



COUNCIL MEETING
MONDAY, SEPTEMBER 26, 2016
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 26, 2016 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to August 31, 2016 *	For Information
2. MINUTES	
A) Council meeting held September 12, 2016 *	For Adoption
B) Municipal Planning Commission meeting held September 21, 2016 *	For Information
C) Subdivision & Development Appeal Board meeting held September 8, 2016 *	For Information
D) Redcliff/Cypress Regional Waste Management Authority meeting held September 14, 2016 *	For Information
3. REQUESTS FOR DECISION	
A) Cypress County Land Use Bylaw Amendment 2016/41 *	For Consideration
B) Utility Reimbursement *	For Consideration
4. POLICIES	
A) Policy No. 104, Outdoor Lighting - M. Wooding School, Basketball Court, Ice Rink *	For Consideration
5. CORRESPONDENCE	
A) Alberta Municipal Affairs * Re: Municipal Sustainability Initiative Capital Grants	For Information
B) Alberta Development Officers Association * Re: Proclamation	For Information
C) Community Futures * Re: Appointment of Director to Community Futures/Entre-Corp Business Development Board	For Information

D) Chat 94.5 FM 2015 Food Drive * For Information

6. OTHER

A) Draft Seniors Lease Agreement * For Discussion

B) Inflow & Infiltration Memo * For Information

C) Municipal Manager's Report to Council September 26, 2016 * For Information

D) Community Services Program and Events Guide * For Information
Re: September - December, 2016

E) Redcliff Community Newsletter Issue 12 * For Information

F) Council Important Meetings & Events September 26, 2016 * For Information

7. RECESS

8. IN CAMERA

A) Land Matters (Section 24, FOIP)

B) Legal Matters (Section 27, FOIP)

C) Labour Matters (Section 17, FOIP)

D) Committee Appointments (Section 17, FOIP)

9. ADJOURN

ACCOUNTS PAYABLE CHEQUE LIST			
COUNCIL MEETING SEPT 26, 2016			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
80662	AIR LIQUID	CARBON DIOXIDE	\$630.00
80663	CANADIAN LINEN	COVERALLS/TOWELS	\$26.25
80664	COCOA BEAN	MEALS ON WHEELS	\$652.05
80665	DIAMOND SOFTWARE	UTILITY CONVERT TO ESEND	\$49.88
80666	FARMLAND SUPPLY	COUPLER SET/WAND	\$25.48
80667	GAS CITY HYDRO VAC	HYDROVAC WATER MAIN	\$1,220.63
80668	GUY. MELISSA	EMPLOYEE REIMBURSEMENT	\$20.00
80669	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
80670	HAT AGRI SERVICE	COMPLETE SHIELD/FREIGHT	\$333.27
80671	REDCLIFF HOME HARDWARE	PAINT/CASH BOX/RETURN	\$135.06
80672	HYDRODIG	HYDROVAC CURB STOPS	\$603.75
80673	INLAND	CONCRETE	\$748.13
80674	SUNCOR	FUEL	\$2,102.29
80675	PUROLATOR	SHIPPING	\$39.14
80676	TELUS COMMUNICATIONS	PHONE SERVICE	\$101.02
80677	TELUS MOBILITY	CELL SERVICE	\$255.26
80678	TRIPLE R EXPRESS	SHIPPING	\$224.70
80679	BOUNCE OF FUN	BOUNCE CASTLE - CORN FEAST	\$189.00
80681	1099121 ALBERTA LTD	REFUND FACILITIES/KEY DEPOSIT	\$225.00
80682	GREEN, SANDRA	REFUND FACILITIES/KEY DEPOSIT	\$225.00
80683	A & B STEEL LTD	GREASE GUN	\$145.95
80684	ACTION PARTS	ALTERNATOR/FUSES/BATTERY/DUST MASKS	\$380.85
80685	ATB M/C	VARIOUS EXPENSES	\$18,990.98
80686	BIG HILL SERVIES	ICE LOGO	\$360.38
80687	BLUE IMP	PARK BENCH	\$1,698.17
80688	THE BOLT SUPPLY HOUSE	NUTS/BOLTS/WASHERS	\$14.78
80689	BRUCE'S SEWER SERVICE	REPAIR SEWER LINE	\$834.75
80690	CAMPBELL, TRAVIS	EMPLOYEE REIMBURSEMENT	\$60.00
80691	CANADIAN LINEN	COVERALLS/TOWELS	\$26.25
80692	CANSEL	INK	\$894.99
80693	C.E.M HEAVY EQUIPMENT	TRANSMISSION FILTER/ELEMENT RETURN	\$731.95
80695	CITY OF MEDICINE HAT	ELECTRIC/SEWAGE OUTLAY	\$73,232.01
80696	CORIX	WATER METERS	\$8,044.42
80697	CROFTS, ARLOS	REFUND FACILITIES/KEY DEPOSIT	\$225.00
80698	CUPE	UNION DUES	\$2,752.64
80699	DIAMOND SOFTWARE	ESEND UPGRADE	\$854.10
80700	FARMLAND SUPPLY	HOSE/FITTINGS/SEALS	\$371.24
80701	FORTY MILE GAS	LANDFILL UTILITIES	\$85.65
80702	FOX ENERGY	SPRAYING SUITS	\$20.90

80703	FRANCOTYP-POSTALIA	POSTAGE MACHINE FEES	\$110.09
80704	GRAND RENTAL STATION	CANDY FLOSS MACHINE	\$56.70
80705	H2O HAULING	HAUL WATER TO LANDFILL	\$105.00
80706	REDCLIFF HOME HARDWARE	VARIOUS SUPPLIES FOR CPS/LANDFILL/PS	\$1,685.73
80707	JET ICE	ICE LOGO	\$94.34
80708	JOHANSEN, JAMES	MUNICIPAL PLANNING COURSES	\$885.00
80709	KIRK'S MIDWAY TIRES	CHANGE OVER/TUBES	\$132.30
80710	KOST FIRE EQUIPMENT	RCMP FIRE INSPECTION	\$367.50
80711	SHAW	INTERNET	\$274.84
80712	SUNCORE	FUEL	\$914.38
80713	RECEIVER GENERAL	REGULAR PAY	\$33,927.81
80714	RED HAT COOP	REFUND FACILITY/KEY DEPOSIT	\$225.00
80715	ROBERTSON'S IMPLEMENT	RADIATOR CAP	\$40.24
80716	SAFETY BUZZ	FIRST AID/CPR COURSES	\$300.30
80717	SCHEFFER ANDREW	PLANNING SERVICES	\$6,198.42
80718	SIMPLY WATER	BOTTLED WATER	\$75.00
80719	STEEP ROCK	SCREENED ROCK/ROADCRUSH	\$3,095.37
80720	SUMMIT MOTORS	FILTERS/FUEL CONDITIONER	\$422.03
80721	TELUS COMMUNICATIONS	PHONE SERVICE	\$20.12
80722	BERTS VACUUMS	TOILET PAPER/PAPER TOWEL/GARBAGE BAGS	\$352.17
80723	DEMKE ENTERPRISES	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
80724	CLAIRMONT, GUS	EMPLOYEE REIMBURSEMENT	\$219.10
80725	HULBERT, ELAINE	REFUND FACILITY/KEY DEPOSIT	\$225.00
80726	SMITH, TODD	REFUND CREDIT ON ACCOUNT	\$84.37
80727	KURT'S IRON WORKS	VAULT LID	\$1,496.78
80728	CHILAKO DRILLING SERVICES	DRILLING TO INSTALL MONITORING WELLS	\$34,882.16
80729	CMLS FINANCIAL	REFUND PROPERTY TAX OVER PAYMENT	\$635.84
80730	ROYAL CANADIAN LEGION	BAND FOR CORN FEAST	\$375.00
80731	VANDERHORST, MONICA	REFUND KEY DEPOSIT	\$125.00
80732	MCKINLEY, SAMANTHA	REFUND SWIM LESSON	\$15.00
80733	KERR, JODI	REFUND FACILITY/KEY DEPOSIT	\$225.00
80734	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$550.00
80735	TOWN OF REDCLIFF	LANDFILL TONNAGE	\$11,382.78
80736	TRICO LIGHTING	BULBS	\$257.92
80737	WOLSLEY	RUBBER SLEEVE	\$79.42
			\$222,314.63

BANK SUMMARY FOR AUGUST 31, 2016

ATB GENERAL BANK ACCOUNT		5.12.02.121.000
BALANCE FORWARD		3,251,290.97
DAILY DEPOSITS		286,596.00
DIRECT DEPOSITS		393,789.13
GOVERNMENT GRANTS		2,800,000.00
INTEREST		5,063.75
OTHER DEPOSITS		42,521.69
SUBTOTAL		3,527,970.57
CHEQUES		(351,237.38)
ASFF QUARTERLY PAYMENTS		0.00
DEBENTURE PAYMENTS		(5,096.13)
OTHER WITHDRAWALS		(495,972.28)
SUBTOTAL		(852,305.79)
TOTAL		5,926,955.75
BANK CLOSING BALANCE		6,187,746.08
ADD:O/S DEPOSITS		8,593.49
LESS:O/S CHEQUES		(269,383.82)
TOTAL		5,926,955.75
INVESTMENTS		
ATB ONE YEAR GIC @1.6%	5.12.02.321.000	300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001	12,391,980.00
SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000	1,524,579.81
TOTAL INVESTMENTS		14,216,559.81
TOTAL CASH & INVESTMENTS		20,143,515.56

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

PRESENT: Mayor E. Reimer
Councillors C. Crozier, D. Kilpatrick
C. Brown, J. Steinke
E. Solberg, L. Leipert

Municipal Manager A. Crofts
Manager of Legislative S. Simon
& Land Services
Director of Finance J. Tu (arrived at 7:01 p.m., left at 8:00 p.m.)
& Administration
Director of Planning & J. Johansen
Engineering

ABSENT:**1. GENERAL**

Call to Order

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

2016-0328 Adoption of Agenda

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

2016-0329 Accounts Payable

C) Councillor Kilpatrick moved the following 123 general vouchers in the amount of \$747,611.66 be received for information. - Carried.

<u>ACCOUNTS PAYABLE CHEQUE LIST</u>			
<u>COUNCIL MEETING SEPT 12, 2016</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
80539	A & B STEEL	REBAR	\$489.17
80540	ACTION PARTS	BRAKE PAD SET	\$489.17
80541	ADT SECURITY	ALARM	\$283.58
80542	AIR LIQUIDE	CARBON DIOXIDE	\$630.00
80543	ALTA-WIDE BUILDERS	LUMBER	\$850.97
80544	ANDRES, BONNIE	REIMBURSE COFFEE SUPPLIES	\$53.31
80545	ATB MASTERCARD	VARIOUS EXPENSES	\$9,038.46
80546	ATRON REFRIGERATION	REPAIR POOL BOILER	\$1,739.85
80547	BARTLE & GAMBLE	VALVES	\$207.72
80548	BLUE IMP	EDGING/SWING	\$350.70
80549	THE BOLT SUPPLY HOUSE	SCREWS/NUTS/BOLTS/WASHERS	\$28.87
80550	BRANDT TRACTOR	SWITCH	\$78.23
80551	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
80552	CANADIAN ENERGY	SAFETY LIGHT BATTERIES	\$48.57

80553	CITY OF MEDICINE HAT	SEWAGE OUTLAY	\$49,337.73
80554	CLEAN HARBOUR	PAINT	\$742.35
80555	CUMMINS WESTERN CANADA	FUEL PUMP TESTER	\$162.48
80556	GAS CITY HYDRO VAC	HYDROVAC	\$1,220.63
80557	REDCLIFF HOME HARDWARE	SEALANT FOAM/COFFEE FILTERS	\$44.08
80558	KIRKS MIDWAY TIRE	REPAIR FLAT TIRE	\$15.75
80559	LETHBRIDGE HERALD	ADVERTISING	\$4,179.98
80560	NAPA AUTO PARTS	STEERING WHEEL COVER	\$12.79
80561	SUNCOR	FUEL	\$3,429.82
80562	PRO COMM SOLUTIONS	PHONE SYSTEM SERVICE	\$206.75
80563	PUROLATOR	SHIPPING	\$28.78
80564	REDCLIFF BAKERY	MPC LUNCHES	\$153.68
80565	RECEIVER GENERAL	POLICING COSTS	\$257,075.42
80566	CANADIAN RED CROSS	WSI COURSE PACKAGE	\$329.70
80567	SITE ONE LANDSCAPING	WEED RESTRICTOR/IRRIGATION PARTS	\$454.63
80568	STARKS PLUMBING & HEATING	REFUND TAX PMT	\$4,289.56
80569	SUMMIT MOTORS	FILTERS	\$559.33
80570	TELUS COMMUNICATIONS	RADIO SERVICE	\$20.12
80571	BERTS VACUUMS	TOILET PAPER/PAPER TOWEL	\$167.90
80572	CAZES, WADE	REFUND TAX PMT	\$852.62
80573	MANDEVILLE, KATHY	REFUND UTILITY PMT	\$213.85
80574	PERSIAN DREAMS & CANINE	BYLAW SERVICES	\$25.00
80575	TRANSIT PAVING	CONCRETE & ASPHALT	\$28,098.54
80576	ULTIMATE SPAS & POWERSPORTS	POOL CHEMICAL	\$31.70
80577	WORKER'S COMPENSATION	PREMIUMS	\$3,463.75
80578	49 NORTH LUBRICANTS	GREASE	\$423.02
80579	A & B STEEL	GREASE GUNS	\$556.50
80580	AG-PLUS MECHANICAL	FILTERS/OIL CAP/BLADE WIPE	\$560.31
80581	AMSC INSURANCE	HEALTH SPENDING	\$545.47
80582	THE BOLT SUPPLY HOUSE	SAFETY GLASSES/GLOVES	\$120.35
80583	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
80584	CANADIAN ENERGY	BATTERY CORE DEPOSITS	\$224.26
80585	CHARTRAND, BILL	REIMBURSE TRAVEL EXPENSE	\$160.00
80586	CLEARTECH INDUSTRIES	CHEMICALS	\$2,061.57
80587	CUPE	UNION DUES	\$2,770.10
80588	FARMLAND	HYDRO HOSE/FITTING	\$108.69
80589	REDCLIFF HOME HARDWARE	VARIOUS SUPPLIES FPR PARKS & REC	\$553.56
80590	KAIZEN LABS	WATER ANALYSIS	\$123.90
80591	KIRK'S MIDWAY	FLAT REPAIR	\$15.75
80592	MELHAM, MIKE	REIMBURSE TRAVEL EXPENSE	\$160.00
80593	SHAW	INTERNET	\$129.05
80594	PARK ENTERPRISE	PERMITS	\$105.00
80595	SUNCOR	FUEL	\$10,622.42
80596	THE PRINTER	BUSINESS CARDS	\$142.80

80597	PRO COMM SOLUTIONS	CELL PHONES/CASES	\$850.50
80598	PUROLATOR	SHIPPING	\$308.01
80599	PROVINCIAL TREASURER	ACTS	\$82.95
80600	REDCLIFF LADIES SOFTBALL ASSOC	REF KEY DEPOSIT	\$125.00
80601	ROSENAU TRANSPORT	FREIGHT	\$1,063.46
80602	SOUTHERN DOOR	DOOR REPAIRS/FOLLOW UP	\$2,494.73
80603	TELUS MOBILITY	CELL SERVICE	\$33.84
80604	BREWMASTER	MEALS ON WHEELS SUPPLIES	\$27.25
80605	SAUVEY, MELINDA	REFUND LIONS PARK/KEY DEPOSIT	\$225.00
80606	APPLIED INDUSTRIAL	SEAL/SHIPPING	\$73.12
80607	MBSI	HOSTED BACK UP	\$1,071.00
80608	GAINSBOROUGH, JEFF	REFUND RENT A POOL	\$60.00
80609	SOUTH COUNTRY COOP	CHEMICALS	\$224.98
80610	BEST BOUQUET FLOWERS	BEREAVEMENT	\$78.75
80611	DALY, CATHERINE	REFUND SWIM LESSON	\$20.00
80612	COPEMAN, JENNIFER	REFUND SWIM LESSON	\$55.00
80613	TOWN OF REDCLIFF	EMPLOYEE TAX PAYMENTS	\$700.00
80614	TOMKO SPORTS	PICKLEBALL PAINT/COURT SUPPLIES	\$393.64
80615	WESTERN CANADA WELDING	CUTTING DISKS	\$24.05
80616	WESTERN TRACTOR	SPREADER	\$1,527.34
80617	WOLSLEY	ELBOW/VALVE BOX/PIPE/TUBE ZINC/SOCKET/TEE	\$6,888.85
80618	49 NORTH LUBRICANTS	LUBE/ANTIFREEZE/OIL/TRANSMISSION FLUID	\$3,345.84
80619	ALBERTA FIRE CHIEFS ASSOC	FPW KIT	\$573.71
80620	ACTION PARTS	BRAKE PAD SETS/ROTORS/BULBS/GLUE/LUBE	\$98.94
80621	AG-PLUS MECHANICAL	BIT	\$286.90
80622	ALTA-WIDE BUILDERS	LUMBER	\$16.13
80623	AMSC INSURANCE	BENEFITS	\$17,355.81
80624	BARTLE & GIBSON	FLUSH VALVE	\$134.46
80625	BENCHMARK GEOMATICS	FOOTING CHECK	\$157.50
80626	BENS OFFICE MACHINES	PRINTER	\$498.75
80627	BIG HILL SERVICES	BOARD CLEANING	\$1,372.28
80628	THE BOLT SUPPLY HOUSE	MARKING PAINT	\$170.50
80629	CITY OF MEDICINE HAT	ELECTRIC	\$11,521.25
80630	CLEAN HARBOUR	PAINT RECYCLING	\$819.77
80631	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$577.81
80632	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
80633	CYPRESS GROUP	COPIER FEES	\$324.02
80634	EPCOR	UTILITIES	\$186.34
80635	FARMLAND SUPPLY	HYDRAULIC HOSE/BUSHING/COUPLER/ORING	\$144.79
80636	GAS CITY HYDRO VAC	HYDROVAC	\$984.38
80637	REDCLIFF HOME HARDWARE	TUBING/KEYS/BAIT/SEALANT/WOOL PADS/KEY TAGS	\$109.31
80638	JACOBS WELDING	FABRICATE CATTLE GUARDS	\$3,018.75
80639	JOE JOHNSON EQUIPMENT	FILTERS/BLADE SPINDLE/SEAL/NUT	\$538.78
80640	KIRK'S MIDWAY TIRE	CHANGE OVER/TIRE TUBE	\$60.90

80641	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$85.58
80642	MEDICINE HAT CSRD #20	2016 SCHOOL REQUISITION	\$181,382.75
80643	SHAW CABLE	INTERNET SERVICE	\$84.95
80644	PARK ENTERPRISES	PERMITS	\$2,713.60
80645	SUNCOR ENERGY	FUEL	\$1,899.77
80646	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
80647	PUROLATOR	SHIPPING	\$49.12
80648	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$35,416.99
80649	ROSENAU TRANSPORT	SHIPPING	\$169.61
80650	SANATEC ENVIRONMENT	VACUUM SEPTIC TANK	\$152.25
80651	SHOCKWARE	INTERNET SERVICE	\$52.45
80652	STEEP ROCK	SCREENED ROCK	\$625.09
80653	SUMMIT MOTORS	PARTS/LABOUR/FUEL CONDITIONER	\$2,384.15
80654	TELUS	PHONE SERVICE	\$1,810.94
80655	TELUS MOBILITY	CELL SERVICE	\$161.53
80656	B & L LAWN & HOME MAINTENANCE	FENCING/DECKING	\$147.00
80657	WATSON POOLS	GEMS REBUILD KIT	\$325.50
80658	608381 AB LTD	REFUND DUPLICATE TAX PAYMENT	\$4,289.56
80659	KAREN MURRAY	GRASS SEED	\$308.00
80660	ED MILLER	REFUND CAMPGROUND FEES	\$30.00
80661	FORAN EQUIPMENT	SLOPE REDEMPTION	\$67,277.56
			\$747,611.66

2. DELEGATION

Darryl Pasicka
Re: Chain Link Hedge

A) Darryl Pasicka, resident of Redcliff, was in attendance to give a presentation regarding Chain Link Hedge.

2016-0330

Councillor Solberg moved the presentation by Darryl Pasicka, resident of Redcliff, regarding Chain Link Hedge, be received for information. - Carried.

3. MINUTES

2016-0331 Council meeting held August 15, 2016

A) Councillor Crozier moved the minutes of the Council meeting held August 15, 2016, be adopted as presented. - Carried.

2016-0332 Municipal Planning Commission meeting held August 17, 2016

B) Councillor Steinke moved the minutes of the Municipal Planning Commission meeting held August 17, 2016, be received for information. - Carried.

2016-0333 Subdivision & Development Appeal Board hearing held August 17, 2016

C) Councillor Kilpatrick moved the minutes of the Subdivision & Development Appeal Board hearing held August 17, 2016, be received for information. - Carried.

- 2016-0334 Redcliff Senior Citizens Business meeting September, 2016 **D)** Councillor Steinke moved the minutes of the Redcliff Senior Citizens Business meeting September, 2016, be received for information. - Carried.

4. BYLAWS

- 2016-0335 Bylaw 1829/2016, Off-site Levy Bylaw **A)** Councillor Crozier moved Bylaw 1829/2016, Off-site Levy Bylaw, be given third reading as amended. - Carried.

5. REQUESTS FOR DECISION

- 2016-0336 Alberta Municipal Affairs Internship Program Re: Land Use Planning **A)** Councillor Brown moved that Administration submit a grant application for the Town of Redcliff to be a host organization in the Municipal Administration Internship Program - Land Use Planning Stream starting in the 2017 calendar year; further to re-allocate \$60,000.00 budget funds to be used for the Town's contribution of the grant program. - Carried.
- 2016-0337 2016 Investment **B)** Councillor Brown moved that Administration be authorized to invest \$2.5M with CIBC Wood Gundy in short-term bonds (invested for a term of two and a half years to four years). - Carried.
- 2016-0338 Budget Timeline **C)** Councillor Brown moved to establish the dates for the 2017 budget review as the 2nd of November and the 5th of November from 8:30 a.m. to 5:00 p.m. each day. - Carried.

6. POLICIES

- 2016-0339 Policy 039 (2016), Direct Control Development Application Process **A)** Councillor Leipert moved Policy No. 039 (2016) - Direct Control Zone Development Application process be approved as presented. - Carried.
- 2016-0340 Policy 130 (2016), Off-site Levies Policy **B)** Councillor Crozier moved Policy 130 (2016), Off-site Levies be approved as presented. - Carried.
- 2016-0341 Policy 102 (2016), Perimeter Fencing **C)** Councillor Brown moved to direct Administration to amend Policy No. 102 (2016) - Perimeter Fence Adjacent to Parks and Public Reserves and to include as an allowable modification, the installation of chain link hedge. - Defeated.

7. CORRESPONDENCE

2016-0342 Muscular Dystrophy
Awareness Month
- Proclamation

A) Councillor Brown moved Proclamation for Muscular Dystrophy Awareness with regard to proclaiming Muscular Dystrophy Month Awareness in September, 2016, be received for information. Further, to declare September 2016 as Muscular Dystrophy Awareness Month in Redcliff, Alberta.
- Carried.

8. OTHER

2016-0343 Memo - Front Yard Fence
Heights

A) Councillor Crozier moved the Memo regarding Front Yard Fence Heights dated September 12, 2016, be received for information. - Carried.

2016-0344 Redcliff/Cypress Regional
Waste Management Authority
Re: Landfill Graphs to August
31, 2016

B) Councillor Leipert moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to August 31, 2016, be received for information. - Carried.

2016-0345 Council Important Meetings &
Events September 12, 2016

C) Councillor Kilpatrick moved the Council Important Meetings & Events September 12, 2016, be received for information.
- Carried.

2016-0346 Off-site Levy Bylaw

D) Councillor Brown moved Administration to consult with the development industry on the 2017 Off-site Levy rate calculations and present Bylaw 1829/2016 - Off-site Levies, amended to include the 2017 rates to Council for the first Council meeting in March of 2017. - Carried.

9. RECESS

Mayor Reimer called for a recess at 8:00 p.m.

Director of Finance & Administration left the meeting at 8:00 p.m.

Mayor Reimer reconvened the meeting at 8:11 p.m.

10. IN CAMERA

2016-0347

Councillor Brown moved to meet In Camera at 8:11 p.m.
- Carried.

2016-0348

Councillor Leipert moved to return to regular session at 8:36 p.m. - Carried.

- 2016-0349 Boards and Commissions Councillor Brown moved to receive for information, the resignation of George Hunt from the Redcliff Recreation Services Board dated August 23, 2016. - Carried.
- 2016-0350 CUPE Councillor Steinke moved to approve the proposed Letter of Understanding and remove the Municipal Accountant, I.T. Systems Analyst, and Engineering Tech 3 classifications from the bargaining unit and subsequently amend Policy 069. - Carried.

11. ADJOURNMENT

- 2016-0351 Adjournment Councillor Leipert moved to adjourn the meeting at 8:37 p.m. - Carried.

Mayor

Manager of Legislative & Land Services

MINUTES

ABSENT: Members: B. Duncan, E. Solberg

B. Lowery move that Development Permit Application 16-DP-064 be Approved with the following conditions:

- 1) The exterior of the Semi Detached Dwelling to be similar or compliment adjacent properties;
- 2) Prior to release of the Development Permit the Applicant shall:
 - a. Provide a site grading plan to the satisfaction of the Director of Planning & Engineering;
 - b. Provide a site plan which indicates four (4) off street parking stalls to the satisfaction of the Development Officer;
 - c. The Applicant shall pay a damage deposit in the amount of one thousand (\$1000.00) dollars. The deposit is to be used to repair any damage to the Town of Redcliff infrastructure (i.e. sidewalk, curb, gutter, curbstop) damaged by the Applicant, Applicant's contractors or suppliers.
- 3) Provide to the Development Officer as built grades after the project is completed to ensure that approved grades were met.
 - Carried.

7. DISCUSSION

MPC discussed the roles of MPC and SDAB.

8. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 1:48 pm. - Carried.

Chairman

Secretary

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
THURSDAY, SEPTEMBER 8, 2016 at 7:00 p.m.**

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

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

Appellants: Brigitte & Brian Collinge

ABSENT:

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:01 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

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

3. APPEAL NO. 1

**Appeal of Development Application 16-DP-054
Lot 2, Block 5, Plan 7410853 (735 - 2 Street SE)
(Over height fence in front yard)**

Chairman Kilpatrick asked the appellants if they had any objection to any board members hearing the appeal. Brigitte & Brian Collinge advised he/she/they had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

B. Collinge referenced their fence indicating it is a maintenance free privacy fence. Further commenting they previously had cedars planted but it was messy. They advised they initially were not aware that the fence they had constructed was overheight. They commented that most of the neighbours have no concerns with the fence. The fence has been in place for three years.

b) Presentation of Development Officer

The Development Officer referenced his report provided, noting he did not have anything further to add and inquired if the board had any questions. There were no questions.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of Planning Consultant

Not in attendance.

e) Presentation of anyone served notice of hearing

Recording Secretary distributed correspondence received from Joey & Krista Pettyjohn and Bob & Faye Wickens. (copies attached for reference). In addition F. Wickens indicated they had placed a complaint about the fence three years ago.

f) Presentation of anyone claiming to be affected

J. Collinge (daughter) commented that the fence is a maintenance free fence. She further explained some of the animosity between her mother and the adjacent neighbour and felt this has been an evolving issue growing into a larger issue.

g) Rebuttal of Appellant/Applicant

B. Collinge referenced other fences in Town which do not meet the Land Use Bylaw. It was commented that the fence is a privacy fence and it was not put up to be malicious. Further commenting that it is not obstructing traffic.

h) Other

Nothing further was discussed.

i) Recess

B. Christian moved to meet in camera at 7:18 p.m.

The appellants, Development Officer, Director of Planning & Engineering, other members of the gallery left at 7:18 p.m.

j) Decision

B. Christian moved to revoke the decision of the Development Officer to deny Development Permit Application 16-DP-054, Lot 2, Block 5, Plan 7410853 (735 - 2 Street SE) for an over height fence in the front yard. Further to approve Development Permit Application 16-DP-054, Lot 2, Block 5, Plan 7410853 (735 - 2 Street SE) for an over height fence in the front yard with the following conditions:

1. The existing panel of over height fence in the front yard is to be reduced to a maximum height of 1.2 m which is a variance from the maximum height allowed in the land use bylaw.
2. The reduction of fence height to the maximum of 1.2 m is to be completed by October 7, 2016.

– Carried.

Reasons for Decision

Allowance and reduction of the existing panel of fencing to a maximum height of 1.2 m will not detract from the neighbourhood and will still allow for some privacy.

The appellants, Development Officer, Director of Planning & Engineering, other members of the gallery returned at 7:41 p.m.

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

4. APPEAL NO. 2**Appeal of Stop Order**

**Lot 2, Block 5, Plan 7410853 (735 - 2 Street, Redcliff)
(Over height fence in front yard)**

The Chairman questioned if, given the decision of the appeal No. 1, if the second appeal was still relevant. He clarified that they can only consider if the stop order was issued properly or consider the time given to comply; they cannot go back to original decision and make changes. Further, mentioning the right to speak to the appeal.

The Director of Planning & Engineering confirmed the Board can hear the appeal of the stop order but only with regards to if it was issued properly and timeframe for compliance. Whether to hear the appeal or not is the discretion of the appellant (withdrawing the appeal) or the SDAB (deciding that they will not hear the appeal). He commented from a procedural perspective the timeframe for compliance of the Stop Order should be changed to be consistent with that of the previous decision of SDAB. Presently the date for compliance of the stop order is October 12, 2016 whereas the date for compliance on the SDAB decision is October 7, 2016.

Director of Planning & Engineering further referenced the reasons for the order in hearing of the appeals.

a) Presentation of Appellant

B. Collinge questioned what they were allowed to do with the fencing and type of materials allowed. Clarification was given as to the Land Use Bylaw and fencing regulations and to their decision regarding Appeal No. 1 confirming their decision extended only to the existing fence panel and nothing further.

B. Collinge questioned the other fences in the Town that do not comply with the Land Use Bylaw. The Board clarified they can only hear matters relating to their appeal and not to other fencing in the Town.

b) Presentation of Development Officer

Development Officer referenced his report. There were no further comments/questions.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) **Presentation of Planning Consultant**
Not in attendance.

e) **Presentation of anyone served notice of hearing**
No further comments.

f) **Presentation of anyone claiming to be affected**
No further comments.

g) **Rebuttal of Appellant/Applicant**
The appellant had no further comments.

h) **Other**
Nothing further was discussed.

i) **Recess**
No recess was requested.

j) **Decision**
G. Shipley moved to confirm the stop order issued to Brian and Brigitte Collinge for illegal development (overheight fence) – noncompliance with the land use bylaw at Lot 2, Block 5, Plan 7410853 (735 2 Street SE). Further to extend the time for compliance of stop order to October 7, 2016, consistent with approval of development permit application 16-DP-054, for an over height fence in the front yard at Lot 2, Block 5, Plan 7410853 (735 - 2 Street SE). – Carried.

Reasons for Decision

The stop order was issued properly and in accordance with the Municipal Government Act and the Town of Redcliff Land Use Bylaw. The reason to extend the time for compliance is to be consistent with the decision for Development Permit Application 16-DP-054 (Lot 2, Block 5, Plan 7410853 [735 2 Street SE]).

5. ADJOURNMENT

C. Crozier moved the meeting be adjourned at 7:57 p.m.



Chairman



S. Simon, Recording Secretary

RECEIVED

SEP 06 2016

TOWN OF REDCLIFF

727 – 2nd Street S.E.
Redcliff, Alberta
September 6, 2016

Town of Redcliff
1 – 3rd Street N.E.
Redcliff, Alberta

Dear Shanon Simon,

Thank-you for the letter informing us of the upcoming appeal hearing on July 8, 2016 concerning the appeal by the adjacent homeowner. We look forward to attending and the following is our submission concerning the appeal.

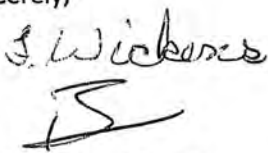
Unfortunately, the enforcement of Redcliff bylaws are often complaint driven, as in this case.

This is a town bylaw and NOT ours to enforce. We believe it is the responsibility of the homeowner to know the bylaws prior to construction and follow them unless other provisions have been put in place. Therefore, we do believe, if this is permitted that no one in Redcliff should have to abide by the town bylaws. After all, that would leave us to believe the bylaws were only put there for those who are honest enough to follow them.

We sincerely DO NOT believe this structure does anything to enhance our property or make for peaceful neighbors.

Thank-you for your time.

Sincerely,

A handwritten signature in dark ink, appearing to read 'S. Wickens' with a stylized flourish below it.

Adjacent Homeowners

(Bob and Faye Wickens)

Joey and Krista Pettyjohn
737 2nd ST SE
Redcliff AB
T0J2P0
T 403-928-3334

RECEIVED
SEP 07 2016
TOWN OF REDCLIFF

September 7, 2016

To: Whom it may concern

It has come to our attention that there is a potential issue between 2 of our neighbors in regard to a fence.

The 2 properties are 727 2nd ST SE and 735 2nd ST SE. The fence located on 735 2nd ST SE does not bother us in any way. It is quite a nice fence that adds to the property. If you have any further questions you can call me at 403-928-3334.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Krista Pettyjohn', with a long horizontal flourish extending to the right.

Krista Pettyjohn

**REDCLIFF/CYPRESS REGIONAL
WASTE MANAGEMENT AUTHORITY MEETING
WEDNESDAY, SEPTEMBER 14, 2016 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	J. Garland
		Manager Legislative & Land Services	S. Simon
		Municipal Manager	A. Crofts (left at 1:15 p.m.)
		Municipal Accountant	M. Davies
	Cypress County:	Councillor	A. Belyea
		Councillor	L. Pahl
		Director of Public Works	C. Richter

ABSENT:

1. CALLED TO ORDER

J. Garland called the meeting to order at 1:01 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 amended to add "Request for Decision – Auditor's Recommendation Landfill Authority Accounting Procedures" and to reorder the the items to be discussed. - Carried.

4. MINUTES OF PREVIOUS MEETING

C. Crozier moved the minutes of the meeting held on May 25, 2016, be adopted as presented. – Carried.

5. NEW BUSINESS

A) Request for Decision

Auditor's Recommendation – Landfill Authority Accounting Procedures

C. Crozieer moved to follow the auditor's recommendation to maintain a separate general ledger for the Redcliff Cypress Regional Waste Management Authority and further to budget for additional items as required. – Carried.

A. Crofts left the meeting at 1:15 p.m.

**B) Request for Decision
Banking Services**

L. Pahl moved that the Redcliff Cypress Regional Waste Management Authority close Servus Credit Union and open an account with ATB Financial.
- Carried.

C) Draft 2017 Budget

i) Capital Budget

A. Belyea moved the 2017 Capital Budget be approved as presented. - Carried.

ii) Operating Budget

C. Crozier moved the proposed 2017 Operating Budget be approved as amended to adjust budgets accordingly to accommodate the changeover to a separate general ledger for the Redcliff Cypress Regional Waste Management Authority. - Carried.

