



COUNCIL MEETING

MONDAY, MARCH 12, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 12, 2018 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
Pg. 2	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
	2. MINUTES	
Pg. 6	A) Council meeting held February 26, 2018 *	For Adoption
Pg. 10	B) Redcliff and District Recreation Services Board meeting held March 5, 2018 *	For Information
Pg. 12	C) Municipal Development Plan Steering Committee meeting held February 28, 2018 *	For Information
Pg. 16	D) Riverview Golf Club Board meeting held January 25, 2018 *	For Information
	3. BYLAWS	
Pg. 18/20	A) Bylaw 1856/2018, Designated Officer Bylaw *	1 st Reading
Pg. 23	B) Bylaw 1857/2018, Subdivision and Development Appeal Board *	1 st Reading
	4. REQUESTS FOR DECISION	
Pg. 35	A) Seven Persons Area Structure Plan *	For Consideration
	5. POLICIES	
Pg. 67	A) Policy 048, Facilities Use Policy *	For Consideration
	6. OTHER	
Pg. 79	A) Municipal Development Plan Consultation Update *	For Information
Pg. 98	B) Memo to Council * Re: Draft Amendment to the Land Use Bylaw Regarding cannabis legalization	For Information

Pg. 118	C)	Memo to Council * Re: Recycling	For Discussion
Pg. 119	D)	Redcliff/Cypress Regional Waste Management Authority * Re: Landfill Graphs to February 28, 2018	For Information
Pg. 122	E)	Council Important Meetings & Events March 12, 2018 *	For Information

7. RECESS

8. IN CAMERA (Confidential Session)

A) Utilities Matter (FOIP S. 24, 25)

9. ADJOURN

COUNCIL MEETING MAR 12, 2018

ACCOUNTS PAYABLE LIST

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
82881	49 NORTH LUBRICANTS	OIL	\$491.57
82882	ADT SECURITY	ALARM	\$298.58
82883	AG-PLUS MECHANICAL	CUTTING EDGE	\$150.87
82884	AMSC	BENEFITS/HEALTHCARE SPENDING	\$19,664.49
82885	AMSC	INSURANCE PREMIUMS	\$135,945.79
82886	ALBERTA URBAN MUNICIPALITIES	MEMBERSHIP	\$57.75
82887	BANMAN, JODI	ZUMBA INSTRUCTOR FEES	\$445.50
82888	BENCHMARK GEOMATICS	GRADE MEASUREMENTS	\$315.00
82889	COMMUNITY FOOD CONNECTION	REFUND WATER OVERPAYMENT	\$676.81
82890	CONSTRUCTION SUPPLY	HANDLE/ADAPTER/TROWEL	\$155.69
82891	CUPE	UNION DUES	\$1,939.50
82892	CYPRESS COUNTY	GRADER BLADES	\$2,880.00
82893	HAT AGRI SERVICE	Y-BLADE	\$554.40
82894	INLAND CONCRETE	REFUND DEPOSIT	\$150.00
82895	JOHANSEN, JAMES	EMPLOYEE REIMBURSEMENT	\$150.00
82896	PRODUCTIVITY PLUS ACCOUNT	KIT SEALS	\$62.16
82897	PUROLATOR	SHIPPING	\$122.68
82898	RECEIVER GENERAL	DEDUCTIONS	484.01
82899	RECEIVER GENERAL	RADIO AUTHORIZATION	2644
82900	SOCIETY OF LOCAL GOVERNMENT	MEMBERSHIP/MOUNTAIN REFRESHER REGISTRATION	\$1,199.00
82901	STEINER'S PETROLEUM	PROPANE/PROPANE CYLINDER	\$1,254.92
82902	A1-PIZZA	FAMILY MOVIE NIGHT	\$162.00
82903	BOSS LUBRICANTS	GREASE	\$90.24
82904	CYPRESS VIEW FOUNDATION	2018 REQUISITION	\$72,554.00
82905	INDUSTRIAL MACHINE	IGNITION SWITCH	\$158.51
82906	JIMS ELECTRIC	REPLACE LIGHTING/WIRING/REPAIR OVER HEAD DOOR	\$4,915.73
82907	MEMORY LANE COMPUTERS	WEB HOSTING/WEBSITE BACK UP	\$350.70
82908	SHAW	INTERNET	\$365.10
82909	PAD-CAR MECHANICAL	HOT WATER REPAIRS	\$239.40
82910	PITNEY WORKS	STUFFER/FOLDER FEES	\$159.08
82911	TOWN OF REDCLIFF LIBRARY BOARD	ALLOTMENT FUNDING	\$58,297.49
82912	PUROLATOR	SHIPPING	\$38.82
82913	REDCLIFF BAKERY	MPC LUNCH	\$131.40
82914	RECEIVER GENERAL	RADIO AUTHORIZATION	\$898.00
82915	SHORTGRASS LIBRARY SYSTEM	2018 MUNICIPAL LEVY	\$28,672.00
82916	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$307.00
82917	SOUTHERN DOOR	REPAIR DOOR OPENER	\$1,474.83
82918	TOURISM MEDICINE HAT	ADVERTISING	\$1,181.25
82919	STEINER'S PETROLEUM	PROPANE/PROPANE CYLINDER	\$255.77
82920	READ, TODD	TRAVEL REIMBURSEMENT	\$1,632.72
82921	THE CROSSING COMPANY	REFUND CREDIT ON INACTIVE ACCOUNT	\$18.00
82922	WORKERS COMPENSATION	REIMBURSEMENT FOR OVERPAYMENT	\$1,128.42
82923	WOOD, DALE	FIREARMS COURSE INSTRUCTOR FEES	\$1,045.00
82924	MPE ENGINEERING	EMERG BACKUP POWER GENERATORS & SCADA SYSTEM	\$2,847.60
82925	FINNING CANADA	HEAD LIGHTS	\$458.10
		CHEQUES - TOTAL	\$347,023.88

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00547	ACTION PARTS	WORK LAMP/EXTENSION/SEAL/BATTERY	112.35
00548	ATRON REFRIGERATION	THERMOSTATS/BRINE ANALYSIS/CALCIUM CHLORIDE	1296.75
00549	THE BOLT SUPPLY HOUSE	GRIT FLAT DISC	\$100.72
00550	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00551	DIAMOND CUT LAWN SERVICES	SNOW REMOVAL	\$1,365.00
00552	FOX ENERGY	SIGNS/GLOVES/GLASSES/STANDS	\$2,216.13
00553	GAR-TECH ELECTRICAL	REWIRE LIFT STATION PUMP	\$416.21
00554	REDCLIFF HOME HARDWARE	TOILET KIT/ANCHOR/GARBAGE BAGS/BOTTLE/BUSHING	\$2.61
00555	PARK ENTERPRISES	PERMITS	\$4,724.36
00556	SUMMIT MOTORS	FILTERS/FUEL CONDITIONER	\$9,373.90
00557	SUNCOR	FUEL	\$291.80
00558	THE BOLT SUPPLY HOUSE	SPOT LIGHT TOOL	\$115.45
00559	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$99.85
00560	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$1,373.11
00561	DIGITEX	PHOTOCOPIER FEES	\$207.53
00562	KIRK'S MIDWAY TIRE	CHANGEOVER/FLAT REPAIRS/STEM	\$458.85
00563	MBSI	MONITORING	\$735.00
00564	SUMMIT MOTORS	FILTERS/ADDITIVES	\$80.83
00565	SUPERIOR TRUCK	SWITCH	\$26.75
00566	BERT'S VACUUM	CLEANER/GARBAGE BAGS	\$518.11
00567	DIAMOND SOFTWARE	HRISMYWAY PROJECT MGNT/VCH MODIFICATIONS	\$8,029.89
00568	SPORT COURT CALGARY	FLOORING	\$88,468.08
		EFT - TOTAL	\$23,547.88

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00268	AMSC	INSURANCE BENEFITS	\$30,438.21
00269	CANADIAN ENERGY	CLAMPS/BATTERIES	13.65
00271	NANA'S & PAPA'S COIN LAUNDRY	LAUNDER COVERALLS	\$113.35
00272	REDCLIFF HOME HARDWARE	WATER/ICE MELT/FURNACE FILTERS	\$47.86
00273	SUNCOR ENERGY	FUEL	\$1,221.52
00274	TRIPLE R EXPRESS	SHIPPING	\$104.64
00275	SHOCKWARE	INTERNET	\$52.45
		CHEQUES - TOTAL	\$31,991.68

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 26, 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 (left at 7:43 p.m.)
Director of Public Services	C. Popick (left at 8:01 p.m.)
Planning Specialist	J. Zukowski (left at 7:43 p.m.)

ABSENT:

1. GENERAL

- | | | |
|-----------|----------------------------------|---|
| | Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2018-0069 | Adoption of Agenda | B) Councillor Solberg moved the Agenda be adopted as presented. - Carried. |
| 2018-0070 | Accounts Payable | C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried. |
| 2018-0071 | Bank Summary to January 31, 2018 | D) Councillor Czember moved the Bank Summary to January 31, 2018, be received for information. - Carried. |

2. DELEGATION

- | | | |
|-----------|---|---|
| | Benchmark Assessments Consultants Inc. Presentation (continued Council orientation) | A) Lance Wehlage of Benchmark Assessments Consultants Inc. was in attendance to provide a presentation to Council as continued Council orientation. |
| 2018-0072 | | Councillor Cockle moved the presentation to Council by Lance Wehlage of Benchmark Assessments Consultants Inc., regarding Assessments be received for information. - Carried. |

3. MINUTES

- 2018-0073 Council meeting held February 12, 2018
A) Councillor Leipert moved the minutes of the Council meeting held February 12, 2018, be adopted as presented. - Carried.
- 2018-0074 Municipal Planning Commission meeting held February 21, 2018
B) Councillor Solberg moved the minutes of the Municipal Planning Commission meeting held February 21, 2018, be received for information. - Carried.
- 2018-0075 Redcliff Family & Community Support Services Board meeting held February 13, 2018
C) Councillor Crozier moved the minutes of the Redcliff Family & Community Support Services Board meeting held February 13, 2018, be received for information. - Carried.
- 2018-0076 Riverview Golf Club Board meeting held November 28, 2017
D) Councillor Czember moved the minutes of the Riverview Golf Club Board meeting held November 28, 2017, be received for information. - Carried.
- 2018-0077 Riverview Golf Club Board meeting held January 14, 2018
E) Councillor Czember moved the minutes of the Riverview Golf Club Board meeting held January 14, 2018, be received for information. - Carried.

4. REQUESTS FOR DECISION

- 2018-0078 Solid Waste & Recycling
A) Councillor Crozier 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.

Councillor Steinke requested a recorded vote:

Votes For: Councillor Crozier, Councillor Solberg, Mayor Kilpatrick

Votes Against: Councillor Cockle, Councillor Czember, Councillor Leipert, Councillor Steinke

- Defeated.

- 2018-0079 Riverview Golf Club
Re: Request to apply for Development Permit / Building Permit
B) Councillor Czember 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. – Carried.
- 2018-0080 Gordon Memorial United Church Re: Blessing of the Bikes May 6, 2018
C) Councillor Crozier 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. - Carried.

5. POLICIES

- | | | |
|-----------|----------------------------------|---|
| 2018-0081 | Policy 032, Grazing Lease Policy | A) Councillor Leipert moved that Policy 032, Grazing Lease Policy be approved as presented. - Carried. |
|-----------|----------------------------------|---|

6. OTHER

- | | | |
|-----------|---|--|
| 2018-0082 | Municipal Development Plan – Economic Study | A) Councillor Leipert moved the Memo to Council dated February 26, 2018 regarding the Town of Redcliff Municipal Development Plan Economic Study, be received for information. - Carried. |
| 2018-0083 | Municipal Manager Report to Council February 26, 2018 | B) Councillor Crozier moved the Municipal Manager Report to Council February 26, 2018, be received for information. - Carried. |
| 2018-0084 | Council Important Meetings & Events February 26, 2018 | C) Councillor Cackle moved the Council Important Meetings & Events February 26, 2018, be received for information. - Carried. |

7. RECESS

Mayor Kilpatrick called for a recess at 7:43 p.m.

Planning Specialist & Municipal Accountant left at 7:43 p.m.

Mayor Kilpatrick reconvened the meeting at 7:51 p.m.

8. IN CAMERA (Confidential Session)

- | | |
|-----------|---|
| 2018-0085 | Councillor Steinke moved to meet In Camera to discuss |
|-----------|---|

1. Utilities matter under Sections 16, 23 and 24 of the *Freedom of Information and Protection of Privacy Act*.
2. Utilities matter under Sections 21, 23 and 24 of the *Freedom of Information and Protection of Privacy Act*.

at 7:51 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager; Manager of Legislative & Land Services; and Director of Public Services (left at 8:01 p.m).

2018-0086

Councillor Cockle moved to return to regular session at 8:53 p.m. - Carried.

2018-0087 Dark Fibre Regional
Partnership Initiative

Councillor Solberg moved to commit to membership in the Dark Fibre Regional Partnership Initiative subject to a minimum of 10 participants including the Town of Redcliff.
- Carried.

9. ADJOURNMENT

2018-0088 Adjournment

Councillor Leipert moved to adjourn the meeting at 9:04 p.m.
- Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
March 5th, 2018 at 7:00 pm

PRESENT:

Chairperson	Justin Getz
Town of Redcliff Rep.	Shawna Cockle
Cypress County Rep.	Shane Hok
	Sharon Kirvan
Community Services	Kim Dalton
	Tracey Jenkins

ABSENT:

Karen Worrell
Christina McNeil

1. GENERAL

Call to Order:

A) Meeting called to order at 7:08 pm.

Adoption of the Agenda

B) Shawna Cockle moved for adoption of the agenda as presented – Carried.

2. MINUTES

Board meeting held February

A) Sharon Kirvan moved for adoption of the minutes amended to reflect motion made by Shawna Cockle on 5C – Carried.

3. DELEGATION – none

4. OLD BUSINESS

Rec-Tangle Phase I & II update

A) Shawna Cockle moved to receive as information – Carried.

Update from Board Leadership
Training - Postponed

B) Shawna Cockle moved to receive as information – Carried.

5. NEW BUSINESS

Redcliff Spring/Summer Guide
Programming
Rec-Tangle Summer Use

A) Shane Hok moved to receive as information – Carried.

B) Shane Hok moved to receive as information – Carried.

Co-op Grant Application

C) Shawna Cockle moved to receive as information – Carried.

6. REQUESTS FOR DECISION

Policy #48 – Facility Use Policy
Update

A) Shane Hok moved to approve the recommended changes to Policy No. 048 as presented.

7. CORRESPONDENCE – None.

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS – None.

9. DATE OF NEXT MEETING – Tuesday April 3rd, 2018

10. ADJOURN

A) Shawna Cockle moved to adjourn at 8:18pm – Carried.



MDP STEERING COMMITTEE MINUTES

DATE: February 28, 2018 4:30pm

LOCATION: Redcliff Town Hall Council Chambers

PRESENT:

Members:

Kim Dalton, Arnold Frank, Dwight
Kilpatrick, Tonya Mori, Emily Stock,
William Crozier, Jerry Beach

Director of Planning & Engineering:

James Johansen

Planning Specialist:

Jordan Zukowski

ABSENT:

Members:

Wendy Harty, Bruce Vine (Jerry Beach
sat in as alternate MPC representative)

1. GENERAL

A. CALL TO ORDER

J. Zukowski called the meeting to order at 4:37pm

B. APPOINTMENT OF VICE CHAIRPERSON

A. Frank nominated T. Mori as chairperson

T. Mori accepted the nomination as Vice Chairperson

- acclaimed

2. CONSENT AGENDA

A. ADOPTION OF AGENDA

B. PREVIOUS MEETING MINUTES

C. JANUARY OPEN HOUSE SURVEY RESULTS & COMMENTS

D. MEMO: ADDRESSING CHALLENGES IDENTIFIED IN MEDICINE HAT NEWS ARTICLE

A. Frank moved to adopt the consent agenda

- carried

3. FOR COMMENT/DISCUSSION

A. REVISED DRAFT VISION STATEMENT

Received as information

- General Comments:
 - The idea of public transportation and access to other communities should be mentioned somewhere in the 5th paragraph
 - The idea of the “green sustainable community” should remain

B. DRAFT GOALS

Received as information

Community

- General Comments:
 - NA

Economy & Tourism

- General Comments:
 - Presence of neighbourhood commercial stores within walking distance from residences
 - Diverse array of retail opportunities with easy access from all areas of Town (possible retail expansion along Broadway Avenue, Saamis Drive, Mitchell Street)
 - Redcliff proactively encouraging economic development (Town economic development officer?)

Facilities & Services

- General Comments:
 - Access for all people, age-friendly
 - Take advantage of green/environmentally friendly technology and strategies (energy efficiency, economically viable, low environmental impact)
 - Ensure newly constructed buildings allow for a diversity of uses in their lifetime (i.e. is there a building on Broadway Avenue that could be easily converted into a craft brewery? vs. the old Walmart store in Medicine Hat that has been torn down)
 - Make the final sentence more positive

Food & Agriculture

- General Comments:

- Where will greenhouses be located in the future?
- Consider removing the “greenhouse capital of the prairies” slogan
- Farmer’s market

Governance & Leadership

- General Comments:
 - Increased use of the internet and technology to engage and inform citizens
 - Alter the second sentence (in a digital world, will people be participating on Town boards and committees?)
 - Community involvement may be a challenge in the future with increased technology

Housing

- General Comments:
 - Senior’s community
 - Higher densities in certain areas (i.e. near downtown)
 - Affordable housing, need for more rental units

Intermunicipal Cooperation

- General Comments:
 - Easy access to surrounding communities

Land Use

- General Comments:
 - Explicit explanation of the “neighbourhood” concept

Natural Environment

- General Comments:
 - Expanded natural areas

Parks, Recreation, & Public Spaces

- General Comments:
 - NA

Streets

- General Comments:
 - Expanded sidewalks

C. DRAFT NEIGHBOURHOODS MAP

Received as information

- General Comments:
 - Higher densities in and near downtown
 - Suitable site for a senior's residence/community?
 - Fate of greenhouses in the future? New greenhouse area north of the highway?
 - Extent of development in the river valley? How much land should be preserved? Campground?
 - Future annexation areas? (the IDP identifies the land NW of Redcliff for expansion)
 - Ensure land use compatibility along the boundary between communities (i.e. if Eastside is residential, are adjacent areas in Medicine Hat residential?)

4. NEXT MEETING

Wednesday March 28th, 4:30pm, Redcliff Town Hall Basement Meeting Room

5. ADJOURNMENT

A. Frank moved to adjourn the meeting at 6:37pm

- 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 January 25th 2018

Call to Order: Dean called the meeting to order at 6:30

Board Members:

X= absent

Dean Blezard	Michael Anderson X
Dean Schmaltz	Gary Hurlbert
Rob Desjarlais X	Jeff Anderson
Roy Coghlan	Charles Rathke
Brad Hayward	Chad Vossler
Todd Read	

Director of Golf: Glenn Racz

Town Representatives: Chris Czember

Minutes of Last Meeting:

- November 28 meeting - Jeff motioned to accept the minutes seconded by Dean S
- January 14 AGM meeting minutes were handed out

Reports:

1. Town Liason

- Chris had no issues to bring forward and asked if there were any concerns
- East side pond- discussion about how to access the excess water and rules or regulations that have to be followed – Glenn advised that Scott will be tasked to handle this.
- Chris mentioned that there has to be proper permits issued by the town for renovations such as the Pro Shop and the upcoming changes to the club storage that will be done in the new trailer. Glenn advised us he had just rec'd a letter from the town and will be getting the permits right away

2. Financial

- Roy gave a brief update on the financials for Nov and Dec. stating we are on budget.
- Todd asked what contingencies we had in place in the event of a downturn. Roy replied we have very good expense control to date and less inventory was purchased, which gives us some breathing room. Glenn and Roy both have gone over the budget and will continue to monitor closely to be able to react when needed.
- Roy did express concern about the number of memberships sold to date but the board thinks we will see this pick up shortly.

Committee Reports:

- Dean S suggested we need to update our committees, i.e. tournaments, discipline, club captains etc. He suggested these be updated in the Feb, board meeting.

- The Pro Shop and Grounds reports will resume in February

Open General Discussion:

- Junior program- discussion regarding the need to drive the creation and growth of this program. The driving range is needed to make this program more credible. Todd has volunteered to head this up and with help from the members explore what can be done in the interim till the range is completed. Glenn indicated that Sparky from the Pro Shop would provide support when needed. As well, advertising will begin upon completion of the Junior Program structure, which should be completed by the end of February.
- Private carts - a lengthy discussion took place with everyone offering ideas. The board wanted to keep in mind our new cart fleet, storage, and concerns our members expressed at the AGM . Dean S has agreed to finalize and hand out the new rules that were agreed to at the meeting in time for the season. Glenn will have these posted on our member website when complete. But in summary no members with personal carts will be turned away, just new rules will be enacted to ensure the use of personal carts does not get abused or impacts the Golf Club's potential to earn revenue.
- Secretary position- a discussion took place to fill the Secretary position on the board. Todd stepped up to accept the position.

Next Meeting Date: Thursday February 22

Adjournment: Dean B adjourned the meeting at 8:40 pm

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 12, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Legislated Changes
Designated Officers Bylaw / Subdivision & Development Appeal Board Bylaw

PROPOSAL: To give first reading to proposed Designated Officer's Bylaw and Subdivision and Development Appeal Board Bylaw

BACKGROUND:

Recent changes to the Municipal Government Act (MGA) with regard to Subdivision and Development Appeal Boards (SDAB) require that:

- no more than one councillor participates as a member. (Effective January 1, 2018)
- all SDAB members and clerks must successfully complete SDAB training as approved by the Minister. Training is to be completed by April 1, 2019. No further details on the specifics of the training has been provided yet.
- A Council that establishes an SDAB must appoint a clerk. A clerk must be appointed as a designated officer.

Administration has reviewed the Designated Officer Bylaw and the Subdivision and Development Appeal Board bylaw and is bringing forward for amendments for consideration.

POLICY/LEGISLATION:

Municipal Government Act
Municipal Government Amendment Act, 2015
Subdivision and Development Appeal Board Regulation

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Bylaw 1856/2018, Designated Officers Bylaw (proposed)
Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw (proposed)

OPTIONS:

1.
 - i) Give first reading to Bylaw 1856/2018, Designated Officers Bylaw.
 - ii) Give first reading to Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw
2. Direct Administration to further review the Designated Officers Bylaw and Subdivision and Development Appeal Board Bylaw for consideration of amendments.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1.
 - i) Councillor _____ moved that Bylaw 1856/2018, Designated Officers Bylaw be given first reading.
 - ii) Councillor _____ moved that Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw be given first reading.
2. Councillor _____ moved that Administration further review the Designated Officers Bylaw and Subdivision and Development Appeal Board Bylaw and present for consideration amendments at a future Council meeting.

SUBMITTED BY:



Department Head

Municipal Manager

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

TOWN OF REDCLIFF
BYLAW NO. ~~1842/2017~~1856/2018

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE APPOINTMENT OF DESIGNATED OFFICERS.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may by Bylaw appoint Designated Officer(s) and prescribe their duties.

PURPOSE

1. The purpose of this Bylaw is to establish certain Designated Officer positions, to assign powers, duties and function to those positions and to establish a frame work for delegation of administrative functions.

DEFINITIONS

2. **Chief Administrative Officer** means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
3. **Council** shall mean the Council of the Town of Redcliff.
4. **Municipality** shall mean the Town of Redcliff.
5. **Designated Officer** shall mean a Designated Officer within the meaning of the Municipal Government Act.
6. **Municipal Government Act** shall mean the *Municipal Government Act*, RSA 2000, c. M 26.

DESIGNATED OFFICER

7. The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
 - a) Manager of Legislative and Land Services is the designated officer for the purposes of the following sections of the Municipal Government Act:
Section 69 – Consolidating Bylaws.
Section 213 (1)(b) – Signing minutes of Council Meetings.
Section 213 (3)(b) – Signing Bylaws.
Section 455(1) – Clerk of Assessment Review Board.
Section 461(1) and (2) – Address to which complaint is sent.
Section 462(1) – Notice of Assessment Review Board Hearings.
Section 483 – Decision admissible on appeal.
Section 606(7) – Requirements for proof of advertising.
Section 612 – Certifying copies of bylaws and records.
Section 627.1 – Clerk of Subdivision & Development Appeal Board
 - b) Director of Finance and Administration is the designated officer for the purposes of the following sections of the Municipal Government Act:
Section 270 – opening and closing all the accounts of the Town that hold money.
Section 309(1) (d) – Contents of assessment notices.
Section 334(1) (e) – Contents of tax notices.
Section 336(1) – Certifying date of sending tax notices.
Section 343(2) – Application of tax payments.
Section 350 – Issuing tax notices.

Section 420 (2) – Obtaining possession of lands.

Section 439 (2) – Preparing and issuing distress warrants and seizing goods.

- c) Development Officer is the designated officer for the purposes of and in accordance with Bylaw 1698/2011 being the Land Use Bylaw and any relevant sections (Part 17) of the Municipal Government Act as it pertains to the development officer.
- d) Bylaw Enforcement Officer, is the designated officer for the purposes of and in accordance with bylaw 1798/2015 being the Bylaw Enforcement Bylaw.
- e) Assessor, to carry out the powers, duties and functions set out by the Municipal Government Act and Professional Services Agreement.

APPOINTMENT OF DESIGNATED OFFICER

- 8. Council may by resolution appoint individuals to the Designated Officer positions established by this Bylaw.

SUB-DELEGATION

- 9. Designated Officer(s) are hereby authorized to further delegate, and to authorize for the delegation of any matter delegated to them to any employee of the municipality.

ACCOUNTABILITY

- 10. All Designated Officer(s) are accountable to the Chief Administrative Officer for the exercise of their powers, duties and functions.
- 11. The Chief Administrative Officer shall establish for each designated officer, the job description or service parameters outlining any additional and specific powers, duties and functions for the municipality.

REPEAL

- 12. Bylaw ~~1570/2008~~1842/2017 A Bylaw to Appoint Designated Officer(s) is hereby repealed.

SEVERABILITY

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

EFFECTIVE DATE

- 14. The effective date of this Bylaw shall be upon 3rd reading and signing.

READ A FIRST TIME THE ____ DAY OF _____, 2018.

READ A SECOND TIME THE _____ DAY OF _____, 2018.

READ A THIRD TIME THE _____ DAY OF _____, 2018.

SIGNED AND PASSED THE _____ DAY OF _____, 2018.

Mayor

Manager of Legislative & Land Services

TOWN OF REDCLIFF
BYLAW NO. ~~1811/2015~~1857/2018

A BYLAW OF THE TOWN OF REDCLIFF to establish the Subdivision and Development Appeal Board and prescribe its role and responsibilities.

~~This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.~~

WHEREAS pursuant to section 627 of the *Municipal Government Act* ~~states that~~ Council ~~may~~ must by Bylaw establish a Subdivision and Development Appeal Board;

AND WHEREAS pursuant to section 627.1 of the *Municipal Government Act* a council that established a subdivision and development appeal board must appoint one or more clerks of the subdivision and development appeal board;

AND WHEREAS pursuant to section 628 of the *Municipal Government Act* a bylaw under section 627 must provide for the applicable matters described in section 145 (b), and prescribe the functions and duties of the Subdivision and Development Appeal Board;

AND WHEREAS pursuant to section 145 of the *Municipal Government Act* Council may pass bylaws in relation to the procedures followed by Council, council committees and other bodies established by the Council;

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

CITATION

1. This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.

INTERPRETATION DEFINITIONS

~~1.~~ 2. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meaning:

- a) “Act” means the *Municipal Government Act*, as amended from time to time.
- b) “Alternate” means a duly appointed member of the Subdivision and Development Appeal Board that is specifically named and titled as an alternate and such alternate shall assume all duties and rights of a full-time member should any full-time member be:
 - i) unable to attend a hearing of the Subdivision and Development Appeal Board; or
 - ii) declares he is abstaining from participation in a specific hearing to be held by the Subdivision and Development Appeal Board.

