



**COUNCIL MEETING**  
**MONDAY, APRIL 8, 2019**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, APRIL 8, 2019 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

**AGENDA ITEM**

**RECOMMENDATION**

**1. GENERAL**

|       |           |                    |                 |
|-------|-----------|--------------------|-----------------|
|       | <b>A)</b> | Call to Order      |                 |
| Pg. 2 | <b>B)</b> | Adoption of Agenda | Adoption        |
| Pg. 4 | <b>C)</b> | Accounts Payable * | For Information |

**2. MINUTES**

|        |           |  |                 |
|--------|-----------|--|-----------------|
| Pg. 8  | <b>A)</b> | Council meeting held March 25, 2019*   | For Adoption    |
| Pg. 12 | <b>B)</b> | Subdivision and Development Appeal Board meeting held on March 20, 2019 *        | For Information |
| Pg. 20 | <b>C)</b> | Redcliff and District Recreation Committee Board meeting held on April 1, 2019 * | For Information |

**3. REQUEST FOR DECISION**

|        |           |  |                   |
|--------|-----------|--|-------------------|
| Pg. 22 | <b>A)</b> | Tax Recovery Reserve Bid and Auction *   | For Consideration |
| Pg. 36 | <b>B)</b> | Allocate Capital Project Funds – Budget Amendment *<br>RE: Splash Park Project | For Consideration |
| Pg. 40 | <b>C)</b> | MSI Approved Projects – Budget Amendment *<br>RE: Water Meter Radios           | For Consideration |
| Pg. 42 | <b>D)</b> | Redcliff Public Library Donation – Silent Auction *                            | For Consideration |

**4. OTHER**

|        |           |                                       |                 |
|--------|-----------|---------------------------------------|-----------------|
| Pg. 44 | <b>A)</b> | Municipal Manager Report to Council * | For Information |
| Pg. 58 | <b>B)</b> | Landfill Graphs *                     | For Information |
| Pg. 61 | <b>C)</b> | Bylaw Enforcement Memo *              | For Information |
| Pg. 66 | <b>D)</b> | Council Important Meetings & Events * | For Information |

**5. RECESS**

**6. IN CAMERA (CONFIDENTIAL)**

**A)** Intermunicipal Collaborative Framework (FOIP Sec. 21, 24)

**B)** CAO Evaluation (FOIP Sec. 16, 19)

**7. ADJOURN**

| <b><u>COUNCIL MEETING - APRIL 8, 2019</u></b>                  |                               |   |                      |
|--|-------------------------------|---|----------------------|
| <b><u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES</u></b> |                               |   |                      |
| <b><u>CHEQUE #</u></b>   | <b><u>VENDOR</u></b>          | <b><u>DESCRIPTION</u></b>               | <b><u>AMOUNT</u></b> |
| 83862  | NEWMAN, PHIL                  | TAX ROLL OVERPAYMENT                    | 595.83               |
| 83863  | BADGER DAYLIGHTING INC.       | HYDRO VAC                               | 256.26               |
| 83864  | JAG CLEANING SERVICES LTD     | CLEANING MAIN OFFICE, RCMP, PS BUILDING | 3,045.00             |
| 83865  | MEMORY LANE COMPUTERS         | WEB HOSTING                             | 31.45                |
| 83866  | TRUKKERS RESTAURANT           | MEALS FOR FEBRUARY                      | 1,018.50             |
| 83867  | UNITED RENTALS                | MINI EXCAVATOR RENTAL                   | 427.86               |
| 83868  | TOWN OF REDCLIFF              | SHARON KIRVAN MOW DONATION              | 200.00               |
| 83869  | TOWN OF REDCLIFF              | LAURA HOLMES MOW DONATION               | 200.00               |
| 83870  | TOWN OF REDCLIFF              | SHIRLEY ROSE MOW DONATION               | 150.00               |
| 83871  | TOWN OF REDCLIFF              | ROSE WITTS MOW DONATION                 | 150.00               |
| 83872  | TOWN OF REDCLIFF              | RODGER HANNA MOW DONATION               | 225.00               |
| 83873  | TOWN OF REDCLIFF              | LOUIS BOURASSA MOW DONATION             | 225.00               |
| 83874  | AMSC INSURANCE SERVICES       | 2019 INSURANCE & HEALTH SPENDING        | 132,738.75           |
| 83875  | CANADIAN ENERGY               | 27C 950CA AUTO                          | 255.32               |
| 83876  | CANADIAN PACIFIC RAILWAY      | FLASHER MAINTENANCE CONTRACT            | 558.00               |
| 83877  | MIKE DAVIES                   | REIMBURSEMENT FOR 16 PORT SWITCH        | 72.38                |
| 83878  | FRANCOTYP-POSTALIA CANADA INC | POSTAGE MACHINE LEASE                   | 114.82               |
| 83879  | DWIGHT KILPATRICK             | REIMBURSEMENT FOR BATTERIES             | 78.65                |
| 83880  | NEW WEST TRUCK CENTRES        | GENERAL MAINTENANCE & REPAIR PARTS      | 1,294.67             |
| 83881  | PALLISER AIRSHED SOCIETY      | PAS MEMBERSHIP                          | 826.88               |
| 83882  | COREY POPICK                  | AWWOA CONFERENCE                        | 230.00               |
| 83883  | REDCLIFF HYLTON               | MPC LUNCH - MARCH 20, 2019              | 115.50               |
| 83884  | ROCK TOP RENO'S               | CABINET INSTALL - TOWN HALL             | 578.00               |
| 83885  | SHAW CABLESYSTEMS G.P.        | TOWN HALL & WTP INTERNET                | 240.25               |
| 83886  | TELUS COMMUNICATION INC.      | POOL INTERNET                           | 69.62                |
| 83887  | KATIE WALKER                  | FACE PAINTING WINTER FEST               | 120.00               |
| 83888  | IAN WILLIAMS                  | ADVANCE ON TRAVEL - AARFP CONFERENCE    | 900.00               |
| <b>TOTAL</b>   |                               |   | <b>\$144,717.74</b>  |

| <b><u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u></b> |                                  |  |                      |
|--|----------------------------------|--|----------------------|
| <b><u>EFT#</u></b>   | <b><u>VENDOR</u></b>             | <b><u>DESCRIPTION</u></b>              | <b><u>AMOUNT</u></b> |
| EFT0001305   | REDCLIFF HOME HARDWARE           | HOSE CLAMP & CONNECTOR                 | 10.38                |
| EFT0001306   | RURAL MUNICIPALITIES OF ALBERTA  | GENERAL SUPPLIES & WIND SOCKS          | 314.10               |
| EFT0001307   | RMA FUEL LTD                     | FUEL                                   | 6,900.23             |
| EFT0001308   | ROSENAU TRANSPORT LTD            | SHIPPING - CLEARTECH                   | 1,606.66             |
| EFT0001309   | WOLSELEY MECHANICAL GROUP        | WELDING SUPPLIES                       | 3,819.26             |
| EFT0001310   | ACTION PARTS                     | X-TRA H/DUTY GREASE                    | 108.30               |
| EFT0001311   | BARTLE & GIBSON CO. LTD.         | TOILET, SINKS, & PLUMBING SUPPLIES     | 2,410.89             |
| EFT0001312   | THE BOLT SUPPLY HOUSE LTD.       | GENERAL SUPPLIES                       | 334.80               |
| EFT0001313   | CANADIAN LINEN & UNIFORM SERVICE | COVERALLS & TOWELS                     | 44.51                |
| EFT0001314   | CLEARTECH INDUSTRIES INC.        | SODIUM HYDROXIDE & SODIUM HYPOCHLORITE | 3,332.43             |
| EFT0001315   | C.U.P.E.                         | UNION DUES                             | 2,126.85             |
| EFT0001316   | FARMLAND SUPPLY CENTER LTD       | GENERAL SUPPLIES                       | 75.04                |
| EFT0001317   | GAR-TECH ELECTRICAL              | PUMP CONTROL & EXTERNAL LIGHTING       | 4,612.85             |
| EFT0001318   | GAS CITY HYDRO VAC               | HYDRO VAC MULTIPLE LOCATIONS           | 7,528.50             |

|            |                                 |   |                    |
|------------|---------------------------------|---|--------------------|
| EFT0001319 | HOME HARDWARE                   | PURIFIED WATER & HOSE CLAMPS AND CONNECTORS | 94.84              |
| EFT0001320 | RURAL MUNICIPALITIES OF ALBERTA | GREASE & PINS                               | 219.87             |
| EFT0001321 | SCHEFFER ANDREW LTD.            | CONTRACT REVIEW MEETING                     | 301.88             |
| EFT0001322 | SNAP-ON TOOLS                   | COUPLER                                     | 110.25             |
| EFT0001323 | WOLSELEY MECHANICAL GROUP       | PEX PIPE & CJ COUPLINGS                     | 1,027.59           |
|            |                                 |   |                    |
|            |                                 | <b>TOTAL</b>                                | <b>\$34,979.23</b> |

| <b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</b> |                         |                               |                      |
|--|-------------------------|-------------------------------|----------------------|
| <b><u>DATE</u></b>   | <b><u>VENDOR</u></b>    | <b><u>DESCRIPTION</u></b>     | <b><u>AMOUNT</u></b> |
| 2019-02-05   | STAPLES                 | STATIONARY                    | 60.32                |
| 2019-02-05   | STAPLES                 | HDMI CABLE AND STATIONARY     | 60.14                |
| 2019-02-07   | STAPLES                 | STATIONARY                    | 6.30                 |
| 2019-02-07   | STAPLES                 | SAMUNG TONER AND STATIONARY   | 193.58               |
| 2019-02-07   | STAPLES                 | STATIONARY                    | 16.58                |
| 2019-02-07   | STAPLES                 | STATIONARY                    | 23.60                |
| 2019-02-07   | CALGARY PLAZA HOTEL     | TRAVEL CONFERENCE             | 142.39               |
| 2019-02-07   | COSTCO                  | LG SMART TV                   | 795.89               |
| 2019-02-07   | COSTCO                  | TV WALL MOUNT                 | 41.99                |
| 2019-02-07   | CALGARY PLAZA HOTEL     | TRAVEL CONFERENCE             | 142.39               |
| 2019-02-08   | AMAZON                  | STANDING DESK                 | 194.24               |
| 2019-02-08   | AARFP COCHRANE          | RFP CONFERENCE                | 577.50               |
| 2019-02-08   | LEN'S TOOL REPAIR       | TOOL REPAIR                   | 43.05                |
| 2019-02-10   | SAFEWAY                 | FUEL                          | 49.00                |
| 2019-02-11   | AMAZON                  | WIRELESS TRACKBALL MOUSE      | 57.37                |
| 2019-02-11   | U OF A AUGUSTANA        | GRANT WRITING WORKSHOP        | 367.50               |
| 2019-02-11   | EXPEDIA                 | TRAVEL GRANT WRITING WORKSHOP | 130.74               |
| 2019-02-11   | PRICELINE               | CONFERENCE TRAVEL             | 424.05               |
| 2019-02-12   | STAPLES                 | STATIONARY                    | 169.61               |
| 2019-02-13   | STAPLES                 | STATIONARY                    | 52.13                |
| 2019-02-14   | STAPLES                 | STATIONARY                    | 42.76                |
| 2019-02-14   | STAPLES                 | STATIONARY                    | 3.15                 |
| 2019-02-14   | STAPLES                 | STATIONARY                    | -3.15                |
| 2019-02-14   | EXPEDIA                 | CONFERENCE TRAVEL             | 371.22               |
| 2019-02-14   | PRINCESS AUTO           | BRUSHES                       | 23.81                |
| 2019-02-14   | STAPLES                 | INK FOR PRINTER               | 387.58               |
| 2019-02-15   | PARTY CITY              | EVENT SUPPLIES                | 305.99               |
| 2019-02-15   | PARTY CITY              | EVENT SUPPLIES                | 18.74                |
| 2019-02-18   | CPC                     | T4'S MAILING                  | 120.44               |
| 2019-02-18   | CPC                     | BUSINESS LICENSES MAILING     | 347.71               |
| 2019-02-19   | AWWOA                   | ANNUAL MEMBERSHIP             | 60.00                |
| 2019-02-19   | CANVA                   | CANVA                         | 1.37                 |
| 2019-02-19   | CANVA                   | CANVA                         | 1.37                 |
| 2019-02-19   | HOTELS.COM              | HOTEL FOR COURSE              | 299.68               |
| 2019-02-19   | ALBERTA MUNICIPAL CLERK | EVENT REGISTRATION            | 500.00               |
| 2019-02-20   | STAPLES                 | STATIONARY                    | 45.06                |
| 2019-02-20   | CPC                     | UT ARREARS MAILING            | 200.08               |
| 2019-02-20   | CPC                     | UT ARREARS MAILING            | 200.08               |

|            |                    |                                 |                    |
|------------|--------------------|---------------------------------|--------------------|
| 2019-02-20 | CPC                | UT ARREARS MAILING              | 200.08             |
| 2019-02-20 | CLEVER BRIDGE      | LANSWEEPER STANDARD             | 673.23             |
| 2019-02-20 | FOX ENERGY         | AIR TANKS REFILL                | 543.11             |
| 2019-02-21 | REGISTER.CA INC    | DOMAIN                          | 62.90              |
| 2019-02-21 | KADAIZY FLOWERS    | BEREAVMENT                      | 75.48              |
| 2019-02-21 | COSTCO             | PROPANE                         | 61.13              |
| 2019-02-21 | THE HOME DEPOT     | ACRYLIC SHEET                   | 176.40             |
| 2019-02-22 | STAPLES            | STATIONARY                      | 101.77             |
| 2019-02-22 | SAFEWAY            | CONDOLENCE GIFT                 | 57.74              |
| 2019-02-22 | STAPLES            | DAILY PLANNER                   | 17.77              |
| 2019-02-25 | STAPLES            | STATIONARY                      | 95.52              |
| 2019-02-25 | STAPLES            | STATIONARY                      | 78.57              |
| 2019-02-25 | STAPLES            | STATIONARY                      | 21.06              |
| 2019-02-25 | STAPLES            | STATIONARY                      | 63.82              |
| 2019-02-25 | ALS LABORATORY     | WATER TESTING                   | 121.80             |
| 2019-02-25 | PAYPAL DUNSTERASSO | REFERENCE BOOK                  | 174.16             |
| 2019-02-26 | WESTJET            | CAGFO CONFERENCE TRAVEL         | 139.78             |
| 2019-02-26 | WESTJET            | CAGFO CONFERENCE TRAVEL         | 178.63             |
| 2019-02-26 | THE HOME DEPOT     | BATHROOM RENO                   | 648.90             |
| 2019-02-27 | CMC INFO           | CAGFO CONFERENCE REGISTRATION   | 735.00             |
| 2019-02-27 | PAYPAL LGAA        | CONFERENCE                      | 509.25             |
| 2019-02-28 | COSTCO             | PROPANE                         | 99.36              |
| 2019-03-01 | STAPLES            | STATIONARY                      | 242.46             |
| 2019-03-02 | TOP LINE WORKWEAR  | OVERALLS                        | 100.79             |
| 2019-03-02 | TOP LINE WORKWEAR  | OVERALLS                        | 67.19              |
| 2019-03-02 | TOP LINE WORKWEAR  | OVERALLS                        | 58.79              |
| 2019-03-03 | PIZZA 73           | LUNCH - RECTANGLE RINK CLEANUP  | 69.51              |
| 2019-03-03 | TIM HORTONS        | COFFEE - RECTANGLE RINK CLEANUP | 27.91              |
| 2019-03-04 | PRINCESS AUTO      | RATCHET STRAP                   | 188.66             |
| 2019-03-05 | PRICELINE          | CONFERENCE TRAVEL               | -424.05            |
| 2019-03-05 | EVENTBRITE         | BADLANDS EVENT REGISTRATION     | 20.00              |
|            |                    |                                 |                    |
|            |                    | <b>TOTAL</b>                    | <b>\$11,660.97</b> |

| <b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u></b> |                               |                                 |                      |
|---|-------------------------------|---------------------------------|----------------------|
| <b><u>CHEQUE #</u></b>  | <b><u>VENDOR</u></b>          | <b><u>DESCRIPTION</u></b>       | <b><u>AMOUNT</u></b> |
| 00480   | PRECISION GIANT SYSTEMS INC   | TRUCK SCALE REPAIR              | 6,837.86             |
| 00481   | RMA FUEL LTD                  | FUEL                            | 2,221.40             |
| 00482   | AMSC INSURANCE SERVICES LTD.  | 2019 INSURANCE                  | 31,123.23            |
| 00483   | C & H IRRIGATION LTD.         | ELBOW & ADAPTER                 | 19.40                |
| 00484   | RITE-WAY FENCING (2000) INC.  | GATE REPAIR FROM VEHICLE STRIKE | 5,205.90             |
| 00485   | SHOCKWARE WIRELESS INC.       | INTERNET                        | 52.45                |
| 00486   | SUPERIOR TRUCK EQUIPMENT INC. | VEHICLE PARTS                   | 77.57                |
| 00487   | TELUS MOBILITY                | SIM CARDS FOR TANA COMPACTOR    | 103.91               |
| 00488   | TKL CONSTRUCTION INC          | CLASS B CONCRETE BLOCKS         | 7,218.75             |
|   |                               |                                 |                      |
|   |                               | <b>TOTAL</b>                    | <b>\$52,860.47</b>   |

| <b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u></b> |                                 |                              |                      |
|---|---------------------------------|------------------------------|----------------------|
| <b><u>EFT#</u></b>  | <b><u>VENDOR</u></b>            | <b><u>DESCRIPTION</u></b>    | <b><u>AMOUNT</u></b> |
| EFT0000000000060  | ACTION PARTS                    | LIGHT BULB & STRAPS          | 44.78                |
| EFT0000000000061  | KIRK'S MID-WAY TIRE LTD         | UNIT 155 FLAT REPAIR         | 96.60                |
| EFT0000000000062  | RURAL MUNICIPALITIES OF ALBERTA | PENNANTS, MULTI-COLORED, 60' | 187.95               |
| EFT0000000000063  | RMA FUEL LTD                    | FUEL                         | 1,085.69             |
| EFT0000000000064  | SANATEC ENVIRONMENTAL           | PUMP SEPTIC TANK             | 168.00               |
| EFT0000000000065  | SUMMIT MOTORS LTD               | LUBRICANT                    | 1,316.45             |
| <b>TOTAL</b>  |                                 |                              | <b>\$2,899.47</b>    |

| <b><u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u></b> |                      |                           |                      |
|---|----------------------|---------------------------|----------------------|
| <b><u>DATE</u></b>  | <b><u>VENDOR</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>AMOUNT</u></b> |
| 2019-02-12  | THE HOME DEPOT       | LIGHT                     | 64.87                |
| 2019-02-26  | BENS OFFICE MACHINES | INK FOR PRINTER           | 76.07                |
| 2019-03-01  | HUMDINGER EQUIP      | TANA PRO ANNUAL FEE       | 1,448.09             |
| 2019-02-04  | 7-ELEVEN STORE       | FUEL                      | 76.66                |
| 2019-02-05  | ESSO                 | FUEL                      | 76.41                |
| 2019-02-05  | DENHAM INN           | HOTEL CONFERENCE          | 137.33               |
| <b>TOTAL</b>  |                      |                           | <b>\$1,879.43</b>    |

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 25, 2019 @ 7:00 P.M.**

**PRESENT:** Mayor D. Kilpatrick  
Councillors C. Czember, S. Gale, L. Leipert,  
J. Steinke, E. Solberg

Municipal Manager Arlos Crofts (left @ 8:17 p.m.)  
Manager of Legislative S. Simon  
& Land Services

Director of Finance & Administration J. Tu (left @ 8:17 p.m.)

