



COUNCIL MEETING

MONDAY, FEBRUARY 26, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 26, 2018 – 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
Pg. 4	C) Accounts Payable *	For Information
Pg. 8	D) Bank Summary to January 31, 2018 *	For Information
	2. DELEGATION	
Pg. 9	A) Benchmark Assessments Consultants Inc. – Presentation * (continued Council orientation)	
	3. MINUTES	
Pg. 37	A) Council meeting held February 12, 2018 *	For Adoption
Pg. 41	B) Municipal Planning Commission meeting held February 21, 2018 *	For Information
Pg. 44	C) Redcliff Family and Community Support Services meeting held February 13, 2018 *	For information
Pg. 46	D) Riverview Golf Club Board meeting held November 28, 2017 *	For Information
Pg. 48	E) Riverview Golf Club Board meeting held January 14, 2018 *	For Information
	4. REQUESTS FOR DECISION	
Pg. 51	A) Solid Waste & Recycling *	For Consideration
Pg. 58	B) Riverview Golf Club * Re: Request to apply for Development Permit / Building Permit	For Consideration
Pg. 68	C) Gordon Memorial United Church * Re: Blessing of the Bikes May 6, 2018	For Consideration
	5. POLICIES	
Pg. 71	A) Policy 032, Grazing Lease Policy *	For Consideration

6. OTHER

Pg. 75	A)	Municipal Development Plan – Economic Study *	For Information
Pg. 111	B)	Municipal Manager Report to Council February 26, 2018 *	For Information
Pg. 125	C)	Council Important Meetings & Events February 26, 2018 *	For Information

7. RECESS

8. IN CAMERA (Confidential Session)

- A)** Utilities Matter (FOIP S. 16, 23, 24)
- B)** Utilities Matter (FOIP S. 21, 23, 24)

9. ADJOURN

COUNCIL MEETING FEB 26, 2018**ACCOUNTS PAYABLE LIST**

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
82849	ALBERTA DEVELOPMENT OFFICERS ASSOC	MEMBERSHIPS	\$375.00
82850	BENCHMARK GEOMATICS	GRADES MEASURED	\$315.00
82851	BRUCE'S SEWER SERVICE	UNPLUG SEWER LINE	\$115.50
82852	CITY AUTO PARTS	CLEANER/BRAKE CLEAN/CABLE TIES	\$82.33
82853	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
82854	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
82855	HYDRACO INDUSTRIES	NUTS/BOLTS/SEALS/BUSHINGS	\$80.87
82856	MEDICINE HAT REFRIGERATION	REPLACE THERMOSTAT/SERVICE CALL	\$714.00
82857	PRAIRIE ROSE SCHOOL DIVISION	LIGHTS AT OUTDOOR RINK	\$88.15
82858	PRIME PRINTING	ENVELOPES	\$89.25
82859	RECEIVER GENERAL	DEDUCTIONS	\$438.71
82860	SPLASH N DASH	CAR WASH	\$5.51
82861	STEINERS PETROLEUM	PROPANE	\$399.06
82862	APPLIED INDUSTRIAL TECHNOLOGY	WHITNEY CHAIN	\$70.92
82863	TREE CUT CLEAN YOUR MESS UP	REMOVE CHRISTMAS LIGHTS	\$720.00
82864	TRICO LIGHTING	LIGHT BULBS	\$109.94
82865	WESCLEAN EQUIPMENT	SQUEEGEES	\$139.66
82866	ATB MASTERCARD	VARIOUS EXPENSES	14284.18
82867	AUMA	MEMBERSHIP FEE	6208.28
82868	CANADIAN ENERGY	BATTERY	\$119.07
82869	CARO	WATER ANALYSIS	\$2,394.64
82870	FRANCOTYP-POSTALIA	THERMAL RIBBON	\$193.02
82871	GORDON MEMORIAL UNITED CHURCH	KITCHEN RENTAL FEE	\$25.00
82872	KILPATRICK, DWIGHT	TRAVEL REIMBURSEMENT	\$510.00
82873	SHAW	INTERNET	\$284.29
82874	PUROLATOR	SHIPPING	\$101.63
82875	RIVERVIEW GOLF CLUB	MEALS OF WHEELS	\$189.00
82876	RUSSELL HENDRIX	WARMER/GRILL/RANGE/CHARBROILER/STAND/GAS KIT	\$12,448.50
82877	ZUKOWSKI, JORDAN	TRAVEL REIMBURSEMENT	\$332.00
82878	PENNYWISE ELECTRIC	REMOVE ELECTRICAL FROM PIT	\$57.75
82879	WOOD, DALE	FIREARMS INSTRUCTOR FEES	\$1,520.00
82880	JOE JOHNSON EQUIPMENT	FILTERS	\$334.30
		CHEQUES - TOTAL	\$47,251.56

ELECTRONIC FUNDS TRANSFERRED PAYABLES

EFT#	VENDOR	DESCRIPTION	AMOUNT
00524	A & B STEEL	REBAR	14.60
00525	ACKLANDS GRAINGER	DRUM MIXER	1586.45
00526	AIR LIQUIDE	CARBON DIOXIDE	\$681.35
00527	BARTLE & GIBSON	BALLAST/INSULATION	\$39.27
00528	THE BOLT SUPPLY HOUSE	PAINT/GRINDER/GRINDING DUST SHROUD	\$651.04
00529	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00530	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
00531	DIAMOND SOFTWARE	HRIS MYWAY/VCH PROJECT MANAGEMENT	\$399.00
00532	FARMLAND	BANJO BULKHEAD	\$60.41
00533	FOX ENERGY	SAFETY BOOTS/SUPPLIES	\$233.61

00534	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE/TIRE/O-RING/LABOUR	\$2,597.70
00535	LETHBRIDGE HERALD	ADVERTISING	\$3,223.46
00536	REDCLIFF/CYPRESS LANDFILL	TONNAGE CHARGES	\$6,860.88
00537	SUMMIT MOTORS	BUTTON ODOMETER SWITCH/FILTERS	\$223.95
00538	BERT'S VACUUM	PAPER/CLEANING PRODUCTS	\$1,251.20
00539	ACTION PARTS	JACK STAND	\$66.44
00540	THE BOLT SUPPLY HOUSE	MARKING PAINT	\$59.85
00541	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$40.29
00542	DIGITEX	PLOTTER/SCANNER/FEES	\$12,195.99
00543	FOX ENERGY	RUBBER BOOTS/RAIN SUIT/GLOVES/OVERALLS/INSOLES	\$626.06
00544	MPE ENGINEERING	WTP SERVICE CONTRACT	\$1,575.00
00545	PARK ENTERPRISES	PERMITS	\$4,470.90
00546	SUNCOR	FUEL	\$80.38
		EFT - TOTAL	\$37,060.70

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00255	CEM HEAVY EQUIPMENT	SEAL KIT BOOM CYLINDERS/BRAKE LINING KIT	\$1,403.96
00256	FAST TIMES MACHINING	REPAIR THREADS ON PISTON	80.06
00257	H2O HAULING	HAUL WATER	\$230.00
00258	HYDRACO INDUSTRIES	CYLINDERS/INSTALL NEW SEAL	\$2,279.48
00259	KIRK'S MIDWAY TIRES	TIRES/CHANGEOVER/REPAIR FLAT TIRE	\$247.80
00260	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$168.00
00261	SUNCOR ENERGY	FUEL	\$5,808.82
00262	TRIPLE R EXPRESS	SHIPPING	\$34.65
00263	ATB MASTERCARD	VARIOUS	\$2,788.30
00264	BOSS LUBRICANTS	OIL	\$255.36
00265	CEM HEAVY EQUIPMENT	PIN	\$450.58
00266	FORTY MILE GAS	UTILITIES	\$396.49
00267	SUNCOR ENERGY	FUEL	\$1,258.14
		CHEQUES - TOTAL	\$15,401.64

ATB MASTERCARD**TOWN OF RDCLIFF**

DATE	VENDOR	DESCRIPTION	AMOUNT
1/8/2018	CANADA POST	POSTAGE - A/R INVOICES	\$36.16
1/8/2018	EVENTBRITE	BEING HUMAN SERVICES COURSES	\$225.12
1/17/2018	CANADA POST	POSTAGE - UTILITY BILLS	\$1,771.94
1/19/2018	CANADA POST	POSTAGE - BUSINESS LICENSES	\$496.57
1/22/2018	EVENTBRITE	BEING HUMAN SERVICES COURSES	\$112.56
1/26/2018	CANADA POST	POSTAGE - DOG LICENSES	\$343.10
1/25/2018	HOME DEPOT	SHELVING	\$24.27
1/4/2018	STAPLES	FILE FOLDERS, BOXES, BINDERS, LABELS	\$251.69
1/9/2018	STAPLES	NOTEBOOKS, NOTEPADS	\$47.02
1/10/2018	GFOA	CONFERENCE FEES	\$619.50
1/11/2018	STAPLES	ENVELOPES	\$83.92
1/11/2018	STAPLES	HOLE PUNCH, FLAGS, LABELS, FILE FOLDERS	\$67.03
1/17/2018	STAPLES	HEATERS, PAPER TOWELS, EVENT TICKETS	\$100.97
1/18/2018	NEWEGG	LAPTOP COMPUTER	\$356.98
1/23/2018	NEWEGG	LAPTOP SLEEVES	\$30.29
1/23/2018	NEWEGG	DESKTOP COMPUTER	\$2,078.35
1/23/2018	NEWEGG	WINDOWS 10	\$184.78
1/25/2018	STAPLES	TONER	\$91.65
1/25/2018	STAPLES	CALCULATORS, CLIP BOARDS, FLAGS, MOUSE	\$141.55
1/25/2018	NEWEGG	MOUSE	\$23.92
1/29/2018	STAPLES	PRINTER STAND	\$164.60
1/31/2018	STAPLES	PAPER/PAPER TOWELS/KEYBOARD	\$484.93
1/31/2018	STAPLES	CREDIT - RETURNED ITEM	(\$52.50)
2/1/2018	STAPLES	GIFT CARD	\$50.00
1/13/2018	STAPLES	PRINTER	\$415.08
1/13/2018	SURVEY MONKEY	ANNUAL FEE	\$384.00
1/22/2018	CANADA POST	POSTAGE	\$12.97
1/23/2018	SHELL	FUEL	\$54.48
1/25/2018	CHATEAU NOVA	TRAINING	\$244.74
1/25/2018	SHELL	FUEL	\$57.17
1/6/2018	KEYWAY	KEYS, IDENTIFIERS	\$30.71
1/23/2018	EVENTBRITE	CANADIAN BADLANDS CONFERENCE	\$294.85
1/25/2018	REGISTER.CA INC	WEBSITE DOMAIN FEE	\$31.45
1/29/2018	HOME DEPOT	FLOOR SQUEEGES	\$73.46
2/2/2018	BURNCO	CEMENT REPAIR	\$307.91
1/10/2018	STAPLES	CHAIRS	\$1,437.74
1/12/2018	REDCLIFF BAKERY	STAFF APPRECIATION	\$6.10
1/25/2018	EVENTBRITE	BROWNLEE COURSE	\$381.42
1/27/2018	PRICELINE	HOTEL FOR COURSE	\$357.57
1/30/2018	REDCLIFF BAKERY	OPEN HOUSE TREATS	\$16.40
1/31/2018	ROADRUNNER DELIVERY	LUNCH AND LEARN TRAINING	\$104.68

2/3/2018	ADOBE	CREATIVE CLOUD SOFTWARE	\$1,119.67
2/5/2018	EVENTBRITE	BROWNLEE COURSE REFUND	(\$190.71)
1/4/2018	STEINER PETROLEUM	PROPANE	\$73.75
1/5/2018	STEINER PETROLEUM	PROPANE	\$100.00
1/10/2018	THE BOLT GUYS	SCREWS	\$4.11
1/12/2018	LAKELAND COLLEGE	PESTICIDE COURSE	\$225.00
1/12/2018	SOUTH COUNTRY COOP	PROPANE	\$60.00
1/13/2018	PEAVY MART	HEATER	\$73.49
1/23/2018	LAKELAND COLLEGE	PESTICIDE COURSE	\$225.00
1/23/2018	CANADIAN TIRE	SHELVING	\$147.95
2/1/2018	LAKELAND COLLEGE	PESTICIDE COURSE	\$35.00
1/20/2018	SPLASH N DASH	CAR WASH	\$4.00
1/20/2018	SPLASH N DASH	CAR WASH	\$4.00
1/4/2018	ASPB	MEMBERSHIP RENEWAL	\$341.25
1/23/2018	BOSTON PIZZA	STAFF APPRECIATION	\$116.54
TOTAL:			\$14,284.18

<u>ATB MASTERCARD</u> <u>REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY</u>			
DATE	VENDOR	DESCRIPTION	AMOUNT
1/8/2018	CANADA POST	POSTAGE	\$26.69
1/9/2018	SWANNA	CERTIFICATION EXAM	\$1,942.50
1/11/2018	STAPLES	PRINTER	\$98.63
1/11/2018	HOME DEPOT	THERMOSTAT	\$44.07
1/17/2018	PRINCESS AUTO	HOSE REEL/HOSE	\$188.98
1/18/2018	PRINCESS AUTO	HOSE	\$23.09
1/18/2018	STAPLES	OFFICE SUPPLIES	\$84.89
1/18/2018	HOME DEPOT	BOLTS	\$288.16
1/26/2018	BENS OFFICE SUPPLIES	PRINTER RIBBON	\$91.29
TOTAL:			\$2,788.30

TOWN OF REDCLIFF
BANK SUMMARIES FOR JANUARY 31, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,109,888.92	1,430,619.92
DAILY DEPOSITS	175,948.28	77,463.40
DIRECT DEPOSITS	443,462.66	64,470.29
GOVERNMENT GRANTS	0.00	
INTEREST	2,722.08	1,809.24
OTHER DEPOSITS	1,501,264.82	3,812.02
SUBTOTAL	2,123,397.84	147,554.95
PAYMENTS	541,262.79	45,496.46
ASFF QUARTERLY PAYMENTS	0.00	
DEBENTURE PAYMENTS	0.00	
OTHER WITHDRAWALS	559,439.02	124.82
SUBTOTAL	(1,100,701.81)	(45,621.28)
TOTAL	2,132,584.95	1,532,553.59
BANK STATEMENT ENDING BALANCE	2,693,356.77	1,535,829.06
OUTSTANDING CHEQUES (-)	(566,207.38)	(3,275.47)
DEPOSITS IN TRANSIT (+)	5,435.56	0.00
TOTAL	2,132,584.95	1,532,553.59
TOTAL CASH	3,665,138.54	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	17,851,981.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	493,421.00
TOTAL INVESTMENTS		18,345,402.00

TOTAL CASH & INVESTMENTS	22,010,540.54
-------------------------------------	----------------------



ASSESSMENT 101

“Property assessment is the cornerstone of municipal financing. The importance of ensuring that the highest quality assessment services are provided to every urban and rural municipality cannot be overstated.” (Practicing Assessment in Alberta Handbook Preface)

Lance Wehlage, AMAA

For the Town of Redcliff



**BENCHMARK
ASSESSMENT
CONSULTANTS INC.**



WHAT IS AN ASSESSOR?

- Person employed by the Municipality to prepare and defend the assessment roll in accordance with the Municipal Government Act (MGA) and the Regulations.
- The “Designated Assessor” is appointed by the Municipality and MUST have qualifications pursuant to Provincial Statutes. These include the following designations:
 - AMAA – Accredited Municipal Assessor of Alberta
 - CAE – Certified Assessment Evaluator
 - AACI – Accredited Appraiser Canadian Institute



WHAT IS ASSESSMENT?

- Property Assessment is the process of calculating/assigning a dollar value to each property for the purpose of property taxation.
- Based on Legislation, this “dollar value” can be:
 - Market Value
 - Regulated Value



MARKET VALUE

- Section 1(n) of the MGA defines market value as:

“the amount that a property, as defined in section 284(1)(r), might be expected to realize if it is sold on the open market by a willing seller to a willing buyer”
- Section 284(1)(r) defines property as:
 - a parcel of land,
 - an improvement, or
 - a parcel of land and the improvements to it;



REGULATED VALUE

- A regulated value is a rate set by the Province. Property types assessed with regulated rates are:
 - Farmland (Agricultural Use Value)
 - Railway
 - Machinery & Equipment
 - Linear Property
- These types of properties, for various reasons, are difficult to assess using the market value standard.

REGULATED VALUE \neq MARKET VALUE



FARMLAND

- Farmland is NOT assessed at market value. This property type is assessed based on regulated rates set by the Province and on the **PRODUCTIVE CAPABILITY** of the soil.
 - Irrigated Farmland = \$450/Acre
 - Non-Irrigated Farmland = \$350/Acre
- If a residence(s) is situated on farmland then 3 acres of land **MUST** be assessed at market value. The remaining land remains assessed using the regulated rates.



FARM RESIDENCES

- Rural Assessment Policy (RAP)
- Exemption applied to residence(s) based on the total assessed value of farmland owned by assessed person
- Maximum RAP exemption on first residence = \$61,540
- Maximum RAP exemption on secondary residences = \$30,770

Assessed Value of Residence	\$300,000
Assessed Value of Farmland	<u>\$40,000</u>
Taxable Assessed Value of Residence	\$260,000



WHAT IS TAXATION?

- Taxation is the process of applying a tax rate (mill rate) to a property's assessed value to determine the taxes payable by the owner of that property.
- Property taxes are the major revenue source of local governments.



WHAT IS A MILL RATE?

- The Mill Rate (or Tax Rate) is the relationship between the total taxable assessed value and the tax levy.

$$\frac{\text{Municipal Budget}}{\text{Taxable Assessment}} = \text{Mill Rate}$$

- Mill Rates fall under the following four categories:
 - Residential
 - Non-Residential
 - Farmland
 - Machinery & Equipment



PROVINCIAL EDUCATION

- The amount of taxes needed for education is set by the Province but are collected by the Municipality through property taxes.
- Who pays this tax?
 - All property owners:
 - It does not matter if your property is residential/non-residential
 - It does not matter if you have children in school or at all
 - It does not matter if you are a senior citizen



WHAT IS ASSESSED?

- The MGA outlines what types of property are assessable for taxation, but not all property are assessable for property tax purposes.
- A few examples of non-assessable property are:
 - Municipal Water Treatment Plants
 - Farm Buildings
 - Airport improvements (roads, sidewalks, runways, reservoirs, etc...)
 - Light standards



TAXABLE OR EXEMPT?

- The MGA exempts several types of properties from taxation:
 - Schools
 - Churches/Cemeteries
 - Hospitals
 - Nursing Homes
 - Municipally Owned Properties
 - Crown
- COPTER
 - *Community Organization Property Tax Exemption Regulation*
- Some property is assessable but exempt from taxation, while other property is simply non-assessable.



ASSESSMENT STANDARDS

- The MGA and *Matters Relating to Assessment and Taxation* Regulation (MRAT) define the method and standards that must be met when assessments are prepared.
- A property assessment based on MARKET VALUE must:
 - be prepared using mass appraisal
 - be estimate of the value of the fee simple estate in the property, and
 - reflect typical market conditions for properties similar to that property;



MASS APPRAISAL

- Section 1(n) of MRAT defines mass appraisal as:
“the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing”
- Mass Appraisal allows the Assessor to accurately value a large number of properties in a short period of time.



HOW ARE ASSESSMENTS PREPARED

- Valuation and Condition Dates
 - In Alberta, there are two key legislated dates by which certain assessment processes must be complete – the valuation date and physical condition date.
- Valuation Date
 - Assessed value must reflect market conditions as of July 1 of the assessment year.
- Condition Date
 - Assessed values must reflect the physical condition of a property as of December 31 of the assessment year.



HOW ARE ASSESSMENTS PREPARED

- Assessors can utilize three different approaches to value when assessing property:
 - Cost Approach
 - Non-residential and special purpose properties
 - Sales Comparison Approach
 - Residential properties
 - Income Approach
 - Multi-family, commercial, and industrial properties



COST APPROACH

- This approach to value is based on the premise that market participants relate the value of their property to the cost of construction.
- Under this approach, the value of a property is determined by adding the value of the land to the current cost of constructing the improvement(s) and then subtracting an amount for depreciation.
- The cost approach is a very reliable when valuing new/nearly new improvements or properties that exchange very seldom in the market place.



SALES COMPARISON APPROACH

- This approach to value is based on the premise that the value of a property is directly related to the prices of comparable properties.
- Under this approach, value is determined by comparing properties similar to the one being assessed that have recently sold or are listed for sale.
 - Adjustments for differences are made to the sale price of the comparable properties being analyzed to bring them more in line with the property being assessed.



INCOME APPROACH

- This approach to value is based on the premise that the value of a property reflects the quality and quantity of the income* it is expected to generate.
 - *REAL ESTATE INCOME ONLY
- The Assessor:
 - collects lease rates and expense information
 - places properties into similar groupings (based on type, use, age, size, quality of construction, etc...)
 - assigns a “market rent” to each property based on its grouping



INCOME APPROACH

- The Assessor.....:
 - applies standardized deductions for vacancy and collection losses and deductions for operational expenses to create a

NET OPERATING INCOME (NOI)

- NOI is then divided by a market derived capitalization rate to determine a final value.

$$\text{VALUE} = \text{NOI} / \text{CAP RATE}$$

- * Capitalization Rate represents the return of and return on the investment.



ASSET

- Assessment Shared Systems EnvironmenT
 - Provincial database designed by Municipal Affairs to monitor the quality of assessments throughout Alberta.
 - Ensures that assessed values comply with quality standards.
- On an annual basis, a Municipalities' Assessment Database must be loaded directly to ASSET by February 28.
- Any changes made after this date (i.e. corrections or changes resulting from appeals) are loaded throughout the year.



ASSET COMPLIANCE

- The Assessment Roll is not “legal” unless it meets these standards set out in MRAT.
 - The Designated Assessor will not be able to “Declare” the Assessment Roll until corrections are made to bring assessed values into compliance with the legislated quality standards.
- ASSET could be considered a “Stage 1” audit that is legislatively required to be met by the Assessor every year.
- Municipal Affairs also conducts a more thorough audit, known as a “Detailed Audit”, on all Municipalities in Alberta over a five year period.



ASSESSMENT APPEALS

- The *Matters Relating to Assessment Complaints (MRAC)* Regulation provides ratepayers with the legal right to appeal their property assessment.
 - MRAC was enacted in 2010
 - Appeal Period changed from 30 days to 60 days
 - Two levels of Appeal:
 - Local Assessment Review Board (LARB)
 - Residential (3 dwellings or less) and Farmland
 - Composite Assessment Review Board (CARB)
 - Everything Else



SUPPLEMENTARY

- Supplementary Assessments allow a Municipality to assess and tax property in the same year.
 - Must be authorized by Municipal Bylaw
 - Applies to new construction, or
 - Completed construction

that is either occupied or completed during all or part of the year.



SUPPLEMENTARY

- Scenario 1

December 31, 2017 – Vacant lot worth \$100,000

2018 Property Tax = \$100,000 x Tax Rate

March 1, 2018 – Start construction on \$400,000 house

September 30, 2018 – Construction Complete

Supplemental 2018 Tax = (\$400,000 x Tax Rate) x 3/12



SUPPLEMENTARY

- Scenario 2

December 31, 2017 – \$100,000 lot value

\$400,000 house is half complete

2018 Property Tax = $(\$100,000 + 200,000) \times \text{Tax Rate}$

April 30, 2018 – Construction Complete

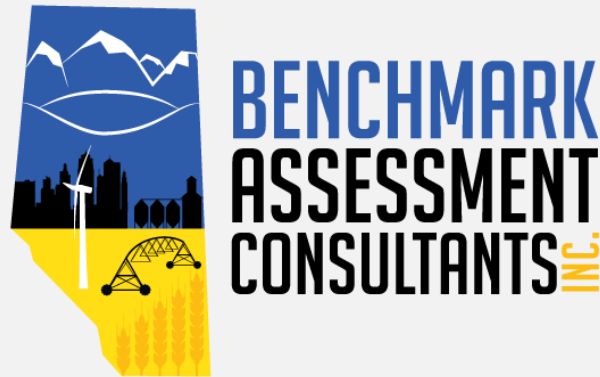
Supplemental 2018 Tax = $(\$200,000 \times \text{Tax Rate}) \times 8/12$



SUMMARY

- Property Assessment is the process of annually assigning a dollar value to property for taxation purposes.
- Council sets the appropriate tax rates for each assessment class (and sub-class) to raise revenue for the municipality, the Provincial education requisition, and the Seniors Foundation.
- Property Assessment is simply a mechanism to fairly and equitably distribute the tax burden amongst all property owners.

