



**COUNCIL MEETING**  
**MONDAY, SEPTEMBER 12, 2016**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 12, 2016 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. DELEGATION</b>	
A) Darryl Pasicka Presentation * Re: Chain Link Hedge	
<b>3. MINUTES</b>	
A) Council meeting held August 15, 2016 *	For Adoption
B) Municipal Planning Commission meeting held August 17, 2016 *	For Information
C) Subdivision & Development Appeal Board hearing held August 17, 2016 *	For Information
D) Redcliff Senior Citizens Business meeting September, 2016 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw 1829/2016, Off-site Levy Bylaw *	3 <sup>rd</sup> Reading
<b>5. REQUESTS FOR DECISION</b>	
A) Alberta Municipal Affairs Internship Program * Re: Land Use Planning	For Consideration
B) 2016 Investment *	For Consideration
C) Budget Timeline *	For Consideration
<b>6. POLICIES</b>	
A) Policy 039 (2016), Direct Control Development Application Process *	For Consideration
B) Policy 130 (2016), Off-site Levies Policy *	For Consideration
C) Policy 102 (2016), Perimeter Fencing *	For Consideration

**7. CORRESPONDENCE**

- A)** Muscular Dystrophy Awareness Month - Proclamation \* For Information

**8. OTHER**

- A)** Memo - Front Yard Fence Heights \* For Information
- B)** Redcliff/Cypress Regional Waste Management Authority \* For Information  
Re: Landfill Graphs to August 31, 2016
- C)** Council Important Meetings & Events September 12, 2016 \* For Information

**9. RECESS**

**10. IN CAMERA**

- A)** Labour (2)
- B)** Intergovernmental Relations (1)

**11. ADJOURN**

<b>ACCOUNTS PAYABLE CHEQUE LIST</b>			
<b>COUNCIL MEETING SEPT 12, 2016</b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
80539	A & B STEEL	REBAR	\$489.17
80540	ACTION PARTS	BRAKE PAD SET	\$489.17
80541	ADT SECURITY	ALARM	\$283.58
80542	AIR LIQUIDE	CARBON DIOXIDE	\$630.00
80543	ALTA-WIDE BUILDERS	LUMBER	\$850.97
80544	ANDRES, BONNIE	REIMBURSE COFFEE SUPPLIES	\$53.31
80545	ATB MASTERCARD	VARIOUS EXPENSES	\$9,038.46
80546	ATRON REFRIGERATION	REPAIR POOL BROILER	\$1,739.85
80547	BARTLE & GAMBLE	VALVES	\$207.72
80548	BLUE IMP	EDGING/SWING	\$350.70
80549	THE BOLT SUPPLY HOUSE	SCREWS/NUTS/BOLTS/WASHERS	\$28.87
80550	BRANDT TRACTOR	SWITCH	\$78.23
80551	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
80552	CANADIAN ENERGY	SAFETY LIGHT BATTERIES	\$48.57
80553	CITY OF MEDICINE HAT	SEWAGE OUTLAY	\$49,337.73
80554	CLEAN HARBOUR	PAINT	\$742.35
80555	CUMMINS WESTERN CANADA	FUEL PUMP TESTER	\$162.48
80556	GAS CITY HYDRO VAC	HYDROVAC	\$1,220.63
80557	REDCLIFF HOME HARDWARE	SEALANT FOAM/COFFEE FILTERS	\$44.08
80558	KIRKS MIDWAY TIRE	REPAIR FLAT TIRE	\$15.75
80559	LETHBRIDGE HERALD	ADVERTISING	\$4,179.98
80560	NAPA AUTO PARTS	STEERING WHEEL COVER	\$12.79
80561	SUNCOR	FUEL	\$3,429.82
80562	PRO COMM SOLUTIONS	PHONE SYSTEM SERVICE	\$206.75
80563	PUROLATOR	SHIPPING	\$28.78
80564	REDCLIFF BAKERY	MPC LUNCHES	\$153.68
80565	RECEIVER GENERAL	POLICING COSTS	\$257,075.42
80566	CANADIAN RED CROSS	WSI COURSE PACKAGE	\$329.70
80567	SITE ONE LANDSCAPING	WEED RESTRICTOR/IRRIGATION PARTS	\$454.63
80568	STARKS PLUMBING & HEATING	REFUND TAX PMT	\$4,289.56
80569	SUMMIT MOTORS	FILTERS	\$559.33
80570	TELUS COMMUNICATIONS	RADIO SERVICE	\$20.12
80571	BERTS VACUUMS	TOILET PAPER/PAPER TOWEL	\$167.90
80572	CAZES, WADE	REFUND TAX PMT	\$852.62
80573	MANDEVILLE, KATHY	REFUND UTILITY PMT	\$213.85
80574	PERSIAN DREAMS & CANINE	BYLAW SERVICES	\$25.00
80575	TRANSIT PAVING	CONCRETE & ASPHALT	\$28,098.54
80576	ULTIMATE SPAS & POWERSPORTS	POOL CHEMICAL	\$31.70
80577	WORKER'S COMPENSATION	PREMIUMS	\$3,463.75

80578	49 NORTH LUBRICANTS	GREASE	\$423.02
80579	A & B STEEL	GREASE GUNS	\$556.50
80580	AG-PLUS MECHANICAL	FILTERS/OIL CAP/BLADE WIPE	\$560.31
80581	AMSC INSURANCE	HEALTH SPENDING	\$545.47
80582	THE BOLT SUPPLY HOUSE	SAFETY GLASSES/GLOVES	\$120.35
80583	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
80584	CANADIAN ENERGY	BATTERY.CORE DEPOSITS	\$224.26
80585	CHARTRAND, BILL	REIMBURSE TRAVEL EXPENSE	\$160.00
80586	CLEARTECH INDUSTRIES	CHEMICALS	\$2,061.57
80587	CUPE	UNION DUES	\$2,770.10
80588	FARMLAND	HYDRO HOSE'FITTING	\$108.69
80589	REDCLIFF HOME HARDWARE	VARIOUS SUPPLIES FPR PARKS & REC	\$553.56
80590	KAIZEN LABS	WATER ANALYSIS	\$123.90
80591	KIRK'S MIDWAY	FLAT REPAIR	\$15.75
80592	MELHAM, MIKE	REIMBURSE TRAVEL EXPENSE	\$160.00
80593	SHAW	INTERNET	\$129.05
80594	PARK ENTERPRISE	PERMITS	\$105.00
80595	SUNCOR	FUEL	\$10,622.42
80596	THE PRINTER	BUSINESS CARDS	\$142.80
80597	PRO COMM SOLUTIONS	CELL PHONES/CASES	\$850.50
80598	PUROLATOR	SHIPPING	\$308.01
80599	PROVINCIAL TREASURER	ACTS	\$82.95
80600	REDCLIFF LADIES SOFTBALL ASSOC	REF KEY DEPOSIT	\$125.00
80601	ROSENAU TRANSPORT	FREIGHT	\$1,063.46
80602	SOUTHERN DOOR	DOOR REPAIRS/FOLLOW UP	\$2,494.73
80603	TELUS MOBILITY	CELL SERVICE	\$33.84
80604	BREWMASTER	MEALS ON WHEELS SUPPLIES	\$27.25
80605	SAUVEY, MELINDA	REFUND LIONS PARK/KEY DEPOSIT	\$225.00
80606	APPLIED INDUSTRIAL	SEAL/SHIPPING	\$73.12
80607	MBSI	HOSTED BACK UP	\$1,071.00
80608	GAINSBOROUGH, JEFF	REFUND RENT A POOL	\$60.00
80609	SOUTH COUNTRY COOP	CHEMICALS	\$224.98
80610	BEST BOUQUET FLOWERS	BEREAVEMENT	\$78.75
80611	DALY, CATHERINE	REFUND SWIM LESSON	\$20.00
80612	COPEMAN, JENNIFER	REFUND SWIM LESSON	\$55.00
80613	TOWN OF REDCLIFF	EMPLOYEE TAX PAYMENTS	\$700.00
80614	TOMKO SPORTS	PICKLEBALL PAINT/COURT SUPPLIES	\$393.64
80615	WESTERN CANADA WELDING	CUTTING DISKS	\$24.05
80616	WESTERN TRACTOR	SPREADER	\$1,527.34
80617	WOLSLEY	ELBOW/VALVE BOX/PIPE/TUBE ZINC/SOCKET/TEE	\$6,888.85
80618	49 NORTH LUBRICANTS	LUBE/ANTIFREEZE/OIL/TRANSMISSION FLUID	\$3,345.84
80619	ALBERTA FIRE CHIEFS ASSOC	FPW KIT	\$573.71
80620	ACTION PARTS	BRAKE PAD SETS/ROTORS/BULBS/GLUE/LUBE	\$98.94

80621	AG-PLUS MECHANICAL	BIT	\$286.90
80622	ALTA-WIDE BUILDERS	LUMBER	\$16.13
80623	AMSC INSURANCE	BENEFITS	\$17,355.81
80624	BARTLE & GIBSON	FLUSH VALVE	\$134.46
80625	BENCHMARK GEOMATICS	FOOTING CHECK	\$157.50
80626	BENS OFFICE MACHINES	PRINTER	\$498.75
80627	BIG HILL SERVICES	BOARD CLEANING	\$1,372.28
80628	THE BOLT SUPPLY HOUSE	MARKING PAINT	\$170.50
80629	CITY OF MEDICINE HAT	ELECTRIC	\$11,521.25
80630	CLEAN HARBOUR	PAINT RECYCLING	\$819.77
80631	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$577.81
80632	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
80633	CYPRESS GROUP	COPIER FEES	\$324.02
80634	EPCOR	UTILITIES	\$186.34
80635	FARMLAND SUPPLY	HYDRAULIC HOSE/BUSHING/COUPLER/ORING	\$144.79
80636	GAS CITY HYDRO VAC	HYDROVAC	\$984.38
80637	REDCLIFF HOME HARDWARE	TUBING/KEYS/BAIT/SEALANT/WOOL PADS/KEY TAGS	\$109.31
80638	JACOBS WELDING	FABRICATE CATTLE GUARDS	\$3,018.75
80639	JOE JOHNSON EQUIPMENT	FILTERS/BLADE SPINDLE/SEAL/NUT	\$538.78
80640	KIRK'S MIDWAY TIRE	CHANGE OVER/TIRE TUBE	\$60.90
80641	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$85.58
80642	MEDICINE HAT CSRD #20	2016 SCHOOL REQUISITION	\$181,382.75
80643	SHAW CABLE	INTERNET SERVICE	\$84.95
80644	PARK ENTERPRISES	PERMITS	\$2,713.60
80645	SUNCOR ENERGY	FUEL	\$1,899.77
80646	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
80647	PUROLATOR	SHIPPING	\$49.12
80648	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$35,416.99
80649	ROSENAU TRANSPORT	SHIPPING	\$169.61
80650	SANATEC ENVIRONMENT	VACUUM SEPTIC TANK	\$152.25
80651	SHOCKWARE	INTERNET SERVICE	\$52.45
80652	STEEP ROCK	SCREENED ROCK	\$625.09
80653	SUMMIT MOTORS	PARTS/LABOUR/FUEL CONDITIONER	\$2,384.15
80654	TELUS	PHONE SERVICE	\$1,810.94
80655	TELUS MOBILITY	CELL SERVICE	\$161.53
80656	B & L LAWN & HOME MAINTENANCE	FENCING/DECKING	\$147.00
80657	WATSON POOLS	GEMS REBUILD KIT	\$325.50
80658	608381 AB LTD	REFUND DUPLICATE TAX PAYMENT	\$4,289.56
80659	KAREN MURRAY	GRASS SEED	\$308.00
80660	ED MILLER	REFUND CAMPGROUND FEES	\$30.00
80661	FORAN EQUIPMENT	SLOPE REDEMPTION	\$67,277.56
			\$747,611.66

## Bonnie Andres

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**From:** Pappa P <ve59tte@hotmail.com>  
**Sent:** Wednesday, September 07, 2016 3:37 PM  
**To:** Bonnie Andres  
**Subject:** Chain link hedge  
**Attachments:** heg 1.jpg; home\_privacy.jpg

The PATRICIAN PRODUCTS 6 ft. x 5 ft. Green Privacy Hedge covers up to 5 ft. of chain link fencing to provide your property with additional privacy. This convenient green privacy hedge is designed to create a natural shrubbery look and is constructed from plastic for durability. The green privacy hedge is compatible with commercial and residential fencing applications.

- Beautifies pool areas, driveways and entrances
- American Permahedge is guaranteed for 10 years
- Each box covers 5 linear ft. of fence, slats vertically installed
- Flame-retardant, 4-ply, 6-mil PVC needles
- Available in 4' to 7' heights in green
- 41 slats per box
- American Permahedge is a unique chain link fence enhancement, creating a natural hedge look that requires no maintenance

Sent from [Outlook](#)











**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 15, 2016 7:00 P.M.**

- PRESENT:** Mayor E. Reimer  
Councillors C. Crozier, D. Kilpatrick  
C. Brown, J. Steinke  
E. Solberg
- Municipal Manager A. Crofts (left at 8:25 p.m., returned at 8:28 p.m.)  
Manager of Legislative S. Simon  
& Land Services  
Director of Finance J. Tu (left at 8:15 p.m.)  
& Administration  
Director of Planning & J. Johansen (left at 8:46 p.m.)  
Engineering  
Director of Community & K. Dalton (left at 8:46 p.m.)  
Protective Services
- ABSENT:** Councillor L Leipert
- 1. GENERAL**
- Call to Order **A)** Mayor Reimer called the regular meeting to order at 7:02 p.m.
- 2016-0298 Adoption of Agenda **B)** Councillor Solberg moved the agenda be adopted as amended to add Item 4E - Over Height Fence at Lot 1, Block 108, Plan 1117V (102 4 Street NE) and Item 4F - Encroachment Permit Application Lot 1-2, Block 133, Plan 1117V (302 1 Street NW). - Carried.
- 2016-0299 Accounts Payable **C)** Councillor Steinke moved the following 169 general vouchers in the amount of \$412,645.10 be received for information. - Carried.

<b><u>ACCOUNTS PAYABLE CHEQUE LIST</u></b>			
<b><u>COUNCIL MEETING AUGUST 15, 2016</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
80302	CANADIAN PAYROLL ASSOCIATION	MEMBERSHIP FEES	\$252.00
80303	CANADIAN LINEN & UNIFORM	COVERALLS & TOWELS	\$26.25
80304	CBV COLLECTIONS	COLLECTIONS COMMISSION	\$26.33
80305	CITY OF MEDICINE HAT	CITY UTILITIES	\$9,035.11
80306	CYPRESS GROUP	PHOTOCOPIER CONTRACT FEES	\$180.96
80307	FARMALND SUPPLY	FITTINGS	\$14.87
80308	H2O HAULING	LANDFILL WATER	\$105.00
80309	REDCLIFF HOME HARDWARE	SHOP VAC, PIPE, MOWER BLADES, LABOUR	\$679.39
80310	KEYWAY SECURITY LOCKSMITH	LOCK RE-KEY	\$139.65

80311	KIRK'S MIDWAY TIRE	TIRES & CHANGEOVER	\$1,239.00
80312	MEDICNE HAT NEWS	JUNE ADVERTISING	\$141.75
80313	SHAW CABLE	INTERNET SERVICE	\$274.84
80314	SUNCOR ENERGY	FUEL	\$11,025.35
80315	PUROLATOR	PARTS FREIGHT	\$56.99
80316	RECEIVER GENERAL	STAT DEDUCTIONS	\$37,642.75
80317	ROSENAU TRANSPORT	CHEMICAL FREIGHT	\$794.81
80318	SKRIVER, DOUG	PLYWOOD	\$36.74
80319	SPIDER ELECTRIC	FLOW SWITCH CONNECTOR LABOUR	\$157.50
80320	SUMMIT MOTORS	OIL FILTERS	\$11.59
80321	TELUS	PHONE SERVICE	\$101.02
80322	TELUS MOBILITY	CELL PHONE SERVICE	\$146.10
80323	MBSI CANADA	HOSTED BACKUP	\$1,071.00
80324	HUDSON, LEE	UTILITY DEPOSIT REFUND	\$150.00
80325	MURRAY, KAREN	WATER TREATMENT PLANT SEED	\$770.00
80326	ULITMATE SPAS & POWERSPORTS	PUMP, ACID, CHEMICALS	\$894.44
80390	ACKLANDS GRAINGER	LAMP TELEPHONE	\$22.20
80391	ACTION PARTS	WEATHERSTRIPPING, HOSE, TERMINALS	\$288.41
80392	AIR LIQUIDE CANADA	CARBON DIOXIDE	\$1,260.00
80393	ALL-NET	SERVICE TRACKER SUPPORT & UPDATES	\$2,094.75
80394	AL'S AUDIO	CANADA DAY SPEAKERS	\$84.00
80395	ALTA-WIDE BUILDERS SUPPLIES	LUMBER	\$70.48
80396	AMSC INSURANCE SERVICES	JUNE HEALTH SPENDING	\$792.93
80397	ATB MASTERCARD	CREDIT CARD PURCHASES	\$9,010.88
80398	AUMA	JOB POSTING	\$315.00
80399	BARTLE & GAMBLE	TOILET VALVE	\$159.26
80400	THE BOLT SUPPLY HOUSE	BITS, WHEELS, NUTS	\$90.43
80401	CANADIAN LINEN & UIFORM	COVERALLS & TOWELS	\$26.25
80402	C.E.M.HEAVY EQUIPMENT	TAIL LAMP, FILTER, ELEMENT	\$809.66
80403	CHAT FM	REDCLIFF DAYS RADIO ADVERTISING	\$210.00
80404	CITY OF MEDICINE HAT	SEWAGE OUTLAY	\$48,130.52
80405	CLEAR SKY RADIO	REDCLIFF DAYS RADIO ADVERTISING	\$525.00
80406	CLEARTECH	WATER TREATMENT PLANT CHEMICALS	\$20,754.41
80407	CUPE	UNION DUES	\$2,794.68
80408	CYPRESS COUNTY	REPAIR & PATCH ROADS	\$23,608.20
80409	ECONOMIC DEVELOPMENT ALLIANCE	EDA FUNDING	\$16,764.00
80411	FARMLAND	ADAPTERS, VALVES, GAUGES	\$95.92
80412	FOX ENERGY	PESTICIDE & CAMPGROUND SIGNS	\$443.21
80413	GRAND RENTAL STATION	REDCLIFF DAYS & CANADA DAY RENTALS	\$2,652.83
80414	REDCLIFF HOME HARDWARE	PAINT	\$47.72
80415	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIRS	\$85.05
80416	LETHBRIDGE HERALD	JUNE ADVERTISING	\$788.97
80417	LIFESAVING SOCIETY	CANADIAN LIFESAVING MANUAL	\$206.33

80418	MEDICINE HAT MONUMENTAL	SANDBLASTING MEMORIAL BENCH	\$84.00
80419	SHAW CABLE	INTERNET SERVICE	\$129.05
80420	CFMY-FM	REDCLIFF DAYS RADIO ADVERTISING	\$210.00
80421	SUNCOR ENERGY	FUEL	\$1,555.26
80422	PRO FLOW PLUMBING	SEWER MAINTENANCE	\$210.00
80423	PUROLATOR	WATER SAMPLE FREIGHT	\$53.69
80424	REDCLIFF BAKERY	LGAA MEETING REFRESHMENTS & LUNCH	\$272.36
80425	CANDADIAN RED CROSS	WSI INSTRUCTOR PACKAGE	\$792.75
80426	RIVERVIEW GOLF CLUB	STAFF GOLF TOURNAMENT	\$2,347.23
80427	SAFETY BUZZ	FIRST AID CERTIFICATION	\$241.50
80428	THE SHOPPER	REDCLIFF DAYS ADVERTISING	\$282.45
80429	SIMPLY WATER	AQUATIC CENTRE BOTTLED WATER	\$81.25
80430	SOUTHERN DOOR	OVERHEAD DOOR REPAIR	\$572.78
80431	SUMMIT MOTORS	RADIATOR CAP	\$53.57
80432	SUPERIOR TRUCK EQUIPMENT	HIGH PRESSURE FILTER	\$834.75
80433	TELUS COMMUNICATIONS	PHONE SERVICE	\$20.12
80434	TELUS MOBILITY	CELL PHONE SERVICE	\$32.38
80435	HARNETT, AMBER	SWIMMING LESSON REFUND	\$40.00
80436	APPLIED INDUSTRIAL TECHNOLOGY	BEARINGS	\$52.29
80437	DARLEY, KEELY	TOWN PROGRAMMING - TEEN NIGHTS	\$153.00
80438	MEDICINE HAT & DISTRICT CHAMBER	MEMBERSHIP DUES	\$719.25
80439	SOUTH COUNTRY COOP	FITTINGS, PESTICIDE, BATTERIES, HARDWARE	\$210.78
80440	ROSE, SONYA	KEY DEPOSIT REFUND	\$83.00
80441	SAMOYOA, NATALIE	POOL RENTAL CANCELLATION REFUND	\$75.00
80442	PAHL, HEATHER	POOL RENTAL CANCELLATION REFUND	\$75.00
80443	GERVAIS,STEPHANIE	FAMILY PASS REFUND	\$150.00
80444	BLAKE, TYLER	CAMPGROUND REFUND	\$30.00
80445	MATT, JENN	KEY & FACILITY RENTAL REFUND	\$385.70
80446	OLIVER-LONSON, AMANDA	SWIMMING LESSON REFUND	\$35.00
80447	WHITFIELD, CAROLINE	SWIMMING LESSON REFUND	\$235.00
80448	KALLIS, STEPHANIE	SWIMMING LESSON REFUND	\$70.00
80449	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$150.00
80450	WESERN DIESEL WHOLESALE	WATER PUMP	\$423.12
80451	RECEIVER GENERAL	STAT DEDUCTIONS	\$35,966.09
80452	BULLOCK, KYLE	AQUATIC CENTRE, WTP VIDEOS	\$577.50
80454	ACKLANDS GRAINGER	SAFETY VEST	\$28.51
80455	ACTION PARTS	BRUSH	\$29.20
80456	AMSC INSURANCE SERVICES	AUGUST BENEFITS	\$16,789.58
80457	ATRON	HVAC MAINTENANCE, WATER HEATER	\$9,531.28
80458	BARTLE & GAMBLE	TAPS, VALVE PARTS, DIAPHRAGM	\$450.75
80459	BENCHMARK ASSESSMENTS	ASSESSMENT SERVICES	\$16,246.91
80460	BENZ, SHANE	REIMBURSE TRAVEL EXPENSES	\$80.00
80461	THE BOLT SUPPLY HOUSE	MARKER PAINT, RIVETS	\$140.33

80462	CANADIAN LINEN & UIFORM	COVERALLS AND TOWELS	\$26.25
80463	CARSWELL	PAYROLL ONLINE	\$1,370.25
80464	CITY OF MEDCINE HAT	CITY UTILITIES	\$27,537.47
80465	CLEARTECH INDUSTRIES	POOL CHEMICALS, CONTAINER RETURNS	\$538.42
80466	COCOA BEAN	JULY MEALS ON WHEELS	\$595.35
80467	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
80468	CUMMINS WESTERN CANADA	FUEL PUMP PARTS, FUEL TESTING ADAPTERS	\$1,489.92
80469	CYPRESS GROUP	COPIER FEES	\$151.23
80470	EPCOR	LANDFILL UTILITIES	\$122.79
80471	FARMLAND	FITTING, VALVE, HOSES, REPAIR PARTS - MEMORIAL	\$314.48
80472	FORM-TECH	RING CLAMPS	\$588.00
80473	H2O HAULING	LANDFILL WATER	\$105.00
80474	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
80475	REDCLIF HOME HARDWARE	PAINT SUPPLIES, PLANTER, COFFEE SUPPLIES	\$953.90
80476	JACOB'S WELDING	LOADER WELDING REPAIR	\$425.25
80477	JOE JOHNSON EQUIPMENT	DOUBLE BELT MOWER	\$173.75
80478	KIRK'S MIDWAY TIRE	TIRE, CHANGE OVER, REPAIR FLATS	\$217.35
80479	LES'S DRAIN CLEANING SERVICE	SNAKE DRAIN LADIES WASHROOM	\$126.00
80480	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$85.58
80481	MELHAM, MIKE	REIMBURSE TRAVEL EXPENSES	\$80.00
80482	MEDICINE HAT NEWS	ADVERTISING	\$589.68
80483	SHAW CABLE	INTERNET SERVICE	\$359.79
80484	MUDRACK CONCRETE	REPAIR SIDEWALK	\$982.80
80485	NELSON'S RADIATOR	REBUILD RADIATOR	\$472.50
80486	PARK ENTERPRISES	PERMITS	\$771.15
80487	SUNCOR ENERGY	FUEL	\$3,282.67
80488	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$159.08
80489	PRECON	MANHOLE BARRELS, MONOBASES, SLAB TOP	\$4,923.10
80490	PRESTIGE WINDOW AND DOOR	DOORS AND FRAMES	\$800.46
80491	PUROLATOR	PARTS FREIGHT	\$98.17
80492	RECEIVER GENERAL	STAT DEDUCTIONS	\$35,031.31
80493	ROBERTSON IMPLEMENT	BRACKET	\$22.51
80494	RODEO FORD	ELEMENT, KIT ELEMENT, RAD CAP, ANTI-FREEZE	\$219.37
80495	ROSENAU TRANSPORT	PARTS FREIGHT	\$503.56
80496	SANATEC ENVIROMENT	PUMP LANDFILL SEPTIC TANK	\$152.25
80497	SCHEFFER ANDREW	RIVER VALLEY RIP-RAP	\$2,223.38
80498	SHOCWARE WIRELESS	LANDFILL INTERNET	\$52.45
80500	STEEP ROCK	ROADCRUSH	\$3,975.90
80501	STEIER, BARRY	REIMBURSE TOTE	\$73.49
80502	SUMMIT MOTORS	FILTERS, BELT	\$251.37
80503	SUPERIOR TRUCK EQUIPMENT	GARBAGE CAN LIDS, RODS, CAPS	\$432.18
80504	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,896.56
80505	TELUS MOBILITY	CELL PHONE SERVICE	\$500.25

80506	TRIPLE R EXPRESS	PARTS FREIGHT	\$105.54
80507	B & L LAWN & HOME MAINTENANCE	WEEDING	\$4,200.00
80508	GERONIMO, JAYSON	REIMBURSE CAKE DECORATING CLASS	\$17.85
80509	BREWMASTER	MEALS ON WHEELS CONTAINERS	\$24.10
80511	DARLEY, KEELEY	SUMMER PROGRAMMING	\$365.50
80512	FAIRHURST, CAM	VACATION PAY NOT ON PAYROLL	\$402.72
80513	BERT'S VACUUMS	SOAP	\$50.40
80514	ROYAL EXCELLENCE SERVICES	CLEAN CONCESSION HOOD	\$472.50
80515	DEMKE ENTERPRISES	REFUND CONSTRUCTION DAMAGE DEPOSITS	\$2,000.00
80516	BOUNCE AROUND BOUNCERS	BOUNCE HOUSE RENTAL	\$525.00
80517	ASTIKA, JOHN	REFUND SWIM LESSON	\$20.00
80518	TREE CUT CLEAN YOUR MESS UP	TREE TRIMMING AND REMOVAL	\$3,360.00
80519	ROBLIN, DARLENE	PEACE OFFICER COURSE REGISTRATION	\$1,050.00
80520	HAAF, SARAH	REFUND COA - INACTIVE UTILITY	\$190.36
80521	GEE, GAIL	REIMBURSE PICKLEBALL NET SYSTEM	\$417.90
80522	CP WATER HAULING	REFUND COA - INACTIVE UTILITY	\$23.61
80523	WATSON, JACE	LIFEGUARD RECERTIFICATION	\$103.50
80524	BUCSIS, DEBRA	REFUND SWIM LESSON	\$35.00
80525	KOZINSKI, JANNESHA	REFUND SWIM LESSON	\$35.00
80526	FUNK, ALISSA	REFUND SWIM LESSON	\$40.00
80527	MCKINLEY, LORRIE	REFUND SWIM LESSON	\$20.00
80528	TOWN OF REDCLIFF	LANDFILL TONNAGE	\$8,789.63
80529	TRICO LIGHTING	BULBS	\$109.94
80530	ULTIMATE SPAS	POOL FIRST AID, CHEMICALS	\$208.41
80531	WESTERN CANADA WELDING	WELDING ROD, OXYGEN, BLUE SHIELD	\$195.98
80532	WILLIAMS, IAN	REIMBURSE DRIVERS PERMITS	\$148.60
80533	WOLSLEY MECHANICAL	VALVE PARTS, BUSHINGS	\$132.23
80534	WOOD, DALE	FIREARMS SAFETY COURSE	\$655.60
80535	ZEP	SOAP	\$1,295.59
80536	CIVICINFO BC	JOB POSTINGS	\$157.50
80537	A & B STEEL	PULLER SET, GREASE GUN, TOW STRAP, REDI RODS	\$2,643.71
169 CHEQUES TOTAL:			\$412,645.10

2016-0300 Bank Summary to July 31, 2016

**D)** Councillor Crozier moved the Bank Summary to July 31, 2016, be received for information. - Carried.

## 2. DELEGATION

Chris Czember  
Re: Special Event Application

**A)** Chris Czember, Who's On Third, was not in attendance to give a presentation regarding a Special Event Application for a Redcliff Days Street Dance & Concert.

Riverview Golf Club  
Presentation  
Re: Driving Range Location

**B)** Glenn Racz and Dean Blezard of the Riverview Golf Club, was in attendance to give a presentation regarding the driving range location.

2016-0301

Councillor Solberg moved the presentation by Glenn Racz and Dean Blezard of Riverview Golf Club, regarding the driving range location, be received for information. - Carried.

### 3. MINUTES

2016-0302 Council meeting held July 18, 2016

**A)** Councillor Steinke moved the minutes of the Council meeting held July 18, 2016, be adopted as amended to include revision to Item 4A. - Carried.

2016-0303 Municipal Planning  
Commission meeting held July  
20, 2016

**B)** Councillor Brown moved the minutes of the Municipal Planning Commission meeting held July 20, 2016, be received for information. - Carried.

2016-0304 Special Municipal Planning  
Commission meeting held  
August 11, 2016

**C)** Councillor Crozier moved the minutes of the Special Municipal Planning Commission meeting held August 11, 2016, be received for information. - Carried.

### 4. REQUESTS FOR DECISION

2016-0305 Redcliff Minor Hockey  
Association Letter of Support  
- CFEP

**A)** Councillor Brown moved that the Town of Redcliff provide a letter of support to Redcliff Minor Hockey Association for the Community Facility Enhancement Program (CFEP) Grant Application for the upgrade to the Rec-Tangle. - Carried.

2016-0306 Redcliff Days Street Dance &  
Concert - Special Event  
Application

**B)** Councillor Kilpatrick moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 16 to June 18, 2017. - Carried.

2016-0307 Riverview Golf Club Driving  
Range

**C)** Councillor Kilpatrick moved to approve the driving range project in principle and in accordance with the Riverview Golf Club's preferred location (Option d); further, to provide, as required, letters of support for any grant programs applied for to leverage the existing municipal funds available for this project. - Carried.

2016-0308 2016 Capital Project Scope  
Change

**D)** Councillor Brown moved that the 2016 Sanitary System Upgrade capital project scope change and budget be adjusted to \$950,000.00 for the Jesmond and 3<sup>rd</sup> and 3<sup>rd</sup> NW Lift Stations to allow for the addition of wet weather peak flow attenuation storage with the understanding that 90% of the project expenditures will be in 2017. - Carried.



- 2016-0309 Over Height Fence at Lot 1, Block 108, Plan 1117V (102 - 4 Street NE) **E)** Councillor Crozier moved to deny Development Permit application 16-DP-36 for an over height fence on the site and in the Boulevard of Lot 1, Block 108, Plan 1117V (102 - 4 Street NE). - Defeated.
- 2016-0310 Councillor Solberg moved to approve the Development Permit application 16-DP-36 for an over height fence on the site and the application for an over height fence in the Boulevard of Lot 1, Block 108, Plan 1117V (102 4 Street NE). - Defeated.
- 2016-0311 Encroachment Permit Application - Lot 1-2, Block 133, Plan 1117V (302 - 1 Street NW) **F)** Councillor Kilpatrick moved to deny the application for an encroachment agreement with Dale Macdermid of 302 - 1 Street NW (Lot 1-2, Block 133, Plan 1117V). Further that the Municipal Manager notify Dale MacDermid that the fence located on the front of the property of 302 - 1 Street NW (Lot 1-2, Block 133, Plan 1117V) is over height and needs to be reduced to 0.9 metres in height. - Carried.
- 2016-0312 Councillor Solberg moved that Administration review fencing regulations in the Land Use Bylaw. - Carried.

## 5. CORRESPONDENCE

- 2016-0313 AUMA  
Re: AMSC Core Services Rebate **A)** Councillor Solberg moved correspondence from AUMA dated June 30, 2016, regarding AMSC Core Services Rebate, be received for information. - Carried.
- 2016-0314 2017 Special Olympics  
Re: Alberta Summer Games **B)** Councillor Brown moved correspondence from the 2017 Special Olympics, regarding the Alberta Summer Games, be received for information. - Carried.
- 2016-0315 Councillor Crozier moved to refer consideration of establishing a budget for sponsoring various events, to 2017 Budget discussion. - Carried.
- 2016-0316 Alberta Transportation  
Re: Water Treatment Plant Upgrade Grant **C)** Councillor Brown moved correspondence from Alberta Transportation dated August 2, 2016, regarding the Water Treatment Plant Upgrade Grant, be received for information. - Carried.
- 2016-0317 Alberta Government  
Re: Submissions to the Disaster Recovery Program **D)** Councillor Steinke moved correspondence from Alberta Government dated July 26, 2016, regarding submissions to the Disaster Recovery Program, be received for information. - Carried.

**6. OTHER**

- |           |  |   |
|-----------|--|---|
| 2016-0318 | AUMA Convention Resolutions  | <b>A)</b> Councillor Crozier moved the AUMA 2016 Convention Resolutions, be received for information. - Carried.  |
| 2016-0319 | Memo - Off-site Levies   | <b>B)</b> Councillor Kilpatrick moved the Memo regarding Off-site Levies, be received for information. - Carried.   |
| 2016-0320 | Municipal Manager's Report to Council August 15, 2016  | <b>C)</b> Councillor Steinke moved the Municipal Manager's Report to Council August 15, 2016, be received for information. - Carried.                                 |
| 2016-0321 | Mayor's Report to Council August 15, 2016  | <b>D)</b> Councillor Steinke moved the Mayor's Report to Council August 15, 2016, be received for information. - Carried.   |
| 2016-0322 | Redcliff/Cypress Regional Waste Management Authority<br>Re: Landfill Graphs to July 31, 2016 | <b>E)</b> Councillor Crozier moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to July 31, 2016, be received for information. - Carried. |
| 2016-0323 | Council Important Meetings & Events August 15, 2016  | <b>F)</b> Councillor Brown moved the Council Important Meetings & Events August 15, 2016, be received for information. - Carried.                                     |

Director of Finance & Administration left the meeting at 8:15 p.m.

**7. RECESS**

Mayor Reimer called for a recess at 8:15 p.m.

Mayor Reimer reconvened the meeting at 8:25 p.m.