D) Rates

A. Belyea moved the following proposed 2017 rates be approved:

	Current Rate	2017 Proposed Rate
General Fees		2017
Up to 250 Kg's (550 lbs)	\$8.00	\$8.00
Over 250 KG's	\$52.00/ 1,000 kg's	\$62.00
Town of Redcliff and Cypress County	\$26.00/ 1,000 kg's	\$31.00
Waste Requiring Special Handling	\$60.00/ 1,000 kg's	\$70.00
Special Materials Disposal Fee	At cost	At cost
Clean Fill	No Charge	No Charge
Less than 1 (one) Ton Vehicle	\$8.00	\$8.00
1 Tonne Vehicle	\$60.00	\$70.00
Over 1 Ton Vehicle	\$70.00	\$80.00
Semi-Trailers (per trailer)	\$500.00	\$600.00
Front End Dumps	\$200.00	\$300.00

REDCLIFF/CYPRESS REGIONAL
WASTE MANAGEMENT AUTHORITY MEETING
WEDNESDAY, September 14, 2016

PAGE

3

Roll Off Containers	\$100.00	\$200.00
Surcharges for inadequately restrained loads	\$20.00	\$20.00
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit	\$50.00 per unit

- Carried.

D) Landfill Graphs

C. Crozier moved the Redcliff/Cypress Regional Landfill Graphs to August 31, 2016, be received for information. – Carried.

6. ADJOURNMENT

L. Pahl moved adjournment of the meeting at 2:12 p.m. – Carried.

Chairman

Secretary

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 26, 2016

PROPOSED BY: Director of Planning & Engineering

TOPIC: Cypress County Land Use Bylaw Amendment No. 2016/41

PROPOSAL: Forward comments to Cypress County

BACKGROUND:

Cypress County has given first reading to Land Use Bylaw Amendment No. 2016/41 and has forwarded the proposed amendments to the Town for comments if any. The County will be holding a public hearing on Tuesday, October 18th, at 10:00 am, at the County's Administration Building, followed by possible 2nd and 3rd readings of the Bylaw. The County has requested that it receive comments by October 11, 2016.

Administration has reviewed the proposed amendments and has identified a few changes that we believe should be brought to Council's attention:

1. The following clause has been added to development of greenhouses to deal with installation of artificial lighting.

The developer of a new greenhouse, or an existing greenhouse, or an existing greenhouse expansion will be required to install artificial lighting control, as a condition of the development's approval, in order to reduce illumination that may affect the adjacent land owner's enjoyment of their property. A detailed description of the proposed lighting control device is to be included and submitted as part of the development application for the Municipal Planning Commission's consideration.

Administration will follow up with the County to assist the Town in bringing forward a similar amendment to our bylaw.

2. The following clause has been added in all of the Country Residential zones:

An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.

This clause appears to be intended to, first give MPC the power to approve a standalone accessory building in a residential district and second define that accessory buildings must be secondary to the residence. A clause similar to this may be valuable to add to the Town's LUB.

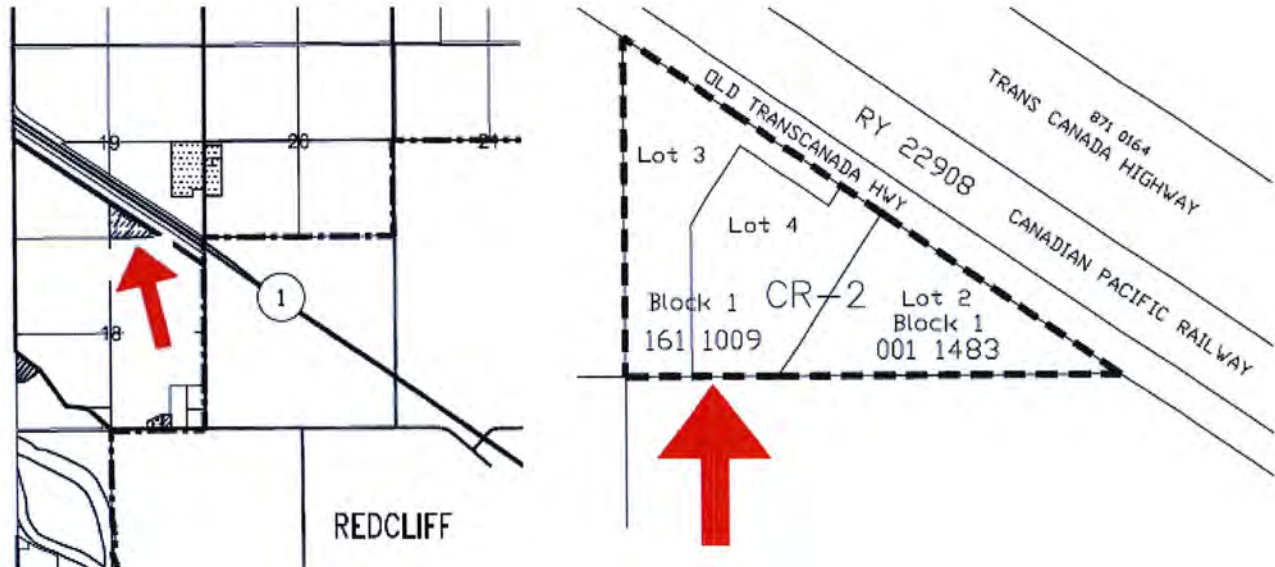
3. The following discretionary use been added to some of the zones:

Keeping of chickens (maximum of 4 laying hens)

Administration considers this appropriate for the County to allow but is not a

discretionary use that Administration would recommend for any area of the Town.

4. The County has added clauses to try and deal with electronic signs. Administration will follow up with the County to see how effective these clauses are.
5. A small area in the future Redcliff future growth area has been changed to CR-2 from the current zoning of CR.



Administration has no concerns with any of the proposed changes.

POLICY/LEGISLATION:

Tri-Area Intermunicipal Development Plan

Policy 119 External Municipal Planning Documents Review Policy

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure keep up to date with neighbouring municipalities Land Use Bylaws and how they may affect the Town.

ATTACHMENTS:

- Cypress County Land Use Bylaw Amendment No. 2016/41

OPTIONS:

1. That Council receive the Cypress County Land Use Bylaw Amendment No. 2016/41 for information and direct Administration to notify Cypress County that the Town has no comments.
2. That Council directs Administration to provide the following comments to Cypress County on Cypress County Land Use Bylaw Amendment No. 2016/41: _____.

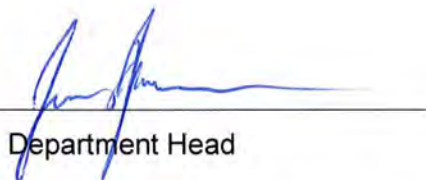
RECOMMENDATION:

It is recommended that Council adopt option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved Cypress County Land Use Bylaw Amendment No. 2016/41 be received for information and that Administration notify Cypress County that it has no comments.
2. Councillor _____ moved Administration provides the following comments to Cypress County on Cypress County Land Use Bylaw Amendment No. 2016/41.

- _____
- _____
- _____

SUBMITTED BY:
Department Head
Municipal Manager

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

CYPRESS COUNTY

BYLAW 2016/41

A Bylaw of Cypress County in the Province of Alberta to amend Bylaw 2016/16, being the Cypress County Land Use By-law.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. Whereas the Cypress County Land Use Bylaw 2016/16 requires an amendment by amending Part III Procedure For Development Permits, by amending Part VI Land Use District And Regulations by amending certain Districts by adding some general definitions, by amending certain Districts by amending the accessory building regulations and site restriction regulations, by amending Schedule E Private Sign Regulations, by amending Schedule F Dog Breeding and Boarding Kennels, and by amending Schedule G Land Use District Maps, all as shown in Schedule A.
2. Having held a public hearing on the matter, Cypress County Land Use Bylaw 2016/16 as amended, is hereby amended by amending Part III Procedure For Development Permits, by amending Part VI Land Use District And Regulations by amending certain Districts by adding some general definitions, by amending certain Districts by amending the accessory building regulations and site restriction regulations, by amending Schedule E Private Sign Regulations, by amending Schedule F Dog Breeding and Boarding Kennels, and by amending Schedule G Land Use District Maps, all as shown in Schedule A.
3. This bylaw shall take effect upon final passage thereof.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and finally passed this _____ day of _____, 2016.

Reeve

Designated Officer

CYPRESS COUNTY

BYLAW 2016/41

Schedule "A"

(New text is shown in red font, and deleted text is shown with a ~~strikeout~~ through)

PART III PROCEDURE FOR DEVELOPMENT PERMITS

12. PERMISSION FOR DEVELOPMENT

- (1) Subject to Section 13, no development shall be commenced unless a development permit has been obtained from the Development Officer or the Municipal Planning Commission, as the case may be.

13. DEVELOPMENT DEEEMED APPROVED

- (1) The following developments shall not require a development permit provided that such development complies with setback provisions of Section 47 or any other applicable sections of this Bylaw.
 - (a) farm developments;
 - i. the cultivation of grazing land;
 - ii. the development of haystacks, portable granaries, permanent farm buildings under 46.45 m² (500 ft²) portable wind breaks, and portable corral pannels;
 - (b) garden sheds located on skids, to a maximum of 9.29 m² (100 ft²) in area, **provided that the garden shed complies with the applicable site coverage restrictions for the District that it is located within;**
 - (c) shelter belts, hedges, reservoirs, dugouts, wells, sewage disposal fields;
 - (d) the development of non-wire fences, ornamental trees, corrals or other means of enclosure which comply with Section 47 of the Bylaw;
 - (e) the County's use of land which it either owns or has an equitable interest in for a purpose approved by Council in connection with any public utility;
 - (f) the carrying out of maintenance, renovations or repairs to any building, provided that such works do not include structural alterations or major works of renovation;
 - (g) a temporary building of construction of a Development "deemed approved" or approved by Development Permit, during the period of construction;
 - (h) all irrigation works as defined in the Irrigation Districts Act, RSA 2000, Chapter I-11. Any new irrigation works adjacent to public roads shall have prior approval of ~~Council~~ **the Municipal Planning Commission;**
 - (i) ~~pipelines and ancillary facilities as defined in the Pipelines Act. Any new facilities adjacent to public roads shall have the prior approval of Council;~~
 - (j) public signs including signs approved pursuant to the Public Highways Development Act.
- (2) Wire and rail fences shall be exempt from the setback provisions of the Bylaw.

AGRICULTURAL DISTRICT 4 (A-4 GREENHOUSE)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PERMIT ACTIVITIES ASSOCIATED WITH GREENHOUSE PRODUCTION THAT REQUIRES SPECIFIC LIGHTING FOR THE PURPOSES OF STIMULATING AND/OR ENHANCING THE GROWTH OF A GREENHOUSE CROP, AND TO STRENGTHEN THE AGRICULTURAL CHARACTER OF THIS DISTRICT.

(1) PERMITTED USES

- (1) None

(2) CLASS I DISCRETIONARY USES

- (1) Accessory dwelling unit (upon completion of greenhouses)
- (2) Accessory buildings and uses
- (3) Addition to existing greenhouse
- (4) Home occupation
- (5) Move-in accessory buildings
- (6) Private signs
- (7) Public and quasi-public buildings and uses
- (8) Three or more storage containers
- (9) Solar energy panels and associated equipment for personal or individual use

(3) CLASS II DISCRETIONARY USES

- (1) Greenhouse (more than 139m² of maximum floor area)
- (2) Additional dwelling unit(s) or mobile home(s) or move-in residences
- (3) Agricultural processing plants
- (4) Farm subsidiary occupation
- (5) Market garden and retail store
- (6) Plant nursery
- (7) Top soil stripping
- (8) Other uses consistent with the Definition of General Purpose of the Land Use District as approved by the Municipal Planning Commission

(4) MINIMUM LOT AREA

2 hectares (5 acres) or as required by the Municipal Planning Commission

(5) MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
See Section 47	3.04 metres (10 feet)	See section 47	3.04 metres (10 feet)

*The greenhouse structure must be setback a minimum distance of at least 100 metres from the closest point of the greenhouse structure to the wall of the closest existing neighbouring residence.

(6) SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following Regulations shall apply:

- (1) All developments must have access to an assured supply of water.

- (2) The developer of a new greenhouse, or an existing greenhouse, or an existing greenhouse expansion will be required to install artificial lighting control, as a condition of the development's approval, in order to reduce illumination that may affect the adjacent land owner's enjoyment of their property. A detailed description of the proposed lighting control device is to be included and submitted as part of the development application for the Municipal Planning Commission's consideration.
- (3) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building.
- (4) A dwelling unit shall be located a minimum distance of 100 metres (328 feet) away from a gas or oil well, or may be within a lesser distance with written approval from the Alberta Energy Regulator. Distances are measured from the well head to the dwelling.

COUNTRY RESIDENTIAL (CR)

THIS DISTRICT IS ESTABLISHED FOR COUNTRY RESIDENTIAL DEVELOPMENT OF TWO OR MORE PARCELS PER QUARTER SECTION. THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF COUNTRY RESIDENCES. HOWEVER, WITH THE EXCEPTION OF SITES DESIGNATED AS COUNTRY RESIDENTIAL DISTRICT (CR) ON THE DATE OF THE ADOPTION OF THE TRI-AREA IDP, IT SHALL NOT BE APPLIED TO THE POTENTIAL GROWTH AREA AND THE URBAN RESERVE (REDCLIFF) AREA OF THE TRI-AREA IDP.

1. PERMITTED USES

- (1) Accessory buildings and uses (maximum of five)
- (2) Dwelling unit
- (3) Public parks and playgrounds
- (4) Swimming pool

2. CLASS I DISCRETIONARY USES

- (1) Home occupation (office use only)
- (2) Move-in buildings (including residence/dwelling, and accessory buildings)
- (3) Mobile homes
- (4) Storage container (maximum of one)
- (5) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY

- (1) Additional dwelling unit(s)
- (2) Family care home
- (3) Home occupation
- (4) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission
- (5) Additional accessory buildings
- (6) Public and quasi-public buildings and uses

4. MINIMUM LOT AREA

0.6 hectares (1.5 acre), or all the land which is contained within an existing certificate of title

5. MAXIMUM LOT AREA

4 hectares (10 acres)

6. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
9.14 metres (30 feet)	6.09 metres (20 feet)	9.14 metres* (30 feet)	7.62 metres (25 feet)

7. MAIN BUILDING RESTRICTIONS

Maximum building height – 12.1 metres (40 feet)

8. ACCESSORY BUILDING RESTRICTIONS

- (1) An accessory building shall have the same yard requirement as the principal building.

- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building.
- (3) An accessory building shall not exceed 7.0 metres (23 feet) in height.
- (4) An accessory building shall not exceed 148.64 m² (1,600 ft²) in area. The maximum floor area of accessory buildings shall be 260.12 m² (2,800 ft²). No development Officer Discretion permitted.
- (5) An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.

9. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:

- (a) For number of livestock allowed, see Section 49. Any off-spring over the maximum number of approved animals shall be removed from the site within six months.
- (b) A development permit may be issued for the keeping of additional animals if the Municipal Planning Commission is of the opinion that it will not affect the amenities of the adjacent landowners.
- (c) Not more than three dogs, excluding unweaned pups, shall be kept on a site.
- (d) Any dogs, cats and other domestic animals kept on a site must be controlled so that they do not create a nuisance.

COUNTRY RESIDENTIAL DISTRICT 2 (CR-2)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF LOW DENSITY COUNTRY RESIDENCES AND MINOR AGRICULTURAL PURSUITS IN CYPRESS COUNTY. HOWEVER, WITH THE EXCEPTION OF SITES DESIGNATED AS COUNTRY RESIDENTIAL DISTRICT 2 (CR-2) ON THE DATE OF ADOPTION OF THE TRI-AREA IDP, IT SHALL NOT BE APPLIED TO THE POTENTIAL GROWTH AREA AND THE URBAN RESERVE (REDCLIFF) AREA OF THE TRI-AREA IDP.

1. PERMITTED USES

- (1) Accessory buildings and uses (maximum of five)
- (2) Dwelling unit
- (3) Public parks & playgrounds
- (4) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Bed and breakfast facility
- (2) Greenhouse, nursery garden
- (3) Home occupation (office use only)
- (4) Move-in buildings (residence/dwelling, and accessory buildings)
- (5) Mobile homes
- (6) Storage container (maximum of one)
- (7) Solar energy panels and associated equipment for personal use

3. CLASS I DISCRETIONARY USES

- (1) Additional accessory buildings and uses
- (2) Family care home
- (3) Home occupation
- (4) Public buildings or uses and public utility buildings or uses required to serve the district
- (5) Public and quasi-public buildings and uses
- (6) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. MINIMUM LOT AREA

2 hectares (5 acres), or all the land which is contained within an existing certificate of title.

5. MAXIMUM LOT AREA

~~6~~ 4.04 hectares (~~15~~ 10 acres)

6. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
20 metres*	20 metres	20 metres*	20 metres
(65.6 feet)	(65.6 feet)	(65.6 feet)	(65.6 feet)

7. MAIN BUILDING RESTRICTIONS

Maximum building height – 12.1 metres (40 feet)

8. ACCESSORY BUILDING RESTRICTIONS

- (1) An accessory building shall have the same yard requirement as the principal building

- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building
- (3) An accessory building shall not exceed 7.0 metres (23 feet) in height.
- (4) An accessory building shall not exceed 222.96 m² (2,400 ft²). The maximum floor area of accessory buildings shall be 302 m² (4,000 ft²). No Development Officer Discretion permitted.
- (5) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (6) Unless approved for a home occupation, an accessory building shall not be used for a commercial or **light industrial** business operation.
- (7) **An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.**

9. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:

- (1) For number of livestock allowed, see Section 49. Any off-spring over the maximum number of approved animals shall be removed from the site within six months.
- (2) A development permit may be issued for the keeping of additional animals if the Municipal Planning Commission is of the opinion that it will not affect the amenities of the adjacent land owners.
- (3) Not more than three dogs, excluding unweaned pups, shall be kept on a site.
- (4) Any dogs must be controlled so that they comply with the Dog Control Bylaw.

LIMITED COUNTRY RESIDENTIAL IDP DISTRICT (CR-IDP)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF LIMITED COUNTRY RESIDENTIAL USES AND MINOR AGRICULTURAL PURSUITS IN COMPLIANCE WITH THE LIMITED COUNTRY RESIDENTIAL USE PROVISIONS OF THE TRI-AREA INTERMUNICIPAL DEVELOPMENT PLAN (IDP), THIS BYLAW AND ANY OTHER STATUTORY PLANS THAT MAY BE IN EFFECT.

1. PERMITTED USES

- (1) Accessory buildings and uses (maximum 5)
- (2) Country residences in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP
- (3) Public parks and playgrounds
- (4) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Bed and breakfast facility
- (2) Greenhouse, nursery garden
- (3) Home occupation
- (4) Move-in buildings for residential uses and accessory uses that are permitted or discretionary uses in this District, in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP.
- (5) Mobile homes in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP.
- (6) Storage container (maximum of one)
- (7) Solar energy panels and associated equipment for personal use

3. CLASS I DISCRETIONARY USES

- (1) Additional accessory buildings and uses
- (2) Family care home
- (3) Public buildings or uses and public utility buildings or uses required to serve the district.
- (4) Public and quasi-public buildings and uses
- (5) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission that are in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP.

4. MINIMUM AREA OF A PARCEL ELIGIBLE FOR SUBDIVISION

In order to be eligible for further subdivision, a parcel must be greater than 16.18 hectares (40 acres) in size. Subdivision of a parcel 16.18 hectares (40 acres) or less shall not be permitted.

5. MINIMUM AREA OF A LOT PROPOSED TO BE CREATED BY A SUBDIVISION

The cumulative area of all lots subdivided from a parcel that is the subject of a proposed subdivision, shall not exceed 10% if the area of the parcel as it existed on the date of the adoption of the Tri-Area IDP.

6. MAXIMUM CUMULATIVE

The cumulative area of all lots subdivided from a parcel that is the subject of a proposed subdivision, shall not exceed 10% of the area of the parcel as it existed on the date of the adoption of the Tri-Area IDP.

7. MAXIMUM LOT DENSITY

The maximum subdivision density allowed to be subdivided from a parcel shall not exceed the equivalent ratio of 1 lot for every 16.18 hectares (40 acres) of the parcel as it existed on the date of the adoption of the Tri-Area IDP. This represents the equivalent of 4 parcels plus the balance of the quarter for a total maximum of 5 parcels from an unsubdivided 64.75 hectare (160 acre) quarter section.

8. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
9.14* metres (30 feet)	6.09 metres (20 feet)	9.14 metres* (30 feet)	7.62 metres (25 feet)

*Minimum yard distance from subdivision streets or service roads. Setbacks from County roads shall be in compliance with Section 47 of the General Land Use Regulations.

9. MAIN BUILDING RESTRICTIONS

Maximum building height – 12.1 metres (40 feet)

10. ACCESSORY BUILDING RESTRICTIONS

- (1) An accessory building shall have the same yard requirements as the principal building.
- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building.
- (3) An accessory building shall not exceed 7 metres (23 feet) in height.
- (4) An accessory building shall not exceed 148.64 m² (1,600 ft²) in area. The maximum floor area of accessory buildings shall be 260.12 m² (2,800 ft²). No Development Officer Discretion permitted.
- (5) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (6) Unless approved for a home occupation, an accessory building shall not be used for a commercial or **light industrial** business operation.
- (7) **An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.**

11. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:

- (1) For the number of livestock allowed, see Section 49. Any off-spring over the maximum number of approved animals shall be removed from the site within six months.
- (2) A development permit may be issued for the keeping of additional animals if the Municipal Planning Commission is of the opinion that it will not affect the amenities of the adjacent landowners.
- (3) Not more than three dogs excluding unweaned pups, shall be kept on site.
- (4) Any dogs must be controlled so that they comply with the Dog Control Bylaw.

12. LIMITED COUNTRY RESIDENTIAL USE PROVISIONS OF THE TRI-AREA IDP

“Limited Country Residential Use Provisions of the Tri-Area IDP” is a term meaning provisions Section 2.6 Potential Growth Area and those parts of Section 2.11 Urban Reserve (Redcliff) applicable to the lands south of Highway #1. Whenever the phrase “in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP”, or a variation of this phrase, is used in description of a permitted or discretionary use in this Bylaw.

- (1) The provisions are an integral part of the description of the use, and
- (2) The use must comply with these provisions, without variation or waiver except to the extent expressly allowed in Section 2.6 or 2.11 of the Tri-Area IDP, in order to constitute the permitted or discretionary use in question.

For convenience of reference, Schedule G shows maps of the lands that are subject to “Country Residential Use”. The full text of Sections 2.6 and 2.11 of the Tri-Area IDP is found in schedule H and these policies have been reflected in this district.

CYPRESS HILLS FRINGE DISTRICT (CHF)

THE PURPOSE OF THIS DISTRICT IS TO REGULATE THE SUBDIVISION AND DEVELOPMENT OF CLUSTERED COUNTRY RESIDENTIAL DEVELOPMENT IN CONFORMITY WITH THE POLICIES, SPIRIT, AND INTENT OF THE CYPRESS HILLS FRINGE AREA STRUCTURE PLAN.

1. PERMITTED USES

- (1) Accessory buildings and uses (maximum 5)
- (2) Public parks and playgrounds
- (3) Single dwelling unit

2. CLASS I DISCRETIONARY USES

- (1) Private signs
- (2) Move-in buildings (including residence/dwelling, and accessory buildings)
- (3) Mobile homes
- (4) Storage container (maximum of one)
- (5) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Additional accessory buildings and uses
- (2) Bed and breakfast facility
- (3) Commercial uses in support of the principal residential area
- (4) Family care home
- (5) Home occupations
- (6) Public and quasi-public buildings and uses

4. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
9.14 metres*	4.57 metres	9.14 metres*	7.62 metres
(30 feet)	(15 feet)	(30 feet)	(25 feet)

*Minimum yard distance from subdivision streets or service roads. Setbacks from County roads shall be in compliance with Section 47 of the General Land Use Regulations.

5. MAXIMUM BUILDING HEIGHT

All uses – 9.14 metres (30 feet)

6. MINIMUM PARCEL AREA

0.202 ha (0.5 acres)

7. MAXIMUM PARCEL SIZE AND SUBDIVISION DENSITY

Parcels containing 0.404 ha (1 acre) or less recommended. Larger parcel sizes may be considered but the total development shall not occupy an area greater than 10 ha (40 acres) or 25% of the original undeveloped parcel, whichever is less.

8. ACCESSORY BUILDING RESTRICTIONS

- (1) An accessory building shall have the same yard requirement as the principal building.

- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building.
- (3) An accessory building shall not exceed 7.0 metres (23 feet) in height.
- (4) An accessory buildings shall not exceed 111 m² (1,200 m²) in area. The maximum floor area of accessory building shall be 223 m² (2,400 m²).
- (5) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (6) Unless approved for a home occupation, an accessory building shall not be used for a commercial or **light industrial** business operation.
- (7) **An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.**

9. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:

- (1) For the number of livestock allowed, see Section 49. Any offspring over the maximum number of approved animals shall be removed from the site within six months.
- (2) A development permit may be issued for the keeping of additional animals if the Council is of the opinion that it will not affect the amenities of the adjacent landowners.
- (3) Not more than three dogs excluding unweaned pups, shall be kept on a site. All dogs must be controlled so that they comply with the Dog Control Bylaw.

10. ON-SITE WATER DISPOSAL

Sufficient on-site water supply capacity to service proposed parcels will be required to be provided with assurance of supply.

11. ON-SITE SEWAGE DISPOSAL

Piped sewage disposal systems required in accordance with Alberta Environment requirements.

12. SUBDIVISION DESIGN

- (1) Clustering of parcels shall be required in accordance with requirements of Cypress Hills Fringe Area Structure Plan.
- (2) Site suitability criteria respecting subdivision design and parcel layout shall be in accordance with the Cypress Hills Fringe Area Structure Plan.
- (3) In addition to the regulations of this District, the County shall adhere to the policies and guidelines contained in the Cypress Hills Fringe Area Structure Plan.

HAMLET COMMERCIAL DISTRICT (HC)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF COMMERCIAL USES IN ORDER TO ACHIEVE ORDERLY DEVELOPMENT WITHIN THE HAMLET.

(1) PERMITTED USES

None.

(2) CLASS I DISCRETIONARY USES

- (1) Accessory buildings and uses (excluding residences)
- (2) Hotel
- (3) Motel
- (4) Move-in buildings
- (5) Offices
- (6) Personal services
- (7) Private sign
- (8) Pool Hall
- (9) Post office
- (10) Restaurant
- (11) Retail store
- (12) Service Station
- (13) Storage Container (maximum of one)
- (14) Car wash
- (15) Solar energy panels and associated equipment for individual use

(3) CLASS II DISCRETIONARY USES

- (1) Accessory dwelling or mobile home or move-in residence/dwelling
- (2) Automotive sales and repairs
- (3) Liquor stores, pubs, and other licensed premises
- (4) Public building and uses
- (5) Quasi-public buildings and uses
- (6) Repair shops
- (7) Licensed Medical Marijuana Production Facility
- (8) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

(4) MINIMUM LOT AREA

- (1) No sewage collection system 1,800m² (19,375 ft²) with a minimum width of 31 metres (100 feet)
- (2) Water distribution and sewage collection system – 464.5m² (5,000 ft²) with a minimum width of 15 metres (50 feet)

(5) MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
3 metres (10 feet)	0*	3 metres* (10 feet)	3 metres (10 feet)

*Where no lane exists, one side yard shall be extended to 4.5 metres (15 feet)

(6) OFF-STREET PARKING

Off-street parking shall be provided in accordance with Section 61 Off-street Parking Regulations for the type of use proposed, and the number of parking stalls shall be determined by the Development Officer or the Municipal Planning Commission.

(7) SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulation shall apply:

- (1) An accessory building may be used as a residence in a commercial district for security or fire protection purposes for the main building or use of the site.
- (2) An accessory building shall have the same minimum yard requirements as the principal building

HAMLET GENERAL DISTRICT (HG)

THIS DISTRICT IS ESTABLISHED FOR RESIDENTIAL DEVELOPMENT AND THE KEEPING OF A LIMITED NUMBER OF ANIMALS WITHIN A DESIGNATED HAMLET.

1. PERMITTED USES

- (1) Accessory building or uses
- (2) Dwelling
- (3) Parks and playgrounds
- (4) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Home occupation (office use only)
- (2) Move-in buildings (including residence/dwelling, and accessory buildings)
- (3) Mobile homes
- (4) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Additional dwelling unit(s)
- (2) Family care home
- (3) Home occupation
- (4) Public and quasi-public uses
- (5) **Keeping of chickens (maximum of 4 laying hens)**
- (6) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. MINIMUM LOT AREA

- (1) Water but no sewage collection system – 1,800 m² (20,000 ft²) with a minimum width of 30 metres (100 feet)
- (2) Water distribution and sewage collection system – 465m² (5,000 ft²) with a minimum yard width of 15 metres (50 feet)

5. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
7.62 metres	1.52 metres*	3 metres	3 metres
(25 feet)	(5 feet)	(10 feet)	(10 feet)

*For mobile homes, the side yard shall be increased to a 4.5 metres (15 feet) of the side which the main entrance door is located.

6. OFF-STREET PARKING

- (1) As required by the Development Officer or the Municipal Planning Commission

7. ACCESSORY BUILDINGS

- (1) An accessory building shall not be constructed within the front flankage yard of any parcel.

- (2) An accessory building shall be located at least 1.52 metres (5 feet) from the principal building.
- (3) An accessory building shall be located at least 1 metre (3 feet) from the side property line and 1.52 metres (5 feet) from the rear property line, except where a rear vehicular entrance is located, in which case the distance to the lane will be extended to 5.5 metres (18 feet).
- (4) An accessory building shall not exceed 6.0 metres (20 feet) in height.
- (5) Maximum site coverage for all structures and hard surfacing is not to exceed 30% of the total lot area.
- (6) An accessory building shall not exceed 111.48m² (1,200 ft²) in area. The maximum floor area dedicated to accessory buildings shall be 139 m² (1,500 ft²) or 15% of total lot area, whichever is less. No Development Officer discretion permitted.
- (7) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (8) Unless approved for a home occupation, an accessory building shall not be used for a commercial or **light industrial** business operation.
- (9) **An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.**

8. SITE RESTRICTIONS

- (1) In addition to the requirements of the General Land Use Regulations and Schedules, the following regulation shall apply:
 - (a) Skirting of mobile homes, including finishing, must be completed within 30 days of the date a mobile home is placed on a site.
 - (b) Appearance, design, and construction of accessory structures or additions must compliment the design of the mobile home.
 - (c) All mobile homes shall conform to the CSA Z240 Standard.
 - (d) Each parcel within a Hamlet General District with a minimum area of 1800m² is allowed to keep 2 horses or 2 cows. Equivalencies for other types of animals may be based of the formula outlined in Section 48 of the Land Use Bylaw. Any off-spring of the approved animals must be removed from the site within a maximum of six months.
 - (e) A development permit may be issued for the keeping of additional animals if the Municipal Planning Commission is of the opinion that it will not affect the amenities of the adjacent landowners.
 - (f) **A maximum of up to 4 chickens (laying hens for personal use only) may be allowed. Each chicken must be provided with at least 0.37 m² (4 ft²) of interior floor area within an enclosed, secure coop for shelter and housing. The coop must be well maintained, and kept in good sanitary condition that prevents nuisance odors. The coop will be counted towards the hard surfacing and site coverage of the property. All manure must be removed and disposed of in a timely and proper manner to prevent nuisance issues which result in complaints from adjacent neighbors. Any and all manure stored on site must be kept in a fully enclosed container until properly disposed. Roosters will not be permitted, and there will be no breeding allowed. The issuance of a development permit by the Municipal Planning Commission may be subject to an annual review. The development permit will not be transferable from one owner to the next, or from one property to another.**

HAMLET INDUSTRIAL DISTRICT (HI)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF INDUSTRIAL USES IN ORDER TO ACHIEVE ORDERLY DEVELOPMENT WITHIN THE HAMLET.

1. PERMITTED USES

None.

2. CLASS I DISCRETIONARY USES

- (1) Accessory buildings and uses (excluding residences)
- (2) Bulk oil and fertilizer storage (excluding ammonia)
- (3) Farm equipment sales, repair and assembly
- (4) Automotive sales and repairs
- (5) Grain elevators
- (6) Lumber sales
- (7) Move-in buildings
- (8) Private signs
- (9) Welding and repair shops
- (10) Warehouses
- (11) Storage container
- (12) Car and truck wash
- (13) Solar energy panels and associated equipment for individual use

3. CLASS II DISCRETIONARY USES

- (1) Accessory dwelling or accessory mobile home or move-in residence/dwelling
- (2) Concrete manufacturing
- (3) Manufacturing operations
- (4) Salvage yards
- (5) Storage and maintenance yards and facilities
- (6) Trucking and freight terminals
- (7) Retail sales and storage for mobile homes and modular homes
- (8) Licensed Medical Marijuana Production Facility
- (9) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. MINIMUM LOT AREA: 0.4 hectare (1 acre)

5. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
7.62 metres (25 feet)	3 metres (10 feet)	7.62 metres (25 feet)	3 metres (10 feet)

* The front yard requirement shall be increased to 15 metres (50 feet) if parking is provided at the front of the building.

6. OFF-STREET PARKING

- (1) Off-street parking shall be provided in accordance with Section 61 Off-street Parking Regulations for the type of use proposed, and the number of parking stall shall be determined by the Development Officer or the Municipal Planning Commission.

7. SITE RESTRICTIONS

- (1) In addition to the requirements of the General Land Use Regulations and Schedules, the following regulation shall apply:
- (2) All unenclosed storage shall be securely fenced or screened from view so as not to detract from surrounding areas.
- (3) An accessory building may be used as a residence in a commercial or industrial district for security or fire protection of the main building or use of the site.
- (4) An accessory building shall have the same minimum yard requirements as the principal building.

HAMLET RESIDENTIAL DISTRICT (HR)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF RESIDENTIAL USES IN ORDER TO ACHIEVE ORDERLY DEVELOPMENT WITHIN THE HAMLET.

1. PERMITTED USES

- (1) Accessory buildings and uses
- (2) Dwelling or mobile home
- (3) Parks and playgrounds
- (4) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Dwelling, semi-detached
- (2) Home occupation (office use only)
- (3) Move-in buildings (includes residence/dwelling, and accessory buildings)
- (4) Mobile homes
- (5) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Dwelling, multi-unit
- (2) Family care home
- (3) Home occupation
- (4) Post office
- (5) Public and quasi-public buildings and uses
- (6) **Keeping of chickens (maximum of 4 laying hens only)**
- (7) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. MINIMUM LOT AREA

- (1) No sewage collection systems - 1,800 m² (19,375 ft²) with a minimum width of 30 metres (100 feet)
- (2) Water distribution and sewage collection system - 465 m² (5,000 ft²) with a minimum width of 15 metres (50 feet)

5. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
7.62 metres	*1.52 metres	3 metres	3 metres
(25 feet)	(5 feet)	(10 feet)	(10 feet)

* For mobile homes, the side yard shall be increased to a 4.5 metres (15 feet) on the side which the main entrance door is located.