- c) “Appellant” means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision, order or development permit issued by the Redcliff Subdivision Approving Authority Or Development Authority.
- ~~d) “Clerk” means the designated officer appointed as clerk of the Subdivision and Development Appeal Board in accordance with the Municipal Government Act.~~
- ~~de~~e) “Community at large” means the persons residing within the corporate boundaries of the Town of Redcliff
- ~~ef~~f) “Council” means the Council of the Town of Redcliff.
- ~~fg~~g) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
- ~~gh~~h) “Development Application” means an application made to the Town in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.
- ~~ih~~i) “Development Authority” means a person appointed to the office of development officer pursuant to the Land Use Bylaw, or the Municipal Planning Commission.
- ~~ij~~j) “Development Permit” means a document authorizing a development proposal in accordance with the Land Use Bylaw.
- ~~ik~~k) “Land Use Bylaw” means a Bylaw of the Town of Redcliff adopted by Town Council as a Land Use Bylaw and all amendments thereto, in accordance with the *Act*.
- ~~kl~~l) “Member” means a member of the Subdivision and Development Appeal Board duly appointed by Town Council pursuant to this Bylaw.
- ~~l) “Municipal Manager” means a person appointed by Town Council as Chief Administrative Officer in accordance with the Municipal Government Act.~~
- m) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Town of Redcliff Municipal Planning Commission established by Council pursuant to the *Act*.
- ~~n) “Secretary” means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Board.~~
- ~~en~~n) “Subdivision” means a subdivision application submitted to the Redcliff Subdivision Approving Authority that has had a decision made.
- ~~po~~o) “Subdivision and Development Appeal Board” means the Subdivision and Development Appeal Board established by Council pursuant to this Bylaw in accordance with the *Act*.

ESTABLISHMENT AND COMPOSITION

~~23.~~ A Subdivision and Development Appeal Board is hereby established under the name of Redcliff Subdivision and Development Appeal Board, ~~or the Subdivision and Development Appeal Board.~~

~~34.~~ The Subdivision and Development Appeal Board shall ~~be composed~~ **consist** of a ~~minimum of five (5) members and a maximum of seven (7)~~ as well as two (2) alternates ~~being~~ **as follows:**

Members

- a) ~~two (2)~~ **one (1)** Councillors as appointed by Redcliff Town Council;
- b) ~~minimum of three (3) and a maximum of five (5)~~ **four** ~~citizens~~ **community** at large ~~persons~~ as appointed by Redcliff Town Council.

Alternate Members

- a) one (1) Councillor appointed by Redcliff Town Council;
- b) one (1) ~~Citizen~~ **community** at large ~~person~~ as appointed by Redcliff Town Council.

~~5.~~ The following persons are ineligible to be members:

- a. An employee of the municipality;
- b. A person who carries out subdivision or development powers, duties and functions on behalf of the municipality;
- c. A member of a municipal planning commission;
- d. Persons who are not residents in the Town of Redcliff; and
- e. Any other person who is not ~~eligible~~ eligible to be a member as set out in the Act.

~~46.~~ Members appointed who are Councillors of the Town of Redcliff shall be appointed annually at the Organizational Meeting of Redcliff Town Council.

~~57.~~ A ~~citizen~~ **community** at large member ~~(s)~~ **or alternate** shall be appointed for a term of up to three (3) years to expire on December 31 of the year which shall be established when they are appointed.

~~8.~~ Members will meet the requirements as set out in the Act to be qualified to participate in a hearing promptly after appointment or re-appointment and, in any event, must do so prior to participating in a hearing.

~~69.~~ The Subdivision and Development Appeal Board may make its rules as are necessary for the conduct of its meetings and its business in accordance with the Act, ~~applicable Regulations~~ **and this Bylaw.**

TERMINATION OF APPOINTMENTS

~~710.~~ Subject to Section ~~811~~ **811**(b) below, the rules of conduct relating to pecuniary interest contained in the *Municipal Government Act*, as amended from time to time, shall be deemed to apply ~~mutatis mutandis~~ to members of the Board.

- ~~8~~11. Council may by resolution terminate the appointment of any member of the Board if:
- a) the member is absent from three (3) consecutive meetings of the Board;
 - b) the member violates the rules of conduct referred to in Section ~~10~~7 above;
 - c) the member uses information gained through his position as a member of the Board to gain a pecuniary benefit in respect of any matter in which he/she has a pecuniary interest, or;
 - d) the member otherwise conducts himself in a manner that Council considers to be improper.
- ~~9~~12. A member of the Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.
- ~~40~~13. The appointment of a member of the Board may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN

- ~~41~~14. The members of the Subdivision and Development Appeal Board shall at each meeting elect by majority a member who shall act as the Chairman of the Subdivision and Development Appeal Board for that hearing.
- ~~42~~15. The Chairman or such other person authorized by the Subdivision and Development Appeal Board, shall sign all notices of decisions and other documents on behalf of the Board relating to any jurisdiction or power of the Board.
- ~~43~~16. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Subdivision and Development Appeal Board.
- ~~44~~17. Every member shall vote on every matter placed before the Subdivision and Development Appeal Board:
- a) unless in a specific case, the Chairman or member is excused by resolution of the Board from voting, or
 - b) unless disqualified from voting by reason of pecuniary interest.

APPOINTMENT AND DUTIES OF ~~SECRETARY~~ CLERK

- ~~45~~18. Council appoints the Manager of Legislative and Land Services, as a designated officer, as clerk of the Subdivision and Development Appeal Board.
19. A clerk must successfully complete the training requirements pursuant to the Act and

applicable regulations.

20. The ~~Secretary~~ Clerk shall perform such functions as may be necessary to assist the Subdivision and Development Appeal Board to fulfill its duties under the Act, applicable regulations, and this Bylaw.

~~16~~21. The ~~Secretary~~ Clerk shall maintain a written record with respect to:

- a) the minutes of all meetings and public hearings;
- b) all applications for appeals;
- c) copies of all written representation to the Subdivision and Development Appeal Board;
- d) a summary of any verbal evidence presented to the Subdivision and Development Appeal Board;
- e) the names and addresses of those persons making representation to the Subdivision and Development Appeal Board;
- f) the decisions together with the reasons of the Subdivision and Development Appeal Board;
- g) copies of all notices of decisions and to whom they were sent.

~~17~~22. The ~~Secretary~~ Clerk shall:

- a) notify all members of the Subdivision and Development Appeal Board of the arrangements for holding each hearing and other meetings
- b) make available for public inspection all relevant documents and materials respecting appeals and all appeal decisions.
- c) notify the appellant and any other required parties of the decision of the Subdivision and Development Appeal Board. The ~~Secretary~~ Clerk is authorized to sign such correspondence.

DUTIES OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

~~18~~23. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to hear all appeals from decisions of the Development Authority and Subdivision Authority of the Town pursuant to the requirements of the Act, subdivision and development appeals in accordance with the Act, applicable regulations, this Bylaw and the Land Use Bylaw and this Bylaw.

24. The Subdivision and Development Appeal Board shall conduct itself in accordance with all provisions set out in Part 5 and Part 17 of the Act

25. In determining an appeal the Board must consider the Subdivision and Development Regulation, the Provincial Land Use Policies, the Alberta Land Stewardship Act and applicable regional plans, the Town's Municipal Development Plan and other Town statutory plans, the Town's Land Use Bylaw, and other pieces of legislation, regulations or policies when applicable.

~~19. The Subdivision and Development Appeal Board shall hold a public hearing within thirty (30) days of receipt of a notice of appeal duly filed in accordance with this Bylaw, the Land Use Bylaw, a subdivision application and the Act.~~

~~20. The Subdivision and Development Appeal Board shall make available for public inspection, before the commencement of the public hearing, all relevant documents and materials respecting the appeal.~~

~~21. The Secretary, shall give at least five (5) days notice in writing of the public hearing to:~~

~~a) In the case of a Development Appeal to:~~

~~i) the appellant,~~

~~ii) the development authority whose order, decision or development permit is the subject of the appeal, and~~

~~iii) those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.~~

~~iv) Such other person as the Subdivision and Development Appeal Board specifies.~~

~~b) In the case of a Subdivision Appeal to:~~

~~i) the applicant for the subdivision approval,~~

~~ii) the subdivision authority that made the decision,~~

~~iii) If land that is the subject of the application is adjacent to the boundaries of another municipality, that municipality,~~

~~iv) any school board to whom the application was referred, and~~

~~v) every Government department that was given a copy of the application pursuant to the subdivision and development regulations.~~

~~vi) Owners of land that is adjacent to land that is the subject of the application to the Satisfaction of the Subdivision and Development Appeal Board and in conforming with the Act.~~

~~c) In the case of a Review of a Stop Order to:~~

~~i) Owner or occupant to whom the order was issued~~

ii) ~~Other persons who the Municipal Manager, or his designate, considers to be affected.~~

22. ~~At the Public Hearing, the Subdivision and Development Appeal Board shall hear:~~

a) ~~the appellant or any person acting on his behalf;~~

~~b) the Development Officer or a representative of the Municipal Planning Commission from whose order, decision or development the appeal is made;~~

c) ~~a representative(s) of the Redcliff Subdivision Approving Authority;~~

d) ~~any other person who was served with notice of the hearing;~~

e) ~~any other person or his agent who claims to be affected by the order, decision, or permit and that the Subdivision and Development Appeal Board agrees to hear.~~

~~f) the owner or occupant to whom a Stop Order was issued to.~~

RIGHT OF APPEAL

2326. ~~Pursuant to the Act, applicable regulations, or the Land Use Bylaw~~ A ~~a~~ person may appeal to the Subdivision and Development Appeal Board, ~~where:~~

a) ~~the Development Authority or Redcliff Subdivision Approving Authority as the case may be,~~

~~i) refuses or fails to issue a development permit or subdivision approval, or~~

~~ii) issues a development permit or subdivision approval subject to conditions, or~~

~~iii) issues an order under the Act.~~

b) ~~no decision on the application for a development permit is made within forty (40) days of receipt of the completed application.~~

c) ~~no decision on the application for a subdivision is made within~~

~~i) 21 days from the date of receipt of the completed application in the case of a completed application for a subdivision described in section 652(4) of the Act if no referrals were made pursuant to section 5(6) of the Subdivision and Development Regulation,~~

~~ii) 60 days from the date of receipt of any other completed application under section 4(1) of the Subdivision and Development Regulation, or~~

~~iii) the time agreed to pursuant to section 681(1)(b) of the Act.~~

d) ~~a stop order issued pursuant to Section 645 of the Act.~~

~~24. A person affected by an order, decision or development permit made or issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be, other than a person having a right of appeal under Section 23(a) of this Bylaw may appeal to the Subdivision and Development Appeal Board in accordance with the Act and this Bylaw.~~

~~25. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal on the Board within fourteen (14) days after:~~

~~a) in the case of an appeal made by a person referred to in Section 23 the date on which:~~

~~i) the person is notified of the order, decision, the issuance of the development permit or subdivision approval, or~~

~~ii) if no decision is made with respect to the application for a development permit, the forty (40) day period and any extension of that period referred to in Section 23(b) of this Bylaw.~~

~~iii) if no decision is made with respect to the application for a subdivision, the time requirements listed in Section 23(c) of this Bylaw.~~

~~b) in the case of an appeal by a person referred to in Section 24 of this Bylaw, the date on which the notice of the issuance of the development permit was given in accordance with the Land use Bylaw.~~

~~26~~27. The written notice of the appeal shall be made on the Subdivision and Development Appeal Form as prescribed by Council resolution from time to time and signed by the Appellant and accompanied by a fee as prescribed in the Town of Redcliff Rates Policy adopted by Council. The fee is to be paid at time of appeal.

~~27~~28. The Appellant may serve the Subdivision and Development Appeal Form on the Board by either:

a) registered or certified mail addressed to:

~~Municipal Manager~~ Clerk of the Subdivision & Development Appeal Board
Town of Redcliff
1 - 3 Street N.E., Box 40
Redcliff, Alberta, T0J 2P0

or

b) delivering it in person to the Office of the ~~Municipal Manager~~ Clerk of the Subdivision and Development Appeal Board in the Town Hall to reach/deliver no later than the fourteenth (14th) day (including Saturdays, Sundays and holidays) after the person is notified in accordance with the Land Use Bylaw, development permit issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be.

NOTICE OF PUBLIC HEARING

~~28~~29. Upon receipt of notice of appeal duly filed pursuant to the provisions of this Bylaw, the Land Use Bylaw, and the Act, the ~~Municipal Manager, or his designate shall~~ Clerk of the Subdivision and Development Appeal Board shall :

- a) set a date, time, and place for a public hearing to be held within the time limit prescribed under the Act, and
- b) ensure that the requirements of Act, applicable regulations, Land Use Bylaw and this Bylaw Section 21 of this Bylaw are fully complied with.

QUORUM

~~29~~30. ~~The members of the Subdivision and Development Appeal Board who are Town of Redcliff Councillors shall not form the majority of members at any hearing.~~ Quorum is met by attendance of three (3) members.

~~30~~31. ~~Subject to Section 29, the majority of the appointed full time members of the Subdivision and Development Appeal Board shall constitute a quorum at any meeting of the Board.~~

~~31. Only the members present during the entire length of the discussion pertaining to a matter being considered at a public hearing or meeting of the Subdivision Development Appeal Board shall be allowed to vote on the appeal.~~

COMPLIANCE WITH STATUTORY PLANS AND LAND USE BYLAW

~~32. In determining an appeal, the Subdivision and Development Appeal Board:~~

- ~~a) in regard to Subdivision Approval or Development Permits shall comply with any regional plan, statutory plan and subject to Clause (b), the Land Use Bylaw in effect;~~
- ~~b) in regard to a Development Permit may make an order, decision, issue or confirm the issuance of a Development Permit notwithstanding that the proposed development does not comply with the Land Use Bylaw, if in its opinion,~~

~~—— i) the proposed development would not unduly interfere with the amenities of the neighbourhood, or~~

~~ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties,~~

~~iii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw; and.~~

~~c) in regard to a Subdivision Approval,~~

- i) ~~must be consistent with the land use policies;~~
- ii) ~~must have regard to but is not bound by the subdivision and development regulations;~~
- iii) ~~may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority of make or substitute an approval, decision or condition of its own;~~
- iv) ~~may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to the Act.~~

DECISIONS

- ~~33~~32. The Subdivision and Development Appeal Board may confirm, revoke or vary the order, decision or development permit, subdivision or any condition attached to any of them or make or substitute an order, decision or permit of its own,
- ~~34~~33. The Subdivision and Development Appeal Board shall give its decision upon an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- ~~35~~34. The decision of the majority of the members of the Board present at ~~a public~~the hearing ~~or meeting~~ duly convened shall be deemed to be the decision of the Board.
- ~~36~~35. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- ~~37~~36. Where the hearing is adjourned and the Board does not at the time of adjournment fix a time and place for a further hearing of the application and announce it to those in attendance, the Chairman of the Board shall announce to those in attendance that notice of the time and place for a further hearing will be sent only to those persons who leave their name and addresses and to whom notice is required under Section 21.
- ~~38~~37. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a permit by the ~~Development Officer or the Municipal Planning Commission,~~ as the case may be Development Authority, the Development Officer shall issue a Development Permit in conformity with the Board's decision.
- ~~39~~38. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a subdivision application by the Redcliff Subdivision Approving Authority, the Authorized Signing Officer for the Redcliff Subdivision Approving Authority shall issue an approval in conformity with the Board's decision.
- ~~40~~39. In accordance with the Act the Subdivision and Development Appeal Board may deliberate and make its decision in meetings closed to the public.
40. A member, who for any reason is unable to attend the entire hearing of an appeal, shall not participate in the Subdivision and Development Appeal Boards deliberations for the

decision made by the Subdivision and Development Appeal Board on that appeal.

APPEALS TO COURT OF LAW

41. A decision made by the Subdivision and Development Appeal Board on a development appeal or subdivision application is final and binding on all parties and persons subject only to a judicial review upon a question of jurisdiction or law pursuant to the *Act*.
42. The ~~Secretary~~ Clerk shall keep on file all notices of application made for leave to appeal to the Appellant Division from the decisions of the Subdivision and Development Appeal Board in accordance with the *Act*.

CONFIDENTIALITY

43. The Board shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
 - a) commercial information, the disclosure of which would:
 - i) likely prejudice the commercial position of the person who supplied it,
 - ii) reveal a trade secret,
 - iii) likely prejudice the Town's ability to carry out its activities or negotiations,
 - or
 - d) allow the information to be used for improper gain or advantage;
 - b) information that is subject to obligations of confidence, the disclosure of which would:
 - i) likely prejudice the future supply of similar information or advice,
 - ii) likely prejudice the Town's ability to carry out its activities or negotiations,
 - iii) place Board members, Councillors, or employees of the Town at risk of improper pressure or harassment,
 - iv) breach legal professional privilege, or
 - v) prejudice measures protecting health and safety;
 - c) personal information, including personnel information, unless its disclosure:
 - i) is for the purpose for which the information was obtained or for a consistent purpose,
 - ii) is required so that the Town can carry out its duties and functions, or
 - iii) is in a statistical or other form so that the name of persons are not revealed or made identifiable;
 - d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
 - e) information the disclosure of which could prejudice security and the maintenance of the law;
 - f) information placed before a meeting that is closed to the public, except when the

information is later placed before a meeting held in public;

- g) information that is prohibited from being released by this or any other enactment.

REPEAL

44. Bylaw No. ~~4742/2013~~ 1811/2015 is hereby repealed upon this Bylaw coming into effect.

45. This Bylaw shall come into effect ~~January 1, 2016~~ on third reading and signing of this bylaw.

READ a first time this _____ day of _____ 2018.

READ a second time this _____ day of _____ 2018.

READ a third and final time this _____ day of _____ 2018.

SIGNED and PASSED this _____ day of _____ 2018.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: March 12, 2018

PROPOSED BY: Planning & Engineering

TOPIC: Seven Persons Area Structure Plan

PROPOSAL: Provide Comments to Cypress County

BACKGROUND:

Cypress County forwarded the Seven Persons Area Structure Plan (ASP) to the Town on March 7, 2018 requesting comments. First reading of the bylaw to adopt the ASP was done on March 6, 2018 and a Public Hearing will be conducted on April 3, 2018.

Administration has no comments on the ASP as presented.

Policy 119 requires that ASP's be brought to Council for comment.

POLICY/LEGISLATION:

Policy 119, External Municipal Planning Documents Review Policy.

Bylaw No. 1701, Amending 1616 Tri-area Intermunicipal Development Bylaw

Bylaw No. 1616, Tri-area Intermunicipal Development Bylaw

STRATEGIC PRIORITIES:

Being informed and having input to development near the Town is important for the Town to ensure that it's future planning is taken into account and the proposed development does not have any negative impacts on the Town.

ATTACHMENTS:

- Letter dated March 8, 2018 from Cypress County to the Director of Planning & Engineering.
- Seven Persons Area Structure Plan, Cypress County Bylaw No. 2018/07

OPTIONS:

1. That Council instructs Administration to send a letter to Cypress County stating the Town has no comments on the Seven Persons Area Structure Plan.
2. That Council provides comments to Administration to send in a letter to Cypress County on the Seven Persons Area Structure Plan.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration send a letter to Cypress County stating the Town has no comments on the Seven Persons Area Structure Plan.

2. Councillor _____ moved that Administration send a letter to Cypress County stating the following comments on the Seven Persons Area Structure Plan:

- _____
- _____
- _____
- _____
- _____

SUBMITTED BY:



Department Head



Municipal Manager

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



CYPRESS COUNTY

816 - 2nd Avenue
Dunmore, Alberta T1B 0K3
Phone 403.526.2888 Fax 403.526.8958
www.cypress.ab.ca

61-02-03

March 8, 2018

James Johansen, Director of Planning & Engineering
Town of Redcliff
Box 40
Redcliff AB T0J 2P0

NOTICE OF PUBLIC HEARING

RE: Bylaw 2018/07
Seven Persons Area Structure Plan

Pursuant to the provisions of the Municipal Government Act, as an owner, adjacent owner, an adjoining municipality, or an affected agency, you are hereby notified of the public hearing for the above described Bylaw.

A public hearing on the matter will be held at the Council Chamber of the Cypress County Administration Office in Dunmore at 10:00 a.m. on Tuesday, April 3, 2018.

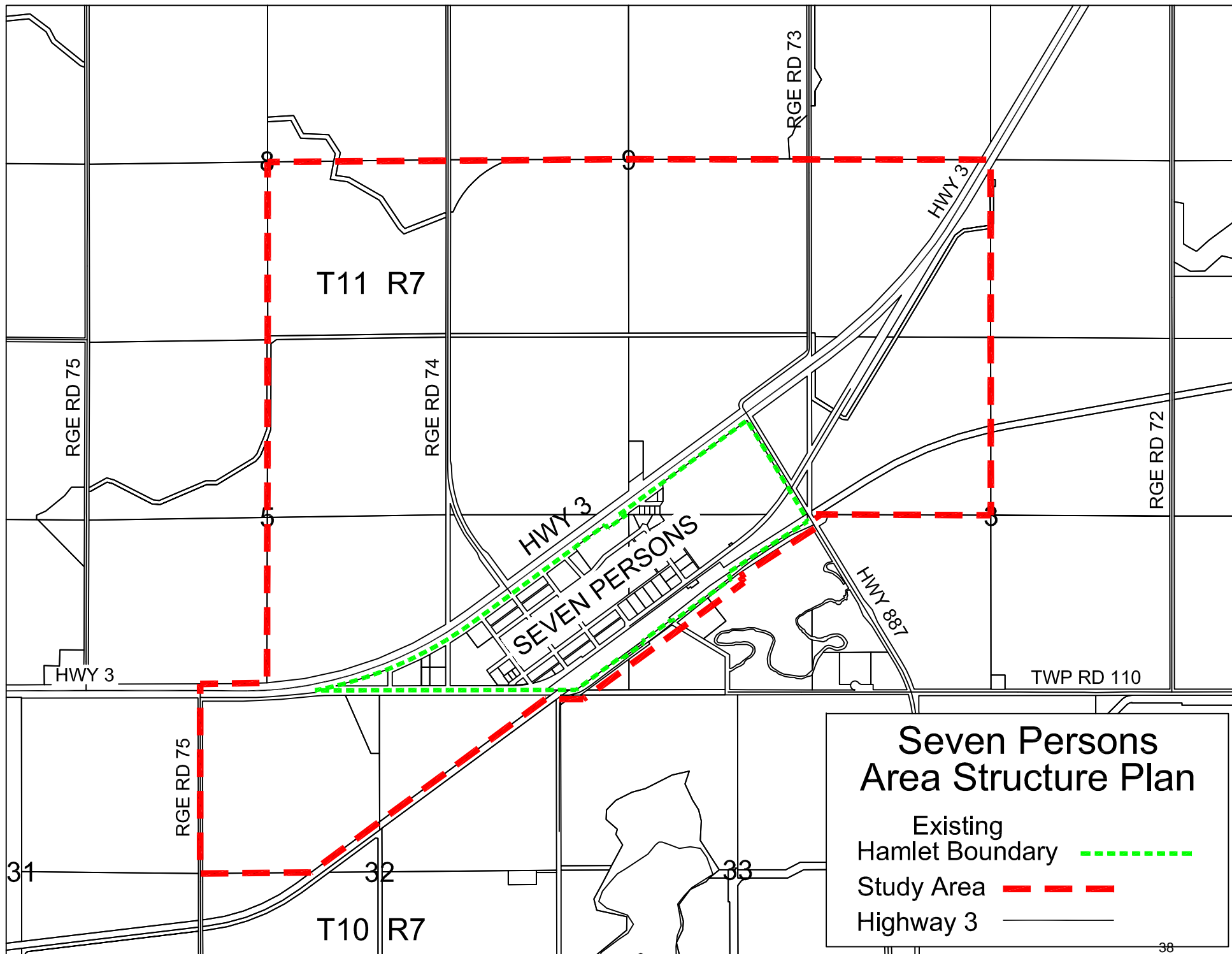
Any persons wishing to be heard may make oral or written representation to the Council at that time. Oral submissions may be limited to five minutes in length whether a written presentation is submitted. Written submissions should be submitted to the County's Administration office by March 28, 2018.

A copy of the proposed Seven Persons Area Structure Plan can be viewed on the Cypress County website www.cypress.ab.ca under the heading of "News". A paper copy of the proposed Seven Persons Area Structure Plan may also be obtained or inspected during regular office hours at the Administration Office of Cypress County in Dunmore, Alberta.

Yours truly,

Kaylene Simpson
Assistant Planner

KS/bm
Enclosure





Seven Persons Area Structure Plan



Bylaw No. 2018/07





CONTENTS

1	Introduction	4
1.1	Purpose of plan	4
1.2	Approval and adoption process.....	4
1.3	Legislative framework.....	5
1.3.1	Land Use Bylaw (LUB)	5
2	Background information.....	6
2.1	Location and Plan Area	6
2.2	History	6
3	Land Use Analysis	10
3.1	Physical Features.....	10
3.2	Existing Development	10
3.3	Development Constraints	10
3.3.1	Canadian Pacific Railway	10
3.3.2	Future Highway 3 Twinning.....	12
3.3.3	Municipal Services	12
4	Development concept and policies.....	13
4.1	General Description	13
4.2	Residential Development.....	13
4.3	Commercial Development	13
4.4	Industrial Development	17
4.5	Parks and Open Space	17
5	Transportation	18
5.1	Existing Road Network.....	18
5.2	Hamlet Road System.....	18
5.3	Future Highway 3 Twinning.....	18
6	Municipal Services	19
6.1	Municipal Water System	19
6.2	Sanitary Sewer System.....	19
6.3	Storm Water Management	22



Seven Persons Area Structure Plan

6.4	Servicing Standards.....	22
7	Implementation	23
7.1	Phases	23
7.2	Land Uses.....	23
7.3	Land Use Bylaw Amendments	23
7.4	Plan Review	24

LIST OF FIGURES & TABLES

FIGURES

Figure 1	Study Boundary.....	7
Figure 2	Hamlet Air Photo & Contours.....	8
Figure 3	Current Land Use.....	11
Figure 4	Concept Plan.....	14
Figure 5	Community Facilities.....	15
Figure 6	Water System.....	19
Figure 7	Sanitary Sewer System	20

TABLES

Table 1	Existing Land Use	10
---------	-------------------------	----

APPENDIX A

Highway 3 Future Twinning Study – Option 1

Highway 3 Future Twinning Study – Option 2

Highway 3 Future Twinning Study – Option 3

Highway 3 Future Twinning Study – Technically Recommended Option



1 INTRODUCTION

1.1 PURPOSE OF PLAN

The purpose of the Seven Persons Area Structure Plan is to provide a framework to guide future growth and land uses in an orderly and economical manner which supports the aspirations of the land owners, the community, the County and other major stakeholders.

This plan was developed as part of the Cypress County Council's strategic planning efforts. The County recognizes the need to preserve agricultural land, especially irrigated land. As part of this strategy, Council is promoting hamlets as an alternate residential location for County residents and is striving to provide a higher level of services in all hamlets. The Hamlet of Seven Persons receives a variety of services such as excellent potable water, sanitary sewer collection, hard surfaced streets, parks and play grounds, recycling and solid waste transfer sites and a local fire station.

