



**COUNCIL MEETING**

**MONDAY, NOVEMBER 14, 2016**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, NOVEMBER 14, 2016 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. DELEGATION</b>	
A) City of Medicine Hat - Notify Me Now *	
B) 2016 Redcliff Parks & Recreation Master Plan *	
<b>3. MINUTES</b>	
A) Organizational meeting held October 24, 2016 *	For Adoption
B) Council meeting held October 24, 2016 *	For Adoption
C) Special Council meeting held November 2, 2016 *	For Adoption
D) Special Council meeting held November 5, 2016 *	For Adoption
E) Redcliff and District Recreation Services Board meeting held November 7, 2016 *	For Information
F) Redcliff Public Library Board meeting held June 29, 2016 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw No. 1832 (2016), Property Tax Penalty Bylaw *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
B) Bylaw No. 1833 (2016), Water Rates Bylaw *	1 <sup>st</sup> Reading
C) Bylaw No. 1834 (2016), Sewer Rates Bylaw *	1 <sup>st</sup> Reading
D) Bylaw No. 1835 (2016), Garbage Rates and Collection Bylaw *	1 <sup>st</sup> Reading
E) Bylaw No. 1836 (2016), Records Retention Bylaw *	1 <sup>st</sup> Reading

**5. REQUESTS FOR DECISION**

- |           |   |                   |
|-----------|---|-------------------|
| <b>A)</b> | Community Organization Property Tax Exemption Regulation *                          | For Consideration |
| <b>B)</b> | Pat's Off-Road Transport Bulk Water Station Agreement *                             | For Consideration |
| <b>C)</b> | Seniors Lease Agreement *   | For Consideration |
| <b>D)</b> | Alberta Community Partnership Grant Application for<br>Regional Solid Waste Study * | For Consideration |

**6. POLICIES**

- |           |   |                   |
|-----------|---|-------------------|
| <b>A)</b> | Policy 130 (2016), Off-site Levies Policy * | For Consideration |
|-----------|---|-------------------|

**7. CORRESPONDENCE**

- |           |  |                 |
|-----------|--|-----------------|
| <b>A)</b> | Alberta Municipal Affairs *<br>Re: Municipal Sustainability Initiative | For Information |
| <b>B)</b> | TransCanada *<br>Re: TransCanada-operated pipeline information         | For Information |

**8. OTHER**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Redcliff/Cypress Regional Waste Management Authority *<br>Re: Landfill Graphs to October 31, 2016 | For Information |
| <b>B)</b> | Council Important Meetings & Events November 14, 2016 *   | For Information |

**9. RECESS**

**10. IN CAMERA**

- |           |           |
|-----------|-----------|
| <b>A)</b> | Land (2)  |
| <b>B)</b> | Legal (1) |

**11. ADJOURN**

<b>ACCOUNTS PAYABLE CHEQUE LIST</b>			
<b>COUNCIL MEETING NOV 14, 2016</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
81004	ACTION PARTS	HEADLAMP	\$12.09
81005	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$73.49
81006	BILL'S ELECTRIC	CHECK BREAKERS/TIME CLOCK/REPLACE FAN	\$491.40
81007	THE BOLT SUPPLY HOUSE	RAIN JACKET & PANTS/CABINET	\$1,253.60
81008	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$54.92
81009	C.E.M. HEAVY EQUIPMENT	SEAT COVER	\$67.57
81010	CHAMCO INDUSTRIES	COMPRESSOR/TRAVEL/FILTERS	\$2,360.58
81011	CITY OF MEDICINE HAT	CANALTA CONTRIBUTION/911 DISPATCH FEES	\$14,889.50
81012	DUCKERINGS TRANSPORT	SHIP 4 DRUMS	\$461.35
81013	FOX ENERGY	FALL PROTECTION EQUIPMENT INSPECTION	\$663.99
81014	GAR-TECH ELECTRICAL	CAMPGROUND ELECTRICAL REPAIRS	\$78.75
81015	REDCLIFF HOME HARDWARE	GARBAGE BAGS/PLIERS/ANTIFREEZE/CEMENT	\$1,469.90
81016	HYDRODIG	REPAIR CURB STOPS	\$934.50
81017	KIRK'S MIDWAY TIRE	TIRES	\$2,037.00
81018	KOST FIRE EQUIPMENT	FIRE EXTINGUISHER TEST	\$701.40
81019	LIFESAVING SOCIETY	EXAM FEES	\$136.00
81020	SHAW CABLE	INTERNET	\$129.05
81021	MURRAY CHEVERLOT CADILLAC	HEATER CONTROLL MODULE	\$242.04
81022	SUNCOR	FUEL	\$1,701.03
81023	REDCLIFF PUBLIC LIBRARY	LIBRARY OPERATIONAL TRANSFER	\$54,452.91
81024	REDCLIFF MUSEUM	CURATOR WAGES	\$10,000.00
81025	RODEO FORD	REPLACE SPARK PLUGS	\$630.55
81026	TELUS COMMUNICATIONS	2-WAY RADIO SERVICE	\$20.12
81027	DARLEY, KEELY	PROGRAMMING	\$442.00
81028	BERT'S VACUUMS	TOILET PAPER	\$97.65
81029	LKAUTZ, CARLA	REFUND FACILITY DEPOSIT	\$50.00
81030	UNGER, ISAAK	REFUND KEY DEPOSIT	\$250.00
81031	LEWIS, LYNN	REFUND CREDIT ON ACCOUNT	\$15.00
81032	MOENCH, AMI	REFUND CREDIT ON ACCOUNT	\$189.69
81033	WESTERN CANADA WELDING	WIRE	\$43.21
81034	MASTERCARD	VARIOUS	\$13,973.92
81036	FORAN EQUIPMENT	SLOPE REDEMPTION	\$3,150.00
81037	AMEC	WATER TREATMENT PLANT UPGRADE	\$178.13
81038	ATRON	WATER HEATER REPAIRS/REPLACE COMPRESSOR	\$12,656.60
81039	AUMA	QUEEN'S PRINTER SUBSCRIPTION RENEWAL	\$131.25
81040	CASEY, LORNE	TRAVEL REIMBURSEMENT	\$65.00
81041	CITY AUTO PARTS	FILTER	\$152.15
81042	CITY OF MEDICINE HAT	SPECIAL TRANSIT	\$61,790.00



81043	CYPRESS GROUP	PHOTOCOPIER FEES	\$205.05
81044	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$481.00
81045	DIAMOND SOFTWARE	ESEND CONSULT/ENHANCEMENT RENEWAL/PLAN	\$21,507.11
81046	FAST TIMES MACHINING	TRUCK MAST MACHINING/REMOVE REDI ROD	\$3,765.51
81047	FOX ENERGY	DSIGNS/BARRICADE BOARDS/	\$1,007.21
81048	HAT AGRI SERVICE	SEAL KIT/BLADES/HITCHES	\$1,409.38
81049	REDCLIFF HOME HARDWARE	ENGINE PARTS/LABOUR	\$330.67
81050	JACOB'S WELDING	WELD CAPS/WELD BLOCKS	\$955.24
81051	KIRK'S MIDWAY TIRE	TIRE REPAIR/NEW TIRES	\$1,197.00
81052	KOST FIRE EQUIPMENT	FIRE EXTINGUISHER FEES	\$783.83
81053	LATERAL INNOVATIONS	HOSTING FEE FOR GARBAGE TRUCK GPS	\$970.20
81054	MELHAM, MIKE	TRAVEL REIMBURSEMENT	\$100.00
81055	MPECO	WATER TREATMENT PLANT - CONSTRUCTION	\$138,150.25
81056	MURRAY CHEVROLET CADILLAC	DEFROST CABLE	\$76.21
81057	PARK ENTERPRISES	PERMITS	\$1,183.56
81058	PITNEY WORKS	FOLDER/STUFFER FEES	\$36.58
81059	PRO COMM SOLUTIONS	CELL PHONE	\$593.25
81060	SAFETY CODES COUNCIL	PERMIT SAFETY CODES	\$454.80
81061	SHOCKWARE	INTERNET	\$52.45
81062	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$100.93
81063	STEIER, BARRY	TRAVEL REIMBURSEMENT	\$200.00
81064	SUMMIT MOTORS	COOLANT/CLAMPS/FARET	\$461.79
81065	SUPERIOR TRUCK EQUIPMENT	PROXIMITY SWITCH	\$88.14
81066	TELUS MOBILITY	CELL SERVICE	\$32.11
81067	EXACT CONCRETE	LIFT AND LEVEL MAIN ST	\$9,660.00
81068	TOWN OF REDCLIFF	PETTY CASH	\$425.45
81069	WOLSELEY	FRAMES/GRATES/MANHOLE COVERS	\$995.15
81070	WSP CANADA	RIVERVIEW GROUND WATER MONITORING WELLS	\$7,350.00
81071	ACTION PARTS	SEAL/DEEP CREEP	\$55.39
81072	AG-PLUS	TOOTH BIT, PLANE BIT/BOBCAT AUGER	\$21.47
81073	ALTA-WIDE BUILDERS	CEILING TILE	\$880.74
81074	AMSC	BENEFITS	\$17,187.03
81075	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$81.30
81076	ATRON REFRIGERATION	COMPRESSOR REBUILD	\$11,498.87
81077	BAKKER, BERNIE	TRAVEL ADVANCE	\$300.00
81078	BENCHMARK ASSESSMENT	ASSESSMENT FEES	\$16,246.91
81079	THE BOLT SUPPLY HOUSE	BOLTS & TERMINAL KIT/CABLE TIES	\$373.91
81080	BRANDT TRACTOR	STEERING LINKAGE	\$2,393.51
81081	BRUCE'S SEWER SERVICE	LINE CLEAN OUT	\$850.50
81082	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06
81083	C.E.M. HEAVY EQUIPMENT	ELEMENT BREATHER	\$92.22

81084	CITY OF MEDICINE HAT	ELECTRIC	\$7,337.82
81085	CLEAN HARBOURS	PAINT RECYCLING	\$1,044.59
81086	CLOVERDALE PAINT	PAINT	\$143.64
81087	COCOA BEAN CAFÉ	MEALS ON WHEELS	\$368.55
81088	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81089	C.U.P.E	UNION DUES	\$1,829.55
81090	EPCOR	UTILITIES	\$178.72
81091	FARMLAND SUPPLY	COUPLERS	\$128.60
81092	FATHER'S PIZZA	BUDGET LUNCH	\$109.88
81093	FIREWORKS SPECTACULAR	GST	\$350.00
81094	FORAN EQUIPMENT	SLOPE REDEMPTION	\$21,087.15
81095	FOX ENERGY	STREET BLADES	\$104.90
81096	GAR-TECH ELECTRICAL	RAW WATER GENERATOR BUILD. A/C INSTALL CIRCUITS	\$945.00
81097	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
81098	REDCLIFF HOME HARDWARE	CEMENT/TOOL KIT/ANCHORS/BOLTS/SCREWS/NUTS	\$441.74
81099	JACOB'S WELDING	WORK TABLE	\$1,522.50
81100	JOHANSEN, JAMES	EMPLOYEE REIMBURSEMENT	\$11.03
81101	KAL TIRE	TRIES/CHANGE OVER	\$794.39
81102	KEYWAY SECUIRTY	KEYS/KEY CABINET/REPAIR LOCK	\$253.05
81103	KIRK'S MIDWAY TIRE	CHANGE OVER	\$105.00
81104	KOST FIRE EQUIPMENT	BACKFLOW TESTING/FIRE EXTINGUISHER SERVICE	\$519.75
81105	L & B SHARPENING	CHAINSAW SHARPENING	\$37.80
81106	LEIPERT, LARRY	TRAVEL REIMBURSEMENT	\$341.01
81107	LETHBRIDGE SHREDDING	SHREDDING	\$72.45
81108	MBSI	HOSTED BACKUP	\$1,071.00
81109	MEDICINE HAT REFRIGERATION	INSTALL A/C UNIT	\$5,927.25
81110	SHAW CABLE	INTERNET	\$84.95
81111	SUNCOR	FUEL	\$3,457.09
81112	PRO COMM SOLUTIONS	HOTSPOT/ANNUAL MAINTENANCE CONTRACT	\$1,800.75
81113	SAFETY BUZZ	CONFINED SPACES	\$540.54
81114	SANATEC ENVIRONMENT	VACUUM SEPTIC TANK	\$152.25
81115	SCHEFFER ANDREW	SURVEY LAGOONS/RIVER VALLEY PARK	\$2,924.26
81116	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,768.11
81117	TELUS MOBILITY	CELL SERVICE	\$286.64
81118	HACH SALES	LAMP ASSEMBLY	\$176.61
81119	GREYLINE INSTRUMENTS	LOGGERS RETURNED FOR EVALUATION	\$1,120.35
81120	FAIRHURST, CAM	TRAVEL REIMBURSEMENT	\$125.00
81121	CONCRETE LIFTING	LIFT AND LEVEL FRONT ENTRANCE	\$677.25
81122	HARTY, BRENDAN	REFUND CONSTRUCTION DEPOSIT	\$500.00
81123	NORHAUGEN, KARL	REFUND SEWER SCOPE DEPOSIT	\$100.00
81124	PALMER, KARA	REFUND HUNTER'S ED COURSE	\$112.35

81125	SHEWARD, MARGARET	REFUND FACILITY DEPOSIT	\$50.00
81126	J & L SHUTTLE SERVICE	GRAND OPENING BUS RENTAL	\$420.00
81127	ZEP SALES	SOAP	\$344.45
		<b>TOTAL</b>	\$492,563.09

<p style="text-align: center;"><b>Information Item</b></p> <p style="text-align: center;"><b>EMERGENCY MANAGEMENT REGIONAL MASS NOTIFICATION SYSTEM</b></p> <p style="text-align: center;"><b>Municipal Services - June 22, 2016</b></p>
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**ISSUE:**

- Update on the implementation of the Everbridge Mass Notification System, hereinafter referred to as “Everbridge”.

**RECOMMENDATION:**

**Whereas:**

- In 2015, the City of Medicine Hat licensed Everbridge to provide an additional method to notify the public of potential emergency events.
- Everbridge provides targeted messaging by specific area via multiple communication methods as identified by the Public user, including cellular telephone, home/work landline telephone, text messaging, and email.
- The use of Everbridge will be shared between City of Medicine Hat, Town of Redcliff and Cypress County.
- Emergency Management Services has developed a detailed implementation plan and has been aggressively working through the plan with a projected Public implementation date of October, 2016.

**Therefore:**

- It is recommended through the Corporate Services Committee that City Council accepts this as information.

**FINANCIAL IMPLICATIONS:**

- The annual cost for the use of Everbridge is \$18,500, which will be shared between three participating parties; City of Medicine Hat, Town of Redcliff, and Cypress County, dependent on continued participation from Town of Redcliff and Cypress County in future years. The division of cost is directly related to the ratio of population between the three participating parties. The estimated implementation cost is \$2,500.

**PUBLIC CONSIDERATIONS:**

- The Public relies on the City of Medicine Hat Emergency Management Services to notify them of potential and actual emergency events affecting their area and to provide instructions to follow during an emergency event. Following the recent large-scale emergency events impacting Alberta, the Public and Municipalities have identified the need for effective methods to disseminate information in a more timely fashion.

**ENVIRONMENTAL CONSIDERATIONS:**

- Not applicable.

**BACKGROUND/RATIONALE/ANALYSIS:**

- City of Medicine Hat is currently using various methods to communicate potential and actual emergency events to the Public, including Alberta Emergency Alert, social media (i.e. Twitter, Facebook), local media (i.e. radio, television), door hangers, and door to door sweeps.

- Everbridge adds additional levels of functionality to the methods currently being used. Additional functionality includes the ability to send a notification through multiple communications channels (e.g. email, text message, telephone), the ability to target specific areas, and the ability to receive confirmation that the Public user has acknowledged the notification.
- Currently, 28,329 Public names and landline telephone numbers have been uploaded into Everbridge, representing 41% of the population of City of Medicine Hat and Town of Redcliff. The Public names and landline telephone numbers were added by uploading the local White and Yellow Pages data.
- The implementation plan focusses on Public self-registration via a web-based portal, where the Public users may add additional contact methods and addresses (e.g. home, work, relative's home) or change the information at any time through their own user portal.
- The implementation plan also focusses on contingency measures to prevent notification errors and data breaches, which includes detailed training for internal users, usage procedures, and investigation procedures should an error or data breach occur.

#### **OPTIONS CONSIDERED:**

- Continue to rely on existing methods; however, these methods rely on the Public's use of social media platforms and the Public's interest in listening to local radio or watching local television. In addition. The current methods are not area-specific, where targeted notifications are required (i.e. evacuation of a specific area). This option is not recommended.

#### **IMPLEMENTATION PLAN:**

The implementation plan incorporates the following broad actions:

- 1) The development of procedures, printed marketing material, social media marketing, and consultation with key stakeholders, including industry and local community groups. The anticipated completion date for the listed actions is June 30, 2016.
- 2) The training of internal users, communication to key stakeholders, testing the implementation of the process internally using City of Medicine Hat staff, and revising processes dependent on the results of the implementation test. The anticipated completion date for the listed actions is September 30, 2016.
- 3) The full Public implementation of Everbridge, including presenting at community group events, communicating through the media, and managing a trade show booth. In addition to the Public implementation process, a mass test of Everbridge will be conducted. The anticipated completion date for the listed actions is October 31, 2016.
- 4) The continued communication to the Public, research into additional notification types (i.e. non-emergency notifications), and implementation of those additional notification types. These actions are on-going.

#### **PREPARED BY & DATE:**

**Merrick Brown, Coordinator –  
HSE & EM Training &  
Development**

**June, 2016**

**Joe Cartwright, Director of Health,  
Safety, Environment & Emergency  
Management**

#### **APPROVED BY & DATE:**

**Merete Heggelund, CAO**

**June, 2016**



2016

# Parks + Recreation Master Plan



First Draft

Town of Redcliff



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## **APPENDICES**

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*Parks, Trails and Recreation Facilities Overview*

*Mountain Bike Skills Park*

*Mountain Bike Trail Network*

*Waterfront Access*

Appendix B    Conceptual Park & Driving Range Design

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Community and Protective Services Planning Session 1-3

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Table 8.2 Comparison to Provincial Averages for similar-sized communities  
& Alberta Lottery Fund Comparison

Table 11.1. Timelines and Budgets by Recommendation

## 1. EXECUTIVE SUMMARY

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

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

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

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

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



### Online Survey

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

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

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

### Community Engagement

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

## 2. INTRODUCTION

The Town of Redcliff seeks to engage the community services department in the development of a comprehensive Parks and Recreation Master Plan. The Plan will be a long range planning document that will provide direction for managing and developing parks and recreation



facilities, programs, infrastructure, resources, and investment over a 20 year horizon. The Master Plan process will assess the status of parks and recreation within the Town of Redcliff and plan a future that reflects the values and needs of the community.

## 2.1 THE PURPOSE

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

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

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

## 2.2 THE PROCESS

The Plan was completed in three overlapping phases: information gathering, issue identification, and development of recommendations. The first phase for the Plan entailed the compilation and analysis of relevant reports and data. Reports such as the Land Use Bylaw 1698/2011, Strategic Priorities Plan 2015-2017, and the Municipal Development Plan 2010 were reviewed through the lens of the Town's Parks and Recreation system.

### 3. VISION, PRINCIPLES + DELIVERY MODEL

#### 3.1 COMMUNITY DEVELOPMENT MODEL

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

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



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

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

#### **Recommendations:**

- Create a culture of ongoing community collaboration and consultation; employ a variety of methods for staff interaction with stakeholders and the wider community.
- Provide staff with training in facilitation, public consultation and partnership development and



- Develop partnerships with community organizations to enhance and expand recreational programs and facilities.

### 3.1.1 VOLUNTEER ENGAGEMENT

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

#### **Recommendations:**

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

### 3.1.2 COMMUNITY ENGAGEMENT

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

The following topics have stood out as priority areas where increased communication and engagement should be prioritized. Also, special attention should always be paid to ensure the inclusion of seniors, youth, minority populations, and other hard to reach resident's time and energy as well as the limitations of existing staff resources.

**Recreation programs**-Development of programs (outdoor, Senior's, and Youth in particular) program evaluations methods, researching program gaps or inequalities, establishing partnership.

**Recreation Centre**-Recreation Centre and pool upgrades and development policies and procedures, development of indoor programming, establishing partnerships.

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

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

**Outdoor Recreation**-Issues related to trails, dikes, access and maintenance, input on watersports and waterfront access and needs; climbing and backcountry access points and routes; development of program partnerships: Tourism

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

### 3.1.3 COMMUNITY PARTNERSHIPS AND COLLABORATIONS

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

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



#### **Recommendations:**

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



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



## 3.2 CUSTOMER SERVICE AND MARKETING

### 3.2.1 CUSTOMER SERVICE

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

#### **Recommendations:**

Create a technology working group with representation from Finance, Recreation Services, Parks Operations, Community Services and District IT Department to improve online services (such as registration) and internal registration and program tracking systems.

Undertake a competitive analysis on all community rental space with the objective to ensure municipal space is comparative and aligned.

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



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

### 3.2.2 MARKETING

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

#### **Recommendations:**

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

## 4. RECREATION HUBS

### 4.1 RIVER VALLEY PARK

While this document outlines the general vision for River Valley Park, there is an urgent need for further development of a site-specific Master Plan. The benefits of such a plan include cost savings by coordination and planning facilities that can serve multiple purposes; avoidance of future conflicts and constraints due to poor or inefficient siting of

amenities; and greater certainty to enable community organizations at the park to pursue long-term goals. A Master Plan would enhance the park's function as the recreational vehicle, camping and event hosting destination for the area.

#### 4.2 INDOOR RECREATION FACILITIES

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

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

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

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

Current demand, population density and economic considerations suggest there is limited justification for developing competing facilities in Redcliff for a market that appears to be well served. It is likely that for indoor facilities of this type to compete successfully with existing facilities nearby, they would need to offer either superior or unique amenities or



present users would stay where they are. Any new major recreation facility development in Redcliff should be unique and directed toward meeting leisure service objectives at an appropriate scope and scale.



#### 4.2.1 REC-TANGLE ARENA

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

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

##### **Arena Requirements**

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

**1. Concession Upgrade**

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

**2. Public Washroom Upgrade**

The public washrooms are original to the facility, and a refurbish of the facilities would go a long way in

**3. Ice Pit / Maintenance Area**

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

**4. Program Opportunities**

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

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

## 4.3 OUTDOOR RECREATION FACILITIES

### **Lions Campground**

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

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

### **Recommendations:**

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



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

670 Mountain bike club (670) was founded in 2013. Its purpose was to bring the south-eastern Alberta mountain bike community together to advocate for mountain biking.



Until then mountain bikers had no voice to advocate for trails, access to trails, and to get the kind of infrastructure that mountain bikers need to enjoy our sport. Since quiet recently, the vast majority of mountain bikers in this area would travel elsewhere, or go locally along existing game or other trails, which have been known to be used by hikers, dog walkers, runners and cyclists. The existing undeveloped trail network was being used by cyclists and outdoor enthusiasts, with little to no maintenance. The club's overarching goal was to take the existing trail network and upgrade to International Mountain Bicycling Association standards. Their intention as a club is to hold formal planned events on the bike trail system such as: bike rally events, group rides, interpretive programs, and



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

### **Redcliff Aquatic Centre**

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



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

## **5. RECREATION PROGRAMMING**

Overall, there is a wide range of recreation programs offered at Town facilities, as well as through community organizations, clubs, and the private sector. However, there is always room



for improvement and recreation programming should be continuously adjusted to meet the changing needs of as many residents as possible. For example, currently there is a great need for programming for young children, but in 5-10 years that will turn into a need for high quality youth programming.

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

#### 5.1. SPORT, HEALTH + WELLNESS

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

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

#### **Recommendations:**

- Review community programming and event guide with the Recreation Service



Board prior to implementation.

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

## 5.2. OUTDOOR RECREATION

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



### Recommendations

- Create partnerships with outdoor recreation organizations to expand Redcliff's programming opportunities focusing on beginner level, fundamental skills development in outdoor recreation and sports.
- Incorporate policies and programs to improve children's access to and interaction with nature such as playgrounds focused on nature play, hiking



activity programs, and environmental education.

- Consider creating a park-use permit system for commercial operators, particularly those benefiting from public outdoor recreation amenities (kayak guide, fitness trainers, or other private businesses operating in public parks and trails), to Generate funds for Outdoor Recreation infrastructure maintenance (signage, trails upkeep, etc.).

## 6. GATHERING + CELEBRATING IN REDCLIFF

### 6.1. EVENTS COORDINATION

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

#### Recommendations

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



- Develop clear and simple event policy and procedures
  - Streamline the event approval processes
  - Improve coordinated event marketing and public education campaigns
  - Foster event partnerships and
  - Provide event evaluation mechanisms
- Increase coordination and consultation between the Municipality and local event organizers

- Regarding ways to improve planning for and enhancing, growing, enriching and building events in the community
- Intergrade small scale events into to increase participation and profile of recreation programs and services
- Provide suggestions and guidance for “greening” events through environmentally responsible practices
- Create event contract language to identify the rights and roles of partners in events
- Transportation: Develop a Transportation Strategy in coordination with event host organizations And the Town Engineering Department. The Town should enable events and reduce impacts on Residents by developing a transportation strategy particularly for those occurring at or the plan would include a variety of components that are incorporated as needed, based on specific sizes and needs. Transportation planning could include parking (for event organizers, attendees, and the disabled), shuttles, bike



parking, public transportation and traffic detour planning. These components will enhance events and reduce the impacts on residents and visitors alike. Once the plans are in place for these two key locations, it can be modified for other locations around the Town as needed.

- Consider ways to improve safe pedestrian, bike and vehicle access to and from event site, particularly in the vicinity of Lion’s Park and Memorial Park.
- Growing support for large special events provides an opportunity to establish a new “events” site in the future, probably at a new location designed to accommodate larger events beyond the capacity of existing event locations.

## 6.2. EVENT INFRASTRUCTURE

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



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

### **Recommendations**

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





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

### 6.3. TOWN CENTENNIAL

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

#### Recommendations

- Initiate planning for The Towns 110 Anniversary (2023) including consideration of the following:



- Event tie-ins;
  - Marketing/Promotional strategy;
  - Commemorative legacy-Pursue funding of a major capital project
- Undertake a strategic planning process for the River Valley Park precinct that considers the synergies and space requirements for an enhanced canoe/kayak put in, pedestrian River Access and parking for these facilities; and
- Undertake a strategic planning process for River Valley Park and Memorial Park to create a cohesive and connected central location to hold special events





## 7. ARTS, CULTURE + HERITAGE

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

There is not a formal arts, culture and heritage policy within the Town, but these elements play a significant role in the identity of the community and play an important part in attracting and enriching the experience of both residents and visitors.

Embracing the strengths that arts, culture and heritage bring to the community can help to expand and bolster the “Greenhouse Capital of The Prairie’s brand”

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

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

### **Recommendations**

- Develop an Arts, Culture and Heritage strategy to lay out principals, strategic direction, Goals and roles and responsibilities of all parties in fostering a creative community;
- Consult the full spectrum of arts groups, recreation organizations, educational institutions, cultural and heritage groups within the Town and potentially the region
- This strategy should consider the following:
  - A partnership with the Parks & Recreation Department, The Advisory Board to create arts & cultural programs for children, youth and adults. Utilize local artists for introductory arts education and skill development through the Community & Protective Services Department and promote an arts & culture council for immediate and advanced arts skill development and
  - Integration and leverage of Tourism planning in the Redcliff;
- Special consideration in future facility development and programming should include space for visual arts, dance, theatre, music and multimedia. In the interim, consider additions to arts programming in the Senior Centre spaces;
- The arts are recognized as an important “means” to reach and engage pre-teens and youth. Community & Protective Services should focus on this hard to reach market with creative programs that build skills and enable self-expression;
- Consider an artist-in-residence program for the Senior’s Centre to launch introductory quality arts programming at the site;
- Create opportunities for visual arts displays in the parks and Senior’s Centre
- Encourage partnerships between event providers and the Town;
- Consider establishing an “Art in the Park” program that offers promotion for local artists and generates revenue;





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

## 8. THE REDCLIFF PARK SYSTEM

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

The quantity of Redcliff parks has been assessed using several different methods including

comparison with averages across Alberta, comparison with similarly-sized communities in the province, and analysis of spatial distribution and service area based on walking distances. Inventory numbers do not reflect the quality or condition of the amenities.

