



COUNCIL MEETING
MONDAY, JUNE 24, 2019
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 24, 2019 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
Pg. 2	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 7	D) Bank Summary to May 31, 2019 *	For Information
	2. MINUTES	
Pg. 8	A) Council meeting held June 10, 2019 *	For Adoption
Pg. 12	B) Municipal Planning Commission meeting held on June 19, 2019 *	For Information
Pg. 16	C) Riverview Golf Club Board of Directors meeting held on May 6, 2019 *	For Information
	3. BYLAWS	
Pg. 18	A) Bylaw 1890/2019, Land Use Bylaw Amendment *	1 st Reading
	4. REQUEST FOR DECISION	
Pg. 37	A) Broadfoot & Stone Place Road Rehabilitation *	For Consideration
Pg. 46	B) Budget & Strategic Priorities Confirmation *	For Consideration
	5. POLICIES	
Pg. 51	A) Policy 116, Budget Policy *	For Approval
	6. CORRESPONDENCE	
Pg. 63	A) Minister Kaycee Madu * Re: Key Priorities as Minister of Municipal Affairs	For Information

7. OTHER

Pg. 68

A) Council Important Meetings & Events *

For Information

8. RECESS

9. IN CAMERA (CONFIDENTIAL)

A) Land Matter (*FOIP* Sec. 16 & 24) *

B) Intermunicipal Collaborative Framework (*FOIP* Sec. 21 & 24)

10. ADJOURN

COUNCIL MEETING - JUNE 24, 2019			
TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
84106	DUNMORE DUGOUT	REDCLIFF DAYS BOUNCY CASTLE	4,725.00
84107	JACK N' JILL PARTIES	CANADA DAY PROGRAMMING	575.00
84108	JACK N' JILL PARTIES	REDCLIFF DAYS CLOWNS	325.00
84109	JACOB'S WELDING LTD.	REDCLIFF DAYS PEDAL TRACTORS	498.75
84110	MCCARTHY, ELAINE	REDCLIFF DAYS FACE PAINTING	420.00
84111	MCCARTHY, ELAINE	CANADA DAY FACE PAINTING	350.00
84112	MIDNIGHT'S TRAIL	REDCLIFF DAYS PONY RIDE	420.00
84113	RIVERVIEW GOLF CLUB	STAFF/COUNCIL GOLF EVENT	3,303.83
84114	TAKING AUGUST	CANADA DAY ENTERTAINMENT	787.50
84115	HOWARD, DANIEL	REDCLIFF DAYS ENTERTAINMENT	200.00
84116	MADE4ME NATURALLY/SPARKLE MEDICINE HAT	REDCLIFF DAYS GLITTER TATTOOS	500.00
84117	HD OUTDOOR	PROJ# 202 OPEN AIR CINEMA INFLATABLE	16,794.75
84118	KATIE WALKER	REDCLIFF DAYS FACE PAINTING	360.00
84119	ALBERTA DEVELOPMENT OFFICERS ASSOCIATION	2019 ADOA CONFERENCE	850.00
84120	AMSC INSURANCE SERVICES(GENERAL INSURANCE)	BENEFIT PREMIUMS JUNE 2019	22,361.78
84121	BRUCE'S SEWER SERVICE	CLEAR BLOCKAGE (RCMP)	131.25
84122	TRAVIS CAMPBELL	PENSION PLAN BUY BACK	180.14
84123	CANADIAN ENERGY	BATTERY	144.57
84124	CBV COLLECTION SERVICES LTD.	COLLECTIONS COMMISSION	82.47
84125	COOPER EQUIPMENT RENTALS LIMITED	TRENCHER RENTAL - LIONS	1,101.24
84126	CZEMBER, CHRIS	TRAVEL EXPENSE	70.00
84127	ENGLER, ERICA	STAFF/COUNCIL GOLF EVENT	173.19
84128	FAST TIMES MACHINING	EQUIPMENT PARTS	1,918.07
84129	GEM TESTING LTD.	ASPHALT CORING	551.25
84130	JOHN PROSAK	CONCRETE BLOCK HAULING	6,982.50
84131	JACOB'S WELDING LTD.	REPAIR REAR DOOR ON DUMP BOX	567.00
84132	KAL TIRE	NEW TIRES AND ALIGNMENT	867.17
84133	LARRY LEIPERT	TRAVEL EXPENSE	111.00
84134	LESMEISTER, BERNA	COMMUNITY GARDEN SUPPLIES	83.37
84135	LETHBRIDGE CUSTOM CANVAS (2003) LTD.	ALNET SHADE CLOTH	3,138.66
84136	LIFESAVING SOCIETY	EXAM FEES	107.10
84137	MEDICINE HAT NEWS	EMPLOYMENT ADS & NOTICES	844.99
84138	MID-WEST PUMP (90) LTD.	FUEL TANK REPAIR	878.04
84139	NEW WEST TRUCK CENTRES	EQUIPMENT PARTS	361.42
84140	PALL CORPORATION	2019 PALL SERVICE AGREEMENT	6,072.15
84141	PALLISER SALES	BRUSH SET	749.99
84142	AMY POHL	NATIONAL LIFEGUARD RECERTIFICATION	592.39
84143	PRIME PRINTING	TAX NOTICE PAPER & BUSINESS CARDS	352.80
84144	PUROLATOR	SHIPPING (JOE JOHNSON EQUIPMENT)	50.62
84145	ROYAL CANADIAN MOUNTED POLICE	QUARTERLY POLICE SERVICES	360,893.00
84146	ROBERTSON IMPLEMENT ALBERTA	INSTRUMENT CLUSTER & SERVICE CALL PTO SPEED	1,268.28
84147	SHANAHAN'S BUILDING	PROJ#206 POOL CHANGE ROOM	7,822.50
84148	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISING	537.74
84149	SPLASHABLES INC	SWIMMING AIDS	298.88
84150	TELUS COMMUNICATION INC.	POOL INTERNET SERVICE	68.25
84151	COMMUNITY FOUNDATION OF SOUTHEASTERN ALBERTA	COMMUNITY FOUNDATIONS GRANT	12,500.00
84152	MEDICINE HAT MOTORCYCLE SOCIETY	REFUND DEPOSIT LESS CHARGES	1,556.19
84153	MOLLY MAID	CRYSTAL KERR CLEANING	90.00
84154	AUDREY THREE	REDCLIFF DAYS ENTERTAINMENT	375.00
84155	MOSTLY MEDIEVAL	REDCLIFF DAYS PROGRAMMING	1,500.00
84156	DRESCHER, TRISHA	RECREATION PROGRAMING	45.00
84157	BERNHART, DANIEL	REFUND DOUBLE PAYMENT	2,010.30
84158	COMMUNITY ASSISTANCE NETWORK	C.A.N. MEMBERSHIP 2019	20.00

84159	TRUKKERS RESTAURANT	APRIL & MAY MEALS ON WHEELS	2,026.50
84160	WESTERN TRACTOR COMPANY INC.	EQUIPMENT PARTS	584.21
		TOTAL	\$470,178.84

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT#	VENDOR	DESCRIPTION	AMOUNT
EFT0001454	A & B STEEL LTD	SLEDGE HAMMERS & BROOMS	287.96
EFT0001455	AIR LIQUIDE CANADA INC	BULK C02	694.96
EFT0001456	BARTLE & GIBSON CO. LTD.	CONDUIT PARTS - LIONS	61.16
EFT0001457	THE BOLT GUYS	MARKING PAINT	57.65
EFT0001458	THE BOLT SUPPLY HOUSE LTD.	BOLTS & NUTS	8.47
EFT0001459	BOSS LUBRICANTS	OIL	452.02
EFT0001460	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	98.70
EFT0001461	C.E.M. HEAVY EQUIPMENT	EQUIPMENT PARTS	715.44
EFT0001462	CITY AUTO PARTS	EQUIPMENT PARTS	219.08
EFT0001463	CLEARTECH INDUSTRIES INC.	CTI 4900 FUEL & POOL CHEMICALS	28,303.66
EFT0001464	DIAMOND SOFTWARE INC.	FIXED ASSET REPORT	112.88
EFT0001465	FAST TIMES MACHINING	EQUIPMENT PARTS	477.98
EFT0001466	GAR-TECH ELECTRICAL	EQUIPMENT PARTS	943.87
EFT0001467	HOME HARDWARE	GENERAL SUPPLIES	1,209.52
EFT0001468	JIM'S ELECTRIC (2006) LTD.	TOWN HALL LIGHTING	1,052.06
EFT0001469	JAMES JOHANSEN	TRAVEL EXPENSE	443.88
EFT0001470	KEYWAY SECURITY LOCKSMITHS LTD	KEYS FOR LIONS CLUB	29.40
EFT0001471	KIRK'S MIDWAY TIRE	RETREAD TIRES & TIRE REPAIRS	2,863.44
EFT0001472	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	68.25
EFT0001473	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	735.00
EFT0001474	THE PHONE EXPERTS COMMUNICATIONS LTD	CAMERA & PHONE SERVICE	126.53
EFT0001475	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE	16,590.10
EFT0001476	RURAL MUNICIPALITIES OF ALBERTA	FIRE HYDRANTS, BARRICADE BOARDS, & FIT TESTING	22,525.65
EFT0001477	RMA FUEL LTD	BULK FUEL	7,571.82
EFT0001478	RON'S ELECTRIC	PROJ#206 LIGHTING CHANGES POOL	15,435.00
EFT0001479	ROSENAU TRANSPORT LTD	CHEMICAL FREIGHT COST	1,446.03
EFT0001480	SITEONE LANDSCAPE SUPPLY	EQUIPMENT PARTS	160.19
EFT0001481	SUMMIT MOTORS LTD	MINI STROBES	125.30
EFT0001482	SUN CITY FORD LTD	HANDLE ASY DOOR	53.28
EFT0001483	WOLSELEY MECHANICAL GROUP	EQUIPMENT PARTS	4,927.98
		TOTAL	\$107,797.26

