



COUNCIL MEETING
MONDAY, SEPTEMBER 25, 2017
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 25, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to August 31, 2017 *	For Information
2. MINUTES	
A) Council meeting held September 11, 2017 *	For Adoption
B) Municipal Planning Commission meeting held September 20, 2017 *	For Information
C) Redcliff Family and Community Support Services meeting held September 12, 2017 *	For information
D) Redcliff/Cypress Regional Waste Management Authority meeting held September 7, 2017 *	For Information
E) Riverview Golf Course meeting held September 19, 2017 *	For Information
3. BYLAWS	
A) Bylaw 1845/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw *	1 st Reading
Re: Rezoning Lot 42, Block 91, Plan 9411418 (15 – 3 Street NW) From R-1 Single Family Residential District to R-3 Medium Density Residential District	
4. REQUESTS FOR DECISION	
A) Council Orientation Agenda *	For Consideration
B) Redcliff Days Street Dance and Concert *	For Consideration

5. POLICIES

- | | |
|--|-------------------|
| A) Policy 135, Municipal Development Plan Steering Committee
Terms of Reference Policy * | For Consideration |
|--|-------------------|

6. CORRESPONDENCE

- | | |
|---|-----------------|
| A) RhPAP – Alberta's Rural Health Professions Action Plan *
Re: Opportunity to Host 2018 RhPAP Conference | For Information |
| B) TransCanada *
Re: Pipeline Safety | For Information |
| C) CHAT 94.5 FM Food Drive 2017 * | For Information |

7. OTHER

- | | |
|--|-----------------|
| A) Municipal Manager Report to Council September 25, 2017 * | For Information |
| B) Council Important Meetings & Events September 25, 2017 * | For Information |

8. RECESS

9. IN CAMERA

- | |
|---|
| A) Land Matters (2) FOIP S. 24 |
| B) Utility Matter (1) FOIP S. 24 |
| C) Legal (1) FOIP S. 27 |

10. ADJOURN

COUNCIL MEETING SEPT 25, 2017

ACCOUNTS PAYABLE LIST

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
82312	CBV COLLECTION SERVICES	COMMISSION	\$38.44
82313	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
82314	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
82315	LAFRENTZ ROAD MARKING	ROADSAVER/DETACK	\$10,468.15
82316	SCHEFFER ANDREW	PLANNING SERVICES	\$365.19
82317	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$270.00
82318	KUZIK, MICHELLE	SUMMER CAMP/SUPPLIES	\$996.56
82319	ULINE	RAMPS	\$1,838.03
82320	TIME TRACKER	TIME CLOCK	\$1,863.75
82321	SCHEFFER ANDREW	PLANNING SERVICES	\$12,498.85
82322	GEM TESTING	WESTSIDE AND RIVERVIEW PROJECTS	\$5,126.63
82323	MJB ENTERPRISE LTD	WESTSIDE SLOPE REMEDIATION	\$92,144.13
82324	ATB MASTERCARD	VARIOUS EXPENSES	\$13,036.71
82325	CITY AUTO PARTS	BELT/BRAKE ROTORS/BRAKE PADS/GASKET	\$638.35
82326	CYPRESS COMMUNICATION	ANTENNA	\$45.15
82327	FRANKS FIRE ALARM	BACKFLOW PREVENTER	\$396.05
82328	HYDRACO	DRIVE ANGLE CHANGE AND PUMP REPAIR	\$2,927.88
82329	LIFESAVING SOCIETY	EXAM FEE	\$85.00
82330	MEDICINE HAT CSRD #20	2014 SUPPLEMENTAL TAXES	\$693.05
82331	SHAW	INTERNET	\$379.68
82332	PRIME PRINTING	RECEIPTS	\$407.40
82333	RECEIVER GENERAL	STAT DEDUCTION	\$412.51
82334	REDCLIFF/CYPRESS LANDFILL	LANDFILL TONNAGE	\$10,742.10
82335	SOUTH COUNTRY GLASS	REPLACE WINDOW	\$840.00
82336	SUN CITY FORD	FILTER ASY/GASKET/SPARK PLUG	\$335.39
82337	TELUS COMMUNICATION	INTERNET	\$127.26
82338	KUZIK, MICHELLE	SUMMER CAMP FACILITATOR FEES	\$323.00
82339	ELEVATION LANDSCAPING	RAINBIRD/NOZZELS/LINE TEE	\$76.39
82340	LOEPPKY, JAKOB	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,500.00
82341	WORKER'S COMPENSATION	SEPTEMBER INSTALLMENT	\$6,507.94
82342	WHITE ICE	CIRCLE MARKER	\$695.68
82343	REDCLIFF HOME HARDWARE	PIPE/SHIELDS/VALVES/BOLTS/PAINT SUPPLIES/ELBOWS	\$428.27
		CHEQUES - TOTAL	\$170,713.54

ELECTRONIC FUNDS TRANSFERRED PAYABLES

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00313	AIR LIQUIDE	CARBON DIOXIDE	\$2,816.50
00314	MEDICINE HAT NEWS	ADVERTISING	\$1,224.20
00315	A & B STEEL	WELD ON HINGE	\$49.98
00316	ACTION PARTS	NUTS/DISC BRAKE HARDWARE KIT	\$77.54
00317	THE BOLT SUPPLY HOUSE	WASHERS/NUTS	\$69.86
00318	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$56.12
00319	C.E.M. HEAVY EQUIPMENT	MANUAL/RESEVOIR TANK/SEAT COVER/LATCH ASSY	\$404.45
00320	CUPE	UNION DUES	\$2,740.65
00321	DIGITEX	PHOTOCOPIER FEES	\$207.66
00322	LETHBRIDGE HERALD	ADVERTISING	\$792.74

00323	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00324	PRO COMM SOLUTIONS	CELL PHONE/CASE	\$917.70
00325	TRIPLE R EXPRESS	SHIPPING	\$38.85
00326	BERT'S VACUUM	SOAP/DEODORANT REFILLS	\$275.51
		EFT - TOTAL	\$9,740.01

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00134	H2O HAULING	HAUL WATER	\$105.00
00135	SANATEC	VACUUM SEPTIC TANK	\$168.00
00136	DAVIES, MIKE	EMPLOYEE REIMBURSEMENT	\$42.19
00137	FORTY MILE GAS CO-OP	UTILITIES	\$39.30
00138	JACOB'S WELDING	FABRICATE ENCLOSURES/WELD POST AND GATE	\$3,459.75
00139	REDCLIFF HOME HARDWARE	SPRAY PAINT	\$12.69
00140	SUMMIT MOTORS	CLAMP	\$90.47
00141	SUNCOR	FUEL	\$1,552.14
00142	ATB MASTERCARD	VARIOUS	\$73.21
00143	ATB MASTERCARD	VARIOUS	\$71.81
		CHEQUES - TOTAL	\$5,614.56

Mastercard AUG 05 - SEP 07, 2017

Document Date	Document Amount	Transaction Description
8/15/2017	\$297.56	CANADA POST-POSTAGE
8/11/2017	\$1.00	TOWN VIRTUAL CITY HALL MODULE TESTING
8/23/2017	\$1.00	TOWN VIRTUAL CITY HALL MODULE TESTING
8/23/2017	\$1.00	TOWN VIRTUAL CITY HALL MODULE TESTING
9/6/2017	\$145.79	COSTCO-COUNCIL/STAFF SUPPLIES
8/10/2017	\$87.49	STAPLES-TONER
8/10/2017	\$61.22	STAPLES-FOLDERS
9/1/2017	\$51.16	STAPLES-STICKIE NOTES/PADS
9/1/2017	\$95.57	STAPLES-STICKIE NOTES/PT/FLAGS
9/5/2017	\$418.95	CPA-PAYROLL ACCOUNTING CLASS
9/5/2017	\$497.22	STAPLES-BANK BOXES/PAPER
8/30/2017	\$5,040.00	AUMA-CONVENTION REGISTRATION
8/3/2017	\$95.10	AB REGISTRY-REPORT
8/24/2017	\$60.01	VISTA PRINT-BANNERS
8/20/2017	\$103.70	BOOEKO-ONLINE REGISTRATION
8/30/2017	\$203.91	PARTY WARES-PARADE SUPPLIES
8/8/2017	\$795.00	U OF A - MUNICIPAL LAW COURSE
8/21/2017	\$392.94	RAMADA-MUNICIPAL AFFAIRS TRAINING
8/17/2017	\$577.50	AWWOA - COURSE REGISTRATION
8/17/2017	\$60.00	AWWOA - MEMBERSHIP
8/17/2017	\$483.00	AWWOA - COURSE REGISTRATION
8/17/2017	\$483.00	AWWOA-COURSE REGISTRATION
8/17/2017	\$483.00	AWWOA-COURSE REGISTRATION
8/22/2017	\$64.08	COSTCO-PROPANE
8/29/2017	\$30.93	COSTCO-PROPANE
8/11/2017	\$19.38	PHARMASAVE-FIRST AID SUPPLIES
8/15/2017	\$15.74	COSTCO-STAFF APPRECIATION
8/15/2017	\$36.00	DIETZ MEATS-STAFF APPRECIATION
8/15/2017	\$8.80	REDCLIFF BAKERY-STAFF APPRECIATION
8/15/2017	\$33.01	AG FOODS-STAFF APPRECIATION
8/16/2017	\$1,183.08	WINDSOR PLYWOOD-PROJ#188
8/18/2017	\$18.77	SUN CITY-SPOT PAINT
8/21/2017	\$441.00	VARSTEEL-VAULT LIDS
8/25/2017	\$287.89	STAPLES-WIRELESS HUB
8/28/2017	\$314.53	COSTCO-LIFE JACKETS
8/31/2017	\$104.97	CANADIAN TIRE-ASPHALT FILLER
8/31/2017	\$37.72	HOME DEPOT-WASP KILLER
8/16/2017	\$22.05	KIRKS TIRE- TIRE REPAIR
8/4/2017	\$234.02	BEST BUY-SANDISK/CANON
8/17/2017	\$282.26	COSTCO-PROPANE
8/17/2017	\$125.99	HOME HARDWARE-TANK SPRAYER
8/30/2017	\$44.68	STAPLES-CALCULATOR/TRI-SCALE
8/22/2017	\$356.16	QUALITY HOTEL -JJ
8/27/2017	\$69.28	PIZZA HUT- STAFF APPRECIATION
8/9/2017	(\$1,128.75)	CHIWATER-REFUND FOR TRAINING
9/14/2017	\$13,036.71	TOWN CHEQUE#82324
8/15/2017	\$71.81	CANADA POST-POSTAGE - LANDFILL
9/14/2017	\$71.81	LANDFILL CHEQUE#000143
	\$13,108.52	TOTAL MC AMOUNT

BANK SUMMARY FOR AUGUST 31, 2017

ATB GENERAL BANK ACCOUNT		5.12.02.121.000
BALANCE FORWARD		1,953,475.66
DAILY DEPOSITS		155,028.54
DIRECT DEPOSITS		427,252.30
GOVERNMENT GRANTS		1,310,292.00
INTEREST		3,169.63
OTHER DEPOSITS		294.67
SUBTOTAL		1,896,037.14
PAYMENTS		500,487.70
ASFF QUARTERLY PAYMENTS		0.00
DEBENTURE PAYMENTS		5,096.13
OTHER WITHDRAWALS		970,842.02
SUBTOTAL		(1,476,425.85)
TOTAL		2,373,086.95
BANK STATEMENT ENDING BALANCE		2,874,913.59
OUTSTANDING CHEQUES (-)		(504,377.88)
DEPOSITS IN TRANSIT (+)		2,551.24
TOTAL		2,373,086.95
INVESTMENTS		
ATB ONE YEAR GIC @1.6%	5.12.02.321.000	0.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001	19,397,857.00
ATB/SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000	2,093,487.84
TOTAL INVESTMENTS		21,491,344.84
TOTAL CASH & INVESTMENTS		23,864,431.79

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 11, 2017 @ 7:00 P.M.**

PRESENT:	Mayor Councillors	E. Reimer D. Kilpatrick, C. Brown J. Steinke, L. Leipert E. Solberg, C. Crozier
	Municipal Manager Manager of Legislative & Land Services Director of Finance & Administration Director of Community & Protective Services Director of Planning & Engineering Planning Specialist	Arlos Crofts S. Simon J. Tu (left at 7:34 p.m.) K. Dalton (left at 7:42 p.m., rejoined at 8:11 p.m.) J. Johansen (left at 8:11 p.m., rejoined at 8:44 p.m.) J. Zukowski (arrived at 7:34 p.m., left at 8:11 p.m., rejoined at 8:44 p.m.)

ABSENT:**1. GENERAL**

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2017-0326	Adoption of Agenda	B) Councillor Leipert moved the Agenda be adopted as presented. - Carried.
2017-0327	Accounts Payable	C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.
2017-0328	Bank Summary to July 31, 2017	D) Councillor Solberg moved the Bank Summary to July 31, 2017, be received for information. - Carried.

2. MINUTES

2017-0329	Council meeting held August 21, 2017	A) Councillor Leipert moved the minutes of the Council meeting held August 21, 2017, be adopted as presented. - Carried.
-----------	--------------------------------------	---

3. REQUESTS FOR DECISION

2017-0330	Road Closures for Fall Festival and Parade	A) Councillor Crozier moved to authorize the following road closures for activities associated with Redcliff Fall Festival
-----------	--	---

and Parade, pending notification of Emergency Services and area residents:

- Marshalling Point: 1st St SW from 3rd Ave SE to Broadway Ave is closed from 6:00 am until 11:30 am on September 16th.
- Parade Route: Broadway Ave from 1st St SW to Mitchell St SE is closed for parking from 6:00 am until 11:30 am and closed to traffic from 10:00 am until 11:30 am on September 16th.
- Fall Festival: 3rd St SE from 2nd Ave SE to Broadway Ave, and 1st Ave SE from 2nd St SE to 3rd St is closed from 6:00 am until 4:30 pm on September 16th.

Further that the Redcliff Lions Club be granted permission for use of a golf cart along the River Valley park pathway during the Family and Dog Walk from 1:30 pm – 4:00 pm. - Carried.

2017-0331 Budget Process

B) Councillor Leipert moved to further establish the dates for the 2018 budget review as Thursday, November 2, 2017 and Saturday, November 4, 2017 from 8:30 a.m. to 5:00 p.m. each day. - Carried.

2017-0332 Broadway Avenue & Mitchell Street Intersection
Re: 4-Way Stop Upgrade

C) Councillor Kilpatrick moved that Administration review the quotes received for the Broadway Avenue and Mitchell Street Intersection – 4-way stop upgrade project and identify potential cost saving strategies. Further to wait for the City of Medicine Hat's Electric Department costs and timing. And further to deal with project funding including costs of signalization in the 2018 budget deliberations, and retender the project for early spring 2018 construction. - Carried.

2017-0333 5th Avenue SE & 6th Street SE Intersection
Re: 4-Way Stop Request

D) Councillor Kilpatrick moved the intersection of 5th Avenue SE and 6th Street SE be left as it is. - Carried.

2017-0334 Weeping Tile Disconnection Incentive Program

E) Councillor Leipert moved that Administration draft a Policy for the creation of a Weeping Tile Disconnection Incentive Program for review and adoption. - Carried.

4. CORRESPONDENCE

2017-0335 Bullying Canada
Re: Request for Support of Bullying Canada Programs

A) Councillor Kilpatrick moved correspondence from Bullying Canada dated August 26, 2017, regarding request for support of Bullying Canada Programs, be received for information. - Carried.

2017-0336 Riverview Golf Club
Re: Water Rates

B) Councillor Leipert moved correspondence from Lois and Gil Bourassa dated August 22, 2017, regarding golf course raw water rates, be received for information. Further that Administration draft a report for Council's review which responds to the letter and questions therein. - Carried.

5. OTHER

2017-0337 Development & Safety Codes
Permits August 2017 Report

A) Councillor Steinke moved the Development & Safety Codes Permits August 2017 Report, be received for information. - Carried.

