



COUNCIL MEETING

MONDAY, OCTOBER 24, 2016

7:00 P.M.

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

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to September 30, 2016 *	For Information
2. DELEGATION	
A) Todd Poland and James Hobson of CIBC Wood Gundy Re: Investments	
B) Catherine Richardson * Re: Redcliff Public Library	
3. MINUTES	
A) Council meeting held October 11, 2016 *	For Adoption
B) Subdivision & Development Appeal Board hearing held September 21, 2016 *	For Information
C) Mayors & Reeves of Southwest Alberta meeting held October 14, 2016 *	For Information
D) Redcliff Senior Citizens Business meeting held October 6, 2016 *	For Information
4. BYLAWS	
A) Bylaw No. 1832 (2016), Tax Penalty Bylaw *	1 st Reading
5. REQUESTS FOR DECISION	
A) Temporary Sign in Town Boulevard *	For Consideration
B) Encroachment Permit Application * Re: Lot 32, Block 7, Plan 0212632 (364 Kipling Point SW)	For Consideration
C) Insurance Claim * Re: 413 Main Street North	For Consideration

6. POLICIES

- | | | |
|-----------|-------------------------------------|----------------|
| A) | Policy 052, Land Development Policy | For Discussion |
|-----------|-------------------------------------|----------------|

7. CORRESPONDENCE

- | | | |
|-----------|---|-----------------|
| A) | Alberta Municipal Affairs *
Re: Minister's Awards - Excellence in Public Library Service | For Information |
| B) | Alberta Municipal Affairs *
Re: Municipal Sustainability Initiative | For Information |

8. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Town of Redcliff Third Quarter Financial Summary *
Re: For the Period Ending September 30, 2016 | For Information |
| B) | Parks & Recreation Master Plan Recommendations * | For Discussion |
| C) | Municipal Manager's Report to Council October 24, 2016 * | For Information |
| D) | Councillor Report to Council October 24, 2016 * | For Information |
| E) | Council Important Meetings & Events October 24, 2016 * | For Information |

9. ADJOURN

ACCOUNTS PAYABLE CHEQUE LIST			
COUNCIL MEETING OCT 24, 2016			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
80917	A & B STEEL	BLADE/WHEEL/SHOVEL	\$341.72
80918	ACTION PARTS	SILICONE/BRAKE CLEANER	\$126.03
80919	AIR LIQUIDE	CARBON DIOXIDE	\$630.00
80920	THE BOLT SUPPLY HOUSE	STEEL RIVETS	\$114.96
80921	BOSS LUBRICANTS	TRANSMISSION FLUID/OIL	\$1,337.18
80922	BRANDT TRACTOR	PARTS FOR BOMAG	\$4,322.45
80923	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS/TOWELS	\$26.25
80924	C.E.M. HEAVY EQUIPMENT	FORK TINE	\$1,890.00
80925	CITY OF MEDICINE HAT	ELECTRIC	\$7,512.44
80926	COCOA BEAN	REDCLIFF/MEDICINE HAT COUNCIL DINNER	\$716.65
80927	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT FEE	\$621.00
80928	C.U.P.E	UNION DUES	\$2,076.83
80929	EPCOR ENERGY SERVICES	UTILITIES	\$136.72
80930	FARMLAND SUPPLY CENTER	METER TEST KIT/HOSES/TIPS/CAM LOCKS/ELBOWS	\$2,838.79
80931	FLASHING CANINES	REFUND FACILITY /KEY DEPOSIT	\$225.00
80932	FORAN EQUIPMENT	REFUND COA INACTIVE UTILITY ACCT	\$40.32
80933	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
80934	REDCLIFF HOME HARDWARE	DUCT TAPE/SILICONE/LABOUR	\$107.56
80935	KIRK'S MIDWAY TIRE	BALANCE	\$63.00
80936	LMT ENTERPRISES	SEAL CRACKS/FILL POTHOLES	\$9,975.00
80937	LETHBRIDGE HERALD	ADVERTISING	\$390.60
80938	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$46.20
80939	MIDDLETON, RENA	EMPLOYEE REIMBURSEMENT	\$78.50
80940	PALL CORPORATION	PROGRAMMING SERVICES	\$894.60
80941	PARK ENTERPRISES	PERMITS	\$969.99
80942	SUNCOR	FUEL	\$7,909.85
80943	THE PRINTER	BUSINESS CARDS	\$163.80
80944	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$213.44
80945	ROBERTSON'S IMPLEMENTS	FILTERS	\$257.63
80946	SANATEC	PUMP SEPTIC TANK	\$152.25
80947	SPETZ, PATRICIA	EMPLOYEE REIMBURSEMENT	\$34.20
80948	SUMMIT MOTORS	FILTERS	\$1,869.97
80949	SUPERIOR TRUCK EQUIPMENT	TRUCK MAST PARTS	\$4,624.85
80950	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,741.90
80951	TELUS MOBILITY	CELL SERVICE	\$308.22
80952	TRIPLE R EXPRESS	SHIPPING	\$34.65
80953	MBSI	HOSTED BACK UP	\$1,071.00
80954	XL HOMES OILFIELD MAINTENANCE	REFUND DEPOSIT	\$100.00
80955	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$550.00
80956	REDCLIFF FIREMAN SOCIAL CLUB	3RD QTR FIRE PAY	\$255.00

80957	UNITED WAY	EMPLOYEE DONATIONS	\$40.00
80958	WOLSLEY MECHANICAL	FLANGE/ADAPTER	\$101.39
80959	A & B STEEL	PUMPER MARKERS/GREASE GUN/REBAR/SHAFT	\$235.95
80960	ACTION PARTS	HEAD LAMP	\$24.17
80961	AMSC INSURANCE	HEALTH SPENDING ACCOUNT BENEFITS	\$28.08
80962	B & C APPLIANCE SERVICE	SERVICE-RECTANGLE	\$115.50
80963	BOSS LUBRICANTS	OIL	\$191.52
80964	BROWN, CHERE	AUMA CONVENTION	\$551.00
80965	CITY OF MEDICINE HAT	ELECTRIC/SEWAGE OUTLAY	\$62,943.00
80966	FORTY MILE GAS COOP	LANDFILL UTILITIES	\$108.38
80967	FOX ENERGY	COVERALLS/SIGNS	\$766.33
80968	H2O HAULING	HAUL WATER TO LANDFILL	\$105.00
80969	HARRISON, DEAN	TRAVEL REIMBURESMENT	\$120.00
80970	HAT AGRI SERVICE	BELT/FILTERS	\$398.05
80971	REDCLIFF HOME HARDWARE	SEALANT FOAM/TUBING/COFFE SUPPLIES/DRILL KIT	\$234.47
80972	JACOB'S WELDING	PIN SOCKETS/MAST	\$378.00
80973	JOE JOHNSON EQUIPMENT	CONVEYOR SWITCH	\$112.92
80974	KEYWAY SECURITY	KEYS	\$59.85
80975	KILPATRICK, DWIGHT	TRAVEL REIMBURSEMENT	\$586.00
80976	SHAW CABLE	INTERNET	\$274.84
80977	PALL CORPORATION	TECH PHONE SUPPORT	\$6,072.15
80978	SUNCOR	FUEL	\$3,507.49
80979	PRIME PRINTING	FOLDING NEWSLETTER	\$145.95
80980	PUROLATOR	SHIPPING	\$55.42
80981	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$75.00
80982	ROBERTSON'S IMPLEMENTS	FILTERS/RELAY/BUTTON/SPRING	\$648.53
80983	SAFETY BUZZ	CONFINED SPACES COURSE	\$540.54
80984	SCHEFFER ANDREW	PLANNING SERVICES	\$1,653.75
80985	SITEONE LANDSCAPE	FITTINGS	\$86.24
80986	SOLBERG, ERIC	TRAVEL REIMBURSEMENT	\$412.00
80987	STEINKE, JAMES	TRAVEL REIMBURSEMENT	\$230.39
80988	SUMMIT MOTORS	FILTERS	\$258.24
80989	TELUS MOBILITY	CELL SERVICE	\$193.24
80990	SCHNELL, GLEN	REFUND COA INACTIVE UTILITY ACCT	\$126.76
80991	B&L LAWN & HOME MAINTENANCE	LANDSCAPING-SLOPE REDEMPTION	\$5,013.75
80992	MBSI	HOSTED BACK UP	\$1,071.00
80993	FAIRHURST, CAM	TRAVEL ADVANCE	\$125.00
80994	WELLSITE ENVIRONMENTAL	REFUND COA INACTIVE UTILITY ACCT	\$119.06
80995	GUNDERSON, THOMAS	REFUND COA INACTIVE UTILITY ACCT	\$256.00
80996	TYMRYK, AUDREY	REFUND COA INACTIVE UTILITY ACCT	\$38.82
80997	TOWN OF REDCLIFF	LANDFIILL CHARGES	\$9,485.45
80998	TRICO LIGHTING	BULBS	\$25.18
80999	WORKERS COMPENSATION BOARD	PREMIUMS	\$3,463.75

81000	WESTERN CANADA WELDING	OXYGEN/ACETYLENE	\$245.25
81001	WOLSLEY MECHANICAL	SADDLE/ELBOWS/MAIN LOCK	\$482.19
81002	W.R.MEADOWS	ROAD REPAIR	899.04
81003	CROZIER, CATHY	TRAVEL REIMBURSEMENT	617.81
		TOTAL - 87 CHEQUES	\$161,939.00

BANK SUMMARY FOR SEPTEMBER 30, 2016

ATB GENERAL BANK ACCOUNT			5.12.02.121.000
BALANCE FORWARD			5,926,955.75
DAILY DEPOSITS			296,524.81
DIRECT DEPOSITS			519,319.28
GOVERNMENT GRANTS			0.00
INTEREST			3,640.71
OTHER DEPOSITS			266,758.54
SUBTOTAL			1,086,243.34
CHEQUES			(909,045.22)
ASFF QUARTERLY PAYMENTS			(450,321.49)
DEBENTURE PAYMENTS			(120,027.43)
OTHER WITHDRAWALS			(2,730,153.31)
SUBTOTAL			(4,209,547.45)
TOTAL			2,803,651.64
BANK CLOSING BALANCE			2,799,799.63
ADD:O/S DEPOSITS			85,323.00
LESS:O/S CHEQUES			(81,470.99)
TOTAL			2,803,651.64
INVESTMENTS			
ATB ONE YEAR GIC @1.6%	5.12.02.321.000		300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001		14,913,855.00
SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000		1,525,120.79
TOTAL INVESTMENTS			16,738,975.79
TOTAL CASH & INVESTMENTS			19,542,627.43

	A	B	C	D	E	F	G
1	REDCLIFF PUBLIC LIBRARY BUDGET FOR 2017						
2							
3			2017 Budget	2017 % Breakdown	2016 Budget	2015 Budget	2014 Budget
4	REVENUE						
5	Provincial Grant		31013	14.20%	27518	27,518.00	27,518.00
6	<i>% Increase over Previous Year</i>		<i>113%</i>		<i>100%</i>	<i>100%</i>	<i>100.00%</i>
7	Town of Redcliff		167,418.66	76.67%	163,358.72	160,321.64	152,379.75
8	<i>%Increase over Previous Year</i>		<i>102.49%</i>		<i>101.89%</i>	<i>105%</i>	<i>106%</i>
9	Private Donations		2500	1.14%	2500.00	2500.00	2,500.00
10	Photocopier Income		2000	0.92%	2000.00	1600.00	1,500.00
11	Proctoring Fees		60	0.03%	300.00	300.00	300.00
12	Rental Income		600	0.27%	800.00	400.00	400.00
13	Public Coffee Area		250	0.11%	200.00	200.00	200.00
14	Memberships		2600	1.19%	2600.00	2800.00	2,800.00
15	Overdue Fines		1500	0.69%	2250.00	2250.00	2,250.00
16	Fax & Scan to Email		1000	0.46%	1000.00	1000.00	1,000.00
17	Books Sold		2300	1.05%	2000.00	2000.00	2,000.00
18	Card Replacement		50	0.02%	50.00	50.00	50.00
19	Summer Program		700	0.32%	700.00	1000.00	1,000.00
20	Laminator		100	0.05%	200.00	200.00	200.00
21	Counter Sales		250	0.11%	200.00	100.00	50.00
22	Grants - Other		6000	2.75%	6000.00	6000.00	7,300.00
23	Interest Earned		35	0.02%	50.00	70.00	70.00
24	TOTAL REVENUE		218,376.66		211,726.72	208,309.64	201,517.75
25							
26	EXPENDITURES						
27	Salaries		124534.66	57.03%	123500.00	121975.00	119,000.00
28	CPP		5000.00	2.29%	4727.81	4612.50	4,500.00
29	EI Premiums		3740.00	1.71%	3050.00	2562.50	2,500.00
30	Workers Compensation		300.00	0.14%	376.90	369.51	360.50
31	Books/Mags/AV		6000	2.75%	6250.00	5704.13	5,565.00
32	Shortgrass		28052.00	12.85%	28052.00	27381.00	25,000.00
33	Shortgrass Cataloguing Fee		1000	0.46%			
34	Telecommunications (SG)		400	0.18%	600.00	400.00	441.00
35	Supplies - Office		775	0.35%	775.00	775.00	771.75
36	Supplies - Book R&M		1800	0.82%	1800.00	1100.00	1,102.50
37	Supplies - Circ Desk		500	0.23%	675.00	675.00	661.50
38	Supplies - Counter Sales		200	0.09%	100.00		
39	Supplies - Computer		1500	0.69%	1000.00	900.00	1,000.00
40	Supplies - Photocopier		2500	1.14%	1500.00	700.00	700.00
41	Supplies - Staff Room		550	0.25%	550.00	500.00	500.00
42	Supplies - Emergency		50	0.02%	250.00		
43	Public Coffee Area		250	0.11%	200.00	200.00	200.00
44	Postage & Shipping		600	0.27%	900.00	900.00	900.00
45	Telephone & Fax		550	0.25%	500.00	500.00	661.50
46	Workshops, Meetings		3500	1.60%	3750.00	3500.00	3,202.50
47	Auditor		150	0.07%	150.00	150.00	100.00
48	Legal Fees		500	0.23%	500.00	1500.00	500.00
49	Dues & Memberships		650	0.30%	650.00	600.00	703.50
50	Supplies - LEGO at the Library		200	0.09%	250.00	1500.00	0.00
51	Library Anniversary		1000	0.46%	500.00	500.00	
52	Supplies - Summer Program		550	0.25%	550.00	525.00	525.00
53	Supplies - Storyhour		100	0.05%	120.00	100.00	100.00
54	Supplies - Decorations		100	0.05%	100.00	100.00	100.00
55	RISE		1000	0.46%	1000		
56	Advertising		270	0.12%	270.00	270.00	63.00
57	Recognition		1125	0.52%	800.00	600.00	800.00
58	Contingencies		3000	1.37%	3000.00	2000.00	2,000.00
59	Utilities		8000	3.66%	8800.00	8610.00	8,400.00
60	Janitorial		10580	4.84%	10580.00	12000.00	15,560.00
61	Repair & Maintenance		1500	0.69%	1500.00	1200.00	1,000.00
62	Insurance		2000	0.92%	2000.00	2000.00	1,850.00
63	Capital		5850	2.68%	2400.00	2200.00	2,750.00
64	CAP - Public Com. Equip.					1000.00	2,000.00
65	Computer Maintenance					700.00	700.00
66							
67	TOTAL EXPENDITURES		218,376.66	100.00%	211,726.72	208,309.64	201,517.75
68							
69	NET INCOME		0.00		0.00	0.00	0.00
70							
71	GIC		12,400.00			12,400.00	
72							
73	Per Capita Town Contribution		\$ 29.96		\$ 29.23	\$ 28.69	\$ 25.91
74	Census		5588		5588	5588	5880

Cell: C32
Comment: catharine:
Confirmed no change in 2017 from 2016
as per April 22, 2016 memo from Shortgrass.

Cell: C36
Comment: catharine:
increase due to humidifier non-repair

Cell: C40
Comment: Catharine Richardson:
We are not charging for printing resumes. We have had a large increase in job seekers printing resumes

Cell: C59
Comment: catharine:
rounded up from the 2% cpi * last years budgeted figure

Cell: A64
Comment: Shortgrass:
Funding Discontinued 2013

Cell: A65
Comment: catharine:
this is a historical category, left over from when shortgrass charged us for service calls.

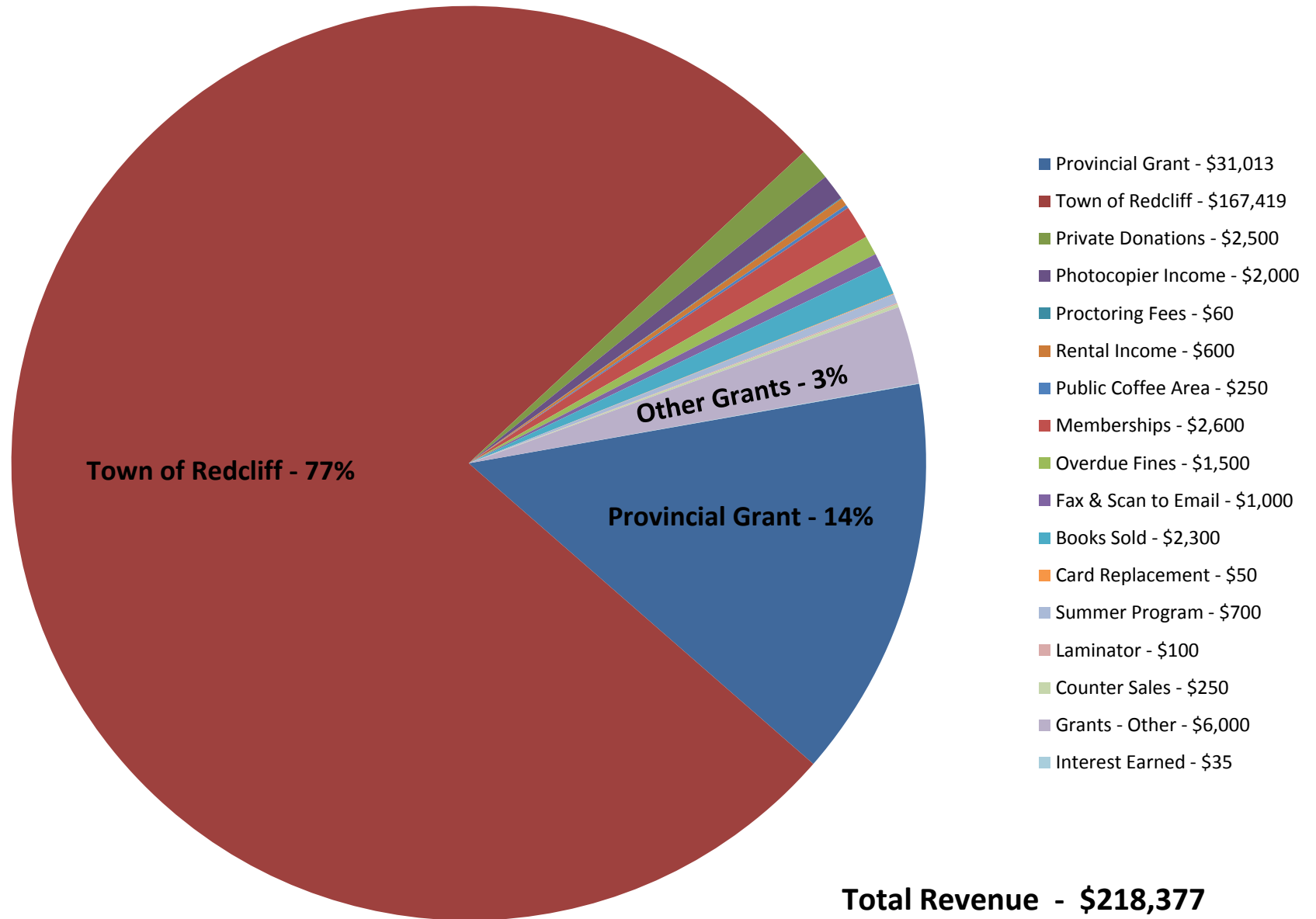
Cell: C71
Comment: :
Audrey Redmond
Shortgrass:
Videoconference Equipment Replacement Fund \$2500
Operating Grant Variability
Fund \$5000

Cell: C74
Comment: catharine:
2011 Census - note drop in number from previous

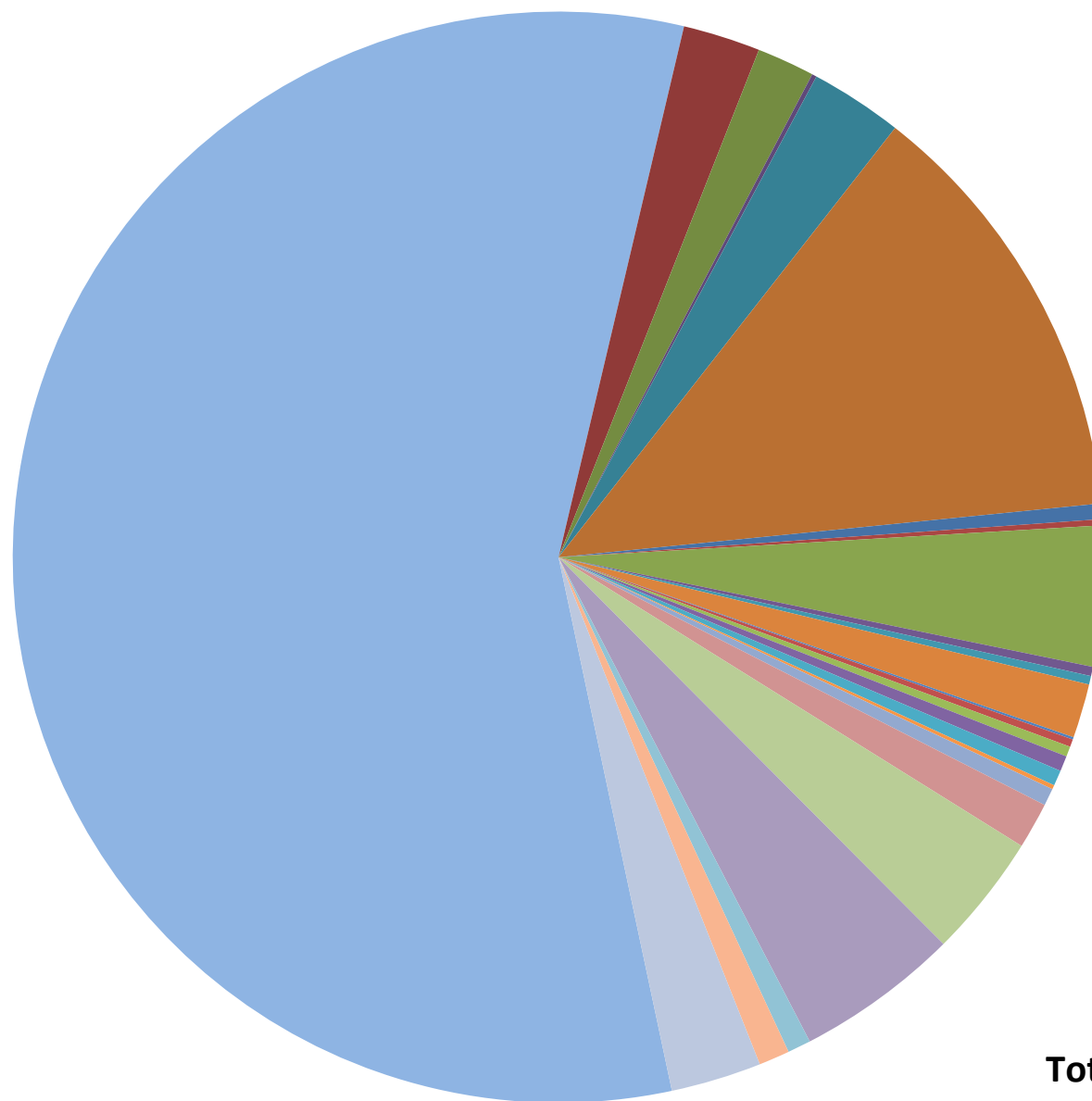
http://www.bankofcanada.ca/wp-content/uploads/2014/04/mpr-2014-04-16.pdf					
<i>"Economic growth in Canada is expected to average about 2 1/2 per cent in 2014 and 2015 before easing to around the 2 per cent growth rate of the economy's potential in 2016. "</i>					
http://www.bankofcanada.ca/wp-content/uploads/2016/07/mpr-2016-07-13.pdf					
	2014	2015	2016	2017	2018
CPI Increase	1.05	1.025	1.02	2.1	2.2

				Budget
Item	Original Year	Original Value	Replacement Frequency (yrs)	2017
Computer - Desktop Qty 10			2 per year	\$2,400.00
Computer - Monitory Qty 10			2 per year	\$450.00
Building Sign	2005	1,500.00		\$3,000.00
Total				\$5,850.00

2017 Revenue



2017 Expenses



Total Expenses - \$218,377

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 11, 2016 7:00 P.M.**

PRESENT: Mayor E. Reimer
 Councillors D. Kilpatrick (left at 7:45 p.m., returned 7:47 p.m.)
 J. Steinke
 C. Brown
 L. Leipert
 E. Solberg
 C. Crozier

Municipal Manager A. Crofts
 Manager of Legislative S. Simon (left at 8:46 p.m., returned 9:00 p.m.)
 & Land Services
 Director of Finance J. Tu (left the meeting at 8:08 p.m.)
 & Administration
 Director of Community & K. Dalton
 Protective Services
 Director of Planning &
 Engineering J. Johansen (left at 8:46 p.m., returned at 9:00 p.m.)

ABSENT:**1. GENERAL**

Call to Order

A) Mayor Reimer called the regular meeting to order at 7:03 p.m.

2016-0377 Adoption of Agenda

B) Councillor Crozier moved the agenda be adopted as amended to remove Item 3B. - Carried.

2016-0378 Accounts Payable

C) Councillor Leipert moved the following 76 general vouchers in the amount of \$160,643.81 be received for information. - Carried.

