



COUNCIL MEETING

MONDAY, DECEMBER 10, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, DECEMBER 10, 2018 – 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
Pg. 4	C) Accounts Payable	For Information
Pg. 6	D) Bank Summary to October 31, 2018 *	For Information
	2. MINUTES	
Pg. 7	A) Council meeting held November 26, 2018 *	For Adoption
Pg. 11	B) Redcliff Public Library Board meeting held October 23, 2018 *	For Information
Pg. 14	C) Municipal Development Plan Steering Committee meeting held November 28, 2018 *	For Information
	3. BYLAWS	
Pg. 16	A) Bylaw 1876/2018, Fees, Rates & Charges Bylaw *	2 nd /3 rd Reading
	4. REQUEST FOR DECISIONS	
Pg. 49	A) Special Event Request *	For Consideration
Pg. 57	B) Equipment Item – Case 580 Backhoe	For Consideration
	5. POLICIES	
Pg. 60	A) Policy 053, Land Sales Policy *	For Consideration
Pg. 78	B) Policy 122, Volunteer Firefighters Residency Policy *	For Consideration
	6. CORRESPONDENCE	
Pg. 81	A) Alberta Health Services *	For Information

7. OTHER

Pg. 82	A) Municipal Manager's Report December 10, 2018 *	For Information
Pg. 94	B) Redcliff/Cypress Regional Waste Management Authority * Re: Landfill Graphs to November 30, 2018	For Information
Pg. 97	C) Council Important Meetings & Events December 10, 2018 *	For Information

8. RECESS

9. IN CAMERA

- A)** Appointments to Boards & Commissions (FOIP S.17 & 24)
- B)** Third Party Business Interests (FOIP S. 16 & 24)
- C)** Land Matter (FOIP S. 24)
- D)** Land Matter (FOIP S. 24)

10. ADJOURN

COUNCIL MEETING - DECEMBER 10, 2018

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
83591	AMSC INSURANCE SERVICES	BENEFIT PREMIUMS & HEALTH SPENDING	18,921.91
83592	BRUCE'S SEWER SERVICE	AUGER & CAMERA TOILET SEWER LINES	538.13
83593	CANADIAN ENERGY	BATTERIES	656.99
83594	CATHY CROZIER	SDAB TRAINING TRAVEL	176.00
83595	KAL TIRE	TIRES	860.71
83596	DWIGHT KILPATRICK	MUSEUM ELECTRICAL REPAIRS	184.80
83597	MEDICINE HAT LICENCE CENTRE	LICENSE PLATE	84.45
83598	REDCLIFF BAKERY	MPC LUNCH	141.32
83599	WFR WHOLESALE FIRE & RESCUE	BOOTS & GLOVES	322.18
83600	SOUTH COUNTRY CO-OP	CLEANING SUPPLIES	94.12
83601	KEEGAN CASSELL	DUPLICATE TAX PAYMENT REFUND	2,758.94
83602	FIRE STORM CONSULTING GROUP	RED HAT FIRE INVESTIGATION	6,125.23
83603	KASSANDRA HUTCHINSON	DUPLICATE TAX & UTILITY PAYMENT	682.22
83605	PETER WIEBE	UTILITY REFUND	290.48
83606	WESTVAC INDUSTRIAL LTD	FILTER ELEMENTS	123.41
83607	ROBERTSON IMPLEMENTS	TRACTOR, LOADER	85,913.30
83608	STARSHINE HOMES	CONSTRUCTION DAMAGE DEPOSIT REFUND	1,000.00
83609	TOWN OF REDCLIFF	PETTY CASH	352.45
83610	ALBERTA POUND & RESCUE CENTRE	ANIMAL ADMINISTRATION FEE	2,000.00
83611	CANADIAN PACIFIC RAILWAY	RENTAL FEE	105.00
83612	CYPRESS COMMUNICATIONS	RADIO & ANTENNA KIT	520.80
83613	FOUNTAIN TIRE	TIRES	2,562.51
83614	GORDON MEMORIAL UNITED CHURCH	KITCHEN RENTAL	105.00
83615	NEW WEST TRUCK CENTRES	BELT	78.74
83616	PRIME PRINTING	TILL RECEIPTS	407.40
83617	TELUS COMMUNICATIONS	TELEPHONE SERVICE	132.37
83618	ELEVATION LANDSCAPING	HYDROSEED MULCH	2,646.00
83619	BEARSTONE ENVIRONMENTAL	VAC TRUCKS	456.75
83620	CRANE SAFETY GROUP	BOOM TRAINING	2,835.00
83621	CORY GERTNER	CONSTRUCTION DAMAGE DEPOSIT REFUND	1,200.00
83622	DARLENE LARSON	UTILITY REFUND	150.00
TOTAL			\$132,426.21

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01067	A & B STEEL	WEATHER STRIPPING	22.56
01068	ACTION PARTS	REFRACTOMETER	109.43
01069	ATRON REFRIGERATION	FURNACE & COMPRESSOR SERVICING	1,569.35
01070	BOSS LUBRICANTS	OIL	794.43
01071	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	38.97
01072	CARO ANALYTICAL SERVICES	WATER TREATMENT PLANT ANALYSIS	93.46
01073	CEM HEAVY EQUIPMENT	RADIATOR CAP & BOLT	48.50
01074	CENTRAL SHARPENING	SHARPEN ICE KNIFE	180.60
01075	DIGITEX	PHOTOCOPIER FEES	314.88

01076	FARMLAND SUPPLY	HYDRAULIC HOSE & WRAP	202.31
01077	GAR-TECH ELECTRICAL	TOWN HALL SEWAGE PUMP	4,888.14
01078	GAS CITY HYDRO VAC	CURBSTOP REPAIR & HYDROVAC SERVICE	2,953.13
01079	REDCLIFF HOME HARDWARE	FURNACE FILTERS, HAMMER, TAPE	46.17
01080	INDUSTRIAL MACHINE	SPRINGS FOR ZAMBONI	77.91
01081	KEYWAY SECURITY & LOCKSMITHS	POOL LOCK REPAIRS	748.65
01082	KIRKS TIRE	FLAT TIRE REPAIRS	85.05
01083	PAD-CAR MECHANICAL	FURNACE & THERMOSTAT REPAIR	184.80
01084	RURAL MUNICIPALITIES OF ALBERTA	GAS CLIP MONITOR & DOCK	6,555.90
01085	SNAP-ON TOOLS	DIAGNOSTIC THERMAL IMAGER	1,181.25
01086	STEEP ROCK	ROADCRUSH	4,527.01
01087	SUMMIT MOTORS	FILTERS	81.80
01088	SUN CITY FORD	STEERING WHEEL ASSEMBLY	666.83
01089	BERTS VACUUM & EQUIPMENT	PAPER PRODUCTS	217.46
01090	WESTERN CANADA WELDING	OXYGEN	66.02
01091	WOLSELEY MECHANICAL	PIPE COUPLERS & INSERTS	243.33
01092	ACTION PARTS	METERS & BRAKE REPAIRS	574.03
01093	BLUE IMP	TABLES & GARBAGE CANS	4,557.00
01094	THE BOLT GUYS	SCRAPER BLADE NUTS & BOLTS	21.58
01095	THE BOLT SUPPLY HOUSE	RIVETS	98.63
01096	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	36.10
01097	CENTRAL SHARPENING	SHARPEN ICE KNIFE	100.80
01098	DIAMOND SOFTWARE	GP2018 UPGRADE	1,117.46
01099	REDCLIFF HOME HARDWARE	CHRISTMAS LIGHTS, CLEANING SUPPLIES	235.52
01100	KIRKS TIRE	WHEEL ALIGNMENT	104.95
01101	PARK ENTERPRISES	BUILDING PERMITS	4,293.99
01102	PRO COMM SOLUTIONS	CAMERA SERVICE	210.53
01103	RURAL MUNICIPALITIES OF ALBERTA	CALIBRATION GAS & SAFETY EQUIPMENT	486.84
01104	SCHEFFER ANDREW	DRONE FLIGHT & PLANNING SERVICES	2,936.73
01105	SUMMIT MOTORS	FILTERS	52.48
01106	SUN CITY FORD	BELTS, RADIATOR CAP, SWITCH	309.62
01107	BERTS VACUUM & EQUIPMENT	FLOOR STRIPPING & WAX	183.73
TOTAL			\$41,217.93

TOWN OF REDCLIFF
BANK SUMMARIES FOR OCTOBER 31, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,208,955.34	1,047,017.13
DAILY DEPOSITS	165,002.50	89,726.50
DIRECT DEPOSITS	561,720.65	130,461.75
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,995.12	1,844.84
OTHER DEPOSITS	0.00	1,361.52
SUBTOTAL	728,718.27	223,394.61
PAYMENTS	975,952.70	67,209.45
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	32,097.75	0.00
OTHER WITHDRAWALS	33,720.82	265.54
SUBTOTAL	(1,041,771.27)	(67,474.99)
TOTAL	895,902.34	1,202,936.75
BANK STATEMENT ENDING BALANCE	921,269.23	1,204,310.71
OUTSTANDING CHEQUES (-)	(26,945.35)	(1,403.96)
DEPOSITS IN TRANSIT (+)	1,578.46	30.00
TOTAL	895,902.34	1,202,936.75
TOTAL CASH	2,098,839.09	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,543,055.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	488,956.00
TOTAL INVESTMENTS		24,032,011.00

TOTAL CASH & INVESTMENTS	26,130,850.09
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 26, 2018 at 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick	
Councillors	C. Czember	
	S. Gale, L. Leipert	
	E. Solberg, J. Steinke	
Municipal Manager	A. Crofts	
Acting Municipal Manager	S. Simon	
Director of Finance & Administration	J. Tu	(left at 7:21 p.m.)
Municipal Accountant	M. Davies	(left at 7:21 p.m.)
Director of Community & Protective Services	D. Thibault	
Director of Planning & Engineering	J. Johansen	(left at 7:21 p.m.)
Director of Public Services	C. Popick	(left at 7:21 p.m.)

ABSENT: Councillor C. Crozier

1. GENERAL

Call to Order

A) Mayor Kilpatrick called the regular meeting to order at 7:02 p.m.

2018-0462 Adoption of Agenda

B) Councillor Solberg moved the Agenda be adopted as amended to add an In Camera item "Legal/Third Party Interests (FOIP S. 16, 24, 27)". - Carried.

2018-0463 Accounts Payable

C) Councillor Leipert moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.

2. MINUTES

2018-0464 Council meeting held November 13, 2018

A) Councillor Czember moved the minutes of the Council meeting held November 13, 2018, be adopted as presented. - Carried.

2018-0465 Special Council meeting held November 21, 2018

B) Councillor Gale moved the minutes of the Special Council meeting held November 21, 2018, be adopted as presented. - Carried.

2018-0466 Municipal Planning Commission meeting held November 21, 2018

C) Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held November 21, 2018, be received for information. - Carried.

- 2018-0467 Redcliff Family & Community Support Services meeting held November 13, 2018 **D)** Councillor Gale moved the minutes of the Redcliff Family & Community Support Services meeting held November 13, 2018, be received for information. - Carried.
- 2018-0468 Redcliff Public Library Board meeting held September 25, 2018 **E)** Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held September 25, 2018, be received for information. - Carried.

3. BYLAWS

- 2018-0469 Bylaw 1873/2018, Water Rates Bylaw **A)** Councillor Czember moved Bylaw 1873/2018, Water Rates Bylaw, be given first reading. - Carried.
- 2018-0470 Councillor Leipert moved Bylaw 1873/2018, Water Rates Bylaw, be given second reading. - Carried.
- 2018-0471 Councillor Czember moved Bylaw 1873/2018, Water Rates Bylaw, be presented for third reading. – Carried Unanimously.
- 2018-0472 Councillor Solberg moved Bylaw 1873/2018, Water Rates Bylaw, be given third reading. - Carried.
- 2018-0473 Bylaw 1874/2018, Sewer Rates Bylaw **B)** Councillor Leipert moved Bylaw 1874/2018, Sewer Rates Bylaw, be given first reading. - Carried.
- 2018-0474 Councillor Gale moved Bylaw 1874/2018, Sewer Rates Bylaw, be given second reading. - Carried.
- 2018-0475 Councillor Steinke moved Bylaw 1874/2018, Sewer Rates Bylaw, be presented for third reading. – Carried Unanimously.
- 2018-0476 Councillor Solberg moved Bylaw 1874/2018, Sewer Rates Bylaw, be given third reading. - Carried.
- 2018-0477 Bylaw 1875/2018, Garbage & Collection Rates Bylaw **C)** Councillor Czember moved Bylaw 1875/2018, Garbage & Collection Rates Bylaw, be given first reading. - Carried.
- 2018-0478 Councillor Leipert moved Bylaw 1875/2018, Garbage & Collection Rates Bylaw, be given second reading. - Carried.
- 2018-0479 Councillor Steinke moved Bylaw 1875/2018, Garbage & Collection Rates Bylaw, be presented for third reading. - Carried Unanimously.
- 2018-0480 Councillor Czember moved Bylaw 1875/2018, Garbage & Collection Rates Bylaw, be given third reading. - Carried.
- 2018-0481 Bylaw 1876/2018, Fees, Rates & Charges Bylaw **D)** Councillor Gale moved Bylaw 1876/2018, Fees, Rates & Charges Bylaw, be given first reading. - Carried.

- 2018-0482 Bylaw 1877/2018, Temporary Borrowing Bylaw 2019 **E)** Councillor Steinke moved Bylaw 1877/2019, Temporary Borrowing Bylaw 2019, be given first reading. - Carried.
- 2018-0483 Councillor Czember moved Bylaw 1877/2018, Temporary Borrowing Bylaw 2019, be given second reading. - Carried.
- 2018-0484 Councillor Solberg moved Bylaw 1877/2018, Temporary Borrowing Bylaw 2019, be presented for third reading. - Carried Unanimously.
- 2018-0485 Councillor Gale moved Bylaw 1877/2018, Temporary Borrowing Bylaw 2019, be given third reading. - Carried.

4. REQUEST FOR DECISIONS

- 2018-0486 Budget 2019 Interim Approval **A)** Councillor Gale moved that the 2019 Operating and Capital Budgets Presentation be received for information. Further, that the 2019 Interim Operating and Capital Budgets be approved. - Carried.

5. POLICIES

- 2018-0487 Policy 010, Community Group Financial Assistance Policy **A)** Councillor Gale moved Policy 010, Community Group Financial Assistance Policy, be approved as presented. - Carried.
- 2018-0488 Policy 018, Disposal of Surplus Assets and Lost or Unclaimed Property **B)** Councillor Leipert moved Policy 018, Disposal of Surplus Assets and Lost or Unclaimed Property be approved as presented. - Carried.
- 2018-0489 Policy 103, Acceptance of Unrestrained Loads at Landfill Policy **C)** Councillor Czember moved Policy 103, Acceptance of Unrestrained Loads at Landfill Policy, be approved as presented. - Carried.

6. OTHER

- 2018-0490 Municipal Manager's Report to Council November 26, 2018 **A)** Councillor Solberg moved the Municipal Manager's Report to Council November 26, 2018, be received for information. - Carried.
- 2018-0491 Council Important Meetings & Events November 26, 2018 **B)** Councillor Solberg moved the Council Important Meetings & Events November 26, 2018, be received for information as amended. - Carried.

7. RECESS

Mayor Kilpatrick called for a recess at 7:21 p.m.

Director of Finance & Administration, Director of Public Services, Director of Planning & Engineering and the Municipal Accountant left the meeting at 7:21 p.m.

Mayor Kilpatrick reconvened the meeting at 7:30 p.m.

8. IN CAMERA (Confidential Session)

2018-0492

Councillor Leipert moved to meet In Camera to discuss a Legal/Third Party Business Interests matter under Sections 16, 24, & 27 of the *Freedom of Information and Protection of Privacy Act (FOIP)* and an Intermunicipal Collaborative Framework Project matter under FOIP Sections 21 and 24 at 7:30 p.m. - Carried.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager, Acting Municipal Manager and Director of Community & Protective Services in attendance for all items.

2018-0493

Councillor Solberg moved to return to regular session at 8:46 p.m.

9. ADJOURNMENT

2018-0494 Adjournment

Councillor Gale moved to adjourn the meeting at 8:47 p.m. - Carried.

Mayor

Manager of Legislative & Land Services

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

October 23rd, 2018 7:30 PM

Vision Statement

The Redcliff Public Library is your doorway to reading, dreaming, and inspiring family literacy.

Attending: Catharine Richardson, Brian Lowery, Katherine Rankin, Wendy Harty, Clay Orge, Dianne Smith, Clarke Storle, Valarie Westers, Jim Steinke

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Robin Corry

Call to order: 7:30 pm

Approval of Agenda: Katherine moved to approve the agenda. All in favor. Carried.

Approval of Minutes for September meeting: Valarie moved for approval. Catharine 2nd. All in favor. Carried.

Financial Statements for September for information only: For information only.

Accounts Payable: For information only

Library Manager's Report: Wendy moved for approval. Clay 2nd. All in favor.

Correspondence:

- Nothing to report

Policies Report

- Computer policy tabled
- Katherine moved to approve the Employment Policy as amended. Clarke 2nd. All in favor. Carried.

