



COUNCIL MEETING

MONDAY, MAY 28, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MAY 28, 2018 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable	For Information
Pg. 8	D) Bank Summary to April 30, 2018 *	For Information
	2. DELEGATION	
	A) Theresa Hardiker, Economic Development Alliance	
	3. MINUTES	
Pg. 9	A) Council meeting held May 14, 2018 *	For Adoption
Pg. 15	B) Municipal Planning Commission meeting held May 16, 2018 *	For Information
	4. BYLAWS	
Pg. 17	A) Bylaw 1863/2018, Assessment Review Board Bylaw *	1 ST /2 ND /3 RD Reading
Pg. 24	B) Bylaw 1864/2018, Garbage Rates & Collection Bylaw *	1 ST /2 ND /3 RD Reading
Pg. 38	C) Bylaw 1865/2018, Fees, Rates & Charges Bylaw *	1 ST /2 ND /3 RD Reading
	5. REQUEST FOR DECISIONS	
Pg. 64	A) Intermunicipal Collaboration Framework (ICF) * Re: Intermunicipal Committee & Appointments	For Consideration
	6. CORRESPONDENCE	
Pg. 66	A) Alberta Environment & Parks * Re: Alberta Community Resilience Program	For Information

7. OTHER

Pg. 67	A) Redcliff Family & Community Support Services * Re: Audit year ending December 31, 2017	For Information
Pg. 71	B) Municipal Manager Report to Council May 28, 2018 *	For Information
Pg. 87	C) Council Important Meetings & Events May 28, 2018 *	For Information

8. RECESS

9. IN CAMERA

- A)** Land Matter (FOIP S. 24)
- B)** Legal Matter (FOIP S. 27)

10. ADJOURN

<u>COUNCIL MEETING MAY 28, 2018</u>			
<u>ACCOUNTS PAYABLE LIST</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
83073	670 COLLECTIVE MOUNTAIN BIKE	CLOTH MAPS	\$571.50
83074	BARTON, MICHEAL	ROTOTILLING	\$200.00
83075	BOSS LUBRICANTS	OIL	\$167.58
83076	CANADIAN PUBLIC WORKS	MEMBERSHIP RENEWAL	\$226.80
83077	GOVERNMENT OF ALBERTA	GAZETTE AD	\$21.00
83078	JACOB'S WELDING	FIX CRACKS ON GARBAGE TRUCKS	\$262.50
83079	JOE JOHNSON	ROLLERS/CONVEYOR/SPLICE KIT	\$1,803.90
83080	SHAW CABLE	INTERNET	\$300.04
83081	NEW WEST TRUCK CENTRES	FILTERS/ELEMENTS	\$349.10
83082	RIVERVIEW GOLF CLUB	MEALS ON WHEELS	\$325.50
83083	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$455.00
83084	SPAMPINATO, CARLA	TRAVEL REIMBURSEMENT	\$739.98
83085	ST.JOHN AMBULANCE	BABYSITTING COURSE FEES	\$350.00
83086	CZEMBER, CHRIS	TRAVEL REIMBURSEMENT	\$1,733.59
83087	WIERRE, KEVIN	TAI CHI	\$350.00
83088	MARLEAU, STEPHANIE	EMPLOYEE REIMBURSEMENT	\$71.05
83089	WAJAX POWER SYSTEMS	OIL FILTERS	\$154.75
83090	WOOD, DALE	PLEASURE CRAFT TRAINING FEE	\$150.00
83091	RECEIVER GENERAL	DEDUCTIONS	\$452.56
83092	CITY AUTO PARTS	LINERS	\$102.90
83093	TURRIS COMMUNICATIONS	RADIO/WARNING LIGHTS/INSTALL	\$3,372.34
83094	ATB MASTERCARD	VARIOUS EXPENSES	\$6,912.30
83095	BENCHMARK	GRADE SURVEY	\$315.00
83096	CANSEL	PLOTTER PAPER	\$493.91
83097	CARO ANALYTICAL	WATER ANALYSIS	\$457.89
83098	FRANK'S FIRE ALARM	REPAIR FIRE ALARM	\$125.99
83099	KPMG	AUDIT	\$12,428.39
83100	PAINT IN GENERAL	PAINT	\$3,485.48
83101	PAYSTATION	LICENSE RENEWAL	\$415.80
83102	PUROLATOR	SHIPPING	\$75.75
83103	RECEIVER GENERAL	DEDUCTIONS	\$438.71
83104	RECREATION FACILITY PERSONNEL	MEMBERSHIPS/COURSE	\$825.00
83105	SAFETY CODES	PERMITS	\$405.42
83106	STEIER, BARRY	TRAVEL REIMBURSEMENT	\$256.16
83107	ELEVATION LANDSCAPING	WEST SIDE SLOPE FAILURE HYDROSEED	\$9,817.50
83108	SOUTH COUNTRY CO-OP	STALL DRY	\$160.56
TOTAL			\$48,773.95

<u>MASTERCARD ACCOUNTS PAYABLE LIST</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
4/19/2018	EXPEDIA	HOTEL RESERVATION	\$205.80
4/20/2018	CANADA POST	BYLAW NOTICES	\$172.87
4/20/2018	REDCLIFF HOME HARDWARE	GIFT CARD	\$50.00
4/23/2018	CANADA POST	UT ARREARS NOTICES POSTAGE	\$240.79
4/16/2018	STAPLES	BINDER/PAPER TOWELS/HOLE PUNCH/ERASERS	\$194.93

4/10/2018	BEST BOUQUET	BEREAVEMENT GIFT	\$75.00
4/11/2018	SAFEWAY	BEREAVEMENT GIFT	\$57.74
4/20/2018	STAPLES	FLAGS/POP/HOT CHOCOLATE/DRY-ERASE MARKERS	\$99.19
4/23/2018	CPA ALBERTA	MEMBERSHIP FEES	\$1,124.55
4/9/2018	MEDICINE HAT NEWS	ADVERTISING	\$294.00
4/20/2018	COAST HOTELS	HOTEL FOR AMCA CONFERENCE	\$369.60
5/3/2018	COSTCO	COFFEE SUPPLIES	\$127.27
4/5/2018	FABCO PLASTICS	VALVES	\$1,397.76
4/26/2018	HOME DEPOT	ANCHORS	\$11.72
4/26/2018	HOME DEPOT	FLOOD LIGHT	\$31.48
4/27/2018	COSTCO	OFFICE SUPPLIES	\$166.36
4/5/2018	CANADIAN INSTITUTE	CIP CONFERENCE	\$838.95
4/12/2018	AMAZON	BATTERY	\$46.17
4/16/2018	HOTELS.COM	HOTEL	\$367.97
4/17/2018	GILMORE	TRAFFIC GUIDE	\$220.61
4/30/2018	AIR CANADA	AIRFARE FOR CIP CONFERENCE	\$390.86
4/6/2018	SUPER CLEAN	CAR WASH	\$5.00
4/19/2018	PAYPAL	RFP MEMBERSHIP	\$95.00
4/20/2018	SUPER CLEAN	CAR WASH	\$8.25
4/6/2018	REDCLIFF HOME HARDWARE	VLCR TAPE	\$8.91
4/13/2018	SPLASH N DASH	CAR WASH	\$4.50
4/11/2018	STAPLES	FLOATING DOC/PICTURE HANGING STRIP	\$48.54
4/18/2018	CANADIAN ENERGY	BATTERY	\$220.50
4/26/2018	ALBERTA REGISTRY	2018 SILVERADO LICENSE	\$86.98
		TOTAL	\$6,961.30

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00682	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00683	DIAMOND SOFTWARE	ANNUAL SUPPORT/MAINTENANCE	\$32,535.75
00684	REDCLIFF HOME HARDWARE	PADLOCKS	\$37.77
00685	KIRK'S MIDWAY TIRE	TIRE/REPAIR FLAT TIRE/CHANGE OVER	\$338.10
00686	LETHBRIDGE HERALD	ADVERTISING	\$3,530.16
00687	MEDICINE HAT NEWS	ADVERTISING	\$1,440.01
00688	NAPA	PRESS USED OIL DRAIN	\$307.64
00689	PRO COMM	SURVEILLANCE CAMERAS	\$20,355.97
00690	RAM EXTERIORS	ROOF	\$30,906.75
00691	SUMMIT MOTORS	MICRONOVA DOT LED/LAMP/FILTERS	\$715.20
00692	ATRON REFRIGERATION	PILOT LIGHT REPAIR/LEAK REPAIR	\$1,255.13
00693	BARTLE & GIBSON	FLUSHVALVE/SOLENOID VALVES	\$2,625.48
00694	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	32.57
00695	CLEARTECH	CHLORINE LIQUIFIED GAS/LEAD WASHERS/RETURN	4367.27
00696	DIGITEX	PLOTTER PAPER	\$126.00
00697	GAR-TECH ELECTRICAL	CHECK LIGHTS IN WASHROOM	\$193.16
00698	REDCLIFF HOME HARDWARE	FILTERS/HOSES/CEMENT/REPELLANT/SEALS/NAIL SPIKES	\$960.46
00699	HYDRODIG	HYDROVAC CURBSTOP	\$483.00
00700	JIM'S ELECTRIC	INSTALL KEY SWITCHES	\$525.00
00701	MBSI CANADA	PERFORMANCE MONITORING	\$735.00
00702	MPE ENGINEERING	LIFT STATION UPGRADES/WTP CONTINUING SERVICE	\$9,783.21
00703	SUNCOR	FUEL	\$5,805.33
00704	ROSENAU TRANSPORT	SHIPPING	\$79.99
00705	SITEONE LANDSCAPE	FITTINGS/SEAL/BUSHINGS	\$103.92
		TOTAL	\$117,275.44