ASSESSMENT 101



QUESTIONS



**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 12, 2018 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	S. Cockle, C. Crozier
	C. Czember, L. Leipert
	E. Solberg, J. Steinke
Municipal Manager	Arlos Crofts
Manager of Legislative	S. Simon
& Land Services	
Municipal Accountant	M. Davies
Director of Public Services	C. Popick

ABSENT:**1. GENERAL**

- | | | |
|-----------|--------------------|---|
| | Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2018-0045 | Adoption of Agenda | B) Councillor Steinke moved the Agenda be adopted as presented. - Carried. |
| 2018-0046 | Accounts Payable | C) Councillor Czember moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried. |

2. DELEGATION

- | | | |
|-----------|--|---|
| | Staff Sgt. Sean Maxwell
Re: RCMP Quarterly Report | A) Staff Sgt. Sean Maxwell, Redcliff RCMP, was in attendance to provide the RCMP quarterly report to Council for the period October 1, 2017 to December 31, 2017. |
| 2018-0047 | | Councillor Leipert moved the RCMP Report to Council for the period October 1, 2017 to December 31, 2017 presented by Staff Sgt. Sean Maxwell, be received for information. - Carried. |
| | Jordan Weiss
Re: Solid Waste Collection | B) Jordan Weiss, Resident of Redcliff, was in attendance to provide a presentation to Council with respect to solid waste collection. |
| 2018-0048 | | Councillor Solberg moved the presentation by Jordan Weiss of Redcliff regarding solid waste collection, be received for information. - Carried. |

Jeff Gray
Re: Solid Waste Collection

C) Jeff Gray, Resident of Redcliff, was in attendance to provide a presentation to Council with respect to solid waste collection.

2018-0049

Councillor Czember moved the presentation by Jeff Gray of Redcliff regarding solid waste collection, be received for information. - Carried.

3. MINUTES

2018-0050 Council meeting held January 22, 2018

A) Councillor Steinke moved the minutes of the Council meeting held January 22, 2018, be adopted as presented. - Carried.

2018-0051 Redcliff & District Recreation Services Board meeting held February 5, 2018

B) Councillor Crozier moved the minutes of the Redcliff & District Recreation Services Board meeting held February 5, 2018, be received for information. - Carried.

2018-0052 Redcliff Public Library Board meeting held November 28, 2017

C) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held November 28, 2017, be received for information. - Carried.

4. BYLAWS

2018-0053 Bylaw No. 1854/2018, to amend Bylaw 1308/2002 & Bylaw 1429/2005 (000-600 Blocks and 900 Block of 1 Street SE and the 900 Block of 2 Street SE Paving with Curb, Gutter and Sidewalk Repair Bylaw)

A) Councillor Solberg moved Bylaw No. 1854/2018, to amend Bylaw 1308/2002 & Bylaw 1429/2005 (000-600 Blocks and 900 Block of 1 Street SE and the 900 Block of 2 Street SE Paving with Curb, Gutter and Sidewalk Repair Bylaw) be given first reading. - Carried.

2018-0054

Councillor Crozier moved Bylaw No. 1854/2018, to amend Bylaw 1308/2002 & Bylaw 1429/2005 (000-600 Blocks and 900 Block of 1 Street SE and the 900 Block of 2 Street SE Paving with Curb, Gutter and Sidewalk Repair Bylaw), be given second reading. - Carried.

2018-0055

Councillor Leipert moved Bylaw No. 1854/2018, to amend Bylaw 1308/2002 & Bylaw 1429/2005 (000-600 Blocks and 900 Block of 1 Street SE and the 900 Block of 2 Street SE Paving with Curb, Gutter and Sidewalk Repair Bylaw) , be presented for third reading. - Carried Unanimously.

2018-0056

Councillor Cockle moved Bylaw No. 1854/2018, to amend Bylaw 1308/2002 & Bylaw 1429/2005 (000-600 Blocks and 900 Block of 1 Street SE and the 900 Block of 2 Street SE Paving with Curb, Gutter and Sidewalk Repair Bylaw), be given third reading. - Carried.

- 2018-0057 Bylaw No. 1855/2018, Supplementary Assessment Bylaw **B)** Councillor Leipert moved Bylaw No. 1855/2018, Supplementary Assessment Bylaw be given first reading. - Carried.
- 2018-0058 Councillor Czember moved Bylaw No. 1855/2018, Supplementary Assessment Bylaw be given second reading. - Carried.
- 2018-0059 Councillor Crozier moved Bylaw No. 1855/2018, Supplementary Assessment Bylaw be presented for third reading. - Carried Unanimously.
- 2018-0060 Councillor Steinke moved Bylaw 1855/2018, Supplementary Assessment Bylaw be given third reading. - Carried.

5. REQUESTS FOR DECISION

- 2018-0061 Community Food Connections Association **A)** Councillor Solberg moved to approve the Community Food Connections Association's request for reimbursement in the amount of \$451.05 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2017 season. - Carried.

6. CORRESPONDENCE

- 2018-0062 Alberta Municipal Affairs
Re: Minister's Awards for Municipal Excellence **A)** Councillor Solberg moved correspondence from Municipal Affairs dated January 24, 2018 regarding the Minister's Awards for Municipal Excellence, be received for information. - Carried.
- 2018-0063 Redcliff FCSS Special Events Coordinator
Re: 2018 Redcliff Volunteer Recognition & Citizen of the Year Awards Ceremony **B)** Councillor Czember moved correspondence from the Redcliff FCSS Special Events Coordinator regarding 2018 Redcliff Volunteer Recognition & Citizen of the Year Awards Ceremony dated January 26, 2018, be received for information. - Carried.

7. OTHER

- 2018-0064 Memo to Council
Re: Solid Waste/Recycling Information **A)** Councillor Cockle moved the Memo to Council dated February 12, 2018 regarding Solid Waste and Recycling Collection, be received for information. - Carried.
- 2018-0065 Information Petition – Reception **B)** Councillor Crozier moved the Memo to Council dated February 12, 2018 regarding Informal Petition - Reception, be received for information. - Carried.

- | | | |
|-----------|---|--|
| 2018-0066 | Redcliff/Cypress Regional Waste Management Authority
Re: Landfill Graphs to January 31, 2018 | C) Councillor Crozier moved the Redcliff / Cypress Regional Waste Management Authority Landfill Graphs to January 31, 2018, be received for information. - Carried. |
| 2018-0067 | Council Important Meetings & Events February 12, 2018 | D) Councillor Steinke moved the Council Important Meetings & Events February 12, 2018, be received for information. - Carried. |

8. ADJOURNMENT

- | | | |
|-----------|-------------|--|
| 2018-0068 | Adjournment | Councillor Solberg moved to adjourn the meeting at 8:29 p.m.
- Carried. |
|-----------|-------------|--|

Mayor Kilpatrick

Manager of Legislative & Land Services

MINUTES

ABSENT: Members: B. Duncan, B. Vine, J. Steinke

7. DEVELOPMENT PERMIT APPLICATION FOR MPC CONSIDERATION

A) Development Permit Application 18-DP-005

Peter Friesen

Lot 43, Block 130, Plan 9811474 (301 3 Street NW)

MPC member J. Beach moved that Development Permit Application 18-DP-005 for a Relocated Manufactured Home be approved with the following conditions:

1. Deposit in the amount of five thousand (\$5,000.00) dollars. The deposit is to ensure completion, or repair of the following
 - i. Damage to the structure (either existing or caused while moving)
 - ii. Landscaping
 - iii. Town of Redcliff infrastructureDeposit is to be released upon completion / inspection of works requiring deposit;
2. The work noted in 1 above is to be completed within 1 year of date of approval.
3. Payment of off-site levies in the amount of four thousand nine hundred thirty two and seventy two cents (\$4,932.72) dollars.
4. Documentation that the applicant has paid the Town of Redcliff's Public Services Department to install water and sanitary sewer services to the edge of property. Application to be made to Public Services on form attached. Should Public Services decline to install the water and sanitary sewer services to the edge of property a Development Agreement will be required;
5. Documentation that the applicant has paid the utility provider for electrical and gas services.

B) Development Permit Application 18-DP-003

NewRock Developments

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

MPC member S. Cockle moved that Development Permit Application 18-DP-003 for a Multi-Family development be approved with the following conditions:

1. Development Permit and Building Permit will be released when Applicant has entered into a Development Agreement with the Town of Redcliff.
2. The Applicant / owner shall enter into a Development Agreements which shall ensure the following condition(s) are met:
 - i. Applicant to subdivide that portion of the greenhouse and CO₂ tank encroach onto Lot 42, Block 91, Plan 9411418 plus 1.5 m. Subdivision shall also include an extra 185 m² for greenhouse storage;
 - ii. Applicant shall then apply for a LUB amendment to rezone the subdivided lands to match the same zoning of Lot 41, Block 91, Plan 9411418 (25 3 Street NW)
 - iii. Applicant to consolidate subdivided portion with Lot 41, Block 91, Plan 9411418 (25 3 Street NW);
 - iv. Applicant to pay off-site levies based on the area of development at the current rates for area # 2.
 - v. Applicant to provide engineered drawings to the satisfaction of the Director of Planning & Engineering for the sanitary and water services;

- vi. Applicant to provide drawings for the electrical and gas servicing to the satisfaction of the utility provider;
- vii. Applicant to provide garbage collection areas that are to the satisfaction of the Development Officer;
- viii. Design of approaches and entrances to be approved by the Director of Planning & Engineering and meet the Town of Redcliff's construction standards;
- ix. Applicant to provide curb & gutter on the north side of the private roadway;
- x. Applicant to extend the sidewalk on 4 street NW to 1 Avenue NW;
- xi. Applicant to provide on-site lighting. Lighting shall light up all parking areas and not negatively affect neighbouring properties to the satisfaction of the Development Authority;
- xii. Applicant to provide a parking lot layout which shows a minimum of one (1) parking stall / bedroom. Parking lot plan to be to the satisfaction of Planning & Engineering;
- xiii. Landscaping is completed as per the plan approved by the Development Officer.

8. ADJOURNMENT

S. Cockle moved adjournment of the meeting at 1:58 pm.
- Carried.

Chairman

Secretary

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD MEETING
Town Council Chambers Town Office
February 13, 2018 at 4:30 pm**

PRESENT:

Chairperson	Meredith Conboy
Council Representative	Cathy Crozier
Members at Large	Susan Horn
Community Services	Carla Spampinato

1. GENERAL

Call to Order:

A) Meeting called to order at 4:34pm.

Adoption of the Agenda

B) S. Horn moved to adopt the agenda. – Carried.

2. MINUTES

A) S. Horn moved the January 9, 2018 minutes, adopted as presented. – Carried

3. DELEGATION – None

4. OLD BUSINESS

5. NEW BUSINESS

Volunteer Recognition
Celebration

A) Administration presented in progress planning details regarding the Volunteer Celebration. - Received as information.

SHAW Volunteer Interviews

B) Administration informed the board of the SHAW TV interviews taking place Friday February 16th with 8 organizations/individuals promoting volunteerism in Redcliff. - Received as Information.

Community Kitchens

C) Administration informed the board that Community Kitchens will start up in April, a facility and facilitator have been confirmed. – Received as information.

Mental Health Week

D) Administration advised the board of plans for a new event, Redcliff Relax and Restore Self Care event taking place during Canadian Mental Health week – received as information.

Review of additional
programming

E) Administration discussed upcoming programming; Lions Family Day Skate, Elder Abuse info session, Pink Shirt day – received as information.

6. CORRESPONDENCE

A) Correspondence received by DREAMS. Program updates for February 2018 – received as information.

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

A) Board Leadership Event at the Medicine Hat College, March 3rd, 2018, 8am-3pm. S. Horn is interested and will advise if she wishes to attend.

Next Meeting

8. DATE OF NEXT MEETING- March 13, 2018 4:30 pm

Adjournment

9. ADJOURNMENT

A) S. Horn moved to adjourn the meeting at 5:10 pm.—Carried



700 REDCLIFF WAY S.E.
REDCLIFF AB. T0J 2P0

PHONE: 403-548-7118
FAX: 403-548-2400

EMAIL: INFO@GOLFRIVERVIEW.COM
WEB: WWW.GOLFRIVERVIEW.COM

Board of Directors Meeting November 28 2017

Call to Order: Dean S called the mtg to order at 6:30 pm

Board Members:

Dean Blezard X	Michael Anderson X
Dean Schmaltz	Gary Hurlbert
Rob Desjarlais X	Jeff Anderson
Larry McGregor X	Charles Rathke
Roy Coghlan	Cody Booker X

X = absent

Director of Golf: Glenn Racz

Town Representatives: Chris Czember

Minutes of Last Meeting:

- Approval of the minutes
- motion to accept by Jeff seconded by Gary

Reports:

1. Town Liason

- Chris reported the town council has turned down our request for financial aid in the form of a loan
- The request for an incentive based water agreement was not considered by the council at this time due to current outstanding water bills for 2017
- Chris advised the town council would accept our offer of an annual tour of the course so we could show upgrades to the course and answer concerns at that time. Glenn and Chris will set up a date in the spring
- Chris advised we can have access to the water in the east side pond and stated we should see Arlos in March to see when and how we can access it.
- Glenn asked Chris if we could see the new drawings for the coulee project – Chris will check

2. Financial

- Glenn reviewed the clubs financial position ending October year to date. Glenn mentioned Larry is currently working on the year end with the auditors in preparation for the AGM being held Sunday January 14th 2018
- Glenn discussed some budget issues and copies of the budget were handed out.
- Roy asked that Chris only show the council our proposed 2018 budget in camera

Committee Reports:

1. Grounds

- Glenn spoke about the work that Scott had done on planning for course improvements short and long term.
- Scott, Glenn and Sparky walked the course and discussed the planning
- Glenn has Scott's plans on computer and were viewed by some directors after the meeting
- need to check the property stakes on holes 7 and 8 to ensure we are ok to proceed with new t boxes
- there was more discussion on setting up a practice area / pitch and put – with more work to be done
- Chris suggested the area may conflict with coulee work as this area would be considered for stockpiling earth , gravel etc which could increase cost and extend the time to complete if it had to move farther away- we will review but need to see all drawings

2. Clubhouse, Pro Shop

- Glenn spoke to the plan to expand the pro shop this winter. The additional space will allow for better presentation of our merchandise. This will sell the merchandise quicker and more profitably.
- Glenn confirmed that new merch will start arriving early Feb.

General Discussion:

- memberships sold as of today are 95 with a plan of 324
- sponserhips stand at 15 confirmed with a target of 20
- Glenn has set up a new intermediate category for memberships – with a goal of 24
- Glenn discussed buying a camphouse type trailer which Larry has offered which is airconditioned, has a shower and could be converted to allow for club storage , lockers and file storage. There would be room for 24 lockers which we would charge \$150 per season

Next Meeting Date: TBA 1st week of January

Adjournment: Meeting was adjourned at 9:15pm



700 REDCLIFF WAY S.E.
REDCLIFF AB. T0J 2P0

PHONE: 403-548-7118
FAX: 403-548-2400

EMAIL: INFO@GOLFRIVERVIEW.COM
WEB: WWW.GOLFRIVERVIEW.COM

Annual General Meeting - January 14th 2018

Call to Order: Dean Blezard called the mtg to order at 12:15

Board Members Present:

X = absent

Dean Blezard	Michael Anderson X
Dean Schmaltz X	Gary Hurlbert
Rob Desjarlais	Jeff Anderson
Larry McGregor	Charles Rathke
Roy Coghlan	Cody Booker X

Director of Golf: Glenn Racz

Dean welcomed the members and thanked them for coming out in good numbers especially with the inclement weather. A final count later confirmed we had 59 members attend the AGM.

Glenn Racz spoke to some highlights for 2018

- The clubs revised plans for the range were not approved by the town as erosion in the coulee east of 10 is an issue that Alberta Environment wants fixed.
- The town has asked that we go ahead with the purchase of the range equipment which is good news this will enable us to apply for another CFEP Grant in March. In discussions with the town a potential is to have a covered heated hitting bay for usage throughout the year. We have been advised that the best case scenario is that construction could begin this fall. Total estimate is 1.6 million, the town has applied for a grant on the project which is a 90/10 grant
- We submitted a request to the town for an incentive based water agreement. The proposal was denied however they did confirm our rate will be locked in for the next 3 years at our current rate of 18 a cubic meter.
- the storm run-off pond behind the East side development has a pump that has the ability to send us water to the pond on ½. The current level is at its minimum amount anything over the minimum must be sent to us within 2 days of rain event. There is potential with spring run off we may receive a bit of water.

Grounds update.

- Scott Hiles will be returning as our superintendent for the 2018 season. Scott brought us a level of experience that was quickly noticed upon his arrival. He is excited to get back and carry on with the continued improvements on the course. We marked out new tee boxes on hole number 7 and on 18 depending upon our membership sales for 2018 these projects could start early in the spring along with the installation of drainage in the bunkers on hole 6 along with new sand.

- another project we would like to get done is moving the halfway house beside the restroom on hole 12. This will give golfers easier access and more frequent stops which will help sales of the clubhouse.

Food and Beverage

- we will monitor the clubhouse wage costs with the increase in minimum wages there will be times the clubhouse will be self serve at the bar.
- kitchen hours will also be affected by the increase to minimum wage, we are working on set hours for the kitchen. Tyler is currently working on a new menu for the opening in spring. He is working on a few menu's starting with a spring menu then a lighter summer menu and closing with a fall menu.

Proshop

- we have placed our order for a new cart fleet including GPS
- Glenn and Sparky spent much of December selling Corporate GPS Partnerships with excellent feedback and sell through. We are excited about the GPS and our new partners. We will host a corporate event this summer.
- Proshop expansion almost complete and we are working with Adidas on a theme shop, they are providing all the racks, hangers, banners, tables which will be exciting.
- we have acquired a trailer which is now on east side of the clubhouse. We will be renovating it to use for members club storage and lockers. We will be charging \$150 for the combined locker service.
- Tournament bookings so far for 2018 look encouraging as we have secured a few new ones and will aggressively pursue more for the upcoming season.

Website

- our new website is up and running and we are working on the member login screen. We are hoping to keep the login info similar using your RIVW number.
- the website is easier to work with in the back office allowing us to utilize the website more frequently.
- our website builder is working on a new Riverview App that people can download onto their phones, tablets and will receive notifications on green fee specials.

Financials

- Larry McGregor reviewed the years financial statement and we passed out a sheet so members could see the numbers in a condensed view as they requested
- we budgeted to make \$30.4 profit and came in at a 5.4 loss for the year
- Larry highlighted the main reasons for the difference from budget to actual – memberships down 23 = \$28.8 ; Green fees down \$20.6 ; power cart rentals down \$13.5
- expense control and fundraising were very good and had we reached our membership total we would have had healthy profit.

General discussion

- Dean asked for members interested in running to fill our 3 vacant Director spots – we had 6 people step forward and the members cast their votes. 1. Brad Hayward , 2. Todd Read , 3. Chad Vossler were voted in.
- there were questions and opinions about the GPS carts whether they were worth it. Glenn spoke to that issue and predicted it was where the industry was headed and that the timing was right.
- Monica H questioned why the course was shut down for some tournaments and Glenn explained that tournaments like the ones mentioned brought in over \$12000 in one weekend and the club needs the revenue

- Brad H asked if the club had a 5 year plan and Glenn told him what we are working on and the long term course plans for updating bunkers, greens , trees etc and that Scott had a presentation which members can view.
- there was significant discussion around private carts, their use and effect on the clubs revenues. The issue of owned carts and the rules surrounding them will be revisited by the board.
- Brad H asked if the new trailer for club storage and lockers could be painted / beautified Glenn said it would be looked at
- Vern H wants green fee rates reduced 25% to promote new business -- there was no comment by the board
- Donna R wants to have one day a week designated as half price day -- again no comment
- there was a question on mens league if we were going back to the old one Glenn replied that we were
- Dean thanked our outgoing Treasurer Larry McGregor for his contribution to the club. Dean again thanked the membership for their support and closed the meeting.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: February 26, 2018

PROPOSED BY: Public Services Department

TOPIC: Solid Waste and Recycling Collection

PROPOSAL: Collection of Solid Waste and Recycling Products by Can Pak Environmental

BACKGROUND:

During the December 11th, 2017 Council meeting, administration was authorized to enter into contract negotiations with Can Pak Environmental for curbside solid waste and recycling collection. Negotiations are complete with a summary of the key details listed below:

1. The contract term is for five (5) years with an option for an additional five (5) years.
2. All residential solid waste and recycling collection bins are to be purchased and owned by the Town of Redcliff. All commercial solid waste and recycling collection bins are purchased and owned by the contractor.
3. Solid waste collection occurs on a weekly schedule. Recycling collection occurs on a bi-weekly schedule. The collection days for each service are Tuesday and Wednesday (with exception of the odd statutory holiday in which case the schedule would be amended and advertised accordingly).
4. All solid waste and recycling collection will be made at the curbside or at places so designated by the Town of Redcliff.
5. All larger condominiums, townhouse units, and/or multi family dwelling complexes will be serviced with larger solid waste and recycling collection bins. There may be some scenarios that merit case by case consideration with regard to the type and size of bins to be utilized.
6. All residential collection bins will be returned upright to approximately the same position they were located prior to collection. Any spillage caused by the contractor is to be cleaned by the contractor. Any bin damage or property damage caused by the contractor shall be repaired or replaced by the contractor.
7. All the collected solid waste will be disposed of at the Redcliff Cypress Regional Waste Management Authority.

8. All the collected recycling product will be sorted and processed at the contractor's facility in Medicine Hat. It is then distributed to the contractor's customers. The contractor guarantees only 3-5% of the collected product would become residual after processing.
9. All solid waste and recycling collection bins are to be maintained by the contractor. Any request for maintenance or repair must be completed within forty-eight (48) hours.
10. All collection trucks must be current models of not more than seven (7) years old using the current operating year's date.
11. Elderly and handicapped assistance program will be conducted in such a way that the contractor manually gathers the bin(s), services the bin(s), and returns the bin(s) to the residential property. Elderly and handicapped assisted requests will require pre-approval by the Town of Redcliff and the approved residential accounts will be distributed to Can Pak accordingly.

With curbside solid waste and recycling collection, residents of Redcliff would experience a rate decrease and also gain household recycling collection (the addition of a new service). Residential accounts, once implemented in 2018, would decrease to \$17.84/month (see memo attachment with rate projections chart). The monthly residential utility rate includes both solid waste and recycling collection. Commercial rates for solid waste collection will remain the same for the 3 cubic yard bins at \$85.68/month (based on weekly collection) with additional commercial call outs being \$18.00/callout.

Can Pak Environmental advises they would be ready to commence operations by May 15th however Administration feels July-August would be a more plausible start date. Residential collection days would be reduced from five (5) currently down to two (2) collection days. The specific collection days would be Tuesday and Wednesday.

Note: The Town would pay the tonnage fees for the Municipal Solid Waste to the Redcliff Cypress County Regional Landfill Authority as per rates set by the Authority.

