



**COUNCIL MEETING**

**TUESDAY, OCTOBER 13, 2015**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
TUESDAY, OCTOBER 13, 2015 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to June 30, 2015 *	For Information
<b>2. PUBLIC HEARING</b>	
A) Bylaw 1807/2015, Eastside Area Structure Plan 2015	
<b>3. DELEGATION</b>	
A) Staff Sgt. Sean Maxwell * Re: Quarterly Report (July to September, 2015)	
B) Drew Barnes, MLA	
<b>4. MINUTES</b>	
A) Council meeting held September 28, 2015 *	For Adoption
B) Redcliff and District Recreation Services Board meeting held on October 5, 2015 *	For Information
i) Off Leash Dog Park area	For Consideration
C) Subdivision & Development Appeal Board meeting held September 21, 2015 *	For Information
<b>5. BYLAWS</b>	
A) Bylaw 1807/2015, Eastside Area Structure Plan 2015 *	2 <sup>nd</sup> & 3 <sup>rd</sup> Reading
B) Bylaw 1810/2015, Dog Control Bylaw *	2 <sup>nd</sup> Reading
<b>6. REQUESTS FOR DECISION</b>	
A) Budget Process * Re: Reschedule Dates for Budget Review	For Consideration

- |           |   |                   |
|-----------|---|-------------------|
| <b>B)</b> | Tax Recovery Auction *<br>Re: Reschedule the Date for the Tax Recovery Auction      | For Consideration |
| <b>C)</b> | Building Accreditation / Permit Services *<br>Re: Gas, Electric, Plumbing, Building | For Consideration |

## **7. CORRESPONDENCE**

- |           |  |                 |
|-----------|--|-----------------|
| <b>A)</b> | Alberta Municipal Affairs *<br>Re: Municipal Sustainability Initiative - qualifying capital projects | For Information |
| <b>B)</b> | Alberta Municipal Affairs *<br>Re: Municipal Sustainability Initiative - operating spending plan     | For Information |
| <b>C)</b> | Community Foundation of Southeastern Alberta *<br>Re: 2015 Medicine Hat's Vital Signs                | For Information |

## **8. OTHER**

- |           |  |                         |
|-----------|--|-------------------------|
| <b>A)</b> | Tri-Area Intermunicipal Development Plan *   |                         |
| <b>B)</b> | Bylaw & Policy changes to incorporate changes to Subdivision Authority and membership of the SAA, MPC and SDAB * |                         |
| i)        | Bylaw 1811/2015, Subdivision & Development Appeal Board *  | 1 <sup>st</sup> Reading |
| ii)       | Bylaw 1812/2015, Subdivision Approving Authority *   | 1 <sup>st</sup> Reading |
| iii)      | Bylaw 1813/2015, Municipal Planning Commission *   | 1 <sup>st</sup> Reading |
| iv)       | Bylaw 1814/2015, Land Use Bylaw (Amendment) *  | 1 <sup>st</sup> Reading |
| v)        | Policy No. 112, Condominium Development Policy *   | For Approval            |
| vi)       | Policy No. 24, Release of Information Policy *   | For Approval            |
| <b>C)</b> | Public Transit Services for Redcliff   | For Discussion          |
| <b>D)</b> | Redcliff/Cypress Regional Landfill Graphs to September 30, 2015 *  | For Information         |
| <b>E)</b> | Council Important Meetings & Events October 13, 2015 *   | For Information         |

## **9. RECESS**

## **10. IN CAMERA**

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

## **11. ADJOURN**

<b><u>ACCOUNTS PAYABLE</u></b>			
<b><u>COUNCIL MEETING OCTOBER 13, 2015</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
78292	ACKLANDS - GRAINGER INC	BOOTS	\$139.03
78293	ACTION PARTS	FILTERS, LOCKS, WIPER BLADES	\$147.95
78294	AMSC INSURANCE SERVICES LTD	EMPLOYEE BENEFITS	\$15,911.91
78295	BECHTOLD, ALLAN	FACILITY & KEY DEPOSIT REFUND	\$225.00
78296	BENCHMARK ASSESSMENT CONSULTANTS	TAX RECOVERY APPRAISALS	\$1,233.75
78298	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
78299	CLEARTECH INDUSTRIES INC	ALUMINUM SULPHATE, HYDROCHLORIC ACID	\$15,932.25
78300	D & M PLASTICS INC	GARBAGE BIN LIDS	\$10,147.47
78301	DAN JANE VENTURES	PROPANE	\$126.00
78302	FARMLAND SUPPLY CENTER LTD	LOCKS, CLAMPS, PIPE	\$28.49
78303	FAMILY & COMMUNITY SUPPORT	ASSOCIATION MEMBERSHIP	\$733.00
78304	GAR-TECH ELECTRICAL	PUBLIC SERVICES OFFICE LIGHT REPAIR	\$115.94
78305	GAS CITY HYDRO VAC	HYDROVAC SERVICES	\$3,150.01
78306	REDCLIFF HOME HARDWARE	COFFEE & CLEANING SUPPLIES, ANTIFREEZE	\$1,911.93
78307	KIRK'S MIDWAY TIRE	LOADER TIRE REPAIR	\$483.00
78308	KOST FIRE EQUIPMENT LTD	ANNUAL FIRE EXTINGUISHER TESTING	\$110.25
78309	JODI NAMETH	TAX SEMINAR TRAVEL	\$326.00
78310	PARK ENTERPRISES LTD	IN TOWN PERMITS	\$3,450.27
78311	SUNCOR ENERGY PRODUCTS	FUEL	\$1,446.17
78312	PRECON PRECAST PRODUCTS	MANHOLE & HATCH	\$3,540.34
78313	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$1,020.09
78314	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$17,283.97
78315	RESOURCE ALLOCATION CONCEPTS	BUDGET SOFTWARE ROLLOVER ADD-IN	\$787.50
78316	BARRY STEIER	SECURITY CAMERA	\$73.47
78317	TELUS MOBILITY	CELL PHONE SERVICE	\$20.27
78318	BERT'S VACUUMS & EQUIPMENT RENTAL	CLEANING SUPPLIES	\$100.90
78320	TAYLOR'S USED TIRES	TIRES	\$105.00
78321	WOLSELEY MECHANICAL GROUP	BRASS CLOSET SPUD	\$16.91
78322	WESTERN CANADA WELDING PRODUCT	WELDING SUPPLIES RENTAL	\$335.37
78323	TRICO LIGHTING PRODUCTS	STREET LAMP REPAIR	\$440.37
78324	WALL, SUZANNA	FACILITY & KEY DEPOSIT REFUND	\$225.00
78325	WANT, TROY	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
78326	LARSON, MICHELLE	FACILITY & KEY DEPOSIT REFUND	\$350.00
78327	VAN DER PLOEG, LAURA	FACILITY & KEY DEPOSIT REFUND	\$225.00
78328	MILLER, SHAUN	FACILITY & KEY DEPOSIT REFUND	\$225.00
78329	TOWN OF REDCLIFF	REGULAR & COUNCIL PAYROLL	\$79,093.76
78330	RECEIVER GENERAL	STAT DEDUCTIONS	\$28,170.39
78331	ALBERTA URBAN MUNICIPALITIES	JOB POSTINGS	\$945.00
78332	BERNIE BAKKER	APWA TRAVEL ADVANCE	\$175.00
78333	BROVAC (A DIVISION OF 654963 AB)	LIFT STATION CLEANING	\$546.00
78334	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$23.86



78335	CAPITAL GLASS LTD	WINDSHIELD	\$255.15
78336	CIBC VISA	MONTHLY VISA	\$15,255.24
78337	ARLOS CROFTS	COURSE FEE REIMBURSEMENT	\$26.75
78338	RICHARD DALTON	EMERGENCY MANAGEMENT TABLETS	\$12,002.86
78339	MIKE DAVIES	COURSE FEE REIMBURSEMENT	\$26.75
78340	ENVIRONMENTAL METAL WORKS LTD	GARBAGE BINS	\$24,953.25
78341	FOX ENERGY SYSTEMS INC	COVERALLS, SAFETY GLASSES, CARTRIDGES	\$245.28
78342	GAR-TECH ELECTRICAL	CHECK FLOOD LIGHTS	\$78.75
78343	MELISSA GUY	TAX SEMINAR TRAVEL	\$50.00
78344	REDCLIFF HOME HARDWARE	PIPE, HARDWARE, CLEANING SUPPLIES	\$189.08
78345	KEYWAY SECURITY LOCKSMITHS LTD	TOWN HALL DOOR REPAIR	\$102.90
78346	KOST FIRE EQUIPMENT LTD	ANNUAL FIRE EXTINGUISHER TESTING	\$120.75
78347	OVERHEAD DOOR	DOOR REPAIR	\$150.15
78348	PUROLATOR	PARTS FREIGHT	\$28.68
78349	RECEIVER GENERAL	STAT DEDUCTIONS	\$2,048.75
78350	ROSENAU TRANSPORT LTD	PARTS FREIGHT	\$377.42
78351	ERIC SOLBERG	AUMA TRAVEL	\$853.12
78352	WHITE FOX COIL TUBING LTD	SAND CHIPS, 3/4" CRUSH & CLEAN ROCK	\$4,644.26
78353	AWAKEN PERSONAL ENLIGHTENMENT	PROGRAM FEES	\$160.00
78354	ROYAL EXCELLENCE SERVICES LTD	CONCESSION CLEANING	\$472.50
78355	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$691.00
78356	TOWN OF REDCLIFF	FIREFIGHTER PAY	\$8,031.25
78357	UNITED WAY OF SOUTH EASTERN AB	EMPLOYEE DONATIONS	\$60.00
78358	IAN WILLIAMS	REAGENT, PH INDICATORS, TABLETS	\$58.38
78359	WOLSELEY MECHANICAL GROUP	PIPE, ADAPTERS, BUSHINGS, BOXES	\$1,475.52
78360	WSP CANADA INC	PROJ#152 QA TESTING	\$5,239.50
78361	ZEP SALES & SERVICE OF CANADA	CLEANING SUPPLIES	\$516.07
68 CHEQUES TOTAL:			\$268,456.40

# **BANK SUMMARY FOR JUNE 30, 2015**

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	1,227,687.79	9,969.94	1,237,657.73
DAILY DEPOSITS	3,481,200.25	186,387.51	3,667,587.76
DIRECT DEPOSITS	2,989,277.73	0.00	2,989,277.73
GOV'T GRANT	2,654,214.00	0.00	2,654,214.00
INTEREST EARNED	2,765.54	0.00	2,765.54
T-BILL REDEMPTIONS	0.00	0.00	0.00
OTHER DIRECT DEPOSITS	14,095.54	0.00	14,095.54
SUBTOTAL	9,141,553.06	186,387.51	9,327,940.57
CHEQUES	-1,920,842.01	-186,387.51	-2,107,229.52
ASFF QUARTERLY PAYMENTS	-437,325.73	0.00	-437,325.73
DEBENTURE PAYMENTS	-156,650.20	0.00	-156,650.20
T-BILL PURCHASES	0.00	0.00	0.00
NSF CHEQUES	0.00	0.00	0.00
OTHER DIRECT WITHDRAWALS	-18,566.86	0.00	-18,566.86
SUBTOTAL	-2,533,384.80	-186,387.51	-2,719,772.31
<b>TOTAL</b>	<b>7,835,856.05</b>	<b>9,969.94</b>	<b>7,845,825.99</b>
BANK CLOSING BALANCE	8,215,725.85	9,969.94	8,225,695.79
ADD:O/S DEPOSITS	55,162.26	0.00	55,162.26
LESS:O/S CHEQUES	-435,032.06	0.00	-435,032.06
<b>TOTAL</b>	<b>7,835,856.05</b>	<b>9,969.94</b>	<b>7,845,825.99</b>

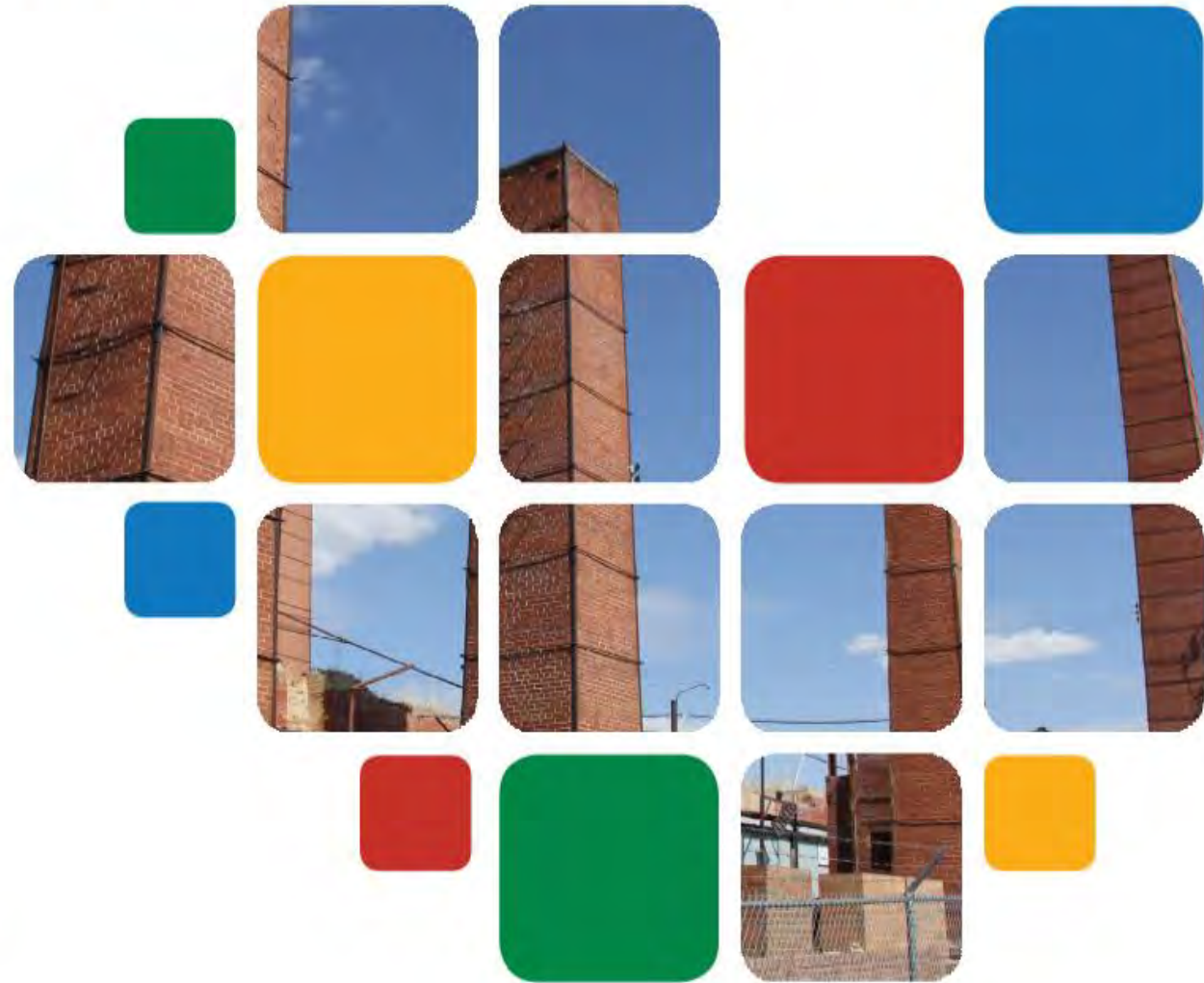
## **INVESTMENTS**

CIBC PREMIUM T-BILL FUND	5.12.02.321	8,000,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,515,792.94
<b>TOTAL INVESTMENTS</b>		<b>9,515,792.94</b>



Town of Redcliff

# Eastside Area Structure Plan 2015



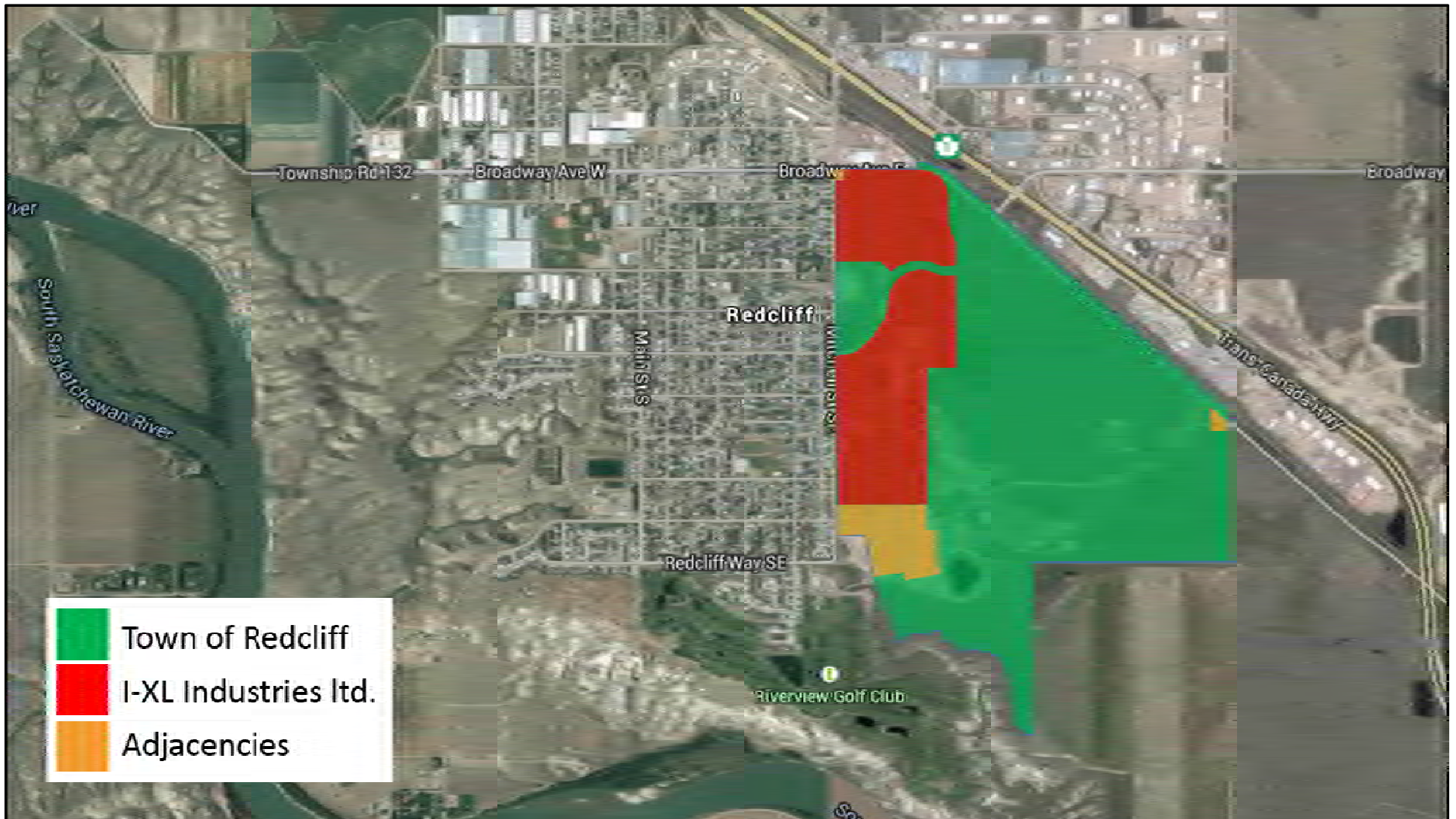
# Outline

- Direction
- Context
- Guiding Principles
- Engagement
- Concept
- Phasing

# Direction

- Update the 2001 Eastside ASP
  - **New Design**
  - **More Efficient**
  - **Increased Connectivity**
  - **Better Integration**
- Key focus
  - **Clarity**
  - **Flexibility**
  - **Ease of Use**
  - **Sustainability**

# Context

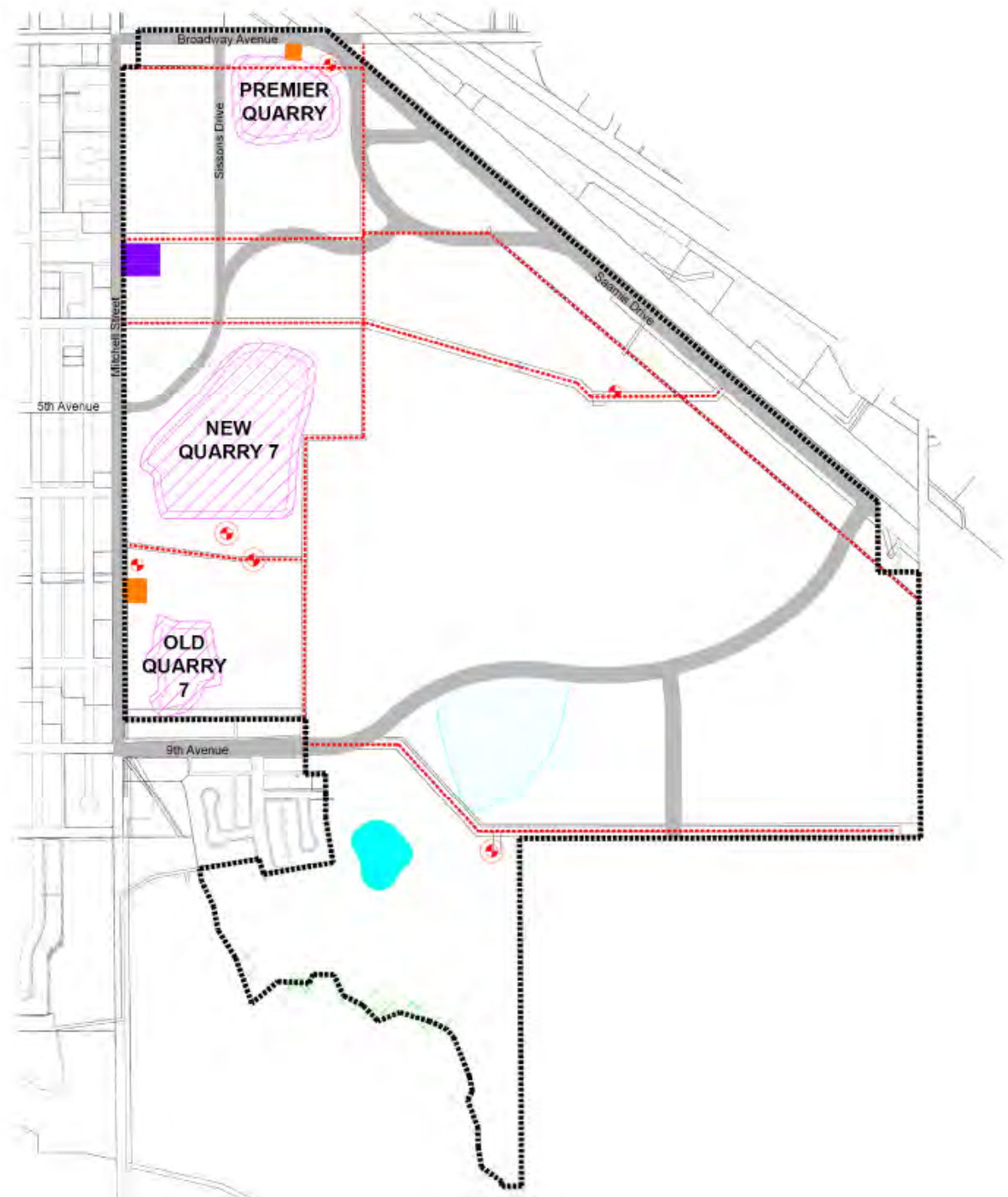




# Context Plan Area

## LEGEND:

- ASP BOUNDARY
-  WELL
-  ABANDONED WELL
-  QUARRY
-  EXISTING STORM POND
-  ARCHAEOLOGICAL SITE
-  FORMER LAGOON SITE
- RIGHTS-OF-WAY
-  FORMER BRICK PLANT SITE
-  PROTECTIVE SERVICES BUILDING



# Guiding Principles

- **Strong Community Identity**
- **Connectivity**
- **Housing Diversity**
- **Commercial Vitality**
- **Community Amenities**
- **Efficiency**





## Strong Community Identity

- Links to Local History
- Pressed Brick Park

## Connectivity

- Compact, Walkable and Vibrant
- Modified Grid Roadway Network





## Housing Diversity

- Single Detached Dwellings
- Variety of Housing Types Encouraged

## Commercial Vitality

- Adjacent Neighbourhood Development
- Future Commercial Development Along Broadway Ave / Saamis Dr.





## Community Amenities

- Linear Park System
- School / Recreational Amenities

## Efficiency

- Use of Non-Developable Areas
- Efficient Neighbourhood Design



# Engagement

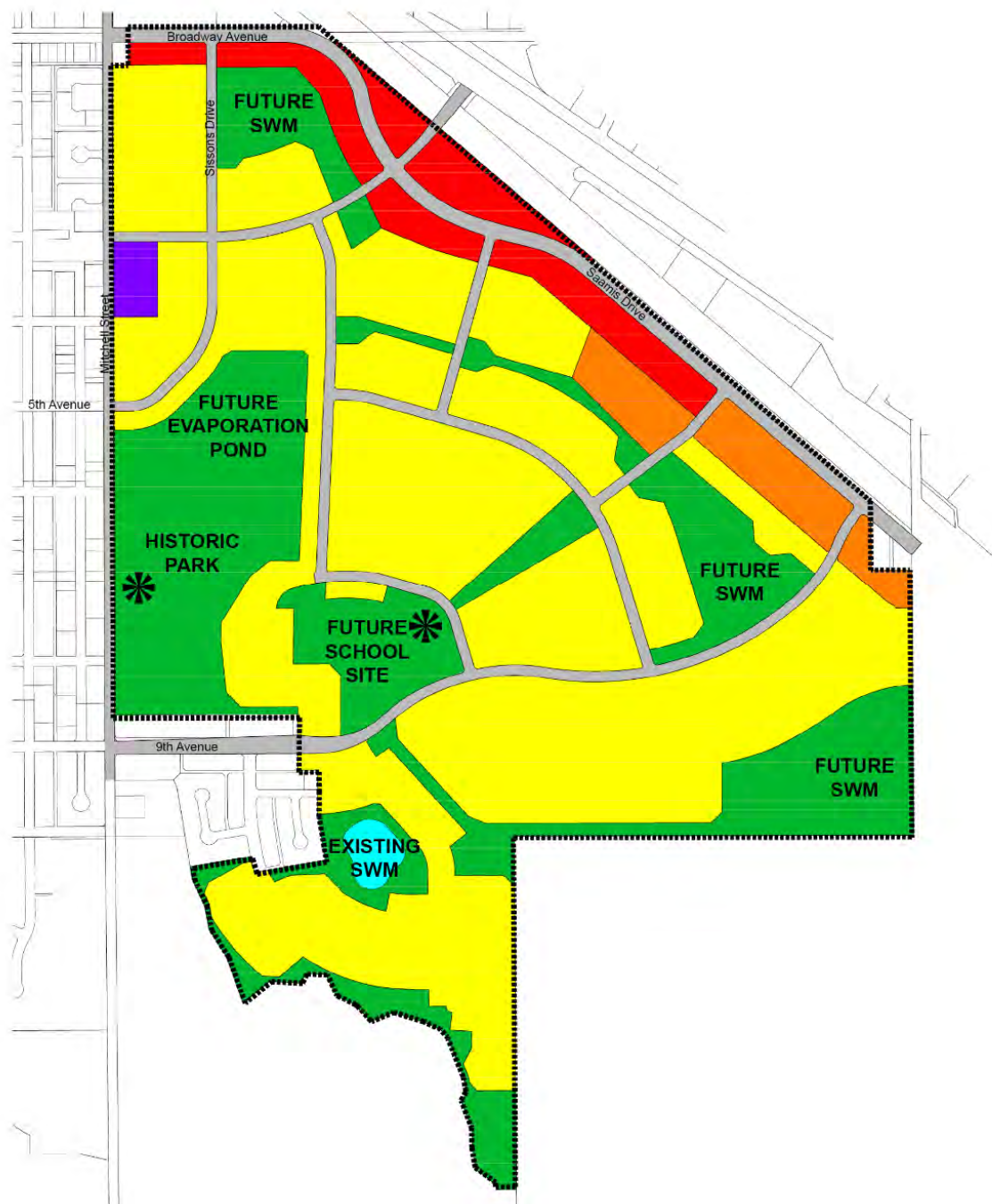
- **Planning Workshop** (December 16, 2014) with members of Council, school board representatives, land owners and administration
- **Open House #1** (January 22, 2015) development concept review with members of the general public
- **Open House #2** (May 28, 2015) draft ASP review with members of the general public
- **Draft ASP Circulation** (June 02 to July 03, 2015) to local utility providers, school boards, provincial agencies, and adjacent municipalities per the Tri-Area IDP
- **Public Hearing** (October 13, 2015) with Council and members of the general public in accordance with the Municipal Government Act





