



COUNCIL MEETING

MONDAY, AUGUST 20, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, AUGUST 20, 2018 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
Pg.4	C) Accounts Payable *	For Information
Pg.9	D) Bank Summary to July 31, 2018 *	For Information
	2. DELEGATION	
Pg. 10	A) Karen Guenther / Kathy Dawson * Re: Grazing lease – Westside area	
	3. MINUTES	
Pg. 24	A) Council meeting held July 16, 2018 *	For Adoption
Pg. 28	B) Municipal Planning Commission meeting held on August 15, 2018 *	For Information
Pg. 32	C) Riverview Golf Club Board meeting held June 19, 2018 *	For Information
	4. BYLAWS	
Pg. 34	A) Bylaw 1868/2018, Smoke Free Bylaw *	1 st Reading
Pg. 77	B) Bylaw 1869/2018, Park, Recreational & Public Areas Bylaw *	1 st Reading
Pg. 103	C) Bylaw 1870/2018, Business License Bylaw *	1 st Reading
Pg. 127	D) Bylaw 1871/2018, Bylaw to Amend Land Use Bylaw (1698/2011) *	1 st Reading
	5. REQUESTS FOR DECISION	
Pg. 151	A) Encroachment Permit Application * Re: Lot 18-20, Block 3, Plan 8150AS	For Consideration
Pg. 159	B) Encroachment Permit Application * Re: Lot 23-24, Block 3, Plan 11117V	For Consideration
Pg. 167	C) Utility Refund – Community Garden	For Consideration

Pg. 169	D)	2018-2021 Council Strategic Goals *	For Consideration
Pg. 172	E)	Janitorial Contract *	For Consideration

6. POLICIES

Pg. 174	A)	Policy 8, Water Meter Policy *	For Consideration
Pg. 177	B)	Policy 70, Sidewalk Inspection & Maintenance Policy *	For Consideration
Pg. 184	C)	Policy 71, Water, Sanitary & Storm Sewer System Maintenance Policy *	For Consideration
Pg. 189	D)	Policy 25, Benefits for Elected Officials *	For Consideration
Pg. 193	E)	Policy 029, Per Diem Allowances *	For Consideration
Pg. 196	F)	Policy 105, Vaccinations – Hepatitis *	For Consideration

7. CORRESPONDENCE

Pg. 200	A)	Shortgrass Library System * Re: Budget Requests for 2019 and 2020	For Discussion/Refer to 2019 Budget
Pg. 205	B)	Alberta Municipal Affairs * Re: Intermunicipal Collaborations Frameworks (ICF)	For Information

8. OTHER

Pg. 209	A)	Memo to Council * Re: Grazing Lease – Westside Area	
Pg. 222	B)	Municipal Manager Report to Council August 20, 2018 *	For Information
Pg. 234	C)	Redcliff/Cypress Regional Waste Management Authority * Re: Landfill Graphs to July 31, 2018	For Information
Pg. 237	D)	Council Important Meetings & Events August 20, 2018 *	For Information

9. RECESS

10. IN CAMERA (Confidential Session)

- A)** Intermunicipal Collaborative Framework (FOIP Sec. 21, 24)
- B)** Riverview Golf Course (FOIP Sec. 16, 24)

11. ADJOURN

COUNCIL MEETING - AUGUST 20, 2018			
<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES</u>			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
83253	CANADIAN PAYROLL ASSOCIATION	COURSE REGISTRATION	\$283.50
83254	CITY OF MEDICINE HAT	1995 E - ONE CYCLONE PUMPER	\$28,826.63
83255	COCKLE, SHAWNA	REISSUE STALE DATED CHEQUE	\$55.00
83256	HARV'S JANITORIAL SERVICE	JANITORIAL SERVICE	\$3,948.00
83257	INDUSTRIAL MACHINE	STRAINER	\$32.63
83258	SHAW CABLE	INTERNET	\$300.04
83259	MURRAY CHEVROLET CADILLAC	SPEAKER	\$101.75
83260	PRECON PRECAST PRODUCTS	PROJ #201 PRECON SPIGOTS/ADAPTERS	\$26,828.66
83261	SPETZ, PATRICIA	TRAVEL REIMBURSEMENT	\$37.20
83262	ST. AMBROSE ANGLICAN CHURCH	REISSUE STALE DATED CHEQUE	\$75.00
83263	STEIER, BARRY	REISSUE STALE DATED CHEQUE	\$3.19
83264	TELUS COMMUNICATION	PHONE SERVICE	\$262.42
83265	MERIAM, DIANNE	REISSUE STALE DATED CHEQUE	\$100.00
83266	GARTLY, MURRAY	REISSUE STALE DATED CHEQUE	\$27.50
83267	DOOLEY, DANIEL	REISSUE STALE DATED CHEQUE	\$150.00
83268	XL HOMES OILFIELD MAINTENANCE	REISSUE STALE DATED CHEQUE	\$100.00
83269	DEWOLFE, DWAYNE	REISSUE STALE DATED CHEQUE	\$64.03
83270	MOSSEY, CHRISTOPHER	REISSUE STALE DATED CHEQUE	\$53.00
83271	COX, KUNIGUNDE	REFUND FACILITY/KEY DEPOSIT	\$250.00
83272	DYCK, JOHAN	REISSUE STALE DATED CHEQUE	\$32.14
83273	MCPHERSON, CHELSEA	REISSUE STALE DATED CHEQUE	\$8.11
83274	WILLIE'S 24 HOUR TOWING	TOWING FEE - FROM SHOP TO DEALERSHIP	\$157.50
83276	ALL-NET.CA	SERVICE TRACKER ANNUAL SUPPORT AND UPDATES	\$2,094.75
83277	AMSC INSURANCE	AUGUST BENEFITS/HEALTH SPENDING	\$19,150.13
83278	CARO ANALYTICAL	RAW WATER ANALYSIS	\$603.21
83279	CHAT-FM	ADVERTISING	\$365.40
83280	CIBC	REFUND TAX OVERPAYMENT	\$1,492.79
83281	CLEANING WITH CARE	HOME CARE	\$63.00
83282	DALTON, RICHARD	TRAVEL REIMBURSEMENT/EMPLOYEE REIMBURSEMENT	\$820.00
83283	INDUSTRIAL MACHINE	SQUEEGEE FOR ZAMBONI	\$112.69
83284	LEE'S TRANSPORT	PEST CONTROL TRAPS	\$340.20
83285	MURRAY CHEVROLET CADILLAC	PLUG/SPEAKER	\$129.56
83286	CFMY-FM	ADVERTISING	\$365.40
83287	NEW WEST TRUCK	INSPECTIONS	\$655.08
83288	PUROLATOR	SHIPPING	\$188.29
83289	RIVERVIEW GOLF CENTER	MEALS ON WHEELS	\$399.00
83290	ROBERTSON IMPLEMENT	STARTER MOTOR INSTALL - FUEL INJECTION PUMP REPAIR	\$850.49
83291	SOLBERG, ERIC	TRAVEL REIMBURSEMENT	\$241.00
83292	BLONDIES GIFT AND GARDEN	TREES	\$2,336.89
83293	RON S ELECTRIC	REPAIR EMERGENCY LIGHTS	\$178.79
83294	SOUTH COUNTRY COOP	IRRIGATION PARTS	\$153.75
83295	ROYAL EXCELLENCE	CLEAN KITCHEN HOOD	\$488.25
83296	TREE CUT CLEAN YOUR MESS UP	STUMP REMOVAL	\$350.00
83297	CONCRETE LIFTING	PROJ #175 CONCRETE LIFTING	\$2,310.82
83298	WERRE, KEVIN	TAI CHI CLASS	\$50.00
83299	CURRENCE, DESTINY	REFUND FACILITY/KEY DEPOSIT	\$150.00

83300	MICHELS, SHARRY	REFUND FACILITY/KEY DEPOSIT	\$450.00
83301	DONALDSON, LOUISE	REFUND TAX OVERPAYMENT	\$1,305.85
83302	WORKER'S COMPENSATION	PREMIUMS	\$2,041.18
83303	WESTERN TRACTOR	TIRE SWAP	\$724.50
83304	PARTEK IT	PERFORMANCE MONITORING	\$735.00
83305	CRAWFORD, JEAN	REFUND KEY/FACILITY DEPOSIT	\$250.00
83306	OLMSTEAD, LAIROSE	REFUND SWIM LESSON	\$95.00
83307	DANIELS, MORGAN	REFUND POOL RENTAL	\$168.00
83308	ALBERTA DETECTION DOGS	FIRE INVESTIGATION DOG	\$3,080.70
83309	CACTUS COMMUNICATIONS	RADIO MAINTENANCE	\$95.76
83310	COCKLE, SHAWNA	REFUND TAX OVERPAYMENT	\$462.00
83311	MEDICINE HAT LICENCE CENTER	LICENCE PLATES	\$84.45
83312	SHAW	INTERNET	\$146.90
83313	PWM LOSS PREVENTION	SECURITY FOR RED HAT CO-OP	\$3,160.29
83314	ZUKOWSKI, JORDAN	TRAVEL REIMBURSEMENT/EMPLOYEE REIMBURSEMENT	\$1,259.11
83315	BRUCE'S SEWER SERVICE	SEWER MAINTENANCE	\$682.50
83316	CANADIAN ENERGY	BATTERY/BOLT	\$649.87
83317	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
83318	CRITERION PICTURES	MOVIE IN THE PARK LICENCE	\$350.00
83319	FRANK'S FIRE ALARM & ELECTRIC	TEST FIRE ALARM/FIRE SPRINKLER TESTS	\$1,050.00
83320	HARV'S JANITORIAL SERVICE	JANITORIAL SERVICE	\$3,948.00
83321	JOHANSEN, JAMES	EMPLOYEE REIMBURSEMENT	\$1,243.61
83322	SHAW CABLE	INTERNET	\$93.35
83323	PUROLATOR	SHIPPING	\$73.21
83324	BLANCHETTE, HILARY	REFUND KEY/FACILITY DEPOSIT	\$300.00
83325	SAFETY CODES	PERMITS	\$457.52
83326	UNIVAR CANADA	PRAESTOL	\$2,366.91
83327	HOPE, SUE	REFUND SWIM LESSON	\$110.00
83328	KAREN MURPHY AG SERVICES	SEED	\$1,520.98
83329	CONCRETE LIFTING	PROJECT#175 - SIDEWALK	\$523.43
83330	THE PARK AFTER DARK	MOVIE IN THE PARK	\$525.00
83331	TEICHROEB, MARIA	REFUND KEY/FACILITY DEPOSIT	\$250.00
83332	VARGA, DUSTIN	REFUND SWIM LESSON	\$110.00
83333	LINSTROM, CARISSA	MENTAL HEALTH FIRST AID	\$262.50
83334	HIRSEKORN, LINDA	REFUND TAX OVERPAYMENT	\$1,093.46
TOTAL			\$125,812.87

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00813	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$33.64
00814	CBV COLLECTION	COMMISSION	\$74.41
00815	DIGITEX	PHOTOCOPIER FEES	\$528.72
00816	REDCLIFF HOME HARDWARE	FLAG/BATTERIES/CEMENT/HANDLE	\$151.49
00817	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRES	\$101.85
00818	LETHBRIDGE HERALD	ADVERTISING	\$356.00
00819	MEDICINE HAT NEWS	ADVERTISING	\$836.13
00820	REDCLIFF/CYPRESS LANDFILL	TONNAGE CHARGES	\$15,768.84
00821	WESTERN CANADA WELDING	ACETYLENE	\$143.25
00822	A & B STEEL	SUPPLIES/TRANSPORT CHAIN/STRAIGHT EDGE	\$233.03

00823	ATRON REFRIGERATION	REPAIR KITCHEN GRILL/CHECK AC/REPAIR BOILER/FURNACE	\$708.75
00824	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$34.05
00825	C.E.M. HEAVY EQUIPMENT	CLUTCH-AIR	\$455.86
00826	CITY AUTO PARTS	BRAKE SHOE/BRAKE DRUM/DRUM BRAKE MAXI-PACK AXLE	\$239.31
00827	CLEAR SKY RADIO	ADVERTISING	\$420.00
00828	CUPE	UNION DUES	\$2,864.62
00829	DIGITEX	PHOTOCOPIER FEES	\$332.17
00830	FARMLAND SUPPLY	PUMP REPAIR KIT	\$1,340.28
00831	REDCLIFF HOME HARDWARE	LOCK/ADAPTERS/TAPE MEASURE/RAIN JACKETS/NIPPLES	\$448.00
00832	KIRK'S MIDWAY TIRE	TIRE/CHANGEOVER/FLAT REPAIR	\$203.70
00833	MPE ENGINEERING	WTP CONTINUING SERVICE	\$1,575.00
00834	RECREATION FACILITY PERSONNEL	SUPERVISOR COURSE	\$425.00
00835	RURAL MUNICIPALITIES OF ALBERTA	FOX SAFETY - SIGNS	\$332.99
00836	RMA FUEL	FUEL	\$7,870.85
00837	SANATEC	WASHSTAND/PORTABLE TOILET RENTAL	\$940.00
00838	SITEONE LANDSCAPE	IRRIGATION REPAIR PARTS	\$4,111.26
00839	SUMMIT MOTORS	TUBE DRAIN/BELT/SWITCH/FILTERS/KT HOLDER/LAMP	\$899.97
00840	SUPERIOR TRUCK	ROLLER	\$693.20
00841	TRIPLE R EXPRESS	SHIPPING	\$34.65
00842	ULTIMATE SPAS	CHEMICALS	\$168.04
00843	AIR LIQUIDE	CARBON DIOXIDE	\$1,786.65
00844	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$33.64
00845	COURTYARD LAW CENTER	PROFESSIONAL SERVICES - DEBUT DEVELOPMENTS	\$714.00
00846	J.BALMER SAFETY	AED ADULT PADS	\$189.00
00847	PRO COMM SOLUTIONS	SECURITY CAMERA SYSTEM	\$5,190.45
00848	CLEARTECH	SODIUM HYDROXIDE/TOTES/SODIUM BICARBONATE	\$1,139.07
00849	PENNYWISE ELECTRIC	INSTALL SOLAR PANEL SYSTEMS/CABLE	\$1,853.25
00850	ACTION PARTS	BRAKE PADS SET/HARDWARE/ROTOR & HUB/BELT/SHOES	\$588.30
00851	AIR LIQUIDE	CARBON DIOXIDE	\$695.63
00852	BENCHMARK ASSESSMENT	ASSESSMENT FEES	\$17,091.90
00853	THE BOLT SUPPLY HOUSE	GREASE GUN HOSE	\$132.79
00854	BRANDT TRACTOR	PARTS TO REPAIR JD 7701314	\$2,152.98
00855	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$31.53
00856	CHAMCO INDUSTRIES	REPAIR COMPRESSOR	\$2,876.48
00857	CITY AUTO PARTS	SENSORCLEAN AREOSOL/CLEANER/WHEEL CREEPER/FILTER	\$118.13
00858	DIGITEX	PHOTOCOPIER FEES	\$238.74
00859	FARMLAND SUPPLY	PIPE/HOSE REPAIR/PROTECTIVE WRAP	\$2,883.11
00860	FAST TIMES MACHINING	ROLLER REPAIR/NEW PIPE INSTALLED	\$625.67
00861	GAS CITY HYDRO VAC	CURB STOP REPAIRS	\$905.63
00862	REDCLIFF HOME HARDWARE	CLEANER/CEMENT/CLAMP/VALVE BOXES/PAINT SUPPLIES	\$504.29
00863	JOE JOHNSON EQUIPMENT	SWITCH	\$405.44
00864	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00865	PARK ENTERPRISES	PERMITS	\$3,977.38
00866	RAM EXTERIORS	REROOF BATTING CAGE STORAGE	\$543.64
00867	RURAL MUNICIPALITIES OF ALBERTA	SIGNS/CALCULATOR/GLASS/PAPER/BINDERS/STRIP	\$1,242.62
00868	SITEONE LANDSCAPE	IRRIGATION PARTS	\$758.30
00869	SUMMIT MOTORS	FILTERS	\$95.26
00870	SUPERIOR TRUCK EQUIPMENT	ROLLER/CAPSCREW	\$771.21
00871	RON S ELECTRIC	LIGHTING REPAIRS	\$871.26

00872	APPLIED INDUSTRIAL TECHNOLOGIES	INSERT BRG STANDARD	\$62.62
00873	BERT'S VACUUMS	PAPER PRODUCTS/SOAP/WAX/POLISH	\$1,014.13
00874	WESTERN CANADA WELDING	WELDING RODS	\$188.65
		TOTAL	\$92,075.06

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00369	FARMLAND SUPPLY	PRESSURE GAUGE	\$22.05
00370	RMA FUEL	FUEL	\$2,235.56
00371	SANATEC	VACUUM SEPTIC TANK	\$141.75
00372	CARO ANALYTICAL	WATER ANALYSIS	\$825.72
00373	C.E.M. HEAVY EQUIPMENT	FLEX PIPE/CLAMP/EXHAUST MANIFOLD/INSULATOR/STUD	\$1,395.32
00374	FORTY MILE GAS	UTILITIES	\$73.39
00375	HI-WAY 9	SHIPPING	\$90.04
00376	REDCLIFF HOME HARDWARE	WATER/BLEACH/CLEANER/BROOM	\$46.09
00377	RMA FUEL	FUEL	\$2,298.21
00378	SUMMIT MOTORS	FLEETRITE	\$481.74
00379	THE BOLT SUPPLY HOUSE	BOLTS/NUTS	\$189.56
00380	TRIPLE R EXPRESS	SHIPPING	\$69.30
00381	DILLON CONSULTING	DESIGN TRANSFER SITE/BUILDING/SCALE	\$19,151.96
00382	H2O HAULING	HAUL WATER	\$115.00
00383	RMA FUEL	FUEL	\$1,819.35
00384	TELUS MOBILITY	CELL SERVICE	\$110.25
00385	PUROLATOR	SHIPPING	\$91.33
00386	SHOCKWARE	INTERNET	\$52.45
00387	FARM & INDUSTRIAL WELDING	FABRICATE WIND SCREEN FRAMES AND INSTALL	\$24,412.50
00388	PUROLATOR	SHIPPING	\$41.28
		TOTAL	\$53,662.85

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUNDS TRANSFER

00001	BOSS LUBRICANTS	OMALA/CONTAINER	\$956.53
00002	C.E.M. HEAVY EQUIPMENT	BAND CLAMP	\$25.50
00003	REDCLIFF HOME HARDWARE	TRIMMER	\$642.56
00004	RMA FUEL	FUEL	\$1,262.72
00005	SUMMIT MOTORS	FILTER	\$69.82
00006	SUN CITY FORD	TENSION PULLEY KITS/V-BELT	\$201.38
		TOTAL	\$3,158.51

TOWN OF REDCLIFF
BANK SUMMARIES FOR JULY 31, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	6,063,985.61	1,875,641.68
DAILY DEPOSITS	1,168,472.32	39,469.66
DIRECT DEPOSITS	1,706,849.05	134,211.66
GOVERNMENT GRANTS	0.00	0.00
INTEREST	6,733.52	2,452.04
OTHER DEPOSITS	1,008.93	406.29
SUBTOTAL	2,883,063.82	176,539.65
PAYMENTS	441,107.84	19,966.38
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	55,323.61	0.00
OTHER WITHDRAWALS	6,444,741.75	1,314,672.52
SUBTOTAL	(6,941,173.20)	(1,334,638.90)
TOTAL	2,005,876.23	717,542.43
BANK STATEMENT ENDING BALANCE	2,058,304.72	824,564.15
OUTSTANDING CHEQUES (-)	(59,252.91)	(107,155.29)
DEPOSITS IN TRANSIT (+)	6,824.42	133.57
TOTAL	2,005,876.23	717,542.43
TOTAL CASH	2,723,418.66	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,765,299.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	491,238.00
TOTAL INVESTMENTS		24,256,537.00

TOTAL CASH & INVESTMENTS	26,979,955.66
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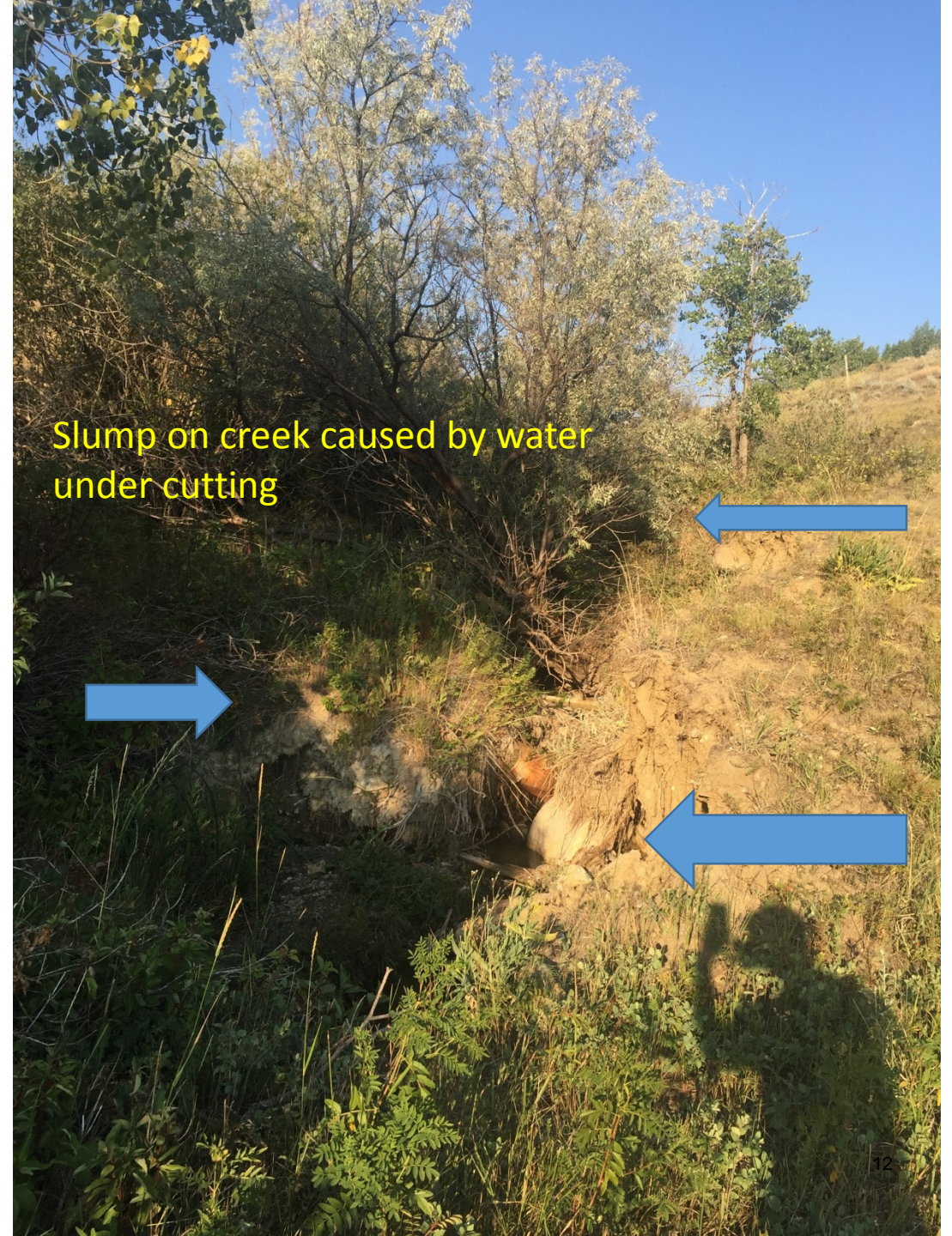
Town Council Meeting Guenther & Dawson Delegation

20 Aug 2018

Discussion Points

- Slope Instabilities
- Fire Risk
- Agriculture Lands
- Therapeutic Role in the Community
- Petition
- Recommendations

Slope Instabilities



Slope Instabilities



Jesmond Area coulee rebuild Aug 2017

Jesmond Area coulee rebuild Aug 2017



Fire Risk

- Grazing removes excess vegetation
- Excess vegetation increases fire risk
- Land managers in other municipalities rely on grazing, mowing, fire guards

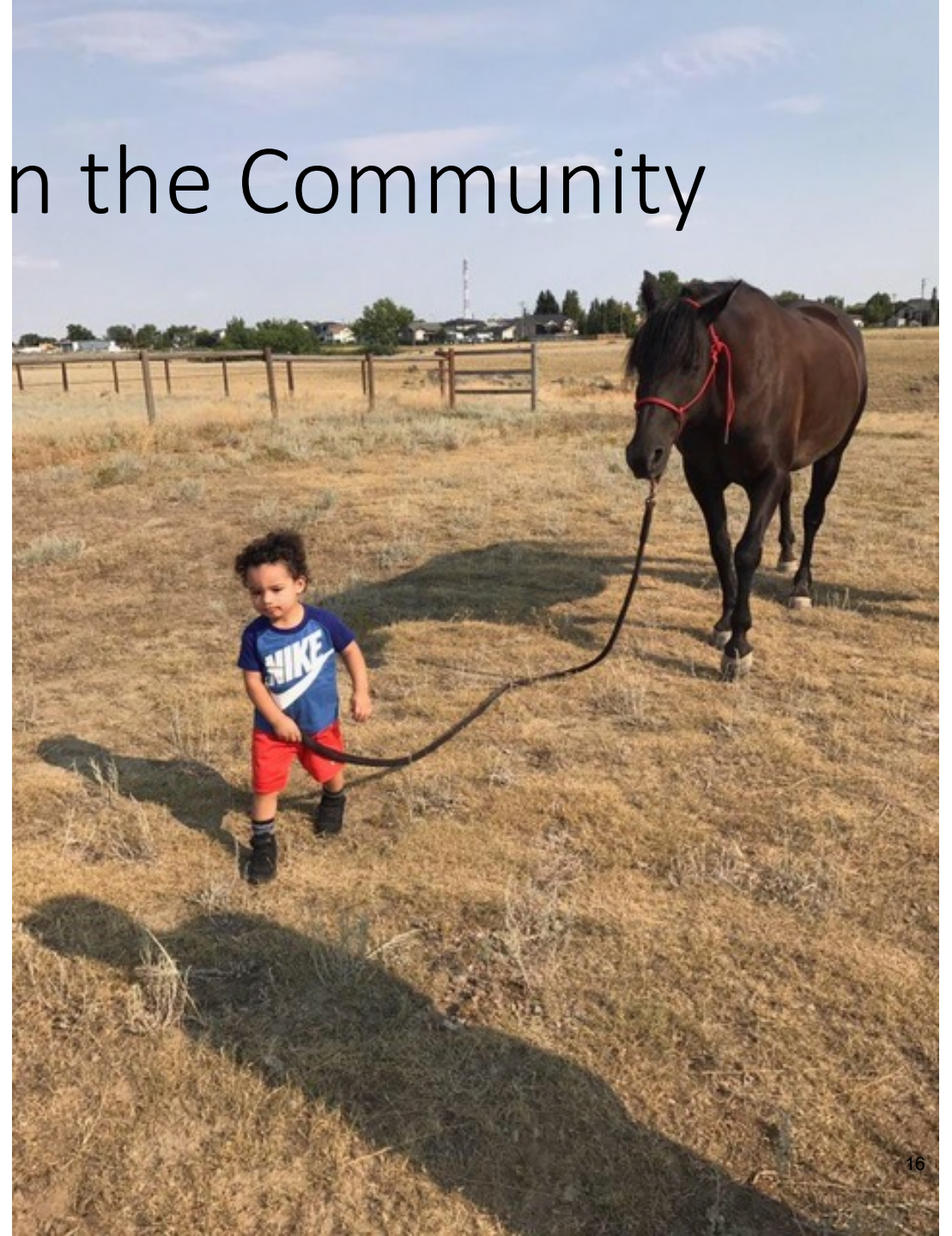
Agriculture Lands

- ALCES, private consulting firm, provides context on the decreased agriculture lands in Alberta and overall Land Use Management Decisions
 - Alberta needs to grow up and not out
- References can be found at their website <https://alces.ca/references/>
 - Alberta by Design and the Land Use Framework
 - Effects of Economic Growth on Landscape Features and Processes in Southern Alberta
- Consideration should be given for the cost of ecosystem goods and services
 - Ecosystem Goods and Services Southern Alberta: A Framework for Assessing Natural Asset Condition
 - “...lack of available biophysical methodologies to quantify ecosystem service magnitudes, as most quantification studies utilize economic valuation techniques”

Therapeutic Role in the Community



**Photo Courtesy of a Pasture
Friend – Sue Schubert**



Petition

- Community surrounding the pasture are discouraged that the horses will be removed
 - Loss of enjoyment of seeing them
 - Concerns related to increase in individuals using the coulee systems
 - Concerns with biking etiquette

Recommendations for Future Processes

- Contact local municipalities to determine better ways at notifying the community of changes
- Request the mountain bike club complete the following prior to any construction
 - Species at Risk surveys
 - Numerous species live in the coulee systems
 - Due to species being uplisted through the *Species at Risk Act* over the last few years, including swallows that nest on coulee breaks, these species and their habitat could be harmed, harassed or destroyed
 - Archaeological surveys of the coulee tops
 - Tipi rings exist on the coulee tops
 - Consider placing out of bounds to digging to ensure no destruction per the *Historical Resources Act*
 - Invasive Species Management
 - Invasive species inventory, monitoring and control per the
 - Babies breath, Leafy spurge and Japanese brome exist in the coulee
 - Will spread further with more human interactions

Questions

31 July 2018

Dear Council,

This letter relates to the grazing lease situated behind the cemetery in Redcliff. Based on the Town of Redcliff meeting minutes of 11 Jun 2018, it came to our attention that the land our horses are currently grazing will no longer be available to us in future years.

We are concerned about this situation as we will be losing access to an area that has been supporting vital aspects of our family lifestyle in Redcliff for over a decade. We are also concerned that such a decision was made without democratic, fair, and conscientious process, namely:

1. There was no public comment period prior to this motion being passed;
2. There was no consultation with the lessee for their input; and
3. There was no apparent consideration by the Town to have more than one user on the landscape.

Currently, I (Karen Guenther) work as a Land Manager for CFB Suffield and any developments/activities that occur on our lands are reviewed by all affected Land Users, whether they are the landowner, lessee, or a general Land User. The Town should consider amending its standard operating procedures to be more inclusive of all users within Redcliff.

The primary focus of this letter, though, is to request from the Town that they consider amending their decision by keeping the area a grazing lease and placing Katherine Dawson and Karen Guenther as the tenants on a 5-year renewable term, while amending the decision to NOT allow the mountain bike club the option of developing trails in the lease (the mountain bike club could still use the other coulee systems should council decide this is an option). As well, we urge the Town to consider environmental studies of the coulee complex prior to making any changes in cemetery expansion. Expanding the cemetery in this area may cause excessive maintenance costs for coulee rebuilds in the future. The following reasons provide justification for amending the decision to allow the grazing lease to exist:

- Slope instabilities. Coulees, such as the ones in Redcliff, are naturally slumping due to precipitation. With the added pressures of human development (i.e., roads, housing, cemetery, construction/upgrading of trails (e.g., digging into the coulee slopes by hand or mechanically)), there is a substantial increase in the likelihood of slumping at a more frequent pace. Examples include:
 - a. the two coulee rebuilds that occurred in the Jesmond subdivision over the summers of 2016 and 2017. Slumping may have been caused by human development (houses and roads) causing pressure on the sensitive soils, overland flow from precipitation leaving yards at a higher rate, and excessive watering of monoculture grass systems on lawns (lawns contain grasses with shallow root systems that do not catch moisture);
 - b. slumping of the coulee on the NW corner of the cemetery. Slumping may have been caused by the installation of irrigation in the cemetery which allowed more

frequent watering and at increased amounts which the coulee systems have not evolved with; and

- c. slumping within the grazing lease along the creek system - throughout the entire lease from East to West. This slumping was caused by the water that was produced from the water treatment plant (prior to the new plant) and dumped 2-3 times daily at an excessive speed causing under-cutting of the creek, therefore slumping. In particular, on the South side of the lease, there is a significant coulee slump that will need repair so as not to lose the road and above/underground infrastructure (e.g., water lines and powerlines) in the Redcliff Way area. This coulee may also have slumped due to human development (houses and roads) causing pressure on the sensitive soils, overland flow from precipitation leaving yards at a higher rate, and excessive watering of monoculture grass systems on lawns (lawns contain grasses with shallow root systems that do not catch moisture).
- Increased human interactions in neighborhoods. This increase of people in these natural areas may cause more crime and a less peaceful environment for the existing residences. We estimate that most individuals will be from Medicine Hat and we question why our tax dollars would support outside users, particularly when coulee slopes slump and need repair due to outside users.
- Decreased fire risk. Grazing keeps the grass at a decreased fire load by removing the litter that fire needs to sustain itself. By removing grazing and only allowing mountain bikes in the coulee, the fire load will increase and therefore, the overall risk of fire will increase causing safety concerns for the surrounding residences.
- Decreased agriculture use across the world. As the world focusses on more economic benefits and human pleasure, the amount of land used for agriculture is decreasing dramatically. This is a concern for those of us that watch prime agriculture land disappear which is land that grows food for the world. Although this grazing lease is not used to produce a food product, the pattern continues here with a municipality choosing economics over the concept of maintaining natural areas for environmental purposes. Without clean air, soil, and water, humans are incapable of sustaining our existence. See further paragraphs below that provide the environmental benefits of intact native prairie grasslands.
- Therapeutic role to the community. Young kids often bring treats to the horses, and we've talked to numerous parents who say that their children will talk to the horses over the fence after hard days and come back refreshed. People generally enjoy seeing the animals on the landscape. It's easy on the eyes and provides an escape for many.
- Petition. Individuals in the community have signed a petition showing concern for the increase in human activity within the coulee breaks. They, along with us, request that the lease remain for grazing.

To mitigate some of the concerns listed above, I provide the following holistic land management practices that we have applied to the grazing lease for the previous 11 years:

- Pasture rotation using electric fence. Horses are lazy by nature and will graze grasslands nearest to their water sources. We place fencing in such a way that forces them to cross

the creek and graze further away from the water source. At the end of the season, they are then allowed to graze closer to their water source as grass becomes scarcer further away. Pasture rotation allows native grasses to regenerate in areas that are used heavily. See two points below regarding protection of native prairie.

- Deferred grazing. The horses are deferred from grazing until early to mid-June to allow the native grasslands to grow to a height that will not kill off the young plants upon being grazed. The horses are also removed off grass in late August to early September to allow carry-over for the next year. Carry-over allows the capture of snow and therefore the growth of grass. Native grasses have long roots that stabilize coulee systems.
- Upkeep of existing facilities. The road into the lease was two-strip gravelled approximately five years ago using a belly dump truck to spread gravel along the tire tracks/strips of the trail. The upkeep of the road creates a surface that allows native grasses to grow down the centre, therefore reducing the overland flow of precipitation that results in coulee slumping.
- Protection of native prairie. Through the grazing regimes mentioned above, native grasslands have remained intact. The following reasons provide justification for keeping native grasslands intact:
 - a. they sequester more carbon dioxide than forests. Clean air is essential for human life and grasslands are considered the most threatened ecosystems globally. See references at the end of this letter;
 - b. they have long rooting systems that hold soil in place. Solonetzic soils, such as the coulee systems in the pasture, have a tendency to slump and erode extensively (per slope instability comments above); and
 - c. they provide wildlife habitat for diminishing grassland populations. The Town of Redcliff is quite fortunate to have native grasslands so close, allowing residents and future generations the opportunity to experience nature in a world that has so much technology and development pressure. Livestock, such as horses, graze in a way that allows diversity on a landscape and therefore more wildlife. Adding further human disturbance through increased bike trails, may cause wildlife to leave the area.
- Allowance of other Land Users. Hikers, dog walkers, and bikers have used the path system in the bottom of the coulees for years. We've developed our exterior and interior fences with gate systems to allow access for all Land Users.

We appreciate your consideration of this request and look forward to meeting with you to discuss the options to amend your decision or to speaking at the next town council meeting.

Sincerely,



Karen Guenther, BSc Ag, PAg
403-928-1592
karenguenther@icloud.com



Katherine Dawson, CD
403-928-2135
dawsonkathy57@yahoo.ca

References:

<https://www.iucn.org/content/interview-temperate-grasslands-most-threatened-biome-world>

<https://ca.news.yahoo.com/canadas-prairies-are-the-most-threatened-ecosystem-on-earth-214654748.html>

https://c402277.ssl.cf1.rackcdn.com/publications/947/files/original/plowprint_AnnualReport_2016_Final_REV09192016.pdf

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JULY 16, 2018 at 7:00 P.M.**

PRESENT: Mayor D. Kilpatrick
Councillors S. Cockle, C. Crozier
L. Leipert, E. Solberg (arrived at 7:07 p.m.)
J. Steinke

Municipal Manager A. Crofts
Manager of Legislative S. Simon
& Land Services
Director of Finance J. Tu (left at 7:12 p.m.)
& Administration

ABSENT: Councillors C. Czember

1. GENERAL

- Call to Order **A)** Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
- 2018-0284 Adoption of Agenda **B)** Councillor Cockle moved the Agenda be adopted as presented. - Carried.
- 2018-0285 Accounts Payable **C)** Councillor Leipert moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.
- 2018-0286 Bank Summary to June 30, 2018 **D)** Councillor Steinke moved the Bank Summary to June 30, 2018, be received for information. - Carried.

2. PUBLIC HEARING

- 2018-0287 Bylaw 1867/2018, Land Use Bylaw 1698/2011 Amendment Re: Cannabis Retail Store Overlay **A)** Mayor Kilpatrick called the Public Hearing for Bylaw 1867/2018, Land Use Bylaw 1698/2011 Amendment Re: Cannabis Retail Store Overlay, to order at 7:02 p.m.
- Manager of Legislative & Land Services confirmed no persons registered prior to the meeting to speak to the matter.
- Persons from the gallery were provided opportunity to speak. Carrie Palmer, KRC Investments commented they would be prepared to install slats in the fencing in an effort to reduce visibility.
- There were no further comments or questions from Council members.

Mayor Kilpatrick declared the Public Hearing closed at 7:03 p.m.

3. MINUTES

- 2018-0288 Council meeting held June 25, 2018 **A)** Councillor Leipert moved the minutes of the Council meeting held June 25, 2018, be adopted as presented. - Carried.
- 2018-0289 Municipal Development Plan Steering Committee meeting held May 30, 2018 **B)** Councillor Cockle moved the minutes of the Municipal Development Plan Steering Committee meeting held May 30, 2018, be received for information. - Carried.
- 2018-0290 Municipal Development Plan Steering Committee meeting held June 27, 2018 **C)** Councillor Cockle moved the minutes of the Municipal Development Plan Steering Committee meeting held June 27, 2018, be received for information. - Carried.

4. BYLAWS

- 2018-0291 Bylaw 1867/2018, Land Use Bylaw 1698/2011 Amendment Re: Cannabis Retail Store Overlay **A)** Councillor Crozier moved Bylaw 1867/2018, Land Use Bylaw (1698/2011), to include Lot 28, Block 80, Plan 0613199 (631 South Railway Drive NE) in the Cannabis Retail Store Overlay, Map A, be given second reading. - Carried.
- 2018-0292 Councillor Crozier moved Bylaw 1867/2018, being an amendment to the Land Use Bylaw (1698/2011), to include Lot 28, Block 80, Plan 0613199 (631 South Railway Drive NE) in the Cannabis Retail Store Overlay, Map A, be given third reading. - Carried.

5. REQUEST FOR DECISIONS

- 2018-0293 2018 Investments **A)** Councillor Crozier moved that Administration be authorized to invest \$6M with CIBC Wood Gundy in short-term to medium-term bonds (invested for a term of one year to ten years) in accordance with Policy No. 23, Investment Policy and MGA Section 250. - Carried.

6. POLICIES

- 2018-0294 Policy 14, Condolences Policy **A)** Councillor Leipert moved Policy 14, Condolences Policy, be approved as presented. - Carried.

7. CORRESPONDENCE

2018-0295 Alberta Culture & Tourism
Re: Stars of Alberta
Volunteer Awards

A) Councillor Cockle moved correspondence from Alberta Culture & Tourism dated June 28, 2018 regarding the Stars of Alberta Volunteer Awards, be received for information.
- Carried.

8. OTHER

2018-0296 Municipal Manager Report to
Council July 16, 2018

A) Councillor Steinke moved the Municipal Manager Report to Council July 16, 2018, be received for information. - Carried.

Councillor Solberg arrived at 7:07 p.m.

2018-0297 Municipal Development Plan
Land Inventory

B) Councillor Steinke moved the Memo to Council dated July 16, 2018 regarding the Town of Redcliff Land Inventory, be received for information. – Carried.

2018-0298 Redcliff/Cypress Regional
Waste Management
Authority
Re: Landfill Graphs to June
30, 2018

C) Councillor Leipert moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to June 30, 2018, be received for information. - Carried.

2018-0299 Council Important Meetings &
Events July 16, 2018

D) Councillor Solberg moved the Council Important Meetings & Events July 16, 2018, be received for information. - Carried.

9. RECESS

Mayor Kilpatrick called for a recess at 7:12 p.m.

Mayor Kilpatrick reconvened the meeting at 7:16 p.m.

10. IN CAMERA (Confidential Session)

2018-0300

Councillor Leipert moved to meet In Camera to discuss one intermunicipal relations matter under Section 21 of the *Freedom of Information and Protection of Privacy Act (FOIP)* at 7:16 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 and Land Services.

2018-0301

Councillor Steinke moved to return to regular session at 9:10 p.m. - Carried.

11. ADJOURNMENT

2018-0302 Adjournment

Councillor Solberg moved to adjourn the meeting at 9:10 p.m. - Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
WEDNESDAY AUGUST 15, 2018 – 12:30 PM
TOWN OF REDCLIFF**

PRESENT: Members: B. Duncan,
L. Leipert (left at 12:32 p.m. ret. at 12:44 p.m.)
J. Steinke, N. Stebanuk,
B. Vine,

Development Officer: B. Stehr
Director of Planning & Engineering J. Johansen
Planning Specialist J. Zukowski
Technical Assistant/Recording Secretary R. Arabsky
Manager of Legislative & Land Services S. Simon

ABSENT: Members: S. Cockle, J. Beach

1. CALL TO ORDER

Chairman Duncan called the meeting to order at 12:30 p.m.

2. ADOPTION OF AGENDA

L. Leipert moved that the agenda be adopted as presented. - Carried.

3. PREVIOUS MINUTES

J. Steinke moved that the previous minutes of June 20, 2018 be adopted as presented. – Carried.

4. REPORTS TO MPC

B. Vine moved to receive for information the following Reports to MPC for the MPC Meeting of August 15, 2018:

A) Dates Development Permits advertised in Cypress Courier.

a) June 19, June 26, July 17, July 31 and Aug. 7, 2018.

B) Development Permit Applications approved/denied by Development Officer.

a) Development Permit Application 18-DP-022
Kelvin Roach
Lot 14-15, Block 1, Plan 8150AS (911 2 Street SE)
Approved: Accessory Building – Detached Garage

b) Development Permit Application 18-DP-023
 Braydn Luba & Amanda Chickeluk
 Lot 10, Block 7, Plan 0021006 (122 Redcliff Way SE)
 Approved: Hot Tub

- c) Development Permit Application 18-DP-024
William Haynes Law Office
Lot 14-15, Block 19, Plan 1117V (411 4 Street SE)
Approved: Permit to Stay
- d) Development Permit Application 18-DP-025
Jacueline Barton
Lot 22, Block 11, Plan 9511357 (739 7 Street SE)
Approved: Above Ground Pool
- e) Development Permit Application 18-DP-026
Trent Krell
Lot 109, Block 1, Plan 0213235 (39 Riverview Drive SE)
Approved: In Ground Pool
- f) Development Permit Application 18-DP-028
Bruce Buckingham
Lot 6, Block 2, Plan 7811074 (615 Main Street S)
Approved: Deck with Pergola
- g) Development Permit Application 18-DP-029
Yvonne Kuttnick
Lot 12, Block 3, Plan 9011355 (612 Sangster Cr. SW)
Approved: Home Occupation – Used Clothing Sales
- h) Development Permit Application 18-DP-030
Trent Krell
Lot 109, Block 1, Plan 0213235 (39 Riverview Drive SW)
Approved: Accessory Building – Pool Shed
- i) Development Permit Application 18-DP-031
Mama's Greenhouse – Andy Vis
Lot 21-28, Block 97, Plan 1117V (113 6 Street NW)
Approved: Partial Demolition of Greenhouse
- j) Development Permit Application 18-DP-032
South Country Co-op Ltd.
Lot 16, Block 1, Plan 0610051 (1631 Broadway Ave. E)
Approved: Diesel Exhaust Fluid Dispenser
- k) Development Permit Application 18-DP-034
Dwight Kilpatrick
Lot 38-40, Block 1, Plan 8150AS (938 3 Street SE)
Approved: Sunroom & Deck
- l) Development Permit Application 18-DP-035
Krista Evans
Lot 15, Block 83, Plan 1117V (18 4 Street NE)
Approved: Home Occupation – Photography

- m) Development Permit Application 18-DP-036
 Crystal Graham
 Lot 18, Block 6, Plan 9611374 (609 2 Street SE)
 Approved: Home Occupation – Homemade Candy (Sugars)
 Note: Development Permit Approved by the Municipal Manager in absence of the Development Officer.

C) Appeals of Development Decisions received since the last MPC Meeting.

- a) No appeals of Development decisions have been received.

D) SDAB Decisions rendered since the last MPC Meeting.

- a) No SDAB decisions have been rendered since the last MPC Meeting.

E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC.

- a) Council amended the Land Use Bylaw Cannabis Retail Store Overlay to include Lot 28, Block 80, Plan 0613199 (631 South Railway Drive NE).

- Carried.

5. DEVELOPMENT PERMIT APPLICATION(S) FOR MPC CONSIDERATION

- A)** No Development Permit Applications for MPC Consideration have been received.

L Leipert moved that no Development Permit Applications for MPC consideration have been received. - Carried.

6. ITEMS FOR MPC COMMENT

- A)** Land Use Bylaw Amendment Application
 2107674 AB Ltd.
 #4 – 116 Broadway Avenue E. (Lots 14-18, Block 73, Plan 755AD)
 Cannabis Retail Store Overlay

L. Leipert declared a pecuniary interest and abstained from discussion and voting. L. Leipert left the meeting at 12:32 p.m.

J. Steinke moved, with regard to the Application for Land Use Bylaw Amendment from 2107674 AB Ltd. at #4 - 116 Broadway Avenue E. (Lot 14-18, Block 73, Plan 755AD), that the following comment be submitted to Council:

Consensus of the Municipal Planning Commission is that it does not support the application for Land Use Amendment Application from 2107674 AB Ltd. to include the property at #4 - 116 Broadway Avenue E. (Lot 14-18, Block 73, Plan 755AD) in the Cannabis Retail Store Overlay as presented. – Defeated.

L. Leipert returned to the meeting at 12:44 p.m.

7. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 12:44 p.m. – Carried.