ACCOUNTS PAYABLE CHEQUE LIST			
COUNCIL MEETING OCT 11, 2016			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
80739	AMSC INSURANCE	AUGUST HEALTH SPENDING	\$149.80
80740	ATRON REFRIGERATION	REMOVE&INSTALL HEATER/LINKAGES	\$2,667.00
80741	BOSS LUBRICANTS	GREASE	\$125.96
80742	BRANDT TRACTOR	WASHERS/NUTS/BOLTS	\$56.56
80743	BROVAC	CLEAN LIFT STATION	\$882.00
80744	CANADIAN LINEN & UNIFORMS	COVERALLS/TOWELS	\$26.25
80745	CBV COLLECTIONS	COMMISSION	\$54.11
80746	CLEARTECH	CREDITS/COAGULANT	\$7,958.89
80747	FLATLINE FINISHING	REPLACE STEPS AT TOWN HALL	\$11,812.50
80748	FOX ENERGY	GAS ALERT MICRO CHIP	\$835.75
80749	REDCLIFF HOME HARDWARE	SPRINKLER/COUPLINGS/TRAPS/SPRAY	\$158.95

80750	KIRK'S MIDWAY TIRE	NEW TIRE	\$304.50
80751	MEDICINE HAT MONUMENTAL	LEVELLING/CONCRETE FOUNDATION	\$11,109.00
80752	SHAW CABLE	INTERNET	\$129.05
80753	SUNCOR	FUEL	\$2,042.36
80754	PUROLATOR	SHIPPING	\$33.24
80755	REDCLIFF ACTION SOCIETY	2ND HALF REQUISITION	\$6,000.00
80756	CNH INDUSTRIAL CAPITAL	WHEEL RIM/VALVE STEM/FREIGHT	\$544.70
80757	SALBRO CONSULTING	CONSULTING FEES	\$3,057.60
80758	SOLBERG, ERIC	REFUND/TRAVEL	\$692.96
80759	SPEEDPRO SIGNS	VINYL SIGNS	\$107.25
80760	SPLASH N DASH	CAR WASHES	\$20.74
80761	ACRO PROPERTY MANAGEMENT	REFUND CREDIT ON ACCOUNT 001071.16	\$169.23
80762	TOWN OF REDCLIFF	PETTY CASH	\$152.40
80763	TRANSIT PAVING	CURB/GUTTER/PATCH/ASPHALT	\$18,560.33
80766	49 NORTH LUBRICANTS	GREASE/WASHER FLUID	\$486.30
80767	ACKLANDS GRAINGER	PICK/SHOVEL	\$113.35
80768	ACTION PARTS	HANDY PACKS/FUSES/TURN LIGHT/ADAPTER	\$31.77
80769	AMSC INSURANCE	BENEFITS	\$17,334.47
80770	ATRON REFRIGERATION	CONDENSER	\$559.65
80771	BARTLE & GIBSON	URINAL VALVE	\$494.12
80772	BECHTOLD, ALLAN	REF FAC/KEY DEP	\$288.00
80773	THE BOLT SUPPLY HOUSE	GLOVES/BITS/CUTTING DISCS/PAINT	\$223.18
80774	CACTUS COMMUNICATIONS	CABLE/CONNECTORS/RETURN.ADAPTER	\$194.20
80775	CAMPBELL, TRAVIS	REIMBURSE FOR BATTERY	\$73.91
80776	CANADIAN LINEN & UNIFORMS	COVERALLS/TOWELS	\$26.25
80777	CANADIAN ENERGY	BATTERY/CORE	\$376.14
80778	CITY OF MEDICINE HAT	ELECTRIC	\$1,175.32
80779	COCOA BEAN	MEALS ON WHEELS	\$406.35
80780	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$4,130.49
80781	CYPRESS GROUP	PHOTOCOPER FEES	\$3,547.65
80782	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$90.00
80783	FARMLAND	CLAMPS	\$75.60
80784	GAS CITY HYDRO	HYDRO VAC TO LOCATE SEWER LINES	\$630.00
80785	GRAND RENTAL STATION	GAMES	\$264.59
80786	REDCLIFF HOME HARDWARE	MOPHEADS/LADDER/SEALS/LIGHTE/CORD/TAPE	\$222.23
80787	XYLEM WATER SOLUTIONS	SILVER PREVENTATIVE MAINTENANCE	\$4,412.36
80788	KAIZEN LABS	SAMPLING HANDLING AND DISPOSAL	\$606.90
80789	KEYWAY	MULTILOCK KEYS	\$32.03
80790	KOST FIRE EQUIPMENT	FIRE INSPECTIONS	\$411.39
80791	LADY CARMEN TRUCKING	SUPPLY/APPLY CALCIUM	\$2,520.00
80792	LIFESAVING SOCIETY	BM EXAM FEE	\$17.00
80793	SHAW CABLE	INTERNET	\$84.95
80794	PAD-CAR	HVAC MAINTENANCE/REPLACE CONTROL BOARD	\$2,880.82
80795	SUNCOR	FUEL	\$1,662.50

80796	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
80797	PUROLATOR	SHIPPING	\$34.28
80798	REDCLIFF BAKERY	MPC LUNCH	\$74.80
80799	RECEIVER GENERAL	REG PAY/COUNCIL/FIRE	\$33,395.17
80800	CANADIAN RED CROSS	WSI TRANSFER COURSE PACKAGE	\$308.70
80801	SALBRO CONSULTING	CONSULTING FEES	\$10,032.60
80802	SECURTEK	ALARM FOR FIRE HALL	\$72.29
80803	SHOCKWARE	INTERNET	\$52.45
80804	SIMPLY WATER	BOTTLED WATER	\$25.00
80805	STEEP ROCK	ROAD CRUSH	\$486.71
80806	SUMMIT MOTORS	FILTERS	\$424.55
80807	TELUS	PHONE SERVICE	\$51.26
80808	TELUS MOBILITY	CELL SERVICE	\$27.73
80809	CALIRMONT, GYSLAIN	DRIVERS REIMBURSEMENT	\$171.05
80810	CORK, JENNY	REFUND SWIM LESSON	\$25.00
80811	UNITED RENTALS	MANLIFT RENTAL	\$615.42
80812	WESTERN CANADA WELDING	OXYGEN/ACETYLENE/SHIELD	\$537.08
80913	WESCLEAN	CLEANING BLADES	\$35.61
80914	WESTERN TRACTOR	FILTER	\$17.80
80915	WOLSLEY	PIPE INSERTS/CURB STOPS/COUPLING/SADDLE/HUBS	\$604.58
80916	WOOD, DALE	FIREARMS COURSE FEES	\$2,470.00
			\$160,643.81

2. DELEGATION

Staff Sgt. Sean Maxwell
Re: RCMP Quarterly Report

A) Staff Sgt. Sean Maxwell, Redcliff RCMP, was in attendance to provide the RCMP quarterly report to Council for the periods July 1, 2016 to September 30, 2016.

2016-0379

Councillor Leipert moved the RCMP Report to Council for the period July 1, 2016 to September 30, 2016 presented by Staff Sgt. Sean Maxwell, be received for information.
- Carried.

Theresa Hardiker and Richard Oster
Re: Economic Development Alliance

B) Theresa Hardiker and Richard Oster of the Economic Development Alliance, were in attendance to provide a presentation to council regarding the Economic Development Alliance.

Councillor Kilpatrick left the meeting at 7:45 p.m. and returned at 7:47 p.m.

2016-0380

Councillor Solberg moved the presentation by Theresa Hardiker and Richard Oster of the Economic Development Alliance regarding the Economic Development Alliance, be received for information. Further, to refer consideration of increased Economic Development Alliance funding contribution, to the 2017 Budget discussions. - Carried.

3. MINUTES

2016-0381 Council meeting held
September 26, 2016

A) Councillor Leipert moved the minutes of the Council meeting held September 26, 2016, be adopted as presented. - Carried.

Director of Finance and Administration left the meeting at 8:08 p.m.

4. REQUESTS FOR DECISION

2016-0382 Safety Codes - 2016 Quality
Management Plan

A) Councillor Kilpatrick moved that Council adopt the 2016 Safety Codes - Quality Management Plan. - Carried.

5. POLICIES

2016-0383 Policy No. 058, Display of
Flags Policy

A) Councillor Steinke moved Policy No. 058, Display of Flags Policy, be approved as presented. - Carried.

2016-0384 Policy No. 087, Records
Retention & Disposal Policy

B) Councillor Solberg moved Policy No. 087, Records Retention & Disposal Policy, be cancelled. - Carried.

6. CORRESPONDENCE

2016-0385 Redcliff Lions Club
Re: Trivia Night Fundraiser

A) Councillor Steinke moved correspondence from Redcliff Lions Club dated September 28, 2016 regarding Trivia Night Fundraiser, be received for information. Further that Administration co-ordinate a team of interested Council and Staff members. - Carried.

2016-0386 Canadian Union of Postal
Workers
Re: Canada Post Review

B) Councillor Solberg moved the Canadian Union of Postal Workers dated September 7, 2016 regarding Canada Post Review, be received for information. - Carried.

7. OTHER

2016-0387 Redcliff Victim Services
Re: Letter of Support for Grant
Application

A) Councillor Crozier moved correspondence from Redcliff Victim Services dated September 26, 2016 requesting a letter of support for the grant application to the Solicitor General be received for information. Further that the Town of Redcliff provide a letter of support for the Redcliff Victim Services Unit Association grant application. - Carried.

2016-0388 Redcliff/Cypress Regional
Waste Management Authority
Re: Landfill Graphs to
September 30, 2016

B) Councillor Leipert moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to September 30, 2016, be received for information. - Carried.

2016-0389 Council Important Meetings & Events October 11, 2016

C) Councillor Brown moved the Council Important Meetings & Events October 11, 2016, be received for information.
- Carried.

8. RECESS

Mayor Reimer called for a recess at 8:21 p.m.

Mayor Reimer reconvened the meeting at 8:30 p.m.

9. IN CAMERA

2016-0390

Councillor Leipert moved to meet In Camera at 8:30 p.m.
- Carried.

The Director of Planning & Engineering and the Manager of Legislative & Land Services left the meeting at 8:46 p.m.

The Director of Planning & Engineering and the Manager of Legislative & Land Services rejoined the meeting at 9:00 p.m.

2016-0391

Councillor Leipert moved to return to regular session at 9:00 p.m. - Carried.

10. ADJOURNMENT

2016-0392 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:01 p.m.
- Carried.

Mayor Reimer

Manager of Legislative & Land Services

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
WEDNESDAY, SEPTEMBER 21, 2016 at 7:00 p.m.**

PRESENT: Members: C. Brown, D. Kilpatrick, B. Christian,
V. Lutz, G. Shipley

Development Officer	B. Stehr
Director of Planning & Engineering	J. Johansen
Recording Secretary	S. Simon

Appellant(s)	Appeal No. 1 Lillian Witherspoon Amanda Robins
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Appeal No. 2
Meadowlands Development Corp.
- Curtis Presber

Appeal No. 3
Farwest Land & Properties Inc.

ABSENT:

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:06 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

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

3. APPEAL NO. 1

**Appeal of Development Application 16-DP-055
Lot 18-20, Block 6, Plan 1117V (701 - 1 Street SE, Redcliff)
(Over height fence in front yard)**

Chairman B. Christian asked the appellants if they had any objection to any board members hearing the appeal. Lillian Witherspoon and Amanda Robins advised they had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

Lillian Witherspoon commented that her house faces the avenue which she considers the back yard noting the fence has been there for 36 years at that height. L. Witherspoon explained that cutting it down leaves it exposed to anybody walking by on the sidewalk as well as the expense to cut it down. She advised there are underground sprinklers that are there and manifolds under the deck right on that corner where the fence would have to come back to. L. Witherspoon further commented that the fence is

mostly for security at the back as the kitchen door faces that area. L. Witherspoon commented that the fence has been there so long and commented there are other fences all over Town that are similar. She indicated that she has never had a complaint before; three other families have moved in beside her and she has never had a complaint before. She further commented that the fence is not hindering a driver's line of vision.

b) Presentation of Planning & Engineering Department

B. Stehr referenced his report and advised that this matter was complaint driven. He explained that he reviewed old aerial photos and the earliest photo that the fence can be identified in was 1999. Aerial photos do not tell us how high the fence was but we do know that there was a fence in the front yard in 1999. The Land Use Bylaw in effect in 1999, only allowed a four foot maximum fence height in the front yard.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of anyone served notice of hearing

No one was in attendance.

e) Presentation of anyone claiming to be affected

No one was in attendance.

f) Planning Consultant comments

No one was in attendance.

g) Rebuttal of Appellant/Applicant

The appellant had no further comments.

h) Other

Nothing further was discussed.

i) Recess

C. Brown moved to meet in camera at 7:13 p.m.

The Appellants, Director of Planning & Engineering and Development Officer left the meeting at 7:13 p.m.

The Board called the Development Officer in to provide additional information / clarification.

j) Decision

V. Lutz moved to confirm the decision of the Development Officer to deny the Development Permit Application 16-DP-055 for an over height fence at 701 -1 Street SE (Lot 18-20, Block 6, Plan 1117V). Further that the over height fence be brought to a maximum height of 1 metre by December 31, 2016.

- Carried.

Reasons for Decision

With reference to the Land Use Bylaw in 1980 (Bylaw 710/1980), it shows that fences were restricted to a maximum height of 1 metre in the front yard. Further, reducing the fence height increases the visibility and safety to pedestrians and vehicular traffic.

D. Kilpatrick moved to return to regular session at 7:40 p.m.

The Appellants, Director of Planning & Engineering, and the Development Officer rejoined the meeting at 7:40 p.m.

Chairman B. Christian advised the appellants of the decision and that the written decision would be forthcoming.

L. Witherspoon inquired if she would be allowed to relocate the fence, while keeping the height of the fence, to be next to the deck extending to the side yard property line. It would still protrude slightly into the front yard due to the deck posts.

C. Brown moved to amend the decision to further allow a fence to a maximum height of 1.8 m height in the front yard not projecting past the front face of the neighbours garage at 707 – 1 Street SE.

- Carried.

4. APPEAL NO. 2**Appeal of Development Application 16-DP-048**

Lot 6, Block 1, Plan 1611860 (1401 Highway Avenue, Redcliff)

(Free Standing Sign)

Chairman B. Christian asked the appellant if they had any objection to any board members hearing the appeal. C. Presber advised he had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

C. Presber commented that the sign proposed is part of the Burger King standard. The sign is 6 inches too high and the sign area is 16 square feet too large in overall sign area. The sign is not in a residential neighbourhood and will not oppose anyone's view or be unsightly.

b) Presentation of Planning & Engineering Department

Development Officer referenced his report confirming the sign does exceed the Land Use Bylaw and is beyond the authority of the Municipal Planning Commission with respect to the actual sign base.

Development Officer further commented that if the Board decides to approve the sign it is suggested that the conditions outlined in the report be considered.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of anyone served notice of hearing

No one was in attendance.

e) Presentation of anyone claiming to be affected

No one was in attendance.

f) Planning Consultant comments

Not in attendance.

g) Rebuttal of Appellant/Applicant

C. Presber requested clarification of the conditions mentioned in the Development Officer's comments and report. Discussion ensued with respect to the lighting of the sign. It was noted that the concern would be whether it was a spotlight intense lit up sign.

h) Other

Nothing further was discussed.

i) Recess

C. Brown moved to meet in camera at 8:00 p.m.

The Appellant and Development Officer left the meeting at 8:00 p.m.

j) Decision

G. Shipley moved to revoke the decision of the Development Officer to deny Development Permit Application 16-DP-048 Lot 6, Block 1, Plan 1611860 (1401 Highway Avenue, Redcliff) for a Free Standing Sign. Further to allow the Free Standing Sign at Lot 6, Block 1, Plan 1611860 (1401 Highway Avenue) with the following conditions:

1. The sign shall not display lights that will adversely affect adjacent properties;
2. The sign shall not display lights that obstruct the view of, or may be confused with a traffic control device, in the opinion of the Development Authority;
3. The sign shall not obstruct the view of, or otherwise pose a potential hazard to vehicle or pedestrian traffic, in the opinion of the Development Authority;
4. The sign shall be maintained in good repair at all times, notwithstanding the sign shall at all times be structurally sound, the sign shall not be allowed to peel or

become torn, or that any portion of the sign that is metal shall not be allowed to rust;

5. No auxiliary sign shall be attached to the Free Standing Sign.

- Carried.

Reasons for Decision

The location of the sign is far enough away from the roadway that the variance is minimal. Further, it will not negatively impact traffic and neighboring properties.

V. Lutz moved to return to regular session at 8:06 p.m.

The Appellant and Development Officer rejoined the meeting at 8:06 p.m.

Chairman B. Christian advised the appellant of the decision and that the written decision would be forthcoming.

5. APPEAL NO. 3

Appeal of Development Application 16-DP-029

**Lot 39-40, Block 8, Plan 1117V (638 - 1 Street SE, Redcliff)
(Semi Detached Dwelling)**

a) Presentation of Appellant

No one was in attendance.

b) Presentation of Planning & Engineering Department

The Development Officer referenced his report and commented that this property is zoned R1 and a semi-detached dwelling is a discretionary use which goes to the Municipal Planning Commission for consideration and decision. The Development Officer indicated that initially an incomplete application was taken to the Municipal Planning Commission and they asked for some more technical input from the Developer. They chose to table the Permit Application until this technical information was provided. That information was provided to Municipal Planning Commission at the August meeting and it was decided to defeat the motion.

The Board was advised the site is too small as per the Land Use Bylaw for a semi-detached dwelling. Under the Land Use Bylaw a corner lot requires 9 metres per semi-detached dwelling per side for a total minimum of an 18 metre wide lot. The lot is 15.2m wide. It was noted that the applicant has mentioned subdividing the property in the future. The Municipal Planning Commission had expressed concern that the dwelling would not meet the Land Use Bylaw with front and rear setbacks of 6 metres once subdivided.

It was suggested that if the Board allows this development that attaching the conditions as per the report be considered as follows:

Developer provides the Town with proof that this has been done and paid for or he provides us with a Letter of Credit and a Development Agreement showing these conditions have been met.

1. The exterior of the home to be similar or compliment adjacent properties;
2. Prior to release of the Development Permit the Applicant shall:
 - a. Provide a site grading plan to the satisfaction of the Director of Planning & Engineering;
 - b. Apply for and receive permission from Council to install two (2) services into the property;
 - c. Provide to the Development Officer documentation that they have paid to have the Town of Redcliff's Public Services Department to install:
 - i. water and sanitary sewer services to the edge of property,
 - ii. curb crossings at the driveway locations,
 - iii. Sidewalk along 7th Avenue adjacent to the property,

(Note: The Town of Redcliff's Public Services Department may decline to install the water and sanitary sewer services curb crossings or the sidewalk. If this is the case the developer will have to enter into a development agreement to install this infrastructure)

- d. The Applicant shall pay a damage deposit in the amount of one thousand (\$1000.00). The deposit is to be used to repair any damage to Town of Redcliff infrastructure (i.e. sidewalk, curb, gutter, curbstop) damaged by the applicant, the applicants contractors or suppliers.
3. Provide to the Development Officer Applicant as built grades after project is completed to ensure that approved grades were met;

or

1. The exterior of the home to be similar or compliment adjacent properties;
2. The Applicant shall apply for and receive permission from Council to install two (2) services into the property;
3. The Applicant shall enter into a Development Agreement with the Town of Redcliff with respect to:

	Estimated Value
a. Provision of a site grading plan to the satisfaction of the Director of Planning & Engineering;	\$1000.00
b. The installation by the Applicant of:	
i. water and sanitary sewer services to the edge of property,	\$7,000.00
ii. curb crossings at the driveway locations,	\$4,000.00
iii. Sidewalk along 7 th Avenue adjacent to the property,	\$5,000.00
c. Providing the Development Officer with as built grades after project is completed to ensure that approved grades were met;	\$1,000.00
d. Paying a damage deposit in the amount of one thousand (\$1000.00). The deposit is to be used to repair any damage to Town of Redcliff infrastructure	

- (i.e. sidewalk, curb, gutter, curbstop) damaged by the applicant, the applicants contractors or suppliers.
- e. The Applicant providing security in the form of an irrevocable letter of credit in the amount of ten thousand (\$10,000.00) to ensure Applicant carries through with the obligations outlined in the development approval.
- f. Release of security provided by the Applicant to the Town of Redcliff;

Note: If the parcel is subdivided the applicant for subdivision will be required to register an easement to provide for the utility services that will cross one lot to the other lot.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of anyone served notice of hearing

Laurie Schick, adjacent landowner was in attendance and is opposed to the proposed development.

Rod Fischer, adjacent landowner submitted a letter dated September 19, 2016, expressing opposition to the Development.

e) Presentation of anyone claiming to be affected

Nothing further.

f) Planning Consultant comments

No one in attendance.

g) Rebuttal of Appellant/Applicant

The appellant was not in attendance.

h) Other

The Director of Planning and Engineering clarified that at the Municipal Planning Commission meeting the motion was to approve the application and as a result of a tie vote was defeated.

i) Recess

D. Kilpatrick moved to meet in camera at 8:24 p.m.

Adjacent landowner, Director of Planning & Engineering and Development Officer left the meeting at 8:24 p.m.

The Board called the Director of Planning & Engineering in to provide additional information / clarification.

j) **Decision**

G. Shipley moved to confirm the decision of the Municipal Planning Commission that Development Permit Application 16-DP-029, 638 - 2 Street SE (Lot 39-40, Block 8, Plan 1117V) be denied. - Carried.

Reasons for Decision

The reasons for the decision were that the proposed development creates a non-conforming development and increases the density of the neighborhood. Further there was opposition expressed from the neighbors to the proposed development.

D. Kilpatrick moved to return to regular session at 9:05 p.m.

Adjacent landowner, Director of Planning & Engineering, and Development Officer rejoined the meeting at 9:05 p.m.

Chairman B. Christian advised of the decision to those present and that the written decision to the Appellant would be forthcoming.

6. **ADJOURNMENT**

V. Lutz moved the meeting be adjourned at 9:06 p.m.



B. Christian, Chairman



S. Simon, Recording Secretary



Friday, October 14, 2016
Lethbridge Public Library Main Branch, Theater Gallery
810 5 Ave S, Lethbridge

PRESENT:

Reeve Lorne Hickey, Chairman	Lethbridge County	Mayor Eric Jensen	Village of Barnwell
Mayor Maggie Kronen	Town of Cardston	Mayor Kym Nichols	Village of Carmangay
Mayor Kim Craig	Town of Coaldale	Mayor Tom Butler	Village of Coutts
Mayor Dennis Cassie	Town of Coalhurst		
Dep. Mayor Marvin Slingerland	Town of Coalhurst	Reeve Jim Bester	Cardston County
Mayor Rene Gendre	Town of Fort Macleod	Reeve Molly Douglass	County of Newell
Dep. Mayor Brent Feyter	Town of Fort Macleod	Reeve Jason Schneider	Vulcan County
Mayor David Hawco	Town of Milk River	Reeve Ross Ford	County of Warner
Mayor Wendy Jones	Town of Picture Butte		
Mayor George Bohne	Town of Raymond	Reeve Brian Hammond	MD of Pincher Creek
Mayor Henk De Vlieger	Town of Taber	Reeve Brian Brewin	MD of Taber
Mayor Margaret Plumtree	Town of Vauxhall		
Mayor Thomas Grant	Town of Vulcan	Chair Brian (Barney) Reeves	I.D. 04 Waterton Lakes National Park

Guests:

Esther Rodzinyak for Maria Fitzpatrick, MLA	Lethbridge East	Bob Jones, Zone Rep	AAMD&C
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1.0 WELCOME AND INTRODUCTIONS

Reeve Lorne Hickey called the meeting to order at 1:05
Moment of silence for Jim Prentice

2.0 ADOPTION OF THE AGENDA

Moved by David Hawco - Carried

3.0 Addition To/Approval Of The Minutes

Minutes Approved

4.0 BUSINESS ITEMS ARISING FROM MINUTES

No business arising from minutes.

5.0 REPORTS

5.1 MP Reports – No Reports

5.2 MLA Reports – No Reports

6.0 PRESENTATION

Michelle Tetreault, President Public Works Management Corp., Jack Hayden
MGA Review - Next Steps

- In order to qualify for Inter-Collaboration Funding (ICF) all agreements need to be in a collaborative frame work.
- Funding Opportunities:
 1. FCM has \$50 million for asset management. They are looking for collaboration between municipalities. Applications will be accepted in January, 2017. There is an additional \$75 million to support enhanced municipal planning if you are able to connect climate change into asset management planning practices.
 2. GOA has no specifics on amounts. They will be looking for community partnership and applications showing more than 2 municipalities will become preferential.
 3. MSI agreements will expire in 2017, however there is commitment to continued infrastructure funding.
- The MGA will require a Council Code of Conduct to be ready for elections in 2017.
- What you can do now: - Work Collaboratively
 1. Review MSI plans
 2. Tangible Capital Assets
 3. Strategic Planning
 4. Identify Risk
 5. Resiliency and Mitigation Strategies
 6. Adopt Standard Processes
 7. Share Resources
 8. Communicate with your community
- There was discussion on how to bring First Nations into the collaborative process.
- Presentation attached.

7.0 REPORTS

7.1 Alberta Southwest Regional Alliance Report – Mayor Blair Painter
No Report

7.2 SouthGrow – - Mayor Maggie Kronen

- Delegates from China looking for investment opportunities.
- Letter sent to Minister of Agriculture and Forestry the closure of Western Feedlot.

7.3 AAMD&C – Bob Jones, Zone Rep AAMD&C

- Looking through the MGA and encourages collaboration.
- AAMD&C convention will be held November 14-17.
- Has resigned from AAMD&C.

7.4 AUMA – Cliff Ayrey, Director of Villages

- No report

7.5 Associate Dean's Advisory Council - Mayor David Hawco

- Info given on Physician Assistant Bachelors Degree.

7.6 Oldman Watershed Council – Mayor Blair Painter

- Have been doing various weed pulls as well as willow plantings.

7.7 Highway #3 Association- Reeve Brian Brewin

- Cost/Benefit analysis awarded to University of Calgary.

8.0 BUSINESS

Letter to Minister Eggen regarding “congregated sites.”

- Low German Mennonite community starting congregated schooling and not following the Alberta education curriculum.
- Recommend doing something similar to Hutterite schools.
- **Motion** – A letter be written to the Honourable David Eggen, Minister of Education, to request a meeting to discuss congregated sites which operate under the Home Schooling Regulation.

Moved – Tom Butler - Carried

9.0 NEXT MEETING DATES

Friday, November 4, 2016 – Culver City Room

10.0 ADJOURNMENT: Moved by David Hawco to adjourn meeting at 2:10. **Carried**

Confirmed Future Presentations

November 4, 2016

1. Charleen Davidson, Executive Director ,The Community Foundation – 2016 Vital Signs Report
2. Uber

December 2, 2016

1. Jaques Magnan, Executive Director, Interim RPAP – Potential Changes to RPAP
2. Michelle Tetreault, President Public Works Management Corp., Jack Hayden
MGA Review – Follow Up

Please send any community information for distribution to M & R at MayorsandReevesSW@gmail.com

REDCLIFF SENIOR CITIZENS BUSINESS MEETING October 6, 2016

Mel Oerlemans opened the meeting with the Lord's Prayer at 2 p.m.

There were 18 persons present.

Minutes for September, 2016 read by Secretary.

Minutes amended— times for Stage West Buffet (taken from their website) 10:30 a.m. - 12:15 p.m.

Curtain 12:15 p.m.

Adopted- Sandy T Seconded- Connie B

Treasurer's report—

Richard Vanorman reported bank balance to date of \$32,570.

In September income was \$1222. Expenses so far \$587.80

Report moved adopted—Margaret P Seconded—Rita G

Correspondence—Various AGLC letters and posters and a receipt for food handling classes

Kitchen—all ready for Appreciation Day on October 13.

We need December 8th Christmas dinner tickets made up by next meeting.

Price? \$ 13. Approved by show of hands.

House—Woodcarvers need to clean up prior to exercise classes, Margaret says.

Membership—31 members are already paid up for 2017. Total membership for 2016 was 268.

Crib and Crib Tournaments—in-house tournament is on October 13. Memorial on October 17 for Dave Leslie.

Garry now has 6 volunteers to help. Much appreciated. The September crib tournament sold 19 tables, Mel reported.

Whist—Last Friday: 1 table and two spares.

Pool—has begun with 4 members.

Exercise—good participation. 2 new members last week

Casino— in 2017

Computer—a few interested members have signed up

Bus Trips—Bus trip is sold out, Kasper has a standby list.

New Business—Elections next meeting in November. Mel will see if Vic or Jim will officiate.

-Shirley Vossler VP and Mel Oerlemans have been meeting with Town to draft a new building lease which comes due in December. (see write up in the October 5 *Commentator*). The current lease costs \$640/month, which will be raised to \$740 unless we agree instead to pay \$1 as well as take over janitorial work, but not maintenance work and pay ½ of the utilities which average about \$800/month. The community service manager for the Town is to present cost scenarios in early November.

All Hall rentals could become our income and responsibility, Mel says. Since we are a registered society, we could apply for grants such as the Heritage fund and others that the Town cannot. For example, with the Town's permission, we could build a new wall to expand the hall rental space from 100 persons to 150, if we received grant funding to do it. Town administrators, Cindy Murray and Kim have agreed to help us with grant applications, etc. Hall rentals are estimated to provide approximately \$200/ month up to 5 to 12K for the society. Mel is willing to supervise all the hall rentals, including bookings, collections, damage deposits and two client walk-throughs if necessary. Sandy Tillman also volunteered for this responsibility. Mel advises the members that he fully recommends approval of the new lease draft. Rita requested a printed copy of the latest draft agreement prior to approval. AGLC needs a copy of the new lease ASAP.

-Lynn Carter showed us her jacket and pictures from the recent National Crib competitions in Brantford, NB. Lynn received 4th place out of 36. Out of 5000 players, Alberta received the most golds. Well done, Lynn!

Adjournment at 2:45 p. m.

Moved—Kasper

Seconded— Margaret

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 24, 2016

PROPOSED BY: Director of Finance and Administration

TOPIC: Tax Penalty Bylaw

PROPOSAL: To give first reading to proposed Bylaw 1832/2016, Tax Penalty Bylaw

BACKGROUND:

The current Tax Penalty Bylaw 1724/2012 was passed and signed on October 2, 2012. With the implementation of the Tax Instalment Payment Plan (TIPP) Bylaw 1806/2015, the current tax penalty bylaw does not make an exemption to the ratepayers signed up for the program under Bylaw 1806/2015. A revision of the tax penalty bylaw to include a section that exempts those enrolled in the TIPP program is required to ensure there is no confusion and that the TIPP bylaw does not conflict with who tax penalties are to be calculated for in the tax penalty bylaw.

POLICY / LEGISLATION:

Sections 344 and 345 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 (MGA) states Council may impose penalties on unpaid taxes at rates set out by bylaw, and Council considers it necessary to set a penalty rate structure to be imposed on unpaid taxes.

Excerpt from Municipal Government Act

Penalty for non-payment in current year

344(1) A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than 30 days after the tax notice is sent out.

Penalty for non-payment in other years

345(1) A council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.

(2) A penalty under this section is imposed at the rate set out in the bylaw.

(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw 1832/2016, Proposed Tax Penalty Bylaw

Current Tax Penalty Bylaw 1724/2012

Tax Instalment Payment Plan Bylaw 1806/2015

OPTIONS:

1. Give the Tax Penalty Bylaw first reading.
2. Direct Administration to draft a revised Bylaw to accommodate the TIPP program.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1832/2016, Tax Penalty Bylaw be given first reading.
2. Councillor _____ moved to direct administration to

SUBMITTED BY:



Department Head



Municipal Manager

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

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

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

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

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

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

TITLE

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

PURPOSE

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

DEFINITIONS

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

PENALTIES

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

TRANSITION

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

READ a first time this ____ day of _____, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time this ____ day of _____, 2016.