**8. IN CAMERA**

- |           |  |
|-----------|--|
| 2016-0324 | Councillor Solberg moved to meet In Camera at 8:25 p.m. - Carried. |
|-----------|--|

Municipal Manager left the meeting at 8:25 p.m. and returned at 8:28 p.m.

Director of Planning & Engineering and Director of Community & Protective Services left the meeting at 8:46 p.m.

- |           |   |
|-----------|---|
| 2016-0325 | Councillor Solberg moved to return to regular session at 9:04 p.m. - Carried. |
|-----------|---|

2016-0326

Councillor Steinke moved to support a claim/counterclaim in the Court of Queen's Bench, action 1108 00105 in accordance with the advice of Town's Legal Counsel, with the cost of legal fees being funded through operations and the legal reserve.  
- Carried.

**9. ADJOURNMENT**

2016-0327 Adjournment

Councillor Brown moved to adjourn the meeting at 9:06 p.m.  
- Carried.

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Deputy Mayor

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Manager of Legislative & Land Services

# MINUTES

**ABSENT:** Members: B. Duncan, B. Vine, L. Leipert

J. Steinke moved that Development Permit Application 16-DP-029 Lot 39-40, Block 8, Plan 1117V (638 2 Street SE) for a semi-detached dwelling be approved as submitted with the following conditions:

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 7<sup>th</sup> 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 <sup>th</sup> 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.**

- Defeated.

**8. ADJOURNMENT**

B. Lowery moved adjournment of meeting at 12:48 pm

- Carried.

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Chairman

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Secretary

**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
MONDAY, JULY 25, 2016 at 7:00 p.m.**

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

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

Appellant(s)	Michael Arnold
Appellant Legal Representative	Emma Alves, Stringam LLP

**ABSENT:**

**1.     CALL TO ORDER**

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

**2.     ELECTION OF CHAIRMAN**

V. Lutz nominated D. Kilpatrick to be Chairman, seconded by B. Cristian. D. Kilpatrick accepted and assumed control of the appeal hearing.

The recording secretary advised the Board Members she has received correspondence from the Appellants legal representation requesting an adjournment of the hearing to a later date. The Board reviewed the correspondence dated July 14, 2016 and July 25, 2016.

B. Christian moved the Appeal of Stop Order with respect to the Conditions of Development Permit 15 DP 060 be adjourned to August 17, 2016 at 7:00 p.m. – Carried.

C. Crozier moved the meeting be adjourned at 7:12 p.m. – Carried.



**WEDNESDAY AUGUST 17, 2016 at 7:00 p.m.**

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

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

Appellant(s)	Michael & Tiffany Arnold
Appellant Legal Representative	Emma Alves, Stringam LLP

Chairman Kilpatrick reconvened the meeting on August 17, 2016 at 7:00 p.m.

**3. Review of rules of Appeal of a Stop Order - Planning Consultant**

Doug Fleming, Planning Consultant Scheffer Andrew Ltd provided Board members with a brief review on the duties of the Subdivision & Development Appeal Board and a review of the rules of appeals concerning stop orders.

**4. Appeal of Stop Order issued with respect to the Conditions of  
Development Permit 15-DP-060  
Lot 36-40, Block 47, Plan 1117V (232 - 6 Street SE)  
(Height of fence constructed in front yard)**

**a) Presentation of Appellant**

Emma Alves, legal representation for Michael and Tiffany Arnold indicated they did not realize the appeal timeframes when the first permit was issued. Ms. Alves referenced the letter from Michael and Tiffany Arnold stating the reasons for wanting the over height fence. Ms. Alves further commented that the property was converted from a catholic church to a four plex and the only space for a yard is on the 6<sup>th</sup> street side. Ms. Alves also commented that the Arnold's are looking to have the address of the property changed to a 3<sup>rd</sup> Avenue Address.

Ms. Alves argued that contrary to the Planning Consultant's advice that the Subdivision and Development Appeal Board (SDAB) does have the power under the rules of natural and administrative justice to alter the conditions of the development permit. Ms. Alves indicated they have photos of other fencing in the area and indicated the Arnold's fencing matches with the characteristics of the neighborhood. It is a good looking fence and will increase the value and property taxes and will provide for a safe area for children. She mentioned garbage and dog waste has been thrown into the yard. Vandalism has also occurred.

Ms. Alves reiterated they would like the permit altered and felt it was within the authority of the Board to change the conditions.

Chairman Kilpatrick advised that according to the advice of the Planning Consultant and the SDAB training manual the Board does not have the authority to hear the original permit and would not give any weight to anything other than that of the stop order.

**b) Presentation of Development Officer**

The Development Officer referenced his report dated July 11, 2016 included in the materials provided. No questions were directed to him.

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

No one was in attendance.

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

None.

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

None.

**f) Rebuttal of Appellant/Applicant**

M. Arnold apologized for building the fence higher than what was allowed, indicating it was his mistake.

**g) Other**

Director of Planning & Engineering clarified that the original decision on the development application was appealed to the SDAB and clarified it was the decision of the SDAB to set the allowable height of the fence to 1.2 m.

M. Arnold commented he had met with Town staff and felt that his proposal would be acceptable. Further that after the decision was rendered and after further consideration of the decision that 4' was not very high. They are concerned for the safety of their child and didn't know what else to do. He did not get legal representation to bully the application through. M. Arnold indicated he did not feel heard and thought there would be concessions granted. M. Arnold noted they have proceeded with building an addition. He noted that vandalism, theft and dog waste on their property is a concern. M. Arnold indicated they didn't understand the stop order and questioned what venue is available to consider a change to the decision.

Chairman Kilpatrick advised the decision of the SDAB is not appealable unless on a question of law or process. He commented that the SDAB can consider appeals on a case by case basis. In the case of the over height fence there was some concession granted but not to the full extent of the request. Chairman Kilpatrick commented they could reapply in a year's time; understanding this may not be what they wanted. Chairman Kilpatrick explained the Board could extend the time for compliance of the order.

M. Arnold commented they tried to follow the rules and exercised due diligence in the application process. He noted other fencing in the area that does not meet the Land Use Bylaw. He indicated he did not feel the process he had to follow for approval of the fence was for a fence but instead for building structures. M. Arnold also commented that they tried to change the address so the fence would be allowed.

Chairman Kilpatrick clarified the Board is here to hear the appeal on the stop order.

**h) Recess**

C. Crozier moved the Board recess and meet in Camera at 7:35 p.m.

The Appellants, Development Officer, Director of Planning & Engineering left the meeting at 7:35 p.m.

**i) Decision**

G. Shipley moved to confirm the stop order issued for Michael & Tiffany Arnold for Development Permit 15-DP-060, Lot 36-40, Plan 1117V (232 6 Street SE) dated June 22, 2016. Further to extend the time for compliance of said stop order to September 16, 2016. – Carried.

**Reasons for Decision**

The Stop Order was issued properly and in accordance with the Municipal Government Act and the Town of Redcliff Land Use Bylaw. The reason for the issuance of the Stop Order was for breach of a condition of Development Permit 15-DP-060, Lot 36-40, Plan 1117V (232 6 Street SE) and was therefore relevant. Further that reasonable time was granted for compliance of said condition.

B. Christian moved to return to regular session at 7:56 p.m.

The Appellants, Development Officer, Director of Planning & Engineering rejoined the meeting at 7:56 p.m.

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

**5. ADJOURNMENT**

G. Shipley moved the meeting be adjourned at 8:00 p.m.



\_\_\_\_\_  
D. Kilpatrick, Chairman



\_\_\_\_\_  
S. Simon, Recording Secretary

## REDCLIFF SENIOR CITIZENS BUSINESS MEETING September 2016

\_Mel\_\_ opened the meeting with the Lord's Prayer at 2 p.m.  
There were \_\_\_\_14\_\_ persons present.

**Minutes** for \_previous month\_\_read by Secretary.  
Minutes adopted – with amendment to membership from 295 to 267  
Seconded- Sandy T

**Treasurer's report—**  
\_Richard\_\_\_\_\_reported balance of \_\_\$31,451.\_  
This summer we brought in \$1200 and spent \$399 \_\_\_\_\_  
Report moved adopted— Connie B  
Seconded—Garry M

**Correspondence—**we have a renewed two-year Bingo license from AGLC  
—letter from MLA Drew Barnes commending seniors' dedication to province

**Committee reports**  
Health and Wellness—Margaret's sister passed away.

Kitchen—Soup and sandwiches September 22

House—will set up for Soup and Sandwiches. Mel told Kim about broken tap. A/C not working; it will be fixed. A new regular water tank (71 gal) was installed.

Membership—267

Crib and Crib Tournaments—30 players last night. Garry needs help with kitchen duties on Crib nights.  
No volunteers yet.

Whist—going well.

Pool—might be starting in September

Exercise—schedule is made up. Starts on the 7th of September

Casino—no casino until 2017

Computer—to start up in Oct/Nov. Gladys will make a poster. Perhaps Tammy or Janice will instruct.

Bus Trips—October 26 to Stage West musical. \$55.00/person. Members first. Buffet at noon. Show at 2.

Moved—Jim S

Seconded—Garry M. Passed.

Kaspar will arrange for bus and he will sell/distribute tickets.

Gladys will make up poster and tickets ASAP.

Phoning committee to do a phone out. Maybe we could put it in the weekly paper.

Unfinished business—

New Business— Gladys has a new fundraiser idea of a monthly membership draw.  
25 cents a chance. Each donator deposits money and signs their name on a sheet.  
Keep the money in a lock box. Money accumulates until it is won. Could be done as a 50/50.  
Approved by show of hands.

Adjournment at \_2:40\_ p. m.

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

**DATE:** September 12, 2016

**PROPOSED BY:** Director of Planning & Engineering

**TOPIC:** Off-site Levies Bylaw

**PROPOSAL:** That Council adopt the Bylaw 1829/2016 - Off-site Levies Bylaw.

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**BACKGROUND:**

Redcliff Town Council gave first reading to Bylaw 1829/2016, Off-site Levies Bylaw on April 11, 2016, conducted a non-statutory public hearing and gave second reading on May 9, 2016. Council directed Administration to conduct additional public consultation prior to bringing Bylaw 1829/2016 to Council for a third and final reading.

Administration has completed the additional public consultation as directed. A public consultation session was held with the Development Industry on August 10, 2016 and a one on one meeting was held with Malcom Sissons on August 18, 2016.

Administration received a letter from Malcom Sissons dated August 24, 2016 laying out his concerns with the proposed Bylaw. Administration has reviewed these concerns and feels that they are not an issue with the Bylaw but more so with the calculation of the Off-site Levy Rates. The Bylaw outlines that the Off-site Levy Rates are to be reviewed every year and updated. Administration feels that all of the issues identified by Mr. Sissons can be dealt with in the 2017 rates update and that there is no need to defer passage of the Off-site Levy Bylaw.

Administration identified that the date of the Corvus report was improperly referenced in Bylaw read on April 11, 2016. The May 9 2016 RFD noted the bylaw had been amended however the motion did not include that the bylaw had been amended. The bylaw will need to be passed as amended.

**POLICY/LEGISLATION:**

Excerpt from Municipal Government Act

- 648 (1) For the purposes referred to in subsection (2), a council may by bylaw
- (a) provide for the imposition and payment of a levy, to be known as an "off-site levy", in respect of land that is to be developed or subdivided, and
  - (b) authorize an agreement to be entered into in respect of the payment of the levy.
- (2) An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
- (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;

- (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - (c) new or expanded storm sewer drainage facilities;
  - (c.1) new or expanded roads required for or impacted by a subdivision or development;
  - (d) land required for or in connection with any facilities described in clauses (a) to (c.1).
- (3) On September 1, 1995 an off-site levy under the former Act continues as an off-site levy under this Part.
- (4) An off-site levy imposed under this section or the former Act may be collected once for each purpose described in subsection (2), in respect of land that is the subject of a development or subdivision, if
  - (a) the purpose of the off-site levy is authorized in the bylaw referred to in subsection (1), and
  - (b) the collection of the off-site levy for the purpose authorized in the bylaw is specified in the agreement referred to in subsection (1).
- (4.1) Nothing in subsection (4) prohibits the collection of an offsite levy by instalments or otherwise over time.
- (5) An off-site levy collected under this section, and any interest earned from the investment of the levy,
  - (a) must be accounted for separately from other levies collected under this section, and
  - (b) must be used only for the specific purpose described in subsection (2)(a) to (c.1) for which it is collected or for the land required for or in connection with that purpose.
- (6) A bylaw under subsection (1) must be advertised in accordance with section 606 unless
  - (a) the bylaw is passed before January 1, 2004, or
  - (b) the bylaw is passed on or after January 1, 2004 but at least one reading was given to the proposed bylaw before that date.
- (7) Where after March 1, 1978 and before January 1, 2004 a fee or other charge was imposed on a developer by a municipality pursuant to a development agreement entered into by the developer and the municipality for the purpose described in subsection (2)(c.1), that fee or charge is deemed
  - (a) to have been imposed pursuant to a bylaw under this section, and
  - (b) to have been validly imposed and collected effective from the date the fee or charge was imposed.

RSA 2000 cM-26 s648;2003 c43 s3;2015 c8 s67

649 A bylaw that authorizes a redevelopment levy or an off-site levy must set out the purpose of each levy and indicate how the amount of the levy was determined.

RSA 2000 cM-26 s649;2015 c8 s68

### **STRATEGIC PRIORITIES:**

Adoption of an Offsite Levy Bylaw is not identified as a priority in the Municipality's Strategic Priorities.

### **ATTACHMENTS:**

- Bylaw 1829/2016, Off-site Levies Bylaw
- August 24, 2016, letter from Malcom Sissons.

### **OPTIONS:**

1. That Council give third and final reading to the Off-site Levy Bylaw and direct Administration to consult with the development industry on the 2017 Off-site Levy rate calculations and present the 2017 rates to Council for the first meeting in March of 2017 for amendment of the Bylaw.
2. That Council direct Administration to consult with the development industry on the 2017 Off-site Levy rate calculations and present the Off-site Levy Bylaw with the revised 2017 rates to Council for third reading.

### **RECOMMENDATION:**

Option 1. That Council adopt Bylaw 1829/2016, Off-site Levies

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

1.
  - a. Councillor \_\_\_\_\_ moved to give third reading to Bylaw 1829/2016, Off-site Levies, as amended.
  - b. Councillor \_\_\_\_\_ moved Administration to consult with the development industry on the 2017 Off-site Levy rate calculations and present Bylaw 1829/2016 - Off-site Levies, amended to include the 2017 rates to Council for the first Council meeting in March of 2017.
2. Councillor \_\_\_\_\_ moved to direct the administration to consult with the development industry on the 2017 Off-site Levy rate calculations and present Bylaw 1829/2016 - Off-site Levies amended to include the 2017 rates to Council for third reading.

**SUBMITTED BY:**

  
Department Head

  
Municipal Manager

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



**TOWN OF REDCLIFF  
BYLAW NO. 1829/2016**

**A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO  
ESTABLISH OFF-SITE LEVIES FOR LAND THAT IS TO BE SUBDIVIDED OR DEVELOPED  
WITHIN THE TOWN OF REDCLIFF**

WHEREAS:

- A. Section 648 of the *Municipal Government Act* allows Council to pass a bylaw for the imposition and payment of off-site levies in respect of land that is to be developed or subdivided;
- B. Town Council deems it necessary and expedient to collect Off-Site Levies to pay for the capital cost of infrastructure required to service the growth of the Town;
- C. The Town has engaged in consultation with landowners and representatives of the development industry to address and define existing and future infrastructure required for growth of the Town and the allocation of the capital costs of such infrastructure;
- D. Town Council has received the Report, which set out a fair and equitable calculation of Off-Site Levies in accordance with the *Municipal Government Act* and the Off-Site Levy Regulation;
- E. Town Council has advertised its intention to consider the enactment of this Bylaw pursuant to the requirements of the *Municipal Government Act*;

NOW THEREFORE, Council duly assembled, enacts as follows:

1. Name of Bylaw

This Bylaw shall be known and referred to as the "Off-Site Levy Bylaw".

2. Definitions

The following terms shall have the following meanings in this Bylaw:

- (a) "Bylaw" means this off-site levy bylaw;
- (b) "Chief Administrative Officer" means the chief administrative officer for the Town, regardless of the specific title that may be conferred on that officer from time to time;
- (c) "Council" means the council for the Town;
- (d) "Developable Land" means all land contained within the Net Development Area:
  - (i) upon which Development is to take place after the date of enactment of this Bylaw; or

- (ii) for which Subdivision approval is obtained after the date of enactment of this Bylaw;
- excluding all Existing Developed Land;
- (e) “Development” means “development” as defined in the *Municipal Government Act*;
- (f) “Development Agreement” means “development agreement” as referred to in the *Municipal Government Act*;
- (g) “Existing Developed Land” means land that has been subject to Development or a Subdivision prior to the date of passing of this Bylaw, and in respect of which off-site levies for the same kind of infrastructure have been paid;
- (h) “ICF” means the Infrastructure Capacity Fee imposed by the Town pursuant to the ICF Policy;
- (i) “ICF Infrastructure” means those infrastructure components and projects referred to in Part A10 of the Report to be paid for in whole or in part by the ICF in accordance with the ICF Policy;
- (j) “ICF Policy” means Town Policy #100(2012), as amended or replaced from time to time;
- (k) “Lot” means “lot” as defined in the *Municipal Government Act*;
- (l) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c. M 26, as amended or repealed and replaced from time to time;
- (m) “Net Development Area” means all lands contained within the Offsite Levy Area less:
  - (i) environmental reserve;
  - (ii) school reserve;
  - (iii) municipal reserve; or
  - (iv) arterial road right of way.
- (n) “Off-Site Infrastructure” means those components and projects referred to in the Report, in relation to water facilities, sanitary sewer facilities, stormwater drainage facilities, roads and related transportation infrastructure to be paid for in whole or in part by Off-Site Levies under the Bylaw;
- (o) “Off-Site Levies” means the off-site levies imposed pursuant to this Bylaw;
- (p) “Offsite Levy Area” includes the area of land within the municipal boundaries of the Town identified in Schedule “A” to this Bylaw;

- (q) “Off-Site Levy Regulation” means the Principles and Criteria for Off-Site Levies Regulation, Alta. Reg. 46/2004, as amended or repealed and replaced from time to time;
- (r) “Report” means the Town of Redcliff Off-Site Levy Review, ~~November 1, 2015~~ March 23, 2016, prepared by Corvus Business Advisors, attached as Schedule “B” to this Bylaw;
- (s) “Subdivision” means “subdivision” as defined in the *Municipal Government Act*;
- (t) “Town” means the Town of Redcliff.

### 3. Object of Levy

The object of the Offsite Levies is to provide funds to pay for all or part of the capital costs of the Off Site Infrastructure required for growth. The Town wishes to facilitate growth of the community by providing offsite transportation, water, sanitary and stormwater infrastructure that meets the needs of development and also ensure that accompanying charges are fair and equitable, comply with legislative and regulatory requirements and recover the cost of the infrastructure in order to ensure a financially sustainable community.

### 4. Imposition of Levy

- (a) The Off-Site Levies are hereby established and imposed in respect of all Developable Land on the basis set out in the Report.
- (b) The amount of the Off-Site Levies imposed is as calculated in the Report.
- (c) The Off-Site Levies will be assessed on all Developable Land on a per hectare basis.
- (d) Unless otherwise agreed, payment of Off-Site Levies imposed under this Bylaw is due:
  - (i) in the case of Subdivision, at or prior to plan endorsement; and
  - (ii) in the case of Development, at or prior to the issuance of the development permit.

### 5. Authority of the Chief administrative Officer

- (a) The Chief Administrative Officer is delegated the authority to enforce and administer this Bylaw, including, but not limited to the authority to:
  - (i) enter into Development Agreements on behalf of the Town with respect to, among other things, the collection of Off-Site Levies;
  - (ii) defer or waive collection of Off-Site Levies imposed pursuant to this Bylaw; and

(iii) require security for payment of any deferred levies.

(b) The Chief Administrative Officer may delegate the authority to enforce and administer this Bylaw.

6. Development Agreement

(a) Council may, from time to time adopt policies or guidelines for the assistance and direction of the Chief Administrative Officer in determining which Development and Subdivision applications require a Development Agreement.

(b) Where it is determined that a Development Agreement is appropriate for any application for Development or Subdivision, the developer or the owner, as the case may be, shall enter into a Development Agreement with the Town that provides for the payment of Off-Site Levies in accordance with this Bylaw.

(c) Deferral of Off-Site Levies, shall require a Development Agreement that includes the requirement of security for the payment of such deferred levies.

7. Annual Report

On or before December 31 in each calendar year, the Chief Administrative Officer shall provide an annual report to Council regarding the Off-Site Levies imposed under this Bylaw, including:

(a) Off-Site Infrastructure constructed during the previous calendar year;

(b) Construction costs of Off-Site Infrastructure constructed in the previous calendar year;

(c) Estimated construction costs for Off-Site Infrastructure yet to be constructed and an explanation as to any adjustments to the estimates since the previous annual report;

(d) Amount collected in Off-site Levies; and

(e) Specifics of total value of Off-site Levies being held by Town and yet to be expended on Off-Site Infrastructure, interest earned and commitments for future expenditures of such monies.

8. Accounting

All funds collected pursuant to this Bylaw shall be accounted for in a special fund for each category of infrastructure and expended only as permitted under the *Municipal Government Act*.

9. Review

The Town shall review the rates for Off-Site Levies annually and, if required, shall amend this Bylaw accordingly to update the rates for Off-Site Levies.

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## 10. Transition

The ICF Policy shall continue to apply to the ICF Infrastructure as identified in the Report as if this Bylaw had not been enacted.

## 11. General

(a) Nothing in this Bylaw precludes the Town from:

- (i) imposing further or different levies, duly enacted by bylaw, on any portion of the Developable Lands in respect of which the Town has not collected Off-Site Levies;
- (ii) deferring collection of Off-Site Levies on any portion of Developable Lands, including requiring security for payment of such deferred levies; or
- (iii) reducing or forgiving payment of the Off-Site Levies required pursuant to this Bylaw, or otherwise providing for credits for other Off-Site Infrastructure or oversize infrastructure constructed by a developer in calculating and/or collecting the Off-Site Levies that become payable pursuant to this Bylaw.

(b) In the event that any provision of this Bylaw is declared invalid or void by any Court having competent jurisdiction, then such invalid or void provision shall be severed from the Bylaw and the remaining provisions of the Bylaw shall be maintained and deemed valid.

## 12. Execution

This Bylaw shall take effect and come into force effective after final reading and signature thereof by the Chief Elected Official and Manager of Legislative and Land Services, or their authorized delegates.

FIRST READING passed in open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this 11<sup>th</sup> day of April, 2016.

NON-STATUTORY PUBLIC HEARING held in Open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this 9<sup>th</sup> day of May, 2016.

SECOND READING passed in open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this 9<sup>th</sup> day of May, 2016.

THIRD AND FINAL READING passed in open Council duly assembled in the Town of Redcliff, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2016.

---

Mayor

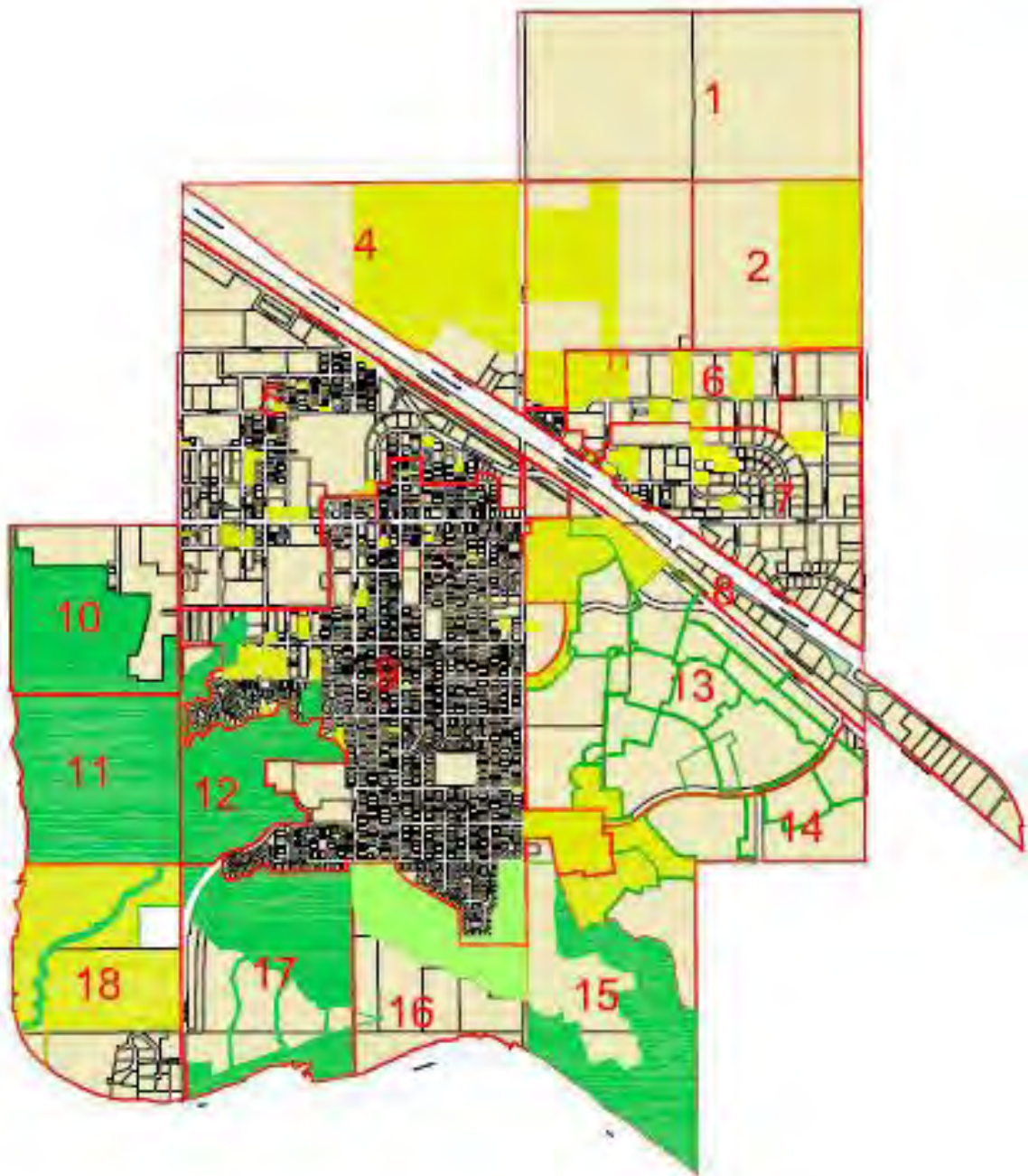
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Manager of Legislative & Land Services

# SCHEDULE A

## Map of Developable Lands

Offsite Levy Areas



## **SCHEDULE B**



## Town of Redcliff: Offsite Levy Review

**March 23<sup>rd</sup> 2016**

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**Prepared by:**

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This document has been prepared by CORVUS Business Advisors for the sole purpose and exclusive use of the Town of Redcliff.



March 23<sup>rd</sup>, 2016

Arlos Crofts, Municipal Manager  
Town of Redcliff  
Box 40  
#1 – 3rd Street NE  
Redcliff, Alberta T0J 2P0

**RE: Town of Redcliff Offsite Levy Review**

Arlos:

Enclosed is our final report for the offsite levy review project. If you have any questions do not hesitate to contact me.

Yours truly,

A handwritten signature in dark ink, appearing to read "Greg Weiss", followed by a long horizontal line.

Greg Weiss  
President

## 1 DOCUMENT INFORMATION

Version		
Number	Revision Date	Summary of Changes and Author
1.0	August 24 <sup>th</sup> , 2015	DRAFT: Created by CORVUS Business Advisors.
2.0	September 8 <sup>th</sup> , 2015	DRAFT: Reviewed by Administration
3.0	November 1 <sup>st</sup> , 2015	FINAL: Reviewed by Council
4.0	February 6 <sup>th</sup> , 2016	FINAL: Reviewed by Town's Legal Advisor
5.0	March 23 <sup>rd</sup> , 2016	FINAL: Final Edits from Administration

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## 3 INTRODUCTION

### 3.1 Introduction

The Town wishes to facilitate growth of the community by providing offsite transportation, water, sanitary, and stormwater infrastructure that meets the needs of development, and also ensure that accompanying charges are fair and equitable, comply with legislative and regulatory requirements, and recover the cost of the infrastructure in order to ensure a financially sustainable community.

In 2004 the Town established an Infrastructure Capacity Fee policy (ICF) to allocate the cost of transportation, water, sanitary, and stormwater offsite infrastructure to benefiting parties in 3 basins: (1) Eastside Area, (2) Westside Areas (A and B), and (3) Infill / Existing Development Area.

In April 2015 the Town of Redcliff retained the CORVUS Business Advisors Team to assist in establishing an offsite levy bylaw. CORVUS Business Advisors is establishing the rates, and legal sub-contractor Kennedy Agrios LLP is establishing the bylaw. As part of this project, the Town is implementing the CORVUS offsite levy model for managing rates ongoing. Where possible, this project will facilitate the transition of ICF related infrastructure to the offsite bylaw.

This report outlines the methodology and information used in establishing transportation, water, sanitary, and stormwater offsite levy rates for Town of Redcliff.

### 3.2 Methodology

The Town of Redcliff recently updated various infrastructure master plans. As a part of this offsite levy review, Town staff and their engineering advisors reviewed existing infrastructure plans and new master plans and identified offsite projects for transportation, water, sanitary, and stormwater infrastructure including in-progress projects and future projects required to support growth<sup>1</sup>. Some of these projects were included in the previous ICF policy and will be transitioned to the new bylaw (discussed in Appendix A). The Town's engineering staff identified the benefiting areas of each project using the offsite areas identified in this report. The Town's engineering staff also determined the benefit of each project to existing development and future development using a ratio of gross area developed to gross area undeveloped.

Support provided by CORVUS Business Advisors included:

- Reconciliation of ICF project costs, fees, front-ending balances, and reserve balances.
- Transition of certain ICF projects, and associated fees and reserve balances to the new offsite levy bylaw.

---

<sup>1</sup> It is not within CORVUS' scope of work to review/assess master plans. Offsite projects are identified by municipal engineering staff and/or their engineering advisors.

- Provision of the most current CORVUS offsite levy model, including configuration, priming, and data loading.
- Facilitation of a workshop to determine offsite levy area boundaries.
- Incorporation of offsite levy area measurements and land development forecasts (provided by Town staff).
- Incorporation of infrastructure costs and allocated percentages (provided by the Town's engineering advisors and Town staff).
- Incorporation of ICF receipts collected by the Town up to the cut-off date (provided by Town staff). A cut-off date of December 31<sup>st</sup>, 2014 was established. This date coincides with the Town's most recent year-end when the project commenced. Project expenditures for completed and in-progress projects, related ICF receipts etc. were gathered as "actuals" from the Town's financial records up to the cut-off date. Beyond the cut-off date, all financial details are estimates. When the Town completes its next rate update, information from January 1<sup>st</sup>, 2015 up to the new cut-off period will be converted from estimates to actuals.
- Establishment of offsite levy reserve opening balances including front-ending balances (amounts owed by future development to the Town for construction of infrastructure on behalf of future development).
- Development of transportation, water, sanitary, and stormwater offsite levy rates for the Town's offsite levy areas, using information and data provided by the Town and its engineering advisors.
- Presentation of offsite levy rates and background information to Administration and Council.

## 4 KEY FINDINGS

Key findings pertaining to the establishment of Town offsite levy rates are as follows:

- A reconciliation of ICF projects, costs, fees collected, reserve balances, and transfers to the offsite levy bylaw is provided in Appendix A. This reconciliation is important because certain ICF projects are being transferred to the offsite levy bylaw. Related fees, front-ending balances, etc. also need to be transferred.
- Historical ICF rates were based, in part, on offsite infrastructure net costs of approximately \$32.34 million. During this review, as part of the transition, ICF projects costs were updated. ICF net costs have increased significantly to approximately **\$63.12 million**. The updated cost of ICF projects does not include other planned offsite infrastructure identified in the Town's current transportation, water, sanitary, and stormwater master plans, which is also being added to the offsite levy rate calculation model. An increase in infrastructure costs puts upward pressure on offsite levy rates.
- Offsite infrastructure costs to be included in the offsite levy bylaw totals approximately **\$83.64 million**. These costs include ICF projects transferred to the offsite levy bylaw as well as new projects extracted from the Town's current master

plans. An overview of offsite infrastructure costs is provided in Appendices C-1, D-1, E-1, and F-1.

Offsite infrastructure costs are always reduced by special ear-marked grants and development contributions. An overview of grants and contributions and resulting net costs is provided in Appendices C-2, D-2, E-2, and F-2.

That portion of cost which is allocated to future development versus existing development and other allocations is provided in Appendices C-3/C-4, D-3/D-4, E-3/E-4, and F-3/F-4.

A complete summary of offsite infrastructure net cost “flow-throughs” is provided in Appendices C-5, D-5, E-5, and F-5

An overview of offsite infrastructure benefitting areas is provided in C-6, D-6, E-6, and F-6.

- From 2004 when the ICF policy was established, to the cut-off date (December 31<sup>st</sup>, 2014) the Town collected approximately **\$1.51 million** in ICF fees in the Eastside and Infill Areas (there were no fees collected in the Westside Area). Collections associated with projects being transitioned to the Offsite Levy Bylaw have been incorporated into the offsite levy rate model reducing the overall cost borne by developers. The collection of offsite levy receipts brings downward relief to offsite levy rates.

A reconciliation of ICF projects, costs, fees collected, reserve balances, and transfers to the offsite levy bylaw is provided in Appendix A.

- Front-ending balances represent monies owed by future development to the Town for construction of infrastructure undertaken by the Town on behalf of future development. During this review, ICF front-ending balances were determined to reflect construction undertaken by the Town on behalf of future development up to the new cut-off date. ICF front-ending balances are approximately **\$5.83 million** as at December 31<sup>st</sup>, 2014, of which a portion will be transferred to the offsite levy bylaw. An increase in front-ending amounts puts upward pressure on offsite levy rates.

The reconciliation of ICF front-ending balances is provided in Appendix A-7/A-8. Note, the Town has not accounted for front-ending balances in reserve balances, financial statements, or internal documentation. This is discussed further in Section 6.

- A complete reconciliation of all ICF project costs, collections, front-ending balances, and reserve balances being transferred to the offsite levy bylaw, as well as those remaining within the ICF policy is provided in Appendix A-10.
- Offsite levy rates are forecast using a rolling 25-year review period. During this review, a cut-off date of December 31<sup>st</sup>, 2014 was established, and so the review period stems from **2015 to 2039**. Costs that benefit development prior to and within the review period are included in rates. Costs that benefit development beyond the review period (called financial “oversizing”) are excluded from rates. In future years, when rates are updated and the rolling 25-year period moves further out, development costs beyond 2039 will gradually find their way into rates.



- The Town is parsed into several offsite levy areas. The area boundaries, numbering schema, and area measurements are described in Appendix B along with an offsite levy map.
- To calculate offsite levy rates, it is necessary to forecast the amount of land that will develop during the 25-year review period. Land development forms the denominator of the rate calculation. A larger denominator reduces rates, but could potentially result in under-collection and an increased burden for tax payers. A smaller denominator increases rates, but could potentially result in over-collection and an increased burden for future development. Accordingly, land development forecasts need to be (a) reasonable, and (b) updated annually to reflect the changing pace of development in the community.