Chairman

Secretary



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 June 19, 2018

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

Board Members:

X= absent

Dean Blezard	Lane Ristau
Dean Schmaltz	Gary Hurlbert X
Jeff Anderson X	Wayne Gutfriend
Roy Coghlan	Charles Rathke
Brad Hayward	Chad Vossler

Director of Golf: Glenn Racz

Town Representatives: Chris Czember X

Minutes of Last Meeting:

- motion to accept – Charles , seconded by Roy

Reports:

1. Town Liason – absent

2. Financial

- Roy gave an overview of the breakdown : Revenue was up 18.4 , Expenses were under 14.7 , Gross Profit was 33.2 over budget resulting in a profit increase of 47.0 to budget.

- caution on our cost of goods as they appear low which could reverse somewhat in June results

- There was a discussion on the drop in membership numbers the last 2 years and steps that could be taken to help increase memberships. Twilight and half year memberships were discussed. Glenn will pursue these opportunities to get additional income.

Committee Reports:

1. Grounds

- discussion re steps to ensure Scott is a properly defined contractor. He must have his WCB and a GST number.

- there was a discussion on bunker repair with a cost of \$6000 , this was deferred at this time

2. Clubhouse / Pro Shop

- restaurant sales are up slightly for the month and year to date
- proshop sales are down due to the late start of the season. Inventory levels are down 15% . The proshop looks good and we should see increased sales in June and going forward
- green fee / food app is showing positive results

Open General Discussion:

- discussion re fundraisers to promote club projects and what methods could be used such as social media

Glenn mentioned that after the General meeting on June 18, Denise Booker approached Glenn and suggested that any future general meetings should have an attendance sheet as well as a central location, such as a podium with a microphone, for members to ask questions from.

Next Meeting Date: July 31, 6:30pm

Adjournment: Dean closed the mtg at 8pm

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: August 20th, 2018

PROPOSED BY: Planning & Engineering Department

TOPIC: Bylaw 1868/2018, Smoke-Free Bylaw

PROPOSAL: That council consider giving first reading to the proposed Smoke-Free Bylaw

BACKGROUND:

Federal legalization of recreational cannabis is October 17, 2018. Municipalities like Redcliff have authority over where public consumption of cannabis is permitted.

Currently the Town of Redcliff does not have a smoking bylaw and follows regulations set in the Alberta Tobacco and Smoking Reduction Act. Municipalities have had in the past, and continue to have, the option to adopt a smoking bylaw if desired. The more restrictive regulations prevail in the case of a conflict between provincial and municipal smoking regulations.

Cannabis lounges and the sale of cannabis edibles will not be legal on October 17, 2018. The federal government indicated cannabis lounges and edibles will be legal within one year of the original cannabis legalization date; however, this is subject to change. There are no restrictions on a person making or consuming their own cannabis edibles under current laws.

Smoking in cannabis lounges and the consumption of cannabis edibles were considered out of the scope of the Smoke-Free Bylaw because they are not yet legal. Additionally, homemade cannabis edibles have little to no scent and are considered less of a nuisance than smoking cannabis. Edibles also come with enforcement challenges because it can be hard to differentiate cannabis edibles from other foods.

BYLAW DEVELOPMENT PROCESS & CONSULTATION:

Research

Resources from the Alberta Urban Municipalities Association (AUMA), Brownlee LLP, the Federation of Canadian Municipalities, the Alberta Gaming and Liquor Commission, Health Canada, Alberta Health Services, and various municipalities in Alberta were reviewed and considered prior to drafting the proposed Smoke-Free Bylaw.

Council Involvement

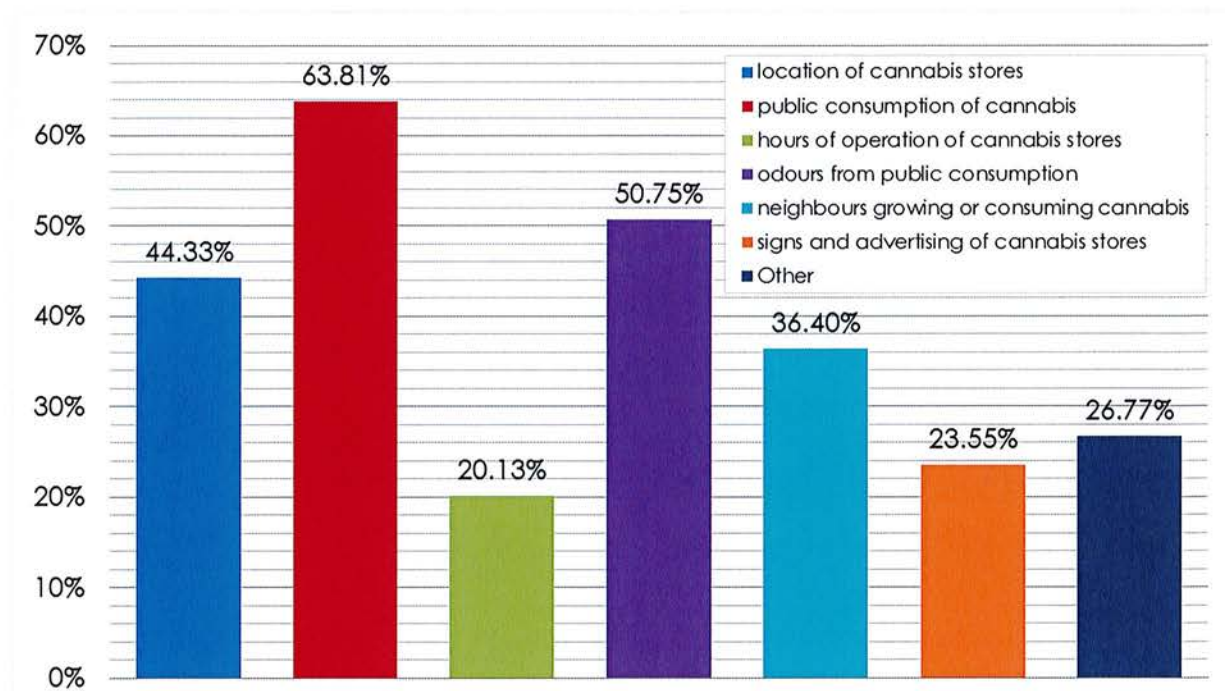
Ten requests for decision related to cannabis legalization were brought to council on April 9th to provide Administration with policy direction. Council was also provided with the public engagement results, for information, on April 9th.

Public & Stakeholder Involvement

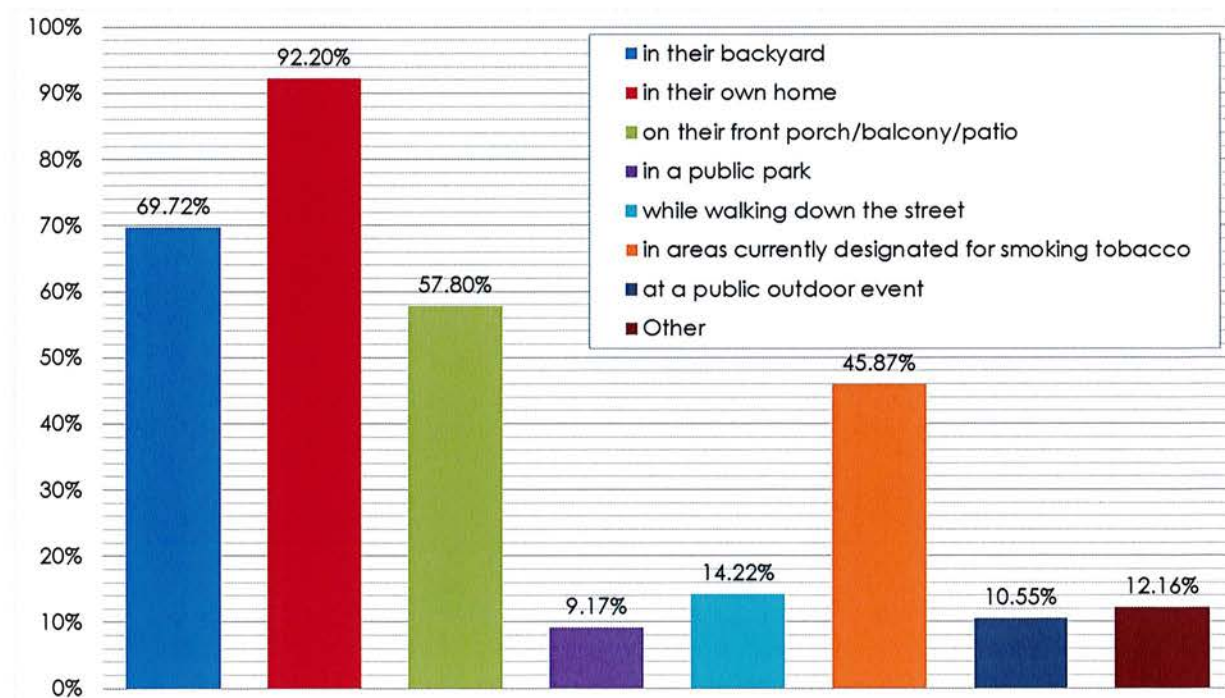
A public survey was released on March 6th and collected 467 responses before closing on March 31st. Additionally, two open houses on cannabis legalization were held at Town Hall on March 15th and 20th. Planning and Engineering worked closely with Bylaw Enforcement to develop the Smoke-Free Bylaw. Administration also met with representatives from the RCMP and neighbouring municipalities to discuss approaches to addressing cannabis legalization.

Public Survey Highlights

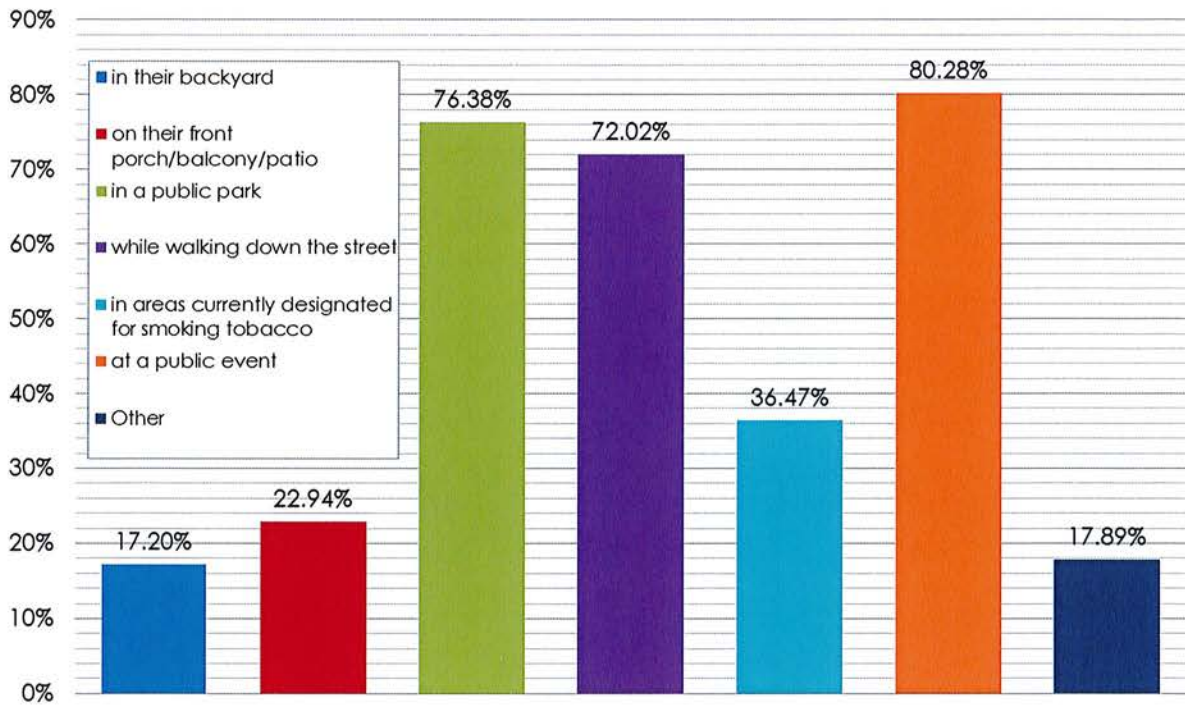
- the two largest concerns with cannabis legalization amongst survey respondents were public consumption of cannabis (64%), and odours from public consumption of cannabis (51%).



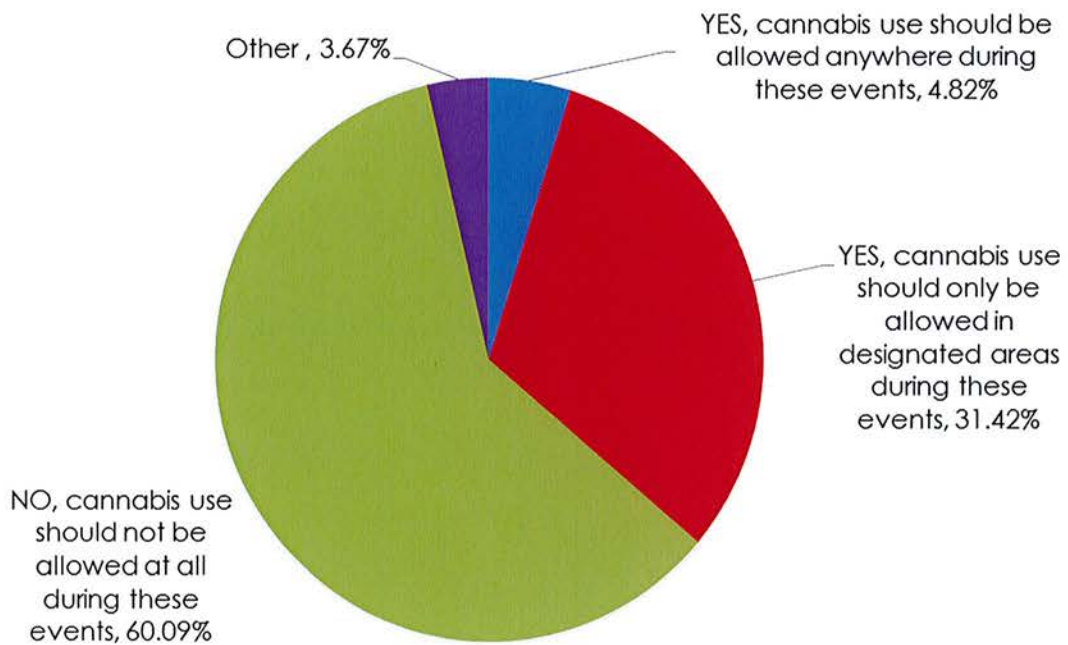
- survey respondents felt it was most acceptable for people to consume cannabis in their own home (92%), and on their private property (front porch, backyard, patio).



- survey respondents felt it was least acceptable for people to consume cannabis at a public event (80%), in a public park (76%), and while walking down the street (72%).



- Over 60% of respondents felt cannabis use should not be allowed at all during public events.



ALTERNATIVES & ANALYSIS

There are multiple approaches the Town of Redcliff may take in regards to regulating smoking in preparation for cannabis legalization. Three main options, and the pros and cons of each, are outlined in the table below.

OPTION	PROS	CONS
1. Business As Usual Follow the provincial regulations set in the Tobacco and Smoking Reduction Act, and do not enact a municipal smoking bylaw	<ul style="list-style-type: none"> consistency with provincial laws time and money saved by the municipality by not creating, enforcing, and educating the public on a new bylaw 	<ul style="list-style-type: none"> the provincial smoking regulations have many gaps, as outlined in Attachment 4 (i.e. nicotine vaping is not covered) option 1 fails to address survey respondent concerns with smoking cannabis at outdoor events and in public parks
2. City of Calgary Approach Create a municipal smoking bylaw, and have separate rules for smoking tobacco and cannabis, with cannabis rules the more stringent	<ul style="list-style-type: none"> covers the gaps in provincial smoking regulations cannabis is treated like alcohol, with public consumption banned prevents exposure to cannabis and associated odours in all public places 	<ul style="list-style-type: none"> possible public confusion if a public smoking area only permits certain types of smoking and bans others possible enforcement issues may arise in trying to determine what substance a person is smoking, as only certain substances are permitted to be smoked in public doesn't accommodate those with a medical marijuana prescription, legal advisors note an exception would have to be made for those with a prescription to smoke in public, possibly causing enforcement confusion
3. AHS Recommended Approach Create a municipal smoking bylaw, and align regulations for all types of smoking	<ul style="list-style-type: none"> recommended option by Alberta Health Services and Action on Smoking and Health covers the gaps in provincial smoking regulations clear rules for the public to follow because regulations are the same regardless of which substance is smoked eliminates confusion where it may be difficult for law enforcement to determine which substance is being smoked regardless of the substance, all odours caused by smoking may be considered a nuisance, and should be treated equally removes smoking from most public places, while still permitting some discrete places for consumption outside of a private residence, which also accommodates those with medical marijuana prescriptions alignment with student engagement in September 2017, which noted the desire for smoke-free parks, regardless of the substance being smoked 	<ul style="list-style-type: none"> some public exposure to cannabis and associated odours may occur cannabis is not treated like alcohol and is permitted in certain public areas

Chosen Option

Option 3

SUMMARY OF PROPOSED SMOKE-FREE BYLAW REGULATIONS UNDER OPTION 3:

- The name “Smoke-free Bylaw” was chosen to emphasize the restrictions on smoking outlined in the bylaw, rather than denote a total smoking ban, and align with smoking bylaw names from other Albertan municipalities adopting similar regulations. Council has the ability, if desired, to change the name of the bylaw. Possible other bylaw names could be “Smoking Bylaw”, “Smoke-Free Public Places Bylaw”, or “Smoking Regulations Bylaw”.
- The definition of smoking is comprehensive, covering tobacco, cannabis, shisha, herbs, and e-liquid substances. The definition of smoking includes cigarettes, vapourizers, vaping, cigars, hookahs, and pipes.
- Smoking is permitted only:
 - In a Private Residence;
 - Along a sidewalk, roadway, or street, or in a parking lot at least 10 metres away from a Park or Recreational Area, or exit, doorway, openable window, or air intake of a Public Place or Workplace; and
 - In a Designated Smoking Area.
- Smoking is not permitted in a:
 - Public Place;
 - Public Vehicle;
 - Vehicle with a Minor;
 - Workplace; or
 - Within 10 metres from a Park or Recreational Area, or exit, doorway, openable window, or air intake of a Public Place or Workplace.
- A Proprietor of a property may apply for a development permit to create a Designated Smoking Area, in accordance with the provisions of the Smoke-Free Bylaw.
- A Proprietor is required to post “No Smoking” and “Designated Smoking Area” signs on their property.
- Regulations prohibiting the Disposal of Smoking products, substances, and accessories for fire prevention and litter control.
- Fine of \$100.00 for smoking in a prohibited area as per Council resolution on April 9th, 2018.
- Large fines for littering and for Proprietors in contravention of the Bylaw.

SUMMARY/CONCLUSION:

The Smoke-Free Bylaw balances the need to eliminate the nuisance of all types of smoking and vaping, while still permitting smoking and vaping in certain public areas such as sidewalks and

Designated Smoking Areas. Administration recommends Council adopt the Smoke-Free Bylaw to create comprehensive regulations for smoking and vaping of all substances, simplify enforcement, and promote a smoke-free municipality.

POLICY/LEGISLATION:

Federal: Bill C-45, the Cannabis Act

Provincial: Bill 26, An Act to Control and Regulate Cannabis

O.C. 027/2018, Gaming and Liquor Amendment Regulation

Bill 6, Gaming and Liquor Statutes Amendment Act

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

1. Proposed Smoke Free Bylaw 1868/2018
2. Alberta Tobacco and Smoking Reduction Act
3. What We Heard Report on Cannabis Survey Results
4. Alberta Provincial Restrictions on Smoking/Vaping based on Product Type & Location (gaps in current Alberta Tobacco and Smoking Reductions Act)
5. Selected Tobacco/Smoking Restrictions in Alberta Municipalities

OPTIONS:

1. Council give first reading to Bylaw 1868/2018.
2. Council give first reading to Bylaw 1868/2018, and Administration proceed to provide notice and advertise for a non-statutory public hearing in accordance with the Procedural Bylaw.
3. Council give first reading to Bylaw 1868/2018, and Administration proceed to provide notice and advertise for a public open house and a non-statutory public hearing in accordance with the Procedural Bylaw.
4. Council not give first reading to Bylaw 1868/2018.

RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1868/2018 be given first reading.
2. Councillor _____ moved Bylaw 1868/2018 be given first reading. Further, that Administration proceed with providing notice and advertise for a non-statutory public hearing as per the Town of Redcliff Procedural Bylaw for September 24, 2018, to be held during the regularly scheduled Council meeting of September 24, 2018.
3. Councillor _____ moved Bylaw 1868/2018 be given first reading. Further, that Administration proceed with holding a public open house with respect to the proposed Bylaw 1868/2018, Smoke Free Bylaw. And further, that a non-statutory public hearing,

as per the Town of Redcliff Procedural Bylaw, be scheduled for September 24, 2018, to be held during the regularly scheduled Council meeting of September 24, 2018.

SUBMITTED BY:



Department Head



Municipal Manager

**BYLAW NO: 1868/2018
TOWN OF REDCLIFF**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO REGULATE PUBLIC PLACES AND WORKPLACES WITHIN THE TOWN OF REDCLIFF TO BE SMOKE-FREE.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, Council may pass a Bylaw respecting the safety, health and welfare of people, and the protection of people and property, and for purposes respecting nuisances.

AND WHEREAS it has been determined second-hand smoke produced from tobacco consumption, cannabis consumption, vaping, and other similar activities can be a nuisance and is a health hazard for inhabitants of the Town of Redcliff.

AND WHEREAS the Council of the Town of Redcliff, duly assembled, deem it is in the best interest of promoting the health, safety and welfare of the public to regulate the locations where vaping and the smoking of tobacco, cannabis, and related substances can occur within the municipal corporate limits.

NOW THEREFORE, the Council of the Town of Redcliff in open meeting assembled, enacts as follows:

**PART 1
SHORT TITLE & DEFINITIONS**

SHORT TITLE

- (1) This Bylaw may be cited as the "Smoke-Free Bylaw".

DEFINITIONS

- (2) The following Acts and Regulations are referenced in this Bylaw and are referred to in this Bylaw by their short title as listed below:

	Act or Regulation	Short Title
(a)	Controlled Drugs and Substances Act, R.S.C. 1996, Chapter 19, and its regulations, as amended or replaced	Controlled Drugs and Substances Act
(b)	Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34, and its regulations, as amended or replaced	Provincial Offences Procedure Act
(c)	Alberta Gaming, Liquor and Cannabis Act, R.S.A 2000, Chapter G-1, and its regulations, as amended or replaced	Gaming, Liquor and Cannabis Act

(d) Alberta Tobacco and Smoking Reduction Act, R.S.A. 2005, Chapter T-3.8, and its regulations, as amended or replaced	Alberta Tobacco and Smoking Reduction Act
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DEFINITIONS

- (3) Any word or expression that is specifically defined in the Acts and Regulations listed in Section (2) are adopted for the purposes of the interpretation and application of this Bylaw and have the same meaning under this Bylaw as defined in those statutes, unless otherwise specifically defined differently in this Bylaw or unless the context necessarily implies a different meaning.
- (4) In this Bylaw:
- (a) **BYLAW ENFORCEMENT OFFICER** means a person appointed by **Council** as a **Bylaw Enforcement Officer** for the **Town** or their designate;
 - (b) **CAMPGROUND** means any area designated by **Council** as a site intended for use by camping accommodation units on a temporary basis.
 - (c) **CANNABIS** has the same meaning as in the Controlled Drugs and Substances Act.
 - (d) **COMMON ACCESS DOOR** means a building access and or egress door that may be used by the public or workers to access a **Public Place** or **Workplace**.
 - (e) **COUNCIL** means the duly elected and sworn in **Council** of the **Town**.
 - (f) **DESIGNATED SMOKING AREA** means a specified area where **Smoking** is permitted and which **Minors** are not permitted to enter.
 - (g) **DISPOSE** means the dumping, discharging, throwing, dropping, discarding, abandoning, spilling, leaking, pumping, pouring, emitting or emptying of any substance or material.
 - (h) **HOTEL** means an overnight accommodation facility, including an inn, guesthouse or bed and breakfast.
 - (i) **LICENSED PREMISES** means licensed premises as defined under the Gaming, Liquor and Cannabis Act, including an outdoor eating or drinking area that is part of or operated in conjunction with the premises.
 - (j) **MINOR** means a person under the age of 18 years.
 - (k) **MUNICIPAL BUILDING** means any of the buildings owned, leased, operated or occupied by the Town.
 - (l) **MANAGER** means a **Person** appointed to the position of Chief Administrative Officer for the **Town** by **Council** and known as the Municipal **Manager**.

- (m) **PARK AND RECREATIONAL AREA** means any indoor or outdoor space controlled, developed, or designated by the **Town** to be used for rest, recreation, exercise, pleasure, amusement, or enjoyment, including a public park, playground, sports field, campground common area, recreational area, pool, arena, skate or bicycle park, ice rink, water playground, court, or pathway in the trail system, but excludes individual campsites.
- (n) **PEACE OFFICER** means **Peace Officer** as defined in Provincial Offences Procedure Act.
- (o) **PERSON** means any corporation, firm, partnership, association or registered company, as well as a natural **Person**.
- (p) **PRIVATE RESIDENCE** means a self-contained living premise for domestic use of one or more persons and is provided with a separate private entrance from the exterior of a building or from a common hall, lobby or stairway. A **Private Residence** also includes an individual campsite in a campground.
 - (i) a **Private Residence** is a **Workplace** if a home business is operated from the residence only at the time when employees or patrons who do not live in the residence are present; and
 - (ii) only that part of a **Private Residence** in which the business is operated is a **Workplace** for the purposes of this Bylaw.
- (q) **PROPRIETOR** means the owner, tenant, or occupant of a property or part of a property or their agent or representative, and includes any **Person** in charge thereof or any **Person** who controls, manages, governs or directs the activity carried on therein.
- (r) **PUBLIC VEHICLE** means transit buses, school buses, chartered buses, **Town** vehicles, and taxis, except when the only person in the taxi is the taxi driver.
- (s) **PUBLIC PLACE** means all or any part of a property, building, structure, or other indoor or outdoor area to which members of the public have access as of right or by express or implied invitation including:
 - (i) Common areas of a multi-unit residential facility, including parks, patios, pools, other recreation areas and enclosed parking garages;
 - (ii) An outdoor bus or taxi shelter;
 - (iii) School buildings, grounds, and parking areas;
 - (iv) **Licensed Premises;**
 - (v) **Restaurants;**
 - (vi) Outdoor areas of a **Restaurant**, such as a patio, where eating or consumption of alcohol is permitted;
 - (vii) **Hotels;**
 - (viii) **Park and Recreational Areas;**
 - (ix) **Libraries;**

- (x) **Municipal Buildings;**
 - (xi) Public entrances to multi-unit residential facilities, public buildings, **Licensed Premises, Restaurants, Hotels, Workplaces**, and commercial buildings; and
 - (xii) A walkway, patio, or deck on the site of a **Public Place** used by the public to access the **Public Place**;
- but does not include a **Private Residence**, sidewalk, roadway, or street, or parking lot.
- (t) **RESTAURANT** means a place where food or beverages are prepared for consumption on the premises.
 - (u) **SMOKE OR SMOKING** means to inhale, exhale, burn, smoke, vape, hold, or otherwise have control over a lit or active cigarette, e-cigarette, vapourizer, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco, cannabis, shisha, e-liquid, concentrate, dried herb, or any other substance for the purpose of inhaling or tasting omissions; irrespective of whether the **Person** is inhaling or exhaling the smoke or vapour emitted from it.
 - (v) **TOWN** means the municipal corporation of the **Town** of Redcliff or the area contained within the **Town** boundaries as the context requires.
 - (w) **WORKPLACE** means all or any part of a property, building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages, walkways and decks on the site used to access the **Workplace**, and work vehicles.

PART 2 REGULATIONS

SMOKING PROHIBITED

- (5) No person shall **Smoke** in a:
 - (a) **Public Place**;
 - (b) **Public Vehicle**;
 - (c) vehicle with a **Minor**;
 - (d) **Workplace**; or
 - (e) Within 10 metres (approximately 32 feet) of:
 - (i) The boundary of a Park and Recreational Area; or
 - (ii) Any entrance, exit, doorway, openable window, or air intake of a **Public Place** or **Workplace**;

Regardless of whether or not a "No Smoking" sign is posted or visible.

- (6) No **Proprietor** shall permit smoking in any place listed previously in Section (5), whether or not a “No Smoking” sign is posted or visible.

SMOKING PERMITTED

- (7) Smoking is permitted, unless otherwise stated in this Bylaw:
- (a) In a **Private Residence**;
 - (b) Along a sidewalk, roadway, or street;
 - (c) In a parking lot; and
 - (d) In a **Designated Smoking Area**.

DESIGNATED SMOKING AREAS

- (8) A **Proprietor**, at their discretion, may apply for a Development Permit to create a **Designated Smoking Area** in a **Public Place** or **Workplace**.
- (9) A **Designated Smoking Area** must:
- (a) Be screened from the view of the general public,
 - (b) Not be closed in by a roof or ceiling and walls that prevent natural air circulation;
 - (c) Be equipped with one or more doors which are kept closed except when actually in use for ingress or egress;
 - (d) Be 10 metres (approximately 32 feet) from any **Common Access Door**, openable window, or air intake of a **Public Place** or **Workplace**; and
 - (e) Not include food or beverage service.
 - (f) Not have cleanup or trash removed while smoking is permitted.
- (10) Notwithstanding sections (5)(e) and (9)(d), a **Designated Smoking Area** may be placed within 3 metres (approximately 10 feet) of a door provided that:
- (a) The door is not a **Common Access Door** to the **Public Place** or **Workplace**;
 - (b) Warning signs are posted on or adjacent to the door on the side that is away from the **Designated Smoking Area**, that the door opens to a **Designated Smoking Area**;
 - (c) The door has a functioning automatic closer and is only open when the door is being used for access and egress from the **Designated Smoking Area**; and
 - (d) The door is in an area that is at least 5 metres (approximately 16 feet) away where **Minors** are permitted on the side of the door away from the **Designated Smoking Area**.
- (11) No **Proprietor** shall permit a **Minor** to enter a **Designated Smoking Area**.

SIGNAGE

- (12) A **Proprietor** shall ensure that signs indicating smoking is prohibited are conspicuously and continuously posted, and clearly visible and legible to all persons entering the property.

- (13) A **Proprietor** of a property or part of a property in which smoking is permitted shall ensure signs indicating a **Designated Smoking Area** are conspicuously and continuously posted, and clearly visible and legible to all persons entering the property or part of the property.
- (14) Only a **Proprietor** or a **Person** acting under the **Proprietor's** instructions shall remove, alter, deface, conceal or destroy a sign that is posted or displayed under this Bylaw.

LITTERING

- (15) No **Person** shall **Dispose** of or allow the **Disposing** of any product or substance, or part of a product or substance, **Smoked** or used to **Smoke**, anywhere in the **Town**, other than in:
 - (a) a garbage receptacle provided for the containment of litter for material that is not burning, or
 - (b) In a special receptacle provided for and marked for the receiving of burning materials.

PART 3 OFFENCES & PENALTIES

OFFENCES

- (16) Any **Person** who contravenes any provision of this Bylaw is guilty of an offense punishable by issuance of either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the Provincial Offenses Procedure Act of Alberta as amended.

PENALTIES

- (17) A ticket issued under section (16) shall:
 - (a) state the provision of this Bylaw alleged to have been contravened; and
 - (b) state the fine set out in Schedule "A" to this Bylaw.
- (18) A ticket shall be deemed to be sufficiently served for the purposes of this Section if:
 - (a) Served personally on the **Person** alleged to have contravened the provision of this Bylaw set out in the violation notice;
 - (b) Mailed to the address of any registered owner of the vehicle in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded; or
 - (c) Attached to or left upon the vehicle in respect of which the offence is alleged to have been committed.

GENERAL

- (19) Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid by a Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.
- (20) When there is a conflict between a provision of this Bylaw and the Alberta Tobacco and Smoking Reductions Act, the more restrictive provision prevails.
- (21) It is the intention of Council that if any portion of this Bylaw be declared invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw shall remain valid and enforceable.
- (22) If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.

READ a first time this _____ day of _____ 2018 A.D,

READ a second time this _____ day of _____ 2018 A.D,

READ a third time this _____ day of _____ 2018 A.D,

PASSED and **SIGNED** this _____ day of _____ A.D, 2018

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

Schedule "A": Fines

Nature of Offence	Section	Penalty
Smoking in a prohibited area	(5)	\$100.00
Proprietor allowing Smoking in a prohibited area	(6)	\$500.00
Designated Smoking Area not set up or located in adherence with the regulations of this bylaw.	(8), (9), (10)	\$1,000.00
Per incident of a Proprietor allowing a Minor to enter a Designated Smoking Area	(11)	\$100.00
Proprietor allowing the serving beverages or food in a Designated Smoking Area	(9)(e)	\$250.00
Proprietor allowing Persons under his employ to clean up the Designated Smoking Area or remove trash from the Designated Smoking Area while smoking is permitted.	(9)(f)	\$250.00
Failure to comply with no Smoking signage requirements	(12), (14)	\$50.00
Failure to comply with Designated Smoking Area signage requirements	(10)(b), (13), (14)	\$250.00
Improper disposal of Smoking products or substances including starting a fire or spilling of substances.	(15)	\$500.00



Province of Alberta

TOBACCO AND SMOKING REDUCTION ACT

Statutes of Alberta, 2005
Chapter T-3.8

Current as of June 27, 2018

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Amendments Not in Force

This consolidation incorporates only those amendments in force on the current as of date shown on the cover. It does not include the following amendments:

2013 c24 s3(c), (d), and (e) amends s1, s4(a) amends s3, s6 amends s5, s7 amends s6, s8(a) amends s7, s19(b), (c), (d)(e.4), (f)(g.2) amends s9(1), s20 amends s10, s22 amends ss3.1(1), 8.1, 8.2 and repeals and substitutes s8.3.

Regulations

The following is a list of the regulations made under the *Tobacco Reduction Act* that are filed as Alberta Regulations under the Regulations Act

Alta. Reg.	Amendments
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Tobacco and Smoking Reduction Act

Tobacco and Smoking Reduction.....	240/2007 4/2008, 24/2008, 169/2013, 201/2014
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TOBACCO AND SMOKING REDUCTION ACT

Chapter T-3.8

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

- (a) “advertise” means to use any commercial communication, through any media or other means, that is intended to have or is likely to have the effect of
 - (i) creating an awareness of or association with a tobacco product, a brand of tobacco product or a manufacturer or seller of a tobacco product, or
 - (ii) promoting the purchase or use of a tobacco product or a brand of tobacco product;
- (a.1) “group living facility” means
 - (i) a facility for the long-term care of veterans,
 - (ii) a nursing home under the *Nursing Homes Act*,
 - (iii) a facility as defined under the *Mental Health Act*,
 - (iv) a residential facility operated to provide accommodation and maintenance for unemployed or indigent adults only, or
 - (v) a supportive living accommodation licensed under the *Supportive Living Accommodation Licensing Act*;
- (b) “hotel” includes an inn, a guesthouse and a bed-and-breakfast facility;
- (c) “licensed premises” means licensed premises as defined under the *Gaming, Liquor and Cannabis Act* including an outdoor eating or drinking area that is part of or operated in conjunction with the premises;
- (d) “manager” means an employer or other person who, directly or indirectly, controls, directs or is responsible for a place or who controls the activities in the place;
- (d.1) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (e) “minor” means a person who is under 18 years of age;

- (e.01) “peace officer” means a peace officer as defined in the *Provincial Offences Procedure Act*;
- (e.1) “pharmacy” means a pharmacy as defined in the *Pharmacy and Drug Act*;
- (e.2) “promote” means to use any commercial act or practice that is intended to encourage or is likely to encourage the purchase or use of a tobacco product or a brand of tobacco product or to create an awareness of or association with a tobacco product, a brand of tobacco product or a manufacturer or seller of a tobacco product;
- (f) “public place” means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation including
 - (i) the common areas of a multi-unit residential facility, including patios, pools, other recreation areas and enclosed parking garages,
 - (ii) a group living facility,
 - (iii) an outdoor bus or taxi shelter,
 - (iv) licensed premises,
 - (v) a restaurant, and
 - (vi) a hotel;
- (g) “public vehicle” means a bus, taxi or other vehicle that is used to transport members of the public for a fee;
- (h) “restaurant” includes a coffee shop, cafeteria, sandwich stand, food court, any other eating establishment and an outdoor eating area that is part of or operated in conjunction with the restaurant;
- (h.1) “retailer” means a person engaged in a business that includes the sale of tobacco products;
 - (i) “smoke” means to smoke, hold or otherwise have control over a lit tobacco product;
 - (j) “tobacco product” means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;

- (k) “workplace” means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles;
- (l) “work vehicle” means a vehicle owned or leased by an employer and used by employees during the course of their employment.

2005 cS-9.5 s1;2007 c40 s3;2009 cS-23.5 s26;
2013 c24 s3;2013 cS-19.3 s25;2017 c21 s29

Exclusions

2(1) Nothing in this Act affects the rights of aboriginal people respecting traditional aboriginal spiritual or cultural practices or ceremonies.

(2) Subject to section 4, this Act does not apply to a building, structure or vehicle, or a part of a building or structure, that is used as a private residence.

Smoking prohibited

3 Subject to section 5, no person shall smoke

- (a) in a public place,
- (b) in a workplace,
- (b.1) in a vehicle in which a minor is present,
- (c) in a public vehicle, or
- (d) within a prescribed distance from a doorway, window or air intake of a public place or workplace.

2005 cS-9.5 s3;2007 c40 s4;2013 c24 s4

Prohibition re minors

3.1(1) No minor shall smoke a tobacco product

- (a) in a place referred to in section 3,
- (b) in any outdoor place or area to which members of the public have access as of right or by express or implied invitation, including a highway within the meaning of the *Traffic Safety Act*,

- (c) in a school building, on school grounds or in any parking areas used in relation to a school building, or
- (d) in a vehicle that is in a public place or in an outdoor place or area referred to in clauses (a) to (c).

(2) No minor shall possess or consume a tobacco product in a place referred to in subsection (1).

2013 c24 s5

Private residence

4(1) Subject to subsection (2), a private residence is a workplace if a home business is operated from the residence and the owner of the business has employees who work in the residence but do not live in the residence.

(2) Only that part of a private residence in which the business is operated is a workplace for the purposes of this Act.

Exceptions

5(1) An in-patient or resident of a group living facility may smoke in a separate room in the facility if the room

- (a) is designated as a smoking room by the manager,
- (b) has floor-to-ceiling walls, a ceiling and doors that separate it physically from any adjacent area in which smoking is prohibited under this Act,
- (c) has a separate ventilation system, and
- (d) conforms to any requirements prescribed by the regulations.

(2) A registered guest, and a person invited by the guest, may smoke in a guest room of a hotel if the guest room

- (a) is designed primarily as sleeping accommodation,
- (b) is designated as a smoking room by the manager,
- (c) has floor-to-ceiling walls, a ceiling and doors that separate it physically from any adjacent area in which smoking is prohibited under this Act, and
- (d) conforms to any requirements prescribed by the regulations.

(3) and (4) Repealed 2007 c40 s5.

2005 cS-9.5 s5;2007 c40 s5

Duties of managers

6 The manager of a place where smoking is prohibited under this Act must not permit a person to smoke in that place.

Signs

7(1) The manager of a place where smoking is prohibited under this Act must ensure that signs indicating that smoking is prohibited are posted and continuously displayed in accordance with the regulations.

(2) The manager of a place where smoking is permitted under section 5 must ensure that signs indicating that smoking is permitted are posted and continuously displayed in accordance with the regulations.

(2.1) The manager of a place where tobacco products are sold or offered for sale must ensure that signs indicating that it is illegal to sell tobacco products to minors are posted and continuously displayed in accordance with the regulations.

(3) No person other than a manager or a person acting under the manager's instructions shall remove, alter, deface, conceal or destroy a sign that is posted or displayed under this Act.

2005 cS-9.5 s7;2013 c24 s8

Tobacco not to be displayed

7.1 No person shall, in any place where tobacco products are sold or offered for sale, display or permit the display of tobacco products in any manner that would permit a consumer to view or handle a tobacco product before purchasing it.

2007 c40 s6

Tobacco not to be advertised or promoted

7.2(1) No person shall advertise or promote tobacco products

- (a) in any place where tobacco products are sold or offered for sale, or
- (b) in any manner if the advertisement or promotion is visible from outside a place in which tobacco products are sold or offered for sale.

(2) Despite subsection (1), a place described in subsection (1)(a) may have one or more signs that lists the tobacco products offered for sale and their prices if the signs comply with the requirements prescribed by the regulations.

2007 c40 s6

Minimum package size

7.21 No person shall sell or offer for sale a tobacco product designated in the regulations in a package containing less than the number of units prescribed by the regulations.

2013 c24 s9

Sale of tobacco in certain places prohibited

7.3 No person shall sell tobacco products or offer tobacco products for sale in any of the following places:

- (a) a health facility in which one or more health professionals regulated under the *Health Professions Act* or another enactment provide services;
- (b) the campus of a public post-secondary institution under the *Post-secondary Learning Act*;
- (c) a pharmacy;
- (d) a retail store if
 - (i) a pharmacy is located in the retail store, or
 - (ii) customers of the pharmacy can enter the retail store directly or by use of a corridor or area used exclusively to connect the pharmacy with the retail store.

2007 c40 s6

Sale of flavoured tobacco products prohibited

7.4(1) In this section, “flavoured tobacco product” means a tobacco product that

- (a) has a characterizing flavour,
- (b) is represented as being flavoured, or
- (c) is designated under the regulations as a flavoured tobacco product.

(2) No person shall sell or offer for sale a flavoured tobacco product.

2013 c25 s2

Furnishing tobacco products to a minor

7.5(1) No person shall furnish or offer to furnish a tobacco product to a minor in a place referred to in section 3.1(1).

(2) No person shall furnish or offer to furnish a tobacco product in a place referred to in section 3.1(1) to a person who appears to be less than 25 years of age unless he or she has required the person to

provide a prescribed form of identification and is satisfied that the person is at least 18 years of age.

(3) It is a defence to a charge under subsection (1) that the defendant reasonably believed the person to whom the tobacco product was furnished or offered to be at least 18 years of age because

- (a) the person provided a prescribed form of identification showing his or her age, and
- (b) there was no apparent reason to doubt the authenticity of the identification or that it was issued to the person providing it.

2013 c24 s10

Offences

8(1) A person who contravenes section 3 or a provision in the regulations designated by the regulations as a provision the contravention of which is an offence is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$1000, and
- (b) for a 2nd or subsequent offence, to a fine of not more than \$5000.

(1.1) A minor who contravenes section 3.1(1) or (2) is guilty of an offence and liable to a fine of not more than \$100.

(1.2) A person who contravenes section 7.5 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$10 000, and
- (b) for a 2nd or subsequent offence, to a fine of not more than \$100 000.

(2) A person who contravenes section 6, 7, 7.1, 7.2, 7.3 or 7.4 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$10 000, and
- (b) for a 2nd or subsequent offence, to a fine of not more than \$100 000.

(3) A person who contravenes section 7.21 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$10 000, and

- (b) for a 2nd or subsequent offence, to a fine of not more than \$100 000.

2005 cS-9.5 s8;2007 c40 s7;2013 c24 s11;
2013 c24 s11;2013 c25 s2

Description of offence — smoking

8.1 In describing an offence respecting the smoking of a tobacco product as prohibited under section 3 or 3.1(1), it is not necessary to specify the kind, brand or name of the tobacco product used in the offence.

2007 c40 s7;2013 c24 s12

Description of offence — possession or consuming

8.11 In describing an offence respecting the possession or consuming of a tobacco product by a minor as prohibited under section 3.1(2), it is not necessary to specify the kind, brand or name of the tobacco product used in the offence.

2013 c24 s13

Testimony of witness

8.2 In a prosecution under this Act respecting the smoking of a tobacco product as prohibited under section 3 or 3.1(1), it is not necessary that a witness testify to the precise description, kind, brand or name of the tobacco product smoked.

2007 c40 s7;2013 c24 s14

Testimony of witness — offence by minor

8.21 In a prosecution under this Act for the possession or consuming of a tobacco product by a minor as prohibited under section 3.1(2), it is not necessary that a witness testify to the precise description, kind, brand or name of the tobacco product possessed or consumed.

2013 c24 s15

Inference of tobacco product

8.3 In a prosecution under this Act, the court trying the case may, in the absence of evidence to the contrary, infer that the product possessed, smoked or consumed was a tobacco product from the fact that a witness describes it by a name that is commonly used to describe a tobacco product.

2007 c40 s7;2013 c24 s16

Inference in respect of age

8.31 Where a peace officer requests a person to produce proof of age and

- (a) the person refuses to produce identification, or
- (b) the person produces identification and the peace officer believes the identification to be false or altered,

the court trying the case may, in the absence of evidence to the contrary, infer that the person charged is a minor.

2013 c24 s17

Certificate or report of analysis

8.32(1) The Minister may designate a person to act as an analyst with respect to any analysis or description of any tobacco product or tobacco-like product for the purposes of or in connection with this Act and the regulations.

(2) In a prosecution under this Act, a certificate or report of analysis furnished by an analyst designated under subsection (1) is admissible in evidence as proof, in the absence of evidence to the contrary, of the facts stated in it and of the authority of the person furnishing the certificate or report without proof of the designation or signature of the analyst.

(3) No certificate or report of an analyst may be received in evidence unless the party intending to produce it has given to the party against whom it is intended to be produced reasonable notice of that intention together with a copy of the certificate or report.

(4) A person to whom a notice of intention to produce is given under subsection (3) may, with the leave of the court, require the attendance of the analyst for the purpose of cross-examination.

2013 c24 s18

Prohibition order

8.4(1) If a retailer is convicted of a 3rd or subsequent offence for a contravention of section 7.1 or 7.2, the Minister may by order in writing prohibit the retailer from selling tobacco products at the place at which the offence took place, or at any place to which the business of the retailer is moved, for the period of time provided for in the order.

(2) A retailer who fails to comply with an order made under subsection (1) is guilty of an offence and liable to a fine of not more than \$100 000 for each day during which non-compliance continues.

2007 c40 s7

Directors, etc. of corporations

8.5 Where a corporation commits an offence under this Act, any officer, director or agent of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is guilty of that offence and liable to the penalty provided for the offence whether or not the corporation has been prosecuted for or convicted of that offence.

2007 c40 s7

Vicarious liability

8.6 In a prosecution for an offence under this Act, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for or convicted of the offence, unless the accused establishes that the offence was committed without the accused's knowledge and that the accused exercised all due diligence to prevent its commission.