PASSED and **SIGNED** this ____ day of _____, 2016.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**BY-LAW NO. 1724/2012
OF THE TOWN OF REDCLIFF**

PURSUANT to the provisions of the Municipal Government Act, the Municipal Council of the Town of Redcliff, duly assembled enacts as follows:

Section 1 - NAME

- 1.1 This By-Law shall be known as the "Tax Penalty Rate By-Law" of the Town of Redcliff.

Section 2 - PENALTIES

- 2.1 That in the event of any current taxes remaining unpaid after the thirtieth (30th) day of June of the year for which the same taxes are levied, there shall be added thereto by way of penalty an amount of five percent (5%) on the first day of July of the same year, and every amount so added shall form a part of the unpaid taxes.
- 2.2 That in the event of any taxes remaining unpaid after the thirty first (31st) day of December of the year for which the same taxes are levied, there shall be added thereto by way of penalty an amount of ten percent (10%) on the first day of January of the next succeeding year and each succeeding year so long as the taxes remain unpaid, and every amount so added shall form a part of the unpaid taxes.

Section 3 - REPEAL

- 3.1 By-Law 1122/97 is hereby repealed January 31, 2013.

Section 4 - PASSAGE

- 4.1 This By-Law shall take effect on February 1, 2013.

READ a first time the 10th day of September 10, 2012.

READ a second time the 24th day of September, 2012.

READ a third time the 24th day of September, 2012.

PASSED and SIGNED the 2nd day of October, 2012.


MAYOR


MANAGER OF LEGISLATIVE & LAND SERVICES

**BYLAW NO. 1806/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR A PRE-AUTHORIZED TAX INSTALMENT PAYMENT PLAN.**

WHEREAS pursuant to section 340 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

AND WHEREAS Council considers it to be advisable to establish a tax instalment payment plan in the Town of Redcliff;

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

TITLE

1. This Bylaw shall be known and cited as the "Tax Instalment Payment Plan Bylaw" of the Town of Redcliff.

PURPOSE

2. Taxes payable under a TIPP shall be deemed to be due and owing in accordance with this bylaw and the terms and conditions of the TIPP. The purpose of this bylaw is to establish the terms under which taxes may be paid by instalments.

INTERPRETATION, PURPOSE AND DEFINITIONS

3. In this bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) "Assessed Person" means the person recorded on the assessment and tax rolls in accordance with parts 9 and 10 of the Municipal Government Act;
 - b) "Town" means the Town of Redcliff;
 - c) "Collections Coordinator" means the person or persons in the Town's Finance Department assigned the responsibility of administering this bylaw;
 - d) "Council" means the Municipal Council of the Town of Redcliff;
 - e) "Current taxes" means taxes imposed in the current year;
 - f) "EFT" means electronic funds transfer;
 - g) "Penalties" means penalties on unpaid taxes;
 - h) "Taxes" means all property taxes, local improvement taxes and all other taxes, charges, fees or amounts lawfully imposed against a property by the Town of Redcliff



pursuant to the Municipal Government Act or any other statute of the Province of Alberta;

- i) "Tax Instalment Payment Plan" also referred to as "TIPP" means the plan authorized by this bylaw permitting taxpayers to pay taxes by way of monthly instalments;
- j) "Taxpayer" means a person liable to pay taxes on a property being taxed pursuant to the Municipal Government Act;
- k) "Year" means calendar year.

APPLICATION

- 4. A taxpayer who wishes to enroll in a TIPP must submit an application to the Director of Finance and Administration for approval.
- 5. An application shall include:
 - a. a completed application form signed by the taxpayer; and
 - b. a void cheque or other documentation that would allow the Town to use the EFT Process.

ENROLMENT

- 6. The Director of Finance and Administration may enroll a taxpayer in a TIPP if, on the date of application, all taxes due, tax arrears and penalties owed to the Town by the taxpayer have been paid.
- 7. An application form for enrolment in a TIPP for the current year's taxes must be received by the Director of Finance and Administration on or before January 31 with the only exception being that a property was purchased after January 31 but before June 30 of the year in which the taxes were imposed. In such a case the first payment will include all missing payments.

AMOUNT OF PAYMENTS

- 8. The Director of Finance and Administration shall calculate the amount of the payments for the TIPP at the time that the taxpayer is enrolled in TIPP. The payments shall be in instalments calculated so that the cumulative payments will pay, in full, the outstanding balance of the taxes by the end of the calendar year.
- 9. At the time that the taxpayer is notified of their enrolment in TIPP, the taxpayer shall also be notified of the payment date and the amount of the instalments.

RECALCULATION OF PAYMENTS

- 10. The Director of Finance and Administration may recalculate the amount of the payments at any time and shall advise the taxpayer, in writing, of any changes in the amount of the Payments to be made.



11. Changes in the amount of the payments shall be effective as of the payment date specified in the notice of change in payments sent to the taxpayer.

PENALTIES AND CHARGES

12. No penalties shall be imposed with respect to the outstanding balance of the taxes for the current year as long as the TIPP remains in good standing.

13. A TIPP is no longer in good standing if:

- a. the EFT process fails;
- b. the taxpayer fails to pay a service charge imposed by this bylaw; or
- c. the taxpayer fails to comply with the terms and conditions of the TIPP.

PENALTIES

14. When a TIPP is no longer in good standing, penalties may be applied to the outstanding balance of the taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall be immediately due and payable.

SERVICE CHARGES

15. The taxpayer shall pay a service charge to the Town, in an amount set out by bylaw, every time the EFT process fails. The service charge shall be due and payable immediately upon the taxpayer being notified by the Director of Finance and Administration that the EFT process has failed for the payment.

EFT FAILURE

16. For the purposes of this bylaw the payment will be deemed to have failed when the taxpayer's bank notifies the Town that a fund transfer will not be processed.

TERMINATION OF TAX INSTALMENT PLAN

CANCELLATION BY TOWN

17. The Director of Finance and Administration shall cancel a taxpayer's enrolment if the TIPP is no longer in good standing.

CANCELLATION BY TAXPAYER

18. A taxpayer may cancel a TIPP at any time, provided that written notification of the cancellation using the termination form has been provided to the Director of Finance and Administration no less than ten business days in advance of the next payment date.



EFFECT OF CANCELLATION

19. When a TIPP is cancelled, penalties may be applied to the outstanding balance of the taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall immediately be due and payable.

POWERS OF THE DIRECTOR OF FINANCE AND ADMINISTRATION

20. Without restricting any other power, duty or function granted by this bylaw or otherwise, the Director of Finance and Administration may:
- a. establish the form and method of notification for the purposes of this bylaw;
 - b. establish the application form for a TIPP;
 - c. establish the terms and conditions of a TIPP, including but not limited to any terms and conditions that are necessary to reflect the requirements of the Canadian Payments Association for the EFT Process; and
 - d. delegate any of his or her powers, duties or functions under this bylaw.

TRANSITION

21. This bylaw comes into force on January 1, 2016.

READ a first time this 17th day of August, 2015.


READ a second time this 14th day of September, 2015.

READ a third time this 28th day of September, 2015.

PASSED and **SIGNED** this 30 day of September 2015.



MAYOR



MANAGER OF LEGISLATIVE AND LAND SERVICES

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 24, 2016

PROPOSED BY: Director of Planning & Engineering

TOPIC: Temporary sign in Town Boulevard

PROPOSAL: To consider request for temporary sign in Town Boulevard

BACKGROUND:

Cindy Parker, representing the Alberta Wide Rally (Medicine Hat Committee), is requesting permission to place a sign on Broadway Avenue Boulevard entering the Town. C. Parker proposed that the sign be located at or near the corner where Saamis Drive turns into Broadway Avenue. The event is planned for November 5, 2016. C. Parker indicated that they would remove the sign within 3 days after the event.

The proposed sign is either 24" x 44" or 34" x 44" (see attached letter and pictures).

POLICY / LEGISLATION:

Excerpt from Town of Redcliff Land Use Bylaw (1698/2011) including amendments

Section 86.6.b – **General Regulations** - states:

- *No one shall erect or permit to be erected or remain on Town property, any temporary sign other than in accordance with this Bylaw.*

Section 86.4 – **Signs not requiring a Development Permit** – point f. states:

- *A sign advertising a campaign event or drive which has been approved by Council. Such a sign may be posted for a maximum period of fourteen (14) days.*

STRATEGIC PRIORITIES

N/A

OPTIONS:

1. Allow the Alberta Wide Rally (Medicine Hat Rally Committee) to erect a temporary sign in the Boulevard of Broadway Avenue.
2. To deny the Alberta Wide Rally (Medicine Hat Rally Committee) to erect a temporary sign in the Boulevard of Broadway Avenue.

ATTACHMENTS:

Correspondence from Alberta Wide Rally (Medicine Hat Rally Committee)

RECOMMENDATION:

Administration is forwarding this request to you for your consideration, and has no recommendation.

SUGGESTED MOTION(S):

Councillor _____ moved to approve the request from Alberta Wide Rally (Medicine Hat Rally Committee) to place a temporary sign in the Boulevard of Broadway Avenue. Further that the temporary sign be removed by November 8, 2016.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2016.

October 18, 2016

Alberta Wide Rally

Medicine Hat Rally Committee

Cindy Parker

403-581-8973

Redcliff Town Council,

We would like to request special permission to place a rally notification sign to the right of the main roadway entering Redcliff to notify your citizens of an Alberta Wide Rally movement taking place on November 5, 2016. Signage size is either 24 inches by 44 inches or 34 inches by 44 inches. I have included pictures of signage and size for your consideration. They are hand painted wooden signs that will be staked. The Alberta Wide Rally is a movement of Albertans for Albertans. The rally involves speakers on various topics currently affecting our province. The rally is also the kick off of a province wide carbon tax petition. There is currently 12 locations across Alberta holding rallies simultaneously. More information can be located on facebook @Allerta Wide Rally or www.albertawiderally.ca.

As businesses and individuals in our communities continue to be affected with economic uncertainty, job loss and an upcoming carbon tax these rallies are to give people a voice, information and support that all Albertans are in this together. I personally believe it is every citizens right to be aware of these rallies and have the opportunity to attend.

The sign would be placed as soon as possible and will be removed the

evening of the 5th or the day of the 6th. Thank you for your time and consideration.

Sincerely, Medicine Hat Alberta Wide Rally Committee



24"

44"

3411



41411



ALBERTA WIDE RALLY AGAINST THE NDP

Tourist Center
330 Gehring Road SW, Medicine Hat
November 5 at 12:00 Noon

Come Out and Voice Your Concerns

Find Us on Facebook
www.Facebook.com/MedHatNoNDPRally



ALBERTA WIDE RALLY AGAINST THE NDP

Tourist Center
330 Gehring Road SW, Medicine Hat
November 5 at 12:00 Noon

Come Out and Voice Your Concerns

Find Us on Facebook
www.Facebook.com/MedHatNoNDPRally

Alberta Wide Rally Against The NDP

Together We Stand Proud. **Alberta Proud**

MEDICINE HAT

Everyone Invited!

This is a peaceful rally to voice opinions and opposition to Rachel Notley's government. People will be getting together, standing shoulder to shoulder to protest our Alberta Government. The NDP is full of broken promises, reckless spending, unethical lawmaking, and worst of all, they are not listening to the people that live here. The people they work for. We move on this day to be heard. To have a voice in the choices being made about how our province operates. There has to be a line.

The NDP has crossed it!

Alberta Wide Rally On Facebook or #medhatnonotley @twitter.com



At Noon on Saturday November 5th, 2016
This demonstration will be held at
The Tourist Centre by the TeePee
330 Gehring Rd. SW
Medicine Hat, AB



**THERE IS A DARK SHADOW CAST UPON ALBERTA.
PLEASE STAND WITH FELLOW ALBERTANS ON**

**NOV. 5TH @ NOON
ALBERTA WIDE RALLIES**

AIRDRIE Carbon tax petition kick off

BROOKS 11AM

CAMROSE

CALGARY

DRAYTON VALLEY

EDMONTON

FORT MCMURRAY

GRANDE PRAIRIE

HANNA

LETHBRIDGE

MEDICINE HAT

RED DEER 11AM

PEACEFUL, NON PARTISAN

NO EXTREMIST GROUPS

WEBSITE COMING SOON@

www.albertawiderally.ca

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 24, 2016

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Encroachment Permit Application - Lot 32, Block 7, Plan 0212632

PROPOSAL: To enter into an Encroachment Agreement with Nicholas Smith

BACKGROUND:

An Encroachment Permit Application has been received from Nicholas Smith who owns 364 Kipling Point SW, Redcliff (Lot 32, Block 7, Plan 0212632). The Real Property Report provided indicates that two pillars encroach into the Town's road allowance by up to 0.94 meters, and 0.87 meters as shown on the attached Real Property Report.

The Encroachment Permit Bylaw (Bylaw 1751/2013) states that where the encroaching structure encroaches more than .31 meters onto Town of Redcliff property the request for an encroachment permit shall be forwarded to Council for consideration.

The Public Services Department and the Planning and Engineering Department have been asked to provide their comments.

Public Services Department: Public Services does not have an issue with the encroachment.

Planning & Engineering Department:

The pillars are wholly located in the road right-of-way and appear to be constructed on edge of sidewalk. The proximity of the pillars to the sidewalk poses a safety issue to sidewalk traffic (i.e. kids riding bikes)
The encroachment does not comply with the current Land Development Policy (Policy No. 52 (2009)) Section G which states:

The following items shall not be permitted under any conditions and if they exist at the time of this policies adoption shall only be permitted to remain as long as they are not creating any ongoing problems. If at any time any such object are required to be removed as a result of any Boulevard Development, they shall not be allowed to be replaced or returned to the boulevard area.

- Trees
- Any permanent fixture or structure
- Fencing not fitting established guidelines
- Excavations
- Rocks or Boulders (Excepting monuments as outlined above)

Therefore, the Planning and Engineering Department recommends following existing policy.

ATTACHMENTS:

- Encroachment Permit Application
- Bylaw 1751/2013

OPTIONS:

1. To enter into an encroachment agreement with Nicholas Smith of 364 Kipling Point SW (Lot 32, Block 7, Plan 0212632).
2. To not enter into an encroachment agreement with Nicholas Smith of 364 Kipling Point SW (Lot 32, Block 7, Plan 0212632).

RECOMMENDATION:

Administration has provided comments in the background section of this RFD and does further note that the encroachment permit/agreement does specify that the Town of Redcliff is to be indemnified from any damage or liability associated with the encroaching structure.

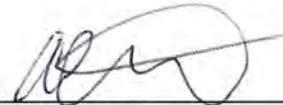
MOTION:

1. Councillor _____ moved that the Municipal Manager be authorized to sign an encroachment agreement with Nicholas Smith of 364 Kipling Point SW (Lot 32, Block 7, Plan 0212632).

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD 2016.

TOWN OF REDCLIFF

ENCROACHMENT PERMIT

I, NICHOLAS SMITH, owner of the property legally described as Lot 32, Block 7, Plan 0212632, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building or structure intended to be wholly situated upon the lands located at 364 Kipling Point SW, Redcliff, Alberta T0J 2P0, legally described as Lot 32, Block 7, Plan 0212632 do, in fact, encroach upon a portion of the back lane adjacent to the property as shown on the Real Property Report attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i. I will provide a Real Property Report (copy to be attached to this document) at no cost to the Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii. I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii. I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv. I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v. I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction;
- vi. I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use By-Law of the Town of Redcliff;
- vii. I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
 - a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii. I acknowledge this permit may be terminated by the Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.



NICHOLAS SMITH

Approved on behalf of the Town of Redcliff the ____ day of September, 2016.

Town of Redcliff

Per: _____
Municipal Manager

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

DESCRIPTION OF PROPERTY

LOT 32, BLOCK 7, PLAN 021 2632
364 Kipling Point S.W. Redcliff, Alberta

I, Noah Nichols, Alberta Land Surveyor do hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual Of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly, within those standards as of the date of this Report, I am of the opinion that:

1. The Plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property;
2. The improvements are entirely within the boundaries of the property unless otherwise noted;
3. No visible encroachments exist on the Property from any improvement situated on an adjacent property unless otherwise noted, and;
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of the property, unless otherwise noted.
5. Title information is based on a title search dated August 9th A.D. 2016. C. of T. No. 051 441 340.
6. Date of Survey August 8th, 2016.
7. Unless otherwise specified the dimensions shown relate to distances from Property boundaries to the exterior finish at time of survey.
8. Distances are in metres and decimals thereof.
9. This document is not valid unless it bears an original signature (in blue ink) and a red Global Raymac Surveys Inc. permit stamp.
10. **Purpose:** This Report and attached plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of a real estate transaction. Copying is permitted only for the benefit of these parties. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown on the plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.
11. **Property is subject to Restrictive Covenant Reg. No. 021 272 173.**
12. **Property is subject to Caveat Reg. No. 021 272 174.**
13. **Pillars from subject property encroach into the Town of Redcliff Road Allowance as shown.**
14. **Percentage of Lot coverage is 34.6%. (House and Deck).**


Dated this 12th day of August A.D. 2016.





Noah Nichols, A.L.S.


LEGEND


ABBREVIATIONS AND SYMBOLS THAT MAY APPEAR ON THIS PLAN.


Drill Hole found shown thus ... 


Iron Bar found shown thus ... 


Statutory Iron Post found shown thus ... 


Placed Iron Spike shown thus ... 


Eave Fascia are shown thus ... 

Fences are shown thus ... 

Line not to scale shown thus ... 

Utility Rights-Of-Way are shown thus ... 

Outside cladding shown thus ... 

Property line shown thus ... 

A denotes length of arc

A.G. denotes Above Ground

Blk. denotes Block

Cant. denotes cantilever

Conc. denotes concrete

C.S. denotes Counter Sunk

E. denotes east

Fd. denotes found

G.L. denotes ground level

m denotes metres

Mk. denotes mark

M.A. denotes Maintenance Access

Mks. denotes marks

N. denotes north

O.D. denotes Overland Drainage

(R) denotes radial Bearing

R denotes radius of arc

Re-est. denotes Re-established

Reg. No. denotes registration number

Ret. Wall denotes retaining wall

R.W. denotes Right-Of-Way

S. denotes south

U. denotes Utility

W. denotes west

Fences are within 0.20m of property line unless otherwise noted

Eave dimensioned to Fascia



Page 1 of 2

CLIENT: Ineke DeVries

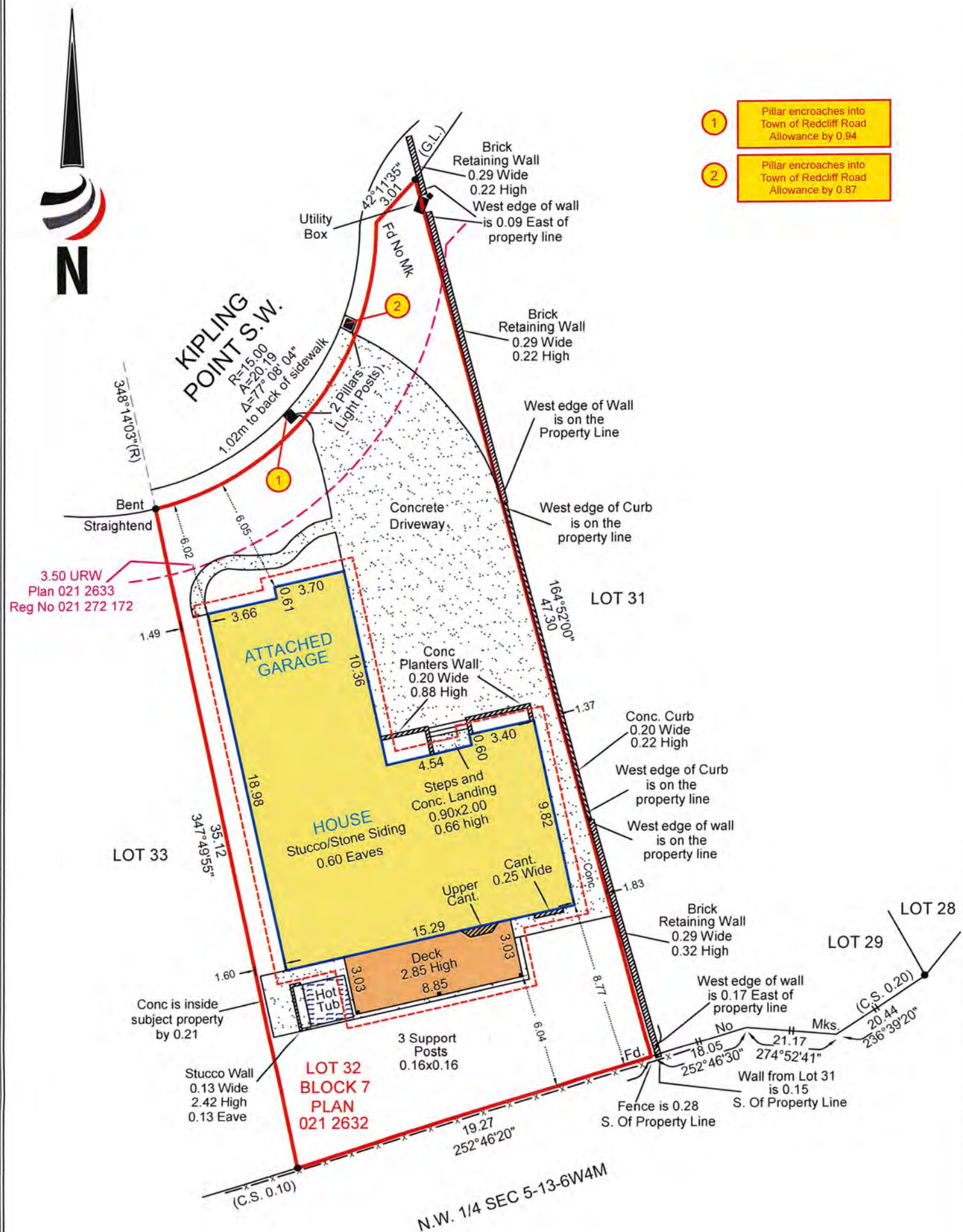
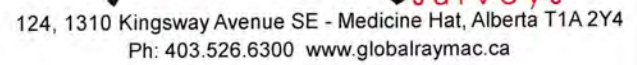
FILE NO.

Drawn by: P. Tremblay

SCALE AS SHOWN

G.R.S.I. FILE NO. 16MR0241

364 Kipling Point S.W. Redcliff, Alberta



© Copyright Global Raymac Surveys Inc. 2016.

G.R.S.I. FILE NO. 16MR0241

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



DESCRIPTION OF PROPERTY

LOT 32
BLOCK 7
PLAN 021 2632

global raymac
surveys

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

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



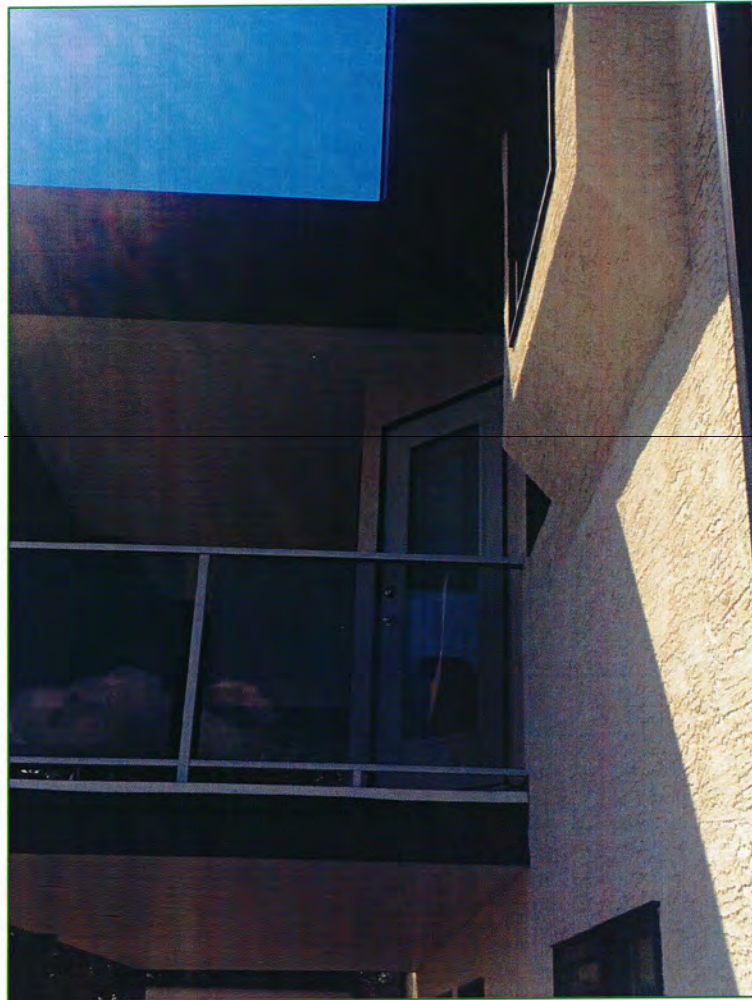
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ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



global raymac
surveys

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

**TOWN OF REDCLIFF
BYLAW NO. 1751/2013**

A BYLAW OF THE TOWN OF REDCLIFF for the purposes of authorizing the issuance of Encroachment Permits.

WHEREAS, it is deemed expedient and proper for a Council to authorize the issuance of an Encroachment Permit.

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

TITLE

1. This Bylaw shall be known as the **Encroachment Permit Bylaw**.

ENCROACHMENT PERMITS

2. Encroachment permits:
 - a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit may be approved by the Municipal Manager and such approval shall be copied to Council for information only;
 - b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.
3. The fee for an encroachment permit shall be in the amount of \$100.00 plus GST for each encroachment permit issued.
4. Prior to the issuance of an encroachment permit the Town of Redcliff will require the owner of an encroaching structure to make application for an encroachment permit on the standard form as shown on Schedule "A" attached to this Bylaw and provide a copy of a Real Property Report (RPR) prepared by an Alberta Land Surveyor, or other acceptable survey identifying the encroachment.
5. The information that will be required prior to processing an encroaching permit shall include:
 - a) indemnification of Town of Redcliff from any damage or liability associated with the encroaching structure;
 - b) indemnification of Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
 - c) removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated;
 - d) removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction or road development.



- e) acknowledgement that the encroachment permit is terminable by Town of Redcliff upon issuance of 30 days notice in writing to the property owner at the last address as shown on the taxation records of the Town of Redcliff.
6. Encroachment permits may only be issued to the present owner of said encroaching structure;
7. Upon sale of the land the encroachment permit issued by the Town of Redcliff is terminated unless:
- a) If the encroaching structure is sold to a different party the acquiring owner may apply for an encroachment permit to be issued providing the following conditions are met:
 - i) the terms and conditions on the encroachment permit to be issued are identical to the encroachment permit issued to the vendor;
 - ii) the request is made in writing and received by the Town of Redcliff within 60 days of the date of the original encroachment permit;
 - iii) the written request, includes a declaration confirming there have been no adjustments to any building on the site since the date of the issuance of the original encroachment permit.
 - iv) there will be no additional fee charged for issuance of this encroachment permit.
8. That effective upon passage of this Bylaw, The Council of the Town of Redcliff hereby authorizes the Municipal Manager, or his designate, to sign, on behalf of the Town of Redcliff, encroachment permits as shown on Appendix "A" attached.
9. Bylaw 1177/98 is hereby repealed

Read a first time this 27th day of May, 2013.


Read a second time this 10th day of June, 2013.

Read a third time this 10th day of June, 2013.

Signed and Passed the this 17 day of June, 2013.



Mayor



Manager of Legislative and Land Services

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I _____ owner of the property legally described as Lot(s) _____, Block _____, Plan _____, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at _____ legally described as: Lot(s) _____, Block _____, Plan _____, do, in fact, encroach upon a portion of: _____ as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation,

737 607

be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.

vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:

a. as may be necessary to remove the encroachment; or

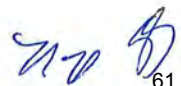
b. as may be necessary for the routine maintenance of the encroachment.

viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, _____.

MUNICIPAL MANAGER


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**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 24, 2016

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Claim for damages to third party property

PROPOSAL: To consider paying claim for damages to third party property

BACKGROUND:

On August 19, 2016 Public Services Department advised that damage to a third party fence at 413 Main Street N occurred as a result of a garbage bin falling from the lift/lower mechanism on the garbage truck as it was being lowered down from being emptied.

On August 23, 2016 the property owner at 413 Main Street North submitted a claim for damage and breaking of a panel to their fence due to a dumpster being dropped and hitting it. The claim was submitted to the insurance company in which they responded that with the information provided, it appears the cost to repair will be below the \$2,500 deductible and suggested the following options:

- 1) Proceed with opening the claim, however if the amount is under the \$2,500 deductible the claim will be closed (adjuster fee will still be paid and would thus count as a claim under the policy).
- 2) If the Town does not wish to proceed with the claim but would still like the assistance of an adjuster, claim documentation can be forwarded to Claimspro and they will assign an adjuster. The Town would be responsible for paying the IA fee directly.
- 3) Handle the claim in-house.