The Council has specifically recognized the unique attributes of the County's hamlets, and has identified Seven Persons as one it wants to promote. The Council believes that Seven Persons has the potential to slowly attract residential and commercial development over time that will help strengthen and enhance an already healthy community. Seven Persons is serviced by water and sanitary sewer infrastructure which has additional capacity to service additional growth for the foreseeable future. In addition, in the last two years the Council has contributed funding towards improvements to important community facilities; namely the Seven Persons School playground and significant repairs and maintenance to the Seven Persons Community Hall. The Council is also budgeting for future water distribution and sanitary sewer replacements in certain areas in the near future.

1.2 APPROVAL AND ADOPTION PROCESS

In accordance with current Provincial Planning Legislation and the planning practices of Cypress County, this draft of the Area Structure Plan will be submitted to the County for review and was the subject of an open house in the community in December of 2017. Adjustments may be made to the plan after public input and before the adoption of the plan being submitted to Council for adoption in the beginning of 2018.

As part of the adoption process this plan will be circulated to various affected government agencies such as Alberta Transportation for feedback before the final plan is approved by Council.



1.3 LEGISLATIVE FRAMEWORK

An Area Structure Plan is considered to be a “Statutory Plan”, one of a hierarchy of plans established within Section 633 of the Municipal Government Act (MGA). (Other types of statutory plans include Municipal Development Plans and Area Redevelopment Plans). Statutory plans serve as planning tools, explicitly provided for and defined by the MGA and therefore must follow specific content and consultative requirements. This framework of plans is required to be consistent and complimentary with each other in the process of guiding decisions made in the subdivision and development process. It should be noted however, the MGA also states the adoption of a statutory plan does not obligate a municipality to undertake any of the projects referred to in it.

The MGA states an Area Structure Plan is to include:

- The sequence of development proposed for the area,
- The land uses proposed for the area, either generally or with respect to specific parts of the area,
- The density of population proposed for the area either generally or with respect to specific parts of the area and
- The general location of major transportation routes and public utilities and
- May contain any other matters council considers necessary.

The Seven Persons Hamlet is included in the Cypress County Municipal Development Plan, Bylaw 2015/26. This document references Seven Persons as one of the hamlets in the County which “may be permitted to develop a large variety of land uses as is necessary to accommodate the needs of residents and the surrounding rural communities”.

1.3.1 LAND USE BYLAW (LUB)

The Cypress County Land Use Bylaw, 2016/16, divides the County and its hamlets into a number of land use districts. The Hamlet of Seven Persons is currently divided into the following eight land use districts: two Residential (Hamlet & Hamlet Single Family); two Commercial (Commercial & Highway); two Industrial (Hamlet & Light); Public Service and General Agricultural. These districts should be sufficient to accommodate any potential developments. As future developments are proposed, there may be a requirement to re-designate some properties to a more appropriate land use district. This could be done as part of a subdivision or development proposal depending on the specific parameters of the project.



2 BACKGROUND INFORMATION

2.1 LOCATION AND PLAN AREA

The Hamlet of Seven Persons is located approximately 20km southwest of Medicine Hat in a predominately irrigated agricultural area in the Western portion of Cypress County. The Hamlet lies between Highway 3 and the Canadian Pacific Railway that extend from Medicine Hat to Lethbridge.

Figures 1 & 2 show the area structure plan boundary which includes the Hamlet of Seven Persons as well as a significant area of adjacent agricultural land. While no major developments are currently envisioned for the agricultural lands northwest of the Hamlet, this area was included as Alberta Transportation commissioned a Highway 3 Future Twinning Study which has identified three alignment options for future twinning in this area. The plan envisions these lands will remain in agricultural use until such time as there is a demonstrated need for development.

Although this area structure plan does not recommend any of the options as a preferred option, proper planning dictates the Highway 3 Future Twinning Study is taken into account. (*see Section 5 & Appendix A*).

The Canadian Pacific Crowsnest Railway line creates a major barrier to future development south of the hamlet due to the limited rail crossings. As a result no development south of the rail line is envisioned at this point, it is expected these lands will remain in agricultural use. The sewage lagoons and waste transfer site are included in the study area because they are existing infrastructure and vital services for the Hamlet.

2.2 HISTORY

The Hamlet of Seven Persons was founded in the 19th century by Cyril Ogston as part of the great migration of Mormon settlers leaving the United States due to laws preventing them from practicing polygamy, a part of their religion at the time. The railway was an important mode of transportation to bring settlers into the area.

There are several versions of the story of as to how Seven Persons got its unique name. One story is the name comes from native legend which involves seven braves from one tribe being killed by a rival tribe. A Jim Marshall mural in the Seven Persons School portrays this version.

A more modern version of the story is the Hamlet got its name from graves of seven railway workers who died building the railway. In any event, Seven Persons name is unique and helps to provide the Hamlet with some renown.

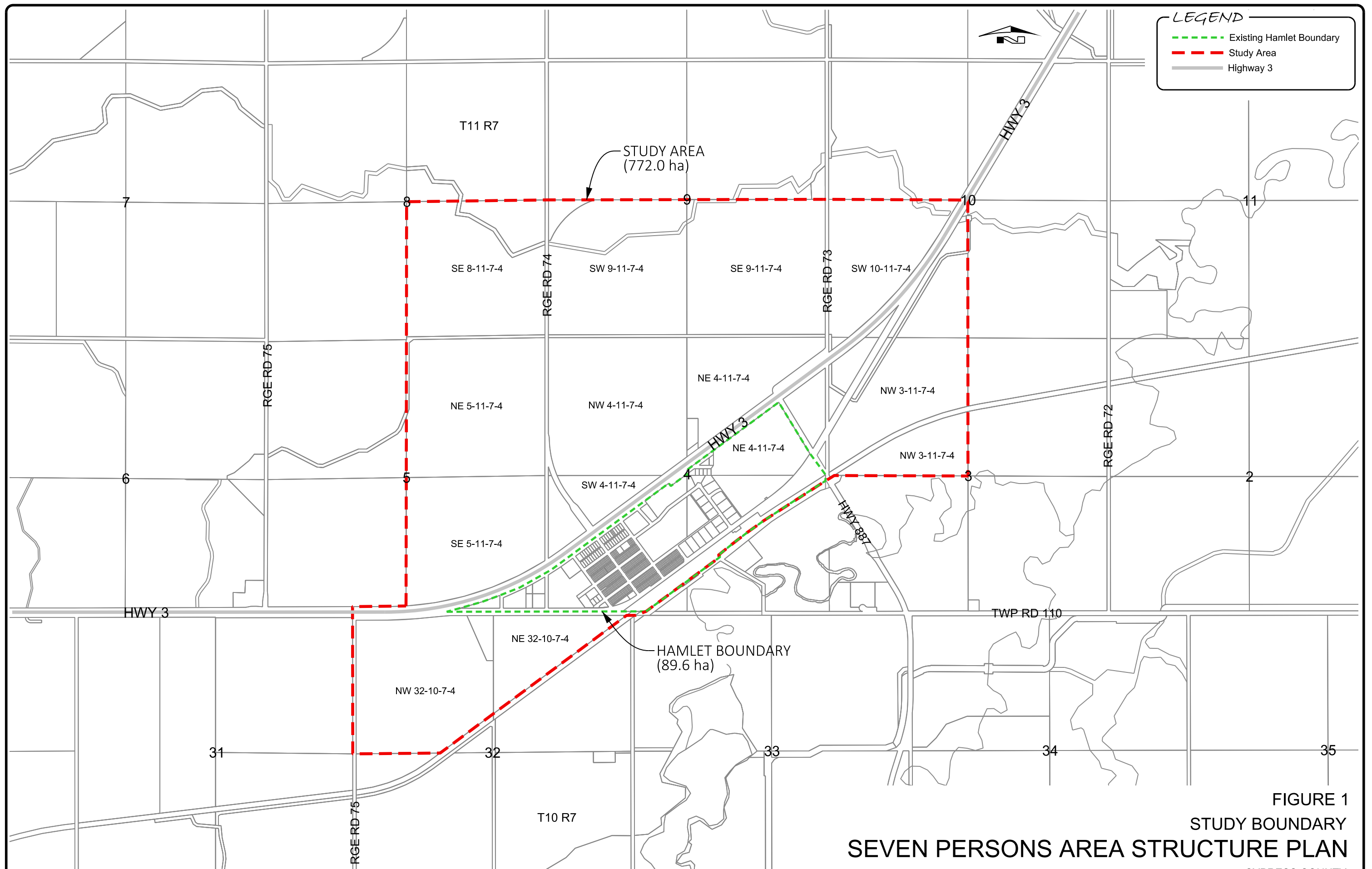


FIGURE 1
STUDY BOUNDARY
SEVEN PERSONS AREA STRUCTURE PLAN

CYPRESS COUNTY
Scale 1:20000
December 2017



FIGURE 2
HAMLET AIR PHOTO & CONTOURS
SEVEN PERSONS AREA STRUCTURE PLAN

CYPRESS COUNTY
 Scale 1:10000
 December 2017



Seven Persons Area Structure Plan

The rail line through Seven Persons was originally a narrow gauge railway; known as the Galt Line built by Sir Alexander Galt in 1885 to haul coal from Lethbridge (Coal Bank) to the Canadian Pacific main line in Dunmore. The Canadian Pacific Railway (CPR) purchased the Galt Line in 1897 to ensure they had ownership of its entire southern line running from Dunmore through the Crowsnest Pass to the west coast. Seven Persons was a water supply depot for the old steam engines on this line, with water being taken from a dam on the Seven Persons Creek.

Irrigation in the area began in 1955 when the St. Mary River Irrigation District started delivering water to the area. Prior to 1955, there were also private water licenses in the area. The availability of irrigation has increased crop productivity enabling agriculture to become a key economic driver in this portion of the County.



Photo of the Jim Marshall Mural in the Seven Persons School.



3 LAND USE ANALYSIS

3.1 PHYSICAL FEATURES

The study area is situated in a primarily irrigated agricultural region of the County. The topography of the study area is relatively flat, sloping in a south easterly direction. Although there is an elevation difference of approximately 17 metres across the study area, this only translates to a gradient of 1.5%.

The topography within the Hamlet is slightly flatter, with an elevation difference of 5 metres and an average gradient of 1%.

3.2 EXISTING DEVELOPMENT

Figure 3 and Table 1 shows the breakdown of land uses in the Hamlet. Seven Persons is predominantly a residential community with approximately 127 parcels of land.

Table 1 - Existing Land Use

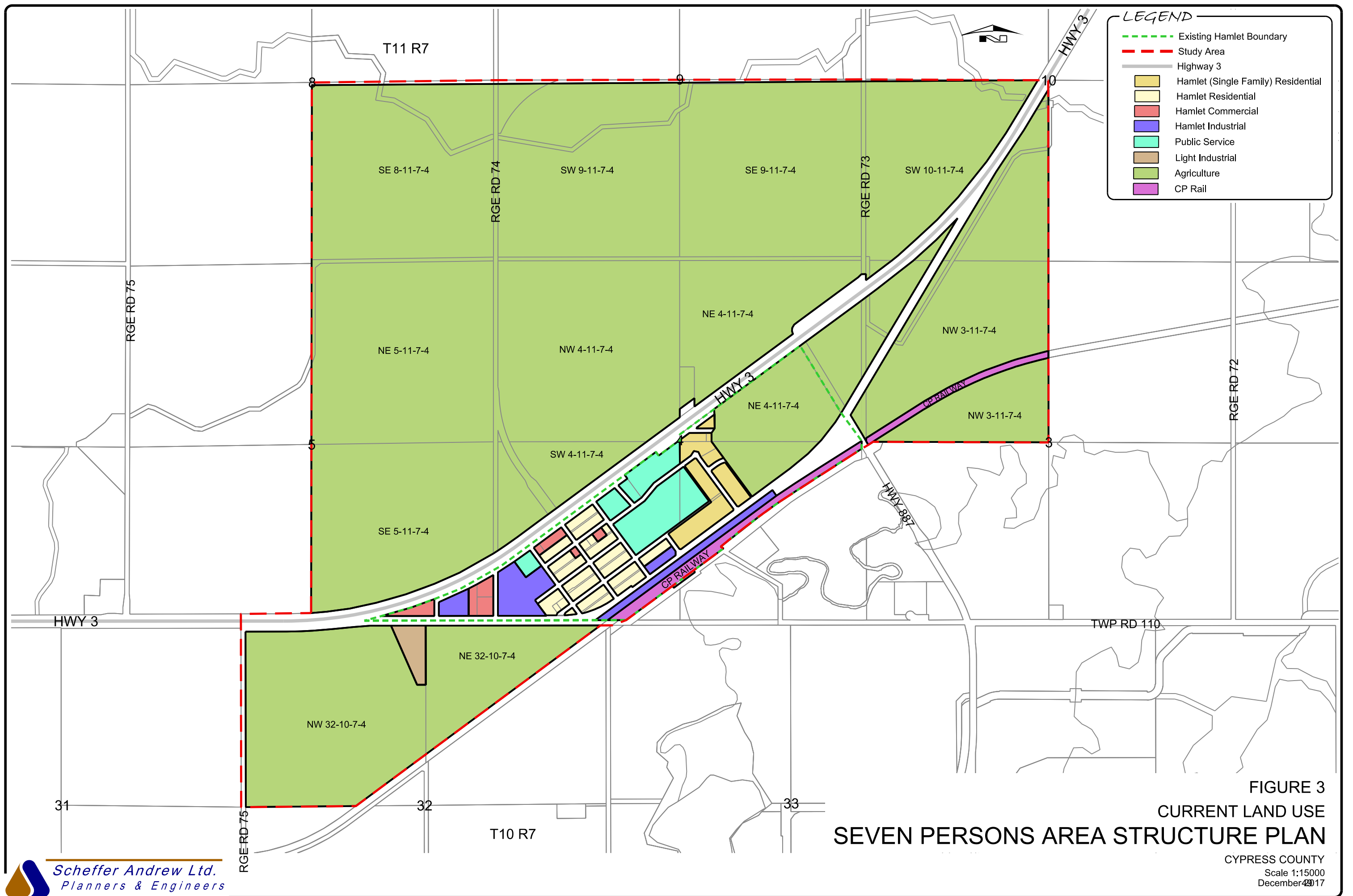
Land Use	Area (ha)	%
Residential – HSF & HR	18.1	20
Commercial - HC	3.3	4
Industrial – HI & LI	6.2	7
Public Service – Parks, School & Hall	12.4	14
Agricultural – Vacant land	21.4	24
Transportation – Roads, Lane & CPR	24.2	27
Miscellaneous	4.0	4
Total	89.6	100

The area outside the Hamlet boundary is predominately agricultural with approximately 93% (560± ha) of the agricultural land being irrigated with the remaining 7% (45± ha) dry land.

3.3 DEVELOPMENT CONSTRAINTS

3.3.1 Canadian Pacific Railway

The Canadian Pacific Rail line that runs along the south boundary of the Hamlet creates a significant barrier to development south due to limited vehicular access across it. There is currently only one rail crossing in the immediate area and additional crossings in the future will not be permitted. It is for this reason that it was decided all future growth would occur north of the rail way.





3.3.2 Future Highway 3 Twinning

Alberta Transportation commissioned Stantec Consulting Ltd. to conduct a study on twinning Highway 3 between Medicine Hat and Lethbridge. The consultant prepared three alignment options (see Section 5.0 & Appendix A) for this section of highway. The agricultural land north of the Hamlet is included in the ASP study area given that two of the proposed twinning options, including the one technically recommended, are proposed in the area north of the current alignment.

Recent information obtained from Alberta Transportation revealed the current traffic volumes along this stretch of highway are well below the threshold to warrant twinning. Twinning of this portion of Highway 3 is considered long term, or, not likely to occur within the next 20 years. Enquiries made regarding a potential construction time table have indicated that even when the roadway is designated as a “high priority”, matters such as budget approval, right of way acquisition and construction plan completion would realistically put the beginning of any construction into an 8-10 year time horizon.

3.3.3 Municipal Services

The hamlet is currently serviced by a piped water system and sanitary sewer system, both of which have capacity to accommodate approximately 600 people. These systems are dealt with in more detail in Section 6.0.





4 DEVELOPMENT CONCEPT AND POLICIES

4.1 GENERAL DESCRIPTION

This Area Structure Plan specifies that development should occur wholly within the existing Hamlet in the initial stages as there is sufficient land to accommodate future growth for the foreseeable future. At some point in the future, Highway 3 will be twinned and according to Alberta Transportation plans, the highway will then be moved requiring existing accesses to be changed (see Section 5.3). In the ultimate stages of the highway development, an interchange would be built and access to the Hamlet from Highway 3 will only be via Highway 887. At that time, a number of existing roads will be closed or realigned to serve as service roads. The twinning of Highway 3 does not impact immediate development within the Hamlet, however, future road alignments may have some impact on adjacent areas and these need to be taken into consideration during current and short development projects so as not to negatively impact long term development. For example, the areas on both sides of Highway 887 between the existing Highway 3 and Railway Avenue within the Hamlet and areas along Highway 887 outside the Hamlet are considered ideal locations for commercial development; given the uncertainty on the timing of the highway upgrading, this land may not be required for many years. This land could be used for other activities in the meantime until there is demand for it, but it is suggested that such uses should be either temporary or be easily relocated if there is a demand for a higher and better use. Alberta Transportation will need to review any development which may encroach these plans in both the short and long term. (Further details on these implications are discussed in Sections 4.3 and 5.3).

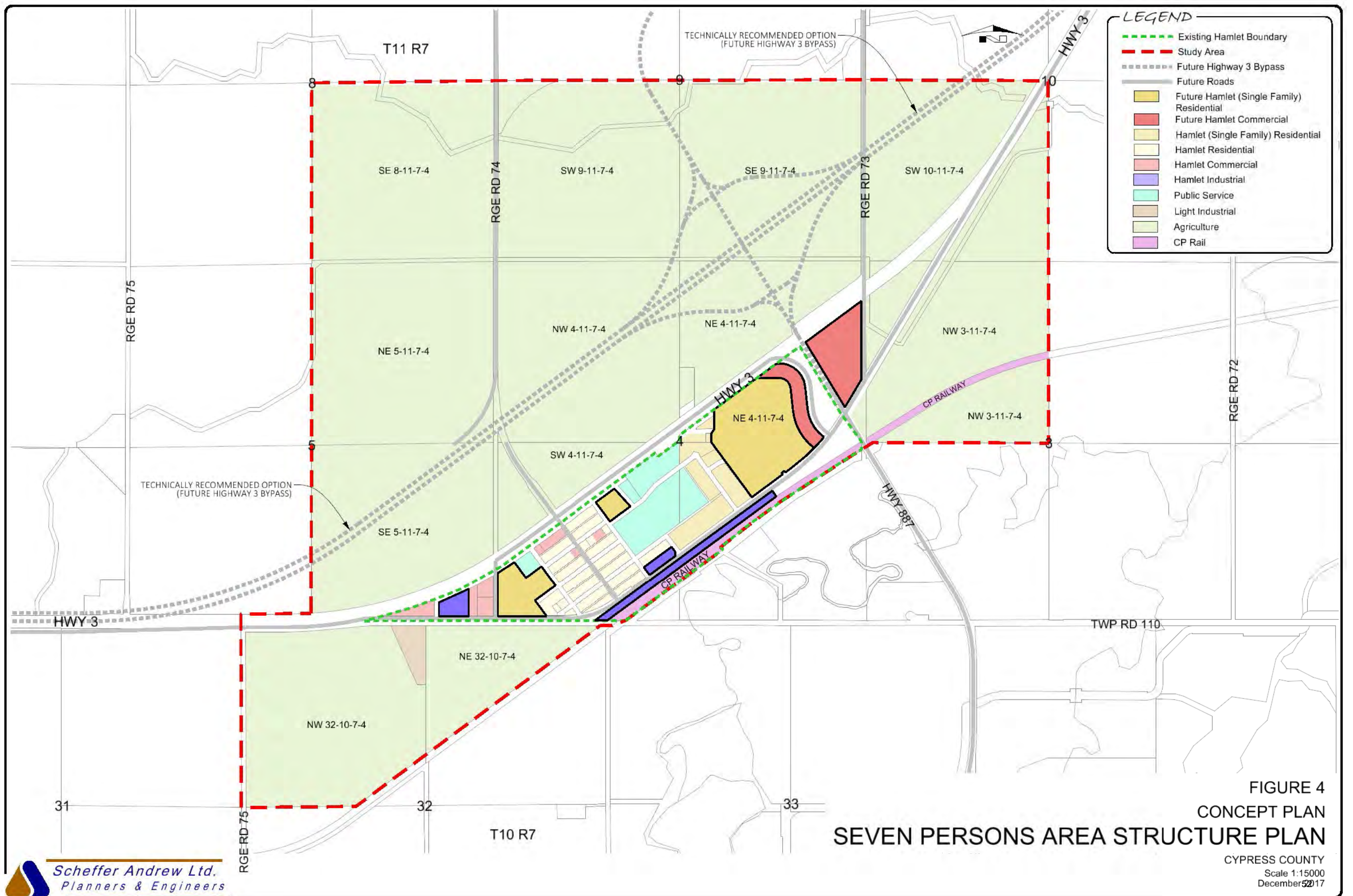
4.2 RESIDENTIAL DEVELOPMENT

In 2017 there were 127 residential parcels in the Hamlet with a population of 275 residents. Figure 4 outlines three parcels containing 21.18 ha of land that have been identified for potential residential development. Depending on the area designs and lot sizes, this would allow for an increase of 90 to 150 residential lots which in turn could allow for a doubling of the Hamlet's population.

4.3 COMMERCIAL DEVELOPMENT



There are presently nine parcels assessed as being commercial sites within the Hamlet. Of these, two are occupied by the following businesses: Premium Sausage and the Boars Nest Restaurant. (Other sites referenced are currently assessed for commercial use based on their capability, but have not been converted to their highest and best use at this time). Additionally, there are five home occupation licenses in the Hamlet which provide a range of services including vegetable sales, book keeping, contract driving, home renovations and trucking.



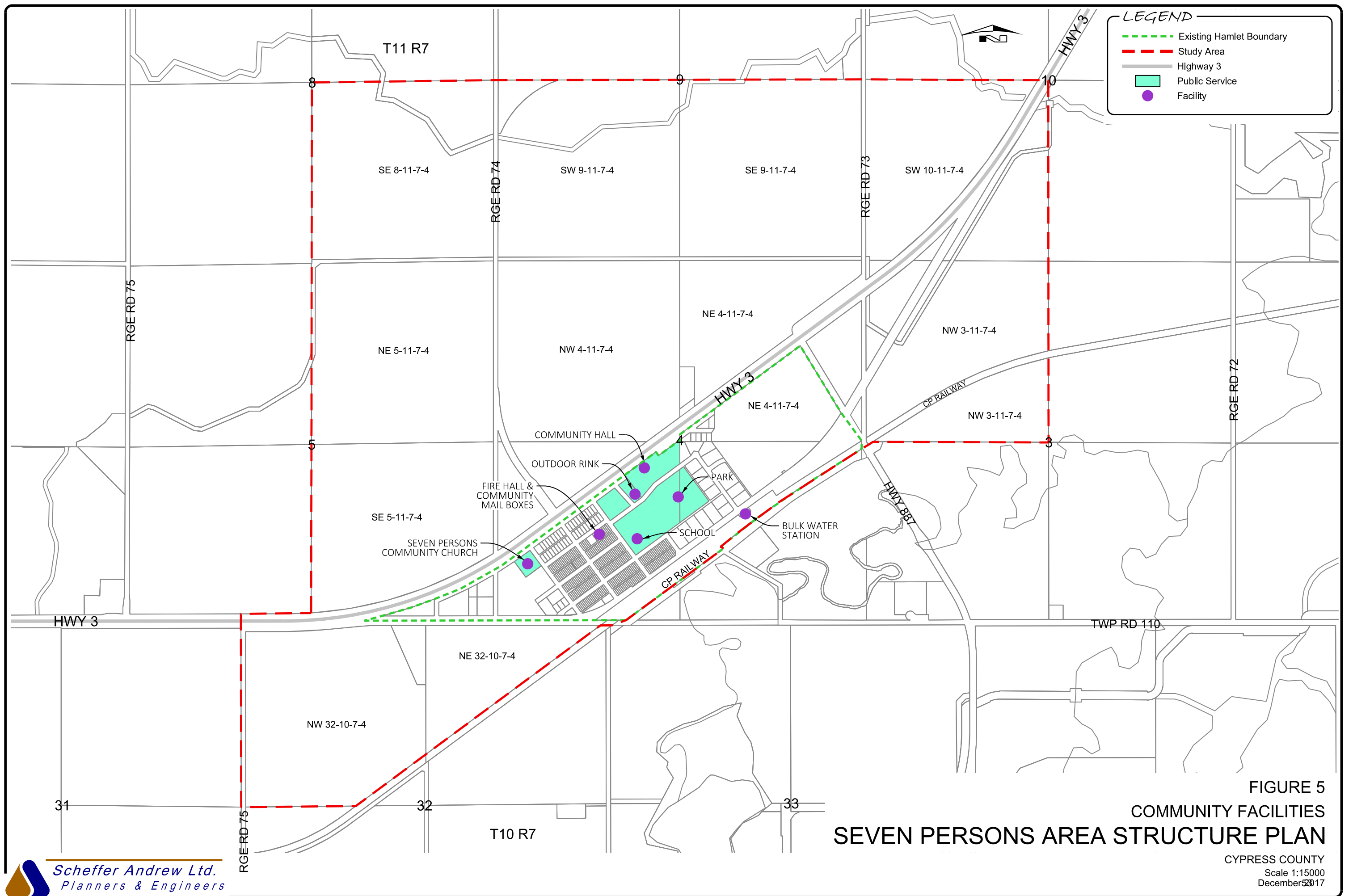




Figure 4 shows two parcels along Highway 887 that could be used for commercial / highway commercial activities. These properties will become more prominent if the main access into the Hamlet as shown on 2 options is via Highway 887. In the future, as the highway twinning proceeds, access to the highway will be changed and there may be a need for some of this area to be used for service roads. This will need to be taken into account if development on these properties occurs before twinning occurs so potential service roads are not hampered. The areas north of current Highway 3 along Highway 887 may also be suitable for highway commercial activities, but only after the twinning has occurred and the interchange is constructed.

4.4 INDUSTRIAL DEVELOPMENT

There are currently several industrial parcels identified in the Hamlet and in the study area, four of which are currently vacant. It is not anticipated there will be a large demand for industrial properties in the short term, but should this occur, it is likely to be for uses not requiring serviced land which could be accommodated on some of the lands west of the Hamlet. Should this happen, in keeping with County policies, these uses should be directed to the non irrigated agricultural lands.

4.5 PARKS AND OPEN SPACE

Seven Persons has a centrally located park where the Seven Persons School, Seven Persons Community Hall, several ball fields, a track and an outdoor rink are located. Several other community facilities such as the Fire Hall, Water Treatment Plant, a Bulk Water supply depot and a church are shown on Figure 5. It is not anticipated that a significant amount of additional parks or open space will be required as the Hamlet grows.





5 TRANSPORTATION

5.1 EXISTING ROAD NETWORK

There are several highways (Highway 3 and Highway 887) and County roads (Range Road 73, 74 and 75) providing access to the Hamlet of Seven Persons and the study area. Highway 887 provides the only vehicular access across the CPR railway in the immediate vicinity.

5.2 HAMLET ROAD SYSTEM

The Hamlet is serviced by a network of paved/oiled roads, connecting to the County roads and Highways 3 and 887. At the present time there are several access points to Highway 3, with Highway 3 being the Hamlet's northerly boundary.

5.3 FUTURE HIGHWAY 3 TWINNING

Stantec Consulting Ltd prepared the Highway 3 Future Twinning Study on behalf of Alberta Transportation. In this report, dated November 6, 2013, three alignment options (see Appendix A) were identified with Option 2 being the Technically Recommended Alignment. At the Area Structure Plan Open House in June 2017, considerable opposition to this alignment was expressed by the area residents.