2007 c40 s7

Regulations

9(1) The Lieutenant Governor in Council may make regulations

- (a) for greater certainty, designating for the purposes of this Act,
 - (i) a place or class of place as a public place, workplace, hotel, public vehicle or restaurant, and
 - (ii) an outdoor place or area, or class of outdoor place or area, as an outdoor place or area to which members of the public have access as of right or by express or implied invitation;
- (b) for the purposes of section 3(d), prescribing a distance from a doorway, window or air intake of a public place or workplace;
- (c) for the purposes of section 5, prescribing requirements for smoking rooms;
- (d) for the purposes of sections 7 and 7.2, respecting the form and contents, the manner of posting, the display and the location of signs;
- (d.1) designating a tobacco product as a flavoured tobacco product;
- (d.2) respecting the exemption of a flavoured tobacco product from the prohibition in section 7.4(2);
- (e) respecting the appointment or designation of inspectors and the powers, duties and obligations of inspectors, including, without limitation, regulations
 - (i) authorizing inspectors
 - (A) to make any inspection, investigation or inquiry that the inspector considers necessary,

- (B) at any reasonable time to enter any place where tobacco products are sold,
 - (C) at any reasonable time to enter any place containing records that relate to the sale of tobacco products, and to inspect those records,
 - (D) to make copies of any records described in paragraph (C), and
 - (E) to seize any tobacco products and displays related to tobacco products for the purposes of administering and enforcing this Act and the regulations and any order made under section 8.4;
- (ii) respecting the handling and disposition of seized tobacco products and displays related to tobacco products;
- (e.1) prescribing the forms of identification for the purpose of section 7.5(2) and (3);
 - (e.2) respecting the training by retailers of their employees regarding compliance with this Act;
 - (e.3) respecting the reporting by retailers of their activities that are governed by this Act;
 - (f) respecting the form, contents and service of orders made under section 8.4;
 - (f.1) prescribing numbers of units for the purpose of section 7.21;
 - (f.2) designating tobacco products or classes of tobacco products to which section 7.21 applies;
 - (g) respecting the exemption of a person or a class of persons from the application of all or any of the provisions of this Act or the regulations;
 - (g.1) respecting the exemption of a place or a class of place from the application of all or any of the provisions of this Act or the regulations;
 - (h) designating provisions in the regulations the contravention of which is an offence;
 - (i) defining any word or phrase used but not defined in this Act;

- (j) respecting any matter that the Lieutenant Governor in Council considers necessary or advisable to carry out the purposes of this Act.

(2) A regulation made under subsection (1)(b) may be general or specific in its application and may prescribe different distances from a doorway, window or air intake with respect to different classes of public places or workplaces.

2005 cS-9.5 s9;2007 c40 s8;2013 c24 s19;2013 c25 s4

Municipal by-laws

10(1) Nothing in this Act affects a municipality's power to make bylaws to regulate, restrict or prohibit smoking.

(2) Where there is a conflict between a provision of this Act and a provision of a municipal bylaw that regulates, restricts or prohibits smoking, the more restrictive provision prevails.

Crown bound

11 This Act binds the Crown.

Repeal

12 The *Protection from Second-hand Smoke in Public Buildings Act* is repealed.

Review

12.1 The Minister must commence a review of this Act within 5 years after this section comes into force.


2013 c24 s21

Commencement

13 This Act comes into force on Proclamation.

(NOTE: Proclaimed in force January 1, 2006.)



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Cannabis Legalization in Redcliff

WHAT WE HEARD

Report



INTRODUCTION

Federal legalization of cannabis is planned for summer 2018. The Town of Redcliff has a role to play in regulating the location of cannabis retail stores and production facilities, and places where cannabis can be consumed.

To collect input on cannabis, the Town released a 14 question survey to the public. The survey was open from March 6th - 31st 2018. The survey was posted on the Town website and Facebook page, and was covered by Chat News and the Cypress Courier. The goal of the survey was to provide Town administration and Council with an idea of public opinion to help guide decision-making and the development of cannabis regulations.

Redcliff also hosted 2 open houses on March 15th and 30th from 3 - 7pm. The open houses were advertised on the Town website, Facebook page, Weekly Redcliff Report, and covered by the Cypress Courier.



WHO DID THE SURVEY?

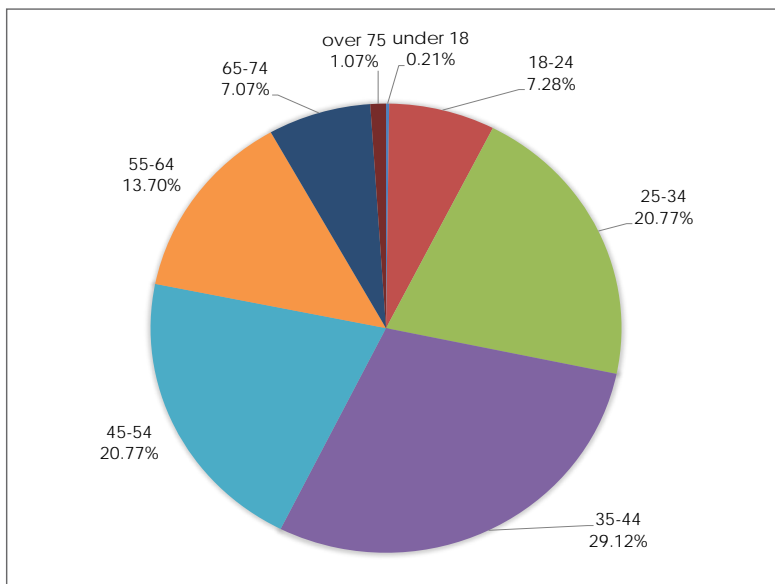
467
total responses

93%
completion rate

representing
8.3% of
the
total Redcliff population

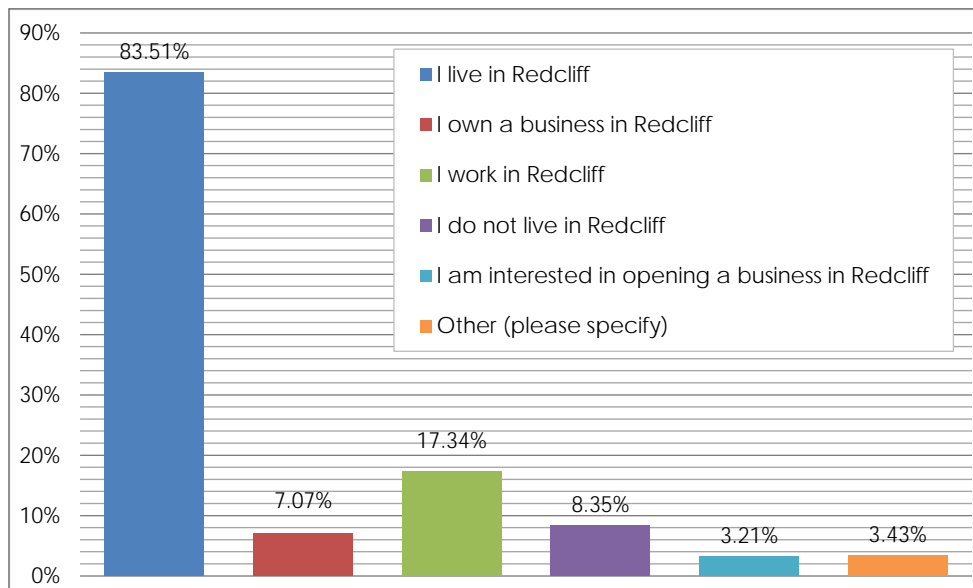
age of respondents

Q1: what is your age?



respondent description

Q2: which of the following best describes you? (check all that apply)



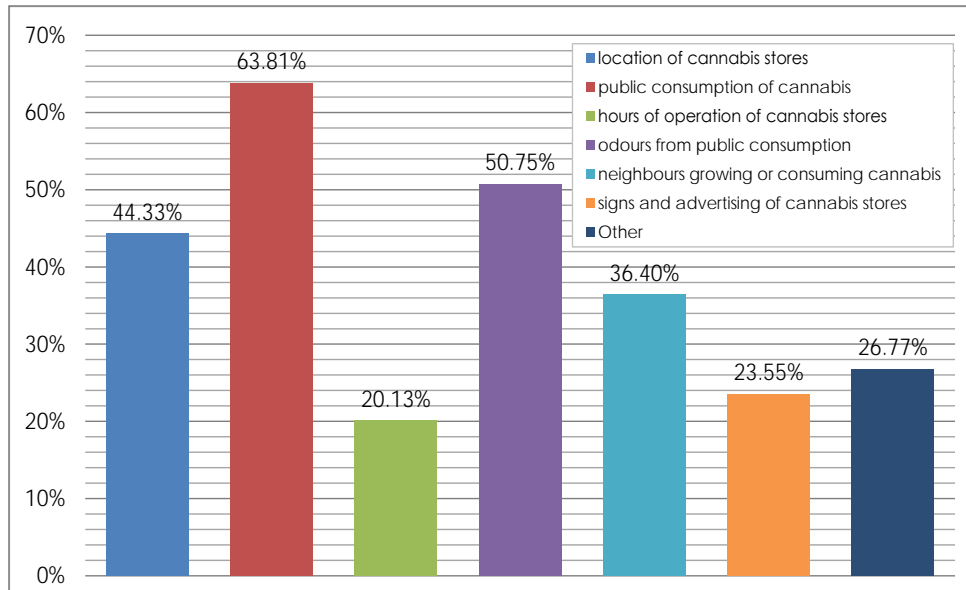
top 'other' responses:

I live outside/near Redcliff	37.5%
I visit Redcliff	25.00%
I own property in Redcliff	18.75%
I grew up/used to live in Redcliff	18.75%

GAUGING CANNABIS IN REDCLIFF

cannabis concerns

Q3: what concerns do you have with cannabis legalization? (check all that apply)

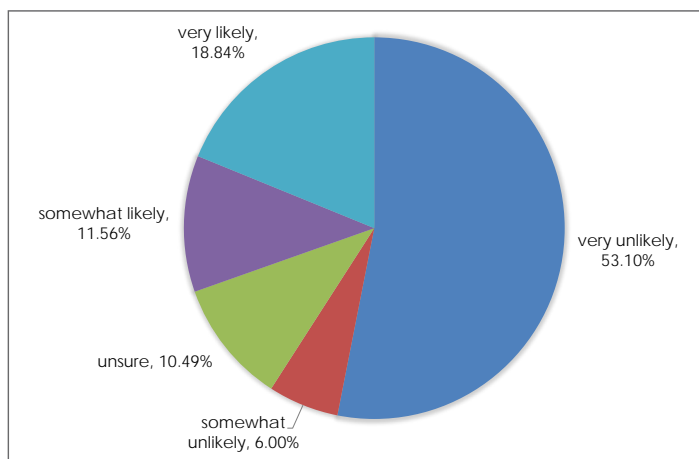


top 'other' responses:

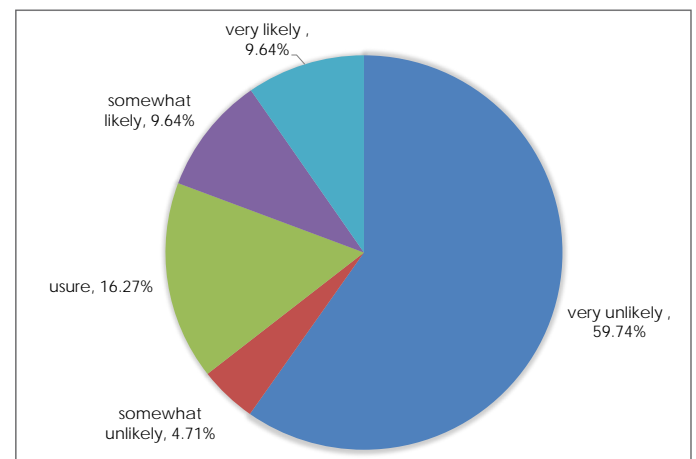
No concerns	56.00%
Keeping cannabis away from youth	15.20%
Impaired driving	9.60%
Crime/policing	2.40%
Workplace safety	2.40%

purchasing cannabis

Q4 & Q5: once legal, how likely are you to purchase cannabis from a retail store or online?



likeliness of purchasing from a retail store



likeliness of purchasing online

takeaways and recommendations

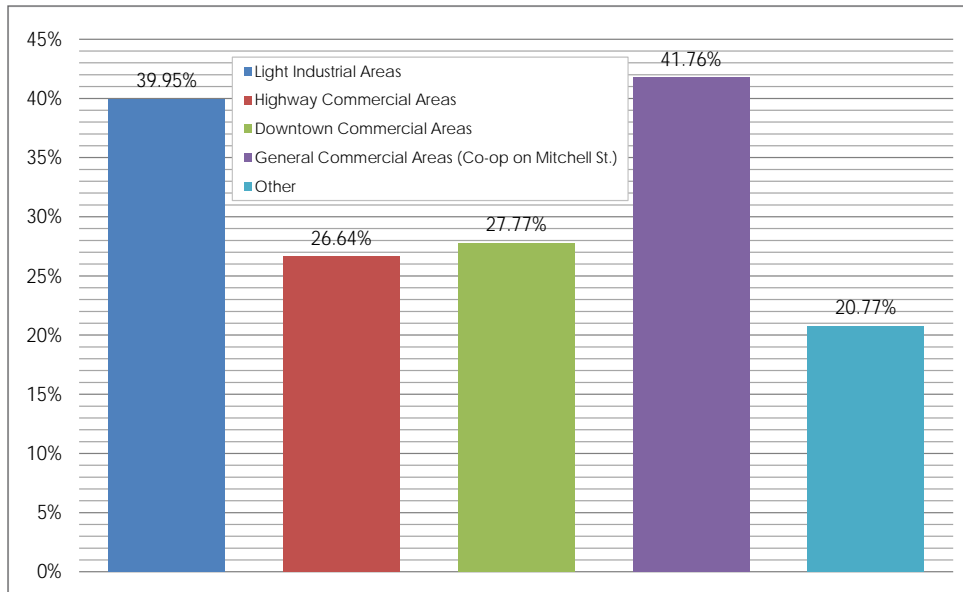
Public consumption and odours from consumption were the largest citizen concerns. These concerns will be addressed through limiting places for the public consumption of cannabis, and ensuring cannabis is not consumed near children. While crime, policing, and workplace safety were mentioned under 'other', it should be of note that these concerns fall within the authority of the provincial government and the RCMP.

Cannabis retail store location was also a large concern. Store locations are addressed in further survey questions.

CANNABIS RETAIL STORES

preferred locations

Q6: do you have preferred areas cannabis stores **SHOULD** be located? (check all that apply)

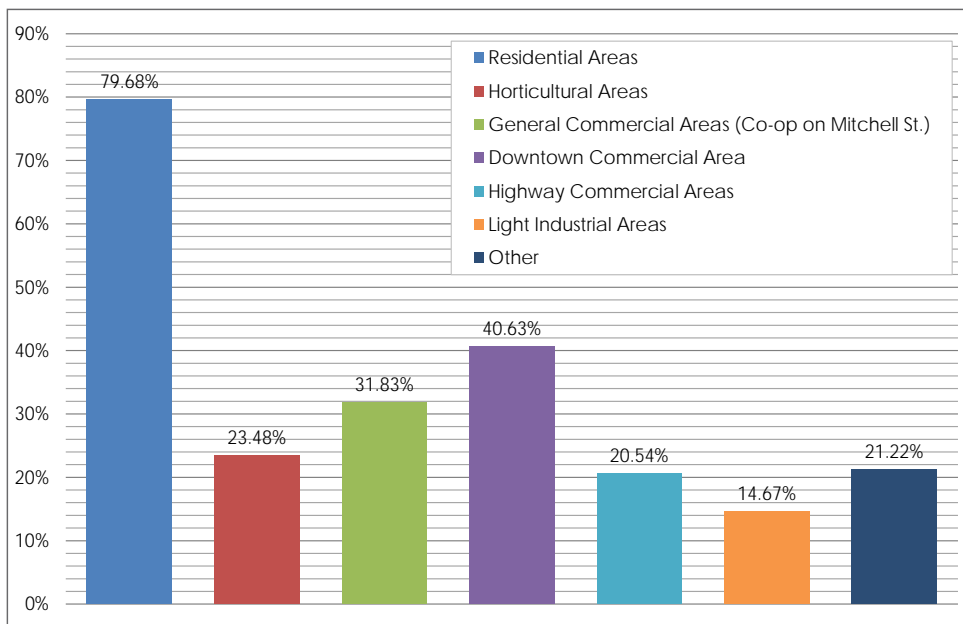


top 'other' responses:

Don't want stores in Redcliff	45.65%
Location doesn't matter	20.65%
Away from schools & youth	6.52%
Away from business	3.26%
North side of the Highway	3.26%
Not hidden	2.17%

non-preferred locations

Q7: do you have preferred areas cannabis stores **SHOULD NOT** be located? (check all that apply)



top 'other' responses:

Near schools & youth	47.87%
Location doesn't matter	26.37%
Don't want stores in Redcliff	15.38%
Pubs & bars	2.20%

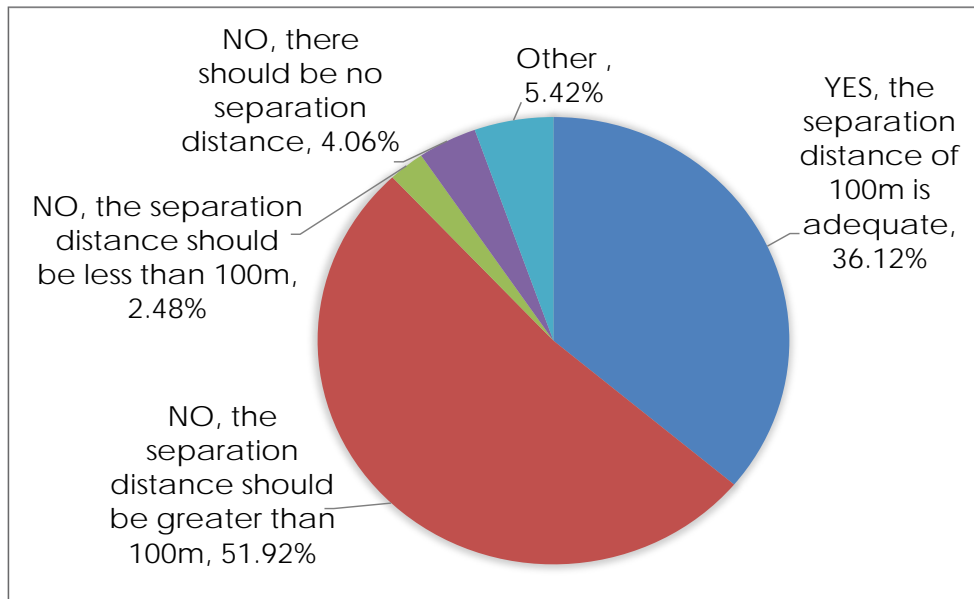
takeaways and recommendations

Nearly 80% of respondents did not want cannabis stores in residential areas. This will be addressed by prohibiting cannabis stores in neighbourhood commercial zones, and in the 2 general commercial district lots currently in Redcliff's residential area. Respondents preferred cannabis stores in general commercial and light industrial areas over downtown. Buffers from sensitive uses will minimize potential downtown locations. A buffer from the highway will also be considered.

CANNABIS RETAIL STORES

separation distances

Q8: do you think the 100m separation from sensitive uses, set by the province, is adequate for Redcliff?

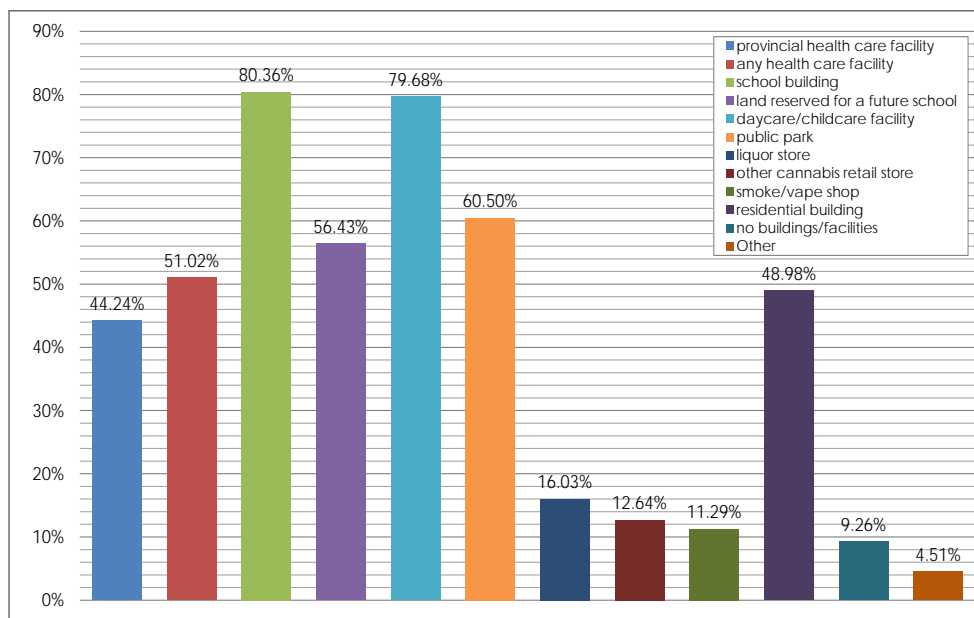


top 'other' responses:

Don't want cannabis stores in Redcliff	16.67%
Separation distances should be the same as for liquor stores	16.67%

separation places and locations

Q9: what places should have a minimum separation distance from cannabis stores? (check all that apply)



top 'other' responses:

Don't want stores in Redcliff	20.00%
Follow the same rules as liquor stores	20.00%
Pubs & bars	10.00%

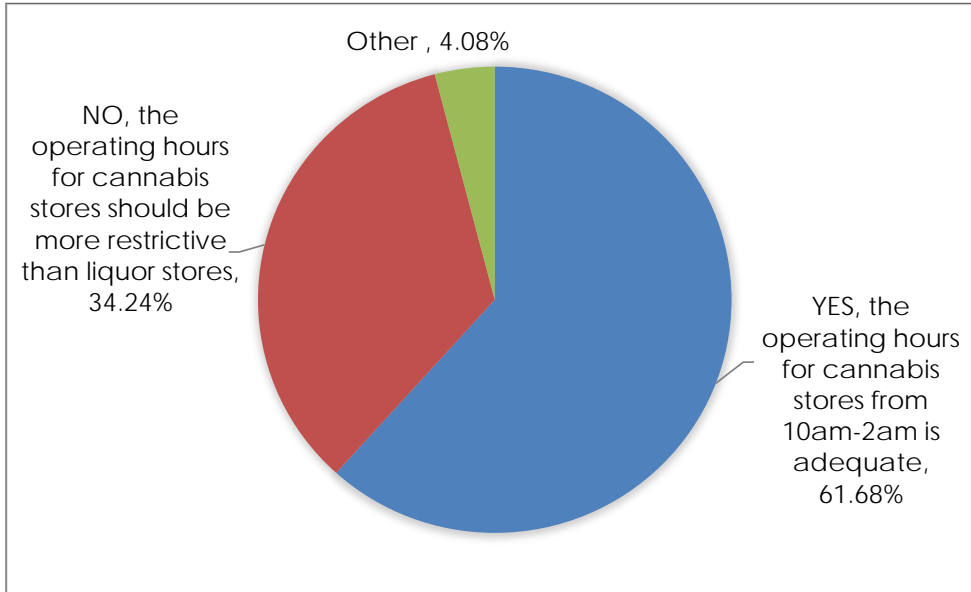
takeaways and recommendations

A map of the 100m setbacks will be created to get a better understanding of appropriate separation distances in Redcliff. The majority of respondents did not feel separation from other cannabis stores, liquor stores, and smoke/vape shops was necessary; therefore, separation from these uses will not be considered. The Town will add to the province's recommended list of places requiring separation distances, considering adding parks, daycares, and all health facilities.

CANNABIS RETAIL STORES

operating hours

Q10: are the operating hours of 10am - 2am, the same as for liquor stores, adequate for Redcliff?



top 'other' responses:

Don't want legalized cannabis in Redcliff	38.89%
Indifferent/unsure/ don't care	33.33%

takeaways and recommendations

The majority of respondents (over 61%) indicated the operating hours of 10am - 2am set by the province are appropriate. Further restricting operating hours would require Redcliff to pass an operating hours bylaw singling out cannabis stores.

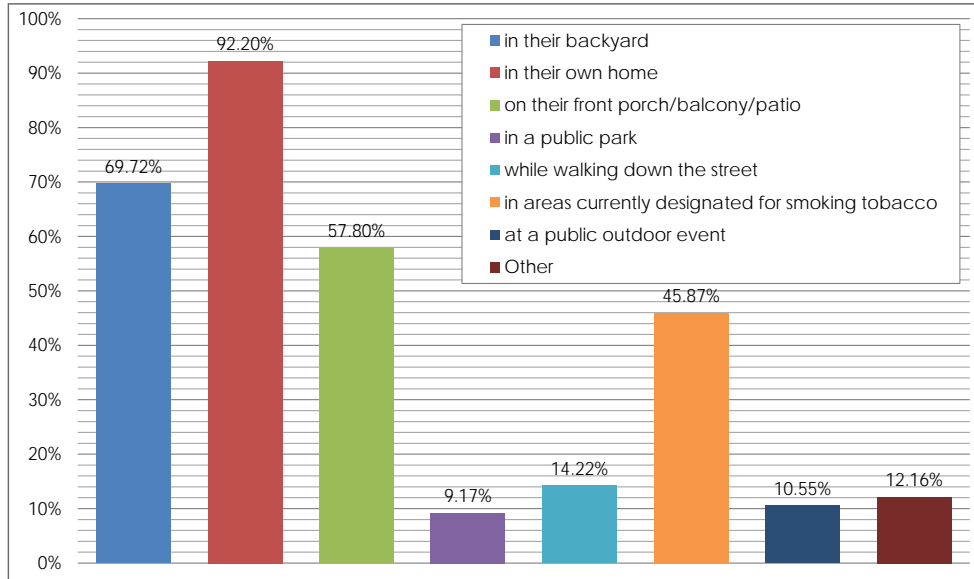
The operating hours of 10am - 2am are maximums, meaning each individual store may operate with more restricted hours if they choose.

The Town will therefore not consider passing an additional bylaw to further restrict operating hours.

CANNABIS CONSUMPTION

acceptable locations

Q11: what places do you think are **ACCEPTABLE** for people to consume cannabis? (check all that apply)

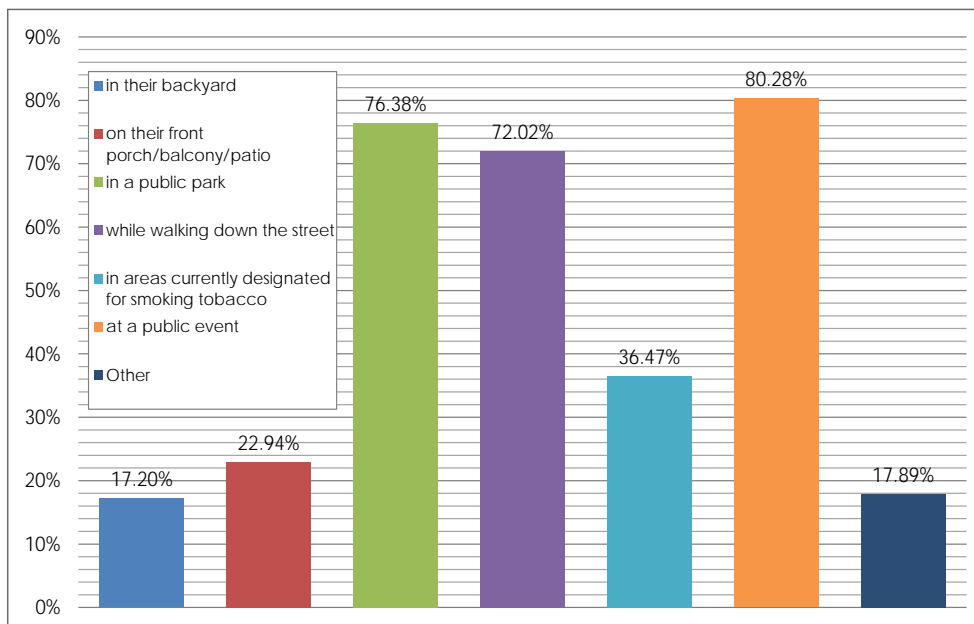


top 'other' responses:

Nowhere	24.53%
Where alcohol consumption is permitted	15.09%
Not in public	9.43%
In designated areas	7.55%
Away from youth	5.66%
Cannabis cafes	5.66%

unacceptable locations

Q12: what places do you think are **UNACCEPTABLE** for people to consume cannabis? (check all that apply)



top 'other' responses:

Near schools/ children	39.74%
Allow it everywhere	15.38%
Same restrictions as tobacco	11.54%
Public areas	8.97%
Everywhere (don't want legalization)	7.69%
Same restrictions as alcohol	5.13%

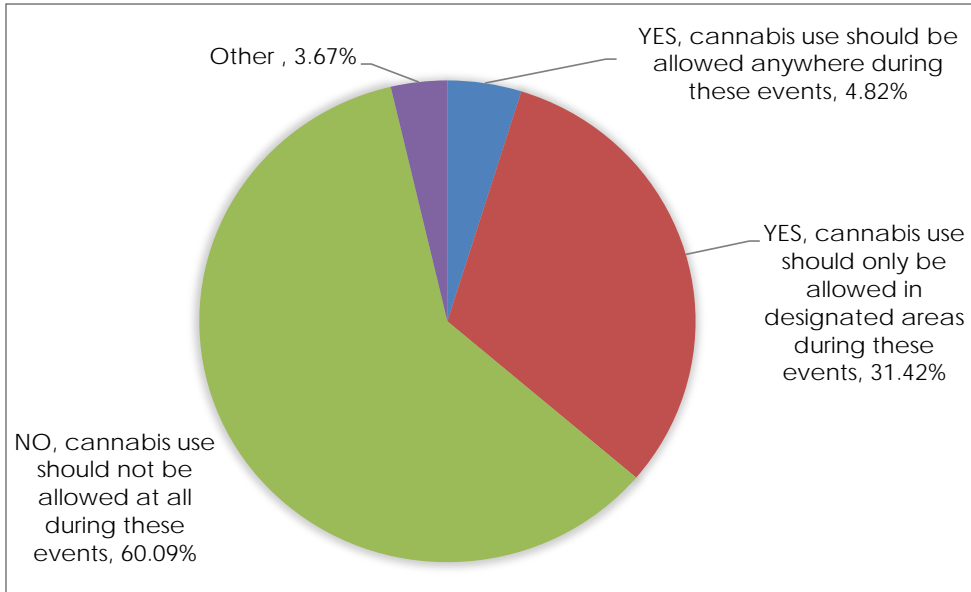
takeaways and recommendations

The majority of respondents felt consumption on private property was acceptable, and consumption in parks, sidewalks, and public areas was unacceptable. Redcliff will consider restricting cannabis similar to alcohol to mirror this feedback (i.e. you cannot consumer while on the street, sidewalk, or in public).

CANNABIS CONSUMPTION

public events

Q13: should cannabis consumption be allowed during public outdoor events like Redcliff Days?



top 'other' responses:

Regulated the same as tobacco 31.25%

Regulated the same as alcohol 25.00%

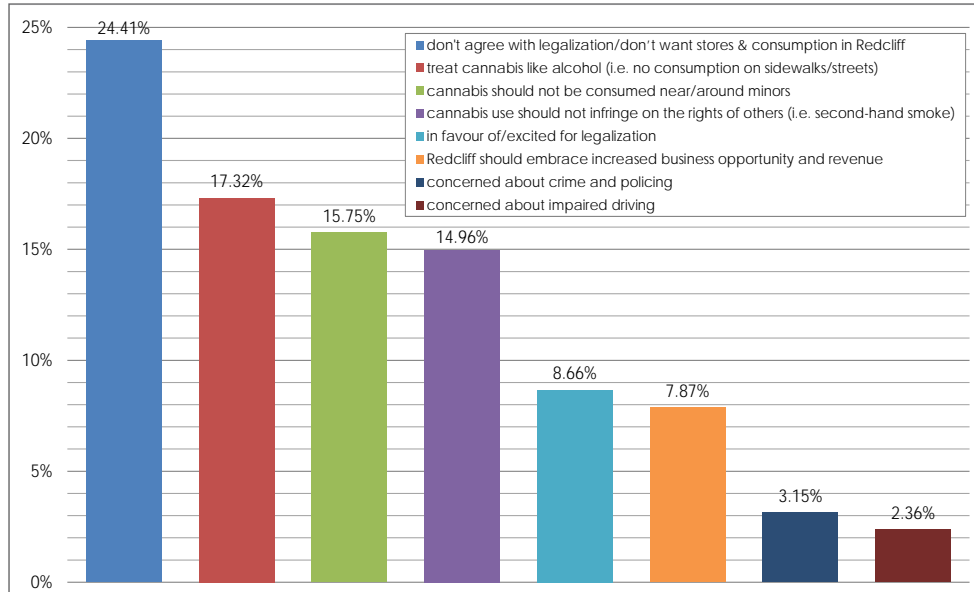
takeaways and recommendations

The majority of respondents (over 60%) indicated cannabis use should not be allowed at all during public outdoor events. The Town will therefore consider banning cannabis consumption at public outdoor events like Redcliff Days.

ADDITIONAL COMMENTS

comment box

Q14: do you have any additional comments you would like to add regarding cannabis in Redcliff?



total responses in the
comment box:

127

comments were categorized into
similar responses, with the most
popular and repeated responses
depicted in the adjacent chart

clearing up comments and questions brought up by survey respondents

Comment: Banning cannabis sale and consumption in Redcliff

A: According to current legal advice, Redcliff and other municipalities do not have the authority to outright ban or prohibit the sale and consumption of cannabis. Cannabis is being legalized by the federal government, and Redcliff's bylaws and regulations must conform to federal laws and regulations.

Comment: Cannabis consumption in specialized cannabis cafes or lounges

A: The federal and provincial governments have indicated cannabis cafes or lounges will not be legal in summer 2018, nor will the sale of cannabis edibles. However, cafes and edibles will be legal within 1 year of recreational cannabis becoming legal. If the federal government sticks to the cannabis timelines, we can therefore expect cannabis cafes and edibles to be legal in summer 2019.

Comment: Cannabis store locations and separation distances from sensitive uses should be regulated the same as liquor stores

A: The provincial government does not have any minimum separation distances from liquor stores and sensitive uses such as schools and parks. Regulating cannabis stores the same as liquor stores would therefore mean there would be no separation distances.

Comment: As the "Greenhouse Capital of the Prairies" Redcliff should embrace legalized cannabis and greenhouses should grow it

A: Producers and growers of recreational cannabis must be licensed by Health Canada. There are strict regulations regarding the security of cannabis production facilities. The typical glass and plastic greenhouses in Redcliff would not meet Health Canada requirements for cannabis production facilities. Therefore, one could not simply switch their plants to cannabis plants.

Provincial restrictions on smoking/vaping based on product type and location

		Tobacco smoking	Cannabis smoking	Shisha smoking	Nicotine vaping	Cannabis vaping
Indoor settings	Indoor workplaces	✓	✓			✓
	Hotel/motel guest rooms					
	Residential care facilities					
	Hookah bars	✓	✓			✓
	Public housing					
Outdoor settings	Playgrounds		✓			✓
	Sports fields		✓			✓
	Skateboard parks		✓			✓
	Outdoor theatres		✓			✓
	Outdoor pool or spray park		✓			✓
	Public parks					
	Outdoor public events					
						75

Selected Tobacco/Smoking Restrictions in Alberta

Compiled by Action on Smoking & Health (ASH) – April 2018

Municipality	Tobacco Sales Licensing	Smoke-Free Outdoor Spaces							Smoke-Free Hotel/Motel Guest Rooms	Smoking Materials Prohibited		
		Playgrounds	Parks	Sports fields and facilities	Beaches	Outdoor markets	Outdoor events	Trails		Tobacco products	Waterpipes, hookahs and/or marijuana	Electronic cigarettes
Airdrie									✓	✓	✓	
Beaumont										✓	✓	
Bonnyville		✓		✓		✓	✓			✓	✓	✓
Calgary	✓	✓		✓						✓		✓
Camrose		✓		✓		✓				✓	✓	✓
Canmore									✓	✓		
Cardston		✓	✓	✓						✓	✓	✓
Coalhurst		✓		✓						✓		
Chestermere		✓	✓	✓	✓					✓		✓
Cochrane		✓		✓						✓		✓
Cold Lake		✓	✓	✓						✓	✓	✓
Devon							✓			✓		
Edmonton	✓	✓		✓						✓		✓
Grande Prairie		✓		✓						✓		✓
Hinton	✓											
Jasper										✓	✓	
Lamont		✓								✓	✓	✓
Lethbridge		✓								✓		
Lloydminster	✓											
Medicine Hat		✓	✓	✓	✓			✓		✓		
Nanton		✓	✓	✓						✓	✓	✓
Okotoks	✓									✓		
Red Deer		✓		✓		✓	✓			✓	✓	✓
Spruce Grove		✓	✓	✓						✓	✓	
St. Albert	✓	✓		✓		✓	✓			✓	✓	✓
Stettler									✓	✓	✓	
Strathmore		✓	✓	✓				✓		✓		
Sylvan Lake							✓			✓	✓	
Taber	✓											
Wood Buffalo										✓	✓	

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: August 20th, 2018

PROPOSED BY: Planning & Engineering Department

TOPIC: Bylaw 1869/2018: Park, Recreational or Public Areas

PROPOSAL: That council consider giving first reading to proposed amendments to the Park, Recreational and Public Areas Bylaw

BACKGROUND:

Federal legalization of recreational cannabis will occur October 17th, 2018. Municipalities have authority over where public consumption of cannabis is permitted. Proposed amendments to the Park, Recreational and Public Areas bylaw set out specific regulations for where cannabis can be consumed in park, recreational and public areas in Redcliff.

The current Park, Recreational and Public Areas bylaw is from 1997. Review of this bylaw identified many additional amendments unrelated to cannabis legalization in order to align the bylaw with current practices and provincial legislation, and to correct grammatical errors.

Bylaw Amendment Process & Consultation:

Research

Resources from the Alberta Urban Municipalities Association (AUMA), Brownlee LLP, the Federation of Canadian Municipalities, the Alberta Gaming and Liquor Commission, Health Canada, Alberta Health Services, and various municipalities in Alberta were reviewed and considered prior to drafting proposed bylaw amendments.

Public & Stakeholder Involvement

A public survey was released on March 6th and collected 467 responses before closing on March 31st. Additionally, two open houses on cannabis legalization were held at Town Hall on March 15th and 20th. Members of Administration also met with representatives from the RCMP and City of Medicine Hat to discuss approaches to cannabis legalization regarding public consumption.

Council Involvement

Ten requests for decision related to cannabis legalization were brought to council on April 9th to provide Administration with policy direction. Council was also provided with the public survey results, for information, on April 9th.

Summary of Proposed Changes:

- Definition of Cannabis added.
- Unused definitions removed (i.e. Child is defined but not used anywhere in the bylaw).
- Definition of Director updated to mean the director responsible for parks, previously defined as the Public Works Department Director.
- Stormwater ponds added to the definition of Park Open Waters for clarification.
- Sections reorganized under title for Short Titles & Definitions, Regulations, specific regulations, Permits, Enforcement and General for easier navigation.
- Definitions, regulations, permits and enforcement are kept as only definitions, regulations, permits and enforcement for easier navigation.
- Provisions for horses and Livestock added (Livestock was previously defined, but no provisions for Livestock were present).
- Provision added to prohibit Cannabis consumption in all park, recreational and public areas at any time, including during organized or informal events. Council resolution passed on April 9th, 2018 stated Cannabis consumption shall not be allowed at special events. Recommendations from Alberta Health, Health Canada, and others stress the prohibition of all forms of smoking, Cannabis included, in public areas to prevent the re-normalization of smoking and protect public health.

NOTE: Full regulations regarding smoking in Redcliff are found the proposed Smoke-Free bylaw.

- In accordance with Council resolution passed on April 9th, 2018, and notwithstanding the above, Cannabis consumption is permitted in the campground on individual campsites.
- Bylaw brought into compliance with the Provincial Offences Procedure Act.
- Provision added giving Peace Officers and Bylaw Enforcement Officers the authority to remove or have removed unauthorized material and vehicles from campsites, and unauthorized signs and billboards from all parks and public areas.
- Violation and penalties section updated to meet current provincial legislation.
- Campground regulation revised to be a separate Part of the bylaw for easier document navigation.
- Addition of Perimeter Fence regulations.

NOTE: Full regulations on Perimeter Fences will be done by Policy as it will deal specifically with types, heights, ownership, etc. whereas this Bylaw only lays out some basic rules.

- Fines revised and increased (i.e. the fine for failing to display a camping permit was \$25.00, but it costs \$30.00/night for a camping permit in the campground. The fine for failing to display a camping permit was increased to \$50.00 because the fine for failing to display a permit should not be cheaper than the cost of obtaining a proper permit legally).

- Fines revised to include the opportunity to have some fines paid at Town Hall within 21 days, with a reduced penalty amount.
- Grammatical changes (i.e. By-Law revised to bylaw).

POLICY/LEGISLATION:

- Controlled Drugs and Substances Act, R.S.C. 1996, c. 19, as amended or replaced;
- Traffic Safety Act, R.S.A. 2000 Chapter T-6 of Alberta, as amended or replaced;
- Motor Vehicle Administration Act, R.S.A. 1980 c. M-22, as amended or replaced;
- Off-Highway Vehicle Regulation, AR 319/2002, as amended or replaced;
- Vehicle Equipment Regulation, AR 122/2009, as amended or replaced;
- Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34 of Alberta and its regulations, as amended or replaced.
- Criminal Code of Canada, R.S.C 1985, Chapter C-46 of Canada and its regulations, as amended or replaced.
- Provincial: Bill 26, An Act to Control and Regulate Cannabis
- O.C. 027/2018, Gaming and Liquor Amendment Regulation
- Bill 6, Gaming and Liquor Statutes Amendment Act

STRATEGIC PRIORITIES:

Amendments to the Park, Recreational and Public Areas bylaw are necessary to prepare for cannabis legalization and to update the outdated bylaw.

ATTACHMENTS:

Proposed Land Use Amending Bylaw 1869/2018

OPTIONS:

1. Council give first reading to Bylaw 1869/2018.
2. Council give first reading to Bylaw 1869/2018, and Administration proceed to provide notice and advertise for a non-statutory public hearing in accordance with the Procedural Bylaw.
3. Council give first reading to Bylaw 1869/2018, and Administration proceed to provide notice and advertise for a public open house and a non-statutory public hearing in accordance with the Procedural Bylaw.
4. Council not give first reading to Bylaw 1869/2018.

RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1869/2018 be given first reading.
2. Councillor _____ moved Bylaw 1869/2018 be given first reading. Further, that Administration proceed with providing notice and advertise for a non-statutory public hearing as per the Town of Redcliff Procedural Bylaw for September 24, 2018, to be held during the regularly scheduled Council meeting of September 24, 2018.
3. Councillor _____ moved Bylaw 1869/2018 be given first reading. Further, that Administration proceed with holding a public open house with respect to the proposed Bylaw 1869/2018. And further, that a non-statutory public hearing, as per the Town of Redcliff Procedural Bylaw, be scheduled for September 24, 2018, to be held during the regularly scheduled Council meeting of September 24, 2018.

SUBMITTED BY:



Department Head



Municipal Manager

**BYLAW NO: 1869/2018
TOWN OF REDCLIFF**

**A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO REGULATE
PARK, RECREATIONAL, OR PUBLIC AREAS.**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26.1, Council may pass bylaws respecting people, activities and things in, on or near a public place or place that is open to the public.

AND WHEREAS, park, recreational or public areas are considered important community assets contributing to healthy lifestyles and a high quality of life.

AND WHEREAS, the Council of the Town of Redcliff is committed to creating and providing safe and enjoyable park, recreational or public areas for current and future residents.

AND WHEREAS, the Council of the Town of Redcliff, deems it advisable to set forth terms and conditions to regulate the use of park, recreational or public areas within the municipal corporate limits.

NOW THEREFORE, the Council of the Town of Redcliff in open meeting assembled, enacts as follows:

**PART I
SHORT TITLE, DEFINITIONS**

SHORT TITLE

- (1) This Bylaw may be cited as the "**Park, Recreational or Public Areas** Bylaw".
- (2) The following Acts and Regulations are referenced in this bylaw and are referred to in this bylaw by their short title as listed below:

	Act or Regulation	Short Title
(a)	Controlled Drugs and Substances Act	Controlled Drugs and Substances Act
(b)	Traffic Safety Act, R.S.A. 2000 Chapter T-6 of Alberta, as amended or replaced;	Traffic Safety Act
(c)	Motor Vehicle Administration Act, R.S.A. 1980 c. M-22, as amended or replaced;	Motor Vehicle Act
(d)	Off-Highway Vehicle Regulation, AR 319/2002, as amended or replaced;	Off-Highway Vehicle Regulation
(e)	Vehicle Equipment Regulation, AR 122/2009, as amended or replaced;	Vehicle Equipment Regulation

(f)	Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34 of Alberta and its regulations, as amended or replaced.	Provincial Offences Procedure Act
(g)	Criminal Code of Canada, R.S.C 1985, Chapter C-46 of Canada and its regulations, as amended or replaced.	Criminal Code

DEFINITIONS

- (3) Any word or expression that is specifically defined in the Acts and Regulations listed in Section (2) are adopted for the purposes of the interpretation and application of this Bylaw and have the same meaning under this Bylaw as defined in those statutes, unless otherwise specifically defined differently in this Bylaw or unless the context necessarily implies a different meaning.
- (4) In this Bylaw:
- (a) **ANIMAL** means any creature not human.
 - (b) **BICYCLE** means a **Bicycle** as defined in the Traffic Safety Act.
 - (c) **BYLAW ENFORCEMENT OFFICER** means a **Person** appointed by **Council** as a **Bylaw Enforcement Officer** for the **Town**.
 - (d) **CAMPING ACCOMMODATION UNIT** means all of the following used by a **Person** as shelter equipment while camping.
 - (i) tent;
 - (ii) trailer;
 - (iii) tent trailer;
 - (iv) motor home;
 - (v) van; or
 - (vi) truck camper.
 - (e) **CAMPGROUND** means any area designated by **Council** as a site intended for use by **Camping Accommodation Units** on a temporary basis.
 - (f) **CANNABIS** has the same meaning as in the Controlled Drugs and Substances Act.
 - (g) **COUNCIL** means the duly elected and sworn in **Council** of the **Town**.
 - (h) **DIRECTOR** means the **Person** appointed as a **Director** of the **Town** and assigned responsibility for **Parks, Recreational or Public Area** operations and maintenance by the **Manager**.
 - (i) **DISPOSE, DISPOSAL, DISPOSED OR DISPOSING** means the dumping, discharging, throwing, dropping, discarding, abandoning, spilling, leaking, pumping, pouring, emitting or emptying of any substance or material.

