



COUNCIL MEETING

MONDAY, APRIL 10, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, APRIL 10, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

| <u>AGENDA ITEM</u> | <u>RECOMMENDATION</u> |
|--|------------------------------|
| 1. GENERAL | |
| A) Call to Order | |
| B) Adoption of Agenda * | Adoption |
| C) Accounts Payable * | For Information |
| 2. DELEGATION | |
| A) Staff Sgt. Sean Maxwell * Re: RCMP Quarterly Report (January 1 to March 31, 2017) | |
| 3. MINUTES | |
| A) Council meeting held March 27, 2017 * | For Adoption |
| B) Redcliff & District Recreation Services Board meeting held April 3, 2017 * | For Information |
| 4. REQUESTS FOR DECISION | |
| A) Off-site Levies Public Consultation Update * | For Consideration |
| B) Tax Recovery Reserve Bid and Auction * | For Consideration |
| C) 2017 Municipal Election * Re: Appointment of Returning Officer | For Consideration |
| D) 2017 Municipal Election Remuneration * | For Consideration |
| E) Gordon Memorial United Church * Re: Blessing of the Bikes | For Consideration |
| 5. POLICIES | |
| A) Policy 078, Policy on Provision of Facilities to Service Clubs * | For Consideration |
| B) Policy 028, Tax Payment Plan * | For Consideration |
| C) Policy 45, Receivable Write Offs - Penalties and Balances * | For Consideration |

6. CORRESPONDENCE

- | | |
|---|-----------------|
| A) Service Alberta * Re: Supernet and Rural Broadband | For Information |
| B) CP Rail * Re: Rail Safety Week 2017 | For Information |
| C) Federation of Canadian Municipalities (FCM) * Re: FCM Legal Defense Fund | For Information |

7. OTHER

- | | |
|---|-----------------|
| A) Pitch-In Week Poster * | For Information |
| B) Memo to Council * Re: Community Facility Enhancement Program (CFEP) | For Information |
| C) Redcliff/Cypress Regional Waste Management Authority * Re: Landfill Graphs to March 31, 2017 | For Information |
| D) Memo to Council * Re: Permits issued in March, 2017 | For Information |
| E) Council Important Meetings & Events April 10, 2017 * | For Information |

8. RECESS

9. IN CAMERA

- | |
|--------------------------------------|
| A) Land (1) (FOIP S. 16 & 24) |
| B) Labour (1) (FOIP S. 24) |

10. ADJOURN

COUNCIL MEETING APRIL 10, 2017

ACCOUNTS PAYABLE LIST

| <u>CHEQUE #</u> | <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|------------------------|--------------------------------|---|----------------------|
| 81688 | ROSENAU TRANSPORT | SHIPPING | \$1,332.01 |
| 81689 | ROY'S WOOD SHOP | PLANKS | \$151.20 |
| 81690 | SCHEFFER ANDREW | PLANNING SERVICES | \$269.01 |
| 81691 | SENET, COLIN | TRAVEL REIMBURSEMENT | \$225.44 |
| 81692 | STEINKE, JAMES | TRAVEL REIMBURSEMENT | \$628.31 |
| 81693 | BOYLAN IMAGING | GRAPHIC DESIGN WORK | \$31.50 |
| 81694 | HART, KELLY | REFUND FACILITY/KEY DEPOSIT | \$225.00 |
| 81695 | MCKINLEY, LORRIE | REFUND FACILITY/KEY DEPOSIT | \$140.00 |
| 81696 | BRITTANIA INDUSTRIES 2029 INC. | REFUND CREDIT ON ACCOUNT | \$183.20 |
| 81697 | JASPERS, KARA | REFUND FACILITY DEPOSIT | \$50.00 |
| 81698 | WEARPRO EQUIPMENT & SUPPLY | CUTTING EDGES/TIGER TOOTH | \$1,600.96 |
| 81699 | CITY CHRYSLER JEEP | SHAFTS/O-RING/SNAP RING/SEAL | \$393.22 |
| 81700 | FINNING | GRADER | \$171,937.50 |
| 81701 | FORT GARRY FIRE TRUCKS | MAINTENANCE TRAINING PROGRAM | \$703.50 |
| 81702 | FOUNTAIN TIRE | REFUND CREDIT ON ACCOUNT | \$354.41 |
| 81703 | GAS CITY HYDRO VAC | CURB STOP REPAIRS | \$1,071.00 |
| 81704 | GOVERNMENT OF ALBERTA | FREC GRANT REFUND | \$171,897.34 |
| 81705 | HARRISON, DEAN | TRAVEL REIMBURSEMENT | \$297.68 |
| 81706 | SHAW CABLE | INTERNET | \$129.05 |
| 81707 | PUROLATOR | SHIPPING | \$39.13 |
| 81708 | REDCLIFF MINOR HOCKEY | SPONSOR | \$100.00 |
| 81709 | CITY OF MEDICINE HAT | FIRST AID | \$223.20 |
| 81710 | RECEIVER GENERAL | STAT DEDUCTIONS | \$404.09 |
| 81711 | ROLL-ON PAINTING | INSTALL DOOR AND FRAME | \$1,365.00 |
| 81712 | MEDICINE HAT LICENSE CENTER | LICENSE PLATE | \$84.45 |
| 81713 | MAVERICK OILFIELD | REFUND DEPOSIT - INACTIVE UTILITY ACCOUNT | \$100.00 |
| 81714 | ROSENAU TRANSPORT | SHIPPING | \$142.91 |
| 81715 | SUN CITY FORD | ENGINE PROBLEM - LABOUR | \$65.63 |
| 81716 | MIDDLETON, RENA | MANHOLE LIFTER | \$250.00 |
| 81717 | WESTERN TRACTOR | BLOWER/BRUSHCUTTER | \$1,186.94 |
| 81718 | THE BOLT GUYS | BOLTS/WASHER/NUTS | \$18.13 |
| 81719 | ECCO HEATING PRODUCTS | THERMOSTAT COVERS | \$49.01 |
| 81720 | BARTLE & GIBSON | SINK/TAPS | \$199.06 |
| 81721 | HACH SALES | WTP MAINTENANCE AND SUPPLIES | \$11,972.74 |
| 81722 | SOUTH COUNTRY GLASS | REPLACE CONTROL BOARD ON FRONT DOORS | \$987.00 |
| 81723 | PALLISER AIRSHED SOCIETY | MEMBERSHIP | \$826.88 |
| 81724 | SECURTEK | ALARM SYSTEM FOR FIREHALL | \$72.29 |
| 81725 | SHAW CABLE | INTERNET | \$84.95 |
| 81726 | TELUS COMMUNICATION | PHONE SERVICE | \$80.92 |
| 81727 | SERENITY HOMES | REFUND DUPLICATE PAYMENT | \$75.00 |
| 81728 | DAVIES, MIKE | CPA MEMBERSHIP FEES | \$1,103.55 |

| | | | |
|-------|-----------------------------|------------------------------|--------------|
| 81729 | WOOD, DALE | FIREARMS INSTRUCTOR FEES | \$3,230.00 |
| 81730 | FCSS ASSOCIATION OF ALBERTA | MEMBERSHIP FEES | \$733.00 |
| 81731 | THE PATIO CAFÉ | DEPOSIT FOR VOLUNTEER DINNER | \$500.00 |
| 81732 | PITNEY WORKS | FOLDER/STUFFER FEES | \$159.08 |
| | | CHEQUES - TOTAL | \$375,673.29 |

| <u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u> | | | |
|---|--------------------------|---|----------------------|
| <u>EFT#</u> | <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
| 066 | ACTION PARTS | CV AXLE | \$257.42 |
| 067 | AMSC INSURANCE | COUNCIL/FIREFIGHTER LIFE INSURANCE PREMIUMS | \$1,450.00 |
| 068 | THE BOLT SUPPLY HOUSE | SCRAPER BLADE/BOLTS/NUTS | \$107.56 |
| 069 | CANADIAN LINEN & UNIFORM | COVERALLS/TOWELS | \$26.25 |
| 070 | FOX ENERGY | SCBA MASKS | \$204.75 |
| 071 | REDCLIFF HOME HARDWARE | COFFEE MAKER/FILTERS | \$129.63 |
| 073 | PARK ENTERPRISES | PERMITS | \$1,854.91 |
| 074 | SUMMIT MOTORS | HOSE BOX | \$644.21 |
| 075 | KOST FIRE EQUIPMENT | SERVICE HOOD FIRE SUPPRESSION | \$122.33 |
| 076 | REDCLIFF HOME HARDWARE | FILTERS/GRINDER/SEALER/SHOWER CURTAINS | \$556.88 |
| 077 | DIGITEX | COPIER FEES | \$5,387.15 |
| 078 | AMSC INSURANCE | INSURANCE PREMIUMS | \$389.11 |
| 079 | AMSC INSURANCE | BENEFIT PREMIUMS | 18324.09 |
| 080 | SUNCOR ENERGY | FUEL | \$7,950.72 |
| 081 | MPE ENGINEERING | PROJECT 165 PMT #1 & #2 | \$19,158.64 |
| 082 | ACTION PARTS | FILTER | \$36.42 |
| 083 | CANADIAN LINEN & UNIFORM | COVERALLS/TOWELS | \$26.25 |
| 084 | SUMMIT MOTORS | BATTERY/CORE | \$94.45 |
| 085 | FOX ENERGY | SAFETY SUPPLIES/SIGNS | \$916.76 |
| 086 | CUPE | UNION DUES | \$1,945.81 |
| | | EFT - TOTAL | \$59,583.34 |

| <u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u> | | | |
|--|------------------------|---|----------------------|
| <u>CHEQUE #</u> | <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
| 00027 | CLEAN HARBORS CANADA | PAINT RECYCLING | \$856.80 |
| 00028 | REDCLIFF HOME HARDWARE | SMOKE DETECTOR/BATTERIES/CLEANER/TISSUE | \$76.39 |
| 00029 | SUNCOR | FUEL | \$1,729.67 |
| 00030 | COUNTRY HAVEN STABLES | LOCKERS | \$630.00 |
| 00031 | CYPRESS COUNTY | WASTE CELL & LEACHATE | \$148,169.47 |
| 00034 | SHOCKWARE | INTERNET | \$52.45 |
| 00035 | SUNCOR | FUEL | \$1,702.73 |
| 00036 | TELUS COMMUNICATIONS | PHONE SERVICE | \$85.00 |
| 00037 | TOWN OF REDCLIFF | WASTE CELL & LEACHATE | \$148,168.47 |
| | | CHEQUES - TOTAL | \$301,470.98 |

Reporting Period: January 1, 2017 – March 31, 2017

Summary of Detailed Crime Number Statistics

| Zone | Total this Period | Previous Period | Yearly Total 2016-2017 |
|---------------------|-------------------|-----------------|---------------------------|
| Redcliff(municipal) | 173 | 253 | 783 |

Summary of Detailed Crime Statistics

Section I: Detailed Crime Report

| Crime Type | Previous Quarter | Current Quarter |
|-------------------------|------------------|-----------------|
| Assault | 15 | 9 |
| Break and Enter | 2 | 4 |
| Motor Vehicle Theft | 7 | 2 |
| Theft Over \$5000 | 11 | 2 |
| Theft Under \$5000 | 13 | 13 |
| Mischief | 16 | 20 |
| Possess Stolen Property | 1 | 1 |
| Fraud | 6 | 4 |
| Drugs | 1 | 1 |
| Disturb/Breach Peace | 3 | 8 |
| Utter Threats | 3 | 9 |
| Criminal Harassment | 4 | 2 |
| Weapons Offences | 1 | 0 |
| Other Criminal Code | 10 | 4 |
| Obstruction | 2 | 1 |
| Other Federal Act | 2 | 1 |

| | | |
|----------------------|----|----|
| Total Persons Crime | 20 | 20 |
| Total Property Crime | 45 | 46 |

Section IV: Common Police Activities

| | Previous Quarter | Current Quarter |
|---------------------------|------------------|-----------------|
| False 911 Calls | 9 | 11 |
| Animal Calls | 3 | 4 |
| False Alarms | 26 | 15 |
| Missing Persons | 3 | 2 |
| Other Provincial Statutes | 26 | 27 |
| Municipal Bylaw | 13 | 6 |
| Assist General Public | 9 | 11 |
| Wellbeing Check | 2 | 4 |

Summary of Detailed Traffic Monthly Report Statistics

| Violation Type | Previous Quarter | Current Quarter |
|---------------------|------------------|-----------------|
| Speeding Violations | 10 | 3 |
| Non Moving | 14 | 16 |
| No Insurance | 4 | 3 |
| Distracted Driving | 4 | 10 |
| Roadside Suspension | 3 | 4 |
| Stop Sign | 2 | 3 |
| GLA | 4 | 3 |
| Seat Belt | 4 | 16 |
| Traffic Lights | 1 | 2 |
| Impaired Driving | 10 | 5 |
| Other Moving | 18 | 32 |
| Intersection | 1 | 2 |
| TOTAL | 75 | 99 |

Collisions:

| Collision Type | Previous Quarter | Current Quarter |
|--------------------------------|------------------|-----------------|
| Property Damage Non-Reportable | 3 | 1 |
| Property Damage | 17 | 41 |

| | | |
|------------------|----|----|
| Non-Fatal Injury | 0 | 2 |
| Fatality | 0 | 0 |
| Total | 20 | 43 |

Annual Performance Plan 2016/2017

Data Unavailable at Present and year-end results being finished.

