



COUNCIL MEETING

MONDAY, APRIL 27, 2015

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, APRIL 27, 2015 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. DELEGATION	
A) ISL Engineering & Land Services Geoffrey Shulmeister attending Re: I & I Study (Inflow & Infiltration) (Power Point Presentation included - Study is separate attachment)	For Information
3. MINUTES	
A) Council meeting held April 13, 2015 *	For Adoption
B) Municipal Planning Commission meeting held on April 15, 2015 *	For Information
C) Citizen's Advisory Committee Meeting held April 15, 2015 *	For Information
D) Subdivision and Development Appeal Board hearing held April 16, 2015 * Re: 15-DP-014 - Lot 6, Block 12, Plan 0913590 (1122 - 9 Ave SE)	For Information
4. BYLAWS	
A) Bylaw 1800/2015, Dog Control Bylaw *	1 st Reading
B) Bylaw 1802/2015, Fees, Rates & Charges Bylaw * Re: Rectangle Ice Rental Rates	1 st Reading
5. REQUESTS FOR DECISION	
A) River Valley Residents Treated Water Servicing *	For Consideration
B) Alternative Service Delivery - Solid Waste Collection and Recycling *	For Consideration

6. POLICIES

- | | | |
|-----------|---|-------------------|
| A) | Policy No. 014, Bereavement and Serious Illness of Staff and Prominent Members of the Community * | For Consideration |
| B) | Policy No. 043, Public Notification of Meetings * | For Consideration |
| C) | Policy No. 056, Policy on Public Notices and Press/Media Releases * | For Consideration |
| D) | Policy No. 047, Insurance Claims Policy * | For Consideration |
| E) | Policy No. 002, Cash & Cash Equivalents Handling Policy * | For Consideration |
| F) | Policy No. 095, Self-Administered Supplementary Pension Plan - Management Employees * | For Consideration |

7. CORRESPONDENCE

- | | | |
|-----------|---|-----------------|
| A) | Dreams *
Re: Donation to support Family Pool Party June 12, 2015 | For Information |
| B) | Danica Prpick * | For Information |
| C) | Alberta Fire Chiefs Association *
Re: Recruitment and Retention Review | For Information |
| D) | Alberta Municipal Affairs *
Re: 14 th Annual Minister's Awards for Municipal Excellence | For Information |
| E) | Lac Ste. Anne County *
Re: FCM Women in Municipal Government Fund - Request for Support | For Information |
| F) | Parramatta Water Co-op *
Re: Redcliff Water Treatment Plant | For Information |

8. OTHER

- | | | |
|-----------|--|---|
| A) | Budget 2015
Re: Final Approval | For Approval |
| | i) Bylaw 1801/2015, Town of Redcliff Tax Rate Bylaw | 1 st , 2 nd , 3 rd Reading |
| B) | Council's Report to Council April 27, 2015 * | For Information |
| C) | Municipal Manager's Report April 27, 2015 * | For Information |
| D) | Council Important Meetings & Events April 27, 2015 * | For Information |

9. RECESS

10. IN CAMERA

A) Legal (1)

B) Labour (1)

11. ADJOURN

<u>ACCOUNTS PAYABLE</u>			
<u>COUNCIL MEETING APRIL 27, 2015</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
77196	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$147.57
77197	MIKE DAVIES	COFFEE & WATER	\$60.76
77198	CYPRESS GROUP	PHOTOCOPIER MAINTENANCE CONTRACT	\$5,544.02
77199	C.U.P.E.	EMPLOYEE UNION DUES	\$1,950.38
77200	CROFTS, ARLOS	LGAA TRAVEL	\$522.08
77201	CITY OF MEDICINE HAT	GAS/ELECTRIC UTILITIES	\$6,057.88
77202	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,253.90
77203	C.E.M. HEAVY EQUIPMENT	LOADER FREIGHT	\$1,953.00
77204	THE BOLT GUYS	ANCHORS	\$33.00
77205	BENCHMARK GEOMATICS INC.	GRADE PLAN	\$262.50
77206	AMEC EARTH & ENVIRONMENTAL	PROGRESS PAYMENT - WTP	\$969.94
77207	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUMS	\$893.21
77208	GARLAND, JAMIE	AWWOA TRAVEL	\$250.00
77209	ISL ENGINEERING & LAND SERVICE	EASTSIDE ASP PROGRESS PAYMENT	\$9,594.51
77210	KPMG	AUDIT SERVICES	\$10,500.00
77211	KWOK, JENNIFER	STORM WATER FINANCING TRAVEL	\$146.56
77212	LETHBRIDGE MOBILE SHREDDING	SHREDDING CONTRACT	\$65.89
77213	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,419.40
77214	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$3,584.21
77215	PRO COMM SOLUTIONS INC.	PHONE SYSTEM SERVICE	\$1,575.00
77216	RECEIVER GENERAL	GST PAYMENTS	\$16,153.96
77217	ROSENAU TRANSPORT LTD	CLEARTECH FREIGHT	\$668.16
77218	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC TANK	\$147.00
77219	SECURTEK - A SASKTEL COMPANY	FIRE HALL SECURITY ALARM	\$65.99
77220	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET	\$47.20
77221	TELUS MOBILITY	CELL PHONE SERVICE	\$1,317.00
77222	BREWMASTER WHOLESALE FOODS & C	MEALS ON WHEELS CONTAINERS	\$57.91
77223	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$1,680.00
77224	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES	\$300.00
77225	UNITED WAY OF SOUTH EASTERN AL	EMPLOYEE DONATIONS	\$86.00
77226	FLINT FIELD SERVICES	WELDING REPAIRS	\$905.63
77227	WILLIE'S 24 HOUR TOWING LTD.	HAUL TRUCK TO CALGARY	\$735.00
77228	CIBC VISA	MARCH VISA	\$666.54
77241	RECEIVER GENERAL	STAT DEDUCTIONS	\$1,039.42
77243	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$1,667.66
77244	TELUS MOBILITY	CELL PHONE SERVICE	\$82.64
77245	PROVINCIAL TREASURER - LAP	EMPLOYEE PENSION	\$17,133.08
77246	RECEIVER GENERAL	STAT DEDUCTIONS	\$31,726.88
77247	TOWN OF REDCLIFF	REGULAR PAYROLL	\$65,907.30
77248	SOCIETY OF LOCAL GOVT MANAGERS	MUNICIPAL LEADERSHIP CONFERENCE	\$599.00
77249	M.P. ECO MECHANICAL PROCESS IN	PROGRESS PAYMENT - WTP	\$1,517,476.69
77281	ACE LANDSCAPING	RCMP BUILDING SNOW REMOVAL	\$1,260.00

77282	ACTION PARTS	BELTS, BULBS, LUBRICANTS, BATTERIES	\$201.36
77283	THE BOLT SUPPLY HOUSE LTD.	REFLECTIVE RAINGEAR	\$205.80
77284	CAPITAL GLASS LTD.	WINDSHIELD	\$288.75
77285	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
77286	CHAMCO INDUSTRIES LTD.	FIELD SERVICE PUMP, TRAVEL, LABOUR	\$2,552.55
77287	CITY OF MEDICINE HAT	GAS/ELECTRIC UTILITIES	\$2,374.41
77288	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
77289	DIAMOND MUNICIPAL SOLUTIONS	WATER METER & DIAMOND UPGRADES	\$448.88
77290	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE	\$485.38
77291	FOX ENERGY SYSTEMS INC.	SAFETY EQUIPMENT	\$151.52
77292	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,386.25
77293	REDCLIFF HOME HARDWARE	BUSHINGS & PLUGS	\$11.50
77294	LETHBRIDGE HERALD	MARCH ADVERTISING	\$236.25
77295	MEDICINE HAT NEWS	MARCH ADVERTISING	\$464.52
77296	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,749.29
77297	PRAIRIE ROSE SCHOOL DIV.NO.8	OUTDOOR RINK ELECTRICAL COST	\$97.44
77298	PRIME PRINTING	BLANK PURCHASE ORDERS	\$597.45
77299	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$4,228.88
77300	PRO COMM SOLUTIONS INC.	PHONE SYSTEM SERVICE	\$185.33
77301	REDCLIFF ACTION SOCIETY	COORDINATOR POSITION	\$3,000.00
77302	ROCKY MOUNTAIN EQUIPMENT CANAD	DOOR SPRING GAS SHOCK	\$129.36
77303	PATRICIA SPETZ	CRIMINAL RECORD CHECK	\$53.00
77304	SUPERIOR TRUCK EQUIPMENT	BEARINGS & HYDRAULIC CYLINDERS	\$3,608.65
77305	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$38.03
77306	TELUS MOBILITY	CELL PHONE SERVICE	\$123.83
77307	HACH SALES AND SERVICE CANADA	WATER TESTING SUPPLIES & CHEMICALS	\$1,163.83
77308	MBSI CANADA	HOSTED BACKUP	\$1,071.00
77309	DYKSTRA, JENNIFER	INSTRUCTOR FEES	\$360.00
77310	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE CHARGES	\$5,012.98
77311	UNITED RENTALS	RAMMER/TAMPER	\$3,648.75
77312	BIG EAGLE SERVICES	REMOVE LEACHATE	\$2,929.50
77313	CHERE BROWN	BADLANDS & AGM CONFERENCE TRAVEL	\$225.40
77314	C.E.M. HEAVY EQUIPMENT	AIR, FUEL, & OIL FILTERS	\$316.33
77315	CITY OF MEDICINE HAT	GAS/ELECTRIC UTILITIES	\$21,306.26
77316	CLOVERDALE PAINT INC.	TRAFFIC PAINT	\$1,537.74
77317	MIKE DAVIES	PAPER, WATER, BATTERIES	\$412.33
77318	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSES	\$719.10
77319	FINNING (CANADA) A DIVISION OF	OIL, FILTER, OIL ANALYSIS	\$670.55
77320	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$220.28
77321	GAR-TECH ELECTRICAL	REPLACEMENT PHOTOCELL SWITCH	\$103.37
77322	GAS CITY HYDRO VAC	HYDROVAC ALLEY	\$1,102.50
77323	H2O HAULING LTD. (A DIVISION O	HAUL WATER TO LANDFILL	\$210.00
77324	REDCLIFF HOME HARDWARE	TILLER, EDGER, BATTERIES, PAINT SUPPLIES	\$772.27
77325	JACOB'S WELDNG LTD.	LOADER WELDING	\$661.50
77326	JOE JOHNSON EQUIPMENT	PRESSURE REGULATOR, VALVES	\$1,055.81

77327	KIRK'S MIDWAY TIRE	TIRES	\$252.00
77328	JENNIFER KWOK	3 COMPUTER MONITORS	\$422.07
77329	SHAW CABLE	INTERNET SERVICE	\$261.19
77330	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,288.19
77331	PRECISION GIANT SYSTEMS INC	SCALE CALIBRATION & SUPPLIES	\$1,541.61
77332	THE PRINTER	DOOR HANGERS	\$348.60
77333	ROCKY MOUNTAIN PHOENIX	ADAPTERS	\$345.42
77334	SAFETY CODES	1ST QUARTER PERMITS	\$268.62
77335	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$2,567.25
77336	SUMMIT MOTORS LTD	BRAKE DRUMS	\$261.61
77337	BOYLAN IMAGING	POOL PICTURE REPRINTS	\$73.44
77338	PRACTICA	BAGS	\$236.07
77339	LAWSON, JANICE	FACILITY DEPOSIT & KEY REFUND	\$225.00
77340	WESTERN CANADA WELDING PRODUCT	OXYGEN TANKS	\$64.35
77341	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE CONTRACT	\$179.98
102 CHEQUES TOTAL:			\$1,783,666.50



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Town of Redcliff – Inflow-Infiltration Management Strategy Draft Report Discussion April 27, 2015



Previous Discussion of December 8, 2014

- Hydrodynamic (MIKE URBAN) model developed of existing sanitary sewer system
- Sewer flow monitoring conducted
- Smoke testing and CCTV inspection conducted
- Survey of residents conducted
- Sanitary model calibrated with flow monitoring data
- Inflow-infiltration rates observed reviewed
- System assessments undertaken for several scenarios
- Upgrades developed for each scenario
- Level of Service Selected (24 hour, 1:50 year Huff storm)



FIGURE 2.1

Legend

Lift Station

Sanitary Forcemain

75mm
 150mm
 250mm

Sanitary Gravity Sewer

200mm
 250mm
 300mm
 375mm
 450mm
 525mm
 750mm

1:12,500

0 50 100 200 300 400 Meters



TOWN OF REDCLIFF
SANITARY I-I STUDY

SANITARY SEWER SYSTEM



Date: 4/7/2011 Document: H:\2009\2009\Redcliff_Sanitary_I-I_Study\Sanitary_I-I_Study\Sanitary_I-I_Study.dwg User: jls01 Sanitary System.mxd

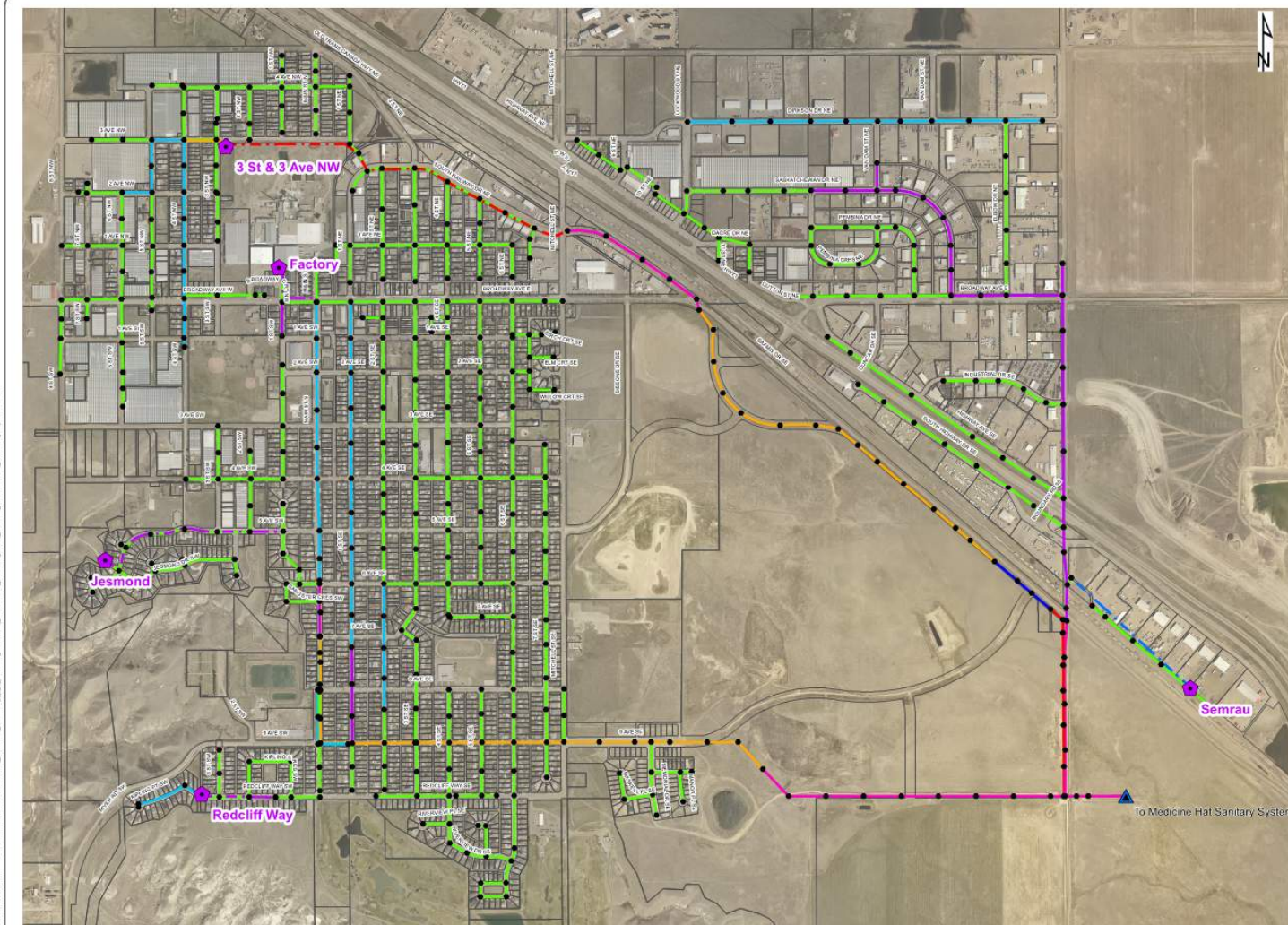




FIGURE 5.5

Legend

- Less Than -3.50m
- Between -3.50m and -2.50m
- Between -2.50m and -0.50m
- Greater Than 0.00m
- Sanitary Trunk
- ✱ Lift Station

1:12,500
0 50 100 200 300 400 Meters



**TOWN OF REDCLIFF
SANITARY I-I STUDY**
PEAK HGL RELATIVE TO GROUND
EXISTING SYSTEM PLUS
50YR 24HR HUFF Q4 STORM



Date: 4/7/2015 Document: N:\26000\26031_Roads\Sanitary_I-I_Investigation\26031_Roads\Sanitary_I-I_Study\Map_Q4 Storm.mxd

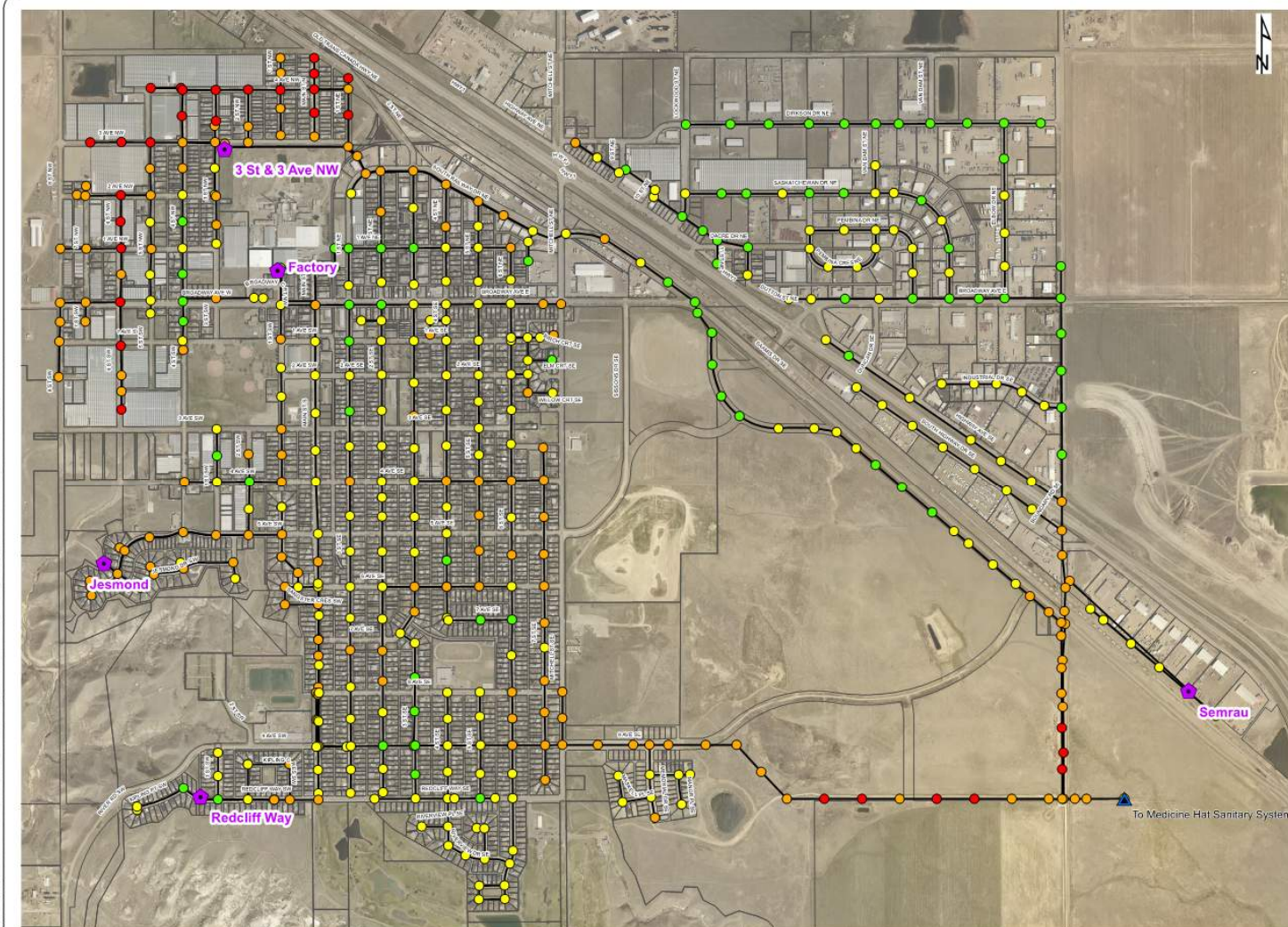




FIGURE 5.6

Legend

- Greater Than 100%
- Between 86% and 100%
- Less Than 86%
- ◆ Lift Station

1:12,500
0 50 100 200 300 400 Meters



TOWN OF REDCLIFF SANITARY I-I STUDY

PEAK DISCHARGE RELATIVE TO PIPE CAPACITY
EXISTING SYSTEM PLUS
50YR 24HR HUFF Q4 STORM



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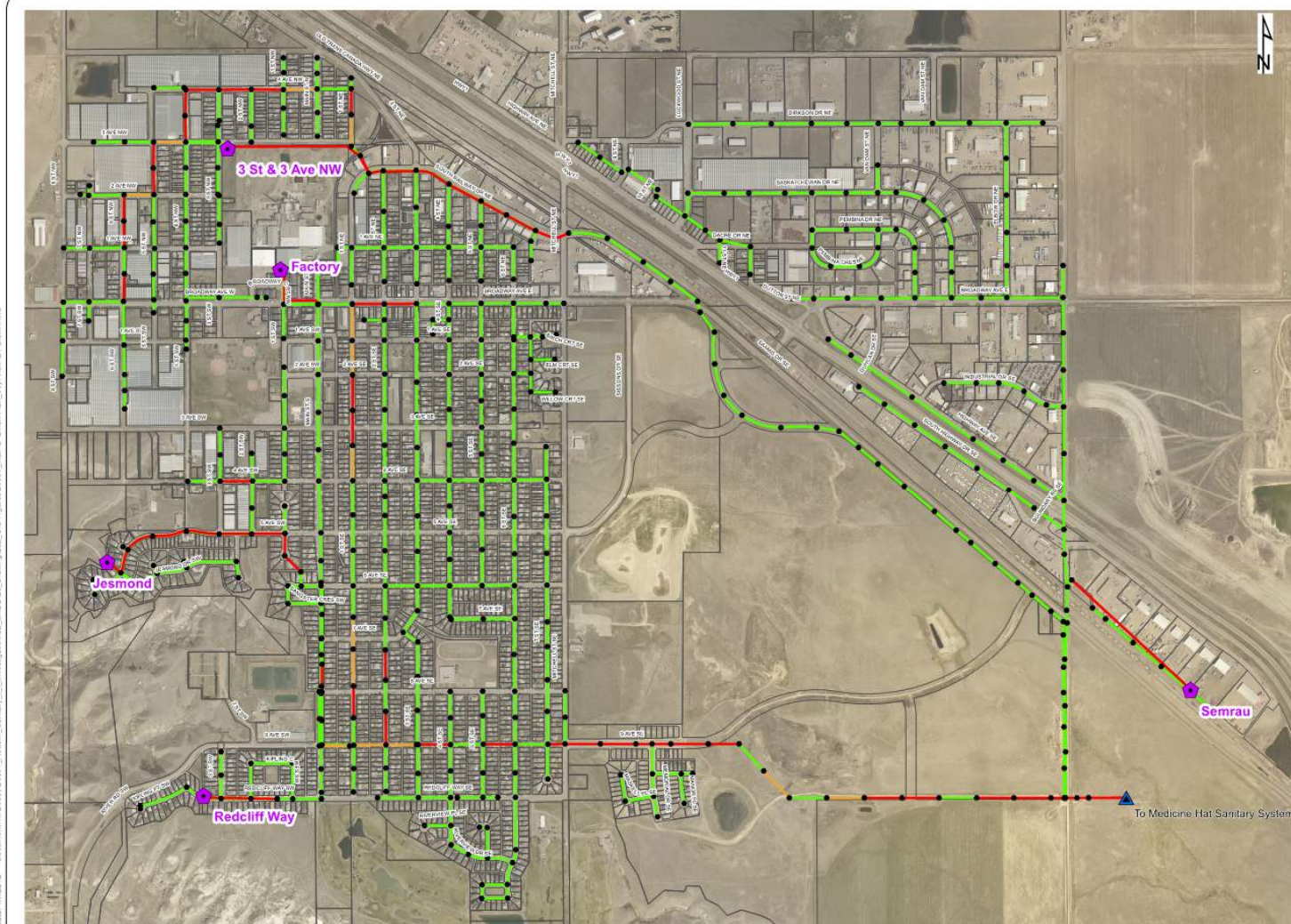




FIGURE 5.11

Legend

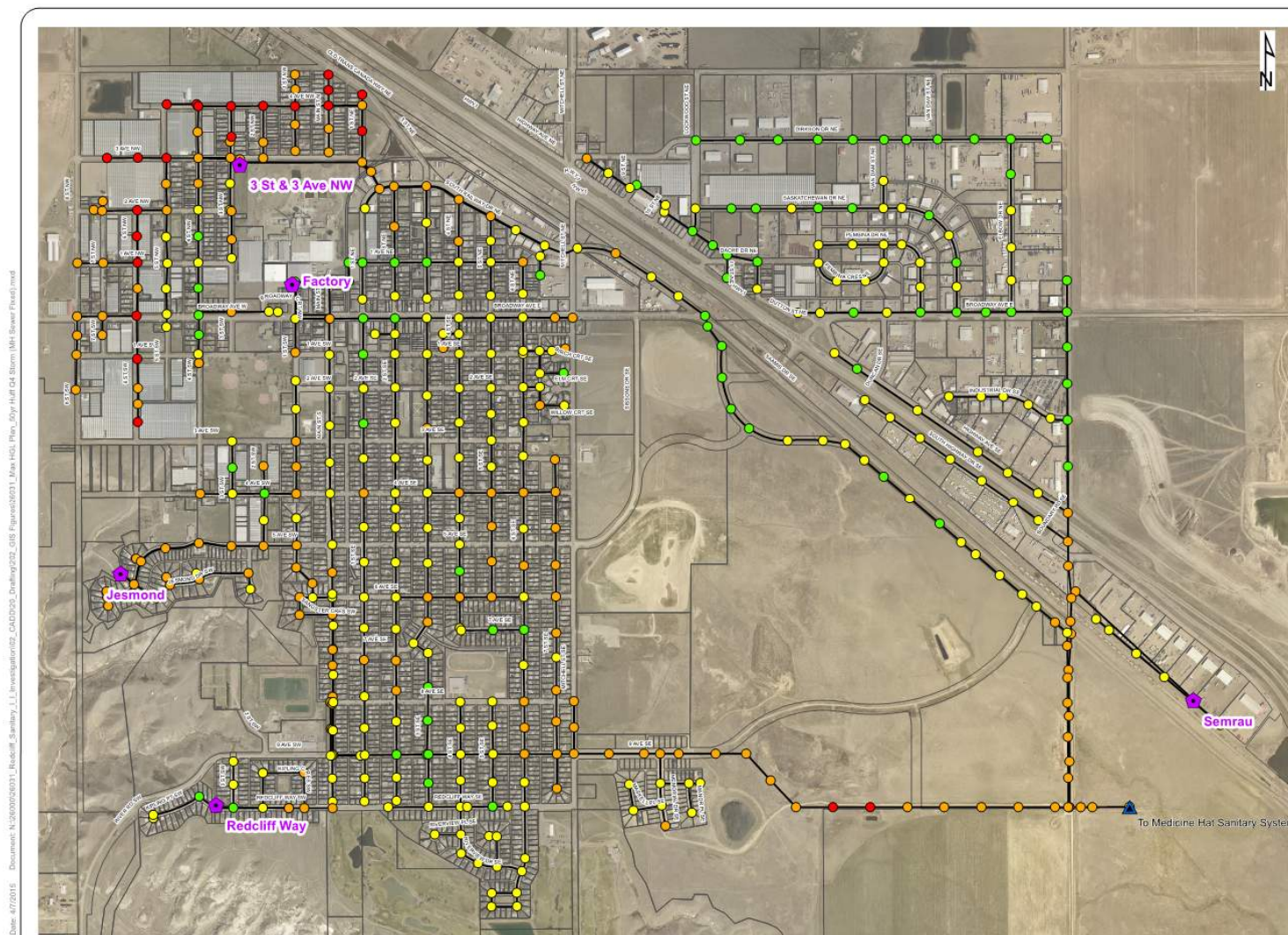
- Less Than -3.50m
- Between -3.50m and -2.50m
- Between -2.50m and -0.50m
- Greater Than 0.00m
- Sanitary Trunk
- ⬢ Lift Station

1:12,500
0 50 100 200 300 400 Meters



TOWN OF REDCLIFF SANITARY I-I STUDY

PEAK HGL RELATIVE TO GROUND
EXISTING SYSTEM WITH
MEDICINE HAT SEWER UPSIZED
PLUS 50YR 24HR HUFF Q4 STORM



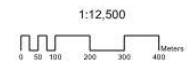
Date: 4/7/2015 Document: I:\20070706031_Redcliff_Sanitary_I-I_Investigation\02_CADD\02_Drawing\202_018_Figures\5031_Max HGL_Plan_50yr Huff Q4 Storm (MH Sewer Fixed).ind



