



COUNCIL MEETING

MONDAY, JUNE 11, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 11, 2018 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable *	For Information
	2. DELEGATION	
Pg. 7	A) 670 Collective Mountain Bike Club *	
	3. MINUTES	
Pg. 10	A) Council meeting held May 28, 2018 *	For Adoption
Pg. 14	B) Redcliff Public Library Board meeting held April 24, 2018 *	For Information
Pg. 18	C) Redcliff & District Recreation Services Board meeting held June 4, 2018 *	For Information
	4. BYLAWS	
Pg. 20	A) Bylaw 1866/2018, Repeal Assessment Review Board Bylaw 1659/2010 *	1 st / 2 nd /3 rd Reading
Pg. 23	B) Bylaw 1865/2018, Fees, Rates & Charges Bylaw *	3 rd Reading
Pg. 47	C) Bylaw 1864/2018, Garbage Rates & Collection Bylaw *	3 rd Reading
	5. REQUEST FOR DECISIONS	
Pg. 61	A) Grazing Lease * Re: Block Ptn of 2, Plan 417JK	For Consideration
	6. POLICIES	
Pg. 72	A) Policy 137, Public Engagement Policy *	For Discussion

7. CORRESPONDENCE

Pg. 79	A) Alberta Municipal Affairs * Re: Emergency Management Legislative Framework	For Information
Pg. 81	B) Alberta Municipal Affairs * Municipal Sustainability Initiative Funding	For Information
Pg. 83	C) Alberta Recreation & Parks Association * Re: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop “Partners in Progress”	For Information
Pg. 84	D) Alberta Recreation & Parks Association * Re: Alberta Recreation and Parks Association and the Government of Alberta Honour Outstanding Work in Your Community	For Information

8. OTHER

Pg. 85	A) 2018 First Quarter Financial Reports * Re: Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority	For Information
Pg. 88	B) Council Important Meetings & Events June 11, 2018 *	For Information

9. RECESS

10. IN CAMERA

- A)** Utility Matter (FOIP S. 21, 23, 24)

11. ADJOURN

COUNCIL MEETING JUNE 11, 2018**ACCOUNTS PAYABLE LIST**

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
83109	AMSC INSURANCE	BENEFITS/HEALTH SPENDING	\$20,456.29
83110	AMSC INSURANCE	PREMIUMS	\$307.41
83111	CANADIAN ENERGY	BATTERY	\$157.50
83112	CLOVERDALE PAINT	TRAFFIC PAINT	\$1,466.44
83113	GADER, SALEH	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
83114	GEM TESTING	PROJECT #175 ASPHALT TESTING	\$210.00
83115	LOOMIS COURIER	SHIPPING	\$84.97
83116	SHAW CABLE	INTERNET	\$146.90
83117	PALLISER AIRSHED	MEMBERSHIP	\$826.88
83118	PALLISER ECONOMIC	MEMBER CONTRIBUTIONS	\$5,600.00
83119	RURAL MUNICIPALITIES OF ALBERTA	SCBA RE-CERTIFICATION/MASK CLEANING	\$885.73
83120	STEINKE, JAMES	REISSUE CHEQUE	\$66.00
83121	BROCK WHITE CANADA	PROJECT #201 FIBER LOGS	\$478.80
83122	JOHNSON, CODY	REFUND DEPOSIT CREDIT ON ACCOUNT	\$150.00
83123	ZUKOWSKI, JORDAN	TRAVEL REIMBURSEMENT	\$1,141.20
83124	TRU APPRAISALS	LAND APPRAISAL	\$6,594.00
83125	WIKJORD, SKYE	MEDITATION/REST RELAX EVENT	\$50.00
83126	FEHR, PETER	REFUND DEPOSIT CREDIT ON ACCOUNT	\$150.00
83127	HAGER, KARL	REFUND PLOT	\$472.50
83128	APPLIED INDUSTRIAL TECHNOLOGIES	STREET SWEEPER PARTS	\$76.27
83130	BRUCE'S SEWER SERVICE	CAMERA INSPECTION/LOCATE	\$905.63
83131	CANADIAN ENERGY	BATTERY	\$35.96
83132	CLOVERDALE PAINT	TRAFFIC PAINT	\$843.97
83133	ARLOS CROFTS	REFUND FACILITY DEPOSIT/TRAVEL REIMBURSEMENT	\$700.00
83134	GOVERNMENT OF ALBERTA	2018 DIP REQUISITION	\$432.87
83135	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
83136	JACOB'S WELDING	WELD TOOTH	\$210.00
83137	SHAW CABLE	INTERNET	\$93.35
83138	NEOPOST	FOLDER/STUFFER FEES	\$1,217.89
83139	PAINT IN GENERAL	TRAFFIC PAINT	\$319.10
83140	PUROLATOR	SHIPPING	\$51.65
83141	RECEIVER GENERAL	DEDUCTIONS	\$452.56
83142	CANADIAN RED CROSS	SWIM BADGES/STICKERS	\$886.25
83143	BLONDIES GIFT AND GARDEN	FLOWERS/MIRACLE GROW	\$1,191.26
83144	RON S ELECTRIC	CHANGE LIGHTING	\$2,688.00
83145	ULINE	BROOM/ECON CAST STRETCH	\$475.26
83146	LESMEISTER, BERNA	REIMBURSEMENT - TOP SOIL	\$33.35
83147	AMBROSIO, CHELSEY	TAX REFUND	\$1,505.40
83148	THOMSON REUTERS	PAYROLL MANUAL	\$747.82
83149	CHEMICAL INDUSTRIES	DUST CONTROL	\$3,147.90
83150	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
83151	GEM TESTING	PROJ #175 ASPHALT CORING	\$333.38
83152	HYDRACO INDUSTRIES	GREASE LINE/GREASE FITTING	\$151.89
83153	NELSON'S RADIATOR	RAD KIT	\$1,550.00
83154	TOWN OF REDCLIFF LIBRARY BOARD	2018 ALLOTMENT FUNDING	\$58,297.49
83155	RIVERVIEW GOLF CLUB	MEALS ON WHEELS	\$304.50

83156	JAMES STEINKE	TRAVEL REIMBURSEMENT	\$66.00
83157	MOSSEY, CHRISTOPHER	EMPLOYEE REIMBURSEMENT	\$169.90
83158	CZERNICK, ALLEN	DANCE LESSONS	\$393.75
83159	HILL, NEILL	DANCE LESSONS	\$393.75
83160	ZEP	ZEP TNT	\$165.80
83161	CLEANING WITH CARE	RESIDENTIAL CLEANING	\$63.00
83162	NEW WEST TRUCKS	FILTERS	\$145.22
TOTAL			\$122,799.79

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00706	THE BOLT SUPPLY HOUSE	WASHERS/NUTS/BOLTS/ABSORBANT/FLUID FILM	\$128.30
00707	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	\$32.57
00708	CHAMCO	COMPRESSOR MAINTENANCE	\$3,423.63
00709	CITY AUTO PARTS	WIPER BLADES	\$26.80
00710	CUPE	UNION DUES	\$2,077.27
00711	GAS CITY HYDRO VAC	CURB STOP REPAIR	\$409.50
00712	MBSI	OFFICE 365 UPDATE	\$9,208.08
00713	SANATEC	P/T RENTAL	\$223.13
00714	SUN CITY FORD	ELEMENT/OIL/ANTIFREEZE	\$200.46
00715	BARTLE & GIBSON	VALVES/BACKFLOW PREVENTER	\$1,397.85
00716	THE BOLT GUYS	RAGS	\$106.63
00717	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS/TOWELS	\$63.00
00718	CHAMCO INDUSTRIES	COMPRESSOR REPAIR	3396.96
00719	CLEARTECH	CHEMICAL	4633.84
00720	COURTYARD LAW	DISCHARGE OF CAVEAT	\$246.17
00721	DB PERKS	POOL SUPPLIES	\$1,835.44
00722	DIAMOND SOFTWARE	QUESTICA MODIFICATION/CHEQUEBOOK ID CHANGE	\$5,043.94
00723	FARMLAND SUPPLY	FITTINGS/PIPE	\$1,013.84
00724	REDCLIFF HOME HARDWARE	CLAMPS/ROPE/FAUCETS/HOSE/FITTINGS/PAINT SUPPLIES	\$509.02
00725	KIRK'S MIDWAY TIRE	FLAT REPAIR	\$59.85
00726	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00727	SOUTH COUNTRY GLASS	DOOR REPAIR	\$204.75
00728	STEEP ROCK	ROAD CRUSH	\$629.43
00729	SUMMIT MOTORS	SWITCH/SPRING AIR BAG/FILTER/NITROGEN	\$912.47
00730	GATEWAY MECHANICAL	CONDENSER	\$40,393.50
00731	BROCK WHITE	FLEXMAT	\$5,831.98
00732	BERT'S VACUUM	TISSUE/PAPER TOWEL/AIR FRESHNER/MOP BUCKET	\$610.94
00733	WOLSLEY	TOILETS & SUPPLIES	\$837.09
00734	RURAL MUNICIPALITIES OF ALBERTA	CALIBRATION/BREATHING APPARATUS/BUSHINGS/PLUGS	\$763.56
00735	A & B STEEL	REBAR/TUBE/WASHERS/NUTS/SCREWS	\$326.14
00736	ACTION PARTS	DROP SHOULDER 6 WHEEL/PIN STRIPE ERASER/CIRCUIT	\$138.20
00737	AIR LIQUIDE	CARBON DIOXIDE	\$1,848.17
00738	CITY AUTO PARTS	INTAKE VALVE	\$17.04
00739	DIGITEX	PHOTOCOPIER FEES	\$266.28
00740	REDCLIFF HOME HARDWARE	EPOXY/OIL	\$38.82
00741	PARK ENTERPRISES	PERMITS	\$2,500.43
00742	REDCLIFF/CYPRESS LANDFILL	TONNAGE FEES	\$15,823.51

00743	RURAL MUNICIPALITIES OF ALBERTA	SEAL KIT/O-RING	\$346.23
00744	ROSENAU TRANSPORT	SHIPPING	\$1,490.94
00745	SCHEFFER ANDREW	PLANNING SERVICES/PROJECT MANAGEMENT	\$478.49
00746	SUMMIT MOTORS	SOS/2-WIRE/FUSE/STROBE	\$459.26
00747	RMA FUEL	FUEL	\$7,088.02
00748	JOE JOHNSON EQUIPMENT	AIR SPRINGS/AIRBAG	\$876.35
TOTAL			\$115,986.13

REDCLIFF/CYPRESS LANDFILL PAYABLES			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00328	BOSS LUBRICANTS	ANTIFREEZE	\$444.99
00329	CITY AUTO PARTS	BRAKE CLEAN	\$83.16
00330	DILLON CONSULTING	GAS EMISSIONS REPORTING	\$2,891.70
00331	RDO INTEGRATED CONTROLS	BOX AND GRADE/BASE/ROVER/COMMAND	\$84,669.77
00332	RURAL MUNICIPALITIES OF ALBERTA	TRAFFIC CONES	\$125.79
00333	RON S ELECTRIC	WIRE LIGHTS	\$1,023.75
00334	ROSENAU TRANSPORT	SHIPPING	\$65.84
00335	SALBRO CONSULTING	2017 ANNUAL REPORT/GROUND WATER MONITORING	\$41,664.30
00336	SUMMIT MOTORS	FLEETRITE	\$481.74
00337	SUNCOR	FUEL	\$1,866.98
00338	TELUS	PHONE SERVICE	\$39.50
00339	H2O HAULING	HAUL WATER	\$115.00
00340	RMA FUEL	FUEL	\$3,423.87
00341	SHOCKWARE	INTERNET	\$52.45
00342	TELUS MOBILITY	SIM CARDS	\$229.76
00343	ZIRCO	PUMP	\$12,870.90
TOTAL			\$150,049.50



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

May 20, 2018

Dear Kim,

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

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

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

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

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

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

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

Thank you for your consideration.