This Area Structure Plan does not endorse any of the proposed alignments for the future twinning of Highway 3 over the others. However, the plan recognizes that when twinning occurs, it will have a significant impact on the community. With the timing of this twinning project unknown, it is difficult to develop detailed plans at this stage, but the impact of this possibility must be considered none the less. Since two of the options (Options 1 & 2) and the Technically Recommended option, show access from Highway 3 to the Hamlet via Highway 887, it has been illustrated there will likely be a requirement for service roads along Highway 887.

Given the substantial costs of construction, the twinning of Highway 3 will likely take place in stages. For example, in the initial stage, the highway itself will likely be twinned and access will be via at grade intersections. Then as traffic volumes warrant, the interchange and over pass may be built and the highway would be converted to a limited access highway. As previously mentioned, this project is not currently on Alberta Transportation's priority list, however, once it is added, construction would still most likely be 8 to 10 years away. Considering current Provincial budgets and the fact the present traffic volumes in this area are below the thresholds for twinning, it is likely that twinning will not occur for 20 or more years and at that time plans will change and a new review will be required.



6 MUNICIPAL SERVICES

6.1 MUNICIPAL WATER SYSTEM

The Hamlet of Seven Persons is currently supplied by water from the City of Medicine Hat through a Water Gate Agreement. Under this agreement, the County receives 480 acre-feet of water of which 320 acre-feet is allocated for the West Side Water Co-op and 160 acre-feet to Seven Persons. The amount allocated for Seven Person is sufficient to supply a population of 600 people. The water received from the City of Medicine Hat receives re-chlorination at the Seven Person Booster station located at Range Road 63 and Holsom Road and then again at the Seven Persons water plant located adjacent to the Fire Hall. Water is then distributed throughout the Hamlet by a series of 6" water lines (see Figure 6). The current water network will need to be expanded with the development of additional lands; however, the water from Medicine Hat and possibly the booster station should not need to be expanded. However, if future expansion beyond the 600 person capacity is required, the County will need to purchase additional water licenses.

6.2 SANITARY SEWER SYSTEM

The Hamlet of Seven Persons is currently serviced by a sanitary sewer system which includes a series of gravity lines, a lift station, force main and a three cell lagoon. The current system has the capacity to accommodate a population of approximately 600 people.

Figure 7 shows the locations of the 8" sanitary sewer collection lines which services the residences in the Hamlet. Sanitary sewer is collected by these lines which flow by gravity to a sewer lift station in the southerly part of the hamlet. Sewer effluent is then pumped from the lift station via a force main to the Hamlet's lagoons located outside the Hamlet boundary. The sewer effluent is treated in the three cell lagoon before it is released into the Seven Persons Creek, as needed, in accordance with the license from Alberta Environment.

The sanitary sewer system has capacity to accommodate a doubling of the Hamlet's population. Several of the potential residential areas can be serviced by this system. However there are a few lower areas at the east end where servicing with gravity sewers may not be possible due to inadequate frost cover. These areas could potentially be serviced in other ways such as; bringing in fill to raise the ground elevations or by building an additional lift station or by using private lift systems. More detailed engineering will be required at the time these areas are developed.

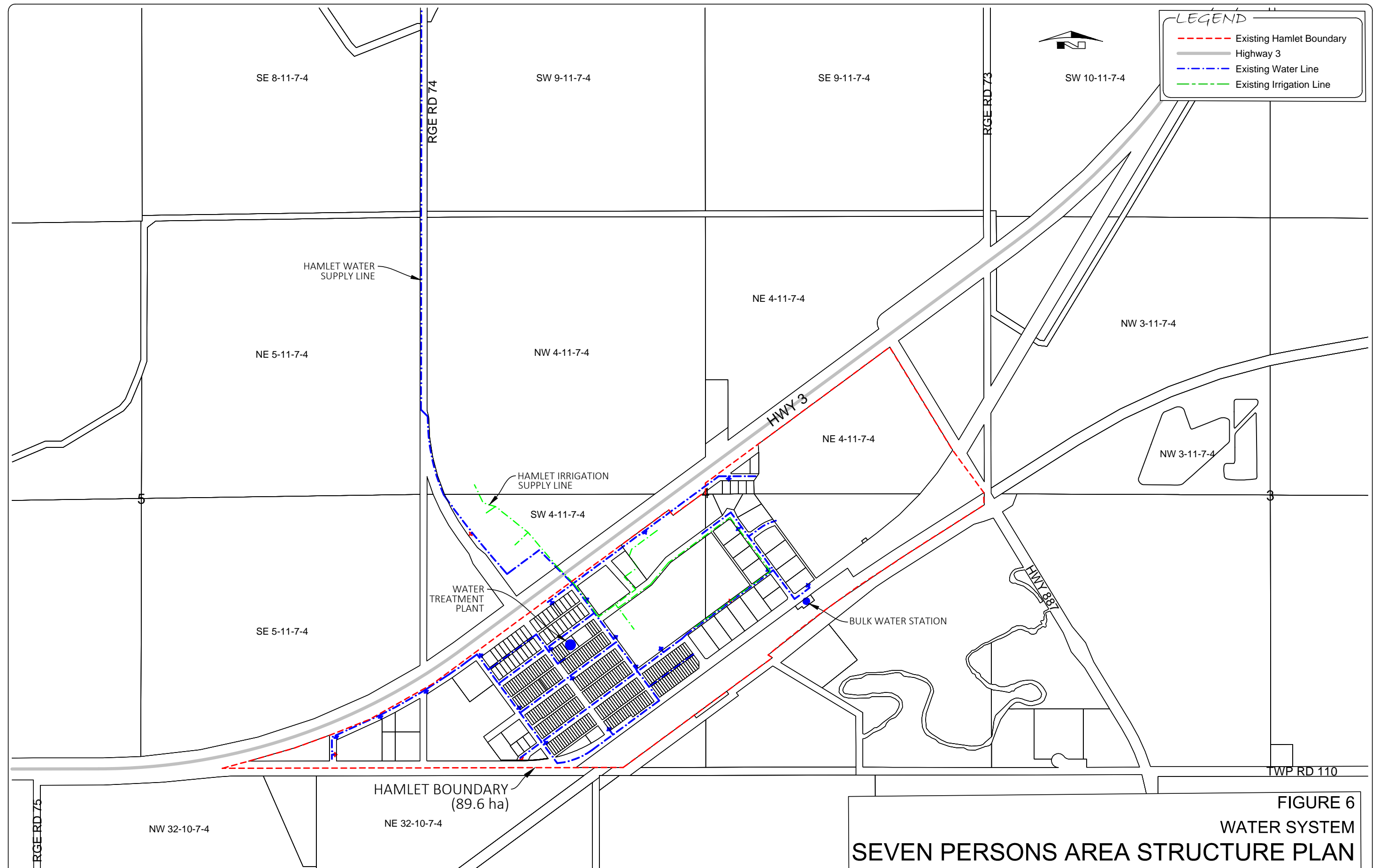
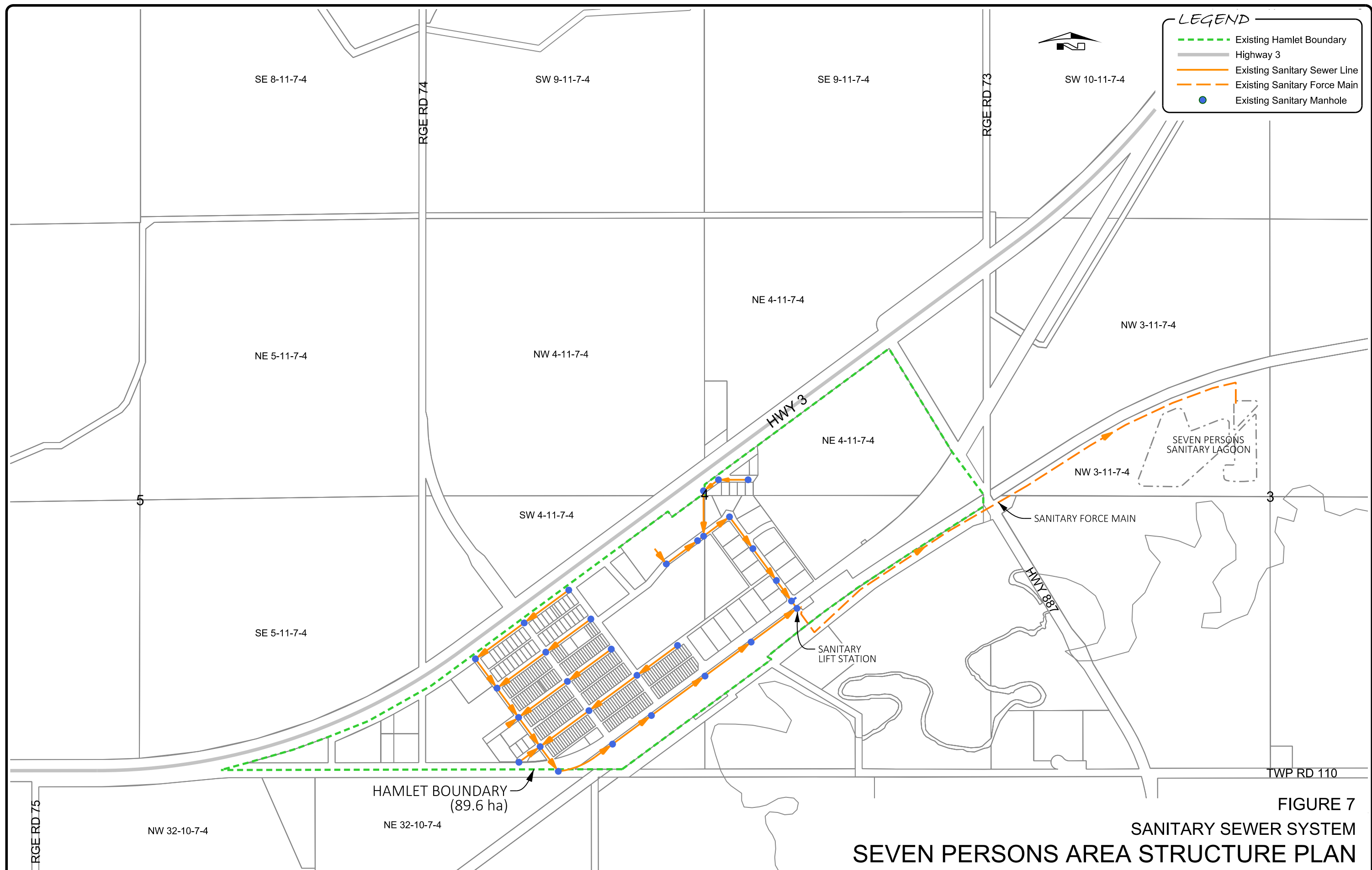


FIGURE 6
WATER SYSTEM
SEVEN PERSONS AREA STRUCTURE PLAN

CYPRESS COUNTY
 Scale 1:10000
 December 2017





6.3 STORM WATER MANAGEMENT

Storm water within the hamlet is currently handled by ditches along the roads, which for the most part appears to be working adequately. There is no plan to install a piped system in the hamlet. However, there are a few areas that are problem areas due to shallow ground cover which need to be addressed at the time of development.

6.4 SERVICING STANDARDS

In accordance with Cypress County's Construction Standards and Design Guidelines, all future residential developments are to be serviced with water and sanitary sewer as well as paved roads with curb and gutter as well as storm sewer where ever practical. Depending on the nature of industrial and commercial developments, some of these standards may also apply. These Construction Standards and Design Guidelines will be implemented at the subdivision and development stage and will require servicing agreements as per the current County policies in place at the time of application.



7 IMPLEMENTATION

7.1 PHASES

Considering all the factors which may influence the growth and development of the Hamlet of Seven Persons at this time, future development phases fall into 2 categories:

Short Term:

There appears to be sufficient lands within the Hamlet boundary to accommodate all future development for the foreseeable future. The available lands should be sufficient to accommodate a doubling of the hamlet's population at which time growth would be approaching the limits of the water and sanitary sewer systems.

Long Term:

The largest single factor influencing the Hamlet's long term plans will be Alberta Transportation's Plan to twin Highway 3. At the time twinning takes place, there will be changes in access to the Hamlet which will then impact the transportation patterns of Seven Persons.

Since details of how or when this twinning will take place are unknown at this time, it is not possible to accurately predict the future impacts. Once this twinning takes place, it may be necessary to re-examine some of the land use proposals. It should be kept in mind that one of the County's priorities is to minimize the impact on irrigated agricultural land. Since this scenario is likely 20 or more years away, it is considered to be long term and when it happens, it would be appropriate to review and update this plan accordingly.

7.2 LAND USES

The Hamlet of Seven Persons is currently divided into the following eight land use districts: two Residential (Hamlet & Hamlet Single Family); two Commercial (Commercial & Highway); two Industrial (Hamlet & Light); Public Service and General Agricultural. These districts should be sufficient to accommodate most future developments.

It is the intention of this plan that Agricultural Lands in the Hamlet and surrounding area remain in agricultural production until they are required for other more appropriate uses. The County's preference is to keep irrigated land under production as much as possible. However, consideration may be given towards land use re-classification of non-agricultural uses based on its location. The agricultural land outside the Hamlet and south of Highway 3 may be considered for light industrial, while the area east and adjacent to Highway 887, north of the railway tracks, may be considered appropriate for commercial uses. As previously stated, there is a considerable amount of land within the current Hamlet boundary to accommodate future residential growth. However, the land north of Highway 3 may be best suited for a combination of residential and commercial uses in the future.



Seven Persons Area Structure Plan

More detailed studies will likely have to be submitted to address utility servicing, sanitary sewer collection, storm water management, proper access, and other requirements for any of these areas outside of the Hamlet. Consideration may be given to expand the Hamlet's boundary for the purposes of providing services and/or to accommodate a specific area of development.

In the event that a development proposal does not fit any of these districts, a new or amended district could be considered.

7.3 LAND USE BYLAW AMENDMENTS

There are several areas of potential development that have a land use designation different than what could be proposed. Before development can occur, the properties will need to be designated to a more appropriate land use district. The changing of the land use designation needs to be done as part of any subdivision or development proposal. The County may also consider developments not envisioned in this plan as long as they are compatible with future Hamlet expansion.

7.4 PLAN REVIEW

The Seven Person Area Structure Plan has tried to take into account as many current factors as possible which may impact the community, others such as the Highway Twinning may present issues which cannot be foreseen at this time. As noted, this plan is a "guide" and can and should be reviewed and amended periodically as the future unfolds. It is recommended that a review of this Plan should be undertaken every five years, and at the time when the Highway 3 Twinning actually takes place.

"The only thing that is constant is change". The purpose of this plan is to "provide a framework to guide future growth and land uses in an orderly and economical manner which supports the aspirations of the land owners, the community, the County and other major stakeholders." Seven Persons is recognized and supported by the County in its endeavors to be a friendly, safe, enjoyable and prosperous community.

Cypress County Council has recently examined the uniqueness of each hamlet and has identified Seven Persons as one of the hamlets it wishes to promote. Ultimately, this plan aims to serve as a part of a strategy to adapt successfully to future change as it comes.



APPENDIX A – Highway 3 Twinning Options

Note:

"The Highway 3 Future Twinning Study, Range Road 71 to Seven Persons", shows two plans (North Twinning and South Twinning) for each of the three Options, one showing the proposed twinning North of the existing highway and one showing the proposed twinning South of the existing highway. Since this occurs along sections of the highway outside the study area, only the North Plans are included in this plan.#





PROJECT	TO: ELM
TO: ELM	TO: ELM
TO: ELM	TO: ELM
TO: ELM	TO: ELM

PLAN NUMBER

PLAN NUMBER

PLAN No.	PLAN No.
PLAN No.	PLAN No.
PLAN No.	PLAN No.
PLAN No.	PLAN No.

PROJECT No.	PROJECT No.
PROJECT No.	PROJECT No.
PROJECT No.	PROJECT No.
PROJECT No.	PROJECT No.

DATE

DATE

DATE

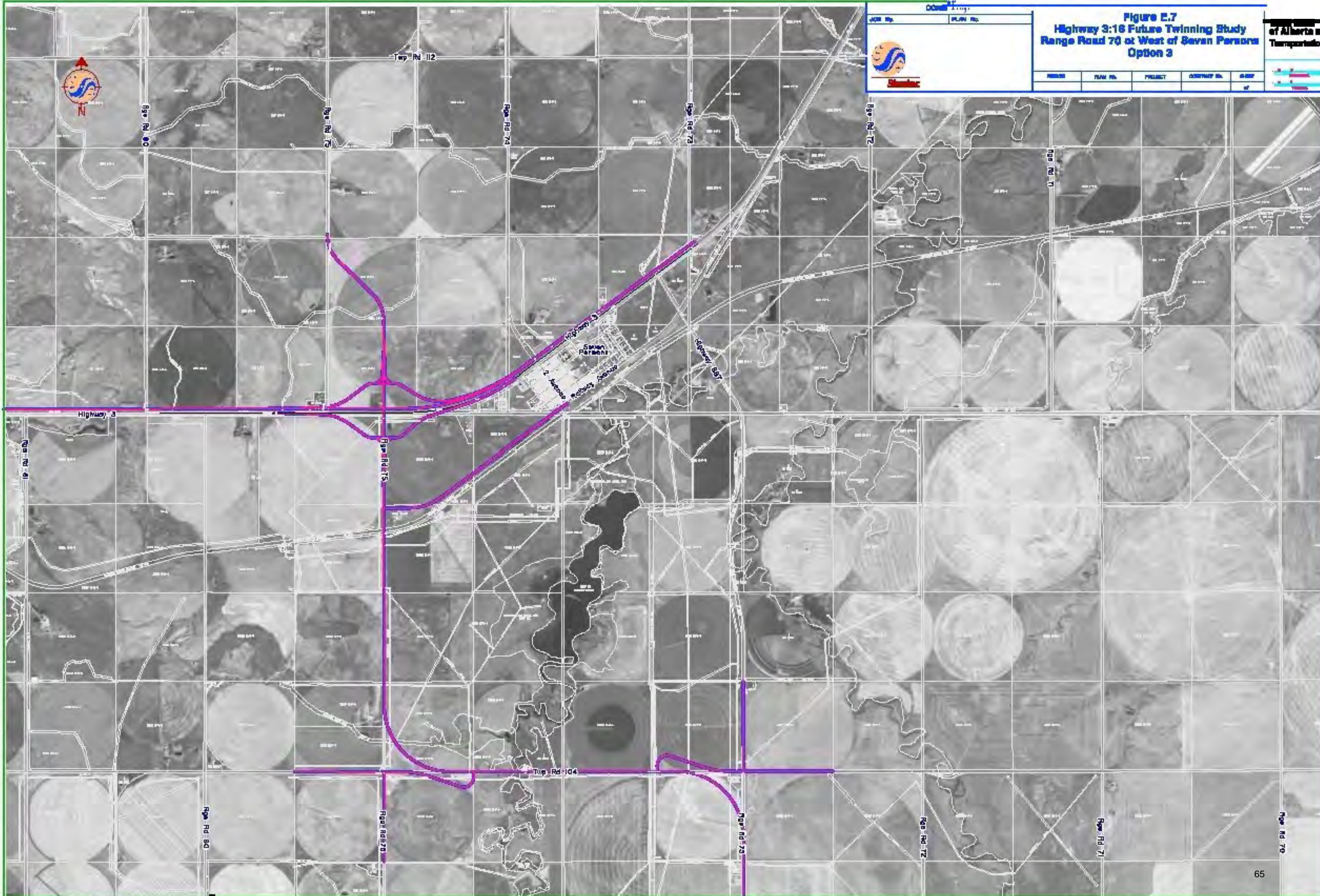
DATE

DATE

DATE

DATE

DATE



PLAN No.

PLAN No.

PROJECT	PLAN No.	PROJECT	CONTRACT No.	DATE

Figure E.7

Highway 3:16 Future Twinning Study

Range Road 70 at West of Seven Persons

Option 3

PROCESS	BY
TO 100%	
TO 80%	
TO 60%	
TO 40%	
TO 20%	
TO 0%	
TO 10%	
TO 20%	
TO 30%	
TO 40%	
TO 50%	
TO 60%	
TO 70%	
TO 80%	
TO 90%	
TO 100%	

PLAN DESCRIPTION

00

04

08

09

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

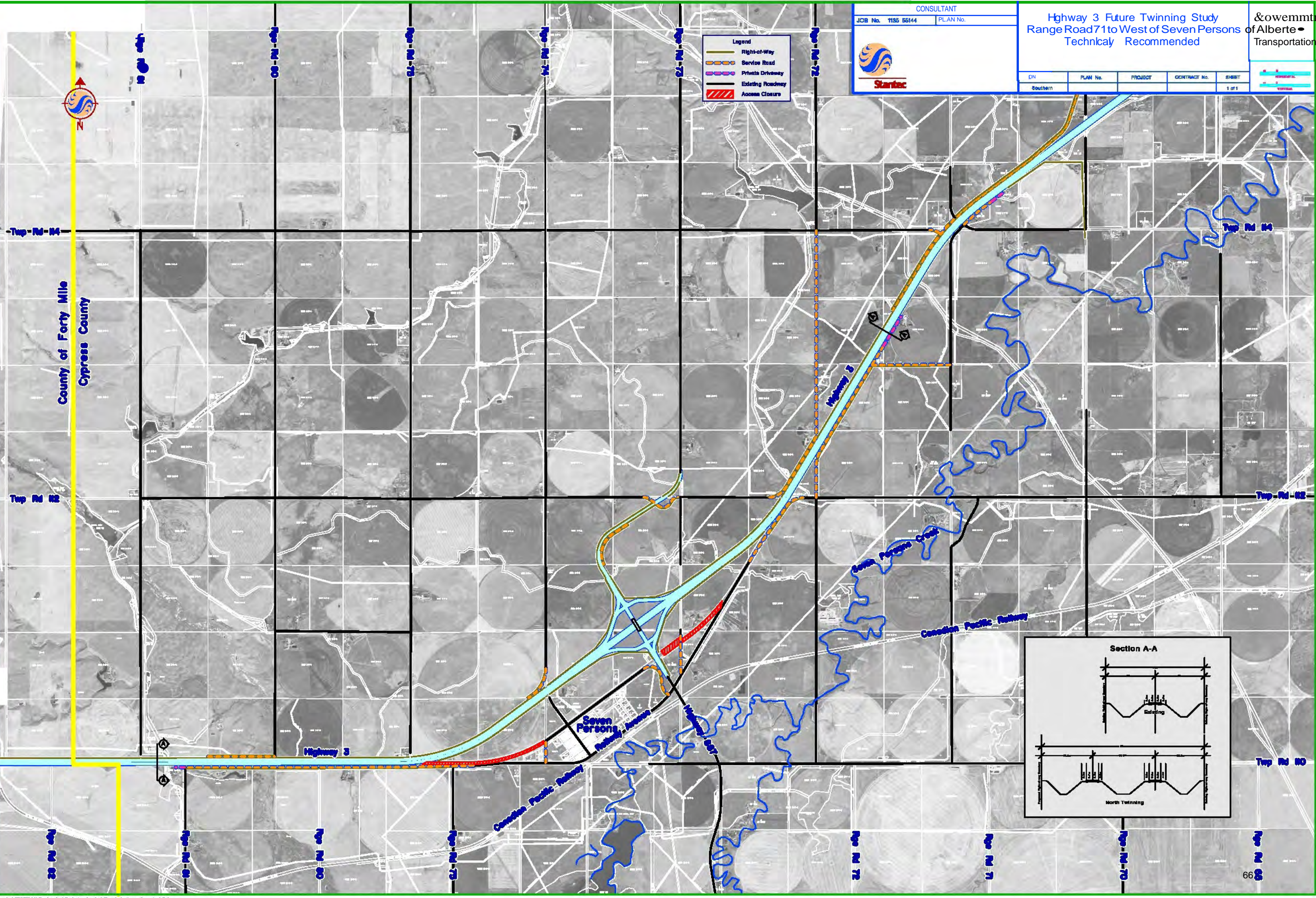
29

30

31

32

33



CONSULTANT
JOB No. 1195 55144 PLAN No.

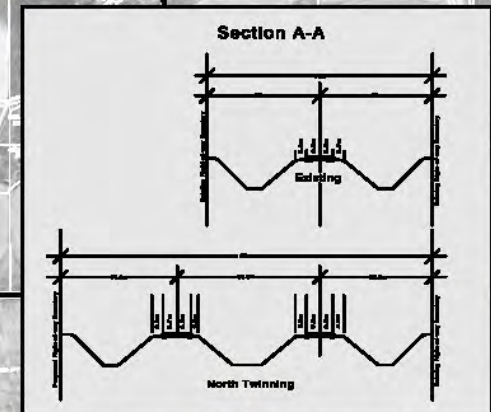
Startec

Highway 3 Future Twinning Study
Range Road 71 to West of Seven Persons Creek
Technically Recommended

DN	PLAN No.	PROJECT	CONTRACT No.	SHEET
Southern				1 of 1

Horizontal
Vertical

Government of Alberta
Transportation



**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 12th, 2018
PROPOSED BY: Community and Protective Services
TOPIC: Facilities Use Policy No. 048
PROPOSAL: To update the current policy

BACKGROUND:

The current Facilities Use Policy is ambiguous in many areas. This update includes the addition of general use guidelines for patrons and responsibilities of renters; thus, creating more protection for town facilities, integration of more facilities into the policy, more clear definition of the booking and cancellation policy, and references to the Fees, Rates and Charges Bylaw. The Recreation Board has recommended the changes be accepted as presented.

POLICY/LEGISLATION:

Policy No. 048

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy No. 048 with recommended changes.

OPTIONS:

1. To approve the recommended amendments to Policy No. 048, Facilities Use Policy as presented.
2. To approve a Policy No. 048, Facilities Use Policy with amendments as determined by Council.
3. To not approve Policy No. 048, Facilities Use Policy.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 048, Facilities Use Policy as presented.
2. Councillor _____ moved to approve Policy No. 048, Facilities Use Policy as amended with the following changes

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council – ~~December 12, 2016~~**FACILITIES USE POLICY****BACKGROUND:**

The Town of Redcliff has various buildings, rooms and other facilities available for rental by the general public or for use by departments of the Town of Redcliff.

There is a need to establish a consistent use policy for these facilities including the procedure for booking of facilities, payment for booking of facilities and consumption of alcoholic beverages in facilities.

POLICY:**1. ~~1.~~ PERSONNEL**

The Director of Community and Protective Services shall be the individual appointed to the position or in their absence the individual designated by said Director of Community and Protective Services to coordinate the use of or rental of Town owned facilities.

2. ~~2.~~ GENERAL USE GUIDELINES

- a) All persons entering the recreation facilities are obliged to govern themselves in accordance with the regulations posted therein. The staff of the facilities are responsible for insuring that the regulations are adhered to by the patrons. A staff member is required to be on duty to ensure the safety of patrons, secure the facilities, and assist persons, groups or organizations during public functions.
- b) The management reserves the right to remove any person from the facility and/or suspend any person for a discretionary period of time with just cause. Rowdiness, horseplay, running, foul language, physical violence, and other such acts which disrupt the program or the enjoyment of the event, by our patrons, or compromises public safety, will not be tolerated. Persistence in these acts will result in eviction from the facility. Anyone found deliberately defacing or damaging the facilities will be responsible for making restitution for those damages. Depending on the extent of damages, suspension from the facilities and criminal prosecution of the individual(s) will be at the discretion of management.
- c) Alcohol Beverage Consumption in Town facilities may be approved under the terms and conditions set out in this Policy. Smoking and smokeless tobacco are not permitted on the premises of any recreational facility.
- d) Management and staff will not be held responsible for loss or theft of articles within and on the recreation facility properties.
- e) Coaches, managers, supervisory, or authorized personnel hosting an event will be responsible for the conduct of all participants associated with their program.