Financial Report:

- Tracy will email the Year-end financial statements to Catharine to forward onto Mayor Kilpatrick and councillors.

Personnel Report:

- Clarke moved that we go in cam at 7:50 pm. Valarie moved to return to regular session at 7:55pm.

Needs Assessment/Library Advocacy:

- We had one teacher/principal and three trustees attend.
- The most recent Sunday cinema was well attended with 9 people in attendance. There will be future discussions about keeping it on Sundays or moving it to a weekday evening.

Friends of the Library (FRPL):

- Possibly hosting a Christmas mini golf here in the library on November 25th, 5-8 pm; waiting for confirmation from Rita.

Social Media Report:

- Nothing to report

Ongoing Maintenance Projects:

- Fire panel had to be replaced immediately earlier this month, at this point it looks like the Town of Redcliff will be paying this replacement

ALTA:

- Nothing to report

Old & Unfinished Business: -

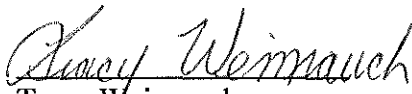
New Business:

- The Legion has been suggested for the annual Staff & Board recognition dinner on January 19th, 2019. Cocktails at 6:00 pm; Supper at 6:30 pm. Tracy will contact them and reserve the date.


Next Regular meeting: November 27th, 2018 @ 7:30 pm.

Jim moved for adjournment at 8:27 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

Library Manager's Report

Circulation for September was 2786 books, 29 children's audios & kits, 47 Blu-rays, 687 DVDs, 83 talking books, 71 CD's, 128 magazines, 13 games and 396 Overdrive checkouts.

SEPTEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2018	1402	1384	930	128	3844	32912	396
2017	1152	1057	669	154	3032	33723	412
					812	-811	-16

**Overdrive stats for 2018 vs 2017 = 4011 vs 3872

COMPUTER USAGE

September had 720 half hour sessions (An average of 25 per day) and 332 Wi-Fi sessions.

As of October 18th, 2018 we have taken in \$3193.55 in membership fees.

We will be having a staff meeting on November 13th.

I completed the staff evaluations for 2018.

Catharine and I attended the Vital Conversations luncheon hosted by the Community Foundation of Southeastern Alberta. This replaced their Vital Impact brochure release.

I am going to be away from October 26 – November 4th but will be periodically checking emails. If there are any urgent matters, please contact me via cell phone or Carol can also help you.

The library will be closed on Sunday, November 11, 2018.



MDP STEERING COMMITTEE MINUTES

DATE: November 28, 2018 4:30pm
LOCATION: Redcliff Town Hall Council Chambers

PRESENT:

Members:

Tonya Mori, Emily Stock, Dwight Kilpatrick, Wendy Harty, Arnold Frank, Bruce Vine

Planning Specialist:

Jordan Zukowski

Director of Planning & Engineering:

James Johansen

ABSENT:

Members:

William Crozier, Derrin Thibault

1. GENERAL

A. CALL TO ORDER

W. Harty called the meeting to order at 4:31pm

2. CONSENT AGENDA

A. ADOPTION OF AGENDA

B. PREVIOUS MEETING MINUTES

C. DRAFT MDP (FIRST HALF, WITH REVISIONS)

T. Mori moved to adopt the consent agenda

- carried

3. FOR COMMENT/DISCUSSION

A. DRAFT MDP (SECOND HALF)

- General Comments:

- Reword 6.1.8 Policies 9 and 14, and 6.2.5 Policies 6 and 8 to reflect that the Town is not the sole developer in Redcliff
- Add "high quality/suitable land for development" phrasing to 6.1.8 Policy 24

- Reword 6.2.2 Policy 4 from “should ensure” to “may encourage”
- Reword 6.2.3 Policy 2 to state “older and less profitable horticultural uses”
- Downgrade 6.2.5 Policy 4 to “shall encourage” or “should encourage”
- Add new policy to 6.2.9 regarding grade separated Trans-Canada Highway crossings for pedestrians and cyclists to increase safety
- Add bullets to 7.3 Policy 3 and 7.4 Policy 3 requiring Progress Reports and Comprehensive Reviews to be posted on the Town website and made available to the public

B. PUBLIC ENGAGEMENT EVENT

J. Zukowski will send doodle poll to collect Steering Committee feedback on preferred event location and advertising methods

4. DEBRIEF

No December Meeting

Public Engagement Event in January

Steering Committee Wrap-Up Event in January

5. ADJOURNMENT

T. Mori moved to adjourn the meeting at 6:39pm

- carried

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 10, 2018

PROPOSED BY: Manager of Legislative & Land Services in conjunction with other Department Heads

TOPIC: Fees, Rates and Charges Bylaw

PROPOSAL: To consider adopting proposed Bylaw 1876/2018 Fees, Rates and Charges Bylaw.

BACKGROUND:

The Fees, Rates and Charges Bylaw is being reviewed in conjunction with the 2018 Budget Review process as well as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure bylaws are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Various changes to the Fees, Rates, & Charges Bylaw were proposed at the November 26, 2018 Council meeting. The bylaw was given 1st reading.

Additional changes are being presented for 2nd reading as shown in proposed Bylaw 1876/2018 Fees, Rates & Charges Bylaw and summarized below:

- The Home Care Service Provider Subsidy was updated to reflect the 2019-2020 fiscal year for the Alberta Health Services fee's
- Changes to the business license fees to make the terminology and kinds of fees consistent with the business bylaw.
- Adding a Property File, Document Review & Internal Circulation (Environmental) Fee as it was recently brought to management's attention that the applicants for Property File, (Environmental) searches are expecting the Town to do a very thorough examination of all documentation and contact other departments to provide comment. It is taking approximately one staff person one day to conduct these reviews that require a much higher level of effort.
- Changes to the condo permit fees to bring them into consistency with the current policy and provide clarity.

POLICY / LEGISLATION:

Policy 115, Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Proposed Bylaw 1876/2018, Fees, Rates & Charges Bylaw

OPTIONS:

1. To adopt Bylaw 1876/2018, Fees, Rates & Charges Bylaw
2. To not adopt Bylaw 1876/2018, Fees, Rates & Charges Bylaw
3. To direct Administration to further review and incorporate additional / other changes to the Fees, Rates & Charges Bylaw

RECOMMENDATION:


It is recommended to give 2nd & 3rd Reading of this Bylaw.

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1876/2018, Fees, Rates & Charges Bylaw be given second reading.

Councillor _____ moved Bylaw 1876/2018, Fees, Rates & Charges Bylaw be given third reading.

SUBMITTED BY:



Department Head



Acting Municipal Manager

**TOWN OF REDCLIFF
BYLAW NO. 1876/2018**

A BYLAW OF THE TOWN OF REDCLIFF TO ESTABLISH FEES, RATES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF REDCLIFF.

WHEREAS under the Municipal Government Act, a Municipal Council has broad authority to govern including authority to pass bylaws, respecting rates, fees and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council for the Town of Redcliff deems it desirable to establish fees, rates and charges for the various licenses, permits goods and other municipal services and facilities in a bylaw.

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

TITLE

1. This Bylaw may be cited as the Town of Redcliff Fees, Rates and Charges Bylaw.

INTERPRETATION

2. In this Bylaw, unless the context otherwise requires;
 - (a) "Council" means the Council for the Town.
 - (b) "Municipal Manager" means the Chief Administrative Officer for the Town;
 - (c) "Town" means the Municipal Corporation of the Town of Redcliff;

RATES, FEES AND CHARGES

3. The rates, fees and charges for municipal licenses, permits, goods and services are hereby established as identified in Schedule "A" which is attached to and forming a part of this bylaw and any applicable taxes shall be added to these rates at the point of sale.
4. All references made in any other Bylaw, Policy or Resolution of Council to the "Rates Policy" shall now be referred to this Fees, Rates and Charges Bylaw.
5. Prices in this Bylaw do not include GST, unless otherwise noted, which is additional if applicable and will be added by the Town of Redcliff when costs are paid.
6. That in the event that a rate is required for a good or service not identified in this bylaw. Council authorizes the Municipal Manager to establish a temporary rate, fee or charge until such a time as this bylaw is amended.

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
9. This Bylaw shall take effect on January 1, 2019.
10. Bylaw No. 1865/2018 and 1872/2018 is hereby repealed upon Bylaw 1875/2018 taking effect.

READ a first time this 26th day of November, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time this _____ day of _____, 2018.

PASSED and **SIGNED** this _____ day of _____, 2018.

MAYOR

MANAGER OF LEGISLATIVE AND
LAND SERVICES

SCHEDULE "A"**ADMINISTRATION****STATIONARY AND OTHER ADMINISTRATIVE SERVICES**

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff (black & white A0 size)	\$15.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps (20 lb bound Plain Paper)	\$10.00 per sq. ft.
Scanning up to 11" x 17" Page	\$2.00 per page (\$10.00 minimum)
Wide Format Scanning (max 24" wide)	\$2.00 per square foot (\$10.00 minimum)
Books (e.g. ASP with no large format maps)	\$45.00 each
Land Use Bylaw (no large format maps)	\$45.00 each
Land Use Bylaw maps –colour A1 size (approximately 24" x 36")	\$30.00 each
Non-Sufficient-Fund (NSF)/Stopped/Voided Payments -	\$25.00

SOUVENIR TYPE SERVICES

Souvenirs and public relation type products, such as pins, hats, sweatshirts, t-shirts, mugs, pens, crests, flags, etc. or other such goods for sale shall be available for sale at a price determined as follows:

Unit price plus 20%

Example: If the Unit Cost is \$27.55, the sale price is \$27.55 + \$2.51 = \$33.06

Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at cost plus 10% each. If the club or non-profit organizations wishes to purchase pins for resale they may do so at cost.

Promotional Items Available

	<u>Unit Cost</u>
Town of Redcliff Pins	\$.75
Town of Redcliff Flags	97.90
Town of Redcliff Pens	3.46
Town of Redcliff Pencils	.35
Town of Redcliff Golf Balls (3)	5.28
Other items	Unit price + 20%

Redcliff History Book (2012) available for sale for \$25.00

The **Municipal Manager** and /or **Council** may distribute promotional items or the Redcliff History Book for public relations purposes.

TAX CERTIFICATE / ACCOUNT ADJUSTMENT/COMPLIANCE CERTIFICATE

Utility E-Billing Incentive Credit (per bill)	\$1.00
Tax Certificate (ordered/prepared by the Finance Department Staff)	\$34.00
Online Tax Certificates (ordered/prepared through My Redcliff)	\$25.00
Online Payment Administration Fee	Up to 1.0%
Payment Allocation Adjustment between Accounts	\$10.00

ASSESSMENT COMPLAINT FEES

PROPERTY COMPLAINT CATEGORY	FEE
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

FIREWORKS IGNITION PERMIT

Permit Fee	\$50.00 (non-refundable)
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HIGH / WIDE LOAD MOVES PERMIT

Permit Fee:	300.00
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DANGEROUS GOODS - SPECIAL OFF-ROUTE PERMIT

Permit Fee:	200.00
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COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

Setup fee \$5.00

User fee \$5.00 per day

SWIMMING POOL

General Admission (GST included)

Age	Day Pass	5 Pack	10 Pack	Season Pass
Tiny Tot (0-5 years)	Free	Free	Free	Free
Child/Youth (6-17 years)	\$5.00	\$20.00	\$40.00	\$65.00
Adult (18-55 years)	\$6.00	\$24.00	\$48.00	\$75.00
Senior (56+ years)	\$5.00	\$20.00	\$40.00	\$65.00
Family	\$15.00	\$60.00	\$120.00	\$165.00

A family is considered to be parents and immediate children under 18 years of age.

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4 \$45.00

Red Cross Swim Kids Levels 5-8 \$50.00

Red Cross Swim Kids Levels 9-10 \$55.00

Private lessons \$25.00/30mins or \$30.00 for 2-3 people

Affiliate Rentals \$35.00/hr

The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, Etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

RENTALS (GST included)

1-50 people \$ 100.00 / hour

1-40 people \$ 80.00 / hour

Full facility rental up to 240 people \$ 230.00 / hour

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2018 - April 31, 2019	May 1, 2019 April 31, 2020
Youth (17 and under)	\$87.00 / hour	\$90.00 / hour
non-prime time - before 4:00 p.m. – Monday-Friday		
After 10:00 p.m. 7 days a week)	\$70.00 / hour	\$70.00 / hour
Adult	\$135.00 / hour	\$140.00 / hour
Public Skating	Free *	Free *
Drop-in Shinny		\$10.00
Ball Hockey (user groups)		\$55.00 / hour

MEETING ROOMS**ARENA**

Upstairs (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	30.00
Security Deposit (Refundable)	\$150.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00

*Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Education Room(1/2 Day–4hrs)	\$25.00
(Full Day)	\$50.00
Security Deposit (Refundable)	\$150.00

BALL DIAMONDS

Diamonds (Per Hour, Minimum 2 Hours)	\$5.00
Lights (Per Hour)	\$4.00

Tournaments (Per Diamond)	Day	\$80.00
	Weekend	\$125.00

Equipment & Maintenance Fee (Annual for Each Team in League)	\$5.00
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BALL DIAMONDS CONCESSION

Non-Profit groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$150.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million
Profit groups	Rental Rate (Per Day)	\$100.00
	Refundable Damage Deposit	\$150.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million

CAMPGROUND (GST INCLUDED)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles (Electric)	\$30.00per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	\$30.00
	Refundable Damage Deposit	\$150.00
For Profit Groups	Rental Rate (Per Day)	\$65.00
	Refundable Damage Deposit	\$150.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$100.00
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PITCHING MACHINE

Redcliff Teams (Ladies & Little League)	\$ 5.00
All other groups	\$ 20.00
Refundable Security Deposit	\$ 20.00

PORTABLE STAGE

Daily Rental	\$150.00
Security Deposit	\$500.00
Setup / Removal	\$100.00

MEMORIAL BENCH REPLACEMENT

Replace Existing Bench

\$600.00

New Bench

\$900.00

MEALS ON WHEELS

Billed Cost per Meal

\$6.50

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2017 – April 30, 2018)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$18.00	Less than \$22,565	Less than \$35,585
\$21.00	\$22,565 – \$26,965	\$35,586 – \$43,785
No Subsidy	Over \$26,965	Over \$43,785

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2018 – April 30, ~~2019~~2020)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$18.00	Less than \$ 23,016	Less than \$ 36,297
\$21.00	\$23,016– \$27,505	\$36,297– \$ 44,660
No Subsidy	Over \$27,505.	Over \$ 44,660

* Net Family Income

BUSINESS LICENSE FEES

Local Business (unless otherwise specified)	\$55.00
Non-Local Business (unless otherwise specified)	\$330.00

Peddler License

- Local Business	\$110.00/year
	\$27.50/week
- Non-Local Business	\$330.00/year
	\$55.00/week

Circus, Carnival, or Rodeo	\$110.00/day
Craft or Trade Show	\$100.00/day

General Contractor (Local Business)	\$75.00
Sub-Contractor (Local Business)	\$75.00
Mechanical Trade (Local Business)	\$75.00
Seasonal Business	\$27.50

Home Occupation with Clients	\$82.50
Home Occupation without Clients	\$27.50

Mobile Cooking Operation/Mobile Food Vendor	\$55.00/year
	\$35.00/month
	\$27.50/weekend
	\$20.00/day

BUSINESS LICENSE APPEALS

First Appeal	\$50.00
Second Appeal	\$75.00

GENERAL CONTRACTOR

AS A RESIDENT BUSINESS (15 KM) _____ \$ 75.00

SUB-CONTRACTOR

AS A RESIDENT BUSINESS (15 KM) _____ \$ 75.00

MECHANICAL TRADE

AS A RESIDENT BUSINESS (15 KM) _____ \$ 75.00

RESIDENT BUSINESS (15 KM) _____ \$ 55.00

NON-RESIDENT BUSINESS _____ \$330.00

HOME OCCUPATION - OTHER THAN CATELOG SALES _____ \$ 82.50

HOME OCCUPATION - CATELOG SALES _____ \$ 27.50

PEDDLERAS A RESIDENT BUSINESS (15 KM)

- FULL YEAR _____ \$110.00

- ONE WEEK _____ \$ 27.50

AS A NON-RESIDENT BUSINESS

- FULL YEAR _____ \$330.00

- PER WEEK _____ \$ 55.00

CIRCUS, CARNIVAL, OR RODEO

- PER DAY \$110.00

SEASONAL BUSINESS \$ 27.50

BUSINESS LICENSE TRANSFER FEE \$ 11.00

CRAFT OR TRADE SHOW \$100.00

- PER DAY

PLANNING & ENGINEERING

DOCUMENTS

Construction Standards	\$35.00 each
Design Guidelines	\$25.00 each
Tender Documents**	\$50.00 each

**For paper documents. Special pricing may be used for exceptionally large document packages

MISCELLANEOUS

Property File Search (Permit Search)	\$20.00
Property dimensions map with air photo background, per request	\$20.00
Copy of current Permit Completion Record	\$20.00
Letter of Compliance (2 week turn around)	\$60.00
Letter of Compliance (3 business days turn around)	\$180.00
<u>Property File Review (Environmental) Fee</u>	\$100.00
<u>Property File, Document Review & Internal Circulation (Environmental) Fee</u>	<u>\$400.00</u>
Surcharge for an application without a current Land Title	\$10.00

LAND USE

Change of Use, Existing Building- permitted	\$50.00
Change of Use, Existing Building – Discretionary	\$100.00
Change of Use, Existing Building – Cannabis Retail Store or Production and Processing Facility	\$100.00
Land use bylaw amendment	
• application fee	\$400.00
• advertising fee***	\$350.00
	Total \$750.00

*** Advertising fee is refundable if application is withdrawn after first reading of the amending bylaw and before advertising.