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
535	AECOM CANADA LTD	GENERAL ENGINEERING	5,079.38
537	JOHN PROSAK	PROJ#002 SUPER B LOAD HAULING	3,780.00
538	KEYWAY SECURITY LOCKSMITHS LTD.	SERVICE CALL AFTER BREAK-IN	1,516.73
539	MARTIN, MAVIS	OFFICE PLUS - CASH BOX	69.29
540	MID-WEST PUMP (90) LTD.	EQUIPMENT PARTS	1,232.33
541	NANA'S & PAPA'S COIN LAUNDRY	COVERALLS	86.10
542	COREY POPICK	TRAVEL EXPENSE	153.78
543	SHOCKWARE WIRELESS INC.	INTERNET	52.45
544	TELUS COMMUNICATIONS	PHONE	79.81
		TOTAL	\$12,049.87

REDCLIFF/CYPRESS ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT#	VENDOR	DESCRIPTION	AMOUNT
EFT0000000000066	BOSS LUBRICANTS	ANTIFREEZE	875.60
EFT0000000000067	FORTY MILE GAS CO-OP LTD.	UTILITIES	121.42
EFT0000000000068	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	47.83
EFT0000000000069	RMA FUEL LTD	FUEL	7,497.33
EFT0000000000070	SUMMIT MOTORS LTD	EQUIPMENT PARTS	75.13
EFT0000000000071	THE BOLT SUPPLY HOUSE LTD	M18 FUEL GRINDER W/ BRAKE KIT	548.31
		TOTAL	\$9,165.62

TOWN OF REDCLIFF
BANK SUMMARIES FOR MAY 31, 2019

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	394,096.43	3,086,153.03
DAILY DEPOSITS	558,170.56	28,265.28
DIRECT DEPOSITS	987,554.26	266,542.35
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,103.48	5,558.14
OTHER DEPOSITS	436,774.55	0.00
SUBTOTAL	1,983,602.85	300,365.77
PAYMENTS	962,351.54	372,683.83
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS	3,401.40	437,928.99
SUBTOTAL	(965,752.94)	(810,612.82)
TOTAL	1,411,946.34	2,575,905.98
BANK STATEMENT ENDING BALANCE	1,459,903.96	2,557,172.66
OUTSTANDING CHEQUES (-)	(127,568.96)	(3,238.40)
DEPOSITS IN TRANSIT (+)	79,611.34	21,971.72
TOTAL	1,411,946.34	2,575,905.98
TOTAL CASH	3,987,852.32	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,768,354.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	516,258.00
TOTAL INVESTMENTS		24,284,612.00

TOTAL CASH & INVESTMENTS	28,272,464.32
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 10, 2019 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	C. Crozier, C. Czember, S. Gale, L. Leipert, E. Solberg, J. Steinke
Municipal Manager	A. Crofts
Manager of Legislative & Land Services	S. Simon
Director of Finance & Administration	J. Tu (left at 7:25 p.m.)
Director of Community & Protective Services	D. Thibault (left at 7:25 p.m.)
Director of Planning & Engineering	J. Johansen (left at 8:05 p.m.)

ABSENT:**1. GENERAL**

- | | | |
|-----------|--------------------|---|
| | Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2019-0212 | Adoption of Agenda | B) Councillor Gale moved the Agenda be adopted as presented. - Carried. |
| 2019-0213 | Accounts Payable | C) Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried. |

2. MINUTES

- | | | |
|-----------|--|---|
| 2019-0214 | Council meeting held May 27, 2019 | A) Councillor Czember moved the minutes of the Council meeting held May 27, 2019, be adopted as presented. - Carried. |
| 2019-0215 | Town of Redcliff Library Board meeting held March 26, 2019 | B) Councillor Steinke moved the minutes of the Town of Redcliff Library Board meeting held March 26, 2019, be received for information. - Carried. |
| 2019-0216 | Redcliff Cypress Regional Waste Management Authority meeting held May 29, 2019 | C) Councillor Leipert moved the minutes of the Redcliff Cypress Regional Waste Management Authority meeting held May 29, 2019, be received for information. - Carried. |
| 2019-0217 | Redcliff & District Recreation Committee meeting held June 3, 2019 | D) Councillor Gale moved the minutes of the Redcliff & District Recreation Committee meeting held June 3, 2019, be received for information. - Carried. |

3. BYLAWS

- 2019-0218 Bylaw 1888/2019, Street Bylaw
A) Councillor Gale moved Bylaw 1888/2019, Street Bylaw be given first reading. - Carried.
- 2019-0219
 Councillor Leipert moved Bylaw 1888/2019, Street Bylaw be given second reading. - Carried.
- 2019-0220
 Councillor Solberg moved Bylaw 1888/2019, Street Bylaw be presented for third reading. - Carried Unanimously.
- 2019-0221
 Councillor Steinke moved Bylaw 1888/2019, Street Bylaw be given third reading. - Carried.
- 2019-0222 Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw
B) Councillor Czember moved Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw be given first reading. - Carried.
- 2019-0223
 Councillor Gale moved Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw be given second reading. - Carried.
- 2019-0224
 Councillor Leipert moved Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw be presented for third reading. - Carried Unanimously.
- 2019-0225
 Councillor Czember moved Bylaw 1889/2019, Tax Instalment Payment Plan Bylaw be given third reading. - Carried.

4. REQUEST FOR DECISION

- 2019-0226 Special Event Request Professional Bull Riders at Canalta Centre After Party - Hylton
A) Councillor Czember abstained from voting and discussion due to a pecuniary interest. Councillor Czember left the room at 7:11 p.m.
- Councillor Gale moved to approve the Special Event Application for a Street Party/Beer Gardens as part of the Professional Bull Riders at Canalta Centre After Party at the Redcliff Hylton on June 22, 2019 as presented. - Carried.
- Councill Czember returned to the meeting at 7:12 p.m.

5. CORRESPONDENCE

- 2019-0227 Alberta Recreation & Parks Association
 Re: Awards from Alberta Recreation & Parks Association and Government of Alberta
A) Councillor Crozier moved correspondence from the Alberta Recreation & Parks Association regarding awards from the Alberta Recreation & Parks Association and the Government of Alberta dated May 23, 2019, be received for information. - Carried.

- 2019-0228 Redcliff Royal Canadian Legion
Re: Prize Donations for Golf Tournament
- B)** Councillor Crozier moved correspondence from the Redcliff Royal Canadian Legion regarding prize donations for a golf tournament dated May 23, 2019, be received for information. Further that \$100.00 and golf balls be donated. – Carried.

6. OTHER

- 2019-0229 Council Chambers Update Memo
- A)** Councillor Leipert moved the Council Chambers Update Memo, be received for information. - Carried.
- 2019-0230 Municipal Manager Report to Council
- B)** Councillor Crozier moved the Municipal Manager Report to Council June 10, 2019, be received for information. - Carried.
- 2019-0231 Landfill Graphs
- C)** Councillor Steinke moved the Landfill Graphs to May 31, 2019, be received for information. - Carried.
- 2019-0232 Council Important Meetings & Events June 10, 2019
- D)** Councillor Czember moved the Council Important Meetings & Events June 10, 2019, be received for information. - Carried.

7. RECESS

Mayor Kilpatrick called for a recess at 7:25 p.m.

Director of Finance & Administration and Director of Community & Protective Services left at 7:25 p.m.

Mayor Kilpatrick reconvened the meeting at 7:34 p.m.

8. IN CAMERA (Confidential Session)

- 2019-0233
- Councillor Czember moved to meet In Camera to discuss A) Land Matter under *FOIP* 16 & 24, and B) Intermunicipal Collaborative Framework under *FOIP* 21 & 24 at 7:34 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager, Manager of Legislative & Land Services for all items. Director of Planning & Engineering was in attendance for the land matter.

Director of Planning & Engineering left the meeting at 8:05 p.m.

- 2019-0234
- Councillor Czember moved to return to regular session at 8:32 p.m. - Carried.

2019-0235

A) Councillor Gale moved Administration proceed with discussions with a third party for purchase of lands as directed.
- Carried.

9. ADJOURNMENT

2019-0236 Adjournment

Councillor Gale moved to adjourn the meeting at 8:39 p.m. -
Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

- b. Development Permit Application 19-DP-023
Jory Miller
Lot 58, Block 24, Plan 8010810 (901 7 St. SE)
Denied: Accessory Building – Detached Garage
- c. Development Permit Application 19-DP-025
Cory Gertner
Lot 16, Block 10, Plan 0913590 (934 Memorial Dr. SE)
Approved: Single Family Home
- d. Development Permit Application 19-DP-026
Kelly Hart
Lots 1-2, Block 24, Plan 3042AV (937 6 St. SE)
Approved: Home Occupation
- e. Development Permit Application 19-DP-027
Kelly Hart
Lots 1-2, Block 24, Plan 3042AV (937 6 St. SE)
Approved: Accessory Building - Shed
- f. Development Permit Application 19-DP-028
Pamela Bucsis
Lot 15, Block 29, Plan 1117V (309 Main St. S)
Approved: Home Occupation
- g. Development Permit Application 19-DP-029
Suntaira Growers Inc.
Lot 8, Block 68, Plan 6022AW (305 Broadway Ave. W.)
Approved: Portable Sign
- h. Development Permit Application 19-DP-030
I.F.Cox School
Lot 41, Block 26, Plan 1411879 (339 3 St. SE)
Approved: Accessory Building
- i. Development Permit Application 19-DP-031
Boosted Garage
Lot 21, Block 3, Plan 7911064 (#1 – 102 Pembina Dr.)
Approved: Change of Use – Mechanical Repair
- j. Development Permit Application 19-DP-032
Lark Solar Systems
Lot 47, Block 2, Plan 0213235 (937 6 St. SE)
Approved: Solar Panels
- k. Development Permit Application 19-DP-033
Raven Penner
Lot 30, Block 3, Plan 9011355 (511 Broadfoot Pl. SW)
Approved: Hot Tub
- l. Development Permit Application 19-DP-034
KRC Investments
Lot 1, Block 1, Plan 7510870 (15 Mitchell St. N)
Approved: Change of Use – Automotive Repair & Service Shop
- m. Development Permit Application 19-DP-035
Vicky Allen
Lot 33, Block 5, Plan 0012006 (962 Kipling Cres. SW)
Approved: Home Occupation – Food Truck

- n. Development Permit Application 19-DP-036
Nathan Skagen
Lot 12, Block 1, Plan 8211144 (312 Redcliff Way SE)
Approved: Boulevard Development

C) Appeals of Development Decisions received since the last MPC Meeting.

