



COUNCIL MEETING

MONDAY, NOVEMBER 23, 2015

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 23, 2015 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. MINUTES	
A) Council meeting held November 9, 2015 *	For Adoption
B) Redcliff Family and Community Support Services meeting held November 10, 2015 *	For information
3. BYLAWS	
A) Bylaw 1811/2015, Subdivision & Development Appeal Board *	3 rd Reading
B) Bylaw 1812/2015, Subdivision Approving Authority *	3 rd Reading
C) Bylaw 1813/2015, Municipal Planning Commission *	3 rd Reading
D) Bylaw 1814/2015, Land Use Bylaw (Amendment) *	3 rd Reading
E) Bylaw 1815/2015, Fees, Rates & Charges *	1 st Reading
4. REQUESTS FOR DECISION	
A) Doubtful Accounts Receivable *	For Consideration
B) Appointment to Municipal Planning Commission *	For Consideration
5. CORRESPONDENCE	
A) Chéré Brown * Re: Absence Request	For Information
B) Federation of Canadian Municipalities * Re: Unity Strength Collaboration	For Information

6. OTHER

- | | | |
|-----------|--|-------------------|
| A) | Subdivision Application 2015 SUB 01 *
Re: Lot 4 & 5, Block 1, Plan 0511507
(1401 & 1451 Highway Avenue SE) | For Consideration |
| B) | Municipal Manager's Report to Council November 23, 2015 * | For Information |
| C) | Mayor's Report to Council November 23, 2015 * | For Information |
| D) | Councillor's Report to Council November 23, 2015 * | For Information |
| E) | Council Important Meetings & Events November 23, 2015 * | For Information |

7. RECESS

8. IN CAMERA

- A)** Legal (1) / Labour (3)

9. ADJOURN

<u>ACCOUNTS PAYABLE</u>			
<u>COUNCIL MEETING NOVEMBER 23, 2015</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78761	ACTION PARTS	12 VOLT BATTERIES	\$446.06
78762	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$44.02
78763	CIBC VISA	VARIOUS EXPENSES	\$11,502.27
78765	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
78766	DAN JANE VENTURES	PROPANE	\$112.45
78767	ECCO HEATING PRODUCTS LTD.	RAIN CAP	\$45.78
78768	EPCOR ENERGY SERVICES INC.	LF UTILITIES	\$178.19
78769	FIVE STAR UNIFORMS	BYLAW UNIFORMS	\$663.36
78770	FOX ENERGY SYSTEMS INC.	OFF LEASH SIGNS	\$157.19
78771	GREYHOUND COURIER EXPRESS	SWITCH FOR SUPERIOR TRUCKING	\$28.58
78772	HARV'S JANITORIAL SERVICES	OCT JANITORIAL SERVICES	\$3,832.50
78773	ROGER HUBERDEAU	LF OPERATIONS COURSE	\$95.00
78774	LETHBRIDGE HERALD	SEPT ADS	\$876.29
78775	SUNCOR ENERGY PRODUCTS	TAX REFUND	\$1,902.92
78776	PRIME PRINTING	RECEIPTS	\$496.65
78777	PROVINCIAL TREASURER	LAPP CONTRIBUTIONS	\$18,677.10
78778	PUROLATOR	SHIP - SHAREK CO	\$27.28
78779	RESOURCE ALLOCATION CONCEPTS	FMW ANNUAL MAINTENANCE	\$2,403.45
78780	REDCLIFF BAKERY	MPC	\$40.32
78781	RECEIVER GENERAL	PAYRILL OCT 18-31/15	\$39,816.61
78782	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$4,795.35
78783	TELUS COMMUNICATION INC.	OCT-NOV TELEPHONE SERVICE	\$2,268.16
78784	TELUS MOBILITY	OCT-NOV CELL - FH/LF/PS/WTP/CS&PS	\$234.52
78785	TRIPLE R EXPRESS	BOX PARTS	\$103.95
78786	DIAMOND LINK FENCING INC.	CHAIN LINK FENCE	\$34,726.39
78787	XEROX CANADA LTD.	PRO 232 COPIER MAINTENANCE	\$16.28
78788	W.R. MEADOWS	ROAD REPAIR/PALLET	\$1,113.96
78789	WOOD, DALE	HUNTER ED INSTRUCTOR FEES	\$2,850.00
78790	TOWN OF REDCLIFF - LANDFILL	LF TONNAGE	\$7,628.08
78791	STAMPEDE CRANE RIGGING	REMOVE RAW WATER PUMP	\$1,443.75
78792	ZENITH MOTEL & INVESTMENTS LTD.	REF COA INACTIVE AR ACCT	\$163.76
78793	ESSENTIAL COIL WELL SERVICE	REF COA INACTIVE AR ACCT	\$54.75
78794	G.C.E.S.	REF COA INACTIVE UT ACCT	\$336.49
78795	PRECISION DRILLING CORPORATION	TAX REFUND	\$1,460.54
78835	ACTION PARTS	HITCH	\$264.83
78836	BENCHMARK GEOMATICS INC.	FOOTING CHECK 943 MASKELL PL	\$210.00
78837	BERGER'S PLUMBING & CO.	REPAIR GAS LEAK MUSEUM	\$366.54
78838	THE BOLT SUPPLY HOUSE LTD.	GLOVES/CUTTING WHEELS	\$283.20
78839	BRANDT TRACTOR LTD.	CUSHION/VBELT/COUPLINGS	\$332.27
78840	CANADIAN ENERGY	WHEEL CHARGER	\$514.49
78841	CIBC	MGMT SUPP PENSION	\$1,276.98
78842	CITY OF MEDICINE HAT	SEPT- OCT ELECTRIC	\$65,433.93
78843	CLOVERDALE PAINT INC.	REPAIR KIT SEALS	\$90.66
78844	COURTYARD LAW CENTER	EMPLOYEE MATTERS	\$617.16

78845	C.U.P.E.	OCT 17 7 31 UNION DUES	\$2,015.54
78846	FARMLAND SUPPLY CENTER LTD	CLAMPS/ PART C & L ALUM	\$155.40
78847	FORTY MILE GAS CO-OP LTD.	LF UTILITIES	\$130.16
78848	GAR-TECH ELECTRICAL	POWER SOCKET INSTALL	\$129.69
78849	H2O HAULING LTD.	HAUL WATER LF	\$105.00
78850	REDCLIFF HOME HARDWARE	DOG TREATS/MAT/COUPLING/NIPPLE/TARP/LAMPS	\$461.36
78851	KIRK'S MIDWAY TIRE	NEW TIRES/WINTER TIRES	\$1,537.20
78852	KOST FIRE EQUIPMENT LTD.	BACKFLOW TESTING/HOOD FIRE SUPPRESSION	\$446.78
78853	LETHBRIDGE MOBILE SHREDDING	OCT SHREDDING	\$46.20
78854	LOGOS EMBROIDERY	EMBROIDARY ON BYLAW CLOTHING	\$113.40
78855	PAD-CAR MECHANICAL LTD.	HVAC MAINTANENCE RCMP	\$523.69
78856	PARK ENTERPRISES LTD.	OLD BUILDING PERMITS	\$1,890.00
78857	SUNCOR ENERGY PRODUCTS	DYED DIESEL - LF	\$1,935.00
78858	PROVINCIAL TREASURER (LAPP)	LAPP CONTRIBUTIONS	\$18,677.10
78859	SHOCKWARE WIRELESS INC.	LF INTERNET	\$47.20
78860	SOUTH COUNTRY GLASS	PLACE GLASS IN EXTERIOR METAL DOOR ARENA	\$205.63
78861	PATRICIA SPETZ	REIMBURSE WATER & COFFEE SUPPLIES	\$84.82
78862	SUMMIT MOTORS LTD.	ALTINATOR/LAMP/FILTER/SWITCH/RELAY/CREDITS	\$253.69
78863	TELUS COMMUNICATION INC.	OCT-NOV WEST SIDE LIFT PHONE SERVICE	\$38.03
78864	TELUS MOBILITY	OCT-NOV CELL MUNICIPAL MGR	\$203.70
78865	DIAMOND LINK FENCING INC.	TOP RAIL/RAIL SLEEVE/RAIL END	\$36.91
78866	MBSI CANADA	HOSTED BACKUP	\$1,071.00
78867	DELANEY, HEATHER	TAX REFUND	\$337.97
78868	TOWN OF REDCLIFF	EMPLOYEE TAX PMTS	\$525.00
78869	JENNY TU	REIMBURSE TRAVEL EXPENSE	\$598.92
78870	SCOTT VANCLIEAF	REIMBURSE LEVEL 1 CERT COURSE EXPENSES	\$212.40
78871	IAN WILLIAMS	REIMBURSE PROPANE/SOCKET SET	\$124.22
78872	WOLSELEY MECHANICAL GROUP	CURB & MAIN STOPS/COUPLING/SADDLE/BOX	\$2,091.71
78873	XEROX CANADA LTD.	7655 COPIER MAINTENANCE	\$216.55
73 CHEQUES TOTAL:			\$242,767.33

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 9, 2015 7:00 P.M.**

PRESENT:	Deputy Mayor	E. Solberg	
	Councillors	C. Brown	
		D. Kilpatrick	(left at 8:35 p.m., returned at 8:38 p.m.)
		J. Steinke	
	Municipal Manager	A. Crofts	
	Manager of Legislative	S. Simon	(left at 8:15 p.m., returned at 8:49 p.m.)
	& Land Services		
	Director of Finance	J. Tu	(left the meeting at 7:14 p.m.)
	& Administration		
ABSENT:	Mayor	E. Reimer	
	Councillor	L. Leipert	
	Councillor	C. Crozier	

1. GENERAL

Call to Order

A) Deputy Mayor Solberg called the regular meeting to order at 7:00 p.m.

2015-0513 Adoption of Agenda

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

2015-0514 Accounts Payable

C) Councillor Kilpatrick moved the following 100 general vouchers in the amount of \$649,504.75 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING NOVEMBER 9, 2015

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78515	PROVINCIAL TREASURER - LAPP	PENSION BENEFITS	\$18,157.92
78516	RECEIVER GENERAL	STAT DEDUCTIONS	\$26,269.39
78517	TOWN OF REDCLIFF	REGULAR PAYROLL	\$69,735.29
78560	A & B STEEL LTD	LIFTING BOLTS, SHOVEL, KNIFE & BLADES	\$167.36
78561	ACKLANDS - GRAINGER INC	VESTS, GREASE GUN COUPLER	\$50.60
78562	ACTION PARTS	TRAINING, WIPER BLADES	\$155.69
78563	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
78564	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$21.42
78565	BRANDT TRACTOR LTD.	PARKING BRAKE PAD	\$234.59
78566	THE BOLT SUPPLY HOUSE LTD.	BOLTS, NUTS, CLIPS	\$73.08
78567	A & R - FARMS LTD.	TAX CREDIT	\$1,889.49

78568	BONNIE ANDRES	PROCEDURE/MINUTE WORKSHOP TRAVEL	\$50.00
78569	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING	\$173.10
78570	ALTA-WIDE BUILDERS SUPPLIES	WOOD	\$35.00
78571	CITY OF MEDICINE HAT	CITY UTILITIES & SEWAGE OUTLAY	\$46,725.25
78572	MIKE DAVIES	POP, COFFEE SUPPLIES, DAY PLANNERS	\$359.46
78573	DIAMOND SOFTWARE INC.	SOFTWARE MAINTENANCE	\$22,648.35
78574	ESRI CANADA	ARC GIS	\$4,226.25
78575	FARMLAND SUPPLY CENTER LTD	HOSES, CLAMPS, SWITCHES	\$277.79
78576	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$29.38
78577	DWIGHT KILPATRICK	AUMA TRAVEL	\$804.55
78578	KIRK'S MIDWAY TIRE	RECAP DURASEAL TIRES	\$1,533.00
78579	KLEARWATER EQUIPMENT AND TECH	ISOPAC	\$778.05
78580	LARRY LEIPERT	AUMA TRAVEL	\$1,510.30
78581	LES'S DRAIN CLEANING SERVICE	ARENA WASHROOM DRAINS	\$84.00
78582	SHAW CABLE	INTERNET SERVICE	\$125.90
78583	MPE ENGINEERING LTD.	WATER TREATMENT PLANT PROGRESS	\$16,223.38
78584	PARK ENTERPRISES LTD.	OLD BUILDING PERMITS	\$4,252.50
78585	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,733.97
78586	REDCLIFF BAKERY	MPC LUNCH	\$66.00
78587	ROSENAU TRANSPORT LTD	ISOPAC FREIGHT	\$250.99
78588	SHANON SIMON	PROCEDURE/MINUTE WORKSHOP TRAVEL	\$529.32
78589	SOUTHERN DOOR	FIREHALL DOOR REPAIR	\$78.75
78590	TELUS COMMUNICATION INC.	TWO WAY RADIOS	\$20.60
78591	TELUS MOBILITY	CELL PHONE SERVICE	\$21.63
78592	TRIPLE R EXPRESS	PARTS FREIGHT	\$103.95
78593	TRICO LIGHTING PRODUCTS	STRIP LIGHT BULB	\$104.74
78594	IAN WILLIAMS	PROPANE	\$72.00
78595	UPS CANADA	EQUIPMENT/CHEMICAL FREIGHT	\$297.22
78596	FORTIS ALBERTA INC.	TAX CREDIT	\$1,520.93
78597	FLINT ENERGY SERVICES LTD.	TAX CREDIT	\$3,034.43
78598	608381 AB LTD.	TAX CREDIT	\$2,056.38
78599	MACBAIN PROPERTIES LTD.	TAX CREDIT	\$4,935.18
78600	RYAN SCHINDEL PROFESSIONAL CORP.	ENCROACHMENT PERMIT OVERPAYMENT	\$100.00
78601	BERT'S VACUUMS & EQUIPMENT RENTAL	TOILET PAPER, PAPER TOWEL, SOAP	\$491.30
78607	608381 AB LTD.	TAX CREDIT	\$396.30
78608	608381 AB LTD.	TAX CREDIT	\$1,193.23
78609	608381 AB LTD.	TAX CREDIT	\$1,193.23
78610	608381 AB LTD.	TAX CREDIT	\$1,747.04
78611	608381 AB LTD.	TAX CREDIT	\$1,193.23
78710	1301804 ALBERTA LTD.	TAX CREDIT	\$1,062.50
78711	ACTION PARTS	BULBS	\$21.29
78712	ALTA-WIDE BUILDERS SUPPLIES	CEMENT	\$213.94
78713	AMEC EARTH & ENVIRONMENTAL	WATER TREATMENT PLANT PROGRESS	\$3,113.62

78714	CBV COLLECTION SERVICES LTD.	COLLECTIONS COMMISSION	\$34.45
78715	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$21.42
78716	BROST DEVELOPMENTS INC.	CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
78717	BLUE IMP (1594981 ALBERTA LTD)	CEMETERY BENCH	\$1,664.15
78718	BIO TECH GREENHOUSES LTD.	TAX CREDIT	\$521.39
78719	BENCHMARK ASSESSMENT CONSULTANTS	ASSESSMENT FEES	\$16,126.16
78720	ATRON REFRIGERATION & AIR COND	REC-TANGLE FACILITY SERVICE	\$9,394.35
78721	ALBERTA MUNICIPAL HEALTH	HEALTH & SAFETY MANAGEMENT COURSE	\$1,874.25
78722	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
78723	CITY OF MEDICINE HAT	CITY UTILITIES	\$8,968.66
78724	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$2,268.58
78725	MIKE DAVIES	HALLOWEEN CANDY	\$39.75
78726	FARMLAND SUPPLY CENTER LTD	LAY FLAT HOSE WITH FITTINGS	\$99.75
78727	FORAN EQUIPMENT INC	COULEE SLUMPING PROGRESS	\$155,710.29
78728	JAMIE GARLAND	LEACHATE MANAGEMENT TRAVEL	\$30.00
78729	GAR-TECH ELECTRICAL	PUMP DISCONNECTION	\$78.75
78730	JASON HOLLOWAY	LEACHATE MANAGEMENT TRAVEL	\$30.00
78731	REDCLIFF HOME HARDWARE	KEYS, WASHER FLUID, WATER	\$30.31
78733	MEDICINE HAT CONSTRUCTION ASS.	CSTS COURSE	\$115.50
78734	MEDICINE HAT CSRD #20	2015 REQUISITION	\$174,728.00
78735	MEDICINE HAT NEWS	SEPTEMBER ADVERTISING	\$420.00
78736	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$2,781.84
78737	SUNCOR ENERGY PRODUCTS PARTNER	SHOP & LANDFILL FUEL	\$13,155.96
78738	PITNEY WORKS	FOLDER/STUFFER MAINTENANCE CONTRACT	\$15.00
78739	PRIME PRINTING	NEWSLETTER FOLDING	\$138.60
78740	THE PRINTER	BUSINESS CARDS	\$256.20
78741	RBW WASTE MANAGEMENT LTD.	CHEMICAL DISPOSAL	\$435.75
78742	RECEIVER GENERAL	STAT DEDUCTIONS	\$528.61
78743	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET	\$47.20
78744	POHL, LANA	FACILITY DEPOSIT REFUND	\$50.00
78745	BERSTAD, CAREY	FACILITY DEPOSIT REFUND	\$150.00
78746	REDCLIFF VICTIM SERVICES ASS.	DONATION	\$1,500.00
78747	DALE, SERENA	REFUND INACTIVE UTILITY	\$207.00
78748	COMPLIANT ENERGY SERVICES	REFUND INACTIVE UTILITY	\$63.18
78749	CENTRICA ENERGY CANADA	TAX CREDIT	\$750.61
78750	R & R FIBERGLASS	TAX CREDIT	\$313.51
78751	ROBIN'S NEST DEVELOPMENTS INC	TAX CREDIT	\$792.91
78752	TAUPERT, ED	FACILITY DEPOSIT & KEY REFUND	\$225.00
78753	PALMER, MARLENE	FACILITY DEPOSIT & KEY REFUND	\$225.00
78754	GRAY, JEFF	CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
78755	TOWN OF REDCLIFF	COUNCIL PAY	\$7,248.13
78756	SCOTT VANCLIEAF	LEVEL 1 PREP COURSE TRAVEL	\$120.00
78757	WOLSELEY MECHANICAL GROUP	COUPLERS	\$437.85

78758	WOOD, DALE	FIREARMS SAFETY COURSE INSTRUCTION	\$2,755.00
78759	MACDONALD, LEROY	CLEAN & REFINISH FIREHALL FLOORS	\$472.50
78760	SAFETY CODES	3RD QTR PERMITS	\$355.68
100 CHEQUES TOTAL:			\$649,504.75

2015-0515 Bank Summary to August 31, 2015

D) Councillor Kilpatrick moved the Bank Summary to August 31, 2015 be received for information. - Carried.

2. PUBLIC HEARING

Public Hearing
Bylaw 1814/2015, Amendment
to the Land Use Bylaw
1698/2011

Deputy Mayor Solberg called the Public Hearing for Bylaw 1814/2015, Amendment to the Land Use Bylaw 1698/2011, to order at 7:04 p.m.

Manager of Legislative & Land Services presented a brief overview of the proposed Bylaw 1814/2015 and advised she had received no written comments.

No-one in the gallery provided any comments.

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

3. MINUTES

2015-0516 Organizational Council meeting held October 26, 2015

A) Councillor Steinke moved the minutes of the Organizational Council meeting held October 26, 2015, be adopted as amended. - Carried.

2015-0517 Council meeting held October 26, 2015

B) Councillor Brown moved the minutes of the Council meeting held October 26, 2015, be adopted as presented. - Carried.

2015-0518 Redcliff & District Recreation Services Board meeting held November 2, 2015

C) Councillor Steinke moved the minutes of the Redcliff & District Recreation Services Board meeting held November 2, 2015, be received for information. - Carried.

2015-0519 Subdivision and Development Appeal Board meeting held October 15, 2015

D) Councillor Kilpatrick moved the minutes of the Subdivision and Development Appeal Board meeting held October 15, 2015, be received for information. - Carried.