Director of Community & Protective Services D. Thibault (left @ 8:17 p.m.)

Director of Planning & Engineering J. Johansen (left @ 8:17 p.m.)

Planning Specialist J. Zukowski (left @ 8:17 p.m.)

**ABSENT:** Councillor C. Crozier

**1. GENERAL**

Call to Order

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

2019-0104 Adoption of Agenda

**B)** Councillor Gale moved the Agenda be adopted as amended to add a report from Councillor Czember under Item 8 B Councillor's Report. - Carried.

2019-0105 Accounts Payable

**C)** Councillor Steinke moved the Accounts Payables (March 25, 2019) for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.

2019-0106 Bank Summary to February 28, 2019

**D)** Councillor Czember moved the Bank Summary to February 28, 2019 for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.

**2. DELEGATION**

Lance Wehlage, Benchmark Assessment Consultants Inc.

**A)** Lance Wehlage, Benchmark Assessment Consultants Inc. was in attendance to provide Council with a presentation on Assessment.

2019-0107

Councillor Gale moved the delegation from Lance Wehlage, Benchmark Assessment Consultants Inc. be received for information. – Carried.



**3. MINUTES**

2019-0108 Council meeting held March 11, 2019

**A)** Councillor Leipert moved the minutes of the Council meeting held March 11, 2019, be adopted as presented. - Carried.

2019-0109 Municipal Planning Commission meeting held March 20, 2019

**B)** Councillor Steinke moved the minutes of the Municipal Planning Commission meeting held March 20, 2019, be received for information. - Carried.

**4. BYLAWS**

2019-0110 Bylaw No. 1886/2019, Land Use Bylaw Amendment (Rick Wagenaar)  
Lots 7-20, Block 92, Plan 1117V (20 5 Street NW) Lot 42, Block 92, Plan 0612255 (402 Broadway Avenue W.) Lot 41, Block 92, Plan 0612255 (404 Broadway Avenue W.) Land Use Bylaw Amendment to change from H – Horticultural District to R1 – Single Family Residential District

**A)** Councillor Leipert moved Bylaw 1886/2019, being an amendment to the Land Use Bylaw 1698/2011 to rezone Lots 7-20, Block 92, Plan 1117V (20 5 Street NW) Lot 42, Block 92, Plan 0612255 (402 Broadway Avenue W.) Lot 41, Block 92, Plan 0612255 (404 Broadway Avenue W.) from H – Horticultural District to R1 – Single Family Residential District be given first reading. – Carried.

**5. REQUEST FOR DECISIONS**

2019-0111 Gordon Memorial United Church  
RE: Blessing of the Bikes

**A)** Councillor Gale moved the correspondence from Gordon Memorial United Church received March 18, 2019, regarding the Blessing of the Bikes Service on Sunday, May 5, 2019, be received for information. Further that the request for permission of a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for the Blessing of the Bikes Service on Sunday, May 5, 2019, from 10:00 a.m. to 1:00 p.m. be approved. And further that Administration be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4th Avenue SE. – Carried.

2019-0112 Pitch-In Week – April 22-29, 2019

**B)** Councillor Czember moved that the Town of Redcliff support Pitch-In week by offering free dumping at the Landfill to local residents delivering yard and household waste during the week of April 22 to 29, 2019. – Carried.

**6. POLICIES**

2019-0113 Policy 139, Municipal Development Plan – Implementation Policy

**A)** Councillor Solberg moved Policy No. 139, Municipal Development Plan Implementation Framework be approved as presented. - Carried.

2019-0114 Policy 140, Volunteer Firefighter Attendance, Training & Competency

**B)** Councillor Leipert moved Policy No. 140, Volunteer Firefighter Attendance, Training and Competency, be approved as presented. - Carried.

**7. CORRESPONDENCE**

2019-0115 Alberta Municipal Affairs RE: Municipal Cannabis Transition Program (MCTP)

**A)** Councillor Gale moved the information regarding the Municipal Cannabis Transition Program (MCTP) be received for information. - Carried.

**8. OTHER**

2019-0116 Pitch-In Week events

**A)** Councillor Czember moved the memo to Council from Community and Protective Services regarding Pitch-In Week events be received for information. - Carried.

2019-0117 Councillor's Report

**B)** Councillor Solberg moved the Councillor's Report from Councillor Steinke regarding the Library Conference; the report from Councillor Czember regarding the Canadian Badlands Annual General meeting; and the report from Councillor Gale regarding the Redcliff Youth Centre meeting be received for information. – Carried.

2019-0118 Council Remuneration for Committee Attendance

**C)** Councillor Solberg moved the memo to Council from the Municipal Manager regarding Remuneration for Committee Attendance, be received for discussion. - Carried.

2019-0119

Councillor Gale moved to consider travel reimbursement after 15 km from Redcliff boundaries excluding within the City of Medicine Hat boundaries. – Carried.

2019-0120 Council Important Meetings & Events March 25, 2019

**A)** Councillor Czember moved the Council Important Meetings & Events March 25, 2019, be received for information. – Carried.

**9. RECESS**

Mayor Kilpatrick called for a recess at 8:17 p.m.

Municipal Manager, Director of Community and Protective Services, Director of Planning and Engineering, Planning Specialist, and Director of Finance and Administration left at 8:17 p.m.

Mayor Kilpatrick reconvened the meeting at 8:23 p.m.

2019-0121

Councillor Gale moved that Administration amend the Travel Expense Policy to incorporate changes as per resolution # 2019-0119 and bring it back to Council for consideration. – Carried.

**10. IN CAMERA (Confidential Session)**

2019-0122

**A)** Councillor Czember moved to meet In Camera to discuss a Personnel item (FOIP Section 16 and 19) at 8:33 p.m.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Manager of Legislative & Land Services for all Items.

2019-0123

Councillor Steinke moved to return to regular session at 8:37 p.m. - Carried.

**11. ADJOURNMENT**

2019-0124 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:37 p.m. - Carried.

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Mayor Kilpatrick

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Manager of Legislative & Land Services

**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
March 20, 2019 at 7:00 p.m.**

**PRESENT:** Members: B. Christian, T. Read,  
G. Shipley, C. Storle

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

|                     |             |
|---------------------|-------------|
| Appellant/Applicant | W. Chantler |
|---------------------|-------------|

**ABSENT:** C. Cozier, E. Solberg (Alternate Member)

**1. CALL TO ORDER**

Recording Secretary called the appeal hearing to order at 7:03 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

**2. ELECTION OF CHAIRMAN**

G. Shipley nominated C. Storle to be Chairman, seconded by B. Christian. C. Storle accepted and assumed control of the appeal hearing.

**3. APPEAL**

**Appeal of Development Application 19-DP-012**

**Lot 21 and 22, Block 25, Plan 1117V (302 5 Street SE, Redcliff)**

**Accessory Building – Detached Garage with Garden Suite**

Chairman Storle asked the appellants if they had any objection to any board members hearing the appeal. W. Chantler advised they had no objection to any member of the Subdivision and Development Appeal Board.

**a) Presentation(s) by Development Authority**

The Development Officer referenced the appeal of proposed development of a garden suite over a double car garage. Development Officer advised the Land Use Bylaw allows garden suites. However, noted that accessory buildings do have maximum heights allowed. The Development Officer referenced the old Municipal Development Plan, the new Municipal Development Plan, and the South Saskatchewan Regional Plan all of which recognize the need for different types of and denser types of residential development. The Planning & Engineering Department feel this is a good development and fits the needs of the community.

The Development Officer indicated the proposed development does not meet the flankage setbacks as per the Land Use Bylaw (proposed 5.72 m, LUB specifies 6 m).

minimum). A variance to the flankage setback could have been considered/granted by the Municipal Planning Commission. However, the height of the proposed structure of 6.72 m exceeds the allowed height of 4.5 m in the LUB and exceeds the authority of the Municipal Planning Commission to grant a variance. Thus, the application was denied.

The Development Officer noted that should the Subdivision and Development Appeal Board (SDAB) find this to be an acceptable development, Planning & Engineering Department has in its report, suggested several conditions for SDAB to consider to be attached to the approval.

**b) Presentation by the Appellant**

The appellant explained his proposed development and referenced the drawings provided. Mr. Chantler spoke to the distance between the garage and main house, the elevation differences on the property, and the height of the garage. He indicated with the distance and the elevation the appearance of the proposed development would not be as large or intrusive as it appears on the drawings. He also referenced the large setback distance in the front as the main house when originally built was set further back. He further indicated the proposed development would allow him to be in proximity to family members.

**c) Presentation by the Applicant (if Applicant is different from the Appellant)**

Comments above. Applicant is the appellant.

**d) Presentation by other persons in favor of the appeal**

No one in attendance.

**e) Presentations from any person(s) opposed to the appeal**

The Board received the letter for information from William & Cathy Crozier with regard the proposed development.

**f) Summation and response from all participants**

The Director of Planning & Engineering indicated the garage setback is 10.4 m from the back of sidewalk to the garage door (approx. 30 feet).

The Development Officer reviewed the parking requirements as per the Land Use Bylaw for single-family dwellings and garden suites. He referenced the type of homes currently in the surrounding neighbourhood - mainly made up of one storey, single family homes. The proposed development would not be out of the ordinary for the area.

T. Read questioned if there is sufficient parking. Director of Planning & Engineering indicated a larger vehicle may encroach into the boulevard. However, there would be no encroachment into the sidewalk as there is sufficient distance from the garage doors to the sidewalk and from a practical standpoint there is sufficient space to park a vehicle having a 5.92 m setback. The applicant indicated that with his size of vehicles and using the garage there would be sufficient space for parking. The Director of Planning &

Engineering clarified the concerns are due to the overhang of a vehicle on the boulevard, not the sidewalk.

The Appellant continued to review the garage and suite designs and clarified all trees and shrubs would stay in their current locations. He also explained the height and width of the development will not interfere with the power pole. After discussions with the City of Medicine Hat Utilities Department and the Safety Council, both parties indicated that the Appellants plans meet the requirements of the new (2016) electrical code. The Safety Council also advised the Appellant could ground the metal roof and gutters as an added precaution.

The City of Medicine Hat has requested the Appellant sign an agreement prior to construction to ensure construction activities are in accordance with all health and safety regulations.

The Appellant was questioned about who would be pulling all the permits. The Appellant advised he would obtain all required permits. He also mentioned the waterline to his property is a one inch line, which is large enough to expand to the garage and garden suite.

The Appellant described the discussion he had with the City of Medicine Hat regarding Utility Right of Ways (ROW's) and applying for a variance. The Director of Planning & Engineering provided clarification of the legalities regarding Road Right of Ways and Utility Right of Ways.

The Appellants final statement recapped the design of the development and how it would compliment the neighbourhood.

The Development Officer asked the board if the Development Permit is approved, that an additional condition be included that a new site plan be provided showing the setback from the lane being increased to 1.5 metres.

**g) Recess**  
No recess

**h) In Camera Discussion**

B. Christian moved to meet in camera at 7:36 p.m.

The Appellant, Director of Planning & Engineering, Development Officer left the meeting at 7:36 p.m.

**i) Decision**

G. Shipley moved the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 19-DP-012 (Lot 21 and 22, Block 25, Plan 1117V [302 5 Street SE, Redcliff] for an Accessory Building – Detached Garage with Garden Suite be revoked. Further that Development Permit Application 19-DP-012 (Lot 21 and 22, Block 25, Plan 1117V [302 5 Street SE, Redcliff] for an Accessory

Building – Detached Garage with Garden Suite be approved with the following conditions:

1. Applicant to provide a grading plan to the satisfaction of the Director of Planning & Engineering;
2. Applicant to provide a servicing plan for potable water, sanitary sewer, electrical, gas and telecoms to the satisfaction of the Director of Planning & Engineering.
3. Exterior finish of garage to match &/or compliment house and neighbourhood;
4. Applicant to apply for and receive all relevant Safety Codes permits from the Town of Redcliff;
5. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-ways.
6. Applicant to provide to the Town of Redcliff a new updated site development plan showing the revised setbacks.

### **Reasons for Decision**

#### Evidence / Documents used in making decision:

Original application  
Appeal Form  
Appellant Submission  
Development Officer Submission  
Adjacent Land owner submission.  
Land Use Bylaw

The Board indicated that the proposed development does not adversely affect the neighborhood for the following reasons:

In considering the variance of the 6.m flankage setback to 5.72 m the board considered the distance between the garage and sidewalk in the town boulevard and indicated the relaxation would not interfere with pedestrian traffic.

The applicant meets or exceeds the required minimum separation distances (1.5 m) from the structure to the electric lines both vertically and horizontally and is in compliance with legislation.

There are other two storey residences in the area and granting a variance to the maximum height specified in the LUB of 4.5 m for an accessory building to 6.72 m is acceptable.

The Board weighed each of the four items identified by the adjacent landowner and did not find them to be an issue as the developer satisfied the requirements.

T. Read moved to return to regular session at 8:01 p.m. – Carried.

The Appellant, Director of Planning & Engineering, Development Officer and Planning Intern rejoined the meeting at 8:01 p.m.

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

**5. ADJOURNMENT**

T. Read moved the meeting be adjourned at 8:04 p.m.



Chairman



S. Simon, Recording Secretary



March 18 2019

Proposed Development: 19-DP-012 Accessory Building with second storey Garden Suite

Location: 302-5 Street SE Lot 21-22, Block 25, Plan 1117V Redcliff

To whom it may concern:

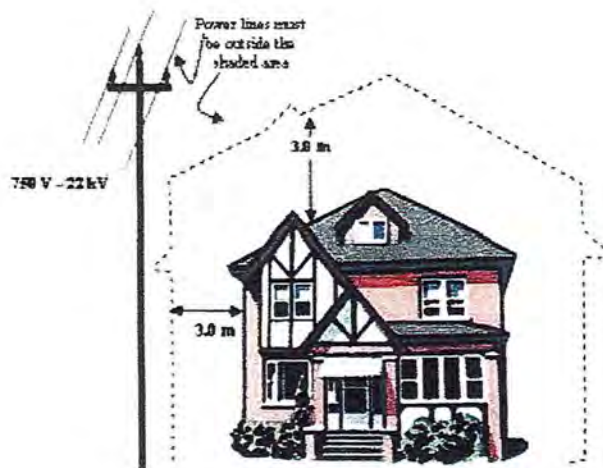
We are in agreement with the Development Officer to deny the proposed development at this location, for the following reasons:

1. The proposed development does not meet the flankage setback of 6.0 meters as required by the Land Use Bylaw. Section 40.8 requires a 6.0 m setback from the flanking street where there is vehicle access to the accessory building.
2. The proposed development Real Property Report shows a 5.72 meter flankage setback to the Avenue. I believe the required one (1) extra off-street parking stall required for the garden suite does not meet the parking space dimension. According to Section 68 Parking & Loading Requirements, "When a building is enlarged, altered, or a change in use occurs, provision shall be made for the additional parking spaces required under the parking provisions of this Bylaw. The additional off-street parking spaces proposed does not meet the small vehicle parking space dimension of 6.4 meters. Any vehicle parked on the 5.72 m flankage setback would encroach onto Town property and create a safety concern as any vehicle parked on the apron of the garage will encroach onto the existing sidewalk. This will create issues for pedestrians using the sidewalk, especially given that this proposed development is one block east of a school yard.
3. The proposed development does not meet the maximum height requirement of 4.5 meters as per the Land Use Bylaw. Section 40.10 limits the maximum height of an accessory building to 4.5 meters. This proposed development exceeds the maximum height requirement by 2.22 m, which is over 7 feet high. We believe this additional height may impose restrictions or limitations on the proximity to the Utility-Right-of-Way high voltage overhead powerlines. This development is also proposed for an older area of Redcliff which consists mostly of one story single family dwellings. At the requested height, this structure will not blend in with its surroundings and be in harmony with the neighbourhood.
4. The proposed development Real Property Report shows a proposed 1.00 meter rear setback to the back lane and Utility Right-of-Way high voltage overhead power lines. Failing to consider the proximity of a structure to power lines poses significant safety risks. According to the Alberta Electrical Utility Code, there are mandatory requirements for clearances between power lines and structures. Clearance requirements vary depending on the voltage of the power line. For example, a power line operating at between 750 volts and 22,000 volts requires a vertical clearance of 3.0 metres; and a horizontal clearance of 3.0 metres. The proposed development does not meet the 3.0 metre setback requirement.