POLICY/LEGISLATION: N/A

ATTACHMENTS: Memo dated February 12, 2018

STRATEGIC PRIORITIES:

Provide a recycling collection service within the Town of Redcliff

OPTIONS:

1. Authorize the Mayor and Municipal Manager to sign the solid waste and recycling collection services contract with Can Pak Environmental resulting in curbside household solid waste and recycling collection services being provided in the Town of Redcliff. Further, Can Pak Environmental would supply each household with one solid waste and one recycling bin. Solid waste would be collected weekly and recycling would be collected bi-weekly.
2. Not authorize execution of the solid waste and recycling collection services contract with

Can Pak Environmental resulting in curbside household solid waste and recycling collection services being provided in the Town of Redcliff.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to authorize the Mayor and Municipal Manager to sign the solid waste and recycling collection services contract with Can Pak Environmental Inc. resulting in curbside household solid waste and recycling collection services being provided in the Town of Redcliff.

SUBMITTED BY:



Director of Public Services



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2018.

Memo

To: Redcliff Town Council

From: Municipal Manager (from Public Services)

Date: February 12, 2018

Re: Solid Waste and Recycling Collection

During the December 11th, 2017 Council meeting, administration was authorized to enter into contract negotiations with Can Pak Environmental for solid waste and recycling collection.

This memo has been prepared in an effort to provide additional information to Town Council regarding the above matter with regard to the actual service delivery as well as to provide some response to the noted February 12, 2018 delegation questions. The following is a summary of key information points:

1. The contract term is for five (5) years with an option for an additional five (5) years.
2. All residential solid waste and recycling collection bins are to be purchased and owned by the Town of Redcliff. All commercial solid waste and recycling collection bins are purchased and owned by the contractor.
3. Solid waste collection occurs on a weekly schedule. Recycling collection occurs on a bi-weekly schedule. The collection days for each service are Tuesday and Wednesday (with exception of the odd statutory holiday in which case the schedule would be amended and advertised accordingly).
4. All solid waste and recycling collection will be made at the curbside or at places so designated by the Town of Redcliff.
5. All larger condominiums, townhouse units, and/or multi family dwelling complexes will be serviced with larger solid waste and recycling collection bins. There may be some scenarios that merit case by case consideration with regard to the type and size of bins to be utilized.
6. All residential collection bins will be returned upright to approximately the same position they were located prior to collection. Any spillage caused by the contractor is to be cleaned by the contractor. Any bin damage or property damage caused by the contractor shall be repaired or replaced by the contractor.
7. All the collected solid waste will be disposed of at the Redcliff Cypress Regional Waste Management Authority.

8. All the collected recycling product will be sorted and processed at the contractor's facility in Medicine Hat. It is then distributed to the contractor's customers. The contractor guarantees only 3-5% of the collected product would become residual after processing.
9. All solid waste and recycling collection bins are to be maintained by the contractor. Any request for maintenance or repair must be completed within forty-eight (48) hours.
10. All collection trucks must be current models of not more than seven (7) years old using the current operating year's date.
11. Elderly and handicapped assistance program will be conducted in such a way that the contractor manually gathers the bin(s), services the bin(s), and returns the bin(s) to the residential property. Elderly and handicapped assisted requests will require pre-approval by the Town of Redcliff and the approved residential accounts will be distributed to Can Pak accordingly.
12. Produced yard waste for the typical residential properties can be accommodated with 95 gallon solid waste bins. In addition, generated grass clippings and small branch solutions are in discussion at the administration level. These discussions are taking place in the context of existing budgetary allowances.

Summary

Below is an estimated rate comparison of the current solid waste collection operation and the proposed recycling and solid waste collection by the contractor. The rate forecasts do not include, with regard to the current system, any salary changes, benefit changes, workers compensation increases, gas or oil increases, or any other unforeseen circumstantial changes (ie. varying levels of capital investment from year to year). The rate projections are for residential accounts only. Note this also assumes that the discount provided by the Landfill Authority continues into the future (as it currently stands the tonnage rates for Municipal Solid Waste Collections are currently discounted by 50%). Incorporating 95 gallon solid waste collection bins throughout town, it is estimated that a 13% reduction in tonnage would be produced annually by the Town of Redcliff residents. As curb side recycling is also incorporated, an additional 20% reduction in produced solid waste would be estimated (note, some municipalities in Alberta have seen up to a 40% reduction in produced solid waste with recycling collection-Recycling Council of Alberta, City of Calgary, and Town of Banff). If recycling diversion yields more than a 20% reduction, these estimated rates would further be affected.

	Monthly Residential Rate Projections at Current System	Monthly Residential Rate Projections Utilizing Recycling	Monthly Residential Rate Projections if Town of Redcliff Discount Removed at Current System	Projected Monthly Rate Savings Using Curbside Solid Waste & Recycling vs Current System
2018	\$ 19.32	\$ 17.84	\$ 24.70	7.7%
2019	\$ 21.99	\$ 17.99	\$ 26.51	18.2%
2020	\$ 22.65	\$ 18.38	\$ 28.45	18.9%
2021	\$ 23.30	\$ 18.69	\$ 30.40	19.8%
2022	\$ 24.33	\$ 19.00	\$ 32.25	21.9%
2023	\$ 25.22	\$ 19.69	\$ 34.31	21.9%
2024	\$ 25.86	\$ 20.55	\$ 36.20	20.5%
2025	\$ 26.90	\$ 20.91	\$ 38.40	22.3%
2026	\$ 27.72	\$ 21.55	\$ 40.26	22.3%
2027	\$ 28.37	\$ 22.36	\$ 42.19	21.2%
2028	\$ 29.47	\$ 22.98	\$ 44.23	22.0%

The landfill tonnage pricing and discount is determined by the Redcliff Cypress Regional Waste Management Authority. The above rates assume the Authority continues on its current process with regards to tonnage pricing. Any dramatic change in tonnage pricing, or the removal of the Redcliff Municipal Solid Waste Collections discount can affect the above estimated rates (as shown above).

Additional Information regarding the noted February 12, 2018 delegation questions:

How will this plan be an improvement to the current waste removal method that is already paid for?

- Each resident having their own bin(s) gives the Town a better mechanism to manage cost and significantly reduces the cases of illegal dumping.
- It should also create diversion from the landfill which would be favourable for current and future solid waste rates.

Who is liable for any property damage the bins may cause (ie. worry about bins being blown into and hit such things as cars etc...)?

- Similar to the existing residents who currently use the bins, residents will be responsible for their own bins and will be encouraged to, other than on collection days, keep the bins in a secure location on their property.
- The Town also reached out to the contractor with the following information being provided:
 - Of the 125,000 individual bin collections carried out weekly, they have not experienced any significant incidences in this regard.

Is there a plan in place to assist the elderly and disabled residents who are unable to move their bins?

- See #11 above.

Parking is very limited for some; especially where there are narrow streets or where snow is piled up. Where will these individuals put their bins for pickup in these circumstances?

- See #4 above.
- The Town also reached out to the contractor and obtained the following information:
 - Every Town has some streets like this. We just adjust our collection in areas where there is a lot of street parking. Example, we will service these areas during times when most residents are not home and at work.

Given that China is no longer taking recyclables from Canada/USA what happens if Can Pak cannot find a purchaser for the recyclables they take from us?

- See #8 above.
- The Town also reached out to the contractor and obtained the following information:
 - China has never said that they will not take the recyclable material. What China has said is that they don't want any garbage in the material, and that they don't want any low grade material, ie, mixed paper and mixed plastic. We have purchased new equipment to improve the quality of our material and this equipment will be operational by the end of February and we will continue exporting materials back to China. We also still have domestic markets for our materials.

With regard to having centralized recycling in one area of town where people can drop off their recyclables and/or yard waste

- With regard to a recycling depot, while this is a method, it would be adding significant capital cost and added operational cost into the solid waste rates.
- Through using curbside collection, higher participation rates would be experienced which would result in higher levels of diversion.
- With regard to yard waste, see #12 above.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 26, 2018

PROPOSED BY: Legislative & Land Services Department

TOPIC: Request to apply for Development Permit & Building Permit on Municipal Leased Property

PROPOSAL: To consider granting owner consent to Riverview Golf Club to make application for development and building permits for improvements at the Golf Course

BACKGROUND:

The Riverview Golf Club leases property from the Town of Redcliff for the purpose of operating a golf course and the clubhouse. The lease agreement specifies that the Club shall not construct, build, erect or carry out any major improvements, alterations, additions or changes upon, under or over the Leased Property or make any major changes or alterations to the design or topography of the golf course or surrounding areas or intensify the use thereof, without obtaining a development permit for any improvements, alterations, additions or changes, if applicable.

The Land Use bylaw specifies that written proof of ownership and authority to apply for a Development Permit is required with submission of an application for development permit.

To note, the Planning & Engineering Department became aware in January that the Golf Club had initiated improvements without the proper permits and sent them notice that they were required to apply for development and building permits. As part of the process they require owner consent to make application.

On February 14, 2018 the Riverview Golf Club submitted a request asking permission to apply for development and building permits for an accessory building and relocation of a wall in the Pro Shop. A copy of the development permit applications are included.

As the Town is the owner of the subject property, the request is being forwarded to Council for consideration.

Please note that this is strictly a request to the landowner (being the Town) to provide consent to the lessee to apply for a development permit and is not an approval of said development application. The lessee is still subject to the development approval process which is under the responsibility of the Town's development authority.

POLICY / LEGISLATION:
N/A

STRATEGIC PRIORITIES:
N/A

ATTACHMENTS:

1. Letter from Riverview Golf Club
2. Development Permit Applications / sketch

OPTIONS:

1. To grant owner consent to the Golf Club to make application for development and building permits for an accessory building and relocation of a wall in the Pro Shop.
2. To not grant owner consent to the Golf Club to make application for development and building permits for an accessory building and relocation of a wall in the Pro Shop.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to grant owner consent to the Golf Club to make application for development and building permits for an accessory building and relocation of a wall in the Pro Shop.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2018.**

Glenn Racz
Riverview Golf Club
700 Redcliff Way SE
Redcliff, AB T0J 2P0
403-548-7118
glenn@golfriverview.com
February 14, 2018

Town Council
Re: Application for Development and Building Permits

Dear Town Council:

I am writing this letter to formally ask permission from Town Council to apply for Development and Building Permits for our projects at the Riverview Golf Course. One permit is for our accessory building, and the other permit for the relocation of a wall within our Pro Shop.

Thank you for taking time to review this request.

Sincerely,

Glenn Racz
Riverview Golf Club



DEVELOPMENT PERMIT APPLICATION

Application #: _____

APPLICANT INFORMATION					
Applicant <i>THE RIVERVIEW GOLF CLUB</i>			Property Owner (if different)		
Phone <i>403-548-7118</i>			Phone		
Email <i>glennagolfriverview.com</i>			Email		
Mailing Address <i>700 REDCLIFF WAY SE</i>			Mailing Address		
City <i>REDCLIFF</i>	Province <i>AB</i>	Postal Code <i>T0T 2P0</i>	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address			
Legal Address	Lot	Block	Plan

DESCRIPTION OF DEVELOPMENT	
Proposed Development: <i>MOVE NORTH WALL IN PROSHOP 10' TO THE NORTH CREATING 190 SQ-FT OF ADDITIONAL RETAIL SPACE</i>	
Proposed Application:	Proposed Setbacks:
<input type="checkbox"/> New Residential <input checked="" type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Other (please specify) _____	Front: _____ Left: _____ Back: _____ Right: _____
	Land Use District
	Value of Development <i>\$ 1,000</i>
	Estimated Completion Date <i>FEB 15/18</i>



DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print): GLENN RACZ

SIGNATURE: [Signature]

DATE: FEB 2/18

FOR OFFICE USE ONLY		Date:
Received by:		
<input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use – Development Officer <input type="checkbox"/> Discretionary Use - MPC		Designated Use:
Receipt #	Fee:	
		Date Issued:
<input type="checkbox"/> Current Certificate of Title		
Notes: _____ _____ _____		

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.

17' 1/2'

ENTRY
5'

10'

3' DOOR

7'

Pro Shop

OLD WALL

1' →
2' →
(new)

← 20' →
SOUTH



RECEIVED
FEB 12 2018
TOWN OF REDCLIFF

DEVELOPMENT PERMIT APPLICATION

Application #: _____

APPLICANT INFORMATION					
Applicant <i>The Riverview Golf Club</i>			Property Owner (if different)		
Phone <i>403-548-7118</i>			Phone		
Email <i>glenn@golfriverview.com</i>			Email		
Mailing Address <i>700 Redcliff Way SE</i>			Mailing Address		
City <i>Redcliff</i>	Province <i>AB</i>	Postal Code <i>T0J 2P0</i>	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address			
Legal Address	Lot	Block	Plan

DESCRIPTION OF DEVELOPMENT	
Proposed Development: <i>MOVE A NON-FIXED BUNKHOUSE TRAILER TO THE EAST SIDE OF THE EXISTING CLUBHOUSE. THERE IS CURRENTLY A CEMENT PAD IN PLACE THAT THE TRAILER WILL SIT ON. LOCKERS WILL BE BUILT OFF-SITE & MOVED INTO LOCKER ROOMS. EXTERIOR PAINTED TO MATCH CLUBHOUSE. PLANTINGS TO MAKE AREA AESTHETICALLY PLEASING.</i>	
Proposed Application:	Proposed Setbacks:
<input type="checkbox"/> New Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input checked="" type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Other (please specify) _____	Front: _____ Left: _____ Back: _____ Right: _____
	Land Use District
	Value of Development
	Estimated Completion Date



DEVELOPMENT PERMIT APPLICATION

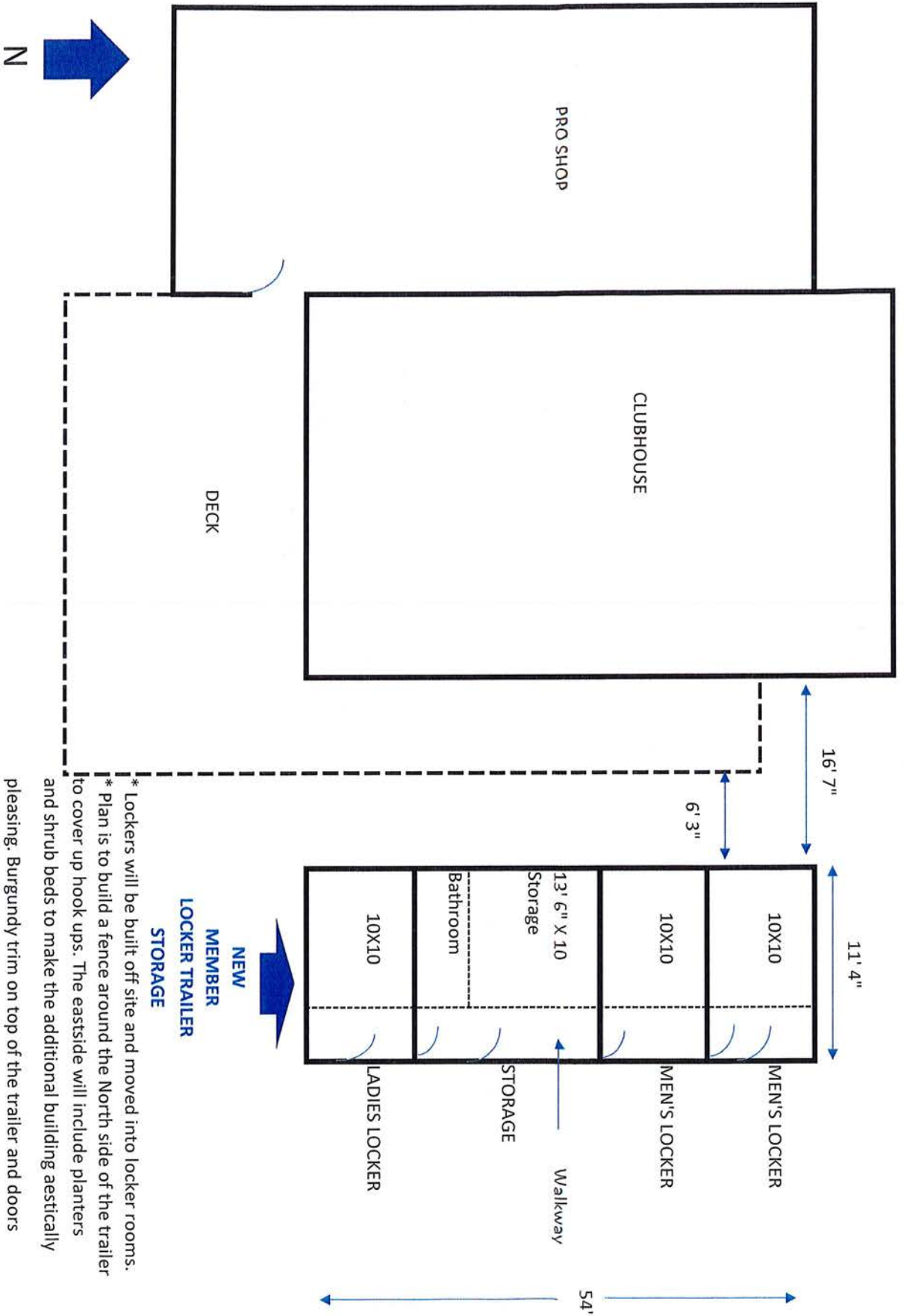
1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print): JOHN LACZ
 SIGNATURE: [Signature]
 DATE: FEB 9/2018

FOR OFFICE USE ONLY		Date:
Received by:		Designated Use:
<input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use – Development Officer <input type="checkbox"/> Discretionary Use - MPC		
Receipt #	Fee:	Date Issued:
<input type="checkbox"/> Current Certificate of Title		
Notes: _____		

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.



* Lockers will be built off site and moved into locker rooms.
 * Plan is to build a fence around the North side of the trailer to cover up hook ups. The eastside will include planters and shrub beds to make the additional building aestically pleasing. Burgundy trim on top of the trailer and doors will be painted to match the clubhouse



TOWN OF REDCLIFF

P.O. Box 40 - 1 - 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@redcliff.ca
www.redcliff.ca

Land Owner Consent

- ☐ Development Permit
- ☐ Building Permit

As the owner of the property described below, I consent to _____
to apply for a Development/ Building Permit for this property, and acknowledge that he/she has
a legitimate interest in the property for the purposes of this application.

Civic Address:			
Legal Description:	Lot	Block	Plan

I acknowledge that I am the owner of the above described property(s).

Property Owner: _____

Name (please print): _____

Signature: _____ Date: _____

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 26, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Gordon Memorial United Church - Blessing of the Bikes

PROPOSAL: Request for permission for a temporary road closure of 4th Avenue between 2nd and 3rd Street SE

BACKGROUND:

For the past few years the Gordon Memorial United Church has hosted a "Blessing of the Bikes" service in May. Administration has received correspondence from Gordon Memorial United Church regarding the event this year scheduled for Sunday, May 6, 2018 at 10:30 a.m.

The event accommodates approximately 50 motorcycles and the Church is requesting that 4th Avenue between 2nd and 3rd Street, SE be closed from the hours of 10:00 a.m. until 1:00 p.m. to allow for the safe parking of motorcycles on the street during the event.

In the past Council has authorized the request by way of motion stating:

"correspondence from Gordon Memorial United Church received March 27, 2017 regarding the Blessing of the Bikes Service on Sunday, May 7, 2017, be received for information. Further that the request for permission of a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service on Sunday, May 7, 2017 from 10:00 a.m. to 1:00 p.m. be approved. And further that the Public Services Director be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4th Avenue SE. - Carried."

POLICY / LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: Correspondence from Gordon Memorial United Church received February 20, 2018.

OPTIONS:

1. To allow the temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service, Sunday, May 6, 2018 from 10:00 a.m. and 1:00 p.m.
2. To deny the request for a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service, Sunday, May 6, 2018 from 10:00 a.m. and 1:00 p.m.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved correspondence from Gordon Memorial United Church received February 20, 2018 regarding the Blessing of the Bikes Service on Sunday, May 6, 2018, be received for information. Further that the request for permission of a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service on Sunday, May 6, 2018 from 10:00 a.m. to 1:00 p.m. be approved. And further that the Public Services Director be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4th Avenue SE.
2. Councillor _____ moved to deny the request for a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service on Sunday, May 6, 2018 from 10:00 a.m. to 1:00 p.m.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2018.**



Gordon Memorial United Church

401 Second Street SE
Redcliff, Alberta, Canada T0J 2P2
Phone: (403) 548-7110

RECEIVED
FEB 20 2018
TOWN OF REDCLIFF

Redcliff Town Council,

1 - Third Street, NE
Redcliff, AB
T0J 2P0

Dear Sirs and Madams,

Gordon Memorial United Church will be hosting a "Blessing of The Bikes" service on Sunday, May 6, 2018 at 10:30 am.

To accommodate this event and the expectation of approximately 50 motorcycles, the church is requesting that Fourth Avenue, between Second and Third Street, SE be closed from the hours of 10:00 am until 1:00 pm on this day. This will allow for the safe parking of motorcycles on the street during this event.

This request was made and approved last year for the same event. To facilitate the closing of the street, the barricades were off loaded at the church on the Friday. A member of the church then set the barricades in place at the appropriate time and removed them at the completion of the event. They were then placed by the church for the town crew to pick up on the following Monday.

Thank you for your consideration on this request and I invite all those with motorcycles to come to the church at 10:30 am and be a part of the Blessing.

Have a Blessed Day

Mel Spence
for Gordon Memorial United Church

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 26, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Policy 032, Grazing Lease Policy

PROPOSAL: To consider revisions to Policy 032, Grazing Lease Policy

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.

A revision is being suggested to eliminate a set grazing fee for new leases and allow for grazing lease rates for new leases to be established via a bid process. Further that new leases have a set term.

POLICY / LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, 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 032, Grazing Lease Policy

OPTIONS:

1. To approve Policy 032, Grazing Lease Policy as presented.
2. To direct Administration to further review Policy 032, Grazing Lease Policy and incorporate amendments as suggested for further consideration by Council.
3. To cancel Policy 032, Grazing Lease Policy.
4. To renew Policy 032, Grazing Lease Policy with no changes.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 032, Grazing Lease Policy be approved as presented.

2. Councillor _____ moved to direct Administration to further review Policy 032, Grazing Lease Policy and incorporate amendments as suggested for further consideration by Council.
3. Councillor _____ moved that Policy 032, Grazing Lease Policy be cancelled.
4. Councillor _____ moved Policy 032, Grazing Lease Policy be renewed with no changes.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2018.**

Approved by Council – January 14, 2013

GRAZING LEASE POLICY

BACKGROUND

The Town of Redcliff has undeveloped land in various locations in Redcliff suitable for grazing leases. This land is not immediately needed for development and may be made available for use and leased out for grazing purposes to generate revenue for the Town of Redcliff.

POLICY

1. On the date of passing of this policy by Town Council, all leases in effect and anyone entering into a lease with the Town of Redcliff are subject to new terms and conditions of the Grazing Lease Policy.
2. Lands that become available for lease will be first offered to Redcliff residents. Should no Redcliff residents be interested in a grazing lease at the time of availability it will then be available to non-residents.
3. Lease Rate
Current Grazing Lease Agreements
Land leased from the Town of Redcliff for grazing purposes is based on an annual basis at the following rate: ~~and subject to signing of the standard lease agreement.~~
 - a) up to 50 acres - \$10.00 per acre - minimum \$150.00
 - b) 51 - 100 acres - \$500.00 plus \$8.00 / acre over 50 acres
 - c) Over 100 acres - \$800.00 plus \$6.00 / acre over 100 acres

If the leased lands are considered live for assessment, taxes will be included in the lease costs and will not be an extra charge to the lessee.

New Grazing Lease Agreements

Existing grazing leases or new land that becomes available and is suitable for grazing purposes may be offered for lease. The annual grazing lease rate shall be established based on the highest bid received.

If the leased lands are considered live for assessment, taxes will be included in the lease costs and will not be an extra charge to the lessee.

4. Leases are not transferable.
5. No individual may be in possession of more than one grazing lease of Town of Redcliff land unless no other interest has been expressed in a lease at the time it is available.
6. No leased areas may be merged for the purpose of cost benefits. Adjacent leases may be combined into a single lease for administrative purposes.
7. Administration shall present a Grazing Lease Agreement to Council for any new lease to be created. Grazing Lease Agreements are subject to Council approval.

