed eligible by the Foundation's Board of Directors
- Self-nominations are accepted.

#### Ineligible Nominees

- Posthumous awards are not given.
- Nominees who are unaware of or who disapprove of the nomination
- Alberta Historical Resources Foundation board members and their immediate families
- Alberta Culture staff and its agencies

Nominees may be nominated in only one category.

#### Ineligible Nominators

- Alberta Historical Resources Foundation board members and their immediate families

## **Nomination Submissions**

The nomination package must include the following:

- completed nomination form
- letter of nomination signed by the nominator
- description of why this project, municipality or individual is being nominated
- biography/profile of the individual(s), team, or organization involved
- press clippings, letters of support, or any other pertinent materials
- photographs illustrating project, where applicable

It is the responsibility of the nominator to provide sufficient and relevant materials to support the nomination. Incomplete submissions may be considered ineligible for consideration by the jury. Nomination submissions and supporting materials will be retained by the Foundation.

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards program, which includes selecting and publicizing the achievements of the award recipients.

## **Selection and Presentation of Awards**

Up to two awards may be presented in each category. The Foundation reserves the right not to present an award in any of the categories.

The Foundation will convene a jury to review and evaluate the nominations. The Foundation's Board of Directors will make the final selection. An awards ceremony will be held in October 2016.

**Nominations for 2016 must be received by Alberta Historical Resources Foundation by July 15, 2016.**

Submit nominations to:            Heritage Awards  
   Alberta Historical Resources Foundation  
   8820 112 Street  
   Edmonton AB T6G 2P8

**For more information, contact the Program Coordinator at 780-431-2305 (toll-free by first dialing 310-0000).**



Alberta Historical Resources Foundation  
Heritage Awards 2016  
NOMINATION FORM



Please read the Guidelines before completing this form. Submission deadline is July 15, 2016.

For office use only

File No: \_\_\_\_\_

**NOMINEE**

Check the award category and identify who/what you are nominating

☐ **Heritage Conservation Award**

Name of project (referring to the historic place/ palaeontological resource / archaeological resource nominated)

☐ **Heritage Awareness Award**

Title of project \_\_\_\_\_

☐ **Municipal Heritage Preservation Award**

Name of municipality nominated \_\_\_\_\_

☐ **Outstanding Achievement Award**

Name of individual nominated \_\_\_\_\_

Name Mr./Mrs./Ms. \_\_\_\_\_

Position/Title (if applicable) \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
Street / P.O. Box No. City / Town Postal Code

Bus. Ph. ( ) \_\_\_\_\_ Res. Ph. ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**NOMINATOR**

Check if nominating as an individual or organization ☐ Nominating as an individual ☐ Nominating as an organization

Name Mr./Mrs./Ms. \_\_\_\_\_

Position/Title (if nominating as an organization) \_\_\_\_\_

Organization (if nominating as an organization) \_\_\_\_\_

Address (of individual / organization) \_\_\_\_\_  
Street / P.O. Box No. City / Town Postal Code

Bus. Ph. ( ) \_\_\_\_\_ Res. Ph. ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**SUPPORTING DOCUMENTS**

Submit the following with this nomination form. Please provide sufficient and relevant materials to support your nomination .

- ☐ Nomination letter signed by the nominator
- ☐ Description of why this project, municipality or individual is being nominated
- ☐ Biography/profile of the individual(s), team or organization involved
- ☐ Press clippings, letters of support, or any other pertinent material
- ☐ Photographs illustrating project, where applicable

## DECLARATION STATEMENT OF NOMINEE

I am the nominee or authorized representative of the nominee. I have read the complete nomination submission and to the best of my knowledge and belief, the information herein is true and correct. I agree that it may be provided by the nominator to the Alberta Historical Resources Foundation so that I / my organization may be considered for the Heritage Awards. Should I / my organization be selected for the Award, I consent to the use and disclosure of my personal information (including photographs and videos) as necessary, without compensation for awards-related publicity.