For this review, the Town is estimating development of approximately **262 ha.** over the 25-year review period (approximately 10.5 ha. per year on average). The land development forecast is shown in Appendix B.

- Town staff have advised that all ICF fees collected up to the cut-off date were either used to finance previous ICF project expenditures or were transferred to the Land Development Reserve in 2011. A reconciliation of ICF reserve balances is shown in Appendix A-8, and transfers to the offsite levy bylaw are shown in Appendix A-9. A pay-down of front-ending balances brings downward relief to offsite levy rates.

The MGA requires that the Town create 4 offsite levy reserves (or accounts)—one for each infrastructure type. Moving forward, offsite levy fees collected from developers should be deposited into these reserves/accounts first, and then withdrawn at year-end to pay down front-ending balances if warranted. This is discussed further below in Section 6.

An overview of each offsite levy reserve/account opening balance is shown in Appendices C-7, D-7, E-7, and F-7.

- Offsite levy reserves/accounts are impacted by interest. When reserves/accounts are in a positive balance they earn interest (as required by the MGA). When reserves/accounts are in a negative position, this indicates that front-ending is being undertaken on behalf of the reserve/account. Front-ending parties are eligible for interest on their balances. As such, reserves/accounts are charged interest when in a negative position.

During rate updates, interest rates should be amended to reflect the economic realities of the day.

An overview of reserve/account interest rates is shown in Appendices C-8, D-8, E-9, and F-8.

## 5 RATES

The weighted average offsite levy rate is \$109,205 per net hectare as shown in tables below. Though this is a substantive increase from current ICF rates, it is important to remember that current ICF rates are out-of-date and do not reflect the full cost of all projects that were outlined in the 2012 policy. These new offsite levy rates are similar to most

municipalities of similar size in Alberta (an overview of benchmarks is provided in Appendix G). Most importantly, these rates reflect the actual cost of infrastructure required to facilitate development in the Town of Redcliff.

High, Low, & Weighted Average\*

	Transportation Charges (per Ha)	Water Charges (per Ha)	Sanitary Charges (per Ha)	Storm Charges (Per Ha)	Total
High	\$ 34,521	\$ 44,417	\$ 51,882	\$ 77,717	\$ 208,538
Low	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
Weighted Average	\$ 34,521	\$ 44,417	\$ 15,271	\$ 14,996	\$ 109,205

*\*Note, highs, lows, and weighted averages are shown for information purposes only. Developers always pay the rate specific to the offsite levy area within which they are developing.*

Specific Rates by Area

Area Ref. #	Transportation Charges	Water Charges	Sanitary Charges	Storm Charges	Total
1	\$ 34,521	\$ 44,417	\$ 7,212	\$ 3,851	\$ 90,001
2	\$ 34,521	\$ 44,417	\$ 7,212	\$ 3,851	\$ 90,001
3	\$ 34,521	\$ 44,417	\$ 10,697	\$ 11,597	\$ 101,232
4	\$ 34,521	\$ 44,417	\$ 10,697	\$ 11,597	\$ 101,232
5	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
6	\$ 34,521	\$ 44,417	\$ 7,212	\$ 3,851	\$ 90,001
7	\$ 34,521	\$ 44,417	\$ 7,212	\$ -	\$ 86,150
8	\$ 34,521	\$ 44,417	\$ 7,212	\$ -	\$ 86,150
9	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383
10	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383
11	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
12	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
13	\$ 34,521	\$ 44,417	\$ 51,882	\$ 77,717	\$ 208,538
14	\$ 34,521	\$ 44,417	\$ 15,445	\$ 53,945	\$ 148,328
15	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
16	\$ 34,521	\$ 44,417	\$ -	\$ -	\$ 78,938
17	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383
18	\$ 34,521	\$ 44,417	\$ 15,445	\$ -	\$ 94,383

## 6 RECOMMENDATIONS

In addition to implementation of the rate framework shown in Section 5, CORVUS recommends the following:

1. Ensure the bylaw reflects the requirement for an annual update of offsite levy rates and delivery of an annual update report to Council. In addition to enabling compliance with MGA requirements, regular updates ensure offsite levy rates do not “decay”, and Council is apprised regularly of the status of changes, reserves balances, etc.

2. Establish 4 separate offsite levy reserves/accounts as required by the MGA—one for each infrastructure type.
3. Establish sub-ledgers for each reserve/account to track amounts owed to front-ending parties (the Town is already a front-ending party, but other developers may become front-ending parties in the future).
4. Update offsite levy reserve/account balances annually (and financial statements, and other internal documentation) to reflect the true balance, including front-ending.
5. Update ICF policy and associated rates to reflect the project reconciliation contained within this report, ICF cost updates, fee collections etc.
6. Amend ICF reserve balances (and financial statements, and other internal documentation) to reflect the true balance of ICF reserves, including \$5.83 million of front-ending currently unaccounted for (\$2.53 million of front-ending after transfer of various ICF projects to the offsite levy bylaw, and \$2.40 million after withdrawal of remaining reserve funds).
7. Develop an offsite levy policy framework to aide in effective implementation of the bylaw.
8. Develop an offsite levy procedures guide to assist staff with day-to-day interaction with offsite levies—for example, a clear and transparent method of offsite levy invoicing, collection, etc.
9. Undertake a water and sewer utility rates review to enable sustainable funding of the Town's share of offsite infrastructure projects. The last rate review should be brought current and in alignment with current master plans, offsite levy financing, etc.
10. Implement a long term financial sustainability assessment model that provides Council with confidence that the Town is on a financially sustainable path, contains reasonable tax impacts, and includes the impact of the Town's share of various development costs plus any front-ending that will be required on behalf of various offsite levy reserves.
11. Recent changes to the MGA will enable municipalities to charge separately for offsite levies (i.e., transportation vs. water vs. sewer). Accordingly, the Town should maintain accurate records to reflect which properties pay which offsite levies, and build this into the procedures guide discussed above.

## **7 ACKNOWLEDGEMENTS**

CORVUS Business Advisors would like to thank all Town of Redcliff staff from Engineering, Planning, and Finance, who supported the work of this review.

## **8 DISCLAIMER**

CORVUS Business Advisor has relied upon Town of Redcliff and its engineering advisors to provide all of the data and information used to construct the offsite levy model and create the rates, such as planning data and assumptions, development forecasts and assumptions,

infrastructure costs and costs estimates, allocations to benefitting parties, allocation to benefitting areas, and other assumptions etc. As such, CORVUS Business Advisors makes no guarantee as to the accuracy of the input data and information provided by these groups or the results that stem from this data and information.

Offsite levy rates are not intended to stay static; they are based upon educated assumptions and the best available information of the day. Planning assumptions, cost estimates etc. can change each year. Accordingly, the Municipal Government Act requires that offsite levy rates be updated with the most available information on a regular basis (usually annually). When information changes, it will be reflected in a future update, and rates adjusted accordingly.

## APPENDIX A: ICF Reconciliation and Transition

### A1. Introduction

In 2004 the Town established an Infrastructure Capacity Fee policy (ICF) to allocate the cost of transportation, water, sanitary, and stormwater offsite infrastructure to benefiting parties in 3 basins: (1) Eastside Area, (2) Westside Areas (A and B), and (3) Infill / Existing Development Area. Since 2004, the ICF project list and associated costs have been updated, most recently in 2012. As many of these projects will become part of the new offsite levy bylaw, a reconciliation of ICF projects, costs, fees and collections, and reserve balance is required. This section describes the current status of these ICF projects and the nature of costs, fees etc. being transferred to the offsite levy bylaw.

### A2. ICF Projects and Costs

In 2012 when the ICF was last updated, it comprised 19 projects totaling approximately \$32.34 million in net cost after various reductions and grants as shown in the table below.

ICF Projects and Net Costs

ICF Project	ICF Costs As Originally Estimated By Town			
	Gross Cost Est	Reductions	Grant Est.	Net Cost
<b>Water</b>				
Treatment Plant	\$ 20,275,719	\$ 3,000,000	\$ 5,525,782	\$ 11,749,937
9th Ave SE Waterline	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
5th Ave	\$ 800,000	\$ -	\$ -	\$ 800,000
Mitchell St.	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Saamis Dr.	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
<b>Total Water</b>	<b>\$ 25,075,719</b>	<b>\$ 3,000,000</b>	<b>\$ 5,525,782</b>	<b>\$ 16,549,937</b>
<b>Sanitary</b>				
Saamis Drive (Existing)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
9th Ave Trunk (Upgrade)	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Main Trunk (East of Boundary)	\$ 4,000,000	\$ -	\$ -	\$ 4,000,000
<b>Total Sanitary</b>	<b>\$ 6,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>
<b>Storm</b>				
Forcemain to pond @ GC	\$ 700,000	\$ -	\$ -	\$ 700,000
Storm Ponds	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000
9th Ave Storm Outfall	\$ 1,000,000	\$ 500,000	\$ -	\$ 500,000
Storm Pond Interconnections (3)	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000
Storm Master Drainage Plan	\$ 120,675	\$ 30,000		\$ 90,675
Lift Stations (2)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
<b>Total Storm</b>	<b>\$ 5,320,675</b>	<b>\$ 530,000</b>	<b>\$ -</b>	<b>\$ 4,790,675</b>
<b>Roads</b>				
9th Ave	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
5th Ave	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
5th Ave Signals	\$ 250,000	\$ -	\$ -	\$ 250,000
9th Ave Signals	\$ 250,000	\$ -	\$ -	\$ 250,000
Saamis (5th to 9th)	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
<b>Total Roads</b>	<b>\$ 4,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,500,000</b>
	<b>\$ 41,396,394</b>	<b>\$ 3,530,000</b>	<b>\$ 5,525,782</b>	<b>\$ 32,340,612</b>

For the most part, the ICF project costs shown were estimates, and accompanying rates within the ICF policy were established based on these cost estimates as follows:

- (1) Eastside Area – \$78,503 /hectare
- (2a) Westside North Area A – \$58,801 /hectare
- (2b) Westside North Area B – \$97,938 /hectare
- (3) Infill / Existing Development Areas – \$19,768 /hectare

### **A3. ICF Project Status and Clarification of Projects Being Transferred**

At December 31<sup>st</sup>, 2014 (the cut-off date), some ICF projects were 'completed', some were 'in progress', and some were awaiting 'future' project start dates. The table below provides a summary of the status of each project.

For this offsite levy review, the status of each ICF project is important as the Municipal Government Act only allows for the inclusion of new or expanded offsite infrastructure. Those projects completed prior to the cut-off date are not "new" and, therefore, cannot be transferred to the offsite levy bylaw (highlighted in 'red'). For older completed ICF project, balances owing from future development will continue to be borne via future ICF collections.

'Future' projects may be transferred to the offsite levy and are highlighted in 'green' (their corresponding offsite levy project number is shown in the last column). Balances owing will be borne via future offsite levy collections.

There were two projects 'in-progress' at the cut-off date. They may be either transferred to the offsite levy or remain with the ICF. Storm project #6 is relatively small in size and will be completed relatively quickly. Accordingly, for ease of administration, the Town has opted to leave storm project #6 within the ICF. Balances owing from future development will continue to be borne via future ICF collections. On the other hand, water project #1 is a relatively large project. It will be transferred to the offsite levy. Balances owing will be borne via future offsite levy collections.

ICF Project Status and Transfer Project Number

ICF Project	Status	Transferred to Offsite Levy	Associated Offsite Levy Project Number
<b>Water</b>			
Treatment Plant	In Progress	Yes	Offsite Levy Project # W-1
9th Ave SE Waterline	Complete	No	
5th Ave	Future	Yes	Offsite Levy Project # W-6
Mitchell St.	Future	Yes	Offsite Levy Project # W-4
Saamis Dr.	Future	Yes	Offsite Levy Project # W-11
<b>Sanitary</b>			
Saamis Drive (Existing)	Complete	No	
9th Ave Trunk (Upgrade)	Future	Yes	Offsite Levy Project # S-2
Main Trunk (East of Boundary)	Future	Yes	Offsite Levy Project # S-5
<b>Storm</b>			
Forcemain to pond @ GC	Complete	No	
Storm Ponds	Complete	No	
9th Ave Storm Outfall	Complete	No	
Storm Pond Interconnections (3)	Future	Yes	Offsite Levy Project # St -5
Storm Master Drainage Plan	Complete	No	
Lift Stations (2)	In Progress	No	
<b>Roads</b>			
9th Ave	Future	Yes	Offsite Levy Project # R-1
5th Ave	Future	Yes	Offsite Levy Project # R-3
5th Ave Signals	Future	Yes	Offsite Levy Project # R-15
9th Ave Signals	Future	Yes	Offsite Levy Project # R-6
Saamis (5th to 9th)	Future	Yes	Offsite Levy Project # R-4

#### A4. ICF Benefitting Areas

When the ICF policy was established in 2004, and updated in subsequent years, projects costs were allocated to one or more benefitting basins, as shown in the table below. Areas highlighted in 'green' represent basins that benefit. Clarification of these benefitting basins is important in order to properly allocate ICF costs to areas, and allocate fees collected since 2004.



ICF Benefitting Basins for Each Projects

ICF Project	Benefiting ICF Areas		
	East Side	Westside	Infill
<b>Water</b>			
Treatment Plant	Yes	Yes	Yes
9th Ave SE Waterline	Yes	No	No
5th Ave	Yes	No	No
Mitchell St.	Yes	No	No
Saamis Dr.	Yes	No	No
<b>Sanitary</b>			
Saamis Drive (Existing)	Yes	No	Yes
9th Ave Trunk (Upgrade)	Yes	No	No
Main Trunk (East of Boundary)	Yes	Yes	Yes
<b>Storm</b>			
Forcemain to pond @ GC	Yes	No	No
Storm Ponds	Yes	No	No
9th Ave Storm Outfall	Yes	No	No
Storm Pond Interconnections (3)	Yes	No	No
Storm Master Drainage Plan	Yes	No	No
Lift Stations (2)	Yes	No	No
<b>Roads</b>			
9th Ave	Yes	No	Yes
5th Ave	Yes	No	Yes
5th Ave Signals	Yes	No	Yes
9th Ave Signals	Yes	No	Yes
Saamis (5th to 9th)	Yes	No	Yes

**A5. ICF Updated Project Costs**

As part of this review, Town staff updated project costs to reflect (a) actual expenditures up to the cut-off date Dec 31, 2014, (b) financing charges (if any), and (c) updated cost estimates for work remaining. This section depicts updated costs for ICF projects because several of these projects will be transferred to the offsite levy bylaw.<sup>2</sup> The costs associated with all offsite levy projects (including ICF projects transferred) is shown in Appendices C, D, E and F.

As shown in the table below, ICF project costs have increased dramatically rising from approximately \$32.34 million (2012 estimates) to approximately \$63.12 million. This large increase stems primarily from the increase in cost associated with ICF water project #1 (Treatment Plant), and ICF sanitary project #3 (Main Trunk East of Boundary).

<sup>2</sup> In addition to the establishment of an offsite levy bylaw based on current cost estimates, it is recommended the Town consider updating ICF rates to reflect (a) updated ICF project costs, the impact of ICF fees collected, and the impact of transfer of certain ICF projects to the offsite levy bylaw.

Updated ICF Project Costs

ICF Project	Updated Costs				
	Actual Expenditures To Dec 31, 2014	Debenture Costs	Estimate of Remaining Work (From Dec 31, 2014)	Grants	Net Cost
<b>Water</b>					
Treatment Plant	\$9,395,794	\$2,563,642	\$10,961,077	\$6,300,000	\$16,620,512
9th Ave SE Waterline	\$800,626				\$800,626
5th Ave			\$312,000		\$312,000
Mitchell St.			\$1,266,770		\$1,266,770
Saamis Dr.			\$604,500		\$604,500
<b>Total Water</b>	<b>\$10,196,420</b>	<b>\$2,563,642</b>	<b>\$13,144,347</b>	<b>\$6,300,000</b>	<b>\$19,604,408</b>
<b>Sanitary</b>					
Saamis Drive (Existing)	\$867,686				\$867,686
9th Ave Trunk (Upgrade)			\$3,847,000		\$3,847,000
Main Trunk (East of Boundary)			\$25,461,418		\$25,461,418
<b>Total Sanitary</b>	<b>\$867,686</b>	<b>\$0</b>	<b>\$29,308,418</b>	<b>\$0</b>	<b>\$30,176,104</b>
<b>Storm</b>					
Forcemain to pond @ GC	\$73,342				\$73,342
Storm Ponds	\$2,090,794				\$2,090,794
9th Ave Storm Outfall	\$375,121				\$375,121
Storm Pond Interconnections (3)			\$1,200,000		\$1,200,000
Storm Master Drainage Plan	\$85,535				\$85,535
Lift Stations (2)	\$291,398		\$708,602		\$1,000,000
<b>Total Storm</b>	<b>\$2,916,190</b>	<b>\$0</b>	<b>\$1,908,602</b>	<b>\$0</b>	<b>\$4,824,792</b>
<b>Roads</b>					
9th Ave			\$3,356,043		\$3,356,043
5th Ave			\$2,263,363		\$2,263,363
5th Ave Signals			\$250,000		\$250,000
9th Ave Signals			\$221,278		\$221,278
Saamis (5th to 9th)			\$2,422,998		\$2,422,998
<b>Total Roads</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,513,682</b>	<b>\$0</b>	<b>\$8,513,682</b>
	<b>\$13,980,295</b>	<b>\$2,563,642</b>	<b>\$52,875,049</b>	<b>\$6,300,000</b>	<b>\$63,118,985</b>

**A6. ICF Cost Allocations to Benefitting Areas**

It is important to clarify how much ICF cost was allocated by the Town to future development in order to determine how much cost should be transferred to the new offsite levy bylaw.

Not all ICF project costs are borne by future development. A portion of cost was allocated by the Town to existing development. For the Eastside basin, the allocation percentages were outlined in the Town's 2012 ICF Policy. But the ICF Policy did not include percentages for the Westside (A and B) or Infill basins.<sup>3</sup> Accordingly, it was necessary to "reverse engineer" Westside and Infill percentages using other available information.

For the Westside, a ratio of costs originally included in the Westside rate calculation to the total benefitting project costs in the basin was used to determine the allocation percentages, as shown in the table below.

<sup>3</sup> The Town could not provide any documentation associated with ICF cost allocation percentages for the Westside (A and B) and Infill basins.

Determining Westside Allocation %

	Included in Original Westside ICF Rate Calculation	Original Cost of Benefiting Projects	Allocation %
<b>Water</b>	\$ 230,290.80	\$ 11,749,937	2.0%
<b>Sanitary</b>	\$ 199,099.43	\$ 4,000,000	5.0%

For the Infill basin, the only allocation % that was known pertained to Water project #1 (2.5% of Water project #1 was allocated to the Infill basin). Town staff indicated that ICF allocations were originally determined using a ratio of land in the benefiting areas. Accordingly, for the other ICF projects that benefit the Infill basin, the ratio of the Infill allocation to the Eastside allocation for Water project 1 was used to calculate the other project allocations, as shown in the table below.

Determining Infill Allocation %

	Infill Allocation %
Ratio of 2.5% to 46.5% as compared to 56.4%	3.0
Ratio of 2.5% to 46.5% as compared to 65%	3.5
Ratio of 2.5% to 46.5% as compared to 75%	4.0

Using the information contained in the 2012 ICF policy, as well as the details from the Westside and Infill basins that were “reverse engineered” above, the table below summarizes the percentage of cost allocated by the Town to benefitting basins. Of course, only those areas that benefit (highlighted in ‘green’) have an associated allocation %. Basins that do not benefit (highlighted in ‘red’) have no allocation.

ICF Allocation Percentages to Benefitting Areas

ICF Project	Benefiting ICF Areas			% of Cost Allocated to ICF Areas		
	East Side	Westside	Infill	East Side	Westside (Note 3)	Infill (Note 4)
<b>Water</b>						
Treatment Plant	Yes	Yes	Yes	46.5%	2.0%	2.5%
9th Ave SE Waterline	Yes	No	No	60.0%		
5th Ave	Yes	No	No	100.0%		
Mitchell St.	Yes	No	No	65.0%		
Saamis Dr.	Yes	No	No	100.0%		
<b>Sanitary</b>						
Saamis Drive (Existing)	Yes	No	Yes	56.4%		3.0%
9th Ave Trunk (Upgrade)	Yes	No	No	78.9%		
Main Trunk (East of Boundary)	Yes	Yes	Yes	46.5%	5.0%	2.5%
<b>Storm</b>						
Forcemain to pond @ GC	Yes	No	No	100.0%		
Storm Ponds	Yes	No	No	100.0%		
9th Ave Storm Outfall	Yes	No	No	100.0%		
Storm Pond Interconnections (3)	Yes	No	No	100.0%		
Storm Master Drainage Plan	Yes	No	No	100.0%		
Lift Stations (2)	Yes	No	No	100.0%		
<b>Roads</b>						
9th Ave	Yes	No	Yes	65.0%		3.5%
5th Ave	Yes	No	Yes	75.0%		4.0%
5th Ave Signals	Yes	No	Yes	75.0%		3.5%
9th Ave Signals	Yes	No	Yes	65.0%		3.5%
Saamis (5th to 9th)	Yes	No	Yes	65.0%		3.5%

\*Only allocation % for future development are shown. The balance of project costs are borne by existing development.

The updated ICF cost allocations to future development, using the updated net costs, and various cost allocation percentages is shown in the table below. Of the \$63.12 million in ICF net costs, \$38.88 million is for the benefit of future development (\$35.90 million for Eastside, \$1.59 million for Westside, and \$1.39 million for Infill).

Updated Cost Allocations to Future Development

ICF Project	% of Cost Allocated to ICF Areas			ICF Cost Allocations		
	East Side	Westside (Note 3)	Infill (Note 4)	East Side	Westside	Infill
<b>Water</b>						
Treatment Plant	46.5%	2.0%	2.5%	\$7,720,299	\$325,751	\$415,513
9th Ave SE Waterline	60.0%			\$480,376	\$0	\$0
5th Ave	100.0%			\$312,000	\$0	\$0
Mitchell St.	65.0%			\$823,401	\$0	\$0
Saamis Dr.	100.0%			\$604,500	\$0	\$0
<b>Total Water</b>				<b>\$9,940,575</b>	<b>\$325,751</b>	<b>\$415,513</b>
<b>Sanitary</b>						
Saamis Drive (Existing)	56.4%		3.0%	\$489,796	\$0	\$26,291
9th Ave Trunk (Upgrade)	78.9%			\$3,036,263	\$0	\$0
Main Trunk (East of Boundary)	46.5%	5.0%	2.5%	\$11,826,938	\$1,267,338	\$636,535
<b>Total Sanitary</b>				<b>\$15,352,997</b>	<b>\$1,267,338</b>	<b>\$662,826</b>
<b>Storm</b>						
Forcemain to pond @ GC	100.0%			\$73,342	\$0	\$0
Storm Ponds	100.0%			\$2,090,794	\$0	\$0
9th Ave Storm Outfall	100.0%			\$375,121	\$0	\$0
Storm Pond Interconnections (3)	100.0%			\$1,200,000	\$0	\$0
Storm Master Drainage Plan	100.0%			\$85,535	\$0	\$0
Lift Stations (2)	100.0%			\$1,000,000	\$0	\$0
<b>Total Storm</b>				<b>\$4,824,792</b>	<b>\$0</b>	<b>\$0</b>
<b>Roads</b>						
9th Ave	65.0%		3.5%	\$2,181,428	\$0	\$117,126
5th Ave	75.0%		4.0%	\$1,697,523	\$0	\$91,214
5th Ave Signals	75.0%		3.5%	\$187,500	\$0	\$8,725
9th Ave Signals	65.0%		3.5%	\$143,830	\$0	\$7,723
Saamis (5th to 9th)	65.0%		3.5%	\$1,574,949	\$0	\$84,563
<b>Total Roads</b>				<b>\$5,785,229</b>	<b>\$0</b>	<b>\$309,350</b>
				<b>\$35,903,593</b>	<b>\$1,593,089</b>	<b>\$1,387,689</b>

**A7. ICF Fees Collected**

Prior to finalizing offsite levy rate calculations, it is necessary to reduce the net cost allocated to future development by the amount of fees collected up to the cut-off date. For this review, it is also necessary to clarify which ICF fees have been collected for which ICF projects because, for projects transferred to the offsite levy bylaw, the fees collected for those projects must also be transferred so that future development is not charged twice.

Up to December 31<sup>st</sup>, 2014, the Town collected \$1.51 million in ICF fees (approximately \$726,000 from the Eastside, and approximately \$784,000 from Infill areas), as shown in the table below. No ICF fees were collected from the Westside area (A and B).

The Town has detailed information indicating ICF fee collections for the Eastside area by project, but the Town does not have similar information for the Infill area—the Town only has documentation indicating total ICF fees collected in the Infill area. To allocate Infill ICF fees to specific projects, a ratio of Infill project cost to total costs in the Infill area was used. For example, if Project A had a total cost of \$2 allocated to the Infill area, and the Infill area had total costs of \$10, then 20% of the ICF fees collected were allocated to Project A.

ICF Fees Collected

ICF Project	ICF Fees Collected to Dec 31, 2014		
	East Side	Westside	Infill
<b>Water</b>			
Treatment Plant	\$190,869		\$234,717
9th Ave SE Waterline	\$31,474		
5th Ave	\$27,977		
Mitchell St.	\$22,731		
Saamis Dr.	\$52,457		
<b>Total Water</b>	<b>\$325,508</b>	<b>\$0</b>	<b>\$234,717</b>
<b>Sanitary</b>			
Saamis Drive (Existing)	\$19,741		\$14,851
9th Ave Trunk (Upgrade)	\$41,402		
Main Trunk (East of Boundary)	\$64,977		\$359,570
<b>Total Sanitary</b>	<b>\$126,119</b>	<b>\$0</b>	<b>\$374,421</b>
<b>Storm</b>			
Forcemain to pond @ GC	\$24,480		
Storm Ponds	\$45,463		
9th Ave Storm Outfall	\$17,486		
Storm Pond Interconnections (3)	\$41,965		
Storm Master Drainage Plan	\$3,171		
Lift Stations (2)	\$34,971		
<b>Total Storm</b>	<b>\$167,535</b>	<b>\$0</b>	<b>\$0</b>
<b>Roads</b>			
9th Ave	\$45,463		\$66,163
5th Ave	\$26,228		\$51,525
5th Ave Signals	\$6,557		\$4,928.63
9th Ave Signals	\$5,683		\$4,362
Saamis (5th to 9th)	\$22,731		\$47,768
<b>Total Roads</b>	<b>\$106,662</b>	<b>\$0</b>	<b>\$174,747</b>
	<b>\$725,825</b>	<b>\$0</b>	<b>\$783,886</b>

**A8. Front-ending Balance**

Front-ending represents the amount of financing provided to future development for their share of a project when ICF reserves/accounts are insufficient to fund current construction:

**Front-ending** = ((Total Expenditures – Eligible Grants) X % allocated to future development) – Withdrawals from ICF Reserve

The management of front-ending balances is vital because often it is the municipality that front-ends offsite infrastructure construction costs when (future development) reserves/accounts are inadequate to finance offsite projects. When the municipality is the front-ending party, these balances represent funds owed to tax payers by future development. The acknowledgement of these balances in municipal documentation (such as reserve/account balances and financial statements) is important—without these acknowledgements, tax payers have little financial or legal recourse.

As shown in the table below, approximately \$1.39 million has been withdrawn from the ICF reserve to finance ICF-related construction activities. To the benefit of the Town, CORVUS has located approximately \$5.83 million in front-ending as at December 31st, 2014. This front-ending balance is not currently acknowledged in any Town documents, financial statements or reserve/account balances. The Town is the only front-ending party—as such, the front-ending balance of \$5.83 million is owed entirely to the Town by future development.

### ICF Reserve Withdrawals and Front-Ending Balances

ICF Project	Updated Costs					Withdrawals From ICF and Applied to ICF Expenditures			Front-ending Balance Owed To Town
	Actual Expenditures To Dec 31, 2014	Debtenture Costs	Estimate of Remaining Work (From Dec 31, 2014)	Grants	Net Cost	1	2	Total	
<b>Water</b>									
Treatment Plant	\$9,395,794	\$2,563,642	\$10,961,077	\$6,300,000	\$16,620,512				\$3,303,066
9th Ave SE Waterline	\$800,626				\$800,626	\$33,047	\$610,000	\$643,047	-\$162,671
5th Ave			\$312,000		\$312,000				\$0
Mitchell St.			\$1,266,770		\$1,266,770				\$0
Saamis Dr.			\$604,500		\$604,500				\$0
<b>Total Water</b>	<b>\$10,196,420</b>	<b>\$2,563,642</b>	<b>\$13,144,347</b>	<b>\$6,300,000</b>	<b>\$19,604,408</b>	<b>\$33,047</b>	<b>\$610,000</b>	<b>\$643,047</b>	<b>\$3,140,395</b>
<b>Sanitary</b>									
Saamis Drive (Existing)	\$867,686				\$867,686				\$516,087
9th Ave Trunk (Upgrade)			\$3,847,000		\$3,847,000				\$0
Main Trunk (East of Boundary)			\$25,461,418		\$25,461,418				\$0
<b>Total Sanitary</b>	<b>\$867,686</b>	<b>\$0</b>	<b>\$29,308,418</b>	<b>\$0</b>	<b>\$30,176,104</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$516,087</b>
<b>Storm</b>									
Forcmain to pond @ GC	\$73,342				\$73,342				\$73,342
Storm Ponds	\$2,090,794				\$2,090,794	\$717,124	\$25,767	\$742,891	\$1,347,903
9th Ave Storm Outfall	\$375,121				\$375,121				\$375,121
Storm Pond Interconnections (3)			\$1,200,000		\$1,200,000				\$0
Storm Master Drainage Plan	\$85,535				\$85,535				\$85,535
Lift Stations (2)	\$291,398		\$708,602		\$1,000,000				\$291,398
<b>Total Storm</b>	<b>\$2,916,190</b>	<b>\$0</b>	<b>\$1,908,602</b>	<b>\$0</b>	<b>\$4,824,792</b>	<b>\$717,124</b>	<b>\$25,767</b>	<b>\$742,891</b>	<b>\$2,173,299</b>
<b>Roads</b>									
9th Ave			\$3,356,043		\$3,356,043				\$0
5th Ave			\$2,263,363		\$2,263,363				\$0
5th Ave Signals			\$250,000		\$250,000				\$0
9th Ave Signals			\$221,278		\$221,278				\$0
Saamis (5th to 9th)			\$2,422,998		\$2,422,998				\$0
<b>Total Roads</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,513,682</b>	<b>\$0</b>	<b>\$8,513,682</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>\$13,980,295</b>	<b>\$2,563,642</b>	<b>\$52,875,049</b>	<b>\$6,300,000</b>	<b>\$63,118,985</b>	<b>\$750,171</b>	<b>\$635,767</b>	<b>\$1,385,938</b>	<b>\$5,829,780</b>



## **A9. ICF Reserve Balance**

The Town does not have a reserve/account dedicated solely to ICF funds. In 2011, the Town consolidated several reserves, including the ICF Reserve, into a single reserve called the Land Development Reserve (#6-12-66-920-000). During the 2011 transfer, approximately \$146,070 in ICF funds were moved from the ICF Reserve to the Land Development Reserve.

At December 31<sup>st</sup>, 2014, the Town reported an ICF reserve balance of approximately \$123,773 (total receipts of ~\$1.51 million as shown in Section A7 minus total withdrawals of approximately \$1.39 million as shown in Section A8). However, it is important to note that this balance is a cash balance, and does not include the \$5.83 million in front-ending owed to tax payers by future development, that was uncovered by CORVUS in Section A7. Including front-ending, the ICF reserve balance is actually in deficit (\$5,706,077). Stated another way, future development owes tax payers \$5.71 million for construction that has already been completed and paid for. To be clear, this true reserve balance does not appear in the Land Development Reserve balance or related documentation, nor in the Town's financial statements (e.g., as a receivable owed to the Town, or as a note to the reserve balance), or in any other Town documentation. Had the Town understood that the ICF reserve balance was in deficit, it would have quickly moved to withdraw the cash remaining, thereby helping to pay down the funds owed by future development to tax payers. This needs to be rectified moving forward and is discussed in Section 0.

## **A10. Transfers to Offsite Levy Bylaw & ICF Reconciliation**

As described in the introduction, the purpose of Appendix A is to update and reconcile various ICF balances in order to accurately reflect appropriate transfers to the offsite levy bylaw.

As highlighted in Section A3, 12 of the 19 ICF projects are being transferred to the offsite levy bylaw. 7 ICF projects will remain and continue to be managed via ongoing ICF collections. The tables below summarize the project costs, allocations, fees, and balances that are being incorporated into the new offsite levy bylaw, and those that will remain with the ICF. Key elements include:

- The 12 projects being transferred to the offsite levy bylaw total approximately \$57.83 million, of which approximately \$9.40 million are actual expenditures up to December 31<sup>st</sup>, 2014.
- Of the \$9.40 million in expenditures, \$3.30 million was the responsibility of future development. No monies were withdrawn from the ICF reserve to finance these expenditures, meaning that \$3.30 million of associated front-ending also gets transferred to the offsite levy.
- Of the 12 projects being transferred to the offsite levy, approximately \$1.32 million has been collected in ICF fees. These will be acknowledged in the offsite levy as developer contributions to ensure future development is given full credit for these payments.
- The updated net cost of the 7 projects remaining in the ICF is approximately \$4.62 million (Eastside \$4.59 million and Infill \$26,291). After accounting for the ICF fees

already collected for these projects, the balance owing is approximately \$4.43 million (Eastside \$4.42 million + Infill \$11,440).

- The front-ending balance associated with the 7 projects remaining in the ICF is approximately \$2.53 million. However, the ICF reserve has a cash balance of \$123,773. Once this remaining cash is withdrawn from the reserve to help pay down ICF front-ending debts, the final front-ending balance will be \$2,402,941.