2017-0338 Redcliff Fall Festival 2017
Poster

B) Councillor Solberg moved the Redcliff Fall Festival 2017 Poster, be received for information. - Carried.

2017-0339 Council Important Meetings &
Events September 11, 2017

C) Councillor Crozier moved the Council Important Meetings & Events September 11, 2017, be received for information. - Carried.

6. RECESS

Mayor Reimer called for a recess at 7:34 p.m.

Director of Finance & Administration left at 7:34 p.m.

Planning Specialist arrived at 7:34 p.m.

Mayor Reimer reconvened the meeting at 7:41 p.m.

7. IN CAMERA

2017-0340

Councillor Crozier moved to meet In Camera at 7:41 p.m. - Carried.

Director of Community & Protective Services left at 7:42 p.m.

Director of Planning and Engineering and Planning Specialist left at 8:11 p.m.

Director of Community & Protective Services rejoined at 8:11 p.m.

2017-0341

Councillor Kilpatrick moved to return to regular session at 8:44 p.m. - Carried.

Director of Planning and Engineering and Planning Specialist rejoined at 8:44 p.m.

- | | | |
|-----------------------|--|---|
| 2017-0342 | Physician Correspondence
Dr. H.S. van der Merwe | Councillor Crozier moved to decline the email request of Dr. HS van der Merwe dated September 7, 2017 and further, Administration respond to Dr. van der Merwe. - Carried. |
| 2017-0343 | Eastside Commercial
Development | Councillor Steinke moved that Administration is to incorporate the findings from the Economic Development Alliance's public outreach consultation and engagement, "What does Redcliff Mean to You?" into the Municipal Development Plan, negotiate a sale of commercial property in Eastside and revise the current Eastside Area Structure Plan to accommodate the proposed commercial development and the findings of the Economic Development Alliance's public outreach. - Carried. |
| 8. ADJOURNMENT | | |
| 2017-0344 | Adjournment | Councillor Crozier moved to adjourn the meeting at 8:46 p.m. - Carried. |

Mayor Reimer

Manager of Legislative & Land Services

MINUTES

PRESENT: Members: B. Duncan B. Vine, L. Leipert,
J. Steinke, J. Beach, E. Solberg
Development Officer: B. Stehr

ABSENT: Members: B. Lowery

1. CALL TO ORDER

B. Duncan called the meeting to order at 12:30 pm

2. ADOPTION OF AGENDA

E. Solberg moved that the agenda be adopted as presented.
- Carried.

3. PREVIOUS MINUTES

L. Leipert moved that the previous minutes of January 18, 2017 be adopted as presented.
- Carried

L. Leipert moved that the previous minutes of April 6, 2017 be adopted as presented.
- Carried

4. LIST OF DEVELOPMENT PERMITS ADVERTISED

J. Steinke moved that the list of Development Permits Advertised be accepted for information.

5. DEVELOPMENT PERMIT APPLICATIONS APPROVED/DENIED BY DEVELOPMENT AUTHORITY

E. Solberg moved that the list of Development Permit Applications approved/denied by the Development Authority be accepted for information.
- Carried

6. SUBDIVISION APPLICATIONF FOR MPC CONSIDERATION

A) Town of Redcliff Subdivision Application 2014 SUB 02
FarWest Land & Properties Inc.
Lots 1-20, Block 99, Plan 1117V (102, 110, 114, 122 5 Street NW)
Third request for Subdivision Extension

E. Solberg moved that FarWest's request for a third subdivision extension be approved.
- Carried.

7. FOR COMMENTS

A) Application for Land Use Amendment

Rezoning of lands from R-1 Single Family Residential District to R-2 Low Density Residential District.

Lot 42, Block 91, Plan 9411418 (15 3 Street NW)

B. Vine moved that the following comment(s) be forwarded to Council in regards to the Land Use Bylaw amendment:

- Recommend that the subject property remain R-1 Single Family Residential District until the Town knows the actual intent of the rezoned lands.

8. ADJOURNMENT

L. Leipert moved adjournment of the meeting at 12:50 pm.

- Carried.

Chairman

Secretary

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD MEETING
Town Council Chambers Town Office
September 12, 2017 at 7:00 pm**

PRESENT:

Chairperson	Meredith Conboy
Council Representative	Chere Brown
Members at Large	Karen Krause
	Mandy McApline
	Susan Horn
Community Services	Carla Spampinato

1. GENERAL

Call to Order:

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

Adoption of the Agenda

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

2. MINUTES

A) C. Brown moved the June 13th, 2017 minutes, adopted. – Carried

3. DELEGATION – None

4. OLD BUSINESS

Fall Programming

A) Received as information

5. NEW BUSINESS

FCSS programming Fall and Winter

A) Received as information.

Focus of Outcome Measures going forward.

B) Received as information.

Next board planning session

C) Received as information

6. CORRESPONDENCE

A) Correspondence received regarding Caregiver Connections Support Group – received as information

B) Correspondence received regarding Journey Through Grief Group

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

A) Board Planning Session Part 2, September 2, 2017

Next Meeting

8. DATE OF NEXT MEETING – October 10, 2017

Adjournment

9. ADJOURNMENT

A) M. Conboy moved to adjourn the meeting at 7:36 pm.—
Carried

**REDCLIFF/CYPRESS REGIONAL
WASTE MANAGEMENT AUTHORITY MEETING
THURSDAY, SEPTEMBER 7, 2017 at 1:00 p.m.
REDCLIFF TOWN COUNCIL CHAMBERS**

PRESENT:	Town of Redcliff:	Councillor	D. Kilpatrick
		Councillor	C. Crozier
		Landfill Treasurer	J. Tu
		Landfill Manager	C. Popick
	Cypress County:	Manager Legislative & Land Services	S. Simon
		Councillor	A. Belyea
		Councillor	L. Pahl
		Public Works Operations Supervisor	J. Garland

ABSENT:

1. CALLED TO ORDER

C. Popick called the meeting to order at 1:00 p.m.

2. ELECTION OF CHAIRPERSON

L. Pahl nominated D. Kilpatrick to be Chairperson. D. Kilpatrick accepted.

3. ADOPTION OF AGENDA

A. Belyea moved the agenda be adopted as presented. - Carried.

4. MINUTES OF PREVIOUS MEETING

L. Pahl moved the minutes of the meeting held on May 3, 2017, be adopted as presented. - Carried.

5. NEW BUSINESS

A) Memo – Bond Investment

A. Belyea moved the Memo regarding Bond Investment dated September 7, 2017, be received for information. Further, to accept the Town of Redcliff's Policy as the guiding policy for investments. - Carried.

REDCLIFF/CYPRESS REGIONAL
WASTE MANAGEMENT AUTHORITY MEETING
THURSDAY, SEPTEMBER 7, 2017

PAGE 2

B) 2018 Landfill Rate Proposal

L. Pahl moved the following proposed 2018 Landfill rates be approved:

Proposed Rate Change			
	Current Rate	Proposed Rate	
General Fees		2018	Subsequent Years
Up to 250 Kg's (550 lbs)	\$8.00	\$10.00	
Over 250 KG's	\$62.00/1,000 kg	\$72.00	Increase \$10.00/ Tonne per Year
Town of Redcliff and Cypress County	\$31.00/1,000 kg	\$36.00	Increase \$5.00/ Tonne per Year
Waste Requiring Special Handling	\$70.00/1,000 kg	\$80.00	Increase \$10.00/ Tonne per Year
Clean Concrete	\$21.00/1,000kg	\$21.00	
Special Materials Disposal Fee	At cost		
Clean Fill	No Charge		
Minimum Flat Rates (apply during power outages)			
Less than 1 (one) Tonne Vehicle	\$8.00	\$10.00	
1 Tonne Vehicle	\$60.00	\$70.00	
Over 1 Tonne Vehicle	\$70.00	\$80.00	
Contract Haulers			
Semi-Trailers (per trailer)	\$500.00	\$600.00	
Front End Dumps	\$200.00	\$300.00	
Roll Off Containers	\$100.00	\$200.00	
Other Rates			
Surcharges for inadequately restrained loads	\$20.00		
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit		

- Carried.

C) 2018-2020 Operating & Capital Budget

C. Crozier moved the proposed 2018 Operating & Capital Budget be approved as presented. Further, that we accept the 2019-2020 Operating & Capital Budget in principle. – Carried.

D) Landfill Manager's Report

L. Pahl moved the Landfill Manager's Report to September 1, 2017, be received for information. - Carried.

E) Landfill Graphs

C. Crozier moved the Redcliff/Cypress Regional Landfill Graphs to July 31, 2017, be received for information. - Carried.

6. ADJOURN

L. Pahl moved adjournment of the meeting at 1:58 p.m. - Carried.

Chairman

Secretary



700 REDCLIFF WAY S.E.
REDCLIFF AB. T0J 2P0

PHONE: 403-548-7118
FAX: 403-548-2400

EMAIL: INFO@GOLFRIVERVIEW.COM
WEB: WWW.GOLFRIVERVIEW.COM

Board of Directors Meeting September 19 2017

Call to Order:

Board Members:

X= absent

Dean Blezard	Michael Anderson
Dean Schmaltz	Gary Hurlbert
Rob Desjarlais	Jeff Anderson
Larry McGregor	Charles Rathke
Roy Coghlan	Cody Booker

Director of Golf Glenn Racz

Town Representatives: Larry Leipert

Minutes of Last Meeting:

- Approval of the minutes
- Business arising from the minutes

Reports:

1. Town Liason
2. Financial

Committee Reports:

1. Grounds
2. Clubhouse, Pro Shop
3. Finance & Compensation

Open General Discussion:

Next Meeting Date: Tuesday October 24 at 6:30 pm

Adjournment:

G. Racz



700 REDCLIFF WAY S.E.
REDCLIFF AB. T0J 2P0

PHONE: 403-548-7118
FAX: 403-548-2400

EMAIL: INFO@GOLFRIVERVIEW.COM
WEB: WWW.GOLFRIVERVIEW.COM

Board of Directors Meeting August 22 2017

Call to Order: Dean called the mtg to order at 6:30 pm

Board Members:

X= absent

Dean Blezard	Michael Anderson X
Dean Schmaltz X	Gary Hurlbert
Rob Desjarlais	Jeff Anderson
Larry McGregor X	Charles Rathke
Roy Coghlan	Cody Booker X

Director of Golf Glenn Racz

Town Representatives: Larry Leipert

Agenda:

- it was agreed going forward we will not post an agenda as the reports will achieve same result

Minutes of Last Meeting:

- Approval of the minutes
- motion to accept by Jeff seconded by Charles

Reports:

1. Town Liason

- Larry was asked to clarify what was happening with the water issue and the driving range plans
- Larry informed us our request for free water for 2017 was denied by a unanimous vote 6 - 0
- Larry tried to get us the run off water but the vote was defeated 3 - 3
- we were informed the town was trying to get a grant for drainage but it was denied
- a discussion on storm run off vs erosion – what do we need to apply for
- we were informed James is working on 4 capital projects which puts the driving range back at least a year and that the town was down one engineer
- Larry clarified the town grant is capped at 150 thousand
- we asked if we could access this money to start the driving range, Larry will check
- we asked what the benefits of going in with the town on grants and applications are – Larry will check
- there was a lengthy discussion by Dean and several board members with Larry as to how much the town values the golf course and what having it brings to the community. Larry will pass along the boards comments and reiterated his personal support.

*will get
Bennett*

2. Financial

- Glenn reviewed the financials in Larry's absence: **July** total income 143.3 ; Gross Profit 104.6 ; Expenses 119.4 ; Profit (14.8) **Year to date** : Total income 1022.9 : Gross Profit 805.5 : Expenses 682.4 : Profit 123.0
- Glenn passed out a consolidated ytd review compared to budget

Committee Reports:

All committee reports were postponed for this month at the meeting but are available through Glenn

Next Meeting Date: Tuesday Sept 19 at 6:30 pm

Adjournment:

- Dean adjourned the mtg at 9:00

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 19, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: To amend Bylaw 1698/2011 being the Town of Redcliff's Land Use Bylaw

PROPOSAL: Adopt the Redcliff Land Use Bylaw amendment

BACKGROUND:

During the summer of 2017 Planning & Engineering Department had preliminary discussions with R. Whitten of NewRock Developments Inc. with regards to rezoning the property at Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from a R-1 Single Family Dwelling Residential District to a zone that would allow for multiple duplexes on the sight.

On August 21, 2017 NewRock Developments Inc. made application to amend Bylaw 1698/2011 being the Town of Redcliff's Land Use Bylaw to change the aforementioned property from R-1 Single Family Residential District to R-2 Low Density Residential District.

Land Use Bylaw Amendment Applications should be reviewed with respect to:

- The Municipal Development Plan;
- Area Structure Plan(s);
- Applicable Statutory Documents;
- The Land Use Bylaw which defines the allowable uses of the proposed zone.

Land Use Bylaw Amendment Applications should not consider the actual proposed development as once the land is rezoned an applicant is free to use the land for any approved use and will likely be approved for any discretionary use listed for the zone.

Planning & Engineering has reviewed the application, and notes the following:

1. The proposed development is in agreement with the Municipal Development Plan and the Northend Transition Area;
2. The proposed development does not appropriately conform with the R-2 Low Density Residential District, and more appropriately conform to the R-s Medium Density Residential District zone as defined by the Land Use Bylaw;
3. The greenhouse to the north encroaches onto the property approximately 2.0 m. The CO₂ tank for the greenhouse is wholly on the subject property. There is a concern that should the property be rezoned, and then that portion on which the greenhouse and CO₂ tank encroach be subdivided and consolidated with adjoining it may create a parcel with different zones.
4. The Developer should subdivide the property so that the greenhouse and CO₂ tank that are not on the property being rezoned and developed;

5. Along with the R-2 properties directly to the south, rezoning of this property does bring the potential of concentrating a large amount of rental properties in a relatively small area. This situation could lead to larger social issues within the Town.

The proposed Land Use amendment was presented to the Municipal Planning Commission (MPC) at the regular scheduled meeting on September 20, 2017. MPC's comments were that they recommended that the property remain R-1 Single Family Residential District until the Town knows the actual intent of the rezoned lands.

A representative of NewRock Developments Inc. was present at the meeting, and after hearing the comments from the Commission, indicated to the Development Officer that they would like to amend their rezoning application from a R-2 Low Density Residential District to a R-3 Medium Residential District. Planning and Engineering Department confirmed with the Applicant that they wanted to proceed with their application.

POLICY/LEGISLATION:

Part 2, Division 1, Section 8 of the Municipal Government Act.
Part VI **Land Use Amendments**, Section(s) 32-39 of the Redcliff Land Use Bylaw.

STRATEGIC PRIORITIES:

Expediting development is not currently ranked in the Municipality's Strategic Priorities. However it is important for economic growth of the Town.

ATTACHMENTS:

- Land Use Bylaw amendment application from NewRock Developments Inc.
- Letter from NewRock Developments Inc. requesting to amend their Land Use Amendment Application.
- Minutes from September 20, 2017 Municipal Planning Commission meeting.
- Part VI **Land Use Amendments** section(s) 32-39 of the Redcliff Land Use Bylaw.
- Exerts from the Redcliff Land Use Bylaw, permitted and discretionary uses in R-1, R-2, and R-3 districts.
- Bylaw to amend Land Use Bylaw 1698/2011.

OPTIONS:

1. That Bylaw 1845/2017 being a bylaw to amend Bylaw 1698/2011, Land Use Bylaw to rezone Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District be given first reading. Further that Administration encourage the applicate to get subdivision approval to separate the lands containing the greenhouse and CO₂ tank from the parcel before 2nd reading of the Bylaw. It is suggested the Applicant subdivide that portion of the greenhouse and CO₂ tank, along with applicable setbacks, that encroach upon subject lands. The subdivided portion would then be consolidated with Lot 41, Block 91, Plan 9411418 (25 3 Street NW)

2. That Council amend Bylaw 1698/2011 to rezone the lands at Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District.
3. That proposed Bylaw 1845/2017, being a Bylaw to amend Bylaw 1698/2011, the Land Use Bylaw to rezone the lands at Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District be defeated.