3. ~~2.~~ FACILITIES AVAILABLE

The Town of Redcliff has the following facilities available for rental or use and initial contact for use of facilities shall be through the Community and Protective Services Department:

A. Senior Drop in Centre

This facility is covered under a separate policy called Senior Drop-In Centre Rental policy.

B. Rec-Tangle (Arena)

i) The entire Rec-Tangle complex can be rented at the rate established in the Fees, Rate and Charges Bylaw ~~rates policy~~ or separate areas may be rented as indicated below:

a) Meeting Rooms

The Upstairs Board Room is for use by Minor sports groups, ~~the offices of Redcliff Minor Hockey and Redcliff Figure Skating Club,~~ however it may be rented for small meetings at the rate ~~established in the rates policy.~~

The Upstairs Main Room is available for rental, this room can be divided into two separate areas and the rental rate shall be as established in the Fees, Rates and Charges Bylaw ~~policy~~.

The Upstairs Main Room ~~Rec-Tangle large meeting room on upper level~~ will be available to Minor Sports groups when it is not required for Town programming ~~Redcliff Minor Hockey and Redcliff Skating Club~~, and the room will be provided at no charge to these organizations, although reservations are required through the Community and Protective Services Department

b) Ice Area

- 1) Whenever the ice surface is being utilized the Director of Community and Protective Services must ensure personnel from the Town of Redcliff are in attendance at the facility except:
 - A) if the ice surface is being used by a school class under the Joint Facility Use Agreement.
 - B) Bookings ~~pre-arranged by~~ for regular users ~~Redcliff Minor Hockey or Redcliff Figure Skating Club~~ shall be allowed to access the facility outside the regular hours. ~~on the understanding the organization will contact the Parks and Recreation Supervisor so he/she may~~
 - i) ~~prepare for the pending use so that the building will be prepared for early use.~~
 - ii) ~~arrange to open the facility and turn on the lights.~~
- 2) The ice area is available for rent at the rates established in the Fees, Rates and Charges Bylaw ~~policy~~.
- 3) The regular operating season shall be as established by the Director of Community and Protective Services. ~~as per need requirements of organizations within the community.~~
- 4) The ice surface will be closed on all statutory holidays and any other holiday that has been approved for CUPE Local #46 staff unless programming has been approved by the Director of Community and Protective Services

These dates are considered closure dates unless the user is prepared to pay for the additional costs of operation necessary to keep the facility open at these times.

- 5) Priority of use will be based on, but not limited to, the following categories*:
 - a. Town Programs and Town sponsored events.
 - b. Special and Annual Events.
 - c. Minor Sports Groups
 - d. Adult Programs (senior, intermediate, recreational, etc.).
 - e. Casual ice rentals.

*One-off senior exhibition games, etc. may pre-empt regular users throughout the season.

6. SCHEDULING

- a) For the purpose of this policy, a regular user will be defined as an individual or group that rents a specific block of time on a contract basis for the duration of the season or concentrated time period. A casual user will be defined as an individual or group that rents ice at the arena, on a "walk-in" or "call-in" basis and not on a seasonal basis. A special event will be defined as an event which does not occur in Redcliff on a regular basis. This may be annually or a one-time event. This does not include tournaments hosted or held by regular users.
- b) It is the responsibility of management to convene a special meeting, no later than May of each year. At this time, the annual ice user groups, as well as the special event groups, will have an opportunity to assess the previous year's activities. They should come prepared to make tentative application for ice time and reserve dates for their coming special events. Additional meetings may be called in order to resolve scheduling requests and confirm start dates for the arenas.
- c) New groups requesting ice time should make their application for ice time no later than the end of May of each year.
- d) Our arena is available for rental from 8:00 am to 12:00 am each day during the winter season. Requests for bookings outside of these times will be considered as they are received.
- e) All groups are hereby advised that, in order to accommodate and develop new activities within our facilities, circumstances may require existing groups to relinquish or relocate time, to accommodate the new activity. These requests will be discussed during the annual schedule meetings.
- f) Management will consider the requests in terms of the established priorities and past utilization of time in order to prepare, finalize, and promote the schedule of events for the season. Management reserves the right to make the final decision regarding facility rentals.
- g) All ice time will be sold in block times. Each group will be responsible for the use and payment of the ice from the start to the end of their block. Individual sessions within blocks are not considered to be block times.

- h) All groups will be required to enter into a formal agreement for seasonal and special event bookings.
- i) Any exchanges of ice time between groups will be made by written consent of the groups agreeing to the exchange and, finally, approved by management before implementation. It is the responsibility of all groups to provide Community & Protective Services with at least one (1) copy of their schedule requirements, at least one week prior to the commencement of usage, and also to book ample time for their activity or revise the activity to meet the time available.
- k) Tournament draws must be submitted to the Community & Protective Services Department a minimum of 4 days prior to the start of the tournament.

7. BOOKINGS

- a) In order to maintain the control and administration of rentals, all bookings must be made through Community & Protective Services (403) 548-3232 or cps@redcliff.ca during regular office hours. Under no circumstances is the facility to be used because it is vacant. Casual rentals must be prepaid online or at Town Hall.

L). CANCELLATION POLICY

- a) All cancelled rental times will revert to Community & Protective Services for leasing purposes. Subletting is NOT permitted by any facility user.
- a) All cancellations are subject to a cancellation fee of (\$15.00) fifteen dollars for each event.
- a) Should the facility staff assess that the facilities are not suitable for use, and are not used, no fee will be charged.
- d) Special events require a minimum of 15 days' notice to cancel their activity. Cancellations made with less than 15 days' notice will result in the forfeiture of the deposit, unless specified otherwise by the Agreement.
- e) Regular User Groups will be required to provide at least 10 business days notice in order to cancel any of the allocated ice time. Cancellations made less than 10 business days prior will be subject to the full rental cost plus cancellation fee unless the ice time can be sold, in which case only the cancellation fee will apply. Only the Cancellation Fee will apply for cancellations made prior to

10 business days. No shows by regular users will be treated as less than 10 business days cancellation.

- f) Casual users are required to pay for the full rental upon booking of the ice time. Cancellations received at least 10 business days prior to the use will be subject to a cancellation fee. Cancellations received less than 10 business days minimum will be responsible for the full rental cost.
- g) The Town of Redcliff has the right to request the use of the recreational facilities and lands for its own purpose, provided that the Town gives the prior written notice of its intention to use the recreational facilities, acting reasonably, on a specified date, and that the Towns proposed use does not adversely impact the revenues and expenses.

Unpredictable, unexpected or extreme situations will be taken into consideration for cancellation deadlines (i.e. Weather)

M. ACCOUNTS

- a) All ice time will be invoiced at the end of each month. The invoice will have a deadline date for payment.
- a) Payments received after the deadline dates will be subject to additional charges that may apply at that time.
- a) Groups that are chronically in arrears with their account may be required to prepay their ice time fees, along with any outstanding balance, prior to any ice allocation.
- d) Unless there is sufficient justification for not making payment by the due dates there may not be any consideration made for future ice time and the annual allocation of ice time blocks may be reassigned.

8. DRESSING ROOM REGULATIONS

The following regulations apply to use of the change rooms within all arena facilities:

- a) Coaches, managers, and authorized supervisory personnel are responsible for the conduct of their program participants and are required to be the first to enter and the last to leave the change rooms.
- b) Authorized personnel only are allowed in the change room areas and will be allowed to secure those areas with a dressing room key from maintenance staff. Authorized

personnel are responsible for the safe keeping of dressing room keys.

- c) Damages resulting from the use of the change room facilities will be the responsibility of the group, association or league. Inspections by staff will be carried out on a regular basis to identify damaged areas. It is the responsibility of the user to inspect the facilities prior to use and report any damage to the maintenance staff immediately.
- d) Each room is equipped with garbage receptacles. All users are requested to deposit all debris into the receptacles in order to help keep the rooms in a tidy condition for all users.
- e) Smoking and smokeless tobacco is not permitted in the facilities.
- f) Groups are requested to vacate the change rooms within thirty (30) minutes of the completion of their event for maintenance and continued use by the next designated group.
- g) Use of cellular phones, personal digital assistants, or video devices are prohibited in dressing rooms and washroom facilities.

ii) DEPOSITS FOR RENTALS

- a) Regular user groups may be required to provide a deposit of up to one half (½) of the first month's rent. Calculation will be made on the number of hours being required on a monthly basis. The deposit will be credited to the season end invoice.
- b) Casual rentals will require full payment in advance, to be paid at Town Hall or through the online booking system.
- c) Special event rentals may be required to provide a deposit prior to or at the signing of the Agreement. Deposits will be calculated at up to 20% of the total rental along with any other fees that may apply at that time.

~~A security deposit of \$300.00 may be charged at the discretion of Director of Community and Protective Services where:~~

- ~~a) the renter is unknown;~~
- ~~b) where there has been a history of abuse of the facility (such as not cleaning up and restacking chairs);~~
- ~~c) where the function being held could result in an untidy situation remaining.~~

- iii) The Director of Community and Protective Services may refuse rentals where there is a known history of abuse of Town of Redcliff facilities.
- iv) All rentals of the Rec-tangle ~~aside from Redcliff Minor Hockey Association and Redcliff Figure Skating Club and regularly scheduled ice renters,~~ will require the signing of a Rec-Tangle Use Agreement.
- v) ~~The entire Rec-Tangle Building will be made available to the Redcliff Lions Club at no rental cost for their use in Redcliff Days Activities, and special permission to other Town of Redcliff groups for use as backup facilities in the event of inclement weather may be approved by Municipal Manager at the rates as shown in the Fees, Rates and Charges Bylaw but only after he/she confirms with the Director of Community and Protective Services that the building is available.~~

C. Town Hall

- i) Downstairs Conference Room
This room is available for public rental for education or instructional purposes, the cost of rental is at the rate established in the Fees, Rates and Charges Bylaw.
- ~~ii) Planning and Engineering Department Board Room
This room is for Town of Redcliff only and is not available for rent to general public.~~
- iii) Council Chambers
This room is for Town of Redcliff only and is not available for rent to general public.

D. Aquatic Centre

- i) The aquatic centre is available for rent at the rates established in the Fees, Rates and Charges Bylaw.
- ii) All bookings for the Aquatic Centre shall be made through the Community and Protective Services Department.
- iii) School bookings are based on availability of Aquatic Centre Staff and all rules apply as established under Joint Use Agreement

E. Ball Diamonds (including Pitching Machine, ~~and~~ Batting Cage, and Concession)

- i) The ball diamonds, ~~and~~ batting cage, and concession are available for rent at the rates established in the Fees, Rates and Charges Bylaw.
- ii) ~~Ball diamonds~~ All must be booked through the Community and Protective Services Department.
- ~~iii)~~ iii) Diamond maintenance will be done as determined by the Director of Community and Protective Services.

iv) For concession use, proof of insurance coverage (\$2 Million) must be provided to the Community and Protective Services Department.

F) Soccer Pitch:

i) The Soccer Pitch is available for rent at the rates established in the Fees, Rates and Charges Bylaw.

ii) It must be booked through the Community and Protective Services Department.

G) Lions Park Kitchen:

i) The Lions Park Kitchen is available for rent at the rates established in the Fees, Rates and Charges Bylaw.

ii) It must be booked through the Community and Protective Services Department.

Rental includes use of the Kitchen appliances including cooler, freezer and stove.

FH. Campground (Also refer to Parks Bylaw #1123/97 for special conditions)

- i) The individual camp sites are available for rent at the rates established in the Fees, Rates and Charges Bylaw.
- ii) Special camping location may be approved in a designated area determined by the Director of Community and Protective Services at the rate as established in the Fees, Rates and Charges Bylaw ~~rates policy~~.

GI. Library Board Room

- i) This room is under control of the Library and may rented from the Library under the terms and conditions established by the Library.

34. BOOKINGS

- A. All bookings of facilities shall be made in advance through the Community and Protective Services Department.
 - i) Record of facility rental bookings including facility rental schedules, ice rental schedules, program schedules, meeting schedules, and social gathering schedules will be maintained by the Community and Protective Services Department.
 - ii) Updated facility rental schedules will be prepared by the Community and Protective Services Department.
 - iii) All cancellations of facilities will incur a Cancellation Fee (\$15.00) and must be confirmed with the Community and Protective Services Department, minimum of ~~ten~~ (10) working days in advance, with the exception of the Aquatic Centre and Ball Diamonds when three (3) days notice is sufficient. Failure to provide this notice will result in forfeiture of deposit or refund of facility rental fee.
 - iv) Any exchanges of bookings time between groups will be made by written consent of the groups agreeing to the exchange and, finally, approved by management before implementation. ~~Trading of times must be confirmed with Community and Protective Services Department, the trading of times must be agreed upon and arranged between all groups concerned prior to contacting the Community and Protective Services Department.~~
 - v) The Community and Protective Services Department reserves the right to cancel or postpone any facility rental under emergency circumstances (for example, but not limited to, mechanical failure or emergency incidences).
 - vi) For one time booking of any facility payment must be made directly to the Town of Redcliff ~~prior to the scheduled time~~ at the time of booking.
 - viii) Regular facility renters will be invoiced at the end of each month according to a letter of agreement.

45. OTHER INFORMATION

- A. Anyone renting a facility for the sale of items such as crafts is required to obtain a Town of Redcliff business license as outlined in the Business License Bylaw.
- B. Alcohol Beverage Consumption in Town facilities may be approved under the following terms and conditions:
 - i) Facility booking requests to which the public is invited and where alcoholic beverages will be served will be evaluated on their own merit and may be accepted providing all rental terms, licensing provisions and conditions are met.
 - ii) All rentals of a facility where alcohol may be consumed will require the signing of a Facility Use Agreement (including the appropriate waiver form). This Facility Use Agreement shall be similar in nature to the Rec-Tangle Use Agreement amended to the satisfaction of the Community and Protective Services Director.
 - iii) A license or permit from the Alberta Gaming and Liquor Commission~~Liquor Control Board~~, insurance with a minimum liability amount of \$2,000,000.00 issued in their name, including Host Liquor Liability Coverage and with Town of Redcliff included as a Named Insured, must be obtained and a photocopies of each must be filed with Community and Protective Services Department prior to obtaining keys to the facility to be used.
 - iv) Alcoholic beverages will be permitted as governed by the Alberta Gaming and Liquor Commission~~Liquor Control Board~~, and alcoholic beverages will be restricted to areas outlined in the Facility or Rec-Tangle Use Agreement.
 - v) The individual consumption of alcoholic beverages must be monitored to ensure consumption is not excessive and to avoid potential problems with respect to property damage and any intervention of the RCMP.

Memo

To: Redcliff Town Council

From: Director of Planning and Engineering

Date: March 12, 2018

Re: Redcliff Municipal Development Plan – Latest Engagement Results and Summary

The draft vision statement and goals for the Municipal Development Plan (MDP) were created based on public input gathered in fall 2017. Three open houses were held on January 30, 31 and February 27, 2018 for the public to comment on the draft MDP vision statement and goals. Citizens also had the opportunity to provide feedback on the draft vision statement and goals through an online survey.

In total, the survey had 54 responses and a ~60% completion rate (most respondents commented on the draft vision statement only and skipped the goal statements), and the open houses had approximately 20 attendees over 3 days. The majority of survey respondents were 'neutral' or 'agreed' with the draft vision statement, and 'agreed' or 'strongly agreed' with the MDP goal statements.

Comments and input gathered from the public through the open houses and online, along with comments on the draft vision and goals received from the MDP steering committee, are currently being taken into account to revise and finalize the MDP vision statement and goals.

A summary of the input received from the public open houses and online survey is attached below.

Public input on the MDP to date includes:

- 460 surveys completed during Redcliff Days
- 171 Show Us Your Redcliff online surveys completed
- 300+ flags on the Show Us Your Redcliff maps
- 54 Grade 6 students participated in a Show Us Your Redcliff design activity
- 10 Town of Redcliff staff members participated in a design activity
- Nearly 50 attendees at the Visioning and Goal-Setting Workshops
- 54 Draft Vision and Goals survey responses
- ~20 Draft Vision and Goals Open House attendees
- 2 MDP Steering Committee Meetings

Comments Received
MDP Vision and Goals Open House
January 30, 31 & February 27 2018

The following comments were written on the discussion board at the open house, or mentioned by attendees during conversation with Town staff

- Beautify the road to the cemetery by planting trees; shield the water treatment plant from view of the houses
- A dollar store is needed in Town
- Foot bridge from Echo Dale to river valley
- There is a real need for senior's accommodation in Redcliff
- Need a municipal centre for Redcliff citizens
- Senior's living
- High school
- Grid streets in new areas will help keep the small town feel
- The museum is a great asset to the Town. It should be remodeled/expanded, possibly moved, advertised more
- In the future move the fire hall and museum to Mitchell Street by the RCMP. The vacated sites then can be used for needed commercial in/near downtown area
- Introduce recall legislation for council
- Eastside is a huge opportunity for Redcliff

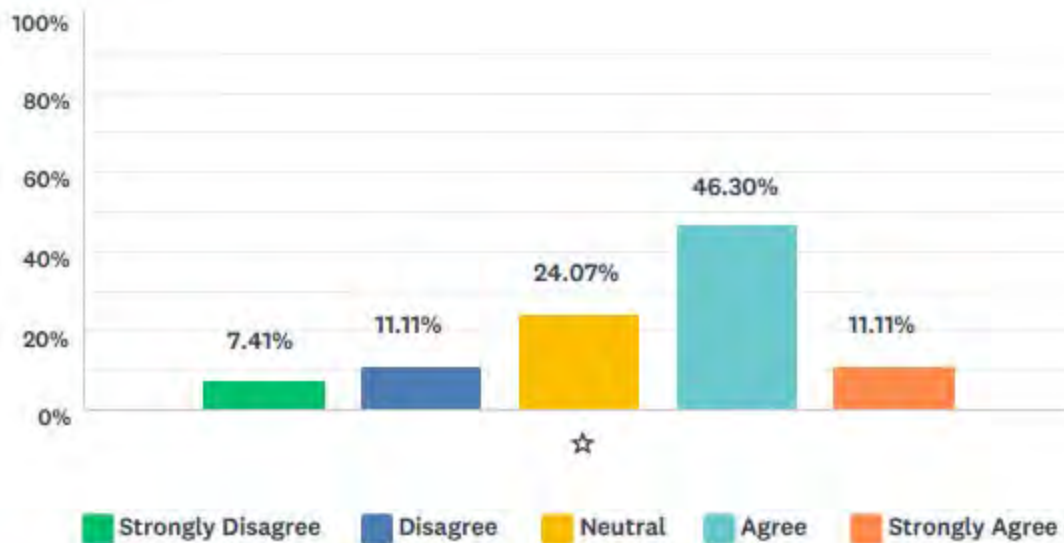
Survey Monkey Results
Vision & Goals Online Survey
Final (January 31st 2018)

Respondents were asked to rate the extent to which they agree or disagree with each statement, and then provide an explanation as to why.

QUESTION 1 – Resident Vision Statement

Answered: 54 Skipped: 0

In the year 2056....I am proud to call Redcliff my home. The Town has grown to almost 9,000 people since the days when I grew up here, but the small town feeling hasn't changed one bit. Redcliff has remained a great place to raise a family; my kids safely play outside and we know our neighbours. A high school and historic park near the former I-XL brick plant is a favourite gathering place for my family and friends, and celebrates our rich history. The trails, coulees, and river valley have always been some of my favourite places in Town. Greater environmental protection in the area and more trails means my children and grandchildren will be able to enjoy the area just as much as I do. It's become easier and more convenient to walk and bike just about anywhere in Redcliff because of wide and abundant sidewalks, bike lanes on major streets, and calm residential streets. My family and I often bike to the public recreation facilities, especially during summer. Just as I was able to afford a small apartment in Redcliff when I first moved out on my own, I have peace of mind knowing I will be able to remain in Redcliff when I am older because of the low cost of living and options for senior and assisted living facilities. At one time the Town's infrastructure needed a lot of improvements. That is now a thing of the past as the Town has focused on upgrading and maintaining road, sewer, and water infrastructure, attracting a steady increase in business and industry in Redcliff. Investments in transportation, warehousing, and green technology spurred by infrastructure enhancements have enabled myself and many people I know to work in Redcliff. Broadway Avenue has remained the heart of the local shops and business; I often wander the street on weekends running errands, and enjoy bumping into friends or catching community events. On my way home, I'll stop by the greenhouses to pick up my fresh produce for the week. The convenience of being able to do most of my shopping in Redcliff shows how we've grown and become more self-sufficient.



QUESTION 2 - Please help us understand why you selected the answer above:
 Answered: 27 skipped: 2

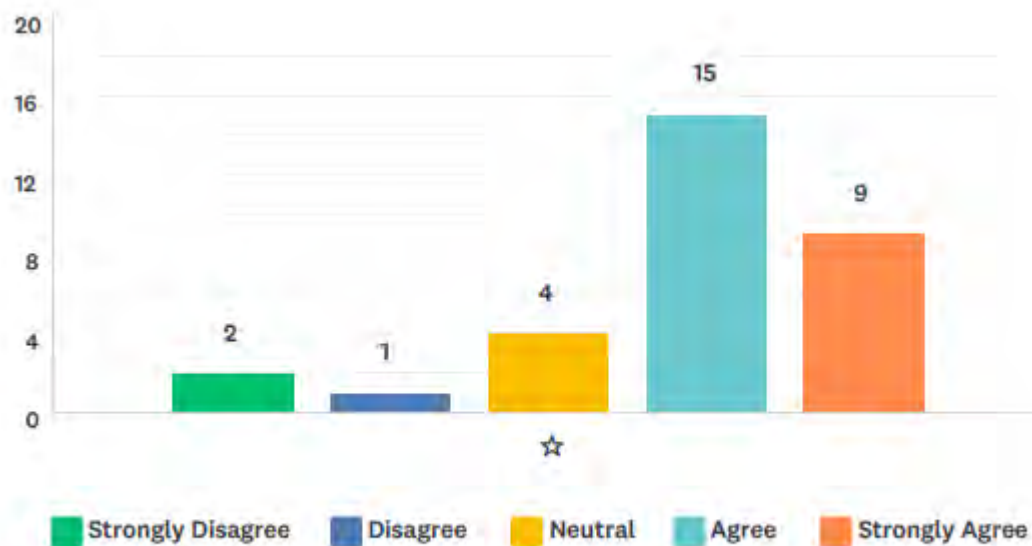
1. I am on the fence concerning the bike lanes. The cost may be greater than the use. I do think green tech should be explored more. Possibly in the campground area, or an electric car charger station at that area, to benefit east bound travellers and locals.
2. 2056?? Most of the residents here now will be dead. Worry about 2018
3. As i like to shop local..other than the greenhouse..its been too expensive to shop local until the new owners of ag foods took over
4. There is no low cost of living in Redcliff in 2018, so I cant imagine what it will be like in 2056
5. Sounds good and has dealt with some current issues.
6. The produce is fresher at the Greenhouses.
7. I feel it describes pretty accurately why I have chosen to move and live here.
8. We need a high school here if we want to attract more people. Staying focused on being a family community is important as well. I was very disappointed in Redcliff day's in 2017 as it seemed to just be a drunk fest that turned our streets into a bar and drug den. My kids and I couldn't even walk to the fireworks without having to see drunks peeing on buildings and having lewd comments made towards us. That was the first time I didn't feel safe in my community and made me worry for its future. That is why I am happy to see the statement that the community wishes to keep our identity of a family friendly place.
9. That's too far down the road and with natural progression this would be almost utopian. I don't believe that generations to come will care about IXL or a lot of the other things mentioned.
10. High school. Small town feel. Friendly.
11. Small town feel, high school, friendly
12. 95% of my shopping is done in Med Hat It's cheaper with more selection

13. I(don't think that some of the people we exact in their "guess" at the population. The greenhouses will probably not be a main industry in 2056
14. One must not forget the business's on South Railwal Drive The servus credit union, The White Room Wedding Boutique, Co Op Liquor Store and The Mason Jar. These businesses bring in customers from Brooks and all of Saskatchewan as well as Lethbridge.
15. I don't agree with bike lanes on major streets...there is too much traffic to accommodate this
16. Sums it all up
17. Probably would agree except I do not believe in bike lanes on major road ways, we have enough trouble driving vehicle up and down some of the roads because of width.
18. Likely we'll be dead by 2056 and I'm going to guarantee you that my family won't be living here
19. I don't think a focus should be having enough business to do most shopping out here. I think we should focus on keeping the shops we have open and thriving.
20. No mention of civil rights issues at all. There should be something about the town being more inclusive and open minded. This just looks like some crappy redo of the 50s.
21. The town for me has been a sleepy hollow for far to long. The town need to catch up with the times & start thinking about growth, which with more housing. Commercial & industrial properties the tax base should hold steady for home owners.
22. Although I only have young children now, I would love to, one day, see my grand children playing outside and enjoying the recreational facilities, schools and trails in Redcliff that I enjoyed as a child. The infrastructure needs updating which will help with future developments.
23. by2056 redcliff will either have 20,000 people, or nearly none.
24. 9000 People doesn't seem a lot. Without knowing what the other visions look like it is hard to evaluate. What about Medicine Hat? Jobs?
25. I agree with most everything. I'd like to see more off leash areas so we can enjoy time with our family pets. And I would really like a larger grocery store in Redcliff. I also don't think we need bike lanes on roads. And it would be nice to have a indoor swimming pool to spend time with family when it's cold.
26. Would like too see more retail stores to provide better selection instead of going into Med Hat for things like lumber, specialty items etc. Must be someway to attract a larger entity into the community
27. Generally good but if Town and City of MH keep growing, they will eventually touch. No mention of that future possibility kept response from being "strongly agree".

Q3 STREETS

Answered: 31 Skipped: 23

Envision Redcliff in 2056 with a network of streets which allow people and goods to move safely and efficiently, whether in a vehicle, on foot, or on wheels. Envision an accessible Redcliff where residents and visitors of all ages and abilities are able to navigate around Town. Envision interesting walking and cycling routes that provide small rest areas and shelter along the way. Envision easy access from Town to the Trans-Canada Highway and to Medicine Hat. Envision a road network that accommodates both current and future traffic flows, and minimizes travel distances.



Q4 - Please help us understand why you selected the answer above

Answered: 14 Skipped: 40

1. like the rest area and shelter idea
2. Good approach
3. We need sidewalks on Mitchell Street A great place to walk but dangerous with the traffic.
4. Safety for cyclists and pedestrians is important. Wouldn't want to see the city bus come here though because that just brings the city's trouble to our doorstep easier.
5. The streets are already very accessible and that can only get better with time.
6. More accessible. All kinds of transportation.
7. How about we look at the near future and not so far in the future, please try and be realistic
8. Sounds good and hopefully housing will still be affordable
9. Isn't this what all communities strive for?
10. As the town becomes busier, traffic flow will certainly become a problem.
11. Because right now the town office is NOT friendly.
12. no

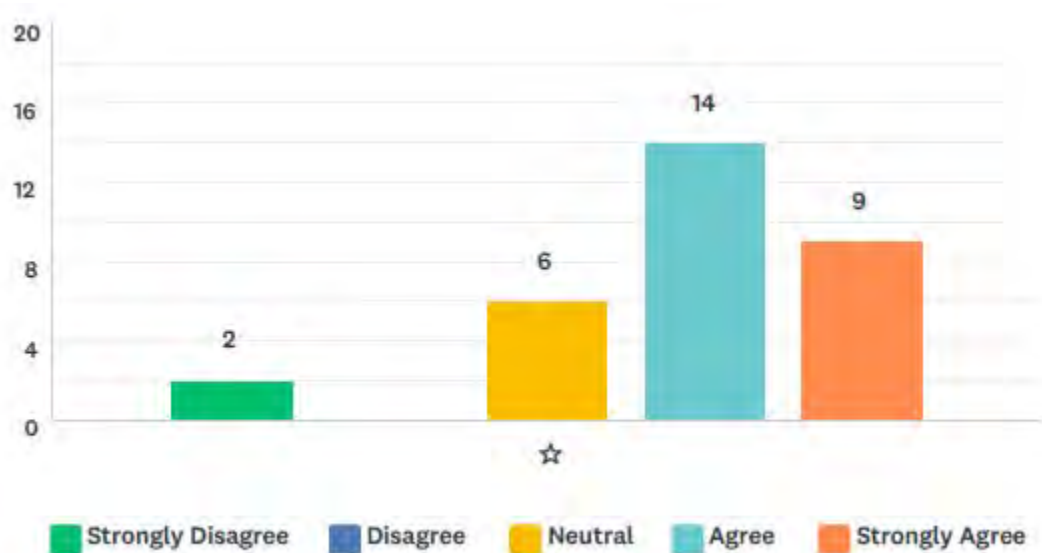
13. Would like more off leash dog areas.