- (k) **ENCROACHMENT** means any intrusion upon or use of a **Park, Recreational or Public Area** and includes:
- (i) the **Disposal** of **Vegetation** clippings, **Litter**, refuse, debris or other waste materials;
 - (ii) landscaping and gardening, including the cutting or pruning of **Vegetation**;
 - (iii) the erection or installation of fences, walls, irrigation equipment, satellite receiving dishes, garden sheds, other fixtures or structures;
 - (iv) driving upon or parking a **Motor Vehicle**, trailer or boat; or
 - (v) the placement or location of a trampoline, horseshoe pitch, skateboard ramp, playground equipment or other recreational items or facilities.
- (l) **FIREARM** shall have the same meaning as set out in the Criminal Code.
- (m) **HIGHWAY** shall have the same meaning as set out in the Traffic Safety Act.
- (n) **LITTER** means any solid or liquid material or product or combination of solid or liquid materials or products, including but not limited to:
- (i) rubbish, refuse, garbage, paper, packaging, cardboard, containers, bottles, cans, manure, human or **Animal** excrement or sewage, the whole or a part of an **Animal** carcass, the whole or part of any article, raw or processed materials, **Motor Vehicles** or other machinery, that is **Disposed** of; and
 - (ii) any **Motor Vehicle** which is inoperable by reason of removed wheels or other parts or equipment, has no current license plates attached to it, or has no registration certificate issued for the current year.
- (o) **LIVESTOCK** means any mammal or fowl owned by a **Person** for the purposes of providing food and or material and or transportation.
- (p) **MANAGER** means a **Person** appointed to the position of Chief Administrative Officer for the **Town** by **Council** and known as the Municipal Manager.
- (q) **MOTOR VEHICLE** means any vehicle propelled by any power other than muscular power excepting a **Bicycle** as defined in the Traffic Safety Act.
- (r) **PARK, RECREATIONAL OR PUBLIC AREA** means any land owned by or under the control and management of the **Town** or a School Authority within the corporate limits of the **Town**. This definition includes undeveloped **Roadways**, land developed or used by the **Town** as a public park, sports field, **Campground**, cemetery, pathway, trail, walkway, playground or recreational area, a temporary or permanent **Highway** buffer strip, and land designated by resolution of **Council** or Bylaw as a **Park, Recreational, or Public Area**.
- (s) **PARK OPEN WATERS** means any flowing water or body of water located in whole or in part within a **Park, Recreational or Public Area**, whether natural or man made, including stormwater ponds, but does not include a swimming or wading pool or water playground.

- (t) **PEACE OFFICER** means **Peace Officer** as defined in Provincial Offences Procedure Act.
- (u) **PERIMETER FENCE** means fences installed on the boundary of private properties and **Park, Recreational or Public Areas**.
- (v) **PERSON** means any corporation, firm, partnership, association or registered company, as well as a natural **Person**.
- (w) **ROADWAY** means land intended for the passage or parking of **Motor Vehicles** as demonstrated by the surface treatment of the land (paving or compacted gravel) and not being prohibited by signage or barricades that are part of a **Highway** or **Park, Recreational or Public Area**. **Roadway** includes any road, parking lot, and parking space.
- (x) **SIGN** means any **Sign**, billboard, display, etc. that is temporary or permanent or mounted on a trailer but does not include signs on a **Motor Vehicle**.
- (y) **SMOKE OR SMOKING** means to inhale, exhale, burn, smoke, vape, hold, or otherwise have control over a lit or active cigarette, e-cigarette, vapourizer, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco, cannabis, shisha, e-liquid, concentrate, dried herb, or any other substance for the purpose of inhaling or tasting omissions; irrespective of whether the **Person** is inhaling or exhaling the smoke or vapour emitted from it.
- (z) **TOWED EQUIPMENT** means a boat, trailer, horse trailer, utility trailer or other equipment that is towed by a **Motor Vehicle**.
- (aa) **TOWN** means the municipal corporation of the **Town** of Redcliff or the area contained within the **Town** boundaries, as the context requires.
- (bb) **VEGETATION** means all trees, shrubs, plants, flowers and grass or all ground cover, whether it is in its wild or natural state or has been planted.

PART 2 REGULATIONS

AUTHORITY

- (5) This Bylaw shall apply to all **Park, Recreational or Public Areas** in the **Town**, subject to the exceptions provided in any statute of the Province of Alberta or any agreement entered into by the **Town** affecting any **Park, Recreational or Public Area** or part thereof.
- (6) The **Manager** shall have general supervision, charge, and control of the management and operation of **Park, Recreational or Public Areas**.
- (7) The **Director** shall, subject to the general supervision, control, and direction of the **Manager**, have charge of all **Park, Recreational or Public Areas** and of all **Persons** employed therein and of all works of whatsoever nature carried out therein.

BICYCLES

- (8) No **Person** shall ride a **Bicycle** within any **Park, Recreational or Public Area** where prohibited.
- (9) No **Person** shall ride any **Bicycle** within any **Park, Recreational or Public Area** unless the **Bicycle** and **Person** riding it are equipped in accordance with the Alberta Vehicle Equipment Regulation.
- (10) Notwithstanding Section (9), a **Person** may ride a **Bicycle** within a **Park, Recreational or Public Area** where the **Bicycle** and **Person** riding it are not equipped in accordance with the Alberta Vehicle Equipment Regulation provided that:
 - (a) It is on a course that is closed for general public use, and
 - (b) All safety equipment required for the **Bicycle** and **Person** riding it on the closed course are used.

BUSINESS ACTIVITIES

- (11) The **Director** may make regulations governing the sale of goods and services in a **Park, Recreational or Public Area**.
- (12) While in a **Park, Recreational or Public Area**, no **Person** shall, without a valid permit issued by the **Director**:
 - (a) place or erect any signs for the purposes of advertising. Signs must also comply with the requirements and regulations of the Land Use Bylaw;
 - (b) distribute any handbills or circulars;
 - (c) use any audible advertising device; or
 - (d) sell or offer for sale any refreshments or any goods or services for a fee.
- (13) The **Director** may issue a Permit for the sale and/or consumption of alcohol in a **Park, Recreational or Public Area** following consultation with the RCMP officer in charge or their designate, and upon receipt of:
 - (a) a complete permit application;
 - (b) a valid liquor license issued by the provincial government;
 - (c) proof of appropriate insurance coverage; and
 - (d) plans acceptable to the Director showing:
 - (i) the designated area for alcohol consumption;
 - (ii) security measures to prevent minors from entering the premises and accessing alcohol;
 - (iii) storage of alcohol; and
 - (iv) public washroom facilities.

CONDUCT

- (14) No **Person** shall in any way obstruct the free use or enjoyment of a **Park, Recreational or Public Area** by any other **Person**, other than:
- (a) the **Director**, in making regulations as allowed under this bylaw;
 - (b) a **Person** authorized by the **Director** or their designate by permit issued under this bylaw; or
 - (c) a **Person** directed by a **Peace Officer, Bylaw Enforcement Officer** or any member of **Town** staff in performing their normal duties or in the interests of public safety.
- (15) No **Person** shall use or make any boisterous noise, blasphemous, vulgar or insulting language or be guilty of any disorderly, loud or lascivious conduct of any kind while in any **Park, Recreational or Public Area** or engage in any activity which is likely to lead to a breach of the peace or to the inconvenience or disturbance of any **Persons**, unless authorized by the **Director** or their designate by permit issued under this bylaw.
- (16) No **Person** shall consume or display alcohol in a **Park, Recreational or Public Area**, unless authorized by valid permit issued by the **Director**.
- (17) No **Person** shall **Smoke** or display **Cannabis** in a **Park, Recreational or Public Area** at any time, including during any organized or informal events.
- (18) No **Person** shall enter or remain in any **Park, Recreational or Public Area** while intoxicated under the influence of alcohol or drugs.

DAMAGE TO PROPERTY

- (19) While in a **Park, Recreational or Public Area** no **Person** shall:
- (a) damage or vandalize fences, buildings, playground equipment, or other structures;
 - (b) destroy, remove, or attach any posters or material to trees or **Vegetation**;
 - (c) walk, stand, or sit on or in any flower or shrub bed; or
 - (d) walk, cross, or use any grass, plot, or land where signs have been posted by the **Town** prohibiting such use.

DANGEROUS OBJECTS

- (20) While in a **Park, Recreational or Public Area** no **Person** shall:
- (a) carry or discharge any fireworks without a valid Fireworks Permit issued by the Fire Chief;
 - (b) carry or discharge any **Firearm**;
 - (c) carry or discharge any explosives of any description;
 - (d) cast any stones or missiles;
 - (e) propel a golf ball in any manner; or
 - (f) shoot any projectile;
- unless authorized by valid permit issued by the **Director**.

ENCROACHMENTS

- (21) No **Person** shall create, allow, or contribute in any way to the existence or continuance of an **Encroachment** on a **Park, Recreational or Public Area**, unless the **Encroachment** or use:
- (a) is allowed under a specific provision of this Bylaw;
 - (b) is authorized by valid permit issued by the **Director** or their designate; or
 - (c) has been sanctioned following a specific authorization procedure adopted by resolution of **Council**.

ENTRANCE

- (22) The **Director** may designate hours of operation of a **Park, Recreational or Public Area** to be posted by signage at the entrances to the **Park, Recreational or Public Area**.
- (23) The **Director** or their designate may temporarily close a **Park, Recreational or Public Area** or any part thereof to the public use.
- (24) The **Director** may close a **Park, Recreational or Public Area** or any part thereof to public use for the protection of historical resources, the environment, or due to safety concerns with the area. Closure of a **Park, Recreational or Public Area** or any part thereof which will be posted by signage.
- (25) No **Person** shall enter any area of a **Park, Recreational, or Public Area** to which access by that **Person** is prohibited by a sign or regulation.
- (26) No **Person**, excepting **Town** employees, servants, or agents acting in the course of their duties, shall enter or remain in a **Park, Recreational or Public Area** outside the designated hours of operation.

FIRES

- (27) The **Director** may designate areas for fires in a **Park, Recreational or Public Area** marked with signage stating fires are permitted in:
- (a) fireplaces or fire pits installed by the **Town**, marked with signage stating they can be used for fires;
 - (b) portable propane and charcoal fuelled:
 - (i) fire pits;
 - (ii) stove tops; and
 - (iii) barbeques.
- (28) No **Person** shall light a fire in a **Park, Recreational or Public Area** in a place not designated for fires, unless authorized by valid permit issued by the **Director**.
- (29) A fire ban issued by the Fire Chief shall supersede sections (27) and (28).
- (30) No **Person** shall remove any firewood from the stock supply in any **Park, Recreational or Public Area** unless it is used specifically in fireplaces or fire pits provided for fires within the **Park, Recreational or Public Area**.

HORSES

- (31) No **Person** shall have a horse in any **Park, Recreational or Public Area** unless:
- (a) in a designated horse riding area or on a horse trail as created by resolution of **Council**; or
 - (b) authorized by valid permit issued by the **Director**.
- (32) No **Person** shall use a horse propelled vehicle in any **Park, Recreational or Public Area** unless authorized by valid permit issued by the **Director**.

LITTER CONTROL

- (33) No **Person** shall **Dispose** of or allow the **Disposing** of any **Litter** in a **Park, Recreational or Public Area**, other than in a garbage receptacle provided for the containment of **Litter**.
- (34) No **Person** shall **Dispose** of **Litter** in a garbage receptacle located in a **Park, Recreational or Public Area**, unless the **Litter** was generated by the **Person** while in the **Park, Recreational or Public Area**.

LIVESTOCK

- (35) No **Person** shall permit livestock of any type owned or controlled by that **Person** to enter into any **Park, Recreational or Public Area** unless authorized by valid permit issued by the **Director** or their designate.

MOTOR VEHICLES AND EQUIPMENT

- (36) No **Person** shall operate a **Motor Vehicle, Towed Equipment**, or any other equipment in a **Park, Recreational or Public Area** other than on a **Roadway**, unless authorized by valid permit issued by the **Director** or their designate.
- (37) No **Person** shall park a **Motor Vehicle, Towed Equipment**, or any other equipment in a **Park, Recreational or Public Area** other than on a **Roadway**, unless authorized by valid permit issued by the **Director** or their designate.
- (38) No **Person** shall park a **Motor Vehicle, Towed Equipment**, or any other equipment on a **Roadway** in a **Park, Recreational or Public Area** where prohibited by a traffic control device, unless authorized by valid permit issued by the **Director** or their designate.
- (39) No **Person** shall abandon a **Motor Vehicle, Towed Equipment**, or any other equipment in a **Park, Recreational, or Public Area**.

PARK OPEN WATERS

- (40) No **Person** in or upon any **Park Open Waters** shall:
- (a) swim or wade;
 - (b) operate a flotation device of any kind, irrespective of whether it is propelled or capable of being propelled by any method, including muscle power; or

- (c) operate or allow the operation of any:
 - (i) boat;
 - (ii) wind surfing board, paddle board;
 - (iii) canoe or kayak;
 - (iv) motorized water skis; or
 - (v) remote-controlled model boat, ship, submarine, truck, or car.

(41) A **Person** may fish in **Parks Open Waters**, with a rod and reel only, if permitted by sign.

PUBLIC GATHERINGS

- (42) In a **Park, Recreational or Public Area** no **Person** shall, unless authorized by valid permit issued by the Director or their designate:
- (a) take part in or organize any unauthorized procession or performance;
 - (b) take part in, schedule or make arrangements for an unauthorized public address;
 - (c) take part in or organize an unauthorized demonstration; or
 - (d) operate any amplifying system or loudspeaker.

SPECIAL EVENTS

- (43) No **Person** shall host a special event in a **Park, Recreational or Public Area** unless authorized by valid permit issued by the **Director** or their designate.

PART 3 CAMPGROUNDS

- (44) **Council** may designate an area in a **Park, Recreational or Public Area** as a **Campground** facility, composed in whole or in part of campsites intended for overnight use.
- (45) The **Town** may, subject to the Traffic Safety Act:
- (a) control and prohibit the movement of vehicular, pedestrian and other traffic in the **Campground** by means of signs and notices designated and erected by the **Town**; and
 - (b) designate and erect other signs and notices governing and prohibiting activities in the **Campground**.
- (46) The **Town** may issue camping permits for use of a campsite, and prescribe a daily fee, as per the Fees, Rates and Charges Bylaw, for such use to be paid in advance of occupying the campsite.
- (47) No **Person** shall camp overnight in a campsite except in an area designated for camping purposes by **Council**, unless authorized by valid permit issued by the **Director** or their designate.

- (48) No **Person** shall camp overnight in a campsite unless they hold a valid camping permit issued under this Bylaw.
- (49) No **Person** shall alter or deface a camping permit.
- (50) No **Person** shall transfer a camping permit to another **Person**.
- (51) The holder of a camping permit shall display the permit in a conspicuous place on the campsite and shall produce it for inspection on any reasonable request by the **Director**, a **Peace Officer**, **Bylaw Enforcement Officer**, or **Person** authorized and designated by the **Director** to enforce this Bylaw.
- (52) No more than two **Camping Accommodation Units** are permitted on any campsite.
- (53) The number of **Motor Vehicles** plus pieces of **Towed Equipment** permitted on a campsite must not exceed three.
 - (a) If, in the opinion of the **Director**, a **Peace Officer**, **Bylaw Enforcement Officer** or **Person** authorized and designated by the **Director** to enforce this Bylaw, a campsite is not suitable to accommodate the maximum allowable combination of **Motor Vehicles**, **Camping Accommodation Units** and pieces of **Towed Equipment** allowed, whether it is due to the size of the campsite or the size of the **Motor Vehicles**, **Camping Accommodation Units** and pieces of **Towed Equipment**, they may request the removal of **Motor Vehicles**, **Camping Accommodation Units** and pieces of **Towed Equipment** to a number that can reasonably be accommodated by the campsite.
- (54) No visitor to a campsite who is not staying overnight at the campsite shall park a vehicle on the campsite:
 - (a) after 11 p.m.;
 - (b) in a manner or at a location that impedes traffic; or
 - (c) on any surface that is not a **Roadway**.
- (55) Not more than 6 **Persons** over the age of 12 may occupy an individual campsite.
- (56) No **Person** shall camp for more than 14 consecutive days in the same **Campground** without valid permit issued by the **Director** or their designate.
 - (a) The **Director** or their designate may issue an extension beyond the 14 days if in the reasonable judgment of the **Director** or their designate the extension does not prohibit other **Persons** from using the **Campground**.
 - (b) A **Person** who has camped for the maximum number of days permitted under this Section must allow 24 hours to expire without being in the **Campground**, before they will be considered for being issued a new camping permit.
- (57) A camping permit will be automatically cancelled if the campsite is, without the authorization of the **Director** or their designate, unoccupied for more than 24 hours.
 - (a) To be occupied a Campsite must have at least one **Camping Accommodation Unit**.

- (58) No **Person** shall interfere with the right of others to the quiet and peaceful enjoyment of a campsite.
- (59) No **Person** shall deface, injure or destroy any object in a campsite, whether created by natural means or otherwise.
- (60) No **Person** shall remove, deface, damage or destroy any signboard, sign or notice posted or placed in a **Campground** under the authority of this Bylaw.
- (61) A **Person** using a **Campground** shall keep the land and improvements in a condition satisfactory to the **Director**, a **Peace Officer**, **Bylaw Enforcement Officer** or **Person** authorized and designated by the **Director** to enforce this Bylaw.
- (62) No **Person** shall consume alcohol or **Cannabis** in a **Campground** except:
- (a) In Camping Accommodation Unit; or
 - (b) on an individual campsite with a valid camping permit.
- (63) A **Person** who enters a **Campground** shall comply with:
- (a) any lawful orders or instructions made or issued pursuant to this Bylaw by the **Director**, a **Peace Officer**, **Bylaw Enforcement Officer**, or **Person** authorized and designated by the **Director** to enforce this Bylaw; and
 - (b) all instructions, prohibitions, and directions prescribed by all lawfully designated and erected signs and notices.
- (64) When a camping permit is cancelled or expires, the permittee shall ensure the campsite to which the permit relates is vacated immediately and all equipment and property belonging to the permittee, **Persons** in the permittee's group, or the permittee's guests, and all litter, is removed from the campsite.
- (65) A **Person** vacating the **Campground** shall restore the land as nearly as possible to a condition better than when they arrived.
- (66) If equipment, material, **Camping Accommodation Units**, **Towed Equipment**, or **Vehicles** remain on a campsite when a camping permit is cancelled or expires, a **Peace Officer** or **Bylaw Enforcement Officer** may immediately remove or have removed any equipment, material, **Camping Accommodation Units**, **Towed Equipment**, and **Vehicles** remaining on the site.
- (a) Removed equipment, material, Camping Accommodation Units, Towed Equipment, or Vehicles will be stored by the Town; and
 - (b) Disposed of in accordance with applicable regulations, Town Bylaws and Policies.

PART 4 PERIMETER FENCES

- (67) **Perimeter Fences** are required to separate **Park, Recreational or Public Areas** from private properties.

- (68) The maintenance of a **Perimeter Fence** is the responsibility of the immediately adjacent private property owner.
- (69) The **Director** may set regulations on the standards for **Perimeter Fences** that will be adopted by Policy.
- (70) The **Director** or their designate, by issuance of a valid permit, may authorize the:
- (a) modification of existing **Perimeter Fences**;
 - (b) removal of existing **Perimeter Fences**; or
 - (c) replacement of existing **Perimeter Fences**.
- (71) The **Town** may take corrective actions (whether through its own forces or contracted agents) it deems necessary to repair, remove modifications to, or restore a **Perimeter Fence** at the cost of the immediately adjacent private property owner, if an immediately adjacent private property owner:
- (a) fails to maintain an existing **Perimeter Fence**;
 - (b) makes unpermitted modifications to an existing **Perimeter Fence**;
 - (c) removes an existing **Perimeter Fence**; or
 - (d) installs a new **Perimeter Fence** in place of the existing **Perimeter Fence** that does not match the existing **Perimeter Fence**.

PART 5 PERMITS

- (72) The **Director** or their designate may issue permits for activities on or in **Park, Recreational or Public Areas** as prescribed in this bylaw (listed in Schedule "A"). Permit fees and permit security amounts are in the Fees, Rates and Charges Bylaw.
- (73) A permit conveys in writing a **Person** has appropriate permission to conduct certain activities in a **Park, Recreational or Public Areas**.
- (74) The **Director** may choose to require a **Person** to post security in order for a **Person** to receive a permit.
- (a) Security ensures the **Person** receiving the permit restores, repairs, and or returns the **Park, Recreational or Public Areas** to the condition prior to the activity occurring.
 - (b) Security shall be returned in full upon completion of the activity by the **Director** or their designate. Return of the security deposit indicates the **Park, Recreational or Public Area** has been restored, repaired and or returned to a state reasonably equivalent to the condition prior to the activity occurring.

- (75) The **Director** or their designate may refuse to issue a permit if the permit application is incomplete. A complete permit application includes:
- (a) A completed standard application form;
 - (b) Any plans, drawings, figures or sketches required by this bylaw or the **Director** to support the application;
 - (c) Any security that is required by the **Director**; and
 - (d) Payment of the Permit Fee.

PART 6

OFFENCES, ENFORCEMENT AND PENALTIES

OFFENCES

- (76) Any Person who contravenes any provision of this Bylaw is guilty of an offense punishable by issuance of:
- (a) **Town** notice/violation ticket; or
 - (b) A summons/violation ticket (Part 2); or
 - (c) An offense notice/violation ticket (Part 3).
- (77) Any notice, violation or summons ticket will be served by a **Bylaw Enforcement Officer** or a **Peace Officer** in accordance with the provisions of the Provincial Offences Procedure Act.

ENFORCEMENT

- (78) Where the **Director**, a **Peace Officer**, **Bylaw Enforcement Officer** or **Person** authorized and designated by the **Director** to enforce this Bylaw believes on reasonable and probable grounds that a contravention of this Bylaw has occurred they may:
- (a) enter a venue or campsite to investigate, without the **Town** incurring liability; or
 - (b) request a **Person** to leave.
- (79) Where a **Peace Officer**, **Bylaw Enforcement Officer** believes on reasonable and probable grounds that a contravention of this Bylaw has occurred they may:
- (a) at their discretion, give the **Person** in contravention of this Bylaw no more than 24 hours to correct the contravention;
 - (b) remove or have removed any **Person** who has refused to leave immediately after being requested to do so;
 - (c) serve upon the **Person** a written violation notice; and or
 - (d) commence proceedings by issuing ticket as outlined in Section (76).
- (80) A **Peace Officer** or **Bylaw Enforcement Officer** or **Director** may cancel a camping permit if the permittee, a member of the permittee's group, or a permittee's guest contravenes this Bylaw or any term or condition to which the permit is subject.

- (a) A **Peace Officer** or **Bylaw Enforcement Officer** or **Director** who cancels a camping permit under this Bylaw shall give the permittee written notice of the cancellation.
 - (b) A permittee who receives written notice of the cancellation of the permit shall immediately vacate the campsite.
- (81) A **Person** who contravenes the provisions of this Bylaw, irrespective of whether the **Person** has been served under Section (76), shall be liable to reimburse the **Town** for all costs reasonably incurred by the **Town** from:
- (a) repairing the damages done to **Town** property;
 - (b) removing litter, garbage, signs, vehicles, equipment, or other materials or property;
 - (c) disposing of litter and garbage; and
 - (d) storing signs, **Vehicles**, equipment, **Camping Accommodation Units**, **Towed Equipment**, or other materials or property.
- (82) A **Person** shall not be convicted of an offence if it is established upon a preponderance of the evidence that the **Person** took all reasonable steps under the circumstances to avoid the contravention of this Bylaw.
- (83) Nothing in this Bylaw shall be construed as preventing any **Peace Officer** or **Bylaw Enforcement Officer** from issuing a summons or offence notice under the Provincial Offences Procedure Act or otherwise initiating court process in any manner permitted by law, in respect of an alleged offence for which a violation ticket may be issued.

INSPECTION OF DOCUMENTS

- (84) Upon the request of a **Peace Officer** or **Bylaw Enforcement Officer**, a **Person** holding a permit, shall produce the permit issued pursuant to this bylaw.
- (85) Information obtained from any document inspected by a **Peace Officer** or **Bylaw Enforcement Officer**, under the authority of this Section, and submitted by them as evidence in a prosecution for an alleged contravention of this Bylaw, shall be prima-facie accepted by the Court as true information without the necessity of proof of the signature or the official capacity of the **Person** or **Persons** who signed or authorized the document or documents from which the information was obtained.

PENALTIES

- (86) A ticket issued under Section (76) shall:
- (a) state the provision of this Bylaw alleged to have been contravened;
 - (b) state the fine set out in Schedule "B" to this Bylaw; and
 - (c) in the case of a **Town** ticket, the date which the ticket must be paid at **Town** Hall, with any reduction in ticket amount for payment before the specified date outlined in Schedule "B" to this Bylaw, after which the **Bylaw Enforcement Officer** or a **Peace Officer** will reissue the ticket as offense notice/violation ticket (Part 3).

- (87) A ticket shall be deemed sufficiently served if the ticket is:
- (a) served personally on the **Person** alleged to have contravened the provision of this Bylaw set out in the violation notice;
 - (b) sent by registered mail to the address of any registered owner of the **Vehicle** in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded; or
 - (c) attached to or left upon the **Vehicle** in respect of which the offence is alleged to have been committed.

REMOVAL AND IMPOUNDMENT OF VEHICLES

- (88) If a **Peace Officer** or **Bylaw Enforcement Officer** forms the opinion on reasonable and probable grounds that a **Vehicle** is parked in contravention of any provision of this Bylaw, the **Peace Officer** or **Bylaw Enforcement Officer** may cause the **Vehicle** to be removed to a place of impoundment designated for that purpose by the **Manager** and the **Vehicle** shall remain impounded until it is claimed by the owner or their agent. If a vehicle is not claimed the Town will disposed of it in accordance with applicable regulations, Town Bylaws and Policies.
- (89) When a **Vehicle** is removed and impounded pursuant to the Bylaw, the registered owner or other **Person** alleged to have committed the offence shall be issued either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the Provincial Offenses Procedure Act, in respect of the alleged offence.
- (90) A **Vehicle** impounded pursuant to this Bylaw shall remain impounded, notwithstanding that it may have been claimed by the owner or their agent, until all towing and storage charges in respect of removal and impoundment of the **Vehicle** have been paid in full.

REMOVAL AND IMPOUNDMENT OF SIGNS

- (91) A **Peace Officer** or **Bylaw Enforcement Officer** may remove or cause to be removed any unauthorized sign for the purpose of advertising from a **Park, Recreational or Public Area**, without notice to the **Person** who placed or erected the sign.
- (a) Removed signs will be stored by the **Town** until claimed by the owner or their agent. If a sign is not claimed the Town will disposed of it in accordance with applicable regulations, Town Bylaws and Policies..
 - (b) The **Person** who placed or erected the unauthorized sign shall pay to the **Town** the cost incurred for the removal and storage of the sign, in addition to any fines issued in respect of the offence.

ENCROACHMENTS

- (92) A **Peace Officer, Bylaw Enforcement Officer** or the **Director** or their designate may, by notice in writing, order a **Person** who creates, allows or contributes in any way to the existence or continuance of an **Encroachment**, within the time specified in the notice, to:
- (a) stop the Encroachment;
 - (b) demolish or remove the **Encroachment**; or
 - (c) take any other measure specified in the notice to eliminate the **Encroachment** or alter the nature of the **Encroachment**.
- (93) If a property owner fails or refuses to comply with a directive from a **Peace Officer, Bylaw Enforcement Officer**, or the **Director** or their designate under this Section, the **Peace Officer, Bylaw Enforcement Officer**, or the **Director** or their designate may take any action necessary to carry out the order at the expense of the property owner in default, and the **Town** may recover the expenses thereof with the costs, by action or in like manner as municipal taxes.

GENERAL

- (94) The following are exempt from the provisions of this Bylaw:
- (a) The employees, servants and agents of the **Town** while acting in the course of their employment or duty.
 - (b) Any **Person** who has received the prior written permission of the **Director** or their designate to use the **Park, Recreational or Public Area** as a temporary access to that **Person's** private property.
- (95) The existence of a sign or notice is prima facie proof that it was properly designated and erected by the **Town** under this Bylaw.
- (96) In the event of a conflict between any of the provisions of this Bylaw and the provisions of any other Bylaw of the **Town**, the provisions of this Bylaw shall prevail.
- (97) In the prosecution of an alleged contravention of any of the provisions of this Bylaw, the onus of proof that the actions giving rise to the charge were previously authorized, shall lie upon the **Person** charged.
- (98) In the prosecution of an alleged contravention of any of the provisions of this Bylaw, the status of the **Park, Recreational or Public Area** lands in question shall be established upon viva voce testimony of the **Director** or their designate and the onus of proof that the **Park, Recreational or Public Area** lands upon which the contraventions are alleged to have occurred are not lands protected by this Bylaw, shall lie upon the **Person** charged with the offence.
- (99) Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid by a Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.
- (100) Bylaw No. 1123/1997 is hereby repealed upon this Bylaw coming into effect.

READ a first time this _____ day of _____ 2018 A.D,

READ a second time this _____ day of _____ 2018 A.D,

READ a third time this _____ day of _____ 2018 A.D,

PASSED and **SIGNED** this _____ day of _____ 2018 A.D,

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

SCHEDULE “A”
Permits & Permit Issuing Authorities

Permit Name	Permit Issuing Authority
Vendor Permit	Director or their Designate
Alcohol Sales and Consumption Permit	Director
Fireworks Permit	Fire Chief
Dangerous Objects Permit	Director
Encroachment Permit	Director
Firepit/Fireplace Permit	Director
Horse Permit	Director
Livestock Permit	Director or their Designate
Motor Vehicle Operating and Parking Permit	Director or their Designate
Public Gatherings Permit	Director or their Designate
Special Events Permit	Director or their Designate
Camping Permit	Director or their Designate
Perimeter Fence Permit	Director or their Designate
Permit to Cross Public Reserves - Vehicular	Director or their Designate

SCHEDULE "B"
Specified Fines

Section	Violation	Penalty	Proposed	Reduction in Town Ticket if Paid in 21 days
Bicycles				
(8)	Riding a Bicycle where prohibited	\$50.00/offence	\$50.00/offence	\$20.00
(9)	Riding a Bicycle without proper equipment (rider or Bicycle)	\$50.00/offence	\$50.00/offence	\$20.00
Business Activities				
(12)(a)	Erecting signs	\$150.00/occurrence	\$250.00/occurrence	\$50.00/occurrence
(12)(b)	Distributing handbills or circulators	\$150.00/day		\$50.00 for first day
(12)(c)	Using audible advertising device	\$100.00/day		\$30.00 for first day
(12)(d)	Selling of articles for a fee without Permit	\$250.00/day	\$250.00/day	\$50.00 for first day
Conduct				
(14)	Obstructing free use or enjoyment of a Park, Recreational, or Public Area	\$150.00/offence		\$50.00/offence
(15)	Public Nuisance	\$150.00/offence		\$50.00/offence
(16)	Consumption or display of alcohol without permit	\$150.00/offence		\$50.00/offence
(17)	Consumption or display of Cannabis	\$150.00/offence		\$50.00/offence
(18)	Entering a Park while intoxicated under the influence of alcohol or drugs	\$150.00/offence		\$50.00/offence
Damage to Property				
(19)(a)	Damaging fences, buildings, playgrounds, or other structures	\$250.00/offence	\$200.00/offence	\$50.00/offence
(19)(b)	Destroying, removing or attaching any posters or material to trees or Vegetation	\$100.00/offence		\$20.00/offence
(19)(c)	Walking, standing or sitting on flower or shrub beds	\$50.00/offence		\$20.00/offence
(19)(d)	Walking, crossing or using any grass, plot, or land where prohibited	\$100.00/offence		\$20.00/offence
Dangerous Objects				
(20)(a)	Carrying or discharging fireworks without a permit	\$500.00/offence		Part 2 or Part 3

Section	Violation	Penalty	Proposed	Reduction in Town Ticket if Paid in 21 days
(20)(b); (20)(c)	Carrying or discharging Firearms or explosives	\$500.00/offence		Part 2 or Part 3
(20)(d)	Casting stones or missiles	\$300.00/offence	\$300.00/offence	Part 2 or Part 3
(20)(e)	Propelling golf balls	\$300.00/offence	\$300.00/offence	Part 2 or Part 3
(20)(f)	Shooting projectiles	\$500.00/offence		Part 2 or Part 3
Encroachments				
(21)	Creating, allowing, or contributing to an encroachment	\$50.00/offence	\$50.00/day	
Entrance				
(25)	Entering a Park, Recreational or Public Area when prohibited	\$100.00/offence	\$100.00/offence	
Fires				
(28)(29)	Lighting a fire where prohibited	\$500.00/offence		Part 2 or Part 3
(29)	Removing firewood from a Park	\$100.00/offence		\$20.00 for first offence
Horses				
(31)(32)	Having or riding a horse in undesignated area	\$100.00/offence		\$50.00 for first offence
Litter				
(33)(34)	Failing to properly dispose of litter	\$500.00/offence		\$100.00 for first offence
Livestock				
(35)	Having livestock in a prohibited area	\$250.00/offence	\$200.00/offence	\$50.00/offence
Motor Vehicles or Trailers				
(36)	Operating a Motor Vehicle in a restricted area	\$250.00/offence		\$50.00 for first offence
(37)	Parking a Motor Vehicle in a restricted area	\$250.00/day	\$200.00/day	\$50.00 for first day
(38)	Parking on a Roadway where prohibited	\$150.00/day	\$150.00/offence	\$50.00/offence
(39)	Abandoning a Motor Vehicle	\$200.00/offence		\$50.00/offence
Park Open Waters				
(40)(a)	Swimming or wading where prohibited	\$150.00/offence		\$50.00/offence
(40)(b)	Operating a floatation device where prohibited	\$150.00/offence		\$50.00/offence
0	Operating a boat, board, canoe, kayak, water skis, or remote controlled boat where prohibited	\$150.00/offence		\$50.00/offence
(41)	Fishing where not permitted	\$100.00/offence		\$20.00/offence

Section	Violation	Penalty	Proposed	Reduction in Town Ticket if Paid in 21 days
Public Gatherings				
(42)(a)	Organizing an unauthorized procession or performance	\$250.00/offence		Part 2 or Part 3
(42)(a)	Taking part in an unauthorized procession or performance	\$50.00/offence		\$20.00/offence
(42)(b)	Organizing an unauthorized public address	\$250.00/offence		Part 2 or Part 3
(42)(b)	Taking part in an unauthorized public address	\$50.00/offence		\$20.00/offence
(42)(c)	Organizing an unauthorized demonstration	\$250.00/offence		Part 2 or Part 3
(42)(c)	Taking part in an unauthorized demonstration	\$50.00/offence		\$20.00/offence
(42)(d)	Operating any amplifying system or loudspeaker	\$100.00/offence	\$100.00/offence	\$20.00/offence
Special Events				
(43); Error! Reference source not found.	Hosting a special event without proper permits and approvals	\$250.00/day		\$50.00 for first day
Campground				
(47)	Camping in undesignated area	\$200.00/day		\$50.00 for first day
(48)	Camping without a permit	\$200.00/day		\$50.00 for first day
(51)	Failing to display camping permit	\$50.00/day		\$20.00 for first day
(49)	Alter or defacing camping permit	\$50.00/offence		\$20.00/ for first offence
(52); (53)	Exceeding number of allowable Camping Accommodation Units or Motor Vehicles	\$100.00/offence	\$100.00/offence	\$20.00/ for first offence
(54)	Violating campsite visitor regulations	\$50.00/offence		
(55)	Exceeding Occupancy	\$100.00/offence	\$100.00/offence	\$20.00/ for first offence
(56)	Exceeding permitted length of stay	\$100.00/day		\$20.00 for first day
(58)	Interfering with right to quiet	\$100.00/offence		\$20.00/ offence
(59)	Defacing or destroying objects	\$150.00/offence		\$50.00/ for first offence
(62)	Consuming alcohol or Cannabis outside individual campsite	\$150.00/offence		\$50.00/ for first offence
Perimeter Fences				

Section	Violation	Penalty	Proposed	Reduction in Town Ticket if Paid in 21 days
(69)	Failing to comply with Perimeter Fence regulations	\$100.00/offence		\$20.00/ offence
(70)	Failing to obtain Perimeter Fence permit for construction or modifications	\$100.00/offence	\$250.00/offence	\$50.00/ for first offence

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: August 20th, 2018

PROPOSED BY: Planning & Engineering Department

TOPIC: Bylaw 1870/2018, Business License Bylaw

PROPOSAL: That council consider giving first reading to proposed amendments to the Business License Bylaw

BACKGROUND:

Federal legalization of recreational cannabis will occur October 17th, 2018. Municipalities like Redcliff have authority over regulating cannabis-related business within Town limits. Proposed amendments to the Business License Bylaw set specific requirements for cannabis-related businesses acquiring a business license, in alignment with provincial regulations.

The Alberta Safety Codes Council released a Standata in May 2018 with regards to safety inspection requirements for Mobile Cooking Operations, commonly known as food trucks. Proposed amendments to the Business License Bylaw incorporate safety inspection requirements for food trucks, and outline where food trucks are allowed to locate in Redcliff.

The need for minor organizational, spelling, and grammatical amendments to the Business License Bylaw were also noted, as the bylaw is from 2009 and requires updating.

Bylaw Amendment Process & Consultation:

Research

Resources from the Alberta Urban Municipalities Association (AUMA), Brownlee LPP, the Federation of Canadian Municipalities, the Alberta Gaming and Liquor Commission, Health Canada, Alberta Health Services, and various municipalities in Alberta were reviewed and considered prior to drafting the proposed amendments to Redcliff's Business License Bylaw.

Council Involvement

Ten requests for decision related to cannabis legalization were brought to council on April 9th to provide Administration with policy direction. Council was also provided with the public engagement results, for information, on April 9th.

Public & Stakeholder Involvement

A public survey was released on March 6th and collected 467 responses before closing on March 31st. Additionally, two open houses on cannabis legalization were held at Town Hall on March 15th and 20th. Members of Administration also met with representatives from the RCMP and City of Medicine Hat to discuss approaches to cannabis legalization.

Summary of Proposed Changes:

Cannabis-related Businesses

- Definitions of Cannabis Production and Distribution Facility and Cannabis Retail Store were added
- Business License approval for a Cannabis Retail Store or Cannabis Production and Distribution Facility is conditional upon receipt of a:
 - copy of the federal/provincial cannabis license; and
 - list of staff members and background checks (the provincial and federal governments require background checks for all employees)
- Licensees must provide the License Inspector with an updated staff list within 30 days of a staffing change coming into effect
- Staff lists will be shared with RCMP
- Cannabis-related business licenses will be revoked or suspended if the federal/provincial license is revoked/suspended
- As per council resolution on April 9th, 2018 business license application fees for Cannabis-related businesses are identical to other businesses (\$55.00/year for a resident business)

Food Truck Related Businesses

- Definitions added for Mobile Cooking Operation and Mobile Food Vendor.
- Mobile Cooking Operations
 - Business License approval for a Mobile Cooking Operation is conditional upon receipt of:
 - proof of a valid inspection certificate, issued by an Alberta Safety Codes Officer, within the last 6 months, to ensure consistency with the Alberta Safety Codes Council requirements; and
 - a site location plan indicating the applicant's intended operation locations, to provide greater predictability to the Bylaw Enforcement Officer of food truck locations.
- Mobile Food Vendors
 - Business License approval for a Mobile Cooking Operation is conditional upon receipt of:
 - a site location plan indicating the applicant's intended operation locations, to provide greater predictability to the Bylaw Enforcement Officer of food truck locations.
- Permitted locations for Mobile Cooking Operations and Mobile Food Vendors were added to ensure greater predictability of food truck location, and to ensure food trucks wouldn't be located in inappropriate areas such as residential districts.

- Mobile Cooking Operations and Mobile Food Vendors have the option of either a daily, weekly, or yearly Business License.
 - Daily fee: \$20.00
 - Weekend fee: \$30.00
 - Yearly fee: \$55.00 (identical to the resident Business License rate)

General

- Created a title of License Issuer to allow for multiple members of staff to be able to assign Business Licenses. This was done to facilitate better processing of Business License applications instead of relying completely on the Bylaw Enforcement Officer.
- Provision added to allow the License Inspector or License Issuer to impose conditions on any Business License.
- Violation and penalty section updated to match new provincial regulations regarding ticketing.
- Transferring of Business Licenses now prohibited. Due to the low cost of getting Business License allowing the transfer of Business Licenses adds an unnecessary level of complexity. (6 Sections were replaced by one).
- Specific fines for specific contraventions of the bylaw were added to provide clarity to bylaw enforcement. Previously, the bylaw stated a first offence was \$100.00 and \$200.00 for each subsequent offence.
- New section added, “Additional Provisions”, to list all specific provisions for specific businesses in one place.
- Clause added stating that a Bylaw Enforcement Officer is a License Inspector. This simplifies the administration of the Bylaw and allows for some flexibility for staffing in the future.

Business License Fees

- Bylaw 1618/2009 currently contains the Business License Fees. Current practice is to put all fees, rates and charges into the Fee, Rates and Charges bylaw so that they are reviewed every year. The current Business License Fees have not been updated since 2009. If fees had been increased at an average rate of 2% per year the current fees would be 22% higher. The Consumer Price index from 2008 to 2018 for Alberta was 14.97%. This means that a basic Business License Fee of \$55.00 would be \$63.23 if the fee had kept pace with inflation and \$67.04 if it had been increased at an average rate of 2% per year.
- Bylaw 1618/2009 has a few different charges for Business Licenses. The major categories are Resident Contractor, Resident Business, Non Resident Business, Home Occupation. Previous bylaws had lists of Businesses and fees for each type.
- Bylaw 1618/2009 defines a “Resident Business” as any business located within 15 km of the Town. The proposed bylaw changes this to “Local Business” which is defined as any business located in the Town of Redcliff, Cypress County or the City of Medicine Hat.

- There is a substantially higher fee for non-local businesses. The rationale for this is not known however if it is to give a preference to local businesses then this bylaw could be in contravention of inter-provincial trade agreements. On the other hand it can easily be argued that there are at least two charges a business located in the Town of Redcliff incurs from the Town that a business not located in the Town does not pay, Town of Redcliff property taxes and Town of Redcliff Development Permit fees. In the case of the Town versus the County there is a significant difference in the mil-rate between the Town and the County. Development Permit fees for a business start at \$50.00 for a change of use but could go over a \$1,000.00 if a business required a Land Use Bylaw Amendment and was in a hurry.

Discussion on Business License Fees

Business License Fees are an area where Administration needs direction from Council as the decisions are related to Policy and not administration and regulation.

- Administration proposes to either
 - bring an amendment to the Fees, Rates and Charges Bylaw to bring the current fees (without changes to the kinds or amounts) into that bylaw so that there is a fee structure once Bylaw 1618/2009 is repealed. New fees can then be done as part of the 2019 Fees, Rates and Charges Bylaw discussions.
 - or
 - include the current fee schedule in the Bylaw 1870 and bring forward an amendment to Bylaw 1870 to remove the schedule once the 2019 Fees, Rates and Charges Bylaw is passed.
- Does Council want to use the term “Resident Business” which implies that the business would have a physical location inside the Town Boundary or the term “Local Business”?
- If the term “Local Business” is used then how does Council want to define what a “Local Business” is?
- Administration has proposed in the bylaw that a Local Business” would be one located in Redcliff, Cypress County, or Medicine Hat. Would Council prefer a distance to the business as is currently found in Bylaw 1618/2009?
- If the term “Local Business” is used on what grounds would Council base its requirement for a “Non-Local Business” to be charged a higher fee.
- How much higher should the fee be for a “Non-Resident Business” or “Non-Local Business”?
- To simplify would Council prefer to eliminate the terms “Local Business” and “Non-Local Business” from the bylaw?
- What does Council envision in the number of types of “License Fees”? From a simplicity point of view one would be best, however some businesses traditionally require more enforcement work or have less ability to pay.

POLICY/LEGISLATION:

Federal: Bill C-45, the Cannabis Act

Provincial: Bill 26, An Act to Control and Regulate Cannabis

O.C. 027/2018, Gaming and Liquor Amendment Regulation

Bill 6, Gaming and Liquor Statutes Amendment Act

STRATEGIC PRIORITIES:

Amendments to the land Use Bylaw are necessary to prepare for cannabis legalization.

ATTACHMENTS:

Proposed Business License Bylaw 1870/2018

OPTIONS:

1. Council give first reading to Bylaw 1870/2018.
2. Council give first reading to Bylaw 1870/2018, and Administration proceed to provide notice and advertise for a non-statutory public hearing in accordance with the Procedural Bylaw.
3. Council give first reading to Bylaw 1870/2018, and Administration proceed to provide notice and advertise for a public open house and a non-statutory public hearing in accordance with the Procedural Bylaw.
4. Council not give first reading to Bylaw 1870/2018.

RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1870/2018 be given first reading.
2. Councillor _____ moved Bylaw 1870/2018 be given first reading. Further, that Administration proceed with providing notice and advertise for a non-statutory public hearing as per the Town of Redcliff Procedural Bylaw for September 24, 2018, to be held during the regularly scheduled Council meeting of September 24, 2018.
3. Councillor _____ moved Bylaw 1870/2018 be given first reading. Further, that Administration proceed with holding a public open house with respect to the proposed Bylaw 1870/2018. And further, that a non-statutory public hearing, as per the Town of Redcliff Procedural Bylaw, be scheduled for September 24, 2018, to be held during the regularly scheduled Council meeting of September 24, 2018.

SUGGESTED MOTIONS WITH RESPECT TO POLICY QUESTIONS:

Councillor _____ moved Administration to proceed to modify the proposed bylaw before 2nd and 3rd readings based on the following Council direction:

1. Administration is to bring an amendment:
 - a) to the Bylaw 1870/2018 to remove Schedule B and refer to the Fees, Rates and Charges Bylaw once the 2019 Fees, Rates and Charges Bylaw has passed.
 - or
 - b) to the Fees, Rates and Charges Bylaw to bring the current fees (without changes to the kinds or amounts) into that Fees, Rates and Charges Bylaw.
2. To deal with local business as follows:
 - a) Use the term Resident Business to indicate a business has a physical location inside the Town Boundary,
 - b) Use the term Local Business to indicate a business with a business has a physical location:
 - i. Located within 15 km of the Town boundary,
 - ii. Located within Redcliff, Medicine Hat or Cypress County,
 - iii. Another boundary description,
 - c) Eliminate the terms Resident Business and Local Business.
3. If the Term Local Business is used on what grounds would Council base its requirement for a non-local business to be charged a higher fee?
4. How much higher should the fee be for a non-Resident Business or non-Local Business?
 - a) A strait multiplier (i.e. x2, currently is x6)?
 - b) A flat rate (i.e. +\$50.00)?
 - c) A multiplier and a flat rate?
 - d) What should the multiplier or flat rate be?
5. How many different License Fees would Council like to see, for what and how much?

SUBMITTED BY:


Department Head


Municipal Manager

**BYLAW NO: 1870/2018
TOWN OF REDCLIFF**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, PROVIDING FOR THE LICENSING OF ALL BUSINESS ENTERPRISES OPERATING WITHIN THE CORPORATE LIMITS OF THE TOWN OF REDCLIFF.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26.1, a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business.