# Town of Redcliff Offsite Levy Review

ICF Project	Transferred to Offsite Levy	Associated Offsite Levy Project Number	Offsite Levy					
			Net Cost Transferred to Offsite Levy	Actual Expenditures Transferred to Offsite Levy	Developer Share of Expenditure Transferred to Offsite Levy	ICF Fees to be Acknowledged as Developer Contributions in Offsite Levy	Withdrawals Transferred to Offsite Levy	Front-ending Balance Transferred to Offsite Levy
<b>Water</b>								
Treatment Plant	Yes	Offsite Levy Project # W-1	\$16,620,512	\$9,395,794	\$3,303,066	\$425,586	\$0	\$3,303,066
9th Ave SE Waterline	No							
5th Ave	Yes	Offsite Levy Project # W-6	\$312,000	\$0	\$0	\$27,977	\$0	\$0
Mitchell St.	Yes	Offsite Levy Project # W-4	\$1,266,770	\$0	\$0	\$22,731	\$0	\$0
Saamis Dr.	Yes	Offsite Levy Project # W-11	\$604,500	\$0	\$0	\$52,457	\$0	\$0
<b>Total Water</b>			<b>\$18,803,782</b>	<b>\$9,395,794</b>	<b>\$3,303,066</b>	<b>\$528,751</b>	<b>\$0</b>	<b>\$3,303,066</b>
<b>Sanitary</b>								
Saamis Drive (Existing)	No							
9th Ave Trunk (Upgrade)	Yes	Offsite Levy Project # S-2	\$3,847,000	\$0	\$0	\$41,402	\$0	\$0
Main Trunk (East of Boundary)	Yes	Offsite Levy Project # S-5	\$25,461,418	\$0	\$0	\$424,547	\$0	\$0
<b>Total Sanitary</b>			<b>\$29,308,418</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,949</b>	<b>\$0</b>	<b>\$0</b>
<b>Storm</b>								
Forcemain to pond @ GC	No							
Storm Ponds	No							
9th Ave Storm Outfall	No							
Storm Pond Interconnections (3)	Yes	Offsite Levy Project # St -5	\$1,200,000	\$0	\$0	\$41,965	\$0	\$0
Storm Master Drainage Plan	No							
Lift Stations (2)	No							
<b>Total Storm</b>			<b>\$1,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$41,965</b>	<b>\$0</b>	<b>\$0</b>
<b>Roads</b>								
9th Ave	Yes	Offsite Levy Project # R-1	\$3,356,043	\$0	\$0	\$111,625	\$0	\$0
5th Ave	Yes	Offsite Levy Project # R-3	\$2,263,363	\$0	\$0	\$77,754	\$0	\$0
5th Ave Signals	Yes	Offsite Levy Project # R-15	\$250,000	\$0	\$0	\$11,486	\$0	\$0
9th Ave Signals	Yes	Offsite Levy Project # R-6	\$221,278	\$0	\$0	\$10,045	\$0	\$0
Saamis (5th to 9th)	Yes	Offsite Levy Project # R-4	\$2,422,998	\$0	\$0	\$70,499	\$0	\$0
<b>Total Roads</b>			<b>\$8,513,682</b>	<b>\$0</b>	<b>\$0</b>	<b>\$281,409</b>	<b>\$0</b>	<b>\$0</b>
			<b>\$57,825,882</b>	<b>\$9,395,794</b>	<b>\$3,303,066</b>	<b>\$1,318,075</b>	<b>\$0</b>	<b>\$3,303,066</b>

# Town of Redcliff Offsite Levy Review

ICF Project	Transferred to Offsite Levy	Associated Offsite Levy Project Number	Ongoing ICF Management						
			Updated Project Net Costs (Eastside)	Updated Project Net Costs (Westside)	Updated Project Net Costs (Infill)	Balance Owning = Net Costs - Fees Collected (Eastside)	Balance Owning = Net Costs - Fees Collected (Westside)	Balance Owning = Net Costs - Fees Collected (Infill)	Front-ending Owed To The Town
Water									
Treatment Plant	Yes	Offsite Levy Project # W-1							
9th Ave SE Waterline	No		\$480,376	\$0	\$0	\$448,902	\$0	\$0	-\$162,671
5th Ave	Yes	Offsite Levy Project # W-6							
Mitchell St.	Yes	Offsite Levy Project # W-4							
Saamis Dr.	Yes	Offsite Levy Project # W-11							
Total Water			\$480,376	\$0	\$0	\$448,902	\$0	\$0	-\$162,671
Sanitary									
Saamis Drive (Existing)	No		\$489,796	\$0	\$26,291	\$470,055	\$0	\$11,440	\$516,087
9th Ave Trunk (Upgrade)	Yes	Offsite Levy Project # S-2							
Main Trunk (East of Boundary)	Yes	Offsite Levy Project # S-5							
Total Sanitary			\$489,796	\$0	\$26,291	\$470,055	\$0	\$11,440	\$516,087
Storm									
Forcemain to pond @ GC	No		\$73,342	\$0	\$0	\$48,862	\$0	\$0	\$73,342
Storm Ponds	No		\$2,090,794	\$0	\$0	\$2,045,332	\$0	\$0	\$1,347,903
9th Ave Storm Outfall	No		\$375,121	\$0	\$0	\$357,635	\$0	\$0	\$375,121
Storm Pond Interconnections (3)	Yes	Offsite Levy Project # St-5							
Storm Master Drainage Plan	No		\$85,535	\$0	\$0	\$82,364	\$0	\$0	\$85,535
Lift Stations (2)	No		\$1,000,000	\$0	\$0	\$965,029	\$0	\$0	\$291,398
Total Storm			\$3,624,792	\$0	\$0	\$3,499,222	\$0	\$0	\$2,173,299
Roads									
9th Ave	Yes	Offsite Levy Project # R-1							
5th Ave	Yes	Offsite Levy Project # R-3							
5th Ave Signals	Yes	Offsite Levy Project # R-15							
9th Ave Signals	Yes	Offsite Levy Project # R-6							
Saamis (5th to 9th)	Yes	Offsite Levy Project # R-4							
Total Roads			\$0	\$0	\$0	\$0	\$0	\$0	\$0
			\$4,594,963	\$0	\$26,291	\$4,418,178	\$0	\$11,440	\$2,526,714

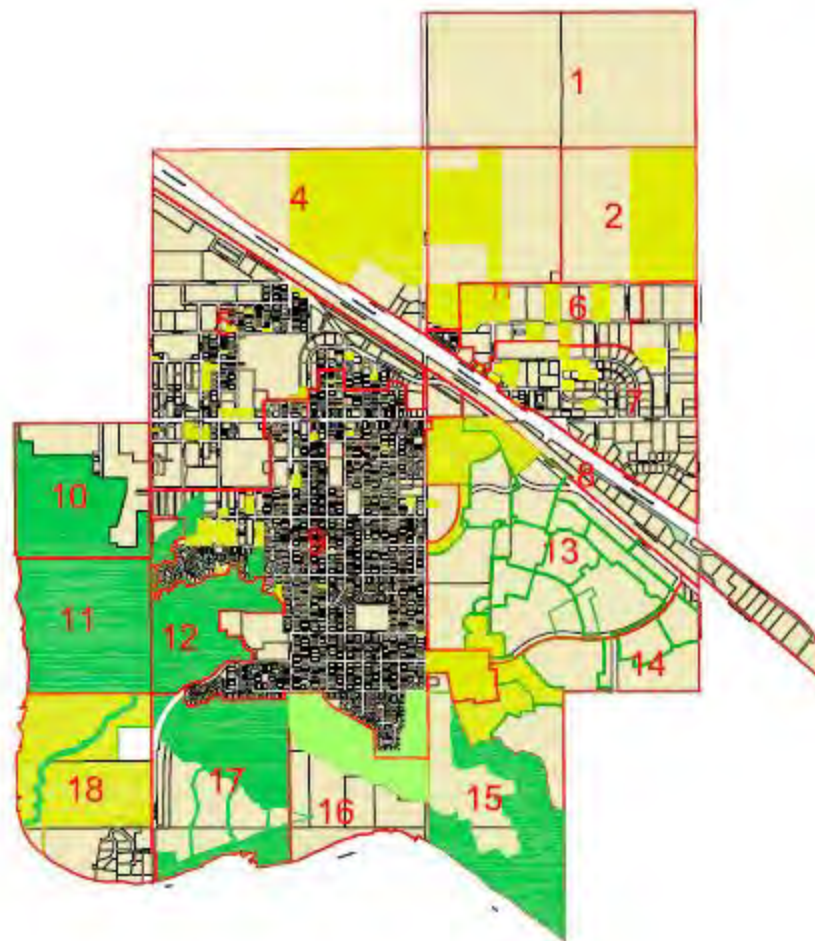
## **APPENDIX B: Offsite Levy Areas, Measurements, & Land Development Staging/Forecast**

### **B1. Offsite Levy Areas**

The Town is parsed into 18 offsite levy areas, as shown in the map below. Areas are approximately a quarter section in size but also take into consideration various natural and man-made barriers (e.g., rivers, highways, etc.), as well as existing/planned infrastructure basins (e.g., water and sanitary basins).

All offsite levy infrastructure costs are allocated to one or more areas. In the offsite levy model, each area is further divided into sub-areas based on land use type (e.g., “residential - low density”, “residential - medium & high density”, “commercial”, “industrial”, and “other”). All types of development are treated similarly, and so only the “other” category is currently used.

Offsite Levy Areas



## B2. Offsite Levy Area Measurements

Total net development area, the amount of land available for development in all offsite levy areas, is approximately 1144 ha. In calculating net development area only those lands remaining to be developed within the area that have not previously paid offsite levies have been considered (as required by legislation/regulation). Further, allowances have been made to net development area calculations for environmental reserves, municipal reserves, and arterial road right of way.

### Offsite Levy Net Development Area

Area Ref. #	Development Area Location	Land Use	Gross Area (ha.)	Environmental Reserves (ha.)	Sub-total	Municipal Reserves	Arterial Right of Way	Net Development Area (ha.)
1.5		Other	131.25	-	131.25	13.13	2.43	115.69
2.5		Other	64.49	-	64.49	6.45	-	58.04
3.5		Other	69.86	-	69.86	6.99	-	62.87
4.5		Other	96.20	-	96.20	9.62	3.62	82.96
5.5		Other	152.19	-	152.19	15.22	2.53	134.45
6.5		Other	40.24	-	40.24	4.02	2.73	33.49
7.5		Other	95.51	-	95.51	9.55	-	85.96
8.5		Other	87.98	-	87.98	8.80	79.18	-
9.5		Other	255.28	2.91	252.37	25.24	6.57	220.56
10.5		Other	64.68	40.04	24.63	2.46	-	22.17
11.5		Other	61.38	61.38	-	-	-	-
12.5		Other	39.40	37.97	1.43	0.14	-	1.29
13.5		Other	145.92	-	145.92	14.59	14.29	117.04
14.5		Other	67.29	-	67.29	6.73	-	60.56
15.5		Other	72.23	45.32	26.91	2.69	-	24.22
16.5		Other	56.52	32.58	23.95	2.40	-	21.56
17.5		Other	81.59	46.26	35.32	3.53	-	31.79
18.5		Other	83.10	3.75	79.34	7.93	-	71.41
Total			1,665.11	270.22	1,394.88	139.49	111.35	1,144.05

### Summary of Offsite Levy Net Development Area

Description	ha.
Gross Development Area	1,665.11
Less Environment Reserve	270.22
Less Municipal Reserve	139.49
Less ROW Allowance	111.35
Net Development Area	1,144.05

\*Note: 1 Hectare (ha.) = ~2.47 Acres

Net development area definitions will be applied in determining offsite levy obligations of developers on application for subdivision or development within Town of Redcliff. Net development area is defined as follows:

- Gross Area – The area of lands to be developed in hectares that have not previously paid an offsite levy.
  - Less: Any environmental reserves contained within the development area Including environmental reserves and environmental easements.
  - Less: A 10% allowance for Municipal Reserves.
  - Less: The measurement of arterial road right of way that bisects the

development lands.

- Equals: Net Developable Area, which is the area subject to offsite levies.

### B3. Land Development Forecast

The offsite levy model uses a rate planning period of 25 years. This planning period is used by many municipalities as it provides a reasonable timeframe to recoup the costs associated with offsite levy infrastructure construction, and it aligns with the timeframes of many municipal capital planning and construction cycles.

Of the 1144 ha. of net development area available across all offsite levy development areas, planners estimate that approximately 23% of this land (262 ha.) will develop during the next 25 years as shown in the tables below.

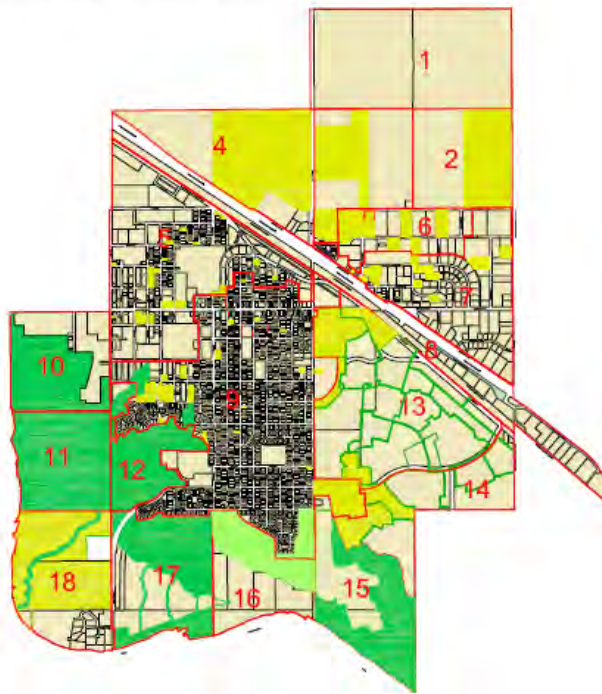
Anticipated Development during the 25 Year Rate Planning Period\*

Area Ref. #	Area Developed in Next 25 years	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
1.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2.5	35.000	-	-	-	-	-	-	35.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.5	31.545	-	-	-	-	-	-	31.55	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.5	58.292	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26.01	-	-	-	32.28	-	-	-	-	-	-
5.5	3.738	1.01	-	-	-	-	-	-	2.18	-	-	-	0.54	-	-	-	-	-	-	-	-	-	-	-	-	-
6.5	14.304	-	-	-	-	5.18	-	-	-	-	5.48	-	-	-	-	3.64	-	-	-	-	-	-	-	-	-	-
7.5	6.124	-	-	2.00	-	-	-	-	2.00	-	-	-	-	-	-	-	-	2.00	-	-	-	-	0.12	-	-	-
8.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9.5	9.350	-	-	-	0.25	-	5.00	-	-	-	-	-	4.10	-	-	-	-	-	-	-	-	-	-	-	-	-
10.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13.5	24.557	-	-	11.98	-	-	-	-	-	-	5.53	4.27	-	-	2.77	-	-	-	-	-	-	-	-	-	-	-
14.5	14.684	-	-	-	-	-	8.49	-	-	-	-	-	-	6.19	-	-	-	-	-	-	-	-	-	-	-	-
15.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18.5	64.629	-	-	20.00	-	-	-	-	-	-	-	-	20.00	-	-	-	-	-	-	-	24.63	-	-	-	-	-
	262.22	1.01	-	33.98	0.25	5.18	13.49	66.55	4.18	-	11.01	4.27	24.64	6.19	2.77	29.65	-	2.00	-	56.91	-	-	0.12	-	-	-

\*The rate period commences in 2014 because the cut-off date for this project was the most recent year-end when the project started—December 31<sup>st</sup>, 2013.



## Corvus Model Offsite Levy Map



Overall Areas were achieved by selecting the Corvus model catchment area polygons, Environmental reserves and arterial road areas within those regions were then subtracted.

- 25 Years Development Horizon
- Not included in computation
- Golf Course Area



### Summary of Anticipated Development during the 25 Year Rate Planning Period

Developed In Next 25 Years	262.22	22.9%
Developed Beyond 25 Years	881.82	77.1%
Net Development Area	1,144.04	

## APPENDIX C: Transportation

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### C1.Transportation Offsite Infrastructure

In order to support future growth, transportation offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$29.97 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

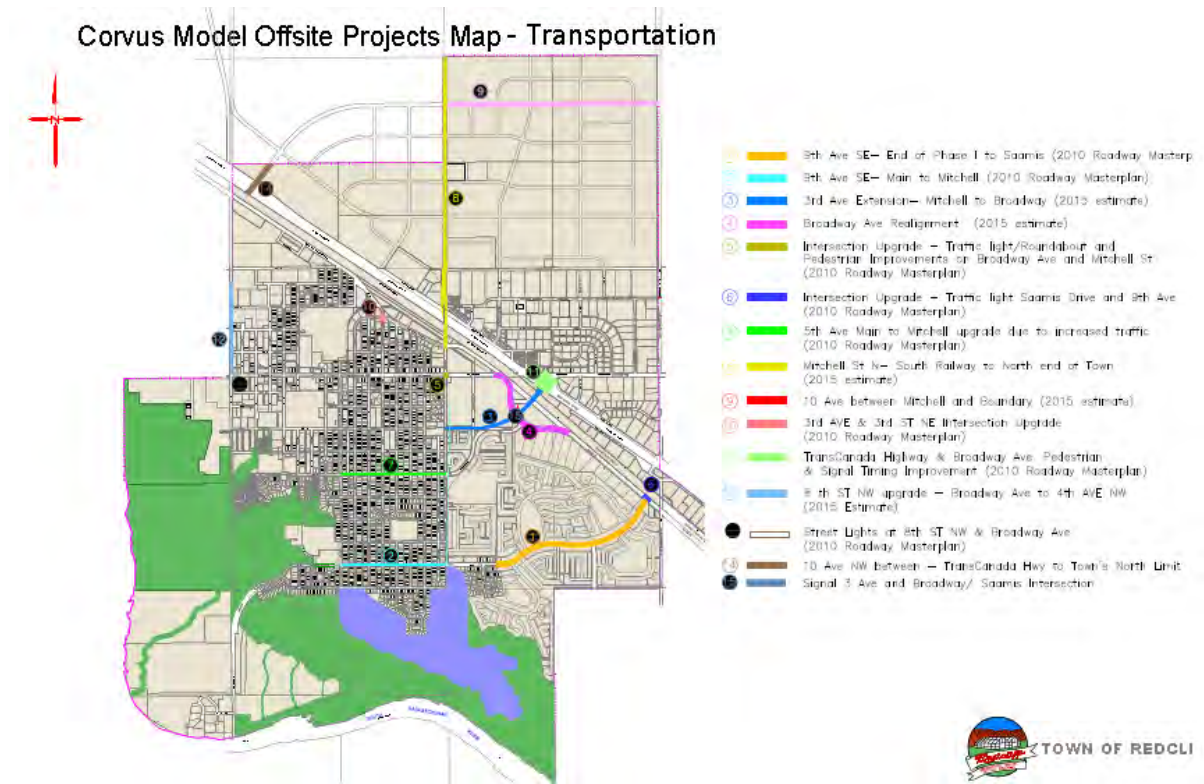
#### Summary of Transportation Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	9th Ave SE - Mitchell St to Saamis	\$ -	\$ -	\$ 3,356,043	\$ 3,356,043
2	9th Ave SE - Main to Mitchell	\$ -	\$ -	\$ 2,934,102	\$ 2,934,102
3	3rd Ave Extension - Mitchell to Broadway	\$ -	\$ -	\$ 2,263,363	\$ 2,263,363
4	Broadway Ave Realignment	\$ -	\$ -	\$ 2,422,998	\$ 2,422,998
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ -	\$ -	\$ 353,614	\$ 353,614
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ -	\$ -	\$ 221,278	\$ 221,278
7	5th Ave Main to Mitchell Upgrade	\$ -	\$ -	\$ 4,098,392	\$ 4,098,392
8	Mitchell St N - South Railway to North Limit of Town	\$ -	\$ -	\$ 6,381,143	\$ 6,381,143
9	10 Ave between Mitchell & Boundary	\$ -	\$ -	\$ 4,533,519	\$ 4,533,519
10	3rd Ave & 3rd ST NE Intersection	\$ -	\$ -	\$ 185,857	\$ 185,857
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ -	\$ -	\$ 133,002	\$ 133,002
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ -	\$ -	\$ 1,913,563	\$ 1,913,563
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ -	\$ -	\$ 28,982	\$ 28,982
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ -	\$ -	\$ 829,500	\$ 829,500
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ -	\$ -	\$ 316,693	\$ 316,693
		\$ -	\$ -	\$ 29,972,049	\$ 29,972,049

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\* Projects 1,3,4,6, and 15 were transferred from the ICF.



### Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	9th Ave SE - Mitchell St to Saamis	2020
2	9th Ave SE - Main to Mitchell	2020
3	3rd Ave Extension - Mitchell to Broadway	2022
4	Broadway Ave Realignment	2025
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	2016
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	2040
7	5th Ave Main to Mitchell Upgrade	2025
8	Mitchell St N - South Railway to North Limit of Town	2025
9	10 Ave between Mitchell & Boundary	2045
10	3rd Ave & 3rd ST NE Intersection	2030
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	2016
12	8th ST NW upgrade - Broadway Ave to 4th Ave NW	2030
13	Street Lighting Improvement at 8th St NW & Broadway Ave	2030
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	2045
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	2022

## C2. Transportation Offsite Infrastructure Grants & Contributions to Date

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$0.28 million in special grants and contributions for transportation offsite levy infrastructure as shown in the table below (note, if the Town receives other grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$29.69 million.

### Special Grants and Contributions for Transportation Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	9th Ave SE - Mitchell St to Saamis	\$ 3,356,043	\$ -	\$ 111,625	\$ 3,244,418
2	9th Ave SE - Main to Mitchell	\$ 2,934,102	\$ -	\$ -	\$ 2,934,102
3	3rd Ave Extension - Mitchell to Broadway	\$ 2,263,363	\$ -	\$ 77,754	\$ 2,185,610
4	Broadway Ave Realignment	\$ 2,422,998	\$ -	\$ 70,499	\$ 2,352,498
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 353,614	\$ -	\$ -	\$ 353,614
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ 221,278	\$ -	\$ 10,045	\$ 211,232
7	5th Ave Main to Mitchell Upgrade	\$ 4,098,392	\$ -	\$ -	\$ 4,098,392
8	Mitchell St N - South Railway to North Limit of Town	\$ 6,381,143	\$ -	\$ -	\$ 6,381,143
9	10 Ave between Mitchell & Boundary	\$ 4,533,519	\$ -	\$ -	\$ 4,533,519
10	3rd Ave & 3rd ST NE Intersection	\$ 185,857	\$ -	\$ -	\$ 185,857
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 133,002	\$ -	\$ -	\$ 133,002
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 1,913,563	\$ -	\$ -	\$ 1,913,563
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 28,982	\$ -	\$ -	\$ 28,982
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ 829,500	\$ -	\$ -	\$ 829,500
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ 316,693	\$ -	\$ 11,486	\$ 305,207
		<b>\$ 29,972,049</b>	<b>\$ -</b>	<b>\$ 281,409</b>	<b>\$ 29,690,639</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

## C3. Transportation Offsite Infrastructure Benefiting Parties

The transportation offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the transportation infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today,

are ultimately born by developers.

- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable transportation infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of transportation offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing transportation offsite levy infrastructure costs for grants and contributions described earlier.

#### Allocation of Transportation Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	9th Ave SE - Mitchell St to Saamis	\$ 3,244,418	43.1%	11.4%	45.5%
2	9th Ave SE - Main to Mitchell	\$ 2,934,102	43.1%	11.4%	45.5%
3	3rd Ave Extension - Mitchell to Broadway	\$ 2,185,610	43.1%	15.9%	40.9%
4	Broadway Ave Realignment	\$ 2,352,498	43.1%	22.7%	34.1%
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 353,614	43.1%	2.3%	54.6%
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ 211,232	43.1%	56.9%	0.0%
7	5th Ave Main to Mitchell Upgrade	\$ 4,098,392	43.1%	22.7%	34.1%
8	Mitchell St N - South Railway to North Limit of Town	\$ 6,381,143	43.1%	22.7%	34.1%
9	10 Ave between Mitchell & Boundary	\$ 4,533,519	43.1%	56.9%	0.0%
10	3rd Ave & 3rd ST NE Intersection	\$ 185,857	43.1%	34.1%	22.7%
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 133,002	43.1%	2.3%	54.6%
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 1,913,563	43.1%	34.1%	22.7%
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 28,982	43.1%	34.1%	22.7%
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ 829,500	43.1%	56.9%	0.0%
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ 305,207	43.1%	15.9%	40.9%
		<b>\$ 29,690,639</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to gross land undeveloped in benefiting basins.

## **C4. Receipts and Adjusted Net Costs**

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$8.96 million. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers (if any) need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no transportation levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$8.96 million.

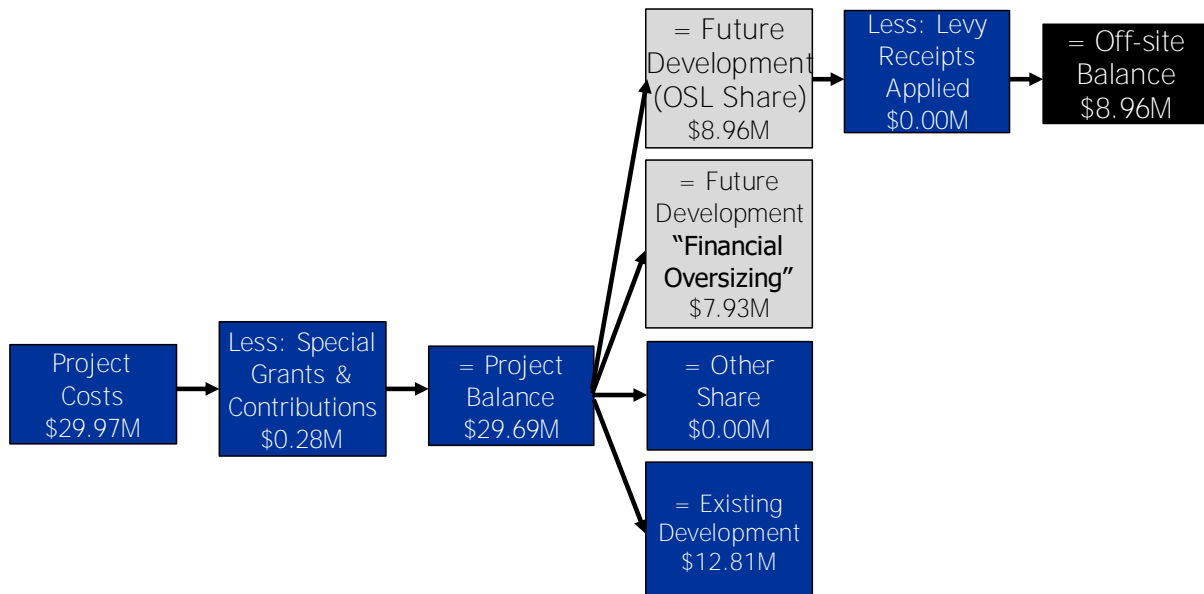
### Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	9th Ave SE - Mitchell St to Saamis	\$ 1,399,317	\$ 369,020	\$ 1,476,080	\$ -	\$ 1,476,080
2	9th Ave SE - Main to Mitchell	\$ 1,265,478	\$ 333,725	\$ 1,334,899	\$ -	\$ 1,334,899
3	3rd Ave Extension - Mitchell to Broadway	\$ 942,653	\$ 348,028	\$ 894,929	\$ -	\$ 894,929
4	Broadway Ave Realignment	\$ 1,014,633	\$ 535,146	\$ 802,719	\$ -	\$ 802,719
5	Intersection Upgrade - Traffic light/Roundabout & Pedestrian Improvements on Broadway Ave and Mitchell St	\$ 152,514	\$ 8,044	\$ 193,056	\$ -	\$ 193,056
6	Intersection Upgrade - Traffic light Saamis Drive and 9th Ave	\$ 91,105	\$ 120,128	\$ -	\$ -	\$ -
7	5th Ave Main to Mitchell Upgrade	\$ 1,767,636	\$ 932,302	\$ 1,398,453	\$ -	\$ 1,398,453
8	Mitchell St N - South Railway to North Limit of Town	\$ 2,752,187	\$ 1,451,583	\$ 2,177,374	\$ -	\$ 2,177,374
9	10 Ave between Mitchell & Boundary	\$ 1,955,307	\$ 2,578,212	\$ -	\$ -	\$ -
10	3rd Ave & 3rd ST NE Intersection	\$ 80,160	\$ 63,418	\$ 42,279	\$ -	\$ 42,279
11	TransCanada Highway 1 Broadway Ave Pedestrian & Signal Timing Improvement	\$ 57,364	\$ 3,026	\$ 72,613	\$ -	\$ 72,613
12	8 th ST NW upgrade - Broadway Ave to 4th Ave NW	\$ 825,320	\$ 652,946	\$ 435,297	\$ -	\$ 435,297
13	Street Lighting Improvement at 8th St NW & Broadway Ave	\$ 12,500	\$ 9,889	\$ 6,593	\$ -	\$ 6,593
14	10 Ave NW Connection - Town's North Limit to TransCanada Highway 1	\$ 357,763	\$ 471,737	\$ -	\$ -	\$ -
15	Signal 3rd Ave and Broadway/Saamis intersection (Replacement of 5th Ave and Broadway Ave/Saamis intersection Signal project from ICF policy 100)	\$ 131,636	\$ 48,600	\$ 124,971	\$ -	\$ 124,971
		<b>\$ 12,805,573</b>	<b>\$ 7,925,803</b>	<b>\$ 8,959,263</b>	<b>\$ -</b>	<b>\$ 8,959,263</b>

### C5. Summary of Transportation Offsite Levy Cost Flow-through

As shown in the figure below, the total cost for transportation infrastructure that forms the basis of the rate is approximately \$8.96 million. The cost allocations to each benefitting party are based on the benefitting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

#### Total Transportation Offsite Levy Costs



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.



Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are “lit up” by the number designator ‘1’.

[illegible]

The transportation reserve opening balance is \$0. In addition to establishing a dedicated, distinct and separate transportation offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of “sub-ledgers” to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

Transportation Offsite Levy Reserve Balance

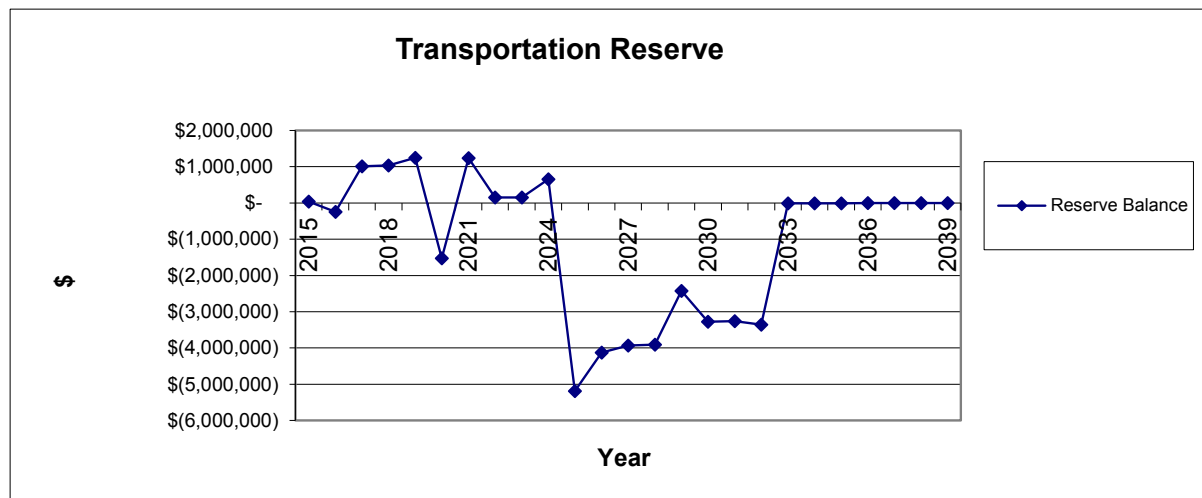
Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ -	\$ -
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ -
Debenture Interest Accrued to December 31, 2014		\$ -	\$ -
Unallocated Receipts to December 31, 2014	\$ -		\$ -
<b>Opening Balance</b>			<b>\$ -</b>

## C8. Development and Transportation Infrastructure Staging Impacts

Transportation offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of transportation infrastructure from time to time—front ending of infrastructure will be required. A front-enders is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline transportation levy reserve balances over the 25-year development period.

Anticipated Transportation Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.



Anticipated Transportation Offsite Levy Reserve Balances

			Reserve Balance	\$ -
Year	Receipts	Expenditure	Interest	Balance
2015	\$ 34,928	\$ -	\$ 349	\$ 35,277
2016	\$ -	\$ 273,639	\$ (7,151)	\$ (245,512)
2017	\$ 1,244,621	\$ -	\$ 9,991	\$ 1,009,100
2018	\$ 9,430	\$ -	\$ 10,185	\$ 1,028,716
2019	\$ 201,243	\$ -	\$ 12,300	\$ 1,242,258
2020	\$ 539,986	\$ 3,258,695	\$ (44,294)	\$ (1,520,744)
2021	\$ 2,742,958	\$ -	\$ 12,222	\$ 1,234,436
2022	\$ 177,673	\$ 1,254,348	\$ 1,578	\$ 159,339
2023	\$ -	\$ -	\$ 1,593	\$ 160,932
2024	\$ 496,087	\$ -	\$ 6,570	\$ 663,589
2025	\$ 198,107	\$ 5,884,400	\$ (150,681)	\$ (5,173,386)
2026	\$ 1,177,493	\$ -	\$ (119,877)	\$ (4,115,770)
2027	\$ 304,688	\$ -	\$ (114,332)	\$ (3,925,414)
2028	\$ 140,318	\$ -	\$ (113,553)	\$ (3,898,648)
2029	\$ 1,548,414	\$ -	\$ (70,507)	\$ (2,420,741)
2030	\$ -	\$ 754,319	\$ (95,252)	\$ (3,270,312)
2031	\$ 110,791	\$ -	\$ (94,786)	\$ (3,254,306)
2032	\$ -	\$ -	\$ (97,629)	\$ (3,351,936)
2033	\$ 3,344,660	\$ -	\$ (218)	\$ (7,494)
2034	\$ -	\$ -	\$ (225)	\$ (7,719)
2035	\$ -	\$ -	\$ (232)	\$ (7,950)
2036	\$ 7,950	\$ -	\$ 0	\$ 0
2037	\$ -	\$ -	\$ 0	\$ 0
2038	\$ -	\$ -	\$ 0	\$ 0
2039	\$ -	\$ -	\$ 0	\$ 0

## APPENDIX D: Water

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### D1. Water Offsite Infrastructure

In order to support future growth, water offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$31.85 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

#### Summary of Water Offsite Infrastructure

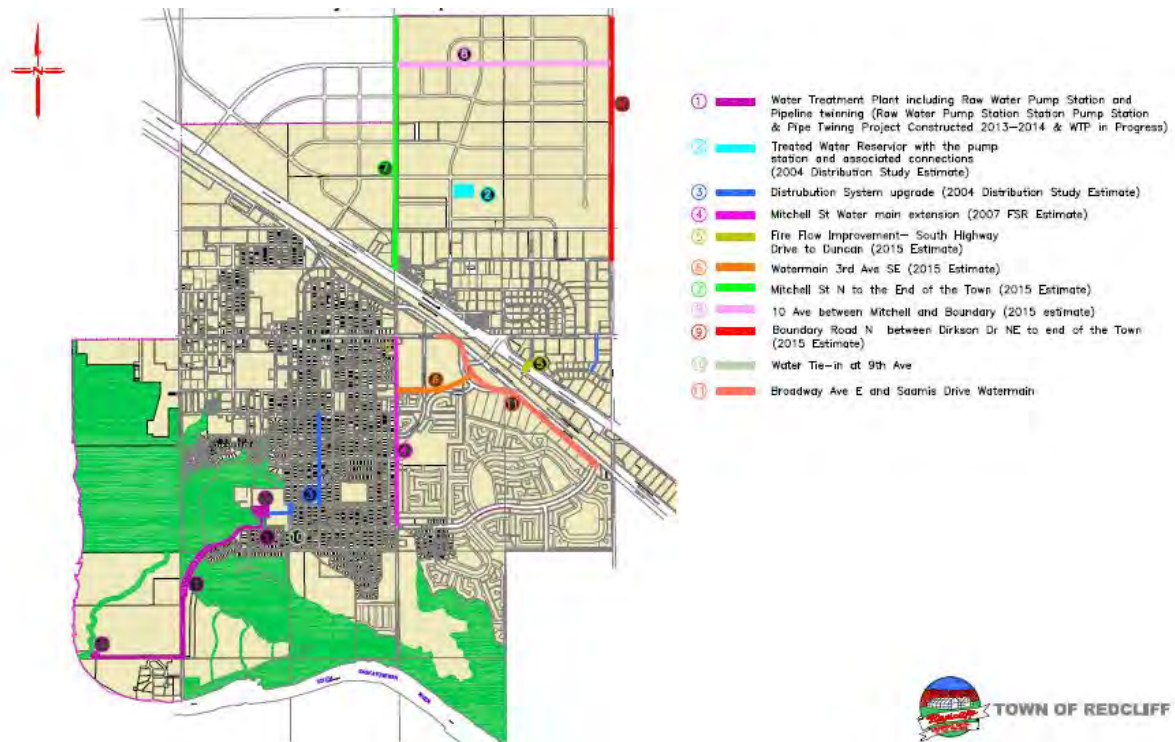
Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,395,794	\$ 2,563,642	\$ 10,961,077	\$ 22,920,512
2	Water Reservoir with Pump Station & Associated Connections	\$ -	\$ -	\$ 3,737,431	\$ 3,737,431
3	Distribution System Upgrade	\$ -	\$ -	\$ 636,748	\$ 636,748
4	Mitchell St Water Main Extension	\$ -	\$ -	\$ 1,266,770	\$ 1,266,770
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ -	\$ -	\$ 191,900	\$ 191,900
6	Watermain 3rd Ave SE	\$ -	\$ -	\$ 312,000	\$ 312,000
7	Watermain Mitchell St N to Town's North Limit	\$ -	\$ -	\$ 748,800	\$ 748,800
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	\$ -	\$ 631,800	\$ 631,800
9	Boundary Rd N - Dirkson Dr N to Town's North Limit	\$ -	\$ -	\$ 748,800	\$ 748,800
10	Water Tie-in 9th Ave	\$ -	\$ -	\$ 50,000	\$ 50,000
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ -	\$ -	\$ 604,500	\$ 604,500
		<b>\$ 9,395,794</b>	<b>\$ 2,563,642</b>	<b>\$ 19,889,826</b>	<b>\$ 31,849,261</b>

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\*Project 1 - Bylaw 1753/2013. At the time of preparation of this model, the Town had only finalized \$3,500,000 of the total \$6,500,000 debenture that was approved in the bylaw. In order to calculate rates, the remaining \$3,000,000 was assumed to be received at the same terms as the original \$3,500,000 debenture. When the Town does its next update, it should separate the 2 debentures into 2 reflecting the actual interest for both debentures based on the actual terms for both debentures.