Other Inclusions

- Cst. Fisler has just returned to work
- Cst. Bond is being transferred
- Detachment currently fully-staffed
- Annual Performance Plan for new year will include more emphasis on education(traffic enforcement releases) and engagement with the public and groups including local stakeholders and groups such as Citizens on Patrol, the Community Advisor Council and Rural Crime Watch
- Goals for the year are to ensure visibility within all communities while creating further trust

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 27, 2017 @ 7:00 P.M.**

| | | | |
|-----------------|---|-------------------------|---|
| PRESENT: | Mayor | E. Reimer | |
| | Councillors | D. Kilpatrick, C. Brown | |
| | | J. Steinke, C. Crozier | |
| | | L. Leipert, E. Solberg | |
| | Municipal Manager | A. Crofts | |
| | Manager of Legislative & Land Services | S. Simon | |
| | Director of Finance & Administration | J. Tu | (left the meeting at 7:32 p.m.) |
| | Director of Community & Protective Services | K. Dalton | (arrived at 7:04 p.m., left at 7:17 p.m.) |
| | Director of Planning & Engineering | J. Johansen | (arrived at 7:02 p.m., left at 7:32 p.m.) |
| | Director of Public Services | C. Popick | (left the meeting at 7:32 p.m.) |

ABSENT:**1. GENERAL**

| | | |
|-----------|-----------------------------------|---|
| | Call to Order | A) Mayor Reimer called the regular meeting to order at 7:00 p.m. |
| 2017-0103 | Adoption of Agenda | B) Councillor Crozier moved the agenda be adopted as presented. - Carried. |
| 2017-0104 | Accounts Payable | C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried. Director of Planning & Engineering arrived to the meeting at 7:02 p.m. |
| 2017-0105 | Bank Summary to February 28, 2017 | D) Councillor Leipert moved the Bank Summary to February 28, 2017, be received for information. - Carried. Director of Community & Protective Services arrived to the meeting at 7:04 p.m. |

2. MINUTES

| | | |
|-----------|-------------------------------------|--|
| 2017-0106 | Council meeting held March 13, 2017 | A) Councillor Leipert moved the minutes of the Council meeting held March 13, 2017, be adopted as presented. - Carried. |
|-----------|-------------------------------------|--|

2017-0107 Redcliff Family & Community Support Services meeting held March 14, 2017

B) Councillor Brown moved the minutes of the Redcliff Family & Community Support Services meeting held March 14, 2017, be received for information. - Carried.

3. BYLAWS

2017-0108 Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw

Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District

A) Councillor Crozier moved that Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw, regarding Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District, be given third reading. - Carried.

4. REQUESTS FOR DECISION

2017-0109 2017 Municipal Election - Various Matters

A) Councillor Kilpatrick moved that an Advance Vote be held and scheduled for the 2017 Municipal Election with the date and time to be determined by the Returning Officer. - Carried.

2017-0110 Pitch-In Week April 22-29, 2017

B) Councillor Leipert moved that the Town of Redcliff support Pitch-In Week by offering free dumping at the Redcliff Cypress Regional Landfill to local residents delivering yard and household waste during the week of April 22 to 29, 2017. - Carried.

Director of Community & Protective Services left the meeting at 7:17 p.m.

5. POLICIES

2017-0111 Policy 011, Frontage Prepayment Policy - Town Owned Property

A) Councillor Brown moved Policy 011, Frontage Prepayment Policy, be approved as presented. - Carried.

2017-0112 Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority

B) Councillor Brown moved Policy 019, Bank Transactions and Cheque and Electronic Fund Transfer Signing Authority be approved as amended. - Carried.

2017-0113 Policy 113, Built Green Incentive Policy (Eastside Phase 1)

C) Councillor Kilpatrick moved Policy No. 113, Built Green Incentive Policy (Eastside Phase 1), be cancelled. - Carried.

- | | | |
|-----------|--|---|
| 2017-0114 | Policy 119, External Municipal Planning Documents Review | D) Councillor Leipert moved that Council approve Policy No. 119, External Municipal Planning Documents Review Policy as presented. - Carried. |
| 2017-0115 | Policy 037, Correspondence for Councillors & Delivery of Information Packages to Councillors | E) Councillor Steinke moved Policy 037, Correspondence for Councillor and Delivery of Information Packages to Councillors be approved as presented. - Carried. |
| 2017-0116 | Policy 061, Declarations | F) Councillor Crozier moved Policy 061, Declarations, be approved as presented. - Carried. |

6. CORRESPONDENCE

- | | | |
|-----------|--|--|
| 2017-0117 | Alberta Municipal Affairs Re: Intermunicipal Collaboration Grant for Regional Solid Waste Study project | A) Councillor Solberg moved correspondence from Alberta Municipal Affairs dated March 14, 2017 regarding Intermunicipal Collaboration Grant for Regional Solid Waste Study project, be received for information. - Carried. |
| 2017-0118 | Alberta Culture & Tourism Re: 2019 Alberta Senior Masters Games | B) Councillor Brown moved correspondence from Alberta Culture & Tourism dated March 9, 2017, regarding 2019 Alberta Senior Masters Games, be received for information. - Carried. |

7. OTHER

- | | | |
|-----------|---|--|
| 2017-0119 | Municipal Manager's Report to Council March 27, 2017 | A) Councillor Steinke moved the Municipal Manager's Report to Council March 27, 2017, be received for information. - Carried. |
| 2017-0120 | Dreams Program Update | B) Councillor Crozier moved the Dreams Program Update for March, 2017, be received for information. - Carried. |
| 2017-0121 | Municipal Affairs Information Bulletin Re: Registration for Candidates - 2017 Municipal Elections | C) Councillor Kilpatrick moved the Municipal Affairs Information Bulletin dated December 2016 regarding Registration for Candidates - 2017 Municipal Elections, be received for information. - Carried. |
| 2017-0122 | Council Important Meetings & Events March 27, 2017 | D) Councillor Leipert moved the Council Important Meetings & Events March 27, 2017, be received for information. - Carried. |

8. RECESS

Mayor Reimer called for a recess at 7:32 p.m.

Director of Public Services, Director of Planning & Engineering, and Director of Finance & Administration left the meeting at 7:32 p.m.

Mayor Reimer reconvened the meeting at 7:49 p.m.

9. IN CAMERA

2017-0123

Councillor Brown moved to meet In Camera at 7:49 p.m.
- Carried.

2017-0124

Councillor Brown moved to return to regular session at 8:06 p.m. - Carried.

10. ADJOURNMENT

2017-0125 Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 8:06 p.m. - Carried.

Mayor Reimer

Manager of Legislative & Land Services

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
April 3rd, 2017 at 7:00 pm

PRESENT:

| | |
|--------------------|--------------------|
| Chairperson | Karen Worrell |
| Members at Large | Christina McNeil |
| | Sharon Kirvan |
| Community Services | Kim Dalton |
| | Mayor Ernie Reimer |
| Absent | LeRay Paul |

1. GENERAL

Call to Order:

A) Meeting called to order at 7:10 pm.

Adoption of the Agenda

B) C. McNeil moved adoption of the agenda as presented. – Carried.

2. MINUTES

No Board meeting held March 6th, 2017

A) None

3. DELEGATION –
None

4. OLD BUSINESS

Redcliff and District Recreation Committee (Society)

A) C. McNeil moved that the update on the status of the Redcliff and District Recreation Committee Society be accepted as information.
- Carried.

2017 Spring Program Guide

B) C. McNeil moved that the update on the draft 2017 spring program guide be accepted as information. – Carried.

CFEP Grant – Rec Tangle

C) C. McNeil moved that the update on the Community Facility Enhancement Program grant approval for the Rec-Tangle building upgrade be accepted as information. – Carried.

World's Largest Swimming Lesson

D) C. McNeil moved that the Town of Redcliff engage in being involved in the world largest swimming lesson at the Redcliff Aquatic Centre on June 22nd, 2017. – Carried.

5. NEW BUSINESS

Alberta Canada 150 Grants

A) C. McNeil moved that the update on the status of the Canada 150 grant application be accepted as information. – Carried.

- I. 670 Collective – Skills Park and Trail Extension
- II. Lions Club – Splash Park
- III. Redcliff Public Library – Outdoor Space
- IV. Seniors Centre – Energy Efficiency Lighting
- V. Redcliff Legion – Inflatable Screen and Projector

Off Leash Area Review

B) C. McNeil moved that the Redcliff and District Recreation Services Board compile recommendations for a short and long term off leash strategy to be reviewed at the next recreation services board meeting in preparation for presentation to Redcliff Town Council.-- Carried

Riverview Golf Club CFEP

C) C. McNeil moved that the update on the Riverview golf Club CFEP grant be accepted as information. – Carried.

6. CORRESPONDENCE

None

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

A) Pitch in Week

B) Volunteer Appreciation Week

8. DATE OF NEXT MEETING - May 1st, 2017

Adjournment

9. ADJOURNMENT

A) E. Reimer moved that the meeting be adjourned at 8:50pm.
- Carried.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: April 10, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: Off-site Levies

PROPOSAL: Receive Direction from Council

BACKGROUND:

Administration took the draft report of the 2017 recalculation of the off-site levies to Council February 27, 2017 for information prior to circulating and distributing it to the development industry for comment. The date given to respond to the circulation of comments has expired and the Town has received comments as provided in the attached Public Consultation Summary. For instances where feedback was provided in writing, administration has included it in the attached summary and where the feedback was verbal, administration took notes and summarized the feedback also in the attached summary.

POLICY/LEGISLATION:

The MGA section 648 RSA 2000 cM-26 s649;2015 c8 s68
Bylaw 1830 Off-site Levy Bylaw
Policy 130 Off-site Levies Policy

STRATEGIC PRIORITIES:

Encouraging the construction of green buildings is not identified as a strategic priority.

ATTACHMENTS:

Town of Redcliff Offsite Levies, 2017 Levies Recalculation, Public Consultation Summary

OPTIONS:

1. That Council direct Administration to create a policy with respect to what projects to include in the off-site levies.
2. That Council direct Administration to review the projects in the off-site levies for conformance with the policy for the 2017 recalculation, or the 2018 recalculation.
3. That Council direct Administration to provide Council with an analysis of how different policies with respect to inclusion of projects in the off-site levies impact the off-site levies and Town finances.
4. That Council direct Administration to create a cost sharing policy.
5. That Council direct Administration to update the current off-site levies policy to change credits for existing development to deferral of payments.

6. That council direct Administration to add a deferral of payments for parcels that are only being partially developed.

RECOMMENDATION:

Option 1, Option 2 (2018), Option 4, Option 5, and Option 6

SUGGESTED MOTION(S):

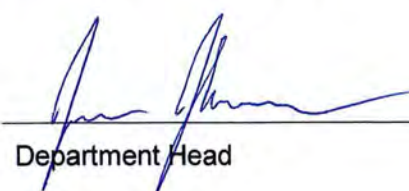
1. Councillor _____ moved that Administration draft a policy with respect to what projects to include in the off-site levies.
2. Councillor _____ moved that Administration review the projects in the offsite levies for conformance with the policy for the 2018 recalculation.
3. Councillor _____ moved that Administration provide Council with an analysis of how different policies with respect to inclusion of projects in the off-site levies impact the off-site levies and Town finances.
4. Councillor _____ moved that Administration draft a cost sharing policy.
5. Councillor _____ moved that Administration update the current off-site levies policy to change credits for existing development to deferral of payments.
6. Councillor _____ moved that Administration add a deferral of payments for parcels that are only being partially developed.

Moving Forward

Based on the instructions of Council, Administration will prepare policies and changes to policies as directed. The Corvus Model will be updated as per directions and finalized along with the 2017 Off-site Levies Recalculation report. An amendment to the Off-site Levies bylaw will be brought forward to Council for a first reading with a non-statutory public hearing to be held at the next Council meeting after which the Off-site Levies bylaw amendment can be read a second and third time.

New policies and policy updates will be brought forward at the same time as the bylaw amendment. It is suggested that the policies be approved after the non-statutory public hearing.