FIGURE 5.12

Legend

- Greater Than 100%
- Between 86% and 100%
- Less Than 86%
- Lift Station

TOWN OF REDCLIFF
SANITARY I-I STUDY

PEAK DISCHARGE RELATIVE TO PIPE CAPACITY
EXISTING SYSTEM WITH
MEDICINE HAT SEWER UPSIZED
PLUS 50YR 24HR HUFF Q4 STORM

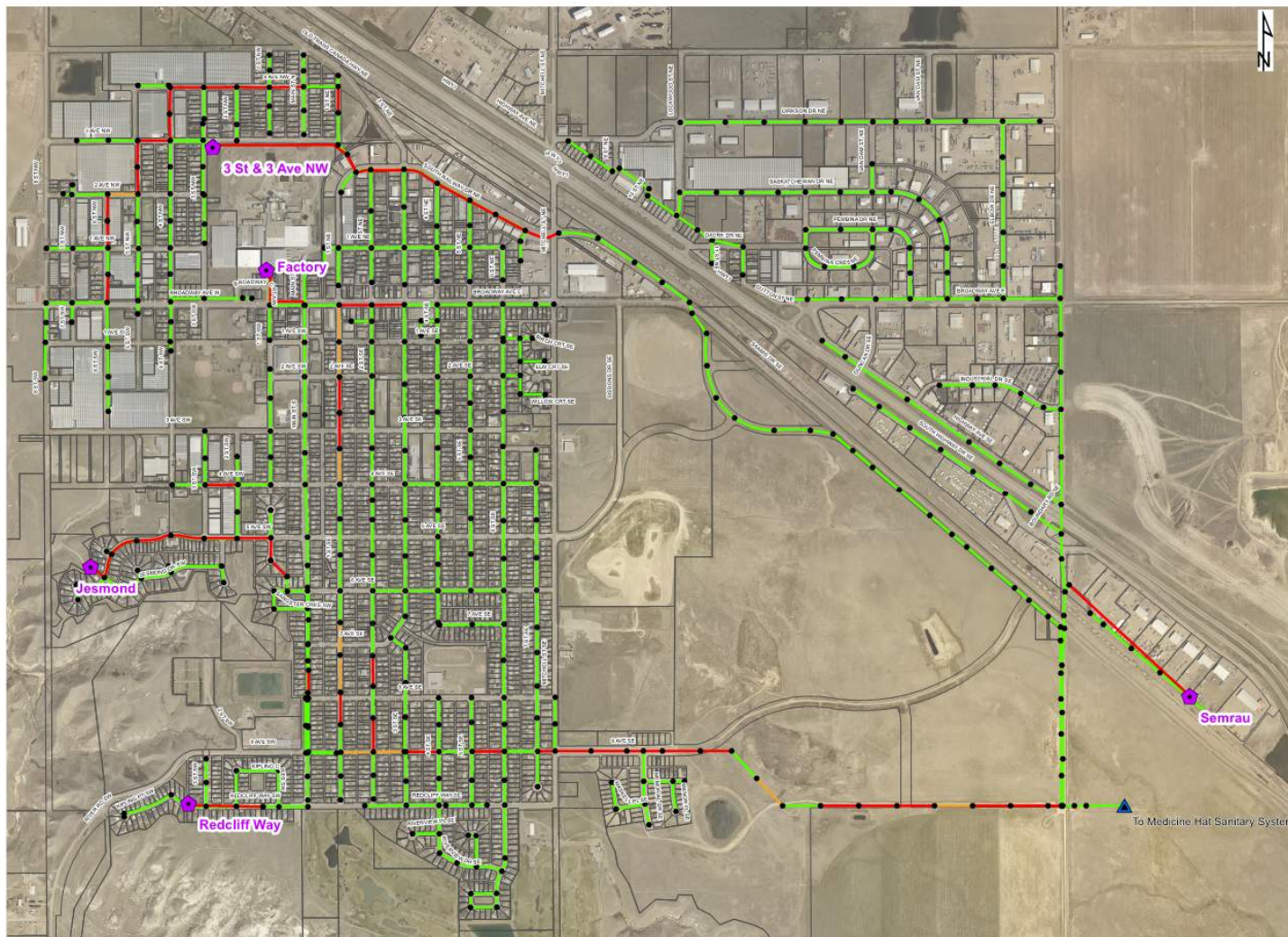




FIGURE 7.1

Legend

Sanitary Gravity Trunk

- Proposed Twin 200mm
- Proposed Twin 250mm
- Proposed Twin 300mm
- Proposed Twin 375mm

Sanitary Forcemain

- - - Proposed Twin 250mm

Proposed Lift Station

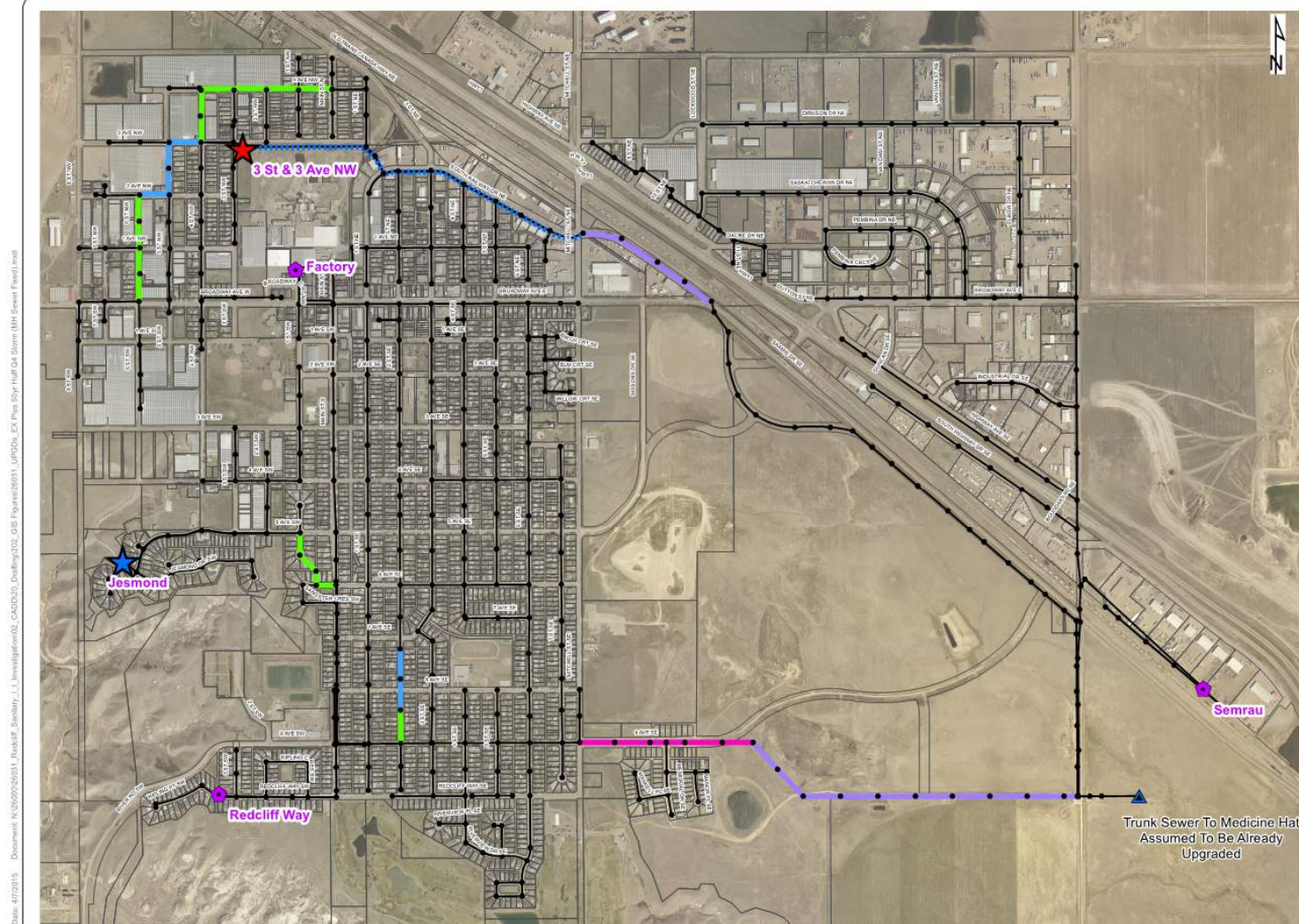
- ★ New Capacity of 167L/s
- ★ New Active Storage of 60.5 cu.m
- ★ Existing Lift Station
- Existing Sanitary Trunk

1:12,500
0 50 100 200 300 400 Meters



TOWN OF REDCLIFF SANITARY I-I STUDY

CONCEPTUAL UPGRADES
(WITH SEWER TO MEDICINE HAT UPSIZED)
EXISTING SYSTEM PLUS
50YR 24HR HUFF Q4 STORM



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Existing System Upgrades

- Costs were developed for the existing system
- \$8.4M for in-town upgrades
- Presumes capacity constraint to Medicine Hat is dealt with

Table 7.2 – Existing System Huff Storm Upgrades

Cost Estimates of Conceptual Sanitary Upgrades - Based on 50-yr 24-hr 4th Quartile Huff Storm Event							
Item	Quantity	Units	Unit Cost	Sub-Total	Contingency (30%)	Engineering (15%)	Total Cost
200mm Trunk Sewers	1,313	meters	\$310/m	\$406,893	\$122,068	\$61,034	\$589,995
250mm Trunk Sewers	573	meters	\$335/m	\$183,510	\$55,053	\$27,527	\$266,090
300mm Trunk Sewers	1,625	meters	\$350/m	\$568,876	\$170,663	\$85,331	\$824,870
375mm Trunk Sewers	567	meters	\$400/m	\$226,816	\$67,985	\$33,992	\$328,594
450mm Trunk Sewers	0	meters	\$480/m	\$0	\$0	\$0	\$0
525mm Trunk Sewers	0	meters	\$545/m	\$0	\$0	\$0	\$0
675mm Trunk Sewers	0	meters	\$730/m	\$0	\$0	\$0	\$0
Set of Pumps (3rd Ave LS - 115L/s)	1	set	\$600,000	\$600,000	\$180,000	\$90,000	\$870,000
Set of Pumps (Jasmond LS - 80L/s)	1	set	\$600,000	\$600,000	\$180,000	\$90,000	\$870,000
Forcemain (3rd Ave LS - 250mm)	1,215	meters	\$450/m	\$546,750	\$164,025	\$82,013	\$792,788
Pavement Rehabilitation	3,567	meters	\$750/m	\$2,675,363	\$802,609	\$401,304	\$3,879,277
Grand - Total:				\$5,808,009	\$1,742,403	\$871,201	\$8,421,613



Medicine Hat Capacity Constraint

- For existing system, options considered were:
 - Twin sewer to Medicine Hat – cost of \$2.74M (but with an unknown additional upgrading cost in the City – this could be \$10.0M+)
 - Surge suppression lagoon – cost of \$600,000, but \$2.0M of land could be sterilized factoring setbacks in – it is understood this option may not be desirable
 - Sub-surface storage option – estimated cost of \$11.4M (linear box) to \$12.2M (reservoir style tank)
 - For existing conditions, the twinning option appears to make the most sense, if the costs of improvements in Medicine Hat are palatable

High Level (Conceptual) Cost Estimate For Twinning Existing Sewer Line To Medicine Hat							
Item	Quantity	Units	Unit Cost	Sub-Total	Contingency (30%)	Engineering (15%)	Total Cost
450mm Sanitary Trunk - Open Cut	1,943	meters	\$473	\$918,146.96	\$275,444	\$137,722	\$1,340,000
450mm Sanitary Trunk - Trenchless	313	meters	\$2,500	\$781,794	\$234,538	\$117,269	\$1,140,000
Trenchless Pits	2	pair	\$20,000	\$40,000	\$12,000	\$6,000	\$60,000
Type 5A 1.2m dia Manhole	60	v. meter	\$2,250	\$135,342.63	\$40,603	\$20,301	\$200,000
Grand - Total:				\$1,875,284	\$562,585	\$281,293	\$2,740,000



Future Growth Assessment

- Conveyance upgrades were assessed at build-out conditions (growth of 10,000 due to linearity)
- Facilities (e.g. treatment or storage) were considered at 2,500 and 5,000 growth levels
- Future system added at design flow rates, existing contributes at established level of service

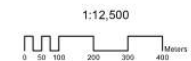
	Item	Scenario		
		Previous Study	Calibrated Rates	FINAL RATES
DWF Rate	Residential (L/p/d)	300	300	300
	Commercial (m ³ /ha/d)	17.28	6.00	12.00
	Industrial (m ³ /ha/d)	12.96	1.00	4.00
	Horticultural (m ³ /ha/d)	17.28	4.72	10.00
I-I Rate	Residential (L/s/ha)	0.16	0.28	0.28
	Non-Residential (L/s/ha)	0.10	0.28	0.1128



FIGURE 8.1

Legend

- Less Than -3.50m
- Between -3.50m and -2.50m
- Between -2.50m and -0.50m
- Greater Than 0.00m
- Sanitary Trunk
- ⬢ Lift Station



TOWN OF REDCLIFF SANITARY I-I STUDY

PEAK HGL RELATIVE TO GROUND
FUTURE ASSESSMENT SCENARIO
UPGRADED EXISTING SYSTEM
PLUS 50YR HUFF Q4 STORM

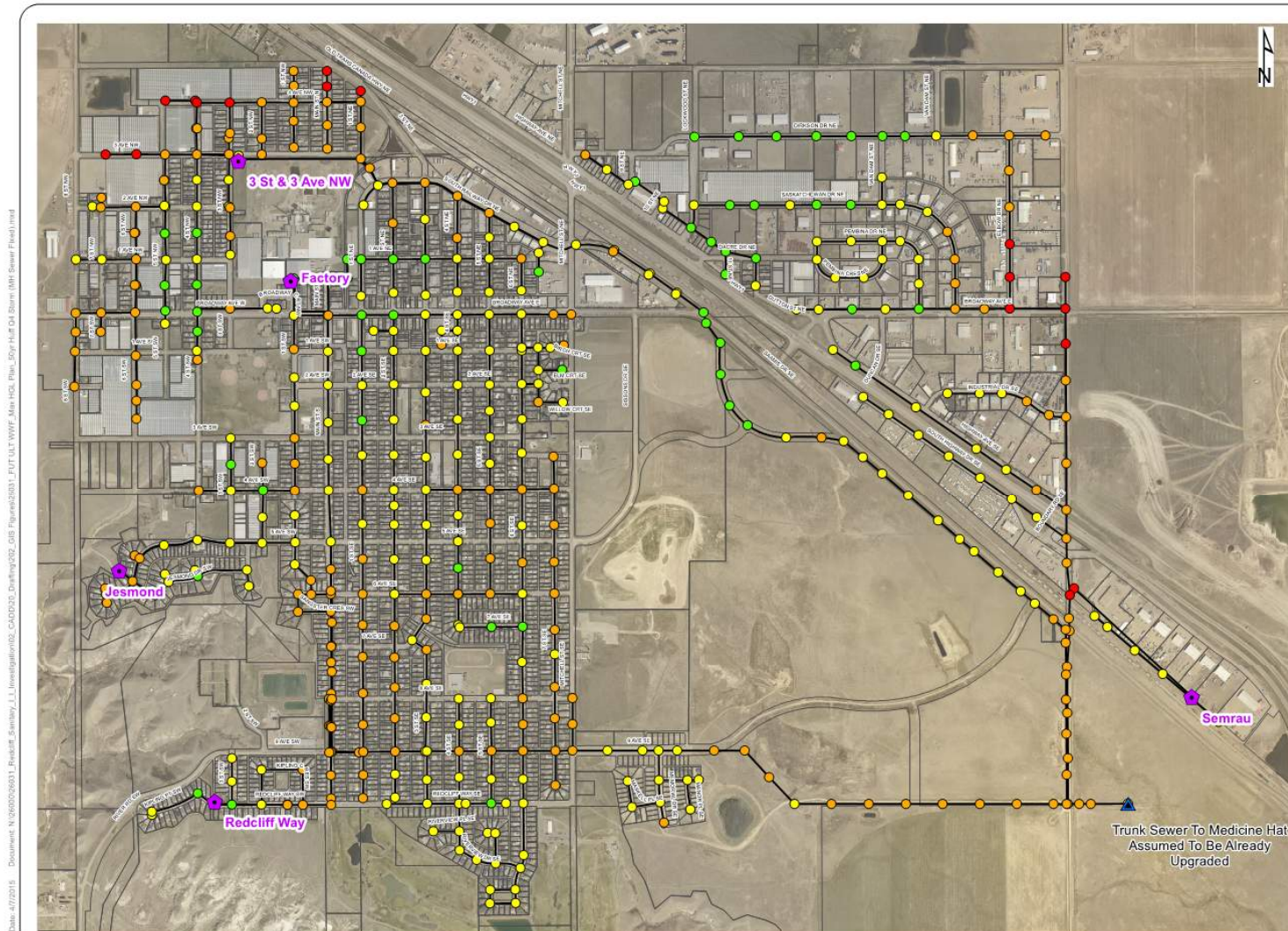




FIGURE 8.2

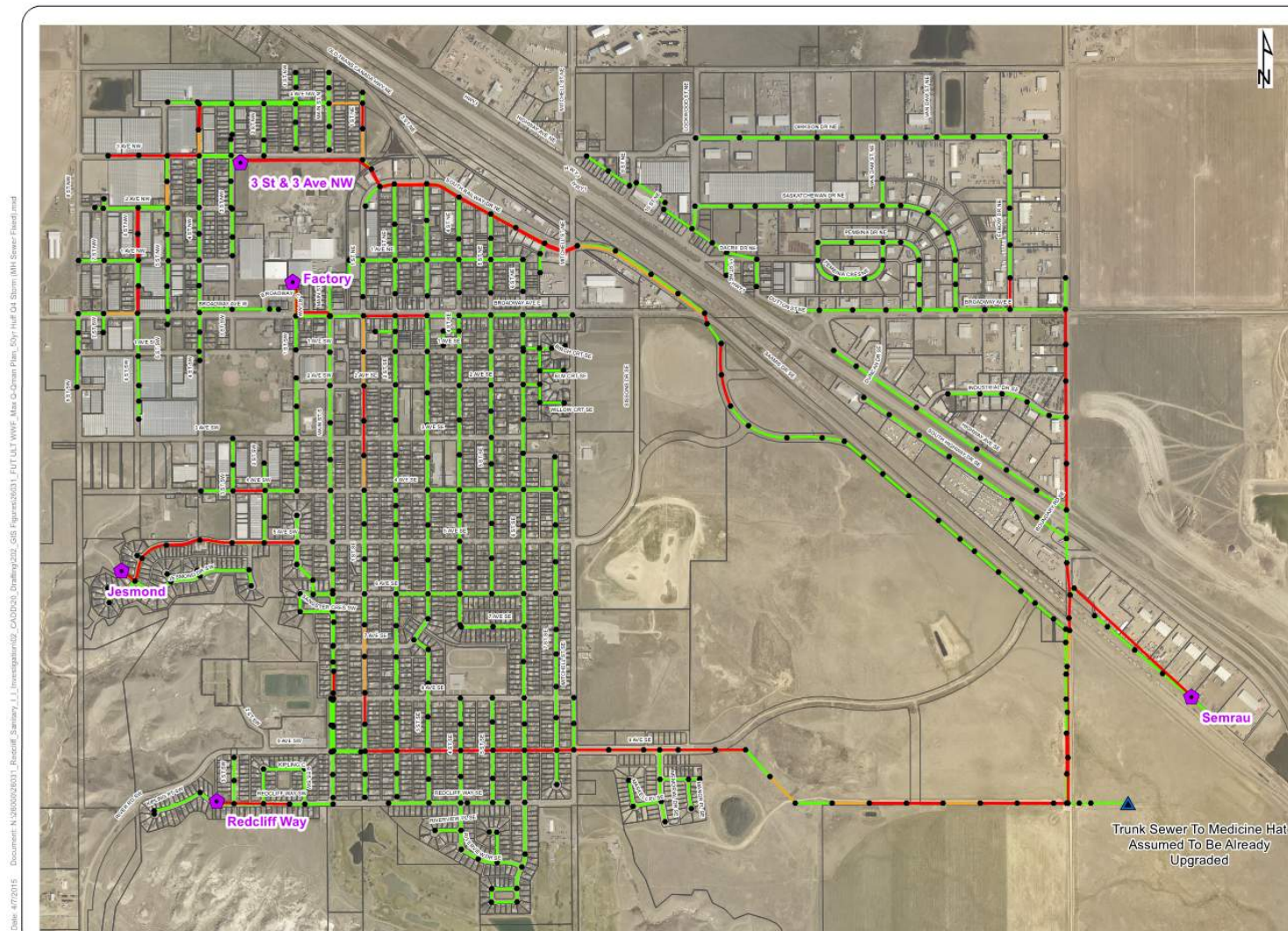
Legend

- Greater Than 100%
- Between 86% and 100%
- Less Than 86%
- ◆ Lift Station



TOWN OF REDCLIFF SANITARY I-I STUDY

PEAK DISCHARGE RELATIVE TO PIPE CAPACITY
FUTURE ASSESSMENT SCENARIO
UPGRADED EXISTING SYSTEM
PLUS 50YR HUFF Q4 STORM



Date: 4/7/2015 Document: N:\2005020031_Redcliff_Sanitary_I-I_Study\2015_SIS_Figures\0031_FUT I-I I-I WWS - Main Q-Chart Plot_50yr Huff Q4 Storm (M-Sewer-Plant).ind





Future Servicing Options

- Three major servicing categories
 1. Full Service to Medicine Hat
 - A. Twinned Sewer
 - B. Surge Lagoon
 - C. Sub-surface storage
 2. North Treatment Facility (includes off-load NW to north)
 - A. Lagoon
 - B. Membrane Bio-Reactor (MBR) Plant
 3. South Treatment Facility
 - A. MBR Plant in Southeast
 - B. MBR Plant in South
 - C. MBR Plant in Southwest



Conveyance Upgrade Scenarios

- Scenario 1 – Upgrades in Town, to Convey flows to Southeast (as existing)
- Scenario 2 – Upgrades in Town with off-load of NW to north

Town of Redcliff Sanitary Upgrades - Cost Estimate Summary		
Proposed Sanitary Upgrades	Future Ultimate System	
	Scenario 1	Scenario 2
Trunk Sewers	\$4,050,000	\$3,700,000
Forcemains	\$1,140,000	\$2,380,000
Lift Stations / Pumps	\$1,740,000	\$1,740,000
Pavement Rehabilitation	\$7,050,000	\$7,110,000
Total Cost	\$13,990,000	\$14,930,000

Note:

These estimates do not include the cost of upgrading the Medicine Hat sewer to provide adequate capacity to convey the Town's future sanitary flows to Medicine Hat's WWTP.

FIGURE 8.4

Legend

Sanitary Gravity Trunk

-  Proposed Twin 200mm
-  Proposed Twin 250mm
-  Proposed Twin 300mm
-  Proposed Twin 375mm
-  Proposed Twin 450mm

Sanitary Forcemain

- Proposed Twin 375mm

Proposed Lift Station

-  New Capacity of 248L/s
-  New Active Storage of 60.5 cu.m & New Capacity of 33.1L/s
-  Existing Lift Station
-  Existing Sanitary Trunk

1:12,500

TOWN OF REDCLIFF
SANITARY I-I STUDY

CONCEPTUAL UPGRADES
(WITH SEWER TO MEDICINE HAT UPSIZED)
FUTURE (UTIMATE) SYSTEM
SCENARIO 1

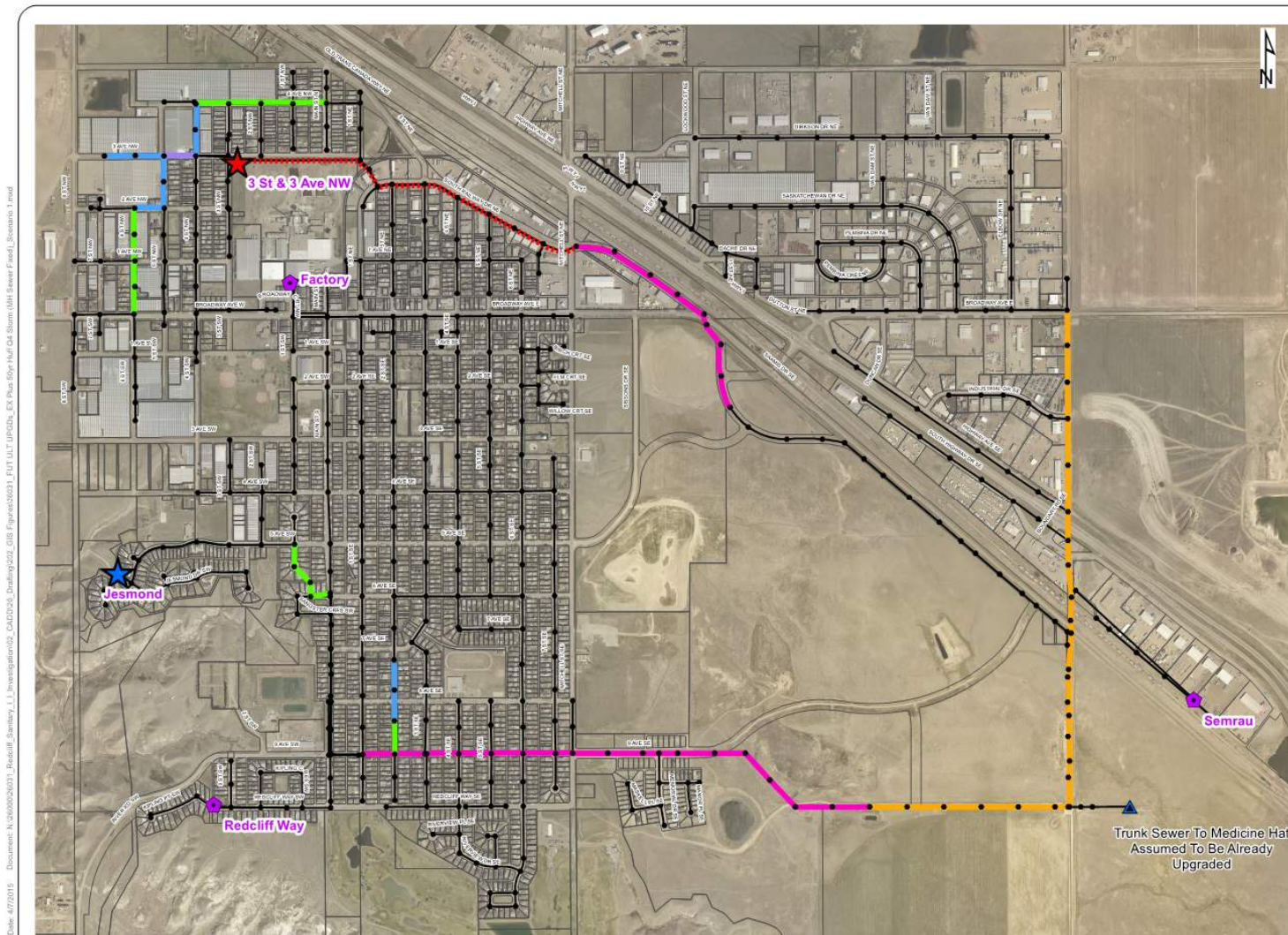









FIGURE 8.8

Legend

Sanitary Gravity Trunk

-  Proposed Twin 200mm
-  Proposed Twin 250mm
-  Proposed Twin 300mm
-  Proposed Twin 375mm
-  Proposed Twin 450mm
-  Proposed 525mm
-  Proposed 750mm

Sanitary Forcemain

- Proposed Twin 375mm
Proposed 450mm

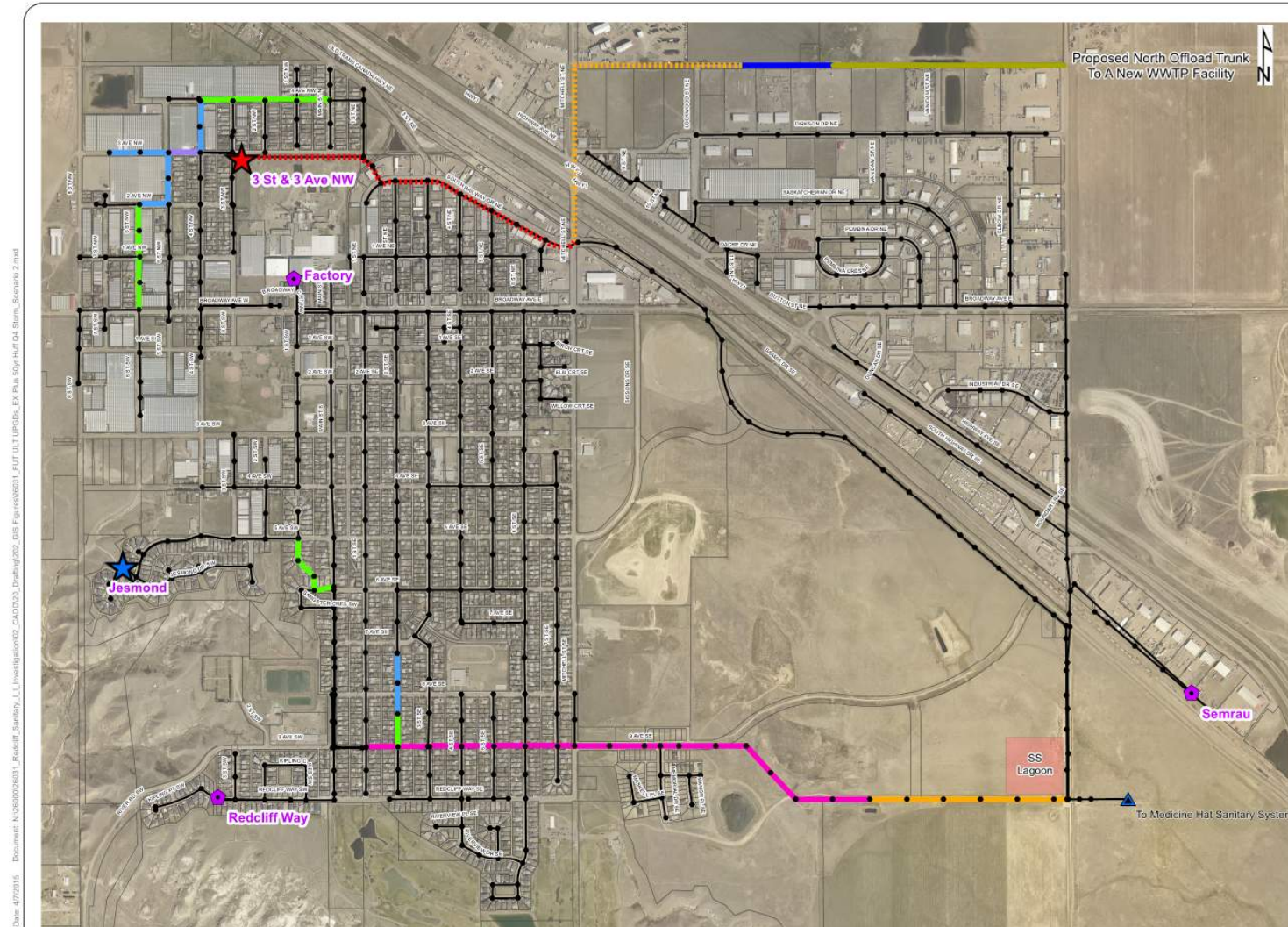
Proposed Lift Station

-  New Capacity of 248L/s
-  New Active Storage of 60.5 cu.m & New Capacity of 33.1L/s
-  Surcharge Suppression Lagoon. Maximum Footprint of 36,170 sq.m