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

Kurtis Peters

President

670 Collective Mountain Bike Club



**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MAY 28, 2018 @ 7:00 P.M.**

PRESENT: Mayor D. Kilpatrick
Councillors S. Cockle, C. Crozier
C. Czember (left at 8:09 p.m.),
L. Leipert, J. Steinke

Municipal Manager A. Crofts
Manager of Legislative S. Simon
& Land Services
Director of Finance J. Tu (left at 8:09 p.m.)
& Administration
Director of Planning & J. Johansen (left at 8:48 p.m.)
Engineering
Director of Public Services C. Popick (left at 8:09 p.m.)

ABSENT: Councillor E. Solberg

1. GENERAL

Call to Order

A) Mayor Kilpatrick called the regular meeting to order at 7:02 p.m.

2018-0209 Adoption of Agenda

B) Councillor Leipert moved the Agenda be adopted as presented. - Carried.

2018-0210 Accounts Payable

C) Councillor Czember moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.

2018-0211 Bank Summary to April 30, 2018

D) Councillor Crozier moved the Bank Summary to April 30, 2018, be received for information. - Carried.

2. DELEGATION

2018-0212 Theresa Hardiker
Economic Development
Alliance

A) Theresa Hardiker, Economic Development Alliance provided a brief update on economic development for the area.

Councillor Steinke moved the presentation from Theresa Hardiker, Economic Development Alliance be received for information. - Carried.

3. MINUTES

2018-0213 Council meeting held May 14, 2018

A) Councillor Cockle moved the minutes of the Council meeting held May 14, 2018, be adopted as presented. - Carried.

- | | | |
|------------------|---|--|
| 2018-0214 | Municipal Planning Commission meeting held May 16, 2018 | B) Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held May 16, 2018, be received for information. - Carried. |
| 4. BYLAWS | | |
| 2018-0215 | Bylaw 1863/2018, Assessment Review Board Bylaw | A) Councillor Leipert moved Bylaw 1863/2018, Assessment Review Board Bylaw be given first reading. - Carried. |
| 2018-0216 | | Councillor Steinke moved Bylaw 1863/2018, Assessment Review Board Bylaw be given second reading. - Carried. |
| 2018-0217 | | Councillor Crozier moved Bylaw 1863/2018, Assessment Review Board Bylaw be presented for third reading.
- Carried Unanimously. |
| 2018-0218 | | Councillor Cackle moved Bylaw 1863/2018, Assessment Review Board Bylaw be given third reading. - Carried. |
| 2018-0219 | | Councillor Leipert moved that Councillor Crozier be appointed as Chair to the Local Assessment Review Board and Composite Assessment Review Board for a term to expire at the Organizational meeting of 2019. - Carried. |
| 2018-0220 | Bylaw 1864/2018, Garbage Rates & Collection Bylaw | B) Councillor Cackle moved Bylaw 1864/2018, Garbage Rates & Collection Bylaw be tabled to June 11, 2018 Council meeting. Further that Administration bring further information back outlining how the rates were calculated for residential and commercial rates. - Defeated. |
| 2018-0221 | | Councillor Crozier moved Bylaw 1864/2018, Garbage Rates & Collection Bylaw, be given first reading. - Carried. |
| 2018-0222 | | Councillor Steinke moved Bylaw 1864/2018, Garbage Rates & Collection Bylaw, be given second reading. - Carried. |
| 2018-0223 | | Councillor Crozier moved Bylaw 1864/2018, Garbage Rates & Collection Bylaw, be presented for third reading.
- Defeated / Not Unanimous. |
| 2018-0224 | Bylaw 1865/2018, Fees, Rates & Charges Bylaw | B) Councillor Crozier moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw, be given first reading. - Carried. |
| 2018-0225 | | Councillor Steinke moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw, be given second reading. - Carried. |
| 2018-0226 | | Councillor Czember moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw, be presented for third reading.
- Defeated / Not Unanimous |

5. REQUEST FOR DECISIONS

- 2018-0227 Intermunicipal Collaboration Framework (ICF)
Re: Intermunicipal Committee & Appointments
- 2018-0228
- A)** Councillor Leipert moved to appoint Councillor Steinke and Councillor Cockle as members of the Intermunicipal Collaboration Framework (ICF) Steering Committee. - Carried.
- Councillor Crozier moved to amend the 2018 Budget to formalize the Intermunicipal Collaboration Framework (ICF) project and further fund the Town's share of \$20,000 from the purchasing reserve. – Carried.

6. CORRESPONDENCE

- 2018-0229 Alberta Environment & Parks
Re: Alberta Community Resilience Program
- A)** Councillor Czember moved correspondence from Alberta Environment & Parks dated May 9, 2018 regarding the Alberta Community Resilience Program, be received for information. - Carried.

7. OTHER

- 2018-0230 Redcliff Family & Community Support Services
Re: Audit year ending December 31, 2017
- 2018-0231 Municipal Manager Report to Council May 28, 2018
- 2018-0232 Council Important Meetings & Events May 28, 2018
- A)** Councillor Crozier moved the Town of Redcliff Family & Community Support Services Statement of Expenditures and Funding for the year ended December 31, 2017, be received for information. - Carried.
- B)** Councillor Czember moved the Municipal Manager Report to Council May 28, 2018, be received for information. - Carried.
- C)** Councillor Czember moved the Council Important Meetings & Events May 28, 2018, be received for information. - Carried.

8. RECESS

Mayor Kilpatrick called for a recess at 8:09 p.m.

Director of Public Services and Director of Finance & Administration left the meeting at 8:09 p.m.

Councillor Czember left the meeting at 8:09 p.m.

Mayor Kilpatrick reconvened the meeting at 8:13 p.m.

9. IN CAMERA (Confidential Session)

2018-0233

Councillor Leipert moved to meet In Camera to discuss one land matter under Section 24 of the *Freedom of Information and Protection of Privacy Act (FOIP)* and one legal matter under Section 27 of *FOIP* at 8:13 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager, Manager of Legislative and Land Services and Director of Planning & Engineering (left at 8:48 p.m.

2018-0234

Councillor Crozier moved to return to regular session at 8:49 p.m. - Carried.

2018-0235

Councillor Leipert moved that Administration commence negotiations for a land swap with IXL for specified areas in eastside as per Council instruction. – Carried.

10. ADJOURNMENT

2018-0236 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:50 p.m. - Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

April 24th, 2018 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Robin Corry, Brian Lowery, Katherine Rankin, Clarke Storle, Wendy Harty, & Clay Orge

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Jim Steinke, Dianne Smith, Valarie Westers

Call to order: 7:30 pm

Petra Mauerhoff, Shortgrass Library System CEO:

-Resourceful by Nature handout: one of 7 Alberta library systems ; IT services ; Materials Distribution ; 2017 Redcliff Library Usage ; Cost Savings – eBook pricing examples ; 2018 Capacity Grant ; New initiatives and savings for 2018 ; Recent investments by Shortgrass

Additions/Deletions to Agenda: add the culture grant and sign-up sheet to the Advocacy Report.

Approval of Agenda: Wendy moved to approve the agenda as amended. All in favor. Carried.

Approval of Minutes for March meeting: Catharine moved for approval. Clay 2nd. All in favor. Carried.

Financial Statements for March for information only: For information only.

Accounts Payable: For information only

Library Manager's Report: In addition to the attached report, the library has been approved for the 2018 Canada Summer Jobs Grant, and the meeting in October has been moved to October 23rd. Robin moved for information. All in favor. Carried.

Correspondence:

- SLS Windows 10 Computer Refresh Technology Grant \$2550.00
- SLS Capacity Grant \$5000.00

Policies Report

- Nothing to report.

Financial Report:

- the committee had a meeting regarding the 2019 budget, the next meeting will be more in depth and hopefully a rough draft will be presented at the June Board meeting.

Personnel Report:

- Nothing to report.

Needs Assessment/Library Advocacy: - Sunday Cinemas will be starting on June 10th. We are registered with the National Film Board and they are very excited to have us on board. The first film will be about organ transplants, and the films on June 24th will be a combination of 4 shorter films.

In conjunction with the film subject of organ transplant, the committee will try to have a speaker who has

experienced it personally.

Advertising posters for the upcoming NFB events and the sign-up sheet for poster distribution were passed around.

Tracy will look into the grant available for Alberta Culture Days. Possibly have interactive presentations in the meeting room and demonstrations happening in the main library. The committee will be meeting in May and report back at the next Board Meeting.

Friends of the Library (FRPL): - approximately \$1700.00 was raised at the silent auction.

Social Media Committee – Report attached. Katherine moved to approve the report. Clarke 2nd. All in favor. Carried.

Ongoing Maintenance Projects: Monthly Building maintenance check completed April 24th. Water fountain may be replaced.

Old & Unfinished Business: Nothing to report

New Business: Nothing to report.

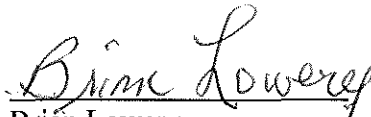
Next Regular meeting: May 29th, 2018 @ 7:30 pm.

Catharine moved for adjournment at 9:10 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

Library Manager's Report

Circulation for March was 2695 books, 15 children's audios & kits, 24 Blu-rays, 540 DVDs, 70 talking books, 84 CD's, 250 magazines, 20 games and 532 Overdrive checkouts.

MARCH STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2018	1611	1084	753	250	3698	10166	532
2017	1710	1050	1148	241	4149	11075	441
						-909	91

COMPUTER USAGE

March had 585 half hour sessions (An average of 21 per day) and 288 Wi-Fi sessions.

As of April 17th, 2018 we have taken in \$1226.91 in membership fees.

Inventory was completed on April 2nd. After all the reports were completed we had 70 items out of 21,860 that couldn't be located. This means the item was not checked out at the time of the inventory, nor was it on the shelf.

The 2017 books have been delivered to Terra for review and hopefully will be back before the May meeting.

LEGO @ the Library is wrapping up on Saturday, April 28th. We had 266 people attend the program since October 7th.

I attended the United Library Services book buying trip to Calgary with Shortgrass on April 10th. Shopping directly at the warehouse instead of just through their catalogue or online provides the opportunity to see the books before purchasing. Most of their items at the warehouse are directed towards children and teens, which gave me an opportunity to improve our young adult non-fiction section.

For Town's
copy of
April min

Redcliff Library Social Media Committee

April 11, 2018

Attending:

Catharine Richardson, Val Westers, Clarke Storle

Absent:

Katherine Rankin

Current Posting Topics Confirmed

1. Library Programming
2. Bookworm
3. Esplanade Art – Can we get Prairie Rose School Winner photos again?
4. Booksale Promotion
5. School Calendar (May 17 is an SI Day, May 20 is Statutory Holiday)

Sharing Social Media Tools/Spaces

Catharine Richardson to share

- Google Docs Social Media folder
- Google Calendar(s)
- Pinterest Board

Will create a Social Media Planning and Research Calendar, to aid in planning and researching posts.

Ideas to research for future Social Media

1. Staycation research (summertime posts)
2. Redcliff Rocks (do we have a map of all the memorial rocks around town?)
3. Is the Brick Factory on Mitchell open to public? Will there be a launch?
4. 10 free things to do in Redcliff (Kids and Adult versions)
5. 10 things for kids to do under \$10

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
June 4th, 2018 at 7:00 pm

PRESENT:	Chairperson	Justin Getz
	Town of Redcliff Rep.	Shawna Cockle
	Cypress County Rep.	Shane Hok
		Karen Worrell
		Sharon Kirvan
		Christina McNeil
	Community Services	Kim Dalton
		Tracey Jenkins

1. GENERAL

- a. Meeting called to order at 7:03 pm.
- b. Karen Worrell moved for adoption of the agenda as amended – Carried.

2. MINUTES

- a. Christina McNeil moved for adoption of the minutes from May 7th, 2018 meeting as presented – Carried.

3. DELEGATION

- a. Shawna Cockle moved to receive 670 Collective's presentation as information – Carried.

4. OLD BUSINESS

- a. Sharon Kirvan moved to recommend Community Services request feedback from Planning & Engineering for a viable area for a temporary campground/parking solution for Special events – Carried.

5. NEW BUSINESS

- a. Karen Worrell moved to receive aquatic centre update as information – Carried.
- b. Christina McNeil moved to receive comments regarding tot playground in Aggie Oakland Mallard Park as information – Carried.