6. OFF-STREET PARKING

As required by the Development Officer or the Municipal Planning Commission

7. SITE RESTRICTIONS

- (1) In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:
- (2) An accessory building shall not be constructed within the front or flankage yard of any parcel.
- (3) An accessory building shall be located at least 1.52 metres (5 feet) from the principal building.
- (4) An accessory building shall be located at least 1 metre (3 feet) from the side property line and 1.52 metres (5 feet) from the rear property line, except where a rear vehicular entrance is located, in which case the distance to the lane will be extended to 5.5 metres (18 feet).
- (5) An accessory building shall not exceed 4.87 metres (16 feet) in height.
- (6) Maximum site coverage for all structures and hard surfacing - 30% of the total lot area.
- (7) An accessory building shall not exceed 93 m² (1,000 ft²) in area. The maximum floor area dedicated to accessory buildings shall be 139 m² (1,500 ft²) or 15% of the total lot area, whichever is less. No Development Officer discretion is permitted.
- (8) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (9) Unless otherwise approved for a home occupation, an accessory building shall not be used for a commercial or **light industrial** business operation.
- (10) **An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.**
- (11) **A maximum of up to 4 chickens (laying hens for personal use only) may be allowed. Each chicken must be provided with at least 0.37 m² (4 ft²) of interior floor area within an enclosed, secure coop for shelter and housing. The coop must be well maintained, and kept in good sanitary condition that prevents nuisance odors. The coop will be counted towards the hard surfacing and site coverage of the property. All manure must be removed and disposed of in a timely and proper manner to prevent nuisance issues which result in complaints from adjacent neighbors. Any and all manure stored on site must be kept in a fully enclosed container until properly disposed. Roosters will not be permitted, and there will be no breeding allowed. The issuance of a development permit by the Municipal Planning Commission may be subject to an annual review. The development permit will not be transferable from one owner to the next, or from one property to another.**

8. SPECIAL REGULATION: MOBILE HOMES

- (1) Skirting of mobile homes, including finishing, must be completed within 30 days of the date that the mobile home is placed on the property.
- (2) Appearance, design and construction of accessory structures or additions must complement the design of the mobile home.
- (3) All mobile homes shall conform to the CSA Z 240 Standards.

HAMLET RESIDENTIAL (SINGLE FAMILY) DISTRICT (HSR)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF RESIDENTIAL USES IN ORDER TO ACHIEVE ORDERLY DEVELOPMENT WITHIN THE HAMLET.

1. PERMITTED USES

- (1) Accessory buildings and uses
- (2) Dwelling
- (3) Parks and playgrounds
- (4) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Home occupation (office use only)
- (2) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Family care home
- (2) Home occupation
- (3) Move-in buildings
- (4) Semi-detached dwelling
- (5) Public and quasi-public buildings and uses
- (6) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. MINIMUM LOT AREA

- (1) No sewage collection system - 1,800 m² (19,375 ft²) with a minimum width of 30 metres (100 feet)
- (2) Water distribution and sewage collection system - 465 m² (5,000 ft²) with a minimum width of 15 metres (50 feet)

5. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
7.62 metres (25 feet)	*1.52 metres (5 feet)	3 metres (10 feet)	3 metres (10 feet)

6. OFF-STREET PARKING

As required by the Development Officer or the Municipal Planning Commission

7. SITE RESTRICTIONS

- (1) In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:
- (2) An accessory building shall not be constructed within the front or flankage yard of any parcel.
- (3) An accessory building shall be located at least 1.52 metres (5 feet) from the principal building.

- (4) An accessory building shall be located at least 1 metre (3 feet) from the side property line and 1.52 metres (5 feet) from the rear property line, except where a rear vehicular entrance is located, in which case the distance to the lane will be extended to 5.5 metres (18 feet).
- (5) An accessory building shall not exceed 6.0 metres (20 feet) in height.
- (6) Maximum site coverage for all structures and hard surfacing - 30% of the total lot area.
- (7) An accessory building shall not exceed 111.48 m² (1,200 ft²) in area. The maximum floor area dedicated to accessory buildings shall be 139 m² (1500 ft²) or 15% of the total lot area, whichever is less. No Development Officer discretion is permitted.
- (8) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (9) Unless otherwise approved for a home occupation, an accessory building shall not be used for a commercial or light industrial business operation.
- (10) An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.

RECREATION FACILITY DISTRICT (RF)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF INSTITUTIONAL CAMPS AND PUBLIC OR QUASI-PUBLIC FACILITIES. PRIOR TO DEVELOPMENT OF MAJOR FACILITIES, THE APPLICANT SHOULD PRODUCE A MASTER PLAN SHOWING THE BUILDINGS LAYOUT, SERVICING ARRANGEMENTS, AN EMERGENCY EVACUATION PLAN, AND THE PROJECTED CAPACITY OF THE TOTAL DEVELOPMENT.

1. PERMITTED USES

- (1) Accessory buildings and uses
- (2) Seasonal cabins or dormitories under 100 m² (1076 ft²)
- (3) Public utility buildings or uses required to serve the district
- (4) Recreation facilities
- (5) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Bed and breakfast facility
- (2) Commercial facilities
- (3) Home occupation (office use only)
- (4) Storage container (maximum of one)
- (5) Solar energy panels and associated equipment for personal or individual use

3. CLASS II DISCRETIONARY USES

- (1) Move-in buildings (includes residence/dwelling, and accessory buildings)
- (2) Permanent dwelling unit(s)
- (3) Public assembly buildings
- (4) Seasonal cabins or dormitories over 100 m² (1076 ft²)
- (5) Mobile homes
- (6) Campground
- (7) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. LOT AREA

As required by the approving authority

5. MINIMUM YARD REQUIREMENT

Front	Side	Flankage	Rear
*9.14 metres (30 feet)	9.14 metres (30 feet)	*9.14 metres (30 feet)	9.14 metres (30 feet)

*Minimum yard distances from subdivision streets or service roads only.

Setbacks from County roads shall be in compliance with Section 47 of the General Land Use Regulations.

6. MAIN BUILDING RESTRICTIONS

- (1) Maximum building height - 9.14 metres (30 feet)

- (2) Building separation - 9.14 metres (30 feet)
- (3) Exterior finish - unless protected by a fire hydrant system supported by an adequate water supply as determined by the Alberta Building Code, the exterior shall consist of pre-colored stucco, brick, vinyl siding, or other approved fire retardant material;
- (4) Roof - unless protected by a fire hydrant system supported by an adequate water supply as determined by the Alberta Building Code, the pitch is not to be less than 4:12 and roofing material to be clay tile, concrete, tile, fibreglass composition shingles or metal roofing complementary to the color of the building.
- (5) Foundation - the foundation is to extend to the ground above the perimeter of the building with cement parging to be applied to the above - ground portion.

7. ACCESSORY BUILDING RESTRICTIONS

- (1) Maximum building height - 6 metres (20 feet)
- (2) Maximum building area - 111 m² (1200 ft²)
- (3) Building separation - 3 metres (10 feet)
- (4) Exterior finish - unless protected by a fire hydrant system supported by an adequate water supply as determined by the Alberta Building Code, the exterior shall consist of pre-colored stucco, brick vinyl siding, or other approved fire retardant material;
- (5) Roof- unless protected by a fire hydrant system supported by an adequate water supply as determined by the Alberta Building Code, pitch of not less than 4:12; roofing material to be clay tile, concrete, tile, fibreglass composition shingles or metal roofing complementary to the color of the building.
- (6) Foundation - the foundation is to extend to the ground around the perimeter of the building with cement parging to be applied to the above - grade portion.
- (7) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (8) Unless approved for a home occupation, an accessory building shall not be used for a commercial or **light industrial** business operation.
- (9) **An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.**

8. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:

- (1) For number of livestock allowed, see Section 49. Any off-spring over the maximum number of approved animals shall be removed from the site within six months. A development permit may be issued for the keeping of additional animals if the Municipal Planning Commission is of the opinion that it will not affect the amenities of the adjacent land owners.
- (2) Not more than three dogs excluding unweaned pups, shall be kept on a site. Any dogs must be controlled so that they comply with the Dog Control Bylaw.
- (3) Fencing shall be barbed wire, page wire, or chain link and shall not be permitted to fall into despair.
- (4) An adequate water supply for both domestic purposes and for fire prevention shall be available.

RECREATION /RESIDENTIAL RESORT DISTRICT (RRR)

THE PURPOSE OF THIS DISTRICT IS TO PERMIT THE DEVELOPMENT OF COMPREHENSIVELY PLANNED RECREATIONAL AND RESIDENTIAL RESORT DEVELOPMENT IN THE RURAL SETTING. UTILITY SERVICES AND HIGH QUALITY DEVELOPMENT STANDARDS WILL BE REQUIRED.

1. PERMITTED USES

- (1) Accessory buildings and uses
- (2) Dwellings, detached
- (3) Dwellings, semi-detached
- (4) Public parks and playgrounds
- (5) Utility systems
- (6) Swimming pools

2. CLASS I DISCRETIONARY USES

- (1) Home occupations (office use only)
- (2) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Dwellings, multi-unit
- (2) Golf courses and associated facilities
- (3) Move-in buildings (mobile homes, residence/dwelling, and accessory buildings)
- (4) Public and quasi-public buildings and uses
- (5) Mobile homes

4. MINIMUM LOT REQUIREMENT

- (1) Single family detached dwellings - 600 m² (6,459 ft²) with a minimum frontage of 15 metres (49.2 feet) measured at the required front yard.
- (2) Semi-detached dwellings - 500 m² (5,382 ft²) per unit with a minimum frontage for each unit of 13.0 metres (42.7 feet) measured at the required front yard.
- (3) Multi-unit dwellings - 400 m² (4,305 ft²) per unit.

5. MINIMUM YARD REQUIREMENTS

*Front	*Side	*Flankage	*Rear
7.62 metres	1.52 metres	3 metres	7.62 metres
(25 feet)	(5 feet)	(10 feet)	(25 feet)

*Setback distances shall be measured from the applicable yard property line. Setbacks from any other rural County roads shall be in compliance with Part V, Section 47 of the General Land Use Regulations.

6. MAIN BUILDING(S) RESTRICTIONS

- (1) Maximum building height - 11.0 metres (36 feet)

- (2) Maximum site coverage for all structures and hard surfacing, including landscaping, is not to exceed 45% of the total lot area. The maximum site coverage for the dwelling, attached garage, and driveway combined is not to exceed 40% of the total lot area.

7. ACCESSORY BUILDING RESTRICTIONS

- (1) An accessory building shall not exceed 92.9 m² (1,000 ft²) in area. The maximum floor area dedicated to accessory buildings shall be 139 m² (1,500 ft²) or 15% of the total lot area, whichever is less. No Development Officer Discretion permitted.
- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building.
- (3) An accessory building shall be located at least 1 metre (3 feet) from the side property line.
- (4) An accessory building shall not exceed 4.87 metres (16 feet) in height.
- (5) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (6) Unless approved for a home occupation, an accessory building shall not be used for a commercial or light industrial business operation.
- (7) An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.

8. PARKING OF MOTOR AND RECREATION VEHICLES

- (1) Each residential unit shall have a minimum of two on-site parking spaces provided either on the lot or within a structure.
- (2) No more than one recreation vehicle for each residential unit shall be parked on the parcel if it is outside of a garage unless adequate screening is provided to the satisfaction of the Development Officer.
- (3) Parking requirements for recreational activities and uses shall be to the satisfaction of the Development Officer.

9. SITE RESTRICTIONS

- (1) In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply;
- (2) Livestock shall not be kept nor kennels allowed within this District. Animals permitted to be kept on any parcel shall be limited to household pets, such as dogs, cats or other small animals.

SEASONAL RESIDENCE DISTRICT (SR)

THIS DISTRICT IS ESTABLISHED FOR SMALLER LOT DEVELOPMENTS WHICH ARE INTENDED FOR SEASONAL RESIDENCES. THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF SUCH SEASONAL RESIDENCES.

1. PERMITTED USES

- (1) Accessory buildings and uses
- (2) Cottage or seasonal residence
- (3) Dwelling unit
- (4) Public parks and playgrounds
- (5) Swimming pools
- (6) Storage container (maximum of one)

2. CLASS I DISCRETIONARY USES

- (1) Home occupation (office use only)
- (2) Bed and breakfast facility
- (3) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Private parks and playgrounds
- (2) Recreation facilities (public and private)
- (3) Other similar buildings and uses as approved by the Municipal Planning Commission
- (4) Move-in buildings (including residence/dwelling, and accessory buildings)
- (5) Mobile homes

4. LOT SIZES

- (1) Maximum Size: 1 hectare (2.47 acres)
- (2) Minimum Size:
- (3) No sewage collection system - 1,800 m² (19, 375 ft²) with a minimum width of 30 metres (100 feet)
- (4) Water distribution and sewage collection systems - 465 m² (5,000 ft²) with a minimum width of 15 metres (50 feet)

5. MINIMUM YARD REQUIREMENTS

Front	Side	Flankage	Rear
7.62 metres (25 feet)	*1.52 metres (5 feet)	*4.5 metres (15 feet)	6 metres (20 feet)

* Minimum yard distances from subdivision streets or service road only. Setbacks from County roads shall be in compliance with Section 47 of the General Land Use Regulations.

6. BUILDING RESTRICTIONS

- (1) Maximum site coverage for all structures and hard surfacing - 30% of total lot area.
- (2) Building separation - 1.52 metres (5 feet)

- (3) Maximum floor area of a single accessory building - 92.9 m² (1,000 ft²). Maximum floor area of all accessory buildings - 139 m² (1,500 ft²) or 15% of the total lot area, whichever is less. No Development Officer Discretion permitted.
- (4) Maximum height of an accessory building - 4.8 metres (16 feet)
- (5) Maximum number of accessory buildings per lot – 2
- (6) Unless otherwise approved, an accessory building shall not be used for living purposes.
- (7) Unless approved for a home occupation, an accessory building shall not be used for a commercial or light industrial business operation.
- (8) An accessory building shall not be permitted as a standalone building unless otherwise approved by the Municipal Planning Commission. All accessory buildings must be accessory to a dwelling. The dwelling is to be considered the primary use.

7. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following regulations shall apply:

- (1) Livestock shall not be kept nor kennels allowed within this District. Animals permitted to be kept on any parcel shall be limited to household pets, such as dogs, cats or other small animals.
- (2) Not more than three dogs excluding unweaned pups, shall be kept on a site.
- (3) Any dogs, cats and other domestic animals kept on a site must be controlled so that they do not create a nuisance.
- (4) A development permit may be issued for the keeping of additional animals if the Municipal Planning Commission is of the opinion that it will not affect the amenities of the adjacent landowners.

SCHEDULE E

PRIVATE SIGN REGULATION

THE PURPOSE OF THIS SCHEDULE IS TO REGULATE THE LOCATION, SIZE, DESIGN AND CHARACTER OF SIGNS WITHIN CYPRESS COUNTY WHICH ARE NOT UNDER THE DIRECT CONTROL OF ALBERTA TRANSPORTATION. SPECIFICALLY, A DEVELOPMENT PERMIT IS REQUIRED FOR ANY SIGN WITHIN THE CORPORATE LIMITS OF A HAMLET OR FURTHER THAN 300 METRES FROM PROVINCIAL HIGHWAYS AND 800 METRES FROM PROVINCIAL HIGHWAY INTERSECTIONS. SIGNS THAT DO NOT REQUIRE A PERMIT FROM CYPRESS COUNTY WILL REQUIRE A PERMIT FROM ALBERTA TRANSPORTATION.

1. DEFINITIONS

- (1) Advertisement means any word, letter, model, picture, symbol, device or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purpose of advertisement, announcement or direction.
- (2) **Electronic Display Sign means any sign that uses electronic technology and video display.**
- (3) Official Sign means any sign placed pursuant to government legislation and includes signs approved pursuant to the Highway Development Act.
- (4) Off-site Sign means a sign which directs attention to a business, commodity, service or entertainment, not exclusively related to the premises on which the sign is located, or to a business, commodity, service or entertainment which is conducted, sold or offered elsewhere than on the premises on which the sign is located.
- (5) Portable Sign means a sign which may be illuminated and is easily moveable and normally has a message which may be readily modified. Such signs are typically operated by a business which leases these signs to other businesses.
- (6) Trailer means a trailer as defined in the Traffic Safety Act. R.S.A. 2000 Chapter T-6, as amended or replaced from time to time.

2. EXEMPTIONS

- (1) The following shall be considered exempted from the provisions of this part of the By-law:
 - (a) Advertisement displayed within a building.
 - (b) Advertisement displayed in or on an operational vehicle provided that it is not displayed in a conspicuous position adjacent to a highway for more than fourteen days.
 - (c) Advertisements displayed on door plates, door bars, or kick plates.

3. SIGNS DEEMED APPROVED

- (1) The following signs shall be deemed approved for the purpose of this By-law:
 - (a) Official signs.
 - (b) Traffic, directional signs and any informational signs authorized by the County.
 - (c) Notice relating to a sale, lease, or rental of the building, or the land to which it is attached, provided that it is not illuminated and is not larger than 1.5 square metres (16 square feet) in area.
 - (d) Signs relating specifically to a municipal, provincial or federal election provided that such posters shall be removed within 14 days after the election.

- (e) Notices on land or buildings involving quasi-public purposes such as religious, educational, cultural, recreational or medical.
- (f) Advertisements of building contractors relating to construction work in progress on the land on which such advertisements are erected, provided that such advertisements shall be removed after the completion of the work.
- (g) Advertisements at service stations relating to specials and gasoline prices. UP to two signs not exceeding a maximum size of 1.5 metres (16 square feet) may be allowed.

4. APPLICATION REQUIREMENTS

- (1) Application for a development permit pertaining to a sign shall be made on a prescribed form together with the following information:
- (2) Sign drawings are to be drawn to scale.
- (3) The drawing shall indicate:
 - (a) the location and elevation of the sign on the property,
 - (b) the overall dimensions of the sign,
 - (c) the size of the letter(s),
 - (d) the amount of projection from the face of the building if any,
 - (e) the amount of projection over County property if any,
 - (f) the height of the sign above the average ground level of the face of the building,
 - (g) the manner of illuminating the sign and any form of digital or animated or intermittent lights involved with the sign,
 - (h) the distance from any road intersection together with any traffic control device which may be located in the proximity of the sign,
 - (i) an appropriate fee and,
 - (j) any other information which the Development Officer may deem relevant.
- (4) In the case of a development proposal for a off-site sign, excluding a freestanding portable sign, the following additional information will be required:
 - (a) a copy of a letter of authorization from the owner of the property on which the sign is to be placed or his authorized agent,
 - (b) at least two color photographs taken from an angle that adequately show:
 - i. the proposed site,
 - ii. adjoining properties and physical features.

5. ISSUANCE OF A PERMIT

- (5) The Development Officer shall issue the permit for which an application is made where:
 - (a) the proposed sign conforms with this by-law and all other applicable by-laws of the County,
 - (b) the applicant has paid the fees prescribed by the County,
 - (c) the permit shall expire if the work or activity authorized therein is not completed within a period of ninety (90) days from the date of the issuance of the permit.
 - (d) any person erecting, altering, or re-locating a permanent sign for which a development permit has been issued may be required to supply the Development Officer adequate photographs of the sign upon completion of the work.

6. GENERAL REQUIREMENTS FOR SIGNS

- (1) No person shall erect, construct, enlarge, re-locate, maintain or alter any sign, except as otherwise provided for in sections 3 and 4 of the By-law without first obtaining a permit.
- (2) Where a sign cannot be clearly categorized as any one of the sign types defined in this By-law, the Municipal Planning Commission shall determine applicable controls.
- (3) All signs shall maintain the required distance from overhead power lines as prescribe by the electric utility supplier.

7. DEVELOPMENT STANDARDS FOR SIGNS

- (1) A sign shall not conflict with the general character of the surrounding area or the architecture of nearby buildings.
- (2) Where a sign projects over public property, a minimum height clearance of 2.4 metres (8 feet) shall be maintained between the underside of the sign and the grade below.
- (3) Where a sign is located in or projects into or over a driveway, a lane or an alley, a clearance of 5.5 metres (18 feet) shall be maintained between the underside of the sign and the grade below.
- (4) No sign or sign structure shall be located closer than 1.52 metres (5 feet) from the existing or future road right-of-way.
- (5) No sign or sign structure shall be located closer than 3 metres (10 feet) from an adjacent property line.
- (6) No sign or sign structure shall obstruct the sight lines from a local road or Provincial Highway of an adjoining private sign.
- (7) No sign shall be erected, operated, used or maintained which, in the opinion of the Development Officer, due to its position, shape, colour, format or illumination, obstructs the view of, or may be confused with an official traffic sign, signal or device, or other official sign, or
 - (a) obstructs the view of, or otherwise poses a potential hazard to traffic, or
 - (b) display lights which may be mistaken for the flashing lights customarily associated with danger or with those used by police, fire, ambulance or other emergency vehicles.
- (8) Freestanding signs shall not be permitted in residential land use districts except;
 - (a) real estate advertising signs,
 - (b) construction signs, or
 - (c) election signs,
 - (d) signs confined to the name or address of the premises or the activity carried on, where such activity relates to a use such as school, library, church, museum or similar institution,
 - (e) and in no case shall such a sign exceed 1 square metre (10 square feet) in area.
- (9) Only one sign per commercial street frontage shall be permitted for each commercial business for the purpose of identifying the business.

8. ROOF SIGNS

- (1) Roof signs shall be architecturally integrated with the buildings upon which they may be located.
- (2) Roof signs adjacent to residential areas shall not employ:
 - (a) any flashing or intermittent lights,
 - (b) devices or means to create the impression of flashing lights, or

- (c) means or devices to rotate the sign.

9. PORTABLE SIGNS

- (1) ~~Unless otherwise approved through a development permit issued by the Municipal Planning Commission as a Class 2 Discretionary Use, all~~ Portable signs **will be considered as a Class I Discretionary Use, and** must adhere to the following restrictions regardless of their intended use or purpose;
 - (a) the sign is not to be located on Cypress County property, including road allowances, parks, utility lots and rights-of-way, municipal reserve, etc.,
 - (b) the overall height of the sign shall not exceed 2.5 metres (8.2 feet) above the ground, and the overall maximum area of the sign shall not exceed 4.6 square metres (50 square feet);
 - (c) the sign must maintain a separation distance of 35 metres (114.8 feet) from another approved portable sign, is to be at least 25 metres (82 feet) from an approved permanent sign, and is to be placed no closer than 15 metres (49.2 feet) from a neighbouring adjacent property line;
 - (d) the sign shall not be located in such a manner so as to restrict the view of a traveller on any street from obtaining a clear view of approaching vehicles or pedestrians for a distance of 45 metres (147.6 feet) along a street;
 - (e) the sign shall be setback a minimum distance of 1.5 metres (4.9 feet) inside the property line, and shall be placed at least 20 metres (65.6 feet) from any intersection and/or access approach;
 - (f) if the sign is illuminated or digitalized, and is located or placed within a residential district or adjacent to a residential district, the light of the sign shall be turned off at 11:00 p.m., and shall not be turned on any earlier than 7:00 a.m.
 - (g) **a maximum of one portable sign may be permitted on the property at any one time. Any additional portable signs will require the approval of the Municipal Planning Commission as a Class II Discretionary Use.**
 - (h) **the placement of the sign may be on a time limited basis as a condition of the approval.**
- (2) A Portable Sign does not require a development permit provided that it meets the following conditions;
 - (a) the sign is not to be used as an off-site advertising sign, or for any type of commercial/industrial advertising;
 - (b) the use of the sign on the property does not exceed 30 days, and therefore the sign is to be removed immediately after the expiration of the 30 days,
 - (c) the use of the sign is intended for a one-time special event, or for weddings, family reunions, or for birthdays/anniversaries for private citizens.
- ~~(3) The Development Officer may issue a development permit as a Class 1 Discretionary Use for a portable sign provided that there is only one portable sign on the property at any one time, and that it meets the following conditions;~~
 - ~~(a) the sign is intended for a special event of a commercial/retail/industrial business such as a grand opening, anniversary sale, or special offer/promotion, is limited to one permit per year, is time limited to a maximum of 30 days, and is to be placed on the property that it relates to; OR,~~
 - ~~(b) the sign is to be used strictly for real estate sales purposes, and is to be located on the property that is for sale, and is to be removed within 21 days of the completion of the sale of the property.~~

- ~~(4) Portable signs that require a development permit and are to be issued under the authority of the Municipal Planning Commission, as a Class 2 Discretionary Use are as follows:~~
- ~~(a) a portable sign, used for the purposes of a discretionary sign only, may be approved where traffic volumes warrant it, and may be time limited as a condition of approval;~~
 - ~~(b) a portable off site sign shall be limited to a maximum of one per property, and may be time limited as a condition of approval.~~

10. DEVELOPMENT STANDARDS FOR OFF-SITE SIGNS

- (1) Off-site signs shall be subject to the following regulations;
- (2) There shall be a minimum distance of 600 metres between any two off-site signs located on the same side of a Highway as defined by the Highway Traffic Act.
 - (a) There shall be a minimum distance of 200 metres between any two off-site signs located on opposite sides of a Highway as defined by the Highway Traffic Act.
 - (b) Notwithstanding the above restrictions, consideration may be given for approval of a maximum of two off-site signs to advertise the location of any business located in Cypress County which does not have exposure to a major road or highway.
- (3) Off-site signs shall meet the following standards shown in Figure 1 - Off-site Sign Standards
- (4) Quality;
 - (a) must be manufactured by a qualified sign painter or be of equivalent standard,
 - (b) angle – 15m from a line drawn perpendicular to the roadway
 - (c) shape formula - (width = 2 x height) with a permitted variation for width of 25%
 - (d) minimum size - 3 m² (32 ft²)
 - (e) maximum size - 18.5 m² (200 ft²)
 - (f) in the case of double faced off-site signs, the side shall be enclosed to the satisfaction of the Development Officer.
- (5) The owner of a sign shall properly maintain the structure at all times so that:
 - (a) it does not present a safety hazard to anyone,
 - (b) painting and copy are not allowed to weather or peel,
 - (c) any metal parts do not become rusted.

11. TRAILER SIGNS

- (1) Notwithstanding any other provision in this section, no person shall place a motor vehicle, a trailer or any other object, building or structure whatsoever displaying an off-site sign for advertisement on a site visible from a Provincial Highway or local road. For purposes of this clause, “trailer” shall not include a trailer that is designed exclusively for the purpose of displaying and transporting a portable sign.

12. DEVELOPMENT STANDARDS FOR OFF-SITE ELECTRONIC DISPLAY SIGNS

- (1) An off-site electronic display sign will be considered as a Class II Discretionary Use in the following Land Use Districts;
 - Hamlet Commercial District (HC)
 - Hamlet Industrial District (HI)
 - Highway Commercial District (HWY-C)
 - Industrial District (I)

Light Industrial District (LI)

Rural Commercial District (RC)

- (2) The placement of an off-site electronic display sign within 0.8 km of a Provincial Highway will be referred to Alberta Transportation for their consideration and approval.
- (3) Off-site electronic display signs will not be permitted if they are deemed to be distracting to vehicle traffic.
- (4) An off-site electronic display sign shall be at least 200 metres from a nearby dwelling or residential district, and must not directly face the nearby dwellings or residential districts. A lesser distance may be considered and approved at the discretion of the Municipal Planning Commission.
- (5) No more than one off-site electronic display sign shall be permitted per property.
- (6) As a condition of approval, the Municipal Planning Commission may regulate the overall size, location, materials, design, and proximity to other off-site electronic display signs in order to ensure that the sign is suitable for the proposed location.
- (7) The applicant for the off-site electronic display sign shall be responsible for obtaining any other necessary municipal, provincial, or federal permits and/or approvals as required.

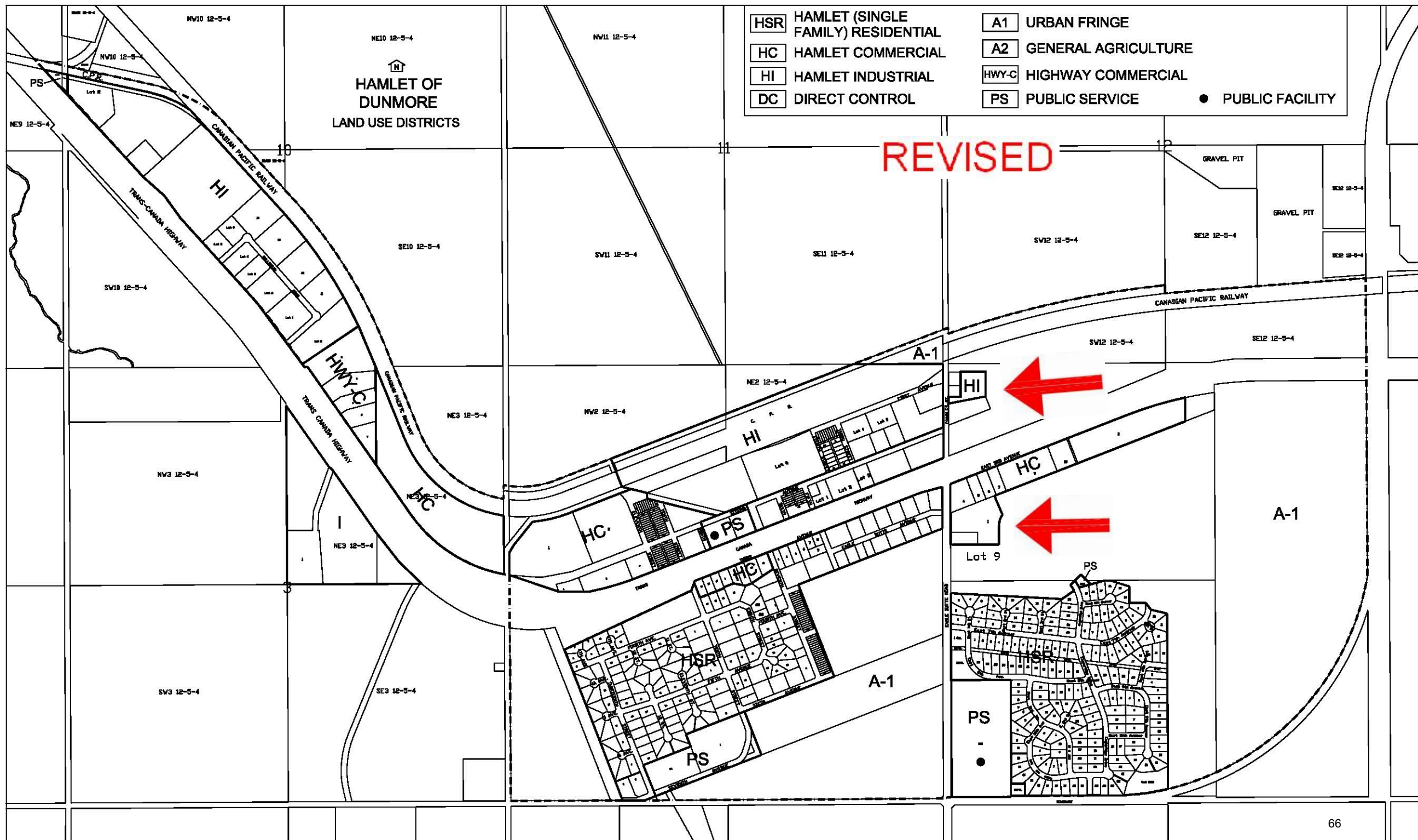
SCHEDULE F- DOG BREEDING AND BOARDING KENNELS

1. The keeping of more than (3) dogs on a property, for dog breeding or boarding purposes, shall constitute the existence or operation of a kennel for which a development permit is required. In determining the number of dogs, pups ~~less than four (4)~~ **up to three (3)** months of age shall not be included. Approval for more than three (3) dogs for the purpose of keeping as pets shall be under the authority and regulations of the Dog Control Bylaw.
2. Dog breeding and boarding kennels ~~shall~~ **are** not be permitted closer than 200 metres (656 feet) from another residence or within 50 metres (164 feet) of an adjacent property line. Exceptions may be made when a Provincial Highway bisects the 200 metre separation distance, **or at the discretion of the Municipal Planning Commission.**
3. The Development Officer/Municipal Planning Commission may regulate the hours that dogs are allowed to be kept outdoors.
4. Pens, rooms exercise runs and holding stalls may be required to be soundproofed to the satisfaction of the Development Officer/Municipal Planning Commission.
5. All exterior exercise areas (runs) shall be enclosed with a perimeter fence of sufficient height to accommodate the chosen breed. The fence shall be imbedded in the ground or in concrete a sufficient depth to prevent animals from tunneling underneath. A minimum amount of exercise area shall be provided with each dog, as follows;

Size Of Breed	Minimum Area Per Dog	Minimum Fence Height
7 kg (15 lbs or less) (eg. Chihuahua, Papillon, Pekinese, Pomeranian, Poodle, Shih-Tzu)	1.1 m ² (12 ft ²)	1 metre (3.2 feet)
8-20 kg (18-44 lbs) (eg. Sheltie, Terrier, Corgi, Welsh, Springer, Collie)	2.3 m ² (25ft ²)	1.3 metre (4.3 feet)
21-36 kg (45-79 lbs) (eg Pointer, Samoyed, Siberian Husky, German Shephed)	4.6 m ² (50 ft ²)	1.8 metre (6 feet)
Over 37 kg (80 lbs) (eg. Great Dane, Mastiff, Lab, Rottweiler)	5.6 m ² (60 ft ²)	1.8 metre (6 feet)

6. All facilities shall meet public health regulations and be kept in a manner satisfactory to the health regulatory authority.
7. All new permits issued by the Development Officer or the Municipal Planning Commission shall be time limited permits valid for a period not exceeding twelve (12) months from the date of issue, **and will be subject to an annual review.** Upon expiry of the permit, if the Development Officer has evidence that the development does not meet the conditions of the original permit, then for purposes of renewal the development shall be considered as a new application.
8. At the time of renewal for a time limited permit, the Municipal Planning Commission may remove the time limited approval period, and therefore issue a continuous development permit based on the merits of the kennel operator's past performance.