- a. No Appeals of Development decisions have been received.

D) SDAB Decisions rendered since the last MPC Meeting.

- a. Development Permit Application 19-DP-021
Permit Solutions
Lot 15, Block 1, Plan 7911064 (1601 Broadway Avenue N)
Approved: Free Standing Sign & Fascia Sign

E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC.

- a. No Decisions or Directions related to the Land Use Bylaw have been received

F) Items Received for Information

- a. No items received for information have been received.

- Carried.

5. DEVELOPMENT APPLICATION(S) FOR MPC APPROVAL

**A) Development Permit Application 19-DP-040
Shawn Bergeron
Lots 13-14, Block 21, Plan 3042AV (802 7 St. SE)
Deck with Variance**

L. Leipert moved that MPC approve Development Permit Application 19-DP-040 [Lots 13-14, Block 21, Plan 3042AV (802 7 St. SE)] for a raised deck with a relaxation to the flankage setback be approved as submitted.

- Carried.

**B) Development Permit Application 19-DP-044
Erb Construction Ltd.
Lot 3, Block D, Plan 0112623 (1901 Dirkson Dr. NE)
Relocated Building**

B. Vine moved that MPC approve Development Permit Application 19-DP-044 [Lot 3, Block D, Plan 0112623 (1901 Dirkson Dr. NE)] for a for a relocated building be approved with the following conditions:

1. Deposit in the amount of five thousand (\$5,000.00) dollars. The deposit is to ensure completion, or repair of the following:
 - i. Damage to the structure (either existing or caused while moving)
 - ii. Town of Redcliff infrastructure

Deposit is to be released upon completion / inspection of works requiring deposit;

2. Applicant to apply to the Town for all required Safety Codes Permits.

- Carried.

6. ITEMS FOR MPC COMMENT

A) Land Use Bylaw Amendment Application

Prairie Dog Properties Ltd.

Lot 28, Block 3, Plan 7911064 (130 Pembina Drive NE)

Lot 27, Block 3, Plan 7911064 (126 Pembina Drive NE)

Lot 26, Block 3, Plan 7911064 (122 Pembina Drive NE)

Lot 25, Block 3, Plan 7911064 (118 Pembina Drive NE)

Land Use Bylaw Amendment to change from H – Horticultural District to I1 – Light Industrial District

B. Vine moved that the following comments be submitted to Council regarding Land Use Bylaw Amendment Application [Lot 28, Block 3, Plan 7911064 (130 Pembina Drive NE); Lot 27, Block 3, Plan 7911064 (126 Pembina Drive NE); Lot 26, Block 3, Plan 7911064 (122 Pembina Drive NE); Lot 25, Block 3, Plan 7911064 (118 Pembina Drive NE)] to change the parcels from H – Horticultural District to I1 – Light Industrial District

- i. M. Van Den Heiden of Prairie Dog Properties Ltd. applied to rezone the aforementioned lands from H- Horticultural District to I-1 Light Industrial District.
- ii. The reasoning for rezoning the properties was to make the lands more consistent with the neighbouring properties, and to help facilitate future development.
- iii. The Municipal Development Plan shows that the subject lands are in the industrial area, and that redevelopment and infill development in the neighbourhood is a high priority for the Town.
- iv. Council should request Administration to examine the feasibility to charge a levy for the change of land use from Horticultural to any other land use to cover the costs of improving infrastructure to the standards for the new land use.

7. ADJOURNMENT

_____moved adjournment of the meeting at _____p.m. – Carried.

Chairman

Recording Secretary

RIVERVIEW GOLF CLUB BOARD OF DIRECTORS MEETING

MAY 6, 2019 at 1:00 PM

Present: Cliff Sackman, President
Bill Duncan, Vice President
Darrell Schaffer, Secretary
Jerry Beach, Treasurer
Russ Paulson, Director
Chris Czember, Town of Redcliff
Derrin Thibault, Town of Redcliff

Cliff Sackman called the meeting to order at 1:03 P.M.

MOTION: Russ Paulson moved the agenda for the May 6, 2019 meeting be adopted as presented. CARRIED.

MOTION: Jerry Beach moved the minutes of the March 1, 2019 Board Meeting be approved as presented. CARRIED.

Financial Report An updated vendors list identifying account payments and accounts remaining to be paid was provided to the board members. The report indicates the current amount owing to vendors has been significantly reduced through payment or re-negotiation with vendors. Payments to vendors will continue with anticipation all accounts will be paid off within the next several weeks.

A summary of our financial position was presented to the Board. An official financial statement was unable to be prepared for the meeting as the club's volunteer bookkeeper Carolyn Irwin has not had sufficient time to prepare the documents since assuming her role with the club.

It is recommended online banking access with Servus Credit Union be modified and granted solely to Carolyn Irwin.

Grounds Committee Report

Carmon Dewald, Grounds Superintendent provided a verbal report regarding his assessment of the current course conditions and ongoing plans for the course during the 2019 season.

Administration Committee Report

Doug Braithwaite, General Manager provided a verbal report regarding membership sales, green fee revenues, tournament bookings, staffing, and league play. Memberships sold to date are;

- Adult 195
- Intermediate 15
- Young Adult 3

Darrell Schaffer advised the GIC at RBC Bank matures on May 28, 2019 and can be moved to the Servus Credit Union at that time. The value will be approximately \$109,400.00.

Kelli Ireland attended the meeting to express appreciation to the club for giving her and Dylan the opportunity to operate the restaurant. They are excited for the opportunity and everything is going well to date. The Board expressed their satisfaction and positive feedback they have received from the membership regarding the restaurant.

MOTION: Cliff Sackman moved the Financial Report, Grounds Committee Report, and Administration Committee Report be received for information. CARRIED.

New Business The Town of Redcliff has offered assistance to paint lines in the parking lot and remove dead tree branches previously deposited at the west end of the golf course. There may be a minimal cost of supplies to the Club. The Town will schedule projects as time permits.

Adjournment: The meeting was adjourned at 2:15 P.M.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: June 19, 2019

PROPOSED BY: Planning & Engineering

TOPIC: Bylaw 1890/2019 Land Use Bylaw Amendment – Rezoning properties from H- Horticultural to I-1 Light Industrial District.

PROPOSAL: That Council consider giving first reading to the proposed amendment to the Land Use Bylaw to rezone the properties on Pembina Drive NE between Pembina Crescent NE (see attached map)

BACKGROUND:

On June 6, 2019 M. Van Den Heiden of Prairie Dog Properties Ltd. made application to rezone the properties known civically as 130, 126, 122, 118 Pembina Drive NE. The purpose for rezoning was to make way for future development of the properties.

On March 15, 2019, Redcliff Town Council adopted the new Municipal Development Plan (MDP). The MDP identifies this area as being in the **Industrial Area**. The MDP envisions that this area will continue to be developed for industrial.

The proposed Land Use Bylaw amendment was presented to the Municipal Planning Commission at the regular scheduled meeting on June 19, 2019 for comment. MPC's comments are as follows:

B. Vine moved that the following comments be submitted to Council regarding Land Use Bylaw Amendment Application [Lot 28, Block 3, Plan 7911064 (130 Pembina Drive NE); Lot 27, Block 3, Plan 7911064 (126 Pembina Drive NE); Lot 26, Block 3, Plan 7911064 (122 Pembina Drive NE); Lot 25, Block 3, Plan 7911064 (118 Pembina Drive NE)] to change the parcels from H – Horticultural District to I1 – Light Industrial District:

- i. M. Van Den Heiden of Prairie Dog Properties Ltd. applied to rezone the aforementioned lands from H- Horticultural District to I-1 Light Industrial District.*
- ii. The reasoning for rezoning the properties was to make the lands more consistent with the neighbouring properties, and to help facilitate future development.*
- iii. The Municipal Development Plan shows that the subject lands are in the industrial area, and that redevelopment and infill development in the neighbourhood is a high priority for the Town.*
- iv. Council should request Administration to examine the feasibility to charge a levy for the change of land use from Horticultural to any other land use to cover the costs of improving infrastructure to the standards for the new land use.*

POLICY/LEGISLATION:

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

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Application for Land Use Amendments – Prairie Dog Properties Ltd.
Proposed Land Use Amending Bylaw 1890/2019

OPTIONS:

1. That Council give first reading to Bylaw 1890/2019, being an amendment to the Land Use Bylaw to rezone Lot 28, Block 3, Plan 7911064 (130 Pembina Drive NE); Lot 27, Block 3, Plan 7911064 (126 Pembina Drive NE); Lot 26, Block 3, Plan 7911064 (122 Pembina Drive NE); Lot 25, Block 3, Plan 7911064 (118 Pembina Drive NE) from H – Horticultural to I-1 Light Industrial District. Following first reading Administration will proceed to provide notice and advertise for a public hearing in accordance with the Municipal Government Act.
2. That Council not give first reading to Bylaw 1890/2019


RECOMMENDATION:

Option 1

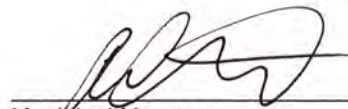
SUGGESTED MOTION(S):

Councilor _____ moved that Bylaw 1890/2019, being an amendment to the Land Use Bylaw, to rezone Lot 28, Block 3, Plan 7911064 (130 Pembina Drive NE); Lot 27, Block 3, Plan 7911064 (126 Pembina Drive NE); Lot 26, Block 3, Plan 7911064 (122 Pembina Drive NE); Lot 25, Block 3, Plan 7911064 (118 Pembina Drive NE) from H- Horticultural District to I-1 Light Industrial District, be given first reading.