8. Payment of leases:
 - a) Finance and Administration shall invoice lessees annually.
 - b) Lessees shall have 30 days from date of invoice to make full payment.
 - c) Any lease that has not been **fully** paid within 30 days of date of invoice shall automatically be deemed canceled and made available.
9. Manager of Legislative and Land Services may advertise leases in a newspaper circulating in the area.
10. Manager of Legislative and Land Services will establish the size of the area to be leased. Leased areas will not be allowed to be reduced in size so as to make the leasing of the rest of the adjacent property unfeasible.
11. Lessees shall be required to maintain liability insurance in an amount of \$1,000,000 minimum and provide a copy of this policy annually to the Town of Redcliff no later than March 1.
12. Lessee is responsible for ensuring any animals that he/she has authorized to occupy his/her lease have adequate liability coverage.
13. New leases shall be for a term of 5 years.

Memo

To: Redcliff Town Council

From: Director of Planning and Engineering

Date: February 26, 2018

Re: Town of Redcliff Economic Study

As part of the Municipal Development Plan (MDP) update project, several background reports are being created by Planning and Engineering to provide context into the current and possible future state of Redcliff. The intent of these reports is to inform and guide MDP policy development. The reports include:

Report	Status	Presented to Council
Population Study	Complete	Yes (October 23, 2017)
Economic Study	Complete	Yes (February 26, 2018)
Land Inventory	In Progress	No

The Economic Study has been completed by Planning and Engineering, and is attached for your information. Data used for the Economic Study was compiled and analyzed from the 2016 Canadian Census, Town of Redcliff development data, and municipal assessment data from the Government of Alberta.

The main findings from the Economic Study and potential policy implications include:

FINDINGS:	POTENTIAL MDP POLICY:
ASSESSMENT VALUE In 2016, 27.62% of Redcliff's total municipal assessment value was from non-residential properties. Ideally, the non-residential assessment base should make up the majority of the total assessment value. Despite this, Redcliff had one of the highest proportions of non-residential assessment and one of the highest assessment values per capita of 9 similar Albertan communities considered.	<ul style="list-style-type: none"> Incentives for industrial and commercial development shall be encouraged to increase the proportion of non-residential assessment base.

<p>SUBDIVISION & DEVELOPMENT The number of new subdivisions, total development permits, and new housing starts in recent years has remained low, when compared to numbers from 2007-2010. Decline in development activity may be attributed to recent economic decline in Alberta.</p>	<ul style="list-style-type: none"> • With the economy now in recovery, Redcliff should consider incentives to increase development activity. • Redcliff should review its role as the primary land developer in Town, and determine if opening up development in Eastside to other developers would be beneficial for the Town long-term.
<p>EDUCATION LEVEL The proportion of residents with no certificate, degree, or diploma is steadily increasing, while the proportion of residents with high school, college, university, and other diplomas or degrees is increasing steadily, indicating a more skilled labour force.</p>	<ul style="list-style-type: none"> • Redcliff should consider attracting businesses and industries which employ skilled workers and provide residents with the opportunity to work within Town.
<p>INCOME Income has steadily increased in Redcliff since 1996; however, 2016 income levels remain below provincial income levels.</p>	<ul style="list-style-type: none"> • Redcliff shall actively work towards increasing the affordability of housing: <ul style="list-style-type: none"> ○ Promote a greater variety of housing types. ○ Engage the province on affordable housing projects. ○ Research grant opportunities for affordable housing. • Redcliff shall ensure municipal services are affordable to those who are low income.
<p>LOW INCOME & HOUSING AFFORDABILITY The prevalence of low-income individuals has decreased in most areas; however, ~10% of the total Redcliff population is still considered low income, and over 32% of renters in Redcliff are in unaffordable housing.</p>	
<p>INDUSTRY & OCCUPATION Industry refers to the type of firm where a person works, while occupation refers to one's specific set of tasks. Industry and occupation data reflect the jobs of those who live in Redcliff. It is important to note that not all Redcliff residents work in the community; therefore, industry and occupation data do not necessarily indicate industries and occupations available within Redcliff, but rather paint a picture of opportunities in the greater southeastern Alberta region. Industry:</p> <ul style="list-style-type: none"> • largest employment: retail trade; health care; and mining, quarrying and oil and gas. • lowest employment: information and culture; real estate; education; and arts, entertainment, and recreation. <p>Occupation:</p> <ul style="list-style-type: none"> • Largest employment: trades; and sales and services • Lowest employment: art, culture, recreation and sports; processing, manufacturing, and utilities; and natural and applied sciences 	<ul style="list-style-type: none"> • Redcliff shall work with economic development partners and neighbouring municipalities to retain and attract investment, industry, and business to the area. • Redcliff should consider attracting industries and occupations that already have high employment levels to increase specialization, and/or industries and occupations which currently have low employment levels in order to fill gaps in sectors like real estate and manufacturing.

<p>GENERAL ECONOMIC OUTLOOK Economic outlooks for the province of Alberta expect tourism and agriculture to lead economic growth in the coming years.</p>	<ul style="list-style-type: none"> • Redcliff shall determine the feasibility of implementing ideas and suggestions in the 2017 Business and Tourism Attraction Plan. <ul style="list-style-type: none"> ○ Redcliff should consider capitalizing on opportunities to increase employment in the arts, entertainment and recreation sector by implementing recreational tourism suggestions in the 2017 Plan. ○ Redcliff should consider attracting custom manufacturing, currently an occupation with low employment in Town, as a potential opportunity to diversify the economy.
---	--

The Economic Study is one of many components used to develop policies for the Municipal Development Plan. Upon completion of the Land Inventory, the Municipal Development Plan Steering Committee will forward its recommendations to Council for policy content to include in the Municipal Development Plan, based on the trends and findings from the background reports.

Town of Redcliff Economic Study



Town of Redcliff Economic Study

Prepared By: Planning and Engineering Department, Town of Redcliff, December 2017

Prepared For: 2018 Municipal Development Plan Redraft

Contents

Introduction.....	1
Purpose.....	1
Document Organization.....	1
Historical Trends	2
Current Economic Climate	4
Municipal Assessment.....	4
Development Trends.....	9
Subdivision.....	9
Development	10
Education.....	11
Income & Affordability.....	14
Income.....	14
Low Income.....	15
Housing Affordability	17
Employment	17
Commuter Flow	18
Industry & Occupation.....	19
Industry.....	19

Occupation.....	22
Conclusion	24
Appendix A	25
Municipal Assessment.....	25
Appendix B	26
Income Definitions.....	26
Appendix C	26
Low-income Measure After Tax.....	26
References.....	28

List of Figures

Figure 1. David Gordon trucking brick to kiln, Redcliff Brick and Coal Company, 1939.....	2
Figure 2. Construction of Dominion Glass, 1912.....	2
Figure 3. “Smokeless Manufacturing Centre of Canada”.....	3
Figure 4. 2016 proportion of total municipal assessment value from residential vs. non-residential lands, from 11 municipalities.....	5
Figure 5. 2016 population and assessment per capita, from 11 municipalities.....	5
Figure 6. 2014 municipal assessment values for 9 Albertan municipalities, broken down by assessment property type.....	6
Figure 7. 2015 municipal assessment values for 9 Albertan municipalities, broken down by assessment property type.....	7
Figure 8. 2016 municipal assessment values for 9 Albertan municipalities, broken down by assessment property type.....	8
Figure 9. Number of approved subdivision applications in the Town of Redcliff from 2007 to 2017, total and by land type.....	9
Figure 10. Total number of development permits issued, by type, in the Town of Redcliff from 2007 to 2017.....	10
Figure 11. Total number of development permits issued, and total value of development permits issued in Redcliff, 2007 to 2017.....	11
Figure 12. Proportion of Redcliff population aged 15 years and older by highest level of degree completed, 1996 to 2016.....	12

Figure 13. Redcliff population aged 15 years and older with a post-secondary diploma, degree, or certificate, by degree type, 1996 to 2016.....	13
Figure 14. Median total before tax individual, household, and family income in Redcliff from 1996 to 2016.....	14
Figure 15. Comparison of median before tax individual, household, and family income in Alberta and Town of Redcliff in 2016.....	15
Figure 16. Percentage of low income individuals in Redcliff by age group in 2011 and 2016.....	15
Figure 17. Total number of low income individuals, and number of low-income individuals by age group in Redcliff in 2011 and 2016.....	16
Figure 18. Percentage of households in Redcliff which spend greater than 30% of income on housing and shelter costs.....	17
Figure 19. Percentage of total Redcliff population aged 15 years and older by labour force activity.....	18
Figure 20. Place of work status for the employed labour force aged 15 years and over in private households, 1996 to 2016.....	18
Figure 21. Commuter flow between Redcliff and its neighbouring municipalities: Cypress County in 2011 and 2016.....	19
Figure 22. Total labour force employment in Redcliff from 2001 to 2016.....	21
Figure 23. Total labour force employment in Redcliff from 1996 to 2016.....	23

Introduction

Purpose

Economic studies are an essential element of municipal planning because they provide relevant background information to decision-makers. Economic studies present information on income, employment, education, industry, and development. Economic studies can be used to better understand the prevalence of poverty, industry growth, income disparity, development trends, labour force characteristics, and housing needs. Data from economic studies provides context to help understand and explain the current economic climate within a community.

Municipalities must plan and make decisions for the future. Decision-makers should take into account historical economic trends and the current economic climate in order to make informed decisions for their community. An economic study may help a municipality decide if an affordable housing development is needed, whether policies should be created to encourage development, or which industries to attract based on education of the labour force and industry specialization within the community.

The following report provides an overview of Redcliff's industrial history and economic trends from 1996 to 2016. The intent of this report is to provide information on Redcliff's economy to guide

policy development for Redcliff's Municipal Development Plan (MDP). Understanding of recent trends in the economy will help ensure MDP policies address economic issues and reflect the current context of Redcliff.

It is important to note that this report is intended to summarize and analyze current trends, and does not include future economic projection scenarios for Redcliff. Economic projections were not possible because there is a large flow of workers between Redcliff and its neighbouring municipalities. While the total number of residents who work within and outside of Redcliff was available, no detailed data was available on how many Redcliff residents work in and out of Town in each industry. This data is needed to create a Redcliff-specific projection, while the industry data available would create a projection reflecting the regional economy.

Document Organization

The following report is organized into three parts. The first part describes Redcliff's economic history and the boom years during the early 1900s. The second part describes current economic trends in Redcliff using Town, Government of Alberta, and Canadian Census Data. The conclusion provides a summary of the report and reviews recent regional and provincial economic outlooks, suggesting possible future opportunities and threats to Redcliff's economy.

Historical Trends

Unlike many prairie communities whose early history was dictated by agriculture and the railway, Redcliff's start came from an abundance of natural gas, which attracted industry. In the 1800's the land now known as Redcliff belonged to the Canadian Coal and Colonization Company Ltd., and later the Canadian Land and Ranch Company, where it was known as the Stair Ranch. In 1906 the ranch was sold to J.F. Bendings, a real estate man from Indiana. R.R. Stoner, one of Redcliff's founding fathers, purchased the land from Bendings and founded the Redcliffe Realty Co. with the other founding fathers who came from Minnesota - H.O. Wheeler and W.T. Lockwood (the "e" and the end of Redcliff was later dropped before the Town was officially named). Stoner also formed Redcliff's first industry in 1907, Redcliff Brick and Coal Co., seen in Figure 1.



Figure 1. David Gordon trucking brick to kiln, Redcliff Brick and Coal Company, 1939. (Glenbow Museum 2017)



Figure 2. Construction of Dominion Glass, 1912. (Glenbow Museum 2017)

By the early 1910s Redcliff boasted 2 more brick plants, Redcliff Pressed Brick Company Limited (now I-XL) and Redcliff Clay Products Co. Limited. One of the most iconic industries in Redcliff, Dominion Glass Co. Ltd., seen under construction in Figure 2, operated from 1913 – 1989 and produced everything from bottles and canning jars to lamp chimneys. Redcliff was nicknamed "Bricks, Bottles, and Babies" for its major industries and population growth in its heyday in the early 20th Century. Natural gas was used for light, heat, firing brick, and melting sand for making glass. Redcliff's future Town Plan, shown in Figure 3, was advertised with the slogan "the Smokeless Manufacturing Centre of Canada". Redcliff boasted the advantages of pure water, perfect drainage, natural gas, silica sand, the finest farming in southern Alberta, a large distribution area, and publicly-owned utilities.

In the 1910s, industries in Redcliff included:

Redcliff Brick & Coal Company	Redcliff Pressed Brick Company Ltd.
Redcliff Clay Products	Redcliff Mill and Elevator Company
Alberta Ornamental Iron Company	Redcliff Motor Company
Redcliff Rolling Mill & Bolt Works	Dominion Glass Company
Redcliff Greenhouses	Redcliff Sash and Door Factory
Alberta Shoe Factory	Redcliff Cigar Factory
Redcliff Hat and Cap Factory	Redcliff Knitting Mill
Redcliff Grain Elevator	Dauntless Manufacturing Company
Cold Storage Warehouse	Hammond Stoker Co.

Unfortunately the boom years did not last. On June 25, 1915 a tornado hit Redcliff and destroyed many industries. The Knitting Mill and Cigar Factory were left in ruins and never rebuilt. Other industries were unsuccessful. The Motor Company was never viable and was said to have produced less than 20 units. Around the time of the tornado, the Spanish Flu took many lives and World War I led to a loss of male population. This contributed to a steep decrease in population, influencing industry decline. Stoner, Wheeler, and Lockwood also found themselves in financial trouble because they often gave away land and free utilities to attract investment. The Town fathers' grand plan for Redcliff, depicted in Figure 3, was never realized due to the decline of industry and population (Hauk 2008, 2012, 2014; Redcliff Museum).

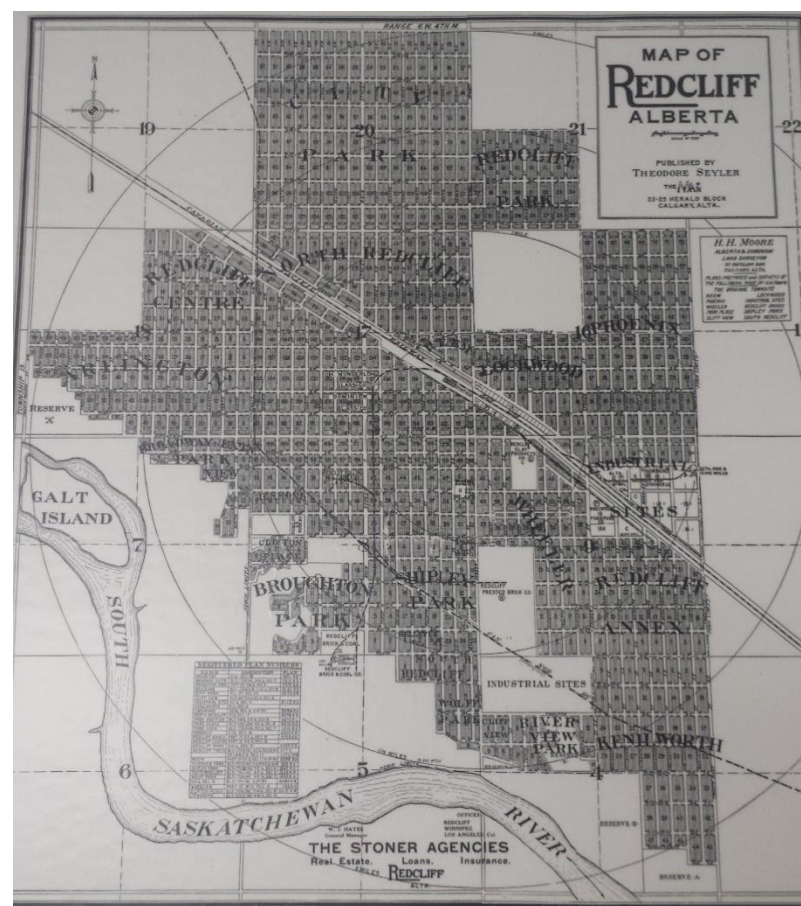


Figure 3. “Smokeless Manufacturing Centre of Canada” future concept map for Redcliff, Alberta estimated circa 1913. (Redcliff Museum)

The Great Depression (1929-1939) brought continued hardship and economic and population decline in Redcliff. A new leaf was turned with the discovery of oil in Alberta in the mid-20th Century. Businesses in Redcliff supported the oil and gas industry, and the local economy was closely linked to growth in the provincial

economy. Growth in the horticultural industry also occurred as businesses capitalized on the large amount of sunlight, prime agricultural land, and warmer weather in southeastern Alberta.

Today, rock monuments can be found around Redcliff commemorating the locations of former industries which gave Redcliff its start. Redcliff traded the title of “Smokeless Manufacturing Centre of Canada” for “Greenhouse Capital of the Prairies,” and industry continues shape the identity of Redcliff.

Current Economic Climate

Municipal Assessment

Municipal assessment provides insight into a municipality’s ability to cover the cost of services such as infrastructure and recreation facilities. Municipal property assessment involves assigning a dollar value to a property. The amount of property tax paid by landowners is a proportion of the assessed value of their property. Property taxes usually account for the majority of a municipality’s revenue, which is used to provide services. Accurate assessment values ensure the tax burden is distributed fairly throughout the municipality (Municipal Assessment Agency Inc. n.d.).

Different tax rates are applied to different types of properties, with residential property taxes being the lowest. Residential land assessment values usually do not generate enough tax revenue to

cover municipal servicing costs, whereas commercial and industrial (non-residential) assessments generate tax revenue greater than the cost to the municipality for servicing those lands. Moreover, in Redcliff and many other municipalities, the tax burden is distributed equally between residential and non-residential properties, despite residential lands usually accounting for the majority of the assessment base in urban municipalities. Many municipalities therefore seek to increase their industrial and commercial assessment base. Municipalities are constrained by the infrastructure costs of residential growth unless commercial and industrial growth also occur. A higher non-residential assessment base means municipalities are more financially sustainable and have a greater ability to maintain lower taxes (City of Edmonton 2016).

Each year Alberta Municipal Affairs publishes a breakdown of assessment values for the land and buildings from all municipalities in the province. The 2014, 2015, and 2016 values were compared between Redcliff and 8 other municipalities in Alberta that are bedroom communities and/or have a similar population: Crowsnest Pass, Town of Raymond, Town of Westlock, Town of Coalhurst, Town of Innisfail, Town of Vegreville, Town of Stettler, and Town of Coaldale. Redcliff’s neighbouring municipalities, Cypress County and the City of Medicine Hat, were also included in the assessment per capita and residential vs. non-residential assessment comparisons.

NOTE: No Counties or Municipal Districts were included in the similar municipality comparison as their total assessment values are much higher than towns and cities due to high assessment values from large amounts of linear development (i.e. pipelines), skewing the data.

Figures 4, 6, 7, and 8 show in 2016, residential lands comprised the majority of the assessment base in Redcliff and all 10 other municipalities considered, except Cypress County. Redcliff's residential lands accounted for nearly 70% of the assessment base, while non-residential lands accounted for ~28%. While all municipalities considered would benefit from increasing the non-residential assessment base, Redcliff had one of the highest non-residential assessment proportions of the municipalities considered.

Figure 4. 2016 proportion of total municipal assessment value from residential vs. non-residential (commercial and industrial; excludes linear, railway, machinery, and farmland) lands, from 11 municipalities. (Alberta Municipal Affairs 2017)

Municipality	Residential	Non-Residential
Crowsnest Pass	84.17%	8.78%
Town of Coaldale	90.64%	8.15%
Town of Coalhurst	95.24%	3.55%
Town of Innisfail	74.59%	18.60%
Town of Raymond	94.26%	4.17%
TOWN OF REDCLIFF	68.93%	27.62%
Town of Stettler	68.87%	29.27%
Town of Vegreville	73.74%	23.07%
Town of Westlock	75.40%	22.03%
Cypress County	20.34%	9.93%
City of Medicine Hat	76.33%	17.13%

Figure 5 shows of the similar municipalities, Crowsnest Pass and Innisfail had the highest assessments per capita, and Raymond the lowest in 2016. Redcliff had the fourth highest assessment per capita of the similar municipalities considered, at \$127,775/person. However, Redcliff's assessment per capita was lower than both Medicine Hat and Cypress County.

Figures 6 – 8 show all total municipal assessment values increased from 2014 to 2016 for the similar municipalities considered. The Town of Innisfail consistently had the highest total assessment value from 2014-2016. Redcliff's total assessment value increased from \$678 million to \$716 million between 2014 and 2016. Further data on assessment values can be found in Appendix A.

