



COUNCIL MEETING
MONDAY, APRIL 14, 2014
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, APRIL 14, 2014 – 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
2. PUBLIC HEARING	
A) Bylaw 1772/2014 to amend Bylaw 1698/2011 Land Use Bylaw to Change the Land Use District for Lot 1-3, Block 3, Plan 7911064 (225 Saskatchewan Drive NE) from H Horticultural to I-1 Light Industrial	
3. MINUTES	
A) Council meeting held March 24, 2014 *	For Adoption
B) Redcliff/Cypress Regional Waste Management Authority Special Meeting held on March 21, 2014 *	For Information
C) Economic Development Alliance of Southeast Alberta Board meeting held on February 18, 2014 *	For Information
D) Subdivision and Development Appeal Board hearing held April 2, 2014 *	For Information
4. BYLAWS	
A) Bylaw 1772/2014 to amend Bylaw 1698/2011 Land Use Bylaw to Change the Land Use District for Lot 1-3, Block 3, Plan 7911064 (225 Saskatchewan Drive NE) from H Horticultural to I-1 Light Industrial	2 nd /3 rd Reading
B) Bylaw 1778/2014 being a bylaw to amend Bylaw 1208/99 being the 000 Block of 2 nd Street N.E. Reconstruction Bylaw and amend Bylaw 1252/2000 to amend Bylaw 1208/99 <i>Note: Requirement to amend local improvement bylaws that have been affected by subdivision or consolidation to reflect the modification of the parcels affected</i>	1 st /2 nd /3 rd Reading
C) Bylaw 1779/2014 being a Bylaw to amend Bylaw 1698/2011 the Land Use Bylaw to add Recreational Vehicle regulations *	1 st Reading

- | | | |
|-----------|--|---|
| D) | Bylaw 1780/2014 being the Traffic Bylaw * | 1 st Reading |
| E) | Bylaw 1781/2014 being the Procedural Bylaw * | 1 st , 2 nd , 3 rd Reading |

5. STAFF RECOMMENDATIONS

- | | | |
|-----------|---|-------------------|
| A) | Broadway Avenue and 5 th Avenue – Alignment * | For Consideration |
| B) | Historic park at IXL Brick Plant * | For Consideration |
| C) | Storm Water Release Rate from Non-Residential lots * | For Consideration |
| D) | Sanitary Inflow and Infiltration Investigation * | For Consideration |
| E) | Request to provide aid to 670 Mountain Bike Club on upgrading BMX Track * | For Consideration |
| F) | Request to remove oiled surface on Range Road 64 * | For Consideration |
| G) | Appeal Fee Waiver * | For Consideration |
| H) | Redcliff Riverview Golf Course | For Consideration |

6. CORRESPONDENCE

- | | | |
|-----------|---|-------------------|
| A) | Shortgrass Library System *
Re: Budget Requests for 2014, 2015, and 2016 | For Consideration |
| B) | Alberta Environment and Sustainable Resource Development *
Re: 2013 Flood Recovery Erosion Control Program
Grant for Pumphouse Protection Project | For Information |
| C) | Alberta Environment and Sustainable Resource Development *
Re: 2013 Flood Recovery Erosion Control Program
Grant for River Valley park project and additional funds for
Pumphouse Protection Project | For Information |
| D) | Alberta Municipal Affairs *
Re: Budget 2014 Municipal Sustainability Initiative (MSI) Capital
and Basic Municipal Transportation Grant (BMTG) | For Information |
| E) | Gordon Memorial United Church *
Re: Blessing of the Bikes | For Consideration |

7. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Municipal Sustainability Initiative (MSI) Funds * | For Information |
| B) | Community Information Night, held March 13, 2014 * | For Information |
| C) | Reminder of Important Dates * | For Information |

8. RECESS

9. IN CAMERA

A) Land (1), Labour (1)

10. ADJOURN

ACCOUNTS PAYABLE			
COUNCIL MEETING APRIL 14, 2014			
CHEQUE	VENDOR	DESCRIPTION	AMOUNT
74642	TOWN OF REDCLIFF	REGULAR & COUNCIL PAYROLL	\$66,752.23
74643	PROVINCIAL TREASURER - LAPP	EMPLOYEE PENSION	\$17,610.48
74644	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$29,793.84
74645	TOWN OF REDCLIFF	REGULAR PAYROLL	\$59,082.31
74646	ACE LANDSCAPING	RCMP SNOW REMOVAL FEB	\$1,260.00
74647	ACKLANDS - GRAINGER INC	BATTERIES FOR FLASHING CONSTRUCTION LIGHTS	\$111.03
74648	AMSC INSURANCE SERVICES LTD	INSURANCE	\$26,087.48
74649	CERVUS EQUIPMENT	PROPANE CONNECTORS	\$411.77
74650	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDERS	\$5,444.04
74651	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$259.10
74652	GAR-TECH ELECTRICAL	ENGINEERING PRINTER WIRING CONNECTION	\$182.82
74653	ALBERTA GFOA	MEMBERSHIP, CONFERENCE, WORKSHOP	\$1,831.20
74654	KIRK'S MIDWAY TIRE	UNIT 135 FLAT TIRE REPAIR, UNIT 119 TIRES	\$4,135.95
74655	KOST FIRE EQUIPMENT LTD	FIRE BOOTS	\$193.99
74656	KS SIRENS INC.	HYDRANT BAG, DECALS, NAME TAGS	\$200.71
74657	LETHBRIDGE MOBILE SHREDDING	MONTHLY SHREDDING	\$46.20
74658	MEDICINE HAT LICENCE CENTRE	UNIT 119 LICENSE PLATE	\$22.45
74659	MEDICINE HAT NEWS	TAXATION CLERK ADVERTISEMENT	\$1,228.50
74660	MIKE'S ROADHOUSE	MEALS ON WHEELS FEB	\$1,162.35
74661	SHAW CABLE	PUBLIC SERVICES INTERNET	\$174.20
74662	NAPA PARTS & PIECES MEDICINE HAT	FUEL LINE	\$134.97
74663	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$16,762.58
74664	PRECISION GIANT SYSTEMS INC	REPAIR/SERVICE LANDFILL SCALE	\$1,187.03
74665	PUROLATOR	FREIGHT OF PARTS	\$311.32
74666	REDCLIFF BAKERY	COOKIES - MEETINGS AND ANTI-BULLYING DAY	\$128.92
74667	WOLSELEY MECHANICAL GROUP	HYDRANT EXTENSION/CONVERSION KITS	\$4,368.25
74668	WAJAX POWER SYSTEMS	COOLANT HEATER	\$258.86
74669	TECHMATION ELECTRIC & CONTROLS	ELEC. TROUBLESHOOTING – WATER DISTRIBUTION	\$552.81
74670	BUECKERT, ABE	KEY DEPOSIT REFUND	\$175.00
74671	CANADA MUNICIPAL JOBS INC	TAXATION CLERK ADVERTISEMENT	\$152.25
74672	SUMMIT MOTORS LTD	UNIT 109 VALVE & FUEL CONDITIONER	\$115.58
74673	STEEP ROCK LTD.	ROADCRUSH	\$1,774.65
74674	ROCKY MOUNTAIN PHOENIX	PRIMER OIL	\$214.20
74675	CNH CAPITAL C3083	UNIT 110 ELECTRICAL REPAIR	\$738.27
74676	BADGER DAYLIGHTING INC.	PROJ 21 LINE LOCATING	\$26,643.75
74677	CANADIAN ARENA PRODUCTS	PROJ 109 NETTING & HARDWARE	\$1,155.00
74678	SUN COUNTRY NISSAN	2014 NISSAN ROGUE	\$28,500.00
74679	WSP CANADA INC	PROJ 130 SOIL INVESTIGATION	\$2,525.25
74680	MPE ENGINEERING LTD.	PROJ 21 PROGRESS PAYMENTS 41 & 42	\$125,179.95
74683	REDCLIFF PUBLIC LIBRARY	LIBRARY TRANSFER	\$55,079.75

74684	CIBC VISA	POSTAGE, MEMBERSHIPS, TRAVEL	\$8,638.30
74685	PROVINCIAL TREASURER - LAP	EMPLOYEE PENSION	\$17,603.67
74686	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$28,493.11
74687	TOWN OF REDCLIFF	REGULAR & COUNCIL PAYROLL	\$66,012.43
74688	ALBERTA MUNICIPAL CLERKS ASSOC	MEMBERSHIP - S.S.	\$160.00
74689	AMSC INSURANCE SERVICES LTD	HEALTH SPENDING, INSURANCE	\$2,015.79
74690	AMSC INSURANCE SERVICES(GENERAL)	TOWN INSURANCE POLICY	\$138,354.11
74691	CARVER CONSTRUCTION LTD	PROJ 99 PROGRESS PAYMENT	\$150,342.39
74692	CIBC	SUPPLEMENTAL PENSION	\$1,672.28
74693	C.U.P.E.	UNION DUES	\$2,756.72
74694	DIRECT LINE LOCATING	PROJ 21 LINE LOCATING	\$357.89
74695	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$371.51
74696	FOX ENERGY SYSTEMS INC.	PROJ 114 FUEL SHUTOFF SIGN	\$83.90
74697	GRASSROOTS LANDSCAPING	REFUND INACTIVE UTILITY ACCOUNT	\$77.63
74698	HARV'S JANITORIAL SERVICES	SPILL ABSORBANT, CLEANING SUPPLIES	\$3,386.25
74699	REDCLIFF HOME HARDWARE	TOWN CLEANING SERVICES	\$415.04
74700	RECEIVER GENERAL FOR CANADA	RADIO AUTHORIZATION RENEWAL	\$488.00
74701	JOHN'S WATER HAULING	LANDFILL WATER DELIVERY	\$90.00
74702	LOCAL AUTHORITIES PENSION PLAN	EMPLOYEE PENSION	\$530.48
74703	LETHBRIDGE HERALD	JANUARY & FEBRUARY ADVERTISING	\$2,640.44
74704	SHAW CABLE	FIREHALL INTERNET	\$254.89
74705	PC CORP INC.	TECH SUPPORT & MAINTENANCE	\$996.19
74706	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$145.77
74707	THE PRINTER	BUSINESS CARD - A.C. R.O. C.B.	\$147.00
74708	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$255.00
74709	RECEIVER GENERAL FOR CANADA	RADIO AUTHORIZATION RENEWAL	\$721.00
74710	CNH CAPITAL C3083	UNIT 110 SHIFTER SELECTOR LEVER	\$450.45
74711	SANATEC ENVIRONMENTAL	PUMP LANDFILL SEPTIC TANK	\$136.50
74712	TELUS COMMUNICATION INC.	POOL TELEPHONE	\$19.43
74713	TELUS MOBILITY	CELL PHONE -BYLAW, PUBLIC SERVICES	\$532.24
74714	AMANDA KIMAHAM	KEY DEPOSIT REFUND	\$150.00
74715	SC PHOTO	COUNCIL PORTRAITS	\$356.53
74716	FRIESEN, MARIA	REFUND INACTIVE UTILITY ACCOUNT	\$51.57
74717	SIDNEY CRAIGEN-SABADOS	KEY DEPOSIT REFUND	\$50.00
74718	JACQUIE REED	KEY DEPOSIT REFUND	\$50.00
74719	CHRISTOPHER GIRARD	KEY DEPOSIT REFUND	\$50.00
74720	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$1,675.00
74721	TOWN OF REDCLIFF	FIRE PAY	\$8,375.00
74722	TOWN OF REDCLIFF - LANDFILL	TONNAGE CHARGES	\$2,809.59
74723	TOMKO SPORTS SYSTEMS ALBERTA	TENNIS COURT RESURFACING DEPOSIT	\$4,978.58
74724	UNITED WAY	EMPLOYEE UNITED WAY DONATIONS	\$70.00
74725	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$56.98
74726	A & B STEEL LTD	TUBING & COUPLING	\$540.14

74727	ACKLANDS - GRAINGER INC	RUBBER BOOTS	\$64.17
74728	ACTION PARTS	CABLE TIES, NOZZLES	\$42.43
74729	A-PLUS EQUIPMENT RENTALS LTD	PUMP OVERHAUL PARTS	\$831.59
74730	ATRON REFRIGERATION & AIR COND	HOT WATER TANK REPAIR, AFTER HOURS, COMP OIL	\$1,680.00
74731	BOUNDARY EQUIPMENT CO. LTD.	HEAVY DUTY TUBE/GUTTER BROOMS	\$4,284.00
74732	CABAM	VOLUNTEER APPRECIATION NIGHT PINS	\$105.47
74733	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$84.00
74734	D & M PLASTICS INC.	GARBAGE BIN LIDS	\$5,768.70
74735	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE & CONNECTORS	\$57.26
74736	FOUNTAIN TIRE	UNIT 94 FLAT TIRE REPAIR	\$67.49
74737	FOX ENERGY SYSTEMS INC.	COVERALLS, SCBA TANK, FIRST AID TRAINING	\$2,634.87
74738	GARLAND, JAMIE	OPERATORS COURSE TRAVEL - J.G.	\$230.00
74739	REDCLIFF HOME HARDWARE	TOILETS, KEYS, PAINTING SUPPLIES	\$603.01
74740	KENZIE, JESSICA	ZUMBA GOLD SESSION	\$340.00
74741	KOST FIRE EQUIPMENT LTD	FIRE BOOTS	\$193.99
74742	MARTIN, MAVIS	LANDFILL PRINTER TONER	\$181.57
74743	MEDICINE HAT LICENCE CENTRE	PROJ 133 REGISTRATION	\$84.45
74744	OVERHEAD DOOR	OVERHEAD SHOP DOOR REPAIR	\$289.60
74745	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$4,815.49
74746	THE PRINTER	BUSINESS CARD - B.B. B.S. B.W.	\$165.90
74747	PUROLATOR	FREIGHT OF PARTS	\$40.88
74748	REDCLIFF BAKERY	COMMUNITY INFO NIGHT SNACKS	\$57.00
74749	ROSENAU TRANSPORT LTD	FREIGHT OF PARTS	\$759.09
74750	SENFT, COLIN	OPERATORS COURSE TRAVEL - C.S.	\$30.00
74751	SOUTH COUNTRY GLASS	DOOR CLOSER	\$126.00
74752	SUMMIT MOTORS LTD	UNIT 128 LEVELER ROD & VALVES	\$692.70
74753	REYNOLDS, CRISSY	KEY DEPOSIT REFUND	\$50.00
74754	MUNICIPAL WORLD INC	TAXATION CLERK ADVERTISEMENT	\$446.25
74755	J BALMER SAFETY CONSULTING	ADULT AED PADS	\$99.75
74756	CREATIVE FLOOR COVERINGS	LIBRARY & PS SHOP FLOORS	\$6,039.54
74757	SHERVAN, SCOTT	REFUND INACTIVE UTILITY ACCOUNT	\$300.00
74758	MIKE SPENCER GEOMETRICS LTD	SURVEY FOR COMPLETION OF ANNUAL REPORT	\$4,487.70
74759	HACH SALES AND SERVICE CANADA	CHLORINE LIQUID REAGENT, TESTING KITS	\$1,450.89
74760	UNITED RENTALS	PUMP & RAMMER RENTAL	\$186.88
74761	WESTERN CANADA WELDING PRODUCTS	PROPANE RECERTIFY, VALVES	\$128.81
74762	WE CARE HOME HEALTH CARE	HOME CARE	\$168.00
74763	ZEP SALES & SERVICE OF CANADA	CLEANING SUPPLIES	\$1,551.34
74764	FRANCOTYP-POSTALIA CANADA INC	2ND QUARTER POSTAGE MACHINE RENTAL	\$110.09
74765	REIMER, ERNIE	MAYORS CAUCUS TRAVEL	\$656.14
122 CHEQUES TOTAL:			\$969,215.89

**BYLAW NO. 1772/2014
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS the lands described as

Legal Description

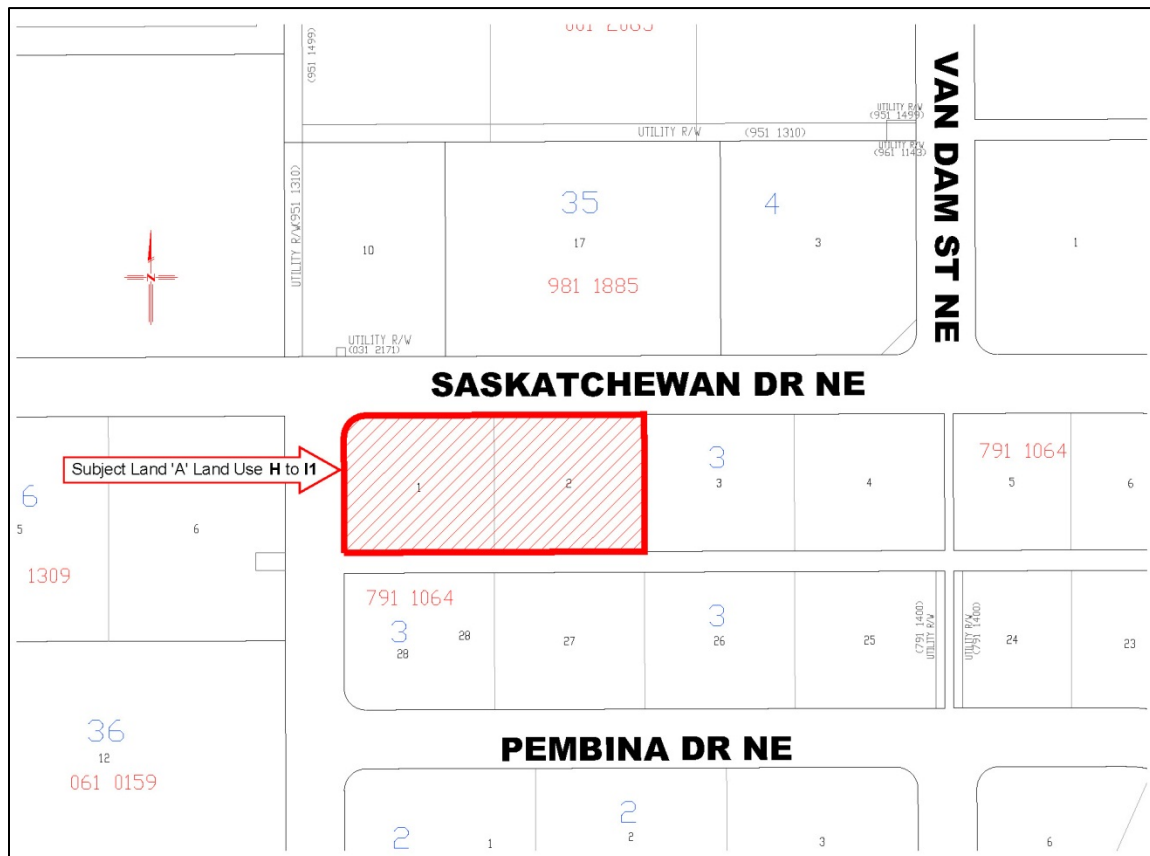
Lot 1-2, Block 3, Plan 7911064

Civic Address

225 Saskatchewan Drive NE

(herein referred to as "Subject Land A", is presently designated H Horticultural District under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that 'Subject Land 'A' be designated I-1 Light Industrial District and is located as indicated on the following map.



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

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers

at the Town of Redcliff on the 14th day of April, A.D. 2014.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1772/2014.
2. The land described as

Legal Description

Lot 1-2, Block 3, Plan 7911064

Civic Address

225 Saskatchewan Drive NE

is hereby designated I-1 Light Industrial District.

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

READ a first time the 24th day of March, 2014.

READ a second time the _____ day of _____, 2014.

READ a third time this the _____ day of _____, 2014.

PASSED and **SIGNED** the _____ day of _____, 2014.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 10, 2014 7:00 P.M.**

PRESENT:	Mayor Councillors Municipal Manager Director of Finance & Administration Manager of Legislative & Land Services Public Services Director	E. Reimer C. Brown, C. Crozier, D. Kilpatrick, J. Steinke, L. Leipert, E. Solberg A. Crofts R. Osmond S. Simon D. Schaffer
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1. GENERAL

Call to Order

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

2014-0138 Adoption of Agenda

B) Councillor Crozier moved the Agenda be adopted as amended to add a land item to the In Camera session. - Carried Unanimously.

2. MINUTES

2014-0139 Council meeting held March 10, 2014

A) Councillor Steinke moved the minutes of the Council meeting held March 10, 2014 be adopted as presented. – Carried Unanimously.

2014-0140 Subdivision and Development Appeal Board Hearing held March 5, 2014

B) Councillor Kilpatrick moved the minutes of the Subdivision and Development Appeal Board Hearing held March 5, 2014 be received for information. - Carried Unanimously.

2014-0141 Redcliff Family and Community Support Services Board meeting held March 11, 2014

C) Councillor Crozier moved the minutes of the Redcliff Family and Community Support Services Board meeting held March 11, 2014 be received for information. – Carried Unanimously.

2014-0142 Big Brothers Big Sisters Mentoring Program
Re: Request for funding

i) Councillor Crozier moved to approve funding in the amount of \$500.00 from the Community Development account (G.L> 2.51.09.770.00) for the Big Brothers Big Sisters mentoring program between Margaret Wooding School students and Eagle Butte High School students. – Carried Unanimously.

2014-0143 Redcliff Planning Board meeting held on March 18, 2014

D) Councillor Leipert moved the minutes of the Redcliff Planning Board meeting held on March 18, 2014 be received for information. – Carried Unanimously.

2014-0144 Municipal Planning Commission meeting held on March 19, 2014

E) Councillor Solberg moved the minutes of the Municipal Planning Commission meeting held on March 19, 2014 be received for information. – Carried Unanimously.

4. BYLAWS

A) Councillor Leipert abstained from discussion and voting due to a pecuniary interest and left the meeting at 7:06 p.m.

- | | | |
|---|---|---|
| 2014-0145 | Bylaw 1767/2014 being a bylaw to amend Bylaw 1267/2000, being the Portion of 100 Block and 200 block of 3 rd Street NE Water System Main Line Bylaw | Councillor Kilpatrick moved Bylaw 1767/2014 being a bylaw to amend Bylaw 1267/2000, being the Portion of 100 block and 200 block of 3 rd Street NE Water System Main Line Bylaw be given second reading. – Carried Unanimously. |
| 2014-0146 | | Councillor Crozier moved Bylaw 1767/2014 being a Bylaw to amend Bylaw 1267/2000, being the Portion of 100 Block and 200 block of 3 rd Street NE Water System Main Line Bylaw be given third reading. – Carried Unanimously. |
| 2014-0147 | Bylaw 1768/2014 to amend Bylaw 1269/2000, being the Portion of 100 block and 200 block of 3 rd Street NE Sanitary Sewer System Main Line Bylaw | B) Councillor Brown moved Bylaw 1768/2014 to amend Bylaw 1269/2000, being the Portion of 100 block and 200 block of 3 rd Street NE Sanitary Sewer System Main Line Bylaw be given second reading. – Carried Unanimously. |
| 2014-0148 | | Councillor Steinke moved Bylaw 1768/2014 to amend Bylaw 1269/2000, being the Portion of 100 block and 200 block of 3 rd Street NE Sanitary Sewer System Main Line Bylaw be given third reading. – Carried Unanimously. |
| L. Leipert returned to the meeting at 7:09 p.m. | | |
| 2014-0149 | Bylaw 1769/2014 being a bylaw to amend Bylaw 1480/2006, being the 3 rd Street NE (200 block) Road Widening, Curb, Gutter, Sidewalk, Streetlights and Related Appurtenances Bylaw and amend Bylaw 1665/2010, a bylaw to amend Bylaw 1480/2006 | C) Councillor Kilpatrick moved Bylaw 1769/2014 being a bylaw to amend Bylaw 1480/2006, being the 3 rd Street NE (200 block) Road Widening, Curb, Gutter, Sidewalk, Streetlights and Related Appurtenances Bylaw and amend Bylaw 1665/2010, a bylaw to amend Bylaw 1480/2006 be given second reading. - Carried Unanimously. |
| 2014-0150 | | Councillor Brown moved Bylaw 1769/2014 being a bylaw to amend Bylaw 1480/2006, being the 3 rd Street NE (200 block) Road Widening, Curb, Gutter, Sidewalk, Streetlights and Related Appurtenances Bylaw and amend Bylaw 1665/2010, a bylaw to amend Bylaw 1480/2006 be given third reading. - Carried Unanimously. |

- 2014-0151 Bylaw 1770/2014 being a bylaw to amend Bylaw 1421/2005, being the Highway Avenue NE (800-1000 blocks) Paving Project Bylaw and to amend Bylaw 1517/2007 being a Bylaw to amend Bylaw 1421/2005, being the Highway Avenue NE (800-1000 blocks) Paving Project Bylaw
- D)** Councillor Crozier moved Bylaw 1770/2014 being a bylaw to amend Bylaw 1421/2005, being Highway Avenue NE (800-1000 blocks) Paving Project Bylaw and to amend Bylaw 1517/2007 being a Bylaw to amend Bylaw 1421/2005, being the Highway Avenue NE (800-1000 Blocks) Paving Project Bylaw be given second reading. – Carried Unanimously.
- 2014-0152
- Councillor Kilpatrick moved Bylaw 1770/2014 being a bylaw to amend Bylaw 1421/2005, being Highway Avenue NE (800-1000 blocks) Paving Project Bylaw and to amend Bylaw 1517/2007 being a Bylaw to amend Bylaw 1421/2005, being the Highway Avenue NE (800-1000 Blocks) Paving Project Bylaw be given third reading. – Carried Unanimously.
- 2014-0153 Bylaw 1771/2014 being a bylaw to amend Bylaw 1309/2002, being the South Railway Street NE Storm Sewer Project Bylaw and Bylaw 1355/2003 being a bylaw to amend Bylaw 1309/2002
- E)** Councillor Solberg moved Bylaw 1771/2014 being a bylaw to amend Bylaw 1309/2002, being the South Railway Street NE Storm Sewer Project Bylaw and Bylaw 1355/2003 being a bylaw to amend Bylaw 1309/2002 be given second reading. – Carried Unanimously.
- 2014-0154
- Councillor Crozier moved Bylaw 1771/2014 being a bylaw to amend Bylaw 1309/2002, being the South Railway Street NE Storm Sewer Project Bylaw and Bylaw 1355/2003 being a bylaw to amend Bylaw 1309/2002 be given third reading. – Carried Unanimously.
- Land Use Bylaw Amendment Application
- F)**
- 2014-0155 Application for Land Use Amendment to change the Land Use from Lot 1-2, Block 5, Plan 7911064 from H Horticultural To I-1 Light Industrial
- i)** Councillor Leipert moved the Application for a Land Use Amendment to change the Land Use for Lot 1-2, Block 5, Plan 7911064 from H Horticultural to I-1 Light Industrial be received for information. – Carried.
- 2014-0156 Bylaw 1772/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the land use for Lot 1-2, Block 5, Plan 7911064 from Horticultural District to I-1 Light Industrial District
- ii)** Councillor Leipert moved Bylaw 1772/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the land use for Lot 1-2, Block 5, Plan 7911064 from Horticultural District to I-1 Light Industrial District be given first reading. – Carried Unanimously

- 2014-0157 Bylaw 1773/2014 to amend Bylaw No. 1258/2000, being the 300 Block Main Street North and 300 Block 1st Street Northwest Paving Bylaw and Bylaw 1321/2002 being a Bylaw to amend Bylaw 1258/2000
- G)** Councillor Brown moved Bylaw 1773/2014 to amend Bylaw No. 1258/2000, being the 300 Block Main Street North and 300 Block 1st Street Northwest Paving Bylaw and Bylaw 1321/2002 being a Bylaw to amend Bylaw 1258/2000 be given first reading. – Carried Unanimously.
- 2014-0158 Councillor Steinke moved Bylaw 1773/2014 to amend Bylaw No. 1258/2000, being the 300 Block Main Street North and 300 Block 1st Street Northwest Paving Bylaw and Bylaw 1321/2002 being a Bylaw to amend Bylaw 1258/2000 be given second reading. – Carried Unanimously.
- 2014-0159 Councillor Kilpatrick moved Bylaw 1773/2014 to amend Bylaw No. 1258/2000, being the 300 Block Main Street North and 300 Block 1st Street Northwest Paving Bylaw and Bylaw 1321/2002 being a Bylaw to amend Bylaw 1258/2000 be presented for third reading. – Carried Unanimously.
- 2014-0160 Councillor Crozier moved Bylaw 1773/2014 to amend Bylaw No. 1258/2000, being the 300 Block Main Street North and 300 Block 1st Street Northwest Paving Bylaw and Bylaw 1321/2002 being a Bylaw to amend Bylaw 1258/2000 be given third reading. – Carried Unanimously.
- 2014-0161 Bylaw 1774/2014 to amend Bylaw No. 1196/99, being the NW R4 Curb & Streetlight Bylaw and Bylaw 1234/2000 being a Bylaw to amend Bylaw 1196/99 and Bylaw 1320/2002 being a Bylaw to amend Bylaw 1196/99
- H)** Councillor Leipert moved Bylaw 1774/2014 to amend Bylaw No. 1196/99, being the NW R4 Curb & Streetlight Bylaw and Bylaw 1234/2000 being a Bylaw to amend Bylaw 1196/99 and Bylaw 1320/2002 being a Bylaw to amend Bylaw 1196/99 be given first reading. – Carried Unanimously.
- 2014-0162 Councillor Brown moved Bylaw 1774/2014 to amend Bylaw No. 1196/99, being the NW R4 Curb & Streetlight Bylaw and Bylaw 1234/2000 being a Bylaw to amend Bylaw 1196/99 and Bylaw 1320/2002 being a Bylaw to amend Bylaw 1196/99 be given second reading. – Carried Unanimously.
- 2014-0163 Councillor Kilpatrick moved Bylaw 1774/2014 to amend Bylaw No. 1196/99, being the NW R4 Curb & Streetlight Bylaw and Bylaw 1234/2000 being a Bylaw to amend Bylaw 1196/99 and Bylaw 1320/2002 being a Bylaw to amend Bylaw 1196/99 be presented for third reading. – Carried Unanimously.
- 2014-0164 Councillor Steinke moved Bylaw 1774/2014 to amend Bylaw No. 1196/99, being the NW R4 Curb & Streetlight Bylaw and Bylaw 1234/2000 being a Bylaw to amend Bylaw 1196/99 and Bylaw 1320/2002 being a Bylaw to amend Bylaw 1196/99 be given third reading. – Carried Unanimously.

- 2014-0165 Bylaw 1775/2014 to amend Bylaw No. 1160/98, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98 **I)** E. Solberg abstained from discussion and voting due to a pecuniary interest and left the meeting at 7:20 p.m.
- Councillor Crozier moved Bylaw 1775/2014 to amend Bylaw No. 1160/98, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98 be given first reading. – Carried Unanimously.
- 2014-0166 Councillor Kilpatrick moved Bylaw 1775/2014 to amend Bylaw No. 1160/98, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98 be given second reading. – Carried Unanimously.
- 2014-0167 Councillor Steinke moved Bylaw 1775/2014 to amend Bylaw No. 1160/98, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98 be presented for third reading. – Carried Unanimously.
- 2014-0168 Councillor Crozier moved Bylaw 1775/2014 to amend Bylaw No. 1160/98, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98 be given third reading. – Carried Unanimously.
- E. Solberg returned to the meeting at 7:21 p.m.
- 2014-0169 Bylaw 1776/2014 to amend Bylaw No. 999/93, being 1st Street NW (300 Block) Sanitary Sewage System Bylaw and Bylaw 1033/94 being a bylaw to amend Bylaw No. 999/93 **J)** Councillor Leipert moved Bylaw 1776/2014 to amend Bylaw No. 999/93, being 1st Street NW (300 Block) Sanitary Sewage System Bylaw and Bylaw 1033/94 being a bylaw to amend Bylaw No. 999/93 be given first reading. – Carried Unanimously.
- 2014-0170 Councillor Brown moved Bylaw 1776/2014 to amend Bylaw No. 999/93, being 1st Street NW (300 Block) Sanitary Sewage System Bylaw and Bylaw 1033/94 being a bylaw to amend Bylaw No. 999/93 be given second reading. – Carried Unanimously.
- 2014-0171 Councillor Steinke moved Bylaw 1776/2014 to amend Bylaw No. 999/93, being 1st Street NW (300 Block) Sanitary Sewage System Bylaw and Bylaw 1033/94 being a bylaw to amend Bylaw No. 999/93 be presented for third reading. – Carried Unanimously.
- 2014-0172 Councillor Leipert moved Bylaw 1776/2014 to amend Bylaw No. 999/93, being 1st Street NW (300 Block) Sanitary Sewage System Bylaw and Bylaw 1033/94 being a bylaw to amend Bylaw No. 999/93 be given third reading. – Carried Unanimously.
- 2014-0173 Bylaw 1777/2014 being the Supplementary Assessment Bylaw **K)** Councillor Brown moved Bylaw 1777/2014 being the Supplementary Assessment Bylaw be given first reading. – Carried Unanimously.

- 2014-0174 Councillor Crozier moved Bylaw 1777/2014 being the Supplementary Assessment Bylaw be given second reading. – Carried Unanimously.
- 2014-0175 Councillor Kilpatrick moved Bylaw 1777/2014 being the Supplementary Assessment Bylaw be presented for third reading. – Carried Unanimously.
- 2014-0176 Councillor Solberg moved Bylaw 1777/2014 being the Supplementary Assessment Bylaw be given third reading. – Carried Unanimously.

4. STAFF RECOMMENDATIONS

- 2014-0177 Physician Recruitment **A)** Councillor Leipert moved the Request for Decision dated March 24, 2014 prepared by the Municipal Manager regarding proposed Physician Recruitment and Retention incentive be received for information. Further that no action be taken. - Defeated.
- 2014-0178 Councillor Solberg moved that the Town of Redcliff allocate and designate \$30,000.00 from the Tax Rate Stabilization Reserve to be used for instances where prospective physicians want to practice in Redcliff and a medical recruitment search fee applies. - Carried.
- 2014-0179 Alberta Justice and Solicitor General
Re: New Police Officer Grant (NPOG) Program (April 1, 2014 – March 31, 2015) **B)** Councillor Leipert moved to authorize the Mayor to sign the New Hire Police Officer Grant (NPOG) grant agreement effective (April 1, 2014 – March 31, 2015. – Carried Unanimously.
- 2014-0180 Aquatic Centre Flooring Replacement **C)** Councillor Brown moved that an additional amount of \$6,800.00 plus GST be approved for the 2014 budget to allow the Public Services Department to complete the flooring project at the Aquatic Centre at a cost of \$30,800.00 plus GST with funding to be provided from the Purchasing Reserve. - Carried.
- 2014-0181 Landfill Cell / Leachate Pond Construction & Engineering **D)** Councillor Crozier moved to award sole source contract to Salbro Consulting Services to provide design, tendering and construction supervision services for the construction of a new landfill cell and leachate storage pond at the Landfill in the amount of \$125,000.00 plus GST. – Carried Unanimously.