For these reasons, we as adjacent landowners would like the Town of Redcliff to deny the proposed development with these safety concerns in mind.

Thank You.

  
William & Catherine Crozier



### Attention: Designers, Developers, Builders and Building Owners

Minimum clearance requirements between overhead lines and other structures are in place for your protection and safety.

- Regulations require minimum horizontal and vertical clearances between overhead lines and other structures.
- Clearance requirements vary depending on the voltage of the power line. For example, a power line operating at between 750 and 22,000 Volts requires:
  - A vertical clearance of 3.0 metres; and
  - A horizontal clearance of 3.0 metres.

See the diagram above and the table inside the brochure for more information

### Contact your Electric Power Company before developing your property.

This will reduce the likelihood of shock or electrocution. It will also help you avoid having to move a structure or paying for the relocation of a power line.

## Alberta's Safety System

Alberta Municipal Affairs works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations to deliver effective community-focused public safety programs and services to Albertans.

### Questions or more information:

#### Alberta Municipal Affairs

Safety Services Branch  
16th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4

Phone toll-free: 1-866-421-6929

Fax: 780-427-8686

E-mail: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

[www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

#### Safety Codes Council

Suite 1000, 10665 - Jasper Avenue  
Edmonton, Alberta T5J 3S9

Toll-free within Alberta:

Phone: 1-888-413-0099

Fax: 1-888-424-5134

[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

Please place your agency or municipality contact information in the space below.

These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.

January 2009

ISBN: 978-0-7785-7093-6

# Safety Tips

## Structures near power lines

### A potentially dangerous combination

Failing to consider the proximity of a structure to power lines poses significant safety risks with potentially fatal consequences.

If you don't consider this proximity, you may also be faced with a costly relocation of either the structure or power line, because the distance between them was not thoroughly assessed during the planning stages.

The Alberta Electrical Utility Code has mandatory requirements for clearances between power lines and structures such as the following:

- signs;
- billboards;
- light standards;
- traffic signs;
- antennas;
- satellite dishes; or
- buildings, such as houses, apartments, and commercial or farm buildings.

Alberta

SAFETY CODES COUNCIL



## Structures near power lines

### Excerpt from the Alberta Electrical Utility Code

Table 9 ~ Minimum Design Clearances from Wires and Conductors Not Attached to Buildings, Signs, and Similar Plant (all similar situations; - See Clauses 5.7.3.1 and 5.7.3.3)

| Wire or Conductor                          |  | Minimum clearances, in metres, from wire to |                               |   |                               |
|--|--|---|-------------------------------|---|-------------------------------|
|  |  | Buildings <sup>††</sup>                     |                               | Signs, billboards, lamp and traffic sign standards, and similar plant |                               |
|  |  | Horizontal to surface <sup>‡</sup>          | Vertical to surface           | Horizontal to object <sup>‡</sup>                                     | Vertical to object            |
| Guys, communication cables, and drop wires |  | 0   | 0.08                          | 0   | 0.08                          |
| Supply conductors                          |  |   |                               |   |                               |
| 0 to 750 V                                 | Insulated or grounded  | 1.0   | 2.5§                          | 0.3   | 0.5                           |
|  | Enclosed in effectively grounded metallic sheath                                     | 0   | 0                             | 0   | 0.08                          |
| 0 to 750 V                                 | Neither insulated nor grounded, nor enclosed in effectively grounded metallic sheath | 1.0   | 2.5§                          | 1.0   | 0.5                           |
| Over 0.75 to 22 kV                         | Not enclosed in effectively grounded metallic sheath                                 | 3.0§§                                       | 3.0**                         | 3.0   | 2.5                           |
|  | Enclosed in effectively grounded metallic sheath                                     | 0   | 0                             | 0   | 0.08                          |
| Over 22 kV <sup>***††</sup>                |  | 3.0 plus 0.01 m/kV over 22 kV               | 3.6 plus 0.01 m/kV over 22 kV | 3.0 plus 0.01 m/kV over 22 kV   | 3.6 plus 0.01 m/kV over 22 kV |

### Notes to the table

References to other tables and clauses refer to the Alberta Electrical Utility Code

\* Clearances over or adjacent to portions of a building normally traversed by pedestrians or vehicles are covered by Tables 2 and 3.

† The tabulated clearances are applicable to nonmetallic buildings or buildings whose metallic parts are effectively grounded. Otherwise, a study to determine suitable greater clearances may be necessary, due to electrostatic induction (see clause 54.7.3.3).

‡ To these values the conductor swing must be added, in accordance with clause 5.7.3.1.

§ This clearance may be reduced to 1 m for portions of the building considered normally inaccessible.

\*\* Carrying conductors of these voltage classes over buildings should be avoided if other suitable construction can be carried out.

†† Where it appears necessary to carry conductors of these voltage classes over buildings, additional measures should be investigated, including increased clearances, to ensure that safe and suitable use can be made of the building crossed over.

§§ This value may be reduced to 1.5 m when windows that can be opened, fire escapes and balconies are not present on the building adjacent to the conductor.

**REDCLIFF & DISTRICT RECREATION SERVICES COMMITTEE MEETING**  
**Monday, April 1, 2019 – 7:00 P.M.**  
**REDCLIFF TOWN COUNCIL CHAMBERS**

**PRESENT:**

|   |  |                    |
|---|--|--------------------|
| Chairperson                                 |  | Justin Getz        |
|   |  | Christina McNeil   |
|   |  | Karen Worrell      |
|   |  | Shane Hok          |
|   |  | Shawna Gale        |
| Director of Community & Protective Services |  | Derrin Thibault    |
| Community & Protective Services             |  | Charity Schweitzer |

**ABSENT:**

Sharon Kirvan

**1. GENERAL**

- A) Meeting called to order by Chairperson Justin Getz at 7:02 pm
- B) Christina McNeil moved the agenda be adopted as amended. – Carried

**2. MINUTES**

- A) Shane Hok moved the minutes from March 6, 2019 be adopted as presented – Carried.

**3. Delegation**

None

**4. OLD BUSINESS**

**Recreation Master Plan Review**      Nothing to review.

**Project Updates:**

**Skate Park**  
Shawna Gale moved that Justin Getz to be the representative for the Skate Park Sub Committee. - Carried

**Lions Waterpark**  
Discussed how Derrin Thibault is continuing to work with the Lions on the project.

**Riverview Golf Club**      Karen Worrell moved the update on the Golf Course be accepted with the following information:

- The Halo Golf Tournament will be held at Riverview. Derrin Thibault gave an update from the Riverview AGM he attended in March. – Carried.

**Under 17 Hockey Championships**      Shane Hok moved the Under 17 Hockey Championship game hosting opportunity be received for information with the following details:

- Derrin Thibault sent an email to the U17 organization introducing the Town and inquiring about an opportunity to host an exhibition game. He has not heard back and will call if no response. – Carried.

**5. NEW BUSINESS**

**Grant Updates**      Christian McNeil moved that the grants update information be received with the following details:

- Derrin Thibault reported we have received grant money for the Ball Diamond, Splash Park, Aquatic Centre and a Bike Lending program with pick-up and drop-off points at the Library and Golf Club. – Carried

**670 Collective Mountain Bike Club**

Christian McNeil moved that the Club 670 information be received with the following details:

- Club 670 would like to build more trails between Jesmond and the Cemetery as an extension to the existing agreement with the Town for trail building. It is in an area where slumping occurred in the past, but they have modified trail location in consultation with Planning and Engineering as well as received approvals from Ghostpine for environmental, biological and archaeological purposes. – Carried

**6. RECOMMENDATIONS TO COUNCIL**

- A) Christian McNeil moved that the Redcliff & District Recreation Services Committee recommend to the Town of Redcliff Council that the Lions Water Park be a remove and replace project as opposed to the original plan of refurbishment. - Carried

**7. CORRESPONDENCE**

None

**8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**

None

**9. DATE OF NEXT MEETING – May 6, 2019**

**10. ADJOURNMENT** Shane Hoc moved the meeting be adjourned at 8:14 pm – Carried

\_\_\_\_\_  
Approved by Chair

\_\_\_\_\_  
Date

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

**DATE:** April 8, 2019

**PROPOSED BY:** Finance and Administration

**TOPIC:** Tax Recovery Reserve Bid and Auction

**PROPOSAL:** To establish terms, conditions and reserve bid for the tax recovery auction

---

### **BACKGROUND:**

MGA Part 10, Division 8 provides municipalities with the authority to collect tax arrears that relate to property taxes for parcels of land. The following sections in this Division defines the tax recovery process:

MGA Section 411(1) states that a municipality may attempt to recover tax arrears in respect of a parcel of land in accordance with Division 8 – “Recovery of Taxes Related to Land”.

MGA Section 412 requires that a municipality must annually, not later than March 31, prepare a tax arrears list showing the parcels of land in the municipality in respect of which there are tax arrears for more than one year. The municipality must notify the persons who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar (The Alberta Land Title).

MGA Section 417(1) No later than August 1 following receipt of a copy of the tax arrears list, the Registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to

- (a) the owner of the parcel of land
- (b) any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar and
- (c) each encumbrance shown on the certificate of the title for the parcel

(2) The notice must state

- (a) that if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction and
- (a) the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

MGA Sections 418(1) & 419 directs that the municipality must offer for sale at a public auction any parcel of land shown in its tax arrears if the tax arrears are not paid unless the Town has entered an arrears payment agreement with the property owner. The reserve bids for those properties have to be established in order for the Town to advertise the public auction sale in the Alberta Gazette.

**The Town of Redcliff has five properties for sale this year, these five properties went through the tax recovery process indicated in MGA Section 412, 417(1) & (2). Now the reserve bids are required to be set under 418(1) & 419 for the auction sale. The following is proposed:**

- a) Sale date:  
The established date of sale must meet the advertising guidelines in the Alberta Gazette and to accommodate the routines of this office. Administration proposes that the public sale date be set for **July 31, 2019 at 10:30 a.m.**
- b) Terms of sale as follows:

Cash or certified cheque.

c) The conditions for sale:

The property is offered for sale on an "as is, where is" basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.

d) Reserve Bids:

The respective reserve bid has been set at estimated market value, as determined by our assessor, Lance Wehlage (Benchmark Assessment Consultant Inc.), following an inspection of the properties listed below.

| Tax Roll     | Location |       |       | Estimated Market Value |
|--------------|----------|-------|-------|------------------------|
|              | Plan     | Block | Lot   |                        |
| 0031400      | 1117V    | 45    | 19-20 | \$130,000              |
| 0103900      | 9511217  |       | 1     | \$150,000              |
| 0103910      | 9511217  |       | 2     | \$158,000              |
| 0103920      | 9511217  |       | 3     | \$208,000              |
| 0134900      | 1117V    | 106   | 6-7   | \$61,000               |
| <b>Total</b> |          |       |       | <b>\$707,000</b>       |

## **POLICY/LEGISLATION:**

### **Municipal Government Act (Division 8 – Recovery of Taxes Related to Land):**

#### **Offer of parcel for sale**

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

#### **Reserve bid and conditions of sale**

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

#### **Transfer of parcel to municipality**

424(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.

## **STRATEGIC PRIORITIES**

N/A

**ATTACHMENT:** 2019 Opinion(s) of Value  
Redcliff Tax Recovery Process



**OPTIONS:**

1. To direct Administration to establish the sale date, terms, conditions, and the reserve bids as presented.
2. To direct Administration to establish the sale date, terms, conditions, and the reserve bids as amended.

**RECOMMENDATION:**

Option#1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff include the following properties currently on the tax arrears list for sale at a public auction to be held on July 31, 2019 at 10:30 am, with the reserve bids as shown below:

| Tax Roll     | Location |       |       | Estimated Market Value |
|--------------|----------|-------|-------|------------------------|
|              | Plan     | Block | Lot   |                        |
| 0031400      | 1117V    | 45    | 19-20 | \$130,000              |
| 0103900      | 9511217  |       | 1     | \$150,000              |
| 0103910      | 9511217  |       | 2     | \$158,000              |
| 0103920      | 9511217  |       | 3     | \$208,000              |
| 0134900      | 1117V    | 106   | 6-7   | \$61,000               |
| <b>Total</b> |          |       |       | <b>\$707,000</b>       |

Further that the terms of the sale be cash or certified cheque and conditions of the sale be "This property is offered for sale on an "as is, where is" basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser."

2. Councillor \_\_\_\_\_ moved that the Town of Redcliff offer the following properties for sale at a public auction to be held on \_\_\_\_\_, Time \_\_\_\_\_ a.m, with the reserve bids as shown below:

| Tax Roll     | Location |       |       | Estimated Market Value |
|--------------|----------|-------|-------|------------------------|
|              | Plan     | Block | Lot   |                        |
| 0031400      | 1117V    | 45    | 19-20 |                        |
| 0103900      | 9511217  |       | 1     |                        |
| 0103910      | 9511217  |       | 2     |                        |
| 0103920      | 9511217  |       | 3     |                        |
| 0134900      | 1117V    | 106   | 6-7   |                        |
| <b>Total</b> |          |       |       |                        |

Further that the terms of the sale be ..."

