



**COUNCIL MEETING**

**MONDAY, DECEMBER 12, 2016**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, DECEMBER 12, 2016 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. MINUTES</b>	
A) Council meeting held November 28, 2016 *	For Adoption
B) Redcliff Public Library Board meeting held September 27, 2016 *	For Information
<b>3. BYLAWS</b>	
A) Bylaw No. 1837/2016, Temporary Borrowing Bylaw 2017 *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
B) Bylaw No. 1838/2016, Fees, Rates & Charges Bylaw *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
C) Bylaw No. 1839/2016, Sanitary Sewer Rates Bylaw *	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
<b>4. REQUESTS FOR DECISION</b>	
A) Redcliff Action Society for Youth Funding Agreement *	For Consideration
B) Lift Station Upgrade Capital Project *	For Consideration
C) Special Council Meeting – Safety Codes Services Contract *	For Consideration
<b>5. POLICIES</b>	
A) Policy 057, Bylaw Enforcement Policy *	For Consideration
B) Policy 131, Use of and Work in Road Right-of-Ways in the Town *	For Consideration
C) Policy 48, Facilities Use Policy *	For Consideration
<b>6. CORRESPONDENCE</b>	
A) Amron Construction Ltd. * Re: 1118 - 9 <sup>th</sup> Avenue	For Information

- |           |                                                                                           |                 |
|-----------|-------------------------------------------------------------------------------------------|-----------------|
| <b>B)</b> | Alberta Municipal Affairs *<br>Re: MSI - Lift Station Upgrades (amended)                  | For Information |
| <b>C)</b> | Alberta Municipal Affairs *<br>Re: 2017-2019 Internship Program for Land Use Planners     | For Information |
| <b>D)</b> | Alberta Rural Physician Action Plan (RPAP) *<br>Re: RPAP 2015-16 Provincial Impact Report | For Information |

**7. OTHER**

- |           |                                                                                            |                   |
|-----------|--------------------------------------------------------------------------------------------|-------------------|
| <b>A)</b> | Recreation Master Plan                                                                     |                   |
| <b>B)</b> | Memo - Off Leash Dog Area                                                                  |                   |
| <b>C)</b> | Canada 150 Community Leaders *                                                             | For Consideration |
| <b>D)</b> | Redcliff/Cypress Regional Landfill Authority *<br>Re: Landfill Graphs to November 30, 2016 | For Information   |
| <b>E)</b> | Council Important Meetings & Events December 12, 2016 *                                    | For Information   |

**8. RECESS**

**9. IN CAMERA**

- |           |            |
|-----------|------------|
| <b>A)</b> | Labour (1) |
|-----------|------------|

**10. ADJOURN**

**ACCOUNTS PAYABLE CHEQUE LIST****COUNCIL MEETING DEC 12, 2016**

<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
81199	49 NORTH LUBRICANTS	DIESEL EXHAUST FLUID/PUMP/OIL	\$467.24
81200	ACTION PARTS	MOTOR TREATMENT	\$117.81
81201	AMSC INSURANCE	BENEFITS	\$20,357.15
81202	ATRON REFRIGERATION	REPAIR FURNACE &.COMPRESSOR/REPAIR LEAK	\$12,702.33
81203	BAKKER, BERNIE	TRAVEL REIMBURSEMENT	\$5.00
81204	BOSS LUBRICANTS	GREASE/OIL	\$682.42
81205	BROWNLEE LLP	PROFESSIONAL SERVICES	\$701.72
81206	BRUCE'S SEWER SERVICE	REPAIR PLUGGED DRAIN	\$346.50
81207	CANDAIN LINEN AND UNIFORM	COVERALLS/TOWELS	\$28.99
81208	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
81209	CITY AUTO PARTS	RESISTOR	\$27.00
81210	CORIX WAYER PRODUCTS	AUTOREAD YEARLY SOFTWARE SUPPORT	\$3,354.42
81211	CANADIAN PACIFIC RAILWAY	PIPE CROSSING FEE	\$105.00
81212	ECL FIBERGLASS MANUFACTURING	GRAVELINERS	\$2,614.50
81213	FAST TIMES MACHINING	REPAIR STEERING PARTS	\$1,088.81
81214	FOX ENERGY	SAFETY SUPPLIES	\$491.19
81215	HARRISON, DEAN	TRAVEL REIMBURSEMENT	\$228.84
81216	REDCLIFF HOME HARDWARE	XMAS BULBS/FLAGS/FILTERS/VALVES/TUBING/WASHERS	\$386.63
81217	KAL TIRE	TIRE CHANGEOVER	\$756.00
81218	KIRK'S MIDWAY TIRES	REPAIR FLAT TIRE	\$44.10
81219	SHAW CABLE	INTERNET	\$129.05
81220	SUNCOR ENERGY	FUEL	\$1,923.62
81221	PUROLATOR	SHIPPING	\$40.11
81222	ROBERTSON IMPLEMENTS	BALL CAT 1	\$28.48
81223	ROCKY MOUNTAIN PHOENIX	CYLINDER	\$6,865.95
81224	ROSENAU TRANSPORT	SHIPPING	\$343.96
81225	SCHEFFER ANDREW	PLANNING SERVICES	\$4,675.13
81226	SHOCKWARE	INTERNET	\$52.45
81227	SITEONE LANDSCAPE SUPPLY	CABINET/MODULE/ROTORS/SAW/CUTTERS/BLADES	\$3,933.86
81228	SUMMIT MOTORS	DUCT HOSE/FUEL CONDITIONER/CREDIT	\$213.83
81229	TELUS MOBILITY	CELL SERVICE	\$36.98
81230	DARLEY, KEELY	PROGRAMMING FEES	\$102.00
81231	WANT, TROY	REFUND AUGER SEWER LINE	\$200.00
81232	MAIR, DAWN	REFUND CREDIT ON ACCOUNT	\$99.69
81233	FLAHT, AARON	REFUND CREDIT ON ACCOUNT	\$10.00
81234	STREIFEL, BRENDA	REFUND CREDIT ON ACCOUNT	\$97.81
81235	BERGER'S PLUMBING	REPLACE MAIN VALVE	\$170.71
81236	BLUE IMP	ORNATE BENCH	\$576.45
81237	THE BOLT SUPPLY HOUSE	HEX CAPS/HEX NUTS	\$108.05
81238	BRANDT TRACTOR	GAS SPRING SHOCKS	\$471.41
81239	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06
81240	C.E.M HEAVY EQUIPMENT	STRAINER/ELELMENT ASSY/O-RINGS	\$478.53
81241	CITY OF MEDICINE HAT	UTILITIES	\$4,911.10
81242	COCA BEAN CAFÉ	MEALS ON WHEELS	4\$500.85

81243	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81244	CUPE	UNION DUES	\$1,948.26
81245	CYPRESS GROUP	PHOTOCOPIER FEES	\$277.79
81246	DIAMOND CUT LAWN SERVICE	SNOW REMOVAL	\$1,365.00
81247	EPCOR	UTILITIES	\$162.44
81248	ESRI CANADA	ARC GIS SOFTWARE MAINTENANCE	\$4,226.25
81249	FARMLAND SUUPPLY	PRESSURE WASHER PACKAGE/PUMPS/SWITCH	\$2,214.35
81250	FOX ENERGY	SIGNS/CUTTERS/DELINEATORS	\$1,699.85
81251	GADER, SALEH	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
81252	GAS CITY HYDRO VAC	CURB STOP REPAIRS	\$984.38
81253	GLADUE, JONELLE	TRAVEL REIMBURSEMENT	\$27.45
81254	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
81255	REDCLIFF HOME HARDWARE	CHAINSAW/OIL/REPAIRS/CUTTER	\$2,205.64
81256	KEYWAY SECUTIRY	RE-KEY DOORS	\$160.65
81257	KIRK'S MIDWAY TIRES	TIRE/ CHANGEOVER	\$262.50
81258	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$46.20
81259	MEDICINE HAT LICENSE CENTER	REGISTRATION	\$22.45
81260	SHAW CABLE	INTERNET	\$84.95
81261	NSC MINERALS	ROAD SALT	\$2,343.60
81262	SUNCOR ENERGY	FUEL	\$2,503.31
81263	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
81264	PRO COMM SOLUTIONS	DISPATCH SERVICE	\$73.13
81265	PUROLATOR	SHIPPING	\$31.15
81266	RECEIVER GENERAL	DEDUCTIONS	\$363.58
81267	SANATEC ENVIRONMENT	PUMP SEPTIC TANK	\$152.25
81268	SCHEFFER ANDREW	PLANNING SERVICES	\$2,630.09
81269	STEEP ROCK	ROADCRUSH	\$1,219.58
81270	SUMMIT MOTORS	TRUCK REPAIR/FUEL CONDITIONER	\$3,426.56
81271	T.A.C.	MEMBERSHIP FEES	\$263.55
81272	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,739.94
81273	TELUS MOBILITY	CELL SERVICE	\$155.58
81274	APPLIED INDUSTRIAL	CHAIN/LINK	\$52.69
81275	ST. PIERRE, MATTHEW	REFUND	\$100.00
81276	TRANSIT PAVING	REMOVE/REPLACE ASPHALT	\$2,661.75
81277	FLATLINE FINISHING	TEAR OUT & REPLACE SIDEWALKS	\$13,177.50
81278	J.BALMER SAFETY CONSULTING	AED BATTERY/PADS/SHIPPING	\$603.75
		TOTAL 80 CHEQUES	\$123,507.28

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

**PRESENT:**

Mayor	E. Reimer	
Councillors	D. Kilpatrick	(left at 8:38 p.m., returned at 8:40 p.m.)
	L. Leipert	(left at 8:26 p.m., returned at 8:38 p.m.)
	C. Brown	
	J. Steinke	
	E. Solberg	
	C. Crozier	
Municipal Manager	A. Crofts	
Manager of Legislative & Land Services	S. Simon	
Director of Finance & Administration	J. Tu	(left at 7:29 p.m., returned at 7:31 p.m.) (left the meeting at 8:00 p.m.)
Director of Planning & Engineering	J. Johansen	(left at 8:00 p.m.)
Director of Community & Protective Services	K. Dalton	(arrived at 7:48 p.m., left at 7:49 p.m.)
Director of Public Services	J. Garland	(left at 7:49 p.m.)

**ABSENT:****1. GENERAL**

Call to Order

**A)** Mayor Reimer called the regular meeting to order at 7:01 p.m.

2016-0463 Adoption of Agenda

**B)** Councillor Steinke moved the agenda be adopted as presented. - Carried.

2016-0464 Accounts Payable

**C)** Councillor Leipert moved the following 64 general vouchers in the amount of \$656,609.44 be received for information. - Carried.

<b>ACCOUNTS PAYABLE CHEQUE LIST</b>			
<b>COUNCIL MEETING NOV 28, 2016</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
81129	A & B STEEL	LINCH PINS/HAIR PINS	\$525.06
81130	ACTION PARTS	TENSIONER/FILTERS/BELT/SPARK PLUGS/GASKET	\$238.18
81131	AIR LIQUIDE	CARBON DIOXIDE	\$2,075.05
81132	ALTALIS	SUBSCRIPTIONS	\$308.70
81133	ATB MASTERCARD	VARIOUS EXPENSES	\$17,498.02
81134	THE BOLT SUPPLY HOUSE	CUTTING WHEEL/CUT OFF WHEEL	\$36.44
81135	BRANDT TRACTOR	WHEEL SCRAPER/BUSHING/TAPPED PLATE/BOLTS	\$2,357.28
81136	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$30.12
81137	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$112.35

81138	CITY OF MEDICINE HAT	UTILITIES/SEWAGE OUTLAY	\$54,069.63
81139	GAS CITY HYDRO VAC	HYDRO VAC CURB STOP	\$393.75
81140	REDCLIFF HOME HARDWARE	MOP HEAD/BLEACH/BAIT/WATER	\$49.43
81141	JACOB'S WELDING	REWELD CRACKED BRACKET	\$189.00
81142	KEYWAY SECURITY	PADLOCK/KEYS/REPIN MASTER KEYS/TAGS	\$753.74
81143	LETHBRIDGE HERALD	ADVERTISING	\$3,673.74
81144	SUNCOR ENERGY	FUEL	\$1,483.65
81145	PRAIRIE ROSE SCHOOL DIVISION	UTILITIES AT MARGARET WOODING	\$106.74
81146	QUICK WAY ELECTRIC	CALL OUT TO CHECK POWER/REFUND	\$410.94
81147	REDCLIFF BAKERY	REFRESHMENTS FOR BUDGET MEETING	\$53.40
81148	RECEIVER GENERAL	POLICING COSTS	\$248,428.63
81149	SCHEFFER ANDREW	PLANNING SERVICES	\$7,111.13
81150	SOUTHERN DOOR	REPAIR OVERHEAD DOORS	\$419.53
81151	SUMMIT MOTORS	COOLANT/SEAL KIT	\$97.98
81152	TELUS COMMUNICATIONS	PHONE SERVICE	\$38.78
81153	TELUS MOBILITY	CELL SERVICE	\$164.21
81154	TRIPLE R EXPRESS	SHIPPING	\$69.30
81155	BERT'S VACCUUMS	GARBAGE BAGS/TOILET PAPER/CLEANER/PAPER TOWEL	\$2,201.35
81156	NATIONAL BUSINESS FURNITURE	TABLE SET/CHAIRS	\$13,530.19
81157	TOWN OF REDCLIFF	LANDFILL TONNAGE	\$8,786.44
81158	TRANSIT PAVEMENT	REPLACE CONCRETE/REMOVE MATERIAL/ASPHALT	\$32,236.60
81159	TRICO LIGHTING	BULBS	\$624.17
81160	WOLSLEY	BALL MAIN STOP	\$234.05
81161	ZEP	SOAP/PUMP/CLEANER	\$1,406.56
81162	MP ECO MECHANICAL	WATER TREATMENT PLANT - CONSTRUCTION	\$138,150.25
81163	A & B STEEL	SPRING LOCKING HOOK	\$11.03
81164	AMSC	INSURANCE PREMIUMS	\$356.04
81165	THE BOLT SUPPLY HOUSE	WD-40/RUST RELEASE/CUTTING FLUID	\$76.29
81166	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$30.60
81167	CAPITAL GLASS	REPLACE FRONT WINDOW	\$220.50
81168	CITY OF MEDICINE HAT	UTILITIES	\$14,016.95
81169	CROFTS, ARLOS	TRAVEL REIMBURSEMENT	\$161.60
81170	D & M PLASTICS INC.	YD. LID/RIGHT & LEFT	\$8,117.97
81171	FARMLAND SUPPLY	COUPLER/TIP/ADAPTER	\$115.46
81172	FLAG OUTLET	FLAG POLES	\$5,979.02
81173	FORTY MILE CO-OP	UTILITIES	\$158.83
81174	GARLAND, JAMIE	TRAVEL REIMBURSEMENT	\$210.00
81175	GRAND RENTAL STATION	WATER TREATMENT PLANT OPENING SUPPLIES	\$376.95
81176	H2O HAULING	HAUL WATER	\$210.00
81177	REDCLIF HOME HARDWARE	CHAIN OIL	\$16.79
81178	JOHNASEN, JAMES	EMPLOYEE REIMBURSEMENT	\$19.94
81179	LACEY HOMES	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00

81180	SHAW	INTERNET	\$274.84
81181	SUNCOR ENERGY	FUEL	\$8,779.51
81182	ROCKEY MOUNTAIN PHOENIX	HOSE ADAPTER	\$271.95
81183	SUMMIT MOTORS	DCA4 ADDITIVE	\$102.82
81184	NEWTON, TOBY	TRAVEL REIMBURSEMENT	\$532.00
81185	TELUS COMMUNICATIONS	PHONE SERVICE	\$20.12
81186	WEARPRO EQUIPMENT & SUPPLY	ICE BLADES	\$551.46
81187	WOOD, DALE	FIRE ARMS/HUNTERS ED INSTRUCTOR FEES	\$3,420.00
81188	YOUNG, STEPHEN	TRAVEL REIMBURSEMENT	\$92.00
81194	CIVILTEC CONSULTING LTD	NORTHWEST LIFT STATION INVESTIGATION	\$4,911.64
81195	MJB ENTERPRISE LTD	PIPE INSTALLATION - WATER TREATMENT PLANT	\$20,099.10
81196	MP ECO MECHANICAL	WATER TREATMENT PLANT CONSTRUCTION	\$48,254.67
81197	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$356.97
		TOTAL	\$656,609.44

2016-0465 Bank Summary to October 31, 2016 **D)** Councillor Crozier moved the Bank Summary to October 31, 2016, be received for information. - Carried.

## 2. DELEGATION

Doug Turner  
Re: Off-site Levies

**A)** Doug Turner was in attendance to present concerns to Council regarding Off-site Levies.

2016-0466 Councillor Kilpatrick moved the presentation of Doug Turner to discuss concerns regarding Off-site Levies, be received for information. - Carried.

Director of Finance and Administration left the meeting at 7:29 p.m. and returned at 7:31 p.m.

## 3. MINUTES

2016-0467 Council meeting held November 14, 2016 **A)** Councillor Leipert moved the minutes of the Council meeting held November 14, 2016, be adopted as presented. - Carried.

2016-0468 Redcliff Family and Community Support Services meeting held November 15, 2016 **B)** Councillor Brown moved the minutes of the Redcliff Family and Community Support Services meeting held November 15, 2016, be received for information. - Carried.

2016-0469 Redcliff Senior Citizens Business meeting held November 3, 2016 **C)** Councillor Steinke moved the minutes of the Redcliff Senior Citizens Business meeting held November 3, 2016, be received for information. - Carried.



**4. BYLAWS**

- 2016-0470 Bylaw No. 1833/2016, Water Rates Bylaw **A)** Councillor Leipert moved Bylaw No. 1833/2016, Water Rates Bylaw, be given second reading as amended. - Carried.
- 2016-0471 Councillor Steinke moved Bylaw No. 1833/ 2016, Water Rates Bylaw, be given third reading. - Carried.
- 2016-0472 Bylaw No. 1834/2016, Sewer Rates Bylaw **B)** Councillor Kilpatrick moved Bylaw No. 1834/2016, Sewer Rates Bylaw, be given second reading as amended. - Carried.
- 2016-0473 Councillor Brown moved Bylaw No. 1834/2016, Sewer Rates Bylaw, be given third reading. - Carried.
- 2016-0474 Bylaw No. 1835/2016, Garbage Rates and Collection Bylaw **C)** Councillor Crozier moved Bylaw No. 1835/2016, Garbage Rates and Collection Bylaw, be given second reading as amended. - Carried.
- 2016-0475 Councillor Steinke moved Bylaw No. 1835/2016, Garbage Rates and Collection Bylaw, be given third reading. - Carried.
- 2016-0476 Bylaw No. 1838/2016, Fees, Rates & Charges Bylaw **D)** Councillor Kilpatrick moved Bylaw No. 1838/2016 Fees, Rates & Charges Bylaw, be given first reading. - Carried.
- 2016-0477 Bylaw No. 1836/2016, Records Retention Bylaw **E)** Councillor Brown moved Bylaw No. 1836/2016, Records Retention Bylaw, be given second reading. - Carried.
- 2016-0478 Councillor Crozier moved Bylaw No. 1836/2016, Records Retention Bylaw, be given third reading. - Carried.
- 2016-0479 Bylaw No. 1837/2016, Temporary Borrowing Bylaw 2017 **F)** Councillor Steinke moved Bylaw No. 1837/2016 Temporary Borrowing Bylaw 2017, be given first reading. - Carried.

**5. REQUESTS FOR DECISION**

- 2016-0480 Safety Codes Permit Services **A)** Councillor Leipert moved that Council authorize Administration to enter negotiations for a contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019. - Carried.
- 2016-0481 Budget 2017 Interim Approval **B)** Councillor Brown moved the 2017 Operating and Capital Budgets Presentation be received for information. Further, that the 2017 Interim Operating and Capital Budgets be approved. - Carried.

Director of Community & Protective Services arrived to the meeting at 7:48 p.m. and left at 7:49 p.m.

- 2016-0482 Utility & Accounts Receivable Write-offs **C)** Councillor Leipert moved that the Director of Finance and Administration be authorized to write off the total amount of \$5,255.27, \$3,916.03 for outstanding utility accounts, and \$353.96 for outstanding general receivable accounts, and \$985.28, accumulated finance charge (2011-2014) requested by Cypress County as presented in the enclosed list. - Carried.

Director of Public Services left the meeting at 7:49 p.m.

## 6. POLICIES

- 2016-0483 Policy 091 (1999), Disposal of Records **A)** Councillor Crozier moved that Policy 091 (1999), Disposal of Records, be cancelled. - Carried.
- 2016-0484 Policy 052 (2016), Provision of Town of Redcliff Services to Properties Outside Town Limits **B)** Councillor Brown moved that Policy 052 - Provision of Town of Redcliff Services to Properties Outside Town Limits be approved. - Carried.
- 2016-0485 Policy 131 (2016), Use of and Work in Road Right-of-Ways in the Town **C)** Councillor Kilpatrick moved that Policy 131 - Use and Work in Road Right-of-Ways in the Town be approved. - Carried.
- 2016-0486 Policy 132 (2016), Surface Drainage of Properties **D)** Councillor Crozier moved that Policy 132 - Surface Drainage of Properties be approved. - Carried.
- 2016-0487 Policy 133 (2016), Grading Information to be provided with Development Permit Applications **E)** Councillor Leipert moved that Policy 133 - Grading Information to be Provided with Development Permit Applications be approved. - Carried.

## 7. CORRESPONDENCE

- 2016-0488 City of Medicine Hat Re: Town of Redcliff contribution to Canalta Centre **A)** Councillor Crozier moved correspondence from City of Medicine Hat dated September 7, 2016 regarding the Town of Redcliff's contribution to the Canalta Centre, be received for information. - Carried.

## 8. OTHER

- 2016-0489 Municipal Manager Report to Council November 28, 2016 **A)** Councillor Steinke moved the Municipal Manager Report November 28, 2016, be received for information. - Carried.
- 2016-0490 Mayor's Report to Council November 28, 2016 **B)** Councillor Leipert moved the Mayor's Report to Council November 28, 2016, be received for information. - Carried.
- 2016-0491 Councillor's Report to Council November 28, 2016 **C)** Councillor Leipert moved the Councillor's Report to Council November 28, 2016, be received for information. - Carried.

2016-0492 Council Important Meetings & Events November 28, 2016

**D)** Councillor Crozier moved the Council Important Meetings & Events November 28, 2016, be received for information.  
- Carried.

## 9. RECESS

Mayor Reimer called for a recess at 8:00 p.m.

Director of Planning & Engineering and Director of Finance & Administration left the meeting at 8:00 p.m.

Mayor Reimer reconvened the meeting at 8:09 p.m.

## 10. IN CAMERA

2016-0493

Councillor Leipert moved to meet In Camera at 8:09 p.m.  
- Carried.

Councillor Leipert left at 8:26 p.m. and returned at 8:38 p.m.

Councillor Kilpatrick left at 8:38 p.m. and returned at 8:40 p.m.

2016-0494

Councillor Brown moved to return to regular session at 8:40 p.m. - Carried.

2016-0495 Appointments to Boards & Commissions

Councillor Brown moved to reappoint Jerry Beach to the Municipal Planning Commission with a term to expire December 31, 2019. - Carried.

2016-0496

Councillor Brown moved to reappoint Brad Christian to the Subdivision & Development Appeal Board with a term to expire December 31, 2019. - Carried.

2016-0497

Councillor Brown moved to appoint Clarke Storle to the Subdivision & Development Appeal Board with a term to expire December 31, 2017. - Carried.

2016-0498

Councillor Crozier moved to reappoint Susan Horn to the Family & Community Support Services Board (FCSS) with a term to expire December 31, 2019. - Carried.

2016-0499

Councillor Crozier moved to reappoint Robin Corry to the Redcliff Public Library Board with a term to expire December 31, 2019. - Carried.

2016-0500

Councillor Crozier moved to reappoint Valarie Westers to the Redcliff Public Library Board with a term to expire December 31, 2019. - Carried.

2016-0501 Councillor Steinke moved to appoint Katherine Rankin to the Redcliff Public Library Board with a term to expire December 31, 2017. - Carried.

2016-0502 Councillor Steinke moved to reappoint Brad Christian to the Redcliff Physician Recruitment and Retention Committee with a term to expire December 31, 2019. - Carried.

**11. ADJOURNMENT**

2016-0503 Adjournment Councillor Kilpatrick moved to adjourn the meeting at 8:46 p.m. - Carried.

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Mayor Reimer

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Manager of Legislative & Land Services

# REDCLIFF PUBLIC LIBRARY BOARD

## Minutes

September 27<sup>th</sup>, 2016 7:30 PM

### Vision Statement

*The Redcliff Public Library is your doorway to reading, dreaming, and inspiring family literacy.*

**Attending:** Catharine Richardson, Brian Lowery, Dianne Smith, Valarie Westers, Jim Steinke, Mark Adcock

**Not in attendance:** Nina Romeril, Matt Stroh, Robin Corry

**Also attending:** Tracy Weinrauch, Recording Secretary

**Call to order:** 7:30 pm

**Additions/Deletions to Agenda:** none

**Approval of Agenda:** Val moved to approve the agenda. Catharine 2<sup>nd</sup>. All in favor. Carried.

**Approval of Minutes for June meeting:** Mark moved to approve the minutes. Dianne 2<sup>nd</sup>. All in favor. Carried.

**Financial Statements for June, July, & August for information only:** Jim moved for information only. Val 2<sup>nd</sup>. All in favor.

**Accounts Payable:** Jim moved for information only. All in favor.

**Library Manager's Report:** A short discussion around AMSC Employee Benefit packages took place after this summer's research into AMSC's benefit packages for non-profit organizations. After discussing this with the staff, they are happier with sticking with the wellness benefit offered at the beginning of January instead of a benefit package.

**Correspondence:**

- Shortgrass Clippings
- Shortgrass Memo RE: 2016 Donations – all board members in agreement that we should continue to send donated items to Shortgrass for the full record so that all our items can be shared throughout the whole Shortgrass system instead of shortened, temporary records that SLS patrons cannot place holds on.

**50<sup>th</sup> Anniversary Report** – suggestion brought to Tracy that, if not all previous board members get an invite, at least the members of the first Redcliff Library Board.

**Policies Report** - Nothing to report

**Financial Report:** - Val made a motion to accept the 2017 budget as presented. Mark 2<sup>nd</sup>. All in favor.

**Personnel Report:** - Nothing to report

**Needs Assessment Review:** - Committee will meet to discuss survey

**Friends of the Library (FRPL):** Catharine moved to accept the minutes from their May 18<sup>th</sup>, 2016 meeting. Dianne 2<sup>nd</sup>. All in favor. Carried.

**Board Member Recruitment:** - Jackie Hope-Hammel has been appointed to our board by council. Nina Romeril has notified Tracy that she needs to step down from the board. She has been asked to let the Town of Redcliff know of her decision.

**Ongoing Maintenance Projects:** - Hot water tank had a small leak that was taken care of. The irrigation system had a leak that has been fixed. Humidifier still not replaced.

**ALTA (Alberta Library Trustees Association) Report:** - Resolution being put forward by the Marigold System Headquarters to change the library act to allow libraries and system headquarters to carry a mortgage. Also, this also brings attention to advocacy for better funding for regional library systems.

**Social Media Committee** – Social media presentation went well at the Parkland conference. The committee will have to meet again soon.


**Old & Unfinished Business:** - Continue with plan to put Muster Point sign on light post next to the library not across the street at the Rec-Tangle Arena.

**New Business:** -

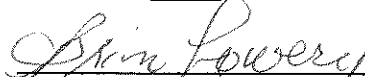
**Next Regular meeting:** October 25<sup>th</sup>, 2016 @ 7:30 pm.

Mark moved for adjournment at 8:40 pm.

Secretary

  
Tracy Weinrauch

Chair

  
Brian Lowery

**BYLAW NO. 1837/2016  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE BORROWING OF FUNDS  
UNDER THE MUNICIPAL GOVERNMENT ACT.**

This Bylaw shall be known as the "Temporary Borrowing Bylaw 2017."

**WHEREAS** the amount of taxes estimated to be raised for the fiscal year commencing on January 1, 2017 by the Town of Redcliff (hereinafter called the "Municipality") for all purposes is the sum of Seven Million Seven Hundred Eighty Five thousand Three Hundred Ninety (7,785,390) Dollars;

**AND WHEREAS** the Council of the Municipality deems it necessary to borrow from time to time on a revolving basis during the year 2017 sum or sums not exceeding the maximum principal amount of One Million Dollars (\$1,000,000.00) at any one time to meet the operating expenditures and sum or sums not exceeding the maximum principal amount of Thirty Five Thousand Dollars (\$35,000.00) at any one time to meet the credit card expenditures of the Municipality incurred during the year 2017;

**AND WHEREAS** after borrowing during the said year of the amount hereby authorized to be borrowed, the amount to be borrowed, together with the unpaid principal or other borrowings made for the purpose of financing operating expenditures, will not exceed the amount estimated to be raised in taxes as aforesaid during the said year;

**AND WHEREAS** the borrowing hereby authorized will not cause the Municipality to exceed its debt limit.

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

1. That the Council of the Municipality do borrow from time to time on a revolving basis during the year 2016 from ATB Financial (the "Bank"), a sum or sums not exceeding the maximum principal amount of One million Dollars (\$1,000,000.00) at any one time which the Council deems necessary to expend to meet the operating expenditures and a sum or sums not exceeding the maximum principal amount of Thirty Five thousand Dollars (\$35,000.00) at any one time which the Council deems necessary to expend to meet the credit card expenditures of the Municipality for other than school purposes incurred during the said year until such time as the taxes levied or to be levied therefor can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.
2. That the sum or sums so borrowed may be evidenced and secured by a form of debt/security instrument executed by the Mayor and Director of Finance and Administration on behalf of the Municipality and the said Mayor and Director of Finance and Administration are hereby authorized and empowered to execute and give such form of debt/security instrument on behalf of the Municipality as may be required by the Bank and to determine and upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.

3. That the Council of the Municipality do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, and interest, thereon, the whole of the unpaid taxes and penalties on taxes assessed and /or raised by the Municipality in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or raised to be raised for the said year and penalties thereon, and the Municipality shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
4. That nothing herein contained shall waive, prejudicially affect or exclude any right, power benefit or security by statute, common law or otherwise given to or implied in favour of the said Bank.
5. Bylaw No. ~~1~~1819/2015 is hereby repealed upon Bylaw 1837/2016 coming in effect on January 1, 2017.

Read a first time this 28<sup>th</sup> day of November, 2016.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2016

SIGNED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative and Land Services



**TOWN OF REDCLIFF  
BYLAW NO. 1838/2016**

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

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

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

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

**TITLE**

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

**INTERPRETATION**

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

**RATES, FEES AND CHARGES**

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

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained
9. This Bylaw shall take effect on January 1, 2017
10. Bylaw No. 1815/2015 is hereby repealed.

**READ** a first time this 28<sup>th</sup> day of November 2016.

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

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

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

\_\_\_\_\_  
MAYOR

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

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

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff (black & white A0 size)	\$15.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$10.00 per sq. ft.
Specialized Scanning to CD-R (max 24" wide)	\$2.00 per page (\$10.00 minimum)
Books (e.g. ASP with no large format maps)	\$45.00 each
Land Use Bylaw (no large format maps)	\$45.00 each
Land Use Bylaw maps –colour A1 size (approximately 24" x 36")	\$30.00 each
Non-Sufficient-Fund (NSF)/Stopped/Voided Payments -	\$25.00

**SOUVENIR TYPE SERVICES**

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

**Unit price plus 20%**

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

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

Redcliff History Book (2012) available for sale for \$25.00

The **Municipal Manager** and /or **Council** may distribute pins or the Redcliff History Book for public relations purposes.

**TAX CERTIFICATE / ACCOUNT ADJUSTMENT/COMPLIANCE CERTIFICATE**

Tax Certificate	\$34.00
Payment Allocation Adjustment between Accounts	\$5.00

**ASSESSMENT COMPLAINT FEES**

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

**FIREWORKS IGNITION PERMIT**

Permit Fee \$50.00 (non-refundable)

**HIGH / WIDE LOAD MOVES PERMIT**

Permit Fee: 300.00

## COMMUNITY SERVICES

### ELECTRONIC MESSAGE BOARD

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

### SWIMMING POOL

#### General Admission (GST included)

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child (6-12 years)	\$4.50	\$18.00	\$56.00
Youth (13-17 years)	\$5.00	\$20.00	\$63.00
Adult (18-55 years)	\$6.00	\$24.00	\$74.00
Senior (56+ years)	\$5.00	\$20.00	\$65.00
Family	\$14.00	\$56.00	\$155.00

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

#### LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4	\$40.00
Red Cross Swim Kids Levels 5-10	\$45.00
Private lessons	\$35.00/hr. or \$40.00/person for 2 – 3 people/hour
Swim Club	\$35.00/hr

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

#### RENTALS (GST included)

1-29 people	\$90.00/ hour
Extra charge for every additional 20 persons	\$30.00 / hour
Security Deposit	\$75.00 Refundable

**ARENA (REC-TANGLE)**

ICE RENTALS	May 1, 2016 - April 31, 2017	May 1, 2017 April 31, 2018
Youth (17 and under)	\$80.00 / hour	\$82.00 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$70.00 / hour	\$70.00 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$120.00 / hour	\$125.00 / hour
Public Skating	Free *	Free *

**MEETING ROOMS****ARENA**

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

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

**SENIOR DROP IN CENTRE**

Refer to separate policy on this facility.