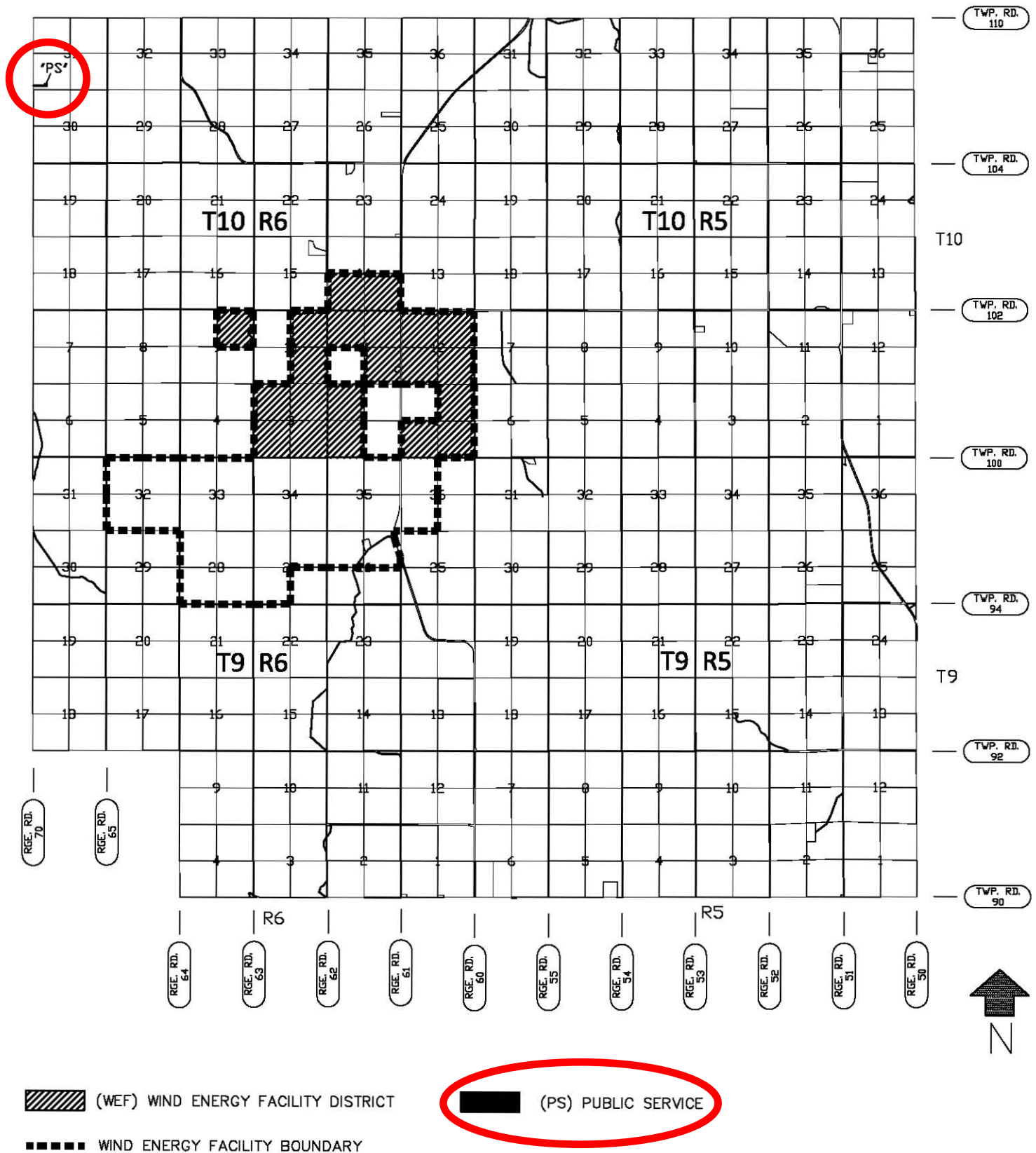
SCHEDULE G LAND USE DISTRICT MAPS



LOCATION MAP

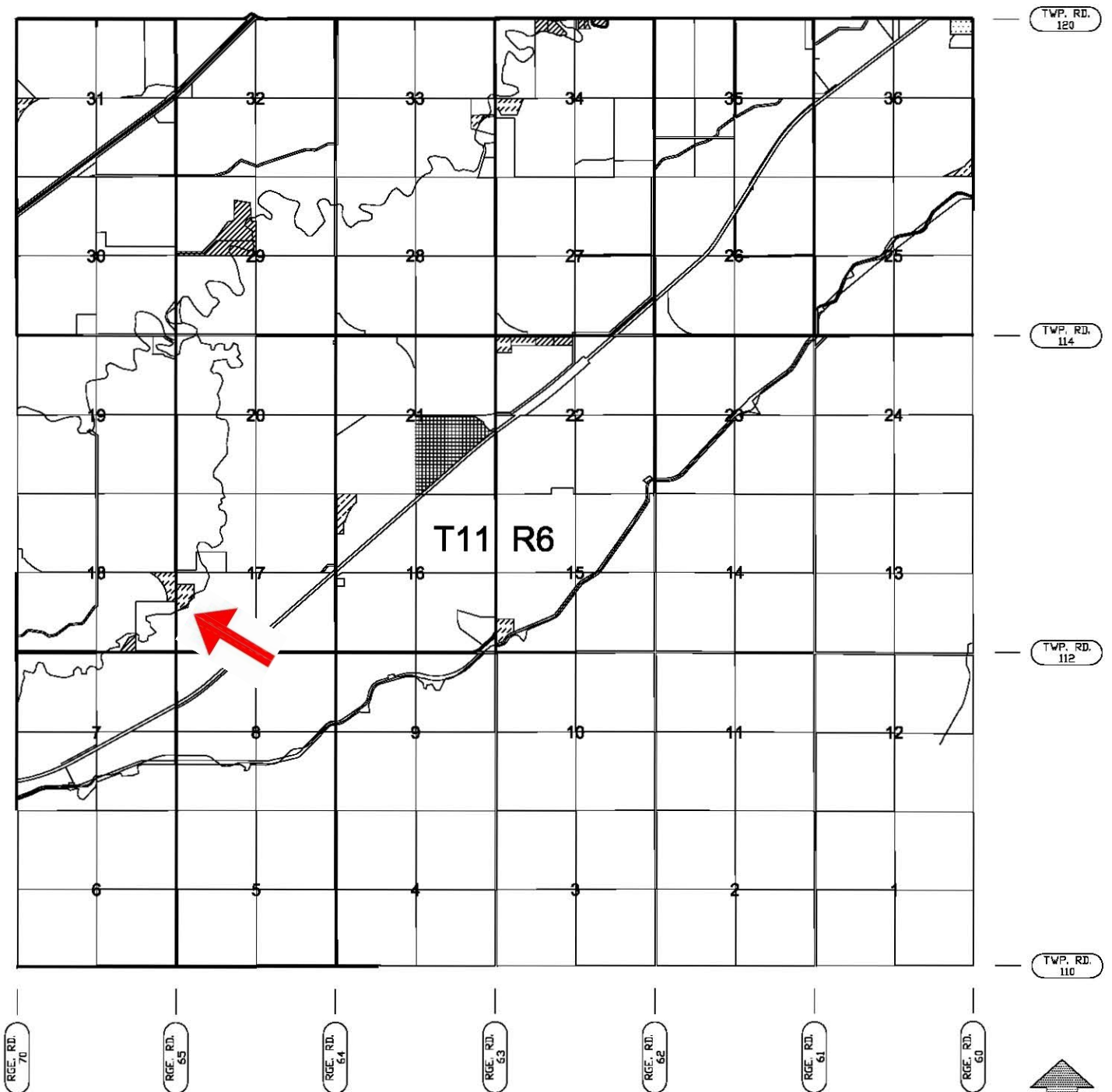
TOWNSHIP 10, RANGE 6

REVISED



LOCATION MAP TOWNSHIP 11, RANGE 6

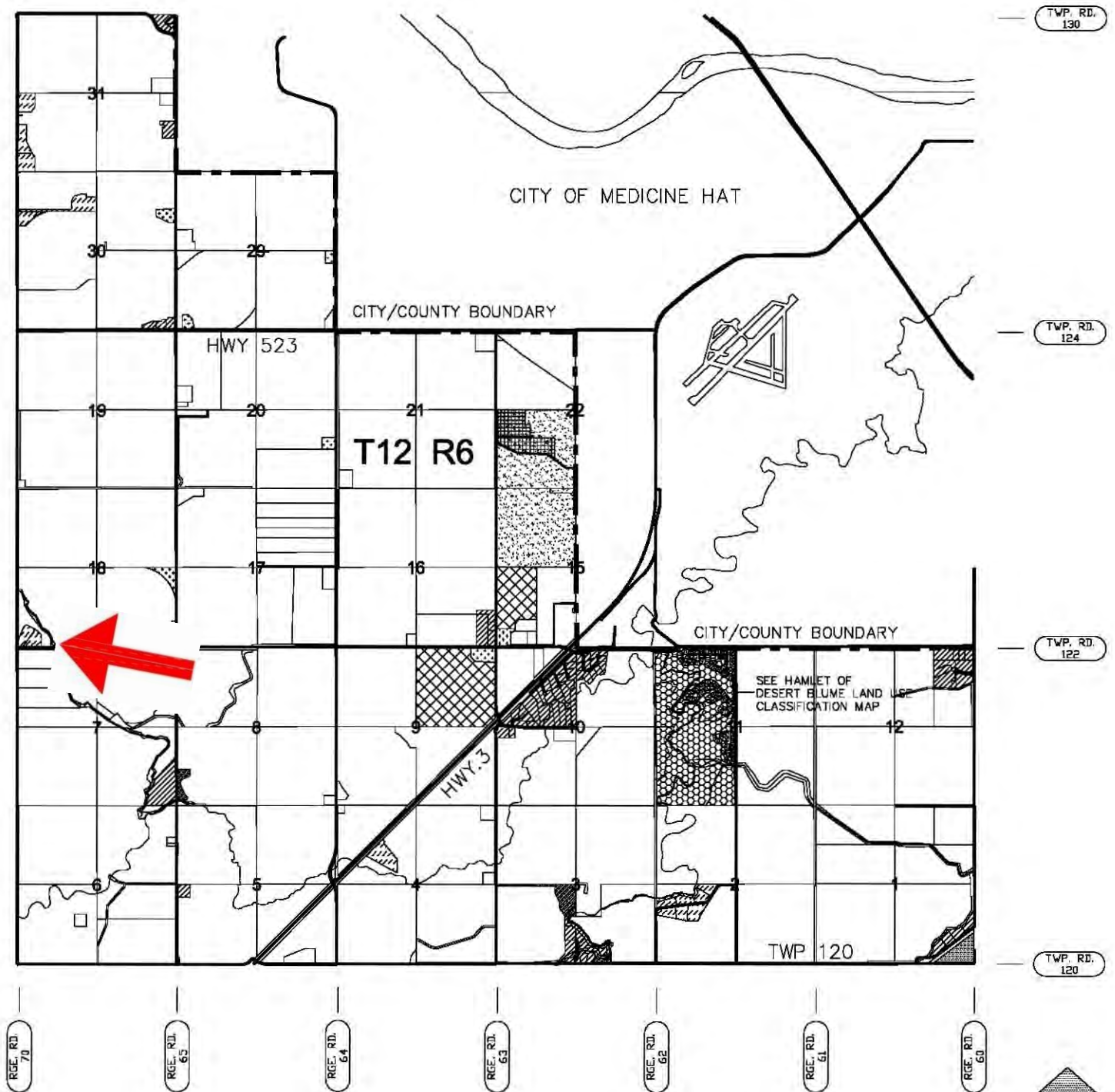
REVISED



- | | |
|--|--|
| (CR) COUNTRY RESIDENTIAL DISTRICT | (DC) DIRECT CONTROL |
| (CR-2) COUNTRY RESIDENTIAL 2 DISTRICT | (A3) AGRICULTURAL DISTRICT 3 (Horticulture) |
| (CR-FS) COUNTRY RESIDENTIAL FARMSTEAD DISTRICT | (RRR) RECREATION/RESIDENTIAL RESORT DISTRICT |
| (HWY-C) HIGHWAY COMMERCIAL DISTRICT | (RF) RECREATION FACILITY DISTRICT NORTH |
| (I) INDUSTRIAL DISTRICT | AP DISTRICT (See Medicine Hat Municipal Airport Vicinity Protection Area Regulation) |
| | ROADS |

LOCATION MAP TOWNSHIP 12, RANGE 6

REVISED



- (CR) COUNTRY RESIDENTIAL DISTRICT
- (CR-2) COUNTRY RESIDENTIAL 2 DISTRICT
- (CR-IDP) LIMITED COUNTRY RESIDENTIAL IDP DISTRICT
- (CR-FS) COUNTRY RESIDENTIAL FARMSTEAD DISTRICT
- (I) INDUSTRIAL DISTRICT
- (LI) LIGHT INDUSTRIAL DISTRICT

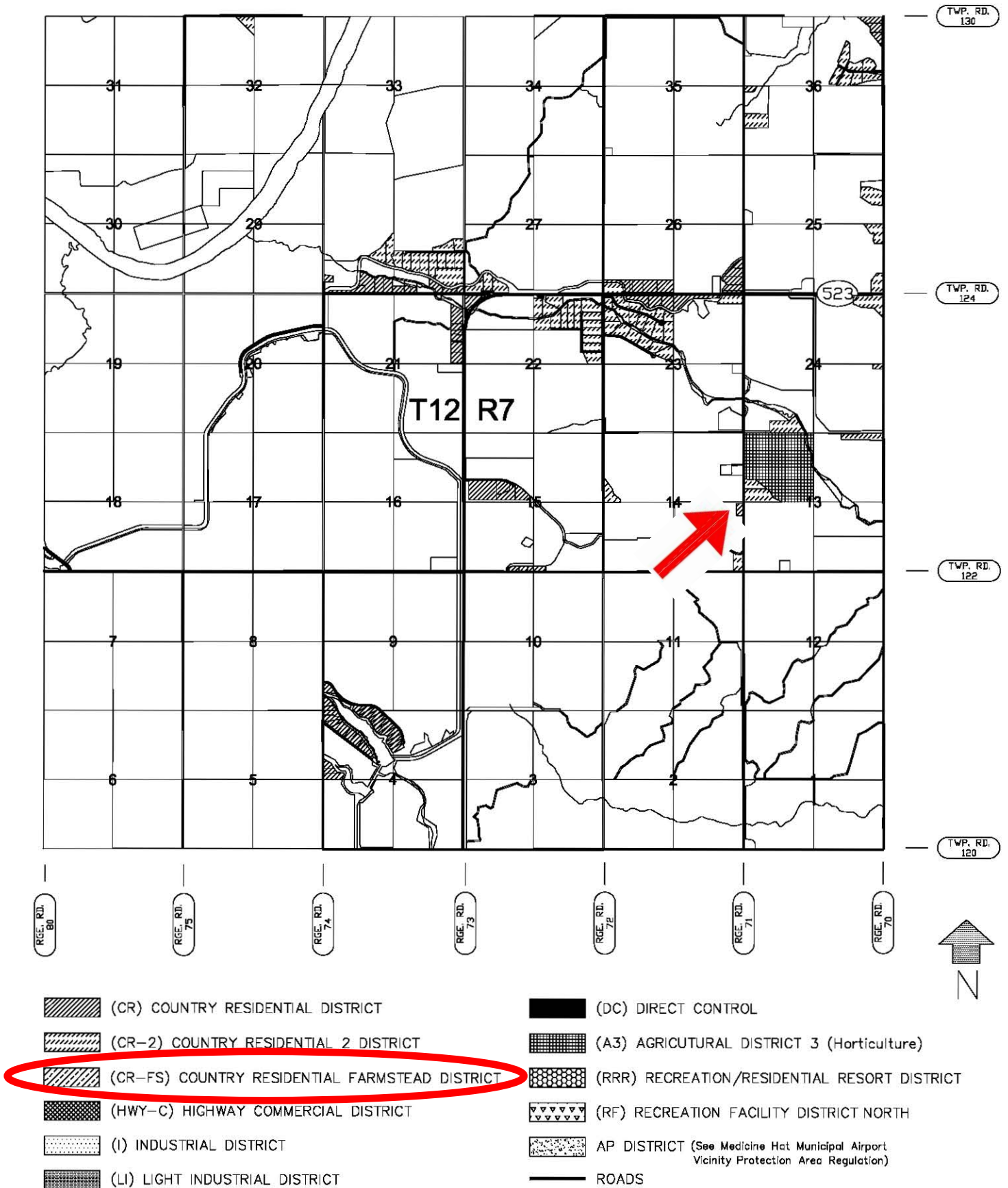
- (DC) DIRECT CONTROL
- (A3) AGRICULTURAL DISTRICT 3 (Horticulture)
- (A4) AGRICULTURAL DISTRICT 4 (Greenhouse)
- (RRR) RECREATION/RESIDENTIAL RESORT DISTRICT
- (RF) RECREATION FACILITY DISTRICT NORTH
- AP DISTRICT (See Medicine Hat Municipal Airport, Vicinity Protection Area Regulation 69)
- ROADS



LOCATION MAP

TOWNSHIP 12, RANGE 7

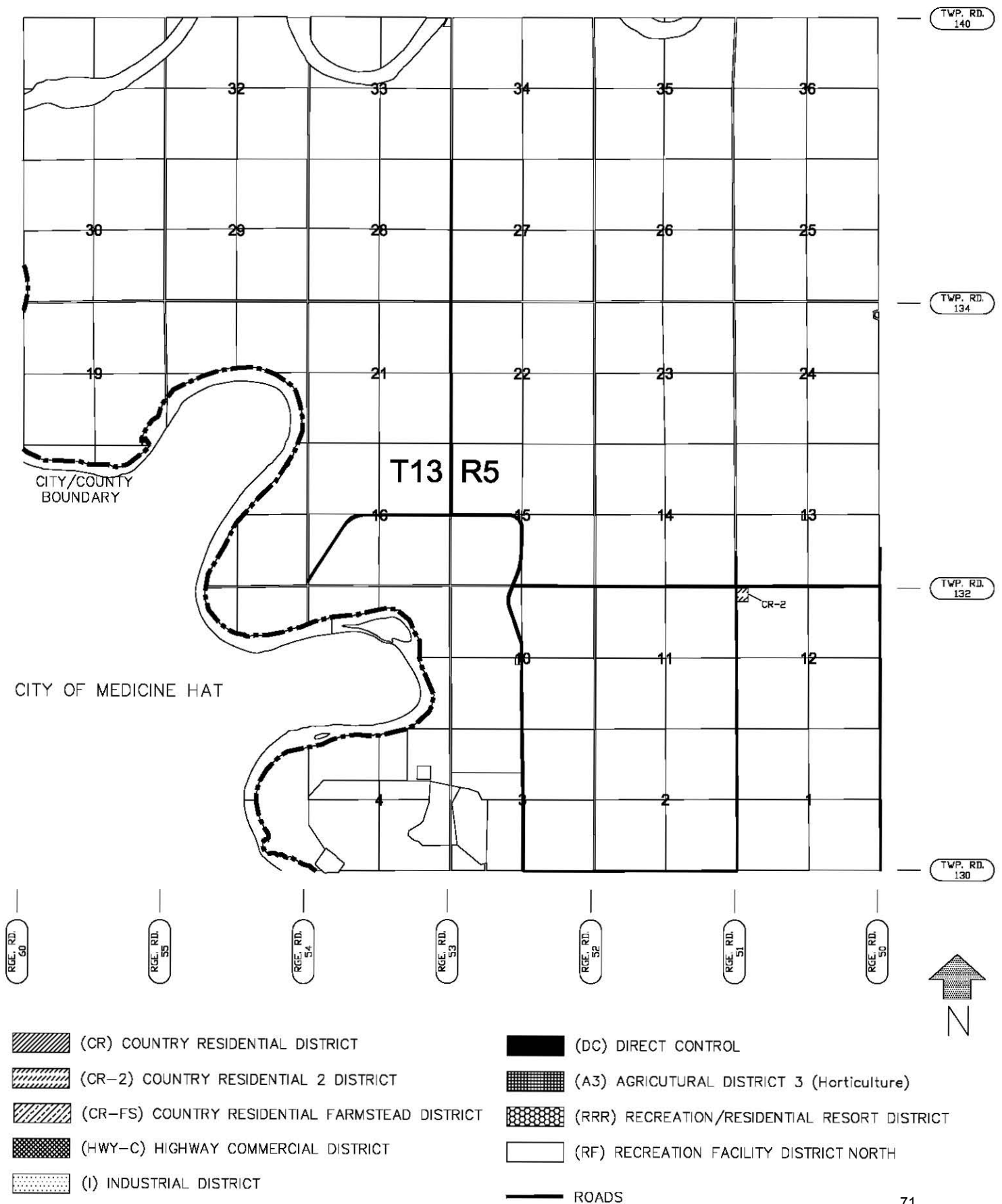
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LOCATION MAP

TOWNSHIP 13, RANGE 5

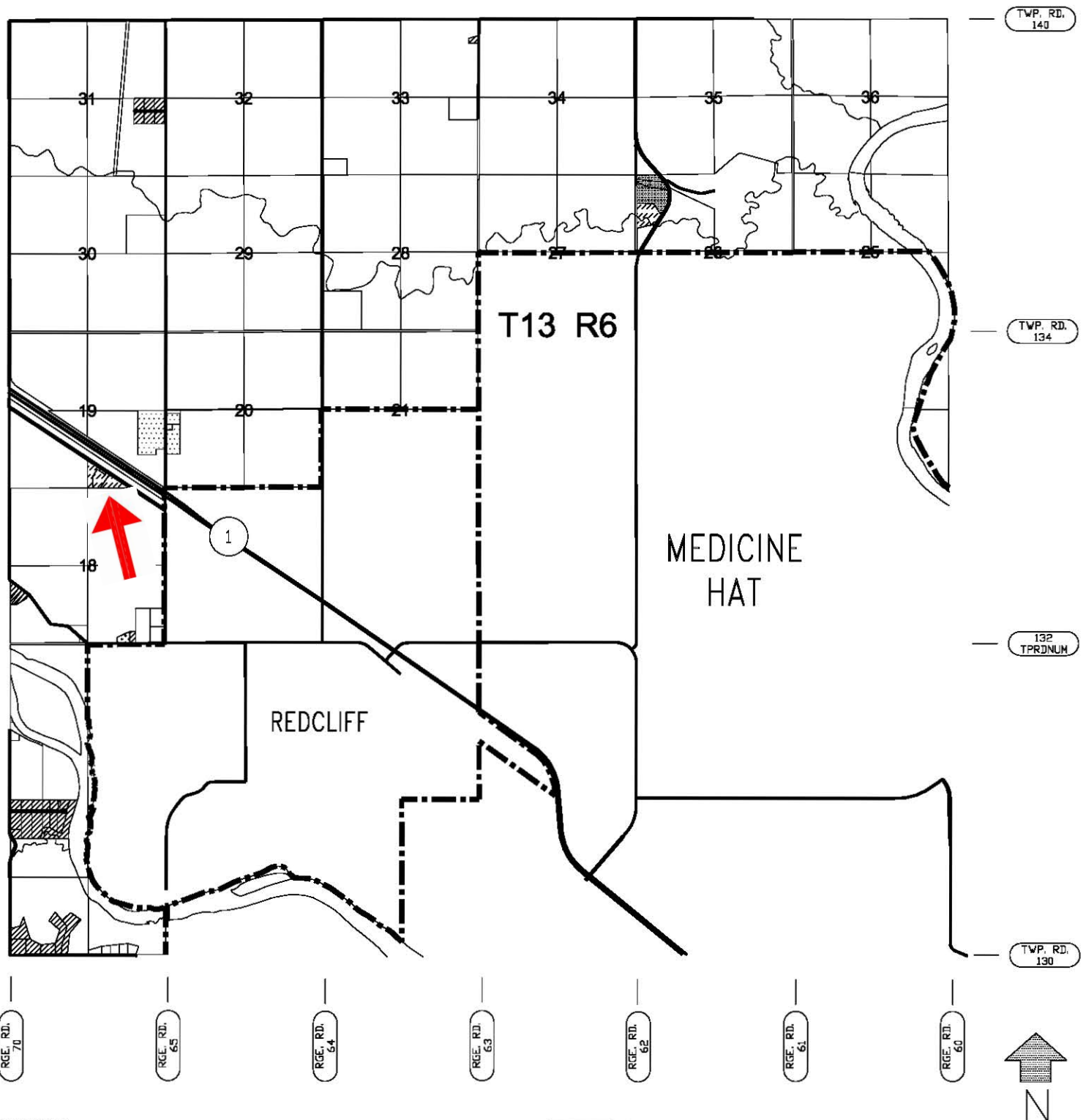
NEW



LOCATION MAP

TOWNSHIP 13, RANGE 6

REVISED



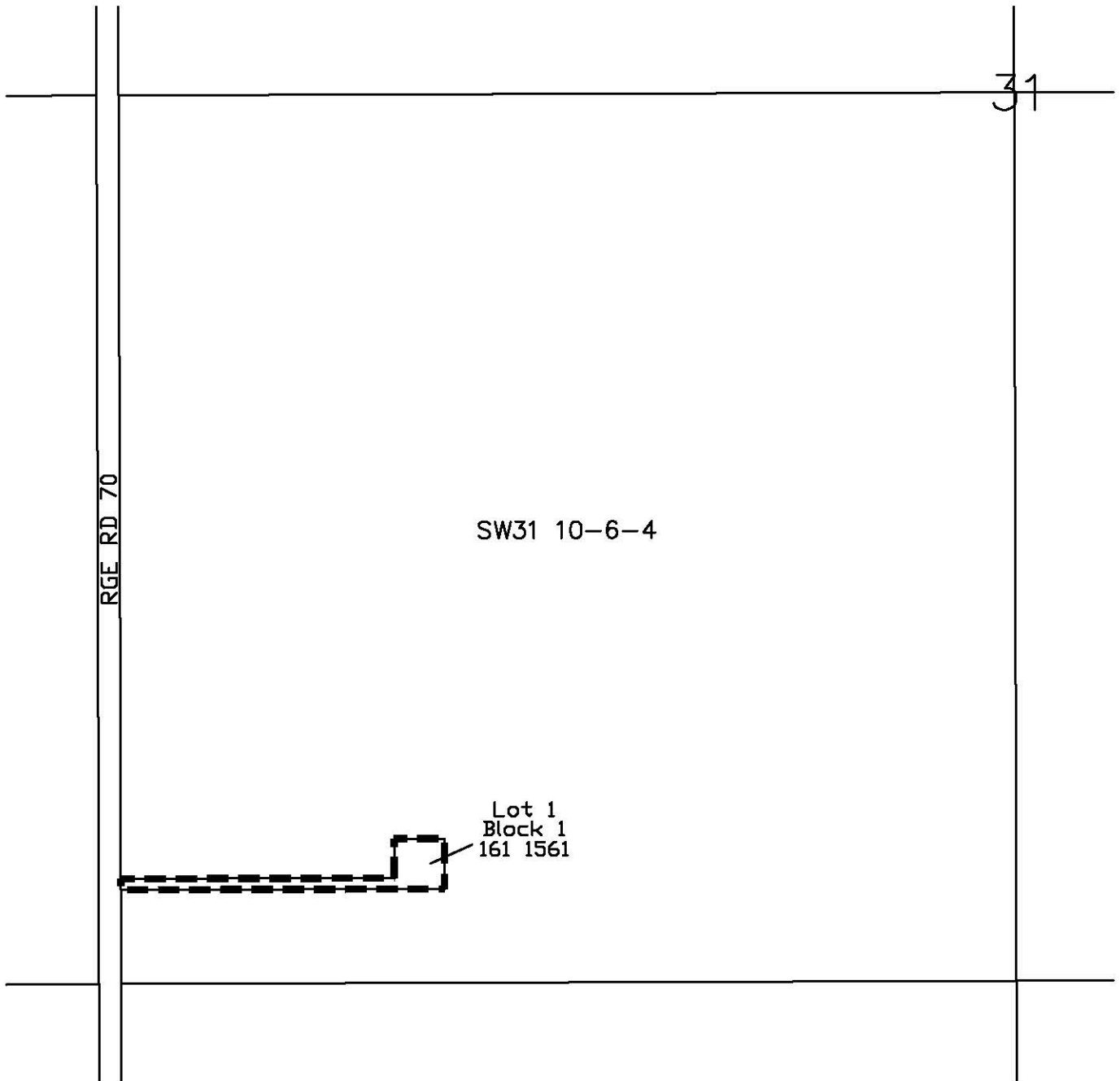
- (CR) COUNTRY RESIDENTIAL DISTRICT
- (CR-2) COUNTRY RESIDENTIAL 2 DISTRICT
- (CR-IDP) LIMITED COUNTRY RESIDENTIAL IDP DISTRICT
- (HWY-C) HIGHWAY COMMERCIAL DISTRICT
- (I) INDUSTRIAL DISTRICT
- (LI) LIGHT INDUSTRIAL DISTRICT

- (DC) DIRECT CONTROL
- (A3) AGRICULTURAL DISTRICT 3 (Horticulture)
- (RRR) RECREATION/RESIDENTIAL RESORT DISTRICT
- (RF) RECREATION FACILITY DISTRICT NORTH
- AP DISTRICT (See Medicine Hat Municipal Airport Vicinity Protection Area Regulation)
- ROADS

NEW

PUBLIC SERVICE – "PS"

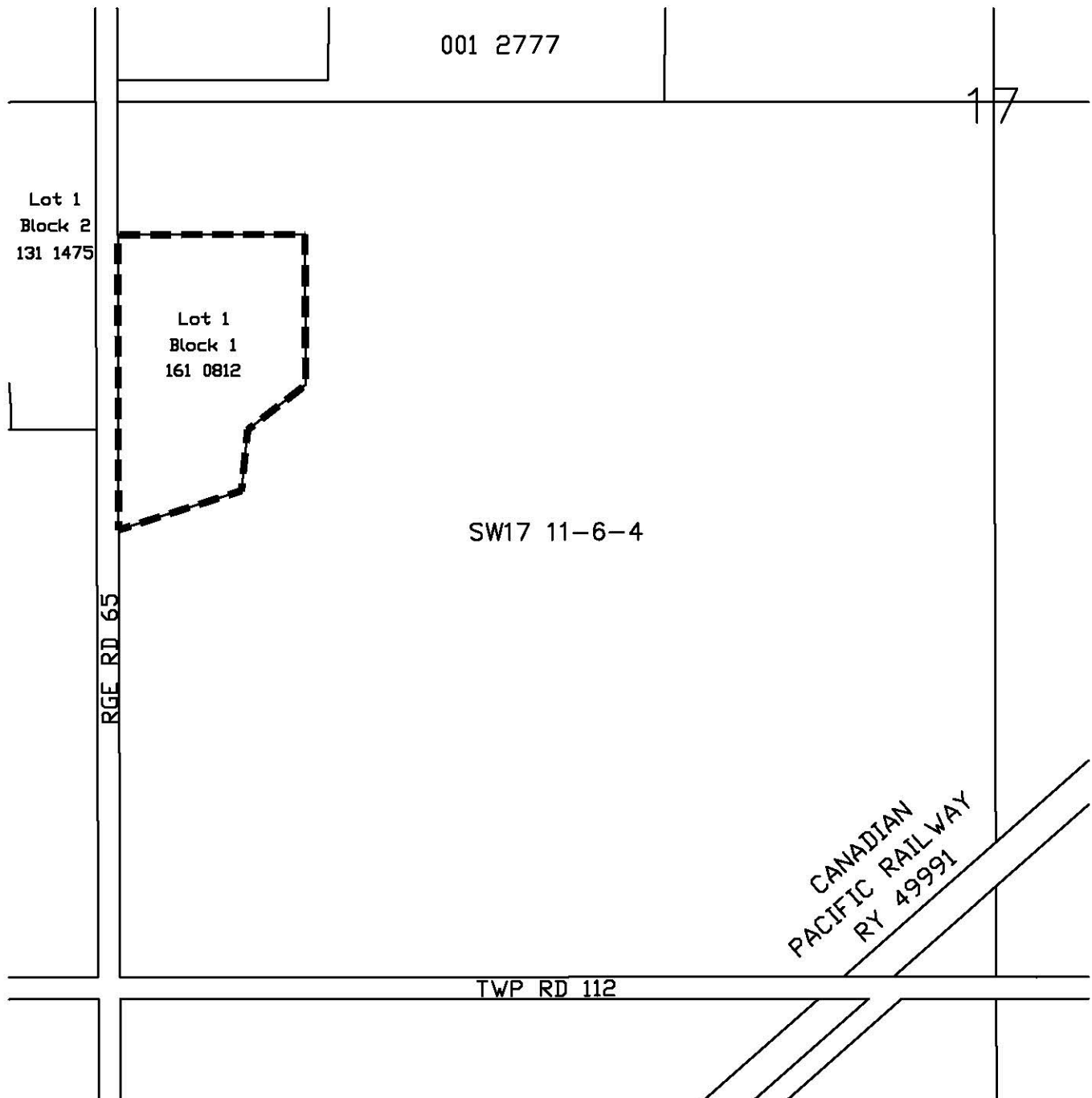
S.W. 31-10-6-W4



NEW

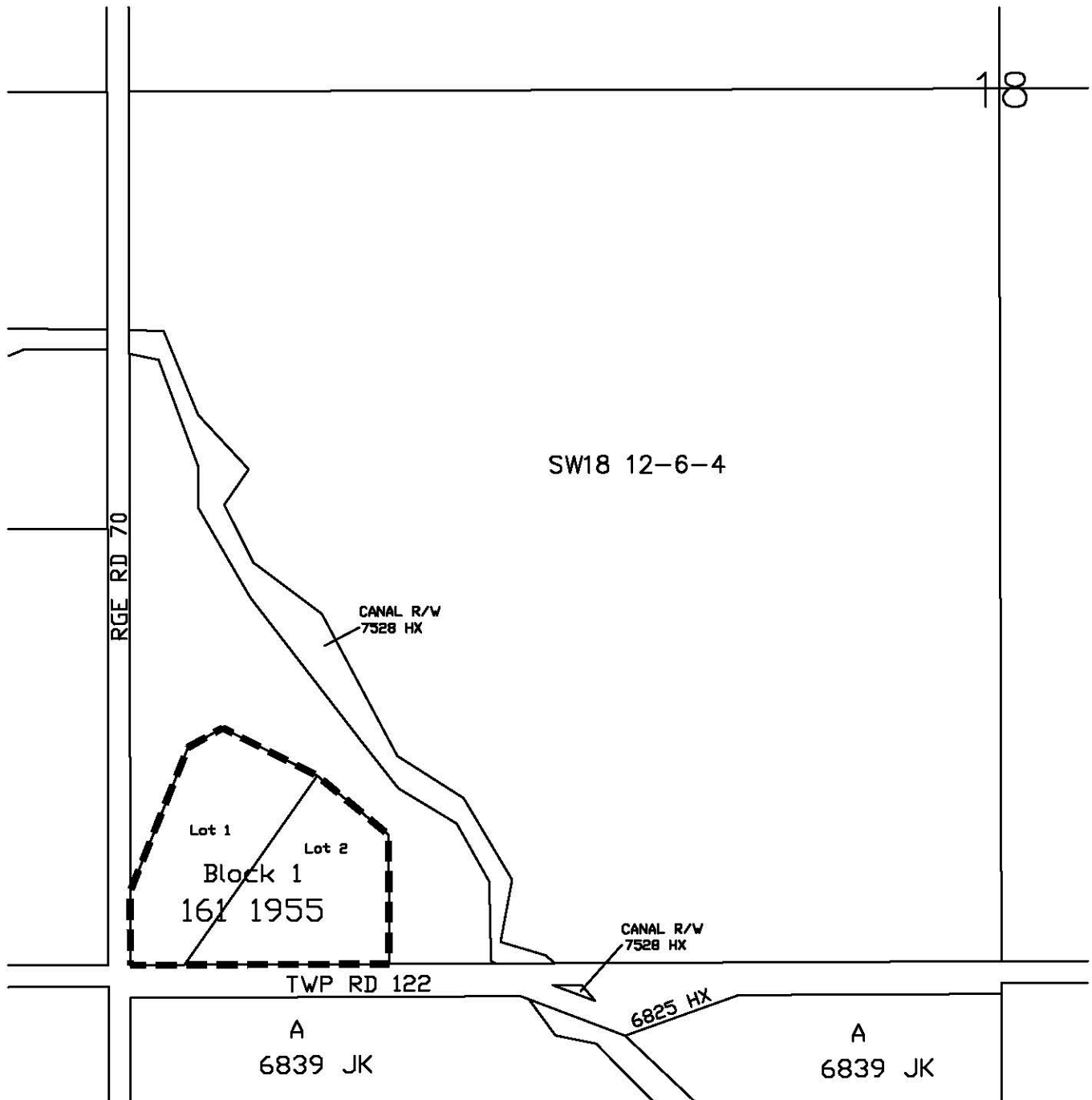
COUNTRY RESIDENTIAL 2 "CR-2"