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

Department Head

Municipal Manager





#4, 320 W T Hill Blvd S  
Lethbridge, AB T1J 4W9  
Ph: (403) 381-0535  
Fax: (403) 381-1596

E: [Lance@benchmarkassessment.ca](mailto:Lance@benchmarkassessment.ca)

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# 2019 Opinion(s) of Value Town of Redcliff

April 8, 2019

Legal Address(es):

1117V; 45; 19-20

1117V; 106; 6-7

9511217; 1

9511217; 2

9511217; 3

# 201– 3<sup>rd</sup> St SE (1117; 45; 19-20)

---



| Subject          |                |                                   |                   |                                   |                    |                        |
|------------------|----------------|-----------------------------------|-------------------|-----------------------------------|--------------------|------------------------|
| <u>Roll #</u>    | <u>Address</u> | <u>Land Size (ft<sup>2</sup>)</u> | <u>Year Built</u> | <u>Bldg Size (ft<sup>2</sup>)</u> | <u>Other Impr.</u> | <u>Adj. Sale Price</u> |
| 0031400          | 201 3 St SE    | 6,500                             | 1949              | 1,030                             | -                  | -                      |
| Sale Comparables |                |                                   |                   |                                   |                    |                        |
| <u>Roll #</u>    | <u>Address</u> | <u>Land Size (ft<sup>2</sup>)</u> | <u>Year Built</u> | <u>Bldg Size (ft<sup>2</sup>)</u> | <u>Other Impr.</u> | <u>Adj. Sale Price</u> |
| 0089200          | 420 6 Ave SE   | 8,101                             | 1975              | 864                               | -                  | 134,900                |
| 0004300          | 318 1 St SE    | 6,000                             | 1958              | 864                               | Garage (Detached)  | 124,000                |
| 0049200          | 411 4 St SE    | 6,297                             | 1965              | 975                               | -                  | 136,400                |
| 0064900          | 528 5 St SE    | 6,500                             | 1972              | 880                               | Garage (Detached)  | 128,700                |
| 0087600          | 825 7 St SE    | 6,250                             | 1982              | 962                               | -                  | 123,500                |
| <b>Average</b>   |                |                                   |                   |                                   |                    | <b>129,500</b>         |

**Final Opinion of Value = \$130,000**



# Sales Comparables



Roll: 0031400  
Address: 201 - 3RD STREET SE  
Legal: 1117V 45 19-20  
Location: 100  
Base Code: 10  
Mt-Qu-St: 001-02-00 100%  
Prog.: 100%  
Eff. Year: 1965  
CDU: A  
Bldg Size: 1,030 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$118)  
Land Size: 603.90 M  
Bsmt Fin Sz: 461 Ft<sup>2</sup>  
Remainder: 43% Avg.Value according to TOP 5 comparables:

Roof: \$0  
Plumbing: \$8,669  
(x 0) Fireplaces: \$0  
Heat: \$4,776  
A/C: \$0  
Bsmt Finish: \$4,143  
Other Dep.: \$13,540  
Phys Dep.: -\$69,540  
Main Bldg: \$104,412  
Other Impr.: \$0  
Land: \$56,000  
Total: \$122,000  
\$129,500

Subject



Roll: 0089200  
Address: 420 - 6 AVE. S.E.  
Legal: 7410853 7 5  
Location: 100  
Base Code: 10  
Mt-Qu-St: 003-04-00 100%  
Prog.: 100%  
Eff. Year: 1975  
CDU: G  
Bldg Size: 864 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$204, Price/Ft<sup>2</sup>=\$219)  
Land Size: 752.60 M  
Bsmt Fin Sz: 0 Ft<sup>2</sup>  
Remainder: 62%

Sale Price: \$190,000  
Sale Date: 04-19-2018  
Roof: \$0  
Plumbing: \$8,985  
(x0) Fireplaces: \$0  
Heat: \$4,844  
A/C: \$0  
Bsmt Finish: \$0  
Other Dep.: \$23,557  
Phys Dep.: -\$56,046  
Main Bldg: \$133,660  
Other Impr.: \$0  
Land: \$62,000  
Total: \$177,000

Adj. Price: \$189,900 93 %  
Roof: \$0  
Plumbing: -\$316  
(x0) Fireplaces: \$0  
Heat: -\$68  
A/C: \$0  
Bsmt Finish: \$4,143  
Other Dep.: -\$10,017  
Phys Dep.: -\$13,494  
Main Bldg: -\$29,248  
Other Impr.: \$0  
Land: -\$6,000  
Total: -\$55,000

Est.Value: \$134,900



Roll: 0004300  
Address: 318 - 1 ST. S.E.  
Legal: 1117V 29 29-30  
Location: 100  
Base Code: 10  
Mt-Qu-St: 003-04-00 100%  
Prog.: 100%  
Eff. Year: 1968  
CDU: A  
Bldg Size: 864 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$206, Price/Ft<sup>2</sup>=\$208)  
Land Size: 557.40 M  
Bsmt Fin Sz: 216 Ft<sup>2</sup>  
Remainder: 52%

Sale Price: \$180,000  
Sale Date: 06-07-2018  
Roof: \$0  
Plumbing: \$8,986  
(x0) Fireplaces: \$0  
Heat: \$4,842  
A/C: \$0  
Bsmt Finish: \$3,205  
Other Dep.: \$20,657  
Phys Dep.: -\$72,316  
Main Bldg: \$133,626  
Other Impr.: \$26,000  
Land: \$53,000  
Total: \$178,000

Adj. Price: \$180,000 99 %  
Roof: \$0  
Plumbing: -\$317  
(x0) Fireplaces: \$0  
Heat: -\$66  
A/C: \$0  
Bsmt Finish: \$938  
Other Dep.: -\$7,117  
Phys Dep.: \$2,776  
Main Bldg: -\$29,214  
Other Impr.: -\$26,000  
Land: \$3,000  
Total: -\$56,000

Est.Value: \$124,000



Roll: 0049200  
Address: 411 - 4 STREET S.E.  
Legal: 1117V 19 14-15  
Location: 100  
Base Code: 10  
Mt-Qu-St: 003-04-00 100%  
Prog.: 100%  
Eff. Year: 1982  
CDU: A  
Bldg Size: 975 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$200, Price/Ft<sup>2</sup>=\$214)  
Land Size: 603.90 M  
Bsmt Fin Sz: 585 Ft<sup>2</sup>  
Remainder: 64%

Sale Price: \$210,000  
Sale Date: 07-04-2017  
Roof: \$0  
Plumbing: \$8,986  
(x0) Fireplaces: \$0  
Heat: \$5,464  
A/C: \$3,769  
Bsmt Finish: \$8,923  
Other Dep.: \$28,848  
Phys Dep.: -\$61,960  
Main Bldg: \$144,970  
Other Impr.: \$0  
Land: \$56,000  
Total: \$195,000

Adj. Price: \$209,400 93 %  
Roof: \$0  
Plumbing: -\$317  
(x0) Fireplaces: \$0  
Heat: -\$688  
A/C: -\$3,769  
Bsmt Finish: -\$4,780  
Other Dep.: -\$15,308  
Phys Dep.: -\$7,580  
Main Bldg: -\$40,558  
Other Impr.: \$0  
Land: \$0  
Total: -\$73,000

Est.Value: \$136,400



Roll: 0064900  
Address: 528 - 5 ST. S.E.  
Legal: 3042AV 2 34-35  
Location: 100  
Base Code: 10  
Mt-Qu-St: 003-04-00 100%  
Prog.: 100%  
Eff. Year: 1972  
CDU: G  
Bldg Size: 880 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$230, Price/Ft<sup>2</sup>=\$238)  
Land Size: 603.90 M  
Bsmt Fin Sz: 748 Ft<sup>2</sup>  
Remainder: 60%


Sale Price: \$210,000  
Sale Date: 01-04-2018  
Roof: \$0  
Plumbing: \$20,779  
(x0) Fireplaces: \$0  
Heat: \$4,932  
A/C: \$3,401  
Bsmt Finish: \$12,374  
Other Dep.: \$28,597  
Phys Dep.: -\$72,268  
Main Bldg: \$139,185  
Other Impr.: \$10,000  
Land: \$56,000  
Total: \$203,000

Adj. Price: \$209,700 97 %  
Roof: \$0  
Plumbing: -\$12,110  
(x0) Fireplaces: \$0  
Heat: -\$156  
A/C: -\$3,401  
Bsmt Finish: -\$8,231  
Other Dep.: -\$15,057  
Phys Dep.: \$2,728  
Main Bldg: -\$34,773  
Other Impr.: -\$10,000  
Land: \$0  
Total: -\$81,000

Est.Value: \$128,700



## Sales Comparables

|  |  |                       |                  |           |           |
|--|--|-----------------------|------------------|-----------|-----------|
|  | Roll: 0087600  | Sale Price: \$219,500 | Adj. Price:      | \$219,500 | 99 %      |
|  | Address: 825 - 7 ST. S.E.  | Sale Date: 06-13-2018 | Roof:            | \$0       | \$0       |
|  | Legal: 7810529 22 13   |                       | Plumbing:        | \$20,779  | -\$12,110 |
|  |  |                       | (x0) Fireplaces: | \$0       | \$0       |
|  | Location: 100  |                       | Heat:            | \$5,391   | -\$615    |
|  | Base Code: 10  |                       | A/C:             | \$3,717   | -\$3,717  |
|  | Mt-Qu-St: 003-04-00 100%   |                       | Bsmt Finish:     | \$14,857  | -\$10,714 |
|  | Prog.: 100%  |                       | Other Dep.:      | \$34,187  | -\$20,647 |
|  | Eff. Year: 1982  |                       | Phys Dep.:       | -\$61,089 | -\$8,451  |
|  | CDU: G   |                       | Main Bldg:       | \$146,158 | -\$41,746 |
|  | Bldg Size: 962 Ft <sup>2</sup> (Asmt/Ft <sup>2</sup> =\$226, Price/Ft <sup>2</sup> =\$228) |                       | Other Impr.:     | \$0       | \$0       |
|  | Land Size: 580.60 M  |                       | Land:            | \$54,000  | \$2,000   |
|  | Bsmt Fin Sz: 796 Ft <sup>2</sup>   |                       | Total:           | \$218,000 | -\$96,000 |
|  | Remainder: 68%   |                       | Est. Value:      | \$123,500 |           |



# 114 – 2<sup>nd</sup> ST NE (1117V; 106; 6-7)

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| Subject               |                    |                        |                   |                        |                    |                        |
|-----------------------|--------------------|------------------------|-------------------|------------------------|--------------------|------------------------|
| <u>Roll #</u>         | <u>Address</u>     | <u>Land Size (ft²)</u> | <u>Year Built</u> | <u>Bldg Size (ft²)</u> | <u>Other Impr.</u> | <u>Adj. Sale Price</u> |
| 0134900               | 114 2 St NE        | 6,500                  | -                 | -                      | -                  | -                      |
| Comparables           |                    |                        |                   |                        |                    |                        |
| <u>Roll #</u>         | <u>Address</u>     | <u>Land Size (ft²)</u> | <u>Year Built</u> | <u>Bldg Size (ft²)</u> | <u>Other Impr.</u> | <u>Adj. Sale Price</u> |
| 0269900               | 951 Maskell Pl SE  | 5,250                  | -                 | -                      | -                  | 61,500                 |
| 0273800               | 935 Memorial Dr SE | 5,761                  | -                 | -                      | -                  | 59,500                 |
| 0268200               | 910 9 Ave SE       | 6,035                  | -                 | -                      | -                  | 63,240                 |
| 0269800               | 947 Maskell Pl SE  | 6,200                  | -                 | -                      | -                  | 59,000                 |
| 0270900               | 936 Maskell Pl SE  | 5,512                  | -                 | -                      | -                  | 60,070                 |
| <b><i>Average</i></b> |                    |                        |                   |                        |                    | <b>60,662</b>          |

**Final Opinion of Value = \$61,000**



# Sales Comparables



Roll: 0134900  
 Address: 114 - 2 ST. N.E.  
 Legal: 1117V 106 6-7  
 Location: 200  
 Base Code: 10  
 Mt-Qu-St: 0%  
 Prog.: 0%  
 Eff. Year:  
 CDU:  
 Bldg Size:  
 Land Size: 603.90 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 0%

Roof: \$0  
 Plumbing: \$0  
 (x 0) Fireplaces: \$0  
 Heat: \$0  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$0  
 Phys Dep.: \$0  
 Main Bldg: \$0  
 Other Impr.: \$0  
 Land: \$56,000  
 Total: \$56,000  
 Avg. Value according to TOP 5 comparables: \$60,662

Subject



Roll: 0269900  
 Address: 951-Maskell Place s.  
 Legal: 0913590 10 21  
 Location: 510  
 Base Code: 10  
 Mt-Qu-St: 0%  
 Prog.: 0%  
 Eff. Year:  
 CDU:  
 Bldg Size:  
 Land Size: 487.70 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 0%

Sale Price: \$84,690  
 Sale Date: 07-07-2017  
 Roof: \$0  
 Plumbing: \$0  
 (x0) Fireplaces: \$0  
 Heat: \$0  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$0  
 Phys Dep.: \$0  
 Main Bldg: \$0  
 Other Impr.: \$0  
 Land: \$79,000  
 Total: \$79,000

Adj. Price: \$84,500 93 %  
 Est. Value: \$61,500



Roll: 0273800  
 Address: 935 Memorial Drive s.  
 Legal: 0913590 13 6  
 Location: 510  
 Base Code: 10  
 Mt-Qu-St: 0%  
 Prog.: 0%  
 Eff. Year:  
 CDU:  
 Bldg Size:  
 Land Size: 535.20 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 0%

Sale Price: \$86,500  
 Sale Date: 09-13-2018  
 Roof: \$0  
 Plumbing: \$0  
 (x0) Fireplaces: \$0  
 Heat: \$0  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$0  
 Phys Dep.: \$0  
 Main Bldg: \$0  
 Other Impr.: \$0  
 Land: \$83,000  
 Total: \$83,000

Adj. Price: \$86,500 96 %  
 Est. Value: \$59,500



Roll: 0268200  
 Address: 910-9 Ave S.E.  
 Legal: 0913590 10 4  
 Location: 510  
 Base Code: 10  
 Mt-Qu-St: 0%  
 Prog.: 0%  
 Eff. Year:  
 CDU:  
 Bldg Size:  
 Land Size: 560.70 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 0%

Sale Price: \$92,240  
 Sale Date: 02-22-2019  
 Roof: \$0  
 Plumbing: \$0  
 (x0) Fireplaces: \$0  
 Heat: \$0  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$0  
 Phys Dep.: \$0  
 Main Bldg: \$0  
 Other Impr.: \$0  
 Land: \$85,000  
 Total: \$85,000

Adj. Price: \$92,240 92 %  
 Est. Value: \$63,240




Roll: 0269800  
 Address: 947-Maskell Place s.  
 Legal: 0913590 10 20  
 Location: 510  
 Base Code: 10  
 Mt-Qu-St: 0%  
 Prog.: 0%  
 Eff. Year:  
 CDU:  
 Bldg Size:  
 Land Size: 576.00 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 0%

Sale Price: \$89,240  
 Sale Date: 07-07-2017  
 Roof: \$0  
 Plumbing: \$0  
 (x0) Fireplaces: \$0  
 Heat: \$0  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$0  
 Phys Dep.: \$0  
 Main Bldg: \$0  
 Other Impr.: \$0  
 Land: \$86,000  
 Total: \$86,000

Adj. Price: \$89,000 97 %  
 Est. Value: \$59,000



## Sales Comparables

|  |                               |                       |                  |          |           |
|--|-------------------------------|-----------------------|------------------|----------|-----------|
|  | Roll: 0270900                 | Sale Price: \$93,070  | Adj. Price:      | \$93,070 | 96 %      |
|  | Address: 936-Maskell Place s. | Sale Date: 09-13-2018 | Roof:            | \$0      | \$0       |
|  | Legal: 0913590 10 31          |                       | Plumbing:        | \$0      | \$0       |
|  | Location: 510                 |                       | (x0) Fireplaces: | \$0      | \$0       |
|  | Base Code: 10                 |                       | Heat:            | \$0      | \$0       |
|  | Mt-Qu-St:                     | 0%                    | A/C:             | \$0      | \$0       |
|  | Prog.: 0%                     |                       | Bsmt Finish:     | \$0      | \$0       |
|  | Eff. Year:                    |                       | Other Dep.:      | \$0      | \$0       |
|  | CDU:                          |                       | Phys Dep.:       | \$0      | \$0       |
|  | Bldg Size:                    |                       | Main Bldg:       | \$0      | \$0       |
| Land Size: 512.10 M  |                               |                       | Other Impr.:     | \$0      | \$0       |
| Bsmt Fin Sz: 0 Ft <sup>2</sup>   |                               |                       | Land:            | \$89,000 | -\$33,000 |
| Remainder: 0%  |                               |                       | Total:           | \$89,000 | -\$33,000 |
|  |                               |                       | Est. Value:      | \$60,070 |           |

# 1660 Highway Ave SE (9511217; 1-3)



| Subject          |                     |                   |                        |                  |                   |                      |
|------------------|---------------------|-------------------|------------------------|------------------|-------------------|----------------------|
| <u>Roll #</u>    | <u>Address</u>      | <u>Year Built</u> | <u>Bldg Size (ft²)</u> | <u>Sale Date</u> | <u>Sale Price</u> | <u>Price per ft²</u> |
| 0103900          | 1660 Highway Ave SE | 1979              | 1,764                  | -                | -                 | -                    |
| 0103910          |                     | 1979              | 1,862                  | -                | -                 | -                    |
| 0103920          |                     | 1979              | 2,450                  | -                | -                 | -                    |
| Sale Comparables |                     |                   |                        |                  |                   |                      |
| <u>Roll #</u>    | <u>Address</u>      | <u>Year Built</u> | <u>Bldg Size (ft²)</u> | <u>Sale Date</u> | <u>Sale Price</u> | <u>Price per ft²</u> |
| 0099200          | 106 Broadway Ave E  | 1960              | 2,400                  | 06/30/2015       | 159,000           | \$66                 |
| 0127200          | 214 5 St NW         | 1981              | 1,430                  | 08/18/2015       | 122,460           | \$86                 |
| 0288200          | 1502 Dirkson Dr NE  | 2015              | 1,200                  | 05/17/2016       | 147,871           | \$123                |
| 0289100          |                     | 2015              | 1,200                  | 08/01/2017       | 155,000           | \$129                |
| 0288700          |                     | 2015              | 1,200                  | 07/27/2018       | 158,400           | \$132                |
| 0288100          |                     | 2015              | 1,200                  | 07/11/2017       | 159,900           | \$133                |



|         |             |      |       |            |         |                      |
|---------|-------------|------|-------|------------|---------|----------------------|
| 0288900 |             | 2015 | 1,200 | 05/03/2018 | 159,900 | \$133                |
| 0287100 |             | 2015 | 1,440 | 08/31/2017 | 162,000 | \$113                |
| 0287400 |             | 2015 | 1,440 | 05/16/2016 | 164,900 | \$115                |
| 0288800 |             | 2015 | 1,200 | 09/13/2018 | 167,250 | \$139                |
| 0287600 |             | 2015 | 1,440 | 02/01/2018 | 168,000 | \$117                |
| 0286900 |             | 2015 | 1,440 | 05/10/2016 | 168,713 | \$117                |
| 0286800 |             | 2015 | 1,440 | 06/05/2018 | 169,000 | \$117                |
| 0287700 |             | 2015 | 1,440 | 11/22/2016 | 172,600 | \$120                |
| 0287900 |             | 2015 | 1,440 | 11/09/2017 | 174,600 | \$121                |
| 0287300 |             | 2015 | 1,440 | 05/18/2016 | 174,900 | \$121                |
| 0287200 |             | 2015 | 1,440 | 10/20/2016 | 174,900 | \$121                |
| 0287500 |             | 2015 | 1,440 | 11/03/2016 | 174,900 | \$121                |
| 0287800 |             | 2015 | 1,440 | 05/30/2017 | 184,359 | \$128                |
| 0164700 | 202 3 St NE | 2008 | 2,400 | 01/25/2019 | 225,000 | \$94                 |
| 0180510 | 339 5 St NW | 2011 | 3,200 | 12/02/2017 | 300,000 | \$94                 |
| 0247700 | 202 1 St NE | 2006 | 3,240 | 04/05/2017 | 340,000 | \$105                |
|         |             |      |       |            |         | <i>Min</i> \$66      |
|         |             |      |       |            |         | <i>Max</i> \$139     |
|         |             |      |       |            |         | <i>Average</i> \$116 |