RECOMMENDATION:

It is recommended that Council adopt Option 1.

SUGGESTED MOTION:

1. Councilor _____ moved that Bylaw 1845/2017 being a bylaw to amend Bylaw 1698/2011, Land Use Bylaw to rezone Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District be given first reading. Further that Administration encourage the applicant to get subdivision approval to separate the lands containing the greenhouse and CO₂ tank from the parcel before 2nd reading of the Bylaw.
2. Councilor _____ moved that Bylaw 1845/2017 being a bylaw to amend Bylaw 1698/2011, Land Use Bylaw to rezone Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District be given first reading.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2017.



APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Jamco Growers Ltd
Address: PO Box 1144
Redcliff, AB
Postal Code: T0J 2P0

Agent of Owner: Name: NewRock Developments Inc.
Address: 671 Industrial Ave SE
Medicine Hat, AB
Postal Code: T1A 3L5

Telephone Number 403-529-1023

Existing Land Use Zoning: R1

Proposed Land Use Zoning: R2

Municipal Address of Site: 15- 3rd Street NW

Legal Land Description Lot 42 Block 91 Plan 941 1418

Enclosures and Attachments:

- ☒ a) Copy of Certificate of Title for Effected lands.
- ☒ b) Evidence that Agent is authorized by Owner.
- ☒ c) Statement of reasons in support of application.
- ☒ d) Vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60 m of the parcel boundaries.
- ☒ e) Where application is for a district change to DC – Direct control district a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate.
- ☒ f) Fee, as established by resolution of Town Council, which shall include a standard application fee plus the cost of advertising for the public hearing. \$750.00

The Municipal Manager in consultation with the Redcliff Planning Board may:

- (a) Refuse to accept an application to amend this Bylaw if the information required by subsection (30) has not been supplied, or
- (b) Consider the application complete without all of the information required by subsection (30), if, in his opinion, a decision can be properly made with the information supplied.


OWNER'S AND/OR OWNER'S AGENT SIGNATURE

2017-08-21
DATE



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0026 570 573 9411418;91;42 131 323 603 +1

LEGAL DESCRIPTION

PLAN 9411418
BLOCK 91
LOT 42
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;6;13;17;SW
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 981 063 367

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
131 323 603	17/12/2013	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

JAMCO GROWERS LTD.
OF PO BOX 1144
REDCLIFF
ALBERTA T0J 2P0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
171 087 297	27/04/2017	MORTGAGE MORTGAGEE - BANK OF MONTREAL. 101 CARRY DRIVE SE MEDICINE HAT ALBERTA T1B3M6 ORIGINAL PRINCIPAL AMOUNT: \$1,750,000

TOTAL INSTRUMENTS: 001



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0026 570 631 9411418;91;41 131 323 603

LEGAL DESCRIPTION

PLAN 9411418
BLOCK 91
LOT 41
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;6;13;17;SW
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 951 259 223 +6

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
131 323 603	17/12/2013	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

JAMCO GROWERS LTD.
OF PO BOX 1144
REDCLIFF
ALBERTA T0J 2P0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
171 087 297	27/04/2017	MORTGAGE MORTGAGEE - BANK OF MONTREAL. 101 CARRY DRIVE SE MEDICINE HAT ALBERTA T1B3M6 ORIGINAL PRINCIPAL AMOUNT: \$1,750,000

TOTAL INSTRUMENTS: 001

Land Owner Consent Form

Application for a Land Use Amendment

Legal Description


Lot 42
Block 91
Plan 9411418

Address

15 3rd Street NW
Redcliff, AB

As the owner of the properties described above, I consent to **NewRock Developments Inc.** applying for a Land Use Amendment for this property, and acknowledge that they have a legitimate interest in the property for the purposes of these applications.

Owner's Name: Kevin Stonehouse	
Company: Jamco Growers Ltd.	
Address: Box 1144	
City/Town: Redcliff	Province: Alberta
Postal Code: T0J 2P0	

Owner's Signature:  Date: Aug. 21, 2017

NEWROCK

DEVELOPMENTS INC.

August 21, 2017

Mr. Brian Stehr, Development Officer
Town of Redcliff
1-3rd Street NE, Redcliff AB, T0J 2P0

Re: Land Use Amendment Application for **15 3rd Street NW**

Dear Mr. Stehr,

NewRock Developments Inc. is submitting this application for the land use amendment of the parcel of land in northwest Redcliff on behalf of Jamco Growers Ltd. The lot is currently zoned R-1, Single Family Residential District and we are applying to re-zone the lot as R-2, Low Density Residential District.

The purpose of this application is to allow for the construction of 5 semi-detached residential buildings which are not permitted under the R-1 zoning. We have attached a conceptual site plan for your reference and we feel that this application can be supported by the following:

- Directly to the south of this property is a row of existing semi-detached dwellings. The R-2 land use will blend in well with this surrounding residential and the planned housing style will compliment and add variety to the existing housing styles.
- The Town of Redcliff, Municipal development Plan (MDP) demonstrates a concept that indicates future directions for growth and specifically speaks to a greater proportion of residential in the Northend. The MDP also speaks to the creation of housing that is affordable, an expected increase in the overall percentage of multi-family units, the benefits of re-development and the encouragement of developing townhouses and multi-family dwellings.
- Pedestrian connectivity to local walks is easily achieved because of the existing Town sidewalks.
- The existing road network has been designed to handle the traffic load from the proposed development.
- The required parking for the project will be provided on the site. This will lessen its impact on the existing residential properties, and limiting the need for on-street parking.

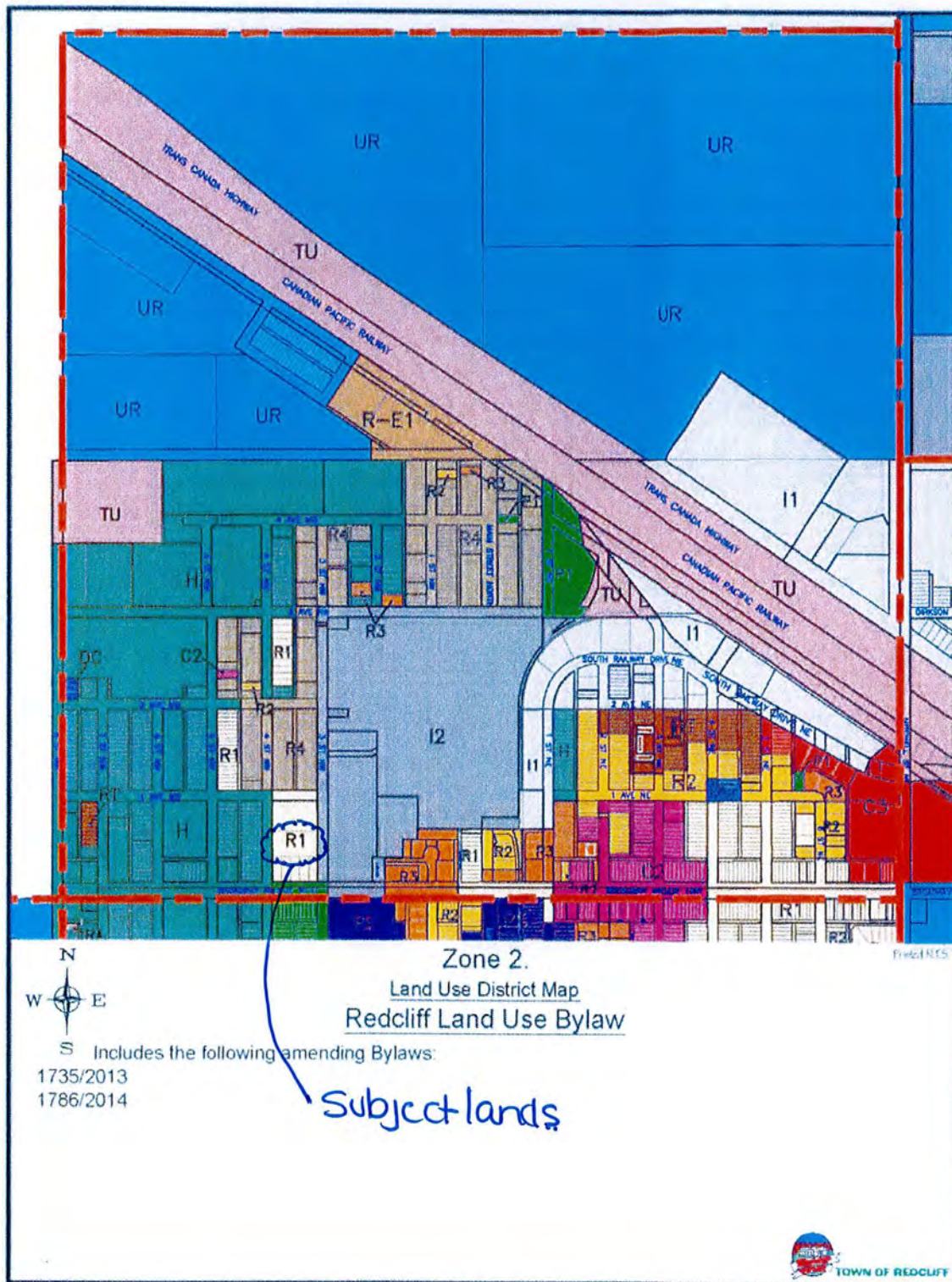
We feel that this Land Use Amendment will enhance the area and be in keeping with the Community Plan. We respectfully request your approval of Land Use Amendment Application. Please contact the undersigned if you have any questions.

Sincerely,



Rob Whitten
VP Operations, NewRock Developments Inc.

Cc: Kevin Stonehouse, Jamco Growers Ltd.

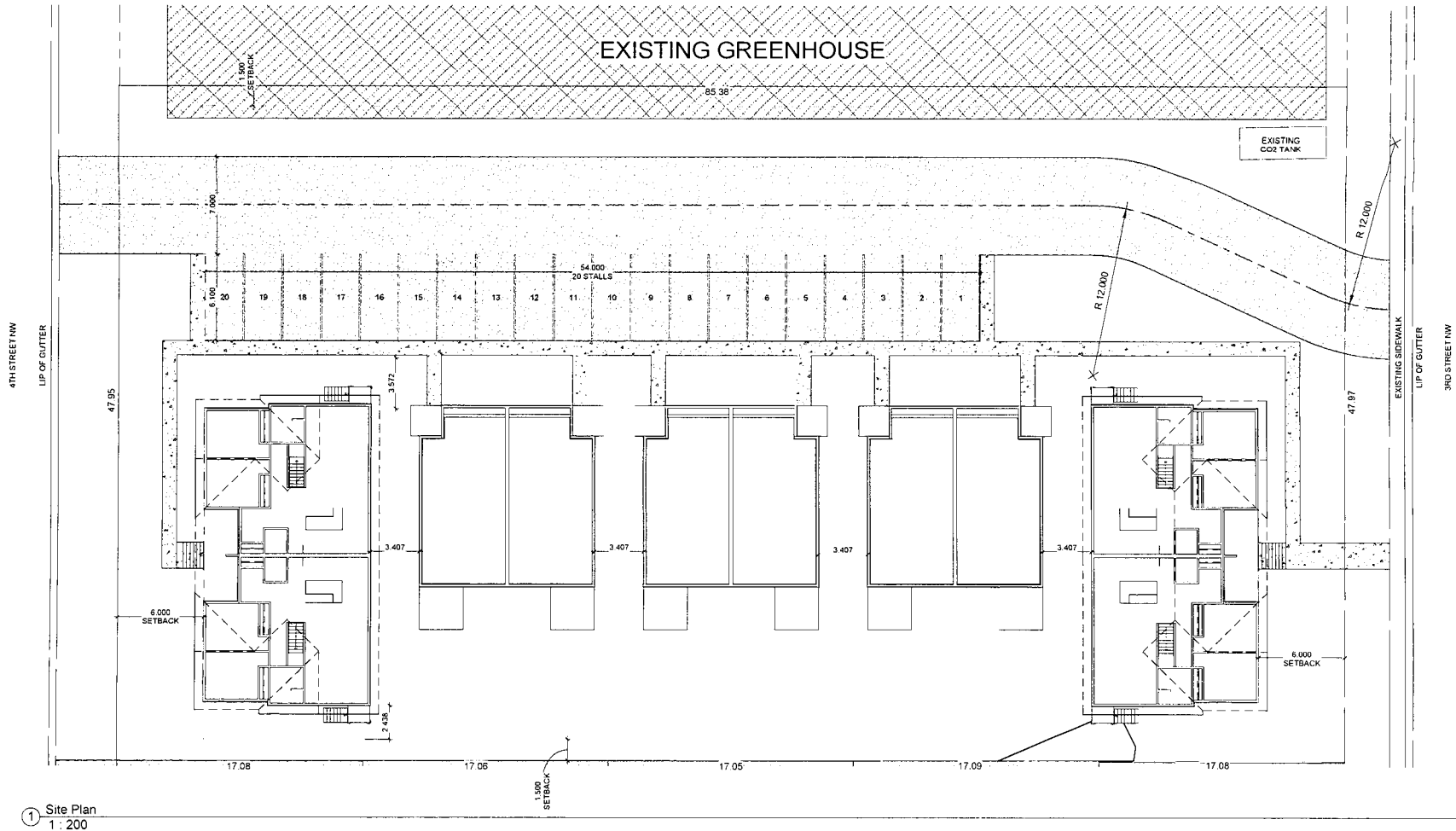


**R-2 - LOW-DENSITY RESIDENTIAL DISTRICT
DEVELOPMENT STANDARDS FOR PERMITTED
USE: SEMI-DETACHED DWELLING**

STANDARD	REQUIREMENT	ACTUAL
SITE SIZE	250 m ² / UNIT	4096 m ² (1.01 ac) = 16.4 UNITS MAX.
LOT WIDTH	7.5 m / UNIT	
BLDG. HEIGHT	MAX. 11.0 m	??
SITE COVERAGE	45%	??%
AMENITY SPACE	6.0 m ² / UNIT	6.0 m ² / UNIT MIN.
VEHICULAR PARKING	2.0 SPACE PER SEMI-DETACHED DWELLING UNIT	TOTAL STALLS: 20 20 - 2.7 x 7.3 STALLS

**SUITE DESCRIPTION BREAKDOWN
SITE TOTAL: 10 UNITS**

SUITE TYPE	MODEL	QTY.	# BEDROOMS	# BATHS	SUITE AREA (SF) MAIN	SUITE AREA (SF) BASEMENT	AMENITY AREA (SF)
STREET-FACING	B-LEVEL	4	6	2	1229	1206	64
INTERNAL	B-LEVEL	6	2	2	805	775	100



① Site Plan
1 : 200

NEWROCK
DEVELOPMENTS

All drawings, designs and related documents are the property of NewRock Developments Inc., are protected by copyright, and must be returned upon request. Reproduction of drawings and documents in part or in whole is forbidden without the permission of NewRock Developments Inc. Drawings and documents are to be used only for the purpose for which they are issued.

Drawings are not to be used for construction until reviewed and approved by the Authority Having Jurisdiction. This Authority, based on applicable codes, may require revisions and/or additions and this may result in extra costs. These costs are unforeseen and therefore are the responsibility of the Owner and/or Contractor.

NewRock Developments Inc. reserves the right to make modifications to building and/or property design and modifications to specifications and/or features should they be necessary to maintain local building code requirements.

No.	Description	Date
1	Permit Submission	2016-06-21

FOR	DRAWING TITLE
PROJECT	Site Plan
Multi-Family Site	CREATION DATE 03/28/17
Broadway Ave W, Redcliff	BY SDR
	CHK
	JOB NO
	Scale AS SHOWN
	A100

NEWROCK

DEVELOPMENTS INC.