The claimant was requested to provide two quotes. Two quotes were submitted and they have indicated that the particular fence product is no longer available and they are requesting replacement of the full extent of the back fence (so as to ensure consistency of the fence).

The estimates provided are as follows:

1. \$3,353.20 plus GST
2. \$3,000.00 plus GST

Policy No. 47, Insurance Claims Policy indicates all claims involving damage to a third party property which are above the Town's deductible be referred to the Insurance Company. In speaking further with the insurance company on whether to proceed with opening a claim they have provided further comment that when settling claims under third party liability coverage the legal obligation is the Actual Cash Value of the damaged item (depreciation would be applied to the item involved). Using the quotes submitted and applying the deductible leaves us with a claim of \$500, not taking into consideration any application of depreciation that may be applied. It is unknown at this time, the true claim amount if it were to be submitted as a claim. Another

factor to be taken into consideration is the impact on premiums and claims history. This is relatively small damage that could be, if paid for by the Town (not engaging in the claims process) absorbed within the solid waste operating budget.

POLICY/LEGISLATION:

See attached Policy 47 (2015), Insurance Claims Policy

STRATEGIC PRIORITIES: n/a

ATTACHMENTS:

Policy 47 (2015), Insurance Claims Policy
Correspondence from property owners of 413 Main Street N

OPTIONS:

1. To pay out the claim to a maximum amount of \$3,000.00 subject to submission of receipts for work completed and signing of a Final Release.
2. To pay out a portion of the claim in an amount determined by Council subject to submission of receipts for work and signing of a Final Release.
3. To submit the claim to the Insurance Company for review and consideration.
4. To deny the claim.

RECOMMENDATION:

Option1.

SUGGESTED MOTION(S):

1. Councillor _____ moved the request for damages to a third party fence from Mike and Susan Wells of 413 Main Street N be approved to a maximum amount of \$3,000.00 subject to submission of final receipt for work completed and signing of a Final Release.
2. Councillor _____ moved the request for damages to a third party fence from Mike and Susan Wells of 413 Main Street N be approved to a maximum amount of \$ _____ subject to submission of final receipt for work completed and signing of a Final Release.
3. Councillor _____ moved the claim for damages to a third party fence from Mike and Susan Wells of 413 Main Street N be submitted to the Insurance Company for review and consideration.
4. Councillor _____ moved the request for damages to a third party fence from Mike and Susan Wells of 413 Main Street N be denied.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2016.

Approved by Council: April 27, 2015

INSURANCE CLAIMS POLICY

BACKGROUND:

The Town of Redcliff receives insurance claims against the Town from residents, insurance companies or third parties. A claim may also arise from actions or incidents involving Town employees, equipment or property (internal claims).

Upon hearing of or being advised that a claim against the Town may be pending, or in the event of hearing or being advised of any injury to an individual or damage to property that may have occurred, all personnel of the Town should advise their manager/supervisor that the potential may exist for a hazard that could potentially cause further injury or damage.

Upon any manager or supervisor being made aware of any injury to an individual or damage to property that may have occurred, and that may be reflective on the Town of Redcliff, the manager or supervisor shall immediately advise the individual manager or supervisor responsible for the care and upkeep of the area in question of the alleged occurrence.

The manager or supervisor responsible for the care and upkeep of the area of the alleged occurrence shall forthwith investigate the situation/location and document the occurrence or evidence of an occurrence. If a hazard exists, the primary concern shall be over safety for individuals and for the elimination of the potential of risk for further injury or damage.

In all cases the situation shall be documented in detail, and if applicable, any hazard shall be eliminated or neutralized as soon as possible.

All information and actions shall be documented and a report filed with the Manager of Legislative and Land Services, for future reference in the event of a claim for damages against the Town.

POLICY:

1. The Manager of Legislative and Land Services shall act as liaison for all claims against the Town of Redcliff; all information (record of calls, comments, notes to file, etc) should be forwarded to the Manager of Legislative and Land Services for insertion in the claim file.
2. Any person inquiring about a claim shall be instructed to approach his own insurers prior to making a claim against the Town.
3. A claim must be in writing and must contain information relating to the incident and Town's alleged liability. A minimum of two repair estimates must be provided.
4. The Town of Redcliff will under no circumstance accept liability for any insurance claim incident, unless written instructions have been received from our Insurers or Adjusters acting on behalf of our Insurers confirming the Town of Redcliff is liable for payment of the claim or in which claims that are below the Town's deductible and have been reviewed by Town Administration and they decide to payout damages.

5. The Manager of Legislative and Land Services shall refer all claims to the Town's Insurer's alleging:
 - a) personal injury or involving a motor vehicle accident;
 - b) damage to a third party property which are above the Town's deductible
6. If a claim is submitted alleging damage to a 3rd party property and it falls below the Town's deductible the Manager of Legislative and Land Services shall:
 - a) submit the claim to the Town's Insurers for their consideration and handling, if recommended by the Town's Insurers; or
 - b) consult with the Municipal Manager and
 - i) If the claim is for a total of less than \$2,000.00, they shall decide if the claim shall be paid; conditional to claimant signing "Final Release" in a form recommended by our Insurers and similar to Schedule A of this Policy.
 - ii) If the claim is for a sum more than \$2,000.00, they will make a recommendation to Council asking for consideration to pay said claim; conditional to claimant signing "Final Release" in a form recommended by our Insurers and similar to Schedule A of this Policy.
7. When advice of disposition of a claim is received from the Town's Insurers, or the Adjusters appointed by the Town's Insurers, which indicates the Town is responsible for the claim and if such claim is above the deductible of the insurance policy the Town's Insurer's shall make the decision and effect payment of the claim.
8. When advice of disposition of a claim is received from the Town's Insurers, or the Adjusters appointed by the Town's Insurers, indicating the Town is responsible for the claim and when the claim is below the deductible, of the insurance policy, the Manager of Legislative and Land Services shall:
 - a) If the claim is against the Town of Redcliff and for a total of less than \$2,000.00 she shall consult with the Municipal Manager and they shall decide if the claim shall be paid; conditional to claimant signing "Final Release" in a form recommended by our Insurers and similar to Schedule A of this Policy.
 - b) If the claim is against the Town of Redcliff and if for a sum more than \$2,000.00 she shall consult with the Municipal Manager and they will make a recommendation to Council asking for consideration to pay said claim; knowing full well that payment of a claim includes the possibility of acceptance of liability for the incident.
9. Town vehicle, equipment or property claims, which are claims submitted by Town to the Town's Insurer's, shall be reviewed by the Manager of Legislative and Land Services and
 - a) if the claim is more than double the deductible the claim shall be referred to the Town's Insurer's for consideration and handling.

- b) if the claim is less than double the deductible the Manager of Legislative and Land Services shall consult with the Municipal Manager and they shall decide if the claim shall be submitted to the Town's Insurers for consideration and handling or costs be incurred by the Town. A factor in making this decision shall be the impact on the Town's premiums and claims history. Consulting with the Town's Insurers will assist in making this decision.
- 10. Under no circumstances will it be the policy of the Town of Redcliff to pay a claim, where the Town's Insurers have advised the Town is not responsible or liable.
- 11. Any claim where legal action has been initiated either before or after a directive from the Town's Insurers, the following steps shall be taken forthwith:
 - a) Refer the matter to the Manager of Legislative and Land Services who shall
 - i) forward the information to the Town's Insurers;
 - ii) advise in writing to the Town's Solicitor that the matter has been forwarded to the Town's Insurers, and request the Town's Solicitor to co-ordinate any action in conjunction with the Town Insurers, the Town's Solicitors, and the Solicitors initiating the claim.
- 12. Under no circumstances will it be policy of the Town of Redcliff to pay for the deductible on a resident's personal insurance.

**SCHEDULE A
FINAL RELEASE**

CLAIM NO. _____

IN CONSIDERATION of the payment of the sum of

_____ dollars (\$ _____)

which is directed by the undersigned to be paid as follows:

_____ \$ _____

_____ \$ _____

_____ \$ _____

THE UNDERSIGNED hereby for themselves, their heirs, executors, administrators, successors and assigns release and forever discharged the Town of Redcliff from any and all action, causes of action, claims and demands for or by reason of any damage, loss or injury, to person and property which heretofore has been or hereafter may be sustained in consequence of

on or about the _____ day of _____.

AND FOR THE SAID CONSIDERATION the undersigned agree not to make claim or take proceeds against any other person or corporation who might claim contribution or indemnity under the provisions of any statute or otherwise.

THE UNDERSIGNED AGREE that the said payment is not deemed to be an admission of liability on the part of

Town of Redcliff

AND it is hereby declared that the terms of this settlement are fully understood; that the above stated herein is the sole consideration of this release and that the said sum is accepted voluntarily for the purpose of make a full and final compromise, adjustment and settlement of all claims for injuries, losses and damages resulting or to result from the said accident.

WITNESS of hand and seal this _____ day of _____,

In the presence of:

READ BEFORE SIGNING_____
Witness_____
signature_____
seal

To: The Town of Redcliff

Re: The quotes for the vinyl fence on the property of Mike
And Susan Wells.

413 Main Street N. Redcliff

The existing vinyl panels can no longer be purchased. We contacted the original company and we can no longer buy this particular product.

The two estimates we got can relatively match the color but no one can match the design. Both contractors informed us also that, that was no longer possible. The panels are an odd ball size. Therefore the back fence would need to be replaced.

Thank-you
The Wells

RECEIVED
AUG 23 2016
TOWN OF REDCLIFF

August 22, 2016

This is just a written notice to inform you of an incident that happened at 413 Main street North in Redcliff. On August 19th.

A dumpster was dropped and it hit our vinyl fence damaging and breaking a panel. We thank you in advance for prompt attention and repair to this matter.

Sincerely

Mike and Susan Wells

Home: 403-527-9484

Cell: 403-878-7013

Memo

Date: October 24, 2016

From: Director of Planning & Engineering

To: Redcliff Town Council

Re: Policy 52, Land Development Policy

Town Council directed administration to review Policy 52. Policy 52 appears to be a collection of various unrelated policies used by the Town of Redcliff associated with services to land and the development of lands and boulevards located within the Town of Redcliff.

Many of the policies outlined in policy 52 require updating to be clear or consistent with current strategic initiatives.

It is proposed that Policy 52 be divided into 4 policies and that as bylaws are redrafted that some of these policies be incorporated into bylaws and the policy then be canceled.

As the redrafting of these policies has resulted in substantial changes to the previous policies, Administration is providing the drafts of these policies to obtain input from council on these policies prior to the Administration finalizing the policies and bringing them to Council for adoption.

Currently in Policy 52 as	New Policies	Changes / Rationale
A. PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS	PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS	Standalone policy that allows the Town to consider providing services outside of the Town's boundaries to the County and servicing Co-ops. Council approval is required for any servicing outside of the Town's boundaries.

B. GRADE ESTABLISHMENT	GRADING INFORMATION TO BE PROVIDED WITH DEVELOPMENT PERMIT APPLICATIONS	Standalone policy. This policy has been revised to be more development friendly and ensure that the Town receives the information necessary to ensure that lot development occurs in an orderly fashion and does not negatively impact adjacent properties. This policy is planned to be incorporated into a revised Land Use Bylaw.
C. SURFACE DRAINAGE	SURFACE DRAINAGE OF PROPERTIES	Standalone policy. This policy has been changed to be consistent with current best practices and also identify that it is for the development of parcels, not Road ROWs. This policy is planned to be incorporated into a revised Drainage Bylaw.
D. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS	USE AND WORK IN ROAD RIGHT-OF-WAYS IN THE TOWN	<p>These policy sections have been rewritten into a single standalone policy which starts with the premise that Road ROWs are the Town's responsibility and that therefore the Town has the right and responsibility to exercise control over what happens in the Road ROW.</p> <p>Further the policy improves and simplifies Town operations by:</p> <ul style="list-style-type: none"> • Creates one set of definitions and rules for improvements in the Road ROW. • Elimination of 3 special application forms in favor of using a Development Permit application form and Public Services work application form. • Identifies the Development Officer as the coordinating person for the Town and responsible for providing a response to the applicant for the Town. The Development Officer is under the obligation to ensure that the correct Town staff are circulated the application. • Creates one point of contact for all work by outside parties in the Road ROW. • Contains a clause that allows work by Town forces or contractors retained by the Town to perform work in the Road ROW to not require Town approval through the Development Officer. • Clearly lays out what is acceptable for property owners to develop in a boulevard.
E. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS		
F. PROVISION OF CULVERTS AND DRIVEWAYS IN PARTIALLY DEVELOPED AREA		
G. BOULEVARD DEVELOPMENT		
H. BOULEVARD REPAIR		
I. PROVISION OF ROAD WIDENING IN PARTIALLY DEVELOPED AREAS		

POLICY/LEGISLATION:

In Alberta Road Right-of-Ways are not titled, and in the case of Towns the title is vested in the Crown in Right of Alberta. MGA Division 2, 16(1).

Title to roads

16(1) The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

The practical effect of this is that there is no land title for a road ROW and encumbrances cannot be registered against them or have registrations to them.

The Town is responsible for what is done in Road Right-of-Ways (ROW) inside the boundaries of the Town. MGA Division 2, 18(1)

Control of roads

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

ATTACHMENTS:

- Policy 52 (2009), Land Development Policy (Existing)
 - Policy 52 (2016) Provision of Town of Redcliff Services to Properties Outside Town Limits
 - Policy ?? (2016) Grading Information to be Provided With Development Permit Applications
 - Policy ?? (2016) Surface Drainage of Properties
 - Policy ?? (2016) Use of and Work In Road Right-of-Ways in The Town
-

Approved by Council – May 25, 2009

LAND DEVELOPMENT POLICY

BACKGROUND:

This policy contains the various policies used by the Town of Redcliff associated with services to land and the development of lands located within the Town of Redcliff.

POLICY:

A. PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS

Requests from property owners outside of the Town limits for raw or treated water, sanitary sewer service or garbage service shall be declined.

The Town is currently providing some of the property owners, outside of the Town limits, with treated or raw water, this was provided under previous agreements with these property owners and will continue to be provided until permanent service cancellation is requested at which time service will no longer be provided to this property.

B. GRADE ESTABLISHMENT

It will be policy for the Administration of the Town of Redcliff to determine, at the time of a land sale, whether the particular land being sold has been pregraded to allow for proper drainage.

If the land to be sold has not been pregraded, any development will require the approval by the Town as to the finished grade before a development permit shall be issued.

It is the responsibility of the owner/developer to ensure that any development within the Town of Redcliff is in compliance with the established grades (elevations). Whenever possible the Town will pre-grade and establish all grade plans, at the time the subdivision and design of the property takes place on land the Town offers for sale. It is the developer's responsibility to comply with the grades established in the subdivision design.

1. If there are no established grades, then it is the responsibility of the owner/developer to provide the Town with, and build in compliance with, a grade certificate. This certificate is to be completed by an Alberta Land Surveyor.
2. The approval of any Development Application shall be conditional to being in compliance with the established grades, or if grades are not established, to being in compliance with the grade certificate to be provided by the developer. A grade certificate shall provide for the site drainage being contained within the property limits, and directed to either the established lane or roadway, as approved by the Manager of Engineering. The certificate should also show the effect that this development has on the adjacent property.

Prior to approval of the Development Application, the Development Officer must receive written confirmation from the Manager of Engineering that the grade certificate initially provided, or any subsequent amended grade certificate that might be required, meets with the Manager of Engineering approval.

3. When an application for development is taken, the applicant should be made aware that:
 - a) Established grades must be met.
 - b) When, or if there are no established grades, it is the responsibility of the owner/developer to provide a “grade certificate” (to be certified by a Alberta Lands Surveyor) for the Town of Redcliff.
4. On all non-residential development applications, regardless of whether or not grades are established the developer shall be required to submit a site drainage plan prepared by a professional engineer with their development application.

C. SURFACE DRAINAGE

1. All rain water down spouts shall not be connected to the weeping tile system or to the sanitary service lines inside or exterior to the building. The intent of this section is to enforce the regulations of Alberta Environmental Protection as it pertains to the disposal and treatment of domestic sewage.
2. Rain water leaders shall be installed so as to direct the water to the nearest point of public land, either a street or lane but not developed property such as a park.
3. Residential subdivision designs shall include storm sewers where it is possible to deal with the storm sewers within the immediate area of the subdivision. In locations where there is a substantial amount of offsite main required, the decision to include or exclude the sewers within the subdivision will be up to the Town Council.
4. Where storm sewers are included in the subdivision, the direct connection to the mains from the residence will be encouraged to pick up the roof drains and the weeping tile. Connections will be made by the Town of Redcliff similar to the standard sanitary connection policy.
5. Existing developments that are in violation of this proposed policy will be dealt with on a case by case basis. Any existing weeping tile connections will remain. Any rain water leaders that drain into the sanitary sewers will be disconnected. If disconnection is not accomplished within a reasonable time, the sanitary rate discount will be revoked by the Town of Redcliff.

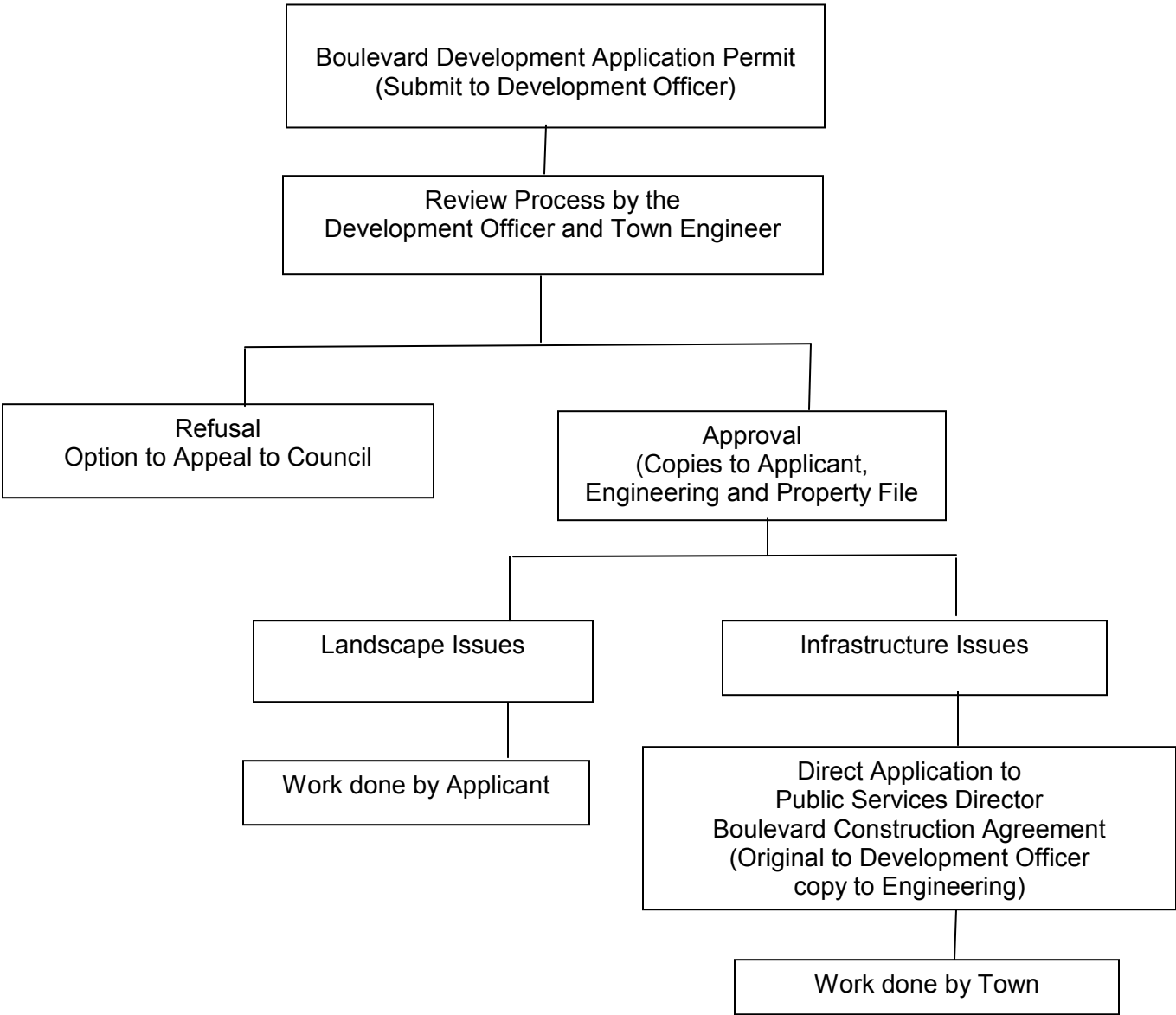
D. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS

(Developed areas shall mean that area of Redcliff where the Town of Redcliff has provided the fronting property with curb or sidewalk)

1. Property owners requesting construction or modification to concrete engineering structures on public property including curb and gutters, sidewalks and driveways will require an approved “Boulevard Development Application/Permit” in the format included herein. All construction must be constructed by the Town of Redcliff or a Town of Redcliff approved contractor in accordance to the Town of Redcliff Construction Standards.
2. Construction to be completed by the Town of Redcliff will require the applicant to complete the

Boulevard Construction Agreement included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.

- 3. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards.
- 4. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.



BOULEVARD CONSTRUCTION AGREEMENT

Application Date: _____

Applicant: _____

Legal Description: _____ Civic: _____

I hereby apply to the Town of Redcliff Public Services Department to provide a quotation for work within the boulevard adjacent to the above mentioned property

Type of Work: (check one or more)

- ☐ curb cut
- ☐ sidewalk modification
- ☐ driveway construction
- ☐ other: _____

Detail description of work be requested:

I understand that upon completion of the quotation by the Public Services Department and payment of the fee stipulated by the Public Services Department, the work will be completed under the conditions set out in the “Boulevard Development Application / Permit”, the “Town of Redcliff Land Development Policy No. 052”, and the “Town of Redcliff Construction Standards”

I hereby agree to assume the responsibility of keeping this driveway and culvert clear of all obstructions and will be responsible for the repair costs of any damage to the culvert.

Witness

Applicant(s) Signature

Public Services portion (Do not complete)	
Quotation for work required	
Estimated Completion Date	Pending Payment by
Application Approved By:	Date:

F. PROVISION OF CULVERTS AND DRIVEWAYS IN PARTIALLY DEVELOPED AREA

(Partially developed areas shall mean that area of Redcliff where the Town of Redcliff has not provided the fronting property with curb or sidewalk and where surface water drains by the property in a ditch or swale)

The purpose of this policy is to provide for the installation of a driveway and culvert from the roadway to fronting private property in partially developed areas of Redcliff.

The Town of Redcliff is requested to install driveways to private properties in partially developed areas and since such a driveway may affect the surface drainage pattern in the area, the Town of Redcliff upon request of the property owner may provide for the construction of an approved driveway to the private property in order to provide access and control the flow of surface drainage.

The Manager of Engineering may approve the construction of a hard surfaced swale of sufficient depth to cause no obstruction of the surface drainage, however if the property owner feels a swale does not provide adequate access to his property he may apply to the Town of Redcliff, for the Town of Redcliff to install a driveway at a cost as established by the Public Services Director.

1. The driveway shall be installed by the Town of Redcliff or contractor authorized by the Town of Redcliff as per the Town of Redcliff Construction Standards or as approved by the Manager of Engineering.
2. All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.
3. The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the applicant.

G. BOULEVARD DEVELOPMENT

Boulevard Development shall mean: the temporary placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever.

As residents may wish to extend Boulevard Development on an adjacent boulevard, the Town may consider permitting such Boulevard Development.

The Town may at any time demand any Boulevard Development on a boulevard be removed forthwith. Whenever possible the Town shall provide 5 calendar days notice for any such removal however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

Any boulevard that is disturbed shall be returned to a proper level with topsoil provided and graded. Grass seed will be provided to the owner and maintenance will be the responsibility of the owner.

The Town will deter any Boulevard Development other than grassing. However if Boulevard Development is requested through a written request through the Town's Development Officer, the Development Officer may in conjunction with the Manager of Engineering consider the temporary approval of the following types of Boulevard Development.

- Underground sprinklers
- Shale, brick or paving stone coverage
- Driveways. (Accessing a private parking location only)
- Portable wishing wells, decorative objects
- Fencing, if within established guidelines
- not to be within 1.2 meters of a curb or roadway edge.
- as set out within the Town's Land Use Bylaw
- other restrictions as deemed appropriate by the Development Officer and the Manager of Engineering.
- Decorative flower gardens
- Shrubbery and hedges if properly maintained
- Monuments (where concept has been endorsed by Council)

The following items shall not be permitted under any conditions and if they exist at the time of this policies adoption shall only be permitted to remain as long as they are not creating any ongoing problems. If at any time any such object are required to be removed as a result of any Boulevard Development, they shall not be allowed to be replaced or returned to the boulevard area.

- Trees
- Any permanent fixture or structure
- Fencing not fitting established guidelines
- Excavations
- Rocks or Boulders (Excepting monuments as outlined above)

Any Boulevard Development, shall be considered approved on a temporary basis only, and shall

only be permitted to remain on any boulevard area at the pleasure of the Town

The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore the Town will supply the necessary amount of top soil for the boulevard when available and at the discretion of the Public Services Director.

Application for Boulevard Development may be made to the office of the Development Officer for the Town on the attached prescribed form.

TOWN OF REDCLIFF BOULEVARD DEVELOPMENT APPLICATION/PERMIT

Property Owner/Applicant

Address

Phone

Legal Description

Lot

Block

Plan

Project Location

Project Description

Construction to be Completed By: Town of Redcliff or their duly appointed contractor
 Applicant or Applicants contractor as approved by
 The Town of Redcliff

Boulevard Construction Agreement Required yes no

I hereby acknowledge that any boulevard development approved by the Town of Redcliff that is landscape in nature shall be considered approved on a temporary basis only and shall be permitted to remain on the boulevard at the discretion of the Town of Redcliff.

I also hereby acknowledge that I will be responsible to ensure that any proposed construction or modifications that I have been approved to undertake with my contractor will be constructed according to the Town of Redcliff Construction Standards.

Applicants Signature

Date

Town of Redcliff Use Only

Development Approved

Development Officer

Manager of Engineering

Development Refused

Development Officer

Manager of Engineering

Conditions/Reasons

H. BOULEVARD REPAIR

The Town and other private utility companies have historically utilized boulevards for the installation of both shallow and deep utilities for repair or maintenance work to be performed.

In order to clearly establish the policy and limits in respect to the Town's responsibility for the repair and maintenance of the municipal boulevards between the physical streets and private properties the following policy shall be followed..

1. The Town of Redcliff is responsible for the repair, maintenance and installation of all municipal infrastructure within the streets, lanes and boulevards.
2. Private utility companies are responsible for the repair, maintenance and installation of all related utility infrastructure within streets, lanes and boulevards.
3. The repair of the boulevards by an act of the Town of Redcliff or a private utility will be governed by this policy as per the Town of Redcliff Construction Standards.
4. All new infrastructure installations require approval by the Town of Redcliff.
5. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
6. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be repaired to their original condition or better by the responsible utility.
7. All private driveways and walkways made of concrete or asphalt will be cut at the property line and removed from the boulevard where necessary.
8. All replacements of asphalt walks or approved asphalt driveways will be made to the same standard as the prior to removal condition.
9. Concrete driveways and concrete walkways will be replaced, where removed, to a standard wood float and broom finish. No special finishing treatment or pattern will be provided.
10. Non-approved asphalt or concrete aprons or pads which were removed from the boulevard will not be replaced. The surface will be top soiled and fine graded. Lawn seed will be provided to the home owner to reestablish the boulevard. The resident adjacent to the boulevard has the option of installing a loose non-organic (gravel, shale, etc.) surface treatment at their expense in-lieu of topsoil and seed.

I. PROVISION OF ROAD WIDENING IN PARTIALLY DEVELOPED AREAS

“Partially developed” areas shall mean those areas of Redcliff where the Town of Redcliff has not provided the fronting property with curb or sidewalk, and where surface water drains by the property in a ditch or swale.

The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened roadway, for the purpose creating expanded parking areas. Applications should only be considered upon the Town receiving a completed “Road Widening Application,” and receipt of the application fee of \$100.00. Applications may only be considered for approval upon verification that the proposed construction can be completed without negatively effecting the surrounding adjacent properties, the drainage patterns, or traffic flow.

From time to time the Town of Redcliff is requested to widen streets in partially developed areas, for the purpose of expanded parking adjacent to roadways. The Town of Redcliff, upon a request from a property owner may provide for the construction of an approved widened road, in order to provide an expanded parking area.