4. BYLAWS

2015-0520 Bylaw 1811/2015, Subdivision & Development Appeal Board

A) Councillor Brown moved Bylaw 1811/2015, Subdivision & Development Appeal Board Bylaw, be given second reading as amended. - Carried.

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| 2015-0521 | Bylaw 1812/2015, Subdivision Approving Authority | B) Councillor Steinke moved Bylaw 1812/2015, Subdivision Approving Authority Bylaw, be given second reading.
- Carried. |
| 2015-0522 | Bylaw 1813/2015, Municipal Planning Commission | C) Councillor Kilpatrick moved Bylaw 1813/2015, Municipal Planning Commission Bylaw, be given second reading.
- Carried. |
| 2015-0523 | Bylaw 1814/2015, Land Use Bylaw (Amendment) | D) Councillor Brown moved Bylaw 1814/2015, Land Use Bylaw (Amendment) Bylaw, be given second reading.
- Carried. |

5. CORRESPONDENCE

- | | | |
|-----------|---|---|
| 2015-0524 | TransCanada Pipeline Limited
Re: Proposed Project:
Medicine Hat Compressor
Station | A) Councillor Kilpatrick moved correspondence from TransCanada Pipeline Limited dated November 2, 2015, regarding Proposed Project: Medicine Hat Compressor Station, be received for information. - Carried. |
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6. OTHER

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|-----------|---|---|
| 2015-0525 | Landfill Graphs to October 31, 2015 | A) Councillor Brown moved the Landfill Graphs to October 31, 2015, be received for information. - Carried. |
| 2015-0526 | Councillor's Report to Council
November 9, 2015 | B) Councillor Brown moved the Councillor's Report to Council November 9, 2015, be received for information. - Carried. |
| 2015-0527 | Council Important Meetings &
Events November 9, 2015 | C) Councillor Brown moved the Council Important Meetings & Events November 9, 2015, be received for information.
- Carried. |

7. RECESS

Deputy Mayor Solberg called for a recess at 7:14 p.m.

Director of Finance & Administration left the meeting at 7:14 p.m.

Deputy Mayor Solberg reconvened the meeting at 7:23 p.m.

8. IN CAMERA

- | | |
|-----------|--|
| 2015-0528 | Councillor Kilpatrick moved to meet In Camera at 7:24 p.m.
- Carried. |
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Manager of Legislative & Land Services left at 8:15 p.m. and returned at 8:49 p.m.

Councillor Kilpatrick left at 8:35 p.m. and returned at 8:38 p.m.

2015-0529

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

2015-0530 Appointment to Boards & Commissions

Councillor Brown moved to reappoint Garry Shipley to the Subdivision and Development Appeal Board with a term to expire December 31, 2018. - Carried.

2015-0531

Councillor Brown moved to reappoint Karen Worrell to the Redcliff & District Recreation Services Board with a term to expire December 31, 2018. - Carried.

2015-0532

Councillor Steinke moved to reappoint Dianne Smith to the Redcliff Public Library Board with a term to expire December 31, 2018. - Carried.

2015-0533 Off Site Levy Bylaw Project

Councillor Steinke moved to authorize Administration to pay Corvus Business Advisors the Success Fee, in accordance with the Offsite Levy Bylaw proposal agreement, in the amount of \$116,596.00, to be funded from the Tax Stabilization Reserve. - Carried.

9. ADJOURNMENT

2015-0534 Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 8:52 p.m. - Carried.

Deputy Mayor

Manager of Legislative and Land Services

REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES BOARD
Town Council Chambers Town Office
Tuesday, November 10, 2015 at 7:00 PM

PRESENT:

Chairman (acting)	Meredith Conboy
Community & Protective Services	Cindy Murray
Members at Large	Brad Christian

ABSENT (with regrets)

Councillor	Chere Brown
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1. GENERAL

Call to Order

A) Meeting called to order at 7:02 pm.

2. ADOPTION OF THE AGENDA

Adoption of the Agenda

A) M. Conboy moved adoption of the agenda as presented. – Carried.

3. ADOPTION OF THE MINUTES

Board meeting held June 9, 2015

A) Minutes of June 9, 2015 were read but could not be adopted.

4. COORDINATOR'S REPORT

Coordinator's Report

A) The Coordinator's report was received for information.

5. NEW BUSINESS

FCSS Board Role and Responsibilities Manual

A) FCSS Board Role and Responsibilities Manual
Board members received a Family and Community Support Services manual which included background information; an overview of board member roles and responsibilities; surveys and the FCSS Program Handbook. Updated bylaws, policies and procedures will be provided at the next meeting.

FCSS Board Bylaw No 1448/2005

B) FCSS Board Bylaw No 1448/2005
Tabled.

FCSS Grant Applications

C) FCSS Grant Applications
The revised FCSS Grant Application form was reviewed.

Grants were not allocated this year as funding was not available.

2016 FCSS Budget

D) 2016 FCSS Budget
Received for information.

Family School Liaison Worker Report

E) Family School Liaison Worker Report
Received for information.

Youth Advisory Committee

F) Youth Advisory Committee
The organization of a Youth Advisory Committee is being considered. The committee could consist of local youth and adult representatives from Family and Community Support and/or Council members

Further information will be presented at the next meeting.

Great Kids Award Nominations

G) Great Kids Award Nominations
Nominations for the Alberta Government Great Kids Award will be accepted until November 27, 2015. Information has been circulated in the community. Received for information.

Next Meeting

6. DATE OF NEXT MEETING
A) The next meeting will be Tuesday, December 8, 2015

Adjournment

7. ADJOURNMENT
A) The meeting was adjourned at 8:35 pm.

**TOWN OF REDCLIFF
BYLAW NO. 1811/2015**

A BYLAW OF THE TOWN OF REDCLIFF to establish the Subdivision and Development Appeal Board and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.

WHEREAS the *Municipal Government Act* states that Council may by Bylaw establish a **Subdivision and Development Appeal Board**;

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

INTERPRETATION

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meaning:
 - a) “Act” means the *Municipal Government Act*, as amended from time to time.
 - b) “Alternate” means a duly appointed member of the Subdivision and Development Appeal Board that is specifically named and titled as an alternate and such alternate shall assume all duties and rights of a full-time member should any full-time member be:
 - i) unable to attend a hearing of the Subdivision and Development Appeal Board; or
 - ii) declares he is abstaining from participation in a specific hearing to be held by the Subdivision and Development Appeal Board.
 - c) “Appellant” means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision, order or development permit issued by the Redcliff Subdivision Approving Authority Or Development Authority.
 - d) “Community at large” means the persons residing within the corporate boundaries of the Town of Redcliff
 - e) “Council” means the Council of the Town of Redcliff.
 - f) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
 - g) “Development Application” means an application made to the Town in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.
 - h) “Development Authority” means a person appointed to the office of development officer pursuant to the Land Use Bylaw, or the Municipal Planning Commission.

- i) “Development Permit” means a document authorizing a development proposal in accordance with the Land Use Bylaw.
- j) “Land Use Bylaw” means a Bylaw of the Town of Redcliff adopted by Town Council as a Land Use Bylaw and all amendments thereto, in accordance with the *Act*.
- k) “Member” means a member of the Subdivision and Development Appeal Board duly appointed by Town Council pursuant to this Bylaw.
- l) “Municipal Manager” means a person appointed by Town Council as Chief Administrative Officer in accordance with the *Municipal Government Act*.
- m) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Town of Redcliff Municipal Planning Commission established by Council pursuant to the *Act*.
- n) “Secretary” means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Board.
- o) “Subdivision” means a subdivision application submitted to the Redcliff Subdivision Approving Authority that has had a decision made.
- p) “Subdivision and Development Appeal Board” means the Subdivision and Development Appeal Board established by Council pursuant to this Bylaw in accordance with the *Act*.

ESTABLISHMENT AND COMPOSITION

2. A Subdivision and Development Appeal Board is hereby established under the name of Redcliff Subdivision and Development Appeal Board, or the Subdivision and Development Appeal Board.

3. The Subdivision and Development Appeal Board shall be composed of a minimum of five (5) members and a maximum of seven (7) as well as two (2) alternates being:

Members

- a) two (2) Councillors as appointed by Redcliff Town Council;
- b) minimum of three (3) and a maximum of five (5) citizens at large as appointed by Redcliff Town Council.

Alternate Members

- a) one (1) Councillor appointed by Redcliff Town Council;
- b) one (1) Citizen at large as appointed by Redcliff Town Council.

4. Members appointed who are Councillors of the Town of Redcliff shall be appointed annually at the Organizational Meeting of Redcliff Town Council.

5. A citizen at large member or alternate shall be appointed for a term of up to three (3) years to expire on December 31 of the year which shall be established when they are appointed.
6. The Subdivision and Development Appeal Board may make its rules as are necessary for the conduct of its meetings and its business in accordance with the *Act* and this Bylaw.

TERMINATION OF APPOINTMENTS

7. Subject to Section 8(b) below, the rules of conduct relating to pecuniary interest contained in the *Municipal Government Act*, as amended from time to time, shall be deemed to apply mutatis mutandis to members of the Board.
8. Council may by resolution terminate the appointment of any member of the Board if:
 - a) the member is absent from three (3) consecutive meetings of the Board;
 - b) the member violates the rules of conduct referred to in Section 7 above;
 - c) the member uses information gained through his position as a member of the Board to gain a pecuniary benefit in respect of any matter in which he/she has a pecuniary interest, or;
 - d) the member otherwise conducts himself in a manner that Council considers to be improper.
9. A member of the Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.
10. The appointment of a member of the Board may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN

11. The members of the Subdivision and Development Appeal Board shall at each meeting elect by majority a member who shall act as the Chairman of the Subdivision and Development Appeal Board for that hearing.
12. The Chairman or such other person authorized by the Subdivision and Development Appeal Board, shall sign all notices of decisions and other documents on behalf of the Board relating to any jurisdiction or power of the Board.
13. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Subdivision and Development Appeal Board.

14. Every member shall vote on every matter placed before the Subdivision and Development Appeal Board:
 - a) unless in a specific case, the Chairman or member is excused by resolution of the Board from voting, or
 - b) unless disqualified from voting by reason of pecuniary interest.

APPOINTMENT AND DUTIES OF SECRETARY

15. The Secretary shall perform such functions as may be necessary to assist the Subdivision and Development Appeal Board to fulfill its duties under the Act and this Bylaw.
16. The Secretary shall maintain a written record with respect to:
 - a) the minutes of all meetings and public hearings;
 - b) all applications for appeals;
 - c) copies of all written representation to the Subdivision and Development Appeal Board;
 - d) a summary of any verbal evidence presented to the Subdivision and Development Appeal Board;
 - e) the names and addresses of those persons making representation to the Subdivision and Development Appeal Board;
 - f) the decisions together with the reasons of the Subdivision and Development Appeal Board;
 - g) copies of all notices of decisions and to whom they were sent.
17. The Secretary shall:
 - a) notify all members of the Subdivision and Development Appeal Board of the arrangements for holding each hearing and other meetings
 - b) make available for public inspection all relevant documents and materials respecting appeals and all appeal decisions.
 - c) notify the appellant and any other required parties of the decision of the Subdivision and Development Appeal Board. The Secretary is authorized to sign such correspondence.

DUTIES OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

18. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to hear subdivision and development appeals in accordance with the Act, this Bylaw and the Land Use Bylaw.
19. The Subdivision and Development Appeal Board shall hold a public hearing within thirty (30) days of receipt of a notice of appeal duly filed in accordance with this Bylaw, the Land Use Bylaw, a subdivision application and the Act.
20. The Subdivision and Development Appeal Board shall make available for public inspection, before the commencement of the public hearing, all relevant documents and materials respecting the appeal.
21. The Secretary, shall give at least five (5) days notice in writing of the public hearing to:
 - a) In the case of a Development Appeal to:
 - i) the appellant,
 - ii) the development authority whose order, decision or development permit is the subject of the appeal, and
 - iii) those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
 - iv) Such other person as the Subdivision and Development Appeal Board specifies.
 - b) In the case of a Subdivision Appeal to:
 - i) the applicant for the subdivision approval,
 - ii) the subdivision authority that made the decision,
 - iii) If land that is the subject of the application is adjacent to the boundaries of another municipality, that municipality,
 - iv) any school board to whom the application was referred, and
 - v) every Government department that was given a copy of the application pursuant to the subdivision and development regulations.
 - vi) Owners of land that is adjacent to land that is the subject of the application to the Satisfaction of the Subdivision and Development Appeal Board and in conforming with the Act.

c) In the case of a Review of a Stop Order to:

- i) Owner or occupant to whom the order was issued
- ii) Other persons who the Municipal Manager, or his designate, considers to be affected.

22. At the Public Hearing, the Subdivision and Development Appeal Board shall hear:

- a) the appellant or any person acting on his behalf;
- b) the Development Officer or a representative of the Municipal Planning Commission from whose order, decision or development the appeal is made;
- c) a representative(s) of the Redcliff Subdivision Approving Authority;
- d) any other person who was served with notice of the hearing;
- e) any other person or his agent who claims to be affected by the order, decision, or permit and that the Subdivision and Development Appeal Board agrees to hear.
- f) the owner or occupant to whom a Stop Order was issued to.

RIGHT OF APPEAL

23. A person may appeal to the Subdivision and Development Appeal Board where:

- a) the Development Authority or Redcliff Subdivision Approving Authority as the case may be,
 - i) refuses or fails to issue a development permit or subdivision approval, or
 - ii) issues a development permit or subdivision approval subject to conditions, or
 - iii) issues an order under the Act.
- b) no decision on the application for a development permit is made within forty (40) days of receipt of the completed application.
- c) no decision on the application for a subdivision is made within
 - i) 21 days from the date of receipt of the completed application in the case of a completed application for a subdivision described in section 652(4) of the *Act* if no referrals were made pursuant to section 5(6) of the Subdivision and Development Regulation,
 - ii) 60 days from the date of receipt of any other completed application under section 4(1) of the Subdivision and Development Regulation, or

- iii) the time agreed to pursuant to section 681(1)(b) of the *Act*.
 - d) a stop order issued pursuant to Section 645 of the *Act*.
24. A person affected by an order, decision or development permit made or issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be, other than a person having a right of appeal under Section 23(a) of this Bylaw may appeal to the Subdivision and Development Appeal Board in accordance with the *Act* and this Bylaw.
25. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal on the Board within fourteen (14) days after:
- a) in the case of an appeal made by a person referred to in Section 23 the date on which:
 - i) the person is notified of the order, decision, the issuance of the development permit or subdivision approval, or
 - ii) if no decision is made with respect to the application for a development permit, the forty (40) day period and any extension of that period referred to in Section 23(b) of this Bylaw.
 - iii) if no decision is made with respect to the application for a subdivision, the time requirements listed in Section 23(c) of this Bylaw.
 - b) in the case of an appeal by a person referred to in Section 24 of this Bylaw, the date on which the notice of the issuance of the development permit was given in accordance with the Land use Bylaw.
26. The written notice of the appeal shall be made on the Subdivision and Development Appeal Form as prescribed by Council resolution from time to time and signed by the Appellant and accompanied by a fee as prescribed in the Town of Redcliff Rates Policy adopted by Council. The fee is to be paid at time of appeal.
27. The Appellant may serve the Subdivision and Development Appeal Form on the Board by either:
- a) registered or certified mail addressed to:

Municipal Manager
Town of Redcliff
1 - 3 Street N.E., Box 40
Redcliff, Alberta, T0J 2P0
 - or
 - b) delivering it in person to the Office of the Municipal Manager in the Town Hall to reach/deliver no later than the fourteenth (14th) day (including Saturdays, Sundays and holidays) after the person is notified in accordance with the Land

Use Bylaw, development permit issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be.

NOTICE OF PUBLIC HEARING

28. Upon receipt of notice of appeal duly filed pursuant to the provisions of this Bylaw, the Land Use Bylaw, and the Act, the Municipal Manager, or his designate shall:
- a) set a date, time, and place for a public hearing to be held within the time limit prescribed under the Act, and
 - b) ensure that the requirements of Section 21 of this Bylaw are fully complied with.

QUORUM

29. The members of the Subdivision and Development Appeal Board who are Town of Redcliff Councillors shall not form the majority of members at any hearing.
30. Subject to Section 29, the majority of the appointed full time members of the Subdivision and Development Appeal Board shall constitute a quorum at any meeting of the Board.
31. Only the members present during the entire length of the discussion pertaining to a matter being considered at a public hearing or meeting of the Subdivision Development Appeal Board shall be allowed to vote on the appeal.

COMPLIANCE WITH STATUTORY PLANS AND LAND USE BYLAW

32. In determining an appeal, the Subdivision and Development Appeal Board:
- a) in regard to Subdivision Approval or Development Permits shall comply with any regional plan, statutory plan and subject to Clause (b), the Land Use Bylaw in effect;
 - b) in regard to a Development Permit may make an order, decision, issue or confirm the issuance of a Development Permit notwithstanding that the proposed development does not comply with the Land Use Bylaw, if in its opinion,
 - i) the proposed development would not unduly interfere with the amenities of the neighbourhood, or
 - ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties,
 - iii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw; and.
 - c) in regard to a Subdivision Approval,
 - i) must be consistent with the land use policies;

- ii) must have regard to but is not bound by the subdivision and development regulations;
- iii) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority of make or substitute an approval, decision or condition of its own;
- iv) may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to the *Act*.

DECISIONS

- 33. The Subdivision and Development Appeal Board may confirm, revoke or vary the order, decision or development permit, subdivision or any condition attached to any of them or make or substitute an order, decision or permit of its own,
- 34. The Subdivision and Development Appeal Board shall give its decision upon an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- 35. The decision of the majority of the members of the Board present at a public hearing or meeting duly convened shall be deemed to be the decision of the Board.
- 36. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- 37. Where the hearing is adjourned and the Board does not at the time of adjournment fix a time and place for a further hearing of the application and announce it to those in attendance, the Chairman of the Board shall announce to those in attendance that notice of the time and place for a further hearing will be sent only to those persons who leave their name and addresses and to whom notice is required under Section 21.
- 38. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a permit by the Development Officer or the Municipal Planning Commission, as the case may be, the Development Officer shall issue a Development Permit in conformity with the Board's decision.
- 39. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a subdivision application by the Redcliff Subdivision Approving Authority, the Authorized Signing Officer for the Redcliff Subdivision Approving Authority shall issue an approval in conformity with the Board's decision.
- 40. In accordance with the Act the Subdivision and Development Appeal Board may deliberate and make its decision in meetings closed to the public.

APPEALS TO COURT OF LAW

41. A decision made by the Subdivision and Development Appeal Board on a development appeal or subdivision application is final and binding on all parties and persons subject only to a judicial review upon a question of jurisdiction or law pursuant to the *Act*.
42. The Secretary shall keep on file all notices of application made for leave to appeal to the Appellant Division from the decisions of the Subdivision and Development Appeal Board in accordance with the *Act*.

CONFIDENTIALITY

43. The Board shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
 - a) commercial information, the disclosure of which would:
 - i) likely prejudice the commercial position of the person who supplied it,
 - ii) reveal a trade secret,
 - iii) likely prejudice the Town's ability to carry out its activities or negotiations,or
 - d) allow the information to be used for improper gain or advantage;
- b) information that is subject to obligations of confidence, the disclosure of which would:
 - i) likely prejudice the future supply of similar information or advice,
 - ii) likely prejudice the Town's ability to carry out its activities or negotiations,
 - iii) place Board members, Councillors, or employees of the Town at risk of improper pressure or harassment,
 - iv) breach legal professional privilege, or
 - v) prejudice measures protecting health and safety;
- c) personal information, including personnel information, unless its disclosure:
 - i) is for the purpose for which the information was obtained or for a consistent purpose,
 - ii) is required so that the Town can carry out its duties and functions, or
 - iii) is in a statistical or other form so that the name of persons are not revealed or made identifiable;
- d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
- e) information the disclosure of which could prejudice security and the maintenance of the law;
- f) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held in public;
- g) information that is prohibited from being released by this or any other enactment.