**Final Opinion of Value (9511217; 1) = \$85 / ft<sup>2</sup> x 1,764 ft<sup>2</sup> = \$150,000**

**Final Opinion of Value (9511217; 2) = \$85 / ft<sup>2</sup> x 1,862 ft<sup>2</sup> = \$158,000**

**Final Opinion of Value (9511217; 3) = \$85 / ft<sup>2</sup> x 2,450 ft<sup>2</sup> = \$208,000**

## Town of Redcliff - Recovery of Taxes Related to Land

The Municipal Government Act (MGA) regulates the tax recovery process for municipalities. Within the MGA, Part 10, there are three divisions that outline the tax recovery process for different types of property:

- Division 8 – Recovery of Taxes Relating to Land;
- Division 8.1 – Recovery of Taxes Relating to Designated Manufactured Homes; and
- Division 9 – Recovery of Taxes Not Relating to Land

For this section, the tax recovery process will be specifically for the recovery of taxes relating to land (Division 8):

1. Each year, Town of Redcliff must, not later than March 31, prepare a list of all parcels of land that are more than one year in arrears and forward to the Registrar at the Land Titles Office. A Tax Recovery Notification will be registered on the Certificate of Title. A Tax Notification Fee will be added to the tax roll account. Section 326 (c) of the MGA defines “tax arrears” as “taxes that remain unpaid after December 31 of the year in which they are imposed.” Taxes are in arrears if they are unpaid as of January 1 of the year following the year in which they were imposed. Section 332 states that taxes imposed are deemed to have been imposed on January 1.
2. Section 414 states that once a Tax Recovery Notification has been endorsed on the Certificate of Title, the person who is liable to pay the taxes must not remove any improvements for which taxes can be levied and for which that person is responsible without the approval of the municipality. Anyone can pay the tax arrears owing against the property and Town of Redcliff will discharge the Tax Recovery Notification.
3. No later than the August 1 following receipt of a copy of the tax arrears list, the Registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to the owner of the parcel of land, to any person who has an interest registered against the parcel, and to each owner of an encumbrance as shown on the Certificate of Title. The notice must state that if the tax arrears are not paid by March 31 of the following year the municipality will offer the parcel for sale at public auction, and the municipality may become the owner of the parcel if it is not sold at public auction.
4. If the tax arrears are not paid by March 31 of the following year, Town of Redcliff will offer the parcel for sale at public auction and may become the owner of the parcel if it is not sold at public auction.
5. Town of Redcliff must offer for sale at a public auction any lands with tax arrears that are shown on its tax arrears list. Discharge of Tax Recovery Notification will not be sent to Land Titles until the arrears and penalties are paid in full.
6. Town of Redcliff must establish a reserve bid before it can auction a property. The reserve bid is set at a level that is as close as reasonably possible to the market value of the parcel.
7. Town of Redcliff must advertise the public auction in the Alberta Gazette and one local newspaper. The information in the advertisement must specify the date, time and location of the auction and a description of each parcel of land to be offered for sale. The advertisement must also include any terms and conditions of the sale. Up to the date of the public auction anyone can pay the tax arrears owing against the property and Town of Redcliff will discharge the Tax Recovery Notification.

8. Town of Redcliff holds a public auction on the date set by Council, in which, any parcels of land included in the listing that have not been discharged from the Tax Recovery Notification will be available for public auction with the set reserve bid.
9. Should the parcels of land not be sold at the public auction, Town of Redcliff may cancel the existing title for the parcel of land and issue a certificate of title in the name of the Town. A Tax Forfeiture will be registered on the Certificate of Title. The Town will then have the ability to sell the parcel of land at any time after being registered on Title.
10. The following is a timeline of the tax recovery process relating to Land (*How a property with tax arrears has progressed to the 2019 auction sale*):  
*MGA 332 states that taxes imposed under Part 10, other than a supplementary property tax or a supplementary business tax, are deemed to have been imposed on January 1.*

| MGA 332 states that taxes imposed under Part 10, other than a supplementary property tax or a supplementary business tax, are deemed to have been imposed on January 1. |                        |              |                                |  |  |  |                                     |                               |  |  |   |
|---|------------------------|--------------|--------------------------------|--|--|--|-------------------------------------|-------------------------------|--|--|---|
| Tax Recovery Process  | Tax Notices Mailed out | Tax Due Date | Becomes Tax Arrears (for 1 yr) | Becomes Tax Arrears for 2 yrs (more than 1 yr) | Tax Notification Registered with Land Title (tax arrears for more than 1 year) | Registrar Sends Notifications to Landowner and any interested parties on the Title | Parcel available for public auction | Council sets the Reserve Bids | Advertise in Alberta Gazette (between 40-90 days prior to Auction) | Advertise in Commentator (between 10-20 days prior to Auction) | Public Auction  |
| Timeline  | May 19-24/16           | June 30/16   | Jan 1/17                       | Jan 1/18                                       | Mar 31, 2018   | Aug 1/2018   | After Mar 31/19                     | In April/19                   | In May/19  | In July/19   | July 31/19  |
|   |                        |              |                                |  | 2018 Tax Arrears List  |  |                                     |                               |  |  | Auction properties with unpaid arrears on 2018 tax arrears list |

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 8<sup>th</sup>, 2019

**PROPOSED BY:** Community and Protective Services Department

**TOPIC:** Allocate Capital Project Funds – Budget Amendment

**PROPOSAL:** To review and approve the proposed allocation of Capital Project funds

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**BACKGROUND:**

At the February 25 regular council meeting the following motion was made and carried:

|  |  |
|--|--|
| 2019-0064    Reallocate Capital Project funds – Budget Amendment | B) Councillor Gale moved the Red-Light Camera Project be removed from the 2019 Capital Budget. Further that Administration further review options for reallocation of the budgeted \$140,000 and bring back options to Council for consideration. - Carried. |
|--|--|

Upon receiving this direction, Administration has developed this Request for Decision in an effort to secure the requisite funding for the Splash Park Project. On March 11<sup>th</sup>, 2019 the Lions Club and Town were notified of the successful grant application of \$80,000 that was applied for in September 2018. Now that we are in possession of the grant funding, we have 18 months to complete the project and report the grant information back to the Alberta Government. With the \$80,000 grant and the \$100,000 of MSI money the Splash Park project currently has a total of \$180,000 of funding.

An approved re-allocation of the previously committed \$140,000 Red Light camera project funds (to come from the purchasing reserve) would bring us to \$320,000. Based on the updated budgetary information, \$320,000 should be sufficient to provide a smaller replacement of the existing splash park. To maintain a similar size splash park the project cost would be approximately \$400,000.

The Splash Park project has been presented to the Redcliff & District Recreation Services Committee in the April 1<sup>st</sup>, 2019 meeting where project discussions took place. A recommendation to council was presented and carried.

**“RECOMMENDATIONS TO COUNCIL**

- A) Christian McNeil moved that the Redcliff & District Recreation Services Committee recommend to the Town of Redcliff Council that the Lions Water Park be a remove and replace project as opposed to the original plan of refurbishment. – Carried”

The Lions Splash Park is one of Redcliff’s premier parks and has been identified as a project of which Council is in support. Initially, the splash park was intended to be a refurbishment project. Upon obtaining updated budgetary information from vendors it has been discovered that the existing ½” waterline infrastructure that feeds the current water features in the current splash park are too small for most of the water features used today. In order to move forward with design and construction for a remove and replacement project the splash park would require additional funds.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

Supporting Facility assets is identified under Goal #1 Infrastructure, of the Municipality's Strategic Plan. It is an important practice to maintain our recreational infrastructure to be able to appropriately serve our community.

**ATTACHMENTS:**

- 2019 Capital Projects Spreadsheet

**OPTIONS:**

1. Approve the allocation of \$220,000 from the Purchasing Reserve funds for the Splash Park project to bring the total funding amount up to \$400,000 as presented.
2. Approve the allocation of \$140,000 from the Purchasing Reserve funds for the Splash Park project to bring the total funding amount up to \$320,000 as presented.
3. Suggest changes to the allocation of funds, for review at a future Council meeting.

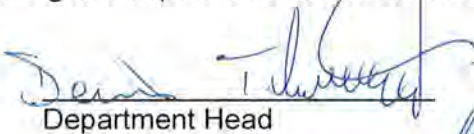
**RECOMMENDATION:**

Option #1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that \$220,000 be allocated to the Splash Park Project with the funding source being the Purchasing Reserve, to bring the total funding amount up to \$400,000
2. Councillor \_\_\_\_\_ moved that \$140,000 be allocated to the Splash Park Project with the funding source being amended to the Purchasing Reserve, to bring the total funding amount up to \$320,000
3. Councillor \_\_\_\_\_ moved the allocation of funds for the Splash Park have further review and bring back options to Council for consideration.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

| 26-Nov-18  |              |            | 2019 PROJECTS AND SOURCES OF FUNDING  |         |              |                               |            |              |               |                            |                    | 2019 SOURCE OF GRANTS FUNDING DETAILS                                  |                      |  |  |              |              | TOTAL GRANTS FUNDING |
|--|--------------|------------|---|---------|--------------|-------------------------------|------------|--------------|---------------|----------------------------|--------------------|--|----------------------|--|--|--------------|--------------|----------------------|
| Department   | Proj. ID     | MYCIP Rank | Project   | GL CODE | Project Cost | Local Impr/Debt/ Offsite Levy | Reserves   | Grants       | Total Funding | Debt/Reserve Type          | Grants             | MSI  | MSI Priority Ranking | MSI 2019 Estimate                          | Federal Gas Tax                          | Other Grants |              |                      |
|  |              |            |   |         |              |                               |            |              |               |                            |                    | 866,520 (2018 MSI Estimated Ending Balance) Plus Estimated Int \$3,480 |                      | As per 2018 Actual Allocation: \$1,727,481 | As per 2018 Actual Allocation: \$308,863 | Contingent   |              |                      |
|  |              |            |   |         |              |                               |            |              |               |                            |                    | 870,000.00   |                      | 1,727,481.00                               | 308,863.00                               |              | 2,906,344.00 |                      |
| Administration                                       |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
|  |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Projects Brought Forward by the Public or Committees |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Water  | W19          | 32         | Water Treatment Plant Generator Exhaust Reconfiguration   |         | 5,000.00     |                               | 5,000.00   |              | 5,000.00      | Water System, 100%         |                    |  |                      |  |  |              |              |                      |
|  |              |            |   |         | 5,000.00     |                               | 5,000.00   |              | 5,000.00      |                            |                    |  |                      |  |  |              |              |                      |
|  |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Infrastructure Engineering Services                  |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Road/Storm   | A7           | 23         | Broadfoot Place and Stone Place Deep Utilities & Road Rehabilitation  |         | 165,000.00   |                               |            | 165,000.00   | 165,000.00    | Land Development, 100%     | MSI, 100%          | 165,000.00   | 6                    |  |  |              | 165,000.00   |                      |
| Land   | L15          | 33         | Welland Assessment - Northside and Eastside   |         | 50,000.00    |                               | 50,000.00  |              | 50,000.00     |                            |                    |  |                      |  |  |              |              |                      |
| Road   | A3           | 43         | Main Street between Sangster Crescent and Redcliff Way (2020 construction estimated total project cost \$1,900,000) |         | 90,000.00    |                               |            | 90,000.00    | 90,000.00     |                            | MSI, 100%          |  | 10                   | 90,000.00                                  |  |              | 90,000.00    |                      |
| Road   | A5           | 100        | IF Cox School Utility and Road Improvements (Design Engineering & 4th Street Underground)                           |         | 750,000.00   |                               |            | 750,000.00   | 750,000.00    |                            | MSI, 59%; FGT, 41% |  | 3                    | 441,137.00                                 | 308,863.00                               |              | 750,000.00   |                      |
|  |              |            |   |         | 1,055,000.00 |                               | 50,000.00  | 1,005,000.00 | 1,055,000.00  |                            |                    | 165,000.00   |                      | 531,137.00                                 | 308,863.00                               |              | 1,005,000.00 |                      |
|  |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Community & Protective Services                      |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Community Services                                   |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Facility   | B30          | 10         | Rectangle Parking Lot Rehabilitation  |         | 330,000.00   |                               |            | 330,000.00   | 330,000.00    |                            | MSI 100%           | 330,000.00   | 4                    |  |  |              | 330,000.00   |                      |
| Park   | P2           | 171        | Skateboard Park   |         | 214,245.00   |                               | 2,945.00   | 211,300.00   | 214,245.00    | Purchasing Reserve), 1.38% | MSI 98.62%         |  | 8                    | 211,300.00                                 |  |              | 211,300.00   |                      |
| Total  |              |            |   |         | 544,245.00   |                               | 2,945.00   | 541,300.00   | 544,245.00    |                            |                    | 330,000.00   |                      | 211,300.00                                 |  |              | 541,300.00   |                      |
| Protective Services                                  |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
|  | S25&B31& B32 | 4          | Backup Generators (Lift Stations, RCMP, Town Hall)  |         | 150,000.00   |                               |            | 150,000.00   | 150,000.00    |                            | MSI, 100%          |  | 9                    | 150,000.00                                 |  |              | 150,000.00   |                      |
|  | (E1)         | 37         | Red Light Camera on Trans Canada Highway  |         | 140,000.00   |                               | 140,000.00 |              | 140,000.00    | Road Mice, 100%            |                    |  |                      |  |  |              |              |                      |
| Total  |              |            |   |         | 290,000.00   |                               | 140,000.00 | 150,000.00   | 290,000.00    |                            |                    |  |                      | 150,000.00                                 |  |              | 150,000.00   |                      |
|  |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Public Works Services                                |              |            |   |         |              |                               |            |              |               |                            |                    |  |                      |  |  |              |              |                      |
| Road   | R3           | 16         | New Equipment Trailer (Public Services)   |         | 15,000.00    |                               | 15,000.00  |              | 15,000.00     | Purchasing, 100%           |                    |  |                      |  |  |              |              |                      |
| Water/Sanitary                                       | E2           | 8          | New Trench Box (Public Services)  |         | 40,000.00    |                               | 40,000.00  |              | 40,000.00     | Purchasing, 100%           |                    |  |                      |  |  |              |              |                      |
| Road   | E3           | 3          | New Road Sander   |         | 125,000.00   |                               |            | 125,000.00   | 125,000.00    |                            | MSI, 100%          | 125,000.00   | 1                    |  |  |              | 125,000.00   |                      |
| Road   | R1           | 5          | New Tandem Gravel Truck with Plow   |         | 250,000.00   |                               |            | 250,000.00   | 250,000.00    |                            | MSI, 100%          | 250,000.00   | 2                    |  |  |              | 250,000.00   |                      |
| Water  | W21          | 1          | Water Treatment Plant Ponds Dredging  |         | 80,000.00    |                               | 80,000.00  |              | 80,000.00     | Water System, 100%         |                    |  |                      |  |  |              |              |                      |
| Water  | W20          | 2          | Water Valve Replacement Program   |         | 100,000.00   |                               |            | 100,000.00   | 100,000.00    |                            | MSI, 100%          |  | 11                   | 100,000.00                                 |  |              | 100,000.00   |                      |
| Sanitary   | S24          | 7          | CCTV Inspection Program   |         | 120,000.00   |                               |            | 120,000.00   | 120,000.00    |                            | MSI, 100%          |  | 5                    | 120,000.00                                 |  |              | 120,000.00   |                      |
| Sanitary   | S21          | 13         | Annual Inflow and Infiltration Remediation Program  |         | 100,000.00   |                               | 100,000.00 |              | 100,000.00    | Sanitary, 100%             |                    |  |                      |  |  |              |              |                      |
| Road   | R4           | 11         | New Half Ton Pickup (Public Services)   |         | 42,000.00    |                               | 42,000.00  |              | 42,000.00     | Purchasing, 100%           |                    |  |                      |  |  |              |              |                      |
| Building   | B25          | 12         | Equipment Storage & Salt Storage Building   |         | 300,000.00   |                               |            | 300,000.00   | 300,000.00    |                            | MSI, 100%          |  | 13                   | 300,000.00                                 |  |              | 300,000.00   |                      |
| Building   | B28          | 28         | Public Services Building - Roof Replacement   |         | 225,000.00   |                               |            | 225,000.00   | 225,000.00    |                            | MSI, 100%          |  | 12                   | 225,000.00                                 |  |              | 225,000.00   |                      |
| Sub Total  |              |            |   |         | 1,397,000.00 |                               | 277,000.00 | 1,120,000.00 | 1,397,000.00  |                            |                    | 375,000.00   |                      | 745,000.00                                 |  |              | 1,120,000.00 |                      |
| Total  |              |            |   |         | 3,291,245.00 |                               | 474,945.00 | 2,816,300.00 | 3,291,245.00  |                            |                    | 870,000.00   |                      | 1,637,437.00                               | 308,863.00                               |              | 2,816,300.00 |                      |
|  |              |            |   |         |              |                               |            |              |               | Remaining Grants           |                    | 0.00   |                      | 90,044.00                                  | 0.00                                     | 0.00         | 90,044.00    |                      |