The Manager of Engineering may consider and approve applications for the construction of a widened roadway for the purpose of parking, however:

1. The widened roadway shall only be considered upon receiving a request in writing on the “Road Widening Application,” which is to form part of this policy.
2. Payment of the application fee of \$100.00, which shall be an administration processing fee applicable to the consideration of the matter by the Town’s engineering staff. If construction proceeds as per the engineered design, the \$100.00 application fee will be returned as a credit to the construction costs upon completion.
3. All construction shall be either completed by the Town of Redcliff, or a contractor authorized by the Town of Redcliff.
4. The estimated cost plus a 10% contingency shall be paid by the applicant in advance of any construction.
5. Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.

Road Widening Application / Permit

I _____ hereby request permission to on a temporary basis modify the roadway area adjacent to the property described as _____
(Civic Address)

Lot _____ Block _____ Plan _____

Detail of Roadway Development:

(Provide diagram)

I understand that any Roadway Development, if approved by the Manager of Engineering, shall be considered approved on a temporary basis only, and shall only be permitted to remain at the discretion of the Town.

The Town may at any time demand any Development be removed forthwith. Whenever possible the Town shall provide 5 calendar days notice for any such removal however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Development that is not removed by the adjacent property owner responsible for or who has an interest in any Development.

I understand that construction will not be initiated by the Town until all costs are paid in advance.

Applicants signature **Application Fee: \$100.00**

Town of Redcliff Portion

Approved: _____

(Manager of Engineering)

Refused: _____
(Manager of Engineering)

Reasons: _____

Application fee paid Yes ☐ No ☐ Receipt # _____

Note: Provide copy to Public Services Director

Approved by Council – Draft

PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS

BACKGROUND:

The Town, from time to time, receives requests for provision of municipal services outside of the municipal boundaries of the Town. The Town has, in the past, provided some properties outside of the municipal boundaries of the Town with municipal services. This Policy outlines how staff are to handle existing servicing and new requests for servicing.

POLICY:

Property owners outside of the municipal boundary of the Town, who have already been provided with municipal services under previous agreements with these property owners, will continue to be provided with the municipal service until:

1. Permanent service cancellation is requested by either party to the agreement, at which time the Town will no longer provide the service to the property.
2. A request is made to change the party to the agreement due to the sale of land at which time the Town will no longer provide the service to the property.
3. Another service provider is able to provide the same service to the property at which time the Town will no longer provide the service.
4. Failure to pay utility bills resulting in the cancellation of the service. Cancellation of services to properties outside of the municipal boundaries will be permanent.

The Town will provide a property owner outside of the municipal boundary of the Town with a minimum of 60 days' notice ending the provision of the municipal service to the property.

Requests from individual property owners outside of the municipal boundaries of the Town for potable water service, sanitary sewer service, storm sewer service, road maintenance and/or garbage service shall be declined.

Requests from Cypress County and servicing Co-ops for potable water, sanitary sewer service, storm sewer service, road maintenance and/or garbage service will be examined on a case by case basis.

Process for examination of the request will be:

1. High level review of the request by Administration looking at the feasibility of providing the service.
2. Request for Decision is to be forwarded to Council outlining the request and the feasibility of providing the service.. Council is to direct Administration to continue with investigation and negotiation or to inform the applicant that the request has been denied by Council.
3. When administration is directed to continue with investigation and negotiation, it will inform the applicant and enter into an agreement with the applicant that addresses the costs of any engineering and legal fees necessary to create an agreement and provide the services.
4. The Town or the applicant will carry out or have carried out a preliminary engineering design and report, which will affirm the feasibility of providing the service and outline the costs to the Town to provide the service.
5. Administration will review the preliminary report and draft an agreement which will contain clauses that will deal with the following:

- a. Fees for the initial connection,
 - b. Fees and processes for adding additional properties to the connection,
 - c. Fees for subdivision of serviced properties where one or more new services are created,
 - d. Standards of construction,
 - e. Ongoing rates for providing the service,
 - f. Billing for the service,
 - g. Other matters as directed by Council.
6. Administration will forward the agreement to Council for comment prior to finalizing the agreement.

DRAFT

Approved by Council – Draft

GRADING INFORMATION TO BE PROVIDED WITH DEVELOPMENT PERMIT APPLICATIONS

BACKGROUND:

The Town receives development permit applications for all matters of development within the Town. The Land Use Bylaw focuses on the horizontal aspects of locating a building on a site but largely ignores the vertical aspects of locating a building on a site and the associated grading around a building. It is essential that guidelines are in place with regards to what is to be provided for a Development Permit application and who can provide it so that the:

1. Runoff from the property being developed does not negatively impact the adjacent properties
2. Grading of the property being developed does not negatively impact the adjacent properties
3. Town minimizes issues for the ultimate property owners, such as the deferral of development requirements from the builder to the ultimate property owner
4. Town minimizes the potential for conflicts between neighbors.

One of the items that can lead to conflicts between neighbors is the requirement to build a retaining wall to make the grading between neighbors work. This often results in a conflict in which the municipality is pulled into the dispute because the municipality likely approved both of the Development Permits.

Policy:

The Town of Redcliff requires all new subdivision developments to provide a master lot grading plan for the development which will include at a minimum:

1. Geodetic elevations at every lot corner
2. Geodetic elevations at every proposed grade break on lot lines shared between two or more developable parcels, to provide the grading control between lots. Typically, this is one or two dependent on the lot type.
3. Slopes on lot lines shared between two or more developable parcels between grade breaks. These slopes shall be within the limits specified below:
 - a. On back to front drainage lots, minimum slope is 2.0% in the building's side yard.
 - b. Front yard slopes are desirable in a range of 2.0% to 5.0% with a maximum range of 1.0% to 8%.
 - c. Back yard slopes are desirable in a range of 2.0% to 5.0% with a maximum range of 1.0% to 10%.

In any subdivision development where there is a master lot grading plan, it is the responsibility of the owner/developer to ensure that a lot grading plan is prepared which conforms to the master lot grading plan.

If there is no master lot grading plan for the parcel being developed, it is the responsibility of the owner/developer to survey the property and establish the existing parcel boundary elevations. There

is no need for this plan to be referenced to the geodetic elevation (referenced to sea level) however it must be referenced to some fixed point that will not change during construction (hydrant flange, street light base, sidewalk, etc.).

It is the responsibility of the owner/developer to ensure that a lot grading plan is prepared which maintains the existing parcel boundary elevations or proposes changes and identifies the works the developer will undertake to mitigate any negative effects of the proposed grading. Examples of works that can be used to mitigate negative effects of proposed grading are retaining walls and written agreement from the owner of the affected property to allow grading changes on their property.

All development applications must address grading of the parcel and shall include a lot grading plan. Lot grading plans must be prepared in accordance with the following minimum requirements:

1. All grading must conform to the requirements of the Alberta Building Code.
2. Elevations of lot grading plans must match either the master lot grading property line grades in new developments or the existing property line grades in infill developments unless there is an agreement with the neighboring lot owner that allows otherwise.
3. Grades are to be provided at:
 - a. The corners of lot.
 - b. Intermediate grades (especially along common property lines with other residential lots),
 - c. Corners of the building.
 - d. Top and bottom of retaining walls.
4. Slopes are to be shown from the corners of the building to the property corners.
5. Slopes are to be shown from the building corners to the nearest property line:
 - a. Slopes over 33% are not allowed and must be mitigated with retaining walls or other approved measures. Other approved measures will require plans authenticated by a Professional Engineer Licensed to Practice in the Province of Alberta.
 - b. Slopes over 5% towards a neighbor's property are assumed to drain into the neighbor's property. If the elevation difference cannot be resolved with a curb wall less than 200mm in height, a retaining wall will have to be shown to resolve the issue.
6. Driveway slopes are to be shown. Maximum permitted driveway grade is 8%.
7. Grading plans must demonstrate that runoff is not directed into neighbors' property. This may require the developer to show the location and direction of downspouts.
8. Any retaining walls required to make the grading plan work are to be shown and are the responsibility of the applicant to install.
9. The elevations from the grade slips are also to be shown on the elevation plans (front, back, and sides) for a building including:
 - a. The grade line at the property line,
 - b. The grade line at the building,
 - c. The top and bottom of any retaining walls,
 - d. Any drainage works required (i.e. drainage swales).

-
10. The approval of any Development Application shall be conditional on the grading being completed in compliance with the established grades, or if grades are not established, to being in compliance with the grade certificate to be provided by the developer to the Town. A grade certificate shall provide for the site drainage being directed to either the established lane or roadway, as approved by the Director of Planning and Engineering or designate. The certificate should also show the effect that this development has on the adjacent property.
 11. Prior to approval of the Development Application, the Development Officer must receive written confirmation from the Director of Planning and Engineering or designate that the grade certificate provided, or any subsequent amended grade certificate that might be required, meets with the requirements of this policy and is approved.
 12. When an application for development is issued the applicant should be made aware that:
 - a. Established grades must be met.
 - b. When, or if there are no established grades, it is the responsibility of the owner/developer to provide a "grade certificate" (to be certified by an Alberta Lands Surveyor or other acceptable professional) to the Town of Redcliff.
 13. On all non-residential development applications where a change to the building(s) foot print or site impervious area, regardless of whether or not grades are established the developer shall be required to submit a site drainage plan prepared by a professional engineer with their development application. The site drainage plan is to be approved by the Director of Planning and Engineering or designate.

Approved by Council – Draft

SURFACE DRAINAGE OF PROPERTIES

BACKGROUND:

The Town of Redcliff has had issues with respect to the capacity of the sanitary sewer system. Most of the capacity issues in the sanitary sewer system are a result of high wet weather peak flows in the system.

Surface drainage being directed to the sanitary sewer system is one cause of extremely high wet weather peak flows.

Groundwater flowing into the sanitary sewer system also increases the wet weather peak flows in addition to increasing the volume of sanitary sewage that must be paid for to be treated. As weeping tile is designed to allow groundwater to flow into a pipe it is critical into what drainage system that weeping tile is connected to.

Surface drainage and ground water that flows into a sanitary sewage system is referred to as inflow and infiltration (I&I).

INTENT OF THIS POLICY

The purpose of this policy is to identify:

- Where surface drainage and weeping tile are to be directed to minimize the impact on the Town's drainage systems (sanitary sewer and storm sewer).
- When issues are discovered, when will they be removed.

POLICY:

1. All rain water collection including down spouts shall not be connected to a buildings weeping tile system or to the sanitary service lines inside or exterior to the building. The intent of this section is to support the regulations of the Alberta Environmental Protection Act as it pertains to the disposal and treatment of domestic sewage.
2. Rain water leaders shall be installed so as to direct the water to the nearest point of public land, either a street or lane. The intent is that rain water leaders are not directing runoff onto other parcels of private property.
3. Residential subdivision designs shall include storm sewers where it is possible to deal with the weeping tile connections within the immediate area of the subdivision. In locations where there is a substantial amount of storm sewer main required, the decision to include or exclude the storm sewers within the subdivision will be at the discretion of Town Council.
4. Where storm sewer services are included in a development, weeping tile shall be connected to the storm sewer service.
5. Where an existing storm sewer is located in a road abutting a property, all new service installations will be required to have a storm sewer service to which the weeping tile is to be connected.
6. Existing developments that are in violation of this policy will be dealt with on a case by case basis. Any existing weeping tile connections to the sanitary sewer system will be allowed to remain unless the Town extends storm sewer services into the property at which time the property will be required to connect the weeping tile to the storm sewer service. Any rain water leaders that drain into the sanitary sewers are to be disconnected. If disconnection is not accomplished within a reasonable time, the Town of Redcliff will impose a surcharge as established in the Fees, Rates & Charges Bylaw until the leaders are disconnected.

Approved by Council – Draft

USE OF AND WORK IN ROAD RIGHT-OF-WAYS IN THE TOWN

BACKGROUND:

The primary purpose of road Right-of-Ways (ROWs) is to provide access to titled properties.

In Alberta, road right-of-ways are not titled, and in the case of the Town, title is vested in the Crown in Right of Alberta. MGA Division 2, 16(1).

Title to roads

16(1) The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

The practical effect of this is that there is no land title for a road ROW and encumbrances cannot be registered against them or have registrations to them.

The Town is responsible for what is done in road ROW inside the boundaries of the Town. MGA Division 2, 18(1)

Control of roads

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

The Town regularly receives requests for use and work in the road ROW. Currently the use and work in the road ROWs is dealt with in multiple policies and bylaws. Creation of one policy covering the use and work in road ROWs is intended to streamline the process, remove holes in the current processes, create a uniform set of definitions and rules for dealing with requests for use and work in road ROWs.

The requests for use of road ROWs are primarily, utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences. Occasionally there are requests to temporarily use the road ROW for other purposes such as public gatherings.

The request for work in road ROWs are primarily for the installation of utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences.

The primary difference is that use is typically of an ongoing nature and work is of a temporary nature and as such, the rules governing them must be different.

DEFINITIONS:

Road right-of-way is any land in the Town that does not have a title. These lands could be identified in Town as roads, lanes, walkways, etc.

Boulevard is the land between the edge of the driving surface of a road and the edge of the road right-of-way.

Road Developed with a Cross Rural Section is a road that is constructed with ditches and swales for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with a rural cross section is above the adjacent properties. Roads developed with a rural cross section may or may not have sidewalks and storm sewer systems in the Road ROW.

(The primary distinguishing feature of a rural cross section road from an urban cross section road is that a rural cross section road has ditches or swales at the edge of the road driving surface whereas an urban cross section road has a curb at the edge of the road driving surface.)

Road Developed with an Urban Cross Section is a road that is constructed with curbs and gutters for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with an urban cross section is below the adjacent properties. The difference in the elevation of the road driving surface between roads with a rural and urban cross section typically create drainage issues when a rural road cross section is converted to an urban cross section.

Road Developed with a Hybrid Cross section is a road that on one side is an urban cross section and on the other side is a rural cross section.

Road driving surface is the area inside a road ROW intended for motorized vehicle movements and parking.

Work is defined as anything meeting the definition of Development in the MGA Part 17.616.b

- (b) “development” means
- (i) an excavation or stockpile and the creation of either of them,
 - (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
 - (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
 - (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

Use is defined as anything that uses the Road ROW which could be construed as development.

Purpose of this Policy

Under the definition of development anything that requires excavation or the placing of anything is deemed to be development. Approval of all works done in a road ROW or uses of the road ROW is impractical as every time anything coming close to meeting the definition of work or use would have to be approved.

The purpose of this policy is to:

- lay out what kind of works and uses are allowed in a road ROW without the Town having to approve them,
- the process for approval of works in a road ROW,
- the process for approval of uses of a road ROW,

Policy

1. The following uses of a Road ROW require approval of the Town:
 - Any utility, and utility installation,
 - Any drainage works (ditches, swales, curb & gutter storm sewers, etc.),
 - Any landscaping that is not exempted in the Boulevard Development section,
 - Any temporary use.
2. All work performed in a road ROW is required to receive Town approval for the work unless specifically exempted from requiring an approval by this policy.
3. Property owners may request construction or modification to concrete structures on a Road ROW including curb and gutters, sidewalks and driveways by submitting a "Boulevard Development Application prior to work commencing.
4. All road driving surfaces, sidewalks, curbs and gutters in a Road ROW must be constructed by the Town or a Town approved contractor in accordance to the Town of Redcliff Construction Standards. Driveways (excepting the crossing of sidewalks, curbs and gutters) do not have to be constructed by the Town or a Town approved contractor in accordance with the Town of Redcliff Construction Standards as the Town does not take any repair, replacement or maintenance responsibility for driveways.
5. Construction to be completed by the Town of Redcliff will require the applicant to complete the Public Services Construction Agreement in the format included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.
6. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards. The Town will require the property owner to post security deposit in the amount as established in the Fees, Rates and Charges Bylaw which will be returned to the property owner upon application in the form provided herein at the completion of construction and inspection of the work and supporting documentation.
7. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
8. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be replaced or repaired to their original condition or better by the entity causing removal or damage.
9. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.

10. The following work is exempt from requiring Town approval:

- Work performed in the road ROW by the Town or by a contractor employed by the Town. This work is deemed to have been approved by the Town,
- Work that is identified in the Boulevard Development section as not requiring an approval,
- Work of an emergency nature required to protect the public,
- Work to remove unauthorized work or uses in the road ROW,
- Work that has been approved by the Town in a Development Permit, Subdivision approval or Development or Service agreement.

Process for approval

The process for approval of work and use of road ROWs shall be similar to the process outlined for Development Applications in the Land Use Bylaw.

BOULEVARD DEVELOPMENT

BACKGROUND:

Every property in the Town abuts a road and road right-of-way. The Town maintains the road and repairs or replaces as needed and in accordance with available resources, the road driving surfaces, sidewalks, curbs and gutters in a Road ROW. The Town requires adjacent properties to maintain the sidewalks (keep them free of snow, ice, debris and vegetation) and area of the boulevard not occupied by a sidewalk. The development of boulevards:

1. Plays an essential role in defining the character and appearance of a community,
2. Can impact the public use and enjoyment of the road ROW,
3. Create hazards for traffic on the roads,
4. Negatively impact the life of the Town's infrastructure in the road right-of-way,
5. Increase the costs for the Town to maintain roads,
6. Increase the peak stormwater runoff from the area which may cause capacity of the Town's stormwater management system to be exceeded.

As such it is in the Town's interest to specify how boulevards can be developed.

POLICY:

1. Boulevard Development shall mean: the placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever for any amount of time.
2. As per the general section of this policy application for Boulevard Development is to be made to the office of the Development Officer for the Town
3. Boulevards shall be developed and maintained by the adjacent property owner to at least the minimum standard listed in the Boulevard Development Standards.
4. Any Boulevard Development shall be considered approved on a temporary basis only, and shall only be permitted to remain on any boulevard area at the pleasure of the Town
5. The Town and other private utility companies utilize boulevards for the installation of both shallow and deep utilities for repair or maintenance work. In order to clearly establish the limits in respect to the Town's responsibility for the repair and maintenance of the boulevards the following rules are to be followed:
 - a. The Town may at any time require any Boulevard Development to be removed

forthwith. Whenever possible the Town shall provide 5 calendar days' notice for any such removal; however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

- b. When a developed boulevard is disturbed by construction activities it is the responsibility of the entity (Town, Utility Company, etc.) having the work undertaken to restore the boulevard to a developed standard. This responsibility may be transferred back to the property owner by way of contract by the entity undertaking the construction work with the property owner. (i.e. If the Town is contracted by a property owner to install a new curb crossing to provide access to their property the Town in that contract can state that the property owner is responsible for restoration of the boulevard to its developed state. If the contract does not state this then the Town or other entity) would be responsible for restoration of the boulevard to a developed standard.
 - c. Where private driveways, walkways and or pads made of concrete or asphalt are removed they will be saw cut at the edges of removal. Replacement of removed driveways and walkways shall be as follows:
 - i. Approved asphalt walkways or asphalt driveways will be replaced with hot mix asphalt with a smooth rolled finish. No pattern or painting will be applied.
 - ii. Approved concrete driveways and concrete walkways will be replaced with concrete finished with standard wood float and broom finish. No special finishing treatment, pattern, color or paint will be provided.
 - iii. Non-approved asphalt or concrete driveways, walkways or pads which were removed from the boulevard will not be replaced.
 - d. The disturbed area of a boulevard not restored with asphalt or concrete will be top soiled, fine graded and seeded with a manicured turf grass seed mix. The adjacent property owner to the boulevard has the option of requesting the boulevard not be restored with topsoil or manicured grass seed and takes on full approval and financial responsibility for developing the boulevard.
6. The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore, the Town will supply the necessary amount of top soil from topsoil stripping stockpile when available for the boulevard at the discretion of the Public Services Director. (Note: This topsoil is not screened or organically modified.)

BOULEVARD DEVELOPMENT STANDARDS

Approved Boulevard Development (does not require a Boulevard Development Permit)

- Manicured grass,
- Underground sprinklers,
- Decorative gardens (maximum vegetation height less than 0.4 metres),
- Monuments (where concept has been endorsed by Council).

(Note: Signs located in boulevards are dealt with in the Land Use Bylaw.)

Discretionary Boulevard Development (requires a Boulevard Development Permit)

- Shale, decorative gravel, brick or paving stone,
- Driveways (See Driveways accessing properties),
- Native grass,
- Portable wishing wells, decorative objects,
- Acceptable trees (see tree section for further information)

Prohibited Boulevard Development

The following items are prohibited under any conditions:

- Any permanent fixture or structure
- Private rain gardens, cisterns, or other stormwater management infrastructure,
- Fencing,
- Shrubbery and hedges over 0.4 metres in height,
- Crushed gravel, dirt, pit run gravel, etc.
- Rocks or Boulders exceeding D₁₀ size, excepting monuments as outlined under approved uses. (D₁₀ size means that the average diameter of the largest material will be less than 10 centimeters (4 inches). Generally any material passing a 10 centimeter sieve will meet this requirement.)

If prohibited items exist at the time of this policies adoption, they shall be permitted to remain as long as they are not creating any ongoing problems or creating a safety issue. If at any time any prohibited items are required to be removed as a result of any Boulevard Development, they shall not be replaced or returned to the boulevard area.

DRIVEWAYS TO ACCESS PROPERTIES

BACKGROUND:

The purpose of this policy is to provide for the installation of driveways from the road driving surface to properties in the Town.

Policy

1. All requests to install driveways to connect a property to a road driving surface shall be directed to the office of the Development Officer for the Town, which will discuss the purpose of the access, design standards and requirements and provide an application package to be filled out prior to formal review of the request.

The Town will consider an application for driveway access upon receipt of:

1. A completed application
2. Receipt of the application fee as outlined in the Fees, Rates and Charges Bylaw.

The Planning & Engineering Department will review the application and provide the following information to the Applicant:

1. The minimum specifications for a driveway at the location requested. This may include:
 - a. Dropped curb specifications including reinforcing,
 - b. Sidewalk specifications including reinforcing,
 - c. Driveway maximum and minimum throat width, and minimum length,
 - d. Minimum driveway spacing,
 - e. Minimum and maximum driveway flares or curb returns,
 - f. Hard surfaced swale (concrete or asphalt) designed to maintain the drainage functions of

- the existing swale,
- g. A culvert sized to maintain the drainage functions of the existing ditch or swale, with a driveway over the culvert,
 - h. A regraded ditch and or swale with a culvert sized to maintain with the drainage functions of the existing ditch or swale, with a driveway over the culvert,
 - i. An extension of the storm sewer system to accommodate the flows that would be blocked by a driveway crossing,
 - j. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, minimum culvert, etc.)
 3. If the drainage design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
 4. If the driveway will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
 5. The construction deposit that must be posted by the applicant if the driveway is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to install the driveway for the cost established by the Director of Public Services, or
2. Apply for permission to have a contractor install the driveway. This application shall be accompanied by:
 - a. Name of the contractor for the Town's approval,
 - b. Construction deposit,
 - c. Design sketches or drawings as may be required by the Director of Planning & Engineering, or
3. Request for a change in the access design, (i.e. from a hard surfaced swale to culvert with a driveway over it, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.

The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the owner of the property or properties that use the driveway to access their property.

PROVISION TO WIDENING A ROAD DEVELOPED WITH A RURAL CROSS SECTION

Background

From time to time the Town of Redcliff is requested to widen the driving portion of a rural road section, generally for the purpose of adding a parking lane. The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened rural section roadway.

The Town will consider an application for widening a road developed with a rural section upon receipt of:

1. A completed "Road Widening Application" form, schedule "A" of this policy, and
2. Receipt of the application fee as outlined in the Fees Rates and Charges Bylaw.

The Planning & Engineering Department will review the application in consultation with the Public Services Department examining the impacts on:

- a. Adjacent properties,
- b. Stormwater Management System,
- c. Accesses to the road,
- d. Road capacity (traffic movement), and
- e. Road Safety.

The Planning & Engineering Department will provide the following information to the Applicant:

1. The minimum specifications for a road widening at the location requested. This may be:
 - a. Width of the widening,
 - b. The road surface (paved or gravel),
 - c. Re-grading of ditches and swales to meet current standards.
 - d. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, road structure, etc.)
3. If the design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
4. If the road widening will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
5. The construction deposit that must be posted by the applicant if the road widening is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to design and install the road widening for the cost established by the Director of Public Services and the Director of Planning & Engineering, or
2. Apply for permission to have an engineer design and contractor install the road widening. This application shall be accompanied by:
 - a. Name of the engineer for the Town's approval,
 - b. Name of the contractor for the Town's approval,
 - c. Construction deposit,
 - d. Design sketches or drawings as may be required by the Director of Planning & Engineering, or
3. Request for a change in the widening design, (i.e. from a paved surfaced to gravel, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the road widening will be the responsibility of the applicant.

Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED
SEP 23 2016
TOWN OF REDCLIFF

AR86310

September 13, 2016

Mr. Brian Lowery
Chairperson, Town of Redcliff Library Board
c/o Redcliff Public Library
Box 280
Redcliff AB T0J 2P0

Dear Mr. Lowery,

I am pleased to announce the call for nominations for the annual *Minister's Awards for Excellence in Public Library Service*. These awards formally recognize great services at public libraries and promote knowledge-sharing within Alberta's library community.

The *YOU Libraries Award* will continue in 2017. This award is adjudicated by a popular vote open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service to receive the *Minister's Award for Excellence in Public Library Service*. All nominations that meet the *Minister's Award for Excellence in Public Library Service* criteria will be automatically eligible for the *YOU Libraries Award*.

The nominations will open on December 1, 2016, and the submission deadline is February 24, 2017. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2017 and announced at the Alberta Library Conference in Jasper from April 27 - 30, 2017.

If you have any questions on the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to recognize again the 2016 award recipients: the library boards for St. Albert, Camrose, High River and Wood Buffalo for, respectively, Reading Buddies, Book Bike, Family Literacy Kits, Aboriginal Cultural Corner, and the *YOU Libraries Award* winner, Swan Hills for their L2D (Learn to Drive) Program.

.../2

Thank you for your work in ensuring public libraries are part of strong communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Larivee'.

Hon. Danielle Larivee
Minister of Municipal Affairs

cc: His Worship Ernie Reimer, Mayor
Town of Redcliff

Ms. Tracy Weinrauch, Library Manager
Redcliff Public Library

RECEIVED
AR86807
SEP 23 2016
TOWN OF REDCLIFF

September 14, 2016

Mr. Arlos Crofts, Municipal Manager
Town of Redcliff
PO Box 40
Redcliff Alberta T0J 2P0

Dear Mr. Crofts:

Thank you for submitting the Municipal Sustainability Initiative (MSI) – 2015 Conditional Operating Funding Statement of Funding and Expenditures (SFE).

This letter confirms that the municipality's certified SFE report has been submitted as required. We have reviewed your report and are satisfied that it meets the reporting requirements of the MSI Memorandum of Agreement. All reported expenditures have been accepted by the Minister.

Based on the reported amounts, your municipality does not have a funding carry-forward at the end of 2015.

In addition, the funding agreements state that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site, any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such expenditure related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All expenditure related documents shall be kept for a minimum of three years.

If you have any questions, please contact a compliance advisor by dialing 310-0000 toll-free, then 780-427-2225.