5. STAFF RECOMMENDATIONS

- 2014-0182 Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff **A)** Councillor Leipert moved that Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff be approved

- 2014-0183 Councillor Crozier moved to amend motion 2014-0182 to add Further that a similar policy be drafted up for Committees, Boards, and Commissions. – Carried Unanimously.
- 2014-0182 Councillor Leipert moved that Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff be approved. Further that a similar policy be drafted for Committees, Boards and Commissions. – Carried Unanimously
- 2014-0184 Policy 125, Authorization to Sign Grant Agreements Policy **B)** Councillor Steinke moved to adopt Policy 125, Authorization to Sign Grant Agreements Policy, as presented. – Carried Unanimously.

6. CORRESPONDENCE

- 2014-0185 Alberta Tourism, Parks, and Recreation **A)** Councillor Brown moved correspondence dated March 1, 2014 from Alberta Tourism, Parks, and Recreation regarding an opportunity to host the 2017 Alberta 55 Plus Winter Games be received for information. Further that a copy of the correspondence be forwarded to the Redcliff and District Recreation Services Board. – Carried Unanimously.
- 2014-0186 Letter from Merna Prevost **B)** Councillor Brown moved correspondence dated March 18, 2014 from Merna Prevost be received for information. Further that Administration prepare information for the public regarding the Water Treatment Plant. – Carried Unanimously.

7. OTHER

- 2014-0187 Municipal Manager's Report to Council **A)** Councillor Kilpatrick moved the Municipal Manager's Report to Council dated March 24, 2014 be received for information. – Carried Unanimously.

8. RECESS

Mayor Reimer called for a recess at 8:10 p.m.

D. Schaffer, left the meeting at 8:10 p.m.

Mayor Reimer reconvened the meeting at 8:19 p.m.

9. IN CAMERA

- 2014-0188 Meet In Camera Councillor Leipert moved to meet In Camera to discuss one (1) Labour and (1) Land matter at 8:20 p.m. – Carried Unanimously.
- 2014-0189 Return to Open Session Councillor Crozier moved to return to Open Session at 8:34 p.m. – Carried Unanimously.

2014-0190 Appointment to Boards and Commissions

Councillor Kilpatrick moved that Simon Clewlow be appointed to the Municipal Planning Commission with a term to expire on December 31, 2014. - Carried Unanimously.

10. ADJOURNMENT

2014-0191 Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 8:34 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

new cell with estimated costs, Ridgeline Greenfill wanted to determine if the Redcliff Cypress Regional Waste Management Authority was interested in pursuing this option for an agreement for an industrial cell for the treatment and burying of oilfield soil.

Concerns were expressed regarding the contamination from additional leachate, cost sharing of the perpetual care for the closed cell, impact to the operations at the landfill, impact road maintenance, as well as using land that has been dedicated to a regional landfill which could last for the next 200 years. Discussion ensued.

It was the consensus of the Redcliff/Cypress Regional Waste Management Authority that although they could agree in principle to the concept of an industrial cell at the Redcliff/Cypress Regional landfill, they would like to see a detailed proposal for further discussion prior to making any definitive commitment to support the development of an industrial cell for oilfield waste soil in the future.

5. ADJOURNMENT

R. Oster moved adjournment of the meeting at 4:10 p.m. – Carried.

Chairman

Secretary

Minutes for the Board of Directors Regular Meeting

Tuesday February 18, 2014 8:00 a.m. EDA Board Room

ATTENDED:

Jim Steinke	Randy Lehr	Jim Turner
Heather Takahashi	Doug Evjen	Keith Crush

REGRETS:

Stampede Board Representative	Ron Harty
Stephen Finnagan	Gordon Reynolds

STAFF:

Wendy Dupley	Mary-Ann Smith	Nichola Derksen
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1. **Call to Order** at 8:00 am

2. **Adoption of Agenda items for February 18, 2014 meeting:**

Motioned by: Jim Steinke Seconded by: Heather Takahashi Carried.

3. **Welcome**

4. **Adoption of Minutes for January 2014**

Motion to adopt the minutes of the January 2014 meeting: Doug Evjen. Seconded by: Heather Takahashi. Carried.

5. **Financial Report**

Financial Report was given by Wendy in Stephen's absence

Motion to adopt the Financial Report: Heather Takahashi. Seconded by: Jim Steinke. Carried.

6. **Executive Director Report**

- **Financial :**
 - Our Bookkeeper will be assisting with the preparation of documentation to go to BVA; unfortunately this had been delayed slightly due to family illness. All the paperwork should

be with our accountants by the end of this month. Currently, we are still outstanding the 2013 ICCI funding (\$28,000).

- **Events:**

- EDA board and management had their first strategic planning session on February 4th at Desert Blume Golf course. Karen Blewett has provided summary notes of the discussions that took place and these have been distributed. Further work will be needed over the next few months to continue to develop the EDA's strategic plan.
- Three presentations to councils on the EDA's end of year report have been undertaken. Cypress and Redcliff are scheduled over the next two weeks. The

- **Other:**

- Following last month's meeting the ED has had discussions with our current Landlord regarding the lease costs for the board room. We have been offered a reduction of 50% of that space; this would be a saving of \$300 per month. We have also been offered alternative space within the same building on the upper level at a cost of \$1000 per month (plus parking and GST). Community Futures has also approached us to potentially co-share part of their building and are currently putting together a proposal. The benefits of continuing to build on our collaboration and referral processes by being co-located would be beneficial.
- The EDA has received approval from the Federal Government, Agriculture and Food to use the "Canada Brand" on our marketing initiatives. The team completed the application prior to Christmas and has received the approval to start incorporating the brand into our materials. To be able to leverage the Canada brand will be especially helpful as we start to get some of our SE Alberta marketing materials into the key international offices and into the hands of Trade Commissioners.

7. Committees & Projects Progress Reports

Associate Director Report:

- On January 31st we hosted a webinar to showcase the findings from the Pulse Processing feasibility study and the investment attraction strategy. We had 89 registrants from all over the world. Since the completion of the webinar we have had *two* potential investors step forward requesting more information bringing our current total of potential investors as a result of this project to *five*. We issued an all-encompassing information package following the completion of the webinar which is still available to any members of the board who have not yet received it! On February 26th both the ED and the AD will be presenting to an investor who currently have operations in North America and are looking for possible expansion opportunities following their recent merger.
- One of our colleagues with the Government of Alberta connected us to *three* unmanned vehicle companies from the United States who are looking at possible expansion sites. We have provided them with a well-versed information package which pertains to a lot of the research the EDA has completed on the subject matter in the past, as well as positioning possible sector supply chain relationships and advantageous site locations.

- The Ministry of Culture within the Alberta Government contacted our office and is currently seeking possible photo and film locations for an upcoming project. We have been in touch with our EDO network and are working at putting together an information package for this opportunity.
- We have begun to create the project plan for our collaboration with Shaw to complete the regional profiling videos. These will be used to visually position the site selection information portrayed on the infographic documents completed in 2013. These videos will be a 5 part series and will run for approximately 2 years. Shooting for these videos will begin the spring of this year.
- During our funding presentation to the County of 40 mile the council tasked us to draft a letter of support on behalf of the Wilde Butte wind farm project to the new Energy Minister. We will be connecting with the representatives from Shell based in Houston, the Energy Committee and the council of 40 mile to position the significant economic impacts this project will have for the region.

Regional Economic Development Officer (REDO) Report:

- Since the January board meeting, she have worked with **eleven** new businesses using the business retention and expansion program to help these businesses streamline their processes and promote them within the community. These businesses have been connected to us through social media, walk-ins, and cold calls.
- The BR&E infographic, toolkit and landing page are still in development and I will continue to work on this with marketing until it is complete. I have begun working on a BR&E strategy that will define the approach I will be taking to meet the target of 50 businesses this year, as well as how to target more regional businesses.

Savour the Southeast:

- EDA team is waiting to hear about the provincial grant application from ALMA to enable us to continue with the Eat Local II initiative in 2014. We also have applied online for funding from the Servus Credit Union under their Community Development Grants; this grant application is currently under review. We expect updates from both of these applications within the next week. Meanwhile, the team have commenced their planning.

Marketing & Communications:

Infographics

- All communities are completed and added to website

Pulse Webinar

- Live tweeted the event resulting in 13 new (relevant agricultural) followers and a reach of over 6300 accounts because of RTs and replies from influential accounts.

Medicine Hat News 4-part feature

- All features have now been printed.

Social Media

- Twitter: 868 followers (EDA)
- Pulse webinar resulted in stats as above
- - Set up 2 more business meetings for Shayla in BRE via twitter, this makes 10 since 1st January
- - Many referrals to pulse webinar that resulted in registrations (stats TBD)

Agriculture Committee:

- On January 29, 2014, an agriculture committee meeting was held in the EDA Boardroom. The committee was updated on the “Savour the Southeast – Eat Local II” initiative. It was brought up that Medicine Hat College has an Advertising and Promotions class that will be supporting the EDA by providing Advertisements. The committee inquired as to their role during/before the eat local initiative which will be decided at a later date. Committee members will be sent sponsorship packages for this initiative for distribution.
- The committee was encouraged to sign up for the EDA’s Pulse processing webinar that was held on January 31, 2014.
- In previous meetings the committee discussed the possibility of hosting an Agri-Tech show during the Medicine Hat Stampede along-side “Country in the City” in the Kin 2. Guest speaker Jim MacArthur spoke on the feasibility of a tradeshow during the stampede and although there was great discussion the committee has decided stampede may not be the best time for the tradeshow. Other options will be explored at future meetings.
- There is to be an update on the Cypress County Elk Population at the next board meeting with new information coming from the Cypress County Ag Services Board.

Energy Committee Report:

- The Energy Committee met on January 16th; there were 6 members in attendance and one guest. The discussion generated was very productive and we feel there will be increasing momentum moving into the New Year.
- They have decided to align themselves with other Southern Alberta economic groups by writing a “letter of support” on behalf of the Northern pipeline project. They felt that by positioning themselves alongside other organizations they could leverage the power in numbers. They see how advantageous the pipeline expansion will be for secondary industries within southeast Alberta.
- Since the EDA along with the assistance and support of the Energy Committee have begun to compile infographic/one-page documents on the solar (specifically the city of Medicine Hat’s CST project) and wind initiatives happening within the region, it was suggested by a committee member that we connect with environmental studies post-secondary programs, by linking the solar project with the new wind farm and Air Liquide’s CO2 recovery from CF and use this as a way to drum up interest in the area. The committee felt that this could be a more attractive approach to leverage potential *educational tourism* as well as additional material for the EDA’s investment attraction library.

EDA Connect Committee:

- On Thursday January 23, 2014 the Connect Committee met in the EDA Boardroom. This was the first “working” meeting of the new committee. New members attended; there was representation from a number of sectors: property development, education, media, transportation, and engineering (consulting and design). Our financial sector representative was unable to attend.
- The main topic for discussion at this meeting was commercial real estate; Val Felesky and Pete Vanderham were able to provide insight to the committee as to the trends direction of commercial real estate for the region.
- The next meeting date has been set for February 20, 2014, 8:00am - 9:15am in the EDA Boardroom; the topic for discussion will be exploring funding that is available for developing small business. Board members are welcome to attend.

8. Items for Immediate Discussion

- Strategic Plan Discussion: Notes have been received from Karen Blewett. These notes were reviewed by the board. Wendy will comply the information into report format

9. Correspondence:

- None

10. Chairman's Report

- Attended the presentations for the Country of Forty Mile and City of Medicine Hat.

11. New Business

- None

12. Round Table

- No round table this meeting

13. In Camera session

- In camera session was held

14. Adjournment 9:30 a.m.

- Motion to Adjourn: Jim Turner. Seconded by: Jim Steinke. Carried

NEXT BOARD MEETING: Tuesday March 18th, 2014 at 8:00 A.M.

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
WEDNESDAY, APRIL 2, 2014 at 7:00 p.m.**

PRESENT: Members: B. Hawrelak, D. Kilpatrick, V. Lutz,
P. Monteith, G. Shipley, C. Crozier

Development Officer	B. Stehr
Planning Consultant	K. Snyder
Manager of Engineering	K. Minhas
Recording Secretary	S. Simon
Municipal Planning Commission	Wm. Duncan
Appellant	M. Prevost
Supernal Homes	Greg Funk
Other	C. Brown
	S. Clewlow

1. CALL TO ORDER

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

2. ELECTION OF CHAIRMAN

P. Monteith nominated D. Kilpatrick to be Chairman, seconded by G. Shipley. D. Kilpatrick accepted and assumed control of the appeal hearing.

3. APPEAL NO. 1

**Appeal of Development Application 14-DP-013
Lot 43, Block 91, Plan 9411418 (326 Broadway Avenue W)
Semi-Detached Housing Development**

Chairman Kilpatrick asked the appellant if they had any objection to any board members hearing the appeal. M. Prevost advised she had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

M. Prevost referenced the appeal information she had provided and questioned if everyone had read her information. The Chairman confirmed that M. Prevost's submission had been included in their package.

M. Prevost referenced Section 617 of the Municipal Government Act which states:

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

- a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and

- b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,

without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

M. Prevost commented that subsequent to seeing the notice in the paper on March 11 that development had been approved for 5 semi-detached dwellings, which results in 10 homes, that she was concerned with sewer backups and how much additional sewer would be generated to flow into the system and which area would be affected.

She indicated that she had several conversations with the Development Officer regarding setbacks, offsite levies and sanitary flow direction. She commented that the Development Officer was reluctant to answer some questions about setbacks and wanted to speak with Shanon Simon, Manager of Legislative and Land Services.

She advised that she later picked up a draft copy of the MPC minutes. Further she commented that the Development Officer advised her that Ms. Simon had confirmed that the development before the SDAB had met the setback according to the Land Use Bylaw 1698/2011 for R1 subdivision and that cantilevers may project into the sideyard but must maintain a minimum of 1.2 m separation from property line. Further that 1.5 m was within setback requirements.

M. Prevost referenced the report prepared by the Development Officer where it notes that the development does not meet the setback requirement and therefore should not have been approved at the February 19 meeting according to Sec 100(d)(3) of the Land Use Bylaw which states one unobstructed 3m setback where there is no lane is required.

M. Prevost advised the development applications were reviewed by a team of 5 members on the MPC and as result of recommendations of the Engineers, Planning Consultant and Development Officer these applications were approved. She notes that the Development Officer admitted that for this appeal part of the development bylaw was overlooked. M. Prevost commented this is a gross understatement because it was reviewed by 5 members of the MPC, well paid professionals either employed by or contracted to the Town of Redcliff.

M. Prevost further advised that this subdivision is zoned R1, and having consecutive lots with semi-detached dwellings constitutes medium density R2. Semi-detached dwellings in a R1 zone is a discretionary use and means the odd development of semi-detached is allowed not a semi-detached dwelling on every lot.

M. Prevost commented that she felt the actions and misguided opinion and the grossly understated oversight regarding this content and conforming to the Land Use bylaw 1698/2011 has brought us here today. That the rights as individuals have been infringed upon as a result of misguidance and misinformation which has cost a great deal of money, time and undue stress on myself and landowners of these properties.

M. Prevost commented that she also feels she was also misguided on the direction of flow for sewer for this development and will thus only refer to lift station no. 3 at 3rd Ave and 3rd St. NW. She commented that everyone she has spoken too and everything she has read about lift no. 3 has clearly indicated that lift no. 3 has never worked correctly

and that the area is in trouble. She feels this should of been investigated before the warranty expired.

M. Prevost referenced different pages in the MPE report which identify problem areas and noted that no repairs or resolutions were or are being implemented prior to allowing further development to occur. Further that any proposed solutions going forward are only hearsay that anything will be done.

M. Prevost noted there is a recommendation to the SDAB that these developments go forward even though medium density development has never been considered for subdivisions zoned R1. Noting that medium density development R2 generates more sewage.

M. Prevost commented that in the recommendation to go forward that there is suggestion that I misinterpreted the report; she felt this was a subtle way to attack her integrity and ability to comprehend what is written in black on white and highlighted in red.

M. Prevost commented that many were subjected to highly toxic sewer entering our homes in the approximate 9 weeks following the issuance of this MPE report and many are still recovering. Further stating that many homeowners no longer have sewer backup coverage and that to allow additional sewer to enter this system based on noted facts within this appeal is putting our homes further at risk.

M. Prevost indicated the sewer issues need to be resolved prior to allowing these developments to move forward. That they be resolved with concrete accuracy and documented proof of repairs and upgrades provided to all concerned before going forward with these developments. She requested a recording of these proceedings.

M. Prevost ended her presentation by commenting that in her opinion Rudyard Kiplings statement from over 100 years ago that all hell for a basement has taken on a new meaning.

b) Presentation of Development Officer

The Development Officer referenced his report to the Board dated March 18, 2014 providing a history of the application and the decision of the Municipal Planning Commission that was included in the package. (Report attached)

B. Hawrelak asked for Interpretation of Section 58 (6) of the Land Use Bylaw with regard to garbage enclosures. The Development Officer advised he had spoken with Public Services Director and garbage would be picked up along Broadway Ave in similar fashion as Redcliff Way.

Board members discussed the size of the lots.

c) Presentation of Municipal Planning Commission (MPC)

MPC Chairman advised that the MPC had met and reviewed the applications using information provided by the Planning Consultant and Development Officer and approved them in good faith thinking the proposed development is good for the area.

d) Presentation of Planning Consultant

The Planning Consultant noted the following:

- That Development Applications 14-DP-13 and 14-DP-17 are similar while Applications 14-DP-14, 14-DP-15, and 14-DP-16 which are the interior lots are different.
- It is important to follow through the formal hearing process for each appeal individually, but it should be noted that the first two appeals will establish precedence that should likely be carried forward through the other three appeals.
- The Development Authority can require a Development Agreement for the construction of public infrastructure if it deems necessary (MGA Section 650 and LUB 18(4)).
 - Thus, it is appropriate for an appeal to be based on claimed missing infrastructure.
- Section 686(1)(d) states that the Board is to determine whom is affected and if they should be heard. Review of case law suggests that the Board should be careful to not detract from the integrity of the appeal process by allowing those whom are not truly affected a voice.
 - Please note that only a couple of residents who signed the petition are in the immediate area and on the same sanitary system, thus the question of truly affected should be reviewed.
 - Nevertheless erring on the side of cautiousness I suggest that the board considers those not in the immediate area, but weigh their impact as part of the Board's decision.

Background Information and Analysis

1. Sanitary Capacity
 - I am a professional planner and am not able to give expert advice regarding the engineering report.
 - Note: the appeal only includes excerpts of the Town report – truly difficult to assess.
 - And the professionals in the field who commissioned and authored the report do not share the same conclusions as the appellants.
2. No Rear Lane
 - To create a new Town lane requires the dedication of land. This process happens at subdivision – the application before the Board is for a development permit.
 - In the past when the parcels were subdivided and created no land for a lane was requested by the Subdivision Authority.
 - Thus the Development Authority acted consistently with past decisions.
 - The absence of a rear lane is not a safety issue and many parts of the Town do not have rear lanes and many communities are now built with no rear lanes.
 - Planning Consultant suggested the requirement for a rear lane not be added as a condition.

3. Side Yard Setback

- This application is in conformance with the LUB and no error was made by the Development Authority.
- The 3m side yard requirement is achieved in the side yard adjacent to the street.
- As a note the purpose of the 3m side yard rule is not safety related. It is to allow private vehicular access to rear lots to accommodate a rear garage when there is no rear lane.
- This requirement was misinterpreted by the appellant as it does meet the LUB.

4. Sidewalks

- The LUB does not speak to the requirement of sidewalks.
- Public infrastructure at the block scale is usually a condition of subdivision, but the Development Authority had the power to include a condition that would require a sidewalk be constructed.
- The Town plans for a continuous sidewalk on the south side of Broadway.
- Town plans and technical staff state that there is no requirement for a sidewalk on the north side of Broadway.
- Planning Consultant suggested that sidewalks not be added as a condition.

Planning Consultant recommended that the Board make no changes to MPC's approval and uphold the decision with the same conditions

e) Presentation of anyone served notice of hearing

Simon Clewlow advised he had spoken with neighbors in the area and all have had an increase in issues in the last 4 years. Noting there have been weather changes and more capacity being added. He also asked for clarification on requirements for a sidewalk.

The Board asked for clarification if Mr. Clewlow's issues were seepage related or sewer back up related. He advised he could speak only for himself and his issues are seepage related. It was clarified that Mr. Clewlow does not have a basement.

The development permit applicant who was also served notice declined to comment.

f) Presentation of anyone claiming to be affected

No one requested to speak.

g) Rebuttal of Appellant

M. Prevost commented that semi-detached dwellings are a discretionary use in R1 zoning and this does not allow for consecutive multi family unit developments. The appropriate zoning would be R2 for this type of proposed document.

h) Other

B. Hawrelak questioned what the MPC minutes and the stipulation for a change in utilities at the cost of the developer was about. The Chairman responded that likely it is referencing a request for dual services which went through Council and was approved.

B. Hawrelak referenced the Manager of Engineer's report and the statement that says "the Town is in discussion with the City of Medicine Hat to upsize the capacity in their system to accommodate current and future flows" and questioned if at peak capacity does the gate to the City back up. Discussion followed with the Manager of Engineering explaining the sanitary system. He clarified that it is not a single trunk line going to the gate but is three lines. The Manager of Engineering confirmed that when there are huge capacities that a bottleneck can occur. However, the issue is with the south line and not with the north line. The north line was built larger to accommodate future capacity and thus has lots of capacity. In response to B. Hawrelak's question, The Manager of Engineering also confirmed that information is not based solely on reports and calculations and that Public Services have physically checked the manholes during rain events. It was explained that the July 6 rain event was a unique situation and the problem was with the lift station. B. Hawrelak questioned if the Town has intentions of correcting the problem. D. Kilpatrick responded that that is a subjective topic as what someone's interpretation of moving forward and taking action may not mean the same for all.

i) Recess

V. Lutz moved to meet in camera at 7:52 p.m. – Carried.

The Appellant, Development Officer, Planning Consultant, and other members left the meeting at 7:52 p.m.

j) Decision

C. Crozier moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-013 be denied. Further that the decision of the Municipal Planning Commission to approve with conditions Development Permit Application 14-D-013 for a Semi-Detached Dwelling at Lot 43, Block 91, Plan 9411418 (326 Broadway Avenue W.) be upheld. – Carried.

Reasons for Decision

1. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
2. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
3. Having a rear lane is not identified as being a safety issue.
4. The proposed development is on a corner lot and setbacks are in conformance with the Land Use Bylaw.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

V. Lutz moved to return to regular session at 8:25 p.m. – Carried.

The Appellant, Development Officer, Planning Consultant and other members of the public returned to the meeting at 8:25 p.m.

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

4. APPEAL NO. 2
Appeal of Development Permit Application 14-DP-014
Lot 44, Block 91, Plan 9411418 (320 Broadway Avenue W)
Semi-Detached Housing Development

Chairman Kilpatrick asked the appellant if she had any objection to any board members hearing the appeal. M. Prevost advised she had no objection to any member of the Subdivision and Development Appeal Board.

Recording Secretary distributed a copy of the motion for Development Permit Application 14-DP-014 from the Municipal Planning Commission minutes of the February 19, 2014 meeting. She also distributed correspondence addressed to B. Hawrelak, V. Lutz, G. Shipley, D. Kilpatrick and C. Crozier from D. Prpick, a member of the MPC, which referenced this appeal.

a) Presentation of Appellant

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Development Permit Application 14-DP-013. M. Prevost and the Board members agreed it was not necessary to repeat the presentation.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first appeal. He indicated the applications were reviewed at the Municipal Planning Commission meeting of February 19 and the concerns identified by the appellant were discussed. The Development Officer also commented that there is nothing in the Land Use Bylaw which restricts continuous multiunit dwellings. Further that each of these applications were considered on their own merit and are individual applications on separate parcels.

c) Presentation of Municipal Planning Commission

The Municipal Planning Commission Chairman advised their decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

The MPC Chairman asked to be excused from the proceedings and noted his comments for the next three appeals would be the same.

MPC Chairman left at 8:37 p.m.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments are similar to those that he gave during the first appeal with the exception of a few statements on the sideyard setback as follows:

- For the interior lots, such as this one, a 3m side yard setback is a requirement of the LUB and MPC and others missed the rule in applying it.
- The SDAB is not governed by same ruling and has the ability to determine if it is required or not.
- The purpose rule is to allow private vehicular access to rear lots to accommodate a rear garage when there is no rear lane. The proposed developments all have front garages, and it does not show that there is any requirement for rear vehicular access.
- When the north parcel develops the Subdivision Authority can require a lane to be dedicated, which would provide rear access to these lots.
- The Planning Consultant indicated his recommendation is similar to the last one with the exception that the board waive the 3 m sideyard setback requirement and approve the application as presented with the same conditions as imposed by the MPC.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost commented that she cannot get past the R1 & R2 discretionary use and the allowance for consecutive multi-unit dwellings. Further she expressed concerns with the rear lane and if it will get addressed at a later date or missed again.

h) Other

The Board accepted for information correspondence directed to V. Lutz, B. Hawrelak, G. Shipley, C. Crozier and D. Kilpatrick received March 28, 2014 with referenced appeal 14-DP-014. (attached)

i) Recess

B. Hawrelak moved to meet in camera at 8:43 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant, and others left the meeting at 8:43 p.m.

j) Decision

G. Shipley moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-014 be denied. Further that that Development Permit Application 14-D-014 for a Semi-Detached Dwelling at Lot 44, Block 91, Plan 9411418 (320 Broadway Avenue W.) be approved as submitted with a reduced sideyard setback with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on Lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried.

Reasons for Decision

1. Agree with waiving the 3 m sideyard setback as a garage is proposed to be developed on the front and there should be no requirement for rear access for a vehicle.
2. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
3. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
4. Having a rear lane is not identified as being a safety issue.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

C. Crozier moved to return to regular session at 9:03 p.m. – Carried.

The Appellant, Development Officer, Planning Consultant and other members of the public returned to the meeting at 9:03 p.m.

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

5. APPEAL NO. 3

Appeal of Development Application 14-DP-015

Lot 45, Block 91, Plan 9411418 (314 Broadway Avenue W)

Semi-Detached Housing Development

a) Presentation of Appellant

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Development Permit Application 14-DP-013.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first two appeals.

c) Presentation of Municipal Planning Commission

As per comments from the MPC Chairman the MPC decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments were the same as he gave during the first and second appeal.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost indicated her comments were the same as previously mentioned.

h) Other

The Board accepted for information correspondence directed to V. Lutz, B. Hawrelak, G. Shipley, C. Crozier and D. Kilpatrick received March 28, 2014 with referenced appeal 14-DP-015. (attached)

i) Decision

G. Shipley moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-015 be denied. Further that that Development Permit Application 14-D-015 for a Semi-Detached Dwelling at Lot 45, Block 91, Plan 9411418 (326 Broadway Avenue W.) be approved as submitted with a reduced sideyard setback with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on Lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried.

Reasons for Decision

1. Agree with waiving the 3 m sideyard setback as a garage is proposed to be developed on the front and there should be no requirement for rear access for a vehicle.
2. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
3. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
4. Having a rear lane is not identified as being a safety issue.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

6. APPEAL NO. 4**Appeal of Development Application 14-DP-016****Lot 46, Block 91, Plan 9411418 (308 Broadway Avenue W)****Semi-Detached Housing Development****a) Presentation of Appellant**

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Appeal of Development Permit Application 14-DP-013.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first two appeals.

c) Presentation of Municipal Planning Commission

As per comments from the MPC Chairman the MPC decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments were the same as he gave during the first and second appeal.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost indicated her comments were the same as previously mentioned.

h) Other

The Board accepted for information correspondence directed to V. Lutz, B. Hawrelak, G. Shipley, C. Crozier and D. Kilpatrick received March 28, 2014 with referenced appeal 14-DP-016. (attached)

i) Decision

G. Shipley moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-016 be denied. Further that that Development Permit Application 14-D-016 for a Semi-Detached Dwelling at Lot 46, Block 91, Plan 9411418 (308 Broadway Avenue W.) be approved as submitted with a reduced sideyard setback with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on Lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried.
-

Reasons for Decision

1. Agree with waiving the 3 m sideyard setback as a garage is proposed to be developed on the front and there should be no requirement for rear access for a vehicle.
2. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
3. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
4. Having a rear lane is not identified as being a safety issue.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

7. APPEAL NO. 5**Appeal of Development Application 14-DP-017****Lot 47, Block 91, Plan 9411418 (302 Broadway Avenue W)****Semi-Detached Housing Development****a) Presentation of Appellant**

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Development Permit Application 14-DP-013.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first two appeals.

c) Presentation of Municipal Planning Commission

As per comments from the MPC Chairman the MPC decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments were the same as he gave during the first and second appeal.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost indicated her comments were the same as previously mentioned.

h) Other

Nothing further.

i) Decision

C. Crozier moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-017 be denied. Further that the decision of the Municipal Planning Commission to approve with conditions Development Permit Application 14-D-017 for a Semi-Detached Dwelling at Lot 47, Block 91, Plan 9411418 (302 Broadway Avenue W.) be upheld. – Carried.

Reasons for Decision

1. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
2. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
3. Having a rear lane is not identified as being a safety issue.
4. The proposed development is on a corner lot and setbacks are in conformance with the Land Use Bylaw.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

4. ADJOURNMENT

P. Monteith moved the meeting be adjourned at 9:17 p.m.

Chairman

S. Simon, Recording Secretary

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD
APRIL 2, 2014**

Development Officer's Report

Date: March 18, 2014

Development Permit Application: **14-DP-013 (Semi-detached Dwelling)**

Appellant: **Merna Prevost on behalf of attached list**

Applicant: **Supernal Homes Ltd.**

Owner: **Supernal Homes Ltd.**

Property Address: **326 Broadway Avenue W.**

Legal Address: **Lot 43, Block 91, Plan 9411418**

Land Use: **R-1 Single Family Residential District**

Development Authority: **Municipal Planning Commission**

Development Officer: **Brian Stehr**

Background:

Since the last quarter of 2013, I have had several discussions with Greg Funk of Supernal Homes Ltd. regarding development of Lots 43-47, Block 91, Plan 9411418. During our pre-application discussions, the following points were discussed.

- Is it possible to put semi-detached dwellings on these lots even though they are currently zoned R-1 Single Family Residential.
- What are the servicing costs of hooking up the water and sewer utilities
- Required setbacks as per the Land Use Bylaw
- Any other potential costs that Supernal Homes Ltd. may incur for servicing the lot
- What are the time frames for approval
- Would an engineered site drainage plan be required

Regarding servicing of the lots and related costs, Supernal Homes Ltd. was advised to speak to the Public Services Department and the City of Medicine Hat.

I consulted with the Engineering Department regarding the application. The Manager of Engineering informed me that while an engineered site drainage plan would not be required, the Engineering Department would want to see a grade plan to ensure that potential drainage would not impact neighbouring properties.

On February 13, 2014 Supernal Homes Ltd. applied for a Development Permit for a semi-detached Dwelling at 326 Broadway Avenue W (Lot 43, Block 91, Plan 9411418).

During my review of the Development Permit Application, the following areas of concern were identified, and discussed with the appropriate departments:

- No rear lane was identified on the site plan. A condition of installing a rear lane and similar infrastructure is typically a condition of the Subdivision process, and not the Development process.
- I consulted with the Public Services Manager, and was informed that garbage pickup would be done from Broadway Avenue W.

- It was noted that the side yard setback of 1.22 m was less than 1.5 as per the Land Use Bylaw, and the 1.22 m was beyond the variance power of the Municipal Planning Commission. I had a conversation with Benchmark Geomatics, the company that was supplying the Site Plan for Supernal Homes Ltd. Benchmark Geomatics informed me that the measurement of 1.22 m was taken from the edge of cantilever, and that the foundation was 1.5 m from edge of property. The Land Use Bylaw allows cantilevers to encroach onto into the setback to have a minimum setback of 1.2 m. The setback of 1.22 m is greater than the minimum as allowed by the Land Use Bylaw.
- Section 100.d.iii which states: One (1) unobstructed 3.0 m, where no rear lane is provided was overlooked by the Development Officer and the Municipal Planning Commission during the approval process.
- Consideration was given to having sidewalks installed on the North side of Broadway Avenue W. I reviewed the Master Transportation Study which was completed in 2012, and it indicates that the sidewalk on the South side of Broadway was adequate for pedestrian traffic. I discussed the front sidewalks with the Town Manager, and Manager of Engineering and both were of the opinion that a sidewalk on Broadway Avenue W. would not be a necessary for this development.

The Application was considered by the Municipal Planning Commission on February 19, 2014.

The Municipal Planning Commission discussed the following concerns:

- Necessity of a rear lane
- Lot drainage
- Side yard setbacks
- Necessity of sidewalks
- Servicing of the lots
- Necessity of Right-of Ways

The MPC approved Development Permit Application 14-DP-013 with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.

The Appellant, M. Prevost, contacted me to inquire about the appeal process, and when the appeals had to be filed by.

On March 11, 2014 M. Prevost appealed the decision of the Municipal Planning commission.

Upon reviewing the Appeal, I consulted with the Manager of Engineering for his comments. Attached is the letter from the Town of Redcliff's, Manager of Engineering.

Danica Prpick
Riverview Place SE
Redcliff, AB
T0J 2P0

RECEIVED
MAR 28 2014
TOWN OF REDCLIFF

March 24, 2014

RE: MPC ERROR IN APPROVING DEVELOPMENT PERMITS 14-DP-014, 14-DP-015 & 14-DP016

To Whom it May Concern,

I am writing as a result of the MPC minutes on the March 24, 2014 Town Council Agenda.

It has come to my attention that despite my repeated insistence that minutes should read "MPC did not have the authority to approve the development permits" for DP applications 14-DP-014, 14-DP-015, 14-DP-016 this information was not indicated in the minutes. Instead the minutes identified that these development permit lots were affected by a regulation to allow 3m unobstructed setbacks. This is very misleading and does not identify that MPC erred in approving the development permits.

I take my responsibility as outlined in the Municipal Government Act (MGA) Section 617, very seriously. Section 617 speaks of Part 17 of the Act (Planning and Development). Under Part 17 ALL development issues are considered, including the roles and functions of MPC.

Purpose of this Part

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

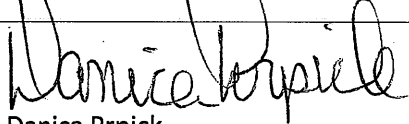
- (a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and
 - (b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,
- without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest. 1995 c24 s95

The authority of the MPC is outlined in the Town of Redcliff's Land Use Bylaws, MPC Bylaw 1698/2011, Subdivision and Development Regulations, the MGA and the Alberta Municipal Development Authority Manual. For anything outside of these regulations and bylaws, MPC does not have any authority. The setbacks for 14-DP-014, 14-DP-015 and 14-DP-016 were not allowable under any of the above regulations and bylaws, MPC did not have the authority to approve these three development permits.

If MPC had done due diligence in denying these development permits, no appeal would have been necessary. The appellant is required to pay \$100 per appeal. S. 617 identifies that the rights of individuals should not be infringed upon except for the overall greater public interest. It occurs to me that the only interest that the approval of these three development permits serves the developer - not the overall greater public interest. Furthermore, the rights of the appellant are being infringed upon by having to pay \$300 for appealing development permits which should never have been approved.