1:12,500

TOWN OF REDCLIFF
SANITARY I-I STUDY

CONCEPTUAL UPGRADES
(WITH NORTH OFFLOAD TRUNK)
FUTURE (UTIMATE) SYSTEM
SCENARIO 2





Medicine Hat Flow Management

- Options considered were:
 - Twin sewer to Medicine Hat – cost of \$3.5M (but with an unknown additional upgrading cost in the City – this could be \$10.0M+)
 - Surge suppression lagoon – cost of \$2,000,000, but \$2.5M of land could be sterilized factoring setbacks in – it is understood this option may not be desirable
 - Sub-surface storage option – estimated cost of \$30M+
 - Southeast Lift Station (to a north treatment facility) – estimated cost of \$12.3M (lift station and forcemain)



Treatment Options

- Lagoon versus MBR Plant was reviewed

1. 2,500 growth

- Lagoon – total cost of \$8.6M to \$12.9M
 - 22ha plus 23 to 92ha sterilized (depends on setback)
 - Lagoon cost of \$5.8M
 - Land cost of \$2.8M to \$6.1M
- MBR Plant - total cost of \$5.4M to \$7.6M
 - 0.25ha plus 6 to 42ha sterilized (depends on setback)
 - Plant capital cost of \$5.0M
 - Land cost of \$0.4M to \$2.6M

2. 5,000 growth

- Lagoon – total cost of \$15.3M to \$20.6M
 - 43ha plus 31 to 116ha sterilized (depends on setback)
 - Lagoon cost of \$10.6M
 - Land cost of \$4.7M to \$10.0M
- MBR Plant - total cost of \$10.4M to \$12.9M
 - 1.0ha plus 8 to 48ha sterilized (depends on setback)
 - Plant capital cost of \$9.8M
 - Land cost of \$0.6M to \$3.1M



South Treatment Plant Locations





Outfall Sewers

- If a treatment option is selected, one must consider the cost of outfall sewers.
 - North WWTP
 - Outfall Sewer East to River (5.4km)
 - \$4.9M for lagoon
 - \$4.4M for MBR Plant
 - South Options (1.6 to 2.0km)
 - SE WWTP - \$3.849M
 - South WWTP - \$3.742M
 - SW WWTP (trunk to plant plus short outfall) - \$3.736M



South Outfall Sewer Alignments





Future Option Feasibility

Table 8.13 – Future System Option Assessment

Future Scenarios – Costing and Commentary – 2,500 Scenario								
Scenario	1A (MH-TWIN)	1B (MH-L)	1C (MH-SS)	2A (NP-L)	2B (NP – MBR)	3A (SE-MBR)	3B (S-MBR)	3C (SW-MBR)
Conveyance Upgrades	Scenario 1	Scenario 1	Scenario 1	Scenario 2	Scenario 2	Scenario 1	Scenario 1	Scenario 1
Conveyance Upgrade Cost	\$13,990,000	\$13,990,000	\$13,990,000	\$14,930,000	\$14,930,000	\$13,990,000	\$13,990,000	\$13,990,000
Flow Management to Medicine Hat	Twinning	Surge Lagoon	Sub-Surface Storage	Surge Lagoon	Surge Lagoon	N/A	N/A	N/A
Flow Management Cost	\$3,504,000	\$2,000,000	\$30,000,000	\$1,000,000	\$1,000,000	N/A	N/A	N/A
Treatment Requirement	N/A	N/A	N/A	Lagoon	MBR Plant	MBR Plant	MBR Plant	MBR Plant
Treatment Cost	N/A	N/A	N/A	\$8,650,000 to \$12,960,000	\$5,391,000 to \$7,641,000	\$5,391,000 to \$7,641,000	\$5,391,000 to \$7,641,000	\$5,391,000 to \$7,641,000
Outfall Sewers	N/A	N/A	N/A	Yes	Yes	Yes	Yes	Yes
Outfall Sewer Cost	N/A	N/A	N/A	\$4,885,000	\$4,375,000	\$3,849,000	\$3,742,000	\$3,736,000
Possible Savings	N/A	N/A	N/A	N/A	N/A	N/A	South Trunk Upgrade Eliminated	South Trunk Upgrade Eliminated
Savings Value	N/A	N/A	N/A	N/A	N/A	N/A	(\$1,600,000)	(\$1,600,000)
Other Possible Costs	Medicine Hat Upgrading	Eastside ASP Lands	N/A	Eastside ASP Lands	Eastside ASP Lands	Eastside ASP Lands	N/A	N/A
Value of Other Costs	up to \$10,000,000	\$2,500,000+	N/A	\$2,500,000+	\$2,500,000+	Cost in Plant Above	N/A	N/A
Total Cost	\$17,494,000 to \$27,494,000 or more	\$18,490,000+	\$43,990,000	\$31,965,000 to \$36,275,000+	\$28,196,000 to \$30,446,000	\$23,230,000 to \$25,480,000+	\$21,523,000 to \$23,773,000	\$21,517,000 to \$23,767,000
Feasibility	Feasible	Feasible if Eastside ASP Sterilization Palatable	Non-Feasible – Excessive Cost	Non-Feasible – Excessive Cost	Non-Feasible – Excessive Cost and Eastside ASP Sterilized	Feasible if Eastside ASP Sterilization Palatable	Feasible	Feasible



Future Option Analysis

UKAF 1

Table 8.14 – Feasible Future System Option Analysis

Future Scenarios – Driving and Restraining Forces for Feasible Scenarios					
Scenario	1A (MH-TWIN)	1B (MH-L)	3A (SE-MBR)	3B (S-MBR)	3C (SW-MBR)
Driving Forces	<ul style="list-style-type: none"> Easily Workable (Current Configuration) No new treatment facility required Lowest defined capital cost option 	<ul style="list-style-type: none"> Simple Variant on Current Configuration Lowest defined capital cost option 	<ul style="list-style-type: none"> Standalone plant makes town self-sufficient Avoids high unknown costs in City Best practicable treatment technology Location of plant could allow west parts of City to utilize 	<ul style="list-style-type: none"> Standalone plant makes town self-sufficient Avoids high unknown costs in City Best practicable treatment technology Location of plant could allow west parts of City to utilize Eliminates some south trunk upgrades 	<ul style="list-style-type: none"> Standalone plant makes town self-sufficient Avoids high unknown costs in City Best practicable treatment technology Location impacts least developable lands Eliminates some south trunk upgrades Opens up river terrace lands to development without a lift station Best new outfall scenario based on terrain adjacent to river.
Restraining Forces	<ul style="list-style-type: none"> Unknown costs in Medicine Hat (could exceed \$10,000,000) – could be highest cost option of feasible scenarios 	<ul style="list-style-type: none"> Lagoon sterilizes Eastside ASP Lands Lowest defined cost at present Surge lagoons are messy to maintain 	<ul style="list-style-type: none"> Outfall upstream of Medicine Hat could be a challenge Operating/maintenance costs Eastside ASP lands sterilized Outfall down escarpment could be a challenge 	<ul style="list-style-type: none"> Outfall upstream of Medicine Hat could be a challenge Eastside ASP lands sterilized Very tight envelope to maintain setbacks to City and existing development Site at edge of coulee could be unstable Outfall down escarpment could be a challenge – it may not be possible for an outfall structure here due to rough terrain 	<ul style="list-style-type: none"> Outfall upstream of Medicine Hat could be a challenge Operating/maintenance costs Sewer down escarpment could be a challenge
Commentary	<ul style="list-style-type: none"> Worth pursuing more information on costs from the City. Could become best option if costs are palatable, could drop well down the list with high costs. 	<ul style="list-style-type: none"> Town needs to make a decision if Eastside ASP lands can be sterilized or not. 	<ul style="list-style-type: none"> There are less expensive MBR scenarios. 	<ul style="list-style-type: none"> Possible additional savings as some sterilized land is undevelopable escarpment 	<ul style="list-style-type: none"> Possible additional savings as some sterilized land is undevelopable escarpment
Recommendations	Continue Discussions with City	Determine if Eastside ASP sterilization is workable or not. If palatable, discuss if a surge lagoon is a desired option for the Town.	Drop option	Determine if Eastside ASP sterilization is workable or not. If palatable, consider feasibility assessment for plant as well as outfall down escarpment.	Consider Option. Suggest feasibility assessment for plant as well as for sewer down escarpment.



Recommendations – Inflow-Infiltration

- Inflow-infiltration management
 - Ensure all manholes are sealed
 - Consider a sewer relining program for older sewers
 - Develop education program to encourage residents to minimize inflow-infiltration
- Flow Monitoring
 - Undertake an extensive program in the northwest to try and pinpoint the source of I-I in the area



Recommendations – Existing System

- Northwest
 - Attempt to pinpoint source of I-I before spending money on capital upgrades
- Minor Upgrades
 - Proceed with upgrades other than the northwest or the South Trunk
- South Trunk
 - Establish upgrade and/or connection costs with the City of Medicine Hat for additional flow rates to the City



Recommendations – Framing Questions

- Review the answer to the following questions:
 - Is the Town comfortable having growth plans constrained by the City of Medicine Hat
 - Is the Town amenable to an option where the Eastside ASP lands are sterilized
 - Is the Town willing to develop its own treatment plant
- Depending on the answer here, there are different paths forward. Recommendations from this study should be updated based on decisions made here.



Option 1A - Ultimate Servicing to Medicine Hat with Conveyance Upgrade

- If this path is chosen, and costs in Medicine Hat are manageable:
 1. Twin sewer to Medicine Hat
 2. Twin South Trunk sewer
 3. If inflow-infiltration reduction in northwest is not successful, proceed with upgrades
 4. Undertake other minor upgrades (this can be done at any time)
- Financial arrangements and upgrading in Medicine Hat could alter timing on this schedule



Option 1B - Ultimate Servicing to Medicine Hat with Surge Suppression

- If this path is chosen:
 1. Construct surge lagoon in Eastside ASP area
 2. Twin South Trunk sewer
 3. If inflow-infiltration reduction in northwest is not successful, proceed with upgrades
 4. Undertake other minor upgrades (this can be done at any time)



Option 3B/3C – South or Southwest MBR Plant

- If this path is chosen:
 1. Undertake feasibility assessment for MBR plant
 2. Undertake feasibility assessment for sewer down escarpment (outfall from South plant, or trunk sewer to southwest plant)
 3. If feasibility assessments are positive, undertake construction of MBR plant and related works (South Trunk will not require twinning)
 4. If inflow-infiltration reduction in northwest is not successful, proceed with upgrades
 5. Undertake other minor upgrades (this can be done at any time)



Questions and Discussion





Town of Redcliff

Report

Inflow-Infiltration Study Wastewater Master Plan Update

April 2015



**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, APRIL 13, 2015 7:00 P.M.**

PRESENT:	Mayor Councillors	E. Reimer C. Brown, L. Leipert, C. Crozier, D. Kilpatrick, E. Solberg	
	Municipal Manager	A. Crofts	(left at 7:35pm, returned at 7:43pm)
	Manager of Legislative & Land Services	S. Simon	(left at 7:03pm, returned at 7:05pm) (left at 7:35pm, returned at 7:43pm)
	Manager of Engineering	K. Minhas	(left at 7:03pm, returned at 7:43pm) (left at 8:10pm, returned at 9:07pm)
	Director of Community & Protective Services	K. Dalton	(left at 7:03pm, returned at 7:43pm) (left at 8:13pm)
	Director of Finance & Administration	J. Kwok	(left at 7:35pm, returned at 7:43pm) (left at 8:39pm, returned at 9:07pm)
	Director of Public Services	J. Garland	(left at 7:03pm, returned at 7:43pm) (left at 8:39pm)
ABSENT:	Councillor	J. Steinke	

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2015-0154	Adoption of Agenda	B) Councillor Leipert moved the agenda be adopted as presented. - Carried.
2015-0155	Accounts Payable	C) Councillor Kilpatrick moved the following 68 general vouchers in the amount of \$399,159.95 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING APRIL 13, 2015

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
77128	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$98.13
77129	DAN JANE VENTURES	PROPANE	\$87.00
77130	CGA ALBERTA	MEMBERSHIP FEES	\$1,065.75
77131	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$417.90
77132	C.E.M. HEAVY EQUIPMENT	LOADER REPAIRS	\$14,375.37
77133	CAMROSE & DISTRICT SUPPORT SER	DIRECTORS NETWORK REGISTRATION	\$150.00

77134	THE BOLT GUYS	DRILL BIT	\$29.36
77135	BERGER'S PLUMBING & CO.	LIBRARY URINAL REPAIR	\$249.45
77136	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING ACCOUNT	\$787.94
77137	A.G. CORE INC.	ROADCRUSH GRAVEL	\$2,865.99
77138	ACTION PARTS	BELTS, CLEANER, FILTERS	\$102.54
77139	ACKLANDS - GRAINGER INC	GLOVES, SIGNS, PROTECTANT	\$112.12
77140	ZEP SALES & SERVICE OF CANADA	PAPER TOWELS, SOAP	\$296.28
77141	WOOD, DALE	FIREARM SAFETY COURSE FEES	\$2,565.00
77142	WESTERN CANADA CEMETERY ASSOC.	ANNUAL MEMBERSHIP	\$65.00
77143	WORKERS COMPENSATION BOARD	WCB PREMIUMS	\$3,103.62
77144	KINAHAN, AMANDA	DEPOSIT REFUND	\$150.00
77145	DARLEY, KEELY	DANCE, TEEN, FAMILY NIGHTS	\$731.00
77146	CONSTANCE JONES	CONTRACTED LABOUR	\$243.75
77147	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$19.68
77148	SOUTH COUNTRY GLASS	AUTOMATIC DOOR MAINTENANCE	\$204.75
77149	REDCLIFF BAKERY	MPS LUNCH	\$69.30
77150	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$145.77
77151	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,444.26
77152	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$1,833.07
77153	PALLISER AIRSHED SOCIETY	PAS FEE	\$826.88
77154	PAD-CAR MECHANICAL LTD.	HVAC MAINTENANCE	\$885.52
77155	SHAW CABLE	TOWN HALL INTERNET	\$125.90
77156	MACDESIGN SCREENWORKS INC.	BYLAW HATS	\$21.00
77157	KLEARWATER EQUIPMENT AND TECHN	ISOPAC	\$1,556.10
77158	KIRK'S MIDWAY TIRE	TIRES	\$726.60
77159	JOE JOHNSON EQUIPMENT	CABIN AIR FILTER, WATER PUMP	\$1,326.48
77160	REDCLIFF HOME HARDWARE	PAINT, DRILL BITS	\$19.09
77161	HAT AGRI SERVICE	FILTERS, BELTS, BLADES	\$472.98
77162	FRANCOTYP-POSTALIA CANADA INC	POSTAGE MACHINE LEASE	\$110.09
77163	DAN JANE VENTURES	PROPANE	\$145.00
77164	DALTON, R. KIM	ICS200 TRAVEL	\$357.60
77165	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$384.29
77166	COCOA BEAN CAFE	REDCLIFF/CYPRESS MEAL, MEALS ON WHEELS	\$1,637.48
77167	BROWNLEE LLP	PROFESSIONAL SERVICES	\$2,611.32
77168	BOSS LUBRICANTS	GREASE, HYDRAULIC OIL	\$1,615.53
77169	THE BOLT SUPPLY HOUSE LTD.	RAIN GEAR	\$91.35
77170	BENCHMARK GEOMATICS INC.	ASSESSMENT/APPRaisal SERVICES	\$262.50
77171	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUMS	\$177,483.53
77172	ACTION PARTS	FILTERS	\$279.69
77173	A & B STEEL LTD	TOW STRAP, PIN ACHORS	\$134.76
77174	GARLAND, JAMIE	COFFEE SUPPLIES	\$62.92
77175	REDCLIFF HOME HARDWARE	CLEANING SUPPLIES	\$191.68
77176	MEDICINE HAT LICENCE CENTRE	VEHICLE REGISTRATION	\$84.45

77177	MEDICINE HAT NEWS	SUBSCRIPTION	\$254.99
77178	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,582.96
77179	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$15.00
77180	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$269.33
77181	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$17,153.54
77182	PUROLATOR	PARTS FREIGHT	\$100.06
77183	REIMER, ERNIE	RURAL EDUCATION TRAVEL	\$403.00
77184	ROCKY MOUNTAIN EQUIPMENT CANAD	LOADER REPAIRS	\$38,610.56
77185	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET	\$47.20
77186	SUMMIT MOTORS LTD	BRAKE POTS	\$120.08
77187	TELUS MOBILITY	CELL PHONE SERVICE	\$17.69
77188	HACH SALES AND SERVICE CANADA	CALIBRATIONS	\$2,352.00
77189	LOWE, MAKAEAL	DEPOSIT REFUND	\$50.00
77190	CALLAWAY, EDWARD	UT SIGN-ON REFUND	\$181.50
77191	CYCLONE DRILLING	REFUND INACTIVE UT	\$78.76
77192	GILSON, STEVE	REFUND INACTIVE UT	\$20.00
77193	WSP CANADA INC	PROFESSIONAL SERVICES	\$2,157.49
77194	RECEIVER GENERAL	STAT DEDUCTIONS	\$31,376.16
77195	TOWN OF REDCLIFF	REGULAR & COUNCIL PAY	\$81,743.86
68 CHEQUES TOTAL:			\$399,159.95

2015-0156 Bank Summary to January 31, 2015

D) Councillor Solberg moved the Bank Summary to January 31, 2015 be received for information. - Carried.

2. DELEGATION

KPMG LLP presentation of the Auditor's Report for the Town of Redcliff Financial Statements and the Redcliff Cypress Regional Waste Management Authority Financial Statements

A) Derek Taylor, Partner of KPMG LLP was in attendance to present the Auditor's Report regarding the Town of Redcliff Financial Statements and the Redcliff Cypress Regional Waste Management Authority Financial Statements.

2015-0157

Councillor Kilpatrick moved to meet in camera at 7:02 p.m.
- Carried.

Director of Public Services, Manager of Engineering, Director of Community & Protective Services left the meeting at 7:03 p.m.

Manager of Legislative & Land Services left the meeting at 7:03 p.m. and returned at 7:05 p.m.

Municipal Manager, Director of Finance & Administration, Manager of Legislative & Land Services left the meeting at 7:35 p.m.

- 2015-0158 Councillor Kilpatrick moved to return to regular session at 7:43 p.m.
- Municipal Manager, Manager of Legislative & Land Services, Director of Finance & Administration, Director of Community & Protective Services and Manager of Engineering returned at 7:43 p.m.
- 2015-0159 Councillor Leipert moved that the Financial Statements of the Town of Redcliff for the year ended December 31, 2014, be approved as presented. Further that the Mayor, Municipal Manager, and Director of Finance & Administration be authorized to sign the financial statements. - Carried.
- 2015-0160 Councillor Solberg moved that the Financial Statements of Redcliff Cypress Regional Waste Management Authority for the year ended December 31, 2014, be received for information. - Carried.
- 3. MINUTES**
- 2015-0161 Council meeting held March 23, 2015 **A)** Councillor Brown moved the minutes of the Council meeting held March 23, 2015 be adopted as presented. - Carried.
- 2015-0162 Redcliff Public Library Board meeting held February 24, 2015 **B)** Councillor Brown moved the minutes of the Redcliff Public Library Board meeting held February 24, 2015 be received for information. - Carried.
- 4. REQUESTS FOR DECISION**
- 2015-0163 Offsite Levy Bylaw and Background Report Project **A)** Councillor Brown moved that the Town of Redcliff award the Offsite Levy Bylaw and Background Report Project excluding preparation of an offsite levy bylaw to Associated Engineering in the amount of \$28,358.00 plus GST. - Defeated.
- 2015-0164 Councillor Leipert moved that the Town of Redcliff award the Offsite Levy Bylaw and Background Report Project to CORVUS Business Advisors in the amount of \$42,000.00 plus GST and \$3,600.00 plus GST for bylaw preparation through CORVUS's recommended legal advisors. Further the remaining \$4,400.00 of the approved budget be utilized for contingency for unseen expenses during the preparation of the report/bylaw. - Carried.
- Manager of Engineering left the meeting at 8:10 p.m.

- 2015-0165 Parks and Recreation Master Plan Terms of Reference **B)** Councillor Brown moved that the Town of Redcliff adopt the proposed Parks and Recreation Master Plan Terms of Reference. - Carried.
- 2015-0166 City of Medicine Hat 911 Emergency Dispatch Agreement **C)** Councillor Crozier moved to adopt the proposed E911 Dispatch Services Agreement with the City of Medicine Hat. Further that the Municipal Manager and the Mayor be authorized to sign the agreement. - Carried.
- Director of Community & Protective Services left the meeting at 8:13 p.m.
- 2015-0167 Chamber of Commerce Sponsorship **D)** Councillor Leipert moved that the Town of Redcliff provide sponsorship to the Medicine Hat and District Chamber of Commerce for the hosting of this year's Alberta Chamber of Commerce Provincial Conference held in the form of sponsoring a refreshment/networking break in the amount of \$1,000.00, to be funded from operations. - Carried.
- 2015-0168 Janitorial Services Contract Re: Redcliff Public Library & Redcliff Seniors Centre **E)** Councillor Kilpatrick moved to enter into a contract with Harv's Janitorial Services Inc. for janitorial services for the Redcliff Senior Citizens Centre in the amount of \$425.00 per month to the end of December 2015, to be funded from operations. Further that the quote information for janitorial services for the Redcliff Public Library be forwarded to the Redcliff Public Library for their consideration. - Carried.

5. POLICIES

- 2015-0169 Policy No. 023, Investment Policy **A)** Councillor Crozier moved that Policy 023 (2013) Investment Policy be approved as presented with amendments. - Carried.
- 2015-0170 Policy No. 105, Vaccinations - Flu & Hepatitis Policy **B)** Councillor Leipert moved that Policy 105 (2007) Vaccinations - Flu & Hepatitis be approved as presented with amendments. - Carried.
- 2015-0171 Policy No. 071, Water and Sanitary Sewer Line Maintenance Policy **C)** Councillor Crozier moved that Policy 71 (1998) Water and Sanitary Sewer Line Maintenance Policy be approved as presented. - Carried.
- 2015-0172 Policy No. 085, Highway and/or Intersection Inspection and Maintenance Policy **D)** Councillor Kilpatrick moved that Policy 85 (1999) Highway and/or Intersection Inspection and Maintenance Policy be approved as presented. - Carried.
- 2015-0173 Policy No. 101, Water and Sewer Service Connection Policy **E)** Councillor Leipert moved that Policy 101 (2005) Water and Sewer Service Connection Policy be approved as presented. - Carried.

Director of Public Services and Director of Finance & Administration left the meeting at 8:39 p.m.

6. CORRESPONDENCE

- | | | |
|-----------|--|---|
| 2015-0174 | Government of Alberta
Re: Emergency Management Exercise (EMX15) 24-26 February, 2015 | A) Councillor Crozier moved correspondence from the Government of Alberta regarding Emergency Management Exercise (EMX15) 24-26 February, 2015, be received for information. - Carried. |
| 2015-0175 | Redcliff Public Library
Re: Redcliff Public Library Silent Auction | B) Councillor Brown moved correspondence from Redcliff Public Library regarding Redcliff Public Library Silent Auction, be received for information. Further to authorize Administration to donate a Family Season Swim Pass to the Redcliff Public Library Silent Auction. - Carried. |
| 2015-0176 | Alberta Municipal Affairs
Re: Qualifying projects through Municipal Sustainability Initiative (MSI) | C) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated March 18, 2015 regarding qualifying projects through Municipal Sustainability Initiative (MSI), be received for information. - Carried. |
| 2015-0177 | Partners for the Saskatchewan River Basin
Re: Integrated Water Resource Management | D) Councillor Leipert moved correspondence from Partners for the Saskatchewan River Basin dated March 20, 2015, regarding Integrated Water Resource Management, be received for information. - Carried. |
| 2015-0178 | Alberta Municipal Affairs
Re: Landfill Cell Construction grant - Intermunicipal Collaboration | E) Councillor Crozier moved correspondence from Alberta Municipal Affairs dated March 19, 2015, regarding Landfill Cell Construction grant - Intermunicipal Collaboration, be received for information. - Carried. |
| 2015-0179 | Alberta Municipal Affairs
Re: Regional Landfill Expansion grant - Intermunicipal Collaboration | F) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated March 23, 2015, regarding Regional Landfill Expansion grant - Intermunicipal Collaboration, be received for information. - Carried. |
| 2015-0180 | Worker's Compensation Board
Re: April 28 - National Day of Mourning | G) Councillor Solberg moved correspondence from Worker's Compensation Board dated March 24, 2015, regarding April 28 - National Day of Mourning, be received for information. Further that Town of Redcliff Flags be lowered April 28, 2015 in support of National Day of Mourning. - Carried. |
| 2015-0181 | Alberta Municipal Affairs
Re: 2014 Municipal Sustainability Initiative (MSI) | H) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated March 25, 2015, regarding 2014 Municipal Sustainability Initiative (MSI), be received for information. - Carried. |

7. OTHER

- | | | |
|-----------|---|--|
| 2015-0182 | Landfill Graphs to March 31, 2015 | A) Councillor Crozier moved the Landfill Graphs to March 31, 2015, be received for information. - Carried. |
| 2015-0183 | Cypress View Foundation
Financial Statements | B) Councillor Brown moved the Cypress View Foundation Financial Statements, be received for information. - Carried. |

- 2015-0184 Memo Re: Landfill Loader **C)** Councillor Solberg moved the Memo regarding purchase of a new Wheel Loader for Redcliff Cypress Regional Waste Management Authority be received for information.
- Carried.
- 2015-0185 Council Important Meetings & Events April 13, 2015 **D)** Councillor Solberg moved the Council Important Meetings & Events April 13, 2015 be received for information.
- Carried.

8. RECESS

Mayor Reimer called for a recess at 8:58 p.m.

Mayor Reimer reconvened the meeting at 9:07 p.m.

Manager of Engineering and Director of Finance & Administration rejoined the meeting at 9:07 p.m.

9. IN CAMERA

- 2015-0186 Councillor Leipert moved to meet In Camera at 9:07 p.m.
- Carried.
- 2015-0187 Councillor Leipert moved to return to regular session at 9:56 p.m. - Carried.
- 2015-0188 Coulee Slope Failure Councillor Leipert moved that the Town of Redcliff fix the coulees slumping south of walking trails south of Redcliff Way SW/Kipling Pt SW with a cost of \$1,002,000.00 including engineering and monitoring the slope inclination with the costs as recommended in the Slope Stability Assessment Report for Kipling Area from Parkland Geotechnical Consulting Ltd. and monitor the Slope inclination south of Jesmond Drive, with a budget of \$24,000.00 and re-grade and cover the open cracks with a cost of \$49,100.00 quoted by MJB Enterprises on interim basis until a permanent repair can be done. Further that the Town should meet with the property owners near the affected areas and ask them to reduce or stop watering the lawn and alter the roof and back yard drainage where possible. Further to prioritize these projects in the MYCIP and include such projects in the 2015 capital budget. - Carried.

10. ADJOURNMENT

- 2015-0189 Adjournment Councillor Leipert moved to adjourn the meeting at 10:05 p.m.
- Carried.

Mayor

Manager of Legislative and Land Services

MINUTES

B. Duncan, J. Beach, B. Vine,
B. Lowery, S. Clewlow
B. Stehr
G. Smith

C) Development Permit Application 15-DP-027

Bruce Vine

Lot 11-14, Block 80, Plan 9310188 (Bay 4-5 511 South Railway Drive SE)

Change of Use – Warehouse – Similar Use

S. Clewlow moved that Development Permit Application 15-DP-027 for a Change of Use – Warehouse – Similar Use be approved as submitted with the following conditions:

1. A parking plan showing 5 parking stalls with one stall to be barrier free and properly signed approved by the Development Officer prior to the issuance of a Development Permit.
2. Any outdoor storage shall be screened from the view of abutting residential districts.
3. Any exterior signage shall require a separate Development Permit Application.

- Carried

5. FOR DISCUSSION

At the March 18 Municipal Planning Commission meeting the MPC directed the Development Officer to review other municipality's regulations regarding Development Permits for a Change of Use. The Development Officer presented what was required in the two municipalities that he was directed to check into.