REPEAL

44. Bylaw No. 1742/2013 is hereby repealed upon this Bylaw coming into effect.

45. this Bylaw shall come into effect January 1, 2016.

READ a first time this 13th day of October 2015.

READ a second time this 9th day of November, 2015.

READ a third and final time this _____ day of _____, 2015.

SIGNED and PASSED this ____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
BYLAW NO. 1812/2015**

A BYLAW OF THE TOWN OF REDCLIFF to establish the Redcliff Subdivision Approving Authority and prescribe its role and responsibilities.

WHEREAS the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, provides that a municipality shall by Bylaw establish a Subdivision Approving Authority;

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

SHORT TITLE

1. This Bylaw may be cited as the **Subdivision Approving Authority Bylaw**.

INTERPRETATION

2. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - (A) **Act** means the Municipal Government Act, as amended from time to time.
 - (B) **Council** means the Council of the Town.
 - (C) **Municipal Manager** means a person appointed by Council as Chief Administrative Officer and known as Municipal Manager.
 - (D) **Manager of Legislative and Land Services** means a person appointed by Council as a Designated Officer and known as Manager of Legislative and Land Services.
 - (E) **Redcliff Planning Consultant** means the person appointed by Council to provide consulting planning services to the Town.
 - (F) **Secretary** means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Authority.
 - (G) **Subdivision** means a subdivision application submitted to the Subdivision Approving Authority.
 - (H) **Town** means the Municipality of the Town of Redcliff.

SUBDIVISION AUTHORITY

3. A subdivision authority is hereby established to exercise subdivision powers and duties on behalf of the Town.
4. The Subdivision Authority is the Municipal Planning Commission in the case of all subdivisions.

5. The Subdivision Authority has all the powers and duties of a subdivision authority under the Act, regulations under the Act and any other statute or regulation.

SUBDIVISION APPLICATIONS

6. The Manager of Legislative and Land Services shall:
 - a) receive all applications for subdivision and determine if the applications are complete;
 - b) give notice of receipt of subdivision applications as required by the Act;
 - c) coordinate the review of applications by Town departments and other agencies;
 - d) refer all applications, once reviewed by Town departments and agencies, to the Municipal Planning Commission for consideration; and
 - d) endorse plans of subdivision or other instruments effecting subdivision in accordance with the provisions of the Act.
7. Following approval of a subdivision by the Subdivision Authority, the Manager of Legislative and Land Services may approve minor modifications to the subdivision provided the adjustments are minor boundary adjustments.

EXTENSIONS

8. Council's powers to grant extensions as per the Act is delegated to the Municipal Planning Commission.

FEES

9. Council may by resolution establish fees to be charged with respect to subdivisions in the Town.

10. REPEAL

- A) Bylaw No. 1221/2000 is hereby repealed.
- B) This Bylaw shall take effect January 1, 2016.

READ a first time this 13th day of October 2015.

READ a second time this 9th day of November, 2015.

READ a third and final time this _____ day of _____, 2015.

SIGNED and PASSED this _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
& LAND SERVICES

**BYLAW NO. 1813/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to establish the **Redcliff Municipal Planning Commission** and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Municipal Planning Commission Bylaw.”

WHEREAS the *Municipal Government Act* provides that **Council** may by Bylaw establish a **Municipal Planning Commission**;

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

INTERPRETATION

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) “Act” means the *Municipal Government Act*, as amended from time to time.
 - b) “Council” means the Municipal Council of the Town of Redcliff.
 - c) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
 - d) “Development Application” means an application for development made to the Town in accordance with the Town of Redcliff Land Use Bylaw for the purpose of obtaining a Development Permit.
 - e) “Development Officer” means a person appointed to the office of Development Officer pursuant to this Bylaw or the Municipal Planning Commission.
 - f) “Development Permit” means a document which authorizes development pursuant to the Land Use Bylaw and which may include plans, drawings, specifications or other documents.
 - g) “Land Use Bylaw” means a bylaw of the Town of Redcliff to regulate, control or prohibit the use and development of land and buildings within the Town of Redcliff in accordance with the provisions of the *Municipal Government Act*.
 - h) “*Manager of Legislative and Land Services*” means a person appointed by Council as a Designated officer and known as the *Manager of Legislative and Land Services*.
 - i) “Member” means a member of the Municipal Planning Commission of the Town of Redcliff.
 - j) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Redcliff Municipal Planning Commission established by Council pursuant to the *Act*, and constituted and empowered by Council pursuant to Town of Redcliff Bylaws, as amended, or a Bylaw substituted therefor.

- k) "Municipality" means the geographic area situated within the corporate boundaries of the Town of Redcliff.
- l) "Secretary" shall mean the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Commission.
- m) "Subdivision & Development Appeal Board" means a board established by Council pursuant to the Act.
- n) "Town" shall mean the Municipal Corporation of the Town of Redcliff.

ESTABLISHMENT AND COMPOSITION

- 2. The Commission for the Town is hereby established.
- 3. The Commission shall consist of seven (7) Members as follows:
 - a) Three (3) members of the Council, and
 - b) Four (4) public members appointed by the Council.
- 4. A person who is the Development Officer, an employee of the Town, or a member of the Subdivision and Development Appeal Board shall not be appointed to the Commission.
- 5. A public member is eligible to be appointed to the Commission if they reside within the corporate boundaries of the Town of Redcliff.
- 6. Each Member of the Commission shall be appointed by resolution of Council.
- 7. A Member may be reappointed but only by resolution of Council.
- 8. A vacancy on the Commission may only be filled by resolution of Council.

REMUNERATION

- 9. Members of the Commission shall hold office without remuneration.
- 10. A Member may make submissions to Council or as established by policy of Council for Commission related Development expenses.

TERMINATION OF APPOINTMENTS

- 11. Subject to Section 20 (b) below, the rules of conduct relating to pecuniary interest contained in the Act, as amended from time to time, shall be deemed to apply to members of the Commission.
- 12. Council may by resolution terminate the appointment of any Member if:
 - a) the Member is absent from three (3) consecutive meetings of the Commission;

- b) the Member uses information gained through appointment to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
 - c) the Member otherwise conducts himself/herself in a manner that Council considers to be improper.
- 13. A Member's appointment shall automatically terminate if the Member ceases to reside within the corporate boundary of the Town of Redcliff or if the Member becomes an employee of the Town.
- 14. The appointment of a Member may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

- 15. The Commission shall at its first regular meeting held in each year, elect, by a majority vote of the Members present, one Member for the office of Chairman and one Member for the office Vice-Chairman.
- 16. The Vice-Chairman shall preside over any business before the Commission in the event of the absence or inability of the Chairman to act.
- 17. In the event of the absence or inability to act of the Chairman and Vice- Chairman at a meeting of the Commission, the Members present shall elect, by a majority vote, a Member to act as Chairman at that meeting.

QUORUM

- 18. Majority of the appointed Members shall constitute a quorum at any meeting of the Commission.
- 19. Only those Members present during the entire length of the discussion pertaining to a matter being considered at a meeting of the Commission shall have a vote on the matter.

FUNCTIONS & DUTIES OF THE COMMISSION

- 20. The Commission shall perform the following functions and duties:
 - a) exercise the development powers and duties as outlined in the Land Use Bylaw of the Town and amendments thereto;
 - b) exercise the subdivision powers as outlined in the Subdivision Approving Authority Bylaw, the Act, Town of Redcliff Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time.
 - c) advise and assist the Council with regards to planning and development matters within the municipality.
 - d) carry out such other functions and duties as may be assigned to the Commission by Council

21. The Commission shall have no power to spend money, to make any purchases on behalf of the Town, or to obligate or bind the Town in any manner whatsoever.
22. Any recommendations made by the Commission regarding general planning issues shall be forwarded to Council.
23. The Commission shall have no power in matters concerning selection, rates of pay, fringe benefits or other matters pertaining to the welfare of staff. The Commission may however address related operational concerns and or issues, in writing, through the Municipal Manager and/or through Council.
24. The Commission shall restrict its request for information to information required to make sound planning decisions relating to matters within its jurisdiction.

COMMUNICATIONS

25. The Commission shall provide a copy of meeting minutes to the Council on a regular basis.
26. The Commission may make presentations to Council regarding planning and development related issues.
27. The Commission shall ensure original minutes and correspondence of Commission and sub-committee meetings are kept safe at the Town's municipal office.

CONFIDENTIALITY

28. The Commission shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
 - a) commercial information, the disclosure of which would:
 - i. likely prejudice the commercial position of the person who supplied it,
 - ii. reveal a trade secret
 - iii. likely prejudice the Town's ability to carry out its activities or negotiations,
or
 - iv. allow the information to be used for improper gain or advantage;
 - b) information that is subject to obligations of confidence, the disclosure of which would:
 - i. likely prejudice the future supply of similar information or advice,
 - ii. likely prejudice the Town's ability to carry out its activities or negotiations,
 - iii. place Commission Members, Councillors, or employees of the Town at risk of improper pressure or harassment,
 - iv. breach legal professional privilege, or
 - v. prejudice measures protecting health and safety;
 - c) personal information, including personnel information, unless its disclosure:

- i. is for the purpose for which the information was obtained or for a consistent purpose,
 - ii. is required so that the Town can carry out its duties and functions, or
 - iii. is in a statistical or other form so that the name of persons are not revealed or made identifiable;
- d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
- e) information the disclosure of which could prejudice security and the maintenance of the law;
- f) information about assessments and taxes, except as provided in this or any other enactment;
- g) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
- h) information that is prohibited from being released by this or any other enactment.

MEETINGS

- 29. The Commission may, at any meeting which all Members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
- 30. Special Meetings of the Commission may be established through either of the following processes:
 - a) Written requests for the calling of a special meeting may be made to the Secretary by an applicant for a development application, only upon full completion and payment of the development application, and an administration fee detailed in the Town of Redcliff Rates Policy adopted by Council. Upon receiving the request and all fees being paid, the Secretary shall initiate a request for a special meeting. The Secretary shall firstly contact the Chairman advising him/her of the request and ask the Chairman for a preferred date and time for the meeting and provide the Chairman with the details of the application in hand.

The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting on the suggested date and time. If a two thirds (2/3) majority of the Members agree to the request, the meeting shall be deemed to be called.

The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the

special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.

In the event the meeting is called and a quorum is not reached at the requested meeting, a refund for the full amount, less an administrative fee of \$50.00 for the polling of members, shall be made to the applicant who made the request.

- b) For purposes other than a request from an applicant to expedite an application the Chairman may (at no cost) advise the Secretary to initiate a request for a special meeting. He/she shall provide the Secretary with a preferred date and time for the meeting, and provide details of the agenda item(s) to be discussed. The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting, for the purpose requested, on the suggested date and time. If a two thirds (2/3) majority of the members agree to the request, the meeting shall be deemed to be called. The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.
 - c) No business other than the business stated in the request and outlined to each Member in the telephone poll, shall be discussed or considered at any special meeting.
31. The Commission shall meet at regular intervals to undertake the duties assigned to it by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
32. The conduct of the meetings shall be determined by the Chairman who may:
- a) set procedural rules from time to time;
 - b) permit delegations to appear before the Commission;
 - c) rule on any other matter as deemed fit.

In every case the Chairman shall first obtain a majority vote from the Members present.

33. The Commission may consult or obtain information from any person, advisor or consultant who is not a Member thereof. It may request such person, advisor or consultant to attend its meeting or meetings.
34. The meetings of the Commission shall normally be held in public. The Commission may, based on reasons it seems fit, hold a meeting closed to the public pursuant to the *Act*.
35. The Commission may deliberate and make its decisions in meetings closed to the public, however when a meeting is closed to the public no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.

DECISIONS

36. The Commission may make its decisions, recommendations and issue notices with or without conditions in accordance with the *Act*, this Bylaw, the Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time..
37. The Chairman, when present, and every other Member present shall vote on every matter.
 - a) Unless, in a specific case the Chairman or Member is excused by resolution of the Commission from voting, or
 - b) Unless disqualified from voting by reason of pecuniary interest.
38. The decisions of the Commission shall be by simple majority vote of the Members present.
39. No seconder is required to make a motion of the Commission.
40. Any resolution in which there is a tie vote shall be deemed to be decided in the negative.
41. The secretary shall, whenever a recorded vote is demanded (in advance of the vote) by a Member, record in the minutes the name of each Member present and whether the Member voted for or against the matter.
42. Minutes of each meeting shall be confirmed at each subsequent meeting of the Commission. The last page of the minutes of each meeting shall be signed by the Chairman or presiding Member and the Secretary.
43. The Chairman or such other person authorized by the Commission for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the Commission relating to any responsibilities of the Commission.
44. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Commission.
45. Notwithstanding Section 43, the Development Officer, or designate, are hereby authorized to sign decisions, and other documents as required to conduct the business of the Development Authority.
46. Notwithstanding Section 43, the Manager of Legislative and Land Services, or designate, are hereby authorized to sign decisions, instruments for endorsement, easements, caveats, extensions and other documents, as may be required in relation to subdivision applications.

SECRETARY

47. The Secretary shall attend all meetings of the Commission and shall keep all minutes, documents and records of the Commission safe in the Municipal Office of the Town.
48. The Development Officer shall prepare an agenda for each meeting of the Commission and prior to each meeting, shall arrange to deliver a copy of the agenda to each Member of the Commission, and to its technical advisors.
49. The Secretary shall conduct the correspondence of the Commission and provide it with such administrative services as required.

REPEAL

50. Bylaw Number 1791/2014 known as the Municipal Planning Commission Bylaw is hereby repealed upon this Bylaw coming into effect January 1, 2016.
51. This Bylaw shall come into force January 1, 2016.

READ a first time this 13th day of October 2015.

READ a second time this 9th day of November, 2015.

READ a third and final time this _____ day of _____, 2015.

SIGNED and PASSED this _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**BYLAW NO. 1814/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE
PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.**

WHEREAS the Council of the Town of Redcliff has eliminated the Redcliff Planning Board.

AND WHEREAS IT IS PROPOSED that any and all reference to “Redcliff Planning Board” be removed from the Land Use Bylaw.

AND WHEREAS the Council of the Town of Redcliff has delegated the subdivision approving authority to the Municipal Planning Commission.

AND WHEREAS IT IS PROPOSED that the reference to subdivision authority be included in the Land Use Bylaw.

AND WHEREAS IT IS PROPOSED that the table of contents and contents of the document will be renumbered to reflect alphabetical and numerical sequencing to correctly reflect any additions and deletions.

AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act RSA 2000, Chapter M-26.

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the 9th day of November, 2015.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1814/2015.
2. That the definition of “Redcliff Planning Board” be removed from Part 1 Number 7 Definitions.
3. That wording “,in consultation with the Redcliff Planning Board,” in Part VI, Land Use Bylaw Amendments Section 34(1) be removed.
4. That Part VI, Land Use Bylaw Amendments Section 35 (1) (b) which states “the Redcliff Planning Board” be removed.
5. That Part II, Administrative Duties and Responsibilities Section 11 be amended to include a new subsection 8
 - (8) The Commission is designated as the Subdivision Approving Authority in accordance with the Town of Redcliff Subdivision Approving Authority Bylaw and has the authority to exercise subdivision powers as outlined in the Town of Redcliff Subdivision Approving Authority Bylaw, the Act, this bylaw, and any other statutory provision or any Bylaw or Regulation as amended from time to time.

6. That the table of contents and contents of the document will be renumbered to reflect alphabetical and numerical sequencing to correctly reflect any additions and deletions.
7. This bylaw shall come into force on January 1, 2016.

READ a first time the 13th day of October, 2015.

READ a second time the 9th day of November, 2015.

READ a third time this _____ day of _____, 2015.

PASSED and **SIGNED** this the _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

TOWN OF REDCLIFF
BYLAW NO. ~~1802/2015~~1815/2015

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

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

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

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

TITLE

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

INTERPRETATION

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

RATES, FEES AND CHARGES

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

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained
9. This Bylaw shall take effect ~~upon~~on January 1, 2016 ~~third reading~~.
10. Bylaw No. ~~1782/2014~~1802/2015 is hereby repealed.

READ a first time this _____ day of _____, 2015.

READ a second time this _____ day of _____, 2015.

READ a third time this _____ day of _____, 2015.

PASSED and **SIGNED** this _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE AND
LAND SERVICES

SCHEDULE "A"

ADMINISTRATION

STATIONARY AND OTHER ADMINISTRATIVE SERVICES

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff	\$12.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$8.00 per sq. ft.
Specialized Scanning to CD-R (max 24" wide)	\$2.00 per page (\$10.00 minimum)
Books (e.g. Land Use Bylaw)	\$15.00 each
NSF Cheques	\$25.00

CONSTRUCTION STANDARDS AND DESIGN GUIDELINE

Construction Standards	\$35.00 each (GST included)
Design Guidelines	\$25.00 each (GST included)
Tender Documents	\$50.00 each (GST included)

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

SOUVENIR TYPE SERVICES

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

Unit price plus 20%

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

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

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

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

ENCROACHMENT PERMIT

Encroachment Permit \$100.00

TAX CERTIFICATE / COMPLIANCE CERTIFICATE

Tax Certificate \$34.00

Tax Search Request (including: Current tax levy, legal, roll # and assessment) \$10.00

Letter of Compliance \$60.00

ASSESSMENT COMPLAINT FEES

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

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: 300.00

LAND USE BYLAW AMENDMENT

Application Fee \$650.00

SUBDIVISION

Application Fee \$350.00 plus \$100.00 for every additional lot created over and above the original lot

Subdivision Extension: 1st request for extension No charge
2nd and subsequent requests for extension \$175.00

Endorsement Fee \$100.00 per application

DEVELOPMENT PERMIT FEES**Residential**

Single Family Dwelling	\$100.00
Multi-Family Dwelling	\$100.00 + \$50.00/unit
Accessory buildings 10 m ² – 35 m ²	\$65.00
Accessory buildings greater than 35 m ²	\$100.00
Additions	\$100.00

Non-Residential

Commercial/Industrial/Horticultural/Institutional Buildings	\$200.00 + 10¢ / m ²
Accessory Buildings / Additions (Less than 100 m ²)	\$100.00
Other (Including: Home Occupations, Decks, Driveways, Demolition, Signs, Hot Tubs, Relocated Buildings, Permit to Stay, Others as Determined by Development Authority)	\$65.00
Discretionary Use – MPC – additional fee above regular application fee	\$75.00
Special MPC – additional fee above application and regular MPC Fee	\$150.00

WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES**Construction Damage Deposit**

Residential	\$1,000.00
Commercial/Industrial/Horticultural	\$2,000.00
<i>Note: A construction damage deposit may to be taken for development permits Issued for principal buildings, accessory buildings, additions, excavations and/or Demolition projects</i>	
Subdivision & Development Appeal Fee	\$100.00
Boulevard Development Application Fee	\$65.00
File Review (Environmental) Fee	\$75.00

COMMUNITY SERVICES**ELECTRONIC MESSAGE BOARD**

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

SWIMMING POOL**General Admission (GST included)**

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child (6-12 years)	\$4.25	\$17.00	\$55.00
Youth (13-17 years)	\$4.75	\$19.00	\$62.00
Adult (18-55 years)	\$5.50	\$22.00	\$72.00
Senior (56+ years)	\$5.00	\$20.00	\$65.00
Family	\$12.00 <u>13.00</u>	\$48.00 <u>52.00</u>	\$145.00 <u>150.00</u>

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

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4	\$32.00 <u>35.00</u>
Red Cross Swim Kids Levels 5-10	\$37.00 <u>40.00</u>
Private lessons	\$30.00/hr. or \$35.00/person for 2 – 3 people/hour
Swim Club	\$30.00/hr

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

RENTALS (GST included)