| PREVIOUS YEAR CARRY-OVER PROJECTS   |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
|-------------------------------------|-----------|------|--|-----------------|--------------|------------|------------|--------------------|--------------|------------------------------------|--------------------------------|--------------|---|------------|--------------|--------------|
| 2018 Carryover Projects             |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Administration                      |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
|                                     |           |      | Document Management  | 8-12-00-630-196 | 70,000.00    |            | 70,000.00  |                    | 70,000.00    | Purchasing, 100%                   |                                |              |   |            |              |              |
|                                     |           |      | Asset Management   | 8-12-00-630-197 | 70,000.00    |            | 70,000.00  |                    | 70,000.00    | Purchasing, 100%                   |                                |              |   |            |              |              |
| Total                               |           |      |  |                 | 140,000.00   |            | 140,000.00 |                    | 140,000.00   |                                    |                                |              |   |            |              |              |
| Infrastructure Engineering Services |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Sanitary                            | OS-S2     | 1    | Upgrades to South Trunk east of Eastside Phase I   | 8-42-00-610-198 | 476,814.00   |            | 167,951.00 | 308,863.00         | 476,814.00   | Sanitary, 35%                      | FGT, 65%                       |              |   |            | 308,863.00   | 308,863.00   |
| Sanitary                            | S23       | 7    | East Side Surge Tanks  | 8-42-00-610-199 | 650,000.00   |            |            | 650,000.00         | 650,000.00   |                                    | MSI, 100%                      | 650,000.00   |   |            |              | 650,000.00   |
| Sanitary                            | S22       | 21   | 5th Ave and 2nd Street (should be Jesmond) Lift Station                                  | 8-42-00-610-200 | 362,250.00   |            |            | 362,250.00         | 362,250.00   |                                    | MSI, 100%                      | 362,250.00   |   |            |              | 362,250.00   |
| Sanitary                            | S21       | 6    | Annual Inflow and Infiltration Remediation Program                                       | 8-42-00-610-201 | 200,000.00   |            | 200,000.00 |                    | 200,000.00   | Purchasing, 100%                   |                                |              |   |            |              |              |
|                                     |           |      |  |                 | 1,689,064.00 |            | 367,951.00 | 1,321,113.00       | 1,689,064.00 |                                    |                                | 1,012,250.00 |   |            | 308,863.00   | 1,321,113.00 |
| Community & Protective Services     |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Community Services                  |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Events                              | B23       | 56   | Portable Washroom / Bouncy Castle / Outdoor Movie Screen / lighting                      | 8-72-00-630-202 | 43,500.00    |            | 21,750.00  | 21,750.00          | 43,500.00    | Purchasing, 50%                    | Committee Partnership,         |              |   |            | 21,750.00    | 21,750.00    |
| Facilities                          | B19 & B20 | 4&18 | Aquatic Centre Rehab - Phase 1 & 2   | 8-72-00-620-206 | 149,800.00   |            |            | 149,800.00         | 149,800.00   |                                    | Accessibility, Rubber Grant,   | 67,000.00    |   |            | 82,800.00    | 149,800.00   |
| Facilities                          | B22       | 27   | Library Rehab Phase I & II   | 8-72-00-620-207 | 130,000.00   |            | 65,000.00  | 65,000.00          | 130,000.00   | Purchasing, 50%                    | Contingent on CFEP, 50%        |              |   |            | 65,000.00    | 65,000.00    |
| Total                               |           |      |  |                 | 323,300.00   |            | 86,750.00  | 236,550.00         | 323,300.00   |                                    |                                | 67,000.00    |   |            | 169,550.00   | 236,550.00   |
| Total                               |           |      |  |                 | 2,152,364.00 |            | 594,701.00 | 1,557,663.00       | 2,152,364.00 |                                    |                                | 1,079,250.00 |   |            | 308,863.00   | 1,695,663.00 |
| 2017 Carryover Projects             |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Infrastructure Engineering Services |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Water                               | W18       | 16   | River Valley Potable Water Distribution  |                 | 350,000.00   | 250,000.00 | 100,000.00 |                    | 350,000.00   | Local Impr 70%; Water Systems, 30% |                                |              |   |            |              |              |
| Storm                               | D45       | 36   | 702 Main Street Drainage Improvements (Rolled into Main Street Project)                  |                 | 50,000.00    |            | 50,000.00  |                    | 50,000.00    | Storm System, 100%                 |                                |              |   |            |              |              |
| Storm                               | D40       | 11   | Outfall 5FFAB Coulee Restoration (golf course)   |                 | 2,571,520.00 |            | 257,152.00 | 2,314,368.00       | 2,571,520.00 | Purchasing, 10%                    | CFEP/Golf Course               |              |   |            | 2,314,368.00 | 2,314,368.00 |
| Sanitary                            | S21       | 6    | Annual Inflow and Infiltration Remediation Program                                       |                 | 200,000.00   |            |            | 200,000.00         | 200,000.00   |                                    | FGT, 100%                      |              |   |            | 200,000.00   | 200,000.00   |
| Road                                | T23       | 39   | 4 St NW (000, 100 & 200blk) Final Lift (2004) (Delayed until utility work complete)      |                 | 296,000.00   |            |            | 296,000.00         | 296,000.00   |                                    | MSI, 100%                      | 296,000.00   |   |            |              | 296,000.00   |
| Road                                | T22       | 38   | 3 St NW (000, 100, 200 & 300blk) Final Lift (2005) (Delayed until utility work complete) |                 | 339,000.00   |            | 75,000.00  | 264,000.00         | 339,000.00   | Purchasing, 22%                    | MSI, 78%                       | 264,000.00   |   |            |              | 264,000.00   |
|                                     |           |      |  |                 | 3,806,520.00 | 250,000.00 | 482,152.00 | 3,074,368.00       | 3,806,520.00 |                                    |                                | 560,000.00   |   |            | 200,000.00   | 3,074,368.00 |
| Community & Protective Services     |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Parks                               | P8        | 5    | Splash Park Rehab (Joint Community Project)  |                 | 100,000.00   |            |            | 100,000.00         | 100,000.00   |                                    | MSI 100%                       |              | 7 | 100,000.00 |              | 100,000.00   |
| Facilities                          | B14       | 9    | Senior's Drop in Centre Phase I  |                 | 30,000.00    |            | 15,000.00  | 15,000.00          | 30,000.00    |                                    | CFEP, Redcliff Seniors         |              |   |            | 15,000.00    | 15,000.00    |
| Facilities                          | B15       | 12   | Ball Diamond Bathroom Refurb   |                 | 8,000.00     |            |            | 8,000.00           | 8,000.00     |                                    | Medicine Hat Community Grants, |              |   |            | 8,000.00     | 8,000.00     |
| Facilities                          | B13       | 25   | Museum Rehab Phase I   |                 | 20,000.00    |            | 10,000.00  | 10,000.00          | 20,000.00    | Purchasing, 50%                    |                                |              |   |            | 10,000.00    | 10,000.00    |
| Total                               |           |      |  |                 | 158,000.00   |            | 25,000.00  | 133,000.00         | 158,000.00   |                                    |                                |              |   |            | 33,000.00    | 133,000.00   |
|                                     |           |      |  |                 | 3,964,520.00 | 250,000.00 | 507,152.00 | 3,207,368.00       | 3,964,520.00 |                                    |                                | 560,000.00   |   |            | 200,000.00   | 3,247,368.00 |
| 2016 Carryover Projects             |           |      |  |                 |              |            |            |                    |              |                                    |                                |              |   |            |              |              |
| Project Cost                        |           |      |  |                 |              |            |            | Remaining to spend |              |                                    |                                |              |   |            |              |              |
| Sanitary                            | S20       | 23   | Lift Station Upgrade (3rd & 3rd St NW Lift Station & SCADA)                              |                 | 950,000.00   |            |            |                    |              |                                    |                                | 849,770.66   |   |            |              |              |

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 8<sup>th</sup>, 2019

**PROPOSED BY:** Public Services Department

**TOPIC:** Budget Amendment for MSI Approved Projects

**PROPOSAL:** To review and approve the proposed 2019 budget amendment of MSI approved funds

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**BACKGROUND:**

During the 2019 budget process, Council approved a \$375,000 MSI allocation for a tandem gravel truck with underbody plow and a removable sanding unit.

Upon approval of the 2019 capital budget, as well as confirmation the truck and sander were accepted by MSI, Administration proceeded with a public tendering process that resulted in a gravel truck and sanding unit being purchased for \$297,866.22. Through the public tendering process, Administration was able to complete this project under budget by \$77,133.78.

Residential and commercial water utility bills are determined through a bi-monthly meter reading campaign that requires each individual meter to be read by our utility crews. Radio read technology allows utilities staff to incorporate radio reads that allow the utility operators and meter reader the ability to read each meter from a remote location and is not required to physically read the water meter itself. Up to the fall of 2018, roughly 160 radio units have been installed throughout the Town. Between November 2018 and the end of March 2019, our utility crews were able to install all our current inventory, or roughly 300 radio units, bringing the total installed throughout Town to 440 units, or almost 20% of the utility accounts.

By utilizing the unexpended funds that are available from the purchase of the gravel and sanding truck, an additional 400-525 radio units (depending on the option chosen) could be purchased and installed during the remainder of 2019. This would bring the total number of installed radio read units to almost half of the utility accounts in town. This would significantly reduce the time required during each billing period to determine water consumption as well as flag unusually low and high consumption accounts.

In order to install additional radio read meters as per the above, additional funds are required. By incorporating the above specified MSI funds, the Town could continue to install water radio read units throughout 2019.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

Water Distribution assets are identified under Goal #1 Infrastructure, of the Municipality's Strategic Plan. It is an important practice to maintain our distribution and water meter infrastructure to be able to appropriately serve our community.

**ATTACHMENTS:**

- 2019 Capital Projects Spreadsheet



**OPTIONS:**

1. Approve the re-allocation of \$77,000.00, by utilizing the remaining MSI funded dollars from the purchase of the gravel and sanding truck for the purpose of purchasing and installing roughly 400 additional water meter radio units.
2. Approve the allocation of \$100,000, by utilizing the remaining \$77,000.00 MSI funded dollars from the purchase of the gravel and sanding truck, as well as adding \$23,000 from the water reserve, for the purpose of purchasing and installing roughly 525 additional water meter radio units
3. Suggest changes to the unallocated MSI funds, for review at a future Council meeting.

**RECOMMENDATION:**


Option #2

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to approve the re-allocation of \$77,000.00, by utilizing the remaining MSI funded dollars from the purchase of the gravel and sanding truck for the purpose of purchasing and installing roughly 400 additional water meter radio units.
2. Councillor \_\_\_\_\_ moved to approve the allocation of \$100,000, by utilizing the remaining \$77,000.00 MSI funded dollars from the purchase of the gravel and sanding truck, as well as adding \$23,000 from the water reserve, for the purpose of purchasing and installing roughly 525 additional water meter radio units
3. Councillor \_\_\_\_\_ moved the allocation of unallocated MSI funds have further review and bring back options to Council for consideration.

SUBMITTED BY:

  
Department Head

  
Municipal Manager

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 8<sup>th</sup>, 2019

**PROPOSED BY:** Community & Protective Services

**TOPIC:** Redcliff Public Library Donation request for Silent Auction

**PROPOSAL:** Donate Redcliff Aquatic Centre Season Family Swim Pass

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**BACKGROUND:**

The Redcliff Public Library is seeking a donation item for the Friends of the Redcliff Library Society's annual silent auction which is scheduled to be held April 13, 2019. Administration is suggesting that a family swim pass be donated, the same as in previous years. The monetary value of a family season swim pass is \$165.00. Council has, in past years, authorized the donation of a family season swim pass.

**POLICY/LEGISLATION:** N/A

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:**

Correspondence from the Redcliff Public Library dated March 10, 2019

**OPTIONS:**

1. To approve a donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser.
2. To deny the request for donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser.

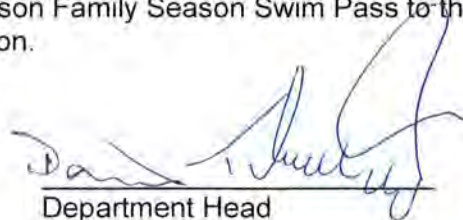
**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved correspondence from the Redcliff Public Library dated March 10, 2019 requesting a donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser be received for information. Further to authorize Administration to contribute a Redcliff Aquatic Centre Season Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction.

SUBMITTED BY:

  
Department Head

  
Municipal Manager



*Friends of the  
Redcliff Public Library  
Society*

131 Main Street S      Box 280  
Redcliff, AB      T0J 2P0



March 10, 2019

RECEIVED  
MAR 25 2019

RE: Friends of the Redcliff Public Library Silent Auction

On April 13<sup>th</sup>, 2019, the annual Redcliff Volunteer Appreciation banquet will be held. During this event, the Friends of the Redcliff Public Library Society will hold a silent auction to raise funds for the Redcliff Public Library. This year our focus is assisting the library to purchase new computers for their very popular technology services.

We are reaching out to individuals, businesses, and organizations in the area for donations for our silent auction. Donors will be advertised, and silent auction items will be posted online prior to the auction, and then on display in the Redcliff Legion before and during the Volunteer Appreciation dinner. The Legion is open to the public and we will be encouraging community members to take part in this auction and to support our community donors and supporters!

The Redcliff Public Library is an integral part of the community and in 2018 had over 26,000 visits! They provide resources that are utilized by many groups in the community, from literacy programs for children and youth, technology classes for adults and seniors, as well as access to multimedia resources, including computer use, electronic borrowing of library materials, DVDs and Blu-Rays, and of course books and magazines!

We ask that you consider donating to this worthy cause. A member of our organization will follow up in a couple of weeks and make arrangements for pickup. To allow for sharing on social media prior to the event, we ask that donations be made available by April 2, 2019.

Thank you for your time and consideration, we greatly appreciate your support!

Sincerely,

*Friends of the Redcliff Public Library Society*

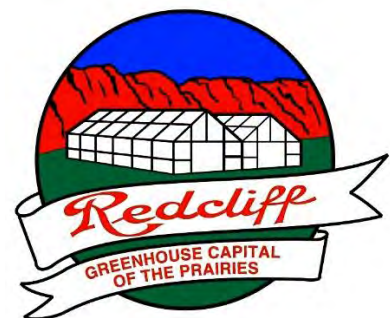
If you would like more information, please contact the Redcliff Public Library at (403)548-3335.

*You have been contacted by Catherine Wood. If you  
need more information, feel free to contact me at 403-977-8806.  
Thank you!  
Catherine Wood*

# TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

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*April 8, 2019*



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# MUNICIPAL MANAGER

## Ongoing Projects

- Working with Redcliff Fibre (Certainteed) to obtain required lands for 3<sup>rd</sup> and 3<sup>rd</sup> lift station attenuation project. Purchase agreement has now been provided to property owner. Subdivision of lands has proceeded and are awaiting some signatures from the landowner. Correspondence regarding this matter is happening on nearly a weekly basis as Administration is pushing this to get completed as soon as possible.
- Responding to, in coordination with Planning and Engineering, developer inquiries.
- Working through final stages of cell tower lease agreement is now executed with some initial discussion beginning on another existing agreement in Town.
- Assisted with staff and union consultation regarding proposed employee benefits package. Now working with staff to implement (Implementation is now expected in May). Council and staff have been involved regarding which plan they prefer.
- Began the review process for the Town's travel claims and expense policy.

## Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of time (it is recognised that this responsibility is oft repeated; however, it is the current reality and diverts resources away from regular operations and important projects).
- Council meeting preparation and Request for Decision Review and drafting.
- Responding to media inquiries and fulfilling communications officer role duties.
- HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly). The most recent wave of turnover has been recruited with efforts now focused on onboarding and training of new employees.
- Participated in a community drive around with bylaw enforcement to highlight some of the priority issues. Much of this was centered around property clean up.
- Assisted Medicine Hat College, Faculty of Business students, in conducting 3 mock job interviews (total of approximately 90 minutes).
- Continued work and coordination with regard to ICF. Met multiple times with CMH and CC administration to prepare for ICF Steering Committee meetings (Steering committee meetings now occur monthly with the working group and project managers meeting multiple times between the monthly steering committee mtgs).
  - Preparation of meeting notes and review of committee minutes etc.
  - Participation in approximately 6 separate meetings with subsequent action items to move along with the ICF project.
- Correspondence with CUPE ongoing (ie. development of letters of understanding so that collective agreement reconciles with new employment standards that have recently changed).
- Reviewing and signing off on procedures as they are updated (the most recent procedure was the issuance of Business Licenses procedure).
- Responding to councillor inquiries and providing updates as they arise.
- Responding to information requests (ie. FOIP requests) as they arise.