SUBDIVISION

Application Fee for Fee Simple Subdivision:

Base <u>fee</u> plus	\$350.00
per lot fee	\$100.00

Application Fee for ~~Fee-Condo Subdivision~~ Conversion of an Existing Building:

per ~~lot~~ unit fee not including common property units **** \$40.00

Application Fee for a Bare Land Condo Subdivision

Base fee plus \$350.00

per unit fee including common property units \$100.00

Application Fee for a Bare Land Condo Subdivision of Existing Ground Parking

Base fee plus \$150.00

per unit fee including common property units \$20.00

****As per the Condominium Property Act, RSA C-22

Subdivision Extension:	
1 st request for extension	\$50.00
2 nd requests for extension	\$200.00
3 rd and subsequent requests for extension	\$500.00

Surcharge for subdivision extension after subdivision approval expires \$150.00

Endorsement of subdivision per application \$150.00

MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC Fee	\$300.00
Subdivision & Development Appeal Fee	\$150.00
Area Structure Plan, Concept Scheme application and review	\$800.00

DEVELOPMENT PERMIT FEES

1. Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.
2. Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

3. WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES**Residential**

R-1 Single Family Lot – 1 unit	\$100.00
R-1 Single Family Lot – Auxiliary unit (Basement Suite, Backyard Suite, etc.) in addition to the base fee for a Single Family Lot - 1 unit	\$150.00
R-1 Single Family Lot - 2 units (Duplex)	\$250.00
R-2 & R3 Multi-Family Dwelling (on multi-family lots):	
Base plus,	\$100.00
per unit fee	50.00
Accessory buildings with an existing primary building 10 m ² – 35 m ²	\$65.00
Accessory buildings with an existing primary building greater than 35 m ²	\$100.00
Additions not creating a new unit	\$100.00
Home Occupation	\$70.00
Relocated Buildings surcharge	\$100.00
Demolition (if not part of a Development Permit)	\$60.00
Decks	\$70.00
Hot Tubs	\$60.00
Permit to Stay	\$100.00
Others as Determined by Development Authority	\$100.00

Non-Residential

New Build Commercial/Industrial/Horticultural/Institutional Buildings – Base plus per square metre fee	\$200.00 \$0.15
Accessory Buildings / Additions (Less than 100 m ²)	\$100.00

Demolition – Base fee plus (if not part of a Development Permit)	\$60.00
per square metre fee	\$0.05
Permit to Stay	\$300.00

Signs

Free standing	\$150.00
Fascia, wall, window	\$75.00
Canopy, Projecting	\$80.00
Portable per month	\$50.00

USE OR WORK IN A ROAD ROW

1. Use or Work in Road ROW fees are based on delivery of the decision within 20 days. This may be shortened to 5 days by paying double fees including a doubling of MPC fees.

2. WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES

Utility installation	\$100.00
Boulevard Development approved uses (no permit required)	No charge
Boulevard Development discretionary uses	\$100.00
Driveways	\$100.00
Road widening	\$200.00
Encroachment Permit minor (Administrative Approval)	\$100.00
Encroachment Permit major (Council Approval)	\$200.00

CONSTRUCTION DAMAGE DEPOSIT

Residential	\$2,000.00
Commercial/Industrial/Horticultural	\$5,000.00
<i>Note: A construction damage deposit may to be taken for development permits Issued for principal buildings, accessory buildings, additions, excavations and/or Demolition projects</i>	

AGREEMENTS

Service Agreement Simple – Base plus	\$500.00
Per lot fee	\$20.00
Service Agreement Complex – Base plus	\$1,000.00 plus the Town's Legal Fees
Per lot fee	\$20.00
Development Agreement Simple	\$300.00
Development Agreement Complex	\$600.00 plus the Town's Legal Fees

Engineering Design Review

Review of Technical reports or drawings in excess of two submissions for any development or subdivision application.	\$50.00
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SAFETY CODES PERMIT FEES (BUILDING, ELECTRIC, GAS, PLUMBING, PRIVATE SEWAGE)**Building Permit Fees – Single Family Residential**

		Agency	Town	SCC	
Minimum Fee for all building permits		\$130.00	\$20.00	\$4.50	
Calculations					
Agency Fee = Maximum of (Estimated Construction Cost * 0.0043 or Minimum Fee)					
Town Fee = Maximum of (Estimated Construction Cost * 0.0014 or Minimum Fee)					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
Relocation of Building on a crawlspace or basement = square ft of building × \$0.40 per square ft					
Relocation of Building on piles or blocking = square ft of building × \$0.35 per square ft					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Swimming Pools		\$130.00	\$40.00	\$6.80	\$176.80
Hot tubs		\$130.00	\$20.00	\$6.00	\$156.00
Decks		\$130.00	\$20.00	\$6.00	\$156.00
Wood Stove		\$130.00	\$40.00	\$6.80	\$176.80
Basement Development		\$130.00	\$40.00	\$6.80	\$176.80
Demolition		\$130.00	\$40.00	\$6.80	\$176.80
<div>Fees based on Estimated Value of Construction Costs:<ul style="list-style-type: none">Accessory BuildingsAdditionsAlterationsBasement DevelopmentGaragesNew single family dwellingsRenovation</div> <div>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$13,849.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$30,000.00	\$130.00	\$42.00	\$6.88	\$178.88
	\$50,000.00	\$215.00	\$70.00	\$11.40	\$296.40
	\$60,000.00	\$258.00	\$84.00	\$13.68	\$355.68
	\$80,000.00	\$344.00	\$112.00	\$18.24	\$474.24
	\$100,000.00	\$430.00	\$140.00	\$22.80	\$592.80
	\$120,000.00	\$516.00	\$168.00	\$27.36	\$711.36
	\$150,000.00	\$645.00	\$210.00	\$34.20	\$889.20
	\$200,000.00	\$860.00	\$280.00	\$45.60	\$1,185.60
	\$300,000.00	\$1,290.00	\$420.00	\$68.40	\$1,778.40
	\$400,000.00	\$1,720.00	\$560.00	\$91.20	\$2,371.20
	\$500,000.00	\$2,150.00	\$700.00	\$114.00	\$2,964.00
	\$600,000.00	\$2,580.00	\$840.00	\$136.80	\$3,556.80
	\$800,000.00	\$3,440.00	\$1,120.00	\$182.40	\$4,742.40
	\$1,000,000.00	\$4,300.00	\$1,400.00	\$228.00	\$5,928.00
	\$1,200,000.00	\$5,160.00	\$1,680.00	\$273.60	\$7,113.60
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total
Building: Change in plans requiring additional or		\$100.00	\$25.00	\$5.00	\$130.00

Building Permit Fees – Single Family Residential

re-review of plans / re-issuing a permit				
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days <i>(normal is 2-5 business days)</i> -Plan Review 1-5 business days <i>(normal is 5-7 business days)</i> -Permit Issuance 1-2 business days <i>(normal is 2-4 business days)</i> *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Building Permit Fees – All Others

		Agency	Town	SCC	
Minimum Fee for all building permits		\$180.00	\$30.00	\$4.50	
Calculations					
<i>Estimated Construction Cost < \$1,000,000</i>					
<i>Agency Fee = Maximum of (Estimated Construction Cost * 0.0055 or Minimum Fee)</i>					
<i>Town Fee = Maximum of (Estimated Construction Cost * 0.00195 or Minimum Fee)</i>					
<i>Estimated Construction Cost > 1,000,000</i>					
<i>Agency Fee = Maximum of ((1,000,000 * 0.0055 + (Estimated Construction Cost – 1,000,000) * 0.0045 or Minimum Fee)</i>					
<i>Town Fee = Maximum of ((1,000,000 * 0.0018 + (Estimated Construction Cost – 1,000,000) * 0.0012 or Minimum Fee)</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Fees based on Estimated Value of Construction Costs: <ul style="list-style-type: none"> • Demolition • Accessory Buildings • Additions • Alterations • Garages • New Building • Renovation • Shops • Storage <p>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</p> <p>Table to the left is provided for information purposes only.</p>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$180.00	\$30.00	\$8.40	\$218.40
	\$15,002.10	\$180.00	\$30.00	\$8.40	\$218.40
	\$25,000.00	\$180.00	\$48.75	\$9.15	\$237.90
	\$50,000.00	\$275.00	\$97.50	\$14.90	\$387.40
	\$70,000.00	\$385.00	\$136.50	\$20.86	\$542.36
	\$100,000.00	\$550.00	\$195.00	\$29.80	\$774.80
	150000	\$825.00	\$292.50	\$44.70	\$1,162.20
	\$200,000.00	\$1,100.00	\$390.00	\$59.60	\$1,549.60
	\$300,000.00	1650.00	\$585.00	\$89.40	\$2,324.40
	\$400,000.00	2200.00	\$780.00	\$119.20	\$3,099.20
	\$500,000.00	2750.00	\$975.00	\$149.00	\$3,874.00
	\$600,000.00	3300.00	\$1,170.00	\$178.80	\$4,648.80
	\$800,000.00	4400.00	\$1,560.00	\$238.40	\$6,198.40
	\$1,000,000.00	5500.00	\$1,950.00	\$298.00	\$7,748.00
	\$1,200,000.00	6400.00	\$2,340.00	\$349.60	\$9,089.60
	\$1,400,000.00	7300.00	\$2,730.00	\$401.20	\$10,431.20
	\$1,600,000.00	8200.00	\$3,120.00	\$452.80	\$11,772.80
	\$1,800,000.00	9100.00	\$3,510.00	\$504.40	\$13,114.40
	\$2,000,000.00	10000.00	\$3,900.00	\$556.00	\$14,456.00
	\$2,500,000.00	12250.00	\$4,875.00	\$685.00	\$17,810.00
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Building Permit Fees – All Others

Building: Change in plans requiring additional or re-review of plans / re-issuing a permit	\$100.00	\$25.00	\$5.00	\$130.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days <i>(normal is 2-5 business days)</i> -Plan Review 1-5 business days <i>(normal is 5-7 business days)</i> -Permit Issuance 1-2 business days <i>(normal is 2-4 business days)</i> *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Electric Permit Fees

		Agency	Town	SCC	
Minimum Fee for all Electric permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee = Maximum of (\$50.00 + 0.7 × Value of Work^{0.57} or Minimum Fee)</i>					
<i>Agency Fee for Homeowner wiring over 1,200 square ft = \$120 + (square ft – 1,200) × \$0.10 per square ft</i>					
<i>Town Fee = Maximum of (0.005 × Value of Work^{0.94} or Minimum Fee)</i>					
<i>Town Fee for Homeowner wiring = Agency Fee × 0.32</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits - Contractor		Agency	Town	SCC	Total
Permanent Service Connection		\$90.00	\$29.00	\$4.76	\$123.76
Temporary Service		\$90.00	\$29.00	\$4.76	\$123.76
Annual Electric Permit		\$225.00	\$73.00	\$11.92	\$309.92
Fees based on Estimated Value of Construction – Electrical Contractor Only. Fees are to be calculated on the actual Estimated Value of Construction using the calculations above. Table to the left is provided for information purposes only.	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$90.00	\$20.00	\$4.50	\$114.50
	\$1,209.00	\$90.00	\$20.00	\$4.50	\$114.50
	\$2,500.00	\$110.52	\$20.00	\$5.22	\$135.74
	\$5,000.00	\$139.85	\$20.00	\$6.39	\$166.24
	\$10,000.00	\$183.38	\$28.77	\$8.49	\$220.64
	\$20,000.00	\$248.01	\$55.20	\$12.13	\$315.34
	\$30,000.00	\$299.49	\$80.81	\$15.21	\$395.51
	\$50,000.00	\$383.82	\$130.62	\$20.58	\$535.01
	\$100,000.00	\$545.56	\$250.59	\$31.85	\$828.00
	\$150,000.00	\$674.41	\$366.86	\$41.65	\$1,082.92
	\$200,000.00	\$785.67	\$480.77	\$50.66	\$1,317.10
Homeowner Permit					
Connections only		\$90.00	\$27.00	\$4.68	\$121.68
Wiring less than 1200 square ft		\$120.00	\$38.40	\$6.34	\$164.74
More than 1200 square ft Fees are to be calculated on the actual square feet using the calculations above. Table to the left is provided for information purposes only.	Square Feet	Agency	Town	SCC	Total
	1200	\$120.00	\$38.40	\$6.34	\$164.74
	1300	\$130.00	\$41.60	\$6.86	\$178.46
	1500	\$150.00	\$48.00	\$7.92	\$205.92
	2000	\$200.00	\$64.00	\$10.56	\$274.56
	2500	\$250.00	\$80.00	\$13.20	\$343.20
	3000	\$300.00	\$96.00	\$15.84	\$411.84
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Electric Permit Fees

Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days <i>(normal is 2-5 business days)</i> -Plan Review 1-5 business days <i>(normal is 5-7 business days)</i> -Permit Issuance 1-2 business days <i>(normal is 2-4 business days)</i> *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Gas Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee Residential</i> = Maximum of $(-0.5 \times \text{No. Outlets}^2 + 20 \times \text{No. Outlets} + 52.0 \text{ or Minimum Fee})$					
<i>Agency Fee Commercial less than 450,000 BTU</i> = Maximum of $\left(-0.00005 \times (\text{BTU}/1000)^2 + 0.12 \times \left(\frac{\text{BTU}}{1000}\right) + 80.0 \text{ or Minimum Fee}\right)$					
<i>Agency Fee Commercial more than 450,000 BTU</i> = $(123.88 + 0.075 \times (\text{BTU} - 450,000)/1000)$					
<i>Town Fee Residential</i> = Maximum of $(-0.22 \times \text{No. Outlets}^2 + 8.60 \times \text{No. Outlets} + 10.0 \text{ or Minimum Fee})$					
<i>Town Fee Commercial less than 750,000 BTU</i> = Maximum of $\left(-0.00003 \times (\text{BTU}/1000)^2 + 0.08 \times \left(\frac{\text{BTU}}{1000}\right) + 15.0 \text{ or Minimum Fee}\right)$					
<i>Town Fee Commercial more than 750,000 BTU</i> = $(60 + 0.030 \times (\text{BTU} - 750,000)/1000)$					
<i>SCC Fee</i> = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$					
Flat rate permits		Agency	Town	SCC	Total
Temporary Service / heat		\$90.00	\$20.00	\$4.50	\$114.50
Service Re-connection		\$90.00	\$20.00	\$4.50	\$114.50
Propane Tank Set		\$90.00	\$20.00	\$4.50	\$114.50
Fees based on Number of Outlets - Residential Fees are to be calculated on the actual Number of Outlets using the calculations above. Table to the left is provided for information purposes only.	Number of Outlets	Agency	Town	SCC	Total
	1	\$90.00	\$20.00	\$4.50	\$114.50
	2	\$90.00	\$26.32	\$4.65	\$120.97
	3	\$107.50	\$33.82	\$5.65	\$146.97
	4	\$124.00	\$40.88	\$6.60	\$171.48
	5	\$139.50	\$47.50	\$7.48	\$194.48
	6	\$154.00	\$53.68	\$8.31	\$215.99
	7	\$167.50	\$59.42	\$9.08	\$236.00
Fees based on BTU - Commercial Fees are to be calculated on the BTU using the calculations above. Table to the left is provided for information purposes only.	BTU	Agency	Town	SCC	Total
	0	\$90.00	\$20.00	\$4.50	\$114.50
	59,064	\$90.00	\$20.00	\$4.50	\$114.50
	100,000	\$91.50	\$22.70	\$4.57	\$118.77
	120,000	\$93.68	\$24.17	\$4.71	\$122.56
	150,000	\$96.88	\$26.33	\$4.93	\$128.13
	210,000	\$103.00	\$30.48	\$5.34	\$138.81
	300,000	\$111.50	\$36.30	\$5.91	\$153.71
	450,000	\$123.88	\$44.93	\$6.75	\$175.55
	500,000	\$127.63	\$47.50	\$7.01	\$182.14
	750,000	\$146.38	\$58.13	\$8.18	\$212.69
	900,000	\$157.63	\$64.50	\$8.89	\$231.02
	1,000,000	\$165.13	\$67.50	\$9.31	\$241.94
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Gas Permit Fees

Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days)				
*Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Plumbing Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$10.00	\$4.50	
Calculations					
Agency Fee = Maximum of $(-0.03 \times \text{No. Fixtures}^2 + 6.50 \times \text{No. Fixtures} + 60.0$ or Minimum Fee)					
Town Fee = Maximum of $(-0.01 \times \text{No. Fixtures}^2 + 2.50 \times \text{No. Fixtures} + 10.0$ or Minimum Fee)					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04$ or Minimum Fee)					
<div><div>Fees based on Number of Fixtures</div><div>Fees are to be calculated on the actual Number of Fixtures using the calculations above.</div><div>Table to the left is provided for information purposes only.</div></div>	Number of Fixtures	Agency	Town	SCC	Total
	1	\$90.00	\$12.49	\$4.50	\$106.99
	2	\$90.00	\$14.96	\$4.50	\$109.46
	3	\$90.00	\$17.41	\$4.50	\$111.91
	4	\$90.00	\$19.84	\$4.50	\$114.34
	5	\$91.75	\$22.25	\$4.56	\$118.56
	6	\$97.92	\$24.64	\$4.90	\$127.46
	7	\$104.03	\$27.01	\$5.24	\$136.28
	8	\$110.08	\$29.36	\$5.58	\$145.02
	9	\$116.07	\$31.69	\$5.91	\$153.67
	10	\$122.00	\$34.00	\$6.24	\$162.24
	11	\$127.87	\$36.29	\$6.57	\$170.73
	12	\$133.68	\$38.56	\$6.89	\$179.13
	13	\$139.43	\$40.81	\$7.21	\$187.45
	14	\$145.12	\$43.04	\$7.53	\$195.69
	15	\$150.75	\$45.25	\$7.84	\$203.84
	16	\$156.32	\$47.44	\$8.15	\$211.91
	17	\$161.83	\$49.61	\$8.46	\$219.90
	18	\$167.28	\$51.76	\$8.76	\$227.80
	19	\$172.67	\$53.89	\$9.06	\$235.62
	20	\$178.00	\$56.00	\$9.36	\$243.36
	21	\$183.27	\$58.09	\$9.65	\$251.01
	22	\$188.48	\$60.16	\$9.95	\$258.59
	23	\$193.63	\$62.21	\$10.23	\$266.07
	24	\$198.72	\$64.24	\$10.52	\$273.48
	25	\$203.75	\$66.25	\$10.80	\$280.80
	26	\$208.72	\$68.24	\$11.08	\$288.04
	27	\$213.63	\$70.21	\$11.35	\$295.19
	28	\$218.48	\$72.16	\$11.63	\$302.27
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days)				
*Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Private Sewage Disposal Permit Fees

	Agency	Town	SCC	
Minimum Fee for all building permits	\$170.00	\$20.00	\$4.50	
Calculations				
<i>Town Fee = Maximum of (Agency Fee × 0.40 or Minimum Fee)</i>				
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>				
Flat rate permits	Agency	Town	SCC	Total
Homeowner <ul style="list-style-type: none"> Fields Mounds Treatment Plant 	\$350.00	\$140.00	\$19.60	\$509.60
Contractor <ul style="list-style-type: none"> Fields Mounds Treatment Plant 	\$250.00	\$100.00	\$14.00	\$364.00
Septic Tank	\$170.00	\$68.00	\$9.52	\$247.52
Holding Tank	\$170.00	\$68.00	\$9.52	\$247.52
Surcharge Fees (Not normally required!)	Agency	Town	SCC	Total
Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: <ul style="list-style-type: none"> -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days) *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				

Private Sewage Disposal Permit Fees

Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

PUBLIC SERVICES

CEMETERY

Plot	\$500.00
Cremation Plot	\$200.00
Columbarium Niche	\$850.00
Opening and Closing	\$500.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$200.00
Setup of Tent	\$100.00

* After hours shall be any time after regular closing time for Public Services Department

Note: Grave liners are mandatory, and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)
Loader	\$120.00
Backhoe	\$120.00
Excavator	\$150.00
3 Ton Truck	\$100.00
Gravel Tandem Truck	\$120.00
Service Truck	\$130.00
Grader	\$135.00
Picker Truck	\$200.00
Sweeper	\$120.00
Sewer truck	\$125.00
Sheep foot Packer	\$80.00
Riding Mowers	\$75.00
Skid Steer Loader	\$95.00
	Day Rate-No Operator (\$)
Pickup Truck	\$150.00
Small Equipment (mowers, pumps, etc.)	\$100.00

Personnel

	<u>Rate per Hour (\$)</u>
Project Manager (includes truck)	\$115.00
Supervisor	\$90.00
Engineering Technician	\$85.00
Surveyor	\$85.00
Service Technician	\$85.00
Equipment Operator	\$70.00
Laborer	\$60.00
After Hours for all Personnel	Rate per hour x 1.5 (\$)

LANDFILL**General Fees**

Up to 250 kg's	\$10.00
Over 250 kg's	\$72.00/ 1,000 kg's
Town of Redcliff & Cypress County *	\$48.00/ 1,000 kg's
Waste requiring special handling	\$80.00 / 1,000 kg's
Clean Concrete/Asphalt	\$21.00/ 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$10.00(current minimum)
1 Ton vehicle	\$70.00
Over 1 Ton vehicle	\$80.00

Contract Haulers

Semi-Trailers	\$600.00
Front End Dumps	\$300.00
Roll off Containers	\$200.00

Other Rates

Surcharge for inadequately restrained loads	\$20.00
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit

* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"	1½"	2"
Material Costs	\$1,400.00	\$2025.00	\$2650.00
Labour/Equipment	\$2,300.00	\$2,300.00	\$2,300.00
Asphalt/Concrete	As Quoted	As Quoted	As Quoted
TOTAL	As Quoted	As Quoted	As Quoted

4 Inch Sanitary Service Only

	4"
Material Costs	\$550.00
Labour/Equipment	\$2,300.00
Asphalt/Concrete	As Quoted
TOTAL	As Quoted

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,750.00	\$2,40.00	\$3,050.00
Labour/Equipment	\$2,800.00	\$2,800.00	\$2,800.00
Asphalt/Concrete	As Quoted	As Quoted	As Quoted
TOTAL	As Quoted	As Quoted	As Quoted

*All water and sanitary service connections will be quoted by Public Services. Expect a quote within five (5) business days

Oversized Water and Sewer Services

Material and Labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by Council) shall be based on actual costs plus 10%

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs; such as asphalt replacement, concrete replacement, or day lighting services to be determined at the time of request by the Public Services Department.

Subdivisions/ Developments

The Public Services Department can provide a quote for service installations that exceed two (2) complete service installations.

Installation of service extensions exceeding the allowable maximum or for water/sewer main extensions for any subdivision or development shall be the responsibility of the developer/property owner. All work must be completed by a contractor who specializes in this type of work in accordance with the Town's Design Guidelines and Construction Standards. It will be the responsibility of the property owner / developer to hire a contractor to service the property to the Town's standards. The Town will inspect and sign off on installations. All field testing shall be submitted to the Town's Engineering Department for

review and acceptance that the work meets the Town's Design Guidelines and Engineering Standards.

*** NOTE**

1. Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

• Lot 44, Block 107, Plan 8210827	\$2,941.04
• Lot 45, Block 107, Plan 8210827	\$2,789.44
• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up)
(Scheduled per QMP) 50.00 per hour (min. \$15.00)

Non-Regular Program Inspections (Original and Follow-up)
(Daycares occupancy, loans, etc.) \$50.00

Third and subsequent Inspections
(When required by Inspector) \$100.00

Fire Investigation & Inspection Services in Municipalities in Alberta \$100.00 per
hour plus contracted expenses for services or equipment necessary to complete the investigation plus
travel/living expenses.

Cypress County

As per current fire agreement between Town of Redcliff and Cypress County

Equipment and Material Fees

Pumper Unit (includes 3 men)	\$610.00/ hour*
Rescue Unit (includes 2 men)	\$610.00/ hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$610.00/ hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

Documentation Requests

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 10th, 2018

PROPOSED BY: Community and Protective Services Department

TOPIC: Redcliff Days Street Dance & Concert

PROPOSAL: To consider approving the Special Event Application for a Redcliff Days Street Dance & Concert on June 14, 15, & 16, 2019

BACKGROUND:

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

As part of this celebration, Chris Czember is requesting permission to host a street dance and concert again this year during Redcliff Days. The activity will require that the street at the 000 block of 3rd Street SE, adjacent to Who's on Third, be blocked off on June 14, 15, & 16 2019.

The event application as submitted by Chris Czember was circulated to Town Departments, adjacent businesses, and the RCMP. The following comments were received:

1. Bylaw Enforcement, RCMP, Community & Protective Services and a local business owner/citizen stated that the 2:00am end time of the 2018 Redcliff Days event was too late and have requested the event be closed down at an earlier time.
2. Redcliff Fire Department expressed concerns of limiting alley access at 3rd Street in case of a fire response but did note that the alley was still accessible from the West.
3. Public Services requested that any road penetrations would need to be repaired at the expense of the special event applicant.
4. Director of Planning & Engineering has requested a deposit in the amount of \$2,000.00 be collected from the applicant for any damages. The full deposit is refundable post event pending a satisfactory Public Services site review.

The applicant will ensure their Certificate of insurance is current on the event dates. Early confirmation of this event will ensure adequate time to arrange for entertainment.

The concerns raised about the end time of the event was discussed with the applicant. The applicant agreed to discontinue the live music at 1:30am and move the stage to the opposite end of the event perimeter, (closest to Broadway) to help alleviate the concerns.

POLICY / LEGISLATION:

Street Bylaw 1824/2016

STRATEGIC PRIORITIES:

n/a

ATTACHMENTS:

- Special Event Application

OPTIONS:

1. Approve the Special Event Application for a Redcliff Days Street Dance and Concert from June 14 to June 16, 2019 as presented conditional to:
 - a. extension of the fence be allowed up to the 000 block Alley limiting accessibility
 - b. Playing of music shall end at 1:30 a.m. with the beer gardens closing by 2:00 a.m.,
 - c. Collection of a \$2,000.00 refundable deposit, pending a satisfactory Public Services site review.
2. Approve the Special Event Application with amendments for a Redcliff Days Street Dance and Concert from June 14 to June 16, 2019.
3. To deny the Special Event Application for a Redcliff Days Street Dance and Concert from June 14 to June 16, 2019.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert from June 14 to June 16, 2019 as presented conditional to:
 - a. extension of the fence be allowed up to the 000 block Alley limiting accessibility
 - b. Playing of music shall end at 1:30 a.m. with the beer gardens closing by 2:00 a.m.,
 - c. Collection of a \$2,000.00 refundable deposit, pending a satisfactory Public Services site review.
2. Councillor _____ moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 14 to June 16, 2019 conditional to:
 -
3. Councillor _____ moved to request Community and Protective Services to gather further information for the Special Event Application for a Redcliff Days Street Dance and Concert for June 14 to June 16, 2019

SUBMITTED BY:


Department Head


Acting Municipal Manager



TOWN OF

REDCLIFF

Community & Protective Services

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

SPECIAL EVENT APPLICATION for Parks and Municipal Street Use

APPLICANT INFORMATION:

Name: Whos on 3rd

Title: Whos a-palooza

Organization: Redcliff Days

Address: 222 Broadway Ave
east

Phone: 403 502 4228

ORGANIZATION SPOKESPERSON:

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

Name: Chris Czembar

Title:

Organization:

Address:

Phone:

EVENT DESCRIPTION

Event Name: Beer Gardens.

Event Dates and Times (including set up and tear down schedules): June 14-16, 2019 (12:00 - 5:00)

Type and Description of Event: Beer Gardens Street Dance

Beer/Liquor Garden: ☐ No ☒ Yes If yes, additional requirements must be met. Please consult with staff.

Estimated Attendance: 500

On-Site Supervisor: ~~Chris~~ Chris Czembar Phone: 403 502 4228

INSURANCE

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

Have you attached confirmation of insurance? ☐ Yes ☒ No

Will proof of insurance be forwarded by insurance provider? ☒ Yes ☐ No

If no, please explain:

Will forward before event.

BARRICADES /TABLES/GARBAGE, etc

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

Town of Redcliff supplied: ☒ Yes ☐ No

Number of Barricades required: 4

Other equipment required, please list: Garbage Cans, picnic tables

Other Source: ☐ Yes ☒ No

ROAD CLOSURE(S)

Does your event require the closure of any municipal roads. If so, please indicate and clearly label on an attached map/site plan which roads you want to close, and the dates and times

required. ☐ No ☒ Yes

****You may be required to have trained flag persons and marshals.****

3rd Street to 25ft South of Alleg,
no change from last year. (Assuming "heritage
pizza" is open and has no concern.

CONTRACTORS/VENDORS

* See change on map made Aug 10, 2018
as per applicant.

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

Are you using contractors (regardless of service)? ☐ Yes ☒ No

If yes, list contractors:

If any vendors are serving food, has the appropriate food service permit been obtained from the health authority? ☒ Yes ☐ No

Have contractors/vendors provided proof of up to date Worker Compensation insurance coverage? ☒ Yes ☐ No

Have contractors/vendors secured adequate liability insurance? ☒ Yes ☐ No

If no, are they covered under the event organizer's insurance? ☐ Yes ☐ No N/A

POWER REQUIREMENTS

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

For what purpose:

Power source location:

AMPLIFICATION (for what purpose):

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

☒ Pre-recorded music

☒ Live band

☐ Speeches

☒ Dancing at site

ENTERTAINMENT

Type: <u>Live Band</u>
Stage: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Special Requirements: <u>NA</u>

TENTS /INFLATABLES

If tents/inflatables are being used, they must be properly staked or anchored. You must ensure that anchor points do not pose a tripping hazard.	
Number being used: <u>3-4</u>	Type: <u>stake down</u>
Size: <u>(2) 20x20 (1-2) 10x10</u>	
Staked into ground: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Purpose: <u>coverage of spectators.</u>	
Location (mark on site map):	

SIGNS and BANNERS

Describe all signage that will be used to direct the public, advertise the event, or publicize a sponsor. Please note that any signage posted to publicize the event may require a separate permit and must be removed following the event.
<u>advertising of suppliers</u>
<u>- advertising of event</u>

FACILITY USE INFORMATION FORM

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

BENEFITS

Describe the main economic and cultural benefits to Redcliff residents and visitors.
<u>500-800 total people visiting Redcliff days, supporting all aspects of our town festival. It will help ensure popularity of the whole event.</u>

FUNDRAISER

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

MUNICIPAL PROPERTY AND FACILITY USE

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

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

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

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

Chris Czember
Names of Event Applicant (Please print)

July 31 / 18
Date

[Signature]
Signature of Event Applicant

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

Please forward completed application to:

By mail: Community and Protective Services Department
Town of Redcliff
Box 40; Redcliff, AB; T0J 2P0
In person: 1 3 Street NE; Redcliff, AB
By Email: cps@redcliff.ca
By Fax: 403-548-6623

RCMP APPROVAL

Sgt. S. MAXWELL
NCO i/c Redcliff Det.

[Signature]
Name of Approving Officer (Please print)

2018-11-16
Date

[Signature]
Signature of Approving Officer

COMMUNITY & PROTECTIVE SERVICES APPROVAL

Carla Spampinato
Name of Authorizer Representative (Please print)

August 9, 2018
Date

[Signature]
Signature of Authorizer Representative

* Picnic tables are not available for rent from the Town of Redcliff

Notes:

Beer gardens shall close at 2:00. Music to stop at 1:30.

BYLAW APPROVAL

Barry STEIER
Name of Approving Officer (Please print)

2018-11-19
Date

[Signature]
Signature of Approving Officer

PUBLIC WORKS APPROVAL

Corey Popick
Name of Authorizer Representative (Please print)

11/20/2018
Date

[Signature]
Signature of Authorizer Representative

ADDITIONAL APPROVAL REQUIRED FROM: _____

Name of Authorizer Representative (Please print)

Date

Signature of Authorizer Representative

Notes:

responsible to pay in full road repair
bill from Public Services

Broodway

Pub


Toilets

Legion

Bar

Stage

Stage

 - move fence back to avoid blocking business.