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

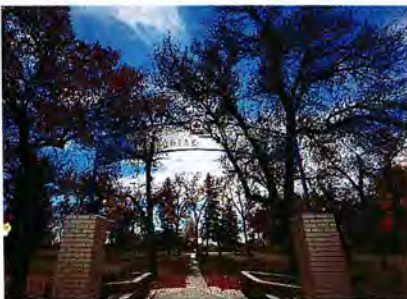


Campground	Greenspace	Rolling Mill	0.80	
Tot Lot NE	Playground	NE	.07	0.07
Tot Lot NW	Playground	NW	.05	0.05
Outdoor Rink	Playground	Margaret Wooding	.01	0.1
Aggie Oakland Park	Playground	Margaret Wooding	.09	
Riverview Park	Playground	River	0.81	0.81
Trukkers	Greenspace	Highway	0.55	0.55

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

### 8.1. PARKLAND AND AMENITY SUPPLY

The Municipality currently has a surplus of passive and active community parks, but is currently deficient in neighbourhood parkland. It should also be noted that school grounds are not included in this analysis, though they often provide amenities similar to neighbourhood parks.



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

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

## 9. ENVIRONMENT

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

### **Recommendations**

- Building on and aligning with ongoing mapping work, conduct terrestrial ecosystem mapping, wetland mapping, and sensitive habitat inventory of all District lands to determine those that should be considered for environmental protection; especially undeveloped park parcels that are not currently maintained;
- Develop guidelines for decision making processes to determine compatible/incompatible land uses in environmentally sensitive areas in order to balance future recreation demands with environmental protection;
- Provide organizational and budgetary support to ensure that improvement and expansion of amenities and facilities in environmentally sensitive areas supports environmental guidelines as developed under this Plan; and
- Develop partnerships with environmental and trails organizations to establish, support and implement long-term stewardship strategies for sensitive riparian habitats, particularly where trails exist that may result in environmental degradation over time.



## 10. TRAILS



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

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

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

## 11. IMPLEMENTATION

### 11.1. USING THE MASTER PLAN

This Master Plan provides recommendations for improvements to the parks and recreation amenities and programs over the next 10 to 20 years. Council's adoption of the Master Plan represents agreement in principle to the overarching vision for the community. This implementation section provides order of magnitude costs and timelines for the recommended initiatives.

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

## 11.2. TIMELINES, CAPITAL AND OPERATING COSTS

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

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

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

**Table 11.1. Timelines and Budgets by Recommendation**

**Partnerships and Community Development**

<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
Create volunteer community advisory groups.	Short	n/a	TBD (Staff Time)
Appoint staff to spearhead and liaise with Advisory Groups	Short	n/a	TBD (Staff Time)
Appoint staff member to spearhead Volunteer Coordination	Short	n/a	TBD (Staff Time)
Develop a Volunteer Policy and Strategy	Short	n/a	TBD (Staff Time)
Provide professional support to partners and community groups to build volunteer capacity within the community	Medium	n/a	TBD (Staff Time)
Develop a Partnership/Collaboration/Sponsorship policy.	Ongoing	n/a	TBD (Staff Time)
Develop a partnership and strategic plan with the School District for booking, maintenance and management of indoor and outdoor recreation amenities.	Short	n/a	TBD based on the partnership terms

**Recreation Hubs**

<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
<b>Lions Park Vision</b>			
Create a long-term Vision and Master Plan for Lions Park	Medium	\$5,000	n/a
Replace and expand existing water park	Short	\$100,000	n/a
Add electric power points around the park for use during events	Long	\$10,000	n/a
Add additional park benches / picnic tables	Short / Ongoing	\$8,000	n/a
Enhance irrigation system / pump isolation	Short	\$9,000	n/a
Replace and expand the existing playground and play structure	Long	\$65,000	n/a

Town of Redcliff Parks and Recreation Master Plan 2016

Add industry standard garbage receptacles	Short	\$4,000	n/a
Add drinking water fountain	Short	\$3,000	n/a
Upgrade kitchen and washroom facilities	Long	\$40,000	n/a
<b>Rec-Tangle Recreation Centre</b>			
Upgrade and expand concession and improve viewing area	Short	\$70,000	n/a
Upgrade and refurbish public washrooms	Short	\$20,000	n/a
Improve and expand change rooms	Long	\$500,000	\$7,000
Purchasing a ball hockey floor for off season rental	Medium	\$20,000	\$500
Explore options to repair crack in ice surface floor	Short	n/a	n/a
Upgrade to more energy efficient ice plant / condenser	Medium	\$100,000	n/a
Replace the ice arena	Long (20+ yrs)	\$2M / \$10 M	\$200,000 / \$400,000
<b>Redcliff Aquatic Centre</b>			
Reline existing pool to extend life	Medium - Long	\$100,000	n/a
Make to facility more accessible for mobility impaired patrons	Medium	\$25,000	\$1,000
Upgrade to include hot tub that is in facility design	Medium	\$50,000	n/a
Add a tot play structure within the fenced area	Long	\$15,000	n/a
Replace the aquatic centre	Long (20+ yrs)	\$1M	n/a
<b>Riverview Park</b>			
Expand area by adding picnic tables and fire pits	Short	\$3,000	n/a
Create public river access	Short	\$100,000	n/a
Add portable washroom facilities to enhance and promote public use.	Short	n/a	\$1000 / summer
Explore building camping area in completion of area structure plan to incorporate recreation and public use in design	Short	TBD (Staff Time)	TBD (Staff Time)
Upgrade existing irrigation and landscaping to accommodate increased use and to reflect the change in focus of the park	Short	\$15,000	TBD (Staff Time)
Install additional benches along paved walking path	Short	\$3,000	n/a
Expand paved walking path	Long	\$200,000	n/a
Install power outlets strategically to aid in handling and facilitating events	Long	\$25,000	n/a

<b>Recreation Programming</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
In general, expand the range of programming offered at Town facilities.	Short / Ongoing	n/a	TBD based on programs
Increase non-competitive and drop-in sports programs for youth and adults to attract new users.	Short / Ongoing	n/a	TBD based on programs
<b>Outdoor Recreation Programming</b>			

# Town of Redcliff Parks and Recreation Master Plan 2016

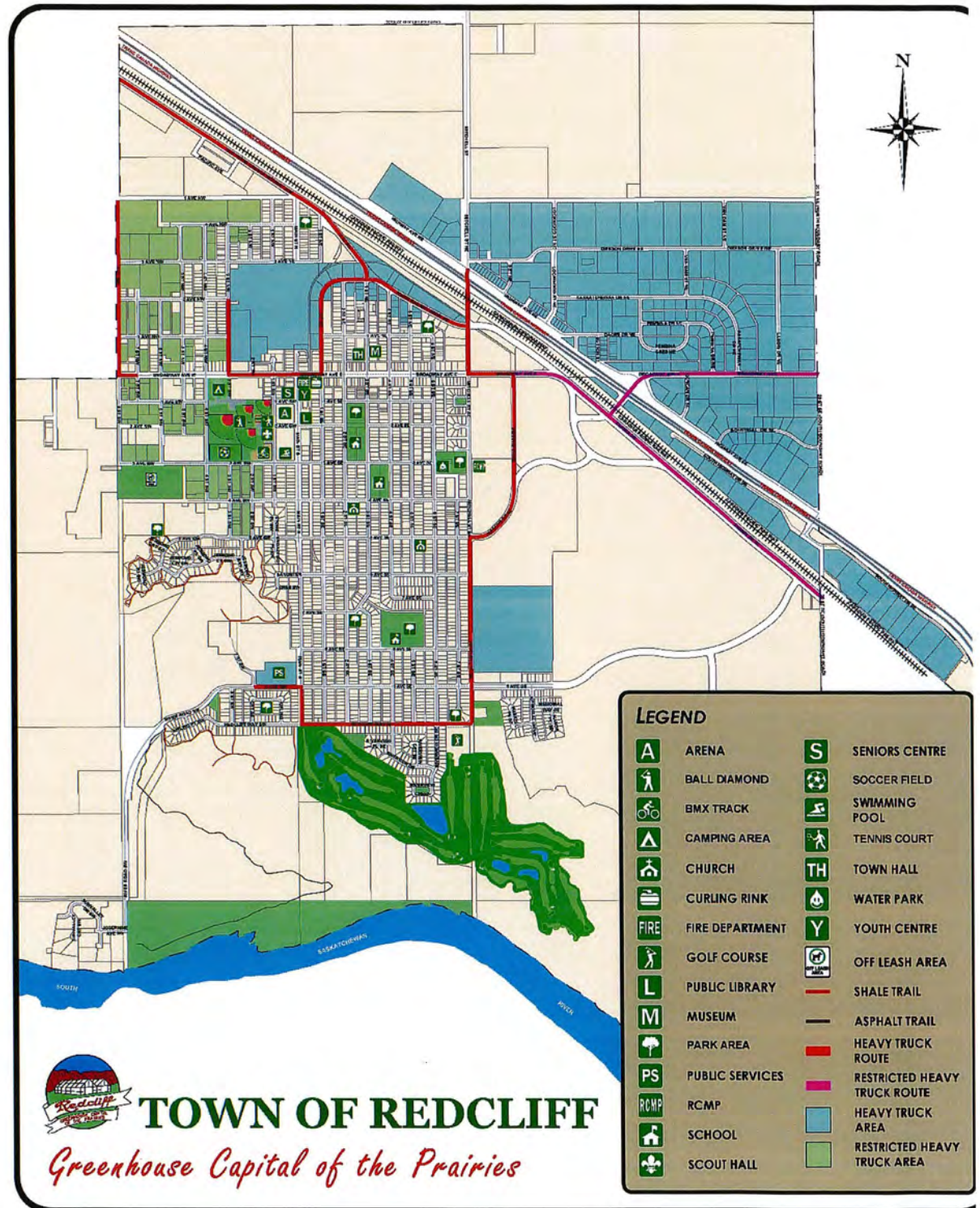
Create partnerships to provide beginner level, fundamental skills development in outdoor recreation and sports.	Short/Ongoing	n/a	\$2,500
Add childrens programs focused on nature play, hiking activity programs, and environmental education.	Short/Ongoing	n/a	\$2,000
Create a park-use permit system for commercial operators to generate funds for Outdoor Recreation infrastructure maintenance (signage, trails upkeep, etc.).	Short/Ongoing	n/a	\$1,000

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

<b>Arts and Culture</b>			
<b>Recommendations</b>	<b>Timeline</b>	<b>Capital \$</b>	<b>Operating \$</b>
Create an Arts, Culture and Heritage Plan or Strategy	Short	\$2,000	n/a
Establish an Art in the Park program	Long	\$4,000	\$1,500
Integrate art installations with trail signage and interpretation program	Medium & Ongoing	\$4,000	\$700
Create opportunities for visual art displays in Memorial Park	Long	\$2,000	\$5,000
Engage youth in arts and culture programming	Medium	\$3,000	\$4,000



# Appendix A

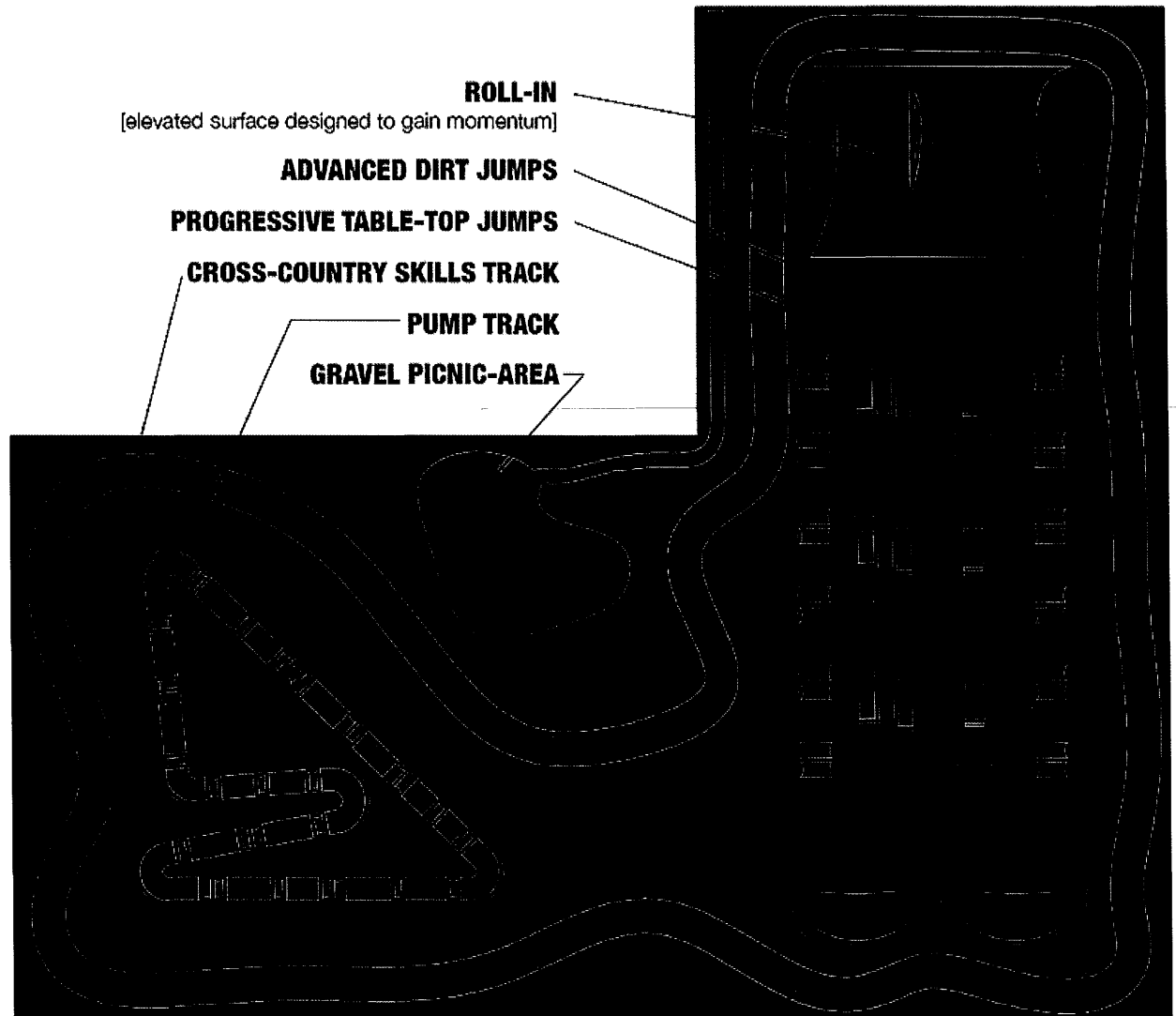


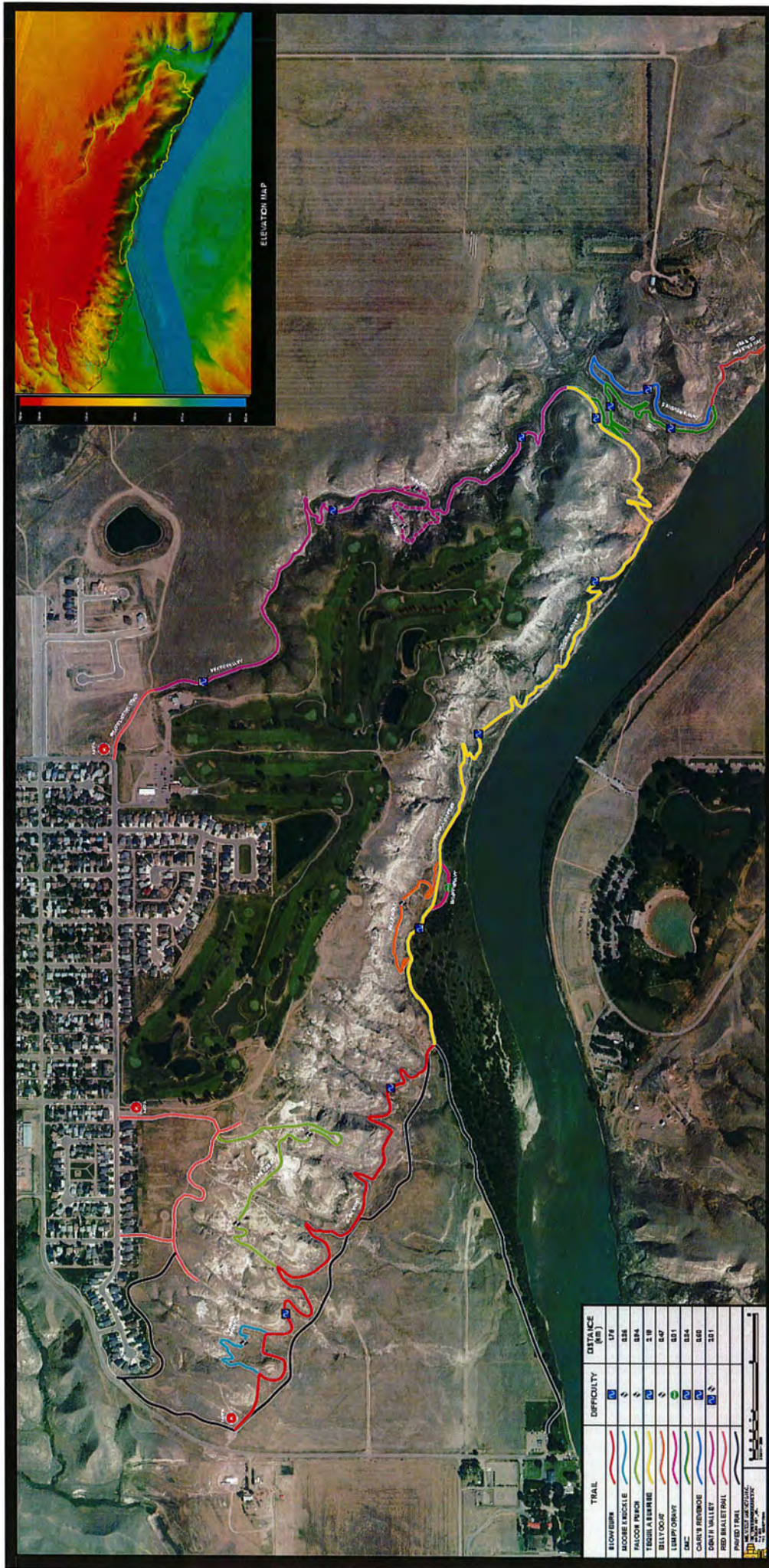


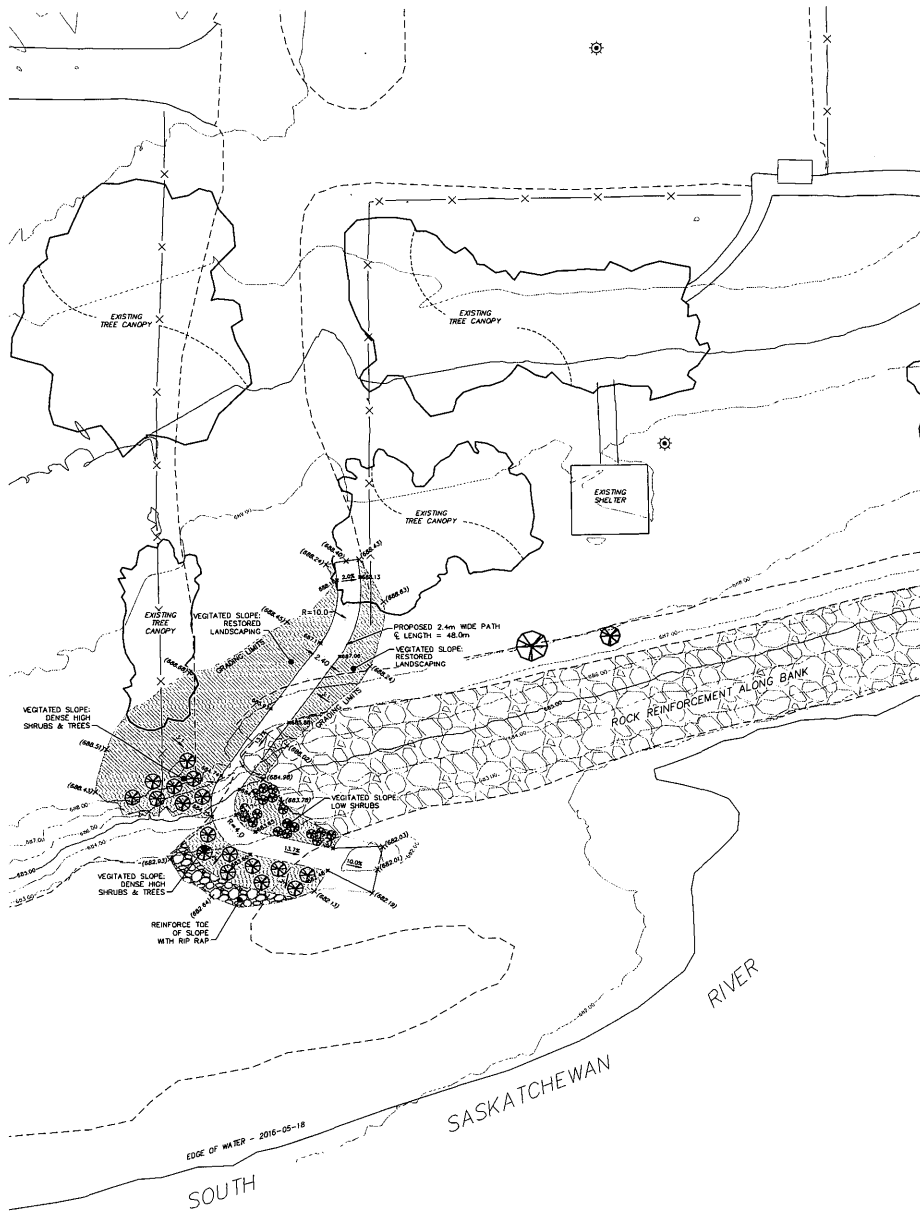




## Redcliff Mountain Bike Skills Park







LEGEND	
PROPOSED FEATURES	
SPOT ELEVATION (MATCH EXISTING)	x (685.55)
SPOT ELEVATION	#683.23
SURFACE GRADE LABEL	2.0%
TRAIL/PATH	
EXISTING FEATURES	
CONTOURS	
SPOT ELEVATION	x (688.88)
POWER POLE	
O/H POWER	
EDGE OF PAVEMENT	
EDGE OF GRAVEL	
FENCE LINE	
PAVED PATH	
LIGHT STANDARD	
TREE	

PROJECT  
RIVER PARK  
PATH EXTENSION

CLIENT/MUNICIPALITY  
TOWN OF  
REDCLIFF

**Scheffler Associates Ltd.**  
*Planners & Engineers*  
102 505 1st Street SE  
Medicine Hat, AB T1A 0A9  
403.526.3434  
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The Association of Professional  
Engineers and Geoscientists of Alberta  
STAMPS

DESIGN TEAM  
D. BERNHART  
G. CARLSON

REVISION		
No.	Date	Description
1		

ISSUE		
No.	Date	Description
1		

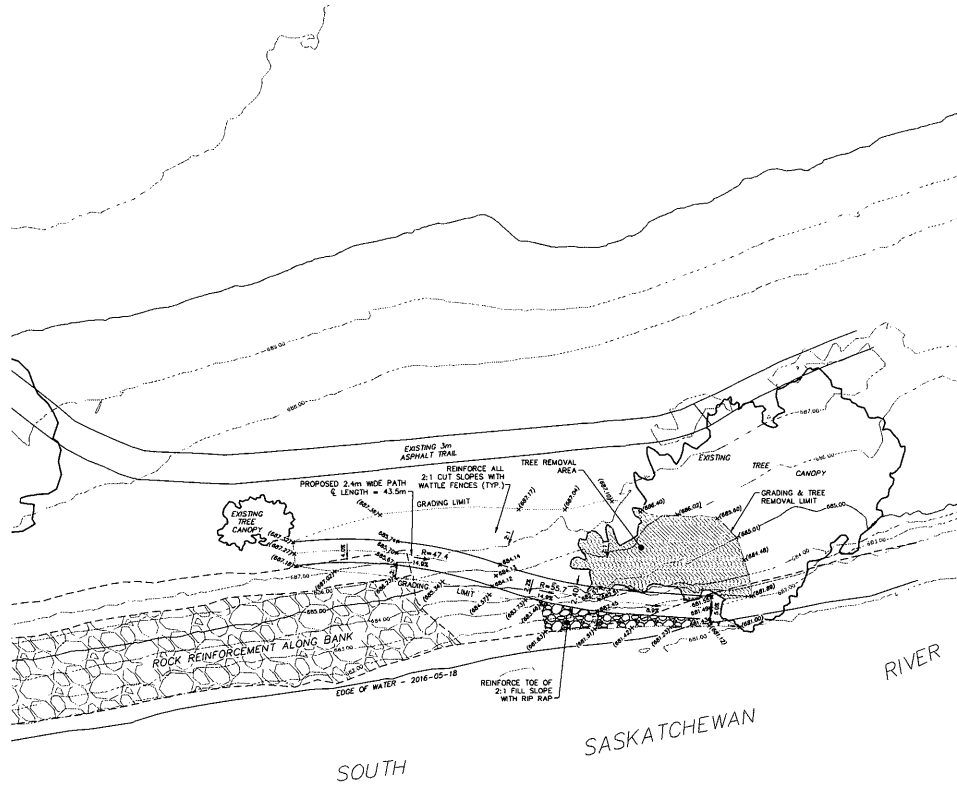
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DRAWING TITLE  
PATH EXTENSION  
SKETCH PLAN

DRAWING NO  
28368-PATH

ISSUE 0





LEGEND	
PROPOSED FEATURES	
SPOT ELEVATION (MATCH EXISTING)	x(685.55)
SPOT ELEVATION	m83.23
SURFACE GRADE LABEL	2.0
TRAIL/PATH	
RIIP RAP	
WATTLE FENCE SLOPE REINFORCEMENT	
TREED AREA (TO BE REMOVED)	
EXISTING FEATURES	
CONTOURS	
SPOT ELEVATION	x(688.88)
POWER POLE	
O/H POWER	
EDGE OF PAVEMENT	
EDGE OF GRAVEL	
FENCE LINE	
PAVED PATH	
LIGHT STANDARD	
TREE CANOPY	

PROJECT  
RIVER PARK  
PATH EXTENSION

CLIENT/MUNICIPALITY  
TOWN OF  
REDCLIFF

**Scheffer Andrew Ltd.**  
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102 505 1st Street SE  
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The Association of Professional  
Engineers and Geoscientists of Alberta