\*\*\*\*Projects 1,4,6, and 11 were transferred from the ICF.



Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	WTP incl Raw Water Pump Station & Pipeline Twinning	In Progress
2	Water Reservoir with Pump Station & Associated Connections	2020
3	Distribution System Upgrade	2017
4	Mitchell St Water Main Extension	2022
5	Fire Flow Improvement t- South Highway Dr to Duncan	2017
6	Watermain 3rd Ave SE	2022
7	Watermain Mitchell St N to Town's North Limit	2025
8	Watermain 10th Ave N between Mitchell & Boundary	2045
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	2020
10	Water Tie-in 9th Ave	2017
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	2025

## D2. Water Offsite Infrastructure Grants & Contributions to Date

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$6.83 million in special grants and contributions for water offsite levy infrastructure as shown

in the table below (note, if the Town receives other grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$25.02 million.

#### Special Grants and Contributions for Water Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 22,920,512	\$ 6,300,000	\$ 425,586	\$ 16,194,926
2	Water Reservoir with Pump Station & Associated Connections	\$ 3,737,431	\$ -	\$ -	\$ 3,737,431
3	Distribution System Upgrade	\$ 636,748	\$ -	\$ -	\$ 636,748
4	Mitchell St Water Main Extension	\$ 1,266,770	\$ -	\$ 22,731	\$ 1,244,039
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 191,900	\$ -	\$ -	\$ 191,900
6	Watermain 3rd Ave SE	\$ 312,000	\$ -	\$ 27,977	\$ 284,023
7	Watermain Mitchell St N to Town's North Limit	\$ 748,800	\$ -	\$ -	\$ 748,800
8	Watermain 10th Ave N between Mitchell & Boundary	\$ 631,800	\$ -	\$ -	\$ 631,800
9	Boundary Rd N - Dirkson Dr N to Town's North Limit	\$ 748,800	\$ -	\$ -	\$ 748,800
10	Water Tie-in 9th Ave	\$ 50,000	\$ -	\$ -	\$ 50,000
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 604,500	\$ -	\$ 52,457	\$ 552,043
		<b>\$ 31,849,261</b>	<b>\$ 6,300,000</b>	<b>\$ 528,751</b>	<b>\$ 25,020,510</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

### **D3. Water Offsite Infrastructure Benefiting Parties**

The water offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the water infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today, are ultimately born by developers.
- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable water infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of water offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing water offsite levy infrastructure costs for grants and contributions described earlier.

Allocation of Water Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 16,194,926	43.1%	0.0%	56.9%
2	Water Reservoir with Pump Station & Associated Connections	\$ 3,737,431	43.1%	11.4%	45.5%
3	Distribution System Upgrade	\$ 636,748	43.1%	4.5%	52.3%
4	Mitchell St Water Main Extension	\$ 1,244,039	43.1%	15.9%	40.9%
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 191,900	43.1%	4.5%	52.3%
6	Watermain 3rd Ave SE	\$ 284,023	43.1%	15.9%	40.9%
7	Watermain Mitchell St N to Town's North Limit	\$ 748,800	43.1%	22.7%	34.1%
8	Watermain 10th Ave N between Mitchell & Boundary	\$ 631,800	43.1%	56.9%	0.0%
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 748,800	43.1%	11.4%	45.5%
10	Water Tie-in 9th Ave	\$ 50,000	43.1%	4.5%	52.3%
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 552,043	43.1%	22.7%	34.1%
		<b>\$ 25,020,510</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to gross land undeveloped in benefiting basins.

**D4. Receipts and Adjusted Net Costs**

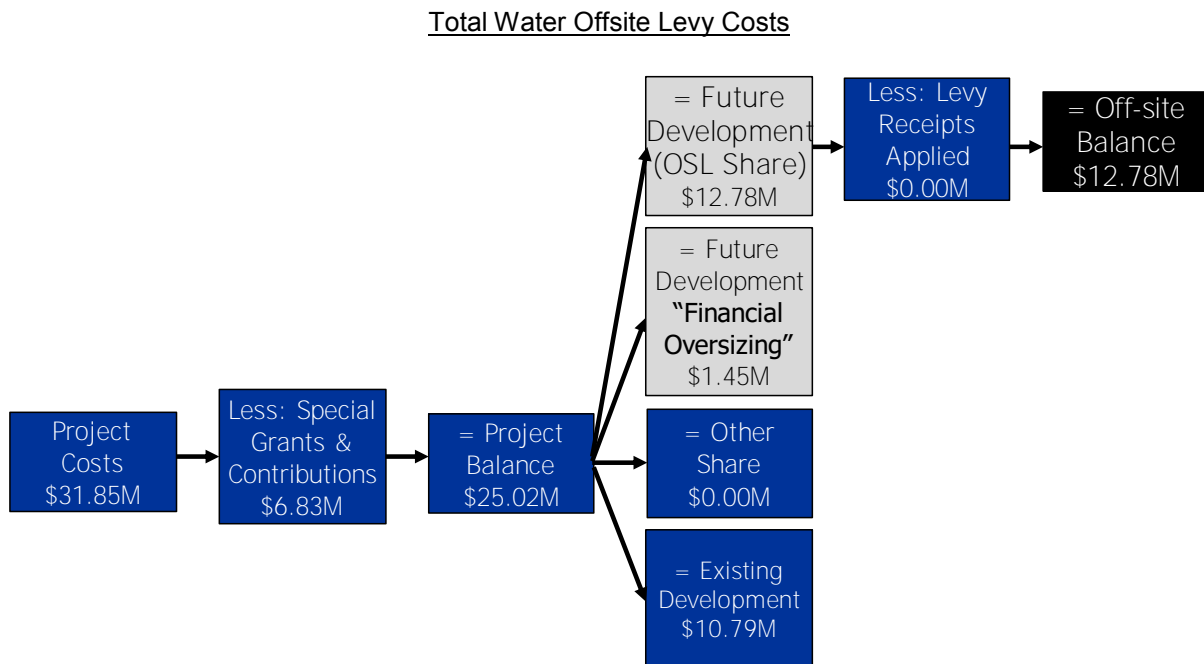
Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$12.78 million. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no water levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$12.78 million.

Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 6,984,872	\$ -	\$ 9,210,054	\$ -	\$ 9,210,054
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,611,954	\$ 425,095	\$ 1,700,382	\$ -	\$ 1,700,382
3	Distribution System Upgrade	\$ 274,629	\$ 28,969	\$ 333,149	\$ -	\$ 333,149
4	Mitchell St Water Main Extension	\$ 536,554	\$ 198,096	\$ 509,389	\$ -	\$ 509,389
5	Fire Flow Improvement - South Highway Dr to Duncan	\$ 82,766	\$ 8,731	\$ 100,403	\$ -	\$ 100,403
6	Watermain 3rd Ave SE	\$ 122,499	\$ 45,227	\$ 116,297	\$ -	\$ 116,297
7	Watermain Mitchell St N to Town's North Limit	\$ 322,957	\$ 170,337	\$ 255,506	\$ -	\$ 255,506
8	Watermain 10th Ave N between Mitchell & Boundary	\$ 272,495	\$ 359,305	\$ -	\$ -	\$ -
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 322,957	\$ 85,169	\$ 340,674	\$ -	\$ 340,674
10	Water Tie-in 9th Ave	\$ 21,565	\$ 2,275	\$ 26,160	\$ -	\$ 26,160
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 238,096	\$ 125,579	\$ 188,368	\$ -	\$ 188,368
		<b>\$ 10,791,346</b>	<b>\$ 1,448,782</b>	<b>\$ 12,780,382</b>	<b>\$ -</b>	<b>\$ 12,780,382</b>

**D5. Summary of Water Offsite Levy Cost Flow-through**

As shown in the figure below, the total cost for water infrastructure that forms the basis of the rate is approximately \$12.78 million. The cost allocations to each benefiting party are based on the benefiting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefiting areas (as described in the next section).



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## D6. Water Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are "lit up" by the number designator '1'.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,210,054	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,700,382	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Distribution System Upgrade	\$ 333,149	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Mitchell St Water Main Extension	\$ 509,389	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Fire Flow Improvemen t- South Highway Dr to Duncan	\$ 100,403	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Watermain 3rd Ave SE	\$ 116,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Watermain Mitchell St N to Town's North Limit	\$ 255,506	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 340,674	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Water Tie-in 9th Ave	\$ 26,160	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 188,368	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 12,780,382																														

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,210,054	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,700,382	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Distribution System Upgrade	\$ 333,149	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Mitchell St Water Main Extension	\$ 509,389	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Fire Flow Improvemen t- South Highway Dr to Duncan	\$ 100,403	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Watermain 3rd Ave SE	\$ 116,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Watermain Mitchell St N to Town's North Limit	\$ 255,506	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Boundary Rd N - Dirksen Dr N to Town's North Limit	\$ 340,674	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Water Tie-in 9th Ave	\$ 26,160	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 188,368	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 12,780,382																														

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5
1	WTP incl Raw Water Pump Station & Pipeline Twinning	\$ 9,210,054	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Water Reservoir with Pump Station & Associated Connections	\$ 1,700,382	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Distribution System Upgrade	\$ 333,149	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Mitchell St Water Main Extension	\$ 509,389	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Fire Flow Improvemen t- South Highway Dr to Duncan	\$ 100,403	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Watermain 3rd Ave SE	\$ 116,297	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Watermain Mitchell St N to Town's North Limit	\$ 255,506	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Watermain 10th Ave N between Mitchell & Boundary	\$ -	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Boundary Rd N - Dirkson Dr N to Town's North Limit	\$ 340,674	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Water Tie-in 9th Ave	\$ 26,160	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Watermain Broadway Ave E/Saamis to 9th Ave SE	\$ 188,368	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
		\$ 12,780,382																														

## D7. Reserve Balance

The water reserve opening balance is in deficit (\$3,103,565.37) million. A negative balance indicates the presence of front-ending—i.e., this amount is owed to the Town by future development. The Town's ledgers should be amended to reflect this balance as it includes expenditures to date. In addition to establishing a dedicated, distinct and separate water offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of "sub-ledgers" to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

### Water Offsite Levy Reserve Balance

Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ 3,103,565.37	\$ (3,103,565.37)
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ (3,103,565.37)
Debenture Interest Accrued to December 31, 2014		\$ -	\$ (3,103,565.37)
Unallocated Receipts to December 31, 2014	\$ -		\$ (3,103,565.37)
<b>Opening Balance</b>			<b>\$ (3,103,565.37)</b>

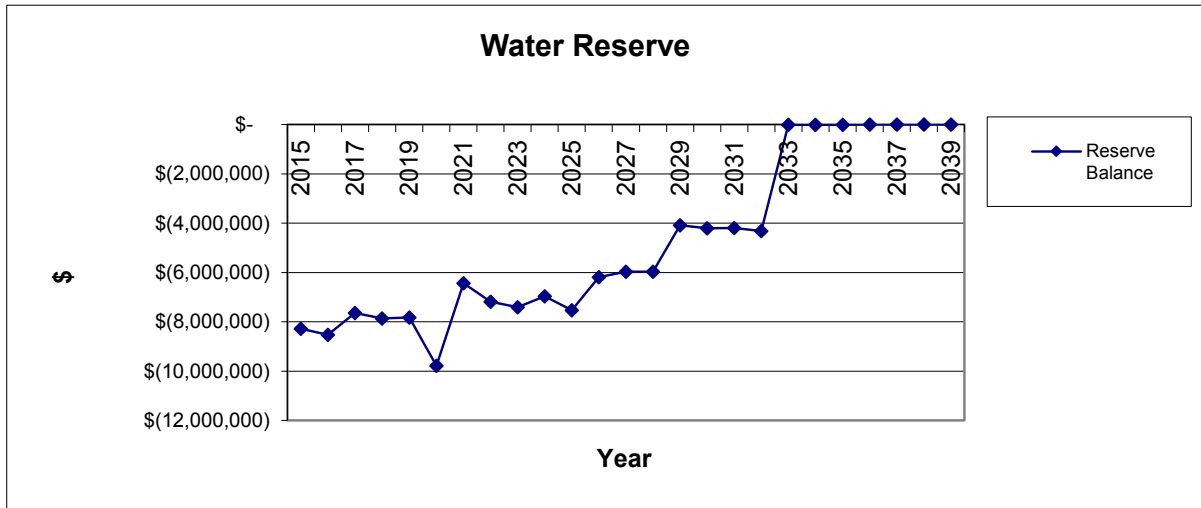
## D8. Development and Water Infrastructure Staging Impacts

Water offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of water infrastructure from time to time—front ending of infrastructure will be required. A front-ender is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline water levy reserve balances over the 25-year development period.



Anticipated Water Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.



Anticipated Water Offsite Levy Reserve Balances

			Opening Balance	\$ (3,103,565)
Year	Receipts	Expenditure	Interest	Balance
2015	\$ 44,942	\$ 4,973,429	\$ (240,962)	\$ (8,273,015)
2016	\$ -	\$ -	\$ (248,190)	\$ (8,521,205)
2017	\$ 1,601,446	\$ 487,709	\$ (222,224)	\$ (7,629,691)
2018	\$ 12,134	\$ -	\$ (228,527)	\$ (7,846,084)
2019	\$ 258,938	\$ -	\$ (227,614)	\$ (7,814,760)
2020	\$ 694,797	\$ 2,366,143	\$ (284,583)	\$ (9,770,690)
2021	\$ 3,529,347	\$ -	\$ (187,240)	\$ (6,428,583)
2022	\$ 228,611	\$ 769,515	\$ (209,085)	\$ (7,178,571)
2023	\$ -	\$ -	\$ (215,357)	\$ (7,393,929)
2024	\$ 638,311	\$ -	\$ (202,669)	\$ (6,958,286)
2025	\$ 254,903	\$ 596,529	\$ (218,997)	\$ (7,518,909)
2026	\$ 1,515,073	\$ -	\$ (180,115)	\$ (6,183,951)
2027	\$ 392,041	\$ -	\$ (173,757)	\$ (5,965,668)
2028	\$ 180,547	\$ -	\$ (173,554)	\$ (5,958,675)
2029	\$ 1,992,335	\$ -	\$ (118,990)	\$ (4,085,330)
2030	\$ -	\$ -	\$ (122,560)	\$ (4,207,890)
2031	\$ 142,554	\$ -	\$ (121,960)	\$ (4,187,296)
2032	\$ -	\$ -	\$ (125,619)	\$ (4,312,915)
2033	\$ 4,303,553	\$ -	\$ (281)	\$ (9,642)
2034	\$ -	\$ -	\$ (289)	\$ (9,932)
2035	\$ -	\$ -	\$ (298)	\$ (10,230)
2036	\$ 10,230	\$ -	\$ 0	\$ 0
2037	\$ -	\$ -	\$ 0	\$ 0
2038	\$ -	\$ -	\$ 0	\$ 0
2039	\$ -	\$ -	\$ 0	\$ 0

## APPENDIX E: Sanitary

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### E1. Sanitary Offsite Infrastructure

In order to support future growth, sanitary offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$15.83 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

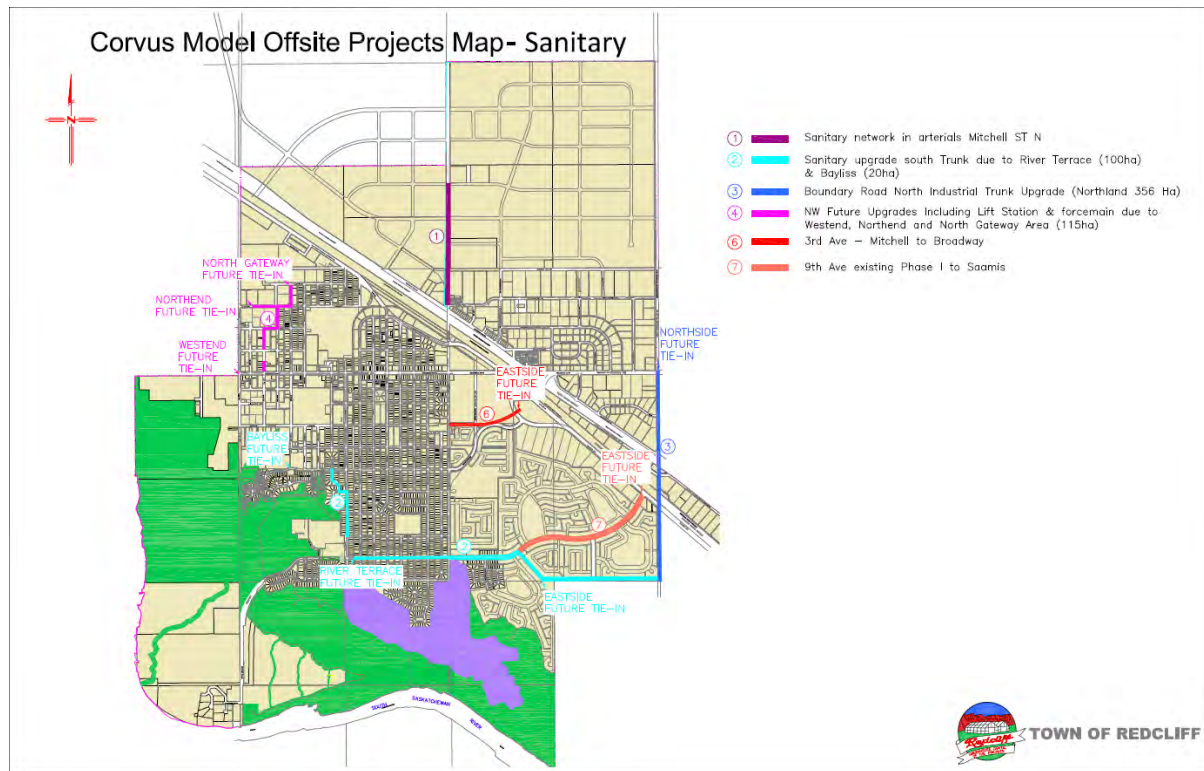
Summary of Sanitary Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Sanitary Network in Mitchell St N	\$ -	\$ -	\$ 614,900	\$ 614,900
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ -	\$ -	\$ 3,847,000	\$ 3,847,000
3	Boundary Rd N Industrial Trunk Upgrade	\$ -	\$ -	\$ 2,595,000	\$ 2,595,000
4	NW Future Upgrades	\$ -	\$ -	\$ 7,166,000	\$ 7,166,000
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ -	\$ -	\$ 410,150	\$ 410,150
7	9th Ave Sanitary Variable Sizes	\$ -	\$ -	\$ 1,201,800	\$ 1,201,800
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,834,850</b>	<b>\$ 15,834,850</b>

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\*Projects 2 and 5 were transferred from the ICF. Project 5 has been omitted until such time as the project scope, costs estimates, and grants are confirmed. It will be added to the offsite levy during a future update.



Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	Sanitary Network in Mitchell St N	2025
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	2020
3	Boundary Rd N Industrial Trunk Upgrade	2025
4	NW Future Upgrades	2045
6	3rd Ave SE (Mitchell St to Broadway Ave)	2022
7	9th Ave Sanitary Variable Sizes	2020

## E2. Sanitary Offsite Infrastructure Grants & Contributions to Date

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$0.41 million in special grants and contributions for sanitary offsite levy infrastructure as shown in the table below (note, if the Town receives additional grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$15.79 million.

### Special Grants and Contributions for Sanitary Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	Sanitary Network in Mitchell St N	\$ 614,900	\$ -	\$ -	\$ 614,900
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 3,847,000	\$ -	\$ 41,402	\$ 3,805,598
3	Boundary Rd N Industrial Trunk Upgrade	\$ 2,595,000	\$ -	\$ -	\$ 2,595,000
4	NW Future Upgrades	\$ 7,166,000	\$ -	\$ -	\$ 7,166,000
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 410,150	\$ -	\$ -	\$ 410,150
7	9th Ave Sanitary Variable Sizes	\$ 1,201,800	\$ -	\$ -	\$ 1,201,800
		<b>\$ 15,834,850</b>	<b>\$ -</b>	<b>\$ 41,402</b>	<b>\$ 15,793,448</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

### **E3. Sanitary Offsite Infrastructure Benefiting Parties**

The sanitary offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the sanitary infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today, are ultimately born by developers.
- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable sanitary infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of sanitary offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing sanitary offsite levy infrastructure costs for grants and contributions described earlier.

Allocation of Sanitary Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	Sanitary Network in Mitchell St N	\$ 614,900	16.3%	33.5%	50.2%
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 3,805,598	55.6%	8.9%	35.5%
3	Boundary Rd N Industrial Trunk Upgrade	\$ 2,595,000	33.6%	26.5%	39.8%
4	NW Future Upgrades	\$ 7,166,000	71.7%	28.3%	0.0%
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 410,150	0.0%	28.0%	72.0%
7	9th Ave Sanitary Variable Sizes	\$ 1,201,800	0.0%	20.0%	80.0%
		<b>\$ 15,793,448</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to gross land undeveloped in benefitting basins.

**E4. Receipts and Adjusted Net Costs**

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$3.95 million. However, prior to allocating these costs to benefiting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no sanitary levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$3.95 million.

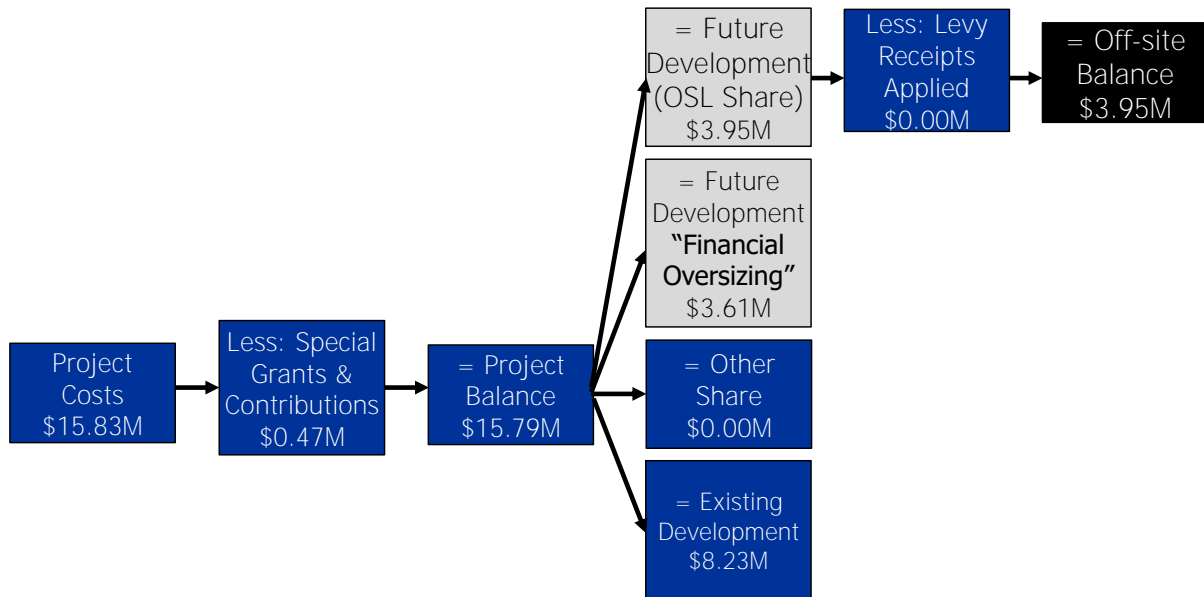
Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	Sanitary Network in Mitchell St N	\$ 100,167	\$ 205,893	\$ 308,840	\$ -	\$ 308,840
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 2,117,435	\$ 337,633	\$ 1,350,531	\$ -	\$ 1,350,531
3	Boundary Rd N Industrial Trunk Upgrade	\$ 872,958	\$ 688,817	\$ 1,033,225	\$ -	\$ 1,033,225
4	NW Future Upgrades	\$ 5,139,455	\$ 2,026,545	\$ -	\$ -	\$ -
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ -	\$ 114,842	\$ 295,308	\$ -	\$ 295,308
7	9th Ave Sanitary Variable Sizes	\$ -	\$ 240,360	\$ 961,440	\$ -	\$ 961,440
		<b>\$ 8,230,015</b>	<b>\$ 3,614,089</b>	<b>\$ 3,949,344</b>	<b>\$ -</b>	<b>\$ 3,949,344</b>

**E5. Summary of Sanitary Offsite Levy Cost Flow-through**

As shown in the figure below, the total costs for sanitary infrastructure that forms the basis of the rate is approximately \$3.95 million. The cost allocations to each benefiting party are based on the benefitting percentages shown in the previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

### Total Sanitary Offsite Levy Costs



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## E6. Sanitary Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are "lit up" by the number designator '1'.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5
1	Sanitary Network in Mitchell St N	\$ 308,840											1	1	1	1	1	1	1	1	1	1										
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 1,350,531																														
3	Boundary Rd N Industrial Trunk Upgrade	\$ 1,033,225	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							1	1	1	1
4	NW Future Upgrades	\$ -																					1	1	1	1	1					
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 295,308																														
7	9th Ave Sanitary Variable Sizes	\$ 961,440																														
		\$ 3,949,344																														

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5
1	Sanitary Network in Mitchell St N	\$ 308,840																														
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 1,350,531												1	1	1	1	1	1	1	1	1										
3	Boundary Rd N Industrial Trunk Upgrade	\$ 1,033,225	1	1	1	1	1	1	1	1	1	1																				
4	NW Future Upgrades	\$ -																	1	1	1	1	1									
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 295,308																														
7	9th Ave Sanitary Variable Sizes	\$ 961,440																														
		\$ 3,949,344																														

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5
1	Sanitary Network in Mitchell St N	\$ 308,840																														
2	Upgrade to South Trunk Due to Addition of Bayliss Area & River Terrace	\$ 1,350,531						1	1	1	1	1																				
3	Boundary Rd N Industrial Trunk Upgrade	\$ 1,033,225																														
4	NW Future Upgrades	\$ -																														
6	3rd Ave SE (Mitchell St to Broadway Ave)	\$ 295,308	1	1	1	1	1																									
7	9th Ave Sanitary Variable Sizes	\$ 961,440	1	1	1	1	1																									
		\$ 3,949,344																														

## E7. Reserve Balance

The sanitary reserve opening balance is \$0. In addition to establishing a dedicated, distinct and separate sanitary offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of “sub-ledgers” to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

### Sanitary Offsite Levy Reserve Balance

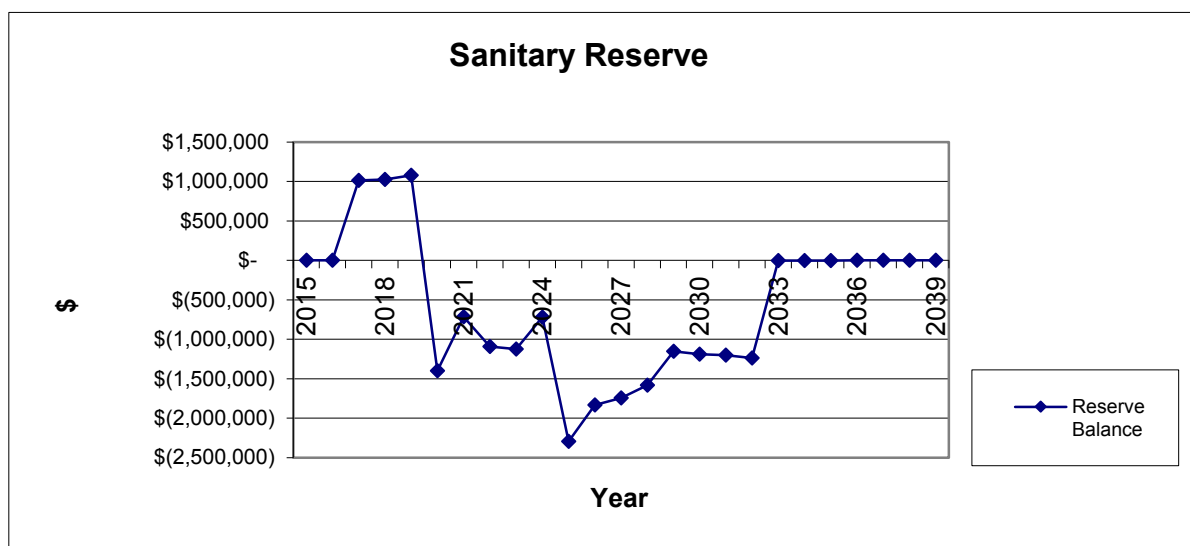
Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ -	\$ -
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ -
Debt Interest Accrued to December 31, 2014		\$ -	\$ -
Unallocated Receipts to December 31, 2014	\$ -		\$ -
<b>Opening Balance</b>			<b>\$ -</b>

## E8. Development and Sanitary Infrastructure Staging Impacts

Sanitary offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of sanitary infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline sanitary levy reserve balances over the 25-year development period.

### Anticipated Sanitary Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.

Anticipated Sanitary Offsite Levy Reserve Balances

		Opening Balance			\$ -
Year	Receipts	Expenditure	Interest	Balance	
2015	\$ -	\$ -	\$ -	\$ -	
2016	\$ -	\$ -	\$ -	\$ -	
2017	\$ 1,002,669	\$ -	\$ 10,027	\$ 1,012,695	
2018	\$ 4,219	\$ -	\$ 10,169	\$ 1,027,084	
2019	\$ 42,043	\$ -	\$ 10,691	\$ 1,079,818	
2020	\$ 241,590	\$ 2,680,208	\$ (40,764)	\$ (1,399,564)	
2021	\$ 704,332	\$ -	\$ (20,857)	\$ (716,089)	
2022	\$ 17,739	\$ 363,192	\$ (31,846)	\$ (1,093,387)	
2023	\$ -	\$ -	\$ (32,802)	\$ (1,126,189)	
2024	\$ 426,208	\$ -	\$ (20,999)	\$ (720,981)	
2025	\$ 297,742	\$ 1,803,623	\$ (66,806)	\$ (2,293,667)	
2026	\$ 515,232	\$ -	\$ (53,353)	\$ (1,831,789)	
2027	\$ 136,318	\$ -	\$ (50,864)	\$ (1,746,335)	
2028	\$ 210,890	\$ -	\$ (46,063)	\$ (1,581,509)	
2029	\$ 460,612	\$ -	\$ (33,627)	\$ (1,154,523)	
2030	\$ -	\$ -	\$ (34,636)	\$ (1,189,159)	
2031	\$ 23,146	\$ -	\$ (34,980)	\$ (1,200,993)	
2032	\$ -	\$ -	\$ (36,030)	\$ (1,237,023)	
2033	\$ 1,235,503	\$ -	\$ (46)	\$ (1,566)	
2034	\$ -	\$ -	\$ (47)	\$ (1,613)	
2035	\$ -	\$ -	\$ (48)	\$ (1,661)	
2036	\$ 1,661	\$ -	\$ 0	\$ 0	
2037	\$ -	\$ -	\$ 0	\$ 0	
2038	\$ -	\$ -	\$ 0	\$ 0	
2039	\$ -	\$ -	\$ 0	\$ 0	



## APPENDIX F: Stormwater

Unless indicated otherwise, the information shown in this appendix reflects the status of infrastructure, costs, receipts, balances, etc. assuming all projects are included (Rate Scenario 1).

### F1. Stormwater Offsite Infrastructure

In order to support future growth, stormwater offsite infrastructure is required. The estimated cost of this infrastructure is based upon: (a) actual construction costs to the cut-off date, (b) debenture interest associated with financing, and (c) future cost estimates. Total cost is approximately \$5.99 million as outlined in the table below. Actual costs, debenture interest (if any), and cost estimates were provided by Town staff. It is important to note that these costs represent “gross” costs, of which only a portion will go to support future development during the 25-year review period. The remainder of this section outlines how the “net” costs for future development are determined.