1-29 people	\$75.00 <u>85.00</u> / hour
Extra charge for every additional 20 persons	\$25.00 <u>30.00</u> / hour
Security Deposit	\$75.00 Refundable

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2015– April 31 st , 2016	May 1, 2016 - April 31, 2017
Youth (17 and under)	\$70. <u>00</u> / hour	\$80.00 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$70. <u>00</u> / hour	\$70.00 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$115. <u>00</u> / hour	\$120.00 / hour
Public Skating	Free *	Free *

MEETING ROOMS

ARENA

Large Room Upstairs (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	\$25.00 <u>\$30.00</u>
Security Deposit (Refundable)	\$50.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00
Local Non-profit Community Groups (Backup Facility, Hours Used)	\$30.00

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

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room (1/2 Day – 4hrs)	\$15.00 <u>\$25.00</u>
(Daily)	\$25.00 <u>\$50.00</u>

BALL DIAMONDS

Diamonds (Per Hour, Minimum 1.5 Hours)	\$4.50 <u>\$5.00</u>
Lights (Per Hour)	\$3.00 <u>\$4.00</u>
Tournaments (Per Diamond)	Day \$80.00
	Weekend \$120.00 <u>\$125.00</u>
Equipment & Maintenance Fee (Annual for Each Team in League)	\$5.00

BALL DIAMONDS CONCESSION

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

CAMPGROUND (GST INCLUDED)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles (Water)	\$25.00 <u>30.00</u> per day
Camper, Trailer, Recreational Vehicles (Water & Electric)	\$30.00 per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	\$25.00
	Refundable Damage Deposit	\$100.00
For Profit Groups	Rental Rate (Per Day)	\$50.00 <u>60.00</u>
	Refundable Damage Deposit	\$100.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$125.00
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PITCHING MACHINE

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

~~PORTABLE SOUND SYSTEM~~

Daily Rental	\$20.00
Daily Rental (Non Profit, Community Group)	No Charge
Security Deposit	\$100.00

PORTABLE STAGE

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

MEMORIAL BENCH REPLACEMENT

<u>Replace Existing Bench</u>	<u>\$600.00</u>
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MEALS ON WHEELS

Billed Cost per Meal	\$5.50
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HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2014 – April 30, 2015)

<u>COST</u>	<u>1 PERSON / YEAR *</u>	<u>2 PEOPLE / YEAR *</u>
<u>\$15.00</u>	<u>Less than \$21,400</u>	<u>Less than \$33,700</u>
<u>\$18.00</u>	<u>\$21,401 – \$25,800</u>	<u>\$33,701 – \$41,900</u>
<u>No Subsidy</u>	<u>Over \$25,800.</u>	<u>Over \$41,901</u>

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2015 – April 30, 2016)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$15.00	Less than \$21,800	Less than \$34,300
\$18.00	\$21,801 – \$26,200	\$34,301 – \$42,500
No Subsidy	Over \$26,200.	Over \$42,500

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

<u>COST</u>	<u>1 PERSON / YEAR *</u>	<u>2 PEOPLE / YEAR *</u>
<u>\$17.00</u>	<u>Less than \$22,000</u>	<u>Less than \$34,800</u>
<u>\$20.00</u>	<u>\$22,001 – \$24,600</u>	<u>\$34,801 – \$43,000</u>

<u>No Subsidy</u>	<u>Over \$26,400.</u>	<u>Over \$43,000</u>
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* Net Family Income

PUBLIC SERVICES

CEMETERY

Plot	\$450.00 <u>\$500.00</u>
Cremation Plot	\$150.00 <u>\$200.00</u>
Columbarium Niche	\$800.00 <u>\$850.00</u>
Opening and Closing	\$450.00 <u>\$500.00</u>
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$150.00 <u>\$200.00</u>
Setup of Tent	\$50.00 <u>\$100.00</u>

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

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

EQUIPMENT

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

LANDFILL**General Fees**

Up to 250 kg's (550 lbs.)	\$7.00 <u>\$8.00</u>
Over 250 kg's	\$42.00 <u>\$52.00</u> / 1,000 kg's
Town of Redcliff & Cypress County *	\$21.00 <u>\$26.00</u> / 1,000 kg's
Special Waste requiring Class 2 site Clean Concrete/Asphalt	\$50.00 <u>\$60.00</u> / 1,000 kg's \$21.00/ 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$7.00 <u>\$8.00</u> (current minimum)
1 Ton vehicle	\$55.00 <u>\$60.00</u>
Over 1 Ton vehicle	\$60.00 <u>\$70.00</u>

Contract Haulers

Semi-Trailers	\$450.00 <u>\$500.00</u>
Front End Dumps	\$150.00 <u>\$200.00</u>
Roll off Containers	\$80.00 <u>\$100.00</u>

Other Rates

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

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

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

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

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

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

4 Inch Sanitary Service Only

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

Water and 4 Inch Sanitary Service Installed Simultaneously

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

Oversized Water and Sewer Services

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

Storm Sewer Service

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

Residential/Commercial

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

Subdivisions/ Developments

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

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

*** NOTE**

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

SANITARY SEWER CONNECTION FEE

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

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

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$50.00

Cypress County

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

Equipment and Material Fees

Pumper Unit (includes 3 men)	\$600.00 <u>\$610.00</u> / hour*
Rescue Unit (includes 2 men)	\$600.00 <u>\$610.00</u> / hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$600.00 <u>\$610.00</u> / hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

Documentation Requests

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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2015

PROPOSED BY: Director of Finance and Administration

TOPIC: Doubtful Accounts Receivable

PROPOSAL: Write Off 2014 Allowance for Doubtful Receivables (Lists Enclosed)

BACKGROUND:

The attached listing of accounts has been outstanding for at least one year. All accounts eligible for collections have been submitted to CBV Collection Agency. We may recover some accounts in the future as the collection agency keeps an active list for seven years. The Accounts Receivable / Utility Clerk may also recover some accounts if customers sign on again or customer applies for credit with the Town of Redcliff in the future.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

List of outstanding utility accounts for \$4,405.33, and outstanding general accounts receivable for \$75.

OPTIONS:

1. To approve and authorize the Director of Finance and Administration to write off the total amount of \$4,480.33, \$4,405.33 for outstanding utility accounts, and \$75 for outstanding general accounts as presented in the enclosed list.
2. To deny the request to write off the total amount of \$4,480.33, \$4,405.33 for outstanding utility accounts, and \$75 for outstanding general accounts as presented in the enclosed list.

RECOMMENDATION:


That Council considers Option 1.

Motion:

1. Council _____ moved that the Director of Finance and Administration be authorized to write off the total amount of \$4,480.33, \$4,405.33 for outstanding utility accounts, and \$75 for outstanding general accounts as presented in the enclosed list.

SUBMITTED BY: _____


Department Head


Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2015

UTILITY ACCOUNTS TO WRITE OFF 2015**2014 UTILITY ALLOWANCE ACCOUNTS**

Account	Total
000023.03	\$90.78
000109.07	\$273.11
000138.05	\$145.57
000278.16	\$208.85
000441.12	\$81.30
000474.06	\$39.87
000494.08	\$227.58
000535.03	\$158.44
000643.05	\$207.57
000662.12	\$117.69
000666.13	\$216.10
000833.06	\$238.35
000896.12	\$116.84
001177.00	\$280.22
001253.06	\$228.54
001254.07	\$83.22
001404.18	\$206.63
001442.07	\$255.95
001804.07	\$66.68
001822.01	\$7.62
001900.01	\$276.79
001940.02	\$187.50
002168.08	\$113.45
002233.08	\$253.15
002280.15	\$129.70
002294.05	\$75.56
002613.05	\$6.10
002740.06	\$112.17
	\$4,405.33

AR ALLOWANCE ACCOUNTS TO WRITE OFF 2015

Account	Total
107279	\$75.00

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2015

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Appointment to Municipal Planning Commission

PROPOSAL: To appoint three (3) Council representatives to the Municipal Planning Commission

BACKGROUND:

Bylaw 1813/2015 being the Municipal Planning Commission Bylaw proposes to change the composition of the membership to include Council representation. Bylaw 1813/2015 will be presented to Council for 3rd Reading on November 23, 2015 and is intended to take effect January 1, 2016. Subject to adoption three (3) members of Council will need to be appointed to sit as members on the Municipal Planning Commission.

In accordance with the Municipal Government Act no member appointed to a municipal planning commission may be appointed to the Subdivision and Development Appeal Board.

At the Organizational meeting held October 26, 2015 Councillors Dwight Kilpatrick, Cathy Crozier and Chere Brown (Alternate) were appointed to the Subdivision and Development Appeal Board. As such they are not eligible to be appointed to sit on the Municipal Planning Commission.

Eligible to be appointed as Council representation to sit on the Municipal Planning Commission are Mayor Reimer, Councillors Larry Leipert, Jim Steinke and Eric Solberg.

POLICY / LEGISLATION

Municipal Government Act

Subdivision authority

- 623 (1) A council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.
- (2) A subdivision authority may include one or more of the following:
- (a) any or all members of council;
 - (b) a designated officer;
 - (c) a municipal planning commission;
 - (d) any other person or organization.

1995 c24 s95

Subdivision and Development Appeal Board

- 627 (4) The following persons may not be appointed as members of a subdivision and development appeal board:
- (a) an employee of the municipality;
 - (b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;
 - (c) a member of a municipal planning commission.

General duties of chief elected official

- 154 (1) A chief elected official, in addition to performing the duties of a councillor, must
- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (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.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

STRATEGIC PRIORITIES

N/A

OPTIONS:

1. Appoint 3 members of Council who have not been appointed to the Subdivision and Development Appeal Board effective January 1, 2016 with a term to expire at the 2016 Organizational Meeting.

RECOMMENDATION:


SUGGESTED MOTION(S):

1. Councillor _____ moved to appoint _____, _____, and _____, to the Municipal Planning Commission effective January 1, 2016 with a term to expire at the 2016 Organizational Meeting.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2015.

RECEIVED
NOV 17 2015
TOWN OF REDCLIFF

Please accept this letter as my formal request to be away, according to the bylaws. I will be away from approx. Dec. 16, 2015 to the end of Feb. 2016 approx. My oldest daughter is due to have a baby & I will be staying to help her & her family. I will have my tablet with me & will be keeping up with things while I am away.

Thank You

Cheré Brown

Municipal Government Act
Division 7
Disqualification of Councillors

Reasons for disqualification

174(1) A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the Local Authorities Election Act;
- (b) the councillor ceases to be eligible for nomination as a candidate under the Local Authorities Election Act;
- (b.1) the councillor
 - (i) fails to file a disclosure statement as required under section 147.4 of the Local Authorities Election Act before the end of the late filing period provided under section 147.7 of the Local Authorities Election Act, and
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the Local Authorities Election Act;
- (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;
- (d) the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies;
- (e) the councillor is convicted
 - (i) of an offence punishable by imprisonment for 5 or more years, or
 - (ii) of an offence under section 123, 124 or 125 of the Criminal Code (Canada);
- (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
- (g) the councillor contravenes section 172;
- (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;
- (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
- (j) the councillor becomes an employee of the municipality;

- (k) the councillor is liable to the municipality under section 249.
- (2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if the absence is authorized by a resolution of council passed
 - (a) at any time before the end of the last regular meeting of the council in the 8-week period, or
 - (b) if there is no other regular meeting of the council during the 8-week period, at any time before the end of the next regular meeting of the council.
- (3) For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.
- (4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the Local Authorities Election Act.

RSA 2000 cM-26 s174;2009 c10 s3.1;2010 c9 s2

Unity Strength Collaboration

Join the national municipal movement

➤ fcm.ca



39862

Dear Mr. Arlos Crofts,

Thank you for your ongoing support of the Federation of Canadian Municipalities (FCM). Together, we've made some great strides for Town of Redcliff, and for municipalities right across Canada. That's why I'm writing to ask that you renew your membership with FCM for 2016–2017, so that we can continue to build a stronger and more prosperous country.

For more than 100 years, FCM has been the national voice for Canada's local governments. We understand that the solutions to some of this country's biggest national challenges can be found in local communities. We work hard to ensure our members' issues are heard at the federal level. What's more, our members receive exclusive access to distinct benefits, everything from expert analysis on federal legislation that impacts municipalities to a say in resolutions that guide FCM's advocacy work on Parliament Hill.

The authority of FCM comes from its membership—nearly 2,000 municipal governments, from big cities and rural towns to northern and remote villages. The federal government knows that FCM represents a strong and engaged municipal sector. That's why we get results. In Budget 2015 alone, FCM helped secure a new, permanent and predictable Public Transit Fund, worth \$1-billion a year by 2019. In previous years we've helped secure the New Building Canada Fund, the Gas Tax Fund and the GST rebate for municipalities.

Municipal leaders have never been more united, more engaged and more influential. We've already shown the federal government that partnering with municipalities is essential to Canada's future. And we succeeded at propelling key local issues onto the federal election stage. During the campaign, all four major parties responded—fully or in part—to the issues that FCM has been advancing on behalf of its membership. That's good for our communities, and it's good for Canadians.

But of course, there's still more to do. FCM is already hard at work, on behalf of its members, ensuring that their local issues and priorities remain front-and-centre in Ottawa. We will be there—every step of the way—working together with the federal government to turn election commitments into initiatives that work for municipalities.

Enclosed you'll find some important information about renewing your FCM membership. This is a critical time for municipalities, and our work together is so important. Let's keep Town of Redcliff a part of the municipal movement that's building a better Canada. United, our voice is impossible to ignore.

Sincerely,
Raymond Louie
FCM President

Unity Strength Collaboration

Join the national municipal movement

> fcm.ca



FCM

FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

FCM is Canada's national voice for municipalities

FCM is Canada's national voice for local governments. We understand that the solutions to some of this country's biggest national challenges can be found in local communities — urban, rural, northern and remote. That's why we work with the federal government — on behalf of our members — to empower communities and deliver on the things that matter to Canadians: local jobs and growth, livable communities, safe streets and a healthy environment.

The authority of FCM comes from its membership. As a member, you'll join nearly 2,000 other municipal governments representing 90 per cent of the Canadian population. And you'll get exclusive access to invaluable member benefits that support your community.

The federal government knows that FCM represents a strong and engaged municipal sector. United, our voice matters. That's why we get results:



Thanks to FCM's leadership, Federal Budget 2015 pledged significant, ongoing investments in **transit infrastructure**, worth \$1 billion a year by 2019. It also pledged \$3 million toward a **Public Safety Broadband Network**.



As recommended by FCM, the federal government has made significant investments in the municipal sector, including the **New Building Canada Fund**, the permanent **Gas Tax Fund** and the **GST rebate**.

We deliver for our members

Advocating in the nation's capital

Working on behalf of its members, FCM actively engages with the federal government on a wide variety of issues that impact municipalities. We bring your priorities to the table in Ottawa, ensuring that local voices are heard and that federal legislation works for municipalities.

FCM's strong voice is well-respected in Ottawa. We regularly work with the Prime Minister's Office, Cabinet Ministers, Party Leaders and all Members of Parliament to advance policy options that strengthen municipalities. FCM brings the municipal perspective to the Minister of Finance's annual pre-budget consultations, as well as to Parliamentary committees.

Connecting and empowering municipalities

FCM is a national leader in convening experts and other stakeholders who are committed to building sustainable communities. Through networking opportunities such as our Annual Conference and Trade Show, as well as our Sustainable Communities Conference, we enable municipalities to share knowledge and learn from peers, as well as to meet key federal decision-makers and promote local initiatives.

FCM provides a strong and united voice to mobilize and shape the municipal response to important social and economic challenges. And we empower municipalities with in-depth analysis on federal legislation and expert advice on federal-municipal matters that impact local communities.

Delivering programs, offering solutions

FCM develops and delivers innovative solutions that help communities thrive, while addressing key local and national priorities — from reducing greenhouse gases and strengthening partnerships with First Nations to advancing the role of women in government.

One of our flagship programs, the Green Municipal Fund, provides grants and below-market loans to support initiatives that protect the environment and quality of life of Canadians. FCM's international programs mobilize Canadian municipal leaders and experts to share their knowledge and build relationships with a global network of municipal governments.

➤ FCM develops
and delivers innovative
programs that help
communities thrive



Why join FCM?

Members help shape municipal advocacy on Parliament Hill.

- Ensure your local issues are heard at the federal level.
- Influence FCM's governance and direction.

Members gain access to expert analysis and advice on federal-municipal matters.

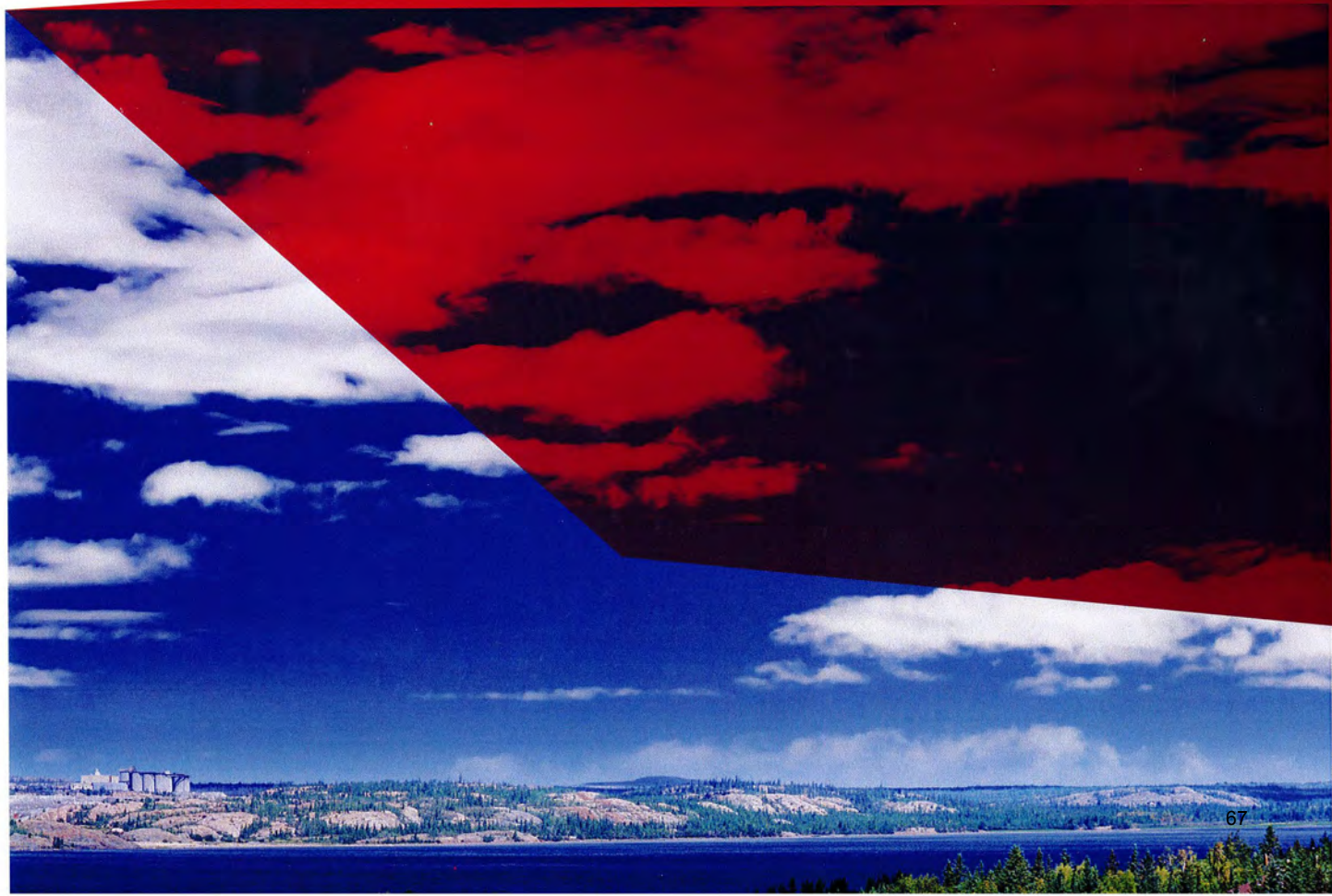
- Stay up to date on how changing federal legislation impacts your community.
- Receive case studies and other knowledge resources from our innovative national programs.