After reviewing what was presented, the MPC directed the Development Officer to develop a questionnaire to replace the checklist that is currently being supplied to customers.

6. ADJOURNMENT

B. Vine moved adjournment of the meeting at 1:22 pm.

- Carried.

Chairman

Secretary

Meeting Minutes – CAC April 15, 2015

1800 – Meeting opened with supper

1845 S/Sgt. Maxwell went through the Redcliff Detachment Report – no questions regarding report itself but requested that information regarding previous period and totals to date be added under all categories.

Irvine

- kudo's to members out in Irvine – members are seen pulling people over
- collision at Eagle Butte – will look into and Candida to get further information to S/Sgt. Maxwell
- Irvine Sports Complex is quiet right now
- this Saturday there is a “mardi gras” at the Irvine Hotel
- a quad drives around Irvine regularly with trailers on it, hauling kids without safety protection
- Speed Sign would be welcome near the school

Seven Persons

- very quiet
- Boars Nest might re-open
- Speed Sign on Railway would be welcome

Hilda

- nothing happening recently
- members visits to Hilda are noticed

Redcliff

- things are good, always things happening but believe police are on top of it
- Speed Sign – Redcliff Way, Mitchell Street, Main Street NW

Suffield

- lots of quads with kids – no helmets
- transport and gravel trucks on 884 and Highway 1 speeding
- potential for drug trafficking going on in parking lot of old Sidetrax

Elkwater

- provincial fines going up May 1(35%)
- Rodger's replacement is here – Shawn Kessel
- May Long Weekend Only – Liquor Ban
- fairly quiet winter, fewer cougars

Next Meeting: June 17, 1800 – Irvine or if unavailable, Redcliff

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
THURSDAY, APRIL 16, 2015 at 7:00 p.m.**

PRESENT: Members: D. Kilpatrick, C. Crozier, B. Hawrelak
 V. Lutz, G. Shipley

 Development Officer B. Stehr
 Planning Consultant G. Smith
 Recording Secretary S. Simon

 Appellant(s) Trevor Evans & Tammy Campbell

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

G. Shipley nominated D. Kilpatrick to be Chairman, seconded by V. Lutz. D. Kilpatrick accepted and assumed control of the appeal hearing.

The Recording Secretary distributed additional information which included additional information from the Development Officer, the Planning Consultant's report and comments from an adjacent property owner.

**3. Appeal of Development Application 15-DP-014
Lot 6, Block 12, Plan 0913590 (1122 - 9 Avenue SE)
Accessory Building - Detached garage
Variance to Rear Yard Setback**

Chairman Kilpatrick asked the appellant if he/she had any objection to any board members hearing the appeal. T. Evans advised they had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

T. Evan addressed the Board advising he and Tammy Campbell are representing themselves in the matter of the appeal of Development Permit 15-DP-014 Accessory Building, Detached Garage. T. Evans advised they purchased a home in the Eastside area which is currently being built by Amron Homes. The home did not include a garage and they would like to build a 28' x 22' detached garage with access from the rear lane. An application for the Development Permit was submitted on March 16, 2015 and was denied on March 27th. T. Evans thanked the Board for this opportunity to appeal that decision. He noted the singular reason for the denial was the Bylaw requirement for a three meter set back from the rear lane right of way. T. Evans proposed a 1.5 meter setback.

Handwritten signature and initials in blue ink, including a stylized 'B' and 'DK'.

T. Evans explained his reasons and justification for his proposal. T. Evans indicated that it can be reasonably assumed that the 3 meter setback is intended to allow for the parking of a vehicle behind the garage and off the lane right of way. Unfortunately, that same 3 meter setback will disallow parking of all but the smallest of vehicles if any, in that space without encroaching onto the alley right of way. Also the parking on 9th Avenue in front of the house is limited. As well, 9th Avenue is destined to become a major thoroughfare as the subdivision develops, making front street parking unsafe, congested and visually unappealing. He proposes a relaxation of the Bylaw allowing a 1.5 meter setback with the provision that a vehicle parking pad be constructed on the east side of the garage thereby eliminating the need to park behind the garage and potentially protruding into the back alley lane right of way. The placement of the garage presents several benefits. One, the need for curbside parking is reduced and the potential for placing a parking pad in front of the home has been removed creating a safer, less congested and visually appealing main thoroughfare. The distance between the end of the deck and the garage would be increased from 1.5 meters to 3 meters, again, promoting this less crowded expansive look that is admired in the community and that potential future home buyers may find attractive. The garage can be 22 feet deep allowing for the enclosure for a standard sized pickup truck in keeping with the Redcliff Rural lifestyle. The increased garage size also allows for proper storage of tools, seasonal items and household goods eliminating potential eye sores.

T. Evans commented the proposal positively impacts the community by addressing future parking congestion and safety issues on a main thoroughfare, and maintaining an open and roomy character that drew us and many others to the neighbourhood.

T. Evans thanked the Board for their time.

Brief discussion ensued with regard to the proposal and clarification of the garage size, location (two proposals) and location of the parking pad (east side).

b) Presentation of Development Officer (Report Attached)

The Development Officer referenced the information he had provided. He further advised that he reviewed the architectural controls for this site and confirmed a detached garage is allowed. Further that Section 2.4 states that "All outbuildings shall be constructed with exterior finishing or material similar to the personal dwelling house."

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of Planning Consultant (Report Attached)

The Planning Consultant referenced his report and reiterated his recommendation:

My recommendation is that the Board **not uphold** the Development Officer's decision however to approve the Development Permit with a **0.1m relaxation in the rear lane setback to 2.9m**. However, in the event that the SDAB does not uphold the

Development Officer's decision and approve the Development Permit, the SDAB may consider the following potential conditions;

- Exterior finish of the detached garage to match &/or compliment house and neighbourhood.
- A minimum of 1.5 m distance be maintained between the house and the garage.
- The garage is the same size, height and location as provided by the applicant for the Development Permit as submitted **15-DP-014**.
- Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.

e) Presentation of anyone served notice of hearing

No one in attendance.

Email comments received from Jennifer Eckes (adjacent landowner)

"As per our conversation, you requested that I email you are concerns about the appeal tonight for the rear set back being limited to 1.5 meters from 3 meters at 1122 9 Ave SE Redcliff, AB as we unfortunately are unable to attend tonight. We live directly behind this home and received notice of the appeal.

I apologize for the last minute contact as we had hoped to attend.

Our concerns are as follows:

1. *There is only one exit to our alley, which would limit access to the garage for exit and entry and possibly less space to maneuver.*
2. *We have a garbage bin at the corner of our property that could pose a problem for exiting the garage since there is only one way out of the alley and give less space.*
3. *We are also concerned that when there is snow fall or weather that may cause damage or build up to the alley roadway that once our fence is up there may not be enough room for vehicles to enter and exit the garage. This may also pose a problem for garbage removal from the town.*

We by no means want to limit our neighbors from what they wish to have, but we do have some concerns in regards to how it may affect our home and property. Thank you,"

f) Presentation of anyone claiming to be affected

No one in attendance.

g) Rebuttal of Appellant/Applicant

The appellant had no further comments.

DKC *B*

h) Other

Nothing further was discussed.

i) Recess

V. Lutz moved to meet in camera at 7:17 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant left the meeting at 7:17 p.m.

j) Decision

G. Shipley moved that Development Permit Application 15-DP-014 [Lot 6, Block 12, Plan 0913590 (1122 - 9 Avenue SE)] for an Accessory Building - Detached garage be approved with a reduced rear yard setback of 2.85 m conditional to:

1. All Development Standards, as listed under Section 40 Accessory Buildings and Structures in the Town of Redcliff's Land Use Bylaw shall be adhered to by the applicant excepting subsection 6.
2. Exterior finish of the detached garage to match &/or compliment house and neighbourhood.

Reasons for Decision

In reaching a decision the Subdivision and Development Appeal Board considered the Land Use Bylaw, turning radius, aesthetics, and safety of backing up into a laneway.


The reasons stated for the decision were to maintain alley visibility while backing up a vehicle and for adequate turning radius for entering/exiting the detached garage.

The Appellant(s), Development Officer, and Planning Consultant returned to the meeting at 7:46 p.m.

Chairman Kilpatrick advised the appellant of the decision and that the written decision would be forthcoming.

4. ADJOURNMENT

B. Hawrelak moved the meeting be adjourned at 7:50 p.m.



Chairman

S. Simon, Recording Secretary

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: April 13th, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Bylaw 1627/2009 the dog control Bylaw

PROPOSAL: That the Town of Redcliff consider repealing and replacing the existing Bylaw 1627/2009 the Dog Control Bylaw, for the Licensing, Regulating, and Confinement of Dogs

BACKGROUND:

The Redcliff and District Recreation Services Board recently proposed to Council an additional off leash area, which was approved by Council to be implemented at River Valley Park. Administration has prepared a new Bylaw that will replace the Town of Redcliff's Bylaw No. 1627 / 2009 for the Licensing, Regulating, and Confinement of Dogs. Such changes required the updating of Bylaw 1627/2009 in relation to specified off-leash areas, and dog owner responsibilities. Furthermore administration would like to take the opportunity to have discussion on the bylaw as a whole and has presented some ideas/alternatives that other communities have adopted, in hopes to receive further input and direction from council.

- Some Alberta municipalities have successfully implemented responsible animal ownership bylaws where individual dogs are designated as dangerous (restricted) based upon proven behavior, instead of profiling specific breeds or mixes. This would require some additional responsible pet owner education to Redcliff residents.
- Number of licensed Dogs, currently allowed 2 under current bylaw 1627 / 2009.
- Service Dogs being licensed but the fees would be exempt.

POLICY/LEGISLATION:

Part 2 Section 7 (h) of the Municipal Government Act RSA 2000 Chapter M-26 provides the municipality with the general jurisdiction to pass bylaws in relation to domestic animals and activities related to them.

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:

- Proposed changes to Dog Control Bylaw – Bylaw 1627/2009 revised and including proposed changes in attached schedules.
- City of Edmonton information pamphlet "Dogs formerly known as Restricted Breed"

OPTIONS:

1. Town of Redcliff repeal current Dog Control Bylaw 1627/2009 and implement a new Dog Control Bylaw.

2. Town of Redcliff do further review of other municipalities, and best practices pertaining to municipal Dog Control Bylaw.

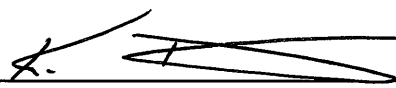
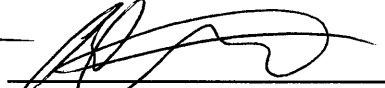
RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw No. 1800/2015 being the Dog Control Bylaw be given 1st Reading.
2. Councillor _____ moved that the Bylaw 1627/2009 for the Licensing, Regulating, and Confinement of Dogs be referred to Community and Protective Services for further review and amendments.

SUBMITTED BY:

 _____ Department Head	 _____ Municipal Manager
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APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2015.**

BYLAW NO. 1627/2009 1800 / 2015
TOWN OF REDCLIFF

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LICENSING, REGULATING AND CONFINEMENT OF DOGS.

This Bylaw shall be known and may be cited as the "Dog Control Bylaw" of the Town of Redcliff.

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

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

INTERPRETATION AND DEFINITIONS

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) **"Animal Control Officer"** shall mean a Bylaw Enforcement Officer/Community Peace Officer appointed by the Town to do any act or perform any duties under this Bylaw and includes a member of the Municipal Police Force, the Royal Canadian Mounted Police and, when authorized, a Special Constable, **or anyone authorized by the animal control Officer to act on their behalf;**
 - b) **"At Large"** shall mean where a Dog which is at any place other than the property of the Dog Owner or property of person having possession of the Dog and is not being carried by any person or is not otherwise restrained by a Permitted Leash held by a person and that leash is attached to a choke chain, collar or harness securely holding that Dog;
 - c) **"Controlled Confinement"** shall mean the confinement of a Dog in a pen, cage or building or securely tethered in a manner that will not allow the Dog to bite, harm or harass any person or animal;
 - d) **"Dog"** shall mean either the male or female of any domesticated canine species. For the purpose of this Bylaw, the terms Restricted **Dog** and Vicious **Dog** shall be used to broader define a **Dog** for licensing, penalty, and control provisions;
 - e) **"Dog Damaging Public or Private Property"** shall include a **dog** defecating or urinating on a Public Property Area or on Private Property other than the property of the **dog** owner;
 - f) **"Dog Show"** shall mean any event for the purpose of showing or exhibiting **Dogs** which is sanctioned or recognized by the Canadian Kennel Club;
 - g) **"Dog Training School"** shall mean any facility for which the primary purpose is the training of **Dogs**, and at which facility **Dog** training activities are under the direct control and supervision of a **Dog** trainer;
 - h) **"Kennel"** shall mean any property, wherein three (3) or more **Dogs** are harboured, boarded, permitted or sheltered within the municipal boundaries of the Town;
 - i) **"Land Use Bylaw"** shall mean the Town's **Land Use Bylaw**, as amended from time to time or replaced by a land use Bylaw enacted pursuant to the Planning Act (R.S.A. 1980,

c. p-9).

- j) **"License"** shall mean a **Dog License** issued by the Town in accordance to the provisions of this Bylaw;
- k) **"License Tag"** shall mean an identification tag issued by the Town showing the license number for a specific Dog;
- l) **"License Fee"** shall be that fee set out in Schedule "B" of this Bylaw;
- m) **"Off Leash Area"** shall mean the area identified on Schedule "D" and where an **Owner** may exercise their **dog** without a **permitted leash**.
- n) **"Owner"** shall mean:
 - 1. a person who has the care, charge, custody, possession or control of a **Dog**;
 - 2. a person who owns or who claims any proprietary interest in a **Dog**;
 - 3. a person who harbours, suffers or permits a **Dog** to be present on any property owned or under his control;
 - 4. a person who claims and receives a **Dog** from the custody of the Town **Dog** Shelter or a **Dog** Control Officer or;
 - 5. a person to whom a Licence Tag was issued for a **Dog** in accordance with this Bylaw;
- o) **"Permitted Leash"** shall mean a leash adequate to control the **Dog** to which it is attached, and which leash shall not exceed two metres in length. **Permitted Leash to control a Vicious or Restricted Dog shall not exceed one meter in length;**
- p) **"Possession"** shall mean:
 - 1. having physical or effective control of a **Dog**;
 - 2. having given physical or effective control of a **Dog** to another person for the purpose of controlling the **Dog** for a period of time;
 - 3. where one of two or more persons has physical or effective control of a **Dog**, it shall be deemed to be in the control of each and all of them.
- q) **"Property Owner"** shall mean any person having a legal or equitable interest in any land or building and includes any resident, tenant or occupier of such land or building;
- r) **"Public Property Area"** shall mean property owned by or under the control and management of the Town within the borders of the Town;
- s) **"Replacement License Tag"** shall mean a License Tag to replace a lost or damaged License Tag, pursuant to section 3.8, herein.
- t) **"Restricted Dog"** shall mean any **Dog** included in "Schedule C" of this Bylaw;
- u) **"Secure Enclosure"** shall mean a building, cage or fenced area of such construction that will not allow the confined **Dog** or **Dogs** to escape from that enclosure.
- v) **"Service Dog"** means a service dog as defined in the Service Dogs Act, R.S.A. 2000 c.S-7.5.

- w) **"Spayed or Neutered"** shall mean a dog that has been issued a certificate by a licensed Veterinarian stating the animal has been spayed or neutered.
- x) **"Vicious Dog"** shall mean:
1. any **Dog** with a known propensity, tendency or disposition to attack, without provocation, any person or animal;
 2. any **Dog** which has been deemed to be dangerous by a Justice, under the provisions of the Dangerous Dogs Act of Alberta, as amended;
 3. is a continuing threat of serious harm to humans or other animals or;
 4. without provocation, chases any person in a threatening manner or;
 5. has inflicted a wound upon a human or upon a domestic animal without provocation.
- y) **"Town"** shall mean the **Town** of Redcliff;
- z) **"Town Animal Shelter"** shall mean premises designated by the **Town** for the impoundment and care of **Dogs**;
- aa) **"Violation Ticket"** shall mean a ticket as defined in Part 2 of the Provincial Offences Procedures Act.

LICENSING PROVISIONS

2. Every person who resides within the Municipal boundaries of the Town of Redcliff and being the Owner of a Dog, shall prior to the end of February of each calendar year (January 1 - December 31), pay the License Fee as set out in Schedule "B" of this Bylaw, and obtain a Licence Tag for each Dog for the current calendar year, (January 1 - December 31) by applying at the Town office.
3. Every person residing in the Town who becomes the Owner of a Dog, or a person who takes up residence within the Town and who is the Owner of a Dog which is not licensed in accordance with this Bylaw, shall pay the Licence Fee, as set out in "Schedule B" of this Bylaw, and obtain a License within fifteen (15) days after becoming the Owner of the Dog or being the Owner of the **Dog** and taking up residence within the **Town**. **Registered Service Dogs must be licensed; however, they will be exempt from the annual fee.**
4. A **Dog Owner** shall provide to the **Town** the following information with each application for a **Dog** Licence:
 - a) Name and street address of the Owner;
 - b) Name and description of the Dog to be licensed;
 - c) The breed or breeds of the Dog; and
 - d) Such other relevant and necessary information as may be required by the **Town** in respect to the **License** application.
5. A **License** issued under this Bylaw shall not be transferable from one **Dog** to another, nor from one **Owner** to another.
6. Upon payment of the required **License Fee** and providing to the **Town** that information set out at Section 4, herein, the **Owner** will be supplied by the **Town** with a Licence Tag having a number which will be registered to that **Dog**.
7. Every Owner shall ensure that the License Tag is securely fastened to a choke chain, collar or harness worn by the Dog, with the License Tag to be worn by the Dog at all

times when the Dog is on property other than the property of the Dog Owner or property controlled by him.

8. An Owner of an unlicensed Dog, Restricted Dog, or Vicious Dog over the age of ~~three~~ **six** (~~3~~**6**) months is guilty of an offence.
9. The Owner of a Dog which has been licensed under this Bylaw may obtain a replacement License Tag to replace one which has been lost or damaged, upon payment of the Replacement License Tag fee as set out in "Schedule B" of this Bylaw.
10. An **Owner** of a Licensed **Dog** is guilty of an offence if that **Dog** is not wearing a **License Tag** while on property other than the property of the **Dog Owner** or property controlled by him.
11. The provisions of Sections 2 to **10**, herein, shall not apply to the following:
 - a) Persons temporarily visiting in the Town for a period not exceeding 15 days; and
 - b) **Any person(s) holding a valid license to operate a retail pet sales, grooming or boarding business within the Town.**
 - ~~c) Handicapped persons holding an identification card proving ownership of a guide Dog for their use.~~

DOG CONTROL PROVISIONS

12. An Owner whose Dog is At Large is guilty of an offence;
13. An Owner whose Dog barks or howls so as to disturb the quiet or repose of any person is guilty of an offence;
14. An Owner of any Dog Damaging Public or Private Property within the municipal boundaries of the **Town** is guilty of an offence;
15. The **Town** may post signs indicating those **Public Property Areas** where **Dogs** are not permitted, and an **Owner** whose **Dog** is in an area where a sign prohibits the presence of **Dogs**, whether **At Large** or under the control of such **Owner**, is guilty of an offence;
16. Any person who harbours, boards, permits or shelters three or more **Dogs** over the age of six (6) months on any property within the municipal boundaries of the **Town** is guilty of an offence;
17. Section 16, herein, shall not apply to:
 - a) Premises lawfully used for the care and treatment of Dogs, operated by, or under the supervision of a licensed Veterinarian;
 - b) Any premises which has been approved for the purpose of a Dog Show by the Town;
 - c) Any person in possession of a valid **Town** development permit to operate a **Kennel** within the **Town**, as authorized by the **Town Land Use Bylaw**;
18. An **Owner** of a **Dog** is guilty of an offence if such **Dog**:
 - a) Threatens, attacks, bites, or harasses any person;
 - b) Chases any person while such person is walking, running, on bicycle or horseback.

- c) Bites, attacks, harasses, injures or kills any animal belonging to any person.
 - d) This section does not apply if the chase, attack, bite or damage is a direct result of a Dog being provoked.
19. An **Owner** whose **Dog** is unrestrained in the open box area of a truck or an open trailer while the truck or trailer is parked is guilty of an offence.
 20. An Owner or any other person having care or control of a Dog, shall forthwith remove any defecation left by it on public property or private property other than that of the Owner.
 21. The Owner or any other person having care or control of a Dog shall ensure that defecation apparently left by it on the property of the Owner does not accumulate to such an extent that it is reasonably likely to annoy or pose a health risk to others.
 22. If an Owner of a dog is on any public place or property other than the property of its owner, the owner shall have in his possession a suitable means of facilitating the removal of the dog's feces.

Vicious or Restricted Dog

23. An Owner of a Vicious or Restricted Dog is guilty of an offence if such Dog is not at all times, while on property of which the Owner is the Property Owner, confined within a Secure Enclosure, unless such Dog is on a Permitted Leash held and controlled by the Owner.
24. An Owner of a Vicious or Restricted Dog is guilty of an offence and liable to the penalty provisions of this Bylaw if such Dog is At Large.
25. At all times, when off the property of the Owner, a Vicious dog shall be securely:
 - a) Muzzled; and
 - b) Harnessed or leashed on a lead which length shall not exceed one (1) metre in a manner that prevents it from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property; and
 - c) Under the control of a person over the age of eighteen (18) years.
26. An Owner shall not be required to have a Restricted Dog on a Permitted Leash while that Restricted Dog is being shown or displayed at a Dog Show, or is in attendance at a Dog Training School.
27. The Owner of a **Vicious** dog shall:
 - a) Obtain a vicious dog license on or before the fifth day on which the Town office is open for business after the dog has been declared as vicious by the Provincial Court;
 - b) Thereafter obtain the annual license for the vicious dog on such day specified in SCHEDULE "B";
 - c) Notify the Animal Control Officer should the dog be sold, gifted, or transferred or deceased;
 - d) Remain liable for the actions of the dog until formal notification of sale, gift or transfer is given to the Animal Control Officer; and
 - e) Notify the Animal Control Officer if the dog is running at large;
28. Any person interfering with, hindering or impeding an Animal Control Officer in the

performance of any duty authorized by this Bylaw is guilty of an offence.

OFF LEASH AREA(S)

29. Notwithstanding Section 12 the Town has designated an **Off Leash Areas** (Schedule D) where a dog may be exercised while not restrained by a **Permitted Leash**.
30. No Owner of a Dog may exercise a dog in an off-leash area while not restrained by a **Permitted Leash** unless:
 - a) the dog is under the control of a person of at least 18 years of age: and
 - b) the dog is not a Restricted Dog or a Vicious Dog.
31. Whether a dog is under control is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section of the Bylaw, having taken into consideration any or all of the following:
32. Whether the dog is at such a distance from its Owner so as to be incapable of responding to voice, sound or sight commands;
 - a) Whether the dog has responded to voice, sound or sight commands from the Owner;
 - b) Whether the dog has bitten, harassed, attacked, or done any act that injures a person or another animal.
 - c) Whether the dog chased or otherwise threatened a person;
 - d) Whether the dog caused damage to property.
33. An Owner who fails to immediately restrain and remove the dog upon it engaging in any of the activities outlined in Section 18, by restraining the dog on a leash not exceeding two (2) metres in length and removing the dog from the Off Leash Area, is guilty of an offence.
34. Nothing in this Section relieves a person from complying with any other provisions of this Bylaw.

POWERS OF AN ANIMAL CONTROL OFFICER

35. The Animal Control Officer is authorized to capture and impound in the Town Animal Shelter any Dog that:
 - a) is at large;
 - b) bites any person;
 - c) is actually or apparently over the age of six (6) months and for which no current license as been issued pursuant to the provisions of this bylaw;
 - d) is required to be impounded pursuant to the provisions of any Statute of Canada, of the Province of Alberta or any regulation made hereunder.

Which is At Large.

36. The Animal Control Officer is further authorized to take such reasonable measures as necessary to subdue such dogs, including the use of tranquillizer equipment and materials. If any such Dog is injured, it may be taken to a Veterinarian for treatment to relieve pain or

bleeding, then to the Town Animal Shelter.

37. The Animal Control Officer, or Peace Officer may enter onto any privately owned premises, provided, however, that in this Section the word “premises” does not include a building, as is required to enforce the provisions of this bylaw.
38. An impounded dog may be kept in the Town Animal Shelter for a period of seventy-two (72) hours. Saturdays, Sundays and Statutory holidays shall not be included in the computation of the seventy-two (72) hour period. During this period, any Dog may be redeemed by its Owner before 4:00 pm. On normal working days, upon payment to the Town:
- a) The appropriate impoundment fee as set out in Schedule “B” of this Bylaw;
 - b) The appropriate License Fee when the Dog is not licensed; and
 - c) The cost of any veterinary treatment of any Dog that is found to be injured when captured or injured in the process of capture.
39. Upon having been impounded in the Town Animal Shelter for a period of seventy-two (72) hours in accordance with the provisions of Section ~~30~~ 37, herein, the Animal Control Officer is authorized to:
- a) Offer the Dog for sale adoption;
 - b) Destroy the Dog in a humane manner;
 - c) Allow the Dog to be redeemed by its Owner in accordance with the provisions of Section ~~30~~ 37;
 - d) Continue to impound the Dog for an indefinite period of time.
40. The purchaser of a dog from the town animal shelter pursuant to the provisions of this bylaw will obtain full right and title to it and the right and title of the former owner to the domestic animal will cease thereupon.
41. Any person desiring to purchase an impounded dog from the Town of Redcliff must pay the license fee as set out in Schedule “B”, for the dog. In addition to the license fee, the adoption fee, as set out in Schedule “B” must also be paid to the Town.

PENALTY PROVISIONS

42. Any person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Ticket under Part Two (2) of the Provincial Offences Procedure Act with a Specified Penalty Option as set out in Schedule “A” of this Bylaw.
43. Under no circumstances shall any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
44. Nothing in this Bylaw shall be construed as curtailing or abridging the right of the Town to obtain compensation or to maintain an action for loss of or damage to property from or against the Person or Persons responsible.
45. Notwithstanding Section 34 (Section 34(1), 34(3), or 34(4)) of this Bylaw, any person who commits a subsequent offence under this Bylaw within one (1) year of committing the first offence may be issued a Violation Ticket with a Specified Penalty Option set out under the “subsequent offence” column in Schedule “A” of this Bylaw.
46. Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets

may be issued provided however, that no more than one **Violation Ticket** shall be issued for each day that the contravention continues.

47. Every person who fails to make voluntary payment of the Specified Penalty Option and is found guilty of an offence under Part Two (2) of the Provincial Offences Procedure Act may be liable to a fine of not more than \$2000.00.

SEVERABILITY

48. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

EFFECTIVE DATE

49. This Bylaw shall come into force on the date of its third and final reading.

REPEAL OF BYLAWS

50. Bylaw No. 4305/2002 1627/2009 is repealed with the coming into force of this Bylaw.

Read a first time this _____ day of _____, 2015.

Read a second time this _____ day of _____, 2015.

Read a third time this _____ day of _____, 2015.

Signed and passed this _____ day of _____, 2015.

Mayor

Manager of Legislative and Land Services

SCHEDULE "A"
PENALTIES

	Offence	Penalties	Subsequent Offence	Sect.
1.	Failure to have a current Dog License for a:			
	- Vicious Dog	\$275.00	\$550.00	8
	- Restricted Dog	\$165.00	\$330.00	8
	- Dog	\$100.00	\$200.00	8
2.	Licensed Dog not wearing License Tag	\$100.00	\$200.00	10
3.	Dog At Large:			
	- Vicious Dog	\$500.00	\$1,000.00	24
	- Restricted Dog	\$300.00	\$600.00	24
	- Dog	\$100.00	\$200.00	12
4.	Vicious Dog in Off Leash Area	\$275.00	\$550.00	30
5.	Restricted Dog in Off Leash Area	\$165.00	\$330.00	30
6.	Dogs not under control in Off Leash Area	\$100.00	\$200.00	30
7.	Dogs Unrestrained in exterior of vehicle	\$100.00	\$200.00	19
8.	Dog in an area where the presence of dogs is prohibited by a sign	\$100.00	\$200.00	15
9.	Harbouring 3 or more Dogs over the age of six (6) months	\$100.00	\$200.00	16
10.	Dog Damaging Public Or Private Property	\$100.00	\$200.00	14
11.	Interference with enforcement of this Bylaw	\$275.00	\$550.00	28
12.	Dog barking or howling	\$100.00	\$200.00	13
13.	Dog that is:			
	- threatening, attacking, biting or harassing any person	\$500.00	\$1000.00	18(1)
	- chasing persons	\$250.00	\$500.00	18(2)
	- biting, attacking, harassing, injuring or killing any animal	\$250.00	\$500.00	18(3)

14.	Failure to remove defecation left by dog	\$50.00	\$75.00	20, 21
15.	Vicious Dog that is:			
	- Not Muzzled	\$500.00	\$1000.00	25(1)
	- Harnessed or leashed on a lead which length exceeds one (1) metre	\$100.00	\$200.00	25(2)
	- Not under the control of a person over the age of eighteen (18) years.	\$100.00	\$200.00	25(3)
16.	Fail to notify Town that Vicious dog is running at large	\$ 500.00	\$1000.00	27(5)
17.	An offence under this Bylaw, for which a penalty is not otherwise provided	\$110.00	\$220.00	

SCHEDULE "B"

FEES

1. a)	License for each Spayed or Neutered Dog over three six (36) months and if such Dog is not a Vicious Dog or a Restricted Dog as defined in this Bylaw – Proof in the form of a Veterinarians Certificate must be supplied.	\$15.00
b)	License for each Dog over three six (36) months and if such Dog is not a Vicious Dog or a Restricted Dog as defined in this Bylaw	\$30.00
c)	License for registered Service Dog	EXEMPT
2.	License for a:	
	- Vicious Dog	\$ 500.00
	- Restricted Dog	\$ 300.00
3.	Replacement License Tag	\$ 3.00
4.	Impoundment fees	
	- Vicious Dog	\$ 275.00
	- Restricted Dog	\$ 110.00
	- Other Dogs	\$ 55.00
	- After hours call out	\$150.00
5.	Care and sustenance of each Dog per day	\$ 15.00
6.	Adoption Fee	\$ 50.00
7.	Veterinary Fees	\$ Amount Expended
8.	Euthanasia Fees	\$ Amount Expended

Guidelines

Applications made between:

- (a) January 1 and July 31 of the same year pay the full fee.
- (b) August 1st and November 30th pay fifty (50%) of fee.
- (c) December 1st and December 31st full fee to be applied to the subsequent year, and such **Dog** will be considered to be licensed from the date of the application.