September 21, 2017

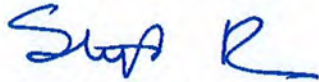
Mr. Brian Stehr, Development Officer
Town of Redcliff
1-3rd Street NE, Redcliff AB, T0J 2P0

Re: Zoning Amendment for **15 3rd Street NW**

Dear Mr. Stehr,

In accordance with the Municipal Planning Commission's comments regarding the R-2, Low Density Residential District zoning of the aforementioned property, NewRock Developments Inc. is requesting to amend the zoning application for 15 3rd Street NW to an R-3, Medium Density Residential District.

Sincerely,



Stephanie Rann
Senior Drafting Tech., NewRock Developments Inc.

Cc: Kevin Stonehouse, Jamco Growers Ltd.

MINUTES

PRESENT: Members: B. Duncan B. Vine, L. Leipert,
J. Steinke, J. Beach, E. Solberg
Development Officer: B. Stehr

ABSENT: Members: B. Lowery

1. CALL TO ORDER

B. Duncan called the meeting to order at 12:30 pm

2. ADOPTION OF AGENDA

E. Solberg moved that the agenda be adopted as presented.
- Carried.

3. PREVIOUS MINUTES

L. Leipert moved that the previous minutes of January 18, 2017 be adopted as presented.
- Carried

L. Leipert moved that the previous minutes of April 6, 2017 be adopted as presented.
- Carried

4. LIST OF DEVELOPMENT PERMITS ADVERTISED

J. Steinke moved that the list of Development Permits Advertised be accepted for information.

5. DEVELOPMENT PERMIT APPLICATIONS APPROVED/DENIED BY DEVELOPMENT AUTHORITY

E. Solberg moved that the list of Development Permit Applications approved/denied by the Development Authority be accepted for information.
- Carried

6. SUBDIVISION APPLICATIONF FOR MPC CONSIDERATION

A) Town of Redcliff Subdivision Application 2014 SUB 02
FarWest Land & Properties Inc.
Lots 1-20, Block 99, Plan 1117V (102, 110, 114, 122 5 Street NW)
Third request for Subdivision Extension

E. Solberg moved that FarWest's request for a third subdivision extension be approved.
- Carried.

7. FOR COMMENTS

A) Application for Land Use Amendment

Rezoning of lands from R-1 Single Family Residential District to R-2 Low Density Residential District.

Lot 42, Block 91, Plan 9411418 (15 3 Street NW)

B. Vine moved that the following comment(s) be forwarded to Council in regards to the Land Use Bylaw amendment:

- Recommend that the subject property remain R-1 Single Family Residential District until the Town knows the actual intent of the rezoned lands.

8. ADJOURNMENT

L. Leipert moved adjournment of the meeting at 12:50 pm.

- Carried.

Chairman

Secretary

PART VI
LAND USE BYLAW AMENDMENTS

32. APPLICATION

- (1) A person may apply to Council through the Municipal Manager, to have this Bylaw amended, by applying in writing and furnishing reasons in support of the application.
- (2) Council may initiate amendments to this Bylaw by directing the Municipal Manager to initiate an application therefore.
- (3) All amendments to the Land Use Bylaw shall be made by an amending Bylaw in accordance with the Act.

33. INFORMATION AND PLANS REQUIRED

- (1) All applications for amendments to the Land Use Bylaw shall be made to the Municipal Manager on the prescribed application form and shall be accompanied by the following:
 - (a) a copy of the certificate of title for the lands affected;
 - (b) evidence satisfactory to the Municipal Manager that the application is authorized by the registered owner(s) of the parcel, if the registered owner(s) is not the applicant;
 - (c) a statement of the reasons in support of the application;
 - (d) a vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60.0 m of the parcel boundaries;
 - (e) a description of the use or uses proposed for the land that is the subject of the application;
 - (f) where an application is for a district change to DC - Direct Control District a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate;
 - (g) a fee, as established by Council.
- (2) The Municipal Manager may request, in addition to the information required in subsection (1) above, such other information as necessary to properly evaluate and make a recommendation on the application.

34. COMPLIANCE WITH INFORMATION REQUIREMENT

- (1) The Municipal Manager may:
 - (a) refuse to accept an application to amend this Bylaw if the information required by Section 33 has not been supplied, or
 - (b) consider the application complete without all of the information required by Section 33, if, in his opinion, a decision can be properly made with the information supplied.

35. APPLICATION REVIEW PROCESS

- (1) On receipt of an application to make an amendment to this Bylaw, the Municipal Manager shall refer the application for comments to:
 - (a) the Municipal Planning Commission
- (2) The Municipal Planning Commission shall consider the matter and make recommendation to Town Council.
- (3) In reviewing an application to amend this Bylaw, consideration shall be given to the following:
 - (a) the proposal is located in an appropriate area of the community and is compatible with adjacent land uses;
 - (b) the proposal does not compromise the road capacity of the area and is suitably and efficiently serviced by an off-site road network;
 - (c) the proposal can be adequately serviced with municipal utilities; and
 - (d) any other matter as deemed necessary taking into consideration the nature of the application as well as any statutory plan or approved policy affecting the site.
- (4) The recommendations of the Municipal Planning Commission shall be communicated to the applicant who shall decide whether or not he wishes to pursue his application further.
- (5) Should the applicant decide not to pursue the application further the matter will be considered closed and the advertising component of the fees will be refunded.

36. PUBLIC NOTICE

- (1) Upon first reading of a Bylaw amendment the Municipal Manager shall forthwith cause to be published in two (2) issues of a newspaper, a notice of the proposed amending bylaw containing:
 - (a) the legal description of land;
 - (b) the civic address of the property if possible;
 - (c) the purpose of the amending Bylaw;
 - (d) time and place where a copy of the proposed amending Bylaw may be inspected by the public;
 - (e) time and place that Council will hold a Public Hearing on the proposed amending Bylaw prior to the second reading;
 - (f) an outline of the procedure to be followed by anyone wishing to be heard at the Public Hearing and how the hearing will be conducted.
- (2) In addition to the newspaper advertisement included in subsection (1), notice shall be given to the owner(s) of the subject lands and a written notice shall be issued by ordinary mail, to each owner of adjacent land as defined by the Act or any other land owner that Council deems affected, at the name and address shown for that owner on the tax roll.

37. PUBLIC HEARING

- (1) Council shall hold the Public Hearing at the time and place stated in the notice, at which Council may hear:
 - (a) the applicant or a person acting for the applicant;
 - (b) any person who claims to be affected by the proposed amending Bylaw;
 - (c) any other person that Council agrees to hear.

38. DECISIONS

- (1) Council, after considering:
 - (a) any representations made at the public hearing;
 - (b) any Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan and Intermunicipal Development Plan affecting the application and the provisions of this Bylaw; and

- (c) any other matter it considers appropriate, may:
 - (i) pass the proposed Bylaw;
 - (ii) make such amendments or changes it considers necessary and proceed to pass it without further advertisement or hearing; or
 - (iii) defeat the proposed Bylaw.

39. REAPPLICATION

- (1) Where an application for amendment to this Bylaw has been refused by Council another application for amendment on the same site for the same or similar use of land shall not be made by the same or any other applicant until at least six (6) months from the date of Council's decision.

101. R-1 SINGLE FAMILY RESIDENTIAL DISTRICT

(1) **Purpose**

The purpose of this district is primarily to provide for low density single-family residential development.

(2) **Permitted Uses**

Public Utilities
Single Detached Dwelling

(3) **Discretionary Uses – Development Officer**

Accessory Building
Accessory Use
Carport
Garage
Home Occupation
Hot Tub
Private Swimming Pool

(4) **Discretionary Uses – Commission**

Bed and Breakfast
Day Home
Duplex
Garden Suite
Group Care Facility
Modular Home
Portable Garage and Shelter
Public Building or Quasi-Public Building
Public Utility Building
Secondary Suite
Semi Detached Dwelling

(5) **General Requirements**

- (a) In addition to the general land use provisions contained in Part VII of this Bylaw, the following provisions as contained within this Section shall apply to every development in this district.

(6) **Minimum Requirements**

(a) **Lot Area**

- (i) Single Detached Dwelling: 450 m²
(ii) Duplex: 464 m²

103. R-2 LOW DENSITY RESIDENTIAL DISTRICT

(1) Purpose

The purpose and intent of this district is to provide for low density residential development where single detached dwelling, duplex and semi-detached dwelling housing types may be permitted.

(2) Permitted Uses

Duplex
Public Utilities
Semi-Detached Dwelling
Single Detached Dwelling

(3) Discretionary Uses – Development Officer

Accessory Building
Accessory Use
Carport
Garage
Home Occupation
Hot Tub
Private Swimming Pool

(4) Discretionary Uses – Commission

Bed and Breakfast
Child Care Facility
Day Home
Fourplex
Garden Suite
Group Care Facility
Modular Home
Public Building or Quasi-Public Building
Portable Garage and Shelter
Secondary Suite
Triplex

(5) General Requirements

- (a) In addition to the general land use provisions contained in Part VII of this Bylaw, the following provisions as contained within this Section shall apply to every development in this district.

104. R-3 MEDIUM DENSITY RESIDENTIAL DISTRICT

(1) Purpose

The purpose of this district is to provide for higher density residential development in the form of fourplexes, townhouses, apartments and similar developments.

(2) Permitted Uses

Fourplex
Public Utilities
Townhouse Dwelling
Triplex

(3) Discretionary Uses – Development Officer

Accessory Building
Accessory Use
Apartment Building
Carport
Garage
Home Occupation
Hot Tub
Private Swimming Pool

(4) Discretionary Uses – Commission

Assisted Living
Child Care Facility
Day Home
Duplex
Group Care Facility
Nursing Home
Portable Garage and Shelter
Semi Detached Dwelling
Senior Citizen Housing

(5) General Requirements

- (a) In addition to the general land use provisions contained in Part VII of this Bylaw, the following provisions as contained within this Section shall apply to every development in this district.

(6) Minimum Requirements

(a) Lot Area

- (i) Duplex: 464 m²

**BYLAW 1845/2017
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

Whereas the lands described as

Legal Description

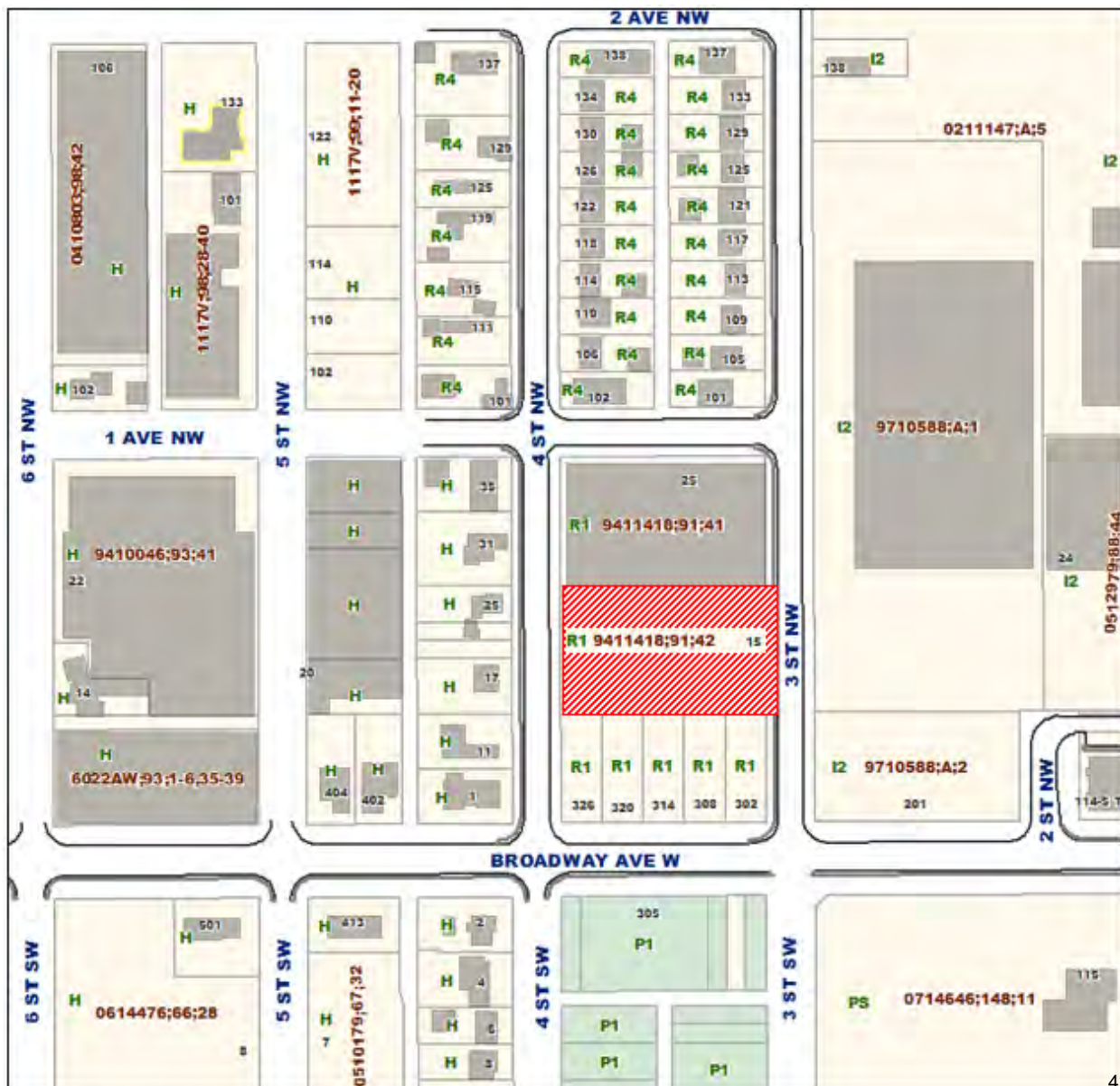
Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

Herein referred to as "Subject Land A", is presently designated R-1 Single Family Residential District under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that Subject Land 'A' be designated R-3 Medium Density Residential District and is located as indicated on the following map.



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

AND WHEREAS a public hearing with respect to this bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2017.

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

1. This Bylaw be cited as the Town of Redcliff Land Use Amending Bylaw 1845/2017.
2. The Land described as:

<u>Legal Description</u>	<u>Civic Address</u>
Lot 42, Block 91, Plan 9411418	15 3 Street NW

Is hereby designated R-3 Medium Density Residential District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time this _____ day of _____, A.D. 2017.

READ a second time this _____ day of _____, A.D. 2017.

READ a third time this _____ day of _____, A.D. 2017.

PASSED and **SIGNED** this _____ day of _____, A.D. 2017

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 25, 2017

PROPOSED BY: Municipal Manager

TOPIC: Council Orientation Agenda

PROPOSAL: To approve an agenda for the council orientation following the municipal election

BACKGROUND:

As per Policy 121 – Council Orientation Policy, which states that the Municipal Manager will “present an agenda prepared in coordination with the Manager of Legislative and Land Services to Council for approval before every general municipal election.”

The agenda for this meeting is flexible and can easily be amended prior to the orientation taking place if required. This is simply in place to provide administration with a guideline to make preparations ahead of time.

The following agenda is proposed for the council orientation:

1. Purpose of the Orientation
 - General overview (as opposed to little details)
2. Municipal Manager Presentation
 - the Municipal Government Act
 - legal considerations related to the role of Members of Council
 - the purpose of a municipality
 - role of the Municipal Manager
 - legislative governance and Council’s role in the process
 - and an overview of the organizational structure
3. Legislative Services Presentation
 - The Town of Redcliff Procedure Bylaw
 - Freedom of Information and Protection of Privacy Act
 - role of Manager of Legislative and Land Services
 - role of Executive Assistant
 - manual of policies (digital); and
 - manual of commonly referenced bylaws (digital)
4. Finance and Administration Presentation
 - The most recent Financial Statements of the Town
 - Town Budget processes
 - Remuneration and benefits processes
5. Land-Use Planning Presentation
 - Introduction to land-use planning

6. Municipal Manager Update on Key Points
 - Corporate Risk Management Perspectives
 - AUMA Convention and Trade show
 - Council Strategic Priorities – setting/confirming and moving forward
 - Confidential Land/Labour/or Legal Matters
7. Other
 - Establish a date for a facility tour
 - Any other miscellaneous information that may arise following the approval of the orientation agenda

The above agenda is meant to be an introductory orientation for the new council. Post municipal election, the date of this orientation will need to be further discussed and confirmed with the newly elected council as well as the method of delivery (ie. half day session, multiple mini sessions etc...).