**TOWN HALL**

Downstairs Conference Room (1/2 Day – 4hrs)	\$25.00
(Daily)	\$50.00

**BALL DIAMONDS**

Diamonds (Per Hour, Minimum 1.5 Hours)	\$5.00
Lights (Per Hour)	\$4.00
Tournaments (Per Diamond)	Day \$80.00
	Weekend \$125.00
Equipment & Maintenance Fee (Annual for Each Team in League)	\$5.00

**BALL DIAMONDS CONCESSION**

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

**CAMPGROUND (GST INCLUDED)**

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

**LIONS PARK KITCHEN COMPLEX**

Not for Profit Groups	Rental Rate (Per Day)	\$25.00
	Refundable Damage Deposit	\$100.00
For Profit Groups	Rental Rate (Per Day)	\$60.00
	Refundable Damage Deposit	\$100.00

**ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS**

Refundable Key Deposit	\$125.00
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**PITCHING MACHINE**

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

**PORTABLE STAGE**

Daily Rental	\$150.00
Security Deposit	\$500.00
Setup / Removal	\$100.00

**MEMORIAL BENCH REPLACEMENT**

Replace Existing Bench	\$600.00
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**MEALS ON WHEELS**

Billed Cost per Meal

\$5.50

**HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2016 – April 30, 2017)**

<b>COST</b>	<b>1 PERSON / YEAR *</b>	<b>2 PEOPLE / YEAR *</b>
\$17.00	Less than \$22,000	Less than \$34,800
\$20.00	\$22,001 – \$24,600	\$34,801 – \$43,000
No Subsidy	Over \$26,400.	Over \$43,000

**HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2017 – April 30, 2018)**

<b>COST</b>	<b>1 PERSON / YEAR *</b>	<b>2 PEOPLE / YEAR *</b>
\$18.00	Less than \$22,565	Less than \$35,585
\$21.00	\$22,565 – \$26,965	\$35,586 – \$43,785
No Subsidy	Over \$26,965.	Over \$43,785

\* Net Family Income



## **Planning & Engineering**

### **DOCUMENTS**

Construction Standards	\$35.00 each
Design Guidelines	\$25.00 each
Tender Documents**	\$50.00 each

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

### **MISCELLANEOUS**

Property File Search (Permit Search)	\$20.00
Property dimensions map with air photo background, per request	\$20.00
Copy of current Permit Completion Record	\$20.00
Letter of Compliance (2 week turn around)	\$60.00
Letter of Compliance (3 business days turn around)	\$120.00
File Review (Environmental) Fee	\$100.00
Surcharge for an application without a current Land Title	\$10.00

### **LAND USE**

Change of Use - permitted	\$50.00
Change of Use – Discretionary	\$100.00
Land use bylaw amendment application fee (advertising component is \$350.00)	\$750.00

### **SUBDIVISION**

Application Fee – Base plus	\$350.00
per lot fee	\$100.00
Subdivision Extension: 1 <sup>st</sup> request for extension	No charge
2 <sup>nd</sup> and subsequent requests for extension	\$175.00
Endorsement of subdivision per application	\$120.00

### **MPC & SDAB**

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC Fee	\$200.00
Subdivision & Development Appeal Fee	\$150.00
Area Structure Plan, Concept Scheme application and review	\$800.00

### **DEVELOPMENT PERMIT FEES**

Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.

Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

**Residential**

Single Family Lot – 1 unit	\$100.00
Single Family Lot – Auxiliary unit (Basement Suite, Backyard Suite, etc.)	\$100.00
Single Family Lot - 2 units	\$250.00
Multi-Family Dwelling (on multi-family lots) – Base plus, per unit fee	\$100.00 50.00
Accessory buildings 10 m <sup>2</sup> – 35 m <sup>2</sup>	\$65.00
Accessory buildings greater than 35 m <sup>2</sup>	\$100.00
Additions not creating a new unit	\$100.00
Home Occupation	\$70.00
Relocated Buildings surcharge	\$100.00
Demolition (if not part of a Development Permit)	\$60.00
Decks	\$70.00
Hot Tubs	\$60.00
Permit to Stay	\$100.00
Others as Determined by Development Authority	\$100.00

**Non-Residential**

Commercial/Industrial/Horticultural/Institutional Buildings – Base plus per square metre fee	\$200.00 \$0.15
Accessory Buildings / Additions (Less than 100 m <sup>2</sup> )	\$100.00
Demolition – Base fee plus (if not part of a Development Permit) per square metre fee	\$60.00 \$0.05
Permit to Stay	\$300.00

**Signs**

Free standing	\$150.00
Fascia, wall, window	\$75.00
Canopy, Projecting	\$80.00
Portable per month	\$50.00

**USE OR WORK IN A ROAD ROW**

Utility installation	\$100.00
Boulevard Development approved uses	No charge
Boulevard Development discretionary uses	\$100.00
Driveways	\$100.00
Road widening	\$200.00
Encroachment Permit minor (Administrative Approval)	\$80.00
Encroachment Permit major (Council Approval)	\$200.00

**\*WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES\***

**CONSTRUCTION DAMAGE DEPOSIT**

Residential \$1,200.00

Commercial/Industrial/Horticultural \$3,000.00

*Note: A construction damage deposit may to be taken for development permits  
Issued for principal buildings, accessory buildings, additions, excavations and/or  
Demolition projects*

**Agreements**

Service Agreement Simple – Base plus \$500.00  
Per lot fee \$20.00

Service Agreement Complex – Base plus \$1,000.00 plus the Town's Legal Fees  
Per lot fee \$20.00

Development Agreement Simple \$300.00

Development Agreement Complex \$600.00 plus the Town's Legal Fees

**Safety Codes Permit Fees (Gas, Electric, Plumbing, Private Sewage, Building)**

(to be presented at Second Reading)

## **PUBLIC SERVICES**

### **CEMETERY**

Plot	\$500.00
Cremation Plot	\$200.00
Columbarium Niche	\$850.00
Opening and Closing	\$500.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$200.00
Setup of Tent	\$100.00

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

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

### **EQUIPMENT**

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

**LANDFILL****General Fees**

Up to 250 kg's (550 lbs.)	\$8.00
Over 250 kg's	\$62.00/ 1,000 kg's
Town of Redcliff & Cypress County *	\$31.00/ 1,000 kg's
Waste requiring special handling	\$70.00 / 1,000 kg's
Clean Concrete/Asphalt	\$21.00/ 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

**Minimum Flat Rates (apply during Power Outages)**

Less than 1 (one) Ton vehicle	\$8.00(current minimum)
1 Ton vehicle	\$70.00
Over 1 Ton vehicle	\$80.00

**Contract Haulers**

Semi-Trailers	\$600.00
Front End Dumps	\$300.00
Roll off Containers	\$200.00

**Other Rates**

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

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

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

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

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

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

**4 Inch Sanitary Service Only**

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

**Water and 4 Inch Sanitary Service Installed Simultaneously**

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

**Oversized Water and Sewer Services**

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

**Storm Sewer Service**

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

**Residential/Commercial**

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

**Subdivisions/ Developments**

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

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

**\* NOTE**

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

**SANITARY SEWER CONNECTION FEE**

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

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

## **FIRE DEPARTMENT**

### **Inspection Services**

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$100.00

### **Cypress County**

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

### **Equipment and Material Fees**

Pumper Unit (includes 3 men)	\$610.00/ hour*
Rescue Unit (includes 2 men)	\$610.00/ hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$610.00/ hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

### **Documentation Requests**

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



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** December 12, 2016

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

**TOPIC:** Bylaw 1839/2016, Sanitary Sewer Rates Bylaw

**PROPOSAL:** To consider Bylaw 1839/2016, Sanitary Sewer Rates Bylaw for three readings

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**BACKGROUND:**

At the Council meeting of November 28, 2016 Council gave Bylaw 1834/2016, Sanitary Sewer Rates Bylaw three readings. In preparing the bylaws for signing it was discovered that the bylaw omitted including the month the bylaw was to become effective. In order to correct this oversight Administration has prepared a new bylaw to include the month for when the bylaw would become effective and it would repeal the Sanitary Sewer Rates Bylaw (Bylaw 1834/2016) most recently given three readings.

**POLICY / LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

Bylaw 1839/2016, Sanitary Sewer Rates Bylaw

**OPTIONS:**

1. To give Bylaw 1839/2016, Sanitary Sewer Rates Bylaw three readings.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1.
  - i) Councillor \_\_\_\_\_ moved that Bylaw 1839/2016, Sanitary Sewer Rates Bylaw be given first reading.
  - ii) Councillor \_\_\_\_\_ moved that Bylaw 1839/2016, Sanitary Sewer Rates Bylaw be given second reading.

- iii) Councillor \_\_\_\_\_ moved that Bylaw 1839/2016, Sanitary Sewer Rates Bylaw be presented for third reading.

*(Note: Must be unanimous in order to proceed with third reading)*

- iv) Councillor \_\_\_\_\_ moved that Bylaw 1839/2016, Sanitary Sewer Rates Bylaw be given third reading.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

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

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

BYLAW NO. ~~1834~~1839/2016  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA

**A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE LEVYING AND  
COLLECTING OF CHARGES AND RATES FOR SEWER SERVICE.**

PURSUANT to the provisions of Section 7 of the Municipal Government Act, RSA 2000 Chapter M-26.1, the Municipal Council of the Town of Redcliff, duly assembled enacts as follows:

1. This Bylaw shall be known as the "Sewer Rate Bylaw" of the Town of Redcliff.
2. In this Bylaw the following terms shall be defined as follows:
  - a) "**Council**" shall mean the Municipal Council of the Town of Redcliff.
  - b) "**DUE DATE**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
  - c) "**Multi-unit Building**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
  - d) "**Town**" shall mean the Municipal Corporation of the Town of Redcliff.
3. a) Every customer within the Town limits who is serviced by a service connection to the Town's sewage system shall pay to the Town the following sewer rates payable monthly or bi-monthly at the discretion of Council.

**RESIDENTIAL SANITARY SEWER RATES**

<b>Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$3.17	\$6.34
Capital Component	\$4.20	\$8.40
Operating Component	\$23.60	\$47.20
<b>Total</b>	<b>\$30.97</b>	<b>\$61.94</b>

**NON-RESIDENTIAL SANITARY SEWER RATES**

<b>Non-Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$3.17	\$6.34
Capital Component	\$4.20	\$8.40
Operating Component	\$34.25	\$68.50
Consumption Component	\$0.30/ M <sup>3</sup> of Water	\$0.30/ M <sup>3</sup> of Water
<b>Total</b>	<b>\$41.62+ \$0.30/M<sup>3</sup></b>	<b>\$83.24+ \$0.30/M<sup>3</sup></b>

**GENERAL**

4.
  - a) Unless specifically authorized by the Council, only one (1) sewer service connection shall be permitted for any legal parcel.
  - b) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
  - c) Any multi-unit building with one service connection shall be charged the applicable minimum rate for each residential or non-residential unit.

**SIGNING ON**

5. New owners requiring sanitary sewer service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
6. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.
7. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

**PENALTIES**

8. In the event a grandfathered tenant's utility invoice remains unpaid:
  - a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.

- b) on the 40th day following the due date the Town of Redcliff shall issue notice which would notify the tenant and owner that the utility account could be transferred to the owner.
  - c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.
9. In the event an owner's utility invoice remains unpaid:
- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
  - b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.
10. Sewer charges in default shall constitute a debt owing to the Town and may be recovered:
- a) by action in any court of competent jurisdiction; or
  - b) by distress and sale of goods and chattels of the person owing such rates or charges wherever they may be found in the municipality; or
  - c) by a preferential lien and charge on the building, lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable; or
  - d) by a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

#### **OTHER**

- 11. Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.
- 12. Should any clause of this Bylaw be declared invalid that clause shall be deleted but the remainder of the Bylaw shall be deemed to be held intact.
- 13. Town of Redcliff Bylaw 1817/2015 is hereby repealed at the end of the day of April 30, 2017.
- 14. Town of Redcliff Bylaw 1834/2016 is repealed.

~~14~~15. This Bylaw shall become effective on the first day of May 2017.

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

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

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

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

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** December 12, 2016

**PROPOSED BY:** Municipal Manager

**TOPIC:** Funding Agreement w/the Redcliff Action Society for Youth (RASY)

**PROPOSAL:** To consider renewing funding agreement with the RASY for a term commencing in 2017 and ending in 2019.

---

**BACKGROUND:**

The existing funding agreement between the Town of Redcliff and the RASY is set to expire at the end of the 2016 calendar year. The Director of Community and Protective Services has been in attendance at the youth centre a couple of times during the month of November to indicate the need for funding agreement renewal to the RASY coordinator (who is very new to the position). During the evening of November 30, 2016, the Municipal Manager was in attendance at a RASY board meeting to discuss the need of renewing this funding agreement in preparation for the beginning of 2017. Since November 30, the Municipal Manager has issued email correspondence to the RASY in an effort to discuss and set dates to review the funding agreement particulars and any potential questions that RASY may have moving forward. The Municipal Manager has also been able to touch base with the RASY Treasurer via telephone to discuss any concerns/questions they might have with the agreement and the following was confirmed verbally:

- The agreement had been sent to RASY board members for review.
- The Treasurer has solicited comment/feedback from the board and she has received feedback that it appeared to be okay (from the board secretary) and they will await Town approval of proposed agreement after which they will sign said agreement. This was further confirmed in an email to the Municipal Manager.

In summary, the proposed funding agreement includes an annual contribution of the Town of Redcliff to the RASY in the amount of \$12,000 (this is the level of funding that has been approved for the 2017 budget).

The general obligations of both parties outlined in the current and proposed agreement are as follows:

**OBLIGATIONS OF THE SOCIETY**

The Society will:

- i. provide the Town with an annual activity report by September 30 of each year.
  - a progress report on the goals and objectives of the previous year (are they being met and, if not, provide an explanation);
  - a summary of events and programs organized by the Society from September 1 to August 31 of the previous year;
  - the Society's goals and objectives for the upcoming year;

- statistical information on youth participation.
- ii. provide the Town with accounting of all funds for the Society's fiscal year, ending December 31. This will be in the form of financial statements (Balance Sheet and Income Statement) and must be provided by March 30 each year.
- iii. ensure the funds are not to be used for the purpose of lands or buildings, the construction or renovations of a building, the purchase of a motor vehicle or any costs not related to direct service delivery of the program.

All quarterly payments will be withheld until overdue reports are received by the Town.

#### OBLIGATIONS OF THE TOWN

- The Town shall provide funding during the Term of this Agreement in the sum of \$12,000.00 annually.
- The Town will disburse payments in the sum of \$3,000.00 to the Society quarterly (March 31, June 30, September 30, and December 31).

Administration has been in touch with the current RASY staff (as there has been some turnover) in an effort to work with them and demonstrate the requirements as set out in the existing and proposed funding agreement.

#### Possibility of one time FCSS contribution

It has also been requested by a Councillor that consideration of a one-time contribution be discussed (for example, a one-time FCSS grant) for the RASY at this time. Administration has researched this option and have confirmed that any unspent FCSS monies can be carried forward up to one year and that any contributions such as these need to appropriately meet FCSS program objectives. In consultation with Human Services (Provincial FCSS), it was suggested the Town carry forward such monies into next year and, if so desired, take more time to appropriately match the RASY programming outcomes and FCSS outcomes. If a contribution was made now it may be done in a rush and not appropriately match desired outcomes for the FCSS and RASY. Further and importantly, Town administration have not received any sort of request from the RASY for additional funding.

**POLICY/LEGISLATION:** when these agreements are ratified by council resolution, they become council's policy/direction for administration to follow and implement.

**STRATEGIC PRIORITIES:** n/a

**ATTACHMENTS:** Proposed renewed funding agreement, 2017-2019

#### **OPTIONS:**

1. Approve the proposed funding agreement between the Town of Redcliff and the Redcliff Action Society for Youth in the amount of \$12,000 annually with term commencing January 1, 2017 and ending in December 31, 2019.



2. Amend the proposed funding agreement between the Town of Redcliff and the Redcliff Action Society for Youth in the amount of \_\_\_\_\_ annually with the term commencing \_\_\_\_\_ and ending \_\_\_\_\_.
3. Not renew the funding agreement.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Council approve the proposed funding agreement between the Town of Redcliff and the Redcliff Action Society for Youth in the amount of \$12,000 annually with term commencing January 1, 2017 and ending in December 31, 2019. Further that the Mayor and Municipal Manager be authorized to sign the agreement.
2. Councillor \_\_\_\_\_ moved that Council amend the proposed funding agreement between the Town of Redcliff and the Redcliff Action Society for Youth in the amount of \_\_\_\_\_ annually with the term commencing \_\_\_\_\_ and ending \_\_\_\_\_. Further that the Mayor and Municipal Manager be authorized to sign the agreement.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

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

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

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

BETWEEN:

THE TOWN OF REDCLIFF  
(the "Town")

- and -

THE REDCLIFF ACTION  
SOCIETY FOR YOUTH  
(the "Society")

INTRODUCTION:

A. The Society is incorporated under the laws of the Province of Alberta with the intended purpose of services and programs of youth. ("goals and objectives").

B. The Town has agreed to provide financial assistance to the Society in order for the Society to carry out its stated goals and objectives, subject to certain terms and conditions.

NOW THEREFORE IN CONSIDERATION of the mutual promises contained in this Agreement, the parties agree as follows:

#### 1. FINANCIAL ASSISTANCE

1.1 The Town will provide funding to the Society to allow the Society to retain and employ the services of staff for the Society.

1.2 The staff will be employee(s) of the Society and the Society will be responsible for all income tax remittances, source deductions and any other deductions required to be made as a result of the employment.

#### 2. OBLIGATIONS OF THE SOCIETY

2.2 The Society will:

- i. provide the Town with an annual activity report by September 30 of each year.

- a progress report on the goals and objectives of the previous year (are they being met and, if not, provide an explanation)
  - a summary of events and programs organized by the Society from September 1 to August 31 of the previous year
  - the Society's goals and objectives for the upcoming year
  - statistical information on youth participation
- ii. provide the Town with accounting of all funds for the Society's fiscal year, ending December 31. This will be in the form of financial statements (Balance Sheet and Income Statement) and must be provided by March 30 each year.
  - iii. ensure the funds are not to be used for the purpose of lands or buildings, the construction or renovations of a building, the purchase of a motor vehicle or any costs not related to direct service delivery of the program.

All quarterly payments will be withheld until overdue reports are received by the Town.

### 3. OBLIGATIONS OF THE TOWN

- 3.1 The Town shall provide funding during the Term of this Agreement in the sum of \$12,000.00 annually.
- 3.2 The Town will disburse payments in the sum of \$3,000.00 to the Society quarterly (March 31, June 30, September 30, and December 31).

### 4. DISCLOSURE

- 4.1 The Society will disclose to the Town, upon request, any and all relevant information concerning the allocation of the funding provided by the Town.

### 5. INDEMNITY AND INSURANCE

- 5.1 The Society will indemnify and save harmless the Town from and against all claims, losses, damages, liabilities and costs (including costs on a solicitor/client

basis) arising from the services performed by the Society including the actions, omissions and conduct of the employees of the Society.

- 5.2 The Society shall maintain in a form satisfactory to the Town, comprehensive public liability insurance applicable to all activities carried out by the Society in connection with this Agreement.
- 5.3 The Society will supply the Town of Redcliff with a copy of their liability insurance.

## 6. TERM

- 6.1 This Agreement shall be for a term of three (3) years commencing January 1, 2017 and ending December 31, 2019.
- 6.2 Upon the expiration of this Agreement, the Town and the Society may agree to enter into negotiations for renewal or extension of this Agreement.

## 7. TERMINATION

- 7.1 The Town or the Society may terminate this Agreement at any time upon written notice to the other party.
- 7.2 The terminating party will notify the other party at least Sixty (60) Days before the date upon which the termination shall take effect (the "termination date").
- 7.3 All obligations of this terminating party under this Agreement shall cease on the termination date.

## 8. GENERAL

- 8.1 All notices under this Agreement shall be in writing and such notification shall be directed as follows:

Redcliff Action Society for Youth  
 #19 Main Street South  
 P.O. Box 1560  
 Redcliff, Alberta T0J 2P0

Town of Redcliff  
P.O. Box 40  
Redcliff, Alberta T0J 2P0  
Attention: Director of Community & Protective Services

8.2 Time shall be of the essence of this Agreement.

8.3 The laws of the Province of Alberta will apply to this Agreement.

IN WITNESS WHEREOF the Town and the Society have signed this Agreement on  
the day and year first above written.

REDCLIFF ACTION SOCIETY FOR YOUTH  
Per:

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

TOWN OF REDCLIFF  
Per:

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date

**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** December 12, 2016

**PROPOSED BY:** Director of Planning & Engineering

**TOPIC:** Lift Station Upgrade Capital Project

**PROPOSAL:** Award of the Lift Station Upgrades engineering to a Consultant

---

**BACKGROUND:**

The 3<sup>rd</sup> Street and 3<sup>rd</sup> Avenue Lift Station and Jesmond Lift Station have had difficulty keeping pace during extreme wet weather events (For example, the July 6, 2013 rain storm). A project was approved by Council to install peak flow attenuation tanks and a SCADA system at these lift stations.

The Town issued an RFP for Engineering Consulting Services on November 3, 2016 which closed on November 23, 2016. Three proposals were received:

- Scheffer Andrew Ltd.(SAL)..... \$99,979.00,
- MPE Engineering Ltd.(MPE) ..... \$145,000.00,
- ISL Engineering Ltd.(ISL) ..... \$122,393.00.

In reviewing the proposals it was noted that MPE Engineering proposed full time inspection of construction activities and the other two proposals had part time inspection of construction activities. The RFP did not provide direction to the consultants on the amount of construction inspection that was required. Because MPE had clearly stated in their assumptions that full time inspection services would be provided it was decided to be fair to inform them that the Town only required part time construction inspection services and that we would allow them to resubmit their anticipated Tasks, Resources, Hours and Rates sheet to reflect part time inspection services. They were not informed of the value of the other proponents' bids. MPE chose to submit a revised Tasks, Resources, Hours and Rates sheet showing part time inspections. This resulted in a fee total of \$113,000.00

A selection committee consisting of three members from the Planning & Engineering Department and Public Services Department independently reviewed each proposal and scored each proposal on a scoring matrix. The summary of the scoring matrix is on the next page. The scores were then combined and tabulated. Scores are out of 100.

		Weight	SAL	ISL	MPE
Methodology	Understanding of the project objectives.	9	7.50	8.40	7.50
	Approach and methodology to meet the requirements of the RFP	14	10.27	13.53	13.53
	Proposed schedule	3	3.00	3.00	3.00
	Compatibility	4	2.93	2.53	3.20
Experience	Previous related corporate knowledge and work experience in the design aspect of the project.	5	3.67	4.50	4.50
	Previous related consultant's staff knowledge and experience in the design aspect of the project.	10	7.33	9.00	9.33
	Previous related local corporate knowledge and work experience in the construction aspect of the project.	7	5.60	5.60	6.53
	Previous related local knowledge and work experience of the consultant's staff in the construction aspect of the project.	14	12.13	11.67	12.13
	Town's past experience with the proposed project team.	5	3.67	3.50	4.00
Compensation	Proposed maximum upset fee.	15	13.00	11.00	11.50
	Cost breakdown.	5	4.67	4.67	5.00
	Appropriate and balanced allocation of resources. (Note that if the proposal focuses on the qualifications and experience of senior staff but the Cost breakdown shows them only in a peripheral advisory role this will receive a very low evaluation.)	9	7.80	8.10	7.50
Total		100	81.57	85.50	87.73

The selection committee felt that The ISL and MPE proposals were equivalent from a technical and experience perspective. SAL's proposal was weaker technically and in experience. The selection committee felt that the following strengths made MPE the best overall proposal:

1. Their proposal was the only one that included a radio study to ensure that radio communication could be used between the lift stations and the water treatment plant. ISL stated that the Town would have this study performed or they would do it as an extra.
2. MPE listed the same team for the SCADA system programing that programed the SCADA system at the water treatment plant. It was felt this team would likely provide the best integration of the lift station SCADA system into the water treatment plant

system. Public services also pointed out that they have a maintenance contract with MPE for the SCADA system at the water treatment plant and that the lift station SCADA system maintenance would likely be easily blended into this contract which could reduce long term costs of system maintenance.

Any of the consultants have the capability of performing the work, however the selection committee felt that the best value based on the proposed methodology, experience, familiarity with the SCADA system and price was with the MPE proposal.

#### **POLICY/LEGISLATION:**

Policy 038 (2012), Purchasing Policy states the following regarding tenders and competitive quotations:

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:**

I&I mitigation has a high priority in the Strategic Priorities Plan 2015-2017.

#### **OPTIONS:**

1. That Council award the consulting engineering services contract to MPE Engineering for the amount of \$113,000.00.
2. That Council award the consulting engineering services contract to Scheffer Andrew Ltd for the amount of \$99,979.00.

#### **RECOMMENDATION:**

Option 1.

#### **SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Council award the consulting engineering services contract for the 3<sup>rd</sup> Street and 3<sup>rd</sup> Avenue Lift Station and Jesmond Lift Station upgrades to MPE Engineering for the amount of \$113,000.00.
2. Councillor \_\_\_\_\_ moved that Council award the consulting engineering services contract for the 3<sup>rd</sup> Street and 3<sup>rd</sup> Avenue Lift Station and Jesmond Lift Station upgrades to Scheffer Andrew Ltd for the amount of \$99,979.00.

**SUBMITTED BY:**

  
\_\_\_\_\_  
Department Head

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

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



**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** December 12, 2016

**PROPOSED BY:** Director of Planning & Engineering

**TOPIC:** Special Council Meeting - Safety Codes Services Contract

**PROPOSAL:** Hold a special Council meeting to approve the new Safety Codes Contract

---

**BACKGROUND:**

Administration is negotiating a new contract with Park Enterprises Ltd, for the delivery of Safety Codes Services. The current contract expires December 31, 2016. The Town becomes accredited in the Building Discipline January 1, 2017. The current contract does not include the delivery of Safety Code Services for the building discipline. As such the Town must have an Accredited Agency contracted by January 1, 2017 to deal with the building discipline.

The Safety Codes service delivery contract is a three year contract with the ability to extend the contract by two additional years. As such it is important that the contract is agreeable to both parties. The contract not only covers the delivery of services but also the fees charged by the Accredited Agency and the Town.

Currently the body of the contract is 98% complete and agreed upon. The fees and fee structure are about 70% complete with the remaining items being actual creation of the fee tables and attempting to negotiate some better rates especially on the minimum fees.

Both parties feel that we are close to an agreement. However, the contract and the fee schedule will not be ready in time for consideration at regular Council meeting of December 12, 2016.

**POLICY/LEGISLATION:**

Excerpt from Safety Codes Act

Accredited municipalities

26(1) On the application of a local authority, the Minister may, by order,

(a) designate a municipality as an accredited municipality authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of the municipality, or

**STRATEGIC PRIORITIES:**

Accreditation in the building discipline was identified as one of the items to be completed under the operational strategies for the Chief Administrative Officer & Staff in the Strategic Priorities Plan 2015-2017.

**OPTIONS:**

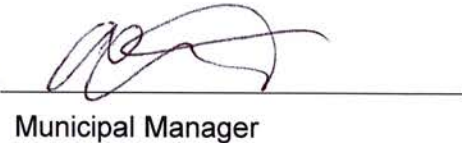
1. That Council holds a special meeting no earlier than Thursday December 15, 2017 for consideration of the Safety Codes Services Contract and the Fees Rates and Charges Bylaw.

**RECOMMENDATION:**

Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Council schedule a Special Council meeting for \_\_\_\_\_, 2016 to consider the Safety Codes Services Contract and the Fees Rates and Charges Bylaw.

**SUBMITTED BY:**  
\_\_\_\_\_  
Department Head  
\_\_\_\_\_  
Municipal Manager

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** December 12<sup>th</sup>, 2016

**PROPOSED BY:** Director of Community and Protective Services

**TOPIC:** Policy No. 057 (2012) Enforcement of Bylaws

**PROPOSAL:** To review the enforcement of bylaws policy No. 57 as specified in policy No. 115 (2013).

---

**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 Bylaws for the Town are written and enacted to provide for direction to residents of Redcliff, town personnel and officials and to provide for their safety and well-being. This policy allows the organization to consider severity of the infraction, and budget restraints of the Town of Redcliff prior to enforcing the Bylaw. This policy is intended to be a guide with respect to the enforcement of the bylaws of the Town of Redcliff.

**POLICY/LEGISLATION:**

Policy No. 115 Policy and Bylaw Development and Review

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:** Proposed Policy No. 057 (2016) -- Bylaw Enforcement Policy

**OPTIONS:**

1. Approve policy No.057 (2016) as presented.
2. Make amendments to policy No 057 (2012).
3. Cancelling policy No. 057 (2012).

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ move that Policy No. 057 (2016) Enforcement of Bylaws be approved as presented.
2. Councillor \_\_\_\_\_ move that Policy No. 057 (2016) Enforcement of Bylaws, be referred to Community and Protective Service's for further review and amendments.
3. Councillor \_\_\_\_\_ move that Policy No. 057 (2012) Enforcement of Bylaws Policy be cancelled.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

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

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

## **POLICY NO. 057 (2012)(2016)**

Approved by Council – August 20, 2012

### **ENFORCEMENT OF BYLAWS POLICY**

#### **BACKGROUND**

~~The Bylaws for the Town of Redcliff are written and enacted to provide for direction to residents of Redcliff, Town personnel and officials and to provide for their safety and well-being.~~

~~The Town of Redcliff utilizes both a proactive and reactive (complaint driven) response to Bylaw enforcement. If any Bylaw is not to be enforced at all times it will require a policy of Council that enforcement can be selective.~~

#### **~~POLICY~~**

~~It will be the policy of the Town of Redcliff to selectively enforce appropriate Bylaws of the Town of Redcliff.~~

~~When a complaint is received upon which action may be taken under the enforcement of a Town of Redcliff Bylaw the following matters shall be considered prior to enforcing the Bylaw:~~

- ~~1. \_\_\_\_\_ Severity of the infraction, and~~
- ~~2. \_\_\_\_\_ Budget restraints of the Town of Redcliff~~

~~After consideration of the above factors the senior staff member overseeing the enforcement of a particular bylaw shall make a decision whether the enforcement of the Bylaw shall be undertaken in the incident in question. The Municipal Manager shall have regular communication with enforcement staff regarding enforcement and may be consulted in certain cases. Where appropriate, Town Council will endeavor to include a clause in specific bylaws that details this policy direction.~~

### **BYLAW ENFORCEMENT POLICY**

#### **BACKGROUND**

The purpose of bylaw enforcement is to encourage compliance with Town of Redcliff municipal bylaws. Complaints normally arise where persons do not comply with municipal bylaws and non-compliance adversely affects another party. This policy is intended to be a guide with respect to the enforcement of the bylaws of the Town. Council may provide other policy guidance or direction on specific complaints or enforcement issue(s).