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00317	ATB MASTERCARD	VARIOUS EXPENSES	\$4,010.32
00318	H2O HAULING	HAUL WATER	\$115.00
00319	REDCLIFF HOME HARDWARE	JERRY CANS/WATER	\$24.99
00320	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$141.75
00321	SUNCOR	FUEL	\$1,797.60
00322	FORTY MILE GAS	UTILITIES	\$194.74
00323	KPMG	AUDIT	\$3,804.61
00324	NANA'S & PAPA'S LAUNDRY	LAUNDER COVERALLS	\$31.50
00325	POPICK, COREY	TRAVEL REIMBURSEMENT	\$150.00
00326	REDCLIFF HOME HARDWARE	WATER/CLEANER/BLEACH	\$39.46
00327	SUNCOR	FUEL	\$3,992.35
		TOTAL	\$14,302.32

<u>REDCLIFF/CYPRESS LANDFILL MASTERCARD PAYABLES</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
4/27/2018	PRO COMM SOLUTIONS	CHARGER	\$36.75
4/27/2018	STAPLES	TONER	\$155.88
4/10/2018	CANADA POST	POSTAGE	\$37.04
4/16/2018	CANADA POST	POSTAGE	\$8.82
5/1/2018	LIVINGSTON	GPS	\$3,771.83
		TOTAL	\$4,010.32

TOWN OF REDCLIFF
BANK SUMMARIES FOR APRIL 30, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,006,294.12	1,691,589.66
DAILY DEPOSITS	268,909.53	57,328.08
DIRECT DEPOSITS	572,687.23	40,481.45
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,667.95	2,160.60
OTHER DEPOSITS	48,810.84	330.00
SUBTOTAL	892,075.55	100,300.13
PAYMENTS	424,765.80	348,287.17
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	410.49	0.00
OTHER WITHDRAWALS	247,501.92	6,431.23
SUBTOTAL	(672,678.21)	(354,718.40)
TOTAL	1,225,691.46	1,437,171.39
BANK STATEMENT ENDING BALANCE	1,259,532.67	1,585,148.49
OUTSTANDING CHEQUES (-)	(39,602.42)	(148,253.42)
DEPOSITS IN TRANSIT (+)	5,761.21	276.32
TOTAL	1,225,691.46	1,437,171.39
TOTAL CASH	2,662,862.85	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	17,708,610.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	491,159.00
TOTAL INVESTMENTS		18,199,769.00

TOTAL CASH & INVESTMENTS	20,862,631.85
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MAY 14, 2018 @ 7:00 P.M.**

PRESENT: Deputy Mayor C. Crozier
Councillors S. Cockle, C. Czember,
L. Leipert, E. Solberg,
J. Steinke

Municipal Manager A. Crofts
Manager of Legislative S. Simon
& Land Services
Director of Finance J. Tu (left at 7:38 p.m.)
& Administration
Director of Planning & J. Johansen (left at 7:38 p.m.)
Engineering

ABSENT: Mayor D. Kilpatrick

1. GENERAL

Call to Order **A)** Deputy Mayor Crozier called the regular meeting to order at 7:00 p.m.

2018-0186 Adoption of Agenda **B)** Councillor Solberg moved the Agenda be adopted as presented. - Carried.

2018-0187 Accounts Payable **C)** Councillor Leipert moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.

2. PUBLIC HEARING

Public Hearing **A)** Deputy Mayor Crozier called the Public Hearing for Bylaw 1859/2018, Road Closure Bylaw (Portion 2nd Avenue SW) to order at 7:01 p.m.

Municipal Manager referenced the memo included in the Agenda Package which provided background information and outlined the comments received.

Manager of Legislative & Land Services confirmed no persons registered prior to the meeting to speak to the matter.

Persons from the gallery were provided opportunity to speak. J. Fisher an adjacent landowner, commented the configuration for the proposed road closure was acceptable.

There were no further comments or questions from Council members.

Public Hearing
Bylaw 1860/2018, Bylaw to
amend Land Use Bylaw
1698/2011
Re: Cannabis Legislation

Deputy Mayor Crozier declared the Public Hearing closed at 7:05 p.m.

B) Deputy Mayor Crozier called the Public Hearing for Bylaw 1860/2018, Bylaw to amend Land Use Bylaw 1698/2011, to order at 7:05 p.m.

The Municipal Manager briefly referenced the proposed bylaw.

Manager of Legislative & Land Services confirmed no persons had registered to speak. However, an inquiry was received this afternoon and comments were submitted by email.

Municipal Manager distributed the written comments received from Jake Jimenez, Smoker's Corner Ltd.

Persons from the gallery were provided opportunity to speak. No persons requested to speak.

There were no further comments or questions from Council members.

Deputy Mayor Crozier declared the Public Hearing closed at 7:10 p.m.

3. MINUTES

- | | | |
|-----------|---|--|
| 2018-0188 | Council meeting held April 23, 2018 | A) Councillor Steinke moved the minutes of the Council meeting held April 23, 2018, be adopted as presented.
- Carried. |
| 2018-0189 | Redcliff & District Recreation Services Board meeting held May 7, 2018 | B) Councillor Cockle moved the minutes of the Redcliff & District Recreation Services Board meeting held May 7, 2018, be received for information. - Carried. |
| 2018-0190 | Special Municipal Planning Commission meeting held April 27, 2018 | C) Councillor Leipert moved the minutes of the Special Municipal Planning Commission meeting held April 27, 2018, be received for information. – Carried. |
| 2018-0191 | Redcliff/Cypress Regional Waste Management Authority meeting held May 7, 2018 | D) Councillor Leipert moved the minutes of the Redcliff / Cypress Regional Waste Management Authority meeting held May 7, 2018, be received for information. – Carried. |
| 2018-0192 | Redcliff Public Library Board meeting held March 27, 2018 | E) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held March 27, 2018, be received for information. – Carried. |

4. BYLAWS

2018-0193 Bylaw 1860/2018, Bylaw to amend Land use Bylaw
Re: Cannabis Legislation

A) Councillor Cockle moved Bylaw 1860/2018, being an amendment to the Land Use Bylaw, for the purpose of preparing for Cannabis Legalization be given second reading with the following changes to Clauses (9), (12)(b)(i) and (15):

- (9) Administration and Enforcement
 - (a) *The use and Development Permit for a Cannabis Retail Store shall:*
 - (i) Expire at the end of 5 years; and
 - (ii) Be reviewed by the Town four years *after the issuance of the use and the Development Permit.*
 - (b) Where the Town finds that the conditions of the Development Permit have been met and the use is not causing undesirable impacts to the Town, the Town will automatically issue a new Development Permit 6 months in advance of the expiring permit for 5 years that expires on the anniversary date of the original permit.
 - (c) Where the Town finds that the conditions of the Development Permit have **not** been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to *the Applicant* 6 months in advance of *the* expiring permit, that *the Town* will not be automatically renewing the use and Development permit. The notice to the applicant must include:
 - (i) The reasons the permit is not being renewed,
 - (ii) The date of the permit expiring, and
 - (iii) That if *the Applicant* wishes to continue *the* use *the Applicant* must make a new *Development Permit* application.
 - (d) If *The Town* fails to issue a Development Permit under clause (9)(b) or if the Town fails to issue a notification under clause (9)(c), the Town will automatically issue a new Development Permit for 5 years from when the Development Permit should have been issued that expires on the anniversary date of the original permit.
 - (e) Development Permits will be cancelled if and when the retail license is no longer valid with the Alberta Gaming, Liquor, and Cannabis Commission.
- (12) Development Standards
 - (b) The Cannabis Production and Distribution Facility Overlay was created with the following guidelines to include parcels that are:
 - (i) located in the I1 (Light Industrial) District or I2 (Heavy Industrial District) or in a UR

(Urban Reserve) District north of the Trans-Canada Highway;

- (15) Administration and Enforcement
- (a) The use and Development Permit for a Cannabis Production and Distribution Facility shall:
 - (i) Expire at the end of 5 years; and
 - (ii) Be reviewed by the Town four years after the issuance of the use and the Development Permit.
 - (b) Where the Town finds that the conditions of the Development Permit have been met and the use is not causing undesirable impacts to the Town, the Town will automatically issue a new Development Permit 6 months in advance of the expiring permit for 5 years that expires on the anniversary date of the original permit.
 - (c) Where the Town finds that the conditions of the Development Permit have **not** been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant 6 months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development permit. The notice to the applicant must include:
 - (i) The reasons the permit is not being renewed,
 - (ii) The date of the permit expiring, and
 - (iii) That if the Applicant wishes to continue the use the Applicant must make a new Development Permit application.
 - (d) If the Town fails to issue a Development Permit under clause (15)(b) or if the Town fails to issue a notification under clause (15)(c), the Town will automatically issue a new Development Permit for 5 years from when the Development Permit should have been issued that expires on the anniversary date of the original permit.
 - (e) Development Permits will be cancelled if and when the production license is no longer valid with Health Canada.