---

Signature of nominee

---

Printed Name

---

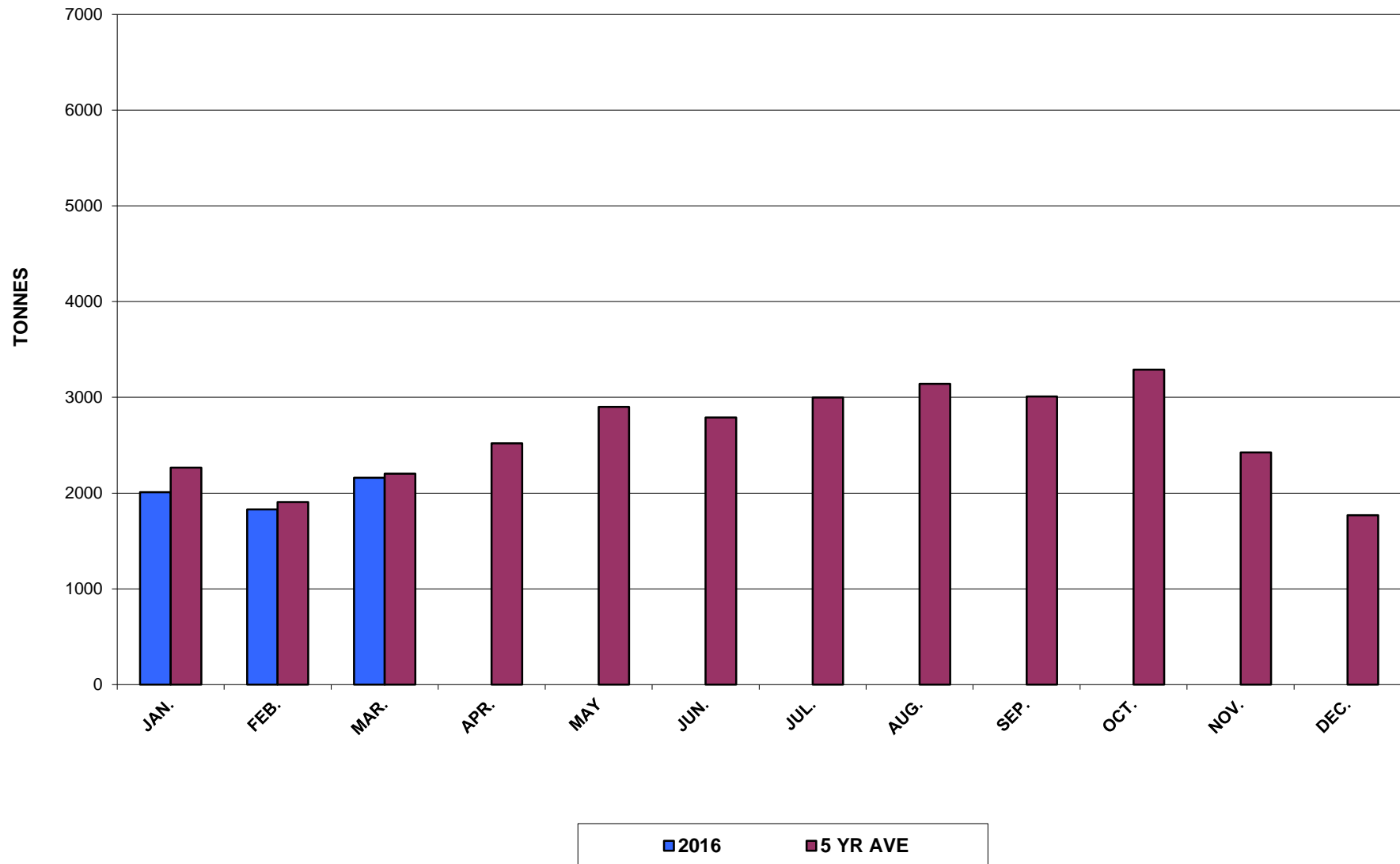
Date

The personal information provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Heritage Awards program, which includes selecting and publicizing the achievements of the award recipients.