Figure 5. 2016 population and assessment per capita, from 11 municipalities. (Alberta Municipal Affairs 2017)

Municipality	Population	Per Capita Assessment
Crowsnest Pass	5,565	\$164,845
Town of Coaldale	8,215	\$97,867
Town of Coalhurst	2,668	\$80,791
Town of Innisfail	7,847	\$138,764
Town of Raymond	3,708	\$78,482
TOWN OF REDCLIFF	5,600	\$127,775
Town of Stettler	5,952	\$129,488
Town of Vegreville	5,708	\$125,152
Town of Westlock	5,101	\$110,085
Cypress County	7,662	\$695,263
City of Medicine Hat	63,260	\$135,927

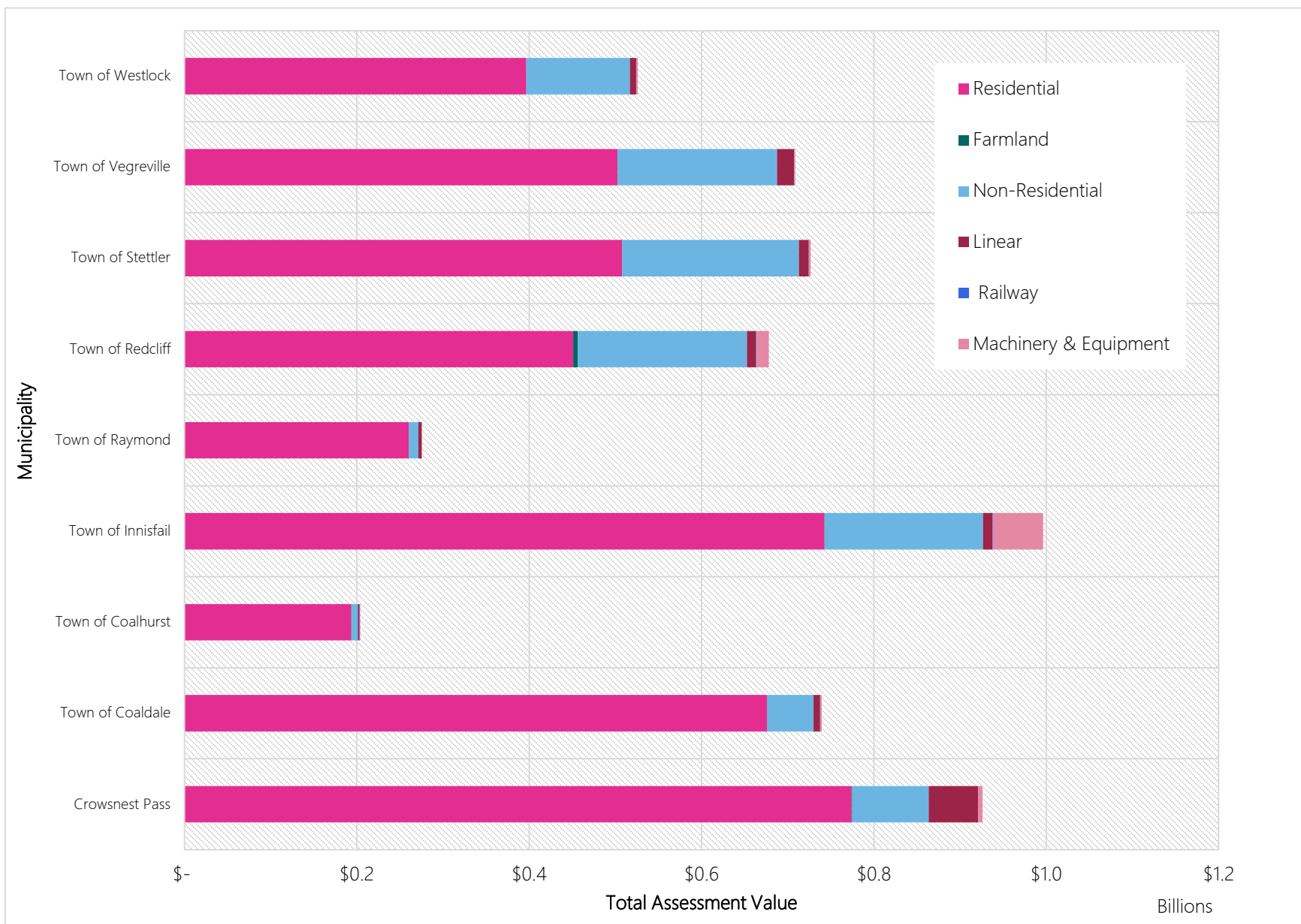


Figure 6. 2014 municipal assessment values for 9 Albertan municipalities, broken down by assessment property type. (Alberta Municipal Affairs 2017)

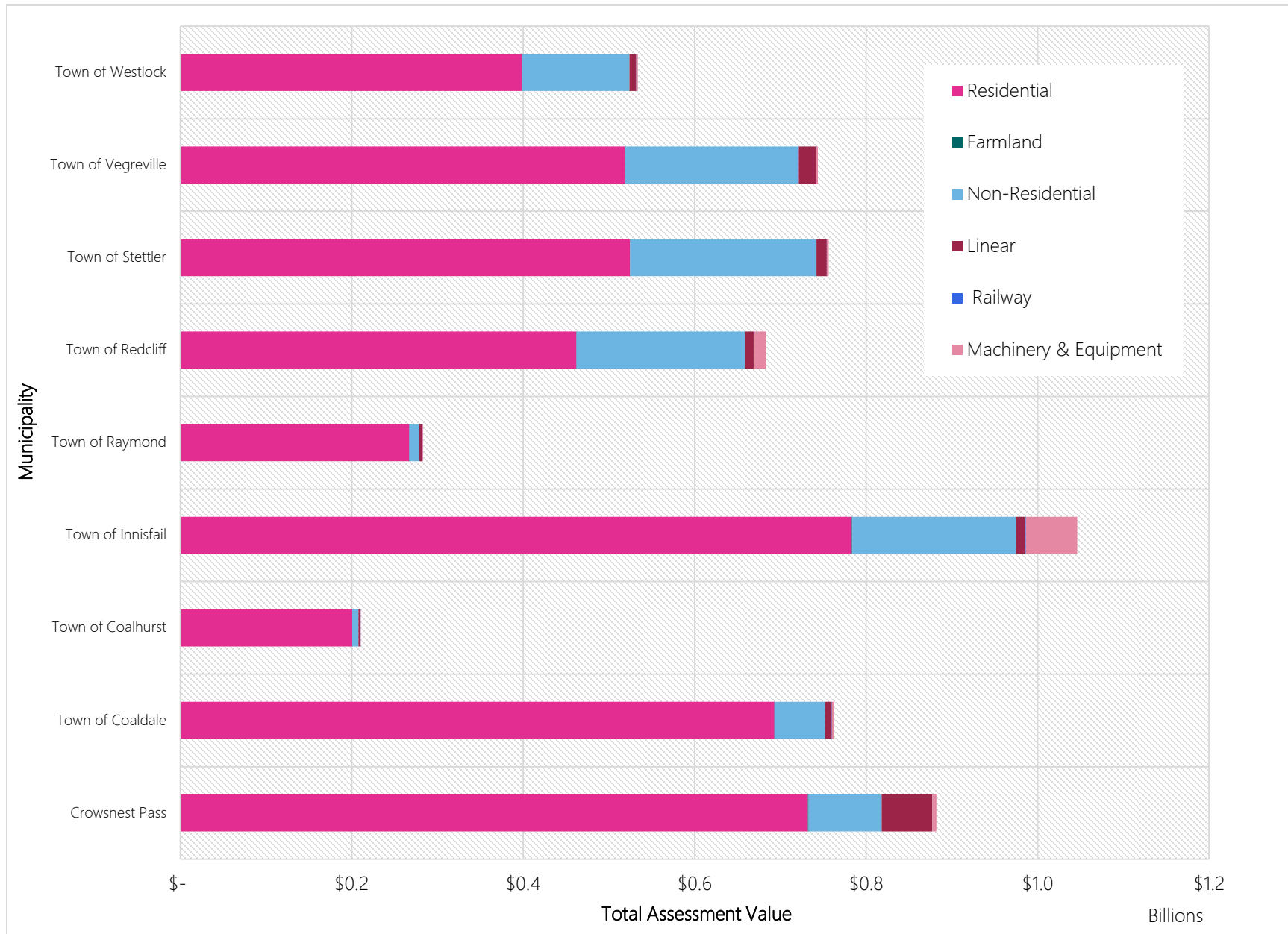


Figure 7. 2015 municipal assessment values for 9 Albertan municipalities, broken down by assessment property type. (Alberta Municipal Affairs 2017)

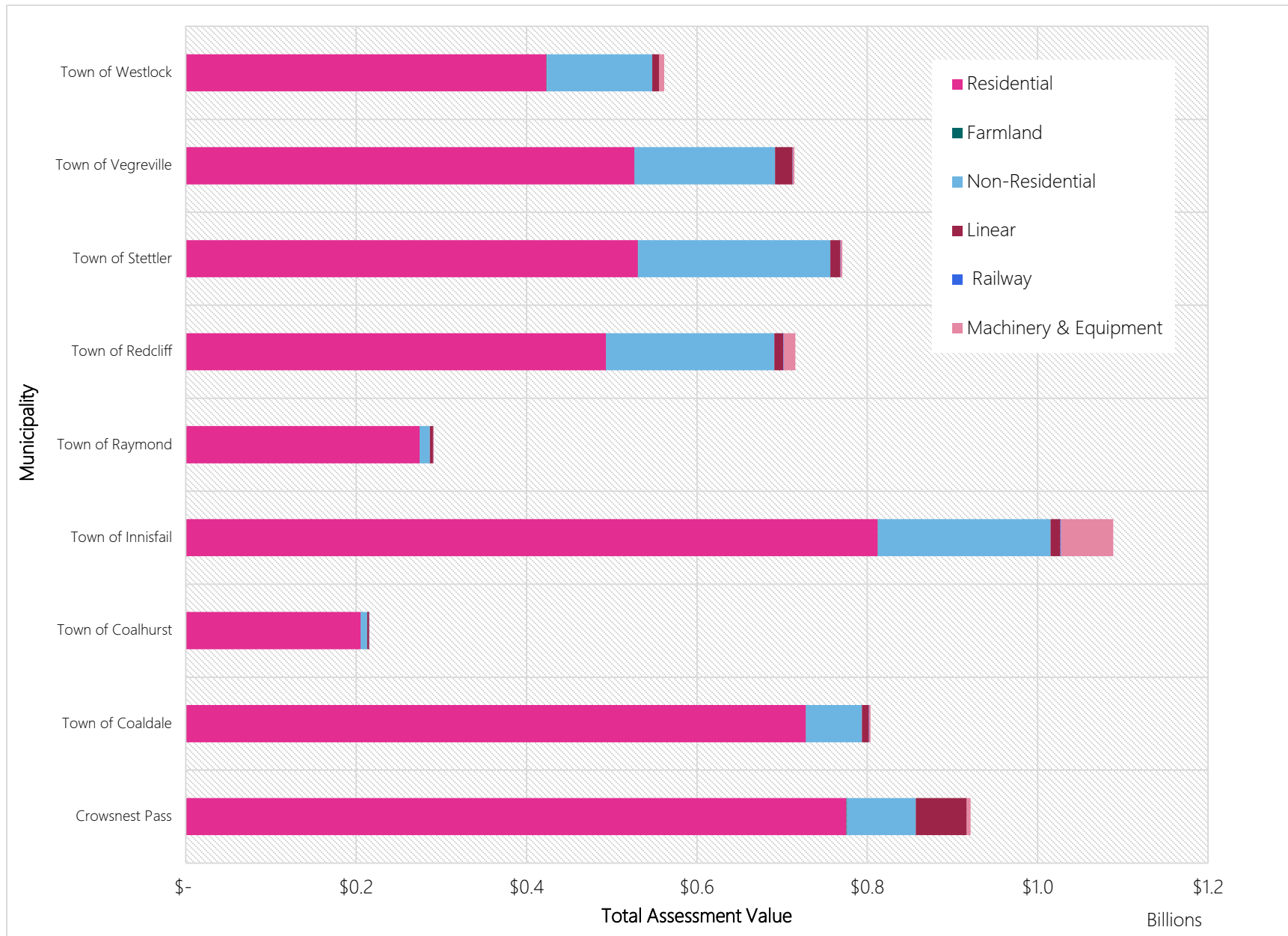


Figure 8. 2016 municipal assessment values for 9 Albertan municipalities, broken down by assessment property type. (Alberta Municipal Affairs 2017)

Development Trends

Subdivision and development data can provide insight into the economy by providing details the amount of development and construction occurring in a municipality. Generally, high subdivision and development activity suggest economic growth.

Subdivision

Subdivision data from the Town's archives was examined over the past 10 years (2007 – 2017). Figure 9 depicts the number of

approved subdivision applications each year (not the total number of new lots created). While there were more subdivisions approved in Redcliff 10 years ago than in 2017, subdivisions are relatively uncommon. In 2007 and 2008, 10 and 9 subdivision applications were approved, respectively. Every year from 2009 on saw fewer than 5 approved subdivision applications, with none in 2016 or 2017. Subdivisions on residential lands were most common, followed by commercial.

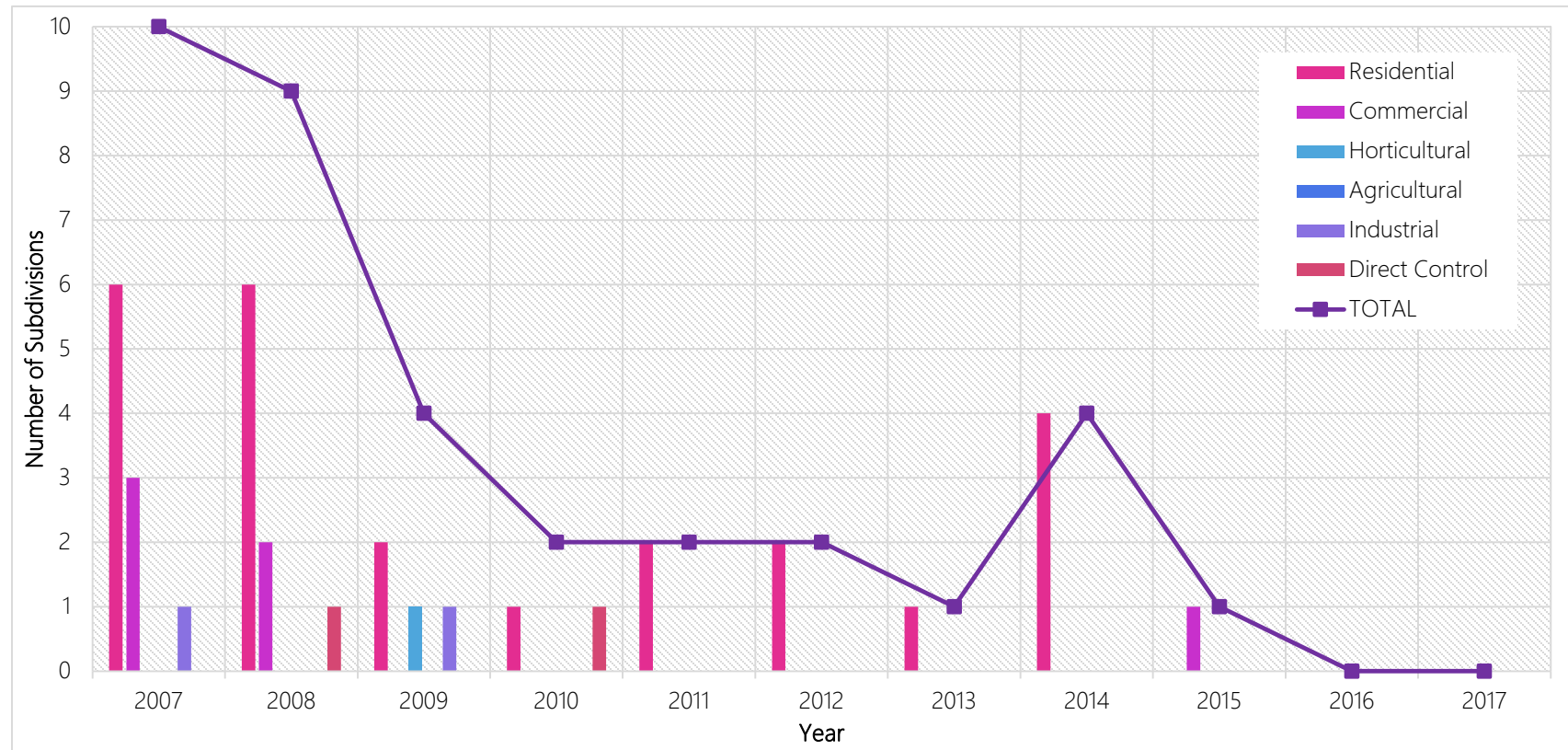


Figure 9. Number of approved subdivision applications in the Town of Redcliff from 2007 to 2017, total and by land type.

Development

Development permit (DP) data from the Town's archives was examined over the past 10 years (2007 – 2017). Development permits were very high in number from 2007 – 2009, in recent years the number has decreased to nearly half, seen in Figure 10.

The median number of development permits per year from 2007 – 2017 was 107. Construction of new homes has fluctuated greatly since 2007. The large number of development permits and subdivisions from 2007 were attributed to new home construction in the Jesmond neighbourhood.

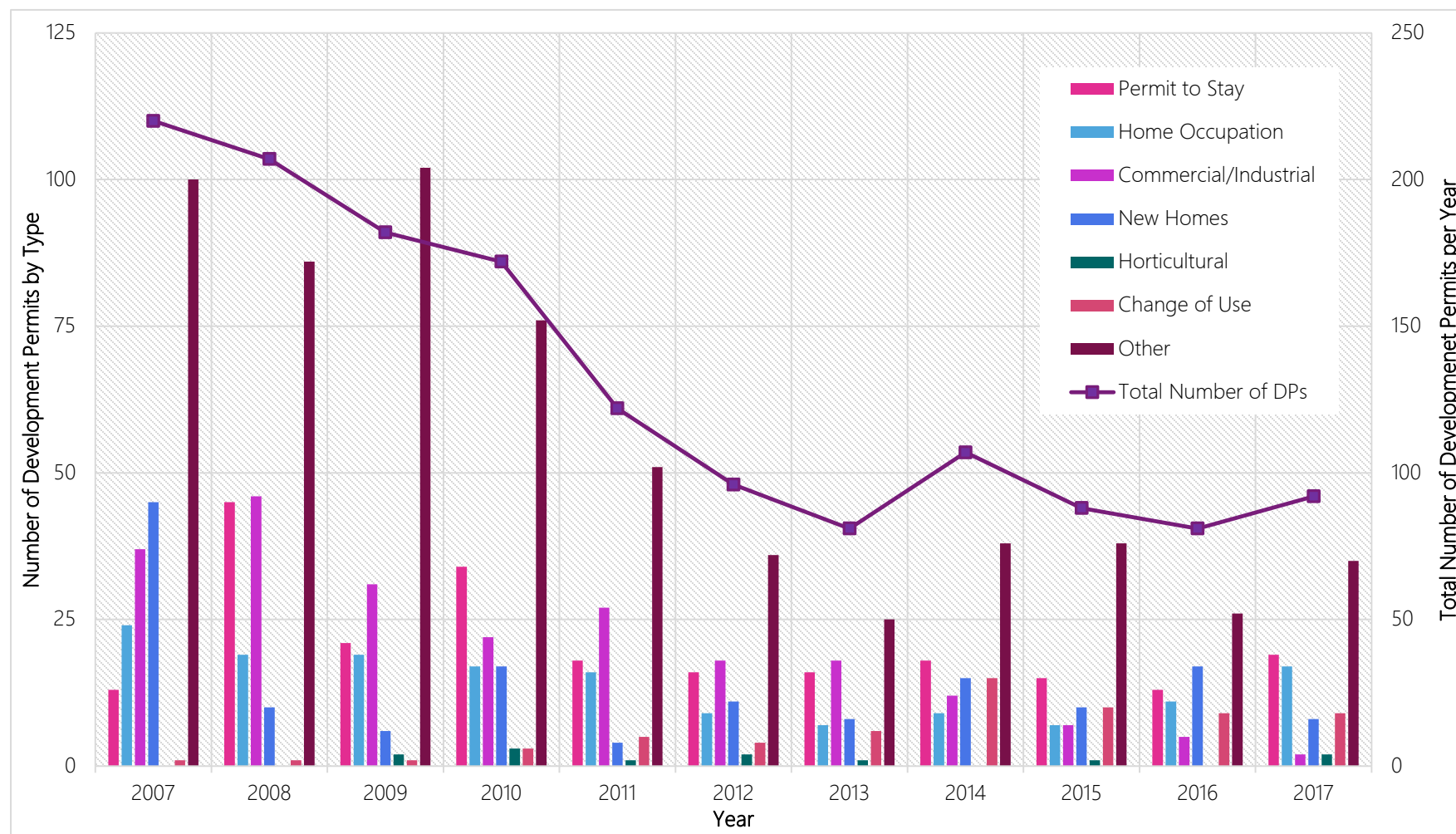


Figure 10. Total number of development permits issued, by type, in the Town of Redcliff from 2007 to 2017.

The total value of DPs was close to \$30 million in 2007, consisting primarily of new home construction. The number has fluctuated since, with higher DP values usually corresponding to the number of DPs issued per year, as seen in Figure 11. The value of new home construction was very high in 2007, due to development of the Jesmond subdivision. New home DPs then dropped in number and value. The start of the Eastside subdivision in 2010 led to new home DP value increasing in recent years.

Commercial, industrial and horticultural DP values were high in 2007 and 2008, before dropping but remaining higher than new home DP values. Since 2015 commercial, industrial, and horticultural DPs have been low in number and value, likely attributed to a lack of suitable commercial industrial land in Town.

NOTE: "Other" development permit values were not included in Figure 11, but the majority of "other" development permits consisted of basement renovations, decks, and garages or accessory buildings under \$30,000.

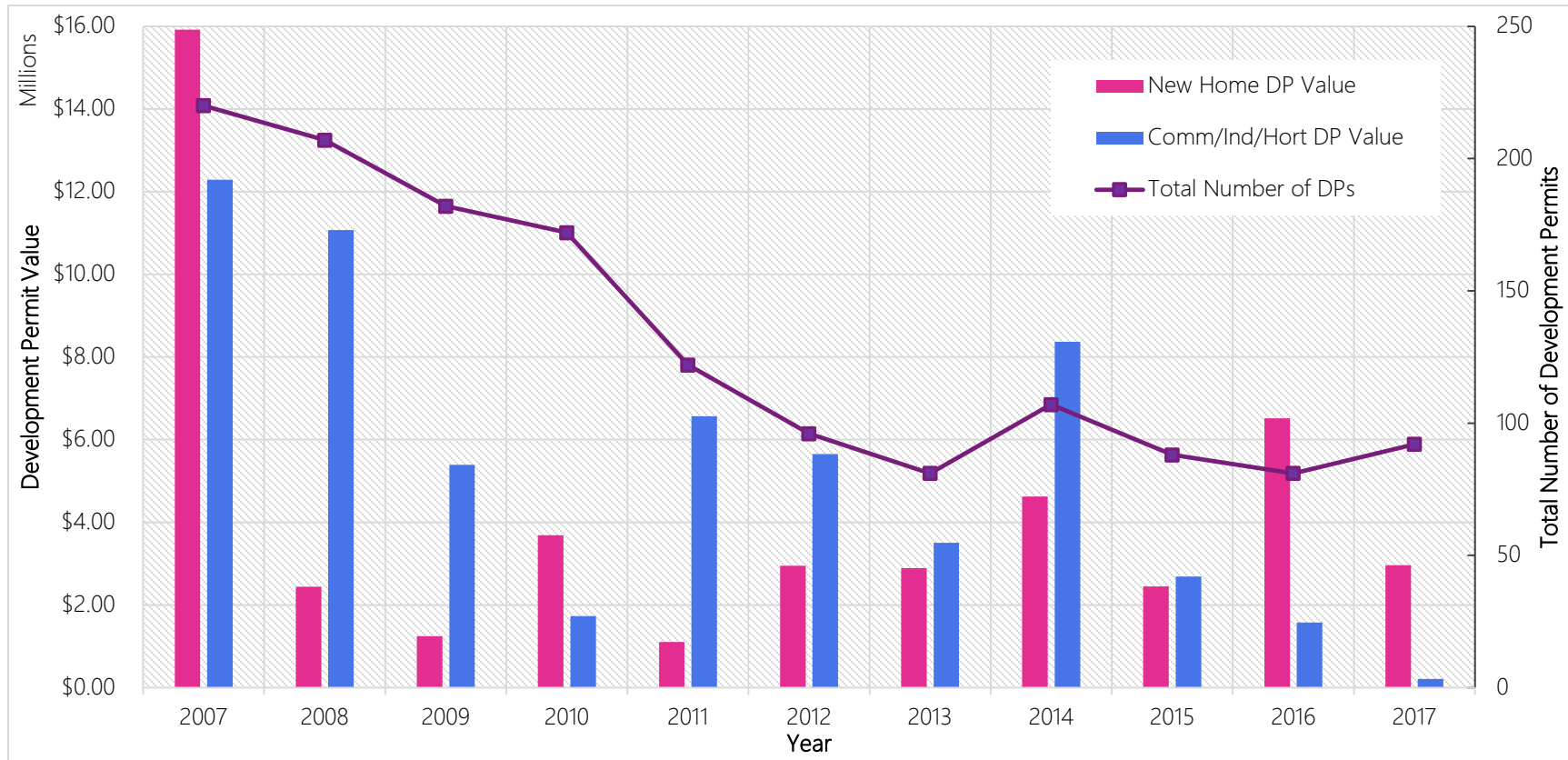


Figure 11. Total number of development permits issued, and total value of new home and commercial/industrial/horticultural development permits issued per year in the Town of Redcliff from 2007 to 2017.

Education

Education data provides information on post-secondary training received, and possible opportunities for employment and industry growth based on the level and type of training.

Data was consolidated from Statistics Canada National Census data from 1996 to 2016. Education data was considered for Redcliff residents aged 15 years and older. Between 1996 and 2016 the proportion of the population with no certificate, diploma, or degree

dropped from approximately 45% in 1996 to less than 30% in 2016, seen in Figure 12. Meanwhile, the proportion of residents whose highest degree earned was a high school diploma or postsecondary degree, certificate, diploma increased over the same time period. The overall increase in the highest level of degree received and proportion of residents who have a degree is likely attributed to the retirement and death of those with lower levels of education, and the increasing demand for skilled workers.