Therefore, I respectfully ask that ALL parties to this appeal recognize that error by MPC in approving the three development permits identified above.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Danica Prpick", written over a horizontal line.

Danica Prpick,
MPC Member

Cc Town of Redcliff MPC Members
Cc Town of Redcliff Municipal Manager
Cc Town of Redcliff Council
Cc Town of Redcliff SDAB Members
Cc Appellant for appeal of Development Permits 14-DP-014; 14-DP-015; 14-DP-016
Cc Town of Redcliff Confidential Secretary
Cc Town of Redcliff Development Officer
Cc Town of Redcliff Planning Consultant
Cc Town of Redcliff Director of Legislative and Land Services

**BYLAW NO. 1772/2014
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS the lands described as

Legal Description

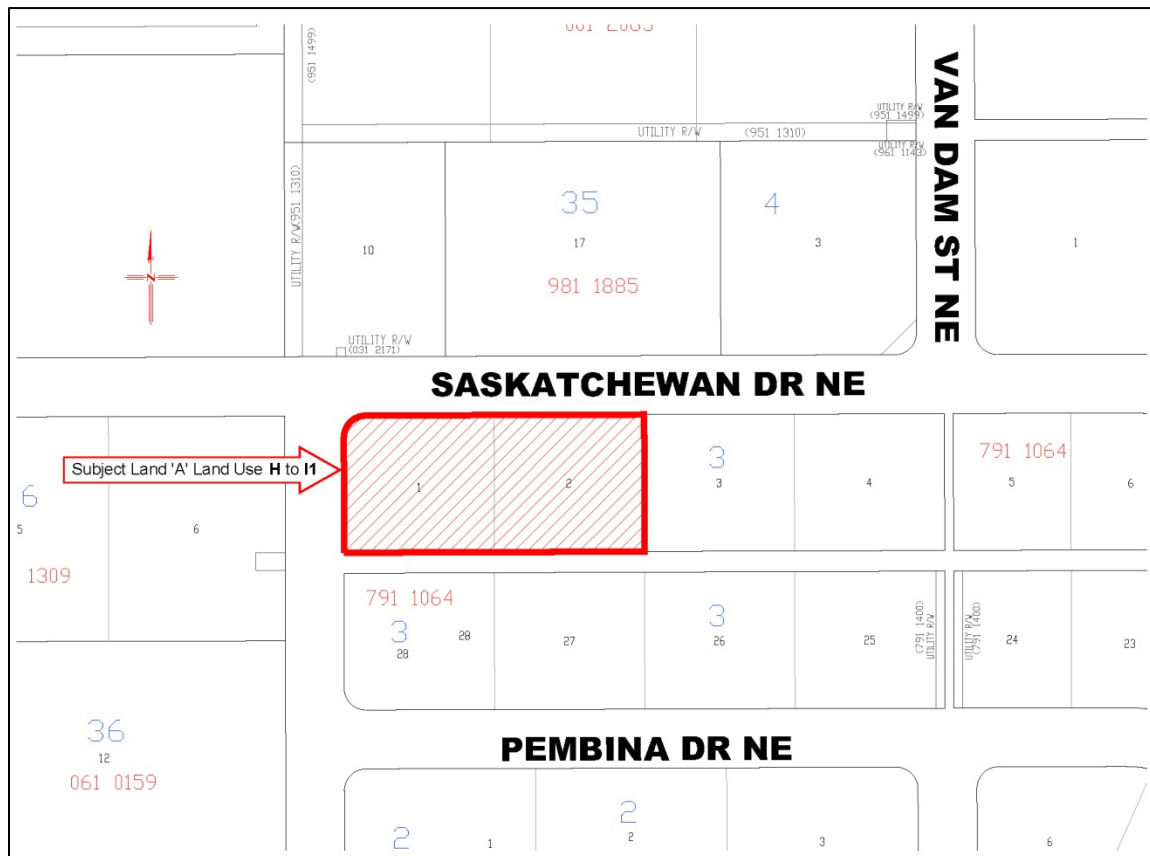
Lot 1-2, Block 3, Plan 7911064

Civic Address

225 Saskatchewan Drive NE

(herein referred to as "Subject Land A", is presently designated H Horticultural District under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that 'Subject Land 'A' be designated I-1 Light Industrial District and is located as indicated on the following map.



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

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers

at the Town of Redcliff on the 14th day of April, A.D. 2014.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1772/2014.
2. The land described as

Legal Description

Lot 1-2, Block 3, Plan 7911064

Civic Address

225 Saskatchewan Drive NE

is hereby designated I-1 Light Industrial District.

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

READ a first time the 24th day of March, 2014.

READ a second time the _____ day of _____, 2014.

READ a third time this the _____ day of _____, 2014.

PASSED and **SIGNED** the _____ day of _____, 2014.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
BYLAW 1778/2014**

A BYLAW OF THE TOWN OF REDCLIFF TO AMEND BYLAW NO. 1208/99 BEING THE 000 BLOCK OF 2ND STREET N.E. RECONSTRUCTION BYLAW AND TO AMEND BYLAW NO. 1252/2000 TO AMEND BYLAW 1208/99.

WHEREAS the Council of the Town of Redcliff desires to amend Bylaw No. 1208/99 which was passed on May 25, 1999, and Bylaw No. 1252/2000 passed on March 28, 2000 to amend Bylaw 1208/99.

AND WHEREAS the Council of the Town of Redcliff considers it expedient to amend this Bylaw.

AND WHEREAS the Municipal Government Act R.S.A. 2000, Chapter M26, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.

AND WHEREAS THE Council of the Town of Redcliff considers it expedient to amend this Bylaw to include an updated schedule indicating the parcels affected by this Local improvement Tax and the effective frontage feet.

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

1. That Bylaw No. 1208/99, being the 000 Block of 2nd Street N.E. Reconstruction Bylaw and Bylaw 1252/2000 being a bylaw to amend Bylaw No. 1208/99 now be amended to include the following updated listing of properties to be assessed and their effective frontage feet:

West Side of 2nd Street NE		
Legal Description	Civic Address	Effective Frontage Feet
Lot 21-22, Block 86, Plan 1117V	25 2 Street NE	50
Lot 23-24, Block 86, Plan 1117V	21 2 Street NE	50
Lot 25 - 30, Block 86, Plan 1117V	13 2 Street NE	150
Unit 1, Plan 1312666	5 2 nd Street NE	13.1
Unit 2, Plan 1312666	5 2 nd Street NE	13.1
Unit 3, Plan 1312666	5 2 nd Street NE	13.1
Unit 4, Plan 1312666	5 2 nd Street NE	13.1
Unit 5, Plan 1312666	5 2 nd Street NE	12.92
Unit 6, Plan 1312666	5 2 nd Street NE	12.92
Unit 7, Plan 1312666	5 2 nd Street NE	12.92
Unit 8, Plan 1312555	5 2 nd Street NE	8.84
	TOTAL	250

East Side of 2nd Street NE		
Legal Description	Civic Address	Effective Frontage Feet
Lot 7, Block 85, Plan 1117V	2 2 Street NE	25
Lot 8-9, Block 85, Plan 1117V	4 2 Street NE	50
Lot 10-11, Block 85, Plan 1117V	8 2 Street NE	50
Lot 12-13, Block 85, Plan 1117V	12 2 Street NE	50
Lot 14-15, Block 85, Plan 1117V	16 2 Street NE	50
Lot 16-17, Block 85, Plan 1117V	20 2 Street NE	50
Lot 18-20, Block 85, Plan 1117V	26 2 Street NE	75
	TOTAL	350

2. This Bylaw shall take effect upon final passing thereof.

READ A FIRST TIME THE _____ DAY OF _____, 2014.

READ A SECOND TIME THE _____ DAY OF _____, 2014.

READ A THIRD TIME THE _____ DAY OF _____, 2014.

SIGNED AND PASSED THE _____ DAY OF _____, 2014.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 14, 2014

PROPOSED BY: Shanon Simon, Manager of Legislative and Land Services

TOPIC: Recreational Vehicle (RVs) Regulations

PROPOSAL: Amend the Land Use Bylaw and Traffic Bylaw to incorporate regulations for recreational vehicles

BACKGROUND:

Recently a second open house was held on March 27, 2014 to show the survey results and proposed rules being brought forward relating to parking of recreational vehicles. 24 people attended the open house and the following written comments were provided:

My wife and I appreciated the opportunity to attend the recent open house on the results of the community consultation regarding RV parking. We were well received by staff and found the information clearly presented and informative. Unfortunately, we were sad to see that most of the proposed by-law amendments were viewed negatively by the participating citizens.

I hope it is recognized that it would be highly unlikely that a sampling of voluntary respondents (which we were led to believe was on the order of 10% residents) would be truly representative of the Redcliff population, and very likely was skewed towards RV owners. If this was in fact the case, it would not be surprising then that the general theme of the responses tended to emphasize RV owners' property rights over the equally valid property rights of their non-RV owning neighbours. Aside from some recognition that good visibility at intersections was a reasonable imposition, the remainder of the responses leaned towards no restrictions at all on how or where an RV could be placed on a property, with little apparent consideration given to their neighbours' ability to enjoy their own land.

While I fully support the consultation initiative, and look forward to more opportunities in the future, I can only encourage the council to recognize the true value of these self-interested samplings - as consultations and not referendums - and consider the results with a grain of salt; always striving to find a reasonable balance between the rights of all property owners.

Of more concern is the proposed amendment that would allow an RV to be used as long term living quarters. While it seems reasonable to house visitors on a long weekend or to provide a place to stay during renovations, without enforceable boundaries on what is permitted this seems ripe for abuse and could easily turn Redcliff into a RV camp ground. Could people rent out RVs to transient workers to live in their driveways year round? Is there a concern with how long-term live-in RVs will deal with waste?

We do not want to unduly interfere with citizens' opportunities to enjoy their private property, but in the best interest of the community I believe some thought should be given to define the extent of these privileges. To meet the intent while limiting opportunities for abuse, might I suggest that this new by-law could consider the following example:

"

- 1. Short-term stay - Maximum of 48 hrs in a 1 week period allowed.*

2. Long-term stay - More than 48 hrs in a 1 week period is considered a long term stay , and is subject to the following:

- a. a permit be required,
 - b. that there be a fixed time period per permitted stay, say 2 weeks,
 - c. that the permit can be reapplied for for a maximum of 1 times (yielding a total of 4 weeks per continuous stay) before a mandatory break-in-stay is required.
 - d. mandatory break-in-stay will be equivalent to the total allow continuous stay, or a waiver requested based on circumstances, such as rebuilding after a fire.
 - e. following a mandatory break-in-stay, a reapplication can be submitted.
- "

The council has much more experience drafting rules such as this, so I am sure my suggestion could be improved upon to be consistent with best practices and other by-laws, but I hope you will agree on the need for such a limitation on the current proposal.

For your consideration,
Anthony A Faust
Redcliff

* * * * *

Thank you for the opportunity to view the proposals. Good luck with your decisions.

* * * * *

Line 8 on Page 3 – tells me I cannot connect my truck and RV and park on the street if longer than 6 meters

BUT

Line 15 (b) allow me to park my truck and RV as long as it's not longer than 48 hours

* * * * *

#2 Lots are getting smaller and trailers are getting bigger. There is no difference if a trailer is right at the edge of the sidewalk or if a vehicle is parked right at the edge of the sidewalk.

* * * * *

Q4. Some slides need to be out to get at things (e.i. fridge). Could have slide out if marked (cones) and someone attending the trailer, for a short time (1 hour)??

* * * * *

I feel that as long as we are 1-3 metres off road and clear of sidewalk that it should be OK.

* * * * *

Bylaw 1779, a bylaw to amend the Land Use Bylaw and Bylaw 1780, being the Traffic Bylaw have been prepared incorporating the changes as directed by Council and are being brought forward for first reading.

In addition to the changes as discussed for the Traffic Bylaw there is proposed an increase in the fine section from \$200 to \$600 for the following infractions:

- Operate a motor vehicle on a highway in excess of allowed weight (sign or public notice)
- Operate a motor vehicle in excess of allowed dimensions

The Bylaw Enforcement Officer identified that the fine was less than the cost of the permit and therefore these fine amounts should be increased.

Also to note, the amendment to the Land Use Bylaw will require that a public hearing be held as per the Municipal Government Act. There is no requirement for a public hearing for the Traffic Bylaw.

ATTACHMENTS:

1. Bylaw 1779/2014, being a bylaw to amend bylaw 1697/2011 being the Land Use Bylaw.
2. Bylaw 1780/2014, being the Traffic Bylaw
3. Traffic Bylaw showing the proposed amendments relating to RVs.

OPTIONS:

1. To give first reading to Bylaw 1779/2014, being a bylaw to amend Bylaw 1697/2011 being the Land Use Bylaw and Bylaw 1780/2014, being the Traffic Bylaw.
2. Administration incorporate further changes to Bylaw 1779/2014, being a bylaw to amend bylaw 1697/2011 being the Land Use Bylaw and Bylaw 1780/2014, being the Traffic Bylaw as discussed and bring the bylaws back to a future Council meeting for consideration.

RECOMMENDATION:

MOTION:

1. Councillor _____ moved Bylaw 1779/2014, being a bylaw to amend Bylaw 1697/2011 being the Land Use Bylaw be given first reading.
2. Councillor _____ moved Bylaw 1780/2014, being the Traffic Bylaw be given first reading.
3. Councillor _____ moved to direct Administration to incorporate further changes to Bylaw 1779/2014, being a bylaw to amend bylaw 1697/2011 being the Land Use Bylaw and Bylaw 1780/2014, being the Traffic Bylaw as discussed and bring the bylaws back to a future Council meeting for consideration.

SUBMITTED BY:



Manager of Legislative & Land Services



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2014.

Town of Redcliff LUB RV Regulation Amendments

Amendment to section 66 to remove current RV regulations from LUB:

66. OBJECTS AND VEHICLES PROHIBITED IN RESIDENTIAL DISTRICTS

- (1) No person shall keep or permit in any part of a yard in any residential district:
 - (a) any dismantled, dilapidated or wrecked vehicle for more than fourteen (14) successive days;
 - (b) no more than two (2) unlicensed vehicles and they shall not be located within the front yard;
 - ~~(c) more than one (1) recreational vehicle provided it does not interfere with vehicular traffic on the street and undermine the amenities of the adjacent properties;~~
 - ~~(d) a recreational vehicle being used for living or sleeping accommodations;~~
 - (e) a recreational vehicle stored or placed with any chattel, landings, skirting, decks or other such object that is unsightly or tends to affect adversely the amenities of the District;
 - (f) a commercial vehicle or school bus with a gross vehicle weight (GVW) rating in excess of 4,500 kg for longer than is reasonably necessary to load or unload the vehicle;
 - (g) an industrial or construction vehicle with a gross vehicle weight (GVW) rating in excess of 4,500 kg except when such a vehicle is required pursuant to a development or building permit for that site.
 - (h) any object or chattel that in the opinion of the Development Authority is unsightly or tends to affect adversely the amenities of the District;
 - (i) any excavation, storage or piling up of material required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavations assumes full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction work.

Amendment to the Definition of a Recreational Vehicle in the LUB:

153) **Recreational Vehicle** means a ~~portable structure designed and built to be carried on a vehicle, or a unit designed and built to be transported on its own wheels to provide temporary living accommodation for travel and recreational purposes and includes, but is not limited to such vehicles as a motor home, a camper and a holiday trailer, but does not include a manufactured or mobile home.~~

153) **Recreational Vehicle** means a *vehicle or trailer that is designed for recreational or travel purposes and includes but is not limited to motor homes, travel trailers, fifth wheel travel trailers, tent trailers, toy haulers, boats, campers whether located on a truck or other vehicle or not, and a trailer used to transport any of the above, but does not include sea-doo's, ski-doo's, all-terrain vehicles, hunting buggies, and other small scale recreational vehicles.*

Amendment to the General Land Use Regulations to include a new Section:

72. **Recreational Vehicles**

(1) *Off-street storage of recreational vehicles:*

- (a) *The total number of recreational vehicles allowed to be stored on a residential property at the same time shall be limited to three (3).*
- (b) *A recreational vehicle stored in a garage shall not be included in the total number of recreational vehicles allowed to be stored on a residential property.*
- (c) *A recreational vehicle stored in a carport or portable garage and shelter shall be included in the total number of recreational vehicles allowed to be stored on a residential property.*
- (d) *A recreational vehicle stored in a front yard must be located 1 m from the nearest edge of a public roadway or public sidewalk.*
- (e) *Off-street storage of a recreational vehicle must be in accordance with Section 46, Corner Visibility Triangle, of this Bylaw.*

(2) *Temporary Use of a Recreational Vehicle as a Dwelling Unit*

- (a) *An owner or operator of a recreational vehicle may temporarily use one (1) stored recreational vehicle as a dwelling unit provided that:*
 - (i) *the temporary use of the recreational vehicle meets the*

requirements of this Bylaw;

- (ii) the recreational vehicle utilized for temporary use must be located on private property for the duration of the use.*
 - (iii) the temporary use of the recreational vehicle is for the purpose of guest accommodation or to provide accommodation while renovations to the principal building are occurring;*
 - (iv) the temporary use of the recreational vehicle occurs for less than 30 days;*
- (3) The regulations contained in this Section are in addition to and not in place of the regulations contained in the Traffic Bylaw.*

**BYLAW NO: ~~1681/2011~~ XXXX/2014
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE CONTROL AND
REGULATION OF PEDESTRIAN AND VEHICULAR TRAFFIC.**

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

SHORT TITLE

1. This Bylaw shall be called "The Traffic Bylaw" and shall be taken to apply within the municipal boundaries of the Town of Redcliff.

DEFINITIONS

2. In this Bylaw the definitions described in Section (1) of the Traffic Safety Act RSA 2000 C. T-6, as amended (hereinafter referred to as the *Traffic Safety Act*) shall apply to this Bylaw and in addition the following definitions shall apply:
 - a) **"Bus"** means a motor vehicle designed for carrying more than ~~13~~ 11 passengers that is used or intended to be used for the transportation of persons.
 - b) **"Bylaw Enforcement Officer"** means any Peace Officer, member of the Royal Canadian Mounted Police or person designated by the municipality as the Bylaw Enforcement Officer.
 - c) **"Bus Stop" or "Bus Zone"** means that portion of a highway adjacent to the curb designated by the Sign Bylaw as being reserved exclusively for the loading and unloading of buses.
 - d) **"Commercial Vehicle"** means a motor vehicle designated or used for the carriage of goods, wares or merchandise and includes a vehicle within the meaning of the *Traffic Safety Act*.
 - e) **"Council"** means the municipal council of the Town, duly assembled and acting as such.
 - f) **"Cul-de-Sac"** means local roads which are terminated at one end, with the provision for turning vehicles.
 - g) **"Curb"** means the concrete or asphalt edge of a highway or the division point between the highway and boulevard or sidewalk.
 - h) **"Director"** means the person appointed to the position of ~~Manager of Public Services~~ Public Services Director for the Town of Redcliff.
 - i) **"Holiday"** means and includes every Sunday, and any other day defined as a holiday in the *Interpretation Act (Alberta)* and any day or portion of a day proclaimed by the Mayor or by the Council of the Town as a Civic Holiday.

- j) **"Gross Vehicle Weight (GVW)"** means the maximum weight of a motor vehicle or combination of attached motor vehicles and the load thereon specifically authorized by law to operate on a highway including the maximum weight specified in the registration certificate issued under the Motor Vehicle Administration Act R.S.A. 1980 c. M-22 for that motor vehicle.
- k) **"Loading Zone"** means that portion of a highway adjacent to the curb designated by the Sign Bylaw as reserved exclusively for the loading and unloading of commercial vehicles.
- l) **"Manager"** means a person appointed to the position of Municipal Manager for the Town of Redcliff.
- m) **"Metered Space"** means the portion of a highway or other parcel of land marked out for the accommodation of a vehicle and adjacent to which a parking meter has been installed.
- n) **"Parade" or "Procession"** shall mean any group of pedestrians other than a military or funeral procession numbering more than fifty (50) and marching or walking on the highway or on the sidewalk or any group of vehicles other than a military or funeral procession and numbering ten (10) or more, or both.
- o) **"Parking Meter"** means a mechanical device for the computation of time that a vehicle may be parked in a metered space.
- p) **"Public Property"** means publicly owned land including land owned by the Town.
- q) **"Private Property"** means land that is privately owned.
- r) "Recreational Vehicle" means a vehicle or trailer that is designed for recreational or travel purposes and includes but is not limited to motor homes, travel trailers, fifth wheel travel trailers, tent trailers, toy haulers, boats, campers whether located on a truck or other vehicle or not, and a trailer used to transport any of the above, but does not include sea-doo's, ski-doo's, all-terrain vehicles, hunting buggies and other small scale recreational vehicles.
- rs) **"Sign Bylaw"** means a bylaw of the Town of Redcliff entitled *Traffic Control Devices Bylaw*.
- st) **"Ticket Controlled Space"** means that portion of land owned or controlled by the Town designated pursuant to this Bylaw for the accommodation of motor vehicles and on which a ticket dispenser or dispensers are installed.
- tu) **"Ticket Dispenser"** means an automatic or other mechanical meter or device erected, maintained or operated on any such land for the purpose of allotting and controlling parking spaces for vehicles by the dispensing of tickets or coupons to the drivers of vehicles parked or intended to be parked in any such parking space.
- uv) **"Town"** means the Municipal Corporation of the Town of Redcliff or the area contained within the Town boundaries as the context requires.

STOPPING STANDING PARKING

3. No person shall park a motor vehicle, trailer, ~~vacation or holiday trailer~~ recreational vehicle in an alley unless he is actively engaged in:
 - a) the loading or unloading of goods from a commercial vehicle for a period not exceeding thirty (30) minutes, or,
 - b) the loading or unloading of goods or passengers from a vehicle other than a commercial vehicle for a period not exceeding five (5) minutes,provided the vehicle described in subsections (a) or (b) does not obstruct the free passage of pedestrian and vehicular traffic through such alley.
4. No person shall stop a motor vehicle in a loading zone except:
 - a) for a period not exceeding five (5) minutes for the purpose of and while actively engaged in loading or unloading passengers, or,
 - b) for a period not exceeding thirty (30) minutes for the purpose of and while actively engaged in loading or unloading of merchandise or other materials.
5. No person shall park a trailer on a highway unless the trailer is attached to a motor vehicle by which it may be drawn. ~~This provision does not apply to a tent, vacation or holiday trailer provided the tent, vacation or holiday trailer is being loaded or unloaded and is parked for that purpose for a period not exceeding forty-eight (48) hours.~~
6. No person who sells, repairs or services motor vehicles for compensation shall park or leave any such motor vehicle in his control on a highway.
7. No person shall leave any motor vehicle parked on a highway for a continuous period exceeding seventy-two (72) hours.
8. No person shall park a motor vehicle, other than a passenger vehicle, of a length together with any trailer attached thereto, greater than six (6) metres on any highway unless:
 - a) such person is actively engaged in loading or unloading passengers, merchandise or personal effects,
 - b) such parking is permitted by a sign erected pursuant to the Sign Bylaw.
9. No person shall park a vehicle or trailer of any type:
 - a) on private property without the express consent of the owner thereof or other person in charge of the property;
 - b) on a boulevard;
 - c) in a park or on other public property unless specifically authorized to do so by the Director or Manager;
10. Notwithstanding any other provision of this Bylaw, the following classes of motor vehicles are exempt from parking prohibition:

- a) emergency vehicles,
- b) public utility vehicles,
- c) municipal or other government public works vehicles,
- d) towing service vehicles

while any such vehicle is being used in work requiring that it be stopped or parked in contravention of any such prohibition.

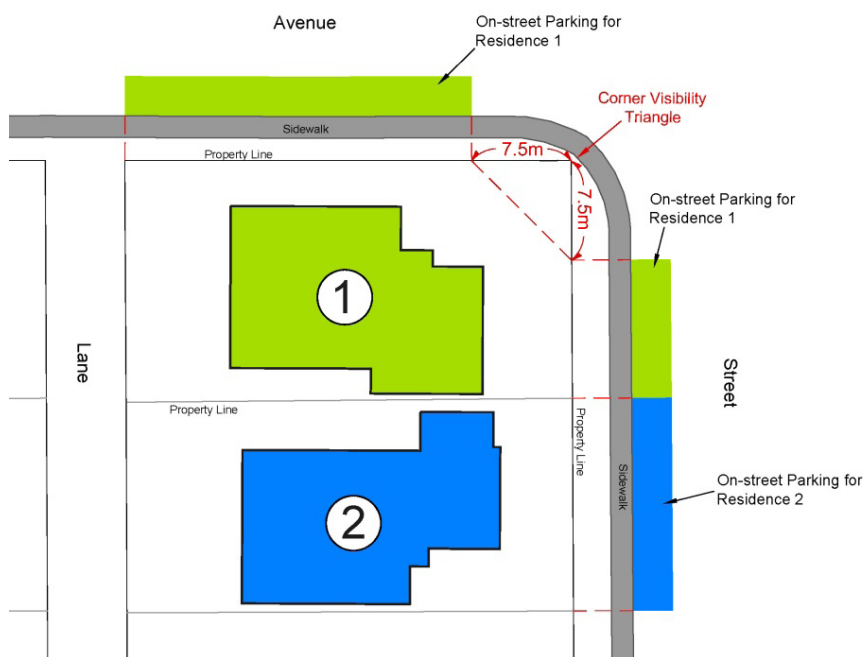
11. No person shall leave a motor vehicle on a highway indicated by a sign pursuant to the Sign Bylaw, that such highway has been cleared or is about to be cleared for the purpose of a parade, road maintenance, snow removal or street sweeping.
12. No person shall park a motor vehicle in such a way as to obstruct an emergency exit from any building or posted fire lane around a building.
13. No person shall unload a car carrier on a highway or public property unless such public property is designated for that purpose.
14. When Parking on a roadway, a driver shall park his vehicle with the sides of it parallel to the curb edge of the roadway, unless a sign indicates that angle parking is permitted or required, with the right hand wheels thereof not more than 500 millimetres from the right hand curb or edges of the roadway; and facing in the direction of travel authorized for the highway.

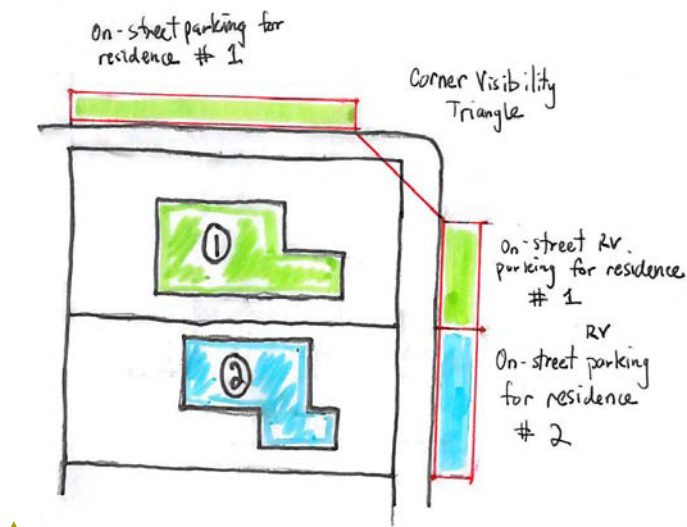
PARKING AND STORAGE OF RECREATIONAL VEHICLES

15. In addition to this Section, recreational vehicles parked or stored on a public highway are subject to all other applicable regulations within this bylaw.

On-street parking of recreational vehicles:

- (a) No person shall park a recreational vehicle on an area of a public highway that is not immediately adjoining the owner or operator's place of residence.





- (b) An owner or operator of a recreational vehicle must not park the recreational vehicle on the area of the highway immediately adjoining the owner or operator's place of residence for a period of more than 48 consecutive hours;
- (c) An owner or operator of a recreational vehicle must not park the recreational vehicle on the area of the highway immediately adjoining the owner or operator's place of residence if the recreational vehicle was previously parked on that area of the highway at any time during the preceding 48 hour period;
- (d) No person shall park a recreational vehicle on a public highway in such a way as to allow any part of the recreational vehicle to project into a public sidewalk or highway.
- (e) No person shall park removable camper accommodation, either permanently or temporarily, on any portion of any public highway after the same has been removed from the motor vehicle.

To determine the time a recreational vehicle has been parked in a location where parking is restricted to a specific time, a Bylaw Enforcement Officer may place an erasable chalk mark on the tread face of the tire of a parked or stopped recreational vehicle without such Bylaw Enforcement Officer or the Town incurring any liability for so doing.

PARKING FOR PERSON WITH DISABILITIES

16. In this Section,

- a) "permit" means a valid handicap placard or licence plate that is issued or recognized by the Solicitor General of Alberta;
- b) "public parking area" means public property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles; and
- c) "private parking area" means private property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.

Schedule "A"
Penalty Section

Stopping, Standing, Parking	Section	Penalty
• Parking in an alley other than as and when specifically permitted	3(a) 3(b)	\$ 50.00
• Parking in a loading zone other than as and when specifically permitted	3.1.(a) <u>4 (a)</u> 3.1.(b) <u>4 (b)</u>	\$ 50.00
• Parking a trailer on a highway	3.2. <u>5</u>	\$ 50.00
• Parking a motor vehicle for sale or being repaired or serviced on a highway	3.3 <u>6.</u>	\$ 50.00
• Parking a motor vehicle on a highway for a continuous period exceeding 72 hours	3.4 <u>7</u>	\$ 50.00
• Parking a motor vehicle greater than 6m including trailer	3.5.(a) <u>8 (a)</u> 3.5.(b) <u>8 (b)</u>	\$ 50.00
• Parking on private property, boulevard, park or public property without consent of owner	3.6.9 (a), 3.6.9 (b) 3.6.9 (c)	\$ 50.00
• Parking on a highway cleared for parade	3.8. <u>11</u>	\$ 50.00
• Parking in such a manner to obstruct emergency exit or posted fire lane	3.9. <u>12</u>	\$ 100.00
Unloading a car carrier on highway or public property	3.10. <u>13</u>	\$ 50.00
<u>Parking and Storage of Recreational Vehicles</u>	<u>Section</u>	<u>Penalty</u>
<u>Parking a recreational vehicle in a manner so that is not on a public highway immediately adjoining the owner or operator's place of residence.</u>	4 <u>15 (a)</u>	<u>\$ 50.00</u>
<u>Parking a recreational vehicle on a public highway immediately adjoining the owner or operators residence for a period longer than 48 hours.</u>	4 <u>15 (b)</u>	<u>\$ 50.00</u>
<u>Parking a recreational vehicle on a public highway immediately adjoining the owner or operators residence when the recreational vehicle was previously parked on that area of the public highway at any time during the preceding 48 hour period.</u>	4 <u>15 (c)</u>	<u>\$ 50.00</u>
<u>Parking a recreational vehicle on a public highway in such a way as to allow any part of the recreational vehicle to project into a public sidewalk.</u>	4 <u>15 (d)</u>	<u>\$ 50.00</u>
<u>Parking a removable camper, either permanently or temporarily, on any portion of any public highway after the same has been removed from the motor vehicle.</u>	4 <u>15 (e)</u>	<u>\$ 50.00</u>
Parking for Persons with Disabilities	Section	Penalty
• Stopping or parking in designated place without permit	4.6. <u>22</u>	\$ 50.00
Municipal Public Parking	Section	Penalty
• Illegally parking in a municipal public parking area	5. <u>23</u>	\$ 50.00
• Occupying more than one space in a municipal parking	5.1. <u>24</u>	\$ 50.00 ⁶⁹

**BYLAW NO. 1779/2014
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, the Council of the Town of Redcliff (hereinafter called the Council), has adopted Land Use Bylaw 1698/2011.

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 1698/2011 for the purposes of regulating recreational vehicles.

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

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____, A.D. 2014.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1779/2014.
2. That Part I, Section 8, Subsection 158 being the definition for "Recreational Vehicle" be replaced with the following new definition:
 - (158) Recreational Vehicle means vehicle or trailer that is designed for recreational or travel purposes and includes but is not limited to motor homes, travel trailers, fifth wheel travel trailers, tent trailers, toy haulers, boats, campers whether located on a truck or other vehicle or not, and a trailer used to transport any of the above, but does not include sea-doo's, ski-doo's, all-terrain vehicles, hunting buggies, and other small scale recreational vehicles.
3. That Part VII, Section 66, Objects and Vehicles Prohibited in Residential Districts be modified to remove Section 1 (c) and (d). Further that 1 (e), (f), (g), (h), (i) be renumbered as 1 (c), (d), (e), (f), (g).
4. That Part VII be modified to include a new Section 72, Recreational Vehicles as follows:
 72. Recreational Vehicles
 - (1) Off-street storage of recreational vehicles:
 - (a) The total number of recreational vehicles allowed to be stored on a residential property at the same time shall be limited to three (3).
 - (b) A recreational vehicle stored in a garage shall not be included in the total number of recreational vehicles allowed to be stored on a residential property.

- (c) A recreational vehicle stored in a carport or portable garage and shelter shall be included in the total number of recreational vehicles allowed to be stored on a residential property.
- (d) A recreational vehicle stored in a front yard must be located 1 m from the nearest edge of a public roadway or public sidewalk.
- (e) Off-street storage of a recreational vehicle must be in accordance with Section 46, Corner Visibility Triangle, of this Bylaw.

(2) Temporary Use of a Recreational Vehicle as a Dwelling Unit

- (a) An owner or operator of a recreational vehicle may temporarily use one (1) stored recreational vehicle as a dwelling unit provided that:
 - i) the temporary use of the recreational vehicle meets the requirements of this Bylaw;
 - (ii) the recreational vehicle utilized for temporary use must be located on private property for the duration of the use.
 - (iii) the temporary use of the recreational vehicle is for the purpose of guest accommodation or to provide accommodation while renovations to the principal building are occurring;
 - (iv) the temporary use of the recreational vehicle occurs for less than 30 days;

(3) The regulations contained in this Section are in addition to and not in place of the regulations contained in the Traffic Bylaw.

5. That Part VII, Section 72, 73, 74, 75, 76, 78, 79, 80, 81, 82, 83, & 84 be renumbered as 73, 74, 75, 76, 78, 79, 80, 81, 82, 83, 84 & 85.

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

READ a first time the _____ 2014.

READ a second time the _____, 2014.

READ a third time the _____ 2014.

PASSED and **SIGNED** the _____ day of _____, 2014.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**BYLAW NO: 1780/2014
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE CONTROL AND REGULATION OF PEDESTRIAN AND VEHICULAR TRAFFIC.

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

SHORT TITLE

1. This Bylaw shall be called "The Traffic Bylaw" and shall be taken to apply within the municipal boundaries of the Town of Redcliff.