Members get to network with other municipalities and key decision-makers.

- Connect with peers, share best practices and learn from other municipalities.
- Get discounted rates for FCM's Annual Conference, as well as our Sustainable Communities Conference.

Members learn about solutions that can enhance their local initiatives.

- Receive resources and expertise from our national and international programming.
- Share what your community is doing to help shape Canada's future.



**SUBDIVISION APPLICATION REVIEW MEETING
TUESDAY, NOVEMBER 17, 2015
TOWN OF REDCLIFF COUNCIL CHAMBERS AT 11:00 A.M.**

MEETING NOTES

PRESENT:	Municipal Manager	A. Crofts
	Interim Manager of Engineering	M. Savard
	Manager of Legislative & Land Services	S. Simon
	Development Officer	B. Stehr
	Scheffer Andrew	J. Johanson
	Executive Assistant	B. Andres

**A) Subdivision Application 2015 SUB 01
Lot 4 & 5, Block 1, Plan 0511507 (1401 & 1451 Highway Avenue SE)**

The committee reviewed Subdivision Application 2015 SUB 01 and the following comments from the circulated agencies/affected parties were noted:

City of Medicine Hat Gas Dept.

The City of Medicine Hat Gas Distribution Department has reviewed the subdivision application, 2015 SUB 01, to create a new commercial parcel for future development at civic address 1401 & 1451 Highway Avenue SE, Redcliff, and has the following comments:

1. As per the City of Medicine Hat Gas Utility Bylaw each lot is to be individually serviced (i.e. one gas meter and service line per lot subdivided lot);
2. Proposed Lot 7 (the existing commercial building) is currently serviced off a 75mm medium-pressure steel distribution gas main located within the Duncan Drive SE road right-of-way and can remain serviced as is;
3. There are no Gas Distribution facilities within Broadway Avenue or Highway Avenue SE to provide gas servicing to proposed Lot 6.
 - A 3.0m utility right-of-way will be required through Lot 7 for the Gas Distribution Department to provide gas servicing to the newly created lot in an economic manner (see attached facilities map);
4. The Developer will be responsible for all costs associated with the installation of individual gas service lines and meter sets to the proposed lots, including the costs for providing any required utility right-of-way.

City of Medicine Hat Electric

The Electric Utility Department has reviewed the above mentioned subdivision application to create a new commercial parcel for future development at civic address 1401 & 1451 Highway Avenue SE, Redcliff, and has no concerns. If the proposed subdivision plan were to proceed as presented, the following shall apply:

1. All costs to install new service for this proposed site and to alter existing plant to accommodate interconnections with the new subdivision will be the responsibility of the developer.
2. All UROWs required to accommodate electric infrastructure will be provided at no cost to the City of Medicine Hat.
3. All required transformers/enclosures will be installed entirely within one lot (i.e. no installation straddling lot lines).

Alberta Transportation

Reference your file to create a highway commercial parcel at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, hereafter referred to as "the regulation".

The department's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or future expansion of the provincial highway system.

To that end, currently and as proposed the parcel to be created will gain indirect access to the provincial highway system solely by way of the existing local highway frontage service road and signalization of the intersection at Highway 1 and Broadway Avenue East. As such, strictly from Alberta Transportation's point of view, we do not anticipate the creation of the highway commercial parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance the department grants a waiver of said Section 14.

The existing service road places this application in accordance with Section 15(2) of the regulation. Notwithstanding that the application is in accordance with Section 15(2) the applicant is advised that no access to the highway will be allowed as a result of this application.

The applicant would also be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway (1) or within 800 metres from the centre point of the intersection of the highway (1) and another highway would require the benefit of a permit from our department. This requirement is outlined in the Highway Development and Protection Regulation, being Alberta Regulation 326/2009.

The subject property is within the noted control lines, however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local street system, in this instance a permit from the department will not be required and development of the highway commercial parcel could proceed under the direction,

control and management of the town. The applicant could contact the undersigned at Lethbridge 403-381-5426, in this regard.

The department accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation (AT) agrees to waive the referral distance for this particular subdivision application. As far as AT is concerned an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.

Manager of Engineering

Comments as follows:

1. Separate water and sanitary services required for each lot;
2. Water services available on Broadway Ave East/Highway Ave SE and sanitary on both Broadway Ave as well as on Highway Ave SE;
3. Services crossing roads preferably by drilling instead of open cut road. Any settlement, damage and disturbance to Town's infrastructure must be repaired as per the Town's Engineering Standards;
4. All drawings will be prepared/submitted as per the latest design guidelines of the Town of Redcliff stamped by a professional engineer affiliated with APEGA;
5. For service ties to mains crossing existing roads, a horizontal drilling will be preferred due to busy road compared to open cut excavation;
6. Being a busy traffic route, close to Highway 1 and depending on the type of commercial use, a Traffic Impact Assessment (TIA) will be required (during development stage). Refer to Town's Engineering guidelines for Traffic Impact assessment requirements;
7. Site drainage plan will be required (during development stage);
8. Geotechnical investigation may be required (during development stage);
9. Infrastructure capacity fee will be applied;
10. Applicant will ensure that the site was not used in the past for chemical/petroleum storage (no contaminant). If there is, an Environmental Site Assessment will be required (during development stage).

Public Services Director

Public Services have no concerns at this time. Upon time of servicing the new proposed Lot 6, the water/sewer services will have to be installed from Broadway Avenue East as there is no water main on this portion of Highway Avenue S.E.

Canada Post

No comments.

Development Officer

Development has no concerns with the proposed subdivision. Concerns may come up with traffic patterns, signage, ingress, and egress depending on the proposed development for the newly created lot.

Director of Finance and Administration

Both Lots were paid in full on June 26, 2015.

Manager of Legislative and Land Services

Infrastructure Capacity Fee

Scheffer Andrew Ltd. (Planning Consultant)**Gary Smith:**

I begin stating that Scheffer Andrew Ltd. has an ongoing client long standing relationship with the land owner, Meadowlands and therefore our firm due to what might be perceived as a conflict of interest. I further note that I have not been in contact or discussed this property or application with the land owner.

Scheffer Andrew Ltd. has reviewed the subdivision circulation memorandum for subdivision application 2015 SUB 01 and offers the following comments:

As stated in the circulation memorandum, there are existing buildings on the proposed lot 7 with an area of 1.26 ha. The property owner has requested to create a new lot (lot 6) with an area of 0.279 ha for future Highway Commercial Use.

SAL because of our prior relationship with Meadowlands will not provide any engineering comments with respect to this application; however suggest that the Town should exercise special care with the servicing, potential access and possible road widening along Broadway Ave East or Highway Avenue SE.

- **Municipal Development Plan Considerations:**

The subject site is located in the Highway Commercial Area of the Municipal Development Plan (MOP) where a mixture of commercial and industrial development exists.

- **Land Use Bylaw Considerations:**

The subject site is currently designated Highway Corridor Commercial (C-HWY) District in the Land Use Bylaw.

The purpose of the Highway Corridor Commercial District is to regulate commercial and service developments which by nature require locations with a high level of exposure from the TransCanada Highway and similar public roadways.

The C-HWY district supports eating establishments, car wash, service station, hotels, motels, drive-in business and convenience store and other tourism uses that are compatible with each other. Discretionary uses cover a wide range of commercial uses ranging from automotive, building supplies, retail and office uses. The existing land use district deemed appropriate for the proposed commercial highway development.

The proposed lots do meet the required minimum land area and dimensions as set prescribed in 91(6)(a) & (b) of the Land Use Bylaw.

- **Summary and Recommendation:**

The existing land use district is appropriate for the proposed subdivision and the Municipal Development Plan supports the land use; therefore, as per Section 654(1) (b) the proposed subdivision conforms to the provisions of the land use bylaw and relevant statutory plan.

Subject to the following conditions SUB 2015 01 be approved:

1. Payment of any outstanding taxes;
2. Provide documentation that the requirements of the following service providers including utility right-of-ways have been met:
 - Gas servicing - City of Medicine Hat Gas Department
 - Electric servicing - City of Medicine Hat Electric Department
 - Telecommunications
 - Telus
 - Shaw

James Johansen

Based on the classification of Broadway Avenue and Highway Avenue, the TAC manual does not permit an access to proposed Lot 6 as it is too close to the intersection.

Functionally the proposed subdivision creates a lot without a legal road access. Would suggest that your engineer or development officer convey this information to the developer prior to any meetings or MPC.

Members reviewed the Subdivision Application and the submitted comments. Discussion ensued with respect to the following points:

1. Requirement for all Environmental Site Assessment (ESA);
2. Storm Sewer system in the area;
3. Access issues and TAC Guidelines (Transportation Association of Canada);
4. Road widening dedication;
5. Infrastructure Capacity Fee - three options.

RECOMMENDATION:

It was the consensus of the Subdivision Review Committee to recommend to Council that Subdivision Application 2015 SUB 01, be approved with the following conditions:

1. Provision of a Phase 1 Environmental Site Assessment authenticated by a professional engineer licensed to practice in the Province of Alberta be provided to the Town. Any recommendations contained in the ESA are to be followed by the owner at the owner's expense. The ESA should note that it was prepared considering the proposed use of the land;
2. Payment of any outstanding taxes;
3. Payment of Infrastructure Capacity Fee as per the following options:
 - a. There be no application of the Infrastructure Capacity Fee (ICF);
 - b. Payment of Infrastructure Capacity Fee on the proposed Lot 6, in the amount of \$5,500.00 (0.69 ac x 8000= \$5,500.00);
 - c. Payment of Infrastructure Capacity Fee in the amount of \$30,240.00 (3.78 ac x 8000= \$30,240.00);

4. Applicant to provide documentation that the requirements of the following service providers to service the parcels created, including registration of utility right-of-ways have been met:
- Gas Servicing - City of Medicine Hat Gas Department
 - Electric Servicing - City of Medicine Hat Electric Department
 - Telecommunications
 - Telus
 - Shaw;

Registration of a 3.5 metre wide UROW in favour of the service providers along the north boundary of Lot 7 will be deemed to have met the UROW requirement of the service providers.

Requirements and/or registration of required Utility Right of Way(s) for service providers are at the applicant/owner's expense;

5. The Town requires a dedication of land at the northwest corner of Lot 6 to be dedicated as a road widening to restore an adequate boulevard on the road right-of-way, to the satisfaction of the Manager of Engineering. It is estimated that the total land area to be dedicated will be approximately 100 square metres.

Further it is recommended that the applicant / owner be advised that a site stormwater management plan will be required at the time of development applications for all parcels created.

APPLICATION FOR SUBDIVISION APPROVAL	For official use only	
Date of receipt of completed Form <u>October 8, 2015</u>	Fee submitted: <u>450.00</u>	File No. <u>2015 SUB 01</u>

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED. ADDRESS, POSTAL CODE AND PHONE NO. -

THE MEADOWLANDS DEVELOPMENT CORPORATION
3046 201-46 CARRY DRIVE SE MEDICINE HAT AB T1B 4E1

2. NAME OF AGENT (PERSON AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER), IF ANY. ADDRESS, POSTAL CODE AND PHONE NO.

GLOBAL RAYMAR SURVEYS INC.
124, 1310 KINGSWAY AVENUE SE, MEDICINE HAT, AB T1A 2Y4

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the _____ 1/4 sec. _____ twp. _____ range _____ west of _____ meridian
 Being all parts of Lot 4 & 5 Block 1 Reg. Plan No. 051 1507 C.O.T. No. 051 143 810
 Area of the above parcel of land to be subdivided 1.529 hectares 3.78 acres
 Municipal address (if applicable) 1401/1451 HIGHWAY AVE. SE.

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of REDLIFE

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒
 If "yes", the adjoining municipality is _____

c. Is the land situated within 0.8 kilometres of the centre line of a highway right of way? Yes ☒ No ☐
 If "yes", the highway is No. TRANS CANADA HWY

d. Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒
 If "yes", state its name _____

e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

a. Existing use of the land COMMERCIAL
 b. Proposed use of the land COMMERCIAL
 c. The designated use of the land as classified under a land use bylaw C - HWY

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) FLAT
 b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., - sloughs, creeks, etc.) _____
 c. Describe the kind of soil on the land (sandy, loam, clay, etc.) CLAY

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

EXISTING BUILDING TO REMAIN ON NEWLY CREATED/PROPOSED
LOT 7. FENCE TO BE REMOVED FROM PROPOSED LOT
6 NEW FENCE WILL FOLLOW LOT 6/7 BOUNDARY

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I NOAH NICHOLS hereby certify that
(Full Name)

☐ I am the registered owner, or ☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address 124, 1310 KINGSWAY AVE SE.
MEDICINE HAT, AB T1A 2Y4
Phone No. (403) 528-6300

(Signed) [Signature]
Date OCTOBER 6, 2015

THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED

1. Number of Parcels being created 2
2. Size of parcels being created
PROPOSED LOT 6 - 0.279 ha
PROPOSED LOT 7 - 1.25 ha
3. Reason for Subdivision
CREATE A NEW COMMERCIAL PARCEL (LOT 6) FOR
FUTURE DEVELOPMENT. SUBDIVISION RE-ALIGNS PARCEL
BOUNDARY TO ACCOMMODATE FUTURE DEVELOPMENT.
4. Any other relevant information in support of application
SUBDIVISION CONFORMS TO LAND USE DISTRICT.
DOES NOT CREATE ANY INCREASED DENSITY

RIGHT OF ENTRY: I hereby authorize the agent of the Redcliff Planning Board to enter my land for the purpose of conducting a site inspection in connection with the application for subdivision approval. This right is granted pursuant to Section 653 (2) of the Municipal Government Act.

[Signature]
Property Owner's Signature
(AGENT)

SUBDIVISION FEES:

The application fee is \$350.00 plus \$100.00 per proposed lot, excluding parcels proposed as reserve or public utility lots.

After approval has been granted a fee of \$100.00 must be paid to have the final plan of survey or other instrument checked and endorsed prior to registration at the Land Titles Office.

NOTE: There is no obligation for the Subdivision Approving authority to return to the applicant either a subdivision application or any documentation accompanying it. Fees are not refundable once a complete application has been accepted.

THIS SECTION FOR OFFICAL USE



LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL
0031 034 010	0511507;1;4

TITLE NUMBER
051 143 810

LEGAL DESCRIPTION

PLAN 0511507

BLOCK 1

LOT 4

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 1.04 HECTARES (2.57 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

ATS REFERENCE: 4;6;13;9;NE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 021 384 051 +2
021 384 051 +1

REGISTERED OWNER(S)

REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
--------------	------------	---------------	-------	---------------

051 143 810 29/04/2005 SUBDIVISION PLAN

OWNERS

THE MEADOWLANDS DEVELOPMENT CORPORATION.
OF 201, 46 CARRY DRIVE SE
MEDICINE HAT
ALBERTA T1B 4E1

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

741 094 866 10/10/1974 EASEMENT
OVER AND FOR BENEFIT OF AND FOR PORTION DESCRIBED
SEE INSTRUMENT

971 299 455 07/10/1997 CAVEAT
RE : RESTRICTIVE COVENANT
CAVEATOR - SHELL CANADA PRODUCTS LIMITED.
C/O LEGAL DEPARTMENT, P.O. BOX 100, STATION "M"

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

051 143 810

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

CALGARY
ALBERTA T2P2H5
AGENT - GREG A VOGELI

021 383 999 01/11/2002 CAVEAT
RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
GOVERNMENT ACT
CAVEATOR - THE TOWN OF REDCLIFF.
PRICHARD AND COMPANY
204, 430 6TH AVENUE S.E.
MEDICINE HAT
ALBERTA T1A7E8

031 073 477 05/03/2003 RESTRICTIVE COVENANT

051 143 809 29/04/2005 CAVEAT
RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
GOVERNMENT ACT
CAVEATOR - THE TOWN OF REDCLIFF.
C/O PRITCHARD & COMPANY LLP
204, 430 6 AVE SE
P.O. DRAWER 100
MEDICINE HAT
ALBERTA T1A7E8
AGENT - WILLIAM J ANHORN

061 376 792 12/09/2006 MORTGAGE
MORTGAGEE - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
ORIGINAL PRINCIPAL AMOUNT: \$2,100,000

061 376 793 12/09/2006 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
AGENT - DARREN E FOLKERSEN

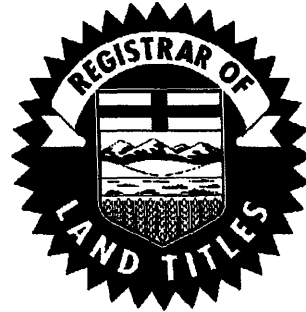
TOTAL INSTRUMENTS: 007

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 6 DAY OF
OCTOBER, 2015 AT 07:42 A.M.

ORDER NUMBER: 29401630

CUSTOMER FILE NUMBER: 15MX0036



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S

LINC SHORT LEGAL
0031 034 028 0511507;1;5

TITLE NUMBER
051 143 810 +1

LEGAL DESCRIPTION

PLAN 0511507

BLOCK 1

LOT 5

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 0.49 HECTARES (1.21 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

ATS REFERENCE: 4;6;13;9;NE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 021 384 051 +2

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

051 143 810 29/04/2005 SUBDIVISION PLAN

OWNERS

THE MEADOWLANDS DEVELOPMENT CORPORATION.
OF 3096 DUNMORE RD SE
MEDICINE HAT
ALBERTA T1B 2X2

ENCUMBRANCES, LIENS & INTERESTS
REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

741 094 866 10/10/1974 EASEMENT
OVER AND FOR BENEFIT OF AND FOR PORTION DESCRIBED
SEE INSTRUMENT

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C/O LEGAL DEPARTMENT, P.O. BOX 100, STATION "M"

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

051 143 810 +1

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

CALGARY
ALBERTA T2P2H5
AGENT - GREG A VOGELI

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RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
GOVERNMENT ACT
CAVEATOR - THE TOWN OF REDCLIFF.
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RE : DEVELOPMENT AGREEMENT PURSUANT TO MUNICIPAL
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CAVEATOR - THE TOWN OF REDCLIFF.
C/O PRITCHARD & COMPANY LLP
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P.O. DRAWER 100
MEDICINE HAT
ALBERTA T1A7E8
AGENT - WILLIAM J ANHORN

061 376 792 12/09/2006 MORTGAGE
MORTGAGEE - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
ORIGINAL PRINCIPAL AMOUNT: \$2,100,000

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RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - ALBERTA TREASURY BRANCHES.
536-2 ST SE
MEDICINE HAT
ALBERTA T1A0C6
AGENT - DARREN E FOLKERSEN

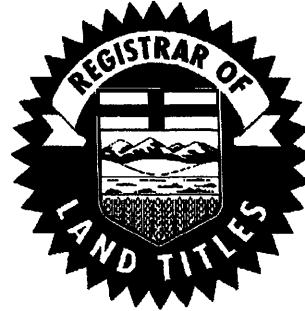
TOTAL INSTRUMENTS: 007

(CONTINUED)

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ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 6 DAY OF
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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Abandoned Wells Confirmation Form – Proposed Subdivision

****Note**** This form must be 1) signed by the applicant at the time of subdivision application, and
2) submitted with a printout of the map(s) that was used to confirm the absence/presence of abandoned well(s)

If abandoned wells are **absent** within the proposed subdivision:

I, NOAH NICHOLS, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the information shows the **absence** of any abandoned wells within the site of proposed development.

NOAH NICHOLS

Printed Name

[Signature]

Signature

GLOBAL RAYMAC SURVEYS INC.