SCHEDULE "C"

RESTRICTED DOGS

1. Any **Dog** commonly known as a Pitbull,
 2. Pitbull Terrier,
 3. American Pitbull Terrier, or
 4. Any **Dog** of mixed breeding which includes any of the following breeds;
 - (a) Pitbull,
 - (b) Pitbull Terrier,
 - (c) American Pitbull Terrier,
 - (d) Staffordshire Bull Terrier, or
 - (e) American Staffordshire Terrier.
-
1. "Restricted Dog" means any dog:
 - (1) that has chased, attacked or bitten any person or animal causing physical injury and resulting in a conviction under this bylaw;
 - (2) that has chased, attacked or bitten any person or animal on more than one occasion, with or without causing physical injury, and resulting in separate convictions under this bylaw.

Schedule "D"
Maps of Off Leash Areas

SCHEDULE "D" OFF LEASH AREAS

LEGEND

OFF LEASH AREAS SHOWN THUS.....



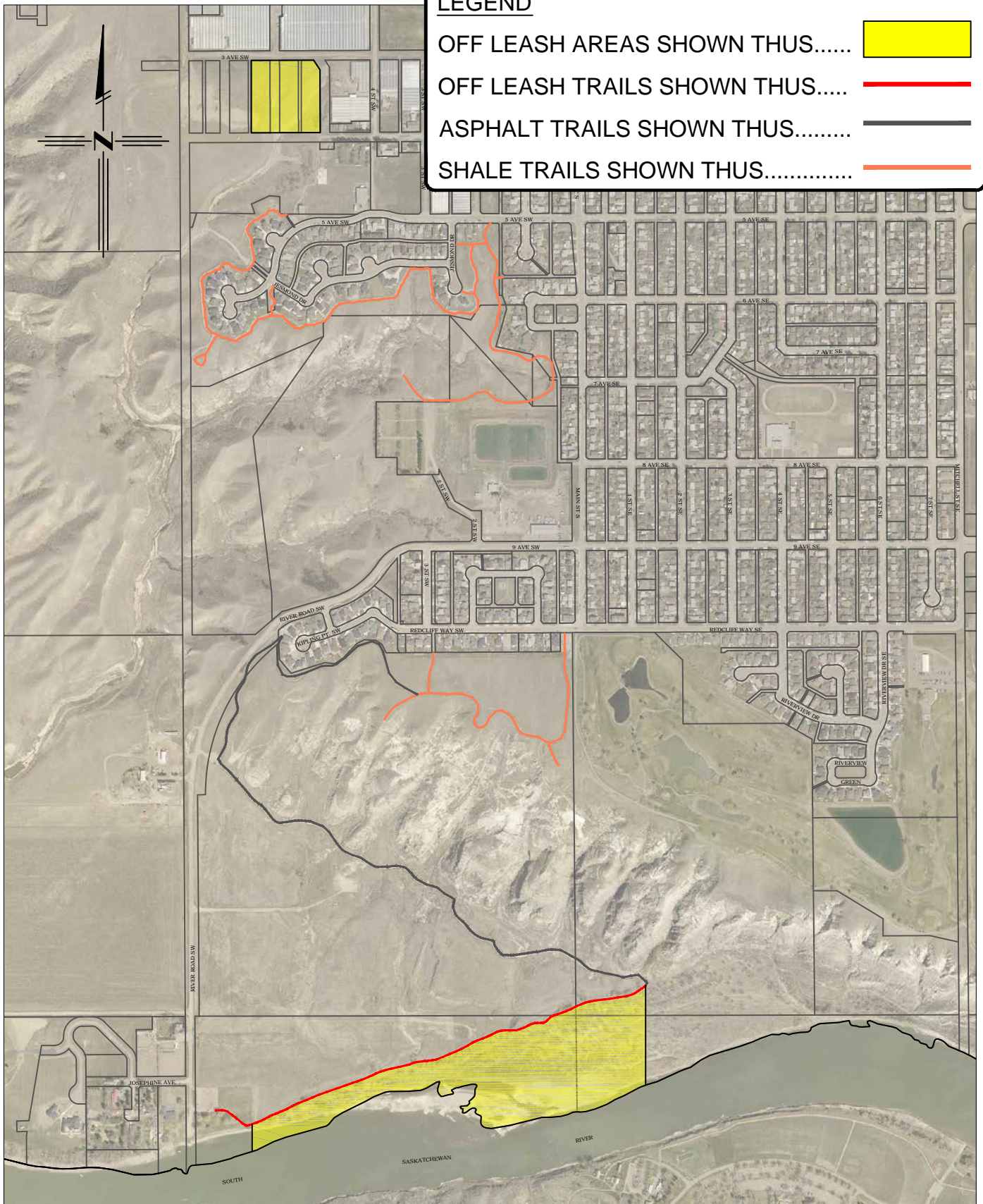
OFF LEASH TRAILS SHOWN THUS.....



ASPHALT TRAILS SHOWN THUS.....



SHALE TRAILS SHOWN THUS.....



TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: April 27th, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Rec-Tangle Ice Rates for 2015-2016 Season

PROPOSAL: To consider amendments to the Arena (Rec-Tangle) fees portion of the Fees, Rates & Charges Bylaw 1795 / 2014 which contains the ice rental fee structure for the upcoming season

BACKGROUND:

The Town of Redcliff does an annual review of their recreation facilities fee structure. In comparing other facilities in and around the area for ice rentals, the Community and Protective Services Department has compiled a list of neighboring communities 2015-2016 ice rental rates for comparison.

Municipality	YOUTH	YOUTH DAYTIME	YOUTH NON RES.	ADULT	ADULT DAYTIME	ADULT Non Resident
Town of Taber	\$ 70.75			\$ 141.00		
Town of Coaldale	\$ 71.00		\$ 137.50	\$ 137.50		\$ 165.00
Town of Drumheller	\$ 74.50		\$ 167.25	\$ 152.50		\$ 167.50
City of Medicine Hat	\$ 93.70	\$ 80.90		\$ 166.40	\$ 113.70	
City of Brooks	\$ 73.25	\$ 40.00		\$ 145.25	\$ 40.00	
Town of Bow Island*	\$ 74.25			\$ 137.75		
Town of Redcliff (2014)	\$ 60.00			\$ 100.00	\$ 80.00	

*Town of Bow Island has a separate rate for Minor Hockey @ \$60.65 and Men's Rec Hockey League @ \$93.75

POLICY / LEGISLATION:

The annual establishment of the 2015-2016 Ice rates have not been completed for the upcoming season. If Council decides to update the current ice fee structure this would require to rescind the current Bylaw 1795/2014 for the establishment of fees, rates and charges and establish a new Bylaw.

STRATEGIC PRIORITIES:

The project / initiative is an essential operating tool in the delivery of recreation services for the Town of Redcliff.

ATTACHMENTS:

Proposed changes to the Fees, Rates and Charges Bylaw 1795 / 2014

OPTIONS:

1. Town of Redcliff repeal current Fees, Rates and Charges Bylaw 1795 / 2014 and implement a new Fees, Rates and Charges Bylaw.
2. To remain status quo and keep the fees the same as indicated in the Fees, Rates and Charges Bylaw 1795 / 2014.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff make first reading to Bylaw No. 1802 Fees, Rates and Charges Bylaw.
2. Councillor _____ moved that the Bylaw 1795 / 2014 for the Establishment of Fees, Rates and Charges be referred to Community and Protective Services for further review and amendments.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2015.**

TOWN OF REDCLIFF
BYLAW NO. ~~1795/2014~~ 1802 / 2015

A BYLAW OF THE TOWN OF REDCLIFF TO ESTABLISH FEES, RATES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF REDCLIFF.

WHEREAS under the Municipal Government Act, a Municipal Council has broad authority to govern including authority to pass bylaws, respecting rates, fees and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council for the Town of Redcliff deems it desirable to establish fees, rates and charges for the various licenses, permits goods and other municipal services and facilities in a bylaw.

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

TITLE

1. This Bylaw may be cited as the Town of Redcliff Fees, Rates and Charges Bylaw.

INTERPRETATION

2. In this Bylaw, unless the context otherwise requires;
 - (a) "Council" means the Council for the Town.
 - (b) "Municipal Manager" means the Chief Administrative Officer for the Town;
 - (c) "Town" means the Municipal Corporation of the Town of Redcliff;

RATES, FEES AND CHARGES

3. The rates, fees and charges for municipal licenses, permits, goods and services are hereby established as identified in Schedule "A" which is attached to and forming a part of this bylaw and any applicable taxes shall be added to these rates at the point of sale.
4. All references made in any other Bylaw, Policy or Resolution of Council to the "Rates Policy" shall now be referred to this Fees, Rates and Charges Bylaw.
5. Prices in this Bylaw do not include GST, unless otherwise noted, which is additional if applicable and will be added by the Town of Redcliff when costs are paid.
6. That in the event that a rate is required for a good or service not identified in this bylaw. Council authorizes the Municipal Manager to establish a temporary rate, fee or charge until such a time as this bylaw is amended.

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained
9. This Bylaw shall take effect upon third reading.
10. Bylaw No. 1782/2014 is hereby repealed.

READ a first time this 27th day of April, 2015.

READ a second time this 27th day of April, 2015.

READ a third time this 27th day of April, 2015.

PASSED and **SIGNED** this _____ day of April, 2015.

MAYOR

MANAGER OF LEGISLATIVE AND
LAND SERVICES

SCHEDULE "A"**ADMINISTRATION****STATIONARY AND OTHER ADMINISTRATIVE SERVICES**

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff	\$12.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$8.00 per sq. ft.
Specialized Scanning to CD-R (max 24" wide)	\$2.00 per page (\$10.00 minimum)
Books (e.g. Land Use Bylaw)	\$15.00 each
NSF Cheques	\$25.00

CONSTRUCTION STANDARDS AND DESIGN GUIDELINE

Construction Standards	\$35.00 each (GST included)
Design Guidelines	\$25.00 each (GST included)
Tender Documents	\$50.00 each (GST included)

**Special pricing may be used for exceptionally large document packages

SOUVENIR TYPE SERVICES

Souvenirs and public relation type products, such as pins, hats, sweatshirts, t-shirts, mugs, pens, crests, flags, etc. or other such goods for sale shall be available for sale at a price determined as follows:

Unit price plus 20%

Example: If the Unit Cost is \$27.55, the sale price is $\$27.55 + \$2.51 = \$33.06$

Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at cost plus 10% each. If the club or non-profit organizations wishes to purchase pins for resale they may do so at cost.

The **Municipal Manager** and /or **Council** may distribute pins as required for public relations purposes.

ENCROACHMENT PERMIT

Encroachment Permit \$100.00

TAX CERTIFICATE / COMPLIANCE CERTIFICATE

Tax Certificate \$34.00

Tax Search Request (including: Current tax levy, legal, roll # and assessment) \$10.00

Letter of Compliance \$60.00

ASSESSMENT COMPLAINT FEES

PROPERTY COMPLAINT CATEGORY	FEE
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: 300.00

LAND USE BYLAW AMENDMENT

Application Fee \$650.00

SUBDIVISION

Application Fee \$350.00 plus \$100.00 for every additional lot created over and above the original lot

Subdivision Extension: 1st request for extension No charge
2nd and subsequent requests for extension \$175.00

Endorsement Fee \$100.00 per application

DEVELOPMENT PERMIT FEES**Residential**

Single Family Dwelling	\$100.00
Multi-Family Dwelling	\$100.00 + \$50.00/unit
Accessory buildings 10 m ² – 35 m ²	\$65.00
Accessory buildings greater than 35 m ²	\$100.00
Additions	\$100.00

Non-Residential

Commercial/Industrial/Horticultural/Institutional Buildings	\$200.00 + 10¢ / m ²
Accessory Buildings / Additions (Less than 100 m ²)	\$100.00
Other (Including: Home Occupations, Decks, Driveways, Demolition, Signs, Hot Tubs, Relocated Buildings, Permit to Stay, Others as Determined by Development Authority)	\$65.00
Discretionary Use – MPC – additional fee above regular application fee	\$75.00
Special MPC – additional fee above application and regular MPC Fee	\$150.00

WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES**Construction Damage Deposit**

Residential	\$1,000.00
Commercial/Industrial/Horticultural	\$2,000.00
<i>Note: A construction damage deposit may to be taken for development permits Issued for principal buildings, accessory buildings, additions, excavations and/or Demolition projects</i>	
Subdivision & Development Appeal Fee	\$100.00
Boulevard Development Application Fee	\$65.00
File Review (Environmental) Fee	\$75.00

COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

Setup fee	\$5.00
User fee	\$5.00 per day

SWIMMING POOL

General Admission (GST included)

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child (6-12 years)	\$4.25	\$17.00	\$55.00
Youth (13-17 years)	\$4.75	\$19.00	\$62.00
Adult (18-55 years)	\$5.50	\$22.00	\$72.00
Senior (56+ years)	\$5.00	\$20.00	\$65.00
Family	\$12.00	\$48.00	\$145.00

A family is considered to be parents and immediate children under 18 years of age.

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4	\$32.00
Red Cross Swim Kids Levels 5-10	\$37.00
Private lessons	\$30.00/hr. or \$35.00/person for 2 – 3 people/hour
Swim Club	\$30.00/hr

The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, Etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

RENTALS (GST included)

1-29 people	\$75.00 / hour
Extra charge for every additional 20 persons	\$25.00 / hour
Security Deposit	\$75.00 Refundable

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2014 – May 1, 2015	May 1, 2015–April 31 st , 2016
Youth (17 and under)	\$60.00/hour	\$70 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$80/hour	\$70 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$100/hour	\$115 / hour
Public Skating	Free *	

MEETING ROOMS**ARENA**

Large Room (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	\$25.00
Security Deposit (Refundable)	\$50.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00
Local Non-profit Community Groups (Backup Facility, Hours Used)	\$30.00

*Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room (1/2 Day – 4hrs)	\$15.00
(Daily)	\$25.00

BALL DIAMONDS

Diamonds (Per Hour, Minimum 1.5 Hours)	\$4.50
Lights (Per Hour)	\$3.00
Tournaments (Per Diamond) Day	\$80.00
Weekend	\$120.00
Equipment & Maintenance Fee (Annual for Each Team in League)	\$5.00

BALL DIAMONDS CONCESSION

Non-Profit groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million
Profit groups	Rental Rate (Per Day)	\$100.00
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million

CAMPGROUND (GST INCLUDED)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles (Water)	\$25.00 per day
Camper, Trailer, Recreational Vehicles (Water & Electric)	\$30.00 per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	\$25.00
	Refundable Damage Deposit	\$100.00
For Profit Groups	Rental Rate (Per Day)	\$50.00
	Refundable Damage Deposit	\$100.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$125.00
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PITCHING MACHINE

Redcliff Teams (Ladies & Little League)	\$5.00
All other groups	\$20.00
Refundable Security Deposit	\$20.00

PORTABLE SOUND SYSTEM

Daily Rental	\$20.00
Daily Rental (Non Profit, Community Group)	No Charge
Security Deposit	\$100.00

PORTABLE STAGE

Daily Rental	\$150.00
Security Deposit	\$500.00

MEALS ON WHEELS

Billed Cost per Meal

\$5.50

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2014 – April 30, 2015)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$15.00	Less than \$21,400	Less than \$33,700
\$18.00	\$21,401 – \$25,800	\$33,701 – \$41,900
No Subsidy	Over \$25,800.	Over \$41,901

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2015 – April 30, 2016)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$15.00	Less than \$21,800	Less than \$34,300
\$18.00	\$21,801 – \$26,200	\$34,301 – \$42,500
No Subsidy	Over \$26,200.	Over \$42,500

* Net Family Income

PUBLIC SERVICES

CEMETERY

Plot	\$450.00
Cremation Plot	\$150.00
Columbarium Niche	\$800.00
Opening and Closing	\$450.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$150.00
Setup of Tent	\$50.00

* After hours shall be any time after regular closing time for Public Services Department

Note: Graveliners are mandatory, and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)
Backhoe	\$100.00
Excavator	\$150.00
3 Ton Truck	\$90.00
Tandem Truck	\$120.00
Grader	\$135.00
Sweeper	\$100.00
Sewer truck	\$110.00
½ Ton truck	\$55.00
Sheep foot Packer	\$80.00
Riding Mowers	\$60.00
Custom Services	\$45.00 plus cost
Skid Steer Loader	\$95.00
Small Equipment (mowers, pumps, etc.)	\$60.00
Laborer	\$55.00

LANDFILL**General Fees**

Up to 250 kg's (550 lbs.)	\$7.00
Over 250 kg's	\$42.00/ 1,000 kg's
Town of Redcliff & Cypress County *	\$21.00/ 1,000 kg's
Special Waste requiring Class 2 site	\$50.00 / 1,000 kg's
Clean Concrete/Asphalt	\$21.00/ 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$7.00(current minimum)
1 Ton vehicle	\$55.00
Over 1 Ton vehicle	\$60.00

Contract Haulers

Semi-Trailers	\$450.00
Front End Dumps	\$150.00
Roll off Containers	\$80.00

Other Rates

Surcharge for inadequately restrained loads	\$20.00
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit

* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"	1½"	2"
Material Costs	\$1,300.00	\$1925.00	\$2550.00
Labour	<u>\$2,100.00</u>	<u>\$2,100.00</u>	<u>\$2,100.00</u>
TOTAL	\$3,400.00	\$4,025.00	\$4,650.00

4 Inch Sanitary Service Only

	4"
Material Costs	\$450.00
Labour	<u>\$2,100.00</u>
TOTAL	\$2,550.00

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,600.00	\$2,250.00	\$2,900.00
Labour	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
TOTAL	\$4,100.00	\$4,750.00	\$5,400.00

Oversized Water and Sewer Services

Material and Labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by Council) shall be based on actual costs plus 10%

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs; such as asphalt replacement, concrete replacement, or day lighting services to be determined at the time of request by the Public Services Department.

Subdivisions/ Developments

The Public Services Department will install up to a maximum of 2 contiguous sets of services extensions (2 contiguous parcels).

Installation of service extensions exceeding the allowable maximum or for water/sewer main extensions for any subdivision or development shall be the responsibility of the developer/property owner. All work must be completed by a contractor who specializes in this type of work in accordance with the Town's Design Guidelines and Construction Standards. It will be the responsibility of the property owner / developer to hire a contractor to service the property to the Town's standards. The Town will inspect and sign off on installations. All field testing shall be submitted to the Town's Engineering Department for review and acceptance that the work meets the Town's Design Guidelines and Engineering Standards.

*** NOTE**

1. Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

• Lot 44, Block 107, Plan 8210827	\$2,941.04
• Lot 45, Block 107, Plan 8210827	\$2,789.44
• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$50.00

Cypress County

As per current fire agreement between Town of Redcliff and Cypress County

Equipment and Material Fees

Pumper Unit (includes 3 men)	\$600.00/ hour*
Rescue Unit (includes 2 men)	\$600.00/ hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$600.00/ hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

Documentation Requests

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

TOWN OF REDCLIFF REQUEST FOR DECISION (RFD)

DATE: April 27, 2015

PROPOSED BY: Manager of Engineering

TOPIC: River Valley Residents Treated Water Servicing

PROPOSAL: To consider Town contribution to River Valley Treated Water Servicing and Fire Hydrant Project

BACKGROUND:

In 2013, the Town installed a 6" (150mm) treated water line and an 18" (450mm) raw water line, twinning the existing 14" Raw Water line to service the Raw Water Pump Station and to meet the raw water future flow requirements for the new water treatment plant currently under construction. The residents south of the pump station gravel road including the Vossler Subdivision residents have shown interest in obtaining treated water service. A few residents met with Town administration a couple of times to inquire about such a possibility. At their request, the Town's Engineering Department prepared the conceptual servicing options plan with preliminary cost estimates and presented it to them. The conceptual plan for servicing and costs were prepared with two options as per the request of the residents.

Option 1- Fire Hydrant Installation only with pressure reducing valve (PRV) and 150mm main extension. Some residents have shown interest in having the fire hydrant in the vicinity to meet with the insurance company's requirement for premium reduction. The conceptual cost estimate for this option is \$164,684.00.

Option 2- New water main 150mm with looping broken into two parts (River Valley Servicing Eastside and River Valley Servicing Westside) including the fire hydrant. The conceptual cost estimate for water main looping for Eastside properties is \$600,115.00 including 50% fire hydrant cost and for Westside is \$320,587.00 including 50% Fire Hydrant Cost.

Both options will require the pressure reducing valve/valves to bring down the pressure to normal operating pressure levels. The residents of the River Valley are interested to know if the Town is willing to consider any cost share towards the project. Currently some residents have a co-op agreement and are pumping the raw water from the river to a small raw water well and distribute through their developer's installed underground piping system with individual treatment. One property has a raw water service connection from the Town's old raw water supply line located along the raw water pump station. This property owner has shown interest but would like to get a direct connection from the treated water main compared to the main extension proposed for this subdivision. Due to the high pressure of the water main and unavailability of any fitting to sustain the high pressure, the Town cannot provide a direct service connection from the main.

Ultimately, there is request for the Town to consider contributing towards this project. Because of ongoing and future capital infrastructure needs (ie. Water Treatment System Upgrade

Project, and future sanitary projects) there is minimal flexibility to contribute to said project unless additional revenues are generated through tax collection. For example, a 25% cost share of option 1 would require approximately a 1% increase in property tax and for option 2 would require approximately a 4-5% increase in property tax.

POLICY/LEGISLATION:

The project is relevant to Policy 59 – Sustainable Infrastructure Policy. In situations such as these the Municipal Government Act (MGA) provides the property owner/occupant with the opportunity to request utility services; however it stipulates that such requests are "...subject to any terms, costs, or charges established by council.." Please see the below excerpt from the MGA.

Duty to supply utility service

34(1) If the system or works of a municipal public utility that provide a municipal utility service are adjacent to a parcel of land, the municipality must, when it is able to do so and subject to any terms, costs or charges established by council, provide the municipal utility service to the parcel on the request of the owner of the parcel.

(2) If the system or works of a municipal public utility that provide a municipal utility service are adjacent to a parcel of land, the municipality may, when it is able to do so and subject to any terms, costs or charges established by council, provide the municipal utility service to the parcel on the request of the occupant of the parcel who is not the owner.

1994 cM-26.1 s34

Further to this, the MGA authorizes a municipality to impose a local improvement tax to fund the whole or part of the project cost if the council considers to be of greater benefit to an area of the municipality than to the whole municipality.

STRATEGIC PRIORITY:

Such capital works have not been identified as one of council's strategic priorities.

ATTACHMENTS:

- Conceptual Water Servicing options map
- Conceptual cost estimates for option 1 and option 2.
- Copy of the policy 59- Sustainable Infrastructure Policy

OPTIONS:

1. A. Undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 1 with no contribution from the Town. Further, that administration initiates the local improvement process to fund the project based on continued interest from River Valley Residents.

- B. Undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 2 with no contribution from the Town. Further, that administration initiates the local improvement process to fund the project based on continued interest from River Valley Residents.
2. A. Undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 1 with a 25% cost contribution from the Town. Further, that administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A 25% cost share of option 1 will result in an approximate 1% increase in municipal property tax based on continued interest from River Valley Residents.
- B. Undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 2 with a 25% cost contribution from the Town. Further, that administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A 25% cost share of option 2 will result in an approximate 4-5% increase in municipal property tax based on continued interest from River Valley Residents.
3. A. Undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 1 with ____ % cost contribution from the Town. Further, that administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A ____% cost share of the option 1 will result in an approximate ____% increase in municipal property tax based on continued interest from River Valley Residents.
- B. Undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 2 with ____ % cost contribution from the Town. Further the administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A ____% cost share of the option 1 will result around ____% increase in tax and for option 2 will require around ____% increase in tax.
4. Defer the River Valley fire hydrant or potable water servicing project to the 2016 budget deliberations.

RECOMMENDATION:

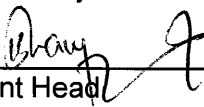
This RFD is a request from the interested residents to see if there is interest for the municipality to cost share towards the proposed project.

SUGGESTED MOTIONS:

1. Councillor _____ moved that the Town undertake the River Valley Fire Hydrant Project Option 1 with no contribution from the Town. Further, that administration initiates the local improvement process to fund the project based on continued interest from River Valley Residents.
2. Councillor _____ moved that the Town undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 2 with no contribution from the Town. Further, that administration initiates the local improvement process to fund the project based on continued interest from River Valley Residents.

3. Councillor _____ moved that the Town undertake the River Valley Fire Hydrant Project Option 1 with a 25% cost contribution from the Town. Further, that administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A 25% cost share of option 1 will result in an approximate 1% increase in municipal property tax based on continued interest from River Valley Residents.
4. Councillor _____ moved that the Town undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 2 with a 25% cost contribution from the Town. Further, that administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A 25% cost share of option 2 will result in an approximate 4-5% increase in municipal property tax based on continued interest from River Valley Residents.
5. Councillor _____ moved that the Town undertake the River Valley Fire Hydrant Project Option 1 with ____ % cost contribution from the Town. Further, that administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A ____% cost share of the option 1 will result in an approximate ____% increase in municipal property tax based on continued interest from River Valley Residents.
6. Councillor _____ moved that the Town undertake the River Valley Treated Water Servicing and Fire Hydrant Project Option 2 with ____ % cost contribution from the Town. Further the administration initiates the local improvement process to fund the project and increase the 2015 capital budget. A ____% cost share of the option 2 will result around ____% increase in tax and for option 2 will require around ____% increase in tax.
7. Councillor _____ moved that the Town defer the River Valley Treated Water Servicing and Fire Hydrant Project to the 2016 budget deliberations.

SUBMITTED BY:



 Department Head



 Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2015

Approved by Council – September 23, 2013

SUSTAINABLE INFRASTRUCTURE POLICY

BACKGROUND

After an extensive review of current infrastructure policy in 2013 the Town of Redcliff Council determined that significant revision to the policy was required to insure the ongoing sustainability of capital infrastructure planning. At the heart of this change was a move away from the philosophy that used local improvement taxes to recover the cost of replacing existing infrastructure from the property owner whom it directly affects. Although local improvement taxes are permitted in the Municipal Government Act (MGA), their use for the rehabilitation or replacement of existing infrastructure presents sustainability issue over the long term.

Going forward the capital philosophy will be that the network of existing infrastructure represents a benefit to the entire community and as such will be maintained by the community at large. Under this philosophy infrastructure that requires rehabilitation or replacement will no longer be funded using local improvement taxes. Local improvement taxes may still be used to fund new infrastructure such as paving unpaved roads, additional linear assets and capacity improvements.

Infrastructure management in the Town of Redcliff will be completed in such a way that ensures the sustainability of the community's infrastructure, and maintaining at all times a long term focus that will benefit the entire community.

POLICY

CAPITAL INFRASTRUCTURE PLAN

Administration will regularly evaluate its infrastructure and maintain a funded ten year multi-year capital infrastructure plan (MYCIP) to plan the construction, rehabilitation and replacement of infrastructure within the limits of our financial resources.

Further, administration will ensure that minor repairs or maintenance will not be scheduled for segments of infrastructure that are planned for rehabilitation or replacement.

FUNDING EXISTING INFRASTRUCTURE REHABILITATION AND REPLACEMENT

Projects for existing infrastructure previously funded using local improvement taxes will be not be adjusted or changed but allowed to run their course. To limit the impact of the move away from local improvement taxes for existing infrastructure, administration will prioritize future rehabilitation and eventual replacement of existing municipal infrastructure for grant funding.

To develop an improved sustainable infrastructure strategy, Council will establish a portion of the Municipal Tax Rate to be set aside for capital infrastructure. This component will be discussed during annual capital budget discussions and be incorporated in the tax rate bylaw.

LOCAL IMPROVEMENT TAXES

Due to the sustainability implications of using local improvement taxes, the Town of Redcliff will only consider the use local improvement taxes to fund capital infrastructure for new infrastructure (paving unpaved roads, additional linear assets, capacity improvements, etc.).

Local improvements taxes are not a funding option for Developers. Developers are expected to prepay any portion of the development project identified as the Developer's in the development agreement.

The Town of Redcliff will re-notify the affected property owners of a local improvement project when tenders received exceed the estimated project costs by 25%. This would apply to local improvement projects that have had plans approved, the affected property owners notified, Bylaw(s) adopted, and the project has not been initiated.