S.W. 17-11-6-W4



NEW

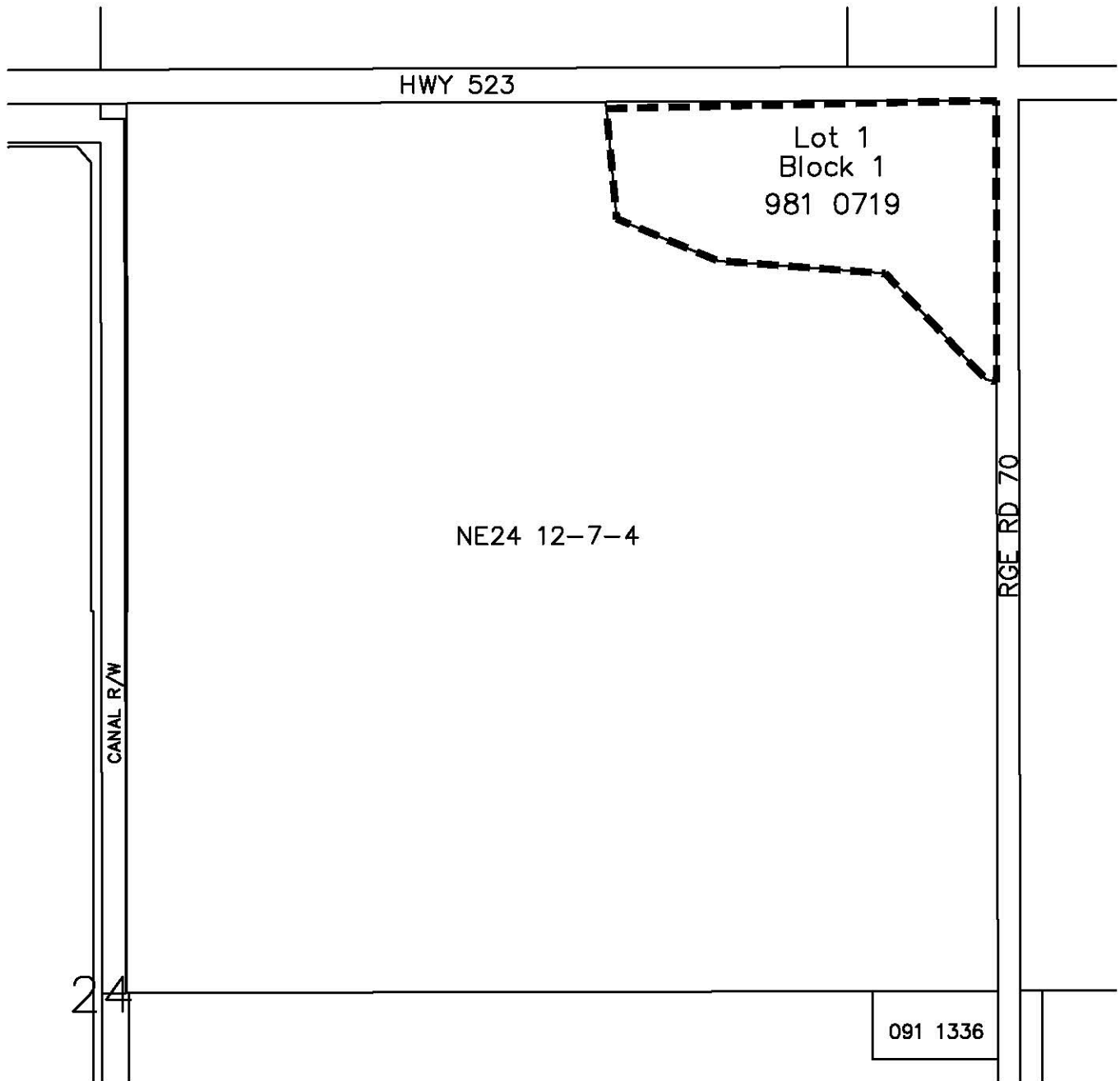
COUNTRY RESIDENTIAL 2 "CR-2"
S.W. 18-12-6-W4



REVISED

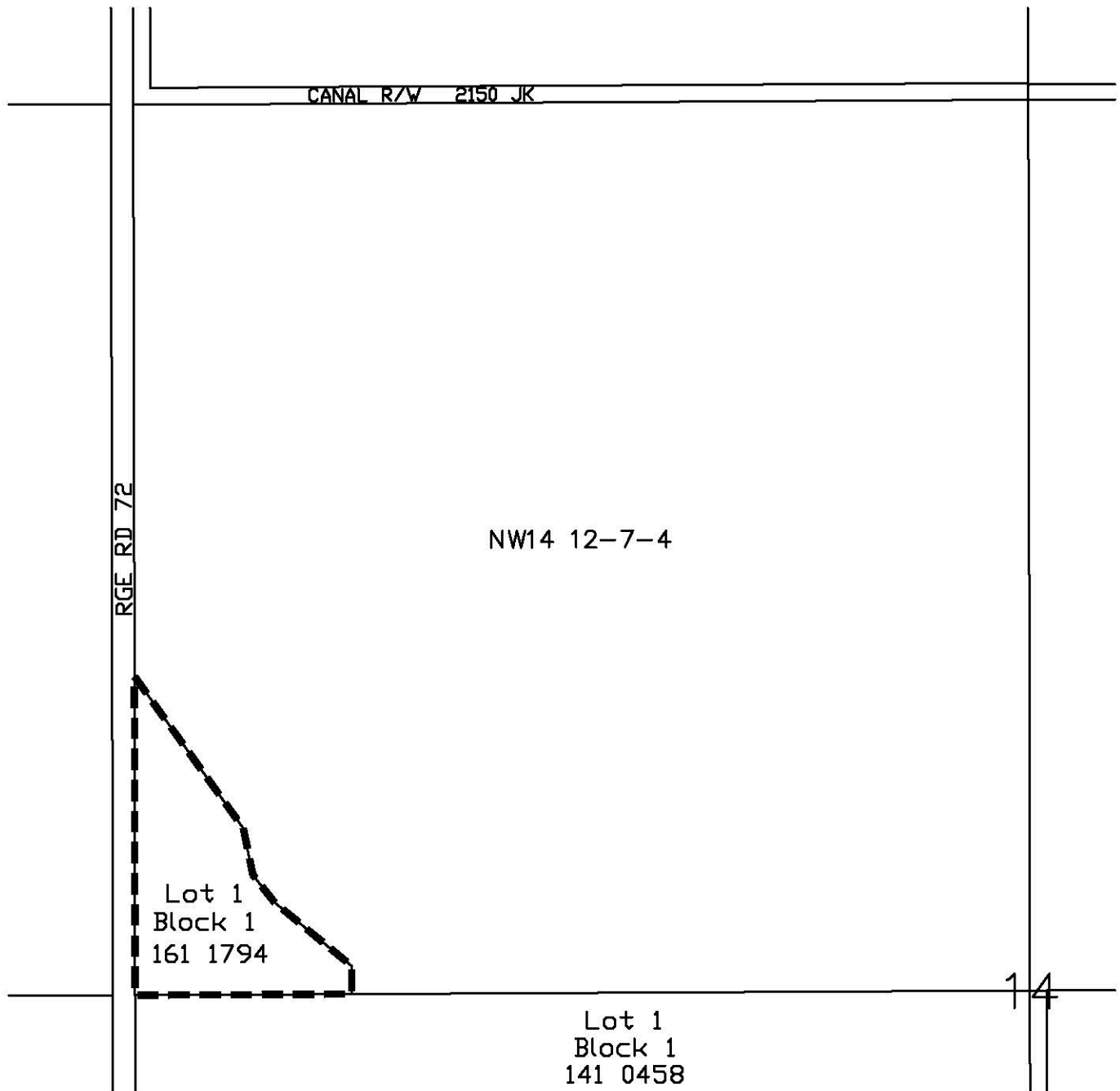
COUNTRY RESIDENTIAL – "CR"

N.E. 24-12-7-W4



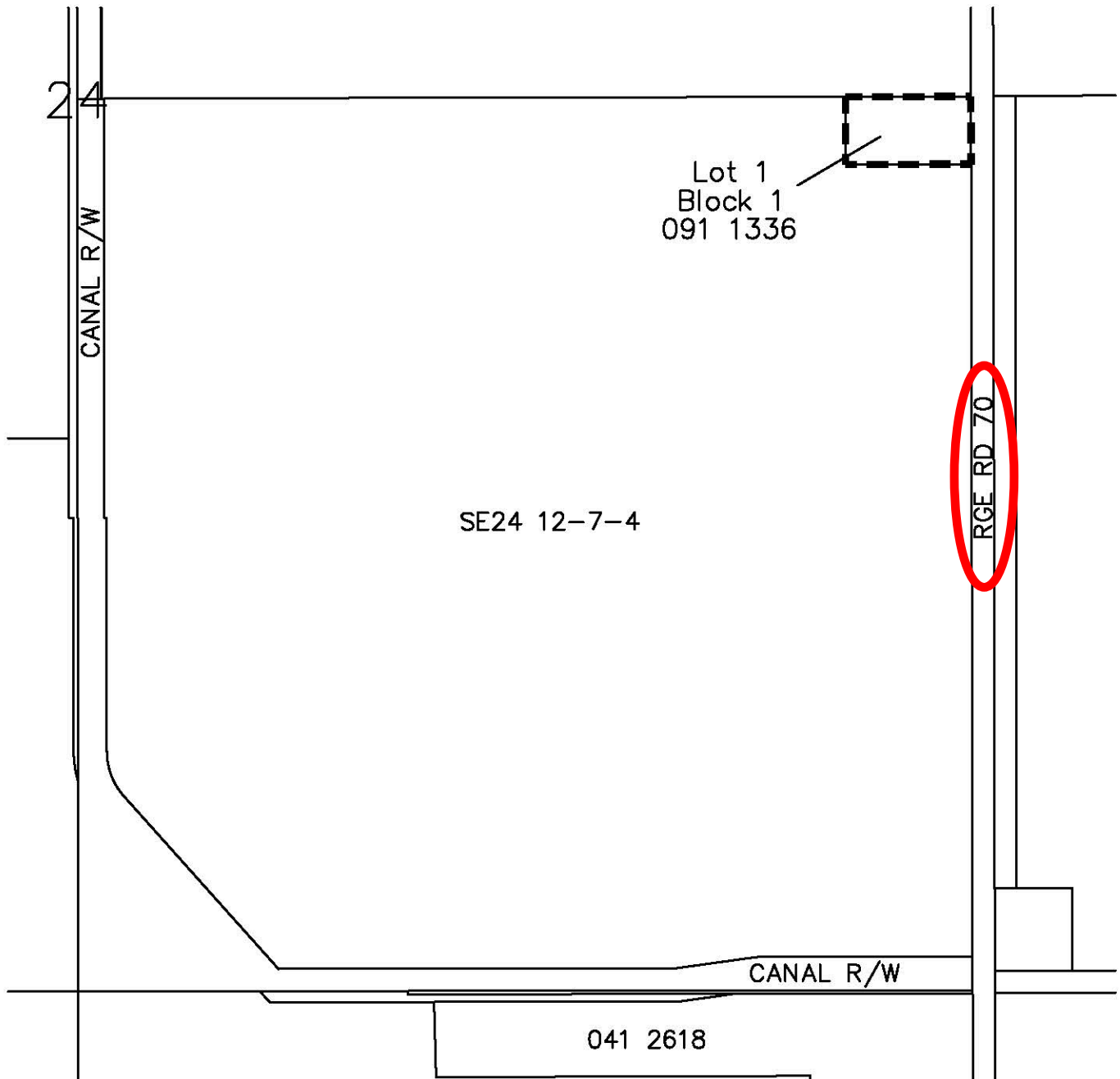
NEW

COUNTRY RESIDENTIAL
FARMSTEAD SEPARATION – "CR-FS"
N.W. 14-12-7-W4



REVISED

COUNTRY RESIDENTIAL — "CR"
S.E. 24-12-7-W4



NEW

COUNTRY RESIDENTIAL – "CR-2"
N.W. 12-13-5-W4

891 1976

TWP RD 132

891 1976

Lot 1
Block 1
161 1780

RGE RD 51

NW12 13-5-4

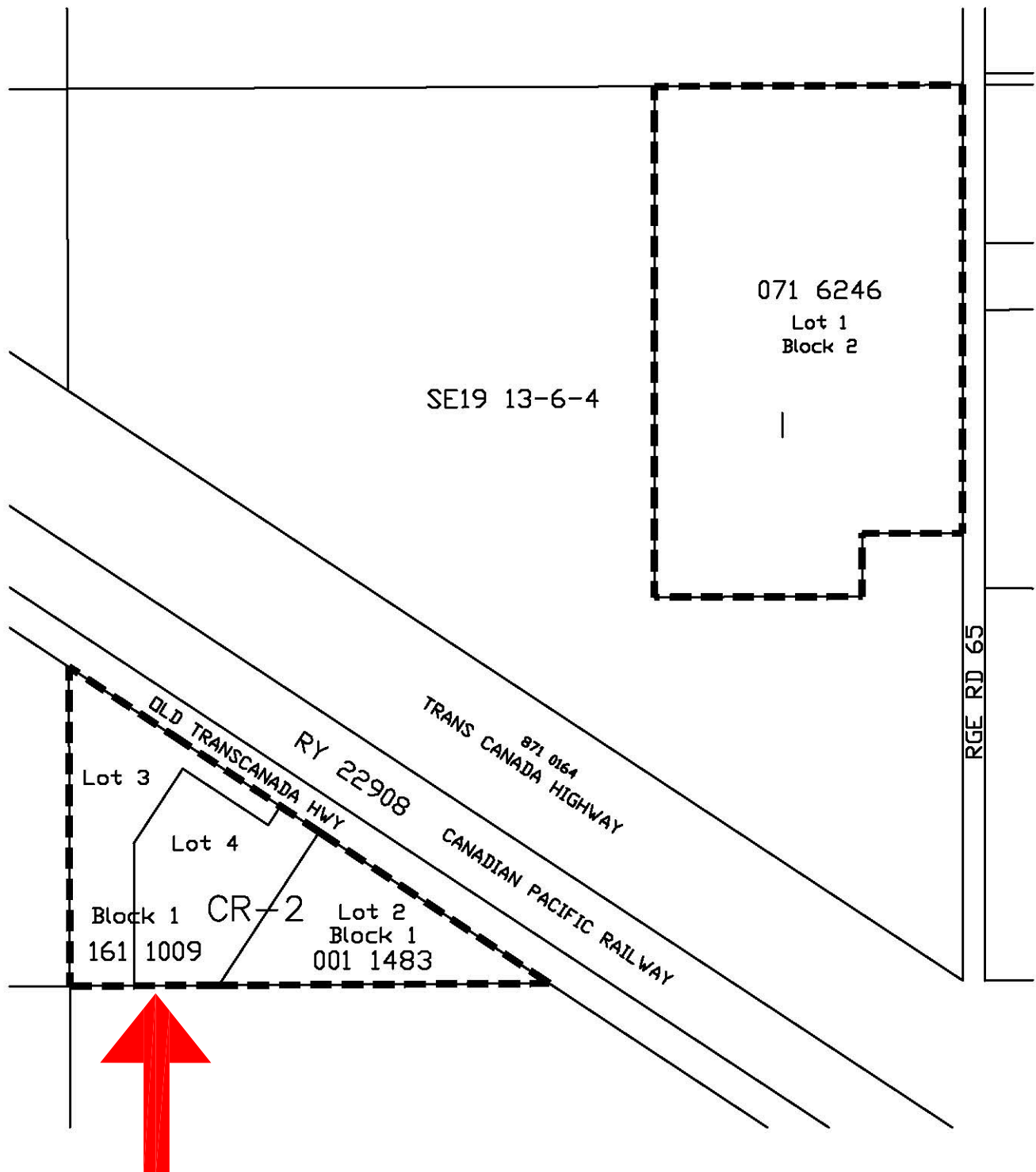
12

REVISED

COUNTRY RESIDENTIAL 2 "CR-2"

INDUSTRIAL DISTRICT "I"

S.E. 19-13-6-W4



**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 26th, 2016

PROPOSED BY: Director of Finance & Administration

TOPIC: Utility Re-imbusement

PROPOSAL: To consider reimbursing utility payment of \$640 for the property owner of 216 Broadway Avenue SE

BACKGROUND:

The property owner of 216 Broadway Ave SE sent a letter to the Town inquiring about its utility bill on April 20, 2016. In the letter, it is stated that the building located at 216 Broadway Ave SE Redcliff, consists of two (2) office-retail spaces and one (1) suite. The property owner has been paying \$640.00 bi-monthly for sewer, garbage and water. According to the property owner, one of the tenants was evicted on January 25, 2016 for non-payment of rent. He requested to have 1/3 of his utility bill payments be reimbursed from February 2016 and continue until a business license is issued for the office space that is vacant.

On May 13, 2016, Administration replied to him that the utility charges are applied in accordance with the Town's utility rate bylaws. Based on the current bylaws, the owners of the multi-unit building are charged the minimum monthly or bi-monthly rate as designated **per unit** in the building, although there are only two of three units are being rented.

On September 7, 2016, the property owner requested Administration to take this issue to Council for review.

POLICY / LEGISLATION:

Excerpts from our current bylaws:

- (1) On Page 2 of the current Water Rates Bylaw No. 1816/2015, it states:
Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. The owners of the Multi-unit building shall be charged the minimum monthly or bi-monthly rate as designated per unit in the building.
- (2) On Page 2 of the current Sewer Rate Bylaw No. 1817/2015, it also states:
Any multi-unit building with one service connection shall be charged the applicable minimum rate for each residential or non-residential unit.

STRATEGIC PRIORITIES:

n/a

ATTACHMENTS:

Letter dated September 5, 2016 from the property owner of 216 Broadway Avenue SE
Bylaw No. 1816/2015 – Water Rates Bylaw
Bylaw No. 1817/2015 – Sewer Rates Bylaw

OPTIONS:

1. To deny the property owner of 216 Broadway Avenue SE request for reimbursement of \$640 ($1/3 \times \$1,920$) utility payment from February to June of 2016, and further to deny that the Town charge one unit less until a business license is issued for the office space that is vacant. Essentially, this option is respecting what is outlined in the existing bylaw.
2. To approve the property owner of 216 Broadway Avenue SE request for reimbursement of \$640 ($1/3 \times \$1,920$) utility payment from February to June of 2016, and further that the Town charge one unit less until a business license is issued for the office space that is vacant.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve the property owner of 216 Broadway Avenue SE request for reimbursement of \$640 ($1/3 \times \$1,920$) utility payment from February to June of 2016, and further that the Town charge one unit less until a business license is issued for the office space that is vacant.

SUBMITTED BY: _____

Department Head

Municipal Manager

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

Ken & Kim Dosman
PO Box 127
Medicine Hat., AB, T1A 7E8
Phone: (204) 213-0606
Email: born_to_holiday@hotmail.com

Sept 5, 2016

TOWN OF REDCLIFF - UTILITIES

RE: Utility Service

Please give my concerns in this request letter consideration.

I have a building located at 216 Broadway Ave SE Redcliff, the building consists of 2 office-retail spaces and 1 suite. We have been paying \$640.00 bi-monthly for sewer, garbage and water. We evicted one of our tenants on January 25, 2016 for non-payment of rent. (This has been documented with the by-law officer)

I'm requesting 1/3 of my utility bill payments be re-imbursement from February 2016 and continue till a business license is issued for the office space that is vacant.

Thank you for your consideration of my above request.

Sincerely,

Ken Dosman

**BYLAW NO. 1816/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to provide for the levying, collecting of charges and rates for water service.

AND WHEREAS the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities,

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

TITLE

1. This Bylaw shall be known and may be cited as the "**Water Rates Bylaw**" of the Town of Redcliff and comes into force on the 1st day of January, 2016.

INTERPRETATION AND DEFINITIONS

2. In this Bylaw:
 - a) "**BULK WATER STATION**" shall mean the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
 - b) "**COUNCIL**" shall mean The Municipal Council of the Town of Redcliff.
 - c) "**DUE DATE**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - d) "**M³**" shall mean the measure of volume of one cubic meter.
 - e) "**MULTI-UNIT BUILDING**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
 - f) "**PORTABLE HYDRANT METER**" shall mean a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
 - g) "**SATISFACTORY CREDIT HISTORY**" shall mean a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
 - h) "**TENANT**" shall mean anyone other than the owner of a property.
 - i) "**TOWN**" shall mean the Municipal Corporation of the Town of Redcliff.
 - j) "**WATER VALVE ENCUMBRANCE**" shall mean the device used to seal a water valve that has been tampered with on a continuing basis.



TREATED WATER RATES WITHIN TOWN LIMITS

3. Every person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within The Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, shall require a water meter and shall pay to the Town the following water rates, payable monthly or bi-monthly at the discretion of the Council:

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$34.90	\$69.80
Total	39.31	\$78.62

Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$44.30	\$88.60
Total	\$48.71	\$97.42

Greenhouse		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$174.20	\$348.40
Total	\$178.61	\$357.22

4. Any water consumed shall be charged to the customer at the rate of \$ 0.97 per M³.
5. Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. The owners of the Multi-unit building shall be charged the minimum monthly or bi-monthly rate as designated per unit in the building.



TREATED WATER RATES OUTSIDE TOWN LIMITS

6. Customers outside the Town limits, who are serviced with treated water from the Town, shall pay the rates outlined in 3.
7. Any water consumed shall be charged to the customer at the rate of \$ 3.25 per M³.

UNTREATED WATER RATES WITHIN TOWN LIMITS

8. Customers within the Town limits who are serviced with untreated water from the Town, shall pay the rates outlined in 3.
9. Any water consumed shall be charged to the customer at the rate of \$ 2.50 per M³.

BULK WATER

10. For customers utilizing the Bulk Water Station the following rates shall apply:
 - a) Monthly Fee of \$ 39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$ 3.00 per M³. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.
11. Notwithstanding subsections 3, 3.1 and 3.2, Council may direct a person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within the Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, to pay to the Town the following bulk water rates, payable monthly or bi-monthly at the discretion of the Council:
 - a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M³. The Town reserves the right to suspend or reduce a bulk water service on twenty four (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.
12. For customers utilizing the Portable Hydrant Meter the following rates shall apply:
 - a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M³. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.



MISCELLANEOUS RATES

13. The charge for a service call (i.e. water turned on/off) made by the Town during regular work hours shall be:

1. Delinquent accounts -Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours	-	Effective Call Out Labour Rate
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00
5. Frost damaged meter replacement	-	\$40.00 plus cost-of meter (Approximately \$150.00 to \$600.00)
6. Garden service installation	-	\$30.00
7. Garden service removal	-	\$30.00
8. Service call - off/on (same day)	-	\$30.00
9. Service call – Disconnect (Temporary/Seasonal Vacancy)	-	\$50.00
10. Service call – Reconnect (Temporary/Seasonal Vacancy)	-	\$50.00
11. Meter Testing	-	\$50.00
12. Temporary Service during construction (60 days)	-	\$50.00
13. Replace damaged read out	-	\$30.00 plus cost

(*GST not included in above rates)

14. Any such service requested after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
15. The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of \$100.00 plus GST for the service call made by the Town to unseal the water service encumbrance.
16. Owners or occupants requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.

TEMPORARY WATER SERVICE

17. A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, drywalling, and masonry. The cost for this service is outlined in Section 7.
18. A temporary water service is available for a maximum of sixty (60) days or until:
- a) the contractor request the water meter from the Town; or

B. L. R.
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- b) the Town determines that the plumbing is completed to the stage where a water meter can be installed, or
 - c) the temporary water service is being used for something other than what is intended.
19. The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
20. Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

DEPOSIT

21. All tenants receiving water service from the Town shall deposit the sum of \$150.00 with the Town to be held in trust. Such deposit shall be paid interest at the rate of zero (0%) per cent.
22. The deposit fee shall be returned to the tenant when:
- a) The tenant terminates their utility account with the Town and does not enter into an account for utility services to another property as a tenant within the Town's service area. The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.
 - b) Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
23. Owners of a single family dwelling wishing to have utility services continue upon the renter signing off may complete Schedule 'A' which will have billing revert to the owner from the date the renter signs off.

PENALTIES

24. In the event a utility invoice:
- a) remains unpaid on the 21st day following the due date, there shall be added thereto by way of penalty, an amount which shall be two and one half percent (2 1/2 %) of the unpaid current utility invoice. The said penalty shall be added to and shall form part of the unpaid utility invoice.
 - b) remains unpaid on the 31st day following the due date the Town of Redcliff shall issue a water service disconnection notice which shall notify the user that the


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water service may be disconnected on the date specified in the water disconnection notice; however the date of disconnection shall not be less than 10 days after the mailing date of the water disconnection notice.

25. Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:
- a) By action in a court of competent jurisdiction, or
 - b) By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
 - c) Where the occupant is the owner or purchaser of a building or lot or part of a lot, the sum payable by him for such rates or charges are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or
 - d) Where the occupant is a person other than the owner or purchaser of the building or lot or part of a lot, the sum payable by the occupant for such rates or charges is a debt due by him and shall be a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

OTHER

26. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
27. Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.
- a) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
28. Errors or omission relating to utility billing may be adjusted to a maximum of six (6) bi-monthly billings.
29. This Bylaw shall become effective on the first day of January 2016.



REPEAL


30. Bylaw Number 1792/2014 is hereby repealed effective end of day December 31, 2015.

READ a first time this 14th day of December, 2015.

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

READ a third time this 14th day of December, 2015.

PASSED and **SIGNED** this 18 day of December, 2015.



MAYOR



MANAGER OF LEGISLATIVE AND LAND SERVICES

SCHEDULE 'A'

TOWN OF REDCLIFF

DATE: _____

Utilities Department

With reference to tenants vacating property or properties as listed below under the ownership of the undersigned, the utilities will automatically be transferred into the property owner's name.

This letter shall serve as the permission for the Town of Redcliff to sign on utilities in the property owners name during vacant periods, without any further notice to the owner.

This procedure is to ensure that the owner is not charged a sign on fee every time the property becomes vacant.

PLEASE NOTE: FAILURE TO NOTIFY OUR OFFICE THAT THE LISTED PROPERTY OR PROPERTIES HAVE BEEN SOLD WILL RESULT IN YOUR BEING RESPONSIBLE FOR ANY UTILITIES CONSUMED DURING VACANT PERIODS.

Service Address(es) 1. _____
2. _____
3. _____

Mailing Address: _____
(Owner name)

(Address)

(City / Town)

(Postal Code)

Telephone Numbers: _____ (residence) _____ (business)

(OWNERS SIGNATURE)

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**BYLAW NO. 1817/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE LEVYING AND COLLECTING OF CHARGES AND RATES FOR SEWER SERVICE.

PURSUANT to the provisions of Section 7 of the Municipal Government Act, RSA 2000 Chapter M-26.1, the Municipal Council of the Town of Redcliff, duly assembled enacts as follows:

- 1 This Bylaw shall be known as the "Sewer Rate Bylaw" of the Town of Redcliff and comes into force on the 1st day of January, 2016.
- 2 In this Bylaw the following terms shall be defined as follows:
 - a) "**Council**" shall mean the Municipal Council of the Town of Redcliff.
 - b) "**DUE DATE**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - c) "**Multi-unit Building**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
 - d) "**Town**" shall mean the Municipal Corporation of the Town of Redcliff.
- 3 a) Every person, firm or corporation being the registered owner, occupant, or purchaser entitled to the possession of property within the Town limits which is serviced directly or indirectly by a service connection to the Town's sewage system shall pay to the Town the following sewer rates payable monthly or bi-monthly at the discretion of Council.

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$3.17	\$6.34
Capital Component	\$4.20	\$8.40
Operating Component	\$23.60	\$47.20
Total	\$30.97	\$61.94



Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$3.17	\$6.34
Capital Component	\$4.20	\$8.40
Operating Component	\$34.25	\$68.50
Consumption Component	\$0.30/ M ³ of Water	\$0.30/ M ³ of Water
Total	\$41.62+ \$0.30/M³	\$83.24+ \$0.30/M³

4. Owners or occupants requiring sewer service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
5.
 - a) Unless specifically authorized by the Council, only one (1) sewer service connection shall be permitted for any legal parcel.
 - b) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
 - c) Any multi-unit building with one service connection shall be charged the applicable minimum rate for each residential or non-residential unit.
6. In the event a utility invoice:
 - a) remains unpaid on the 21st day following the due date, there shall be added thereto by way of penalty, an amount which shall be two and one half percent (2 ½ %) of the unpaid current utility invoice. The said penalty shall be added to and shall form part of the unpaid utility invoice
 - b) remains unpaid on the 31st day following the due date the Town of Redcliff shall issue a water service disconnection notice which shall notify the user that the water service may be disconnected on the date specified in the water disconnection notice; however the date of disconnection shall not be less than 10 days after the mailing date of the water disconnection notice.
 - c) Errors or omission relating to utility billing may be adjusted to a maximum of six (6) bi-monthly billings.
7. Sewer charges in default shall constitute a debt owing to the Town and may be recovered:
 - a) by action in any court of competent jurisdiction; or




- b) by distress and sale of goods and chattels of the person owing such rates or charges wherever they may be found in the municipality; or
 - c) where the occupant is the owner or purchaser of a building, lot or part of a lot, the sum payable by him for such rates or charges are a preferential lien and charge on the building, lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable; or
 - d) where the occupant is a person other than the owner or purchaser of the building, lot or part of a lot the sum payable by the occupant for such rates or charges is a debt due by him and shall be a preferential lien and charge on his personal property and may be levied and collected with costs by distress.
8. Should any clause of this Bylaw be declared invalid that clause shall be deleted but the remainder of the Bylaw shall be deemed to be held intact.
9. Town of Redcliff Bylaw 1793/2014 is hereby repealed at the end of the day of December 31, 2015.
10. This Bylaw shall be effective January 1, 2016.

READ a first time this 14th day of December, 2015.

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

READ a third time this 14th day of December, 2015.

PASSED and **SIGNED** this 18 day of December, 2015.



MAYOR



MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 26th, 2016

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy No. 2006 - 104

PROPOSAL: Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink

BACKGROUND:

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

In 1998 the school council at Margaret Wooding built an outdoor basketball court / ice rink. The facility provides a basketball court in the summer and an ice surface in the winter for both students and area residents. During winter months this area is lit by electric lights which are on a time clock running from sunset to a maximum of six hours per day. The school division is responsible for the summer mowing and turf maintenance.

Since September 28th 1998 the Prairie Rose School Division #8 has requested and received reimbursement of the electrical bill for the outdoor basketball court / ice rink. The Town of Redcliff has funded the electric costs since 1998 by including them in the annual budget. Reviewing the past 10 years history of the electrical commitment the Town of Redcliff has reimbursed the Prairie School Division approximately \$200 per year.

In 2012 / 2013 the Redcliff Lions Club received a \$59,375.48 grant from the Community Facility Enhancement Program for the facility renovations at the Branden Primeau Memorial Rink. It is the recommendation to remain status quo, and continue the shared facility partnership with the Prairie Rose School Division.

POLICY/LEGISLATION:

Policy No. 115 Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy

ATTACHMENTS: Proposed Policy 104, Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink

OPTIONS:

1. Approve Policy 105, Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink as presented

- 2 Adopt Policy 105, Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink with the following suggested amendments:

- _____
- _____
- _____

- 3 Cancel Policy 105, Outdoor Lighting – M. Wooding School, Basketball Court / Ice Rink.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 104, Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink be approved as presented.
2. Councillor _____ moved Policy 104, Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink be approved with the following suggested amendments:
 - _____
 - _____
 - _____
3. Councillor _____ moved Policy 104, Outdoor Lighting – M Wooding School, Basketball Court / Ice Rink be cancelled.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved by Council: _____

OUTDOOR LIGHTING – M WOODING SCHOOL, BASKETBALL COURT/ICE RINK**BACKGROUND**

In 1998 the school council at Margaret Wooding built an outdoor basketball court/ice rink. The facility provides a basketball court in the summer and an ice surface in the winter for both students and area residents. During winter months this area is lit by electric lights which are on a time clock running from sunset to a maximum of six hours per day.

Since 28 September 1998 the Prairie Rose School Division #8 has requested and received reimbursement of the electrical bill for the outdoor basketball court/ice rink. The town of Redcliff has funded the electric costs since 1998 by including them in the annual budget.

POLICY

To reimburse the annual electric charges for the outdoor basketball court/ice rink at Margaret Wooding School. Costs are to be part of the annual budget for the administration miscellaneous expense account (2.12.02.219.000).



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Lesser Slave Lake*

RECEIVED
SEP 13 2016
TOWN OF REDCLIFF

AR86028E

August 31, 2016

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

Dear Mayor Reimer,

The Alberta Government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

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

CAP-8046	Lift Station Upgrades	\$411,000
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My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Hon. Danielle Larivee
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 25 TO OCTOBER 1 2016

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality, and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses **Alberta Development Officers Week** to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and

WHEREAS **Alberta Development Officers Week** helps us to publicly recognize the work of our municipal colleagues in planning for the improvement of the _____ (municipality) ; and

WHEREAS we recognize Development Officers and their commitment to public service;

NOW, THEREFORE, I, _____, Mayor/Reeve of _____ (municipality), do hereby proclaim the week of September 25 to October 1, 2016, to be designated as **Alberta Development Officers Week** in _____ (municipality) .

Proclaimed this _____ day of _____, 2016.

September 12, 2016

His Worship Ernie Reimer
Mayor, Town of Redcliff
Mail: Box 40
Redcliff, Alberta T0J 2P0

RECEIVED
SEP 15 2016
TOWN OF REDCLIFF

Dear Sir:

RE: Appointment of Director to Community Futures Entre-Corp Business Development Board

On behalf of the Board of Directors of Community Futures Entre-Corp, we would like to take this opportunity to thank the Town of Redcliff for their support and partnership during the past 28 years of our organization. Eric Solberg has been an asset to Community Futures Entre-Corp over the years as both a Director and in the executive role as Secretary/Treasurer.

Western Economic Diversification Canada (Community Futures core-funding partner) recently instituted a policy of nine year term-limits for all Board members. As a result, Eric's term is coming to an end and he will be stepping down from our Board of Directors on October 31, 2016. As a shareholder, the Town of Redcliff may name a person of your choosing to represent the Town on the Community Futures Entre-Corp Board. We are therefore formally requesting a new Director to be appointed.

On the following pages you will find pertinent information related to our organization and Board of Directors. I would be more than happy to meet with Town representatives or anyone that may be interested or would like to learn more about the position.

Please provide a Letter of Appointment by at your earliest possible convenience.

Sincerely,



Sean Blewett
General Manager

cc: Arlos Croft, Municipal Manager

About Community Futures Entre-Corp

Community Futures Entre-Corp is part of the Community Futures network across Canada offering residents of South East Alberta small business loans, counseling and self-employment training. It is also within our mandate to deliver of a range of community economic development initiatives.

As a non-profit organization, we are primarily federally funded through Western Economic Diversification and governed by a Board of local representatives in the region.

Community Futures Entre-Corp has been supporting entrepreneurs and economic development for over 28 years. During this time we have invested over \$30 million further leveraging another \$24 million into small businesses our region. We have helped create or maintain over 1100 businesses while creating over 3500 jobs.

Further information on our mandate, programs and services can also be found on our website <http://entre-corp.albertacf.com>.

Community Futures Entre-Corp Board Information

Along with this letter we have included our Articles of Association, as well the Community Futures Board Orientation Manual is included to provide additional information on our Board's role as well as our history, structure and further training opportunities available to Board members involved in the Community Futures program.

For a listing of our Board members, corporate information, board recruitment policy and Audited Financial Statements, please visit our website <http://entre-corp.albertacf.com/what-we-do-1>.

Board Meetings:

The Board of Community Futures Entre-Corp meets approximately eight times per year. Meetings are currently scheduled for the 4th Wednesday of the month and typically there are no meetings held in the months of July, August and December.

Location of meetings rotates throughout the region in our shareholder communities and commence at noon. The duration of meetings is no longer than two and half hours including lunch (provided).

Committees:

There are two committees of the board:

1. Executive Committee is made up of the Board Chair, Vice Chair and Secretary/Treasurer who meet as needed and also preform the roles of the Audit and management performance reviews.
2. Investment Review Committee: reviews and approves of our lending function in accordance with our lending policies and procedures set out by the Board.

1.0 BOARD MOTION

Please include the date of the meeting and the motion from your Board of Directors that approved each of the following.