NOW THEREFORE the Council of the Town of Redcliff, duly assembled, enacts as follows:

**PART I
SHORT TITLE, DEFINITIONS**

SHORT TITLE

- (1) This Bylaw may be cited as the “Business License Bylaw.”
- (2) The following Acts and Regulations are referenced in this Bylaw and are referred to in this Bylaw by their short title as listed below:

	Act or Regulation	Short Title
(a)	Controlled Drugs and Substances Act, R.S.C. 1996, c. 19, as amended or replaced	Controlled Drugs and Substances Act
(b)	Traffic Safety Act, R.S.A. 2000 Chapter T-6 of Alberta, as amended or replaced	Traffic Safety Act
(c)	Apprenticeship and Industry Training Act, R.S.A. 2000 Chapter A-42 of Alberta, as amended or replaced	Apprenticeship and Industry Training Act
(d)	Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34 of Alberta and its regulations, as amended or replaced	Provincial Offences Procedure Act
(e)	Real Estate Act	Real Estate Act
(f)	Criminal Code of Canada, R.S.C 1985, Chapter C-46 of Canada and its regulations, as amended or replaced.	Criminal Code
(g)	Alberta Gaming, Liquor and Cannabis Act, R.S.A. 2000, Chapter G-1 and its regulations, as amended or replaced	Gaming, Liquor and Cannabis Act

DEFINITIONS

- (3) Any word or expression that is specifically defined in the Acts and Regulations listed in Section (2) are adopted for the purposes of the interpretation and application of this Bylaw and have the same meaning under this Bylaw as defined in those statutes, unless otherwise specifically defined differently in this Bylaw or unless the context necessarily implies a different meaning.
- (4) In this Bylaw:
- (a) **ADULT SERVICES** shall mean any business providing for adult entertainment, usually in the form of live performances, or electronic or photographic reproductions featuring full or partial nudity, or sexual services.
 - (b) **APPLICANT** shall mean a **Person** who applies for a:
 - (i) **Business License**; or
 - (ii) renewal of an existing **Business License**.
 - (c) **APPLICATION** shall mean a written **Application** for a **Business License** on a form provided by the **Business License Inspector** or **Business License Issuer**.
 - (d) **BUSINESS LICENSE** shall mean a **Business License** issued pursuant to this Bylaw.
 - (e) **BUSINESS LICENSEE** shall mean a **Person** holding a valid and subsisting **Business License** issued pursuant to the provisions of this Bylaw.
 - (f) **BUSINESS LICENSE FEE** shall mean the fee charged by the **Town** to process and administer a **Business License**.
 - (g) **BUSINESS LICENSE INSPECTOR** shall mean an employee of the **Town** appointed by the **Town** as a **Business License Inspector**.
 - (h) **BUSINESS LICENSE ISSUER** means an employee of the **Town**, designated by the **Manager**, to issue **Business Licenses**, which may also be the **Business License Inspector**.
 - (i) **BUSINESS LICENSE YEAR** means the period commencing January 1st and ending December 31st of the same calendar year.
 - (j) **BUSINESS PREMISES** shall mean any place where a **Person** is **Carrying-on-Business** and includes any land, building, structure, vehicle, or location.
 - (k) **BYLAW ENFORCEMENT OFFICER** means a **Person** appointed by **Council** as a **Bylaw Enforcement Officer** for the **Town**.
 - (l) **CARRYING-ON-BUSINESS** shall include any trade, profession, industry, vocation, or calling that provides goods and/or services for gain, benefit, advantage, or livelihood. Proof of one transaction in the business within the boundaries of the **Town** is sufficient to establish that the **Person** carried on or engaged in the business.
 - (m) **CANNABIS** has the same meaning as in the Controlled Drugs and Substances Act.

- (o) **CANNABIS PRODUCTION AND DISTRIBUTION FACILITY** means the business, as licensed by Health Canada, primarily for one or more of the following:
 - (i) the production, cultivation, and growth of **Cannabis**;
 - (ii) the making, testing, manufacturing, assembling, processing, or in any way altering the chemical or physical properties of semi-finished **Cannabis** goods and products;
 - (iii) the storage of **Cannabis** materials, goods and products; or
 - (iv) 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.
- (p) **CANNABIS RETAIL STORE** means the business of displaying and selling recreational **Cannabis** and **Cannabis** accessories, as authorized by the Alberta Gaming, Liquor, and Cannabis Act.
- (q) **CHARITABLE OR NON-PROFIT OR NOT-FOR-PROFIT ORGANIZATION** means an association acting for a charity or in promotion of the general social welfare and must be registered as a charity under a Federal or Provincial Act or regulation.
- (r) **COUNCIL** means the duly elected and sworn in **Council** of the **Town**.
- (s) **CRAFT OR TRADE SHOW** means an organized activity at which:
 - (i) crafts, goods or services are displayed and/or for sale by **Charitable or Non-Profit or Not-For-Profit Organization(s)**; or
 - (ii) trades people are offering goods or services for sale for a profit.
- (t) **ESCORT** means any business providing escort services.
- (u) **GARAGE SALES** means the displaying and offering for sale of five or more items of goods, wares or merchandise on private residential property.
- (v) **GENERAL CONTRACTOR** shall mean any **Person** who enters into a contract with another **Person** for the purpose of erection, alteration, cleaning, moving, repair, or demolition of a building or structure or other infrastructure, and who may or may not enter into contracts with **Sub-Contractors** for the undertaking of certain elements of the overall project.
- (w) **HOME OCCUPATION – WITH CLIENTS** means an occupation, trade, profession, or craft carried out on a residential property by one or more of the occupants of the residence and clients come to the property to receive goods or services.
- (x) **HOME OCCUPATION – WITHOUT CLIENTS** means an occupation, trade, profession, or craft carried out on a residential property by one or more of the occupants of the residence and clients do not come to the property to receive goods or services.
- (y) **KID STAND** means an informal stand set up by children under the age of 12 to sell goods to passersby, typically located on private residential property.

- (z) **MANAGER** means a **Person** appointed to the position of Chief Administrative Officer for the **Town** by **Council**, and known as the Municipal **Manager**.
- (aa) **MECHANICAL TRADE** means any **Person** who, for compensation, carries on any of the trades designated in the regulations passed pursuant to the Apprenticeship and Industry Training Act, and includes, but is not limited to:
 - (i) electrical contractor;
 - (ii) plumbing contractor;
 - (iii) steamfitting & pipefitting contractor;
 - (iv) gasfitting contractor;
 - (v) motor mechanic;
 - (vi) auto body mechanic;
 - (vii) sheet metal contractor;
 - (viii) electronic technician;
 - (ix) refrigeration mechanic;
 - (x) heavy duty mechanic;
 - (xi) elevator contractor; and
 - (xii) locksmith.
- (bb) **MOBILE FOOD VENDOR** means a vehicle or trailer used to sell food, and may also be a **Mobile Food Cooking Operation**.
- (cc) **MOBILE COOKING OPERATION** means a food preparation, and or handling, and or processing unit, contained within a vehicle or trailer, that uses electricity, natural gas, wood, charcoal, or propane-powered commercial cooking equipment to prepare and store food, that may be parked or sited on a temporary basis and then moved to a different location.
- (dd) **NON-LOCAL BUSINESS** shall mean any business that is not a **Local Business**.
- (ee) **PEACE OFFICER** has the same definition as in the Provincial Offences Procedure Act.
- (ff) **PEDDLER** shall mean any **Person** who as principal or agent **Carries On Business** in the **Town** by soliciting, negotiating or concluding sales contracts in person at any place other than the seller's place of business, without an expressed invitation from the consumer and includes any **Person** that may be known as a huckster or transient trader. A **Person** selling farm produce grown or raised by the **Person** is not considered a **Peddler**.
- (gg) **PEDDLER LICENSE** shall mean a license issued to a **Person** to be a **Peddler** in the Town.
- (hh) **PERSON** shall mean a natural **Person**, trustee, legal representative, proprietorship, body corporate, association, or partnership.

- (ii) **REAL ESTATE BUSINESS** shall mean a business which facilitates the sale of real property, as defined within and governed by the Real Estate Act.
- (jj) **RENTAL ACCOMMODATION BUSINESS** shall mean **Carrying-on-Business** by the renting or leasing three or more dwelling units on one property.
- (kk) **LOCAL BUSINESS** shall mean a business that has a permanent **Business Premises** within the corporate limits of:
 - (i) The **Town** of Redcliff;
 - (ii) The City of Medicine Hat; or
 - (iii) Cypress County.
- (ll) **SEASONAL BUSINESS** shall mean:
 - (i) a garden tilling business;
 - (ii) a weed cutting business; or
 - (iii) the business of snow removal.
- (mm) **SUB-CONTRACTOR** shall mean any **Person** who enters into a contract with a **General Contractor** for the erection, alteration, moving, cleaning, repair or demolition of any building or structure in the **Town** and, the includes a **Person** who carries on any one or more of the following businesses:
 - (i) builder or carpenter;
 - (ii) roofing, siding application, and window/door moulding capping, or stucco;
 - (iii) application, glass installing, door installing, plastering, or eavestrough installing;
 - (iv) excavating, landscaping, concrete or asphalt installing, reinforcing steel installing, sewer or water pipe and equipment installation, or paving;
 - (v) structural steel installation, welding contracting, brick or stone mason;
 - (vi) building movers or demolition;
 - (vii) drywall and lath installing, flooring installing, painting and decorating, paper hanging, terrazzo or tile contracting;
 - (viii) ceiling installing, acoustical installation; and
 - (ix) janitor service, window washing contractor, rug and upholstery cleaning, or chimney cleaning.
- (nn) **TOWN** means the municipal corporation of the **Town** of Redcliff or the area contained within the **Town** boundaries as the context requires.

PART 2 GENERAL REGULATIONS

REQUIREMENT TO POSSESS BUSINESS LICENSE

- (5) Every **Person Carrying-on-Business** within the corporate limits of the **Town** is required to have a current, valid **Business License** issued pursuant to the provisions of this Bylaw, unless exempted by Federal or Provincial statutes or regulations.
- (6) A **Business License** does not give a person the right to be a **Peddler**. A separate **Peddler License** is required for a **Peddler**.
- (7) Advertising for sale on a private property more than one building, boat, motor vehicle, recreational vehicle or equipment of any kind is considered to be **Carrying-on-Business**.

BUSINESS LICENSE APPLICATION REQUIREMENTS

- (8) **Application** for a **Business License** shall:
 - (a) Be in writing on the current standard form;
 - (b) Be signed and submitted by the **Person** or a director or officer of the **Person** intending to be **Carrying-on-Business**;
 - (c) Be accompanied by a Certificate of Qualification where such Certificate is required by Federal or Provincial statute or regulation for the operation or performance of a particular business, calling, profession, trade, or occupation; and
 - (d) Include payment of the **Business License Fee** as set out in the **Town's Fees, Rates and Charges Bylaw**.

TERMS OF BUSINESS LICENSE

- (9) The **Business License Inspector** or **Licence Issuer** may refuse to grant a **Business License** if:
 - (a) The application is incomplete;
 - (b) Required Federal or Provincial licensing or Certificate of Qualification has not be provided;
 - (c) There are reasonable grounds to believe the business may jeopardize public health and safety;
 - (d) There are reasonable grounds to believe the business will be or is involved in criminal activities; or
 - (e) There are reasonable grounds to believe the business will contravene or is in contravention of **Town** bylaws.
- (10) The **Business License Inspector** or **Business License Issuer** shall only issue a **Business License** for a **Business Premises** located in the **Town** if there is an approved Development Permit for the proposed **Business Premises**, if required.

- (11) The **Business License Inspector** or **Business License Issuer** may impose any conditions on a **Business License** that are deemed necessary to:
- (a) Protect the public health and safety;
 - (b) Reduce the potential for the **Business Licensee** to be involved in criminal activities;
 - (c) Reduce the potential for contraventions of the **Town** bylaws; and
 - (d) Protect the public interest.
- (12) Every **Business License** issued under the provisions of this Bylaw shall terminate at midnight on the 31st day of December of the **Business License Year** in which the **Business License** was issued, unless the **Business License** is terminated by revocation or surrendered prior to midnight on the 31st day of December of the **Business License Year**.

POSTING AND INSPECTION

- (13) Every **Business License** issued pursuant to this Bylaw shall be picked up by the **Business Licensee**, or delivered or mailed to the **Business Licensee** by the **Town**.
- (14) The **Business Licensee** shall post the **Business License** in a conspicuous place on the **Business Premises**.
- (15) All **Business Premises** located within the corporate limits of the **Town** in respect of which a **Business License** has been applied for or has been issued pursuant to the provisions of this Bylaw shall be subject to inspection by the **Business License Inspector**.
- (16) A **Business Licensee** shall produce the **Business License** for inspection purposes whenever required to do so by the **Business License Inspector**.
- (17) The **Business License Inspector** is hereby authorized to enter into any **Business Premises** during normal business hours located within the corporate limits of the **Town** in respect of which a **Business License** has been applied for or has been issued pursuant to the provisions of this Bylaw, to inspect for conditions that may contravene or fail to comply with the provisions of this Bylaw.

REVOCATION, AND SUSPENSION

- (18) The **Business License Inspector** may revoke or suspend a **Business License** if, in their opinion:
- (a) Public health and safety may be jeopardized by the continuation of the business;
 - (b) There is a breach of the Criminal Code that warrants the revocation or suspension; or
 - (c) The **Business Licensee** is in continual and ongoing contravention of this Bylaw or other bylaws of the **Town**.
- (19) Upon a **Business License** being revoked or suspended, the **Business License Inspector** shall notify the holder of the **Business License** by delivering the notice personally, or by registered or certified mail to the place of business as shown on the **Business License**.

APPEALS OF BUSINESS LICENSE INSPECTOR OR BUSINESS LICENSE ISSUER DECISIONS

- (20) In every case where a **Business License** has been refused, revoked, or suspended, the **Applicant** or **Business Licensee** may appeal to the **Manager**.
- (21) Where the **Applicant** or **Business Licensee** is not satisfied with the decision of the **Manager**, the **Applicant** or **Business Licensee** may appeal the **Manager's** decision to **Council**.
- (22) With respect to Sections (20) and (21) the **Manager** and or **Council** may:
- (a) Confirm the refusal, revocation, or suspension;
 - (b) Direct the **Business License** to be issued;
 - (c) Reinstate the revoked **Business License**; or
 - (d) Remove or vary the suspension of the **Business License**.
- (23) An appeal made under Sections (20) and (21) shall be made by the **Applicant** or **Business Licensee** within 30 days after such refusal, revocation, or suspension.
- (24) The fees for appeal of a decision of the **Business License Inspector**, **Business License Issuer** or **Manager** are contained in the Fees Rates and Charges Bylaw.
- (25) All appeals under Sections (20) and (21) shall be made in writing addressed to the **Manager** of the **Town** and shall be dated as of the date received by the **Manager**.

TRANSFER OF BUSINESS LICENSE

- (26) A **Business Licensee** may not transfer a **Business License** to another **Person**.

PART 3**ADDITIONAL REGULATIONS REGARDING CERTAIN BUSINESSES****CANNABIS PRODUCTION AND DISTRIBUTION FACILITY**

- (27) Approval of an **Application** for a **Business License** for a **Cannabis Production and Distribution Facility** shall be conditional upon the **Applicant** providing the **Business License Inspector** or **Business License Issuer**:
- (a) Proof of a valid and subsisting license issued by Health Canada; and
 - (b) An up-to-date list of all persons employed in the **Cannabis Production and Distribution Facility**, including proof of each employee's compliance with any qualifications, conditions, or training requirements set by Health Canada and applicable legislation.
- (28) The **Business License Inspector** or **Business License Issuer** will share all information received in the above Section with the local detachment of the RCMP.

- (29) The **Business Licensee** for a **Cannabis Production and Distribution Facility** must maintain and keep on the premises:
- (a) Proof of a valid and subsisting license issued by Health Canada; and
 - (b) An up-to-date list of all persons employed in the **Cannabis Production and Distribution Facility**, including proof of each employee's compliance with any qualifications, conditions, or training requirements set by Health Canada and applicable legislation.
- (30) Upon request by the **Business License Inspector**, the **Business Licensee** must produce the license issued by Health Canada and an up-to-date list of all persons employed with all documents required by federal legislation for a **Person** to be employed at a **Cannabis Production and Distribution Facility**.
- (31) The **Business Licensee** shall provide the **Business License Inspector** or **Business License Issuer** with a written notice of any changes to persons employed at the **Cannabis Production and Distribution Facility**, within 30 days of the employment change coming into effect.
- (32) A **Business License** for a **Cannabis Production and Distribution Facility** is automatically revoked if at any time the business's Health Canada license is revoked, cancelled, or expired and not renewed.

CANNABIS RETAIL STORE

- (33) Approval of an **Application** for a **Business License** for a **Cannabis Retail Store** shall be conditional upon the **Applicant** providing the **Business License Inspector** or **Business License Issuer**:
- (a) Proof of a valid and subsisting license pursuant to the Alberta Gaming, Liquor, and Cannabis Act and other applicable legislation; and
 - (b) An up-to-date list of all persons employed in the **Cannabis Retail Store**, including proof of each employee's compliance with any qualifications, conditions, or training requirements set out in the Alberta Gaming, Liquor and Cannabis Act and other applicable legislation.
- (34) The **Business License Inspector** or **Business License Issuer** will share all information received in the above Section with the local detachment of the RCMP.
- (35) The **Business Licensee** for a **Cannabis Retail Store** must maintain and keep on the premises:
- (a) Proof of a valid and subsisting license issued under the Alberta Gaming, Liquor and Cannabis Act; and
 - (b) An up-to-date list of all persons employed in the **Cannabis Retail Store**, including proof of each employee's compliance with any qualifications, conditions, or training requirements set out in the Gaming, Liquor and Cannabis Act, or other applicable legislation.

- (36) Upon request by the **Business License Inspector**, the **Business Licensee** must produce the license issued under the Alberta Gaming, Liquor and Cannabis Act and up-to-date list of all persons employed with all documents required by Alberta Gaming, Liquor and Cannabis Act for a **Person** to be employed at a **Cannabis Production and Distribution Facility**.
- (37) The **Business Licensee** shall provide the **Business License Inspector** or **Business License Issuer** with a written notice of any changes to persons employed at the **Cannabis Retail Store**, within 30 days of the employment change coming into effect.
- (38) A **Business License** for a **Cannabis Retail Store** is automatically revoked if at any time the business' provincial license is revoked, cancelled, or expired and not renewed.

MOBILE FOOD VENDOR

- (39) Approval of an **Application** for a **Business License** for a **Mobile Food Vendor** shall:
- (a) Be conditional upon the **Applicant** providing the **Business License Inspector** or **Business License Issuer** with a site location plan indicating the **Applicant's** intended operation locations.
- (40) If the **Applicant** wishes to operate a **Mobile Food Vending** unit in a location not identified in their original location plan, they must provide the **Business License Inspector** or **Business License Issuer** with an updated location plan and receive **Business License Inspector** or **Business License Issuer** approval.
- (41) A **Business License Fee** for a **Mobile Food Vendor** shall be paid to the **Town** at the time of the **Business License Application** and may be for a daily, weekend, monthly or **Business Year**, as chosen by the **Applicant**, as set out in the Fees, Rates and Charges Bylaw.
- (42) A **Mobile Food Vendor**, while in operation, may be located, subject to the approval of the **Business License Inspector** or **Business License Issuer**:
- (a) On private property, with written consent from the landowner, in the Downtown Commercial, General Commercial, Highway Commercial, Light Industrial, and Heavy Industrial Land Use Districts, as defined in the Land Use Bylaw; or
 - (b) On **Town** owned land, streets, roads, and highways.

MOBILE COOKING OPERATION

- (43) Approval of an **Application** for a **Business License** for a **Mobile Cooking Operation** shall be conditional upon the **Applicant** providing the **Business License Inspector** or **Business License Issuer**:
- (a) Proof of a valid Inspection Certificate, issued by an Alberta Safety Codes Officer, within the past 6 months; and
 - (b) A site location plan indicating the **Applicant's** intended operation locations.
- (44) If the **Applicant** wishes to operate a **Mobile Cooking Operation** in a location not identified in their original location plan, they must provide the **Business License Inspector** or **Business License Issuer** with an updated location plan and receive **Business License Inspector** or **Business License Issuer** approval.

- (45) A **Business License Fee** for a **Mobile Cooking Operation** shall be paid to the **Town** at the time of the **Business License Application** and may be for a daily, weekend, monthly or **Business Year**, as chosen by the **Applicant**, as set out in the Fees, Rates and Charges Bylaw.
- (46) A **Mobile Cooking Operation**, while in operation, may be located, subject to the approval of the **Business License Inspector** or **Business License Issuer**:
- (a) On private property, with written consent from the landowner, in the Downtown Commercial, General Commercial, Highway Commercial, Light Industrial, and Heavy Industrial Land Use Districts, as defined in the Land Use Bylaw; or
 - (b) On **Town** owned land, streets, roads, and highways.

PEDDLER

- (47) Every **Peddler** engaged in **Carrying-on-Business** in the **Town** shall carry on their person a **Peddler License** issued by the **Business License Inspector** or **Business License Issuer**.
- (48) A **Peddler License** shall be applied for and subject to the approval of the **Business License Inspector** or **Business License Issuer** prior to the **Peddler Carrying-on-Business** in the **Town**.
- (49) A **Peddler License** will not be issued to a trustee, legal representative, proprietorship, body corporate, association, or partnership.
- (50) **Application** for a **Peddler License** shall:
- (a) Be in writing on the current standard **Town** form;
 - (b) Be signed and submitted by the **Person** intending to be a **Peddler**;
 - (c) Be accompanied with photo identification document(s) acceptable to the **Business License Inspector** or **Business License Issuer** that includes a unique identification number;
 - (d) Include a criminal record check, completed in the last 90 days, for every **Person** who wishes to carry on business as a **Peddler**. In the case where a **Peddler** will be representing a **Person Carrying-on-Business**, other than the **Peddler**, include by a criminal record check, completed in the last 90 days, for the owner or manager of the **Person Carrying-on-Business**;
 - (e) Be accompanied by a Certificate of Qualification where such Certificate is required by Federal or Provincial statute or regulation for the operation or performance of a particular business, calling, profession, trade, or occupation; and
 - (f) Include payment of the **Business License Fee** as set out in the **Town's Fees, Rates and Charges Bylaw**.

- (51) The **Business License Inspector** or **Business License Issuer** shall not issue a **Peddler License** if the **Applicant** has within the preceding two years been found guilty of theft, fraud, possession of stolen property or any other criminal offence involving an imputation of dishonest or fraudulent conduct, or person crimes, in Canada or in any other country so far as the **Business License Inspector** or **Business License Issuer** is able to determine with the assistance of the RCMP.
- (a) This Section shall not be construed or interpreted to derogate from the discretion of the **Business License Inspector** or **Business License Issuer** to:
- (i) refuse to grant a **Peddler License** to a **Person** who has been convicted of a criminal offence of a type other than that specified in this Section; or
- (ii) refuse to grant a **Peddler License** to a **Person** who has been convicted of a criminal offence of a type mentioned in this Section, more than two years before the date on which the application is made.
- (52) The **Business License Inspector** or **Licence Issuer** may refuse to grant a **Peddler Business License** if:
- (a) The application is incomplete;
- (b) Required federal or provincial licenses or certificates have not be provided;
- (c) There are reasonable grounds to believe the **Peddler** may jeopardize the health and safety of the public;
- (d) There are reasonable grounds to believe the **Peddler** will be involved in illegal activities; and
- (e) There are reasonable grounds to believe that the **Peddler** will contravene the bylaws of the **Town**.
- (53) A **Peddler** shall produce the **Peddler License** and photo identification for inspection purposes whenever required to do so by a **Peace Officer** or **Business License Inspector**.
- (54) A **Peddler's License** shall be valid for only the term specified on the **Peddler License** and in no case shall the **Peddler License** be valid beyond midnight on the 31st day of December of the **Business License Year**. There is no renewal of a **Peddler's License**.
- (55) No **Person** shall carry on the business of a **Peddler** except between the hours of 9:00 a.m. and 8:00 p.m. on a day other than a statutory holiday.
- (56) The **Business License Inspector** may revoke or suspend a **Peddler License** if, in their opinion:
- (a) Public health and safety may be jeopardized by the continuation of the **Peddler License**;
- (b) There is a breach of the criminal code that would prevent the **Person** from receiving a **Peddler's License**; or
- (c) The **Peddler** is in continual and ongoing contravention of this bylaw and other bylaws of the **Town**.

- (57) Upon a **Peddler License** being revoked or suspended, the **License Inspector** shall notify the holder of the **Peddler License** by delivering the notice personally and requiring the **Peddler** to surrender the **Peddler License**. Where personal delivery and surrender of the **Peddler License** is not possible, the notice may be sent by registered or certified mail to the place of business as shown on the **Peddler License**.

SEASONAL BUSINESS

- (58) A **Business License** for a **Seasonal Business** shall be applied for and be subject to the approval of the **Business License Inspector** or **Business License Issuer** prior to the **Person Carrying-on-Business** in the **Town**. A **Business License Fee** as set out in the Fees, Rates and Charges Bylaw for a **Seasonal Business** shall be paid to the **Town** at the time of the **Business License Application**.
- (a) The provisions of sections (66)(67) shall not apply to **Business License Fees** a **Seasonal Business**.

PART 4 EXEMPTIONS

- (59) Schools, not for profits, and charitable organizations hosting fundraising events, including door to door fundraisers, and using volunteers, are exempt from requiring a **Business License**.
- (60) The provisions of this Bylaw shall not apply to a **Person Carrying-on-Business** exempted by provincial or federal statutes or regulations.
- (61) A **Business License** is required of the **Mechanical Trade** and not to individual employees of the licensed **Mechanical Trade**.
- (62) The holder of a **Business License** issued for a **Craft or Trade Show** in which all participants are Not for Profit Organizations and where the proceeds of the **Craft or Trade Show** are stated to be utilized toward a project within the **Town**, may apply to the **Business License Inspector** for a refund of the **Business License Fee**.
- (63) **Garage Sales** shall be permitted without a **Business License** subject to the following:
- (a) A maximum of two garage sales in each calendar year may be conducted on each private residential property in the **Town**.
- (b) A **garage sale** must not be conducted for a period of more than three days, whether consecutive or not.
- (64) **Kid Stands** (i.e. lemonade stand) shall be permitted without a **Business License** subject to the following:
- (a) The persons running the stand are under the age of 12 years,
- (b) The persons receiving profit from the stand are under the age of 12 years,

- (c) That the stand is informal and without:
 - (i) Regular business hours;
 - (ii) Professionally produced promotional materials;
 - (iii) Professional equipment; and
 - (iv) Walls and roofs;
- (d) Hours of operation are limited from 10:00 AM to 8:00 PM; and
- (e) Are not operated during class time on a Prairie Rose School Division school day.

PART 5 BUSINESS LICENSE FEES

- (65) **Business License Fees** for a **Business License** are set in the in Schedule “B” to this bylaw.
- (66) For a new **Business License**, the **Business License Fees** are payable when they are applied for as follows:
 - (a) between the 1st day of January and the 31st day of August in any **Business License Year** the **Business License Fee** shall be amount for the full year;
 - (b) between the 1st day of September and the 30th day of November in any **Business License Year** the **Business License Fee** shall be one-half the amount for the full year;
 - (c) after the 1st day of December the **Business License Fee** shall be 110% of the **Business License Fee** for the current **Business License Year** and the **Business Licensee** shall be for the date of issue until midnight on December 31 of the next **Business License Year**.
- (67) **Business License Fees** for renewal of an existing **Businesses License** become due on January 1 of the new **Business License Year**. Where a **Business License Fee** for renewal of a **Business License** has not been received by the **Town** before the first day of March of the new **Business License Year**, the **Business License** will be cancelled.

PART 6 OFFENCES, ENFORCEMENT AND PENALTIES

OFFENCES

- (68) Any Person who contravenes any provision of this Bylaw is guilty of an offense punishable by issuance of:
 - (a) A summons/violation ticket (Part 2); or
 - (b) An offense notice/violation ticket (Part 3).
- (69) Any notice, violation or summons ticket will be served by a **Bylaw Enforcement Officer** or a **Peace Officer** in accordance with the provisions of the Provincial Offences Procedure Act.

ENFORCEMENT

- (70) Where a **Peace Officer, Bylaw Enforcement Officer** or **Business License Inspector** believes on reasonable and probable grounds that a contravention of this Bylaw has occurred they may:
- (a) Enter the business to investigate;
 - (b) Request to see the copy of the **Business License** and any other documentation required as part of a **Business License** under this Bylaw;
 - (c) At their discretion, give **the Person** in contravention of this Bylaw 24 hours to correct the contravention;
 - (d) Serve upon the **Person** a written violation notice; or
 - (e) Commence proceedings by issuing ticket as outlined in Section (68).
- (71) Nothing in this Bylaw shall be construed as curtailing or abridging the right of the **Town** to obtain compensation or to carry out an action for loss of or damages to property from or against the **Person** responsible.
- (72) A **Person** shall not be convicted of an offence if it is established upon a preponderance of the evidence that the **Person** took all reasonable steps under the circumstances to avoid the contravention of this Bylaw.
- (73) Nothing in this Bylaw shall be construed as preventing any **Peace Officer** or **Bylaw Enforcement Officer** from issuing a summons or offence notice under the Provincial Offences Procedure Act or otherwise initiating court process in any manner permitted by law, in respect of an alleged offence for which a violation ticket may be issued.

INSPECTION OF DOCUMENTS

- (74) Upon the request of a **Peace Officer** or **Bylaw Enforcement Officer**, a **Person** holding a **Business License** or **Peddler License** shall produce the **Business License** or **Peddler License** issued pursuant to this bylaw.
- (75) Information obtained from any document inspected by a **Peace Officer** or **Bylaw Enforcement Officer**, under the authority of this Section, and submitted by them as evidence in a prosecution for an alleged contravention of this Bylaw, shall be prima-facie accepted by the Court as true information without the necessity of proof of the signature or the official capacity of the **Person** who signed or authorized the document(s) from which the information was obtained.

PENALTIES

- (76) A ticket issued under (68) Section shall state the:
- (a) Provision of this Bylaw alleged to have been contravened; and
 - (b) Fine set out in Schedule A of this Bylaw.
- (77) A ticket shall be deemed to be sufficiently served for the purposes of this Section if:
- (a) Served personally on the **Person** alleged to have contravened the provision of this Bylaw set out in the violation notice;

- (b) Mailed to the address of the **Business Premises** in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded; or
- (c) Attached to or left upon the main door of the **Business Premises** of which the offence is alleged to have been committed by.

GENERAL

- (78) For the purposes of this Bylaw, a **Bylaw Enforcement Officer** is also a **Business License Inspector**.
- (79) Each separate provision of this Bylaw shall be deemed to be independent of all other provisions. If any provision of this Bylaw is deemed or declared to be invalid by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- (80) If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.
- (81) The **Town** of Redcliff Bylaw No. 1618/2009 is hereby repealed upon this Bylaw coming into effect.

Read a first time this _____ day of _____, 2018

Read a second time this _____ day of _____, 2018

Read a third time this _____ day of _____, 2018

Signed and Passed this _____ day of _____, 2018

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

SCHEDULE A
Specified Fines

Section	Description of Offence	Fine
(5), (67)	Carrying-on-Business without a Business License	\$500.00
(15)	Failing to produce a Business License for inspection purposes to the Business License Inspector	\$250.00
(31), (37)	Failing to produce an updated employee list within 30 days of staff changes occurring	\$100.00
(45)	Parking an operational Mobile Food Vendor or Mobile Cooking Operation in a prohibited area	\$250.00/day
(44)	Parking an operational Mobile Food Vendor or Mobile Cooking Operation in a permitted area not defined on the Business Licensee's site plan	\$50.00/day
	Carrying-on-Business as a Peddler without a Peddler Business License	\$500.00
(55)	Carrying-on-Business as a Peddler outside of the designated hours	\$200.00/offence
Other Offences	Any other offence of this Bylaw not specified or listed in Schedule A	Min: \$50.00 Max: \$1000.00

**SCHEDULE B
Permit Fees**

GENERAL CONTRACTOR	
As a Resident Business (15 km)	\$ 75.00
SUB-CONTRACTOR	
As a Resident Business (15 km)	\$ 75.00
MECHANICAL TRADE	
As a Resident Business (15 km)	\$ 75.00
RESIDENT BUSINESS (15 km)	\$ 55.00
NON-RESIDENT BUSINESS	\$330.00
HOME OCCUPATION - OTHER THAN CATELOG SALES	\$ 82.50
HOME OCCUPATION - CATELOG SALES	\$ 27.50
PEDDLER	
As a Resident Business (15 km)	
- full year	\$110.00
- one week	\$ 27.50
As a Non-Resident Business	
- full year	\$330.00
- per week	\$ 55.00
CIRCUS, CARNIVAL, OR RODEO	
- per day	\$110.00
SEASONAL BUSINESS	\$ 27.50
BUSINESS LICENSE TRANSFER FEE	\$ 11.00
CRAFT OR TRADE SHOW	
- per day	\$100.00

TOWN OF REDCLIFF

REQUEST FOR DECISION

DATE: August 20, 2018

PROPOSED BY: Planning & Engineering Department

TOPIC: Bylaw 1871/2018, Land Use Bylaw Amendment – Cannabis Retail Store Overlay

PROPOSAL: That Council consider giving first reading to the proposed amendment to the Land Use Bylaw regarding the Cannabis Retail Store Overlay.

BACKGROUND:

The federal Cannabis Act received royal assent on June 21st, 2018. The Federal government set October 17th, 2018 as the day cannabis legalization will come into effect.

On May 14th, 2018 Redcliff Town Council passed amendments to the Land Use Bylaw to provide for the regulation of cannabis-related uses, in preparation for legalization. The amendments included the creation of a Cannabis Retail Store Overlay, and subsequent map (Map A with amendments) to denote allowable locations for Cannabis Retail Stores. The Cannabis Retail Store Overlay was created using the following setbacks as guidelines:

1. Located outside of the 100 metre setback from any parcel of land on which a Cannabis Retail Store is located to a boundary of the parcel of land of a:
 - a. Provincial health care facility;
 - b. School;
 - c. School reserve or municipal and school reserve as designated in the *Municipal Government Act*;
 - d. Municipal recreation facility (including the youth centre, swimming pool, rectangle, and library);
 - e. Payday loan centre or pawn shop;
 - f. Daycare or childcare facility; or
 - g. Public park used for recreational purposes.

The use of the Overlay to determine Cannabis Retail Store locations allows Council the flexibility to remove or include parcels in the Overlay, on a case by case basis, at Council's discretion, regardless of whether the parcel(s) meet the setback guidelines.

On August 7, 2018 2107674 AB Ltd. made an application to amend Bylaw 1698/2011, being the Redcliff Land Use Bylaw, to include Lot(s) 14-18, Block 73, Plan 755 AD (#4 – 116 Broadway Avenue E.) in the Cannabis Retail Store Overlay. The property was not included in the Cannabis Retail Store Overlay as it is located within the 100 metre setback from a daycare at 115 Broadway Avenue E., and a public park located at 139 2 Street SE.

The proposed Land Use Bylaw amendment was presented to the Municipal Planning Commission at the regular scheduled meeting on August 15, 2018 for Comment. MPC's Comments are as follows:

J. Steinke moved, with regard to the Application for Land Use Bylaw Amendment from 2107674 AB Ltd. at #4 - 116 Broadway Avenue E. (Lot 14-18, Block 73, Plan 755AD), that the following comment be submitted to Council:

Consensus of the Municipal Planning Commission is that it does not support the application for Land Use Amendment Application from 2107674 AB Ltd. to include the property at #4 - 116 Broadway Avenue E. (Lot 14-18, Block 73, Plan 755AD) in the Cannabis Retail Store Overlay as presented.
– Defeated.

ADMINISTRATION REPORT

#4 – 116 Broadway Avenue E. (Lots 14-18, block 73, Plan 755 AD) is not included in the Cannabis Retail Store Overlay Map because it falls within the 100m setback of sensitive areas identified within Bylaw 1860/2018.

The following list includes the sensitive areas complete with their addresses:

- Rising Stars Learning & Childcare Center - 115 Broadway Avenue East - is located across the street from the applicant's proposed location for the new cannabis retail store and is within the 100m setback.
- The parcel of the applicant's proposed location for the new cannabis retail store is within the 100m setback from Memorial Park – 139 2 Street SE
- The lands proposed to be added to the Cannabis Retail Store Overlay are located 172m from Parkside School - 209 2 Street SE site.
- The lands proposed to be added to the Cannabis Retail Store Overlay are located 115m from the Redcliff Youth Center – 19 Main Street S.

Administration recommends refusal of adding this property into the Cannabis Retail Store Overlay because the property is located within the 100 metre setback of the Daycare and Park and will be clearly visible from both locations.

POLICY/LEGISLATION

Part 2, Division 1, Section 8 of the *Municipal Government Act*

Part VI Land Use Bylaw Amendments, Section(s) 32-39 of the Redcliff Land Use Bylaw

STRATEGIC PRIORITIES:

N/A

ATTATCHMENTS:

Application for Land Use Bylaw Amendment – KRC Investments

Current Cannabis Retail Store Overlay Map

Proposed New Cannabis Retail Store Overlay Map

Proposed Land Use Amending Bylaw 1871/2018

OPTIONS:

1. That Council give first reading to Bylaw 1871/2018, being an amendment to the Land Use Bylaw, to include Lot(s) 14-18, Block 73, Plan 755AD (#4 – 116 Broadway Avenue E.) in the Cannabis Retail Store Overlay, Map A, and Administration proceed to provide notice and advertise for a public hearing in accordance with the Municipal Government Act.
2. That Council not give first reading to Bylaw 1871/2018

RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

Councilor _____ moved that Bylaw 1871/2018, being an amendment to the Land Use Bylaw , to include Lot (s) 14-18, Block 73, Plan 755AD (#4 – 116 Broadway Avenue E.) in the Cannabis Retail Store Overlay be given first reading.

SUBMITTED BY:


Department Head


Municipal Manager

**BYLAW NO: 1871/2018
TOWN OF REDCLIFF**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the land described as

Legal Description
Lot(s) 14-18, Block 73, Plan 755AD

Civic Address
#4 – 116 Broadway Avenue E

Herein referred to as “Subject Land A”, is not presently included within the Cannabis Retail Store Overlay, as illustrated in Map A in the Land Use Bylaw.

AND WHEREAS Redcliff Town Council desires to amend Map A of the Land Use Bylaw to include “Subject Land A” within the Cannabis Retail Store Overlay. “Subject Land A” is located as indicated on the following map.



AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000, Ch. M-26.

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____ A.D. 2018.

NOW THEREFORE the Council of the Town of Redcliff in open meeting assembled, enacts that Bylaw 1698/2011, being the Land Use Bylaw, be amended as follows:

1) This Bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1871/2018.

2) The land described as

Legal Description

Lot(s) 14-18, Block 73, Plan 755AD

Civic Address

#4 – 116 Broadway Avenue E

is hereby included within the Cannabis Retail Store Overlay.

3) That the Current Map A, Cannabis Retail Store Overlay, in the Land Use Bylaw be deleted and replaced with revised Map A as is hereto attached to this amending bylaw.

4) This bylaw shall come into force on the date of the final reading and signing thereof.

READ a first time this _____ day of _____ 2018 A.D.

READ a second time this _____ day of _____ 2018 A.D.

READ a third time this _____ day of _____ 2018 A.D.

PASSED and **SIGNED** this _____ day of _____ 2018 A.D.

MAYOR

MANAGER OF LEGISLATIVE & LAND
SERVICES



APPLICATION FOR LAND USE AMENDMENT

Owner of Site:

Name:

CARICO Holdings LTD.

Address:

30 - PALISADES MEWS N.E.
MEDICINE HAT AB.

Postal Code:

T1C 2B5

Agent of Owner:

Name:

2107674 AB LTD.

Address:

44 Henderson Crt NE
Medicine Hat, AB
T1C 1Y9

Postal Code:

Telephone Number

403-594-9735 / 403-580-9223

Existing Land Use Zoning:

Proposed Land Use Zoning:

CANNIBIS RETAIL STORE MAP OVERLAY

Municipal Address of Site:

#4 - 116 BROADWAY AVE. E. REDCLIFF

Legal Land Description

Lot 14-18

Block 73

Plan 755 AD

Enclosures and Attachments:

- ☒ a) Copy of Certificate of Title for Effected lands.
- ☒ b) Evidence that Agent is authorized by Owner.
- ☒ c) Statement of reasons in support of application.
- ☒ d) Vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60 m of the parcel boundaries.
- ☐ e) Where application is for a district change to DC - Direct control district a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate.
- ☐ f) Fee, as established by resolution of Town Council, which shall include a standard application fee plus the cost of advertising for the public hearing.

The Municipal Manager in consultation with the Redcliff Planning Board may:

- (a) Refuse to accept an application to amend this Bylaw if the information required by subsection (30) has not been supplied, or
- (b) Consider the application complete without all of the information required by subsection (30), if, in his opinion, a decision can be properly made with the information supplied.

OWNER'S AND/OR OWNER'S AGENT SIGNATURE

July 19 2018

DATE

PART VI
LAND USE BYLAW AMENDMENTS

32. APPLICATION

- (1) A person may apply to Council through the Municipal Manager, to have this Bylaw amended, by applying in writing and furnishing reasons in support of the application.
- (2) Council may initiate amendments to this Bylaw by directing the Municipal Manager to initiate an application therefore.
- (3) All amendments to the Land Use Bylaw shall be made by an amending Bylaw in accordance with the Act.

33. INFORMATION AND PLANS REQUIRED

- (1) All applications for amendments to the Land Use Bylaw shall be made to the Municipal Manager on the prescribed application form and shall be accompanied by the following:
 - (a) a copy of the certificate of title for the lands affected;
 - (b) evidence satisfactory to the Municipal Manager that the application is authorized by the registered owner(s) of the parcel, if the registered owner(s) is not the applicant;
 - (c) a statement of the reasons in support of the application;
 - (d) a vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60.0 m of the parcel boundaries;
 - (e) a description of the use or uses proposed for the land that is the subject of the application;
 - (f) where an application is for a district change to DC - Direct Control District a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate;
 - (g) a fee, as established by Council.
- (2) The Municipal Manager may request, in addition to the information required in subsection (1) above, such other information as necessary to properly evaluate and make a recommendation on the application.

34. COMPLIANCE WITH INFORMATION REQUIREMENT

- (1) The Municipal Manager may:
 - (a) refuse to accept an application to amend this Bylaw if the information required by Section 33 has not been supplied, or
 - (b) consider the application complete without all of the information required by Section 33, if, in his opinion, a decision can be properly made with the information supplied.

35. APPLICATION REVIEW PROCESS

- (1) On receipt of an application to make an amendment to this Bylaw, the Municipal Manager shall refer the application for comments to:
 - (a) the Municipal Planning Commission
- (2) The Municipal Planning Commission shall consider the matter and make recommendation to Town Council.
- (3) In reviewing an application to amend this Bylaw, consideration shall be given to the following:
 - (a) the proposal is located in an appropriate area of the community and is compatible with adjacent land uses;
 - (b) the proposal does not compromise the road capacity of the area and is suitably and efficiently serviced by an off-site road network;
 - (c) the proposal can be adequately serviced with municipal utilities; and
 - (d) any other matter as deemed necessary taking into consideration the nature of the application as well as any statutory plan or approved policy affecting the site.
- (4) The recommendations of the Municipal Planning Commission shall be communicated to the applicant who shall decide whether or not he wishes to pursue his application further.
- (5) Should the applicant decide not to pursue the application further the matter will be considered closed and the advertising component of the fees will be refunded.

36. PUBLIC NOTICE

- (1) Upon first reading of a Bylaw amendment the Municipal Manager shall forthwith cause to be published in two (2) issues of a newspaper, a notice of the proposed amending bylaw containing:
 - (a) the legal description of land;
 - (b) the civic address of the property if possible;
 - (c) the purpose of the amending Bylaw;
 - (d) time and place where a copy of the proposed amending Bylaw may be inspected by the public;
 - (e) time and place that Council will hold a Public Hearing on the proposed amending Bylaw prior to the second reading;
 - (f) an outline of the procedure to be followed by anyone wishing to be heard at the Public Hearing and how the hearing will be conducted.
- (2) In addition to the newspaper advertisement included in subsection (1), notice shall be given to the owner(s) of the subject lands and a written notice shall be issued by ordinary mail, to each owner of adjacent land as defined by the Act or any other land owner that Council deems affected, at the name and address shown for that owner on the tax roll.

37. PUBLIC HEARING

- (1) Council shall hold the Public Hearing at the time and place stated in the notice, at which Council may hear:
 - (a) the applicant or a person acting for the applicant;
 - (b) any person who claims to be affected by the proposed amending Bylaw;
 - (c) any other person that Council agrees to hear.

38. DECISIONS

- (1) Council, after considering:
 - (a) any representations made at the public hearing;
 - (b) any Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan and Intermunicipal Development Plan affecting the application and the provisions of this Bylaw. and

- (c) any other matter it considers appropriate, may:
 - (i) pass the proposed Bylaw;
 - (ii) make such amendments or changes it considers necessary and proceed to pass it without further advertisement or hearing; or
 - (iii) defeat the proposed Bylaw.

39. REAPPLICATION

- (1) Where an application for amendment to this Bylaw has been refused by Council another application for amendment on the same site for the same or similar use of land shall not be made by the same or any other applicant until at least six (6) months from the date of Council's decision.



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 293 862 755AD;73;14,15 111 283 037

LEGAL DESCRIPTION
PLAN 755AD
BLOCK 73
LOTS 14 AND 15
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;8;NE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 981 113 346

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
111 283 037	01/11/2011	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

CARICO HOLDINGS LTD.
OF 232 PERRY CRESCENT NE
MEDICINE HAT
ALBERTA T1C 1R7

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
791 181 761	30/10/1979	CAVEAT CAVEATOR - BOYLAN'S DRUG STORE LTD.
861 202 618	08/12/1986	CAVEAT RE : LEASE CAVEATOR - BOYLAN'S DRUG STORE LTD. MACLEAN, WIEDEMANN ETC BOX 548 MEDICINE HAT

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

111 283 037

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

ALBERTA

AGENT - DAVID J MACLEAN

131 091 489 23/04/2013 MORTGAGE
MORTGAGEE - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
ORIGINAL PRINCIPAL AMOUNT: \$650,000

131 091 490 23/04/2013 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - ALBERTA TREASURY BRANCHES.
C/O BOLTON BISHOP
10 3092 DUNMORE RD SE
MEDICINE HAT
ALBERTA T1B2X2
AGENT - REGINALD D BOLTON

161 282 659 25/11/2016 CAVEAT
RE : LEASE INTEREST
CAVEATOR - REDCLIFF ASSURANCE CENTRE INC.
NIBLOCK & COMPANY LLP
420 MACLEOD TRAIL SE
MEDICINE HAT
ALBERTA T1A2M9
AGENT - DARREN FOLKERSEN

171 170 139 01/08/2017 AMENDING AGREEMENT
AMOUNT: \$1,567,000
AFFECTS INSTRUMENT: 131091489

TOTAL INSTRUMENTS: 006

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 19 DAY OF JULY,
2018 AT 04:29 P.M.