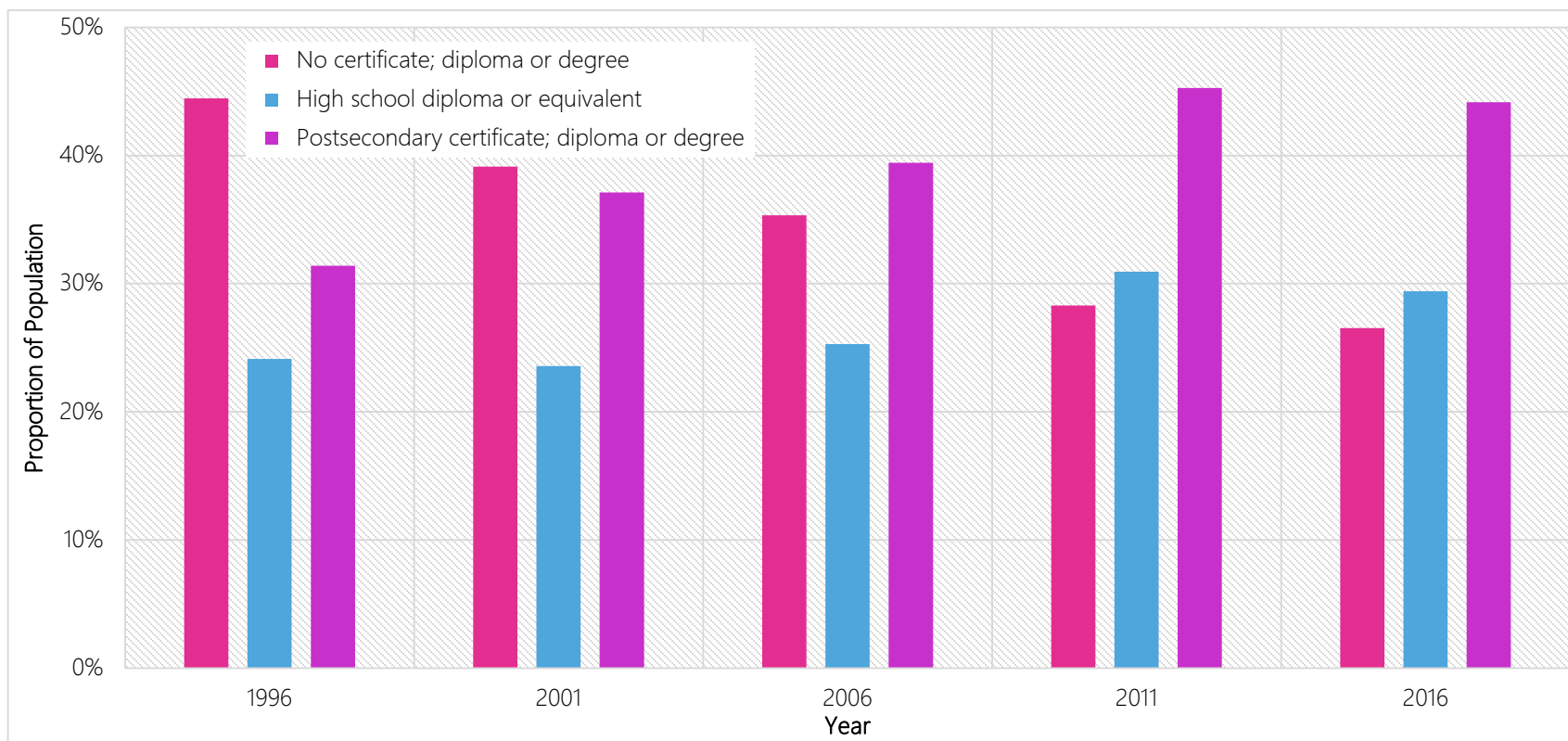


Figure 12. Proportion of Redcliff population aged 15 years and older by highest level of degree completed, 1996 to 2016. (Statistics Canada 1996, 2007, 2013a, 2013b, 2017a)

Of those with post secondary education, the proportion of people with apprenticeship or trades certificates or diplomas increased drastically from just over 10% in 1996 to over 30% in 2016, as seen in Figure 13. However, the proportion with trades education was highest at over 35% in 2011 and declined slightly from 2011 to 2016. College, CEGEP, or other non-university certificates or diplomas comprised over 70% of the 15 and over population who had some form of post-secondary degree in 1996. The proportion declined overall to 50% in 2016, but increased between 2006 and 2016. The proportion of those with a university certificate, diploma, or degree

at the bachelor level or above increased from ~8% in 1996 to its peak of ~13% in 2006. The proportion then decreased slightly over the next 10 years to 12% in 2016.

Fluctuations in the proportions of type of post-secondary may be attributed to migration of workers or upgrading education. For example, upgrading a college certificate to a university degree. Trades and college education continue to be more popular than university education, which may be due to the price and time commitment of completing a university degree.

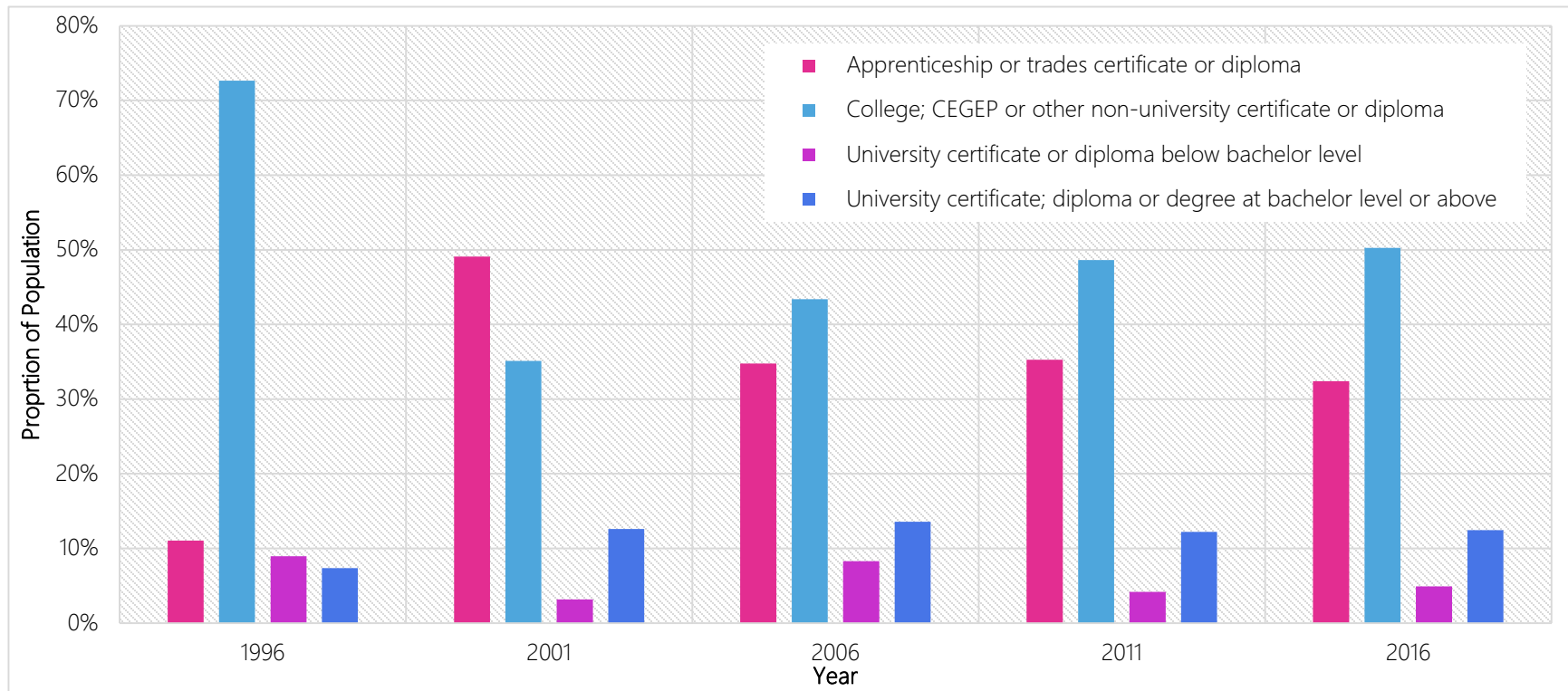


Figure 13. Redcliff population aged 15 years and older with a post-secondary diploma, degree, or certificate, by degree type, 1996 to 2016. (Statistics Canada 1996, 2007, 2013a, 2013b, 2017a)

Income & Affordability

Income data tells a story of the economic situation of residents within the community. This data can help determine the extent to which low-income services and initiatives are required, such as affordable housing.

Income

Income data was consolidated from Statistics Canada National Census data from 1996 to 2016. Median total income data was

used as opposed to average income data because average values can be easily skewed by extremely high or low values. Refer to Appendix B for a detailed definition of *total income*.

Figure 14 illustrates median individual, family, and household income more than doubled in Redcliff from 1996 to 2016. However, Figure 15 shows income levels in Redcliff in 2016 were below provincial income levels.

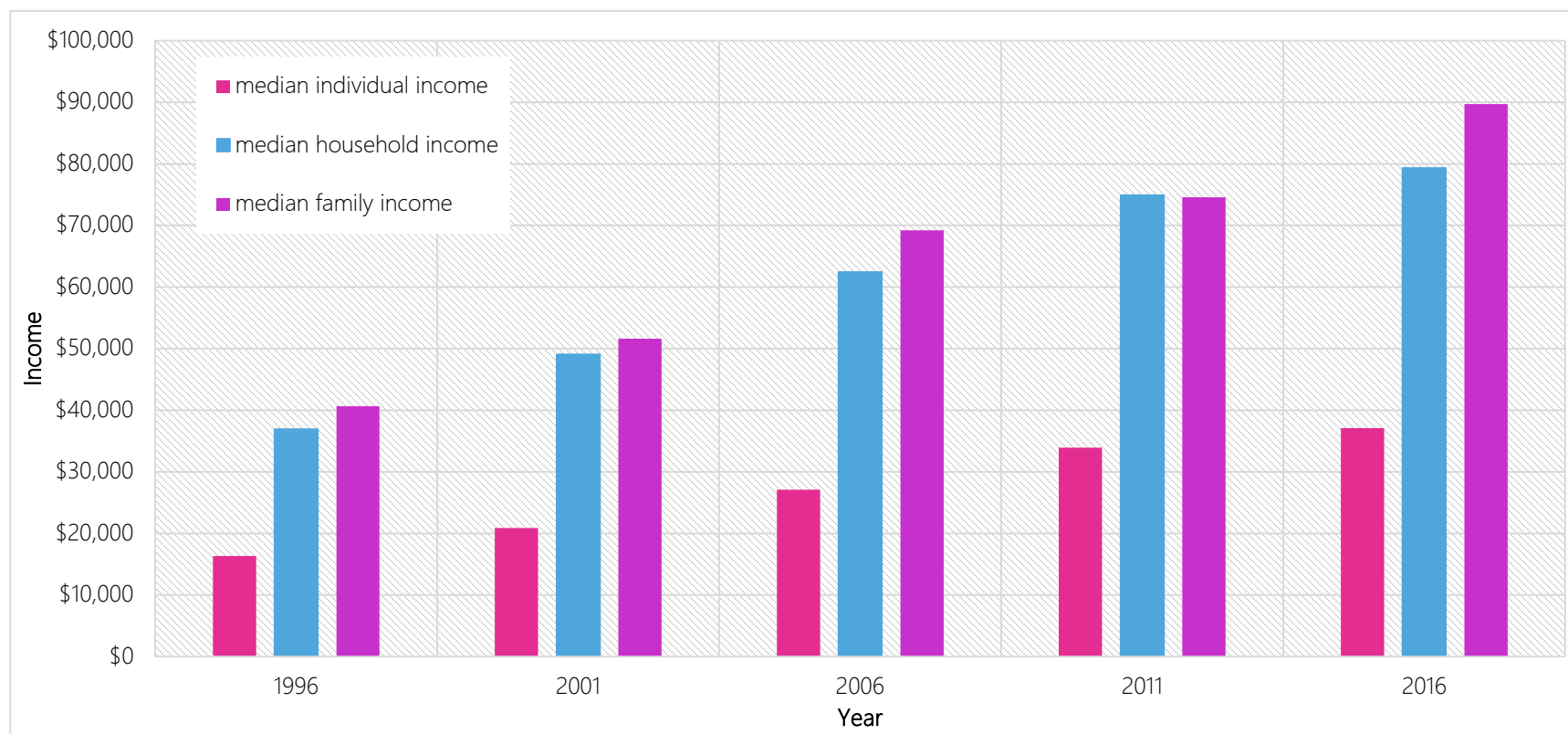


Figure 14. Median total before tax individual, household, and family income in Redcliff from 1996 to 2016. (Statistics Canada 1996, 2007, 2013a, 2013b, 2017a)

Figure 15. Comparison of median before tax individual, household, and family income in the province of Alberta and Town of Redcliff in 2016. (Statistics Canada 2017a)

Income Type	Redcliff	Alberta
median individual income	\$37,081	\$42,717
median household income	\$79,317	\$93,835
median family income	\$89,679	\$109,997

Household refers to a person or group of persons who occupy the same dwelling and do not have a usual place of residence elsewhere in Canada or abroad. The dwelling may be either a collective dwelling or a private dwelling. The household may consist of a family group such as a census family, of two or more families sharing a dwelling, of a group of unrelated persons or of a person living alone. Household members who are temporarily absent on reference day are considered part of their usual household (Statistics Canada 2017b).

Economic Family refers to a group of two or more persons who live in the same dwelling and are related to each other by blood, marriage, common-law union, adoption or a foster relationship. A couple may be of opposite or same sex. By definition, all persons who are members of a census family are also members of an economic family. Examples of the broader concept of economic family include the following: two co-resident census families who are related to one another are considered one economic family; co-resident siblings who are not members of a census family are considered as one economic family; and, nieces or nephews living with aunts or uncles are considered one economic family (Statistics Canada 2017c).

Low Income

Low income data was analyzed from 2011 and 2016 only, as the metrics for determining low income changed from previous censuses, and comparisons were not recommended by Statistics Canada (2013a).

The proportion of the total population considered low income decreased from 13.9% in 2011 to 10.3% in 2016, as seen in Figure 16. The proportion of low income also decreased for all age groups from 2011 to 2016.

The under 18 age group had the largest proportion of low income individuals in both 2011 and 2016, possibly due to the prevalence of teenagers working part time or being unemployed due to school.

Figure 16. Percentage of low income individuals in Redcliff by age group in 2011 and 2016, based on after tax low income measure (LIM-AT). See Appendix C for LIM-AT details. (Statistics Canada 2013a, 2017a)

Population Group	2011	2016
Total Population	13.9%	10.3%
Less than 18 years	19.3%	16.4%
18 to 64 years	11.7%	8.3%
65 years and over	12.6%	7.7%

Figure 17 below shows the total number of low income individuals decreased by nearly 200 from 2001 to 2016, despite a total population increase of 12 persons during the same time period.

The total number of low income individuals also decreased for all age groups from 2011 to 2016. This trend suggests possible increases or upgrades in education level obtained, leading to higher wages, or more full-time work.

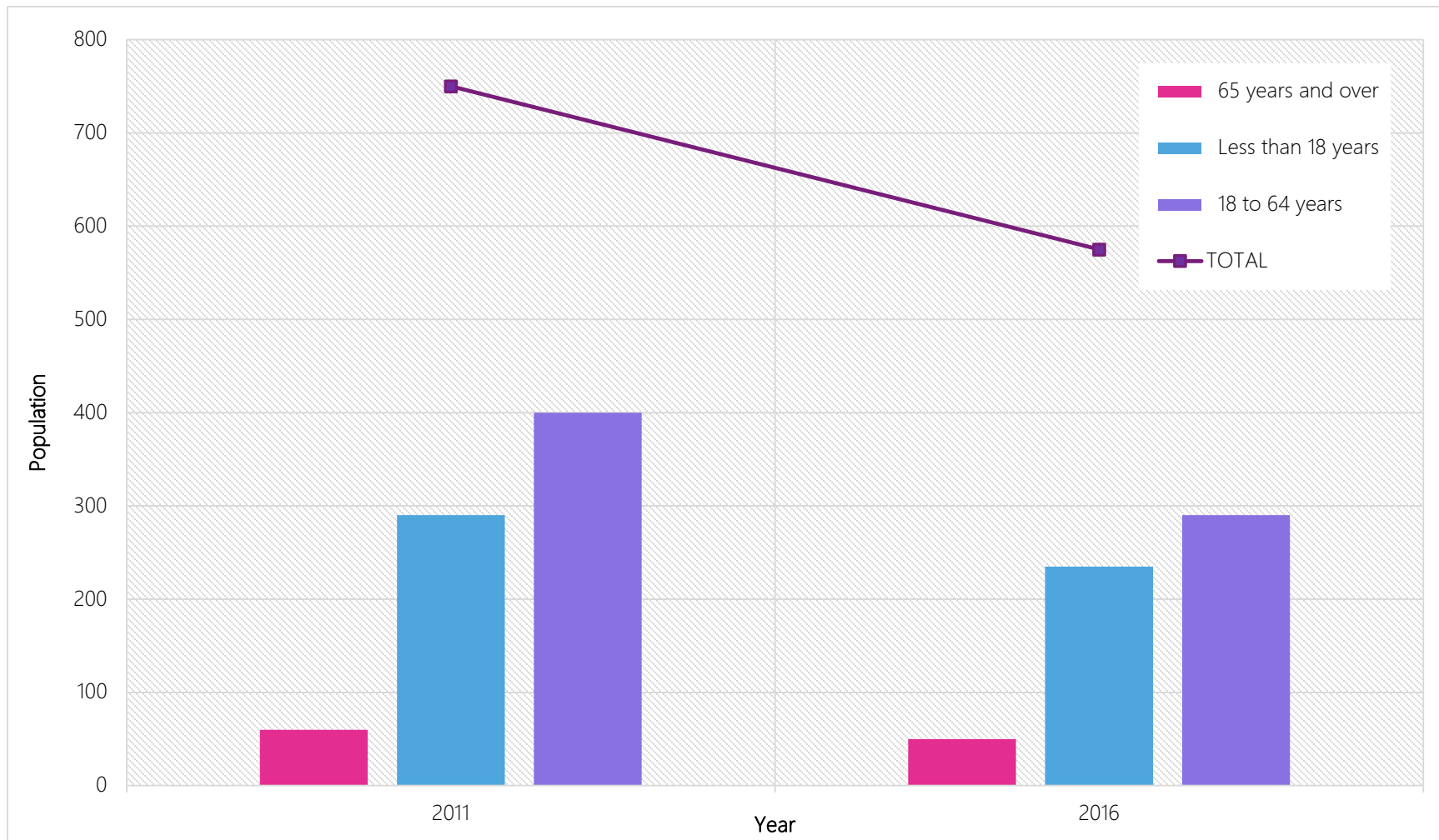


Figure 17. Total number of low income individuals, and number of low-income individuals by age group in Redcliff in 2011 and 2016, based on after tax low income measure (LIM-AT). See Appendix C for LIM-AT details. (Statistics Canada 2013a, 2017a)

Housing Affordability

The Canadian Mortgage and Housing Corporation (CMHC) defines housing as unaffordable when more than 30% of earnings are spent on housing and shelter costs (Canadian Mortgage and Housing Corporation 2017). Housing affordability data was analyzed from Statistics Canada from 1996 to 2016.

Figure 18 shows the percentage of tenant households in unaffordable housing was relatively constant between 1996 and 2011, hovering near 23%. The proportion jumped to 32.2% in 2016, suggesting rent increases or possible loss of employment or income amongst renters. The percentage of owner and total households in unaffordable housing fluctuated greatly between 1996 and 2016 and no clear trend was observed. While 2016 had the highest proportion of tenant households in unaffordable housing, the proportion of owner households was lowest in the same year at 12.6%.

Figure 18. Percentage of tenant households, owner households, and total households in Redcliff which spend greater than 30% of income on housing and shelter costs (Statistics Canada 1996, 2007, 2013a, 2013b, 2017a)

YEAR	Tenant	Owner	Total
1996	22.9%	18.6%	19.3%
2001	21.2%	13.3%	14.9%
2006	23.3%	12.7%	14.7%
2011	24.7%	17.7%	18.9%
2016	32.2%	12.6%	16.7%

The percentage of tenant households was higher than owner households for all years considered, suggesting renters have more difficulty covering housing costs than homeowners.

Employment

Employment data can provide information to help understand the demand for and availability of jobs. Employment data from Statistics Canada from 1996 to 2016 was considered for the entire Redcliff population aged 15 years and older. A summary of employment trends over 20 years is depicted in Figure 19.

The total labour force population increased steadily from 2,100 individuals in 1996 to 3,110 people in 2016. Participation rates have remained relatively constant since 1996, fluctuating around 70%.

Employment was low at 64.0% in 1996, before increasing to 69.9% in 2001 and remaining relatively constant in 2006, before decreasing in both 2011 and 2016. 2016 saw the lowest employment rate over the 20 year period at 62.5%.

Unemployment was very high in 1996 (7.6%), then decreased to just under 5% in 2001 and 2006. Unemployment rose again in 2011 before more than doubling to 12.1% in 2016, likely due to a crash in the provincial economy spurred by low oil prices.

Figure 19. Percentage of total Redcliff population aged 15 years and older by labour force activity. (Statistics Canada 1996, 2007, 2013a, 2013b, 2017a)

YEAR	Employment	Unemployment	Participation	Labour Force
1996	64.0%	7.6%	69.4%	2,100
2001	69.9%	4.7%	73.3%	2,340
2006	69.1%	4.8%	72.6%	2,890
2011	65.2%	5.6%	69.1%	2,870
2016	62.5%	12.1%	71.1%	3,110

Employment rate refers to the number of persons employed in the week (Sunday to Saturday) prior to Census Day, expressed as a percentage of the total population 15 years and over excluding institutional residents (Statistics Canada 2009a).

Unemployment rate refers to the unemployed expressed as a percentage of the labour force in the week (Sunday to Saturday) prior to Census Day (Statistics Canada 2016a).

Labour force is the unemployed and the employed constitute the labour force. The employed are persons having a job or business, whereas the unemployed are without work, available for work, or actively seeking work. Persons not in the labour force are those who, during the reference week, were unwilling or unable to offer or supply labour services under conditions existing in their labour markets (this includes persons who were full-time students currently attending school) (Statistics Canada 2008).

Participation rate is the participation rate for a particular group (age, sex, marital status, geographic area, etc.), the total labour force, expressed as a percentage of the total population 15 years and over. It includes employed – people who have work, and unemployed- those who are actively seeking work (Statistics Canada 2009b).

Commuter Flow

Commuter flows in and out of Redcliff were considered to provide insight into how many people work within and outside Redcliff. Statistics Canada commuter flow and place of work data from 1996 to 2016 was considered.

Detailed data was unavailable to determine the number of people who work in specific industries and occupations both within and outside of Redcliff. However, Figures 20 and 21 describe the total number of people who work within and outside of the Town, providing better understanding of employment in the region.

Figure 20 shows that from 1996 to 2016, approximately 3 times more Redcliff residents worked out of Town than within Town. The number of residents working in and out of Town fluctuated over the past 20 years, but increased overall from 330 to 550 Redcliff residents working within Redcliff, and from 1160 to 1560 Redcliff residents working outside of Town.

Figure 20. Place of work status for the employed labour force aged 15 years and over in private households, 1996 to 2016. (Statistics Canada 1996, 2007, 2013a, 2013b, 2017a)

YEAR	Within Redcliff	Outside Redcliff
1996	330	1160
2001	475	1290
2006	640	1555
2011	410	1535
2016	550	1560

Figure 21 reveals nearly equal commuter flows between Redcliff and Medicine Hat in 2011 and 2016. Commuter flows between Cypress County and Redcliff show that nearly twice as many people lived in Redcliff and worked in the County than lived in the County and worked in Redcliff. Commuter flow between Cypress County and Redcliff was therefore less balanced than between Redcliff and Medicine Hat in 2011 and 2016.

Figure 21. Commuter flow between Redcliff and its neighbouring municipalities: Cypress County and Medicine Hat in 2011 and 2016. (Statistics Canada 2011, 2016c)

YEAR	RC to MH	RC to CC	MH to RC	CC to RC
2011	1335	200	1285	80
2016	1265	255	1205	160

Although more Redcliff residents worked outside than within Redcliff in the census years considered, Redcliff attracted a near equal amount of employees from other municipalities. Little to no net loss of employees from Redcliff to its neighbouring municipalities existed in 2011 and 2016, suggesting sufficient employment opportunities in Redcliff. However, because commuter flow for specific industries and occupations is unknown, it is possible that certain industries or occupations are lacking in Redcliff and drawing people out (i.e. Medicine Hat Regional Hospital), while others may attract non-residents in (i.e. Red Hat Co-operative and oilfield servicing companies).