SUBMITTED BY:



Department Head



Municipal Manager



APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Prairie Dog Properties LFD
Address: 19 Sundance CRT SW
Medicine Hat AB
Postal Code: T1B 4V1

Agent of Owner: Name: Mike & Nancy Van Den Heiden
Address: 19 Sundance CRT SW
Medicine Hat AB
T1B 4V1
Postal Code: _____

Telephone Number 403-581-7626

Existing Land Use Zoning: Horticultural

Proposed Land Use Zoning: I 1

Municipal Address of Site: 130 Pembina drive NE

Legal Land Description Lot 28 Block 3 Plan 7911064

Enclosures and Attachments:

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

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

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



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 970 014 7911064;3;28 071 010 275

LEGAL DESCRIPTION
PLAN 7911064
BLOCK 3
LOT 28
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;16;SE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 051 480 379

REGISTERED OWNER(S)
REGISTRATION DATE(DMY) DOCUMENT TYPE VALUE CONSIDERATION

071 010 275 08/01/2007 TRANSFER OF LAND \$50,000 \$50,000

OWNERS

PRAIRIE DOG PROPERTIES LTD.
OF 19 SUNDANCE CRT SW
MEDICINE HAT
ALBERTA T1B 4V1

(DATA UPDATED BY: CHANGE OF NAME 151155856)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 10 DAY OF MAY,
2019 AT 11:29 A.M.

ORDER NUMBER: 37208464

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
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THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Prairie Dog Properties LTD
Address: 19 Sundance CRT SW
Medicine Hat AB
Postal Code: T1B 4V1

Agent of Owner: Name: Mike & Nancy Van Den Heiden
Address: 19 Sundance CRT SW
Medicine Hat AB
T1B 4V1
Postal Code: _____

Telephone Number 403-581-7626

Existing Land Use Zoning: Horticultural

Proposed Land Use Zoning: I 1

Municipal Address of Site: 126 Pembina Drive NE

Legal Land Description Lot 27 Block 3 Plan 7911064

Enclosures and Attachments:

- ☐ a) Copy of Certificate of Title for Effected lands.
- ☐ b) Evidence that Agent is authorized by Owner.
- ☐ c) Statement of reasons in support of application.
- ☐ d) Vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60 m of the parcel boundaries.
- ☐ e) Where application is for a district change to DC – Direct control district a statement explaining why particular control is needed to be exercised over the parcel and why another district is not appropriate.
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LAND TITLE CERTIFICATE

S

LINC SHORT LEGAL
0016 970 006 7911064;3;27

TITLE NUMBER
081 022 925 +2

LEGAL DESCRIPTION
PLAN 7911064
BLOCK 3
LOT 27
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;16;SE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 971 149 875 +1

REGISTERED OWNER(S)
REGISTRATION DATE(DMY) DOCUMENT TYPE VALUE CONSIDERATION

081 022 925 16/01/2008 TRANSFER OF LAND SEE INSTRUMENT

OWNERS

PRAIRIE DOG PROPERTIES LTD.
OF 19 SUNDANCE COURT SW
MEDICINE HAT
ALBERTA T1B 4V1

(DATA UPDATED BY: CHANGE OF NAME 141120836)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 10 DAY OF MAY,
2019 AT 11:31 A.M.

ORDER NUMBER: 37208527

CUSTOMER FILE NUMBER:



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APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Prairie Dog Properties LTD
Address: 19 Sundance CRT SW
Medicine Hat AB
Postal Code: T1B 4V1

Agent of Owner: Name: Mike & Nancy Van Den Heiden
Address: 19 Sundance CRT SW
Medicine Hat AB
T1B 4V1
Postal Code: _____

Telephone Number 403-581-7626

Existing Land Use Zoning: Horticultural

Proposed Land Use Zoning: I1

Municipal Address of Site: 122 Pembina Drive NE

Legal Land Description Lot 26 Block 3 Plan 7911064

Enclosures and Attachments:

- ☐ a) Copy of Certificate of Title for Effected lands.
- ☐ b) Evidence that Agent is authorized by Owner.
- ☐ c) Statement of reasons in support of application.
- ☐ d) Vicinity map of an appropriate scale indicating the location of the parcel and its relationship to the existing land uses and developments within 60 m of the parcel boundaries.
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LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 969 990 7911064;3;26 081 022 925 +1

LEGAL DESCRIPTION
PLAN 7911064
BLOCK 3
LOT 26
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;16;SE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 971 149 875

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

081 022 925 16/01/2008 TRANSFER OF LAND SEE INSTRUMENT

OWNERS

PRAIRIE DOG PROPERTIES LTD.
OF 19 SUNDANCE COURT SW
MEDICINE HAT
ALBERTA T1B 4V1
(DATA UPDATED BY: CHANGE OF NAME 141120836)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 10 DAY OF MAY,
2019 AT 11:30 A.M.

ORDER NUMBER: 37208497

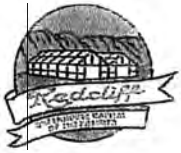
CUSTOMER FILE NUMBER:



END OF CERTIFICATE

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APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Prairie Dog Properties LTD
Address: 19 Sundance CRT SW
Medicine Hat AB
Postal Code: T1B 4V1

Agent of Owner: Name: Mike & Nancy Van Den Heiden
Address: 19 Sundance CRT SW
Medicine Hat AB
T1B 4V1
Postal Code: _____

Telephone Number 403-581-7626

Existing Land Use Zoning: Horticultural

Proposed Land Use Zoning: 1 12

Municipal Address of Site: 118 Pembina Drive NE

Legal Land Description Lot 25 Block 3 Plan 7911064

Enclosures and Attachments:

- ☐ a) Copy of Certificate of Title for Effected lands.
- ☐ b) Evidence that Agent is authorized by Owner.
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LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 969 982 7911064;3;25 081 022 925

LEGAL DESCRIPTION
PLAN 7911064
BLOCK 3
LOT 25
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;16;SE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 001 190 952

REGISTERED OWNER(S)
REGISTRATION DATE(DMY) DOCUMENT TYPE VALUE CONSIDERATION

081 022 925 16/01/2008 TRANSFER OF LAND SEE INSTRUMENT

OWNERS

PRAIRIE DOG PROPERTIES LTD.
OF 19 SUNDANCE COURT SW
MEDICINE HAT
ALBERTA T1B 4V1

(DATA UPDATED BY: CHANGE OF NAME 141120836)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

991 301 949 15/10/1999 UTILITY RIGHT OF WAY
GRANTEE - THE TOWN OF REDCLIFF.
AS TO PORTION OR PLAN:7911400

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 10 DAY OF MAY,
2019 AT 11:32 A.M.

ORDER NUMBER: 37208541

CUSTOMER FILE NUMBER:



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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

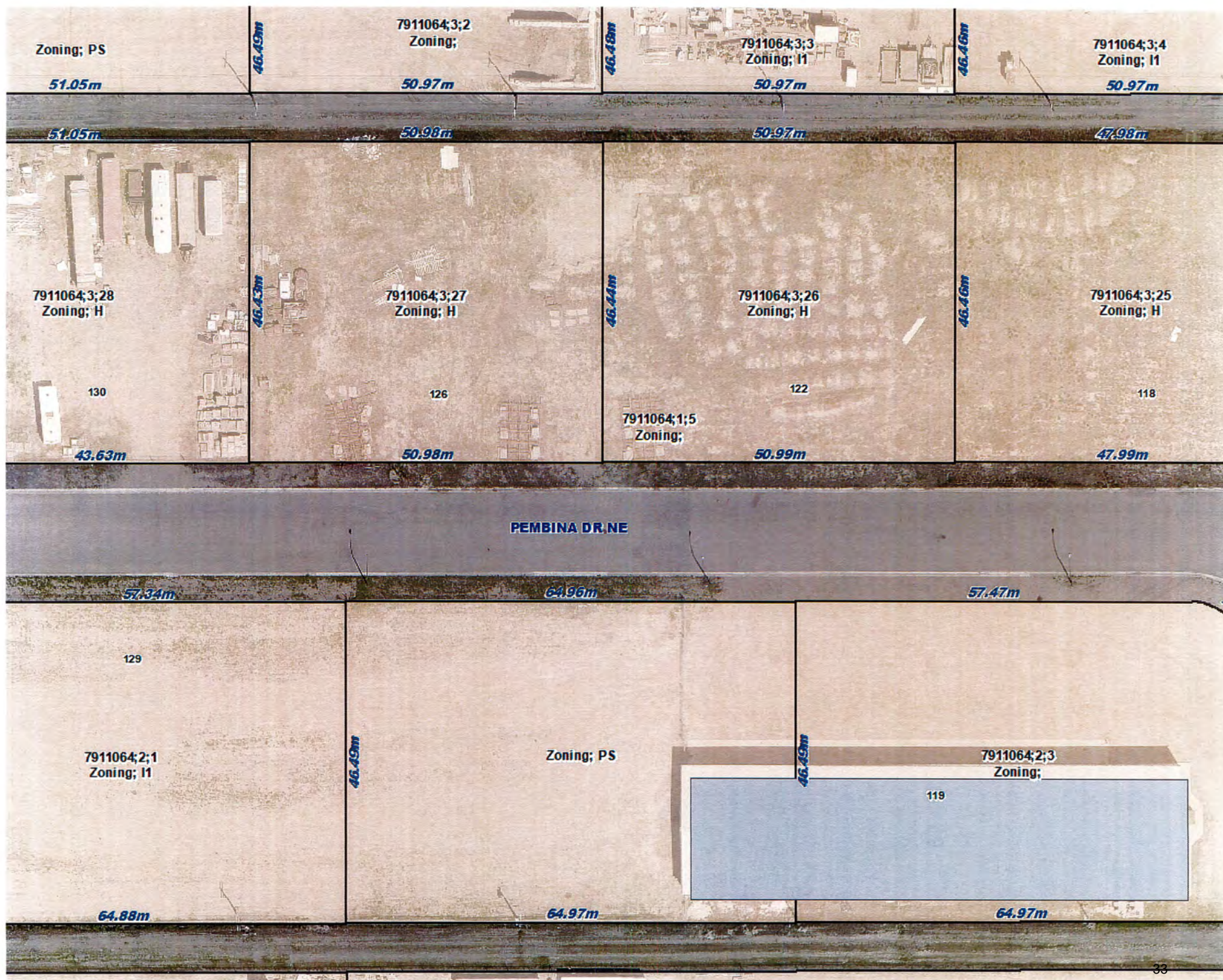
June 6, 2019

Town of Redcliff

I request to change properties to Commercial so that they have potential for future development.
Any questions or concerns please contact me.

Mike Vander Heiden
(403) 581-7626

A handwritten signature in blue ink, appearing to read "Mike Vander Heiden", is written below the printed name and phone number.