ORDER NUMBER: 35540733

CUSTOMER FILE NUMBER: 30569



END OF CERTIFICATE

(CONTINUED)



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 293 855 755AD;73;16 111 283 037 +1

LEGAL DESCRIPTION
PLAN 755AD
BLOCK 73
LOT 16
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;8;NE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 981 113 346 +1

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
111 283 037	01/11/2011	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

CARICO HOLDINGS LTD.
OF 232 PERRY CRESCENT NE
MEDICINE HAT
ALBERTA T1C 1R7

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
791 181 761	30/10/1979	CAVEAT CAVEATOR - BOYLAN'S DRUG STORE LTD.
861 202 618	08/12/1986	CAVEAT RE : LEASE CAVEATOR - BOYLAN'S DRUG STORE LTD. MACLEAN, WIEDEMANN ETC BOX 548 MEDICINE HAT

(CONTINUED)

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

111 283 037 +1

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

ALBERTA

AGENT - DAVID J MACLEAN

131 091 489 23/04/2013 MORTGAGE
MORTGAGEE - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
ORIGINAL PRINCIPAL AMOUNT: \$650,000

131 091 490 23/04/2013 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - ALBERTA TREASURY BRANCHES.
C/O BOLTON BISHOP
10 3092 DUNMORE RD SE
MEDICINE HAT
ALBERTA T1B2X2
AGENT - REGINALD D BOLTON

161 282 659 25/11/2016 CAVEAT
RE : LEASE INTEREST
CAVEATOR - REDCLIFF ASSURANCE CENTRE INC.
NIBLOCK & COMPANY LLP
420 MACLEOD TRAIL SE
MEDICINE HAT
ALBERTA T1A2M9
AGENT - DARREN FOLKERSEN

171 170 139 01/08/2017 AMENDING AGREEMENT
AMOUNT: \$1,567,000
AFFECTS INSTRUMENT: 131091489

TOTAL INSTRUMENTS: 006

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 19 DAY OF JULY,
2018 AT 04:30 P.M.

ORDER NUMBER: 35540740

CUSTOMER FILE NUMBER: 30569



END OF CERTIFICATE

(CONTINUED)

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LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 293 847 755AD;73;17,18 111 283 037 +2

LEGAL DESCRIPTION
PLAN 755AD
BLOCK 73
LOTS 17 AND 18
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;8;NE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 981 113 346 +2

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
111 283 037	01/11/2011	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

CARICO HOLDINGS LTD.
OF 232 PERRY CRESCENT NE
MEDICINE HAT
ALBERTA T1C 1R7

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
791 181 761	30/10/1979	CAVEAT CAVEATOR - BOYLAN'S DRUG STORE LTD.
861 202 618	08/12/1986	CAVEAT RE : LEASE CAVEATOR - BOYLAN'S DRUG STORE LTD. MACLEAN, WIEDEMANN ETC BOX 548 MEDICINE HAT

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

111 283 037 +2

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

ALBERTA

AGENT - DAVID J MACLEAN

131 091 489 23/04/2013 MORTGAGE
MORTGAGEE - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
ORIGINAL PRINCIPAL AMOUNT: \$650,000

131 091 490 23/04/2013 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - ALBERTA TREASURY BRANCHES.
C/O BOLTON BISHOP
10 3092 DUNMORE RD SE
MEDICINE HAT
ALBERTA T1B2X2
AGENT - REGINALD D BOLTON

161 282 659 25/11/2016 CAVEAT
RE : LEASE INTEREST
CAVEATOR - REDCLIFF ASSURANCE CENTRE INC.
NIBLOCK & COMPANY LLP
420 MACLEOD TRAIL SE
MEDICINE HAT
ALBERTA T1A2M9
AGENT - DARREN FOLKERSEN

171 170 139 01/08/2017 AMENDING AGREEMENT
AMOUNT: \$1,567,000
AFFECTS INSTRUMENT: 131091489

TOTAL INSTRUMENTS: 006

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 19 DAY OF JULY,
2018 AT 04:30 P.M.

ORDER NUMBER: 35540748

CUSTOMER FILE NUMBER: 30569



END OF CERTIFICATE

(CONTINUED)



JULY 19/18

TO TOWN OF REDCLIFF
13 STONE REDCLIFF
T0J2P0

FROM

CARICO HOLDINGS LTD.
30-PALISADES MEWS
MEDICINE HAT AB.
TIC2B5

TO COUNSELLORS

THIS IS MY APPROVAL FOR
AUTHORIZING THE AGENT
2107674 THE LEAF TO OPERATE
BUSINESS OUT OF #4-116 BROADWAY
AVE. E IN REDCLIFF AB. IF YOU
HAVE ANY MORE QUESTIONS REGARDING
THIS MATTER PLEASE CONTACT THE
UNDERSIGNED

CARICO HOLDINGS LTD
PRESIDENT GENE CARRIERE *hCar*
403-580-9444
caricoholdings@gmail.com



CARICO HOLDINGS LTD STATEMENT OF REASONS FOR SUPPORT OF APPLICATION

- (1) THIS BUSINESS WOULD BRING NEW CUSTOMERS TO REDCLIFF TO SUPPORT OTHER BUSINESSES WHICH ARE STRUGGLING TO LOW TRAFFIC
- (2) THIS BUSINESS WOULD BE A LONG TIME TENANT, TAXPAYER AND UTILITY CUSTOMER
- (3) THIS BUSINESS WOULD IMPROVE THE APPEAL AND LOOKS OF BUILDING
- (4) AS A LANDLORD I HAVE HAD 4 - DIFFERENT TENANTS IN PAST 5-YEARS THAT COULD NOT SURVIVE IN REDCLIFF
- (5)

August 6th, 2018

Re: Application for licenced Cannabis distribution,
Application for land-use by-law amendment.

To whom it may concern:

Please accept this application for consideration of a zoning special consideration for a licenced distributor for recreational Cannabis in town of Redcliff, Alberta.

The location sought meets all Provincial guidelines, however has unfortunately fallen within a Redcliff bylaws zoning modification.

It is our opinion that this location meets and exceeds the “intent” of all guidelines of both the Province and the Town of Redcliff. The business will be both clean and appropriate for the area that has been requested.

The applicants for this licence possess some unique qualifications that we will believe will demonstrate our abilities to operate a professional facility meeting and exceeding the standards set by the AGLC and the expectations of the town and the citizens of Redcliff.

Two of the principle owners of 2107674 AB Ltd., Ms. Carriere (President 2107674 AB Ltd.) and Mr. Sodero (Majority shareholder 2107674 AB Ltd.) have until recently been Manager & Owner/President respectively for a software development company based in Medicine Hat, Alberta, Solutions Thru Software (STS). This very successful company was sold in January of 2018, providing time and revenue for new business opportunities. In addition to STS being the sole provider of the Driver Knowledge Testing under control of the Alberta Department of Transportation and Alberta Infrastructure for the past 20 years, STS has also developed and implemented a Drug and Alcohol Awareness Training and Testing System for the State of Florida. In Florida, every new driver must first take a course on Drug and Alcohol awareness and pass a test prior to being able to take the States Driver Knowledge Exam.

At the time of the sale STS was performing in excess of 10 million internet-based courses and exams a year in 37 different States and Provinces and was the largest provider of government driver exams in the world.

Ms. Carriere was a Project Manager for Florida’s Drug and Alcohol Awareness training system and course material and gained in-depth knowledge on the safety aspects of the industry. As president, Mr. Sodero has been traveling to approximately 7 - 9 workshops and conventions a

year that include topical areas covering Drug Safety and how the Provinces and States are coping with the new laws and challenges. Mr. Sodero continues to attend these conferences and will be kept abreast of updated information, concerns, programs, and the enforcement tools used by government and law enforcement professionals.

Additionally, Mr. Sodero is a former owner of a licenced privatized Registry office in the Province of Alberta and has already undergone the rigorous personal security checks required. While an owner of a registry office, Mr. Sodero and his office remained fully compliant with the stringent record keeping and audit demands required. The office was only sold to alleviate intercompany taxation relationships that developed due to family cross ownership of multiple businesses. Although Mr. Sodero no longer has a business or financial interest in this company, it is still owned today by Mr. Sodero's sister and continues to perform extremely well during its annual audits.

Mr. Sodero has also recently made a significant investment in the Redcliff River Flats with the past year purchase of the Goldade and Gray properties. It is Mr. Sodero's intentions to work with the Town of Redcliff creating residential properties ranging from high-end river frontage lots, to retirement condos, to general population housing. Mr. Sodero has a vested interest in bringing respectable, clean business to the community, and continued improvement in the Broadway commercial corridor.

As a final bonus to our application, we would like to point out that the building that we have chosen for this business: is owned by the family of one of the applicants, and is on the only major commercial street in Redcliff. The immediately adjacent properties are also owned by the same family, alleviating any major resistance to the application. It is probably known that Mr. Carriere also owns several other buildings in the Redcliff area, and has made a significant effort in updating and improving both the appearance and business environment in the Town of Redcliff.

To directly address the current conflict, we point out that the daycare on the opposite side of Broadway falls within the 100m separation defined by the town of Redcliff, but at 60m door to door, falls well outside the current 25m guidelines defined by the province. The property meets all other guidelines defined by the province, including the new recommendations on separation and clustering from liquor stores as proposed by Alberta Health Services.

We would also like to point out that in addition to the actual physical separation, there is an even larger perceived separation as the business and daycare facility are on opposite sides of Redcliff's busiest street. Between the two business are the wide street of Broadway, and three rows of parking (length wise). It will not be a situation of children and patrons bumping into each other outside their two primary doors.

In summary, we wish to make it clear that we are not interested in opening up a "head shop". The owners of 2107674 AB Ltd. wish to use their combined experience in drug safety and governmental policy and record keeping, to establish a clean and professional business that will

meet and exceed governmental requirements and community standards. The "appearance model" we will be using for our store, will be an "Apple Store"

If we have omitted a deliverable or failed to meet a requirement in this application, please accept it as a simple misunderstanding or oversight that will be immediately rectified. It is our goal to be a model provider for the Province of Alberta and meeting all defined requirements of the Town of Redcliff.

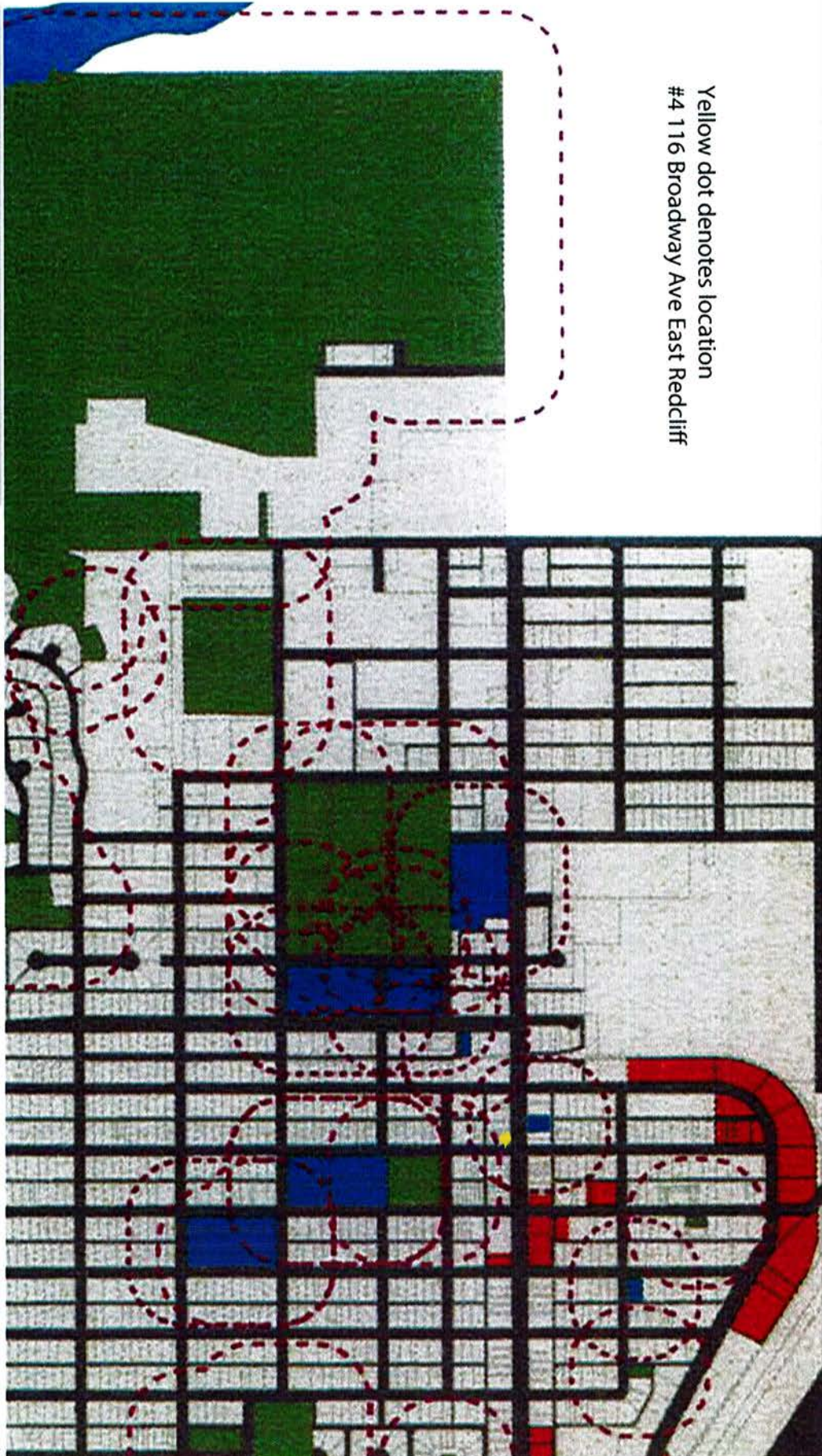
Yours sincerely,



Pam Carriere

President, 2107674 AB Ltd.

Yellow dot denotes location
#4 116 Broadway Ave East Redcliff



**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Encroachment Permit Application - Lot 18-20, Block 3, Plan 8150AS.

PROPOSAL: To enter into an Encroachment Agreement with
Shawn Munson and Shabree Dawson

BACKGROUND:

An Encroachment Permit Application has been received from Shawn Munson and Shabree Dawson who own 901 – 4 Street SE (Lot 18-20, Block 3, Plan 8150AS). The Real Property Report provided indicates that a fence encroaches into 9th Avenue SE by as much as 0.37 meters as shown on the attached Real Property Report.

The Encroachment Permit Bylaw (Bylaw 1751/2013) states that where the encroaching structure encroaches more than .31 meters onto Town of Redcliff property the request for an encroachment permit shall be forwarded to Council for consideration.

The Public Services Department and Planning and Engineering Department have been asked to provide their comments:

Director of Public Services: Utilities are buried within that boulevard on their side of the street. Access to buried utilities for town personnel must always be made available and if required, we will remove the fence without notice if we need to access the buried utilities.

Director of Planning & Engineering: The boulevard north of the house contains a 900 mm diameter concrete storm sewer main. No trees can be planted in the boulevard.

ATTACHMENTS:

- Encroachment Permit Application
- Bylaw 1751/2013

OPTIONS:

1. To enter into an encroachment agreement with Shawn Munson and Shabree Dawson of 901 - 4 Street SE (Lot 18-20, Block 3, Plan 8150AS).
2. To not enter into an encroachment agreement with Shawn Munson and Shabree Dawson of 901 - 4 Street SE (Lot 18-20, Block 3, Plan 8150AS).

RECOMMENDATION:

Option 1.

SUGGESTED MOTION:

1. Councillor _____ moved that the Municipal Manager be authorized to sign an encroachment agreement with Shawn Munson and Shabree Dawson of 901- 4 Street SE (Lot 18-20, Block 3, Plan 8150AS).

SUBMITTED BY:



Department Head


Municipal Manager

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I, Shawn Munson + Shabree Dawson owner of the property legally described as Lot(s) 18/19/20, Block 3, Plan 8/50 AS, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 901 4 ST SE Redcliff, AB legally described as: Lot(s) 18/19/20, Block 3, Plan 8/50 AS, do, in fact, encroach upon a portion of the Town of Redcliff Boulevard as shown on the Survey Certificate attached hereto and forming part of the Permit.

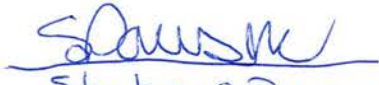
The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:


- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become

dilapidated or damaged;

- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.
- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
 - a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.


Shabree Dawson

Approved on behalf of Town of Redcliff this the _____ day of _____,


APPLICANT Shawn Munson

MUNICIPAL MANAGER

C A N A D A)
PROVINCE OF ALBERTA)
TO WIT)

1. I am one of the registered owners of the following described lands:
PLAN 8150AS; BLOCK 3; LOTS 18 TO 20 INCLUSIVE
EXCEPTING THEREOUT ALL MINES AND MINERALS
(the "Lands")
2. Attached hereto is a copy of a Real Property Report dated August 8, 2012 prepared by Munro Global Surveys and a Town of Redcliff compliance letter dated April 8, 2013, and a Town of Redcliff Permit to Stay issued April 29, 2013.
3. That since the time of this survey and compliance letter:
 - (a) no additions have been made to the building(s) located on the Lands;
 - (b) no new buildings, structures or improvements have been constructed on the Lands;
 - (c) no new buildings, structures or improvements have been constructed on the lands adjacent to the Lands which encroach upon the Lands.

DECLARED BEFORE ME at the City of)
MEDICINE HAT, in the Province of)
Alberta, this 6 day of JULY)
2018. *DS*)

LUANNE RASMUSON
A Commissioner for Oaths
in and for Alberta
My appointment expires
August 3, 2020

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

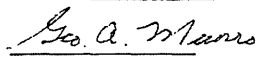
DESCRIPTION OF PROPERTY

LOTS 18-20 INCLUSIVE, BLOCK 3, PLAN 8150AS
901 4th St. S.E., Redcliff, Alberta

I, George A. Munro, Alberta Land Surveyor do hereby certify that this Report and related survey, was prepared and performed under my personal supervision and in accordance with the Manual Of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly, within those standards as of the date of this Report, I am of the opinion that:





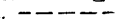
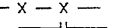
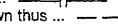



1. The Plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property;
2. The improvements are entirely within the boundaries of the property unless otherwise noted;
3. No visible encroachments exist on the Property from any improvement situated on an adjacent property unless otherwise noted, and;
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of the property, unless otherwise noted.
5. Title information is based on a title search dated August 7th A.D. 2012 C. of T. No. 071 151 403.
6. Date of Survey August 2nd, 2012
7. Unless otherwise specified the dimensions shown relate to distances from Property boundaries to the exterior finish at time of survey.
8. Distances are in metres and decimals thereof.
9. This document is not valid unless it bears an original signature (in blue ink) and a red Munro Global Surveys permit stamp.
10. Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of a real estate transaction. Copying is permitted only for the benefit of these parties. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown on the plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.
11. Fence encroaches into Redcliff Street as shown (See Point 1 on Pg. 2)
12. Percent of Lot Coverage = 26.9% (Residence, Deck, Greenhouse and Shed)

Dated this 8th day of August A.D. 2012.


George A. Munro, A.L.S.

LEGEND

ABBREVIATIONS AND SYMBOLS THAT
MAY APPEAR ON THIS PLAN.

Drill Hole found shown thus ... 
Iron Bar found shown thus ... 
Statutory Iron Post found shown thus ... 
Delta (Central) angle of arc shown thus ... 
Eave Fascia are shown thus ... 
Fences are shown thus ... 
Line not to scale shown thus ... 
Utility Rights-Of-Way are shown thus ... 
Building foundation shown thus ... 
Property line shown thus ... 

A denotes length of arc
A.G. denotes Above Ground
Blk. denotes Block
Cant. denotes cantilever
Conc. denotes concrete
C.S. denotes Counter Sunk
E. denotes east
Fd. denotes found
G.L. denotes ground level
m denotes metres
Mk. denotes mark
M.A. denotes Maintenance Access
Mks. denotes marks

N. denotes north
O.D. denotes Overland Drainage
R denotes radius of arc
Re-est. denotes Re-established
Reg. No. denotes registration number
Ret. Wall denotes retaining wall
R.W. denotes Right-Of-Way
S. denotes south
U. denotes Utility
W. denotes west
Fences are within 0.10m of property
line unless otherwise noted
Eave dimensioned to Fascia



Page 1 of 3

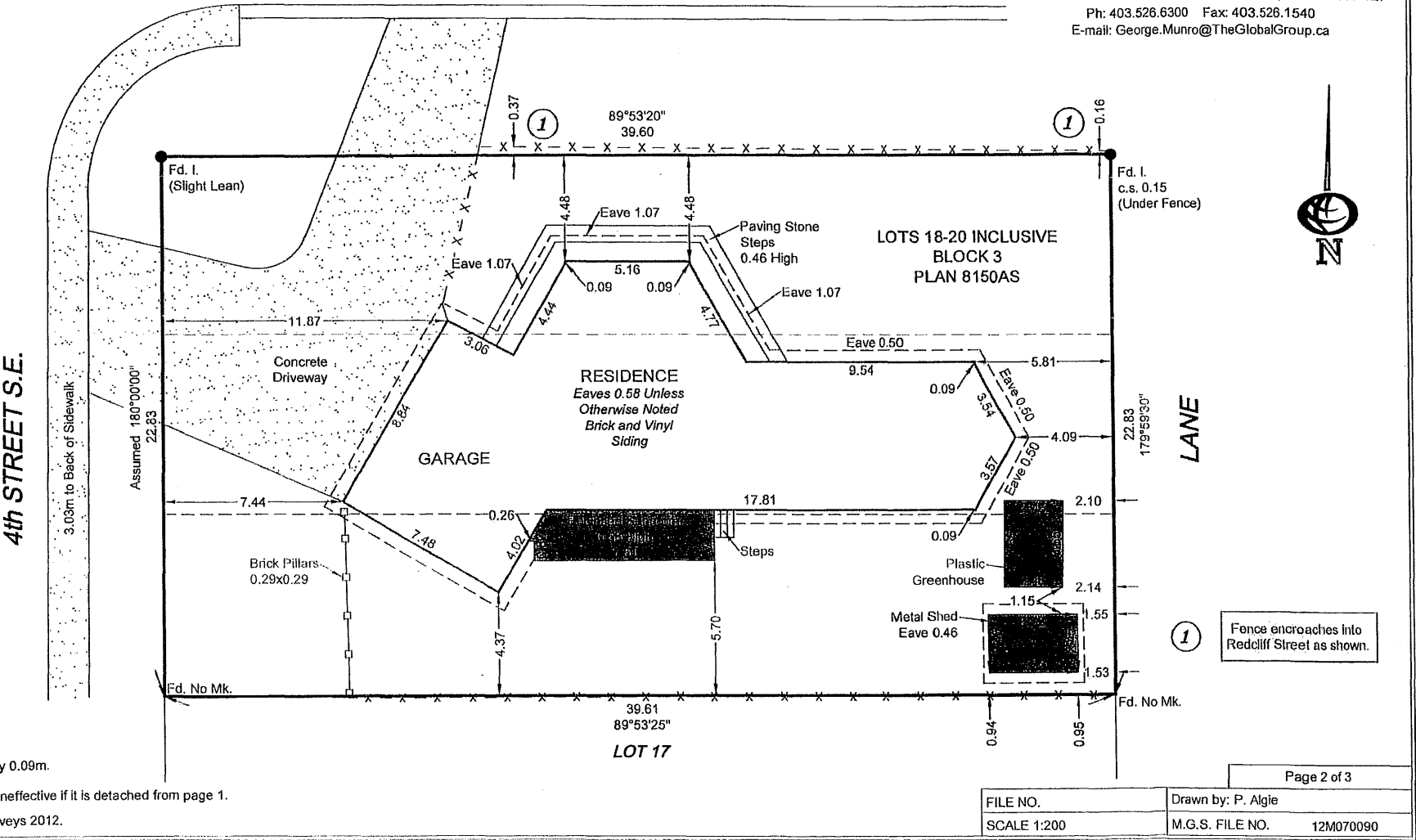
CLIENT: Robert Davy & Phyllis Davy	
FILE NO.	Drawn by: P. Algie
SCALE AS SHOWN	M.G.S. FILE NO. 12M070090

DESCRIPTION OF PROPERTY
LOTS 18-20 INCLUSIVE, BLOCK 3, PLAN 8150AS
901 4th St. S.E., Redcliff, Alberta

9th AVENUE S.E.

MUNRO GLOBAL
SURVEYS

#1 - 1364 Southview Drive S.E. Medicine Hat, Alberta T1B 4E7
Ph: 403.526.6300 Fax: 403.526.1540
E-mail: George.Munro@TheGlobalGroup.ca



DESCRIPTION OF PROPERTY
LOTS 18-20 INCLUSIVE, BLOCK 3, PLAN 8150AS
901 4th St. S.E., Redcliff, Alberta

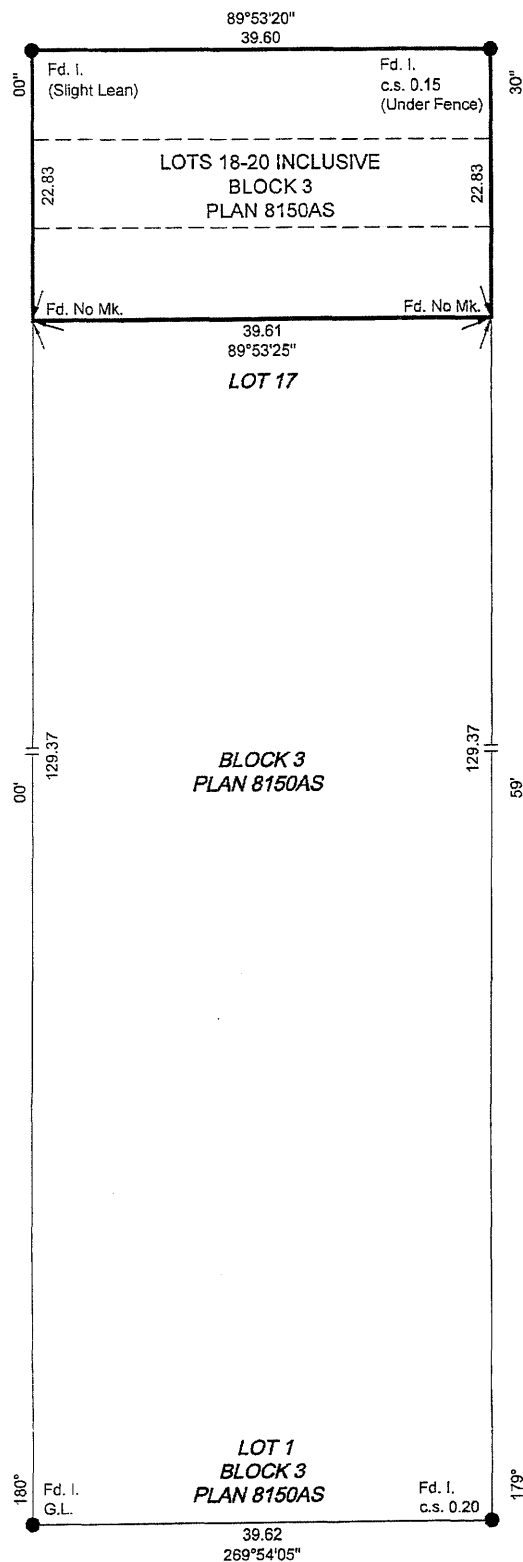
MUNRO GLOBAL
SURVEYS

#1 - 1364 Southview Drive S.E. Medicine Hat, Alberta T1B 4E7
Ph: 403.526.6300 Fax: 403.526.1540
E-mail: George.Munro@TheGlobalGroup.ca

9th AVENUE S.E.

4th STREET S.E.

LANE



Notes:
Legend shown on Page 1.
This Real Property Report is ineffective if it is detached from page 1.

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Page 3 of 3

FILE NO.	Drawn by: P. Algie
SCALE 1:500	M.G.S. FILE NO. 12M070090

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Encroachment Permit Application - Lot 23-24, Block 3, Plan 1117V.

PROPOSAL: To enter into an Encroachment Agreement with Jaymi Roth

BACKGROUND:

An Encroachment Permit Application has been received from Jaymi Roth who own 806 - 1 Street SE (Lot 23-24, Block 3, Plan 1117V). The Real Property Report provided indicates that a fence encroaches into boulevard by as much as 0.797 meters as shown on the attached Real Property Report.

The Encroachment Permit Bylaw (Bylaw 1751/2013) states that where the encroaching structure encroaches more than .31 meters onto Town of Redcliff property the request for an encroachment permit shall be forwarded to Council for consideration.

The Public Services Department and Planning and Engineering Department have been asked to provide their comments:

Director of Public Services: If sidewalk/repairs are required and due to the fences proximity to the sidewalk, the Town will not be required to replace/repair for any damage or required removal of the fence.

Director of Planning & Engineering: If sidewalk/repairs are required and due to the fences proximity to the sidewalk, the Town will not be required to replace/repair for any damage or required removal of the fence. Further if the fence is removed for any reason (even temporary) that if or when the fence is reinstalled that it will be located wholly on the property.

ATTACHMENTS:

- Encroachment Permit Application
- Bylaw 1751/2013

OPTIONS:

1. To enter into an encroachment agreement with Jaymi Roth of 806 - 1 Street SE (Lot 23-24, Block 3, Plan 1117V).
2. To not enter into an encroachment agreement with Jaymi Roth of 806 - 1 Street SE (Lot 23-24, Block 3, Plan 1117V).

RECOMMENDATION:

That Council considers Option 1.

SUGGESTED MOTION:

1. Councillor _____ moved that the Municipal Manager be authorized to sign an encroachment agreement with Jaymi Roth of 806 - 1 Street SE (Lot 23-24, Block 3, Plan 1117V).

SUBMITTED BY:



Department Head



Municipal Manager

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I Mike Jaymi Roth owner of the property legally described as Lot(s) 23-24, Block 3, Plan 1117V, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 806 1 Street. SE legally described as: Lot(s) 23-24, Block 3, Plan 1117V, do, in fact, encroach upon a portion of: front fence encroaches in the boulevard up to 0.79m as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become

dilapidated or damaged;

- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.
- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
 - a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.



APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____,
_____.

MUNICIPAL MANAGER

Alberta Land Surveyor's Real Property Report

Date of Survey: June 15, 2018

To: Tara Petit

Re: Lots 23 and 24, Block 3, Plan 1117 V
 #806 - 1 Street SE, Redcliff
 (Tara Petit)

TITLE INFORMATION:

TITLE NUMBER: 111 194 866 DATE OF TITLE SEARCH: JUNE 11/2018
 PROPERTY IS SUBJECT TO:
 NO SPATIAL REGISTRATIONS

CERTIFICATION:

I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

1. The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice (MSP), and the registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property with the exception of the encroachments noted on Page 2.
3. No visible encroachments exist on the property from any improvements situated on any adjoining property.
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

PURPOSE:

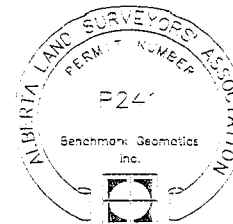
This report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for compliance certificate, etc. Copying is permitted only for the benefit of these parties and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on the Real Property Report reflects the status of this property as of the date of the survey only. Users are encouraged to have the Real Property Report updated for future requirements.

This document is not valid unless it bears an original signature (in blue) and a Benchmark Geomatics Inc. (P241) permit stamp (in red).

Dated at Medicine Hat, Alberta,
 this 6th day of July, 2018.



Alberta Land Surveyor
 Dean D. Fischer, A.L.S.
 (copyright reserved)



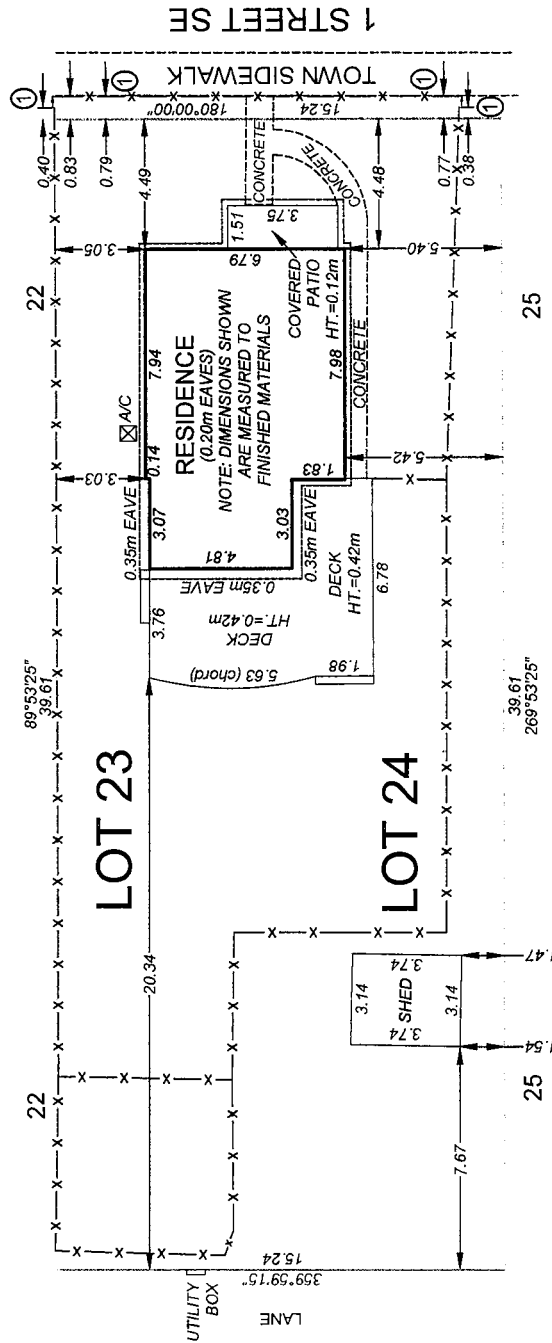
Benchmark Geomatics Inc.
 Unit 102, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

© Copyright 2018 Dean D. Fischer, A.L.S.

FILE NO. 18060267

DRAWN BY: CLF

Address: #806 - 1 Street SE, Redcliff
 Legal Description: Lots 23 and 24, Block 3, Plan 1117 V
 Date: July 6, 2018
 Scale 1:200



FENCE ENCROACHES INTO
 ① 1 STREET SE BY AS MUCH AS
 0.79m IN MULTIPLE PLACES

LEGEND AND NOTES:
 This is page 2 of the Real Property Report and is ineffective if it is detached from page 1.
 All distances are in meters and decimals thereof.
 Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.
 Star drill found shown thus: ★
 A/C - Air Conditioner LS - Light Standard RW - Right of Way PP - Power Pole
 Eaves are measured to line of fascia, unless otherwise specified.
 Decorative brick, if present, is not shown.
 Unless otherwise specified, sideyard dimensions are measured from finished materials perpendicular to property boundaries.
 Some concrete features may not be shown if they do not encroach.
 Upon request by the City of Medicine Hat, all structures larger than 10m² will be shown on this report.
 Fences shown thus —x—x— and are within 0.20m of property line unless otherwise noted.
 Fences are measured to center of post when possible, fence ownership is not inferred.
 Subject property boundary shown thus: —

Building Coverage: $\frac{80.50 \text{ m}^2}{603.68 \text{ m}^2} = 13.33\%$

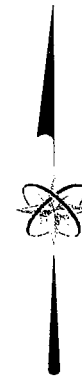
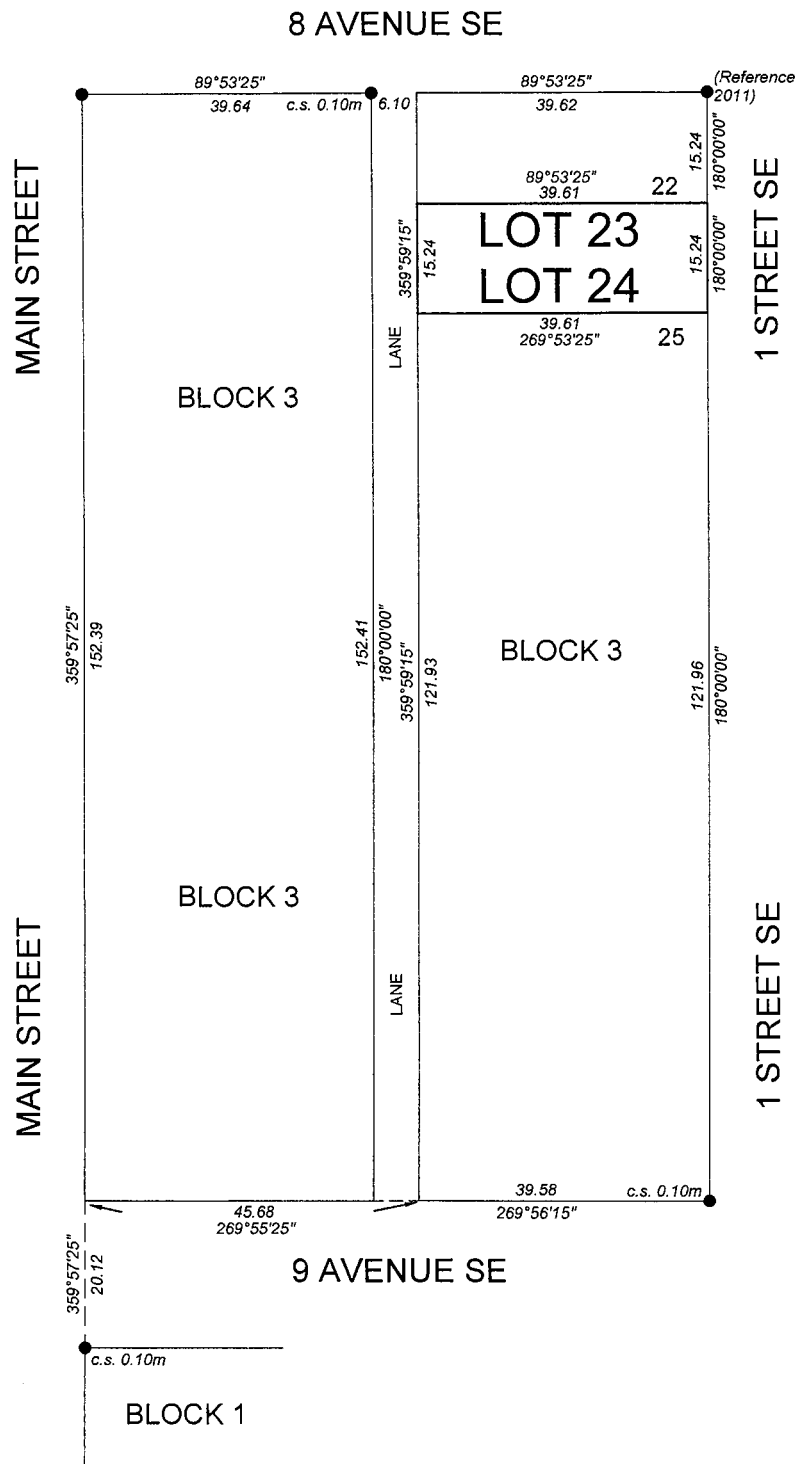
Benchmark Geomatics Inc.
 Unit 102, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

FILE NO. 18060267

DRAWN BY: CLF

© Copyright 2018 Dean D. Fischer, A.L.S.

Address: #806 - 1 Street SE, Redcliff
 Legal Description: Lots 23 and 24, Block 3, Plan 1117 V
 Date: July 6, 2018
 Scale 1:800



LEGEND AND NOTES:

This is page 3 of the Real Property Report and is ineffective if it is detached from page 2.
 Bearings are derived from assumed coordinates.
 All distances are in meters and decimals thereof.
 Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.
 Star drill found shown thus: ✱

NOTE:
 UNABLE TO LOCATE SURVEY EVIDENCE AT
 LOT CORNERS UNLESS NOTED OTHERWISE.



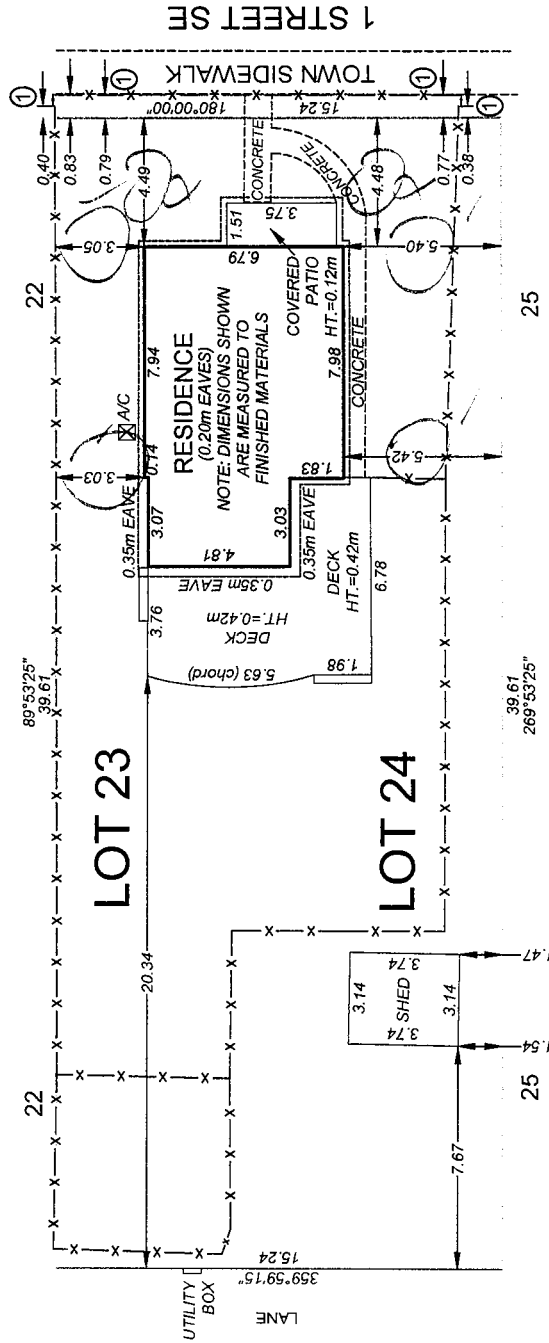
Benchmark Geomatics Inc.
 Unit 102, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

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FILE NO. 18060267

DRAWN BY: CLF

Address: #806 - 1 Street SE, Redcliff
 Legal Description: Lots 23 and 24, Block 3, Plan 1117 V
 Date: July 6, 2018
 Scale 1:200



FENCE ENCROACHES INTO
 ① 1 STREET SE BY AS MUCH AS
 0.79m IN MULTIPLE PLACES

LEGEND AND NOTES:
 This is page 2 of the Real Property Report and is ineffective if it is detached from page 1.
 All distances are in meters and decimals thereof.
 Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.
 Star drill found shown thus: ★
 A/C - Air Conditioner LS - Light Standard RW - Right of Way PP - Power Pole
 Eaves are measured to line of fascia, unless otherwise specified.
 Decorative brick, if present, is not shown.
 Unless otherwise specified, sideyard dimensions are measured from finished materials perpendicular to property boundaries.
 Some concrete features may not be shown if they do not encroach.
 Upon request by the City of Medicine Hat, all structures larger than 10m² will be shown on this report.
 Fences shown thus —x— and are within 0.20m of property line unless otherwise noted.
 Fences are measured to center of post when possible, fence ownership is not inferred.
 Subject property boundary shown thus: —x—

Building Coverage:
 $\frac{80.50 \text{ m}^2}{603.68 \text{ m}^2} = 13.33\%$

FILE NO. 18060267	© Copyright 2018 Dean D. Fischer, A.L.S.
DRAWN BY: CLF	

Benchmark Geomatics Inc.
 Unit 102, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Redcliff Family and Community Support Services

TOPIC: Utility Refund

PROPOSAL: To refund Redcliff FCSS for water costs related to the Community Garden

BACKGROUND:

The Redcliff Community Garden was previously managed by Medicine Hat Community Food Connections and in 2017, Redcliff FCSS took over management, maintenance and administration of the garden.

On March 12th 2007, Council determined that the Redcliff Community Garden could make an annual request for the refund of water costs.

Since then, Council has refunded the water costs every year. These refunds have averaged approximately \$245.00

As of the last billing cycle, the Redcliff Community Garden has paid \$185.27 towards water costs for the 2018 garden season.

Due to Redcliff FCSS taking over the management of the community garden, it is proposed that council consider proactively waving the cost of water to avoid having to charge and then refund the FCSS Redcliff Community Garden account.

POLICY/LEGISLATION:

n/a

STRATEGIC PRIORITIES:

n/a

ATTACHMENTS:

n/a

OPTIONS:

1. To approve Redcliff FCSS's request for reimbursement of \$185.27 with respect to water fees paid thus far in 2018 in relation to the Redcliff Community Garden.
2. To approve Redcliff FCSS's request to reimbursement of \$185.27 with respect to water paid thus far in 2018 in relation to the Redcliff Community Garden and to further waive water fees for the 2018 season. For all subsequent years, the Community Garden Administrator must make an annual request to have that year's water fees be waived before the service commences for that year.

3. To respectfully decline the request.

RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Redcliff FCSS's request for reimbursement of \$185.27 with respect to water fees paid thus far in 2018 in relation to the Redcliff Community Garden.
2. Councillor _____ moved to approve Redcliff FCSS's request for reimbursement of \$185.27 with respect to water fees paid thus far in 2018 in relation to the Redcliff Community Garden and to further waive water fees for the 2018 season. For all subsequent years, the Community Garden Administrator must make an annual request to have that year's water fees be waived before the service commences for that year.

SUBMITTED BY: _____
Department Head



Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Municipal Manager

TOPIC: Strategic Plan Summary

PROPOSAL: To finalize and adopt the strategic plan summary

BACKGROUND:

On July 20 and 21, 2018 council, accompanied by Senior Management, participated in a 1 and a ½ day workshop in an effort to develop its vision and mission statement within the context of establishing its corporate strategic goals/priorities. Accompanying the established priorities/goals are various strategies. Attached is a summary of the aforementioned. It is important to note that input and feedback was obtained from all councillors in this process.

Given that the attached document is a summary, there will be a more thorough document outlining the facilitation and strategic planning process coming to council for approval in the near future. This document will also reference other pieces of input, although not included, for future reference.

Items requiring Council's input:

Nearing the end of the strategic planning session, there was a discussion on whether it is accurate to include 'tree-lined streets' in the Town's vision. Participants noted that only a few of Redcliff's streets are tree-lined and that this vision may require significant changes to development and other policies as well as the potential need to provide for notable budgetary allocations. Attending council members suggested it be brought back for discussion when all councillors are present.

Does council want to maintain 'tree-lined streets' in the vision? If so, the Town needs to add a strategy in 2018-21 to help make this a reality. If not, then the wording could simply be changed to replace "tree-lined streets" with something like "welcoming."

POLICY/LEGISLATION: n/a

STRATEGIC PRIORITIES: This process will establish council's new strategic priorities.

ATTACHMENTS: Draft Strategic Plan Summary

OPTIONS:

1. Adopt the strategic plan summary, including the vision, mission, goals, and strategies as presented.
2. Adopt the strategic plan summary, including the vision, mission, goals, and strategies amended as follows:

- _____
- _____
- _____


RECOMMENDATION:

As the strategic plan outlines council's priorities, administration would like to assist council in finalizing its vision and mission statement and accompanying goals and strategies.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt the strategic plan summary, including the vision, mission, goals, and strategies as presented.
2. Councillor _____ moved to adopt the strategic plan summary, including the vision, mission, goals, and strategies amended as follows:

- _____
- _____
- _____

SUBMITTED BY:_____
Department Head

Municipal Manager



Vision

Redcliff is a highly desirable and growing community that is known for its small-town feel, tree-lined streets and inclusive family-oriented environment, where residents and businesses thrive in a modern and diversified economy. The community's mix of development and scenic river valley offer a sought-after experience for both residents and visitors alike. In addition, the low cost of living and sustainable infrastructure assists people of all ages to enjoy Redcliff's abundant social, cultural and recreational opportunities.