DEFINITIONS

2. In this Bylaw the definitions described in Section (1) of the Traffic Safety Act RSA 2000 C. T-6, as amended (hereinafter referred to as the *Traffic Safety Act*) shall apply to this Bylaw and in addition the following definitions shall apply:
 - a) **"Bus"** means a motor vehicle designed for carrying more than 11 passengers that is used or intended to be used for the transportation of persons.
 - b) **"Bylaw Enforcement Officer"** means any Peace Officer, member of the Royal Canadian Mounted Police or person designated by the municipality as the Bylaw Enforcement Officer.
 - c) **"Bus Stop"** or **"Bus Zone"** means that portion of a highway adjacent to the curb designated by the Sign Bylaw as being reserved exclusively for the loading and unloading of buses.
 - d) **"Commercial Vehicle"** means a motor vehicle designated or used for the carriage of goods, wares or merchandise and includes a vehicle within the meaning of the *Traffic Safety Act*.
 - e) **"Council"** means the municipal council of the Town, duly assembled and acting as such.
 - f) **"Cul-de-Sac"** means local roads which are terminated at one end, with the provision for turning vehicles.
 - g) **"Curb"** means the concrete or asphalt edge of a highway or the division point between the highway and boulevard or sidewalk.
 - h) **"Director"** means the person appointed to the position of Public Services Director for the Town of Redcliff.
 - i) **"Holiday"** means and includes every Sunday, and any other day defined as a holiday in the *Interpretation Act (Alberta)* and any day or portion of a day proclaimed by the Mayor or by the Council of the Town as a Civic Holiday.

- j) **"Gross Vehicle Weight (GVW)"** means the maximum weight of a motor vehicle or combination of attached motor vehicles and the load thereon specifically authorized by law to operate on a highway including the maximum weight specified in the registration certificate issued under the Motor Vehicle Administration Act R.S.A. 1980 c. M-22 for that motor vehicle.
- k) **"Loading Zone"** means that portion of a highway adjacent to the curb designated by the Sign Bylaw as reserved exclusively for the loading and unloading of commercial vehicles.
- l) **"Manager"** means a person appointed to the position of Municipal Manager for the Town of Redcliff.
- m) **"Metered Space"** means the portion of a highway or other parcel of land marked out for the accommodation of a vehicle and adjacent to which a parking meter has been installed.
- n) **"Parade"** or **"Procession"** shall mean any group of pedestrians other than a military or funeral procession numbering more than fifty (50) and marching or walking on the highway or on the sidewalk or any group of vehicles other than a military or funeral procession and numbering ten (10) or more, or both.
- o) **"Parking Meter"** means a mechanical device for the computation of time that a vehicle may be parked in a metered space.
- p) **"Public Property"** means publicly owned land including land owned by the Town.
- q) **"Private Property"** means land that is privately owned.
- r) **"Recreational Vehicle"** means a vehicle or trailer that is designed for recreational or travel purposes and includes but is not limited to motor homes, travel trailers, fifth wheel travel trailers, tent trailers, toy haulers, boats, campers whether located on a truck or other vehicle or not, and a trailer used to transport any of the above, but does not include sea-doo's, ski-doo's, all-terrain vehicles, hunting buggies and other small scale recreational vehicles.
- s) **"Sign Bylaw"** means a bylaw of the Town of Redcliff entitled *Traffic Control Devices Bylaw*.
- t) **"Ticket Controlled Space"** means that portion of land owned or controlled by the Town designated pursuant to this Bylaw for the accommodation of motor vehicles and on which a ticket dispenser or dispensers are installed.
- u) **"Ticket Dispenser"** means an automatic or other mechanical meter or device erected, maintained or operated on any such land for the purpose of allotting and controlling parking spaces for vehicles by the dispensing of tickets or coupons to the drivers of vehicles parked or intended to be parked in any such parking space.
- v) **"Town"** means the Municipal Corporation of the Town of Redcliff or the area contained within the Town boundaries as the context requires.

STOPPING STANDING PARKING

3. No person shall park a motor vehicle, trailer, or recreational vehicle in an alley unless he is actively engaged in:
 - a) the loading or unloading of goods from a commercial vehicle for a period not exceeding thirty (30) minutes, or,
 - b) the loading or unloading of goods or passengers from a vehicle other than a commercial vehicle for a period not exceeding five (5) minutes,provided the vehicle described in subsections (a) or (b) does not obstruct the free passage of pedestrian and vehicular traffic through such alley.
4. No person shall stop a motor vehicle in a loading zone except:
 - a) for a period not exceeding five (5) minutes for the purpose of and while actively engaged in loading or unloading passengers, or,
 - b) for a period not exceeding thirty (30) minutes for the purpose of and while actively engaged in loading or unloading of merchandise or other materials.
5. No person shall park a trailer on a highway unless the trailer is attached to a motor vehicle by which it may be drawn.
6. No person who sells, repairs or services motor vehicles for compensation shall park or leave any such motor vehicle in his control on a highway.
7. No person shall leave any motor vehicle parked on a highway for a continuous period exceeding seventy-two (72) hours.
8. No person shall park a motor vehicle, other than a passenger vehicle or a recreational vehicle, of a length together with any trailer attached thereto, greater than six (6) metres on any highway unless:
 - a) such person is actively engaged in loading or unloading passengers, merchandise or personal effects,
 - b) such parking is permitted by a sign erected pursuant to the Sign Bylaw.
9. No person shall park a vehicle or trailer of any type:
 - a) on private property without the express consent of the owner thereof or other person in charge of the property;
 - b) on a boulevard;
 - c) in a park or on other public property unless specifically authorized to do so by the Director or Manager;
10. Notwithstanding any other provision of this Bylaw, the following classes of motor vehicles are exempt from parking prohibition:
 - a) emergency vehicles,
 - b) public utility vehicles,

- c) municipal or other government public works vehicles,
- d) towing service vehicles

while any such vehicle is being used in work requiring that it be stopped or parked in contravention of any such prohibition.

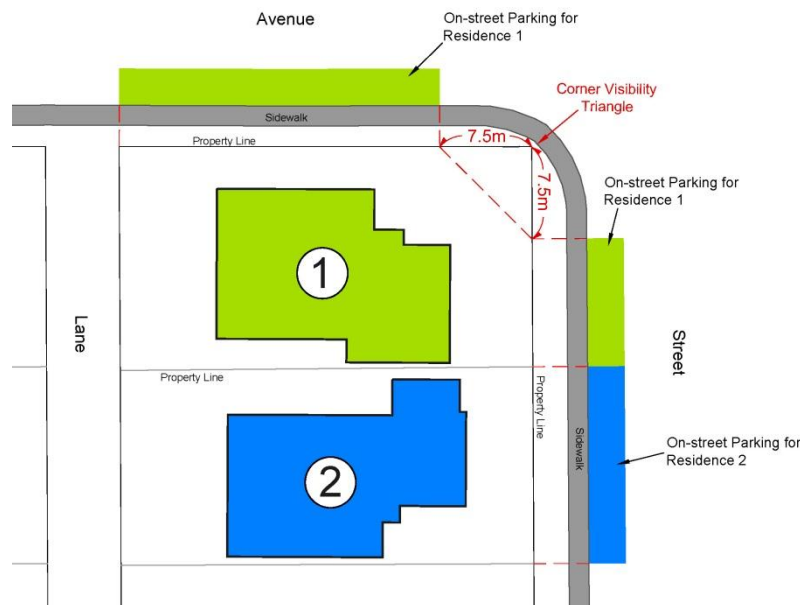
11. No person shall leave a motor vehicle on a highway indicated by a sign pursuant to the Sign Bylaw, that such highway has been cleared or is about to be cleared for the purpose of a parade, road maintenance, snow removal or street sweeping.
12. No person shall park a motor vehicle in such a way as to obstruct an emergency exit from any building or posted fire lane around a building.
13. No person shall unload a car carrier on a highway or public property unless such public property is designated for that purpose.
14. When Parking on a roadway, a driver shall park his vehicle with the sides of it parallel to the curb edge of the roadway, unless a sign indicates that angle parking is permitted or required, with the right hand wheels thereof not more than 500 millimetres from the right hand curb or edges of the roadway; and facing in the direction of travel authorized for the highway.

PARKING AND STORAGE OF RECREATIONAL VEHICLES

15. In addition to this Section, recreational vehicles parked or stored on a public highway are subject to all other applicable regulations within this bylaw.

On-street parking of recreational vehicles:

- (a) No person shall park a recreational vehicle on an area of a public highway that is not immediately adjoining the owner or operator's place of residence.



- (b) An owner or operator of a recreational vehicle must not park the recreational vehicle on the area of the highway immediately adjoining the owner or operator's place of residence for a period of more than 48 consecutive hours;
- (c) An owner or operator of a recreational vehicle must not park the recreational vehicle on the area of the highway immediately adjoining the owner or operator's place of residence if the recreational vehicle was previously parked on that area of the highway at any time during the preceding 48 hour period;
- (d) No person shall park a recreational vehicle on a public highway in such a way as to allow any part of the recreational vehicle to project into a public sidewalk or highway.
- (e) No person shall park removable camper accommodation, either permanently or temporarily, on any portion of any public highway after the same has been removed from the motor vehicle.

To determine the time a recreational vehicle has been parked in a location where parking is restricted to a specific time, a Bylaw Enforcement Officer may place an erasable chalk mark on the tread face of the tire of a parked or stopped recreational vehicle without such Bylaw Enforcement Officer or the Town incurring any liability for so doing.

PARKING FOR PERSON WITH DISABILITIES

- 16. In this Section,
 - a) "permit" means a valid handicap placard or licence plate that is issued or recognized by the Solicitor General of Alberta;
 - b) "public parking area" means public property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles; and
 - c) "private parking area" means private property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.
- 17. The Manager is hereby authorized to designate parking places on public parking area for the exclusive use of persons with disabilities who display a permit on their vehicles.
- 18. The Manager shall cause any parking place so designated to be marked with a sign or other marking approved by the Manager.
- 19. The owner, tenant, occupant or person in control of private parking area may designate any number of parking places on the property for the exclusive use of persons with disabilities who display a permit on their vehicles and is in accordance with applicable municipal and provincial standards.
- 20. An owner, tenant, occupant or person in control of private property who designates a parking place pursuant to section 19 shall cause the parking place to be marked with a sign or other marking approved by the Manager or similar to that approved by the Manager.

21. A parking place that prior to the coming into force of this Section has been marked by a sign or other marking as being a parking place for the exclusive use of persons with disabilities who display a permit on their vehicles shall be deemed to be a parking place designated pursuant to sections 17 or 19, provided that the sign or other marking is in a form approved by the Manager or similar to that approved by the Manager.
22. No person shall stop or park a vehicle in a parking place designated pursuant to this Section unless:
 - a) a permit is displayed on the vehicle, and
 - b) the vehicle is operated by, or is being used to transport, a person with a disability.

MUNICIPAL PUBLIC PARKING

23. No person shall park any motor vehicle upon any Town owned or leased land designated as a Municipal Public Parking area and for which parking tickets are required to be purchased by means of a ticket dispenser or by any other means, unless such person shall comply with all conditions and restrictions posted by sign or signs on the said area or printed on the said ticket.
24. No person shall park any motor vehicle upon land designated as a Municipal Public Parking area in such a manner as to occupy more space than such a motor vehicle should normally occupy if parked properly in a parallel position to the motor vehicles that may be parked on either side of the said motor vehicle.
25. No person shall park any motor vehicle in excess of six (6) metres in length on any Municipal Public Parking area unless in a portion of that Municipal Public Parking area so designed by signs as being reserved for motor vehicles in excess of six (6) metres.
26. No person shall park any motor vehicle in a municipal public parking area in such a manner as to block, obstruct, impede or hinder the access or egress of any other vehicle.

PARKING

27. Where a sign erected pursuant to the Sign Bylaw restricts the parking of motor vehicles, it shall be an offence to park a motor vehicle between or in excess of the time or times so designated.
28. If, after the issuance of a violation ticket concerning a first violation of section 27 hereof, a person allows the motor vehicle to be parked for further periods of time in excess of that permitted on the sign, then a second and additional offences shall be deemed to have occurred.
29. Notwithstanding the provisions of the *Traffic Safety Act*, a motor vehicle may be parked at an angle to the curb in a cul-de-sac provided that the vehicle is parked in such a manner as not to interfere with the free flow of traffic in the cul-de-sac.
30. Where any type of motor vehicle has removable camping accommodation installed on it, the operator or owner of the motor vehicle or any person in charge of the motor vehicle shall not, either permanently or temporarily, leave the camping accommodation or other

removable portion of the motor vehicle used for this purpose on any portion of a highway after the same has been removed from the motor vehicle.

31. In order to determine the time which a motor vehicle has been parked in a location where parking is restricted to a specific time, a Bylaw Enforcement Officer, may place an erasable chalk mark on the tread face of the tire of a parked or stopped motor vehicle without such Bylaw Enforcement Officer, or the Town incurring any liability for so doing.

PARKING METERS - PERMITTED TIME

32. Unless specifically permitted by the other provisions of this Bylaw, no person shall allow a vehicle to remain parked in a metered space for a period of time in excess of the maximum permitted time indicated on either the meter or on the parking signs pertaining to that space, regardless of whether or not there has been a violation of any other provision of this Bylaw. A further offence shall be deemed to have occurred for each subsequent period of time, in excess of that permitted by either the meter or the parking signs that the vehicle remains so parked.
33. The driver of any vehicle parked in a metered space shall immediately, after parking his vehicle in such metered space deposit or cause to be deposited in the parking meter adjacent to such metered space a coin or coins of Canada sufficient to cover the period for which he intends to park in accordance with the instructions shown on the parking meter and shall turn the handle of the meter in accordance with the instruction shown thereon. Upon deposit of such coin or coins and the turning of the handle on the parking meter the operator shall be entitled, subject to any restrictions indicated by applicable traffic signs or markings, to park his vehicle in the metered space for a period indicated on the parking meter.
34. No person shall allow a vehicle or any part thereof to remain for any period of time in a metered space while the parking meter adjacent to the metered space shows a "violation" or "time expired" flag.
35. section 34 does not apply between the hours of 6 p.m. on any evening and 9 a.m. of the following morning or on any holiday.

PARKING METERS - METERED SPACE

36. Unless the Traffic Safety Act or another provision of this Bylaw otherwise permits, when parking a motor vehicle in a metered space the operator of the motor vehicle shall so park it that:
- a) it is wholly within the metered space and does not cross any painted line marking out such space,
 - b) in the absence of painted lines, the front or rear bumper is as close as possible to the meter governing such space.
37. Where a motor vehicle or the combination of a motor vehicle and a holiday trailer exceeds the length of a single metered space, the operator may park such motor vehicle or such combination of motor vehicle and holiday trailer so that it occupies two but not more than two spaces.

PARKING METERS - PERMITS

38. The Manager in his discretion may issue permits to such motor vehicles bearing licence plates from the Province of Alberta indicating that they are commercial motor vehicles and allowing them in consideration of a fee, to use parking meter spaces without depositing coins in the meters.
39. The owner or operator of the motor vehicle to which such a permit is issued shall affix to the front windshield of the motor vehicle or such other space as the Manager shall approve a sticker indicating that the motor vehicle may be parked in a metered space without depositing a coin therein.
40. Where a metered space is hooded for the benefit of a person other than for a purpose required by the Town the person for whose benefit it is hooded shall pay a fee.
41. The fee payable for a permit issued pursuant to sections 38, 40 & 68 shall be an amount fixed from time to time by an ordinary motion of Council.
42. When a parking meter has been covered with a hood by or pursuant to the instructions of a Bylaw Enforcement Officer, such hood is deemed to be a traffic control device.

OPERATION OF A VEHICLE

43. No person shall drive a vehicle over an unprotected fire hose.
44. No person shall drive a motor vehicle by which a second vehicle is being towed unless the tow rope, cable or chain does not exceed 3.5m in length.
45. Notwithstanding the direction of a traffic control device, no one shall drive a vehicle into an intersection unless the condition of traffic in and adjacent to the intersection is such that he may drive through the intersection without impeding the passage of other vehicles or pedestrians on the highway.
46. No person shall drive a vehicle in an alley at a speed greater than twenty (20) kilometres per hour.

PARADES/PROCESSIONS

47. A driver of a motor vehicle in the lead of a funeral procession approaching an intersection where a stop sign or traffic control device is posted requiring the motor vehicle to stop, shall stop the motor vehicle as required by the Traffic Safety Act and shall not drive the motor vehicle into the intersection until it is safe to do so. Motor Vehicles that follow in the funeral procession may then proceed through the intersection without stopping subject to the direction of a Bylaw Enforcement Officer.

BICYCLES AND MOTORCYCLES

48. A person travelling upon any sled, toboggan, skis, roller skates, or any toy vehicle, tricycle, bicycle or similar device shall not cling to or attach himself or his conveyance to any motor vehicle upon a highway.

49. No one shall leave a two wheeled vehicle on a highway other than at the curb or edge of the highway other than in an upright position.
50. A Bylaw Enforcement Officer may impound any bicycle or motorcycle parked in contravention of this Bylaw and the provisions of the Bylaw relating to the removal and impoundment of vehicles shall apply with the necessary modifications.
51. No person shall ride or park a cycle on any sidewalk except where expressly permitted to do so by this Bylaw. Children's bicycles or tricycles having a wheel diameter of less than fifty (50) centimetres are excepted from this provision.

HEAVY TRUCK - DEFINITION

52. For the purpose of this section;
 - a) **“heavy truck”** means all motor vehicles, with or without load that exceeds any one of the following: a gross vehicle weight in excess of 7500 kilograms, or an overall length, inclusive of any attached trailer, of 7.0 meters, or an overall height of 2.74 meters.
 - b) **“heavy truck route”** means the heavy truck route shown on Schedule "B" of this Bylaw.
 - c) **“highway tractor”** means a motor vehicle commonly referred to as a semi-trailer tractor (pulling unit only) but does not include a semi-trailer.
 - d) **“restricted heavy truck route”** means the restricted heavy truck route shown on Schedule "B" of this Bylaw.
 - e) **“heavy truck area”** means the area outlined in Schedule “C” of this Bylaw designated for the parking of heavy trucks.
 - f) **“restricted heavy truck area”** means the area outlined in Schedule “C” of this Bylaw.
 - g) **“semi-trailer”** means any trailer pulled by a heavy truck and includes a trailer commonly referred to as a “pup” or “pup trailer”.
53. A motor vehicle which does not have a registration certificate with a specified gross vehicle weight (GVW) shall be deemed to have a gross vehicle weight (GVW) in excess of 7500 kilograms unless established otherwise. The onus or burden of establishing that the motor vehicle has a gross vehicle weight (GVW) of less than 7500 kilograms in any court proceedings shall be on the person charged with the offence under the Bylaw.

PARKING AND OPERATION OF HEAVY TRUCKS

54. No person shall operate a heavy truck on a highway other than a heavy truck route or a restricted heavy truck route.
55. No person shall park a heavy truck or semi-trailer on private property or public property except in the area designated as a “heavy truck area” or other public property designated for that purpose by a sign erected pursuant to the Sign Bylaw.

56. Notwithstanding paragraph ,56 heavy trucks or a combination of heavy trucks and semi-trailers may be allowed to park on private property in a restricted heavy truck area provided, however, that:
- a) only one heavy truck may be parked per legal land description or consolidated land description as established from time to time by the tax roll of the Town where the legal land description or consolidated land description consists of an area of 1 acre or less;
 - b) not more than two heavy trucks or combination of heavy trucks and semi-trailers may be parked per legal land description or consolidated land description as established from time to time by the tax roll of the Town where the legal land description or consolidated land description consists of and area more than 1 acre.
57. No person shall park a heavy truck or semi-trailer on any restricted heavy truck route.
58. No person shall operate a heavy truck on a restricted heavy truck route between the times indicated by a sign erected pursuant to the Sign Bylaw.
59. Notwithstanding Sections, 54 and 55 a person shall be exempt from prosecution under the Bylaw if:
- a) the heavy truck was being operated on the most direct route between two points, one point being the nearest heavy truck route or restricted heavy truck route and,
 - b) the other point is a location where,
 - i) goods or merchandise are being delivered or collected for a commercial purpose;
 - ii) heavy trucks are authorized to park;
 - iii) a building is being moved, provided the necessary permits have been issued by the Town;
 - iv) an authorized business premise is located and used for the repair or service of heavy motor vehicles.
 - c) the person is operating a bus or motorhome;
 - d) the person is operating a heavy truck owned by or contracted for service by the Town while actively engaged in providing the service.
60. No person while operating a heavy truck off of the heavy truck route for any of the reasons set forth in Section 59 shall exceed a speed of thirty (30) kilometres per hour.
61. No person shall operate an engine brake within the Town limits.
62. Notwithstanding any other provision of this Bylaw, no person shall operate a heavy truck on any highway when the weight of the vehicle or any combination of vehicles and the load thereon is in excess of the maximum specified weight indicated by a sign erected pursuant to the Sign Bylaw or by public notice that such restriction is in effect.

63. Wherever in his opinion, there is a contravention of section 62, a Bylaw Enforcement Officer may order the driver or other person in charge or control of a motor vehicle or combination of attached motor vehicles suspected of being on a highway in contravention of such section to take such motor vehicle or combination of attached motor vehicles to the nearest adequate weigh scale to determine the gross weight of such motor vehicle or combination of attached motor vehicles. The weight slip or slips shall be given to the Bylaw Enforcement Officer and may be retained by him, and if the gross weight of the motor vehicle or combination of attached motor vehicles is in excess of the maximum gross weight for the motor vehicle or combination of attached motor vehicles, the Bylaw Enforcement Officer, in addition to any prosecution for contravention of the Bylaw, may require that any load or portion thereof in excess of maximum gross weight for the motor vehicle or combination of attached motor vehicles shall be removed before the motor vehicle or combination of attached motor vehicles is again taken upon a highway.
64. A weight slip given to a Bylaw Enforcement Officer and submitted by him in evidence in court shall be *prima facie* proof of the authenticity of the weight slip and of the particulars thereon submitted in evidence, and of the accuracy of the weight scale used.
65. A person driving or in charge or control of a motor vehicle or combination of attached motor vehicles suspected by a Bylaw Enforcement Officer of being on a highway in contravention of the Bylaw shall, when requested by the Bylaw Enforcement Officer, produce for such officer's inspection any official registration certificate or interim registration certificate for such motor vehicle or combination of attached motor vehicles that may have been issued by the Government of the Province of Alberta.
66. Particulars obtained by a Bylaw Enforcement Officer from a registration certificate produced to him and submitted by him as evidence in court shall be *prima facie* proof of the authenticity of such certificate and of the particulars thereon submitted in evidence.
67. A person may apply to the Manager for a permit to allow on a highway a motor vehicle or combination of attached motor vehicles with a gross weight in excess of maximum gross weight for the motor vehicle or combination of attached motor vehicles. The Manager may grant such a permit for such periods as he may set out therein or refuse to grant a permit, and from any such refusal there shall be an appeal to the Council of the Town.

RESTRICTIONS ON DIMENSIONS OF VEHICLES

68. Except as otherwise provided in section 70 , or unless he has first obtained a permit as provided in section.71 , a person shall not drive or have on a roadway a motor vehicle or combination of attached motor vehicles with any dimension, either including or excluding any load thereon, greater than the following:
- a) width - two metres sixty centimetres (2.60m),
 - b) height from road surface - four metres fifteen centimetres (4.15m),
 - c) length (total length of motor vehicle, or combination of attached motor vehicle) twenty three (23) metres.
69. Notwithstanding the provisions of section 15 upon receiving permission from the Bylaw Enforcement Officer and subject to the owner of the motor vehicle assuming the full responsibility for damage to his own motor vehicle, property or cargo as well as any damage to underpasses, bridges, telephone, telegraph or power wires or any overhead

structure a person may drive on a public thoroughfare a motor vehicle which is not more than four metres fifteen centimetres (4.15m) in height from the pavement or road.

70. The maximum width of two metres sixty centimetres (2.60m) referred to in section 15. does not apply to buses, mobile homes or house trailers, any of which type of motor vehicles may have a maximum width not in excess of three metres five centimetres (3.05m) and be used on a highway without a permit.
71. Notwithstanding sections 68, 69, and 70 a person may apply to the Bylaw Enforcement Officer for a permit to allow on a public thoroughfare in the Town, a motor vehicle or combination of attached motor vehicles with one dimension or more in excess of the maximum dimensions referred to in section. 68 or 70 of this Section and the Bylaw Enforcement Officer may:
 - a) grant a permit for such purpose and for such periods as he may set out therein,
 - b) refuse to grant such a permit but the person applying for the permit may appeal from such refusal to the Council of the Town.

POWERS OF BYLAW ENFORCEMENT OFFICERS OFFENSES AND PENALTIES

72. Any person who contravenes any provision of this Bylaw is guilty of an offense.
73. A person who is guilty of an offense under this Bylaw is liable to pay a fine of not less than the specified penalty for that offense and not more than \$2,000.00 or, in default of payment, to imprisonment for a period of not more than six (6) months.
74. Where a Bylaw Enforcement Officer believes on reasonable and probable grounds that an offense has taken place consisting of a breach or contravention of this Bylaw, he may commence proceedings by issuing either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the *Provincial Offenses Procedure Act*, R.S.A. Chapter P 21.5.
75. Notwithstanding the provisions of Section, 74 if a Bylaw Enforcement Officer believes on reasonable and probable grounds that an offense has taken place consisting of a breach or a contravention of this Bylaw relating to Sections 23-37, then the Bylaw Enforcement Officer may issue a violation ticket in such form as may be prescribed from time to time by the Manager.
76. Service of the violation ticket is sufficient if the violation ticket is:
 - a) personally served;
 - b) attached to the vehicle in respect of which the offense is alleged to have occurred, in which case the violation ticket need not specify the name of the person alleged to have committed the offense if the vehicle is described on the violation ticket by license plate number.
77. The Manager may authorize a person other than a Bylaw Enforcement Officer to issue and serve a violation ticket in respect of any alleged offense and in such cases all of the provisions of this Bylaw relating to violation tickets shall apply mutatis mutandis as though the violation ticket had been issued and served by a Bylaw Enforcement Officer.

78. A violation ticket placed upon or affixed to a vehicle pursuant to the provisions of this Section shall not be removed from the vehicle by anyone other than a Bylaw Enforcement Officer or a person lawfully entitled to possession of the vehicle.
79. The penalty amounts that the Town will accept as payment for the alleged offenses under Sections 23-37 may be fixed from time to time by ordinary motion of council.

PAYMENTS

REDUCED PENALTIES FOR PROMPT PAYMENT

80. Upon the issuance and service of a violation ticket, the Town will accept payment of the penalty amount prescribed therein and upon payment to a person authorized by the Manager to receive such payment, there shall be issued an official receipt and such payment shall be accepted in lieu of prosecution for the alleged offence.
81. The Manager may, upon approval from time to time by an ordinary motion of Council, prescribe in the violation ticket reduced penalty amounts for prompt and early payment.
82. Upon payment of the reduced penalty amount to a person authorized by the Manager to receive such payment, within the time specified in the violation ticket, there shall be issued an official receipt and such payment shall be accepted in lieu of the prosecution of the alleged offense.
83. Nothing in this Bylaw shall be read or construed as:
- a) preventing any person from exercising his right to defend an allegation that he has committed an offence under the Bylaw.
 - b) preventing any Bylaw Enforcement Officer from issuing a summons or offence notice under the *Provincial Offences Procedure Act* or otherwise initiating court process in any manner permitted by law, in respect of an alleged offence for which a violation ticket may be issued.
84. If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.

SPECIFIED PENALTIES

85. If a summons or offence notice under Part 2 or Part 3 of the *Provincial Offences Procedure Act*, R.S.A. 1980 c. P-21.5 is issued in respect of an alleged contravention of a provision of this Bylaw, the summons or offence notice may provide for a specified penalty. The specified penalties or amount shall be set out in Schedule "A" in the case of offences listed in that Schedule.

REMOVAL AND IMPOUNDMENT OF VEHICLES

86. If a Bylaw Enforcement Officer forms the opinion on reasonable and probable grounds that a vehicle is parked in contravention of any provision of this Bylaw, the Bylaw Enforcement Officer may cause the vehicle to be removed to a place of impoundment designated for that purpose by the Manager and the vehicle shall remain impounded until it is claimed by the owner or his agent.

87. When a vehicle is removed and impounded pursuant to the Bylaw, the registered owner or other person alleged to have committed the parking offence shall be served with a summons or offence notice under the *Provincial Offences Procedure Act* in respect of the alleged offence, as soon as practicable after the removal and impoundment of the vehicle.
88. A vehicle impounded pursuant to this Bylaw shall remain impounded, notwithstanding that it may have been claimed by the owner or his agent, until:
- a) all towing and storage charges in respect of removal and impoundment of the vehicle have been paid in full;

GENERAL

89. A Bylaw Enforcement Officer or a person authorized by the Town may enforce the provisions of this Bylaw without the Bylaw Enforcement Officer or person authorized by the Town, the owner of the property on which an alleged offence has occurred, or the Town incurring liability for doing so.
90. Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid all other provisions shall remain valid and enforceable.
91. Should a provision of this Bylaw conflict with a provision of any other Bylaw of the Town, the provisions of this Bylaw shall prevail.
92. Bylaw No 1681/2011 of the Town of Redcliff is repealed.

READ a first time this _____ day of _____, 2014.

READ a second time this _____ day of _____, 2014.

READ a third time this _____ day of _____, 2014.

PASSED and SIGNED this _____ day of _____, 2014.

MAYOR

MUNICIPAL SECRETARY

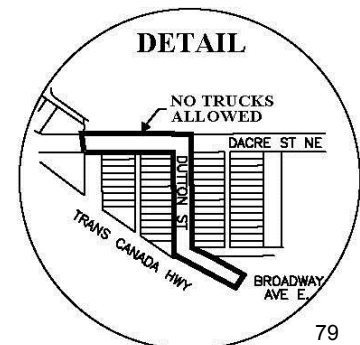
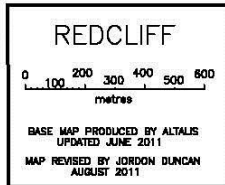
**Schedule “A”
Penalty Section**

Stopping, Standing, Parking	Section	Penalty
• Parking in an alley other than as and when specifically permitted	3(a) 3(b)	\$ 50.00
• Parking in a loading zone other than as and when specifically permitted	4 (a) 4 (b)	\$ 50.00
• Parking a trailer on a highway	5	\$ 50.00
• Parking a motor vehicle for sale or being repaired or serviced on a highway	6	\$ 50.00
• Parking a motor vehicle on a highway for a continuous period exceeding 72 hours	7	\$ 50.00
• Parking a motor vehicle greater than 6m including trailer	8 (a) 8 (b)	\$ 50.00
• Parking on private property, boulevard, park or public property without consent of owner	9 (a) 9(b) 9 (c)	\$ 50.00
• Parking on a highway cleared for parade	11	\$ 50.00
• Parking in such a manner to obstruct emergency exit or posted fire lane	12	\$ 100.00
Unloading a car carrier on highway or public property	13	\$ 50.00
Parking and Storage of Recreational Vehicles	Section	Penalty
Parking a recreational vehicle in a manner so that is not on a public highway immediately adjoining the owner or operator's place of residence.	15 (a)	\$ 50.00
Parking a recreational vehicle on a public highway immediately adjoining the owner or operators residence for a period longer than 48 hours.	15 (b)	\$ 50.00
Parking a recreational vehicle on a public highway immediately adjoining the owner or operators residence when the recreational vehicle was previously parked on that area of the public highway at any time during the preceding 48 hour period.	15 (c)	\$ 50.00
Parking a recreational vehicle on a public highway in such a way as to allow any part of the recreational vehicle to project into a public sidewalk.	15 (d)	\$ 50.00
Parking a removable camper, either permanently or temporarily, on any portion of any public highway after the same has been removed from the motor vehicle.	15 (e)	\$ 50.00
Parking for Persons with Disabilities	Section	Penalty
• Stopping or parking in designated place without permit	22	\$ 50.00
Municipal Public Parking	Section	Penalty
• Illegally parking in a municipal public parking area	23	\$ 50.00
• Occupying more than one space in a municipal parking	24	\$ 50.00

area		
• Parking a motor vehicle in excess of 6m in a municipal parking area	25	\$ 50.00
• Parking in a municipal public parking area and obstructing or impeding access of other vehicles	26	\$ 50.00
Parking	Section	Penalty
• Parking a motor vehicle in excess of specified time	27	\$ 50.00
• Parking improperly in a cul-de-sac	29	\$ 50.00
• Leaving camping accommodation on a highway	30	\$ 50.00
• Parking meter violation	32, 34	\$ 30.00
• Failing to park within metered space	36 (a), 36 (b)	\$ 30.00
Operation of Motor Vehicle	Section	Penalty
• Driving over an unprotected fire hose	43	\$ 200.00
• Towing a vehicle improperly	44	\$ 100.00
• Blocking an intersection	45	\$ 100.00
• Driving vehicle in an alley in excess of speed limit	46	\$ 100.00
Parades/Processions	Section	Penalty
Refer to Section	47	\$ 50.00
Bicycles/Motorcycles	Section	Penalty
• Attach body or conveyance to a motor vehicle	48	\$ 100.00
• Parking two wheeled vehicle on highway	49	\$ 50.00
• Riding cycle on sidewalk	51	\$ 50.00
Heavy Truck Routes	Section	Penalty
• Operating heavy truck off of heavy truck route or restricted truck route	54	\$ 200.00
• Parking heavy truck in other than a designated area	55	\$ 200.00
• Parking more than one heavy truck in restricted heavy truck area	56 (a)	\$ 200.00
• Parking more than two heavy trucks or combination of heavy trucks and semi-trailers in a restricted heavy truck area.	56 (b)	\$200.00
• Park heavy truck or semi-trailer on restricted heavy truck route	57	\$ 200.00
• Operate a heavy truck on a restricted heavy truck route except as permitted	58	\$ 200.00
• Operate a heavy truck in excess of speed limit	60	\$ 200.00
• Operating an engine brake	61	\$ 250.00
• Operate a motor vehicle on a highway in excess of allowed weight (sign or public notice)	62	\$ 200.00
Restrictions on Dimensions of Vehicles	Section	Penalty
• Operate a motor vehicle in excess of allowed dimensions	68(a) 68(b) 68(c)	\$ 200.00
• Bus, mobile home or house trailer in excess of dimensions	69	\$ 200.00
• Unlawful removal of ticket	78	\$ 100.00

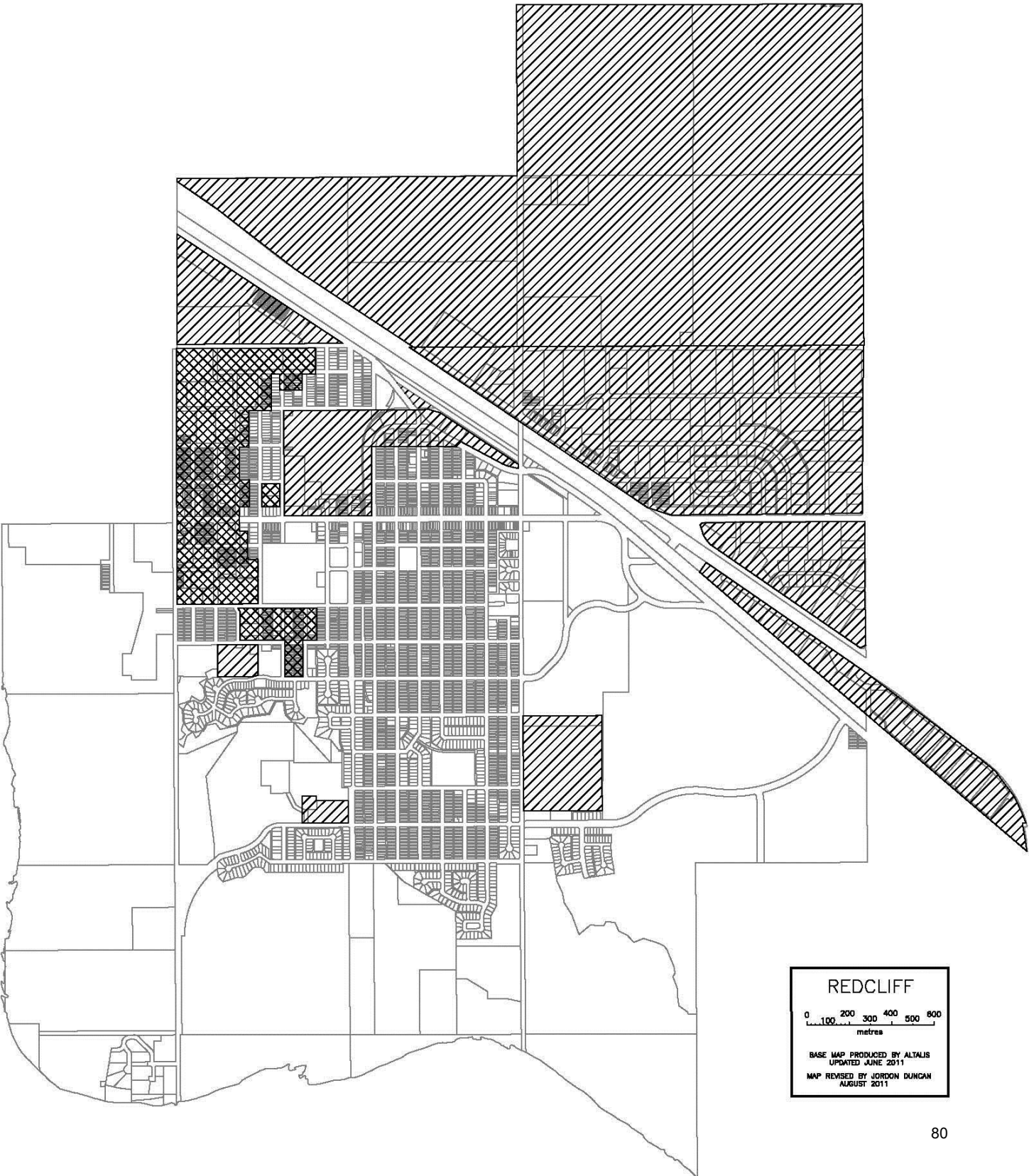
**BYLAW 1681 / 2011
SCHEDULE B**

..... **HEAVY TRUCK ROUTE**
 - - - - - **RESTRICTED HEAVY TRUCK ROUTE**



BYLAW 1681 / 2011
SCHEDULE C

-  **HEAVY TRUCK AREA**
-  **RESTRICTED HEAVY TRUCK AREA**



REDCLIFF

0 100 200 300 400 500 600
metres

BASE MAP PRODUCED BY ALTALIS
UPDATED JUNE 2011
MAP REVISED BY JORDON DUNCAN
AUGUST 2011

BYLAW NO. 1756/2013 1781/2014
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS.