Sincerely,


Glenys Holmberg
Acting Director, Grant Accountability

TOWN OF REDCLIFF

For the Nine Months Ending Friday, September 30, 2016

	2016 Actual	2016 Budget	% of Budget	2015 Actual	% Prior Period
REVENUES					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE	\$7,224,519.10	\$7,667,799.00	94.22%	\$7,589,221.24	4.81%
GOODS & SERVICES REVENUES					
ADMINISTRATION	30,868.36	15,762.00	195.84%	21,907.28	(40.90%)
PROTECTIVE SERVICES		5,100.00	0.00%	30.00	100.00%
PUBLIC WORKS	17,428.00	44,500.00	39.16%	40,849.95	57.34%
WATER UTILITY	1,635,245.47	2,357,147.00	69.37%	1,778,174.51	8.04%
SANITARY UTILITY	745,060.93	1,000,836.00	74.44%	513,164.20	(45.19%)
WASTE UTILITY	349,343.60	493,726.00	70.76%	358,220.89	2.48%
COMMUNITY SERVICES	4,435.45	9,650.00	45.96%	7,082.75	37.38%
DEVELOPMENT & LAND SERVICES	384,033.06	457,750.00	83.90%	741,511.62	48.21%
PARKS & RECREATION	199,997.36	210,685.00	94.93%	180,476.85	(10.82%)
	3,366,412.23	4,595,156.00	73.26%	3,641,418.05	7.55%
PENALTIES	84,902.45	89,600.00	94.76%	83,855.97	(1.25%)
OTHER GENERAL REVENUE	292,315.29	574,243.00	50.90%	321,756.17	9.15%
GRANTS & CONTRIBUTION	187,970.85	556,984.00	33.75%	5,524,058.79	96.60%
TRANSFERS - RESERVE & OTHER	5,400.83	562,398.00	0.96%		0.00%
TOTAL REVENUES	11,161,520.75	14,046,180.00	79.46%	17,160,310.22	34.96%
EXPENSES					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	547,511.83	797,030.00	68.69%	505,025.63	8.41%
PROTECTIVE SERVICES	134,628.03	297,557.00	45.24%	123,975.39	8.59%
PUBLIC WORKS	493,336.88	542,227.00	90.98%	498,784.83	(1.09%)
WATER UTILITY	364,520.75	480,128.00	75.92%	289,921.64	25.73%
SANITARY UTILITY	163,774.27	231,336.00	70.79%	143,510.87	14.12%
WASTE UTILITY	106,590.22	135,026.00	78.94%	105,756.17	0.79%
COMMUNITY SERVICES	76,832.48	100,251.00	76.64%	55,448.93	38.56%
DEVELOPMENT & LAND SERVICES	254,305.40	389,704.00	65.26%	252,133.15	0.86%
PARKS & RECREATION	432,049.84	718,024.00	60.17%	417,618.01	3.46%
	2,573,549.70	3,691,283.00	69.72%	2,392,174.62	7.58%
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	423,236.68	604,245.00	70.04%	434,293.95	(2.55%)
PROTECTIVE SERVICES	562,342.53	1,120,802.00	50.17%	435,529.65	29.12%
PUBLIC WORKS	209,314.98	326,260.00	64.16%	238,653.12	(12.29%)
WATER UTILITY	109,050.20	274,725.00	39.69%	34,838.28	213.02%
SANITARY UTILITY	347,040.51	643,300.00	53.95%	301,780.66	15.00%
WASTE UTILITY	75,659.23	84,800.00	89.22%	55,775.83	35.65%
COMMUNITY SERVICES	21,344.97	115,195.00	18.53%	61,993.24	(65.57%)
DEVELOPMENT & LAND SERVICES	40,076.53	353,632.00	11.33%	150,463.79	(73.36%)
PARKS & RECREATION	78,700.08	97,950.00	80.35%	36,225.25	117.25%
	1,866,765.71	3,620,909.00	51.56%	1,749,553.77	6.70%
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	16,028.40	42,277.00	37.91%	18,211.15	(11.99%)
PROTECTIVE SERVICES	22,131.01	84,350.00	26.24%	70,100.96	(68.43%)
PUBLIC WORKS	199,803.85	305,550.00	65.39%	228,358.02	(12.50%)
WATER UTILITY	211,426.46	426,300.00	49.60%	186,956.06	13.09%
SANITARY UTILITY	8,842.19	34,700.00	25.48%	6,193.53	42.76%
WASTE UTILITY	27,384.69	131,000.00	20.90%	81,758.41	(66.51%)
COMMUNITY SERVICES	647.11	2,550.00	25.38%	953.46	(32.13%)
DEVELOPMENT & LAND SERVICES	8,443.63	13,695.00	61.65%	3,212.46	162.84%
PARKS & RECREATION	111,014.49	202,450.00	54.84%	109,435.79	1.44%
	605,721.83	1,242,872.00	48.74%	705,179.84	(14.10%)
AMORTIZATION					
REQUISITION AND TOWN CONTRIBUTION	666.00	3,077,355.00	0.02%		0.00%
DEBT MAINTENANCE & BANK CHARGES	1,336,778.68	2,321,811.00	57.57%	1,532,731.48	(12.78%)
TRANSFERS - EQUITY, RESERVE & OTHER	92,679.89	356,218.00	26.02%	153,195.30	(39.50%)
	206,138.98	2,813,087.00	7.33%	215,042.88	(4.14%)
TOTAL EXPENSES	6,682,300.79	17,123,535.00	39.02%	6,747,877.89	(0.97%)
EXCESS OF REVENUE OVER EXPENSE	4,479,219.96	(3,077,355.00)	(145.55%)	10,412,432.33	56.98%

REDCLIFF CYPRESS LANDFILL	2016 Actual	2016 Budget	% of Budget	2015 Actual	% Prior Period
REGIONAL LANDFILL REVENUE	1,156,457.87	2,145,322.00	53.91%	1,050,417.04	(10.10%)
REGIONAL LANDFILL EXPENSES	556,325.49	2,145,322.00	25.93%	516,930.12	7.62%
EXCESS OF REVENUE OVER EXPENSE	600,132.38		0.00%	533,486.92	(12.49%)

2016

Parks + Recreation Master Plan Recommendations



First Draft

Town of Redcliff

COMMUNITY ENGAGEMENT

Recommendations:

- Create a culture of ongoing community collaboration and consultation; employ a variety of methods for staff interaction with stakeholders and the wider community.
- Provide staff with training in facilitation, public consultation and partnership development and
- Develop partnerships with community organizations to enhance and expand recreational programs and facilities.

VOLUNTEER ENGAGEMENT

Recommendations:

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

COMMUNITY PARTNERSHIPS AND COLLABORATIONS

Recommendations:

- Develop a clear Partnership/Collaboration/Sponsorship Policy:
- Develop a strong, clear partnerships with key organizations including:
 - Prairie Rose School Division
 - Medicine Hat College
 - Alberta Parks & Recreation Cypress Hills
 - Cypress County
- Engage in ongoing discussions and develop relationships with recreation clubs and organizations that offer programs and services beyond municipal capabilities such as the Lion's Club, Medicine Hat Tennis Club, Redcliff Curling Club, Collective 670 Bike Club, Medalta Pottery Club, Redcliff Museum, Miywasin Society (Cultural programming)

CUSTOMER SERVICE AND MARKETING

Recommendations:

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

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

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

MARKETING

Recommendations:

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

EVENTS COORDINATION

Recommendations

- Develop events policy and procedures that outline roles, responsibilities of the Municipality, Parks & Recreation Services and streamline approval and coordination processes for community event organizers
- Enhance the internal events working group with consultation with various Municipal Departments (i.e. Protective Services (Fire, RCMP), Engineering, Economic Development, Planning Parks, etc.) with the following terms of reference:
 - Develop clear and simple event policy and procedures
 - Streamline the event approval processes
 - Improve coordinated event marketing and public education campaigns
 - Foster event partnerships and
 - Provide event evaluation mechanisms
- Increase coordination and consultation between the Municipality and local event organizers
- Regarding ways to improve planning for and enhancing, growing, enriching and building events in the community
- Intergrade small scale events into to increase participation and profile of recreation programs and services
- Provide suggestions and guidance for “greening” events through environmentally responsible practices
- Create event contract language to identify the rights and roles of partners in events
- Transportation: Develop a Transportation Strategy in coordination with event host organizations And the Town Engineering Department. The Town should enable events and reduce impacts on Residents by developing a transportation strategy particularly for those occurring at or the plan would include a variety of components that are incorporated as needed, based on specific sizes and needs. Transportation planning could include parking (for event organizers, attendees, and the disabled), shuttles, bike parking, public transportation and traffic detour planning. These components will enhance events and reduce the impacts on residents and visitors alike. Once the plans are

in place for these two key locations, it can be modified for other locations around the Town as needed.

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

EVENT INFRASTRUCTURE

Recommendations

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

- Playing field design-Consider adding structural components within the sub base of plating fields to accommodate stages and tents while limiting damage to the playing surface; and
- Plan for paved entrances and exists for equipment, trucks, and “behind the scenes” activities.
- Evaluate the current provisions for regular weekly events, whether at parks or other locations, and consult with organizers to find better ways to facilitate them; and
- Establish a partnership with Local or District Arts Society to work in conjunction with improvements to Memorial Park and Lion’s Park.

TOWN CENTENNIAL

Recommendations

- Initiate planning for The Towns 105, 110, 115 Anniversary (2017, 2022, 2027) including consideration of the following:
 - Event tie-ins;
 - Marketing/Promotional strategy
 - Commemorative legacy-Pursue funding of a major capital project
- Undertake a strategic planning process for the River Valley Park precinct that considers the synergies and space requirements for an enhanced canoe/kayak put in, pedestrian River Access and parking for these facilities; and
- Undertake a strategic planning process for River Valley Park and Memorial Park to create a cohesive and connected central location to hold special events

ARTS, CULTURE + HERITAGE

Recommendations

- Develop an Arts, Culture and Heritage strategy to lay out principals, strategic direction, Goals and roles and responsibilities of all parties in fostering a creative community;
- Consult the full spectrum of arts groups, recreation organizations, educational institutions, cultural and heritage groups within the Town and potentially the region

- This strategy should consider the following:
 - A partnership with the Parks & Recreation Department, The Esplanade Heritage & Art Centre and assistance with mandate: The City of Medicine Hat Art & Heritage Advisory Board to create arts & cultural programs for children, youth and adults. Utilize local artists for introductory arts education and skill development through the Community & Protective Services Department and promote an arts & culture council for immediate and advanced arts skill development and
 - Integration and leverage of Tourism planning in the Redcliff;
- Special consideration in future facility development and programming should include space for visual arts, dance, theatre, music and multimedia. In the interim, consider additions to arts programming in the Senior Centre spaces;
- The arts are recognized as an important “means” to reach and engage pre-teens and youth. Community & Protective Services should focus on this hard to reach market with creative programs that build skills and enable self-expression;
- Consider an artist-in-residence program for the Senior’s Centre to launch introductory quality arts programming at the site;
- Create opportunities for visual arts displays in the parks and Senior’s Centre
- Encourage partnerships between event providers and the Town;
- Consider establishing an “Art in the Park” program that offers promotion for local artists and generates revenue;
- Consider arts/cultural programs that build on the natural environment such as “Outdoor photography”, or outdoor painting. Found materials, Sculpture or Earth Installations;
- Increase opportunities for performances and films in the park;
- Engage artists and integrate public art into municipal building projects, public works (i.e. man-hole covers, water culverts, bridges) and parks infrastructure
- Build a heritage trail signage system that shares the rich history of the community and adds an element of interest for locals and visitors. Topics could include Blackfoot Nation; rail, + other resources; Southern Alberta pioneers and environmental interpretation

- Consider a partnership with the Royal Tyrrell Museum to explore opportunities for the creation of an outdoor Badlands centered park space with interpretive signage, displays, and opportunities for interaction, and Utilize Memorial Park or Rolling Mill Park as a keystone venue to celebrate the history, arts and culture of Redcliff. Space could be dedicated to tell the Redcliff story in visual arts, historical panels and a running multi-media production.

REDCLIFF YOUTH CENTRE

Recommendations

- Initiate discussions between Recreation Department staff and RASY and other key youth service agencies to explore partnership programming
- Ensure that Community Services Department staff, RASY and other social agencies are aware of the financial assistance programs available to youth and families.

REDCLIFF SENIORS CENTRE

Recommendations

- Implement a marketing and publicity program to increase awareness and use of the facility. Consider facility video profile to broaden the awareness of the facility.
- Consider discount program for seniors at all Town recreation facilities. This category would encourage seniors to participate in active recreation and general programming for all ages according to their individual preferences.
- Staff support and foster small groups, even if they are heavily subsidized at the start or facilitated by volunteers, to enable participation to grow.
- Staff to reach out to the multi-cultural residents, First Nations and hard-to-reach members of the community to explore and encourage participation at the facility
- Senior's representation in program development is critical to ensure "Seniors are Planning for Seniors" and the wants and needs of all Seniors are identified for programs at the Seniors Centre and other Town of Redcliff facilities, as well as Parks and Trails development.
- Within the modification process, consider ways and means to implement energy efficiency, conservation, and efficiencies within the operation.

RECREATION PROGRAMMING

SPORT, HEALTH + WELLNESS

Recommendations

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

OUTDOOR RECREATION

Recommendations

- Create partnerships with outdoor recreation organizations to expand Redcliff's programming opportunities focusing on beginner level, fundamental skills development in outdoor recreation and sports.
- Incorporate policies and programs to improve children's access to and interaction with nature such as playgrounds focused on nature play, hiking activity programs, and environmental education.
- Consider creating a park-use permit system for commercial operators, particularly those benefiting from public outdoor recreation amenities (kayak guide, fitness trainers, or other private businesses operating in public parks and trails), to Generate funds for Outdoor Recreation infrastructure maintenance (signage, trails upkeep, etc.).

Kipling Point and area along 9th Ave between Main St and River Road SW (1.0 hectares)

Recommendations

- Add benches along walking path.

- Add a play structure in the Kipling point park.
- Extend the irrigation to extend the groomed lawn areas and automate as necessary.
- Landscape the area by the shop yard (North side of 9th Ave) to improve the overall look of the area along the yard fence.
- Add picnic tables on the North side of 9th Ave in new landscaped area to utilize the area as a rest area.

Kipling Park (0.29 hectares)

Recommendations

- Addition of picnic tables.
- Upgrading the play structure and playground area.

Herman Wahl Park (0.2 hectares groomed)

Recommendations

- Additions of picnic tables in an expanded groomed park area.
- Upgrading and expanding the playground and play structure.
- Expansion of the park to include a large spontaneous recreation area.

Riverview Place Greenspace

Recommendations

- Explore surface drainage options to alleviate surface water issues.
- Turn the smaller area along the road into a small off leash area for dogs.

Riverview Green

Recommendations

- Add a multiuse court for basketball and pickleball.
- Add a play structure, playground for the younger children.
- Add picnic tables to promote further use and enjoyment.

Cody Snyder Park

Recommendations

- Update the play structure to modernize this small park.

Eastside Park

Recommendations

- Add picnic tables and benches.
- Add a walking path through the park.
- Add trees and other vegetation to enhance the look of the park.
- Add a play structure, playground and water park to enhance the additional development north of this area.
- Improve the Park through an over seeding and soil amendment program to improve soil quality, grass mixture and aid in vegetation establishment.

Birch Court

Recommendations

- Addition of benches and picnic tables to encourage use of the park.
- Planting of shade trees.

Lions Park

Recommendations

- Replace and expand existing water park.
- Replace and expand existing playground and play structure.
- Upgrade kitchen and washroom facilities.
- Add electrical power points around the park for use during events.
- Add drinking water fountains to aid in hydration of park users.
- Expand picnic area by adding tables.
- Add additional benches for sitting throughout the park.
- Address parking concerns of users with a long term plan of action.
- Enhance the irrigation system as necessary to deal with short and long term changes to the park area.

Memorial Park

Recommendations

- Add a play structure, playground and water park.
- Additions of picnic tables.
- Refinish existing basketball court.

- Add seasonal washroom facilities for public use during events.
- Add benches for public use.
- Examine and enhance current vegetation areas.

Ball Diamonds/Soccer pitch

Recommendations

- Examine soccer pitch area for land contouring to ensure the grade is suitable for use.
- Replace existing goals to a newer style with netting.
- Add player's benches to bring the field to a usable state.
- Change mowing practices to ensure optimum playing field conditions
- Install seasonal washroom facilities to be used in tandem with the bike skills park and surrounding ball diamonds to promote more tournament use.
- Work with Medicine Hat Little League to improve the diamonds for use as well as setting up diamonds for softball and slow pitch use to encourage tournament and normal league use of the facilities.
- Upgrade irrigation and landscaping to enhance the facilities as necessary.

Campground

Recommendations

- Upgrade wiring to sites to accept a 30 amp service.
- Install additional sites to utilize space more effectively.
- Add shade and barrier trees along the perimeter to block weather and enhance the camping experience.
- Install a potable water system to each site.
- Add a septic system to specific sites to allow for an enhanced user experience.
- Expand the area by purchasing the land just beside the current campground
- Add a playground to encourage further use of the facility. This could be used as part of an overall strategy when considered with the ball diamond and soccer pitch area.

Tot lot – 1st Ave and 6th St ne

Recommendations

- Upgrade play structure.
- Add benches and/or picnic tables to enhance use.

Tot lot – Main St and 4th Ave NW

Recommendations

- Upgrade play structure.
- Add benches and/or picnic tables to enhance use.

Rolling Mill Park

Recommendations

- Add further picnic tables.
- Expand play structure.
- Install power facilities for use during outdoor activities.
- Promote the park as a historical site and structure activities around this.
- Use site in tandem with tennis courts which are right beside and ball diamonds in the near vicinity to promote use as an event site.

Riverview Park

Recommendations

- Expand picnic area by adding tables and fire pits.
- Add washroom facilities to enhance and promote public use.
- Add play structure, playground and large water park to promote use of the Park.
- Build camping area geared to longer term and seasonal camping including shower facilities, 50 amp electrical services, septic services, potable water, additional parking areas for higher volume use. (Further Planning with a River Valley Development Plan)
- Install benches along river bank to allow for rest and relaxation.
- Expand walking trails and add benches for rest areas.
- Install power outlets strategically to aid in handling and facilitating events.
- Add shade and shelter trees to improve the user experience
- Upgrade existing irrigation and landscaping to accommodate increased use and to reflect the change in focus of the park.
- Incorporate a seasonal concession site that can be used by all users and campers.

Aquatic Center

Recommendations

- Reline the existing pool to extend the life of the facility.
- Apply for accessibility grant to provide greater access for mobility impaired patrons.
- Incorporate the hot tub that is in the facility design.
- Add a small waterslide and or climbing wall.

- Add picnic tables in a grassed area to promote rest and further use of the facility.
- Add a play structure and playground.

Rectangle

Recommendations

- Refurbish and add change rooms.
- Redo rink floor or incorporate secondary floor system to improve efficiency of cooling and to promote summer use of the facility for indoor events.
- Upgrade and expand concession and lounge areas for use as an indoor event facility.

Outdoor Rink

Recommendations

- Replace current base to allow for setting up for summer use activities.

Golf Course Berm

Recommendations

- Expand trail system or sidewalks to allow for a link between current trails and trails on the East Side of the town connecting into East Side Park.

ARTS, CULTURE + HERITAGE

Recommendations

- Pursue arts, culture and heritage grant opportunities.
- Special consideration in future facility development should include space for visual arts, dance, music and multi-media. In the interim, focus arts programming in the Senior's Center spaces.
- The arts are recognized as an important "means" to reach and engage pre-teens and youth. Recreation Services should focus on this hard to reach market with creative programs that build skills and enable self-expression.

Municipal Manager Report to Council

October 24, 2016

On-going Projects

- Review of the designated officer's bylaw continues. This bylaw needs to be updated so that it is in concert with some recent and near future organizational changes. This includes significant research from various other municipal examples.
- Reviewed MoosePower lease template and provided initial comment to MoosePower. Have had a phone call discussion with Town's counsel regarding lease template. A memorandum of discussion points is being developed for council to consider at a very near future council meeting.
- Drafting a new proposed draft lease agreement regarding the Redcliff Drop-in Centre with the Redcliff Senior's Society. Working on assembling additional information as requested by council.
- Working with Planning and Engineering and Legislative and Land Services to implement organizational changes.

Day to Day Responsibilities

- Service Tracker/E-service request is regularly monitored in an effort to respond to residents that submit e-service requests through the Town website (using the on-line services tab). Municipal Manager working on 2 active service tracker requests.
- Legal file work has received large amounts of effort recently.
- Council meeting preparation and RFD Review.
- Human Resource issues/correspondence with CUPE.
- Assist with responding to media inquiries as they arise.
- September 26 – October 3 – out of the office (planned vacation time).
- October 4 – 7 – Out of the office (annual AUMA convention).
- October 12-14 – Budget Preparation and Review.
- October 19-21 – Budget Preparation and Review.

COMMUNITY & PROTECTIVE SERVICES

Parks and Recreation

- Completed necessary repairs to playground areas.
- Building inspections completed for the month. Necessary maintenance has been ordered (if outside contractors are required) or completed.
- Seeding completed by path restoration.
- Cemetery service vault completed.
- Main irrigation line has been repaired at River Valley Park.

- Ice has been installed at Rec-Tangle with Town and County logo's in ice.
- Normal Rink operations started September 19th, 2016
- Pots removed from Broadway Avenue for winter storage.
- Ornamental trees along Broadway have been pruned.
- Refrigeration compressor at Rec-Tangle rebuilt and put into service.
- Outside lights at Town Hall have been repaired.
- Working on CFEP grant for 670 collective to finish off Redcliff Skills Park.
- Did locates and drilling of holes for River Valley trail signage.
- Responded to 15 additional service tracker requests during this period.

Community Services and Special Events

- Lack of consistent presence of staff in this area for the last 12-24 months is creating a significant back log and slowing down the progress and movement of some of this department's (Community and Protective Services) priorities and strategic initiatives (ie. rec master plan).
- Advertising and registration is underway for the fall programs.
- Working on Winter Guide "January to April" for community programs
- Have been working on improving the public skills development aspect of mountain biking with club 670.
- Planning and preparation for a community kitchen program that will involve schools, food bank, youth centre, and local churches.
- Working on a community communication plan for programming and special events.
- Working with local businesses to obtain donations for new skating trainers (approx. \$2000)
- Bylaw Officer has been working with RCMP on school education program.
- Working on budget preparation.
- Responded to 2 additional service tracker requests during this period.

Bylaw Enforcement:

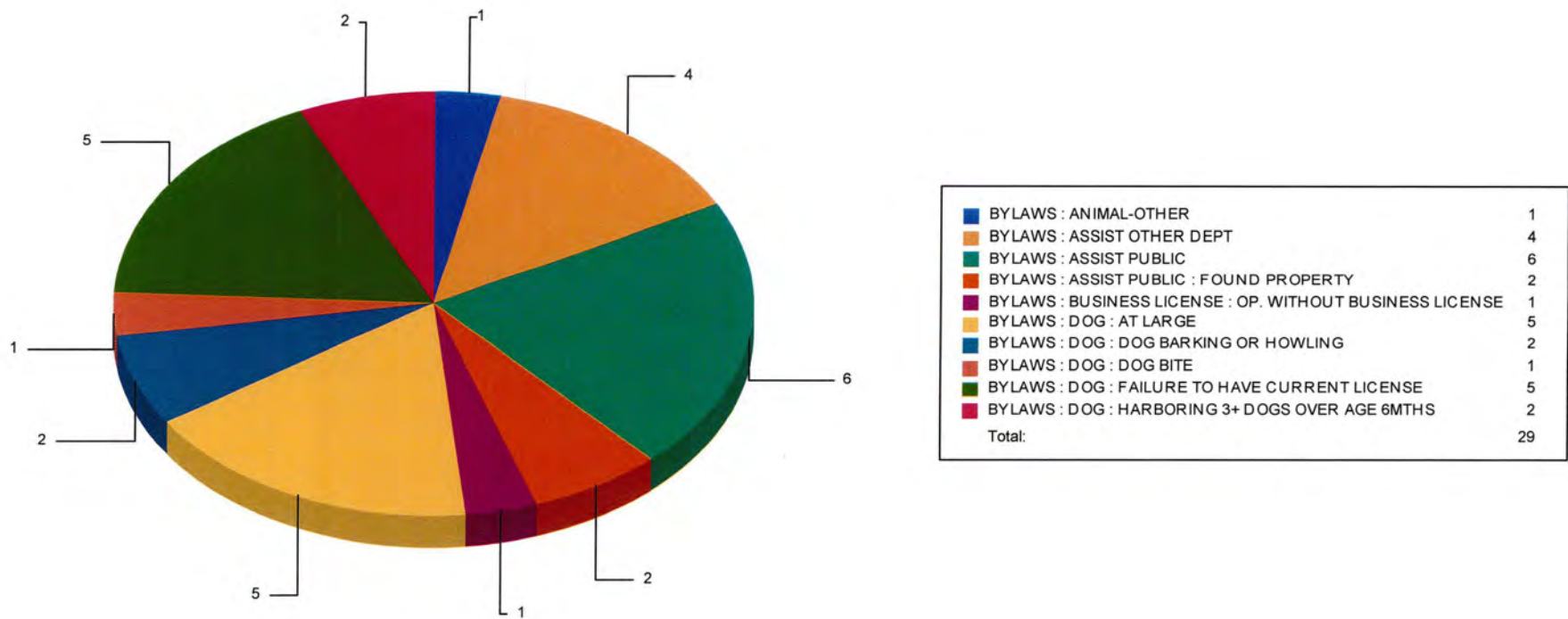
**Reporting Periods: 2016 September
Attached Report**

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 9/1/2016 12:00:00AM to 9/30/2016 11:59:59PM

Case Report

Count of Incident Types



119

BYLAWS : ANIMAL-OTHER: 1 2%

Case Report

BYLAWS : ASSIST OTHER DEPT: 4 9%

BYLAWS : ASSIST PUBLIC: 6 14%

BYLAWS : ASSIST PUBLIC : FOUND PROPERTY: 2 5%

BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 2%

BYLAWS : DOG : AT LARGE: 5 11%

BYLAWS : DOG : DOG BARKING OR HOWLING: 2 5%

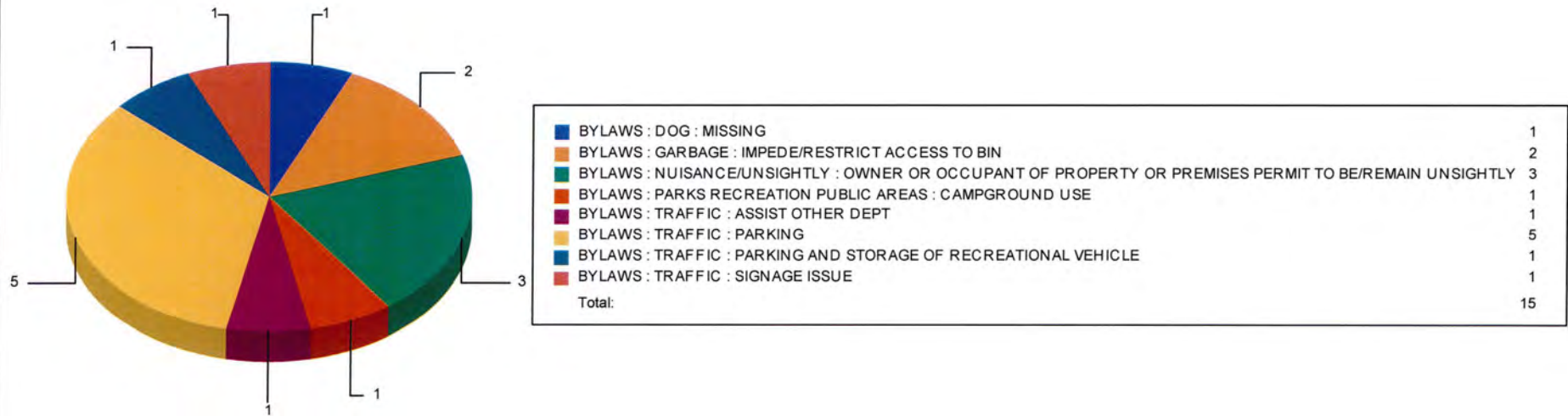
BYLAWS : DOG : DOG BITE: 1 2%

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 5 11%

BYLAWS : DOG : HARBORING 3+ DOGS OVER AGE 6MTHS: 2 5%

Case Report

Count of Incident Types



BYLAWS : DOG : MISSING: 1 2%

BYLAWS : GARBAGE : IMPEDE/RESTRICT ACCESS TO BIN: 2 5%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 3 7%

BYLAWS : PARKS RECREATION PUBLIC AREAS : CAMPGROUND USE: 1 2%

Case Report

BYLAWS : TRAFFIC : ASSIST OTHER DEPT: 1 2%

BYLAWS : TRAFFIC : PARKING: 5 11%

BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 1 2%

BYLAWS : TRAFFIC : SIGNAGE ISSUE: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 44

PUBLIC SERVICES

Water and Sewer Utilities:

- Utility Services have:
 - been troubleshooting particle counter issues in new water treatment plant.
 - been installing several radio reads for use with new meter reading equipment.
 - completed sewer camera jobs as requested.
 - started meter reading.
 - completed several locate requests.
 - completed several curb stop repairs.
 - attended confined space training.
 - attended Water conference in Red Deer (Supervisor), and gave a presentation with MPE Engineering about Redcliff's New Water Treatment Plant.
 - 11 service tracker requests have been responded to during this period.

Municipal Works

- Municipal Works have:
 - been gravelling low spots in alleys as needed.
 - been conducting Garbage bin repairs with lid repairs and painting.
 - Been mowing Municipal property and trimming has been ongoing.
 - been hauling various gravel material for use and stockpiling in yard.
 - conducted various funeral interments.
 - replaced or repaired multiple signs around town.
 - been clearing catch basin of leaves and debris.
 - proceeded on draining down North storm pond.
 - been trimming trees in alleys so equipment will not get damaged.
 - installed bollards around hydrants that need protection.
 - attended confined space training.
 - 11 service tracker requests have responded to during this period.
 - Fleet Maintenance has responded to 6 additional service tracker requests during this period.

Planning and Engineering:

Priorities:

- Request for Proposal for flow attenuation and SCADA systems at two lift stations.
- Request for Proposal for safety code services.
- Policy 52 revision.
- Drainage Bylaw revision. Have done preliminary work on this in the form of a draft policy.
- There are 6 active service tracker requests that are being worked that have been submitted during this time period.

Planning:

- Completion of the unfiled boxes of documents is underway using department admin staff.
- Continually updating list of Land Use Bylaw issues that require addressing.
- Farwest requested a service agreement for 2014 SUB 02.
- New Rock Development Agreement (Broadway Avenue Duplexes).
- Meadowlands Development Agreement (Burger King).
- Working on a frivolous, multiple complaints policy.

Engineering:

- Sewer System Bylaw review in progress.
- Preparations have started for the 2017 rates update.