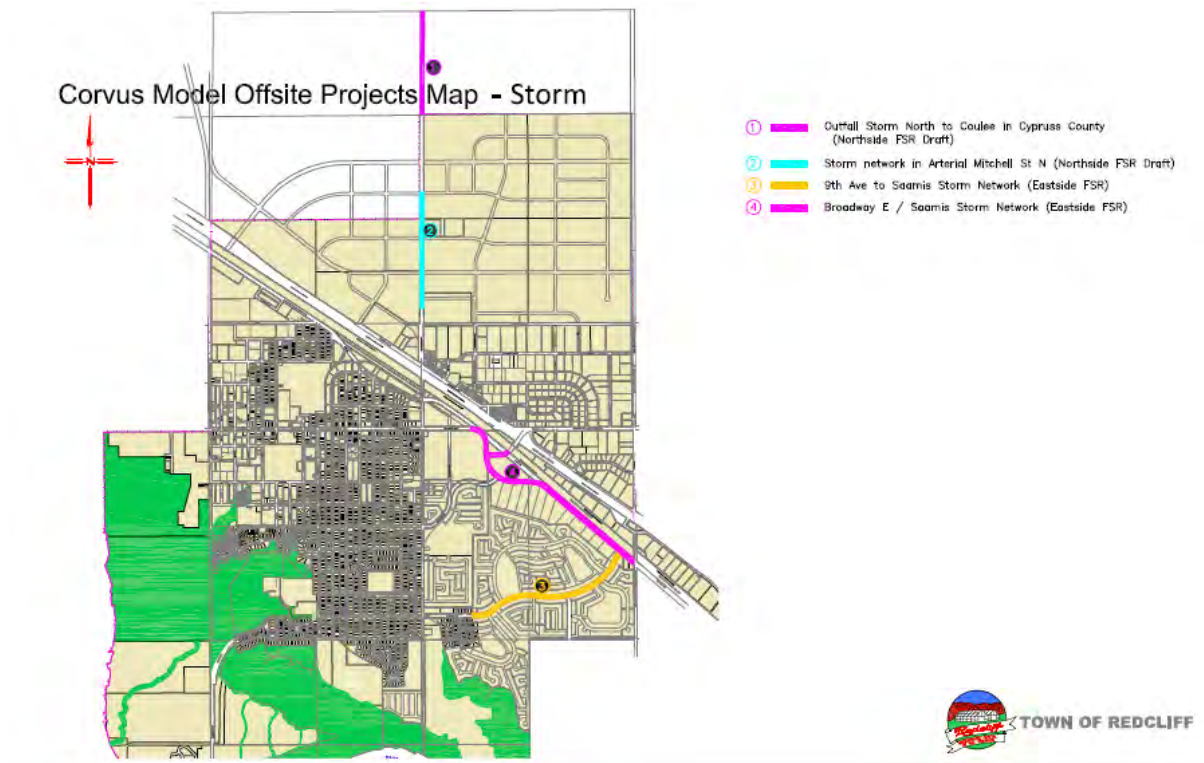
#### Summary of Stormwater Offsite Infrastructure

Item	Project Description	Cost of Completed Work	Debenture Interest	Estimated Cost of Work Yet to be Completed	Total Project Estimated Cost
1	Outfall Storm N	\$ -	\$ -	\$ 1,014,000	\$ 1,014,000
2	Storm Network Mitchell St N	\$ -	\$ -	\$ 1,365,000	\$ 1,365,000
3	Storm Network in 9th Ave	\$ -	\$ -	\$ 1,448,980	\$ 1,448,980
4	Storm Network in Broadway Ave E/Saamis Dr	\$ -	\$ -	\$ 958,750	\$ 958,750
5	Storm Pond Interconnections (3)	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,986,730</b>	<b>\$ 5,986,730</b>

\*Costs estimates provided by Town staff and their engineering advisors.

\*\*Estimates include engineering fees and contingencies, and land costs where applicable.

\*\*\*Project 5 was transferred from the ICF.



#### Anticipated Start Year of Construction

Item	Project Description	Construction Start Year
1	Outfall Storm N	2025
2	Storm Network Mitchell St N	2025
3	Storm Network in 9th Ave	2020
4	Storm Network in Broadway Ave E/Saamis Dr	2025
5	Storm Pond Interconnections (3)	2020

## **F2. Stormwater Offsite Infrastructure Grants & Contributions to Date**

The MGA enables a municipality to allocate the costs of offsite infrastructure to development, other than those costs that have been provided by way of special grant or contribution (i.e., contributed infrastructure). Town of Redcliff has received approximately \$0.04 million in special grants and contributions for stormwater offsite levy infrastructure as shown in the table below (note, if the Town receives other grants or contributions in the future, it will be reflected in one of the annual updates and rates adjusted accordingly). The result is that the total reduced project estimated cost is approximately \$5.94 million.

### Special Grants and Contributions for Stormwater Offsite Infrastructure

Item	Project Description	Total Project Estimated Cost	Special Provincial Grants	Developer Agreement Contributions	Reduced Project Estimated Cost
1	Outfall Storm N	\$ 1,014,000	\$ -	\$ -	\$ 1,014,000
2	Storm Network Mitchell St N	\$ 1,365,000	\$ -	\$ -	\$ 1,365,000
3	Storm Network in 9th Ave	\$ 1,448,980	\$ -	\$ -	\$ 1,448,980
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 958,750	\$ -	\$ -	\$ 958,750
5	Storm Pond Interconnections (3)	\$ 1,200,000	\$ -	\$ 41,965	\$ 1,158,035
		<b>\$ 5,986,730</b>	<b>\$ -</b>	<b>\$ 41,965</b>	<b>\$ 5,944,765</b>

\*Developer contributions stem from ICF collections for ICF projects that were transferred to the offsite levy (see Section A9 in Appendix A).

### **F3. Stormwater Offsite Infrastructure Benefiting Parties**

The stormwater offsite infrastructure previously outlined will benefit various parties to varying degrees. During this review three potential benefiting parties were identified including:

- Existing Growth (Town of Redcliff) – a portion of the stormwater infrastructure which is required to service existing residents.
- Other Stakeholders & Financial Oversizing – other parties (such as neighboring municipalities) that benefit from the infrastructure, as well as that portion of cost which benefits new development beyond the 25 year review period (“financial oversizing”). Financial oversizing is determined by calculating the pro rata portion of cost beyond the 25 year review period—by comparing the anticipated year of construction to the current year. When rates are updated in the future, the 25 year review period is moved forward and more and more oversizing costs are included in rate calculations. Accordingly, oversizing costs, though removed from rates today, are ultimately born by developers.
- Future Growth (Town of Redcliff Developers) – all growth related infrastructure (i.e., levyable stormwater infrastructure costs) during the 25 year rate planning period.

The table below outlines the allocation of stormwater offsite levy infrastructure costs to benefiting parties, as well as the year of construction which has been used to calculate financial oversizing. Percentage allocations have been determined after reducing stormwater offsite levy infrastructure costs for grants and contributions described earlier.

#### Allocation of Stormwater Infrastructure to Benefiting Parties

Item	Project Description	Reduced Project Estimated Cost	Muni Share %	Other Stakeholder Share & Financial Oversizing %	OSL / Developer Share %
1	Outfall Storm N	\$ 1,014,000	13.2%	34.7%	52.1%
2	Storm Network Mitchell St N	\$ 1,365,000	16.3%	33.5%	50.2%
3	Storm Network in 9th Ave	\$ 1,448,980	0.0%	20.0%	80.0%
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 958,750	0.0%	40.0%	60.0%
5	Storm Pond Interconnections (3)	\$ 1,158,035	0.0%	20.0%	80.0%
		<b>\$ 5,944,765</b>			

\*Project allocations were determined by Town staff using a ratio of gross land developed in benefiting basins to

gross land undeveloped in benefitting basins.

#### F4. Receipts and Adjusted Net Costs

Using the offsite levy share percentages shown in the previous section and applying those percentages to project costs results in an offsite levy cost of approximately \$3.87 million. However, prior to allocating these costs to benefitting areas, existing offsite levy receipts collected from developers need to be considered in determining the residual/net costs to developers. Because this bylaw is new, no stormwater levies have been applied/collected as shown in the table below. This results in an adjusted offsite levy cost of approximately \$3.87 million.

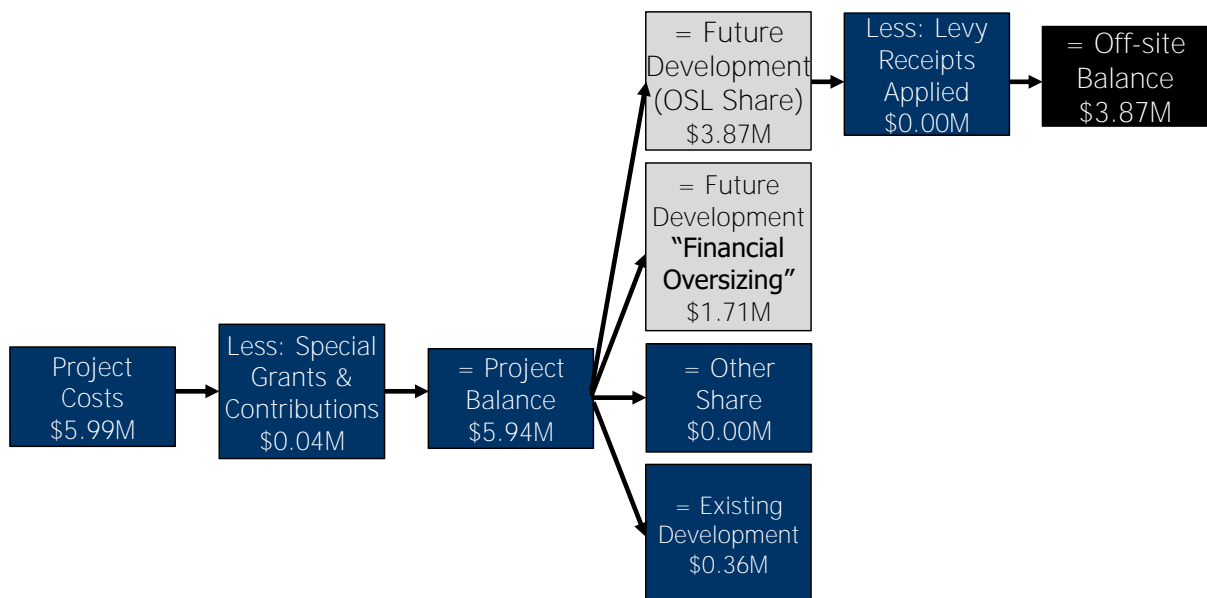
Offsite Levy Net Costs

Item	Project Description	Muni Cost	Other Stakeholder Cost & Oversizing	Developer Cost (Leviable Costs)	Offsite Levy Funds Collected Starting Jan 1, 2015	Adjusted Developer (Levy) Cost
1	Outfall Storm N	\$ 134,051	\$ 351,980	\$ 527,970	\$ -	\$ 527,970
2	Storm Network Mitchell St N	\$ 222,359	\$ 457,057	\$ 685,585	\$ -	\$ 685,585
3	Storm Network in 9th Ave	\$ -	\$ 289,796	\$ 1,159,184	\$ -	\$ 1,159,184
4	Storm Network in Broadway Ave E/Saamis Dr	\$ -	\$ 383,500	\$ 575,250	\$ -	\$ 575,250
5	Storm Pond Interconnections (3)	\$ -	\$ 231,607	\$ 926,428	\$ -	\$ 926,428
		<b>\$ 356,409</b>	<b>\$ 1,713,939</b>	<b>\$ 3,874,416</b>	<b>\$ -</b>	<b>\$ 3,874,416</b>

#### F5. Summary of Stormwater Offsite Levy Cost Flow-through

As shown in the figure below, the total cost for stormwater infrastructure that forms the basis of the rate is approximately \$3.87 million. The cost allocations to each benefitting party are based on the benefitting percentages shown in previous section. The offsite levy balance (due from developers) is allocated to various benefitting areas (as described in the next section).

Total Stormwater Offsite Levy Costs



\*Future development share of cost is depicted in the 'grey' boxes, though that portion identified as 'financial oversizing' is removed from rates today. Financial oversizing costs will gradually find their way into offsite levy rates as the year of construction approaches.

## F6. Stormwater Infrastructure Benefiting Areas

Net developer costs have been allocated to 1 or more of the 18 offsite levy areas by Town engineering staff as shown in the tables below. Those areas that benefit are "lit up" by the number designator '1'.

Item	Project Description	Developer Cost	1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	5.5	6.1	6.2	6.3	6.4	6.5	
1	Outfall Storm N	\$ 527,970	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							1	1	1	1	1
2	Storm Network Mitchell St N	\$ 685,585																															
3	Storm Network in 9th Ave	\$ 1,159,184											1	1	1	1	1	1	1	1	1	1											
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 575,250																															
5	Storm Pond Interconnections (3)	\$ 926,428																															
		\$ 3,874,416																															

Item	Project Description	Developer Cost	7.1	7.2	7.3	7.4	7.5	8.1	8.2	8.3	8.4	8.5	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4	10.5	11.1	11.2	11.3	11.4	11.5	12.1	12.2	12.3	12.4	12.5	
1	Outfall Storm N	\$ 527,970																															
2	Storm Network Mitchell St N	\$ 685,585																															
3	Storm Network in 9th Ave	\$ 1,159,184																															
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 575,250																															
5	Storm Pond Interconnections (3)	\$ 926,428																															
		\$ 3,874,416																															

Item	Project Description	Developer Cost	13.1	13.2	13.3	13.4	13.5	14.1	14.2	14.3	14.4	14.5	15.1	15.2	15.3	15.4	15.5	16.1	16.2	16.3	16.4	16.5	17.1	17.2	17.3	17.4	17.5	18.1	18.2	18.3	18.4	18.5	
1	Outfall Storm N	\$ 527,970																															
2	Storm Network Mitchell St N	\$ 685,585																															
3	Storm Network in 9th Ave	\$ 1,159,184	1	1	1	1	1	1	1	1	1	1	1																				
4	Storm Network in Broadway Ave E/Saamis Dr	\$ 575,250	1	1	1	1	1																										
5	Storm Pond Interconnections (3)	\$ 926,428	1	1	1	1	1	1	1	1	1	1	1																				
		\$ 3,874,416																															

## F7. Reserve Balance

The stormwater reserve opening balance is \$0. In addition to establishing a dedicated, distinct and separate stormwater offsite levy reserve (required by the MGA), it is also recommended that the Town develop a set of "sub-ledgers" to track the amounts due to front-ending parties, including interest owed in accordance with the rates in effect at that time.

### Stormwater Offsite Levy Reserve Balance

Description	Dr	Cr	Balance
Offsite Levy Expenditures to December 31, 2014		\$ -	\$ -
Offsite Levy Receipt Allocations to December 31, 2014	\$ -		\$ -
Debt Interest Accrued to December 31, 2014		\$ -	\$ -
Unallocated Receipts to December 31, 2014	\$ -		\$ -
<b>Opening Balance</b>			<b>\$ -</b>

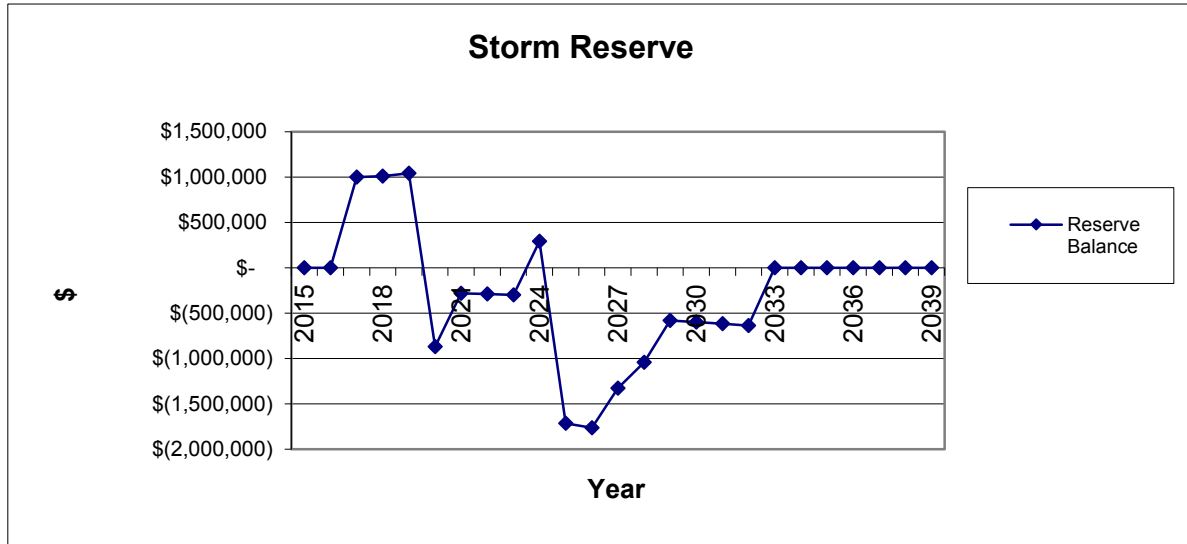
## F8. Development and Stormwater Infrastructure Staging Impacts

Stormwater offsite infrastructure will be constructed in staged fashion over the 25-year development period. We have reviewed the availability of offsite levy funds to meet these construction requirements and found that offsite levy reserve funds will not be sufficient to pay for construction of stormwater infrastructure from time to time—front ending of infrastructure will be required. A front-end is the party that constructs and pays up front for infrastructure that benefits other parties.

In order to compensate parties for capital they provide in front-ending offsite infrastructure

construction, a 3.0% interest allowance has been charged to the reserve when in a negative balance. Further, a 1.0% interest credit has been provided to the reserve when it is in a positive balance. The graph and table below outline stormwater levy reserve balances over the 25-year development period.

Anticipated Stormwater Offsite Levy Reserve Balances



\*The interest staging adjustment built into the rates ensures that the reserve always returns to breakeven by the end of the 25-year review period.

Anticipated Stormwater Offsite Levy Reserve Balances

		Opening Balance			\$ -
Year	Receipts	Expenditure	Interest	Balance	
2015	\$ -	\$ -	\$ -	\$ -	
2016	\$ -	\$ -	\$ -	\$ -	
2017	\$ 988,147	\$ -	\$ 9,881	\$ 998,028	
2018	\$ -	\$ -	\$ 9,980	\$ 1,008,009	
2019	\$ 22,452	\$ -	\$ 10,305	\$ 1,040,765	
2020	\$ 531,144	\$ 2,417,796	\$ (25,377)	\$ (871,264)	
2021	\$ 597,755	\$ -	\$ (8,205)	\$ (281,714)	
2022	\$ -	\$ -	\$ (8,451)	\$ (290,165)	
2023	\$ -	\$ -	\$ (8,705)	\$ (298,870)	
2024	\$ 588,737	\$ -	\$ 2,899	\$ 292,765	
2025	\$ 446,005	\$ 2,404,004	\$ (49,957)	\$ (1,715,190)	
2026	\$ -	\$ -	\$ (51,456)	\$ (1,766,646)	
2027	\$ 476,132	\$ -	\$ (38,715)	\$ (1,329,229)	
2028	\$ 315,903	\$ -	\$ (30,400)	\$ (1,043,725)	
2029	\$ 477,462	\$ -	\$ (16,988)	\$ (583,252)	
2030	\$ -	\$ -	\$ (17,498)	\$ (600,749)	
2031	\$ -	\$ -	\$ (18,022)	\$ (618,772)	
2032	\$ -	\$ -	\$ (18,563)	\$ (637,335)	
2033	\$ 637,335	\$ -	\$ -	\$ (0)	
2034	\$ -	\$ -	\$ -	\$ (0)	
2035	\$ -	\$ -	\$ -	\$ (0)	
2036	\$ -	\$ -	\$ -	\$ (0)	
2037	\$ -	\$ -	\$ -	\$ (0)	
2038	\$ -	\$ -	\$ -	\$ (0)	
2039	\$ -	\$ -	\$ -	\$ (0)	

## APPENDIX G: Benchmark Comparisons

The Town's average offsite levy rate is compared to other Alberta municipalities in the table below. The rate is similar to most municipalities of comparable size, and less than the Town's primary municipal competitor—the City of Medicine Hat.

Benchmark Comparison

Municipality / Area	Low	High	Average
Town of Hinton	~\$56,200	~\$56,200	<b>~\$56,200</b>
City of Lacombe (in process)*	\$23,214	\$189,061	<b>\$60,446</b>
Town of Drayton Valley (in process)*	\$51,548	\$78,204	<b>\$60,684</b>
Town of Sylvan Lake*	\$42,103	\$141,281	<b>\$65,477</b>
Town of Blackfalds	\$41,102	\$113,393	<b>~\$66,446</b>
Town of Edson*	\$17,798	\$160,069	<b>\$77,434</b>
Town of Rocky Mountain House (in process)*	\$59,208	\$162,351	<b>\$90,716</b>
Town of Strathmore (incl Area Charge)	\$67,141	\$97,320	<b>~\$93,300</b>
Red Deer County (Gasoline Alley)	\$64,155	\$141,333	<b>~\$96,458</b>
Leduc County*	\$106,255	\$106,255	<b>\$106,255</b>
<b>Town of Redcliff*</b>	<b>\$79,938</b>	<b>\$208,538</b>	<b>\$109,205</b>
City of Leduc*	\$80,837	\$140,191	<b>~\$110,000</b>
Town of High River	\$118,270	\$145,920	<b>~\$130,000</b>
Town of Beaumont*	\$148,115	\$324,466	<b>\$160,900</b>
City of Medicine Hat*	\$132,286	\$476.918	<b>~\$250,000</b>





I-XL INDUSTRIES LTD.  
P.O. Box 1028  
Suite A, 525 -2<sup>nd</sup> St. S.E.  
Medicine Hat, AB  
T1A 7H1

## The Brick People

24 August 2016

Mr. James Johansen  
Director of Planning and Engineering  
Town of Redcliff

Dear James,

Re: Off-site Levy program

Thank you for taking the time to meet with me on the above topic on the 18<sup>th</sup> of August and present the Policy draft and Project list. This was new information for me and I am still trying to digest it as I was not previously consulted on the Project list.

The Policy document seems quite clear and readable and I don't really have any further questions.

The Project list on the other hand is extensive, expensive and perhaps overly ambitious. There is no point in progressing these projects without a realistic timeline for the development areas.

I also have some concerns about the allocation of project costs. I understand the concept of the broad sharing of Transportation and Water Costs but I don't think the principle of charging the benefitting area is being applied.

The major issue to be faced is whether development can in fact occur due to capacity constraints on sanitary sewer system. This has been a stumbling block for a number of years and I understand that efforts are being made to overcome the problem. However, the clock doesn't start until that is resolved.

I will attempt to provide comments on each specific project in an appendix to this letter.

Once again, I appreciate this opportunity to consult on the Off-site Levy project.

Yours truly,

A handwritten signature in blue ink, appearing to read 'M. Sissons', is written over the 'Yours truly,' text.

Malcolm Sissons  
President

Enc.

## I-XL COMMENTS ON OFF-SITE LEVY PROJECTS

Note: It would be helpful to have a project number to refer to rather than a lengthy name.

Area 13 is a large non-homogenous area and does not reflect reality on the ground. The area north of future 5<sup>th</sup> Avenue will be integrated into the Broadway area, south of 5<sup>th</sup> (and former quarry) is really a new area more associated with development along 9<sup>th</sup> Avenue. I suggest this become a 13A (north) and 13B (south).

### TRANSPORTATION

General comment: although all residents might very occasionally use every road project, in most cases there is a specific benefitting area/areas.

#### 9<sup>th</sup> Ave, Mitchell to Saamis

- seems vastly oversized
- might service south end of existing Town and future development along 9<sup>th</sup> Avenue
- will be little used by area 13 north of future 5<sup>th</sup> Avenue extension
- little need to extend it at present

#### 9<sup>th</sup> Ave, Main to Mitchell

- benefits existing residents in south central area
- no benefit to 13, 14, 15, 5, 9, 10 or north of highway
- not sure how that will be done on an existing residential street

#### 3<sup>rd</sup> Ave, Mitchell to Broadway

- benefits 9, 10, 13 mainly

#### \*(missing) Sissons Drive, Mitchell to Broadway

- upgrade existing road to collector status
- benefits 9, 10, 13A mainly

#### Broadway Realignment

- depends somewhat on future of highway
- more benefit to north central Redcliff, south of highway

#### Broadway/Mitchell intersection upgrade (traffic light)

- why is this an off-site levy project?

#### 5<sup>th</sup> Ave, Main to Mitchell

- don't see a need for this project, not enough traffic
- benefits 9, 10, 11, 12

#### Mitchell St N

- 4 lane divided arterial standard???? Really????
- main benefit to north of highway

#### 10<sup>th</sup> Ave N, Mitchell to Boundary

- only benefits north of highway
- 2045 is outside 25 year horizon, why is it included?

#### TCH/Broadway pedestrian crossing

- not an off-site levy project
- really? How many pedestrians?

8<sup>th</sup> St NW, Broadway to 4<sup>th</sup> Ave

-only benefits NW corner, areas 5 and 10

Streetlight at 8<sup>th</sup> St NW and Broadway

-should not be an off-site levy project

10<sup>th</sup> Ave NW, TCH to town limit

-2045 outside 25 year planning horizon, delete

-future of TCH?

**WATER**

Reasonable argument that water upgrades benefit all areas.

Water Treatment Plant

-project complete, how much is in water fund?

NE Reservoir

-no comment

Distribution Upgrades

-no comment

Mitchell St Waterline

-slated for 2022. No development until then?

Fire Flow improvement

-no comment

Water main 3<sup>rd</sup> Ave SE

-slated for 2022. No development until then?

Water main Mitchell north of TCH

-no comment

Water trunk, 10<sup>th</sup> Ave NE

-outside of 25 year planning horizon, delete

Boundary Road N

-no comment

Water main replacement at 9<sup>th</sup> Ave SW

-is replacement an Offsite Levy project?

Watermain Broadway Ave E

-slated for 2025. No water till then?

**SANITARY**

Some sanitary projects only benefit the area served. Agree with specifying areas.

Mitchell St N

-no comment

South Trunk upgrade

-no comment

Boundary Rd North Trunk

-no comment

NW upgrades

-outside 25 year planning horizon, delete

3<sup>rd</sup> Ave SE, Mitchell to Broadway

-benefits 13A, some benefit upstream as well?

9<sup>th</sup> Ave SE, phase 1 to Saamis

-benefits 13B, some benefit upstream as well?

**STORM**

Agree, storm benefits specific areas.

Mitchell N Storm outfall

-no comment

Mitchell N network

-no comment

9<sup>th</sup> Ave SE to Saamis Dr.

-benefits 13B and 14, some benefits upstream as well?

Broadway E/Saamis network

-benefits 13A but also 5 and 9 to relieve bottlenecks?

Storm Pond interconnection

-there are no ponds to interconnect and no project to build them???

-much more discussion required

-13A projected to stay within pre-development release volumes, no pond?

Map Area 13

-should be split into 13A and 13B corresponding to road and sewer requirements

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 12, 2016

**PROPOSED BY:** Municipal Manager

**TOPIC:** Land-Use Planner Internship Grant Application

**PROPOSAL:** To consider submitting grant application for the Town of Redcliff to be a host municipality for a Land-use Planner Intern (recent graduate).

---

**BACKGROUND:**

The idea of submitting an application for a grant under the Municipal Affairs Internship Program was derived from a brainstorming session with staff when discussing the value for money that the municipality receives when engaging consultants for planning related projects and that several of the applicants for the recently filled and vacant GIS/Planning Tech position were recent graduates of planning programs and had earned their Master's Degree in planning. The idea of utilizing current and earmarked budget funds (\$60,000) set aside for a redraft of the Land Use Bylaw (LUB) and redraft of the Municipal Development Plan (MDP) to pay for a 12 month contract employee to work on and complete the aforementioned projects was discussed. This would ultimately allow for:

- greater Town ownership of planning projects,
- more in depth and thorough public consultation,
- breaking a large project such as the Land Use Bylaw into manageable sub-projects for Council review and input without impacting overall project costs,
- Updates of current Area Structure Plans to be in conformance with the redrafted Land-Use Bylaw and Municipal Development Plan.
- Development of policy and procedures concurrently with the redraft of the Land Use Bylaw which will allow for clauses of the Bylaw to be tested before the Bylaw is adopted, as well as
- a more consistent influence on the final product.

This idea then progressed to the concept of submitting a grant application for the Town of Redcliff to be a host municipality for a land use planning intern or new professional. If successful, and for the same approximate amount of money (\$60,000), the Town would essentially gain a 24 month temporary contract staff that will work on the aforementioned (LUB and MDP redrafts, including public engagement sessions as referenced above) and additional special projects.

A description of this program is as follows:

The LAND USE PLANNER stream of the program is for recent graduates and professionals from an accredited post-secondary planning program. Host municipalities with a planning department which carries out the majority of its planning work in-house, provide opportunities to focus on all aspects of municipal land use planning. The program is two years in length and hosts receive financial support from Alberta Municipal Affairs.

The program is a partnership between Alberta Municipal Affairs and Alberta municipalities and planning service agencies. The objective of the program is to encourage recent post-secondary graduates to consider pursuing a career in municipal administration or planning. Host

organizations receive a grant to help offset the costs of participating in the program. Alberta Municipal Affairs Program staff work with the hosts throughout the two year period to ensure the experience is beneficial to both hosts and participants.

Participants in this program come from a wide variety of educational backgrounds, and have varying degrees and types of work experience which means they bring new ideas and fresh perspectives that may be of value to the Town. Sometimes a new set of eyes or a new question can create valuable discussion.

Program participants can help municipalities gain assistance with special projects. Because of their education, energy, and desire for learning, participating in special projects during this two year period will be very valuable to both the host municipality and program participants. Being involved in initiatives that are important to the organization helps the participant demonstrate their current skills, while building new ones and increasing their knowledge. It can also be an opportunity to show leadership, manage deadlines, and allow them to demonstrate how their efforts have contributed to the organization.

#### **STRATEGIC PRIORITIES:**

Ensuring that planning related bylaws and policies, including statutory planning documents, are up to date and appropriately meet the Town's needs will contribute to more efficient service delivery as it relates to planning and development.

**ATTACHMENTS:** n/a

#### **OPTIONS:**

1. Submit grant application for the Town of Redcliff to be a host organization in the Municipal Administration Internship Program – Land Use Planning Stream for the 2017 calendar year; further to re-allocate \$60,000 budget funds to be used for the Town's contribution of the grant program.
2. Not submit grant application under the Municipal Administration Internship Program – Land Use Planning Stream.

#### **RECOMMENDATION:**

Option 1

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

1. Councillor \_\_\_\_\_ moved that Administration submit a grant application for the Town of Redcliff to be a host organization in the Municipal Administration Internship Program – Land Use Planning Stream starting in the 2017 calendar year; further to re-allocate \$60,000 budget funds to be used for the Town's contribution of the grant program.

SUBMITTED BY:

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

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

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 12, 2016

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

**TOPIC:** 2016 Investment

**PROPOSAL:** Consideration of \$2.5M Investment with CIBC Wood Gundy

---

**BACKGROUND:**

The Town has invested \$12M through CIBC Wood Gundy, with \$1.5M invested in very short term (less than one year), \$1M in about one year, \$9.5M in short to medium terms ranging from two to six years.

As of August 31, 2016, the total bond portfolio increased to \$12,391,980, with a total return of 447,669.25, exceeding the 2016 budgeted amount of \$186,743.

The bond portfolio has been performing well since it was invested on Feb 1, 2016. As of today, the Town has not redeemed any fund from this investment.

It is now being proposed to invest another \$2.5M through CIBC Wood Gundy. As per policy no. 023 (2016), for long term investments (maturities greater than one year), an approval is required from the municipal council.

**The proposed investment is shown in the table below, it is laddered from 2.5 yrs to 4 yrs to meet the financial commitment whenever required.**

- \$625,000 is invested in short term (2.5 years).
- \$625,000 is invested in short-term (3 years)
- \$1,250,000 is invested in short-term (4 years)
- The total investments earn an average interest rate of 3.30%.
- All investments can be sold at any time should the town require funds, with interest and without penalty or fee. Bonds are advantageous over GICs as they are fully cashable.

Town of Redcliff  
Portfolio Recommendations

September 2, 2016

Investment Grade Bonds	Maturity	Yield	Amount	Rating	Annual Income
CIBC 9.976% Bond	30-Jun-2019	2.60%	\$ 625,000	A	\$ 51,376
Bank of Nova Scotia 3.367% Bond	8-Dec-2020	2.60%	\$ 625,000	A	\$ 20,269
Royal Bank of Canada Principal Protected Note*	1-Oct-2021	4.00%	\$ 1,250,000	AA-	\$ -
<b>Total Bonds</b>		<b>3.30%</b>	<b>\$ 2,500,000</b>		<b>\$ 71,646</b>

\* Assumes TSX Low Volatility Index returns annualized 5% per year, at 70% participation = 4.00%

***The proposed investment is liquid and redeemable at any time without fee:***

- The proposed investments are liquid and can be redeemed to cash, with interest and without fee, and transferred to the Town's bank account in as little as one business day if required;
- Bonds can be sold at any time, with interest accrued daily, and there's no fee or penalty to sell them prior to maturity.
- The standard transfer time is three business days; however, transfers can be accommodated when required (i.e. next-day).
- In the bond portfolio as of August 31, 2016, \$1.5M is kept in very short term to meet any sudden withdrawal needs.

In addition, the Town has \$300,000 invested in one year cashable GIC with ATB to meet the immediate needs, and is expecting to receive \$301,266 Federal Gas Tax grant in the next one or two months.

**POLICY/LEGISLATION:**

The proposed investment fits within the requirements as set out in Section 250 of Municipal Government Act as follows:

- All investments fit within the language and spirit of Section 250 (Investments);
- All securities fall under Section 250-2(c): *"securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation;"*
- All investments are issued and guaranteed by a bank or credit union as described above;
- All recommended securities are permitted under section 250(c) of the MGA;
- The proposed investments fall under the category of "bonds" and "guaranteed investment certificates."

The proposed investment fits within the guidelines of policy 023(2016) as follows:

- Credit Quality: all bonds are issued by Canadian Chartered Banks and credit unions, and rated "A to AA" by DBRS;
- With respect to credit quality ratings, 50% of the portfolio is invested in bonds rated 'A' and the other 50% in 'AA' as permitted under the policy;
- All investments are sufficiently liquid to meet any sudden withdrawal requirements from the Town;

**ATTACHMENTS:**

Policy No. 23 (2016)  
MGA Section 250  
Investment Portfolio as of August 31, 2016

**OPTIONS:**

1. To authorize \$2.5 M investment in short-term bonds as presented.
2. To provide other/alternative direction to invest \$2.5M.




**RECOMMENDATION:**

Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Administration be authorized to invest \$2.5M with CIBC Wood Gundy in short-term bonds (invested for a term of two and half years to four years) .
2. Councillor \_\_\_\_\_ moved that Administration be provided other direction to invest \$2.5M as follows:

SUBMITTED BY:

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

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

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

**INVESTMENT POLICY****BACKGROUND**

The Town of Redcliff at times has surplus/reserve funds on deposit at the Bank and it is important for The Town to invest these funds in a prudent manner that will provide optimum investment returns with maximum security, while meeting the Town's cash flow requirements. The investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the Municipal Government Act (Section 250, Investments).

**POLICY****Purpose:**

To provide general investment principles, rules and delegation of authority for managing and monitoring the investments of the Town of Redcliff. Adherence to the investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the Town of Redcliff.

**Objectives:****1. Credit Quality**

The Town's investments will be limited to the following securities issued or guaranteed by:

- a) The Federal Government of Canada (including crown corporation)
- b) Any Provincial Government body or entities guaranteed by such province (i.e. Alberta Treasury Branch)
- c) Any securities that are issued or fully guaranteed by the Chartered Banks in Canada, treasury branch, credit union or trust corporation
- d) Securities with a maturity date of less than one year (i.e. money market) must have a minimum rating of R-1 (high) from the date of issue
- e) Investments in the portfolio will ensure preservation of capital and adhere to the following credit quality restrictions:

Debt Rating Category	Minimum	Maximum
<b>"BBB" or lower</b>	0 %	0 %
<b>"A"</b>	0 %	50 %
<b>"AA" or higher</b>	50 %	100 %

- f) Investments rated below "A-" or equivalent at time of purchase are not permitted. If a security's credit rating falls below "A-" after time of purchase, it shall be removed from the portfolio as soon as practical.
- g) All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS).
- h) In the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the Municipal Government Act.