# Land Use Concept

## LEGEND:



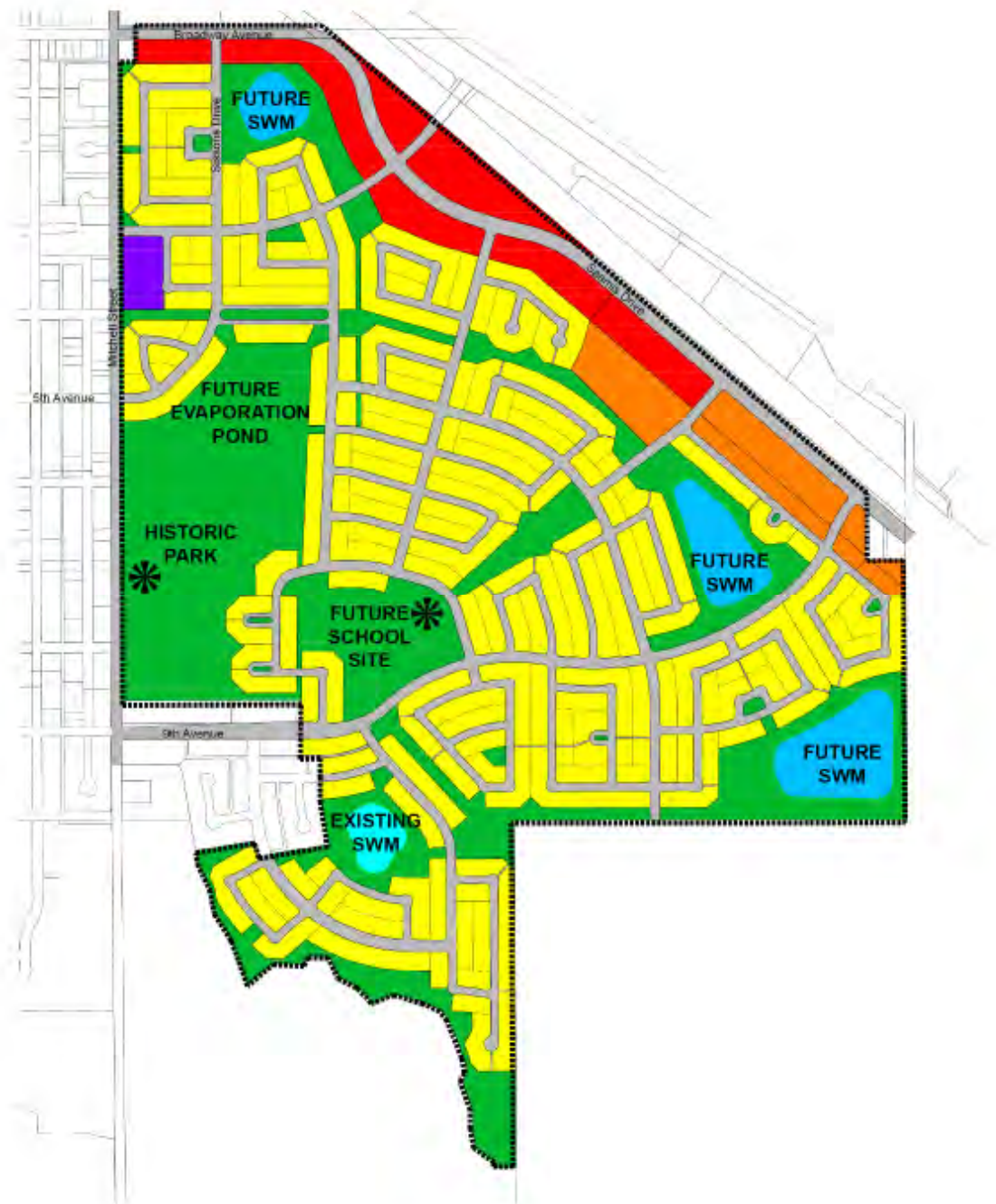
# Land Use Concept

Land Use	Area (ha)	% of Net Area	Population
Gross Plan Area	216	---	---
Non-Developable Open Space	35	---	---
Net Developable Area	181	100%	---
Residential (Lower Density)	92	50.5%	5000
Residential (Higher Density)	7	3.5%	500
Commercial	13	7%	---
Public Spaces	1	.5%	---
Parks & Open Space (Reserve Dedication)	18	10%	---
Transportation (Internal Roadways)	38	21.5%	---
Stormwater Management Facilities	12	7%	---

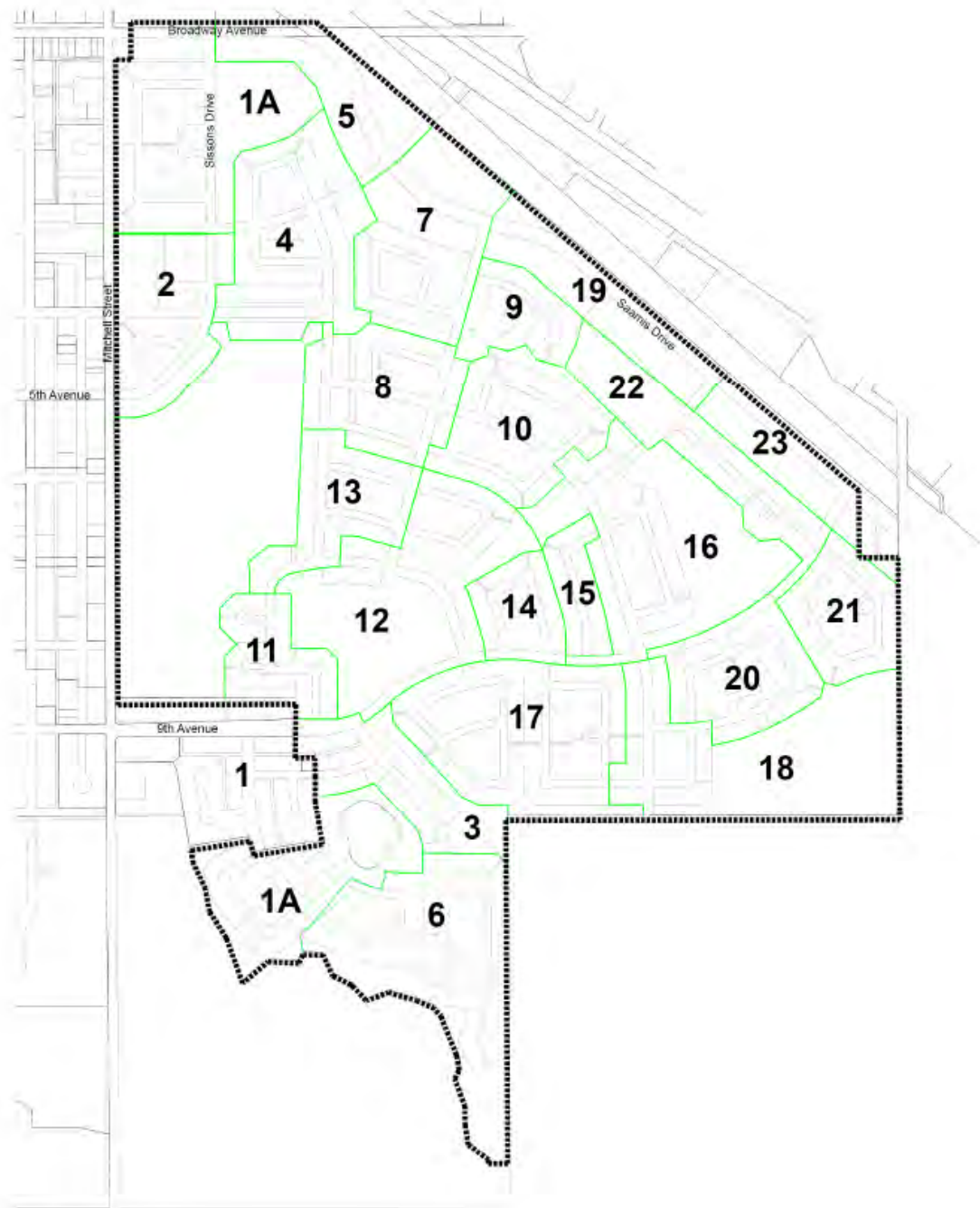
# Detailed Concept

## LEGEND:

	COMMERCIAL
	LOW DENSITY RESIDENTIAL
	MULTI-FAMILY RESIDENTIAL
	OPEN SPACE
	PUBLIC SERVICES
	ASP BOUNDARY



# Phasing



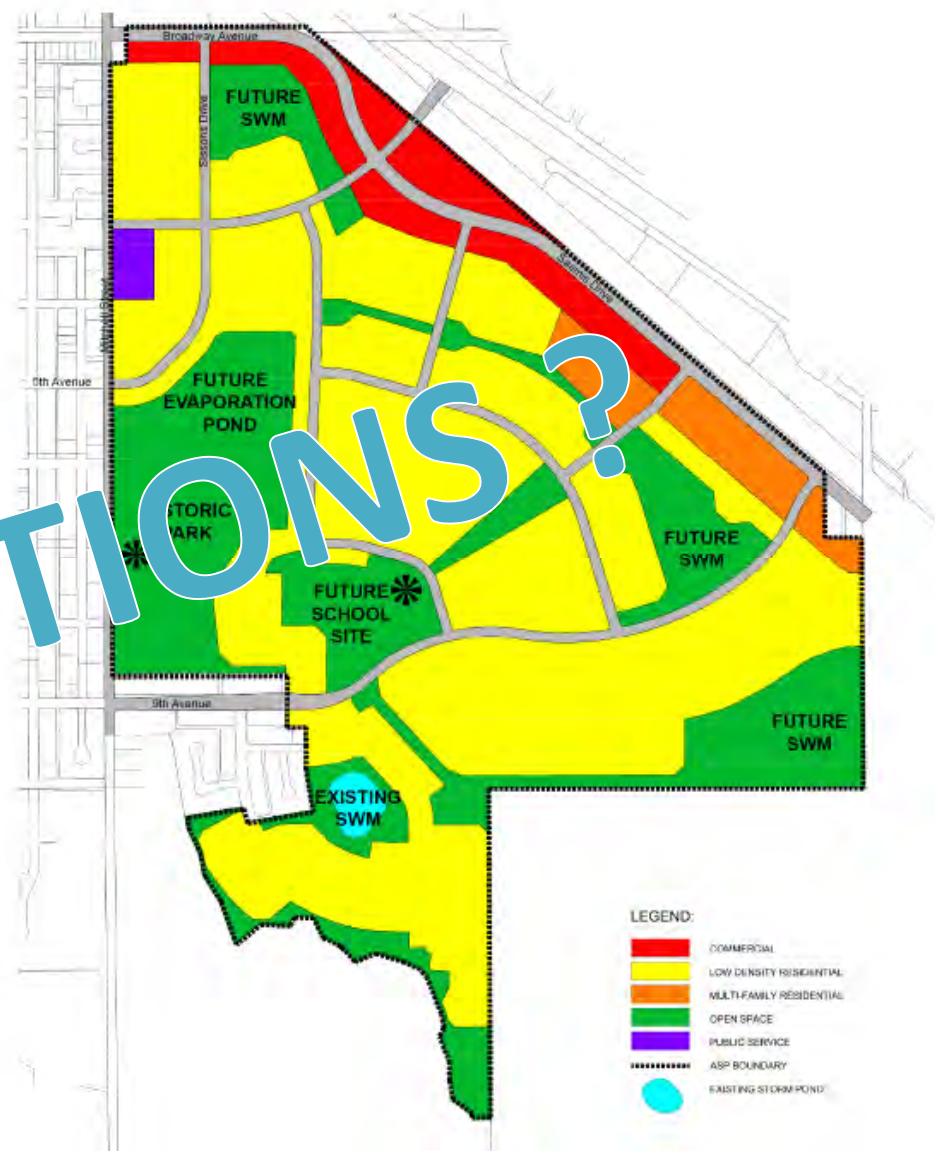




# Eastside Area Structure Plan 2015



QUESTIONS?



Reporting Period: July 1, 2015 – September 30, 2015

Summary of Detailed Crime Number Statistics

Zone	Total this Period	Previous Period	Yearly Total 2015-2016
Redcliff(municipal)	108	100	208
Redcliff(provincial)	663	573	1236

Summary of Detailed Crime Statistics

Section I: Detailed Crime Report

Crime Type	Previous Quarter	Current Quarter
Assault	7	12
Break and Enter	1	3
Motor Vehicle Theft	1	3
Theft Over \$5000	3	2
Theft Under \$5000	19	14
Mischief	8	14
Possess Stolen Property	0	2
Fraud	1	4
Drugs	0	3
Disturb/Breach Peace	8	5
Utter Threats	1	1
Criminal Harassment	1	1
Weapons Offences	0	0
Breach of Court Order	0	0
Obstruction	0	1
Other Federal Act	1	4

Total Persons Crime	9	13
Total Property Crime	33	42

## Section IV: Common Police Activities

	Previous Quarter	Current Quarter
False 911 Calls	0	11
Animal Calls	33	4(33 including rural)
False Alarms	21	15
Request to Locate Ind.	0	0
Missing Persons	0	1

Summary of Detailed Traffic Monthly Report Statistics

Violation Type	Previous Quarter	Current Quarter
Speeding Violations	151	221
Non Moving	41	22
No Insurance	4	5
Distracted Driving	9	8
Roadside Suspension	1	2
Stop Sign	8	7
GLA	6	8
Seat Belt	19	19
Traffic Lights	0	1
Impaired Driving	3	4
Other Moving	36	26
Intersection	10	14

Collisions:

Collision Type	Previous Quarter	Current Quarter
Property Damage Non-Reportable	5	1
Property Damage	28	17
Non-Fatal Injury	2	2
Fatality	0	0
Total	35	20

## Annual Performance Plan 2014/2015

### Traffic

Initiative	Quarterly Total	Year Total
Speeding	221	670
Intersections	14	49
Distracted Driving/ Seatbelts	34	104
Impaired Driving	15	31

### Reducing the Abuse of Drugs

Initiative	Quarterly Total	Year to Date Total
Number of Drug Charges	2	5

### Achieving a High Level of Trust and Confidence in the RCMP

Initiative	Quarterly Total	Year to Date Total
Visits to Hamlets	583	1178

Bar Walks: July 2015 =16

August 2015 = 11

September 2015 = 13

### Reduce Property and Persons Crimes

Initiative	Quarterly Total	Year to Date Total
Habitual Offender Program	0	0
Compliance Checks	23	38

### Other Inclusions

- School is back in, members are monitoring areas
  - Speed board is ready to go
  - Detachment is fully staffed

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 28, 2015 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors	E. Reimer C. Brown, L. Leipert, J. Steinke, C. Crozier, E. Solberg
	Municipal Manager Manager of Legislative & Land Services Manager of Engineering Director of Finance & Administration Director of Community & Protective Services	A. Crofts S. Simon (left meeting at 8:44 p.m. returned 9:34 p.m.)  K. Minhas (left meeting at 8:01 p.m.) J. Tu (left meeting at 8:07 p.m.)  K. Dalton (left meeting at 7:36 p.m.)
<b>ABSENT:</b>	Councillor	D. Kilpatrick

**1. GENERAL**

Call to Order

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

2015-0423 Adoption of Agenda

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

2015-0424 Accounts Payable

**C)** Councillor Solberg moved the following 71 general vouchers in the amount of \$1,231,744.95 be received for information. - Carried.

**ACCOUNTS PAYABLE**

**COUNCIL MEETING SEPTEMBER 28, 2015**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
78221	CORVUS BUSINESS ADVISORS	OFF-SITE LEVY BYLAW PREP	\$8,400.00
78222	M.P. ECO MECHANICAL PROCESS INC	WATER TREATMENT PLANT PROGRESS PAYMENT	\$516,062.65
78223	PORTER TANNER ASSOCIATES INC	MAIN ST & 6 AVE SANITARY PROGRESS PAYMENT	\$332,357.85
78224	PROVINCIAL TREASURER - LAPP	LAPP DEDUCTIONS	\$17,261.93
78225	RECEIVER GENERAL	STAT DEDUCTIONS	\$29,223.69
78226	TOWN OF REDCLIFF	REGULAR PAYROLL	\$74,067.60
78227	ACTION PARTS	BRAKE CLEANER, MASTER CYLINDER	\$473.06
78228	THE BOLT GUYS	POP RIVETS	\$27.57
78229	THE BOLT SUPPLY HOUSE LTD	NUTS, BOLTS, WASHERS	\$34.86
78230	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$43.42
78231	C.E.M. HEAVY EQUIPMENT	GEAR SHIFT VALVE ASSEMBLY	\$8,112.85
78232	CIBC	SUPPLEMENTAL PENSION	\$1,283.30

78233	CITY OF MEDICINE HAT	UTILITIES & SEWAGE OUTLAY	\$66,781.05
78234	COCOA BEAN CAFE	MEALS ON WHEELS	\$784.35
78235	ARLOS CROFTS	FACILITY & KEY DEPOSIT REFUND	\$225.00
78236	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE	\$326.78
78237	FINNING (CANADA)	OIL SAMPLE KIT	\$241.29
78238	FOUNTAIN TIRE	TIRE REPAIR	\$66.14
78239	FOX ENERGY SYSTEMS INC	CALIBRATE SNIFFER	\$76.60
78240	FRANCOTYP-POSTALIA CANADA INC	POSTAGE MACHINE LEASE	\$110.09
78241	H2O HAULING LTD	LANDFILL WATER DELIVERY	\$105.00
78242	REDCLIFF HOME HARDWARE	PIPE/TUBE CUTTER	\$43.03
78243	JACOB'S WELDNG LTD.	BUCKET WELDING	\$94.50
78244	LETHBRIDGE MOBILE SHREDDING	MONTHLY SHREDDING	\$46.20
78245	MEDICINE HAT NEWS	AUGUST ADVERTISING	\$2,737.35
78246	SHAW CABLE	INTERNET FEES	\$261.19
78247	SUNCOR ENERGY PRODUCTS	LANDFILL DYED DIESEL	\$2,916.15
78248	RECEIVER GENERAL	RADIO AUTHORIZATION	\$734.40
78249	SCHEFFER ANDREW LTD	PROFESSIONAL SERVICES	\$2,953.13
78250	BARRY STEIER	UNIFORM SUPPLIES	\$68.23
78251	SUMMIT MOTORS LTD	DIFFERENTIAL REPAIR PARTS/LABOUR	\$7,546.40
78252	TELUS COMMUNICATION INC	TELEPHONE SERVICE	\$38.03
78253	TELUS MOBILITY	CELL PHONE SERVICE	\$105.73
78254	TRIPLE R EXPRESS	PARTS FREIGHT	\$103.95
78255	STIGTER, MICHELLE	POOL RENTAL REFUND	\$75.00
78256	BREWMASTER WHOLESALE FOODS	MEALS ON WHEELS SUPPLIES	\$24.10
78257	APPLIED INDUSTRIAL TECHNOLOGIES	U JOINTS	\$38.60
78258	MBSI CANADA	HOSTED BACKUP	\$1,071.00
78259	MILLER, NICOLE	SWIMMING LESSON REFUND	\$32.00
78260	DARLEY, KEELY	SUMMER PROGRAMS	\$272.00
78261	PETERS, LEONA	FACILITY & KEY DEPOSIT REFUND	\$225.00
78262	SAWATZKY, ANNA MARIE	FACILITY & KEY DEPOSIT REFUND	\$225.00
78263	BERNHARDT, LINDA	FACILITY & KEY DEPOSIT REFUND	\$225.00
78264	PODESTA, BETHANY	POOL RENTAL REFUND	\$40.00
78265	SOSTAD, LAURA	SWIMMING LESSON REFUND	\$37.00
78266	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE	\$6,919.57
78267	WOOD, DALE	FIREARMS COURSE FEE	\$2,185.00
78268	XEROX CANADA LTD	PHOTOCOPIER MAINTENANCE	\$225.13
78269	AMEC EARTH & ENVIRONMENTAL	PUMP STATION/RIVER BANK PROJECT	\$19,239.24
78270	ARLOS CROFTS	COURSE FEES	\$74.25
78271	C.U.P.E.	UNION DUES	\$2,474.30
78272	MIKE DAVIES	COURSE FEES	\$74.25
78273	DAVIS PONTIAC BUICK GMC LTD	SHOCK ABSORBERS, AXLE GASKETS	\$952.75
78274	FARMLAND SUPPLY CENTER LTD	CAMLOCK, PIPE DOPE	\$90.46
78275	FORTY MILE GAS CO-OP LTD	LANDFILL GAS UTILITIES	\$75.48

78276	FOX ENERGY SYSTEMS INC	PUBLIC SERVICES SIGN	\$1,107.20
78277	GAR-TECH ELECTRICAL	LANDFILL PUMPING SYSTEM PROJECT	\$13,125.00
78278	REDCLIFF HOME HARDWARE	CABLE TIES	\$14.97
78279	KOST FIRE EQUIPMENT LTD	ANNUAL FIRE EXTINGUISHERS TEST/SERVICE	\$1,427.96
78280	SHAW CABLE	INTERNET FEES	\$125.90
78281	MPE ENGINEERING LTD	WATER TREATMENT PLANT PROGRESS PAYMENT	\$19,789.06
78282	SUNCOR ENERGY PRODUCTS	LANDFILL DYED DIESEL	\$1,419.25
78283	PORTER TANNER ASSOCIATES INC	MAIN ST & 6 AVE SANITARY PROGRESS PAYMENT	\$54,240.64
78284	PUROLATOR	PARTS FREIGHT	\$89.18
78285	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC PUMPING	\$141.75
78286	SUMMIT MOTORS LTD	AIR FILTERS/GAUGES	\$351.40
78287	TELUS COMMUNICATION INC	TELEPHONE SERVICE	\$20.60
78288	GREYLINE INSTRUMENTS INC	WARRANTY RETURN & REPLACEMENT BOARD	\$647.85
78289	WEATHERFORD	DUPLICATE PROPERTY TAX PAYMENT	\$27,007.69
78290	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$700.00
78291	WORKERS COMPENSATION BOARD	WCB PREMIUMS	\$3,248.00
71 CHEQUES TOAL:			\$1,231,744.95

## 2. DELEGATION

### 2016 Alberta Winter Games

**A)** Kara Brake, General Manager of Friends of the Games, and Brenda Lee MacPhail, Director of Friends of the Games, was in attendance to present the 2016 Alberta Winter Games presentation.

2015-0425

Councillor Crozier moved that the 2016 Alberta Winter Games presentation by Kara Brake, General Manager of Friends of the Games, and Brenda Lee MacPhail, Director of Friends of the Games, be received for information. Further, that \$2,000.00 be contributed towards the 2016 Alberta Winter Games, funded from the 2016 Budget.  
- Defeated.

2015-0426

Councillor Crozier moved that the 2016 Alberta Winter Games presentation of Kara Brake, General Manager of Friends of the Games, and Brenda Lee MacPhail, Director of Friends of the Games, be received for information. Further, that \$1,000.00 be contributed to the 2016 Alberta Winter Games and funded from the 2016 Budget. - Carried.

## 3. MINUTES

2015-0427 Council meeting held  
September 14, 2015

**A)** Councillor Steinke moved the minutes of the Council meeting held September 14, 2015, be adopted as presented.  
- Carried.

- 2015-0428 Redcliff/Cypress Regional Waste Management Authority meeting held September 17, 2015 **B)** Councillor Solberg moved the minutes of the Redcliff/Cypress Regional Waste Management Authority meeting held September 17, 2015, be received for information. - Carried.
- 2015-0429 Redcliff Physician Recruitment & Retention Committee meeting held September 17, 2015 **C)** Councillor Leipert moved the minutes of the Redcliff Physician Recruitment & Retention Committee meeting held September 17, 2015, be received for information. - Carried.

#### 4. BYLAWS

- 2015-0430 Bylaw 1806/2015, Tax Instalment Payment Plan **A)** Councillor Solberg moved Bylaw 1806/2015, Tax Instalment Payment Plan Bylaw, be given third reading. - Carried.
- 2015-0431 Bylaw 1809/2015, A Bylaw to Repeal Bylaw 1070/95, Assessment Review Board **B)** Councillor Crozier moved Bylaw 1809/2015, A Bylaw to Repeal Bylaw 1070/95, Assessment Review Board, be given first reading. - Carried.
- 2015-0432 Councillor Brown moved Bylaw 1809/2015, A Bylaw to Repeal Bylaw 1070/95, being the Assessment Review Board Bylaw, be given second reading. - Carried.
- 2015-0433 Councillor Steinke moved Bylaw 1809/2015, A Bylaw to Repeal Bylaw 1070/95, being the Assessment Review Board Bylaw, be presented for third reading. - Carried Unanimously.
- 2015-0434 Councillor Solberg moved Bylaw 1809/2015, A Bylaw to Repeal Bylaw 1070/95, being the Assessment Review Board Bylaw, be given third reading. - Carried.
- 2015-0435 Bylaw 1810/2015, Dog Control Bylaw **C)** Councillor Leipert moved Bylaw 1810/2015, Dog Control Bylaw, be given first reading. - Carried.
- Director of Community & Protective Services left the meeting at 7:36 p.m.

#### 5. REQUESTS FOR DECISION

- 2015-0436 Subdivision Application 2014 SUB 02  
Re: Request for Extension / Endorsement of Plan **A)** Councillor Crozier moved the Request for Decision prepared by the Manager of Legislative and Land Services regarding Subdivision Application 2014 SUB 02 regarding request to endorse subdivision as per Municipal Government Act Section 657 (3) be received for information. Further that the applicant be advised that the conditions of the Subdivision must be met prior to endorsement of the plan. - Carried.



- 2015-0437      2015 Condo 01  
Re: 316 Mitchell Street SE  
(Lot 21, Block B, Plan  
7410203)
- B)** Councillor Solberg moved Condo Conversion Application 2015 Condo 01 (316 Mitchell Street SE / Lot 21, Block B, Plan 7410203) to convert an existing fourplex into condominium units be approved as presented - Carried.
- Mayor Reimer declared a short recess at 7:42 p.m. and reconvened at 7:45 p.m.
- 2015-0438      Tax Recovery Auction
- C)** Councillor Solberg moved the Town of Redcliff include the identified following Properties currently on the tax arrears list for sale at a public auction to be held on December 3, 2015 at 10:30 a.m. Further that the terms of the sale be cash or certified cheque and conditions of the sale be “This property is offered for sale on an “as is, where is” basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.” - Carried.
- 6.      CORRESPONDENCE**
- 2015-0439      Girl Guides of Canada  
Re: Request for sponsorship  
or donation
- A)** Councillor Crozier moved correspondence from Girl Guides of Canada dated September 4, 2015 regarding a request for sponsorship or donation, be received for information. Further that this correspondence be referred to the Family & Community Support Services Board (FCSS) for consideration. - Carried.
- 2015-0440
- Councillor Brown moved that Administration develop a Policy to address requests for sponsorship and donations of Community Groups and their events. - Defeated.
- 7.      OTHER**
- 2015-0441      Town of Redcliff Quarterly  
Financial Summary  
Re: For the Period Ending  
June 30, 2015
- A)** Councillor Steinke moved the Town of Redcliff Quarterly Financial Summary for the period ending June 30, 2015, be received for information. - Carried.
- 2015-0442      Memo  
Re: Slope Remediation South  
of Kipling Subdivision and  
Slope Regrading South of  
Westside Subdivision
- B)** Councillor Brown moved the Memo dated September 28, 2015 regarding Slope Remediation South of Kipling Subdivision and Slope Regrading South of Westside Subdivision, be received for information. - Carried.

Manager of Engineering left the meeting at 8:01 p.m.

- 2015-0443      Municipal Manager's Report  
September 28, 2015      **C)** Councillor Solberg moved the Municipal Manager's Report September 28, 2015, be received for information. - Carried.
- 2015-0444      Mayor's Report to Council  
September 28, 2015      **D)** Councillor Leipert moved the Mayor's Report to Council September 28, 2015, be received for information. - Carried.
- 2015-0445      Community Services Program  
& Events Guide  
Re: Sept. - December 2015      **E)** Councillor Crozier moved the Community Services Program & Events Guide, be received for information. - Carried.
- 2015-0446      Redcliff Community Newsletter  
Issue 9      **F)** Councillor Brown moved the Redcliff Community Newsletter Issue 9, be received for information. - Carried.
- 2015-0447      Council Important Meetings &  
Events September 28, 2015      **G)** Councillor Leipert moved the Council Important Meetings & Events September 28, 2015, be received for information. - Carried.

## **8. RECESS**

Mayor Reimer called for a recess at 8:07 p.m.

Director of Finance & Administration left the meeting at 8:07 p.m.

Mayor Reimer reconvened the meeting at 8:14 p.m.

## **9. IN CAMERA**

- 2015-0448      Councillor Leipert moved to meet In Camera at 8:14 p.m. - Carried.
- Manager of Legislative & Land Services left the meeting at 8:44 p.m. and returned at 9:34 p.m.
- 2015-0449      Councillor Crozier moved to return to regular session at 9:32 p.m. - Carried.
- 2015-0450      Councillor Leipert moved to appoint Brad Christian to the Subdivision and Development Appeal Board and the Redcliff Physician Recruitment and Retention Committee, with a term to expire December 31, 2016. - Carried.
- 2015-0451      Councillor Leipert moved to authorize a refund in the amount of \$14,166.40 to Mike and Holly Schulze for the deposit for purchase of Lot 17, Block 13, Plan 0913590 (950 Manor Place SE), less \$500.00 for Administrative fees. - Carried.
- 2015-0452      Councillor Leipert moved that Administration develop a Policy with respect to refunds of land sales and bring it to a future Council meeting for consideration. - Carried.

2015-0453

Councillor Crozier moved that Arlos Crofts, Municipal Manager, Jenny Tu, Director of Finance & Administration, Jim Steinke, Councillor, and Larry Leipert, Councillor, be appointed as members of the CUPE Negotiation Committee. - Carried.

**10. ADJOURNMENT**

2015-0454 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:42 p.m.  
- Carried.

---

Mayor

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Manager of Legislative and Land Services

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**  
**Town Council Chambers Town Office**  
**October 5th, 2015 at 7:00 pm**

**PRESENT:**

Chairman	Jeff Wilson
Community Services	Kim Dalton
Members at Large	Christina McNeil
	Karen Worrell

**ABSENT WITH REGRETS:**

Chuck Henson  
Eric Solberg

**1. GENERAL**

Call to Order:

**A)** Meeting called to order at 7:03 pm.

Adoption of the Agenda

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

**2. MINUTES**

Board meeting held June 1, 2015

**A)** C. McNeil moved that the minutes of the Redcliff and District Recreation Services Board meeting held June 1st, 2015 be adopted as presented. – Carried.

**3. DELEGATION – Blaine Fairbrother “Club 670”**

Blaine discussed the mountain bike club plans for the upcoming 2016 season. He also went over the future plans for the region by power point presentation.

**4. OLD BUSINESS**

Off Leash Area

**A)** C. McNeil moved that the Town of Redcliff council consider the addition of the 1km trail in the Redcliff Valley Park be added to the existing off leash area.

Zamboni Advertising

**B)** Received as information

Land use Bylaw

**C)** Received as information

2016 Winter Games

**D)** Received as information

2016 Budget Suggestions

**E)** Board gave suggestions to be explored and brought back to next meeting.

2015-2016 Public Skating times

**F)** Received as information

**5. CORRESPONDENCE**

Redcliff Lions

**A)** Received as information

2018 Winter/Summer Games            **B)**     Received as information.

**6.        UPCOMING MEETING / CONFERENCE / WORKSHOPS**  
ARPA Conference October 22-24, 2015

Next Meeting                                **7.        DATE OF NEXT MEETING- November 2nd, 2015**

Adjournment                                **8.        ADJOURNMENT**

K. Worrell moved to adjourn the meeting at 9:34 pm.

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

**DATE:** October 13th, 2015

**PROPOSED BY:** Director of Community and Protective Services on behalf of Redcliff and District Recreation Services Board

**TOPIC:** Off Leash Dog Park along River Valley Trail

**PROPOSAL:** That the Town of Redcliff consider making a second portion of existing recreation trail an off leash dog park area.