Industry & Occupation

Industry and occupation data can provide insight into potential types of firms and businesses to attract to a municipality. A municipality may want to encourage growth of industries with a large employment base, or focus on diversifying the economy to attract industries and occupations where there is currently less or no employment.

Industry refers to the type of firm where a person works, while occupation refers to one's specific set of tasks. A single occupation therefore is often present across many industries. For example, accountants may work for an accounting firm, government, resource extraction business, or many other kinds of industries (Wyoming Department of Employment 2016).

It is important to note that while this section describes the industries and occupations Redcliff residents are employed in, the data does not necessarily represent the types of industries and occupations present in the Town itself. Many residents work outside of Redcliff, as described in the above section.

Industry

Statistics Canada industry data for the Town of Redcliff was analyzed from 2001 to 2016. 1996 was not included because a different industry classification system was used and the data could not be compared.

Figure 22 illustrates that retail trade (410), health care (365), and construction (350) were the main industries that employed Redcliff residents in 2016. When compared to the City of Medicine Hat, the industries with the highest employment numbers were the same. Medicine Hat's industries with the lowest number of residents employed in 2016 were also the same as Redcliff: management of companies, utilities, and information and culture.

Employment in the agricultural, forestry, fishing and hunting industry had the largest overall decrease in Redcliff between 2001 and 2016, from 190 to 150 people employed.

Employment numbers in health care, construction, public administration, wholesale trade, retail trade, and accommodation and food fluctuated but increased overall from 2001 to 2016. Most other industries fluctuated greatly over the 15 year timeframe.

Mining, quarrying, and oil and gas extraction was consistently a top industry in Redcliff from 2001 to 2016. However, employment in this industry peaked at nearly 400 individuals in 2006, and decreased to 270 in 2016, likely due to recent declines in the oil and gas economy in Alberta.

NOTE: dramatic increases and decreases to industry employment numbers in 2011 may be attributed to data consolidation methods used by Statistics Canada, as opposed to economic changes, as the 2011 numbers were not observed to follow the same trends as the other census years considered.

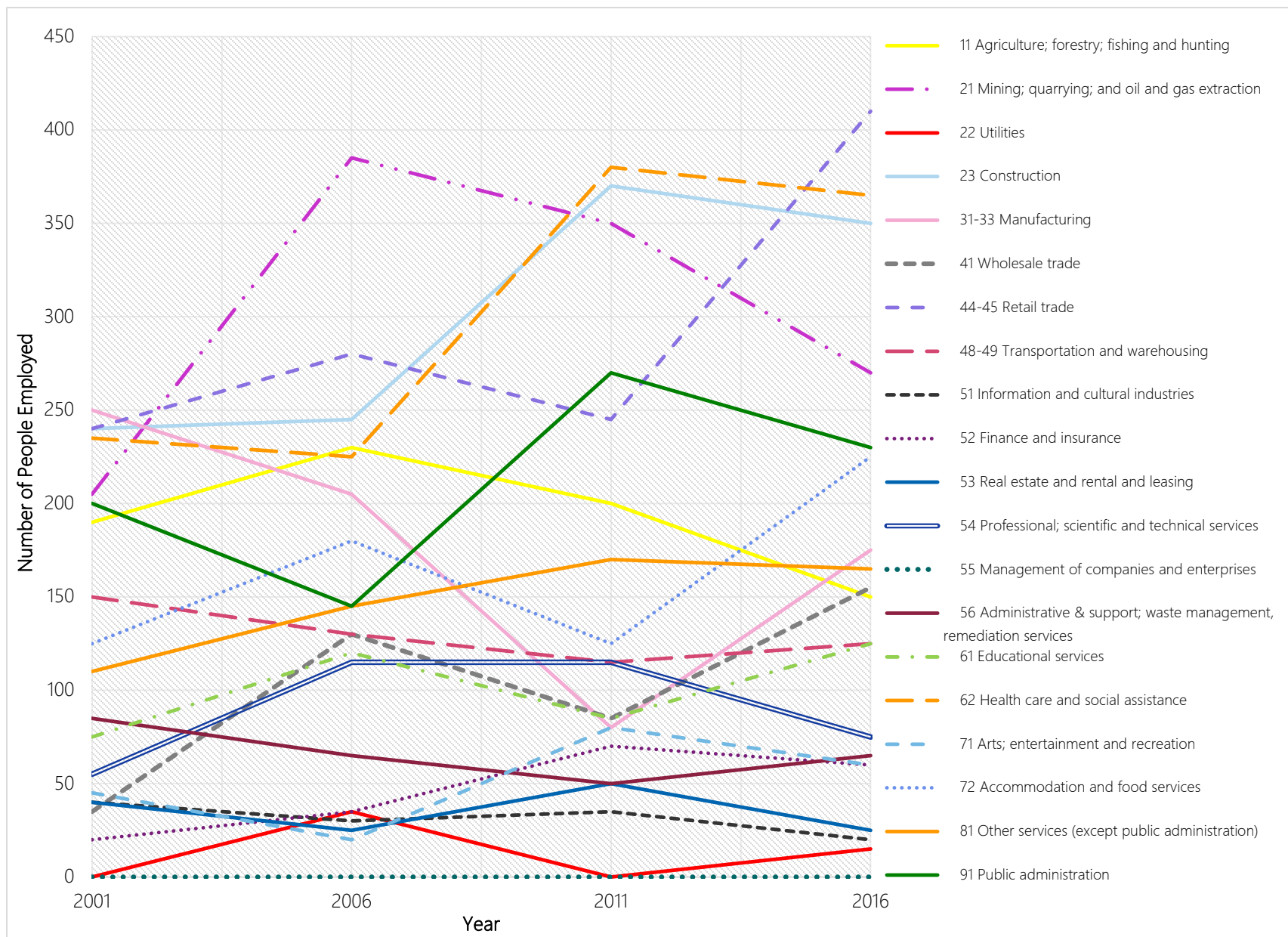


Figure 22. Total labour force employment in Redcliff from 2001 to 2016 based on North American Industry Classification System 2012. (Statistics Canada 2007, 2013a, 2013b, 2017)

Occupation

Occupation data from 1996 to 2016 was analyzed from Statistics Canada.

Figure 23 illustrates the major occupations of Redcliff residents. Sales and services, and trades, transport and equipment operators were consistently the highest employed occupations from 1996 to 2016. Trades, transport, and equipment operator occupations increased steadily from 385 people employed in 1996, to 760 in 2016. The high number of people employed in these occupations is likely attributed to a steady high proportion of the population with trades education during the same time period, seen earlier in Figure 13.

Sales and services occupations fluctuated in number, but increased overall from 665 in 1996 to 750 in 2016. Trades and sales were also the occupations with the highest number of employees amongst Medicine Hat residents.

The number of people employed in management, health, social science, education, government services, and religious occupations increased between 1996 to 2016 from 45 people to 235. The increase may be correlated with higher education levels obtained, as these occupations often require post-secondary training.

Employment in processing, manufacturing and utilities peaked at 240 people employed in 2001, then decreased to 135, becoming one of the lowest employers by 2016. Primary industry occupations peaked at 310 Redcliff residents employed in 2006, before decreasing to below 1996 levels at 205 in 2016. These peaks and decreases may be linked to fluctuations in the oil and gas economy.

Occupations with the lowest number of total people employed from 1996 to 2016 were art, culture, recreation and sport, natural and applied sciences, and processing, manufacturing, and utilities. These occupations also saw the lowest employment numbers from Medicine Hat.

Identical top industries and occupations in Medicine Hat and Redcliff indicate the economies for the two municipalities are similar. Redcliff may have the opportunity to capitalize on attracting industries and occupations that currently employ few people in both municipalities, such as manufacturing or art and culture, to fill the gap.

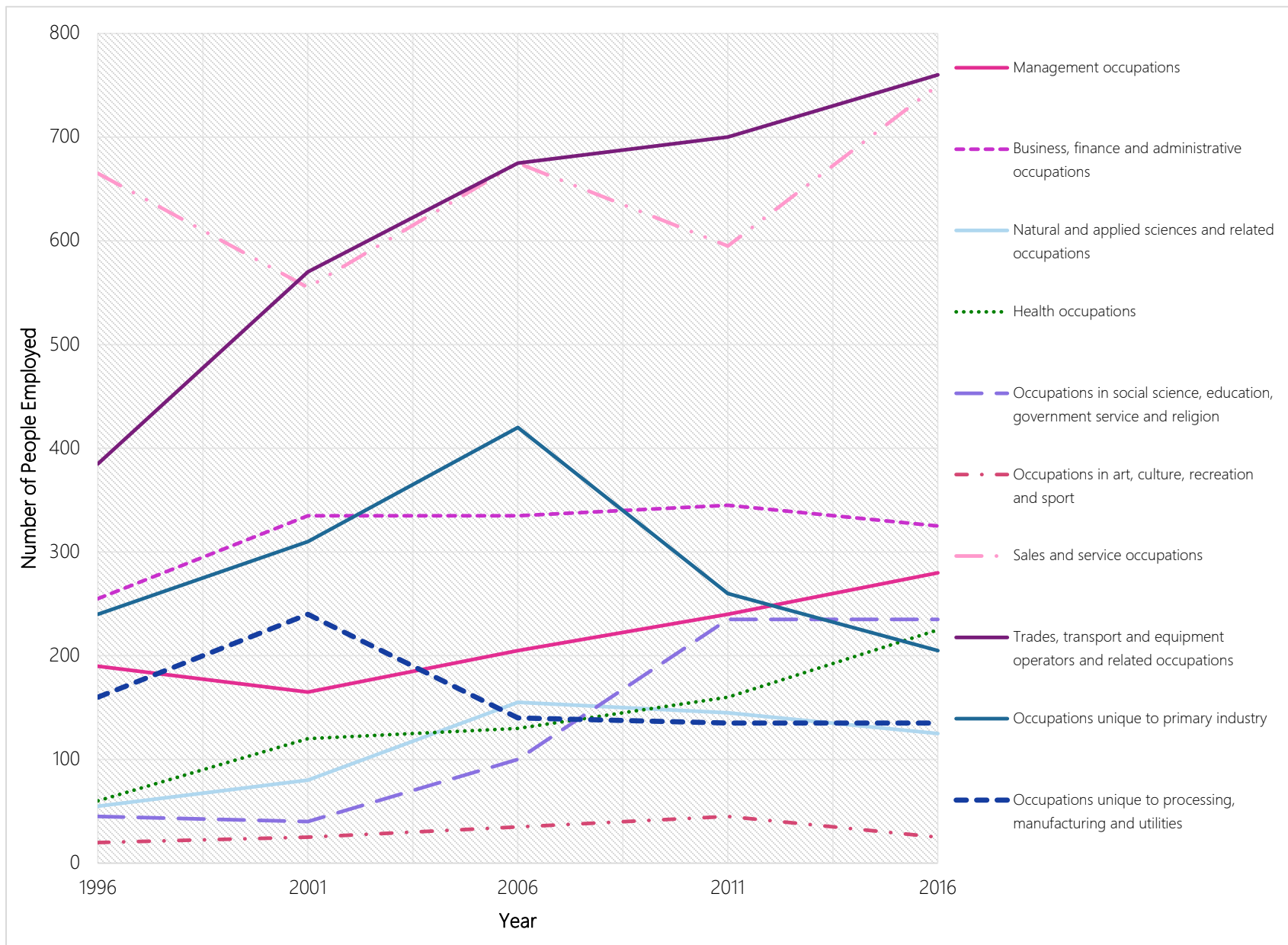


Figure 23. Total labour force employment in Redcliff from 1996 to 2016 based on National Occupation Classification 2016. (Statistics Canada 1996, 2007, 2013a, 2013b, 2017)

Conclusion

The Town of Redcliff got its start from early industrialists who capitalized on the abundance of natural resources in the area. After the boom years of the early 1900s subsided, the Town became a hub for horticulture and oil and gas, with the economy closely linked to that of the province. A high unemployment rate in Redcliff in 2016 reflects the provincial economic downturn, where provincial real Gross Domestic Product (GDP) decreased by 3.8% the same year (ATB Financial 2017). Trades, transport and equipment operator occupations have employed a large portion of the population over the last 20 years, while mining, quarrying and oil and gas extraction, healthcare, construction, and retail are the largest industries where Redcliff residents are employed.

Recent economic outlooks from ATB Financial, the Conference Board of Canada, and the Government of Alberta suggest growth in the economy both in Alberta as a whole, and the south region over the next few years (ATB Financial 2017, Conference Board of Canada 2017, Government of Alberta 2017). Alberta is slowly climbing out of the recession, with 3.2%, 2.1%, and 2.3% GDP growth projected in 2017, 2018 and 2019, respectively (ATB Financial 2017). Meanwhile, Medicine Hat's real GDP grew 2.7% in 2017 and is projected to grow 2.0% in 2018, the highest of 8 mid-sized cities considered by the Conference Board of Canada (2017).

Construction was one of the hardest hit sectors during the provincial downturn; however, tourism, agri-food, and agriculture and expected to lead economic growth (ATB Financial 2017). This provides an opportunity for Redcliff. The Southeast Alberta Economic Development Agency's 2017 Redcliff Business and Tourism Attraction Plan reflects the projected growth sectors by suggesting greenhouse tours, community events, a campground by the river, and value-added produce are some of the greatest opportunities for the local economy (Pomrenke & Davies 2017).

Statistics Canada data indicates steady increases in individual, household, and family income from 1996 to 2016, paired with a decrease in the low-income population in Redcliff. However; median income in Redcliff is still lower than the provincial median, and many households still struggle with housing affordability.

A steady increase in the proportion of the population attaining college and university degrees and certificates, and need to diversify the economy from oil and gas, may mean shifting occupation and industry trends and a chance for Redcliff to attract new business. Attracting new and diverse industry is an opportunity for Redcliff to increase its non-residential assessment base, provide employment opportunities directly in Town, and stimulate subdivision and land development.

Appendix A

Municipal Assessment

Breakdown of municipal assessment values comparing the Town of Redcliff to 8 other municipalities in Alberta that are bedroom communities and/or have a similar population, and its municipal neighbours, from 2014-2016

	2014							
	Residential	Farmland	Non-Residential	Linear	Railway	Co-gen M&E	Machinery & Equipment	TOTAL
Crowsnest Pass	\$ 774,117,016.00	\$ 703,370.00	\$ 88,637,743.00	\$ 57,698,700.00	\$ -	\$ -	\$ 4,856,680.00	\$ 926,013,509.00
Town of Coaldale	\$ 676,047,700.00	\$ 106,010.00	\$ 53,667,233.00	\$ 7,611,400.00	\$ 230,220.00	\$ -	\$ 1,870,960.00	\$ 739,533,523.00
Town of Coalhurst	\$ 193,623,184.00	\$ 7,880.00	\$ 7,454,538.00	\$ 2,021,750.00	\$ 405,010.00	\$ -	\$ 16,940.00	\$ 203,529,302.00
Town of Innisfail	\$ 742,410,625.00	\$ 451,640.00	\$ 183,724,412.00	\$ 10,931,230.00	\$ 417,720.00	\$ -	\$ 58,350,460.00	\$ 996,286,087.00
Town of Raymond	\$ 260,171,128.00	\$ 80,480.00	\$ 11,144,776.00	\$ 3,601,110.00	\$ 11,460.00	\$ -	\$ 766,530.00	\$ 275,775,484.00
TOWN OF REDCLIFF	\$ 450,939,376.00	\$ 5,453,020.00	\$ 196,268,616.00	\$ 10,564,160.00	\$ 689,980.00	\$ -	\$ 14,208,740.00	\$ 678,123,892.00
Town of Stettler	\$ 507,544,240.00	\$ 338,680.00	\$ 205,107,177.00	\$ 11,356,400.00	\$ 116,300.00	\$ -	\$ 2,084,290.00	\$ 726,547,087.00
Town of Vegreville	\$ 502,432,905.00	\$ 67,340.00	\$ 184,981,571.00	\$ 19,916,620.00	\$ 122,780.00	\$ -	\$ 1,106,130.00	\$ 708,627,346.00
Town of Westlock	\$ 396,691,358.00	\$ -	\$ 120,026,684.00	\$ 7,490,340.00	\$ 58,450.00	\$ -	\$ 1,750,130.00	\$ 526,016,962.00
Cypress County	\$ 981,019,182.00	\$ 153,617,230.00	\$ 507,968,580.00	\$ 2,603,554,400.00	\$ 23,733,610.00	\$ -	\$ 886,212,890.00	\$ 5,156,105,892.00
City of Medicine Hat	\$ 6,082,735,672.00	\$ 4,532,220.00	\$ 1,387,423,014.00	\$ 266,793,630.00	\$ 2,741,680.00	\$ 10,487,970.00	\$ 282,788,466.00	\$ 8,037,502,652.00

Municipality	2015							
	Residential	Farmland	Non-Residential	Linear	Railway	Co-gen M&E	Machinery & Equipment	TOTAL
Crowsnest Pass	\$ 732,131,349.00	\$ 682,740.00	\$ 85,109,939.00	\$ 59,227,150.00	\$ -	\$ -	\$ 4,720,480.00	\$ 881,871,658.00
Town of Coaldale	\$ 692,907,076.00	\$ 101,480.00	\$ 59,002,277.00	\$ 7,965,760.00	\$ 230,220.00	\$ -	\$ 1,911,630.00	\$ 762,118,443.00
Town of Coalhurst	\$ 200,524,398.00	\$ 7,880.00	\$ 7,404,440.00	\$ 2,083,210.00	\$ 407,000.00	\$ -	\$ 17,200.00	\$ 210,444,128.00
Town of Innisfail	\$ 783,228,131.00	\$ 451,640.00	\$ 190,869,439.00	\$ 11,256,850.00	\$ 421,140.00	\$ -	\$ 60,044,900.00	\$ 1,046,272,100.00
Town of Raymond	\$ 267,243,180.00	\$ 81,230.00	\$ 11,564,838.00	\$ 3,680,530.00	\$ 11,560.00	\$ -	\$ 795,170.00	\$ 283,376,508.00
TOWN OF REDCLIFF	\$ 462,058,146.00	\$ 96,770.00	\$ 196,319,422.00	\$ 10,218,050.00	\$ 695,640.00	\$ -	\$ 13,943,760.00	\$ 683,331,788.00
Town of Stettler	\$ 524,489,710.00	\$ 338,900.00	\$ 217,243,410.00	\$ 11,791,000.00	\$ 116,160.00	\$ -	\$ 2,167,060.00	\$ 756,146,240.00
Town of Vegreville	\$ 518,799,567.00	\$ 60,410.00	\$ 202,437,610.00	\$ 20,188,770.00	\$ 123,790.00	\$ -	\$ 1,972,940.00	\$ 743,583,087.00
Town of Westlock	\$ 398,509,960.00	\$ 497,440.00	\$ 125,075,068.00	\$ 7,703,810.00	\$ 58,930.00	\$ -	\$ 1,793,310.00	\$ 533,638,518.00
Cypress County	\$ 1,036,099,483.00	\$ 153,647,120.00	\$ 525,972,190.00	\$ 2,608,172,690.00	\$ 23,928,150.00	\$ -	\$ 916,048,600.00	\$ 5,263,868,233.00
City of Medicine Hat	\$ 6,188,346,842.00	\$ 6,924,050.00	\$ 1,419,352,508.00	\$ 265,728,250.00	\$ 2,625,950.00	\$ 10,050,210.00	\$ 278,152,570.00	\$ 8,171,180,380.00

Municipality	2016							
	Residential	Farmland	Non-Residential	Linear	Railway	Co-gen M&E	Machinery & Equipment	TOTAL
Crowsnest Pass	\$ 775,440,409.00	\$ 761,820.00	\$ 80,851,328.00	\$ 59,898,320.00	\$ -	\$ -	\$ 4,366,830.00	\$ 921,318,707.00
Town of Coaldale	\$ 727,958,850.00	\$ 94,970.00	\$ 65,550,929.00	\$ 8,225,230.00	\$ 241,540.00	\$ -	\$ 1,905,160.00	\$ 803,976,679.00
Town of Coalhurst	\$ 205,293,350.00	\$ 7,880.00	\$ 7,659,360.00	\$ 2,156,230.00	\$ 416,860.00	\$ -	\$ 17,330.00	\$ 215,551,010.00
Town of Innisfail	\$ 812,210,451.00	\$ 452,040.00	\$ 202,487,150.00	\$ 11,410,990.00	\$ 876,530.00	\$ -	\$ 61,441,260.00	\$ 1,088,878,421.00
Town of Raymond	\$ 274,318,080.00	\$ 77,560.00	\$ 12,130,238.00	\$ 3,703,070.00	\$ 12,030.00	\$ -	\$ 770,980.00	\$ 291,011,958.00
TOWN OF REDCLIFF	\$ 493,227,327.00	\$ 96,370.00	\$ 197,614,440.00	\$ 10,240,200.00	\$ 723,920.00	\$ -	\$ 13,635,680.00	\$ 715,537,937.00
Town of Stettler	\$ 530,757,671.00	\$ 329,690.00	\$ 225,551,597.00	\$ 11,837,550.00	\$ 119,750.00	\$ -	\$ 2,120,700.00	\$ 770,716,958.00
Town of Vegreville	\$ 526,785,030.00	\$ 60,410.00	\$ 164,824,918.00	\$ 20,618,200.00	\$ 128,820.00	\$ -	\$ 1,950,660.00	\$ 714,368,038.00
Town of Westlock	\$ 423,390,725.00	\$ 497,950.00	\$ 123,731,371.00	\$ 7,734,830.00	\$ 61,320.00	\$ -	\$ 6,129,030.00	\$ 561,545,226.00
Cypress County	\$ 1,083,742,282.00	\$ 149,416,620.00	\$ 528,731,633.00	\$ 2,634,210,430.00	\$ 24,900,840.00	\$ -	\$ 906,110,510.00	\$ 5,327,112,315.00
City of Medicine Hat	\$ 6,563,016,678.00	\$ 6,888,994.00	\$ 1,472,658,049.00	\$ 266,853,250.00	\$ 2,876,520.00	\$ 9,727,840.00	\$ 276,744,290.00	\$ 8,598,765,621.00

Appendix B

Income Definitions

In the context of individuals, households, and families (economic families), total income refers to receipts from certain sources of all household members, before income taxes and deductions, during a specified reference period. The monetary receipts included are those that tend to be of a regular and recurring nature. Receipts that are included as income are:

- employment income from wages, salaries, tips, commissions and net income from self-employment (for both unincorporated farm and non-farm activities);
- income from investment sources, such as dividends and interest on bonds, accounts, guaranteed investment certificates (GICs) and mutual funds;
- income from employer and personal pension sources, such as private pensions and payments from annuities and registered retirement income funds (RRIFs);
- other regular cash income, such as child support payments received, spousal support payments (alimony) received and scholarships;

- income from government sources, such as social assistance, child benefits, Employment Insurance benefits, Old Age Security benefits, Canada Pension Plan and Québec Pension Plan benefits and disability income (Statistics Canada 2017a)

Appendix C

Low-income Measure After Tax (LIM-AT)

Part A - Short definition:

The Low-income measure after tax (LIM-AT) is a fixed percentage (50%) of median adjusted after-tax income of households observed at the person level, where 'adjusted' indicates that a household's needs are taken into account.

Part B - Detailed definition:

In simple terms, the Low-income measure after tax (LIM-AT) is a fixed percentage (50%) of median adjusted after-tax income of households observed at the person level, where 'adjusted' indicates that a household's needs are taken into account. Adjustment for household sizes reflects the fact that a household's needs increase as the number of members increase, although not necessarily by the same proportion per additional member.

The LIMs derivation begins by calculating the 'adjusted household income' for each household by dividing household income by the square root of the number of persons in the household, otherwise known as the 'equivalence scale.' This adjusted household income is assigned to each individual in the private household, and the median of the adjusted household income (where half of all individuals will be above it and half below) is determined over the population. The LIM for a household of one person is 50% of this median, and the LIMs for other sizes of households are equal to this value multiplied by their equivalence scale.