# COMMUNITY & PROTECTIVE SERVICES

## Parks, Recreation and Facilities

### *Rec-Tangle:*

- Continue rink operations until March 17
- Shut down compressors
- Remove ice and prepare floor for sport court installation
- Complete sport court installation
- Receive and award door installation contract
- Begin concession fan replacement
- Participate in brine removal from system to facilitate leak repair and line isolation valve installation

### *Pool:*

- Installation of pool pumps continued
- Chlorine and acid line replacement completed
- Inspect/gather information regarding accessibility grant, mechanical upgrades, fence move
- Meet with contractors regarding lighting upgrade to LED
- Turn building water on and flush lines. Make list of repairs required

### *Facilities:*

- Complete building inspections and perform minor repairs as necessary
- Remove and replace toilets in Town Hall downstairs washrooms
- Help complete portions of downstairs washroom project
- Update grinder pump controller as necessary
- Meet with contractor regarding Seniors Center roof
- Purchase chairs for Seniors Center waiting room
- Meet with contractor regarding shop roof
- Obtain updated quotes regarding Library upgrade projects
- Complete lock repairs/upgrades as necessary

### *Parks:*

- Begin garbage can clearing operations
- Begin gopher control operations
- Get road crush for off-leash dog park delivered

### *Other:*

- Advertise for summer students, lifeguards, pool manager positions
- Complete department meeting
- List potential and mandatory projects for the summer
- Received answers back on a majority of our grant applications
  - Successful on 6 out of the 8 applied for

## FCSS, Community Services and Special Events

- Attended the Social School Medicine Hat Course re: social media branding.
- Ongoing coordinating for Volunteer Celebration, Pitch-In Week and Redcliff Days
- Created Community Programming and Events Survey with Survey Monkey

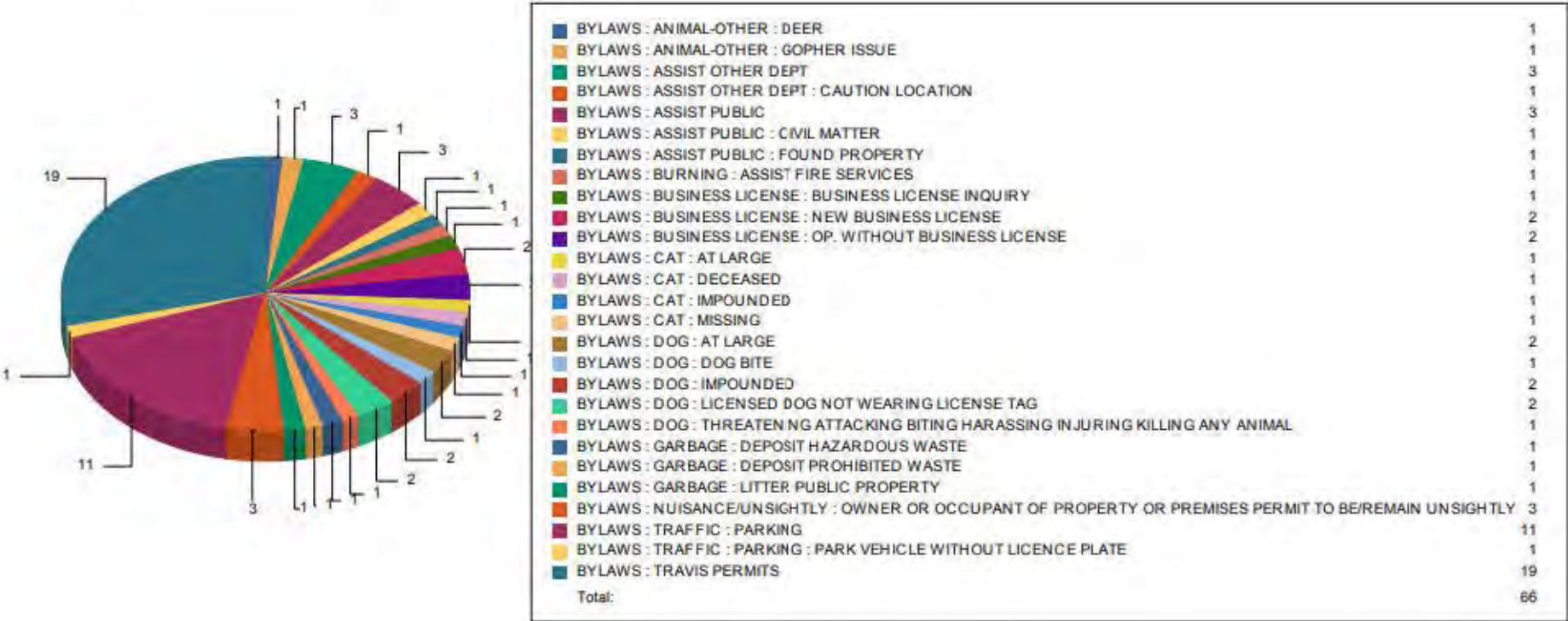
- Hosted a successful Suicide Awareness Seminar
- Created programming for upcoming Spring/Summer season
- Ongoing coordinating for Roller Disco (DJ, lighting, Roller Derby members etc.)
- Assisted with installing the Sport Court
- Worked with the Redcliff Library to provide free tax returns for the community - thanks to our volunteers
- Met with AHS to discuss further programming/events focusing on screen free time
- Received notification of successful grants including 3 CFEP grants and New Horizon grant
- Created an FCSS News Letter "Coming Up and Going On" to be circulated on line and in school newsletters.
- Musical Ride: Sent out sponsorship letters
- In conjunction with McMann Parent link, hosted weekly play groups
- Hosted various cultural, recreational and preventative programming such as:
  - Family Fun Night – Spring Window Decorations
  - Kids Cooking Class – Come Dine with Us
  - Community Kitchen
  - Winter Festival
  - Babysitting Course
  - Suicide Awareness
  - Home Alone Coursed
- Attended monthly DREAMS meeting
- Met with client(s) needing connection to resource (food bank, Alberta Works, AISH, Community Housing)
- Bookings for programming ongoing
- Bookings for Ice, ball diamonds, swimming lessons, ongoing
- Continued facility bookings for private events
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Input new programming into Rec Desk

### **Bylaw and Protective Services**

- Continue to work with Unsightly Premises. Note we have had success with working with some of the ratepayers involved
- Continue to work with the parking situation in the 1400 block of Highway Ave S.EE
- Dog issues within the Town of Redcliff. Dog attack and dogs at large
- Working with Parks on a Gopher Reduction Program
- Working of a joint project with Fish and Wildlife Officers
- Working with the RCMP to locate illegal entries to Business Properties
- Attended AEMA Incident Management Team training
- Met with Safety Consultant to review Health and Safety Program prior to full implementation
- Attended full scale emergency exercise planning with regional partners
- Implemented Volunteer Firefighter Attendance, Training, and Competency Policy

- Recruiting for Volunteer Firefighters

Count of Incident Types



# **PUBLIC SERVICES**

## **Department**

- Preparing diversion water license transfer documents for Alberta Environment and Parks
- Public Tenders for General Contractor, Operations Building, Earthworks, Dome Tent at Landfill facility
- Consultant selection for detailed design for the next landfill cell
- Prepare for Landfill Authority Meeting 04/30
- Prepare construction management documents
- Prepare project management documents
- Transfer Site, Scale System, and Operations Building design assistance and budget tracking
- 3<sup>rd</sup> St NE initial road design for spring construction
- Worked with Engineering for the 4<sup>th</sup> St SE water and sewer upgrades
- Worked with Engineering for the 5<sup>th</sup> St NW road rehab
- Drainage review and initial assessments 8<sup>th</sup> St SW and 3<sup>rd</sup> Ave SW intersection
- Landfill Annual Report
  - Submitted 03/28/2019

## **Water and Sewer Utilities**

Utility Services have:

- Completed several locate requests
- Completed water treatment daily duties
- Completed repairs in the water Plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Installed Radio Read meters (roughly 250 to date)
- Helped with snow clearing
- Finished complete water analysis for water treatment plant and distribution system
- Repaired or replace water meters
- Helped with frozen water lines

## **Municipal Works**

Municipal Works have:

- Conducted Funeral interments
- Garbage collection
- Bin placements/pickups as needed
- Repair garbage can lids (on going)
- Fix various signs around town
- Sanded Roads as needed
- Hauled snow from arena

- Cleared sidewalks of snow
- Snow clearing and hauling of snow
- Repaired water leak at 101 2<sup>nd</sup> Street NE
- Repaired Water leak at 510 3<sup>rd</sup> Street SE
- Cleaned up alleys of garbage around bins
- Cleaned up shop
- Cleaned vehicles
- Dug and thawed out water service at 644 Main Street S
- Replaced water service at 430 2<sup>nd</sup> Street SE
- Dug and thawed out water service at 708 2<sup>nd</sup> Street SE
- Cleaned out ditches and catch basins for drainage
- Steamed frozen culverts
- Replaced curb stop at 101 2<sup>nd</sup> Street SE
- Repaired Curb stop at 17 6<sup>th</sup> Street NW
- Repaired Water line at 210 5th Street SE
- Dug and thawed out water service at 338 2<sup>nd</sup> Street SW
- Begun street gravel sweeping

## Landfill

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
- Leachate monitoring
- Conducted site visit for contractors
- Maintained roads inside landfill (on going)
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Cleared snow
- Moved screens as needed for windy days
- Training new operator (on going)
- Advertising for a new equipment operator

## PLANNING & ENGINEERING

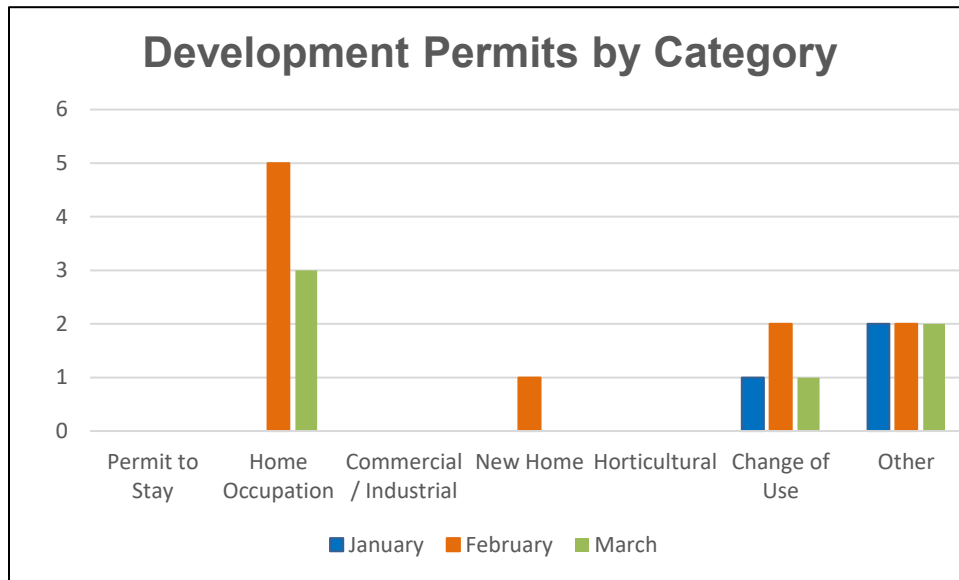
### Priorities for April

- Tendering construction
- Sanitary Sewer Master Plan
- Subdivision Procedure

- Asset Management
- LUB
- Eastside ASP

## Planning

- Land Use Bylaw – The overall LUB rewrite has started. 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.

- Development Permits – for February 2019 the Town of Redcliff issued the following Development Permits as shown below:

## Agreements

### 3<sup>rd</sup> Avenue SW between 7<sup>th</sup> Street and 8<sup>th</sup> Street, Drainage Improvements

A developer as part of his conditions of development is required to drainage improvements and Planning and Engineering is working to have the developer pay for the improvements.

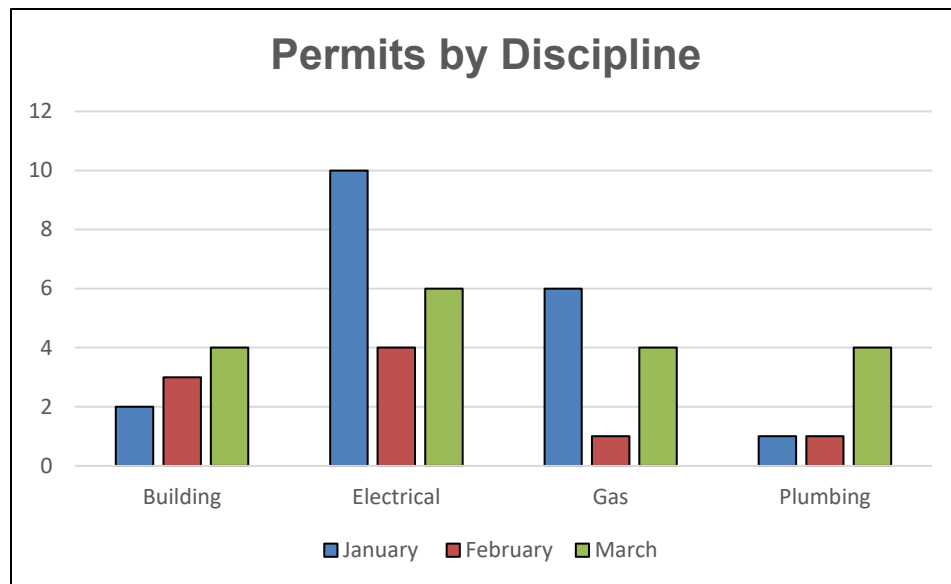
### 5<sup>th</sup> Street NW between Broadway Avenue and 1<sup>st</sup> Avenue, Road Improvements

A developer as part of his conditions of development is required to make road improvements and Planning and Engineering is creating drawings of the required improvements and preparing an agreement for the developer to pay for and preform the work.

## Safety Codes

Safety Codes Permits issued by the Town from November 2018 – January 2019 are as follows:





## 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 the model can be used to identify and quantify how for dry weather flow. Work continues to simulate the July, 2013 event. The model is confirming that the biggest issue is inflow.

## Capital Projects

### 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. Detailed design was tendered in 2017.

### 3<sup>rd</sup> Avenue NW between 5<sup>th</sup> Street and 8<sup>th</sup> Street, Road and Drainage Improvements

Public Services is planning to make Road and Drainage Improvements to prevent runoff flows over the road and in winter icing the road. Planning and Engineering has done survey and is preparing a drawing.

### 4<sup>th</sup> Street SE between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue Infrastructure Improvements

Design work is 100% completed and Tender Documents 90% completed. Project is to replace the watermain and water services, sanitary main and sanitary services and make geometric improvements to pedestrian crossings. Underground work is planned to start after the last day

of school in June with paving planned to be completed prior to the first day of school in September

#### 1<sup>st</sup> Avenue SW between Main Street and 1<sup>st</sup> Street watermain replacement.

The GIS system shows this waterline to be a Ductile Iron pipe. Ductile Iron pipes have proved to have poor longevity in our soils. Replacement of these pipes has been identified by Public Services as a high priority as it is more efficient to replace them than to make multiple emergency watermain repairs. Public services staff have stated that there are no services off this line and the line is redundant. Public services are going to test by closing two valves to ensure that there are no services off of this line. If there are no services off this line the line will be abandoned as it is redundant.

#### Rectangle Parking Lot Improvements.

The design of the Rectangle Parking Lot Improvements is 95% complete and will be completed. Construction is planned for 2019 and will start after the ice has been removed from the Rectangle.

#### Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2019 to raise manholes 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. Detailed design is 95% complete. Construction planned to start in 2019.

#### 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, for the 2018 grant cycle, that the project was deemed eligible but is not being funded. Still awaiting news with regard to the 2019 grant cycle.

#### Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

#### Backup Generator Project

The backup generator project has been started and detailed design for the RCMP building is 75% complete. Construction planned for 2019.

#### Broadfoot and Stone Place SW, Drainage and road improvements

The design work is 90% complete. Construction planned for 2019.