---

### **BACKGROUND:**

The Redcliff and District Recreation Services Board conducted a community survey during 2014 Redcliff Days, about the Towns' off leash area. The resident survey (51 completed off leash questionnaires) came up with the following results.

The five most important attributes of a great off leash Dog Park are:

- Safe for dogs and people (40)
- Fun for dogs and people (35)
- Regular maintenance (31)
- Recreation for dogs (running, agility) (28)
- Clear rules of etiquette (21)

The top five criteria/features to promote health, safety and sustainability:

- Dog waste management (46)
- Regular maintenance (38)
- Accommodates year round use (35)
- Fencing (31)
- Signage/clear communications of dog park boundaries and rules (28)

Locations:

- Near River Valley Park (25)
- Near Mitchell Street (18)
- Near Cemetery (12)
- North area of Redcliff (8)
- Current location (3)

After examining our upcoming 2016 budget and our existing off leash areas, the board wanted to look at existing Town of Redcliff infrastructure to reduce the cost of such a project, and help facilitate the project through to fruition. The existing off leash trail that Redcliff Council passed on April 27<sup>th</sup>, 2015 is 980m in length and runs adjacent to the South Saskatchewan River, the Redcliff and District Recreation Services Board would like to include the remainder 1km of trail in the River Valley Park to be included as an off leash trail due to the fact that the Dog Control Bylaw is currently being reviewed.

Signs would be installed at both entrances to indicate if it is considered a dog off-leash or on-

leash area. The signs will help educate and assist users in understanding when they are entering or exiting these areas, allowing everyone to take the required actions.

#### **POLICY/LEGISLATION:**

The Town of Redcliff Bylaw No.1802 / 2015 for the licensing, regulating and confinement of dogs has provisions for off leash areas as per section 1 (m) as identified on Schedule "D".

#### **STRATEGIC PRIORITIES:**

The additional off leash Dog Park would be included in the Town of Redcliff Council's operational recreation master plan terms of reference strategic priority.

#### **ATTACHMENTS:**

Proposed Off Leash Areas for Bylaw No. 1810 / 2015 "Dog Control Bylaw"

#### **OPTIONS:**

1. Support the Redcliff and District Recreation Services Board recommendation for creating an additional off-leash park connecting to the river trail as indicated in proposed off leash area sketch.
2. Support the Redcliff and District Recreation Services Board recommendation for creating an additional off-leash park in the Town of Redcliff and refer to Community and Protective Services for further review.
3. Respectfully decline the request of the Redcliff and District Recreation Services Board.

#### **RECOMMENDATION:**

Option 1

#### **SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff create an off leash dog park area along the existing leashed river valley trail (1000m) as indicated in the proposed off leash trail sketch, furthermore that Administration prepare amendments to the Town of Redcliff's Bylaw No. 1810 / 2015 for the licensing, regulating and confinement of dogs.
2. Councillor \_\_\_\_\_ moved that the request for an additional off leash area be referred to Community and Protective Service's for further review and amendments.
3. Councillor \_\_\_\_\_ moved the Town of Redcliff respectfully decline the Redcliff and District Recreation Services Board request for an additional off leash Dog Park.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.



# SCHEDULE "C" OFF LEASH AREAS

## LEGEND

OFF LEASH AREAS SHOWN THUS.....



OFF LEASH TRAILS SHOWN THUS.....



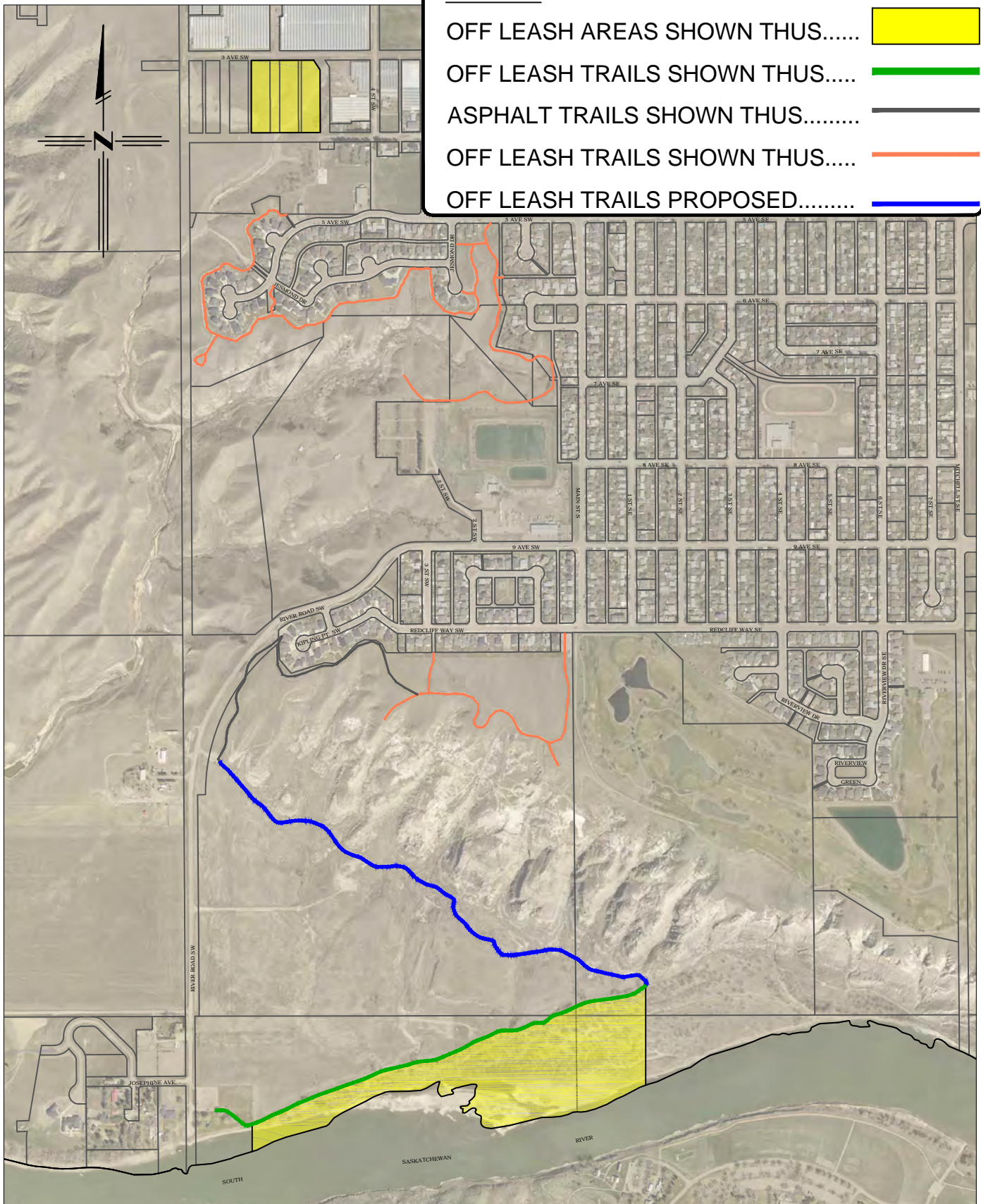
ASPHALT TRAILS SHOWN THUS.....



OFF LEASH TRAILS SHOWN THUS.....



OFF LEASH TRAILS PROPOSED.....



**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
MONDAY, SEPTEMBER 21, 2015 at 7:00 p.m.**

**PRESENT:** Members: V. Lutz, G. Shipley, B. Hawrelak, C. Crozier

Development Officer	B. Stehr
Planning Consultant	G. Smith
Recording Secretary	S. Simon and B. Andres

Appellant	Kim Donais
-----------	------------

**1. CALL TO ORDER**

Recording Secretary called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

**2. ELECTION OF CHAIRMAN**

V. Lutz nominated B. Hawrelak to be Chairman, seconded by G. Shipley. B. Hawrelak accepted and assumed control of the appeal hearing.

**3. Appeal of Development Application 15-DP-067  
Lot 21, 22 & N. 20' of 23, Block 2, Plan 3042AV (502 - 5 Street SE)  
Addition to Accessory Building - detached garage**

Chairman Hawrelak asked the appellant if he had any objection to any board members hearing the appeal. K. Donais advised he had no objection to any member of the Subdivision and Development Appeal Board.

**a) Presentation of Appellant**

K. Donais advised that he has owned the house and property since 1978 and the house was built in 1912. In either 1981 or 1982 he hired a contractor to rebuild the garage. He indicated that likely a permit was taken out; however, he does not have any record of one. He suspects the foundation was perhaps placed too close to the alley at that time. K. Donais indicated he wants add 16 feet to the south side of the garage. The setback from the alley would remain the same and the garage will be under 1000 square feet.

K. Donais referenced the Land Use Bylaw explaining his interpretation of the regulations pertaining to accessory buildings. He indicated there would be no entry ways or windows on the alley side. The access would remain the same. The overhang would stay the same as well.

**b) Presentation of Development Officer**

B. Stehr referred to his report and confirmed he met with K. Donais at the subject property to discuss the proposal as well as the regulations of the Land Use Bylaw, confirming the reasons that a Development Permit cannot be approved. B. Stehr reiterated those reasons as follows:

1. The site coverage of 98.85 sq. m. is greater than the maximum allowable coverage of 92.9 sq. m. as per Section 40.11 of the Town of Redcliff's Land Use Bylaw;
2. The Rear Yard setback of 0.48 m is less than the minimum of 1.0 m as per Section 40.6 of the Town of Redcliff's Land Use Bylaw;
3. The Side Yard setback of 3.40 m is less than the minimum of 6.0 m as per Section 40.8 of the Town of Redcliff's Land Use Bylaw.

B. Stehr further confirmed that even with the approval of the addition, the structure will continue to be non-conforming.

**c) Presentation of Municipal Planning Commission (MPC)**

No one was in attendance.

**d) Presentation of Planning Consultant**

G. Smith referred to his report and discussed the aesthetics of the property. Further he commented on the legislation relating to non-conforming buildings and its purpose. He noted that additions should conform to the Land Use Bylaw.

G. Smith reiterated the recommendations in his report as follows:

My recommendation is that the Board **uphold** the Development Officer's decision and not to approve the Development Permit for the proposed extension to the garage (accessory building) of the size and location as submitted. However, in the event that the SDAB does approve the Development Permit, the SDAB may wish to consider the following potential conditions:

- Relax the setback requirements for the flankage yard from 6 m to 3.4 m and the rear yard from 1.0 m to 0.48 m for the entire length of the building.
- Relax the maximum site coverage for site from 92.9 m<sup>2</sup> to 98.85 m<sup>2</sup>.
- The accessory building is the same size, height, design, materials and location as provided by the applicant for the Development Permit as submitted 15-DP-067.
- Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense.

B. Hawrelak asked G. Smith his impression of the site.

G. Smith stated the design would fill the entire length of the rear area.

**e) Presentation of anyone served notice of hearing**

No one in attendance.

**f) Presentation of anyone claiming to be affected**

No one in attendance.

**g) Rebuttal of Appellant/Applicant**

K. Donais discussed the need for clarity of Section 40 (11) and (12) of the Land Use Bylaw (1698/2011).

Discussion continued regarding history.

**h) Other**

Nothing further was discussed.

**i) Recess**

C. Crozier moved to meet in camera at 7:21 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant left the meeting at 7:21 p.m.

**j) Decision**

G. Shipley moved that the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 15-DP-067, Lot 21, 22 & N. 20' of 23, Block 2, Plan 3042AV (502 - 5 Street SE) for an addition to accessory building, be upheld and the decision of the Development Officer be revoked. Further that Development Permit Application 15-DP-067, Lot 21, 22 & N 20' of 23, Block 2, Plan 3042AV (502 - 5 Street SE) for an addition to accessory building, detached garage, be approved as presented with the following conditions:

1. Relax the setback requirements for the flankage yard from 6 m to 3.4 m and the rear yard from 1.0 m to 0.48 m for the entire length of the building;
2. Removal of the 8'x12' accessory building to meet maximum site coverage permitted under the Land Use Bylaw;
3. The accessory building is the same size, height, design, materials and location as provided by the applicant for the Development Permit as submitted 15-DP-067;
4. Relocation of affected utility services to the satisfaction of all utility departments. Relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.

– Carried.

**Reasons for Decision**

The Board advised the reasons for their decision are as follows:

1. The proposed development poses no safety concerns as there are no windows or accesses from the laneway.
2. The proposed development matches the configuration of the existing building;
3. The Development Authority has authorization to approve the development as per Section 65(5)(c)(i,ii,iii) of the Land Use Bylaw which states:



- (5) *A non conforming building may be continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except:*
- (c) *if, at the discretion of the Development Authority, the proposed development would not:*
- (i) *unduly interfere with the amenities of the neighbourhood, or*
- (ii) *materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and*
- (iii) *the proposed development conforms with the use prescribed for that land or building in this Bylaw.*

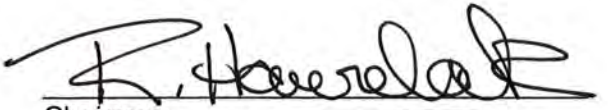
V. Lutz moved to return to open session at 8:00 p.m.


The Appellant, Development Officer, and Planning Consultant returned to the meeting at 8:01 p.m.

B. Hawrelak advised the Appellant of the decision and that the written decision would be forthcoming.

4. **ADJOURNMENT**

G. Shipley moved the meeting be adjourned at 8:06 p.m.

  
Chairman

  
S. Simon, Recording Secretary

**TOWN OF REDCLIFF  
BYLAW NO. 1807/2015**

A Bylaw of the Town of Redcliff, in the Province of Alberta, to adopt the East Side Area Structure Plan 2015.

WHEREAS, under authority of Section 633 of the Municipal Government Act, a Council may adopt an Area Structure Plan to provide a framework for subsequent subdivision and development of an area of land;

AND WHEREAS Council of the Town of Redcliff previously adopted the Eastside Area Structure Plan on October 10, 2001.

AND WHEREAS changes to the Eastside Area Structure Plan have occurred and Council of the Town of Redcliff has undertaken a review and deemed it necessary to repeal said plan and adopt a new Eastside Area Structure Plan.

AND WHEREAS a Public Hearing, properly advertised as required by the Municipal Government Act, was held on October 13, 2015 to hear any concerns regarding the proposed Area Structure Plan,

NOW THEREFORE, THE COUNCIL OF THE TOWN OF REDCLIFF, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This bylaw may be cited as the East Side Area Structure Plan bylaw;
2. The East Side Area Structure Plan, attached hereto and forming part of this bylaw, is hereby adopted.
3. Bylaw 1266/2001 is hereby repealed.

Read a first time the 14<sup>th</sup> day of September, 2015.

Read a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Signed and Passed the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative & Land Services



Town of Redcliff

# Eastside Area Structure Plan 2015



Prepared By:



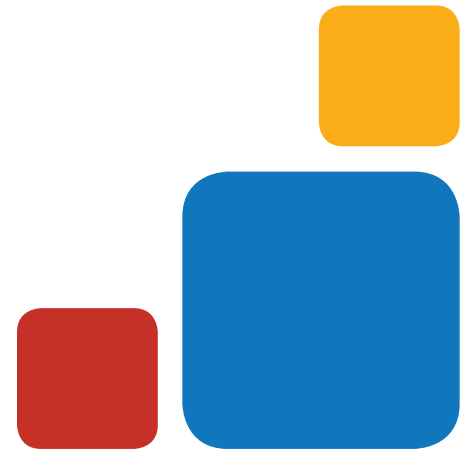




**PDF of Enacted Bylaw**



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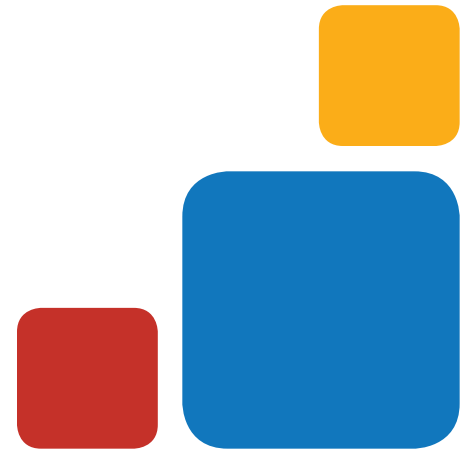
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## Appendix A – Detailed Concept





# 1. Introduction

The Eastside Area Structure Plan (ASP) is an update to the 2001 Town of Redcliff East Side Area Structure Plan (Bylaw No. 1266/2001). The updated plan area includes previously unplanned lands owned by I-XL Industries. The development concept and ASP policies within reflect the vision and guiding principles (Section 3.0), policy context (Section 1.3), and community consultation undertaken (Section 1.4), as well as feedback from administration received throughout the planning process.

Plan area analyses conducted as part of the previous ASP, and the *Eastside Functional Servicing Report* (April 2007), have been used to establish portions of the plan area context (Section 2.0), development concept (Section 4.0) and servicing strategy (Section 5.0).

## 1.1 General Purpose

This ASP provides guidance for land use and subdivision decisions in the Eastside plan area. It reflects the Town's statutory plans and promotes community development in a logical and economical manner that is compatible with adjacent urban areas.

An Area Structure Plan is a long term policy document, and it is anticipated that this ASP will evolve through subsequent amendments without compromising its broad intent.

## 1.2 Plan Area Location

The Eastside ASP plan area (see Figure 1) consists of approximately 216 hectares of land located in Section 9-13-6-W4M and the NW ¼ of Section 4-13-6-W4M. The plan area is bounded by Mitchell Street on the west, the Canadian Pacific Railway/TransCanada Highway #1 to the north, the City of Medicine Hat corporate boundary to the east and southeast and a coulee leading to the South Saskatchewan River Valley to the south.

## 1.3 Policy Context

The Eastside ASP is consistent with the following legislation, statutory plans, and local policy, where applicable:

### Municipal Government Act (MGA)

As outlined in the MGA:

#### Area structure plan

633(1) *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*

#### (2) An area structure plan

##### (a) must describe

(i) *the sequence of development proposed for the area,*

(ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*

(iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*

(iv) *the general location of major transportation routes and public utilities, and*

(b) *may contain any other matters the council*

*considers necessary.*

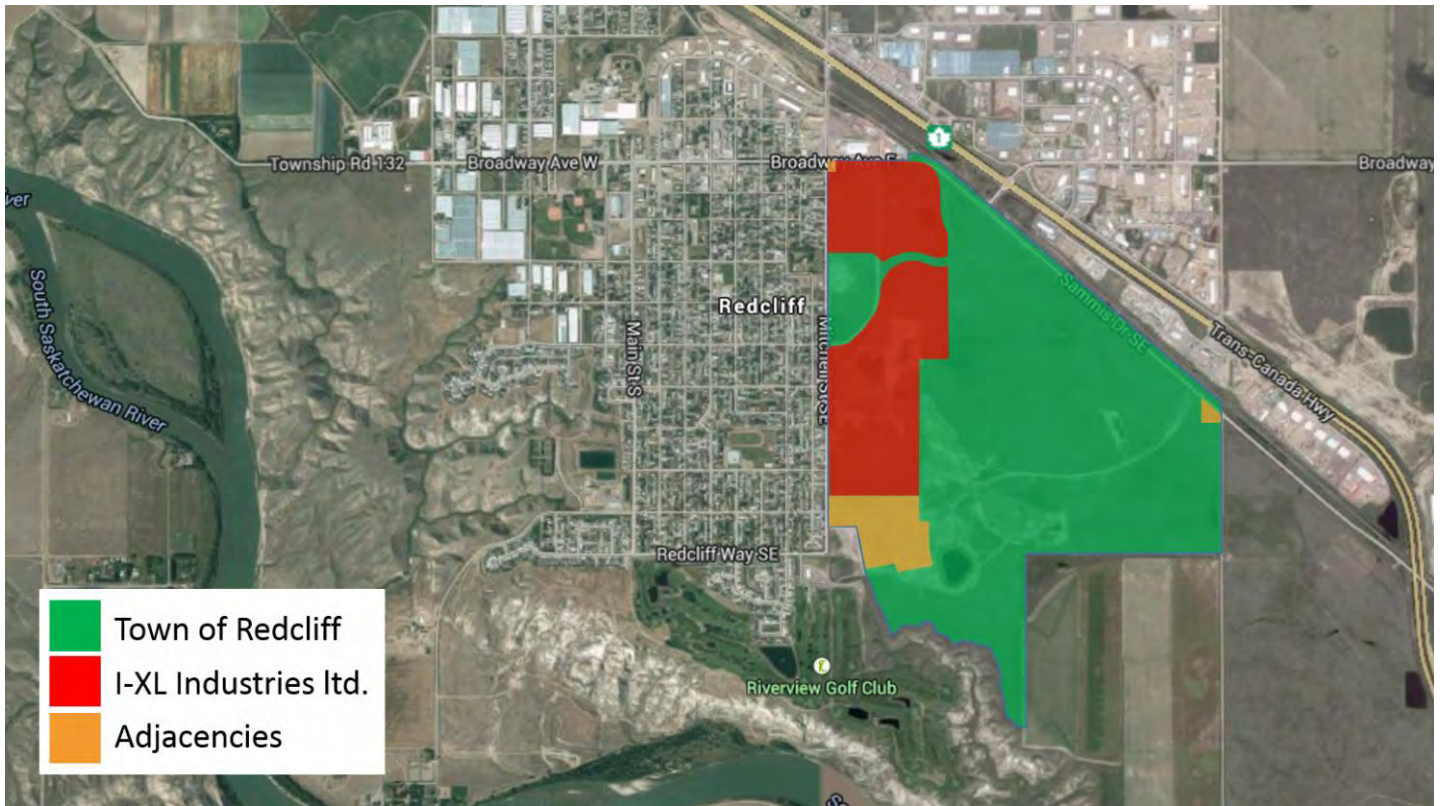
1995 c24 s95

### The South Saskatchewan Regional Plan (SSRP)

While developed in consideration of implementation policies outlined in the SSRP, SSRP policies are non-binding in regards to the Eastside ASP. As stated on page 42 of the SSRP:

#### *Binding Nature of the Implementation Plan*

*Except otherwise provided in the Regulatory Details, the provisions of this Implementation Plan are not intended to have binding legal effect and are statements of policy to*



**Figure One: Eastside ASP Location & Ownership**

guide the Crown, decision-makers and local government bodies in respect of the following activities of the planning region:

- Managing activities to meet the reasonably foreseeable needs of current and future generations of Albertans, including aboriginal peoples;
- Enforcing compliance with any provision of this Regulatory Details Plan or any other enactment
- Setting priorities in the co-ordination of decisions by decision-makers and local government bodies;
- Monitoring the cumulative effect of human endeavor and other events;
- Responding to the cumulative effect of human endeavour and other events; and
- Generally in respect of carrying out their respective powers, duties and responsibilities.

#### **Tri-Area Intermunicipal Development Plan (IDP) (Bylaw #1616-2009)**

Part of the Eastside ASP plan area is within 800 metres of the City of Medicine Hat – an area known as the Urban Referral (UR) Area in the Tri-Area IDP. A draft of Eastside ASP has been referred to the City of Medicine Hat (see Section 1.4), per the below policy:

##### **2.14.2 Urban Referral Area Policies**

- The City and Town shall refer applications for discretionary use development permits, Area Structure Plans, bylaw amendments, subdivision

applications within the Urban Referral Area to the adjacent municipality.

- When an Area Structure Plan is adopted by the Town or City for areas considered part of the Urban Referral area, further applications for planning approvals will not require referral to the adjacent municipality, unless the approving authority is of the opinion that a referral is appropriate due to the nature or scale of the development. Referral for municipal engineering or planning studies will continue to be referred to the adjacent municipality.

#### **Town of Redcliff Municipal Development Plan (MDP) (Bylaw #1656/2010)**

The objectives of the Eastside ASP are closely aligned with the goals and objectives outlined in the Town of Redcliff MDP and the following community development objectives:

##### **2.2.1. Goals**

To provide for the future growth and development of Redcliff through a framework of planning objectives, policies and guidelines that will direct development in a manner consistent with the desires of the residents of Redcliff and Town Council.

##### **2.2.2. Objectives**

- To establish a balanced growth strategy that recognizes the Town of Redcliff as a major land



owner and potential land developer;

- b. To minimize the municipal costs related to providing serviced land for a range of land uses and development;
- c. To preserve and improve amenities promoting the efficient use of land and encouraging a high standard of development;
- d. To minimize land use conflicts by designating areas for future compatible development;
- e. To anticipate future community needs and requirements so that adequate planning, programming and budgeting can occur; and
- f. To promote and maintain intermunicipal cooperation with the adjacent municipalities of the City of Medicine Hat and Cypress County, through joint planning efforts such as the Tri-Area Intermunicipal Development Plan.

#### 11.1. Community Development Objectives

- a. To provide Redcliff with a variety of open space to meet the needs of different types of recreational activity.
- b. To ensure that new residential neighbourhoods are planned in a manner that provides for appropriate and adequate open space and school grounds.
- c. To protect the natural environment while making provisions for its recreational use, wherever possible.
- d. To promote and encourage a wide range of social, recreational and cultural opportunities that enhances the quality of life.

#### 11.2. Planning for Open Space

11.2.1. The development of existing open space for recreational purposes prior to the development of additional land is encouraged.

11.2.2. The Town shall maintain a variety of open space for passive and active recreational uses at the neighbourhood, community, and where appropriate, the regional level.

11.2.3. The Town shall ensure that suitable open space is provided for through the appropriate designations in Area Structure Plans and the dedication of municipal reserve at the time of subdivision.

#### Town of Redcliff, 2010 Redcliff Roadway System Master Plan (November 23, 2012)

The development concept within the Eastside ASP has been prepared to address the Eastside Traffic Issues Review (Appendix G) conducted as part of the Roadway System Master Plan.

#### Land Use Bylaw (Bylaw #1698/2011)

Lands within the Eastside ASP are currently designated UR Urban Reserve District or PS Public Service District.

Town of Redcliff

The proposed land use intent within the plan area is consistent with other uses defined in the Land Use Bylaw #1698. Proposed land uses outlined within this ASP indicate intent only, formal land use amendments to Land Use Bylaw #1698 will be required prior to each phase of development.

## 1.4 Community Consultation

The Eastside ASP was developed in consultation with Town Council and administration, selected stakeholders, and the general public via a series of public engagement events. Feedback was gathered and used to inform the development concept and the policies within this ASP. Community consultation events included:

- **Planning Workshop (December 16, 2014)** with members of council, school board representatives, land owners and administration.
- **Open House #1 (January 22, 2015)** development concept review with members of the general public.
- **Open House #2 (May 28, 2015)** draft ASP review with members of the general public.
- **Draft ASP Circulation (June 02 to July 03, 2015)** to local utility providers, school boards, provincial agencies, and adjacent municipalities per the Tri-Area IDP.
- **Public Hearing (October 13, 2015)** with council and members of the general public in accordance with the Municipal Government Act.



## 2. Plan Area Context

Environmental and man-made constraints pertinent to the ASP development concept are discussed below and illustrated in Figure 2.

### 2.1 Ownership and Existing Land Use

The Town of Redcliff currently owns ±165 hectares (coloured green in Figure 1), which represents the majority of the lands in the plan area. I-XL Industries own ±51 hectares (coloured red in Figure 1). Lands within the plan area are currently designated as follows:

- Urban Reserve District (UR) – The purpose of this district is to protect land suited for urban development from premature subdivisions and developments until development of the land can proceed in an orderly fashion consistent with the Municipal Development Plan, Intermunicipal Development Plan and any Area Structure Plan in effect.
- Public Service District (PS) – The purpose of this district is to provide for the development of buildings and uses involving social, education, governmental and other public services.

**Policy 2.1.1** – Appropriate amendments to Land Use Bylaw #1698/2011 will be required at the time of subdivision.

#### Adjacencies

The following three (3) sites within the plan area are immediately adjacent to the plan area and have been integrated into the development concept by virtue of adjacency (coloured yellow in Figure 1). The policies within this plan do not apply to these areas.

1. Former East Side ASP (Bylaw No. 1266/2001) Phase One – The initial subdivided lands from the former ASP.
2. Hargrave House – the historic Hargrave House (located on Block X Plan 725AV) forms a key component of the future community identity.
3. Medicine Hat Lands – Lots 1 to 21 on Plan 273AV;

32; 1-21, owned by the City of Medicine Hat. No specific land use has been proposed for these lands. It is anticipated that future development proposals will be reviewed by both municipalities with specific consideration to the revised Eastside ASP.

**Policy 2.1.2** – No policies within this ASP shall adversely impact adjacencies as identified in Figure 1 – Eastside ASP Location & Ownership.

### 2.2 Environmental Constraints

#### Eastside Coulee

A coulee leading to the South Saskatchewan River Valley forms the southernmost periphery of the plan area. The plan area follows the boundaries established within the Town of Redcliff East Side Area Structure Plan (Bylaw No. 1266/2001), which are set back from the top of the coulee escarpment.

**Policy 2.2.1** – The development boundary will be confirmed by land survey and geotechnical analysis; setbacks will be finalized to the satisfaction of the approval authority as a condition of subdivision.

#### Broadway Avenue Remembrance Trees

The line of deciduous trees along Broadway Avenue were planted in remembrance by local war veterans.

**Policy 2.2.2** – Remembrance trees along Broadway Avenue shall be protected where feasible during future development to the satisfaction of the approval authority.

### 2.3 Man-Made Constraints

#### Well Sites

There are six (6) wells in the plan area. Four (4) are still active and two (2) abandoned. The southernmost active well site I-XL 14-4 has had its setback relaxed to 50 metres (as of October 12, 2007). The development concept was designed on the assumption that the required 100 metre setback from all other active wells will be reduced to 50

metres as well. The reduction of this setback should be reviewed and approved by the Alberta Energy Regulator (AER) prior to subdivision. Abandoned well sites have a setback of 5 metres as outlined in AER's *Directive 079: Surface Development in Proximity to Abandoned Wells*.

**Policy 2.3.1** – The Town will request a relaxation for all active well sites within the plan area from 100 metres to 50 metres from the Alberta Energy Regulator (AER) prior to subdivision.