6. REQUESTS FOR DECISION

- a. Karen Worrell moved to recommend the cancellation of the Grazing Lease Agreement for Plan 417 JK, Block Ptn of 2, with 90 days' notice, to allow for low cost/free recreation options – Carried.

7. CORRESPONDENCE - None

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS - None

9. DATE OF NEXT MEETING – Monday September 3rd, 2018

10. ADJOURN

- a. Shawna Cockle moved to adjourn at 8:30pm – Carried.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 11, 2018

PROPOSED BY: Legislative and Land Services

TOPIC: Assessment Review Board Bylaw

PROPOSAL: To repeal Bylaw 1659/2010 Assessment Review Board Bylaw

BACKGROUND:

It has come to the attention of Administration that Bylaw 1863/2018, Assessment Review Board Bylaw that was passed at the May 28, 2018 Council Meeting omitted repealing the previous Assessment Review Board Bylaw (Bylaw No 1659/2010).

POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Proposed Bylaw 1866/2018

OPTIONS:

1. To adopt Bylaw 1866/2018 to repeal Assessment Review Board Bylaw 1659/2010 leaving the current Bylaw 1863/2018 as the current and only Assessment Review Board Bylaw for the Town of Redcliff.

RECOMMENDATION:

Option 1


SUGGESTED MOTION(S):

1.
 - i) Councillor _____ moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board Bylaw be given first reading.
 - ii) Councillor _____ moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board Bylaw be given second reading.

iii) Councillor _____ moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board Bylaw be presented for third reading.
(Note: Must be unanimous in order to proceed with third reading)

iv) Councillor _____ moved Bylaw 1866/2018, a Bylaw to repeal Bylaw 1659/2010, Assessment Review Board Bylaw be given third reading.

SUBMITTED BY:



Department Head



Municipal Manager

**TOWN OF REDCLIFF
BYLAW NO. 1866/2018**

A Bylaw to authorize the Municipal Council of the Town of Redcliff to repeal Bylaw No. 1659/2010 being the Assessment Review Board.

WHEREAS the Town of Redcliff desires to repeal Bylaw No. 1659/2010 being the Assessment Review Board Bylaw.

WHEREAS The Town of Redcliff adopted Bylaw 1863/2018 being the Assessment Review Board Bylaw which omitted repealing Bylaw No. 1659/2010 being the Assessment Review Board Bylaw.

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

That Town of Redcliff Bylaw No. 1659/2010 is hereby repealed upon third and final reading of this Bylaw.

Read a First Time this _____ day of _____, 2018.

Read a Second Time this _____ day of _____, 2018.

Read a Third Time this _____ day of _____, 2018.

Signed and Passed this _____ day of _____, 2018.

MAYOR

**MANAGER OF LEGISLATIVE
& LAND SERVICES**

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 11, 2018

PROPOSED BY: Public Services Department, Planning & Engineering Department,
Community and Protective Services Department

TOPIC: Fees, Rates and Charges Bylaw

PROPOSAL: To consider adopting proposed Bylaw 1865/2018 Fees, Rates and Charges Bylaw.

BACKGROUND:

Bylaw 1865/2018 was brought forward for consideration to the Council meeting of May 28, 2018 and received first and second reading.

To recap it incorporated:

- A rate increase to the Town of Redcliff & Cypress County Landfill fee which matches the recent decision of the Redcliff Cypress Regional Waste Management Authority to increase the fee (reflective of a subsidy decrease);
- A fee for a special Off-Route Permit to transport Dangerous goods as per the recently adopted Transportation of Dangerous Goods Routing Bylaw;
- Clarity of fees for development permits relating to change of use applications and development permit fees for cannabis retail stores or production and processing facility;
- Increase to Lions Park Kitchen Complex Fee;
- Rec-Tangle rental fee for ball hockey;
- Fee for placement of new memorial benches throughout Redcliff.

The Bylaw is being presented for third reading. The effective date was amended to be July 1, 2018.

POLICY / LEGISLATION:

Policy 115, Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Proposed Bylaw 1865/2018, Fees, Rates & Charges Bylaw

OPTIONS:

1. To give third reading to Bylaw 1865/2018, Fees, Rates & Charges Bylaw as amended.
2. To not give third reading to Bylaw 1865/2018, Fees, Rates & Charges Bylaw.
3. To direct Administration to further review and incorporate additional / other changes to the Fees, Rates & Charges Bylaw

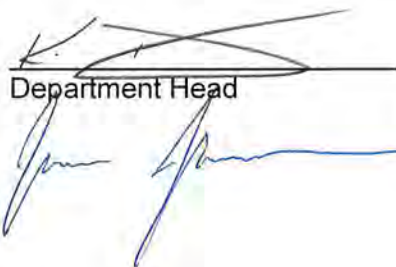
RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw be given third reading as amended.
2. Councillor _____ moved Administration further review and incorporate additional / other changes to the Fees, Rates & Charges Bylaw.

SUBMITTED BY:


Department Head


Municipal Manager

**TOWN OF REDCLIFF
BYLAW NO. 1865/2018**

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

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

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

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

TITLE

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

INTERPRETATION

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

RATES, FEES AND CHARGES

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

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
9. This Bylaw shall take effect on ~~June~~July 1, 2018.
10. Bylaw No. 1847/2018 is hereby repealed upon Bylaw 1865/2018 taking effect.

READ a first time this 28th day of May, 2018.

READ a second time this 28th day of May, 2018.

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

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

MAYOR

MANAGER OF LEGISLATIVE AND
LAND SERVICES

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

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff (black & white A0 size)	\$15.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps (20 lb bound Plain Paper)	\$10.00 per sq. ft.
Scanning up to 11" x 17" Page	\$2.00 per page (\$10.00 minimum)
Wide Format Scanning (max 24" wide)	\$2.00 per square foot (\$10.00 minimum)
Books (e.g. ASP with no large format maps)	\$45.00 each
Land Use Bylaw (no large format maps)	\$45.00 each
Land Use Bylaw maps –colour A1 size (approximately 24" x 36")	\$30.00 each
Non-Sufficient-Fund (NSF)/Stopped/Voided Payments -	\$25.00

SOUVENIR TYPE SERVICES

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

Unit price plus 20%

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

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

Promotional Items Available

	<u>Unit Cost</u>
Town of Redcliff Pins	\$.75
Town of Redcliff Flags	97.90
Town of Redcliff Pens	3.46
Town of Redcliff Pencils	.35
Town of Redcliff Golf Balls (3)	5.28
Other items	Unit price + 20%

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

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

TAX CERTIFICATE / ACCOUNT ADJUSTMENT/COMPLIANCE CERTIFICATE

Tax Certificate (ordered/prepared by the Finance Department Staff) \$34.00

Online Tax Certificates (ordered/prepared through My Redcliff) \$25.00

Online Payment Administration Fee Up to 1.0%

Payment Allocation Adjustment between Accounts
\$10.00

ASSESSMENT COMPLAINT FEES

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

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: 300.00

DANGEROUS GOODS - SPECIAL OFF-ROUTE PERMIT

Permit Fee: 200.00

COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

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

SWIMMING POOL

General Admission (GST included)

<u>Age</u>	<u>Day Pass</u>	<u>10 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child/Youth (6-17 years)	\$5.00	\$40.00	\$63.00
Adult (18-55 years)	\$6.00	\$48.00	\$74.00
Senior (56+ years)	\$5.00	\$40.00	\$65.00
Family	\$15.00	\$120.00	\$160.00

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

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4	\$45.00
Red Cross Swim Kids Levels 5-10	\$50.00
Private lessons	\$25.00/30mins or \$30.00 for 2-3 people
Affiliate Rentals	\$35.00/hr

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

RENTALS (GST included)

1-50 people	\$ 100.00 / hour
1-40 people	\$ 80.00 / hour
Full facility rental up to 240 people	\$ 230.00 / hour

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2017 - April 31, 2018	May 1, 2018 April 31, 2019
Youth (17 and under)	\$82.00 / hour	\$87.00 / hour
non-prime time - before 4:00 p.m. – Monday-Friday		
After 10:00 p.m. 7 days a week)	\$70.00 / hour	\$70.00 / hour
Adult	\$125.00 / hour	\$135.00 / hour
Public Skating	Free *	Free *
Drop-in Shinny		\$10.00
Ball Hockey (user groups)		\$50.00 / hour

MEETING ROOMS**ARENA**

Upstairs (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	30.00
Security Deposit (Refundable)	\$150.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00

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

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room (1/2 Day – 4hrs)	\$25.00
(Daily)	\$150.00

BALL DIAMONDS

Diamonds (Per Hour, Minimum 2 Hours)	\$5.00
Lights (Per Hour)	\$4.00
Tournaments (Per Diamond)	
Day	\$80.00
Weekend	\$125.00

Equipment & Maintenance Fee (Annual for Each Team in League)	\$5.00
<u>BALL DIAMONDS CONCESSION</u>	

Non-Profit groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$150.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million
Profit groups	Rental Rate (Per Day)	\$100.00
	Refundable Damage Deposit	\$150.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million

CAMPGROUND (GST INCLUDED)

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

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	\$30.00
	Refundable Damage Deposit	\$150.00
For Profit Groups	Rental Rate (Per Day)	\$65.00
	Refundable Damage Deposit	\$150.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$100.00
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PITCHING MACHINE

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

PORTABLE STAGE

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

MEMORIAL BENCH REPLACEMENT

Replace Existing Bench	\$600.00
New Bench	\$900.00

MEALS ON WHEELS

Billed Cost per Meal

\$6.50

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

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

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2018 – April 30, 2019)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$18.00	Less than \$ 23016	Less than \$ 36,297
\$21.00	\$23016– \$27505	\$36297– \$ 44660
No Subsidy	Over \$27505.	Over \$ 44660

* Net Family Income

PLANNING & ENGINEERING

DOCUMENTS

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

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

MISCELLANEOUS

Property File Search (Permit Search)	\$20.00
Property dimensions map with air photo background, per request	\$20.00
Copy of current Permit Completion Record	\$20.00
Letter of Compliance (2 week turn around)	\$60.00
Letter of Compliance (3 business days turn around)	\$150.00
File Review (Environmental) Fee	\$100.00
Surcharge for an application without a current Land Title	\$10.00

LAND USE

Change of Use, Existing Building- permitted	\$50.00
Change of Use, Existing Building – Discretionary	\$100.00
Change of Use, Existing Building – Cannabis Retail Store or Production and Processing Facility	\$100.00
Land use bylaw amendment application fee (advertising component is \$350.00)	\$750.00

SUBDIVISION

Application Fee – Base plus	\$350.00
per lot fee	\$100.00
Subdivision Extension: 1 st request for extension	\$50.00
2 nd requests for extension	\$200.00
3 rd and subsequent requests for extension	\$500.00
Endorsement of subdivision per application	\$150.00

MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC Fee	\$300.00
Subdivision & Development Appeal Fee	\$150.00
Area Structure Plan, Concept Scheme application and review	\$800.00

DEVELOPMENT PERMIT FEES

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

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

Residential

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

Non-Residential

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

Signs

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

USE OR WORK IN A ROAD ROW

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

WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES

CONSTRUCTION DAMAGE DEPOSIT

Residential	\$1,200.00
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Commercial/Industrial/Horticultural	\$3,000.00
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*Note: A construction damage deposit may to be taken for development permits
Issued for principal buildings, accessory buildings, additions, excavations and/or
Demolition projects*

Agreements

Service Agreement Simple – Base plus	\$500.00
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Per lot fee	\$20.00
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Service Agreement Complex – Base plus	\$1,000.00 plus the Town's Legal Fees
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Per lot fee	\$20.00
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Development Agreement Simple	\$300.00
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Development Agreement Complex	\$600.00 plus the Town's Legal Fees
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SAFETY CODES PERMIT FEES (BUILDING, ELECTRIC, GAS, PLUMBING, PRIVATE SEWAGE)**Building Permit Fees – Single Family Residential**