SUBMITTED BY:

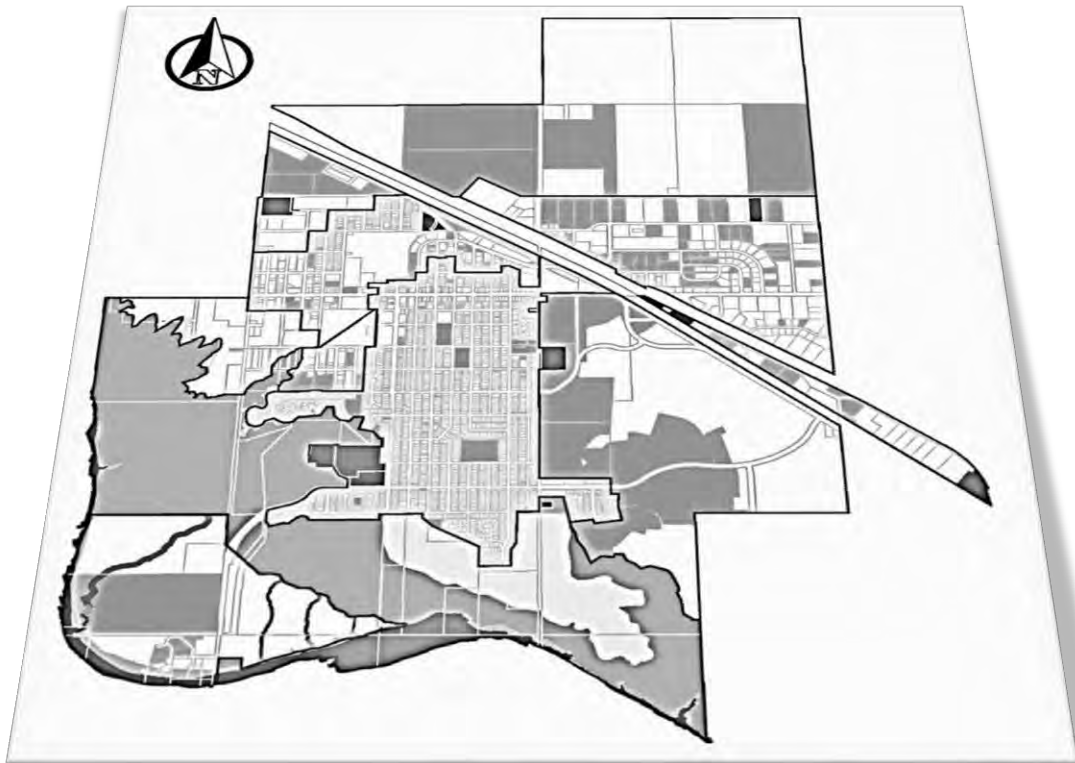


Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2017.

Town of Redcliff Offsite Levies 2017 Levies Recalculation Public Consultation Summary



**TOWN OF REDCLIFF
PLANNING & ENGINEERING DEPARTMENT**

April 6, 2017





Executive Summary

In March of 2017 the 2017 Levies Recalculation Draft Report was circulated to the development industry for comment. It was requested that comments be received by the Town no later than April 4, 2017. Comments were received from five parties.

Based on the comments received the following administrative recommendations are made:

1. Create a policy with respect to what and how projects are to be included in the off-site levies.
2. Review the off-site levies project list in advance of the 2018 recalculation.
3. Created a policy with respect to create a cost sharing, and oversize.
4. Change the current policy from providing of credits for existing development to deferral of payments for existing development.
5. Add to the off-site levies policy a mechanism to deferral of payments for parcels that are only being partially developed.

Table of Contents

| | | |
|--------------|--|---|
| 1 | Introduction | 2 |
| 2 | Comments Received | 2 |
| 2.1 | Meeting with Private Developer, March 27, 2017 | 2 |
| 2.2 | Meeting with Private Landowner, April 3, 2017 | 2 |
| 2.3 | Private Developer by email on April 3, 2017 | 3 |
| 2.4 | Kent Snyder, General Manager, Planning and Development Services, City of Medicine Hat, Letter dated April 3, 2017. | 3 |
| 2.5 | Solicitor for private landowners, Letter dated April 4, 2017..... | 4 |
| 3 | Summary | 4 |
| 3.1 | What are off-site levies | 4 |
| 3.2 | How projects are added to the off-site levies..... | 4 |
| 3.3 | When and what portion of the off-site levies be collected? | 5 |
| 4 | Recommendations | 6 |
| APPENDIX "A" | Copies of Correspondence..... | 8 |



1 Introduction

The Town of Redcliff adopted an Off-Site Levies Bylaw and Policy on September 12, 2016. In March of 2017 the 2017 Levies Recalculation Draft Report was circulated to the development industry for comment. 35 letters were sent out to land owners, developers, Urban Development Institute Members and consulting Engineers. It was requested that comments be received by the Town no later than April 4, 2017. Comments could be made in writing, email, through meetings, and phone calls.

2 Comments Received

Comments were received from five parties.

2.1 Meeting with Private Developer, March 27, 2017

The meeting was scheduled to discuss another matter, however the private developer was asked about the off-site levies. The developer stated he understood the need for off-site levies and from his perspective the proposed off-site levies appeared reasonable but that he had not taken the time to thoroughly review them.

2.2 Meeting with Private Landowner, April 3, 2017

This private land owner is opposed to the off-site levies being applied to what he feels are already developed parcels. He is also concerned that the imposing of off-site levies will stop development in the Town.

To provide some additional information:

The current off-site levies are calculated as follows:

1. A project is determined to benefit future developers,
2. The cost of the project is determined,
3. The zones benefiting from the project is determined,
4. The area of developed land and land that could be developed in a zone is determined. The amount of land that could be developed is divided by the total of developable land and this is the developer percentage of the project for that zone. The developer percentage of the project is the weighted summation of the developer percentage for each zone benefiting.
5. Developable land is defined as land that is vacant or land without permanent structures.
6. The off-site levies for each zone are the summation of the project costs benefiting the zone multiplied by the developer percentage for each levy type.
7. The off-site levies are applied to each property in the Town as per Policy 130. Therefore if off-site levies (or equivalent to off-site levies) have not been paid then at the time of development or subdivision an off-site levy is assessed.

The private landowner's concerns are primarily in relation to 5 and 7 above. He feels that any land that has services in the street in front of the parcel is developed land and was purchased with the services paid for including the major off-site services. Secondly he feels that the landowner has been paying property taxes on the property which should be used by the Town to pay the developed land portion of the off-site levies projects.



2.3 Private Developer by email on April 3, 2017

I've sifted through the 97 pages and gazillions of numbers and preliminary thoughts are:

- Combined zones make it easier to assess
- Eastside bears the highest cost per ha
- **Don't understand the storm pond page? Is that still a planned project?**
- 3rd or 9th Ave improvements and associated infrastructure will obviously dictate which area develops first (or vice versa) but maybe not both together
- **I do not question the \$ cost of individual projects, that's your department**
- other than finishing the park, we have nothing planned, so a minimum timeline for requirement for projects is perhaps several years away
- Is a traffic circle cheaper at Mitchell/Broadway intersect?

Not sure if that is helpful. As a potential developer, I would say **don't run out and spend a bunch of money** based on what you think I might do any time soon! I guess I would focus on fixing all the immediate existing needs.

The following response was sent to this private developer on April 4, 2017.

Thank-you for the comments. With respect to your comments I have the following responses:

-Eastside bears the highest cost per ha (It is true that Eastside has the highest cost per ha however this is because 9th Avenue and 3rd Avenue are included in the off-site levies. If these projects were removed the costs in Eastside would come down substantially, however the amount the Town would contribute and other zones would contribute to these projects would be removed. This would result in an overall cost to develop that would be higher for the developer, however it would reduce developer costs prior to these roads being needed.)

-don't understand the storm pond page? Is that still a planned project? (I have not had adequate time to research this project. For reasons unknown to me it was included in the first off-site levy calculation. This project currently only benefits Eastside. As this project only benefits one zone it could be removed from the off-site levies, however the project if required would still have to be paid for by the developers although it could be done through cost sharing.)

-3rd or 9th Ave improvements and associated infrastructure will obviously dictate which area develops first (or vice versa) but maybe not both together (They are not planned to develop together. There was an issue importing data from the Corvus Model into the Project sheets on the Project Planning. This has been fixed and did not result in a change to the model)

-Is a traffic circle cheaper at Mitchell/Broadway intersect? (Traffic circles tend to have higher costs to install than traffic lights although their operational costs are typically less.)

2.4 Kent Snyder, General Manager, Planning and Development Services, City of Medicine Hat, Letter dated April 3, 2017.

No concerns were identified. Letter is attached.



2.5 Solicitor for private landowners, Letter dated April 4, 2017.

Concerned with how the off-site levies are applied to large lots and that this is not fair for large residential lots that do not use more services. Letter is attached.

3 Summary

Through review of the comments Administration has identified the following issues that should be addressed or clarified:

- There is a basic misconception of what an off-site levy is.
- What projects should be included in the off-site levies.
- When and what portion of the off-site levies be collected?

3.1 What are off-site levies

An off-site levy is an assessment made against every parcel of land in the Town when the bylaw was passed. The MGA, Bylaw and Policy all describe when the Town can collect the assessment (development and or subdivision). The Policy goes onto further deal with the kinds and magnitude of development that the Town will collect the off-site levies from. This has a real practical application in that all kinds of development do not require additional use of municipal services. The amount payable is calculated at the time of payment.

3.2 How projects are added to the off-site levies

The Town has attempted to take a balanced approach to including projects in the off-site levies project list. With the 2017 recalculation several projects were removed as they did not appear to meet the requirements of a project to be included in the off-site levies. Concerns were raised with respect to what projects should be included.

The current rules for a project being included in the off-site levies project list are:

- the project is required to facilitate new development, (existing development can also benefit but if there is no benefit to new development then a project cannot be included in the off-site levies) and
- the project is a benefit to more than one developer, (if only one developer benefits then there is no need to introduce the complexity of an off-site levy), or
- the Town may want to develop the project prior to a developer.

The current rules create some questions:

- a. Are off-site levies the correct mechanism to use for cost sharing?
- b. Is the Town wanting to construct a project before the developer needs it a valid reason for inclusion in the off-site levies?
- c. What are the thresholds for oversize for a project to be included in the off-site levies?



Town of Redcliff Offsite Levies 2017 Levies Recalculation Public Consultation Summary

- d. Is there a point of diminishing returns for including a project in the off-site levies list? (Is the bulk of the project and costs required by the existing developed areas? Is including the project in the off-site levies adding to the cost and complexity of the off-site levies where it cost more to administer than will be collected?)
- e. For projects where existing infrastructure is replaced should the off-site levies only pay the portion for the oversizing to benefit the new development?

With respect to the above questions Administration provides the following considerations/thoughts:

- a. Off-site levies are a good mechanism for cost sharing when the cost sharing involves multiple developers and the municipality because it documents everything up front and will allow developers to proceed with a project when the cost sharing cannot be worked out between multiple parties. Off-site levies are not a good mechanism for cost sharing between two parties because the formality of the off-site levies and the time of collection can greatly impact the flexibility of the developers on what, where and when to develop. An example of the time issue is if a developer has several phases that can be developed before the developer needs the off-site levies project but has to pay for the off-site levies project before it is needed because the other phases are developing first. This can create a cash flow issue for the developer. One item to note, the Town should never get involved in cost sharing between a developers phases.
- b. The Town wanting to construct a project before a developer needing it is a valid reason for including a project in the off-site levies list with the following caution: the Town should have a need of the infrastructure before it is included in the off-site levies. There are several projects currently in the off-site levies that are not needed by the developer nor are needed by the Town but are wanted by the Town (3rd Avenue and 9th Avenue in Eastside are both good examples).
- c. Most municipalities to avoid offering an endeavour to assist in their development agreements have a policy governing what amount of oversizing is required before it is reasonable to go through the exercise of calculating the value of the oversize and the effort required to document and administer oversizing. Typical numbers are waterlines over 300mm, sanitary sewers over 300mm, storm sewers over 600mm, roads larger than a minor collector. Typically the off-site levies will utilize the same policy. The Town does not currently have a policy dealing with oversizing although Policy 80 covers some of the process of oversizing.
- d. There is a point of diminishing returns. A practical limit should be set where if the municipal portion is greater than the defined percentage the municipality will not include the project in the off-site levies.
- e. Developers likely should only pay the oversize portion and the full cost of financing where the project is required by the developer before the replacement is required by the Town. None of the off-site levies projects have been calculated this way.

3.3 When and what portion of the off-site levies be collected?

The current policy lays out when and what portion of the off-site levies should be collected. There are three issues with the policy:

- 1. The Policy allows a credit for existing development. Based on the concept that the off-site levies were applied to all properties in the Town at the time of the bylaw it would be more prudent to



change the policy to grant a deferral of collection of the full off-site levies due to the existing development. This would result in no changes to the amount of monies that are payable today **but would preserve the Town's right to collect the full levies in the future. This will become** particularly important as the new MGA is allowing for additional types of projects to be off-site levies and the MGA allows the collection of a levy once for each type of levy (i.e. If the infrastructure capacity fee did not include transportation projects then the Town could still collect the transportation portion of the off-site levies from land that had paid the infrastructure capacity fee.). The MGA allows for the deferral of payment of the off-site levies.