**Policy 2.3.2** – Environmental analyses will be completed on abandoned well sites to confirm suitability of the lands for development to the satisfaction of the approval authority.

### Utility Rights of Way

There are a number of existing Utility rights of way on the subject lands. These utilities include natural gas pipelines, overhead power lines, sanitary sewer, and a fibre optic line that is part of the Alberta SuperNet. The development concept has incorporated existing facilities.

**Policy 2.3.3** – Utility rights of way will be confirmed by land survey and setbacks will be finalized to the satisfaction of the approval authority as a condition of subdivision.

### Brick Plant Sites

There are two former brick plant sites in the plan area:

1. Redcliff Premier Brick Plant – This brick plant was closed in 1967 and demolished in 1976.
2. Redcliff Pressed Brick Plant – As outlined in Council Meeting Minutes (dated to April 14, 2014) Council agrees in principle with the establishment of an "Historic Park at I-XL Brick Plant".

**Policy 2.3.4** – Environmental analyses will be completed on brick plant sites to confirm suitability of the lands for development to the satisfaction of the approval authority.

**Policy 2.3.5** – The Town supports I-XL's plans for a commemorative park at the Redcliff Brick Plant site subject to Council's Resolution in Principle established on April 14, 2014.

### Quarry Sites

There are three (3) former quarry sites in the plan area:

1. Premier Quarry – The Premier quarry (Provincial Mine Registration No. 0332), was last operated in 1952. The quarry was reclaimed to a broad swale draining to the east and is proposed to be converted to a stormwater facility (see Pond A - Eastside Stormwater Master Drainage Plan).
2. New Quarry 7 – Located north of the Redcliff pressed brick plant, New Quarry 7 was an open pit quarry in use until 2010. The quarry was reclaimed as a large bowl with a flat bottom. Reclamation approval is pending.
3. Old Quarry 7 – Located south of the Redcliff pressed brick plant, Old Quarry 7 (Provincial Mine Registration No. 0379), was the original 1912

underground quarry converted in the 1920s to open pit and closed in the 1950s when New Quarry 7 was opened.

As outlined in Section 5.1 of the Geotechnical Evaluation Eastside Subdivision and Commercial (dated to April 2007), a development setback line is recommended for both the Premier Quarry and Old Quarry 7, to a 35 degree draw angle from the vertical of the base of underground mine works, plus an additional distance of 30 metres.

**Policy 2.3.6** – No development shall occur on former quarry lands prior to a minimum of the completion of an Environmental Site Assessment to the satisfaction of the approval authority as a condition of subdivision.

**Policy 2.3.7** – Environmental analyses will be completed on the quarry sites to confirm suitability of the lands for development to the satisfaction of the approval authority.

### Former Lagoon Site

As outlined in Section 9.0 of the *Phase I Environmental Site Assessment Eastside Subdivision NW¼ SEC. 4 & SEC. 9-13-6-W4M, Redcliff, Alberta* (dated to February 2006), there is concern of contamination on the former lagoon site, "Stantec recommends additional investigation to assess the condition of the soil and groundwater on the IXL property, the former lagoon area, the former Redcliff brick plant, oil & gas sites, and on the former clay mines south of the plant."

As outlined in Section 5.3 of the Geotechnical Evaluation Eastside Subdivision and Commercial (dated to April 2007), "AMEC does not believe the former usage of the site as an open field sewage effluent disposal area will negatively impact the future residential subdivision."

**Policy 2.3.8** – Environmental analyses will be completed on the lagoon site to confirm suitability of the lands for development to the satisfaction of the approval authority.

### Archaeological Sites

As outlined in the *Final Report: 2008 Mitigative Excavation Results from EaOq-59 and EaOq-64 in the Redcliff Eastside Subdivision*, conducted under Archaeological Research Permit No. 2008-110, "All construction activities, including vehicular traffic, shall avoid the site area of archaeological site EaOq 59 and the remaining site area of EaOq 64. Further studies will be required if avoidance is not feasible."

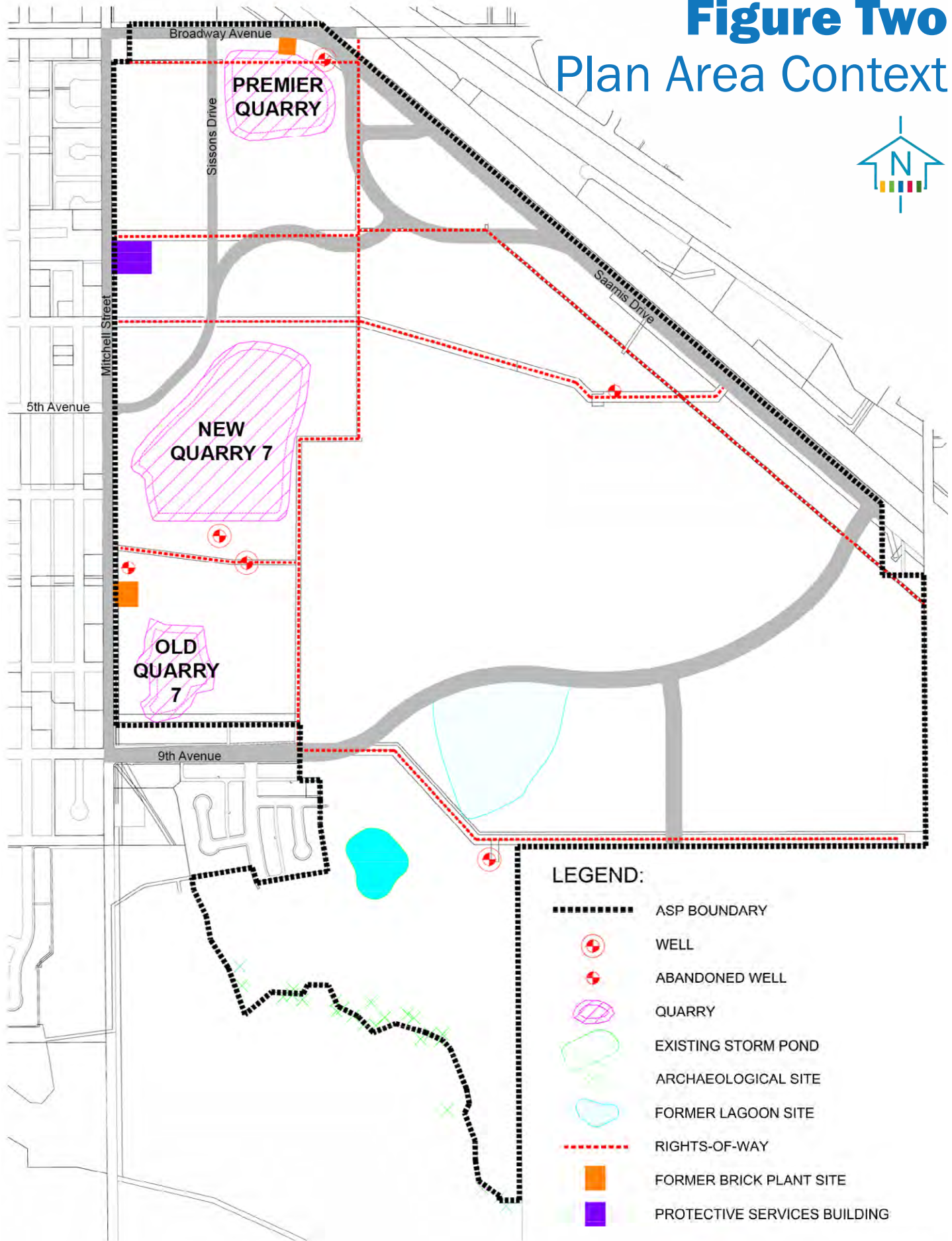
**Policy 2.3.9** – No development shall occur on archaeological sites EaOq 59 and EaOq 64 as shown on Figure 2- Plan Area Context.

### Protective Services Building

In 2010-'11 the Town constructed a Protective Services building along Mitchell Street. An expansion is expected to be located adjacent to the existing building. Zoning is in place at this location to accommodate the proposed expansion use without further amendment to the Land Use Bylaw.



# Figure Two Plan Area Context



## 3. Vision & Principles

The development concept for the Eastside ASP will be primarily residential, with a commercial component along Broadway Avenue continuing along Saamis Drive, in alignment with Town planning objectives and current market trends. The layout of the development concept provides a well-connected transportation system which allows residents to access community amenities through direct roadway and pathway connections. The school site and associated recreational amenities provide the central social focus in the plan area, creating a quality environment for a healthy and thriving community. The following principles have guided the development of this ASP:

### Strong Community Identity

The historical significance of the two I-XL Brick Plants and adjacent Hargrave House provide strong links to Redcliff's history. I-XL's intent to develop an interpretive park in the former Redcliff Pressed Brick Plant site – part of the overall open space network in this ASP – further enforces thematic elements that have been incorporated into this ASP.



Town of Redcliff

### Connectivity

The development concept within this ASP provides a framework for a compact, walkable and vibrant community which promotes walking, cycling and convenient vehicular access to community amenities and services. Based on a modified grid design, the roadway network provides access throughout the community and to adjacent established areas in the Town and undeveloped lands in the neighbouring City of Medicine Hat. Residential development is a logical extension of existing land uses west of Mitchell Street and strategic connections provide integration with existing Town facilities.



Eastside Area Structure Plan 2015



## Housing Diversity

This ASP encourages a diversity of housing in order to meet the needs of a variety of different income groups and lifestyles. While the predominant form of housing in the plan area is single detached dwellings, demands for alternative housing choices will arise as Redcliff continues to grow. A variety of housing types are encouraged throughout the plan area to respond to various market segments and provide for a variety of lifestyle options, including: semi-detached housing, townhouses, and multi-family development.



## Commercial Vitality

Existing land use in the adjacent first phase of development (from Bylaw No. 1266/2001) accommodates limited local neighbourhood commercial facilities. These are located outside the boundary of the ASP in close proximity to the school site and other amenities. The commercial component within the ASP area is consistent with the Municipal Development Plan and is intended to service the needs of the local residents and beyond. The commercial uses in the first phase of development should not negatively impact commercial development proposed along the north boundary of the ASP.



## Community Amenities

Within the development concept, linear park systems have been aligned with major servicing corridors to efficiently use non-developable areas for enhanced connectivity throughout the community. Residents have convenient access to the school site, future recreational amenities and commercial opportunities, providing options for walking and cycling throughout the community and promoting a healthy balance of mobility choices.



## Efficiency

The development concept reflects a concerted effort to obtain an efficient neighbourhood design that enhances connectivity and efficient servicing networks – reducing capital and operating costs for lands within the plan area.



## 4. Development Concept

The development concept has been produced in consultation with Town Council and administration, selected stakeholders, and the general public. The design and prescribed land uses have been developed in an iterative approach to reflect community consultation, the unique conditions, constraints within the plan area, and transportation connectivity and servicing realities pertinent to the planning process.

The general land use pattern proposed for the Eastside community is illustrated in Figure 3; including the approximate locations of the open space and utility corridors and general collector and arterial alignments. The detailed design of the local standard roadways and specific lotting will be determined at the time of subdivision to the satisfaction of the approving authority.

A detailed planning concept can be found in Appendix A.

Policies have been included in the following subsections to allow revisions to the plan without requiring amendments to the ASP. Development statistics are outline below in Table 1.

Development areas are approximate only and represent the intent of the plan to provide 10% reserve dedication and accommodate a minimum net residential density of 12.3 units per hectare (5 units per acre). Given the long-term buildout of the Eastside area, as well as changing demographics, market conditions and the uncertainty associated with specific areas of the plan (where previous activities may impact developability), it is likely that the neighbourhood concept will be revised from time to time. Adjustments to the development statistics will not require an amendment to the Area Structure Plan as long as the intent of the plan is not compromised.

The Eastside ASP area includes a high percentage of open space which represents areas that are otherwise

undevelopable or constrained by utility easements or setbacks. In order to achieve a credible density target, the surplus open space areas should be removed from the density calculation. Minimum densities should be calculated on net residential development areas.

Land Use*	Area (ha)	Net Area	Population
Gross Plan Area	216	---	---
Non-Developable Open Space**	35	---	---
Net Developable Area	181	100%	---
Residential (Lower Density)	92	50.5%	5000
Residential (Higher Density)	7	3.5 %	500
Commercial	13	7%	---
Public Spaces	1	.5%	---
Parks & Open Space (Reserve Dedication)	18	10%	---
Circulation (Internal Roads)	38	21.5%	---
Stormwater Management Facilities	12	7%	---

**Table One: Development Statistics**

Gross area = Total ASP area.

Net Developable Area = Gross Area less Non developable Open Space.

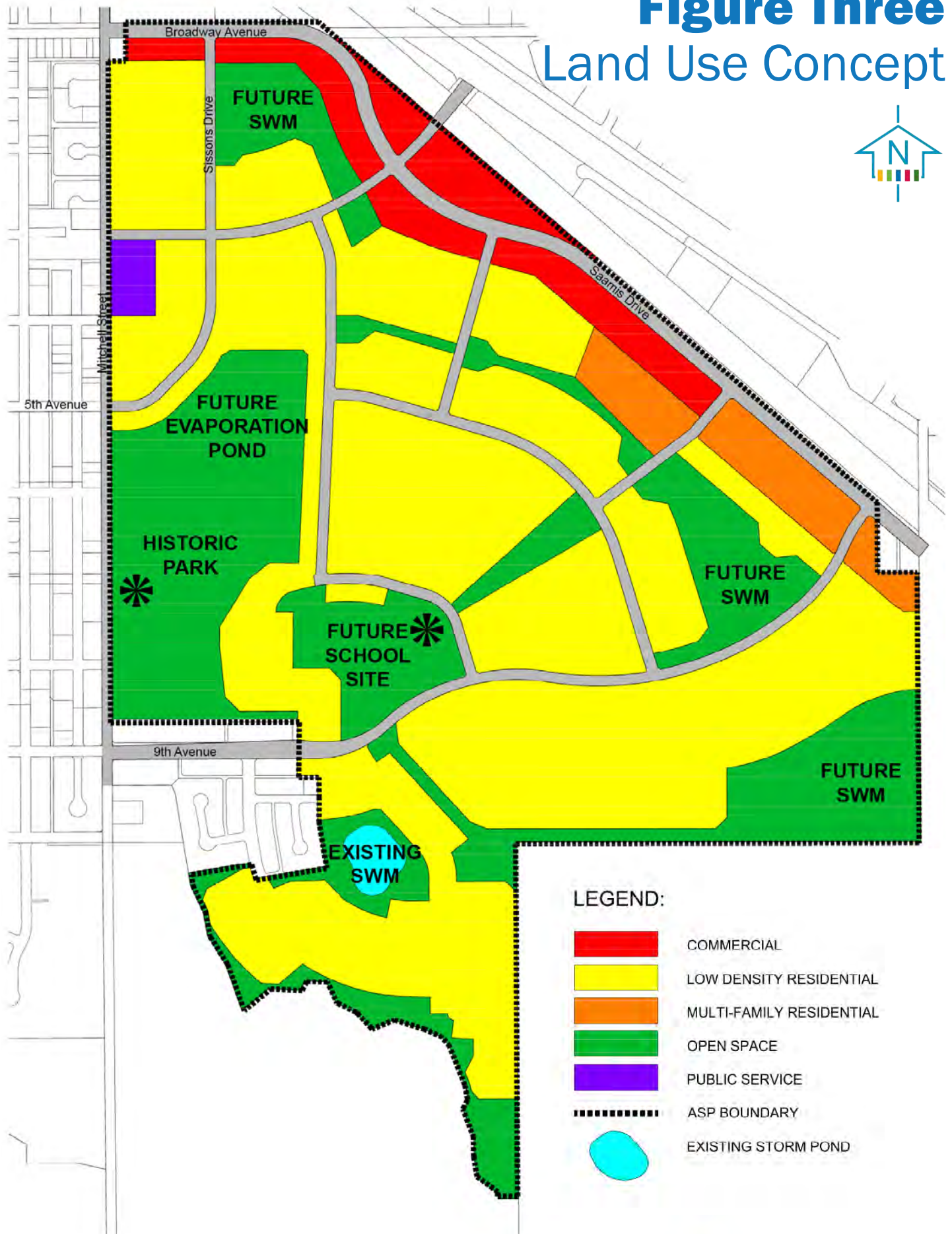
Net Residential Area = Net Developable Area less Commercial & Public Uses.

\*Development Statistics rounded to the nearest: hectare, half percent and hundred persons.

\*\*Should areas identified in this table as "non-developable open space" be deemed to be developable, the net developable area and appropriate land use areas will change accordingly. An amendment to this table will not be required as long as the full 10% reserve dedication is provided for the additional development lands.



# Figure Three Land Use Concept





## 4.1 Residential

**PURPOSE:** Residential policies ensure that residential development occurs within an acceptable density range to maximize servicing efficiencies. The density target is consistent with the MDP and the Eastside FSR (dated to April 2007) and will be reviewed and evaluated by the development authority at the time of subdivision.

**Policy 4.1.1** – Lower Density and Higher Density Residential development will be directed to the areas shown on Figure 3 – Land Use Concept.

**Policy 4.1.2** – The minimum residential required density within the plan area is 12.0 units per gross developable hectare (5.0 units per acre).

**Policy 4.1.3** – Lower Density Residential will consist of single detached, semi-detached, tri-plex and townhouse/rowhouse dwelling units on lots ranging in sizes consistent with the Land Use Bylaw.

**Policy 4.1.4** – Higher Density Residential will consist of four-plex, townhouse/rowhouse or apartment type developments and will be directed to areas close to public open space with primary access to the arterial road system.

**Policy 4.1.5** – Sites identified for Higher Density Residential will be developed in a manner that minimizes the potential impact on adjacent properties. At the discretion of the approval authority, this may include building orientation and placement to alleviate privacy/noise concerns, architectural treatment, landscaping and screen fencing to reduce visual impact.

## 4.2 Commercial

**PURPOSE:** Commercial policies provide compatible commercial development along the north boundary of the plan to accommodate market demand and provide goods and services to existing and future residents.

**Policy 4.2.1** – Commercial development will be directed to the areas shown on Figure 3 – Land Use Concept.

**Policy 4.2.2** – The location and size of specific commercial sites shall be determined during the subdivision process.

**Policy 4.2.3** – Marketing rationale will be required to support non-commercial uses in areas identified as commercial and will be coordinated with an amendment to the Municipal Development Plan during the subdivision process.

**Policy 4.2.4** – Commercial development will be provided in a manner that minimizes the potential impact on adjacent properties. At the discretion of the approval authority, this may include building orientation and placement to alleviate privacy/noise concerns, architectural treatment, landscaping and screen fencing to reduce visual impact.



The Historic Hargrave House



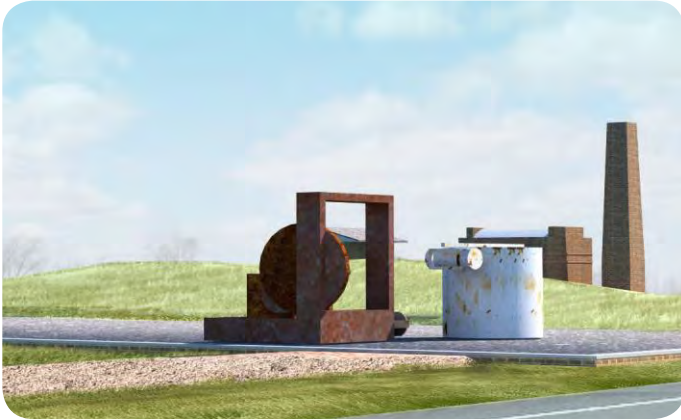
### 4.3 Public Spaces

**PURPOSE:** Public spaces policies provide for public spaces for two sites, (1) the protective services building, and (2) a centrally located school intended to serve the students of the area.

**Policy 4.3.1** – A 0.5 hectare site has been identified adjacent to the existing Protective Services building for future expansion.

**Policy 4.3.2** – The remainder of the public space lands adjacent to the RCMP building and future protective services building shall be re-zoned to an appropriate residential use during the subdivision process.

**Policy 4.3.3** – A 4.0 to 5.0 hectare school site has been provided, as shown on Figure 3 – Land Use Concept. The school site will be dedicated as Municipal Reserve as part of the required reserve obligation.



Pressed Brick Park Concepts

### 4.4 Reserves, Open Space and Trails

**PURPOSE:** Reserves, open space and trails policies provide direction for the dedication of reserve lands for parks and open space and trails within the plan area as a way to meet the active and passive recreational needs of residents throughout the Town. Reserve lands will be used to create a variety of park spaces as well as natural park areas adjacent to the coulee.

The Open Space land use category includes areas where development is not likely to occur due to physical constraints or previous land use activities. Lands that are not suitable for development will either remain under private ownership, or be dedicated as Environmental Reserve or Public Utility Lots. Developable areas will be subject to the required 10% reserve dedication.

**Policy 4.4.1** – Municipal Reserve should be dedicated as reserve land in the full amount owing during the subdivision process in accordance with the Municipal Government Act.

**Policy 4.4.2** – Prior to land use approval a reserve analysis shall be submitted to determine the amount of reserve owing and the allocation of reserve for the ownership area.

**Policy 4.4.3** – Natural features that qualify as Environmental Reserve in accordance with the Municipal Government Act shall be dedicated as Environmental Reserve land.

**Policy 4.4.4** – The amount of Municipal Reserve dedication will be ten (10) percent of the gross developable area contained within the proposed subdivision or ownership area in accordance with the Municipal Government Act.

- Municipal Reserve may be dedicated as cash-in lieu when subdivision occurs in non-residential areas, at the discretion of the approval authority.
- Deferred Reserve may be provided where reserve is proposed in future phases to accommodate future neighbourhood amenities, illustrated in a shadow plan, at the discretion of the approval authority.

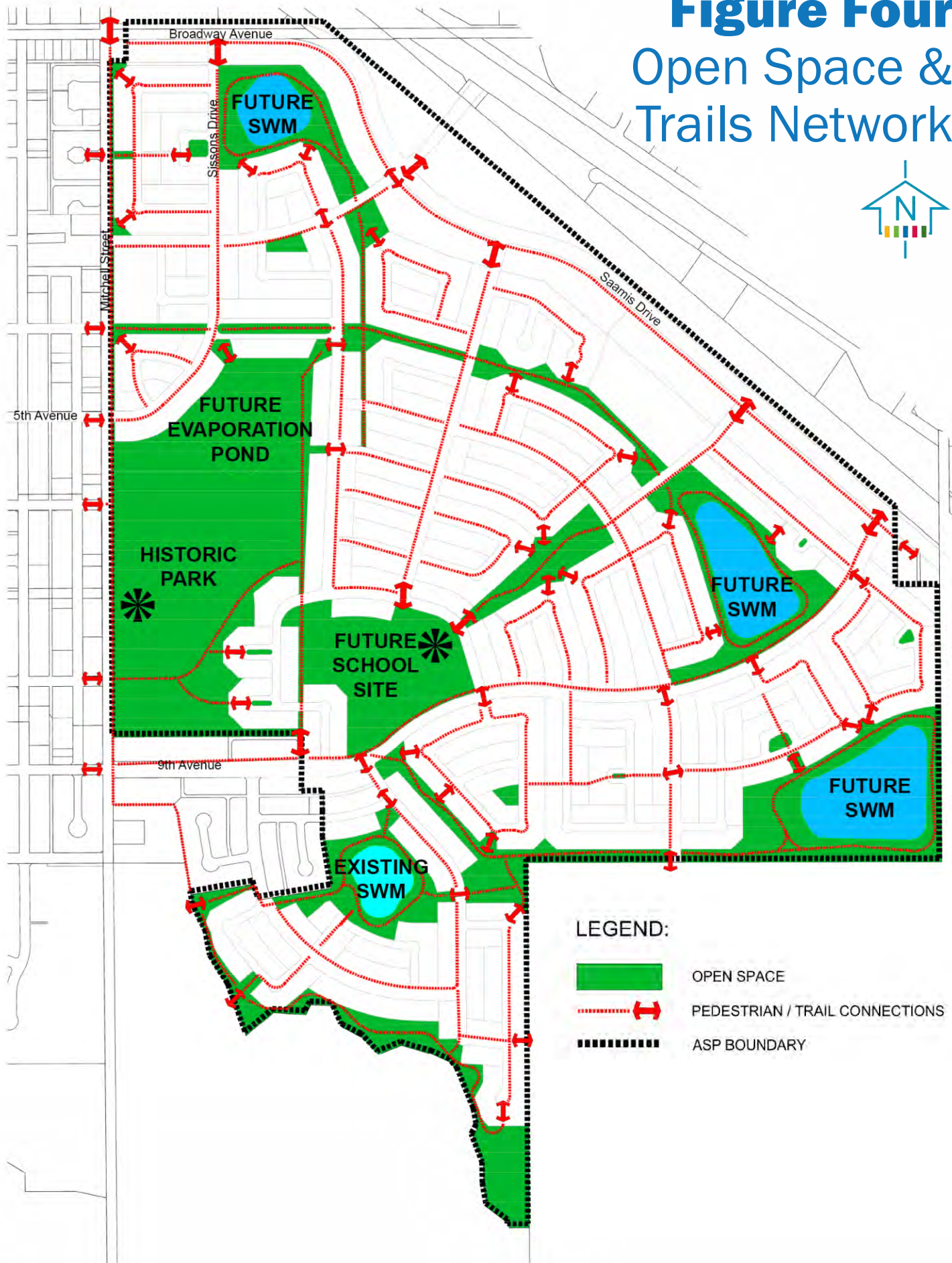
**Policy 4.4.5** – The open space system and trail network will follow the general outline shown on Figure 4 – Open Space & Trails Network.

**Policy 4.4.6** – Low impact recreational uses will be considered in open spaces at the discretion of the approval authority.

**Policy 4.4.7** – Multi-use trails will be constructed along the east side of Mitchell Street from Broadway to 9th Ave SE and along Broadway/Saamis Drive, as identified in the 2010 Redcliff Roadway Master Plan and determined by the Town.



# Figure Four Open Space & Trails Network





## 4.5 Transportation

**PURPOSE:** Transportation system policies ensure that the transportation systems within the plan area allow residents to access community amenities through direct roadway and pathway connections, and that connections to the Town's existing transportation network will be extended into the plan area as subdivision and development occurs.

The re-alignment of Broadway Avenue/Saamis Drive has been identified as a future requirement to address technical roadway standards. The proposed alignment has been reviewed at a conceptual level to ensure adequate intersection spacing with respect to the existing railway and Trans-Canada Highway. However, future development may trigger the requirement for a Transportation Impact Assessment in relation to Trans-Canada Highway crossings outside the ASP boundary. Further studies will be required at the time of development to address specific technical requirements, capacities and relocation of existing utilities.

Proposed roadway alignments are consistent with the intent of the *2010 Redcliff Roadway System Master Plan*. It is anticipated that this plan may be updated from time to time over the life of the ASP. The following policies ensure that the roadway network will be developed to appropriate standards to accommodate the proposed densities at the time of development.

**Policy 4.5.1** – The proposed transportation network is shown in Figure 5 – Transportation Network. Minor revisions to the alignment of major arterials or collector roadways will not require an amendment to the ASP.

**Policy 4.5.2** – Revisions to local roadways and the addition of lanes shall be permitted without an amendment to the ASP at the discretion of the approval authority.

**Policy 4.5.3** – Front drive access shall not be permitted within the plan area along Mitchell Street, 9 Avenue and 3 Avenue.

**Policy 4.5.4** – The number of local road intersections along collector roads shall be kept to a minimum.

**Policy 4.5.5** – The final alignment of Broadway Avenue/Saamis Drive shall be confirmed with a corridor realignment study prior to subdivision approval for the adjacent parcels.

**Policy 4.5.6** – Commercial and multi-family driveways along Broadway Avenue/Saamis Drive should be kept to a minimum, shared driveways should be used and opposing driveways should be aligned, when possible.

**Policy 4.5.7** – Collector and local roads will be designed and constructed in a manner consistent with Town Standards at the time of development.

**Policy 4.5.8** – Improvements at intersections along the arterial roadways may be required as development occurs. The design of these intersection improvements will be consistent with Town Standards and approved functional plans at the time of development.

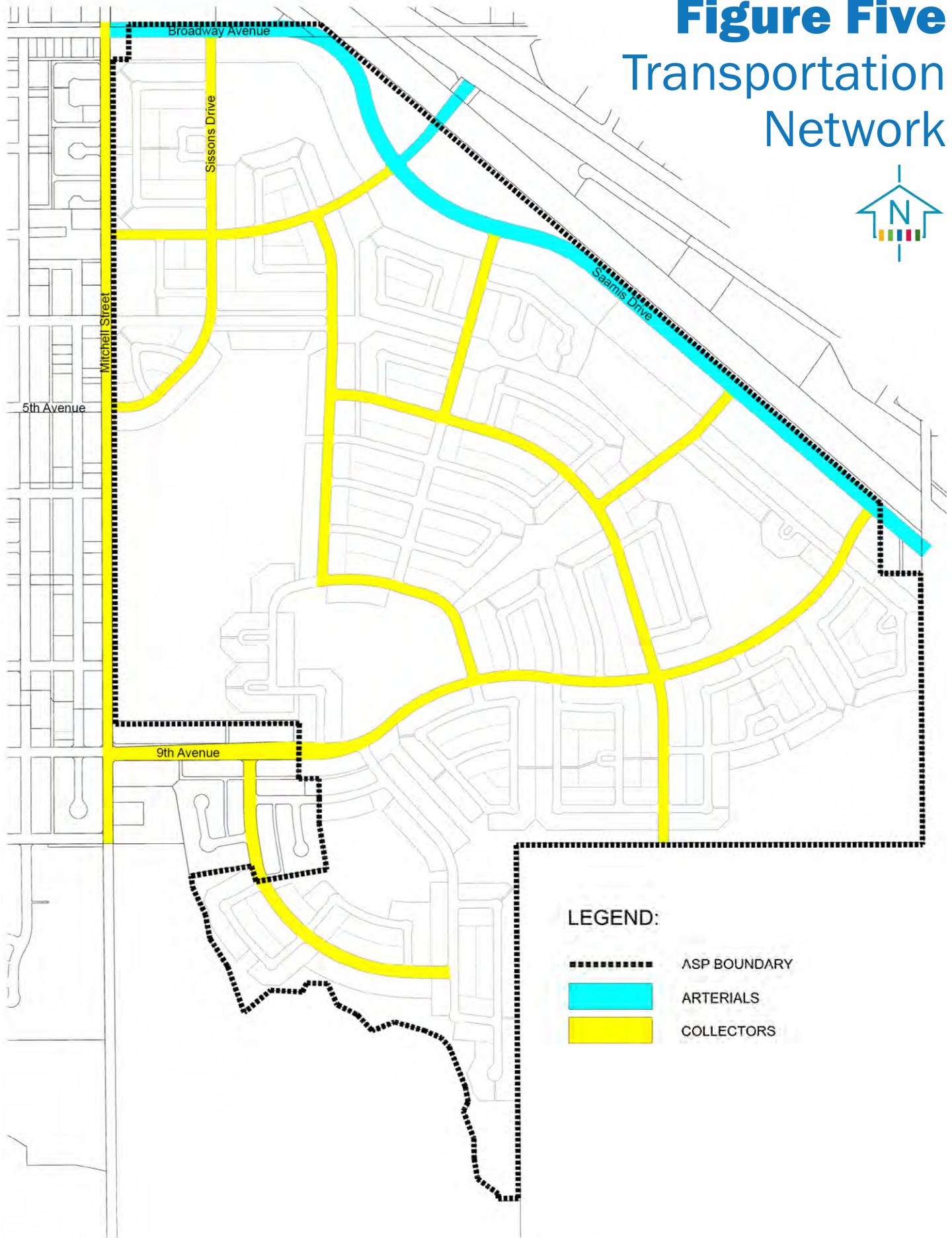
**Policy 4.5.9** – The narrowing of 9th Ave SE shall occur as outlined in the *2010 Redcliff Roadway System Master Plan* or subsequent updates.