## **2. Liquidity**

- a) The investment portfolio will be sufficiently liquid in order to enable the Town of Redcliff to meet any projected or sudden cash flow requirement which might reasonably be expected to occur.
- b) For the purpose of this policy, the Town defines liquidity as the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

## **3. Return and Performance Standards**

The Bank of Canada 91 day T-Bill index will be used as the benchmark to determine whether acceptable short-term market yields are being achieved. Investments will be reviewed in the event of underperformance and adjusted if necessary by the Director of Finance and Administration.

## **4. Authority**

The authority to invest surplus/ reserve funds will be as follows:

- a) Short Term Investment (maturity term less than one year), the Municipal Manager and/or Director of Finance and Administration
- b) Long Term Investment (maturities greater than one year), Town Council

**For assistance in determining what investments to consider the following definitions are provided:**

**SECURITIES** - Includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

**BANKERS' ACCEPTANCES** - A commercial draft drawn down by a borrower for payment on a specified date, accepted or guaranteed by the borrower's bank. The bank's acceptance is signified by their counter signature on the draft. Once the draft has been co-signed, it becomes a "Banker's Acceptance" backed by the credit of the accepting bank.

**TREASURY BILLS** - Short term government debt, issued in large denominations and sold chiefly to large institutional investors. Treasury bills do not pay interest but are sold at a discount and mature at par (100). The difference between the issue price and par at maturity represents the lenders income in lieu of interest.

**Civil liability of councillors****249(1)** A councillor who

- (a) makes an expenditure that is not authorized under section 248,
- (b) votes to spend money that has been obtained under a borrowing on something that is not within the purpose for which the money was borrowed, or
- (c) votes to spend money that has been obtained under a grant on something that is not within the purpose for which the grant was given

is liable to the municipality for the expenditure or amount spent.

**(2)** A councillor is not liable under subsection (1)(b) if spending the money is allowed under section 253(2).

**(3)** If more than one councillor is liable to the municipality under this section in respect of a particular expenditure or vote, the councillors are jointly and severally liable to the municipality for the expenditure or amount spent.

**(4)** The liability may be enforced by action by

- (a) the municipality,
- (b) an elector or taxpayer of the municipality, or
- (c) a person who holds a security under a borrowing made by the municipality.

1994 cM-26.1 s249

**Investments****Authorized investments**

**250(1)** In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

**(2)** A municipality may only invest its money in the following:

- (a) securities issued or guaranteed by
  - (i) the Crown in right of Canada or an agent of the Crown, or
  - (ii) the Crown in right of a province or territory or an agent of a province or territory;

- (b) securities of a municipality, school division, school district, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;
  - (c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;
  - (d) units in pooled funds of all or any of the investments described in clauses (a) to (c);
  - (e) shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued or registered under the *Business Corporations Act* if the investment is approved by the Minister.
- (3) The approval of the Minister under subsection (2)(e) may contain conditions and a municipality may not acquire shares of a corporation under subsection (2)(e) if the acquisition would allow the municipality to control the corporation.
- (4) In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.
- (5) Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

1994 cM-26.1 s250; 1994 cR-9.07 s25(24)

### **Borrowing**

#### **Borrowing bylaw**

**251(1)** A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

**(2)** A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

**(3)** A borrowing bylaw must be advertised.

1994 cM-26.1 s251



**CIBC**  
**Wood Gundy**

## INCOME ANALYSIS (CAD)

As of August 31, 2016

**TOWN OF REDCLIFF (755383401C)**

Your Investment Advisor **Todd Poland**  
CIBC Wood Gundy

Quantity	Description	Opening Date	Book Value	Market VL	Unrealized G&L *	Interest Portion	Accum. Int./Div.	Accrued Int./Div.	Weighted Exch. Rate	Total Return
<b>Cash &amp; Cash Equivalents</b>										
<b>Cash</b>										
93,845	ACCOUNT BALANCE CAD		93,845.12	93,845.12					1.00	
<b>Securities Expiring Within a Year</b>										
500,000	VANCITY SVG 1.375% 1FB17	01/29/2016	500,000.00	500,000.00				3,982.24	1.00	3,982.24
1,000,000	BMO EXT 02/0 SU 2% 26MR17	01/28/2016	1,000,000.00	1,000,500.00	500.00		10,000.00	8,586.96	1.00	19,086.96
<b>Total Securities Expiring Within a Year</b>			<b>\$ 1,500,000.00</b>	<b>\$ 1,500,500.00</b>	<b>\$ 500.00</b>		<b>\$ 10,000.00</b>	<b>\$ 12,569.20</b>		<b>\$ 23,069.20</b>
<b>Total Cash &amp; Cash Equivalents</b>			<b>\$ 1,593,845.12</b>	<b>\$ 1,594,345.12</b>	<b>\$ 500.00</b>		<b>\$ 10,000.00</b>	<b>\$ 12,569.20</b>		<b>\$ 23,069.20</b>
<b>Short-Term</b>										
<b>Canadian Corporate Paper</b>										
942,000	TDBK 12/ C 5.763% 18DC17	07/19/2016	994,752.00	983,216.27	-11,535.73			10,976.15	1.00	-559.58
989,000	CIBC FXD 2019 F 3% 28OC19	01/27/2016	991,967.00	999,382.52	7,415.52		14,835.00	10,133.20	1.00	32,383.72
977,000	TDBK FIX /C 2.982% 30SP25	07/19/2016	989,212.50	991,740.98	2,528.48			12,192.00	1.00	14,720.48
958,000	BNS SR DEP N 2.873% 4JN21	01/27/2016	994,883.00	1,013,957.74	19,074.74		13,761.67	6,617.63	1.00	39,454.04
<b>Total Short-Term</b>			<b>\$ 3,970,814.50</b>	<b>\$ 3,988,297.50</b>	<b>\$ 17,483.00</b>		<b>\$ 28,596.67</b>	<b>\$ 39,918.99</b>		<b>\$ 85,998.66</b>
<b>Medium-Term</b>										
<b>Canadian Corporate Paper</b>										
984,000	RBC FXD 2021 3.45% 29SP21	01/27/2016	987,444.00	1,016,364.74	28,920.74		16,974.00	14,298.75	1.00	60,193.49
1,043,000	BNS FXD 2022 2.58% 30MR22	01/27/2016	989,807.00	1,027,886.93	38,079.93		13,454.70	11,261.00	1.00	62,795.63
968,000	BMO MTN FIXED 3.34% 8DC25	07/19/2016	994,136.00	994,743.90	607.90			7,420.28	1.00	8,028.18
991,000	BNS DEB FIXE 3.367% 8DC25	01/27/2016	993,973.00	1,018,240.61	24,267.61		16,683.49	7,657.99	1.00	48,609.09
<b>Total Canadian Corporate Paper</b>			<b>\$ 3,965,360.00</b>	<b>\$ 4,057,236.19</b>	<b>\$ 91,876.19</b>		<b>\$ 47,112.19</b>	<b>\$ 40,638.02</b>		<b>\$ 179,626.39</b>
<b>Principal Protected Note</b>										
15,000,000	BMO S&P/TSX 60 CD/D(1896)	01/27/2016	1,500,000.00	1,622,475.00	122,475.00				1.00	122,475.00
10,000,000	BNS S&P TSX CMP LO/D(241)	07/19/2016	1,000,000.00	1,036,500.00	36,500.00				1.00	36,500.00
<b>Total Principal Protected Note</b>			<b>\$ 2,500,000.00</b>	<b>\$ 2,658,975.00</b>	<b>\$ 158,975.00</b>					<b>\$ 158,975.00</b>
<b>Total Medium-Term</b>			<b>\$ 6,465,360.00</b>	<b>\$ 6,716,211.19</b>	<b>\$ 250,851.19</b>		<b>\$ 47,112.19</b>	<b>\$ 40,638.02</b>		<b>\$ 338,601.39</b>
<b>Total</b>			<b>\$ 12,030,019.62</b>	<b>\$ 12,298,853.81</b>	<b>\$ 268,834.19</b>		<b>\$ 85,708.86</b>	<b>\$ 93,126.20</b>		<b>\$ 447,669.25</b>

Accrued Interest:	\$ 93,126
Declared and Unpaid Dividends:	
Total Portfolio Value:	\$ 12,391,980

\* When applicable, unrealized G/L take into account accumulated interests.

This report is not an official record, but is supplemental to your official account statements. In the event of discrepancy between this report and your CIBC Wood Gundy client statement or tax package, the client statement or tax package should be considered the official record of your accounts. Information contained herein is obtained from sources believed to be reliable, but is not guaranteed. Some positions may be held at other institutions not covered by the Canadian Investor Protection Fund (CIPF). Refer to your official statements to determine which positions are eligible for CIPF protection or held in segregation. Calculations/projections are based on a number of assumptions; actual results may differ. Yields/rates are as of the date of this report unless otherwise noted. Benchmark totals on performance reports do not include dividend values. CIBC Wood Gundy is a division of CIBC World Markets Inc., a subsidiary of CIBC.

1 / 1  
09/02/2016  
08:09 AM

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 12, 2016  
**PROPOSED BY:** Director of Finance & Administration  
**TOPIC:** Budget Process  
**PROPOSAL:** Establish Dates for Budget Review

---

**BACKGROUND:**

The council budget review is set to be held in two special meetings of Council open to the public. The meetings would be scheduled to run from 8:30 am to 5:00 pm for both days. The session could be scheduled for any two days between November 2<sup>nd</sup> and November 5<sup>th</sup>. Proposed option for dates for the sessions are:

Wednesday November 2<sup>nd</sup> to Saturday November 5<sup>th</sup> from 8:30 am to 5:00 pm

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

Also attached to this RFD is the budget ideas submission form.

**ATTACHMENTS:** Budget idea submission form

**OPTIONS:**

1. To further establish the dates for the 2017 budget review as the \_\_\_\_\_ and/to \_\_\_\_\_ of November from \_\_\_\_\_ to \_\_\_\_\_ each day.


**RECOMMENDATION:**

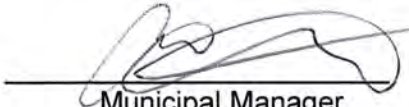
Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to further establish the dates for the 2017 budget review as the \_\_\_\_\_ and/to \_\_\_\_\_ of November from \_\_\_\_\_ to \_\_\_\_\_ each day.

SUBMITTED BY: \_\_\_\_\_

  
Department Head

  
Municipal Manager

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





## REQUEST FOR SUBMISSIONS FOR THE 2017 BUDGET

# SHARING YOUR IDEAS WILL IMPACT THE FUTURE OF OUR COMMUNITY

Your project or service idea could be the start of a new positive program or other needed improvement in our community, and the Town of Redcliff would like you to share your ideas with us. The Town's Budget Committee will review your ideas as part of the 2016 Budget Process.

### Submit Your Idea!

We invite you to fill out the following submission form on the back of this letter. Submissions can be operating or capital in nature and can include services, facilities, infrastructure or programs. Please complete the entire form and provide enough detail that the intent of your suggestion is well understood.

Please submit your suggestions by October 27, 2016 to:

Town of Redcliff  
Attention: Director of Finance and Administration  
Box 40, #1 – 3<sup>rd</sup> Street NE  
Redcliff, Alberta, T0J 2P0  
Phone: 403-548-3618  
Fax: 403-548-6623  
E-mail: [finance@redcliff.ca](mailto:finance@redcliff.ca)



Consideration of proposed ideas will be based on a number of factors including: ongoing programs and projects, public interest, legislative and legal restrictions, the link to focus areas identified in the Redcliff strategic and municipal plans and several other factors.



# BUDGET SUBMISSION FORM

The personal information requested on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). The information collected will be used as required to contact those who have submitted projects about their submissions. If you have any questions about the collection or use of your personal information, contact the Town of Redcliff's FOIP Coordinator at 1 – 3<sup>rd</sup> Street NE, Redcliff, AB, T0J 2P0 or 403-548-3618.

Note: Submissions can be operating or capital in nature and can include services, facilities, infrastructure or programs. Please complete the entire form and provide enough detail that the intent of your suggestion is well understood.

## Contact Information (in case we have questions about your idea):

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Phone Daytime: \_\_\_\_\_

Phone Evening: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Project Information:

Operational Area: (Service, Facility, Infrastructure Programs or Other) \_\_\_\_\_

Project Title: \_\_\_\_\_

Can this idea be undertaken in stages? Yes ☐ No ☐

Estimated one time cost: \_\_\_\_\_ Estimated Annual Operating Cost: \_\_\_\_\_

Description: (Provide as much detail as possible e.g., pictures, diagrams, examples, web pages, etc.).

(Please attach sheet if more space is required): \_\_\_\_\_

\_\_\_\_\_

Please indicate the strategic focus area(s) the project will impact and how it will benefit our community: (provide details)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How would you recommend your proposed project be funded and why?

Tax Rates / Utility Rates / User Fees / Other: \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_ (Please attach sheet if more space is required).

Do you consider this to be a Community: Want ☐ or Need ☐

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

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

**DATE:** September 12, 2016

**PROPOSED BY:** Director of Planning & Engineering

**TOPIC:** Policy No. 39 (2016) – Direct Control Zone Development Application Process

**PROPOSAL:** Approve Policy 39 (2016) - Direct Control Zone Development Application Process

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**BACKGROUND:**

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

The update focused on the following themes:

1. Making the application and approval process consistent and in alignment with the standard process for an application going to MPC.
2. Streamlining the application and approval process.
3. Separating the requirements from the process.
4. Putting the process into a flowchart.

**POLICY/LEGISLATION:**

**Excerpts from the Land Use Bylaw**

**12. COUNCIL**

- (1) Council is delegated the power to make decisions or recommendations as appropriate with respect to applications for a DC Direct Control District.

Bylaw No. 1698/2011 LUB, pg. 29

**92. DC DIRECT CONTROL DISTRICT**

**(1) Purpose**

The purpose and intent of this district is to afford Council the opportunity to address and provide for developments that, due to their unique characteristics, historical significance, innovative ideas or unusual site constraints, require specific regulations unavailable in the other land use districts of this Bylaw. The purpose of this district is not to substitute for another district which could be used to achieve the same result.

**Uses and Requirements**

- (a) Designation of a site as Direct Control does not constitute approval of the Development Permit. Comprehensive plans including building design, site layout, exterior finishes and

color, landscaping, buffering, fencing, garbage facilities, parking and access shall be submitted in the same manner as with any Development Permit application as per Section 16 of this Bylaw.

- (b) All proposed uses and development applications shall be evaluated on their merits by Council who will establish the appropriate development standards.
- (c) The General Land Use Regulations and Provisions in Part 7 of this Bylaw and any previous development approval on the site shall be used as a guideline when considering any Development Permit.
- (d) Each application for a use or development shall be evaluated with respect to its compliance with:
  - (i) The objectives and policies of the Redcliff Municipal Development Plan; and
  - (ii) The objectives and policies of any Area Structure Plan or Area Redevelopment Plan in effect within any area designated Direct Control District.
- (e) Council may by resolution establish land use and development policies and standards to govern the use and development of land and buildings in the Direct Control District. Council may by resolution amend, repeal or replace such policies or standards at any time.

### **Procedure**

- (a) Applications for development on land in Direct Control Districts shall be referred to Council by the Development Authority and may include comments and recommendations on the proposal.
- (b) When an application for a Development Permit is received, Council may, at its discretion, hold a Public Hearing. Notice of a Public Hearing shall be in accordance with the notification procedures of Section 36 of this Bylaw.
- (c) Notwithstanding the procedures established for the decision and issuance of Development Permits in this Bylaw, Council shall decide on all applications for Development Permits within a Direct Control District. Council may approve an application, with or without conditions, or may refuse an application for a Development Permit.
- (d) There is no appeal to the Subdivision and Development Appeal Board for a decision on an application for a Development Permit in a Direct Control District.

Bylaw No. 1698/2011 LUB, pg. 128 & 129

### **STRATEGIC PRIORITIES:**

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial

government legislation and related regulations, as well as other related Town policy.

**ATTACHMENTS:**

- Policy No. 39 (2016) – Direct Control Zone Development Application Process. (Proposed)
- Policy No. 39 (2013) – Direct Control Zone Development Application Process. (Current)

**OPTIONS:**

1. That Council approve Policy No. 39 (2016) – Direct Control Zone Development Application Process as proposed.
2. That Council approve Policy No. 39 (2016) – Direct Control Zone Development Application Process with amendments as follows: \_\_\_\_\_.

**RECOMMENDATION:**

It is recommended that Council adopt option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 39 (2016) – Direct Control Zone Development Application Process be approved as presented.
2. Councillor \_\_\_\_\_ moved Policy No. 39 (2016) – Direct Control Zone Development Application process be approved with the following amendments:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**SUBMITTED BY:**

  
Department Head

  
Municipal Manager

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

Approved by Council –

**DIRECT CONTROL ZONE DEVELOPMENT APPLICATION PROCESS**

**BACKGROUND**

Direct Control (DC) refers to a Land Use classification designated in the Land Use Bylaw of the Town of Redcliff. The DC Land Use classification is used when Council determines that it will not designate the authority to the Development Officer or MPC to approve developments for a specific parcel of land. As such all development applications for a site with a DC Land Use classification must be referred to Redcliff Town Council approval.

**DEFINITIONS**

"Adjacent land" shall mean land that is contiguous to the parcel of land that is being developed or land that would be contiguous if not for a highway, road, river or stream.

**POLICY**

Applications for Development on a parcel of land designated as DC shall undergo the same review process as any other development permit that requires the approval of MPC with the exception that MPC will provide a recommendation to Council instead of rendering a decision.

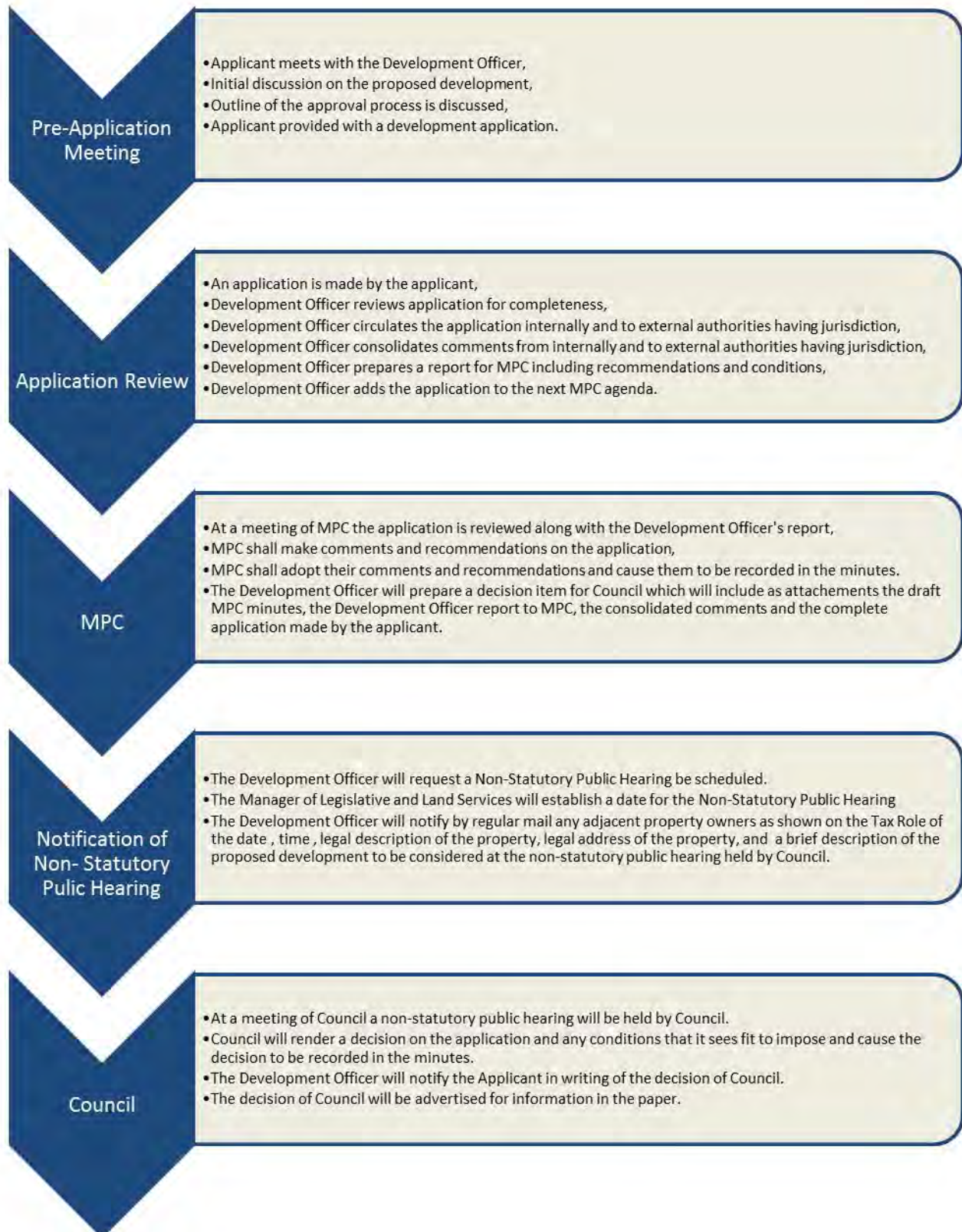
The recommended process is outlined in the flow chart on the next page.

Providing a notice to the adjacent property owners is not mandatory or legislated, but is courtesy. The Town shall not be held responsible for improper addresses or the failure of any property owner to receive notice.

Council shall hear the development application and make decision on the matter. The decision of Council is final on development applications made on properties zoned Direct Control. As there is no appeal allowed of a Council decision on development, there is no appeal process.

The decision on the application may be advertised in manner similar to other development applications, but it is understood that the approved application is not subject to appeal and is advertised only as a matter of information to the public.

## DIRECT CONTROL ZONE DEVELOPMENT APPLICATION PROCESS FLOW CHART



Approved by Council – June 10, 2013

**DIRECT CONTROL ZONE DEVELOPMENT PROPOSAL**

**BACKGROUND**

Direct Control (DC) refers to a Land Use classification as designated in the Land Use ByLaw of the Town of Redcliff, which requires all applications be referred to Redcliff Town Council approval. "Adjacent land" shall mean land that is contiguous to the parcel of land that is being developed or land that would be contiguous if not for a highway, road, river or stream.

**POLICY**

Applicants shall be directed to the Development Officer, for initial discussions regarding the proposal, who should advise the applicant on the process of obtaining development approval. Should the applicant wish to proceed, the Development Officer shall supply the applicant with a development application.

Upon completion of the application for development, the application shall be scheduled for comment at the next meeting of the Municipal Planning Commission. The MPC shall review the application and record (in their minutes) any comments and recommendations relating to the development proposal.

Upon the MPC having reviewed the application, a Non-Statutory Public Hearing date will be established and the Manager of Legislative and Land Services shall by regular mail to the property owners as shown on Tax Roll, notify any adjacent property owners of the date that the Council will be considering the application for development. The notification will state the legal address, a brief description of the proposed development and the date of the Council meeting that the Non-Statutory Public Hearing will be held and the application will be addressed by Council. This notice is not mandatory or legislated, but a courtesy to adjacent property owners, the Town shall not be held responsible for improper addresses or the failure of any property owner to receive notice.

Council shall hear the development application and make decision on the matter. Since the decision of Council is final on development applications in Direct Control zones, there is no appeal process. The decision on the application may be advertised in manner similar to other development applications, but it is understood that the approved application is not subject to appeal and is advertised only as a matter of information to the public.

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

**DATE:** September 12, 2016  
**PROPOSED BY:** Director of Planning & Engineering  
**TOPIC:** Off-site Levies Policy  
**PROPOSAL:** That Council approve Policy 130 - Off-site Levies.

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**BACKGROUND:**

Administration provided Council with a draft of Policy 130 – Off-site Levies at the July 18, 2016 Council meeting and has shared the draft of Policy 130 with the development industry.

A public consultation session was held with the Development Industry on August 10, 2016 and a one on one meeting was held with Malcom Sissons on August 18, 2016.

Administration received a letter from Malcom Sissons dated August 24, 2016, indicating his support for Policy 130.

**POLICY/LEGISLATION:**

Excerpt from Municipal Government Act

- 648 (1) For the purposes referred to in subsection (2), a council may by bylaw
- (a) provide for the imposition and payment of a levy, to be known as an “off-site levy”, in respect of land that is to be developed or subdivided, and
  - (b) authorize an agreement to be entered into in respect of the payment of the levy.
- (2) An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
- (a) new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - (b) new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - (c) new or expanded storm sewer drainage facilities;
  - (c.1) new or expanded roads required for or impacted by a subdivision or development;
  - (d) land required for or in connection with any facilities described in clauses (a) to (c.1).
- (3) On September 1, 1995 an off-site levy under the former Act continues as an off-



site levy under this Part.

- (4) An off-site levy imposed under this section or the former Act may be collected once for each purpose described in subsection (2), in respect of land that is the subject of a development or subdivision, if
  - (a) the purpose of the off-site levy is authorized in the bylaw referred to in subsection (1), and
  - (b) the collection of the off-site levy for the purpose authorized in the bylaw is specified in the agreement referred to in subsection (1).
- (4.1) Nothing in subsection (4) prohibits the collection of an offsite levy by instalments or otherwise over time.
- (5) An off-site levy collected under this section, and any interest earned from the investment of the levy,
  - (a) must be accounted for separately from other levies collected under this section, and
  - (b) must be used only for the specific purpose described in subsection (2)(a) to (c.1) for which it is collected or for the land required for or in connection with that purpose.
- (6) A bylaw under subsection (1) must be advertised in accordance with section 606 unless
  - (a) the bylaw is passed before January 1, 2004, or
  - (b) the bylaw is passed on or after January 1, 2004 but at least one reading was given to the proposed bylaw before that date.
- (7) Where after March 1, 1978 and before January 1, 2004 a fee or other charge was imposed on a developer by a municipality pursuant to a development agreement entered into by the developer and the municipality for the purpose described in subsection (2)(c.1), that fee or charge is deemed
  - (a) to have been imposed pursuant to a bylaw under this section, and
  - (b) to have been validly imposed and collected effective from the date the fee or charge was imposed.

RSA 2000 cM-26 s648;2003 c43 s3;2015 c8 s67

649 A bylaw that authorizes a redevelopment levy or an off-site levy must set out the purpose of each levy and indicate how the amount of the levy was determined.

RSA 2000 cM-26 s649;2015 c8 s68

## **STRATEGIC PRIORITIES:**

Adoption of an Off-site Levy Bylaw is not identified as a priority in the Municipality's Strategic Priorities. However, development of an off-site levy bylaw was included in the 2015 Budget as a method of funding infrastructure as growth occurs.

**ATTACHMENTS:**

- Policy 130 Off-site Levies.
- August 24, 2016, letter from Malcom Sissons.

**OPTIONS:**

1. That Council approve Policy 130 – Off-site Levies
2. That Council postpone indefinitely Policy 130 – Off-site Levies until such a time as Bylaw 1829/2016 - Off – site Levies is adopted.

**RECOMMENDATION:**

**It is recommended that Council accept option 1, however if the Off-site Levies bylaw has not been passed Policy 130 cannot be adopted.**

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy 130, Off-site Levies be approved as presented.
2. Councillor \_\_\_\_\_ moved to postpone indefinitely proposed Policy 130 – Off-site Levies until such a time as Bylaw 1829/2016 - Off – site Levies is adopted.

**SUBMITTED BY:**  
Department Head  
Municipal Manager

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

Approved by Council –

## Off-site Levies Policy

### 1 Background

The Town of Redcliff adopted the Off-site Levies bylaw 1829/2016.

The Town has established Off-site Levies Reserve Funds for transportation, water, sanitary sewer and storm as outlined in the Municipal Government Act (MGA).

### 2 Policy

#### 2.1 Assessment

Off-site levies are incurred upon approval of a subdivision or development by the Town.

#### 2.2 Exemptions

There are two types of exemptions, Legislative and Town. Legislative exemptions are listed in the MGA. Town Exemptions are listed in this policy.

##### 2.2.1 Legislative Exemptions

Municipal Government Act, Section 648

- (4) An off-site Levy imposed under this section or the former Act may be collected once for each purpose described in subsection (2), in respect of land that is the subject of a development or subdivision, if
  - (a) the purpose of the off-site Levy is authorized in the bylaw referred to in subsection (1), and
  - (b) the collection of the off-site Levy for the purpose authorized in the bylaw is specified in the agreement referred to in subsection (1).
- (7) Where after March 1, 1978 and before January 1, 2004 a fee or other charge was imposed on a developer by a municipality pursuant to a development agreement entered into by the developer and the municipality for the purpose described in subsection (2)(c.1), that fee or charge is deemed
  - (a) to have been imposed pursuant to a bylaw under this section, and
  - (b) to have been validly imposed, and collected
  - (c) effective from the date the fee or charge was imposed.

#### Guiding Principle

If a parcel of land was previously subdivided or developed, and Off-site Levies or equivalent to Off-site Levies for a certain infrastructure type (i.e. water) was paid on that entire parcel, then any new subdivision or development on the parcel is exempt from any future assessment and payment of an offsite Levy of the same type. Any specific Off-site Levies or equivalent to Off-site Levies that were not paid are still eligible for payment triggered by a future subdivision or development.

RSA 2000 cM-26 s648;2003 c43 s3;2015 c8 s67

### 2.2.2 Town Exemptions

The MGA is very general in its description of Development and Subdivision. Many types of development either do not add to, minimally add to, or create no demand on the Town's infrastructure and would therefore be unfairly assessed off-site levies without exemptions. Town exemptions allow for these developments and subdivisions to proceed and encourage economic activity in the Town. Town exemptions can also be used by the Town to encourage redevelopment in the Town.

#### Guiding Principle

If a development or subdivision is likely not to increase the servicing demands on the roads, and/or water, and/or sanitary, and/or storm management off-site infrastructure then the development or subdivision may reasonably be exempt from off-site levies and thresholds be set for these exemptions.

Exemption / Exemption Threshold	Rationale
Excavation or Stockpile	Excavation and stockpiles do not typically require the infrastructure that off-site levies are taken for.
Temporary Development / Land Uses – Less than 1 year cumulative.	A use that is temporary in nature will only have a temporary impact on off-site levies infrastructure. The timeframe threshold ensures that a temporary use is not extended to permanent use. (i.e. temporary for the first year and then temporary for a second year is no longer considered a temporary use.)
Demolition or Removing of a Structure	Demolition or removal of structures does not increase the use of infrastructure.
Ancillary Building & Improvements	Allows for various residential, commercial and industrial development applications that do not create any additional demands on off-site levy infrastructure. Examples of ancillary improvements are, fences, retaining walls, berms, signs, garden sheds, residential garages, residential decks, etc.
Building Alterations	Allows for alterations of existing buildings that do not change the floor area or the use, as they do not create any additional demands on off-site levy infrastructure.
Building Additions less than 25% of the original building floor area.	Allows for small additions to buildings where there is no change in the use of the building as the increase in demand on the off-site levy infrastructure is minimal. Where successive building additions are done the cumulative increase in the building floor area must be less than 25%.
Building Additions more than 25% of the original building floor area shall be assessed only for the increase in the building floor area.	Where a structure already exists and is serviced it is not reasonable to charge off-site levies on the existing serviced capacity. However it is logical to charge the off-site levies on the increase in servicing the Town is required to provide.

Exemption / Exemption Threshold	Rationale
Replacement of a Structure within 1 year of demolition or destruction of the prior structure.	Allows for the replacement of a structure with a new structure of the same use on the same property. An increase in the size of a replacement structure is governed under the rules for building additions. The timeframe is intended to encourage the replacement of the structure in a timely manner.
Replacement of a Structure greater than 1 year from the demolition or destruction of the prior structure.	It is reasonable that properties that have been serviced in the past but are no longer using the Town's infrastructure due to the demolition or destruction of prior serviced structures be given a partial exemption equal to the demand placed on the Town's infrastructure prior to demolition. In this case any increase in the size of the structure is not eligible for an exemption.
Change of use of a parcel will be assessed off-site levies on the increase in demand created by the change in use. The existing demand is exempt from assessment of off-site levies.	When an existing use is changed to a use that has a higher demand on the Town's infrastructure, charging off-site levies on the increased demand make sense as the property has already been contributing to the existing services.
Change of use of a parcel to comply with the Municipal Development Plan, Land Use Bylaw, Area Structure Plan or Area Redevelopment Plan shall be given a 25% discount on off-site levies after the increased demand on the Town's infrastructure is calculated due to the intensification of the use .	Planning documents adopted by Council, especially in the case of redevelopment plans create situations where it is in the interest of the Town to encourage the redevelopment of properties. Granting a discount on the off-site levies for a parcels use to be changed to conform with Town planning documents, gives property owners an incentive to redevelop.
Subdivision of lands to expedite further subdivision and development of the lands. Smallest subdivided parcel size is 4 ha (9.88 acres)	Allows large blocks of land to be subdivided to facilitate further subdivision and development without the burden of off-site levies. This kind of subdivision does not increase the demand on off-site levy infrastructure. The minimum parcel size threshold is established to help guide application of this exemption.
Intensified Land Development	Non-building site development use (processing / production facilities, storage etc.) can be altered and/or increased by a threshold of 25% before offsite levies are assessed, so long as the use of the site is not changed. Cumulative increased site use in excess of the 25% will result in the assessment of Off-Site levies.

### **2.3 Calculation of Off-site Levies**

Once it has been determined that no exemption or only a partial exemption to the payment of the Off-site Levies the value of the Levies will be calculated as follows.

- The Levies amount will be calculated for each type of Off-Site Levies infrastructure,
- The Levies will be assessed on the net developable area to be developed at the full rate for the applicable off-site area.
- The value of a partial exemption will be calculated.
- Levies will be reduced by the amount of the partial exemption.
- The levies will be summed for the total Off-site Levies.
- A copy of the calculations will be provided to the Developer.

### **2.4 Payment of Off-site Levies**

Except as outlined in this Policy, Offsite Levies are due and payable prior to:

- The release of a Development Permit by the Town,
- The endorsement of the Plan of Subdivision by the Town,

#### **2.4.1 Deferment of Off-site Levies**

Payment of Off-site Levies may be deferred by a developer under the following conditions:

- Total Levies to be collected are greater than \$750,000 including any offsetting amounts for off-site Levies Infrastructure to be installed by the Developer.
- Security for the total value of the Levies in the form of an Irrevocable Letter of Credit is provided to the Town by the Developer.
- The Developer entering into a Deferral Agreement with the Town which will contain the following clauses:
  - Developer acknowledging that Off-site Levies assessments are recalculated yearly and that the Developer is responsible to pay the Off-site Levies in the year the payment is made. This includes incremental payments.
  - Early payment of the Off-site Levies is allowed without penalty.
  - Maximum Deferment period is a maximum of two (2) years and the Levies are to be paid to the Town in installments as follows:
    - 25% down payment
    - 50% at the 1<sup>st</sup> year anniversary
    - Remainder at the 2<sup>nd</sup> year anniversary.
  - Security Held will be released so that the Town only retains security in the amount of the unpaid Off-site Levies.