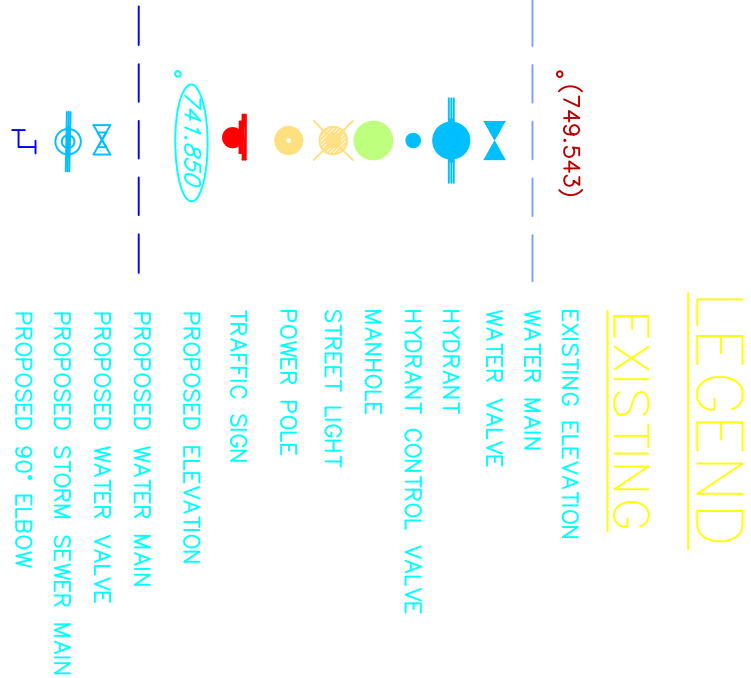
TOWN CONTRIBUTION TO LOCAL IMPROVEMENT PROJECTS

Council accepts that many infrastructure projects have some degree of benefit to the community at large. Within budgetary constraints, the Town will provide funding proportionate to this benefit towards local improvement projects for new infrastructure. This funding may be in the form of municipal labor and equipment, Town at large funding, or by way of grants received from other levels of government.

The appropriate percentage of contribution will be based on the proportionate benefit to the community at large as determined by the Town of Redcliff.

PREPAYMENT OF FRONTAGE FOR TOWN OWNED PROPERTY

At times the Town of Redcliff passes frontage Bylaws in areas of Redcliff and at times there are properties owned by the Town of Redcliff in these areas. It is normally easier for accounting and administrative purposes to have these frontages prepaid by the Town. Due to stop loss penalties imposed by the ACFA (Alberta Capital Finance Authority) it is in the best interest of the community to short borrow all frontage levies attributable to all Town owned properties, including those municipal properties leased by non-profitable organizations unless it is prohibitive to do so.



1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. THE CONTRACTOR SHALL COMPLY WITH SHALLOW NOTIFY REQUIREMENTS.
3. ALL EXISTING UTILITIES, AS SHOWN ON THE PLANS, ARE APPROXIMATE LOCATIONS BASED ON THE UTILITY OWNERS' RESPONSIBILITY TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION.
4. ALL WORK MUST COMPLY WITH 2014 DOWNSIDE OR RECOVER PERSON GUARANTEES, THE CONSTRUCTION STANDARDS, CONTRACT DRAWINGS AND SPECS.
5. MAINTAIN THE SPECIFIED MINIMUM APPROACH DISTANCE OF 3.0 METERS FROM 13.9V OVERHEAD REQUIREMENTS FOR ALL PERSONS AND EQUIPMENT.
6. USED GROUND MUST HAVE A COPY OF APPROVED TRAFFIC ACCOMMODATION PLAN.
7. CONTRACTOR SHALL NOTIFY WRITTEN NOTICE TO PROPERTY OWNERS AFFECTED BY WATER SERVICE DISRUPTION, REFER TO THE CONTRACT FOR STIPULATED NOTICE TIMELINES.



WATER SYSTEM WITH PRV PLAN

DESIGNED	SCALE	DATE
DRAWN	1:1000	APR. 22, 2015
CHECKED	PROJECT NO.	PROJ.NO.
APPROVED	DRAWING NO.	REVISION
KM	01	2



**Town of Redcliff
Engineering Services
Department**

Town Potable Water Servicing - Vossler Subdivision & Nearby River Valley Residents

Option 1: Fire Hydrant Installation Only

CONTRACTOR:

Engineering Estimate 2015 - FH WITH PRV

Item #	Description	Quantity	Unit	Unit Price	Total
PART 1: CONTRACT ADMINISTRATION					
1	Site Occupancy	5	days	\$500.00	\$2,500.00
2	Mobilization & Demobilization	1	lump sum	\$5,000.00	\$5,000.00
3	Traffic Accommodation	1	lump sum	\$500.00	\$500.00
	TOTAL FOR PART 1				\$8,000.00
PART 2: DEMOLITION AND REMOVAL					
4	Excavation to Waste	20	cu.m.	\$30.00	\$600.00
	TOTAL FOR PART 2: DEMO & REMOVAL				\$600.00
PART 3: SURFACE					
5	Temporarily Remove & Reinstall Existing Fence	6	lin.m.	\$80.00	\$480.00
6	Subgrade Preparation, 150mm	42	sq.m.	\$3.00	\$126.00
7	Granular Base Course, 150mm	42	sq.m.	\$18.00	\$756.00
	TOTAL FOR PART 3: SURFACE				\$1,362.00
PART 4: WATERMAINS					
8	Connect to Existing Main	1	each	\$3,000.00	\$3,000.00
9	Tee, 150mmx150mmx150mm	2	each	\$650.00	\$1,300.00
10	Watermain, PVC C900, 150mm, Open-Cut Installation, 0-2.5m Depth	40	lin. m.	\$325.00	\$13,000.00
11	Pressure Reducing Valve with chamber	1	set	\$81,700.00	\$81,700.00
11	Water Valve, 150mm	2	each	\$3,800.00	\$7,600.00
12	Fire Hydrant Complete Accessories	1	each	\$9,150.00	\$9,150.00
13	Plug, 150mm	1	each	\$510.00	\$510.00
	TOTAL FOR PART 4: WATERMAINS				\$116,260.00
PART 5: LANDSCAPING					
14	Restore Topsoil and Seed	200	sq.m.	\$17.25	\$3,450.00
	TOTAL FOR PART 5: LANDSCAPING				\$3,450.00

Subtotal = \$129,672.00

Engineering (12%) = \$15,560.64

Contingency (15%) = \$19,450.80

Total = \$164,683.44

50% split between Vossler Subdivision and other east residents= **\$82,341.72**



Town of Redcliff
Engineering Services Department

Town Potable Water Servicing - Vossler Subdivision & Nearby River Valley Residents

Option 2: New Watermain with Looping including FH & PRV

Engineering Estimate - 2015

River Valley Servicing EASTSIDE

River Valley Servicing WESTSIDE

Item #	Description	Quantity	Unit	Unit Price	Total	Quantity	Unit	Unit Price	Total
PART 1: CONTRACT ADMINISTRATION									
1	Site Occupancy	14	days	\$500.00	\$7,000.00	10	days	\$500.00	\$5,000.00
2	Mobilization & Demobilization	1	lump sum	\$14,000.00	\$14,000.00	1	lump sum	\$10,000.00	\$10,000.00
3	Traffic Accommodation	1	lump sum	\$1,400.00	\$1,400.00	1	lump sum	\$1,000.00	\$1,000.00
TOTAL FOR PART 1: CONTRACT ADMINISTRATION					\$22,400.00				\$16,000.00
PART 2: DEMOLITION AND REMOVAL									
4	Removal of Asphalt Concrete	315	sq.m.	\$9.20	\$2,898.00	275	sq.m.	\$9.20	\$2,530.00
5	Excavation to Waste	450	cu.m.	\$21.70	\$9,765.00	165	cu.m.	\$21.70	\$3,580.50
TOTAL FOR PART 2: DEMOLITION AND REMOVAL					\$12,663.00				\$6,110.50
PART 3: SURFACE									
6	Remove and Reinstall Existing Sign and Post	1	each	\$228.75	\$228.75	1	each	\$228.75	\$228.75
7	Repair Culvert at Watermain Crossing	4	lin.m.	\$260.00	\$1,040.00		lin.m.		
8	Subgrade Preparation, 150mm	724	sq.m.	\$3.00	\$2,172.00	441	sq.m.	\$3.00	\$1,323.00
9	Granular Base Course, 125mm (Both Asphalt & Gravel Road Repairs)	315	sq.m.	\$18.00	\$5,670.00	236	sq.m.	\$18.00	\$4,248.00
10	Prime Coat	315	sq.m.	\$0.90	\$283.50	236	sq.m.	\$0.90	\$212.40
11	Hot Mix Asphalt Concrete Pavement, 75mm, Mix Type S2	315	sq.m.	\$27.20	\$8,568.00	236	sq.m.	\$27.20	\$6,419.20
TOTAL FOR PART 3: SURFACE					\$17,962.25				\$12,431.35
PART 4: WATERMAINS									
12	Temporary Water for Existing Services	1	lump sum	\$4,400.00	\$4,400.00	1	lump sum	\$3,850.00	\$3,850.00
13	Watermain, PVC C900, 150mm, Open-Cut Installation, 0-2.5m Depth	545	lin.m.	\$325.00	\$177,125.00	273	lin.m.	\$325.00	\$88,725.00
14	Water Services, 25.4mm	8	each	\$2,560.00	\$20,480.00	7	each	\$2,560.00	\$17,920.00
15	Water Valve 150mm with thrust block	5	each	\$4,850.00	\$24,250.00	3	each	\$4,850.00	\$14,550.00
17	Connect to Existing Main	1	each	\$3,000.00	\$3,000.00				
19	90 Elbow, 150mm	1	each	\$550.00	\$550.00				
20	Plug, 150mm	1	each	\$510.50	\$510.50	2	each	\$510.50	\$1,021.00
21	Tee, 150mmx150mmx150mm	2	each	\$650.00	\$1,300.00	1	each	\$650.00	\$650.00
22	Temporary Flush Point, 50mm	1	each	\$3,750.00	\$3,750.00	2	each	\$3,750.00	\$7,500.00
23	Pressure Reducer Valve	1	each	\$81,700.00	\$81,700.00				
TOTAL FOR PART 4: WATERMAINS					\$317,065.50				\$134,216.00
PART 5: LANDSCAPING									
24	Restore Topsoil and Seed	2,180	sq.m.	\$17.25	\$37,605.00	1,092	sq.m.	\$17.25	\$18,837.00
TOTAL FOR PART 5: LANDSCAPING					\$37,605.00				\$18,837.00

Subtotal = \$407,695.75
 Engineering (12%) = \$48,923.49
 Contingency (15%) = \$61,154.36
Sub-Total = \$517,773.60
 Fire Hydrant Cost - 50% Share \$82,341.72
Total = \$600,115.32

Subtotal = \$187,594.85
 Engineering (12%) = \$22,511.38
 Contingency (15%) = \$28,139.23
Sub-Total = \$238,245.46
 Fire Hydrant Cost - 50% Share \$82,341.72
Total = \$320,587.18

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27th, 2015

PROPOSED BY: Municipal Manager, Public Services Director, and Director of Finance and Administration

TOPIC: Alternative Service Delivery - Solid Waste Collection and Recycling

PROPOSAL: To determine Solid Waste Collection and Recycling direction

BACKGROUND:

At the regular council meeting held on January 26, 2015 the following motion was carried:

2015-0056 Solid Waste Collection System	Councillor Crozier moved to authorize administration to prepare tender documents for the delivery of solid waste collection services; and further that a recycling program be included; and further that funding for the capital costs for recycling facility (ie. Pavement and fencing) be reallocated from the capital budget item of the new garbage truck. - Carried.
--	---

Administration has executed the tender process and received one submission: from Progressive Waste Solutions.

The cost breakdown and financial comparison to the Town's existing service is provided as an attachment.

Over the term of a 5 year contract, the Town stands to gain very minimal, if any cost savings in relation to residential solid waste collection.

With the recycling component added, the monthly cost per account (rates) increases significantly (see the attached Financial Comparison).

As per Progressive Waste Solutions submission there are some assumptions made that may affect the overall cost. These include:

1. The tendered amount is based on the price of diesel fuel at or below \$0.95/litre. If fuel should increase above that price then an additional premium will be negotiated.
2. Special Municipal Events service (approximately 5 per year and 12 municipal accounts are included in the tender amount).
3. Any special events/festivals requiring service over and above the 5 included will be charged at \$480.00 per event.
4. Recycling depot pickups include one weekly pickup for each (Glass, Newspaper, and Plastic) commodities and twice weekly pickup for corrugated cardboard. Extra pickups would be as follows:
 - a. Glass - \$483.31 per additional pick up.
 - b. Newspaper - \$484.19 per additional pick up.
 - c. Corrugated Cardboard - \$233.68 per additional pick up.
 - d. Plastic - \$229.04 per additional pick up.
5. Recycling depot clean-up is based on once/day up to 4 hours per day. Any additional

callouts for clean-up of the site will be charged \$380.00 per occurrence (based on a 4 hour minimum).

Because of the difficulty in quantifying the aforementioned cost variables over a five year period, administration included a 2.5% annual increase in an effort to account for such potential costs.

If council decides to move forward with awarding the solid waste collection and recycling service tender to Progressive Waste Solutions, it is important to note the service delivery and program would generally change as follows (as per the specifications outlined in the tender documents):

1. The Town would cease providing non-residential solid waste collection service altogether. Non-residential customers would have the choice of service providers. Please note that Progressive Waste Solutions did include guaranteed pricing should customers choose to utilize their service (see the note in the Financial Comparison attachment).
2. Residential Solid Waste Collection would consist primarily of individual 95 gallon roll-out bins for each individual residence as opposed to the existing 3 cubic yard bins. Certain Multi-family dwellings would have a larger shared bin.
3. The addition of a recycling depot. The Town would be responsible for the capital investment of this facility which will include a paved surface with appropriate storm drainage infrastructure, and chain link fencing (these costs are included in the Financial Comparison attachment).
4. The initial roll out bins are included in the proposed contract; however, responsibility of replacing the damaged and/or missing roll out bins will be that of each individual account holder. At the end of the contract term, the Town will retain ownership of the roll-out bins.

STRATEGIC PRIORITIES:

As per council's strategic priorities, the feasibility of a recycling service along with the determination of a solid waste strategy is not identified as an immediate priority; however, because of this process and the relevant research pursued by administration to date, Council's decision regarding the matter, regardless of the outcome, will have satisfied the completion of this item identified in the current strategic plan.

ATTACHMENTS:

Financial Comparison outlining – Progressive Waste Solutions submission and Town of Redcliff existing service.

OPTIONS:

1. Award the Residential Solid Waste and Recycling Depot Collection tender as per the contract documents submitted by Progressive Waste Solutions Canada Ltd. in the amount of \$525,942 plus G.S.T. for a 5 year term commencing October 1st, 2015.
2. Continue providing solid waste collection as it is currently being provided (through the Town of Redcliff).

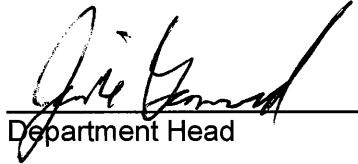
RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff award the Residential Solid Waste and Recycling Depot Collection tender as per the contract documents submitted by Progressive Waste Solutions Canada Ltd. in the amount of \$525,942 plus G.S.T. for a 5 year term commencing October 1st, 2015 and further authorize the Municipal Manager to sign the contract documents.
2. Councillor _____ moved that the Town of Redcliff continue providing solid waste collection as it is currently being provided (through the Town of Redcliff).

SUBMITTED BY:



Department Head



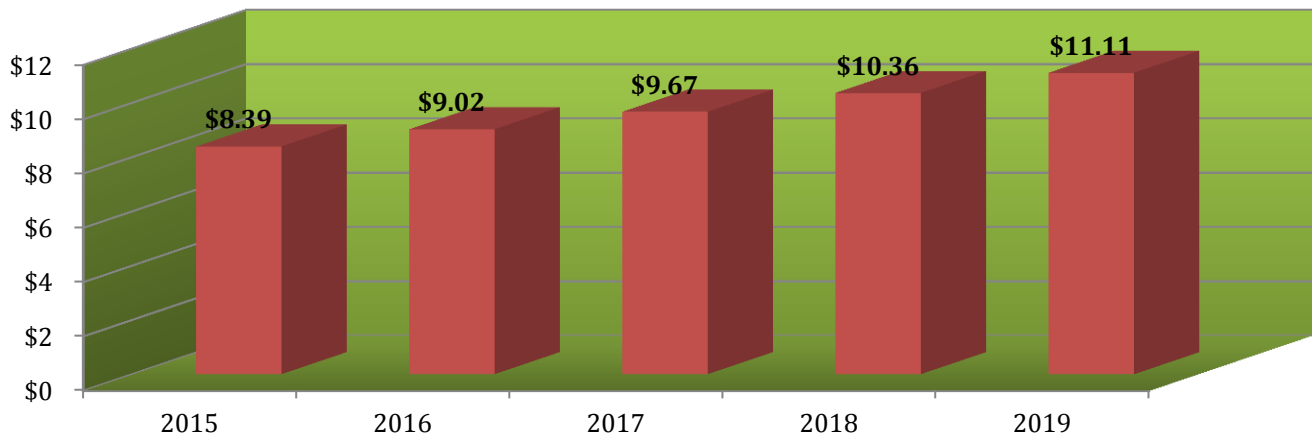
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. **2015.**

RECYCLING

PROGRESSIVE WASTE SOLUTION

	2015	2016	2017	2018	2019
Annual Cost	226,560	243,552	261,818	281,455	302,564
Amort'n of site improvement (Paving & Fencing)	10,000	10,000	10,000	10,000	10,000
Town Annual Maint./ Financing	1,000	2,000	2,000	2,000	2,000
Tonnage rate increase 5.0%					
Estimated Annual Increase (Fuel etc) 2.5%					
Total Annual Cost	237,560	255,552	273,818	293,455	314,564
Per month	19,797	21,296	22,818	24,455	26,214
Per household/month	\$8.39	\$9.02	\$9.67	\$10.36	\$11.11



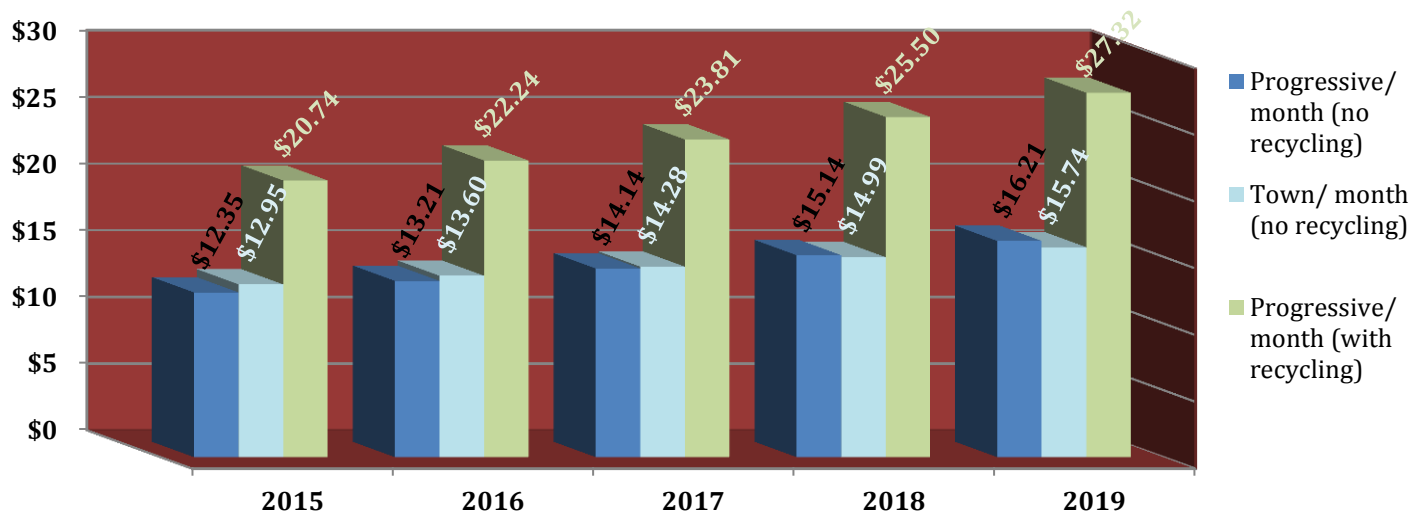
RESIDENTIAL WASTE PICKUP

PROGRESSIVE WASTE SOLUTIONS

		2015	2016	2017	2018	2019
Solid Waste Collection Rate	\$11.13	287,154	308,691	331,842	356,731	383,485
Town Administrative Cost	\$1.22	31,431	32,217	33,022	33,848	34,694
Tonnage rate increase	5.0%					
Estimated Annual Increase (Fuel etc)	2.5%					
Annual Cost		318,585	340,907	364,865	390,578	418,179
Progressive/ month (no recycling)		\$12.35	\$13.21	\$14.14	\$15.14	\$16.21
Progressive/ month (with recycling)		\$20.74	\$22.24	\$23.81	\$25.50	\$27.32

TOWN OF REDCLIFF

		2015	2016	2017	2018	2019
Solid Waste Collection Rate	12.95	334,110	350,816	368,356	386,774	406,113
* with 5% projected annual increase						
Town/ month (no recycling)		\$12.95	\$13.60	\$14.28	\$14.99	\$15.74



Cost variance - residential pick up only

	2015	2016	2017	2018	2019
% of saving with Progressive	4.65%	2.82%	0.95%	-0.98%	-2.97%
\$ saving with Progressive	\$0.60	\$0.38	\$0.14	(\$0.15)	(\$0.47)

Cost variance - residential pick up and recycling

	2015	2016	2017	2018	2019
% of increase to current billing	60.13%	63.54%	66.77%	70.10%	73.54%
\$ increase to current billing	\$7.79	\$8.64	\$9.53	\$10.51	\$11.58

**Note: Commercial 3 cubic yard bin: Progressive proposed rate is \$88.10 and Town's 2015 rate is \$79.63.
An increase of \$8.47 or 11%**

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27, 2015

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Review Policy 14, Bereavement and Serious Illness of Staff and Prominent Members of the Community

PROPOSAL: To consider approving as presented.

BACKGROUND:

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

STRATEGIC PRIORITIES:

Policy review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy No. 14 (2015) Bereavement and Serious Illness of Staff and Prominent Members of the Community

OPTIONS:

1. Approve Policy 14, Bereavement and Serious Illness of Staff and Prominent Members of the Community as presented.
2. Suggest revisions and changes to Policy 14, Bereavement and Serious Illness of Staff and Prominent Members of the Community and have Administration draft an amendment to be reviewed at a future Council meeting.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 14, Bereavement and Serious Illness of Staff and Prominent Members of the Community be adopted as presented.
2. Councillor _____ moved that Administration further review and propose amendments to Policy 14, Bereavement and Serious Illness of Staff and Prominent Members of the Community for consideration at a future Council meeting.

SUBMITTED BY: 
Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

**BEREAVEMENT AND SERIOUS ILLNESS OF STAFF AND PROMINENT
MEMBERS OF THE COMMUNITY**

BACKGROUND

There are times when Town of Redcliff employees or prominent members of the community (Board or Commission members, or volunteers) encounter serious illness or bereavement within their family and the Town of Redcliff wishes to express regrets or sympathy in some form.

POLICY

In the event of death or serious illness within the immediate family (as defined in the current Collective Bargaining Agreement) of a Town of Redcliff employee or prominent member of the community (Board or Commission members or volunteers), the Municipal Manager and the Mayor are authorized to approve expenditures to a maximum of \$75.00 from operations for each occasion to express regrets and sympathy on behalf of the Town. Such items include flowers, cards, or food/meat baskets, as is appropriate for the situation.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27, 2015

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Review Policy 43, Public Notification of Meetings

PROPOSAL: To consider approving as presented.

BACKGROUND:

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

STRATEGIC PRIORITIES:

Policy review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy No. 43 (2015), Public Notification of Meetings

OPTIONS:

1. Approve Policy 43, Public Notification of Meetings as presented.
2. Suggest revisions and changes to Policy 43, Public Notification of Meetings and have Administration draft an amendment to be reviewed at a future Council meeting.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 43, Public Notification of Meetings be adopted as presented.
2. Councillor _____ moved that Administration further review and propose amendments to Policy 43, Public Notification of Meetings for consideration at a future Council meeting.

SUBMITTED BY:



Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

Approved by Council – ~~February 13, 2012~~

PUBLIC NOTIFICATION OF MEETINGS

BACKGROUND

Section 195 of the Municipal Government Act requires the public be given notification of Council Committee meetings.

Section 196 (2) of Municipal Government Act stipulates notice to the public of a Council or Council Committee meeting be given in a manner specified by Council.

POLICY

Notification of Council or Council Committee meetings shall be given to the general public by recording the date, time, place (if other than Town Hall), and purpose of the meetings on the signboard located adjacent to the main entrance to the Town Hall and by posting it on the Town of Redcliff website.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27, 2015

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Review Policy 56, Policy on Public Notices and Press/Media Releases

PROPOSAL: To consider approving as presented.

BACKGROUND:

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

STRATEGIC PRIORITIES:

Policy review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy No. 56 (2015), Policy on Public Notices and Press/Media Releases

OPTIONS:

1. Approve Policy 56, Policy on Public Notices and Press/Media Releases as presented.
2. Suggest revisions and changes to Policy 56, Policy on Public Notices and Press/Media Releases and have Administration draft an amendment to be reviewed at a future Council meeting.


RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 56, Policy on Public Notices and Press/Media Releases be adopted as presented.
2. Councillor _____ moved that Administration further review and propose amendments to Policy 56, Policy on Public Notices and Press/Media Releases for consideration at a future Council meeting.

SUBMITTED BY: _____


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

Approved by Council - ~~February 12,~~
~~1996~~

POLICY ON PUBLIC NOTICES AND PRESS/MEDIA RELEASES

BACKGROUND

The Mayor, Council, Boards and Commissions, and municipal staff may at times find it necessary to issue Public Notices and/or Releases of Information, the following shall be the policy used in any informational releases.

(This policy does not relate to ongoing statutory requirements for notice that are advertised from time to time.)

POLICY

Mayor

The Mayor (or person acting on his behalf) may independently at any time prepare or have prepared, a release of information and/or a public notice when he/she feels it expresses the general consensus of Council as previously discussed or dealt with by Council.

In an emergent situation he/she may do so without the matter being discussed by Council.

Councillors

Councillors acting independently shall not at any time prepare or have prepared, a Public Notice and/or release of information, even if he/she feels such release expresses the general consensus of Council as previously discussed or dealt with by Council, even in an emergent situation. If he/she feels it is important, the individual Councillor shall contact the Mayor, Deputy Mayor in regard to any such matter.

Exception will be made in the event Council specifically by resolution authorizes a particular event or matter to be released or announced by a particular member of Council.

If a Councillor (acting independently) gives any statement to the media it shall be done only as a statement of his independent opinion on a matter and shall not be made on municipal letterhead or in any manner that would imply that the statement or release of information is being made on behalf of the Council of the Town of Redcliff.

The Municipal Manager

The Municipal Manager (or person acting on his behalf) shall when directed by the Mayor or person acting on his behalf, prepare or have prepared, and release, a Public Notice and/or Release of Information when the Mayor feels such release expresses the general consensus of Council as previously discussed or dealt with by Council or in an emergent situation without the previously recorded approval of Council.

The Municipal Manager may independently at any time prepare or have prepared, and release, a Public Notice and/or Release of Information when, in his opinion, any such release relays the general consensus of Council as previously discussed or dealt with by Council or when such matters

relate to the ongoing operations and public relations of the Town of Redcliff. This may include but is not limited to information on:

Bylaws; Grant approvals; Donations; General operations; Policy and procedural matters; or
Other matters that he deems are in the interest of the residents and relate to the ongoing operations of the Town.

Boards and Commission

Unless previously authorized by the Mayor or Council, no Board or Committee of Council or member thereof shall make any news release or public notices on behalf of the Town and or that specific board. If authorized by Council, any notice shall be made by the board Chairperson or person acting in the Chairperson's behalf.

Staff members

The Town promotes staff members observing various needs for public information and **encourages staff to provide information to their supervisors** so that the public may be more aware of the operations and services provided by the Town. In order to ensure any Public Notices or releases of information reflect the established policy and procedures of the Town of Redcliff and the wishes of Council, staff members of the Town of Redcliff, (other than the Municipal Manager) shall not independently make any news release or any public release of information.

When it is considered to be in the best interest of the Town for various information to be released or offered to the public, the matter may be prepared in a draft format and forwarded to the Municipal Manager for review.

The Municipal Manager shall review any such release and ensure the views expressed are in the best interest of the municipality and offer the message in a manner that in his opinion, are consistent with the intentions of Council, its Bylaws, policy and procedures, including those of Council past or present.

In the event of staff members being contacted by the media for release of information, staff should follow the following general guidelines:

- 1) If request is received directly at the departmental level, forward all requests from the media to the department manager or person acting on his/her behalf.
- 2) If request received through the general switchboard/admin office, forward the request to the Municipal Manager or person acting on his behalf.
- 3) Follow the general guidelines included in this policy document.

General Guidelines

When responding to media questions use the following guidelines as they will help to provide accurate information to the media from the proper source:

- 1) **Respond only to issues that relate directly to your department** and deal only with the facts on hand. If the interview questions stray from your immediate area of expertise advise the person conducting the interview who they should contact regarding that particular area.

If unsure direct the person to the Mayor or Municipal Manager.

2) **Do not surmise** what might be the case on a particular issue, or what another persons or Councils opinion might be on any issue.

3) **Stay on topic** and do not feel you have to fill in gaps that media may often leave for you. It's OK to wait for the next question.

4) **Do not make responses in jest.** When these statements are taken out of context, or appear in print, the humorous effect is often lost. Your statement will likely take on the tone of being your opinion on the matter.

5) **Make absolutely no comments off the record.** If you want it off the record don't say it.

6) **Do not contact any media source for a retraction** or a concern over an article/quote that you are not pleased with. Contact the Municipal Manager in regard to any such matter.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27, 2015

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Review Policy 47, Insurance Claims Policy

PROPOSAL: To consider approving as presented.