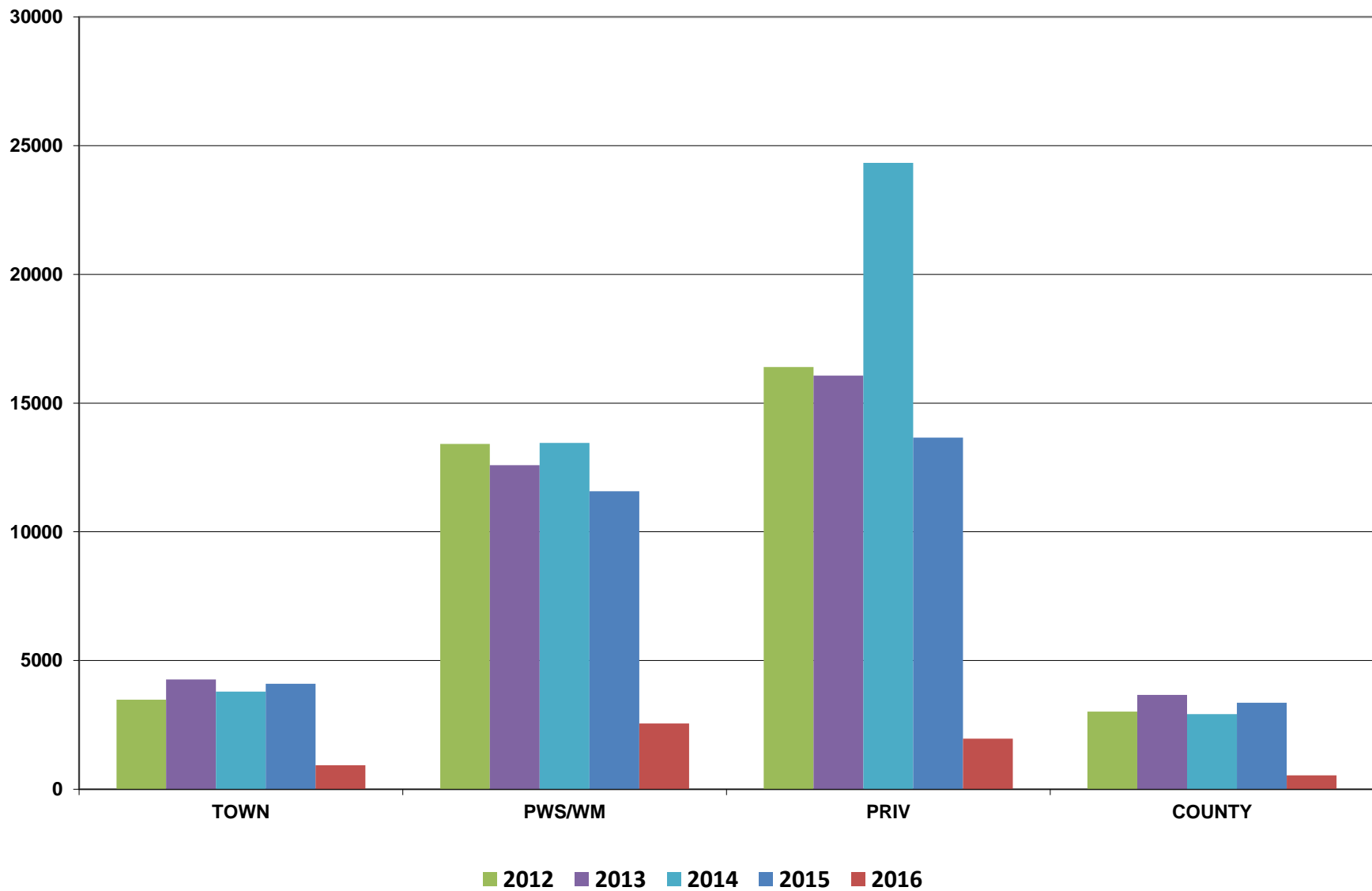
**Submit nomination form and attachments to**

Heritage Awards  
Alberta Historical Resources Foundation  
8820 - 112 St. Edmonton AB T6G 2P8