- - - - - Fence

x

Security

Seating under
Tents

Alley

Pizza Shop

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 10, 2018

PROPOSED BY: Public Services

TOPIC: Amend the 2019 Interim Budget

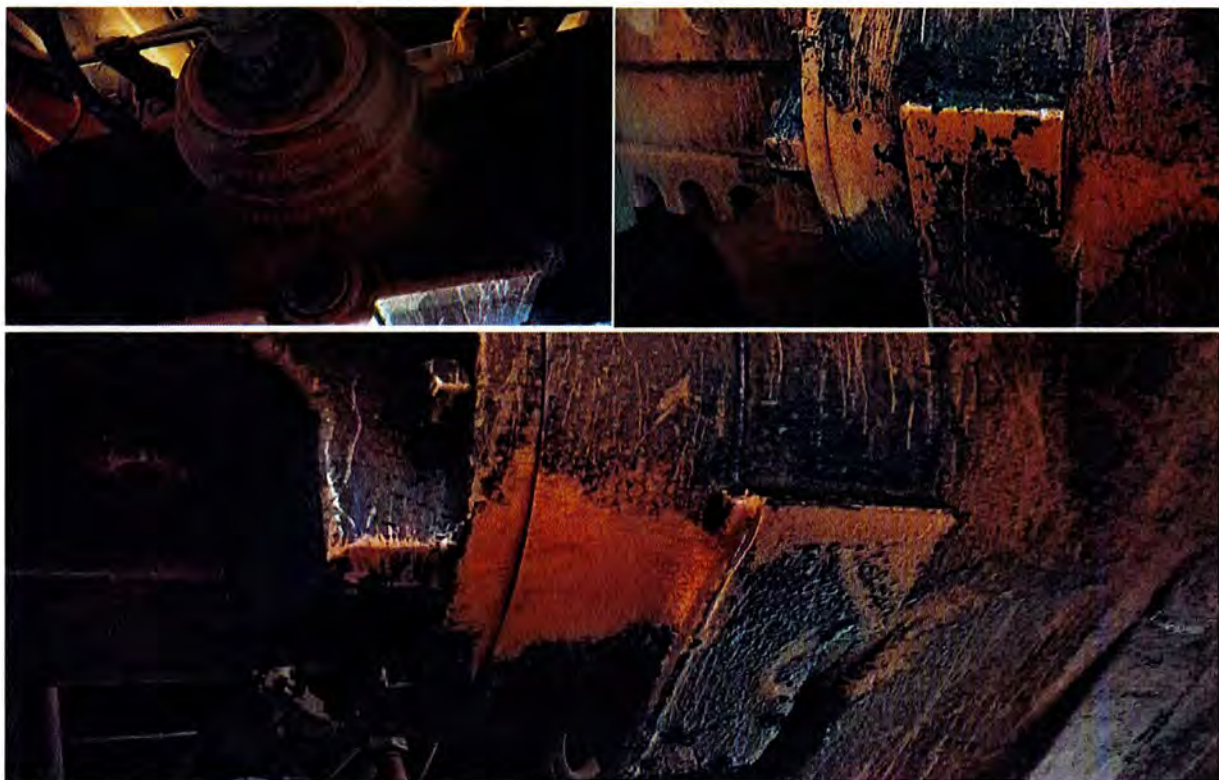
PROPOSAL: Repair or Replace the Case 580 Backhoe

BACKGROUND:

During the 2019 capital budget deliberations, the Case 580 was identified as a piece of equipment that was in need of replacement due to its age, hours of operation, and types and cost of repairs required. The replacement of this equipment was deferred for replacement and a \$20,250 operating budget item was included in the 2019 budget to repair the hydraulic valve cylinder, and the engine/transmission leak.

In the last week the backhoe's rear end failed. The axle, rod, seals, and bearings all need to be placed at a cost estimated at \$14,000. This is in addition to the previously budgeted repairs. The backhoe is out of service until the rear end repairs are completed.

This repair will result in significant backhoe down time, and a rental unit may need to be sourced to ensure operations are maintained throughout the Town and at the cemetery.



POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan.

ATTACHMENTS:

Parts Quote

OPTIONS:

1. Replace unit #110, Case 580 backhoe with a new backhoe for a budget price of \$225,000. This is to be funded from the Purchasing Reserve. In addition, major repairs on Unit 110 would not occur. Unit #110 would be designated as surplus and sold.
2. Amend unit #110, Case 580 backhoe's 2019 operating budget to include the rear end repair requirements of \$14,000 for a 2019 operating budget of \$34,250

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration replace unit #110, Case 580 backhoe, with a new backhoe for a budget price of \$225,000 to be funded from the Purchasing Reserve. Further that, major repairs on Unit 110 would not occur and Unit #110 is to be sold.
2. Councillor _____ moved that the 2019 Operating Budget for unit #110, Case 580 backhoe's 2019 be amended to include the rear end repair requirements of \$14,000 for a total of \$34,250.

SUBMITTED BY:



Department Head



Acting Municipal Manager



ROCKY MOUNTAIN EQUIPMENT

Rocky Mountain Equipment Canada Ltd. o/a Rocky Mountain Equipment

PO Box 4300
Hwy 3 & 864 Secondary
Taber, AB T1G 2E5
Tel: (403) 223-2333
Fax: (403) 223-1515
Toll Free: 1-855-763-1427

QUOTE

Ship to:

SAME AS BELOW

Invoice to:

TOWN OF REDCLIFF
c/o RURAL MUNICIPALITIES OF ALBERTA
2510 SPARROW DRIVE
NISKU AB T9E 8N5

Branch		
10 - TABER		
Date	Time	Page
12/06/2018	15:13:12 (O)	1
Account No.	Phone No.	Reference No.
TOWN0009	4035489251	001651
Ship Via	Purchase Order	
	TRAVIS	
	G.S.T. No.	
	825 724 032 RT0001	
Credit Card No.	Salesperson	
	071	

ESTIMATE EXPIRY DATE: 01/05/2019

Parts Description

Part#	Description	Qty	Price	Amount
384956A1R	REMAN-AXLE	1	11278.14	11278.14
384956A1C	CORE-AXLE		1430.00	1430.00

Fold ---

Subtotal: 12708.14

Tax: 635.41

TOTAL: 13343.55

Authorization: _____

ALL CLAIMS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.
NO RETURNS ON ELECTRICAL OR SPECIAL ORDER PARTS.
NO RETURNS AFTER 30 DAYS.
25% RE-STOCK CHARGE ON ALL RETURNED PARTS.
\$25.00 CHARGE ON ALL NSF CHEQUES.

DISCLAIMER OF WARRANTY
Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 10, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Policy 53, Land Sales Policy

PROPOSAL: To consider approval of Policy 53, Land Sales Policy

BACKGROUND:

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

After reviewing this policy minor wording changes are being proposed. As well the Eastside Land Sales Map is updated and showing sales to date.

POLICY/LEGISLATION:

Policy No. 115, Policy and Bylaw Development and Review Policy.

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy 53, Land Sales Policy

OPTIONS:

1. Approve Policy 53, Land Sales Policy.
2. Suggest changes to Policy 53, Land Sales Policy and have Administration draft an amended Policy 53, Land Sales Policy for review at a future Council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 53, Land Sales Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 53, Land Sales Policy for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council: ~~April 22, 2013~~
~~Updated June 26, 2017 Resolution 2017-0274~~

LAND SALES POLICY

BACKGROUND

General

The Town of Redcliff, being the owner of various land parcels ~~and additionally being an active and predominant developer of lands within its corporate boundaries~~ will endeavor to market and sell these parcels. ~~This is assuming such a sale it~~ is beneficial to the ongoing growth and development of the Municipal Corporation of the Town of Redcliff, and it being in the best interests of the Municipal Corporation.

Lands Offered

The Town has ownership of lands, which may or may not include buildings, other than those outlined specifically in this policy. It is the consensus of Council that based on existing infrastructure development and the Redcliff Municipal Development Plan, lands other than those listed herein should not be marketed or offered for sale until further evaluation of the best use of the land, opportunities and servicing requirements are concluded.

Purpose

This policy is primarily for the purpose of:

- Defining parcels that may be offered for sale by the Administration.
- Establishing prices or a formula for the calculation of prices on various available parcels.
- Authorizing Administration to prepare related procedural documents.

Restrictions

Administration shall not offer any parcel at a price less than those prices stated herein, or agree to the re-negotiation of any Term Purchase Agreement, the only exclusions being discounting as provided for within this policy, or a minor modification to deal with a correction to an existing agreement.

POLICY

1. CLASSIFICATION

Any municipal owned property outlined in Section 3 of this ~~document~~policy, "Lands Offered and Pricing", and as identified in an attached schedule, "may" be offered for sale at the established prices by either the Manager of Legislative and Land Services, the Municipal Manager, or individual acting on their behalf for the Town of Redcliff.

It is to be clearly defined in any discussions for the sale of land, and made clear in any offer to purchase, that all lands are priced and offered with the servicing and level of development as it exists at the time of purchase. Any additional servicing or level of development will be the responsibility of the purchaser, unless such servicing or development is specifically provided for in this policy, or in writing on either the Offer to Purchase or a supplemental document to the Offer to Purchase. Any such document must be clearly authorized and endorsed by either the Municipal Secretary Manager of Legislative & Land Services or the Municipal Manager, ~~or individual acting in their~~

~~capacity, for the Town of Redcliff.~~

Any requests/offers for lands not specifically outlined in this policy shall be directed to Council for evaluation of whether it is in the best interests of the municipal corporation to offer them for sale. If Council determines it is in the best interest of the municipality to offer properties for sale that are not identified in this policy, they will follow the guidelines identified in the Municipal Government Act. Also, Council will determine at that time the appropriate method for said sale (i.e. real estate listing, lottery, sealed bid, etc.).

Furthermore, should administration ~~or Council~~ consider that it would be in the best interest of the municipality to list lands contained within this policy on a residential or commercial real estate listing serving (i.e. MLS) that it shall be brought forward to Council for evaluation and consideration.

2. ADMINISTRATIVE AUTHORITY

Administration is hereby authorized to prepare procedural documents to ~~resolve~~ ~~standardize~~ all ~~required~~ documentation, ~~required~~ to ensure transactions are properly completed, legal requirements for offer, acceptance, and consideration are met, and the interests and integrity of the municipal corporation of the Town of Redcliff are protected.

3. LANDS OFFERED AND PRICING

Infill Lot - Lot 8, Block 106, Plan 1117V (116 2nd Street NE) (Resolution. 2017-0274)
\$29,530.00

Eastside Phase 1 - Lands and Pricing as outlined below and on Schedule 1

Lot 2, Block 9, Plan 0913590 (Commercial Site)
Lot 3, Block 9, Plan 0913590 (High Density Residential)
Lot 40, Block 10, Plan 1011863 (High Density Residential)
Lots 4-10, Block 9, Plan 0913590 (High Density Residential)
Lot 3-9, Block 10, Plan 0913590 (Low Density Residential)
Lots 10-39, Block 10, Plan 0913590 (Single Family Residential)
Lots 1-15, Block 12, Plan 0913590 (Single Family Residential)
Lots 1-24, Block 13, Plan 0913590 (Single Family Residential)

- No discounts for easements or right of ways to apply, as they have been taken into consideration at the time of pricing

Specific Terms and Conditions

Lot 2, Block 9, Plan 0913590 (Commercial Site)

- This lot is designed for commercial development.
- Fully serviced.
- Building timelines shall be established as 2 years to start construction and 2 years to complete (obtain occupancy). Total 4 years to complete.
- See Attached Schedule 3 for Architectural Controls

Lot 3, Block 9, Plan 0913590 (High Density Residential)

- This lot is designed for high density residential development.

- Fully serviced.
- Building timelines shall be established as 2 years to start construction and 2 years to complete (obtain occupancy). Total 4 years to complete.
- See Attached Schedule 4 for Architectural Controls

Lot 40, Block 10, Plan 1011863 (High Density Residential)

- This lot is designed for high density residential development.
- Fully serviced.
- See Attached Schedule 4 for Architectural Controls
- Building timelines shall be established as 2 years to start construction and 2 years to complete (obtain occupancy). Total 4 years to complete.
- See Attached Schedule 4 for Architectural Controls

Lots 4-10, Block 9, Plan 0913590 (High Density Residential)

- These lots are designed for high density residential development.
- Fully serviced.
- There is a restrictive covenant registered to title which restricts these properties from being subdivided.
- Other specific development criteria have been established by Restrictive Covenant registered to title.

Lot 3-9, Block 10, Plan 0913590 (Low Density Residential)

- These lots are designed for low density residential development.
- Fully serviced.
- Specific development criteria have been established by Restrictive Covenant registered to title.

Lots 10-39, Block 10, Plan 0913590 (Single Family Residential)

- These lots are designed for single family residential development.
- Fully serviced.
- Specific development criteria have been established by Restrictive Covenant registered to title.

Lots 1-15, Block 12, Plan 0913590 (Single Family Residential)

- These lots are designed for single family residential development.
- Fully serviced.
- Specific development criteria has been established by Restrictive Covenant registered to title.

Lots 1-24, Block 13, Plan 0913590 (Single Family Residential)

- These lots are designed for single family residential development.
- Fully serviced.
- Specific development criteria have been established by Restrictive Covenant registered to title.

Pricing Form (See Schedule 2)

For purposes of calculating the price for lots as directed by Council, which in the past has typically been for infill lots.

4. SPECIAL PRICING CONSIDERATIONS

Volume Discounts

A discount in the amount of 5% off the established price may be offered to any individual purchaser who purchases two or more parcels and is prepared to finalize the sale forthwith.

Easement and Right of Way Discounts

Unless noted that this discount does not apply in the section “Lands Offered and Pricing”, when an easement or Right of Ways is registered to a property offered for sale, the portion of the parcel encompassed by the easement or right of way may be discounted 50% of the established price.

Local Improvement Taxes

In regard to existing local improvement taxes on the tax roll at the time a parcel is offered for sale, the price offered shall include an amount equal to the “principle value” of the tax for the years prior to sale (to be calculated by the Director of Finance and Administration). The local improvement tax which is existing on the roll shall stay in effect and remain with the parcel and assumed by the purchaser for the remaining years.

In the event the purchaser wishes to have the local improvement tax removed, the purchaser may then, upon acquiring the property, make application under current legislation, for any prepayment of local improvement tax.

In some cases a local improvement tax may not yet be on the tax roll, in these instances the purchaser shall be provided an estimate of the impending local improvement tax.

5. PROVISION OF LOTS TO BUILDERS AND DEVELOPERS FOR CONSTRUCTION OF SPECULATION HOMES

In order to encourage the construction of speculation homes in Redcliff, Administration is authorized to enter into an agreement for sale that defers the payment for a maximum of one year for the purchase of land at the established prices, with contractors who hold a valid “General Contractors” business license with the Town of Redcliff [and a Builder License with the Province of Alberta](#). This Agreement will:

- Provide for a minimum of 10% of the value of the property to be paid to the Town which will be applied to the price of the property. The full amount of GST must be paid at the same time as the deposit is paid unless the purchaser enters into an “Undertaking to Report and Indemnity Agreement”.
- Authorize the builder/developer to “apply” for the necessary construction permits and:

1. **Make it a requirement that development permits are to be applied for within 30 days** of the signing date of the Agreement.

2. **Make it a requirement that building permits are to be applied for within 60 days** of the signing date of the Agreement.

Note: The purchase agreement stands as authorization that the Town, as owner of the property, has no objection to allowing the permit to be considered for approval. However, this authorization to allow the builder/developer to make a development / building “application” does in no way whatsoever restrict or limit the Town to consider an appeal of any proposed development to the S&DAB. An appeal by the Town would normally be in the event the Town, after an evaluation of any approved application, considered the proposed development inappropriate.

- Authorize the builder/developer to have access to the property for the purpose of construction of an approved residential development upon meeting all conditions applicable.
- Ensure that in the event the terms and obligations outlined in the Agreement are not met, the builder/developer forfeits all rights to the property, including any development thereon, and will further ensure the lot shall be immediately be made available to any other buyers. Additionally, the Agreement is to bind the builder/developer from placing any encumbrance whatsoever against the property.
- Allow for the builder/developer **a maximum of one year from the date of the Agreement.** or at a sooner date in the event of the initiation of the sale of the property to finalize the sale and pay any amount remaining outstanding.
- Ensure the builder/developer shall not permit any occupancy of the home prior to final payment.
- Ensure that transfer of title for the property will not be endorsed until the property has been paid in full and all conditions/obligations are met.

Administration is authorized to enter into a maximum of three (3) Deferred Option Agreements at any one time with the same builder/developer.

In the event that a builder/developer is in contravention of a deferred option agreement, said builder/developer shall not be permitted to purchase any additional land via deferred option agreement, until such time as the issue has been resolved to the Town’s satisfaction.

6. OTHER

Letters to undertake entering into Servicing Agreement

As a requirement to conclude a subdivision, from time to time it is required for the Town to provide the City of Medicine Hat Gas and Electric departments with a letter of undertaking to enter into a servicing agreement with them. These letters serve as the Towns commitment for the responsibility for costs or the allocation of costs associated with the servicing of Gas and Electric to the particular subdivided area where it has been agreed that the Town has responsibility for such cost. Council hereby endorses administration to provide such letters of undertaking, when required for this purpose.

Administrative fee for land sale refunds

The administrative fee for processing a land sale refund approved by Council is \$350.00 (includes legal fees). This refund applies to land sale deposits as well as the full purchase price.

Maximum Lot Sales to One Developer

Lot sales to one developer at any one time shall be limited to a maximum of five (5), including any deferred option agreements. Upon development and occupancy granted, the developer will become eligible to purchase additional lots.