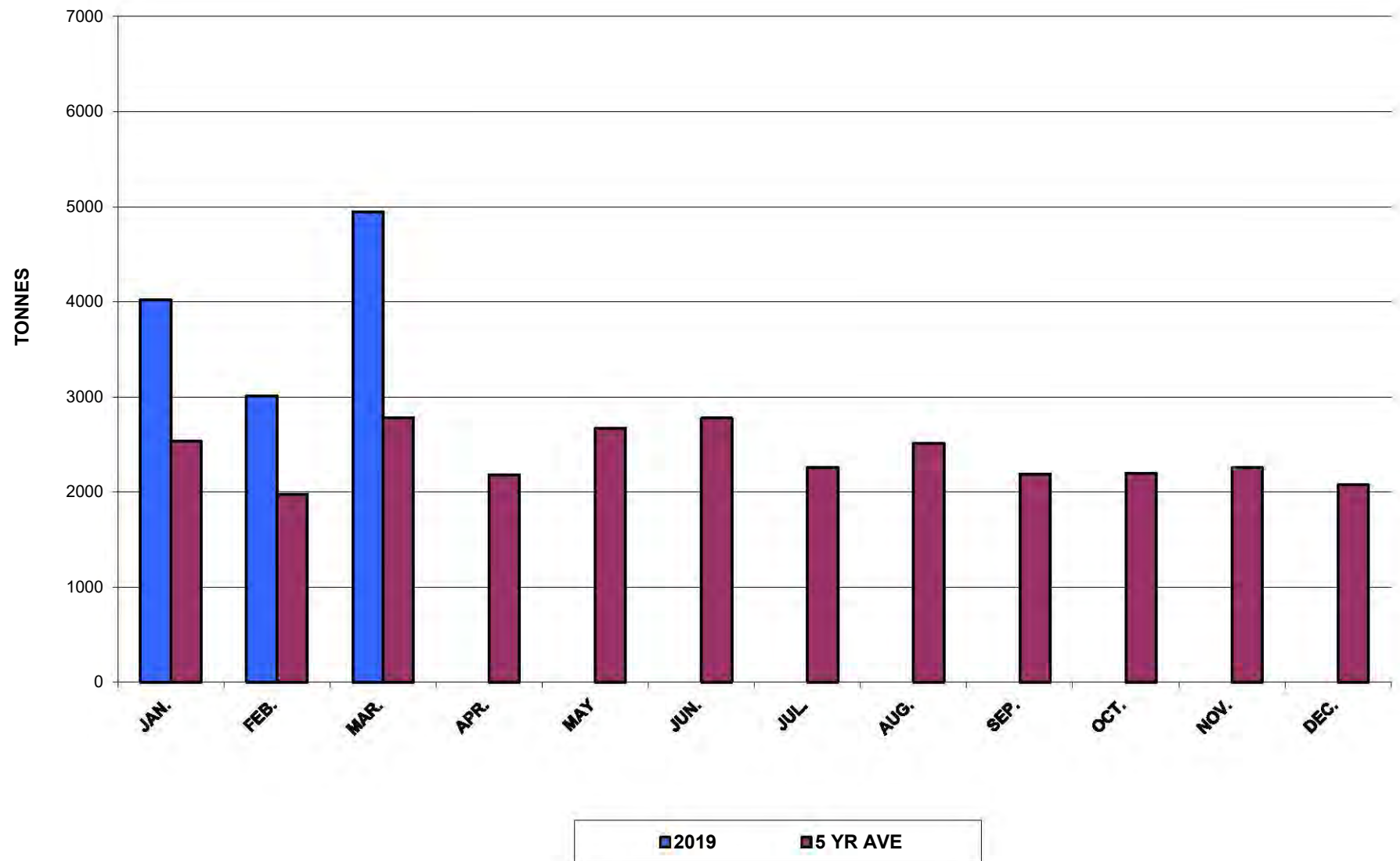
## FINANCE AND ADMINISTRATION

- Regular daily duties related to finance.
- Reserve Bid for 2019 tax auction sale.
- 2019 Tax Arrears List.
- 2019 Final Budget Preparation.

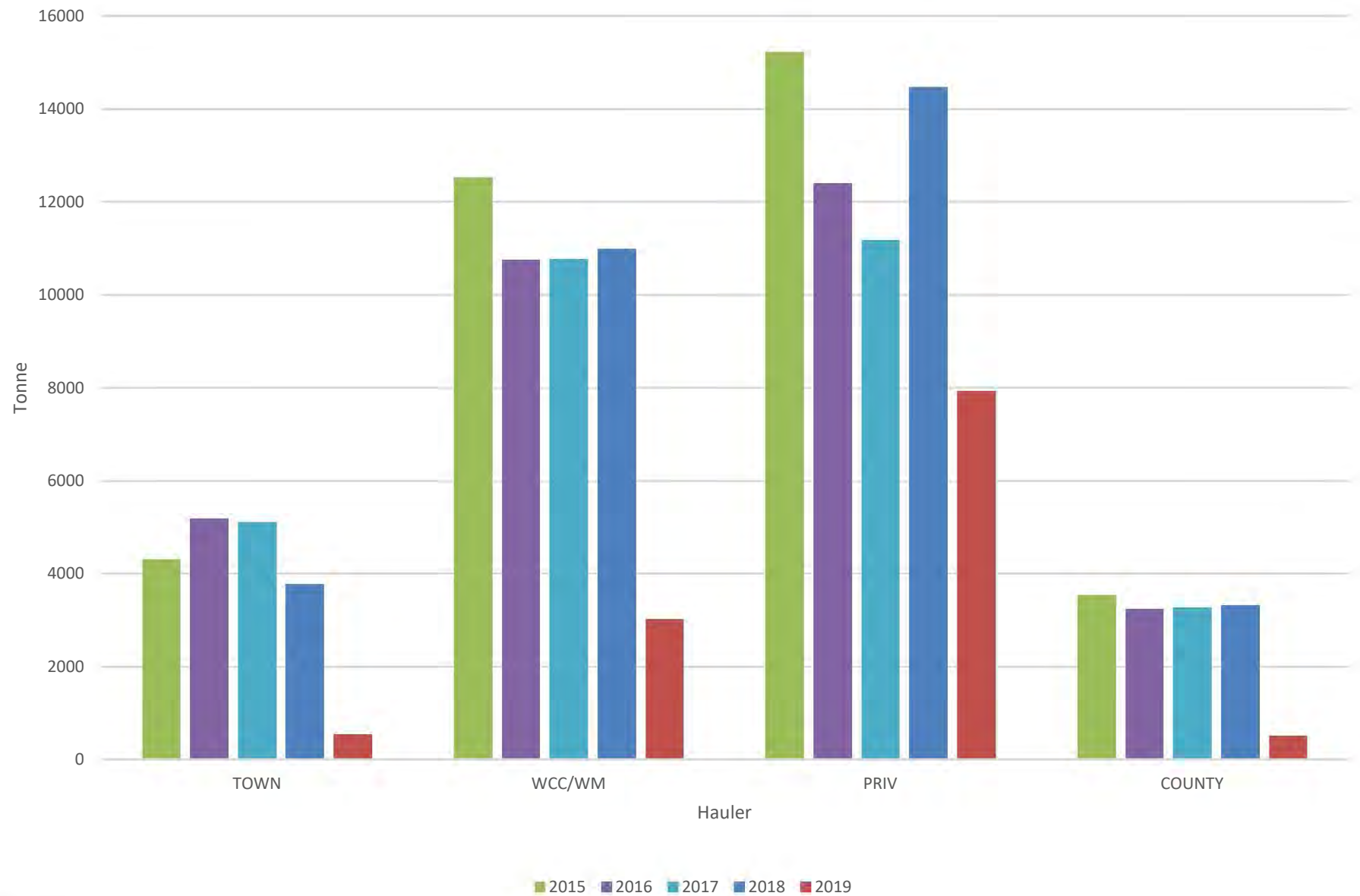
## LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: general land sales. Two pending sale.
- 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 Policies/Procedures.
- Assisting with FOIP Request
- Attended the Subdivision & Development Appeal Board hearing scheduled March 20, 2019.
- Assessment Review Board Refresher Training Completed.

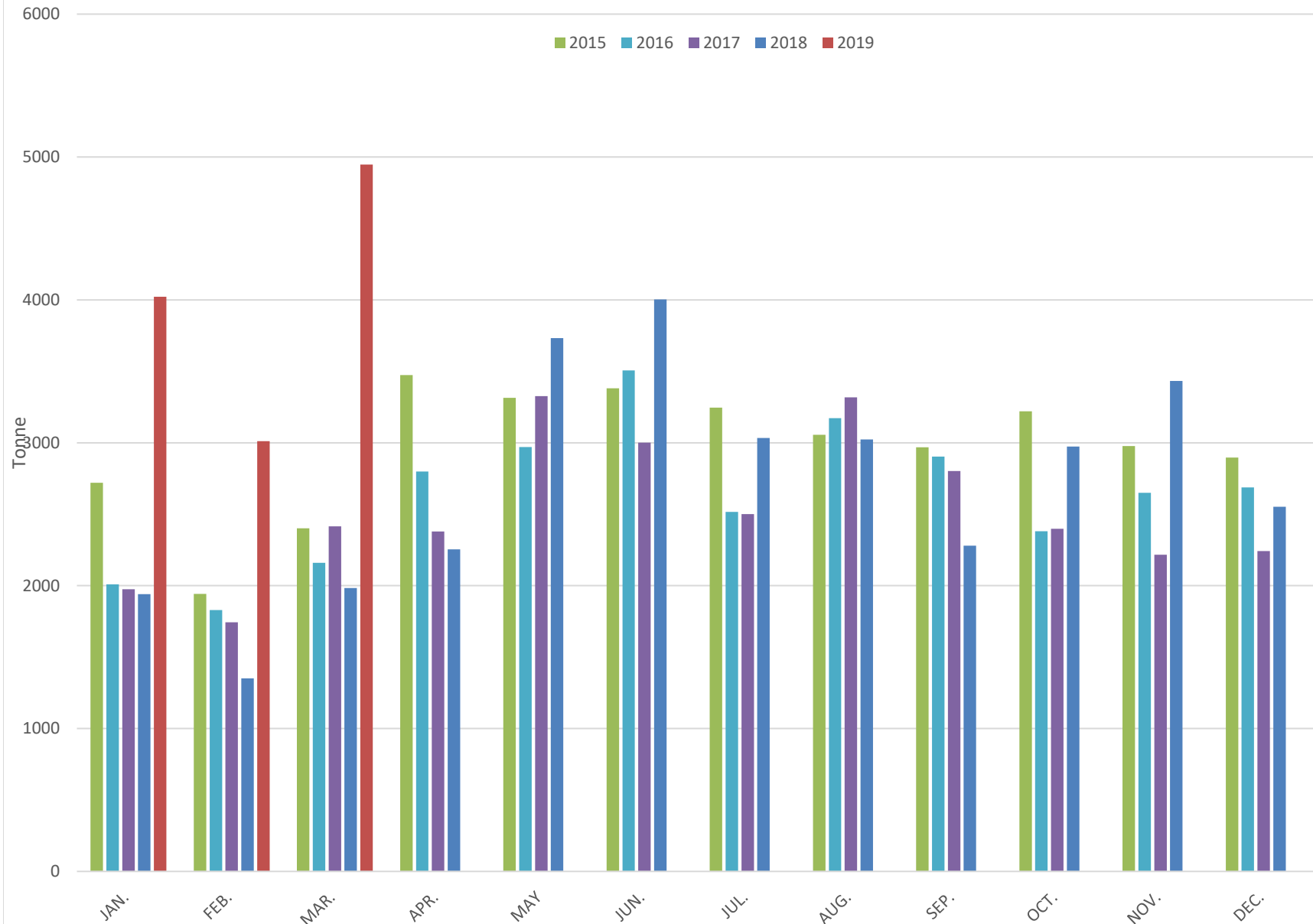
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2019 VS 5 YEAR AVERAGE  
TO FEBRUARY 28, 2019**



REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2015-2019  
TO FEBRUARY 28, 2019



# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2015-2019 TO FEBRUARY 28, 2019



# Memo



**To:** Redcliff Town Council

**From:** Community and Protective Services

**Date:** April 8<sup>th</sup>, 2019

**Re:** Follow up From January 14<sup>th</sup>;  
Enforcement of Bylaws / Nuisance & Unsightly Premises Bylaw

---

A more in-depth review by Administration with regard to governance, enforcement and compliance, particularly with regard to nuisance and unsightly properties, has taken place.

Much of this review included inquiry with other Municipalities to see if they had a particular process with defined timelines as part of their compliance and enforcement process. In general, practice from other Municipalities was that there is no specific documentation around timelines to enforce violations as they are treated on a “per case” basis due to each violation’s specific circumstances. Most Municipalities leave enforcement and compliance up to the discretion, within the parameters of legislation and local bylaws, of the Bylaw Enforcement officers. The success of compliance found seems to vary heavily on each officers personal traits and persuasion abilities.

Administration has created a guideline document for information and will serve as a starting point for enforcement efforts that include timelines for actions. The Director of Community & Protective Services plays a more active role throughout the life of the enforcement process.

Below are some of the discussion points from the January 14, 2019 Council meeting, responses have been supplied for each point:

Point of Discussion - Desired outcome of a bylaw, enforcement or compliance.

Response – A balance of both is desired with a focus on enforcement to gain compliance as per the attached guideline

Point of Discussion - Proactive or reactive enforcement, or somewhere in between.

Response – Reactive enforcement was found to be most common in other Municipalities. Our Bylaw Enforcement staff will also endeavor to take a proactive approach using discretion as per the attached guideline.



Point of Discussion - What is an acceptable time period for escalation of enforcement?

Response – Specific timelines are highlighted in the attached Guideline and is based on multiple case specific details. Discretion still resides with the Bylaw Enforcement staff with the Director of CPS having additional touchpoints throughout the compliance & enforcement process to assist with moving to next steps as required.

Further to the guideline document the CPS group will be creating and distributing additional educational information in paper & electronic formats for the community.

Attachments:

- Bylaw Enforcement Guideline

## **Bylaw Enforcement Guideline**

The Town of Redcliff's primary enforcement objective shall be to obtain voluntary compliance.

In determining whether to commence enforcement proceedings, the Town may consider one or more of the following criteria:

1. Whether public safety is at risk;
2. The scale, nature, and duration of the contravention;
3. The amount of time that has elapsed since the contravention occurred;
4. The impact of the contravention on the community;
5. The resources available to resolve the matter;
6. The costs associated with enforcement action;
7. The probability of a successful outcome;
8. The policy implications of the enforcement action and the potential for precedents;
9. Whether enforcement may be a deterrent in future cases;
10. Whether the contravention is the subject of an investigation by an outside agency.

### **Enforcement Measures and Options**

Upon determining that there is a violation of a municipal bylaw (excluding set fine situations and situations of documented, chronic violation or where otherwise warranted), the enforcement may proceed to the enforcement stage by providing an initial warning to the suspect/violator by at least one of three means:

- In person;
- By telephone
- In writing

**This initial warning and/or investigation shall occur within five (5) business days of receiving the complaint.**

- Bylaw Enforcement is sought, in most instances, through voluntary compliance. Individuals who are being investigated will be required to cease the activity (if applicable) and be given an opportunity to achieve compliance before further action is taken to the limits noted in the By-law or as outlined below. Most enforcement measures involve the offender given a period to comply by providing a date as a compliance deadline. Follow-up inspections may be conducted at the discretion of the Officer any time during the enforcement process. Generally, this time period will be **up to thirty (30) days**. Extensions for compliance deadlines may be granted at the discretion of the Officer in consultation with the Director of Community & Protective Services.
- In the case of situations wherein Council has established a set of fines for violations, an Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket
- If voluntary compliance is not reached, compliance may be sought through the issuance of a Notice of Violation, Compliance Order, or Stop Order
- In the event a Notice of Violation and/or Compliance Order is issued in accordance with a Bylaw, it will serve as a directive and identify what contraventions require remedial

attention by the offender within a specified period. Generally, this time period will be **up to thirty (30) days**.

- Any time a Notice of Violation is issued, and compliance is not achieved, a Compliance Order or Stop Order (dependent upon the type of violation) shall be warranted. This will serve as a “directive” to the offender and again provide the offender with a specified date where compliance is now mandatory. Generally, this time period will be **up to fifteen (15) days**.
- An Officer has the authority to issue a Stop Order, in absence of any Notice of Violation being issued unless the applicable Bylaw states otherwise.

### **Enforcement Priority & Escalation**

To maintain consistency throughout the bylaw enforcement process, the staff members involved will meet as necessary to review file details. The bylaw violation will be assessed in accordance with the Town of Redcliff bylaw policy (057).

# BYLAW VIOLATION

## POTENTIAL BYLAW VIOLATION



### INVESTIGATION

*May include any or all the following:*

- Bylaw review
- Verbal contact
- Site visit
- File review
- Correspondence



### INITIAL ASSESSMENT

*Using investigation results and enforcement criteria,  
Staff prioritize the Bylaw violation*



### INITIAL ENFORCEMENT TOOLS

*Advising owner/occupant/contravener of solutions  
to resolve Bylaw violation in a timely manner;*

*Including as necessary:*

- Written confirmation of violation and compliance options
- Stop Work Order and/or Municipal Ticket



### ESCALATED ENFORCEMENT

*Refer to further enforcement, if necessary,  
Based on enforcement priority*



## COUNCIL IMPORTANT MEETINGS AND EVENTS

| Date           | Meeting / Event   | Where / Information  |
|----------------|---|--|
| April 13, 2019 | Volunteer Recognition &<br>Citizen of the Year<br>Celebration | Redcliff Legion<br>Cocktails – 5:30 p.m.<br>Dinner – 6:15 p.m. |
| April 22, 2019 | Council Meeting   | Town Hall Council Chambers<br>7:00 p.m.                        |
| April 27, 2019 | Pitch-in Town Wide Cleanup                                    | Legion Memorial Park<br>10:00 a.m.                             |
| April 28, 2019 | Pitch-in Dog Waste Cleanup                                    | River Valley Park<br>10:00 a.m.                                |
| May 13, 2019   | Council Meeting   | Town Hall Council Chambers<br>7:00 p.m.                        |