118-122-126-130

9331 m² = 2.3 Acres

BYLAW 1890/2019

TOWN OF REDCLIFF

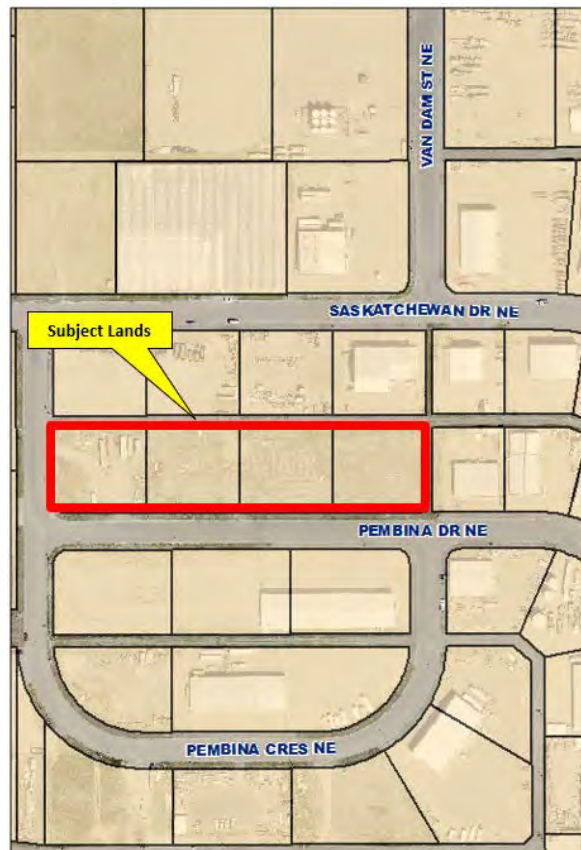
A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW

WHEREAS the land described at

<u>Legal Description</u>	<u>Civic Address</u>
Lot 28, Block 3, Plan 7911064	130 Pembina Drive NE
Lot 27, Block 3, Plan 7911064	126 Pembina Drive NE
Lot 26, Block 3, Plan 7911064	122 Pembina Drive NE
Lot 25, Block 3, Plan 7911064	118 Pembina Drive NE

Herein referred to as "Subject Lands A", is currently zoned H – Horticultural District in the Land Use Bylaw Land Use District Map.

AND WHEREAS Redcliff Town Council has received an applicant and desires to rezone Subject Lands A to I-1 Light Industrial District in the Land Use District Map of the Redcliff Land Use Bylaw (Bylaw 1698/2011).



AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act

AND WHEREAS a public hearing with respect to this Bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____ A.D. 2019

NOW THEREFORE the Council of the Town of Redcliff in open meeting assembled, enacts that Bylaw 1698/2011, being the Redcliff Land Use Bylaw, be amended as follows:

- 1) This Bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1890/2019.
- 2) The land described as

<u>Legal Description</u>	<u>Civic Address</u>
Lot 28, Block 3, Plan 7911064	130 Pembina Drive NE
Lot 27, Block 3, Plan 7911064	126 Pembina Drive NE
Lot 26, Block 3, Plan 7911064	122 Pembina Drive NE
Lot 25, Block 3, Plan 7911064	118 Pembina Drive NE

Is hereby rezoned to I-1 Light Industrial District in the Land Use Bylaw Land Use District Map.

- 3) Administration is authorized to update the Land Use Bylaw Land Use District maps to be consistent with this Land Use Bylaw Amendment.
- 4) This Bylaw shall come into force on the date of the final reading and signing thereof.

READ a first time this _____ day of _____ 2019 A.D.

READ a second time this _____ day of _____ 2019 A.D.

READ a third time this _____ day of _____ 2019 A.D.

PASSED and **SIGNED** this _____ day of _____ A.D., 2019.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: June 24, 2019

PROPOSED BY: Planning & Engineering

TOPIC: Broadfoot Place and Stone Place Road Rehabilitation

PROPOSAL: Award the Broadfoot Place and Stone Place Road Rehabilitation work to Transit Paving

BACKGROUND:

Three bids were received for the Broadfoot Place and Stone Place Road Rehabilitation work:

	Project Bid	Project Total
AECON Transportation West Ltd.	\$168,371.50	\$176,790.08
LMT Enterprises Ltd.	\$269,610.00	\$283,090.50
Transit Paving Inc.	\$146,943.50	\$154,290.68

The Project Bid includes 10% contingency plus approximately an additional \$6,000 in provisional items. The Project Total includes the Project Bid and G.S.T.

This project is in the 2019 Capital Budget with a Project ID of A7, MSI funding rank of 6 and budget of \$165,000 from 2018 MSI funds. The underground portion of this project was included in the 300 BLK of 4th Street SE project which is approximately \$80,000 (some parts of the originally intended surface works were moved to the 300 BLK of 4th Street SE project due to concerns of the surface works contractors).

The project has come in approximately \$62,000 over budget.

The road in Stone Place has reached the point where it requires rehabilitation and if the rehab is delayed the road will reach a condition where a road rebuild will be required.

The road in Broadfoot Place is in better shape, however a portion of the road is being dug up to extend storm sewer to the intersection of 5th Avenue and Broadfoot Place. This line is very shallow varying between 1.2 and 1.5 metres deep. The deep utility contract has been extended to have the paving restored to the current elevations with the rehabilitation project being to fix a few minor concrete issues and road sags and to cover the asphalt surface with a new lift of asphalt. Broadfoot Place could be left with a trench patch and a few patches where concrete was repaired or mudjacking of the sidewalk, curb and gutter took place. In the future the edges and appurtenances could then be milled and a new top lift be placed.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Goal 1 The Town of Redcliff has a well-planned, cost efficient and sustainable infrastructure system that meets the current and future needs of the community.

Strategies

- 1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community's infrastructure
- 1.2. Develop an asset management program to guide decision making priorities for the maintenance, replacement and expansion of infrastructure

Goal 4 The Town of Redcliff is effective in governance and public service delivery.

Strategies

- 4.3. Develop a policy that defines the Town's scope and level of services within a sustainable level of financial resources.

ATTACHMENTS:

Drawing 134-2019-1

Tender Analysis Summary

OPTIONS:

1. Award the work as tendered with the extra monies coming out of the funds made available for the 300 BLK of 4th Street SE project. There are sufficient funds to cover this project and the 300 BLK of 4th Street SE project.
2. Scale back the project and only do rehabilitation on Stone Place and repairs on Broadfoot Place with a rehabilitation of Broadfoot Place deferred to a future year.

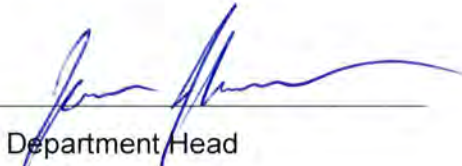
RECOMMENDATION:

Option 1

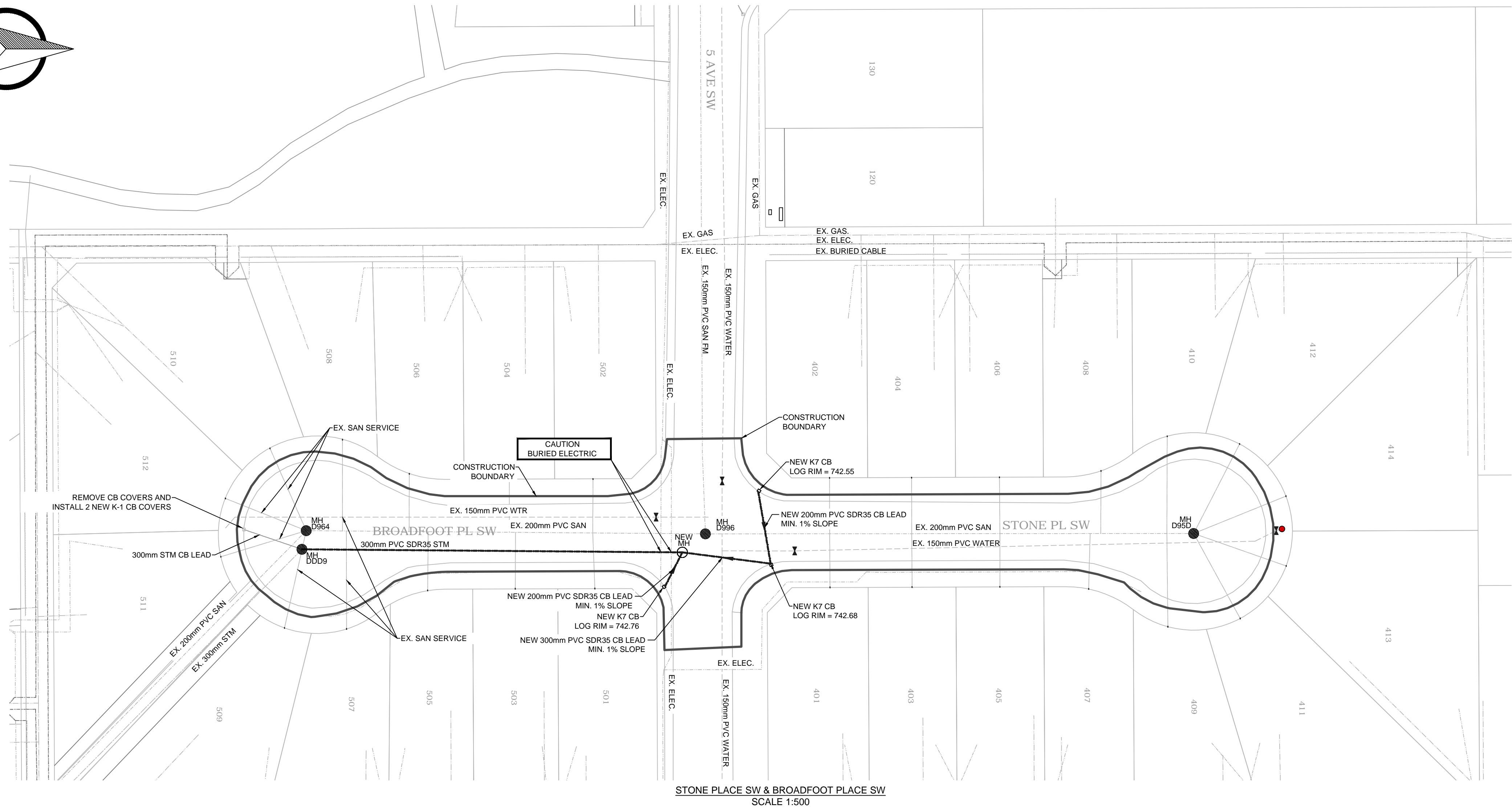
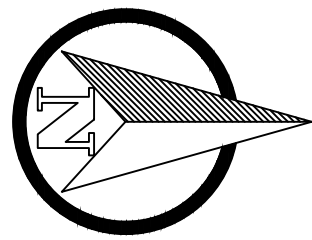
SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration award the Broadfoot Place and Stone Place Road Rehabilitation to Transit Paving. Further to reallocate funds from 3rd Street NW (000, 100, 200 & 300 Blk) Final Lift, 4th Street NW (000, 100 & 200 Blk) Final Lift, Eastside Surge Tanks and Upgrades to South Trunk east of Eastside Phase 1 as needed for the project and to priority fund these projects once other funding or 2019 MSI (or equivalent) funding is known.
2. Councillor _____ moved that Administration negotiate with Transit Paving to remove Broadfoot Place Rehabilitation portion from the project and award the revised Broadfoot Place and Stone Place Road Rehabilitation project to Transit Paving subject to being within budget.