- Carried.

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|-----------|--|
| 2018-0194 | Councillor Solberg moved Bylaw 1860/2018, Bylaw to amend Land Use Bylaw 1698/2011 regarding Cannabis Legislation be given third reading. - Carried. |
| 2018-0195 | Bylaw 1861/2018, Dangerous Goods Route Bylaw B) Councillor Leipert moved Bylaw 1861/2018, Dangerous Goods Route Bylaw be given second reading. - Carried. |
| 2018-0196 | Councillor Czember moved Bylaw 1861/2018, Dangerous Goods Route Bylaw be given third reading. - Carried. |

- 2018-0197 Bylaw 1862/2018, 2018 Tax Rate Bylaw **C)** Councillor Cockle moved Bylaw 1862/2018, 2018 Tax Rate Bylaw, be given first reading. - Carried.
- 2018-0198 Councillor Solberg moved Bylaw 1862/2018, 2018 Tax Rate Bylaw, be given second reading. - Carried.
- 2018-0199 Councillor Leipert moved Bylaw 1862/2018, 2018 Tax Rate Bylaw, be presented for third reading.
- Carried Unanimously
- 2018-0200 Councillor Solberg moved Bylaw 1862/2018, 2018 Tax Rate Bylaw, be given third reading. - Carried.

5. POLICIES

- 2018-0201 Policy 136, Surveillance Policy **A)** Councillor Steinke moved Policy 136, Security Surveillance Policy, be approved as presented. - Carried.

6. CORRESPONDENCE

- 2018-0202 Redcliff Public Library
Re: Silent Auction **A)** Councillor Cockle moved correspondence from the Redcliff Public Library dated April 25, 2018 regarding the Silent Auction, be received for information. - Carried.
- 2018-0203 Alberta Seniors & Housing
Re: Declaration for Seniors' Week 2018 **B)** Councillor Czember moved correspondence from the Alberta Seniors & Housing dated April 20, 2018 regarding a Declaration for Seniors' Week 2018, be received for information. - Carried.

7. OTHER

- 2018-0204 Council Important Meetings & Events May 14, 2018 **A)** Councillor Leipert moved the Council Important Meetings & Events May 14, 2018, be received for information. - Carried.

8. RECESS

Deputy Mayor Crozier called for a recess at 7:38 p.m.

Director of Finance & Administration and Director of Planning & Engineering left the meeting at 7:38 p.m.

Deputy Mayor Crozier reconvened the meeting at 7:46 p.m.

9. IN CAMERA (Confidential Session)

2018-0205

Councillor Cockle moved to meet In Camera to discuss a Communications Lease matter under Sections 16, 23 & 24 of the *Freedom of Information and Protection of Privacy Act* at 7:46 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager & Manager of Legislative & Land Services.

2018-0206

Councillor Czember moved to return to regular session at 7:52 p.m. - Carried.

2018-0207

Councillor Leipert moved that Administration negotiate and enter into lease agreement for proposed site on a portion of Lot 1, Block 8, Plan 0412179 with Freedom Mobile Inc. with an initial lease rate \$12,000.00 per year (\$1,000 per month) minimum and further grant Freedom Mobile Inc. permission, as landowner, to make application for permits as required. - Carried.

10. ADJOURNMENT

2018-0208 Adjournment

Councillor Steinke moved to adjourn the meeting at 7:54 p.m. - Carried.

Deputy Mayor Crozier

Manager of Legislative & Land Services

MINUTES

ABSENT: Members: B. Vine, J. Beach

6. DEVELOPMENT PERMIT APPLICATION FOR MPC CONSIDERATION

A) Development Permit Application 18-DP-020

CanGas Propane Inc.

Lot 3, Block 8, Plan 0210058 (1810 Broadway Ave. E)

MPC member L. Leipert moved that Development Permit Application 18-DP-020 for a Change of Use – Bulk Fuel Station be approved with the following conditions:

1. Prior to the release of the Development Permit the Applicant shall provide to the Development Officer:
 - i. A detailed Site Plan indicating the storage tank, and proposed location for tanks for rent / sale. The Site Plan shall indicate all safety measures taken to protect the main storage tank;
 - ii. A copy of all permits from the relevant agencies governing the storage of propane in the Province of Alberta.

- Carried.

7. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 12:39 pm.

Chairman

Secretary

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 28, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Legislated Changes
Assessment Review Board Bylaw

PROPOSAL: To give first reading to Assessment Review Board Bylaw 1863/2018

BACKGROUND:

Recent changes to the Municipal Government Act (MGA) with regard to Assessment Review Boards (ARB) require that:

- no more than one Councillor may sit on a three member assessment review board hearing
- a Councillor may not be the participating member on a one member assessment review board hearing
- Council must designate one of the members appointed to the ARB as the Chair and must prescribe the Chair's term of office and the remuneration and expenses, if any, payable to the Chair.

Additional legislative changes to note:

- CARBs (rather than LARBs) will now hear complaints about business taxes and levies on business improvement areas (in addition to complaints about the assessment of non-residential property, and residential property with four or more dwelling units). s.460.1(1)
- The assessor will now be able to make corrections to an assessment that is under complaint, without first requiring ratification from the ARB or having the complaint withdrawn. The taxpayer complainant has a new right of complaint on the corrected assessment. Repealed s.305(5)(6)
- ARB decisions may be appealed at the Court of Queen's Bench by judicial review only.
 - The ARB whose decision is the subject of the application for judicial review must forward the certified record of proceedings to the clerk of the Court of Queen's Bench within thirty (30) days of the date the application is filed. s.470(4)

Currently there are five (5) members appointed to the Assessment Review Board. Three council members – Dwight Kilpatrick, Cathy Crozier and Chris Czember; and two Redcliff citizens – Cheré Brown and Todd Read. All members have successfully completed the training.

Administration reviewed the Assessment Review Board Bylaw and is bringing forward amendments for consideration to bring the bylaw into alignment with recent changes of the MGA. In addition Administration is asking Council to appoint a Chair of the ARB. The Chair's primary role is to select members to sit on the Assessment Review Board hearing.

POLICY/LEGISLATION:

Municipal Government Act
Municipal Government Amendment Act, 2015
Matters Relating to Assessment Complaints

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Bylaw 1863/2018, Assessment Review Board Bylaw

OPTIONS:**Assessment Review Board Bylaw**

1. Give first reading to Bylaw 1863/2018, Assessment Review Board Bylaw. (It is at Council discretion to give all three readings to a Bylaw at one meeting)
2. Direct Administration to further review the Designated Officers Bylaw and Subdivision and Development Appeal Board Bylaw for consideration of amendments.

Appointment of Chair

1. To appoint one of the ARB members as Chair to the Assessment Review Board.

RECOMMENDATION:**Assessment Review Board Bylaw**

Option 1

Appointment of Chair

Administration has no preference as to which member is appointed to Chair. However, a Councillor may be more accessible to Clerk. There is no restriction to a Council member being appointed as Chair.

SUGGESTED MOTION(S):

Bylaw 1863/2018, Assessment Review Board

1.
 - i) Councillor _____ moved Bylaw 1863/2018, Assessment Review Board Bylaw be given first reading.
 - ii) Councillor _____ moved 1863/2018, Assessment Review Board Bylaw be given second reading.
 - iii) Councillor _____ moved 1863/2018, Assessment Review Board Bylaw be presented for third reading.
(Note: Must be unanimous in order to proceed with third reading)
 - iv) Councillor _____ moved 1863/2018, Assessment Review Board Bylaw be given third reading.
2. Councillor _____ moved that Administration further review the Assessment Review Bylaw and present the Bylaw for consideration of amendments at a future Council meeting.

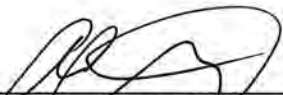
Appointment of Assessment Review Board Chair

1. Councillor _____ moved that _____ be appointed as Chair to the Local Assessment Review Boards and Composite Assessment Review Board for a term to expire _____

SUBMITTED BY:



Department Head



Municipal Manager

TOWN OF REDCLIFF
BYLAW NO. ~~1659/2010~~1863/2018

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO ESTABLISH ASSESSMENT REVIEW BOARDS.

WHEREAS pursuant to the provisions of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, a Council of a Municipality may, establish one or more local assessment review boards and one or more composite assessment review boards.

WHEREAS the Council of the Town of Redcliff wishes to establish Assessment Review Boards.

WHEREAS Council wishes to appoint the ~~Municipal Secretary~~ Manager of Legislative & Land Services, as a Designated Officer, to act as the clerk for the assessment review boards and prescribe the remuneration and duties of that person.

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 cited as the **“Assessment Review Board Bylaw”**.