STAMPS

DESIGN TEAM  
D HERNIMAN  
G CORLEIGH

REVISION		
No	Date	Description

ISSUE		
No	Date	Description

SCALE  
1:250

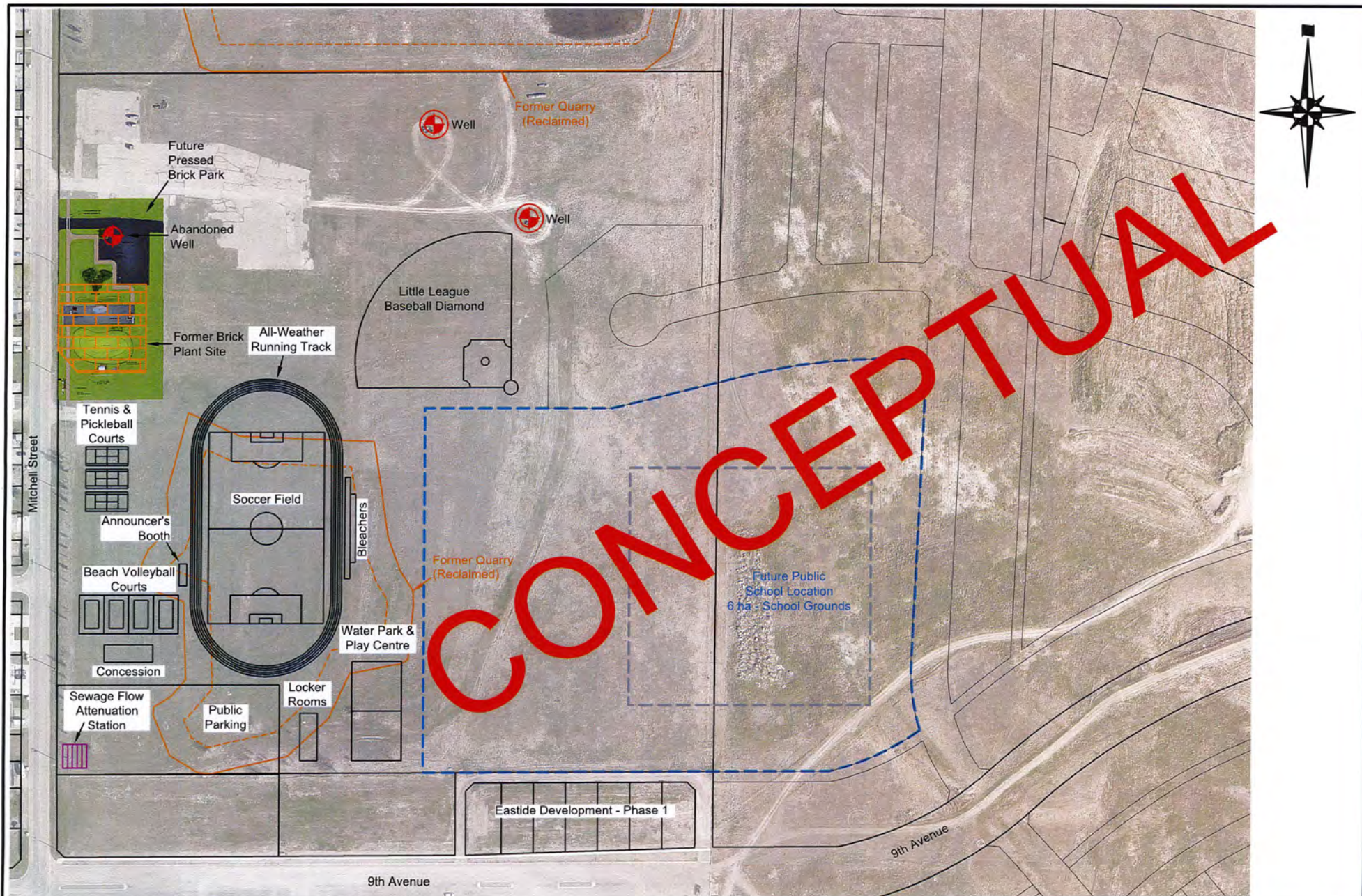
DRAWING TITLE  
EAST TRAIL  
DESIGN PLAN

DRAWING NO.  
28368-C02

ISSUE 0







**Town of Redcliff**

Phone: (403) 548-3618

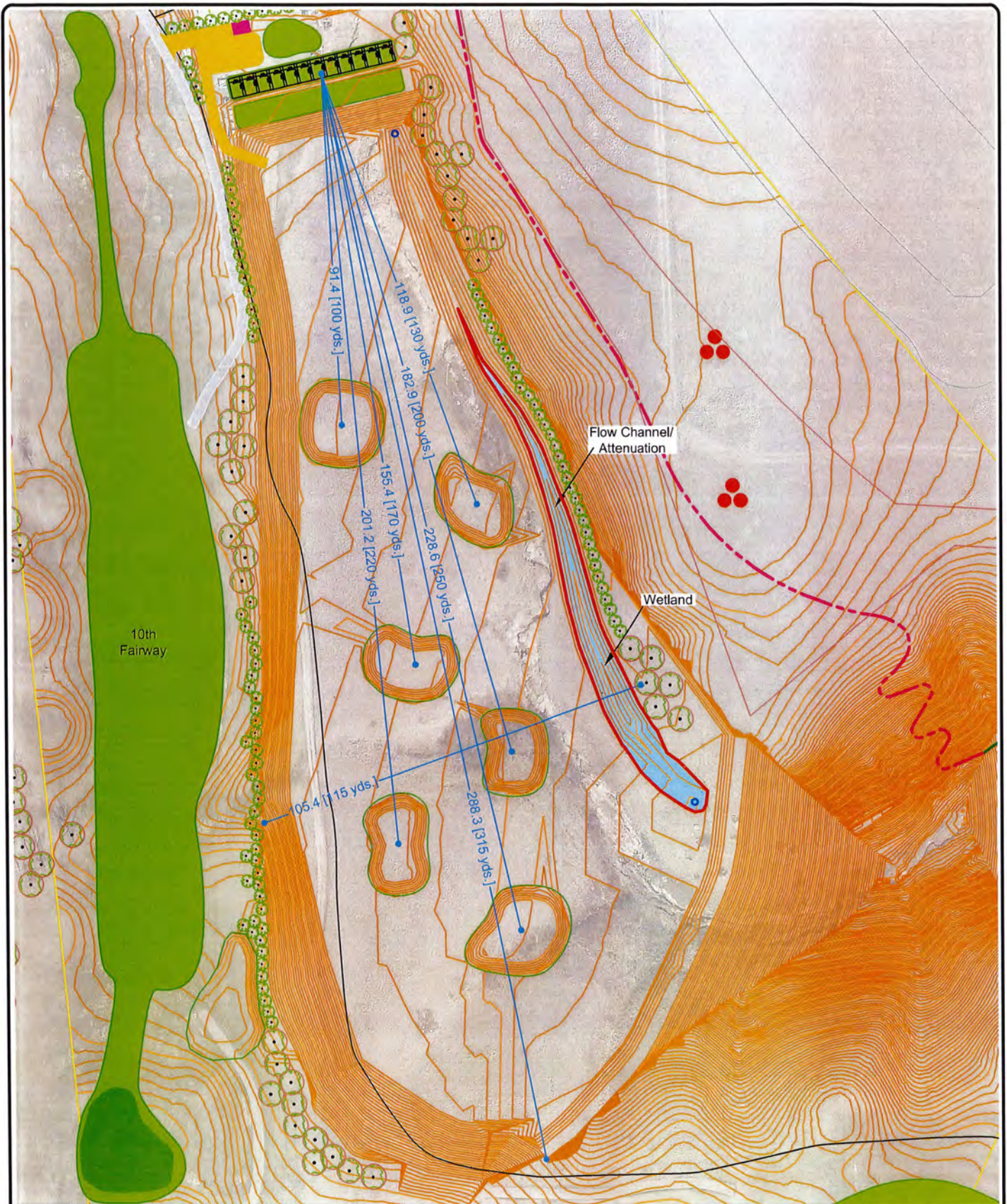
Fax: (403) 548-6623

Email: redcliff@redcliff.ca




No.	REVISIONS	Date
0	Plan Issued	Sept. 21, 2016
Scale: N.T.S.	Sheet: 1 of 2	REV: 0

## Concept of Public School Location and Multi-Sport Park





**LEGEND:**

- Archaeological Sites shown thus ..... 
- Proposed 670 Collective Bike Trail shown thus ..... 
- Trees (Multiple Varieties) shown thus ... 

**REVISIONS**

**Plan Issued**

DESIGN:  
James Johansen/Engineering Team

SHEET:  
2 of 5

DATE:  
Nov. 8, 2016

**Proposed Target Area Distances**

**Figure 2**





## Interim Report

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

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

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



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

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



able



**Recreation is.....**

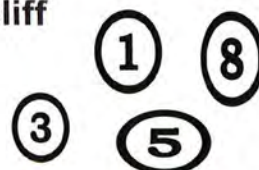
*The experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing. (from the Canadian National Summit on Recreation, [www.benefitshub.ca](http://www.benefitshub.ca))*

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

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

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

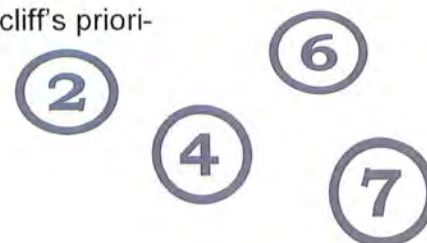
The top 4 benefits that Redcliff currently embraces:



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



Lower on Redcliff's priority list are:

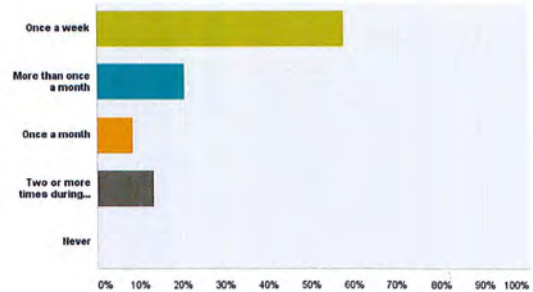


## Through our Online survey, you told us:

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

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

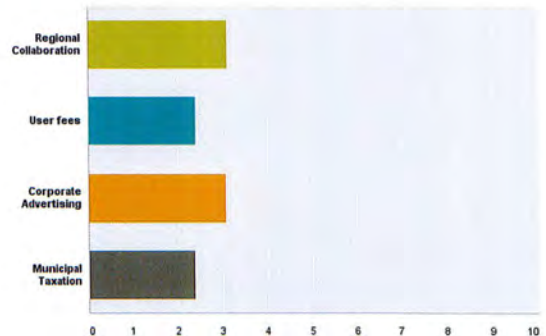
How much do you participate in recreation?



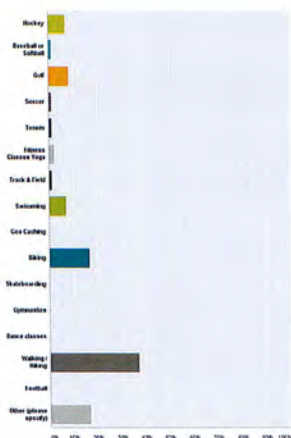
What recreational services or facilities are lacking or needing improvement in Redcliff:

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

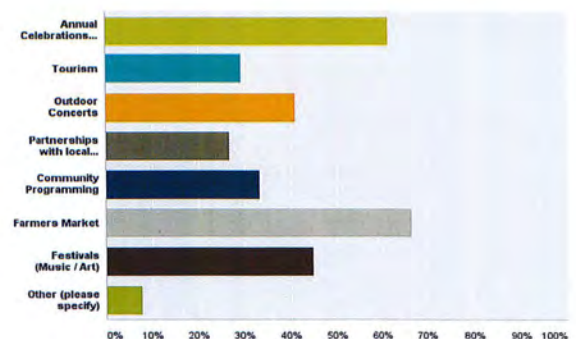
In order to develop and maintain park Improvements, how do you feel about supporting the following funding options:



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



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







# Town of Redcliff Recreation Board

## SWOT ANALYSIS NOTES

FROM COMMUNITY DISCUSSION

June 6, 2016

### Recap of Planning Day

The main objective of the Town of Redcliff Recreation Board Community Discussion was to engage board members and stakeholders in discussing the current strengths, challenges and opportunities for recreation in the Town of Redcliff.

The information contained within this document serves as the raw data notes from the community discussion that will assist the Recreation Board in further developing their Recreation Master Plan for the Town of Redcliff.

### 1. E-Scan (SWOT Analysis)

Doing a bit of an “enviro scan” sets the context for planning. It takes a “snapshot” of where we’re at. This then helps us figure out where we want to go and how we’re going to get there. It also provides valuable information that helps in making decisions and creating a meaningful analysis of the potential implications that your organization / community faces.

### SWOT Analysis



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

#### As we think about recreation in Redcliff...

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



## Strengths

**What recreation-focused assets do we have? What's working well? What are we known for?**

Following is the (laundry list) information identified from participants in the discussion:

### Facilities

- Arena
- Campground
- Curling Rink
- Running Track (Margaret Wooding)
- Swimming Pool
- Water Spray Park
- Golf Course
- Youth Centre
- Senior Centre
- BMX Track
- Baseball Diamond
- Tennis Court
- Basketball Courts
- Gymnastics Facility
- Skating outdoors
- Exercise / fitness facilities

### River

- Close proximity

### Parks / Paths / Trails

- Numerous parks
- 14 Playgrounds (some accessible)
- Good trails (walking / biking)
- Green belts
- Experience / well trained

### Sports

- Hockey
- Baseball / Softball / T-Ball
- Basketball
- Swimming
- Golf
- Soccer
- Tai Kwon Do / Karate
- Gymnastics
- Volleyball
- Exercise / fitness facilities

### Municipal Services

- Dep't dedicated to Parks and Rec

### Location / Topography

- Unique topography (river valley / coulee)
- Walkable community
- Proximity to large centre (Med Hat)

### Programming

- Lower cost programming
- Draw people from the City
- Newsletter
- Programs:
  - Summer Camps
  - Swimming
  - Library (ex. Lego)
  - Sports / Fitness / exercise
  - Brownies / Scouts

### Community Organizations

- Lions Club
- Library
- German Community Hall
- Youth Centre
- Senior Centre
- Schools (shared partnership with Town) used for recreation
- Sports / recreation groups (ex. Mountain Bike Club)

### Events

- Redcliff Days
- Canada Day - Fireworks
- Mountain Bike Club
- Gospel Jamboree
- Pool Party (themes)
- Movie and Park
- Pitch-in Week
- Walk / Run
- Parade (every 5-years)
- Skating with Santa
- Community Picnic (Lions Park)
- Dog events
- Open houses

## Weaknesses

**What challenges / issues do we have as it relates to recreation? What do we receive complaints about?**

### Facilities

- Aging facilities
- Cost to keep up
- Pool is seasonal
- Don't have many "non-traditional" facilities:
  - Race car track
  - Frisbee Golf
- Staff and volunteers for facilities

### River

- River access

### Parks / Paths / Trails

- Need to clean up trails
- No dedicated bike lanes
- Bylaws / pets
- No sidewalks / pedestrian to industrial area

### Municipal Services

- Taking resolution with complaints (with Parks and Rec Dep't)

### Location

- Proximity to large centre (Med Hat)

### Programming

- Cost
- Getting word out
- Lack of enrollment
- Lack of teen / pre-teen programs

### Community Organizations

- Lack of culture-based groups
- Limited service groups (specificity / focus)

### Community Engagement

- Volunteerism (declining numbers)
- Education to public

### Partnerships

- Regional partnership
- Local partner shift

### Funding / Sponsorship

- Cost to maintain facilities / run programs
- Not allowed to have sponsorship on signage (needs review)

## Opportunities

**What opportunities can we capitalize on? What's going on locally, regionally, globally that might create opportunities for recreation in Redcliff? Any emerging trends?**

- Explore different events / niche opportunities (for tourism draw)
  - Farmer's Market
  - Kite Festival
  - Tomato Festival
  - Tubing / Zip lining
  - Family Day evening (bouncy castles, food trucks, beer gardens)
- Bike trails / events
  - Evolution of bike trails
  - Blessing of bikes (turn into event)
- Enhance communication
  - More use of social media to get information out
  - Education and awareness of what is going on in community (ex. communicate info on resolutions (online, drop box))



- Community partnerships and engagement
  - Work with regional partnerships (to leverage funding)
  - Corporate partnerships (culture and rec)
  - Town work with organizations and businesses to promote events
  - Explore the idea of an overarching board – for more focus, to find out what everyone is doing and work together on projects. Ladies Auxiliary group does something similar
- More use of facilities and programming
  - Use of Harmony Hall
  - Draw on programming - exploit

## Threats

What's going on externally that might pose a threat to recreation in Redcliff? What external roadblocks exist? (Trends / Economics)

- Community engagement
  - Lack of participation
  - Volunteers
  - Lack of participants in programs
  - Lack of business engagement
- Public perceptions
  - Small town history
  - Residents' expectations
- Economy
  - Economic times / job loss affects people enrolling in programs and participating in recreational activities and events
- Location
  - Proximity to Medicine Hat equates to people driving to the City for programs / events
- Weather
  - Natural disasters
  - Heat
- Liability
  - Parks, sports, events, infrastructure

## 2. Next Steps

The notes and ideas shared from the SWOT Analysis will be used to further develop the Town of Redcliff Recreation Masterplan. These notes will also help the Recreation Board develop a set of strategic priorities and recommendations for moving recreation forward in the community.





## Town of Redcliff Community and Protective Services Department

# NOTES FROM STRATEGIC PLANNING DAY # 1

March 4, 2015

## Strategic Planning

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

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

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

## Recap of Planning Day

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

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

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



## 1. ENVIRO-SCAN

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

### SWOT Analysis

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



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

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

### Strengths

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

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



## Weaknesses

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

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

## Opportunities

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

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



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

## Threats

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

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



## 2. OUR PURPOSE (MISSION)

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

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

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

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

General ideas from small group discussions and large group debrief:

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

### Mission Worksheet Discussion:

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



## Considerations for Mission Statement Development:

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

We do this by:

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

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

### Additional Comments:

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

## 3. OUR FUTURE (VISION)

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

CPS Department staff and volunteers were asked:

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

The following list reflects the ideas shared:

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



### Considerations for Vision Statement Development:

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

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

Or...

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

#### Note:

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

## 4. NEXT STEPS

### Where do we go from here?

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

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

#### Purpose:

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

### Further Assistance and Support

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





## Town of Redcliff Community and Protective Services Department

# NOTES FROM STRATEGIC PLANNING DAY # 2

April 14, 2015

### Recap of Planning Day

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

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

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

## 1. SWOT ANALYSIS REVIEW:

### SWOT Analysis

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

#### Challenges:

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

#### Strengths / Opportunities:

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



## 2. REVIEW OF VISION (FUTURE)

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

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

### VISION:

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

## 3. REVIEW OF MISSION (PURPOSE)

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

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

### MISSION:

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

*We do this by:*

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

## 4. GOAL DEVELOPMENT

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

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



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

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

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

The CPS Department staff were asked:

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

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

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

Organizational Effectiveness		Infrastructure	Leadership	Communication	Community
<b>The CPS Dept is effectively managed with secure resources in place</b> <ul style="list-style-type: none"> <li>• Need more regular and consistent council and admin support (and reasoning for decisions)</li> <li>• Access and manage funding</li> <li>• Clear /concise direction from Council / management</li> <li>• Fire Dept. needs paid positions (Chief – FT, Deputy – FT)</li> <li>• Need more staff (rec) during transitional periods (May to Sept)</li> </ul>	<b>The CPS Dep’t supports qualified and well-trained staff</b> <ul style="list-style-type: none"> <li>• Training: Access to recognized courses to become appropriately qualified to achieve goals</li> <li>• Better system of training</li> </ul>	<b>The CPS Dept ensures a high standard of care for its facilities and equipment</b> <ul style="list-style-type: none"> <li>• Technological improvements</li> <li>• Upgrading facilitates</li> <li>• Parks and Rec facilities are well maintained</li> <li>• Upgrade equipment</li> <li>• Programed and scheduled equipment upgrades and replacement and maintenance</li> <li>• Fire hall replacement</li> <li>• Programmed and scheduled facility and technological upgrades</li> <li>• Rec facility improvements (pool, trails, rink, campground)</li> </ul>	<b>Strong leadership, governance &amp; accountability</b> <ul style="list-style-type: none"> <li>• Stay up-to-date with policies / legislation</li> <li>• Have work alone policies / procedures</li> <li>• Creating vision, mission / goals for dept.</li> </ul>	<b>Effective communication strategies are in place internally within the dept &amp; externally with the community</b> <ul style="list-style-type: none"> <li>• Improve communications system for whole dept. (cell / radios)</li> <li>• Improved communication b/w depts. (enhanced)</li> <li>• Develop better inter/intradepartmental communication and with the community</li> <li>• Regular dept. meetings to enhance cohesiveness</li> <li>• Develop open and receptive attitude towards criticism</li> <li>• Increase use of social networking tools</li> <li>• Familiarize ourselves w/ other depts.</li> </ul>	<b>The CPS Dept actively engages and collaborates with its community</b> <ul style="list-style-type: none"> <li>• Increase or encourage community involvement (volunteers) Ex. Bd recruitment</li> <li>• Seek appropriate and timely feedback from the community</li> <li>• Collaboration w/ community groups accessing our rec facilitates</li> <li>• Customer service satisfaction very important</li> </ul>

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



## 5. NEXT STEPS

### Where do we go from here?

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

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

#### Purpose:

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

### Further Assistance and Support

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



## Community and Protective Services Department

# NOTES FROM STRATEGIC PLANNING DAY # 3

September 9, 2015

## Recap of Planning Day

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

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

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

## 1. VISION AND MISSION

Staff reaffirmed the following vision and mission statements as follows:

### VISION: (Future)

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

### MISSION: (Purpose)

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

*We do this by:*

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



## 2. GOAL REVIEW

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

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

## 3. STRATEGY & ACTION

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

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

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

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

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

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

##### **Actions:**

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

#### **Strategy 2: Access and manage funding**

##### **Actions:**

- Provide report / update on budget so we have an idea of where we're at (Parks and Rec)
- Review budget reports (ex. regular printouts of department spending)
-

## **Goal 2: The CPS Dept supports qualified and well-trained staff**

### **Strategy 1: Determine needs of staff for training**

#### **Actions:**

- Identify / Align job descriptions to required training needs
- Create a list of training options that are a need
- Create list of training options that are a need / want

### **Strategy 2: Ensure a better system of training**

### **Strategy 3: Provide training opportunities for staff**

#### **Actions:**

- Provide access to recognized courses to become appropriately qualified
- Offer group-training opportunities (hands-on) for Parks and Rec

## **Goal 3: The CPS Dept ensures a high standard of care for its facilities and equipment**

### **Strategy 1: Develop policy / procedures for standard of care for facility and equipment**

#### **Action:**

- Review existing documentation / procedures

### **Strategy 2: Explore improvements to enhance high standard of care**

#### **Actions:**

- Technological improvements
- Parks and Rec improvements for safety of buildings
- Update signage
- Enhance care of C & P Department equipment and storage

## **Goal 4: Strong leadership, governance and accountability**

### **Strategy 1: Develop policies and training programs**

#### **Actions:**

- Develop a policy for working alone
- Develop in-house training program

### **Strategy 2: Engage regional partnerships for collaboration on training**

#### **Actions:**

- Participate with regional partners for training



## **Goal 5: Effective communication strategies are in place internally within the Dept and externally with the community**

### **Strategy 1: Access to communication tools, training, and policy**

#### **Actions:**

- Use of social media tools
- Communication training

### **Strategy 2: Improve communication system for whole Dep't (inter / intra departmental)**

#### **Actions:**

- Have unit meetings / familiarize ourselves with other departments
- Access to communication (radio / cell)

### **Strategy 3: Develop better communication with the community**

#### **Actions:**

- Develop open / receptive attitude towards criticism

## **Goal 6: The CPS Dept actively engages and collaborates with the community**

### **Strategy 1: Identify tools / methods for engaging community**

#### **Actions:**

- Online surveys / drop boxes
- Rec Master Plan
- Communication training
- Access to communication (ex. radio)

### **Strategy 2: Increase / encourage community involvement (volunteers)**

### **Strategy 3: Collaborate with community groups accessing our rec facilities and community programs**

## **4. NEXT STEPS**

### **Where do we go from here?**

Staff discussed the value of working through the planning process and felt it would be beneficial to continue the momentum by working further on developing the plan to completion.