Mission

The Town of Redcliff strives to create a safe and inclusive community for its residents and

Town of Redcliff 2018-21 Strategic Plan

Goal 1 The Town of Redcliff has a well-planned, cost efficient and sustainable infrastructure system that meets the current and future needs of the community.

Strategies

- 1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community's infrastructure
- 1.2. Develop an asset management program to guide decision-making priorities for the maintenance, replacement and expansion of infrastructure
- 1.3. Establish a life cycle plan for all facilities and infrastructure

Goal 2 The Town of Redcliff strives to offer an environment that advances local employment through economic development and diversification.

Strategies

- 2.1. Define the community's target markets and pursue development opportunities
- 2.2. Explore and promote economic development opportunities within the community and the region
- 2.3. Promote a positive culture towards business and development
- 2.4. Develop a plan for expansion of campground, recreation and tourism opportunities
- 2.5. Explore and consider options of fibre optic internet access for the community

Goal 3 The Town of Redcliff fosters an inclusive community through services that support social, recreational and housing opportunities.

Strategies

- 3.1. Encourage development of seniors housing in priority locations
- 3.2. Develop and implement a river valley usage plan
- 3.3. Assess the needs of community organizations and where community needs may be underserved

Goal 4 The Town of Redcliff is effective in governance and public service delivery.

Strategies

- 4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town's vision
- 4.2. Develop a human resource plan to retain key staff positions
- 4.3. Develop a policy that defines the Town's scope and level of services within a sustainable level of financial resources



**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Community & Protective Services

TOPIC: Janitorial Contract

PROPOSAL: Awarding of Janitorial contract for a three (3) year term

BACKGROUND:

The current janitorial contract expires on December 31, 2018. Requests for proposals have been obtained and a decision is required on awarding the contract as it affects 3 budget years. Three quotes have been obtained with JAG Cleaning Services Ltd. being lowest (\$2900 per month) and Harv's Janitorial Services Inc. (our current cleaner) being 2nd lowest (\$3135 per month). One of the requirements for awarding the contract is having all workers cleaning the protective services building meet the security clearance requirements for the RCMP. Currently JAG Cleaning Services Ltd. does not have that clearance and Harv's Janitorial Services Inc. does. This RFD is asking for approval to award the contract to the second highest bidder (Harv's Janitorial Services Inc.) if and only if JAG Cleaning Services Ltd. cannot obtain the required clearances by December 15, 2018.

POLICY/LEGISLATION:

Purchasing Policy 38 (2017)

"Any person making purchases on behalf of the Town of Redcliff shall exercise good stewardship of Town funds in making purchases. They shall endeavour to obtain quality products at the best price using reasonable methods and time constraints. However, when the amount of any purchase of materials, goods or services exceeds the sum of \$5,000.00, competitive quotations for the supply of the materials, goods, or services shall be obtained

In regard to tenders and competitive quotations, in the event the authorized personnel feel the lowest bid received is not the best option to accept, the bids must be forwarded to Council for consideration"

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: N/A

OPTIONS:

1. Award the contract to JAG Cleaning Services pending the company receiving RCMP security clearance in writing by December 15, 2018. If they do not receive clearance in time, award the contract to Harv's Janitorial Services.
2. Award the contract to Harv's Janitorial Services.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the janitorial services contract for Town facilities (Town Hall Building, Public Services Building, Protective Services Building) be awarded to JAG Cleaning Services in the amount of \$2,900.00 per month for a term of January 1, 2019 to December 31, 2021 conditional to Jag Cleaning Services Ltd. obtaining and providing written RCMP security clearance by December 15, 2018. Further that, If Jag Cleaning Services Ltd. does not receive the required RCMP security clearance by December 15, 2018 the janitorial services contract for Town facilities (Town Hall, Public Services, Protective Services building), be awarded to Harv's Jainitorial Services Inc. in the amount of \$3,135.00 per month for a term of January 1, 2019 to December 31, 2021 conditional to obtaining written RCMP security clearance.
2. Councillor moved that the janitorial services contract for Town facilities (Town Hall, Public Services, Protective Services building), be awarded to Harv's Jainitorial Services Inc. in the amount of \$3,135.00 per month for a term of January 1, 2019 to December 31, 2021 conditional to obtaining written RCMP security clearance.

SUBMITTED BY:



Department Head



Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20th, 2018
PROPOSED BY: Public Services
TOPIC: Water Meter Policy No. 008
PROPOSAL: To update the current policy

BACKGROUND:

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

The current Water Meter Policy does not address administrative and ownership issues. This update includes the addition of installation guidelines, cost associations, and meter ownership guidelines. The intention of this is to assist administrative staff with processing water meter requests.

POLICY/LEGISLATION:

Policy No. 008

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. 008 with recommended changes.

OPTIONS:

1. To approve the recommended amendments to Policy No. 008, Water Meter, as presented.
2. To approve Policy No. 008, Water Meter with amendments, as determined by Council.
3. To not approve Policy No. 008, Water Meter.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 008, Water Meter, as presented.

2. Councillor _____ moved to approve Policy No. 008, Water Meter as amended with the following changes

SUBMITTED BY:

Department Head



Municipal Manager

Approved by Council March 9, 2015

WATER METER POLICY

BACKGROUND

This policy will control the installation of water meters in residences and small business's including remote readouts, radio transmitters, and backflow preventer devices.

POLICY

Every property with an installed water service must have a water meter installed on the service line. 3/4", and 1", or 1.5" water meters may be installed in residences and small business by the Public Services Department or they may be installed by a journeyman plumber, but a All costs of installation are to be paid by the Owner of the property. If the installation was conducted by a journeyman plumber, the meter must be inspected by the Public Services Department prior to services being turned on.

All new water services or major water system household upgrades will require a minimum 25mm (1") water service and subsequent 25mm (1") water meter. All system sizes must be in compliance to the National Plumbing Code of Canada.

Installation of all remote readouts and radio transmitters will be done by Public Services after the meter has been installed and before the water service has been turned on.

The installation of meters larger than 1" is the responsibility of the owner of the property on which it is to be used. The Public Services Department will inspect the installation and connect any remote readouts or radio transmitters as required. All meters must be supported by a device so as to take the weight off the supply line.

Greenhouses and bBusinesses requiring backflow preventers must install these devices before requesting a water meter. Water service will not be turned on until both the water meter and the backflow preventer have been installed and the Public Services Department has inspected and approved the installation.

Should a meter, while on the property of an Owner, be damaged, destroyed, frozen, or is no longer operable, the cost of repairing or replacing the meter shall be paid by the Owner. Water meter service call outs for meter maintenance need to be inspected by the Public Services Department. The repair, removal, or replacement of a water meter can only be conducted by the Public Services Department or a journeyman plumber. All personnel doing any work to service to the water meter shall comply with the provisions of the Safety Code Act R.S.A 2000, which may be amended from time to time.

All water meters installed by the Town will remain the property of the Town.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20th, 2018

PROPOSED BY: Public Services

TOPIC: Sidewalk Inspection and Maintenance Policy No. 070

PROPOSAL: To update the current policy

BACKGROUND:

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

The current Sidewalk Inspection Policy did not address void and vegetative intrusion structural issues. This update includes the addition of void guidelines and vegetative intrusion, as well as decreasing the annual inspection for Category C sidewalks from three years down to two years. The intention of this is to ensure public safety is maintained, and town infrastructure is repaired before more serious repairs are required.

POLICY/LEGISLATION:

Policy No. 070

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. 070 with recommended changes.

OPTIONS:

1. To approve the recommended amendments to Policy No. 070, Sidewalk Inspection and Maintenance, as presented.
2. To approve Policy No. 070, Sidewalk Inspection and Maintenance with amendments, as determined by Council.
3. To not approve Policy No. 070, Sidewalk Inspection and Maintenance.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 070, Sidewalk Inspection and Maintenance, as presented.
2. Councillor _____ moved to approve Policy No. 070, Sidewalk Inspection and Maintenance, as amended with the following changes

SUBMITTED BY:

Department Head



Municipal Manager

Approved by Council: ~~March 9, 2015~~

SIDEWALK INSPECTION AND MAINTENANCE POLICY

BACKGROUND

The Town of Redcliff recognizes the importance of inspecting and maintaining sidewalks within the community. A well maintained sidewalk transportation system will provide a safer environment for pedestrians and will assist to reduce liability claims against the Town of Redcliff. The Public Services Department will endeavor to manage this infrastructure in a cost effective ~~and efficient~~ manner while taking into consideration the financial and budget constraints of the Town of Redcliff.

POLICY

A. Priorities

All sidewalks within the town shall be classified into 3 major categories based on the type and volume of pedestrian traffic. (See attached **Schedule A**)

Category A: High pedestrian traffic areas including downtown business area, schools, senior's facilities, and other public facilities.

Category B: Pedestrian collection areas which provide pedestrians with access to business areas and public facilities from residential areas.

Category C: Residential, light commercial, and industrial areas that typically have lower pedestrian traffic volumes.

B. Inspections

1. Inspections shall take place as follows:

- Category A sidewalks shall be inspected on an annual basis.
- Category B sidewalks shall be inspected every 2 years.
- Category C sidewalks shall be inspected every ~~2~~3 years on a rotating basis, with ~~two~~one areas being inspected each year. The three areas are;
 - I. Broadway Avenue and all areas north / Eastside subdivision
 - II. 8th St. S.W to 3rd St. S.E. / Kipling Subdivision / West Side South Subdivision / Jesmond Subdivision
 - ~~III.~~ IV. East of 3rd St. S.E. to Boundary Road / Riverview Subdivision

2. All inspections will assess the conditions of the sidewalk as outlined in Section C of this policy. The results of the inspection shall be recorded on the Concrete Field Survey Form attached as **Schedule B**.

3. The Public Services Department will also complete sidewalk inspections at the request of property owners. The Field Survey Form will be completed at the time of inspection and a copy outlining recommendations shall be provided to the property owner.
4. All defects and hazards shall be classified on a 3 point system as follows;
 - a. **Satisfactory** - No pedestrian hazard. No action required.
 - b. **Moderate** – Serviceable, requires monitoring and will be considered for potential repair.
 - c. **Severe** – Potential pedestrian hazard. Sidewalk should be repaired within next 12 months.

C. Parameters

The Town of Redcliff will consider repairs or replacement to sidewalks subject to the following parameters;

1. Vertical Separations
2. Crack Width
3. Spalled Concrete
4. Multi-directional Cracking
5. Back-sloped Concrete
6. Logical Limits
7. Sub material void creation
8. Severe vegetative intrusion

When assessing these parameters for maintenance of sidewalks, the following guidelines will be used;

1. Vertical Separations
 - Vertical separations exceeding 18mm (3/4 inch) are reviewed for repair or replacement.
2. Crack Width
 - Cracks under 6mm (1/4 inch) are not considered for any maintenance.
 - Sidewalks with cracks exceeding 6mm (1/4 inch) will be considered for repair or replacement.
3. Spalled Concrete
 - Sidewalks with concrete spalling are not normally replaced.
 - Severe cases where spalling exceeds 50% of the sidewalk surface will be considered for replacement.
4. Multi-directional Cracking
 - Multi-directional cracking is reviewed on a site specific basis.
 - Repair or replacement of the sidewalk may be considered if there is vertical separation or increased possibility of concrete moving.

5. Backsloped Concrete

- Sidewalk backsloping causing significant pedestrian hazard or water drainage problems will be considered for repairs.

6. Logical Limits

- This is somewhat of a subjective parameter
- Criteria from all other parameters are considered.
- Level of service, objectivity, cost, age, and geographic area of sidewalk is considered to determine repair or replacement.

7. Sub material void creation

- Void creations due to water intrusion can create large air pockets underneath the sidewalk which can severely affect the strength and integrity of the sidewalk
- Cases where over 50% of the sidewalk surface area is not making ground contact or a void with a vertical separation over 6" will require mud jacking, repair, or replacement

8. Severe Vegetative Intrusion

- Areas where trees, sprouts, grasses, or other vegetative plants are growing through cracks in the sidewalk
- Discretion will be used based off the type and size of plants that are growing within the sidewalk surficial and deep subsurface cracks

D. Repairs and Maintenance

All repairs and maintenance of sidewalks will be based on the Town's budget and resources. The Town will consider all viable options available for the repair and maintenance of sidewalks, including;

- Crack sealing
- Grinding
- Surface treatments
- Slab Jacking
- Replacement
- Other viable methods

SCHEDULE A**SIDEWALK PRIORITY SCHEDULE****Category A**

Broadway Avenue East (Main St. to 4 St)
3rd St. S.E. (Broadway Ave. to 4th Ave)
3rd St. N.E (Broadway Ave to 1st Ave)
2nd St. S.E (Broadway Ave. to 3rd Ave)
Main St. South (Broadway Ave. to 3rd Ave)
1st St. S.W. (Broadway Ave. to 3rd Ave)
1st Ave. S.E. (1st St. to 3rd St)
3rd Ave. S.E. (2nd St. to 3rd St)
4th St. S.E. (3rd Ave. to 4th Ave)
4th Ave. S.E. (2nd St. to 4th St)
5th Ave. S.E. (5th St. to 6th St)
8th Ave. S.E. (3rd St. to 6th St)

Category B

Broadway Ave. East (4th St. to Mitchell St)
Broadway Ave. West (8th St. to Main St)
3rd St. S.E. (4th Ave. to Redcliff Way)
Main St. South (3rd Ave. to Redcliff Way)
6th Ave. S.E. (Main St. to Mitchell St)
Redcliff Way S.E. (Main St. to Mitchell St)

Category C

All other sidewalks in the residential and commercial areas of the Town that are not identified in Category A or Category B.

SCHEDULE B
CONCRETE FIELD SURVEY FORM

TOWN OF REDCLIFF

STREET _____ SIDE _____ DATE _____

FROM/TO _____ CATEGORY _____

INSPECTOR _____

CONCRETE EVALUATION

PARAMETER	SATISFACTORY For all parameters	MODERATE	SEVERE	COMMENTS (ADDRESSES, # DEFECTS, ETC.)
1. Vertical Separation				
2. Crack Width				
3. Spalled				
4. Multi-Directional				
5. Backsloped				
6. Logical Limits				
<u>7. Void Presence</u>				
<u>8. Vegetative Presence</u>				

REPAIRS COMPLETED _____ DATE _____

COMMENTS _____

ACTION REQUIRED ☐ YES ☐ NO ☐ IMMEDIATE

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018
PROPOSED BY: Public Services
TOPIC: Water and Sanitary Sewer Line Maintenance Policy No. 071
PROPOSAL: To update the current policy

BACKGROUND:

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

The current Water and Sanitary Maintenance Policy does not address all the components of both potable water and sanitary systems. In addition, it did not include the maintenance required on storm system components. This update includes the additional system components, as well as the addition of all storm system components. The intention of this is to assist administrative staff with processing system complaints and monitor infrastructure health.

POLICY/LEGISLATION:

Policy No. 071

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. 071 with recommended changes.

OPTIONS:

1. To approve the recommended amendments to Policy No. 071, Water, Sanitary Sewer, and Storm System Maintenance, as presented.
2. To approve Policy No. 071, Water, Sanitary Sewer, and Storm System Maintenance, with amendments, as determined by Council.
3. To not approve Policy No. 071, Water, Sanitary Sewer, and Storm System Maintenance.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 071, Water, Sanitary Sewer, and Storm System Maintenance as presented.
2. Councillor _____ moved to approve Policy No. 071, Water, Sanitary Sewer, and Storm System Maintenance, as amended with the following changes

SUBMITTED BY:

Department Head



Municipal Manager

Approved: April 13, 2015

WATER, AND SANITARY, AND STORM SYSTEM SEWER LINE MAINTENANCE**BACKGROUND**

The Town of Redcliff operates and maintains the water and sanitary water, sanitary, and sewer systems storm systems within the Town boundaries of Redcliff and has the ultimate responsibility for ensuring these systems are maintained in an adequate state of repair.

The potential of In an effort to reduce insurance claims, due claims due to system malfunctions, of these systems, can be minimized by a regular inspection s and maintenance efforts are done to ensure operational capabilities are achieved. policy.

The Town of Redcliff recognizes the importance of maintenance of water and sanitary water, sanitary, and storm system components, sewer lines but must also recognize this maintenance and repair must be accomplished within the budget constraints of the Town.

POLICY

1. The Public Services Director in conjunction with the Planning and Engineering Department, Town Engineer will endeavor to maintain a record of all water and sanitary water, sanitary, and storm system components sewer lines located on public land.
2. Annually, in the The Town of Redcliff budget there will be ensure an allocation of funds for the repair, replacement, or construction of water and sanitary sewer all water, sanitary, and storm system components lines within the Town of Redcliff.
3. The Public Services Director in conjunction with the Planning and Engineering Department, Town Engineer will review the overall system design, forecast the need for repair, replacement or construction of new components lines and prioritize the repair, replacement or construction of new components lines bearing in mind the budget constraints of the Town.
4. The Public Services Director will establish an inspection procedure for sanitary sewer lines within the Town of Redcliff to ensure all lines are inspected on a regular basis.
5. The Public Services Director will maintain a record of dates of inspection of all sanitary sewer lines and the conditions found during each said inspection.
6. When a complaint as to condition of a for a potable water system component line is received it shall be forwarded to the Public Services Director for action as follows:
 - a) The Public Services Director or his designate shall visit the site and, inspect the area of the complaint. and make a written record including the of date, time and his/her findings at the site during the inspection will be completed. In addition, ensuring no employee or town official accepts any responsibility for damages.

- b) Should the Public Services Director or ~~their~~his designate determine immediate repair of ~~the water line~~any potable water component is required and budget funds are available, ~~he/she may direct the repairs be undertaken~~will make the necessary arrangements to repair these components.
 - i) If the cause for the repair is found to be on the mainline or portion of service line within the Town's control, the costs for repairs shall be borne by the Town of Redcliff;
 - ii) If the cause for the repair is found to be on the portion of service line that is located on private property, the costs for repairs shall be borne by the property owner;
 - c) Should the Public Services Director or his designate determine the site does not require immediate repair, but should be referenced for future consideration, ~~for repair~~he/she should note this decision in ~~their~~his report.
 - d) The Public Services Director or ~~their~~his designate shall inform the complainant of the decision on repair of the potable water component, ~~line~~.
7. When a complaint as to condition of a sanitary system component ~~sewer line~~ is received it shall be forwarded to the Public Services Director for action as follows:
- a) The Public Services Director or his designate shall visit the site and, inspect the area of the complaint, ~~and make a~~ A written record of including the date, time and his/her findings during the inspection will be completed. In addition, at the site ~~ensuring~~ no employee or town official accepts any responsibility for damages.
 - b) Should the Public Services Director or ~~their~~his designate determine immediate repair of ~~the~~any sanitary sewer system component ~~line~~ is required and budget funds are available ~~he/she will make the necessary arrangements to repair these components~~may direct the repairs be undertaken.
 - i) If the cause for the repair is found to be on the mainline or portion of service line within the Town's control, the costs for repairs shall be borne by the Town of Redcliff;
 - ii) If the cause for the repair is found to be on the portion of service line that is located on private property, the costs for repairs shall be borne by the property owner;
 - iii) It should be noted that this policy is for repairs and is not intended for the situations concerning blockages of sanitary lines which is covered under Town of Redcliff Policy 35 Sanitary Sewer Blockage Policy.
 - c) Should the Public Services Director or his designate determine the site does not require immediate repair, but should be referenced for future consideration, ~~for~~

~~repair~~ he/~~she~~ should note this decision in ~~their~~his report.

- d) The Public Services Director or ~~their~~his designate shall inform the complainant of the decision on repair of the sanitary ~~component~~.~~sewer line~~.

8. When a complaint as to condition of a storm system component is received it shall be forwarded to the Public Services Director for action as follows:

a) The Public Services Director or his designate shall visit the site and inspect the area of the complaint. A written record of including the date and his/her findings during the inspection will be completed. In addition, no employee or town official accepts any responsibility for damages.

b) Should the Public Services Director or their designate determine immediate repair of any storm system component is required and budget funds are available he/she will make the necessary arrangements to repair these components.

c) Should the Public Services Director or his designate determine the site does not require immediate repair, but should be referenced for future consideration, he/she should note this decision in their report.

d) The Public Services Director or their designate shall inform the complainant of the decision on repair of the sanitary component.

98. The Public Services Director shall ensure an incident report on all water, ~~or~~ sanitary, ~~or storm system~~ ~~sewer line~~ complaints are retained in case of any future insurance claims made against the Town.

109. Annually the Public Services Director shall provide the ~~Town Engineer~~ Planning and Engineering Department a list of all water, ~~and~~ sanitary, ~~and storm system components~~ ~~sewer lines~~ to be considered for Multi Year Capital Improvement Planning (MYCIP) when ~~the~~ potential repairs ~~required exceed~~ will exceed operating budget ~~limitations~~.~~constraints~~.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Finance and Administration

TOPIC: Review Policy 025, Benefits for Elected Officials Policy

PROPOSAL: Review and Update Policy 025, Benefits for Elected Officials Policy

BACKGROUND:

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

Policy 025, Benefits for Elected Officials Policy is to provide Council members personal benefits offered by the Town as per its current benefits plan with AMSC Insurance Services, Ltd.

After reviewing this policy, the Administration recommends changing the amount of the Accident Reimbursement from \$10,000 to \$15,000, and also its wording based on the updated 2018 AMSC policy. In addition to this, "Accidental" is added in front of "Dental Expense" to give the expense a more clear description.

POLICY/LEGISLATION:

Policy 025, Benefits for Elected Officials Policy

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS

Policy 025, Benefits for Elected Officials Policy

OPTIONS:

1. Approve Policy 025, Benefits for Elected Officials Policy as amended.
2. Suggest changes to Policy 025, Benefits for Elected Officials Policy and have administration draft an amended Policy 025, Benefits for Elected Officials Policy for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 025, Benefits for Elected Officials Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 025, Benefits for Elected Officials Policy for review at a future Council meeting with suggested changes as follows:
 - 1.
 - 2.
 - 3.

SUBMITTED BY:

Department Head

Municipal Manager

Approved by Council – ~~October 12, 2010~~

BENEFITS FOR ELECTED OFFICIALS

BACKGROUND

Elected officials shall have the opportunity to partake of the following personal benefits.

POLICY

1. The following benefits are available subject to the requirements and conditions as listed under each benefit.

A. GROUP ACCIDENT PLAN

- Premiums are fully paid by the Town of Redcliff.
- Coverage is included under the AUMA/~~AMSC~~ Option ~~C2~~, Plan ~~H-C~~ and includes the following:
 - 24 hour per day
 - \$100,000.00 Accidental Death and Dismemberment
 - \$250.00 Weekly Accident Indemnity
 - ~~\$10,000.00~~ ~~\$15,000.00~~ Accidental ~~al~~ Medical Reimbursement
 - \$5,000.00 Accidental Dental Expense
 - Permanent Total Disability
 - Home Alteration and Vehicle Modification
 - Eyeglasses, Contact Lenses and Hearing Aids
 - Special Education
- Coverage ceases upon Councillor leaving office.

B. WORKMEN'S COMPENSATION

- Premiums are fully paid by Town of Redcliff
- Coverage is based on annual estimated salary of Councillors

2. The following benefits are available subject to the requirements and conditions as listed under each benefit.

A. BASIC GROUP LIFE INSURANCE

- Premiums are paid 50% by Council Member and 50% by Town of Redcliff
- Coverage is established at \$30,000.00 and reduces to \$15,000.00 at age of seventy
- This is Term Insurance
- Coverage ceases upon Councillor leaving office, however it may be converted to a personal policy if employee has not attained age of 66 and makes a written application for coverage within 31 days of leaving office.

B. DENTAL INSURANCE

- Premiums are paid 50% by Council Member and 50% by Town of Redcliff
- Coverage is available on a single or family basis.
- In order to qualify a Council Member must also obtain coverage for the Basic Group Life Insurance as shown above.
- In order to obtain coverage a Councillor must select this option within 60 days of being elected or the coverage is limited for the first year.
- The premiums for this benefit is as establish by Alberta Municipal Employees Benefit Services.

C. AUMA EXTENDED HEALTH CARE

- Premiums are paid 50% by Council Member and 50% by Town of Redcliff
- Coverage is available at either a single or family rate as established by Alberta Blue Cross.

D. VISION CARE PLAN

- The town provides a self insured Vision Care Assistance Program which provides every elected official and their dependants one hundred dollars (\$100.00) per year, which may be accumulated to \$400.00 every four years. The money available in this program may be used for prescription eyeglasses, prescription contact lenses, or for laser eye surgery.

E. ENROLLMENT

- Section 2.3.2 of AMEBS Manual states “Elected Officials have the option to join the plan”
 - Elected Officials MUST enroll within 60 days of their election, and once enrolled, they must maintain their coverage for the current term of office and successive terms of office.
3. All premiums payable by a Council Member shall be deducted from salary cheque issued to the Council Member.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Finance and Administration

TOPIC: Review Policy 029, Per Diem Allowances Policy

PROPOSAL: No Change on Policy 029, Per Diem Allowances Policy

BACKGROUND:

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

Policy 029, Per Diem Allowances Policy is to compensate Council members for their lost wages, profits and time when they attend functions/seminars outside the corporate limits of the Town of Redcliff for an extended period of time where they are representing the Town of Redcliff.

After reviewing this policy, the Administration recommends no change to it.

POLICY/LEGISLATION:

Policy 029, Per Diem Allowances Policy

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS

Policy 029, Per Diem Allowances Policy

OPTIONS:

1. Approve Policy 029, Per Diem Allowances Policy with no amendment.
2. Suggest changes to Policy 029, Per Diem Allowances Policy and have administration draft an amended Policy 029, Per Diem Allowances Policy for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 029, Per Diem Allowances Policy be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 029, Per Diem Allowances Policy for review at a future Council meeting with suggested changes as follows:
 - 1.
 - 2.
 - 3.

SUBMITTED BY:



Department Head



Municipal Manager

Approved by Council – ~~June 10, 2013~~

PER DIEM ALLOWANCES

BACKGROUND

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

POLICY

GENERAL

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

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

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

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

COUNCIL

Per Diem Allowance shall be paid when a Town of Redcliff Council Member attends to Town of Redcliff business outside the scope of their normal assigned committee responsibilities.

BOARDS AND COMMISSIONS

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

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

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 20, 2018

PROPOSED BY: Finance and Administration

TOPIC: Review Policy 105, Vaccinations – Flu & Hepatitis

PROPOSAL: Review and Update Policy 105, Vaccinations – Flu & Hepatitis

BACKGROUND:

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

Policy 105, Vaccinations – Flu & Hepatitis is to authorize Administration to reimburse Council members, permanent employees and volunteer firefighters the portion of costs not covered under the Town's benefit plan for the Hepatitis A & B vaccination and reimbursement for the full cost of the annual flu vaccination.

After reviewing this policy, the Administration recommends deleting the section in regards to reimbursement for the full cost of the annual flu vaccination, as flu vaccination is free of charge in all the health centres, such as, hospitals, medical clinics, hospitals, pharmacy, etc. Therefore, the name of this policy is recommended to change to Vaccination – Hepatitis.

POLICY/LEGISLATION:

Policy 105, Vaccinations – Flu & Hepatitis

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS

Policy 105, Vaccination – Hepatitis

OPTIONS:

1. Approve Policy 105, Vaccination – Hepatitis as amended.
2. Suggest changes to Policy 105, Vaccinations – Flu & Hepatitis and have administration draft an amended Policy 105, Vaccinations – Flu & Hepatitis for review at a future Council meeting.


RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 105, Vaccination – Hepatitis be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 105, Vaccinations – Flu & Hepatitis for review at a future Council meeting with suggested changes as follows:
 - 1.
 - 2.
 - 3.

SUBMITTED BY:



Department Head



Municipal Manager

Approved by Council: ~~April 13, 2015~~~~VACCINATIONS~~ VACCINATION – ~~FLU &~~ HEPATITIS**BACKGROUND**

The Town of Redcliff recognizes the health benefits of offering to Council members, permanent employees and volunteer firefighters the opportunity to have the Hepatitis A & B vaccination ~~and on an annual basis the flu vaccination~~. The purpose of this policy is to authorize Administration to reimburse Council members, permanent employees and volunteer firefighters the portion of costs not covered under the Town's benefit plan for the Hepatitis A & B vaccination ~~and reimbursement for the full cost of the annual flu vaccination~~.

POLICY**Hepatitis A & B Vaccination**

Council members, permanent employees and volunteer firefighters may initiate and obtain the vaccination for Hepatitis A & B as authorized through the Town's benefit provider. Upon the employee submitting the receipts to the Town's benefit provider for reimbursement of costs relating to the vaccination the Council member, employee or volunteer firefighter may then apply to the Town for the balance of the costs.

Family members qualify for reimbursement of vaccination as authorized through the Town's benefit plan. Family members will not be reimbursed by the Town of Redcliff for any outstanding amounts not covered through the benefit provider.

For an employee, volunteer firefighter, member of council or family members wishing to obtain the Hepatitis A & B vaccination the following steps must be taken:

1. Receive your vaccinations either from your physician or through the Public Health Unit, obtain receipts.
2. Complete the Extended Health Care Claim forms, which can be obtained from the payroll clerk, or complete online forms, mail in completed forms to the Town's benefit provider with receipts and Doctor's note.
3. Submit receipts to the Town of Redcliff for any costs for employees, firefighters, and council members' vaccinations, not covered by the benefit provider for reimbursement.

Flu Vaccination

~~Council members, permanent employees and volunteer firefighters may annually initiate and obtain a vaccination for the Flu. The Council member, permanent employee or volunteer firefighter may submit to the Town applicable associated direct costs of the vaccination (which includes the injection and administration fee) for full reimbursement by the Town. In the event arrangements can be made through the Office of the Director of Finance and Administration for direct invoicing, these associated and applicable costs may be arranged for payment by the Town.~~

~~Family members qualify for reimbursement of vaccination as authorized through the Town's benefit plan. Family members will not be reimbursed by the Town of Redcliff for any outstanding amounts not covered through the benefit provider.~~

~~Family members wishing to obtain the Flu vaccination the following steps must be taken:~~

- ~~1. Receive your vaccinations, obtain receipts.~~
- ~~2. 1. Complete the Extended Health Care Claim forms, which can be obtained from the payroll clerk, or complete online forms, mail in completed forms to the Town's benefit provider with receipts and Doctor's note.~~

The payroll clerk can be contacted for any information on what is covered by the Town's benefit provider.



RECEIVED
JUL 10 2018
TOWN OF REDCLIFF

2375 – 10th Ave. S.W., Medicine Hat, AB., T1A 8G2
Phone: 403-529-0550 Fax: 403-528-2473

July 9th, 2018

Town of Redcliff
Mayor Dwight Kilpatrick
And Town Council
1 – 3rd Street NE, Mail: Box 40
Redcliff, Alberta T0J 2P0

Re: Shortgrass Library System Budget Requests for 2019 & 2020

Dear Mayor Kilpatrick and Members of Town Council:

The Shortgrass Library System (SLS) Board of Trustees, which consists of appointees from our member municipalities, including yourself, carefully considered the resources needed to implement the SLS business plan and has approved the enclosed 2 year budget based on these considerations.

We recognize that many municipalities, in rural Alberta in particular, are feeling the effects of the economic downturn and to express how much we value our relationship with member municipalities, we have been able to respond by keeping the Municipal Requisition for 2019 at 0%. For the year 2020, the Board plans on levying an increase of 2% as outlined below.

Year	Requested increase	Per capita amount	Population x per capita amount = municipal requisition
2018	Current	\$5.12 per capita	\$28,672
2019	0% increase	\$5.12 per capita	\$28,672
2020	2% increase (\$0.10 per capita)	\$5.22 per capita	\$29,232

Please note that these amounts are subject to change, as newly released official population figures become available. The current calculations are based on 2017 population figures released by Alberta Municipal Affairs. The population for the Town of Redcliff is listed as 5,600.

In addition to the Municipal levy, after consultation with the library managers group, the SLS board has also approved the following increase to the Library Board Materials Transfer Levies for 2019.

Year	Requested increase	Per capita amount	Population x per capita amount = materials transfer requisition
2018	Current	\$4.98 per capita	\$27,888
2019	Increase of \$0.10 per capita	\$5.08 per capita	\$28,448

After Council has had a chance to review these budget requests and, if it is approved, please provide a letter indicating the approval to myself or our Executive Assistant, Stacey Pahl.

Please feel free to contact representatives of our Board or our CEO if you require further information.

Respectfully,



Petra Mauerhoff
CEO, Shortgrass Library System

CC: Arlos Croft, Municipal Manager

Attachment: Condensed version of 2019 & 2020 SLS operating budgets

Operating Budget Shortgrass Library System	2018	2019	2020
Account Description	Amended 2018	Draft 2019	Draft 2020
REVENUE			
Grants			
Provincial Operating Grant	\$ 496,908.00	\$ 496,908.00	\$ 496,908.00
Library Services Grant	\$ 18,515.00	\$ 18,515.00	\$ 18,515.00
Total Municipal Affairs (Prov) Grants	\$ 515,423.00	\$ 515,423.00	\$ 515,423.00
STEP/HRDC Grant	\$ -	\$ -	\$ -
Other Special Grants/CIP	\$ -	\$ 35,000.00	\$ -
Total Special Grants	\$ -	\$ 35,000.00	\$ -
Total Grants	\$ 515,423.00	\$ 550,423.00	\$ 515,423.00
Municipal Requisitions Operational			
Cypress/CFB - operational	\$ 39,229.00	\$ 39,229.00	\$ 39,996.00
County of 40 Mile - operational	\$ 18,335.00	\$ 18,335.00	\$ 18,693.00
County of Newell - operational	\$ 38,523.00	\$ 38,523.00	\$ 39,275.00
Bassano - operational	\$ 6,564.00	\$ 6,564.00	\$ 6,295.00
Bow Island - operational	\$ 10,460.00	\$ 10,460.00	\$ 10,664.00
Brooks - operational	\$ 73,989.00	\$ 73,989.00	\$ 75,434.00
Duchess - operational	\$ 5,555.00	\$ 5,555.00	\$ 5,664.00
Foremost - operational	\$ 2,770.00	\$ 2,770.00	\$ 2,824.00
Medicine Hat - operational	\$ 323,891.00	\$ 323,891.00	\$ 330,217.00
Redcliff - operational	\$ 28,672.00	\$ 28,672.00	\$ 29,232.00
Rosemary - operational	\$ 2,028.00	\$ 2,028.00	\$ 2,067.00
Total Municipal Requisitions	\$ 550,016.00	\$ 550,016.00	\$ 560,361.00
SLS - Materials			
SLS - Materials (\$1.00 / per capita)	\$ 107,349.00	\$ 107,349.00	\$ 107,349.00
Total SLS - Materials	\$ 107,349.00	\$ 107,349.00	\$ 107,349.00
Surplus from Previous Budget Year	\$ -	\$ -	\$ -
Non-resident Membership Fees			
Non-resident Fees	\$ -	\$ -	\$ -
Total Non-resid Membership Fees	\$ -	\$ -	\$ -
Datacom Reimbursement			
Total Datacom Reimbursement	\$ -	\$ -	\$ -
Investment (Interest) Income			
Operational Investment/Interest Rev	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Contingency Investment/Interest Rev	\$ 500.00	\$ 500.00	\$ 500.00
Capital Investment/Interest Revenue	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
Rewards Revenue	\$ 300.00	\$ 300.00	\$ 300.00
Total Investment Income	\$ 3,300.00	\$ 4,300.00	\$ 4,300.00
Contract Services - Prairie Rose			
Delivery Contract - Prairie Rose	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Cataloguing/Processing - P.R.	\$ 7,260.00	\$ -	\$ -
School Services - Prairie Rose	\$ 7,226.00	\$ -	\$ -
ILS Reimbursement - Prairie Rose	\$ 8,692.00	\$ -	\$ -
Total Contract - Prairie Rose	\$ 48,178.00	\$ 25,000.00	\$ 25,000.00
Contract Services - MHSD #76			
Cataloguing/Processing - MHSD#76	\$ 7,800.00		
School Services - MHSD #76	\$ 7,165.00		
ILS Reimbursement - MHSD#76	\$ 9,204.00		
Total Contract Services - MHSD#76	\$ 24,169.00	\$ -	\$ -
Contract Revenue			
Contract Rev-MHPL/MHC/WC/BW/PHA	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
Total Contract Revenue	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
Other Reimbursements			
Travel & Mtg Reimbursements (SLS)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
LAPP Buyback (employees portion)	\$ -	\$ 4,000.00	\$ 2,000.00
Total Other Reimbursements	\$ 3,000.00	\$ 7,000.00	\$ 5,000.00
TOTAL REVENUE - OPERATING	\$ 1,255,635.00	\$ 1,248,288.00	\$ 1,221,633.00

EXPENSE			
Board Expenses			
Board Conferences/Workshops/Travel	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Board Meetings/Travel/M meal Expense	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Total Board Expenses	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Administration			
Insurance - Liability	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Advertising/Interview Expense	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Bank Charges	\$ 350.00	\$ 350.00	\$ 350.00
Admin/BD Stationary & Supplies	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00
Purchase/Maint. - Office Equipment	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Total Misc./Stationery/Equipment	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00
Computer Software Purch/Repairs	\$ 500.00	\$ 1,500.00	\$ 500.00
Computer Hardware Purchases	\$ 500.00	\$ 1,000.00	\$ 1,000.00
Photocopying Charges	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
Memberships/Subscriptions	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00
Fees	\$ 22,000.00	\$ 24,000.00	\$ 24,000.00
Staff Conference/Workshop	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00
Meeting - Travel & Meal Exp	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Worker's Compensation	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Total Administration Salaries & Benefits	\$ 187,816.25	\$ 193,082.50	\$ 195,013.33
Total Administration	\$ 267,166.25	\$ 261,932.50	\$ 262,863.33
Promotions/Public Relations			
Advertising & Printing	\$ 12,000.00	\$ 12,000.00	\$ 11,000.00
Promotions/Cards & Gifts	\$ 15,000.00	\$ 15,000.00	\$ 11,000.00
Alberta Library Conference	\$ 7,000.00	\$ 7,500.00	\$ 8,000.00
Total Promotions/Public Relations	\$ 34,000.00	\$ 34,500.00	\$ 30,000.00
Mem Library Man Travel & Training			
Workshops	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00
Member Lib. Travel/Education	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Total Mem Library Managers Exp	\$ 7,000.00	\$ 10,000.00	\$ 7,000.00
Programs to Libraries			
Summer Reading Programs	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Author Tours	\$ -	\$ -	\$ -
Special Projects	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Total Programs to Libraries	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Building Costs			
Building Maintenance	\$ 28,000.00	\$ 30,000.00	\$ 30,000.00
Materials & Supplies	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00
Insurance	\$ 7,000.00	\$ 7,500.00	\$ 8,000.00
Utilities	\$ 23,000.00	\$ 23,000.00	\$ 24,000.00
Total Building Costs	\$ 59,500.00	\$ 62,500.00	\$ 64,500.00
Technical/Public Services			
Cataloguing Software/Tools	\$ 28,000.00	\$ 30,000.00	\$ 30,000.00
Online Payments - Operating	\$ 4,400.00	\$ 4,600.00	\$ 5,000.00
Processing Supplies	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00
Tech Stationary Supplies	\$ 500.00	\$ 500.00	\$ 500.00
Computer Hardware Purchase	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Computer Software/Support	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Equipment Purchases/Maintenance	\$ 500.00	\$ 500.00	\$ 500.00
Total Sal/Ben-Tech/Public Services	\$ 617,993.40	\$ 589,463.75	\$ 597,234.51
Salaries-Lib Assist I Sum St & Pro Cat	\$ -	\$ -	\$ -
Benefits - Lib Assist I Sum St & Pro Cat	\$ -	\$ -	\$ -
Total Salaries/Benefits - Contracts	\$ -	\$ -	\$ -
Total Tech/Public ServicesExp	\$ 617,993.40	\$ 589,463.75	\$ 597,234.51

Delivery & Communications			
SLS Postage & Shipping/Handling	\$ 1,800.00	\$ 1,900.00	\$ 1,900.00
Van Insurance	\$ 8,700.00	\$ 9,200.00	\$ 9,800.00
Van Operating Expenses	\$ 13,000.00	\$ 14,000.00	\$ 15,000.00
Total Van Expenses	\$ 21,700.00	\$ 23,200.00	\$ 24,800.00
Total Salary & Benefits Delivery	\$ 59,000.00	\$ 60,000.00	\$ 60,100.00
ILS - Shortgrass	\$ 18,240.00	\$ 37,221.00	\$ 38,338.00
Software/Hardware AdditionalDC	\$ -	\$ -	\$ -
Total ILS Computer Maintenance	\$ 18,240.00	\$ 37,221.00	\$ 38,338.00
Phone Services	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
TM3 Telemessaging DC	\$ 500.00	\$ 500.00	\$ 500.00
Mobility	\$ 800.00	\$ 800.00	\$ 800.00
Total SLS Rental & DDD	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
Internet - Domain Names DC	\$ -	\$ 120.00	\$ -
Internet/CA Shaw Big Pipe SLS Main DC	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Total SLS Internet Exp AcctsDC	\$ 18,000.00	\$ 18,120.00	\$ 18,000.00
Bibliocommons	\$ 11,000.00	\$ 11,200.00	\$ 11,500.00
Bibliocommons App	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Licensing/Maintenance Agreements	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Total Data CommunicationsDC	\$ 23,000.00	\$ 23,200.00	\$ 23,500.00
Total Delivery & Communications	\$ 144,540.00	\$ 166,441.00	\$ 169,438.00
Additional Resources			
Electronic Data Bases	\$ 27,000.00	\$ 28,000.00	\$ 29,000.00
SLS Headquarters Reference	\$ 500.00	\$ 500.00	\$ 500.00
Library 2 U	\$ 50.00	\$ 50.00	\$ 50.00
ILL Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Rural Ser Pay 40 Mile (BI/For)	\$ 16,293.00	\$ 16,293.00	\$ 16,293.00
Total Additional Resources	\$ 45,343.00	\$ 46,343.00	\$ 47,343.00
Contract Services MHSD#76			
ILS Computer Maintenance MHSD #76	\$ 9,204.00	\$ -	\$ -
Total Contract Serv. MHSD	\$ 9,204.00	\$ -	\$ -
Special Grants Expenses			
Other Special Grants/CIP/AMA	\$ -	\$ 35,000.00	\$ -
STEP/HRDC Grant	\$ -	\$ -	\$ -
Other Grants	\$ -	\$ -	\$ -
Total Special Grants	\$ -	\$ 35,000.00	\$ -
Capital Purchases Expense *			
Equip (Replacement) Capital Exp	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Van (Replacement) Capital Exp	\$ -	\$ -	\$ -
Expenditures - Capital - other	\$ 13,000.00	\$ -	\$ -
Total Capital Expenses	\$ 14,500.00	\$ 1,500.00	\$ 1,500.00
Contract Services - Prairie Rose			
ILS Computer Maintenance PR	\$ 8,692.00	\$ -	\$ -
Partial Contract Serv. Prairie Rose	\$ 8,692.00	\$ -	\$ -
Employee Benefits Expense - Additional			
Vacation Pay Expense	\$ 7,000.00	\$ 7,500.00	\$ 8,000.00
LAPP Buyback (employers portion)	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00
Total Employee Benefits Expense	\$ 12,000.00	\$ 9,500.00	\$ 10,000.00
Contingencies & Non SLS Expenses			
Contingency	\$ 8,696.00	\$ 4,108.00	\$ 4,754.00
Travel & Mtg Expenses (Non-SLS)	\$ -	\$ -	\$ -
Total Contingencies & Non SLS Exp	\$ 8,696.00	\$ 4,108.00	\$ 4,754.00
TOTAL EXPENSE - OPERATING	\$ 1,255,634.65	\$ 1,248,288.25	\$ 1,221,632.84
NET INCOME/LOSS	\$ -	\$ -	\$ -



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

RECEIVED
JUL 31 2018
TOWN OF REDCLIFF

AR93928

July 25, 2018

His Worship Dwight Kilpatrick
Mayor
Town of Redcliff
PO Box 40
Redcliff AB T0J 2P0

Dear Mayor Kilpatrick,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

.../2

- 2 -

- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

cc: Arlos Crofts, Municipal Manager, Town of Redcliff



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

MINISTERIAL ORDER NO. MSL:047/18

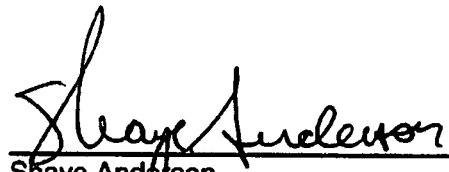
I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19th day of July, 2018.



Shaye Anderson
Minister of Municipal Affairs

Memo



To: Redcliff Town Council

From: Municipal Manager

Date: August 20, 2018

Re: Grazing Lease Cancellation – Westside Area

As per the Town of Redcliff Bylaw 1804/2015 (Procedural Bylaw) the presentation/delegation request of K. Guenther and K. Dawson has been reviewed by the Municipal Manager and Mayor and subsequently confirmed to be on the August 20, 2018 Regular Council Meeting Agenda. Further, this memo has been prepared to provide general information for Council as it relates to the topic of this grazing lease cancellation.

Recent Background:

- The most recent discussion between the Town and 670 Collective group, with regard to continuing its partnership in expanding its trail network, was put forward to Town Council for consideration by the Redcliff and District Recreation Services Board (RDRSB). At the June 4th, 2018 RDRSB meeting the following motion was made and carried:
 - a. Karen Worrell moved to recommend the cancellation of the Grazing Lease Agreement for Plan 417 JK, Block Ptn of 2, with 90 days' notice, to allow for low cost/free recreation options – Carried.
- At the June 11, 2018 Regular Council Meeting the 670 Collective provided a presentation to council which was received for information as per the following motion (Delegation letter attached for reference):

2018-0239 670 Collective Mountain Bike Club

A) Blaine Fairbrother & Joel Heese of the 670 Collective Mountain Bike Club was in attendance to discuss expansion of the bike trail system in Redcliff.

Councillor Leipert moved the presentation from Blaine Fairbrother & Joel Heese, of the 670 Collective Mountain Bike Club, regarding proposed expansion of the bike trail system in Redcliff, be received for information. - Carried.

- At the June 11, 2018 Regular Council Meeting, and upon the recommendation of the Redcliff and District Recreation Services Board, Administration presented a subsequent RFD (attached for reference) with Council making and carrying the following motion:

2018-0249 Grazing Lease
Re: Block Ptn of 2, Plan
417JK

A) Councillor Solberg moved to cancel the Grazing Lease Agreement – Plan 417JK, Block Ptn of 2 with 90 days written notice. - Carried.

Pertinent Grazing Lease Information (Grazing lease attached for reference):

- The Grazing Lease has been in place since December 31, 1997.
- The lease provides the Town with \$580.00 annual revenue.
- The Town may cancel the agreement with 30 days' written notice at any time without cause and requires notification be made to the specified lessee(s). In this scenario, the Town provided 90 days' notice.
- The Town may extract portions of the leased area with 30 days' written notice.
- As per the lease agreement, the lessee is not permitted to sublet unless it has obtained written consent from the town to do such. There is no such written consent on file.
- Those presenting the August 20, 2018 delegation are not the specified lessee.