This Bylaw shall be known as the “Town of Redcliff Procedural Bylaw.”

WHEREAS, pursuant to the provisions of the *Municipal Government Act* and amendments thereto, Council may pass bylaws in relation to the procedure of Council and Council Committees and the conduct of Councillors;

AND WHEREAS, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open and transparent government.

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

INTERPRETATION AND DEFINITIONS

1. In this bylaw:

- a) “*Act*” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b) “adjourn” used in relation to any meeting, except a public hearing, means to terminate the meeting;
- c) “Administration” means the employees of the Town of Redcliff;
- d) “Councillor” means a member of Council including the Mayor;
- e) “Inaugural Meeting” means the first organizational meeting after a general municipal election;
- f) “In Camera” means a meeting or a portion of a meeting at which only Councillors and other persons specified by Council may attend;
- g) “Informal Petition” means a petition received that does not meet the requirements of the *Act*;
- h) “Legally Binding Petition” means a petition that meets all the applicable requirements of the *Act*;
- i) “Mayor” shall mean the chief elected official;
- j) “Municipal Manager” shall mean the person duly appointed as the Chief Administrative Officer, or the designate of the Municipal Manager;
- k) “non-statutory public hearing” means a meeting of Council at which members of the

- public may attend and may be invited to make submissions to Council, but which is not a public hearing;
- l) “point of order” means a demand by a Councillor that the Presiding Officer enforce the rules of procedure;
- m) “point of privilege” means a request made to the Presiding Officer by a Councillor on any matter related to the rights and privileges of Councillor’s and includes:
- i. the comfort of Councillors’
 - ii. the conduct of Town employees or members of the public in attendance at the meeting;
 - iii. the accuracy of the reports of Council’s proceedings; and
 - iv. the reputation of Council and Councillors;
- n) “postpone” means to delay the consideration of any matter, either:
- i. to later in the meeting;
 - ii. to a specified time and/or date;
 - iii. until the occurrence of an event; or
 - iv. indefinitely;
- o) “Presiding Officer” shall mean the Mayor, Deputy Mayor, or other person who has the authority to preside over a meeting;
- p) “public hearing” means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment, for the primary purpose of hearing submissions;
- q) “recess” means to take a break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- r) “reconsider” means to consider a motion again at the same meeting the original motion was made;
- s) “refer” means to send a pending motion or agenda item to Administration or a Council Committee for investigation and report;
- t) “rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- u) “table” means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table;
- v) “withdrawn” means to take off the table a motion that was made prior to a vote on the motion.

APPLICATION

2. This bylaw shall apply to all meetings of Council and Council Committees as identified.
3. To the extent that a matter is not dealt with in the *Act* or this bylaw, Council shall have regard to *Robert's Rules of Order Newly Revised*.
4. The precedence of the rules governing the procedures of Council is:
 - a) The *Act*;
 - b) other provincial legislation;
 - c) this bylaw; and
 - d) *Robert's Rules of Order Newly Revised*.
5. Council may waive all or part of the provisions of this bylaw for a meeting, if Council votes unanimously to do so by a motion to suspend the rules. This motion is only in order if it does not conflict with the laws of the Government of Canada or the laws of the Government of Alberta and specifically the *Act*.

ORGANIZATIONAL MEETING

6. Council shall hold an organizational meeting not later than two weeks after the third Monday in October of each year.
7. At the organizational meeting, Council may establish by resolution for the forthcoming year:
 - a) The roster for each Councillor to act as Deputy Mayor.
 - b) Appointments to Boards and Committees.
 - c) The seating arrangements of Council.
 - d) In addition to the above, at the Inaugural Meeting, the first order of business shall be the administration of the oath of office and the introduction of the Mayor and Councillors for the Council Session followed by the setting of the dates, times of commencement, and locations of regular Council meetings. If a scheduled meeting of Council falls on a holiday as defined in the current Collective Agreement, the meeting shall be held on the next day not being a holiday.

MEETINGS

8. A quorum of Council shall be the majority of those members elected and serving on Council, including the Mayor.
9. In the case that neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed, the next Deputy Mayor scheduled in the roster shall preside over the meeting as the Presiding Officer until the arrival of the Mayor or Deputy Mayor.
10. If there are changes to the date and time of regular Council meetings, the municipality must give at least twenty-four (24) hours notice of the change to all members not present at the

meeting at which the change was made and post the notice in a public office. Posting a public notice on the board at Town Hall and on the Town's website constitutes sufficient notice to the public. Notice by electronic communications constitutes sufficient notice to all members of Council.

11. Adoption of the minutes of the previous meeting(s) shall immediately follow the adoption of the agenda except if there are presentations and/or Public Hearings. Councillors shall have the opportunity to note errors and omissions at that time. Clerical, typographical, grammatical errors in adopted minutes may be corrected by the Manager of Legislative and Land Services.
12. Special Meetings of Council may be called according to the provisions of the *Municipal Government Act*. Notice to the members of Council and the public for Special Meetings will follow the same guideline as in Section 10.

LOSS OF QUORUM

13. If there is not a quorum within 30 minutes after the time set for the meeting, the Manager of Legislative and Land Services will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting, unless a special meeting is duly called in the intervening time period.
14. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum, the loss of quorum resulting from:
 - a) the declaration of a pecuniary interest or conflict of interest; or
 - b) from a Councillor or the Mayor not being present for all or part of a public hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
15. If a quorum is lost for any reason other than those aforementioned in Section 14, the meeting is at an end.

TIME OF ADJOURNMENT

16. On the day of a Council meeting, Town Council shall adjourn at 11:00 p.m. in the evening if in session at that hour, unless otherwise determined by a unanimous vote of the Councillors present.
17. When it is necessary to continue the meeting beyond 11:00 p.m., Council will decide one of the following:
 - a) to extend the time of the meeting;
 - b) to reconvene the meeting the following day;
 - c) to call a special meeting of Council on a specified day to attend to the unfinished business; or
 - d) to add the unfinished orders of business to the next regular Council meeting agenda;

by resolution passed unanimously by the Councillors present.

18. The Mayor or Presiding Officer, or Council by a majority vote, may cause the meeting to be recessed indicating the nature and expected duration of the recess.

MEETING THROUGH ELECTRONIC COMMUNICATIONS

19. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through a personal computer; or other means as technology advances.
20. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year.
21. A Council member shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is held is equipped in a manner such that enables all Council members participating in the meeting and the public to watch or hear one another.
22. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.
23. The Mayor or Presiding Officer shall announce to those in attendance at the meeting that a Council member is attending the meeting by means of electronic communications.
24. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
- ~~25. When a Council member attends an "In Camera" session, they will be required to confirm that they have attended the "In Camera" session alone in keeping with the definition in the bylaw of "In Camera", by providing a statutory declaration or affidavit sworn or declared before the Manager of Legislative and Land Services or Commissioner of Oaths prior to the next regular Council meeting.~~

PREPARATION OF AGENDAS

26. The agenda for each regular or special meeting of Council shall be prepared by the Manager of Legislative and Land Services in consultation with the Municipal Manager and the Mayor or Presiding Officer. This consultation is for the purposes of identifying administrative recommendations and information as well as preparing the Mayor or Presiding Officer to chair the upcoming meeting. Access to Council is dealt with in Sections 28 and 33-40.
27. The Manager of Legislative and Land Services shall endeavour to forward agendas and all

pertinent supporting information to each member of Council by 12:00 p.m. on the Friday preceding the meeting as outlined in Policy 37.

28. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the ~~Manager of Legislative and Land Services~~ **Municipal Manager** not later than 12:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the ~~Manager of Legislative and Land Services~~ **Municipal Manager** to enable the Council to deal with the matter.
29. Any item of business from the same individual or group that Council has dealt with in a final manner previously shall only be permitted to be placed on the agenda within six (6) months of the original decision with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, the item of business cannot be considered until after six (6) months following the original decision.
30. Any late submissions to the agenda after the agenda has been established will require justification for the urgent nature of the late submission and will require the Municipal Manager's approval.
31. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described above in Sections 26, 28, and 29 or as a modification to the agenda approved by a vote at the meeting.
32. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:
 1. General
 - A. Call to order
 - B. Adoption of Agenda
 - C. Accounts Payable
 - D. Bank Summary
 2. Delegations
 3. Minutes
 - A. Council
 - B. Other
 4. Bylaws
 - ~~5. Staff Recommendations~~ **Requests for Decision**
 6. Policies
 7. Correspondence
 8. Other
 9. Recess
 10. In Camera (if necessary)
 11. Adjournment

PRESENTATIONS

33. Presentations may be made by Council to individuals or groups.
34. Individuals or groups may request an appointment for the purposes of making a presentation to be heard by Council as a delegation.
35. Delegates must submit a request in writing for an appointment with Council to the Municipal Manager. All delegates are required to provide written documentation to the Municipal Manager which clearly outlines the nature of their business for inclusion in the Agenda Package. All documentation is to be submitted not less than seven (7) working days in advance of the regular Council meeting date. A presentation request shall not be confirmed as being on a meeting agenda until the agenda has been reviewed by the Municipal Manager and Mayor, or their designates.
36. The Municipal Manager will review the request in consultation with any affected departments and may:
- a) ~~Undertake an Administrative Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with the consent of Administration and the individual or group requesting the appointment with Council;~~
 - b) Add the appointment to the next regular Council meeting agenda; or
 - c) Add the appointment to a future regular Council meeting agenda if:
 - i. requested by the individual or group making the request; or
 - ii. Administration requires more time to properly investigate and report on the matter.
37. Delegations shall be granted a maximum of ten (10) minutes to present the matter outlined in their written request. Where the Mayor or Presiding Officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or Presiding Officer.
38. Delegates requesting reappearance on a specific matter shall only be permitted to do so within six (6) months of the original appointment with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, delegates cannot request reappearance until after six (6) months following the original appointment.
39. In questioning presenters or delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject of the appointment and will avoid repetition of questions. Likewise, presenters and delegates speaking to a subject will be restricted to speaking on the subject of the appointment. The Municipal Manager may provide clarification on items presented for information purposes prior to the questioning of presenters or delegates by Councillors.
40. The presentation by a delegation may only be:

- a) received as information without debate;
- b) referred without debate to the Municipal Manager for a report; or
- c) debated if a resolution is passed by a 2/3 majority vote, to allow a motion to be made without notice.

CONDUCT OF A COUNCIL MEETING

- 41. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same motion, having due regard to the importance of the matter.
- 42. A motion submitted to Council does not require a seconder.
- 43. After a motion is accepted by the Mayor or Presiding Officer, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a vote is taken or an amendment is made. A Councillor may ask questions of the Administration or other Councillors on any motion or amendment to a motion.
- 44. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - a) a motion to refer the main question to another person or group for consideration;
 - b) a motion to amend the main question;
 - c) a motion to table the main question;
 - d) a motion to postpone the main question to a future time;
 - e) a motion to adjourn the meeting, provided that a motion tabled shall not be debated except as to the time the matter shall again be considered.
- 45. A motion to reconsider a motion shall:
 - a) only be made at the same meeting the motion was decided;
 - b) only be made by a member who voted with the prevailing side on the motion involved;
 - c) not be proposed more than once at any one meeting of Council;
 - d) be decided by a majority of the members of Council present; and,
 - e) not be allowed on a motion of adjournment.
- 46. A motion to rescind or amend a previous motion of Council may:
 - a) be made by a member of Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 - 1. a vote of 2/3 of the members of Council when the motion is without notice; and
 - 2. a simple majority of the members of Council present when notice has been given. Notice shall be inclusion of the item on an agenda delivered to the members of Council before the

- meeting, and
- b) the previous motion has not been acted upon to the extent that the Town has undertaken or become subject to any liability or obligation, or
 - c) was not a motion for a reading of a bylaw.
47. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
48. A bylaw shall not be given more than two readings at one meeting unless Council members in attendance agree unanimously that the bylaw may be presented for third reading at the same meeting at which it received the first two readings.
49. Any request for a recorded vote as per the *Municipal Government Act* shall be brought to the Mayor or Presiding Officer's attention prior to the actual call for the vote.
50. The Municipal Manager or his/her delegate shall repeat all motions before the motion is debated or put to a vote.
51. The Mayor or Presiding Officer shall reference all motions before they are debated or voted upon.
52. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
53. The Mayor or Presiding Officer may participate in debate on any matter before Council without relinquishing the chair.
54. The Mayor or Presiding Officer may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
55. After the Mayor or Presiding Officer has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
56. Voting on all motions shall be done by clearly raising one hand so that the Mayor or Presiding Officer may easily count them. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, he shall declare whether it was "carried", "~~carried unanimously~~" or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before Council. If the vote results in a tie, the motion will be considered defeated.
57. When a Councillor wishes to leave the Council Chambers while a meeting of Council is in progress:

- a) the Councillor shall await acknowledgement of the Mayor or Presiding Officer before leaving; and
 - b) the time of the Councillor's departure and return shall be recorded in the minutes.
58. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this timeframe the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.
59. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
60. When the Mayor or Presiding Officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.
61. When a Council member has been warned about breaches of order but continues to engage in them, the Mayor or Presiding Officer may state their name and declare the offence. The Recording Secretary must note the offence in the minutes.
62. If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Mayor or Presiding Officer may direct that the notation of the offence be removed from the minutes.
63. If the Council member fails or refuses to apologize, then that Council member must immediately leave the Council Chambers and Council must vote on a motion to expel that Council Member. A motion to expel must be decided without debate.
64. If a Council member who has been expelled pursuant to this Section, refuses to leave the Council Chambers, the Mayor or Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member.
65. The Mayor or Presiding Officer may expel members of the public who are present for improper conduct and may follow the guidelines in Section 63 should the member of the public refuse to leave.
66. Council, under authority of the *Act* and the *Freedom of Information and Protection of Privacy Act*, may close all or part of their meetings to the Public by meeting "in camera". No motions may be made when Council is sitting in a closed session except a motion to return to an open session. Generally, the reasons Council may choose or be required to meet "in camera" fall under the categories of Land, Labour, and Legal.
67. Under the *Act*, Councillors are required to keep in confidence matters discussed in an "in camera" session.
68. All minutes of Council meetings shall be recorded in the English language, without note or

comment. Electronic voice recordings of meetings of council, council committees, boards, and commissions are taken for the sole purpose of recording the meeting minutes without note or comment and are thus disposed of in accordance with the Town's current "Disposal of Records Policy."

PETITIONS

69. Legally binding petitions will be submitted to the Municipal Manager and will be processed in accordance with the *Act*.

70. Informal petitions will be submitted to the Municipal Manager and must:

- a) be printed, typewritten or legibly written;
- b) clearly set out the matter being presented and the request made to Council;
- c) be temperate and respectful;
- d) be signed; and
- e) provide the name and mailing address of the contact person for the petitioners submitting the petition.

71. On receipt of an informal petition, the Municipal Manager may do the following:

- a) include it as an item on the agenda for the next regular Council meeting in full or summary form;
- b) refer it to Administration for a report to Council; or
- c) refer it to Administration for action and/or reply, with a copy of such response being sent to Council.

PUBLIC HEARINGS

72. Public Hearings will be held in conjunction with a Council meeting.

73. Persons interested in speaking at a public hearing may register with the Manager of Legislative and Land Services prior to the public hearing. Names of registered speakers for a public hearing will be released to the public on the Friday preceding the public hearing.

74. Persons interested in providing a written submission may provide the Manager of Legislative and Land Services with their submission prior to 12:00 p.m. of the Wednesday preceding the public hearing. Valid written submissions received will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.

75. Public Hearings will commence, as close as reasonably practicable to the advertised time at a regular Council meeting and will normally be held in the Council Chambers.

76. Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.

77. Council may cancel a public hearing by resolution.

78. On the advice of Administration, and/or should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution.
79. The procedures for the conduct of a non-statutory public hearing shall be the same as those for a statutory public hearing.
80. The Mayor or Presiding Officer shall chair all Public Hearings.
81. Once the Mayor or Presiding Officer has called the Public Hearing to order and identified the matter to be discussed, the Mayor shall review the process to be followed including the expectations relating to public feedback, rules for speaking, timelines and the process for decision making following the public hearing.
82. Administration shall introduce the matter and provide any background material.
83. After Administration has introduced the matter, the Mayor or Presiding Officer shall invite interested parties and members of the public to speak on the matter. The Mayor or Presiding Officer shall call upon those persons who have registered with the Manager of Legislative and Land Services to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. If there is more than one person who wishes to speak, the Mayor or Presiding Officer shall establish the order of speaking.
84. All those who wish to speak to a matter (for or against) may only speak once and shall be limited to ten (10) minutes.
85. The decision of the Mayor or Presiding Officer with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.
86. A delegation of more than one member shall be considered to be one person for the purposes of a Public Hearing and only a spokesperson shall be entitled to speak once only for a limit of ten (10) minutes regardless of the number of members of the delegation who may be present.
87. The Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions must be directed through the chair.
88. Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated, and shows the street address of the person making the submission. All written submissions will be filed with the Manager of Legislative and Land Services.
89. "Adjourn" used in relation to a Public Hearing means to take a short break in the Public Hearing, take a break with the intent of returning to the Public Hearing later in the same meeting, or to adjourn the Public Hearing to another Council meeting.

90. "Close" used in relation to a Public Hearing means to terminate the Public Hearing.
91. When all persons who wish to speak to an issue have been given their opportunity to speak, and all written submissions have been received, the Mayor shall declare the Public Hearing closed.
92. Once closed a Public Hearing may not be reopened. Council may hold a second Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing.

PLACE OF MUNICIPAL OFFICE

93. According to the *Act* the place identified as the municipal office for the Town of Redcliff is #1 – 3rd St. N.E., Redcliff, Alberta, Canada.

EFFECTIVE DATE

94. This bylaw shall come into force on the date of its third and final reading.

REPEAL OF BYLAWS

95. Bylaw No. ~~1727/2012~~ 1756/2013 is hereby repealed.

Read a first time this _____ day of _____ A.D, 2014.

Read a second time this _____ day of _____ A.D, 2014.

Read a third time this _____ day of _____ A.D, 2014.

SIGNED AND PASSED THIS _____ DAY OF _____, 2014.

Mayor

Manager of Legislative and Land Services

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: April 14, 2014

PROPOSED BY: Manager of Engineering

TOPIC: Broadway Ave and 5th Ave alignment

PROPOSAL: To realign 2 tee intersections as a 4 way intersection

BACKGROUND:

The approved 2001 Eastside Area Structure Plan (ASP) prepared by Dr. G. De Vries, identified the issue with the staking distance at the tee intersection of Broadway Ave and Canadian Pacific Railway line. The realignment of Broadway Ave and Saamis drive was proposed to address this issue. As a result of this realignment, Broadway Ave and 5th Ave extension were proposed with two tee intersections that meet within close proximity to each other along the north edge of IXL and Town land. The ASP also identified that the proposed alignments were conceptual and there may be a future need to consider modification of the alignment.

The Town installed a sanitary main along the proposed alignment (Eastside ASP 2001) of Broadway Ave in 2003-04. In 2006-07, the Town also carried out the Functional Servicing Report and prepared utility plans following the same roadway alignment. During preparation of the 2010 Roadway Master Plan, it was noted that the proposed Broadway Ave alignment posed some concerns regarding the use of compound curve (two or more changes in curves radius) along the road alignment and are therefore not adequate for these design speeds and results in higher driver workload and sight distance problems. It also indicates that the use of left turn bays from the future commercial properties that will be located along Broadway Ave, will also create difficulties in turning left and Tee intersection strategies are not public and transit friendly. Many tee intersections end up being signalized due to delay on minor legs. A four way intersection with curves suitable to design speeds will be more appropriate in the current situation. This intersection configuration is also consistent with the layout shown in 2010 Municipal Development Plan. As per the 2010 Municipal Development Plan layout there will be some additional land required from the NE corner of I-XL lands to flatten the road curves which may require certain amendments to any existing and/or future land swap arrangements between the Town and I-XL.

The property owner from the I-XL lands also approached the Town about the configuration of the intersection of Broadway Ave and 5th Ave so that he can plan the internal roads network on said I-XL lands. I-XL property owner is looking for direction in terms of which approach the Town will follow as there are currently 2 conflicting intersection alignment plans. While council's decision regarding the intersection alignment must be formalized through amending such documents as the 2001 Eastside Area Structure Plan; direction on the matter, in principle, would provide both administration and said private developer additional flexibility to move forward with the minor planning preparations with regards to future eastside development.

Options:

1. To accept, in principle, the change from two (2) tee intersections in close proximity proposed in the Eastside Area Structure Plan 2001 to a 4 way intersection on Broadway Ave and 5th Ave SE to be consistent with the alignment shown in the Town's Municipal Development Plan 2010 and further initiate the Eastside Area Structure Plan amendment to address intersection alignment and other

needed amendments.

2. Decide the reconfiguration of the intersection at a later date with the Eastside ASP amendment.

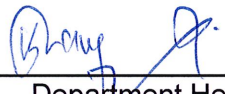
Attachment(s): 2001 Eastside ASP Intersection Configuration; 2010 MDP Intersection Configuration

Recommendation:

The Engineering Department recommends Option 1.

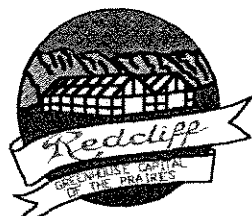
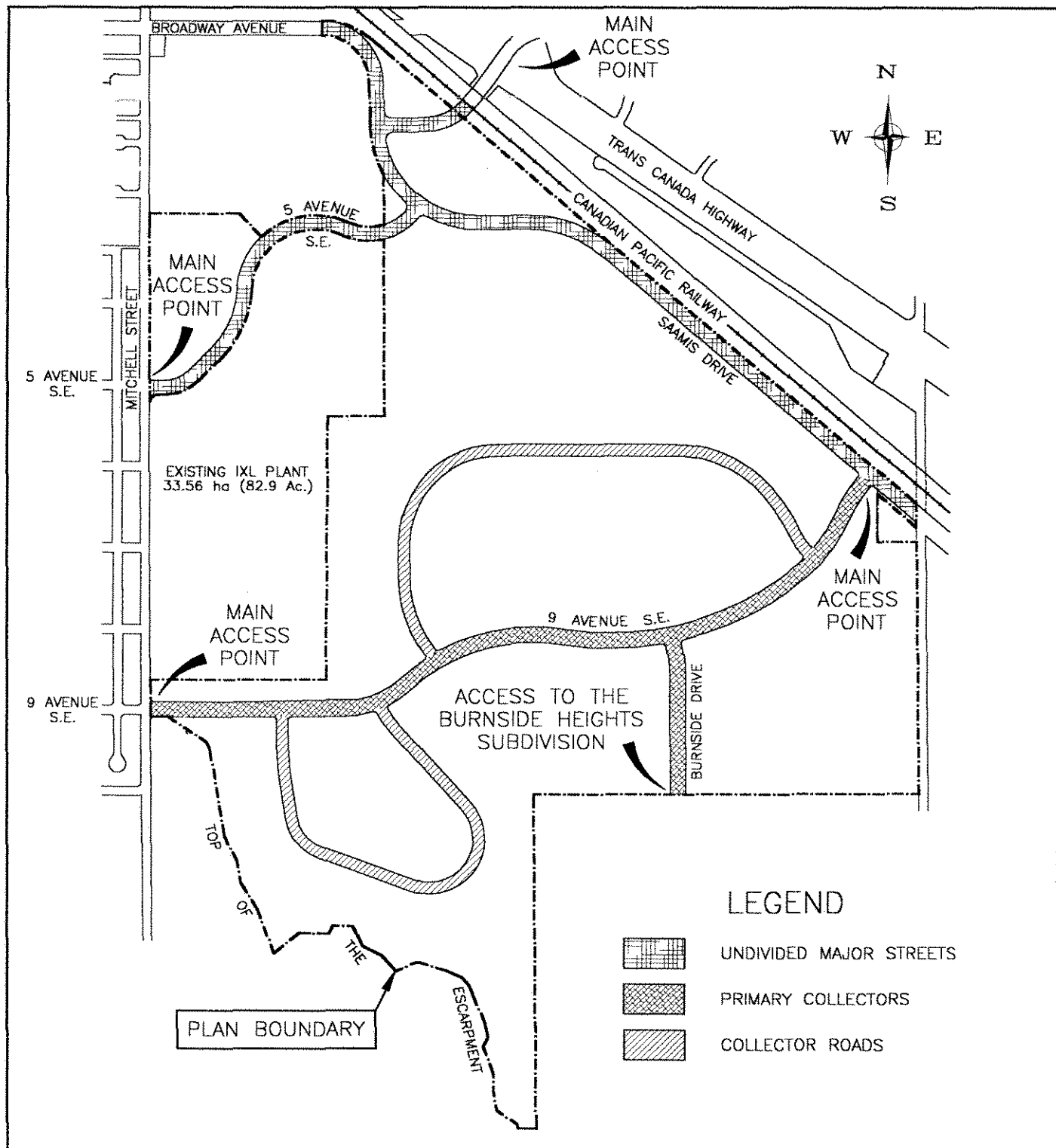
Suggested Motions:

1. Councilor _____ moved that the Town of Redcliff accept in principle the change from 2 tee intersections in close proximity proposed in Eastside Area Structure Plan to a 4 way intersection on Broadway Ave and 5th Ave SE consistent with the alignment shown in the Town's Municipal Development Plan 2010 and further initiate the Eastside Area Structure Plan amendment to address intersection alignment and other needed amendments.
2. Councilor _____ moved that the Town of Redcliff decide the reconfiguration of the intersection at a later date with the Eastside ASP amendment.

SUBMITTED BY:  _____
Department Head

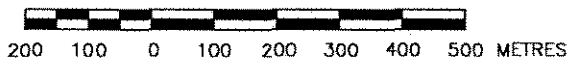
APPROVED BY:  _____
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2014



TOWN OF REDCLIFF EAST SIDE AREA STRUCTURE PLAN FIGURE 20 OVERALL MAIN ROAD SYSTEM

SCALE: 1:12,000



DRAWN: G. de V.

APPROVED:

DATE: OCTOBER, 2001

DRWG. NO.: FIGURE-20

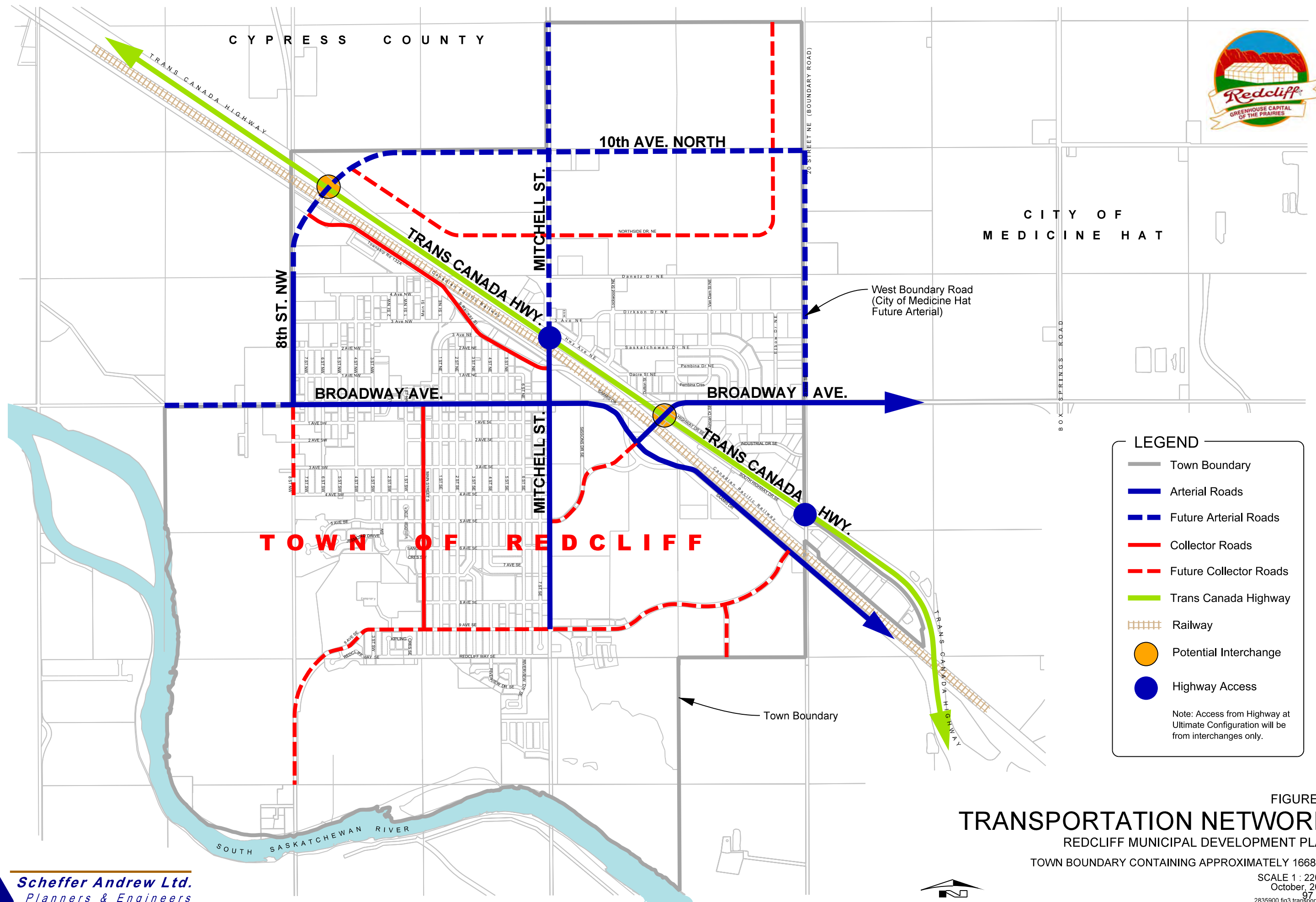


FIGURE 3
TRANSPORTATION NETWORK
REDCLIFF MUNICIPAL DEVELOPMENT PLAN

TOWN BOUNDARY CONTAINING APPROXIMATELY 1668 ha

SCALE 1 : 22000
October, 2009

2835900.fig3.transport.dgn

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 14, 2014

PROPOSED BY: Municipal Manager / Public Services Director

TOPIC: Historic Park at IXL Brick Plant

PROPOSAL: Approval in principle – operational burden and municipal reserve contribution

BACKGROUND:

As part of the re-development of the former Redcliff Pressed Brick Plant site on Mitchell St. S.E., Mr. Malcolm Sissons of the I-XL Group has proposed an option to construct a historic park on the site. On March 11, 2013 Town Council passed a motion that “the Town of Redcliff in principle is in favour of further investigation regarding a future historical park at the IXL Brick Plant location pending further plans and initial and future cost implications.”

M. Sissons has since brought forward a proposal for the park. Public Services Department has reviewed and estimated the annual maintenance costs. I-XL will be responsible for the construction and development of their proposed park plan.

The proposal includes the implementation of a community park and plaza that would have the ability to host special events such as wedding photography, music concerts, markets, or other similar activities for the community. The concept is to stabilize and secure most of the remaining structures at the site while providing an interpretive element to the park. An option to construct equipment displays and shelters will also be considered. Landscaping would involve hard surfacing and natural species vegetation. There is no intention to provide irrigated turf for this project.

Even though it is the desire to construct a facility that will be relatively maintenance free, the municipality must be prepared to accept the maintenance costs associated with its ownership and operation. Following is an estimate of annual maintenance cost based on the following assumptions;

1. The entire park will have no irrigated turf to maintain.
2. Allowance for staff time committed for special events is not included
3. Costs for major repairs or equipment replacement required due to vandalism or attrition is not included.
4. Hourly rates based on Rates By-law #1759/2013.