ENACTMENT

~~2. THE COUNCIL OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:~~

DEFINITIONS

~~3~~2. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:

- a) **“Act”** means the Municipal Government Act, R.S.A. 2000, Chapter M-26, ~~as amended from time to time.~~
- b) **“Board”** means the Local Assessment Review Board, the One Member Local Assessment Review Board, the Composite Assessment Review Board and the One Member Composite Assessment Review Board.
- ~~c) **“Chair”** means an individual who is appointed by Council as chair of the Local Assessment Review Board and/or the Composite Assessment Review Board.~~
- ~~d) **“Clerk”** means the designated officer appointed as clerk of the Board in accordance with the Municipal Government Act.~~
- e) **“Council”** means the Council of the Town of Redcliff.
- f) **“Member”** means a Member of an Assessment Review Board duly appointed by Council or the Province in accordance with the Municipal Government Act.
- g) **“Pool”** means a group of Assessment Review Board members duly appointed by Council.

- ~~f~~h) **"Town"** shall mean the Municipal Corporation of the Town of Redcliff in the Province of Alberta.
- g) **"Provincial Member"** means the member of the Composite Board appointed by the Minister as provided for in the Municipal Government Act.
- ~~h)~~ ~~**"Rates Policy"** means Town of Redcliff Policy 54 — Rates Policy as amended or replaced from time to time.~~
- j) **"Regulation"** means Alberta Regulation ~~310/2009~~ 201/2107: *Matters Relating to Assessment Complaints Regulation*, 2018 as amended or replaced from time to time or any other regulation made under Part 11 of the Municipal Government Act.

ASSESSMENT REVIEW BOARDS ESTABLISHED

- ~~4~~3. Council hereby establishes the following **Assessment Review Boards**:
- a) one or more Local Assessment Review Boards (LARB) that shall consist of one (1) member;
 - b) one or more Local Assessment Review Boards (LARB) that shall consist of three (3) members;
 - c) one or more Composite Assessment Review Boards (CARB) that shall consist of one (1) member; said member being appointed by the Province of Alberta;
 - d) one or more Composite Assessment Review Boards (CARB) that shall consist of two (2) members plus one (1) member being appointed by the Province of Alberta.
- ~~5~~4. The Presiding Officer of the Composite Board shall decide which matters are to be heard by One Member.
- ~~6~~5. The Assessment Review Board shall carry out the duties and responsibilities as set out in the Act and the Regulation.

MEMBERSHIP

- ~~6~~7. Members shall be appointed to the Pool from time to time by resolution of Council. The Board may consist ~~entirely~~ of Council Members, Members at large or a combination thereof.
7. No more than one Council member shall sit on any three member Board.
8. No Council member shall sit on a one member Local Assessment Review Board.
- ~~8~~9. Membership terms will be no longer than three (3) years and will be made in such a manner that the expiry dates of members are staggered. Members may be reappointed at the expiration of their term by resolution of council.
- ~~9.~~ ~~Any member of the Three Member Local Board may act as a member of the One Member Local~~

Board.

10. ~~Council delegates authority to the Clerk of the Assessment Review Board to~~ The Chair shall assign duly appointed members from the Pool to the established ~~Assessment Review Boards~~, as required.
11. In the event of a vacancy, Council may by resolution, appoint a new member to the board.
12. The Mayor may appoint an alternate person as a member of a Local Assessment Review Board or a Composite Assessment Review Board if any member appointed by Council is unable for any reason to attend a hearing of the Board.
13. The Minister shall, in accordance with the Regulations, appoint one Provincial Member to the Composite Assessment Review Board.
14. A member of an assessment review board may not participate in a hearing of the board unless the member is qualified to do so in accordance with the Act and Regulation.

REMUNERATION

- ~~15.~~ Council shall by resolution set the level of remuneration and expenses, if any, to be paid to the members.

COMPLAINT FEES

- ~~16.~~ Complaint Fees shall be set in accordance with the Town of Redcliff ~~Rates Policy~~ Fees Rates & Charges bylaw as amended or replaced from time to time.

CHAIR

17. Council will designate by resolution a Chair of the Board and prescribe the Chair's term of office and the remuneration and expenses, if any, payable to the Chair.
18. The Chair will fulfill its duties as set out in the Act and Regulation.
19. The Chair will give notice to the clerk of the names of the Members selected to sit on any Board.

PRESIDING OFFICER

- ~~20.~~ The members of the Board acting as the Three Member Local Board shall select a Presiding Officer from among themselves.
- ~~21.~~ The Provincial Member shall act as the Presiding Officer of the Board acting as a Composite Board.

CLERK

- ~~22.~~ Council hereby appoints the ~~Municipal Secretary~~ Manager of Legislative & Land Services, as a

designated officer, without any additional remuneration, to perform the duties of clerk of the Boards specified in the Municipal Government Act and regulations and to provide other administrative support as may be required for the efficient functioning of the Boards. The ~~Manager of Legislative & Land Services~~ Municipal Secretary may delegate any of the ~~Manager of Legislative & Land Services~~ Municipal Secretary's duties under this Bylaw to an employee of the Town following current organizational structure guidelines.

23. The Clerk must complete the prescribed training as set out in the Act and any regulations thereto.

HEARINGS

~~49~~24. The Board shall meet at such intervals as are necessary to consider all Complaints filed with the Clerk of the Board.

~~20~~25. This ~~By-Law~~ Bylaw shall come into force following third reading and signing.

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: May 28th, 2018

PROPOSED BY: Public Services

TOPIC: Garbage Rates & Collection Bylaw

PROPOSAL: To adopt Bylaw 1864/2018, Garbage Rates & Collection Bylaw as presented

BACKGROUND:

At the Landfill Authority meeting on May 7th, 2018, the Board of Directors 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 will be increasing 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 cost recovery approach to the current collection and disposal service (as it is today) should be strongly considered and is strongly recommended by Administration.

The only reason for the rate adjustment is due to the landfill tonnage fees (set by the Redcliff Cypress Regional Waste Management Authority) increase due to the cost of operations and airspace development.

Redcliff solid waste volumes currently remain static with no diversion initiatives adopted into collection operations.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Bylaw 1864/2018, Garbage Rates & Collection Bylaw

OPTIONS:

1. To consider adopting Bylaw 1864/2018, Garbage Rates & Collection Bylaw as presented.
2. To not adopt Bylaw 1864/2018, Garbage Rates & Collection Bylaw as presented.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

- i) Councillor _____ moved that Bylaw 1864/2018, Garbage Rates & Collection Bylaw be given first reading.
- ii) Councillor _____ moved that Bylaw 1864/2018, Garbage Rates & Collection Bylaw be given second reading.
- iii) Councillor _____ moved that Bylaw 1864/2018, Garbage Rates & Collection Bylaw be presented for third reading.

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

- iv) Councillor _____ moved that Bylaw 1864/2018, Garbage Rates & Collection Bylaw be given third reading.

SUBMITTED BY:



Department Head



Municipal Manager

BYLAW NO. ~~1852/2018~~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. ~~1835/2016 & 1851/2017~~ 1852/2018 ~~are~~ is hereby repealed upon Bylaw ~~1852/2018~~ 1864/2018 -coming into force.
46. This Bylaw shall become effective on ~~third reading and signing of this bylaw~~ June 1, 2018.

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

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

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

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

DEPUTY MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

TOWN OF REDCLIFF BYLAW NO. ~~1852/2018~~ 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	\$5.20 <u>\$5.39</u>	\$10.40 <u>\$10.78</u>
Operating Component	\$11.84 <u>\$14.37</u>	\$23.68 <u>\$28.74</u>
Total	\$19.32 <u>\$22.04</u>	\$38.64 <u>\$44.08</u>

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	\$5.20 <u>\$5.39</u>	\$10.40 <u>\$10.78</u>
Operating Component	\$61.87 <u>\$61.68</u>	\$123.73 <u>\$123.36</u>
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	\$5.20 <u>\$5.38</u>	\$10.40 <u>\$10.76</u>
Operating Component	\$78.20 <u>\$78.03</u>	\$156.40 <u>\$156.04</u>
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. ~~1852/2018~~ 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. ~~1852/2018~~ 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: May 28, 2018

PROPOSED BY: Public Services Department, Planning & Engineering Services
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:

The Fees, Rates and Charges Bylaw is being brought forward for consideration of amendments. Since the Bylaw was passed several matters have created a need to make amendments to the Bylaw summarized below:

- The Redcliff Cypress Regional Waste Management Authority recently approved a rate increase (a subsidy decrease) which should be reflected in the Bylaw.
- The adoption of the Transportation of Dangerous Goods Routing Bylaw references a fee for a special Off-Route Permit to transport Dangerous goods which needs to be incorporated into the Bylaw.
- The adoption of the Land Use Bylaw Amendment – Cannabis has created a need to identify the amount of the Development Permit.
- Facility maintenance request from the Lions Club
- Installation of the new flooring at the Rec-Tangle provides for rental opportunities.
- Requests for new placement of memorial benches throughout Redcliff.

The Dangerous Goods - Special Off-Route Permit

The Dangerous Goods - Special Off-Route Permit is proposed as \$200.00 which is less than half the amount of the fine for not having a permit (see clip from Dangerous Goods Bylaw below). It is felt that this is reasonable amount to cover administrative costs and also encourage shippers of dangerous goods to acquire the permit. It is noted that the administrative work required for a Dangerous Goods - Special Off-Route Permit is less than a High / Wide Load Moves Permit.