		Agency	Town	SCC	
Minimum Fee for all building permits		\$130.00	\$20.00	\$4.50	
Calculations					
Agency Fee = Maximum of (Estimated Construction Cost * 0.0043 or Minimum Fee)					
Town Fee = Maximum of (Estimated Construction Cost * 0.0013 or Minimum Fee)					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
Relocation of Building on a crawlspace or basement = square ft of building × \$0.40 per square ft					
Relocation of Building on piles or blocking = square ft of building × \$0.35 per square ft					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Swimming Pools		\$130.00	\$40.00	\$6.80	\$176.80
Hot tubs		\$130.00	\$20.00	\$6.00	\$156.00
Decks		\$130.00	\$20.00	\$6.00	\$156.00
Wood Stove		\$130.00	\$40.00	\$6.80	\$176.80
Basement Development		\$130.00	\$40.00	\$6.80	\$176.80
Demolition		\$130.00	\$40.00	\$6.80	\$176.80
<div>Fees based on Estimated Value of Construction Costs:<ul style="list-style-type: none">• Accessory Buildings• Additions• Alterations• Basement Development• Garages• New single family dwellings• Renovation</div> <div>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$15,388.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$30,000.00	\$130.00	39.00	6.76	\$175.76
	\$50,000.00	\$215.00	65.00	11.20	\$291.20
	\$60,000.00	\$258.00	78.00	13.44	\$349.44
	\$80,000.00	\$344.00	104.00	17.92	\$465.92
	\$100,000.00	\$430.00	130.00	22.40	\$582.40
	\$120,000.00	\$516.00	156.00	26.88	\$698.88
	\$150,000.00	\$645.00	195.00	33.60	\$873.60
	\$200,000.00	\$860.00	260.00	44.80	\$1,164.80
	\$300,000.00	\$1,290.00	390.00	67.20	\$1,747.20
	\$400,000.00	\$1,720.00	520.00	89.60	\$2,329.60
	\$500,000.00	\$2,150.00	650.00	112.00	\$2,912.00
	\$600,000.00	\$2,580.00	780.00	134.40	\$3,494.40
	\$800,000.00	\$3,440.00	1040.00	179.20	\$4,659.20
	\$1,000,000.00	\$4,300.00	1300.00	224.00	\$5,824.00
	\$1,200,000.00	\$5,160.00	1560.00	268.80	\$6,988.80

Building Permit Fees – All Others

		Agency	Town	SCC	
Minimum Fee for all building permits		\$180.00	\$30.00	\$4.50	
Calculations					
<i>Estimated Construction Cost < 1,000,000</i>					
<i>Agency Fee = Maximum of (Estimated Construction Cost * 0.0055 or Minimum Fee)</i>					
<i>Town Fee = Maximum of (Estimated Construction Cost * 0.0016 or Minimum Fee)</i>					
<i>Estimated Construction Cost > 1,000,000</i>					
<i>Agency Fee = Maximum of ((1,000,000 * 0.0055 + (Estimated Construction Cost – 1,000,000) * 0.0045 or Minimum Fee)</i>					
<i>Town Fee = Maximum of ((1,000,000 * 0.0018 + (Estimated Construction Cost – 1,000,000) * 0.0012 or Minimum Fee)</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Fees based on Estimated Value of Construction Costs: <ul style="list-style-type: none"> • Demolition • Accessory Buildings • Additions • Alterations • Garages • New Building • Renovation • Shops • Storage <p>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</p> <p>Table to the left is provided for information purposes only.</p>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$180.00	\$30.00	\$8.40	\$218.40
	\$16,669.00	\$180.00	\$30.00	\$8.40	\$218.40
	\$25,000.00	\$180.00	45.00	9.00	\$234.00
	\$50,000.00	\$275.00	90.00	14.60	\$379.60
	\$70,000.00	\$385.00	126.00	20.44	\$531.44
	\$100,000.00	\$550.00	180.00	29.20	\$759.20
	150000	\$825.00	270.00	43.80	\$1,138.80
	\$200,000.00	\$1,100.00	360.00	58.40	\$1,518.40
	\$300,000.00	1650.00	540.00	87.60	\$2,277.60
	\$400,000.00	2200.00	720.00	116.80	\$3,036.80
	\$500,000.00	2750.00	900.00	146.00	\$3,796.00
	\$600,000.00	3300.00	1080.00	175.20	\$4,555.20
	\$800,000.00	4400.00	1440.00	233.60	\$6,073.60
	\$1,000,000.00	5500.00	1800.00	292.00	\$7,592.00
	\$1,200,000.00	6400.00	2160.00	342.40	\$8,902.40
	\$1,400,000.00	7300.00	2520.00	392.80	\$10,212.80
	\$1,600,000.00	8200.00	2880.00	443.20	\$11,523.20
	\$1,800,000.00	9100.00	3240.00	493.60	\$12,833.60
	\$2,000,000.00	10000.00	3600.00	544.00	\$14,144.00
	\$2,500,000.00	12250.00	4500.00	670.00	\$17,420.00

Electric Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee = Maximum of (\$50.00 + 0.7 × Value of Work^{0.57} or Minimum Fee)</i>					
<i>Agency Fee for Homeowner wiring over 1,200 square ft = \$120 + (square ft – 1,200) × \$0.10 per square ft</i>					
<i>Town Fee = Maximum of (0.003 × Value of Work^{0.97} or Minimum Fee)</i>					
<i>Town Fee for Homeowner wiring = Agency Fee × 0.32</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits - Contractor		Agency	Town	SCC	Total
Permanent Service Connection		\$90.00	\$29.00	\$4.76	\$123.76
Temporary Service		\$90.00	\$29.00	\$4.76	\$123.76
Annual Electric Permit		\$225.00	\$73.00	\$11.92	\$309.92
Fees based on Estimated Value of Construction – Electrical Contractor Only. Fees are to be calculated on the actual Estimated Value of Construction using the calculations above. Table to the left is provided for information purposes only.	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$90.00	\$20.00	\$4.50	\$114.50
	\$1,209.00	\$90.00	\$20.00	\$4.50	\$114.50
	\$2,500.00	\$110.52	\$20.00	\$5.22	\$135.74
	\$5,000.00	\$139.85	\$20.00	\$6.39	\$166.24
	\$10,000.00	\$183.38	\$25.47	\$8.35	\$217.20
	\$20,000.00	\$248.01	\$49.24	\$11.89	\$309.14
	\$30,000.00	\$299.49	\$72.41	\$14.88	\$386.78
	\$50,000.00	\$383.82	\$117.70	\$20.06	\$521.58
	\$100,000.00	\$545.56	\$227.54	\$30.92	\$804.02
	\$150,000.00	\$674.41	\$334.60	\$40.36	\$1,049.37
	\$200,000.00	\$785.67	\$439.89	\$49.02	\$1,274.58
Homeowner Permit					
Connections only		\$90.00	\$27.00	\$4.68	\$121.68
Wiring less than 1200 square ft		\$120.00	\$39.00	\$6.36	\$165.36
More than 1200 square ft Fees are to be calculated on the actual square feet using the calculations above. Table to the left is provided for information purposes only.	Square Feet	Agency	Town	SCC	Total
	1200	\$120.00	38.4	6.34	\$164.74
	1300	\$130.00	41.6	6.86	\$178.46
	1500	\$150.00	48	7.92	\$205.92
	2000	\$200.00	64	10.56	\$274.56
	2500	\$250.00	80	13.2	\$343.20
	3000	\$300.00	96	15.84	\$411.84

Gas Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee Residential</i> = Maximum of $(-0.5 \times \text{No. Outlets}^2 + 20 \times \text{No. Outlets} + 52.0 \text{ or Minimum Fee})$					
<i>Agency Fee Commercial less than 450,000 BTU</i> = Maximum of $\left(-0.00005 \times (BTU/1000)^2 + 0.12 \times \left(\frac{BTU}{1000}\right) + 80.0 \text{ or Minimum Fee}\right)$ <i>Agency Fee Commercial more than 450,000 BTU</i> = $(123.88 + 0.075 \times (BTU - 450,000))/1000$					
<i>Town Fee Residential</i> = Maximum of $(-0.22 \times \text{No. Outlets}^2 + 7.90 \times \text{No. Outlets} + 10.0 \text{ or Minimum Fee})$					
<i>Town Fee Commercial less than 750,000 BTU</i> = Maximum of $\left(-0.00003 \times (BTU/1000)^2 + 0.07 \times \left(\frac{BTU}{1000}\right) + 15.0 \text{ or Minimum Fee}\right)$ <i>Town Fee Commercial more than 750,000 BTU</i> = $(40.43 + 0.025 \times (BTU - 750,000))/1000$					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) \times 0.04 or Minimum Fee)</i>					
Flat rate permits		Agency	Town	SCC	Total
Temporary Service / heat		\$90.00	\$20.00	\$4.50	\$114.50
Service Re-connection		\$90.00	\$20.00	\$4.50	\$114.50
Propane Tank Set		\$90.00	\$20.00	\$4.50	\$114.50
Fees based on Number of Outlets - Residential Fees are to be calculated on the actual Number of Outlets using the calculations above. Table to the left is provided for information purposes only.	Number of Outlets	Agency	Town	SCC	Total
	1	\$90.00	\$20.00	\$4.50	\$114.50
	2	\$90.00	\$24.92	\$4.60	\$119.52
	3	\$107.50	\$31.72	\$5.57	\$144.79
	4	\$124.00	\$38.08	\$6.48	\$168.56
	5	\$139.50	\$44.00	\$7.34	\$190.84
	6	\$154.00	\$49.48	\$8.14	\$211.62
	7	\$167.50	\$54.52	\$8.88	\$230.90
Fees based on BTU - Commercial Fees are to be calculated on the BTU using the calculations above. Table to the left is provided for information purposes only.	BTU	Agency	Town	SCC	Total
	0	\$90.00	\$20.00	\$4.50	\$114.50
	73,830	\$90.00	\$20.00	\$4.50	\$114.50
	100,000	\$91.50	\$21.70	\$4.53	\$117.73
	120,000	\$93.68	\$22.97	\$4.67	\$121.31
	150,000	\$96.88	\$24.83	\$4.87	\$126.57
	210,000	\$103.00	\$28.38	\$5.25	\$136.63
	300,000	\$111.50	\$33.30	\$5.79	\$150.59
	450,000	\$123.88	\$40.43	\$6.57	\$170.87
	500,000	\$127.63	\$42.50	\$6.81	\$176.93
	750,000	\$146.38	\$50.63	\$7.88	\$204.88
	900,000	\$157.63	\$54.38	\$8.48	\$220.48
	1,000,000	\$165.13	\$56.88	\$8.88	\$230.88

Plumbing Permit Fees

	Agency	Town	SCC		
Minimum Fee for all building permits	\$90.00	\$10.00	\$4.50		
Calculations					
Agency Fee = Maximum of $(-0.3 \times \text{No. Fixtures}^2 + 6.50 \times \text{No. Fixtures} + 60.0 \text{ or Minimum Fee})$					
Town Fee = Maximum of $(-0.01 \times \text{No. Fixtures} + 2.00 \times \text{No. Fixtures} + 10.0 \text{ or Minimum Fee})$					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$					
<div>Fees based on Number of Fixtures</div> <div>Fees are to be calculated on the actual Number of Fixtures using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Number of Fixtures	Agency	Town	SCC	Total
	1	\$90.00	\$12.29	\$4.50	\$106.79
	2	\$90.00	\$14.55	\$4.50	\$109.05
	3	\$90.00	\$16.79	\$4.50	\$111.29
	4	\$90.00	\$19.01	\$4.50	\$113.51
	5	\$91.75	\$21.20	\$4.52	\$117.47
	6	\$97.92	\$23.37	\$4.85	\$126.14
	7	\$104.03	\$25.51	\$5.18	\$134.72
	8	\$110.08	\$27.63	\$5.51	\$143.22
	9	\$116.07	\$29.73	\$5.83	\$151.63
	10	\$122.00	\$31.80	\$6.15	\$159.95
	11	\$127.87	\$33.85	\$6.47	\$168.19
	12	\$133.68	\$35.87	\$6.78	\$176.33
	13	\$139.43	\$37.87	\$7.09	\$184.39
	14	\$145.12	\$39.85	\$7.40	\$192.37
	15	\$150.75	\$41.80	\$7.70	\$200.25
	16	\$156.32	\$43.73	\$8.00	\$208.05
	17	\$161.83	\$45.63	\$8.30	\$215.76
	18	\$167.28	\$47.51	\$8.59	\$223.38
	19	\$172.67	\$49.37	\$8.88	\$230.92
	20	\$178.00	\$51.20	\$9.17	\$238.37
	21	\$183.27	\$53.01	\$9.45	\$245.73
	22	\$188.48	\$54.79	\$9.73	\$253.00
	23	\$193.63	\$56.55	\$10.01	\$260.19
	24	\$198.72	\$58.29	\$10.28	\$267.29
	25	\$203.75	\$60.00	\$10.55	\$274.30
	26	\$208.72	\$61.69	\$10.82	\$281.22
	27	\$213.63	\$63.35	\$11.08	\$288.06
	28	\$218.48	\$64.99	\$11.34	\$294.81