POLICY/LEGISLATION: Policy 121

STRATEGIC PRIORITIES: n/a

ATTACHMENTS: Policy 121

OPTIONS:

1. To approve the council orientation agenda as presented.
2. To approve the council orientation agenda as amended.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved the Council orientation agenda to take place following the municipal election be approved as presented.
2. Councillor _____ moved the Council orientation agenda to take place following the municipal election be approved as amended.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2017.

Approved: June 12, 2017

COUNCIL ORIENTATION POLICY**BACKGROUND**

The Town of Redcliff, under the direction of the Municipal Manager, provides an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term. The orientation is provided to assist Members of Council in their governance roles, and provide them with information that may be useful for their reference.

PURPOSE

To establish guidelines for Council's orientation to ensure Members of Council have an overview of:

- their roles, responsibilities, and duties under the *Municipal Government Act*;
- their roles, responsibilities, and duties under The Town of Redcliff Procedure Bylaw;
- working relationships with Administration and The Town's governance structure;
- Town bylaws, Council policies, strategic plans, status of Town business and current issues facing The Town; and
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

POLICY

The Town of Redcliff will provide an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term.

RESPONSIBILITIES

The Municipal Manager will provide the Members of Council with a presentation and information including but not limited to:

- the *Municipal Government Act*;
- legal considerations related to the role of Members of Council;
- the purpose of a municipality;
- the role of the Municipal Manager;
- and an overview of the organizational structure, corporate focus and key contacts;
- legislative governance and Council's role in the process; and
- any other information related to the immediate status of Town business and current issues.

The Municipal Manager will also:

- coordinate the development and delivery of the components of the Orientation program by Administration;
- present an agenda prepared in coordination with the Manager of Legislative and Land Services to Council for approval before every general municipal election;

- assist with the transition of the Mayor and Council office into the Town Hall workplaces and making available information related to the functions of the Mayor as a Member of Council.

The Manager of Legislative and Land Services will provide the Members of Council with a presentation and information including but not limited to:

- The Town of Redcliff Procedure Bylaw;
- Freedom of Information and Protection of Privacy Act;
- the role of the Manager of Legislative and Land Services;
- the role of the Executive Assistant;
- a manual of policies; and
- a manual of commonly referenced bylaws.

The Director of Finance and Administration will provide the Members of Council with a presentation and information including but not limited to:

- The most recent Financial Statements of the Town;
- the most recent provincial financial indicator graphs; and
- Town budget processes.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 25th, 2017

PROPOSED BY: Director Community and Protective Services

TOPIC: Redcliff Days Street Dance & Concert

PROPOSAL: To consider approving the Special Event Application for a Redcliff Days Street Dance & Concert on June 15, 16 & 17, 2018

BACKGROUND:

The intent of Redcliff Days is to offer a variety of activities and events that appeal to local residents and visitors of all ages. Local residents enjoy the festivities but it also brings visitors from the surrounding area and serves as an unofficial homecoming for family and friends.

As part of this celebration, Chris Czember is requesting permission to host a street dance and concert again this year during Redcliff Days. The activity will require that the street at the 000 block of 3rd Street SE, adjacent to Who's on Third, be blocked off on June 15, 16 & 17, 2018.

The event application as submitted by Chris Czember and circulated to Town Departments. The following comments were received:

There were no concerns expressed by Bylaw Enforcement or the RCMP. Redcliff Fire Department expressed concerns of limiting alley access at 3rd Street in the case of a fire response.

Planning and Engineering also provided their comments as follows:

*Please note the application as presented does **not** request any tents / inflatables. Therefore any request for such would be a separate application.*

*With respect to any use of a road that requires driving a stake into a road surface, **these should be refused.***

Stakes driven into a road surface not only damage the surface but when withdrawn damage the road gravel structure and road base creating a weak spot in the road structure. Based on current road construction costs each square metre of new road costs approximately \$80 per metre when installed in bulk. To properly repair a stake hole requires saw cutting the asphalt, removing a 1.0 metre square, excavating to the depth of where the stake was installed, and filling the hole with gravel and compacting in 150mm lifts, prime coating the hole and paving. Estimated costs approximately \$300 per stake hole (based on prices from the 2017 Riverview Phase 1 road repair). Just patching the stake hole with an approved asphaltic fill mixture still means that the roads useful life has been reduced by half.

New to this year's Street Dance request, Chris Czember is requesting an additional 25 feet to extend the length of the road closure. This additional 25 feet will block the Alley way in the 000 Block.

The applicant will ensure that insurance is relevant. Early confirmation of this event will ensure

adequate time to arrange for quality entertainment

POLICY / LEGISLATION:

Street Bylaw 1440/2005

STRATEGIC PRIORITIES:

n/a

ATTACHMENTS:

- Special Event Application

OPTIONS:

1. Approve the Special Event Application for a Redcliff Days Street Dance and Concert from June 15 to June 17, 2018.
2. Approve the Special Event Application allowing 3rd Street to be closed from Broadway Avenue to the alley as the case in previous years. This would not allow the event to extend the additional 25 feet blocking the 000 block Alley for a Redcliff Days Street Dance and Concert from June 15 to June 17, 2018
3. To deny the Special Event Application for a Redcliff Days Street Dance and Concert from June 15 to June 17, 2018.


RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 15 to June 17, 2018 as presented.
2. Councillor _____ moved to request Community and Protective Services to gather further information for the Special Event Application for a Redcliff Days Street Dance and Concert for June 15 to June 17, 2018.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2017.



TOWN OF

REDCLIFF

Community and Protective Services

13 Street NE
Box 40
Redcliff, AB
T0J 2P0
www.redcliff.ca
T 403.548.3232
F 403.548.6623

SPECIAL EVENT APPLICATION for Parks and Municipal Street Use

APPLICANT INFORMATION:

Name: Chris CzebeTitle: owner of Whos on thirdOrganization: Whos on thirdAddress: 222 BroadwayPhone: 403 502 4228

ORGANIZATION SPOKESPERSON:

Please name an individual who can address public inquiries regarding your event (☒ same as applicant)

Name:

Title:

Organization:

Address:

Phone:

EVENT DESCRIPTION

Event Name: Redcliff Days street dance + concert

Event Dates and Times (including set up and tear down schedules):

2-5pm June 15 to 5pm June 17Type and Description of Event: Redcliff days street danceBeer/Liquor Garden: ☐ No ☒ Yes If yes, additional requirements must be met. Please consult with staff.Estimated Attendance: 250On-Site Supervisor: Chris Czebe Phone: 403 502 4228

INSURANCE

If you are advised that proof of liability insurance is required; you must provide proof that you have in the amount of at least \$2 million must be provided within 10 days of event approval. "The Town of Redcliff" must be named as an "additional insured".

Have you attached confirmation of insurance?

☐ Yes☒ No

Will proof of insurance be forwarded by insurance provider?

☒ Yes☐ No

If no, please explain:

I will get it forwarded

BARRICADES / TABLES / GARBAGE, etc

Some municipal equipment such as garbage cans; dumpsters; barricades and picnic tables are available for **COMMUNITY EVENTS** but this must be booked a minimum of 2 weeks prior to the event and is subject to availability. (The needs of the municipality will take precedence.) Event organizers must ensure that placement of any event related equipment does not pose any hazard to event participants.

Town of Redcliff supplied:

☒ Yes

☐ No

Number of Barricades required:

Other equipment required, please list: *Garbage cans, dumpsters, barricades?*

Other Source: *Stamps, city of med Hat*

☒ Yes

☐ No

ROAD CLOSURE(S)

Does your event require the closure of any municipal roads. If so, please indicate and clearly label on an attached map/site plan which roads you want to close, and the dates and times required. ☐ No ☒ Yes

****You may be required to have trained flagpersons and marshals.****

To avoid congestion during peak hours I'd like permission to set up for an additional 25 feet south on 3rd st.

CONTRACTORS/VENDORS

Event organizers are responsible to ensure that any contractors or vendors participating in the event (i.e. market vendors, traffic flagging companies, etc.) carry adequate liability insurance coverage (\$2 million minimum), or that contractors and vendors are covered under the event organizer's insurance ("Blanket contractual liability").

Are you using contractors (regardless of service)?

☐ Yes

☒ No

If yes, list contractors:

I consider me as contractor

If any vendors are serving food, has the appropriate food service permit been obtained from the health authority?

☒ Yes

☐ No

Have contractors/vendors provided proof of up to date Worker Compensation insurance coverage?

☒ Yes

☐ No

Have contractors/vendors secured adequate liability insurance?

☒ Yes

☐ No

If no, are they covered under the event organizer's insurance?

☐ Yes

☐ No

POWER REQUIREMENTS

A deposit of \$125 is required for keys used to access electrical boxes on Municipal property. You must ensure that any placement of electrical cords does not cause a hazard (i.e. extension cords laid across walkways).

For what purpose:

Power source location:

AMPLIFICATION (for what purpose):

Event organizers must ensure noise levels comply with the terms set out in the Municipality's Noise Bylaw

☒ Pre-recorded music

☒ Live band

☐ Speeches

☒ Dancing at site

ENTERTAINMENT

Type:	Band, pre recorded music	
Stage:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Special Requirements:		

TENTS /INFLATABLES

If tents/inflatables are being used, they must be properly staked or anchored. You must ensure that anchor points do not pose a tripping hazard.

Number being used:	Type:
Size:	
Staked into ground:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose:	
Location (mark on site map):	

SIGNS and BANNERS

Describe all signage that will be used to direct the public, advertise the event, or publicize a sponsor. Please note that any signage posted to publicize the event may require a separate permit and must be removed following the event.

Sponsor signs and banners, possibly band advertisement inside fenced areas

FACILITY USE INFORMATION FORM

Town of Redcliff staff will only consider events that provide economic and cultural contributions to both visitors and locals of the community. To better assess your proposal, please provide the following information:

BENEFITS

Describe the main economic and cultural benefits to Redcliff residents and visitors.

Help promote a new event to redcliff days to compete with the spectrum festival. Approx 20 jobs will be created for the weekend. As well as spin off. created
--

FUNDRAISER

If the event is a fundraiser, please indicate the primary recipient of funds raised:

MUNICIPAL PROPERTY AND FACILITY USE

If applicable, identify the facility or property required and provide a complete description of event. Please note that fees, deposits and use of municipal property is governed by local bylaws and policies.

☐ Lions Park ☐ Legion Memorial Park ☐ River Valley Park ☐ Seniors Centre ☒ Other (please identify)

3rd Street as per the map I provided

MAP / SITE PLAN: Attach a map (hand drawn is acceptable) of all areas to be used outlining all proposed event features.

The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (copies available on request or from the Town's website; www.redcliff.ca), the conduct and safety of all individuals working or attending the event, clean-up following the event, and any contractors hired to provide a service to the event.

Chris Greber
Names of Event Applicant (Please print)

Date

~~Feb 29/16~~ Sept 20/17

Signature of Event Applicant

* The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the Freedom of Information Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the Town of Redcliff on this form, please contact (403) 548-3232.

Please forward completed application to:

By mail:

Community and Protective Services Department

Town of Redcliff

Box 40; Redcliff, AB; T0J 2P0

In person:

13 Street NE; Redcliff, AB

By Email:

CindyM@redcliff.ca

JonelleG@redcliff.ca

By Fax:

403-548-6623

Office Use:

Notes:

Interdepartmental Approvals/Notifications:

	Notify	Approve
Public Works	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

RAMP

MUNICIPAL PROPERTY AND FACILITY USE

If applicable, identify the facility or property required and provide a complete description of event. Please note that fees, deposits and use of municipal property is governed by local bylaws and policies.

☐ Lions Park ☐ Legion Memorial Park ☐ River Valley Park ☐ Seniors Centre ☒ Other (please identify)

3rd Street as per the map I provided

MAP / SITE PLAN: Attach a map (hand drawn is acceptable) of all areas to be used outlining all proposed event features.

The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (copies available on request or from the Town's website; www.redcliff.ca), the conduct and safety of all individuals working or attending the event, clean-up following the event, and any contractors hired to provide a service to the event.

Chris Gzenbar
Names of Event Applicant (Please print)

Feb 29/16 - Sept 20/17
Date

[Signature]
Signature of Event Applicant

* The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the Freedom of Information Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the Town of Redcliff on this form, please contact (403) 548-3232.

Please forward completed application to:

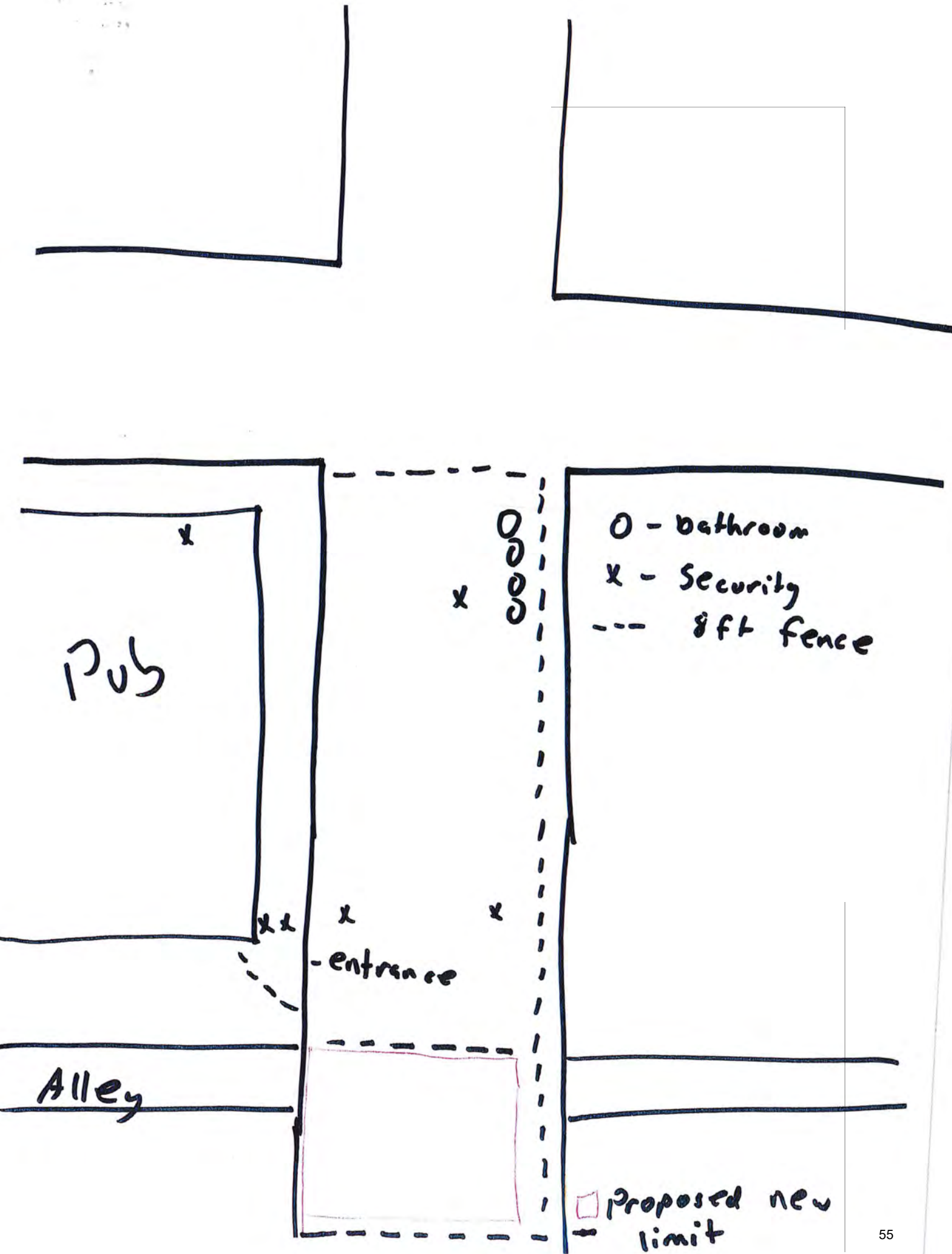
By mail: Community and Protective Services Department
Town of Redcliff
Box 40; Redcliff, AB; T0J 2P0
In person: 13 Street NE; Redcliff, AB
By Email: CindyM@redcliff.ca
JonelleG@redcliff.ca
By Fax: 403-548-6623

Office Use:

Interdepartmental Approvals/Notifications:

	Notify	Approve
Public Works	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Other <u>Bylaw</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Notes:



TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 25, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: Municipal Development Plan (MDP) Steering Committee Terms of Reference Policy

PROPOSAL: To adopt as policy a terms of reference for the ad-hoc MDP Steering Committee, which would provide advice and guidance during the work of updating the Municipal Development Plan

BACKGROUND:

On August 21, 2017 Council moved to establish an ad-hoc Municipal Development Plan Steering Committee to ensure the MDP reflects the community interest by providing input during the preparation of the MDP and public outreach. Establishing a terms of reference for the MDP Steering Committee ensures the MDP Steering Committee remains on task and within its established scope during the preparation of Redcliff's MDP.