**Policy 4.5.10** – Traffic calming may be considered throughout the plan area to discourage short-cutting traffic and mitigate potential noise.



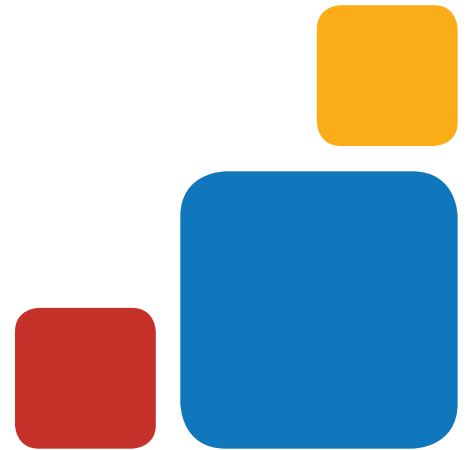
Along Broadway Avenue Looking South

# Figure Five Transportation Network





# 5. Servicing Strategy



Servicing strategy policies have been developed to reflect the contents of the *Eastside Functional Servicing Report* (FSR; dated to April 2007), and updated to reflect the revised development concept within this ASP.

It is anticipated that the 2007 FSR will be updated from time to time over the life of the ASP. The intent of the servicing policies is to provide adequate flexibility to be consistent with current servicing requirements as development occurs. Updates to the 2007 FSR should not trigger amendments to the ASP.

Where servicing capacity is currently not in place, the policies provided below will require acceptable servicing strategies to be developed prior to development.

## 5.1 Municipal Utilities

**PURPOSE:** The purpose of these policies is to provide overarching policies for the alignment of municipal utilities with future development within the plan area.

**Policy 5.1.1** – Development in the plan area will be serviced with municipal water, sanitary sewer, and a stormwater system.

**Policy 5.1.2** – The provision and capacities of the water distribution mains and feeder mains, sanitary sewer mains and trunks, and stormwater mains and trunks should be in accordance with the Town standards and based upon the current Functional Servicing Report.

**Policy 5.1.3** – Municipal utility alignments may be refined during the subdivision process without an amendment to this ASP.

**Policy 5.1.4** – Prior to subdivision, the developer will submit studies and information determined necessary to identify the location and alignment requirements for municipal utilities within the development.

**Policy 5.1.5** – Municipal utilities should be aligned to avoid negative impacts on Open Space and Environmental Reserve lands.

**Policy 5.1.6** – The potential realignment of services within the current Saamis Drive right-of-way will be determined at the time of the corridor study or at the Subdivision stage.

## 5.2 Water

**PURPOSE:** The purpose of these policies is to provide for the design and development of a suitable and efficient water distribution system.

Existing water services are illustrated on Figure 6 – Water & Sanitary Servicing

**Policy 5.2.1** – The water distribution system should be designed to minimize its impact on natural features and adequately, safely and efficiently serve the full build out of the plan area.

**Policy 5.2.2** – Proposed distribution systems and offsite requirements shall be reviewed, and if required, modeled, during the subdivision process..

**Policy 5.2.3** – Alternative and more cost-efficient water servicing options may be considered during the subdivision process.



### 5.3 Sanitary Sewer

**PURPOSE:** The purpose of these policies is to provide for the design and development of a suitable and efficient sanitary sewer system to serve the plan area. The sanitary sewer system in this area is intended for drainage of sanitary sewage from the Eastside development only and has been sized accordingly.

There is limited capacity in the existing sanitary sewer system to service initial development in the plan area. Sanitary servicing studies are currently being conducted in the Town and the following policies have been provided to allow flexibility in determining appropriate servicing solutions as development occurs and technology is developed to address servicing requirements. Proposed sanitary servicing should be consistent with the Sanitary servicing reports in place at the time of development.

The existing sanitary sewer system is illustrated on Figure 6 – Water & Sanitary Servicing.

**Policy 5.3.1** – The sanitary sewer system shall be designed to adequately and efficiently service the full build out of the plan area.

**Policy 5.3.2** – A Sanitary Sewer Servicing Study may be required to demonstrate that the subject lands can be serviced in accordance with the overall design of the wastewater system for the area at the discretion of the approval authority.

**Policy 5.3.3** – Proposed sanitary sewer systems and offsite requirements shall be reviewed, and if required, modelled, to the satisfaction of the approval authority.

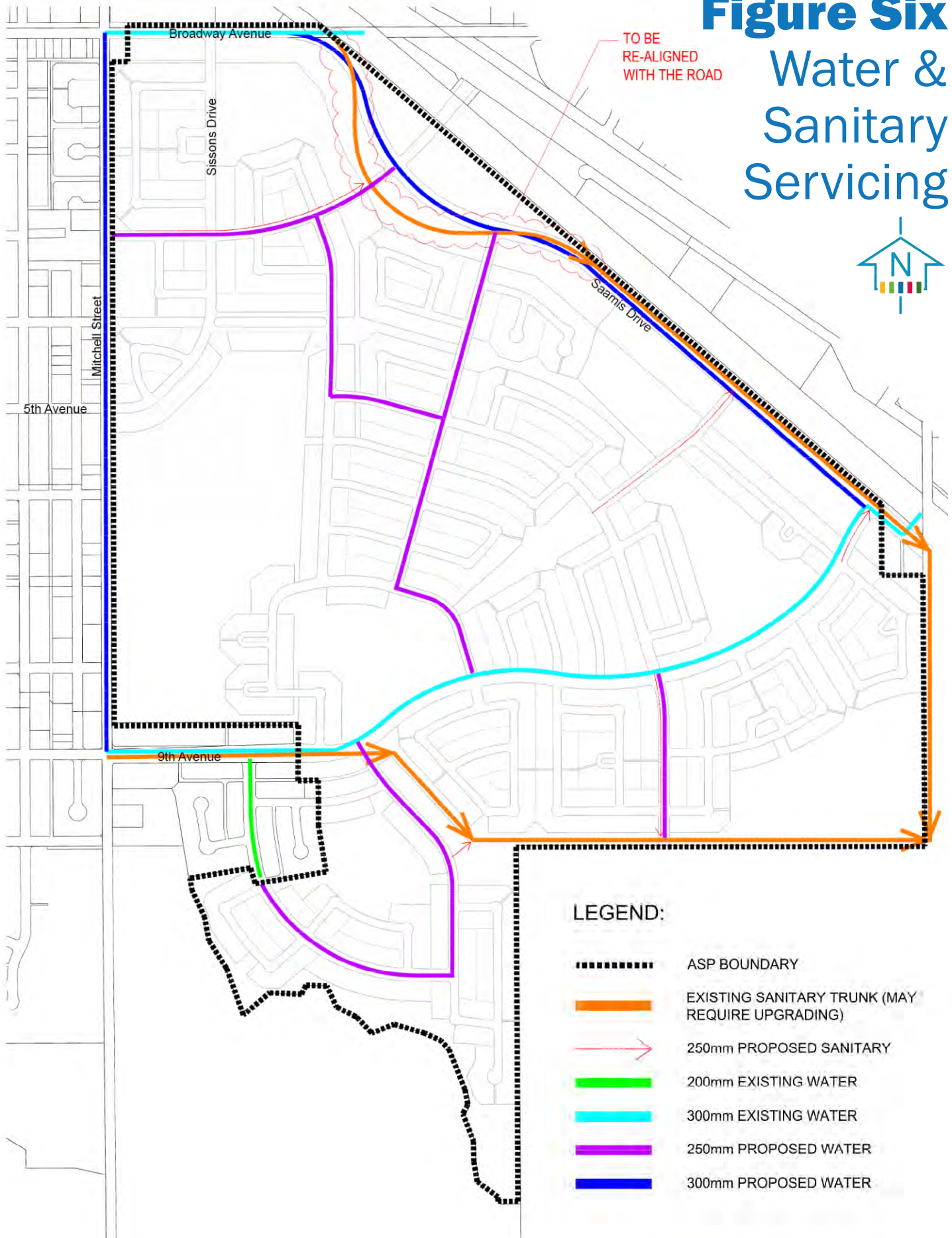
**Policy 5.3.4** – Alternate and more cost effective alignments and locations for sanitary sewer servicing can be considered during the subdivision process.

**Policy 5.3.5** – The sanitary sewer system realignment within Saamis Drive shall be reviewed at the time of the corridor study for the realignment of Saamis Drive or during the subdivision process.

**Policy 5.3.6** – The sanitary sewer system shall be in general conformance to the *Town of Redcliff Wastewater Master Plan Update* and as approved or amended by the Town of Redcliff.



# Figure Six Water & Sanitary Servicing





## 5.4 Stormwater

**PURPOSE:** The purpose of these policies is to provide for the design and development of a suitable and efficient stormwater management system to serve the plan area.

The *Eastside Stormwater Master Drainage Plan* (Appendix E of the 2007 FSR) supplements this ASP to develop a strategy for stormwater management for 227 hectares of land within the Town of Redcliff. The master drainage plan provides a recommended stormwater management strategy that will address requirements for stormwater quantity control, and opportunities for use, facility configuration & staging, and Landscape Architecture.

The Eastside Subdivision servicing concept includes two storm Lift Stations that are required for Ponds C and D. Table 4.4 of the Eastside Stormwater Master Drainage Plan describes the design requirements for each lift station.

Conceptual layouts of the proposed stormwater facilities are illustrated on Figure 7 – Stormwater.

**Policy 5.4.1** – The stormwater management system shall align with the Eastside Stormwater Master Drainage Plan and other applicable and relevant Town policies.

**Policy 5.4.2** – Stormwater ponds should be located on a public utility whenever possible and should not be located in areas that qualify as Environmental Reserve.

**Policy 5.4.3** – Treated stormwater releases at pre-development rates into the South Saskatchewan River are acceptable in a way that contributes to the function of the natural features and provides for quality habitat.

**Policy 5.4.4** – The stormwater management system shall be designed to adequately and efficiently service the full build out of the plan area.

**Policy 5.4.5** – A Staged Master Drainage Plan shall be submitted during the subdivision process that is consistent with the overall design of the stormwater management system for the plan area.

- The Staged Master Drainage Plan shall be required to comply with any current or new stormwater management policies.
- Best management practices, low impact development and alternatives for stormwater quality should be assessed.
- Alternative and more cost-efficient options may be considered at the Subdivision stage.

**Policy 5.4.6** – Where appropriate, the stormwater management system should be designed to operate on a gravity basis unless otherwise identified or approved by the Town of Redcliff.

**Policy 5.4.7** – Stormwater facilities shall be designed to complement the open space system and associated amenities.

## 5.5 Shallow Utilities

**PURPOSE:** The purpose of these policies is to ensure that adequate utility infrastructure is provided to service urban development throughout the ASP area. The following shallow utilities providers operate within Redcliff:

- Gas – City of Medicine Hat
- Power – City of Medicine Hat
- Cable – Shaw
- Phone – Telus

As outlined in the 2007 FSR:

*Both Shaw and Telus indicated that they would install their utilities in the same trench as the power lines. This is reflected on the street cross sections shown on drawings 01-N and 01-S.*

*The City of Medicine Hat Power Utility indicated the following regarding power servicing;*

- *There are currently two (2) primary overhead feeds to this portion of Redcliff. These are the Redcliff feeder along Saamis Drive and the Kin Coulee feeder along Mitchell Street. (Reference drawing 08).*
- *The long-term primary feed to the eastside area will be the Redcliff feeder.*
- *The Redcliff feeder will be realigned and replaced with an underground feed as the development proceeds.*
- *There is likely capacity for the first 2-3 phases of development off the Kin Coulee feeder.*
- *3 phase power will be provided to the school site off the 9th Avenue extension as well as to the commercial land and lift station sites.*

*The City of Medicine Hat Gas Utility indicated the following regarding servicing these lands;*

- *An existing 150mm feeder through the site will provide service to initial phases.*
- *A 200 mm feeder is required along Mitchell Street to ultimately service the entire development.*
- *A 250 mm feeder is required along the 9th Avenue extension to service the utility development.*

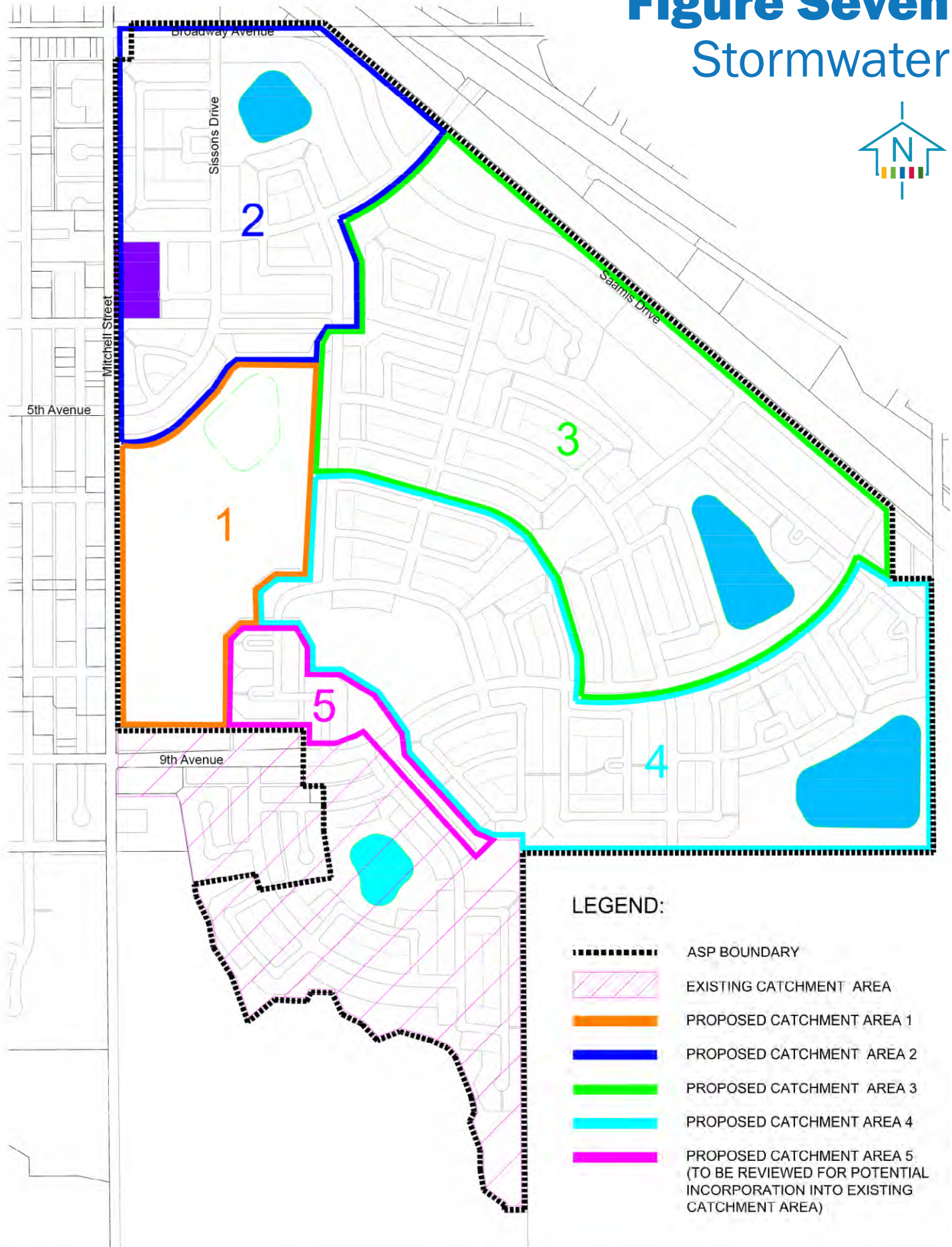
**Policy 5.5.1** – The location of all shallow utilities and the provision of rights-of-way and easements related line assignments should be addressed to the mutual satisfaction of the Town, the applicant and the utility companies.

**Policy 5.5.2** – Utility rights of way and easements, public utility lots and road rights-of-way shall be required as determined necessary to facilitate orderly and sequential development.

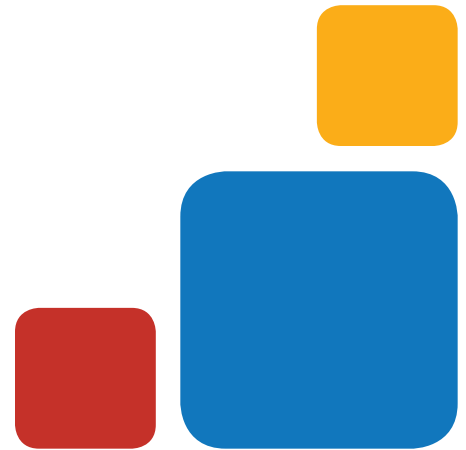
**Policy 5.5.3** – Easements and utility rights of way that accommodate the extension of shallow utilities through or adjacent to a site shall be provided to the approval authority as a condition of subdivision.

**Policy 5.5.4** – Shallow utility alignments may be refined at the Subdivision and Land Use Amendment stage without an amendment to this ASP.

# Figure Seven Stormwater



# 6. Implementation



## 6.1 Intermunicipal Coordination

**PURPOSE:** The purpose of these policies is to ensure that the Town of Redcliff and City of Medicine Hat engage in a coordinated planning process in alignment with the Tri-Area Intermunicipal Development Plan (Bylaw #1616-2009).

It should be noted that the 1987 Burnside Heights ASP is located adjacent to the south and east of the Plan Area in the neighbouring City of Medicine Hat. As mentioned in the 2012 City of Medicine Hat Municipal Development Plan (Bylaw No. 4105) Section 6.2(b): *Area Structure Plans and Area Redevelopment Plans that were approved by the City prior to approval of this Plan are recognized. Future reviews of, and amendments to those ASP's and ARP's will be required to better align with the policies of this Plan.* It is anticipated that Medicine Hat will engage the Town when it updates the Burnside Heights ASP to reflect its current MDP.

**Policy 6.1.1** – No referral to the City of Medicine Hat is required at the Subdivision and Land Use Amendment stage for lands within the plan area unless required by the approval authority.

**Policy 6.1.2** – Land Use and Subdivision applications should consider regional drainage, intermunicipal connectivity and transportation, local planning initiatives, interface conditions, and any other matters as mutually deemed important.

## 6.2 Development Phasing

**PURPOSE:** The purpose of these policies is to provide for a clear and effective decision making process that allows Council to make development decisions based on the coordination of growth and servicing within the ASP area.

**Policy 6.2.1** – Development will occur generally as shown on Figure 8 – Development Phasing.

**Policy 6.2.2** – Alternate sequencing of development may be considered without amending the ASP if appropriate servicing infrastructure is available and market conditions warrant.

**Policy 6.2.3** – Alternate sequencing of development may be considered without amending the ASP in order to align with ownership boundaries.

**Policy 6.2.4** – Traffic Impact Assessments should be undertaken over time to determine the roadway infrastructure and traffic control requirements to accommodate the additional traffic.

## 6.3 Subdivision Applications and Other Considerations

**PURPOSE:** The purpose of these policies is to establish how development targets and policy direction within the ASP will be implemented.

**Policy 6.3.1** – All subdivision decisions will conform to the policies of this ASP.

**Policy 6.3.2** – Minimum density requirements are to reflect the policies and knowledge at the time of each subdivision application. The minimums identified in this ASP may not be appropriate at that time and should be adjusted as required as long as the proposed development can be serviced by the approved infrastructure.

**Policy 6.3.3** – Subdivision and development of the plan area will proceed in a manner that:

- Allows for the orderly and efficient expansion of the Town,
- Makes sufficient provision for road access and municipal utility servicing, and
- Provides for the development of a park and open space system as envisioned by this ASP.



**Policy 6.3.4** – All costs for the provision of municipal infrastructure (roads, water, sanitary sewer, storm drainage) within the area being developed will be the sole responsibility of the Developer.

**Policy 6.3.5** – Responsibility for the cost to provide infrastructure improvements outside of the area being developed but required to support the proposed development will be negotiated between the Developer and the Town based on the current offsite levy bylaw.

**Policy 6.3.6** – Offsite levies for development within the plan area will reflect the current bylaw of the Town at the discretion of the approval authority.

**Policy 6.3.7** – The adoption of this ASP does not require the Town of Redcliff to undertake any of the proposed development referred to within.

## 6.4 Plan Review and Amendment

**PURPOSE:** The purpose of these policies is to ensure that the plan remains relevant and effective over the timeframe of the ASP area.

**Policy 6.4.1** – An amendment to this ASP will be required where a proposed subdivision results in one or more of the following:

- Re-location or elimination of a major arterial or collector roadway (other than a minor shift in alignment)
- Significant Change in the general land use pattern (residential, commercial, industrial) shown in the ASP
- Significant change to the open space system
- Deviation from the utility servicing concepts beyond what is contemplated in the ASP

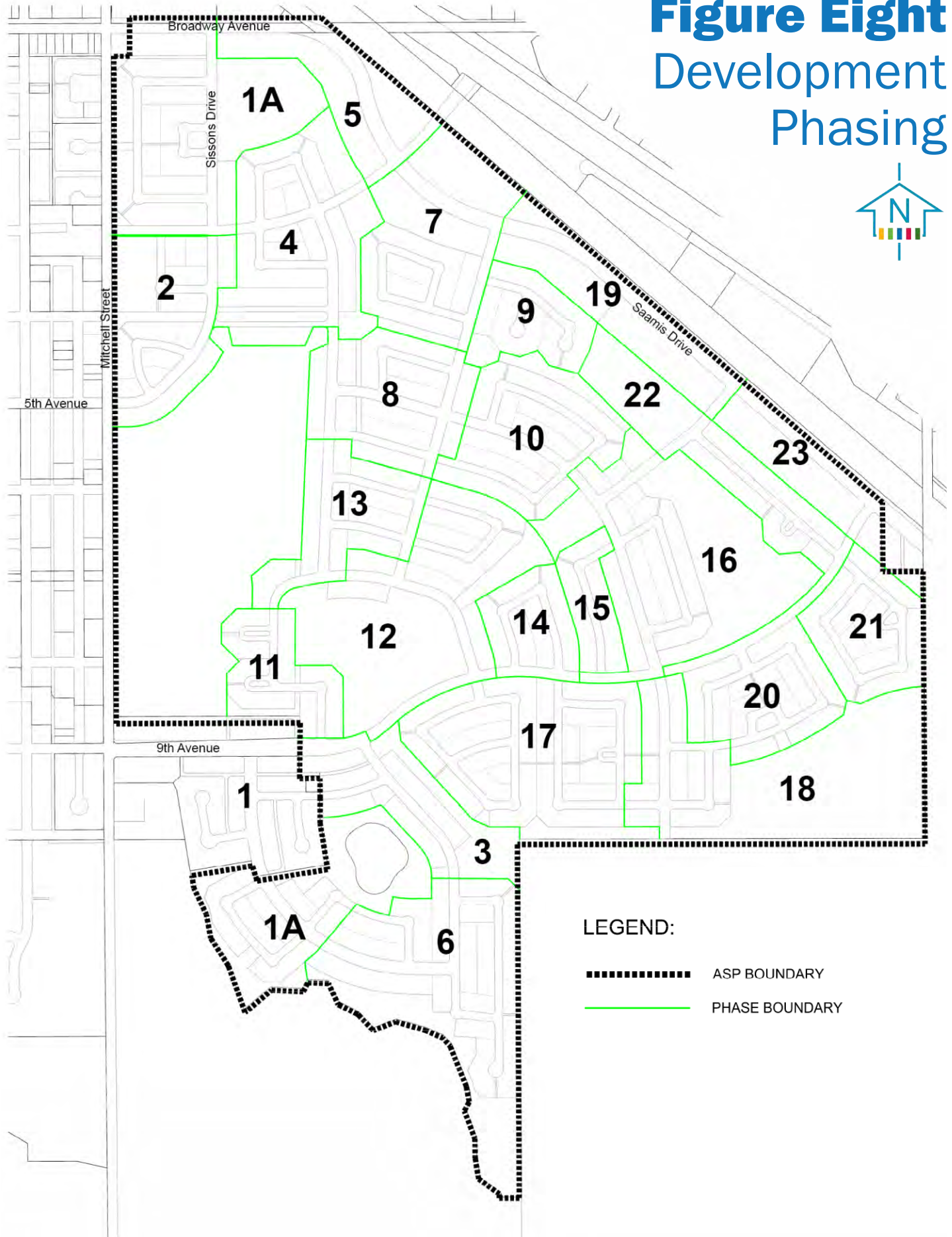
**Policy 6.4.2** – This ASP will be reviewed:

- At the request of Council or in response to a request of a registered land owner within the plan area at the discretion of Council.
- Upon amendment of the Town's Municipal Development Plan to ensure consistency.
- After a period of 7-10 years from adoption to ensure the ASP is adequate.



I-XL Redcliff Pressed Brick Plant

# Figure Eight Development Phasing





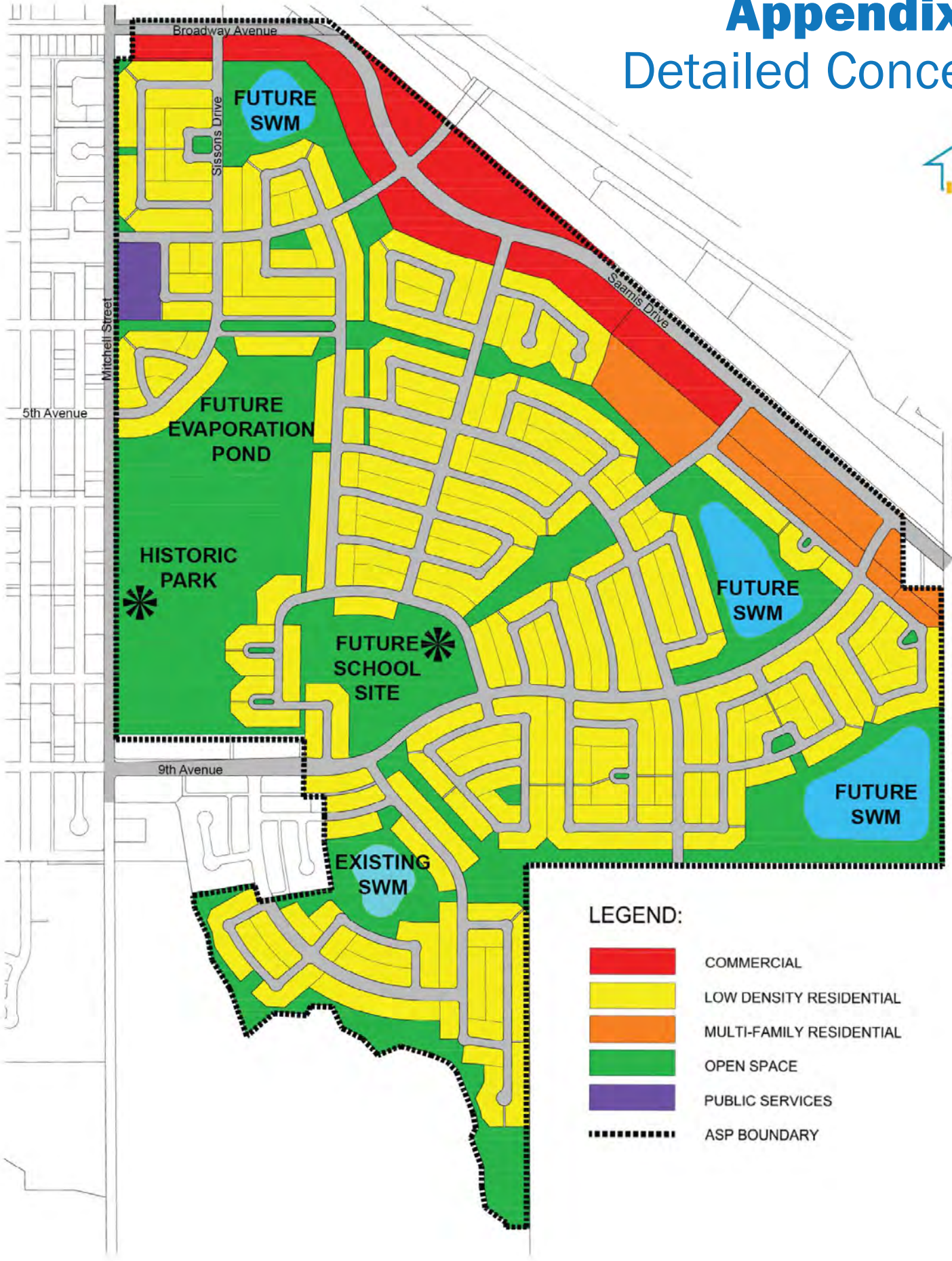


# Appendix A









# Appendix A

## Detailed Concept



### LEGEND:

-  COMMERCIAL
-  LOW DENSITY RESIDENTIAL
-  MULTI-FAMILY RESIDENTIAL
-  OPEN SPACE
-  PUBLIC SERVICES
-  ASP BOUNDARY

**BYLAW NO. 1810/2015  
TOWN OF REDCLIFF**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LICENSING, REGULATING AND CONFINEMENT OF DOGS.