## **POLICY NO. 057 (2012)(2016)**

### **POLICY**

~~The Town of Redcliff is committed to the thorough, prompt and courteous receipt, processing investigation, and resolution of formal complaints within a reasonable time in accordance with the outlined policy.~~

### **PURPOSE**

~~This Policy provides guidance to Town staff when handling Anonymous, Frivolous and/or Vexatious complaints. Town staff will not be required to take action on anonymous complaints or inquires, unless the matter is in regards to a serious public safety concern.~~

~~[JJ1]~~

~~Most complaints are dealt with in a polite and reasonable time manner. However there are complainants which can take up a disproportionate amount of staff time which can impact the delivery of services for other users or result in unnecessary costs for Town of Redcliff taxpayers.~~

~~[JJ2]~~

### **DEFINITIONS**

~~Frivolous or Vexatious~~

- ~~- A complaint is initiated with the intent to embarrass or annoy the recipient, and/or is part of a pattern of conduct by the complainant that amounts to an abuse of the complaints and/or inquiry process.~~

~~Formal Complaint~~

- ~~- Is a complaint received by the Town of Redcliff staff wherein the complainant provides their full name, address and phone number and nature of complaint.~~

~~CAO~~

- ~~- Is the Chief Administrative Officer for the Town of Redcliff.~~

~~Front Line Staff~~

- ~~- Is an employee of the Town of Redcliff receiving a Formal Complaint.~~

~~Designated Officer  
(Officer)~~

- ~~- Is a person appointed by the Town of Redcliff for the purpose of Municipal By-law Enforcement including, but not limited to, the By-law Officer, and Development Officer.~~

### **PROCEDURE**

#### **Receipt of Complaint**

~~All complaints received by Front Line Staff shall be in writing and contain the full name, address, phone number and other related contact information (i.e. email address) of the complainant and shall describe the nature and location of the alleged infraction. In all cases, the complainant is to describe the matter in their own words, detailing the “who”, “what”, “where”, “when”, and “why” of the situation, and describe the desired outcome.~~

~~The Town will not respond to anonymous complaints save those of a health and safety concern.~~

#### **Investigation**

~~Upon receipt of a complaint the Designated Officer will:~~

## **POLICY NO. 057 (2012)(2016)**

- ~~Conduct a preliminary review of the complaint to verify information and research any supporting documentation which may be available in Town records~~
- ~~Call the complainant, if necessary, for further details or to confirm or clarify information provided on the formal complaint form~~
- ~~Attend the site to witness and record the activity to determine if a contravention exists~~
- ~~If it is determined that the matter is not a contravention of any By-law that the Town is responsible for enforcing, the Officer will advise the complainant, enter the complaint finalized date and close the file.~~

### **ENFORCEMENT**

The Town of Redcliff's primary enforcement objective shall be to obtain voluntary compliance.

In determining whether to commence enforcement proceedings, the Town may consider one or more of the following criteria:

1. The scale, nature, and duration of the contravention;
2. The amount of time that has elapsed since the contravention occurred;
3. The impact of the contravention on the community;
4. The resources available to resolve the matter;
5. The costs associated with enforcement action;
6. The probability of a successful outcome;
7. The policy implications of the enforcement action and the potential for precedents;
8. Whether public safety is at risk;
9. Whether enforcement may be a deterrent in future cases.

### **Enforcement Measures and Options**

- Upon determining that there is a violation of a municipal by-law (excluding set fine situations and situations of documented, chronic violation or where otherwise warranted), the enforcement shall proceed to the enforcement stage by providing an initial warning to the suspect/violator by at least one of three means:
  - In person;
  - By telephone
  - In writing
- By-law Enforcement is sought, in most instances, through voluntary compliance. Individuals who are being investigated will be required to cease the activity (if applicable) and be given an opportunity to achieve compliance before further action is taken to the limits noted in the By-law or as outlined below. Most enforcement measures involve the offender given a period to comply by providing a date as a compliance deadline. Follow-up inspections may be conducted at the discretion of the Officer any time during the enforcement process. Extensions for compliance deadlines may be granted at the discretion of the Officer.
- In the case of situations wherein Council has established a set of fines for violations, an Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket
- If voluntary compliance is not reached, compliance may be sought through the issuance of a Notice of Violation, Compliance Order, or Stop Order

## **POLICY NO. 057 (2012)(2016)**

- In the event a Notice of Violation and/or Compliance Order is issued in accordance with a By-law, it will serve as a “warning” and identify what contraventions require remedial attention by the offender within a specified period of time.
- Any time a Notice of Violation is issued and compliance is not achieved, a Compliance Order or Stop Order (dependent upon the type of violation) shall be warranted. This will serve as a “directive” to the offender and again provide the offender with a specified date where compliance is now mandatory.
- An Officer has the authority to issue a Stop Order, in absence of any Notice of Violation being issued unless the applicable By-law states otherwise.

### **Remedial Action**

- Where an owner has not brought the property into compliance by the established deadline as outlined in the Compliance Order or Stop Order, the Officer will inform the CAO.
- The CAO will determine the best course of action.

### **LEVEL OF INVOLVMENT**

In situations where the Officer is involved in a dispute between two or more people, where it has become obvious that the Officer's involvement will not be able to achieve a reasonable resolution to their dispute, the Officer is given the discretion to decide on an appropriate level of further involvement. The level of involvement by the Officer may include a decision to suspend further involvement or take no action in the dispute. In making a decision as to the level of further involvement with the dispute, the Officer will consult with the CAO and will have regard to the following criteria:

- Safety factors;
- History of attempts to mediate by the Officer;
- Coordinating involvement with other relevant agencies;
- The number of unfounded complaints; apparent attempts to purposely aggravate the situation;
- Complaints that are frivolous and vexatious;
- The number of complaints or concerns registered that do not fall within the jurisdiction of the Town and [itsit's](#) by-laws.

### **PERSONAL INFORMATION AND PRIVACY**

As a matter of practice, the identity of the complainant and the written complaint itself shall not be disclosed to the alleged violator or any member of the public. Further, any response from the alleged violator shall not be disclosed in recognition of the fact that many complaints take place in the context of other disputes between neighbours.

The anonymity and confidentiality given to the parties under this policy cannot be assured if any investigation results in court proceedings.

Any requests for personal information will be addressed under the Freedom of Information and Privacy Act (FOIP)

### **EFFECTIVE DATE OF POLICY**



## **POLICY NO. 057 (2012)(2016)**

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~~This policy shall take effect on the date approved by Council of the Town of Redcliff.~~

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** December 12, 2016

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

**TOPIC:** Policy 131, Use of and Work in Road Right-of-Ways in the Town

**PROPOSAL:** To consider approving Policy 131, Use of and Work in Road Right-of-Ways in the Town

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**BACKGROUND:**

At the Council meeting of November 28, 2016, Council approved Policy 131, Use of and Work in Road Right-of-Ways in the Town. Subsequently, it was noted that a reference in the Policy to a Schedule A for a Road Widening Application Form was not intended to be included and instead could be submitted by way of submitting a letter. Administration has prepared an amendment to the policy for consideration.

**POLICY / LEGISLATION:**

N/A

**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 131, Use of and Work in Road Right-of-Ways in the Town

**OPTIONS:**

1. To approve Policy 131, Use of and Work in Road Right-of-Ways in the Town with changes as presented.


**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Policy 131, Use of and Work in Road Right-of-Ways in the Town be approved as presented.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

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

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

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Approved by Council –

### **USE OF AND WORK IN ROAD RIGHT-OF-WAYS IN THE TOWN**

#### **BACKGROUND:**

The primary purpose of road Right-of-Ways (ROWs) is to provide access to titled properties.

In Alberta, road right-of-ways are not titled, and in the case of the Town, title is vested in the Crown in Right of Alberta. MGA Division 2, 16(1).

#### **Title to roads**

**16(1)** The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

The practical effect of this is that there is no land title for a road ROW and encumbrances cannot be registered against them or have registrations to them.

The Town is responsible for what is done in road ROW inside the boundaries of the Town. MGA Division 2, 18(1)

#### **Control of roads**

**18(1)** Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

**(2)** Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

**(3)** Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

The Town regularly receives requests for use and work in the road ROW. Currently the use and work in the road ROWs is dealt with in multiple policies and bylaws. Creation of one policy covering the use and work in road ROWs is intended to streamline the process, remove holes in the current processes, create a uniform set of definitions and rules for dealing with requests for use and work in road ROWs.

The requests for use of road ROWs are primarily, utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences. Occasionally there are requests to temporarily use the road ROW for other purposes such as public gatherings.

The request for work in road ROWs are primarily for the installation of utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences.

The primary difference is that use is typically of an ongoing nature and work is of a temporary nature and as such, the rules governing them must be different.

**DEFINITIONS:**

**Road right-of-way** is any land in the Town that does not have a title. These lands could be identified in Town as roads, lanes, walkways, etc.

**Boulevard** is the land between the edge of the driving surface of a road and the edge of the road right-of-way.

**Road Developed with a Cross Rural Section** is a road that is constructed with ditches and swales for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with a rural cross section is above the adjacent properties. Roads developed with a rural cross section may or may not have sidewalks and storm sewer systems in the Road ROW.

*(The primary distinguishing feature of a rural cross section road from an urban cross section road is that a rural cross section road has ditches or swales at the edge of the road driving surface whereas an urban cross section road has a curb at the edge of the road driving surface.)*

**Road Developed with an Urban Cross Section** is a road that is constructed with curbs and gutters for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with an urban cross section is below the adjacent properties. The difference in the elevation of the road driving surface between roads with a rural and urban cross section typically create drainage issues when a rural road cross section is converted to an urban cross section.

**Road Developed with a Hybrid Cross section** is a road that on one side is an urban cross section and on the other side is a rural cross section.

**Road driving surface** is the area inside a road ROW intended for motorized vehicle movements and parking.

**Work** is defined as anything meeting the definition of Development in the MGA Part 17.616.b

(b) “development” means

- (i) an excavation or stockpile and the creation of either of them,
- (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
- (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

**Use** is defined as anything that uses the Road ROW which could be construed as development.

**Purpose of this Policy**

Under the definition of development anything that requires excavation or the placing of anything is deemed to be development. Approval of all works done in a road ROW or uses of the road ROW is impractical as every time anything coming close to meeting the definition of work or use would have to be approved.

The purpose of this policy is to:

- lay out what kind of works and uses are allowed in a road ROW without the Town having to approve them,
- the process for approval of works in a road ROW,
- the process for approval of uses of a road ROW,

**Policy**

1. The following uses of a Road ROW require approval of the Town:
  - Any utility, and utility installation,
  - Any drainage works (ditches, swales, curb & gutter storm sewers, etc.),
  - Any landscaping that is not exempted in the Boulevard Development section,
  - Any temporary use.
2. All work performed in a road ROW is required to receive Town approval for the work unless specifically exempted from requiring an approval by this policy.
3. Property owners may request construction or modification to concrete structures on a Road ROW including curb and gutters, sidewalks and driveways by submitting a "Boulevard Development Application prior to work commencing.
4. All road driving surfaces, sidewalks, curbs and gutters in a Road ROW must be constructed by the Town or a Town approved contractor in accordance to the Town of Redcliff Construction Standards. Driveways (excepting the crossing of sidewalks, curbs and gutters) do not have to be constructed by the Town or a Town approved contractor in accordance with the Town of Redcliff Construction Standards as the Town does not take any repair, replacement or maintenance responsibility for driveways.
5. Construction to be completed by the Town of Redcliff will require the applicant to complete the Public Services Construction Agreement in the format included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.
6. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards. The Town will require the property owner to post security deposit in the amount as established in the Fees, Rates and Charges Bylaw which will be returned to the property owner upon application in the form provided herein at the completion of construction and inspection of the work and supporting documentation.
7. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
8. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be replaced or repaired to their original condition or better by the entity causing removal or damage.
9. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.

10. The following work is exempt from requiring Town approval:

- Work performed in the road ROW by the Town or by a contractor employed by the Town. This work is deemed to have been approved by the Town,
- Work that is identified in the Boulevard Development section as not requiring an approval,
- Work of an emergency nature required to protect the public,
- Work to remove unauthorized work or uses in the road ROW,
- Work that has been approved by the Town in a Development Permit, Subdivision approval or Development or Service agreement.

### **Process for approval**

The process for approval of work and use of road ROWs shall be similar to the process outlined for Development Applications in the Land Use Bylaw.

## **BOULEVARD DEVELOPMENT**

### **BACKGROUND:**

Every property in the Town abuts a road and road right-of-way. The Town maintains the road and repairs or replaces as needed and in accordance with available resources, the road driving surfaces, sidewalks, curbs and gutters in a Road ROW. The Town requires adjacent properties to maintain the sidewalks (keep them free of snow, ice, debris and vegetation) and area of the boulevard not occupied by a sidewalk. The development of boulevards:

1. Plays an essential role in defining the character and appearance of a community,
2. Can impact the public use and enjoyment of the road ROW,
3. Create hazards for traffic on the roads,
4. Negatively impact the life of the Town's infrastructure in the road right-of-way,
5. Increase the costs for the Town to maintain roads,
6. Increase the peak stormwater runoff from the area which may cause capacity of the Town's stormwater management system to be exceeded.

As such it is in the Town's interest to specify how boulevards can be developed.

### **POLICY:**

1. Boulevard Development shall mean: the placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever for any amount of time.
2. As per the general section of this policy application for Boulevard Development is to be made to the Office of the Development Officer for the Town
3. Boulevards shall be developed and maintained by the adjacent property owner to at least the minimum standard listed in the Boulevard Development Standards.
4. Any Boulevard Development shall be considered approved on a temporary basis only, and shall only be permitted to remain on any boulevard area at the pleasure of the Town
5. The Town and other private utility companies utilize boulevards for the installation of both shallow and deep utilities for repair or maintenance work. In order to clearly establish the limits in respect to the Town's responsibility for the repair and maintenance of the boulevards the following rules are to be followed:
  - a. The Town may at any time require any Boulevard Development to be removed

forthwith. Whenever possible the Town shall provide 5 calendar days' notice for any such removal; however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

- b. When a developed boulevard is disturbed by construction activities it is the responsibility of the entity (Town, Utility Company, etc.) having the work undertaken to restore the boulevard to a developed standard. This responsibility may be transferred back to the property owner by way of contract by the entity undertaking the construction work with the property owner. (i.e. If the Town is contracted by a property owner to install a new curb crossing to provide access to their property the Town in that contract can state that the property owner is responsible for restoration of the boulevard to its developed state. If the contract does not state this then the Town or other entity) would be responsible for restoration of the boulevard to a developed standard.
  - c. Where private driveways, walkways and or pads made of concrete or asphalt are removed they will be saw cut at the edges of removal. Replacement of removed driveways and walkways shall be as follows:
    - i. Approved asphalt walkways or asphalt driveways will be replaced with hot mix asphalt with a smooth rolled finish. No pattern or painting will be applied.
    - ii. Approved concrete driveways and concrete walkways will be replaced with concrete finished with standard wood float and broom finish. No special finishing treatment, pattern, color or paint will be provided.
    - iii. Non-approved asphalt or concrete driveways, walkways or pads which were removed from the boulevard will not be replaced.
  - d. The disturbed area of a boulevard not restored with asphalt or concrete will be top soiled, fine graded and seeded with a manicured turf grass seed mix. The adjacent property owner to the boulevard has the option of requesting the boulevard not be restored with topsoil or manicured grass seed and takes on full approval and financial responsibility for developing the boulevard.
6. The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore, the Town will supply the necessary amount of top soil from topsoil stripping stockpile when available for the boulevard at the discretion of the Public Services Director. (Note: This topsoil is not screened or organically modified.)

### **BOULEVARD DEVELOPMENT STANDARDS**

#### **Approved Boulevard Development (does not require a Boulevard Development Permit)**

- Manicured grass,
- Underground sprinklers,
- Decorative gardens (maximum vegetation height less than 0.4 metres),
- Monuments (where concept has been endorsed by Council).

(Note: Signs located in boulevards are dealt with in the Land Use Bylaw.)

#### **Discretionary Boulevard Development (requires a Boulevard Development Permit)**

- Shale, decorative gravel, brick or paving stone,
- Driveways (See Driveways accessing properties),
- Native grass,
- Portable wishing wells, decorative objects,
- Acceptable trees (see tree section for further information)

#### Prohibited Boulevard Development

The following items are prohibited under any conditions:

- Any permanent fixture or structure
- Private rain gardens, cisterns, or other stormwater management infrastructure,
- Fencing,
- Shrubbery and hedges over 0.4 metres in height,
- Crushed gravel, dirt, pit run gravel, etc.
- Rocks or Boulders exceeding D<sub>10</sub> size, excepting monuments as outlined under approved uses. (D<sub>10</sub> size means that the average diameter of the largest material will be less than 10 centimeters (4 inches). Generally any material passing a 10 centimeter sieve will meet this requirement.)

If prohibited items exist at the time of this policies adoption, they shall be permitted to remain as long as they are not creating any ongoing problems or creating a safety issue. If at any time any prohibited items are required to be removed as a result of any Boulevard Development, they shall not be replaced or returned to the boulevard area.

### **DRIVEWAYS TO ACCESS PROPERTIES**

#### **BACKGROUND:**

The purpose of this policy is to provide for the installation of driveways from the road driving surface to properties in the Town.

#### **Policy**

1. All requests to install driveways to connect a property to a road driving surface shall be directed to the office of the Development Officer for the Town, which will discuss the purpose of the access, design standards and requirements and provide an application package to be filled out prior to formal review of the request.

The Town will consider an application for driveway access upon receipt of:

1. A completed application
2. Receipt of the application fee as outlined in the Fees, Rates and Charges Bylaw.

The Planning & Engineering Department will review the application and provide the following information to the Applicant:

1. The minimum specifications for a driveway at the location requested. This may include:
  - a. Dropped curb specifications including reinforcing,
  - b. Sidewalk specifications including reinforcing,
  - c. Driveway maximum and minimum throat width, and minimum length,
  - d. Minimum driveway spacing,
  - e. Minimum and maximum driveway flares or curb returns,
  - f. Hard surfaced swale (concrete or asphalt) designed to maintain the drainage functions of



- the existing swale,
- g. A culvert sized to maintain the drainage functions of the existing ditch or swale, with a driveway over the culvert,
  - h. A regraded ditch and or swale with a culvert sized to maintain with the drainage functions of the existing ditch or swale, with a driveway over the culvert,
  - i. An extension of the storm sewer system to accommodate the flows that would be blocked by a driveway crossing,
  - j. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, minimum culvert, etc.)
  3. If the drainage design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
  4. If the driveway will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
  5. The construction deposit that must be posted by the applicant if the driveway is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to install the driveway for the cost established by the Director of Public Services, or
2. Apply for permission to have a contractor install the driveway. This application shall be accompanied by:
  - a. Name of the contractor for the Town's approval,
  - b. Construction deposit,
  - c. Design sketches or drawings as may be required by the Director of Planning & Engineering, or
3. Request for a change in the access design, (i.e. from a hard surfaced swale to culvert with a driveway over it, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.

The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the owner of the property or properties that use the driveway to access their property.

## **PROVISION TO WIDENING A ROAD DEVELOPED WITH A RURAL CROSS SECTION**

### **Background**

From time to time the Town of Redcliff is requested to widen the driving portion of a rural road section, generally for the purpose of adding a parking lane. The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened rural section roadway.

The Town will consider an application for widening a road developed with a rural section upon receipt of:

1. A ~~completed "Road Widening Application" form, schedule "A" of this policy~~ [letter requesting the road widening](#), and
2. Receipt of the application fee as outlined in the Fees Rates and Charges Bylaw.

The Planning & Engineering Department will review the application in consultation with the Public Services Department examining the impacts on:

- a. Adjacent properties,
- b. Stormwater Management System,
- c. Accesses to the road,
- d. Road capacity (traffic movement), and
- e. Road Safety.

The Planning & Engineering Department will provide the following information to the Applicant:

1. The minimum specifications for a road widening at the location requested. This may be:
  - a. Width of the widening,
  - b. The road surface (paved or gravel),
  - c. Re-grading of ditches and swales to meet current standards,
  - d. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, road structure, etc.)
3. If the design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
4. If the road widening will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
5. The construction deposit that must be posted by the applicant if the road widening is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to design and install the road widening for the cost established by the Director of Public Services and the Director of Planning & Engineering, or
2. Apply for permission to have an engineer design and contractor install the road widening. This application shall be accompanied by:
  - a. Name of the engineer for the Town's approval,
  - b. Name of the contractor for the Town's approval,
  - c. Construction deposit,
  - d. Design sketches or drawings as may be required by the Director of Planning & Engineering, or designate.
3. Request for a change in the widening design, (i.e. from a paved surfaced to gravel, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the road widening will be the responsibility of the applicant.

Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** December 12<sup>th</sup>, 2016

**PROPOSED BY:** Director of Community and Protective Services

**TOPIC:** Policy No. 048 (2009) Facilities Use Policy

**PROPOSAL:** To review the facilities use policy No. 48 as specified in policy No. 115 (2013).

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**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 Policies for the Town are written and enacted to provide for direction to residents of Redcliff, town personnel and officials and to provide for their safety and well-being. This policy provides guidance to administration regarding the booking of facilities, payment for booking of facilities and consumption of alcoholic beverages in facilities.

Recently the Community and Protective Services Department was asked to exercise authority under 3 A. V) under the facility use agreement giving authority to cancel or postpone previous scheduled events if deemed necessary (Please see attached request). The event in question is the annual Redcliff Skating Club carnival which has been held the same scheduled time slot for the past 10 years and was booked by the required deadline this past summer 7 months in advance of the event date (Further, the skating clubs promotional materials and event coordination have been completed).

**POLICY/LEGISLATION:**

Policy No. 115 Policy and Bylaw Development and Review  
Policy No. 48 Facility Use 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:** Proposed Policy No. 048 (2016) – Facility Use Policy, RMHA email request.

**OPTIONS:**

1. Approve the proposed policy No.048 (2016) Facilities Use Policy.
2. Make amendments to policy No 048 (2016).
3. Cancelling policy No. 048 (2009).

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ move that Policy No. 048 (2016) Facilities Use Policy be approved as presented.
2. Councillor \_\_\_\_\_ move that Policy No. 048 (2016) Facility Use Policy, be referred to Community and Protective Service's for further review and amendments.
- 3, Councillor \_\_\_\_\_ move that Policy No. 048 (2009) Facility Use Policy, be cancelled.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

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

Approved by Council – \_\_\_\_\_

**FACILITIES USE POLICY****BACKGROUND:**

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

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

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

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

**2. FACILITIES AVAILABLE**

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

**A. Senior Drop in Centre**

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

**B. Rec-Tangle (Arena)**

i) The entire Rec-Tangle complex can be rented at the rate established in the rates policy or separate areas may be rented as indicated below:

a) Meeting Rooms

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

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

The Rec-Tangle large meeting room on upper level will be available to Redcliff Minor Hockey and Redcliff Skating Club, and the room will be provided at no charge to these organizations, although reservations are required through Community and Protective Services Department

- b) Ice Area
  - 1) Whenever the ice surface is being utilized the ~~Public Services Director~~ **Director of Community and Protective Services** must ensure personnel from the Town of Redcliff are in attendance at the facility except:
    - A) if the ice surface is being used by a school class under the Joint Facility Use Agreement.
    - B) Bookings for Redcliff Minor Hockey or Redcliff Figure Skating Club shall be allowed to access the facility outside the regular hours on the understanding the organization will contact the ~~Community Services Director~~ **Parks and Recreation Supervisor** so he/she may
      - i) ~~may advise the Public Services Director~~ **prepare for** the pending use so that the building will be prepared for early use.
      - ii) arrange to open the facility and turn on the lights.
  - 2) The ice area is available for rent at the rates established in the rates policy.
  - 3) The regular operating season shall be as established by the ~~Community Services Director and Public Services Director~~ **Director of Community and Protective Services** as per need requirements of organizations within the community.
  - 4) The ice surface will be closed on all statutory holidays and any other holiday that has been approved for CUPE Local #46 staff **unless programming has been approved by the Director of Community and Protective Services**
- ii) A security deposit of \$300.00 may be charged at **the** discretion of ~~Community Services Director~~ **Director of Community and Protective Services** where:
  - a) the renter is unknown;
  - b) where there has been a history of abuse of the facility (such as not cleaning up and restacking chairs);
  - c) where the function being held could result in an untidy situation remaining.
- iii) The ~~Community Services Director~~ **Director of Community and Protective Services** may refuse rentals where there is a known history of abuse of Town of Redcliff facilities.

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

**C. Town Hall**

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

**D. Aquatic Centre**

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

**E. Ball Diamonds (including Pitching Machine and Batting Cage)**

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

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

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

**G. Library Board Room**

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

**3. BOOKINGS****A. All bookings of facilities shall be made in advance through the Community and Protective Services Department.**

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



**4. OTHER INFORMATION**

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

**From:** [Scott Pahl](#)  
**To:** [Kim Dalton](#)  
**Cc:** ["Bruce Johnson"](#)  
**Subject:** Redcliff Minor Hockey  
**Date:** Thursday, November 24, 2016 10:40:22 AM

---

Morning Kim,

As per our conversation yesterday, here are the details of our situation.

Redcliff Minor Hockey has applied to Hockey Alberta to host the Atom B Provincial Championship weekend, to be held from March 16-19, 2017.

This will be RMHA major fundraiser for the year as there will be 6-8 teams, coaches and parents from all over Alberta in Redcliff for 5 days.

Our application was sent in before the November 15<sup>th</sup> deadline, and we will be notified if we have won the bid in early December.

Our dilemma is, we found out on November 15<sup>th</sup> that the Figure Skating Carnival is scheduled for March 19<sup>th</sup> as well.

I think we have a couple of options to make this work for everyone.

First option, the town keeps the ice in for one more week and the carnival is held on the following Saturday, March 25<sup>th</sup>.

Second option is that the carnival move one week earlier to March 12<sup>th</sup> and if RMHA still has teams in league playoffs, we would look to rent ice in Medicine Hat.

If you have any more questions please don't hesitate to call.

Look forward to your decision.

Thanks,

Scott Pahl  
Redcliff Minor Hockey President



Virus-free. [www.avast.com](http://www.avast.com)



## Amron Homes

(Division of Demke Enterprises Ltd.)  
#8-1500 South Highway Drive S.E., Redcliff, Alberta T0J 2P0  
Phone (403) 548-3137 Fax (403) 548-7200  
Web site: [www.amronhomes.com](http://www.amronhomes.com)

RECEIVED  
NOV 25 2016  
TOWN OF REDCLIFF

**Mayor Ernie Reimer and Councilors**  
**Re: Amron Homes & Lot 1118 9<sup>th</sup> Ave, Redcliff.**  
**Nov 22, 2016**

Shanon has been in contact with me as to your decision concerning lot 1118 9th Ave and allowing Amron to return it. We believe that the terms of the return of this lot are MORE than acceptable. I felt I should write this letter to express our gratitude to both the Mayor and the Counselors for this decision. I believe that government, at any level, and business should work together toward success, however, often this is not the case. Most times it seems they are just next in line to beat you down.

In today's society it seems that a lot of people are quick to jump on the negative and allow the positive to pass by without even a glance. This is why I felt I should acknowledge the fact that we asked our town for help, and you helped! Thank you again.

The Town of Redcliff and Amron have been working together for almost 40 years. We look forward to many, many more years.

Sincerely,

Rob Cook

***STILL SETTING THE STANDARD!!!***

***SERVING SOUTHERN ALBERTA FOR OVER 35 YEARS***

RECEIVED  
DEC 02 2016  
TOWN OF REDCLIFF

Office of the Assistant Deputy Minister  
Municipal Assessment and Grants  
15th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-9660  
Fax 780-427-0453

AR87939D

November 21, 2016

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

Dear Mayor Reimer,

On behalf of the Honourable Danielle Larivee, Minister of Municipal Affairs, I am pleased to inform you that the following amended capital project application submitted by your municipality has been accepted.

CAP-8046	Lift Station Upgrades (amended)	\$950,000
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The provincial government looks forward to opportunities to celebrate your Municipal Sustainability Initiative funded projects with you, so please send invitations for these milestone events to the Minister's office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.msicapitalgrants@gov.ab.ca](mailto:ma.msicapitalgrants@gov.ab.ca).

I wish you continued success in strengthening Alberta's communities.

Yours truly,



Meryl Whittaker  
Assistant Deputy Minister

cc: Brad Pickering, Deputy Minister  
Arlos Crofts, Municipal Manager, Town of Redcliff





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

RECEIVED  
DEC 05 2016  
TOWN OF REDCLIFF

AR87405

NOV 28 2016

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

Dear Mayor Reimer,

The Alberta government is committed to making life better for Albertans. By supporting the capacity building priorities of our municipalities, we can help strengthen communities and improve the quality of life for people across the province. Your municipality exemplifies this ideal, and I am pleased to inform you that the Town of Redcliff has been approved to host an intern in the 2017-19 Municipal Internship Program for Land Use Planners.

Through the Municipal Internship component of the Alberta Community Partnership (ACP) program, we will continue to support the development of future local government administrators. Your municipality will receive a grant of \$59,040 under the Municipal Internship component of the ACP program for this purpose. The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures.

I congratulate the Town of Redcliff, and I wish you every success in your efforts as we work together to strengthen Alberta communities.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

RECEIVED  
DEC 05 2016  
TOWN OF REDCLIFF

23 November 2016

Dear Friend,

We are pleased to provide you with this copy of the Alberta Rural Physician Action Plan 2015-16 Provincial Impact report.

Since 1992, the Alberta Rural Physician Action Plan (RPAP) has supported Alberta's rural and remote communities, providing an evolving variety of strategies supporting the successful attraction and retention of physicians, within a constantly changing healthcare environment. The RPAP vision—"having the right number of health practitioners in the right places, offering the right services"—has now become a provincial mantra. As we move into the final year of our current three-year plan, RPAP continues to make progress in identifying and effecting the factors that influence attraction and retention of health human resources where they are needed in rural Alberta.

We look forward to a continued role in building on our quarter century focus on rural health physician needs, and to having an even broader impact on rural health workforce by strategically modifying our portfolio of activities. Be assured we will be reaching out to you for your ideas.

In closing, it is always important for our Board of Directors and the RPAP team to thank the Government of Alberta and the Ministry of Health for our collaborative relationship, and their generous financial support of our efforts on behalf of rural Alberta communities. If you would like to know more about what RPAP does, or how we can help in your community, please contact me directly at 587-525-6620, or [bernard.anderson@rpap.ab.ca](mailto:bernard.anderson@rpap.ab.ca).

Regards,



Bernard C. Anderson, MPA, M.Ad.Ed  
Executive Director  
The Alberta Rural Physician Action Plan  
780-720-7332  
[bernard.anderson@rpap.ab.ca](mailto:bernard.anderson@rpap.ab.ca)

## **TOWN OF REDCLIFF REQUEST FOR DECISION**

**DATE:** December 12th, 2016

**PROPOSED BY:** Director of Community and Protective Services

**TOPIC:** Parks and Recreation Master Plan

**PROPOSAL:** Consider the proposed Parks and Recreation Master Plan.

---

### **BACKGROUND:**

The Town does not have a current Parks and Recreation Master Plan that has been adopted by Council. The Parks and Recreation Master Plan will need to harmonize with recommendations from other recent policy documents. The Master Plan provides a strategic framework that will guide future recreation and parks decisions and at the same time give direction with respect to certain services and facilities that have been identified as priorities.

The Master Plan is not a commitment to spend, those decisions are made by Council as part of the defined budget process and over the course of Councils ongoing deliberations. Although approximate cost estimates for the key recommendations will be included in the report, they are provided for planning purposes only – giving Council, Staff and partners a guide as to orders of magnitude costing.

The Town of Redcliff will engage the Community and Protective Services Department in the development of a comprehensive Parks and Recreation Master Plan. The Plan will be a long range planning document that will provide direction for managing and developing parks and recreation facilities, programs, infrastructure, resources, and investment over a 20 year horizon but focusing on the 10 year framework. The Master Plan process will assess the status of parks and recreation within the Town of Redcliff and plan a future that reflects the values and needs of the community.

### **STRATEGIC PRIORITIES:**

The project / initiative is relevant to and will contribute to realizing Priority No. 2 – Recreation Master Plan: Terms of Reference as per the Strategic Priorities Plan adopted by Council on February 9<sup>th</sup>, 2015.

### **ATTACHMENTS:**

Proposed 2016 Parks and Recreation Master Plan

### **OPTIONS:**

1. The Town of Redcliff adopt the attached 2016 Parks and Recreation Master Plan.
2. To continue status quo without an established Parks and Recreation Master Plan.

**RECOMMENDATION:**


Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff adopt the proposed 2016 Parks and Recreation Master Plan.
2. Councillor \_\_\_\_\_ moved that the proposed Parks and Recreation Master Plan be referred to Community and Protective Service's for further review and amendments.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

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

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



2016

# Parks + Recreation Master Plan



Final Draft

Town of Redcliff

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## 1. EXECUTIVE SUMMARY

The Town of Redcliff is known as "The Greenhouse Capital of the Prairies," a healthy participation rate in traditional parks and recreation activities, Redcliff is hoping to be known as a destination for non-traditional recreationists and tourists including mountain bikers, kayakers, canoers, and many others. The 2016 Parks and Recreation Master Plan will need to address the unique character of parks and recreation in Redcliff.

Redcliff is blessed with magnificent views of the South Saskatchewan River and its red shale cliffs looking over the picturesque river views. Located along the Trans Canada Hi-way in the southeast corner of Alberta, the community borders the City of Medicine Hat. Besides employment, Medicine Hat also provides Redcliff with many other amenities such as convenient access to shopping, recreation, medical and education facilities. As is evident, Medicine Hat's proximity of approximately 8km has a tremendous effect on the town.