Work on the MDP to date has included public consultation at Redcliff Days and the Fall Festival. Visioning and goal-setting workshops were conducted with Administration and grade 6 students at Margaret Wooding School. Background data collection for the MDP includes a history of urban planning in Redcliff, population study, and a review of provincial legislation. Work is currently being done on public outreach, economics, and a land inventory.

Upon approval of the terms of reference, administration will advertise/solicit for interest with regard to steering committee membership participation.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Citizen engagement listed as #13 in 2015-2017 Council Strategic Priorities.

ATTACHMENTS:

Proposed Policy No. 135 – Municipal Development Plan (MDP) Steering Committee Terms of Reference

OPTIONS:

1. That Council approve the policy as presented and adopt a terms of reference for the Municipal Development Plan Steering Committee and direct Administration to create an MDP Steering Committee position description and begin advertising that the MDP Steering Committee is seeking membership.
2. That Council approve the policy with amendments (council will need to specify desired amendments) and adopt a terms of reference for the Municipal Development Plan

Steering Committee and direct Administration to create an MDP Steering Committee position description and begin advertising that the MDP Steering Committee is seeking membership.

3. That Council not approve the policy to adopt a terms of reference for the Municipal Development Plan Steering Committee.

RECOMMENDATION:

Option 1 is recommended.


SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy No. 135 – Municipal Development Plan Steering Committee Terms of Reference be approved, and Administration create an MDP Steering Committee position description and being advertising that the MDP Steering Committee is seeking membership.
2. Councillor _____ moved that Policy No. 135 – Municipal Development Plan Steering Committee Terms of Reference be approved with amendments a follows:

- _____
- _____
- _____

and Administration create an MDP Steering Committee position description and being advertising that the MDP Steering Committee is seeking membership.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____, 2017.

Approved by Council: _____

**MUNICIPAL DEVELOPMENT PLAN (MDP) STEERING COMMITTEE
TERMS OF REFERENCE POLICY**

BACKGROUND

An MDP provides direction for the future growth and development in the Town of Redcliff. It is best planning practice to reach out to all stakeholders who may be affected by the MDP and give them a chance to voice their opinion regarding its content. The MDP steering committee role is to:

- Assist in fostering appropriate stakeholder and public outreach,
- ensure stakeholder and public input is considered, and
- strengthen the relationship between the Town and the public.

In order to encourage public participation and ensure Redcliff's redrafted Municipal Development Plan reflects the community's interest, it is best practice to establish an ad-hoc steering committee.

POLICY

PURPOSE

The purpose of the committee is to provide non-binding input to Administration for consideration by Town Council regarding the scope, vision, goals, and policy of the MDP.

COMPOSITION OF THE STEERING COMMITTEE

Committee members ideally share a passion for the Redcliff community and are willing to work with others to create a common vision and plan for the future development of the Town.

The steering committee will consist of 7- 9 members appointed by Council as follows:

- One member of Council,
- One member of the Municipal Planning Commission who is not a member of Council,
- One member of Administration,
- One member of Prairie Rose School Division No. 8 School Board,

- Two to three members of the general public with a focus of members representing the following groups:
 - Seniors,
 - Youth,
 - Home owners,
 - Renters.
- One to two members of special interest and advocate groups, such as, but not limited to:
 - Developers,
 - Environment,
 - Economy,
 - Universal Accessibility,
 - Affordable Housing,
 - Heritage Preservation.
 - Business Owners.

DUTIES AND RESPONSIBILITIES

- To assist with stakeholder and public outreach,
- To act as an advocate for the public interest in the redrafting of the Municipal Development Plan;
- To advise Administration on matters of community concern that may be addressed in the MDP;
- To provide input on possible development and community solutions and strategies that may be included in the MDP; and
- To provide creative ideas and suggestions regarding the general content; and organization of the MDP.

TERMS OF OFFICE

Members are asked to commit to a 1 year term, from the date of the first regular meeting.

MEETINGS

The Committee shall meet once per month, or as needed. Date, time, and location of monthly meetings are organized on an annual schedule agreed to by the committee members.

CHAIRPERSON APPOINTMENT

At its first regular meeting, the Committee shall elect, by a majority vote of the members present, one member for the office of Chairperson and one member for the office of Vice-Chairperson. The Chairman cannot be a member of Town Administration.

The Vice-Chairperson shall preside over any business before the Committee in the event of the absence or inability of the Chairperson to act.

QUORUM

A majority of Committee members at any meeting of the Committee shall constitute a quorum. A majority vote determines the decision.

TERMINATION OF APPOINTMENT

Council may by resolution terminate the appointment of any member if:

- The member is absent from 2 consecutive meetings;
- The member uses information gained through appointment to a pecuniary benefit in respect of any matter in which they have a pecuniary interest; or
- The member conducts themselves in a manner Council deems inappropriate.

REMUNERATION

Members of the Municipal Development Plan Committee shall hold office without remuneration.

DURATION OF POLICY

This policy automatically expires upon the adoption of Redcliff's updated Municipal Development Plan.

RhPAP Call for Proposals

Opportunity to Host - 2018 Rural Alberta Health Professions Attraction and Retention Conference

Since 2008, the Alberta Rural Physician Action Plan (RPAP) has hosted an annual Rural Alberta Community Physician Attraction and Retention conference. These conferences have been an opportunity for representatives of rural community physician attraction and retention committees, and interested community members from around Alberta, to come together to share experiences, learn about new initiatives, and discuss best practices related to attracting and retaining physicians.

A renewed RPAP, now known as Rural Health Professions Action Plan or RhPAP, is evolving to meet the changing needs of a multidisciplinary approach. While we will continue to work with communities to support physician attraction and retention, we have a new mandate that includes support for communities to attract and retain other key health care professionals. This expanded mandate is reflected in the name and program for the 2018 conference.

Our last conference in 2016 was attended by 65 community representatives from across rural Alberta. “Behind the Scenes” provided an opportunity for participants to learn about issues impacting rural physician attraction and retention through presentations, break-out sessions, and shared success stories.

Building on the success and positive feedback from the 2016 event in Vermilion, RhPAP will again collaborate with a rural Alberta community to host the 2018 conference. Hosting our conference is an opportunity to showcase your community! Proposals are now being accepted from all interested rural Alberta communities.

We ask that communities interested in hosting the conference consider the following criteria:

- Suggested dates: March 20-22, 2018 or April 10 – 12, 2018 (Tuesday to Thursday).
- Please note—this year’s conference will be a two-day event:
 - Attraction and Retention Conference Program including Evening Reception/and RhPAP Community Award Celebration Dinner.
 - Professional Development/Workshop focused on Rural Community Capacity Building

Things communities need to be considered for hosting:

- Be a rural community in Alberta.
- Have a Municipal / Community Attraction & Retention committee and a community representative willing to participate on a conference planning committee.
- Have available hotels with rooms for 100+ guests and conference facilities, including A/V services and smaller meeting rooms for concurrent break-out sessions
- The ability to provide an evening of entertainment

Tell us how your community shines! What makes your community stand out?

- Perhaps your community has a unique healthcare facility;
- Or, you have experienced success with attracting/retaining physicians and/or other Health Care Professionals;
- Your location provides a unique geographical setting;
- Your community has a unique venue for an evening event which you might like to show off, like a large hall or hay shed for a barn dance, etc.

Please submit proposals by Friday, September 29th, 2017 to Paul Childs, Director, Rural Health Professions Development at paul.childs@rhpap.ca. If you require further information, Paul may be contacted at 587-525-6635. A final decision will be made by the week of October 10th.

RECEIVED
SEP 12 2017
TOWN OF REDCLIFF



Dear Mayor or Council Member,

You are receiving this mailing because you have a TransCanada-operated pipeline in your area. We encourage you to spend a few moments reading the information enclosed and familiarizing yourself with the function, purpose and safety of the pipeline and how you as a public official can maintain the integrity of underground utilities. Please provide this information to your Chief Administrative Officer to share with the appropriate departments and hang the "Know What's Below" poster where it is visible to staff and the public.

Preventing Pipeline Damage. There are three steps government entities can take to help in the prevention of damage to underground utilities, including natural gas or oil pipelines:

1. Avoid building structures on pipeline rights-of-way. TransCanada and other pipeline operators need access to their rights-of-way for maintenance and emergency response.
2. Require all employees and contractors to request a locate by contacting their local One-Call Centre either by phone or online at www.clickbeforeyoudig.com before excavating.
3. Always report damage of a utility to the local One-Call Centre and the utility operator. Unreported and even minor damage has the potential to cause long-term damage to pipelines.

Emergency Preparedness and Response. Although leaks or ruptures on pipelines are rare, it is important that you know how to respond in the event of an incident. Make sure you have a coordinated plan with pipeline operators, local emergency management officials and HAZMAT.

Land Use and Urban Development. It is important to consider the location of pipelines and other underground utilities for land development and urban planning in your community. Look for pipeline marker signs which indicate a pipeline is in the area and always contact the One-Call Centre before any excavation.

Responding to Public Inquiries. Our effectiveness studies have shown that the public relies on local government for safety information. Constituents in your jurisdiction may contact you with questions about underground utilities (where they are, who operates them, etc.). It is important to remind the public to always contact the local One-Call Centre before beginning any excavation deeper than 30cm. For questions about TransCanada's pipelines in particular, please direct them to our website at www.transcanada.com or provide our contact information (listed below).

Information on TransCanada's pipelines can be found online and in the documents included in this mailing. If you would like additional or digital copies of our materials, or if require more information, please email public_awareness@transcanada.com, or call our General Inquiries line at 1.855.458.6715.

Sincerely,

TransCanada's Public Awareness Team



canadian
energy
pipeline
association
association
canadienne
de pipelines
d'énergie

NEB Enhances Pipeline Damage Prevention Regulations

In June 2016, the National Energy Board (NEB) released an amended version of their *Pipeline Damage Prevention Regulations – Authorizations, and Pipeline Damage Prevention Regulations – Obligations of Pipeline Companies* (together, known as the DPRs). These regulations apply to any NEB-regulated pipeline company and to anyone planning or undertaking an activity near an NEB-regulated pipeline. This publication is intended to help you understand the changes in regulation and how they may impact you.

What are pipeline companies doing to prevent damage?

Damage prevention is a shared responsibility between pipeline companies, regulators and the public.

Federally-regulated pipeline companies are required to ensure landowners, land users and anyone working

around pipelines are aware of the requirements to safely carry out ground disturbance, construction and crossings near a pipeline. The NEB provides regulatory oversight for all parties involved; creating the conditions necessary to hold persons and companies accountable for carrying out these responsibilities.

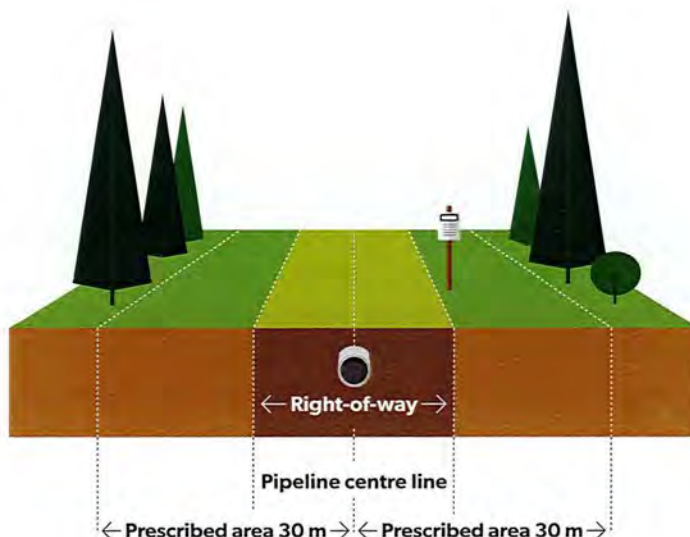
How do the regulations impact you?

Prescribed area

Anyone planning to conduct ground disturbance activities within the prescribed area must make a locate request through their One-Call centre. When a One-Call centre does not exist, they must obtain the pipeline company's written consent directly.

What is the prescribed area?

The prescribed area extends 30 meters from the pipeline centre line.



Agricultural activity

For a vehicle or mobile equipment to be authorized for agricultural activities across the prescribed area, the following conditions must be met:

- The loaded axle weight and tire pressures of the vehicle or mobile equipment must be within the manufacturer's approved limits and operating guidelines; and
- The pipeline company cannot have previously issued a notification identifying the point of crossing as a location that could impair the pipeline's safety or security.

If landowners/users are unsure whether their proposed agricultural activity meets the above conditions, or whether the proposed agricultural activity could jeopardize the safe and secure operation of the pipeline, they must contact the pipeline company **before** crossing the prescribed area with agricultural vehicles or mobile equipment.

For more info, visit: <https://www.neb-one.gc.ca/sftnvrnmnt/dmgprvntn/crssngs-eng.html>



Administrative monetary penalties

The NEB developed *Administrative Monetary Penalties Regulations (AMP)*, allowing them to impose financial penalties on companies or individuals for non-compliance with the NEB Act, regulations, decisions, permits, orders, licenses or certificate conditions intended to promote safety and environmental protection.

The AMP sections in the NEB Act sets out the maximum daily penalties for both individuals and companies. For individuals,

the maximum daily penalty is \$25,000 for each violation, and for companies, the maximum daily penalty is \$100,000 per violation.

The Act stipulates that **each day** a violation continues, it will be considered a **separate** violation.

Damage prevention

Anyone planning to conduct ground disturbance activities must first contact either the One-Call centre or the pipeline company directly before carrying out activities around a pipeline.

The basic safety steps in regards to damage prevention are:

- Including time for approvals when planning for construction or ground disturbance activities;
- Making a locate request and contacting the pipeline company, and being on site when the pipeline is located to ensure understanding of the locate markings;
- Following the pipeline company's safety measures and the instructions of the on-site pipeline company representative; and
- Obtaining the consent of the pipeline company prior to crossing a pipeline with a vehicle or other mobile equipment.

For more info, visit: <http://www.neb-one.gc.ca/bts/ctrg/gnnb/dmgprvntnrgltn/index-eng.html>



canadian
energy
pipeline
association
association
canadienne
de pipelines
d'énergie

Find us at 'about pipelines' on the following media:



aboutpipelines@cepa.com | aboutpipelines.com



RECEIVED
SEP 12 2017
TOWN OF REDCLIFF

CHAT 94.5 FM Food Drive 2017

Thanks a million! The CHAT 94.5FM Food Drive is over 1 million pounds all time!
Let's keep working on our next million!