Studies:

- Inflow and Infiltration study: On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff.
- Civiltec Consulting has been provided comments on their report for the 3rd Ave sewer lift station. Need to follow up with Civiltec on getting the final report.
- Working on developing a public education and awareness program for the Town's Inflow and Infiltration.
- Smoke testing has been suspended until a complete smoke testing plan for an area is completed and arrangements can be made to complete an area in one time period.
- LMT completed crack sealing and pot hole filling of Saamis Drive inside the Town limits.
- Riverview Groundwater: WSP report was received and their conclusion was that there was localized high ground water and no indication of any flow direction. Report did not include groundwater contours and we are following up on this as our preliminary analysis of the groundwater contours shows a clear hydraulic gradient from the golf course ponds to the Riverview subdivision. Raza has found a simple test to determine if the ponds in the golf course are leaking. He is working with Public Services and the golf course to carry out the test. For more information on the test, look up the bucket test for pool leakage on YouTube.

Capital Projects:

- Slope Remediation Kipling & Westside Subdivisions: Foran has forwarded a letter requesting additional monies. Of the request for additional monies all but one has been rejected as they were negotiated prices. The one that was not rejected was the request to be paid for the 12,000 square metres of hydro seeding that was done. Parkland Geo only approved payment on 5,000 square metres of hydro seeding. Quickly measuring the area hydro seeded from air photos it is clear that 12,000 square metres were hydro seeded. As such we have agreed to pay for the hydro seeding which has not been paid for. We are also deducting deficiencies from this amount.
- Parkland Geo's request for extras has been refused and there has been no further contact from Parkland Geo.

- There is a new slide in the Westside area. A survey has been arranged for and the magnitude of the slide will be documented. Initial plans are to initially render the slope safe (remove steep drops and fill open cracks). Evaluation of the slope and possible mitigation measures will be undertaken by staff with a goal of having a recommended course of action being presented before the end of February 2017.
- Water Treatment Plant Construction: We have received final completion documents from MPE. These will be reviewed with Jamie Garland when he returns. Final construction invoice was received and processed. A final release of hold back is the only known invoice left from MPEco and has not been received. MPE invoices will be dealt with after final invoice is received.
- Northside Functional Servicing Report: Engineering Department reviewed the third draft of sanitary servicing and sent comments to Scheffer Andrew. The Town's Engineering Department has been advised by Scheffer Andrew to expect a Final report.

FINANCE AND ADMINISTRATION

- 2016 Tax Auction Sale was completed; all the properties which are on the 2015 tax arrears have been paid off.
- Working on 2017 budget.
- Completion of 5 additional service tracker requests during this period.

LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: land sales. Seven sales to date in 2016.
[Eastside Phase 1 Lot breakdown - 86 lots total (1-C3, 3-R3, 13-R2, 69-R1)
Lots remaining – 1-C3, 3-R3, 13-R2 & 29 R1]
- Council agenda preparation & follow up. - Department Head meetings pre/post meeting.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. Four files remain open.
- Ongoing Legal File Review.
- Reviewing status of policies, procedures, bylaws and agreements.
- Ongoing conversion of printed policies, procedures, bylaws and agreements to digital.
- Attended the Subdivision & Development Appeal Board hearings on September 21, 2016.
- Assisted the Director of Finance & Administration with the Public Auction.
- Budget 2017 preparations / Review of MYCIP with Department Heads.
- Attended the Municipal Law Seminar hosted by Lidstone & Company on October 14, 2016.
- There are 3 active service tracker requests being worked on during this period.

COUNCIL'S REPORT TO COUNCIL OCTOBER 24, 2016

SEPTEMBER 2016 REPORT FROM COUNCILLOR:

Chéré Brown

- September 16, 2016 VIP Water Treatment Plant - Official Grand Opening & Ribbon cutting ceremony. Toured facilities and overview of operations. Very state of the art Water Treatment Plant.
- September 20, 2016 City of Medicine Hat Collaboration Dinner in Redcliff. To strengthen relations with City Councillors. It was very positive and will work towards more collaboration.
- September 23, 2016 Alberta Health Services South Zone community conversations. Hosted by South Zone Executive Leadership Team which includes Sean Chilton and Dr. Jack Regehr. They are working on the 2017-2020 plan for health care and asking for input. From the attendees, the major focus from this group is Mental Health, Holistic approaches, extra physician time at appointments and community support groups are too confusing, as there are a lot. The College may host, to get organizations together to try to make this more uniform. Anyone who wants to have input on the 2017-2020 health plan can submit thoughts, ideas to AskSouthZone@AHS.ca.

September 30, 2016

On behalf of the Palliser Triangle Health Advisory Council and the South Zone Executive Leadership Team, thank you for your time and your feedback at the community conversation in Medicine Hat last week. Your input will go a long way to helping us shape the 2017-2020 AHS South Zone Operational Plan.

A number of themes emerged during the discussion and we have tried to capture each group's thoughts in the attached notes.

We would really appreciate your review of the notes and any additional feedback you may have from the day. Please consider the following:

1. Do you feel that your contributions are reflected in the statements in the attached document? If not, what was missed?
2. Do you feel the session fulfilled your expectations? If not, what could have been done differently?
3. Please share any additional thoughts or ideas that you have.

Please email your comments to: AskSouthZone@ahs.ca.

Later this year, we will send you a consolidated summary of the key themes we hear from all of the community conversations. We want to ensure that we heard you correctly and that we captured the most important elements of the discussion.

Thank you again for helping us build our 2017-20 Operational Plan. We remain committed to working with you to achieve our vision of Healthy Albertans, Healthy Communities, Together.

Sincerely,



Sean Chilton
Chief Zone Officer,
South Zone, AHS



Dr. Jack Regehr
Medical Director
South Zone, AHS



Dr. Ken Sauer
Chair
Palliser Triangle HAC

GROUP 1: Dr Vince DiNinno, Linda Iwasiw, Erin Rathgeber

QUESTIONS	DISCUSSION NOTES	DEEP DIVE		ACTIONABLE STATEMENTS
<p>“What is IMPORTANT to you and a PRIORITY for your family, and your community related to health care services in Southern Alberta?”</p> <p>“How can we learn from your recent health care experiences?”</p> <p>“What contributes to the overall health of the people in Southern Alberta?”</p>	<p>*Mental Health Trauma / Complexity</p> <ul style="list-style-type: none">-depression-suicide-drugs/alcohol-domestic violence-abuse <p>*Prevention / Lifestyle (food, alcohol, choices, etc)</p> <ul style="list-style-type: none">-resources-public education and in schools-agency support-communities <p>*Access to family physicians / primary care</p> <ul style="list-style-type: none">-time to get appointments-other wrap around services (ie. Pharmacy)-integration-community HS <p>*Shared Care Plan</p> <ul style="list-style-type: none">-health and social supports-“Social Treatment Plan” <p>*Aging and Wellness Initiative (esp for the “senior seniors >75 yo)</p> <p>*Organ donation awareness</p> <p>*Complexity of Health</p> <p>*Knowledge of Resources (education)</p> <p>*Home Care</p>	<p>AHS:</p> <ul style="list-style-type: none">-Provide materials-Provide information-Become more flexible, responsive to community partnerships-Participate in “Social Treatment Planning”-PCN Navigation	<p>COMMUNITY PARTNERS:</p> <ul style="list-style-type: none">-Implement activities and education-Make connections-Partnerships-Provide community / social services-Support navigation	<p>➤ Because addictions and mental health issues are important we will work together to increase partnerships and planning (incl. financial) to implement actions by providing seed money /incentives to support “Social Treatment Planning”</p> <p>➤ Because access to primary care and family physicians are important, we will increase appropriate use by providing navigation (within and outside AHS) with community and social services / AB supports</p> <p>What’s working well? Addictions and Mental Health AHS employees travel to Oyen together</p>
		<p>INDIVIDUAL:</p>	<p>JOINT ACTIONS:</p> <ul style="list-style-type: none">-Identify what is being done by who-Support the idea of “social treatment planning”-Plan for the future together	

GROUP 2: Dr Ken Sauer, Sean Chilton, Lene Jorgensen

QUESTIONS	DISCUSSION NOTES	DEEP DIVE		ACTIONABLE STATEMENTS
<p>“What is IMPORTANT to you and a PRIORITY for your family, and your community related to health care services in Southern Alberta?”</p> <p>“How can we learn from your recent health care experiences?”</p> <p>“What contributes to the overall health of the people in Southern Alberta?”</p>	<p>*Mental Health</p> <ul style="list-style-type: none">-growing issue in the community-growing issue across population from youth to seniors-cross ministerial challenge: post-secondary, education, seniors, multi-cultural <p>*Addictions (<i>same as mental health, but not discussed in as much detail</i>)</p> <p>*Aging Population that is growing and more complex:</p> <ul style="list-style-type: none">-medication dispensation challenges, esp at transitions-dementia and other behavioral challenges <p>*Care</p> <ul style="list-style-type: none">-access-on-going / long-term vs episodic-across transitions-culturally appropriate <p>*Navigation</p> <ul style="list-style-type: none">-community-wide/across organizations related to what is available specific to areas such as mental health, addiction, seniors, etc <p>*Early Childhood Development</p> <ul style="list-style-type: none">-prevention initiatives such as immunizations, but also related to children exposed to A&MH issues within the home <p>*Immunizations</p> <ul style="list-style-type: none">-need culturally appropriate approaches <p>*Support</p> <ul style="list-style-type: none">-for care givers-education, tools and resources <p>*Provider Skills</p> <ul style="list-style-type: none">-enhance competencies to match changing needs of the population (ie. seniors, mental health, diverse populations, etc)	<p>AHS:</p> <ul style="list-style-type: none">-HealthLink (expand A&MH aspect of that resource)-Culturally appropriate services-Interpretation services (incl LGSM)-Out-reach services (incl diverse communities)-Support for caregivers:	<p>COMMUNITY PARTNERS:</p> <ul style="list-style-type: none">-Create and provide curriculum at post-secondary institutions to support needs within other organizations	<p>➤ Because:</p> <ul style="list-style-type: none">Mental HealthSeniors HealthEarly Childhood and PreventionPatient/public Engagement & ConsultationsHolistic Approach <p>are important, we will work together to create a community task force / coalition. This will create a system that is coordinated across services (community organizations & agencies, ministries, etc). In addition, the community task force/coalition will work to simplify and enhance information, education and resources that will support clients, patients, residents, families and caregivers.</p>
		<p>INDIVIDUAL:</p> <ul style="list-style-type: none">-Be better able to navigate the system and the services with easier access to information, resources, education	<p>JOINT ACTIONS:</p> <ul style="list-style-type: none">-Care coordination / case management-Community supports-Expand scope of practice for appropriate health care providers (poss paramedics, etc)-Multi-ministerial approach (ex. Complex family unit/program from Regina)-Caregiver education sessions	

GROUP3: Dr Jack Regehr, James Frey, Shannon Erfle

QUESTIONS	DISCUSSION NOTES	DEEP DIVE		ACTIONABLE STATEMENTS
<p>“What is IMPORTANT to you and a PRIORITY for your family, and your community related to health care services in Southern Alberta?”</p> <p>“How can we learn from your recent health care experiences?”</p> <p>“What contributes to the overall health of the people in Southern Alberta?”</p>	<p>Wait times -Separate pools in ED for lower acuity (fast track) so pts can be handled quickly.</p> <p>Access -Better access to local services : coordination of info between services in community and health</p> <p>Travel times -in rural areas (for patient transfers or for people to drive to specialists)</p> <p>EMS -inter-facility transfers, communication, RAAPID dispatch -Orientation for rotating EMS in rural areas (maps eg. Special areas) so they know where things are, the common names of roads, landmarks, etc.</p> <p>Chronic pain initiatives in rural areas -so pts can manage w/out needing to see a doc</p> <p>Falls prevention -keep people away from ED or doc</p> <p>HealthLink - is great, needs more resources and support</p> <p>Communication / plain language -navigation, access to information. -Doc s and healthcare workers sometimes talk down to patients and families, use jargon. - Need to include patients and families in discussions, take the time to explain</p> <p>Coordination / navigation with complex cases – access to info for physicians. Docs need help navigating system too. Sometimes they are not aware of some services that may be available</p>	<p>AHS: -Listen and respect patients -after hours/weekend clinics for walk in and chronic disease management -seeing the right person at the right time</p>	<p>COMMUNITY PARTNERS: -work with health AHS to provide a community hub / directory for services</p>	<p>Because care coordination is important to people in southern Alberta we will achieve better information sharing and patient & family navigation by:</p> <ul style="list-style-type: none">- Bringing in patient voice- Sharing stories between patient and healthcare provider- Central location for info re: process with community or AHS or both (community hub/directory)
		<p>INDIVIDUAL: -understanding your options for health care services -use healthlink</p>	<p>JOINT ACTIONS:</p>	

Our South Zone Community Engagement

Hosted by:

South Zone Executive Leadership Team

South Zone Health Advisory Councils

Fall, 2016

PRESENTER: DR. JACK REGEHR & SEAN CHILTON

PRESENTATION SUPPORT: LENE JORGENSEN

Who Are We?



HOSTS:

South Zone Health Advisory Councils South Zone Executive Leadership Team

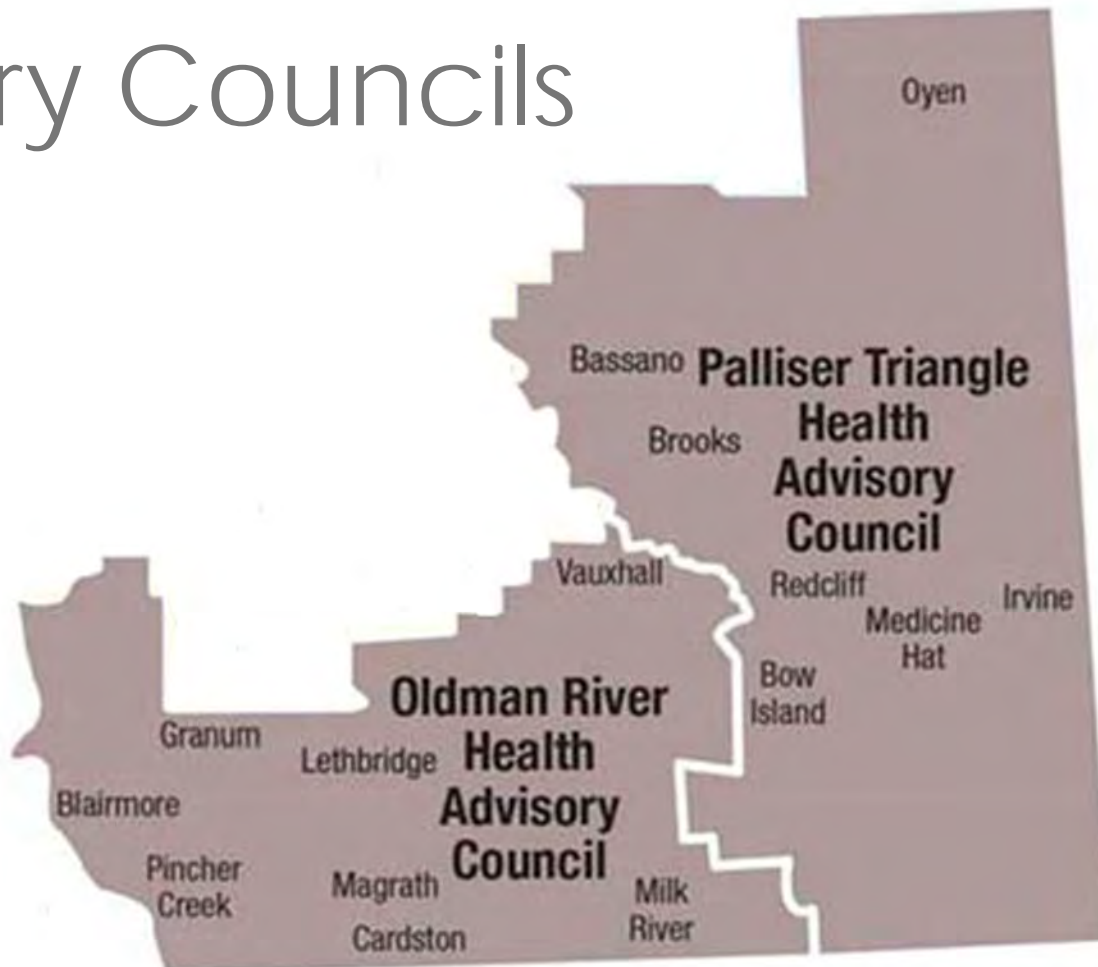
SUPPORTS:

South Zone Planning Team South Zone Communications Team

South Zone Analytics Teams

South Zone Aboriginal / Indigenous Health Program

South Zone Health Advisory Councils



Why Are We Here?

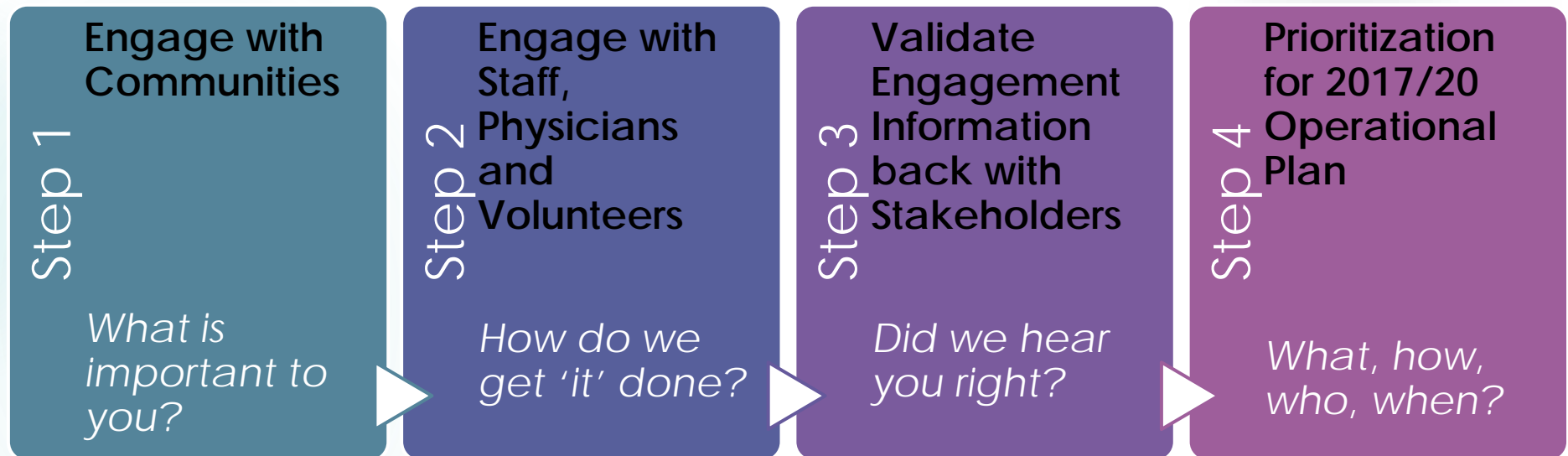
PURPOSE OF ENGAGEMENT:

- *Host conversations with our patients, families, partners in service delivery, staff, physicians and volunteers*
- *Gather feedback from South Zone stakeholders to help shape the zone operational plan for 2017/20*
- *Community sessions are hosted in Pincher Creek, Lethbridge, Brooks and Medicine Hat with community members in September and October*
- *Feedback from these sessions will be shared at physician and staff sessions in October and November*

PURPOSE OF TODAY:

- ✓ *Share information on current state*
- ✓ *Inform you and involve you in our future work*
- ✓ *Listen to what is important to you and the people in your community*

The Engagement Process

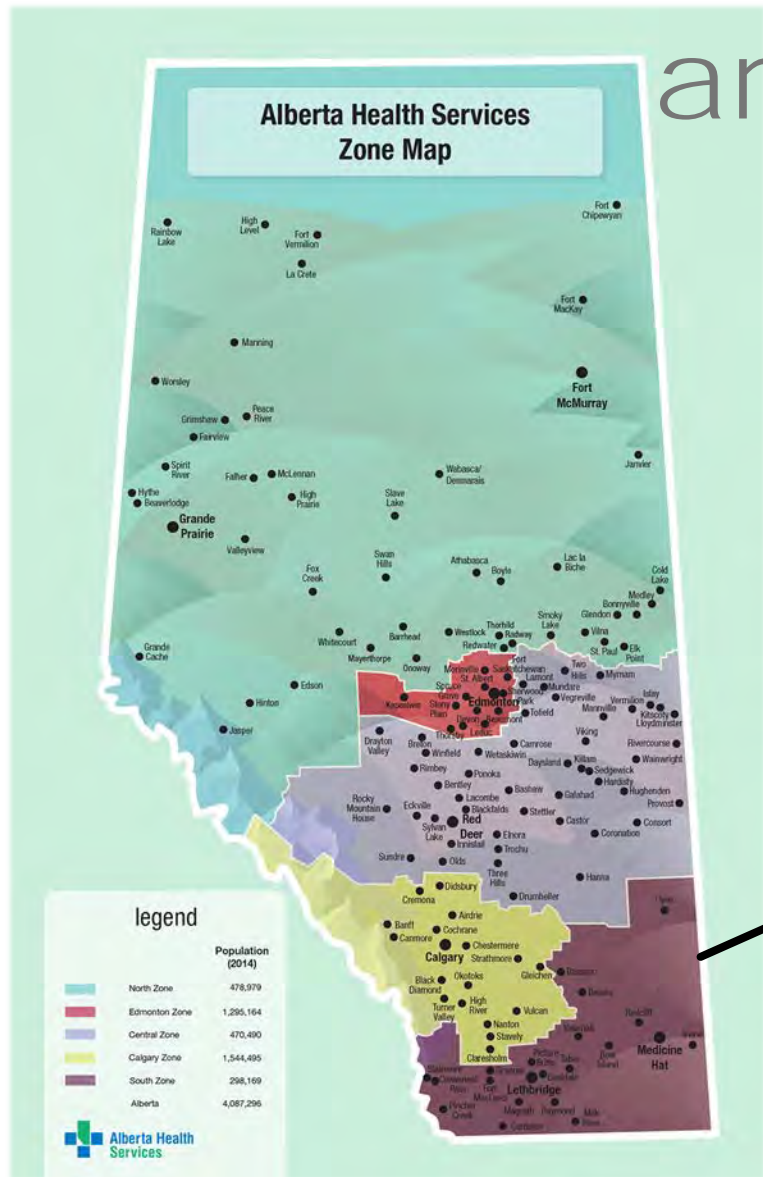


Our Current Operational Plan 2016/17

- Capacity:
Home Care, Continuing Care, Addiction & Mental Health, Acute Care, Surgery
- Quality
- Shift to Community / Primary Health Care
- People Strategy
- Financial Sustainability
- Research, Innovation, and Analytics
- Planning

What Factors Impact our Health System?

South Zone Geography and Geographic Diversity

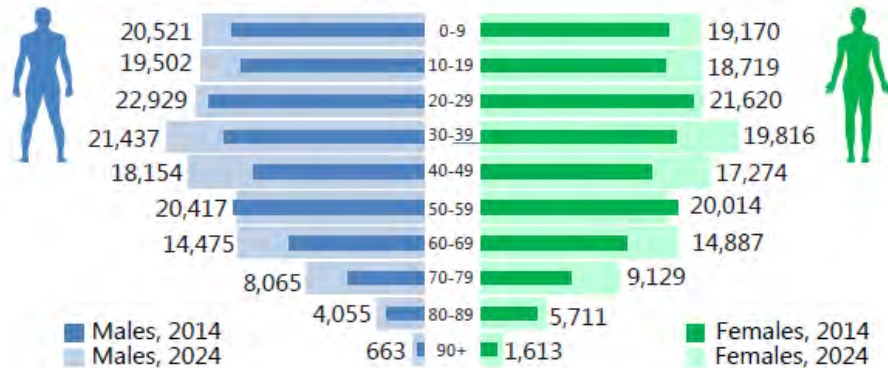


Land Mass: 65,500 km²

South Zone Population 2014

Population by Age Groups

The median age here is 36.2 years.



- **Average age**

SZ 37.6 vs AB 36.9

- **Life expectancy at birth**

SZ 79.9 vs AB 81.8

- **298,169 lived in SZ**

- 50.4 % male
- 49.6 % female
- 14.2 % ≥ 65 years
- Largest age group: 20 – 29 year olds

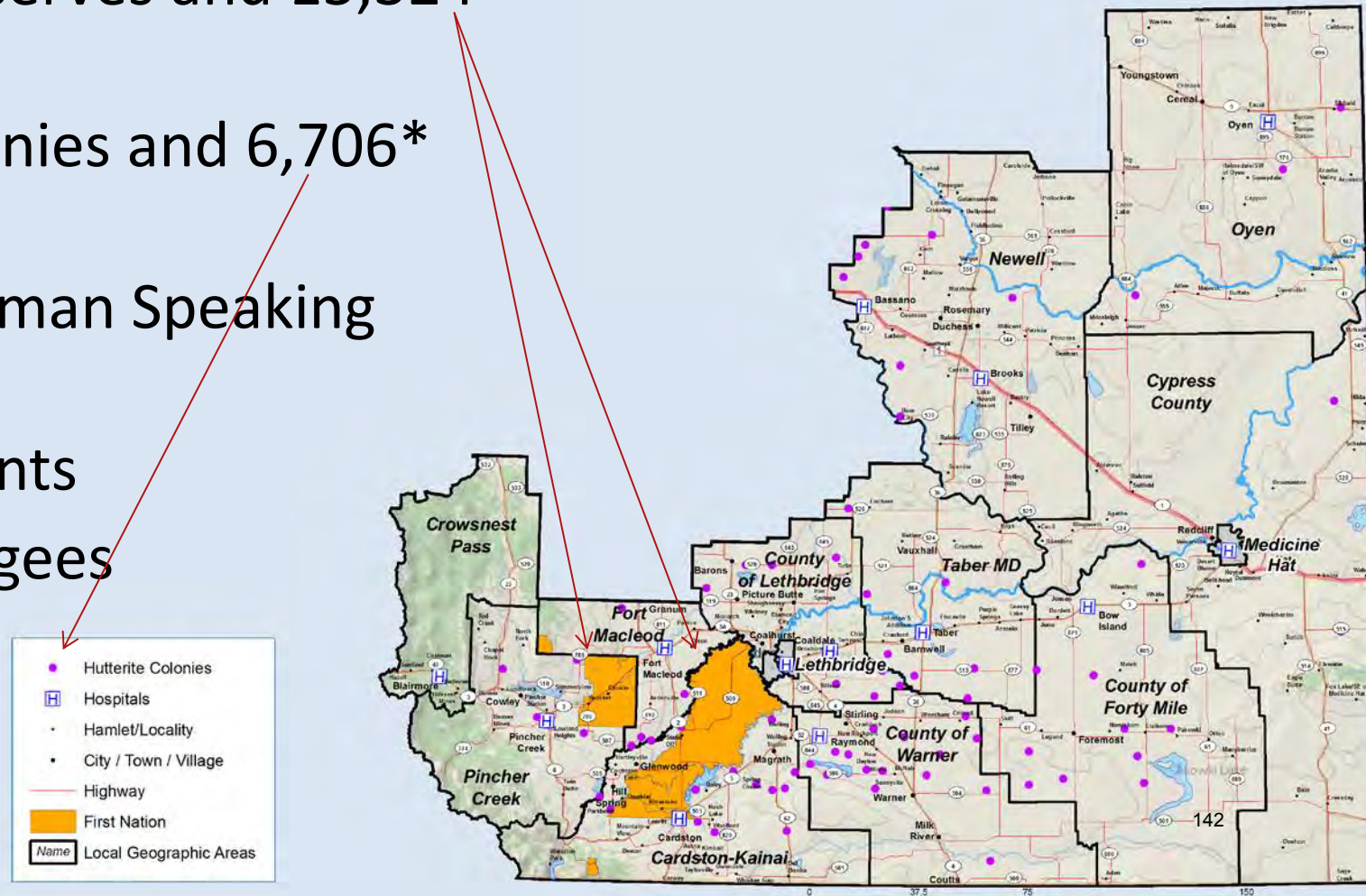
- **Projected population by 2034 = 365,733**

- 21.3 % age ≥ 65 years

South Zone Cultural Diversity



Cultural:

- 2 First Nation Reserves and 15,324* people
- 74 Hutterite Colonies and 6,706* people
- 18,000* Low German Speaking Mennonites
- 28,330* Immigrants
- 315* Syrian Refugees



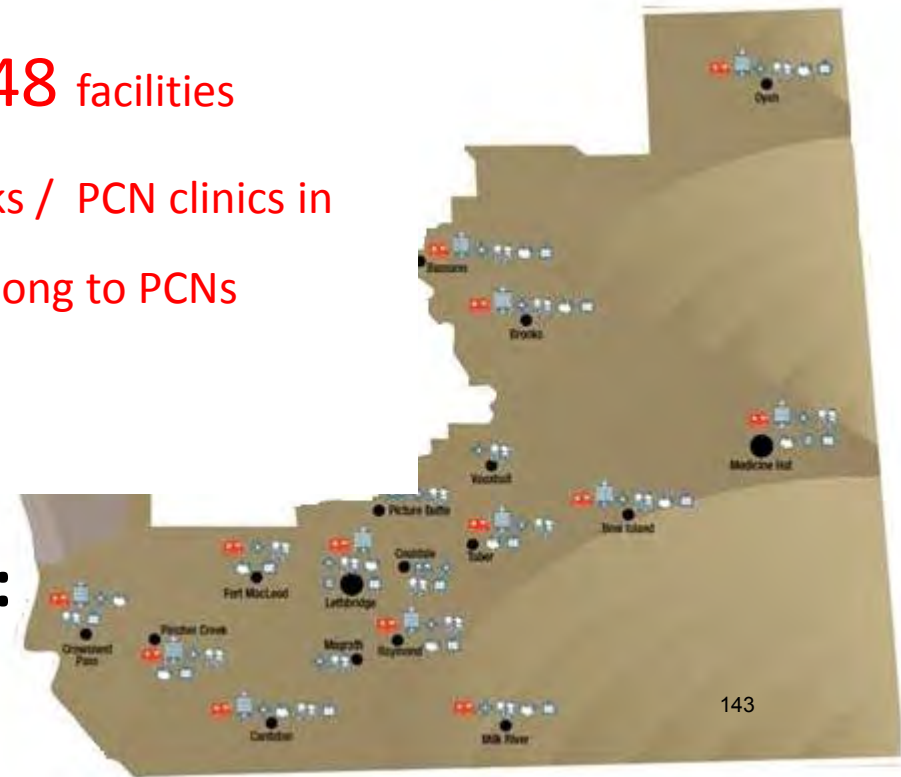
South Zone Health System Resources

Number of facilities or communities:

-  Emergency Departments: 13
-  Hospitals and Health Centres: 14
-  Community and Public Health Services: 17
-  Continuing Care: 14 communities / 48 facilities
-  Primary Care Networks: 2 networks / PCN clinics in 19 communities / 98 % of family doctors belong to PCNs
-  Cancer Care Centres: 2

Physicians: **Staff:** **Volunteers:**

• 569 • 7,280 • 1,746



South Zone Health System Utilization 2014/15

AREA	SOUTH ZONE	ALBERTA
Emergency Department		
Visit Rate per 1,000	607.5	526.5
Inpatient		
Separations per 1,000	104.9	91.3
Primary Care		
GP Visit Rate per 1,000	3,766.23	3,669.77
Specialist Visit Rate per 1,000	1,521.00	1,396.71
% Reporting Having a Regular Doctor	88.5%	80.1%

South Zone Health System Utilization 2015/16

WHAT	SOUTH ZONE	ALBERTA
Emergency Department		
Total # Visits	194,527	2,333,605
Top 3 Reasons	1. Other medical care 2. Abdominal and pelvic care 3. Acute upper respiratory infections	1. Other medical care 2. Abdominal and pelvic care 3. Pain in throat and chest
Inpatient		
Total # Separations	30,485	404,513
Top 5 Reasons	1. Liveborn infants 2. Perineal laceration during delivery 3. Gonarthrosis [arthrosis of knee] 4. Convalescence 5. COPD	1. Liveborn infants 2. Labour & delivery w fetal distress 3. COPD 4. Perineal laceration during delivery 5. Convalescence
Average Length of Stay in Days	6.0 11% of cases had a LOS of 14 days or more	5.9 11% of cases had a LOS of 14 days or more

What Factors Impact your Health & Wellness?