Redcliff has many natural attributes and an evolving culture of sport and recreation excellence. This Master Plan provides a strategic framework that will guide future recreation and parks decisions and at the same time give direction with respect to certain services and facilities that have been identified as priorities.

This Master Plan is not a commitment to spend. Those decisions are made by Council as part of the defined budget process and over the course of their ongoing deliberations. Although approximate cost estimates for the key recommendations are included in the report, they are provided for planning purposes only – giving Council, staff and partners a guide as to orders of magnitude costing. The Town of Redcliff Parks and Recreation Master Plan has involved the participation of Town and area residents, multiple interviews, open house and user group meetings and many hours of collaboration with staff. The engagement process is summarized below. The Plan has resulted in significant initiatives arising from the overarching desire in the

community to enhance the current and future recreation opportunities. Those high profile initiatives are summarized in this section of the report.



### Online Survey

This Master Plan is the result of a comprehensive survey, consultation and engagement processes for a plan of this type. The community was surveyed using established methodologies and executed by the Community and Protective

Services Department. As well, the same survey was made available on line. Key findings from that research include:

- Strong support for the Outdoor Recreation vision;
- Strong support for increased number and type of community events;
- Relatively good satisfaction with indoor recreational opportunities;
- Relatively good satisfaction with outdoor recreational opportunities;
- A high level of volunteerism in the community;
- Desire for a new ice arena and indoor multiplex facility; and
- Evidence of a young community where nearly half of households have children under 18.

### Community Engagement

One of the direction-setting sessions was the Council Workshop held in the spring (2016) at which time Councillors and Board members brought forward the issues they thought needed to be discussed in the parks and recreation planning process.

The Parks and Recreation Master Plan Open House was held on November 30<sup>th</sup>, 2016 to allow community input and further recommendations for the final draft.

## 2. INTRODUCTION

The Town of Redcliff seeks to engage the Community & Protective Services Department in

the development of a comprehensive Parks and Recreation Master Plan. The Plan will be a long range planning document that will provide direction for managing and developing parks and recreation facilities, programs, infrastructure, resources, and investment over a 20 year horizon. The Master Plan process will assess the status of parks and recreation within the Town of Redcliff and plan a future that reflects the values and needs of the community.

## 2.1 THE PURPOSE

The Town of Redcliff's last adopted Parks and Recreation Master Plan was for January 1993 – December 1997. The 1997 Community Recreation Plan is now approaching 20 years without a formally adopted plan. The Redcliff Town Council has determined that a new Master Plan should be created. The purpose of the new document is to provide a framework and common vision for the parks and recreation system that will meet the needs and aspirations of a growing community. The purpose is also to guide the management of the future investment in public recreation, leisure facilities and infrastructure over the next 20 years, with a strong focus on the shorter 10 year time frame.

The scope of this Master Plan includes: review of the existing inventory of recreation facilities, parkland and trails and natural features; assessment of current delivery of recreation programming services; and recommendations for future additions, development and enhancement of existing facilities, parks, trails and community recreation programs. In addition, the plan provides direction for development of new infrastructure and a long-term asset management plan.

The resulting recommendations for the Town's parks and recreation moving forward are accomplished by broad cost estimates to help in long-term strategic planning. This document does not provide specific site plans or specific budget recommendations. All recommendations and plans outlined with this report will be vetted by staff and Council in future planning processes, as well as evaluated relative to resource and budget requirements.

## 2.2 THE PROCESS

The Plan was completed in three overlapping phases: information gathering, issue identification, and development of recommendations. The first phase for the Plan entailed the compilation and analysis of relevant reports and data. Reports such as the Land Use Bylaw 1698/2011, Strategic

Priorities Plan 2015-2017, and the Municipal Development Plan 2010 were reviewed through the lens of the Town's Parks and Recreation system.

### 3. VISION, PRINCIPLES + DELIVERY MODEL

#### 3.1 COMMUNITY DEVELOPMENT MODEL

The Town of Redcliff Community & Protective Services Department has recognized the benefits of adopting a stronger mandate for community engagement, community leadership and volunteer development. Community & Protective Services is eager to build the skills and capacity to effectively involve the community and to support community associations and partners. A key component of this master plan is to instigate a shift to a community development model which will be a more effective mechanism for delivering services and creating grassroots involvement for a healthier, sustainable and more resilient community.

The benefits of this approach hinges on partnership development and include:



- Expanded services;
- Better understanding of community needs, issues and assets;
- Better decision making as a result of diversity of perspectives, and
- Increased sense of community pride and ownership

Shifting from the current approach of direct delivery to a more interactive system with both direct and community led programming will enable the Town to better access local talent, leverage resources and optimize opportunities. Recreation services will play a leadership role in developing the community capacity to contribute their specialized skills. Recreation will continue to be responsible for planning, operating buildings, providing funding and programming opportunities. The following recommendations are essential to the success of this model:

#### **Recommendations:**

- Create a culture of ongoing community collaboration and consultation; employ a variety of methods for staff interaction with stakeholders and the wider community.

- Provide staff with training in facilitation, public consultation and partnership development.
- Develop partnerships with community organizations to enhance and expand recreational programs and facilities.

### 3.1.1 VOLUNTEER ENGAGEMENT

The Town of Redcliff benefits from an exceptionally high level of volunteer engagement in the recreation and parks realm, but there is always a danger of deterioration of volunteerism due to competing demands for time and general volunteer burnout. Recreation services would be well served to build a support system for the existing volunteer base. The following recommendations are intended to formally recognize the value and benefit that volunteerism delivers to the community and to provide direction on how the Recreation and Parks departments can nurture and support volunteer organizations.

#### **Recommendations:**

- Develop a Volunteer Policy and Strategy that celebrates the value and benefits that volunteerism delivers to the community.
- Develop a Volunteer Leadership Development program to help support partners and community groups and to build volunteer capacity.
- Provide key staff with training in volunteer coordination and facilitation.

### 3.1.2 COMMUNITY ENGAGEMENT

Opportunities to provide input on policy development or department direction helps further develop community leaders and can take many forms from short term working groups to long-standing committees. Community & Protective Services are keen to keep the dialogue initiated by this Master Plan going, but also recognize the many demands on residents' time and energy as well as the limitations of existing staff resources.

The following topics have stood out as priority areas where increased communication and engagement should be prioritized. Also, special attention should always be paid to ensure the inclusion of seniors, youth, and minority populations.



**Recreation programs:** Development of programs (Outdoor, Seniors, and Youth in particular) program evaluation methods, researching program gaps or inequalities, establishing partnerships.

**Aquatic Centre:** Pool upgrades and development policies and procedures, development of indoor programming, establishing partnerships.

**Arena:** Ice allocation, upgrades and development, policies and procedures, establishing partnerships.

**Outdoor sports:** Sports field allocation, upgrades and development, other outdoor recreation amenities, establishing partnerships.

**Outdoor Recreation:** Issues related to trails, parks, green spaces, access and maintenance, input on watersports and waterfront access and needs, development of program partnerships, and tourism partnership opportunities.

Development of ongoing, meaningful, and effective community engagement needs to be flexible, nimble, and creative which will require use of a range of techniques. Trial and error is enviable in this process, but the following are some suggested tools that can be employed, as appropriate, with adherence to the town's communications plan.

### 3.1.3 COMMUNITY PARTNERSHIPS AND COLLABORATIONS

The Town has existing collaborations and joint use agreements that can serve as a starting point for developing more and better partnerships in support of a community development model for

recreation and parks service delivery. These partnerships will be critical as a means to deal with a rapidly growing community and increased demand.



#### **Recommendations:**

- Develop a clear Partnership/Collaboration/Sponsorship Policy
- Develop strong, clear partnerships with key organizations including:

- Prairie Rose School Division
- Medicine Hat College
- Alberta Parks & Recreation Cypress Hills
- Cypress County
- City of Medicine Hat
- Engage in ongoing discussions and develop relationships with recreation clubs and organizations that offer programs and services beyond municipal capabilities such as the Lion's Club, Medicine Hat Tennis Club, Redcliff Curling Club, Collective 670 Bike Club, Riverview Golf Course, Medalta Pottery Club, and Redcliff Museum.



## 3.2 CUSTOMER SERVICE AND MARKETING

### 3.2.1 CUSTOMER SERVICE

Municipal Recreation Services and Parks Operations have hard-working engaged staff recognized by the community for their dedication and commitment to the community. To enable staff to improve and expand on this service commitment, the technology that supports effective and efficient registrations processes and communication needs improvement. A large percentage of the community will enjoy the benefit of social media contacts and web based enhancements to Recreation Services.

#### **Recommendations:**

Create a technology working group with representation from Finance, Recreation Services, Parks Operations, Community Services and Town of Redcliff IT Department to improve online services (such as registration) and internal registration and program tracking systems. Undertake a competitive analysis on all community rental space with the objective to ensure municipal space is comparative and aligned.

- Upgrade the recreation program management software to a web based platform (such as ActiveNet).

- Invest in front office, marketing and supervisor staff training to create a thorough understanding of the efficiencies, service improvement and marketing opportunities
- Incorporate the Service Groups website into the overall Town website, and
- Improve community engagement through prudent use of social media, online communication tools, and web based engagement methods

### 3.2.2 MARKETING

The Municipality needs to improve marketing for recreation services, outdoor recreation and active living in Redcliff.

#### **Recommendations:**

The Leisure guide and website should consider the following enhancements:

- Rely on strong photographic visuals;
- Provide translation services to help improve access for the multi-cultural community;
- Promote news about parks and trail development projects and successes;
- Profile new planning processes, program development or policies;
- Profile volunteers and volunteer visionaries in action;
- Profile local participants and offer testimonials of programs and services;
- Enhance financial access promotion and highlight low cost and no cost programs;
- Promote clubs, associations and partners;
- Increase marketing for the Senior's Centre and Senior's programming;
- Continue to collect email addresses of participants and provide an optional e-newsletter to connect community participants on a monthly basis.

## 4. RECREATION HUBS

### 4.1 RIVER VALLEY PARK

While this document outlines the general vision for River Valley Park, there is an urgent need for further development of a site-specific Master Plan. The benefits of such a plan include cost savings by coordination and planning facilities that can serve multiple

purposes; avoidance of future conflicts and constraints due to poor or inefficient siting of amenities; and greater certainty to enable community organizations at the park to pursue long-term goals. A Master Plan would enhance the park's function as the recreational vehicle, camping and event hosting destination for the area.

## 4.2 INDOOR RECREATION FACILITIES

Typically, local governments focus on the development of indoor facilities that provide a range of affordable recreation services that meet the broad needs of all residents in the community. Decisions regarding the types of indoor facilities that municipal governments provide are driven by local circumstances including economics, demographics, market, supply and demand and service gaps. The primary focus, however, is on the extent to which the use of public funds contributes to public good in the provision of programs, facilities and services.

### **Supply of Indoor Recreation Facilities**

The feasibility and viability of the development of indoor recreation facilities in Redcliff is greatly influenced by issues referred to above, but one of the overriding considerations is its proximity to Medicine Hat and the competition created by adjacent recreation facilities. This reality has to date, resulted in the development of neighbourhood level parks and facilities in Redcliff, built to provide accessible, affordable, basic level, core recreation programs and services. These include community senior centre, outdoor pool, ice rink, athletic fields, playgrounds, parks, trails and pathways.

Within an eight kilometer radius of Redcliff there is a supply of major public, private and non-profit owned indoor facilities that includes seven indoor arenas, one indoor climbing wall, two indoor multi-use gymnasiums, four indoor Fieldhouse areas, and two indoor tracks.

Current demand, population density and economic considerations suggest there is limited justification for developing competing facilities in Redcliff for a market that appears to be well served. It is likely that for indoor facilities of this type to compete successfully with

existing facilities nearby, they would need to offer either superior or unique amenities or present users would stay where they are. Any new major recreation facility development in Redcliff should be unique and directed toward meeting leisure service objectives at an appropriate scope and scale.



#### 4.2.1 REC-TANGLE ARENA

##### **General Operating Philosophy**

- a. Safety** – Above anything else the arena should be operated in such a manner that the users, staff and general public are not put at risk. Anything that could present a safety concern or hazard needs to be dealt with in the highest priority.
- b. Customer service** – Management and staff should never lose focus that we operate the arena for the community, and that we need to work closely with the users to ensure that we are providing them with the service that they desire.
- c. Cost Control** – Continual effort needs to be placed on preventing the operating costs of the arena from increasing at rapid rates. The arena was developed in order to provide the community with opportunities, however if operating costs get too high, it may result in some members of the community being unable to afford to participate. Emphasis should be placed on items required to operate, rather than on items that are frills but not absolutely required.

##### **Arena Requirements**

The Rec-Tangle arena was first built in 1974 and had artificial ice installed in the same year. The facility has under -went various upgrades including paving the parking lot, upgrading to Plexiglass, sound system, rubber flooring and installation of spectator heating. The arena continues to be considered a fairly modern and user friendly facility. A number of additional items for improvement have been identified through public, user, and operator input.

**1. Concession Upgrade**

The concession is original and has had mechanical issues with the appliances and the electrical capacity. Strong consideration should be given to reviewing the location and lobby capacity when reviewing concession planning.

**2. Public Washroom Upgrade**

The public washrooms require a moderate refurbish. This would have a significant impact on public perception of the facility.

**3. Ice Pit / Maintenance Area**

Consideration should include building a new snow melt pit. The current pit is undersized for the equipment used by the facility. A proper staff room and maintenance area needs to be established as, currently, staff are having to take their breaks in the same space as the public.

**4. Program Opportunities**

Currently the arena facility is not utilized year-round and this needs to be borne in mind for these programs. The typical ice season runs from approximately mid-September to the end of March. During the spring/summer periods the facility can potentially be used as youth drop-in facility, summer program locations, and for special events.

Existing programs currently meet most of the community needs, but there may be opportunities to explore potential new alternative programs. If there are growing demands or opportunities to develop new sports like indoor soccer, lacrosse, ball hockey, and farmers markets, the Town and current users need to explore if space and time can be made available to help promote these types of programs. If a program looks viable and meets a community need, efforts should be considered to help develop these services. The introduction of new programs or services should take into account any significant impacts on existing programs.

## **4.3 OUTDOOR RECREATION FACILITIES**

### **Lions Campground**

Redcliff's campground is located off Broadway Ave. next to the Ball Diamonds. With a total of 14 units, electricity, centrally located water, sewage disposal, and showers/washrooms our campground provides a great place to stop in for a visit while enjoying everything else the Town and Region has to offer. No reservations are required and the rates are the most affordable in the area. Each site has a maximum stay period of 14 nights.

The Parks & Recreation Department has had ongoing complaints about the size of the breaker (15amp) that is provided at each site. Larger RV's are constantly exceeding their amperage causing tripping of the breakers. The Parks & Recreation Department put instructions for campers to reset their breakers because this happens at such a regular occurrence. There is a sewage disposal site that is utilized by the public, and campers with no fee for dumping. The site has been required to be excavated on a yearly basis due to the design and capacity of the system.

The campground covers approximately .08 ha. There is a small overflow area utilized during events when the campground is full.

#### Facilities

- Shower and washroom facilities located on site in good condition

#### Power

- 15 amp services to all sites

#### Water

- Potable water is available on site

#### Sewer

- A sewer dump location is available on site

#### Vegetation

- Mature and young trees are in the campground and in fair to good condition
- Flower bed located at the entrance

## Assessment

This campground is well utilized. There is room for additional sites within the existing campground and potential for additional sites on adjacent properties. The current shower/washroom facilities are in good condition. The campground requires some further development to enhance the user experience.

### Recommendations:

- Upgrade the electrical supply system to a minimum of a 30 amp system.
- Provide a mix of reserve and non-reserve sites to assist in making Redcliff a camping destination.
- Within the context of a larger camping strategy this would be explored in a further report of River Valley development plan.
- Add shade and barrier trees along the perimeter to block weather and enhance the camping experience.
- Install a potable water system to each site.

### Mountain Bike Skills Park / Mountain Bike Trail Network

670 Mountain Bike Club was founded in 2013. Its purpose was to bring the south-eastern Alberta mountain bike community together to advocate for mountain biking. Until then



mountain bikers had no voice to advocate for trails, access to trails, and to get the kind of infrastructure that mountain bikers need to enjoy the sport. Since quite recently, the vast majority of mountain bikers in this area would travel elsewhere, or go locally along existing game or other trails, which have been known to be used by hikers, dog walkers, runners and cyclists. The existing undeveloped trail

network was being used by cyclists and outdoor enthusiasts, with little to no maintenance. The clubs overarching goal was to take the existing trail network and upgrade to International Mountain Bicycling Association standards. Their intention as a club is to hold formal planned events on the bike trail system such as: bike rally events, group rides, interpretive programs, and instructed mountain bike programs teaching





all-ages how to ride a mountain bike in a safe and respectful manor. Club 670 has logged over 2400 volunteer hours into the Redcliff trail and skills park.

### **Redcliff Aquatic Centre**

The Redcliff Aquatic Centre features a heated 6 lane, 25m outdoor pool of depths varying from 1m – 3.6m. The facility also contains a heated children’s pool with a water play



structure. This facility has undergone various changes from salt water disinfection to chlorine. The Aquatic Centre has undergone some various renovations over the life of the facility. More recently the wading pool project was completed in 2010 at a cost of \$169,400 which included the installation of a PVC-P membrane and the addition of play structure.

#### **Recommendations:**

- Improve on the facility user accessibility and programming notifications to be more in line with regional lesson notification.

## **KIPLING POINT AND AREA ALONG 9<sup>TH</sup> AVE BETWEEN MAIN ST AND RIVER ROAD SW**

### **General Description**

This is a park overlooking the coulee situated along 9<sup>th</sup> Ave SW. It is approximately 1.0 ha in size. This area includes areas along 9<sup>th</sup> Ave SW from Main St all the way to River Road SW. There is a sidewalk which connects the walking trail at River Road to Main Street. This park is an open space park with a bench and garbage can.

### **Site Furniture**

- Bench and garbage cans along sidewalk. The bench and the garbage cans are in good shape.

### **Assessment**

This park could support a play structure and playground area. It could also support picnic tables on the north side of 9<sup>th</sup> Ave SW as well as benches for rest areas. The walking area needs an

extension of groomed lawn area. Currently there are repairs and landscaping required on the North side of 9<sup>th</sup> Ave SW and on the west end of the walking path.

## **KIPLING PARK**

### General Description

This is a small neighborhood park approximately 0.29 ha in size. It has a play structure, a picnic table and a bench. There is a paved pathway through this park.

### Playground

- Metal structure. Swing set with 1 toddler swing and one youth/adult swing
- Manufacturer: Blue Imp
- Gravel Base
- Condition: Good

### Site Furniture

- Picnic table, bench and garbage can
- Condition: Good

### Assessment

This playground and park is relatively new and in good shape. The addition of some tables and an upgrade of the play structure will further enhance the usability and user experience of this park.

## **HERMAN WAHL PARK**

### General Description

This is a small park with a play structure and playground area. It is fenced with a path running through to feed into the town walking path system. It is 0.2 ha in size and is a small portion of the overall area of the park itself. This park was completed in 2008.

### Playground

- Tots play structure

- Manufacturer: Blue Imp
- Pea gravel base
- Swing set with 2 tot swings and 2 youth/adult swings
- Condition: Good

#### Site Furniture

- Picnic Tables (2) and one bench manufactured by Blue Imp
- 2 Garbage receptacles

#### Vegetation

- Several trees in poor shape

#### Assessment

This park has excellent potential. With an expansion to the groomed area, addition of picnic tables and benches, and an upgrade/expansion of the playground and play structure it will become a hub of this area as residential expansion begins to take place.

### **RIVERVIEW GREEN SPACE**

#### General Description

This is a park nestled between the golf course and surrounding housing, which is broken into two pieces. The larger portion is back from the street with a small triangular portion along Riverview Drive. It is unused as playground area, due to its location. The total area of this space is approximately 1.07 ha.

#### Vegetation

- Larger area has several mature trees along the south side next to the golf course

#### Assessment

The large space requires some work due to drainage issues in the larger area. The smaller area could be utilized for public use as it has easy access and should be developed further.

## **RIVERVIEW GREEN**

### **General Description**

This neighborhood park is approximately 0.18 ha in size. It is surrounded by houses and is a center island in the area. There are no facilities in the park.

### **Assessment**

This is an excellent location for development of facilities to promote use and enjoyment of the park. The neighborhood would use this area extensively after development is completed and this would be a central hub for the area.

## **CODY SNYDER PARK**

### **General Description**

This is a small park across from the golf course. It has a tot play structure currently in place. The area is approximately 0.1 ha.

### **Playground**

- Tot structure
- Manufacturer: Blue Imp
- Pea gravel base
- Condition: Good

### **Site Furniture**

- Picnic Table
- Two benches; one in good condition, the second one is in fair condition
- One garbage can

### **Assessment**

This small park has a play structure in good condition but could use an upgrade to modernize it. It will continue to be a small neighborhood facility.

## **EAST SIDE PARK**

### **General Description**

This is a newer park in a new subdivision. The area is approximately 0.83 ha. It has no development on it other than a few trees. It will become a major hub of activity for the subdivision as the subdivision grows and as further development occurs around the golf course area.

### **Vegetation**

- Trees in poor to fair condition

### **Assessment**

This park requires upgrading to the soil and turf mix. It will also require pathways to link it to areas north in the subdivision and to areas around the golf course. Due to the planned development north of this park and north of 9<sup>th</sup> Ave SE this will be a key park for recreation on the East side of Redcliff. With a change in soil organic content and turf mix through over seeding, installation of play structures, picnic tables and other recreational items the park will see extensive use.

## **BIRCH COURT**

### **General Description**

This is a mature park close to Lions Park. It has some vegetation but little else in the park. It sits as the island in a court and is surrounded on three sides by housing with the fourth side along Mitchell Street. This park is approximately 0.15 ha in size.

### **Vegetation**

- Mature trees in fair condition

### **Assessment**

This park has the potential of being a small neighborhood rest area. It has good access to a major road and potential development to the east will increase use of this park.

## **LIONS PARK**

This park is currently one of the most attended and utilized parks in Redcliff. It covers approximately 1.71 ha. It is the main park used during the year for town events. It is used extensively by outside groups due to the amenities of the park. It is located on the east side of Redcliff along Mitchell Street.

### **Playground**

- Play structures for tots and youth
- Manufacturer: Blue Imp
- Pea Gravel base
- Two tot swings
- Two youth/adult swings
- Condition: Fair to poor

### **Site Furniture**

- Benches (10) in fair to good condition
- Two fixed picnic tables in good condition
- Five garbage receptacles in fair to good condition

### **Vegetation**

- Mature trees throughout the park with the majority of trees in good condition

### **Kitchen**

- Kitchen facilities with covered picnic area and enclosed washrooms. This is open on a seasonal basis. This facility is in fair condition.

### **Water Park**

- Splash park style
- Condition: poor

## Assessment

This park will continue to be an activity hub for Redcliff. It contains the waterpark as well as benches for resting, large open areas, the play structure, playground and water park. The kitchen is utilized several times a year for outdoor events. The opportunity to enhance and upgrade the user experience with this park will require upgrades to the kitchen/washroom building, the water park, the play structure and the addition of fixed picnic tables and benches.

## **MEMORIAL PARK**

### General Description

This park is a focal point for the memorial celebrations of the town. It also hosts and houses several events during the year. It has a basketball court, a cenotaph for the war memorial, pathways throughout, benches and open areas. It has a brick flower bed at one end, some lighting throughout the park and is approximately 0.83 ha in size.

### Playground

- An asphalt base area housing basketball court in poor to fair condition

### Site Furniture

- Benches and garbage cans made out of aggregate in good condition throughout the park

### Vegetation

- Shrub area on East side of park in poor to fair condition
- Mature trees throughout the park in fair to good condition

### Power Outlets

- Two power outlets located on the Southwest and Northwest end of the park
- Condition: Fair with additional outlets necessary

### Flag Poles

- Two flag poles exist in fair condition

## Assessment

This park requires some updating and upgrading to modernize it for user enjoyment. With modernization and expansion of the facilities in this park it will continue to be utilized and become a central hub for Redcliff.

## **BALL DIAMONDS 1-4**

### General Description

The ball diamonds are located close to the center of town just west of Main Street and South of Broadway Ave. Nearby amenities are the bike skills park, campground, Rec-Tangle, Rolling Mill Park, tennis courts, batting cage and soccer pitch. One diamond is suitable for little league baseball with the others suitable for fastball and slow pitch. At the north end a small concession is available with washrooms. There is an announcer's booth and scoreboard on one of the diamonds. These cover an area of approximately 6.29 ha.

### Site facilities

- Kitchen and concession in poor condition
- Washrooms in poor condition; open as a seasonal facility

### Viewing and team facilities

- Metal bleachers are located at the diamonds in fair to good condition
- Formal dugouts are located on one diamond with fenced areas on the others. These are in fair condition

### Assessment

This area is underutilized at present. With changes to the area more activities can be enticed to enhance use of the diamonds and the whole area around the diamonds. The opportunity for this area as well as surrounding areas after development is complete will enhance the user experience and the utilization of the area.

## **SOCCER PITCH**

### General Description



The soccer pitch is located South of Broadway adjacent to the ball diamonds and bike skills park. It covers an area of approximately 0.83 ha.

#### Assessment

This pitch requires upgrading to bring it to a level for sustained use through an upgrade of the nets, the addition of players benches and a tie-in of this facility with the surrounding facilities to enhance the user experience.

### **BIKE SKILLS PARK**

#### General Description

This park is located adjacent to the soccer pitch and just east of the aquatic center. It is being developed and maintained through partnership with the 670 Collective Mountain Bike Club It covers approximately .043 ha.

#### Assessment

Further development of the area will enhance the user experience. Due to the proximity to the ball diamonds, Rec-Tangle, aquatic center and soccer pitch the use should be factored into any long term development and changes in facilities for the surrounding area.

### **ROLLING MILL PARK**

#### General Description

This is a small park located across the street from the Rec-Tangle. It covers approximately 0.15 ha and has a tot play structure. It is directly adjacent to the tennis courts. It is a historical site with a memorial plaque and columns denoting the location of a mill.

#### Playground

- Tot structure
- Manufacturer: Blue Imp
- Pea Gravel base
- Condition Good

#### Site Furniture

- Fixed picnic table
- Bench
- Condition of above is fair

#### Power

- Power for events is available nearby

#### Vegetation

- Mature trees offering shade are in fair to good condition

#### Assessment

This park is well set for small outside celebrations and events. The proximity to surrounding parks and facilities allow it to be a center for activities when other events are ongoing. As it is also a historical site it can be used as an attraction to bring events to Redcliff.

### **TOT LOT NE**

#### General Description

This park is located on 1<sup>st</sup> Ave and 6<sup>th</sup> St NE. It is approximately 0.07 ha in size. It has a small play structure with swing and a table, bench and garbage receptacle. It is a well utilized small neighborhood park.

#### Playground

- Tot structure
- Swing with 1 tot and 1 youth/adult swing
- Pea Gravel base
- Manufacturer: Blue Imp
- Condition: Good

#### Site Furniture

- Picnic table
- Bench
- Garbage receptacle

## Assessment

This neighborhood park is in fair to good condition overall. Upgrading the play structure and the addition of picnic tables and benches will enhance the user experience.

## **TOT LOT NW**

### General Description

This park is located on Main St and 4<sup>th</sup> Ave NW . It is approximately 0.05 ha in size. It has a small play structure with swing and a table, bench and garbage receptacle. It is a well utilized small neighborhood park.

### Playground

- Tot structure
- Swing with 1 tot and 1 youth/adult swing
- Pea Gravel base
- Manufacturer: Blue Imp
- Condition: Good

### Site Furniture

- Picnic table
- Bench
- Garbage receptacle

## Assessment

This neighborhood park is in fair to good condition overall. Upgrading the play structure and the addition of picnic tables and benches will enhance the user experience.

## **BRANDON PRIMEAU MEMORIAL PARK**

### General Description

This small park contains the outdoor hockey rink. It also has 2 basketball courts. It covers approximately 0.01 ha and has a joint use agreement between the Prairie Rose School Division and the Town of Redcliff regarding annual maintenance.

#### Facilities

- Outdoor rink and basketball courts
- Condition of boards is good
- Condition of floor is fair

#### Site Furniture

- Picnic table in good condition
- Bench in good condition
- Garbage receptacle in fair condition

#### Assessment

This facility presents an opportunity for outdoor summer sports upgrades to the floor.

## **AGGIE OAKLAND PARK**

#### General Description

This park occupies approximately 0.09 ha. It has a tot playground with a swing set. It is a mature park near schools in a mature area of Redcliff.

#### Playground

- Tot Structure
- Swing set with two tot swings

- Pea gravel base
- Manufacturer: Blue Imp
- Condition: Fair

#### Site Furniture

- Picnic table in fair condition
- Bench in good condition
- Garbage receptacle in poor condition

#### Assessment

This is a mature park. It requires updating and upgrading to enhance and update the users of the park. It is a neighborhood park which enhances the surrounding area. The addition of picnic tables, benches and shade trees would enhance the user experience.

### **RIVERVIEW PARK**

#### General Description

This park is located next to the river at the bottom of the valley. It has a trail system, a gazebo, outdoor washroom facilities, benches and picnic facilities.

#### Facilities

- Gazebo in good condition close to river
- Outdoor washrooms in poor condition

#### Site Furniture

- Picnic tables with fire pits in fair condition
- Benches in good condition

#### Trail system

- Asphalt and shale trails for walking and biking are available. The trails are in good condition

#### River Access

- Project is underway at this time to provide access to the river for canoes and kayaks as well as for fishermen to get to the water

#### Assessment

There is huge opportunity for this area. The addition of more picnic tables and fire pits would increase use of the park. The installation of power outlets in strategic locations will enhance the user experience and allow additional events to access the facilities. Long term prospects for this area should include camping facilities, seasonal or fulltime washroom and shower facilities, kitchen and concession facilities, additional covered picnic areas and expanded trails to enhance the usability and usage of the area.

### **TRUKKERS**

#### General Description

This park is located right by highway 1. It covers approximately 0.55 ha and currently is greenspace.

#### Vegetation

- Trees in fair to good shape

#### Assessment

This area has an opportunity for development of a tourist center and or picnic and rest stop area. It has potential with the installation of shade trees, picnic tables, benches and some trail system to allow travelers to enjoy a respite.

## 5. RECREATION PROGRAMMING

Overall, there is a wide range of recreation programs offered at Town facilities, as well as through community organizations, clubs, and the private sector. However, there is always room for improvement and recreation programming should be continuously adjusted to meet the changing needs of as many residents as possible. For example, currently there is a great need for programming for young children, but in 5-10 years that will turn into a need for high quality youth programming.

Redcliff is rich with resources, knowledge, and skills to increase programming options and to develop unique and engaging programs through creativity and partnerships. The following are two key recreation program areas that can help focus the development of new and better programs.

### 5.1. SPORT, HEALTH + WELLNESS

The active living opportunities in Redcliff attract both short term visitors and new residents, and contribute greatly to the community's livability. A range of indoor and outdoor recreation is provided through the combined initiatives of the Town, voluntary organizations and commercial enterprises. The Town-managed component has the following attributes:

- Indoor recreational programming at the Rec-Tangle, Aquatic Centre, and through other more specialized facilities such as the Seniors Centre, Youth Centre and School Gymnasiums. The Rec-Tangle has the highest fall and winter profile and is the most active site of program provision in these months, while the Aquatic Centre has the highest summer profile and is the most active site of program in the month of June, July and August.
- Outdoor sport facilities, many of which are concentrated at or near Rolling Mill Park: Grass and all-weather playing fields, ball diamonds, tennis courts, pickle ball, Mountain Bike Skills Park, and Baden-Powell Centre.
- World-class outdoor recreation resources by virtue of its geographic setting and



distinctive terrains, including water sports along the South Saskatchewan River and diverse mountain biking and hiking trails along the Redcliff valley slopes.

**Recommendations:**

- Review community programming and event guide with the Recreation Service Board prior to implementation.
- Increase non-competitive and drop-in sports programs for youth and adults to attract new users.
- Support and supplement the activities of the broad spectrum of voluntary organizations involved in sport, health and wellness through collaborative development of introductory and multi-sport programming.
- Expand recognition of the many high performance athletes who reside in Redcliff, as individuals who could coach and inspire other participants, particularly children and youth. They should be invited to play a visible role in programming and special events.