14. As population ages, a variety of housing styles will be required.

Q5 - GOVERNANCE

Answered: 31 Skipped: 23

Envision Redcliff in 2056 with a clear long-term direction for the Town. Envision residents playing an active role in decision-making. Envision residents and business owners involved in government through various boards, committees, and events. Envision a range of alternative ways for the community to learn about, engage with, and participate in government. Envision accessible and transparent government. Envision a welcoming atmosphere in Redcliff Town Hall that demonstrates pride in the community.



Q6 - Please help us understand why you selected the answer above:

Answered: 13 Skipped: 41

1. happening to some degree presently. don't forget the importance of email and print media for communication.
2. Transparent government is desirable
3. nil
4. I already think that the people at town hall are wonderful. Counsellor Larry Liepert is the only one who is a rude jerk but you always have at least one rotten apple in the group it seems.
5. I that Town Hall will have learned that listening to the population is essential. eg.waste containers.
6. I think that this is a great concept, you have a great amount of work to do to get to that transparency you are looking at. Council and town does what they want

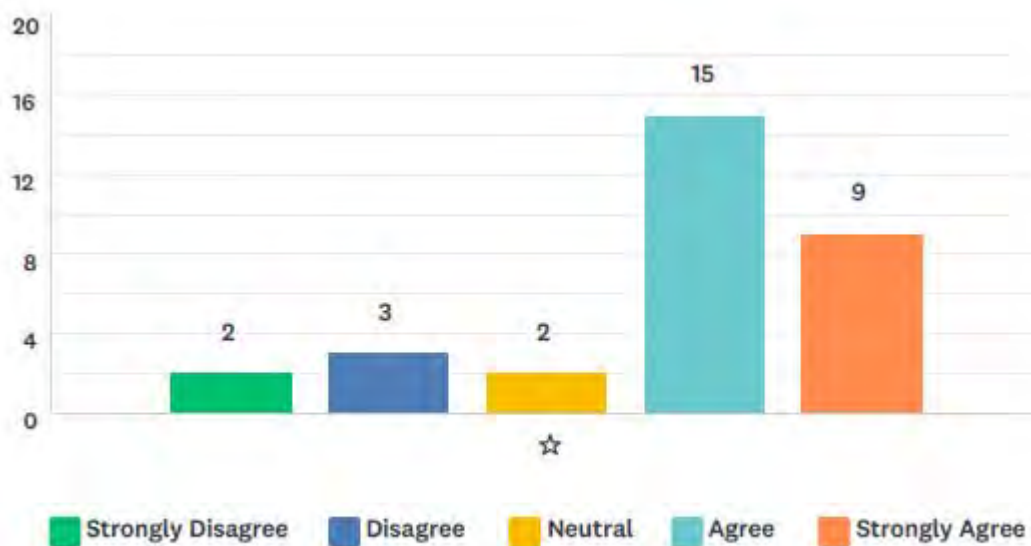
and does not listen to the concerns of Joe taxpayer. Ex: water treatment plant, and now curbside garbage and recycling.

7. Again, this is ridiculous
8. All good and I think we are starving to do these things now
9. For sure the town needs more walking trails, especially along Mitchell street from Broadway to the golf course. Good for pedestrians safety & physical wellness. Any time you can shorten driving distance from point a-b is an economical prudent decision & lessens the overall carbon input into the atmosphere
10. The coulees and cliffs are what our town was built on. We need to protect those areas of our history.
11. that would be nice
12. Is Redcliff really big enough to worry about this?
13. All good. Looking forward to new park on Mitchell.

Q7 - COMMUNITY

Answered: 31 Skipped: 23

Envision a Redcliff in 2056 that celebrates diversity, fosters inclusion and expresses community spirit. Envision Redcliff's rich history celebrated and remembered. Envision residents taking pride in their community by volunteering and attending events throughout the year. Envision public gathering spaces where all are welcome.



Q8 - Please help us understand why you selected the answer above:

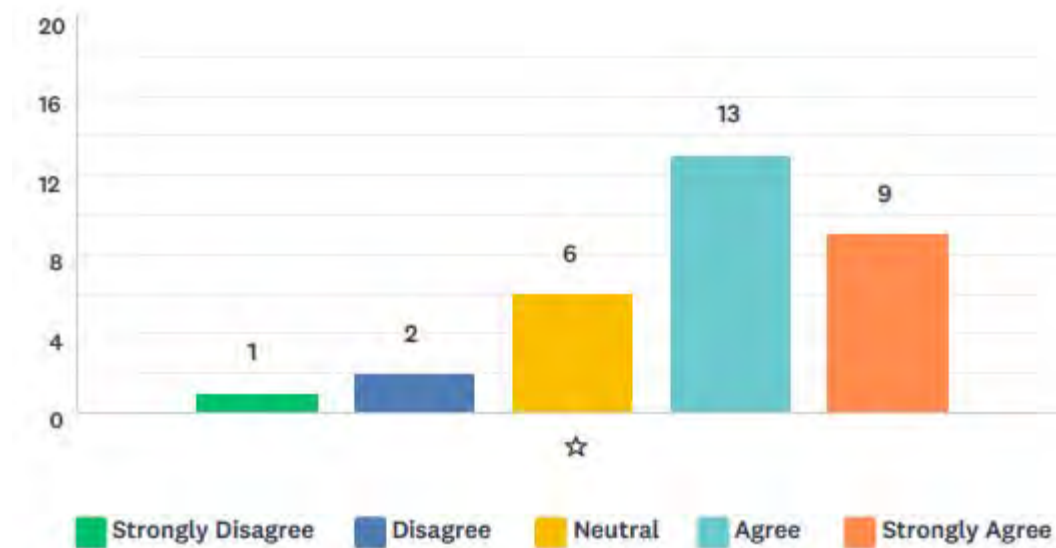
Answered: 10 Skipped: 44

1. Politically correct approach that does not prioritize quality of life for residents.
2. nil
3. I would like to see more funding and support for our museum.
4. Not going to happen. personal attention to history is already deteriorating.
5. All people and businesses must be included.
6. Who wrote this rubbish
7. Sounds good
8. People are always wanting to know what is going on in the town, but often not interested in helping in the decision making process by attending meetings or sitting on committees. It will be a challenge to get people to engage in the decision making process.
9. nice
10. The TC Highway situation is a mess. It's turning into a city street with all the traffic lights. Better to take Saamis into Medicine Hat. What's wrong with this picture!!

Q9 - ECONOMY & TOURISM

Answered: 31 Skipped: 23

In the year 2056 envision Redcliff as a place where business and industry seek to locate and people desire to visit. Envision successful local businesses along Broadway Avenue and in the downtown. Envision skilled workers and an open for business mindset attracting new industry and commerce. Envision Redcliff becoming a hub for industries like custom manufacturing, communication, transportation, and food production. Envision residents being able to work and shop in Town. Envision Redcliff becoming a destination for those who want to experience and explore the badlands landscape and small town charm.



Q10 - Please help us understand why you selected the answer above:

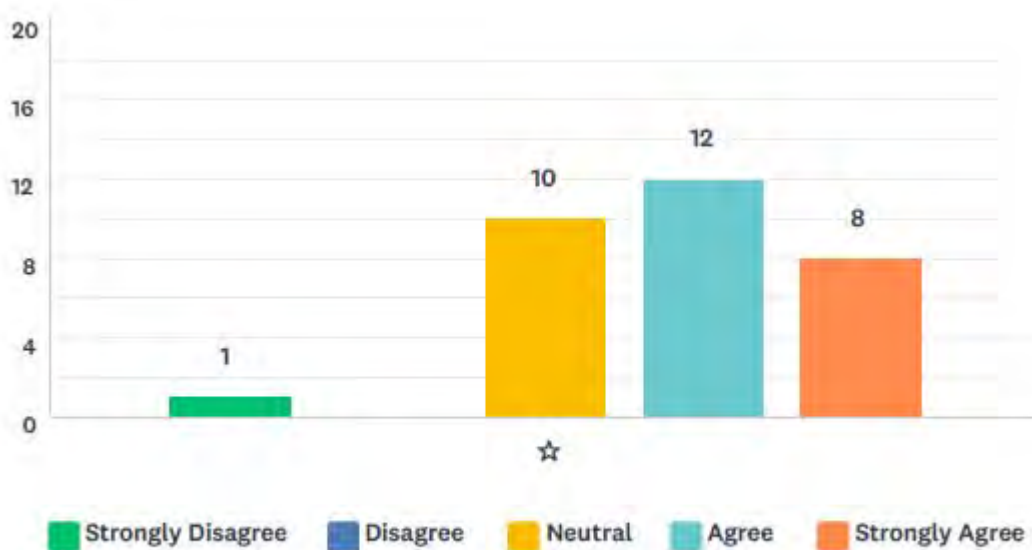
Answered: 12 Skipped: 42

1. like the idea of being a destination. to see and do something. possibly advertising more in other communities would help.
2. We need a clothing store and a craft store.
3. I would like to see all the empty shops filled.
4. Not going to happen. Redcliff people do not support their own. Too close to Medicine Hat.
5. great concept, good luck
6. Now your getting someplace, but it's still to far agead
7. Again to much growth will take away the small town
8. Sounds well & fine, but Redcliff businesses should not be pigeonholed just on Broadway. There are other areas in town where commercial business could be established such as along 9th ave east. There are many residents on the south side of town that would patronize a local gas & convenience store. There would be no need to drive all the way up to Broadway to shop for a loaf of bread or a jug of milk. Again... saves on time & fuel
9. Supporting local business is important to me.
10. its a grand vision that ignores historical and likely future impacts. redcliff is on the way to everywhere, but is not a destination
11. People are not going to desire to visit Redcliff. I love the town but let's be realistic here. That said, the town can do a lot for promoting business.
12. Only reservation is if County keeps allowing or encouraging development just west of Town. Lose taxes.

Q11 - FACILITIES & SERVICES

Answered: 31 Skipped: 23

Envision Redcliff in 2056 where exceptional service delivery contributes to a high quality of life for residents and business owners. Envision safe and attractive streets and buildings that demonstrate pride in the community. Envision modern, functional, and inviting public buildings and facilities at the heart of the community. Envision Redcliff becoming self-sufficient by providing an increased number of services to residents. Envision upgraded infrastructure that catalyzes business and industrial investment in Town.



Q12 - Please help us understand why you selected the answer above:

Answered: 10 Skipped: 44

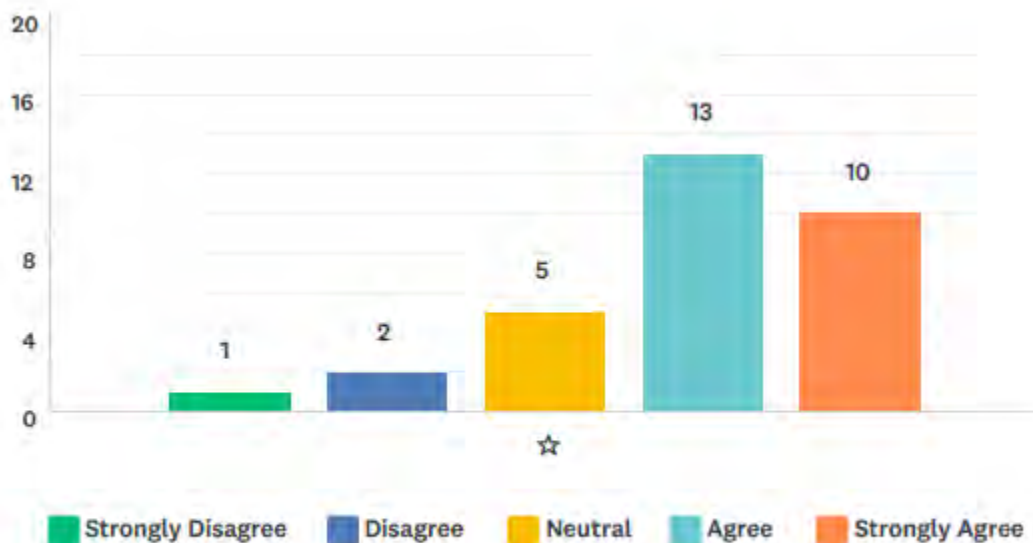
1. We are so close to Medicine Hat that we don't need to duplicate everything. It's more efficient to be strategic about what we actually need in town.
2. nil
3. The town needs to do a better job of the residential streets in the winter.
4. Again Utopian. We can all dream.
5. This is similar
6. I don't know what that would look like need an example
7. This narrative stands for itself. For sure need to invest in infrastructure for the various needs of all our citizens from very young to the very old. The town NEEDS a level 3 or 4 care facility for the seniors who want to live out their lives in Redcliff
8. Affordable housing in Redcliff for my family when purchasing a home was difficult to find.
9. good luck with this. small population towns are susceptible to the influence and energy of small groups.
10. need some sort of transit into Med Hat

Q13 - FOOD & AGRICULTURE

Answered: 31 Skipped: 23

Envision Redcliff in 2056 where all residents have access to healthy, affordable, diet and culturally appropriate food options. Envision residents growing their own food in community and private gardens. Envision high quality agricultural and horticultural land preserved for future generations. Envision Redcliff prospering as the Greenhouse Capital of the Prairies by providing a local food source while also building a nationally

recognized reputation of high quality produce. Envision the greenhouse industry capitalizing on new technology and markets.



Q14 - Please help us understand why you selected the answer above:

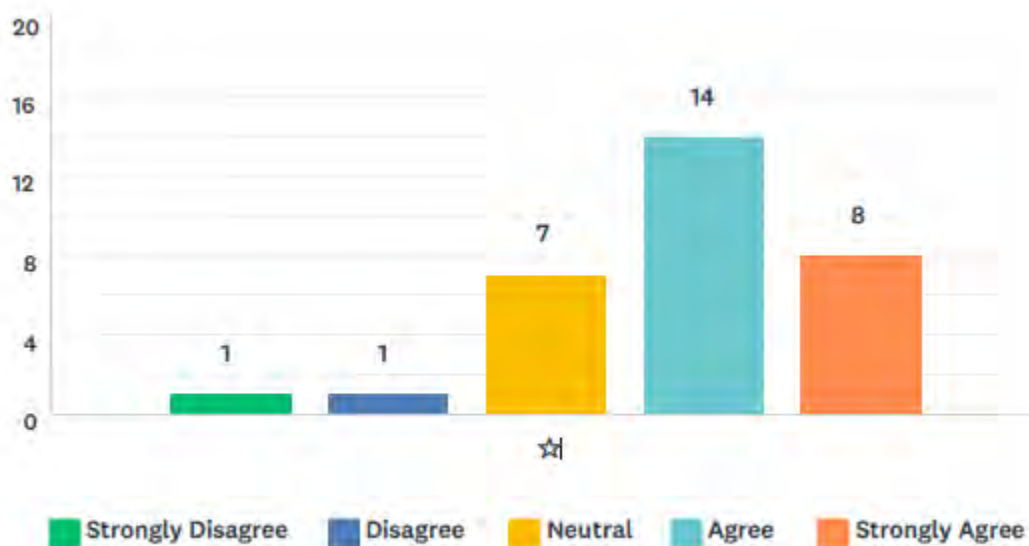
Answered: 13 Skipped: 41

1. possibly expanding the community garden could achieve some of this. perhaps a second one, established closer to the seniors centre
2. Love having the local produce
3. nil
4. Love our greenhouses but I sure wish we had a proper grocery store too. Ours is crappy, especially with the new owners. It's really not good.
5. Not going to grow their own gardens. Too labor intensive and water rates are too high.
6. love to support local businesses
7. don't like greenhouses in Town.
8. Now your talking about something that all should work towards
9. Don't think we need to grow loads
10. Goes without saying. Fosters healthy & happy lifestyle
11. Public transportation to and from Medicine Hat would be a huge asset for Redcliff. It is very important to me that Redcliff remains independent from Medicine Hat.
12. yep
13. Collaborate, don't compete.

Q15 - HOUSING

Answered: 31 Skipped: 23

Envision a Redcliff in 2056 where housing is affordable for all. Envision housing that meets the needs of all age groups so residents can comfortably live their entire lives within Town. Envision Redcliff embracing a variety of housing types to accommodate different lifestyle choices, socioeconomic levels, and needs to create desirable communities. Envision homes that are energy efficient and designed with the environment in mind. Envision residential neighbourhoods that promote healthy lifestyles by encouraging walking and cycling.



Q16 - Please help us understand why you selected the answer above:

Answered: 12 Skipped: 42

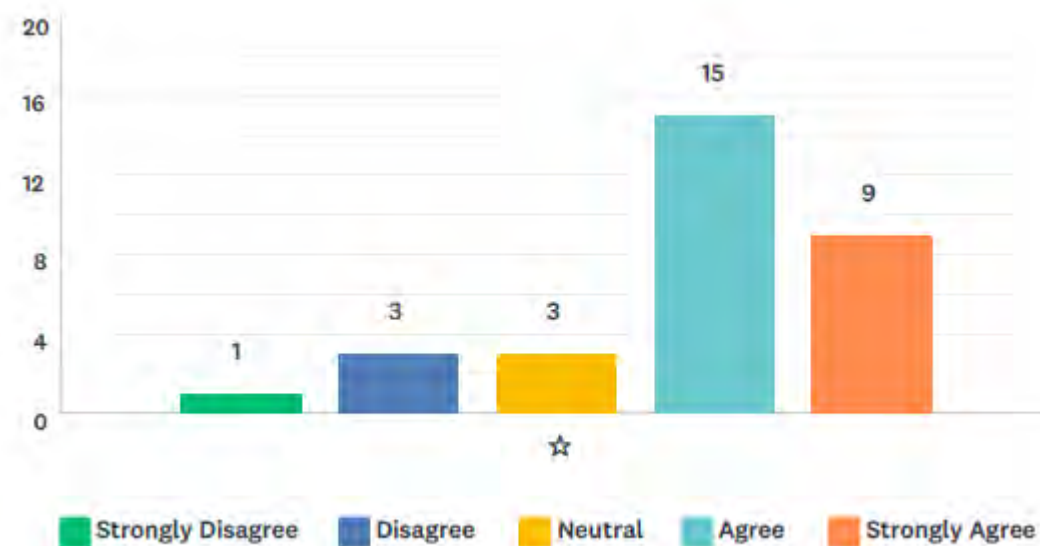
1. presently done, but apartment living is in short supply now
2. Quality of neighbourhoods must be maintained for home owners.
3. nil
4. It would be nice to see more rental options for people
5. All of these things would be wonderful but sorry if I'm pessimistic.
6. Like this except for the reason I moved here 10+ years ago. I was looking for somewhere that I could have a house and property that could invest in, that would not have a multifamily complex next door just so they could feel better about living in a condo. I liked that Redcliff areas zoned single family residences only and that is why we moved here, and love it.
7. Likely off on this one, I'm not seeing a future like this one
8. I don't think transport to the city should be a focus

9. Think of how much more one can accomplish when one collaborate's with other communities. It's a no brainer
10. I enjoy Redcliff's parks and public spaces with my family now, but often go to Medicine Hat for parks and picnics simply for the shade, accessibility and playgrounds.
11. protected or exploited. can't have both in any non-fantasy world
12. What about a built heritage plan too?

Q17 - INTERMUNICIPAL COOPERATION

Answered: 31 Skipped: 23

Envision a Redcliff in 2056 that continues to improve collaboration and cooperation with Cypress County and the City of Medicine Hat to meet shared service delivery and growth goals laid out in the Intermunicipal Collaboration Frameworks and Intermunicipal Development Plan (IDP), while remaining an independent municipality. Envision Redcliff well-connected to the City of Medicine Hat through linked trails and roadways, and public transportation so residents can continue to access city amenities. Envision Redcliff working with the County and City to promote economic development and tourism in the region. Envision a growth plan for the IDP area that meets the needs of all 3 municipalities.



Q18 - Please help us understand why you selected the answer above:

Answered: 13 Skipped: 41

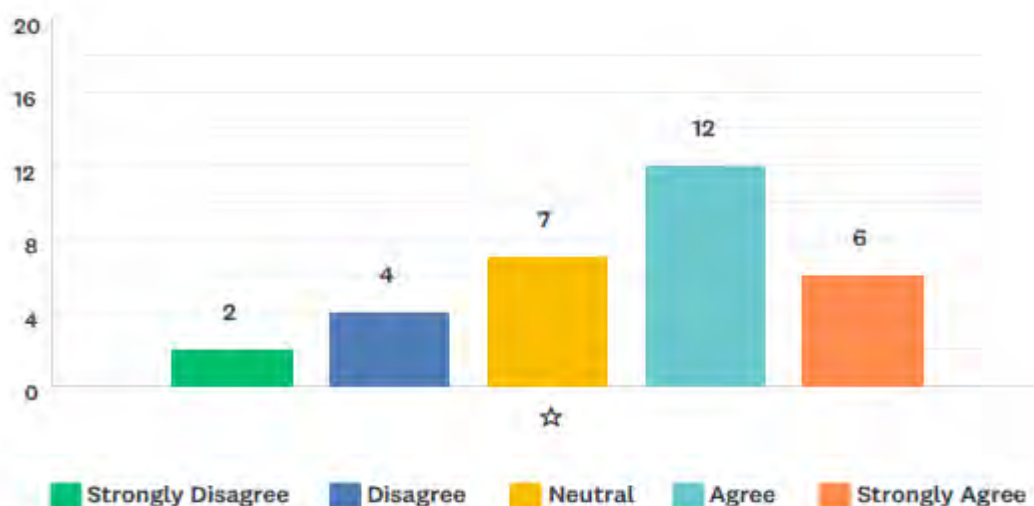
1. we have to be careful not to lose self-identity in the process. hopefully the future there will be a strong sense of community to mitigate this

2. At some point Redcliff should join Medicine Hat as other small towns have done around Calgary and Edmonton.
3. nil
4. Agree but let's not lose our individual identity. I do not want to see Redcliff become part of the City of Medicine Hat
5. This would be a real plus.
6. The city of medicine hat and cypress county are in it for there own reasons, and could care less about redcliff.
7. don't care about city of medicine hat. enhanced partnership with cypress county would be welcomed.
8. With current council, none of this will happen, thankfully current council will be out
9. Good
10. I have been advocating for these points for quite some time now. Enough talk & let's get it done already....
11. We are known locally for our greenhouse produce, let's expand it!
12. this is absurd. redcliff will not be in control of surrounding land, and agricultural needs are not in redcliff's domain
13. But wonder why that is not being now with the garbage collection change. Residents were there to voice there concerns and weren't heard.

Q19 - LAND USE

Answered: 31 Skipped: 23

Envision a Redcliff in 2056 made up of distinct neighbourhoods, each with their own unique character. Envision a land use pattern that creates desirable places that celebrate Redcliff's identity and embrace its small town charm. Envision a Town layout that pairs and encourages compatible uses to create mixed use areas, while ensuring separation of those that are incompatible. Envision a Town plan that preserves the natural environment and prime agricultural land by developing infill sites before growing outwards. Envision a Redcliff that anticipates future needs by always having a supply of into, and a plan in place for that land.



Q20 Please help us understand why you selected the answer above:

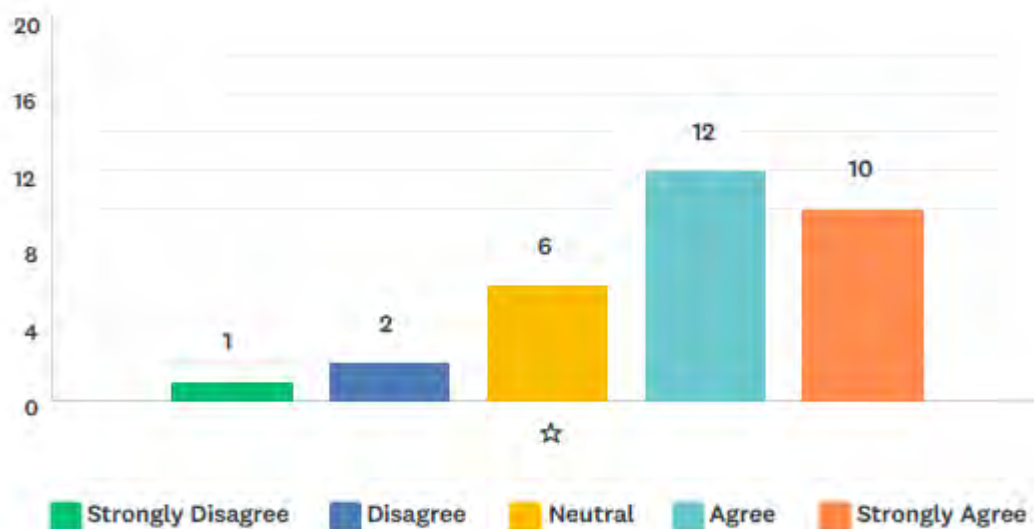
Answered: 12 Skipped: 42

1. Redcliff as a whole should be unique character to encourage desirable neighbourhoods within might defeat overall civic pride.
2. Growth is not always the only goal. Gobbling up more land isn't a good goal.
3. n
4. Would like to see the strip club gone
5. This town won't remain small
6. Sounds good. I think some recreation is better done in the hat with a wider variety of people.
7. Good thoughts for sure. Let's see where it goes
8. No opinion
9. I believe we have this already.
10. ideally, yes
11. Honestly, with the growth of the area is it not time to consider annexing with Medicine Hat? Would that provide greater resources for both municipalities?
12. Ask the same question but "along with higher taxes". Might get different answers!

Q21 - NATURAL ENVIRONMENT

Answered: 31 Skipped: 23

Envision a Redcliff in 2056 where the coulees and South Saskatchewan River Valley are formally protected and continue to be recognized as a significant valuable feature of the Town. Envision residents and visitors as stewards of the environment who appreciate the intrinsic value of nature. Envision natural areas are restored, maintained, and enhanced. Envision water, air, land, and waste are managed to minimize the impact on the environment. Envision Redcliff's natural spaces being a celebrated example of the badlands landscape. Envision all citizens have access to recreational activities in natural areas like hiking, biking, and kayaking.