Company Name if signing for a company

OCTOBER 6, 2015

Date

If an abandoned well(s) is **present** within the proposed subdivision:

I, _____, have reviewed information provided by the Energy Resources Conservation Board ("ERCB") as set out in ERCB Directive 079, *Surface Development in Proximity to Abandoned Wells*, and can advise that the licensee(s) responsible for all abandoned wells within the proposed subdivision has been contacted in order to have the *Abandoned Well Locating and Testing Protocol* completed in accordance with ERCB Directive 079. To prevent damage to the well, a temporary identification marker will be placed on abandoned wells prior to construction, according to the confirmed well location(s) on site. The site of proposed subdivision contains the following abandoned well(s):

ERCB Well License #	Licensee name	Licensed Surface Location (e.g., 04-20-052-23 W4M)	Contact personnel name	Phone number

Printed Name

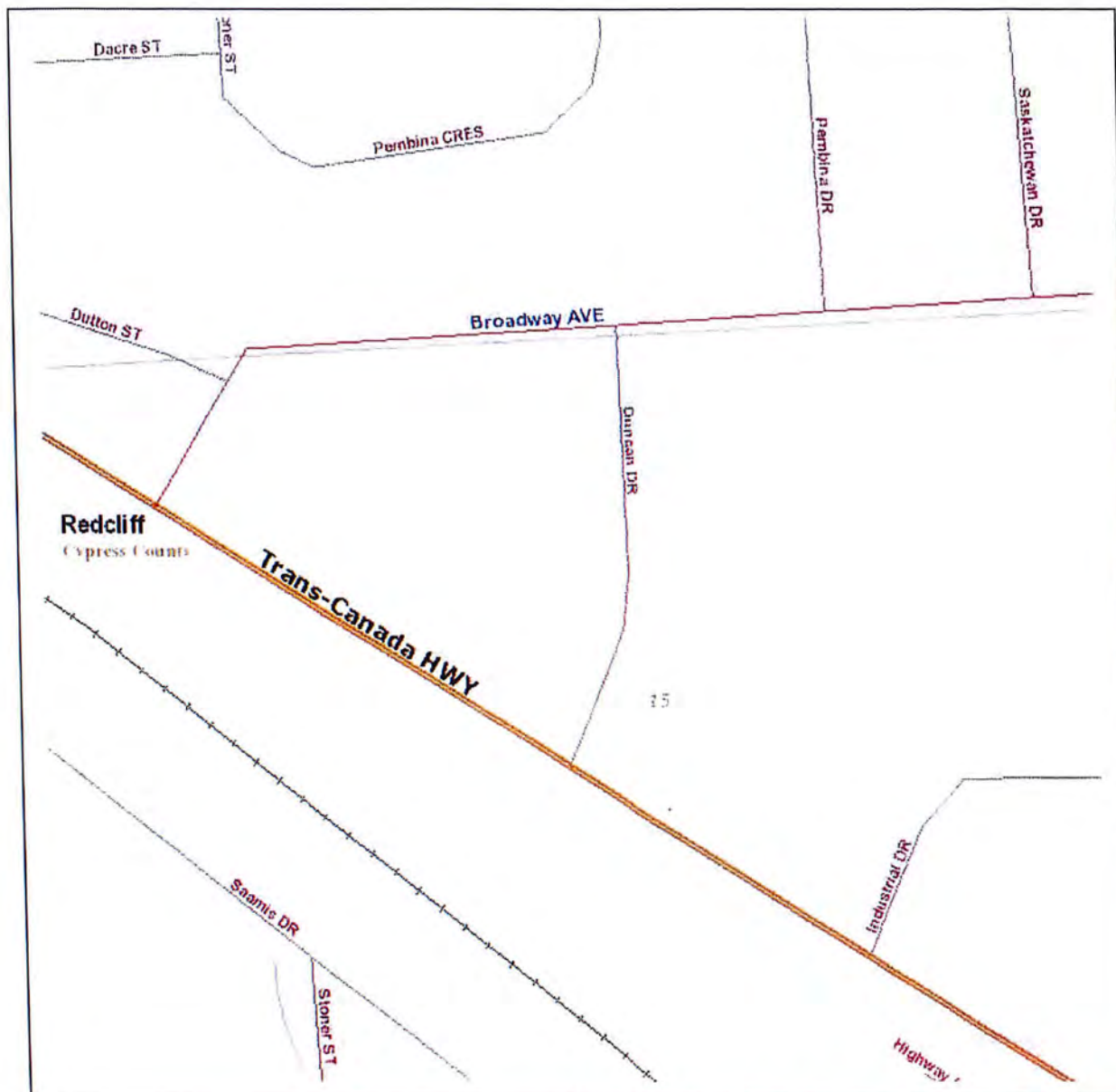
Signature



Company Name If signing for a company

Date

Office Use Only:

POSSE #:		LDA:	
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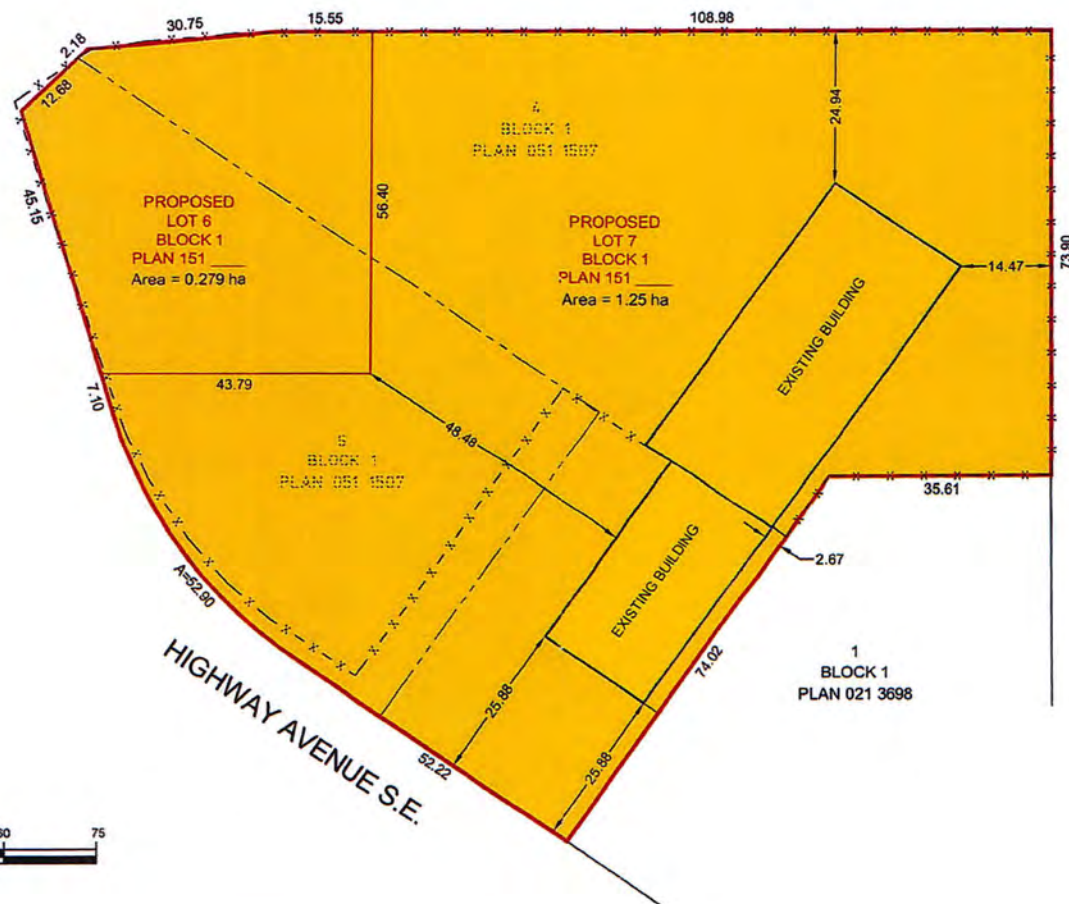
AER Abandoned Well Map	Base Data provided by Spatial Data Warehouse Ltd	
	Author XXX	Printing Date: 10/6/2015
Legend ◊ Abandoned Wells (large scale) Railways = Multiple Track Rail Line + DoubleTrack Rail Line + Single Track Rail Line + Rail Line Spur + Abandoned Rail Line - Former Rail Line Detailed Roads <all other values> = Trans-Canada Highway	Date (if applicable)	
		Scale: 3,169.13 0.05 Kilometers 0 
		Projection and Datum: 10TM AEP Forest, NAD83
	The AER does not warrant the accuracy or completeness of the information contained in this map and is not responsible for any errors or omissions in its content and accepts no liability for the use of this information	
		

CITY OF MEDICINE HAT
Tentative Plan Showing Subdivision
of
Lots 4 and 5, Block 1, Plan 051 1507
All Within
N.E. 1/4 SEC.9-13-6-W.4M.

global raymac
SURVEYS
124, 1310 Kingsway Avenue SE - Medicine Hat, Alberta T1A 2Y4
Ph: 403.526.6300 www.globalraymac.ca

BROADWAY AVENUE E.

DUNCAN DRIVE S.E.



Legend

Area to be Subdivided



Scale: 1:750

DATE: October 5, 2015
FILE NO. 15MX0036



TOWN OF REDCLIFF

STATUTORY APPLICATION DATE: October 8, 2015

FILE NO. 2015 SUB 01

LEGAL: Lots 4 & 5, Block 1, Plan 0511507 (1401 & 1451 Highway Avenue SE)

PROPOSAL: To create a new commercial parcel for future development. Subdivision re-aligns parcel boundary to accommodate future development.

OWNER(S): The Meadowlands Development Corporation

APPLICANT: Noah Nichols, Global Raymac Surveys (agent)

TYPE OF SUBDIVISION: C-HWY Highway Corridor Commercial District

EXISTING LAND USE CLASSIFICATION: C-HWY Highway Corridor Commercial District

SUBDIVISION BY: (X) Plan () Instrument

BACKGROUND INFORMATION: (October 23, 2015)

The property is on two titles, and there is an existing building on lot 4, block 1, plan 0511507 (1451 Highway Avenue SE). The property owner wishes to subdivide the western portion of both lots to create two (2) new individual lots. The property owner has also indicated, at some future point, a proposed development in the newly created lot.

The parcel is currently zoned C-HWY Highway Corridor Commercial District. The purpose of this district is to provide for a variety of Retail and Service uses. Development in this district will have a high standard of building design, signage and landscaping because of its proximity to the Trans-Canada Highway.

Under the Highway Vicinity Management Agreement, and Section 14 of the Subdivision and Development Regulation the proposed subdivision must be referred to the Deputy Minister of Transportation, and may result in the requirement of a Traffic Impact Assessment to the satisfaction of the Minister.

The Applicant confirmed that there are no abandoned gas wells in the site as required by the Subdivision and Development Regulation (Alberta Regulation 160/2012).

Under the Town of Redcliff's Municipal Development Plan (MDP) these lands are located in the existing Highway Corridor Commercial District. The MDP indicates that development in this area is to be limited to those uses serving the travelling public which require high visibility and access.

Our Reference: 2512-NE 9-13-6-W4M (1)
Your Reference: 2015-SUB-01

October 29, 2015

Ms. Shanon Simon
Manager of Legislative & Land Services
Town of Redcliff
shanons@redcliff.ca
PO Box 40
Redcliff AB T0J 2P0

Dear Ms. Simon:

**RE: PROPOSED SUBDIVISION
LOTS 4 & 5, BLOCK 1, PLAN 0511507
PORTION OF THE NE 9-13-6-W4M
TOWN OF REDCLIFF**

Reference your file to create a highway commercial parcel at the above noted location.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation, being Alberta Regulation 43/2002, hereafter referred to as "the regulation".

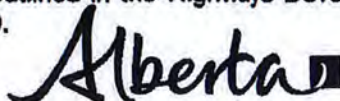
The department's primary objective is to allow subdivision and development of adjacent properties in a manner that will not compromise the integrity and associated safe operational use or future expansion of the provincial highway system.

To that end, currently and as proposed the parcel to be created will gain indirect access to the provincial highway system solely by way of the existing local highway frontage service road and signalization of the intersection at Highway 1 and Broadway Avenue East. As such, strictly from Alberta Transportation's point of view, we do not anticipate the creation of the highway commercial parcel as proposed would have any appreciable impact on the highway.

Therefore, pursuant to Section 16 of the regulation, in this instance the department grants a waiver of said Section 14.

The existing service road places this application in accordance with Section 15(2) of the regulation. Notwithstanding that the application is in accordance with Section 15(2) the applicant is advised that no access to the highway will be allowed as a result of this application.

The applicant would also be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway (1) or within 800 metres from the centre point of the intersection of the highway (1) and another highway would require the benefit of a permit from our department. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.



.../2

The subject property is within the noted control lines, however given that development setbacks will be maintained by default and all access to the highway is indirect by way of the local street system, in this instance a permit from the department will not be required and development of the highway commercial parcel could proceed under the direction, control and management of the town. The applicant could contact the undersigned, at Lethbridge 403/381-5426, in this regard.

The department accepts no responsibility for the noise impact of highway traffic upon any development or occupants thereof. Noise impact and the need for attenuation should be thoroughly assessed. The applicant is advised that provisions for noise attenuation are the sole responsibility of the developer and should be incorporated as required into the subdivision/development design.

Any peripheral lighting (yard lights/area lighting) that may be considered a distraction to the motoring public or deemed to create a traffic hazard will not be permitted.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 5(5)(d) of the regulation, Alberta Transportation (AT) agrees to waive the referral distance for this particular subdivision application. As far as AT is concerned an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application.

Yours truly,



Leah Olsen
Development/Planning Technologist

LO/kc

Shanon Simon

From: Andy Moon <ANDMOO@medicinehat.ca>
Sent: Tuesday, October 27, 2015 2:28 PM
To: Shanon Simon
Subject: RE: Subdivision Application 2015 SUB 01
Attachments: 2015 SUB 01.pdf

Shanon,

The Gas Distribution Department has reviewed the subdivision application, 2015 SUB 01, to create a new commercial parcel for future development at civic address 1401 & 1451 Highway Avenue SE, Redcliff and has the following comments:

- As per the City of Medicine Hat Gas Utility Bylaw each lot is to be individually serviced (i.e. one gas meter and service line per lot subdivided lot).
- Proposed Lot 7 (the existing commercial building) is currently serviced off a 75mm medium-pressure steel distribution gas main located within the Duncan Drive SE road right-of-way and can remain serviced as is.
- There are no Gas Distribution facilities within Broadway Avenue or Highway Avenue SE to provide gas servicing to Proposed Lot 6.
 - A 3.0m utility right-of-way will be required through Lot 7 for the Gas Distribution Department to provide gas servicing to the newly created lot in an economic manner (see attached facilities map).
- The Developer will be responsible for all costs associated with the installation of individual gas service lines and meter sets to the proposed lots, including the costs for providing any required utility right-of-way.

Thanks,

Andy Moon, P. Eng.
Assistant Engineering Superintendent
Gas Distribution Department
Tel: 403-525-8807
Cell: 403-548-9610
andmoo@medicinehat.ca

From: Shanon Simon [<mailto:ShanonS@redcliff.ca>]
Sent: Friday, October 23, 2015 4:10 PM
To: Raul Zalazar; Andy Moon; dan.rigby@telus.com; wendy.bauer@canadapost.postescanada.ca; john.thomas@gov.ab.ca
Subject: Subdivision Application 2015 SUB 01

Good Afternoon,

This afternoon you were sent Subdivision Application 2015 SUB 01 for your review and comment. Would you kindly forward all comments to shanons@redcliff.ca versus replying to the original email.

Thank you in advance for your attention to this matter.

Regards,

Shanon Simon

Manager of Legislative & Land Services

Box 40, #1 -3 Street NE

Redcliff, AB T0J 2P0

Direct: 403-548-9247

Fax: 403-548-6623

Email: shanons@redcliff.ca

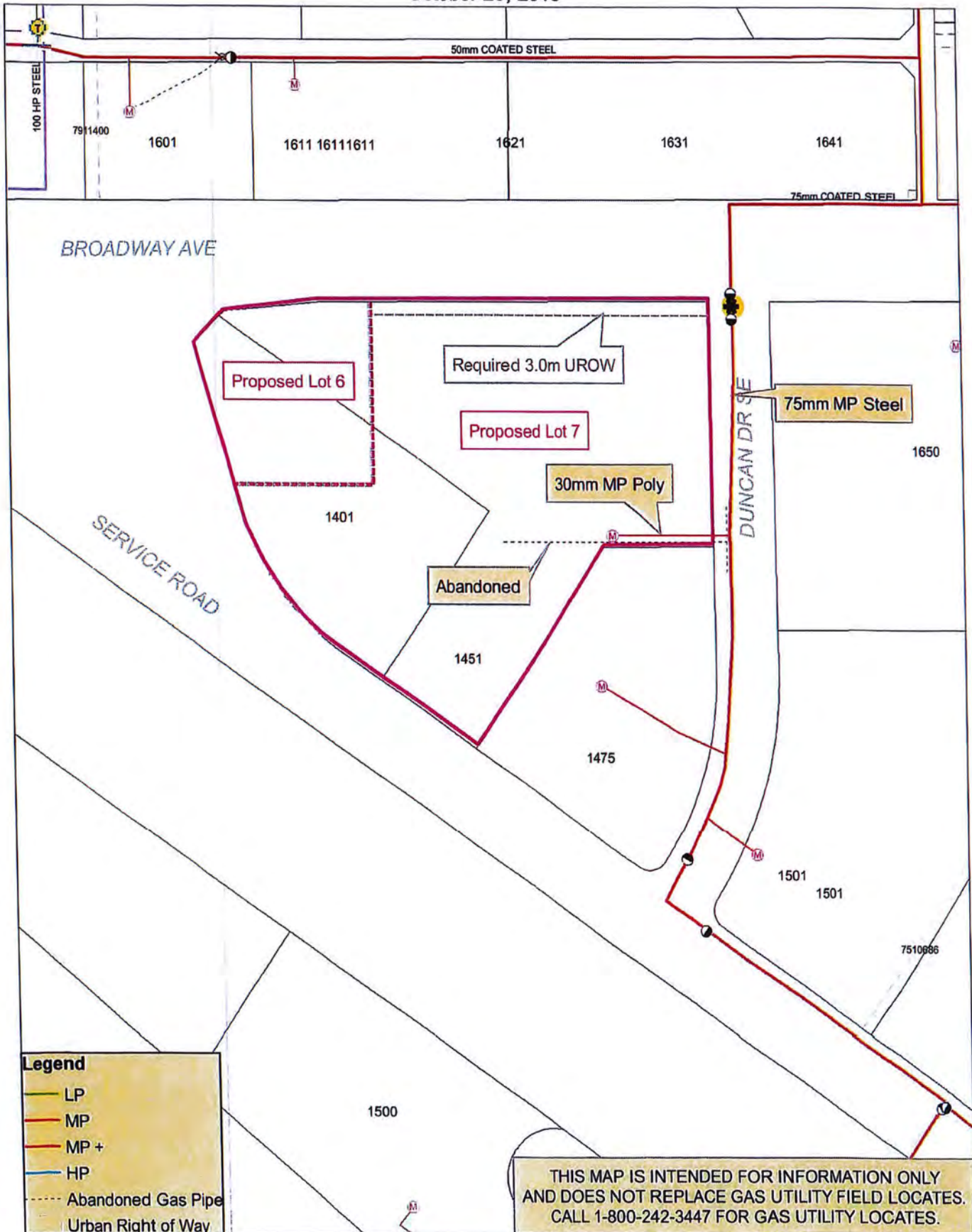
Website: www.redcliff.ca



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Subdivision Application 2015 SUB 01
1401 & 1451 Highway Avenue SE, Redcliff
Gas Facilities
October 26, 2015

1:1,500



Shanon Simon

From: Raul Zalazar <rauzal@medicinehat.ca>
Sent: Tuesday, November 03, 2015 3:33 PM
To: Shanon Simon
Subject: RE: Subdivision Application 2015 SUB 01
Attachments: 2015SUB01_Electric Response.pdf

Hi Shanon,
Please find attached Electric Distribution Comments as requested.
Regards,

*Raul Zalazar, P.Eng.
Senior Engineer - Electric Utility
City of Medicine Hat
403-529-8257*

From: Shanon Simon [<mailto:ShanonS@redcliff.ca>]
Sent: Friday, October 23, 2015 4:10 PM
To: Raul Zalazar; Andy Moon; dan.rigby@telus.com; wendy.bauer@canadapost.postescanada.ca; john.thomas@gov.ab.ca
Subject: Subdivision Application 2015 SUB 01

Good Afternoon,

This afternoon you were sent Subdivision Application 2015 SUB 01 for your review and comment. Would you kindly forward all comments to shanons@redcliff.ca versus replying to the original email.