SUBMITTED BY:


Department Head


Municipal Manager



UTILITIES LEGEND

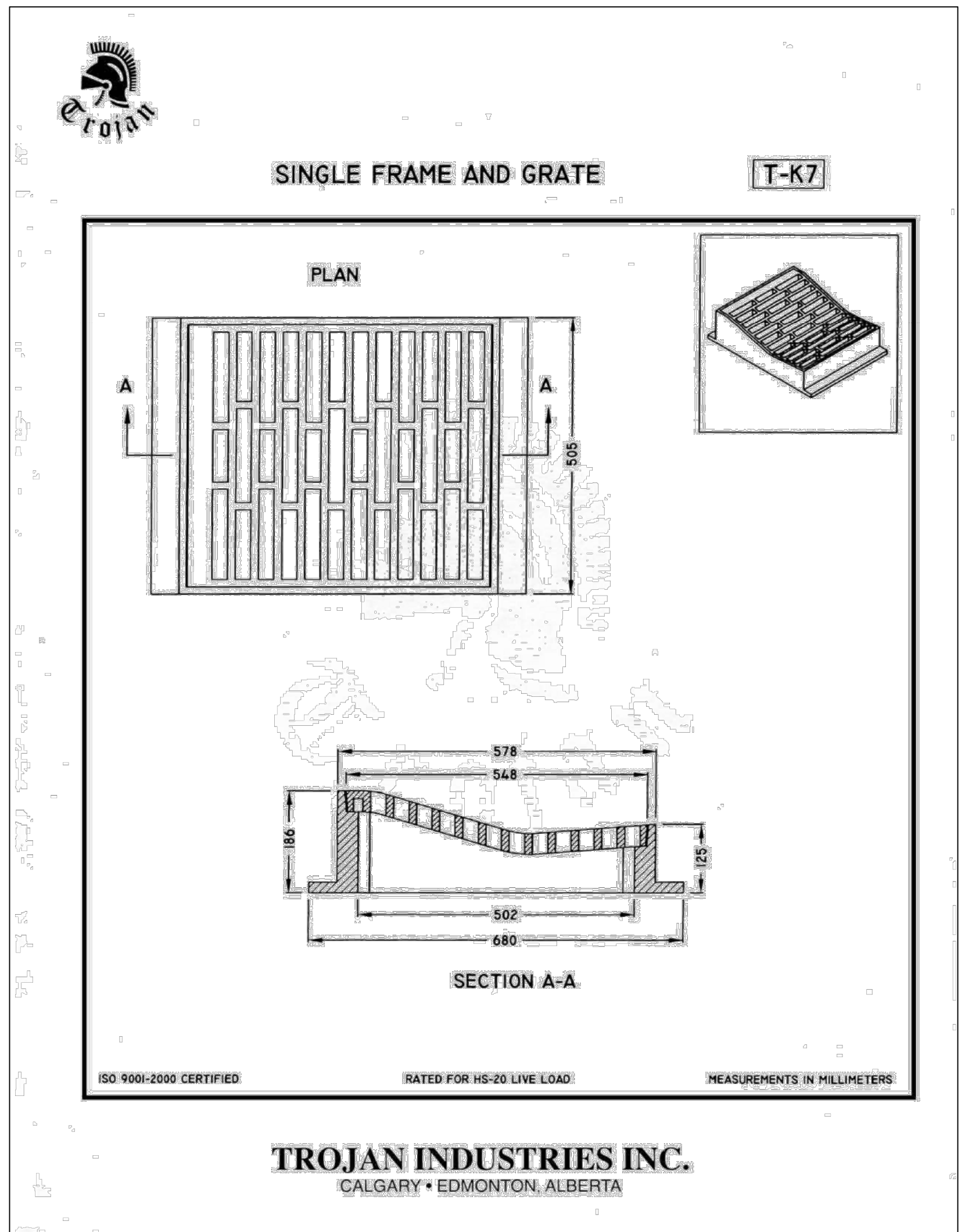
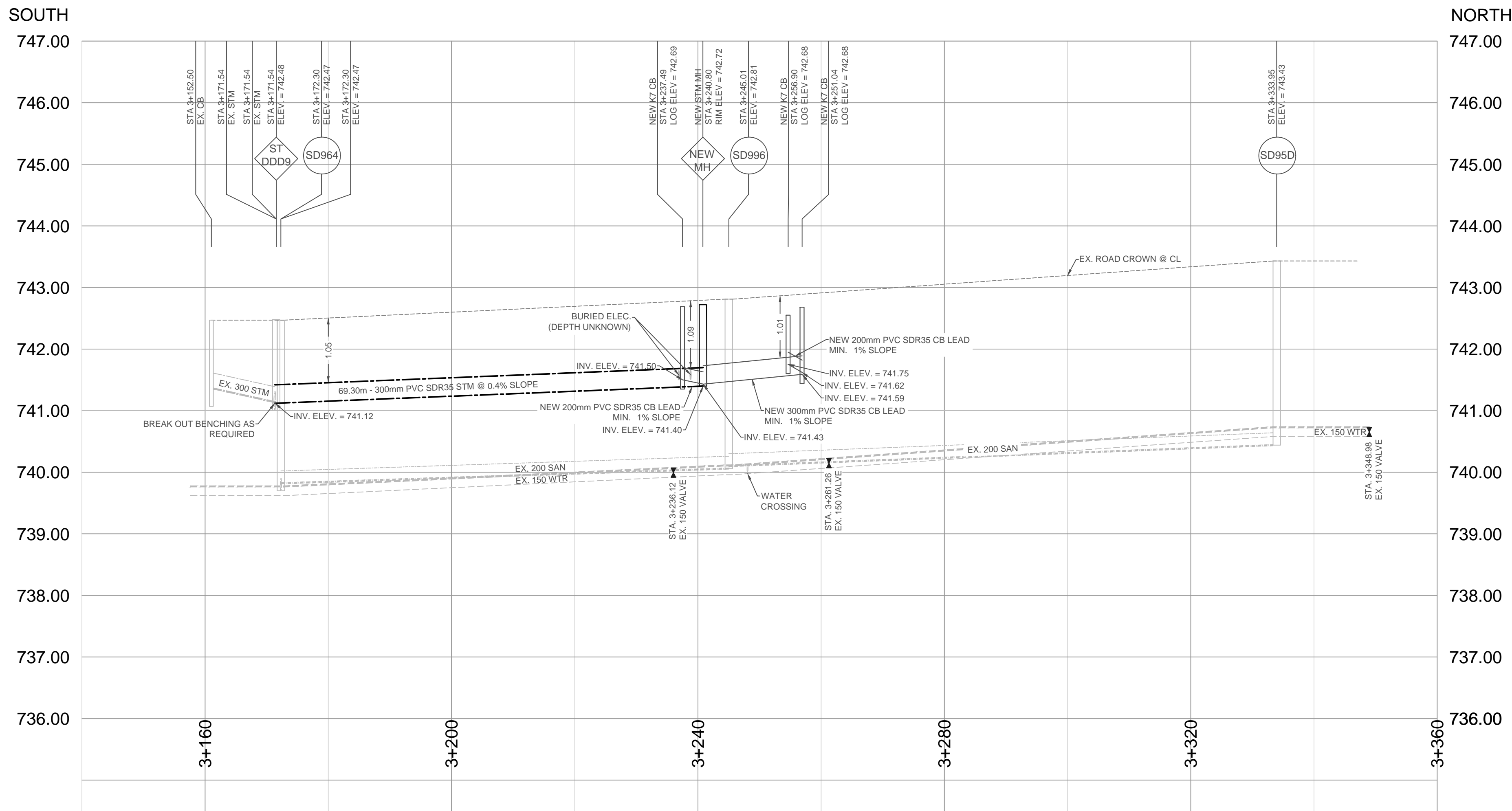
CONSTRUCTION BOUNDARY	---
WATER LINE	---
SANITARY SEWER	---
STORM SEWER	---
STORM SEWER	---
STORM CATCH BASIN LEADS	---
WEAVING TILE	---
GAS LINE	---
UNDERGROUND ELECTRIC	---
UNDERGROUND CABLE	---
MAN HOLE	---
CATCH BASIN	---
HYDRANT	---

CONSTRUCTION NOTES:

GENERAL:

1. INSTALL PIPE SUPPORTS WHERE 0.3 METRE VERTICAL CLEARANCE CANNOT BE ACHIEVED BETWEEN PIPE CROSSINGS.
2. 250mm AND LARGER CB LEADS TO BE PVC SDR35 ASTM D3034 AT A MINIMUM SLOPE OF 1.0% (2.0% IS PREFERRED).
3. STORM MAINS WITH LESS THAN 1.2 METRES OF COVER TO BE PVC SDR35. STORM MAINS WITH MORE THAN 1.2 METRES OF COVER MAY BE PVC ASTM D3034. PVS ULTRA ULTRA RIB CSA 182.4, OR KOR FLOW UNLESS OTHERWISE NOTED.
4. PVC SEWER PIPE BEDDING TO BE CLASS B AND MATERIAL INSTALLATION SHALL CONFORM TO ASTM D2321.
5. ALL CATCH BASINS LOCATED IN TRAPPED LOWS MUST HAVE PERFORATED SUB-DRAIN INSTALLED TO 10m FROM BOTH SIDES OF THE CATCH BASIN PARALLEL TO THE CURB LINE.