Other Considerations:

- This area has the potential to be used to provide space for low cost recreation to the community by means of bike trails and additional recreation opportunities as identified in the Recreation Master Plan (which has received council approval and included a public input process).
- As per the Land-Use Bylaw, this area is zoned as Park and Recreation District P-1, with exception of the cemetery which is zoned Public Service district (PS).
- If council determines it would like to adjust its level of resource allocation for invasive species management, administration can prepare a budgetary proposal for the 2019 budget (direction will be required in this regard).
- 670 Collective, from past experience, has been thorough with regard to satisfying environment related regulatory requirements.

Attachments: Collective 670 delegation letter-June 11, 2018, RFD-June 11, 2018, and relevant Grazing Lease.



670 Collective Mountain Bike Club
1387 2nd Ave N.E.
Medicine Hat, AB
T1A 6A7
www.670collective.ca

May 20, 2018

Dear Kim,

Over the past four years, the 670 Collective has been actively engaged in building sustainable multi-purpose trails in the Town of Redcliff and to date have added approximately 12 km of sustainable/signed trails. This effort has been completed using volunteer resources and grant funding. Our success with these trails has lead to the City of Medicine Hat to build the "Mr. Burnside" trail that now connects Medicine Hat to Redcliff through single track natural trails. This region, with Redcliff in particular, is gaining popularity as the "early season" place to mountain bike. Over the last two years, we have seen a dramatic increase of visitors from outside our region coming with the intention of riding Redcliff. This success has led to other areas we currently work with, looking to expand their natural trail networks.

When we originally approached the Town of Redcliff, we indicated our desire to expand the trail system to include what we refer to as the "cemetery area". An archaeological concern in the area required us to seek clearance under the Alberta Historic Resources Act before constructing. We received clearance on May 8, 2018 and as a result, are hoping to begin building trail shortly. We have identified a logical Phase 1 (see the green area on the attached map) that would give the community approximately 3 km of new trail (with an additional 3-4 km potential once we have been granted permission to access the provincial land to the west). For us to accomplish this, we are requesting access to the land that is currently held under an agricultural/grazing lease by the Town of Redcliff.

Our area of interest is currently used for grazing horses. While the trails 670 builds are considered sustainable and multiple use, the scope does not include horses or livestock. We have seen first hand how trails we have built have been ruined by both horses and cattle in the Cypress Hills Provincial Park. In addition to requesting access to the area of interest, 670 is requesting the exclusion of horses (or any grazing animals) from our trail building areas. We anticipate greater damage than what has been seen in Cypress due to the clay based soils of the coulees. The club is interested in beginning work on Phase 1 as soon as access has been granted and equestrian use excluded.


Our ultimate desire is to connect as close as possible the Town of Redcliff Skills Park to the existing River Valley trail system created by the 670 Collective for the Town of Redcliff. These trails, as with all of the trails within the Town of Redcliff, will continue to be multi-use trails with the preferred use being mountain biking. This new trail system would allow us to:

- Expand the existing trail network.
- Expand the available entry level (green) trails within the Town of Redcliff

- Give entry level riders an area to begin trying what they have been practicing in the skills park.
- Enhancing the region and the Town of Redcliff's ability to attract tourism with a larger trail network.

If you have any questions or need further clarification for our request, please feel free to contact the undersigned.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Kurtis Peters', with a stylized, overlapping loop structure.

Kurtis Peters

President

670 Collective Mountain Bike Club





TOWN OF REDCLIFF
GRAZING LEASE AGREEMENT OF MUNICIPAL PROPERTIES

THIS AGREEMENT made this the 17 day of June, 1997 A.D., BETWEEN:

THE TOWN OF REDCLIFF (the Town)
#1- 3rd Street S.E., P.O. Box 40
Redcliff, Alberta, T0J 2P0
(hereinafter called "The Town")

-AND-



Redcliff, Alberta, T0J 2P0
(hereinafter called "The Lessee")

WHEREAS the Town is the registered owner of the following lands:

PLAN 417 JK
BLOCK Ptn of 2

RESERVING UNTO HER MAJESTY ALL MINES AND MINERALS

AND WHEREAS the lessee wishes to lease the above lands owned by the town more particularly shown outlined on Schedule "A" attached to and forming part of this agreement (herein called the "Lands") and the Town has agreed to grant the lessee a lease upon the terms and conditions set forth in the agreement for the purpose of **GRAZING LEASE**.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and of their mutual covenants and agreements, and in consideration of the lease payment made by the lessee to the Town as hereinafter set forth, the Town and the lessee agree as follows:

PART 1 - LEASE

- 1.1 The Town does hereby lease to the lessee those lands as shown more or less outlined in red on Schedule "A" attached to and forming part of this Agreement to be held by the lessee from the date of signing until **December 31, 1997**, at the annual rental cost of \$580.00_DOLLARS payable in lawful money of Canada.
- 1.2 Providing the lease payment for the current year is not in default the lessee may renew or extend the term of this lease. Any lease rates for such extended terms shall be established by the Town of Redcliff, Town Council Leasing Policy.
- 1.3 This agreement may be cancelled with thirty (30) days written notice at anytime without cause. If this agreement is cancelled part way through a year the lessee shall be reimbursed only for the prorated unused lease fees to December 31 of that year. Should the lessee be in violation of the terms of this agreement the Town of Redcliff may cancel the lease without notice.

- 1.4 The Town may extract portions of the leased area with thirty (30) days written notice to the lessee. If the adjusted area of the lease is subject to reconsideration of fees as stipulated by the enacted lease rates policy, the lessee shall be so compensated for rates on a prorated basis.
- 1.5 The lessee shall be responsible for any realignment of any fences or structures relating to withdrawn portions of leases as well as any cost relating thereto.
- 1.6 The lessee agrees with the Town to pay the lease rent reserved at the times hereinbefore mentioned without any deductions whatsoever.
- 1.7 The lessee shall not be required to pay any taxes or rates which may be charged in respect to the improvements hereby demised for the period of and during the continuance of the term of this lease.
- 1.8 The lessee shall not during the term of this lease, transfer, assign, or sublet the lands or any part thereof, or otherwise, by any act or deed, secure the said lands or any part thereof to be transferred, assigned, or sublet, without the consent in writing of the Town first being obtained.
- 1.9 The lessee shall not, at any time during the term use, exercise, or carry on or permit, or suffer to be used, exercised, or carried on, in or upon the said lands or any part thereof, any noxious, noisome, or offensive art, trade, business, occupation or calling, and no act, matter or thing whatsoever shall at any time during the said term be done in or upon the said lands or any part thereof, which shall or may, be or grow to the annoyance, nuisance, grievance, damage or any disturbance of the occupiers or owners of the adjoining lands and properties.
- 1.10 If the lessee defaults in the payment of rent or in the fulfilment of any provision of the Agreement, and if such default continues for a period of THIRTY (30) days after, the Town has given written notice of such default to the lessee, the Town may enter upon and take possession of the lands or any part thereof in the name of the whole and the term hereby granted may shall thereupon cease and terminate. The lease may be made available to all parties on the waiting list of the Town of Redcliff.
- 1.11 And also, if the term hereby granted be at any time seized or taken into execution or an attachment by any creditor of the lessee, or if the lessee makes an assignment for the benefit of any Act that may be in force for bankrupt or insolvent debtors, or if execution issue against the goods of the lessee from any Court having jurisdiction in the Province of Alberta, the following rent shall be immediately become due and payable and the term hereby created shall, at the option of the Town, immediately become forfeited and void.
- 1.12 The Town does hereby covenant with the lessee, that upon the lessee paying the lease rents, and performing the covenants herein contained on his part, the lessee shall and may peaceably and quietly enjoy the said lands during the said term without any molestation, hindrance, or disturbance.
- 1.13 The Town may authorize the entrance to leased property for purposes of construction or maintenance of any utility lines without compensation to the lessee.

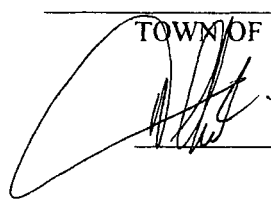
- 1.14 The lessee shall use the lands only for the purpose provided in the preamble of this agree and agrees that he is expressly prohibited from erecting any building, structure, or other thing that is in the opinion of the Town, a permanent improvement except for a fence, unless the erection receives prior approval in writing from the Town and a copy of the approval is attached to this agreement.. Any buildings, equipment or other materials not specified in this lease and brought to the site shall be considered just cause for cancellation of the lease.
- 1.15 Any approved structure or fence remaining on the property thirty (30) days following expiry or cancellation of this lease shall become the property of the Town; who shall have the right to remove and sell/dispose of any items as they see fit without compensation being paid to the lessee.
- 1.16 The lessee shall not alter the land by any form of excavation or removal of materials, and they shall not alter the land in any manner unless there is an grade plan authorized by the Town of Redcliff .
- 1.17 The lessee shall provide their own insurance coverage and shall hereby acknowledge to keep the Town free and indemnified from any claim because of physical property, improvements, animals or liability whatsoever.
- 1.18 Other conditions to this lease are as follows:
- a) You will be required to obtain insurance coverage for your animals and equipment and you will not make any claim against the Town for any injury, theft or damage to your animals and/or equipment during the term of this lease. Copy of liability insurance coverage to be provided to Town within 60 days of start of agreement and renewal copy to be provided each year thereafter. For the year 1997 a copy of this insurance policy must be provided by July 31, 1997
 - b) You will provide adequate water and feed for animals during the term of this lease.
 - c) You will not have any animals overgraze the leased land to a state where the Town of Redcliff considers the land has been damaged.
 - d) The land is for personal use and may not be used for a commercial operation, or used in partnership with any other party (with the exception as allowed in section 1.18(e) as follows).
 - e) Animals on the lease:
 - i) the lessee must make full disclosure of ownership of all animals located on the lease on an ongoing basis. Failure to provide this disclosure will be deemed to be in contravention of lease and the lease may be cancelled by the Town of Redcliff;
 - ii) should the lessee permit a third party to have animals located on the lease the lessee shall ensure the Town of Redcliff is provided with verification of owner liability insurance for the animals of the third party;
 - iii) 50% of animals that will be located on the lease will be owned by the Lessee or his immediate family members;
 - iv) the lessee will provide a declaration sworn before a Commissioner for Oaths as to the ownership of all animals located on the lease.

PART II - GENERAL

- 2.1 The lessee shall not file any Caveat of encumbrance against the title to the lands.
- 2.2 Time shall be of the essence of the agreement.
- 2.3 The parties agree to execute promptly when required all conveyances and documentation required to complete and carry out the provisions of this agreement.
- 2.4 If the lessee fails to pay the lease payments required to be made under this agreement, the Town may at its sole option declare this option agreement to be terminated.
- 2.5 The provisions contained herein comprise the entire agreement between the Town and the lessee, there being no agreements, understandings representations or conditions other than such as may be implied by applicable law, that are not merged herein or supersede hereby.
- 2.6 Any letter or notice to be given by the Town of Redcliff under this lease shall be sent by regular mail to the address as shown on page one of this agreement and shall be deemed to have been received seven days after date as shown on the letter or notice.

IN WITNESS HEREOF that the Town and the lessee have signed this lease agreement.


LESSEE


TOWN OF REDCLIFF

DECLARATION

I, [REDACTED] being one of the lessees as shown in the agreement between Town of Redcliff and [REDACTED], dated June 17/97 to lease the municipal property described as:

Portion of Blocks 2 on Plan 417JK

DO HEREBY DECLARE:

1. At least 50% if all animals located on the lease or to be located on the lease are owned by [REDACTED] or an immediate family member.
2. I will advise the Town of Redcliff of the owner's name for any other animals are located on the lease or will be located on the lease for the duration of the lease.

DO HEREBY ACKNOWLEDGE

1. Upon request will provide the Town of Redcliff with proof of ownership of any animal located on the lease by providing copy of bill of sale;
2. The lease will become terminated if it is determined animal(s) on the lease are not owned by [REDACTED], or an immediate family member, or the name of the owner has not been provided to the Town of Redcliff..
3. The lease will become terminated if upon a request from Town of Redcliff to provide proof of ownership (copy of bill of sale) and such document is not provided within 14 calendar days of the date of the request sent by ordinary mail to the address as shown on the lease.

SWORN BEFORE ME T.C. Hurst)

at the Town of Redcliff in the Province of Alberta)

this 17 day of June, 1997.)

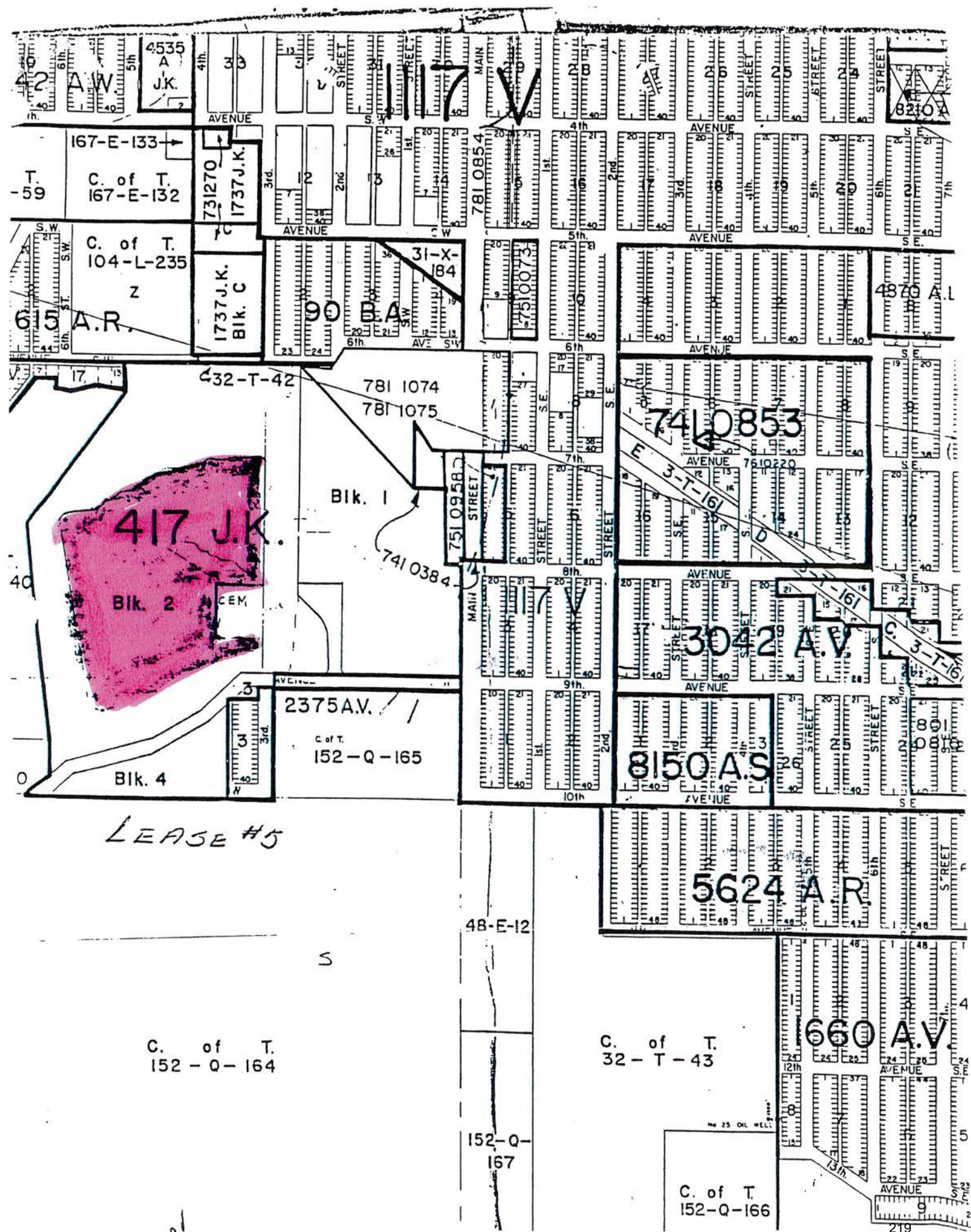
[Signature]
Commissioner for Oaths for Province of Alberta

My Commission expires: June 8/98

[REDACTED]
(Lessee)

** Immediate Family Member is defined as:

Applicant, spouse, child, applicant parent, spouses parent, grandchild or legal guardian.



LEASE #5

C. of T.
152 - Q - 164

152-Q-167

C. of T.
32 - T - 43

C. of T.
152-Q-166

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 11th, 2018

PROPOSED BY: Community & Protective Services Department (Redcliff and District Recreation Services Board)

TOPIC: Grazing Lease – Plan 417 JK, Block Ptn. Of 2

PROPOSAL: Cancellation of Grazing Lease

BACKGROUND:

The Grazing Lease area occupied by horses adjacent to the cemetery has potential to be used to provide space for low cost recreation to the community by means of bike trails and additional recreation opportunities as identified in the Recreation Master Plan. It will also allow for expansion of the Cemetery in the near future.

The Redcliff and District Recreation Services Board carried the motion to recommend the cancellation of the Grazing Lease Agreement for Plan 417 JK, Block Ptn of 2, with 90 days' notice, to allow for low cost/free recreation options.

Lease Details:

- The Grazing Lease has been in place since December 31, 1997.
- The lease provides the Town with \$580.00 of revenue each year.
- The Town may cancel the agreement with 30 days' written notice at any time without cause.
- The Town may extract portions of leased area with 30 days' written notice.

POLICY/LEGISLATION:

Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Area Request and Trail Design – 670 Collective

Grazing Lease Agreement - PLAN 417 JK, BLOCK Ptn of 2

OPTIONS:

1. To cancel the Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2, with 90 days written notice.
2. Not cancel the Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to cancel the Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2, with 90 days written notice.

SUBMITTED BY:



Department Head



Municipal Manager

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

August 20, 2018



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MUNICIPAL MANAGER

Ongoing Projects

- Continued work on the modernized MGA compliance matters. Significant amount of preliminary work as it relates to intermunicipal collaboration frameworks in conjunction with the administration of the neighbouring municipalities. Met multiple times with CMH and CC administration to prepare for ICF Steering Committee meetings.
- Preparation of ICF materials for council.
- Attended Strategic planning session for July 20 and 21. Worked with facilitator to ensure the summarized goals and strategies would be ready for consideration by the August 20, 2018 regular council meeting. For those councillors not able to attend feedback was obtained independently by the facilitator to ensure that all had input in this process.
- Continued work toward securing additional water license. This is an application process and is rather technical in nature. Waiting to receive requested information from the current owner. Public Services Director has completed significant amount of preliminary Environment and Parks application work.
- Website update project now underway.
- Initiated compilation of all personnel related policies as we begin the redraft/draft of a new personnel policy/manual.
- Working with Redcliff Fibre (Certainteed) to obtain required lands for 3rd and 3rd lift station attenuation project. Working with legal counsel for the drafting of a purchase agreement. Subdivision of lands in progress.
- Continued recruitment process for the Director of Protective and Community Services vacancy.
- Responding to, in coordination with Planning and Engineering, developer inquiries.

Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of time. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Council meeting preparation and Request for Decision Review and drafting.
- HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Correspondence with CUPE as required.
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Providing vacation coverage for senior management positions as required.
- July 25 – attended and participated in the MDP steering committee meeting.
- July 26 – met with Environmental Utilities of CMH in an effort to obtain sanitary sewer rates methodology and forecasting expectations. We also discussed sharing of important data as Planning and Engineering have now developed a Sanitary Sewer model for the Town.
- July 27 – met with neighbouring administrations regarding regional solid waste feasibility analysis. This will be integrated into and dealt with at the ICF level.
- July 27 – Parks and Recreation bylaw review with staff.
- August 3 – Business License bylaw review with staff.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Cleaned Rec-tangle as necessary to accommodate Ball Hockey
- Painted dressing room walls in Rec-Tangle as necessary

Pool:

- Continued pool operations
- Completed orientation for new lifeguard

Facilities:

- Stripped and polished floor at Seniors Center
- Completed monthly building inspections
- Continued ball diamond grooming
- Completed building maintenance as necessary
- Oversaw fire alarm inspection at RCMP
- Oversaw roof repair to batting cage building
- Cleaned tennis court and Water Park surface
- Continued cleaning operations at Campground, River Valley, Lions Park, ball diamond concessions
- Ongoing lighting replacement program at RCMP building

Other:

- Participated in Canada Celebration teardown and monitoring
- Continued park irrigation repairs/updating
- Trimmed and removed trees as necessary on trails and in campground
- Began trail grooming and edge cutting
- Sprayed pesticide in multiple locations including parking lots, sidewalks and roadways as necessary
- Tested new gopher control program
- Continued weekly garbage collection in parks and on trails
- Continued cutting and trimming program of groomed and non-groomed areas
- Installed irrigation valves in Bike Skills Park to prepare for hydroseeding
- Setup and tear down stage for Gospel Jamboree
- Began budget input for 2019
- Obtained quotes for grant applications
- Reviewed grant and capital projects for 2017/2018
- Requested quotes for off leash dog park
- Completed and delivered staff performance evaluations for pool, summer students and operators
- Planned preliminary 2019 training schedule
- Sent out RFP for Janitorial contract beginning January 2019
- Met with Irvine Ag Society regarding rink operations
- Met with Performance Edge regarding Hockey Schools

- Discussed snow removal options with PRSD
- Began work on surplus equipment list
- Continued playground maintenance

FCSS, Community Services and Special Events

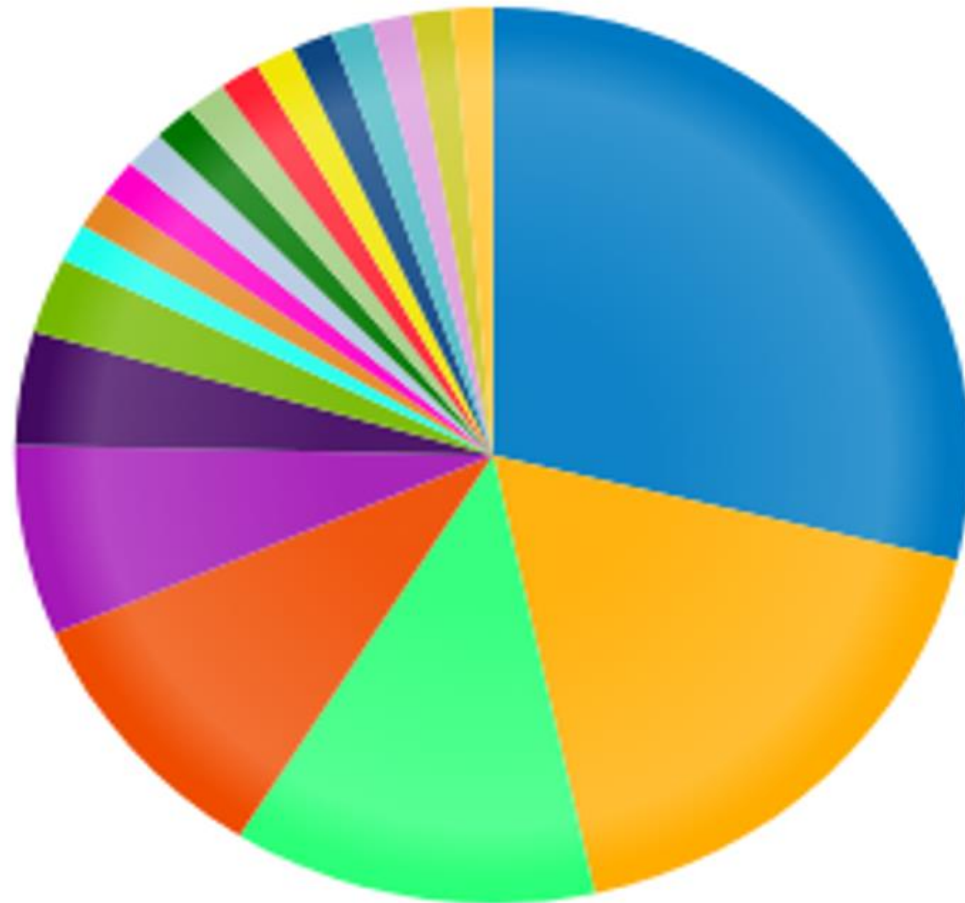
- Hosted a Parent and Tot Meet up group, scheduled regularly at Lions Park
- Hosted a successful Canada Day Celebration
- Hosted annual Penny Carnival
- Planning meeting re: Fall Festival
- Attended Social Media Planning/Scheduling meeting for Coal Burner Adventure Race
- Department meeting re: Grants, past, current and shelf-ready
- Attended Cypress Early Childhood Coalition Meeting
- Began CFEP applications
- Oversaw Summer Camps
- Continued organization of special event storage room
- Bookings for programming ongoing
- Began scheduling programming for Fall and Winter
- Completed bookings for Sport Court
- Started work on Fall Community Guide
- Continued facility bookings for private events
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Design and creation of marketing for programming and events
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Attended website development meetings to review potential contractors

Bylaw and Protective Services

- Ongoing work on Fire administration
- Completed purchase of replacement Fire/Pumper Truck
- Reviewed quotes for equipment for new Fire/Pumper truck and initiated purchase
- Documented False Alarms and sent out warning letters
- Review of Park, Recreational and Public Areas Bylaw with Planning Specialist, Director of Planning & Engineering, CAO, and Bylaw Officer
- Bylaw Initiatives for July:
 - Cpo Steier has been working on problematic unsightly properties. Some of which are owned by the same company/persons. "Orders to Remedy Unsightly Property" orders under the MGA, have been crafted and sent to the company. This is ongoing.
 - Unsightly properties on Highway Ave S.E. properties continue to be worked with success.
 - The "No Parking" sign issue on Highway Ave. S.E. By Tim Horton's and Burger King are continually monitored.
 - Playgrounds and parks are being continually monitored for the presence of snakes in this temperature.
 - Residential animal complaints which include snake calls are ongoing.

Monthly Incident Report • Total: 77

- 21 - BYLAWS : TRAVIS PERMITS
- 13 - BYLAWS : TRAFFIC : PARKING
- 9 - BYLAWS : NUISANCE/UNSIGHTLY : ...
- 7 - BYLAWS : ASSIST PUBLIC
- 5 - BYLAWS : ANIMAL-OTHER : SNAKE ...
- 3 - BYLAWS : ASSIST OTHER DEPT
- 2 - BYLAWS : ASSIST PUBLIC : FOUND...
- 1 - BYLAWS : NUISANCE/UNSIGHTLY : ...
- 1 - BYLAWS : CAT : AT LARGE
- 1 - BYLAWS : BUSINESS LICENSE : CA...
- 1 - BYLAWS : ANIMAL-OTHER : GOPHER...
- 1 - BYLAWS : DOG : INJURED DOG
- 1 - BYLAWS : PARKS RECREATION PUBL...
- 1 - BYLAWS : PARKS RECREATION PUBL...
- 1 - ISSUED IN ERROR
- 1 - BYLAWS : DOG : AT LARGE : DOG
- 1 - BYLAWS : DOG : IMPOUNDED : DOG
- 1 - BYLAWS : BUSINESS LICENSE : BU...
- 1 - BYLAWS : DOG : DOG BITE
- 1 - BYLAWS : DOG : FAILURE TO HAVE...



PUBLIC SERVICES

Department

- Preparing diversion water license transfer documents for Alberta Environment and Parks
- Design, survey, utility locates, materials purchase, site preparations to replace 150mm water main along 3rd Ave SW from 2nd St SW to 1st St SE
 - Construction projected to begin September 4th
- 2019 landfill operating and capital budgets
- Working on Low Carbon Economy Federal Grant for Greenhouse Gas reduction
- Approval to Operate Landfill Renewal Process
- Transfer Site, Scale System, and Operations Building design assistance

Water and Sewer Utilities

Utility Services have:

- Completed several locate requests
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Curb stop repairs
- Sewer flushing trouble spots
- Finished flushing hydrants
- Completed bi annual water testing
- Installed Radio Read meters
- Minor repairs at river pump house
- Helped with water main leaks

Municipal Works

Municipal Works have:

- Conducted various Funeral interments
- Hauled sand and gravel to stock pile in yard
- Bin placements/pickups as needed
- Repair garbage can lids (on going)
- Bladed gravel roads in town
- Fix various signs around town
- Numerous waterline repairs around town
- Changed out manhole
- Graveled and repaired alleys
- Repaired pot holes around town
- Conducted catch basin cleaning
- Crack filling town roads

- Repaired sidewalks
- Helped at landfill running litter truck
- Marked out a number of areas for Monument installation at cemetery
- Helped blade and gravel roads at landfill
- Cleaned up after gospel jamboree
- Main valve maintenance
- Helped Travis with minor repairs in shop
- Grinded out and repaired numerous manhole covers
- Applied dust control to Rge Rd 64
- Chopped up weapons that the RCMP brought in
- Trimmed trees in cemetery and around shop
- Installed manhole systems to reduce infiltration on over 30 different systems
- Water pressure repair at Majestic Greenhouses
- Water Main Repair at 1911 Broadway Ave E
- Water Main Repair behind Fire Hall
- Water Main Repair at 321 4th St SE
- Flushed and removed debris from Main St 450mm sewer from Sangster to 9th Ave

Landfill Authority

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Training on GPS system
- Cleaned up Bomag for selling
- Created internet ads for the sale of the Bomag
- Mowed and weed whipped areas around shop (on going)
- Conducted a tour with Alberta Environment and Parks
- Constructed new ramp into the current solid waste cell

PLANNING & ENGINEERING:

Priorities for August

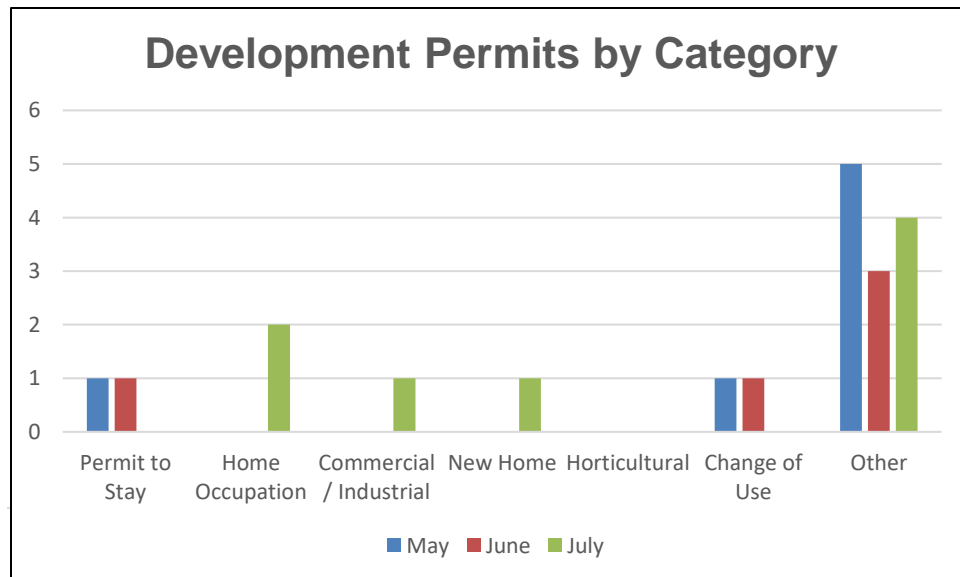
- Sanitary Sewer Master Plan
- Parks, Recreation and Open Areas Bylaw
- Business Bylaw
- Smoking Bylaw
- Subdivision Procedure
- MDP Steering Committee 8th Meeting

Planning

- Land Use Bylaw – the overall LUB rewrite is planned for later this year. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed in 2019.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP.

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

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



Subdivision - Duplex subdivision
3rd Avenue & 3rd Street Lift Station site expansion

Agreements

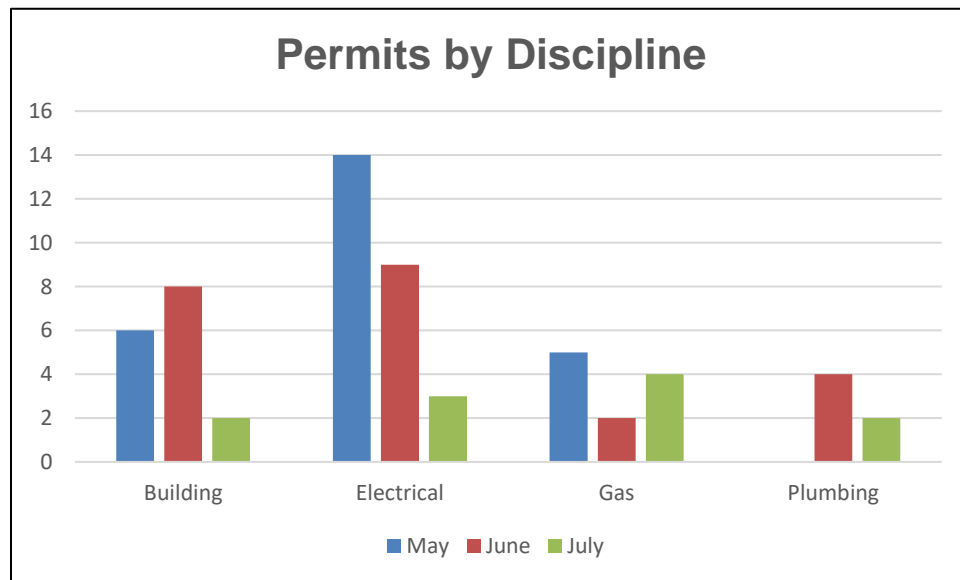
Farwest: No communication has been received from Far West Land & Properties since May 28, 2018. The tender prices expire August 13, 2018.

The cost sharing / service agreement has been sent to Far-West Land & Properties for review and signing. The work has been tendered and the tender amounts were included in the agreement. Construction will not commence until the developer has paid all monies owed to the Town and put up the money for the developers share of the construction costs with his lawyer which will be held under legal trust conditions.

Safety Codes

The Safety Codes Council conducted an external audit of the 2017 Safety Codes records final report has been received. The report found no major issues and only a few minor issues that have been corrected. The Town is required to respond to the report in writing.

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



Engineering

- Off-site Levies Calculator in Alpha Testing.

Studies:

Inflow and Infiltration Study

The Town's sanitary sewer model is now calibrated and the model can be used to identify and quantify for dry weather flow. Work continues to simulate the July, 2013 event. The model is confirming that the biggest issue is inflow and new efforts to identify potential sources of inflow and eliminate them will be coming.

Capital Projects:

Riverview Groundwater and Road Rehabilitation

The top lift of asphalt was installed July 10, 2018. Project is on Budget.

3rd and 3rd Lift Station Upgrades

The tentative plan of subdivision plan has been received and the application for subdivision will be made shortly. The subdivision must be circulated to regulatory agencies prior to being placed before MPC for a decision. The subdivision is planned to be on the September MPC agenda. The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed back construction.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed. As part of this effort data sheets for every manhole that requires improvements have been created. These sheets will help to document what the issue was and how it has been fixed.

2nd Street and 5th Avenue Lift Station

An open house for this project was held on June 13, 2018. Overall response was positive with the major concern being raised is the potential for smells to be generated. As part of the design every reasonable measure has been taken to reduce to likelihood of smells being generated. We have looked at what it would cost to locate the lift station east of Jesmond Drive in a large open area that is further away from most houses and have found that it is approximately 10% cheaper and will also reduce the time that 5th Avenue would be closed for construction.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed that the project was deemed eligible but is not being funded.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

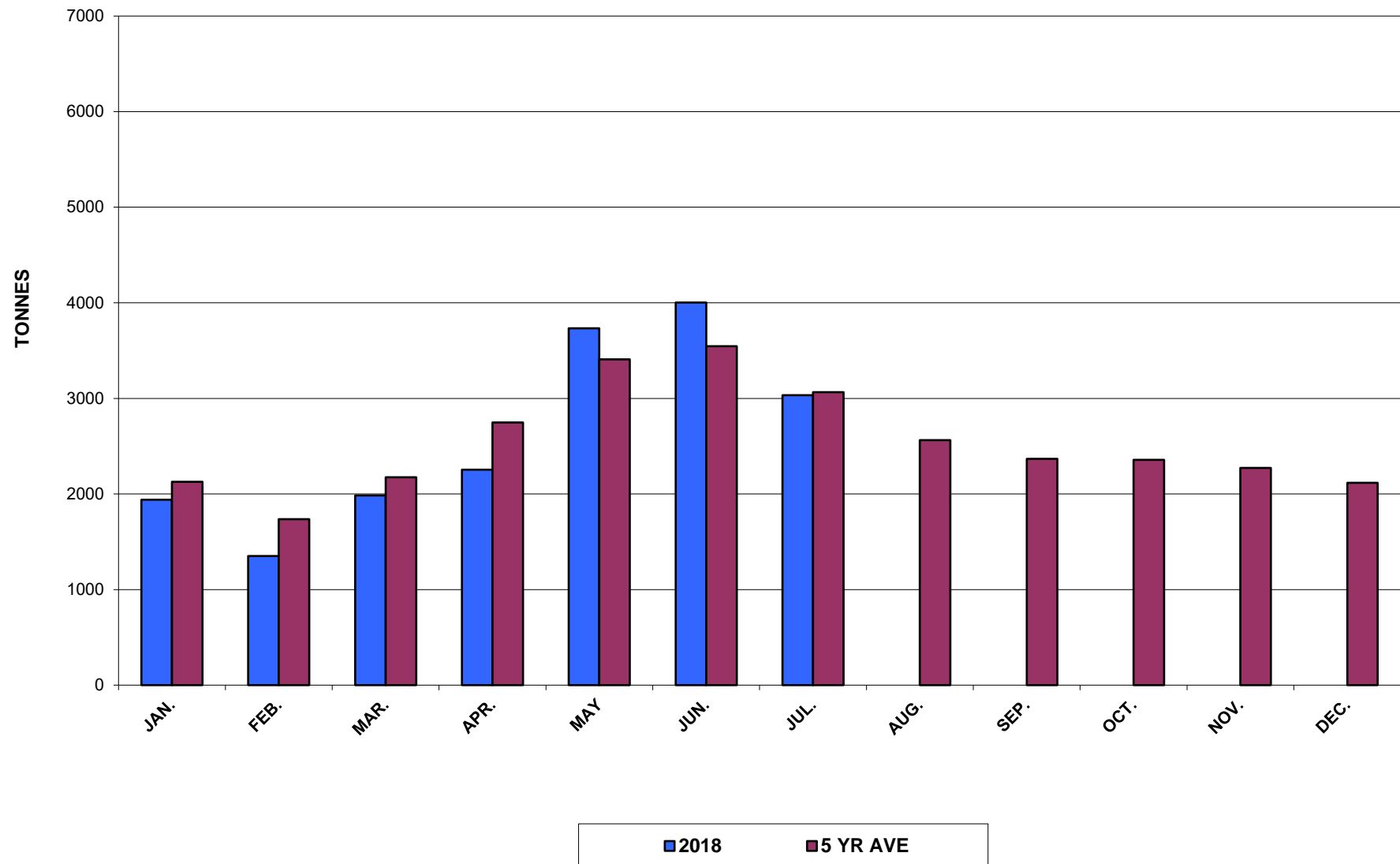
FINANCE AND ADMINISTRATION

- Regular daily duties related to finance.
- Preliminary budget work – drafted salary, debenture and amortization budgets
- Reviewed and revised finance related policies.

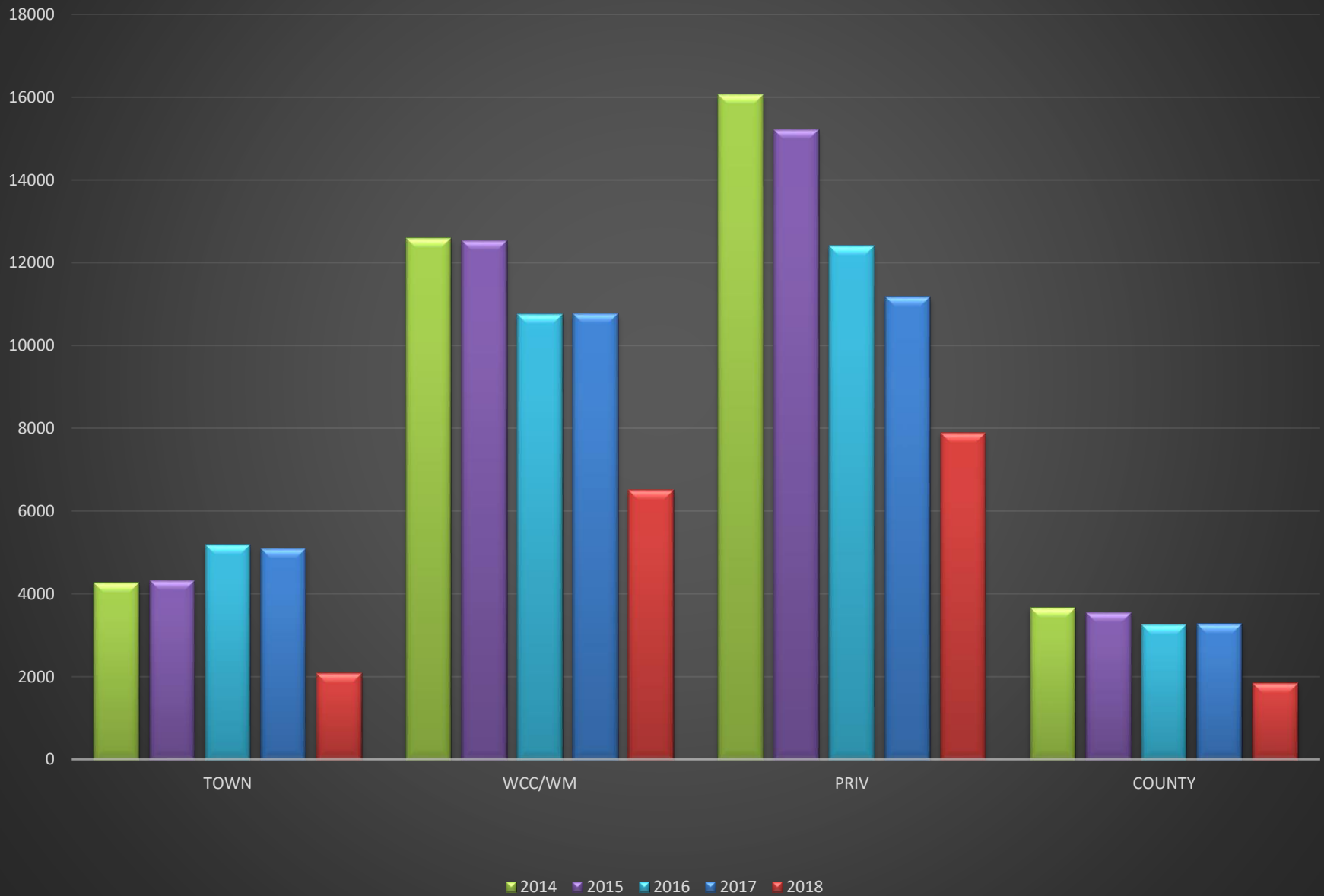
LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: general, land sales. Three sales to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Assisted with FOIP Request
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Review / update master bylaw listing.
- Reviewing Records Retention Bylaw / Drafting master document / filing list.
- Reviewing Policies / Procedures.

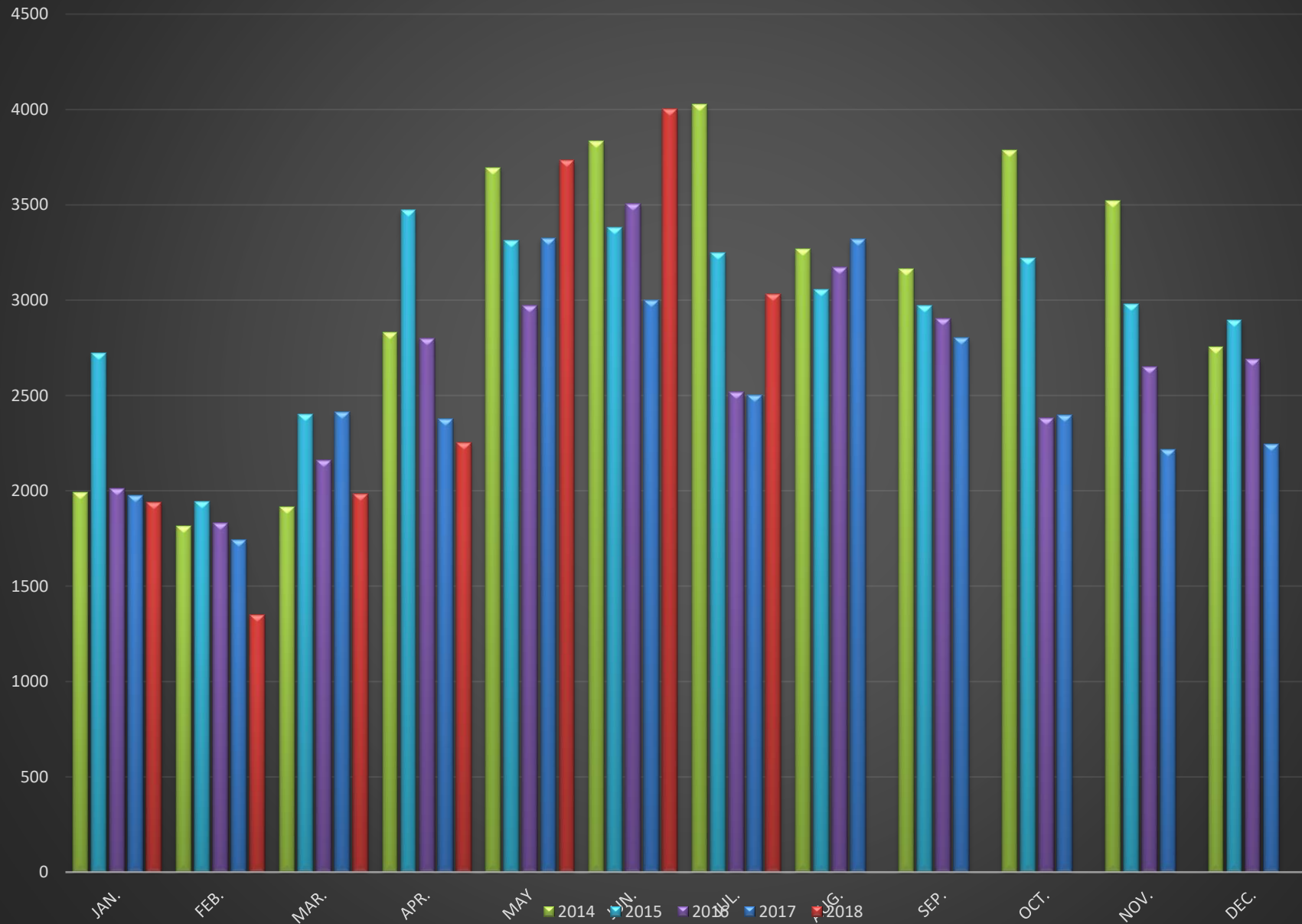
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2018 VS 5 YEAR AVERAGE
TO JULY 31, 2018**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2014-2018
TO JULY 31, 2018**



REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2014-2018 TO JULY 31, 2018



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
September 10, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
September 24, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
September 29, 2018	Redcliff Fall Festival	To be announced