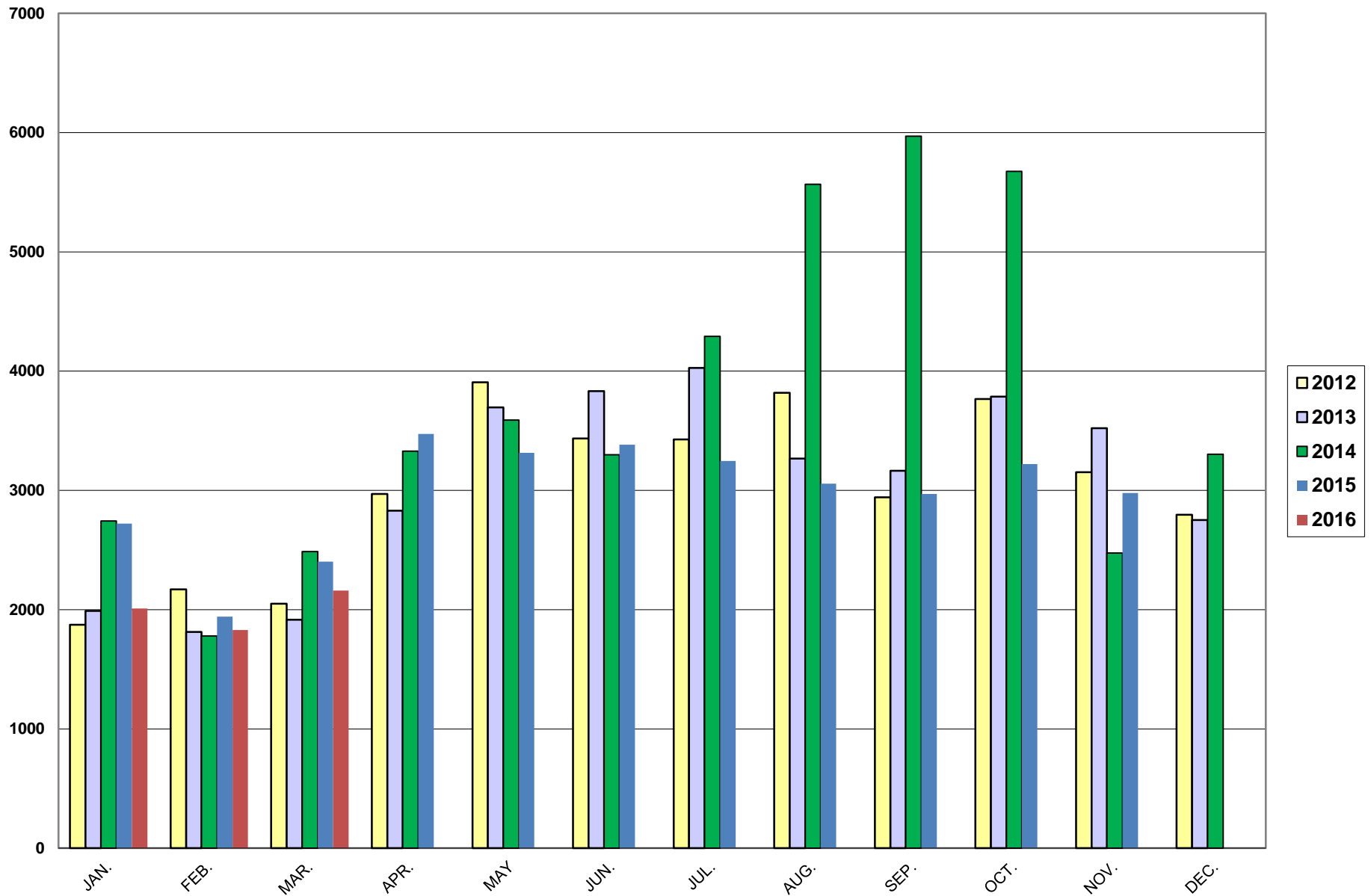
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2016 VS 5 YEAR AVERAGE  
TO MARCH 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2012-2016  
TO MARCH 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES IN TONNES 2012-2016  
TO MARCH 31, 2016**



# Memo

Date: April 11, 2016  
From: Municipal Manager  
To: Redcliff Town Council

**Re: Water Treatment Plant Grand Opening**

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As the new Water Treatment Plant project is nearing completion, administration would like to propose and suggest some ideas as it relates to implementation and timelines of a ceremony recognizing the completion of the Town's new water treatment and system upgrades.

**When:**

It is suggested that the most advantageous time to hold this ceremony would be after the week of August 29, 2016. This gives the contractor sufficient time to complete deficiencies and also provides utility operators and staff to work through the busiest season of learning the new processes of the Water Treatment Plant. Further, many staff and potential invitees will likely have summer vacation plans.

**What:**

Some ideas as to what activities could be planned:

- Rent a bus (for invitees) to travel to the new raw water pump station as a group and then provide tours of new and old water plants.
- Plan for a bbq in front of new plant (alternatively hold @ public works shop if weather is poor)
- Ribbon cutting ceremony.
- Invitees to consider would be council & staff (current and past whom began working on the project) MPE Engineering project staff, contractors involved in project, area MLA's, MP's, Alberta Transportation Minister and regional staff, and media.

The above suggestions are submitted with the intent of having a successful event and administration is bringing this item forward to council for discussion and potential direction to plan and prepare for such an event. Administration would like to have sufficient time to prepare for this important event.

## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where /Information
April 13, 2016	Council Office Hours	Town Hall Mayor/Council Office 4:30 p.m. to 6:30 p.m.
April 15, 2016	Meeting with Area Realtors	Town Hall 2:00 p.m.
April 15, 2016	2016 Volunteer Recognition & Awards Celebration	Royal Canadian Legion Branch #6 5:30 p.m.