Annual Cost Estimates

Activity	Weekly Man Hours	Monthly Man Hours	Total Seasonal Man Hours	Rate Per Hour	Estimated Annual Cost
Litter Control & Basic Site Maintenance	2 hour		44 hours	\$45.00	\$1,980.00
Trail/Parking Lot Maintenance		3 hours	15 hours	\$50-\$125	\$1,300.00
Minor Equipment Repairs					\$1,000.00

Total Annual Operating Estimate \$4,280.00

From a planning perspective, M. Sissons is also requesting from the Town a sense of direction, even in principle, so he can move forward in obtaining the necessary approvals in relation to historical and other designation and regulation requirements from the provincial government.

ATTACHMENTS

Historic Park Proposal prepared by I-XL Group

OPTIONS:

1. To agree in principle with the following concepts:
 - Implementation of a historic park at the site of the remaining kilns on Mitchell Street given that the initial construction costs and development of the historic park would be the responsibility of I-XL Group.
 - That the Town of Redcliff would assume operational responsibility of the park at a mutually agreed upon point in time in relation development of I-XL lands;
 - And further that the lands of said park will be considered as part of the necessary overall contribution to Municipal Reserve requirement in relation to future development of surrounding I-XL lands.
2. To receive I-XL's Historic park proposal as information.

RECOMMENDATION:

That Council considers option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved too agree in principle with the following concepts:
 - Implementation of a historic park at the site of the remaining kilns on Mitchell Street given that the initial construction costs and development of the historic park would be the responsibility of I-XL Group.
 - That the Town of Redcliff would assume operational responsibility of the park at a mutually agreed upon point in time in relation to development of I-XL lands;

- And further that the lands of said park may be considered as part of the necessary overall contribution to Municipal Reserve requirement in relation to future development of surrounding I-XL lands.

2. Councillor _____ moved the Redcliff Pressed Brick Historic Park proposal from M. Sissons I-XL's dated February 28, 2014 be received for information.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2014.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: April 14, 2014

PROPOSED BY: Manager of Engineering

TOPIC: Storm water release rate from non-residential lots

PROPOSAL: To limit the storm water release rate

BACKGROUND:

At the March 10, 2014 regular Council meeting, administration presented a northwest stormwater management report after which Town Council passed a motion to address the storm water challenges in the northwest area of town. As part of this same motion, the council moved to limit the surface release rate to recommended practices of other municipalities. In searching the stormwater release rate control in other municipalities, it is noted that the City of Medicine Hat (CMH) requires onsite storage for commercial, institutional, industrial and multifamily developments sites larger than 0.16 hectares. The CMH allows the discharge rate to be the greater of 20 liter per second (l/s) with an operation free inlet control device or 35 l/s per hectare based on practical maximum onsite detention (Stormwater Management, section 5.4.5). The City of Lethbridge stormwater management guidelines 2013 requires that non-residential zoned and multi-family residential properties(excluding duplex lots) must retain runoff volumes in excess of the 1 in 5 year return period and up to a 1 in 100 year return period on site (section 3 Stormwater Management Design Standards 2013, subsection 3.2.4.iv). This storm water control strategy is supported by the Alberta Environment and Sustainable Resource guidelines (section 5.3- Stormwater Best Management Practices).

The Town's design guidelines currently do not include any specific requirements regarding storm water release rates. Many non-residential properties, such as greenhouses, were built with plastic membrane material, covering most of the land with a 1.5m setback required by the Town's Landuse Bylaw. Currently there is minimal land provided for onsite stormwater detention and storm system to control the release of stormwater. This results in a significant amount of flows through greenhouses roof troughs to streets and creates ponding, surcharging, and damages to the existing storm infrastructure. Therefore it is important to restrict the stormwater release rate from non-residential lots including greenhouses to mitigate flooding on streets. A release rate limit of 40 l/sec/ha is recommended to be included in the design guidelines for commercial, institutional, industrial, horticultural and multifamily development (excluding duplex lots) sites and the remaining should be stored onsite and released in a controlled manner.

Options:

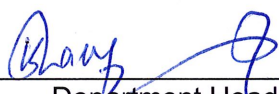
1. Limit the surface drainage release rate to 40 l/sec/ha for commercial, institutional, industrial, horticultural, and multifamily developments (excluding duplex lots) and include this requirement in Town's design guidelines.

Recommendation:

The Engineering Department recommends Option 1.

Suggested Motions:

1. Councilor _____ moved that the Town of Redcliff limit the surface drainage release rate to 40 l/sec/ha for commercial, institutional, industrial, horticultural, and multifamily developments (excluding duplex lots) and include this requirement in the Town's Design Guidelines.

SUBMITTED BY:  _____
Department Head

APPROVED BY:  _____
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2014

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: April 14, 2014

PROPOSED BY: Manager of Engineering

TOPIC: Sanitary Inflow and Infiltration Investigation

PROPOSAL: Budget Increase

BACKGROUND:

The Town of Redcliff has planned to undertake the Sanitary Inflow and Infiltration (I & I) Investigation this year with an approved budget of \$100,000.00. Accordingly a request for proposal (RFP) was sent out for engineering services from different consulting engineering firms to provide services for smoke testing with targeted dye testing and camera work, model update and validate the upgrade recommendations from 2012 Wastewater Evaluation Study, open house, and notices to residents etc. In response, the Town received three proposals from different engineering firms with their fees ranging from \$127,000.00 to \$162,000.00. As part of the I & I investigation, the Town has also planned to purchase 3 flow monitors with installation pipe sleeves and a rain gauge using the project budget to capture the useful flow data which will be utilized during the investigation. One flow monitor was previously purchased by Public Service Department, will also be used to monitor flows. Town forces will be utilized to install and capture the flow data that will be provided to the successful proponent.

Some of the RFP scope like conducting buildings inspections by mail out/online surveys and manholes/mains visual inspection, has already been modified/ deleted before the submittal date of engineering proposals to stay within approved budget and capture the necessary information but the proposals received are still above the approved budget. Reducing the scope of work further could lead to incomplete outcome of the investigation.

Due to the proposals above the approved budget and other purchases to be made, the projected budget amount required for conducting I & I investigation will be \$160,000.00.

Options:

1. Add an amount of \$60,000 for Sanitary Inflow and Infiltration Investigation project to a total amount of \$160,000.00 and fund the project using MSI grant or sanitary system reserve as appropriate.
2. Reduce the scope further to stay within approved budget.

Recommendation:


The Engineering Department recommends Option 1.

Suggested Motions:

1. Councilor _____ moved that the Town of Redcliff add an amount of \$60,000 for Sanitary Inflow and Infiltration Investigation project to a total amount of \$160,000.00 and fund

the project using MSI grant or sanitary system reserve as appropriate.

2. Councilor _____ moved that the Town of Redcliff reduce the scope further to stay within approved budget.

SUBMITTED BY:  _____
Department Head

APPROVED BY:  _____
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2014

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 14, 2014

PROPOSED BY: Operations Supervisor

TOPIC: Request to provide aid to 670 Mountain Bike Club on upgrading Bmx track

PROPOSAL: Provide Public Services equipment and materials to aid 670 Mountain Bike Club on the implementation of skills park (the BMX track)

BACKGROUND:

670 Mountain Bike Club approached Public Services with a proposal and a design of upgrading the current Bmx track. They have asked the Public Services Department if we would consider helping them with the upgrades of the track.

Requested aid to the Public Services Department from the 670 Mountain Bike Club include:

- Use of fire hydrant next to track for occasional dust control
- Move the piles of existing soil into new locations in the park
- Potential hauling of more material if needed but not anticipated being much if any.
- Dig a four foot wide trench and fill with large rocks to provide a rock garden feature. Rocks would be hauled from the Landfill at the request of the club
- Move the existing precast "lego" concrete blocks and placed at new locations.
- Supply some gravel along the perimeter of one side of the track to allow for viewing & spectators
- Eventually provide some grass seed in the open areas to improve weed control and dust control
- Have the track included on the departments regular weed control route

The Public Services Department met with the coordinators of the Mountain Bike Club at the track to get a good idea of the scope of work being requested. We estimate the approximate time to complete the work would be roughly 5 days in total. There would be varying pieces of equipment being required to complete the request. Approximate costs for our equipment and man hours would be \$12,120. The major earth work would have to be done before &/or after the pool season due to the potential dust hazard. The other requested materials of gravel and grass seed would be approximately \$700. Any other requests that have been asked for have little or no cost to the Town as they are tasks that will be completed throughout the normal course of operations. For example, weed control. Total estimated costs to aid the 670 Mountain Bike Club is estimated at \$12,820 (these are in kind contributions for man and equipment hours).

The Public Services Department advised the 670 Mountain Bike Club that this potential work would take place at the discretion of the Public Services Department schedule and there will be times that higher priorities may require our equipment and staff to leave the project and come and go as time permits. The club was completely understanding and grateful for anything the Dept. can provide.

OPTIONS:

1. Authorize Public Services to provide equipment, manpower, materials as outlined to aid the 670 Mountain Bike Club on upgrading the current Bmx track with an in kind contribution of man and equipment hours equal to the approximate cost of \$12,820.
2. Do not authorize Public Services to aid the 670 Mountain Bike Club on upgrading the current Bmx track.

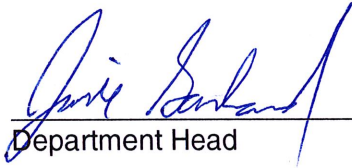
RECOMMENDATION:

The Public Services Department recommends we provide equipment, manpower, materials to aid the 670 Mountain Bike Club on upgrading the current Bmx track with an approximate cost of \$12,820

SUGGESTED MOTION(S)

1. Councillor _____ moved that the Public Services Dept. be authorized to provide equipment, manpower, materials as listed in background to aid the 670 Mountain Bike Club on upgrading the current Bmx track with an in kind contribution of man and equipment hours equal to the approximate cost of \$12,820. And further that this activity be funded from Public Services operating budget and worked into the Public Services Schedule based on existing priorities.
3. Councillor _____ moved that the Public Services Department not be authorized to aid the 670 Mountain Bike Club on upgrading the current Bmx track.

SUBMITTED BY:



Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2014.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 14, 2014

PROPOSED BY: Operations Supervisor

TOPIC: Request to remove oiled surface on Range Road 64

PROPOSAL: Range Road 64 - Mill & remove oiled surface and replace with gravel surface.

BACKGROUND:

Several of the roads that the Town of Redcliff inherited from previous Annexations of Cypress County have an oiled cold mix surface. Over the past few years the Town has had to retain Cypress County or other contractors who have the specialized equipment to repair such roads. Some of the roads have been easily repaired with minimal cost. However Range Road 64 north of the Dirkson Drive intersection is in very poor condition and to rehabilitate the road would be very costly.

Cypress County estimates costs to return the entire oiled road to a good oiled surface would be in excess of \$150,000. In addition there would still be a need to retain the County or other contractors to do occasional minor repairs for approx.. \$10,000 to \$20,000 per year on just this roadway. The County has provided an estimate to patch and repair only the first 100 metres of the roadway for approximately \$33,818. The remaining 700 meters are also in poor condition but the county would not have the time this season to do the entire road for us.

Alternatively we have an estimate of \$12,564 from Cypress County to remove the oiled surface. Public Services would then proceed to gravel the road for an estimated material cost of \$4000 if the base under the oiled surface is in decent condition. In addition the road may also need to be added to our dust control program for approx. \$1000 per year. A total cost to return the road to gravel with some dust control this year would be approximately \$17,564. Future maintenance costs would also be minimal and estimated to be less than \$5000 a year once roadway is restored to a good gravel condition.

In addition to the higher rehabilitation costs of the oiled cold mix surface for Range Road 64, operations and maintenance costs would continue to be elevated as there would be a continual need to retain contractors who have the time and the appropriate specialized equipment (of which equipment the Town does not have).

OPTIONS:

1. Authorize Public Services to contract Cypress County to remove the oiled surface for an estimated cost of \$12,564 and have Public Services return the road to a gravel surface and possible dust control with estimated costs of \$5000 for a total estimate of \$17,564.

2. Authorize Public Services to contract Cypress County to patch holes and remove washboard on the first 100 metres of roadway for an estimated cost of \$33,818 and have Public Services fill remaining holes as best as possible.

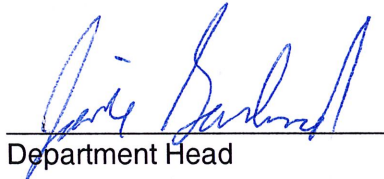
RECOMMENDATION:

The Public Services Department recommends removing the oiled surface on Range Road 64 and return the road to a gravel surface in order to be able to maintain the road with in house resources and equipment.

SUGGESTED MOTION(S)

1. Councillor _____ moved that the Public Services Department be authorized to Contract Cypress County to remove the oiled surface on Range Road 64 and have Public Services gravel the surface for an estimated cost of \$17,564. Funding to come out of Public Services Asphalt repairs budget.
2. Councillor _____ moved that the Public Services Department be authorized to contract Cypress County to patch holes and remove washboard on the first 100 metres of roadway for an estimated cost of \$33,818 and have Public Services fill remaining holes as best as possible. Funding to come from the road maintenance reserve.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2014.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 14, 2014

PROPOSED BY: Municipal Manager

TOPIC: Appeal Fee Refund
Re: Development Permit Applications: 14-DP-13, 14-DP-14, 14-DP-15,
14-DP-16, 14-DP-17

PROPOSAL: To consider refund of appeal fees.

BACKGROUND:

Councillor Leipert has contacted me requesting that consideration be given to refunding appeal fees relating to the appeal of Development Permit Applications 14-DP-13, 14-DP-14, 14-DP-15, 14-DP-16, 14-DP-17. These Permits were appealed by M. Prevost. Councillor Leipert suggested the following three options: 1) Full refund for 5 appeals; 2) Refund for three appeals; or 3) no refund.

Administration will provide its recommendation regarding Councillor Leipert's request based on the existing bylaw and policy framework of the Town.

The following is a brief history and additional comments:

- *The Municipal Planning Commission approved, with conditions, 5 separate development applications for semi-detached dwellings at their meeting of February 19, 2014. (Development Permit Applications 14-DP-13, 14-DP-14, 14-DP-15, 14-DP-16, 14-DP-17)*
- *An appeal was received from M. Provost (representing 28 owners of approx. 19 parcels) for each of the 5 development applications on March 11, 2014.*
- *The reasons cited for appealing the development permits on each of the 5 development permits were:*
 1. *the compounding negative impact on the already over capacitated Sanitary System within the Town of Redcliff will be damaging to existing homes and businesses connected to the System as a result of adding these new connections. Further ... adding to the current high risk of sewage back up, many residents within Redcliff no longer qualify to have Sewage Back-up Coverage Insurance and one more back up event could bankrupt many of these home owners or force them into foreclosure.*
 2. *Does not conform to the Redcliff Land Use Bylaws, not known how this was passed by MPC.*
 - *According to the site design submission, there is no rear lane in the design and the unobstructed side yard between principal building and property line is only 1.22. This is a safety issue.*

- *There is no frontage sidewalk for this plan. There is high volume foot traffic from Eldorado's farms and greenhouses at early morning as well as afternoon till past dark. One sidewalk across the street does not allow the high volume foot traffic, pedestrians are on the road way systematically with work hours. This is a safety issue. Adding there is sidewalk all along Broadway, this does not promote continuity for foot traffic and students getting off buses.*
- *The Subdivision and Development Appeal Board (SDAB) Hearing was held April 2, 2014.*
- *For Development Permits 14-DP-13 & 14-DP-17 (exterior lots) the decision was to deny the appeal and uphold the decision of the Municipal Planning Commission (MPC). (The full decision including reasons is attached for reference)*
- *For Development Permits 14-DP-14, 14-DP-15 & 14-DP-16 (interior lots) the decision was to deny the appeal and approve the applications as presented with a reduced sideyard setback with conditions. (The full decision including reasons is attached for reference)*

Additional Notes:

Multiple Reasons were cited for the appeal.

It was recognized by the Municipal Planning Commission, Development Officer, Planning Consultant and Manager of Legislative and Land Services that there was an oversight of the regulations stipulated in the Land Use Bylaw requiring that there be one 3m unobstructed sideyard setback on parcels where there is no rear lane.

The process followed was appropriate. There are avenues to address approval errors and are dependent on how it was identified. The Planning Consultant confirmed that an appeal for these applications was an appropriate avenue to address the approval error. Once an appeal is received it must be followed through.

Section 21, of the Land Use Bylaw allows for the Development Authority to cancel a permit if it was issued in error. This clause is more likely to be applied in instances of a larger scale error and after the appeal period has expired.

OPTIONS:

1. Authorize a refund of appeals fees in the amount of \$500.00 for appeals received for Development Permit 14-DP-13, 14-DP-14, 14-DP-15, 14-DP-16, and 14-DP-17.
2. Authorize a refund of appeals fees in the amount of \$300.00 for appeals received for Development Permits 14-DP-14, 14-DP-15, and 14-DP-16.
3. Authorize no refund, keeping line with established Fees, Rates, and Charges Bylaw

RECOMMENDATION:

Option 3.

SUGGESTED MOTION(S):

1. Councillor _____ moved to authorize a refund of appeal fees to M. Prevost in the amount of \$500.00 for appeals received for Development Permit 14-DP-13, 14-DP-14, 14-DP-15, 14-DP-16, and 14-DP-17.
2. Councillor _____ moved to authorize a refund of appeals fees to M. Prevost in the amount of \$300.00 for appeals received for Development Permits 14-DP-14, 14-DP-15, and 14-DP-16.
3. Councillor _____ moved to uphold the current Fees, Rates, and Charges Bylaw and that there be no refund of appeals fees for appeals received for Development Permit 14-DP-13, 14-DP-14, 14-DP-15, 14-DP-16, and 14-DP-17.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2014.

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
WEDNESDAY, APRIL 2, 2014 at 7:00 p.m.**

PRESENT: Members: B. Hawrelak, D. Kilpatrick, V. Lutz,
P. Monteith, G. Shipley, C. Crozier

Development Officer	B. Stehr
Planning Consultant	K. Snyder
Manager of Engineering	K. Minhas
Recording Secretary	S. Simon
Municipal Planning Commission	Wm. Duncan
Appellant	M. Prevost
Supernal Homes	Greg Funk
Other	C. Brown
	S. Clewlow

1. CALL TO ORDER

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

2. ELECTION OF CHAIRMAN

P. Monteith nominated D. Kilpatrick to be Chairman, seconded by G. Shipley. D. Kilpatrick accepted and assumed control of the appeal hearing.

3. APPEAL NO. 1

**Appeal of Development Application 14-DP-013
Lot 43, Block 91, Plan 9411418 (326 Broadway Avenue W)
Semi-Detached Housing Development**

Chairman Kilpatrick asked the appellant if they had any objection to any board members hearing the appeal. M. Prevost advised she had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

M. Prevost referenced the appeal information she had provided and questioned if everyone had read her information. The Chairman confirmed that M. Prevost's submission had been included in their package.

M. Prevost referenced Section 617 of the Municipal Government Act which states:

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

- a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and

- b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,

without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest.

M. Prevost commented that subsequent to seeing the notice in the paper on March 11 that development had been approved for 5 semi-detached dwellings, which results in 10 homes, that she was concerned with sewer backups and how much additional sewer would be generated to flow into the system and which area would be affected.

She indicated that she had several conversations with the Development Officer regarding setbacks, offsite levies and sanitary flow direction. She commented that the Development Officer was reluctant to answer some questions about setbacks and wanted to speak with Shanon Simon, Manager of Legislative and Land Services.

She advised that she later picked up a draft copy of the MPC minutes. Further she commented that the Development Officer advised her that Ms. Simon had confirmed that the development before the SDAB had met the setback according to the Land Use Bylaw 1698/2011 for R1 subdivision and that cantilevers may project into the sideyard but must maintain a minimum of 1.2 m separation from property line. Further that 1.5 m was within setback requirements.

M. Prevost referenced the report prepared by the Development Officer where it notes that the development does not meet the setback requirement and therefore should not have been approved at the February 19 meeting according to Sec 100(d)(3) of the Land Use Bylaw which states one unobstructed 3m setback where there is no lane is required.

M. Prevost advised the development applications were reviewed by a team of 5 members on the MPC and as result of recommendations of the Engineers, Planning Consultant and Development Officer these applications were approved. She notes that the Development Officer admitted that for this appeal part of the development bylaw was overlooked. M. Prevost commented this is a gross understatement because it was reviewed by 5 members of the MPC, well paid professionals either employed by or contracted to the Town of Redcliff.

M. Prevost further advised that this subdivision is zoned R1, and having consecutive lots with semi-detached dwellings constitutes medium density R2. Semi-detached dwellings in a R1 zone is a discretionary use and means the odd development of semi-detached is allowed not a semi-detached dwelling on every lot.

M. Prevost commented that she felt the actions and misguided opinion and the grossly understated oversight regarding this content and conforming to the Land Use bylaw 1698/2011 has brought us here today. That the rights as individuals have been infringed upon as a result of misguidance and misinformation which has cost a great deal of money, time and undue stress on myself and landowners of these properties.

M. Prevost commented that she also feels she was also misguided on the direction of flow for sewer for this development and will thus only refer to lift station no. 3 at 3rd Ave and 3rd St. NW. She commented that everyone she has spoken too and everything she has read about lift no. 3 has clearly indicated that lift no. 3 has never worked correctly

and that the area is in trouble. She feels this should of been investigated before the warranty expired.

M. Prevost referenced different pages in the MPE report which identify problem areas and noted that no repairs or resolutions were or are being implemented prior to allowing further development to occur. Further that any proposed solutions going forward are only hearsay that anything will be done.

M. Prevost noted there is a recommendation to the SDAB that these developments go forward even though medium density development has never been considered for subdivisions zoned R1. Noting that medium density development R2 generates more sewage.

M. Prevost commented that in the recommendation to go forward that there is suggestion that I misinterpreted the report; she felt this was a subtle way to attack her integrity and ability to comprehend what is written in black on white and highlighted in red.

M. Prevost commented that many were subjected to highly toxic sewer entering our homes in the approximate 9 weeks following the issuance of this MPE report and many are still recovering. Further stating that many homeowners no longer have sewer backup coverage and that to allow additional sewer to enter this system based on noted facts within this appeal is putting our homes further at risk.

M. Prevost indicated the sewer issues need to be resolved prior to allowing these developments to move forward. That they be resolved with concrete accuracy and documented proof of repairs and upgrades provided to all concerned before going forward with these developments. She requested a recording of these proceedings.

M. Prevost ended her presentation by commenting that in her opinion Rudyard Kiplings statement from over 100 years ago that all hell for a basement has taken on a new meaning.

b) Presentation of Development Officer

The Development Officer referenced his report to the Board dated March 18, 2014 providing a history of the application and the decision of the Municipal Planning Commission that was included in the package. (Report attached)

B. Hawrelak asked for Interpretation of Section 58 (6) of the Land Use Bylaw with regard to garbage enclosures. The Development Officer advised he had spoken with Public Services Director and garbage would be picked up along Broadway Ave in similar fashion as Redcliff Way.

Board members discussed the size of the lots.

c) Presentation of Municipal Planning Commission (MPC)

MPC Chairman advised that the MPC had met and reviewed the applications using information provided by the Planning Consultant and Development Officer and approved them in good faith thinking the proposed development is good for the area.

d) Presentation of Planning Consultant

The Planning Consultant noted the following:

- That Development Applications 14-DP-13 and 14-DP-17 are similar while Applications 14-DP-14, 14-DP-15, and 14-DP-16 which are the interior lots are different.
- It is important to follow through the formal hearing process for each appeal individually, but it should be noted that the first two appeals will establish precedence that should likely be carried forward through the other three appeals.
- The Development Authority can require a Development Agreement for the construction of public infrastructure if it deems necessary (MGA Section 650 and LUB 18(4)).
 - Thus, it is appropriate for an appeal to be based on claimed missing infrastructure.
- Section 686(1)(d) states that the Board is to determine whom is affected and if they should be heard. Review of case law suggests that the Board should be careful to not detract from the integrity of the appeal process by allowing those whom are not truly affected a voice.
 - Please note that only a couple of residents who signed the petition are in the immediate area and on the same sanitary system, thus the question of truly affected should be reviewed.
 - Nevertheless erring on the side of cautiousness I suggest that the board considers those not in the immediate area, but weigh their impact as part of the Board's decision.

Background Information and Analysis

1. Sanitary Capacity
 - I am a professional planner and am not able to give expert advice regarding the engineering report.
 - Note: the appeal only includes excerpts of the Town report – truly difficult to assess.
 - And the professionals in the field who commissioned and authored the report do not share the same conclusions as the appellants.
2. No Rear Lane
 - To create a new Town lane requires the dedication of land. This process happens at subdivision – the application before the Board is for a development permit.
 - In the past when the parcels were subdivided and created no land for a lane was requested by the Subdivision Authority.
 - Thus the Development Authority acted consistently with past decisions.
 - The absence of a rear lane is not a safety issue and many parts of the Town do not have rear lanes and many communities are now built with no rear lanes.
 - Planning Consultant suggested the requirement for a rear lane not be added as a condition.

3. Side Yard Setback

- This application is in conformance with the LUB and no error was made by the Development Authority.
- The 3m side yard requirement is achieved in the side yard adjacent to the street.
- As a note the purpose of the 3m side yard rule is not safety related. It is to allow private vehicular access to rear lots to accommodate a rear garage when there is no rear lane.
- This requirement was misinterpreted by the appellant as it does meet the LUB.

4. Sidewalks

- The LUB does not speak to the requirement of sidewalks.
- Public infrastructure at the block scale is usually a condition of subdivision, but the Development Authority had the power to include a condition that would require a sidewalk be constructed.
- The Town plans for a continuous sidewalk on the south side of Broadway.
- Town plans and technical staff state that there is no requirement for a sidewalk on the north side of Broadway.
- Planning Consultant suggested that sidewalks not be added as a condition.

Planning Consultant recommended that the Board make no changes to MPC's approval and uphold the decision with the same conditions

e) Presentation of anyone served notice of hearing

Simon Clewlow advised he had spoken with neighbors in the area and all have had an increase in issues in the last 4 years. Noting there have been weather changes and more capacity being added. He also asked for clarification on requirements for a sidewalk.

The Board asked for clarification if Mr. Clewlow's issues were seepage related or sewer back up related. He advised he could speak only for himself and his issues are seepage related. It was clarified that Mr. Clewlow does not have a basement.

The development permit applicant who was also served notice declined to comment.

f) Presentation of anyone claiming to be affected

No one requested to speak.

g) Rebuttal of Appellant

M. Prevost commented that semi-detached dwellings are a discretionary use in R1 zoning and this does not allow for consecutive multi family unit developments. The appropriate zoning would be R2 for this type of proposed document.

h) Other

B. Hawrelak questioned what the MPC minutes and the stipulation for a change in utilities at the cost of the developer was about. The Chairman responded that likely it is referencing a request for dual services which went through Council and was approved.

B. Hawrelak referenced the Manager of Engineer's report and the statement that says "the Town is in discussion with the City of Medicine Hat to upsize the capacity in their system to accommodate current and future flows" and questioned if at peak capacity does the gate to the City back up. Discussion followed with the Manager of Engineering explaining the sanitary system. He clarified that it is not a single trunk line going to the gate but is three lines. The Manager of Engineering confirmed that when there are huge capacities that a bottleneck can occur. However, the issue is with the south line and not with the north line. The north line was built larger to accommodate future capacity and thus has lots of capacity. In response to B. Hawrelak's question, The Manager of Engineering also confirmed that information is not based solely on reports and calculations and that Public Services have physically checked the manholes during rain events. It was explained that the July 6 rain event was a unique situation and the problem was with the lift station. B. Hawrelak questioned if the Town has intentions of correcting the problem. D. Kilpatrick responded that that is a subjective topic as what someone's interpretation of moving forward and taking action may not mean the same for all.

i) Recess

V. Lutz moved to meet in camera at 7:52 p.m. – Carried.

The Appellant, Development Officer, Planning Consultant, and other members left the meeting at 7:52 p.m.

j) Decision

C. Crozier moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-013 be denied. Further that the decision of the Municipal Planning Commission to approve with conditions Development Permit Application 14-D-013 for a Semi-Detached Dwelling at Lot 43, Block 91, Plan 9411418 (326 Broadway Avenue W.) be upheld. – Carried.

Reasons for Decision

1. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
2. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
3. Having a rear lane is not identified as being a safety issue.
4. The proposed development is on a corner lot and setbacks are in conformance with the Land Use Bylaw.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

V. Lutz moved to return to regular session at 8:25 p.m. – Carried.

The Appellant, Development Officer, Planning Consultant and other members of the public returned to the meeting at 8:25 p.m.

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

4. APPEAL NO. 2
Appeal of Development Permit Application 14-DP-014
Lot 44, Block 91, Plan 9411418 (320 Broadway Avenue W)
Semi-Detached Housing Development

Chairman Kilpatrick asked the appellant if she had any objection to any board members hearing the appeal. M. Prevost advised she had no objection to any member of the Subdivision and Development Appeal Board.

Recording Secretary distributed a copy of the motion for Development Permit Application 14-DP-014 from the Municipal Planning Commission minutes of the February 19, 2014 meeting. She also distributed correspondence addressed to B. Hawrelak, V. Lutz, G. Shipley, D. Kilpatrick and C. Crozier from D. Prpick, a member of the MPC, which referenced this appeal.

a) Presentation of Appellant

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Development Permit Application 14-DP-013. M. Prevost and the Board members agreed it was not necessary to repeat the presentation.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first appeal. He indicated the applications were reviewed at the Municipal Planning Commission meeting of February 19 and the concerns identified by the appellant were discussed. The Development Officer also commented that there is nothing in the Land Use Bylaw which restricts continuous multiunit dwellings. Further that each of these applications were considered on their own merit and are individual applications on separate parcels.

c) Presentation of Municipal Planning Commission

The Municipal Planning Commission Chairman advised their decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

The MPC Chairman asked to be excused from the proceedings and noted his comments for the next three appeals would be the same.

MPC Chairman left at 8:37 p.m.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments are similar to those that he gave during the first appeal with the exception of a few statements on the sideyard setback as follows:

- For the interior lots, such as this one, a 3m side yard setback is a requirement of the LUB and MPC and others missed the rule in applying it.
- The SDAB is not governed by same ruling and has the ability to determine if it is required or not.
- The purpose rule is to allow private vehicular access to rear lots to accommodate a rear garage when there is no rear lane. The proposed developments all have front garages, and it does not show that there is any requirement for rear vehicular access.
- When the north parcel develops the Subdivision Authority can require a lane to be dedicated, which would provide rear access to these lots.
- The Planning Consultant indicated his recommendation is similar to the last one with the exception that the board waive the 3 m sideyard setback requirement and approve the application as presented with the same conditions as imposed by the MPC.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost commented that she cannot get past the R1 & R2 discretionary use and the allowance for consecutive multi-unit dwellings. Further she expressed concerns with the rear lane and if it will get addressed at a later date or missed again.

h) Other

The Board accepted for information correspondence directed to V. Lutz, B. Hawrelak, G. Shipley, C. Crozier and D. Kilpatrick received March 28, 2014 with referenced appeal 14-DP-014. (attached)

i) Recess

B. Hawrelak moved to meet in camera at 8:43 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant, and others left the meeting at 8:43 p.m.

j) Decision

G. Shipley moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-014 be denied. Further that that Development Permit Application 14-D-014 for a Semi-Detached Dwelling at Lot 44, Block 91, Plan 9411418 (320 Broadway Avenue W.) be approved as submitted with a reduced sideyard setback with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on Lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried.

Reasons for Decision

1. Agree with waiving the 3 m sideyard setback as a garage is proposed to be developed on the front and there should be no requirement for rear access for a vehicle.
2. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
3. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
4. Having a rear lane is not identified as being a safety issue.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

C. Crozier moved to return to regular session at 9:03 p.m. – Carried.

The Appellant, Development Officer, Planning Consultant and other members of the public returned to the meeting at 9:03 p.m.

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

5. APPEAL NO. 3

Appeal of Development Application 14-DP-015

Lot 45, Block 91, Plan 9411418 (314 Broadway Avenue W)

Semi-Detached Housing Development

a) Presentation of Appellant

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Development Permit Application 14-DP-013.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first two appeals.

c) Presentation of Municipal Planning Commission

As per comments from the MPC Chairman the MPC decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments were the same as he gave during the first and second appeal.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost indicated her comments were the same as previously mentioned.

h) Other

The Board accepted for information correspondence directed to V. Lutz, B. Hawrelak, G. Shipley, C. Crozier and D. Kilpatrick received March 28, 2014 with referenced appeal 14-DP-015. (attached)

i) Decision

G. Shipley moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-015 be denied. Further that that Development Permit Application 14-D-015 for a Semi-Detached Dwelling at Lot 45, Block 91, Plan 9411418 (326 Broadway Avenue W.) be approved as submitted with a reduced sideyard setback with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on Lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried.

Reasons for Decision

1. Agree with waiving the 3 m sideyard setback as a garage is proposed to be developed on the front and there should be no requirement for rear access for a vehicle.
2. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
3. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
4. Having a rear lane is not identified as being a safety issue.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

6. APPEAL NO. 4**Appeal of Development Application 14-DP-016****Lot 46, Block 91, Plan 9411418 (308 Broadway Avenue W)****Semi-Detached Housing Development****a) Presentation of Appellant**

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Appeal of Development Permit Application 14-DP-013.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first two appeals.

c) Presentation of Municipal Planning Commission

As per comments from the MPC Chairman the MPC decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments were the same as he gave during the first and second appeal.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost indicated her comments were the same as previously mentioned.

h) Other

The Board accepted for information correspondence directed to V. Lutz, B. Hawrelak, G. Shipley, C. Crozier and D. Kilpatrick received March 28, 2014 with referenced appeal 14-DP-016. (attached)

i) Decision

G. Shipley moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-016 be denied. Further that that Development Permit Application 14-D-016 for a Semi-Detached Dwelling at Lot 46, Block 91, Plan 9411418 (308 Broadway Avenue W.) be approved as submitted with a reduced sideyard setback with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on Lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried.
-

Reasons for Decision

1. Agree with waiving the 3 m sideyard setback as a garage is proposed to be developed on the front and there should be no requirement for rear access for a vehicle.
2. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
3. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
4. Having a rear lane is not identified as being a safety issue.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

7. APPEAL NO. 5**Appeal of Development Application 14-DP-017****Lot 47, Block 91, Plan 9411418 (302 Broadway Avenue W)****Semi-Detached Housing Development****a) Presentation of Appellant**

D. Kilpatrick asked M. Prevost to present her appeal. She advised her presentation was exactly the same as the presentation for Appeal of Development Permit Application 14-DP-013.

b) Presentation of Development Officer

The Development Officer indicated his comments are similar to those that he gave during the first two appeals.

c) Presentation of Municipal Planning Commission

As per comments from the MPC Chairman the MPC decision was based on the information provided and admittedly they overlooked the requirement in the Land Use Bylaw the requirement for a 3 m setback on one side for lots with no rear lane. Further they made their decision based on the best interests of the community as a whole.

d) Presentation of Planning Consultant

The Planning Consultant indicated his comments were the same as he gave during the first and second appeal.

e) Presentation of anyone served notice of hearing

No presentations.

f) Presentation of anyone claiming to be affected

No presentations.

g) Rebuttal of Appellant/Applicant

M. Prevost indicated her comments were the same as previously mentioned.

h) Other

Nothing further.

i) Decision

C. Crozier moved the appeal from M. Prevost appealing the decision of the Municipal Planning Commission for Development Permit Application 14-DP-017 be denied. Further that the decision of the Municipal Planning Commission to approve with conditions Development Permit Application 14-D-017 for a Semi-Detached Dwelling at Lot 47, Block 91, Plan 9411418 (302 Broadway Avenue W.) be upheld. – Carried.