Eastside Subdivision Residential and Commercial Lots For Sale



Block 9, Plan 091 3590

Lot 2	\$801,820.00
Lot 3	\$648,380.00
Lot 4	\$110,630.00
Lot 5	\$108,730.00
Lot 6	\$108,020.00
Lot 7	\$107,310.00
Lot 8	\$106,600.00
Lot 9	\$105,890.00
Lot 10	\$106,870.00

Block 10, Plan 091 3590

Lot 3	\$91,480.00
Lot 4 SOLD	\$92,240.00
Lot 5	\$92,240.00
Lot 6	\$92,240.00
Lot 7	\$92,240.00
Lot 8	\$92,240.00
Lot 9	\$109,700.00
Lot 10	\$84,280.00
Lot 11	\$79,120.00
Lot 12	\$79,120.00
Lot 13 SOLD	\$82,430.00
Lot 14	\$86,730.00

Lot 15	\$86,770.00
Lot 16	\$98,640.00
Lot 17	\$96,310.00
Lot 18 SOLD	\$84,200.00
Lot 19 SOLD	\$86,910.00
Lot 20 SOLD	\$89,240.00
Lot 21 SOLD	\$84,690.00
Lot 22 SOLD	\$124,530.00
Lot 23 SOLD	\$99,540.00
Lot 24	\$107,260.00
Lot 25	\$116,850.00
Lot 26 SOLD	\$84,310.00
Lot 27	\$98,710.00

Lot 28	\$95,810.00
Lot 29	\$95,810.00
Lot 30 SOLD	\$95,810.00
Lot 31 SOLD	\$93,070.00
Lot 32 SOLD	\$89,450.00
Lot 33	\$115,550.00
Lot 34 SOLD	\$129,230.00
Lot 35 SOLD	\$110,360.00
Lot 36 SOLD	\$116,260.00
Lot 37	\$89,750.00
Lot 38	\$90,510.00
Lot 39 SOLD	\$91,220.00

Block 10, Plan 101 1863

Lot 40	\$810,910.00
--------	--------------

Block 12, Plan 091 3590

Lot 1 SOLD	\$76,830.00
Lot 2 SOLD	\$75,960.00
Lot 3 SOLD	\$75,960.00
Lot 4 SOLD	\$75,960.00
Lot 5	\$75,960.00
Lot 6 SOLD	\$75,960.00
Lot 7	\$75,930.00
Lot 8	\$74,880.00
Lot 9 SOLD	\$74,880.00
Lot 10 SOLD	\$74,880.00
Lot 11 SOLD	\$75,960.00
Lot 12 SOLD	\$75,960.00
Lot 13 SOLD	\$75,960.00
Lot 14 SOLD	\$75,960.00
Lot 15 SOLD	\$77,470.00

Block 13, Plan 091 3590

Lot 1 SOLD	\$81,270.00
Lot 2 SOLD	\$83,990.00
Lot 3 SOLD	\$84,100.00
Lot 4 SOLD	\$84,100.00
Lot 5 SOLD	\$77,220.00
Lot 6 SOLD	\$86,500.00
Lot 7 SOLD	\$86,350.00
Lot 8 SOLD	\$85,320.00
Lot 9	\$83,600.00
Lot 10	\$75,940.00
Lot 11 SOLD	\$74,790.00
Lot 12 SOLD	\$78,460.00
Lot 13 SOLD	\$80,090.00
Lot 14 SOLD	\$73,630.00
Lot 15 SOLD	\$93,050.00
Lot 16 SOLD	\$110,940.00
Lot 17	\$149,120.00
Lot 18 SOLD	\$165,700.00
Lot 19 SOLD	\$128,000.00
Lot 20 SOLD	\$101,230.00
Lot 21 SOLD	\$100,880.00
Lot 22 SOLD	\$148,360.00
Lot 23 SOLD	\$86,110.00
Lot 24	\$92,270.00

Schedule 2"Pricing Form"

1.	Basic land price	\$459.00	\$459.00
2.	Services		
	a) Water mains	74.00	_____
	b) Sanitary Sewer mains	74.00	_____
	c) Natural gas	7.00	_____
	d) Electricity	35.00	_____
	e) Pavement (fronting)	245.00	_____
	f) Storm sewer	88.00	_____
	g) Street lighting	18.00	_____
Total cost per effective front foot		1000.00	\$ _____

Summary

1. Number of effective frontage feet _____ x Cost per foot _____ = \$

2. Previous frontage assessments (Principle portion only)

Frontage type (IE. Water or sewer)	Number of Prev. years	Rate Per Effective Foot (Principal only)		
A) _____	_____	\$ _____	=	\$ _____
B) _____	_____	\$ _____	=	\$ _____
C) _____	_____	\$ _____	=	\$ _____

SUB-TOTAL \$ _____

3. Goods and Services Tax \$ _____

TOTAL \$ _____

Service Line Extensions \$ _____

GRAND TOTAL \$ _____

Schedule 3
Eastside Phase 1 – Lot 3, Block 9, Plan 0913590 & Lot 40, Block 10, Plan 1011863
Architectural Control Guidelines

USE

1. (a) The lands shall be used for the construction of medium density residential developments only.

(b) Notwithstanding paragraph 1(a), nothing contained therein shall limit or prohibit an owner from applying for and obtaining from the appropriate municipal planning authority a home occupation permit pursuant to the appropriate municipal bylaw.

DEVELOPMENT CONTROL

2. Each dwelling to be constructed on the said lands shall not cover more than 50% of the lot size, including the size and dimensions of any garage, patio, covered deck, porch or like part of a building.
3. Any outbuildings shall not exceed 200 square feet (19 square metres). Outbuildings shall include: sheds, gazebos, or ancillary buildings to the dwellings. All outbuildings shall be constructed with exterior finishing or material similar to the dwellings.

DESIGN AND ARCHITECTURAL CONTROL

4. No dwellings or outbuildings shall be erected on the lands unless the plans and specifications relating thereto are submitted to the Development Officer for approval and the Development Officer has communicated the approval in writing. The plans and specifications relating to all buildings to be erected upon the lands which require approval of the Development Officer shall include:
 - a) Final building and landscape grade;
 - b) Setback of the residence from all property lines;
 - c) The architectural style for the construction of the dwelling;
 - d) The form, size, exterior material surfaces, color, location of windows, number of stories, roof structure and profile of the dwelling and any outbuildings; and
 - e) Driveways and parking areas with respect to location and surface materials.

BUILDING MASS AND SITE DESIGN

5. (a) Siting of building(s) and architectural characteristics shall ensure an appropriate fit with adjacent development(s) and ensure integration with the streetscape.

(b) Each dwelling in a multi-family development that has no associated

private ground level courtyard requires a balcony or terrace.

(c) Consideration should be given to the location, orientation, window placement, building height, and location of on-site open spaces to preserve privacy of adjacent development.

(d) Buildings shall include articulation along the facades that face streets, and box-like buildings shall be discouraged.

(e) Main building and individual unit entrances should be designed towards pedestrian walkways that connect pedestrians to the street and emphasized by special architectural elements (e.g. verandas).

(f) Building front facades shall feature a variety of forms, colors, materials, architectural details and styles.

(g) Front and side facades of a corner building shall address both streets with continuous and consistent architectural design.

MATERIALS AND COLOR

6. (a) A minimum of 15% of the front elevation must be stone or brick.

(b) Similar materials shall be used on all sides of each building to achieve a consistent character.

(c) Buildings greater than 2 storey's shall be a combination of stucco, stone or brick.

ROOFS

7. (a) All roof slopes must be 5:12 or greater. Steeper pitches than the minimum stated are encouraged where appropriate to the architectural style to ensure roof form variety within the streetscape.

(b) Gables must include some architectural detail (i.e. projections, vents, patterning) Building rooflines shall be articulated.

GARAGES

8. (a) Attached garage (if present) should not dominate the massing of the street-facing façade and shall be complimentary in terms of character and quality to the principal dwelling.

(b) No direct access to public road.

PARKING LOT

9. (a) Surface parking lots should be located at the rear of the buildings and screened from public sidewalks and streets by architectural site elements and enhanced landscaping.

- (b) Where parking provided within or from a side or rear building setback, is exposed to adjoining properties, suitable landscaping is to be provided along such boundary to soften the visual impact of the parking.

LANDSCAPING

- 10.
 - (a) All lots at a minimum must have entire front yards landscaped and soft landscaping is encouraged. Soft landscaping shall consist of vegetation such as trees, hedges, shrubs, grass and ground cover. All areas of soft landscaping shall be provided with an adequate means of irrigation.
 - (b) Sites containing more than 15 dwelling units shall incorporate private outdoor amenity open space which is for the common use of all residents.
 - (c) Xeriscape designs are encouraged.
 - (d) Side yards shall be fenced in accordance with the Town of Redcliff Land Use Bylaw.

BUILDING CONSTRUCTION REQUIREMENTS

- 11. Construction of the dwellings, once approved by the Developer, shall be commenced within (24) months from the date of the sale/purchase of the lot ("Completion Date").
- 12. Completion of the dwellings shall proceed diligently and, in any event, shall be completed within forty-eight (48) months from the Completion Date.
- 13. Commencement of construction shall mean all the basement walls and the entire sub-floor will be completed and in place, as per the plans submitted and approved by the Developer, and all outside basement excavation backfilled.
- 14. Completion of the construction shall mean when the dwellings are ready for occupancy as determined by the building inspector for the Town of Redcliff.
- 15. All driveways must be made out concrete, paving stone, asphalt, or other approved hard surface, and construction must be completed twelve (12) months from the date of the completion of the construction.
- 16. Landscaping shall be completed within one year after occupancy.
- 17. Any and all foundations must be certified by a qualified independent engineer.
- 18. All construction shall be in accordance with the levels or grades as established pursuant to the building grade plan prepared by the Planning and Engineering Department of the Town of Redcliff. The Purchaser, on completion of the dwellings, may be required to provide a Real Property Report, grade slip or other documentation satisfactory to the Planning and Engineering Department of the Town of Redcliff evidencing that rough grade of the lot satisfies the requirements of the established building grade plan.
- 19. Due to the known existence of fill materials, the Town may require in certain circumstances a bearing certificate from a qualified geotechnical consultant certifying the

bearing capacity of certain lots in the subdivision as identified on the Building Grade Plan prepared by the Planning and Engineering Department of the Town of Redcliff. The cost of obtaining such certificate shall be the sole responsibility of the Purchaser.

20. All level or grades of the side yards or rear yards as the case may be of the lots as established in the plan aforesaid shall not be altered in any manner whatsoever.
21. All construction shall be in accordance with the surface contours and surface drainage system as established between the residences constructed on the lots as approved by the engineer of the Town of Redcliff at the time of construction of such residence.
22. All surface contours and surface drainage systems established shall not be altered in any manner whatsoever. Without restricting the generality of the foregoing, the owner or owners from time to time of each of the lots shall not:
 - a) suffer or permit dirt, fill, loam, gravel, paper or other debris, weeds, snow, ice or slush, (collectively referred to as "material") to fill or accumulate or remain on or upon the lands and which material would:
 - i) alter the level or grades of the lot or lots as established by the grade plan;
 - ii) restrict, impair, impede, alter or otherwise interfere with the drainage across the lots, including, without limiting the generality of the foregoing, drainage through or around any drainage control fence, grass swale, concrete or asphalt drainage or other drainage control structure which may be erected on the lots.
 - b) Alter, remove, damage or otherwise interfere with any drainage control fence, grass swale, concrete or asphalt drainage gutter or other drainage control structure which may be erected on the lots.

Schedule 4
Eastside Phase 1 – Lot 2, Block 9, Plan 0913590
Architectural Control Guidelines

USE

1. (a) The lands shall be used for the construction of a variety of commercial development only.
- (b) Notwithstanding paragraph 1(a), nothing contained therein shall limit or prohibit an owner from applying for and obtaining from the appropriate municipal planning authority a business development permit pursuant to the appropriate municipal bylaw.

DEVELOPMENT CONTROL

2. Subject to paragraph 1(b), no combination of retail commercial buildings shall be erected which have an area of less than 232m².

DESIGN AND ARCHITECTURAL CONTROL

3. No commercial building or outbuilding shall be erected on the lands unless the plans and specifications relating thereto are submitted to the Development Officer for approval and the Development Officer has communicated the approval in writing. The plans and specifications relating to all buildings to be erected upon the lands which require approval of the Developer shall include the following:
 - (a) Final building and landscape grade;
 - (b) Setback of the residence from all property lines;
 - (c) The architectural style for the construction of the building(s);
 - (d) The form, size, exterior material surfaces, color, location of windows, number of storey's, roof structure and profile of the building(s) and any outbuildings; and
 - (e) Driveways and parking areas with respect to location and surface material.

BUILDING MASSING AND DESIGN

4. (a) Consider the overall design, scale, character and appearance of buildings so they are compatible with the scale and complimentary to the surrounding buildings.
- (b) Design features that minimize perception of building massing should be incorporated such as architectural details, colour, texture, modulated facades, and variations of detail should be used to provide visual interest to the street.
- (c) Building entries shall be expressed through special architectural features, such as projecting canopies or vertical elements.

- (d) All buildings shall be sited so they are orientated to a public street.

FAÇADE TREATMENTS

- 5.
 - (a) Buildings shall include articulation along the facades that face streets, and box-like buildings shall be discouraged.
 - (b) Building primary storefront elevation of the ground floor shall have 60% transparent glazing.
 - (c) Street-Front and pedestrian walk facades shall include display windows and entrances so that shops present an animated front to the street.
 - (d) If there are floors above ground floor, the façade of a building shall have architectural style, detailed and trim features that are consistent with those for the primary façade.

MATERIALS AND COLOR

- 6.
 - (a) High quality, low maintenance materials are encouraged to be used on the front elevation.
 - (b) A minimum of 15% of the front elevation must be stone or brick.

ROOFS

- 7.
 - (a) Roof-mounted mechanical equipment shall be screened from view.
 - (b) Flat roofs shall have a parapet wall.

SIGNAGE

- 8.
 - (a) All signage shall be architecturally integrated with their surroundings in terms of size, shape, color, texture and lighting so that they do not visually compete with the architecture of the building and design of the site.
 - (b) Freestanding permanent signs must be designed to visually integrate with the commercial building in materials and forms and along the adjacent roadways.

LANDSCAPING

- 9.
 - (a) The site design for a retail commercial development located at street corners shall provide special landscape treatment to anchor the corner.
 - (b) A 2.5m of strip adjacent to any public street will be soft landscaped. Soft landscaping shall consist of vegetation such as trees, hedges, shrubs, grass and ground cover. All areas of soft landscaping shall be provided with an adequate means of irrigation.

- (c) Xeriscape designs are encouraged.

GARBAGE STORAGE

10. (a) All outside garbage containers and garbage areas must be visually screened from all adjacent sites and public streets.

PARKING

11. (a) Parking lots shall be paved.
- (b) Consider pedestrian movement and safety through the siting of buildings and the configuration of parking lots.

LIGHTING

12. (a) All site and building lighting must be directed down, to reduce negative affects on adjacent residential dwellings.

FENCING

- 13, (a) Rear property line must have an opaque fence or landscaping to screen rear of building from adjacent parcels.

BUILDING CONSTRUCTION REQUIREMENTS

12. Construction of the building(s), once approved by the Developer, shall be commenced within twenty-four (24) months from the date of the purchase of the lot ("Completion Date").
13. Completion of the building(s) shall proceed diligently and, in any event, shall be completed within forty-eight (48) months from the Completion Date.
14. Completion of the construction shall mean when the building(s) is ready for occupancy as determined by the building(s) inspector for the Town of Redcliff.
15. All driveways must be made out of concrete, paving stone, asphalt, or other hard surface, and construction must be completed within twelve (12) months from the date of the completion of the construction.
16. Any and all foundations must be certified by a qualified independent engineer.
17. Landscaping shall be completed within one year of occupancy.
18. All construction shall be in accordance with the levels or grades as pursuant to the building(s) grade plan prepared by the Planning Engineering Department of the Town of Redcliff. The Purchaser, on completion of the building(s), may be required to provide a Real Property Report, grade slip or other documentation satisfactory to the Planning and Engineering Department of the Town of Redcliff evidencing that rough grade of the lot satisfies the requirements of the established building grade plan.

19. Due to the known existence of fill materials, the Town may require in certain circumstances a bearing certificate from a qualified geotechnical consultant certifying the bearing capacity of certain lots in the subdivision as identified on the Building Grade Plan prepared by the Planning and Engineering Department of the Town of Redcliff. The cost of obtaining such certificate shall be the sole responsibility of the Purchaser.
20. All level or grades of the side yards or rear yards as the case may be of the lots as established in the plan aforesaid shall not be altered in any manner whatsoever.
21. All construction shall be in accordance with the surface contours and surface drainage system as established between the residences constructed on the lots as approved by the engineer of the Town of Redcliff at the time of construction of such residence.
22. All surface contours and surface drainage systems established shall not be altered in any manner whatsoever. Without restricting the generality of the foregoing, the owner or owners from time to time of each of the lots shall not:
 - (a) suffer or permit dirt, fill, loam, gravel, paper or other debris, weeds, snow, ice or slush, (collectively referred to as "material") to fill or accumulate or remain on or upon the lands and which material would:
 - i) alter the level or grades of the lot or lots as established by the grade plan;
 - ii) restrict, impair, impede, alter or otherwise interfere with the drainage across the lots, including, without limiting the generality of the foregoing, drainage through or around any drainage control fence, grass swale, concrete or asphalt drainage or other drainage control structure which may be erected on the lots.
 - (b) Alter, remove, damage or otherwise interfere with any drainage control fence, grass swale, concrete or asphalt drainage gutter or other drainage control structure which may be erected on the lots.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 10th 2018

PROPOSED BY: Community and Protective Services Department

TOPIC: Review Policy 122, Volunteer Firefighters Residency Policy

PROPOSAL: To review and approve Policy 122, Volunteer Firefighters Residency Policy as presented.

BACKGROUND:

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

The policy speaks to residing or being employed in a permanent position within the corporate limits of the Town of Redcliff.