Q22 - Please help us understand why you selected the answer above:

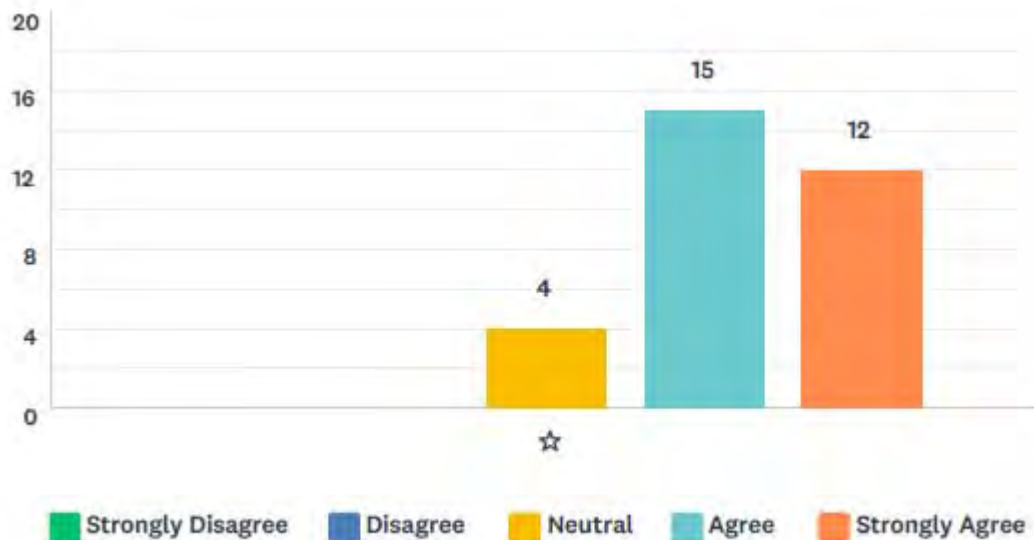
Answered: 12 Skipped: 42

1. Better environmental protection is needed for the coulees
2. n
3. Love our trails
4. Those areas must be protected. No more bike paths.
5. Had me to the point of envision water, air, land and waste are managed to minimize the impact on environment. We built a waterplant that did not need to be built, when we could have tied into the city, now we are revamping a garbage collection system that works fine. Nice lead into question, a little bit of fishing here.
6. You can't Kayak safely here, unless you build a man made lake! Oh wait, there is one, called Echo Dale, alas it doesn't belong to Redcliff!!! Also, you can't promote development and then talk about protecting the environment the way it currently is.
7. Good
8. Town council needs to establish town hall meeting's in a neutral setting 2-3 times a year where all citizens would be welcome & take part in the discussions as to their needs & concerns ??
9. Great in theory, difficult in practice. Getting people to volunteer is very difficult. Almost as difficult as getting many people to accept diversity.
10. Figure out how to balance increasing density versus private and public open space
11. Redcliff needs an improved and update senior residence. The one now needs to be completely renovated as at times it looks like a hovel.
12. What about historic buildings? What's the plan?

Q23 - PARKS, RECREATION, & PUBLIC SPACES

Answered: 31 Skipped: 23

Envision Redcliff in 2056 where parks and public spaces are a focal point of the community. Envision parks and public spaces accessible and usable for people of all ages and abilities. Envision the I-XL site as a public gathering space for community events and festivals. Envision a variety of unique parks and public spaces where you can sit quietly and read, walk your dog, play baseball, or attend a concert. Envision being able to take part in a wide variety of recreational activities without having to leave Redcliff. Envision all residents having easy access to parks and open spaces within their neighbourhood. Envision a trail network that connects Redcliff's park spaces together and to Medicine Hat. Envision parks and public spaces that highlight the unique prairie landscape.



Q24 - Please help us understand why you selected the answer above:

Answered: 14 Skipped: 40

1. like this idea. perhaps something like a police point could be set up. or an IDP to address echo dale by ferry, maybe encourage use both ways
2. Good parks facilities are a plus for the community.
3. n
4. Love the outdoor family activity options
5. The parks should always be accessible to all.
6. sounds like a tax increase!!! No thank you
7. A real possibility and a dream come true
8. I love these ideas, but many are unrealistic. Striving to keep the population at 9000 in a previous statement, does not match up with this statement. All of these plans will see a larger influx of people, but as things are going now, it won't happen
9. Good
10. Of course I agree. I believe there is a disconnect between town hall & our citizens. Town hall including town council need to be more in touch with all our citizens. That's why we elected them.
11. Distinct neighbourhoods is a positive
12. I believe we have this already.
13. no
14. Build on assets that we have. Strong ag sector.

Q25 - If you have any additional comments or specific ideas about the vision statement, goals, or Municipal Development Plan, please write them here:

Answered: 13 Skipped: 41

1. this is a very positive exercise, thank-you
2. We need an access point to the River for boating and fishing. The restriction at the water plant intake is counter to what you have for a vision.
3. Stop with the all day beer gardens at Redcliff days. All it does is bring in the drinks and druggies to disrespect our community and make the locals stay indoors behind locked doors. Last year was a disgrace and an embarrassment that made a lot of locals very angry with what was allowed to go on. Our families should not have to be exposed to that filth.
4. I think that Town Hall needs to work harder to meet the needs of it's citizens or they will see people leaving. Right now it's a great little town. I've been here for about 60 years but if I was relocating I doubt that I would choose Redcliff.
5. Leave our big back alley bins alone!! With a 75 x 150 foot lot a small plastic bin would not hold all my grass clippings. Garbage pickup prices are already ridiculous. I recycle in med hat and deposit 1 bag of house hold waste a month at \$!9 plus a month.
6. Still waiting for the stop sign at Mitchell Street and Broadway to be erected. It is an unsafe intersection and lives matter.
7. missed the unicorns lol.
8. How about striving to have a plan closer to today, 2056 is to far ahead to Envision
9. I don't think a high school should be a focus but a new junior high should be as well as many upgrades to margret wooding and the Mennonite school
10. I strongly suggest that the town extend 9 Ave. to Sammis drive ASAP. By doing this it takes the stress off of Mitchell st. & Broadway Ave. No need to install a traffic light at Broadway & Mitchell which by the way is a very expensive project, costing our tax payers almost half a million dollars. This also makes sense to extend 9th ave to enhance the sale of vacant properties in east side. Also to encourage commercial development. The more properties sold & developed the more tax income for the town.. A no brainer!!! Don't forget about the opportunity to develop a vamp ground at the bottom of river terrace. There needs to be a walking- biking path along Sammis drive to Medicine Hat. For safety & healthy lifestyle's reasons
11. We must also take into consideration that not all residents can afford the dreams and projects of the elite.
12. grand visions, i am encouraged. some of this is unrealistic, some is achievable. maybe in 2106 which is which will be obvious
13. A shopping mall complete with big box stores could be developed in partnership with private entity to bring in new retail. At present time everything is in the South east of Medicine Hat

Memo

To: Redcliff Town Council

From: Municipal Manager (for Planning and Engineering)

Date: March 12, 2018

Re: Draft Amendments to the Land Use Bylaw Regarding Cannabis Legalization

BACKGROUND:

The federal government is planning for recreational cannabis legalization in summer 2018. The federal, provincial, and municipal governments each have a specific role to play in regulating recreational cannabis.

Federal Government

The federal government will regulate the licensed production of recreational cannabis through Health Canada. The federal government will continue to regulate the production and distribution of medical marijuana.

Relevant Legislation:

- *Cannabis Act*
- *Amendments to the Controlled Drugs and Substance Act*
- *Access to Cannabis for Medical Purposes Regulations*

Provincial Government

The provincial government will regulate the distribution and retail sale of cannabis through the Alberta Gaming and Liquor Commission (AGLC). The AGLC will sell cannabis online, and is responsible for issuing licenses to private cannabis retail stores. The provincial government has set regulations for cannabis retail stores which include safety and security measures, must be brick and mortar stores, prohibited from selling cannabis online, age of staff, and mandatory staff training. The province has also released operating hours and setback distances from certain facilities, both of which municipalities have the ability to alter to reflect the context of the community.

The AGLC started accepting cannabis retail store applications on March 6th, 2018. The first phase of application review is a background check to determine eligibility, estimated to take 2-4 months. A development permit (DP) or business license from the municipality is not necessary for the AGLC to start processing and determine application eligibility, but a DP or business license is required before the AGLC will issue a cannabis retail store license.

Relevant Legislation:

- *Gaming, Liquor and Cannabis Act*
- *Gaming, Liquor and Cannabis Regulation*

Municipal Government

The Town of Redcliff's role is to regulate the location of cannabis retail stores, where public consumption of cannabis is allowed, and cannabis retail store business licenses. While cannabis retail stores are largely regulated by the province, the Town has the authority to adjust certain regulations, such as operating hours (more restrictive) and setback distances (more or less restrictive) from other facilities, to what the community sees fit.

Relevant Legislation:

- *Land Use Bylaw*
- *Business License Bylaw*
- *Nuisance and Unsightly Premises Bylaw*
- *Smoking Bylaw (potential new bylaw)*
- *Cannabis Retail Stores Operating Hours Bylaw (potential new bylaw)*

As of this time, it is unclear whether municipalities will have the legal ability to disallow cannabis retail stores within their boundaries.

What is Already Legal?

- medical marijuana
 - the production of medical marijuana occurs in facilities licensed by Health Canada
 - consumers must have a prescription
 - consumers can obtain medical marijuana through a federally regulated dispensary, choose to grow their own, or designate someone to grow it for them

Medical marijuana dispensaries as brick and mortar stores are not legal, but it is anticipated medical marijuana may be distributed through regular pharmacies in the future.

Though medical marijuana production has been legal in Canada for a number of years, and brick and mortar medical marijuana dispensaries are on the horizon, there are currently no provisions in Redcliff's Land Use Bylaw pertaining to medical marijuana.

What is Becoming Legal?

- the production of recreational cannabis, as regulated by Health Canada
- the sale of recreational cannabis, as regulated by the AGLC, through private brick and mortar retail stores
- the sale of recreational cannabis through the province's online sales system
- growing of up to 4 cannabis plants per household, inside
- consumption of recreational cannabis in designated areas

In Alberta, you must be over 18 to purchase recreational cannabis. Cannabis retail stores must sell primarily cannabis; they are allowed to sell cannabis accessories, but cannabis must make up the majority of goods sold. Cannabis stores cannot exist in conjunction with any other use (i.e. convenience store, smoke shop, alcohol store, etc.). The consumption of cannabis is not allowed on the premises of a cannabis store.

What is and Still will be Illegal?

- Sale of edibles at retail stores
- Cafes or lounges for the consumption of cannabis
- Medical marijuana dispensaries in pharmacies

It has been indicated by the federal government that legalization of the above will occur in the future and is anticipated in the next few years. To deal with the above not being legal today and to be ready for legalization of the above Administration is also laying the groundwork to deal with the legalization of the above in the changes to the LUB..

LEGALIZATION PROCESS IN REDCLIFF:

With legalization on the horizon, the Town of Redcliff's goal is to minimize the negative effects of cannabis legalization, while balancing the legal realities (The Alberta Government has not determined if a Municipality can outright ban a Cannabis Retail Store). The Town of Redcliff has taken a proactive approach by creating draft cannabis regulations for the Land Use Bylaw to act as a "starting point" to be better prepared for legalization this summer. Additional regulations regarding public consumption, licensing, and operating hours (if needed), will be presented at subsequent Council meetings.

The draft LUB regulations were written based on the most up-to-date information available from the federal and provincial governments. The draft regulations are presented here for Council input and information, prior to coming to Council for first reading.

A public survey was released on March 6th for citizens to provide input into the aspects of legalization within the jurisdiction of the town (i.e. retail store location and areas for public consumption). The survey will close on March 31st. Open Houses will be held March 15th and 20th to provide information and an opportunity for further public comment. The purpose of the survey and open houses is to provide information to the public and receive public opinion on the proposed cannabis regulations, in order to make an informed decision. The results and comments from the survey and open houses will be presented to council in April.

It should be stressed that:

1. The LUB is not the appropriate place to regulate many of the activities and concerns identified with the legalization of cannabis and that other bylaws and policies may require changes to provide a complete regulatory framework,
2. The draft regulations for the LUB presented here were created as a foundation in order to be proactive in preparing for legalization. The regulations attached are not final and will likely change due to the release of further regulations by the federal and provincial governments and Council and public input..

BYLAW CHANGES:

Land Use Bylaw (LUB)

Resources from the Alberta Urban Municipalities Association (AUMA), Brownlee LPP, the Federation of Canadian Municipalities, the City of Calgary, the City of Edmonton, the City of Medicine Hat, the City of Grande Prairie, the City of Red Deer, the Alberta Gaming and Liquor Commission, Health Canada, and Alberta Health Services were reviewed and considered when creating the following draft amendments to Redcliff's LUB.

Administration has identified the following amendments to the Land Use Bylaw to address cannabis:

Definitions:

Amendments include the addition of the following definitions:

- Cannabis
- Cannabis Accessory
- Medical Marijuana
- Cannabis Production and Distribution Facility
- Cannabis Retail Store
- Cannabis Retail Store Overlay
- Cannabis Lounge
- Medical Marijuana Dispensary

Without explicit cannabis-related definitions, once legal, the Town would have no way of differentiating a cannabis retail store from a regular retail store, for example. Explicit definitions enable the Town to clearly state where cannabis-related uses are allowed and not allowed. The inclusion of Cannabis Production and Distribution Facilities and Medical Marijuana is to account for the current legal production of Medical Marijuana that our bylaw does not mention. Though Cannabis Lounges and Medical Marijuana Dispensaries are currently illegal, it is best practice to have them defined in the bylaw, but not listed as a permitted use in any district, to prevent an applicant from applying to open a Cannabis Lounge under the use that is most similar, such as 'Entertainment Facility.'

Amendments to the definitions also provide clarity by stating that certain existing use definitions do not include cannabis-related uses (i.e. convenience store does not include cannabis retail store).

Regulations:

Amendments to the regulations section of the LUB include the addition of a Cannabis Production and Distribution Facility Regulation, and a Cannabis Retail Store Regulation. These sections were added to provide regulations regarding zoning, setback distances, development standards, and application requirements specific to the production and sale of cannabis to minimize the potential negative effects associated with cannabis legalization.

Forthcoming

- Smoking Bylaw (possible reinstatement to account for consumption of cannabis and vaping)
- Smoking Policy
- Business License Bylaw (updates to include cannabis-related businesses)
- Nuisance and Unsightly Premises Bylaw (updates to include smoke and odour from cannabis consumption)

ATTACHMENTS:

- Draft LUB amendments with explanatory notes
- Government of Alberta Information Package 1 – “The Future of Cannabis in Alberta”
- Government of Alberta Information Package 2 – “Cannabis Legalization in Alberta Municipalities”

LAND USE BYLAW DEFINITIONS

Definitions to Add

General Definitions

Cannabis means, as defined in the Canadian *Controlled Drugs and Substances Act*:

- (a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- (b) any substance or mixture of substances that contains or has on it any part of such a plant; and
- (c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained;
- (d) but does not mean a non-viable seed of a cannabis plant; a mature stalk, without any leaf, flower, seed or branch, of such a plant; fibre derived from a stalk; or the root or any part of the root of such a plant.

Cannabis Accessory means, as defined in the Canadian *Controlled Drugs and Substances Act*:

- (a) a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the production or consumption of Cannabis; or
- (b) a thing that is commonly used in the consumption or production of Cannabis if the thing is sold at the same point of sale as Cannabis.

Medical Marijuana means the substance referred to as “Cannabis,” when used for medical purposes, as prescribed by an authorized health care practitioner, and obtained under circumstances permitted in the *Access to Cannabis for Medical Purposes Regulations*.

Use Classes

Cannabis Production and Distribution Facility means development, as licensed by Health Canada, used primarily for one or more of the following uses:

- (a) The production, cultivation, and growth of Cannabis and/or Medical Marijuana;
- (b) The making, testing, manufacturing, assembling, processing, or in any way altering the chemical or physical properties of semi-finished Cannabis goods and products;
- (c) the storage of Cannabis materials, goods and products; or
- (d) the transporting, shipping and sale of materials, goods and products to the Alberta Gaming and Liquor Commission or other agencies designated by provinces outside of the province of Alberta responsible for the distribution and sale of Cannabis in those provinces.

This use does not include a Cannabis Retail Store, Medical Marijuana Dispensary, or Cannabis Lounge.

Cannabis Retail Store means development for the retail sale of recreational Cannabis and Cannabis Accessories, as authorized by the Alberta *Gaming, Liquor, and Cannabis Act*. This use does not include Cannabis Production and Distribution Facility, Medical Marijuana Dispensary, or Cannabis Lounge.

Cannabis Retail Store Overlay means the overlay of the Land Use Zoning Map in the Land Use Bylaw showing where Cannabis Retail Stores are permitted to be located.

Cannabis Lounge means development where the primary use is the sale of Cannabis to the public, for consumption within the premises, and where any preparation or serving of food may be ancillary to such use. Also commonly known as a cannabis café. The use does not include Cannabis Production and Distribution Facility, Medical Marijuana Dispensary, or Cannabis Retail Store.

Medical Marijuana Dispensary means development for the selling, providing, shipping, and delivering of Medical Marijuana and Cannabis Accessories for medical purposes. The use does not include Cannabis Production and Distribution Facility, Cannabis Retail Store, or Cannabis Lounge.

Definitions to Amend:

(6) **Adult Entertainment Facility** means:

- (a) an adult mini-theatre or other similar establishment where, either as a principal activity or an activity ancillary to some other activity which is conducted on the premises,
 - (i) live performances take place, or
 - (ii) motion pictures, video tapes, digital video discs, slides or other electronic productions are shown, involving or depicting the nudity of any person;
- (b) a night club, dance club, bar, pub, tavern, lounge or other similar establishment where, either as a principal activity or an activity ancillary to some other activity which is conducted on the premises,
 - (i) live performance or displays by a person (e.g. topless waitresses) take place, or
 - (ii) competitions are engaged in, involving the nudity of a person;
- (c) a body painting studio or other similar establishment where, either as a principal activity or an activity ancillary to some other activity conducted on the premises, paint, powder or some other material is applied to the nude or partially nude body of a person in a manner intended to be sexually arousing to, or otherwise appealing to erotic or sexual interests, appetites or inclinations of, viewers or participants;
- (d) a massage or body rub parlour or other similar establishment where, either as a principal activity or an activity ancillary to some other activity conducted on the premises, the body or part of the body of a person is massaged, manipulated, touched, rubbed or stimulated by any means in a manner intended to be sexually arousing to, or otherwise appealing to erotic or sexual interests, appetites or inclinations of, viewers or participants, but excluding places where the described activity is performed solely for medical or therapeutic purposes by a person who is duly licensed or registered under an enactment governing a trade, calling or profession; or
- (e) a development that the Development Authority considers to be similar to any of those described in clauses (a) to (d), not including a Cannabis Lounge.

(7) **Agricultural Building** means a building normally associated with and generally essential to the operation of a farm. Such structures shall include, but are not limited to, machine sheds, storage sheds, granaries, grain bins for the storage of on-farm products, silos, repair shop, etc. Farm is a separate use. This use does not include Cannabis Production and Distribution Facility.

(38) **Club** means development for the assembly of members of charitable, social service, athletic, business or fraternal organizations, and may incorporate eating, drinking, entertainment, sports, recreation and amusement facilities as accessory use, but does not include Cannabis Lounge.

(41) **Convenience Store** means development comprising a retail store which caters to the day-to-day needs of area residents or employees. Typical uses include small food stores and variety stores selling confectionery, tobacco, grocery, non-alcoholic beverage, pharmaceutical and personal care items, hardware, or printed matter, but do not include Medical Marijuana Dispensaries or Cannabis Retail Stores.

(60) **Drinking Establishment** means an establishment, licensed by the Alberta Liquor Control Board, where the main purpose is to serve alcoholic beverages for consumption on the premises, and any preparation or serving of food is ancillary to such use. Typical uses include neighbourhood pubs, bars, taverns and licensed lounges that are ancillary to a restaurant, but do not include Cannabis Lounges, Entertainment Establishments, Eating Establishments, and Adult Entertainment Facilities. are separate uses.

(64) **Eating Establishment** means a development primarily used for the preparation and sale of food for consumption on the premises. Accessory uses may include the sale of alcoholic or non-alcoholic beverages incidental to the meal, take-out services and/or catering, but do not include Cannabis Lounges. A restaurant may hold a "Class A" liquor license and minors may, or may not, be prohibited. Drinking and Entertainment Establishments are separate uses.

(66) **Entertainment Establishment** means development providing dramatic, musical, dancing or cabaret entertainment and/or facilities for alcoholic beverage consumption, and includes related food service. This term refers to uses such as theatres, cinemas, concert halls, nightclubs and dinner theatres but does not include Drinking Establishments, Eating Establishments, Cannabis Lounges, or Adult Entertainment Facilities.

(74) **Farm** means development, the primary use of which is for the production of farm products such as dairy products, livestock or field crops, or undeveloped land. This use does not include Cannabis Production and Distribution Facilities, or related commercial or industrial sales, commercial feed lots or services, or storage uses which are non-essential to the operation of the on-site agricultural use.

(99) **Greenhouse** means development for the growing, storage and/or sale of garden, household and ornamental plants, flowers, trees or produce and includes supplementary retail sale of fertilizers, garden chemicals, garden implements and associated products. This use does not include Cannabis Production and Distribution Facility.

(102) **Home Occupation** means an accessory use of the dwelling unit by the occupant or occupants for an occupation, trade, profession or craft. This use does not include Cannabis Production Distribution Facility, Cannabis Retail Store, or Cannabis Lounge.

(120) **Manufacturing, Heavy** means development for the manufacturing, fabricating, processing, production, assembly and packaging of materials, goods or products which may generate a detrimental impact beyond the boundaries of the site and may include related warehouse and office facilities. This use does not include Cannabis Production and Distribution Facility.

(121) **Manufacturing, Light** means development for the manufacturing, fabricating, processing, production, assembly or packaging of materials, goods or products which does not generate any detrimental impact beyond the boundaries of the site, and may include related warehouse and office facilities. This use does not include Cannabis Production and Distribution Facility.

(122) **Medical and Health Office** means development providing medical and health care services on an outpatient basis of a preventative, diagnostic treatment, therapeutic nature, and may incorporate a dispensary which sells pharmaceutical and other medical supplies as an accessory use. Typical uses or facilities would include medical and dental offices, clinics, occupational health and safety offices, counseling services, and chiropractic and naturopathic services, but do not include Medical Marijuana Dispensaries or Cannabis Retail Stores.

(164) **Retail Store** means development for the retail sale or rental of goods, wares or merchandise and includes limited on-site storage or limited seasonal outdoor sales to support that store's operations. Typical uses include but are not limited to grocery, bakery, hardware, pharmaceutical, appliance, clothing, and sporting goods stores. The use may include supplementary facilities such as postal services, film processing and repair of merchandise sold or rented by the store, but does not include Medical Marijuana Dispensary or Cannabis Retail Store.

(205) **Warehouse** means the use of a building for the storage of materials, products, goods and merchandise, and renumbering accordingly. This use does not include storage of Cannabis.

DRAFT

LAND USE BYLAW REGULATIONS

Cannabis Production and Distribution Facility

The draft regulation is in the left hand column, while the right hand column provides explanatory notes.

<p>1.1 Legal Basis</p> <p><i>NOTE: Only the production of licensed Medical Marijuana is legal in Canada. The production of Cannabis for recreational use is currently illegal.</i></p> <ul style="list-style-type: none"> (a) Cannabis Production and Distribution Facilities are regulated by the federal government. All Cannabis Production and Distribution Facilities shall be licensed by Health Canada and in compliance with all federal regulations. (b) A Cannabis Production and Distribution Facility is a discretionary use, Development Officer. (c) All Cannabis Production and Distribution Facilities shall require a Development Permit as Cannabis Production and Distribution Facilities are a defined use. 	
<p>1.2 Development Standards</p> <ul style="list-style-type: none"> (a) A Cannabis Production and Distribution Facility shall only be located in the I1 (Light Industrial) District or I2 (Heavy Industrial District) with 100 metre setbacks from an exterior wall of a Cannabis Retail Store to a boundary of the parcel of land of a: <ul style="list-style-type: none"> (i) provincial health care facility; (ii) building containing a school; (iii) school reserve or municipal and school reserve; (iv) daycare or childcare facility; (v) public park; (vi) residential property, or (vii) overnight accommodations (i.e. hotels, motels, lodges, work camps, etc.). (b) A Cannabis Production and Distribution Facility shall meet all applicable requirements of the I1 (Light Industrial) District or I2 (Heavy Industrial District). (c) If the proposed location of a Cannabis Production and Distribution Facility is in a land use district where it is prohibited it will be denied. Redesignation of a site to a land use district where Cannabis Production and Distribution Facilities are permitted must be completed prior to application of a Development Permit. (d) A Cannabis Production and Distribution Facility shall not operate accessory to, or in conjunction with any other use. 	<p>1.2(a) Administration recommends Cannabis Production and Distribution Facilities be separated from overnight accommodations and residential areas to mitigate possible adverse effects on these areas.</p>

<ul style="list-style-type: none"> (e) Parking for a Cannabis Production and Distribution Facility shall be provided in accordance with the parking requirements for Manufacturing, Light and the parking requirements of the I1 District or I2 District. (f) Lighting for growing shall not be visible from outside of the building. (g) A copy of the current production license issued by Health Canada must be provided before a Development Permit can be issued. 	
<p>1.3 Development Permit Application Requirements</p> <p>The following information is required for a Development Permit Application for a Cannabis Production and Distribution Facility. Applications made without all of the required information will be refused by the Development Officer as incomplete. Only complete applications will be sent to the Municipal Planning Commission for consideration.</p> <ul style="list-style-type: none"> (a) Detailed site plan, containing all of the information required for the I1 or I2 District, and the following additional information: <ul style="list-style-type: none"> (i) Crime Prevention Through Environmental Design (CPTED) measures; (ii) Storage areas for Cannabis; (iii) Shipping and receiving areas; (iv) Truck Parking; (v) Adjacent businesses; (vi) Signage, (vii) Security measures (b) Storage, destruction, and disposal of waste and materials plan; (c) Odour management plan; (d) Storm water management plan; and (e) Water and wastewater plan. 	<p>1.3(a)(i) CPTED means site design elements that are aimed at discouraging suspicious or criminal behavior, such as: adequate outdoor lighting, elimination of places where someone to hide (tall shrubs), secure and visible shipping and receiving areas.</p>
<p>1.4 Criteria For Consideration</p> <p>The Municipal Planning Commission must consider the following when reviewing an application for a Cannabis Production and Distribution Facility:</p> <ul style="list-style-type: none"> (a) The extent to which the applicant demonstrates conformity with federal and municipal regulations to minimize potential adverse effects on the community (i.e. site safety and security measures); (b) Real and perceived impact on adjacent properties; and (c) The recommendations and comments from Planning and Engineering. 	<p>1.4 included to ensure the MPC decision-making process is unbiased.</p>

<p>1.5 Administration and Enforcement</p> <p>(a) A Development Permit for a Cannabis Production and Distribution Facility shall expire and require reapplication after 5 years.</p> <p>(b) Development Permits will be cancelled if and when the production license is no longer valid with Health Canada.</p>	
<p>1.6 Standard Conditions of Approval</p> <p>(a) Development Permits are conditional subject to the Development Officer receiving a copy of the production license issued by Health Canada from the applicant.</p> <p>(b) This Development Permit shall expire after 5 years to the day of approval.</p>	<p>1.6 <i>These conditions will be written onto the development permit itself.</i></p>

DRAFT

LAND USE BYLAW REGULATIONS

Cannabis Retail Store

The draft regulation is in the left hand column, while the right hand column provides explanatory notes.