SCHEDULE "B" TO BYLAW NO. 1861/2018
Fines

Nature of Offence	Section	Penalty
Operation of vehicles transporting Dangerous Goods on a highway that is not a Dangerous Goods Route or a Restricted Dangerous Goods Route and not otherwise allowed under Bylaw or permit.	(5), (6)	\$500.00
Operation of vehicles transporting Dangerous Goods on a Restricted Dangerous Goods Route outside the restrictions of the Restricted Dangerous Goods Route and not otherwise allowed under Bylaw or permit.	(8)	\$500.00

Land Use Bylaw Amendment – Cannabis

Administrations information is that most municipalities in the province are applying special fees for Cannabis related developments in an effort to recover the additional administrative work imposed under their bylaws. Council has instructed Administration to charge the same permit amount for Cannabis related developments, however to provide clarity due to the practices in other municipalities Administration is adding a special permit fee for Cannabis related developments that is the same (as per Council's directive) as the standard development permit fees.

While reviewing the Fee Rates and Charges Bylaw schedule it was noted that there was some ambiguity with relation to the fee's charged for Development Permits. The words "Existing Building" and "New Build" have been added to clarify which fee to use under what conditions.

Lions Park Kitchen Complex

The Redcliff Lions Club has asked for an increase in our lions kitchen rental rate so that we can set aside \$5 per rental for equipment maintenance.

Arena (Rec-Tangle)

We have received various request for rental of the new multi-use floor at the Rec-Tangle. Our current rate was for a facility rental which was non-supervised and the rental had to provide liability insurance and a facility use agreement. The proposed rate of \$70.00 will be supervised with Town of Redcliff staff.

Memorial Bench Program

The Town of Redcliff has a replacement memorial bench program which allows for a bench to be placed where an existing wooden bench was, the Town of Redcliff has had several requests for a memorial bench in a new location. The rate of \$900.00 is full cost recovery for the purchase, engraving and installation of the bench.

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 1865/2017, Fees, Rates & Charges Bylaw
Attached Redcliff Lions request letter.

OPTIONS:

1. To adopt Bylaw 1865/2017, Fees, Rates & Charges Bylaw
2. To not adopt Bylaw 1865/2017, Fees, Rates & Charges Bylaw
3. To direct Administration to further review and incorporate additional / other changes to the Fees, Rates & Charges Bylaw

RECOMMENDATION:

It is recommended to give 1st Reading of this Bylaw.

(It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting.)

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw be given first reading.

Councillor _____ moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw be given second reading.

Councillor _____ moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw be presented for third reading.

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

Councillor _____ moved Bylaw 1865/2018, Fees, Rates & Charges Bylaw be given third reading.

SUBMITTED BY:


Department Head


Municipal Manager

TOWN OF REDCLIFF
BYLAW NO. ~~1847/2017~~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 ~~January 1~~June 1, 2018.
10. Bylaw No. ~~1838/2016~~1847/2018 is hereby repealed upon Bylaw 1865/2018 taking effect.

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

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

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

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) non-prime time - before 4:00 p.m. – Monday-Friday After 10:00 p.m. 7 days a week)	\$82.00 / hour \$70.00 / hour	\$87.00 / 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
BALL DIAMONDS CONCESSION

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)	\$ 25.00 \$30.00
	Refundable Damage Deposit	\$150.00
For Profit Groups	Rental Rate (Per Day)	\$ 60.00 \$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, <u>Existing Building</u> – permitted	\$50.00
Change of Use, <u>Existing Building</u> – Discretionary	\$100.00
<u>Change of Use, Existing Building – Cannabis Retail Store or Production and Processing Facility</u>	<u>\$100.00</u>
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

<u>New Build</u> 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					
Agency Fee = Maximum of (\$50.00 + 0.7 × Value of Work^0.57 or Minimum Fee)					
Agency Fee for Homeowner wiring over 1,200 square ft = \$120 + (sqare ft – 1,200) × \$0.10 per square ft					
Town Fee = Maximum of (0.003 × Value of Work^0.97 or Minimum Fee)					
Town Fee for Homeowner wiring = Agency Fee × 0.32					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
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
<div>Fees based on Estimated Value of Construction – Electrical Contractor Only.</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	\$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
<div>More than 1200 square ft</div> <div>Fees are to be calculated on the actual square feet using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	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					
Agency Fee Residential = Maximum of $(-0.5 \times \text{No. Outlets}^2 + 20 \times \text{No. Outlets} + 52.0 \text{ or Minimum Fee})$					
Agency Fee Commercial less than 450,000 BTU = Maximum of $\left(-0.00005 \times (BTU/1000)^2 + 0.12 \times \left(\frac{BTU}{1000}\right) + 80.0 \text{ or Minimum Fee}\right)$ Agency Fee Commercial more than 450,000 BTU = $(123.88 + 0.075 \times (BTU - 450,000))/1000$					
Town Fee Residential = Maximum of $(-0.22 \times \text{No. Outlets}^2 + 7.90 \times \text{No. Outlets} + 10.0 \text{ or Minimum Fee})$					
Town Fee Commercial less than 750,000 BTU = Maximum of $\left(-0.00003 \times (BTU/1000)^2 + 0.07 \times \left(\frac{BTU}{1000}\right) + 15.0 \text{ or Minimum Fee}\right)$ Town Fee Commercial more than 750,000 BTU = $(40.43 + 0.025 \times (BTU - 750,000))/1000$					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$					
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 *	\$36.00 - <u>\$48.00</u> / 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 Council

Redcliff, Alta

May 8, 2018

Dear Mayor and Council,

On behalf of the Redcliff Lions Club, I am asking that you consider raising your rental price for the use of the Lions Park facilities. Five or ten dollars per event would allow for the cost of repair incurred through wear and tear of our equipment. To simplify things, the additional fees could be paid to the club once a year.

On behalf of the Redcliff Lions Club, I thank you for considering our request.

Take care

Lion Bob Wickens

President, Redcliff Lions club

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: May 28, 2018

PROPOSED BY: Municipal Manager

TOPIC: Intermunicipal Collaboration Framework (ICF) Steering Committee

PROPOSAL: To appoint two members of Council to the ICF Steering Committee

BACKGROUND:

The Modernized Municipal Government Act (MGA), and corresponding ICF Regulation were proclaimed in fall of 2017. These particular MGA amendments were implemented to incite intermunicipal discussion and feasibility analysis with regard to regional service delivery opportunities and intermunicipal land use planning realities.

All municipalities that share a common boundary are required to develop and adopt an ICF (Including IDP bylaws) by April 1, 2020. At a minimum, an ICF must inventory all services that are:

1. Provided by each municipality
2. Shared between municipalities on an intermunicipal basis, and
3. Provided by third parties

The ICF must address services related to:

1. Transportation
2. Water and wastewater
3. Solid waste
4. Emergency services
5. Recreation
6. Any other services that benefit residents in more than one of the municipalities that are party to the ICF must also be included.

The City of Medicine Hat, Cypress County and the Town of Redcliff have jointly applied for and received approval of a \$200,000 Alberta Collaboration Program (ACP) grant to assist in the preparation and adoption of the ICF. It is anticipated that the majority of these grant funds will be used to engage contract resources to assist in the preparation of the necessary documents. The City of Medicine Hat has agreed to provide administrative support relative to managing the grant obligations. The total project budget for this initiative is \$260,000 with \$200,000 being funded through the approved ACP grant and the remaining \$60,000 is to be evenly split between the three municipalities. The Town's budget will need to be amended to reflect this.

A Terms of Reference will need to be jointly prepared and adopted in 2018 to guide any future work done by the three municipalities. A part of this process will be the implementation of an Administrative Working Committee with the initial assignment of preparing a draft Terms of Reference for consideration by each municipal Council.

It is recommended that an ICF Steering Committee be implemented with representation of the three municipalities. It is recommended that two (2) council members from each municipality be appointed to the Committee.

The primary role of the Steering Committee will be to act as a bridge between the Administrative Working Committee and each municipal council with a focus on collaborating to achieve consensus (ie. while each municipality has two representing members, each municipality would have one vote as it relates to initiatives of the steering committee). Consensus is an integral function of this committee. The ICF Steering Committee would also be able to provide the Administrative Working Committee with relevant political perspective from each municipality. It is anticipated that the initial meeting of this committee will be scheduled for mid-June so the draft terms of reference can be initiated.

POLICY/LEGISLATION:

The Municipal Government Act and relevant regulation requires that ICF and IDP bylaws be adopted by April 1, 2020. Successful completion of this initiative will render the Town compliant with this requirement of the MGA.

STRATEGIC PRIORITIES:

Regional Collaboration was identified as one of Council's most recent strategic priorities.