1. The 2015-16 Operating Plan

Date of Board Meeting:	January 27 th , 2016
Motion:	Motion to accept the 2016-17 Operational Plan
Moved By:	Dan Frost
Seconded By:	Kenton Baker

2. The 2015-16 Budget

Date of Board Meeting:	January 27 th , 2016
Motion:	Motion to accept the 2016-17 Operational Budget
Moved By:	Dan Frost
Seconded By:	Bernice DeLeenheer

2.0 IDENTIFICATION AND CONTACT INFORMATION

CF Legal Name:	Community Futures Entre-Corp Business Development
Mailing Address:	202 556 4 th St. SE Medicine Hat, Alberta, T1A 0K8
Location Address:	202 556 4 th St. SE Medicine Hat, Alberta, T1A 0K8
Phone Number:	403.528.2824
Fax Number:	403.527.3596
General E-mail address:	bizinfo@albertacf.com
General Manager:	Sean Blewett
General Manager E-Mail:	sblewett@albertacf.com
Chairperson:	Gordon Renyolds
Phone Number:	403 548 0880
E-mail Address:	g.renyolds@shaw.ca
Website:	www.entre-corp.albertacf.com

3.0 DESCRIPTION OF THE ORGANIZATION

3.1 Description of your organization

- In the table below, please outline your board and staff structure

Board structure and committees	The organisation is made of 8 shareholder appointed directors, and 5 Board appointed at large directors. We have an Investment review committee who approves loans and the executive (Chair, vice chair and treasurer) who also function as the Audit committee.
Office locations and coverage of communities (i.e. offices, part time)	The office is located at #202 556 4 th street SE. A weekly itinerate service is provided to the regional communities including Brooks and the County of Newell.

staffing in other communities)	
Other	The organisation is made of 8 shareholder appointed directors, and 5 Board appointed at large directors. We have an Investment review committee who approves loans and the executive (Chair, vice chair and treasurer) who also function as the Audit committee.

3.2 Board of Directors

Name	Position on Board	Geographic Area of Representation	Month & Year Joined Board
Brian Mastel	Director	Medicine Hat	Nov 2015
Bernice DeLeenheer	Vice-Chair	Bow Island	Oct 2015
Jacquie Penner	Director	Medicine Hat	Sept 2015
Richard Oster	Director	Cypress County	Nov 2013
Corrie Stolz	Director	Medicine Hat	March 2016
Norm Gerestein	Director	Brooks	2010
Kenton Baker	Director / IRC	Brooks	Feb 2015
Eric Solberg	Secretary -Treasurer	Redcliff	Oct 2007
Chandra Lane	Director	Bow Island	2013
Gordon Reynolds	Chair (To be replaced in March)	Bow Island	1989-1999 & 2002
Glen Allan	Director / IRC	Medicine Hat	2012
Daniel Frost	Director	Medicine Hat	Jun 2015
John Beute	Director	Brooks	Oct 2015

Is the board representative of the community? If not, what are your plans to address this?	Yes
Please describe your Board's succession plan for departing board members.	Transition will be complete by March 31st

As per Section 5.5 in the contribution agreement, please confirm that the following are posted on your website. Please provide the hyperlink to your website for each item listed below.	
Names of the current Board of Directors and names of any non-board member of the Investment Review Committee;	http://entre-corp.albertacf.com/our-board
Profile of Board composition (i.e. geographic representation, sector/area of expertise, gender, etc.);	http://entre-corp.albertacf.com/our-board
Board Recruitment and nomination processes;	http://entre-corp.albertacf.com/our-board
2014-15 Annual audited financial statement;	http://entre-corp.albertacf.com/corporate-documents-9
2014-15 Performance results;	http://entre-corp.albertacf.com/corporate-documents-9
Investment Fund redress /appeals process; and	http://entre-corp.albertacf.com/corporate-documents-9
Referral Reference to the FEDO to make it known to members of the public that business services for Francophone entrepreneurs are available	CFNA

3.3 Staff

- Provide a list of staff below.

Staff	Position	Core Staff (WD) *	Phone Extensions	Month & Year Hired
Sean Blewett	General Manager	0.6	224	2007
Greg Scott	Senior Business Analyst	0.8	237	1997
Lynne Graff	Executive Assistant	0.4	222	1988
Dean Bradford	Business Analyst	0.4	234	2010
Cheryl Dueck	Accounting Clerk	1.0	221	2011
Joel Higgins	AYEC Camp Coordinator	0.0	227	
Jennifer Bader	SE Coordinator (Contractor)	0.0		November 2014
Vacant	RIN Coordinator	0.0		

* Indicate the percentage of salary that is covered with core WD funding.

- Community Futures Entre-Corp has high staff retention with experience staff on all positions.
- Challenge is that we have not received any additional funding in over 5 years from WD. However inflation and salary expectations keep rising. We have made significant strides in producing revenue generating streams and cost sharing measures however with decreasingly real funding and expected future retirements experience and capacity will decrease and therefore so will outcomes.

4.0 PLANNING AND POLICIES

4.1 Strategic Priorities

- Identify your top 3 strategic goals.

Description of Top 3 Strategic Goals	
1	CF Entre-Corp is well-known for its business support and expertise in the community
2	CF Entre-Corp works collaboratively with partners to leverage project and funding opportunities
3	CF Entre-Corp offers a diverse range of business and economic development services

4.2 Governance and Accountability

The organization holds 6-9 Board meetings per year, at each meeting directors are provided with financial and operational reporting. As well an annual schedule below has been developed for the Board to evaluate and change strategic direction as needed. Each Board member provides regular updates to shareholders.

Jan/ Feb	Approval of Operations plan and Budget for upcoming year
March	Investment fund including Write offs, Interest rate and Fee changes
April/May	Review year end results, are they working towards achieving strategic plan
June	AGM including elections of Chair, Vice Chair and Treasurer and approval of Financials. Make Bylaw changes if needed.
Sept /Oct	Review mid-year results, are they working towards achieving strategic plan
Nov/Dec	Strategic planning review

We also provide community and client accountability through the following:

- * Annual reporting
- * We also do adhoc updates to councils and other groups as requested.
- * AGM is open to the public and advertised.
- * The following information for CF Entre-Corp can be found on our website:
 - ✓ Previous years audited financial statements
 - ✓ Current names for Board members and who they represent
 - ✓ Corporate policy for Board selection.

4.3 Policies & Incorporation Documents

- Upon submission of Ops Plan, please provide copies of the following only if they have been updated during 2014-15:

Incorporation Documents	Date Document Was Last Updated	Date Submitted to WD
Articles of Incorporation and Association	Currently being updated.	2014
Bylaws	N/A	N/A

Policies Related To	Date Policy Was Last Updated	Date Submitted to WD
Investment Fund Management Please include: <ul style="list-style-type: none"> • Appeals and redress mechanism • Loans in excess of \$150,000 (if applicable) 	Last updated 2010. Appeals and loans over \$150,000 policy to be updated March 2014. External Redress to be completed March 2015	March 2015.
Conflict of Interest	2006	January 2014
Board of Directors (policy for appointment/selection, terms of office, etc	January 2015	January 2015

5.0 PERFORMANCE INDICATORS

The process of setting overall performance targets should take into account considerations such as your CF's historic performance, status and trends in your region's economy, activities of other business service providers, needs of your community(ies), capacity of your CF, etc.

Note, both your CF and WD must agree to the final overall performance targets.

5.1 Performance target information is required for the coming fiscal year for the following indicators:

NOTE: *The performance indicators are organized by WD's Program Activities and sub-activities to better illustrate the alignment between your CF activities and WD's mandate. The titles in italics represent WD-specific terms used to categorize CF activities.*

CF NAME: CF Entre-Corp
Fiscal Year: 2016-17
OPERATING PLAN

Performance Indicator	2015-16 Target	GROUP 1	GROUP 2	GROUP 3
**Targets for MPSs should be greater than or equal to the MPS in the proper group.				
Indicate which Group the CF is in (groupings can be found in the attached Instruction Manual):	Choose a Group			
<i>Strong rural community strategic planning and implementation</i>				
# of local and regionally-based community strategic plan(s) developed and/or updated during the year	1			
# of partners engaged in community strategic planning	5			
Total # of community based projects (MPS**)	8	2	2	2
Total \$ value of the community based projects	100,000			
\$ leverage value of community based projects	100,000			
# of partners engaged in community-based projects	25			
<i>Rural access to business development services</i>				
# of businesses created, maintained, or expanded through business services	10			
Amount leveraged through business services	25,000			
# of business training session participants (MPS**)	250	400	400	300
# of business advisory services (MPS**)	150			
<i>Rural access to capital and leveraged capital</i>				
\$ value of loans (MPS**)	\$800,000	\$600,000	\$400,000	\$200,000
# of loans (MPS**)	20	12	8	6
Amount Leveraged through Lending (EDP and non-EDP)	600,000			
# of Projects/Initiatives that align with GOC/WD priorities (Does not get entered into TEA)	3	3	2	1

The targets for the performance indicators MUST be exported from TEA and submitted to the WD SharePoint site. Please see the attached instructions called "Instructions for Uploading Target Report.docx". If you have any questions, please contact your CF Officer.

Your performance targets will only be accepted if they have been submitted to the WD SharePoint site. Upon WD's acceptance of the operating plan and targets, the WD CF Officer will sign off the targets in SharePoint.

5.2 Alignment with Government of Canada and WD Current Priorities (MPS)

Please outline the initiatives and plans that your CF has that will address the priorities as outlined in the attached instructions. *WD acknowledges that circumstances are different across CFs and therefore your CF may not be able to address each priority.*

CF NAME: CF Entre-Corp
Fiscal Year: 2016-17
OPERATING PLAN

	Strategy	Planned Project/Initiative (2 - 3 sentences)	How will you measure project/initiative outcomes?
1	Innovation - Support business and initiatives that can bring new technologies to Canadian and global markets	We are currently in the process of planning our APEX initiatives for 2016-17. Activities to include supporting MHC research and 3D printing capabilities and unmanned Vehicles Systems. This year we have started a business visitation program in partnership with Alberta Innovates, MHC and JSTL, the aim of this program will be to assess client needs and provide referrals to ours and partners services. Entre-Corp also provides office space to Alberta Innovated Technology Development Advisor.	Metric will be included in the development of plan. No. Business Visits No. of referrals
2	Skills Development and Training - Support the promotion of skills training opportunities	Deliver basic business training to include GOA funded Self Employment program, We have created a partnership with The Medicine Hat Chamber to promote future business classes. We will be leveraging the SE training and adding further courses. We have created 3 streams each eligible under the Canada/Alberta jobs grant. See above partnership with JSTL to promote Canada/Alberta job Grant. We will also provide specialty courses through APEX. Eg. Intellectual property 101, Productivity 101 etc.	Number of training sessions and participants in TEA.
3	Trade & Investment - Assist business to enter into global markets	Work with groups such as The Business Link, National Research Council, The Regional Innovation Networks	No. of clients referrals No. of business attending training
4	Building Capacity for Defence Procurement Opportunities - Support businesses to take advantage of federal procurement opportunities	Build on relationships at CFB Suffield; We partner with the Medicine Hat Chamber each year to deliver a regional procurement session which includes representatives from Federal, Provincial and Local Government. We will continue to build on similar opportunities in the coming year to promote procurement from the base.	No. of presentations and opportunities identified.
5	Economic Growth Acceleration Opportunities for Aboriginal Peoples - Support participation of Aboriginal peoples in economic development	Aboriginal peoples make up a small subset of our population; while no specific programming will be created we will provide the best support, referrals and options to clients.	No. of clients referrals / served
6	Other		

6.0 FINANCIAL

6.1 Budget Forecast and Cash Flow (WD Core Funding) Requirements

Please provide your CF's total budget forecast (revenues and expenses) for the coming year, shown by quarter. For sources of revenue, please include WD core funding, WD approved interest transfers (as outlined in Attachment "B" *Special Conditions* of the contribution agreement), and other revenues of which there is a high

CF NAME: CF Entre-Corp
Fiscal Year: 2016-17
OPERATING PLAN

level of certainty, as separate line items. The WD core funding will constitute the cash flow by quarter for advance purposes.

WD will not accept a deficit operational budget. If there is a surplus please provide details as to why this is the case. When including other funders, please ensure WD funding is fully committed.

Note: The following budget is an Excel imbedded template.

Admin Revenue/Rent	\$9,875	\$9,875	\$9,875	\$9,875	\$9,875
CF Chinook	\$13,057	\$13,057	\$13,057	\$13,057	\$13,057
RIN Funding	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500
Building	\$3,812	\$3,812	\$3,812	\$3,812	\$3,812
Total Revenues	\$49,244	\$49,244	\$49,244	\$49,244	\$49,244
CASH DISBURSEMENTS - EXPENDITURES					
Wages and Benefits	\$72,143	\$72,143	\$72,143	\$72,143	\$72,143
Administration	\$16,538	\$16,538	\$16,538	\$16,538	\$16,538
Travel, Meals and Accommodations	\$4,855	\$4,855	\$4,855	\$4,855	\$4,855
Office Equipment/ Computers	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Building	\$38,812	\$38,812	\$38,812	\$38,812	\$38,812
RIN Funding	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500
Other - SE Contract	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Grants	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Total Expenditures	\$246,887	\$246,887	\$246,887	\$246,887	\$246,887
RECONCILIATION					
Surplus or Deficit	\$-197,643	\$-197,643	\$-197,643	\$-197,643	\$-197,643

*Revenue and expenditure sub-totals should agree with Operational Estimates above.

**Total WD Contribution breakdown should agree with Cash-Flow Requirements above.

6.2 Investment Fund Cash on Hand

Do you anticipate by March 31, 2016 at least 75% of your investment fund will be invested in (disbursed or committed) eligible Small and Medium Size Enterprises or will be available for your provincial investment pool? If not, what are your plans to address this?

Yes.

6.3 Opportunities for Collaboration and Cost Efficiencies

- Please outline your plans to explore additional opportunities for collaboration (CFs, WCBSN or other business service providers) or cost efficiencies in support of improved service delivery to your clients.

	Collaboration and Cost Efficiencies Planned/Under Discussion
1	Shared service agreement with CF Chinook (previously provided to WD).
2	Rent space to Alberta Innovates & Economic Development Alliance of Southeast Alberta.
3	Provide space and Admin support to Medicine Hat Tourism Destination Marketing Organization.
4	Delivery of GOA Self Employment Training Program.

ARTICLES OF ASSOCIATION
COMMUNITY FUTURES Entre-Corp Business Development

Community Futures Entre-Corp Business Development was incorporated on (04/17/1989)
under the *Companies Act*, RSA 2000, c. C-21.

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I. INTERPRETATION

1.1. In these articles, including this clause, unless the context or subject matter requires a different meaning;

- a) **"Adult Guardianship and Trusteeship Act"** means the *Adult Guardianship and Trusteeship Act*, S.A. 2008, c. A-4.2 and regulations and any amendments thereto.
- b) **"Annual General Meeting"** shall mean the regular General Meeting required by the *Companies Act* to be held annually;
- c) **"Bank Act"** means the *Bank Act*, S.C. 1991, c. 46 and regulations and any amendments thereto.
- d) **"Board"** shall mean the Board of Directors of the Company;
- e) **"Articles of Association "** shall mean these Articles of Association and any amendments thereto;
- f) **"Companies Act"** means the *Companies Act*, RSA 2000, c.C-21 and regulations and any amendments thereto.
- g) **"Child"** includes a child born out of wedlock, a grandchild, a child of a spouse by former marriage and any other child to whom the individual acts as a parent.
- h) **"Company"** shall mean Community Futures Entre-Corp Business Development
- i) **"Community or Communities"** means individually each community or collectively all of the communities within the Region and shall be Medicine Hat, Redcliff, Brooks, Bow Island, County of Newell, County of Forty Mile and Cypress County, or such other community or communities determined by the Board from time to time and currently listed in Schedule "A" attached hereto and which list may be amended by the Board from time to time by the Unanimous Resolution. Community or communities is sometimes referred to as municipality or municipalities.
- j) **"Contribution Agreement"** means the contribution agreement entered into between the Government of Canada as represented by the Minister and the Company dated March 3, 2015 and may be subsequently amended from time to time.
- k) **"Director"** means a director of the Company;
- l) **"Extraordinary General Meeting"** shall mean any General Meeting other than an Annual General Meeting;

- m) **"General Meeting"** shall mean a meeting of the Members.
- n) **"Investment Review Committee"** shall be those directors charged with reviewing and determining all client loan applications
- o) **"Mental Health Act"** means the *Mental Health Act*, RSA 2000, c. M-13 and regulations and any amendments thereto.
- p) **"Member"** means a member of the Company, being a community, municipality, community group or organization, and such other members whose names are entered in its register of members.
- q) **"Minister"** shall be the Minister of Western Economic Diversification for the Government of Canada or other department that assumes responsibility for the delivery of the Community Futures Program in western Canada.
- r) **"Municipality or Municipalities"** shall mean individually each municipality and collectively all of the municipalities, which may be members of the Company, as approved by the Board, which are currently listed in Schedule "A" attached hereto, and which such list may be amended by the Board from time to time by the Unanimous Resolution;
- s) **"Office" and "Head Office"** shall each mean the registered office for the time being of the Company as prescribed by, and fixed in accordance with the requirements of the *Companies Act*;
- t) **"Ordinary Resolution"** means the resolution passed by at least fifty one (51%) percent of the votes cast at any General Meeting, Annual General Meeting or Extraordinary General Meeting.
- u) **"Person"** includes an individual, a partnership, or a corporation whether created by an act of the Legislature of Alberta or otherwise and the Government of Canada or the government of any province or territory within Canada.
- v) **"Public Trustee Act"** means the *Public Trustee Act*, SA 2004, c. P-44.1 and regulations and any amendments thereto.
- w) **"Region"** means the Community Futures Entre-Corp Business Development region which includes the following member communities/municipalities: City of Medicine Hat, Town of Bow Island, City of Brooks, Town of Redcliff and Cypress County.

- x) **"Register"** shall mean the register of its Members to be kept by the Company as required by the *Companies Act*;
 - y) **"Registered Address"** of a member means the address recorded for that member in the books of the Company;
 - z) **"Registrar"** shall mean the Secretary or other officer or party for the time being in charge, or having custody and control of the Register;
 - aa) **"Seal"** shall mean the Corporate Seal of the Company or any official facsimile thereof;
 - bb) **"Secretary" and "Treasurer"** shall include any person appointed temporarily or permanently to perform the respective duties of Secretary and Treasurer, or holding such offices jointly;
 - cc) **"Significant Business Interest"** means the ownership, whether directly, indirectly or beneficially, of more than ten (10%) percent of the capital stock of an incorporated body, or shares or debentures to which are attached more than ten (10%) percent of the voting rights in an incorporated body.
 - dd) **"Special Resolution"** a resolution of at least 75% of the votes cast at any General Meeting, and Annual General Meeting or Extraordinary General Meeting;
 - ee) **"Spouse"** means the husband or wife of a married person but does not include a spouse who is living separate and apart from the person if the person and the spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by court order. Spouse, however, includes a common-law spouse who has cohabited with a person for at least six (6) months.
 - ff) **"The Mentally Incapacitated Persons Act"** means the *Mental Incapacitated Persons Act* RSA 1970, c232, and regulations and any amendments thereto.
 - gg) **"Unanimous Resolution"** means a resolution approved by all the Directors;
 - hh) **"In Writing" and "written"** includes printing, typewriting, lithographing, and other modes of representing or reproducing words in visible form.
- 1.2. The headings used throughout these Articles of Association are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms or provisions of any Bylaw nor to be deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

1.3. In these Articles of Association, unless the context otherwise requires, words importing the singular include the plural, and vice versa, and words importing the masculine gender include feminine.

1.4. When interpreting these Articles of Association, words and expressions have the same meaning as when used in the *Companies Act*, unless the context otherwise requires.

II. REGISTERED OFFICE

2.1. Subject to the provisions of the *Companies Act*, the office of the Company shall be at any place within the Region as identified in the Contribution Agreement, or at such other place in the Province of Alberta as the Directors from time to time may determine.

III. MEMBERS

3.1. The Members of the Company shall be:

- a) The subscribers of its Memorandum of Association and Articles of Association ;
- b) The Municipalities or Communities; and/or
- c) Such other persons as shall apply for admission as Members of the Company and are accepted by the Directors.
- d) Shall be limited to 50 exclusive of persons who are in the employment of the company, and persons who, having been formerly in the employment of the company, were while in that employment and have continued after the termination of that employment to be members of the company, but where 2 or more persons hold one or more shares in the company jointly they shall, for the purposes of this definition, be treated as a single members.

3.2. Each Member shall appoint a representative who will be responsible to fulfill the member duties. The representative may be, but is not limited to, an elected official of a Municipality or community organization.

3.3. A Member shall cease to be a Member:

- a) Upon the Member failing to continue to meet the criteria for membership as may be set by the Directors from time to time;
- b) Upon giving notice in writing to the Company of the Member's intention to withdraw from Membership, and shall cease to be a Member upon the date therein specified or its earlier acceptance by the Directors;

- c) Upon cancellation of the Member's membership in accordance with Section 3.4 below;
- d) Upon requesting services from another Community Futures Company; or
- e) Upon government boundaries changing at the discretion of the Federal government.

3.4. The Company shall not be entitled to cancel a membership of a Member except if the Members in a General Meeting, by resolution passed by a majority of not less than three-fourths (3/4) or seventy-five (75) percent of the votes of the Members at any time cancel the membership of the Member; provided that at least seven (7) days' notice of such meeting and of the resolution proposed to be passed thereat shall be given to such Member who it is proposed to remove. Any Member named in such notice is entitled to be heard on the resolution at the meeting.

3.5. Members are prohibited to transfer any of its shares.

3.6. If a share certificate is defaced, lost, or destroyed, it may be renewed on payment of such fee, if any, not exceeding 50¢, and on such terms, if any, as to evidence and indemnity as the directors think fit.

3.7. No invitation shall be made to the public to subscribe for any shares or debentures of the Company.

IV. MEETINGS OF MEMBERS

4.1. Ordinary Meetings

The Annual General Meeting shall be called ordinary meetings; all other general meetings shall be called Extraordinary.

4.2. Extraordinary General Meetings

Extraordinary General Meetings of the Company may be convened by the Directors whenever they think fit, or may be convened upon the requisition of the Members in the manner provided in the *Companies Act* for the convening of an Extraordinary General Meeting.

4.3. Place of Meetings

Meetings of Members shall be held at such time and place within the Province of Alberta as may be determined by the Directors.

4.4. Notice of Meetings

Notice of a General Meeting shall be served on each Member through the Members appointed representative, and on the Auditor of the Company. A General Meeting, other than a meeting for the passing of a special resolution, may be called on not less than twenty (20) days written notice sent to the last known address or by tagged electronic mail, which notice shall specify the day, hour, and place of the meeting and in the case of special business, the nature of the business. Where it proposed to pass a special resolution at a General Meeting such notice as is required to be given by the *Companies Act* shall be given.

The Company shall also provide, by way of public medium, notice setting out the date, time and place of each Annual General Meeting to members of the public residing within the Region not less than twenty (20) days prior to the Annual General Meeting. The accidental omission to give such public notice shall not affect the validity of the meeting.

4.5. Waiver of Notice

At any General Meeting, if all the Members are present, they may waive the necessity of giving any previous notice to such meeting and an entry in the minutes of such waiver shall be sufficient evidence of the due convening of the meeting.

4.6. Omissions and Errors

The accidental omission to give notice to any such Member, or the non-receipt by any such Member of such notice or any error in any notice not affecting the substance thereof shall not invalidate the proceeding at any General Meeting held pursuant to such notice or otherwise founded thereon.

V. PROCEEDINGS AT GENERAL MEETINGS**5.1. Annual General Meetings**

The business of an Annual General Meeting shall be to receive and consider the financial statement prepared in accordance with the *Companies Act*, the report of the Auditor to the Members and the report of the Directors to the Members, and to transact any other business which under these Articles of Association and the *Companies Act* ought to be transacted at an Annual General Meeting. Remuneration of an Auditor or Auditors shall be fixed by the Directors.

5.2. Quorum

For all purposes the quorum for a General Meeting shall be the lesser of sixty percent (60%) of the membership or seven Members. No business shall be transacted at a General Meeting unless the requisite quorum shall be present at the commencement of the business.

5.3. Proxies

Votes may not be made by proxy.

5.4. Chair and Secretary

The Chair of the Board of Directors shall preside as Chair at every General Meeting and in the Chair's absence the Vice-Chair, and if neither of these are present, the Members shall choose one of the Directors present to be Chair, or if none of the Directors are present and willing to take the Chair, the Members shall choose one of their number to be Chair. If the Secretary of the Company is absent, the chair shall appoint a Member to act as Secretary of the meeting.

5.5. Voting and Procedure

- a) Each Member shall be entitled to one vote on any matter, which requires or allows the voting of Members in these Articles of Association ;
- b) At every General Meeting every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result of the show of hands, a poll can be demanded by at least two Members present, or may in special instances be required by the *Companies Act*.
- c) Unless a poll is demanded, a declaration by the Chair that a resolution has been carried or carried by a particular majority, or lost, or not carried by a particular majority shall be conclusive and an entry to that effect in the Minute Book of the Company shall be conclusive evidence thereof, without proof of the number or proportion of the votes recorded in favor or against such resolution.
- d) A poll of the Members shall be conducted in accordance with procedure for polling set by the Directors from time to time.

5.6. Votes to Govern

- a) At any General Meeting every question shall, unless otherwise required by some provision in these Articles of Association or the *Companies Act*, be determined by a majority of votes cast on the question.
- b) In the case of an equality of votes at any General Meeting, whether upon show of hands or on a poll, the Chair of the meeting at which the show of hands takes place, or at which the poll is demanded, shall be entitled to a second and casting vote.

5.7. Persons Entitled to be Present

General Meetings shall be open to the public.

5.8. Meetings by Telephone or Videolink

If all Members consent, a Member may participate in a General Meeting of the Members by means of telephone or video or other communication facilities as permit all persons participating in the meeting to hear each other and a Member participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Members.

5.9. Resolutions in Writing

Notwithstanding anything to the contrary in the Articles of Association, a Minute in writing signed by all Members is of the same force and effect as a resolution duly passed at a properly convened meeting of Members, and a resolution signed in counterparts shall be deemed to have been signed by all Members when counterparts containing, in aggregate, all the signatures of the Members are received by the Company either in original form, by fax or by email.

VI. BOARD OF DIRECTORS**6.1. Eligibility of Directors**

A Director must be a representative of a Member or an appointed Member at Large.

6.2. Number of Directors

The Board of Directors shall consist of no less than eight or no more than thirteen Directors. In the event the number of Directors is being less than eight they shall not act other than to appoint or request the appointment of a Director or Directors, or to call a General Meeting of the Company, until the number of Directors is eight or more.

6.3. Election and Appointment

The Directors shall be appointed or elected as follows:

- a) Medicine Hat Chamber of Commerce – one Representative
- b) Town of Bow Island – one Representative
- c) City of Brooks –one Representative
- d) Bow Island & District Chamber of Commerce –one Representative
- e) City of Medicine Hat – one Representative
- f) Town of Redcliff – one Representative
- g) Cypress County – one Representative
- h) Brooks and District Chamber of Commerce – one Representative
- i) Members at Large –maximum of 5 Representatives

Representatives that are assigned from the various communities may not necessarily be elected officials from those communities. Representatives appointed as Directors may be members of a Chamber of Commerce, a business association or a member at large.

6.4. Term of Directors

- a) Directors will be appointed for a term of not more than three years. The usual term for serving on the Board is up to three years, except that prior to the first Annual General Meeting of the Members after the filing of the Articles of Association, no less than three of the Directors shall be appointed for a term of three years, no less than three of the Directors shall be appointed for a term of two years, and the remaining Directors shall be appointed for a term of one year.
- b) Additional terms will be subject to re-appointment by the Directors for a subsequent term. Directors may be reappointed to the Board after their term expires to a maximum of three consecutive terms. An individual is eligible to serve again as a Director after a one-year absence following service for the maximum number of consecutive terms.
- c) The appointment of Directors shall take place at the meeting immediately after the Annual General Meeting so that the appointments are complete by the Annual General Meeting. At any Annual General Meeting by which an appointment of Directors ought to take place, if such appointment does not take place, the retiring Directors shall continue in office until Directors have been appointed prior to the Annual General Meeting in the next year, and so on from time to time until such appointment takes place or the successors of the retiring Directors are appointed.

6.5. Removal of Directors

- a) The position of any Director shall forthwith be vacated upon the holder thereof:
 - i. Being absent for three (3) consecutive meetings of the Board unless the Board concludes that there was adequate reason for such absences;
 - ii. Relocating out of the Region;
 - iii. Resigning by notice to the Company;
 - iv. Acting, in the opinion of the Board, as evidenced by a three-quarters (3/4) or seventy-five percent (75%), in a manner detrimental to the purposes of the Company;
 - v. Breaching the Company's policies or Articles of Association, as determined by a three-quarters (3/4) or seventy-five percent (75%) majority vote of the Directors;
 - vi. Being a dependent adult under the *Adult Guardianship and Trusteeship Act*; or is the subject of a certificate of incapacity that is in effect under the *Public Trustee Act*; or is a formal patient under the *Mental Health Act*; or is the subject of an

order under *The Mentally Incapacitated Persons Act* appointing a committee of the person or estate, or both; or has been found to be a person of unsound mind by a court elsewhere that in Alberta;

- vii. Being convicted of a criminal offence and/or sentenced to a period of incarceration;
 - viii. Being a person who has the status of bankrupt;
 - ix. Being in violation of the Company's Conflict of Interest guidelines as defined in these Articles of Association;
 - x. Inappropriately divulging confidential information of the Company to anyone other than the Board of Directors; or
 - xi. Passing away.
- b) The Company in a General Meeting may by special resolution remove any Director, before the expiration of his period of office, and may by ordinary resolution appoint another person in his stead. The person so appointed shall hold office during such time only as the Director in whose place he is appointed would have held the same if he had not been removed.

6.6. Retirement/Resignation

A Director may retire from office giving 30 days notice in writing to the Secretary/Treasurer of their intention to do so, and such resignation shall take effect upon the expiration of such notice or its earlier acceptance.

6.7. Vacancies

If an elected Director is unable or unwilling to remain on the Board, then the certain shareholder or if it is a member at large the Board may:

- a) Appoint an interim Director to hold office for the balance of the Director's term, or
- b) Allow a vacancy, provided however there are no less than eight remaining directors.

The number of additional Directors appointed in this manner shall not at any time exceed one-third (1/3) of the number of Directors who held office at the expiration of the last annual meeting of the Company.

6.8. Remuneration

Directors may not be paid compensation by the Company for services as Directors in accordance with a policy of the Company. The Directors may, by ordinary resolution,

reimburse a Director for reasonable out-of-pocket expenses necessarily incurred in their performance as a Director, and which is consistent with the requirements of the Contribution Agreement and any relevant Company policy.

6.9. Power of the Board

- a) In addition to the powers and authorities conferred on them by the *Companies Act*, and elsewhere by these Articles of Association, the Board shall manage the business of the Company and exercise all powers and do all acts as may be exercised or done by the Company and that are not required by statute or these Articles of Association to be done by the Company at a General Meeting.
- b) The Board of Directors shall have the power to appoint a General Manager and to define the terms of employment. The Board of Directors shall also have the authority to dismiss the General Manager.
- c) The Board of Directors may under special circumstances appoint one or more of their body to the General Manager position or any other office for such term and at such remuneration, whether by way of salary or fee, or otherwise, as they may think fit; but the Director's appointment shall be subject to determination at the pleasure of the Directors.
- d) The Board of Directors shall have the power to establish both Standing and AdHoc committees and determine the terms of reference thereof. Each committee shall have as its Chair a Member of the Board of Directors.

6.10. Delegation of Powers

The Board may from time to time delegate to a committee of Directors, a Director of the Company, or an Officer of the Company, all or any of the powers conferred on the Board by these Articles of Association, now or hereafter existing, or by the *Companies Act* to such extent and in such manner as the Directors may determine at the time of such delegation.

6.11. Duties of Directors

The Directors of the Company shall act honestly and in good faith with a view to the best interests of the Company, and exercise the care, skill and diligence that a reasonably prudent person would exercise in comparable circumstances.

VII. MEETINGS OF DIRECTORS

7.1. Calling of Meetings

- a) Meetings of the Board may be summoned at any time by the Secretary, at the request of the Chair or Vice-Chair, or any two Directors, giving no less than twenty-four (24) hours notice.

- b) Any simple majority may, in writing, demand a meeting of the Board of Directors by delivering to the Secretary/Treasurer a notice of such demands. Upon receipt of such demands, the Chairperson shall convene such meeting not later than seven (7) days from the date of receipt of such demands.

7.2. Place of Meetings

Meetings of the Board or of any committee of Directors will generally be held in the Province of Alberta, but may be held in other places as determined by the Board from time to time.

7.3. Notice of Meeting and Waiver of Notice

Notice of the time and place of each meeting of the Board shall be given to each Director not less than seven (7) days before the time when the meeting is to be held. A notice of a meeting of the Board shall specify such matters to be dealt with at the meeting as are required by the *Companies Act* to be specified therein but need not specify the purpose of or the business to be transacted at the meeting. A Director may in any manner and at any time waive notice of or otherwise consent to a meeting of the Board.

VIII. PROCEEDINGS OF DIRECTORS

8.1. Quorum

- a) The Board may meet together to conduct the business of the Company, adjourn and otherwise regulate its meetings as it shall think fit. For the transaction of business, the lesser of seven or sixty percent (60%) of the Directors shall constitute a quorum. Notwithstanding any vacancy, a meeting of the Board at which a quorum is present shall be competent to exercise all authorities, powers and discretions vested in the Board or under these Articles of Association.
- b) If there is no quorum within thirty (30) minutes after the time for which a meeting has been called, the meeting shall stand adjourned.

8.2. Chair

A Chair and a Vice-Chair shall be elected by the Board and will themselves be Directors. The Chair, or in the Chair's absence, the Vice-Chair shall Chair the meetings of the Board and if none of these persons are present within fifteen (15) minutes of the time the meeting was called, or if they decline to act, the Directors present shall choose one of their numbers to Chair the meeting.

8.3. Votes to Govern

At all meetings of the Board of Directors:

- a) Every question shall be determined by a majority of votes through a show of hands or a vote of yes.
- b) In case of equality of votes, the Chair shall have a second or casting vote.
- c) Prior to calling for the vote, any Director may request that those Directors voting “for and against” shall be recorded in the minutes of the meeting.
- d) Unless a Director declares a conflict of interest, all Members of the Board of Directors shall vote on all motions placed before the Board.

8.4. Meetings by Telephone or Videolink

If all Directors consent, a Director may participate in a meeting of the Board by means of telephone or video or other communication facilities as permit all persons participating in the meeting to hear each other and a Director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board and of committees of the Directors held while a Director holds office.

8.5. Resolutions in Writing

Notwithstanding anything to the contrary in the Articles of Association, a minute in writing signed by all Directors is of the same force and effect as a resolution duly passed at a properly convened meeting of the Board, and a minute signed in counterparts shall be deemed to have been signed by all Directors when the counterparts containing, in aggregate, all the signatures of the Directors are received by the Company either in original form, by fax or by email.

8.6. Proxy

Votes may not be made by proxy.

IX. OFFICERS

9.1. Appointment

- a) The Company shall have such Officers as the Directors may from time to time determine, and the Directors shall by ordinary resolution appoint such Officers and specify their duties. The Directors may, in accordance with these Articles of Association and subject to the provisions of the *Company Act*, delegate to such Officers powers to manage the business and affairs of the Company.