STORM:



PROJECT

134A - Broadfoot Place SW
Storm Line



PERMIT TO PRACTICE No. P ____

DESIGN TEAM:

James Johansen
Rebecca Arabsky

ISSUE - REVISION

NO.	DATE	DESCRIPTION	INITIALS
01	May 1, 2019	FOR TENDER	JJ
00	Apr. 22, 2019	FOR APPROVAL	JJ

DRAWING TITLE

Broadfoot Place SW -
Adding a New Storm Line on
Broadfoot Place SW,
Plan Profile & Trojan CB
Detail

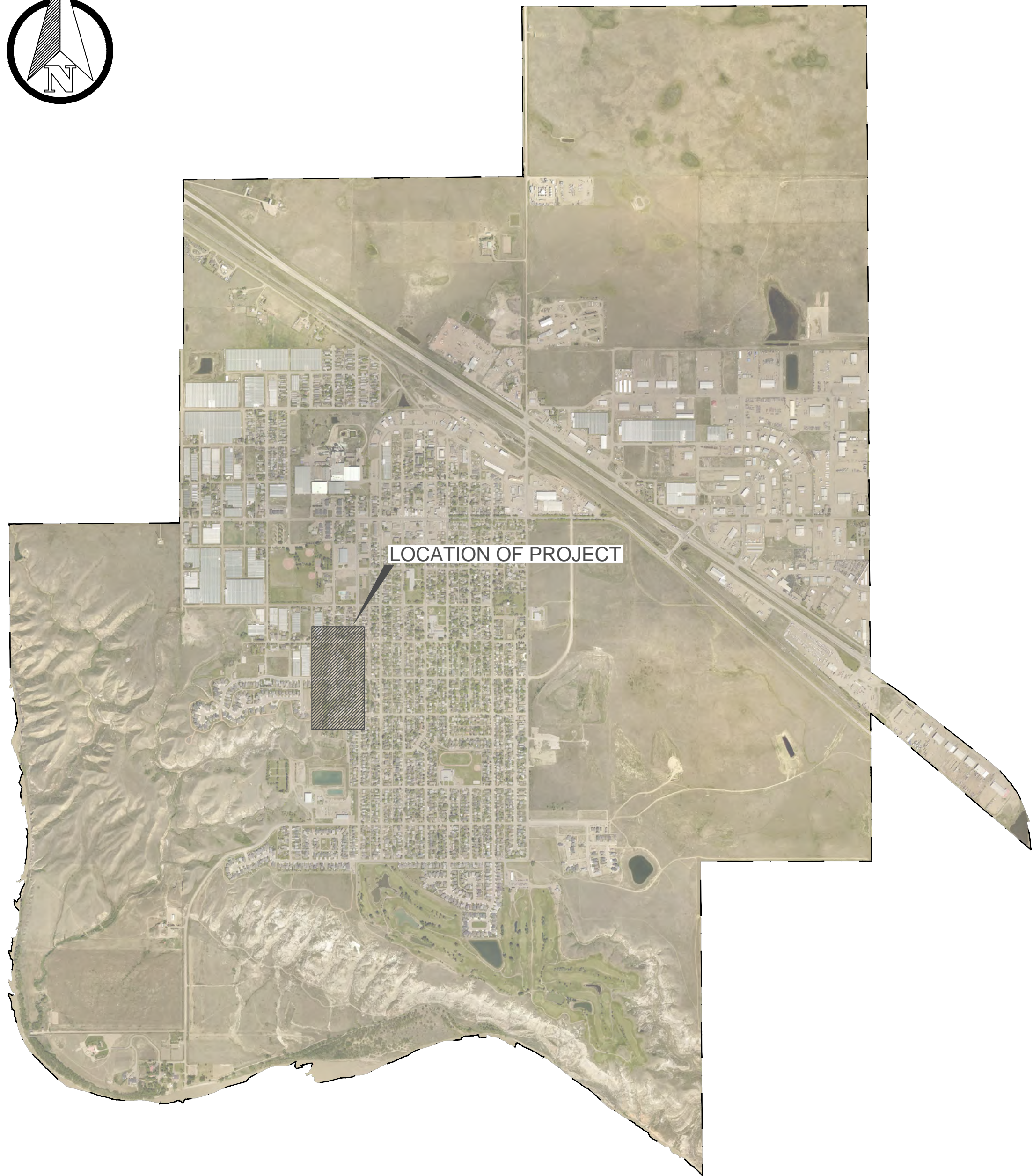
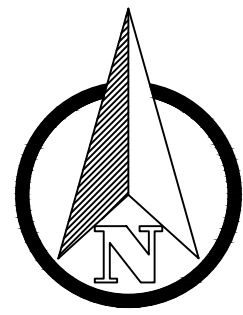
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134A-2019-01

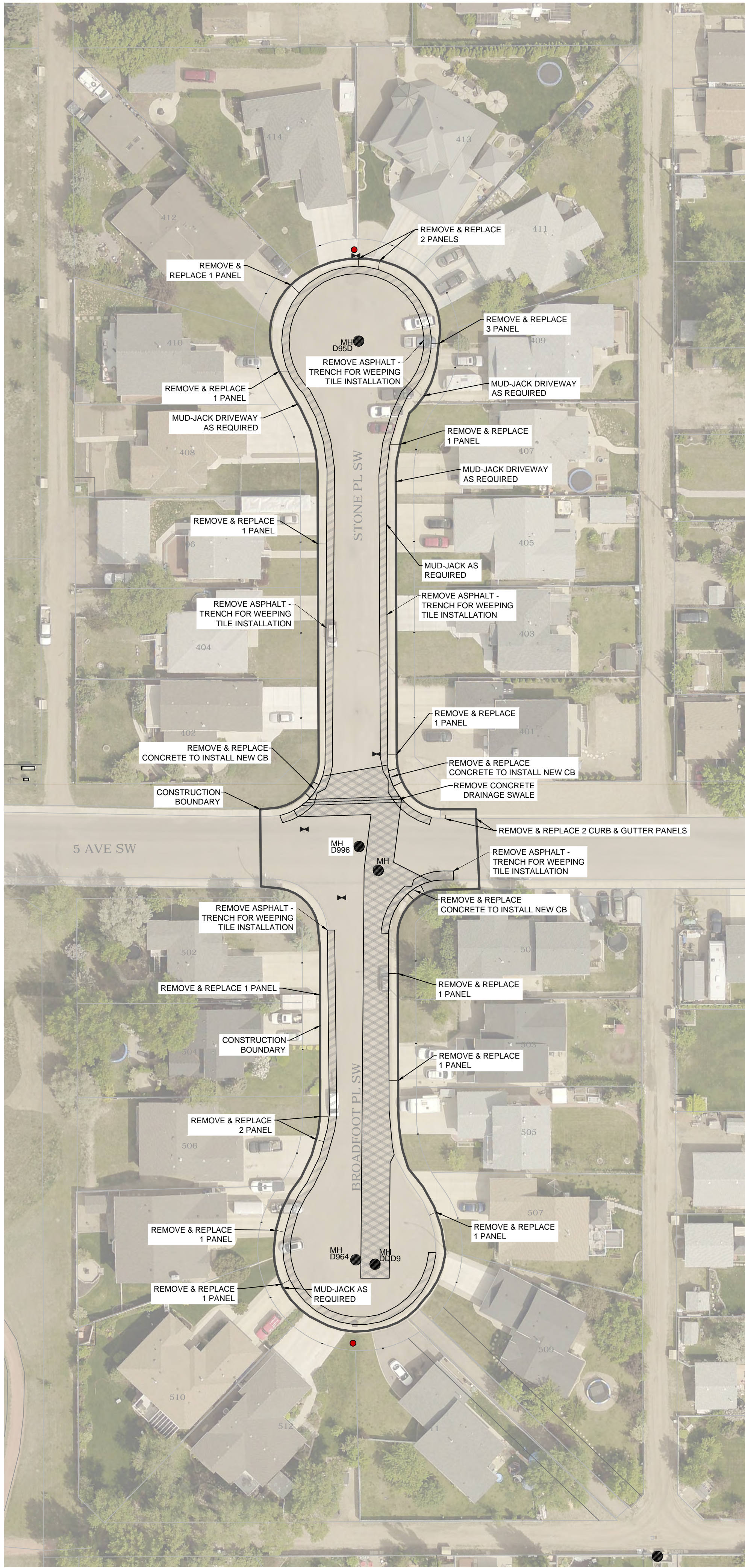
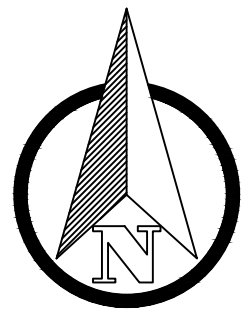
DRAWN: RBA	CHECKED: JJ
SCALE: AS SHOWN	JOB: 134A
DATE: May 1, 2019	SHEET: 1 of 1

DRAWING FILE NO.