## 5.2. OUTDOOR RECREATION

By creating a vision for Redcliff Community & Protective Services Department as a leader in municipal services offering quality: community programming, protective and essential services, and accessible recreational facilities. The Town, has taken on the challenge to meet the increasing demand for outdoor recreation from both residents and visitors. The overall approach to meeting this challenge in terms of the parks and recreation system is to seek to intertwine the outdoor recreation theme into as many areas as possible, from facilities to programs to events.





**Recommendations:**

- Create partnerships with outdoor recreation organizations to expand Redcliff's programming opportunities focusing on beginner level, fundamental skills development in outdoor recreation and sports.
- Incorporate policies and programs to improve children's access to and interaction with nature such as playgrounds focused on nature play, hiking activity programs, and environmental education.
- Consider creating a park-use permit system for commercial operators, particularly those benefiting from public outdoor recreation amenities (kayak guide, fitness trainers, or other private businesses operating in public parks and trails), to generate funds for outdoor recreation infrastructure maintenance (signage, trails upkeep, etc.).

## 6. GATHERING + CELEBRATING IN REDCLIFF

### 6.1. EVENTS COORDINATION

Events play a key role in Redcliff in terms of volunteer leadership, community engagement and illustrate the diversification of a historic resource based economy to that of a tourism economy. Events also provide an important "testing-ground" for partnerships between groups with like interests. Recreation Services can play an important role in embracing events and fostering partnerships.

**Recommendations:**

- Develop events policy and procedures that outline roles, responsibilities of the Municipality, Community & Protective Services and streamline approval and coordination processes for community event organizers.
- Enhance the internal events working group with consultation with various Municipal Departments (i.e. Protective Services (Fire, RCMP), Engineering, Economic Development, Planning Parks, Health (VCH) Bear aware, Conservation officers, etc.) with the following terms of reference:



- Develop clear and simple event policy and procedures
- Streamline the event approval processes
- Improve coordinated event marketing and public education campaigns
- Foster event partnerships and
- Provide event evaluation mechanisms
- Increase coordination and consultation between the Municipality and local event organizers regarding ways to improve planning for and enhancing, growing, enriching and building events in the community.
- Integrate small scale events into community programming to increase participation and profile of recreation programs and services.
- Provide suggestions and guidance for “greening” events through environmentally responsible practices.
- Create event contract language to identify the rights and roles of partners in events
- Transportation: Develop a Transportation Strategy in coordination with event host organizations and the Town Engineering & Planning Department. The Town should enable events and reduce impacts on Residents by developing a transportation strategy particularly for those occurring at Lions Park and Memorial Park, or the plan would include a variety of components that are incorporated as needed, based on specific sizes and needs. Transportation planning could include parking (for event organizers, attendees, and the disabled), shuttles, bike parking, public transportation and traffic detour planning. These components will enhance events and reduce the impacts on residents and visitors alike. Once the plans are in place for these two key locations, it can be modified for other locations around the Town as required.
- Consider ways to improve safe pedestrian, bike and vehicle access to and from event site, particularly in the vicinity of Lion’s Park and Memorial Park.
- Growing support for large special events provides an opportunity to establish a new “events” site in the future, probably at a new location designed to accommodate larger events beyond the capacity of existing event locations.

## 6.2. EVENT INFRASTRUCTURE

Existing events infrastructure in Redcliff is limited and would benefit from improvements and tailoring to current and future needs. If the goal is to continue to host events and build a strong reputation, there may be cost savings and other benefits for the Town and host organizations to collectively invest in permanent and modular components. Most of the primary infrastructure and amenities necessary to host community, athletic, sporting, music, and cultural events are consistent around activities.

The two main community event locations are Lions Park and Memorial Park.

### Recommendations:

- There is a need for changes at Lion's Park and Memorial Park to address immediate event needs. With some redesign Memorial Park has the potential to be a good event space, with capacity depending on the amenities and infrastructure provided. The Redcliff Days event programming continues to grow which is a serious challenge to the capacity limits of the park, as currently designed. Specific recommendations for Memorial Park are located under recommendations:
  - Consider including events infrastructure when developing and redeveloping parks especially Lion's Park
- Electrical outlets-Permanent electrical boxes allow for sound systems and lighting while reducing the need for power generators which are loud, use fossil fuels, and are detrimental to air quality and can compromise safety;
  - Lighting-design lighting systems that can be used during events to light critical entrances, exits and paths;
  - Potable water taps-design for water bottle filling to reduce bottled water consumption and waste and reduce dehydration;
  - Food services-Ensure mobile meet the requirements of the AHS Environmental Public Health;
- Expanded toilet facilities that could be supplemented with port-a-potties for large events;



- Playing field design-Consider adding structural components within the sub base of plating fields to accommodate stages and tents while limiting damage to the playing surface; and



- Plan for paved entrances and exists for equipment, trucks, and “behind the scenes” activities
- Evaluate the current provisions for regular weekly events, whether at parks or other locations, and consult with organizers to find better ways to facilitate them; and
- Establish a partnership with Local or District Arts Society to work in conjunction with improvements to Memorial Park and Lion’s Park.

### 6.3. TOWN CENTENNIAL

The Town of Redcliff is turning 110 in 2023 which provides the opportunity to weave the culture and heritage through the existing annual events, as well as encouraging additional events and celebrations. There is also an opportunity to leverage funding for projects or event associated with this celebration.

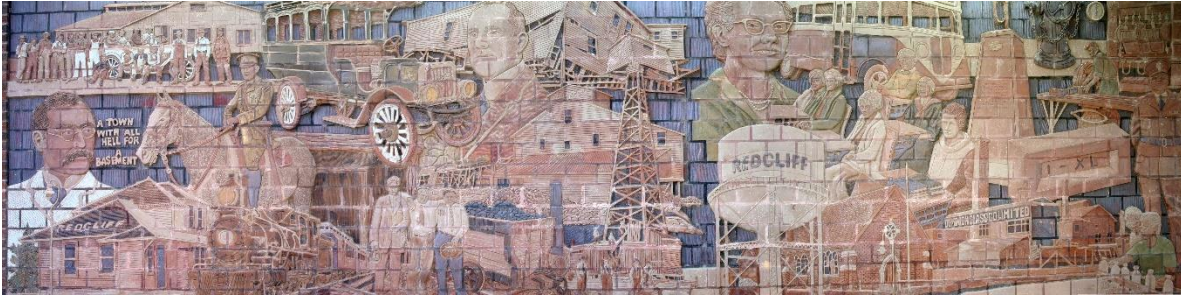
#### **Recommendations:**

- Initiate planning for The Towns 110 Anniversary (2023) including consideration of the following:
  - Event tie-ins
  - Marketing/Promotional strategy
  - Commemorative Legacy-Pursue funding of a major capital project
- Undertake a strategic planning process for the River Valley Park precinct that considers the synergies and space requirements for an enhanced canoe/kayak put in, pedestrian River Access and parking for these facilities;



and

- Undertake a strategic planning process for River Valley Park and Memorial Park to create a cohesive and connected central location to hold special town events.



## 7. ARTS, CULTURE + HERITAGE

The Town of Redcliff is rich in assets such as the presence of the museum. However, there is a lack of integration between recreation/parks programs and events with the arts, culture and heritage assets available in the community.

There is not a formal arts, culture and heritage policy within the Town, but these elements play a significant role in the identity of the community and play an important part in attracting and enriching the experience of both residents and visitors. Embracing the strengths that arts, culture and heritage bring to the community can help to expand and bolster the “Greenhouse Capital of The Prairie’s brand”.

There is a lack of arts, culture and heritage influence in Town facilities (both the interior and exterior of key municipal buildings, parks, trails infrastructure) that reflects the history and culture of the community. Integrating these elements in new capital projects and revitalization projects will add another level of interest and appeal.

The recreation facilities are also lacking in specialized art education or creative development spaces for pre-school, school age and youth in the Town.

### **Recommendations:**



- Develop an Arts, Culture and Heritage strategy to lay out principals, strategic direction, Goals and roles and responsibilities of all parties in fostering a creative community;
- Consult the full spectrum of arts groups, recreation organizations, educational institutions, cultural and heritage groups within the Town and Cypress County.



- This strategy should consider the following:
  - A partnership with the Parks & Recreation Department, and the Advisory Board to create arts & cultural programs for children, youth and adults.
  - Utilize local artists for introductory arts education and skill development through the Community & Protective Services Department and promote an arts & culture council for immediate and advanced arts skill development.
  - Integration and leverage of Tourism planning in the Redcliff;
  - Special consideration in future facility development and programming should include space for visual arts, dance, theatre, music and multimedia. In the interim, consider additions to arts programming in the Senior Centre spaces.
- The arts are recognized as an important “means” to reach and engage pre-teens and youth. Community & Protective Services should focus on this hard to reach market with creative programs that build skills and enable self-expression.
  - Consider an artist-in-residence program for the Senior’s Centre to launch introductory quality arts programming at the site.
  - Create opportunities for visual arts displays in the parks and Senior’s Centre
  - Encourage partnerships between event providers and the Town.
  - Consider establishing an “Art in the Park” program that offers promotion for local artists and generates revenue.
  - Consider arts/cultural programs that build on the natural environment such as “Outdoor photography”, or outdoor painting. Found materials, Sculpture or Earth Installations.

- Increase opportunities for performances and films in the park.
- Engage artists and integrate public art into municipal building projects, public works (i.e. man-hole covers, water culverts, bridges) and parks infrastructure.
- Build a heritage trail signage system that shares the rich history of the community and adds an element of interest for locals and visitors. Topics could include Blackfoot Nation; rail, + other resources; Southern Alberta pioneers and environmental interpretation.
- Consider a partnership with the Alberta Agriculture and Forestry to explore opportunities for the creation of an outdoor forestry-centered park space with interpretive signage, displays, and opportunities for interaction.
- Utilize Memorial Park as a keystone venue to celebrate the history, arts and culture of Redcliff. Space could be dedicated to tell the Redcliff story in visual arts, historical panels and a running multi-media production.

## 8. THE REDCLIFF PARK SYSTEM

The recommendations outlined below are the product of analysis and synthesis of background information, consultation with Town staff, and consultations with the general public through an online questionnaire, planning sessions, and open house discussions. The resulting recommendations range from specific short-term parks and recreation initiatives and projects to system-wide organizational and operational principles. Overall, these recommendations seek to improve recreation and park services by highlighting Redcliff's unique opportunities and resources, and how those can be leveraged to help make the Town a healthy, active, sustainable community with a high quality of life.

The quantity of Redcliff parks has been assessed using several different methods including comparison with averages across Alberta, comparison with similarly-sized communities in the province, and analysis of spatial distribution and service area based on walking distances. Inventory numbers do not reflect the quality or condition of the amenities that are provided at each site.

Table 8.1

Park Name	Services	Neighbourhood	Groomed Area (ha)	Total Groomed Area (ha)
Kipling point and Area along 9 <sup>th</sup> Ave	Greenspace	Kipling	1.00	1.29
Kipling Park	Playground	Kipling	0.29	
Herman Wahl Park	Playground	Jesmond	0.2	0.20
Golf Course Berm	Greenspace	Riverview	0.4	1.75
Riverview Place Greenspace	Greenspace	Riverview	1.07	
Riverview Green Park	Greenspace	Riverview	0.18	
Cody Snyder Park	Playground	Riverview	0.1	
East Side Park	Greenspace	East Side	0.83	0.83
Birch Court	Greenspace	Lions	0.15	1.86
Lions Park	Playground	Lions	1.71	
Memorial Park	Playground	Memorial	0.83	0.83
Ball Diamonds 1-4	Playground	Rolling Mill	6.29	8.71
Soccer Pitch	Playground	Rolling Mill	.83	
Bike Skills Park	Playground	Rolling Mill	.43	
Rolling Mill Park	Playground	Rolling Mill	.15	
Arena	Facility	Rolling Mill	.05	
Aquatic Center	Facility	Rolling Mill	.16	

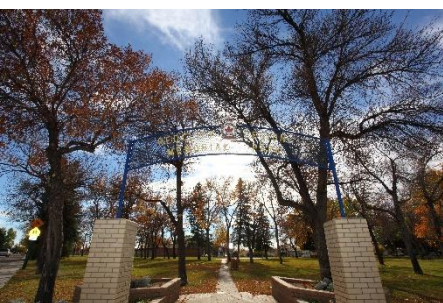


Campground	Greenspace	Rolling Mill	0.80	
Tot Lot NE	Playground	NE	.07	0.07
Tot Lot NW	Playground	NW	.05	0.05
Outdoor Rink	Playground	Margaret Wooding	.01	0.1
Aggie Oakland Park	Playground	Margaret Wooding	.09	
Riverview Park	Playground	River	0.81	0.81
Trukkers	Greenspace	Highway	0.55	0.55

No single or group of metrics can holistically capture the quality and quantity of Redcliff parks. The community is unique in its geography, economy, values, and opportunities. However, these comparisons offer useful reference points against which the Town can measure its amenities and identifying significant gaps. They can also help in decision making on future recreational development, to justify capital expenditures, and in leveraging the acquisition of parkland in new developments.

## 8.1. PARKLAND AND AMENITY SUPPLY

The Municipality currently has a surplus of passive and active community parks, but is currently deficient in neighbourhood parkland. It should also be noted that school grounds are not included in this analysis, though they often provide amenities similar to neighbourhood parks and have programming similarities, for the purpose of this report the focus is primarily on the Town of Redcliff owned and operated facilities.



Passive Community Parks are those without formal programmed areas. They generally are natural areas that include minimal infrastructure such as Riverview Place Greenspace. Active Community Parks are those that provide active recreation opportunities. The primary example in Redcliff is Lions Park. Managing and sustaining existing infrastructure while providing new infrastructure to meet current and future demands requires strategic

thinking. Each park category addresses particular needs of particular groups of people, while simultaneously maintaining flexibility of programming and attractive environment to encourage use by residents in general.

## 9. ENVIRONMENT

Redcliff is located in a diverse, rich geological and ecological setting that is a primary component of the community culture, pride, and lifestyle. The environmental assets are widely used for outdoor recreation and so are in need of continued stewardship, management, and protection over the long-term. If management of environmentally sensitive areas, parks, and trails are not effectively coordinated there is a risk of environmental degradation and eventual loss in the quality of this important community asset. Many of Redcliff most beloved natural areas are along the sensitive Environmentally Significant Area No. 289 which contains important wildlife habitat which cause a challenge when trying to improve, manage, and protect outdoor recreation opportunities and environmentally sensitive areas. The coulees, wetlands, drainage, watercourse and valley slopes within the river valley have high potential for sensitive wildlife and vegetation species. The AESRD Wildlife Sensitivity Data Sets indicate the following sensitive species range: Burrowing Owl range, Eastern Short-horned Lizard, sharp-tailed Grouse Survey, Sensitive Amphibian Range, Prairie Rattle Snake, and Sensitive Raptor Range: Prairie Falcon, Golden Eagle, and Ferruginous Hawk.

### **Recommendations:**

- Building on and aligning with ongoing mapping work, conduct terrestrial ecosystem mapping, wetland mapping, and sensitive habitat inventory of all District lands to determine those that should be considered for environmental protection; especially undeveloped park parcels that are not currently maintained;
- Develop guidelines for decision making processes to determine compatible/incompatible land uses in environmentally sensitive areas in order to balance future recreation demands with environmental protection;
- Provide organizational and budgetary support to ensure that improvement and expansion

of amenities and facilities in environmentally sensitive areas supports environmental guidelines as developed under this Plan; and

- Develop partnerships with environmental and trails organizations to establish, support and implement long-term stewardship strategies for sensitive riparian habitats, particularly where trails exist that may result in environmental degradation over time.

## 10. TRAILS

Trails and pathways are all-season facilities that serve a number of different purposes including opportunities for recreation activities such as hiking, walking, cycling, cross country skiing, and snowshoeing. They also provide linear linkage systems between and through neighbourhoods, active transportation corridors and a means of access to un-serviced areas such as nature parks and river banks.



Trails serve as non-motorized links to parks, residential and commercial areas. A linear trail system provides depth to the overall park system, improves the aesthetics of the community, buffers residential areas and contributes to an enhanced quality the environment.

The community survey, conducted as a component of the 2016 parks and recreation master plan, found that walking and biking were the favourite recreation activities of Redcliff residents. The survey also indicated that pathways and trails were the most frequently used recreation facilities in the community and they were first choice for new, improved or expanded outdoor facility development.

## 11. IMPLEMENTATION

### 11.1. USING THE MASTER PLAN

This Master Plan provides recommendations for improvements to the parks and recreation amenities and programs over the next 10 to 20 years. Council's adoption of the Master Plan

represents agreement in principle to the overarching vision for the community. This implementation section provides order of magnitude costs and timelines for the recommended initiatives.

This Master Plan is not a commitment to spend. Those decisions are made by Council as part of the defined budget process and over the course of their ongoing deliberations. Although approximate cost estimates for the key recommendations are included in the report, they are provided for planning purposes only – giving Council, Staff and partners a guide as to orders of magnitude costing.

## 11.2. TIMELINES, CAPITAL AND OPERATING COSTS

The following Table 11.1 outlines those recommendations which have direct capital and budgetary implications and are summarized from the text. Please refer to the appropriate section for greater detail. These costs are order of magnitude estimates only.

The recommendations also have a timeline category, which is intended to identify those items which should be pursued in the short (1-3 years), medium (3-7 years) and long term (7+ years). As the plan is implemented and the community continues to grow and change, these priorities may shift.

There are opportunities to pursue many of these recommendations through the partnerships outlined throughout the report.

<b>Table 11.1. Timelines and Budgets by Recommendation</b>			
<b>Partnerships and Community Development</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
Create volunteer community advisory groups.	Short	n/a	TBD (Staff Time)
Appoint staff to spearhead and liase with Advisory Groups	Short	n/a	TBD (Staff Time)
Appoint staff member to spearhead Volunteer Coordination	Short	n/a	TBD (Staff Time)
Develop a Volunteer Policy and Strategy	Short	n/a	TBD (Staff Time)

Provide professional support to partners and community groups to build volunteer capacity within the community	<b>Medium</b>	n/a	TBD (Staff Time)
Develop a Partnership/Collaboration/Sponsorship policy.	<b>Ongoing</b>	n/a	TBD (Staff Time)
Develop a partnership and strategic plan with the School District for booking, maintenance and management of indoor and outdoor recreation amenities.	<b>Short</b>	n/a	TBD based on the partnership terms

<b>Recreation Hubs</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
<b>Lions Park Vision</b>			
Create a long-term Vision and Master Plan for Lions Park	<b>Medium</b>	\$5,000	n/a
Replace and expand existing water park	<b>Short</b>	\$100,000	n/a
Add electric power points around the park for use during events	<b>Long</b>	\$10,000	n/a
Add additional park benches / picnic tables	<b>Short / Ongoing</b>	\$8,000	n/a
Enhance irrigation system / pump isolation	<b>Short</b>	\$9,000	n/a
Replace and expand the existing playground and play structure	<b>Long</b>	\$65,000	n/a
Add industry standard garbage receptacles	<b>Short</b>	\$4,000	n/a
Add drinking water fountain	<b>Short</b>	\$3,000	n/a
Upgrade kitchen and washroom facilities	<b>Long</b>	\$40,000	n/a
<b>Rec-Tangle Recreation Centre</b>			
Upgrade and expand concession and improve viewing area	<b>Short</b>	\$70,000	n/a
Upgrade and refurbish public washrooms	<b>Short</b>	\$20,000	n/a
Improve and expand change rooms	<b>Long</b>	\$500,000	\$7,000
Purchasing a ball hockey floor for off season rental	<b>Medium</b>	\$20,000	\$500
Explore options to repair crack in ice surface floor	<b>Short</b>	n/a	n/a
Upgrade to more energy efficient ice plant / condenser	<b>Medium</b>	\$100,000	n/a
Replace the ice arena	<b>Long (20+ yrs)</b>	\$2M / \$10 M	\$200,000 / \$400,000
<b>Redcliff Aquatic Centre</b>			
Reline existing pool to extend life	<b>Medium - Long</b>	\$100,000	n/a
Make to facility more accessible for mobility impaired patrons	<b>Medium</b>	\$25,000	\$1,000
Upgrade to include hot tub that is in facility design	<b>Medium</b>	\$50,000	n/a
Add a tot play structure within the fenced area	<b>Long</b>	\$15,000	n/a
Replace the aquatic centre	<b>Long (20+ yrs)</b>	\$1M	n/a
<b>Riverview Park</b>			
Expand area by adding picnic tables and fire pits	<b>Short</b>	\$3,000	n/a
Create public river access	<b>Short</b>	\$100,000	n/a
Add portable washroom facilities to enhance and promote public use.	<b>Short</b>	n/a	\$1000 / summer

Explore building camping area in completion of area structure plan to incorporate recreation and public use in design	<b>Short</b>	TBD (Staff Time)	TBD (Staff Time)
Upgrade existing irrigation and landscaping to accommodate increased use and to reflect the change in focus of the park	<b>Short</b>	\$15,000	TBD (Staff Time)
Install additional benches along paved walking path	<b>Short</b>	\$3,000	n/a
Expand paved walking path	<b>Long</b>	\$200,000	n/a
Install power outlets strategically to aid in handling and facilitating events	<b>Long</b>	\$25,000	n/a

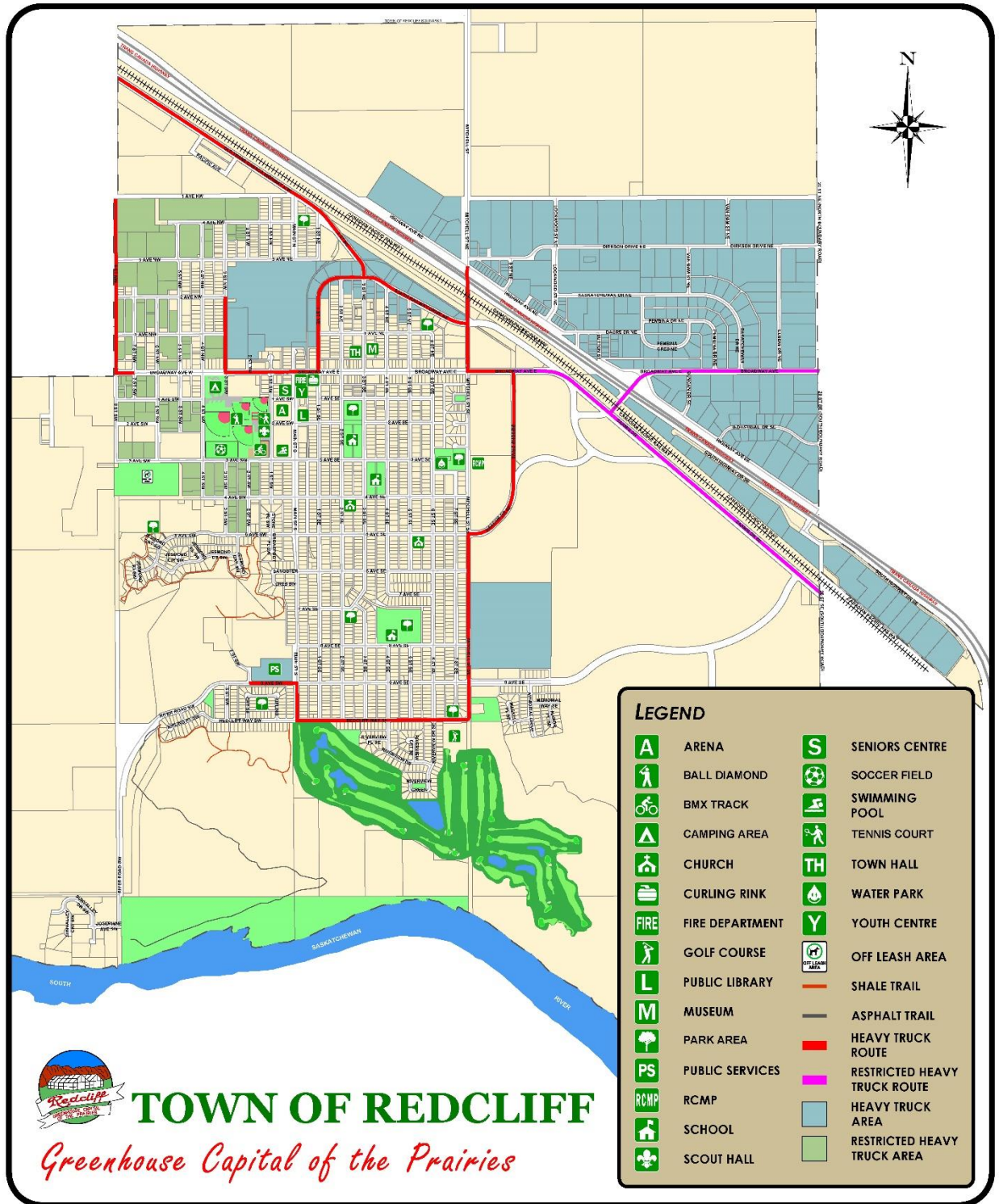
<b>Recreation Programming</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
In general, expand the range of programming offered at Town facilities.	<b>Short / Ongoing</b>	n/a	TBD based on programs
Increase non-competitive and drop-in sports programs for youth and adults to attract new users.	<b>Short / Ongoing</b>	n/a	TBD based on programs
<b>Outdoor Recreation Programming</b>			
Create partnerships to provide beginner level, fundamental skills development in outdoor recreation and sports.	<b>Short/Ongoing</b>	n/a	\$2,500
Add childrens programs focused on nature play, hiking activity programs, and environmental education.	<b>Short/Ongoing</b>	n/a	\$2,000
Create a park-use permit system for commercial operators to generate funds for Outdoor Recreation infrastructure maintenance (signage, trails upkeep, etc.).	<b>Short/Ongoing</b>	n/a	\$1,000

<b>Events</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
Develop an Events Policy	<b>Short</b>	n/a	n/a
Enhance the internal Events Working Group and	<b>Short</b>	n/a	TBD (Staff Time)
Integrate more local, small scale events into Lions Park	<b>Medium</b>	n/a	\$5,000/yr
Develop a transportation strategy for major events	<b>Short</b>	n/a	TBD (Staff Time)
Plan for a new events site to accommodate large events (>1,000 people)	<b>Long</b>	\$1,000,000	\$15,000
Integrate infrastructure to help accommodate events.	<b>Ongoing</b>	\$5,000	\$5,500
<b>Redcliff Centennial</b>			
Initiate planning for Redcliff 110th birthday (2022)	<b>Short</b>	n/a	\$5,000
Undertake a strategic planning process for the a celebration society to enhance community events	<b>Short</b>	\$1,000	n/a

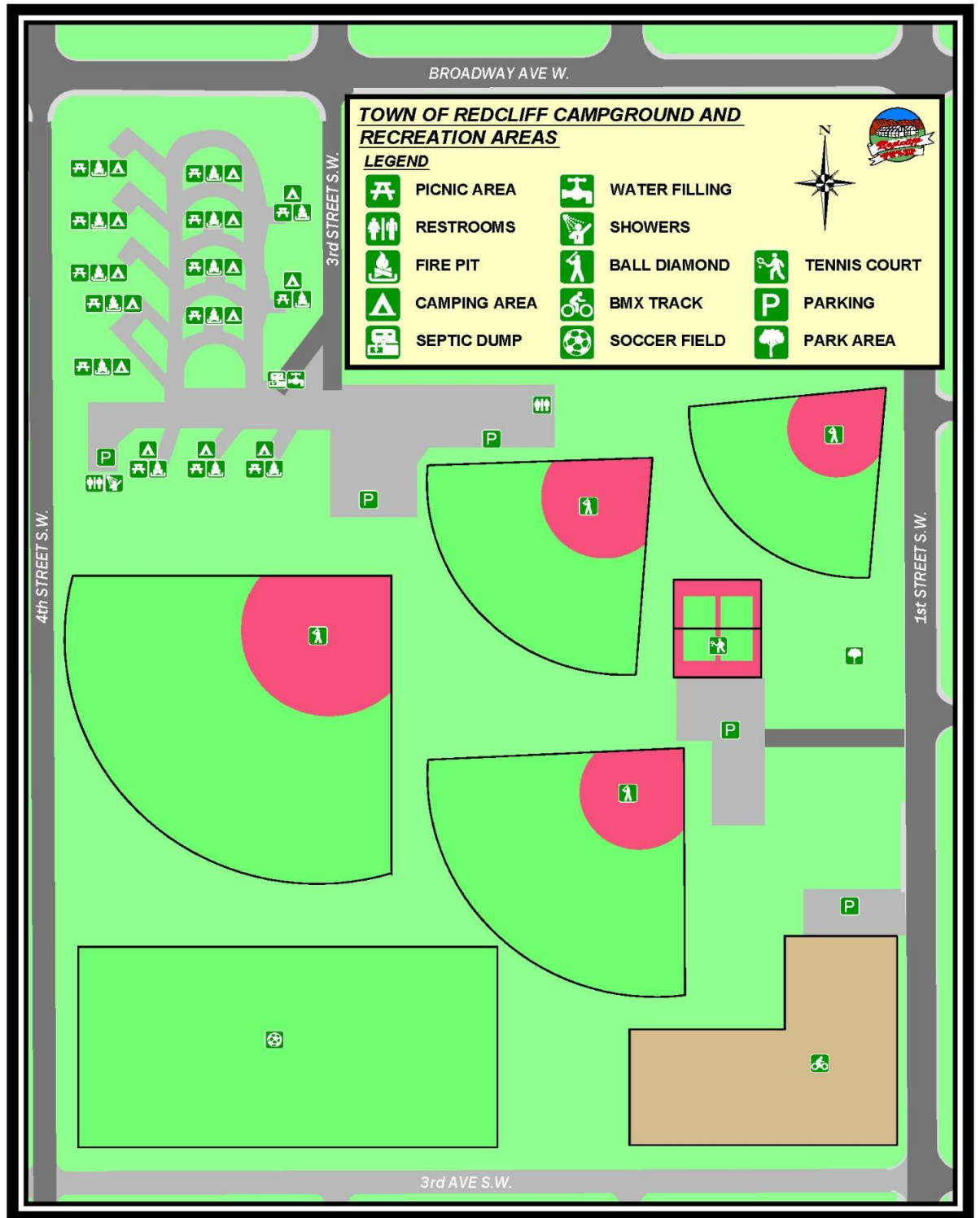
<b>Arts and Culture</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
Create an Arts, Culture and Heritage Plan or Strategy	<b>Short</b>	\$2,000	n/a
Establish an Art in the Park program	<b>Long</b>	\$4,000	\$1,500
Integrate art installations with trail signage and interpretation program	<b>Medium &amp; Ongoing</b>	\$4,000	\$700

Create opportunities for visual art displays in Memorial Park	<b>Long</b>	\$2,000	\$5,000
Engage youth in arts and culture programming	<b>Medium</b>	\$3,000	\$4,000