### **Next Meeting: Early Winter, 2016**

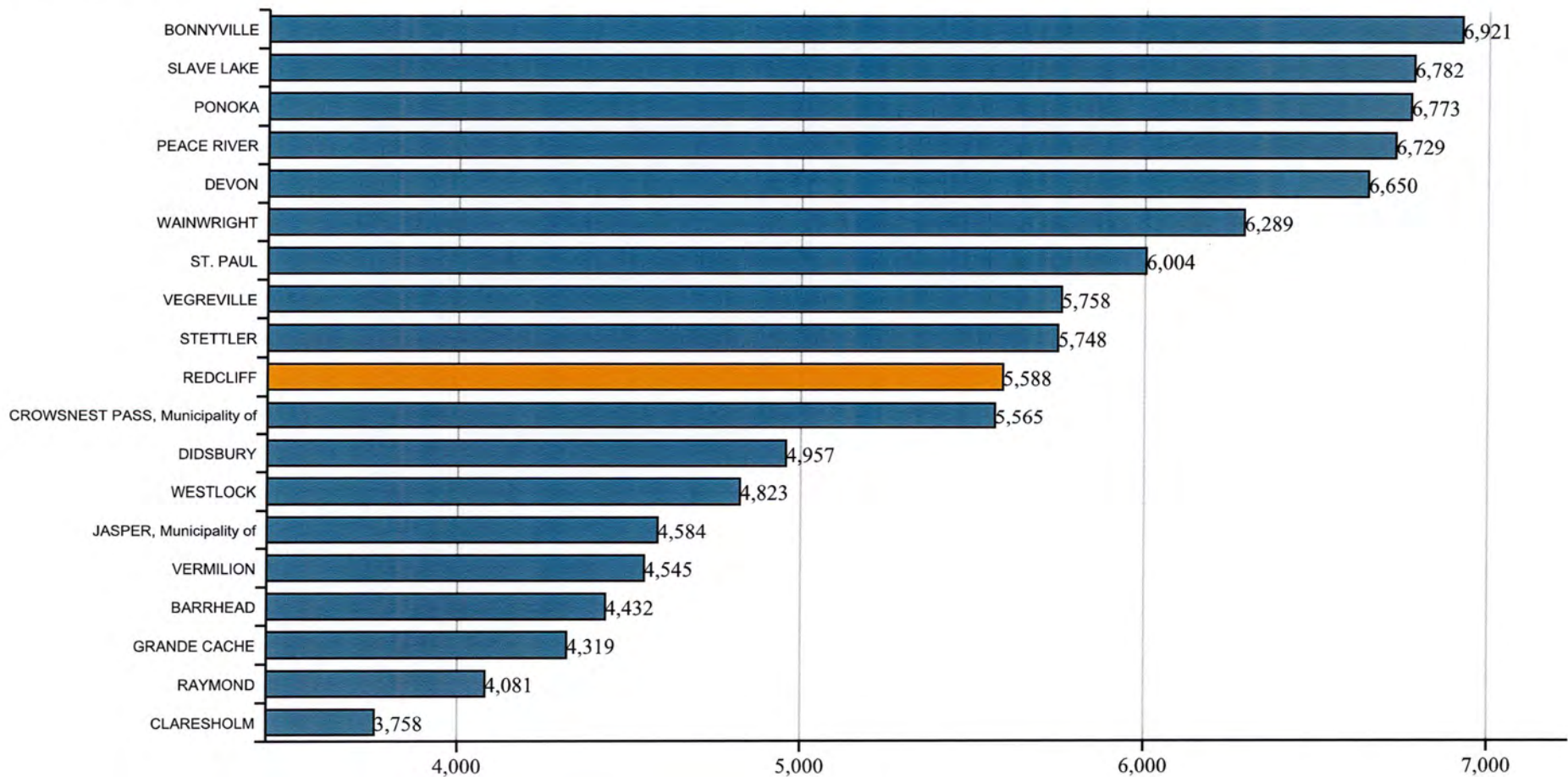
#### **Purpose:**

- Review / update strategies and action plan
- Identify priority areas
- Time permitting: Department Values / Priorities

## Financial Indicator Graphs

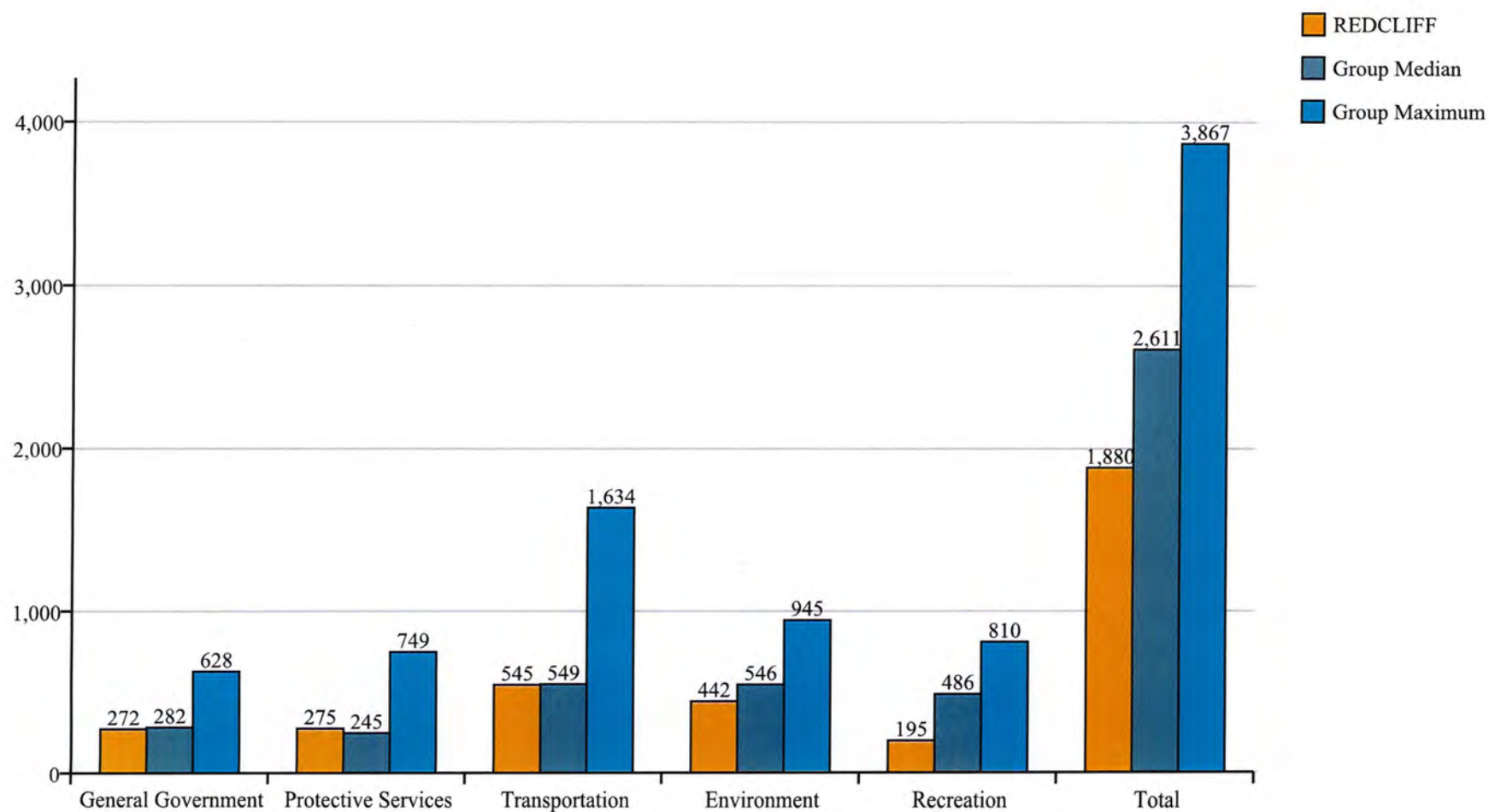
### REDCLIFF

#### Group Population





## Major Expenditures Per Capita by Broad Function, 2014



Alberta Lottery Fund (Recreation & Culture)

TOWN	POPULATION	Total \$	\$ per capita
Bow Island	<b>2025</b>	\$ 1,912,324.00	\$ 944.36
Provost	<b>2041</b>	\$ 3,391,711.00	\$ 1,661.79
Millet	<b>2092</b>	\$ 2,099,483.00	\$ 1,003.58
Nanton	<b>2132</b>	\$ 3,945,539.00	\$ 1,850.63
Turner Vally	<b>2167</b>	\$ 1,248,789.00	\$ 576.28
Tofield	<b>2182</b>	\$ 2,807,838.00	\$ 1,286.82
Beaverlodge	<b>2365</b>	\$ 3,089,307.00	\$ 1,306.26
Black Diamond	<b>2373</b>	\$ 2,171,050.00	\$ 914.90
Magrath	<b>2376</b>	\$ 2,594,605.00	\$ 1,092.01
Rimbey	<b>2378</b>	\$ 4,042,669.00	\$ 1,700.03
Penhold	<b>2476</b>	\$ 3,075,395.00	\$ 1,242.08
Sexsmith	<b>2418</b>	\$ 3,149,493.00	\$ 1,302.52
Grimshaw	<b>2515</b>	\$ 5,078,899.00	\$ 2,019.44
High Prairie	<b>2600</b>	\$ 8,691,405.00	\$ 3,342.85
Sundre	<b>2695</b>	\$ 5,004,134.00	\$ 1,856.82
Hanna	<b>2673</b>	\$ 4,060,775.00	\$ 1,519.18
Crossfield	<b>2853</b>	\$ 2,874,841.00	\$ 1,007.66
Athabasca	<b>2990</b>	\$ 9,804,197.00	\$ 3,279.00
Gibbons	<b>3030</b>	\$ 2,241,214.00	\$ 739.67
Fort Macleod	<b>3117</b>	\$ 7,531,231.00	\$ 2,416.18
Fairview	<b>3162</b>	\$ 5,374,003.00	\$ 1,699.56
Three Hills	<b>3230</b>	\$ 3,854,371.00	\$ 1,193.30
Carstairs	<b>3442</b>	\$ 3,367,341.00	\$ 978.31
Cardston	<b>3580</b>	\$ 6,930,609.00	\$ 1,935.92
High Level	<b>3641</b>	\$ 7,617,980.00	\$ 2,092.28
Pincher Creek	<b>3619</b>	\$ 5,221,332.00	\$ 1,442.76
Raymond	<b>3982</b>	\$ 3,602,810.00	\$ 904.77
Claresholm	<b>3758</b>	\$ 6,819,770.00	\$ 1,814.73



Vermilion	<b>4545</b>	\$ 10,303,227.00	\$	2,266.94
Grande Cache	<b>4319</b>	\$ 2,095,324.00	\$	485.14
Barrhead	<b>4432</b>	\$ 5,190,774.00	\$	1,171.20
Westlock	<b>4823</b>	\$ 7,612,534.00	\$	1,578.38
Didsbury	<b>4957</b>	\$ 3,924,443.00	\$	791.70
St. Paul <sup>[N 8]</sup>			\$	1,771.41
	<b>5844</b>	\$ 10,352,142.00		
Redcliff	<b>5588</b>	\$ 1,905,417.00	\$	340.98
Vegreville			\$	1,197.53
	<b>5758</b>	\$ 6,895,400.00		
Stettler	<b>5748</b>	\$ 8,020,856.00	\$	1,395.42
Wainwright			\$	988.10
	<b>5925</b>	\$ 5,854,521.00		
Bonnyville			\$	1,552.91
	<b>6837</b>	\$ 10,617,249.00		
Blackfalds			\$	341.59
	<b>7275</b>	\$ 2,485,060.00		
Devon	<b>6510</b>	\$ 4,050,034.00	\$	622.13
Peace River <sup>[N 7]</sup>	<b>6729</b>	\$ 8,643,709.00	\$	1,284.55
Ponoka	<b>6773</b>	\$ 10,124,441.00	\$	1,494.82
Slave Lake	<b>6782</b>	\$ 9,589,791.00	\$	1,414.01
Rocky Mountain House			\$	2,380.51
	<b>7300</b>	\$ 17,377,742.00		
Drayton Valley	<b>7049</b>	\$ 10,443,289.00	\$	1,481.53
Coaldale			\$	623.49
	<b>7526</b>	\$ 4,692,372.00		
Banff	<b>7251</b>	\$ 14,201,480.00	\$	1,958.55

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, OCTOBER 24, 2016 – 6:30 P.M.**

**PRESENT:** Deputy Mayor: J. Steinke  
Councillors: C. Crozier, D. Kilpatrick,  
L. Leipert, C. Brown  
E. Solberg

Municipal Manager A. Crofts  
Manager of Legislative  
& Land Services S. Simon

**ABSENT:** Mayor E. Reimer

**1. GENERAL**

Call to Order

**A)** Deputy Mayor Steinke called the meeting to order at 6:33 p.m.

2016-0393 Adoption of Agenda

Councillor Leipert moved to adopt the agenda as presented. - Carried.

**2. OTHER**

2016-0394 Appointment to Boards and Commissions

**A)** Councillor Solberg moved the attached document outlining Council member appointments to Committees, Boards and Commissions be approved as amended.  
- Carried.

**3. ADJOURNMENT**

2016-0395 Adjournment

Councillor Crozier moved adjournment of the meeting at 6:39 p.m. – Carried.

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Deputy Mayor

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Manager of Legislative and Land Services



## **Appointment of Council Members to Committees, Boards & Commissions**

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### **ASSESSMENT REVIEW BOARD**

Councillor Cheré Brown  
Councillor Cathy Crozier  
Councillor Dwight Kilpatrick

As established by the  
board in conjunction with the  
Board Clerk

### **CANADA DAY COMMITTEE**

Councillor Jim Steinke

at the call of the Chair

### **CANADIAN BADLANDS**

Councillor Cheré Brown  
Alternate – Councillor Eric Solberg

Annual General Meeting

### **COMMUNITY ADVISORY COMMITTEE (RCMP)**

Councillor Cheré Brown  
Alternate – Councillor Cathy Crozier

3<sup>rd</sup> Wednesday Bi-monthly at 6:00 pm

### **CYPRESS VIEW FOUNDATION**

Mayor Ernie Reimer  
Councillor Cheré Brown

3<sup>rd</sup> Thursday @ 9:00 a.m.

### **ECONOMIC DEVELOPMENT ALLIANCE OF SOUTH EAST ALBERTA**

Councillor Jim Steinke  
Alternate - Mayor Ernie Reimer  
Alternate - Larry Leipert

2<sup>nd</sup> Tuesday 8 a.m.

### **EMERGENCY ADVISORY COMMITTEE (EAC)**

Mayor Ernie Reimer  
Councillor Cathy Crozier  
Councillor Dwight Kilpatrick

annually or at the call of the chair

### **ENTRE-CORP**

Councillor Dwight Kilpatrick  
Alternate – Mayor Ernie Reimer

4<sup>th</sup> Wednesday @ 1:00 p.m.

### **MEDICINE HAT AND DISTRICT CHAMBER OF COMMERCE**

Councillor Larry Leipert  
Alternate – Councillor Eric Solberg

2<sup>nd</sup> Tuesday @ 8 a.m.

### **MUNICIPAL PLANNING COMMISSION**

Councillor Jim Steinke  
Councillor Larry Leipert  
Councillor Eric Solberg  
Mayor Ernie Reimer (Alternate)

3<sup>rd</sup> Wednesday @ 12:30 p.m.

(appointed November 23, 2015,  
effective January 1, 2016)

**PALLISER ECONOMIC PARTNERSHIP**

Councillor Eric Solberg

at the call of the Chair

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**

Councillor Eric Solberg

Alternate – Mayor Ernie Reimer

1st Monday @7:00 p.m.

**REDCLIFF ACTION SOCIETY FOR YOUTH**

Councillor Cathy Crozier

Alternate – Councillor Chéré Brown

1<sup>st</sup> Tuesday of each month @ 6:30 p.m.

**REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY**

Councillor Dwight Kilpatrick

Councillor Cathy Crozier

Alternate – Councillor Jim Steinke

Annually and/or at the call of the chair

**REDCLIFF DAYS COMMITTEE**

Councillor Eric Solberg

Alternate – Councillor Jim Steinke

**RIVERVIEW GOLF CLUB**

Councillor Larry Leipert

Alternate – Councillor Cathy Crozier

2<sup>nd</sup> Thursday @ 7 p.m.

**REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD (FCSS)**

Councillor Chéré Brown

Alternate - Councillor Cathy Crozier

2<sup>nd</sup> Tuesday @ 7:00p.m.

**REDCLIFF MUSEUM AND HISTORICAL SOCIETY**

Councillor Dwight Kilpatrick

Alternate – Mayor Ernie Reimer

2<sup>nd</sup> Thursday @ 7:00 p.m.

**REDCLIFF PUBLIC LIBRARY**

Councillor Jim Steinke

Last Tuesday @ 7:30 p.m.

**SCHOOL/TOWN JOINT USE COMMITTEE**

Councillor Chéré Brown

As required

**SENIOR CITIZENS BOARD**

Councillor Chéré Brown

Alternate: Jim Steinke

1st Thursday @ 2:00 p.m.

**SHORTGRASS LIBRARY SYSTEM**

Councillor Dwight Kilpatrick

Alternate – Councillor Jim Steinke

3<sup>rd</sup> Wednesday @ 1:00 p.m.



**SOUTHEAST ALBERTA WATERSHED ALLIANCE**

Councillor Larry Leipert

Alternate - Dwight Kilpatrick

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

As required

Councillor Dwight Kilpatrick

Councillor Cathy Crozier

Alternate – Councillor Cheré Brown

**REDCLIFF PHYSICIAN RECRUITMENT & RETENTION COMMITTEE**

Mayor Ernie Reimer

Councillor Cheré Brown

**COMMITTEE AND BOARD MEMBERS  
REDCLIFF TOWN COUNCIL**

**MAYOR ERNIE REIMER**

Cypress View Foundation

Ex-Officio - Municipal Government Act Section 154 (2) The Chief Elected Official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

Entre-Corp - (Alternate)

Economic Development Alliance of Southeast Alberta – (Alternate)

Emergency Advisory Committee

Municipal Planning Commission - (Alternate)

Redcliff and District Recreation Services Board – (Alternate)

Redcliff Museum & Historical Society (Alternate)

**COUNCILLOR CHERÉ BROWN**

Assessment Review Board

Canadian Badlands

Community Advisory Committee (RCMP)

Cypress View Foundation

Family and Community Support Services Board (FCSS)

School/Town Joint Use Committee

Senior Citizens Board

Subdivision and Development Appeal Board (Alternate)

Redcliff Action Society for Youth (Alternate)

**COUNCILLOR CATHY CROZIER**

Assessment Review Board

Community Advisory Committee (RCMP) (Alternate)

Emergency Advisory Committee

Family and Community Support Services Board (FCSS) (Alternate)

Redcliff Action Society for Youth

Redcliff/Cypress Regional Waste Management Authority

Riverview Golf Club Representative (Alternate)

Subdivision and Development Appeal Board

**COUNCILLOR DWIGHT KILPATRICK**

Assessment Review Board

Emergency Advisory Committee

Entre-Corp

Redcliff Museum & Historical Society

Redcliff/Cypress Regional Waste Management Authority

Shortgrass Library System

Subdivision and Development Appeal Board



**COUNCILLOR LARRY LEIPERT**

Economic Development Alliance of South East Alberta (Alternate)  
Medicine Hat and District Chamber of Commerce  
Municipal Planning Commission  
Riverview Golf Club  
Southeast Alberta Watershed Alliance

**COUNCILLOR ERIC SOLBERG**

Canadian Badlands (Alternate)  
Medicine Hat and District Chamber of Commerce (Alternate)  
Municipal Planning Commission  
Palliser Economic Partnership  
Redcliff and District Recreation Services Board  
Redcliff Days Committee

**COUNCILLOR JIM STEINKE**

Canada Day Committee  
Economic Development Alliance of SE Alberta  
Municipal Planning Commission  
Redcliff Cypress Regional Waste Management Authority (Alternate)  
Redcliff Days Committee (Alternate)  
Redcliff Public Library  
Shortgrass Library System (Alternate)  
Redcliff Senior Citizens (Alternate)

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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, OCTOBER 24, 2016 7:00 P.M.**

**PRESENT:** Deputy Mayor J. Steinke  
Councillors D. Kilpatrick  
C. Brown  
L. Leipert  
E. Solberg  
C. Crozier

Municipal Manager A. Crofts  
Manager of Legislative S. Simon  
& Land Services  
Director of Finance J. Tu  
& Administration  
Director of Community & K. Dalton  
Protective Services  
Director of Planning & J. Johansen  
Engineering

**ABSENT:** Mayor E. Reimer

**1. GENERAL**

Call to Order

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

2016-0396 Adoption of Agenda

**B)** Councillor Leipert moved the agenda be adopted as amended. The Redcliff Public Library presentation changed to Item 2A from 2B. - Carried.

2016-0397 Accounts Payable

**C)** Councillor Solberg moved the following 87 general vouchers in the amount of \$161,939.00 be received for information. - Carried.

<u>ACCOUNTS PAYABLE CHEQUE LIST</u>			
<u>COUNCIL MEETING OCT 24, 2016</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
80917	A & B STEEL	BLADE/WHEEL/SHOVEL	\$341.72
80918	ACTION PARTS	SILICONE/BRAKE CLEANER	\$126.03
80919	AIR LIQUIDE	CARBON DIOXIDE	\$630.00
80920	THE BOLT SUPPLY HOUSE	STEEL RIVETS	\$114.96
80921	BOSS LUBRICANTS	TRANSMISSION FLUID/OIL	\$1,337.18
80922	BRANDT TRACTOR	PARTS FOR BOMAG	\$4,322.45
80923	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS/TOWELS	\$26.25
80924	C.E.M. HEAVY EQUIPMENT	FORK TINE	\$1,890.00



80925	CITY OF MEDICINE HAT	ELECTRIC	\$7,512.44
80926	COCOA BEAN	REDCLIFF/MEDICINE HAT COUNCIL DINNER	\$716.65
80927	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT FEE	\$621.00
80928	C.U.P.E	UNION DUES	\$2,076.83
80929	EPCOR ENERGY SERVICES	UTILITIES	\$136.72
80930	FARMLAND SUPPLY CENTER	METER TEST KIT/HOSES/TIPS/CAM LOCKS/ELBOWS	\$2,838.79
80931	FLASHING CANINES	REFUND FACILITY /KEY DEPOSIT	\$225.00
80932	FORAN EQUIPMENT	REFUND COA INACTIVE UTILITY ACCT	\$40.32
80933	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
80934	REDCLIFF HOME HARDWARE	DUCT TAPE/SILICONE/LABOUR	\$107.56
80935	KIRK'S MIDWAY TIRE	BALANCE	\$63.00
80936	LMT ENTERPRISES	SEAL CRACKS/FILL POTHoles	\$9,975.00
80937	LETHBRIDGE HERALD	ADVERTISING	\$390.60
80938	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$46.20
80939	MIDDLETON, RENA	EMPLOYEE REIMBURSEMENT	\$78.50
80940	PALL CORPORATION	PROGRAMMING SERVICES	\$894.60
80941	PARK ENTERPRISES	PERMITS	\$969.99
80942	SUNCOR	FUEL	\$7,909.85
80943	THE PRINTER	BUSINESS CARDS	\$163.80
80944	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$213.44
80945	ROBERTSON'S IMPLEMENTS	FILTERS	\$257.63
80946	SANATEC	PUMP SEPTIC TANK	\$152.25
80947	SPETZ, PATRICIA	EMPLOYEE REIMBURSEMENT	\$34.20
80948	SUMMIT MOTORS	FILTERS	\$1,869.97
80949	SUPERIOR TRUCK EQUIPMENT	TRUCK MAST PARTS	\$4,624.85
80950	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,741.90
80951	TELUS MOBILITY	CELL SERVICE	\$308.22
80952	TRIPLE R EXPRESS	SHIPPING	\$34.65
80953	MBSI	HOSTED BACK UP	\$1,071.00
80954	XL HOMES OILFIELD MAINTENANCE	REFUND DEPOSIT	\$100.00
80955	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$550.00
80956	REDCLIFF FIREMAN SOCIAL CLUB	3RD QTR FIRE PAY	\$255.00
80957	UNITED WAY	EMPLOYEE DONATIONS	\$40.00
80958	WOLSLEY MECHANICAL	FLANGE/ADAPTER	\$101.39
80959	A & B STEEL	PUMPER MARKERS/GREASE GUN/REBAR/SHAFT	\$235.95
80960	ACTION PARTS	HEAD LAMP	\$24.17
80961	AMSC INSURANCE	HEALTH SPENDING ACCOUNT BENEFITS	\$28.08
80962	B & C APPLIANCE SERVICE	SERVICE-RECTANGLE	\$115.50
80963	BOSS LUBRICANTS	OIL	\$191.52
80964	BROWN, CHERE	AUMA CONVENTION	\$551.00
80965	CITY OF MEDICINE HAT	ELECTRIC/SEWAGE OUTLAY	\$62,943.00
80966	FORTY MILE GAS COOP	LANDFILL UTILITIES	\$108.38
80967	FOX ENERGY	COVERALLS/SIGNS	\$766.33
80968	H2O HAULING	HAUL WATER TO LANDFILL	\$105.00

80969	HARRISON, DEAN	TRAVEL REIMBURESMENT	\$120.00
80970	HAT AGRI SERVICE	BELT/FILTERS	\$398.05
80971	REDCLIFF HOME HARDWARE	SEALANT FOAM/TUBING/COFFE SUPPLIES/DRILL KIT	\$234.47
80972	JACOB'S WELDING	PIN SOCKETS/MAST	\$378.00
80973	JOE JOHNSON EQUIPMENT	CONVEYOR SWITCH	\$112.92
80974	KEYWAY SECURITY	KEYS	\$59.85
80975	KILPATRICK, DWIGHT	TRAVEL REIMBURSEMENT	\$586.00
80976	SHAW CABLE	INTERNET	\$274.84
80977	PALL CORPORATION	TECH PHONE SUPPORT	\$6,072.15
80978	SUNCOR	FUEL	\$3,507.49
80979	PRIME PRINTING	FOLDING NEWSLETTER	\$145.95
80980	PUROLATOR	SHIPPING	\$55.42
80981	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$75.00
80982	ROBERTSON'S IMPLEMENTS	FILTERS/RELAY/BUTTON/SPRING	\$648.53
80983	SAFETY BUZZ	CONFINED SPACES COURSE	\$540.54
80984	SCHEFFER ANDREW	PLANNING SERVICES	\$1,653.75
80985	SITEONE LANDSCAPE	FITTINGS	\$86.24
80986	SOLBERG, ERIC	TRAVEL REIMBURSEMENT	\$412.00
80987	STEINKE, JAMES	TRAVEL REIMBURSEMENT	\$230.39
80988	SUMMIT MOTORS	FILTERS	\$258.24
80989	TELUS MOBILITY	CELL SERVICE	\$193.24
80990	SCHNELL, GLEN	REFUND COA INACTIVE UTILITY ACCT	\$126.76
80991	B&L LAWN & HOME MAINTENANCE	LANDSCAPING-SLOPE REDEMPTION	\$5,013.75
80992	MBSI	HOSTED BACK UP	\$1,071.00
80993	FAIRHURST, CAM	TRAVEL ADVANCE	\$125.00
80994	WELLSITE ENVIRONMENTAL	REFUND COA INACTIVE UTILITY ACCT	\$119.06
80995	GUNDERSON, THOMAS	REFUND COA INACTIVE UTILITY ACCT	\$256.00
80996	TYMRYK, AUDREY	REFUND COA INACTIVE UTILITY ACCT	\$38.82
80997	TOWN OF REDCLIFF	LANDFILL CHARGES	\$9,485.45
80998	TRICO LIGHTING	BULBS	\$25.18
80999	WORKERS COMPENSATION BOARD	PREMIUMS	\$3,463.75
81000	WESTERN CANADA WELDING	OXYGEN/ACETYLENE	\$245.25
81001	WOLSLEY MECHANICAL	SADDLE/ELBOWS/MAIN LOCK	\$482.19
81002	W.R.MEADOWS	ROAD REPAIR	899.04
81003	CROZIER, CATHY	TRAVEL REIMBURSEMENT	617.81
		TOTAL - 87 CHEQUES	\$161,939.00

2016-0398 Bank Summary to September 30, 2016

D) Councillor Kilpatrick moved the Bank Summary to September 30, 2016, be received for information. - Carried.



**2. DELEGATION**

Catherine Richardson  
Re: Redcliff Public Library

**A)** Catherine Richardson of the Redcliff Public Library Board, was in attendance to provide a presentation to council regarding the Redcliff Public Library.

2016-0399

Councillor Kilpatrick moved the presentation by Catherine Richardson of the Redcliff Public Library Board regarding the Redcliff Public Library, be received for information. Further, to refer this matter to the 2017 Budget discussions. - Carried.

Todd Poland and James  
Hobson of CIBC Wood Gundy  
Re: Investments

**B)** Todd Poland and James Hobson of CIBC Wood Gundy were in attendance to provide a presentation to Council regarding Investments.

2016-0400

Councillor Kilpatrick moved presentation to Council regarding Investments, presented by Todd Poland and James Hobson of CIBC Wood Gundy, be received for information. - Carried.

**3. MINUTES**

2016-0401 Council meeting held October  
11, 2016

**A)** Councillor Brown moved the minutes of the Council meeting held October 11, 2016, be adopted as presented. - Carried.

2016-0402 Subdivision & Development  
Appeal Board hearing held  
September 21, 2016

**B)** Councillor Solberg moved the minutes of the Subdivision & Development Appeal Board hearing held September 21, 2016, be received for information. - Carried.

2016-0403 Mayors & Reeves of  
Southwest Alberta meeting  
held October 14, 2016

**C)** Councillor Leipert moved the minutes of the Mayors & Reeves of Southwest Alberta meeting held October 14, 2016, be received for information. - Carried.

2016-0404 Redcliff Senior Citizens  
Business meeting held  
October 6, 2016

**D)** Councillor Crozier moved the minutes of the Redcliff Senior Citizens Business meeting held October 6, 2016, be received for information. - Carried.

**4. BYLAWS**

2016-0405 Bylaw No. 1832 (2016), Tax  
Penalty Bylaw

**A)** Councillor Crozier moved Bylaw No. 1832 (2016), Tax Penalty Bylaw, be given first reading. - Carried.

**5. REQUESTS FOR DECISION**

2016-0406 Temporary Sign in Town  
Boulevard

**A)** Councillor Kilpatrick moved to deny the request from Alberta Wide Rally (Medicine Hat Rally Committee) to place a temporary sign in the Boulevard of Broadway Avenue. - Carried.

- 2016-0407      Encroachment Permit  
Application Re: Lot 32, Block  
7, Plan 0212632 (364 Kipling  
Point SW)      **B)** Councillor Crozier moved that the Municipal Manager be  
authorized to sign an encroachment agreement with Nicholas  
Smith of 364 Kipling Point SW (Lot 32, Block 7, Plan 0212632.  
- Carried.
- 2016-0408      Insurance Claim  
Re: 413 Main Street North      **C)** Councillor Leipert moved the request for damages to a third  
party fence from Mike and Susan Wells of 413 Main Street N  
be approved to a maximum amount of \$3,000.00 subject to  
submission of final receipt for work completed and signing of a  
Final Release. - Carried.

## **6.      POLICIES**

- 2016-0409      Policy No. 052, Land  
Development Policy      **A)** Councillor Brown moved Policy No. 052, Land  
Development Policy, be received for information. - Carried.