After reviewing this policy a change is being suggested;

We have further defined that 85% of volunteer firefighters must reside or be employed in a permanent position within the corporate limits of the Town of Redcliff. This allows up to 15% to be made up of volunteer members outside of our corporate limits provided the members are within a specified distance of our corporate limits.

POLICY/LEGISLATION:

Policy No. 115, Policy and Bylaw Development and Review Policy.

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy 122, Volunteer Firefighters Residency Policy

OPTIONS:

1. Approve Policy 122, Volunteer Firefighters Residency Policy as presented.
2. Suggest changes to Policy 122, Volunteer Firefighters Residency Policy and have Administration draft an amended Policy 122, Volunteer Firefighters Residency Policy for review at a future Council meeting.
3. Leave the Policy unchanged

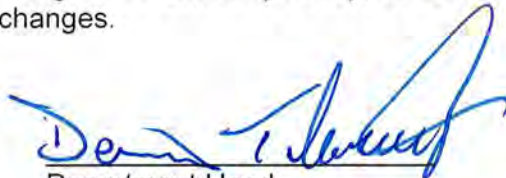
RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 122, Volunteer Firefighters Residency Policy, be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 122, Volunteer Firefighters Residency Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Acting Municipal Manager

Approved by Council – November 25, 2013

VOLUNTEER FIREFIGHTERS RESIDENCY POLICY

BACKGROUND

~~The 1996 job description for our volunteer fire fighters contained a requirement for all members of the Town of Redcliff Volunteer Fire Department to reside within the corporate limits of the Town of Redcliff. It was determined that this requirement stemmed from an earlier policy decision by Council.~~

The Town of Redcliff Fire Department operates as a department of the Town of Redcliff, this department consists of part time personnel and volunteers, in order to provide adequate Fire suppression services a policy was created to accommodate flexible staff membership.

On Nov 12, 2013 Council moved to establish this policy.

POLICY

~~Members of the Town of Redcliff Volunteer Fire Department must reside or be employed in a permanent position within the corporate limits of the Town of Redcliff.~~

The Town of Redcliff Volunteer Fire Department must maintain a minimum of 85% membership that reside or are employed in a permanent position within the corporate limits of the Town of Redcliff. The remaining 15% of membership may be from outside the corporate limits of the Town of Redcliff providing they reside or are employed no further than 15 kms outside of the Town of Redcliff's corporate limits.

November 20, 2018

Mr. Dwight Kilpatrick, Mayor
Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

RECEIVED
DEC 04 2018
TOWN OF REDCLIFF

One province, one healthcare system: A decade of healthcare transformation in Alberta

Dear Mayor Kilpatrick:

As a leader within your community and someone who cares about the health and well-being of Albertans, I hope this letter will interest you.

It has been a decade since Alberta Health Services (AHS) became a single, integrated, provincewide healthcare system. With our 10-year anniversary approaching, I am proud to share the successes we have achieved—together.

Many people beyond Alberta are interested in how we got to where we are today, including the Canadian College of Health Leaders. They recently approached AHS to submit an article to the Healthcare Management Forum journal highlighting some of the great things our people have done—and continue to do—to ensure Albertans have access to the best healthcare possible.

After an in-depth peer review of our submission, I am happy to announce that the article—*One province, one healthcare system: A decade of healthcare transformation in Alberta*—was accepted and is now being shared nationally. It shows how AHS is strengthening partnerships, standardizing best practices, driving innovation and making Alberta a national and international leader in numerous areas of healthcare delivery.

It also shows how we are capitalizing on our provincewide integration to build workplace culture, enhance patient safety and improve efficiency.

I am thrilled that the Canadian College of Health Leaders wants to share our story with their readers and I hope you will find this article of interest, as well. This is our story, and it would not have been possible without our people and our partners in communities across the province—partners like you.

On behalf of Alberta Health Services, thank you for your continued interest and contributions to the work we do and the care we deliver.

Together, we do amazing things every day.

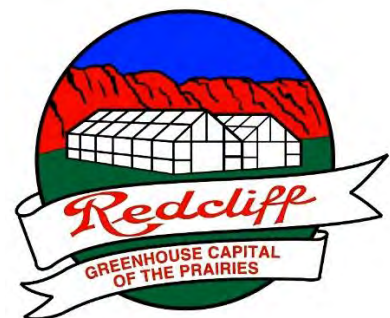
Sincerely,



Verna Yiu, MD, FRCPC
President and Chief Executive Officer

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

December 10, 2018



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ACTING MUNICIPAL MANAGER / LEGISLATIVE & LAND SERVICES DEPARTMENT

- Relief duties for the Municipal Manager to November 30, 2018.
- Ongoing inquires re: general land sales. Four sales to date.
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Reviewing Records Retention Bylaw / Drafting master document / filing list.
- Reviewing Policies/Procedures.
- Website update project is in process.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Completed ice maintenance operations
- Continued ice operations for user groups
- Completed blade changes on Zamboni
- Completed new net construction
- Obtained quotes for construction projects for 2019 at Rec-Tangle. Will complete in Dec.

Pool:

- Obtained estimates for equipment replacement for 2019 season
- Obtained estimates for furnace and water heater upgrades

Facilities:

- Completed building inspections and perform minor repairs as necessary
- Stripped and waxed floors at Seniors Drop In Center
- Completed winter checks at Pool, Lion's Park and Campground
- Installed water fountain and bottle fill at Maintenance Shop. Hookup to be completed in December.
- Ordered winter supply of furnace filters for all buildings
- Completed snow removal as required at facilities
- Repaired floor tiles in kitchen at Town Hall

Parks:

- Ordered components for Dog Park
- Completed inventory of repair parts for 2019
- Began Recreation Facility Asset Management Program
- Completed paperwork for STEP 2018 program
- Began work planning for 2019 irrigation upgrade season
- Met with Dog Park contractor to finalize placement

Other:

- Completed 2019 work schedule. Final review in December.
- Discussed budget with Director to plan and prioritize projects

FCSS, Community Services and Special Events

- Began monthly Random Acts of Kindness in collaboration with DREAMS, delivering RAK to different organizations/businesses.
- Completed and submitted the Alberta Recycling Grant, requesting funding for the expanded area of the Redcliff Aquatic Centre.
- In conjunction with McMann Parent link, hosted weekly play groups
- Attended the monthly Community Assistance Network meeting
- Attended the annual FCSSAA Conference
- Created a new Redcliff FCSS grant application to be circulated in December
- Hosted various cultural, recreational and preventative programming such as:
 - Parent/child cooking class
 - Sign language
 - Family Fun Night
 - Painting with Val
- Attended monthly DREAMS meeting
- Met with client(s) needing connection to resource (food bank, Alberta Works, AISH, Community Housing)
- Ongoing bookings for programming
- Ongoing bookings for ice
- Continued facility bookings for private events
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Design and creation of marketing for programming and events
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Continued organizing Winter programming scheduling
- Continued planning winter Events
 - 2019 Volunteer Celebration
 - Pitch in week
 - Town Clean up
 - Lions Dog Walk and Dog Waste Cleanup (combining both in 2019)
 - Winter Festival (new)
 - Town Easter Egg Hunt (new)
 - Family Day Skate
 - Family Day Disconnected (new)
- Began designing the Winter Community and Update Guide
- Began inputting new programming into Rec Desk
- Created a Newsletter to be circulated by schools updating parents on FCSS and Recreation programming etc.

Bylaw and Protective Services

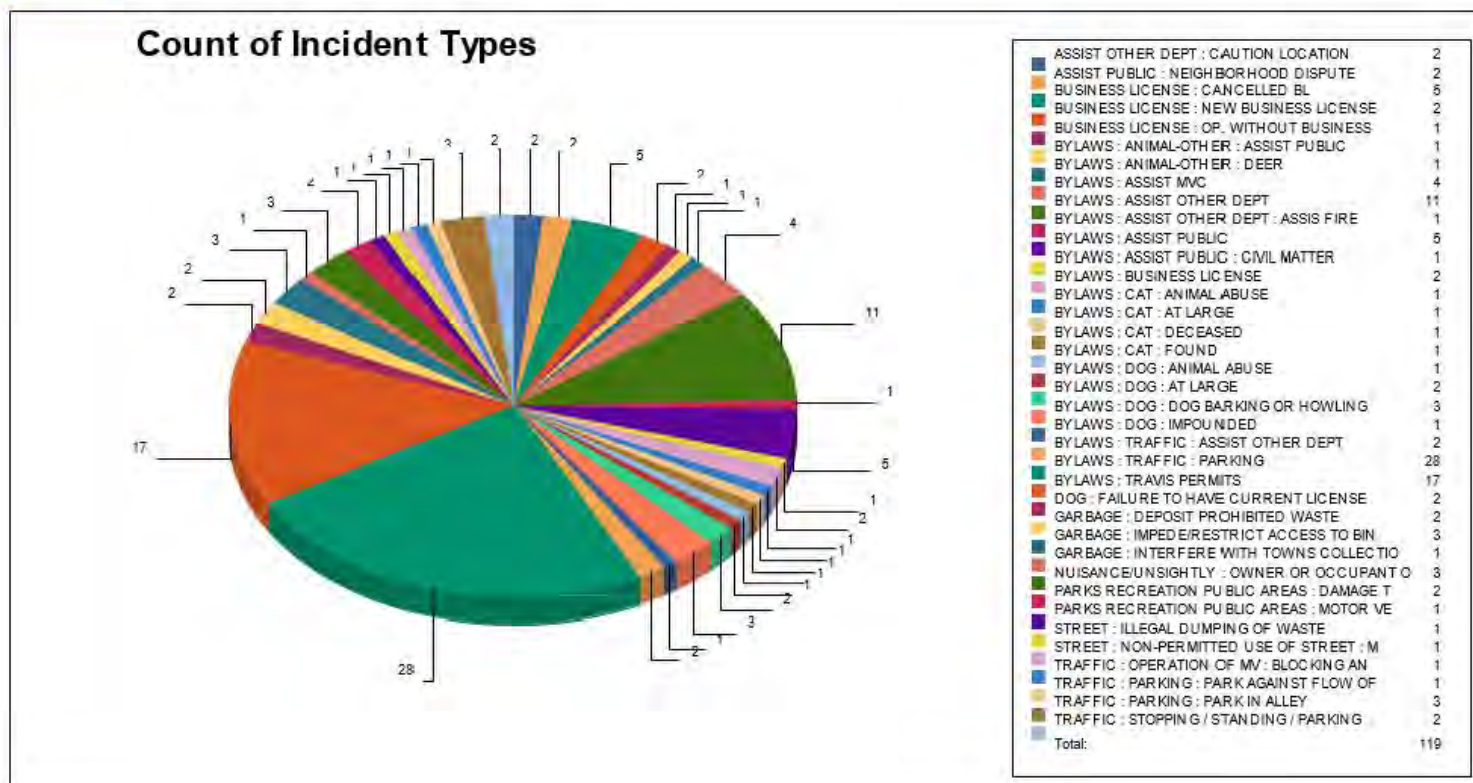
Initiatives:

- Working on Business Licenses and companies that are in arrears.
- Assisting the Local Lions Club and the RCMP with Child Find initiative. There were three schools that were attended and children processed.
- There has been an issue with contractors and local citizens dumping on Town owned lands in the East Side project. The locations have been cleaned up and signs erected.
- The parking issue in the 1400 block of Highway Ave S.E. is ongoing and continues to be monitored.
- IF Cox School Zone patrols are still being maintained by Bylaw and the local RCMP.
- Began review, revision, and development of Health and Safety Management System and Manual
- Began review of Fire Services Standard Operating Guidelines
- Attended Fire Services Christmas dinner celebration

Town of Redcliff

LAST MONTH Statistics from Occurred Date: 11/1/2018 12:00:00AM to 11/30/2018 11:59:00PM

Case Report



Case Report

BYLAWS : ANIMAL-OTHER : ASSIST PUBLIC: 1 1%
BYLAWS : ANIMAL-OTHER : DEER: 1 1%
BYLAWS : ASSIST MVC: 4 3%
BYLAWS : ASSIST OTHER DEPT: 11 9%
BYLAWS : ASSIST OTHER DEPT : ASSIS FIRE: 1 1%
BYLAWS : ASSIST OTHER DEPT : CAUTION LOCATION: 2 2%
BYLAWS : ASSIST PUBLIC: 5 4%
BYLAWS : ASSIST PUBLIC : CIVIL MATTER: 1 1%
BYLAWS : ASSIST PUBLIC : NEIGHBORHOOD DISPUTE: 2 2%
BYLAWS : BUSINESS LICENSE: 2 2%
BYLAWS : BUSINESS LICENSE : CANCELLED BL: 5 4%
BYLAWS : BUSINESS LICENSE : NEW BUSINESS LICENSE: 2 2%
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 1%
BYLAWS : CAT : ANIMAL ABUSE: 1 1%
BYLAWS : CAT : AT LARGE: 1 1%
BYLAWS : CAT : DECEASED: 1 1%
BYLAWS : CAT : FOUND: 1 1%
BYLAWS : DOG : ANIMAL ABUSE: 1 1%
BYLAWS : DOG : AT LARGE: 2 2%
BYLAWS : DOG : DOG BARKING OR HOWLING: 3 3%
BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 2 2%
BYLAWS : DOG : IMPOUNDED: 1 1%
BYLAWS : GARBAGE : DEPOSIT PROHIBITED WASTE: 2 2%
BYLAWS : GARBAGE : IMPEDE/RESTRICT ACCESS TO BIN: 3 3%
BYLAWS : GARBAGE : INTERFERE WITH TOWNS COLLECTION AND DISPOSAL OF WASTE: 1 1%
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 1 1%
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES WHO PERMIT TO BE OR REMAIN IN A DANGEROUS CONDITION: 2 2%
BYLAWS : PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY: 2 2%
BYLAWS : PARKS RECREATION PUBLIC AREAS : MOTOR VEHICLES OR TRAILERS : OPERATING IN RESTRICTED AREA: 1 1%
BYLAWS : STREET : ILLEGAL DUMPING OF WASTE: 1 1%
BYLAWS : STREET : NON-PERMITTED USE OF STREET : MATERIAL DEPOSITED ON STREET: 1 1%
BYLAWS : TRAFFIC : ASSIST OTHER DEPT: 2 2%
BYLAWS : TRAFFIC : OPERATION OF MV : BLOCKING AN INTERSECTION: 1 1%
BYLAWS : TRAFFIC : PARKING: 28 24%
BYLAWS : TRAFFIC : PARKING : PARK AGAINST FLOW OF TRAFFIC: 1 1%
BYLAWS : TRAFFIC : PARKING : PARK IN ALLEY: 3 3%
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING : PARKING IN ALLEY WHEN NOT PERMITTED: 1 1%
BYLAWS : TRAFFIC : STOPPING / STANDING / PARKING : PARKING ON PRIVATE PROPERTY WITHOUT CONSENT: 1 1%
BYLAWS : TRAVIS PERMITS: 17 14%

Grand Total: 100.00% Total # of Incident Types Reported: 119

Omnigo Software c(2018)

PUBLIC SERVICES

Department

- Preparing diversion water license transfer documents for Alberta Environment and Parks
- Public Tenders for Tandem Truck and Sander, Concrete blocks, Landfill Scales, Scale house
- Transfer Site, Scale System, and Operations Building design assistance and budget tracking
- 3rd St NE initial road design for spring construction
- Drainage review and initial assessments 8th St SW and 3rd Ave SW intersection
- Landfill Operations Manual update
 - Submit to AEP by Dec 31, 2018
- Landfill HCCS Treatment Manual Update
 - Submit to AEP by Dec 31, 2018
- Landfill Groundwater Monitoring Program
 - Required by AEP as per new approval

Water and Sewer Utilities

Utility Services have:

- Completed several locate requests
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Curb stop repairs
- Installed Radio Read meters
- Helped with snow clearing

Municipal Works

Municipal Works have:

- Conducted various Funeral interments
- Hauled sand and gravel to stock pile in yard
- Bin placements/pickups as needed
- Repair garbage can lids (on going)
- Bladed gravel roads in town
- Fix various signs around town
- Graveled roads as needed
- Marked out a number of areas for Monument installation at cemetery
- Cleaned up empty lots in East Side of cement and dirt
- Hauled snow from arena

- Cleared sidewalks of snow
- Snow clearing
- Road Sanding/Salting
- Installed Christmas Lights
- Hauled out metal to scrap yard
- Fixed pot holes
- Repaired leaking hydrant at 3rd Ave SW and 3rd Street SW
- Cleaned up alleys of garbage around bins
- Trimmed trees that are blocking road signs
- Training on crane truck

Landfill Authority

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Cleared snow
- Scales calibrated
- Cleaned up hoses for winter

PLANNING & ENGINEERING:

Priorities for December

- Sanitary Sewer Master Plan
- Subdivision Procedure
- Asset Management
- MDP Draft Document
- Staff meetings are being held each week on Tuesday afternoon

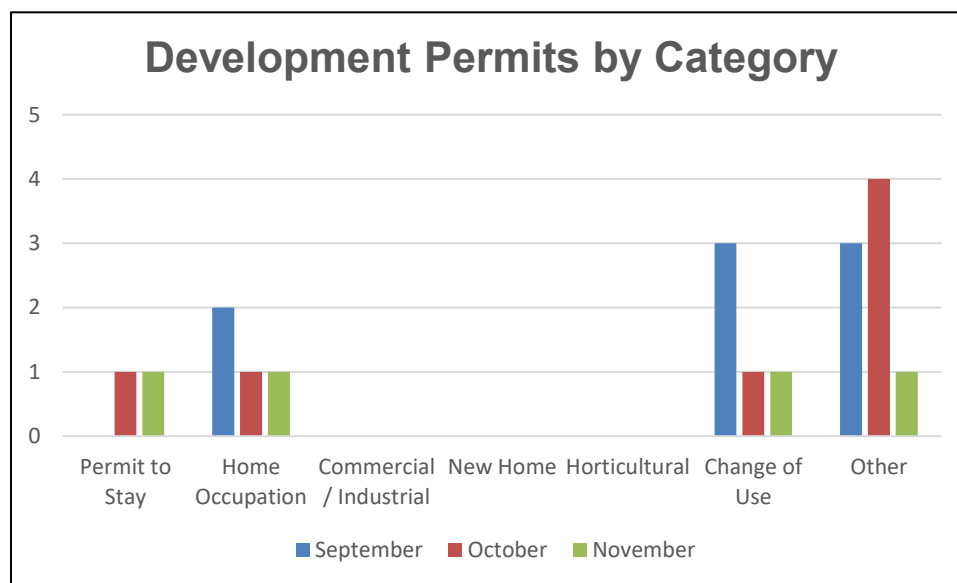
Planning

- Land Use Bylaw – the overall LUB rewrite is planned for later this year. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed in 2019.

- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - MDP Special Council Meeting
 - Public consultation and input on the preliminary draft
 - Report to Council on the public responses to the preliminary draft
 - Prepare the final Municipal Development Plan document
 - Prepare adoption documents.

It is expected that these next steps will take 4 to 6 months.

- Development Permits – In November the Town of Redcliff issued the following Development Permits as shown below:



Subdivisions

- Farwest has applied for a subdivision of 625 – 1 Street SE into 3 Lots.

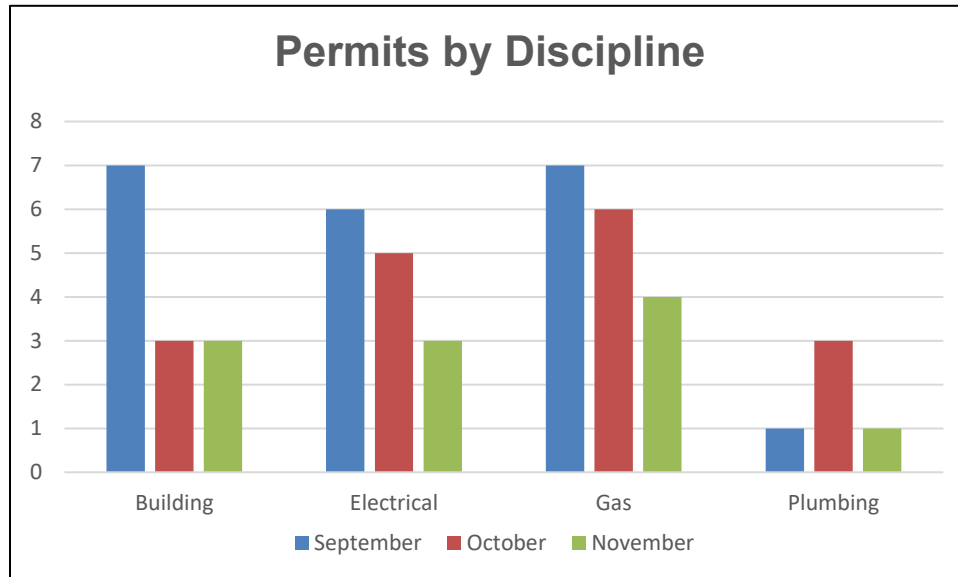
Agreements

- New Rock Developments: A development agreement was sent to New Rock Developments for their project located at 15 – 3rd Street NW.

Safety Codes

The Safety Codes Council has responded to our response to the 2017 Safety Codes audit report and are satisfied with our action plan. A meeting has been set to review the QMP and permit fees in mid-December, 2018.

Safety Codes Permits issued by the Town for the month of November.



Engineering

- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.

Studies:

Inflow and Infiltration Study

The Town's sanitary sewer model is now calibrated and the model can be used to identify and quantify for dry weather flow. Work continues to simulate the July, 2013 event. The model is confirming that the biggest issue is inflow and new efforts to identify potential sources of inflow and eliminate them will be coming.

Working on developing a public education and awareness program for the Town's Inflow and Infiltration.

Capital Projects:

Northside Functional Servicing Report

Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.

3rd and 3rd Lift Station Upgrades

The plan of subdivision has been approved. The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed back construction.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manhole tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed. As part of this effort data sheets for every manhole that requires improvements have been created. These sheets will help to document what the issue was and how it has been fixed.

Jesmond Lift Station Upgrade

Council approved upgrading at the Jesmond lift station. Preliminary engineering is completed and detailed design has commenced.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed that the project was deemed eligible but is not being funded.

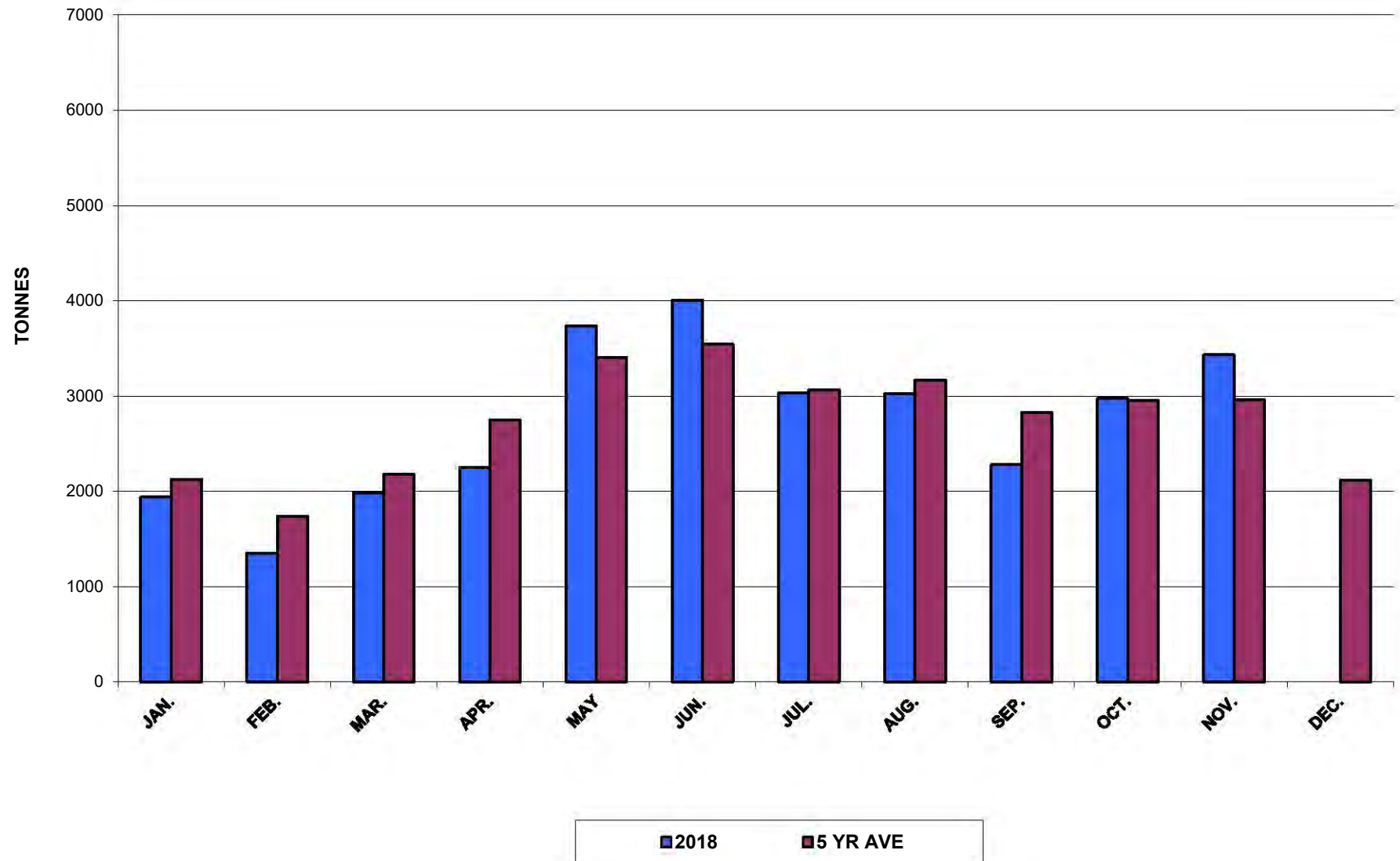
Eastside Sewage Surge Tanks

Preliminary design report is 50% complete. This project appears to be eligible for an FCM grant.

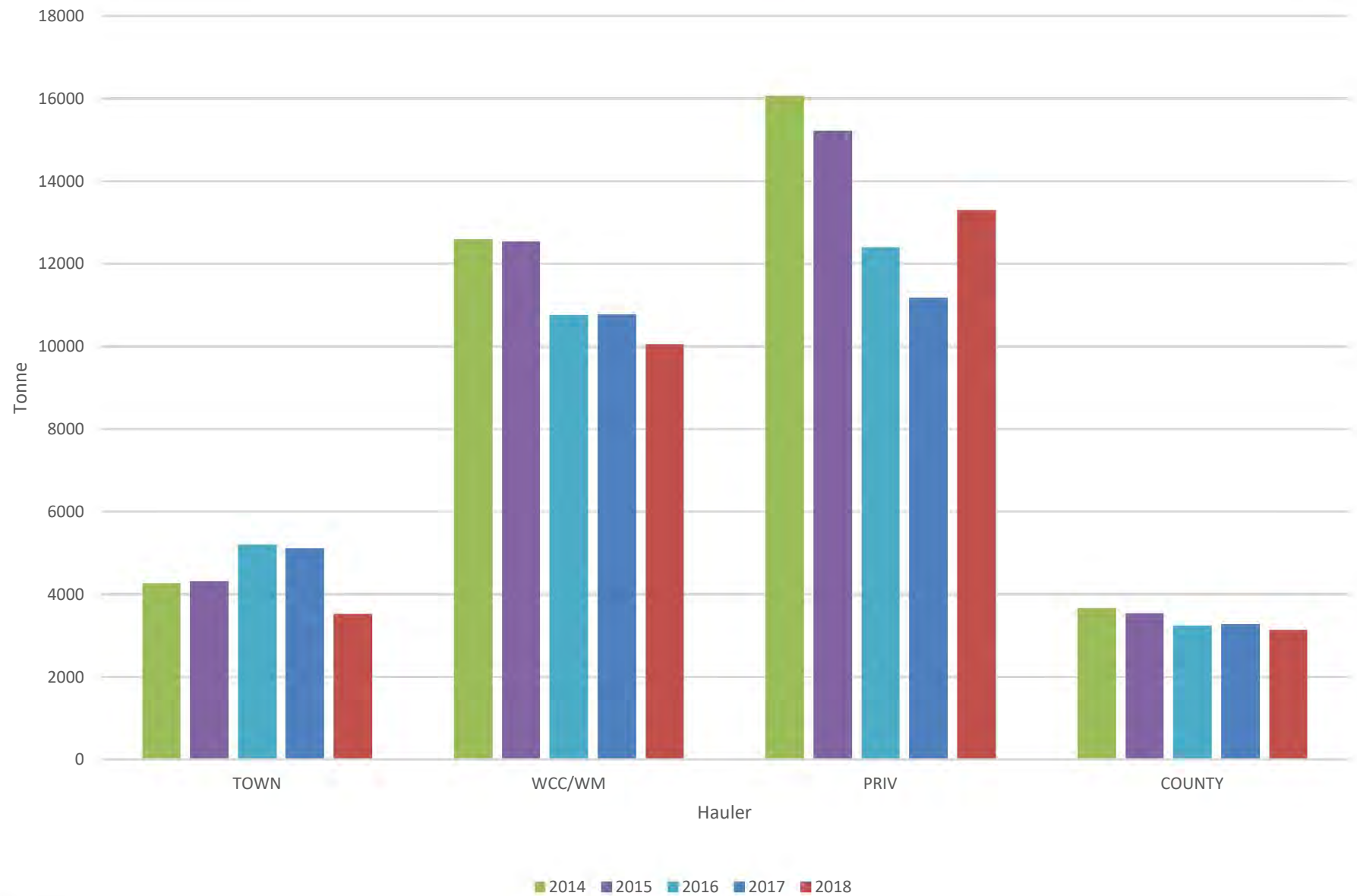
FINANCE AND ADMINISTRATION

- Interim Audit December 13-14, 2018
- Regular daily duties related to finance

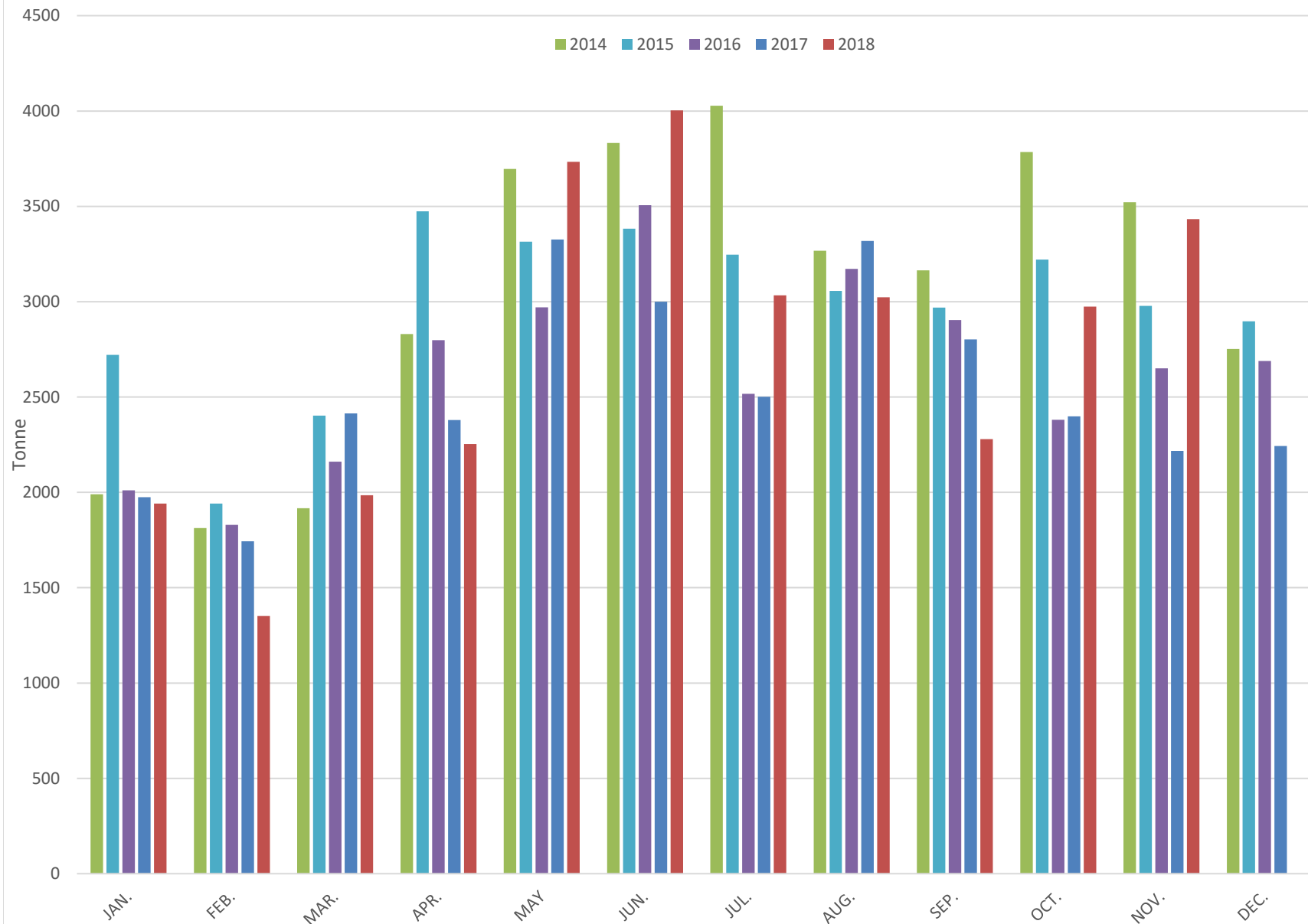
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2018 VS 5 YEAR AVERAGE
TO NOVEMBER 30, 2018**



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2014-2018
TO NOVEMBER 30, 2018



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2014-2018
TO NOVEMBER 30, 2018





COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
January 14, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.
January 16, 2019	Municipal Development Plan and Skateboard Park Open House	Redcliff Legion Sword Room 3:00 pm – 7:00 pm
January 28, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.