2. The Policy only deals with payment of offsite levies on an area basis. There are reasonable arguments to be made that offsite levies should be charged based on a per site charge, a per unit charge, type of development charge etc. The issue Administration has is that every additional method included in calculation of the payment significantly increases the complexity as this calculation has to be included in the off-site levies model (effectively the size and complexity is quadrupled by adding a second method). The Corvus model has the capability to add type of development into the model however Corvus has warned that a municipality needs to have very good local data to justify the different rates between the different types of development. The Town does not have data to support this.
3. The Policy requires full payment of the off-site levies when all the land in a parcel is not being developed. It is not uncommon for large commercial and industrial developers to purchase more land than they require and then initially develop only a portion of the land leaving the rest as vacant or in the case of many industrial sites a large yard for equipment parking. This creates a situation where the developer may find that there is a large off-site levy to pay and decides to locate the business elsewhere as the off-site levy makes the costs of locating in the Town much less attractive. This also applies to large parcel residential. Under this scenario development can choose to locate outside of the Town and the Town will lose the property taxes from the development and will never be able to recover them. In the case of an off-site levy the Town could defer payment of the off-site levy for the land that is not being developed and collect the off-site levies when the land is subdivided or developed in the future. Doing this would go a long way to reducing the issues created by payment of levies on an area basis only. It is also important to note that payment of offsite levies (through deferred payment) has a built in/automatic trigger being development permit applications and subdivision applications.

4 Recommendations

Based on the comments received the following recommendations are proposed:

1. A policy is created with respect to what and how projects are to be included in the off-site levies.
2. That a review the projects currently in the off-site levies project list be reviewed in advance of the 2018 recalculation.
3. A policy is created with respect to create a cost sharing, and oversize that can be used by the Town when it is offering endeavours to assist and for determination of off-site levies projects.
4. To update the current off-site levies policy to change from providing of credits for existing development to deferral of payments for existing development.
5. To add to the current off-site levies policy a mechanism to deferral of payments for parcels that



Town of Redcliff Offsite Levies 2017 Levies Recalculation Public Consultation Summary

are only being partially developed. Note this should include clear guidelines of what qualifies as to what is being considered not developing.



APPENDIX "A" **Copies of Correspondence**



Planning & Development Services
580 First Street SE
Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8374
pbe@medicinehat.ca
www.medicinehat.ca

April 3, 2017

Rebecca Arabsky
Town of Redcliff
PO Box 40
Redcliff, AB
T0J 2P0
rebecca@redcliff.ca

Attention: Planning and Engineering

RE: 2017 Off-site Levies Recalculation

Thank you for the opportunity to provide comments regarding the Town of Redcliff's 2017 Off-site Levies Recalculation Draft Report. Development Services has reviewed the Draft Report and the City of Medicine Hat has no immediate specific concerns.

However, any future infrastructure pertaining to water, sewer, storm and roads that affect the City, we would like the opportunity to review the designs please.

Yours truly,

A handwritten signature in blue ink, appearing to read "Kent Snyder", is written over a horizontal line.

Kent Snyder,
General Manager
Planning & Development Services

Comments regarding the 2017 Offsite Levies Recalculation Draft Report

██████████ and ██████████ wish to provide their comments regarding the Draft Report and the effect it will have on the ██████████ neighbourhood where they own property.

No issue is taken by them with the formulas or calculations contained in the Draft Report.

However, if implemented as written, and without modification, it will result in a levy of \$116,861.07 per hectare of land in the newly proposed Zone 5.

For the ██████████ this would mean an assessment of \$46,978.15 ($.4047 \times \$116,861.07$) for their residential lot. This would represent an increase of \$8,781.15 from the \$38,197.00 sought to be imposed by the ██████████ ██████████ letter from the Development Officer.

A reasonable person would assume that a levy in the range which was previously sought or is currently proposed is an unintended consequence of the Offsite Levy Bylaw. For it states in paragraph 3 that the object of the levy is to "... facilitate growth of the community.." and "... ensure that accompanying charges are fair and equitable...".

The imposition of this levy upon the ██████████ remaining undeveloped ██████████ lots will result in the curtailment of the growth of the community and be an unfair and inequitable consequence of the Bylaw.

If this levy is imposed, ██████████ will not be able to afford to build their dream home on this slot. No development on this lot means the Town will not only not collect an off-site levy but it will also be deprived of the increased property taxes that a new, up market home would generate for the foreseeable future.

The ██████████ are not requesting that no off-site levy be imposed. What they are saying is that it should be "fair and equitable" in the circumstances.

What we are dealing with in this part of town is residential lots. It is suggested that to focus on the size of the parcel alone, to the exclusion of all other relevant factors is not appropriate. The nature of the use of the land and the extent of the use of the land should also be taken into account. Although the lots are larger than almost all of the other residential lots in town (due to the annexation), the burden that the homes constructed on these lots would impose upon city facilities would be no greater than that imposed by other residential lots. The sewage, water and road infrastructure demands will, in essence, be no greater than that imposed by any other single family residence.

It is submitted that the application of Bylaw 1829/2016 and policy number 130 should result in a levy that more closely matches that of a typical residential lot. It is understood that approximately 4 or 5 residential lots would fit on a 1 acre (.4 hectare) lot. Should the development on any of these lots exceed that footprint, at some point in the future an

appropriately larger levy could be imposed by the Town. This could be accomplished in accordance with the provisions of paragraphs 5 and 6 of the Bylaw.

It is suggested that to focus on the size of the parcel alone, to the exclusion of all other relevant factors is not appropriate. The nature of the use of the land and the extent of the use of the land should also be taken into account.

The offsite levy as presently constituted poses an excessive burden on the [REDACTED] proposed development of their lot. As it now stands, no development of this land will take place now, or in the foreseeable future. The effective cost of the [REDACTED] lots would increase by almost \$47,000.00 from \$194,250.00 (inclusive of GST) to \$241,250.00. Potential homeowners interested in larger lots can be expected to look to Medicine Hat and Cypress County for more appropriately (all taxes and levies considered) priced lots.

This would freeze development of the [REDACTED] neighbourhood. The result for the Town of Redcliff will therefore be, the collection of no off-site levies and the collection of no future taxes on what would have been a number of higher-end homes. The Town will only collect taxes on the undeveloped lots at approximately \$800 per year instead of approximately \$4,000 per year on a higher end home. Unless there is a more reasonable offsite levy, these revenues will in all likelihood be forever lost to the Town of Redcliff.

It is estimated that the proposed offsite levy could be recovered in the form of taxes over the next 10 to 15 years.

It is recommended that a reasonable, economically feasible levy be imposed at the present time and that the remaining levy be deferred to the future, based on the extent of any increased development on the lot. This could be accomplished by way of a condition to an agreement to be required between the landowners and the Town.

Background

While contemplating the [REDACTED] subdivision prior to 2006 the [REDACTED] were told by Cypress County that they could not subdivide the land into the 1/2 acre lots that they wished to provide, as septic fields would be required and would necessitate 1 acre lots. This is what determined the reduced number of lots and the increased size of the lots from those originally planned.

The [REDACTED] ensured that the lots were serviced. City of Medicine Hat gas and electric services and telephone lines were provided. They built and paved the road including [REDACTED] They also installed a fire hydrant.

The lot owners were required to install septic fields.

Two lots were sold, one in 2007 and one 2008. No further lots were sold until 2016.

In 2009 the [REDACTED] land was annexed by the Town of Redcliff.

In July 2016 the [REDACTED] purchased their lot for \$185,000.00 plus GST.

July 18, 2016 - First reading of the Offsite Levy Bylaw.

September 12, 2016 - Final reading of the Offsite Levy Bylaw.

On November 15, 2016 the [REDACTED] were provided with a letter indicating that they were required to pay \$38,197.00 prior to the release of the development permit for their new home.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 10, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Tax Recovery Reserve Bid and Auction

PROPOSAL: To establish terms, conditions and reserve bid for the tax recovery auction

BACKGROUND:

MGA Section 418(1) directs that the municipality must offer for sale at a public auction any parcel of land shown in its tax arrears if the tax arrears are not paid unless the Town has entered an arrears payment agreement with the property owner. The reserve bids for those properties have to be established in order for the Town to advertise the public auction sale in the Alberta Gazette.

The Town of Redcliff has four properties for sale this year. The following is proposed:

- a) Sale date:
The established date of sale must meet the advertising guidelines in the Alberta Gazette and to accommodate the routines of this office. Administration proposes that the public sale date be set for **July 31, 2017 at 10:30 a.m.**
- b) Terms of sale as follows:
Cash or certified cheque.
- c) The conditions for sale:
The property is offered for sale on an "as is, where is" basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.
- d) Reserve Bids:
The respective reserve bid has been set at estimated market value, as determined by our assessor, Logan Wehlage (Benchmark Assessment Consultant Inc.), following an inspection of the properties listed below.

| Tax Roll | Location | | | Estimated Market Value |
|--------------|----------|-------|-------|------------------------|
| | Plan | Block | Lot | |
| 0049400 | 1117V | 19 | 12-13 | \$222,000 |
| 0071000 | 8210AS | E | 7-9 | \$220,000 |
| 0091300 | 7410853 | 4 | 36 | \$234,000 |
| 0101400 | 755AD | 76 | 14-15 | \$186,000 |
| Total | | | | \$862,000 |

POLICY/LEGISLATION:

Municipal Government Act (Division 8 – Recovery of Taxes Related to Land):

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

Reserve bid and conditions of sale

419(1) The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

Transfer of parcel to municipality

424(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.

STRATEGIC PRIORITIES

N/A

ATTACHMENT: Tax Recovery Value Estimates

OPTIONS:

1. To direct Administration to establish the sale date, terms, conditions, and the reserve bids as presented.
2. To direct Administration to establish the sale date, terms, conditions, and the reserve bids as amended.

RECOMMENDATION:

Option#1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff include the identified following properties currently on the tax arrears list for sale at a public auction to be held on July 31, 2017 at 10:30 am.

| Tax Roll | Location | | | Reserve Bid |
|--------------|----------|-------|-------|------------------|
| | Plan | Block | Lot | |
| 0049400 | 1117V | 19 | 12-13 | \$222,000 |
| 0071000 | 8210AS | E | 7-9 | \$220,000 |
| 0091300 | 7410853 | 4 | 36 | \$234,000 |
| 0101400 | 755AD | 76 | 14-15 | \$186,000 |
| Total | | | | \$862,000 |

Further that the terms of the sale be cash or certified cheque and conditions of the sale be "This property is offered for sale on an "as is, where is" basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser."

2. Councillor _____ moved that the Town of Redcliff offer the following property for sale at a public auction to be held on _____, Time _____ a.m.

| Tax Roll | Location | | | Reserve Bid |
|--------------|----------|-------|-------|-------------|
| | Plan | Block | Lot | |
| 0049400 | 1117V | 19 | 12-13 | \$ |
| 0071000 | 8210AS | E | 7-9 | \$ |
| 0091300 | 7410853 | 4 | 36 | \$ |
| 0101400 | 755AD | 76 | 14-15 | \$ |
| Total | | | | \$ |

Further that the terms of the sale be ..."

SUBMITTED BY:

Department Head

for Ermon
Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2017.



BENCHMARK ASSESSMENT CONSULTANTS INC

#4, 320 W.T. Hill Blvd
Lethbridge, AB T1J 4W9
Phone: 381-0535 Fax: 381-1596
email: admin@benchmarkassessment.ca

Town of Redcliff – Tax Recovery Value Estimate

Roll#: 0049400
Legal Description: 1117V;19;12-13
Parcel Size: 603.9 Sq.Meters

Purpose:

For the Town of Redcliff's use only in determining an estimate of value for their use in a tax recovery scenario.

Using assessment information at the time of the request, a fair market value estimate of the subject property in the Assessors opinion is **\$222,000** which is reflective of the current market conditions as of April 4, 2017.

This is based off the assessment model at the time of the estimate. No interior inspection of the property was done, all information at the assessors disposal is assumed accurate. This is not an appraisal and the value estimate should not be treated as a legal appraisal value.

Logan Wehlage, AMAA



BENCHMARK ASSESSMENT CONSULTANTS INC

#4, 320 W.T. Hill Blvd
Lethbridge, AB T1J 4W9
Phone: 381-0535 Fax: 381-1596
email: admin@benchmarkassessment.ca

Town of Redcliff – Tax Recovery Value Estimate

Roll#: 0071000
Legal Description: 8210AS;E;7-9
Parcel Size: 905.8 Sq.Meters

Purpose:

For the Town of Redcliff's use only in determining an estimate of value for their use in a tax recovery scenario.