Join our Food Drive 2017 Network

- Set up a food collection bin at your place of business and we will promote it for you. We will also supply you with a cash can and signage to bring attention to your bin.
- Then on November 15th and 16th the Traxx Coachlines Food Drive BUS takes off to Medicine Hat and Area businesses in search of food and cash donations from the public for the Medicine Hat Food Bank. FOOD DRIVE 2017!

Just call or e-mail to register!

- CHAT will be broadcasting live from the bus on both days.

**Last year we collected over 208,000 pounds of food for
The Medicine Hat and District Food Bank**

Let's do it again this year! This is your invitation to START NOW!!!

Let's make sure no one goes hungry.

To register for the above event or for more information please contact

Kristina Twork – Promotions Director

Phone: (403) 548-8241

Email: kristina.twork@jpbg.ca



Thank You for supporting the CHAT 94.5 FM 2016 Food Drive

Town of Redcliff Raised **210 lbs.** in donations

With your help we collected **208,000 lbs.**

For the Medicine Hat and District Food Bank

CHAT 94.5 FM Food Drive is now over ONE MILLION Pounds all time

A handwritten signature in black ink, appearing to read "Kristina Tworck", is positioned above a horizontal line.

Kristina Tworck – Promotions CHAT 94.5 FM

Municipal Manager Report to Council – September 25, 2017

Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Working on, in coordinated effort with the City of Medicine Hat and Cypress County, initiating a regional solid waste management feasibility study. Project has been awarded to GHD Group and the feasibility study is underway.
- Followed up with Alberta Transportation (AT), at request of Mayor Reimer, with regard to the status of work/improvements that are to be completed on Broadway Avenue going West (right hand turning lane) on to Highway 1. This work is now complete.
- Reviewing and working with Finance team to look at benefit providers information and costs etc – currently on hold until more time is available.
- Regional Tourism Map initiative in partnership with EDA and Tourism Medicine Hat – this is now complete and in distribution.
- Budget preparations are now underway (this requires significant staff time from regular operations).
- Assisted with Fall Festival as needed. Congratulations and commendation to the Community and Protective Services team along with volunteers for planning and coordinating this great event. Much time for both staff and volunteers were expended to see this event through.

Day to Day Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Individual issues/requests are beginning to occupy significant amount of administrations available time resulting in missing important items for the community as a whole (ie. progress on established priorities and such things as grant application deadlines are becoming more and more difficult to achieve).
- Council meeting preparation and Request for Decision Review.
- Correspondence with CUPE regarding collective agreement and resolution of grievances as they arise (these are HR functions completed by the municipal manager as mandated by the collective agreement). Four meetings during this last reporting period.
- Holiday coverage as the management team utilizes their allocated vacation.
- Assist with, and or, respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Was out of the office from the August 24-25.
- Completed and submitted grant application for the 2018 municipal affairs municipal internship grant application (Administrative Stream).
- Responding to councillor inquiries as they arise.

- Working on and responding to multiple golf course related issues.
- August 23 – met with some solar power firms with EDA to learn of some of their ongoing projects within the region.
- August 31 – met with Alberta Environment and Parks with regard to a province wide flood mapping project study they are completing. Meeting with us was part of their specified engagement process.
- September 8 – met with Lion’s Club representative liaison to discuss rental arrangements of Lion’s Park.
- September 19 – participated in an initial Municipal Development Plan (MDP) engagement session facilitated by the Planning Specialist Jordan Zukowski. More similar presentation and engagement activities will take place throughout the engagement phase of the MDP redraft project.
- September 22 – meeting setup with Seniors Society Representatives to discuss facility use agreement.

COMMUNITY & PROTECTIVE SERVICES

Parks and Recreation

Rec-Tangle:

- Concession and washroom renovations ongoing
- Ice paint and supplies ordered for the season
- Ice surface preparation started
- Water heater upgrades completed
- Work schedule for rink finalized
- Condenser preparation completed
- Brine system upgrades completed

Parks:

- Park irrigation upgrades completed for the season (5 parks upgraded)
- Watering of parks decreased for season
- Cutting operations utilizing summer students completed
- Main line repaired at Memorial Park
- Spot spraying for weeds completed

Pool:

- Pool shut down complete
- Pool draining started

Other:

- Building inspections completed
- Paper product standardization program 90% complete. Just waiting to deplete current paper inventory before finalizing.
- New time clock installation completed
- Employee evaluations completed

FCSS, Community Services and Special Events

- Summer Camps - In August we continued with our Junior Leaders, Munchkins and Drop in Youth Night. These programs were well attended.
- Mom and Tot meet up – We held another meet up at Lions Park, gave out freezies to the children and used it as a time to network with Moms. The intention of this group is to connect parents who are new to town or who are looking to make new connections, this was recognized as a need within our community.
- Movie in the Park – We had a very successful Movie in the Park event with approx. 350 attendees. We raised 376 pounds of food for the Food Bank.
- Partnership with Servus – we connected with Servus Credit Union who is very interested in sponsoring events in partnership with the Town. We believe this is a valuable partnership offering even more programming and events opportunities for Redcliff.
- Youth Centre- Met with Janae to discuss joint programming and event sponsorship going forward.
- Outcomes Measures - Met with Kim Kueber, FCSS Outcome Reporting trainer to discuss how to better measure outcomes of 2018 FCSS programs and learned different techniques that can be used to gather data during events.
- Continued design of the Fall Community Guide & Newsletter
- Continued facility bookings for private events
- Ongoing campground registration processing
- Finalized majority of fall programming ready for submission into the Community Events Guide.
- Preparation for Fall Festival and Parade – CPS continued to plan and prepare for this new event.

Bylaw, and Protective Services

- Checked all the parks playgrounds/paths for presence of snakes to allow the safe removal of the snake and to protect people in the area. Due to the number of checks not all were recorded except the Lions Park.
- Demonstrated to the remaining Redcliff RCMP Det. Members on the safe handling, removal and relocation of snakes.
- Ongoing patrols of paths to deter thefts. Path users were also talked to about being assistive to report any suspicious activity.
- Worked with local ratepayer to downsize number of feral cats that are currently being fed.

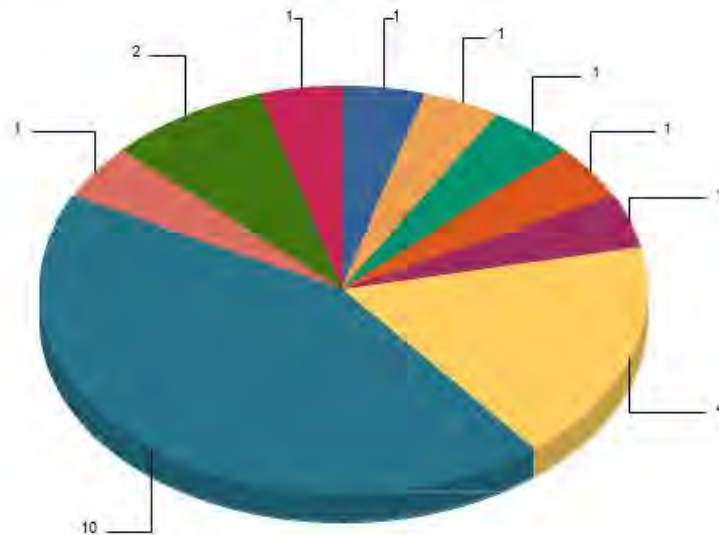
Start Time	End Time	Officer / Backup Officer	Activity	Location	Notes	Group
2017/8/28 1432	2017/8/28 1500	STEIER, BARRY	FOOT PATROL	REDCLIFF : PARK : JESMOND AREA PATH	Only one person running path. Female. no dogs.	REDCLIFF BYLAW ENFORCEMENT
2017/8/28 1400	2017/8/28 1430	STEIER, BARRY	FOOT PATROL	REDCLIFF : OFF LEASH AREA : RIVER VALLEY PARK AREA	Patrol showed three dogs under control five persons walking with them. Three persons launching rafts at park.	REDCLIFF BYLAW ENFORCEMENT
2017/8/22 1131	2017/8/22 1155	STEIER, BARRY	FOOT PATROL	REDCLIFF : OFF LEASH AREA : RIVER VALLEY PARK AREA	five persons on path and in park two dogs being exercised.	REDCLIFF BYLAW ENFORCEMENT
2017/8/18 1010	2017/8/18 1045	STEIER, BARRY	FOOT PATROL	REDCLIFF : OFF LEASH AREA : RIVER VALLEY PARK AREA	2 PEDS NO DOG2 bc bikes two persons at the water	REDCLIFF BYLAW ENFORCEMENT
2017/8/16 1000	2017/8/16 1048	STEIER, BARRY	FOOT PATROL	REDCLIFF : PARK : RIVER VALLEY PARK PATH	Five Persons on path. Two bikers 3 Dogs. persons playing with two at park area exercising them.	REDCLIFF BYLAW ENFORCEMENT
2017/8/2 0710	2017/8/2 0718	STEIER, BARRY	FOOT PATROL	REDCLIFF : VEHICLE IMPOUND YARD	no skunk.	REDCLIFF BYLAW ENFORCEMENT

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 8/1/2017 12:00:00AM to 8/31/2017 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ANIMAL-OTHER	1
BYLAWS : ANIMAL-OTHER : DEER	1
BYLAWS : ANIMAL-OTHER : PORCUPINE	1
BYLAWS : ANIMAL-OTHER : SKUNK	1
BYLAWS : ANIMAL-OTHER : SNAKE COMPLAINT	1
BYLAWS : ASSIST OTHER DEPT	4
BYLAWS : ASSIST PUBLIC	10
BYLAWS : ASSIST PUBLIC : CIVIL MATTER	1
BYLAWS : ASSIST PUBLIC : FOUND PROPERTY	2
BYLAWS : BURNING : BURNING UNCLEAN FUEL	1
Total:	23

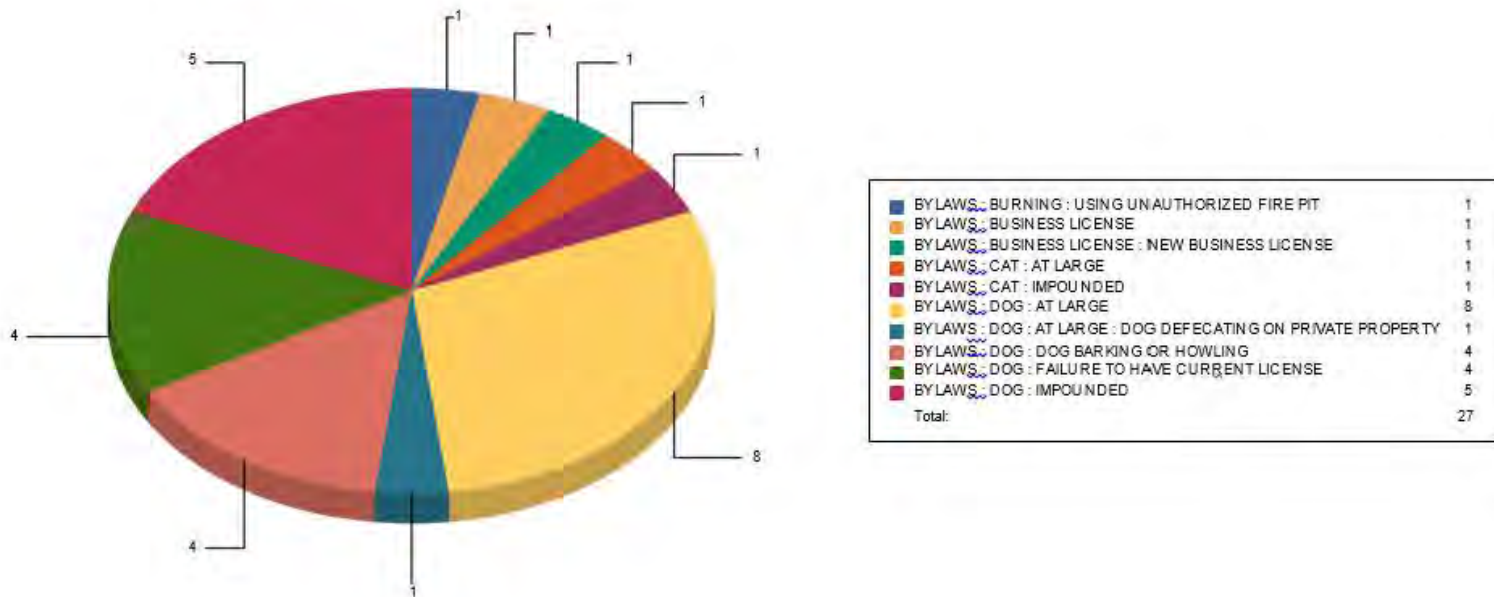
BYLAWS : ANIMAL-OTHER: 1 1%

Case Report

BYLAWS.: ANIMAL-OTHER : DEER: 1 1%
 BYLAWS.: ANIMAL-OTHER : PORCUPINE: 1 1%
 BYLAWS.: ANIMAL-OTHER : SKUNK: 1 1%
 BYLAWS.: ANIMAL-OTHER : SNAKE COMPLAINT: 1 1%
 BYLAWS.: ASSIST OTHER DEPT: 4 3%
 BYLAWS.: ASSIST PUBLIC: 10 8%
 BYLAWS.: ASSIST PUBLIC : CIVIL MATTER: 1 1%
 BYLAWS.: ASSIST PUBLIC : FOUND PROPERTY: 2 2%
 BYLAWS.: BURNING : BURNING UNCLEAN FUEL: 1 1%

Case Report

Count of Incident Types



BYLAWS.. BURNING : USING UNAUTHORIZED FIRE PIT: 1 1%

BYLAWS.. BUSINESS LICENSE: 1 1%

BYLAWS.. BUSINESS LICENSE : NEW BUSINESS LICENSE: 1 1%

BYLAWS.. CAT : AT LARGE: 1 1%

Case Report

BYLAWS.: CAT : IMPOUNDED: 1 1%

BYLAWS.: DOG : AT LARGE: 8 7%

BYLAWS.: DOG : AT LARGE : DOG DEFECATING ON PRIVATE PROPERTY: 1 1%

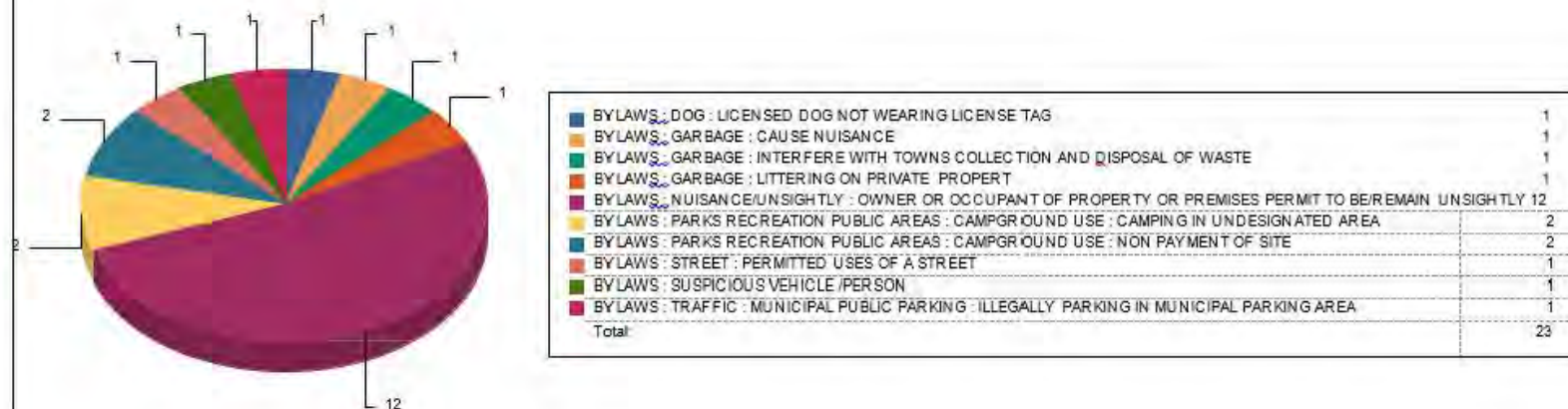
BYLAWS.: DOG : DOG BARKING OR HOWLING: 4 3%