### **2.5 Offsetting Credits**

Where a Developer is required to install Off-site Levies infrastructure as part of their development the Developer may claim a credit towards the Off-site Levies payable by the developer subject to the following:

#### **Guiding Principle**

Developers that pay for the construction of off-site levy infrastructure as part of their development should not be required to also pay the levy for that category of infrastructure up to the cost of infrastructure's cost of construction.

- The offsetting credit can only be applied against the same category of Off-site Levies infrastructure. (i.e. water to water, sanitary to sanitary, etc.)
- The credit will be based upon:
  - Initially, a Town approved professionally prepared estimate of the costs of the Off-site Levies infrastructure to be installed, and
  - Adjusted after construction to the actual costs of the Off-site Levies infrastructure installed approved by the Town. It is the responsibility of the Developer to:
    - Ensure that the actual construction costs are clearly identified separately from the rest of the projects costs.
    - Any change orders that impact the cost of the Off-site Levies infrastructure must be approved in writing by the Town to be eligible for an Offset Credit.

## **2.6 Disbursement of Off-site Levies Reserve Funds**

Funds in the Off-site Levies Reserve Funds will be disbursed once a project has been completed. There are three different scenarios under which of Off-site Levies funds will be disbursed:

- Town project
- Developer project in the Town's 5 year capital plan
- Developer project not in the Town's 5 year capital plan.

### **2.6.1 Annual Reserve Fund Priorities**

The Town will annually develop a financial plan that outlines anticipated:

- Off-site Levies receipts,
- Off-site Levies project costs,
- Balances owing to Developer's for Off-site Levies infrastructure,
- Off-site Levies Reserve Funds balances,
- Payment of balances owing for Off-site Levies projects, Payments shall be made on the following priority basis:
  - Small balances (under \$10,000) will be paid out first to optimize efficient administration,
  - The oldest projects will be paid out next (i.e. 2015 projects paid out before 2016 projects),
  - Developer projects will be paid out before Town projects.
  - Projects in the same year will be paid out on a pro-rated basis. (i.e. Party A is owed \$100,000, Party B is owed \$200,000 and there is \$60,000 available for repayment then Party A would receive \$20,000 and Party B would receive \$40,000).

### **2.6.2 Town Project**

Town projects are Off-site Levies projects that are undertaken by the Town through their capital projects plan.

Where there is sufficient money in the Off-site Levies Reserve Fund for the category of infrastructure to be built the Off-site Levies Reserve Fund may be used to pay for the project costs directly as the project proceeds (i.e. for progress payments). Where there is insufficient monies in the Off-Site Levies Reserve Fund the Town shall front end the costs of the Off-site Levies infrastructure and may recover the monies once they become available in the Off-site Levies Reserve Fund for the Category of infrastructure built.

### **2.6.3 Developer project in the Town's 5 year capital plan**

Developer projects in the Town's 5 year capital plan are Off-site Levies projects that are undertaken by the Developer as the improvements are required to support their current development.

Off-site Levies Reserve Funds will be disbursed to the Developer:

- When there are sufficient monies in the Off-site Levies Reserve Fund for the category of infrastructure to be built, and
- Once the Town issues (following the Town's standard procedures) a Construction Completion Certificate (CCC) for the project. The Developer's warranty and maintenance obligations with respect to the Off-site Levies infrastructure installed remain as per the Service or Development agreement between the Developer and the Town,

Warranty and maintenance obligations are not eligible for reimbursement from the Off-site Levies funds.

### **2.6.4 Developer project not in the Town's 5 year capital plan.**

Developer projects not in the Town's 5 year capital plan are Off-site Levies project that are undertaken by the Developer as the improvements are required to support their current development, however the project is not included in the Town's 5 year capital plan. Off-site Levies funds will be disbursed to the Developer once the following conditions have been met:

- There are sufficient monies in the Off-site Levies Reserve Fund for the category of infrastructure to be built, and
- The project is placed on the Town's 5 year capital plan,
- Town issues a Final Acceptance Certificate (FAC) for the project.

### **2.6.5 Interest on unpaid Balance**

Where the Town or a Developer constructs Off-site Levies infrastructure and there is insufficient money in the Off-site Levies Reserve Fund for the category of infrastructure interest accrues from:

- Town project, issuance of a final completion certificate to the contractor,
- Developer project in the Town's 5 year capital plan, upon the Town issuing a Construction Completion Certificate (CCC)
- Developer project not in the Town's 5 year capital plan upon:
  - Council approving a 5 year capital plan with the project on it, and
  - The Town issuing a Final Acceptance Certificate (FAC).

Interest will be credited to the developer annually and at the time of final payment.





I-XL INDUSTRIES LTD.  
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T1A 7H1

## The Brick People

24 August 2016

Mr. James Johansen  
Director of Planning and Engineering  
Town of Redcliff

Dear James,

Re: Off-site Levy program

Thank you for taking the time to meet with me on the above topic on the 18<sup>th</sup> of August and present the Policy draft and Project list. This was new information for me and I am still trying to digest it as I was not previously consulted on the Project list.

The Policy document seems quite clear and readable and I don't really have any further questions.

The Project list on the other hand is extensive, expensive and perhaps overly ambitious. There is no point in progressing these projects without a realistic timeline for the development areas.

I also have some concerns about the allocation of project costs. I understand the concept of the broad sharing of Transportation and Water Costs but I don't think the principle of charging the benefitting area is being applied.

The major issue to be faced is whether development can in fact occur due to capacity constraints on sanitary sewer system. This has been a stumbling block for a number of years and I understand that efforts are being made to overcome the problem. However, the clock doesn't start until that is resolved.

I will attempt to provide comments on each specific project in an appendix to this letter.

Once again, I appreciate this opportunity to consult on the Off-site Levy project.

Yours truly,

A handwritten signature in blue ink, appearing to read "M. Sissons", is written over a light blue horizontal line.

Malcolm Sissons  
President

Enc.

## I-XL COMMENTS ON OFF-SITE LEVY PROJECTS

Note: It would be helpful to have a project number to refer to rather than a lengthy name.

Area 13 is a large non-homogenous area and does not reflect reality on the ground. The area north of future 5<sup>th</sup> Avenue will be integrated into the Broadway area, south of 5<sup>th</sup> (and former quarry) is really a new area more associated with development along 9<sup>th</sup> Avenue. I suggest this become a 13A (north) and 13B (south).

### TRANSPORTATION

General comment: although all residents might very occasionally use every road project, in most cases there is a specific benefitting area/areas.

#### 9<sup>th</sup> Ave, Mitchell to Saamis

- seems vastly oversized
- might service south end of existing Town and future development along 9<sup>th</sup> Avenue
- will be little used by area 13 north of future 5<sup>th</sup> Avenue extension
- little need to extend it at present

#### 9<sup>th</sup> Ave, Main to Mitchell

- benefits existing residents in south central area
- no benefit to 13, 14, 15, 5, 9, 10 or north of highway
- not sure how that will be done on an existing residential street

#### 3<sup>rd</sup> Ave, Mitchell to Broadway

- benefits 9, 10, 13 mainly

#### \*(missing) Sissons Drive, Mitchell to Broadway

- upgrade existing road to collector status
- benefits 9, 10, 13A mainly

#### Broadway Realignment

- depends somewhat on future of highway
- more benefit to north central Redcliff, south of highway

#### Broadway/Mitchell intersection upgrade (traffic light)

- why is this an off-site levy project?

#### 5<sup>th</sup> Ave, Main to Mitchell

- don't see a need for this project, not enough traffic
- benefits 9, 10, 11, 12

#### Mitchell St N

- 4 lane divided arterial standard???? Really????
- main benefit to north of highway

#### 10<sup>th</sup> Ave N, Mitchell to Boundary

- only benefits north of highway
- 2045 is outside 25 year horizon, why is it included?

#### TCH/Broadway pedestrian crossing

- not an off-site levy project
- really? How many pedestrians?

8<sup>th</sup> St NW, Broadway to 4<sup>th</sup> Ave

-only benefits NW corner, areas 5 and 10

Streetlight at 8<sup>th</sup> St NW and Broadway

-should not be an off-site levy project

10<sup>th</sup> Ave NW, TCH to town limit

-2045 outside 25 year planning horizon, delete

-future of TCH?

**WATER**

Reasonable argument that water upgrades benefit all areas.

Water Treatment Plant

-project complete, how much is in water fund?

NE Reservoir

-no comment

Distribution Upgrades

-no comment

Mitchell St Waterline

-slated for 2022. No development until then?

Fire Flow improvement

-no comment

Water main 3<sup>rd</sup> Ave SE

-slated for 2022. No development until then?

Water main Mitchell north of TCH

-no comment

Water trunk, 10<sup>th</sup> Ave NE

-outside of 25 year planning horizon, delete

Boundary Road N

-no comment

Water main replacement at 9<sup>th</sup> Ave SW

-is replacement an Offsite Levy project?

Watermain Broadway Ave E

-slated for 2025. No water till then?

**SANITARY**

Some sanitary projects only benefit the area served. Agree with specifying areas.

Mitchell St N

-no comment

South Trunk upgrade

-no comment

Boundary Rd North Trunk

-no comment

NW upgrades

-outside 25 year planning horizon, delete

3<sup>rd</sup> Ave SE, Mitchell to Broadway

-benefits 13A, some benefit upstream as well?

9<sup>th</sup> Ave SE, phase 1 to Saamis

-benefits 13B, some benefit upstream as well?

**STORM**

Agree, storm benefits specific areas.

Mitchell N Storm outfall

-no comment

Mitchell N network

-no comment

9<sup>th</sup> Ave SE to Saamis Dr.

-benefits 13B and 14, some benefits upstream as well?

Broadway E/Saamis network

-benefits 13A but also 5 and 9 to relieve bottlenecks?

Storm Pond interconnection

-there are no ponds to interconnect and no project to build them???

-much more discussion required

-13A projected to stay within pre-development release volumes, no pond?

Map Area 13

-should be split into 13A and 13B corresponding to road and sewer requirements

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 12, 2016

**PROPOSED BY:** Municipal Manager

**TOPIC:** Policy 102 – Perimeter Fence Adjacent to Parks and Public Reserves

**PROPOSAL:** Whether or not council would like to consider policy changes (to permit Chain Link Hedge) to Policy 102 – Perimeter Fence Adjacent to Parks and Public Reserves

---

**BACKGROUND:**

The question as to whether or not the Town would permit the use and installation of Chain Link Hedge on fencing adjacent to parks and public reserves was brought to the Municipal Manager by a Town Councillor as a result of following up on ratepayer's question regarding the topic.

Currently, Policy 102 doesn't give express permission for chain link hedge. Administration's understanding of chain link hedge is that it is artificial and is installed rather similarly to privacy slats; however, the policy allows for hedges and vines etc (the assumption here is that this is natural growth vegetation and not artificial). Privacy slats are not permitted.

Council has heard a ratepayer's delegation at the September 12 regular council meeting regarding this subject.

**POLICY/LEGISLATION:**

Excerpt from Policy 102:

**POLICY**

There shall be no material inserted into, fastened, hung, or connected to the perimeter fence, such as privacy slats or similar types of screening. Vines, hedges or similar vegetation growing in or through the fence shall be permitted and side yard chain link fences may be connected to the perimeter fence. In addition, the following modifications are permitted:

**STRATEGIC PRIORITIES:** n/a

**ATTACHMENTS:** Policy No. 102(2014) – Perimeter Fence Adjacent to Parks and Public Reserves

**OPTIONS:**

1. To amend Policy No. 102 – Perimeter Fence Adjacent to Parks and Public Reserves and to include as an allowable modification, the installation of chain link hedge.
2. To amend Policy No. 102 – Perimeter Fence Adjacent to Parks and Public Reserves as follows:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
3. To remain status quo.

**RECOMMENDATION:**

Administration has no strong recommendation one way or the other regarding the use of chain link hedge, but is seeking direction as to how Council would like to see this policy as it relates to this matter.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to direct Administration to amend Policy No. 102 – Perimeter Fence Adjacent to Parks and Public Reserves and to include as an allowable modification, the installation of chain link hedge.
2. Councillor \_\_\_\_\_ moved to direct Administration to amend Policy No. 102 – Perimeter Fence Adjacent to Parks and Public Reserves as follows:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

SUBMITTED BY:

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

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

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

Approved by Council: August 18, 2014

## **PERIMETER FENCE ADJACENT TO PARKS & PUBLIC RESERVES**

### **BACKGROUND**

The Town of Redcliff has installed chain link fence along parks, public reserves and golf course property in or adjacent to the Kipling, Riverview, Eastside, and Westside Subdivisions. Although the fence runs adjacent to the residential properties, the Town of Redcliff retains ownership of this fence. However, in accordance with the restrictive covenant registered to the land title of the residential properties, maintenance is the responsibility of the immediately adjacent property owner.

Although the chain link fence is the property of the Town of Redcliff, certain modifications will be permitted. Any and all modifications shall be in accordance with this policy.

### **POLICY**

There shall be no material inserted into, fastened, hung, or connected to the perimeter fence, such as privacy slats or similar types of screening. Vines, hedges or similar vegetation growing in or through the fence shall be permitted and side yard chain link fences may be connected to the perimeter fence. In addition, the following modifications are permitted:

#### **Golf Course Access**

Properties backing onto the Riverview Golf Club will be permitted to modify their access gate to allow golf cart access onto the golf course. Modifications shall be to the following standards:

- The gate shall not exceed a width of sixty six (66) inches
- Modifications shall only be made by the Town or the Town's approved contractor.
- The cost of any modification shall be borne by the property owner.
- Written permission from Riverview Golf Club to access golf course with golf cart is required prior to any work being completed.
- Payment of the quoted work is due in advance of any work being completed.

#### **Installing Curb Along Base of Fence**

Property owners shall be permitted to install curbing along the base of a perimeter fence, providing it meets the following standards:

- The curb must have a width of eight (8) inches,
- The curb must have a minimum depth of five and one half (5 ½) inches and a maximum depth of twelve (12) inches.
- The curb must be properly finished and be below the chain link as the chain link must be able to move freely.
- Differences in elevation at any given point within a one hundred and twenty (120) inch length of curb shall not exceed one and one quarter (1¼) inch, and the maximum variation shall not be greater than one and one quarter (1¼) inch.
- Deviations in horizontal alignment at any given point within a one hundred and twenty (120) inch length of curb shall not exceed one and one quarter (1¼) inch, and the fluctuations in the horizontal alignment shall not be greater than one (and one quarter 1¼) inch.

Any unauthorized modifications to the Town's chain link fence shall be required to be removed by the property owner. A written Order in accordance with Section 545 of the Municipal Government Act will be sent to the offending property owner for any remedy deemed required. Failure to comply with the Order will result in the Town initiating necessary action to have any modifications removed and the fence restored to its original state. The costs associated with this shall be charged to the property owner in accordance with Section 552 or 553 of the Municipal Government Act.

Any modifications that have been made to the Town's chain link fence prior to the approval of this Policy will be required to meet the Town's standards. Any modifications that do not meet the Town's standards will be directed to be removed and/or reconstructed to the proper standards. A written Order in accordance with Section 545 of the Municipal Government Act will be sent to the offending property owner. Failure to comply with the Order will result the Town initiating necessary action to have any modifications removed and the fence restored to its original state. The costs associated with this shall be charged to the property owner in accordance with Section 552 or 553 of the Municipal Government Act.

#### Application for Modifications to Town Chain Link Fence

Any person wishing to modify the Town's chain link fence is required to submit an application form. Application for modification to the Town chain link fence may be made to the office of the Public Services Director for the Town on the attached prescribed form (Schedule A).

#### Temporary Removal / Reinstallation of Town Fencing to access Rear Yard

Property owners shall be permitted to temporarily remove the Town's chain link fence located at the rear of their property to obtain access to their rear yard for the purpose of landscaping, construction or delivery of such items such as a hot tub. Reinstallation of Town fencing shall be completed by a Town approved contractor with the property owners being responsible for costs. A refundable damage deposit in the amount of \$500.00 is required at the time of application. The Public Services Department shall conduct an inspection of the fence within 14 days of completion of the reinstallation of the fence, and if deemed satisfactory the deposit shall be refunded.

Temporary removal and subsequent reinstallation of the fence shall not exceed a 60 day timeframe unless otherwise authorized by the Public Services Director.

Property owners will be required to obtain a "Permit to Cross Public Reserve – Vehicular" in accordance with the Town's "Park, Recreational or Public Areas Bylaw".

#### Application for Removal and Reinstallation of Town Fence

Any person wishing to obtain access to their rear yard by removing and reinstalling the Town's fence is required to submit an application form. Application for access to the Town chain link fence may be made to the office of the Public Services Director for the Town on the attached prescribed form (Schedule B).



**APPLICATION FOR MODIFICATION TO TOWN PERIMETER FENCE**

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

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Civic: \_\_\_\_\_

I hereby apply to the Town of Redcliff Public Services Department for permission to modify the Town's chain link fence adjacent to the above mentioned property.

Type of Modification: (check one or more)

☐ curb along base of fence

I acknowledge that the Public Services Department shall inspect the modification to ensure it meets the Town standards. If the curb fails to meet the Town standards, I acknowledge that I will be required to remove and replace the curb at my cost. I further acknowledge that if I do not remove the curb within the specified time stipulated on the Notice for Removal from the Town, the Town will remove the curb and I will be responsible for the costs of removal.

☐ access gate (golf course property only)

I acknowledge that the Public Services Department or the Town's approved contractor shall perform the necessary work to modify the access gate at my cost. Prior to performing any work, the Public Services Department shall provide me with a quote to complete the work, and will not proceed until payment is received. In addition, I acknowledge that I have obtained written permission from Riverview Golf Club to access the golf course with a golf cart, evidence of which is attached.

I further acknowledge that I assume responsibility of the modifications and will maintain the modifications in a state of good repair at all times.

\_\_\_\_\_  
Witness\_\_\_\_\_  
Applicant(s) Signature**Public Services portion (Do not complete)**

Payment received: \_\_\_\_\_  
Amount Date

Verification that upon inspection, the modifications meet the standards of the Town of Redcliff.

Approved: \_\_\_\_\_ Refused: \_\_\_\_\_  
Public Services Director Public Services Director

**APPLICATION FOR REMOVAL / REINSTALLATION OF TOWN FENCING  
(ACCESS TO REAR YARD)**

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

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Civic: \_\_\_\_\_

Dates Access Required: From: \_\_\_\_\_

To: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

(Contractor must be approved by Town of Redcliff Public Services Department)

I hereby apply to the Town of Redcliff Public Services Department for permission to remove and reinstall the Town's Perimeter Fence for the purpose of accessing my backyard for the time period specified above.

I acknowledge that the reinstallation of the Town's fence must be completed by a Town approved contractor and I will be responsible for all related costs. If the reinstallation is not acceptable to the Town of Redcliff the Town of Redcliff may undertake to have the fence repaired as necessary and I will be responsible for payment of those costs.

I further acknowledge that I must obtain permission in accordance with the Town's Park, Recreational or Public Areas Bylaw.

Witness \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

<p>Administration portion (Do not complete)</p> <p><input type="checkbox"/> Damage Deposit received:</p> <p>Amount \$500.00</p> <p>Date _____</p> <p>Signed: _____</p> <p style="text-align: center;">Finance Department</p>	<p>Administration portion (Do not complete)</p> <p><input type="checkbox"/> Damage Deposit refunded</p> <p>Amount \$500.00</p> <p>Date _____</p> <p>Authorized by: _____</p> <p style="text-align: center;">Finance Department</p>
<p style="text-align: center;">Public Services portion (Do not complete)</p> <p>Verification that upon inspection (within 14 days of the completion of the reinstallation of the fence), the reinstallation meets the standards of the Town of Redcliff.</p>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Approved: _____</p> <p style="text-align: center;">Public Services Director</p> </div> <div style="width: 45%;"> <p>Refused: _____</p> <p style="text-align: center;">Public Services Director</p> </div> </div>	

**Proclamation**  
**Muscular Dystrophy Awareness Month**  
**September 2016**

Muscular Dystrophy is a group of neuromuscular disorders that have no known cure. In almost all cases, there are few treatments and no way to stop the disorder's progression. Muscular Dystrophy Canada is a national, non-profit organization committed to funding research into the causes, treatments, and eventual cure of neuromuscular disorders, as well as providing services to people with neuromuscular disorders and public education.

WHEREAS: People today have the opportunity to live longer lives because of breakthroughs in medical research, and;

WHEREAS: Muscular dystrophy is a neuromuscular disorder that affects many and has no known cure, and;

WHEREAS: Only through the support of the community may a cure be found;

NOW THEREFORE: THE COUNCIL OF \_\_\_\_\_ does hereby declare  
September 2016 as "Muscular Dystrophy Awareness Month in \_\_\_\_\_.

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

# Memo

Date: September 12, 2016

From: Director of Planning & Engineering

To: Redcliff Town Council

Re: Front Yard Fence Heights

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At the August 15, 2016 meeting of Council, Administration was tasked with reviewing how the Town of Redcliff's Land Use Bylaw (LUB) requirements for fence heights in front yards compared with other municipalities.

The table below summarizes our findings:

Community	Front Yard (metres / feet)	Side & Rear Yards (metres / feet)
Town of Redcliff	0.9m / 3' 11 7/16"	1.8m / 5' 10 7/8"
City of Medicine Hat	1.2m / 3' 11 1/4"	2m / 6' 6 3/4 "
City of Lethbridge	1.0 m / 3' 3 3/8"	2m / 6' 6 3/4 "
Town of Taber	0.914 m / 3' 0"	1.83 / 6' 0"
City of Brooks	1.0 m / 3' 3 3/8"	2m / 6' 6 3/4 "
Town of Strathmore	1.0 m / 3' 3 3/8"	2m / 6' 6 3/4 "
Town of High River	1.2m / 3' 11 1/4"	2m / 6' 6 3/4 "
Town of Vulcan	0.9m / 3' 11 7/16"	1.8m / 5' 10 7/8"
Town of Claresholm	0.9m / 3' 11 7/16"	1.8m / 5' 10 7/8"
Town of Coaldale	0.9m / 3' 11 7/16"	1.8m / 5' 10 7/8"
Town of Fort Macleod	0.9m / 3' 11 7/16"	1.8m / 5' 10 7/8"
Town of Bow Island	1.0 m / 3' 3 3/8"	2m / 6' 6 3/4 "

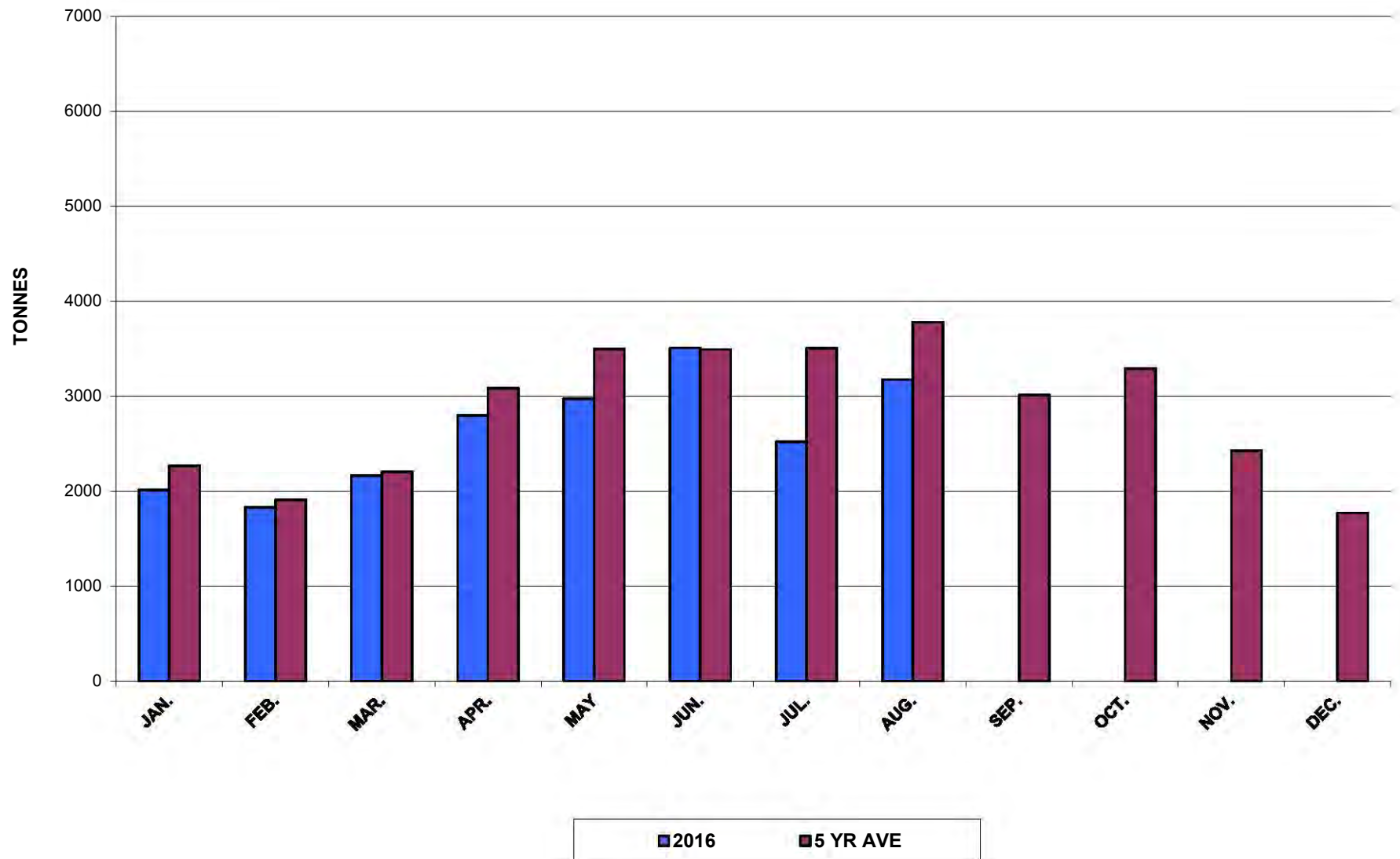
A couple of items of interest in this table:

1. The Town of Taber did a hard conversion to metric. The other communities did a soft conversion. Some have updated their bylaws to allow that fences were traditionally built at nominal heights of 3', 4', 5', 6', etc. Practically, no one stressed if a fence was a little over or under the nominal height as it was understood that it was a nominal height. (The idea of nominal sizing is common in the construction industry such as lumber where a 2x4 is really 1 ½" x 3 ½"). It appears some municipalities found that issues arising because the LUB stated a maximum fence height of 1.8 metres (a soft conversion to metric) as 6' fences were taller than allowed. To avoid this issue they rounded up to nice even numbers such as 1.0 metres and 2.0 metres.
2. The Town of Redcliff is not out of line with other municipalities in southern Alberta with respect to fence heights.

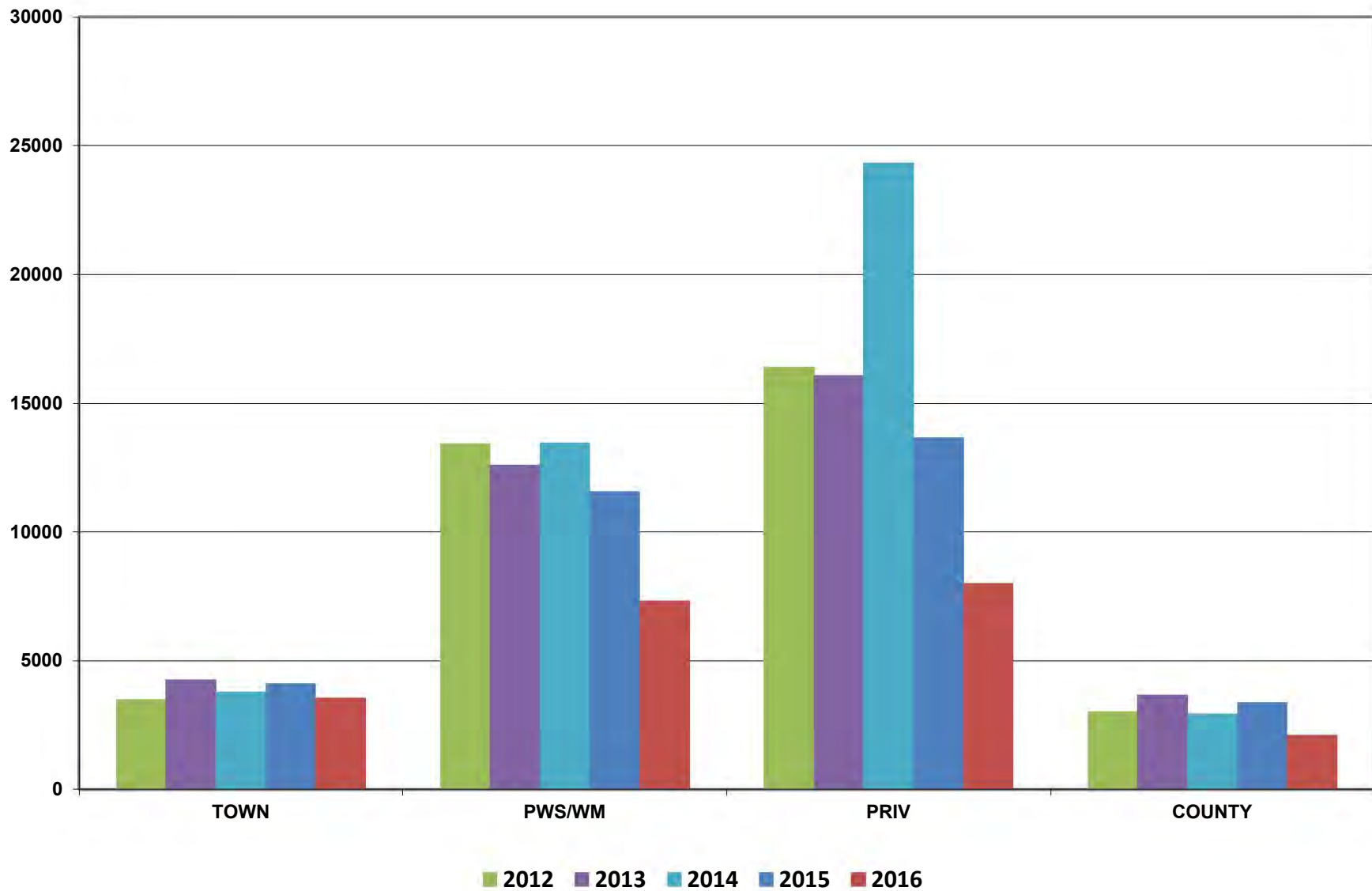
Another item of note is that all municipalities measured the front yard from the front face of the house at that particular side of the house.

When the LUB is updated it is likely worth changing the maximum fence height to 1.0 metres and 2.0 metres to avoid disputes where fences are slightly over height. Until then Administration can treat the fence heights in the LUB as nominal heights, recognizing that some variation in the height of a fence is acceptable as long as it generally conforms to the intent.

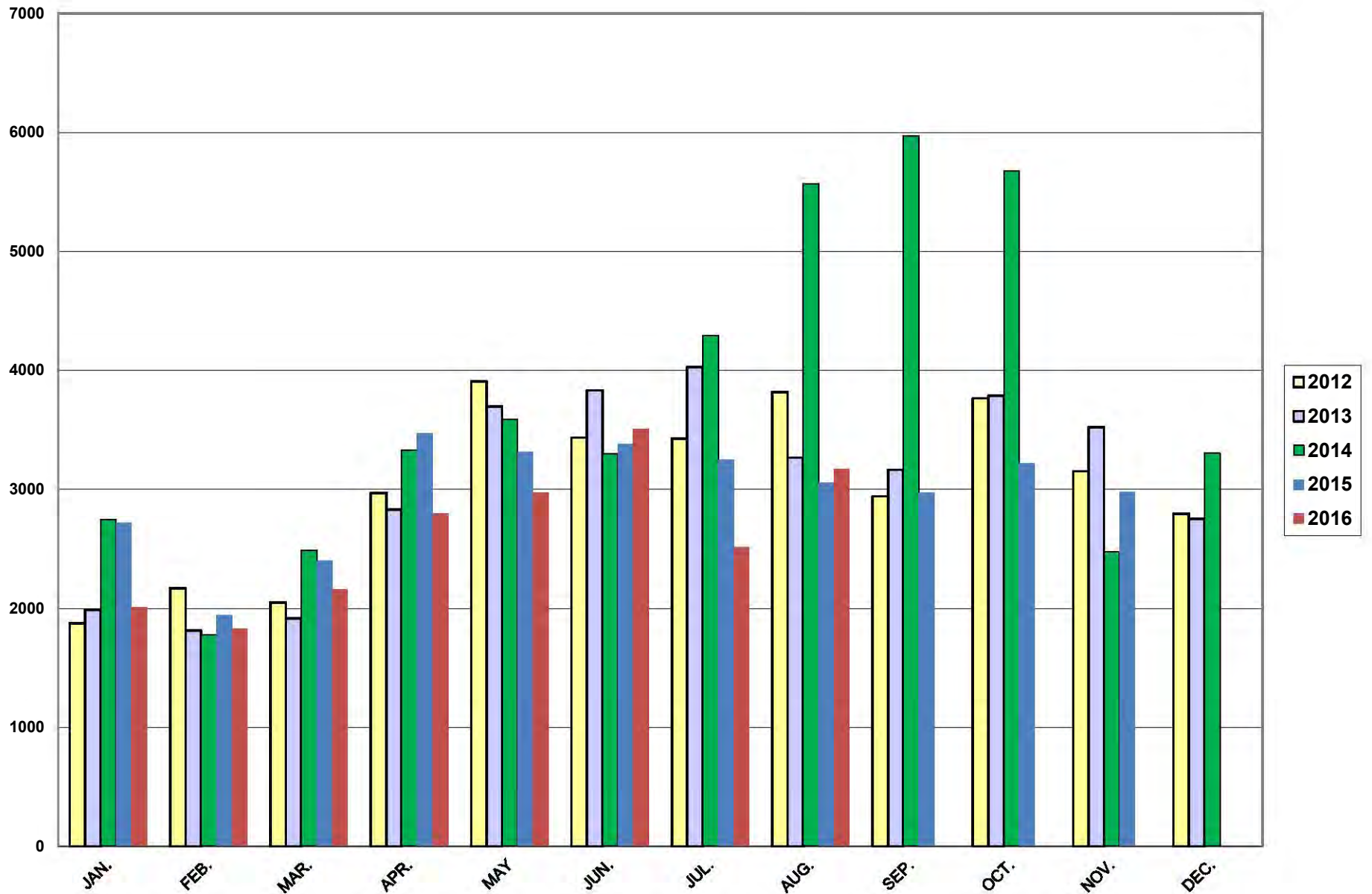
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2016 VS 5 YEAR AVERAGE  
TO AUGUST 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2012-2016  
TO AUGUST 31, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES IN TONNES 2012-2016  
TO AUGUST 31, 2016**





## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
September 16, 2016	Water Treatment Plant Grand Opening	Water Treatment Plant Redcliff, Alberta
September 20, 2016	Medicine Hat and Redcliff Council Dinner	Redcliff, Alberta
October 4-7, 2016	AUMA Convention	Edmonton, Alberta