Thank you in advance for your attention to this matter.

Regards,

Shanon Simon

Manager of Legislative & Land Services

Box 40, #1 -3 Street NE

Redcliff, AB T0J 2P0

Direct: 403-548-9247

Fax: 403-548-6623

Email: shanons@redcliff.ca

Website: www.redcliff.ca





City of Medicine Hat
ELECTRIC DISTRIBUTION
2172 Brier Park Place N.W.
Medicine Hat, AB. T1C 1S6
Fax: (403) 502-8061
e-mail: electric@medicinehat.ca

03 November 2015
Your File Number: 2015 Sub 01

Town of Redcliff
PO Box 40
1 – 3rd St S.E.
Redcliff, Alberta T0J 2P0
Ph: (403) 548-3618
Fax: (403) 548-6623

Attention: Shanon Simon – Manager of Legislative & Land Services

Subject: 2015 SUB 01 - Subdivision Application Comments

The City of Medicine Hat Electric Distribution has reviewed the proposed subdivision, and has no concerns. If the proposed subdivision plan were to proceed as presented, the following shall apply:

- 1) All costs to install new service for this proposed site and to alter existing plant to accommodate interconnections with the new subdivision will be the responsibility of the developer.
- 2) All UROWs required to accommodate electric infrastructure will be provided at no cost to the City of Medicine Hat.
- 3) All required transformers/enclosures will be installed entirely within one lot (i.e. no installation straddling lot lines).

Regards,

Raul Zalazar, P. Eng.
Senior Distribution Engineer
raulzal@medicinehat.ca



TOWN OF REDCLIFF

P.O. Box 40
1 - 3rd Street S.E.
Redcliff, Alberta T0J 2P0

Phone 548-3618
Fax 548-6623
Email redcliff@redcliff.ca

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION FILE NO.: 2015 SUB 01 APPLICANT: Noah Nichols,
Global Raymac Surveys
(agent for The Meadowlands
Corporation)

CIRCULATION DATE: October 23, 2015

RESPONSE DUE DATE: November 6, 2015

TO: Jamie Garland
Public Services Director
Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

COMMENTS ON SUBDIVISION APPLICATION

The enclosed application for subdivision approval has been lodged with the Town of Redcliff. Pursuant to the Subdivision Regulation we are forwarding this application to you for your perusal and comments. Any comments on the application made by you will be considered by the Town of Redcliff provided these are received by the **response due date** as noted above. If a reply is not received by the stipulated date, it shall be deemed that you have no comment on the application.

Please give this matter your early attention and return the completed subdivision circulation memorandum to the Town Office. If you have any questions regarding the application, please feel free to contact Shanon Simon at the Town Office.

COMMENTS

Public Services Has no concerns at this time.
Upon time of Servicing the new proposed Lot 6.
The water/sewer services will have to be installed
from Broadway Ave. E as there is not a watermain on
this portion of Highway avenue S.E. *Jim Seidel*

Memo

To: Shanon Simon, Manager of Legislative & Land Services
From: Khalil Minhas, Manager of Engineering
Date: Oct 30, 2015
Re: Comments on Subdivision Application – 2015 Sub 01 (Lot 4,5 Blk 1 Plan0511507 – 1401/1451 Highway Ave SE)

Please see the comments from the Engineering Department on the subdivision application no. 2015 Sub 01

- Separate Water and sanitary services required for each lot.
- Water services available on Broadway Ave East/ Highway Ave SE and sanitary on both Broadway Ave as well as on Highway Ave SE .
- Services crossing roads preferably by drilling instead of open cut road. Any settlement, damage and disturbance to Town's infrastructure must be repaired as per the Town's Engineering Standards.
- All drawings will be prepared/submitted as per latest design guidelines of the Town of Redcliff stamped by a professional engineer affiliated with APEGA.
- For services ties to mains crossing existing roads, a horizontal drilling will be preferred due to busy road compared to open cut excavation.
- Being a busy traffic route, close to Highway 1 and depending on the type of commercial use, a Traffic Impact Assessment (TIA) will be required (during development stage). Refer to Town's Engineering guidelines for Traffic Impact assessment requirements.
- Site drainage plan will be required (during development stage).
- Geotechnical investigation may be required (during development stage).
- Infrastructure capacity fee will be applied.
- Applicant will ensure that the site was not used in the past for chemical/ petroleum storage (no contaminant). If there is then an Environmental Site Assessment will be required (during development stage).



TOWN OF REDCLIFF

P.O. Box 40, 1 - 3rd Street N.E.
Redcliff, Alberta, T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
redcliff@redcliff.ca
www.redcliff.ca

Jenny Tu
Director of Finance and Administration
Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

RE: Subdivision Application 2015 SUB 01
Lot 4 & 5, Block 1, Plan 0511507 (1401 & 1451 Highway Ave SE)

Please find enclosed a copy of the subdivision application regarding the above. According to Section 654(1)(d) of the Municipal Government Act, a subdivision approving authority must not approve an application for subdivision unless all outstanding property taxes on the land proposed to be subdivided have been paid to the municipality where the land is located or arrangements satisfactory to the municipality have been made for their payment.

By way of copy of this letter the applicant has been advised to make arrangements to the satisfaction of the municipality for the payment of outstanding taxes.

Would you please advise by **November 6, 2015** whether the property has any outstanding taxes.

Thank you for your cooperation.

Regards,

Shanon Simon
Manager of Legislative and Land Services

Enc.

Both - paid in full

on June 26/15

Oct 23/15

Shanon Simon

From: Toshiba Admin
Sent: Monday, October 26, 2015 8:28 AM
To: Shanon Simon
Subject: FW: Scan From Town of Redcliff 10/23/2=?IS O-8859-1?B?MDE1IDE00jUw?=-

Fwd Email from Toshiba Admin

2015 SUB 01

From: BAUER, Wendy [Wendy.Bauer@canadapost.postescanada.ca]
Sent: Monday, October 26, 2015 7:43 AM
To: Toshiba Admin
Subject: RE: Scan From Town of Redcliff 10/23/2=?IS O-8859-1?B?MDE1IDE00jUw?=-

Canada Post has no comment at this time.

Wendy Bauer
Officer, Delivery Planning
Canada Post Corporation
Phone: 403-974-2000 EXT 42106
Fax: 403-974-2195

.. Is it necessary to print this document?

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-----Original Message-----

From: Town of Redcliff [<mailto:Tadmin@redcliff.ca>]
Sent: October-23-15 2:50 PM
To: BAUER, Wendy; BrianS@redcliff.ca
Subject: Scan From Town of Redcliff 10/23/2=?IS O-8859-1?B?MDE1IDE00jUw?=-

Scanned from MFP07280399

Date: 10/23/2015 14:50
Pages: 11
Resolution: 400x400 DPI

Shanon Simon

From: Smith, Gary <g.smith@schefferandrew.com>
Sent: Monday, October 26, 2015 12:53 PM
To: Shanon Simon
Cc: Brian Stehr
Subject: Meadowlands Sub 15-01 Comments
Attachments: 2015 October 26_ Town SUB.pdf

Shanon

I have attached my response to the Meadowlands subdivision 2015 SUB 01.

Please note that Scheffer Andrew Ltd has an ongoing client long standing relationship with the land owner, Meadowlands and therefore might be perceived as a conflict of interest. I further note that I have not been in contact or discussed this property or application with the land owner.

Feel free to contact me at anytime should your require further comment or clarification about the above noted subdivision application 2015- SUB-01.

Hope that you had enjoyable weekend with the gorgeous weather we have been experiencing.

Regards,

Gary

Gary Smith BES MCIP RPP | Senior Planner

Direct: 403.529-4233 | Office: 403.526.3434 | Fax: 403.526.7150

Scheffer Andrew Ltd. | Planners & Engineers

#102-505 1st Street S.E Medicine Hat, AB T1A 0A9 | www.schefferandrew.com

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October 26, 2015

File number: 283-62 1.4

Shanon Simon
Manager of Legislative and Land Services
Town of Redcliff
1 - 3rd Street SE
Redcliff, AB T0J 2P0

Attention Shanon:

RE: Planning Comments for 2015 SUB 01

I begin stating that Scheffer Andrew Ltd has an ongoing client long standing relationship with the land owner, Meadowlands and therefore our firm due to what might be perceived as a conflict of interest. I further note that I have not been in contact or discussed this property or application with the land owner.

Scheffer Andrew Ltd. has reviewed the subdivision circulation memorandum for subdivision application **2015 SUB 01** and offers the following comments.

As stated in the circulation memorandum, there are existing buildings on the proposed lot 7 with an area of 1.26 ha. The property owner has requested to create a new lot (lot 6) with an area of 0.279 ha for future Highway Commercial Use.

SAL because of our prior relationship with Meadowlands will not provide any engineering comments with respect to this application; however suggest that the Town should exercise special care with the servicing, potential access and possible road widening along Broadway Ave East or Highway Avenue SE.

Municipal Development Plan Considerations:

The subject site is located in the Highway Commercial Area of the Municipal Development Plan (MDP) where a mixture of commercial and industrial development exists.

Land Use Bylaw Considerations:

The subject site is currently designated Highway Corridor Commercial (C-HWY) District in the Land Use Bylaw.

The purpose of the Highway Corridor Commercial District is to regulate commercial and service developments which by nature require locations with a high level of exposure from the Trans Canada Highway and similar public roadways.

The C-HWY district supports eating establishments, car wash, service station, hotels, motels, drive-in business and convenience store and other tourism uses that are compatible with each other.

Discretionary uses cover a wide range of commercial uses ranging from automotive, building supplies, retail and office uses. The existing land use district deemed appropriate for the proposed commercial highway development.



The proposed lots do meet the required minimum land area and dimensions as set prescribed in 91(6) (a) & (b) of the Land Use Bylaw.

Summary and Recommendation:

The existing land use district is appropriate for the proposed subdivision and the Municipal Development Plan supports the land use; therefore, as per Section 654(1) (b) the proposed subdivision conforms to the provisions of the land use bylaw and relevant statutory plan.

Subject to the following conditions SUB 2015 01 be approved:

- Payment of any outstanding taxes.
- Provide documentation that the requirements of the following service providers including utility right-of-ways have been met:
 - Gas servicing - City of Medicine Hat Gas Department
 - Electric servicing - City of Medicine Hat Electric Department
 - Telecommunications
 - ◆ Telus
 - ◆ Shaw

If you require any clarifications or would like to discuss these comments please contact me.

Yours truly,

Scheffer Andrew Ltd., Medicine Hat

Gary Smith, BES, MPP, MCIP
Senior Planner
Office: 403.526.3434 x 333
Email: g.smith@schefferandrew.com

Shanon Simon

From: Johansen, James <j.johansen@schefferandrew.com>
Sent: Monday, November 09, 2015 4:30 PM
To: Shanon Simon
Subject: Subdivision 15-01

Shannon

Just looked this up in the TAC manual.

Based on the classification of Broadway Avenue the TAC manual does not permit an access to Lot 6 as it is too close to the intersection.

Based on the classification of Highway Avenue the TAC manual does not permit an access to Lot 6 as it is too close to the intersection.

Functionally the proposed subdivision creates a lot without a legal road access. Would suggest that your engineer or development officer convey this information to the developer prior to any meetings or MPC.

James Johansen. P. Eng. | Engineering Manager

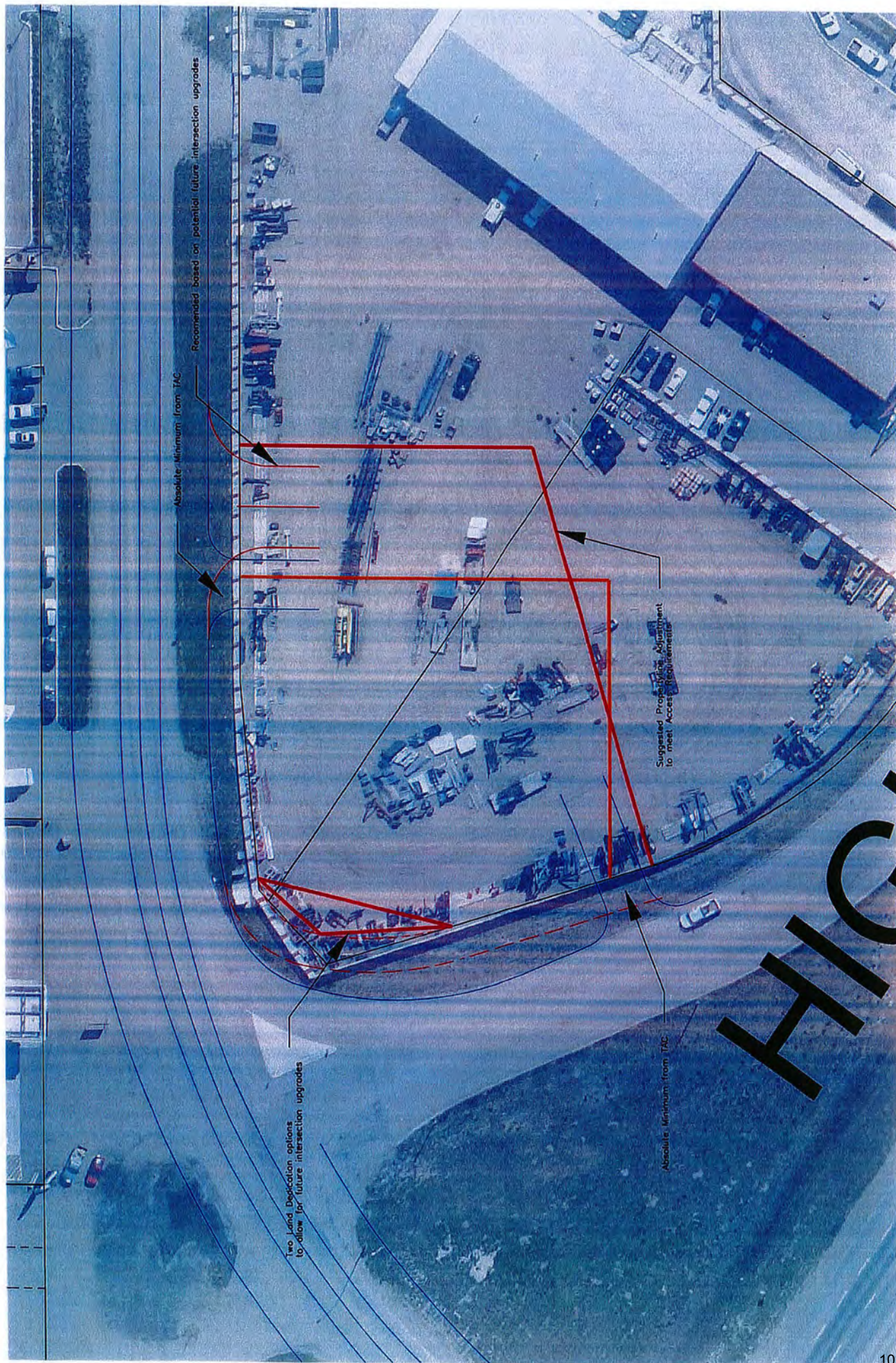
Office: 403.526.3434 ext. 330 | Cell: 403.502.4592 | Fax: 403.526.7150

Scheffer Andrew Ltd. | Planners & Engineers

Unit 102 - 505 1st Street SE Medicine Hat, AB T1A 0A9 | www.schefferandrew.com

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Municipal Manager Report to Council

November 23, 2015

On-going Projects

- Reviewing and working with Scheffer Andrew Ltd. with regard to developing a standard service agreement template.
- Initiation, training, and implementation of Service Tracker pilot. Overall, town staff have responded well to this new initiative.
- Continuing preparation for the negotiation of the upcoming collective agreement (current one expires at the end of this year).
- Participated in offsite levy bylaw review workshop.
- 2016 budget preparations ongoing. Participated in department budget review sessions.

Day to Day Responsibilities

- Continued correspondence as with CUPE.
- Continued work on various legal files. Legislative services has devoted a significant amount of time to legal files over the last month.
- Responding to various daily resident and staff inquiries.
- Respond to human resource (including correspondence with union representatives) items.
- Respond to councillor inquiries as they arise.
- Responding to media inquiries as they arise.
- Carry out regularly scheduled management meetings.
- Annual employee evaluations for all staff have been completed.
- Respond to and coordinate operational issues and public inquiries.
- Began implementation of some organizational structure changes.
- Transitional support for engineering department leadership arranged. Mr. Michel Savard is assisting the Town on an Interim basis.
- Met with new Cypress County CAO. Also had very preliminary discussions regarding potential future collaboration opportunities.
- Attended and participated in a Subdivision Application review.
- October 22-26, 2015 – was out of the office (Vacation)

COMMUNITY SERVICES DEPARTMENT

Parks and Recreation

Parks and Trails: Parks Department is blowing out the parks irrigation system and this will be completed by the end of October. The campground washrooms have been winterized for the season and are closed to the public. The Lions Campground is closed for the season, and was open until after the Thanksgiving long weekend. Public works department un-plugged the RV sewer dump at the campground and built an insert that will prevent this from happening in the future. Lions Park washrooms have been winterized and closed for the season.

Rec-Tangle: The brine tank has had an external visual level system installed to facilitate safer and easier reading of levels. This will allow the big ladder to be removed from the walk way and free up the exit. New Zamboni will be delivered on October 22nd (has now arrived) and staff will receive training for operations and maintenance.

Aquatic Centre: Ridge roof cap has been repaired on NW corner of the building.

Emergency Management: Town of Redcliff has been selected to participate in EMX-16 which will give the emergency management team an opportunity to work through a table top exercise at no cost to the municipality.

Community Programs: Advertising and registration is underway for the Fall programs. Good response to programs so far. We are starting to set up the January to April, 2016 programs and do the program guide so it will be ready for distribution by around Christmas.

Youth: The FCSS Coordinator attended the Lunch and Learn program and Spirit Club meeting at Parkside. These programs will be attended on a regular basis throughout the year. The plan is to establish a rapport with the youth; get input regarding their interests and get them involved in planning activities.

Protective Services

- Municipal Emergency Management Plan (MEMP) has been sent to the printers to put into coil ring binders and placement of tabs to be presented the Emergency Advisor Committee.
- Had meeting with Alberta Emergency Management Agency field officer and discussed this winter's emergency operations exercise, EMX16. One of 6 municipalities participating in the provincial emergency management exercise. The exercise will be using the new emergency management software that the province has purchased to handle large scale emergency.
- Met with Health Inspector to review emergency plan and site specific information.
- Worked on Community Peace Officers Operational Policy and Procedures Manual to be finalized and sent to the Alberta Solicitor General's office for review and comment.
- Working with Fire Chief on 2016 Budget and Capital planning.
- Dealing with issues regarding billing to Alberta Transportation on incidences where Redcliff Fire Department responds to calls on the Trans-Canada Highway.