This Bylaw shall be known and may be cited as the "Dog Control Bylaw" of the Town of Redcliff.

**WHEREAS**, by virtue of the power conferred on it by the Municipal Government Act, the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, enacts as follows:

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

**INTERPRETATION AND DEFINITIONS**

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
  - a) **"Animal Control Officer"** shall mean a Bylaw Enforcement Officer/Community Peace Officer appointed by the Town to do any act or perform any duties under this Bylaw and includes a member of the Municipal Police Force, the Royal Canadian Mounted Police and, when authorized, , or anyone authorized by the animal control Officer to act on their behalf;
  - b) **"At Large"** shall mean where a Dog which is at any place other than the property of the Dog Owner or property of person having possession of the Dog and is not being carried by any person or is not otherwise restrained by a Permitted Leash held by a person and that leash is attached to a choke chain, collar or harness securely holding that Dog;
  - c) **"Controlled Confinement"** shall mean the confinement of a Dog in a pen, cage or building or securely tethered in a manner that will not allow the Dog to bite, harm or harass any person or animal;
  - d) **"Dog"** shall mean either the male or female of any domesticated canine species. For the purpose of this Bylaw, the terms Restricted **Dog** and Vicious **Dog** shall be used to broader define a **Dog** for licensing, penalty, and control provisions;
  - e) **"Dog Damaging Public or Private Property"** shall include a **dog** defecating or urinating on a Public Property Area or on Private Property other than the property of the **dog** owner;
  - f) **"Dog Show"** shall mean any event for the purpose of showing or exhibiting **Dogs** which is sanctioned or recognized by the Canadian Kennel Club;
  - g) **"Dog Training School"** shall mean any facility for which the primary purpose is the training of **Dogs**, and at which facility **Dog** training activities are under the direct control and supervision of a **Dog** trainer;
  - h) **"Kennel"** shall mean any property, wherein three (3) or more **Dogs** are harboured, boarded, permitted or sheltered within the municipal boundaries of the Town;



- i) "**Land Use Bylaw**" shall mean the Town's **Land Use Bylaw**, as amended from time to time or replaced by a land use Bylaw enacted pursuant to the Planning Act (R.S.A. 1980, c. p-9).
- j) "**License**" shall mean a **Dog License** issued by the Town in accordance to the provisions of this Bylaw;
- k) "**License Tag**" shall mean an identification tag issued by the Town showing the license number for a specific Dog;
- l) "**License Fee**" shall be that fee set out in Schedule "B" of this Bylaw;
- m) "**Off Leash Area**" shall mean the area identified on Schedule "D" and where an **Owner** may exercise their **dog** without a **permitted leash**.
- n) "**Owner**" shall mean:
  - 1. a person who has the care, charge, custody, possession or control of a **Dog**;
  - 2. a person who owns or who claims any proprietary interest in a **Dog**;
  - 3. a person who harbours, suffers or permits a **Dog** to be present on any property owned or under his control;
  - 4. a person who claims and receives a **Dog** from the custody of the Town **Dog** Shelter or a **Dog** Control Officer or;
  - 5. a person to whom a Licence Tag was issued for a **Dog** in accordance with this Bylaw;
- o) "**Permitted Leash**" shall mean a leash adequate to control the **Dog** to which it is attached, and which leash shall not exceed two metres in length. **Permitted Leash** to control a **Vicious** shall not exceed one meter in length;
- p) "**Possession**" shall mean:
  - 1. having physical or effective control of a **Dog**;
  - 2. having given physical or effective control of a **Dog** to another person for the purpose of controlling the **Dog** for a period of time;
  - 3. where one of two or more persons has physical or effective control of a **Dog**, it shall be deemed to be in the control of each and all of them.
- q) "**Property Owner**" shall mean any person having a legal or equitable interest in any land or building and includes any resident, tenant or occupier of such land or building;
- r) "**Public Property Area**" shall mean property owned by or under the control and management of the Town within the borders of the Town;
- s) "**Replacement License Tag**" shall mean a License Tag to replace a lost or damaged License Tag, pursuant to section 9, herein.
- u) "**Secure Enclosure**" shall mean a building, cage or fenced area of such construction that will not allow the confined **Dog** or **Dogs** to escape from that enclosure.
- v) "**Service Dog**" means a service dog as defined in the Service Dogs Act, R.S.A. 2000 c.S-7.5.

- w) **"Spayed or Neutered"** shall mean a dog that has been issued a certificate by a licensed Veterinarian stating the animal has been spayed or neutered.
- x) **"Vicious Dog"** shall mean:
1. any **Dog** with a known propensity, tendency or disposition to attack, without provocation, any person or animal;
  2. any **Dog** which has been deemed to be dangerous by a Justice, under the provisions of the Dangerous Dogs Act of Alberta, as amended;
  3. is a continuing threat of serious harm to humans or other animals or;
  4. without provocation, chases any person in a threatening manner or;
  5. has inflicted a wound upon a human or upon a domestic animal without provocation.
- y) **"Town"** shall mean the **Town** of Redcliff;
- z) **"Town Animal Shelter"** shall mean premises designated by the **Town** for the impoundment and care of **Dogs**;
- aa) **"Violation Ticket"** shall mean a ticket as defined in Part 2 of the Provincial Offences Procedures Act.

## **LICENSING PROVISIONS**

2. Every person who resides within the Municipal boundaries of the Town of Redcliff and being the Owner of a Dog, shall prior to the end of February of each calendar year (January 1 - December 31), pay the License Fee as set out in Schedule "B" of this Bylaw, and obtain a Licence Tag for each Dog for the current calendar year, (January 1 - December 31) by applying at the Town office.
3. Every person residing in the Town who becomes the Owner of a Dog, or a person who takes up residence within the Town and who is the Owner of a Dog which is not licensed in accordance with this Bylaw, shall pay the Licence Fee, as set out in "Schedule B" of this Bylaw, and obtain a License within fifteen (15) days after becoming the Owner of the Dog or being the Owner of the **Dog** and taking up residence within the **Town**. Registered **Service Dogs** must be licensed; however, they will be exempt from the annual fee.
4. A **Dog Owner** shall provide to the **Town** the following information with each application for a **Dog** Licence:
  - a) Name and street address of the Owner;
  - b) Name and description of the Dog to be licensed;
  - c) The breed or breeds of the Dog; and
  - d) Such other relevant and necessary information as may be required by the **Town** in respect to the **License** application.
5. A **License** issued under this Bylaw shall not be transferable from one **Dog** to another, nor from one **Owner** to another.
6. Upon payment of the required **License Fee** and providing to the **Town** that information set out at Section 4, herein, the **Owner** will be supplied by the **Town** with a Licence Tag having a number which will be registered to that **Dog**.

7. Every Owner shall ensure that the License Tag is securely fastened to a choke chain, collar or harness worn by the Dog, with the License Tag to be worn by the Dog at all times when the Dog is on property other than the property of the Dog Owner or property controlled by him.
8. An Owner of an unlicensed Dog, , or Vicious Dog over the age of six (6) months is guilty of an offence.
9. The Owner of a Dog which has been licensed under this Bylaw may obtain a replacement License Tag to replace one which has been lost or damaged, upon payment of the Replacement License Tag fee as set out in "Schedule B" of this Bylaw.
10. An **Owner** of a Licensed **Dog** is guilty of an offence if that **Dog** is not wearing a **License Tag** while on property other than the property of the **Dog Owner** or property controlled by him.
11. The provisions of Sections 2 to 9, herein, shall not apply to the following:
  - a) Persons temporarily visiting in the Town for a period not exceeding 15 days; and
  - b) Any person(s) holding a valid license to operate a retail pet sales, grooming or boarding business within the **Town**.

#### **DOG CONTROL PROVISIONS**

12. An Owner whose Dog is At Large is guilty of an offence;
13. An Owner whose Dog barks or howls so as to disturb the quiet or repose of any person is guilty of an offence;
14. An Owner of any Dog Damaging Public or Private Property within the municipal boundaries of the **Town** is guilty of an offence;
15. The **Town** may post signs indicating those **Public Property Areas** where **Dogs** are not permitted, and an **Owner** whose **Dog** is in an area where a sign prohibits the presence of **Dogs**, whether **At Large** or under the control of such **Owner**, is guilty of an offence;
16. Any person who harbours, boards, permits or shelters three or more **Dogs** over the age of six (6) months on any property within the municipal boundaries of the **Town** is guilty of an offence;
17. Section 16, herein, shall not apply to:
  - a) Premises lawfully used for the care and treatment of Dogs, operated by, or under the supervision of a licensed Veterinarian;
  - b) Any premises which has been approved for the purpose of a Dog Show by the Town;
  - c) Any person in possession of a valid **Town** development permit to operate a **Kennel** within the **Town**, as authorized by the **Town Land Use Bylaw**;
18. An **Owner** of a **Dog** is guilty of an offence if such **Dog**:
  - a) Threatens, attacks, bites, or harasses any person;
  - b) Chases any person while such person is walking, running, on bicycle or horseback.

- c) Bites, attacks, harasses, injures or kills any animal belonging to any person.
  - d) This section does not apply if the chase, attack, bite or damage is a direct result of a Dog being provoked.
19. An **Owner** whose **Dog** is unrestrained in the open box area of a truck or an open trailer while the truck or trailer is parked is guilty of an offence.
  20. An Owner or any other person having care or control of a Dog, shall forthwith remove any defecation left by it on public property or private property other than that of the Owner.
  21. The Owner or any other person having care or control of a Dog shall ensure that defecation apparently left by it on the property of the Owner does not accumulate to such an extent that it is reasonably likely to annoy or pose a health risk to others.
  22. If an Owner of a dog is on any public place or property other than the property of its owner, the owner shall have in his possession a suitable means of facilitating the removal of the dog's feces.

### **Vicious Dog**

23. An Owner of a Vicious Dog is guilty of an offence if such Dog is not at all times, while on property of which the Owner is the Property Owner, confined within a Secure Enclosure, unless such Dog is on a Permitted Leash held and controlled by the Owner.
24. An Owner of a Vicious Dog is guilty of an offence and liable to the penalty provisions of this Bylaw if such Dog is At Large.
25. At all times, when off the property of the Owner, a Vicious dog shall be securely:
  - a) Muzzled; and
  - b) Harnessed or leashed on a lead which length shall not exceed one (1) meter in a manner that prevents it from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property; and
  - c) Under the control of a person over the age of eighteen (18) years.
26. The Owner of a **Vicious** dog shall:
  - a) Obtain a vicious dog license on or before the fifth day on which the Town office is open for business after the dog has been declared as vicious by the Provincial Court;
  - b) Thereafter obtain the annual license for the vicious dog on such day specified in SCHEDULE "B";
  - c) Notify the Animal Control Officer should the dog be sold, gifted, or transferred or deceased;
  - d) Remain liable for the actions of the dog until formal notification of sale, gift or transfer is given to the Animal Control Officer; and
  - e) Notify the Animal Control Officer if the dog is running at large;
  - f) Have a licensed veterinarian tattoo or implant an electronic identification microchip in the Animal
  - g) Provide the information contained on the tattoo or in the microchip to the Director, Community and Protective Services
  - h) Attend dog behavior training performed by a Dog Trainer approved by the Director of Community and Protective Services within thirty (30) days of the Dog

being deemed vicious unless otherwise approved by the Town Manager

- i) The Owner of a Vicious Dog shall have liability insurance specifically covering any damages for personal injury caused by the Vicious Dog in an amount not less than ~~One Million (\$1,000,000)~~ Two Million (\$2,000,000) Dollars.

- 27. Any person interfering with, hindering or impeding an Animal Control Officer in the performance of any duty authorized by this Bylaw is guilty of an offence.

### **OFF LEASH AREA(S)**

- 28. Notwithstanding Section 12 the Town has designated **Off Leash Areas** (Schedule C) where a dog may be exercised while not restrained by a **Permitted Leash**.
- 29. No Owner of a Dog may exercise a dog in an off-leash area while not restrained by a **Permitted Leash** unless:
  - a) the dog is under the control of a person of at least 18 years of age: and
  - b) the dog is not a Vicious Dog.
- 30. Whether a dog is under control is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section of the Bylaw, having taken into consideration any or all of the following:
- 31. Whether the dog is at such a distance from its Owner so as to be incapable of responding to voice, sound or sight commands;
  - a) Whether the dog has responded to voice, sound or sight commands from the Owner;
  - b) Whether the dog has bitten, harassed, attacked, or done any act that injures a person or another animal.
  - c) Whether the dog chased or otherwise threatened a person;
  - d) Whether the dog caused damage to property.
- 32. An Owner who fails to immediately restrain and remove the dog upon it engaging in any of the activities outlined in Section 18, by restraining the dog on a leash not exceeding two (2) metres in length and removing the dog from the Off Leash Area, is guilty of an offence.
- 33. Nothing in this Section relieves a person from complying with any other provisions of this Bylaw.

### **POWERS OF AN ANIMAL CONTROL OFFICER**

- 34. The Animal Control Officer is authorized to capture and impound in the Town Animal Shelter any Dog that:
  - a) is at large;
  - b) bites any person;
  - c) is actually or apparently over the age of six (6) months and for which no current license has been issued pursuant to the provisions of this bylaw;
  - d) is required to be impounded pursuant to the provisions of any Statute of Canada, of the Province of Alberta or any regulation made hereunder.



35. The Animal Control Officer is further authorized to take such reasonable measures as necessary to subdue such dogs, including the use of tranquillizer equipment and materials. If any such Dog is injured, it may be taken to a Veterinarian for treatment to relieve pain or bleeding, then to the Town Animal Shelter.
36. The Animal Control Officer, or Peace Officer may enter onto any privately owned premises, provided, however, that in this Section the word "premises" does not include a building, as is required to enforce the provisions of this bylaw.
37. An impounded dog may be kept in the Town Animal Shelter for a period of seventy-two (72) hours. Saturdays, Sundays and Statutory holidays shall not be included in the computation of the seventy-two (72) hour period. During this period, any Dog may be redeemed by its Owner before 4:00 pm. On normal working days, upon payment to the Town:
  - a) The appropriate impoundment fee as set out in Schedule "B" of this Bylaw;
  - b) The appropriate License Fee when the Dog is not licensed; and
  - c) The cost of any veterinary treatment of any Dog that is found to be injured when captured or injured in the process of capture.
38. Upon having been impounded in the Town Animal Shelter for a period of seventy-two (72) hours in accordance with the provisions of Section 29, herein, the Animal Control Officer is authorized to:
  - a) Offer the Dog for adoption;
  - b) Destroy the Dog in a humane manner;
  - c) Allow the Dog to be redeemed by its Owner in accordance with the provisions of Section 29;
  - d) Continue to impound the Dog for an indefinite period of time.
39. The purchaser of a dog from the town animal shelter pursuant to the provisions of this bylaw will obtain full right and title to it and the right and title of the former owner to the domestic animal will cease thereupon.
40. Any person desiring to purchase an impounded dog from the Town of Redcliff must pay the license fee as set out in Schedule "B", for the dog. In addition to the license fee, the adoption fee, as set out in Schedule "B" must also be paid to the Town.

## **PENALTY PROVISIONS**

41. Any person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Ticket under Part Two (2) of the Provincial Offences Procedure Act with a Specified Penalty Option as set out in Schedule "A" of this Bylaw.
42. Under no circumstances shall any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
43. Nothing in this Bylaw shall be construed as curtailing or abridging the right of the Town to obtain compensation or to maintain an action for loss of or damage to property from or against the Person or Persons responsible.
44. Notwithstanding Section 34(Section 34(a), 34(b), or 34(c)) of this Bylaw, any person who

commits a subsequent offence under this Bylaw within one (1) year of committing the first offence may be issued a Violation Ticket with a Specified Penalty Option set out under the "subsequent offence" column in Schedule "A" of this Bylaw.

45. Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued provided however, that no more than one **Violation Ticket** shall be issued for each day that the contravention continues.
46. Every person who fails to make voluntary payment of the Specified Penalty Option and is found guilty of an offence under Part Two (2) of the Provincial Offences Procedure Act may be liable to a fine of not more than \$2000.00.

### **SEVERABILITY**

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

### **EFFECTIVE DATE**

48. This Bylaw shall come into force on the ~~date of its third and final reading.~~ January 1, 2016.

### **REPEAL OF BYLAWS**

49. Bylaw No. 1800/2015 is repealed with the coming into force of this Bylaw.

Read a first time this 28<sup>th</sup> day of September, 2015.

Read a second time this \_\_\_\_\_, 2015.

Read a third time this \_\_\_\_\_, 2015.

Signed and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Manager

**SCHEDULE "A"**  
**PENALTIES**

Offence	Penalties	Subsequent Offence	Sect.
1. Failure to have a current <b>Dog License</b> for a:			
- Vicious Dog	\$275.00	\$550.00	8
- Dog	\$100.00	\$200.00	8
2. Licensed Dog not wearing License Tag	\$100.00	\$200.00	10
3. Dog At Large:			
- Vicious Dog	\$500.00	\$1,000.00	24
- Dog	\$100.00	\$200.00	12
4. Vicious Dog in Off Leash Area	\$275.00	\$550.00	29
5. Dogs not under control in Off Leash Area	\$100.00	\$200.00	29
6. Dogs Unrestrained in exterior of vehicle	\$100.00	\$200.00	19
7. Dog in an area where the presence of dogs is prohibited by a sign	\$100.00	\$200.00	15
8. Harboring 3 or more Dogs over the age of six (6) months	\$100.00	\$200.00	16
9. Dog Damaging Public Or Private Property	\$100.00	\$200.00	14
10. Interference with enforcement of this Bylaw	\$275.00	\$550.00	27
11. Dog barking or howling	\$100.00	\$200.00	13
12. Dog that is:			
- threatening, attacking, biting or harassing any person	\$500.00	\$1000.00	18(a)
- chasing persons	\$250.00	\$500.00	18(b)
- biting, attacking, harassing, injuring or killing any animal	\$250.00	\$500.00	18(c)
13. Failure to remove defecation left by dog	\$50.00	\$75.00	20, 21
14. Vicious Dog that is:			
- Not Muzzled	\$500.00	\$1000.00	25(a)
- Harnessed or leashed on a lead which length exceeds one (1) meter	\$100.00	\$200.00	25(b)

	- Not under the control of a person over the age of eighteen (18) years.	\$100.00	\$200.00	25(c)
15.	Fail to notify Town that Vicious dog is running at large	\$500.00	\$1000.00	26(e)
16.	An offence under this Bylaw, for which a penalty is not otherwise provided	\$110.00	\$220.00	



## SCHEDULE "B"

### FEES

1. a) <b>License</b> for each Spayed or Neutered <b>Dog</b> over six(6) months and if such <b>Dog</b> is not a <b>Vicious Dog</b> as defined in this Bylaw – Proof in the form of a Veterinarians Certificate must be supplied.	\$15.00
b) <b>License</b> for each <b>Dog</b> over six (6) months and if such <b>Dog</b> is not a <b>Vicious Dog</b> as defined in this Bylaw	\$30.00
c) <b>License</b> for registered Service Dog	EXEMPT
2. <b>License</b> for a: - <b>Vicious Dog</b>	\$ 500.00
3. Replacement <b>License Tag</b>	\$ 3.00
4. Impoundment fees - <b>Vicious Dog</b>	\$ 275.00
- Other <b>Dogs</b>	\$ 55.00
- After hours call out	\$150.00
5. Care and sustenance of each <b>Dog</b> per day	\$ 15.00
6. Adoption Fee	\$10.00
7. Veterinary Fees	\$ Amount Expended
8. Euthanasia Fees	\$ Amount Expended

### Guidelines

Applications made between:

- (a) January 1 and July 31 of the same year pay the full fee.
- (b) August 1st and November 30th pay fifty (50%) of fee.
- (c) December 1st and December 31st full fee to be applied to the subsequent year, and such **Dog** will be considered to be licensed from the date of the application.

# SCHEDULE "C" OFF LEASH AREAS

## LEGEND

OFF LEASH AREAS SHOWN THUS.....



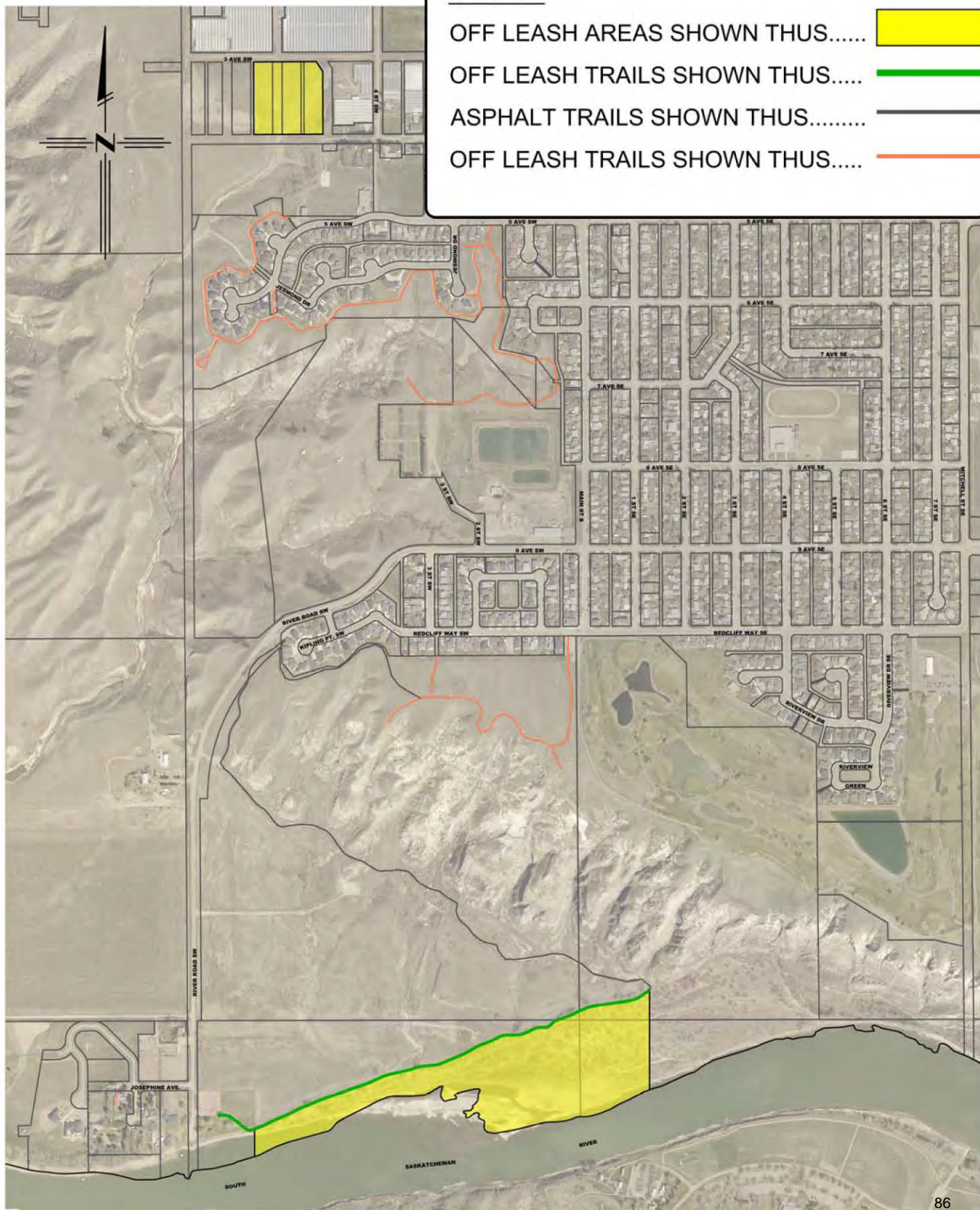
OFF LEASH TRAILS SHOWN THUS.....



ASPHALT TRAILS SHOWN THUS.....



OFF LEASH TRAILS SHOWN THUS.....





**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 13, 2015

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

**TOPIC:** Budget Process

**PROPOSAL:** Reschedule Dates for Budget Review

---

**BACKGROUND:**

At the September 14, 2015 Council meeting, Council established the dates for the 2016 Budget Review.

**2015-0408 Establish Dates for Budget Review**

Councillor Brown moved to establish the dates for the 2016 Budget Review as the 6<sup>th</sup> of November from 1:00 pm to 7:30 pm and the 7<sup>th</sup> of November from 8:30 am to 5:00 pm. Further that the 2016 Budget Review be scheduled as a Special Council meeting. - Carried

In order to accommodate the changed schedules of some councilors/attendees, administration recommends that council reschedule the meeting dates with the below range of dates being put forward as potential options.

The council budget review is rescheduled to be held in two special meetings of Council open to the public. The meetings could be scheduled to run from 8:30 am to 5:00 pm for both days. The session could be scheduled for any two days between November 17<sup>th</sup> and 21<sup>st</sup>. Proposed option for dates for the sessions are:

Once the revised date and time are set, the budget sessions will be appropriately advertised.

**OPTIONS:**

1. To reschedule the dates for the 2016 Special Council meeting budget review as the \_\_\_\_\_ and/to \_\_\_\_\_ of November from \_\_\_\_\_ to \_\_\_\_\_ each day.


**RECOMMENDATION:**


That Council considers Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to reschedule the dates for the 2016 Special Council meeting budget review as the \_\_\_\_\_ and/to \_\_\_\_\_ of November from \_\_\_\_\_ to \_\_\_\_\_ each -day.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 13, 2015

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

**TOPIC:** Tax Recovery Auction

**PROPOSAL:** Reschedule the Date for the Tax Recovery Auction

---

**BACKGROUND:**

At the September 28, 2015 Council meeting, Council established the reserve bids and the auction date for the Tax Recovery Action by adopting the following motion:

2015-0438 Tax Recovery Auction

Councillor Solberg moved the Town of Redcliff include the identified following Properties currently on the tax arrears list for sale at a public auction to be held on December 3, 2015 at 10:30 a.m. Further that the terms of the sale be cash or certified cheque and conditions of the sale be "This property is offered for sale on an "as is, where is" basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser." - Carried.

The deadline to submit the advertisement in accordance with the Act for the Alberta Gazette was misinterpreted by administration and was overlooked. The public auction date will need to be rescheduled.

In order to accommodate the advertisement requirements, it is recommended to reschedule the public auction date to Dec 15, 2015 at 10:30 a.m.

**OPTIONS:**

1. To direct Administration to reschedule the tax recovery auction date from December 3, 2015 at 10:30 a.m. to December 15, 2015 at 10:30 a.m.
2. To direct Administration to reschedule the tax recovery auction date to another date as established by Council.

**RECOMMENDATION:**


That Council considers Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to reschedule the tax recovery auction date from December 3, 2015 at 10:30 a.m. to December 15, 2015 at 10:30 a.m.
2. Councillor \_\_\_\_\_ moved the tax recovery auction date from December 3, 2015 at 10:30 a.m. to \_\_\_\_\_ Time, \_\_\_\_\_ 2015 a.m.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 13, 2015

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

**TOPIC:** Building Accreditation / Permit Services (Gas, Electric, Plumbing, Building)

**PROPOSAL:** To consider accreditation in the building discipline and issuance of a Request for Proposal for permit services.

---

**BACKGROUND:**

In the latter part of 2014 and in 2015 the Town undertook to close the outstanding building permits that were previously identified as open. The Town entered into a contract with Park Enterprises Ltd to close the files. Park Enterprises Ltd. has made significant progress and we are on target to complete or to be substantially completed by the end of 2015. There may be some carry over into 2016 due to difficulties in coordinating with some customers.

The Town of Redcliff is presently accredited in the Gas, Electric, Plumbing and Fire disciplines. Accreditation in the building discipline was cancelled in May 2011. However, there had been some discussion previously about considering becoming accredited in the building discipline and contracting the building inspection services, similar to gas, electric and plumbing permits. Review and consideration was deferred to allow for closure of the outstanding building permits to be completed. With that process nearing completion Administration would like some direction from Council on their interest in moving forward with accreditation in the building discipline.

The contract with Park Enterprises for permit services for the Gas, Electric and Plumbing disciplines is due to expire at the end of 2015. We have been entering into time extension agreements with Park Enterprises with the thought that if we were to consider becoming accredited in the building discipline that we would want to put out a Request for Proposals for the Gas, Electric, Plumbing and Building Disciplines all together. With the contract due to expire it is necessary to either put out a Request for Proposals or negotiate with Park Enterprises for a renewal of the agreement. It may be an option to enter into a short term extension to allow additional time to review and ensure comprehensive completion of the old building permit files.

Administration feels it would be beneficial to pursue accreditation in the building discipline and has had discussions with Alberta Municipal Affairs to gain some insight. Ideally the province would like to see municipalities accredited. However, there is no legislated requirement that municipalities be accredited.

In discussion with Alberta Municipal Affairs Safety Services some of the benefits of accreditation would be the insight and control that accreditation gives to the municipality. It was also indicated that a municipality is still liable even if they are not accredited and it was commented that there is a misconception that municipalities are not responsible / liable if they do not hold accreditation. It was indicated that one of the municipal purposes stated in the Municipal Government Act is to develop and maintain safe and viable communities for its residents. It was their opinion that regardless of accreditation the municipality is still responsible for everything that gets built within the community.

Being accredited would be a contributing factor in achieving a safe community as per the



Municipal Government Act. Being accredited allows for more knowledge and control of what is being built in the community. The information flow is much better. The municipality would have better control and be able to ensure that building permits were being taken out. At the present time once a development permit is issued there is no further mechanism to ensure that a building permit is being taken out. Being accredited in all disciplines provides the link or the mechanism to be able to monitor / control if permits are being taken out. Having the ability to work in conjunction with a service provider enables enhanced compliance with development permit conditions. At the present time there seems to be a disconnect.

Being accredited in the building discipline would also assist on the assessment end and being able to provide information on improvements. For example we do not require a development permit for basement developments but a building permit is required. If we had that information we would be able to provide that information to the assessor.

Provision of all permitting in a central location also provides a level of service for our citizens by having one central contact point for inquiries and processing/coordination of permit issuance.

There would be some financial benefit as well. A review of the development permits by the Development Officer from 2014 and 2015 suggests that in 2014 potentially there should have been 61 building permits and in 2015 to date there should be 46 building permits. With regard to gas, electric and plumbing permits in 2014 there were 155 gas, electric, plumbing permits issued and in 2015 to date there have been 200 gas, electric and plumbing permits issued.