Private Sewage Disposal Permit Fees

	Agency	Town	SCC	
Minimum Fee for all building permits	\$170.00	\$20.00	\$4.50	
Calculations				
<i>Town Fee = Maximum of (Agency Fee × 0.40 or Minimum Fee)</i>				
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>				
Flat rate permits	Agency	Town	SCC	Total
Homeowner <ul style="list-style-type: none"> • Fields • Mounds • Treatment Plant 	\$350.00	\$140.00	\$19.60	\$509.60
Contractor <ul style="list-style-type: none"> • Fields • Mounds • Treatment Plant 	\$250.00	\$100.00	\$14.00	\$364.00
Septic Tank	\$170.00	\$68.00	\$9.52	\$247.52
Holding Tank	\$170.00	\$68.00	\$9.52	\$247.52

PUBLIC SERVICES

CEMETERY

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

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

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

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)
Loader	\$120.00
Backhoe	\$120.00
Excavator	\$150.00
3 Ton Truck	\$100.00
Gravel Tandem Truck	\$120.00
Service Truck	\$130.00
Grader	\$135.00
Sweeper	\$120.00
Sewer truck	\$125.00
Sheep foot Packer	\$80.00
Riding Mowers	\$75.00
Skid Steer Loader	\$95.00
	Day Rate-No Operator (\$)
Pickup Truck	\$150.00
Small Equipment (mowers, pumps, etc.)	\$100.00

Personnel **Rate per Hour (\$)**

Project Manager (includes truck)	\$115.00
Supervisor	\$90.00
Engineering Technician	\$85.00
Surveyor	\$85.00
Service Technician	\$85.00
Equipment Operator	\$70.00
Laborer	\$60.00
After Hours for all Personnel	Rate per hour x 1.5 (\$)

LANDFILL**General Fees**

Up to 250 kg's	\$10.00
Over 250 kg's	\$72.00/ 1,000 kg's
Town of Redcliff & Cypress County *	-\$48.00/ 1,000 kg's
Waste requiring special handling	\$80.00 / 1,000 kg's
Clean Concrete/Asphalt	\$21.00/ 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$10.00(current minimum)
1 Ton vehicle	\$70.00
Over 1 Ton vehicle	\$80.00

Contract Haulers

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

Other Rates

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

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

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

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

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

	1"	1½"	2"
Material Costs	\$1,400.00	\$2025.00	\$2650.00
Labour/Equipment	\$2,300.00	\$2,300.00	\$2,300.00
Asphalt/Concrete	As Quoted	As Quoted	As Quoted
TOTAL	As Quoted	As Quoted	As Quoted

4 Inch Sanitary Service Only

	4"
Material Costs	\$550.00
Labour/Equipment	\$2,300.00
Asphalt/Concrete	As Quoted
TOTAL	As Quoted

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,750.00	\$2,40.00	\$3,050.00
Labour/Equipment	\$2,800.00	\$2,800.00	\$2,800.00
Asphalt/Concrete	As Quoted	As Quoted	As Quoted
TOTAL	As Quoted	As Quoted	As Quoted

*All water and sanitary service connections will be quoted by Public Services. Expect a quote within five (5) business days

Oversized Water and Sewer Services

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

Storm Sewer Service

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

Residential/Commercial

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

Subdivisions/ Developments

The Public Services Department can provide a quote for service installations that exceed two (2) complete service installations.

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

*** NOTE**

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

SANITARY SEWER CONNECTION FEE

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

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

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up)
(Scheduled per QMP) 50.00 per hour (min. \$15.00)

Non-Regular Program Inspections (Original and Follow-up)
(Daycares occupancy, loans, etc.) \$50.00

Third and subsequent Inspections
(When required by Inspector) \$100.00

Fire Investigation & Inspection Services in Municipalities in Alberta \$100.00 per
hour plus contracted expenses for services or equipment necessary to complete the investigation plus
travel/living expenses.

Cypress County

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

Equipment and Material Fees

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

Documentation Requests

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 11th, 2018

PROPOSED BY: Public Services

TOPIC: Garbage Rates & Collection Bylaw

PROPOSAL: That Council give 3rd reading to Bylaw 1864/2018, Garbage Rates & Collection

BACKGROUND:

Council gave first and second reading's to Bylaw 1864/2018 at the May 28th, 2018 regular meeting of Council.

At the Landfill Authority meeting on May 7th, 2018, authority representatives reviewed the cost of hauled municipal solid waste tonnage fees. Effective June 1st, 2018, the applied tonnage fee for the Town of Redcliff and Cypress County increased from \$36.00 per tonne to \$48.00 per tonne.

Administration is recommending the solid waste collection rates be adjusted to reflect cost-recovery for the additional increase in tonnage fees that are being disposed of at the landfill. A continued cost recovery approach to the current collection and disposal service (as it is today) is recommended by administration.

The only reason for the rate adjustment is because of the landfill tonnage fees (set by the Redcliff Cypress Regional Waste Management Authority) increase.

Redcliff solid waste volumes remain static with no diversion initiatives currently in place (although there has been a notable increase in tonnage from the 2014 and 2015 years to the 2016 and 2017 years).

Rates consist of administrative component cost, capital component cost, and the operating component (which includes the tonnage costs). Each account is charged the same fee for both the administrative component and the capital component. The operating component is applied with the distinction of residential and non-residential (with two different bin sizes specified). The non-residential accounts make up 6% of the total registered accounts, and generate 19% of the required revenue for the solid waste collection utility. Correspondingly, based on the multi-year average of tonnage data for non-residential customers, nearly 19% of the tonnage can be attributed to non-residential customers. This adjustment is a projection that is based on a multi-year tonnage average for volumes hauled by the Town with all other budgeted items remaining the same.

It is also recommended that this bylaw take effect July 1, 2018 in an effort to coincide with a new utility billing cycle.

Town of Redcliff Tonnage Information

TOWN OF REDCLIFF 2014-2018 HAULED SOLID WASTE (TONNES)					
2014	2015	2016	2017	2018 Projected	Average
4266.11	4313.27	5188.19	5101.05	5025.00	4551.05
MULTI YR. AVG.			4551.05 TONNES		
NON-RESIDENTIAL AVERAGE (%) Note: This is the non-residential tonnage average as the proportion of overall Town tonnage hauled			18.68% (850 TONNES)		

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Bylaw 1864/2018, Garbage Rates & Collection Bylaw

OPTIONS:

1. Give third reading to Bylaw 1864/2018, Garbage Rates & Collection Bylaw
2. Do not give third reading to Bylaw 1864/2018, Garbage Rates & Collection Bylaw

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1864/2018, Garbage Rates & Collection Bylaw be given third reading as amended.

SUBMITTED BY:

Department Head



Municipal Manager

**BYLAW NO. 1864/2018
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE MAINTENANCE OF A SYSTEM FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE AND OTHER WASTE AND THE LEVYING OF RATES AND CHARGES THEREOF

WHEREAS, the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, provides for the passing of a Bylaw by a Municipal Council to establish rules and regulations for the collection and disposal of Garbage and refuse from the households, places of business and institutions within the Town;

AND WHEREAS provision is made for a Council to establish rates for the collection, removal and disposal of Garbage.

NOW THEREFORE, the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, hereby enacts as follows:

Title

1. This Bylaw may be referred to as the "**Garbage Rates and Collection Bylaw**" of the Town of Redcliff.

Interpretation and Definitions

2. For the purposes of this Bylaw:
 - a) "**Ashes**" means the residue left after the combustion of any substance.
 - b) "**Authority**" means the Redcliff/Cypress Waste Management Authority.
 - c) "**Automated Collection**" means a method of collection of Garbage and Other Waste by which a specially equipped vehicle may mechanically pick up and empty a specifically designed Bin.
 - d) "**Bin**" means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids. All such containers utilized within the Town must be to the satisfaction of the Public Services Director.
 - e) "**Bylaw Enforcement Officer**" means the Bylaw Enforcement Officer duly appointed by the Council of the Town.
 - f) "**Cart**" means a container used for the storage of Garbage and Other Waste, that being a container with hinged lids and equipped with wheels for the purposes of transporting it to and from the curb of the Dwelling or Other Premises utilizing it.
 - g) "**Collector**" means the Person or Persons appointed by the Town for the purpose of collecting Garbage and Other Waste.
 - h) "**Council**" means the Municipal Council of the Town of Redcliff.

- i) **"Due Date"** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
- j) **"Dwelling"** means any Premises, including the land upon which Premises are located, used or intended to be used for residential purposes within the Town.
- k) **"Dwelling Unit"** means a self-contained unit provided with sleeping, washing, and cooking facilities, intended for residential use.
- l) **"Garbage"** means all table and kitchen refuse, all waste foods whether of animal or vegetable origin, grass clippings, and other like putrescible waste or decomposing matter and includes broken dishes, tins, or other refuse which the **Owner** or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
- m) **"Highway"** means any thoroughfare, street, road, trail, avenue, parkway, viaduct, Lane, alley, square, bridge, cross way, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - a sidewalk (including a boulevard portion thereof).
 - a ditch lying adjacent to and parallel with the roadway.
 - the area where a Highway right-of-way is contained between fences or between a fence and one side of the roadway, all of the land between the fence and the edge of the roadway, or as the case may be,but does not include:
 - a place declared by the Lieutenant Governor in Council not to be a Highway.
- n) **"Lane"** means a public roadway which provides a secondary means of direct access to abutting lots.
- o) **"Nuisance"** means any act or deed, or omission, or thing, which is, or could reasonably be expected to be annoying, troublesome, destructive, harmful, inconvenient, unsanitary, unsightly, unsafe or injurious to another Person and/or his property.
- p) **"Other Premises"** means all premises other than Dwellings, including the land upon which the premises is located, which is used for other than residential purposes.
- q) **"Other Waste"** means non-putrescible waste or non-decomposing matter which the Owner or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
- r) **"Owner"** means the registered Owner or an occupant having control or apparent control of a Dwelling or Other Premises.

- s) **"Person"** shall mean a natural Person, body corporate, proprietor, association, society, or partnership.
 - t) **"Private Bin"** means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids and which is owned by a private individual or company who has a signed contract with the Town of Redcliff for pickup of the Bin . All such containers utilized within the Town must be to the satisfaction of the Public Services Director.
 - u) **"Prohibited Waste"** means:
 - (i) liquid wastes, dead animals or dead animal parts, petroleum products, industrial residue, discarded furniture, automobile parts, major appliances, sod, concrete, soil, inflammable waste, explosive waste;
 - (ii) biological waste, hazardous waste, pathological waste and radioactive waste as defined pursuant to the Public Health Act and its regulations; and
 - (iii) other materials, the collection of which are potentially dangerous to collection Personnel.
 - v) **"Public Services Director"** means the Public Services Director, properly designated by the Council of the Town.
 - w) **"Town"** means the Municipal Corporation of The Town of Redcliff.
 - x) **"Waste Collection Services"** means the services provided pursuant to this Bylaw.
3. For the purpose of this Bylaw the following classifications of refuse shall be used:
- a) Garbage
 - b) Other Waste
 - c) Prohibited Waste
4. For the purpose of this Bylaw the following classification of Premises shall be used:
- a) Dwelling
 - b) Other Premises

Authorization of Management

5. The Public Services Director is hereby authorized to do all things necessary in order to fulfil their responsibilities and duties under this Bylaw, including entering into administrative contracts with persons for the collection of Garbage and Other Waste.