Community Services

- Met with potential corporate donors for Rec-Tangle Sponsorship program.
- Working on 2016 programming and social events calendar to be released to the public mid-December.
- Building on current activities and promoting special events
- Working on capital and programing grants for 2016.
- Arrival of new Zamboni and prepping old Zamboni for cold storage as recommended by supplier.
- Attended the Redcliff Seniors Society Meeting at the beginning of October to introduce Laughter Yoga Instructor. She provided background information and gave a demonstration of Laughter Yoga to build interest in an upcoming program for seniors. Some of the benefits of Laughter Yoga are that it reduces stress; oxygenates your brain and stimulates positive mental attitude and it is an easy and fun exercise.
- As schedule allows, attended Spirit Council class at Parkside Junior High School once a week since late September to provide support to the students and build a rapport with them. Students do fundraisers; support special events and plan activities for the school. Students recently raised \$200+ for the Medicine Hat Women's Shelter and 700 lbs of food for the Food Bank. They also participated in Random Acts of Kindness Day.
- Working on facility issues and seasonal maintenance and irrigation blow outs.

C.P.S. Activities, Programs; Events, Initiatives in October

- Latin Dance
- Zumba
- Hunter Education
- Firearms safety (restricted)
- Firearms safety (non-restricted)
- Teen Activity nights
- Dance 3 & 4
- Dance 5–7 years
- Cake Decorating (8-12 yrs)

Cancelled programs

- Piano lessons for adults, teens, and kids.

Support provided for:

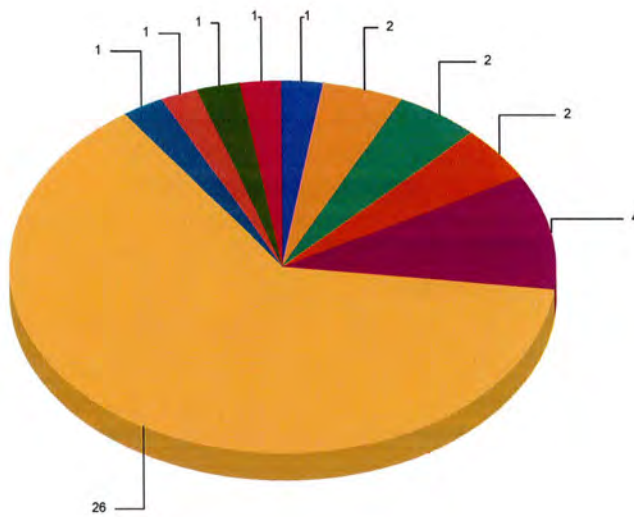
- Redcliff Improvement Partnership (RIP) Family Festival
- Drop in Parent Support Group
- Halloween Family Dance and Haunted Hallway

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 9/1/2015 12:00:00AM to 9/30/2015 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ASSIST PUBLIC	1
BYLAWS : BUSINESS LICENSE	2
BYLAWS : CAT	2
BYLAWS : DOG	2
BYLAWS : DOG : AT LARGE	4
BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE	26
BYLAWS : GARBAGE	1
BYLAWS : GARBAGE : DEPOSIT HAZARDOUS WASTE	1
BYLAWS : NOISE CONTROL : MAKE/CAUSE EMISSION OF ANY NOISE	1
BYLAWS : NUISANCE/UNSIGHTLY	1
Total:	41

BYLAWS : ASSIST PUBLIC: 1 2%

Case Report

BYLAWS : BUSINESS LICENSE: 2 3%

BYLAWS : CAT: 2 3%

BYLAWS : DOG: 2 3%

BYLAWS : DOG : AT LARGE: 4 6%

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 26 42%

BYLAWS : GARBAGE: 1 2%

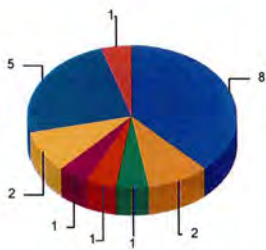
BYLAWS : GARBAGE : DEPOSIT HAZARDOUS WASTE: 1 2%

BYLAWS : NOISE CONTROL : MAKE/CAUSE EMISSION OF ANY NOISE: 1 2%

BYLAWS : NUISANCE/UNSIGHTLY: 1 2%

Case Report

Count of Incident Types



BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY	8
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION	2
BYLAWS : PARKS RECREATION PUBLIC AREAS : MOTOR VEHICLES OR TRAILERS	1
BYLAWS : STREET	1
BYLAWS : TRAFFIC	1
BYLAWS : TRAFFIC : PARKING	2
BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE	5
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING	1
Total:	21

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 8 13%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGE

BYLAWS : PARKS RECREATION PUBLIC AREAS : MOTOR VEHICLES OR TRAILERS: 1 2%

BYLAWS : STREET: 1 2%

Case Report

BYLAWS : TRAFFIC: 1 2%

BYLAWS : TRAFFIC : PARKING: 2 3%

BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 5 8%

BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING: 1 2%

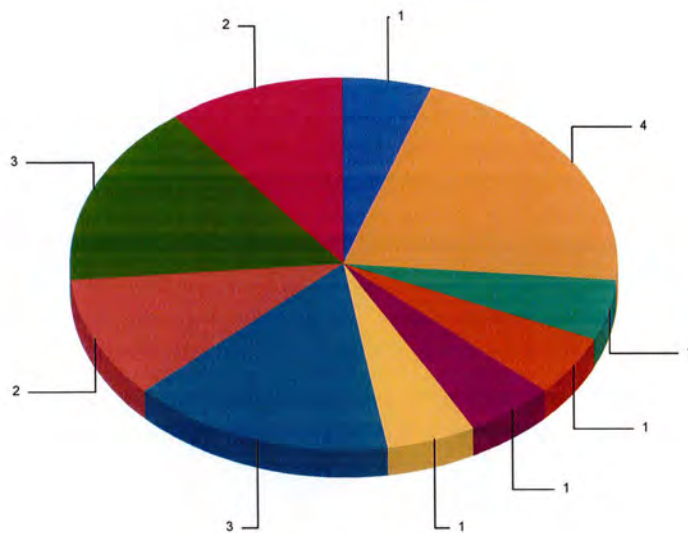
Grand Total: 100.00% Total # of Incident Types Reported: 62

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 10/1/2015 12:00:00AM to 10/31/2015 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ANIMAL-OTHER	1
BYLAWS : ASSIST PUBLIC	4
BYLAWS : BURNING	1
BYLAWS : CAT : CAT TRAP LOAN	1
BYLAWS : CAT : KEEP OR HARBOUR EXCESSIVE NUMBER OF CATS	1
BYLAWS : DOG	1
BYLAWS : DOG : AT LARGE	3
BYLAWS : DOG : DOG BARKING OR HOWLING	2
BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE	3
BYLAWS : DOG : IMPOUNDED	2
Total:	19

BYLAWS : ANIMAL-OTHER: 1 3%

Case Report

BYLAWS : ASSIST PUBLIC: 4 13%

BYLAWS : BURNING: 1 3%

BYLAWS : CAT : CAT TRAP LOAN: 1 3%

BYLAWS : CAT : KEEP OR HARBOUR EXCESSIVE NUMBER OF CATS: 1 3%

BYLAWS : DOG: 1 3%

BYLAWS : DOG : AT LARGE: 3 10%

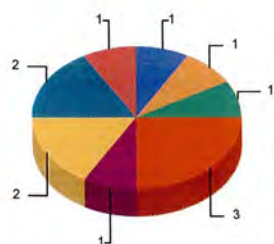
BYLAWS : DOG : DOG BARKING OR HOWLING: 2 6%

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 3 10%

BYLAWS : DOG : IMPOUNDED: 2 6%

Case Report

Count of Incident Types



BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING A PERSON	1
BYLAWS : GARBAGE : DEPOSIT PROHIBITED WASTE	1
BYLAWS : NOISE CONTROL : PERMIT ISSUED	1
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION	3
BYLAWS : STREET : PARKING PERMIT	1
BYLAWS : TRAFFIC : PARKING	2
BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE	2
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING	1
Total:	12

BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING A PERSON: 1 3%

BYLAWS : GARBAGE : DEPOSIT PROHIBITED WASTE: 1 3%

BYLAWS : NOISE CONTROL : PERMIT ISSUED: 1 3%

Case Report

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION: 3 10%

BYLAWS : STREET : PARKING PERMIT: 1 3%

BYLAWS : TRAFFIC : PARKING: 2 6%

BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 2 6%

BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING: 1 3%

Grand Total: 100.00% Total # of Incident Types Reported: 31

PUBLIC SERVICES

Water and Sewer Utilities

- Fall Hydrant inspections have been completed.
- Staff have been working with MPE Engineering and contractor on coordination and commissioning of new Water Treatment Plant project.
- Staff has been installing several radio reads for use with new meter reading equipment.
- Staff completed quarterly sanitary sewer inspections.
- Staff has completed several sanitary sewer service camera inspections.
- Staff completed a few sanitary sewer service repairs.
- Staff have conducted several utility locates.
- Several water curb stop shutoff valves have been excavated and repaired.
- Staff has completed an in-house water main replacement on Dutton Street N.E.
- Assisting Engineering Department in moving of sanitary flow meters.
- Staff assisted Chamco in pulling raw water pump #2 to be sent for repairs.
- Golf course irrigation supply line has been blown out and winterized.
- Staff have been training/commissioning at the new water plant.
- Operators attended training courses for certification.
- Staff have done multiple camera jobs throughout the town.
- Staff have completed hydrant inspections and pumped out hydrants as needed.
- Staff winterized the storm pond.

Municipal Works

- Staff conducted several interments at the cemetery over the past month.
- Grading and maintenance of alleys and gravel roads has been ongoing.
- Several pot holes have been filled.
- Garbage bin repairs and painting are ongoing with lid repairs being a primary task.
- Several sign maintenance and installations have taken place.
- Mowing/trimming of municipal properties has been ongoing.
- Pumping of Dirkson Drive storm pond was completed and pump has been winterized.
- Staff conducted alley clean ups.
- Staff repaired water leak at the intersection of Main and 9th Ave SW.
- Staff repaired water leak at 338 Mitchell Street S.

Landfill

- Litter collection around fences and neighbouring fields is an ongoing task.
- Fencing contractor has completed installation of chain link fence around berm of new cell.
- Alberta Recycling has collected 2 semi-trailer loads of tires for recycling.
- Ridgeline has been bringing in a fair amount of treated soil to landfill operations to be used as daily cover.

- Mowing/trimming of landfill on going.
- Installation of leachate pump was completed.
- Public Service staff spent a couple of days improving ramp and access road into cell area.
- Yard cleanup is ongoing.
- Staff attended landfill operation courses.

Other

- Several Staff have been taking training courses including: First Aid, Level 1 Water certification, various landfill training seminars, various municipal works training seminars.

ENGINEERING

2015 Capital Project - Sanitary Main Realignment - Broadway Court Lift Station to Main St N and Sanitary Diversion on Main St S & Sangster Crescent:

- Construction Completion Certificate has been issued following completion of deficiency work and acceptance of the improvements.
- Preparing to release Project Holdback.

West Laneway Upgrade 3rd St NE (1 Ave – South Railway Drive):

- Construction work is completed.
- Deficiency repair work is completed.
- Construction Completion Certificate has been issued.

Pump Station berm raising and river bank erosion protection:

- Pump Station Flood protection has been substantially completed on July 29, 2015.
- LMT mobilized equipment and manpower to River Valley Park project in the first week of Sept.
- Erosion and Environmental control plans preparation and installation of silt and safety fencing completed.
- Regulatory applications and approvals received.
- LMT carried out the removal of concrete structure identified by the Alberta Environment and Parks Department (AEP) as the Town's Public Services Department did not have enough resources to do this job.
- On September 10th, Leopard frogs (a protected species from AEP) were observed on site during the removal of concrete and work was stopped. AMEC contacted AEP after site visits from their biologist.
- AMEC biologist after consultation with AEP advised that additional silt fencing was required to isolate the whole construction site including the upper parks area from other frogs

gaining access to the site and to relocate the frogs from the construction site to a location downstream of the River.

- AMEC relocated the frogs from Sept 12th – Sept 18th. As per the approved mitigation plan submitted to AEP, the construction site had to remain frog free for two consecutive days in order for LMT to resume construction activities.
- On 28 September 2015 LMT was forced to stop work as the water level from the river rose beyond the erosion and sediment control measures and active construction areas. Construction resumed on November 2nd, 2015.
- Based on email correspondence from LMT (dated November 17th, 2015), it is anticipated that the site will be substantially completed by Friday November 27th, 2015.

Slope Remediation South of Kipling Subdivision & Regrading of Slope South of Westside Subdivision

- Project was awarded to Foran equipment
- Preconstruction start up meeting with Contractor was held on Oct 2, 2015.
- Construction started on Oct 5, 2015 with a completion date of October 30, 2015 subject to inclement weather according to contract.
- There were few construction related issues encountered.
- Biweekly construction meeting continue to occur with focus on the status of construction, safety and highlight all issues and concerns.
- The anticipated date of completion is November 30, 2015 for Kipling Site was provided by the Contractor.
- As of November 17th, approximately 50% work is completed.
- Due to the ongoing construction supervision and quality assurance needed for the project, the consultant has advised they will be submitting a change order to cover the additional engineering servicing costs. This submission will be reviewed by the Town's Engineering Department with respect to the Engineering Proposal and in the context of the approved budget.

Inflow and Infiltration study updates:

- On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff.
- An investigation regarding low pump efficiency of 3 rd. Ave lift station has been started by asking for quotes from Civiltec Consulting, ISL Engineering and WSP Engineering.
- Civiltec Consulting have been awarded the investigation study for the sewer lift station. An engineering servicing agreement is to be prepared and signed by both parties.
- Flow monitors quotes have been received and are currently being reviewed.
- Flow monitoring and rainfall data analysis in progress.
- Public education program about Inflow and infiltration will be planned.
- Sanitary bylaw review in progress.

Broadway Ave E concrete curb and culvert installation:

- Construction completion certificate has been issued with a list of deficiencies.

WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:**Water Treatment Plant (WTP) Construction:**

Below are the percent of the works completed to date.

- Process Piping 90% complete.
- Civil/Underground work is 90% complete.
- Masonry work is 100% complete.
- Electrical work is 90% complete.
- Concrete work is 99% complete.
- Building is 98% complete.
- Process equipment is 94% complete.
- Finishing and painting work on going.
- Epoxy liner to clarifier 98%.
- Mechanical inside clarifier is 100%.

Eastside Area Structure Plan Amendment:

- Complete

Northside FSR

- Engineering Department reviewed the third draft of sanitary servicing and sent comments to Scheffer Andrew. The Town's Engineering Department expects a response from the consultant.

Offsite Levy Bylaw and Background Report

- Final draft report has been received by the Town and review is in progress.

FINANCE AND ADMINISTRATION

1. 2016 Budget Review dates were rescheduled to November 20 and 21, 2015 from 8:30 am to 5:00 pm for both days.
2. Bylaw 1806/2015 for a pre-authorized Tax Installment Payment Plan was passed on September 28, 2015, and a fillable application form is published on the Town's website for enrollment.

3. Eighteen Supplementary assessments generate total tax revenue of \$18,428.
4. Amended tax assessment and tax notice for Roll No. 0213000 (LARB's decision to revise the assessment value from \$172,560 to \$133,160) was sent out. As of Nov 17, 2015, the Town has not received any notification in regards to the appeal to the decision made by LARB from the Court of Queen's Bench after 30 days as required by Municipal Government Act.
5. Tax auction sale scheduled to be held on December 15, 2015 at 10:30 a.m. is cancelled, as the tax arrears for those properties on the auction list have been paid off.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales, development & subdivision. One land sale pending. (six to date for 2015)
- Ongoing enforcement issues of non-permitted development and older files.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. The expectation is to have the majority of these files closed by December 31, 2015.
- Following up on subdivision applications that are ongoing.
- Initiated discussions with Park Enterprises for permit services contract extension.
- Initiated discussion with Alberta Municipal Affairs regarding pursuing accreditation in the building discipline.
- Legal File Review
- The encroaching structure at 112 7 Street SE has been modified to remove the encroachment into the laneway (Encroachment Permit application - 963358 Alberta Ltd. at 112 7 Street NE denied at the Council meeting of October 26, 2015)
- Presentation with regard to All-net meetings (Implementation to be initiated December / expect to go active January 2016)
- 2016 Budget Preparation
- Attended meeting with Scheffer Andrew October 2, 2015 – Service / Development Agreement
- Attended the AMCA Parliamentary Procedure & Minute Taking Workshop on October 7, 2015 in Edmonton.
- Attended Tri Area Inter-Municipal Development Plan Liaison Committee meeting October 19, 2015.
- Subdivision and Development Appeal Board (SDAB) meetings:

October 15, 2015 (Steinkey)

Appeal of Development Application 15-DP-069

Lot 3 & 4, Block 49, Plan 1117V (119 - 6 Street SE)

Accessory Building - detached garage

Appeal Denied, Decision of Development Officer Confirmed

October 15, 2015 (Encore Developments Ltd.)
Appeal of Development Application 15-DP-072
Lot 1, 2 & 35-39, Block 84, Plan 755AD (317 Broadway Avenue E)
Addition to existing building
Allowed with conditions

- Attended the Offsite Levy Bylaw Project Training meeting October 29, 2015 / Open House Presentation scheduled for December 10, 2015 5:30 p.m. – 7:30 p.m.
- Attended Subdivision Review Meeting November 17, 2015 (2015 SUB 01 / 1401 & 1451 Highway Ave SE).

MAYOR'S REPORT TO COUNCIL NOVEMBER 23, 2015

Past Meetings and Events

Took part in planting of Daffodils around West end of Town of Redcliff.

September 30, 2015 Attended the Grand Opening of the newly renovated/expansion of the Medicine Hat Airport.

My wife and I attended the Redcliff Legion's Annual Veterans Supper.

October 29, 2015 Corvus Presentation at Town Council Chambers
Re: Offsite Levy and Infrastructure Capacity Fee Bylaw

Mayor & Reeves Meeting in Brooks
Main Topic: Fibre Optics for Internet Service

Attend Chamber of Commerce AGM at Whiskey Creek

Up and coming meetings and events:

December 11, 2015 PARN meeting in Medicine Hat

February 12, 2016 Mayors & Reeves meeting in Bow Island

March 6 - 8, 2016 Rural Education Symposium in Banff, Alberta

COUNCILLOR'S REPORT TO COUNCIL NOVEMBER 23, 2015

REPORT FROM COUNCILLOR:

Larry Leipert

Report AUMA 2015, September 22 to September 25

The convention is a wealth of information for Municipal Officials. The theme of this year's convention was Partnerships.

It was a debut for the new NDP government. Premier Notley introduced the new government. It is the first gender balanced cabinet in the history of Canada. In her first address to the AUMA she gave an inspiring and confident vision, a road map as to where Alberta was going. She acknowledged the difficulty low oil prices present and looked at this as an opportunity to diversify Alberta's economy so when the energy sector strengthens Alberta will be stronger than ever. The new budget will invest in education, health and infrastructure, providing a shock absorber for the down turn in the energy sector.

The MGA has been revamped to bring it in line with the new realities Alberta faces. The act which affects how taxes are collected and spent, laws are made has over six hundred sections and should be proclaimed into law by the end of 2016. The changes are meant to provide more co-operations between municipalities instead of competing for infrastructure dollars.

The Village of Black Diamond showed how small communities can become green and make money doing it. They have invested in solar and wind powered generation as well as other efficiencies in their public buildings and are on track to having a payback.

We had a meeting with Infrastructure and Transportation Minister Brian Mason. The Honourable Minister Mason is a seasoned politician and our meeting was very cordial. Mr. Mason assured us this is a new era in listening to municipalities and their concerns.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
December 9, 2015	Council Office Hours	Council/Mayor Office Town Hall 4:30 p.m. - 6:30 p.m. Second Wednesday of the month
December 10, 2015	Offsite Levy Bylaw Open House	Town Hall Council Chambers 5:30 p.m. to 7:30 p.m.
December 24, 25, 28, 2015 and January 1, 2016	Christmas/New Year's Day Office Closure	Town Hall & Public Services CLOSED
February 12, 2016	Mayors & Reeves Meeting	Bow Island, Alberta
To be determined	Economic Development Strategic Planning Session	To be determined