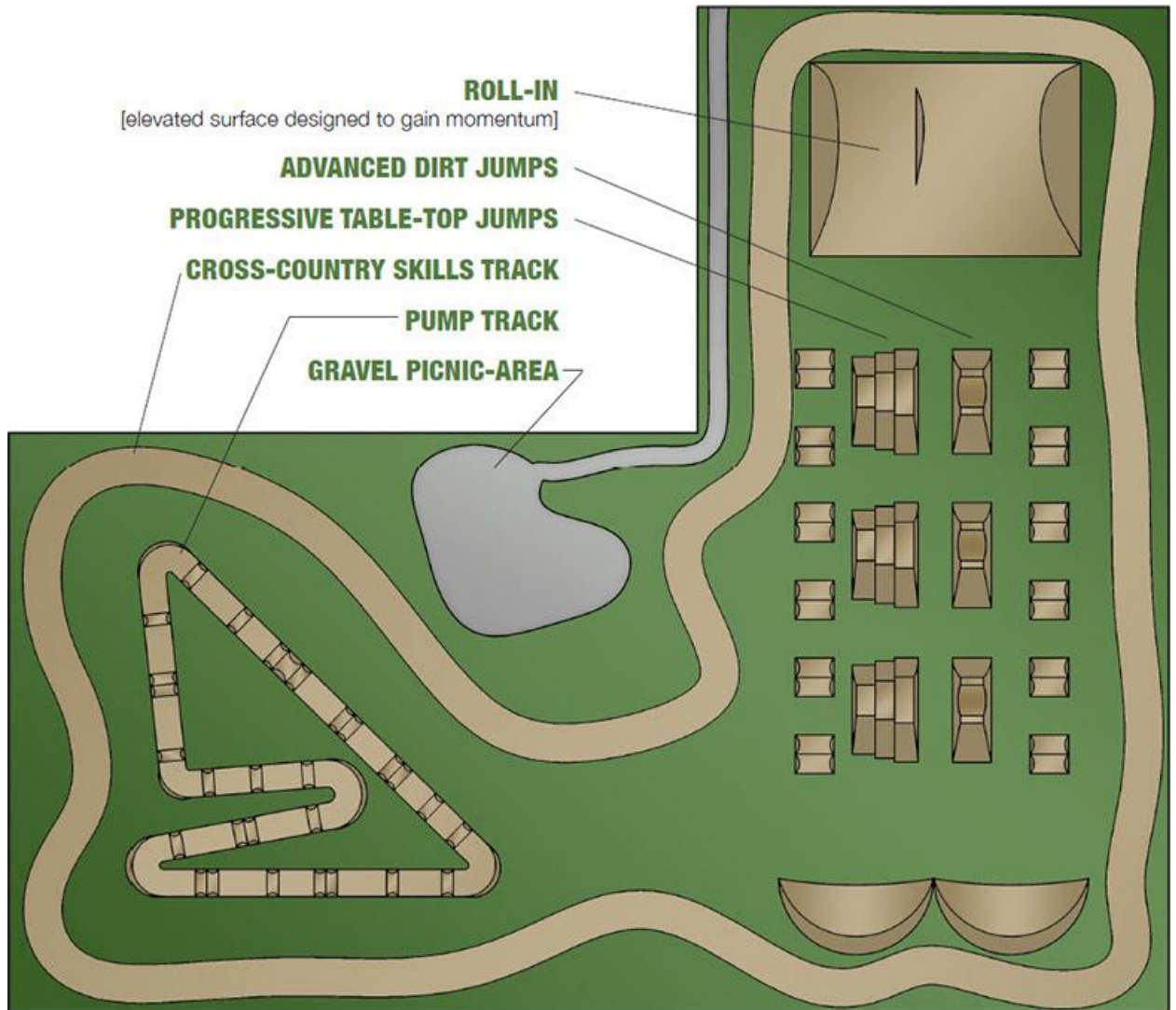
## Appendix A

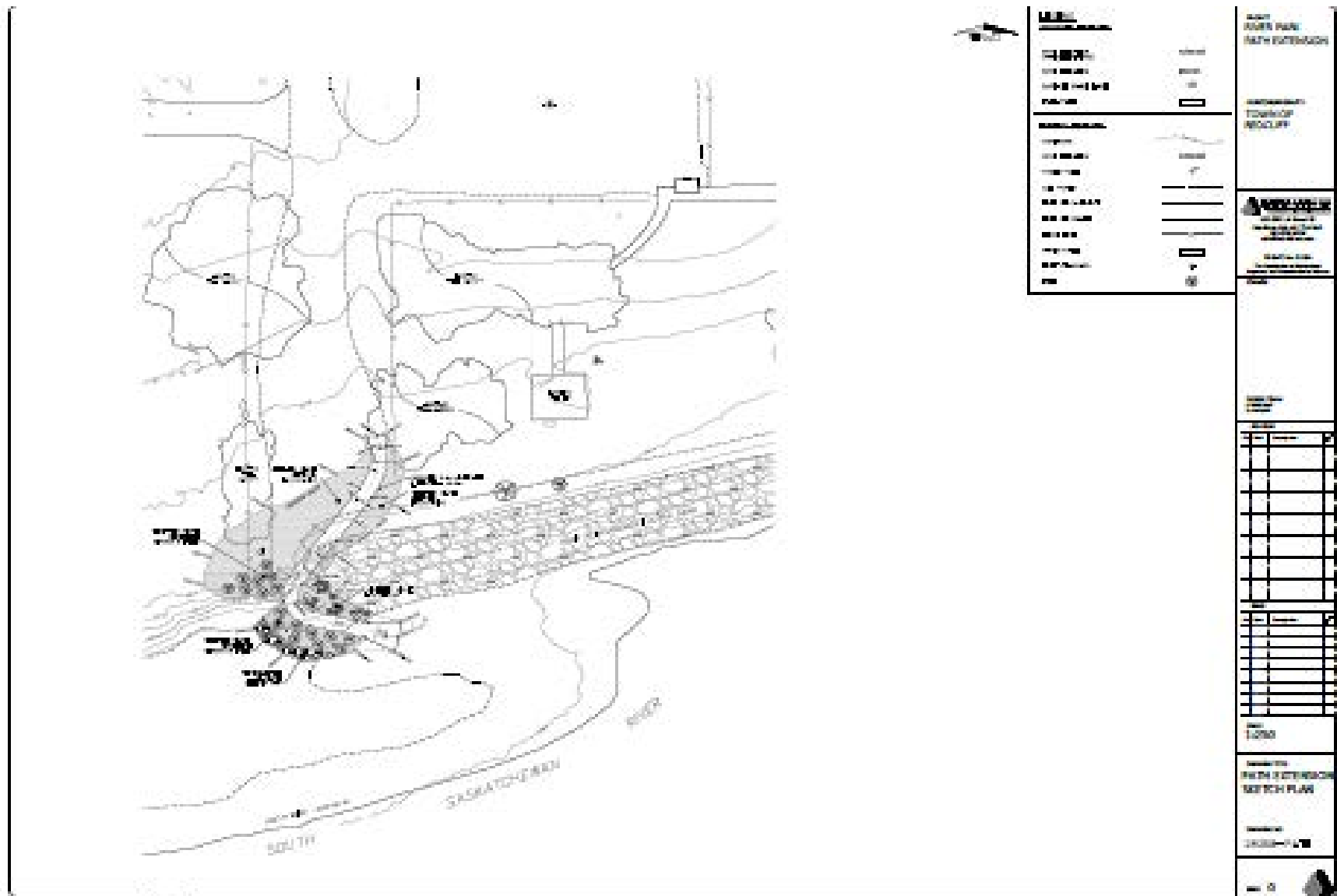


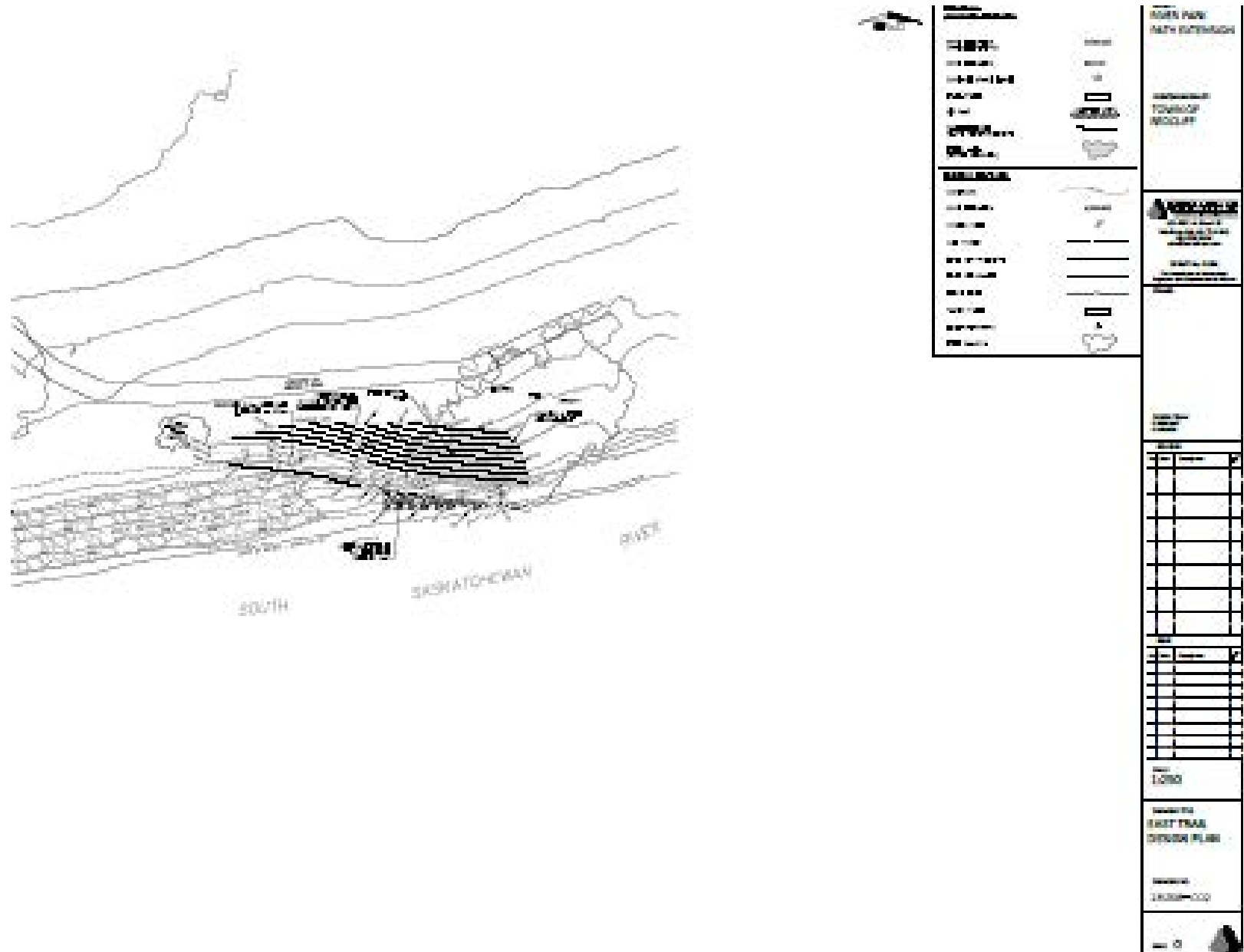


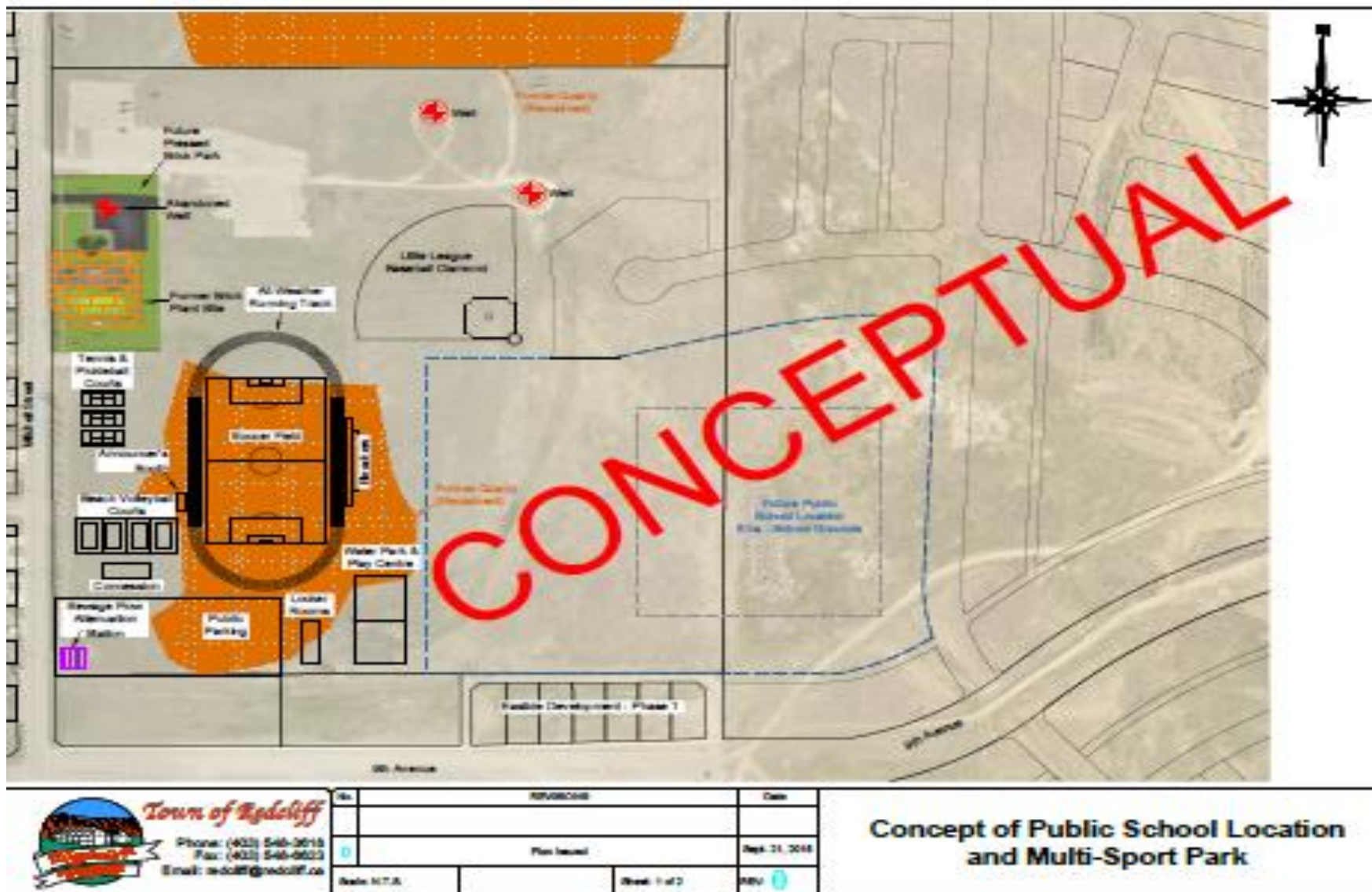


## Redcliff Mountain Bike Skills Park

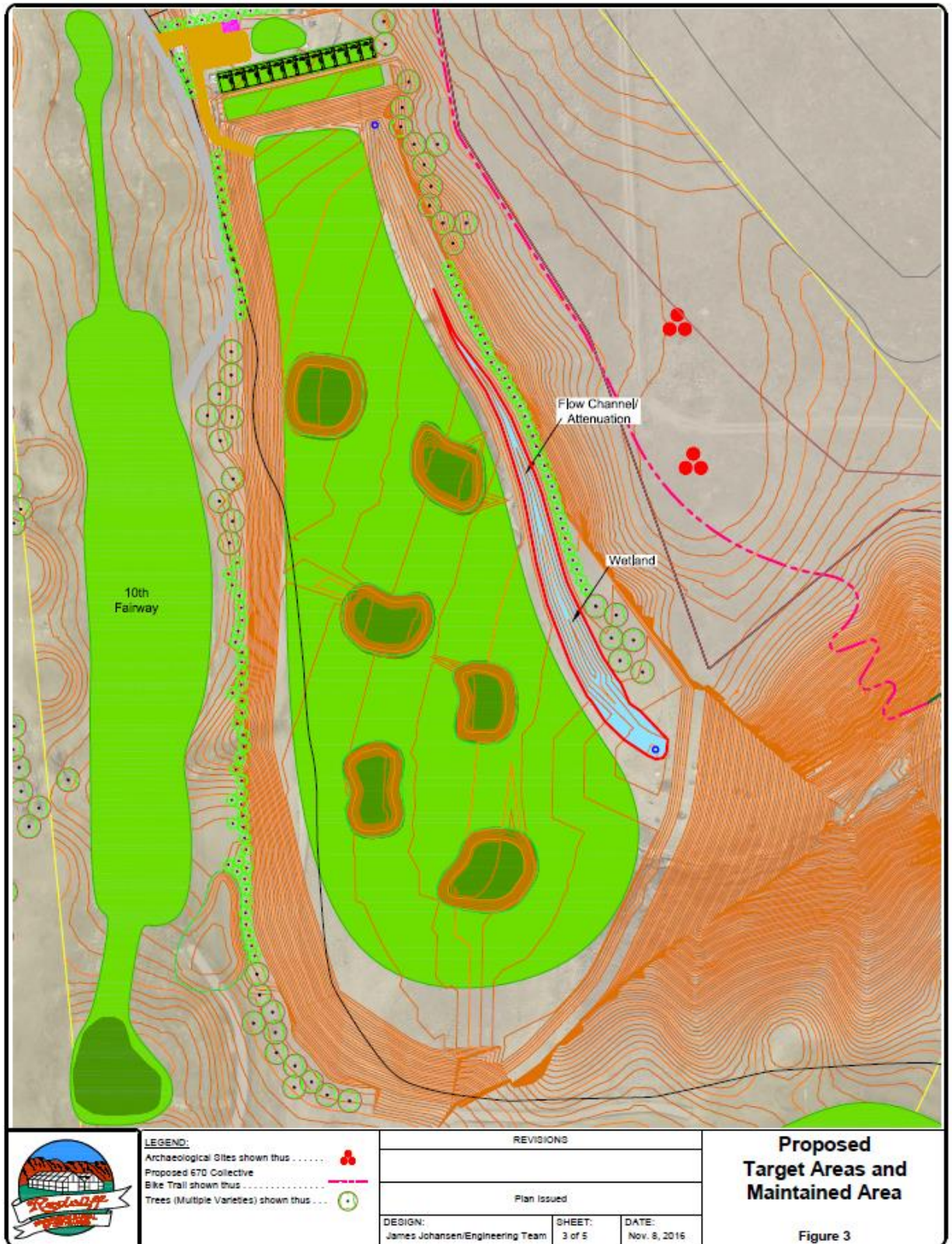






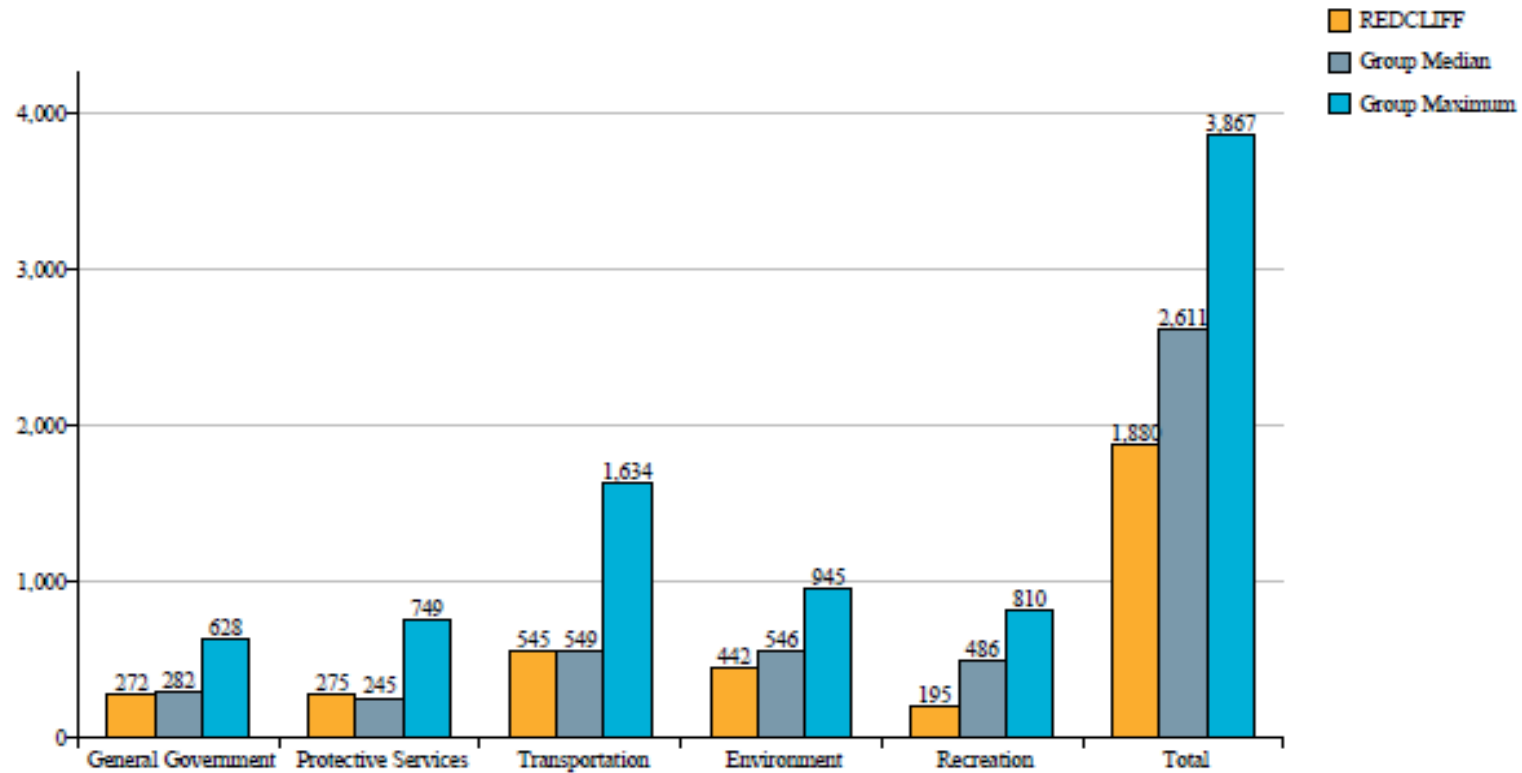






## Financial Indicator Graphs REDCLIFF

### Major Expenditures Per Capita by Broad Function, 2014



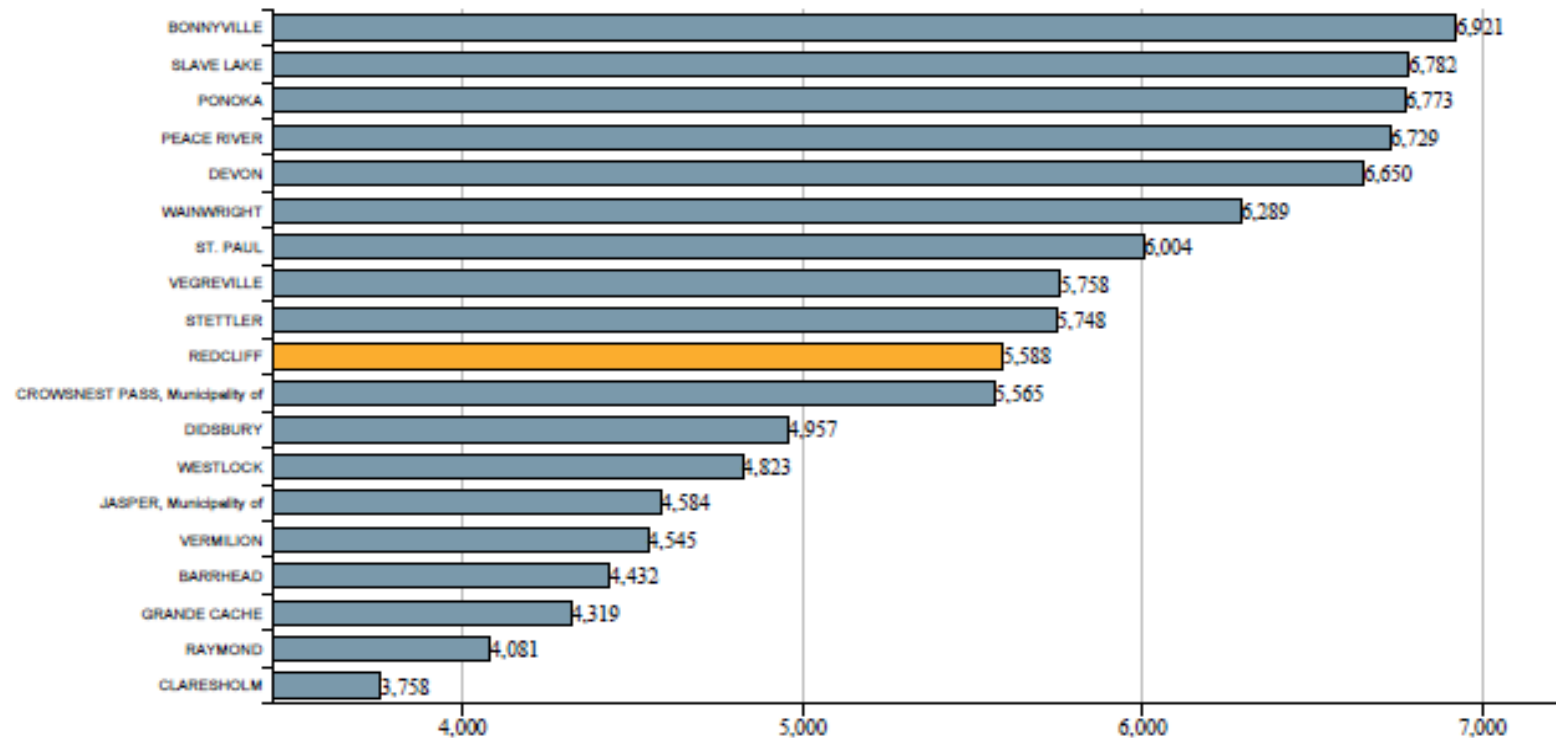
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## Financial Indicator Graphs REDCLIFF

### Group Population



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# Interim Report

## Here's What You Told Us....

These are the asset you love about Redcliff....

- Trails, River and River Valley
- Nature / Beauty of Setting
- Recreation / Facilities / Parks
- Community Events / Programs



You told us what you value most in our community...

- ✓ **Family—Oriented**
- ✓ **Inclusive, Accessible, Affordable**
- ✓ **Sustainable**
- ✓ **Community—Driven**



### Recreation is.....

*The experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing. (from the Canadian National Summit on Recreation, [www.benefitshub.ca](http://www.benefitshub.ca))*

**Research has shown** that recreation and parks services really do make a difference. Validation is provided for 49 benefits or outcome statements organized around eight main benefits messages. Recreation, parks, sports, fitness, active living, arts and cultural services:

1. Are essential to personal health and well-being
2. Provide the key to balanced human development
3. Provide a foundation for quality of life
4. Reduce self-destructive and anti-social behaviour
5. Build strong families and healthy communities
6. Reduce health care, social service and police/justice costs
7. Are a significant economic generator
8. Green spaces are essential to environment

### Here's what you told us about the benefits of recreation in Redcliff

The top 4 benefits that Redcliff currently embraces:



The top 4 benefits that Redcliff participants indicated should be a priority:



Lower on Redcliff's priority list are:

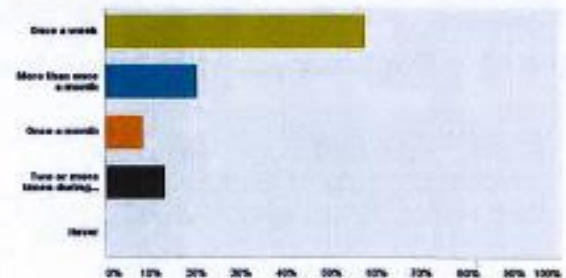


## Through our Online survey, you told us:

Of the Town's services and amenities, you felt the Town's strengths were:

- Riverview Golf Club
- Redcliff Aquatic Centre
- Redcliff Parks & Trails System
- Mountain Bike Skills Track
- Multi use trail systems

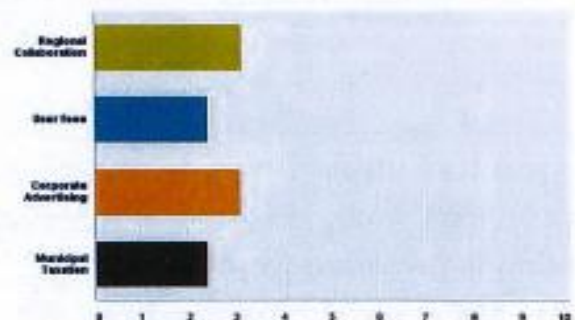
How much do you participate in recreation?



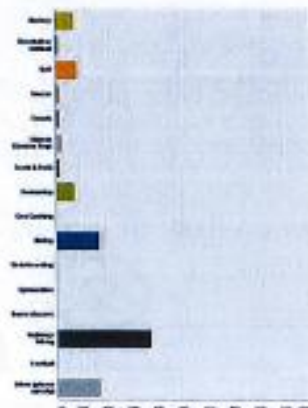
What recreational services or facilities are lacking or needing improvement in Redcliff:

- Trail & Park Maintenance
- Skateboard Park
- Off Leash Area
- Water Park at Lion's Park

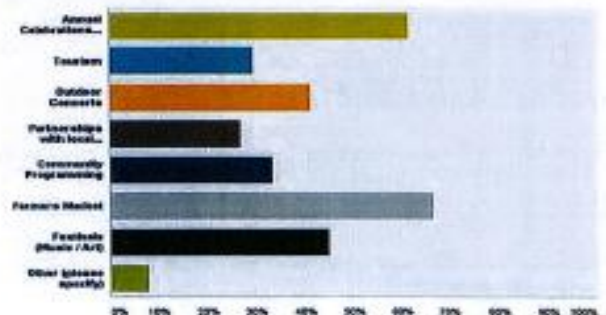
In order to develop and maintain park improvements, how do you feel about supporting the following funding options:



Usage vs Satisfaction and importance in regards to Recreational facilities in the Town of Redcliff:



What Arts & Culture programs and events are most important to you?





## Town of Redcliff Community and Protective Services Department

### ENVIRO-SCAN - Where are we at right now?

Doing a bit of an “enviro scan” sets the context for planning. It takes a “snapshot” of where we’re at. One of the ways in which an organization can capture what is going on internally and externally is through a SWOT Analysis.

#### SWOT Analysis

What are the **Strengths**, **Weaknesses**, **Opportunities** and **Threats** that we need to be aware of for our organization in order to effectively plan for our future?



A **SWOT Analysis** provides insight into what direction we want to take our organization. It is a tool that helps us look at our internal and external environments and what impact this makes on our organization. It also provides valuable information that helps in making decisions and creating a meaningful analysis of the potential implications that an organization faces. From this, we can develop goals and strategies that will:

Build on strengths  
Revolve weaknesses  
Exploit opportunities  
Avoid threats

#### Strengths

What are we good at? What’s working? What assets do we have? What do staff, residents and community partners identify as our strengths / advantages?

#### Weaknesses

What do we struggle with? What challenges do we have? Where can we improve? Where are we vulnerable? What do we receive complaints about?

#### Opportunities

What opportunities can we capitalize on? What are our advantages? What’s going on for the Town, community or region that might create opportunities for us? (Positive / trends)



## Town of Redcliff Community and Protective Services Department

# NOTES FROM STRATEGIC PLANNING DAY # 1

March 4, 2015

## Strategic Planning

As leaders in building your organization and community, strategic planning is one of the most important responsibilities that you are tasked with. The plan provides a road map to guide the organization and decisions it makes.

The Town of Redcliff's Community and Protective Services (CPS) Department Planning Session on March 4, 2015 touched on phase two of the following seven phases in strategic planning. For planning efforts to be most effective, it is critical that all seven phases are completed:

- Phase 1. Preparation for planning
- Phase 2. Developing content for the strategic plan ←
- Phase 3. Writing and approval of the actual strategic plan
- Phase 4. Communication and distribution of the plan
- Phase 5. Implementation of the plan
- Phase 6. Monitoring and evaluation of the plan
- Phase 7. Acknowledgement and celebration of results

## Recap of Planning Day

The main objective of the CPS Department's Planning Session was to work through a planning process to help the Department develop and clarify its future direction and purpose moving forward. With the assistance of a Community Development Officer from Alberta Culture and Tourism, staff had an opportunity to participate in facilitated discussion around:

1. **E-Scan:** What's working well? What are some of the challenges we face? (SWOT Analysis)
2. **Our Future:** Where do we want to be in the long-term? (Vision)
3. **Our Purpose:** What is our purpose? Why do we exist? (Mission)
4. **Next Steps:** Where do we go from here?

The information contained within this document serves as the raw data notes from the planning day that will assist the CPS Department in developing and implementing the "foundational" elements of a Strategic Plan (SWOT Analysis, Vision and Mission).



## 1. ENVIRO-SCAN

Doing a bit of an “enviro scan” sets the context for planning. It takes a “snapshot” of where we’re at. It also provides valuable information that helps in making decisions and creating a meaningful analysis of the potential implications that an organization faces.

### SWOT Analysis

What are the **Strengths**, **Weaknesses**, **Opportunities** and **Threats** that we need to be aware of for our organization in order to effectively plan for our future?



A **SWOT Analysis** provides insight into what direction we want to take our organization or community. It is a tool that helps us look at our internal and external environments and what impact this makes. It also provides valuable information that helps in making decisions and creating a meaningful analysis of the potential implications that an organization and community faces.

Following is the (laundry list) information identified from the CPS Department staff:

### Strengths

**What are we good at? What’s working? What assets do we have? What do staff, residents and community partners identify as our strengths / advantages?**

- **Strong team / staff**
  - Balance of longevity and new staff
  - Diverse knowledge and backgrounds
  - Experience / well trained
  - Fresh ideas / eager
  - Understanding of roles / responsibilities
  - Knowledgeable / Leadership
  - Care about our job
  - Staff understand / acknowledge strengths of others
- **Efficiency**
  - Expanding use of technology to enhance services and efficiency
  - Good interdepartmental team work
  - Good use of limited resources / ability to adapt
  - Promoting education / professional development
  - More prepared to seek help / resources
  - Municipal review / inspection report was good – Council stepping back
  - Good grasp of financial responsibilities/ accountability– makes job easier
- **Good support**
  - From Department head
  - From Council and CAO
- **Good communication**
- **Community Relations**
  - General communication with public in response to complaints
  - Good and stronger relation with community and regional partners
  - Volunteer recognition
  - Compliments from public / users on parks, arena, facility, cemetery
  - Community programming / Curriculum (longevity of programs)
- **Facilities / amenities / parks**
  - Recreation facilities
  - Parks
  - Golf course
  - Reinforces staff care about work
- **We are shaping the department – molding it the way we want**
  - Providing direction
  - Going on shared vision

### Weaknesses

What do we struggle with? What are the challenges that face our Department? Where can we improve? What do we receive complaints about?