ATTACHMENTS: n/a

OPTIONS:

- a) Appoint two members of Town of Redcliff Council to the ICF Steering Committee.
 - b) Amend the 2018 budget to include \$20,000 for ICF development to be funded from the purchasing reserve.
1. If council does not agree with the above mentioned approach, alternative council direction that is in alignment with the Municipal Government Act and relevant regulation, can be communicated to the partner neighbouring municipalities.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. a) Councillor _____ moved to appoint councillor _____ and councillor _____ as members of the Intermunicipal Collaboration Framework (ICF) Steering Committee.
 - b) Councillor _____ 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.
2. Councillor _____ moved to direct administration as follows:
 - _____
 - _____
 - _____

SUBMITTED BY:

Department Head



Municipal Manager

May 9, 2018

His Worship, Dwight Kilpatrick, Mayor
Town of Redcliff
via email: mayor@redcliff.ca

Dear Mayor Kilpatrick:

Subject: Status of Application(s) – Alberta Community Resilience Program

The Alberta Community Resilience Program (ACRP) has now completed its fourth round of application reviews. We continue to receive a significant number of applications from communities across the province. Due to the amount of interest and the limited amount of funding available, please be advised that not all projects, nor all municipalities will receive funding. Project eligibility should not be considered confirmation of future funding.

The Grant Review Committee evaluated all applications for project design, feasibility, environmental impacts, degree and appropriateness of mitigation given the risks present, and the identified cost-benefit, among other criteria.

The Town of Redcliff submitted one [1] application(s) to the program for funding consideration. The **Outfall 5FFAB Upgrade and Coulee Erosion Repairs** project has been deemed eligible; however, it has not been approved for funding. This application may still be considered for funding in the future.

While no additional information is required to support your application(s), please submit any project updates/clarifications to your Program Coordinator before September 30, 2018 to ensure your application(s) remain relevant and up-to-date. Please note that you may also withdraw any application at any time.

Thank you for your interest in the Alberta Community Resilience Program. If you have any questions or concerns regarding the Town's application(s), please feel free to contact Ms. Micaela Gerling at 403-297-3304 or by email at micaela.gerling@gov.ab.ca for more information or assistance.

Yours truly,



for Andy Lamb
Director, Resilience Grant Programs

cc: James Johansen, Director of Planning & Engineering
Micaela Gerling, Program Coordinator

TOWN OF REDCLIFF

Family and Community Support Services

(Under the Alberta Family and
Community Support Services Act) STATEMENT
OF EXPENDITURES AND FUNDING FOR THE
YEAR ENDED DECEMBER 31, 2017



KPMG LLP
500 Lethbridge Centre Tower
400- 4th Avenue South
Lethbridge AB T1J 4E1
Canada

Telephone (403) 380-5700
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Internet www.kpmg.ca

REVIEW ENGAGEMENT REPORT

To the Town of Radcliff Family and Community Support Services Society

We have reviewed the statement of expenditures and funding of the Town of Radcliff Family and Community Support Services Society as at December 31, 2017. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Organization.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Public Sector Accounting Standards for Not for Profit Organizations.

Chartered Accountants

April 23, 2018
Lethbridge, Canada

TOWN OF REDCLIFF

Family and Community Support Services

(Under the Alberta Family and
Community Support Services Act)

**STATEMENT OF EXPENDITURES AND FUNDING
FOR THE YEAR ENDED DECEMBER 31, 2017**

	2017	2016
Community Development		
Anti-Bullying		
Facilitation and Support	7,034	5,624
First Nations Cultural Program		
International Peace Day		
Random Acts of Kindness		
<u>Volunteer Appreciation</u>	<u>7,775</u>	<u>4,697</u>
	14,809	10,321
Senior Programs		
Community Volunteer Income Tax Program		
Facilitation and Support	28,136	16,872
Home Support		
Meals on Wheels Supplies	122	81
<u>Volunteer Coordination</u>	<u>850</u>	<u>5,624</u>
	29,108	22,577
Adult Programs		
Community Volunteer Income Tax Program		
Facilitation and Support	14,068	11,248
Mindfulness	250	
<u>Medicine Hat Family Services</u>	<u>6,000</u>	<u>6,000</u>
	20,318	17,248
Family Programs		
Canada Day		
Christmas Family Night		
Facilitation and Support	35,170	28,121
Family Day Event		
Family School Liaison	12,000	12,000
July Family Night	1,170	
June Family Night		
Medicine Hat Family Services		
New Year's Family Event		
Redcliff Days	1,331	2,740
<u>Stay and Play Program</u>		
	49,671	42,861
Youth Development Program		
Action Society for Youth	12,000	12,000
Christmas Programs	-	1,374
Facilitation and Support	42,204	33,745
Family School Liaison	12,000	12,000
Penny Carnival	122	-
Summer Programs	981	995
<u>Youth Mentoring</u>	<u>-</u>	<u>110</u>
	67,307	60,224
FCSS Management		
<u>FCSS Management</u>	<u>14,068</u>	<u>11,248</u>
	14,068	11,248
TOTAL EXPENDITURES	\$ 195,281	\$ 164,479
FUNDING PROVIDED BY:		
Family & Community Support Services	142,656	142,656
Deferred provincial grant	14,502	-
Municipal Contribution	35,664	35,664
<u>Other Revenues</u>	<u>3,312</u>	<u>4,958</u>
TOTAL FUNDING	\$ 196,134	\$ 183,278
NET SURPLUS (DEFICIT)	\$ 853	\$ 18,799

TOWN OF REDCLIFF

Family and Community Support Services

**(Under the Alberta Family and
Community Support Services Act)**

**NOTES TO THE STATEMENT OF EXPENDITURES AND FUNDING
FOR THE YEAR ENDED DECEMBER 31, 2017**

1. SIGNIFICANT ACCOUNTING POLICIES:

The statement of expenditures and funding of the Town of Redcliff Family and Community Support Services, are the representations of management prepared in accordance with the criteria established by the Conditional Agreement Regulations, Family and Community Support Services Act, Alberta Regulations 218 / 94. Significant aspects of the accounting policies adopted are as follows:

a) Basis of Presentation

The statement of expenditures and funding reflects the expenditures and funding of the programs reported. The basis of accounting followed includes expenditures reported in the period the goods and services are acquired and funding reported when received or receivable.

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

May 28, 2018



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MUNICIPAL MANAGER

Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries.
- Regional solid waste management feasibility study. Awaiting final report with recommendations.
- Seniors Centre Drop-In facility use/rental agreement complete and executed.
- Code of conduct for councillor's and committees of council bylaw complete. In the process of collecting signed affirmations of understanding from councillors and committee members.
- Researching and drafting a public participation policy and advertisement notice bylaw. This is part of the new requirements under the implementation of the new municipal government act.
- Continued work on the modernized MGA compliance matters. For example, some preliminary work as it relates to intermunicipal collaboration frameworks.
- Strategic planning session dates rescheduled for July 20 and 21. This appeared to be the most suitable date for most people. For those councillors not able to attend we will work to obtain their input regarding priorities independently to ensure that all have input in this process.
- Continued research regarding community high speed internet.
- Continued work toward securing additional water license. This is an application process and is rather technical in nature.

Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Council meeting preparation and Request for Decision Review.
- HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- May 3 – Met with nation union rep regarding employment standard changes and how it will affect our collective agreement.
- May 7 – participated in some preliminary administrative intermunicipal meetings regarding the ACP grant that was approved for ICF development.
- May 8 – attended an intermunicipal status update meeting regarding the regional solid waste feasibility study.
- May 14 – attended regular council meeting.
- May 15-18 – attended the annual Society of Local Government Managers Workshop. Some of the sessions included MGA refresher courses, Freedom of Information and Protection of Privacy Refresher courses, Roles and Responsibilities courses, and conflict resolution and leadership based courses.
- May 22-23 – rescheduled strategic planning dates.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Complete floor installation at rectangle
- Cleaning operations continued at rink to prepare for summer use
- Assist Men's ball hockey and Gas City ball hockey prepare for use of rink

Pool:

- Repaired floor in women's change room showers
- Completed reinstallation of chemical injection controllers after return from repair
- Completed leak repair at pool
- Installed drum mixing agitators for chemical
- Repaired interior lighting as necessary
- Completed interviews and offers for new pool staff
- Ordered material for pool for season
- Obtained quotes for equipment for pool accessibility grant
- Reviewed pool policy and procedure manual

Facilities:

- Completed monthly building inspections
- Completed cold weather checks of buildings
- Began repairs to campground showers caused by furnace failure in late 2017
- Oversaw security camera installation at pool and rink
- Repaired sink at fire hall
- Installed isolation valves on all sinks at fire hall
- Oversaw roof repairs at library and rink
- Ordered municipal address signs for facilities to ensure compliance with fire code
- Installed new fire extinguishers at museum as necessary
- Ordered signage as necessary for rink, ball diamonds and pool
- Repaired river washrooms as necessary
- Repaired lighting as necessary in shop
- Oversaw exit lighting and emergency lighting installation in shop
- Cleaned hood fan screens at ball diamond concessions
- Began preparing ball diamond concessions for use

Other:

- Receive and place fuel storage shed
- Surplus sale listing
- Remove debris from storage area as necessary
- Preparation of ball diamonds for spring use
- Cleaned debris from parks for spring use
- Completed playground structure inspections
- Coordinated with shop for spring servicing of vehicles and equipment
- Sent out offer letters to returning Summer Students

- Interviewed potential Summer Students
- Applied for rebates for energy efficiency work
- Requested address registration for river view park and raw water pump house
- Met with RCMP regarding camera surveillance and backup generator
- Met with golf course regarding grant opportunities and projects
- Inspected river pathway and began cleanup
- Completed parks and recreation lock replacement program
- Completed lock replacement program on pathways and gates
- Repaired and re-pin locks as necessary in dog pound and rink
- Ongoing pest control operations
- Worked with community and protective services on safety manual