## **7.      CORRESPONDENCE**

- 2016-0410      Alberta Municipal Affairs  
Re: Minister's Awards -  
Excellence in Public Library  
Service      **A)** Councillor Crozier moved correspondence from Alberta  
Municipal Affairs dated September 13, 2016 regarding  
Minister's Awards, be received for information. - Carried.
- 2016-0411      Alberta Municipal Affairs  
Re: Municipal Sustainability  
Initiative      **B)** Councillor Kilpatrick moved correspondence from Alberta  
Municipal Affairs dated September 14, 2016 regarding  
Municipal Sustainability Initiative, be received for information.  
- Carried.

## **8.      OTHER**

- 2016-0412      Town of Redcliff Third Quarter  
Financial Summary  
Re: For the Period Ending  
September 30, 2016      **A)** Councillor Crozier moved the Town of Redcliff Third  
Quarter Financial Summary for the Period Ending September  
30, 2016, be received for information. - Carried.
- 2016-0413      Parks & Recreation Master  
Plan Recommendations      **B)** Councillor Leipert moved the Parks & Recreation Master  
Plan Recommendations be received for information. - Carried.
- 2016-0414      Municipal Manager's Report to  
Council October 24, 2016      **C)** Councillor Solberg moved the Municipal Manager's Report  
to Council October 24, 2016, be received for information.  
- Carried.
- 2016-0415      Councillor Report to Council  
October 24, 2016      **D)** Councillor Leipert moved the Councillor Report to Council  
October 24, 2016, be received for information. - Carried.

2016-0416 Council Important Meetings & Events October 24, 2016

**E)** Councillor Crozier moved the Council Important Meetings & Events October 24, 2016, be received for information.  
- Carried.

**9. ADJOURNMENT**

2016-0417 Adjournment

Councillor Leipert moved to adjourn the meeting at 8:30 p.m.  
- Carried.

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Deputy Mayor

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Manager of Legislative & Land Services



**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
WEDNESDAY, NOVEMBER 2, 2016 @ 8:30 a.m.**

<b>PRESENT:</b>	Mayor	E. Reimer
	Councillors	C. Brown (left at 9:40 a.m., returned at 9:43 a.m.) (left at 12:01 p.m., returned at 12:03 p.m.)
		D. Kilpatrick (arrived at 8:32 a.m.) (left at 12:04, returned at 12:06 p.m.)
		L. Leipert
		J. Steinke
		E. Solberg (left at 9:42 a.m., returned at 9:43 a.m.) (left at 12:05 p.m.)
	Municipal Manager	A. Crofts (left at 1:28 p.m., returned at 1:32 p.m.)
	Director of Finance and Administration	J. Tu (left at 2:55 p.m., returned at 2:57 p.m.)
	Manager of Legislative & Land Services	S. Simon
	Municipal Accountant	M. Davies
	Director of Community and Protective Services	K. Dalton (left at 10:22 a.m., returned at 12:44 p.m.) (left at 1:04 p.m., returned at 2:00 p.m.) (left at 2:29 p.m.)
	Director of Public Services	J. Garland (left at 8:45 a.m., returned at 10:32 a.m.) (left at 12:08 p.m., returned at 12:12 p.m.)
	Director of Planning & Engineering	J. Johansen (left at 8:58 a.m., returned at 12:56 p.m.) (left at 12:59 p.m., returned at 1:45 p.m.) (left at 2:31 p.m.)
	Parks & Recreation Supervisor	M. Melham (left at 8:47 a.m., returned at 8:49 a.m.) (left at 8:56 a.m., returned at 8:57 a.m.) (left at 10:22 a.m., returned at 12:49 p.m.) (left at 1:04 p.m.)
	Operations Supervisor	E. Huberdeau (arrived at 10:48 a.m., left at 11:33 a.m.) (returned at 11:40 a.m., left at 1:58 p.m.)
<b>ABSENT:</b>	Councillor	C. Crozier

**1. GENERAL**

Call to Order

**A)** Mayor Reimer called the special meeting to order at 8:31 a.m.

2016-0418 Adoption of Agenda

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

Councillor Kilpatrick arrived at the meeting at 8:32 a.m.

## **2. NEW BUSINESS**

Draft 2017 Budget Review **A)(i)** Municipal Manager addressed Council with regard to the process of the Draft 2017 Budget Review meeting.

Community & Protective Services Operating Budget **ii)** Director of Community & Protective Services presented the proposed Community & Protective Services Operating Budget.

Director of Public Services left at 8:45 a.m.

Parks & Recreation Supervisor left at 8:47 a.m. and returned at 8:49 a.m.

Parks & Recreation Supervisor left at 8:56 a.m. and returned at 8:57 a.m.

Director of Planning and Engineering left at 8:58 a.m.

Councillor Brown left at 9:40 a.m. and returned at 9:43 a.m.

Councillor Solberg left at 9:42 a.m. and returned at 9:43 a.m.

Mayor Reimer called for a short recess of the Special Council meeting at 10:22 a.m.

Director of Community & Protective Services and Parks & Recreation Supervisor left at 10:22 a.m.

Mayor Reimer reconvened the Special Council meeting at 10:32 a.m.

Director of Public Services joined the meeting at 10:32 a.m.

Finance & Administration Operating Budget **iii)** Director of Finance & Administration presented the proposed Finance & Administration Operating Budget to Council.

Operations Supervisor arrived at 10:48 a.m.

Operations Supervisor left at 11:33 a.m.; returned at 11:40 a.m.

2016-0419

Councillor Brown moved to increase the Economic Development Alliance Membership budget by \$8,500.00.  
- Carried.

Councillor Brown left at 12:01 p.m. and returned at 12:03 p.m.

Councillor Kilpatrick left at 12:04 p.m.; returned at 12:06 p.m.

Councillor Solberg left at 12:05 p.m.

Director of Public Services left at 12:08 p.m. and returned at 12:12 p.m.

Legislative & Land  
Services Operating  
Budget

**iv)** Manager of Legislative & Land Services presented the proposed Legislative & Land Services Operating Budget to Council.

Question and Answer  
Session

**v)** No members of the Public were in attendance.

### **3. RECESS FOR LUNCH**

Mayor Reimer called a recess of the Special Council meeting at 12:13 p.m. for a lunch break.

### **4. RECONVENE**

Mayor Reimer reconvened the Special Council meeting at 12:44 p.m.

Director of Community & Protective Services returned at 12:44 p.m.

Parks & Recreation Supervisor re-joined at 12:49 p.m.

Director of Planning & Engineering re-joined at 12:56 p.m. and left at 12:59 p.m.

Director of Community & Protective Services left at 1:04 p.m.

Parks & Recreation Supervisor left at 1:04 p.m.

Public Services Operating  
Budget

**vi)** Director of Public Services presented the proposed Public Services Operating Budget to Council.

Municipal Manager left at 1:28 p.m. and returned at 1:32 p.m.

Director of Planning & Engineering re-joined at 1:45 p.m.



Rates Review

**vii)** Municipal Manager & Department Heads presented the three Utility Bylaws (Water, Sewer, and Garbage Rates and Collection) and the Fees Rates and Charges Bylaw for review.

Operations Supervisor left at 1:58 p.m.

Director of Community & Protective Services re-joined at 2:00 p.m. and left at 2:29 p.m.

Director of Planning & Engineering left at 2:31 p.m.

Public Submission Budget  
Consideration Requests

**viii)** Municipal Manager presented the Public Submission Budget Consideration Requests to Council.

2016-0420

Councillor Brown moved the Budget Submission Form from B. Dickson proposing a Landfill Gas Recovery project be received for information. Further that Administration respond and thank B. Dickson for his submission and advise that at the present time there is an insufficient amount of gases produced to support a project of this nature. - Carried.

2016-0421

Councillor Steinke moved the Budget Submission Form from B. Dickson proposing an Alberta Municipal Solar Program be received for information. Further that Administration respond and thank B. Dickson for his submission and advise that at the present time undertaking provision of a solar power project for town owned buildings is not feasible. - Carried.

2016-0422

Councilor Leipert moved the proposed MilkBottle Marketing Tourism Proposal be received for information. Further that Administration respond and thank J. Knibbs for provision of the tourism proposal and advise Council is not interested at this time. - Carried.

2016-0423

Councillor Brown moved to donate \$1,000.00 to the Special Olympics Friend of the Games Sponsorship Option for the 2017 Special Olympics Alberta Summer Games being held in Medicine Hat in 2017. - Carried.

2016-0424

Councillor Brown moved to establish a \$5,000.00 Fund for donations and/or special requests for support and sponsorships called the Council Initiatives Community Support Fund. Further that Administration draft a Policy to establish guidelines for the Community Support Fund. - Carried.

2016-0425

Councillor Brown moved the suggestion from the Hilsendeger Family to rebuild the bandstand be received for information. Further that Administration respond and thank the Hilsendeger family for their suggestion.  
- Carried.

Director of Finance & Administration left at 2:55 p.m. and returned at 2:57 p.m.

Question and Answer  
Session

**ix)** No members of the public were in attendance.

## **6. ADJOURN**

2016-0426 Adjournment

Councillor Leipert moved to adjourn the Special Council meeting at 3:16 p.m. – Carried.

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Mayor

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Manager of Legislative & Land Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
SATURDAY, NOVEMBER 5, 2016 @ 8:30 a.m.**

<b>PRESENT:</b>	Mayor	E. Reimer
	Councillors	C. Brown (left at 9:46 a.m., returned at 9:48 a.m.) L. Leipert J. Steinke E. Solberg C. Crozier
	Municipal Manager	A. Crofts (left at 8:42 a.m., returned at 8:43 a.m.) (left at 11:36 a.m., returned at 11:37 a.m.)
	Director of Finance and Administration	J. Tu (left at 9:46 a.m., returned at 9:52 a.m.) (left at 10:31 a.m., returned at 10:32 a.m.)
	Manager of Legislative & Land Services	S. Simon (left at 9:29 a.m., returned at 9:30 a.m.)
	Director of Planning & Engineering	J. Johansen
	Municipal Accountant	M. Davies
	Director of Community & Protective Services	K. Dalton (left at 8:35 a.m., returned at 9:32 a.m.) (left at 10:10 a.m., returned at 10:25 a.m.) (left at 11:29 a.m., returned at 12:43 p.m.)
	Director of Public Services	J. Garland (left at 8:35 a.m., returned at 9:24 a.m.)
<b>ABSENT:</b>	Councillor	D. Kilpatrick

**1. GENERAL**

Call to Order	<b>A)</b> Mayor Reimer called the special meeting to order at 8:32 a.m.
2016-0427 Adoption of Agenda	<b>B)</b> Councillor Crozier moved the Agenda be adopted as presented. – Carried.  The Director of Community & Protective Services and Director of Public Services left the meeting at 8:35 a.m.

**2. NEW BUSINESS**

Draft 2017 Budget Review	<b>A)</b> The Municipal Manager provided a brief overview of the day's process. The Director of Planning & Engineering reviewed the proposed rates for his Department.  The Municipal Manager left at 8:42 a.m. and returned at 8:43 a.m.
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Planning & Engineering  
Operating Budget

**iv)** Director of Planning & Engineering presented the proposed Planning & Engineering Operating Budget.

Director of Public Services returned at 9:24 a.m.

Manager of Legislative & Land Services left at 9:29 a.m. and returned at 9:30 a.m.

Director of Community & Protective Services returned at 9:32 a.m.

Capital Projects

**v)** The Municipal Manager, Director of Finance & Administration, Director of Planning & Engineering, Director of Community & Protective Services and the Director of Public Services presented the proposed Capital Projects Budget.

Councillor Brown left at 9:46 a.m. and returned at 9:48 a.m.

Director of Finance & Administration left at 9:46 a.m. and returned at 9:52 a.m.

Director of Community & Protective Services left at 10:10 a.m. and returned at 10:25 a.m.

Director of Finance & Administration left at 10:31 a.m. and returned at 10:32 a.m.

2016-0428

Councillor Brown moved to include the Rebranding project in the 2017 Budget with a budget of \$25,000.00 being funded from purchasing reserve. - Carried.

Mayor Reimer called a recess of the Special Council meeting at 11:00 a.m.

Mayor Reimer reconvened the Special Council meeting at 11:10 a.m.

Director of Community & Protective Services left at 11:29 a.m.

Municipal Manager left at 11:36 a.m. and returned at 11:37 a.m.

2016-0429

Councillor Leipert moved to remove the Broadway Avenue East and Mitchell Street Signalization project from the proposed 2017 Capital Budget. Further, that installation of a four way stop and pedestrian signage be undertaken at the intersection of Broadway Avenue East and Mitchell Street. - Carried.

Director of Community & Protective Services returned at 12:43 p.m.

2016-0430 Councillor Solberg moved further to the February 25, 2013 Council motion establishing Council remuneration that Council remuneration be increased \$100.00 per month (split 2/3 base salary and 1/3 general expense) effective January 1, 2017. - Carried.

2016-0431 Councillor Leipert moved to fund the Redcliff Public Library Requisition from the 2017 Budget (general taxation). - Carried.

### **3. ADJOURN**

2016-0432 Adjournment Councillor Solberg moved to adjourn the Special Council meeting at 1:10 p.m. – Carried.

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Mayor

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Manager of Legislative & Land Services

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**  
**Town Council Chambers Town Office**  
**November 7th, 2016 at 7:00 pm**

**PRESENT:**

Chairperson	Karen Worrell
Council Representative	Ernie Reimer
Members at Large	Christina McNeil
Community Services	Kim Dalton

Absent	Jeff Wilson
	LeRay Paul
	Eric Solberg

**1. GENERAL**

Call to Order:

**A)** Meeting called to order at 7:04 pm.

Adoption of the Agenda

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

**2. MINUTES**

Board meeting held January 4th,  
2016

**A)** C. McNeil moved that the Recreation Master Plan planning session of the Redcliff and District Recreation Services Board meeting held June 6th, 2016 be adopted as presented. – Carried.

**3. DELEGATION – None**

**4. OLD BUSINESS**

Park and Recreation Master Plan  
First Draft

**A)** E. Reimer moved that the Park and Recreation Master Plan was adopted as presented and any suggestions would be directed to Mr. Dalton to be included in the second draft. -- Carried

Aquatic Centre Survey

**B)** C. McNeil moved that in Redcliff Aquatic Survey be received as information. – Carried.

Redcliff Test of Humanity Bike  
Race

**C)** C. McNeil moved that in Redcliff Test of Humanity Mountain Bike Race be received as information. – Carried.

2016 Fall Program Guide

**D)** C. McNeil moved that the 2016 Fall and 2017 Winter Program Guide be received as information. – Carried.

Board Member

**E)** E. Reimer moved that the Redcliff Recreation Service Board had one member resign it is received as information. – Carried.



**5. NEW BUSINESS**

- Redcliff Family Dental      **A)**      C. McNeil moved that Redcliff and District Recreation Services Board receive the skate buddy donation by Redcliff Family Dental be received as information.— Carried
- Redcliff and District Recreation Committee      **B)**      C. McNeil moved that the Redcliff and District Recreation Committee non-profit status composition be received as information. – Carried.
- 670 Collective Trail Maps      **C)**      C. McNeil moved that in 670 Collective Trail Maps be received as information. – Carried.
- RMHA CFEP Grant Application      **D)**      C. McNeil moved that in Redcliff Minor Hockey Association Community Facility Enhancement Program be received as information. – Carried.
- Redcliff Days      **E)**      E. Reimer moved that in Redcliff Days Street Dance and Concert be received as information. – Carried.

**6. CORRESPONDENCE**

**7. UPCOMING MEETING / CONFERENCE / WORKSHOPS**  
**Redcliff Recreation Master Plan Open House November 30<sup>th</sup> at 7pm at Town Hall**

- Next Meeting      **8. DATE OF NEXT MEETING- Dec 5th, 2016**

Adjournment      **9. ADJOURNMENT**

- A)**      C. McNeil moved to adjourn the meeting at 9:26 pm.—Carried

## REDCLIFF PUBLIC LIBRARY BOARD

### Minutes

June 29<sup>th</sup>, 2016 7:30 PM

### Vision Statement

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

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

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

**Call to order:** 7:40 pm

**Not in attendance:** Nina Romeril

**Additions/Deletions to Agenda:** No additions or deletions

**Approval of Agenda:** Catharine moved to approve the agenda. All in favor. Carried.

**Approval of Minutes for May meeting:** Robin moved to accept the minutes. All in favor. Carried.

**Financial Statements for May for information only:** Val moved to accept for information only. All in favor. Carried.

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

**Library Manager's Report:** Attached.

Matt inquired about any interest from patrons using the game rentals from MHPL & BPL. Tracy said there have been some holds placed for those items but not enough to begin purchasing those types of items. Valarie commented that it won't be long before the gaming industry brings forth regulations limiting library usage of these products. It was decided we should just hold off for a while.

Catharine moved to accept for information. All in favor. Carried.

**Correspondence:** - Nothing to report

**Policies Report** - Nothing to report

**Financial Report:** - Nothing to report

**Personnel Report:** - Nothing to report

**Needs Assessment Review:** - Nothing to report

**Friends of the Library (FRPL):** - Nothing to report

**Board Member Recruitment:** - One vacant position on the board, we will be in touch with previous interested members of the community but also post the vacancy on the Facebook and twitter pages.

**Social Media Report** – interactive posts are engaging the patrons/friends/followers

**Ongoing Maintenance Projects:** - Water fountain repair has been completed, will be putting in a request for staining to the building (south side at the bare minimum), RPL sign on front of building wasn't attached correctly when it was put on and the wood behind it is rotten so the maintenance crew suggested we start looking into getting a new sign (possibly unveiling at our 50<sup>th</sup> anniversary- Tracy will get some quotes), building numbers will be attached on the front of the building for emergency purposes.

**ALTA (Alberta Library Trustees Association) Report:** - Vice-President was elected, still working on improving the database for member information

**Old & Unfinished Business:** - Shortgrass agreement with Town of Redcliff – basically nothing we can do, the Town of Redcliff made the agreement with Shortgrass and only they can change it. However, there is nothing in the agreement that sets up any structure of fees and Shortgrass can therefore initiate a new fee at any time of the year, regardless of approved budgets. It would be in the best interest of all the municipalities to discuss with the Shortgrass Board a fee structure that avoids the implementation of new fees mid-year after budgets have already been approved. The finance committee will be adding an Additional Cataloguing budget line to our 2017 budget to prepare for this extra expense.

Speed zone update – Discussion around the 40-Mile County Commentator newspaper article on Town Council's debate on the subject. It was agreed we did our best to bring forth the issue at hand and protect the youth using our facility along with the other recreational facilities on Main Street South.

**New Business:** Annual Report – three changes required : include Canadian Fertilizers in brackets behind CF Industries and capitalize Downloadable audiobooks and remove the & symbol. Catharine moved to approve the annual report with changes. All in favor. Carried.

Matt requested to have the 50<sup>th</sup> Anniversary as a line item on future agendas.

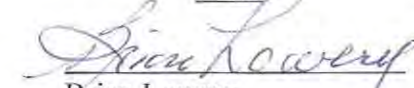
**Next Regular meeting:** September 27<sup>th</sup>, 2016 @ 7:30 pm.

Matt moved for adjournment at 8:40 pm.

Secretary

  
Tracy Weinrauch

Chair

  
Brian Lowery



**BYLAW NO. 1832/2016  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO  
OUTLINE PROPERTY TAX PENALTIES.**

**WHEREAS** pursuant to sections 344 and 345 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 (MGA), Council may impose penalties on unpaid taxes at rates set out by bylaw.

**AND WHEREAS** Council considers it necessary to set a penalty rate structure to be imposed on unpaid taxes in the Town of Redcliff;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**TITLE**

1. This Bylaw shall be known and cited as the “Property Tax Penalty Bylaw” of the Town of Redcliff.

**PURPOSE**

2. The purpose of this bylaw is to establish:
  - a) The due dates for the payment of property taxes;
  - b) The rates of penalty to be imposed for failure to pay taxes by the due dates.

**DEFINITIONS**

3. In this bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
  - a) “Tax” or “Taxes” means all property taxes, local improvement taxes and all other taxes, penalties, charges, fees or amounts lawfully imposed against a property by the Town of Redcliff pursuant to the Municipal Government Act or any other statute of the Province of Alberta;
  - b) “Current Taxes” means any taxes owing in the year they are imposed.
  - c) “Taxpayer” means the person liable to pay taxes on a property;
  - d) “Current taxes” means taxes imposed in the current year;
  - e) “TIPP” means Tax Instalment Payment Plan as outlined in the Tax Instalment Payment Plan Bylaw;
  - f) “Year” means calendar year.

## **PENALTIES**

4. Current Taxes must be paid on or before June 30 in the year in which they are imposed.
5. Any current taxes unpaid after June 30 will have a penalty of five percent (5%) imposed on them on the first business day in July of the same year. The penalty amount will be added to and be included in unpaid taxes.
6. Any taxes unpaid after December 31 will have a penalty of ten percent (10%) imposed on them on the first business day in January of the succeeding year. The penalty amount will be added to and be included in unpaid taxes.
7. No penalties shall be imposed with respect to unpaid taxes for taxpayers enrolled in the TIPP program as long as the TIPP remains in good standing.

## **TRANSITION**

8. By-Law 1724/2012 is repealed December 31, 2016.
9. This bylaw comes into force on January 1, 2017.

**READ** a first time this 24<sup>th</sup> day of October, 2016.

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

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

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

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** November 14, 2016

**PROPOSED BY:** Director of Finance and Administration

**TOPIC:** Water/Sewer/Garbage Rate Bylaws

**PROPOSAL:** Utility Rates Bylaws Revisions

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**BACKGROUND:**

The following chart shows, over the last few years, the outstanding balances owed that were eventually placed into Allowance for Doubtful Accounts and written off (Amounts that are written off are ultimately funded/subsidized by the tax payer at large):

Year	Allowance for Doubtful Accounts (Utilities) (\$)
2016	4088.28 plus approximately \$12,000 that is currently in utilities receivable (this amount could be paid before the end of the year).
2015	4503.47
2014	5293.33
2013	5959.96
2012	4632.47
2011	4649.10
2010	6361.24

The assurance that all utilities will be collected by the Town is guaranteed through the use of the transfer to property taxes and will thus remove the need for the utility deposit. Removal of the utility deposit could be considered advantageous for new homeowners in Redcliff.

By transitioning to having only the property owner sign on to utilities, the Town will ensure a more efficient and effective cost recovery for utility services provided by the Town. The transition will also result in fewer delinquent accounts and eventually eliminate the need for Redcliff ratepayers to subsidize the written off unpaid utilities.

So far in 2016, similar to previous years, the Town of Redcliff has issued between 500 and 700 Utility Disconnect Letters each billing cycle for customers who have not paid their utility bill by the due date. On average, 10% of the aforementioned disconnect letter, progress to the disconnect list (the point in time when disconnections are to take place). The typical majority of those on the disconnect list are unable to be disconnected. Reasons for this include:

- Too many customers for the operators to disconnect (not enough time), so they are only tagged.



- Certain times of year (ie winter) do not allow for disconnections.
- The customer lives in a multi-unit building, and there is no way to only disconnect one unit since there is only one valve per building.
- Non-residential customers are typically in multi-unit buildings, so individual units cannot be disconnected.
- The curb stop needs repair and cannot be shut off.

Disconnect letters decrease efficiency of administrative operations and provide little benefit to the Town. The postage alone is an approximate additional \$400-\$550 per billing cycle (\$2400-\$3300). The Operators then need to drive around the Town to disconnect, and then re-connect the utilities if they are shut off, sometimes as an after-hours call-out (after-hour call outs are on a cost recovery basis). By removing the disconnect letters, and subsequent disconnections, the Town will become more efficient in both the administration of utilities, as well as the operation of the utilities.

Disconnect letters and disconnections can be made obsolete by setting up the Utility Account in the Property Owner's name. In the case of non-payment, the balance can be transferred to the Property Owner's Tax Roll. The Town is then assured to receive all utility payments as they are guaranteed through tax collection. This also ensures that all residents within the Town of Redcliff will always have clean water serviced to their property as they will not experience a disconnection in economically difficult periods.

An extensive study was done in 2015, by the Town of Ponoka, of the Public Utility Bylaws (Water and/or Wastewater) of the 108 designated Towns in the Province of Alberta. These research efforts determined the following:

- 73 of the Towns require Utility Accounts to be set up in the name of the Property Owner, and any arrears are transferred to the Tax Roll.
- 20 of the Towns allow Utility Accounts to be in the name of Owners, Authorized Agents, and Tenant in good standing, Authorized Agents and Tenants not in good standing, the Owners of the property are given notice to have accounts in Owners names, service is disconnected if Property Owner fails to comply. Any unpaid bills by Agents or Tenants prior to the account being in Owners name is constituted a debt owed to the Town and is recoverable by any or all of the following methods:
  - By action in any court of competent jurisdiction;
  - By distress and sales of goods and chattels of the person;
  - Disconnection of services.
- 7 Towns allow Utility Accounts in the name of Owners, Authorized Agents, and Tenant, and if not in good standing, any unpaid accounts is constituted a debt owed to the Town and is recoverable by any or all of the following methods:
  - By action in any court of competent jurisdiction;
  - By distress and sales of goods and chattels of the person;
  - By adding to Taxes if account is in the name of the owner;
  - Disconnection of services.
- 5 Towns have water supplied, metering services and accounts/collections managed by others. (E.g. Water Coop's, EPCOR, etc.). Outstanding accounts are a debt owed to the Company and are subject to the service provider's regulations and collection methods.
- 3 Towns do not have a Bylaw in place.

**POLICY / LEGISLATION:**

Pursuant to the Municipal Government Act, RSA 2000 Chapter M-26, Part 2, Division 1 Section 7 (g), the Council of the Town of Redcliff may pass Bylaws for municipal purposes respecting public utilities.

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

Utility Invoicing Scenario Flow Chart  
Bylaw 1833 – Water Rates Bylaw  
Bylaw 1834 – Sanitary Sewer Rate Bylaw  
Bylaw 1835 – Garbage Rates & Collection Bylaw

**OPTIONS:**

1. Give the proposed Utility Rates Bylaws first readings.
2. Remain Status Quo
3. Direct Administration to amend draft revised Bylaws.

**RECOMMENDATION:**

Option 1 - Administration is requesting that Council give the Utility Rates Bylaws first readings.