- b) An Officer must be a Director, and one person may hold more than one office.
- c) Officers of the Company shall comprise the following:
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary/Treasurer
- d) The Board of Directors shall meet and elect from among its members a Chair, Vice-Chair, and Secretary/Treasurer. Elections shall normally be held at the first meeting after the Annual General Meeting. All positions will serve a one year term and Officers may be re-elected to hold office.
- e) Each Officer shall be, and remain, during their term of office a Director in good standing of the Company.

9.2. Vacancy

In the event of a vacancy among the Officers, the Chair shall be empowered to appoint a replacement Officer from among the appointed Directors, but it shall be necessary for the Board to ratify such appointments at the next meeting of the Board of Directors.

9.3. Chair

The Chair shall:

- a) Endeavour to attend all appropriate meetings of the Company and its Board of Directors and shall preside over the proceedings of all meetings.
- b) Be an Ex-Officio member of every committee.
- c) Be the official spokesperson for the Company, but may delegate such power in regard to public announcements to such Members(s) of the Company as the Board may decide.
- d) Act at all times in accordance with the lawful directives of the Board of Directors.
- e) Be one (1) of two (2) signatures for the execution of contracts and other documents binding upon the Company; the alternate for the Chair being the following: Vice-Chair, Secretary / Treasurer; and the second signature the General Manager or designate.

9.4. Vice-Chair

The Vice-Chair shall:

- a) In the absence of the Chair, assume the Chair's duties.

- b) Do all things reasonably required by the Chair for the better functioning of the Company.
- c) Be one of the alternate signatures in place of the Chair.

9.5. Secretary

The Secretary shall:

- a) Attend and be accountable for the accuracy of Board documents pertaining to all meetings of the Board and the General Meetings.
- b) Enter or cause to be entered in records kept for that purpose minutes of all proceedings there at.
- c) Give or cause to be given, as and when instructed, all notices to Members, Directors, Officers and any members of committees of Directors.
- d) Perform duties as the Chair when the Chair and Vice Chair are not available.
- e) Be one of the alternate signatures in place of the Chair.
- f) Ensure Annual General Meetings are conducted in a timely and procedurally correct manner.
- g) Have such other powers and duties as the Board may specify and delegate.

The Secretary and Treasurer position may be assumed by one Director as the Board may decide.

9.6. Treasurer

The Treasurer shall:

- a) Ensure proper accounting records are kept.
- b) Ensure the proper deposit of money and disbursement of funds of the Company.
- c) Report the financial position of the Company to the Board.
- d) Ensure the safekeeping of all books, records and documents of the Company (except where some other arrangement is made).
- e) Ensure annual financial audits reflect Board policy.
- f) Perform duties as the Chair when the Chair and Vice Chair are not available.

g) Be one of the alternate signatures in place of the Chair.

h) Have such other powers and duties as the Board may specify and delegate.

The Secretary and Treasurer position may be assumed by one Director as the Board may decide.

X. BUSINESS OF THE COMPANY

10.1. Minutes

The Board shall cause minutes to be made in books provided for that purpose:

- a) Of all appointments of Officers made by the Board;
- b) Of the names of the Directors present at each meeting of the Board and of any committee of Directors;
- c) Of all resolutions and proceedings of all meetings and meetings of the Board and of the committees of Directors.

10.2. Corporate Seal

- a) The Company shall have a Seal as approved by the Board of Directors.
- b) The Seal of the Company shall not be affixed to any instrument except by the authority of a resolution of the Directors and in the presence of:
 - i. Two (2) Directors of the Company and the Secretary;
 - ii. The Chair and the Secretary; or
 - iii. The Chair and the Treasurer

And such Officers shall sign every instrument to which the Seal of the Company so affixed in their presence.

10.3. Fiscal Year

The fiscal year of the Company shall commence on April 1st and terminate on March 31st of the following year.

10.4. Execution of Documents and Cheques

Any documents and cheques to be executed on behalf of the Company shall be executed by such Officers or Directors as may be authorized from time to time by the Board. Typically, the Chair is one (1) of two (2) signatures for the execution of contracts and other documents and the Treasurer is one (1) of two (2) signatures for the execution of cheques binding upon the Company; the alternate being: Vice-Chair, Secretary/Treasurer; and the second signature the General Manager or designate.

10.5. Banking Arrangements

The banking business of the Company shall be transacted with such financial institutions as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the Board may from time to time prescribe or authorize.

10.6. Auditors

- a) The Members at each Annual General Meeting may appoint one or more Auditors to hold office until the close of the next Annual General Meeting and, if any appointment is not made, the Auditor in office shall continue in office until a successor is appointed.
- b) The Members, in a General Meeting by special resolution, may remove any Auditor before the expiration of the term of office, and by ordinary resolution may appoint another Auditor in his stead for the remainder of the term.
- c) The remuneration of the Auditor shall be fixed by the Directors.

10.7. Inspection of Books

The books, accounts and records of the Company may be inspected by any Member at any time after giving reasonable notice and arranging a time suitable to the Officer having charge of the same.

10.8. Salaries

The Board shall have the right to fix the salaries or remuneration to be paid to all employees of the Company and to delegate to any Officer or Manager the fixing and payment of salaries, remuneration or wages to employees.

10.9. Records

The Company shall prepare and maintain at its Registered Office or, subject of the *Companies Act* in this regard, at such other place or places as the Directors may determine by resolution the following:

- a) The Articles of Association, all amendments to the Articles of Association, a copy of any unanimous Member agreement and any amendment to a unanimous Member agreement;
- b) Minutes of meetings and resolutions of Members;
- c) Copies of all notices;
- d) Copies of the financial statements, reports and related information; and

- e) A register of disclosures made by Directors and Officers in relation to contracts.

XI. GENERAL MANAGER

11.1. The General Manager shall be responsible, through the Chair, to the Board of Directors for:

- a) Development of Operating Plans, Business Plans and any other planning documents required.
- b) Implementation of all plans, results, occurrences and matters of, and relating to, the operations of the Company.
- c) General supervision, direction, hiring and dismissal of employees of the Company and to ensure the proper performances of their duties and responsibilities in accordance to approved plans.
- d) All administrative functions, within approved guidelines of the Company, including budget preparation and control, maintenance of the books of account, correspondence and clerical support.
- e) The custodianship of all property and records of the Company.

11.2. The General Manager shall do all other things as may be reasonably required by the Chair in order to maintain the successful operation of the Company in accordance with approved plans and policies.

11.3. The General Manager shall perform other duties prescribed by a Board approved employment contract or job description.

XII. BORROWING POWERS

12.1. The Board may from time to time at its discretion raise or borrow money for the purpose of the Company's business and may secure the repayment of the same by mortgage or other charge upon the undertaking and the whole or any part of the assets and property of the Company (present and future), give and grant securities under the *Bank Act* and generally borrow money for the purposes of the Company, secured or charged upon the whole or any part of the assets and properties of the Company, or otherwise as may be advisable or necessary in the interest thereof.

12.2. The Company shall comply with the requirements of the *Companies Act* in respect of filing or registering such mortgages and charges as are herein mentioned, and, where

necessary, the Company shall keep a register of mortgages as required by the *Companies Act*.

XIII. CONFLICT OF INTEREST

13.1. Loans to Related Parties

- a) The Company shall not:
- i. Make a loan to,
 - ii. Guarantee the repayment of a loan made to, or
 - iii. Enter into any transaction

with a Director or employee of the Company or to a partnership or incorporated business in which a Director or employee, has a significant business interest.

- b) The Company shall not:
- i. Make a loan to,
 - ii. Guarantee the repayment of a loan to, or
 - iii. Purchase shares in,

An incorporated business in which a Director or employee of the Company with decision-making responsibilities in relation to investment fund applications, or a Director with the Company, has a significant business interest.

- c) Where the Company is considering
- i. An application for a loan guarantee by the spouse or child or related party of a Director or Officer of the Company or an employee of the Company with decision making responsibilities in relation of investment fund applications,
 - ii. An application for a loan, a loan guarantee or an equity investment by an incorporated business in which a spouse or child or related party of a Director or employee referred to in paragraph (i) has a significant business interest, or
 - iii. Any other motion, issue or discussion item relating to the above,

the applicant shall be referred for consideration by the full Board of Directors for decision and the conflict of interest on the part of the Director or employee, as the case may be, shall be recorded in the minutes of the meeting. In addition, the Director, Officer or the employee (if the Officer or employee is present at the meeting), as the case may be, shall physically remove themselves from the room, shall not participate in any and all discussions and deliberations in respect of the application and refrain from

attempting to influence, lobby or persuade the Board of Directors in regard to the application.

13.2. Goods and Services Contract

- a) Goods and services contracts between the Company and a Director or a business in which a Director, or the spouse or child of that Director has a significant business interest are permitted provided that:
 - i. The decision is made by the full Board, irrespective of the existing contracting authorities; and
 - ii. The conflict of interest is declared by the Director and recorded in the minutes of the Board;
 - iii. The Director refrains from any and all discussions and deliberations in respect of the contract, vacates the meeting when the contract comes before the Board for review and refrains from any attempt to influence, lobby or persuade the Board in regard to the contract;
 - iv. A minimum of three (3) independent competitive bids are obtained; and
 - v. The Board of Directors exercises due diligence in selecting the contract that best meets the terms of reference specifications and contract criteria.

XIV. CONFIDENTIALITY

- 14.1.** All material and information that applicants, clients and partners provide to the Company be considered confidential.
- 14.2.** Care must be taken to ensure that the circulation of all such materials and information relating to the Company is restricted to those Members and staff who have a direct responsibility for a specific aspect of the administration.
- 14.3.** Disclosures of information to anyone not authorized to deal with the same is strictly prohibited. In extraordinary cases, these prohibitions may be waived with the written consent of the applicant, client or partner.

XV. PROTECTION OF DIRECTORS, OFFICERS, AND OTHERS

15.1. Protection from Liability

Except to the extent required by the *Companies Act*, no Director or Officer of the Company shall be liable for:

- a) The Acts, receipts, neglects or defaults of any other Director or Officer;
- b) Any loss or expense happening to the Company through the insufficiency or deficiency of title to any property acquired by order of the Directors or for or on behalf of the Company;

- c) The insufficiency or deficiency of any security in or upon which any of the monies of the Company shall be invested;
- d) Any loss of damage arising from bankruptcy, insolvency or tortuous acts of any person with whom any of the monies, securities or effects of the Company shall be deposited; or
- e) Any loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same shall happen through his own dishonesty.

15.2. Indemnity

Subject to the limitations contained in the *Companies Act*, the Company shall and does hereby indemnify a Director or Officer, a former Director or Officer, or a person who acts or has acted at the Company's request as a Director or Officer of the Company and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or Officer of the Company if:

- a) They acted honestly and in good faith with a view to the best interests of the Company; and
- b) In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that such conduct was lawful.

XVI. AMENDMENTS TO THE ARTICLES OF ASSOCIATION

16.1. The Articles of Association of the Company, or any part thereof, may be repealed, altered, or amended by other Articles of Association passed at any Annual General Meeting of the Company, provided that in each case at least twenty-one (21) days notice of such intention to repeal, alter or amend the Articles of Association has been sent to each Member entitled to vote. The notice must specify in detail each proposed repeal, alteration and amendment.

16.2. Only Members in good standing are entitled to vote on the ordinary resolution and these Articles of Association may only be amended, repealed, or altered by a majority vote of seventy-five percent (75%) of Members attending the Annual General Meeting.

16.3. No new Articles of Association, or amended Articles of Association, or repeal of Articles of Association shall have force or effect until a copy thereof, certified by the Chair and

General Manager of the Company to be a true copy of the Articles of Association passed by the Company, as here and before, is filed with the Registrar of Companies.

16.4. The Articles of Association will be reviewed and/or updated every five years.

XVII. MISCELLANEOUS

17.1. Notice – General Provisions

- a) *Manner of Giving Notice* - Any notice (which term includes any communication or document) to be given pursuant to the *Companies Act*, these Articles of Association or otherwise to any Member, Director, Officer, Auditor, or member of a committee of Directors shall be given sufficiently if delivered personally to the person to whom it is to be given, or if delivered by any means (including electronic transmission of any kind) to his or her recorded address (including fax number or e-mail address). The Secretary shall change or cause to be changed the recorded address of any Member, Director, Officer, Auditor or member of a committee of the Directors at the request of that person or in accordance with any information believed by the Secretary to be reliable.
- b) *Waiver of Notice* – Any Director or Member may at any time waive notice of or consent to the holding of any meeting and may ratify and approve any and all proceedings taken or held at any time.
- c) *Meetings without Notice* – Except as otherwise specified in these Articles of Association, meetings of the Directors or Members may be held at any time and place without notice if all Directors or Members, as the case may be, are present thereat and at such meetings any business which could be transacted at a duly called meeting may be transacted.

17.2. Not-For-Profit

Neither the Members, nor the Directors shall receive dividends, bonuses, wages or other remuneration solely as a result of their membership of the Company, nor for sitting on the Board of Directors, nor for holding an office in the Company. This is provided that, always on dissolution, the Members shall participate in the assets as contemplated by the *Companies Act*.

XVIII. DISSOLUTION

18.1. The Company may be voluntarily dissolved provided, however, that at least twenty-one (21) days, notice of such meeting called for that purpose be sent to each Member entitled to it.

- 18.2.** Only Members in good standing are entitled to vote at such meeting and dissolution shall not be approved unless passed by a seventy-five percent (75%) of the Members present at the meeting.
- 18.3.** If during the period in respect of which funding is provided under the Community Futures Program or within two (2) years thereafter the Company has dissolved, and if after the satisfaction of its debts and liabilities, there remain any assets acquired from sources outside the grants and contributions of the Government of Canada, the same shall not be paid or distributed among the members or shareholders of the Company. Assets shall be disposed of through the transfer to another organization with similar regional economic objectives. Assets shall be disposed of in a manner acceptable to the Government of Canada.

XVIV. Funding Ceasing

- 18.4.** After funding ceases from the Government of Canada, the Company agrees to retain its non-profit status and to continue to provide its advisory, counselling and technical services in conformity with the previous Community Futures Program, as funding permits.

SCHEDULE “A”

The Municipalities who are Members of the Company are:

- | | |
|---|--------------------|
| 1. Medicine Hat & District Chamber of Commerce
413 6 th Avenue SE
Medicine Hat, AB T1A 2S7 | 12.5 shares |
| 2. Town of Bow Island
502 Centre Street
PO Box 100
Bow Island, AB T0K 0G0 | 12.5 shares |
| 3. City of Brooks
201 First Avenue West
Brooks, AB T1R 0Z6 | 12.5 shares |
| 4. Bow Island/Burdett District Chamber of Commerce
504 Centre Street
Bow Island, AB T0K 0G0 | 12.5 shares |
| 5. City of Medicine Hat
580 – 1 st Street SE
Medicine Hat, AB T1A 8E6 | 12.5 shares |
| 6. Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0 | 12.5 shares |
| 7. Cypress County
PO Box 108
Dunmore, AB T0J 1A0 | 12.5 shares |
| 8. Brooks & District Chamber of Commerce
403 – 2 nd Avenue West
PO Box 400 Stn Main
Brooks, AB T1R 1B4 | 12.5 shares |



Thank You for supporting the CHAT 94.5 FM 2015 Food Drive

Town of Redcliff Raised **198 lbs.** in donations

With your help we collected **161,942 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, which appears to read "Kristina Twork", is positioned above a horizontal line.

Kristina Twork – Promotions CHAT 94.5 FM

Memo

To: Council
From: Municipal Manager
Date: September 26, 2016
Re: DRAFT Senior's Lease Agreement

Attached to this memo is a DRAFT Senior's Centre Lease Agreement. The Redcliff Senior's Society approached administration regarding the possibility of entering into a lease agreement (with potential commencement of January 1, 2017) whereby the Senior's Society operates and manages, as outlined in proposed lease agreement, the facility. Proposed details of what this would look like are included in the attached agreement.

The proposed agreement is a partnership approach to an alternative method of delivering this service. Each party, being the Town and the Senior society, would have specific obligations as outlined in the agreement. When discussing the potential drawbacks and opportunities regarding this potential partnership one of the significant and likely synergies would be the grant programs the senior's society, as leaseholder and operator of the facility, would have access to (i.e. lottery fund grant programs) that could be utilized to enhance the facility (this is also stipulated in the proposed draft agreement).

The underlying principles were considered when developing this DRAFT agreement:

- Focus on partnership with a local service club/group. Empowering local volunteer groups to assist in local service delivery.
- Focus on the potential of implementing a service in an alternative manner.
- Focus on collaboration as it relates to improving ongoing operations and longer-term capital investments.

More detailed financial analysis will take place in the near future; however, administration does believe it is possible to develop an arrangement that will not have significant net budgetary effect. Administration wanted to make council aware of this initiative and potential opportunity before more efforts/time are committed to potentially making this a reality.

THIS AGREEMENT made this _____ day of _____, 20__

BETWEEN:

THE TOWN OF REDCLIFF
(Herein-after called the "Town")

- and -

THE REDCLIFF SENIOR CITIZEN SOCIETY
(Herein-after called the "Senior Society")

Redcliff Drop-In Center Facility Lease Agreement

This agreement witnesses that the Town and the Senior Society agree as follows:

Whereas, the Senior Society has expressed a desire to lease, manage, and operate the Redcliff Drop-in Centre, and

Whereas, the Town of Redcliff recognizes the possibilities of efficiencies with the Senior Society operating and managing the Redcliff Drop-in Centre; and

Whereas, the Senior Society would like to enter into a long-term agreement with the Town of Redcliff to manage and operate the Redcliff Drop-In Center,

Therefore, the two aforementioned parties agree to the following:

1. Purpose

The purpose of this agreement is to provide for an amicable partnership between the Senior Society and Town of Redcliff for the efficient management and operation of the Redcliff Drop-In Center (a Town owned community use facility) that is mutually beneficial with established criteria for both parties.

2. Lease Rate

2.1 The lease rate payable by the Senior Society shall be \$1.00 annually.

3. Obligations

3.1 *The Senior Society*

- 3.1.2 For the purpose of securing the various assets owned by the Senior Society, where possible, the Senior Society shall secure their assets in the west section of the main auditorium. This would exclude tables and chairs and other items typically available for use.
- 3.1.3 For the purpose of maintaining orderly use of the facility, the Senior Society shall be responsible for making all arrangements for any additional use or booking of the facility, in the same manner as other users. All such bookings shall be made through the process established by the Senior Society. In regard to booking the facility for any additional use, the Senior Society should make booking arrangements as early as possible, as for all such time, no users are provided booking priority.
- 3.1.4 The Senior Society shall maintain the interior of the facility including janitorial services, general maintenance, and appliance maintenance.
- 3.1.5 The Senior Society shall at no time make any modifications to the building whatsoever without the specific authorization from the Director of Community and Protective Services of the Town. In addition, the Senior Society shall not make any modifications to, or install, or place any storage cabinets in the facility, other than in the west auditorium area and Kitchen. This is to ensure the use and safety of the facility and meeting the criteria established through the Safety Codes Act of the Province of Alberta are not infringed. Any items currently being allowed to be stored in the main hallway to the West exit may remain at that location, so long as they in no way effect the safety of the facility as deemed by the Director of Community and Protective Services, and/or any Safety Codes Officer acting on behalf of the Town of Redcliff.
- 3.1.6 The Senior Society shall not sublet any portion (including the west auditorium area) to anyone.
- 3.1.7. Regarding concerns about times of use, damage of the facility by other users or the Senior Society, the senior society shall set out a process whereby appropriate measures can be taken to recover any incurred costs as a result of such damage. The Town would appreciate such matters being reported by the President of the Senior Society or his/her designate and to the Town's Director of Community and Protective Services forthwith.
- 3.1.8 Any damage to the assets of the Senior Society, including the facility, by any user shall be deemed to be a legal matter between the Senior Society and the user and the Senior Society insurers. However, the Senior Society shall make every attempt to recover costs, where possible, through any applicable damage deposits and/or ancillary fees.

- 3.1.9 The Senior Society is responsible for all bookings for the facility and as such shall work harmoniously with the community (as a portion of the facility is to be available for public use in accordance with the society's rental policies) for the purpose of assisting them in making arrangements for the use of the facility.
- 3.1.10 During the term of or any extension of this agreement, the Senior Society shall maintain ongoing liability and content insurance, with an insurer licensed in Alberta. In addition, the Senior Society shall ensure that they follow and prescribe to any policy and/or other requirement or directive of the Town regarding insurance requirements, specifically Party Alcohol Insurance.

3.2 The Town

- 3.2.1 As owner of the facility, is responsible for keeping the building in good repair by doing maintenance and repair as it pertains to the furnace, roof, air conditioning, and major electrical or plumbing issues;
- 3.2.2 Ensure annual fire extinguisher checks and emergency alarm system checks take place;
- 3.2.3 Supply and maintain all utilities;
- 3.2.4 The Town will ensure the building and contents owned by the Town, are fully and properly insured against loss;
- 3.2.5 Snow removal of sidewalks and all fire exits;

3.3 Joint Obligations (both Town and Senior's Society)

- 3.3.1 The Town and Senior Society shall, as regularly as possible, endeavor to obtain grant funding to provide for facility upkeep and enhancements on a regular basis.
- 3.3.2 Annual joint inspection of premises with written report provided.
- 3.3.3 Review of lease agreement after two years.

4. General

- 4.1 The west section of the main auditorium, which is able to be divided by a movable curtain, is for the exclusive use of the Senior Society. However, when the remainder of the facility is booked by another user, the Senior Society will restrict their use of the facility solely to the west section of the auditorium, the washrooms, and the storage room.
- 4.2 In the event the Senior Society is not utilizing the facility on any particular occasion outlined above, this exclusive use provision shall not restrict the Town

from making arrangements in advance for a rental of the facility, with the Senior Society. All such arrangements shall be confirmed in writing between the Town and the President of the Senior Society or their designate.

- 4.3 The Town also permits the Redcliff Senior Citizens Society to utilize the facility for the purposes of holding fund raising events (bingo's, pull ticket, etc.) but shall be required to receive approval from the Alberta Gaming Liquor Commission.
- 4.4 The Town may book the Redcliff Drop-in Centre in accordance facility availability for the purpose of holding Town based events (for example, open houses, public consultation, and FCSS programming).
- 4.5 In the event of any use deemed to be an emergency, either by the Municipal Manager, Mayor, or the Council of the Town, all aspects of the use of the facility will be deemed suspended, other than as directed by the Town.

5. Damage or Destruction of the Facility

- 5.1 If during the continuance of this agreement the premises are damaged or destroyed by fire to the extent that it cannot be used for the purposes of the Senior Society, this agreement shall cease and become null and void. The Senior Society shall immediately vacate and surrender the premises to the Town. The Town may re-enter the premises and may remove all goods belonging to the Senior Society. Any contents deemed as belonging to the Senior Society shall remain the property of the Senior Society and/or their insurers.

6. Indemnity

- 6.1 The Senior Society will indemnify the Town from and against all claims, loss, damages, liabilities and costs arising from their use of the building under this Agreement.

7. Term (period of time) of Lease

- 7.1 The lease is for a term of ten (10) years. This agreement commences January 1, 2017 and concludes December 31, 2026 and from year to year thereafter, unless either party gives notice in writing to the other party to terminate or commence negotiations of a new agreement, with not less than 6 months' notice prior to the end of the term established herein. All obligations of the terminating party under this Agreement cease on termination.

Such notification shall be in writing and directed as follows:

Redcliff Senior Citizens Society
P.O. Box 1198
Redcliff, Alberta T0J 2P0

Attention: President

Town of Redcliff
P.O. Box 40
Redcliff, Alberta T0J 2P0
Attention: Municipal Manager

IN WITNESS WHEREOF that the Town and the Senior Society have signed this agreement on the _____ day this _____ and year written above.

REDCLIFF SENIOR CITIZEN SOCIETY

President

Date

Secretary

Date

TOWN OF REDCLIFF

Ernie Reimer, Mayor

Date

Arlos Crofts, Municipal Manager

Date

Memo

Date: September 26, 2016
From: Director of Planning & Engineering
To: Redcliff Town Council
Re: Sanitary Sewer System

The Planning & Engineering Department continues to work on resolving issues with the Town's sanitary sewer system. The current strategy involves four prime areas of effort:

1. Flow monitoring and system analysis.
2. Inflow and Infiltration (I&I) reduction.
3. Peak wet weather flow attenuation.
4. Future options and opportunities.

Flow monitoring and system analysis

Flow monitoring is an ongoing effort to measure the flows in the sanitary sewer system with the focus on identifying areas where peak wet weather flows are being generated. This information can then be used to focus I&I efforts. System analysis currently is being focused on supporting the peak wet weather flow attenuation project with a goal of defining how much storage is required to deliver the desired level of service.

Inflow and Infiltration reduction

I&I comprises of three areas, public education, investigation and enforcement. Administration has been including links to CRU public education videos. Currently investigation has consisted of following up on some identified contributors from the ISL Inflow and Infiltration report and following up on complaints. In 2017 the smoke testing program will be restarted and also a program for visual monitoring of the sanitary sewer system during rainfall events will be initiated. When connections to the sanitary system are found we are requesting that these connections be removed.

Peak wet weather flow attenuation

Staff are undertaking the preliminary engineering for the peak weather flow attenuation. This includes sizing of the storage, conceptual layout of the storage, piping and other equipment at the lift stations and identifying land requirements. An RFP is being prepared to retain a

consultant to prepare the contract documents including detailed drawings, apply for regulatory approvals, tender the construction and oversee the construction of the project.

Future Options and Opportunities

Staff have undertaken several brain storming sessions on identifying future options and opportunities. The plan is that in 2017 that a review of opportunities and options will be completed including feasibility analysis, cost estimates, risks, benefits and regulatory requirements.

Municipal Manager Report to Council

September 26, 2016

On-going Projects

- Service Tracker/E-service request is regularly monitored in an effort to respond to residents that submit e-service requests through the Town website (using the on-line services tab). There was a short interruption in service (a couple of days); however, once the glitch was discovered, I.T. Support restored the service.
- Working with Planning and Engineering and Legislative and Land Services to implement organizational changes. Have filled the GIS/Mapping Technician vacancy.
- Began reviewing the designated officer's bylaw. This bylaw needs to be updated so that it is in concert with some recent and near future organizational changes. This includes significant research from various other municipal examples.
- Off-site Levy bylaw received 3rd reading with accompanying policy approved. Project complete.
- Reviewed MoosePower lease template and provided initial comment to MoosePower. I have further discussed these comments with them and generally they didn't appear to have any significant concerns with my initial review. This has been sent to and currently waiting for legal to review.
- Drafting a new proposed draft lease agreement regarding the Redcliff Drop-in Centre with the Redcliff Senior's Society. Have also met with the Senior's Society to discuss the proposed draft agreement and the idea and importance of partnership moving forward. The draft agreement will be presented to council for discussion and input before further steps are taken on this initiative.

Day to Day Responsibilities

- Legal file work continues (council on a regularly).
- Council meeting preparation and RFD Review.
- Human Resource issues/correspondence with CUPE (recently executed LOU).
- Assist with responding to media inquiries as they arise.
- August 16, 2016 - Met with CMH regarding potential landfill and solid waste collaboration.
- August 26, 2016 – had meeting with Town staff and Golf Course reps regarding moving forward (including relevant deadlines) with the Driving Range project.
- August 26, 2016 – New staff orientation.
- September 2, 2016 – Met with Senior's Society Representatives to discuss draft lease agreement.
- September 8, 2016 – Council agenda review mtg with Mayor.
- September 9, 2016 – Grant program review and brainstorming session with Town staff.
- September 9, 2016 – Preliminary 2017 Budget work.

- September 16, 2016 - Assisted with planning of and participation in the official WTP opening.
- September 19, 2016 – telephone meeting with Canadian Badlands regarding some tourism initiatives.

COMMUNITY & PROTECTIVE SERVICES

Parks and Recreation

- Completed necessary repairs to playground areas.
- Building inspections completed for the month. Necessary maintenance has been ordered (if outside contractors are required) or completed.
- The water treatment plant has been seeded.
- Ornamental trees have been trimmed along Broadway Avenue.
- Rec-Tangle Ice Plant Compressor has been rebuilt and the other plant services for the upcoming season.
- All facilities and grounds have been sprayed.
- Four Pickle Ball Courts have been painted and four net systems have been purchased.
- Memorial bench is scheduled to be installed with memorial tree.
- The badly weathered areas on the outside of the library have been stained.
- Ice has been installed at the Rec-Tangle.
- Building additional storage at Rec-tangle has been completed.
- Have signed two national advertising contracts totalling \$800 for advertising at Rec-Tangle.
- Major repairs to the irrigation service at the cemetery has been completed except vault lid.
- Our department installed edging and fabric at the water treatment plant to allow gravel to be installed around the building for drainage purposes.
- A fertilizer program was completed throughout the irrigated areas of the town.
- New ice logos were purchased by RMHA and the Town of Redcliff.

Community Services and Special Events

- Advertising and registration is underway for the Fall programs. Good response to programs so far. Starting to set up the January to April programs and do the program guide so it will be ready for distribution by around Christmas.
- Special event partnership with the Redcliff Legion has been a success.
- Planning and preparation ongoing for the Test of Humanity bike race held in the Redcliff Coulee's.

Bylaw Enforcement:

Reporting Periods: 2016 August

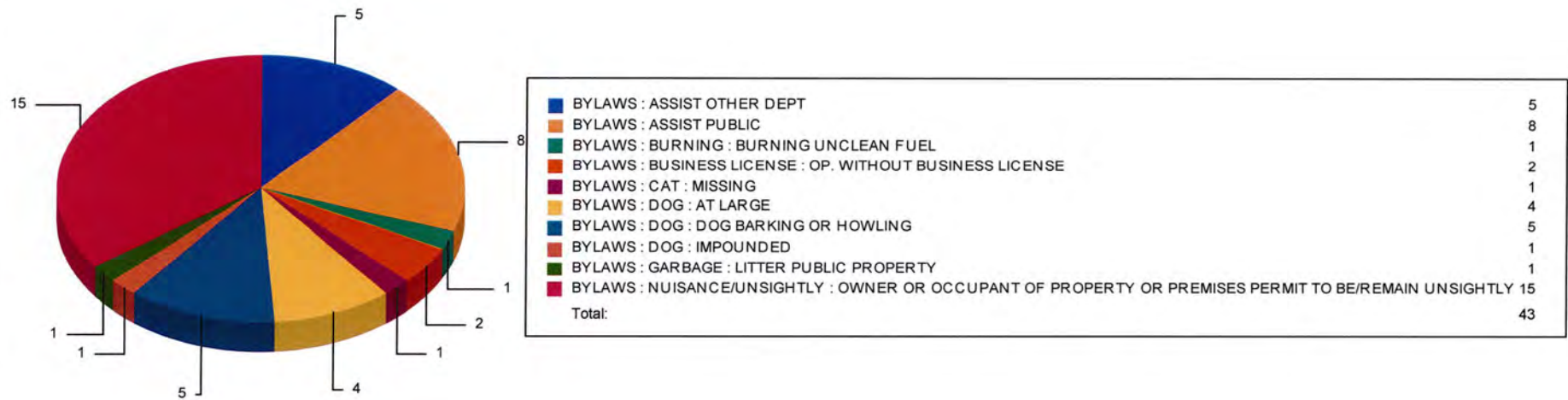
Attached Report

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 8/1/2016 12:00:00AM to 8/31/2016 11:59:59PM

Case Report

Count of Incident Types



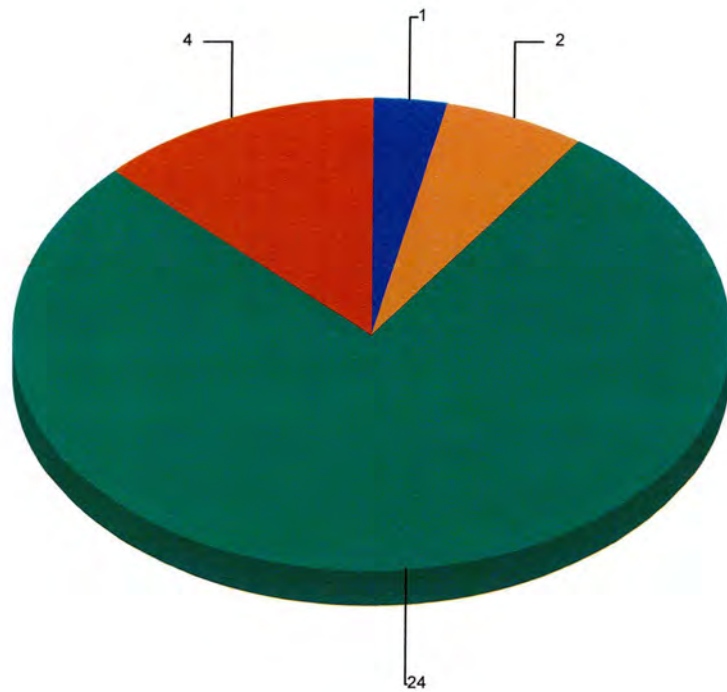
BYLAWS : ASSIST OTHER DEPT: 5 7%

Case Report

BYLAWS : ASSIST PUBLIC: 8 11%		
BYLAWS : BURNING : BURNING UNCLEAN FUEL: 1 1%		
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 2 3%		
BYLAWS : CAT : MISSING: 1 1%		
BYLAWS : DOG : AT LARGE: 4 5%		
BYLAWS : DOG : DOG BARKING OR HOWLING: 5 7%		
BYLAWS : DOG : IMPOUNDED: 1 1%		
BYLAWS : GARBAGE : LITTER PUBLIC PROPERTY: 1 1%		
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 15 20%		

Case Report

Count of Incident Types



BYLAWS : PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY	1
BYLAWS : STREET : NON-PERMITTED USE OF STREET	2
BYLAWS : TRAFFIC : PARKING	24
BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE	4
Total:	31

BYLAWS : PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY: 1 1%

BYLAWS : STREET : NON-PERMITTED USE OF STREET: 2 3%

BYLAWS : TRAFFIC : PARKING: 24 32%

BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 4 5%

Case Report

Grand Total: 100.00% Total # of Incident Types Reported: 74

PUBLIC SERVICES

Water and Sewer Utilities:

- Utility Services have:
 - prepared facilities for WTP grand opening;
 - been troubleshooting particle counter issues in new water plant;
 - been installing several radio reads for use with new meter reading equipment;
 - cleaned sewer lift stations with vac truck;
 - completed sewer camera jobs as requested;
 - assisted Zylem in pump maintenance and inspection to North West & Jesmond lift stations;
 - completed meter reading;
 - completed several locate requests.

Municipal Works

- Municipal Works have:
 - been gravelling low spots in alleys as needed;
 - been completing ongoing repairs to garbage bins with lid repairs and painting;
 - been mowing and trimming Municipal property;
 - been hauling various gravel material for use and stockpiling in yard;
 - conducted various funeral interments;
 - installed water/sewer services to 409 - 1 Street N.E.;
 - replaced or repaired multiple signs around town;
 - completed the twinning and replacement of water mains at Main Street and 9 Avenue South;
 - been doing some street sweeping;
 - completed a sewer main extension project on 5 Street N.E.;
 - repaired water main leak on 000 block of Main Street South;
 - completed straightening and leveling of monuments in sections 1-8 of the cemetery (Medicine Hat Monumental).

Planning and Engineering:

Priorities:

- Request for Proposal for flow attenuation and SCADA systems at two lift stations.
- Request for Proposal for safety code services.
- Policy 52 revision.
- Drainage Bylaw revision.

Planning:

- Completion of the unfiled boxes of documents is underway using department admin staff.
- Continually updating list of Land Use Bylaw issues that require addressing.
- New Rock Development Agreement (Broadway Avenue Duplexes).
- Meadowlands Development Agreement (Burger King).
- The Development Officer has sent out around a dozen over height fence compliance letters. Overall the response has been positive, with the majority indicating they are happy to comply. There are a few that are in disagreement and they are pushing through the process to get approval or be forced to comply.