General Prohibitions and Requirements

6. No Person shall:
 - a) Interfere with the Town's collection and disposal of Garbage and Other Waste pursuant to this Bylaw.
 - b) Impede or restrict access to the areas where a Bin is located permanently, or a Cart is to be placed temporarily for collection.
 - c) Interfere with or disturb the contents of any Bin or Cart after it has been placed for collection.
 - d) Relocate or alter in any way the placement of any Bin.
 - e) Place refuse upon any Highway.
7. The Owner of a Dwelling or an Other Premises shall be responsible to:
 - a) Prevent the accumulation of Garbage or Other Waste at that Dwelling or Other Premises such that the accumulation creates a Nuisance.
 - b) Dispose of all Garbage and Other Waste in such a manner as to not create a Nuisance.
 - c) Dispose of in a proper manner at an approved site any Prohibited Waste for which the Town does not provide for the collection and disposal.
8. Owners of Dwellings and Other Premises from which the Town is to collect Garbage or Other Waste, shall place any such Garbage or Other Waste in Bins and Carts as follows:
 - a) For Owners of Dwellings by placing all Garbage or Other Waste for collection in a Bin or Cart provided by the Town.
 - b) For Owners of Other Premises by placing all Garbage or Other Waste for collection in a Bin or Cart for collection either by the Town or by a licensed contractor that has the Authority of the Town to operate an Automated Collection refuse service within the Town.
 - c) Cutting all shrubbery and tree clippings in lengths of not more than one (1) metre in length and place them in Bins or Carts provided.
 - d) Depositing all Garbage in non-returnable plastic bags and placing them in Bins or Carts provided.
 - e) Depositing all Other Waste directly into the Bins or Carts provided.
9. No Owner shall place any Garbage or Other Waste for collection where the material or the method of its packaging may be hazardous to the Collector.
10. No Owner or occupant of any Other Premises shall deposit any Garbage, Other Waste or any refuse in any Bin or Cart other than a Bin or Cart that has been provided exclusively for that particular Other Premises.

11. No Person shall deposit any Garbage or Other Waste, the origin of which is from outside the Town in any Bin or Cart located within the Municipal boundaries of the Town.
12. No Person shall deposit any Prohibited Waste in any Bin or Cart.
13. All Bins and Carts provided by the Town are and remain the property of the Town. No Person shall at any time move, remove or locate any Bin or Cart, except at the directions of the Town, or in accordance with section 10 above.

Duties of Collectors

14. Collectors shall replace emptied Bins and Carts in approximately the same location where picked up.
15. Collectors shall not pick, sort over, or remove any waste from the collection vehicle or the Bins or Carts except as directed by the Public Services Director.
16. The Public Services Director shall schedule the collection of Garbage and Other Waste pursuant to this Bylaw. Generally, such collection shall be once per week at a day and time determined by the Public Services Director.
17. Except for where special arrangements have been made with the Public Services Director the Town shall not be responsible for the collection of refuse other than Garbage or Other Waste.
18. Where a Dwelling or Other Premises is not served by a Lane or where other special conditions exist such as unimproved Lanes, or steep grades, that make collection impractical or hazardous, then the Town may:
 - (a) determine that the collection location of a Bin is at some place other than a Lane; or
 - (b) provide a Cart for the purpose of depositing Garbage and Other Waste. Any such Cart shall be delivered to the front curb and placed by the Owner prior to 8:00 a.m. on the Collection Day in a manner prescribed by the Public Services Director. After the contents of the Cart have been removed by the Town, the Owner shall, prior to 8:00 p.m. on the Collection Day, return the Cart to the Dwelling or Other Premises.

Transportation

19. A Person shall not use or permit to be used any vehicle for the conveyance or storage of waste unless such vehicle is fitted with a suitable cover capable of preventing the dropping, spilling or blowing off of waste while it is being transported or stored.

Collection of Garbage and Other Waste from Dwellings:

20. Unless the Dwelling is otherwise exempt the Town shall collect Garbage and Other Waste from the Dwelling, and shall provide Garbage Bins, or Carts for all Dwellings. The Town shall assess collection levies for this collection in accordance with Section 29 below.

21. In situations where the Owner of a multi-unit Dwelling has made a written contractual arrangement with an approved contractor for the collection of Garbage and Other Waste, any such Owner may upon providing the Town with copies of contractual arrangements and upon the Town's consent, be exempt from the levies charged pursuant to Schedule "B" of this Bylaw until the final date of any contractual arrangement has expired.
22. In situations where the Owner of a Dwelling carries on a Home Occupation use, as defined in the Town's Land Use Bylaw whether or not the Owner has obtained an appropriate development permit, then if in the Public Services Director's opinion the waste and other refuse generated at the Dwelling is excessive then the Town may provide the Dwelling with a greater size and/or number of Bins or Carts, and shall assess collection levies for this collection at rates equal to those imposed under Schedule "A" upon Owners of Other Premises receiving similar services.
23. Where a premises contains one or more Dwellings, and one or more Other Premises, the Owner of the Dwelling may apply for the exemption pursuant to Schedule "B". The Public Services Director may, upon application by the Owner of the Dwelling, exempt the Dwelling from provision of Waste Collection Services as well as relevant rates.

Collection of Garbage and Other Waste from Other Premises

24. Unless the Other Premise is otherwise exempt the Town shall collect Garbage and Other Waste from the Other Premise, and shall provide Garbage Bins, or Carts for all Other Premise. The Town shall assess collection levies for this collection in accordance with Section 29 below.
25. The Town may enter into additional contracts with Owners of Other Premises for the collection of the whole or part of their Garbage and Other Waste within the Town and the contract must be for a minimum of twelve (12) months in order for the Town to plan for orderly development of the system. The Town shall assess collection levies for this collection in accordance with Section 29 below.
26. There may be situations where the owner of other premises has made a written contractual agreement with an approved contractor for the collection of garbage and other waste, or has provided the Town with a solution to dispose of garbage and/or other waste to an approved landfill facility without the use of Town waste collection services. Any such owner may, upon providing the Town, with copies of contractual arrangements or their solution approved by the Public Services Director, through the completion of Schedule "B," be exempt from levies charged pursuant to Schedule "A" of this bylaw until the final date of any contractual agreement has expired or until a new owner is established.

Burning

27. No Person shall burn any waste unless such burning is in accordance with the Town of Redcliff Burning Bylaw, as amended, and Provincial and Federal laws.

Other Considerations

28. All Garbage and Other Waste placed for collection pursuant to the terms of this Bylaw becomes the property of the Town.

Signing On

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

Collection Levies and Rates

32. The Town shall levy on each Dwelling or Other Premises, such rates for Waste Collection Services, as set out in Schedule "A" of this Bylaw, unless that Dwelling or Other Premises is otherwise exempt. The Owner is responsible for paying this levy when billed on a monthly or bi-monthly basis.
33. In the event a grandfathered tenant's utility invoice remains unpaid:
 - a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b) on the 40th day following the due date the Town of Redcliff shall issue notice which would notify the tenant and owner that the utility account could be transferred to the owner.
 - c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.
34. In the event an owner's utility invoice remains unpaid:
 - a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.
35. Waste Collection Services Charges rendered pursuant to Sections 32 and 33 and 34 in default shall constitute a debt owing to the Town which may be recovered.
 - a) By action in any court of competent jurisdiction, or
 - b) By distress and sale of goods and chattels of the Person owing such rates or charges wherever they may be found in the municipality, or

- c) By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable, or
 - d) By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.
36. Errors or omissions relating to utility billing may be adjusted to a maximum of one (1) year.

Interpretation

37. Nothing in this Bylaw shall be deemed to supersede or repeal the provisions of The Regulation of Burning Bylaw of the Town of Redcliff, as amended and the Nuisance Bylaw, as amended.
38. Except as expressly provided herein, nothing in this Bylaw shall be deemed to supersede or contradict relevant Provincial or Federal laws including legislation, regulations, and permits granted there under and, where provisions of this Bylaw are inconsistent with the relevant Provincial and Federal laws, those provisions under this Bylaw shall be of no force and effect.
39. If any provision of this Bylaw is declared or held to be invalid, that provision shall be deemed to be severed, and the remainder of the Bylaw shall remain in force and effect.

Penalties:

40. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to a fine of:
- a) Not less than \$50.00 and not more than \$500.00 for a first offence; or
 - b) Not less than \$100.00 and not more than \$1,000.00 for subsequent offenses;
41. No Person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.
42. Any Person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Tag in a form acceptable to the Town with a penalty amount of \$50.00 for each offence.
43. Prosecution under the Provincial Offences Procedures Act may be avoided if payment of the penalty is made to the Town as specified on the Violation Tag.
44. For a continuing offence, each day may be considered a new offence, and a proceeding under the Provincial Offences Procedure Act may be commenced and a Violation Tag may be issued for each day that the violation continues.
45. Town of Redcliff Bylaw No. 1852/2018 is hereby repealed upon Bylaw 1864/2018 coming into force.
46. This Bylaw shall become effective on ~~June~~July 1, 2018.

READ a first time this 28th day of May, 2018.

READ a second time this this this 28th day of May, 2018.

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

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

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

TOWN OF REDCLIFF BYLAW NO. 1864/2018
SCHEDULE A - RATES

As provided for under Section 32 the following levies shall be charged by the Town for the collection and disposal of Garbage Waste in the Town.

Dwellings

For each Dwelling Unit within a property there shall be charged the following:

	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.28	\$4.56
Capital Component	-\$5.39	-\$10.78
Operating Component	-\$14.37	-\$28.74
Total	-\$22.04	-\$44.08

Commercial Premises

Commercial Premises shall be required to have separate Town Owned Garbage Bins to be for their use exclusively and shall be charged the following monthly rates for Garbage Collection and disposal:

Existing 1.5 Cubic Yard Bins (each) (no longer available)	<u>Monthly Solid Waste</u>	<u>Bi-Monthly Solid Waste</u>
Admin Component	\$2.28	\$4.56
Capital Component	-\$5.39	-\$10.78
Operating Component	-\$61.68	-\$123.36
Sub-Total	\$69.35	\$138.70

3.0 Cubic Yard Bins (each)	<u>Monthly Solid Waste</u>	<u>Bi-Monthly Solid Waste</u>
Admin Component	\$2.28	\$4.56
Capital Component	-\$5.38	-\$10.76
Operating Component	-\$78.03	-\$156.04
Total	\$85.68	\$171.36

Sign On Fee

New owners requiring garbage service from the Town of Redcliff are required to pay a sign on fee of \$10.00.

TOWN OF REDCLIFF BYLAW NO. 1864/2018
SCHEDULE "B" - APPLICATION FOR EXEMPTION

Date: _____

Applicant Contact Information:

Phone Number: _____

Email: _____

I/We _____ being the
(Applicant's Name(s) - please print)

(Owner, occupant, lessee, purchaser or authorized Person(s))

located at _____ hereby apply to be exempted from
(Civic Address)

Waste Collection Service Charges by the Town of Redcliff at the above Location effective
_____ 20____.

(Note: Effective dates prior to the 15th of any month shall be prorated and charged 50% of the remaining period of any given month. Effective dates after the 15th of any month shall be prorated and charged 100% of the full monthly rate for any remaining period.)

Explanation of Solution to dispose of Garbage and/ or Other Waste to an approved landfill facility without the use of the Town waste collection services:

The Town may, at its discretion, upon seven (7) days written notice, cancel this application and charge rates provided for in the Garbage Bylaw as amended.

This application is not transferable.

Expiry Provision

The application for extension shall automatically expire on _____, 20____.
(*Note: Expiry provision is to be used in conjunction with sections 21 and 26)

Signature (Applicant)

Signature
(signifying Town's acceptance)

TOWN OF REDCLIFF BYLAW NO. 1864/2018
SCHEDULE "C" - APPLICATION FOR ADDITIONAL BINS (Other Premises)

I _____ do hereby apply to the Town of Redcliff to
(Applicant name - please print)

have the Town supply to my place of business, _____
(Business name)

being located at _____, the use of _____ Bins
(Civic Address) (number)

to be used solely for the collection of Garbage and Other Waste originating from the above
specified place of business.

I hereby commit to paying charges as levied pursuant to the Garbage Bylaw for a minimum period
of twelve (12) months from the first billing period assessed by the Town. I understand that within
this period I may request the Town to provide additional Bins at the rates specified in the Garbage
Bylaw.

Application date: _____, 20____.

Effective date: _____, 20____.