BACKGROUND:

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

STRATEGIC PRIORITIES:

Policy review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy No. 47 (2015), Insurance Claims Policy

OPTIONS:

1. Approve Policy 47, Insurance Claims Policy as presented.
2. Suggest revisions and changes to Policy 47, Insurance Claims Policy and have Administration draft an amendment to be reviewed at a future Council meeting.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 47, Insurance Claims Policy be adopted as presented.
2. Councillor _____ moved that Administration further review and propose amendments to Policy 47, Insurance Claims Policy for consideration at a future Council meeting.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

Approved by Council: ~~February 8, 2010~~

INSURANCE CLAIMS POLICY

BACKGROUND:

The Town of Redcliff receives insurance claims against the Town from residents, insurance companies or third parties. A claim may also arise from actions or incidents involving Town employees, equipment or property (internal claims).

Upon hearing of or being advised that a claim against the Town may be pending, or in the event of hearing or being advised of any injury to an individual or damage to property that may have occurred, all personnel of the Town should advise their manager/supervisor that the potential may exist for a hazard that could potentially cause further injury or damage.

Upon any manager or supervisor being made aware of any injury to an individual or damage to property that may have occurred, and that may be reflective on the Town of Redcliff, the manager or supervisor shall immediately advise the individual manager or supervisor responsible for the care and upkeep of the area in question of the alleged occurrence.

The manager or supervisor responsible for the care and upkeep of the area of the alleged occurrence shall forthwith investigate the situation/location and document the occurrence or evidence of an occurrence. If a hazard exists, the primary concern shall be over safety for individuals and for the elimination of the potential of risk for further injury or damage.

In all cases the situation shall be documented in detail, and if applicable, any hazard shall be eliminated or neutralized as soon as possible.

All information and actions shall be documented and a report filed with the ~~Municipal Secretary~~ Manager of Legislative and Land Services, for future reference in the event of a claim for damages against the Town.

POLICY:

1. The ~~Municipal Secretary~~ Manager of Legislative and Land Services shall act as liaison for all claims against the Town of Redcliff; all information (record of calls, comments, notes to file, etc) should be forwarded to the ~~Municipal Secretary~~ Manager of Legislative and Land Services for insertion in the claim file.
2. Any person inquiring about a claim shall be instructed to approach his own insurers prior to making a claim against the Town.
3. A claim must be in writing and must contain information relating to the incident and Town's alleged liability. A minimum of two repair estimates must be provided.
4. The Town of Redcliff will under no circumstance accept liability for any insurance claim incident, unless written instructions have been received from our Insurers or Adjusters acting on behalf of our Insurers confirming the Town of Redcliff is liable for payment of the claim or

in which claims that are below the Town's deductible and have been reviewed by Town Administration and they decide to payout damages.

5. The ~~Municipal Secretary~~ Manager of Legislative and Land Services shall refer all claims to the Town's Insurer's alleging:
 - a) personal injury or involving a motor vehicle accident;
 - b) damage to a third party property which are above the Town's deductible
6. If a claim is submitted alleging damage to a 3rd party property and it falls below the Town's deductible the ~~Municipal Secretary~~ Manager of Legislative and Land Services shall:
 - a) submit the claim to the Town's Insurers for their consideration and handling, if recommended by the Town's Insurers; or
 - b) consult with the Municipal Manager and
 - i) If the claim is for a total of less than \$2,000.00, they shall decide if the claim shall be paid; conditional to claimant signing "Final Release" in a form recommended by our Insurers and similar to Schedule A of this Policy.
 - ii) If the claim is for a sum more than \$2,000.00, they will make a recommendation to Council asking for consideration to pay said claim; conditional to claimant signing "Final Release" in a form recommended by our Insurers and similar to Schedule A of this Policy.
7. When advice of disposition of a claim is received from the Town's Insurers, or the Adjusters appointed by the Town's Insurers, which indicates the Town is responsible for the claim and if such claim is above the deductible of the insurance policy the Town's Insurer's shall make the decision and effect payment of the claim.
8. When advice of disposition of a claim is received from the Town's Insurers, or the Adjusters appointed by the Town's Insurers, indicating the Town is responsible for the claim and when the claim is below the deductible, of the insurance policy, the ~~Municipal Secretary~~ Manager of Legislative and Land Services shall:
 - a) If the claim is against the Town of Redcliff and for a total of less than \$2,000.00 she shall consult with the Municipal Manager and they shall decide if the claim shall be paid; conditional to claimant signing "Final Release" in a form recommended by our Insurers and similar to Schedule A of this Policy.
 - b) If the claim is against the Town of Redcliff and if for a sum more than \$2,000.00 she shall consult with the Municipal Manager and they will make a recommendation to Council asking for consideration to pay said claim; knowing full well that payment of a claim includes the possibility of acceptance of liability for the incident.
9. Town vehicle, equipment or property claims, which are claims submitted by Town to the Town's Insurer's, shall be reviewed by the ~~Municipal Secretary~~ Manager of Legislative and

Land Services and

- a) if the claim is more than double the deductible the claim shall be referred to the Town's Insurer's for consideration and handling.
 - b) if the claim is less than double the deductible the ~~Municipal Secretary~~ Manager of Legislative and Land Services shall consult with the Municipal Manager and they shall decide if the claim shall be submitted to the Town's Insurers for consideration and handling or costs be incurred by the Town. A factor in making this decision shall be the impact on the Town's premiums and claims history. Consulting with the Town's Insurers will assist in making this decision.
10. Under no circumstances will it be the policy of the Town of Redcliff to pay a claim, where the Town's Insurers have advised the Town is not responsible or liable.
11. Any claim where legal action has been initiated either before or after a directive from the Town's Insurers, the following steps shall be taken forthwith:
- a) Refer the matter to the ~~Municipal Secretary~~ Manager of Legislative and Land Services who shall
 - i) forward the information to the Town's Insurers;
 - ii) advise in writing to the Town's Solicitor that the matter has been forwarded to the Town's Insurers, and request the Town's Solicitor to co-ordinate any action in conjunction with the Town Insurers, the Town's Solicitors, and the Solicitors initiating the claim.
12. Under no circumstances will it be policy of the Town of Redcliff to pay for the deductible on a resident's personal insurance.

**SCHEDULE A
FINAL RELEASE**

CLAIM NO. _____

IN CONSIDERATION of the payment of the sum of

_____ dollars (\$ _____)

which is directed by the undersigned to be paid as follows:

_____	\$ _____
_____	\$ _____
_____	\$ _____

THE UNDERSIGNED hereby for themselves, their heirs, executors, administrators, successors and assigns release and forever discharged the Town of Redcliff from any and all action, causes of action, claims and demands for or by reason of any damage, loss or injury, to person and property which heretofore has been or hereafter may be sustained in consequence of

on or about the _____ day of _____, _____

AND FOR THE SAID CONSIDERATION the undersigned agree not to make claim or take proceeds against any other person or corporation who might claim contribution or indemnity under the provisions of any statute or otherwise.

THE UNDERSIGNED AGREE that the said payment is not deemed to be an admission of liability on the part of

Town of Redcliff

AND it is hereby declared that the terms of this settlement are fully understood; that the above stated herein is the sole consideration of this release and that the said sum is accepted voluntarily for the purpose of make a full and final compromise, adjustment and settlement of all claims for injuries, losses and damages resulting or to result from the said accident.

WITNESS of hand and seal this _____ day of _____, _____

In the presence of:

READ BEFORE SIGNING

Witness _____

_____ seal
signature

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27, 2015

PROPOSED BY: Director of Finance & Administration

TOPIC: Review Policy #002 – Cash & Cash Equivalents Handling Policy

PROPOSAL: Consider amendments made to Policy 002

BACKGROUND:

This policy is being reviewed as part of the tri-annual review process outlined in policy #115. Upon review the policy required some of its substance amended. Changes seen in the attached draft include wording and formatting changes and re-ordered to provide a more fluid explanation of the policy.

STRATEGIC PRIORITIES:

Policy review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy No. 002 (2015)

OPTIONS:

1. Accept Policy 002 as presented
2. Provide other suggested revisions and changes to Policy 002 and have Administration draft an amendment to be reviewed at future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 002 (2012) Cash & Cash Equivalents Handling Policy be adopted with proposed amendments.
2. Councillor _____ moved that Administration draft an amended policy for review at a future Council meeting with suggested changes.

SUBMITTED BY: _____
Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

CASH & CASH EQUIVALENTS HANDLING POLICY

BACKGROUND

The Town of Redcliff has several departments that collect payments in the form of cash and equivalents (cheques, and debit, and credit card). It is in the best interest of the Town to have stringent controls and safekeeping regarding cash handling. This policy applies to all departments/service areas that accept cash and equivalents (cheques and debit) on behalf of the Town of Redcliff.

GENERAL PRINCIPLES POLICY

All cash and equivalents are to be secured in cash drawers/registers immediately upon receipt. All Town of Redcliff departments are responsible to transfer any payments of cash or equivalents received, collected, or trusted to the Town of Redcliff are submitted to the Finance Department cashier or the Town Hall drop box on a daily basis. This allows for the recording of an official receipt and for preparation of the bank deposit. All cash and equivalents received by the Finance Department are reconciled and prepared for deposit on a daily basis.

PURPOSE

The purpose of this policy is:

- To outline the responsibilities of individuals who handle cash and equivalents.
- To ensure cash and equivalents are handled in an appropriate manner to prevent loss and promote security.
- To ensure cash and equivalents are transferred to the Finance department and deposited on a timely basis.
- To ensure cash and equivalents transactions are recorded on a timely basis.
- To ensure accurate financial reporting

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SCOPE

This policy applies to all departments/service areas that accept cash and equivalents on behalf of the Town of Redcliff.

RESPONSIBILITIES:

Employee actually receiving and handing cash are responsible for:

- Maintaining the security of the cash – All cash and equivalents are to be secured in cash drawers/ registers immediately upon receipts.
- All Town of Redcliff departments (other than the Finance department) are responsible to transfer any payments of cash or equivalents received, collected, or trusted to the Town of Redcliff are submitted to the Finance Department or the Town Hall drop box on an as needed basis in a sealed envelope.

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- Maintain proper records – All cash and equivalents received must be supported by Departmental cash and equivalents receipt form and/or other documentation that details the source for financial analysis and record keeping and a copy of this form and/or documentation must be included in the transfer of payments received to the Finance Department cashier or the Town Hall drop box.
- Verify and confirm accuracy

Finance Department responsibilities:

- –Maintain the security of the cash – At the end of the day, any cash not deposited should be stored in the safe located inside the vault. Physical access and combinations to the safe is restricted to authorized personnel only.
- Prepare the cash for deposit
- Prepare the deposit report
- Verify deposit and prepare the journal entry to record the transaction - All cash and equivalents received by the Finance Department are recorded and transactions for such activities are posted to the general ledgers are reconciled promptly.
- Depositing of all cash and equivalents received - All cash receipts, without exclusion, should be deposited the sooner of weekly or when cash receipts total greater than \$1,000, into the Town's general bank account and deposits should be made promptly in the interest of:
 - Security – Cash on the premises carries with it a risk of theft.
 - Economics – Cash generates investment income for the Town operations only from the time it is banked.
 - Public relations – Delays in depositing cheques from the Town customers and funding agencies sends could send a negative message.
- All cash must be deposited at the gross amount and not be used to pay for cash expenses or for other purposes (e.g. to replenish petty cash or to cash personal cheques).
- Provide guidance in developing procedures for cash handling where requested by Department Heads.

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Department Heads responsibilities:

- Ensure that individuals who handle cash and cash equivalents are aware of, understand, and adhere to the all applicable policies and procedures.
- Implement adequate procedures to ensure policy requirements are met and the safeguarding of cash assets against loss, theft, or misappropriation.

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GENERAL:

Refunds are issued only by cheque and not from tills, floats or deposits. Requests for refunds must be forwarded to the Finance Department for processing with a copy of the original receipts.

Cash and equivalents that appear to be fraudulent or counterfeit shall not be accepted. Police will be notified when counterfeit/forgeries are identified or when an attempt has been made to pass counterfeit, forged or fraudulent cash and/or equivalents.

The Town of Redcliff will only accept payments of cash, debit, or certified cheque for the payment of fines.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 13, 2015

PROPOSED BY: Director of Finance & Administration

TOPIC: Review Policy 095 – Self-Administered Supplementary Pension Plan – Management Employees

PROPOSAL: Consider amendments to Policy 095

BACKGROUND:

This policy is being reviewed as part of the tri-annual review process outlined in policy #115. After a thorough review, there was very little substance that required amendment in this policy. However, minor changes were made to formatting and management titles as seen in the attached draft.

STRATEGIC PRIORITIES:

Policy review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy No. 095 (2015)

OPTIONS:

1. Accept Policy 095 as presented
2. Provide other suggested revisions and changes to Policy 095 and have Administration draft an amendment to be reviewed at future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 095 (2003) Self-Administered Supplementary Pension Plan – Management Employees be adopted as presented with amendments.
2. Councillor _____ moved that Administration draft an amended policy for review at a future Council meeting with suggested changes.

SUBMITTED BY: _____
Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ **DAY OF** _____ **AD. 2015.**

SELF-ADMINISTERED SUPPLEMENTARY PENSION PLAN – MANAGEMENT EMPLOYEES**BACKGROUND**

The Town of Redcliff recognizes that it would be advantageous to enhance the basic pension plan to be more competitive and to remove the inequity in the Local Authorities pensions caused by the Canada Customs & Revenue Agency cap for senior management employees and professional staff.

Thus, the Town of Redcliff wishes to establish a policy that, in addition to the regular pension plan offered by the Town of Redcliff, provides senior management and professional staff the opportunity to participate in a self-administered supplementary pension plan. This plan shall be established along the guidelines of the supplementary pension plan being offered through AUMA Member Services.

POLICY**Eligibility**

Management employees and professional staff for the Town of Redcliff shall have the opportunity to participate in such a plan as herein described, while employed by the Town of Redcliff, conditional to completion of any employment probationary period that may be established.

For the purpose of this Policy "Management Employees and Professional Staff" shall consist of:

- a) Municipal Manager
- b) ~~Municipal Secretary~~ Manager of Legislative and Land Services
- c) ~~Municipal Treasurer~~ Director of Finance and Administration
- d) ~~Town Engineer~~ Manager of Engineering
- e) Public Services Director
- f) Director of Community & Protective Services

Rate

The Town of Redcliff shall establish a self-administered supplementary pension plan in which the employer and eligible employee(s) shall contribute in the same manner and by the same cost-sharing percentage as the AUMA Supplementary Pension Plan. The current cost-sharing percentage outlined by the AUMA Supplementary Pension Plan is:

Employer	3%
Employee	2.5%

Note: Cost-sharing percentages of the Town of Redcliff Supplementary Pension Plan may fluctuate to maintain consistency with the AUMA Supplementary Pension Plan.

-The Town of Redcliff Supplementary Pension Plan shall be established as an individual Retirement Savings Plan (RSP).

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Investment Vehicles

The eligible employee participating in the supplementary pension plan will be responsible for administering their plan through the Town of Redcliff's choice of financial institution. The Town of Redcliff will not be involved in the administration of the supplementary pension plan with the exception that the Town of Redcliff Finance Department will maintain all contributions to the supplementary pension plan by the employer and employee. Deposits to the supplementary pension plan will be made once each month.

Duration / Withdrawal of Funds

The employee shall not withdraw funds until such time as termination of employment with the Town of Redcliff occurs.

The employee may step out of the plan once in a 12-month period and have the option to re-enter the Plan once a year in the first month of the year. In the event the employee wishes to withdraw from the plan the employee must inform the ~~Municipal Treasurer~~ Director of Finance and Administration in writing. Funds already contributed to the plan will remain in the plan until termination of employment. The Town of Redcliff will also discontinue contributing their portion if the employee chooses to opt out of participating in the plan.

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Consent / Declaration

The employee shall be required to sign a declaration stating

1. Consent of participation in the supplementary pension plan;
2. Agreement that no withdrawal of funds from the plan may be made until such time as termination (ie: retirement, death, resignation) of employment with the Town of Redcliff occurs; and
3. Consenting that the Town of Redcliff as the Employer may randomly audit the balance of the account to ensure no withdrawal of funds and the employee agrees to provide full disclosure of related information required for audit.

Contravention

In the event that the employee has not complied with all requirements of the plan, the ~~employees~~ employees' eligibility for participation may be terminated.

STATUTORY DECLARATION

CANADA
PROVINCE OF ALBERTA

IN THE MATTER OF
PARTICIPATION IN A
SUPPLEMENTARY PENSION PLAN
OFFERED BY THE
TOWN OF REDCLIFF

TO WIT:

I _____ of the _____ in the Province of
Alberta, do solemnly declare as follows:

1. That I wish to participate in the Town of Redcliff Supplementary Pension Plan as outlined in Policy 095;
2. That no funds shall be withdrawn until such time as termination (i.e. retirement, resignation, death) of employment with the Town of Redcliff occurs; and
3. That I give consent that the Town of Redcliff as the Employer may randomly audit the balance of the account to provide full disclosure of related information required for audit.
4. I acknowledge that it is a criminal offense under the Criminal Code of Canada to make a statement under oath or solemn affirmation knowing that the statement is false.
5. I acknowledge that I have fully read and understand this Statutory Declaration.

And I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

Declared before me at the
Town of Redcliff, in the
Province of Alberta, this
____ day of _____, 20__

Signature

A Commissioner for Oaths/Notary Public
For the Province of Alberta



DREAMS

Developing Redcliff Educational and Mental Health Supports



April 16, 2015

Jamie Sawatzky, Project Coordinator
c/o Margaret Wooding School
#401- 8th Av SE
Redcliff, Alberta
T0J 2P0

RECEIVED

APR 17 2015

TOWN OF REDCLIFF

Dear Town of Redcliff

My name is Jamie Sawatzky, and I am writing on behalf of the DREAMS project. We are a part of the Mental Health Capacity Building initiative and we provide services and supports at Isabel F. Cox School, Margaret Wooding School, Parkside School, the Redcliff Mennonite Alternative Program (RMAP) and Eagle Butte High School. We are also very active in community committees that better the lives of the families in Redcliff. Our team consists of myself, Allison Frey and Carla Stern (Family Wellness Coaches), April Welshman and Melissa Waechter (Success Coaches) in partnership with the Prairie Rose School Division Family School Liaison Workers.

The DREAMS team not only provides universal programming based on mental health and wellness for the school communities, but also groups for children and presentations for classrooms, schools, teachers, parents and other community members. As well, a variety of after-school activities promoting health and wellness for children and their families are offered throughout the year. As a whole, our team provides a variety of universal programming in the areas of mental health promotion and prevention to all Redcliff community members.

As physical health is large component of our programming, in partnership with Redcliff Community Services, we are providing the community with a Family Pool party at the Redcliff Aquatic Center on June 12, 2015.

We would be most grateful to receive your support in assisting us with a family swimming pass as part of this programming. If you are interested in helping us, please contact me at (403) 502-1878 or my e-mail.

Your consideration for this programming is much appreciated.

Thank you so much

Jamie Sawatzky
DREAMS Project Coordinator
(403) 502-1878
jamie.sawatzky@prrd.ab.ca

Danica Prpick
13 Riverview Place
Redcliff, AB T0J 2P0

RECEIVED
APR 15 2015
TOWN OF REDCLIFF

April 15, 2015

Municipal Manager
Town of Redcliff
Box 40
Redcliff, AB T0J 2P0

Dear Mr. Crofts,

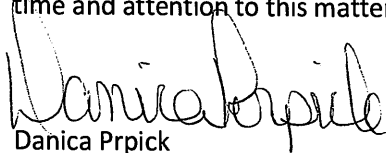
I wrote a letter to you requesting that you advise Council of their legislative responsibility as per Section 208(1)(o) of the MGA regarding clear violations of the MGA and Ministerial Order. I have not yet heard back from you on this matter and I note that the violations do not appear to have been rectified upon review of the Council Minutes and Agendas as posted on the Town of Redcliff website. I would appreciate a status update on this matter as it is of utmost importance to the citizens of Redcliff that the municipal governance be obligated to perform their duties as legislated.

In addition I requested a written response as to the reasons which Council did not renew my position on MPC and refused me a position on the SDAB. The actual legislation only allows the Council the authority to appoint persons to these boards. The MPC Bylaw outlines the reasons for removal from the Commission. Since the only reason which could be relied on for not renewing my posting on MPC as per Bylaw 1734/2013 is 20.c). However, if any member of the MPC were to have been dissatisfied with my conduct at any time they were bound by the Code of Conduct which each MPC member signed in 2014. Therefore, I would have been notified in the event that someone believed that my conduct was in breach of the Code. Since this did not occur there could be no matter which occurred at the MPC meetings which could result in my appointment not being renewed.

I believe it is my democratic right to sit on volunteer boards. In addition, I believe that the Council acted outside of their authority in not re-appointing me when a vacancy on both MPC and SDAB remain. The Activation Analysis Inspection Report indicates that the very purpose and intent of the current MGA is to ensure more involvement by the citizens in the governance of their municipalities.

Once more please ask the Council to respond in writing with the reasons for not reinstating me on MPC and for denying me a position on the SDAB where four members sit in breach of the MGA and Ministerial Order. I will expect a response by May 4, 2015.

I would like for this letter to be placed on the next agenda for Council to address. Thank you for your time and attention to this matter.


Danica Prpick



Alberta Fire Chiefs Association
Professionals serving Professionals



Alberta
Volunteer Fire Fighters

April 1, 2015

RECEIVED

APR 07 2015

TOWN OF REDCLIFF

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

Dear Mayor and Council:

In 2010, the Alberta Fire Chiefs Association (AFCA) and Alberta Department of Municipal Affairs launched a Recruitment and Retention Review of fire departments across Alberta.

Volunteer Alberta was hired to conduct a survey of fire departments to determine if they had a sufficient number of volunteers to assist in emergencies. The results showed that many of the fire departments serving populations under 5,000 have a lack of volunteers.

In 2011 AFCA provided various tools for fire departments to recruit volunteers. This has assisted, but we have still face challenges. AFCA will launch a "Volunteer Firefighters Awareness Week" May 3 - 9, 2015. We hope that with the assistance of your Council and Administration working with your local fire department, this week will be successful and will become an annual event that will be recognized in years to come.

We are planning to arrange advertising in the local weekly newspapers and would suggest that Municipalities purchase ads and also have the local business community involved. The AFCA will be developing an information package that will be available to your fire department. We suggest that fire departments hold open houses along with additional possibilities of a barbeque, pancake breakfast or a fireman's ball as mediums to promote recruitment. As elected officials, you can support the saving to your community when the first responders are volunteers. To replace volunteer fire fighters, we have determined that the cost of 14 full time responders is 1.2 million dollars.

The Recruitment and Retention Committee is excited about this Volunteer Firefighters Awareness Week. With your participation, this event will be a great success.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Krich".

Peter Krich
Fire Chief, City of Camrose
Chair, Recruitment and Retention Committee, AFCA

AR78378

RECEIVED
APR 07 2015
TOWN OF REDCLIFF

His Worship Ernie Reimer
Mayor
Town of Redcliff
PO Box 40
Redcliff AB T0J 2P0

Dear Mayor Reimer,

I am pleased to invite the Town of Redcliff to provide submissions for the 14th annual Minister's Awards for Municipal Excellence, which formally recognizes local government excellence and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta. 2015 sees the introduction of a new category for larger municipalities (population over 500,000). The new category recognizes the different scale of services provided in these municipalities and their unique situations.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement.

Innovation Award – recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta.

Larger Municipalities Award – recognizes the creative practices developed by municipalities with a population over 500,000.

Partnership Award – recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations.

Smaller Municipality Award – recognizes the innovative practices developed by communities with less than 3,000 residents.

Safe Communities Award – recognizes a leading practice that promotes or improves public safety in municipalities.

Outstanding Achievement Award – recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. *This award, selected by the review committee, recognizes the best submission from the other categories.*

Lac Ste. Anne County

4928 Langston Street
Box 219, Sangudo, AB T0E 2A0
www.lzac.ca



April 13th, 2015

Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0
Attention: Council

RECEIVED
APR 16 2015
TOWN OF REDCLIFF

Re: FCM Women in Municipal Government Fund – Request for Support

The Federation of Canadian Municipalities (FCM) supports increased participation of women in local government. This is accomplished through education and programs that support and encourage women to get involved in local politics and leadership. FCM offers three scholarship programs that encourage this philosophy as follows:

- 1) Canadian Women in Municipal Government Scholarship: open to women students enrolled in any year of study in secondary school and who are contributing to their school's leadership team or student council,
- 2) Mayor Andree Boucher Memorial Scholarship: Rewarding student research on women in politics,
- 3) Ann McLean Award: recognizes retired women municipal politicians who have shown exemplary service to their community and constituents and to mentoring women who want to run for elected office.

The annual FCM Conference is a great opportunity to raise awareness and funds to support these initiatives and each FCM Regional Caucus takes it upon themselves to fundraise for this program when the annual conferences takes place in their region. This year the conference is being held in Alberta (Edmonton) and the Prairie and Territories Caucus has been challenged to meet or beat the funds raised by the Ontario Caucus.

Our Caucus would like to challenge all municipalities across Alberta to assist us with this challenge by donating \$100.00 towards this worthwhile program. All funds donated by Alberta municipalities will be added to the fundraising campaign completed during the conference and the grand total will be announced at the conference Annual General Meeting on June 7th, 2015.

Lac Ste. Anne County will be collecting all donated funds on behalf of this FCM program and will be submitting a final overall cheque of all funds collected to the FCM at the completion of the conference fundraising campaign. If your municipality is willing to contribute to this fundraising campaign, please make your cheque payable to Lac Ste. Anne County, indicate on stub that it is for the "Women in Government" fundraiser and mail to the following address prior to May 20th, 2015:

Lac Ste. Anne County
Box 219
Sangudo, AB T0E 2A0
Attention: Teresa Olsen

On behalf of our Caucus, I encourage your municipality to assist us in showing how Alberta supports and champions Women in Municipal Government!

Should you have any questions regarding this request, please feel free to contact myself at lolsvik@lsac.ca, or Executive Secretary Teresa Olsen at tolsen@lsac.ca or Toll Free 1-866-880-5722.

Sincerely,



Lorne Olsvik
Chair of the FCM Prairies and Territories Regional Caucus
Councillor, Lac Ste. Anne County

c.c. FCM

Dear Arlos Crofts, Town Manager, and Redcliff Town Council Members:

Unofficially, on behalf of Parramatta Water CO-OP, this is an inquiry regarding the possibility of joining the town of Redcliff Water Treatment Plant. We are immediately below you in the river valley to the south, across the river. There are 13 properties in the CO-OP proper that are researching options for domestic water, with another six properties in the vicinity on private water supply.

It has come to our attention that the most economically feasible way to provide water services is through the cooperative efforts of a larger population base.

Question:

Is there any possibility the Town of Redcliff might be interested in us joining the town to supply drinking water to our residences? Certainly the cost/ benefit ratio of getting water across the river will be a primary consideration.

While I can't speak for all the property owners in the area, we do have a general meeting on May 23, and I would appreciate even a general disposition of the committee for discussion at our meeting.

Thank you for your considerations.

Sincerely,

Keith Kowalsky

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 27, 2015

PROPOSED BY: Director of Finance and Administration

TOPIC: 2015 Final Budget Changes

PROPOSAL: To approve final budget changes for 2015

BACKGROUND:

With the release of the provincial budget and various other requisitions the 2015 Interim budget is being proposed for finalization. All additions, corrections and changes have been included in the budget and a summary of the changes is included with this request. It is important to note that the budget is being presented for final approval.

The 2015 budget is balanced except for the unfunded portion of tangible capital asset amortization, and at the final approval stage the budget is \$36,625,000. The budget is comprised of \$17,423,000 for operating, \$2,352,000 for new tangible capital asset construction and purchase, and \$16,850,000 for capital projects carried forward from 2014.

The Tax Stabilization Reserve is available for various projects that Council may consider in the future, and acts to stabilize the mill rate. The December 31, 2014 balance of this reserve is \$722,178.21 and the current budget includes a \$5,000 transfer to the Tax Stabilization Reserve.

This budget contains a 2% increase in the municipal component of the tax rate for operations, a 2% increase for sustainable capital infrastructure, 4% total as per motion #2014-0554 which states:

"Councillor Solberg moved to approve a 4% Budget increase in relation to Municipal Property Tax Revenues.

- Carried

Councillor Solberg requested a recorded vote:

Councillor Solberg - yes

Councillor Brown - yes

Councillor Crozier – yes

Councillor Leipert - yes

Mayor Reimer - yes

Councillor Steinke - yes

- Carried"

In addition the municipal component also includes a one-time adjustment for insurance increase. This increase is estimated to result in an increase of \$45 (municipal rate only) for an average residential home in Redcliff. This increase is separate from any change in individual tax bills as a result of changes in the provincial school tax requisition or changes in the market assessed value of property.

Changes in the assessed market value of individual properties is a large contributor to changes in total property tax levied, there are some systemic conditions that will have a general and

widespread impact on individual bills.

ATTACHMENTS:

1. 2015 CAPITAL BUDGET CHANGES
2. 2015 OPERATING BUDGET CHANGES

OPTIONS:

1. To approve the final budget changes as presented
2. To approve the final budget changes with amendments as desired
3. Request that administration make significant amendments to the budget and re-submit it at a later Council meeting for approval.

RECOMMENDATION:

That Council approve the final 2015 budget as presented.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the 2015 Capital and Operating Budgets for the Town of Redcliff be approved as presented.
2. Councillor _____ moved that the 2015 Capital and Operating Budgets for the Town of Redcliff be approved with the following amendments: _____
3. Councillor _____ moved that Administration incorporate the following into the 2015 final budget presentation and bring it back for approval May 11th.

SUBMITTED BY: _____

Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2015.