FCSS, Community Services and Special Events

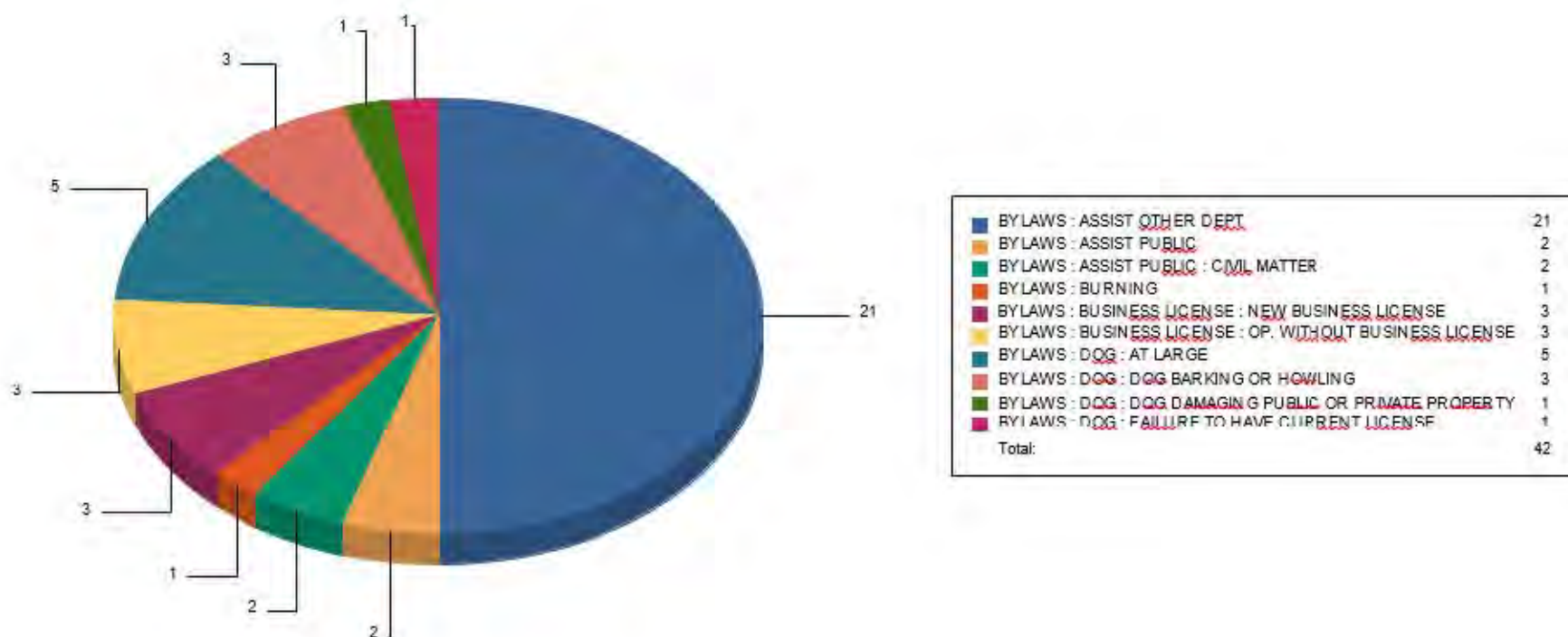
- Hosted Family Craft and Open Gym Night at IF Cox School
- Attended the monthly Adventure Race meeting
- Met with Mel from the Seniors Society and Colleen Lewis from Canada Mental Health to discuss programming and upcoming events
- Met with Marilyn from Cypress County Early Childhood Coalition to discuss their mandate and role of Redcliff FCSS
- Attended the Regional Elder Abuse meeting in Medicine Hat
- Met with David Gee to finalize Shaw Volunteer Interview story
- Hosted a successful Volunteer Celebration at the Redcliff Legion
- Participated in Pitch-in Week by organizing a Dog Waste Cleanup and Town Clean up
- Met with and connected with several clients needing to be connected to resources in Redcliff and Medicine Hat; food bank, income support, housing insecurities, transportation.
- Continued planning Redcliff Relax & Restore, Seniors Week, Redcliff Days, & Canada Day
- Met with Dreams regarding Redcliff Relax and Restore Self Care Event
- Bookings for programming ongoing
- Bookings for Sport Court ongoing
- Continued facility bookings for private events
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Design and creation of marketing for programming and events
- Completed and released Community Guide
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Ongoing work on Safety Manual
- Worked on July 2013 Flood Grant submission
- Joined Travel Alberta tourism webinar
- Memo sent out to regular ice users to submit 2018/19 ice requests
- Met with some of the regular ice users regarding 2018/19 season
- Organised Cypress County recreation cheque presentation with Councillors and Cypress Courier

Bylaw and Protective Services

- Ongoing work on Fire administration
- Updated Fire Department SOG's
- Research ongoing into replacement Fire Truck
- Talks regarding 9-1-1 Dispatch and I Am Responding concerns ongoing
- Sent out False Alarm letters
- Access to Alberta Emergency Alert system granted to Barry Steier and Tracey Jenkins
- Bylaw Initiatives for April:
 - This month the Town of Redcliff Public Services embarked in a process of cleaning the streets of gravel and debris. In the past Public Works have had problems with vehicles not complying with the "No Parking" signs that they had erected in the area. Thus large portions of the streets went untouched by the sweeper. This problem was brought to Bylaw's attention. Public Services deployed more "No Parking" signs several days prior to cleaning the streets. Cpo Steier also assisted in several of the days by attending the areas being cleaned and contacting the vehicle owners to have the vehicles moved. This was generally well received by the persons contacted.
 - The "No Parking" signs situated at Highway Ave. S.E. by Tim Hortons and Burger King continue to be monitored due to the ongoing complaints. Each License plate is entered into a report and monitored for repeat offending. The operators of the truck are contacted personally as much as possible to educate them of the reasons for the no parking area.
 - Continuing the identification and educating buildings in the Town of Redcliff not complying with Section 4, Bylaw 1824/2016 Street Bylaw.
 - An owner or Occupant of a building shall display the number of Municipal Address that building in such a manner and in a size that this will cause the number to be clearly visible and legible from the front of the building.
 - Reasoning of this is from a safety aspect. When the Emergency Services are dispatched they are typically supplied the street address and not the name of the business. This is meeting success.

Case Report

Count of Incident Types



BYLAWS : ASSIST OTHER DEPT: 21 18%

Case Report

BYLAWS : ASSIST PUBLIC: 2 2%

BYLAWS : ASSIST PUBLIC : CIVIL MATTER: 2 2%

BYLAWS : BURNING: 1 1%

BYLAWS : BUSINESS LICENSE : NEW BUSINESS LICENSE: 3 3%

BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 3 3%

BYLAWS : DOG : AT LARGE: 5 4%

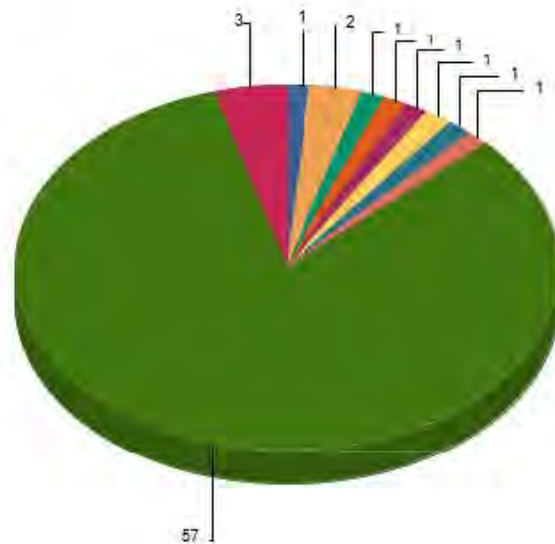
BYLAWS : DOG : DOG BARKING OR HOWLING: 3 3%

BYLAWS : DOG : DOG DAMAGING PUBLIC OR PRIVATE PROPERTY: 1 1%

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 1 1%

Case Report

Count of Incident Types



BYLAWS : DOG : HARBORING 3+ DOGS OVER AGE 6MTHS	1
BYLAWS : DOG : IMPOUNDED	2
BYLAWS : DOG : MISSING	1
BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING INJURING KILLING ANY ANIMAL	1
BYLAWS : NUISANCE/UNSAFELY : OWNER OR OCCUPANT WHO PERMIT/CAUSE NUISANCE ON A PROPERTY	1
BYLAWS : PARKS RECREATION : PUBLIC AREAS : DAMAGE TO PROPERTY	1
BYLAWS : PARKS RECREATION : PUBLIC AREAS : LITTER CONTROL : DEPOSIT/CAUSE LITTER IN PUBLIC AREA	1
BYLAWS : STREET : PARKING PERMIT	1
BYLAWS : TRAFFIC : PARKING	57
BYLAWS : TRAFFIC : PARKING : PARK IN ALLEY	3
Total:	69