Reasons for Decision

1. This parcel is zoned R-1 and the proposed development is consistent with the Land Use Bylaw; the proposed development is listed as discretionary use under the R-1 Single Family Residential District.
2. Based on the information provided the proposed development will not have any undue impact on the sanitary system.
3. Having a rear lane is not identified as being a safety issue.
4. The proposed development is on a corner lot and setbacks are in conformance with the Land Use Bylaw.
5. Based on the Master Transportation Study there is no recommendation/requirement for sidewalks on the north side of Broadway Avenue.

4. ADJOURNMENT

P. Monteith moved the meeting be adjourned at 9:17 p.m.

Chairman

S. Simon, Recording Secretary

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD
APRIL 2, 2014**

Development Officer's Report

Date: March 18, 2014

Development Permit Application: **14-DP-013 (Semi-detached Dwelling)**

Appellant: **Merna Prevost on behalf of attached list**

Applicant: **Supernal Homes Ltd.**

Owner: **Supernal Homes Ltd.**

Property Address: **326 Broadway Avenue W.**

Legal Address: **Lot 43, Block 91, Plan 9411418**

Land Use: **R-1 Single Family Residential District**

Development Authority: **Municipal Planning Commission**

Development Officer: **Brian Stehr**

Background:

Since the last quarter of 2013, I have had several discussions with Greg Funk of Supernal Homes Ltd. regarding development of Lots 43-47, Block 91, Plan 9411418. During our pre-application discussions, the following points were discussed.

- Is it possible to put semi-detached dwellings on these lots even though they are currently zoned R-1 Single Family Residential.
- What are the servicing costs of hooking up the water and sewer utilities
- Required setbacks as per the Land Use Bylaw
- Any other potential costs that Supernal Homes Ltd. may incur for servicing the lot
- What are the time frames for approval
- Would an engineered site drainage plan be required

Regarding servicing of the lots and related costs, Supernal Homes Ltd. was advised to speak to the Public Services Department and the City of Medicine Hat.

I consulted with the Engineering Department regarding the application. The Manager of Engineering informed me that while an engineered site drainage plan would not be required, the Engineering Department would want to see a grade plan to ensure that potential drainage would not impact neighbouring properties.

On February 13, 2014 Supernal Homes Ltd. applied for a Development Permit for a semi-detached Dwelling at 326 Broadway Avenue W (Lot 43, Block 91, Plan 9411418).

During my review of the Development Permit Application, the following areas of concern were identified, and discussed with the appropriate departments:

- No rear lane was identified on the site plan. A condition of installing a rear lane and similar infrastructure is typically a condition of the Subdivision process, and not the Development process.
- I consulted with the Public Services Manager, and was informed that garbage pickup would be done from Broadway Avenue W.

- It was noted that the side yard setback of 1.22 m was less than 1.5 as per the Land Use Bylaw, and the 1.22 m was beyond the variance power of the Municipal Planning Commission. I had a conversation with Benchmark Geomatics, the company that was supplying the Site Plan for Supernal Homes Ltd. Benchmark Geomatics informed me that the measurement of 1.22 m was taken from the edge of cantilever, and that the foundation was 1.5 m from edge of property. The Land Use Bylaw allows cantilevers to encroach onto into the setback to have a minimum setback of 1.2 m. The setback of 1.22 m is greater than the minimum as allowed by the Land Use Bylaw.
- Section 100.d.iii which states: One (1) unobstructed 3.0 m, where no rear lane is provided was overlooked by the Development Officer and the Municipal Planning Commission during the approval process.
- Consideration was given to having sidewalks installed on the North side of Broadway Avenue W. I reviewed the Master Transportation Study which was completed in 2012, and it indicates that the sidewalk on the South side of Broadway was adequate for pedestrian traffic. I discussed the front sidewalks with the Town Manager, and Manager of Engineering and both were of the opinion that a sidewalk on Broadway Avenue W. would not be a necessary for this development.

The Application was considered by the Municipal Planning Commission on February 19, 2014.

The Municipal Planning Commission discussed the following concerns:

- Necessity of a rear lane
- Lot drainage
- Side yard setbacks
- Necessity of sidewalks
- Servicing of the lots
- Necessity of Right-of Ways

The MPC approved Development Permit Application 14-DP-013 with the following conditions:

1. A grade plan showing drainage to public lands or an instrument registered to title on lots 43-47, Block 91, Plan 9411418 allowing drainage to the satisfaction of the Manager of Engineering.
2. A Construction Damage Deposit paid to the Town of Redcliff. The fee as per Bylaw 1752/2013.
3. Submission of a complete set of blueprints to the satisfaction of the Development Officer.
4. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.

The Appellant, M. Prevost, contacted me to inquire about the appeal process, and when the appeals had to be filed by.

On March 11, 2014 M. Prevost appealed the decision of the Municipal Planning commission.

Upon reviewing the Appeal, I consulted with the Manager of Engineering for his comments. Attached is the letter from the Town of Redcliff's, Manager of Engineering.

Danica Prpick
Riverview Place SE
Redcliff, AB
T0J 2P0

RECEIVED
MAR 28 2014
TOWN OF REDCLIFF

March 24, 2014

RE: MPC ERROR IN APPROVING DEVELOPMENT PERMITS 14-DP-014, 14-DP-015 & 14-DP016

To Whom it May Concern,

I am writing as a result of the MPC minutes on the March 24, 2014 Town Council Agenda.

It has come to my attention that despite my repeated insistence that minutes should read "MPC did not have the authority to approve the development permits" for DP applications 14-DP-014, 14-DP-015, 14-DP-016 this information was not indicated in the minutes. Instead the minutes identified that these development permit lots were affected by a regulation to allow 3m unobstructed setbacks. This is very misleading and does not identify that MPC erred in approving the development permits.

I take my responsibility as outlined in the Municipal Government Act (MGA) Section 617, very seriously. Section 617 speaks of Part 17 of the Act (Planning and Development). Under Part 17 ALL development issues are considered, including the roles and functions of MPC.

Purpose of this Part

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

(a) to achieve the orderly, economical and beneficial development, use of land and patterns of human settlement, and

(b) to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta,

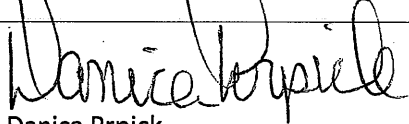
without infringing on the rights of individuals for any public interest except to the extent that is necessary for the overall greater public interest. 1995 c24 s95

The authority of the MPC is outlined in the Town of Redcliff's Land Use Bylaws, MPC Bylaw 1698/2011, Subdivision and Development Regulations, the MGA and the Alberta Municipal Development Authority Manual. For anything outside of these regulations and bylaws, MPC does not have any authority. The setbacks for 14-DP-014, 14-DP-015 and 14-DP-016 were not allowable under any of the above regulations and bylaws, MPC did not have the authority to approve these three development permits.

If MPC had done due diligence in denying these development permits, no appeal would have been necessary. The appellant is required to pay \$100 per appeal. S. 617 identifies that the rights of individuals should not be infringed upon except for the overall greater public interest. It occurs to me that the only interest that the approval of these three development permits serves the developer - not the overall greater public interest. Furthermore, the rights of the appellant are being infringed upon by having to pay \$300 for appealing development permits which should never have been approved.

Therefore, I respectfully ask that ALL parties to this appeal recognize that error by MPC in approving the three development permits identified above.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Danica Prpick", written over a horizontal line.

Danica Prpick,
MPC Member

Cc Town of Redcliff MPC Members
Cc Town of Redcliff Municipal Manager
Cc Town of Redcliff Council
Cc Town of Redcliff SDAB Members
Cc Appellant for appeal of Development Permits 14-DP-014; 14-DP-015; 14-DP-016
Cc Town of Redcliff Confidential Secretary
Cc Town of Redcliff Development Officer
Cc Town of Redcliff Planning Consultant
Cc Town of Redcliff Director of Legislative and Land Services

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: April 14th, 2014
PROPOSED BY: Robert Osmond, Director of Finance & Administration
TOPIC: Riverview Golf Club Request for Capital/Consolidation Loan
PROPOSAL: To consider the request of the Riverview Golf Club

BACKGROUND:

The Riverview Golf Club has requested the Town loan their organization \$150,000.00 for the purpose of:

- a. the final instalment on the current loan from the town
- b. the repayment of their operating line of credit
- c. purchase of a new rough mower

The MGA (Sec. 264) does allow the Town to lend money to a non-profit organization when Council feels the purpose of the funding is of benefit to the community. If Council was to extend the loan we would have the choice to seek financing at a financial institution or finance the loan internally. Borrowing from the Alberta Capital Finance Authority would not be an option for this proposal as debentures from the ACFA must be capital acquisitions.

This request does not fall under the authority of the Policy #10 – Community Group Financial Assistance, as the amount is greater than \$20,000.00, the loan request is not for the improvement of a building and the proposed repayment term exceeds that laid out in the policy.

The current loan from the Town of Redcliff concludes with a final payment of \$25,627.36 in October of this year.

Also, Administration identifies a concern should Council want to consider issuing a loan to repay an operating line of credit. Revolving credit instruments, such as a line of credit, should ebb and flow with the pace of business. Refinancing this type of instrument often fails to address the root operational issue and presents a greater risk for financiers.

OPTIONS:

Council may consider each of the following individually, in any combination, to take a different course not contemplated here or no action at all.

- a) Issue a \$26,000.00 refinancing of the tenth instalment of the current loan between the Town of Redcliff and the Riverview Golf Club, financed internally.
- b) Issue a \$75,000.00 loan to repay an outstanding operating line of credit, financed internally.
- c) Issue a \$50,000.00 loan to purchase a rough mower, financed with an ACFA debenture.

RECOMMENDATION:

Administration recommends that if Council considers the purchase of a rough mower at the Golf course to be a benefit to the community that they consider issuing the loan identified in the options as "C".

Further Administration recommends that the current loan from the Town of Redcliff to the Riverview Golf Club be allowed to run its term and conclude as per the terms of bylaw #1378/2004.

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct administration to prepare to extend a loan in the amount of \$ _____ to the Riverview Golf Club for:
 - a) _____
 - b) _____
 - c) _____

SUBMITTED BY:


Department Head
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____, 2014.

ATTACHMENTS:

- a) Letter of request from W. Brown Riverview Golf Club President
- b) Detailed letter of request from T. Ellerman Riverview Golf Club General Manager
 - i. 2011 Financial Statements
 - ii. 2012 Financial Statements
 - iii. 2013 Financial Statements
 - iv. 2014 Financial / Budget Overview



RIVERVIEW
GOLF CLUB

Phone: 403-548-7118 Fax: 403-548-2400
700 Redcliff Way SE
Redcliff AB. T0J 2P0

RECEIVED

FEB 14 2014

TOWN OF REDCLIFF

Town of Redcliff
PO Box 10
Redcliff, AB T0J 2P0

Dear Shannon,

I am writing on behalf of Riverview Golf Club and we wish to approach the Town of Redcliff in regards to obtaining a new debenture loan.

Our goal is to secure \$150,000.00 from the Town of Redcliff on a ten year term and with the funds from the debenture we would pay the existing loan with the Town and pay out our line of credit at Servus Credit Union.

With the new debenture Riverview Golf Club would be able to continue with our program of capital improvements to our course. Unfortunately, we do not have the records pertaining to the loan in 2004 other than the actual agreement. We are unsure of how to start the process and any advice or requirements that could be provided would be greatly appreciated.

Should you require further information please feel free to contact Karen Pillman at 403-548-7118 extension 2 or Trevor Ellerman at 403-580-0014.

Sincerely,

Wade Brown
President
Riverview Golf Club



RIVERVIEW
GOLF CLUB

Phone: 403-548-7118 Fax: 403-548-2400 File # _____
700 Redcliff Way SE
Redcliff AB. T0J 2P0

RECEIVED
Town of Redcliff

Supervisor: _____

FEB 28 2013

Action: _____

Arlos Crofts
Municipal Manager
Town of Redcliff
PO Box 10
Redcliff, AB T0J 2P0

February 25, 2014

Dear Arlos,

To further our conversation on February 18, 2014 I have included the following with this letter:

- Riverview Golf Club Year End Financials for the years 2013, 2012 and 2011 as prepared by Ensminger, Beck and Thompson.
- A copy of Riverview Golf Club Annual Budget for 2014.

Over the past several years Riverview Golf Club has seen a gradual decline in our membership and a steady increase in expenses and the loss of the driving range has impacted our ability to compete with the other golf courses in Medicine Hat. The steady rise in minimum wage, utilities and fuel has all impacted our bottom line. We have compensated for the increases in expenses with an increase in our membership prices for the upcoming year in an effort to balance our budget.

With the debenture of \$150,000.00 we would pay our existing debenture with the Town of Redcliff in the amount of \$27,000.00 and use the remainder to pay our line of credit of \$70,000.00 with Servus Credit Union and the remainder would be put towards our capital purchases. Our maintenance fleet is aging and it is our hope to purchase a new rough mower for the cost of \$50,000.00.

Any concerns or questions, please feel free to contact me by phone 403-580-0014 or email, trevor@golfriverview.com.

Sincerely,

Trevor Ellerman
CPGA Executive Professional
General Manager
Riverview Golf Club

RIVERVIEW GOLF CLUB

FINANCIAL STATEMENTS

(Unaudited - See Notice to Reader)

OCTOBER 31, 2011

EBT



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& THOMPSON ● ● ● ●
CHARTERED ACCOUNTANTS

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RIVERVIEW GOLF CLUB

CONTENTS

OCTOBER 31, 2011

	<u>Page</u>
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Income and Members' Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5

NOTICE TO READER

On the basis of information provided by management, we have compiled the Statement of Financial Position of Riverview Golf Club as at October 31, 2011 and the Statements of Income and Members' Equity and Cash Flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Medicine Hat, Alberta
November 30, 2011

*Ersmonger
Breck & Thompson*
CHARTERED ACCOUNTANTS

RIVERVIEW GOLF CLUB

STATEMENT OF FINANCIAL POSITION

(Unaudited - See Notice to Reader)

OCTOBER 31, 2011

ASSETS		2011	2010
CURRENT ASSETS			
Accounts receivable	\$	25,530	\$ 32,339
Inventory		32,950	51,445
GST receivable		23	-
		58,503	83,784
PROPERTY AND EQUIPMENT (Note 1)		1,198,058	1,269,718
		\$ 1,256,561	\$ 1,353,502
LIABILITIES			
CURRENT LIABILITIES			
Bank indebtedness	\$	9,646	\$ 12,799
Accounts payable and accrued liabilities		25,857	20,509
GST payable		-	43
Current portion of long-term debt (Note 2)		21,500	20,300
		57,003	53,651
LONG-TERM DEBT (Note 2)		47,013	68,518
DEFERRED REVENUE		20,761	12,763
		124,777	134,932
MEMBERS' EQUITY			
MEMBERS' EQUITY		1,131,784	1,218,570
		\$ 1,256,561	\$ 1,353,502

RIVERVIEW GOLF CLUB

STATEMENT OF INCOME AND MEMBERS' EQUITY (Unaudited - See Notice to Reader)

FOR THE YEAR ENDED OCTOBER 31, 2011

	2011	2010
REVENUES	\$ 1,327,503	\$ 1,372,902
EXPENDITURES		
Advertising and promotion	7,636	6,591
Amortization	139,061	143,471
Bad debts	1,222	790
Freight	4,357	4,847
Insurance	14,913	15,214
Interest and bank charges	16,191	18,674
Interest on long-term debt	5,322	6,470
Memberships, dues and licenses	26,826	18,375
Office	10,825	9,938
Professional fees	3,050	3,100
Property taxes	1,492	1,417
Repairs and maintenance - building and grounds	104,241	92,852
Repairs and maintenance - equipment	48,927	44,951
Salaries and benefits	638,795	692,548
Small tools	10,364	10,532
Supplies	259,499	277,021
Telephone and utilities	76,742	48,993
Tournament	11,959	12,865
Training	4,028	3,376
Travel	1,686	1,385
Vehicle	27,153	24,314
	1,414,289	1,437,724
DEFICIENCY OF REVENUES OVER EXPENDITURES FROM OPERATIONS	(86,786)	(64,822)
GAIN ON DISPOSAL OF EQUIPMENT	-	16,099
DEFICIENCY OF REVENUES OVER EXPENDITURES	(86,786)	(48,723)
MEMBERS' EQUITY, beginning of year	1,218,570	1,267,293
MEMBERS' EQUITY, end of year	\$ 1,131,784	\$ 1,218,570

RIVERVIEW GOLF CLUB

STATEMENT OF CASH FLOWS

(Unaudited - See Notice to Reader)

FOR THE YEAR ENDED OCTOBER 31, 2011

	2011	2010
OPERATING ACTIVITIES		
Deficiency of revenues over expenditures	\$ (86,786)	\$ (48,723)
Adjustments for		
Amortization	139,061	143,471
Gain on disposal of property and equipment	-	(16,099)
	52,275	78,649
Changes in non-cash working capital		
Accounts receivable	6,809	(9,075)
Inventory	18,495	(6,995)
GST	(66)	(335)
Accounts payable and accrued liabilities	5,349	(23,273)
	82,862	38,971
INVESTING ACTIVITIES		
Purchase of property and equipment	(67,402)	(112,362)
Proceeds on disposal of property and equipment	-	18,450
	(67,402)	(93,912)
FINANCING ACTIVITIES		
Repayment of long-term debt	(20,305)	(19,158)
Deferred revenue	7,998	1,556
	(12,307)	(17,602)
DECREASE (INCREASE) IN BANK INDEBTEDNESS	3,153	(72,543)
CASH (BANK INDEBTEDNESS), beginning of year	(12,799)	59,744
BANK INDEBTEDNESS, end of year	\$ (9,646)	\$ (12,799)

RIVERVIEW GOLF CLUB

NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Notice to Reader)

OCTOBER 31, 2011

1. PROPERTY AND EQUIPMENT

	Rate	Cost	Accumulated amortization	2011 Net	2010 Net
Buildings	5%	\$ 393,823	\$ 186,831	\$ 206,992	\$ 217,887
Grounds improvement	5%	890,957	318,159	572,798	602,060
Carts	20%	272,148	153,501	118,647	143,689
Furniture and fixtures	20%	241,356	223,015	18,341	22,926
Grounds equipment	20%	1,150,190	871,644	278,546	279,807
Electronic equipment	30%	30,631	27,897	2,734	3,349
		\$ 2,979,105	\$ 1,781,047	\$ 1,198,058	\$ 1,269,718

2. LONG-TERM DEBT

	2011	2010
Town of Redcliff loan, repayable in annual instalments of \$25,627 including interest at a rate assigned by Alberta Capital Finance Authority, unsecured, due October 2014	\$ 68,513	\$ 88,818
Less current portion	21,500	20,300
	\$ 47,013	\$ 68,518
Estimated principal re-payments are as follows:		
2012	\$ 21,500	
2013	22,800	
2014	24,213	
	\$ 68,513	

RIVERVIEW GOLF CLUB

FINANCIAL STATEMENTS

(Unaudited - See Notice to Reader)

OCTOBER 31, 2012

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RIVERVIEW GOLF CLUB

CONTENTS

OCTOBER 31, 2012

	<u>Page</u>
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations and Members' Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5

NOTICE TO READER

On the basis of information provided by management, we have compiled the Statement of Financial Position of Riverview Golf Club as at October 31, 2012 and the Statements of Operations and Members' Equity and Cash Flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Medicine Hat, Alberta
November 28, 2012

*Ersmonger
Baker & Thompson*
CHARTERED ACCOUNTANTS

RIVERVIEW GOLF CLUB

STATEMENT OF FINANCIAL POSITION (Unaudited - See Notice to Reader)

OCTOBER 31, 2012

ASSETS		2012	2011
CURRENT ASSETS			
Accounts receivable	\$	39,117	\$ 25,530
Inventory		45,150	32,950
GST receivable		366	23
		84,633	58,503
PROPERTY AND EQUIPMENT (Note 1)		1,134,563	1,198,058
		\$ 1,219,196	\$ 1,256,561
LIABILITIES			
CURRENT LIABILITIES			
Bank indebtedness	\$	28,497	\$ 9,646
Accounts payable and accrued liabilities		33,813	25,857
Current portion of long-term debt (Note 2)		22,800	21,500
		85,110	57,003
LONG-TERM DEBT (Note 2)		24,191	47,013
DEFERRED REVENUE (Note 3)		75,033	20,761
		184,334	124,777
MEMBERS' EQUITY			
MEMBERS' EQUITY		1,034,862	1,131,784
		\$ 1,219,196	\$ 1,256,561

RIVERVIEW GOLF CLUB

STATEMENT OF OPERATIONS AND MEMBERS' EQUITY (Unaudited - See Notice to Reader)

FOR THE YEAR ENDED OCTOBER 31, 2012

	2012	2011
REVENUES	\$ 1,333,737	\$ 1,327,503
EXPENDITURES		
Advertising and promotion	7,305	7,636
Amortization	129,609	139,061
Bad debts	1,375	1,222
Freight	5,002	4,357
Insurance	16,459	14,913
Interest and bank charges	17,432	16,191
Interest on long-term debt	4,105	5,322
Memberships, dues and licenses	19,208	26,826
Office	10,721	10,825
Professional fees	3,100	3,050
Property taxes	1,507	1,492
Repairs and maintenance - building and grounds	86,698	104,241
Repairs and maintenance - equipment	42,367	48,927
Salaries and benefits	675,445	638,795
Small tools	13,228	10,364
Supplies	257,883	259,499
Telephone and utilities	75,414	76,742
Tournament	11,434	11,959
Training	5,028	4,028
Travel	1,667	1,686
Vehicle	44,018	27,153
	1,429,005	1,414,289
DEFICIENCY OF REVENUES OVER EXPENDITURES FROM OPERATIONS	(95,268)	(86,786)
LOSS ON DISPOSAL OF EQUIPMENT	(1,654)	-
DEFICIENCY OF REVENUES OVER EXPENDITURES	(96,922)	(86,786)
MEMBERS' EQUITY, beginning of year	1,131,784	1,218,570
MEMBERS' EQUITY, end of year	\$ 1,034,862	\$ 1,131,784

RIVERVIEW GOLF CLUB

STATEMENT OF CASH FLOWS

(Unaudited - See Notice to Reader)

FOR THE YEAR ENDED OCTOBER 31, 2012

	2012	2011
OPERATING ACTIVITIES		
Deficiency of revenues over expenditures	\$ (96,922)	\$ (86,786)
Adjustments for		
Amortization	129,609	139,061
Loss on disposal of equipment	1,654	-
	34,341	52,275
Changes in non-cash working capital		
Accounts receivable	(13,587)	6,809
Inventory	(12,200)	18,495
GST	(343)	(66)
Accounts payable and accrued liabilities	7,955	5,349
	16,166	82,862
INVESTING ACTIVITIES		
Purchase of property and equipment	(73,167)	(67,402)
Proceeds on disposal of equipment	5,400	-
	(67,767)	(67,402)
FINANCING ACTIVITIES		
Repayment of long-term debt	(21,522)	(20,305)
Deferred revenue	54,272	7,998
	32,750	(12,307)
DECREASE (INCREASE) IN BANK INDEBTEDNESS	(18,851)	3,153
BANK INDEBTEDNESS, beginning of year	(9,646)	(12,799)
BANK INDEBTEDNESS, end of year	\$ (28,497)	\$ (9,646)

RIVERVIEW GOLF CLUB

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited - See Notice to Reader)

OCTOBER 31, 2012

1. PROPERTY AND EQUIPMENT

	Rate	Cost	Accumulated amortization	2012 Net	2011 Net
Buildings	5%	\$ 393,823	\$ 197,180	\$ 196,643	\$ 206,992
Grounds improvement	5%	894,887	347,917	546,970	572,798
Carts	20%	269,451	156,952	112,499	118,647
Furniture and fixtures	20%	240,255	225,866	14,389	18,341
Grounds equipment	20%	1,190,798	931,414	259,384	278,546
Electronic equipment	30%	33,197	28,519	4,678	2,734
		\$ 3,022,411	\$ 1,887,848	\$ 1,134,563	\$ 1,198,058

2. LONG-TERM DEBT

	2012	2011
Town of Redcliff loan, repayable in annual instalments of \$25,627 including interest at a rate assigned by Alberta Capital Finance Authority, unsecured, due October 2014	\$ 46,991	\$ 68,513
Less current portion	22,800	21,500
	\$ 24,191	\$ 47,013
Estimated principal re-payments are as follows:		
2013	\$ 22,800	
2014	24,191	
	\$ 46,991	

3. DEFERRED REVENUE

	2012	2011
Capital Levy Fund	\$ 19,689	\$ -
Prepaid memberships	26,100	12,478
Gift Certificates	7,836	8,283
Casino Revenue Fund	21,408	-
	\$ 75,033	\$ 20,761

RIVERVIEW GOLF CLUB

FINANCIAL STATEMENTS

(Unaudited - See Notice to Reader)

OCTOBER 31, 2013

EBT



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RIVERVIEW GOLF CLUB

CONTENTS

OCTOBER 31, 2013

	<u>Page</u>
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations and Members' Equity	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 6
Schedule of Revenues	7

NOTICE TO READER

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Readers are cautioned that these statements may not be appropriate for their purposes.

Medicine Hat, Alberta
December 2, 2013

Ersminger
Back & Thompson

CHARTERED ACCOUNTANTS

RIVERVIEW GOLF CLUB

STATEMENT OF FINANCIAL POSITION (Unaudited - See Notice to Reader)

OCTOBER 31, 2013

ASSETS		
	2013	2012
CURRENT ASSETS		
Accounts receivable	\$ 39,787	\$ 39,117
Inventory	39,971	45,150
GST receivable	-	366
	79,758	84,633
PROPERTY AND EQUIPMENT (Note 1)	1,192,777	1,134,563
	\$ 1,272,535	\$ 1,219,196
LIABILITIES		
CURRENT LIABILITIES		
Bank indebtedness	\$ 49,945	\$ 28,497
Accounts payable and accrued liabilities	59,994	33,813
GST payable	834	-
Current portion of long-term debt (Note 2)	25,468	22,800
Current portion of capital lease obligation (Note 3)	9,900	-
	146,141	85,110
LONG-TERM DEBT (Note 2)	-	24,191
CAPITAL LEASE OBLIGATION (Note 3)	148,849	-
DEFERRED REVENUE (Note 4)	37,890	75,033
	332,880	184,334
MEMBERS' EQUITY		
MEMBERS' EQUITY	939,655	1,034,862
	\$ 1,272,535	\$ 1,219,196

RIVERVIEW GOLF CLUB

STATEMENT OF OPERATIONS AND MEMBERS' EQUITY (Unaudited - See Notice to Reader)

FOR THE YEAR ENDED OCTOBER 31, 2013

	2013	2012
REVENUES (Schedule 1)	\$ 1,392,782	\$ 1,333,737
EXPENDITURES		
Advertising and promotion	7,069	7,305
Amortization	124,002	129,609
Bad debts	625	1,375
Freight	5,401	5,002
Insurance	16,286	16,459
Interest and bank charges	19,862	17,432
Interest on capital lease	2,280	-
Interest on long-term debt	4,105	4,105
Memberships, dues and licenses	24,523	19,208
Office	8,498	10,721
Professional fees	3,150	3,100
Property taxes	1,534	1,507
Repairs and maintenance - building and grounds	78,055	86,698
Repairs and maintenance - equipment	41,361	42,367
Salaries and benefits	708,026	675,445
Small tools	13,988	13,228
Supplies	279,808	257,883
Telephone and utilities	78,656	75,414
Tournament	12,314	11,434
Training	4,805	5,028
Travel	1,661	1,667
Vehicle	31,876	44,018
	1,467,885	1,429,005
DEFICIENCY OF REVENUES OVER EXPENDITURES FROM OPERATIONS	(75,103)	(95,268)
LOSS ON DISPOSAL OF EQUIPMENT	(20,104)	(1,654)
DEFICIENCY OF REVENUES OVER EXPENDITURES	(95,207)	(96,922)
MEMBERS' EQUITY, beginning of year	1,034,862	1,131,784
MEMBERS' EQUITY, end of year	\$ 939,655	\$ 1,034,862

RIVERVIEW GOLF CLUB

STATEMENT OF CASH FLOWS

(Unaudited - See Notice to Reader)

FOR THE YEAR ENDED OCTOBER 31, 2013

	2013	2012
OPERATING ACTIVITIES		
Deficiency of revenues over expenditures	\$ (95,207)	\$ (96,922)
Adjustments for		
Amortization	124,002	129,609
Loss on disposal of property and equipment	20,104	1,654
	48,899	34,341
Changes in non-cash working capital		
Accounts receivable	(670)	(13,587)
Inventory	5,179	(12,200)
GST	1,200	(343)
Accounts payable and accrued liabilities	26,181	7,955
	80,789	16,166
INVESTING ACTIVITIES		
Purchase of property and equipment	(41,920)	(73,167)
Proceeds on disposal of equipment	90,850	5,400
Leased golf carts	(251,250)	-
	(202,320)	(67,767)
FINANCING ACTIVITIES		
Repayment of long-term debt	(21,523)	(21,522)
Repayment of capital lease obligation	(2,491)	-
Proceeds of capital lease obligation	161,240	-
Deferred revenue	(37,143)	54,272
	100,083	32,750
INCREASE IN BANK INDEBTEDNESS	(21,448)	(18,851)
BANK INDEBTEDNESS, beginning of year	(28,497)	(9,646)
BANK INDEBTEDNESS, end of year	\$ (49,945)	\$ (28,497)

RIVERVIEW GOLF CLUB

NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Notice to Reader)

OCTOBER 31, 2013

1. PROPERTY AND EQUIPMENT

	Rate	Cost	Accumulated amortization	2013 Net	2012 Net
Buildings	5%	\$ 393,823	\$ 207,012	\$ 186,811	\$ 196,643
Grounds improvement	5%	899,755	376,325	523,430	546,970
Grounds equipment	20%	1,219,913	986,202	233,711	259,384
Furniture and fixtures	20%	246,764	229,395	17,369	14,389
Carts	20%	8,185	6,949	1,236	112,499
Electronic equipment	30%	34,625	30,530	4,095	4,678
		2,803,065	1,836,413	966,652	1,134,563
Asset under capital lease		251,250	25,125	226,125	-
		\$ 3,054,315	\$ 1,861,538	\$ 1,192,777	\$ 1,134,563

The capital lease items are depreciated at a rate of 20% declining balance rate.

2. LONG-TERM DEBT

	2013	2012
Town of Redcliff loan, repayable in annual instalments of \$25,627 including interest at a rate assigned by Alberta Capital Finance Authority, unsecured, due October 2014	\$ 25,468	\$ 46,991
Less current portion	25,468	22,800
	\$ -	\$ 24,191
Estimated principal re-payments are as follows:		
2014	\$ 25,468	

RIVERVIEW GOLF CLUB

NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Notice to Reader)

OCTOBER 31, 2013

3. CAPITAL LEASE OBLIGATION

	2013	2012
De Lage Landen capital lease, repayable in monthly instalments of \$0 or \$3,276 varying according to the lease agreement payment schedule, including interest at 5.73%, secured by the leased equipment, due November 2018.	\$ 158,749	\$ -
Less current portion	9,900	-
	\$ 148,849	\$ -
Estimated principal re-payments are as follows:		
2014	\$ 9,900	
2015	11,200	
2016	11,800	
2017	12,600	
2018	13,300	
Subsequent years	99,949	
	\$ 158,749	

At the end of the lease, the lessors have the option to purchase the equipment for \$100,000. If the equipment is surrendered and the lessor sells the equipment for less than \$100,000, the lessees will make up the deficiency. Any excess sale proceeds go to the lessor.