Using assessment information at the time of the request, a fair market value estimate of the subject property in the Assessors opinion is **\$220,000** which is reflective of the current market conditions as of April 4, 2017.

This is based off the assessment model at the time of the estimate. No interior inspection of the property was done, all information at the assessors disposal is assumed accurate. This is not an appraisal and the value estimate should not be treated as a legal appraisal value.

Logan Wehlage, AMAA



BENCHMARK ASSESSMENT CONSULTANTS INC

#4, 320 W.T. Hill Blvd
Lethbridge, AB T1J 4W9
Phone: 381-0535 Fax: 381-1596
email: admin@benchmarkassessment.ca

Town of Redcliff – Tax Recovery Value Estimate

Roll#: 0091300
Legal Description: 7410853;4;36
Parcel Size: 655.0 Sq.Meters

Purpose:

For the Town of Redcliff's use only in determining an estimate of value for their use in a tax recovery scenario.

Using assessment information at the time of the request, a fair market value estimate of the subject property in the Assessors opinion is **\$234,000** which is reflective of the current market conditions as of April 4, 2017.

This is based off the assessment model at the time of the estimate. No interior inspection of the property was done, all information at the assessors disposal is assumed accurate. This is not an appraisal and the value estimate should not be treated as a legal appraisal value.

Logan Wehlage, AMAA



BENCHMARK ASSESSMENT CONSULTANTS INC

#4, 320 W.T. Hill Blvd

Lethbridge, AB T1J 4W9

Phone: 381-0535 Fax: 381-1596

email: admin@benchmarkassessment.ca

Town of Redcliff – Tax Recovery Value Estimate

Roll#: 0101400
Legal Description: 755AD;76;14-15
Parcel Size: 655.0 Sq.Meters

Purpose:

For the Town of Redcliff's use only in determining an estimate of value for their use in a tax recovery scenario.

Using assessment information at the time of the request, a fair market value estimate of the subject property in the Assessors opinion is **\$186,000** which is reflective of the current market conditions as of April 4, 2017.

This is based off the assessment model at the time of the estimate. No interior inspection of the property was done, all information at the assessors disposal is assumed accurate. This is not an appraisal and the value estimate should not be treated as a legal appraisal value.

A handwritten signature in black ink, appearing to read "Logan Wehlage".

Logan Wehlage, AMAA

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 10, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: 2017 Municipal Election

PROPOSAL: To consider appointing a Returning Officer

BACKGROUND:

Subsequent to the Council meeting of March 13, 2017 where Council passed a motion that the 2017 Municipal Election be conducted in-house and further to provide additional options for appointment of a Returning Officer, Administration discussed potential community members that may be a suitable candidate for the position of Returning Officer.

After some brainstorming, one name of interest was community member Hazel Willis at which point administration contacted her to inquire if she would be interested in undertaking the duties of Returning Officer for the 2017 Municipal Election.

Hazel Willis has previous municipal government experience and familiarity and she also assisted in the 2013 municipal election and has been involved in prior provincial and federal election processes for approximately the last 20 years.

Mrs. Willis has indicated she would be interested in taking on the duties of Returning Officer for the 2017 Municipal Election. Appointment of the Returning Officer must be done by resolution of Council if it is someone other than the Chief Administrative Officer.

POLICY / LEGISLATION:

Excerpt from The Local Authorities Election Act states

Appointment of returning officers

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS: None.

OPTIONS:

1. To appoint Hazel Willis as Returning Officer for the 2017 Municipal Election.
2. To not appoint Hazel Willis as Returning Officer for the 2017 Municipal Election. Further that Council provide further direction to Administration with regard to appointment of a Returning officer.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to appoint Hazel Willis as Returning Officer for the 2017 Municipal Election.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2017.**

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 10, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: 2017 Municipal Election Remuneration

PROPOSAL: To establish remuneration for 2017 Municipal Election Workers

BACKGROUND:

This Request for Decision is being brought forward for Council's consideration to establish remuneration for the Returning Officer and election workers as required for the 2017 Municipal Election.

I have inquired with the City of Medicine Hat and they pay \$220 to the PDRO (station supervisor) and \$160 to the DRO (Deputy) plus a km rate to the roving team. Cypress County pays \$250 for the Presiding Deputy, \$200.00 to the Deputy, \$100.00 for the Training Session and a km rate mileage and expenses as per their policy. In both municipalities their Returning Officer is an employee. From the rates that I have seen posted under the Alberta Municipal Clerks Association FAQ's the rates for Presiding Deputy and deputies are within this range.

An estimated calculation of hours for the Returning Officer is 50-75 hours over the course of the next several months (April to November). This includes election day, advance vote day, nomination day, election training for workers, election training for Returning Officer, time spent answering incoming candidate questions, overseeing ordering of supplies and placement of advertisements along with other pre and post-election duties. Administration will assist throughout the process.

The Returning Officer is responsible for appointing election workers. Administration is suggesting that in part the election be staffed by internal staff as much as possible and will provide this option to the Returning Officer. Other additional external persons may be required.

Also to note the City of Medicine Hat has inquired if Redcliff will provide a voting station for the out of Town School Board electors as we have done in the past several elections. Administration has agreed.

POLICY / LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: None.

OPTIONS:

1. Establish remuneration as recommended.
2. Establish remuneration on a different scale as determined by Council.

RECOMMENDATION:

For the 2017 Municipal Election, Administration proposes a tiered rate for the Returning Officer
Returning Officer

Up to and including Nomination Day a flat rate of \$1,500.00 to a maximum of 25 hours. For hours worked beyond the 25 hours an hourly rate would be provided of \$45.00 per hour.

After Nomination day a flat rate of \$2,000.00 to a maximum of 50 hours. For hours worked beyond the 50 hours an hourly rate would be provided of \$45.00 per hour.

Election workers

Administration suggests remuneration for external persons as required be established as follows:

| | |
|--------------------------------------|--------------------|
| <i>Presiding Deputy</i> | <i>\$250.00</i> |
| <i>Deputy</i> | <i>\$200.00</i> |
| <i>Advance poll Presiding Deputy</i> | <i>\$200.00</i> |
| <i>Advance Poll Deputy</i> | <i>\$150.00</i> |
| <i>Election Training Attendance</i> | <i>\$75.00</i> |
| <i>Stand by rate -</i> | <i>\$25.00/day</i> |
| <i>½ day rate -</i> | <i>\$125.00</i> |
| <i>Ballot counting only -</i> | <i>\$75.00</i> |

If Town of Redcliff staff were utilized they would be paid through regular payroll with payment for overtime as applicable. The above structure would only be applied in the event of using external persons for the election.

SUGGESTED MOTION(S):

1. Councillor _____ moved remuneration for the Returning Officer for the 2017 Municipal Election be established as follows:
 - Up to and including Nomination Day a flat rate of \$1,500.00 to a maximum of 25 hours. For hours worked beyond the 25 hours an hourly rate would be provided of \$45.00 per hour.

- After Nomination day, subject to an election being called, a flat rate of \$2,000.00 to a maximum of 50 hours. For hours worked beyond the 50 hours an hourly rate would be provided of \$45.00 per hour.

Further that remuneration for external persons as required be established as follows:

| | |
|--------------------------------------|--------------------|
| <i>Presiding Deputy</i> | <i>\$250.00</i> |
| <i>Deputy</i> | <i>\$200.00</i> |
| <i>Advance poll Presiding Deputy</i> | <i>\$200.00</i> |
| <i>Advance Poll Deputy</i> | <i>\$150.00</i> |
| <i>Election Training Attendance</i> | <i>\$75.00</i> |
| <i>Stand by rate -</i> | <i>\$25.00/day</i> |
| <i>½ day rate -</i> | <i>\$125.00</i> |
| <i>Ballot counting only -</i> | <i>\$75.00</i> |

2. Councillor _____ moved remuneration for the Returning Officer for the 2017 Municipal Election be established as follows:

Further that remuneration for external persons as required be established as follows:

| | |
|--------------------------------------|-----------|
| <i>Presiding Deputy</i> | <i>\$</i> |
| <i>Deputy</i> | <i>\$</i> |
| <i>Advance poll Presiding Deputy</i> | <i>\$</i> |
| <i>Advance Poll Deputy</i> | <i>\$</i> |
| <i>Election Training Attendance</i> | <i>\$</i> |
| <i>Stand by rate -</i> | <i>\$</i> |
| <i>½ day rate -</i> | <i>\$</i> |
| <i>Ballot counting only -</i> | <i>\$</i> |

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2017.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 10, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Gordon Memorial United Church - Blessing of the Bikes

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

BACKGROUND:

For the past few years the Gordon Memorial United Church has hosted a “Blessing of the Bikes” service in May. Administration has received correspondence from Gordon Memorial United Church regarding the event this year scheduled for Sunday, May 7, 2017 at 10:30 a.m.

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

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

“correspondence from Gordon Memorial United Church received March 7, 2016, regarding the Blessing of the Bikes Service on Sunday, May 1, 2016, be received for information. Further that the request for permission of a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service on Sunday, May 1, 2016 from 10:00 a.m. to 1:00 p.m. be approved. And further that the Public Services Director be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4th Avenue SE. - Carried.”

POLICY / LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: Correspondence from Gordon Memorial United Church received March 27, 2017

OPTIONS:

1. To allow the temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service, Sunday, May 7, 2017 from 10:00 a.m. and 1:00 p.m.
2. To deny the request for a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service, Sunday, May 7, 2017 from 10:00 a.m. and 1:00 p.m.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

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

SUBMITTED BY:



Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2017**.



Gordon Memorial United Church

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

RECEIVED
MAR 27 2017
TOWN OF REDCLIFF

Redcliff Town Council,

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

Dear Sirs and Madams,

Gordon Memorial United Church will be hosting a "Blessing of The Bikes" service on Sunday, May 7, 2017 at 10:30 am.

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

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

Thank you for your consideration on this request and I invite all those with motorcycles to come to the church at 11:30 am and be a part of the Blessing.

Have a Blessed Day

Mel Spence
for Gordon Memorial United Church

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 10th, 2017

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy 078, Policy on Provision of Facilities to Service Clubs

PROPOSAL: Review and update Policy 078, Policy on Provision of Facilities to Service Clubs

BACKGROUND:

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

Policy 078, Policy on Provision of Facilities to Service Clubs was put in place to outline the procedure and process for service groups to make applications for amended rental fees.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy 078, Policy on Provision of Facilities to Service Clubs

OPTIONS:

1. Approve Policy 078, Policy on Provision of Facilities to Service Clubs as presented.
2. Suggest changes to Policy 078, Policy on Provision of Facilities to Service Clubs and have Administration draft an amended Policy 078, Policy on Provision of Facilities to Service Clubs for review at a future Council meeting.

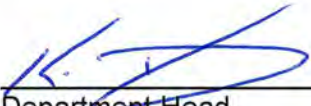
RECOMMENDATION:


Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 078, Policy on Provision of Facilities to Service Clubs be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 078, Policy on Provision of Facilities to Service Clubs for review at a future Council meeting with suggested changes.

SUBMITTED BY:

 _____
Department Head

 _____
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. **2017**.

Approved: ~~April 22, 2013~~

POLICY ON PROVISION OF FACILITIES TO SERVICE CLUBS

BACKGROUND

The Town of Redcliff has a large number of facilities that are utilized by various non-profit Redcliff Service Clubs and organizations.

At times, these organizations request the use of facilities at no charge or at reduced fees. These requests often come with very little notice.

Administration for the Town of Redcliff requires direction on the process for handling such requests for reduction in rates for use of Town owned and managed facilities.

POLICY

It shall be the policy of the Town of Redcliff that requests for a reduction or elimination of fees for use of Town of Redcliff facilities shall be forwarded to ~~Municipal Manager~~ Director of Community and Protective Services.

The ~~Municipal Manager~~ Director of Community and Protective Services shall prepare a "Request for Decision" to Council clearly indicating that the request is from a non-profit service club or organization active in the community and that the function or event is a fund raising activity or a community endeavor.

In the event the request is not provided to the ~~Municipal Manager~~ Director of Community and Protective Services in time for it to be presented to a meeting of Town Council for consideration before the event occurs, the organization shall pay the standard fees and may be reimbursed at a future time after the matter has been considered by Council.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: April 10, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Policy 028, Tax Payment Plan

PROPOSAL: Review and update Policy 028, Tax Payment Plan with the proposed changes stated below

BACKGROUND:

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

Policy 028 (2012), Tax Payment Plan lists the options as how the property taxes can be paid to the Town in the past few years, such as, the property taxes can be paid “in person at the local banking institutions”; and the policy does not indicate if Mastercards and Visa can be one of the payment options.

As time goes by, things have changed, the Town has switched bank from CIBC to ATB, and it is no longer one of the payment options to pay taxes at the local CIBC bank. Moreover, the Town adopted TIPP (Tax Instalment Payment Plan).