BYLAWS : DOG : HARBORING 3+ DOGS OVER AGE 6MTHS: 1 1%

BYLAWS : DOG : IMPOUNDED: 2 2%

BYLAWS : DOG : MISSING: 1 1%

BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING INJURING KILLING ANY ANIMAL: 1 1%

Case Report

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT WHO PERMIT/CAUSE NUISANCE ON A PROPERTY: 1 1%

BYLAWS : PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY: 1 1%

BYLAWS : PARKS RECREATION PUBLIC AREAS : LITTER CONTROL : DEPOSIT/CAUSE LITTER IN PUBLIC AREA: 1 1%

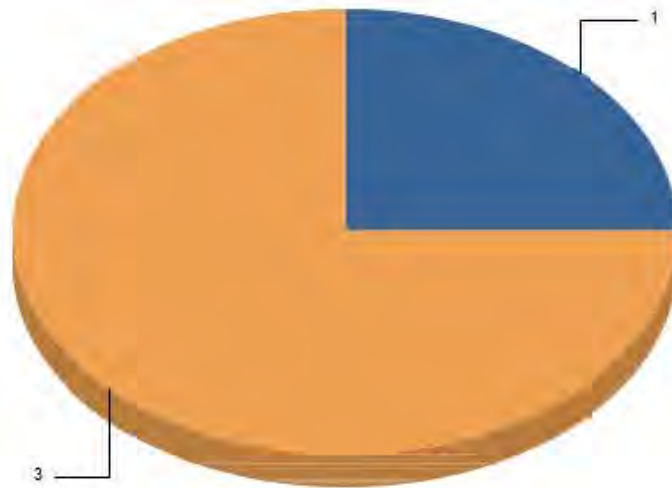
BYLAWS : STREET : PARKING PERMIT: 1 1%

BYLAWS : TRAFFIC : PARKING: 57 50%

BYLAWS : TRAFFIC : PARKING : PARK IN ALLEY: 3 3%

Case Report

Count of Incident Types



BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE	1
BYLAWS : TRAVIS PERMITS	3
Total:	4

BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 1 1%

BYLAWS : TRAVIS PERMITS: 3 3%

Grand Total 100.00% Total # of Incident Types Reported

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Completed several locate requests
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Curb stop repairs
- Started sewer flushing main lines

Municipal Works

Municipal Works have:

- Conducted various Funeral interments
- Hauled sand to stock pile in yard
- Bin placements/pickups as needed
- Repairing Garbage can lids (on going)
- Bladed gravel roads in town
- Fix various signs around town
- Water and sewer line services installs
- Street sweeping
- Repaired pots holes around town
- Conducted catch basin cleaning
- Pump Dirkson storm pond
- Repair lights on Redcliff signs on Highway
- Fix a number of frost boils around town
- Marked out a number of heads stones at cemetery

Landfill Authority

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Completed daily compacting

PLANNING & ENGINEERING:

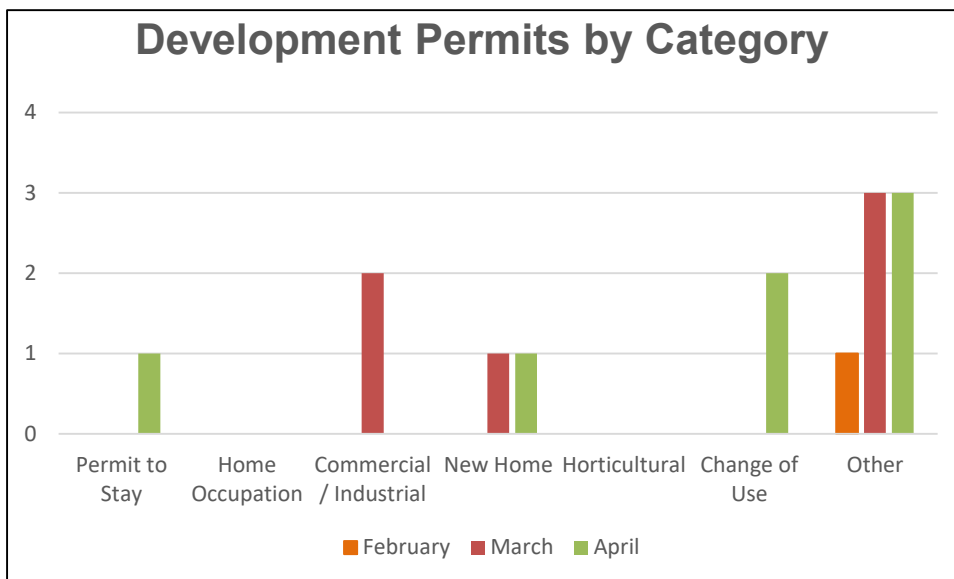
Priorities for May

- Eastside sanitary surge tanks preliminary engineering
- Safety Codes Council – External Audit
- MDP Steering Committee 5th meeting
- Sanitary Manholes upgrade project

Planning

- Completion of the unfilled boxes of documents is underway using department admin staff.
- Land Use Bylaw – The overall LUB rewrite is planned for later this year. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed in 2019.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP.

Development Permits – In April the Town of Redcliff issued the following permits as shown below:



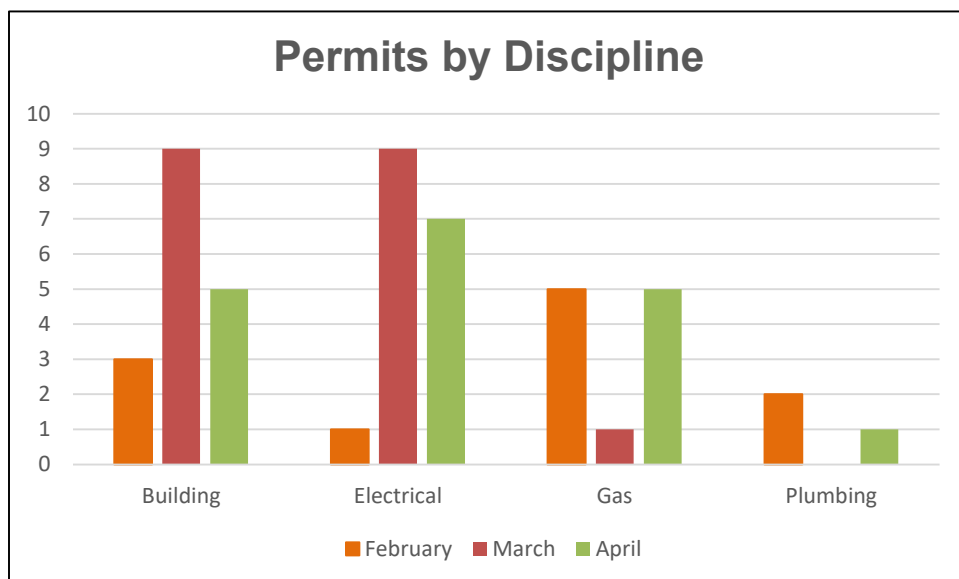
Agreements

Farwest: draft of cost sharing / service agreement has been forwarded to Farwest and Farwest Engineering consultant.

Safety Codes

An internal audit of the permits was completed in April and plans are underway to correct any deficiencies. The Safety Codes Council notified the Town that they would be conducting an external audit of the 2017 Safety Codes records on the week of May 14 to May 18, 2018. Update: the exit meeting noted a few minor issues that we are currently working to resolve. The final report will be received within 60 days of the exit meeting on May 18, 2018.

Safety Codes Permits issued by the Town for the month of April.



Engineering

- Off-site Levies Calculator in Alpha Testing.
- Sewer System Bylaw review in progress.

Studies:

Inflow and Infiltration Study

The Town's sanitary sewer model is now running with all existing sewersheds, manholes, lift stations and pipes in the model. Once the model is calibrated the model can be used to identify and quantify how changes to the system impact the system.

Capital Projects:

Westside Slope failure mitigation

Seeding has been completed and the project is finished.

Riverview Groundwater and Road Rehabilitation

The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final lift being placed. Project is on Budget.

Northside Functional Servicing Report

Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.

3rd and 3rd Lift Station Upgrades

The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to summer of 2018.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed.

2nd Street and 5th Avenue Lift Station

Preliminary design and siting is complete. Information received from Xylem on costs and design. Purchasing a fiberglass lift station with the pumps and mechanical installed and the electronic control system is approximately \$120,000. It is estimated that the installation and other work required will cost approximately \$150,000. Civil design is complete. Construction is planned for 2018.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed that the project was deemed eligible but is not being funded.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

FINANCE AND ADMINISTRATION

- Revised 2018 Tax Notice Template as per the new legislation
- Mailed 2018 Tax Notices on May 18, 2018
- Closed 2017 General Ledger for the Town and Landfill Authority

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales. One sale to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting
- Ongoing Legal File Review. Compiling Information as requested
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format
- Reviewing Records Retention Bylaw / Drafting master document / filing list
- Reviewing Disposal of Surplus Items
- Review of Assessment Review Board Bylaw to bring in alignment with recent Municipal Government Act changes
- Attended Webinar – Bill 30 Update
- Coordinated Redcliff/Cypress Regional Waste Management Authority Meeting May 7, 2018

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
June 11, 2018	Council Meeting	Town Hall Council Chambers 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.
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.