Engineering:

- Sewer System Bylaw review in progress.
- Offsite Levy Bylaw was passed on September 12, 2016. Offsite Levy Policy was adopted on September 12, 2016 – Project Complete.
- Preparations have started for the 2017 rates update.

Studies:

- Inflow and Infiltration study: On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff.
- Civiltec Consulting has been provided comments on their report for the 3rd Ave sewer lift station. Need to follow up with Civiltec on getting the final report.
- Working on developing a public education and awareness program for the Town's Inflow and Infiltration.
- Infiltration and Inflow reduction work committee: Meeting was held on June 9, 2016.
- Pavement Management System: Discussion was had with Jamie Garland and it was agreed that due to other higher priorities that Public Works will make necessary repairs as needed this year and Engineering will defer development of a Pavement Management System until the fall or 2017.
- A quote was obtained from LMT for crack sealing and pot hole filling of Saamis Drive inside the Town Limits. Public Services has approved the work and Planning and Engineering is following up with the contractor to have the work done this fall.
- Riverview Groundwater: WSP has yet to deliver the report despite ongoing follow up. WSP has not been paid for the project as they have not delivered anything yet.

Capital Projects:

- Slope Remediation South of Kipling Subdivision-Phase 3: Weeds are to be mowed once more before winter. B&L Contracting has been hired to complete a few minor deficiencies, most of which were not in the Foran Contract. Parkland Geos request for extras has been refused.
- There is a new slide in the Westside area. A survey has been arranged for and the magnitude of the slide will be documented. Initial plans are to initially render the slope safe (remove steep drops and fill open cracks). Evaluation of the slope and possible mitigation

measures will be undertaken by staff with a goal of having a recommended course of action being presented before the end of February 2017.

- Water Treatment Plant Constructions: We are still awaiting the final contractor invoices for the project. MPE has stated they are nearly ready but they are waiting for a statutory declaration.
- Northside Functional Servicing Report: Engineering Department reviewed the third draft of sanitary servicing and sent comments to Scheffer Andrew. The Town's Engineering Department has been advised by Scheffer Andrew to expect a Final report.

FINANCE AND ADMINISTRATION

- 2016 Tax Auction sale will be held at 10:30 a.m. on Friday, September 30, 2016 in the Council Chamber in the Town Office if the arrears for the four properties have not been paid by then.
- 2017 Budget process started on September 15, 2016, and the dates for Council to review the draft budget were approved to be on Wednesday, November 2, 2016 and Saturday, November 5, 2016 from 8:30 a.m. to 5:00 p.m.
- Waste Authority has approved to separate its financials from the Town of Redcliff's. Administration will proceed with setting up a new company under Great Plains starting 2017. Its banking services will also be changed to ATB as per authority's decision.

LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: land sales. Seven sales to date in 2016.
[Eastside Phase 1 Lot breakdown - 86 lots total (1-C3, 3-R3, 13-R2, 69-R1)
Lots remaining – 1-C3, 3-R3, 13-R2 & 29 R1]
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. Five files are still open.
- Ongoing Legal File Review.
- Reviewing status of policies, procedures, bylaws and agreements.
- Ongoing conversion of printed policies, procedures, bylaw and agreements to digital format.
- Review and updating insurance schedule information / forms for 2017.
- The Composite Assessment Review Board Hearing is cancelled. The Assessment Complaint was withdrawn.
- Attended the Subdivision & Development Appeal Board Hearings scheduled for September 8, 2016 regarding appeal of Development Permit Application 16-DP-054 for an over height fence and appeal of stop order for fence in front yard.
- Three appeals have been received and the Subdivision & Development Appeal Board hearings are scheduled for September 21, 2016.
- Attended the Redcliff Cypress Regional Waste Management Authority meeting held September 14, 2016.
- Attended the Water Treatment Plant Grand Opening on September 16, 2016.
Newsletter Issue 12 – September 2016 is complete and will be distributed.

COMMUNITY PROGRAMS & EVENTS

TOWN OF REDCLIFF

September to December 2016

CHILDREN, YOUTH & TEENS

Shake, Rattle, & Read

Mondays, 10:30-11:30am
Sept 26 - Nov 28, except holidays
Library
Parent/Caregiver Interactive Stories,
Rhymes, and Play for 0-4 year olds.
Free, but call 403 548 3335 to register.

Rhyme Time for Mennonite Families

Mondays 1:00-2:30pm
October 17 - December 12
Library
0- 4 year old toddler and parent
interactive story time. Free. Drop in.
Call Rhonda 403 548 5579.

LEGO @ the Library (5-12 yrs)

Saturdays, 10am-noon
October 1 - November 26
Families can have fun together making
Lego-riffic creations! Parents/caregivers
must attend with their child/children.
Free. Drop in. Supported by Redcliff
FCSS.

White Dragon Karate

Sensei Shawn Harris holds a third
degree black belt and teaches **Goju
Ryu** karate for all ages and abilities,
including special needs.
Classes for various ages and abilities:
Mon-Thurs 5-10pm & Sun 11am- 2:30pm
Women's Cardio: Wed & Sun
Birthday parties: Book 2 weeks in
advance
Register anytime any of the other
lessons. The dojo is located at the rear
of 233 Broadway Avenue E. For more
information, please call 403 878 6381.
whitedragonkarate.ca

Twist and Flip Gymnastics

511 South Railway Drive NE
Twist and Flip Gymnastics is a positive
environment where we offer the best
coaching to our customers through FUN
and FITNESS while enjoying the sport of

gymnastics. Twist and Flip offers 3
yearly sessions of recreational classes as
well as 8 weeks of summer camps. We
also offer drop in times and birthday
party/group bookings too! Phone 403
487 5867.

Complicated Hair Braiding

Thursday, November 10
6:30-8:00 pm
Seniors Centre
\$10 per pair plus GST
Instructor: Keely Darley
Learn some complicated hair braiding
styles to add some pizzazz you, your
friend or your child's holiday look. Bring
a mirror, comb, bobby pins, hair elastics,
a water glass and someone to practice
on. Register at the Town of Redcliff or
redcliff.ca/online-bookings by
November 3. Call 403 548 3232 for
information.

Home Alone Course

Saturday and Sunday
Nov 19 & 20
10:00am-12:30pm
Town Office, Downstairs
Instructor: Jody Spreckley, BA, Master of
Counselling Psychology Student;
Medicine Hat Family Services
This program will provide children with
information and skills to manage at-
home-alone time and situations more
safely, fire prevention and safety; how
to deal with strangers, family rules and
more. Suggested ages, Grades 3-4.
Free but you must call Community
Services at 403 548 3232 or book
online at redcliff.ca/online-bookings by
November 10. Sponsored by Redcliff
FCSS.

Babysitting Course

Saturday, November 26
9:00am-4:00pm
Town Office, Downstairs
\$57 plus GST
Instructor: St. Johns Ambulance
Gain skills need to care for infants and

young children as well as prepare for
emergency situations, Minimum age 11
years. Bring lunch. Register at the Town of
Redcliff or redcliff.ca/online-bookings by
November 18. Call 403 548 3232 for
information.

Teen Gym Night (13-17yrs)

2 Fridays/month from Oct-Dec
6:30 - 8:30 pm
Parkside Gym
Instructor: Keely Darley
All teens are invited to drop in and
participate in a variety of fun activities.
No Charge. Sponsored by Redcliff FCSS.

Redcliff Youth Centre

19 Main Street S
Monday to Thursday: 3- 8 pm
Fridays: 3-10 pm
Join us anytime. You can socialize; enjoy
healthy snacks, lunch and supper
programs or take part in other activities
and special events. Parents and youth
are invited to drop in anytime to see the
Centre and meet the staff. A monthly
calendar of events available! No
registration fees. Call 403 548 2811 for
info. Supported by Redcliff FCSS.

ADULTS

Adult Basic Literacy Education (A.B.L.E)

Do you need assistance with reading,
writing, math or English skills? Or
volunteer as a TUTOR for one or two
hours per week. Resources, training and
ongoing support provided. Call 403 529
3828 for information on instructor or
tutoring.

Adult Volleyball

Tuesdays, starting Oct 11
7:00-8:30 pm
Parkside School Gym
For adults, all skill levels, non-competitive.
Free, drop in. Phone 403 548 5824.

Pickleball

Sundays, 11 am-1 pm
Parkside School Gym
\$10/yr membership plus GST, try first day free
Pickleball is a **racquet sport** that combines elements of badminton, tennis, and table tennis. Two, three, or four players use solid paddles to hit a similar to a wiffle ball, over a net. It's similar to tennis, with a few modifications. Some paddles available to borrow so you can try it out. A weekday night may be added to this schedule. Membership fees payable at the Town of Redcliff or online at redcliff.ca/online-bookings. Call 403 548 5531 for information.

Awareness Tai Chi

Tuesdays & Thursdays
6:30-8 pm
Rec-tangle upstairs
\$57.50 per month plus GST or pay for 3 months, get one FREE
Instructor: Kevin Werre
Tai Chi is a mind/body practice focusing on health and well-being. It is suitable for all ages; low impact; enhances coordination; boosts your immune system and helps rebuild bone mass & density. Try it for FREE until Sept 29. Register in advance at the Town of Redcliff by the last Friday of each month or our website at redcliff.ca/online-bookings. Call 403 548 3232 for more information.
3. Call 403 548 3232 for information.

Reflexology

Wednesday, November 15
6:30-8:30 pm
Redcliff Library
\$40 plus GST /2 people
Instructor: Lisa-Marie Franks, RMT;
Cottonwood Coulee Massage
Reflexology is application of on off pressure therapy to areas of the feet, hands, and ears and has been used to alleviate symptoms of conditions such as anxiety, asthma, cancer treatment, cardiovascular issues, diabetes, headaches, kidney function, PMS, and sinusitis. You will be working in groups of 2 so bring a partner as you will work on each other. Each person must bring a pillow, a medium sized towel and 2 hand towels. Massage lotion and essential oils will be provided. (This is not a certification course.) Register at the Town of Redcliff or redcliff.ca/online-bookings by November 8. Call 403 548 3232 for information.

Building Buttercream Basics -

Course 1 (15 years & over)
Sundays, Oct 16, 23, 30 & Nov 6
2- 4 pm
Seniors Centre
\$58 plus GST (plus supplies approx \$55)
Instructor: Alexandra Porter
Certified Wilton Instructor
Learn how to decorate cakes and sweet treats with basic buttercream techniques; six simple-to-pipe flowers and image transfers that transform ordinary cakes into extraordinary results. For the first session, students must bring a Basic Course 1 kit and book; apron; Wilton or homemade icing; and 6 cupcakes with a box to carry them home. Register at the Town of Redcliff or redcliff.ca/online-bookings by October 7. Call 403 548 3232 for information.

Cupcake Basics (15 years & up)

Tuesday, October 25
6:30-8:30 pm
Seniors Centre
\$29 plus GST includes supplies
Instructor: Alexandra Porter
Certified Wilton Instructor
Try some basic design techniques on a 1/2 dozen cupcakes. Bring an apron, 12pc cupcake decorating set with piping bags (stock #2104-1364) OR piping bags and tips 1M, 2A, 2D and 4B. Also bring a box to carry the cupcakes home. Register at the Town of Redcliff or redcliff.ca/online-bookings by October 18. Call 403 548 3232 for information.

Go Wild! Animal Print Cookies

(15 years & up)
Tuesday, November 29
6:30-8:30 pm
\$34 plus GST includes supplies
Instructor: Alexandra Porter
Certified Wilton Instructor
Learn how to make fun animal print designs. Bring an apron and box to take cookies home. Register at the Town of Redcliff or redcliff.ca/online-bookings by November 22. Call 403 548 3232 for information.

Rainbow Mania Cupcakes

(15 years & up)
Tuesday, December 6
6:30-8:30 pm
Seniors Centre
\$29 plus GST includes supplies
Instructor: Alexandra Porter
Certified Wilton Instructor
Learn how to do some fabulous designs on 1/2 a dozen cupcakes (provided). Bring a apron and a box to carry the cupcakes home. Optional: bring piping bags, couplers, tips 3,12,18 and 1M. Register at the Town of Redcliff or redcliff.ca/online-bookings by November 29. Call 403 548 3232 for information.

Hunter Education

Learn the role of regulated hunting in wildlife management and conservation. Equally important is the safe and wise use through proper handling of firearms and respect for the property of others. Minimum age is 12 years. Call 403 548 3232 to register.

Firearms Safety - Non-Restricted

Oct 15 & 16, 10:00am-2:00pm
Plus exam on Tues
Town Hall Downstairs
\$107 plus GST
Instructor: Dale Wood
This course is required to apply for, or renewing a Possession Acquisition License (PAL). The course stresses safe handling as well as storage and transport of firearms and is instructed by provincially certified firearms trainers. Minimum age 12 years. Call 403 548 3232 to register.

Adapting to Major Life Changes

Tuesday, October 18

6:30-7:30 pm

Seniors Centre

Instructor: Jody Spreckley, BA, Master of Counselling Psychology Student; Medicine Hat Family Services

Learn how to better manage times when experiencing a major life change (i.e. retirement, the loss of a spouse, partner, or close friend, financial struggles, moving, declining physical health, etc.). No charge but call 403 548 3232 to register by October 21 or register online. Sponsored by Redcliff FCSS.

Connecting Mind, Body & Spirit for Health & Wellbeing

Tuesday November 22

6:30-7:30 pm

Seniors Centre

Instructor: Jody Spreckley, BA, Master of Counselling Psychology Student; Medicine Hat Family Services

Learn about the effects of and ways to better manage stress. Learn about caring for your mental, physical, emotional, and spiritual wellbeing. An outline of how to start making desirable changes will be described. No charge but call 403 548 3232 to register by October 21 or register online. Sponsored by Redcliff FCSS.

Holiday Treadmill

Tuesday, November 8

6:30-7:30 pm

Town Hall Downstairs meeting room

No charge. Register at rediff.ca or 403 548-3232

Nikki Obrigewitch, Money Mentors

The holidays can get pricey without a plan—especially when credit cards are involved. Holiday Treadmill share methods on how to deal with debt from previous years, planning for the upcoming holiday season and ways to plan for holiday seasons to come.

R&R In Retirement

Tuesday, November 22

6:30-7:30 pm

Town Hall Downstairs meeting room

No charge. Register at rediff.ca or 403 548-3232

Nikki Obrigewitch, Money Mentors

While retirement is a long-term goal, saving for it today means more time for interest to work in your favor. R&R In Retirement discusses how to include retirement savings in the budget as well as how various retirement tools can work for you.

SENIORS

Seniors Society

If you are 65+ and want to share some fun time with new friends, come out to the Redcliff Seniors Centre. Our Seniors Society is dynamic and social. We currently enjoy the following activities: Exercises, Wood Carving, Computer Classes, Pool, Crib, Trump Whist, bus trips and other activities as listed below. Membership is only \$10 per year and we would love for you to join us! To enroll or for further information call Mel at 403 527 4300. Upcoming Events:

- Soup & Sandwich - Sept 10
- Pot Luck Supper and Bingo
Sept 17, Oct 15,
Nov 19, & Dec 17
- Appreciation Day - Oct 8
- Crib Tournament - Oct 24
- Election of Officers - Nov 5
- Christmas Dinner - Dec 17

Legion Bus

Every Tuesday at 1:00 p.m. the bus takes seniors to the Medicine Hat Mall. It leaves from the Legion but will drive passengers home after the trip. The bus will run twice a week during the Christmas shopping season. You do not have to be a Legion member to use this service. For information please call Ruth at 403-526-7885.

Meals on Wheels

Monday to Friday

Delivery at approx. 11:30 am

Hot and nutritious lunches are delivered to homes by our amazing volunteer drivers (except on holidays). Redcliff residents of any age may be eligible for this service if you have difficulty preparing meals due to health problems or illness, chronic memory impairment, emotional instability, recent bereavement, or while recovering. This service is available on a short term or long term basis, from 1–5 times per week. Meals are provided by the Cocoa Bean at a subsidized cost of \$5.75 each. Call 403 548 3232 for further information.

Seniors' Tech Program

Wednesdays, 1:00 – 3:00 pm

October 5 - November 30

Redcliff Public Library

131 Main Street South

This is a drop in, one-on-one, help program for seniors. Bring in your device such as a laptop, tablet or smart phone for beginner's training or troubleshooting a specific problem.

FAMILY & COMMUNITY

Want to learn how to shop online? How to get on Instagram? Read e-books and use library online resources? Come see us!

If you prefer a planned session, give us a call at 403 548 3335 to book a specific time between 1-3, otherwise just drop in; first come first served.

Family Violence Prevention Month & Bullying Awareness

November marks the 30th anniversary of Family Violence Prevention Month in Alberta and the 14th year of National Bullying Awareness Week (November 13 – 19).

Let's promote attitudes and behaviors that foster healthy and respectful relationships in our homes, workplaces and community. For more information, or help, call the 24hr Family Violence Info Line toll-free at 310-1818 or visit human.services.alberta.ca/abuse-bullying

Coffee and Fellowship

First Monday of each Month
10 am

Gordon Memorial United Church

For information, call 403 548 7110.

Roast Beef Supper

Sunday, September 25

5 pm

St. Ambrose Church

Adults \$12 /Children \$6

For tickets, call 403 548 3504 or 403 548 3524.

Legion 90th Birthday Celebration

Saturday, October 22

Cocktails at 5 pm, Supper at 6 pm

Redcliff Legion Branch #6

\$20/ticket

The Redcliff Legion Branch #6 is turning 90 so we are having a special birthday celebration and you're invited. Live music following supper. Tickets will be available the Legion bar starting September 9. Call 403 548 3217 for information. Your support is appreciated.

Halloween at Town Hall

October 24 - November 4

Come and visit the 'Haunted' Town Hall and help us to ward off spooky ghosts and ghouls by making a donation to the CHAT FOOD BANK.

International Game Day

Saturday, November 19
1-4 pm

Redcliff Public Library

You provide the family, we provide the games. Play Monopoly, Scrabble, Clue and other games. Suitable for all ages. As many as 75 people have previously participated in this great family fun event at our Library! Call 403 548 3335 for information.

Remembrance Day Services

Wednesday, November 11

Watch for details in the Redcliff Report section of the Commentator.

Gingerbread Houses

Friday, November 25
6:30 to 8:30 pm

Location TBA

Instructor: Keely Darley

Gingerbread houses are a special part of the holiday season and a great family activity. Parents/adults can bring the kids and we will provide each of them with a house and decorations that you can work on together. No charge but you MUST call Community Services at 403 548 3232 to register or book online at redcliff.ca/online-bookings by November 18. No late registrations or drop ins will be accepted due to limited space and supplies. Call 403 548 3232 for information. Sponsored by Redcliff FCSS.

Cookie Walk & Xmas Bazaar

Saturday, November 26

Gordon Memorial United Church

For information, call 403 548 7110.

Skate with Santa

Date TBA

Join the BIG GUY himself, and his wife, when he pops into the Rec-Tangle to skate with our good little girls and boys! Date and time to be determined, please watch for more details!

Christmas Eve Service

December 24th

Time to be confirmed

Gordon Memorial United Church

For information, call 403 548 7110.

Curling Club Events

Sept 19 7 pm Registration & AGM

Oct 15 Ice Breaker Spiel

Nov 4 Glow Spiel

Nov 24-26 Mixed Spiel

Stirling Spiels TBA

To enter teams in spiels please call Linda @ 866 2604. For other info call 403 866 2604 or 403 526 4455.

The Rec-Tangle will be open for the season on September 21. FREE Public skating hours (courtesy of Medicine Hat Kinsmen):

Mon - Fri Noon-1 pm

Tues & Thurs 6:30-7:30 pm

Saturdays 5:45-6:45 pm

Sundays 5:30-6:30 pm

To book ice, call 403 548 3232.

REC-TANGLE ARENA

Redcliff Minor Hockey Tournaments

Come out & cheer for our local teams!

Atom: November 11-13

Midget: December 2-4

Bantam: December 9-11

For more information, see

redcliffminorhockey.ca

Redcliff Skating Club

We offer PreCanskate, CanSkate, Pre/Can Power, Star Skate, and Adult Skate. Register will be at the Rec-Tangle on:

Monday, September 26 4-6 pm

Tuesday, September 27 4-6 pm

AGM Wednesday, September 28 at 7:00 pm. Financially challenged families may be eligible for support Kid Sport or Jumpstart. For more information contact Corrine 403 548 2589.

GENERAL INFO

Meals on Wheels Volunteer Drivers

Deliveries Monday to Friday at Approximately 11:30 am

This service is an important part of our community, providing not only home delivered meals, but friendly social contact to our lovely clients.

Call 403 548 3232 if you would like to assist. Rotations are 4-8 weeks depending on volunteers available.

Good Food Boxes

The Good Food Club is an easy way to purchase healthy, top quality foods at discount prices. For a nominal yearly membership, club members can purchase boxes of assorted fruits and vegetables. Boxes are picked up at the Redcliff Library monthly. For information, call 403 502 6096 or see the website:

www.foodconnections.ca

Well Child Immunization Clinic

Thursdays

9am-3pm

Seniors Centre

Updating infant, children and adult assessment; nutritional, sleep and immunizations; growth & development; post-partum assessment/referrals; access to home visitation, Building Blocks and Healthy Starts programs; appointments for dental screening/varnishing; vision; influenza clinics; car seat assessments. Call 403-502-8214 for appointments or for personal questions call 403 502 8200.

FINANCIAL ASSISTANCE

All kids should get a chance to play sports, regardless of any possible financial barriers. For information on how to apply for assistance, contact:

Kid Sport Medicine Hat & Redcliff

Phone 403-526-2606

Email kidsportmedhat@hotmail.com

Canadian Tire Jumpstart

Phone 1-877-616-6600

Email jumpstart@cantire.com

TOWN OF REDCLIFF

MONDAY TO FRIDAY

8 AM-4:30 PM

1-3 STREET NE

Phone: 403 548 3618

www.redcliff.ca

<https://twitter.com/TownOfRedcliff>

www.facebook.com/TheTownOfRedcliff



REDCLIFF

Greetings from Mayor Reimer



POINTS OF INTEREST

Council Meetings are normally held the second and fourth Monday each month starting at 7:00 pm.

PUBLIC SERVICES FALL HOURS

September 6, 2016 to end of April, 2017

Mon - Fri: 8:00 am - 4:00 pm

Phone: 403-548-9253

TOWN HALL HOURS:

Mon - Fri: 8:00am - 4:30pm

Phone: 403-548-3618

Fax: 403-548-6623

Email: redcliff@redcliff.ca

Website: www.redcliff.ca

LANDFILL HOURS:

Mon - Fri: 8:00 am - 5:30 pm

Sat: 8:00 am - 4:00 pm

Sun: CLOSED

(the Landfill is sometimes forced to close due to high winds. Call ahead at 403-548-9250 to verify)

Town Hall and Public Services will be closed on October 10, November 11, and December 23 and 27

BOARDS & COMMISSIONS

A great way to become involved in your community is to volunteer for one of our Boards & Commissions.

We still have openings on various Boards & Commissions. Pick up an information package at Town Hall and become involved in your community.

Hello again to all of you, our fine citizen's of Redcliff. I truly hope you enjoyed this Spring and Summer. We certainly had our fair share of moist weather these past few months. It has been a fairly busy Summer for me.

As you all may know by now, the Provincial Government is in the process of revising the Municipal Government Act (MGA). This Act contains specific Rules and Regulations that all municipalities have to abide by. Town Council and Administration have attended several sessions in regard to the revision process. The final draft of the MGA is expected to be completed next Summer and then in the Fall of the same year will become Law. Stay tuned.

Council and Administration are very much involved in finding solutions to curb the influx of ground water infiltration into our sanitary sewer system, and finding ways to improve the flow of sewage through our existing pipelines. Our Engineering department has recently come up with a unique way of curbing excessive flow of liquids through our pipelines. We are very optimistic about this design.

The new Water Treatment Plant Grand Opening was held September 16, 2016. Please check out our website at www.redcliff.ca for a Video Tour of the Plant.

The annual Redcliff Days in June was a huge success according to all reports. I personally received several positive encouraging comments about all the scheduled events the Town put on. A big Thank You to all of the sponsors, volunteers and Town staff who took part in organizing this three day event. Job well done. Thank you also to all of you who organized and volunteered for the Canada Day Celebration. To all of our Town staff, whether permanent, part-time or temporary, I extend my heartfelt thanks and gratitude for all your hard work and dedication in providing your services to the Town. Job well done.

My wife, Sharon and I, wish you all a wonderful Fall season and good health. May God bless you all.

- Mayor Ernie Reimer

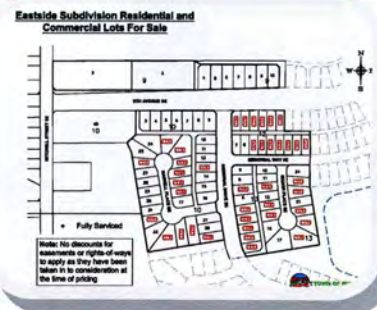
Going paperless? Invoice lost in the Mail?

Get your Redcliff Utility bills by EMAIL.

Register for e-billing by sending a request to e-billing@redcliff.ca

LAND FOR SALE

The Town of Redcliff has several lots available for sale in our Eastside development. Inquire at Town Hall for further details on dimensions, prices, and future plans for the rest of the area.



FINANCE DEPARTMENT

The Town of Redcliff now offers Automatic Withdrawal for Utility bill payments.

For details and to sign up for our Utility Preauthorized Payment Plan please go to Forms on our website at www.redcliff.ca.

We now accept Credit Cards for payments except towards property taxes.

REDCLIFF FIRE DEPARTMENT



Information from Fire Prevention Week: There were more than 2,000 fires last year in Alberta homes without a smoke alarm installed. This accounted for about half of the 18 fire fatalities in the province in 2014. In addition, more than 100 homes had smoke alarms without working batteries or that had smoke alarms that were disconnected. It's important that all Albertans have working smoke alarms to give themselves time to get out safely, in the event of a fire. You also need to hear those smoke alarms in order to react.

Half of fire fatalities happen at night, between 11 p.m. and 7 a.m. - when most people are asleep. Having a working smoke alarm in your house significantly reduces your chances of dying in a fire. And having a working smoke alarm inside each bedroom increases the chance that you'll hear it, wake up, and get out safely. So this Fire Prevention Week, take a few minutes to go shopping and install added smoke alarms to your bedroom so you can "Hear the Beep, Where you Sleep."

BYLAW ENFORCEMENT

Over time people have come to develop a common expectation of how everything should work. This minimizes friction between neighbors and allows the community to show it cares and is thriving. These rules are written down and are commonly known as Bylaws.

Refer to our website, www.redcliff.ca, for a list of commonly requested Bylaws.

When you get a notice from the Bylaw Officer, please put yourself in your neighbor's shoes. How would you like to look over the fence at a mess or unkempt properties? They invite mice and rodents and eventually snakes to your property. This is a danger to your family and pets. Help us show we have pride in our Community.



REQUEST FOR SUBMISSIONS 2017 BUDGET PLANNING PROCESS

SHARING YOUR IDEAS WILL IMPACT THE FUTURE OF OUR COMMUNITY

Your project, program or service idea could be the start of a new positive program or other needed improvement in our community and the Town of Redcliff would like you to share your ideas with us. The Town's Budget Committee will review your ideas as part of the 2017 Budget Planning Process.

We invite you to fill out a submission form which can be obtained at the Town Office or at www.redcliff.ca. Submissions can be operating or capital in nature and can include services, facilities, infrastructure or programs. Please complete the entire form and provide enough detail that the intent of your suggestion is well understood.

Please submit your suggestions by

October 27, 2016 to:

Town of Redcliff

Attention: Director of Finance & Administration

Box 40, 1 - 3 Street NE, Redcliff, AB T0J 2P0

Fax: 403-548-6623

Email: finance@redcliff.ca



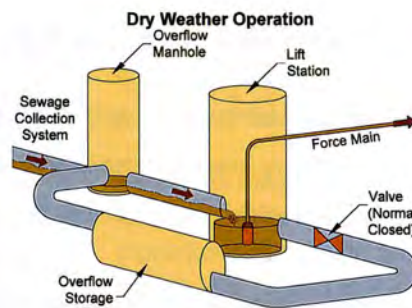
Consideration of proposed ideas will be based on a number of factors including: ongoing programs and projects, public interest, legislative and legal restrictions, the link to focus areas identified in the Redcliff strategic and municipal plans and a number of other factors. For more information, please visit www.redcliff.ca or call 403-548-3618.

Sanitary Sewer System Improvements

In addition to the ongoing effort to reduce inflow and infiltration into the sanitary sewage system Council approved the installation of Sanitary Sewage Wet Weather Flow Attenuation. This simply means that the Town will add storage at a couple of key locations in the sewage system to store flows in excess.

Slope Remediation Kipling & Westside Subdivisions:

These projects are essentially complete. The Town is addressing a few minor deficiencies and is having the weeds mowed as needed.



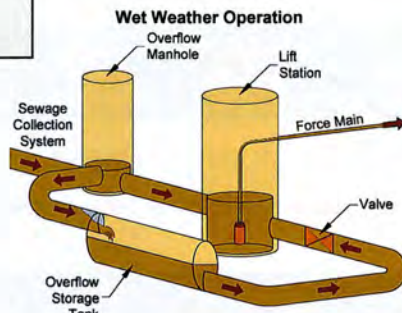
Dry Weather Operation

Sewage flows pass directly through the overflow manhole to the lift station.

The overflow storage tank remains empty.

The valve on the outlet line from the overflow storage tank is closed so that sewage cannot flow from the pumping station to the overflow storage tank.

The pumping station operates normally pumping the sewage through the forcemain to a downstream point in the collection system.



Wet Weather Operation

Sewage flows exceed the capacity of the pumping station and sewage starts to back up.

Sewage overflows a control structure (typically a weir) in the overflow manhole and starts filling the overflow storage tank.

Once sewage flows return to normal levels the valve is opened and the overflow storage tank is drained.

The overflow storage tank is flushed to clean it and the valve is closed.

NEW

The Planning Department (Development Officer) has now been moved downstairs with the Engineering Department. Applications for development permits, gas permits, plumbing permits and electrical permits are to be made downstairs in the Planning and Engineering Department.

WHEN DO I NEED A DEVELOPMENT PERMIT?

Development Permits are required BEFORE you start work. Contact our Development Officer for questions on whether you need a Permit at 403.548.9231

What is Development?

Typically, development involves construction or modification of a building or structure, but it can also include demolition, excavation or a change in use; be it a new use or change in intensity of the existing use. In most cases a Development Permit is required prior to the start of development; however there are some exceptions where a permit may not be required. If you have any questions whether the scope of work you are going to do is considered development and whether it requires a permit, please stop by the office or contact the Planning and Development Department at 403-548-3618. You may apply for a Development Permit at the Town Office. With each application for development, a completed Development Permit Application form is required along with the supporting information and fee. A number of common development forms and applications are available on our website.

What about building permits?

The Town of Redcliff does not issue Building Permits; however, development within the Town is required to meet all provincial and federal standards. A Building Permit can be obtained through contacting an accredited agency who has been authorized by Alberta Municipal Affairs to issue such permits. A list of accredited agencies can be found on our website.

How do I apply for a Plumbing, Gas or Electrical Permit?

The Town of Redcliff has contracted the inspection part of these services to Park Enterprises Ltd. Permit applications are available at the Town office or found on the Park Enterprises website. **Please note:** Applications must be processed at the Town office and not directly with Park Enterprises.

PUBLIC SERVICES DEPARTMENT



A Video Tour of the new Water Treatment Plant can be viewed on our website at www.redcliff.ca under Quick Links.

Public Services Hours of Operation beginning September 6, 2016 through the end of April 2017 are 8:00AM to 4:00PM Monday to Friday

Landfill Hours: 8:00 AM to 5:30 PM Monday to Friday;
8:00AM to 4:00PM Saturdays and CLOSED on Sundays.

Fall/Winter duties include some of the following:

Municipal Works Department

- Winter Maintenance - snow removal and sanding

Utilities Department

- Winter Maintenance of sidewalks

- Improvements at the Cemetery are ongoing. This includes monument levelling and straightening.
- The project for the Columbarium pad and benches has been completed.
- Roll out garbage bins have been replaced to accommodate the new Garbage Truck.
- Paint recycling is now available at the Landfill. Any questions, please call 548-9250.

Reminders for Snow Removal

Residents are responsible to clear snow from sidewalks within 24 hours of snowfall. Snow, or other materials, originating from private property CANNOT be put onto the street.

When driving near snow clearing operations, residents are asked to stay 10 meters away from snow clearing, sanding and hauling equipment at all times. Keeping a safe distance away from equipment will assist Town Staff in performing their jobs efficiently and safely.

FREQUENTLY ASKED QUESTIONS

QUESTION: DOES THE TOWN OF REDCLIFF LOCATE PROPERTY PINS OR PROPERTY LINES?

ANSWER: The Town does not locate property pins or property lines. If you would like to have your property pins and property lines located, please contact an Alberta Land Surveyor.

A MESSAGE FROM CP RAIL

Back to School Safety The first few weeks in September when students head back to school can be chaotic. It is a time when many young people are attending new schools and walking to and from school on their own for the first time. It is also a time when parents, caregivers, and other adults get back into the daily routine of transporting children to and from school. These first few weeks are the perfect time to remind young people and adults about railway safety.

From **September 7 - 14**, CP Police Service (CPPS) will be running a **"Back to School Rail Safety Campaign"** across Canada by paying extra attention to public railway crossings and railway rights-of-way in and around school zones. The goal of this campaign is to help prevent railway crossing collisions and trespassing incidents by encouraging young people and adults to take safe routes to school and to be safe around railway operations.

With the launch of Pokémon Go, geo-tagged sites have appeared where train operations and related activities occur. This has led to increased rates of trespassing on CP property. Therefore, in addition to general reminders about choosing the safe route and sticking to it, we are warning kids and parents alike that railway property is a "Pokémon No-Go Zone".

Activities CPPS will identify public railway crossings and rights-of-way within school zones to target these locations for enforcement during morning, lunch, and after school hours when young people are travelling to and from school. Enforcement and education action will focus on high-risk behaviours such as:

- Drivers disobeying railway crossing signals, stopping in the wrong place, driving left of centre on the approach of a railway crossing, U-turns on or near railway crossings, speeding, using electronic devices while driving and offences involving school and transit buses.
- Pedestrians and cyclists disobeying railway crossing signals or failing to yield the right-of-way to approaching trains.
- Young people and adults trespassing on railway property.
- Fixated attentiveness to a smart phone while walking.

Partnering for Safety CPPS is seeking the assistance of our municipal and provincial police partners by requesting that officers involved in back to school safety programs in their communities' watch for high-risk behaviours around railway operations.

Municipal and provincial police partners that are active on social media are invited to use suggested tweets and photos found in our ['Rail Safety Media Kit'](#) to promote our message. Partners are also invited to engage with CP over social media during the campaign.

If interested in media availabilities, please contact our Media Relations team at 1-855-242-3674

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For further information about our campaign please contact CPPS at 1-800-716-9132. For additional information and railway safety education resources visit www.operationlifesaver.ca

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
October 4-7, 2016	AUMA Convention	Edmonton, Alberta
October 11 and 13, 2016	Water Treatment Plant Open House	12:30 p.m. - 3:30 p.m. 821 - 2 Street SW
November 2, and 5, 2016	2017 Budget Review	Town Hall Council Chambers Redcliff, Alberta