There would be additional workload on administrative staff with regard to assisting and receiving applications along with the coordination of working with a service provider. There would also be some accounts payable / receivable processing required.

You will note that we are also accredited in the fire discipline. No changes are presently suggested as fire inspection services are completed in house.

Administration is seeking direction from Council if they would like Administration to pursue with accreditation in the building discipline or not. And would like direction with regard to the contract with Park Enterprises Ltd. and if we should proceed with issuing a Request for Proposals for permit services.

It may also be beneficial to have a presentation from either Alberta Municipal Affairs or Safety Codes Council with regard to accreditation.

## **POLICY / LEGISLATION**

Excerpt from *Municipal Government Act*

Municipal purposes

- 3 The purposes of a municipality are
- (a) to provide good government,
  - (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
  - (c) to develop and maintain safe and viable communities.

1994 cM-26.1 s3

## **STRATEGIC PRIORITIES**

Building Accreditation is identified under the operational strategies of the Municipality's Strategic Priorities. Accreditation in the gas, electric, plumbing, building and fire discipline would contribute to achieving a safe community as per the Municipal Government Act. It would also assist in the provision of consistency and knowledge in the issuance of permits as well as provide a mechanism in achieving compliance with applicants meeting conditions.

## **ATTACHMENTS:**

None.

## **OPTIONS:**

1. Direct Administration to arrange for a presentation on accreditation.
2. Direct Administration to pursue accreditation in the building discipline. And further to direct Administration to issue a Request for Proposals for permit services for gas, electric, plumbing and building disciplines.
3. Direct Administration to issue a Request for Proposal for permit services for gas, electric, plumbing disciplines.
4. Direct Administration to enter into negotiations with Park Enterprises to renew the existing contract for permit services in the gas, electric and plumbing disciplines.
5. Direct Administration to pursue a short term extension for permit services for the gas, electric, and plumbing discipline to allow for additional review by Administration relating to accreditation in the gas, electric, plumbing, building and fire disciplines.
6. Other as directed by Council or a combination of any of the above suggested options.

## **RECOMMENDATION:**

Administration is seeking the guidance of Council whether they would like to pursue accreditation in the building discipline and direction on the issuance of a Request for Proposal.

## **SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to direct Administration to arrange for a presentation on accreditation.
2. Councillor \_\_\_\_\_ moved to direct Administration to pursue accreditation in the building discipline. And further to direct Administration to issue a Request for Proposals for permit services for gas, electric, plumbing and building disciplines.
3. Councillor moved to direct Administration to issue a Request for Proposal for permit services for gas, electric, plumbing disciplines.
4. Councillor \_\_\_\_\_ moved to direct Administration to enter into negotiations with Park Enterprises to renew the existing contract for permit services in the gas, electric and plumbing disciplines.

5. Councillor \_\_\_\_\_ moved to direct Administration to pursue a short term extension for permit services for the gas, electric, and plumbing discipline to allow for additional review by Administration relating to accreditation in the gas, electric, plumbing, building and fire disciplines.
6. Councillor \_\_\_\_\_ moved to ...

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. **2015**.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton-Beverly-Clareview*

RECEIVED  
OCT 05 2015  
TOWN OF REDCLIFF

AR80856

September 17, 2015

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

Dear Mayor Reimer,

The Government of Alberta is committed to making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local infrastructure priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe and resilient communities.

I am pleased to accept the following qualifying capital projects submitted by your municipality under the MSI capital program.

CAP-6772	Water Treatment Plant Replacement	\$2,608,634
CAP-6773	4 Avenue Underground Utilities Construction	\$1,349,307

The provincial government looks forward to opportunities to celebrate your MSI funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.msicapitalgrants@gov.ab.ca](mailto:ma.msicapitalgrants@gov.ab.ca).

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Deron Bilous  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton-Beverly-Clareview*

RECEIVED  
OCT 05 2015  
TOWN OF REDCLIFF

AR81032

September 17, 2015

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

Dear Mayor Rejmer,

The Government of Alberta is committed to making life better for Albertans. By providing stable, predictable funding to our municipal partners, we will continue working to ensure they have the resources needed to meet their local priorities and strengthen the communities we call home. The Municipal Sustainability Initiative (MSI) remains a provincial priority and continues to assist with building strong, safe and resilient communities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2014 operating allocation and any estimated 2013 carry-forward to the priorities identified in your plan.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Deron Bilous  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff





# 2015 MEDICINE HAT'S VitalSigns

*sense of belonging*

RECEIVED  
OCT 05 2015  
TOWN OF MEDICINE CLIFF

Oct 5<sup>th</sup> 2015

Dear Mayor Ernie Reimer,

Enclosed is a copy of Medicine Hat's VitalSigns®2015. This is the ninth quality of life report produced by the Community Foundation of Southeastern Alberta. Enclosed you will find an advanced copy of the report as an appreciation for your support in compiling the data. Without the valuable relationships the Foundation has with contributors and sponsors the report would not be a success. Please note that this report is embargoed until the official media launch on Tuesday, October 6<sup>th</sup>.

The purpose of Vital Signs® is to provide an insight into the quality of life in the region and to inform citizens of the work of the Community Foundation. Since its inception in 1992 the foundation has developed a deep understanding of the many issues facing the community. The work of the Community Foundation has been guided by strong relationships with donors, fund holders, grant recipients and committee volunteers; Vital Signs® takes this knowledge and understanding a stage further. Vital Signs® assists the Community Foundation in gaining a clear sense of the needs and priorities of the region.

Many community members use Vital Signs® to stimulate dialogue, learn more about the community and plan for the future. The 2015 report will build on this and continue to be a primary tool for individuals and organizations, in making decisions and taking action to improve the quality of life for all residents.

If you have not yet purchased your ticket for the Launch Lunch please visit [www.cfsea.ca/vital-signs](http://www.cfsea.ca/vital-signs) the event will take place on Thursday October 8<sup>th</sup> from 11:30am - 1:30pm at Chinook Village Terrace Room.

Please provide feedback about this year's report by completing the enclosed survey and returning it to us via mail, fax or scan & email.

On behalf of the Community Foundation board and staff, please enjoy Medicine Hat's Vital Signs® 2015.

Yours truly,

A handwritten signature in blue ink, appearing to read "Mike Christie", with a stylized flourish at the end.

Mike Christie

Executive Director

Room 104, 430 - 6<sup>th</sup> Ave. S.E. Medicine Hat, AB T1A 2S8  
Ph: 403.527.9038 Fax: 403.527.9204 [www.cfsea.ca](http://www.cfsea.ca)

# MEMO TO COUNCIL

**DATE:** October 13, 2015

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

**TOPIC:** Tri-Area Inter-municipal Development Plan (IDP) Review

---

The purpose of this memo is to provide Council with a brief update with regard to the review of the Tri-Area Inter-Municipal Development Plan (IDP).

The IDP was adopted by the City of Medicine Hat, Cypress County and the Town of Redcliff in July 2010. *A subsequent amendment was adopted in January 2012.*

Section 3.8.2 Review and Amendment Policies of the IDP indicates that the document be reviewed every six years. This is to ensure the document remains current and effective. The Inter-municipal Liaison Committee has been reviewing the document and will be bringing forward recommendations for minor amendments. No major revisions or changes in policy direction have been identified at this time.

The most significant changes being reviewed at this time relate to:

- Incorporation of the changes (actual and anticipated) to the *Municipal Government Act*;
- Incorporation of the South Saskatchewan River Regional Plan policies;
- Incorporation of new/anticipated revised Provincial policies (i.e. floodway regulations, wetland policies, etc.);
- Recognize the anticipated airport land use delegation through the City's and County's Land use Bylaws;
- Recognize on the land use map the Hamlet of Desert Blume; and,
- Changes to the inter-municipal referral requirements and process to streamline development permit applications.

The Inter-municipal Liaison Committee intends to continue to review and prepare proposed amendments to the IDP based on the following tentative schedule:

- |                                 |                           |
|---------------------------------|---------------------------|
| • Plan Preparation              | September – December 2015 |
| • First Reading by each Council | January 2016              |
| • Joint Council Public Hearing  | February 2016             |
| • Second / Third Reading        | March 2016                |

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

**DATE:** October 13, 2015

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

**TOPIC:** Bylaw & Policy Changes to incorporate changes to Subdivision Authority and membership of the SAA, MPC and SDAB

**PROPOSAL:** To consider changes to several Bylaws and Policies to change the authority and membership of the SAA, MPC and SDAB.

---

### **BACKGROUND:**

A Municipal Inspection Report was completed by Alberta Municipal Affairs in May 2013 and it brought forward several recommendations. One of the recommendations was to remove Council representation from the Redcliff Planning Board and have an administrative / technical review board that could review planning matters and bring forward comments/recommendations. It was suggested that there not be Council representation on this Board. It is not necessary to establish this administrative / technical review board by bylaw. On June 9, 2014 Bylaw 1414/2005, Redcliff Planning Board Bylaw was repealed.

*June 9, 2014 Council meeting*

*2014-0331 Councillor Kilpatrick moved Bylaw 1787/2014 to repeal Bylaw 1414/2005 being the Redcliff Planning Board Bylaw be given third reading. – Carried.*

Several bylaws and policies require updating to remove the reference to Redcliff Planning Board.

The Inspection Report also recommended that Council re-consider its role as the subdivision approving authority and transfer the responsibilities for subdivision decision making to the Municipal Planning Commission. On March 9, 2015 Council passed the following motion:

*March 9, 2015 Council Meeting*

*2015-0107 Councillor Kilpatrick moved that Administration review and propose amendments to the applicable Town Bylaws and Policies for consideration by Council to transfer the subdivision approving authority to the Municipal Planning Commission and amend the composition of the Municipal Planning Commission and Subdivision and Development Appeal Board to include Council member representation. - Carried.*

Administration has reviewed the Town's policies and bylaws and at this time is proposing changes to the following bylaws and policies.

- Subdivision and Development Appeal Board (1742/2013)
- Subdivision Approving Authority Bylaw (1221/2000)
- Municipal Planning Commission Bylaw (1791/2015)
- Land Use Bylaw 1698/2011
- Policy 112, Condominium Development Policy
- Policy 24, Release of Information Policy

It is proposed that the changes to the bylaws would be effective January 2016 and the changes to the policies could take effect immediately.

There may be future recommendations for changes to other bylaw or policies at a later date such as the Infrastructure Capacity Fee Policy which is being reviewed in conjunction with the proposed Off Site Levy Bylaw project.

## **POLICY / LEGISLATION**

### **Excerpts from 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

#### **Development authority**

- 624 (1) Subject to section 641, a council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.
- (2) A development authority may include one or more of the following:
- (a) a designated officer;
  - (b) a municipal planning commission;
  - (c) any other person or organization.

1995 c24 s95

#### **Municipal planning commission**

- 626 (1) A council may by bylaw establish a municipal planning commission and may by bylaw authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal planning commission.
- (2) An intermunicipal planning commission is deemed to be a municipal planning commission for the purposes of this Part.
- (3) If an intermunicipal planning commission or a municipal planning commission is established, the bylaw or agreement establishing it must
- (a) provide for the applicable matters described in section 145(b),
  - (b) prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties, and
  - (c) in the case of an intermunicipal planning commission, provide for its dissolution.

1995 c24 s95

#### **Appeal board established**

- 627 (1) A council must by bylaw
- (a) establish a subdivision and development appeal board, or
  - (b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both.
- (2) An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.

- (3) Despite section 146,
  - (a) in the case of a subdivision and development appeal board formed under subsection (1)(a), councillors may not form the majority of the board or the majority of the board or a committee hearing an appeal, and
  - (b) in the case of a subdivision and development appeal board formed under subsection (1)(b), the councillors from a single municipality may not form the majority of the board or of a committee hearing an appeal.
- (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.

1995 c24 s95;1996 c30 s54

#### Appeal board established

- 628
- (1) A bylaw or agreement under section 627 must
    - (a) provide for the applicable matters described in section 145(b), and
    - (b) prescribe the functions and duties of the subdivision and development appeal board.
  - (2) A bylaw or agreement under section 627 may provide
    - (a) for the members of the subdivision and development appeal board to meet in committees,
    - (b) for 2 or more committees to meet simultaneously,
    - (c) that the committees have any or all the powers, duties and responsibilities of the subdivision and development appeal board, and
    - (d) that a decision of a committee is a decision of the subdivision and development appeal board.

1995 c24 s95

### **STRATEGIC PRIORITIES**

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

### **ATTACHMENTS:**

- Excerpt from Municipal Inspection Report Recommendation #32
- Bylaw 1811/20155, Subdivision and Development Appeal Board
- Bylaw 1812/2015, Subdivision Approving Authority Bylaw 1221/2000
- Bylaw 1813/2015, Municipal Planning Commission Bylaw 1791/2015
- Bylaw 1814/2015, a Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw
- Policy 112, Condominium Development Policy
- Policy 24, Release of Information Policy



**OPTIONS:**

- |  |                                  |
|--|----------------------------------|
| • Bylaw 18112/2015, Subdivision and Development Appeal Board                 | Consider 1 <sup>st</sup> Reading |
| • Bylaw 1812/2015, Subdivision Approving Authority Bylaw 1221/2000           | Consider 1 <sup>st</sup> Reading |
| • Bylaw 1813/2015, Municipal Planning Commission Bylaw 1791/2015             | Consider 1 <sup>st</sup> Reading |
| • Bylaw 1814/2015, a Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw | Consider 1 <sup>st</sup> Reading |
| • Policy 112, Condominium Development Policy                                 | Consider Approval                |
| • Policy 24, Release of Information Policy                                   | Consider Approval                |

Alternatively you may wish to direct Administration to conduct further review and changes or leave as status quo.

**RECOMMENDATION:**

Consider giving first reading to:

Bylaw 1811/2015, Subdivision and Development Appeal Board  
Bylaw 1812/2015, Subdivision Approving Authority Bylaw  
Bylaw 1813/2015, Municipal Planning Commission Bylaw  
Bylaw 1814/2015, a Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw

Consider approving Policy 112, Condominium Development Policy and Policy 24, Release of Information Policy as presented.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Bylaw 1811/2015, Subdivision and Development Appeal Board be given first reading.

Councillor \_\_\_\_\_ moved Bylaw 1812/2015, Subdivision Approving Authority Bylaw be given first reading.

Councillor \_\_\_\_\_ moved Bylaw 1813/2015, Municipal Planning Commission Bylaw be given first reading.

Councillor \_\_\_\_\_ moved Bylaw 1814/2015, a Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw be given first reading.

Councillor \_\_\_\_\_ moved Policy 112, Condominium Development Policy be approved as presented.

Councillor \_\_\_\_\_ moved Policy 24, Release of Information Policy be approved as presented.

2. Councillor \_\_\_\_\_ moved that Administration undertake further review of Bylaws and Policies to change the authority and membership of the SAA, MPC and SDAB.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.

There is no clear reason for two statutory decision making bodies; council as the subdivision approving authority for subdivision applications and the municipal planning commission for discretionary use development permits. Council may wish to re-consider the use of a separate SAA for subdivision applications since the MPC may undertake both development permit and subdivision approval functions (Sections 623 and 624 of the *MGA*). By doing so, there would be an efficiency of one board dealing with both types of applications. It would also provide the opportunity to correct the SDAB composition issue since some of council may sit on the MPC while the other councillors may sit on the SDAB. The MPC's role could be further enhanced by becoming the recommendation body to council on planning matters rather than the Redcliff Planning Board (see discussion below).

### **32. Recommendation**

**That council re-consider its role as the subdivision approving authority and transfer the responsibilities for subdivision application decision making to the MPC. As one alternative to correcting the SDAB composition issue, councillors would either sit on the MPC or sit on the SDAB, and the remaining councillor would sit as an alternate on the SDAB.**

The Subdivision Approving Authority, when rendering decisions on subdivision applications, must be cautious to not delegate the final decision on an application to another body. In a recent subdivision decision, File No. 2012SUB02, the SAA included a condition requiring that the land be re-districted since the current land use districting did not allow for the proposed use of the planned parcels in order to comply with Section 654 of the *MGA*. Land-use districting is the responsibility of

**TOWN OF REDCLIFF**  
**BYLAW NO. 1742/2013 ~~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, ~~Development Officer or the Municipal Planning Commission.~~ 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 Officer” 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 ~~Municipal Manager~~ 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 ~~vote~~ 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 ~~for the purpose~~, 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 Officer, Municipal Planning Commission~~ 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 Officer, Municipal Planning Commission~~ 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 ~~detailed 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 Office or the Municipal Planning Commission,~~ 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~~this Bylaw, 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. ~~If any appeal is related to a Subdivision decision, no member of Council can sit on the board to hear the appeal. Similarly, if an appeal is initiated by Council no member of Council can sit on the board to hear said appeal.~~
31. Subject to Section 29 ~~and 30~~, 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. Should members of Council be unable to sit on the board to hear an appeal, quorum will be determined by the majority of the remaining full time members of the board.
32. 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**

33. 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 or 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**

- 34. 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,
- 35. 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.
- 36. 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.
- 37. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- 38. 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.
- 39. 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.
- 40. 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.

41. In accordance with the ~~Municipal Government Act, section 197 (2.1)~~ the Subdivision and Development Appeal Board may deliberate and make its decision in meetings closed to the public.

### **APPEALS TO COURT OF LAW**

42. 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 ~~Municipal Government Act~~.
43. 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**

44. 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**

41. Bylaw No. ~~1733/2013~~1742/2013 is hereby repealed upon this Bylaw coming into effect.

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 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. ~~1221/2000~~ 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 ~~1994~~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) ~~Municipal Secretary~~ Manager of Legislative and Land Services means a person appointed by Council as a Designated Officer and known as ~~Municipal Secretary~~ Manager of Legislative and Land Services.
- (E) ~~Redcliff Planning Board~~ means the Board that is established as outlined in the ~~Redcliff Planning Board Bylaw~~.
- (F) **Redcliff Planning Consultant** means the person appointed by Council to provide consulting planning services to the Town.
- (G) **Secretary** means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Authority.
- (H) **Subdivision** means a subdivision application submitted to the ~~Redcliff~~ Subdivision Approving Authority.
- (I) **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.

### **3. ~~ESTABLISHMENT AND COMPOSITION~~**

- A) ~~The Redcliff Subdivision Approving Authority is hereby established under the name of Redcliff Subdivision Approving Authority.~~
- B) ~~The Redcliff Subdivision Approving Authority shall be composed of all members of Redcliff Town Council.~~

### **4. ~~APPOINTMENT OF CHAIRMAN~~**

- A) ~~The Mayor shall act as Chairman of the Redcliff Subdivision Approving Authority.~~

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- ~~B) The Chairman or such other person authorized by the Redcliff Subdivision Approving Authority for the purpose, shall sign all notices of decisions and other documents on behalf of the Authority relating to any jurisdiction or power of the Authority.~~
- ~~C) 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 Redcliff Subdivision Approving Authority.~~
- ~~D) Every member shall vote on every application placed before the Redcliff Subdivision Approving Authority.~~
  - ~~(i) unless in a specific case, the Chairman or member is excused by resolution of the Authority from voting, or~~
  - ~~(ii) unless disqualified from voting by reason of pecuniary interest;~~
  - ~~iii) unless disqualified from voting by reason of the member was not present during the entire length of the discussion pertaining to a matter being considered at the meeting of the Redcliff Subdivision Approving Authority.~~

#### ~~5. APPOINTMENT AND DUTIES OF SECRETARY~~

- ~~A) The Secretary shall perform such functions as may be necessary to assist the Redcliff Subdivision Approving Authority to fulfill its duties under the Act and this Bylaw.~~
- ~~B) The Secretary shall maintain a written record with respect to:~~
  - ~~(i) the minutes of all meetings;~~
  - ~~(ii) all applications for subdivisions;~~
  - ~~(iii) copies of all written representation to the Redcliff Subdivision Approving Authority;~~
  - ~~(iv) a summary of any verbal evidence presented to the Redcliff Subdivision Approving Authority;~~
  - ~~(v) the names and addresses of those persons making representation to the Redcliff Subdivision Approving Authority;~~
  - ~~(vi) the decisions together with the reasons of the Redcliff Subdivision Approving Authority;~~
  - ~~(vii) copies of all notices of decisions and to whom they were sent.~~
- ~~C) The Secretary shall:~~

- (i) ~~notify all members of the **Redcliff Subdivision Approving Authority** of the arrangements for holding meeting;~~
- (ii) ~~shall make available for public inspection, before the commencement of meetings, all relevant documents and materials respecting the application.~~

**6. ~~DUTIES OF THE TOWN OF REDCLIFF SUBDIVISION APPROVING AUTHORITY~~**

- A) ~~The **Redcliff Subdivision Approving Authority** shall meet at such intervals as are necessary to consider and decide on subdivisions applied for within terms of this Bylaw, the Land Use Bylaw, and the Act. These meeting shall be held during regularly scheduled Town of Redcliff Council meetings.~~
- B) ~~At meetings the **Redcliff Subdivision Approving Authority** shall: hear from or receive:~~
  - (i) ~~hear a report from the Redcliff Planning Board; or receive~~
  - (ii) ~~any other person who has served with notice of the hearing;~~
  - (iii) ~~any other person or his agent who claims to be affected by the decision~~
- C) ~~The **Redcliff Subdivision Approving Authority** may make its rules as are necessary for the conduct of its meetings and its business in accordance with the Act and this Bylaw.~~

**7. ~~QUORUM~~**

- A) ~~A quorum shall be the majority of appointed members of Redcliff Town Council.~~

**8. ~~DECISIONS~~**

- A) ~~The **Redcliff Subdivision Approving Authority** may approve or deny any application for subdivision.~~
- B) ~~The **Redcliff Subdivision Approving Authority** shall give its decision in writing together with reasons for the decision within fifteen (15) days of the conclusion of the meeting.~~
- C) ~~The majority decision of the members of the **Redcliff Subdivision Approving Authority** present at a meeting duly convened shall be deemed to be the decision of the Board.~~
- D) ~~In the event of a tie vote, the motion shall be deemed to be decided in the negative.~~
- E) ~~Where a hearing is adjourned and the **Redcliff Subdivision Approving Authority** does not at the time of adjournment fix a time and place for further hearing of the application and announce it to those in attendance, the Chairman shall announce to~~

those in attendance that notice of the time and place for further hearing will be sent only to those persons who leave their name and addresses shall be entitled to notice of the further meeting.

- F) ~~In accordance with the Act, the Redcliff Subdivision Approving Authority may deliberate and make its decision in meetings closed to the public.~~

## **9. APPEALS**

- A) ~~An appeal of a decision made by the Redcliff Subdivision Approving Authority on a subdivision application may be made to the Subdivision and Development Appeal Board.~~
- B) ~~The Secretary shall keep on file all notices of application made for leave to appeal to the Subdivision and Development Appeal Board.~~

## **10. CONFIDENTIALITY**

- A) ~~The Redcliff Subdivision Approving Authority 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:~~
- ~~i) commercial information, the disclosure of which would:~~
    - ~~a) likely prejudice the commercial position of the person who supplied it;~~
    - ~~b) reveal a trade secret;~~
    - ~~c) 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;~~
  - ~~ii) information that is subject to obligations of confidence, the disclosure of which would:~~
    - ~~a) likely prejudice the future supply of similar information or advice;~~
    - ~~b) likely prejudice the Town's ability to carry out its activities or negotiations;~~
    - ~~c) place Authority Members, or employees of the Town at risk of improper pressure or harassment;~~
    - ~~d) breach legal professional privilege; or~~
    - ~~e) prejudice measures protecting health and safety;~~

- ~~iii) personal information, including personnel information, unless its disclosure:~~
  - ~~a) is for the purpose for which the information was obtained or for a consistent purpose;~~
  - ~~b) is required so that the **Town** can carry out its duties and functions; or~~
  - ~~c) is in a statistical or other form so that the name of persons are not revealed or made identifiable;~~
- ~~iv) 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;~~
- ~~v) information the disclosure of which could prejudice security and the maintenance of the law;~~
- ~~vi) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;~~
- ~~vii) information that is prohibited from being released by this or any other enactment.~~

13. **REPEAL**

A) Bylaw No. ~~4059/95~~ 1221/2000 is hereby repealed.

B) This Bylaw shall take effect January 1, 2016.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 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. ~~1791/2014~~ 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.

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~~j)k)~~ "Municipality" means the geographic area situated within the corporate boundaries of the Town of Redcliff.

~~k)l)~~ "Secretary" shall mean the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Commission.

~~h)m)~~ "Subdivision & Development Appeal Board" means a board established by Council pursuant to the Act.

~~m)n)~~ "Town" shall mean the Municipal Corporation of the Town of Redcliff.

### **ESTABLISHMENT AND COMPOSITION**

~~11-~~ 2. The Commission for the Town is hereby established.

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~~12-~~ 3. The Commission shall consist of ~~a minimum of three (3) and a maximum of~~ seven (7) Members as follows:

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a) Three (3) members of the Council, and

b) Four (4) public members appointed by the Council.

~~a)c) A maximum of seven (7) residents of the Town of Redcliff who shall not be employees or municipal officials of the Town or members of 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.

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~~13-~~ 5. A public member is eligible to be appointed to the Commission if they reside within the corporate boundaries of the Town of Redcliff.

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~~14-~~ 6. Each Member of the Commission shall be appointed by resolution of Council.

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~~15-~~ 7. A Member may be reappointed but only by resolution of Council.

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~~16-~~ 8. A vacancy on the Commission may only be filled by resolution of Council.

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### **REMUNERATION**

~~17-~~ 9. Members of the Commission shall hold office without remuneration.

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~~18-~~ 10. A Member may make submissions to Council or as established by policy of Council for Commission related Development expenses.

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### **TERMINATION OF APPOINTMENTS**

~~19-~~ 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.

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~~20.~~ 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.

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~~20.~~ 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.

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~~24.~~ 14. The appointment of a Member may at any time be revoked by resolution of Council.

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#### **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

~~22.~~ 15. The Commission shall at its first regular meeting held in ~~the month of January 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.

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~~23.~~ 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.

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~~24.~~ 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.

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#### **QUORUM**

~~25.~~ 18. Majority of the appointed Members shall constitute a quorum at any meeting of the Commission.

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~~26.~~ 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.

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#### **COMMISSION RESPONSIBILITIES FUNCTIONS & DUTIES OF THE COMMISSION**

20. The Commission shall perform the following functions and duties:

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a) and exercise the development powers and duties as outlined in the ~~current~~ Land Use Bylaw of the Town and amendments thereto;

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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.

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~~2.~~ c) advise and assist the Council with regards to planning and development matters within the municipality.

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- d) carry out such other functions and duties as may be assigned to the Commission by Council

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### **LIMITATIONS**

~~3.~~ 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.

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~~4.~~ 22. Any recommendations made by the Commission regarding general planning issues shall be forwarded to Council.

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~~5.~~ 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.

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~~6.~~ 24. The Commission shall restrict its request for information to information required to make sound planning decisions relating to matters within its jurisdiction.

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### **COMMUNICATIONS**

~~7.~~ 25. The Commission shall provide a copy of meeting minutes to the Council on a regular basis.

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~~8.~~ 26. The Commission may make presentations to Council regarding planning and development related issues.

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~~9.~~ 27. The Commission shall ensure original minutes and correspondence of Commission and sub-committee meetings are kept safe at the Town's municipal office.

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### **CONFIDENTIALITY**

~~10.~~ 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:

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- 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**

~~27.~~ 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.

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~~28.~~ 30. Special Meetings of the Commission may be established through either of the following processes:

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- 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 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.

~~30.~~ 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.

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~~31.~~ 32. The conduct of the meetings shall be determined by the Chairman who may:

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- 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.

~~32.~~ 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.

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~~33.~~ 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*.

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~~34.~~ 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.

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## **DECISIONS**

~~35.~~ 36. The Commission may make its decisions, recommendations and issue notices with or without conditions in accordance with the *Act*, this Bylaw, ~~and~~ the Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time.

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~~36.~~ 37. The Chairman, when present, and every other Member present shall vote on every matter.

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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.

~~37.~~ 38. The decisions of the Commission shall be by simple majority vote of the Members present.

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~~38.~~ 39. No seconder is required to make a motion of the Commission.

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~~39.~~ 40. Any resolution in which there is a tie vote shall be deemed to be decided in the negative.

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~~40.~~ 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.

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~~41.~~ 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.

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~~42.~~ 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.

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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.

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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.

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~~43.~~ 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.

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#### **SECRETARY**

~~44.~~ 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.

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~~45.~~ 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.

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~~46.~~ 49. The Secretary shall conduct the correspondence of the Commission and provide it with such administrative services as required.

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#### **REPEAL**

~~47.~~ 50. Bylaw Number ~~1734/2013-1791/2014~~ known as the Municipal Planning Commission Bylaw is hereby repealed upon this Bylaw coming into effect January 1, 2016.

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51. This Bylaw shall come into force ~~following third reading and signing~~ January 1, 2016.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 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 XXXX/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 \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**PASSED** and **SIGNED** this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
MAYOR

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

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Approved by Council: July 21, 2008

## CONDOMINIUM DEVELOPMENT POLICY

### Background

This policy provides direction and guidelines in regards to the condominium development process. It addresses the Town of Redcliff's procedures for conversion of an existing building and parking into a condominium, creation of bare land condominium project and the registration of condominium plan.

This policy is consistent with the Municipal Government Act, the Condominium Property Act, the Condominium Property Regulation Alta. Reg. 168/2000 and the Land Titles Act.

### Condominium Development

There are three possible condominium developments that the Town may entertain. The procedures for the three types are listed below.

#### 1. Condo Conversion of Existing Building

*Purpose:* To provide guidance when conversion of an existing building into condominium development is requested.

*Principle:* The Condominium Property Act, RSA 2000, provides an opportunity for landowners to convert existing buildings into condominiums. The Act requires the Town's approval prior to registration of such conversion.

*Procedure:*

- a. In order to comply with Section 10 (1) (b) (ii) of the Condominium Property Act, the following documents must be submitted to the ~~Municipal Secretary~~ **Manager of Legislative & Land Services**
  - i. The application form, for condominium conversion titles.
  - ii. Two hard copies of the condominium plan.
  - iii. A copy of the Certificate of Title of the property issued within the last thirty (30) days
  - iv. A signed authorization by the landowner if the application is submitted by an agent.
  - v. One digital copy of the proposed condominium plan.
  - vi. \$40.00 application fee per unit excluding common property, payable to the Town of Redcliff.