Utility Sign on Application Number _____.

Signature (Applicant)

Signature
(signifying Town's acceptance)

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 11th, 2018

PROPOSED BY: Community & Protective Services Department (Redcliff and District Recreation Services Board)

TOPIC: Grazing Lease – Plan 417 JK, Block Ptn. Of 2

PROPOSAL: Cancellation of Grazing Lease

BACKGROUND:

The Grazing Lease area occupied by horses adjacent to the cemetery has potential to be used to provide space for low cost recreation to the community by means of bike trails and additional recreation opportunities as identified in the Recreation Master Plan. It will also allow for expansion of the Cemetery in the near future.

The Redcliff and District Recreation Services Board carried the motion to recommend the cancellation of the Grazing Lease Agreement for Plan 417 JK, Block Ptn of 2, with 90 days' notice, to allow for low cost/free recreation options.

Lease Details:

- The Grazing Lease has been in place since December 31, 1997.
- The lease provides the Town with \$580.00 of revenue each year.
- The Town may cancel the agreement with 30 days' written notice at any time without cause.
- The Town may extract portions of leased area with 30 days' written notice.

POLICY/LEGISLATION:

Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Area Request and Trail Design – 670 Collective

Grazing Lease Agreement - PLAN 417 JK, BLOCK Ptn of 2

OPTIONS:

1. To cancel the Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2, with 90 days written notice.
2. Not cancel the Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2

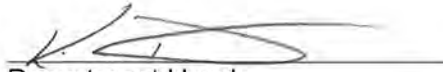
RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to cancel the Grazing Lease Agreement - Plan 417 JK, Block Ptn of 2, with 90 days written notice.

SUBMITTED BY:


Department Head


Municipal Manager



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

May 20, 2018

Dear Kim,

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

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

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

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

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

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

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

Thank you for your consideration.

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

Kurtis Peters

President

670 Collective Mountain Bike Club





TOWN OF REDCLIFF
GRAZING LEASE AGREEMENT OF MUNICIPAL PROPERTIES

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

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

-AND-



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

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

PLAN 417 JK
BLOCK Ptn of 2

RESERVING UNTO HER MAJESTY ALL MINES AND MINERALS

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

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

PART 1 - LEASE

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

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

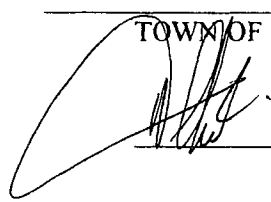
- 1.14 The lessee shall use the lands only for the purpose provided in the preamble of this agree and agrees that he is expressly prohibited from erecting any building, structure, or other thing that is in the opinion of the Town, a permanent improvement except for a fence, unless the erection receives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

PART II - GENERAL

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

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


LESSEE


TOWN OF REDCLIFF

DECLARATION

I, [REDACTED] being one of the lessees as shown in the agreement between Town of Redcliff and [REDACTED], dated June 17/97 to lease the municipal property described as:

Portion of Blocks 2 on Plan 417JK

DO HEREBY DECLARE:

1. At least 50% if all animals located on the lease or to be located on the lease are owned by [REDACTED] or an immediate family member.
2. I will advise the Town of Redcliff of the owner's name for any other animals are located on the lease or will be located on the lease for the duration of the lease.

DO HEREBY ACKNOWLEDGE

1. Upon request will provide the Town of Redcliff with proof of ownership of any animal located on the lease by providing copy of bill of sale;
2. The lease will become terminated if it is determined animal(s) on the lease are not owned by [REDACTED], or an immediate family member, or the name of the owner has not been provided to the Town of Redcliff..
3. The lease will become terminated if upon a request from Town of Redcliff to provide proof of ownership (copy of bill of sale) and such document is not provided within 14 calendar days of the date of the request sent by ordinary mail to the address as shown on the lease.

SWORN BEFORE ME T.C. Hurst)

at the Town of Redcliff in the Province of Alberta)

this 17 day of June, 1997.)

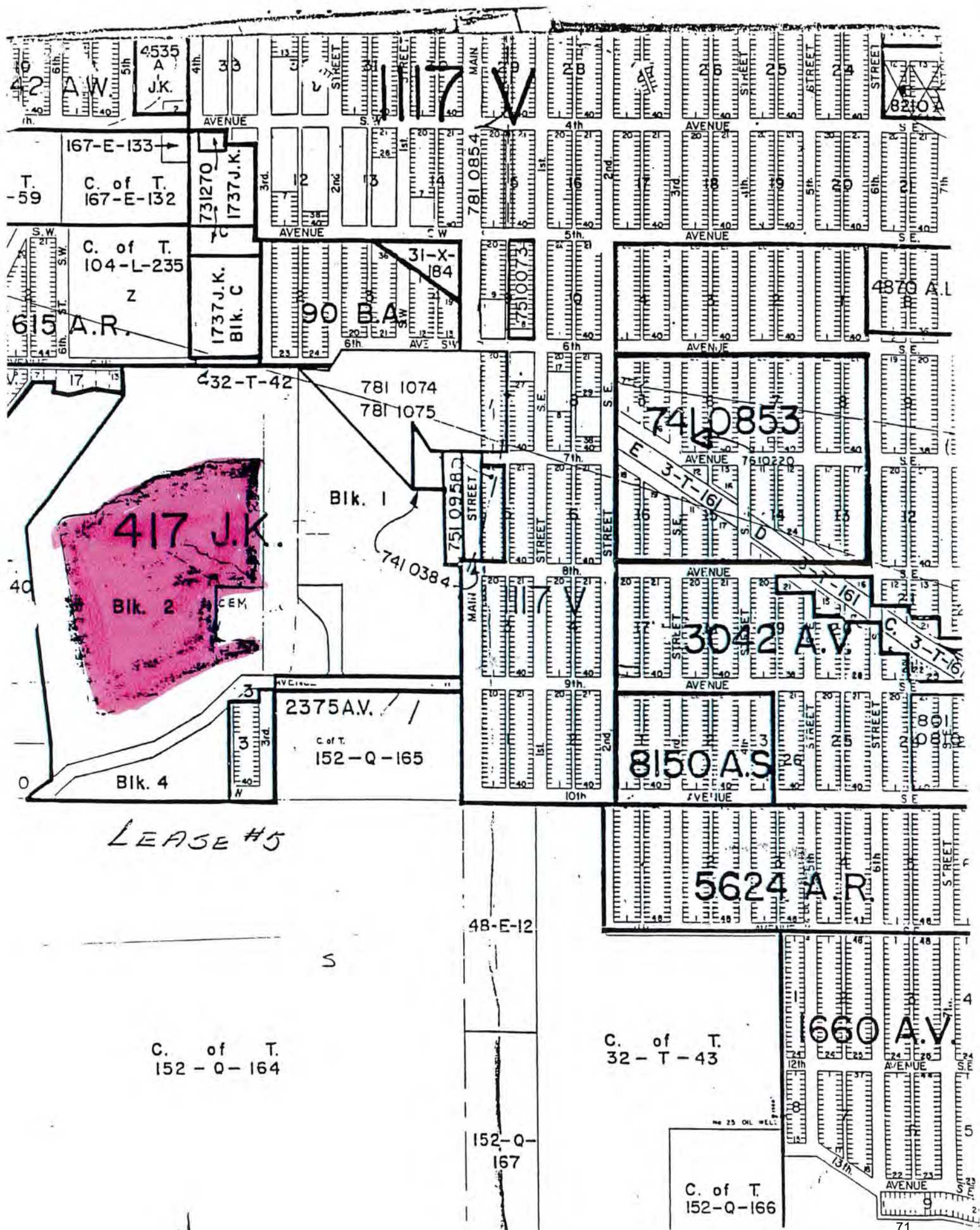
[Signature]
Commissioner for Oaths for Province of Alberta

My Commission expires: June 8/98

[REDACTED]
(Lessee)

** Immediate Family Member is defined as:

Applicant, spouse, child, applicant parent, spouses parent, grandchild or legal guardian.



TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: June 11th, 2018

PROPOSED BY: Municipal Manager

TOPIC: Policy 137, Public Participation Policy
That Council provide input and/or consider adoption of proposed Public

PROPOSAL: Participation Policy

BACKGROUND:

Public participation and engagement is becoming more and more relevant as it relates to municipal service delivery and policy programs. As such, municipalities are required to develop a Public Participation Policy.

Public Participation Policies, as outlined in Section 216.1 of the Municipal Government Act, must be publicly available (ie. posted on website and available for review at the municipal office once adopted) and must identify how municipalities will approach public participation and engagement. The policy must also identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders. After implementation and over time, it is possible that this policy will require amendments to more suitably reflect community needs and available capacity and resources. Although the legislative requirements are relatively broad, they have been developed with the recognition that each municipality is unique and may have differing needs.

It would also be beneficial for Council to have policy discussions with subsequent input regarding this policy as it will help administration understand Council expectations regarding public participation. This would ultimately contribute to the sourcing of any needed additional capacity and resources. From an operational perspective, it is likely that effective implementation of the policy will require additional administrative capacity and resources (again this is dependent on Council's expectations).

POLICY/LEGISLATION:

Section 216.1 of the Municipal Government Act

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Proposed Public Participation Policy

OPTIONS:

1. Adopt Policy 137, Public Participation Policy as presented.
2. Adopt Policy 137, Public Participation Policy with the following amendments:

- _____
- _____
- _____
- _____

RECOMMENDATION:

Option 1 or 2. Administration is bringing the policy in a proposal/draft format and is also seeking input from Council on the topic.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Policy 137, Public Participation Policy as presented.
2. Councillor _____ moved to adopt Policy 137, Public Participation Policy with the following amendments:

- _____
- _____
- _____
- _____

SUBMITTED BY: _____
Department Head


Municipal Manager

Approved: _____

PUBLIC PARTICIPATON POLICY

BACKGROUND

1. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

POLICY

2. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging various Municipal Stakeholders in Public Participation by:

- A) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- B) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- C) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- D) Recognizing that councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required may enhance the decision making process.

3. DEFINITIONS

- A) **“Municipal Manager”** means the chief administrative officer of the Municipality or their delegate.
- B) **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- C) **“Municipality”** means the Town of Redcliff.

- D) **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- E) **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- F) **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (i) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, open houses, and workshops;
 - (ii) digital participation which may include online workbooks, website based engagement initiatives, message boards/discussion forums, and online polls or surveys;
 - (iii) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
 - (iv) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

4. **POLICY RESPOSIBILITIES**

A) **Council Responsibilities**

- (i) Council shall:
 - a. review and approve Public Participation Plans developed by the Municipal Manager in accordance with this Policy or as directed by Council;
 - b. consider input obtained through Public Participation; and
 - c. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
 - d. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
 - e. review information from the Municipal Manager on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

B) Administration Responsibilities

- (i) The Municipal Manager shall:
 - a. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
 - b. implement approved Public Participation Plans; and
 - c. report the findings of the Public Participation to Council.
 - d. consider timing, resources and engagement when developing and modifying Public Participation Plans;
 - e. communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
 - f. develop the necessary procedures to implement this Policy;

5. PUBLIC PARTICIPATION OPPORTUNITIES

- A) The Municipal Manager shall develop and implement a Public Participation Plan in the following circumstances:
 - (i) when new programs or services are being established;
 - (ii) when existing programs and services are being reviewed;
 - (iii) when gathering input or formulating recommendations with respect to budget priorities and budget planning priorities;
 - (iv) when developing community wide plans (even though these scenarios may be statutorily compelled, supplementary public participation opportunities can be considered); and,
 - (v) as otherwise directed by Council.

6. POLICY EXPECTATIONS**A) Legislative and Policy Implications**

- (i) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (ii) All Public Participation will be undertaken in accordance with all existing municipal policies.

- (iii) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (iv) This Policy will be reviewed regularly as per Town of Redcliff Policy No. 115 (Policy and Bylaw Development Review) or as per legislated requirements.

B) Public Participation Standards

- (i) Public Participation activities will be conducted in a professional and respectful manner.
- (ii) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive will be excluded from Public Participation opportunities. Further, such participation will not be considered for inclusion in reports outlining public participation results/findings.
- (iii) The results of Public Participation will be made available to Council and Municipal Stakeholders in accordance with municipal policies.