- Training
  - Lack of training
  - Lack of training on heavy trucking regulations and TRAVIS system
  - Seasonal workers – re-train or new training (and short season)
- Volunteer / Staff resources
  - Staff / volunteer in Fire Dept
  - Bylaw – one person Dept
- Employee Retention / Recruitment
  - Wage levels / competition
- Equipment
  - Under equipped – dated / old equipment and inadequate maintenance
  - Inefficient vehicle for duties
  - Escalating equipment costs (ex. Fire)
- Infrastructure / Facilities
  - Age of facilities and lack of investment in facilities (planning)
  - Cost of replacement
  - Inefficiencies (ex. heat in Arena)
- Not making use of available resources
- Communication
  - Communication to real needs of Department so we can make positive changes
- Miscommunication / lack of communication in Department and Town (Improved but still not there yet)
- Technology
  - Challenging even though it is in progress
  - Learning curve for staff and community once we get there
  - Technology is limited by web / server
  - We're technology impaired ☹
- Policies / Procedures
  - Not sure what we have
  - Not accessible on internal drive / system
  - Not sure where to find historical / current information
- Safety / Standards
  - No safety program in place (or aware of)
  - Limited safe guards in case of personal emergency (work alone procedure)
  - Increased standards imposed at other levels of government / regulation – affects our work
- Public Perceptions
  - Unrealistic expectations (in all areas of department)
  - Lack of public knowledge on bylaws / duties
- Funding / Financial Restraints

### Opportunities

What opportunities can we capitalize on? Any Emerging trends? What's going on in the Department, community, region, globally that we can take advantage of?

- Efficiencies and Staff Engagement
  - Increase openness for staff on implementation of new ideas
  - Implementing data tracking software (to demonstrate outcomes / impact)
- Visibility of Department
  - We now have a voice / and Head as a department (outlet)
  - Kim represents us and answers questions, therefore more visible
- Community partnerships / resource sharing
  - Work with other organizations to expand service level
  - Utilize outside resources
    - Courses, networking, conferences, seminars, resources (ex. AARFP)
  - Potential to expand services to other communities ex. safety

- Policy / Procedure Development
  - Policy / Bylaw / Procedure Review (opportunity to share governance model)
  - Opportunity to review facility policy and procedures
- Technology:
  - Technology to increase customer service and input (ex. web, Facebook, newsletters)
  - Use of technology to increase community programming awareness increase technology – more money, show numbers (accountability, tracking)
- Community / Public Relations
  - Better relationship with boots on the ground staff
  - New ideas with department on how to expand social calendar / use Social Media (and other media platforms like radio-call in)
  - Let community know rationale for decisions (ex. chlorine in pool, waterpark)
  - Further establishment of education – dialogue
  - Establishment of educational / information component for public dialogue
  - Expanding off leash dog areas / trail system leading to further face-to-face non-enforcement interaction with public

### *Threats*

What external roadblocks exist that limit our progress as a Department? What weaknesses do we have that make us critically vulnerable?

- External Conditions
  - Aging population (equates to increased demands on senior supports and housing)
  - Economy
  - Natural disasters (tornado, floods, mud slides, fire, wind)
- Funding
  - Lack of funding / grants (ex. future of MSI)
  - Decrease of government funding / support at provincial and federal levels
  - Reliance on government funding / Competing for limited resources
- Organizational priorities / expectations
  - Municipal interdepartmental disputes / interests
  - Employee burnout
- Public Perceptions / Expectations
  - Unrealistic / inaccurately informed public expectations
  - Level of service expectations the same as the City of Medicine Hat
  - Interface with staff and public (verbal and physical threats)
- Political Climate
  - Elections / change of political leadership (municipal, provincial, federal)
  - Change of direction / priorities
- Community Culture
  - Bedroom community / people live here but work outside community
- Emergencies & Transportation (Road, rail, river)
  - Safety for essential services (when staff is gone / on holidays)
- Infrastructure repair
- Volunteerism landscape is changing...

## 2. OUR PURPOSE (MISSION)

In order for an organization to be successful in what it hopes to achieve, it first needs to have a common understanding of its overall purpose.

An organization's mission or purpose is a brief, simple statement or two that expresses or defines the purpose of the organization and its business or function. It is the true identity of the organization and should convey what makes you unique from other organizations. Your mission statement easily, clearly and concisely explains to the average person, who you are, why you exist, and what you do for whom.

**When you think about the purpose of the Town of Redcliff Community and Protective Services Department, what comes to mind?**

- o Why are we needed or important in the community? What makes us unique?

General Ideas from small group discussions and large group debrief:

- Provide extras for community
  - o Senior building, library, parks, trails
- Increase community quality of life
  - o Economic development, travel, tourism
- Contribute to community safety and well-being
- Protect lives / save property loss / protect the environment / protect business continuity
- Emergency response
- Provide recreation for community
- Increase visibility of Council's Initiatives to community through activities, programs, recreation, land and facilities
- Increase partnerships and foster relationships with other community groups and government to assist Department and its units within
- Make community more desirable
- Providing health, safe environment – most visible department
- Healthy productive lifestyle in small town
- Safe, enjoyable, functional recreational, cultural

### Mission Worksheet Discussion:

Name of Group:	The Town of Redcliff Community and Protective Services Department
Kind of Group:	Municipal services, publically funded (mixed staff and volunteer)
What we do:	<ul style="list-style-type: none"> <li>• Provide community services, facilities and protection to the public:</li> <li>• Provide recreational, cultural and social opportunities and programs</li> </ul>
Why we do it:	<ul style="list-style-type: none"> <li>• To provide safe, enjoyable recreational and community facilities and services for Redcliff residents to increase the community quality of life</li> <li>• To enhance community safety and well-being</li> <li>• To increase visibility of Council's Initiatives to community through activities, programs, recreation, land and facilities</li> </ul>
For whom:	<ul style="list-style-type: none"> <li>• Residents and visitors to the Town of Redcliff and area (Hwy 1 &amp; river)</li> </ul>



#### Considerations for Mission Statement Development:

The Town of Redcliff Community and Protective Services Department provides municipal services to Redcliff residents, businesses, and visitors through the support of community programming, safety, and recreational opportunities in the community.

We do this by:

- Providing community and volunteer programming and services
- Offering safe and enjoyable recreational facilities, parks, and programs in the community
- Ensuring public safety through essential services, fire protection and bylaw protection
- Collaborating with community and regional groups to enhance municipal services that enhance the quality of life of our community's residents

Note: The bullets listed in the draft purpose / mission are intended as a possibility of what might be included in the statement, as identified from the notes and ideas shared. This will need to be reviewed by staff and management to ensure it reflects what the Department would like to see moving forward.

#### Additional Comments:

In the development of the mission statement, it will be important to align the Department's mission with the Town of Redcliff's overall mission. This will enable consistency of messaging and help to strengthen a strong brand for the community. It will also allow for the language consistency to remain constant.

### 3. OUR FUTURE (VISION)

Visioning is a critical role of any organization. Vision describes the desired or preferred future we wish to create. It is a long-term goal that articulates a view of a realistic, credible and attractive future for the organization and the community; one that is better than exists today. No part of an operational plan is attainable without the Council, staff, and volunteers knowing clearly what ultimate result they wish to achieve.

CPS Department staff and volunteers were asked:

- In 2025, what would success look like for the Town of Redcliff's Community and Protective Services Department?
  - What are our accomplishments? What impact are we having?

The following list reflects the ideas shared:

- |                                                                   |                                                                                        |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| • We will be in existence...as a Department...and community       | • Modernized / showcased / progressive, "State of the Art" facilities, fire department |
| • We are the most visible and recognized Department – welcome mat | • User-friendly services                                                               |
| • Upgraded, new facilities – leisure centre                       | • Good communication / transparent                                                     |
| • Increased staff, community residents, businesses, tourism       | • Technology is good                                                                   |
| • Opportunities to host events                                    | • Sustainable                                                                          |
| • Successful emergency management                                 | • Community hub – schools / recreation                                                 |
|                                                                   | • High standard of safety                                                              |

### Considerations for Vision Statement Development:

Vision statements, like goals, are often written in results-based language as if your future already exists. The following words and phrases (from the ideas shared in the visioning discussion) could be used as samples to further develop a vision statement:

The Town of Redcliff Community and Protective Services Department is recognized as a leader in municipal services offering quality community programming, protective and essential services, and state-of-the-art recreational facilities.

Or...

The Town of Redcliff Community and Protective Services Department is well-known for its commitment to serving the community through effective, high quality and safe community services, programming, and recreational facilities.

Note:

- These phrases are indicative of 'vision-type' language that could potentially be tweaked or modified for a more formalized vision statement.
- The wordsmithing of an actual draft Vision Statement will be left to Department to create based on the ideas of the collective staff input.

## 4. NEXT STEPS

### Where do we go from here?

The next step will be to take the information, notes and ideas from the planning workshop on March 4, 2015 and develop a vision and mission statement for the Department. This information can then be used to help identify the specific goals, priorities and action plan for Department moving forward.

**Next Meeting: Tuesday, April 14, 2015 at 9:00 am**

#### Purpose:

- To review the planning notes on the vision, mission and SWOT Analysis
- To develop a set of goals and priorities for the Department
- Time permitting: Department values / action plan discussion

#### Further Assistance and Support

The Community Development Unit of Alberta Culture and Tourism provides training, facilitation and consultation to non-profit, community, public sector and government organizations in order to help them improve their organizational effectiveness and build their capacity to achieve their goals.



## Town of Redcliff Community and Protective Services Department

# NOTES FROM STRATEGIC PLANNING DAY # 2

April 14, 2015

### Recap of Planning Day

The main objective of the CPS Department's Planning Day on April 14, 2015 was to:

1. Review the Town of Redcliff CPS Department's SWOT Analysis
2. Discuss the Department's draft vision (future) and mission (purpose) statements
3. E-Scan: What's working well? What are some of the challenges we face? (SWOT Analysis)
4. Next Steps: Where do we go from here?
- 5.

The information contained within this document serves as the raw data notes from the discussion that will assist the CPS Department in developing and implementing the "foundational" elements of a Strategic Plan (Vision, Mission, and Goals).

## 1. SWOT ANALYSIS REVIEW:

### SWOT Analysis

The following points were suggested as additions to the SWOT Analysis as current / important factors impacting the current reality of the Town and CPS department:

#### Challenges:

- We are in-between budget structures (Public Works / Parks & Rec over to CPS) which leads to restrictions and limitations
  - We don't have our own budget / It is still shared
  - More hoop jumping / ruffling feathers
  - Different views on budget spending
- General funding challenges – might not be there. As a municipality we are not flush with funding
- Provincial election / political implications
  - Discussions with County / City on amalgamation
- Infrastructure – potential issues arise unexpectedly (Ex. Surprise with pool)

#### Strengths / Opportunities:

- Proactive at getting pool cleaned – and as a result was able to discover / assess other issues related to the pool
- We have a second mechanic to help out – with good work ethic
- We are in the process of the online registration process which will help with efficiency / communication (pool and rink programming and possibility of exploring campground)



Culture and Tourism

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## 2. REVIEW OF VISION (FUTURE)

*Vision* is a “snapshot of the future” that describes the preferred future we wish to create. No part of an operational plan is attainable without the leadership team and staff knowing clearly what ultimate result they wish to achieve.

The Town of Redcliff CPS Department staff reviewed, discussed, and updated the draft version of their vision and collectively agreed upon the following:

### VISION:

*The Town of Redcliff Community and Protective Services Department is recognized as a leader in municipal services offering quality: community programming, protective and essential services, and accessible recreational facilities.*

## 3. REVIEW OF MISSION (PURPOSE)

*Mission / Purpose* describes why you exist. What does your Department do? Why are you important or needed to the Town and community?

Staff discussed the current draft mission statement and decided it was an adequate reflection of what the Department is about. As such, it was recommended to keep it as follows:

### MISSION:

*The Town of Redcliff Community and Protective Services Department provides municipal services to Redcliff residents, businesses, and visitors through the support of community programming, safety, and recreational opportunities in the community.*

*We do this by:*

- *Providing community and volunteer programming and services*
- *Offering safe and enjoyable recreational facilities, parks, and programs in the community*
- *Ensuring public safety through essential services, fire protection and bylaw protection*
- *Collaborating with community and regional groups to enhance municipal services that enhance the quality of life of our community's residents*

## 4. GOAL DEVELOPMENT

The bulk of the planning day was spent on developing key goal areas for the Community and Protective Services Department.

<b>Goals and Objectives:</b>	<b>WHAT you want to accomplish</b>
<b>Strategies and Action:</b>	<b>HOW you are going to reach your goals /objectives</b>

Goals are simply a clearer statement of your idea or vision that specifies what you want to accomplish. Ultimately, goals:

- Identify what an organization needs to do to achieve its desired future (vision).
- Define the purpose and help structure your activities

Objectives help clarify the goals and are most effective when they are "SMART" (specific, measurable, achievable, realistic, and timely).

The CPS Department staff were asked:

- What does the Town of Redcliff's Community & Protective Services Department need to do in order to achieve its vision / mission?

**Goal Development:** The below table outlines the staff feedback and ideas (from a card process exercise). This raw data is intended as a guideline to further develop the specific goals, objectives, and strategies for the CPS Department to continue working on.

Dark blue: Overarching key themes (which can be changed or moved as necessary)  
Pink: Sample goal statements - intended only as options for further wordsmithing in goal (result-based) language

Organizational Effectiveness		Infrastructure	Leadership	Communication	Community
The CPS Dept is effectively managed with secure resources in place	The CPS Dept supports qualified and well-trained staff	The CPS Dept ensures a high standard of care for its facilities and equipment	Strong leadership, governance & accountability	Effective communication strategies are in place internally within the dept & externally with the community	The CPS Dept actively engages and collaborates with its community
<ul style="list-style-type: none"> <li>• Need more regular and consistent council and admin support (and reasoning for decisions)</li> <li>• Access and manage funding</li> <li>• Clear /condse direction from Council / management</li> <li>• Fire Dept. needs paid positions (Chief – FT, Deputy – FT)</li> <li>• Need more staff (rec) during transitional periods (May to Sept)</li> </ul>	<ul style="list-style-type: none"> <li>• Training: Access to recognized courses to become appropriately qualified to achieve goals</li> <li>• Better system of training</li> </ul>	<ul style="list-style-type: none"> <li>• Technological improvements</li> <li>• Upgrading facilities</li> <li>• Parks and Rec facilities are well maintained</li> <li>• Upgrade equipment</li> <li>• Programed and scheduled equipment upgrades and replacement and maintenance</li> <li>• Fire hall replacement</li> <li>• Programmed and scheduled facility and technological upgrades</li> <li>• Rec facility improvements (pool, trails, rink, campground)</li> </ul>	<ul style="list-style-type: none"> <li>• Stay up-to-date with policies / legislation</li> <li>• Have work alone policies / procedures</li> <li>• Creating vision, mission / goals for dept.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve communications system for whole dept. (cell / radios)</li> <li>• Improved communication b/w depts. (enhanced)</li> <li>• Develop better inter/intradeptamental communication and with the community</li> <li>• Regular dept. meetings to enhance cohesiveness</li> <li>• Develop open and receptive attitude towards criticism</li> <li>• Increase use of social networking tools</li> <li>• Familiarize ourselves w/ other depts.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase or encourage community involvement (volunteers) Ex. Bd recruitment</li> <li>• Seek appropriate and timely feedback from the community</li> <li>• Collaboration w/ community groups accessing our rec facilities</li> <li>• Customer service satisfaction very important</li> </ul>

Outlier: Issue of Animal / rodent infestation control (could belong in policy, training, contracting)

## 5. NEXT STEPS

### Where do we go from here?

Staff discussed the value of working through the planning process and felt it would be beneficial to continue the momentum by working further on developing the plan to completion. Staff also indicated that it was helpful to have the outside assistance of a facilitator to guide the process and provide resources / input to help the Department to its next phase of planning. Ideally, staff would like to have at least one more meeting where they can delve further into the action planning and priorities of the Department moving forward.

**Next Meeting (Tentative Hold):** Tuesday, May 12, 2015 at 9:00 am

#### Purpose:

- Review the draft goal theme areas and further develop / tweak them into goal statements
- Work on strategies / action plan to implement goals
- Time permitting: Department Values / Priorities

### Further Assistance and Support

The Community Development Unit of Alberta Culture and Tourism provides training, facilitation and consultation to non-profit, community, public sector and government organizations in order to help them improve their organizational effectiveness and build their capacity to achieve their goals.



## Community and Protective Services Department

# NOTES FROM STRATEGIC PLANNING DAY # 3

September 9, 2015

## Recap of Planning Day

The main objective of the CPS Department's Planning Day on September 9, 2015 was to:

1. Reaffirm the Town of Redcliff CPS Department's vision and mission
2. Review the Town of Redcliff CPS Department's draft goals
3. Identify strategies and actions to achieve the Department's goals

The information contained within this document serves as the raw data notes from the discussion that will assist the CPS Department in developing and implementing the "foundational" elements of a Strategic Plan (Goals, Strategies, and Actions).

## 1. VISION AND MISSION

Staff reaffirmed the following vision and mission statements as follows:

### VISION: (Future)

*The Town of Redcliff Community and Protective Services Department is recognized as a leader in municipal services offering quality: community programming, protective and essential services, and accessible recreational facilities.*

### MISSION: (Purpose)

*The Town of Redcliff Community and Protective Services Department provides municipal services to Redcliff residents, businesses, and visitors through the support of community programming, safety, and recreational opportunities in the community.*

*We do this by:*

- Providing community and volunteer programming and services
- Offering safe and enjoyable recreational facilities, parks, and programs in the community
- Ensuring public safety through essential services, fire protection and bylaw protection
- Collaborating with community and regional groups to enhance municipal services that enhance the quality of life of our community's residents



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## 2. GOAL REVIEW

The Community and Protective reviewed / confirmed the six goals they developed at the April 2015 planning session:

- Goal 1: The CPS Dept is effectively managed with secure resources in place**
- Goal 2: The CPS Dept supports qualified and well-trained staff**
- Goal 3: The CPS Dept ensures a high standard of care for its facilities and equipment**
- Goal 4: Strong leadership, governance and accountability**
- Goal 5: Effective communication strategies are in place internally within the Dept and externally with the community**
- Goal 6: The CPS Dept actively engages and collaborates with the community**

## 3. STRATEGY & ACTION

**Strategies:** Explain how the Department plans to achieve its goals and objectives in terms of broad approaches that encompass a set of actions or activities.

**Actions:** Are all about the specific steps or tactics needed to implement goals, objectives and strategies. What change do we as staff hope to see happen?

Staff worked in small groups to discuss a number of strategies and action items for achieving their goals. Each group was assigned three goal areas to discuss:

“What are the specific actions, activities, tactics, or “things we can do” that will help us achieve our goals and be more effective?”

### **Goal 1: The CPS Dept is effectively managed with secure resources in place**

#### Strategy 1: Clear and concise communication with Council

##### Actions:

- Have a Department meeting following Council meetings to become informed of Council direction and decisions
- Provide a memo of decisions that affect CPS

#### Strategy 2: Access and manage funding

##### Actions:

- Provide report / update on budget so we have an idea of where we're at (Parks and Rec)
- Review budget reports (ex. regular printouts of department spending)
-



## **Goal 2: The CPS Dept supports qualified and well-trained staff**

### Strategy 1: Determine needs of staff for training

#### **Actions:**

- Identify / Align job descriptions to required training needs
- Create a list of training options that are a need
- Create list of training options that are a need / want

### Strategy 2: Ensure a better system of training

### Strategy 3: Provide training opportunities for staff

#### **Actions:**

- Provide access to recognized courses to become appropriately qualified
- Offer group-training opportunities (hands-on) for Parks and Rec

## **Goal 3: The CPS Dept ensures a high standard of care for its facilities and equipment**

### Strategy 1: Develop policy / procedures for standard of care for facility and equipment

#### **Action:**

- Review existing documentation / procedures

### Strategy 2: Explore improvements to enhance high standard of care

#### **Actions:**

- Technological Improvements
- Parks and Rec Improvements for safety of buildings
- Update signage
- Enhance care of C&P Department equipment and storage

## **Goal 4: Strong leadership, governance and accountability**

### Strategy 1: Develop policies and training programs

#### **Actions:**

- Develop a policy for working alone
- Develop in-house training program

### Strategy 2: Engage regional partnerships for collaboration on training

#### **Actions:**

- Participate with regional partners for training

**Goal 5: Effective communication strategies are in place internally within the Dept and externally with the community**

**Strategy 1: Access to communication tools, training, and policy**

**Actions:**

- Use of social media tools
- Communication training

**Strategy 2: Improve communication system for whole Dep't (Inter / Intra departmental)**

**Actions:**

- Have unit meetings / familiarize ourselves with other departments
- Access to communication (radio / cell)

**Strategy 3: Develop better communication with the community**

**Actions:**

- Develop open / receptive attitude towards criticism

**Goal 6: The CPS Dept actively engages and collaborates with the community**

**Strategy 1: Identify tools / methods for engaging community**

**Actions:**

- Online surveys / drop boxes
- Rec Master Plan
- Communication training
- Access to communication (ex. radio)

**Strategy 2: Increase / encourage community involvement (volunteers)**

**Strategy 3: Collaborate with community groups accessing our rec facilities and community programs**

## 4. NEXT STEPS

**Where do we go from here?**

Staff discussed the value of working through the planning process and felt it would be beneficial to continue the momentum by working further on developing the plan to completion.

**Next Meeting:** Early Winter, 2016

**Purpose:**

- Review / update strategies and action plan
- Identify priority areas
- Time permitting: Department Values / Priorities



## Town of Redcliff Recreation Board

# SWOT ANALYSIS NOTES

## FROM COMMUNITY DISCUSSION

June 6, 2016

### Recap of Planning Day

The main objective of the Town of Redcliff Recreation Board Community Discussion was to engage board members and stakeholders in discussing the current strengths, challenges and opportunities for recreation in the Town of Redcliff.

The information contained within this document serves as the raw data notes from the community discussion that will assist the Recreation Board in further developing their Recreation Master Plan for the Town of Redcliff.

## 1. E-Scan (SWOT Analysis)

Doing a bit of an "enviro scan" sets the context for planning. It takes a "snapshot" of where we're at. This then helps us figure out where we want to go and how we're going to get there. It also provides valuable information that helps in making decisions and creating a meaningful analysis of the potential implications that your organization / community faces.

### SWOT Analysis



A SWOT Analysis provides insight into what direction we want to take our organization or community. It is a tool that helps us look at our internal and external environments and what impact this makes. It also provides valuable information that helps in making decisions and creating a meaningful analysis of the potential implications that an organization and community faces.

As we think about recreation in Redcliff...

What are the Strengths, Weaknesses, Opportunities and Threats that we need to be aware in order to effectively plan the future of recreation in our community?

## Strengths

What recreation-focused assets do we have? What's working well? What are we known for?

Following is the (laundry list) information identified from participants in the discussion:

### Facilities

- Arena
- Campground
- Curling Rink
- Running Track (Margaret Wooding)
- Swimming Pool
- Water Spray Park
- Golf Course
- Youth Centre
- Senior Centre
- BMX Track
- Baseball Diamond
- Tennis Court
- Basketball Courts
- Gymnastics Facility
- Skating outdoors
- Exercise / fitness facilities

### River

- Close proximity

### Parks / Paths / Trails

- Numerous parks
- 14 Playgrounds (some accessible)
- Good trails (walking / biking)
- Green belts
- Experience / well trained

### Sports

- Hockey
- Baseball / Softball / T-Ball
- Basketball
- Swimming
- Golf
- Soccer
- Tai Kwon Do / Karate
- Gymnastics
- Volleyball
- Exercise / fitness facilities

### Municipal Services

- Dep't dedicated to Parks and Rec

### Location / Topography

- Unique topography (river valley / coulee)
- Walkable community
- Proximity to large centre (Med Hat)

### Programming

- Lower cost programming
- Draw people from the City
- Newsletter
- Programs:
  - Summer Camps
  - Swimming
  - Library (ex. Lego)
  - Sports / Fitness / exercise
  - Brownies / Scouts

### Community Organizations

- Lions Club
- Library
- German Community Hall
- Youth Centre
- Senior Centre
- Schools (shared partnership with Town) used for recreation
- Sports / recreation groups (ex. Mountain Bike Club)

### Events

- Redcliff Days
- Canada Day - Fireworks
- Mountain Bike Club
- Gospel Jamboree
- Pool Party (themes)
- Movie and Park
- Pitch-In Week
- Walk / Run
- Parade (every 5-years)
- Skating with Santa
- Community Picnic (Lions Park)
- Dog events
- Open houses

## Weaknesses

What challenges / issues do we have as it relates to recreation? What do we receive complaints about?

### Facilities

- Aging facilities
- Cost to keep up
- Pool is seasonal
- Don't have many "non-traditional" facilities:
  - Race car track
  - Frisbee Golf
- Staff and volunteers for facilities

### River

- River access

### Parks / Paths / Trails

- Need to clean up trails
- No dedicated bike lanes
- Bylaws / pets
- No sidewalks / pedestrian to industrial area

### Municipal Services

- Taking resolution with complaints (with Parks and Rec Dept)

### Location

- Proximity to large centre (Med Hat)

### Programming

- Cost
- Getting word out
- Lack of enrollment
- Lack of teen / pre-teen programs

### Community Organizations

- Lack of culture-based groups
- Limited service groups (specificity / focus)

### Community Engagement

- Volunteerism (declining numbers)
- Education to public

### Partnerships

- Regional partnership
- Local partner shift

### Funding / Sponsorship

- Cost to maintain facilities / run programs
- Not allowed to have sponsorship on signage (needs review)

## Opportunities

What opportunities can we capitalize on? What's going on locally, regionally, globally that might create opportunities for recreation in Redcliff? Any emerging trends?

- Explore different events / niche opportunities (for tourism draw)
  - Farmer's Market
  - Kite Festival
  - Tomato Festival
  - Tubing / Zip lining
  - Family Day evening (bouncy castles, food trucks, beer gardens)
- Bike trails / events
  - Evolution of bike trails
  - Blessing of bikes (turn into event)
- Enhance communication
  - More use of social media to get information out
  - Education and awareness of what is going on in community (ex. communicate info on resolutions (online, drop box))

- Community partnerships and engagement
  - Work with regional partnerships (to leverage funding)
  - Corporate partnerships (culture and rec)
  - Town work with organizations and businesses to promote events
  - Explore the idea of an overarching board – for more focus, to find out what everyone is doing and work together on projects. Ladies Auxiliary group does something similar
- More use of facilities and programming
  - Use of Harmony Hall
  - Draw on programming - exploit

### Threats

What's going on externally that might pose a threat to recreation in Redcliff? What external roadblocks exist? (Trends / Economics)

- Community engagement
  - Lack of participation
  - Volunteers
  - Lack of participants in programs
  - Lack of business engagement
- Public perceptions
  - Small town history
  - Residents' expectations
- Economy
  - Economic times / job loss affects people enrolling in programs and participating in recreational activities and events
- Location
  - Proximity to Medicine Hat equates to people driving to the City for programs / events
- Weather
  - Natural disasters
  - Heat
- Liability
  - Parks, sports, events, infrastructure

## 2. Next Steps

The notes and ideas shared from the SWOT Analysis will be used to further develop the Town of Redcliff Recreation Masterplan. These notes will also help the Recreation Board develop a set of strategic priorities and recommendations for moving recreation forward in the community.

Alberta Lottery Fund (Recreation & Culture)

TOWN	POPULATION	Total \$	\$ per capita
Bow Island	<b>2025</b>	\$ 1,828,156.00	\$ 902.79
Provost	<b>2041</b>	\$ 3,293,449.00	\$ 1,613.64
Millet	<b>2092</b>	\$ 1,868,203.00	\$ 893.02
Nanton	<b>2132</b>	\$ 3,795,567.00	\$ 1,780.28
Turner Vally	<b>2167</b>	\$ 1,232,392.00	\$ 568.71
Tofield	<b>2182</b>	\$ 2,588,938.00	\$ 1,186.50
Beaverlodge	<b>2365</b>	\$ 2,954,497.00	\$ 1,249.26
Black Diamond	<b>2373</b>	\$ 2,030,425.00	\$ 855.64
Magrath	<b>2376</b>	\$ 2,396,346.00	\$ 1,008.56
Rimbey	<b>2378</b>	\$ 3,840,676.00	\$ 1,615.09
Penhold	<b>2476</b>	\$ 3,075,395.00	\$ 1,242.08
Sexsmith	<b>2418</b>	\$ 2,942,404.00	\$ 1,216.88
Grimshaw	<b>2515</b>	\$ 5,018,894.00	\$ 1,995.58
High Prairie	<b>2600</b>	\$ 8,353,179.00	\$ 3,212.76
Sundre	<b>2695</b>	\$ 4,586,271.00	\$ 1,701.77
Hanna	<b>2673</b>	\$ 3,864,974.00	\$ 1,445.93
Crossfield	<b>2853</b>	\$ 2,643,696.00	\$ 926.64
Athabasca	<b>2990</b>	\$ 9,246,238.00	\$ 3,092.39
Gibbons	<b>3030</b>	\$ 2,157,645.00	\$ 712.09
Fort Macleod	<b>3117</b>	\$ 7,161,989.00	\$ 2,297.72
Fairview	<b>3162</b>	\$ 5,267,416.00	\$ 1,665.85
Three Hills	<b>3230</b>	\$ 3,727,445.00	\$ 1,154.01
Carstairs	<b>3442</b>	\$ 3,070,124.00	\$ 891.96
Cardston	<b>3580</b>	\$ 6,554,328.00	\$ 1,830.82
High Level	<b>3641</b>	\$ 7,268,876.00	\$ 1,996.40
Pincher Creek	<b>3619</b>	\$ 4,889,959.00	\$ 1,351.19
Raymond	<b>3982</b>	\$ 3,370,220.00	\$ 846.36
Claresholm	<b>3758</b>	\$ 6,200,703.00	\$ 1,650.00

Vermilion	<b>4545</b>	\$ 9,836,655.00	\$	2,164.28
Grande Cache	<b>4319</b>	\$ 1,936,584.00	\$	448.39
Barrhead	<b>4432</b>	\$ 4,884,469.00	\$	1,102.09
Westlock	<b>4823</b>	\$ 7,297,019.00	\$	1,512.96
Didsbury	<b>4957</b>	\$ 3,691,377.00	\$	744.68
St. Paul <sup>(N 8)</sup>			\$	1,631.19
	<b>5844</b>	\$ 9,532,650.00		
Redcliff	<b>5588</b>	\$ 1,833,874.00	\$	328.18
Vegreville			\$	1,142.76
	<b>5758</b>	\$ 6,580,031.00		
Stettler	<b>5748</b>	\$ 7,606,535.00	\$	1,323.34
Wainwright			\$	946.67
	<b>5925</b>	\$ 5,609,045.00		
Bonnyville			\$	1,493.96
	<b>6837</b>	\$ 10,214,179.00		
Blackfalds			\$	317.45
	<b>7275</b>	\$ 2,309,481.00		
Devon	<b>6510</b>	\$ 4,096,187.00	\$	629.21
Peace River <sup>(N 7)</sup>	<b>6729</b>	\$ 7,979,612.00	\$	1,185.85
Ponoka	<b>6773</b>	\$ 9,341,629.00	\$	1,379.25
Slave Lake	<b>6782</b>	\$ 8,217,984.00	\$	1,211.73
Rocky Mountain House			\$	1,981.68
	<b>7300</b>	\$ 14,466,294.00		
Drayton Valley	<b>7049</b>	\$ 9,939,356.00	\$	1,410.04
Coaldale			\$	588.65
	<b>7526</b>	\$ 4,430,146.00		
Banff	<b>7251</b>	\$ 13,587,879.00	\$	1,873.93



# Memo

To: Redcliff Town Council  
From: Municipal Manager  
Date: December 12, 2016  
Re: Off-leash dog areas

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It has been requested by a couple of councillors that this topic be brought to the council meeting for renewed discussion. Administration, via this memo, is simply providing historical information with regard to the current off-leash areas.