**SUGGESTED MOTION(S):**

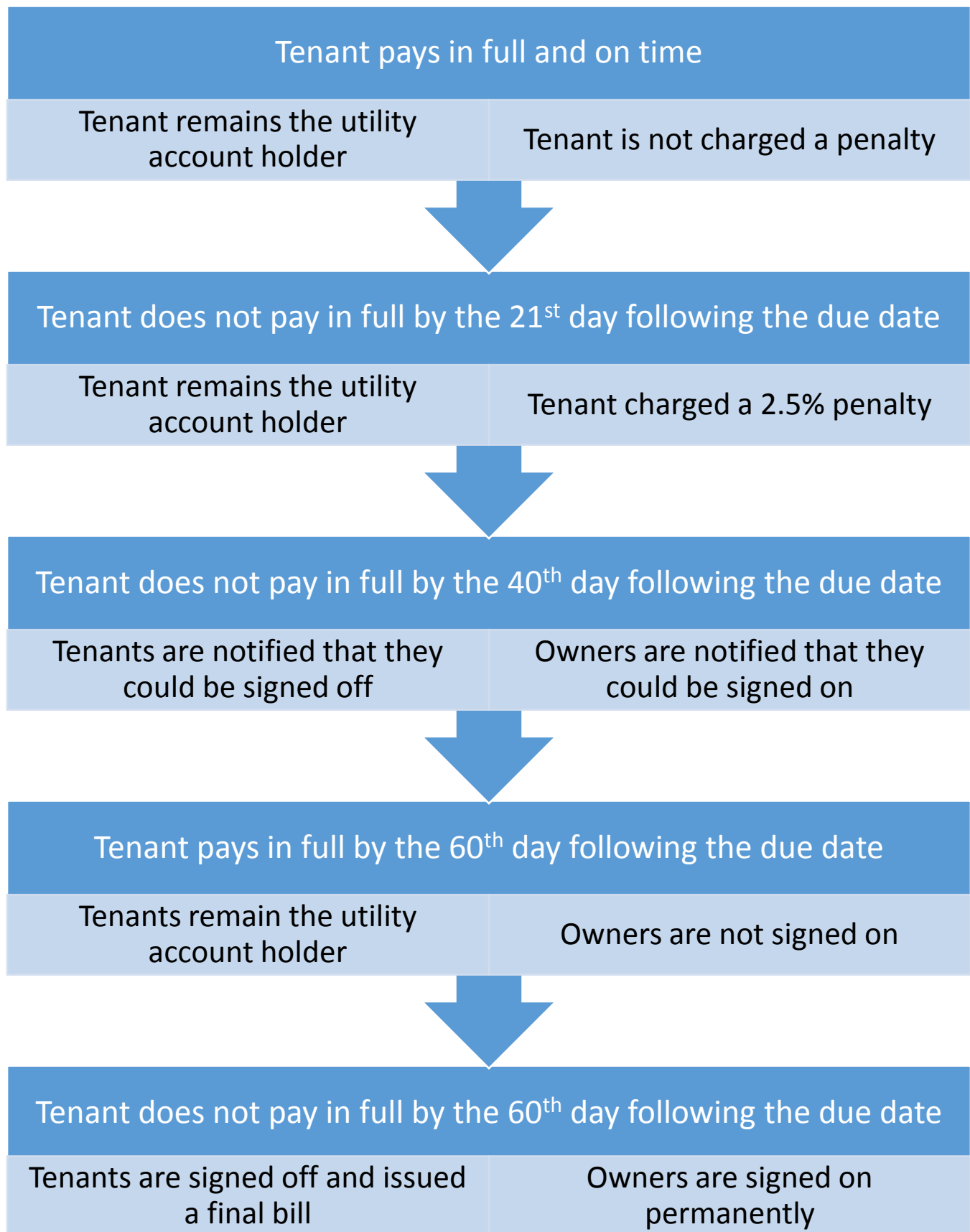
1. Councillor \_\_\_\_\_ moved Bylaw 1833/2016, Water Rates Bylaw be given first reading.  
  
Councillor \_\_\_\_\_ moved Bylaw 1834/2016, Sewer Rate Bylaw be given first reading.  
  
Councillor \_\_\_\_\_ moved Bylaw 1835/2016, Garbage Rates and Collection Bylaw be given first reading.
2. Councillor \_\_\_\_\_ moved to direct Administration to

SUBMITTED BY: \_\_\_\_\_  
Department Head

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

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


## When a Tenant(Grandfathered) Receives a Utility Bill






## When an Owner (or Landlord) receives a Utility Bill


They pay in full and on time  
- They are not charged a penalty.




They do not pay in full by the 21<sup>st</sup> day following the due date  
- They are charged a 2.5% penalty



They do not pay in full by the 40<sup>th</sup> day following the due date  
- They are notified that the unpaid utilities could be transferred to their tax roll if the invoice remains unpaid.



They pay in full before the 60<sup>th</sup> day following the due date  
- The utility account is cleared up.



They do not pay in full before the 60<sup>th</sup> day following the due date  
- They are notified and the utility account balance is cleared up as it is transferred to their tax roll.

**BYLAW NO. ~~1816/2015~~1833/2016**  
**OF THE TOWN OF REDCLIFF**  
**IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF** to provide for the levying, collecting of charges and rates for water service.

**AND WHEREAS** the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities,

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:**

**TITLE**

1. This Bylaw shall be known and may be cited as the "**Water Rates Bylaw**" of the Town of Redcliff. ~~and comes into force on the 1<sup>st</sup> day of January, 2017.~~

**INTERPRETATION AND DEFINITIONS**

2. In this Bylaw:

- a) "**BULK WATER STATION**" shall mean the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
- b) "**COUNCIL**" shall mean The Municipal Council of the Town of Redcliff.
- c) "CUSTOMER" shall mean any owner or tenant of a premises receiving water directly or indirectly by a service connection to the Town's water distribution system.
- d) "**DUE DATE**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
- e) "**M<sup>3</sup>**" shall mean the measure of volume of one cubic meter.
- f) "**MULTI-UNIT BUILDING**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
- g) "**OWNER**" shall mean the registered owner of real property within the Town of Redcliff.
- h) "**PORTABLE HYDRANT METER**" shall mean a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
- i) "**SATISFACTORY CREDIT HISTORY**" shall mean a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
- j) "**TENANT**" shall mean anyone occupying a property in the Town of Redcliff other than the owner of a property.

k) "TOWN" shall mean the Municipal Corporation of the Town of Redcliff.

l) "WATER VALVE ENCUMBRANCE" shall mean the device used to seal a water valve that has been tampered with on a continuing basis.

### **TREATED WATER RATES WITHIN TOWN LIMITS**

3 Every customer within the Town limits who is served treated water, shall require a water meter and shall pay to the Town the following monthly or bi-monthly rates, payable monthly or bi-monthly at the discretion of the Council:

~~3. Every person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within The Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, shall require a water meter and shall pay to the Town the following water rates, payable monthly or bi-monthly at the discretion of the Council:~~

<b>Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$34.90	\$69.80
<b>Total</b>	<b>39.31</b>	<b>\$78.62</b>

<b>Non-Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$44.30	\$88.60
<b>Total</b>	<b>\$48.71</b>	<b>\$97.42</b>

<b>Greenhouse</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$174.20	\$348.40
<b>Total</b>	<b>\$178.61</b>	<b>\$357.22</b>

4 Any water consumed shall be charged to the customer at the rate of **\$0.97 per M<sup>3</sup>**.



- 5 Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. The owners of the Multi-unit building shall be charged the minimum monthly or bi-monthly rate as designated per unit in the building.

#### **TREATED WATER RATES OUTSIDE TOWN LIMITS**

- 6 Every customer outside the Town limits, who is served treated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.  
~~Customers outside the Town limits, who are serviced with treated water from the Town, shall pay the rates outlined in 3.~~

- 7 Any water consumed shall be charged to the customer at the rate of **\$-3.25 per M<sup>3</sup>**.

#### **UNTREATED WATER RATES WITHIN TOWN LIMITS**

8. Every customer within the Town limits, who is served untreated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.  
~~Customers within the Town limits who are serviced with untreated water from the Town, shall pay the rates outlined in 3.~~

9. Any water consumed shall be charged to the customer at the rate of **\$-2.50 per M<sup>3</sup>**.

#### **BULK WATER & PORTABLE HYDRANT**

10. For customers utilizing the Bulk Water Station the following rates shall apply:

- a) Monthly Fee of ~~\$40.00-39.38~~, plus the cost of water consumed shall be charged to the customer at the rate of **\$-3.00 per M<sup>3</sup>**. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.

11. ~~Notwithstanding subsections 3, 3.1 and 3.2, Council may direct a person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within the Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, to pay to the Town the following bulk water rates, payable monthly or bi-monthly at the discretion of the Council:~~

- ~~a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M<sup>3</sup>. The Town reserves the right to suspend or reduce a bulk water service on twenty four (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.~~

12. For customers utilizing the Portable Hydrant Meter the following rates shall apply:

- a) Monthly Fee of ~~\$40.00~~\$39.38, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M<sup>3</sup>**. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.

### **MISCELLANEOUS RATES**

- 13 The charge for a service call (i.e. water turned on/off) made by the Town during regular work hours shall be:

1. Delinquent accounts -Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours	-	<del>Effective</del> Call-Out Labour Rate
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00
5. Frost damaged meter replacement	-	\$40.00 + meter ( <u>\$150 – 600</u> ) <del>plus cost of meter</del>
<i>(Approximately \$150.00 to \$600.00)</i>		
6. Garden service installation	-	\$30.00
7. Garden service removal	-	\$30.00
8. Service call - off/on (same day)	-	\$30.00
9. Service call – Disconnect (Temporary/Seasonal Vacancy)	-	\$50.00
10. Service call – Reconnect (Temporary/Seasonal Vacancy)	-	\$50.00
11. Meter Testing	-	\$50.00
12. Temporary Service during construction (60 days)	-	\$50.00
13. Replace damaged read out	-	\$30.00 plus cost
14. <u>Unscheduled Meter Reading</u>	-	<u>\$30.00</u>

(\*GST not included in above rates)

- 14 Any such service requested after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
- 15 The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of **\$100.00 plus GST** for the service call made by the Town to unseal the water service encumbrance.

~~16. Owners or occupants requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.~~

### **TEMPORARY WATER SERVICE**

- 16 A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, drywalling, and masonry. The cost for this service is outlined in Section 13.
- 17 A temporary water service is available for a maximum of sixty (60) days or until:
- a) the contractor request the water meter from the Town; or
  - b) the Town determines that the plumbing is completed to the stage where a water meter can be installed, or
  - c) the temporary water service is being used for something other than what is intended.
- 18 The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
- 19 Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

### **SIGNING ON**

- 20 New owners requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
- 21 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.
- 22 Any owner who is automatically signed on shall not be required to pay the sign-on fee.

### **DEPOSITS**

- 23 ~~All ew tenants-owners~~ receiving water service from the Town- are no longer required to pay a deposit ~~shall deposit the sum of \$150.00 with the Town to be held in trust. Such deposit shall be paid interest at the rate of zero (0%) per cent.~~
- 24 The deposit fees collected by the Town prior to this Bylaw shall be returned to the customer~~tenant~~ when:
- a) The customer~~tenant~~ terminates their utility account with the Town. ~~and does not enter into an account for utility services to another property as a tenant within the Town's service area.~~ The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.



- b) Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
- c) The customer does not pay their current utility invoice. The Town shall deduct the deposit from the outstanding amount and issue a final bill.
- ~~2 Owners of a single family dwelling wishing to have utility services continue upon the renter signing off may complete Schedule 'A' which will have billing revert to the owner from the date the renter signs off.~~

## **PENALTIES**

26 In the event a grandfathered tenant's utility invoice remains unpaid:

- a) ~~remains unpaid~~ on the 21<sup>st</sup> day following the due date, the Town of Redcliff shall add by way of penalty, an amount which ~~will~~shall be two-~~and~~-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty ~~will~~shall be added to and ~~shall~~ form part of the unpaid utility invoice.
- b) ~~remains unpaid~~ on the 40th~~31<sup>st</sup>~~ day following the due date the Town of Redcliff shall issue a ~~a water service disconnection~~ notice which ~~would~~shall notify the tenant and owner~~user~~ that the water utility account could be transferred to the owner. ~~service may be disconnected on the date specified in the water disconnection notice; however the date of disconnection shall not be less than 10 days after the mailing date of the water disconnection notice.~~
- 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.

27 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 will be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty will 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.

27 Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:

- a) By action in a court of competent jurisdiction, or

- b) By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
- c) ~~Where the occupant is the owner or purchaser of a building or lot or part of a lot, the sum payable by him for such rates or charges are~~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 recoverable, or
- d) ~~Where the occupant is a person other than the owner or purchaser of the building or lot or part of a lot, the sum payable by the occupant for such rates or charges is a debt due by him and shall be~~By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

#### OTHER

- 28 No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
- 29 Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.
  - a) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
- 30 Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year~~six (6) bi-monthly billings~~.
- 31 This Bylaw shall become effective on the first day of January 2017.

#### REPEAL

- 32. Bylaw Number ~~1792/2014~~1816/2015 is hereby repealed effective end of day December 31, ~~2015~~2016.

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

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

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

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

\_\_\_\_\_

MAYOR

---

MANAGER OF LEGISLATIVE AND LAND SERVICES



SCHEDULE 'A'

TOWN OF REDCLIFF \_\_\_\_\_

DATE: \_\_\_\_\_

Utilities Department

~~With reference to tenants vacating property or properties as listed below under the ownership of the undersigned, the utilities will automatically be transferred into the property owner's name.~~

~~This letter shall serve as the permission for the Town of Redcliff to sign on utilities in the property owners name during vacant periods, without any further notice to the owner.~~

~~This procedure is to ensure that the owner is not charged a sign on fee every time the property becomes vacant.~~

~~**PLEASE NOTE: FAILURE TO NOTIFY OUR OFFICE THAT THE LISTED PROPERTY OR PROPERTIES HAVE BEEN SOLD WILL RESULT IN YOUR BEING RESPONSIBLE FOR ANY UTILITIES CONSUMED DURING VACANT PERIODS.**~~

Service Address(es) 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Owner name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City / Town)

\_\_\_\_\_  
(Postal Code)

Telephone Numbers: \_\_\_\_\_ (residence) \_\_\_\_\_ (business)

\_\_\_\_\_  
(OWNERS SIGNATURE)

**BYLAW NO. ~~1817/2015~~1834/2016**  
**OF THE TOWN OF REDCLIFF**  
**IN THE PROVINCE OF ALBERTA**

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

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

- 1 This Bylaw shall be known as the "Sewer Rate Bylaw" of the Town of Redcliff. ~~and comes into force on the 1<sup>st</sup> day of January, 2016.~~
- 2 In this Bylaw the following terms shall be defined as follows:
  - a) **"Council"** shall mean the Municipal Council of the Town of Redcliff.
  - b) **"DUE DATE"** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
  - c) **"Multi-unit Building"** shall mean a building which has more than one (1) self-contained business, residence or combination of both.
  - d) **"Town"** shall mean the Municipal Corporation of the Town of Redcliff.
- 3 a) Every person, firm or corporation being the registered owner, occupant, or purchaser entitled to the possession of property within the Town limits which is serviced directly or indirectly by a service connection to the Town's sewage system shall pay to the Town the following sewer rates payable monthly or bi-monthly at the discretion of Council.

**RESIDENTIAL SANITARY SEWER RATES**

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

**NON-RESIDENTIAL SANITARY SEWER RATES**

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

**GENERAL**

~~4. Owners or occupants requiring sewer service from the Town of Redcliff are required to pay a sign on fee of \$10.00.~~

~~45.~~ a) ~~\_\_\_\_\_~~ )—Unless specifically authorized by the Council, only one (1) sewer service connection shall be permitted for any legal parcel.

b) ~~\_\_\_\_\_~~ -In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.

c) ~~\_\_\_\_\_~~ -Any multi-unit building with one service connection shall be charged the applicable minimum rate for each residential or non-residential unit.

**SIGNING ON**

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

6 Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.



7 Any owner who is automatically signed on shall not be required to pay the sign-on fee.

## **PENALTIES**

8 In the event a grandfathered tenant's utility invoice remains unpaid:

- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which will be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty will 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 water utility account could be transferred to the owner.
- c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.

9 In the event an owner's utility invoice remains unpaid:

- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which will be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty will be added to and form part of the unpaid utility invoice.
- b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.

10 Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:

- a) By action in a court of competent jurisdiction, or
- b) By distress and sale of goods and chattels of the person owing such rates and 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 recoverable, or
- d) By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

~~6. In the event a utility invoice:~~

- ~~a) — remains unpaid on the 21<sup>st</sup> day following the due date, there shall be added thereto by way of penalty, an amount which shall be two and one half percent (2 ½ %) of the unpaid current utility invoice. The said penalty shall be added to and shall form part of the unpaid utility invoice~~
- ~~b) — remains unpaid on the 31<sup>st</sup> day following the due date the Town of Redcliff shall issue a water service disconnection notice which shall notify the user that the water service may be disconnected on the date specified in the water disconnection notice; however the date of disconnection shall not be less than 10 days after the mailing date of the water disconnection notice.~~
- ~~c) — Errors or omission relating to utility billing may be adjusted to a maximum of six (6) bi-monthly billings.~~

117. Sewer charges in default shall constitute a debt owing to the Town and may be recovered:

- a) by action in any court of competent jurisdiction; or
- b) by distress and sale of goods and chattels of the person owing such rates or charges wherever they may be found in the municipality; or
- ~~c) where the occupant is the owner or purchaser of a building, lot or part of a lot, the sum payable by him for such rates or charges are by a preferential lien and charge on the building, lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable; or~~
- ~~d) — d) — where the occupant is a person other than the owner or purchaser of the building, lot or part of a lot the sum payable by the occupant for such rates or charges is a debt due by him and shall be by a preferential lien and charge on his personal property and may be levied and collected with costs by distress.~~

## OTHER

12 Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.

138. Should any clause of this Bylaw be declared invalid that clause shall be deleted but the remainder of the Bylaw shall be deemed to be held intact.

149. Town of Redcliff Bylaw ~~1817/2014~~1817/2014~~5~~ is hereby repealed at the end of the day of December 31, 201~~6~~5.

~~150.~~ This Bylaw shall be effective January 1, 201~~7~~6.

**READ** a first time this 14th day of December, 201~~6~~5.

**READ** a second time this 14th day of December, 2016~~5~~.

**READ** a third time this 14th day of December, 2016~~5~~.

**PASSED** and **SIGNED** this \_\_\_\_\_ day of December, 2016~~5~~.

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. ~~4818/2015~~1835/2016**  
**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, ~~and come into force on the 1<sup>st</sup> day of January, 2016.~~

**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.
- y) **"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

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**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 water 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**

- 31~~29~~ Effective January 1, 2017~~6~~, 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.
- 32~~0~~ 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 will be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty will 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 water 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.

33 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 will be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty will 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.

~~In the event a utility invoice:~~

- ~~a) — remains unpaid on the 21<sup>st</sup> day following the due date, there shall be added thereto by way of penalty, an amount which shall be two and one half percent (2 ½ %) of the unpaid current utility invoice. The said penalty shall be added to and shall form part of the unpaid utility invoice~~
- ~~b) — remains unpaid on the 31<sup>st</sup> day following the due date the Town of Redcliff shall issue a disconnection notice which shall notify the user that the service may be discontinued on the date specified in the disconnection notice; however that date shall not be less than 10 days after the mailing date of the disconnection notice.~~

341 Waste Collection Services Charges rendered pursuant to Sections 31, 32 and 33~~29~~ in default shall constitute a debt owing to the Town which may be recovered.

- a) ~~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) ~~Where the occupant is the Owner or purchaser of a building, a lot, or part of a lot, the sum payable by him for such rates or charges are~~ 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) ~~Where the occupant is a Person other than the Owner or purchaser of the building or lot, or part of a lot the sum payable by the occupant for such rates or charges is a debt due by him and shall be~~ By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

352 Errors or omissions relating to utility billing may be adjusted to a maximum of one (1) year ~~six (6) bi-monthly billings.~~

**Interpretation**

- ~~363~~ 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.
- ~~374~~ 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.
- ~~385~~ 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:**

- ~~396~~ 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;
- ~~4037~~ No Person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.
- ~~4138~~ 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.
- ~~4239~~ 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.
- ~~430~~ 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.
- ~~444~~ Town of Redcliff Bylaw No. ~~1818794/2015~~4 is hereby repealed at the end of the day of December 31, 2015.
- ~~452~~ This Bylaw shall be effective January 1, 2017~~6~~.

**READ** a first time this \_\_\_\_~~14~~14th day of \_\_\_\_\_~~December~~, 2016~~5~~.

**READ** a second time this \_\_\_\_~~14~~14th day of \_\_\_\_\_~~December~~, 2016~~5~~.



---

**READ** a third time this     ~~44~~<sup>4</sup>th day of                     ~~December~~<sup>5</sup>, 201~~6~~<sup>5</sup>.

**PASSED** and **SIGNED** this        day of                     ~~December~~<sup>5</sup>, 201~~6~~<sup>5</sup>.

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF**  
**BYLAW NO. ~~183518/20165~~**  
**SCHEDULE A - RATES**

As provided for under Section ~~31~~29 the following levies shall be charged by the Town for the collection and disposal of Garbage and Other 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	\$2.22	\$4.43
Capital Component	\$5.11	\$10.22
Operating Component	\$ 6.52	\$ 13.05
<b>Total</b>	<b>\$13.85</b>	<b>\$27.70</b>

**Other Premises**

Other Premises shall be required to have separate Town OWNED Garbage Bins and or Carts to be for their use exclusively and shall be charged the following monthly rates for Garbage and Other Waste pick-up and disposal:

<b>3 Cubic Yard Bins (each)</b>	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.22	\$4.43
Capital Component	\$5.11	\$10.22
Operating Component	\$ 73.20	\$146.40
<b>Total</b>	<b>\$80.53</b>	<b>\$161.05</b>

<b>Existing 1.5 Cubic Yard Bins (each) (no longer available)</b>	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.22	\$4.43
Capital Component	\$5.11	\$10.22
Operating Component	\$ 56.86	\$113.73
<b>Total</b>	<b>\$64.19</b>	<b>\$128.38</b>

**Sign On Fee**

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



**TOWN OF REDCLIFF**  
**BYLAW NO. ~~183548/2016~~5**  
**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. ~~183548/2016~~5**  
**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:** November 14, 2016

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

**TOPIC:** Records Retention Bylaw

**PROPOSAL:** To consider adopting a Records Retention Bylaw

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### **BACKGROUND:**

Policy 91, Disposal of Records is being reviewed as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure policies are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Section 214 of the Municipal Government Act (MGA) indicates that Council may pass a bylaw respecting "...the destruction of other records and documents of the municipality". Section 180 (2) of the MGA provides that where a council or a municipality is required or authorized under any enactment or bylaw to do something by bylaw, it may only be done by bylaw.

Administration has prepared for consideration for first reading a bylaw authorizing the retention and disposal of records. Administration used the Alberta Municipal Affairs Retention and Scheduling of Municipal Documents resource as the basis for creating the Records Retention Schedule proposed in the bylaw with some modification to reflect a longer retention periods where administration thought appropriate.

Policy 91, Disposal of Records will be brought forward at a later date for cancellation once the Bylaw is adopted.

**ATTACHMENTS** Bylaw 1836/2016, Records Retention Bylaw

### **POLICY/LEGISLATION:**

Excerpt from Municipal Government Act  
Destruction of records

- 214 (1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.
- (2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.
- (3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

1994 cM-26.1 s214

**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.

**OPTIONS:**

1. To give first reading to Bylaw 1836/2016, Records Retention Bylaw.
2. To not give first reading to Bylaw 1836/2016, Records Retention Bylaw.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTIONS:**

1. Councilor \_\_\_\_\_ moved Bylaw 1836/2016, Records Retention Bylaw be given first reading.

SUBMITTED BY:   
Department Head

APPROVED BY:   
Municipal Manager

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

**BYLAW NO. 1836/2016  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A Bylaw of The Town of Redcliff in the Province of Alberta to establish a schedule of records retention and disposition.**

**WHEREAS** pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may pass a bylaw respecting the destruction of records and documents of the municipality.

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

**TITLE**

1. This Bylaw shall be known as the "Records Retention Bylaw".

**INTERPRETATION**

2. In this Bylaw:
  - a) "Disposition" means the disposal of records via destruction or transfer of records of enduring value to an archival centre.
  - b) "Municipal Manager" means a person appointed by Council as Chief Administrative Officer and known as municipal Manager.
  - c) "Record" means a record as defined in the Freedom of Information Protection of Privacy Act RSA 2000 C F-25 and amendments thereto.
  - d) "Records Retention Schedule" means the schedule that identifies the timeframe records must be retained before reaching final disposition and is set forth in Schedule "A" attached to and forming part of this Bylaw.
  - e) "Town" means the Town of Redcliff.
  - f) "Transitory Record" means a record which is only for the short-term, of immediate, or no value to the Town and will not be needed again in the future.

**RECORD RETENTION AND DISPOSITION**

3. Records shall be retained for the minimum retention periods identified in the Records Retention Schedule.
4. Records may be destroyed once the minimum retention period identified in the Records Retention Schedule has expired.
5. Transitory Records may be destroyed once they have served their purpose and no longer have value to the Town.



7. The Municipal Manager shall:
  - a) authorize procedures for the retention and destruction of records, and
  - b) maintain documentation of records that have been destroyed.
8. The Municipal Manager shall have the discretion to retain records longer than the period provided in this Bylaw and shall do so where the Municipal Manager deems it appropriate.
9. Should an individual's personal information be used by the Town to make a decision that directly affects the individual, the Town must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

## **SCHEDULE**

10. Schedule A – Records Retention Schedule forms part of this bylaw.

## **SEVERABILITY**

11. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

## **EFFECTIVE DATE**

12. This Bylaw shall come into force on the date of its third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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

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

Signed and Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF LEGISLATIVE  
& LAND SERVICES

## SCHEDULE "A"

### RECORDS RETENTION SCHEDULE

Subject	Description	Retention Period (Years)
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	P
	Development	P
	Major Legal	P
	Minor Legal	P
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	Local Boards	5-7
Applications	Site Plan approval	P
	Subdivision (after final approval)	P
	Part-time Employees (after end of employment)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5

<b>Subject</b>	<b>Description</b>	<b>Retention Period (Years)</b>
	Appeals	P
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	P
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O

<b>Subject</b>	<b>Description</b>	<b>Retention Period (Years)</b>
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	P
	Forms	P
	Major Legal	P
	Minor Legal	P
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O P
	Leases (after expiration)	12 S/O
	Notices of Change of land Titles	12 S/O P
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1



Subject	Description	Retention Period (Years)
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)
	Personnel File	1 (after cessation of employment or 6 years after dismissal)
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	P
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P

<b>Subject</b>	<b>Description</b>	<b>Retention Period (Years)</b>
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3 (after garnish is removed)
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets - Daily	5
	- Overtime	5
	- Weekly	5
	Employment Insurance Records	5 (after cessation of employment)
Permits	Development	P
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10

Subject	Description	Retention Period (Years)
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	P
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12

<b>Subject</b>	<b>Description</b>	<b>Retention Period (Years)</b>
	Successful	P
	Purchase Quotations	12
	Unsuccessful	10
Traffic	Streets	7
Training and Development Files		5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	P



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** November 14, 2016

**PROPOSED BY:** Director of Finance & Administration

**TOPIC:** Community Organization Property Tax Exemption Regulation (COPTER)

**PROPOSAL:** To consider providing property tax exemption for those community organizations that submitted the required applications.

---

**BACKGROUND:**

Section 362(1)(n) of the MGA and the Community Organization Property Tax Exemption Regulation (COPTER) provides Council with the authority to provide partial property tax exemption for non-profit organizations, specific defined societies, or community associations that own or lease property.

When considering an application submitted under COPTER the following questions have been suggested in "A Guide to Property Tax Exemptions in Alberta" to assist in the decision making process:

- A. Does the main use of the property meet the general conditions for an exemption under MGA 362(1)(n)?
- B. Does the facility meet the requirements of Part 1 (general rules) of COPTER?
- C. Does the facility meet the specific conditions, including the access conditions?
- D. Does the facility meet the specific requirements of Part 3 of COPTER?
- E. If the facility qualifies for an exemption, do the related retail commercial areas meet the requirements of section 18, or if it is a licensed facility, section 8 of COPTER?

Three applications were received from non-profit organizations located within the Town of Redcliff.

1. Redcliff Community Curling Club
2. Riverview Golf Club
3. German Canadian Harmony Club

These organizations have all met the criteria for exemption previously. The Redcliff Curling Club received a full exemption from taxation. The Riverview Golf Club was granted exemption except for the area covered under the Class C liquor license. The German Canadian Harmony Club was granted exemption, except for the area leased to a private caterer. There are no significant changes to any of the applications as previously submitted. All of the aforementioned groups received the specified exemption from council from 2014-2016.

The 2016 taxation year assessment values for these three properties and the municipal portion of taxes were as follows:

Name of Organization	Total Assessment	Exempt Assessment	Estimated exemption (municipal portion) 2016 Tax Rates
Redcliff Community Curling Club	\$ 684,650	\$ 684,650 (100%)	\$ 8,314.39
Riverview Golf Club	\$ 1,800,020	\$1,654,130 (91.90%)	\$ 20,087.75
German Canadian Harmony Club	\$ 376,570	\$ 338,910 (90%)	\$ 4,115.72

**POLICY/LEGISLATION:**

MGA 362(1)(n)

Part 3 of Community Organization Property Tax Exemption Alberta Regulation 281/1998

**STRATEGIC PRIORITIES: N/A****ATTACHMENTS:**

1. MGA 362(1)(n)
2. Part 3 of Community Organization Property Tax Exemption Alberta Regulation 281/1998

**OPTIONS:**

1. Council approve the applications for property tax exemption for the taxation years 2017, 2018 and 2019.
2. Council approve the applications for property tax exemption for the taxation year 2017. Further that re-application will be required for 2018 and 2019 tax years.
3. Council not approve the applications for property tax exemption. Re-application may be considered for the 2018 and 2019 tax years at another time.