BYLAWS.: DOG : FAILURE TO HAVE CURRENT LICENSE: 4 3%

BYLAWS.: DOG : IMPOUNDED: 5 4%

Case Report

Count of Incident Types



BYLAWS : DOG : LICENSED DOG NOT WEARING LICENSE TAG: 1 1%

BYLAWS : GARBAGE : CAUSE NUISANCE: 1 1%

BYLAWS : GARBAGE : INTERFERE WITH TOWNS COLLECTION AND DISPOSAL OF WASTE: 1 1%

BYLAWS : GARBAGE : LITTERING ON PRIVATE PROPERTY: 1 1%

Case Report

BYLAWS.: NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 12 10%

BYLAWS.: PARKS RECREATION PUBLIC AREAS : CAMPGROUND USE : CAMPING IN UNDESIGNATED AREA: 2 2%

BYLAWS.: PARKS RECREATION PUBLIC AREAS : CAMPGROUND USE : NON PAYMENT OF SITE: 2 2%

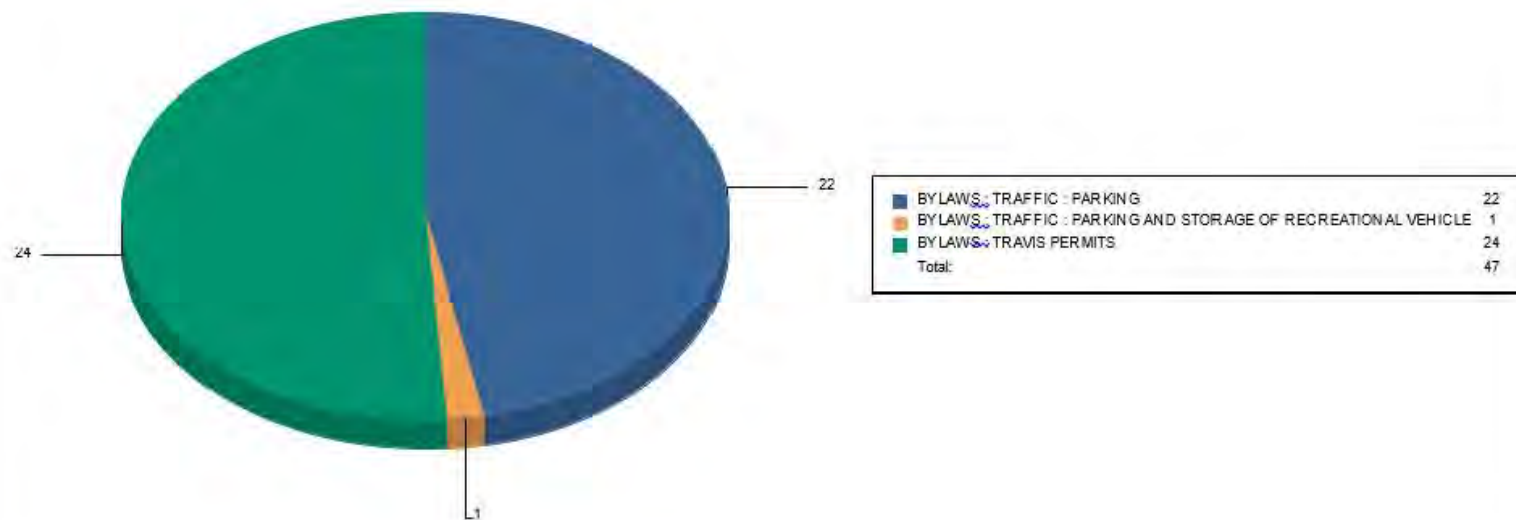
BYLAWS.: STREET : PERMITTED USES OF A STREET: 1 1%

BYLAWS.: SUSPICIOUS VEHICLE /PERSON: 1 1%

BYLAWS.: TRAFFIC : MUNICIPAL PUBLIC PARKING : ILLEGALLY PARKING IN MUNICIPAL PARKING AREA: 1 1%

Case Report

Count of Incident Types



BYLAWS : TRAFFIC : PARKING: 22 18%

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

BYLAWS : TRAVIS PERMITS: 24 20%

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Completed sewer camera jobs as requested
- Completed several locate requests
- Completed several curb stop repairs
- Completed water treatment daily duties
- Main sewer line inspections
- Minor repairs in water plant
- Mowing and weed whipping around water plant and pump house

Municipal Works

Municipal Works have:

- Conducting garbage bin repairs with lid repairs
- Conducted various Funeral interments
- Replaced or repaired multiple signs around town
- Blading gravel roads
- Hauled gravel to stock pile in yard
- Cut grass on municipal properties
- Repaired catch basins
- Filled pot holes around town
- Cleaned off trails and worked on drainage
- Trimmed trees in alleys
- Hauled pond sludge to the landfill
- Set up for Fall Festival
- Drained Dirkson Pond as required
- Hauled WPT sludge to landfill
- Hauled gravel to yard
- Crack filling around town
- Marked graves for headstones
- Hauled soil to the BMX track
- Patched roof at Rectangle

Landfill

Landfill staff have:

- Installed new safety signage
- Picked garbage inside landfill and in neighboring field after a wind event (on going)

- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Stocked piled crushed cement
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Painted cattle guards
- Cleaned up shop (on going)
- Washed units
- Mowing and weed whipping around scale and recycling area
- Filled in low spots on inactive cells
- Filled low spots on roads
- Built pad for new Sea Can
- Sorted out e waste containers

PLANNING & ENGINEERING:

Priorities:

- Sanitary I&I program.
- MDP, LUB public outreach.
- Golf Course Coulee Grant Application.
- Staff meetings are being held each week on Monday afternoon.

Planning:

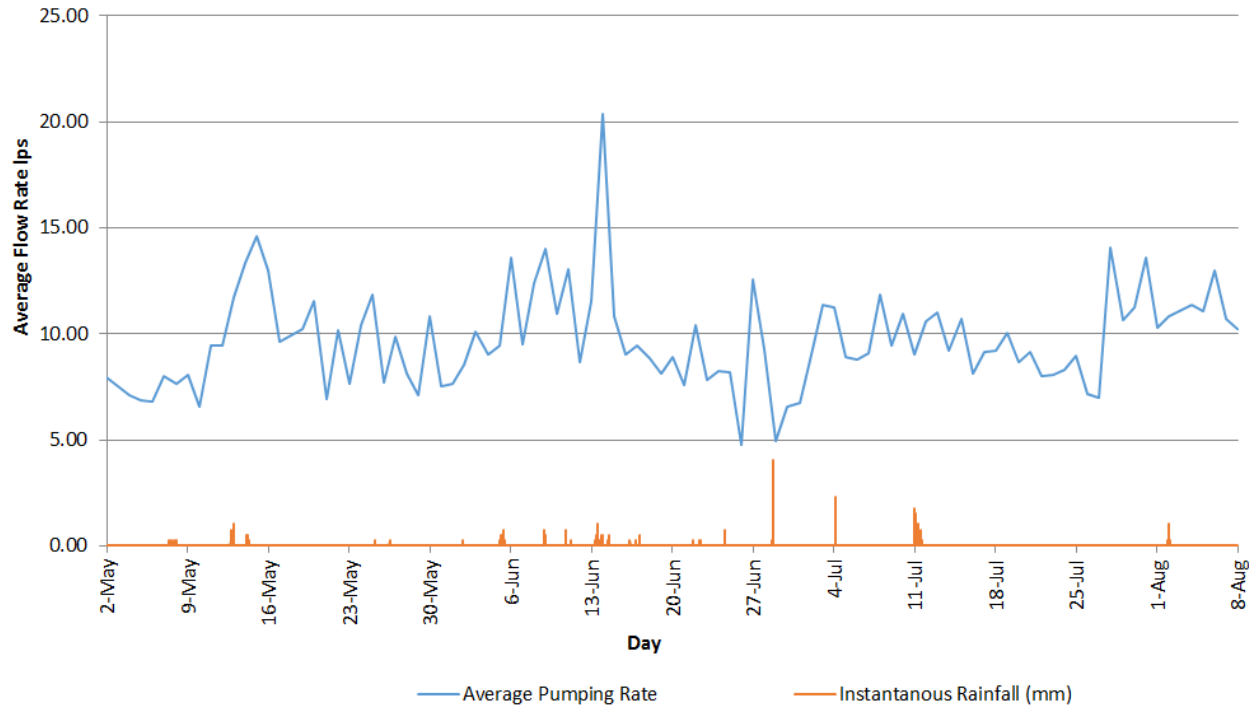
- Completion of the unfiled boxes of documents is underway using department admin staff.
- Preliminary redrafting of the LUB will start shortly. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed late in 2018.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - Forming a steering committee,
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP
 - It is expected that these next steps will take 4 to 6 months.
- New Agreements:

- Farwest requested a service agreement for 2014SUB02. The Developer representative contacted Planning and Engineering on August 9, 2017 to inform us that they are reviewing the Agreement. We provided them with a copy of the word document to assist in their review. Farwest has applied for a subdivision extension that is going to MPC on September 20, 2017. Administration has provided information on the matter but not made a recommendation.
- New Rock Development Agreement (Broadway Avenue Duplexes).
- Meadowlands Development Agreement (Burger King).

Engineering:

- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.
- Inflow and Infiltration Study:
 - On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Services staff.
 - Working on developing a public education and awareness program for the Town's Inflow and infiltration.
 - Smoke testing has been suspended until a complete smoke testing plan for an area is completed and arrangements can be made to complete an area in one time period.
 - Manhole conditions have been found to be much worse than expected during the installation of lid pans. Authorization has been given to use I&I funding to fix the worst problems.
 - Authorization was given to the Public Services Department to purchase a \$25,000 dollar piece of equipment that can detect leaks in pressure and non-pressure piping. It is hoped that this equipment will help locate leaks in the sanitary system as well as improving leak detection in the water system.
 - The Director of Public Services noted some high flows in the sanitary sewer system upstream of the 3rd and 3rd lift station. Review of the pumping logs shows that there was a boost in pumping around July 28, 2017. It is believed that this is a result of a non-natural and non-routine discharge to the sanitary sewer. Examining the rainfall data, some rainfall can explain some of the peaks, but not all. Additional analysis of the data is required.

3rd Avenue and 3rd Street Lift Station Average Daily Pumping Rate



- Pavement Management System: Note a Capital Budget was not approved for this task so the department will attempt to do what we can in house.
- Riverview Groundwater: Project is complete with the exception of some cleanup work, mudjacking of driveways. The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final life being placed. Project is on Budget.
- Stormwater Management Model: The Department has recently purchased the PCSWWM stormwater model. We are pleased to report that the Town wide model that was prepared by Scheffer Andrew Ltd. is working and that we are able to use and manipulate the model. This will assist greatly with the quantification of drainage issues and the design of stormwater improvements. The same model can also be used for modeling the sanitary sewer system and doing 2d flow modeling.

Capital Projects:

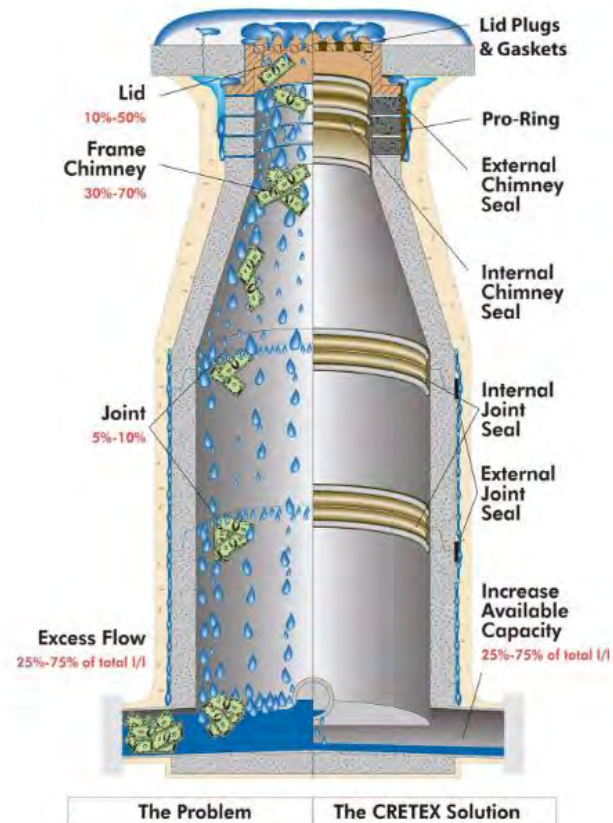
- Westside Slope failure mitigation: Dirt moving is completed and the slopes have been top-soiled. Work remaining is site cleanup and trail repair. Seeding is tentatively scheduled to be done this fall.
- Northside Functional Servicing Report: Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.
- 3rd and 3rd Lift Station Upgrades: Tender closed on August 10, 2017 at 2:00 p.m. Having difficulty obtaining a construction easement with neighbouring property and this is causing some delay.

- Sanitary Sewer Improvements: Planning & Engineering have identified manholes to have lid pans installed in the next couple of months by the Public Services Department. We will also be purchasing some of the internal chimney seals to test them in manholes that are highly susceptible to water. The cost of the lid pans is approximately \$80.00 a piece and the internal chimney seals are about \$600.00 apiece. The graphic below was taken from a manufactures website. It gives an idea of what kind of reductions that they think that you could see in I&I by installing their products. Pans and lids have been installed.

HOW MUCH IS THE I&I IN YOUR MANHOLE COSTING YOU?

The Problem

- Leaking Lid
- Leaking Frame & Chimney
- Structure loss in Chimney
- Leaking Barrel Joints
- Leaking Pipe Joints



The CRETEX Solution

- Internal Chimney Seals
- External Chimney Seals
- PRO-RING
- Easy Seal SG
- Internal Joint Seals
- External Joint Wrap
- HydraTite Pipe Joint Seals
- Inflow Dish
- Lid Plugs

- Planning and Engineering has become aware of an elastomeric check valve that has no mechanical components and is designed to be installed in sanitary sewer mains. We are looking into acquiring a couple of the valves for installation in the sewer collection system to automatically allow for isolation of parts of the distribution system from other parts of the distribution system during sewer backups.
- 2nd Street and 5th Avenue Lift Station: Preliminary design and siting is complete. Information received from Xyleme on costs and design. Purchasing a fiberglass lift station with the pumps and mechanical installed and the electronic control system is approximately \$120,000. It is estimated that the installation and other work required will cost approximately \$150,000. Civil design is being completed.

FINANCE AND ADMINISTRATION

- Working on 2018 operating and capital budgets.
- Working on landfill closure and post closure costs.
- Discussion with Council regarding 2018 budgets scheduled Thursday, November 2nd and Saturday, November 4th from 8:30 am to 5:00 pm.
- Budget idea submission form has been published on the Town's website.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales – four sales in 2017 to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Review and preparation with regard to 2017 municipal election.
- Review status of policies, procedures, bylaws and agreements.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Attended the Municipal Government Act Review Sessions August 21 & 21, 2017.
- Joel Stigter, the STEP Summer Admin Student who was assisting with digitization of property files last day was August 31, 2017.
- Attended the Municipal Development Plan Review Staff Session September 19, 2017.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
October 4, 2017	Advance Vote	12:00 p.m. to 8:00 p.m. Redcliff Public Library
October 16, 2017	Election Day	10:00 a.m. to 8:00 p.m. Redcliff Senior Citizens Centre
November 3, 2017	Roles / Responsibilities Orientation Training (Required as per new Municipal Government Act)	To Be Confirmed