At the March 16, 2015 Redcliff and District Recreation Services Board the following motion was made and carried:

**Off Leash Area**

**A)** J. Wilson moved that the Director of Community and Protective Services prepare a Request for Decision to be presented to council for consideration an alternate off leash dog park area as discussed.  
- Carried.

At the March 23, 2015 Regular Council Meeting the following motion was made and carried:

**2015-0141 Off Leash Dog Park**

**D)** Councillor Solberg moved that the Town of Redcliff create an off leash dog park area along and south of the existing river valley trail (980m) as indicated in the proposed off leash trail sketch, furthermore, that Administration prepare amendments to the Town of Redcliff's Bylaw No. 1627/2009 for the licensing, regulating and confinement of dogs. - Carried.

At the October 15, 2015 Regular Council Meeting the following motion was made and carried:

**i) Off Leash Dog Park Area**

**2015-0462**

Councillor Solberg moved that the Town of Redcliff create an off leash dog park area along the existing leashed river valley trail (1000m) as indicated in the proposed off leash trail sketch, furthermore that Administration prepare amendments to the Town of Redcliff's Bylaw No. 1810/2015 for the licensing, regulating and confinement of dogs. - Carried.

With regard to bylaw enforcement measures regarding this topic please see the following:

We have received two registered complaints regarding dogs not being under owner control causing problems within the River Valley Park Area since 2015.

Most of the dogs and owners that the bylaw officer has encountered have good control over their dogs in the River

Valley area. We have not laid any charges or violation notices to any of the dog owners in the area. The Town of Redcliff Bylaw officer tries to attend the River Valley Park every second working day for approximately 30 minutes per occurrence.

The area around Jesmond Point S.W. generates a greater number of complaints regarding dogs off leash, chasing wildlife, disturbing birds and dog owners not picking up after them. The majority of these complaints were initiated by one individual rate payer. There were approximately seven complaints that were investigated; however, no charges were laid.

On this same path area (5th Ave S.W) there were two other dog complaints for dogs off leash. Owners were dealt with and educated as to the rules regarding path use.

**Attachments:** March 23, 2016 Regular Council Meeting RFD, Schedule "C" (map of current off-leash areas) of Bylaw 1810/2015.

## **TOWN OF REDCLIFF REQUEST FOR DECISION**

**DATE:** March 23rd, 2015

**PROPOSED BY:** Director of Community and Protective Services on behalf of Redcliff and District Recreation Services Board

**TOPIC:** Off Leash Dog Park

**PROPOSAL:** That the Town of Redcliff consider making a portion of existing recreation trail an off leash dog park area.

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### **BACKGROUND:**

The Redcliff and District Recreation Services Board conducted a community survey during 2014 Redcliff Days, about the Towns' off leash area. The resident survey (51 completed off leash questionnaires) came up with the following results.

The five most important attributes of a great off leash Dog Park are:

- Safe for dogs and people (40)
- Fun for dogs and people (35)
- Regular maintenance (31)
- Recreation for dogs (running, agility) (28)
- Clear rules of etiquette (21)

The top five criteria/features to promote health, safety and sustainability:

- Dog waste management (46)
- Regular maintenance (38)
- Accommodates year round use (35)
- Fencing (31)
- Signage/clear communications of dog park boundaries and rules (28)

Locations:

- Near River Valley Park (25)
- Near Mitchell Street (18)
- Near Cemetery (12)
- North area of Redcliff (8)
- Current location (3)

After examining our upcoming budget and existing off leash area, the board wanted to look at existing Town of Redcliff infrastructure to reduce the cost of such a project, and help facilitate the project through to fruition. The existing trail is 980m in length and the area indicated is south of the existing trail to the river edge.

Signs would be installed at both entrances to indicate if it is considered a dog off-leash or on-leash area. The signs will help educate and assist users in understanding when they are entering or exiting these areas, allowing everyone to take the required actions.

**POLICY/LEGISLATION:**

The Town of Redcliff Bylaw No.1627 / 2009 for the licensing, regulating and confinement of dogs has provisions for off leash areas as per section 2.13 as identified on Schedule "D".

**STRATEGIC PRIORITIES:**

The additional off leash Dog Park would be included in the Town of Redcliff Council's operational recreation master plan terms of reference strategic priority.

**ATTACHMENTS:**

Existing Town of Redcliff Trail System  
Area Map and proposed off-leash Area  
Schedule D of Bylaw No. 1627 / 2009 for the licensing, regulating and confinement of dogs

**OPTIONS:**

1. Support the Redcliff and District Recreation Services Board recommendation for creating an additional off-leash park along the river trail as indicated in proposed off leash area sketch.
2. Support the Redcliff and District Recreation Services Board recommendation for creating an additional off-leash park and refer to Community and Protective Services for further review.
3. Respectfully decline the request of the Redcliff and District Recreation Services Board.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff create an off leash dog park area along and south of the existing river valley trail (980m) as indicated in the proposed off leash trail sketch, furthermore that Administration prepare amendments to the Town of Redcliff's Bylaw No. 1627 / 2009 for the licensing, regulating and confinement of dogs.
2. Councillor \_\_\_\_\_ moved that the request for an additional off leash area be referred to Community and Protective Service's for further review and amendments.
3. Councillor \_\_\_\_\_ moved the Town of Redcliff respectfully decline the Redcliff and District Recreation Services Board request for an additional off leash Dog Park.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.

SCHEDULE "C"  
OFF LEASH AREAS

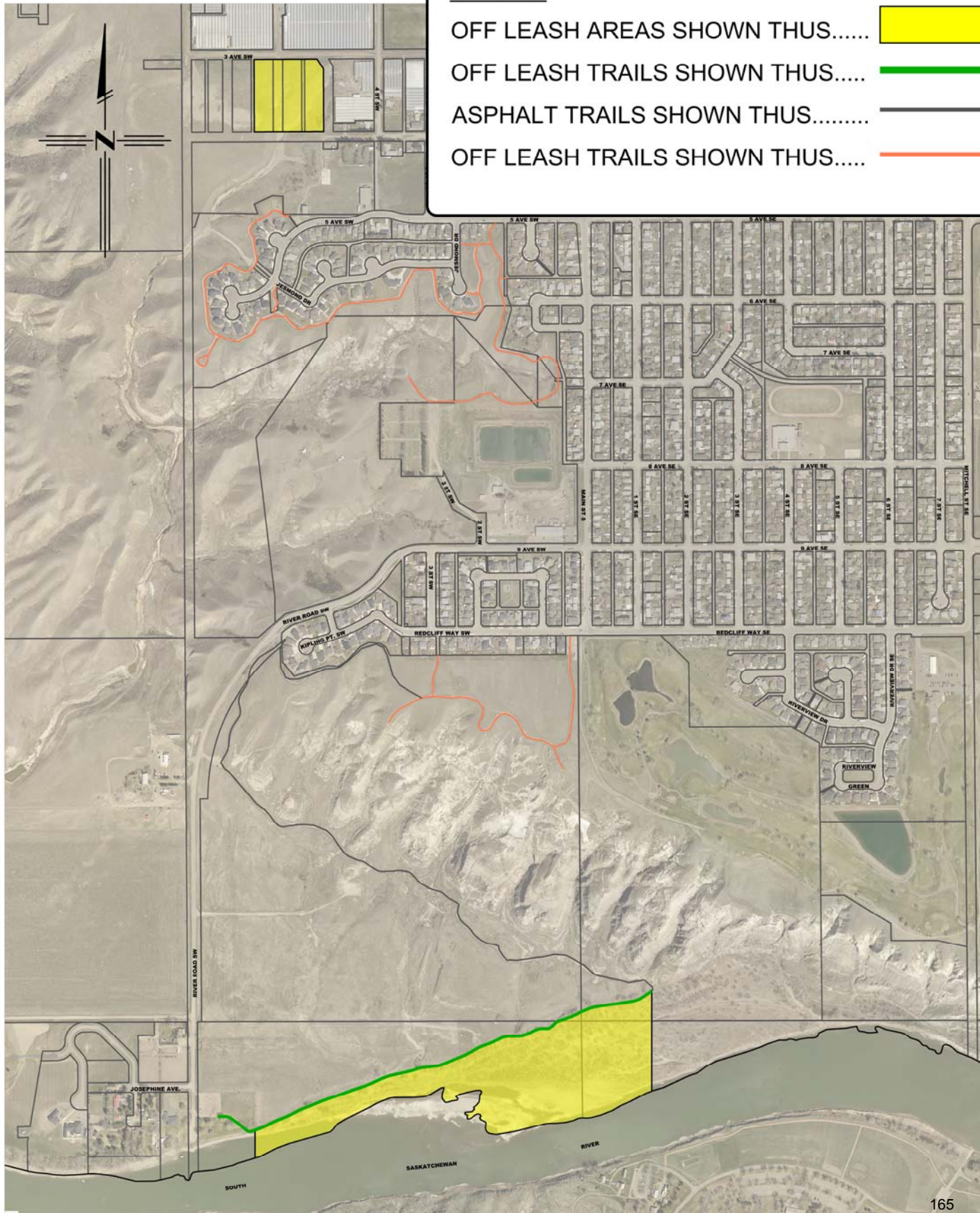
## LEGEND

OFF LEASH AREAS SHOWN THUS.....

OFF LEASH TRAILS SHOWN THUS.....

ASPHALT TRAILS SHOWN THUS.....

OFF LEASH TRAILS SHOWN THUS.....



# Memo

To: Redcliff Town Council  
From: Municipal Manager  
Date: December 12, 2016  
Re: Canada 150 Community Leaders

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It has been requested by a Councillor that this item be placed on the council agenda for discussion. Administration has pursued some preliminary research and provides the following information (This is an initiative of the Federation of Canadian Municipalities):

Canada 150 Community Leaders

Bringing the voice of municipalities to Canada 150

On Canada's 150th anniversary of Confederation let's celebrate cities and communities — the places we call home — which make our country great.

From September to December 2016, municipal councils will identify a representative in their city or community to form part of an official network of Canada 150 Community Leaders. This network of Community Leaders will ensure the voices of municipalities across Canada are showcased as part of Canada150.

Community Leaders will be the community voice of Canada 150 at local events, and when possible, they will share images and stories about their communities to create an insightful mosaic of our nation. These leaders will be a touch point to share information about Canada150.

[http://www.fcm.ca/home/programs/canada-150-community-leaders.htm?\\_cldee=Y2hlcmViQHJIZGNsaWZmLmNh&recipientid=contact-2a12484d20dae011b4bd005056bc2614-185cf5b933a24571845e1af4dbdf4526&utm\\_source=ClickDimensions&utm\\_medium=email&utm\\_campaign=2016+-+Community+Leaders+Network+-+English](http://www.fcm.ca/home/programs/canada-150-community-leaders.htm?_cldee=Y2hlcmViQHJIZGNsaWZmLmNh&recipientid=contact-2a12484d20dae011b4bd005056bc2614-185cf5b933a24571845e1af4dbdf4526&utm_source=ClickDimensions&utm_medium=email&utm_campaign=2016+-+Community+Leaders+Network+-+English)

Attachments: Nomination Form, Recruitment Toolkit





## Recruitment Toolkit

A Canada 150 partnership between FCM and the Government of Canada

## Table of Contents

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<b>About the Canada 150 Community Leaders Network .....</b>	<b>1</b>
<b>Identifying your Community Leader .....</b>	<b>3</b>
<b>Announcing your Community Leader .....</b>	<b>4</b>



## Introduction

Building on a strong partnership between the Federation of Canadian Municipalities (FCM) and the Government of Canada, FCM is creating the Canada 150 Community Leader network as part of the 150<sup>th</sup> anniversary of Confederation.

FCM is reaching out to all municipalities to describe the initiative and how you can get involved. FCM is well positioned to support your involvement and ensure that all municipalities derive the associated profile, benefits, and networking opportunities.

Recognizing the diversity of the municipal sector, FCM will promote the involvement of municipalities of all sizes and in all regions to ensure the municipal voice reflects the diversity of communities and the local fabric of our great country.

## About the Canada 150 Community Leaders Network

The network seeks to involve all municipalities in the 2017 sesquicentennial celebrations. Community involvement will ensure that information about Canada 150 events is available and communicated effectively, while also establishing a national network of municipal representatives.

### The role of Community Leaders

Community Leaders will act as official community voices for Canada 150 events in your municipality. In addition to serving as a point of contact for sharing information about Canada 150 —provided by FCM throughout 2017 —Community Leaders may wish to get involved in local events and reach out to other communities to share ideas.

As the municipal designate for Canada 150 celebrations, Community Leaders will form part of a nation-wide network. When national events are held in your community, your Community Leader will be invited to participate and bring the municipal voice to the celebrations.

As prominent individuals in the community, Community Leaders will embody the diversity of the country, including the celebration themes and be called upon to encourage interest, inspire dialogue and stimulate engagement. Working with their municipal councils, Community Leaders will also promote connections with various associations and individuals, as appropriate.

Importantly, the Community Leaders network will serve as a legacy to Canada 150 celebrations with the ability to create nation-wide linkages for years to come.

Community Leaders will be invited to share information about their communities on social media, using #Muni150 alongside the existing #Canada150 hashtag. FCM will also profile this impressive network in our communication channels and national events, such as our 2017 Annual Conference and Trade Show taking place in Ottawa from June 1-4.

There will be many Canada 150 Signature Projects associated with and funded by the Government of Canada throughout the year. The Signature Projects are large-scale Canada 150 initiatives that are national in scope, and that will bring Canadians together from coast to coast to coast. They will cover a wide variety of subjects that help present the vision for the 150<sup>th</sup> anniversary. The Canadian Heritage [website](#) is tracking these projects as they get announced. Community Leaders, along with council members, may be invited to promote and participate in the pan-Canadian projects held in their municipalities as official Canada 150 community representatives.

### **The call to action**

Municipal councils are invited to name one or more individuals in their community to be a Canada 150 Community Leader throughout 2017.

When considering who to name, it may help to reflect on the Canada 150 themes:

- Engaging and inspiring youth, by looking to youth or youth leaders,
- Diversity and inclusion, by ensuring balance of diversity in your selection,
- Our environment, by looking to those that are building a sustainable community,
- National reconciliation, by ensuring indigenous leadership is represented.

When presenting the initiative to potential candidates, you may wish to emphasize these benefits, as the Community Leaders will:

- Be part of a Canada-wide network of municipal leaders for Canada 150 celebrations.
- Be called upon to amplify the voice of municipalities to a local, regional and national audience.
- Act as the official voice of your community and be recognized for your role in the celebrations.
- Champion the celebrations as the local voice and official designate for your municipality.
- Be part of a national network of local voices for the future.

## Identifying your Community Leader

### Process

The network relies on municipalities to identify one or more Canada 150 Community Leaders. There are no strict criteria to be considered. The mayor and members of council simply need to agree on suitable candidates, confirm their willingness to participate, and submit their names to FCM.

For example, each member of council can be invited to identify one leader in each of the municipal wards, ensuring a broad representation and involvement of all members of council. Alternatively, the mayor or council may wish to identify a single Community Leader on behalf of the municipality. A sitting member of council can also be named as your Canada 150 Community Leader.

### Selecting your Community Leader

Once Community Leaders have been identified and have agreed to participate in the network, you can submit the information to FCM by using the tools at [www.fcm.ca/Canada150](http://www.fcm.ca/Canada150):

- Completing and submitting an online Canada 150 Community Leader form.
- Downloading a printable version of the form and returning it to FCM by email, fax or mail following the instructions on the form.
- To nominate more than three Community Leaders please complete and submit multiple forms.

In completing the form, you will identify your municipality as well as the name and contact information for your Community Leader. Please note that email is the preferred method of communication.

FCM will then contact the identified Community Leader to gather further details, provide additional information, and register their consent to participate.

### Timelines

We encourage you to identify and submit the names of your Community Leaders before October 15, 2016, but we will continue to accept nominations until early December.

An orientation and associated responsibilities will be ongoing, with a view to having the full network of Community Leaders in place for the celebration kicks off on January 1, 2017.

### For more information

Please contact [canada150@fcm.ca](mailto:canada150@fcm.ca).

## Announcing your Community Leader

This toolkit offers a set of templates to help you promote your participation as part of the Canada 150 Community Leaders network.

These templates include:

- A template news release
- Social media content

### Tips for social media posting

- Use #Muni150 and #Canada150 in your content
- Include a picture of your mayor or council with your Community Leader
- Search and retweet other posts using #Muni150 and #Canada150 to build the conversation
- Encourage your Community Leader to share pictures of your community as part of the #Canada150 / #Muni150 conversation

**[NAME OF MUNICIPALITY]**  
**FOR IMMEDIATE RELEASE**  
date, 2016

## News Release

### *(name of municipality) appoints (insert name) as a Canada 150 Community Leader*

**[CITY, PROV, Month, dd, yyyy]** – Today the Municipality or the City of (insert name) announced its participation in the Canada 150 Community Leaders network. Mayor (or member of council) (insert name) is pleased to name (insert name) as the local voice for (insert name of municipality) for Canada's 150<sup>th</sup> anniversary of Confederation.

The network will be comprised of Community Leaders from thousands of municipalities across Canada, ensuring the municipal voice is front-and-centre during the year-long celebrations.

Recognizing that community building is nation building, this unique national network of Community Leaders will ensure that municipalities are showcased as part of the Canada 150 celebrations and beyond.

[Add a quote from your Community Leader, Mayor or Council; a sentence or two about your municipality and a link to your website.]

For more information on the Canada 150 Community Leaders network, please visit the FCM [website](#). Follow this network of local leaders on Twitter using #Muni150 and on [Facebook](#).

-30-

**MEDIA CONTACT:**  
**[Name - title, email, phone number]**

### Sample tweets:

Happy to name *(insert name)* as #Canada150 Community Leader for *(insert name or handle of municipality)*. Follow the network #Muni150

Congrats to @(*Community Leader Handle*) for being named to represent (*name of municipality*) as part of the #Canada150 Community Leaders Network! #Muni150

Thrilled to announce our participation in #Canada150 celebrations! Congrats to our #CDNmuni leader *@(CommunityLeaderHandle)* #Muni150

@Mayor( insert TwitterHandle) with newly appointed #Canada150 Community Leader  
@ (CommunityLeaderHandle)! Follow the journey @FCM online #Muni150

### Sample Facebook posts:

*Community name* will be participating in Canada's 150 anniversary of Confederation in 2017! We're pleased to name a community leader among our citizens as part of the #Canada150 Community Leaders network! Stay tuned for more exciting developments. <http://bit.ly/2aKH1g>  
#Muni150

*Community Leader Name* will represent *our (name of municipality)* as our #Canada150 Community Leader and will be gathering and sharing information throughout 2017! Watch for more updates as we announce local and national events and initiatives!

<http://bit.ly/2a1KH1g> #Muni150

Exciting news in the lead up to Canada's 150<sup>th</sup> anniversary of Confederation! *Your (name of municipality)* will choose a representative to showcase our great municipality and to form part of the official #Canada150 Community Leaders network. Who will be chosen? Stay tuned!  
<http://bit.ly/2a1KH1g> #Muni150

## Useful links

FCM: [www.fcm.ca/Canada150](http://www.fcm.ca/Canada150)

Canada 150: [www.canada.ca/150](http://www.canada.ca/150)



@FederationofCanadianMunicipalities



@Canada150th



@FCM online



@Canada150th



FCM channel



Canadian Heritage channel



@Canada150

## Identify Your Community Leaders for Canada 150

Thank you for making your municipality part of Canada's 150<sup>th</sup> celebration of Confederation. Please complete the form identifying your municipality and providing the contact details for one or more community leaders in your municipality. Each form has space for the details of three Community Leaders, to nominate more than three Community Leaders please complete multiple forms.

<b>Municipality:</b>		<b>Province/Territory:</b>	
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<b>Community Leader #1</b>			
<b>Suffix/Title:</b>			
<b>First Name:</b>		<b>Family name:</b>	
<b>Gender:</b>			
<b>Email:</b>		<b>Phone Number:</b>	
<b>Council Member, Community Association or Group to which Community Leader is associated (if appropriate):</b>			

<b>Community Leader #2</b>			
<b>Suffix/Title:</b>			
<b>First Name:</b>		<b>Family name:</b>	
<b>Gender:</b>			
<b>Email:</b>		<b>Phone Number:</b>	
<b>Council Member, Community Association or Group to which Community Leader is associated (if appropriate):</b>			

<b>Community Leader #3</b>			
<b>Suffix/Title:</b>			
<b>First Name:</b>		<b>Family name:</b>	
<b>Gender:</b>			
<b>Email:</b>		<b>Phone Number:</b>	
<b>Council Member, Community Association or Group to which Community Leader is associated (if appropriate):</b>			

Thank you for participating in the Canada 150 Community Leaders network. Our program staff will be in contact with the identified candidate(s) shortly to gather consent, share further details and outline next steps.

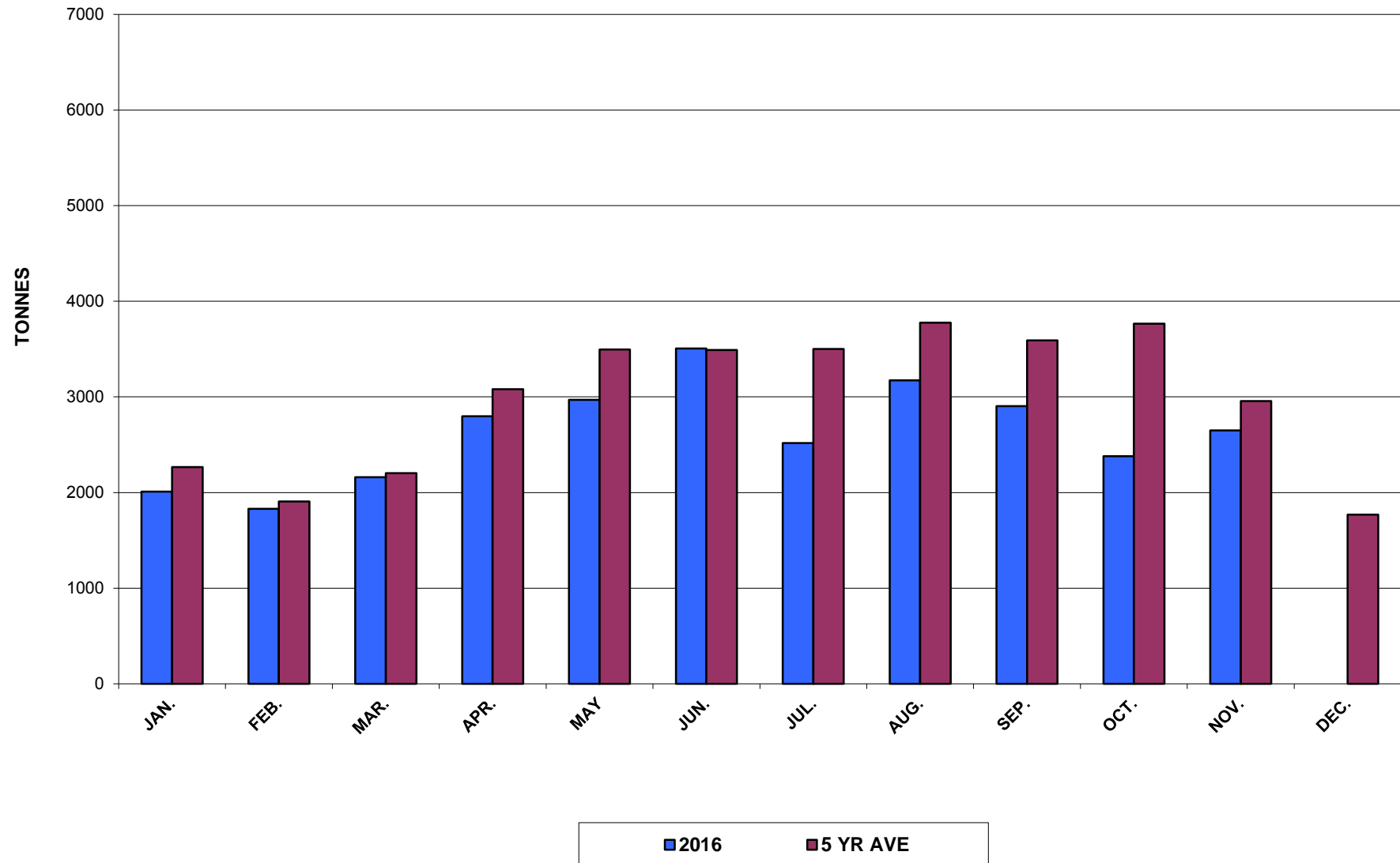
**Please complete and return the form in one of the following ways:**

- Scan and email to: [canada150@fcm.ca](mailto:canada150@fcm.ca)
- Fax to: 613-241-7440
- Mail to: Canada 150 Community Leaders  
c/o Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario K1N 5P3

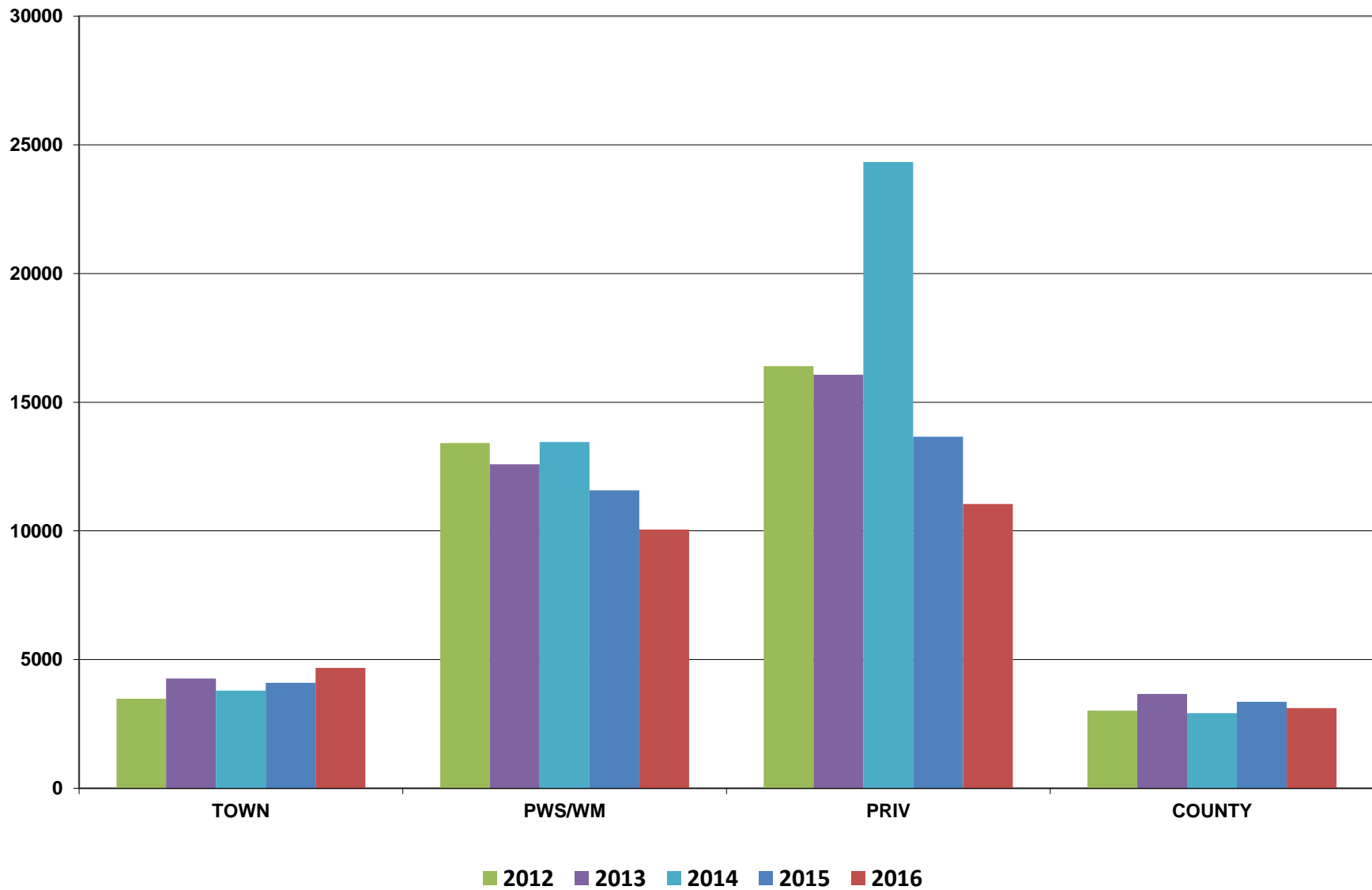
For questions about the form and the program, contact [canada150@fcm.ca](mailto:canada150@fcm.ca).



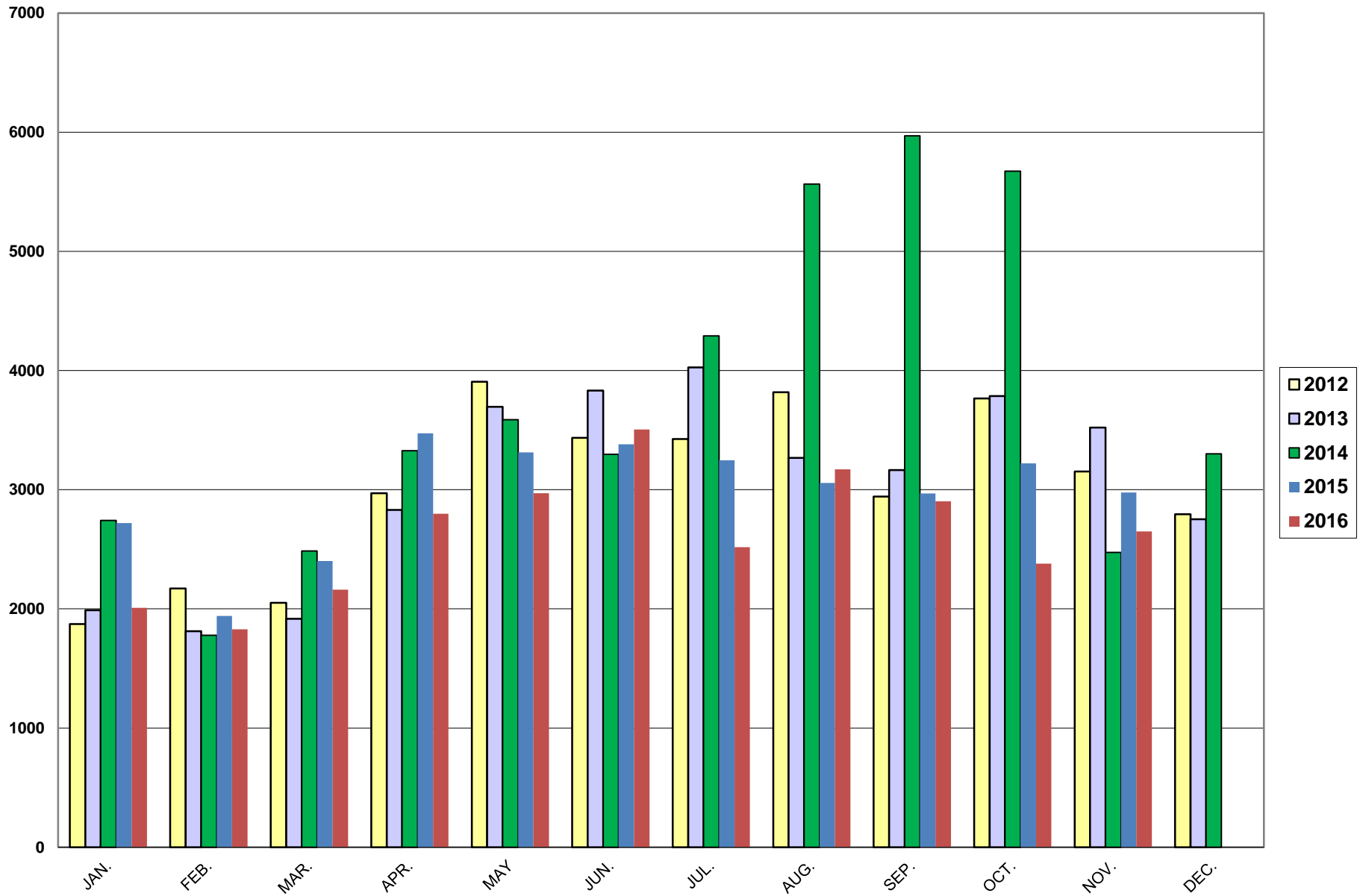
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2016 VS 5 YEAR AVERAGE  
TO NOVEMBER 30, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2012-2016  
TO NOVEMBER 30, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES IN TONNES 2012-2016  
TO NOVEMBER 30, 2016**



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
December 23, 27, 2016 And January 2, 2017	Christmas/New Year's Office Closure	Town Hall & Public Services CLOSED