**RECOMMENDATION:**

Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2017, 2018 and 2019 taxation years.
  - i) Redcliff Community Curling Club
  - ii) Riverview Golf Club
  - iii) German Canadian Harmony Club
2. Councillor \_\_\_\_\_ moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2017 taxation year. Further that re-application will be required for 2018 and 2019 tax years.
  - i) Redcliff Community Curling Club
  - ii) Riverview Golf Club
  - iii) German Canadian Harmony Club
3. Councillor \_\_\_\_\_ moved that the Town of Redcliff not provide exemption to the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2017 taxation year.
  - i) Redcliff Community Curling Club
  - ii) Riverview Golf Club
  - iii) German Canadian Harmony Club

SUBMITTED BY:

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

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

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

**Exemptions for Government, churches and other bodies**

**362(1)** The following are exempt from taxation under this Division:

- (a) any interest held by the Crown in right of Alberta or Canada in property;
- (b) property held by a municipality, except the following:
  - (i) property from which the municipality earns revenue and which is not operated as a public benefit;
  - (ii) property that is operated as a public benefit but that has annual revenue that exceeds the annual operating costs;
  - (iii) an electric power system;
  - (iv) a telecommunications system;
  - (v) a natural gas or propane system located in a hamlet, village, summer village, town or city or in a school district that is authorized under the *School Act* to impose taxes and has a population in excess of 500 people;
- (c) property, other than a student dormitory, used in connection with school purposes and held by
  - (i) the board of trustees of a school district, school division or regional division,
  - (i.1) the Regional authority for a Francophone Education Region established under the *School Act*,
  - (i.2) the operator of a charter school established under the *School Act*, or
  - (ii) the operator of a private school registered under the *School Act*;
- (d) property, other than a student dormitory, used in connection with educational purposes and held by any of the following:
  - (i) the board of governors of a university, technical institute or public college under the *Post-secondary Learning Act*;
  - (ii) the governing body of an educational institution affiliated with a university under the *Post-secondary Learning Act*;

- (iii) a students association or graduate students association of a university under the *Post-secondary Learning Act*;
- (iv) a students association of a technical institute or public college under the *Post-secondary Learning Act*;
- (v) the board of governors of the Banff Centre under the *Post-secondary Learning Act*;
- (e) property, other than a student dormitory, used in connection with hospital purposes and held by a hospital board that receives financial assistance from the Crown;
- (f) property held by a regional services commission;
- (g) repealed by RSA 2000;
- (g.1) property used in connection with health region purposes and held by a health region under the *Regional Health Authorities Act* that receives financial assistance from the Crown under any Act;
- (h) property used in connection with nursing home purposes and held by a nursing home administered under the *Nursing Homes Act*;
- (i) repealed 1998 c24 s29;
- (j) property used in connection with library purposes and held by a library board established under the *Libraries Act*;
- (k) property held by a religious body and used chiefly for divine service, public worship or religious education and any parcel of land that is held by the religious body and used only as a parking area in connection with those purposes;
- (l) property consisting of any of the following:
  - (i) a parcel of land, to a maximum of 10 hectares, that is used as a cemetery as defined in the *Cemeteries Act*;
  - (ii) any additional land that has been conveyed by the owner of the cemetery to individuals to be used as burial sites;
  - (iii) any improvement on land described in subclause (i) or (ii) that is used for burial purposes;



## (m) property held by

- (i) a foundation constituted under the *Senior Citizens Housing Act*, RSA 1980 cS-13, before July 1, 1994, or
- (ii) a management body established under the *Alberta Housing Act*,

and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*;

## (n) property that is

- (i) owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality,
- (ii) held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public,
- (iii) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by
  - (A) the Crown in right of Alberta or Canada, a municipality or any other body that is exempt from taxation under this Division and held by a non-profit organization, or
  - (B) by a non-profit organization,
- (iv) held by a non-profit organization and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*, or
- (v) held by and used in connection with a society as defined in the *Agricultural Societies Act* or with a community association as defined in the regulations,

and that meets the qualifications and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations;

## (o) property

- (i) owned by a municipality and used solely for the operation of an airport by the municipality, or

- (ii) held under a lease, licence or permit from a municipality and used solely for the operation of an airport by the lessee, licensee or permittee;
  - (p) a municipal seed cleaning plant constructed under an agreement authorized by section 7 of the *Agricultural Service Board Act*, to the extent of 2/3 of the assessment prepared under Part 9 for the plant, but not including the land attributable to the plant.
- (2) Except for properties described in subsection (1)(n)(i), (ii) or (iv), a council may by bylaw make any property that is exempt from taxation under subsection (1)(n) subject to taxation under this Division to any extent the council considers appropriate.
- (3) A council proposing to pass a bylaw under subsection (2) must notify, in writing, any person or group that will be affected of the proposed bylaw.
- (4) A bylaw under subsection (2) has no effect until one year after it is passed.

RSA 2000 cM-26 s362;2003 cP-19.5 s142

**Exempt property that can be made taxable**

**363(1)** The following are exempt from taxation under this Division:

- (a) property held by and used in connection with Ducks Unlimited (Canada) under a lease, licence or permit from the Crown in right of Alberta or Canada;
- (b) property held by and used in connection with
  - (i) the Canadian Hostelling Association -- Northern Alberta District,
  - (ii) the Southern Alberta Hostelling Association,
  - (iii) Hostelling International -- Canada -- Northern Alberta, or
  - (iv) Hostelling International -- Canada -- Southern Alberta,unless the property is operated for profit or gain;
- (c) property held by and used in connection with a branch or local unit of the Royal Canadian Legion, the Army, Navy and Air Force Veterans in Canada or other organization of former members of any allied forces;
- (d) student dormitories.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

### **Part 3**

#### **Other Property Exempt Under Section 362(1)(n)**

##### **Definitions**

**13** In this Part,

- (a) “arts” means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
- (b) “chamber of commerce” means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) “ethno-cultural association” means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) “linguistic organization” means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) “museum” means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (e.1) “residents association” means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

- (i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,
  - (ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
  - (iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;
- (f) “retail commercial area” means property used to sell food, beverages, merchandise or services;
- (g) “sheltered workshop” means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) “thrift shop” means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

**Exemption for other property**

**14** This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

**Property of residents association**

**14.1(1)** Property that is owned and held by and used in connection with a residents association is exempt from taxation.

**(2)** Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;



- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

#### **Day cares, museums and other facilities**

**15** A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
  - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
  - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

#### Conditions for exemption

**16(1)** A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
  - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
  - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

- (e) the requirements of subsections (4) and (5), if applicable, are met.

(2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

(3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.

(4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
- (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.

(5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) no disposition of the property may be made without the approval of the municipality, and
- (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.

(6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010

**Waiver of application requirement**

**17(1)** If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

**(2)** A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

- (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

**(3)** A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

**Retail commercial areas**

**18(1)** In this section, "exempt facility" means a facility or part of a facility

- (a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or
- (b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

**(2)** A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act*, community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used



- (i) to pay all or part of the operational or capital costs of the exempt facility, or
- (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

**Part 4** Repealed AR 283/2003 s5.

## **Part 5**

### **Repeal and Review**

#### **Repeal**

**22(1)** The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

**(2)** Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

#### **Expiry**

**23** For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on January 31, 2018.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** November 14, 2016

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

**TOPIC:** Pat's Off-Road Transport Bulk Water Station Agreement

**PROPOSAL:** Renew Agreement

---

**BACKGROUND:**

The Development Agreement with Pat's Off-Road Transport Ltd. for their Bulk Water Station Agreement expires November 20, 2016. The Agreement states that the term can be renewed or extended by mutual agreement of the parties in writing. Any renewal or extension is subject to the same terms and conditions as the original agreement unless otherwise modified in writing with the same formality as the agreement. An agreement has been in place since 2004 and has been renewed annually up to 2013 when the term was changed to three years.

Pat's Off-Road Transport Ltd. would like to request that the agreement be extended for 10 years.

**POLICY/LEGISLATION:** n/a

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:**

1. Correspondence from Pat's Off-Road Transport Ltd.
2. Current Development Agreement

**OPTIONS:**

1. Authorize renewal of the development agreement with Pat's Off-Road Transport Bulk Water Station Agreement for a term of three (3) years.
2. Authorize renewal of the development agreement with Pat's Off-Road Transport Bulk Water Station Agreement for a term of ten (10) years.
3. To deny the request to extend the agreement with Pat's Off-Road Transport.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Administration be authorized to extend the Development Agreement with Pat's Off-Road Transport for a Bulk Water Station on Lot 7, Block 1, Plan 7911064 for a term of three (3) years.
2. Councillor \_\_\_\_\_ moved that Administration be authorized to extend the Development Agreement with Pat's Off-Road Transport for a Bulk Water Station on Lot 7, Block 1, Plan 7911064 for a term of ten (10) years.

SUBMITTED BY:

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

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

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

*pat's*  
**OFF-ROAD TRANSPORT LTD.**

Phone 1-403-527-4774

RECEIVED  
NOV 03 2016  
TOWN OF REDCLIFF

PO BOX 326  
MEDICINE HAT, AB T1A 7G1

Fax 1-403-504-1711

October 26, 2016

Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0  
Atten: Shanon Simon  
Phone: 403-548-3618  
Fax: 403-548-6623

This letter is to request that our water use agreement be extended for 10 years.  
PLAN 7911064  
BLOCK 1  
LOT 7

Thank you,

  
\_\_\_\_\_  
Paul Kaupp



COPY

THIS AGREEMENT made this 28 day of NOV, 2013.

BETWEEN:

THE TOWN OF REDCLIFF  
(hereinafter referred to as the "Town")

-and-

PAT'S OFF-ROAD TRANSPORT LTD.  
(hereinafter referred to as "Pat's Off-Road")

DEVELOPMENT AGREEMENT

WHEREAS:

- A. The Town, as a municipality, has developed a water system or works used to provide domestic water for public consumption, benefit, convenience and use (the "PUBLIC WATER UTILITY OR DOMESTIC WATER SERVICE").
- B. Pat's Off-Road is the registered owner of certain lands and premises situated in the Town of Redcliff, in the Province of Alberta, legally described as:

PLAN	7911064
BLOCK	1
LOT	7

EXCEPTING THEREOUT ALL MINES AND MINERALS

(the "PREMISES")

- C. Pat's Off-Road has applied for a Development Permit to establish a bulk water supply station on the Premises for the purposes of supplying heated water to the oil/gas production industry (the "DEVELOPMENT" or "BULK WATER SUPPLY STATION").
- D. The Municipal Planning Commission has approved the Development Application for the Bulk Water Supply Station, subject to certain terms and conditions.
- E. In conjunction with the Development Application, Pat's Off-Road has requested that the Town provide domestic water service to the Premises and increase the size of the water service line to the Premises in order to better facilitate the Bulk Water Supply Station.
- F. The Town is desirous of maintaining adequate safeguards, measures and controls in order to ensure the continuing long term viability and integrity of the Public Water Utility and in order to be able to provide adequate domestic water service to other users within the municipality.

- G. The Town has agreed to provide domestic water service to the Premises and to oversize the water service line to the Premises to facilitate the Development subject to certain restrictions, terms and conditions.
- H. Pat's Off-Road has agreed to enter into a Development Agreement with the Town in relation thereto and to abide by certain restrictions, terms and conditions.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

**1. SUPPLY AND INSTALLATION OF 3" WATER SERVICE LINE**

- 1.1 The Town has provided a 3" water service line for the supply of domestic water to the Premises. The water service line shall not exceed 3" and no additional water service lines to the Premises shall be permitted.

**2. TERM**

- 2.1 The Term of the Agreement shall commence upon the execution of this Agreement by both parties and shall expire three (3) year from the date of this agreement unless renewed or extended by mutual agreement of the parties in writing (the "Term"). Any renewal or extension shall be subject to the same terms and conditions as this Agreement unless otherwise modified in writing with the same formality as this Agreement.

**3. RESTRICTIONS ON USAGE**

- 3.1 The Town agrees, subject to the provisions of Article 4, to supply and deliver domestic water from the Public Water Utility to the Premises through the 3" water service line at full capacity during the Term, subject to the restrictions on usage as set forth in paragraph 3.2
- 3.2 Pat's Off-Road agrees that during the Term, it shall ONLY be entitled to utilize the Public Water Utility on the Premises between the hours of 9:00 p.m. to 6:00 a.m. daily (the "DAILY USAGE").
- 3.3 Pat's Off-Road hereby grants to the Town, its agents and employees full unfettered access to the Premises and any facility housing the water meter to monitor the daily usage and to otherwise inspect the same in order to ensure compliance with the Agreement.

**4. TERMINATION FOR GOOD REASON**

- 4.1 In this Article "Good Reason" shall include, without limitation, the occurrence of any of the following events:
  - a. a change in the Town's license to draw water from the South Saskatchewan River;

- 6.2 The enforcement provisions of the *Municipal Government Act* R.S.A. 2000 M-26 (Division 4) including but not limited to sections 541, 542, 543, 544, 545, 645 and 646 shall apply to this Agreement.

## 7.0 GENERAL PROVISIONS

- 7.1 Any notice or communication to be given or made to either Party shall be in writing and may be sufficiently given if sent by facsimile delivered to such party as follows:

As to the TOWN OF REDCLIFF:

Town of Redcliff  
Box 40  
Redcliff AB T0J 2P0

Attention: Municipal Manager  
Facsimile: 548-6623

As to PAT'S OFF-ROAD TRANSPORT LTD.:

Pat's Off-Road Transport Ltd.  
Box 326  
Medicine Hat AB T1A 7G1

Attention: Pat Kaupp  
Facsimile: 504-1711

Any notice or communication given in the foregoing manner shall be deemed to have been given and received on the date of transmission. Either party may change it's address or facsimile number for receiving any notice or communication by notice given in the foregoing manner.

- 7.2 The provisions of the Agreement shall be binding upon and enure to the benefit of the respective heirs, successors and permitted assigns of the Town and Pat's Off-Road.
- 7.3 This Agreement constitutes the entire Agreement between the parties in respect of the subject matter hereof and the Parties hereto agree that there are no other provisions except as are expressed herein. All previous verbal or written agreements, if any, are hereby cancelled and rendered null and void.
- 7.4 No assignment of this Agreement shall be valid unless the same shall be for the entire estate, right, title and interest of Pat's Off-Road and consented to by the Town, which consent shall not be unreasonably withheld. Provided that Pat's Off-Road may assign its entire estate, right, title and interest in this Agreement to an affiliate, as that term is defined in the *Business Corporations Act* (Alberta), upon notice to the Town. Any assignment, excepting only an assignment to an affiliate, shall be deemed to be a sale of the Premises for the purposes of this Agreement.

- 7.5 Any waiver by the Town or Pat's Off-Road of the strict performance of any of the provisions of this Agreement shall not of itself constitute a waiver of or abrogate any other provision or constitute a waiver of any subsequent breach of the same.
- 7.6 This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators and assigns.
- 7.7 The law of the Province of Alberta, in the Country of Canada shall be the law of this Agreement.


IN WITNESS WHEREOF the parties hereto have set their hands and seals this 28 day of November, 2013.

TOWN OF REDCLIFF

Per:



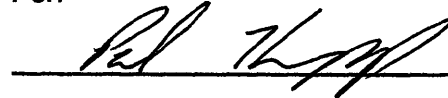
Municipal Manager



Mayor

PAT'S OFF-ROAD TRANSPORT LTD.

Per:





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

**DATE:** November 14, 2016

**PROPOSED BY:** Municipal Manager

**TOPIC:** Senior's Drop-In Centre Lease Agreement

**PROPOSAL:** To Consider the Senior Society's Request for a continuance through to the end of 2017 (December 31, 2017)

---

### **BACKGROUND:**

Town administration has been collaborating with the Redcliff Senior's Society (RSS) leadership and discussing the possibility of entering into a lease agreement whereby the RSS operates and manages the facility (as outlined in a **DRAFT** iteration of a lease agreement).

The philosophy of the draft agreement is an attempt to establish a partnership approach to an alternative method of delivering this service. Each party, being the Town and the RSS, would have specific obligations as outlined in the agreement. When discussing the potential drawbacks and opportunities regarding this potential partnership one of the significant and likely synergies would be the specific grant programs the senior's society, as leaseholder and operator of the facility, would have access to (i.e. lottery fund grant programs) that could be utilized to enhance the facility (this is also stipulated in the proposed draft agreement). The underlying principles were considered as administration has been working with the RSS leadership:

- Enhancing partnership with a local service club/group.
- Empowering local volunteer groups to assist in local service delivery (other similar examples in the community include the Museum and Municipal Library as they both occupy Town owned properties but provide a service for the entire community).
- The potential of implementing a service in an alternative manner (from an industry standpoint this is referred to as alternative service delivery).
- The importance of collaboration as it relates to improving ongoing operations and longer-term capital investments.

Upon recent and further communications between the Municipal Manager and RSS leadership it has been indicated that while there is still some interest in the aforementioned idea, they have recently formed a committee to consider and further discuss the draft lease agreement. As such they have requested a continuance of the current lease agreement through to the end of 2017. The RSS would like the lease agreement to remain status quo for the 2017 calendar year with the intent to continue the above discussions with more due diligence on their part. This is a reasonable request (as the agreement needs to be renewed or extended regardless) and administration is willing to negotiate and work through a new lease agreement with the RSS throughout the 2017 calendar year.

**POLICY/LEGISLATION:** N/A

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:** N/A

**OPTIONS:**

1. Grant the Redcliff Seniors Society request for a continuance of the existing Seniors Drop-In Centre lease agreement through to the end of 2017 (December 31, 2017).
2. Grant the Redcliff Seniors Society request for a continuance of the existing Seniors Drop-In Centre lease agreement for a shorter period of time at Council's discretion.
3. Decline the Redcliff Seniors Society request for a continuance of the existing lease agreement.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to grant the Redcliff Seniors Society request for a continuance of the existing Senior Drop-In Centre lease agreement through to the end of 2017 (December 31, 2017), and further, to authorize the Municipal Manager to sign said continuance.
2. Councillor \_\_\_\_\_ moved to grant the Redcliff Seniors Society request for a continuance of the existing Seniors Drop-In Centre lease agreement through to a period ending \_\_\_\_\_, and further, to authorize the Municipal Manager to sign said continuance.

SUBMITTED BY:

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

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

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** November 14, 2016

**PROPOSED BY:** Director of Public Services

**TOPIC:** Alberta Community Partnership Grant Application for Regional Solid Waste Study

**PROPOSAL:** Provide a resolution of support for the grant application

---

**BACKGROUND:**

Alberta Municipal Affairs has a grant program called Alberta Community Partnership (ACP). The grant program guidelines provides for initiatives that are pursued in conjunction with two or more municipalities.

The Town of Redcliff, Cypress County, and the City of Medicine Hat are currently collaborating to complete a Regional Solid Waste Management Study together. This study would meet much of the criteria listed in the ACP guidelines. If the application is approved the maximum eligible grant funding availability would be \$200,000.

A condition in the application requires each partner to have a resolution of support and authorization to apply for the ACP grant from their respective council. For this application the City of Medicine Hat has agreed to submit the grant application and will therefore be the managing partner of the grant. The Town of Redcliff and Cypress County would be project participants.

**POLICY/LEGISLATION:** N/A

**STRATEGIC PRIORITIES:**

It is identified that regional collaboration and a Solid Waste Strategy are high on the Town of Redcliff's strategic priorities

**ATTACHMENTS:** N/A

**OPTIONS:**

1. Provide resolution of support for the ACP inter-municipal collaboration grant application of \$200,000 for a Regional Solid Waste Study with the City of Medicine Hat and Cypress County. The City of Medicine Hat will be designated the managing partner for the application.
2. Do not support the grant application

**RECOMMENDATION:**

Option #1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Redcliff Town Council supports and authorizes the submission of an ACP inter-municipal collaboration grant application of \$200,000 for a Regional Solid Waste Study with the City of Medicine Hat and Cypress County. Further that the City of Medicine Hat be designated as the managing partner for the application.

SUBMITTED BY:

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

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

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



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

**DATE:** November 14, 2016

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

**TOPIC:** Off-site Levies Policy

**PROPOSAL:** That Council consider changes to Policy 130 - Off-site Levies.

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**BACKGROUND:**

Council approved Policy 130 – Off-site Levies at the September 12, 2016 Council meeting.

The Town has received two development applications that, under the policy, are not exempt from Off-site levies. The first application highlights an unanticipated result of Policy 130 and the second application serves as an example of the implementation of Policy 130 in an infill scenario.

**First Application:**

An application was made to develop a house in zone 18. Due to the large size of the property and that offsite levies are charged on a hectare basis the offsite levies total \$38,197. Administration is concerned that scenarios such as these will act as an unwanted barrier to residential estate development.

There are a couple of ways the Town could handle this:

1. Make no changes on the rational that a larger lot should pay more levies.
2. As the levy includes water and sanitary charges to which the parcel cannot connect at this time, these could be dropped from the current charges but could be charged in the future.
3. The Town could set a maximum levy per residential lot.
4. The Town could collect levies on only part of a large lot and defer collection of the rest of the levies to a time when the lot is further developed and creates additional demands on the Town's infrastructure.

Each of these options generate differing levels of complexity to administer. The result of the first option is that it will potentially sterilize development of large estate lots (which typically have high assessed property value) in the Town and potential liability concerns. The second option does not adequately address the high levy cost and also creates a need to keep much more thorough and complex records. The third option could create a shortfall (although likely small) in the offsite levies reserves. The forth option, while striking a good balance on the amount of

levies collected at the onset, creates a more complicated calculation of the levies and requires more thorough and complex records.

Administration recommends the third option. This is based on that it maintains simplicity in record keeping and eliminates a perceived inequity in the application of offsite levies.

Calculation of a per lot fee is proposed based on the following:

1. Offsite levies are calculated on the gross developable area (ER and MR have been subtracted from the gross area)
2. Typical residential subdivisions have a maximum of 30% of the developable land dedicated as roads.
3. A standard lot size is 15 metres by 33 metres.

Based on the above one hectare of developable land yields approximately 14 lots (5.7 lots per acre). The offsite levies by area would then be as shown in the table below.

Area Ref.#	Offsite Levy	Per Lot Levy Assuming 14 Lots per ha
1	\$90,001.00	\$6,428.64
2	\$90,001.00	\$6,428.64
3	\$101,232.00	\$7,230.86
4	\$101,232.00	\$7,230.86
5	\$78,938.00	\$5,638.43
6	\$90,001.00	\$6,428.64
7	\$86,150.00	\$6,153.57
8	\$86,150.00	\$6,153.57
9	\$94,383.00	\$6,741.64
10	\$94,383.00	\$6,741.64
11	\$78,938.00	\$5,638.43
12	\$78,938.00	\$5,638.43
13	\$208,538.00	\$14,895.57
14	\$148,328.00	\$10,594.86
15	\$78,938.00	\$5,638.43
16	\$78,938.00	\$5,638.43
17	\$94,383.00	\$6,741.64
18	\$94,383.00	\$6,741.64

The average of Per Lot Levies would be \$7,039.11. As an option the Town could impose a flat maximum levy per lot however this would mean that zones 13 and 14 would likely see a substantial reduction in their off-site levies, which would result in a shortfall in the off-site Levies Reserves.

## Second Application:

The second application is for a property located in zone 9 which is zoned R-1. The proposed development is for a single family house. The lot had a house that was removed several years ago. Under Bylaw 1829/2016 zone 9 has an off-site levies rate of \$94,383 per ha. Policy 130 states that the offsite levy applies to the increase in the size of the building. The original building was approximately 120 square metres and the new building is approximately 182 square metres. This is a 51.6% increase in the size of the building and the assessment would be \$1,941.40. If the new building had been applied for within 1 year of demolition then the offsite levy would have been \$1,002.00.

Administration does not have an issue with maintaining the incentive to have buildings constructed quickly on sites where a building is demolished.

## **POLICY/LEGISLATION:**

Excerpt from Municipal Government Act

- 648 (1) For the purposes referred to in subsection (2), a council may by bylaw
- (a) provide for the imposition and payment of a levy, to be known as an “off-site levy”, in respect of land that is to be developed or subdivided, and
  - (b) authorize an agreement to be entered into in respect of the payment of the levy.
- (2) An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
- (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - (c) new or expanded storm sewer drainage facilities;
  - (c.1) new or expanded roads required for or impacted by a subdivision or development;
  - (d) land required for or in connection with any facilities described in clauses (a) to (c.1).
- (3) On September 1, 1995 an off-site levy under the former Act continues as an off-site levy under this Part.
- (4) An off-site levy imposed under this section or the former Act may be collected once for each purpose described in subsection (2), in respect of land that is the subject of a development or subdivision, if
- (a) the purpose of the off-site levy is authorized in the bylaw referred to in subsection (1), and
  - (b) the collection of the off-site levy for the purpose authorized in the bylaw is specified in the agreement referred to in subsection (1).

- (4.1) Nothing in subsection (4) prohibits the collection of an offsite levy by instalments or otherwise over time.
- (5) An off-site levy collected under this section, and any interest earned from the investment of the levy,
  - (a) must be accounted for separately from other levies collected under this section, and
  - (b) must be used only for the specific purpose described in subsection (2)(a) to (c.1) for which it is collected or for the land required for or in connection with that purpose.
- (6) A bylaw under subsection (1) must be advertised in accordance with section 606 unless
  - (a) the bylaw is passed before January 1, 2004, or
  - (b) the bylaw is passed on or after January 1, 2004 but at least one reading was given to the proposed bylaw before that date.
- (7) Where after March 1, 1978 and before January 1, 2004 a fee or other charge was imposed on a developer by a municipality pursuant to a development agreement entered into by the developer and the municipality for the purpose described in subsection (2)(c.1), that fee or charge is deemed
  - (a) to have been imposed pursuant to a bylaw under this section, and
  - (b) to have been validly imposed and collected effective from the date the fee or charge was imposed.

RSA 2000 cM-26 s648;2003 c43 s3;2015 c8 s67

649 A bylaw that authorizes a redevelopment levy or an off-site levy must set out the purpose of each levy and indicate how the amount of the levy was determined.

RSA 2000 cM-26 s649;2015 c8 s68

## **STRATEGIC PRIORITIES:**

Off-site Levy Policy 130 is not identified as a priority in the Municipality's Strategic Priorities. However, The Policy is new and unanticipated impacts from the Policy should be addressed.

## **ATTACHMENTS:**

- Proposed changes to Policy 130 Off-site Levies.

## **OPTIONS:**

1. That Council approve the change proposed to Policy 130 – Off-site Levies to a maximum per residential lot levy for each zone.
2. That Council direct administration to amend Policy 130 as follows:



• \_\_\_\_\_

**RECOMMENDATION:**


Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy 130, Off-site Levies be revised to a maximum per residential lot levy for each zone as presented.
2. Councillor \_\_\_\_\_ moved that administration modify Policy 130 as follows:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SUBMITTED BY:**

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

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

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

Approved by Council — ~~September 12~~, 2016

## Off-site Levies Policy

### 1 Background

The Town of Redcliff adopted the Off-site Levies bylaw 1829/2016.

The Town has established Off-site Levies Reserve Funds for transportation, water, sanitary sewer and storm as outlined in the Municipal Government Act (MGA).

### 2 Policy

#### 2.1 Assessment

Off-site levies are incurred upon approval of a subdivision or development by the Town.