- b. The Development Officer for the Town of Redcliff will review the plan to ensure that the condominium conforms to the development permit and the Land Use Bylaw as per section 10 of the Condominium Property Act:  
*"10(1) (b) (ii) a certificate of the local authority or of a person designated by the local authority stating that the proposed division of the building, as illustrated in the plan, has been approved by the local authority."*

*"10(2) If an application is made under subsection (1) (b) (ii), the local authority:*

- (a) may with respect to a building that was constructed prior to August 1, 1966 or for which the building permit was issued prior to August 1, 1966, prohibit the issue of the certificate if it considers it proper to do so, and*
- (b) shall with respect to a building for which a building permit was issued on or after August 1, 1966, direct the issue of the certificate if it is satisfied that the building conforms to:*
  - (i) the development scheme, development control bylaw, zoning bylaw or land use bylaw as the case may be, and*
  - (ii) any permit issued under that scheme or bylaw."*

- c. If the plan meets the above criteria, a planning report is prepared and given to the Redcliff Planning Board **an Administrative Review Committee comprised of but not limited to the Municipal Manager, Manager of Legislative & Land Services, Manager of Engineering and the Planning Consultant** for review. The Redcliff Planning Board **Administrative Review Committee** shall make a recommendation to Council **the Subdivision Approving Authority**.
- d. The Town Council **Subdivision Approving Authority** will review and make a decision regarding the application.
- e. If approved the plan is returned to the Alberta land surveyor for registration.

### Notes

- a. The Town **Subdivision Approving Authority** must render a decision within 60 days.
- b. Parking on the plan must be shown as common property. If the plan shows the conversion of the common property into bareland parking units, the conversion procedures outlined below must be followed.

## 2. Conversion of Surface Parking Stalls

**Purpose:** to provide guidance when common parking is converted into bare land parking units.

**Principle:** converting common parking into bare land parking units are treated as a bare land condominium and is deemed to be an

Common parking is a parking space which is commonly owned, and used by all condominium owners. It is part of the common share of the building (like the hall way or the elevator).

application for subdivision.

*Section 14 (1) of the Condominium Property Act:*

*(a) "Common Property" includes facilities and property that are intended for common use by the owners notwithstanding that the facilities or property may be located in or comprise a unit or any part of a unit.*

Bare land parking units have separate titles for each stall. They are individually owned, and each parking unit has its own value which can be added to the actual value of the unit.

**Procedures:**

- a. To convert common parking into "bare land parking units", the following documents must be submitted to the ~~Municipal Secretary~~ **Manager of Legislative & Land Services**:
  - i. Subdivision application form;
  - ii. a copy of the parking plan;
  - iii. one digital copy of the proposed condominium plan;
  - iv. a copy of the Certificate of Title of the property issued within thirty (30) days of receipt of the application for condominium conversion;
  - v. a signed authorization by the landowner if the application is submitted by an agent;
  - vi. In the event that the building is older than ten (10) years or the approved parking plan is unavailable, the applicant is required to prepare and submit a parking plan identifying the number of parking stalls, the width and length of the parking stalls, and the width of the drive aisles in association with a list of the number of bedrooms per unit; and
  - vii. The visitor parking stalls shall be identified as common property.
  - viii. \$350.00 flat fee plus \$20 for each parking stall converted to condominium, paid to the Town of Redcliff;
- b. converting common parking into bare land parking units is deemed a subdivision. Regulations and procedures in accordance with subdivisions apply.

### 3. Creation of a Bare land Condo

**Purpose:** to provide guidance when land is proposed to be divided into a bare land condo. Typically the condo units (lots) are created from under developed, or vacant land, and will likely create private roads and open space along with the condo units (lots).

**Principle:** new bare land condos are deemed to be applications for subdivision.

**Procedures:**

- a. The standard subdivision application, review and approval procedures are followed.

- b. Application fee for a bare land condominium is based on the fees charged upon the submission of a subdivision application as per each bare land unit to be created and its intended use.

## Registration of Condominium Plan (applies to all 3 scenarios)

**Purpose:** to provide guidance that allows the condominium plan owner to complete the registration process in a timely manner.

**Principles:** in order to comply with the purpose of part 17 of the Municipal Government Act, the Condominium Property Act and the Land Titles Act, the condominium plan must be registered. This registration has the effect of constituting a condominium corporation.

**Policies:**

- a. The Development Officer for the Town of Redcliff will review the plan to ensure that the condominium conforms to the Land Use Bylaw as per section 8(1) of the Condominium Property Act:
  - 8(1) every plan presented for registration as a condominium plan shall:*
    - (a) be described in the heading of the plan as a condominium plan;*
    - (b) bear a statement containing those particulars as may be necessary to identify the title to the parcel;*
    - (c) include a drawing illustrating the units and distinguishing the units by numbers or other symbols;*
    - (d) define the boundaries of each unit;*
    - (e) where a building is to be divided into units, show the approximate floor area of each unit;*
    - (f) where land is to be divided into bare land units, show the approximate area of each unit;*
    - (g) be signed by the owner of the property; and*
    - (i) contain any other features prescribed by the regulations.*
- b. The Town of Redcliff charges service fees for the above mentioned services. The service fees are charged in accordance with the Condominium Property Act and the Condominium Property Regulation (168/2000).
- c. In compliance with the Alberta Land Titles Act and the Condominium Property Act, the Alberta Land Surveyor must submit the plan for registration.

## Appeal Process

The Condominium Property Act and the Condominium Property Regulation Alta. Reg.168/2000 have not established any provision for the appeal process. Therefore, the Town assumes/holds the right not to issue the condo certificate to an application if it is considered as not to the satisfaction of the Town, and or

approves an application tentative to the applicant fulfilling the conditions which may be raised or requested by ~~Town Council~~ Subdivision Approving Authority.

**Town of Redcliff**#1 -3<sup>rd</sup> Street N.E  
Redcliff, AB T0J 2P0Phone: (403) 548-9247  
Fax: (403) 548-6623**Application For Condominium Conversion**

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

Name of registered owner of land \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Contact person \_\_\_\_\_

**Types of Condominium Conversion**

- ☐ Condominium conversion of existing building (\$40/unit)
- ☐ Conversion of surface parking stalls (\$350 + \$20/stall)
- ☐ Creation of bare land condominium units (same fees as subdivision application)

**Legal Description**

All/part of the \_\_\_\_\_ ¼ sec \_\_\_\_\_ twp \_\_\_\_\_ range \_\_\_\_\_ west of \_\_\_\_\_ meridian

Being all/ part of lot number \_\_\_\_\_ Block number \_\_\_\_\_

Registered plan # \_\_\_\_\_ Certificate of title # \_\_\_\_\_

Municipal address (if applicable):

**Land use**

Existing use of land \_\_\_\_\_ Proposed type of development \_\_\_\_\_

Proposed number of units \_\_\_\_\_ Number of parking stalls on-site \_\_\_\_\_

**Registered owner or person acting on the registered owner's behalf**

I \_\_\_\_\_ hereby certify that

- ☐ I am the Registered Owner ☐ I am the Authorized Agent 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 condominium conversion.

Signature: \_\_\_\_\_

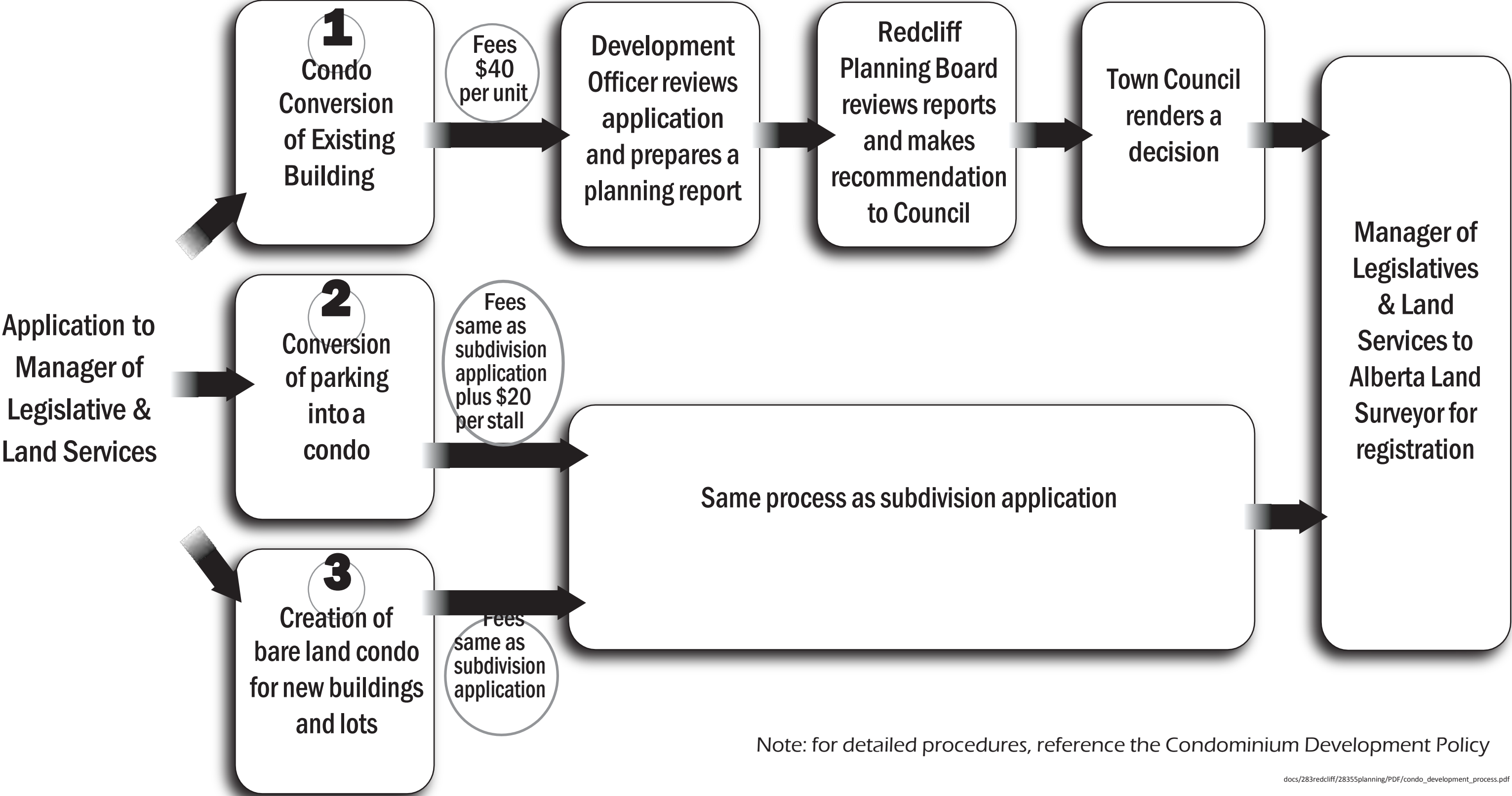
Date: \_\_\_\_\_

This personal information is being collected under the authority of section 8 of the condominium property act and will be used to determine whether the building complies with the Town of Redcliff zoning by law. The personal information may be included in reports that are available to the public. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collections, and use of this information, contact this office at # 1-3<sup>rd</sup> Street NE. (403) 548-9247-3618.





# Condominium Development Process



Approved by Council – ~~June 11, 2012~~  
~~Policy Effective following the launch of the~~  
~~new Town website.~~

## RELEASE OF INFORMATION POLICY

### BACKGROUND

The Town of Redcliff has in its possession information that may be requested by a member of the public or a member of the media.

The information held by the Town of Redcliff may include items that have been discussed in camera or items that are of a personal nature.

The Municipal Government Act allows Council to establish a policy for release of information as well as establish a cost to provide copies or transcripts of this information.

The Town of Redcliff is considered to be a local government body as defined in Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP Act) and thus all information gathered and/or under the control of the Town of Redcliff is regulated by the terms of this legislation. Said information may only be made available as is authorized under the Act.

**However for the ease of deciding what and when information is available this policy should provide a guideline but the user is cautioned that the FOIP Act has precedence and should be referred to if there are any questions.**

### POLICY

#### 1. FINANCIAL STATEMENTS

- A) The Town of Redcliff financial statements, or a summary of them and the auditor's report of the financial statements will be made available to the public by May 1 of the year following the year for which the financial statement has been prepared.
- B) ~~The Director of Finance and Administration will ensure a~~ A copy of the summary and auditor's report is available to members of the general public ~~for 30 calendar days following the acceptance of the financial statements by Redcliff Town Council. by~~ visiting the Town of Redcliff's website ([www.redcliff.ca/financial-reports](http://www.redcliff.ca/financial-reports))

2. AGENDAS

The Town of Redcliff has agendas for meetings of various Committees, Boards and Commissions which may be released to the public as follows:

Type of Agenda  
Council (regular)

Release to Media or Public

Staff will endeavour to post a copy of the agenda and supporting information on the Town's website as of 4:30 pm on the Friday prior to the Council meeting (normally held the following Monday) as well as distributed to various local media. A limited number of agenda packages and supporting information will also be available on the day of the Council meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.

Council (special)

For any special meeting that has been called, staff will endeavour to post agenda's and supporting information on the Town's website as soon as possible dependant on the circumstances and timing of the calling of the special meeting.

~~Committee of Whole~~

~~Staff will endeavour to post a copy of the agenda and supporting information on the Town's website as of 4:30 pm on the Friday prior to the Committee meeting (normally held the following Monday). A limited number of agenda packages and supporting information will also be available on the day of the Committee meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.~~

Municipal Planning Commission

Staff will endeavour to post the agenda and supporting information on the Town's website a minimum of forty-eight (48) hours prior to the start of the meeting. A limited number of agenda packages and supporting information will also be available on the day of the meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.

~~Redcliff Planning Board~~

~~Staff will endeavour to post the agenda and supporting information on the Town's website a minimum of forty-eight (48) hours prior to the start of the meeting. A limited number of agenda packages and supporting information will also be available on the day of the meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.~~

Subdivision and Development  
Appeal Board

Staff will endeavour to post the agenda and supporting information on the Town's website a minimum of forty-

eight (48) hours prior to the start of the meeting. A limited number of agenda packages and supporting information will also be available on the day of the meeting in the Council Chambers 15 minutes prior to the scheduled start of the meeting.

Assessment Review Board

Agenda and background information not available.

### 3. MINUTES

- A) Council Minutes  
Anyone may, at reasonable times, inspect any Council minutes that have been adopted by Council.
- B) Committee, Board or Commission Minutes Submitted to Council  
Anyone may, at reasonable times, inspect any Committee, Board or Commission minutes that have been received by Council.

### 4. OTHER INFORMATION

- A) Contracts  
Anyone may, at reasonable times, inspect any contract that has been approved by Council.
- B) Bylaws  
Anyone may, at reasonable times, inspect any bylaw that has received first reading by Council and/or that has been fully adopted.
- C) Accounts (Invoice, Request for Payment) Submitted to Council  
Anyone may, at reasonable times, inspect any account that has been submitted to Council.
- D) ~~Staff Recommendation~~ Requests for Decisions, Auditor, Assessor or Engineering Report  
Anyone may, at reasonable times, inspect any ~~Staff Recommendation~~ Request for Decisions, Auditor, Assessor or Engineering Report that has been submitted to Council.
- E) Assessment Roll
  - i) Any person may inspect the assessment roll during regular business hours of the Town office.
  - ii) Written Statement of Current Assessment
    - a) A person, whose name appears on a parcel in the assessment roll, may request a statement of assessment or a statement of historic assessment (past five years on file) for that parcel. The Director of Finance and Administration or his/her designate shall issue a written statement showing the description of the parcel, the value of the land and any improvements and historical (past five years on file) values upon receipt of such a request. This is provided at no cost to a

person whose name appears on the parcel for which the information was requested.

- b) A person may request a statement of assessment or a statement of historic assessment (past five years on file) for a parcel. The Director of Finance and Administration or his/her designate shall issue a written statement showing the description of the parcel, the value of the land and any improvements and historical (past five years on file) values upon receipt of such a request. This is provided at the fee established in the Tax Certificate, Zoning Letter or Compliance Certificate Bylaw.

F) Tax Certificate, Zoning Letter or Compliance Certificate

- i) A person whose name appears on the assessment roll, may request a tax certificate at the rate as charged in the Tax Certificate, Zoning Letter or Compliance Certificate Bylaw.
- ii) A solicitor or employee of a solicitor's firm may request a tax certificate, zoning letter or compliance certificate, these documents are provided at the fees established in the Tax Certificate, Zoning Letter or Compliance Certificate Bylaw.

G) Personnel Information

- i) Payroll Verification of Employment  
On inquiries from lending institutions, the Director of Finance and Administration and/or his/her designate may release information relating to name, length of employment and job title, only upon the identification of the inquiring party being satisfactory to Director of Finance and Administration and or his/her designate.

The Director of Finance and Administration and or his/her designate shall not release any information concerning rates and potential for ongoing employment without obtaining the approval of the employee prior to release of this information to a lending institution.

- ii) Inquiries from any party relating to name and job title may be released from the Municipal Office. Any further information relating to rates, length of employment, potential for future employment, or work history shall be provided if the Town is legislatively required to do so, or will be considered if the request is made in writing and only if the Municipal Manager and/or his designate approves release of this information. In the case of an inquiry related to the Municipal Manager, the request must also be in writing and can only be approved by Council.

- iii) Access to any confidential personnel files shall be limited to :

- a) the Municipal Manager and or his/her designate;

- ~~b) the Committee of Council responsible for personnel matters when meeting as a committee;~~



~~e)b)~~ Council when meeting in an “in camera” or closed session of Council with regard to the Municipal Manager.

iv) The Municipal Manager in the course of his duties may review or provide individual personnel files to appropriate staff, department managers, legal representatives or agencies as he deems necessary.

v) Access to a personnel file by individual Councillors ~~shall not be allowed~~ is not permitted.

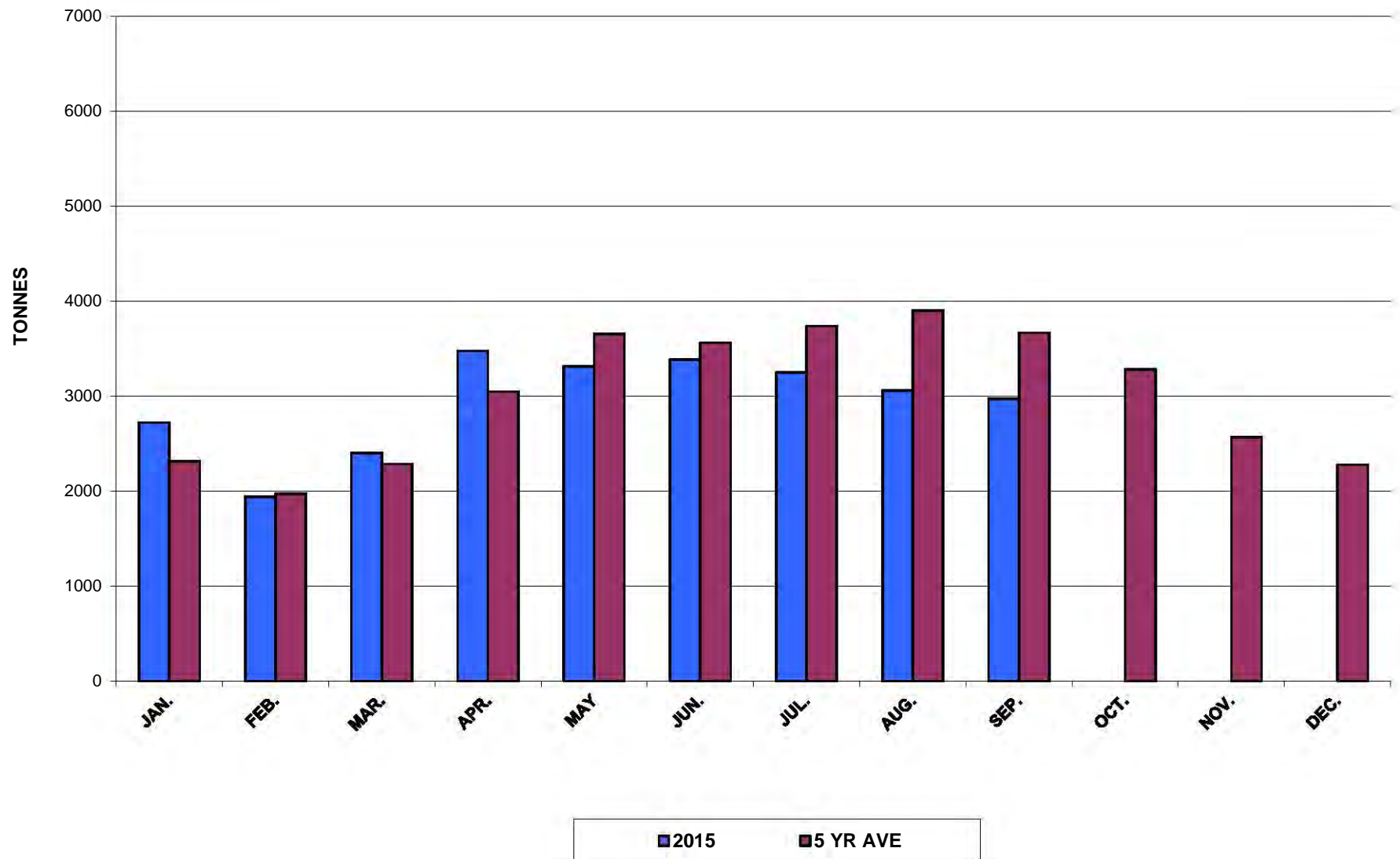
vi) No personnel files or copies thereof shall be removed from Town Hall unless authorized by the Municipal Manager and/or his designate.

#### 5. OBTAINING INFORMATION

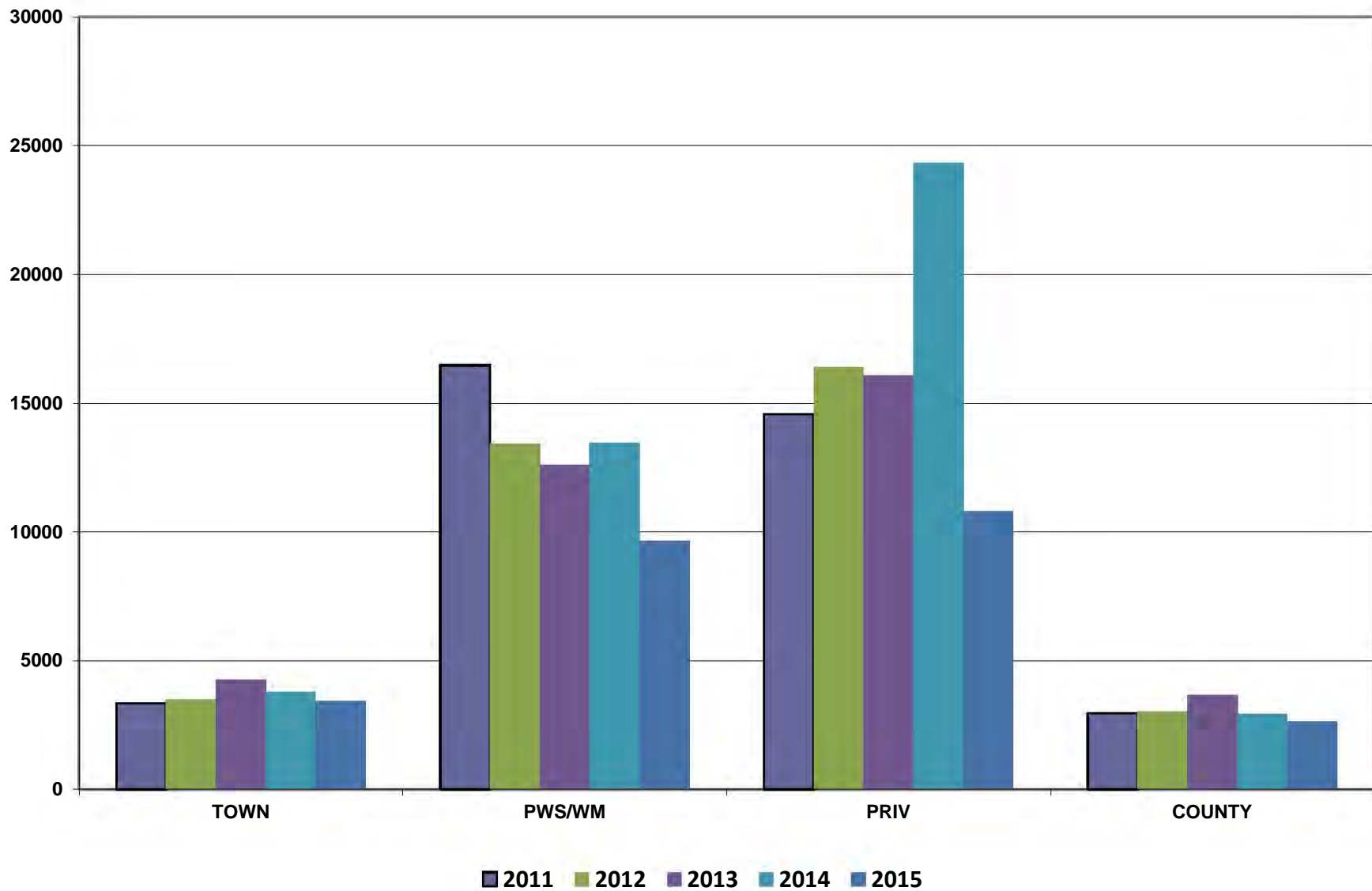
A) Requests to inspect records in possession of the Town of Redcliff shall be made to the Municipal Manager or his designate. These should be responded to in accordance with any relevant legislation (municipal, provincial, & federal) and in accordance with the municipality’s procedural bylaw.

B) A copy of the record or part thereof, may be obtained by request and payment of the fees as established in the specific related bylaw or Town of Redcliff ~~Rates Policy.~~ Fees Rates and Charges Bylaw.

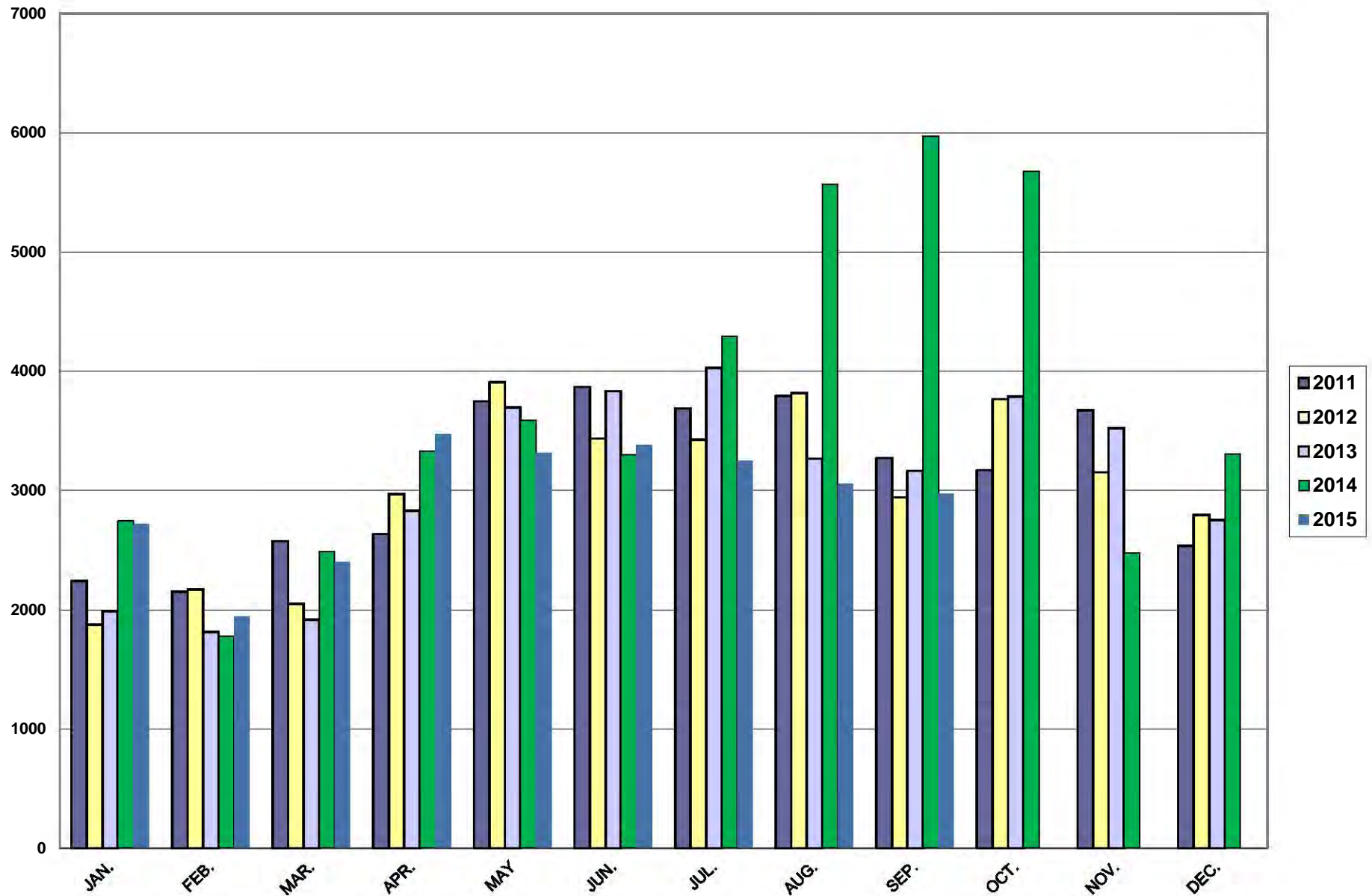
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2015 VS 5 YEAR AVERAGE  
TO SEPTEMBER 30, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2011-2015  
TO SEPTEMBER 30, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES IN TONNES 2011-2015  
TO SEPTEMBER 30, 2015**



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
October 14, 2015	Council Office Hours	Council/Mayor Office Town Hall 4:30 p.m. - 6:30 p.m. Second Wednesday of month
November 6, & 7, 2015	Special Council Meeting Re: 2016 Budget Review	Town Hall Council Chambers  November 6: 1:00pm- 7:30pm  November 7: 8:30am-5:00pm