2015 CAPITAL BUDGET CHANGES						
	MYCIP	2015 ORIGINAL CAPITAL BUDGET	2015 Revised CAPITAL BUDGET	RESERVES PROJECT COST	GRANT PROGRAM	GRANT PROJECT COST
32-00 Roads & CGSL						
145 Roller		20,000		-		
149 Mini Excavator		70,000		-		
154 Broadway Ave E & Mitchell St Signalization	9	300,000	300,000	-	BMTG	(300,000)
Total 32-00 Roads & CGSL		390,000	300,000	-		(300,000)
37-00 Storm						
Slope Slumping Project - Kipling and Westside			1,079,000			(1,079,000)
Total 37-00 Storm			1,079,000	-		(1,079,000)
42-00 Sanitary						
146 Sewer Flush Truck		260,000	260,000	(260,000)		
150 NW I&I - Ed & Inv. Plan w/ flow monitoring	1	250,000	50,000			(50,000)
151 3rd Ave NW (4th-5th St) Sanitary	5	289,000				0
152 Main St & Sangster Cres (Sanitary Connection)	6	576,000	76,000			(76,000)
153 Broadway Crt Main - Lift Stn (Sanitary/Storm)	7	177,000	177,000			(177,000)
Total 42-00 Sanitary		1,552,000	563,000	(260,000)		(303,000)
43-00 Garbage Collection						
148 Garbage Truck		300,000	300,000	(300,000)		
Total 43-00 Garbage Collection		300,000	300,000	(300,000)		
70-00 Recreation						
147 Ice Resurfacer		110,000	110,000	(110,000)		
Total 70-00 Recreation		110,000	110,000	(110,000)		
Total		2,352,000	2,352,000	(670,000)		(1,682,000)
2015 Capital Budget Grant Funding:						
2015 FGTF	292,939					
2014 FGTF	303,682					
2015 MSI Capital March	459,843					
2015 MSI Capital	617,419					
BMTG		335,280				
Total Grant Available for 2015	1,673,883	335,280				
Allocated to Capital Project	(1,382,000)	(300,000)				
Grant Balance	291,883	35,280				

2015 OPERATING BUDGET CHANGES

REVENUE			
100	Adjust tax revenue with 2014 assessment value	(11,763)	
900	Other Transaction		
	Increase contribution from Reserve to Operation - Backhoe	(49,000)	As per minute #2015-0085
	Increase contribution from Reserve to Operation - Insurance	(5,000)	As per minute #2015-0104
		(65,763)	
EXPENSE			
100	Fire Salary inspection wages redirected to Disaster training and 911 service	(3,800)	
	Adjust admin salary back to original salary plan	19,350	
200	Adjust Insurance Increase to actual plus \$5,000 contingency	24,821	As per minute #2015-0104
300	Increased Disaster service training and 911 emergency service	3,800	
700	Adjust requisition as per new information provided	(27,408)	
500	Increase repair cost of 580SM backhoe to actual	49,000	As per minute #2015-0085
	Reallocate R&M - 97 Kubota Mower	(1,500)	
	Reallocate R&M - Fr 97 Kubota Mower TO GMC Sierra Truck	500	
	Reallocate R&M - Fr 97 Kubota Mower TO Toro Mower	500	
	Reallocate R&M - Fr 97 Kubota Mower TO Ford F550	500	
	Reallocation of small tool expense from acct #2-32-529 to 2-72-529	(3,000)	
	Reallocation of small tool expense from acct #2-32-529 to 2-72-529	3,000	
		65,763	

ACCOUNT NUMBERS AND LINE DETAILS	2015 PRELIMINARY APPROVED BUDGET	2015 FINAL BUDGET	VAARIANCE
100 Taxes	(7,484,938)	(7,496,701)	(11,763)
200 Grants in Lieu of Taxes			0
300 Sales to Other Governments	(11,000)	(11,000)	0
400 Sales of Goods & Services	(4,227,504)	(4,227,504)	0
500 Other Revenue from Own Sources	(421,200)	(421,200)	0
600 Gain / Loss on Sale of TCA	0		0
700 Unconditional Grants from Other Governments	0		0
800 Conditional Grants from Other Governments	(2,115,754)	(2,115,754)	0
900 Other Transactions	(3,086,145)	(3,140,145)	(54,000)
TOTAL REVENUE	(17,346,541)	(17,412,304)	(65,763)
100 Salaries, Wages & Benefits	3,531,629	3,547,179	15,550
200 Contracted & General Services	1,785,136	1,809,957	24,821
300 Purchases from Other Governments	1,737,467	1,741,267	3,800
500 Materials, Goods, Supplies and Utilities	1,109,275	1,158,275	49,000
600 Amortization of TCA	2,660,000	2,660,000	0
700 Transfer Payments	8,668,266	8,640,858	(27,408)
800 Financial Services Charges	208,268	208,268	0
900 Other Transactions	9,500	9,500	0
TOTAL EXPENSE	19,709,541	19,775,304	65,763
Total Town of Redcliff	2,363,000	2,363,000	0

**TOWN OF REDCLIFF
BYLAW NO. 1801/2015**

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF REDCLIFF FOR THE 2015 TAXATION YEAR.

WHEREAS, the Town of Redcliff has prepared and adopted detailed estimates of municipal revenue and expenditures as required, at the Council meeting held on April 27th, 2015;

AND WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Redcliff for 2015 total \$36,625,000;

AND WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/ Farm Land	\$ 1,063,870
Non-Residential	675,940
Opted Out School Boards	
Residential/ Farm Land	91,530
Non-Residential	84,620
Sub - Total	<u>\$ 1,915,960</u>
 Cypress View Foundation	 66,136
	<u>\$ 1,982,096</u>

AND WHEREAS, the council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;

AND WHEREAS, the assessed value of all property in the Town of Redcliff as shown on the assessment roll is:

	Assessment
Residential	\$ 471,561,320
Non-residential	188,712,870
Farmland	5,630,060
Machinery and Equipment	12,805,210
Sub - Total	<u>\$ 678,709,460</u>
Less Machinery and Equipment assessment allowance 40%	<u>(5,122,084)</u>
	\$ 673,587,376

Annexed Properties (Subject to Board Order MGB 147/2008)

Residential	\$ 9,438,730
Non-residential	6,872,570
Farmland	830,470
Machinery and Equipment	61,470
Total Annexed Properties	<u>\$ 17,203,240</u>

AND WHEREAS, Council is authorized in the Municipal Government Act and considers it appropriate to apply an exemption to the extent of 40% to the Machinery and Equipment used for manufacturing or processing;

AND WHEREAS, the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$29,617,629 and the balance of \$7,007,371 is to be raised by general municipal property taxation;

AND WHEREAS, The Municipal Government Act authorizes the Town of Redcliff to impose a supplementary tax against properties listed on the supplementary tax roll;

AND WHEREAS, the taxation rates and taxation revenue for certain properties which were brought into the Town of Redcliff as a result of annexation are governed by Order of Council No. 147/2008;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Redcliff, in the Province of Alberta, enacts as follows:

1. This Bylaw shall be known as the Town of Redcliff Tax Rate Bylaw:
2. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Redcliff:

	Tax Levy	Assessment	Tax Rate
General Municipal:			
Residential	\$ 2,442,499	\$ 471,561,320	0.005180
Non-residential	2,346,229	188,712,870	0.012433
Farmland	69,997	5,630,060	0.012433
Machinery and Equipment *	95,523	12,805,210	0.007460
* 40% Machinery & Equipment Allowance			
Totals	\$ 4,954,248	\$ 678,709,460	
Education:			
ASFF (Residential & Farm Land)	\$ 1,037,398	\$ 451,107,625	0.002363
ASFF (Non-residential)	659,142	167,311,961	0.003941
Opted Out (Residential & Farmland)	90,108	26,083,755	0.002363
Opted Out (Non-Residential)	84,620	21,400,909	0.003941
Totals	\$ 1,871,267	\$ 665,904,250	
Cypress View Foundation	\$ 64,504		
SUB - TOTAL	\$ 6,890,020		
Annexed Properties Annual Tax per MGB Order 147/08	\$ 117,351		
Grand Total	\$ 7,007,371		

3. That the Chief Administrative Officer be authorized to impose a supplementary tax against properties listed on the supplementary tax roll and the supplementary tax rates be the same as imposed by this bylaw.
4. That the Chief Administrative Officer be authorized to levy and collect property taxes for 2015, on those properties annexed to the Town of Redcliff from Cypress County, which are subject to the provisions of Board Order 147/2008, based on those rates established by Cypress County Mill Rate Bylaw.
5. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this _____ day of _____, 2015.

READ a second time this _____ day of _____, 2015.

READ a third time this _____ day of _____, 2015.

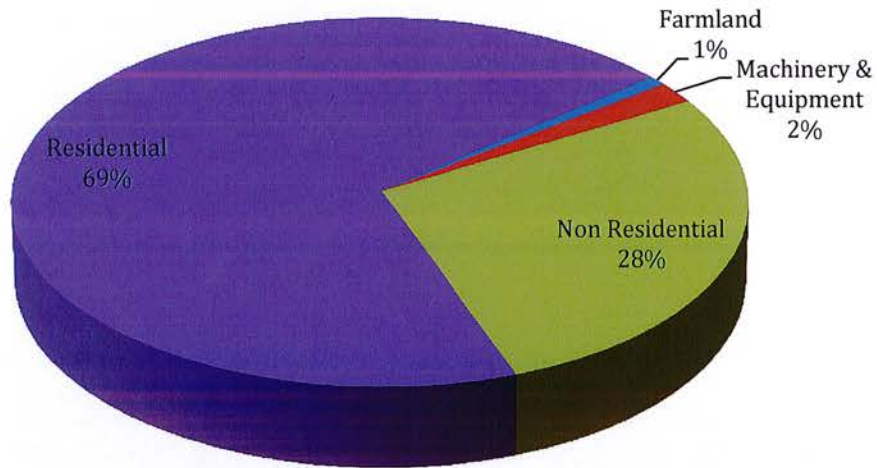
PASSED and **SIGNED** this _____ day of _____, 2015.

MAYOR

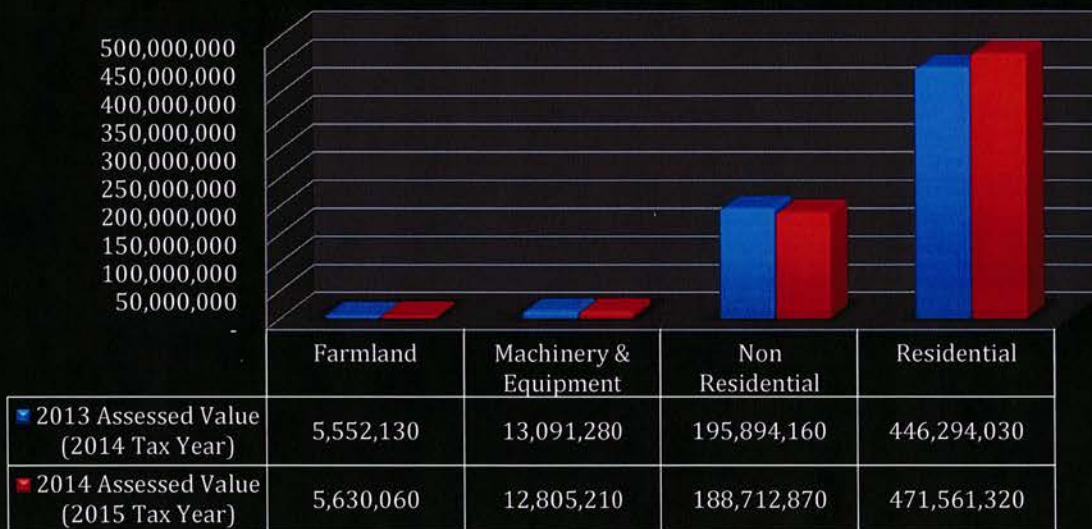
MANAGER OF LEGISLATIVE
AND LAND SERVICES

2014 Assessment (2015 Tax Year)

Assessment Breakdown



2014 vs 2013 Assessment Value



Total Assessment Value				
Taxable Property	2013 Assessed Value (2014 Tax Year)	2014 Assessed Value (2015 Tax Year)	Change in \$	Change in %
Farmland	5,552,130	5,630,060	77,930	1.40%
Machinery & Equipment	13,091,280	12,805,210	(286,070)	-2.19%
Non Residential	195,894,160	188,712,870	(7,181,290)	-3.67%
Residential	446,294,030	471,561,320	25,267,290	5.66%
	660,831,600	678,709,460	17,877,860	
Average Assessment Value				
	RESIDENTIAL	NON-RES.	FARM LAND	M & E
2015 assessment average	229,400	508,660	86,616	1,164,110
2014 assessment average	217,108	528,017	85,417	1,190,116
\$ Increase/ (decrease)	12,292	(19,357)	1,199	(26,006)
% Increase/ decrease	5.66%	-3.67%	1.40%	-2.19%

Municipal Portion of Tax Rate				
	RESIDENTIAL	NON-RES.	FARM LAND	M & E
2015	5.1796	12.4328	12.4328	7.4597
2014	5.2413	11.4929	11.4929	6.8957
% change	-1.18%	8.18%	8.18%	8.18%

Total Mill Rate				
	RESIDENTIAL	NON-RES.	FARM LAND	M & E
2015	7.6374	16.4690	14.8906	7.5547
2014	7.8177	15.5241	14.0693	6.9952
% change	-2.31%	6.09%	5.84%	8.00%

Estimated Total Municipal Portion of Tax based on Average Assessment Value				
	RESIDENTIAL	NON-RES.	FARM LAND	M & E
2015	\$ 1,188	\$ 6,324	\$ 1,077	\$ 8,684
2014	\$ 1,138	\$ 6,068	\$ 982	\$ 8,207
\$ Increase	\$ 50	\$ 256	\$ 95	\$ 477
% Increase	4.42%	4.21%	9.70%	5.81%

Estimated Total Property Tax based on Average Assessment Value				
	RESIDENTIAL	NON-RES.	FARM LAND	M & E
2015	\$ 1,752	\$ 8,377	\$ 1,290	\$ 8,794
2014	\$ 1,697	\$ 8,197	\$ 1,202	\$ 8,325
\$ Increase	\$ 55	\$ 180	\$ 88	\$ 469
% Increase	3.22%	2.20%	7.32%	5.64%

COUNCIL'S REPORT TO COUNCIL APRIL 27, 2015

REPORT FROM COUNCILLOR:

Chéré Brown

Attended the Badlands conference & AGM in Strathmore on March 26 & 27, 2015.

Summary of discussions from Badlands Conference:

New website will launch in May, 2015. A portal will be sent to all shareholders to verify &/or add content for their town, events, etc.

Levy increase. The cost of living increase per year plus the \$0.50 per capita.

Directors are being paid, discussion about amount. No amount was given, put in a policy.

Tribute to Cindy Amos.

A lot of the breakout sessions were success stories from the Badlands, example: Belles of the Badlands, ladies creating tourism clusters in their area about what they are passionate about like catalog houses.

Badlands has a hashtag sign to use in photos of your great Badlands adventure. I have passed them on to Kim Dalton and Arlos Crofts. Hopefully some town clubs and organizations (670 Bike Club) will use these for publicity as they will put some pictures on their website as well.

Attended Joint Use Agreement meeting held April 7, 2015.

- Talked about the use of town facilities from schools & vice versa.
- Want to have use of some of the school gyms over summer if possible.
- Agreement has not been updated for quite some time.

REPORT FROM COUNCILLOR:

Larry Leipert

I have been attending meetings of Community Leaders of Southeast Alberta Committee Meeting for the past year.

The Community Leaders of Southeast Alberta was formed out of an idea that surfaced from the Medicine Hat and District Chamber membership, in addition to comments from provincial and federal representatives concerning goal alignment within our community. If we as organizations individually ask for certain items, whether policy or funding oriented, then, we leave it in the hands of Government to determine prioritization for these requests on behalf of our community.

Instead, we have the ability to instruct government of our key messages and what our top priorities are collectively and make impactful change. This initiative was modeled directly after Team Lethbridge, which is led by Economic Development Lethbridge. While Team Lethbridge has no terms of reference and no formal structure, they do meet to determine key messages and then take those messages to Edmonton and present to government leaders once per year. This process has been working successfully resulting in an increased impact in terms of funding and resources provided to their community. It has also worked in other communities such as Lloydminster and Grand Prairie. It was the intent of the Medicine Hat & District Chamber not to lead, but to provide an outlet for a similar initiative to happen in Medicine Hat where a group of leaders would gather to share ideas and then to develop a way forward. Our audience was to be government and to take key messages to governing bodies about what is important in our community. The intent of this group was to have a unified message that we can all buy into and move forward with. While the Chamber is already involved in advocacy on issues of its business membership, if there is an interest for a unified and larger community voice, the leadership role for this group needs to be an organization separate from the Chamber. At the end of the day there were no groups or people who were able to take on the lead role to bringing this idea into fruition. Its intent was to take one item at a time to the provincial government with a unified voice of some 26 groups and business leaders behind the proposal. A lot of work has already been done and vested individuals within the Committee will be working on the priority we had identified. This is a test run and may be the way this Committee moves forward.

Municipal Manager Report to Council April 27, 2015

On-going Projects and Day to Day Responsibilities

- Continued work on various legal files.
- Town Council has achieved one of its priorities outlined in their Strategic Priorities – in relation to physician recruitment.
- Completed management employee evaluations.
- Continual Updating and reviewing of position descriptions.
- April 1 – Attended and participated in a pre-tender meeting with regard to the Solid Waste Collection and Recycling Depot Pre-Tender Discussion.
- April 6 – Attended the Offsite Levy Bylaw Project proposal opening.
- April 8 – Met with Director of Finance and Administration and Town Auditor to review the 2014 audited financial statements.
- April 17 – attended the annual Volunteer Appreciation awards night.
- Toured the recently opened clinic in Redcliff with the Mayor and Director of Community and Protective Services.
- April 21 – with the Town engineer, met with the Alberta Community Resiliency Program representative in an effort to better understand the types of projects that are likely to receive funding so that the Town can focus on some specific grant applications (according to the representative internal infrastructure upgrades aren't typically considered). Administration will be working on ascertaining an appropriate project as per the program guidelines for council to consider.
- Continued correspondence and work with ISL Engineering in relation to moving forward the East Side Area Structure Plan Amendment Project.
- April 23 – attended the Economic Development Open House hosted by the EDA. Council will be participating in its upcoming Economic Development Strategy Session on May 2, 2015.
- Communication with City of Medicine Hat administration representatives regarding future sanitary sewer projects within the next 5-10 years which will have an effect on future sanitary sewer rates. Compilation of such data is in progress in an effort to ascertain future rate expectations. This is a work in progress. This also includes an effort to ascertain potential equivalent off-site levy costs that the Town is subject to when sanitary capacity is increased.
- Carry out regularly scheduled management meetings.
- Respond to councillor inquiries as they arise.
- Assist in responding to media inquiries as they arise.
- Respond to human resource (including correspondence with union representatives) and operational issues as they arise.

COMMUNITY AND PROTECTIVE SERVICES

Parks, Facilities, and Recreation

- Met with Club 670 to discuss 2015 trail plans and go over facility agreement, due to conditions placed by Historic Resources Impact Assessment.
- **Library:** Conducted quarterly building walkthrough with Tracy from the Redcliff Library. Some building deficiencies were noted. Working on obtaining estimates and scheduling for building repairs.
- **Parks and Trails:** Garbage's maintained and spring maintenance has been done on Riverside Park. Ball diamond 2 has been prepped for women fast pitch and doing minor irrigation upgrades before the start of the 2015 water cycle. Required tree maintenance has been completed to the Avenue of Trees before the April 1st Alberta Elm pruning deadline.
- **Rec-Tangle:** Ice Surface has been cleaned and building is ready for facility rental.

FCSS / Community Programming

- The Drama Club for children and youth started on April 16, 2015. This will run until the middle of June, 2015.
- The 26th Annual Volunteer and Citizen of the Year Awards Celebration was held on April 17, 2015 at the Redcliff Legion. There were approximately 145 people in attendance and volunteers from 26 groups were honoured.
- FCSS is working with DREAMS on events for Mental Health Week, May 4-10, 2015. Activities and events will include a Day of Mindfulness; a self-directed Story Walk in Legion Memorial Park; Community March from Margaret Wooding School to downtown, ending with cake and entertainment in Legion Memorial Park and a Family Dance.
- Summer Program Guide will be ready early next week.

By-Law Enforcement

Reporting Period: 2015 March

Total files this reporting period: 57 (38 reported, 19 self-generated) *

TRAFFIC BYLAW: 1 file reported in relation to no parking zones.

STREET BYLAW: 2 files, 1 reported and 1 self-generated. 1 file related to previous issues with sidewalk clearing. 1 file related to Damage to a blvd.

NOISE BYLAW: 0 files reported related to this Bylaw during working hours. After hour's complaints such as noisy parties, loud music etc. are routinely dealt with by the RCMP.

BURNING BYLAW: 2 files, both which were reported and related to excessive smoke caused from backyard fire.

PARKS BYLAW: 4 files, 3 files reported and 1 self-generated.

DOG CONTROL BYLAW: 15 files relating to this bylaw, 13 files were reported and 2 files were self-generated.

ANIMAL PROTECTION ACT: 0 files in relation to this act.

GARBAGE BYLAW: 5 files reported in relation to this bylaw, 3 files having to do with animal remains.

BUSINESS LICENSE BYLAW: 0 files generated specifically however several business licences were renewed subsequently after questioning by Bylaw Officer in relation to other matters. Business licenses are continuing to be renewed for the 2015 year. Numerous calls received and fielded in relation to new businesses, renewals, cancellations, and business name changes.

NUISANCE AND UNSIGHTLY PREMISES BYLAW: 3 files relating to this bylaw. 2 reported and 1 self-generated. All files relating to excessive materials acquired in a private yards. All 3 of these files remain open and follow-up is ongoing at this time. At the present 7 files are in various stages of progress in relation to this bylaw.

ASSIST GENERAL PUBLIC: 5 Files generated.

* Files reported do not include a number for business licence related inquiries.

Special Projects

- Conducted follow-up visit with Physician and Mayor to view refurbished medical clinic and meet medical staff. Completed second day of the Community and Protective Services Department Strategic Planning Session, which was facilitated by Alberta Culture and Tourism.

Emergency Management

- Put finishing touches on Municipal Emergency Management Plan, working with regional committee to finish the Regional Emergency Management Plan. Working as a collaborated group as the Regional emergency management team.

2015 First Quarter Fire Department Report

The Department responded to 17 incidents.

1 Fire, coal seam in River Valley Park.

1 Fire, grease in a pan no damage.

1 Investigate smoke report of fire Dietz Meats

1 Electrical arcing in roof.

1 Carbon monoxide alarm.

2 Motor Vehicle Collisions, Broadway by Red Hat 2 cars rear end and Saamis Way car into rear of Town Grader.

5 Fire Alarms, cooking and smoke detectors.

5 Smell of Natural Gas

- The Fire Hall east overhead door and opener were replaced with a new one.
- The high visibility retro project was completed on Engine 1 and Rescue 3.
- Squad 1 wild land unit equipment reinstalled and secured.
- All Wild land Trucks and equipment readied and operated during practices.
- Annual Provincial Vehicles Inspections begun.
- The Deputy Fire Chief and Captain attended a Redcliff EOC exercise.
- The Fire Chief attended 2 Regional Emergency Preparedness Exercises, 2 Community and Protective Services Planning Days as well as Meetings with 911, Alberta Fire Chiefs Region 7, South East Alberta Fire Training group.
- Four School groups toured fire hall and received a fire prevention talk and memorabilia.
- The Department was asked to be on call for a 6 hour period by Medicine Hat Fire as all their resources were committed to fires.
- Mr. John McBain was appointed Captain.

PUBLIC SERVICES - Report to April 23, 2015

Water and Sewer Utilities

- Operators had training on the new meter reading equipment.
- Several new radio read meters were installed.
- Wired new houses for meters and several water meter fixes occurred.
- The crew has started sewer line flushing as well as meter readings.
- The crew have completed the semi-annual Sewer inspection.

Municipal Works

- The street sweeper was repaired and the crew are continuing with street sweeping and should be completed soon.
- The crew have been doing daily touch up in alleys and soft spots that have formed.
- Primary garbage truck, unit 128 is back in service.
- The crew have been repairing broken lids on garbage bins as well as built some new bins.
- The crew started painting crosswalks around the schools.
- The crew started sidewalk inspections for this year's repairs.
- The crew installed some Jersey barriers in the alley behind Margret Wooding School to stop people from four wheeling in the wet spots. Repairs will be completed at a later date.
- The crew has installed a barb wire fence along the walking path where coulee slumping is happening in the Westside area.
- The crew have been out blading roads.

- The crew prepared for and accommodated 2 funeral services.

Landfill

- Cee Gee was in to finish the ramp going into the new cell.
- Repairs completed on the Hyundai loaders quick attach and bucket.
- Big Eagle hauled out leachate from the new cell.
- Recyclable metals have been picked up.
- 3 new wind screens for the landfill are being built.
- The crew have been picking litter from neighbouring fields because of the high winds.
- Precision Scale was in to calibrate scales.
- Diamond Link Fencing will be starting to install new fencing around new cell and leachate pond.

ENGINEERING

4th Ave SW (1st St to 4th St and 400 Blk) Road, storm and Sanitary replacement, Broadway Ave E concrete curb and culvert installation:

- No further update. Transit Paving staff expected some delay due to asphalt plant relocation and verbally committed to start the second week of May, 2015.

I and I study updates:

- 1st draft of the report was sent to the Town and internal review is in progress.
- Flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff on going.

Pump Station berm raising and river bank erosion protection:

- LMT Enterprises completed the topsoil stripping and removal of perimeter fencing except the main fencing from the gravel road.
- While working, LMT discovered an underground sinkhole along the raw water line at the entrance of the pump house site. There is no sign of leakage from the line on the ground surface but likely be causing the undermining effect. The raw water line project was completed in 2013 and is under 2 years warranty. Town staff requested MPE to look into it and follow up with L.W. Dennis to investigate the cause of this happening.
- L.W. Dennis has been informed that LMT is on hold since Saturday April 18th and the investigation should be conducted sooner. L.W. Dennis is scheduled to come out on April 21, 2015.

Coulee slumping geotechnical Investigation:

- Parkland Geotechnical Consulting (former Enviro Geotesting) completed and submitted the final reports for Kipling and Westside slope slumping projects.
- A request for proposal will be sent out for engineering detailed design for the slumping areas.

River Valley Residents water servicing:

- A plan will be brought forward to Council.

WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:**Water Treatment Plant (WTP) Construction:**

- Bi weekly construction progress meeting happened on April 08, 2015.
- Concrete work for clarifier and diversion vault in progress.
- Building work completed to 50% and waiting for concrete work completion on the clarifier.
- Membrane feed pumps delivered and installed at site.
- MPE is reviewing the contemplated change for sanitary pumping to Public Servicing shop as the old system is having maintenance and confined entry issues. A simple manhole with a pump powered through the existing electric panels will be required.
- The work in the south cell of the treated reservoir will be completed by April 30, 2015.
- Underground piping work on going.
- 400mm PVC potable water main connection and piping to Public Services parking lot tie in completed.
- Internal block wall installation completed.
- MCC unit for pump station and generator delivered and installed.
- Pall racks installation is ongoing.
- Contractor's shop drawings submittal and review from MPE is on-going.
- Project delay mitigations were discussed and MPECO is planning on providing additional crews and working extended hours to mitigate delays which have occurred throughout the project to date.

Pump Station Upgrade:

- No further update.

Eastside Area Structure Plan Amendment:

- ISL submitted a draft of the report on April 02, 2015. Town's and IXL review in progress.
- A public open house will likely be scheduled later in May regarding the proposed final draft.
-

OTHER MISCELLANEOUS:

- Offsite Levy Bylaw proposals review and consultant selection completed.
- Offsite Levy Project start up meeting has been scheduled for Thursday May 07, 2015.
- Meeting with grant administrator to consider applications under the ACRP program.
- On-going map updates for Public Services and Legislative and Land Services departments.
- Preliminary surveying and designs for Main Street sanitary re-routing, Sanitary main diversion upstream of Broadway Court Lift Station and 3rd St NE West Lane design review in progress.
- Miscellaneous grade check requests and follow up for Town sold lots.

FINANCE AND ADMINISTRATION

Municipal Tax Notices

Once the Tax Rate Bylaw receives final reading, the Finance and Administration will begin the preparation of the tax notices for all property in Redcliff. The notices are scheduled to be mailed May 25th. Tax payments are due June 30th, 2015.

Scheduled Items:

April 16, 2015 – Utility U/T Disconnect Notice Letters Mailed.

May 5, 2015 – Utility 1st Round Disconnection

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales, development & subdivision.
- Ongoing enforcement issues of non-permitted development and older files.
- Review of several Land Use Bylaw matters.
- Park Enterprises continues to work, on behalf of the Town, on closing the remaining open permits from 2007-2011. Three were closed in February.
- A Subdivision and Development Appeal Board (SDAB) meeting was held on April 16, 2015 regarding appeal of Development Permit Application 15-DP-014 (Lot 6, Block 12, Plan 0913590 - 1122 – 9 Avenue SE) for detached garage with a reduced rear setback. The development application was approved with conditions.
- Continuing review of Insurance Schedules.
- Continuing policy review.
- Review of Eastside Area Structure Plan Draft Document. Attended meeting to review the draft Eastside Area Structure Plan on April 23, 2015 and to discuss next steps.
- Preparing background information for Offsite Levy Bylaw project. Initial start-up meeting scheduled for May 7, 2015.
- The annual Council / Staff golf event is scheduled for Thursday, June 11, 2015.
- The May – August Newsletter is in the process of being drafted.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
May 1, 2015	Wildhorse Border Crossing Committee Meeting	Medicine Hat City Hall 12:00 p.m. to 2:00 p.m.
May 2, 2015	EDA Strategic Session	Redcliff Town Hall Chambers 9:00 a.m. to 3:00 p.m.
June 11, 2015	Staff Golf Tournament	Riverview Golf Club (details to follow)
June 18, 2015	Mayor's Caucus	Strathmore, Alberta
June 19, 2015	Mayor's Walk	River Valley Park 6:30 p.m.