4. DEFERRED REVENUE

	2013	2012
Capital Levy Fund	\$ 21,182	\$ 19,689
Prepaid memberships	12,424	26,100
Gift Certificates	4,284	7,836
Casino Revenue Fund	-	21,408
	\$ 37,890	\$ 75,033

FINANCIAL OVERVIEW

	2012 Actual	2013 Actual	2013 Budget	2014 Budget
CLUBHOUSE				
REVENUE	\$ 368,573	\$ 376,352	\$ 369,900	\$ 388,000
EXPENSES	\$ 337,386	\$ 341,132	\$ 331,100	\$ 347,200
PROFIT(LOSS)	\$ 31,187	\$ 35,220	\$ 38,800	\$ 40,800
PRO SHOP				
REVENUE	\$ 293,763	\$ 310,713	\$ 299,700	\$ 311,700
EXPENSES	\$ 232,226	\$ 245,550	\$ 234,300	\$ 260,900
PROFIT(LOSS)	\$ 61,537	\$ 65,163	\$ 65,400	\$ 50,800
GROUNDS				
EXPENSES	\$ (428,468)	\$ (443,906)	\$ (415,900)	\$ (439,000)
MEMBERSHIP				
REVENUE	\$ 673,911	\$ 681,748	\$ 687,000	\$ 706,600
EXPENSES	\$ 35,408	\$ 39,580	\$ 36,100	\$ 39,300
PROFIT(LOSS)	\$ 638,503	\$ 642,168	\$ 650,900	\$ 667,300
ADMINISTRATION/BOARD				
EXPENSES	\$ (341,523)	\$ (339,503)	\$ (309,500)	\$ (337,800)
NET INCOME	\$ (38,764)	\$ (40,858)	\$ 29,700	\$ (17,900)
OTHER REVENUE				
CASINO				
REVENUE		\$ 21,408	\$ 21,400	\$ 21,400
EXPENSES				
PROFIT(LOSS)	\$ -	\$ 21,408	\$ 21,400	\$ 21,400
50/50 REVENUE	\$ 2,400	\$ 4,499	2500	3000
50/50 PAYOUTS	\$ (1,522)	\$ (1,939)	\$ (1,250)	\$ (1,500)
50/50 PURCHASES	\$ (950)	\$ (2,920)	\$ (1,250)	\$ (1,500)
CAPITAL RESERVE		\$ 18,657		29400
TOTAL OTHER REVENUE	\$ (72)	\$ 39,705	\$ 21,400	\$ 50,800
TOTAL NET INCOME	\$ (38,836)	\$ (1,153)	\$ 51,100	\$ 32,900

CLUBHOUSE**REVENUE**

	2012 Actual	2013 Actual	2013 Budget	2014 Budget
LIQUOR	\$ 71,289	\$ 76,738	\$ 71,000	\$ 81,000
BEER	\$ 133,689	\$ 136,073	\$ 133,500	\$ 143,000
POP	\$ 32,744	\$ 31,977	\$ 32,500	\$ 32,500
SNACKS	\$ 7,749	\$ 6,726	\$ 7,700	\$ 7,000
BOTTLE REFUNDS	\$ 1,929	\$ 1,948	\$ 2,200	\$ 2,000
FOOD SALES	\$ 117,389	\$ 119,153	\$ 121,000	\$ 120,000
DONATIONS	\$ 3,784	\$ 3,737	\$ 2,000	\$ 2,500

TOTAL	\$ 368,573	\$ 376,352	\$ 369,900	\$ 388,000
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EXPENSES

WAGES AND BENEFITS	\$ 125,923	\$ 135,475	\$ 133,000	\$ 142,000
SUPPLIES	\$ 13,228	\$ 13,896	\$ 11,000	\$ 13,500
REPAIR/MAINTENANCE	\$ 17,183	\$ 6,138	\$ 6,000	\$ 5,000
LICENSES & TAXES	\$ 2,289	\$ 1,955	\$ 2,200	\$ 2,200
ADVERTISING/PROMO	\$ 1,137	\$ 1,643	\$ 1,400	\$ 1,500
LIQUOR PURCHASES	\$ 20,846	\$ 21,034	\$ 20,500	\$ 21,100
BEER PURCHASES	\$ 52,650	\$ 59,637	\$ 52,500	\$ 59,600
BAR SUPPLIES, MIX	\$ 3,408	\$ 3,443	\$ 3,400	\$ 3,400
POP JUICE PURCHASES	\$ 15,065	\$ 14,010	\$ 15,000	\$ 14,500
FOOD PURCHASES	\$ 57,146	\$ 57,146	\$ 56,000	\$ 57,000
SNACKS	\$ 4,604	\$ 3,784	\$ 4,600	\$ 3,900
UTILITIES	\$ 20,707	\$ 21,971	\$ 22,000	\$ 22,000
BEV CART RM/LEASE	\$ 3,200	\$ 1,000	\$ 3,500	\$ 1,500

TOTAL	\$ 337,386	\$ 341,132	\$ 331,100	\$ 347,200
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PROFIT(LOSS)

\$ 31,187	\$ 35,220	\$ 38,800	\$ 40,800
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PROSHOP	2012 Actual	2013 Actual	2013 Budget	2014 Budget
REVENUE				
POWER CART RENTALS	\$ 149,458	\$ 158,970	\$ 154,000	\$ 167,000
PULL CART RENTALS	\$ 1,774	\$ 1,078	\$ 1,800	\$ 1,200
DRIVING RANGE				
CLUB RENTALS	\$ 1,840	\$ 1,758	\$ 2,300	\$ 1,900
MERCHANDISE	\$ 134,793	\$ 142,354	\$ 135,000	\$ 135,000
CLUB REPAIRS	\$ 4,379	\$ 4,934	\$ 5,000	\$ 5,000
CLUB STORAGE	\$ 1,519	\$ 1,619	\$ 1,600	\$ 1,600
TOTAL	\$ 293,763	\$ 310,713	\$ 299,700	\$ 311,700
EXPENSES				
WAGES/BENEFITS	\$ 97,281	\$ 98,152	\$ 100,000	\$ 103,000
Proshop - R/M	\$ 4,454	\$ 2,355	\$ 1,500	\$ 2,000
DUES/PROF FEES	\$ 3,436	\$ 4,817	\$ 3,500	\$ 4,200
CART EXPENSE	\$ 19,973	\$ 17,526	\$ 22,000	\$ 33,000
MERCHANDISE	\$ 96,678	\$ 113,579	\$ 97,000	\$ 108,000
CLUB REPAIR	\$ 4,106	\$ 2,958	\$ 4,000	\$ 4,000
FREIGHT	\$ 3,269	\$ 3,282	\$ 3,000	\$ 3,200
TRAVEL	\$ 1,667	\$ 1,661	\$ 1,800	\$ 2,000
ADVERTISING/PROMO	\$ 1,362	\$ 1,220	\$ 1,500	\$ 1,500
TOTAL	\$ 232,226	\$ 245,550	\$ 234,300	\$ 260,900
PROFIT(LOSS)	\$ 61,537	\$ 65,163	\$ 65,400	\$ 50,800

GROUNDS2012
Actual2013
Actual2013
Budget2014
Budget**EXPENSES**

GROUNDS - R/M

\$ 65,646 \$ 77,109 \$ 68,000

\$ 72,000

EQUIPMENT - R/M

\$ 19,194 \$ 26,361 \$ 20,000

\$ 26,000

UTILITIES

\$ 47,460 \$ 49,300 \$ 45,000

\$ 49,000

TRUCK LEASE

\$ 16,820 \$ -

GAS/OIL

\$ 27,197 \$ 31,876 \$ 26,000

\$ 30,000

WAGES/BENEFITS

\$ 250,193 \$ 257,141 \$ 255,000

\$ 260,000

FREIGHT

\$ 1,958 \$ 2,119 \$ 1,900

\$ 2,000

TOTAL**\$ 428,468 \$ 443,906 \$ 415,900****\$ 439,000**

PAGE 4

MEMBER SHIP

	2012 Actual	2013 Actual	2013 Budget	2014 Budget
REVENUE				
MEMBERSHIPS	\$ 348,029	\$ 376,564	\$ 365,000	\$ 395,000
GREEN FEES	\$ 254,189	\$ 230,128	\$ 248,000	\$ 237,000
TOURNAMENTS	\$ 6,591	\$ 6,619	\$ 6,400	\$ 6,500
MEN'S LEAGUE	\$ 6,431	\$ 7,130	\$ 7,000	\$ 7,100
LADIES LEAGUE	\$ 9,454	\$ 9,010	\$ 9,000	\$ 9,000
TRAIL FEES	\$ 32,224	\$ 33,738	\$ 32,000	\$ 33,000
ADVERTISING SIGNS			\$ 600	
12/10 PASS	\$ 17,347	\$ 15,440	\$ 17,500	\$ 16,000
DONATIONS	\$ 1,300	\$ 3,119	\$ 1,500	\$ 3,000
GAIN ON SALE ASSETS	\$ (1,654)			
TOTAL	\$ 673,911	\$ 681,748	\$ 687,000	\$ 706,600
EXPENSES - MEMBERSHIP				
TOURNAMENTS	\$ 4,173	\$ 4,485	\$ 4,000	\$ 4,400
MEN'S LEAGUE	\$ 6,404	\$ 6,880	\$ 6,900	\$ 6,900
MARSHALL	\$ 956	\$ 697	\$ 2,000	\$ 2,000
JUNIOR LEAGUE	\$ 857	\$ 949	\$ 1,000	\$ 1,000
MEMBERSHIP	\$ 6,646	\$ 9,183	\$ 6,500	\$ 8,000
AGA MEMBERSHIPS	\$ 9,126	\$ 9,811	\$ 9,100	\$ 9,800
TELEPHONE	\$ 7,246	\$ 7,575	\$ 6,600	\$ 7,200
TOTAL	\$ 35,408	\$ 39,580	\$ 36,100	\$ 39,300
PROFIT(LOSS)	\$ 638,503	\$ 642,168	\$ 650,900	\$ 667,300

ADMINISTRATION**EXPENSES**

	2012 Actual	2013 Actual	2013 Budget	2014 Budget
MANAGEMENT/OFFICE WAGES	\$ 201,092	\$ 205,930	\$ 204,000	\$ 206,000
BAD DEBT	\$ 1,375	\$ 625		
OFFICE SUPPLIES	\$ 7,527	\$ 6,255	\$ 7,500	\$ 6,500
ADVERTISING/PROMOTION	\$ 4,805	\$ 4,206	\$ 4,500	\$ 4,500
LOAN INT AND CHARGES	\$ 8,972	\$ 10,122	\$ 8,500	\$ 10,000
EXEC. & STAFF EXPENSE	\$ 3,193	\$ 2,243	\$ 3,200	\$ 2,500
LEGAL AND PROFESSIONAL	\$ 3,100		\$ 3,100	\$ 3,100
CREDIT CARD CHARGES	\$ 13,761	\$ 14,902	\$ 13,500	\$ 14,000
PROF DEV./EDUCATION/	\$ 5,028	\$ 4,804	\$ 4,500	\$ 4,500
INSURANCE	\$ 15,678	\$ 15,864	\$ 15,700	\$ 15,900
LOANS - PRINCIPAL	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
CAPITAL PURCHASES	\$ 60,092	\$ 54,552	\$ 25,000	\$ 50,800
PENALTIES, LATE FEES				
TOTAL	\$ 344,623	\$ 339,503	\$ 309,500	\$ 337,800

2013 Capital

Greens Roller \$29115
C/H Heating Unit\$4241
Benches etc \$9253
Motor \$4868
BBq \$480
Computers \$1430
Septic Tank \$5165

2014 Capital

Rough Mower \$45000
Computer \$800
Practice Green Proj \$5000

Membership Fees 2013

	2010	2011	2012	2013	2014 Earlybird Pd. by Jan. 31st
Memberships					
Adult	\$ 990	\$ 995	\$ 1,050	\$ 1,075	\$ 1,150
Non Prime	\$ 795	\$ 795	\$ 840	\$ 860	\$ 925
Senior (50 plus)	\$ 965	\$ 970	\$ 1,025	\$ 1,050	\$ 1,125
Couple	\$ 1,880	\$ 1,890	\$ 2,000	\$ 2,050	\$ 2,200
Senior Couple	\$ 1,830	\$ 1,840	\$ 1,950	\$ 2,000	\$ 2,150
Young Adult 19-24	\$ 600	\$ 600	\$ 645	\$ 675	\$ 735
Junior 15-18	\$ 240	\$ 240	\$ 275	\$ 275	\$ 295
Junior 14 & under	\$ 175	\$ 175	\$ 210	\$ 210	\$ 225
Green Fees					
9 holes Weekend	\$ 22	\$ 22	\$ 23	\$ 23	\$ 23
9 holes Weekday	\$ 19	\$ 19	\$ 20	\$ 20	\$ 20
18 holes Weekend	\$ 42	\$ 42	\$ 44	\$ 44	\$ 44
18 holes Weekday	\$ 37	\$ 37	\$ 38	\$ 38	\$ 38
Powercart fees					
9 holes	\$ 18	\$ 18	\$ 18	\$ 18	\$ 20
18 holes	\$ 32	\$ 32	\$ 32	\$ 32	\$ 36
Season	\$ 660	\$ 660	\$ 690	\$ 310	\$320/person Weekday
Season unlimited	\$ 890	\$ 890	\$ 920	\$ 390	\$400/person Fulltime
			\$	\$ 350	\$360/person F/T Couple
Other fees					
PullCarts	\$ 3.50	\$ 3.50	\$ 4	\$ 4	\$ 4
Club Rentals	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Club Storage	\$ 85	\$ 85	\$ 90	\$ 100	\$ 100
Cart Storage Inside	\$ 400	\$ 400	\$ 440	\$ 440	\$ 450
Cart Storage	\$ 250	\$ 250	\$ 265	\$ 265	\$ 275

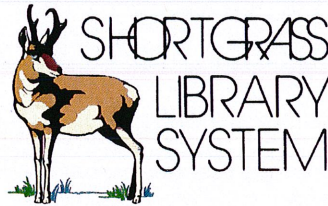
Capital Assessment Fee

\$50 per person

Payable at Sign Up

* This fee has been implemented for future capital projects (ie. Driving range, new tee boxes, clubhouse improvements). It will better help us in accessing grants and will not go towards the operations of the golf club.

MAR 24 2013



2375 – 10th Ave. S.W., Medicine Hat, AB., T1A 8G2
Phone: 403-529-0550 Fax: 403-528-2473

March 19th, 2014

Town of Redcliff
Mayor Ernie Reimer & Town of Redcliff Council
P.O. Box 40
1 – 3rd Street NE
Redcliff, Alberta
T0J 2P0

Re: Shortgrass Library System Budget Requests for 2014, 2015 & 2016

Dear Mayor Reimer and Town of Redcliff Council:

The Shortgrass Library System Board recently switched to a two year budget cycle in which your Council has the choice to approve the municipal requisition for both years, 2015 and 2016, or decide its approval on a year-by-year basis.

The Shortgrass Library System (SLS) Board of Trustees, consisting of appointees from our 11 member municipalities, including Dwight Kilpatrick from your Town Council, is requesting increases to the municipal requisition for 2015 and 2016 as follows:

Year	Requested increase	Per capita amount	Population x per capita amount = municipal requisition
2015	Increase of \$0.10 per capita	\$4.90 per capita	\$27,381
2016	Increase of \$0.12 per capita	\$5.02 per capita	\$28,052

Please note, these amounts are subject to change as newly released official population census figures become available. The current calculations are based on a June 2011 Census population of 5,588.

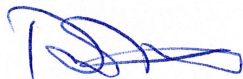
The municipal requisition for the budget year 2014 is \$4.80 per capita, a total of \$26,822 for the Town of Redcliff. To consider the 2014 budget official, we require your municipality to sign off on this amount as soon as possible.

The materials transfer that will be paid by the Redcliff Public Library Board in 2014 is \$4.55 per capita, for a total of \$25,425.

After your Council has reviewed the budget requests for 2014, 2015 and 2016, and, if they are approved, please provide a letter indicating the approval to our CEO, Petra Mauerhoff.

The Shortgrass Library System Board appreciates the positive relationship it holds with the Town of Redcliff and looks forward to continuing our successful partnership. Please feel free to contact representatives of our Board or our CEO if you require further information.

Respectfully,



Dwight Kilpatrick
Chair, Shortgrass Library System Board

CC: Arlos Croft, Municipal Manager
Brian Lowery, Redcliff Public Library Board Chair
Tracy Weinrauch, Redcliff Public Library Manager
Dwight Kilpatrick, SLS Trustee

Attachment: Condensed version of 2014, 2015 & 2016 SLS operating budgets

**Operating Budget Shortgrass Library System
2014 - 2016**

		2014	2015	2016
1	REVENUE			
2	Grants			
6	Total Community Dev (Prov) Grants	\$536,482	\$533,037	\$533,037
11	Total Special Grants	\$50,500	\$5,600	\$22,700
12	Total Grants	\$586,982	\$538,637	\$555,737
27	Total Municipal Requisitions	\$496,215	\$506,552	\$518,960
42	Total Lib Bd Transfers (Materials)	\$534,871	\$479,673	\$492,080
43	Surplus from Previous Budget Year	\$0	\$0	\$0
48	Total Non-resid Membership Fees	\$0	\$0	\$0
63	Total ILS Reimbursement	\$0	\$4,000	\$4,500
78	Total Datacom Reimbursement	\$4,500	\$5,000	\$5,500
85	Total Investment Income	\$7,700	\$8,000	\$8,000
93	Total Contract - Prairie Rose	\$56,400	\$57,276	\$57,276
100	Total Contract - MHSD#76	\$35,400	\$36,056	\$36,056
115	Total Donated Monies Reimburse.	\$7,500	\$7,500	\$7,500
131	Total Staff Orders Reimbursement	\$0	\$0	\$0
134	Miscellaneous Revenue			
135	Adopt A Library Donations	\$0	\$0	\$0
136	Contract Rev-MHPL/MHC/WC/BW/PHA	\$4,000	\$4,200	\$5,000
137	Miscellaneous Revenue	\$10,000	\$10,000	\$10,000
138	Total Miscellaneous Income	\$14,000	\$14,200	\$15,000
143	Total Misc Reimbursement Non SLS	\$55,000	\$55,000	\$55,000
146	TOTAL REVENUE	\$1,798,568	\$1,711,894	\$1,755,609
149	EXPENSE			
152	Board Expenses			

2014 - 2016

		2014	2015	2016
153	Board Conferences/Workshops/Travel	\$5,000	\$5,500	\$6,000
154	Board Meetings/Travel/Meal Expense	\$5,000	\$5,500	\$6,000
155	Total Board Expenses	\$10,000	\$11,000	\$12,000
158	Administration			
159	Insurance - Liability	\$2,600	\$2,800	\$3,000
160	Advertising (job) Interview Expense	\$5,000	\$2,000	\$2,000
161	Bank Charges-Oper/Cont/Visa	\$800	\$900	\$1,000
161.1	TD VISA Materials Payments (Temp Acct)	\$0	\$0	\$0
164	Total Misc./Stationery/Equipment	\$3,000	\$6,750	\$1,250
165	Computer Software Purch/Repairs	\$500	\$500	\$500
166	Computer Hardware Purchases	\$500	\$500	\$500
167	Admin Photocopying Charges	\$1,500	\$1,700	\$1,700
168	Memberships/Subscriptions	\$11,000	\$12,000	\$13,000
169	Fees Audit/Legal	\$23,000	\$25,000	\$27,000
170	Conf/Workshop, Travel, Meal Exp	\$14,000	\$10,000	\$10,000
171	Meeting - Travel & Meal Exp	\$8,000	\$7,500	\$7,500
172	Worker's Compensation	\$2,500	\$3,000	\$4,000
176	Total Salaries & Benefits	\$181,795	\$186,191	\$187,869
177	Total Administration	\$254,195	\$258,841	\$259,319
180	Promotions/Public Relations			
181	Advertising & Printing	\$18,000	\$14,000	\$14,000
182	Promotions/Cards & Gifts	\$18,000	\$14,000	\$14,000
183	Charter Bus - AB Lib Conference	\$6,500	\$6,000	\$6,000
184	Total Promotions/Public Relations	\$42,500	\$34,000	\$34,000
187	Mem Library Man Travel & Training			
188	Workshops	\$1,000	\$1,000	\$1,000
189	Member Lib. Travel/Education	\$5,500	\$5,500	\$4,500
190	Total Mem Library Managers Exp	\$6,500	\$6,500	\$5,500
193	Programs to Libraries			
194	Summer Reading Programs	\$4,500	\$5,000	\$5,000
195	Author Tours	\$500	\$500	\$0
195.1	Special Projects	\$3,500	\$4,000	\$0
196	Total Programs to Libraries	\$8,500	\$9,500	\$5,000
199	Building Costs			
200	Building Maint. (ordinary&contract)	\$30,000	\$32,000	\$34,000
201	Materials & Supplies	\$4,000	\$4,500	\$4,500
202	Insurance	\$4,000	\$4,500	\$5,000
203	Utilities	\$27,000	\$28,000	\$29,000
204	Total Building Costs	\$65,000	\$69,000	\$72,500

2014 - 2016

		2014	2015	2016
207	Technical/Public Services			
208	Acquisitions Software/Tools	\$0	\$0	\$0
209	Cataloguing Software/Tools	\$10,000	\$10,000	\$10,000
210	Processing Supplies	\$4,000	\$4,500	\$4,500
211	Tech Stationary Supplies	\$1,000	\$1,000	\$1,000
212	Tech Photocopying Charges	\$1,500	\$1,500	\$1,500
213	Computer Hardware Purchase	\$2,000	\$2,000	\$30,000
214	Computer Software/Support	\$1,000	\$1,000	\$1,000
215	Equipment Purchases/Maintenance	\$6,000	\$1,000	\$1,000
231	Total Sal/Ben-Tech/Public Services	\$591,669	\$584,299	\$599,640
234	Total Salaries/Benefits-Pro Cat	\$15,500	\$15,500	\$8,500
235	Total Tech/Public ServicesExp	\$632,669	\$620,799	\$657,140
238	Delivery & Communications			
239	Total SLS Postage & Shipping/Handling	\$1,750	\$2,000	\$2,150
240	Van Insurance	\$5,000	\$5,200	\$5,400
241	Van Operating Expenses	\$20,000	\$22,000	\$22,000
242	Total Van Expenses	\$25,000	\$27,200	\$27,400
245	Total Salary & Benefits	\$60,000	\$60,000	\$60,000
260	Total ILS Computer Maintenance	\$8,000	\$12,999	\$5,500
264	Total SLS Rental & DDD	\$4,000	\$4,000	\$4,000
265	Total Fax/Telus 528-2473 (SLS fax no.)	\$130	\$130	\$130
269	Total SLS Internet Exp AcctsDC	\$7,000	\$8,060	\$9,000
275	Total Data CommunicationsDC	\$16,052	\$32,000	\$19,500
276	Total Delivery & Communications	\$121,932	\$146,389	\$127,680
286	Total Library Materials	\$366,992	\$375,995	\$388,402
289	Additional Resources			
291	Electronic Data Bases	\$500	\$2,500	\$1,000
293	SLS Headquarters Reference	\$500	\$5,000	\$250
295	International Collection (Parkland)	\$0	\$0	\$0
296	Paperbacks-by-Mail (Marigold)	\$600	\$650	\$700
297	Resource Sharing Pay (To MHPL)	\$14,000	\$14,000	\$14,000
298	Rural Ser Pay BI/For/Gra/Red/Irv/MH	\$50,598	\$50,598	\$50,598
299	Alberta Library Membership (TAL)	\$0	\$0	\$0
300	Total Additional Resources	\$66,198	\$72,748	\$66,548
305	Total Contract Serv. MHSD	\$11,595	\$11,520	\$11,520
319	Total Donated Monies Purchases	\$7,500	\$7,500	\$7,500

2014 - 2016

		2014	2015	2016
336	Total Staff Orders	\$0	\$0	\$0
339	Special Grants Expenses			
341	CAP Grant (APLEN Admin)	\$0	\$0	\$0
345	Establishment Grant	\$9,376	\$0	\$0
346	APLEN Grant	\$0	\$0	\$0
347	Other Spec Grants/CIP/AMA	\$45,000	\$0	\$17,000
348	STEP/HRDC Grant Exp (Sal/Ben)	\$5,500	\$5,600	\$5,700
348.1	Other Special Grants/RISE	\$0	\$0	\$0
349	Total Special Grants	\$59,876	\$5,600	\$22,700
352	Capital Purchases Expense			
353	Equip (Replacement) Capital Exp	\$12,000	\$17,000	\$8,000
354	Van (Replacement) Capital Exp	\$45,000	\$0	\$17,000
355	Expenditures - Capital - other	\$10,000	\$8,161	\$4,500
356	Total Capital Expenses	\$67,000	\$25,161	\$29,500
362	Partial Contract Serv. Prairie Rose	\$12,320	\$12,240	\$12,240
367	Total Misc. Expenses Non SLS	\$28,000	\$20,000	\$20,000
368	Salaries & Benefits Adjustment	\$10,000	\$4,000	\$4,000
369	LAPP Expense	\$10,000	\$6,500	\$5,000
370	Vacation Payables Forecast	\$4,000	\$4,000	\$4,000
371	Contingency	\$13,791	\$10,601	\$11,060
374	TOTAL EXPENSE	\$1,798,568	\$1,711,894	\$1,755,609
377	NET INCOME/LOSS	\$0	\$0	\$0



57520

ALBERTA
ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT

*Office of the Minister
MLA, West Yellowhead*

March 3, 2014

RECEIVED
MAR 10 2014
TOWN OF REDCLIFF

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

Dear Mayor Reimer:

Thank you for your ongoing leadership in facilitating the quick recovery of your community from the June 2013 floods. Your dedication is appreciated as we work together to get Albertans' lives back to normal.

I have reviewed your application for grant funding under the 2013 Flood Recovery Erosion Control Program. I am pleased to advise you that the Town of Redcliff has been approved for funding in the amount of \$395,706 for the raw water pumphouse protection project. A grant agreement will be forwarded to your administration shortly.

If you require additional information, please feel free to contact your flood recovery co-ordinator Mr. Steve Mathyk at 403-381-5970.

Sincerely,

Robin Campbell
Minister

cc: Martin Foy
Environment and Sustainable Resource Development

Steve Mathyk
Environment and Sustainable Resource Development



57747

ALBERTA
ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT

*Office of the Minister
MLA, West Yellowhead*

RECEIVED

APR - 3 2014

TOWN OF REDCLIFF

March 27, 2014

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

Dear Mayor Reimer:

Thank you for your ongoing leadership in facilitating the quick recovery of your community from the June 2013 floods. Your dedication is appreciated as we work together to get Albertans' lives back to normal.

I have reviewed your application for grant funding under the 2013 Flood Recovery Erosion Control Program. I am pleased to advise you that your application has been approved for funding in the amount of \$395,706 for the River Valley Park project. A grant agreement will be forwarded to your administration shortly. You have also received approval for additional funds in the amount of \$427,544 for your raw water pumphouse protection project. A grant agreement for the total project amount of \$823,250 will also be forwarded to your administration.

If you require additional information, please feel free to contact your flood recovery co-ordinator Mr. Steve Mathyk at 403-381-5970, or at stephen.mathyk@gov.ab.ca.

Sincerely,



Robin Campbell
Minister

cc: Martin Foy
Environment and Sustainable Resource Development

Stephen Mathyk
Environment and Sustainable Resource Development



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary - West*

RECEIVED
APR - 9 2014
TOWN OF REDCLIFF

AR71414

April 7, 2014

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

Dear Mayor Reimer,

On March 6, 2014, Budget 2014 announced the consolidation of the Municipal Sustainability Initiative (MSI) Capital and Basic Municipal Transportation Grant (BMTG) programs under the MSI Capital program. The consolidation has brought together over \$1.2 billion of grant funding for infrastructure in 2014 and will result in more streamlined, efficient and flexible program delivery for municipalities.

The government remains committed to providing the full \$11.3 billion in funding to municipalities over the life of the MSI and increases resulting from the consolidation of the MSI Capital with the BMTG will be in addition to this commitment.

In 2014, total consolidated MSI program funding will reach \$1.24 billion, with \$871 million in MSI Capital funding, \$343 million in capital funding previously provided under the BMTG, and \$30 million in MSI Operating funding. While we continue to realign MSI Operating funding to encourage transformational change, \$25 million in additional capital funding will be provided in 2014 to lessen the impact of the phased elimination of the MSI Operating program.

In regards to MSI Operating, I appreciate the feedback I have received from a number of municipalities and I am taking your concerns seriously and will look at ways to mitigate any overall reductions that your municipality may have incurred due to this reduction. I would also like for you to forward any ideas that you have for my consideration to address these reductions.

Your total MSI allocation is \$1,481,941, with a more detailed break-down between MSI funding components outlined in Appendix A (attached). MSI funding amounts for all municipalities are also posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/MSI.cfm.

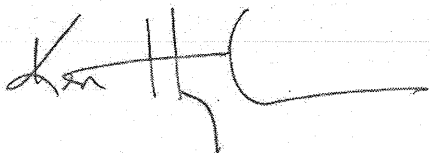
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Funding allocations under the consolidated MSI-BMTG program are calculated using the existing MSI formula for the former MSI funds and the existing BMTG funding formula for the former BMTG program. Although the consolidation does not impact how grant funding is allocated, some municipalities will experience changes in their individual allocations. Changes in allocation amounts are mainly due to the shifts in each municipality's proportion of population, education tax requisition, and/or kilometres of local roads compared to the provincial total, combined with a reduction in the MSI Operating budget.

Use of all funding will follow MSI terms and conditions, as outlined in the 2014 MSI program guidelines.

Investing in families and communities is one of the priorities of the Building Alberta Plan and I am committed to supporting Alberta's communities to meet their local infrastructure needs and priorities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Hughes', with a long horizontal stroke extending to the right.

Ken Hughes
Minister

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

Appendix A

Town of Redcliff

2014 Municipal Sustainability Initiative (MSI) Funding Break-Down

2014 Capital Funding			2014 Operating Funding	2014 Total MSI Funding
MSI Capital Component	BMTG Component	Sub-Total		
\$1,093,334	\$335,280	\$1,428,614	\$53,327	\$1,481,941

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on 2013 official population, 2013 education tax requisitions, and 2012 kilometres of local road.
- The allocations for the BMTG component are based on municipal status, with Calgary and Edmonton receiving funding based on litres of road-use gas and diesel fuel sold; the remaining cities and urban service areas receiving funding based on a combination of population and length of primary highways; towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receiving funding based on population; and rural municipalities and Métis settlements receiving funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- MSI operating funding will decrease to \$15 million in 2015 and be eliminated in 2016, with funding realigned to the Alberta Community Partnership program (the former Regional Collaboration Program).

RECEIVED
APR 10 2014
TOWN OF REDCLIFF

Redcliff Town Council,
1 - Third Street, NE
Redcliff, AB
T0J 2P0

Dear Sirs and Madams,

Gordon Memorial United Church will be hosting a "Blessing of The Bikes" service on Sunday, May 4, 2014 at 10:30 am.

To accommodate this event and the expectation of approximately 50 motorcycles, the church is requesting that Fourth Avenue, between Second and Third Street, SE be closed from the hours of 10:00 am until 1:00 pm on this day. This will allow for the safe parking of motorcycles on the street during this event.

This request was made and approved last year for the same event. To facilitate the closing of the street, the barricades were off loaded at the church on the Friday. A member of the church then set the barricades in place at the appropriate time and removed them at the completion of the event. They were then placed by the church for the town crew to pick up on the following Monday.

Thank you for your consideration on this request and I invite all those with motorcycles to come to the church at 3:00 pm and be a part of the Blessing.

Have a Blessed Day

Blaine Schaufele

5. OTHER

Gordon Memorial United Church
Re: Request for Temporary Road
Closure for Blessing of the Bikes

A) Councillor Solberg moved the request received on April 1, 2013 from Gordon Memorial United Church requesting permission for a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for Blessing of the Bikes on May 5, 2013 from 2:00 p.m. to 5:00 p.m. be approved. Further that the Public Services Director be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4th Avenue SE. – Carried Unanimously.

Municipal Manager Performance
Appraisal – Schedule Date

B) Councillor Solberg moved that the Municipal Manager's Performance Appraisal be scheduled for May 13, 2013 In Camera Session. – Carried Unanimously.

Request for Decision – Recreational
Vehicles

C) Councillor Crozier moved that administration investigate, prepare, and bring forward for first reading Land Use Bylaw and Traffic Bylaw amendments related to Recreational Vehicle regulations and restrictions. – Carried.

6. RECESS

Mayor Hazelaar called a recess at 8:04 p.m.

K. Minhas, left at 8:12 p.m.

Mayor Hazelaar reconvened the meeting at 8:12 p.m.

7. IN CAMERA

In Camera


Councillor Solberg moved to meet In Camera to discuss two Legal matters at 8:12 p.m. – Carried Unanimously.

Return to Open Session

Councillor Solberg moved to return to open session at 8:48 p.m. – Carried Unanimously.

Ridgeline Energy Services Inc. proposal

Councillor Crozier moved that the Ridgeline Energy Services Inc. proposal to accept and treat industrial and oilfield wet and liquid wastes and recyclables at their existing soil treatment facility at the Redcliff/Cypress Regional Landfill be approved as amended. Further that the Mayor and Municipal Manager be authorized to sign the agreement. – Carried.



MEMORANDUM

TO: COUNCIL
FROM: ARLOS CROFTS
SUBJECT: MSI OPERATION GRANT
DATE: 4/14/14

At the request of Councilor Brown I have gathered the following information about the Municipal Sustainability Initiative (MSI) grant program.

The MSI grant program is currently divided into two components, operating and capital. The Province has announced changes that will see this split phased out by 2015. The MSI capital grant funds are allocated to capital priorities from the Multi-Year Capital Infrastructure Plan (MYCIP) according to policy #59 – Sustainable Infrastructure Policy.

The MSI Operating grant was created by the Province to help Municipalities address growing demands on the operational services levels we provide to our residents. The following broad categories are identified for services areas where this grant could help build sustainable service level improvements:

- **Viability and sustainability of municipalities**
 - Governance, administration, planning and development
- **Safe, Healthy and vibrant communities**
 - Culture, Housing, Public Safety, Municipal Facilities and Parks
- **Core Municipal Infrastructure**
 - Operating roads, storm, water, sewer and waste infrastructure
- **Capacity Building**
 - Development and training of staff, elected officials and volunteers

If the MSI operating funding is not needed for municipal projects, the Province does allow it to be contributed to other entities in the community that provide or assist in the planning or delivery of municipal services. The guidelines further suggest that contributions of this kind should be of benefit to the general public.

To date all MSI operating funds have been used to increase the capacity and services levels delivered to Redcliff taxpayers. Since 2007, MSI operating funding has been used for:

1. Community & land use planning
2. Accounting standards regulation implementation
3. Information technology - server and workstation upgrade
4. Payroll software upgrade
5. Financial budget software
6. Sewer camera equipment
7. Meter reading equipment upgrade
8. Portable irrigation pump
9. Telecommunications system upgrade
10. Utility Electronic billing
11. Council Tablets and electronic meeting packages
12. GIS mapping software
13. GPS survey equipment

Authorization from Council may be sought to allocate the remaining MSI operating funds to the following projects:

1. Strategic long-term planning
2. Offsite levy bylaw development
3. Council and Administration development sessions
4. Training for members of boards and commissions
5. Occupation health and safety plan development
6. Recreation master plan

Arlos Crofts
Municipal Manager

Memo

To: Redcliff Council
From: Arlos Crofts, Municipal Manager
Date: April 14, 2014
Re: Community Information Night – March 13, 2014

The first Community Information Night was held March 13, 2014 and was attended by 42 people not including staff and Council. Each department provided some key information from each of their areas. Staff and Council members were available to discuss and answer any questions that came forward. It was an excellent opportunity to meet with members of the community for Council, staff and myself being new to the community.

Comment cards were available and several people took the opportunity to leave a comment. The comments were as follows:

- Name tags for all Town staff.
- Please identify all households affected by June sewer event. Maybe a pattern, infrastructure concerns would be better identified.
- Excellent info evening, community dialogue is very important.

* * * * *

I would like to see Recycle Depot in Redcliff

* * * * *

I feel there are a lot of facilities that Redcliff needs prior to giving financial support to others.

E.g. Indoor swimming pool
Community Centre

Look after our house first.

* * * * *

We could donate to the Event Centre, if things in Redcliff are looked after first. We need lots done in our town, so think first!! Finish paving 2 + 4 Street NE.

Thanks

* * * * *

- Cat bylaw – why do you have a license fee for dogs and not cats? Cats are allowed to roam outside their own yard without restraint. If my dog, happens to escape she is caught, I am called and fined before the dog is released. Why do cat owners not have the same requirements? If they had to pay a license and fine they may keep better control of their pets.
- Redcliff is so behind the times with our re-cycling program.
- Why do we not have a garbage bin for yard waste? Why do you want us to put our grass clippings into a plastic bag which will not decompose?

* * * * *

We were affected by the sewage back-up last summer as were many of our neighbours on Main Street. We've spent the last six months recovering from that event, and would like to know what actions you have taken to ensure that the necessary improvements will be made to the sanitary sewer system.

* * * * *

Suggestion: Put signs 24 hours prior to street sweeping.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where
April 14 4:00 pm – 5:30 pm	Emergency Management Presentation to Elected Officials	Cutbanks Room 2 nd Floor Esplanade
April 16 10:00 am – 4:00 pm	Municipal Government Act Review – Elected Officials	Southside Event Centre 4 Strachan Court SE