Thus, this policy needs to be amended to accommodate the changes. The changes have been reflected in the revised Policy 028. Meanwhile, the Administration also recommends changing the policy name from “Tax Payment Plan” to “Tax Payment Options” to be more in alignment with the intent of this policy.

POLICY/LEGISLATION:

Policy 115, Policy and Bylaw Development and Review Policy

STRATEGIC PRIORITIES:

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

ATTACHMENTS

Policy 028, Tax Payment Options

OPTIONS:

1. Approve Policy 028, Tax Payment Options as amended.
2. Suggest changes to Policy 028, Tax Payment Options and have administration draft an amended Policy 028, Tax Payment Options for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 028, Tax Payment Options be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 028, Tax Payment Options for review at a future Council meeting with suggested changes as follows:

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2017.

Approved by Council: [September 10, 2012](#)

TAX PAYMENT OPTIONSPLAN

BACKGROUND

The Town of Redcliff occasionally receives requests from property owners for information regarding property tax payment [optionsplans](#).

POLICY

Payment of [property](#) taxes can be made [to the Town of Redcliff directly at Town Hall with the following payment methods:](#)

- [Cash](#)
- [Cheque/bank draft/money order](#)
- [Postdated cheque \(postdated cheques will be deposited on or near the cheque date\)](#)
- [Interac \(debit\)](#)

[Payment can also be made using the following payment methods:](#)

- [Online/telephone banking](#)
- [Electronic Funds Transfers \(EFTs\)](#)
- [Utilizing the Tax Instalment Payment Plan \(TIPP\) according to the Tax Instalment Payment Plan Bylaw](#)

~~The Town of Redcliff does not accept credit cards (Visa, MasterCard, etc) as payment for property taxes by way of postdated cheques, online banking, telephone banking, or in person at local banking institutions or the Town of Redcliff office.~~

~~Postdated cheques will be deposited on the cheque date.~~ It is the responsibility of the taxpayer to contact the Town of Redcliff regarding changes to banking, ownership of property, etc. The Town of Redcliff will not be held responsible for payments dishonored by financial institutions [and will charge fees according to the Fees, Rates and Charges Bylaw](#).

~~Property taxes must be paid in full by the last business day of June of each year.~~

Amounts prepaid by property owners will not be allocated any interest or discount.

There will be no adjustment or reduction in penalties on property taxes as a result of this policy.

~~Estimation of property taxes will be based on the most recent annual levy, including any applicable local improvement charges. If the actual property tax is higher than estimated, the property owner is responsible for payment of the balance, as reported on the annual tax notice, by June 30.~~ If a credit balance exists [after the property tax due date](#), the Town of Redcliff may refund the balance upon request from the taxpayer.

[If a balance owing to the Town of Redcliff exists after the property tax due date, the Town of Redcliff shall impose penalties according to the Property Tax Penalty Bylaw.](#)

EXAMPLES:

Assume taxes are \$1,200.00 per year and due on June 30th.

1. For payments beginning in July, the taxpayer could provide 24 bi-weekly payments of \$50.00 each. ($24 \times \$50 = \$1,200$)
2. For payments beginning in January, the taxpayer could provide 6 monthly payments of \$200 each. ($6 \times \$200 = \$1,200$)

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 10, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Review Policy 045 Receivable Write Offs – Penalties and Balances

PROPOSAL: Review and Update Policy 045, Receivable Write Offs – Penalties and Balances with the proposed changes stated below

BACKGROUND:

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

Policy 045, Receivable Write Offs – Penalties and Balances was put in place to allow the Administration to write off any receivable balance less than \$15.00 outstanding more than 12 months in April and October of each year.

After reviewing this policy, the Administration recommends two changes to the policy, “Treasurer” is changed to “Director of Finance and Administration” to align with the current organization structure, and the minimum amount accepted by the Collection Agency has been increased from \$75.00 to \$100.00.

POLICY/LEGISLATION:

Policy 115, Policy and Bylaw Development and Review Policy

STRATEGIC PRIORITIES:

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

ATTACHMENTS

Policy 045, Receivable Write Offs – Penalties and Balances Policy

OPTIONS:

1. Approve Policy 045, Receivable Write Offs – Penalties and Balances as amended.
2. Suggest changes to Policy 045, Receivable Write Offs – Penalties and Balances and have administration draft an amended Policy 045, Receivable Write Offs – Penalties and Balances for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 045, Receivable Write Offs – Penalties and Balances be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 045, Receivable Write Offs – Penalties and Balances for review at a future Council meeting.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2017.

RECEIVABLE WRITE OFFS - PENALTIES AND BALANCES

BACKGROUND:

The Town of Redcliff encounters numerous situations where a small balance or penalty is left owing on an account. Often this balance or penalty is minimal and the cost to mail out an invoice exceeds the amount collectable.

The collection agency will not accept accounts for collection with a balance less than ~~\$75.00~~100.00, or that consist of only penalty charges.

Trying to collect these amounts through the normal collection procedures would be uneconomical as the administration costs would likely exceed the amount of the receivable. This policy establishes how these accounts will be resolved.

POLICY:

To ensure the cost of collecting past due accounts does not exceed the amount collected, the ~~Treasurer~~Director of Finance and Administration will write-off any receivable balance less than \$15.00 outstanding more than 12 months in April and October of each year.

The Receivables/Utility Clerk will attempt to collect all accounts with a balance greater than \$15.00 outstanding for more than 60 days with the Collections process outlined in Procedure #102. The Collections Agency will not accept accounts for collection with a balance less than ~~\$75.00~~100.00; these accounts can be referred to the Doubtful Accounts process as outlined in Procedure #102.

Accounts with only penalty amounts outstanding are not eligible for collection by a collection agency. Therefore, after reasonable attempts have been made to collect these amounts the ~~Treasurer~~Director of Finance and Administration will refer the account to the Doubtful Accounts process as outlined in Procedure #102.

In the event it is discovered that an account requires a correction due to a billing or penalty application issue, the ~~Treasurer~~Director of Finance and Administration may direct such correction be made as required without further authorization from Council.



ALBERTA
SERVICE ALBERTA

*Office of the Minister
MLA, Calgary-Varsity*

RECEIVED
MAR 31 2017
TOWN OF REDCLIFF

AR31494

March 27, 2017

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

Dear Mayor Reimer:

As Minister of Service Alberta, I appreciate the opportunity to reach out to you personally about the work my ministry is undertaking with respect to SuperNet and the support of rural broadband in the province.

Our government understands the importance of maintaining vibrant and sustainable communities, and we know that community leaders like you believe that access to government services and quality internet are some of the keys. Keys to encouraging our youth to make a home in rural Alberta, retaining local skills and talent, attracting new industry and opportunity, and helping businesses to thrive. You have reached out to us about the importance of SuperNet and broadband through the recent Alberta Urban Municipalities Association (AUMA) and Association of Alberta Municipal Districts and Counties (AAMDC) surveys, fall conventions and resolutions, direct conversations with my department, and through correspondence with my colleagues in Cabinet. I thank you for the time you have taken to reach out, we have heard your concerns, and I can share that we are actively looking at how to provide support on these important issues.

Also recently, the Canadian Radio-television and Telecommunications Commission (CRTC) announced that broadband is a basic service that should be available to all Canadians, and both the federal government and CRTC are in varying stages of releasing broadband funding programs. We have spent time with both these groups, advocating on behalf of Albertans, and we support these important decisions. To that end, my department is already working with communities and Internet Service Providers (ISPs) across Alberta who are considering submitting applications for funding.

.../2

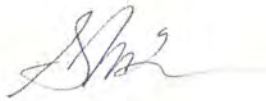
At the same time as many of you are looking into municipal solutions or partnerships to enable better internet for your rural residents, the current SuperNet operating agreement with Axia SuperNet Ltd. is expiring on June 30, 2018. While SuperNet is not the internet, and primarily connects public sector sites in the province; it is also one of the networks used by municipalities and ISPs to bring internet into rural Alberta. We need to take action, and considering the valuable stakeholder insights shared with us, our government has been looking at options for moving forward. Those key considerations, and some important background to help you understand SuperNet and the decisions we face, can be found on the attachment I have enclosed.

Our government values open communication and recognizes that many communities are making efforts to improve broadband at home. While this process unfolds and we confirm government's direction, we want to caution municipalities on signing long-term agreements with ISPs. The landscape and arrangements could change and we want to position you for success. If you are considering a municipal partnership or agreement with an ISP, please contact our SuperNet Secretariat toll-free for guidance. They can be reached at 1-888-777-4010.

The government will be discussing our approach for the future of SuperNet and potential rural broadband supports in early 2017, and we will ensure you are aware of those decisions.

Thank you for your continued efforts on behalf of the people of Alberta.

Sincerely,



Hon. Stephanie McLean
Minister of Service Alberta

Attachment – SuperNet Municipal Backgrounder

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

Honourable Deron Bilous, Minister of Economic Development and Trade

Honourable Shaye Anderson, Minister of Municipal Affairs

Tim Grant, Deputy Minister, Service Alberta

Stephen Bull, Assistant Deputy Minister, SuperNet Secretariat, Service Alberta

SUPERNET: THE WAY FORWARD AND MUNICIPALITIES

We know that community leaders and Albertans across the province believe that enabling broadband is key to ensuring vibrant and sustainable communities where businesses can thrive. We also know that many internet service providers (ISPs) in rural Alberta count on SuperNet today to deliver internet services to residents and businesses – and as we move forward – we’re working to ensure those services remain available to ISPs and municipalities alike.

On June 30th, 2018 the current SuperNet operating agreement with Axia SuperNet Ltd. expires. In light of the challenges facing SuperNet today, and considering the insights provided by our stakeholders - including municipalities - the Government of Alberta (GoA) has been reviewing options to move forward:

- ✓ Job 1 is ensuring service continuity for our indigenous offices, municipalities, public sector schools, hospitals, libraries and government facilities;
- ✓ While the GoA is not directly responsible for the delivery of internet services to rural Alberta, we must also continue to support ISPs who use the SuperNet today to deliver internet to Albertans, particularly in our rural and remote areas;
- ✓ We must examine ways to address the growing cost of SuperNet, while working to eliminate the issues and challenges raised to us by our many stakeholders;
- ✓ We must decide what role the new model for SuperNet should play in supporting rural broadband in Alberta, and what, if any, additional approaches should be considered to advance rural internet in the province – now and into the future; and
- ✓ We need to achieve these goals within our existing budget.

WHAT IS SUPERNET?

SuperNet is not the internet. It is a network of fibre optic cables, wireless towers, and electronics whose primary purpose is to digitally connect over 3,300 of our province’s hospitals, libraries, schools, government offices, and many municipal and indigenous offices, in 429 communities. SuperNet is also used by many independent ISPs to provide Albertans and businesses in your municipalities with access to the internet.

Like every network, SuperNet has evolved. It started 15 years ago with the GoA making an investment of \$193 million to construct and own a digital network to bring 402 rural and remote communities into the connected world. At that same time, Bell Canada (Bell) stepped up with \$102 million to enhance their existing network covering 27 urban centres within the province. The rural and urban networks became the SuperNet, and made Alberta the most connected province in the country.

In 2005, as SuperNet moved from construction into operations, the ownership arrangements and contracts for SuperNet were changed. Bell had invested more than \$300 million into completing the build of the rural network, and the GoA decided to give away ownership of that infrastructure, to Bell, in exchange for 10-years of free maintenance. Axia SuperNet Ltd. was also contracted to operate SuperNet.

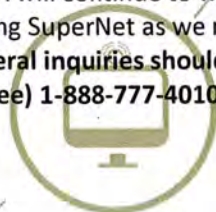
The GoA now holds rights to use Bell’s fibre and wireless infrastructure until 2045. From 2005 to 2015 maintenance of the Bell-owned infrastructure came at no cost to the GoA. As of 2015 the GoA now faces annual maintenance costs of over \$15 million and will have spent more than \$300 million, in maintenance fees alone, before having the opportunity in 2035 to purchase only the aged rural infrastructure for \$1.

As a result of the 2005 change in SuperNet ownership, increasing maintenance costs, and ongoing challenges with today’s SuperNet model, we face some difficult decisions in paving the way forward.

WHO CAN I CONTACT WITH QUESTIONS?

The GoA will continue to work with all municipalities to ensure we maintain clear and open communication regarding SuperNet as we move forward.

**All general inquiries should be directed to the SuperNet Secretariat and Rural Broadband Line:
(Toll-Free) 1-888-777-4010.**





Mike LoVecchio
Director
Government Affairs

General Yard Office
1670 Lougheed Highway
Port Coquitlam BC
Canada V3B 5C8

T 778.772.9636
mike_lovecchio@cp.ca

April 3, 2017

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

Via email: ernier@redcliff.ca

Dear Mayor Reimer:

RE: Rail Safety Week 2017

Canadian Pacific (CP) and the Canadian Pacific Police Service (CPPS) will be educating the public during this year's Rail Safety Week about safety in and around railway property.