<p>1.1 Legal Basis <i>NOTE: The sale of Cannabis for recreational use is currently illegal in Canada.</i></p> <ul style="list-style-type: none"> (a) Cannabis Retail Stores are regulated by the provincial government through the <i>Gaming, Liquor and Cannabis Act</i>. (b) Cannabis Retail Stores must meet the requirements set out in the <i>Gaming, Liquor and Cannabis Act</i> and all subsequent regulations. (c) Cannabis Retail Store is a discretionary use, Municipal Planning Commission. (d) All Cannabis Retail Stores require a Development Permit as Cannabis Retail Stores are a defined use. 	<p>1.1(c) This means the Municipal Planning Commission (MPC) will have the authority to approve or deny development permit applications for Cannabis Retail Stores. Administration recommends MPC decide on Cannabis Retail Store applications to give the authority to a committee comprised mostly of public members, as this use is contentious, rather than the Development Officer (a single person) or Council through a Direct Control District (which would mean every application would have to go to Council, which could be time consuming).</p>
<p>1.2 Development Standards</p> <ul style="list-style-type: none"> (a) A Cannabis Retail Store shall only be located in an area covered by the Cannabis Retail Store Overlay. The Cannabis Retail Store Overlay includes the I1 (Light Industrial), C3 (General Commercial), C2 (Downtown Commercial), and C-HWY (Highway Commercial) Districts, with 100 metre setbacks from an exterior wall of a Cannabis Retail Store to a boundary of the parcel of land of a: <ul style="list-style-type: none"> (i) provincial health care facility; (ii) building containing a school; (iii) school reserve or municipal and school reserve; (iv) recreation facility (youth centre, swimming pool, arena, library... ect); (v) payday loan centre or pawn shop; (vi) daycare or childcare facility; or (vii) public park. (b) A Cannabis Retail Store shall meet all applicable requirements of the respective District. (c) If the proposed location of a Cannabis Retail Store is in a land use district where it is prohibited it will be denied. Redesignation of a site to a land use district where Cannabis Retail Stores are permitted must be completed prior to application of a Development Permit. (d) A Cannabis Retail Store shall not operate accessory to, or in conjunction with any other use. (e) A Development Permit issued for a Cannabis Retail Store will be conditional subject to a copy of the retail license issued by the Alberta Gaming and Liquor Commission being provided to the Development Officer. 	<p>1.2(a) Administration recommends the use of a Cannabis Retail Store Overlay to define the areas in Redcliff Cannabis Retail Stores will be allowed. The overlay will eliminate the need for precise measurements and measurement disagreements when determining separation distances from certain properties. Currently, the overlay boundaries will be based on the separation distance of 100m set by the province (this is subject to change once a draft overlay map is created, and public and Council input on separation distances is received)</p> <p>The provincial regulations indicate 100m separation distances from provincial health care facilities, schools, and land reserved for schools. In the draft regulations presented here, Administration has expanded this list to include the facilities in (i)- (vii).</p> <p>1.2(e) This means that the Development Permit is not valid until the Town receives a copy of the retail license issued by the Alberta Gaming and Liquor Commission and therefore no sales of Cannabis can occur until the license is received.</p>

- (f) Parking for a Cannabis Retail Store shall be provided in accordance with the parking requirements for a Retail Store and the parking requirements for the land use district.
- (g) Development Permits for Cannabis Retail Stores shall require the applicant to engage the public on the proposed development to the satisfaction of the Development Authority. Public engagement will include:
 - (i) Written notification to adjacent property owners;
 - (ii) Hosting of at least one public open house to inform the community of the intended change in use of the property. The open house shall:
 - i. Appear in an advertisement in the local newspaper for minimum 2 weeks prior to the date of the open house;
 - ii. Appear in social media for at least 2 weeks prior to the date of the open house;
 - iii. Last at least 3 hours in length;
 - iv. Locate at a neutral and public venue, such as the seniors center, library, heritage hall, etc.;
 - v. Contain detailed information regarding the intent of the development such as legal description, municipal address, site layout, signage, parking; and
 - vi. Offer a survey for attendees to provide their questions and concerns;

OR

- Development Permits Applications for Cannabis Retail Stores must be advertised in the local newspaper by the Town for a minimum of 2 weeks prior to the meeting of the Municipal Planning Commission. The advertisement must state:
- i. the legal description of the site,
 - ii. the municipal address of the site,
 - iii. the proposed use,
 - iv. the date, time and location of when the Municipal Planning Commission will consider the application,
 - v. the deadline for when the Development Officer will receive written submissions or a request for delegations on the application,
 - vi. the public is welcome to attend the Municipal Planning Commission meeting,

The Chair of the Municipal Planning Commission may at their discretion allow walk-in delegations and written submissions but is not required to receive them.

1.2(g) provides 2 potential options of public engagement requirements for applicants for a Cannabis Retail Store. The first option is for the applicant to host an open house regarding the proposed use, and the second is to advertise the MPC meeting which the application will be decided at, encouraging public attendance and/or written comment at the meeting.

1.3 Development Permit Application Requirements

The following information is required for a Development Permit Application for a Cannabis Retail Store. Applications made without all of the required information will be refused by the Development Officer as incomplete. Only complete applications will be sent to the Municipal Planning Commission for consideration.

- (a) A location plan showing the proposed Cannabis Retail Store and the distances to any of the following located within 500 metres of the store:
 - (i) provincial health care facility;
 - (ii) building containing a school;
 - (iii) school reserve or municipal and school reserve;
 - (iv) recreation facility (youth centre, swimming pool, arena, library... ect);
 - (v) payday loan centre or pawn shop;
 - (vi) daycare or childcare facility; or
 - (vii) public park.
- (b) Detailed site plan containing all of the information required for the land use district, and the following additional information:
 - (i) Crime Prevention Through Environmental Design (CPTED) measures;
 - (ii) Storage areas for Cannabis;
 - (iii) Shipping and receiving areas;
 - (iv) Adjacent businesses;
 - (v) Location and design of signage; and
 - (vi) Security measures
- (c) Waste management/disposal plan;
- (d) Elevation plans, showing access and signage;
- (e) Copy of the advertisement(s) for the open house;
- (f) Copy of the survey provided to the public at the open house;

1.3(b)(i) CPTED means site design elements that are aimed at discouraging suspicious or criminal behavior, such as: adequate outdoor lighting, elimination of places where someone to hide (tall shrubs), secure and visible shipping and receiving areas.

1.4 Criteria For Consideration

The Municipal Planning Commission must consider the following when reviewing an application for a Cannabis Retail Store:

- (a) The extent to which the applicant demonstrates conformity with provincial and municipal regulations to minimize potential adverse effects on the community (i.e. site safety and security measures);
- (b) The appropriateness of the 100 metre setback in the context of the site;
- (c) Real and perceived impact on adjacent properties;
- (d) Whether any legitimate public concerns expressed during public consultation were addressed by the applicant; and
- (e) The recommendations and comments from Planning and Engineering.

1.4 included to ensure the MPC decision-making process is unbiased.

<p>1.5 Administration and Enforcement</p> <ul style="list-style-type: none"> (a) A Development Permit for a Cannabis Retail Store shall expire and require reapplication after 5 years. (b) Development permits will be cancelled if and when the retail license is no longer valid with the Alberta Gaming and Liquor Commission. 	<p><i>1.5 Provincial Cannabis Retail Store licenses will require yearly renewal. Administration recommends Cannabis Retail Store business license renewal every year, and Cannabis Retail Store development permit renewal every 5 years.</i></p>
<p>1.6 Standard Conditions of Approval</p> <ul style="list-style-type: none"> (a) Development Permits are conditional subject to the Development Officer receiving a copy of the retail license issued by the Alberta Gaming and Liquor Commission from the applicant. (b) This Development Permit shall expire after 5 years to the day of approval. 	<p><i>1.6 These conditions will be written onto the development permit itself.</i></p>

DRAFT

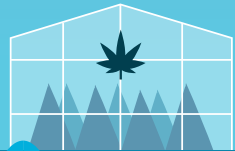
The Future of Cannabis in Alberta

The rules around cannabis in Alberta once it is legal in summer 2018.



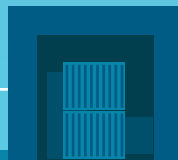
LICENSED GROWERS

Strictly regulated by the federal government.



PROVINCIAL GOVERNMENT OVERSIGHT

The Alberta Gaming and Liquor Commission (AGLC) directly manages how cannabis gets from the licensed grower to the retailer.



AGLC-OPERATED ONLINE SALES

Age verification occurs at point of sale and at delivery.



WORKPLACE

Alberta is reviewing all existing regulations and programs to ensure rules continue to address impairment at work.



PRIVATE CANNABIS RETAIL STORES

May only sell cannabis and cannabis accessories. Minors are prohibited from entering cannabis stores, even if accompanied by an adult.



ADVERTISING

Product advertising will only be allowed inside cannabis stores.



DRIVING

Police are able to suspend licences and seize vehicles if people drive impaired, including impairment by cannabis.



POSSESSION

Adults can possess up to 30 grams of legal cannabis in public.

PUBLIC CONSUMPTION

Smoking and vaping cannabis are prohibited in areas frequented by kids and other public places where smoking tobacco is prohibited.



HOME

Each household is allowed to grow up to four plants. Landlord and tenant agreements or condo bylaws can be used to set rules for consumption and growing.



OWNERS AND STAFF

Must undergo extensive background checks. Qualified employees must be 18 and undertake training.

Alberta

Alberta's System for Legalized Cannabis

Once legal, Alberta's system for legalized cannabis will provide adults safe access to legal cannabis while protecting Alberta's youth and public health, promoting safety on roads, in workplaces and in public spaces, and limiting the illegal market.



Highlights of legislation and regulations

- Minimum age for purchase and possession is 18.
- Adults may possess 30 grams at any given time; there will be zero tolerance for youth under the legal age of 18 possessing any cannabis.
- Anyone under 18 caught with five grams or less will face sanctions similar to those for underage possession of alcohol or tobacco. Youth found in possession of over five grams continue to be subject to federal criminal charges.
- Adults may smoke or vape cannabis at home and in some public places, but not in vehicles, any cannabis retail outlets, anywhere smoking or vaping tobacco is already prohibited, or in specific areas frequented by children, including school and hospital properties and within five metres of skate parks, spray parks, and playgrounds.
- Adults can grow cannabis at home; up to four plants per household (not per person) for personal consumption.
- Landlord and tenant agreements or condo bylaws can be used to set rules for consumption and growing.
- Licence suspensions and vehicle seizures that apply to alcohol-impaired driving have been extended to cannabis impairment. There will be zero tolerance for those on graduated licences. Cannabis consumption will not be allowed in vehicles.
- The Alberta Gaming and Liquor Commission (AGLC) will provide clear oversight over the distribution of packaged and sealed cannabis products, ensuring only legally produced products come into Alberta. (This is similar to what's in place now for alcohol).
- The AGLC will operate online sales of cannabis products on behalf of government.
- The AGLC will ensure cannabis is distributed to privately owned and operated specialized retailers. Retail locations will be regulated and follow rules set by government, including hours of operation and security requirements.
- Cannabis retailers may be open between 10 a.m. and 2 a.m. and must keep cannabis products in a locked display case accessible only by staff. However, municipalities can further restrict these hours.
- Anyone applying for a licence to open a retail store will have to undergo an extensive mandatory background check.
- Employees must also consent to background checks, be 18 or older and will be required to undergo AGLC SellSafe training.
- Cannabis retail outlets must be 100 meters away from schools and provincial health care facilities. Municipalities will have the discretion to modify or add further buffers from these or other uses.
- Any single sales transaction of cannabis products, in a retail location and online, will be limited to 30 grams.
- Cannabis advertising will be restricted to locations with no minors. The federal government has also proposed strict rules about labeling and packaging. The Alberta government will monitor the specifics of their proposed program and work with them to address any issues or gaps in policies should they arise.

Check with your municipality for more information about cannabis legalization in your community.

For more information about the system for legalized cannabis in Alberta, visit alberta.ca/cannabis.

For more information about retail regulations, or how to apply for a cannabis retail licence, visit aglc.ca/cannabis.

Cannabis Legalization in Alberta Municipalities

With the federal government set to legalize cannabis this summer, Alberta has passed legislation that will meet that deadline, while also meeting the expectations of Albertans. The legislation, along with associated regulations, establishes overarching rules and guidelines for Alberta's cannabis system and provides municipalities a significant role in shaping how cannabis will be sold and consumed within their communities.

Cannabis Consumption

Albertans who are 18 or older may smoke or vape cannabis at home and in some public places, but not in vehicles, cannabis retail outlets, anywhere smoking or vaping tobacco is restricted, or in areas frequented by children, including school and hospital properties and within five metres of skate parks, spray parks, and playgrounds.

Municipal role

- Using existing authorities (i.e. bylaws), municipalities may decide to place further restrictions on where cannabis may be consumed in public spaces within their community.

Retail Sales for Cannabis

- Albertans may purchase cannabis products online through a website operated by the Alberta Gaming and Liquor Commission (AGLC).
- Albertans may also buy cannabis products through privately owned and operated specialized retailers.

- The AGLC will regulate retail licensing and licensees must follow rules set by government, which include where stores can be located, hours of operation, physical store requirements, age of staff and staff training.
- The maximum hours of operation for cannabis retail stores will be aligned with the limits for alcohol retail stores (10 a.m. - 2 a.m.).
- Provincial regulations will establish minimum setback distances of 100 metres for cannabis stores from sensitive land uses, such as schools and provincial health care facilities.

Municipal role

- Municipalities will continue to have the authority to set the development rules for new cannabis developments in their existing land use bylaws, and to make decisions on development applications relating to cannabis retail locations.
- Municipalities will now also be responsible for ensuring their land use bylaws are consistent with Gaming, Liquor and Cannabis Regulation requirements for cannabis retail locations.
- Municipalities will have discretion to vary certain rules to be either more or less restrictive than the regulations set by the province. For example:
 - Based on local requirements, municipalities could create more restrictive hours of operation for cannabis stores; or,
 - Establish shorter or further distances from sensitive use areas.
- Where applicable, municipalities will also be responsible for granting development approvals and/or business licences to prospective cannabis retailers. Municipalities will need to develop appropriate application processes, licence conditions and fees, and assessment criteria to ensure that cannabis retailers meet the needs of the communities in which they are located.

Cannabis Legalization in Alberta Municipalities

Cannabis Production

- While the Alberta government is responsible for regulating the distribution and retail system for non-medical cannabis, the federal government will continue to be responsible for developing, licensing and regulating cannabis production facilities.
- Health Canada will be responsible for enforcing matters related to regulating licensed producers and cannabis production. As with the existing retail approach to liquor, the AGLC will be responsible for enforcing all provincial rules and regulations related to the retail sale of cannabis in Alberta.

Municipal role

- Municipalities will continue to be responsible for establishing land use bylaws and considering development applications related to cannabis production facilities.
- Municipalities will need to work with prospective producers and the federal government to determine how production facilities will be treated within their communities.
- When considering how cannabis production facilities in their jurisdictions should be classified under the Alberta Building Code, municipalities can contact Alberta Municipal Affairs for advice as needed.

Enforcement and Impaired Driving

- Federal, provincial and municipal governments will share responsibility for enforcing cannabis-related offences.
- The federal government has introduced legislation that makes changes to impaired driving laws in the Criminal Code. It is working on the approval of roadside screening devices that will assist law enforcement officers in addressing drug-impaired driving. The Alberta government is continuing to work with the federal government to ensure there is adequate support for law enforcement training and equipment.

Municipal role

- Municipalities will be responsible for enforcing municipal guidelines and bylaws created within their jurisdiction (e.g. land use, public spaces, nuisance complaints, etc.). This includes areas where municipalities have created rules above and beyond minimum requirements set by the province.
- Municipal police forces will continue to be responsible for enforcing provincial and federal laws related to cannabis possession and consumption, as well as impaired driving and public safety.

Next Steps

- The Alberta government will continue working closely with municipalities to ensure municipal governments are able adapt to cannabis legalization within their communities.
- The Alberta government is in the process of finalizing our approach to cannabis taxation and exploring potential measures to address workplace safety issues and overall public education related to legalized cannabis.

For more information on cannabis and legalization, please visit www.alberta.ca/cannabis and www.aglc.ca/cannabis

You may also visit the [Federation of Canadian Municipalities](http://www.federation.ca) to learn more about how municipalities can prepare for legalization.

Memo

To: Redcliff Town Council
From: Municipal Manager (for Councillor Leipert)
Date: March 12, 2018
Re: Transfer Site for Recyclables

On Monday, March 5, 2018 the Municipal Manager received an email from Councillor Leipert requesting that the above entitled topic be placed on the March 12, 2018 agenda of the regular council meeting for discussion/consideration. The email request is as follows:

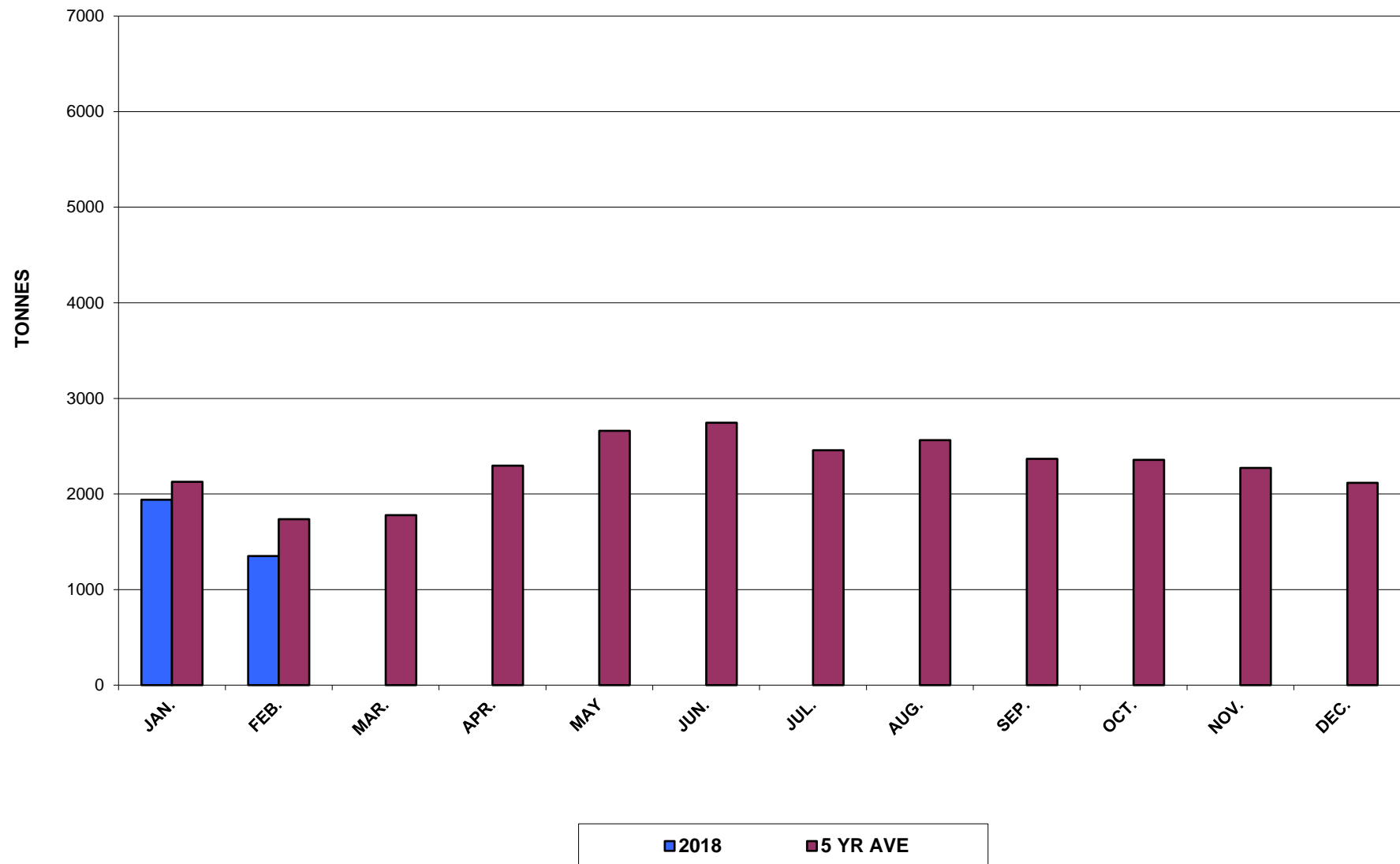
Hi Arlos;

I would like to have an item put on the agenda. To have Administration to look into setting up a transfer site for recyclables. The site would have video surveillance to deter misuse and a sense of security for the users, be well lit, easily accessible and fenced to contain any material which may blow away.

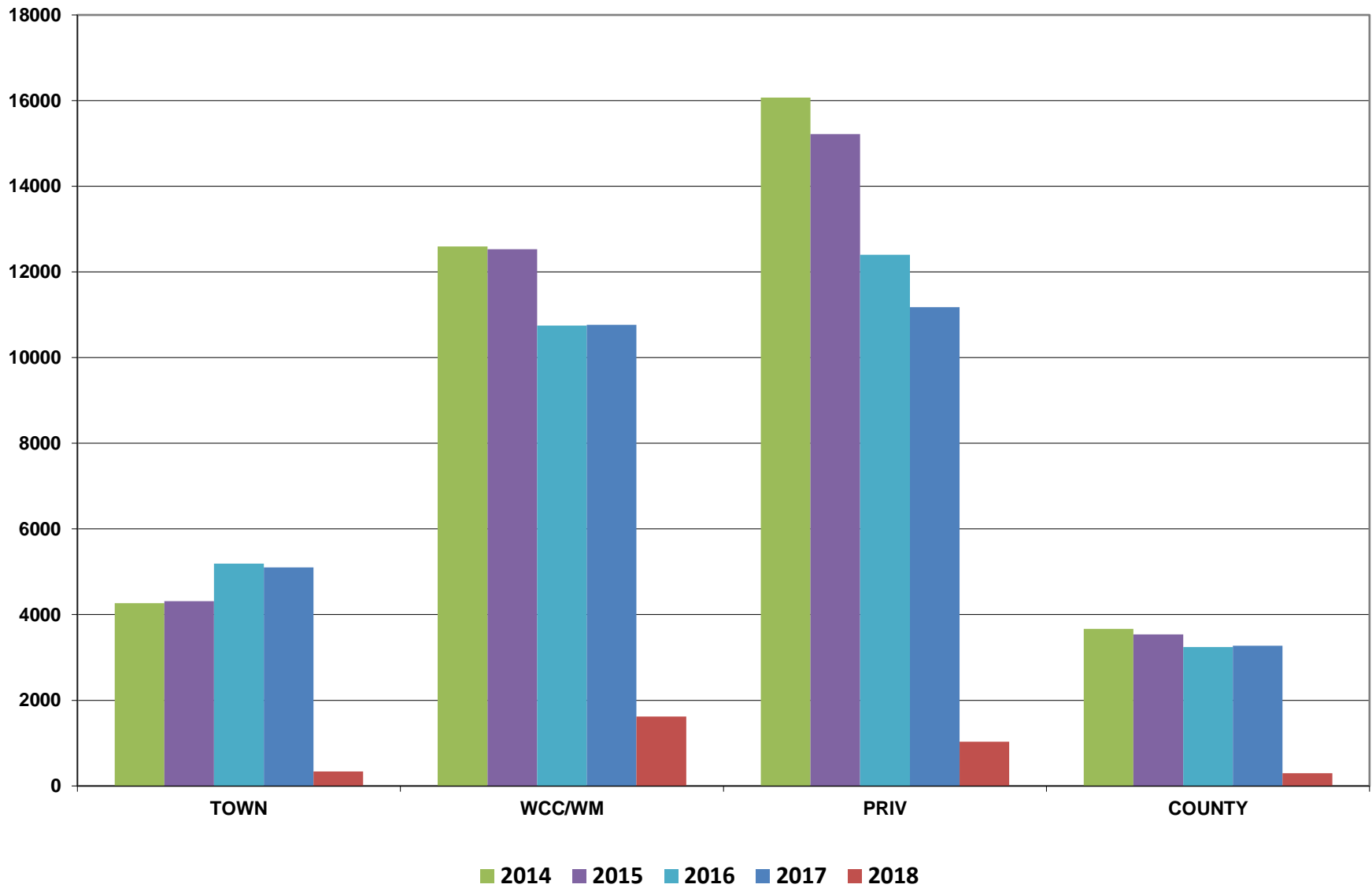
Thanks, Larry.

This is being brought before council for discussion/consideration.

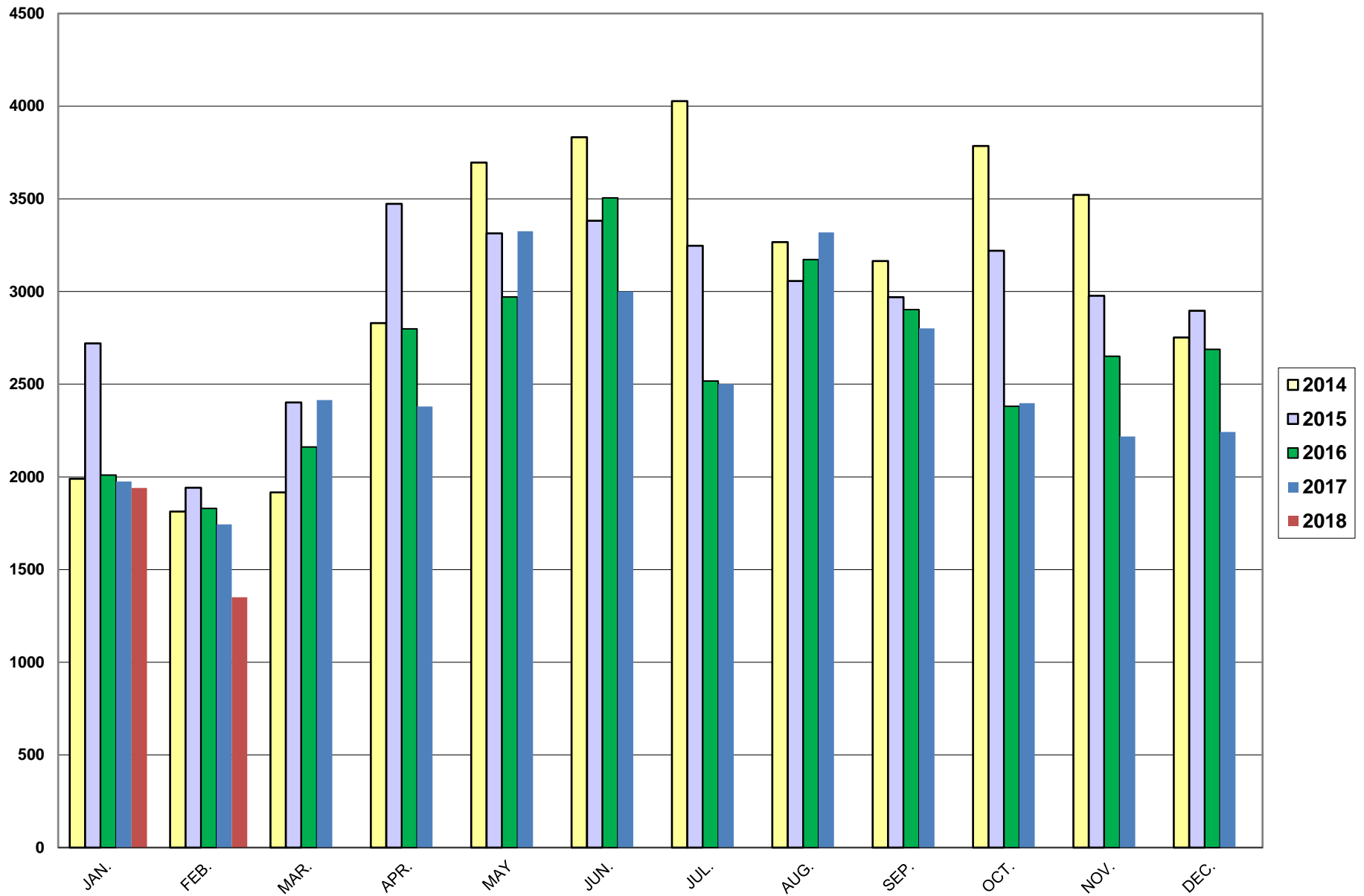
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2018 VS 5 YEAR AVERAGE
TO February 28, 2018**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2014-2018
TO February 28, 2018**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2014-2018
TO FEBRUARY 28, 2018**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
March 26, 2018	Council Meeting	Town Hall Chambers 7:00 p.m.
April 21, 2018	Volunteer Recognition & Citizen of the Year Celebration	Redcliff Legion (Tickets required)