7. PUBLIC PARTICIPATION PLANS

- A) When so directed by this Policy or Council, the Municipal Manager shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - (i) the nature of the matter for which Public Participation is being sought;
 - (ii) the impact of the matter on Municipal Stakeholders;
 - (iii) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - (iv) the timing of the decision and time required to gather input;
 - (v) what information is required, if any, to participate; and
 - (vi) available resources and reasonable costs.
- B) Public Participation Plans will, at minimum, include the following:
 - (i) Information to the public, as per the Public Participation plan, regarding the opportunities to provide input;
 - (ii) identification of which Public Participation Tools will be utilized;
 - (iii) timelines for participation;
 - (iv) information about how input will be used;

8. REPORTING AND EVALUATION

- A) Information obtained in Public Participation will be reviewed by the Municipal Manager and a report shall be provided to Council.
- B) The report shall include, at minimum, the following:
 - (i) an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - (ii) a summary of the input obtained; and,
 - (iii) may include recommendations for future Public Participation Plans.
- C) Reports shall be provided to Council for their review and information.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94114

June 6, 2018

Dear Municipal Elected Official,

I am pleased to invite you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the *Emergency Management Amendment Act*, was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

Your input on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation is being sought so the resulting legislation and regulation work for both the province and communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: www.aema.alberta.ca and can be submitted to ma.aemabill8input@gov.ab.ca.

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will learn more about proposed changes by topic and have an opportunity to provide their input.

To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

.../2

Each engagement session is structured so the morning (8:15 a.m. to 12 p.m.) is available for elected officials and the afternoon (1 to 4:30 p.m.) is for municipal administration representatives. The engagement sessions will be held at:

- Fort McMurray: June 18, 2018 at the Radisson Hotel & Suites (435 Gregoire Drive)
- Grande Prairie: June 20, 2018 at the Podollan Inn & Spa (10612 99 Avenue)
- Lethbridge: June 25, 2018 at the Coast Lethbridge Hotel (526 Mayor Magrath Drive S)
- Calgary: June 26, 2018 at the Executive Royal Hotel Calgary (2828 23 Street NE)
- Edmonton: June 28, 2018 at the Chateau Nova Yellowhead (13920 Yellowhead Trail)

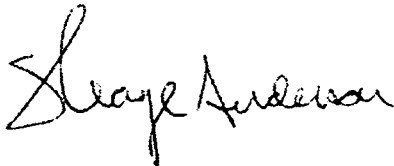
To register for an engagement session, please visit:

www.municipalaffairs.alberta.ca/online-event-registration, select "Emergency Management Amendment Act Engagement" and complete the online registration form.

If you have any questions about the upcoming engagement sessions, please contact ma.aemabill8input@gov.ab.ca.

Thank you for your continued dedication to keeping Albertans safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
JUN 04 2018
TOWN OF REDCLIFF

AR93652

May 29, 2018

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

Dear Mayor Kilpatrick,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

Appendix A

Town of Redcliff

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$864,842
	MSI Capital Component	\$528,842
	BMTG Component	\$336,000
	Operating Funding	\$51,182
	Total MSI	\$916,024
Gas Tax Fund (GTF)		\$308,863

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.

May 22, 2018

RECEIVED
MAY 25 2018
TOWN OF REDCLIFF

Mayor Kilpatrick and Councillors
Town of Redcliff
PO Box 40
Redcliff Alberta, T0J 2P0



Dear Mayor Kilpatrick and all Members of Council;

Subject: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 attendees, and our continual scan of the issues and trends in Alberta and across Canada.. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program in will reflect the goals of the **Framework for Recreation in Canada - Pathway to Wellbeing** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the **Parks for All** framework document that was released in January 2018.

Our experience is that municipalities typically book their rooms well in advance of the conference, so we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

May 22, 2018

Mayor Kilpatrick and Councillors
Town of Redcliff
PO Box 40
Redcliff Alberta, T0J 2P0



Dear Mayor Kilpatrick and all Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Award program

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

Alberta Recreation and Parks Association's Award

The A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

The Government of Alberta Volunteer Recognition Awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

Explanation to the 2018 First Quarter Financial Report - Town of Redcliff

	First Column	2nd Column	3rd Column	4th Column	5th Column
	2018 Actual Revenues and Expenses	2018 Budgeted Revenues & Expenses	2018 Actual is Compared to 2018 Budget, the Percentage of Revenues Generated and the Expenses Expended	2017 Actual Revenues and Expenses in the Same 1st Qtr	Compared to the Same 1st Qtr in 2017
Total Revenues	1,030,294.00	14,540,578.00	7.09%	1,029,773.00	0.05%
			Generated 7.09% of 2018 Budgeted Revenues		0.05% Higher Than Revenues Generated in the Same 1st Qtr in 2017
Total Expenses	2,397,007.00	17,721,522.00	13.53%	2,091,254.00	14.62%
			Expended 13.53% of 2018 Budgeted Expenses, if Unfunded Amortization of \$3,180,944 is included (18%), the Percentage Should be Adjusted to 31.53%		14.62% Higher Than Expended in the Same 1st Qtr in 2017. Individually: (1) 52.13% Salary & Wage Incr in Development is partially Offset by Intern Grant Incr 29.96%; (2) 110.71% Incr in Protective Svc is due to 911 Dispatch & Snow Removal Incr in the First Qtr
Excess of Revenue Over Expense	(1,366,713.00)	(3,180,944.00)			

Explanation to the 2018 First Quarter Financial Report - Redcliff/Cypress Landfill

	First Column	2nd Column	3rd Column	4th Column	5th Column
	2018 Actual Revenue and Expenses	2018 Budget	2018 Actual is Compared to 2018 Budget, the Percentage of Revenues Generated and the Expenses Expended	2017 Actual Revenues and Expenses in the Same 1st Qtr	Compared to the Same 1st Qtr in 2017
Operating Revenues	348,610.13	2,046,109.00	17.04%	358,533.12	-2.77%
					2.77% Lower Than Revenues Generated in the Same 1st Qtr in 2017
Operating Expenses	215,111.35	2,046,109.00	10.51%	170,693.74	26.02%
					26.02% Higher Than Expended in the Same 1st Qtr in 2017, it is mainly due to the Salary & Wage were moved from the Town GL to Landfill GL in 2018, while they were not in 2017
Excess of Revenue Over Expense	133,498.78	-		187,839.38	

TOWN OF REDCLIFF
For the Three Months Ending Saturday, March 31, 2018

	<u>2018 Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>	<u>2017 Actual</u>	<u>% Prior Period</u>
REVENUES					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE		\$7,967,004	0.00%		0.00%
GOODS & SERVICES REVENUES					
ADMINISTRATION	3,588	13,560	26.46%	3,457	3.79%
PROTECTIVE SERVICES		1,616	0.00%		0.00%
PUBLIC WORKS	7,686	44,730	17.18%	1,466	424.11%
WATER UTILITY	319,637	2,435,300	13.13%	309,738	3.20%
SANITARY UTILITY	195,924	1,113,669	17.59%	172,521	13.57%
WASTE UTILITY	108,289	529,184	20.46%	85,691	26.37%
COMMUNITY SERVICES	989	9,331	10.60%	1,165	(15.12%)
DEVELOPMENT & LAND SERVICES	120,171	441,716	27.21%	92,470	29.96%
PARKS & RECREATION	69,014	215,010	32.10%	59,840	15.33%
	825,298	4,804,116	17.18%	726,348	13.62%
PENALTIES	40,577	88,600	45.80%	31,897	27.21%
OTHER GENERAL REVENUE	113,101	605,444	18.68%	202,775	(44.22%)
GRANTS & CONTRIBUTION	51,318	589,432	8.71%	68,753	(25.36%)
TRANSFERS - RESERVE & OTHER		485,982	0.00%		0.00%
TOTAL REVENUES	1,030,294	14,540,578	7.09%	1,029,773	0.05%
EXPENSES					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	178,992	684,636	26.14%	164,568	8.76%
PROTECTIVE SERVICES	48,330	301,693	16.02%	50,195	(3.72%)
PUBLIC WORKS	155,049	641,334	24.18%	133,871	15.82%
WATER UTILITY	157,972	614,370	25.71%	133,406	18.41%
SANITARY UTILITY	70,878	269,891	26.26%	59,717	18.69%
WASTE UTILITY	57,959	209,987	27.60%	46,609	24.35%
COMMUNITY SERVICES	24,503	107,663	22.76%	20,948	16.97%
DEVELOPMENT & LAND SERVICES	120,240	433,942	27.71%	79,035	52.13%
PARKS & RECREATION	136,839	774,057	17.68%	119,946	14.08%
	950,762	4,037,572	23.55%	808,295	17.63%
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	235,077	705,881	33.30%	228,755	2.76%
PROTECTIVE SERVICES	20,397	1,166,348	1.75%	9,680	110.71%
PUBLIC WORKS	32,980	377,908	8.73%	19,386	70.12%
WATER UTILITY	18,755	400,400	4.68%	14,782	26.88%
SANITARY UTILITY	133,979	549,300	24.39%	79,730	68.04%
WASTE UTILITY	12,910	123,800	10.43%	12,026	7.35%
COMMUNITY SERVICES	2,408	127,769	1.89%	28,501	(91.55%)
DEVELOPMENT & LAND SERVICES	8,329	313,526	2.66%	7,149	16.51%
PARKS & RECREATION	25,868	142,168	18.20%	20,847	24.09%
	490,703	3,907,100	12.56%	420,856	16.60%
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	4,884	44,193	11.05%	4,773	2.32%
PROTECTIVE SERVICES	7,836	63,202	12.40%	7,886	(0.63%)
PUBLIC WORKS	69,891	288,855	24.20%	48,162	45.11%
WATER UTILITY	57,121	369,510	15.46%	81,020	(29.50%)
SANITARY UTILITY	2,194	20,700	10.60%	807	171.75%
WASTE UTILITY	7,582	138,500	5.47%	4,674	62.22%
COMMUNITY SERVICES	1,180	2,576	45.81%	216	447.38%
DEVELOPMENT & LAND SERVICES	15,027	52,725	28.50%	7,844	91.57%
PARKS & RECREATION	44,989	247,649	18.17%	28,723	56.63%
	210,704	1,227,909	17.16%	184,105	14.45%
AMORTIZATION		3,180,944	0.00%		0.00%
REQUISITION AND TOWN CONTRIBUTION	621,165	2,412,030	25.75%	554,740	11.97%
DEBT MAINTENANCE & BANK CHARGES	56,619	740,123	7.65%	56,744	(0.22%)
TRANSFERS - EQUITY, RESERVE & OTHER	67,054	2,215,844	3.03%	66,514	0.81%
TOTAL EXPENSES	2,397,007	17,721,522	13.53%	2,091,254	14.62%
EXCESS OF REVENUE OVER EXPENSE	(1,366,713)	(3,180,944)		(1,061,481)	

REDCLIFF/CYPRESS LANDFILL

For the Three Months Ending Saturday, March 31, 2018

	<i>2018 Actual</i>	<i>2018 Budget</i>	<i>% of Budget</i>	<i>2017 Actual</i>	<i>% Prior Period</i>
Landfill Revenue	\$348,610.13	\$2,046,109.00	17.04%	\$358,533.12	(2.77%)
Landfill Expense	215,111.35	2,046,109.00	10.51%	170,693.74	26.02%
EXCESS OF REVENUE OVER EXPENSE	133,498.78	0.00		187,839.38	

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
June 13, 2018	Planning & Engineering Open House 2018 Construction Projects	Redcliff Public Library 4:00 p.m. - 7:00 p.m.
June 14, 2018	Council / Staff Golf Event	Riverview Golf Club Registration 1:15 p.m. Shotgun start 2:00 p.m.
June 15 – 17, 2018	Redcliff Days	
June 25, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 1, 2018	Canada Day Celebrations	
July 16, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 20, 2018	Council Strategic Planning Session	Town Hall 5:00 p.m. – 8:30 p.m.
July 21, 2018	Council Strategic Planning Session	Town Hall 8:30 a.m. - 3:30 p.m.
July 25, 2018	Redcliff Penny Carnival	To be announced
August 20, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
September 29, 2018	Redcliff Fall Festival	To be announced