From April 24 through April 30, CP and CPPS will conduct rail safety blitzes in communities across our network – from Montreal to Vancouver – with participation from other police agencies and schools to educate motorists, pedestrians and the general public about the role we each play in staying safe.

"When people use railway property or tracks as walking paths, they are risking their lives," said Laird Pitz, CP's Vice President and Chief Risk Officer. "Rail safety requires vigilance 24 hours a day, seven days a week, 365 days a year. We are asking everyone to consider their own safety around railroad property. The impact of an incident can have tragic consequences for all concerned, including family, friends and community."

CP is proud to be the safest railway in North America, with the fewest reportable train accidents per million train miles among all Class 1 railroads for 11 years straight.

While we are pleased that crossing incidents declined in Canada last year, a sharp rise in trespassing incidents means we must continue to do more. Tragically, 46 pedestrians and 19 drivers lost their lives in these preventable incidents. This is in comparison to 31 pedestrian and 14 driver lives in 2015.

CP believes that one incident is too many. That is why we are working tirelessly, along with our community partners, to promote safety in and around railway property throughout Canada.

We ask that you support rail safety in your community by participating in Canada's Rail Safety Week in the following ways:

1. Declare April 24 – April 30 Rail Safety Week in council by adopting the enclosed draft resolution
2. Promote your declaration over social media by adopting the enclosed draft tweets
3. Ask your local police service to also declare Rail Safety Week over social media
4. Adopt the hashtag #LookListenLive year-round when speaking to the importance of being safe around tracks and trains.

The safety and security of residents in the communities we operate in is – and will continue to be - our number one priority. We hope you will join us in promoting rail safety in your community, during Rail Safety Week 2017 and throughout the year.

Thank you in advance for considering this request. Should your council choose to endorse the enclosed resolution, I would be grateful if you could provide me a copy. Should you have any questions, please give me a call on 778 772- 9636.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike LoVecchio', with a stylized flourish at the end.

Mike LoVecchio
Director Government Affairs

cc. Laird Pitz, Vice President and Chief Risk Officer
 Chief Ken Marchant, CP Police Service

DRAFT RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas Public - Rail Safety Week is to be held across Canada from April 24 to April 30, 2017;

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas Operation Lifesaver has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

Seconded by Councillor _____

It is hereby RESOLVED that our community proclaims national Rail Safety Week, to be held from April 24 – April 30, 2017.

SOCIAL MEDIA - DRAFT SOCIAL MEDIA POSTS

Monday, April 24:

- Did you know this week marks Canada's Rail Safety Week? Remember to Look and Listen to Live! #LookListenLive
- This week we're joining @CanadianPacific and all Canadian railways in reminding people to make smart decisions around tracks and trains
- {Suggested placeholder to retweet safety message from @CanadianPacific}

Tuesday, April 25:

- Scary stats: In 2016, 46 pedestrians and 19 drivers tragically lost their lives in preventable rail incidents #LookListenLive
- Retweet if you take the pledge to be safe around tracks and trains this Rail Safety Week #LookListenLive
- {Suggested placeholder to retweet rail safety message from local police agency}

Wednesday, April 26

- Always practice situational awareness around tracks and trains to keep yourself safe #LookListenLive
- {Suggested placeholder to retweet safety message from Transport Canada @Transport_GC}

Thursday, April 27

- This Rail Safety Week, choose the safe route to school or work and stick to it. Don't let a shortcut cut your life short #LookListenLive
- {Suggested placeholder to retweet safety message from rail safety organization @OpLifesaver}

Friday, April 28

- If you use railway property or tracks as walking paths, you risk your life. Always use designated paths and crossings #LookListenLive
- {Suggested placeholder to retweet safety message from another railway that operates in your community}

Saturday, April 29

- This Rail Safety Week, speak to your children about dangers at level crossings and railway property #LookListenLive

Sunday, April 30

- Proud to be a partner in #RailSafety this Rail Safety Week. Always remember to #LookListenLive
- {Suggested placeholder to RT message from Rail Association of Canada @RailCan}

For more social media content, visit Operation Lifesaver's website at www.oplifesaver.ca



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

RECEIVED
MAR 27 2017
TOWN OF REDCLIFF

04735

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Town of Redcliff to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Town of Redcliff's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at fcm.ca or email info@fcm.ca.

Sincerely,

Clark Somerville
FCM President

**President
Président**
Clark Somerville
Councillor
Regional Municipality of
Halton, ON

**First Vice-President
Première vice-présidente**
Jenny Gerbasi
Councillor
City of Winnipeg, MB

**Second Vice-President
Deuxième vice-présidente**
Sylvie Gouneau
Conseillère
Ville de Gatineau, QC

**Third Vice-President
Troisième vice-président**
Bill Karsten
Councillor
Halifax Regional
Municipality, NS

**Past President
Président sortant**
Raymond Louie
Acting Mayor
City of Vancouver, BC

**Chief Executive Officer
Chef de la direction**
Brock Carlton
Ottawa, ON

24 rue Clarence Street
Ottawa, Ontario, K1N 5P3

T 613-241-5221
F 613-241-7440

www.fcm.ca

REDCLIFF COMMUNITY SERVICES



PITCH IN WEEK

April 22 - 29

Join our Mayor and Council for a Community Clean Up

Sunday, April 23

10 am - noon

Rolling Mill Park

You choose a site to "beautify" and we'll supply the garbage bags. A limited number of safety vests and gloves are also available to borrow. There will be refreshments for volunteers and an Eco-craft contest for kids. Call 403 548 3232 for information.

Also, take advantage of FREE DUMPING at the REDCLIFF / CYPRESS COUNTY LANDFILL during PITCH IN WEEK. Only for household and yard waste.
Call 403-548-9253 for more information.

| | |
|------------------|-----------------|
| Monday to Friday | 8 am to 5:30 pm |
| Saturday | 8 am to 4 pm |
| Sunday | CLOSED |

REDCLIFF RESIDENTS ONLY



www.pitch-in.ca



403.548.3232



www.redcliff.ca





Town of Redcliff

PITCH – IN CANADA WEEK

April 22 – 29, 2017

In support of Pitch-In Canada Week, the Town of Redcliff will be offering the residents of Redcliff **FREE** dumping of **HOUSEHOLD AND YARD WASTE** (some restrictions may apply) at the Redcliff/Cypress Regional Landfill during Pitch-In Canada Week April 22 – 29, 2017.

Material accepted free of charge will include household and yard waste that would typically be generated during spring cleaning at a residential property.

The following materials ***do not qualify for free dumping*** and regular charges will apply during Pitch In Week:

- Ø construction or demolition waste
- Ø commercial waste of any kind
- Ø household or yard waste delivered by a contractor
- Ø large quantities of unclean fill, dirt, or sod
- Ø household or yard waste mixed with ineligible waste
- Ø "Special Waste" requiring special handling
- Ø Items requiring additional disposal fees- example: Appliances

For any questions regarding the eligibility of waste accepted under this campaign, please contact the Public Services Department at 403-548-9253.

LANDFILL HOURS:

| | |
|-------------------------|---------------------------|
| Monday to Friday | 8:00 AM to 5:30 PM |
| Saturday | 8:00 AM to 4:00 PM |
| Sunday | Closed |

REDCLIFF RESIDENTS ONLY!



Redcliff

COMMUNITY CLEAN-UP

Join the Town of Redcliff Mayor and Council to help beautify our community!
Refreshments for volunteers and an Eco-craft Contest for kids!

April 23, 2017, 10am to noon

Rolling Mills Park (across from the Redcliff Rec-Tangle)



Coloring Contest:

Name: _____ Age: _____

Phone number: _____

Drop off completed coloring pages at Redcliff
Town Hall by April 29, 2017.

Prizes for both contests will be an enrollment
voucher for the spring session of Karma Kids Yoga.



Memo

Date: April 10th, 2017

From: Director of Community and Protective Services

To: Redcliff Town Council

Re: CFEP – Rec Tangle

The Community and Protective Services Department has been tasked to review the concession lease at the Rec – Tangle and explore efficiencies to assist Redcliff Minor Hockey Association. After conducting an assessment on the concession it was of the opinion that the facility required a major overhaul. Utilizing the already approved Canada 150 Rec-Tangle grant, an application was made leveraging the Canada 150 approved dollars.

2016-0304 A) Councillor Brown moved that the Town of Redcliff provide a letter of support to Redcliff Minor Hockey Association for the Community Facility Enhancement Program (CFEP) Grant Application for the upgrade to the Rec-Tangle. - ca-ried.

The Town of Redcliff received notice that RMHAS' CFEP application was approved for \$108,500. This will allow for a concession overhaul and other much needed building upgrades to the Rec-Tangle. Attached is the letter of award to Redcliff Minor Hockey Association.



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

March 16, 2017

Mr. Scott Pahl
Redcliff Minor Hockey Association
PO Box 196
Redcliff, AB T0J 2P0

Dear Mr. Pahl:

On behalf of the Government of Alberta, I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Application No. CFEP-051247 to assist the Redcliff Minor Hockey Association with facility upgrades to the Rec-Tangle Arena has been approved for \$108,500. A cheque will be forwarded in the near future.

Your organization is to be commended on its hard work in connection with this project. It will have a positive effect on the quality of life in our community.

The CFEP is administered by Alberta Culture and Tourism and aims to foster healthy, vibrant communities across Alberta.

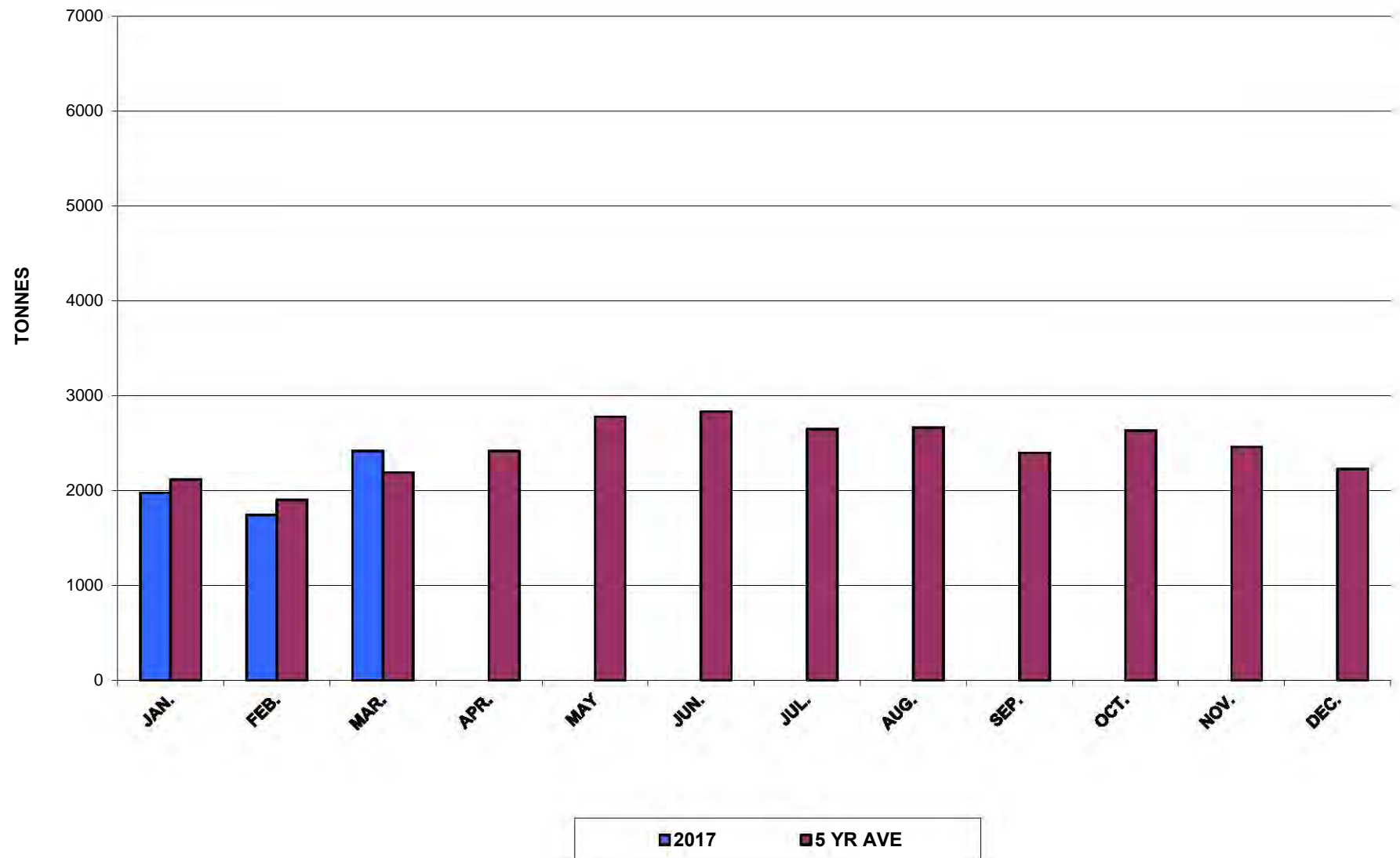
Please note that you will be required to file a statement of accounting upon project completion or within eighteen (18) months of the cheque date. If you have any inquiries, you may contact CFEP program administration at 1-800-642-3855.