#### 2.2 Exemptions

There are two types of exemptions, Legislative and Town. Legislative exemptions are listed in the MGA. Town Exemptions are listed in this policy.

##### 2.2.1 Legislative Exemptions

Municipal Government Act, Section 648

- (4) An off-site Levy imposed under this section or the former Act may be collected once for each purpose described in subsection (2), in respect of land that is the subject of a development or subdivision, if
  - (a) the purpose of the off-site Levy is authorized in the bylaw referred to in subsection (1), and
  - (b) the collection of the off-site Levy for the purpose authorized in the bylaw is specified in the agreement referred to in subsection (1).
- (7) Where after March 1, 1978 and before January 1, 2004 a fee or other charge was imposed on a developer by a municipality pursuant to a development agreement entered into by the developer and the municipality for the purpose described in subsection (2)(c.1), that fee or charge is deemed
  - (a) to have been imposed pursuant to a bylaw under this section, and
  - (b) to have been validly imposed, and collected
  - (c) effective from the date the fee or charge was imposed.

#### Guiding Principle

If a parcel of land was previously subdivided or developed, and Off-site Levies or equivalent to Off-site Levies for a certain infrastructure type (i.e. water) was paid on that entire parcel, then any new subdivision or development on the parcel is exempt from any future assessment and payment of an offsite Levy of the same type. Any specific Off-site Levies or equivalent to Off-site Levies that were not paid are still eligible for payment triggered by a future subdivision or development.

RSA 2000 cM-26 s648;2003 c43 s3;2015 c8 s67

### 2.2.2 Town Exemptions

The MGA is very general in its description of Development and Subdivision. Many types of development either do not add to, minimally add to, or create no demand on the Town's infrastructure and would therefore be unfairly assessed off-site levies without exemptions. Town exemptions allow for these developments and subdivisions to proceed and encourage economic activity in the Town. Town exemptions can also be used by the Town to encourage redevelopment in the Town.

#### Guiding Principle

If a development or subdivision is likely not to increase the servicing demands on the roads, and/or water, and/or sanitary, and/or storm management off-site infrastructure then the development or subdivision may reasonably be exempt from off-site levies and thresholds be set for these exemptions.

Exemption / Exemption Threshold	Rationale
Excavation or Stockpile	Excavation and stockpiles do not typically require the infrastructure that off-site levies are taken for.
Temporary Development / Land Uses – Less than 1 year cumulative.	A use that is temporary in nature will only have a temporary impact on off-site levies infrastructure. The timeframe threshold ensures that a temporary use is not extended to permanent use. (i.e. temporary for the first year and then temporary for a second year is no longer considered a temporary use.)
Demolition or Removing of a Structure	Demolition or removal of structures does not increase the use of infrastructure.
Ancillary Building & Improvements	Allows for various residential, commercial and industrial development applications that do not create any additional demands on off-site levy infrastructure. Examples of ancillary improvements are, fences, retaining walls, berms, signs, garden sheds, residential garages, residential decks, etc.
Building Alterations	Allows for alterations of existing buildings that do not change the floor area or the use, as they do not create any additional demands on off-site levy infrastructure.
Building Additions less than 25% of the original building floor area.	Allows for small additions to buildings where there is no change in the use of the building as the increase in demand on the off-site levy infrastructure is minimal. Where successive building additions are done the cumulative increase in the building floor area must be less than 25%.
Building Additions more than 25% of the original building floor area shall be assessed only for the increase in the building floor area.	Where a structure already exists and is serviced it is not reasonable to charge off-site levies on the existing serviced capacity. However it is logical to charge the off-site levies on the increase in servicing the Town is required to provide.

Exemption / Exemption Threshold	Rationale
Replacement of a Structure within 1 year of demolition or destruction of the prior structure.	Allows for the replacement of a structure with a new structure of the same use on the same property. An increase in the size of a replacement structure is governed under the rules for building additions. The timeframe is intended to encourage the replacement of the structure in a timely manner.
Replacement of a Structure greater than 1 year from the demolition or destruction of the prior structure.	It is reasonable that properties that have been serviced in the past but are no longer using the Town's infrastructure due to the demolition or destruction of prior serviced structures be given a partial exemption equal to the demand placed on the Town's infrastructure prior to demolition. In this case any increase in the size of the structure is not eligible for an exemption.
Change of use of a parcel will be assessed off-site levies on the increase in demand created by the change in use. The existing demand is exempt from assessment of off-site levies.	When an existing use is changed to a use that has a higher demand on the Town's infrastructure, charging off-site levies on the increased demand make sense as the property has already been contributing to the existing services.
Change of use of a parcel to comply with the Municipal Development Plan, Land Use Bylaw, Area Structure Plan or Area Redevelopment Plan shall be given a 25% discount on off-site levies after the increased demand on the Town's infrastructure is calculated due to the intensification of the use .	Planning documents adopted by Council, especially in the case of redevelopment plans create situations where it is in the interest of the Town to encourage the redevelopment of properties. Granting a discount on the off-site levies for a parcels use to be changed to conform with Town planning documents, gives property owners an incentive to redevelop.
Subdivision of lands to expedite further subdivision and development of the lands. Smallest subdivided parcel size is 4 ha (9.88 acres)	Allows large blocks of land to be subdivided to facilitate further subdivision and development without the burden of off-site levies. This kind of subdivision does not increase the demand on off-site levy infrastructure. The minimum parcel size threshold is established to help guide application of this exemption.
Intensified Land Development	Non-building site development use (processing / production facilities, storage etc.) can be altered and/or increased by a threshold of 25% before offsite levies are assessed, so long as the use of the site is not changed. Cumulative increased site use in excess of the 25% will result in the assessment of Off-Site levies.

### 2.3 Calculation of Off-site Levies

Once it has been determined that no exemption or only a partial exemption to the payment of the Off-site Levies the value of the Levies will be calculated as follows.

- The Levies amount will be calculated for each type of Off-Site Levies infrastructure,
- The Levies will be assessed on the net developable area to be developed at the full rate for the applicable off-site area.
- The value of a partial exemption will be calculated.
- Levies will be reduced by the amount of the partial exemption.
- The levies will be summed for the total Off-site Levies.
- The Off-site Levies per single family residential lot will be compared to the table below and the lowest levy will be applied:

<u>Area Ref.#</u>	<u>Offsite Levy</u>	<u>Per Lot Levy Assuming 14 Lots per ha</u>
<u>1</u>	<u>\$90,001.00</u>	<u>\$6,428.64</u>
<u>2</u>	<u>\$90,001.00</u>	<u>\$6,428.64</u>
<u>3</u>	<u>\$101,232.00</u>	<u>\$7,230.86</u>
<u>4</u>	<u>\$101,232.00</u>	<u>\$7,230.86</u>
<u>5</u>	<u>\$78,938.00</u>	<u>\$5,638.43</u>
<u>6</u>	<u>\$90,001.00</u>	<u>\$6,428.64</u>
<u>7</u>	<u>\$86,150.00</u>	<u>\$6,153.57</u>
<u>8</u>	<u>\$86,150.00</u>	<u>\$6,153.57</u>
<u>9</u>	<u>\$94,383.00</u>	<u>\$6,741.64</u>
<u>10</u>	<u>\$94,383.00</u>	<u>\$6,741.64</u>
<u>11</u>	<u>\$78,938.00</u>	<u>\$5,638.43</u>
<u>12</u>	<u>\$78,938.00</u>	<u>\$5,638.43</u>
<u>13</u>	<u>\$208,538.00</u>	<u>\$14,895.57</u>
<u>14</u>	<u>\$148,328.00</u>	<u>\$10,594.86</u>
<u>15</u>	<u>\$78,938.00</u>	<u>\$5,638.43</u>
<u>16</u>	<u>\$78,938.00</u>	<u>\$5,638.43</u>
<u>17</u>	<u>\$94,383.00</u>	<u>\$6,741.64</u>
<u>18</u>	<u>\$94,383.00</u>	<u>\$6,741.64</u>

Or

The total Off-site Levies per single family residential lot will be the lower of the calculated

$$\text{Off – site Levies per single family lot} = \frac{\text{Off – site Levies Assessment} \times \text{total area of single family lots in the development}}{(\text{net developable area} - \text{area of roads}) \times \text{number of single family lots}}$$

single family residential lot levy or \$7,000.

- A copy of the calculations will be provided to the Developer.



## 2.4 Payment of Off-site Levies

Except as outlined in this Policy, Offsite Levies are due and payable prior to:

- The release of a Development Permit by the Town,
- The endorsement of the Plan of Subdivision by the Town,

### 2.4.1 Deferment of Off-site Levies

Payment of Off-site Levies may be deferred by a developer under the following conditions:

- Total Levies to be collected are greater than \$750,000 including any offsetting amounts for off-site Levies Infrastructure to be installed by the Developer.
- Security for the total value of the Levies in the form of an Irrevocable Letter of Credit is provided to the Town by the Developer.
- The Developer entering into a Deferral Agreement with the Town which will contain the following clauses:
  - Developer acknowledging that Off-site Levies assessments are recalculated yearly and that the Developer is responsible to pay the Off-site Levies in the year the payment is made. This includes incremental payments.
  - Early payment of the Off-site Levies is allowed without penalty.
  - Maximum Deferment period is a maximum of two (2) years and the Levies are to be paid to the Town in installments as follows:
    - 25% down payment
    - 50% at the 1<sup>st</sup> year anniversary
    - Remainder at the 2<sup>nd</sup> year anniversary.
  - Security Held will be released so that the Town only retains security in the amount of the unpaid Off-site Levies.

## 2.5 Offsetting Credits

Where a Developer is required to install Off-site Levies infrastructure as part of their development the Developer may claim a credit towards the Off-site Levies payable by the developer subject to the following:

- The offsetting credit can only be applied against the same category of Off-site Levies infrastructure. (i.e. water to water, sanitary to sanitary, etc.)
- The credit will be based upon:
  - Initially, a Town approved professionally prepared estimate of the costs of the Off-site Levies infrastructure to be installed, and
  - Adjusted after construction to the actual costs of the Off-site Levies infrastructure installed approved by the Town. It is the responsibility of the Developer to:
    - Ensure that the actual construction costs are clearly identified separately from the rest of the projects costs.

### **Guiding Principle**

Developers that pay for the construction of off-site levy infrastructure as part of their development should not be required to also pay the levy for that category of infrastructure up to the cost of infrastructure's cost of construction.

- Any change orders that impact the cost of the Off-site Levies infrastructure must be approved in writing by the Town to be eligible for an Offset Credit.

## **2.6 Disbursement of Off-site Levies Reserve Funds**

Funds in the Off-site Levies Reserve Funds will be disbursed once a project has been completed. There are three different scenarios under which Off-site Levies funds will be disbursed:

- Town project
- Developer project in the Town's 5 year capital plan
- Developer project not in the Town's 5 year capital plan.

### **2.6.1 Annual Reserve Fund Priorities**

The Town will annually develop a financial plan that outlines anticipated:

- Off-site Levies receipts,
- Off-site Levies project costs,
- Balances owing to Developer's for Off-site Levies infrastructure,
- Off-site Levies Reserve Funds balances,
- Payment of balances owing for Off-site Levies projects, Payments shall be made on the following priority basis:
  - Small balances (under \$10,000) will be paid out first to optimize efficient administration,
  - The oldest projects will be paid out next (i.e. 2015 projects paid out before 2016 projects),
  - Developer projects will be paid out before Town projects.
  - Projects in the same year will be paid out on a pro-rated basis. (i.e. Party A is owed \$100,000, Party B is owed \$200,000 and there is \$60,000 available for repayment then Party A would receive \$20,000 and Party B would receive \$40,000).

### **2.6.2 Town Project**

Town projects are Off-site Levies projects that are undertaken by the Town through their capital projects plan.

Where there is sufficient money in the Off-site Levies Reserve Fund for the category of infrastructure to be built the Off-site Levies Reserve Fund may be used to pay for the project costs directly as the project proceeds (i.e. for progress payments). Where there is insufficient monies in the Off-Site Levies Reserve Fund the Town shall front end the costs of the Off-site Levies infrastructure and may recover the monies once they become available in the Off-site Levies Reserve Fund for the Category of infrastructure built.

---

**2.6.3 Developer project in the Town's 5 year capital plan**

Developer projects in the Town's 5 year capital plan are Off-site Levies projects that are undertaken by the Developer as the improvements are required to support their current development.

Off-site Levies Reserve Funds will be disbursed to the Developer:

- When there are sufficient monies in the Off-site Levies Reserve Fund for the category of infrastructure to be built, and
- Once the Town issues (following the Town's standard procedures) a Construction Completion Certificate (CCC) for the project. The Developer's warranty and maintenance obligations with respect to the Off-site Levies infrastructure installed remain as per the Service or Development agreement between the Developer and the Town,

Warranty and maintenance obligations are not eligible for reimbursement from the Off-site Levies funds.

**2.6.4 Developer project not in the Town's 5 year capital plan.**

Developer projects not in the Town's 5 year capital plan are Off-site Levies project that are undertaken by the Developer as the improvements are required to support their current development, however the project is not included in the Town's 5 year capital plan. Off-site Levies funds will be disbursed to the Developer once the following conditions have been met:

- There are sufficient monies in the Off-site Levies Reserve Fund for the category of infrastructure to be built, and
- The project is placed on the Town's 5 year capital plan,
- Town issues a Final Acceptance Certificate (FAC) for the project.

**2.6.5 Interest on unpaid Balance**

Where the Town or a Developer constructs Off-site Levies infrastructure and there is insufficient money in the Off-site Levies Reserve Fund for the category of infrastructure interest accrues from:

- Town project, issuance of a final completion certificate to the contractor,
- Developer project in the Town's 5 year capital plan, upon the Town issuing a Construction Completion Certificate (CCC)
- Developer project not in the Town's 5 year capital plan upon:
  - Council approving a 5 year capital plan with the project on it, and
  - The Town issuing a Final Acceptance Certificate (FAC).

Interest will be credited to the developer annually and at the time of final payment.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Lesser Slave Lake*

RECEIVED  
OCT 24 2016  
TOWN OF REDCLIFF

AR86635

September 29, 2016

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

Dear Mayor Reimer,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2016 operating allocation and any estimated 2015 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff



Dear Mayor or Council Member,

You are receiving this mailing because you have a TransCanada-operated pipeline in your area. We encourage you to spend a few moments reading the information enclosed and familiarizing yourself with the function, purpose and safety of the pipeline and how you as a public official can maintain the integrity of underground utilities. Please provide this information to your Chief Administrative Officer to share with the appropriate departments and hang the "Know What's Below" poster where it is visible to staff and the public.

**Preventing Pipeline Damage.** There are three steps government entities can take to help in the prevention of damage to underground utilities, including natural gas or oil pipelines:

1. Avoid building structures on pipeline rights-of-way. TransCanada and other pipeline operators need access to their rights-of-way for maintenance and emergency response.
2. Require all employees and contractors to request a locate by contacting their local One-Call Centre either by phone or online at [www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com) before excavating.
3. Always report damage of a utility to the local One-Call Centre and the utility operator. Unreported and even minor damage has the potential to cause long-term damage to pipelines.

**Emergency Preparedness and Response.** Although leaks or ruptures on pipelines are rare, it is important that you know how to respond in the event of an incident. Make sure you have a coordinated plan with pipeline operators, local emergency management officials and HAZMAT.

**Land Use and Urban Development.** It is important to consider the location of pipelines and other underground utilities for land development and urban planning in your community. Look for pipeline marker signs which indicate a pipeline is in the area and always contact the One-Call Centre before any excavation.

**Responding to Public Inquiries.** Our effectiveness studies have shown that the public relies on local government for safety information. Constituents in your jurisdiction may contact you with questions about underground utilities (where they are, who operates them, etc.). It is important to remind the public to always contact the local One-Call Centre before beginning any excavation deeper than 30cm. For questions about TransCanada's pipelines in particular, please direct them to our website at [www.transcanada.com](http://www.transcanada.com) or provide our contact information (listed below).

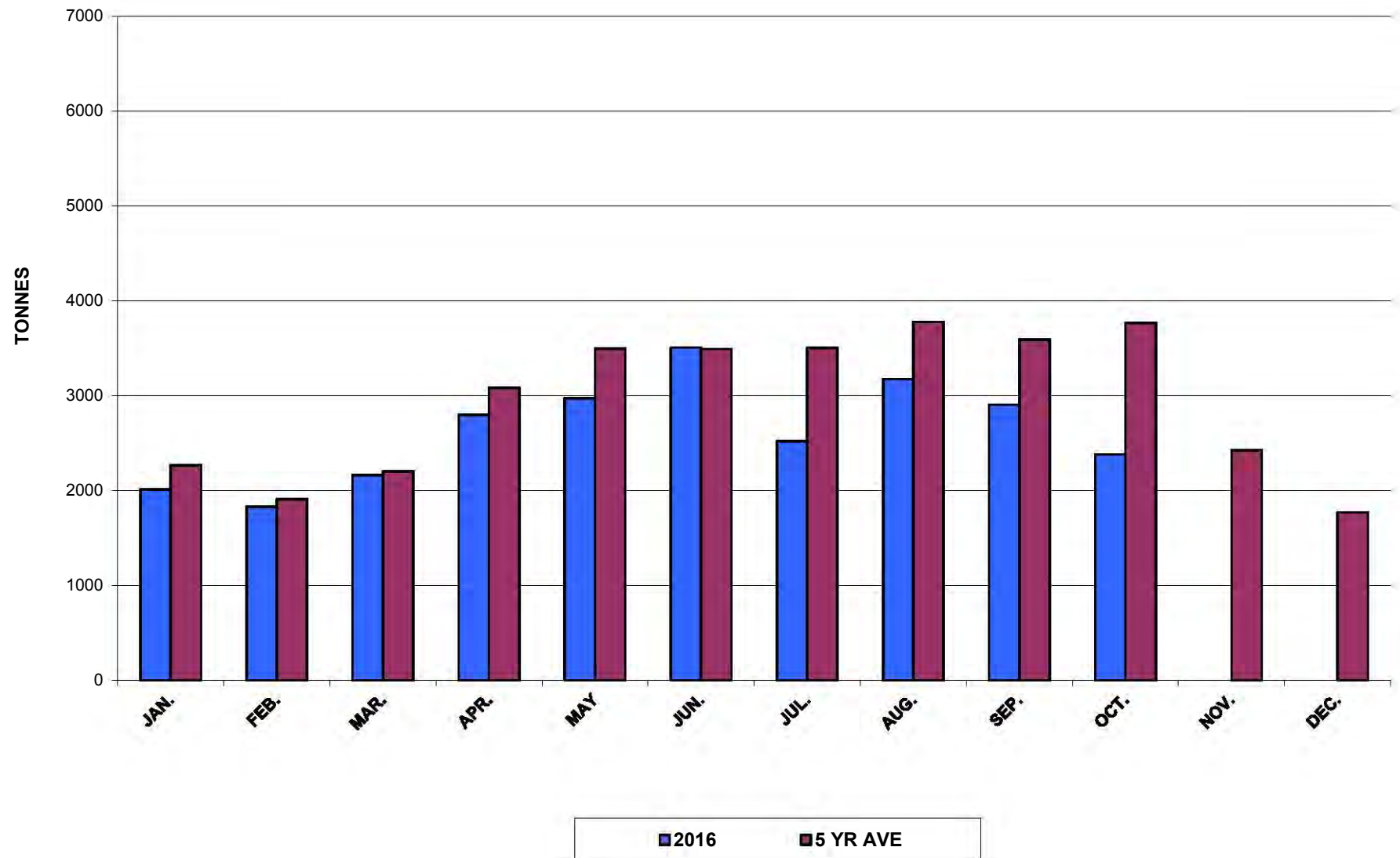
**Information on TransCanada's pipelines can be found online and in the documents included in this mailing.** If you would like additional or digital copies of our materials, or if require more information, please email [public\\_awareness@transcanada.com](mailto:public_awareness@transcanada.com), or call our General Inquiries line at 1.855.458.6715.

Sincerely,

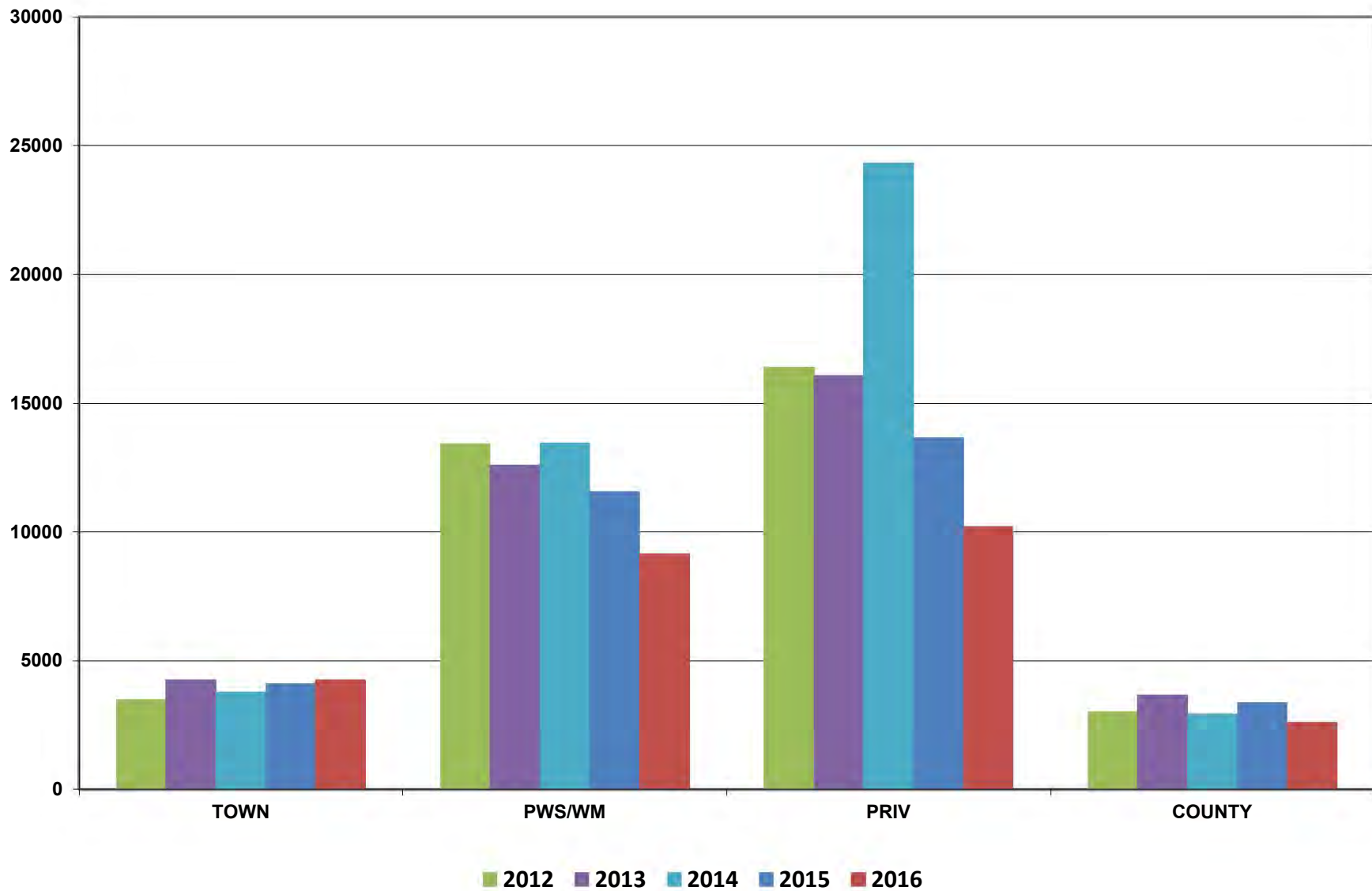
TransCanada's Public Awareness Team



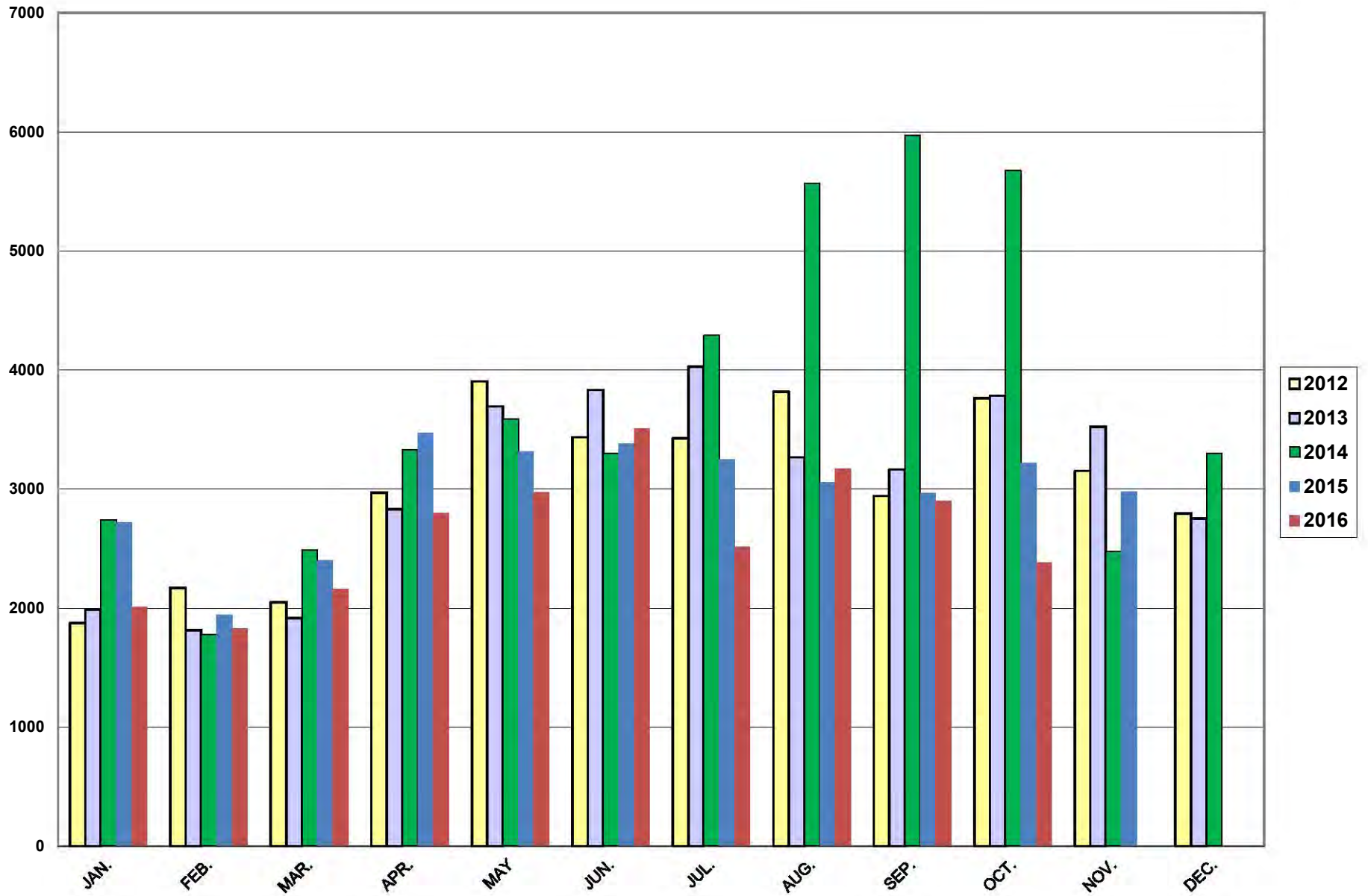
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2016 VS 5 YEAR AVERAGE  
TO OCTOBER 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2012-2016  
TO OCTOBER 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES IN TONNES 2012-2016  
TO OCTOBER 31, 2016**



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
November 30, 2016	Redcliff Recreation Master Plan Recommendations Open House	Chambers Redcliff Town Hall Time: 7:00 p.m.