WHAT MAKES CANADIANS SICK?

50%

YOUR LIFE

INCOME
EARLY CHILDHOOD DEVELOPMENT
DISABILITY
EDUCATION
SOCIAL EXCLUSION
SOCIAL SAFETY NET
GENDER
EMPLOYMENT/WORKING CONDITIONS
RACE
ABORIGINAL STATUS
SAFE AND NUTRITIOUS FOOD
HOUSING/HOMELESSNESS
COMMUNITY BELONGING

25%

YOUR HEALTH CARE

ACCESS TO HEALTH CARE
HEALTH CARE SYSTEM
WAIT TIMES

15%

YOUR BIOLOGY

BIOLOGY
GENETICS

10%

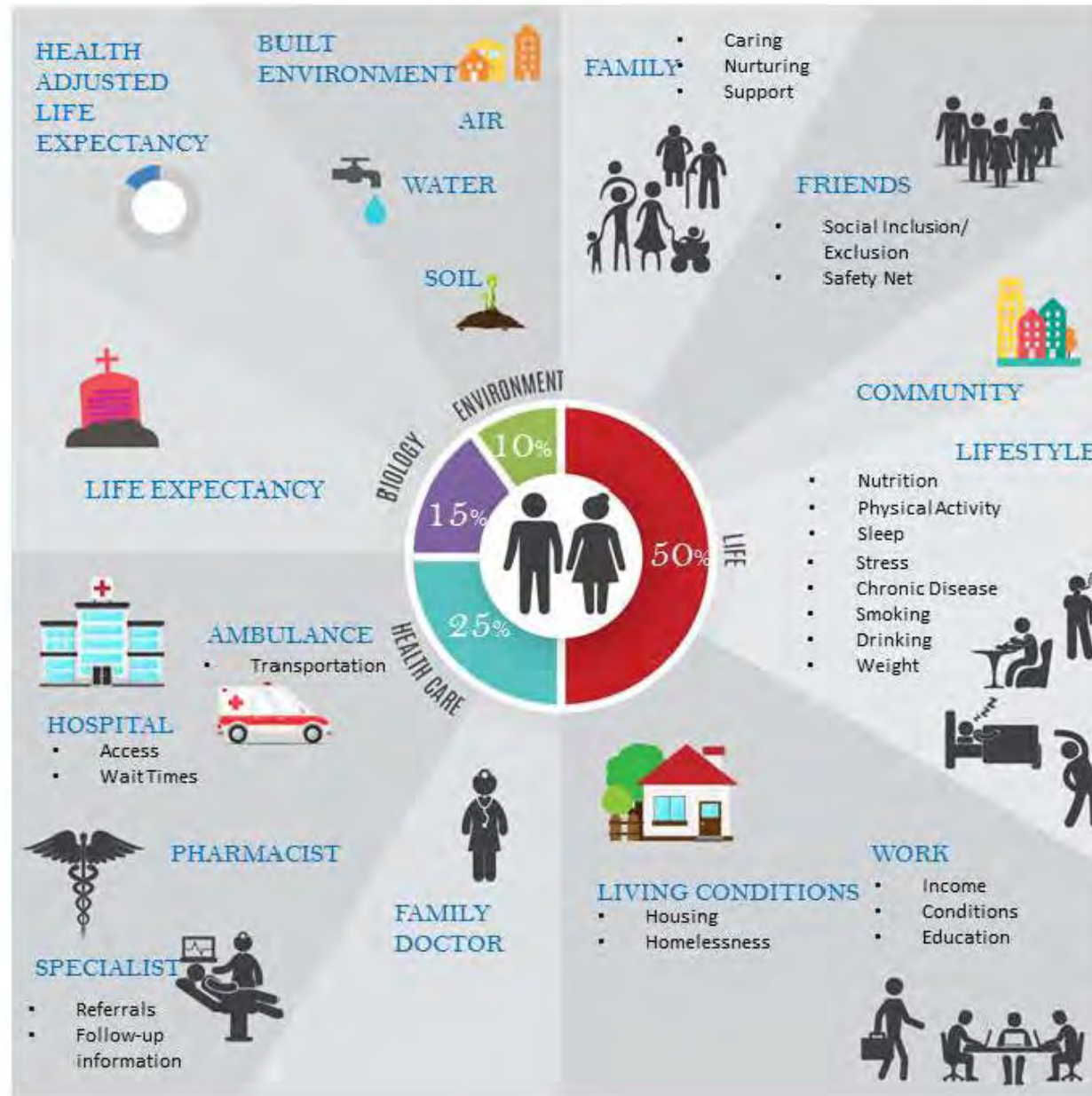
YOUR ENVIRONMENT

AIR QUALITY
CIVIC INFRASTRUCTURE

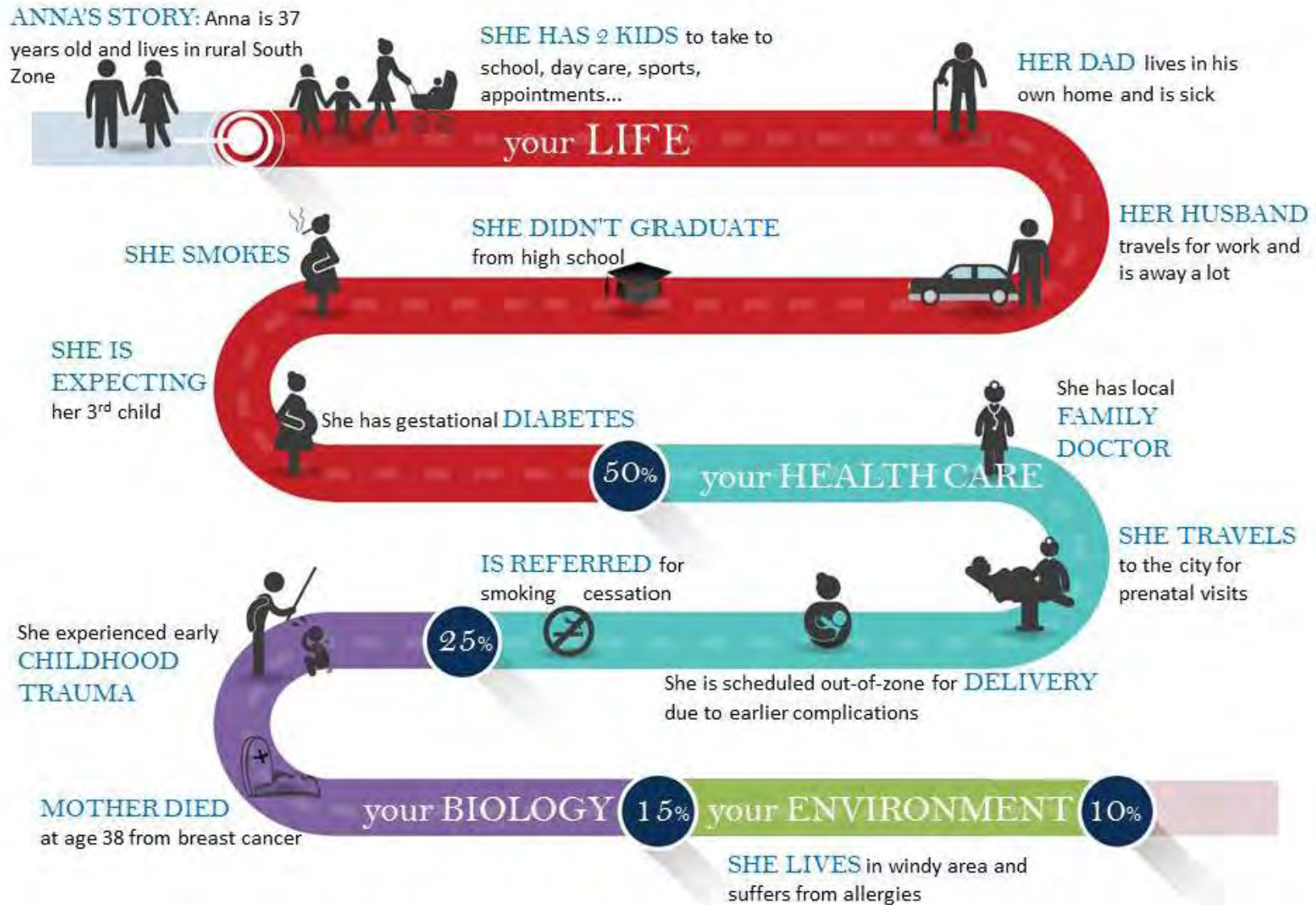


THESE ARE CANADA'S SOCIAL DETERMINANTS OF HEALTH #SDOH

How Does that Translate to Real Life



How might it look: Anna's Story





South Zone Relevance:

WHAT	SOUTH ZONE	ALBERTA
% Daily Smoking	14.0	14.5
% Prenatal Smoking	17.8	16.2
% Inactive	49.4	43.1
% Heavy Drinkers	16.5	19.1



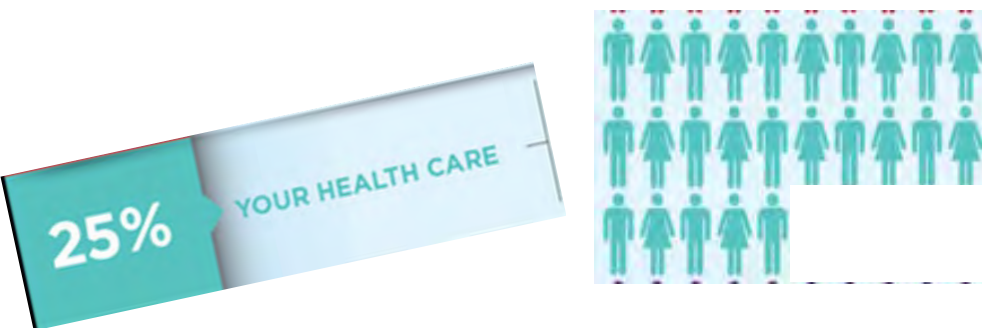
South Zone Relevance:

WHAT	SOUTH ZONE	ALBERTA
% Childhood Immunization by two years (2015/16)	68.5% (diphtheria, tetanus/ acellular pertussis, polio, Hib (DTP)) 82.4% (measles, mumps, rubella)	75.4% (diphtheria, tetanus/ acellular pertussis, polio, Hib (DTP)) 87.1% (measles, mumps, rubella)
% Seasonal Flu Vaccination (2015/16)	65%	62.7%



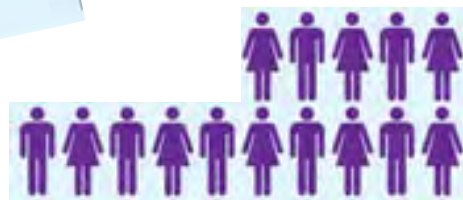
South Zone Relevance:

WHAT	SOUTH ZONE	ALBERTA
% Hypertension	16.0	15.2
% Diabetes	6.1	5.6
% Chronic Obstructive Pulmonary Disease	2.2	2.2



South Zone Relevance:

WHAT	SOUTH ZONE	ALBERTA
% Satisfaction with Hospital Care	82.8	81.7
% Satisfaction with Long-term Care	80	72
ED Wait to see Physician (in hours)	1.2	1.3
Access to Radiation Therapy in weeks (Jack Ady Cancer Centre)	0.9	2.9
Continuing Care Placement (% placed within 30 days)	48	60



South Zone Relevance:

WHAT	SOUTH ZONE	ALBERTA
Life Expectancy at Birth (in years) (2015/16)	80.9	81.9 (70.4 Aboriginal)
% Early Detection of Cancer *	69	69
% Heart Attack Mortality **	6.4	6.2
% Stroke Mortality ***	15.1	14.8



South Zone Relevance:

CONSIDERATIONS

Viruses (Zika, Noro, West Nile)

Bites (Dog, Bats)

Injuries (Work, Leisure, Traffic)

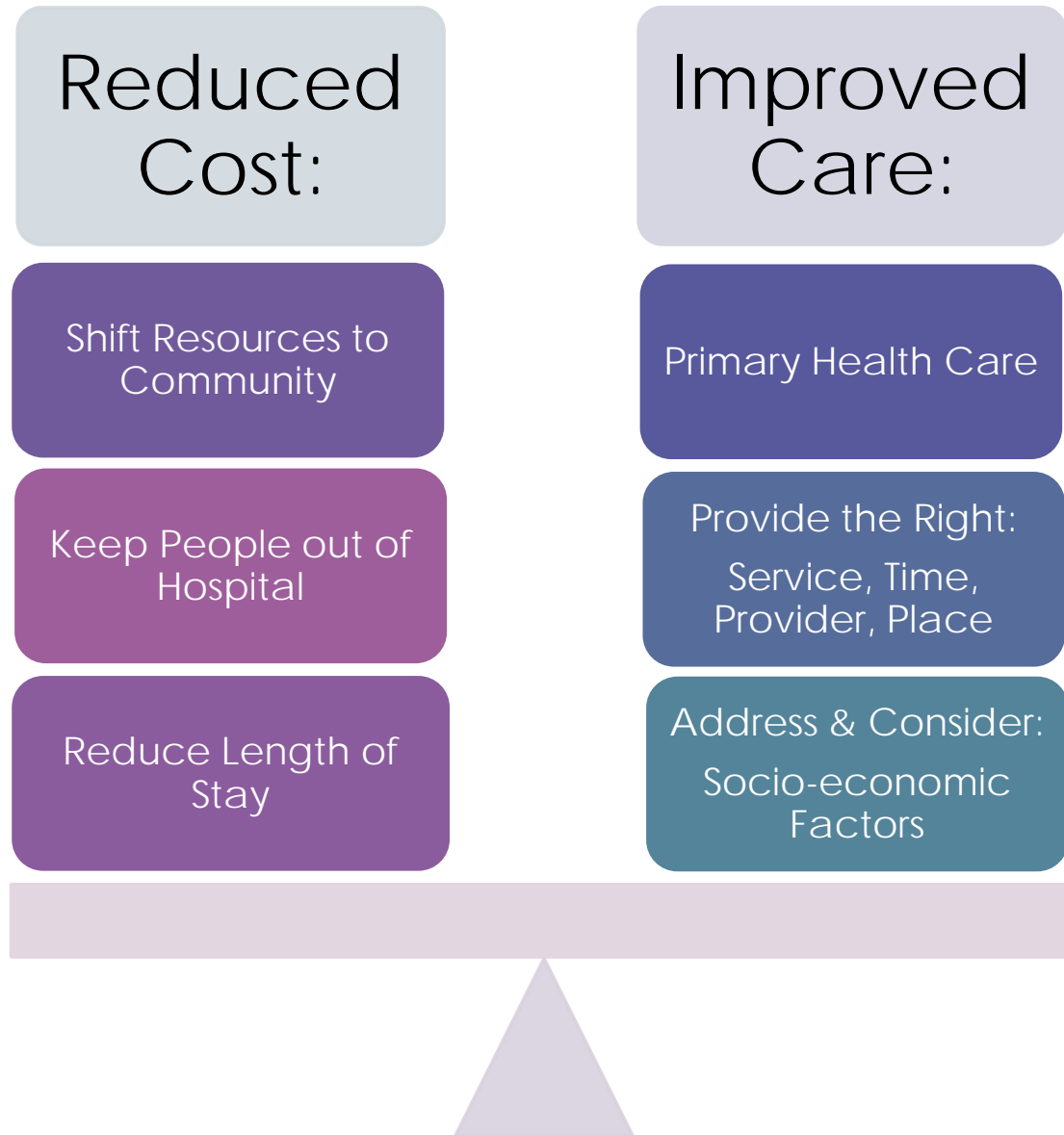
Exposure (Skin Cancer, Allergies, Diseases Preventable via Immunization)

Natural Disasters (Mental Health)

Built Environment (Walkability, Accessibility, Transportation)

Why Is this Important?

Need to Create a System of Balance of:



What Other Factors Impact our Future Operational Plan?

What Have We Heard in Past Planning

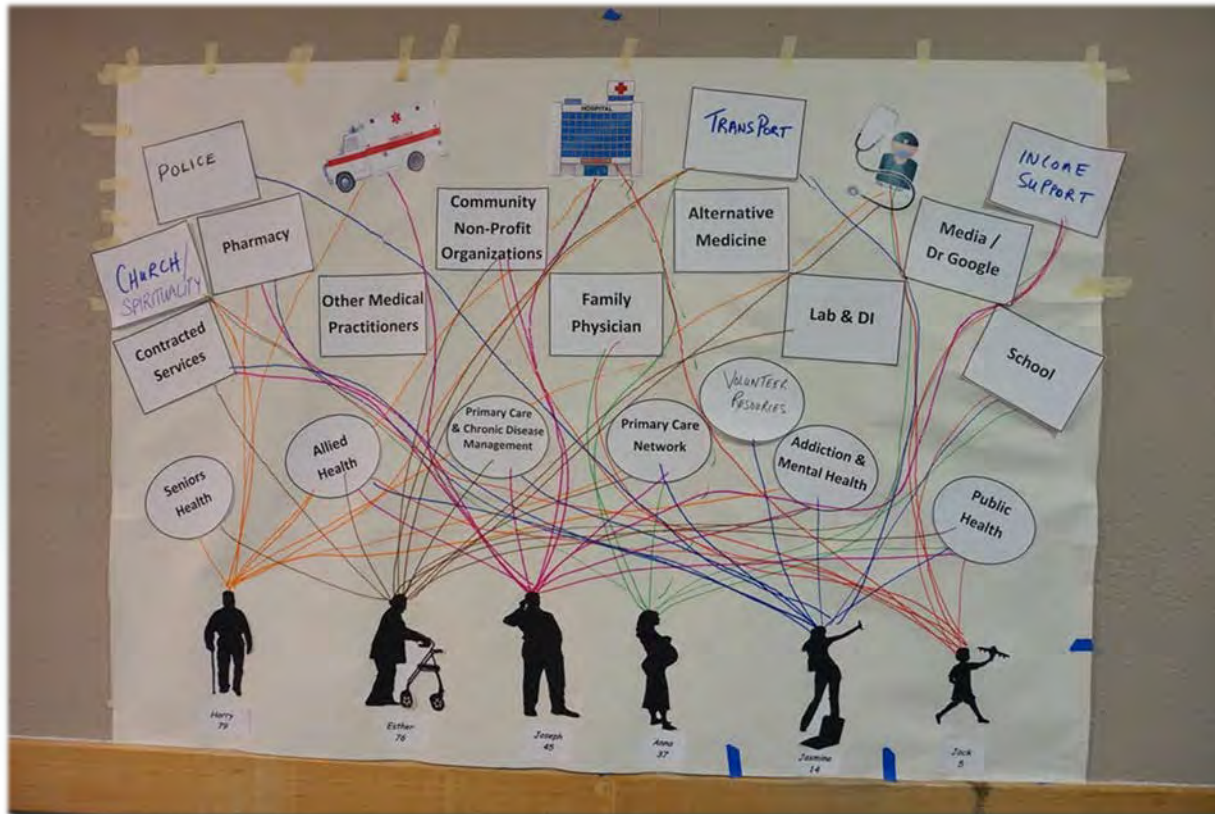
Consolidation and Themes:

From South Zone specific system, service, community and population plans (2011-2015)

THEMES	SUB-POINTS
Access	<ul style="list-style-type: none"> Primary health care related Using interprofessional teams Innovation in areas such as eHealth, Telehealth, flexible space use, mobile health, Telecare
Communication & Information	<ul style="list-style-type: none"> Patient related (common charts, navigation, transitions) Provider related Programs and services related
Continuum of Care	<ul style="list-style-type: none"> Considerations across all
Diversity	<ul style="list-style-type: none"> Cultural competency Literacy Related to patients and providers Related to communities
Engagement & Partnerships	<ul style="list-style-type: none"> With the person With communities With partners
Our People	<ul style="list-style-type: none"> Education and professional development Role and responsibility clarity Succession and retention planning
Self-management Support	<ul style="list-style-type: none"> Across the continuum of care
Standardization & Local Customization	<ul style="list-style-type: none"> Using evidence based models such as the Expanded Chronic Care Model Promoting concepts such as Aging in Place Considering Social Determinants of Health Integration of care



Our Client, Patient, Resident, Family Journey



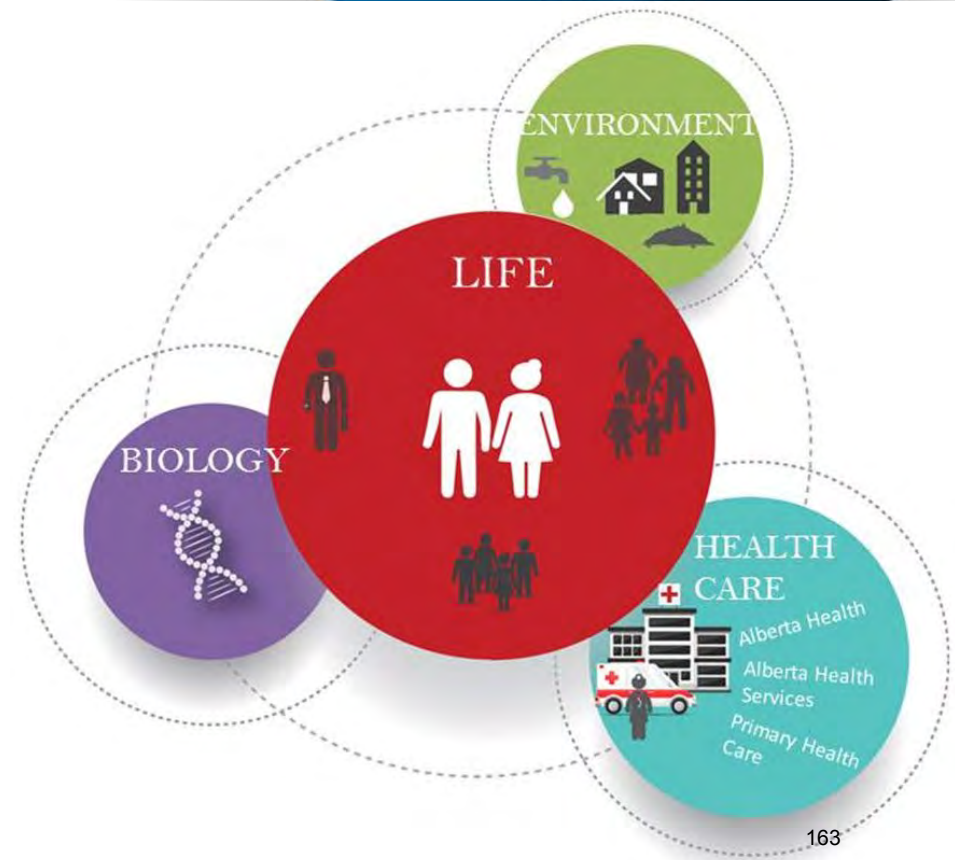
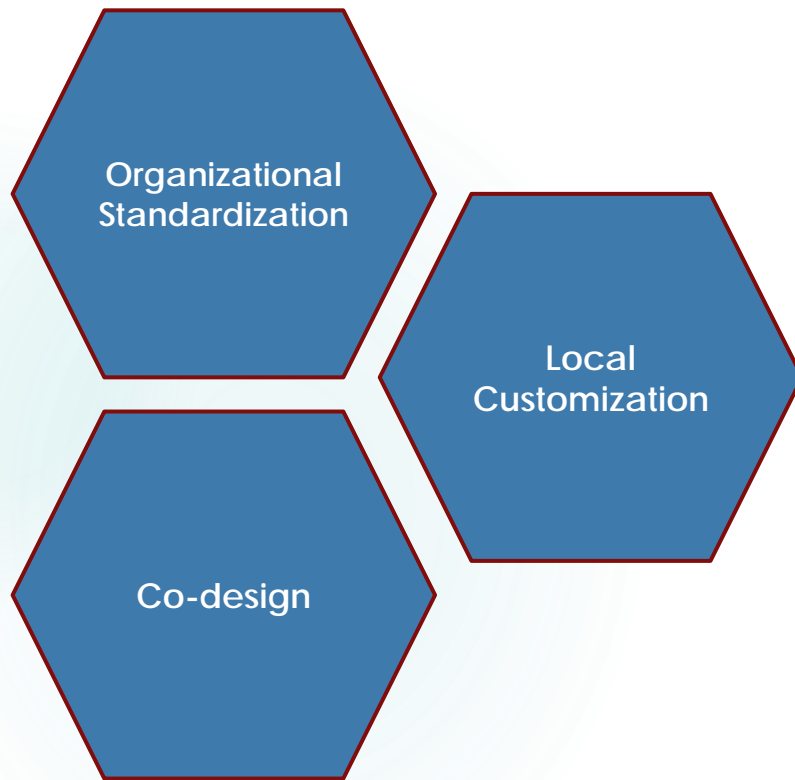
Prioritization



FOCUS
FOCUS
FOCUS
FOCUS
FOCUS

What Do We need From You?

Discussion at Hosted Conversation Stations



Discussion at Hosted Conversation Stations

1. We have 1 hr and 40 min
2. Self-select: 8-12 people per station (try to mix up)
3. Feel free to move to another station
4. Consider: yourself, your family, your community and Southern Albertans in your responses
5. Help create statements that are: positive, high-level, actionable and achievable when working together
6. Dot-mocracy: each person will be given 3 votes to identify the action statements that resonate with you

Thank You and Next Steps

For further comments, please email:
AskSouthZone@AHS.ca



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
November 2, and 5, 2016	2017 Budget Review	Town Hall Council Chambers Redcliff, Alberta
November 25, 2016	Redcliff Lions Club Trivia Night Fundraiser (for those who signed up)	Riverview Golf Clubhouse