Unlike other low income lines, LIMs do not vary by size of area of residence.

Thresholds for specific household sizes are presented in Table 3.2 Low-income measures thresholds (LIM-AT, LIM-BT and LIM-MI) for households of Canada, 2010 (Statistics Canada 2016b).

References

- Alberta Municipal Affairs. 2017. Municipal Profiles: Assessment. Retrieved from http://www.municipalaffairs.alberta.ca/mc_municipal_profiles
- ATB Financial. 2017. Alberta Economic Outlook. August 2017. Retrieved from <http://atb.com/SiteCollectionDocuments/About/Alberta-Economic-Outlook-August-2017.pdf>
- Canadian Mortgage and Housing Corporation. 2017. About Affordable Housing in Canada. Retrieved from https://www.cmhc-schl.gc.ca/en/inpr/afhoce/afhoce_021.cfm
- City of Edmonton. 2016. The Way We Finance: Property Assessment and Taxation White Paper. Retrieved from https://www.edmonton.ca/city_government/documents/TWWF_Assessment_and_Taxation_White_Paper.pdf
- Conference Board of Canada. 2017. Improved Economic Outlook for Many Canadian Mid-Sized Cities. Retrieved from http://www.conferenceboard.ca/press/newsrelease/17-0727/improved_economic_outlook_for_many_canadian_midsized_cities.aspx
- Glenbow Museum, 2017. Photo archives: Redcliff, AB. Retrieved from <http://www.glenbow.org/search/archivesPhotosResults.aspx>
- Government of Alberta. 2017. Economic Outlook. Retrieved from <https://www.alberta.ca/budget-economic-outlook.aspx>
- Hauk, F. 2008. The Redcliff Cigar Factory. *Discovering Antiques* May/June 2008. Pages 10 – 12.
- Hauk, F. 2012. Redcliff's 100 Years: Bricks, Bottles and Babies. *Discovering Antiques* May & June 2012. Pages 22 – 18.
- Hauk, F. 2014. More Redcliff History and Collectibles. *Discovery Antiques* September/October 2014. Pages 28 – 32.
- Municipal Assessment Agency Inc. n.d. What is Property Assessment? Retrieved from <http://www.maa.ca/property/assessmentprocess.html>
- Pomrenke, J., and Davies, M. 2017. Town of Redcliff Business and Tourism Attraction Plan.
- Redcliff Museum. N.d. Redcliff Museum information and archives. #2 3rd Street NE, Redcliff AB.
- Statistics Canada. 1996. Redcliff Alberta, Town, Electronic Area Profile. Census of Population, Statistics Canada Catalogue no. 95F0181XDB96001.
- Statistics Canada. 2007. *Redcliff, Alberta (Code4801018)* (table). *2006 Community Profiles*. 2006 Census. Statistics Canada Catalogue no. 92-591XWE. Ottawa. Released March 13, 2007.
- Statistics Canada. 2008. Labour force. Retrieved from <http://www.statcan.gc.ca/pub/81-004-x/def/4153361-eng.htm>
- Statistics Canada. 2009. Definition of employment rate. Retrieved from <http://www.statcan.gc.ca/pub/81-004-x/2009004/def/employrate/tauxemploi-eng.htm>
- Statistics Canada. 2009b. Participation rate. Retrieved from <http://www12.statcan.gc.ca/census-recensement/2006/ref/dict/pop108eng.cfm>
- Statistics Canada. 2011. National Household Survey, Statistics Canada Catalogue no. 99-012-X2011032. Retrieved from <http://census.gc.ca/nhsenm/2011/dp/pd/dt-t d/Rpeng.cfm?TABID=2&LANG=E&APATH=5&DETAIL=0&DIM=0&FL=A&FRE=0&GC=4615023&GK=3&GRP=1&PID=106036&PRID=0&PTYPE=105277&S=0&SHOWALL=0&SUB=0&Temporal=2013&THEME=9&VID=0&VNAMEE=&VNAMEF=>

Statistics Canada. 2013a. *Redcliff, T, Alberta (Code4801018)* (table). *National Household Survey (NHS) Profile*. 2011 National Household Survey. Statistics Canada Catalogue no. 99-004-XWE. Ottawa. Released September 11, 2013.

Statistics Canada. 2013b. *Redcliff, T, Alberta (Code4801018)* (table). *2001 Community Profiles*. 2001 National Census. Statistics Canada Catalogue no. 93 F0053-XIE. Ottawa. Released 2002.

Statistics Canada. 2016a. Unemployment rate. Retrieved from <http://www12.statcan.gc.ca/nhs-enm/2011/ref/dict/pop125-eng.cf>

Statistics Canada. 2016b. Low Income Measure After Tax (LIM-AT). Retrieved from <http://www12.statcan.gc.ca/nhs-enm/2011/ref/dict/fam021-eng.cfm>

Statistics Canada. 2016c. Census of Population, Statistics Canada Catalogue no. 98 400-X2016325. Retrieved from <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/dt-td/Rpeng.cfm?TABID=2&LANG=E&A=R&APATH=3&DETAIL=0&DIM=0&FL=A&FREE=0&GC=0&GL=1&GID=1353163&GK=0&GRP=1&O=D&PID=111332&PRID=10&PTYPE=10445&S=0&SHOWALL=0&SUB=0&Temporal=2017&THEME=125&VID=0VNAMEE=&VNAMEF=&D1=0&D2=0&D3=0&D4=0&D5=0&D6=0>

Statistics Canada. 2017a. *Redcliff, T [Census subdivision], Alberta a Alberta [Province]*(table). *Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa.

Statistics Canada. 2017b. Dictionary: Census of Population: Household. Retrieved from <http://www12.statcan.gc.ca/census-recensement/2016/ref/dict/households-menage007-eng.cfm>

Statistics Canada. 2017c. Dictionary: Census of Population: Economic family. Retrieved from <http://www12.statcan.gc.ca/census-recensement/2016/ref/dict/fam011-eng.cfm>

Wyoming Department of Employment. 2016. A Closer Look at Occupational Projects for Wyoming, 2006-2016: What is the Difference Between an Industry and an Occupation? Retrieved from https://doe.state.wy.us/lmi/occ_proj06_16/diff.htm

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

February 26, 2018



Contents

MUNICIPAL MANAGER	3
Ongoing Projects	3
Operational Responsibilities	3
COMMUNITY & PROTECTIVE SERVICES	4
Parks, Recreation and Facilities	4
FCSS, Community Services and Special Events	4
Bylaw, and Protective Services.....	5
PUBLIC SERVICES	10
Water and Sewer Utilities	10
Municipal Works	10
Landfill Authority.....	10
PLANNING & ENGINEERING:	11
Priorities for February	11
Planning	11
Agreements	12
Safety Codes	12
Engineering	13
Inflow and Infiltration Study	13
Capital Projects:	13
Westside Slope failure mitigation	13
Riverview Groundwater and Road Rehabilitation	13
Northside Functional Servicing Report	13
3rd and 3rd Lift Station Upgrades	13
Sanitary Sewer Improvements	13
2nd Street and 5th Avenue Lift Station.....	13
Golf Course Coulee Outfall	14
Eastside Sewage Surge Tanks	14
FINANCE AND ADMINISTRATION	14
LEGISLATIVE AND LAND SERVICES	14

MUNICIPAL MANAGER

Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Regional solid waste management feasibility study.
- Preparing curbside solid waste and recycling collection service contracts with Can Pak Environmental for final approval.

Operational Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments. Very recently, this has taken up the majority of typical business days over the last couple of weeks.
- Council meeting preparation and Request for Decision Review.
- Correspondence with CUPE regarding collective agreement (these are HR functions completed by the municipal manager as mandated by the collective agreement). HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Working on Seniors Centre Drop-In facility use/rental agreement. The hope is to have this completed within the next month or so.
- Received and reviewed informal petition regarding solid waste collection and prepared corresponding reception memo for Council at the February 12 council meeting.
- Accompanied Director of Community and Protective Services to meet with additional potential user groups of the Rec-tangle and look at potential scheduling scenarios.
- January 29 – February 2 – out of the office.
- February 8 – attended legal seminar regarding municipal legal trends. Noted topics included that of Cannabis regulation, ICF's and joint governance options, and expanded offsite levies.
- February 12 – attended information session in Brooks regarding enhanced internet services in rural communities.
- Congratulations is extended to the Community and Protective Services department as an accessibility grant for the Redcliff Aquatic Centre received approval in the approximate amount of \$30,050.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Ice operations ongoing
- Met with OH&S regarding rink refrigeration
- Completed hockey net repairs

Facilities:

- Completed cold weather checks on buildings
- Completed building maintenance items as necessary
- Completed monthly building inspections
- Completed furnace replacement at campground
- Continued building inspections

Other:

- Adjusted work schedule to end of 2018
- Continued planning 2018 project schedule
- Completed UTV RFP (capital equipment purchasing)

FCSS, Community Services and Special Events

- Community Kitchen programming:
 - Chose the GMUC Food Safe Kitchen as the location for future Community Kitchens
 - Met with the facilitator, the food bank and Food Connections re: logistics of this program.
 - Participated in the “What’s Cooking Alberta” webinar re: creating successful Community kitchens.
- Hosted Family craft and sports night at IF Cox School.
- SHAW TV Redcliff Volunteers Story:
 - Finalized details of the Redcliff Volunteer story by David Gee of SHAW TV.
 - Spoke with and confirmed participation of 8 volunteer organizations and individuals to be interviewed in early March. This story will be shown at the Volunteer Appreciation Celebration in April.
- Volunteer of the Year Awards Ceremony:
 - Confirmed details for the 2018 Redcliff Volunteer and Citizen of the Year Awards Ceremony.
 - Mailed out invitations and nomination forms to 26 Community organizations
 - Sent our formal invitations to the MLA, MP and Mayor.
 - Confirmed Trevor Moore as the entertainment and MC.
 - Recruited Dr. Denise Henning (MHC President) to speak about the importance of volunteerism.
- Redcliff/Medicine Hat Adventure Race
 - Met with a committee interested in creating a new, all-ages Adventure Race (duathlon) that would begin in Echodale and finish in Redcliff
 - Set the date of the 2018 Fall Festival to coincide with the adventure race in late September.

- Applied for the Celebrate Canada, Canada Day Grant.
- Applied for the National Volunteer Week Grant.
- Applied for the Canada Job Summer Job Grant.
- Attended the monthly Community Assistance Network Meeting (CAN meeting)
- Met with the Medicine Hat FCSS Director to share resources and touch base about programming.
- Met with DREAMS to begin planning for Mental Health Awareness Week, early stages of planning an afternoon event focusing on mental health aspects of self-care.
- Bookings for programming ongoing.
- Continued ice bookings.
- Continued facility bookings for private events.
- Trained other team members on RecDesk software.
- Programmed and released Swimming lessons for booking on RecDesk.
- Pulled reports from RecDesk system for payment transfers.
- Research into other municipalities ice allocation/booking policies.

Bylaw, and Protective Services

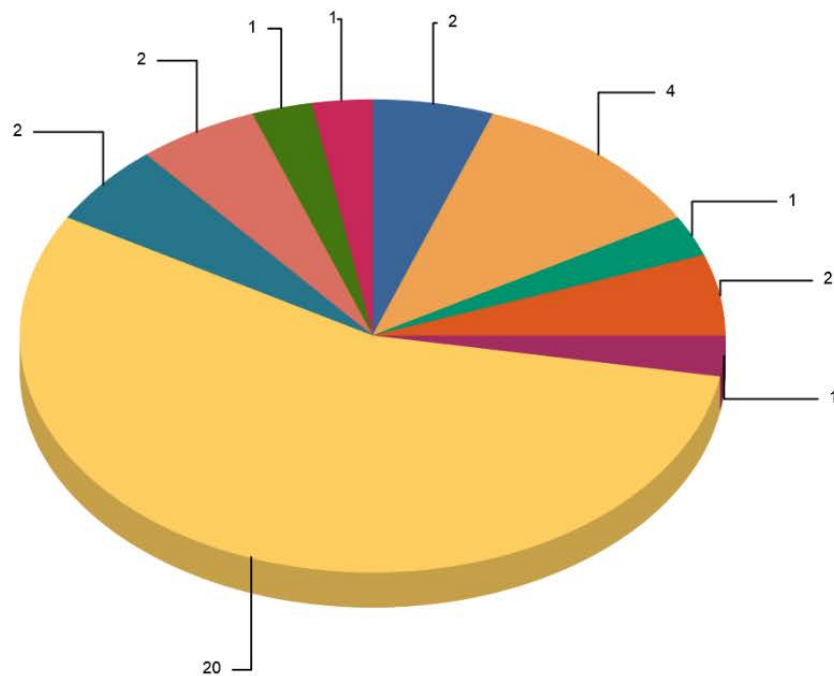
- Ongoing work on Fire Permits and administration.
- Commenced work on SOG's for Fire Department.
- New equipment racks arrived at Fire Hall.
- Continued dog licence audit to ensure that any deceased or moved dogs are removed from the list and make sure that outstanding licences are paid.
- Ensuring Business Licenses are up to date and the cancel any permits that have moved

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 1/1/2018 12:00:00AM to 1/31/2018 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ASSIST OTHER DEPT	2
BYLAWS : ASSIST PUBLIC	4
BYLAWS : ASSIST PUBLIC : NEIGHBORHOOD DISPUTE	1
BYLAWS : BUSINESS LICENSE	2
BYLAWS : BUSINESS LICENSE : BUSINESS LICENSE INQUIRY	1
BYLAWS : BUSINESS LICENSE : CANCELLED BL	20
BYLAWS : BUSINESS LICENSE : NEW BUSINESS LICENSE	2
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE	2
BYLAWS : CAT : CAT TRAP LOAN	1
BYLAWS : DOG : AT LARGE	1
Total:	36

BYLAWS : ASSIST OTHER DEPT: 2 3%

Case Report

BYLAWS : ASSIST PUBLIC: 4 6%

BYLAWS : ASSIST PUBLIC : NEIGHBORHOOD DISPUTE: 1 2%

BYLAWS : BUSINESS LICENSE: 2 3%

BYLAWS : BUSINESS LICENSE : BUSINESS LICENSE INQUIRY: 1 2%

BYLAWS : BUSINESS LICENSE : CANCELLED BL: 20 30%

BYLAWS : BUSINESS LICENSE : NEW BUSINESS LICENSE: 2 3%

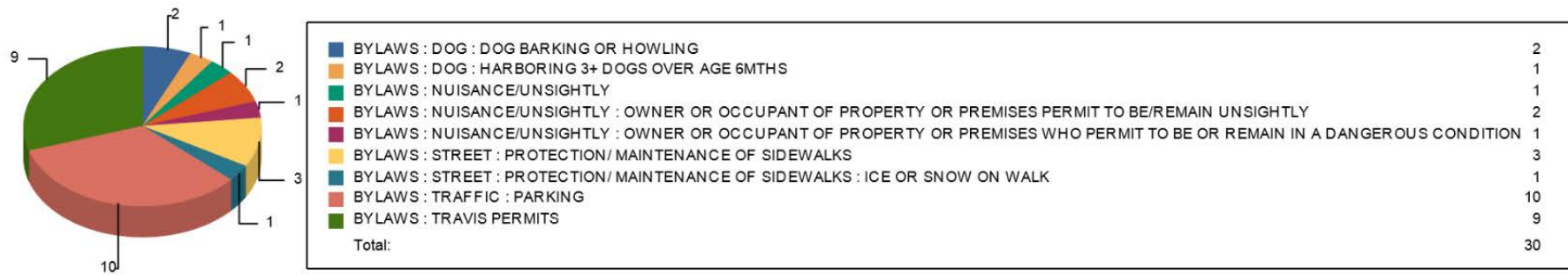
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 2 3%

BYLAWS : CAT : CAT TRAP LOAN: 1 2%

BYLAWS : DOG : AT LARGE: 1 2%

Case Report

Count of Incident Types



BYLAWS : DOG : DOG BARKING OR HOWLING: 2 3%

BYLAWS : DOG : HARBORING 3+ DOGS OVER AGE 6MTHS: 1 2%

BYLAWS : NUISANCE/UNSIGHTLY: 1 2%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 2 3%

Case Report

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION: 1 2%

BYLAWS : STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS: 3 5%

BYLAWS : STREET : PROTECTION/ MAINTENANCE OF SIDEWALKS : ICE OR SNOW ON WALK: 1 2%

BYLAWS : TRAFFIC : PARKING: 10 15%

BYLAWS : TRAVIS PERMITS: 9 14%

Grand Total: 100.00% Total # of Incident Types Reported: 66

PUBLIC SERVICES

Water and Sewer Utilities

- Installation of radio reads for use with new meter reading equipment
- Completed required locate requests
- Completed curb stop repairs
- Completed water treatment daily duties.
- Completed minor repairs in the water plant.
- Weekly water testing.
- Yearly cleaning of the clarifiers.
- Pre/Post construction inspections for new housing developments.
- Completed daily inspections of sewer lifts.
- Helped with snow clearing

Municipal Works

- Been conducting garbage bin repairs and lid repairs.
- Conducted various Funeral interments.
- Replaced or repaired multiple signs around town.
- Hauled sand to stock pile in yard.
- Provided bin placements/pickups as needed.
- Hauled snow from rink.
- Cleaning up Municipal Yards.
- Snow clearing roads around town
 - Haul snow from road when required.
- Built ice and maintain in the outdoor arena
 - Flooding rink ice when required

Landfill Authority

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales and under scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Cleared snow as needed

PLANNING & ENGINEERING:

Priorities for February

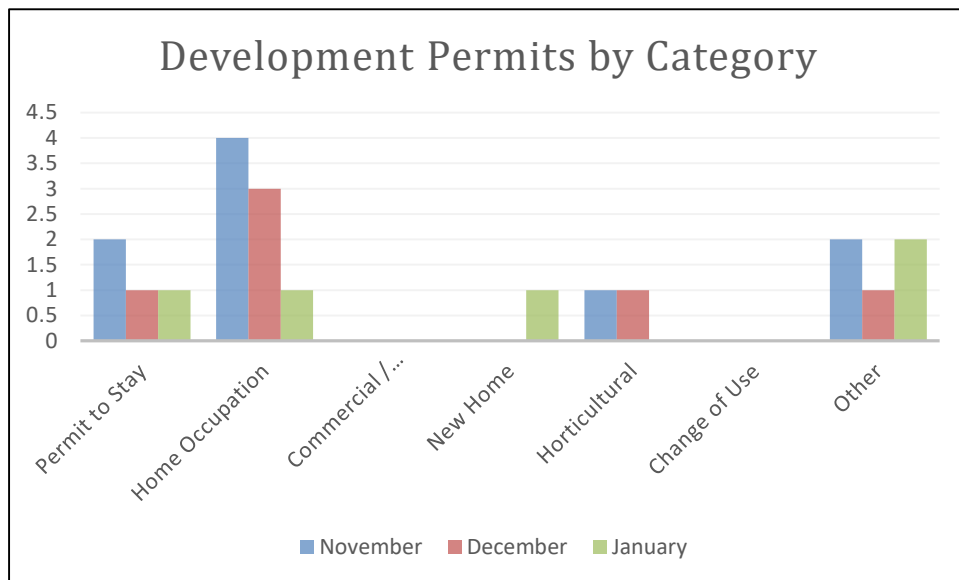
- Eastside sanitary surge tanks preliminary engineering
- MDP Steering Committee 2nd meeting
- Tender document preparation for 2018 capital projects
- Grant applications
- Cannabis Regulations
- Staff meetings are being held each week on Monday afternoon.

Planning

- Completion of the unfilled boxes of documents is underway using department admin staff.
- Land Use Bylaw – Definitions and regulations for cannabis production, processing and sales are being prepared but are awaiting additional information from the federal and provincial governments before finalizing and bringing to Council. Preliminary redrafting of the LUB will start shortly. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed late in 2018.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The current and next steps are:
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP

It is expected that these next steps will take 4 to 6 months.

Development Permits – In January the Town of Redcliff issued the following permits as shown below:

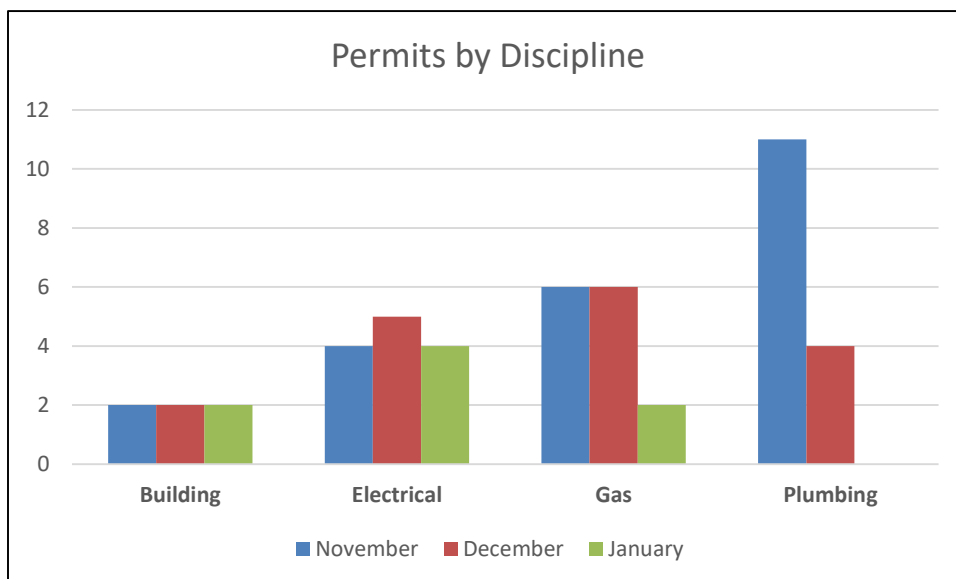


Agreements

Farwest: Drafting of a cost sharing / service agreement is being worked on.

Safety Codes

Safety Codes Permits issued by the Town for the month of January.



Engineering

- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.

Inflow and Infiltration Study

- Working on developing a public education and awareness program for the Town's Inflow and infiltration.

Capital Projects:

Westside Slope failure mitigation

Work remaining is seeding, scheduled to be done in the spring of 2018 by Public Services.

Riverview Groundwater and Road Rehabilitation

The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final lift being placed. Project is on Budget.

Northside Functional Servicing Report

Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.

3rd and 3rd Lift Station Upgrades

The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to the spring of 2018.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed.

2nd Street and 5th Avenue Lift Station

Preliminary design and siting is complete. Information received from Xyleme on costs and design. Purchasing a fiberglass lift station with the pumps and mechanical installed and the electronic control system is approximately \$120,000. It is estimated that the installation and other work required will cost approximately \$150,000. Civil design is being completed. Construction is planned for 2018.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. Grant announcements are expected in April 2018.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete. The project appears to be eligible for an FCM grant.

FINANCE AND ADMINISTRATION

- Preparation and issuance of approximately 2,100 utility bills
- Preparation and issuance of approximately 600 Business License renewal invoices
- Preparation and issuance of approximately 400 Dog License renewal invoices
- My Redcliff (Virtual Town Hall) has over 220 registered users, about 10% of accounts.
- Completing year-end activities and closing 2017 financial modules
- Finalizing prior year grant reporting
- Working on year-end financial statements
- Updating various Bylaws/Policies

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales. One sale to date, one pending.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- 2018 Insurance Renewal / Reviewing Schedules
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Attended the Brownlee LLP Emerging Trends Session February 8, 2018
- Issued letters to Boards & Commissions Members – Complementary Ticket to Volunteer Appreciation Dinner

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
February 27, 2018	Municipal Development Plan Steering Committee OPEN HOUSE	Town Hall Chambers 3:00 p.m. – 7:00 p.m.
March 12, 2018	Council Meeting	Town Hall Chambers 7:00 p.m.
April 21, 2018	Volunteer Recognition & Citizen of the Year Celebration	Redcliff Legion (Tickets required)