I wish you continued success with your important work.

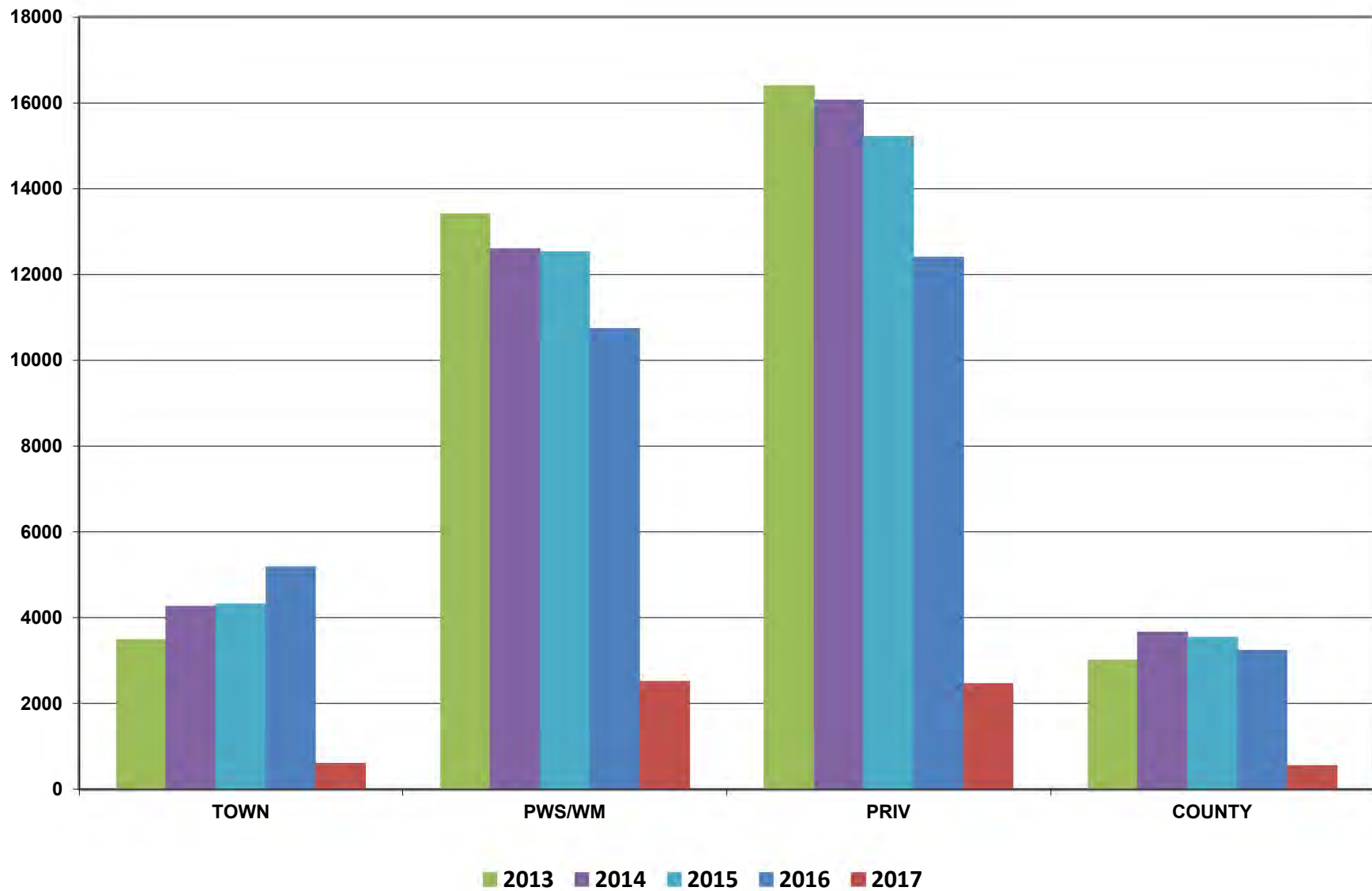
Best Regards,

Ricardo Miranda
Minister

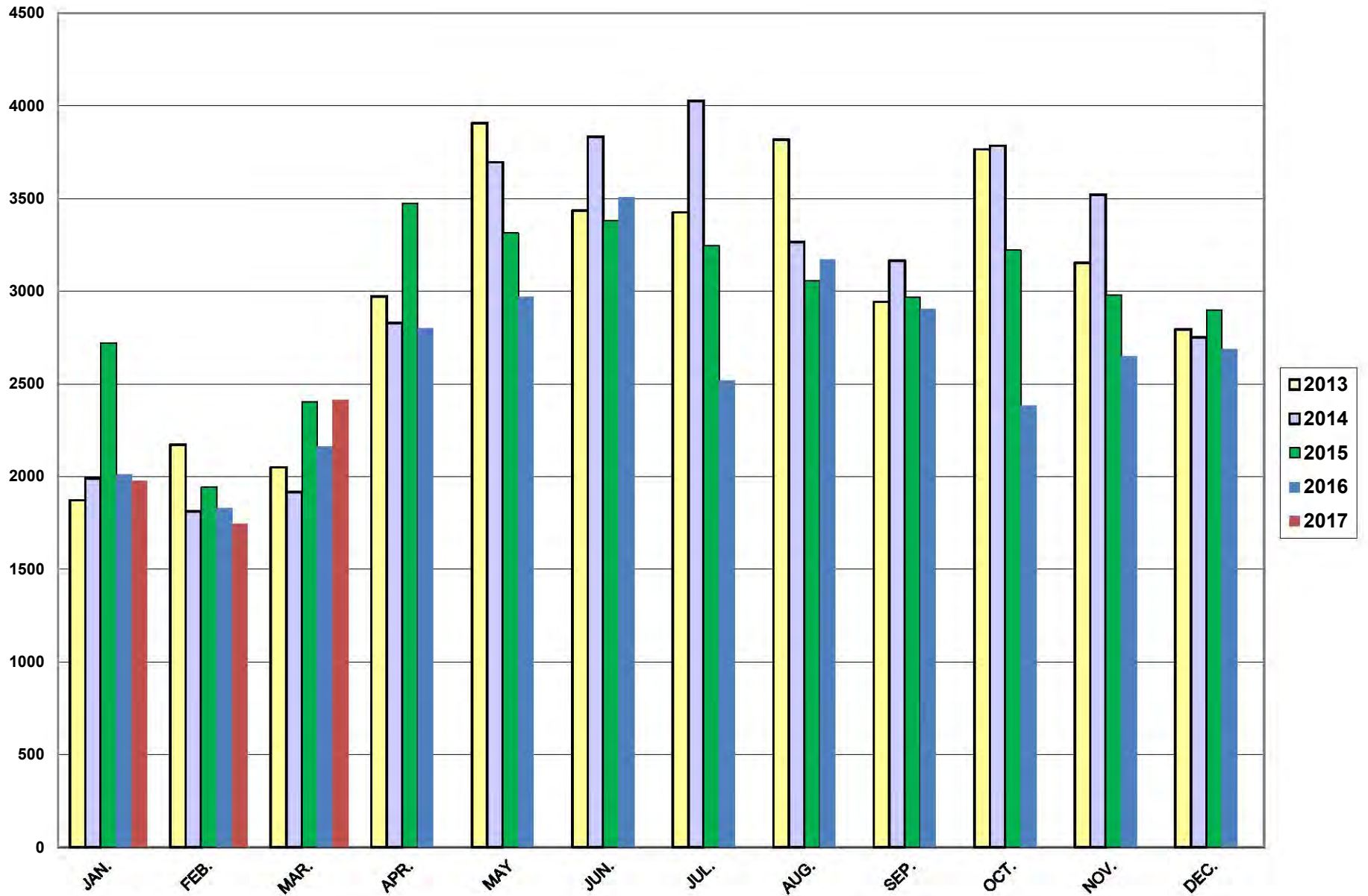
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2017 VS 5 YEAR AVERAGE
TO MARCH 31, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2013-2017
TO MARCH 31, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2013-2017
TO MARCH 31, 2017**



Memo

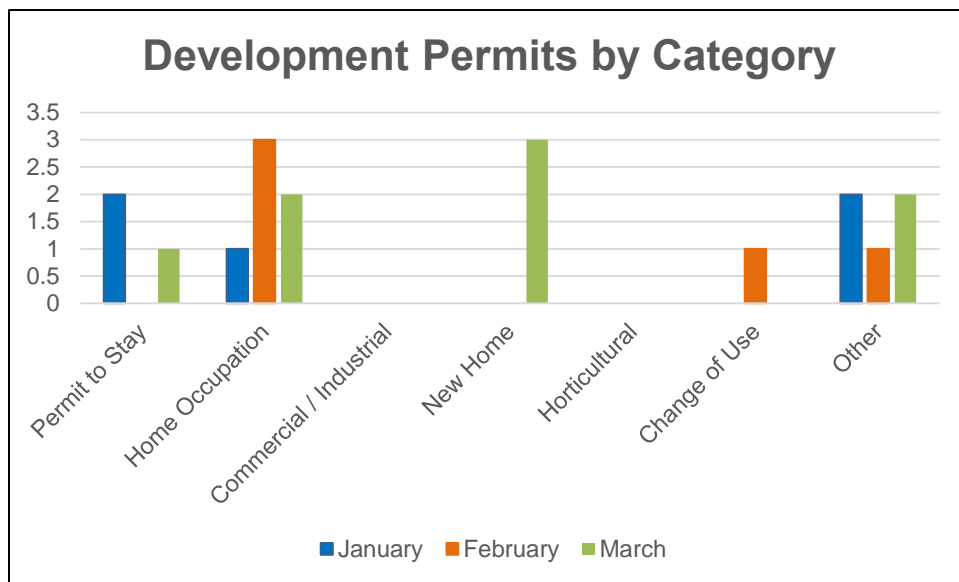
To: Council

From: Director of Planning & Engineering

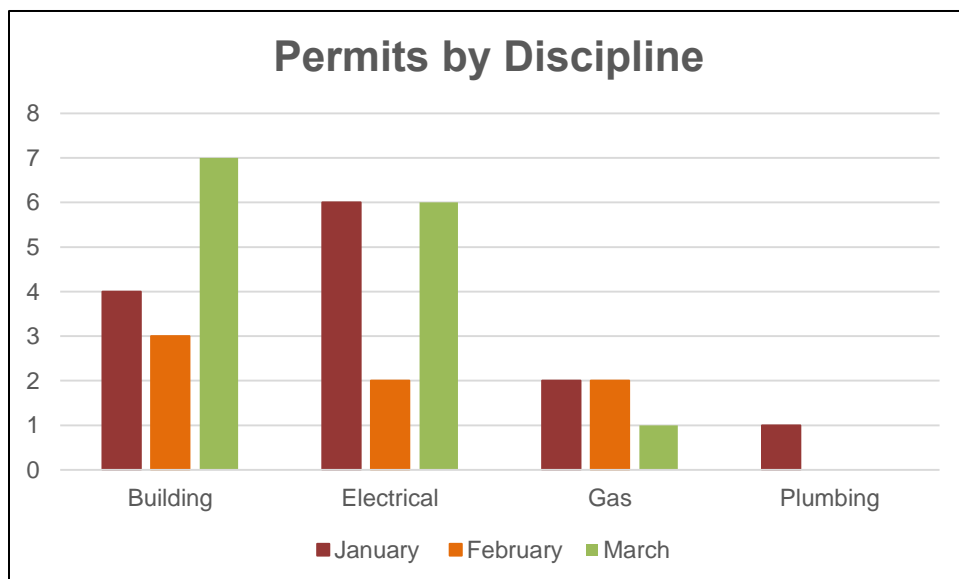
Date: April 6, 2017

Re: Permits issued in March 2017

In February the Town of Redcliff issued the following Development Permits as shown below:



Safety Codes Permits issued by the Town in February.



COUNCIL IMPORTANT MEETINGS AND EVENTS

| Date | Meeting / Event | Where / Information |
|------------------------|--|---|
| April 22 - 29, 2017 | 50 th Annual Pitch In Week | Various Locations in Redcliff |
| Friday, April 28, 2017 | 30 th Annual Volunteer of the Year Recognition & Awards Celebration | Harmony Hall Doors Open 6:00 p.m. Dinner at 6:30 p.m. |