134A-Broadfoot Place SW_Storm

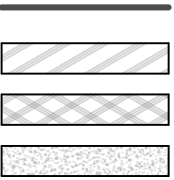


LOCATION PLAN
NOT TO SCALE



STONE PLACE SW & BROADFOOT PLACE SW
SCALE 1:500

- ROADWAYS LEGEND**
- CONSTRUCTION BOUNDARY
 - MILL EXISTING ASPHALT
 - REMOVE EXISTING ASPHALT
 - REMOVE EXISTING CONCRETE



PROJECT

134 - Stone Place SW &
Broadfoot Place SW



Phone: (403) 548-3618
Fax: (403) 548-6623
Email: redcliff@redcliff.ca

PERMIT TO PRACTICE No. P ____

DESIGN TEAM:

James Johansen
Rebecca Arabsky

ISSUE - REVISION


NO.	DATE	DESCRIPTION	INITIALS
01	May 14, 2019	FOR TENDER	JJ
00	May 6, 2019	FOR APPROVAL	JJ

DRAWING TITLE
Location Plan,
Stone Place SW &
Broadfoot Place SW -
Concrete and Asphalt
Demolition Plan

DRAWING NUMBER:
134-2019-01

DRAWN: RBA	CHECKED: JJ
SCALE: AS SHOWN	JOB: 134
DATE: May 6, 2019	SHEET: 1 of 3

DRAWING FILE NO.
134-Stone Place SW & Broadfoot Place SW

<div>  <div> Town of Redcliff Bid Evaluation for Stone Place SW & Broadfoot Place SW Road Improvements Tender No. P&E 2019-02 Closed June, 11 2019 at 4:00 pm </div> </div>											
	DESCRIPTION	UNIT	CONTRACT QUANTITY	UNIT PRICE				EXTENSION			
				ESTIMATE	Transit Paving Inc.	AECON Transportation West Ltd.	LMT Enterprises Ltd.	ESTIMATE	Transit Paving Inc.	ECON Transportation West Lt	LMT Enterprises Ltd.
1	SCHEDULE 1 : PROJECT MANAGEMENT										
1.1	Site Mobilization	l.s.	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
1.2	Site Demobilization	l.s.	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
TOTAL SCHEDULE 1								\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2	SCHEDULE 2 : REMOVALS										
2.1	Milling of existing asphalt adjacent to lip of gutter to a depth of 40 mm, where top lift paving is planned. Remove millings to the Public Services yard or site specified closer than the Public Services yard.	l.m.	470	\$6.00	\$10.00	\$16.00	\$80.00	\$2,820.00	\$4,700.00	\$7,520.00	\$37,600.00
2.2	Removal of asphalt from weeping tile trench after edge milling.	l.m.	350	\$4.00	\$8.00	\$13.00	\$20.00	\$1,400.00	\$2,800.00	\$4,550.00	\$7,000.00
2.3	Milling of existing asphalt around valves and manholes in preperation for top lift paving. Remove millings to the Public Services yard or site specified closer than the Public Services yard.	s.m.	100	\$6.00	\$10.00	\$15.00	\$30.00	\$600.00	\$1,000.00	\$1,500.00	\$3,000.00
2.4	Provisional Item - Removal of Asphalt in road areas with subgrade failure as directed by the Engineer	s.m.	100	-	\$10.00	\$20.00	\$30.00	#VALUE!	\$1,000.00	\$2,000.00	\$3,000.00
TOTAL SCHEDULE 2								#VALUE!	\$9,500.00	\$15,570.00	\$50,600.00
3	SCHEDULE 3 : STORM SEWER SYSTEM										
3.1	Supply & install Weeping Tile c/w filter sock as per detail and p.3 of 3 of drawing set	l.m.	340	\$54.00	\$37.00	\$50.00	\$80.00	\$18,360.00	\$12,580.00	\$17,000.00	\$27,200.00
3.2	Weeping tile trench waste excavation	c.m.	170	\$54.00	\$10.00	\$30.00	\$40.00	\$9,180.00	\$1,700.00	\$5,100.00	\$6,800.00
3.3	Pit run for weeping tile trench backfill	Tonne	600	\$54.00	\$26.00	\$26.25	\$50.00	\$32,400.00	\$15,600.00	\$15,750.00	\$30,000.00
3.4	PCSUM - Care of water	PCSUM	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
TOTAL SCHEDULE 3								\$64,940.00	\$34,880.00	\$42,850.00	\$69,000.00
4	SCHEDULE 4 : ROAD PREP WORK										
4.1	Provisional Item - Road coring, waste excavation - 400mm depth in road areas with subgrade failure as directed by the Engineer	s.m.	100	\$164.00	\$16.00	\$10.00	\$20.00	\$16,400.00	\$1,600.00	\$1,000.00	\$2,000.00
4.2	Provisional Item - Subgrade Prepaation for road coring area.	s.m.	100	\$2.00	\$2.00	\$2.00	\$10.00	\$200.00	\$200.00	\$200.00	\$1,000.00
4.3	Provisional Item - Non Woven Geotextile for Road coring area.	s.m.	100	-	\$6.00	\$5.00	\$10.00	#VALUE!	\$600.00	\$500.00	\$1,000.00
4.4	Provisional Item - Pit run gravel for Road coring backfill	Tonne	60	\$30.00	\$40.00	\$28.00	\$50.00	\$1,800.00	\$2,400.00	\$1,680.00	\$3,000.00
4.5	Provisional Item - crushed gravel for Road coring backfill	Tonne	15	\$32.00	\$40.00	\$70.00	\$50.00	\$480.00	\$600.00	\$1,050.00	\$750.00
TOTAL SCHEDULE 4								#VALUE!	\$5,400.00	\$4,430.00	\$7,750.00

5	SCHEDULE 5 : PAVING											
5.1	Base lift in weeping tile trench 50mm depth	Tonne	30	-	\$170.00	\$170.00	\$200.00	#VALUE!	\$5,100.00	\$5,100.00	\$6,000.00	
5.2	Provisional Item - Base lift for areas with subgrade failure repair 50mm depth	Tonne	15	-	\$170.00	\$125.00	\$200.00	#VALUE!	\$2,550.00	\$1,875.00	\$3,000.00	
5.3	Level course as required to fill in low areas	Tonne	20	\$128.00	\$170.00	\$135.00	\$200.00	\$2,560.00	\$3,400.00	\$2,700.00	\$4,000.00	
5.4	Top Lift S2 - 40mm depth	Tonne	280	\$125.00	\$125.00	\$131.00	\$200.00	\$35,000.00	\$35,000.00	\$36,680.00	\$56,000.00	
TOTAL SCHEDULE 5								#VALUE!	\$46,050.00	\$46,355.00	\$69,000.00	
6	SCHEDULE 6 : CONCRETE											
6.1	Remove and replace monolithic sidewalk, curb & gutter panels as indicated (18 panels) c/w sub grade preparation	I.m.	27	\$256.00	\$265.00	\$455.00	\$650.00	\$6,912.00	\$7,155.00	\$12,285.00	\$17,550.00	
6.2	Remove and replace rolled face curb & gutter panels as indicated (2 panels)	I.m.	3	\$132.00	\$200.00	\$525.00	\$400.00	\$396.00	\$600.00	\$1,575.00	\$1,200.00	
6.3	P.C. SUM Mudjacking - lift and level sidewalks as required	PCSUM	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	
TOTAL SCHEDULE 6								\$27,308.00	\$27,755.00	\$33,860.00	\$38,750.00	

Notes:



Town of Redcliff

Bid Evaluation for Stone Place SW & Broadfoot Place SW


Road Improvements

Tender No. P&E 2019-01

Closed May, 9 2019 at 12:00 pm

DESCRIPTION	ESTIMATE	TOTAL BIDS		
		Transit Paving Inc.	AECON Transportation West Ltd.	LMT Enterprises Ltd.
SCHEDULE 1 : PROJECT MANAGEMENT	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
SCHEDULE 2 : REMOVALS	#VALUE!	\$9,500.00	\$15,570.00	\$50,600.00
SCHEDULE 3 : STORM SEWER SYSTEM	\$64,940.00	\$34,880.00	\$42,850.00	\$69,000.00
SCHEDULE 4 : ROAD PREP WORK	#VALUE!	\$5,400.00	\$4,430.00	\$7,750.00
SCHEDULE 5 : PAVING	#VALUE!	\$46,050.00	\$46,355.00	\$69,000.00
SCHEDULE 6 : CONCRETE	\$27,308.00	\$27,755.00	\$33,860.00	\$38,750.00
PROJECT SUBTOTAL	#VALUE!	\$133,585.00	\$153,065.00	\$245,100.00
10% CONTINGENCY	#VALUE!	\$13,358.50	\$15,306.50	\$24,510.00
PROJECT BID TOTAL	#VALUE!	\$146,943.50	\$168,371.50	\$269,610.00
GST @ 5%	#REF!	\$7,347.18	\$8,418.58	\$13,480.50
GRAND TOTAL	#REF!	\$154,290.68	\$176,790.08	\$283,090.50

Notes: Transit Paving Inc. bid off tendered price by \$0.01

 <p>Town of Redcliff Bid Evaluation for Stone Place SW & Broadfoot Place SW Road Improvements Tender No. P&E 2019-01 Closed May, 9 2019 at 12:00 pm</p>				
No.	DESCRIPTION	Transit Paving Inc.	AECON Transportation West Ltd.	LMT Enterprises Ltd.
1.0	Executed Tender	Yes	Yes	Yes
2.0	Appendix A - List of Unit Prices	Yes	Yes	Yes
3.0	Appendix B - List of Subcontractors	Yes	Yes	Yes
4.0	Appendix C - Statement of Source of Material Supply	Yes	Yes	Yes
5.0	Appendix D - List of Equipment	Yes	Yes	Yes
6.0	Appendix E - List of Supervisory Personnel	Yes	Yes	Yes
7.0	Appendix F - List of Qualifications	Yes	Yes	Yes
8.0	Addendum 1	Yes	Yes	Yes
12.0	WCB Clearance	No	Yes	No
13.0	Tender Security	Yes	Yes	Yes
14.0	Consent of Surety	Yes	Yes	Yes
15.0	Copy of Insurance	No	Yes	No
17.0	Certificate of Recognition in Health and Safety	No	Yes	No
		Non-compliant	Compliant	Non-compliant

Contractor	Bid Amount w/ GST and Contingency	Difference from Average	% Difference from Average	Difference from Average w/o LMT	% Difference from Average w/o LMT	Difference from Low Bid	% Difference From Low Bid
Transit Paving Inc.	\$154,290.68	-\$50,433.08	-24.63%	-\$11,249.70	-6.80%	\$0.00	0
AECON Transportation West Ltd.	\$176,790.08	-\$27,933.68	-13.64%	\$11,249.70	6.80%	\$22,499.40	14.58%
LMT Enterprises Ltd.	\$283,090.50	\$78,366.75	38.28%	\$117,550.13	71.01%	\$128,799.83	83.48%
Average Bid	\$204,723.75						
Average w/o LMT	\$165,540.38						

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 24, 2019

PROPOSED BY: Municipal Manager

TOPIC: Confirmation of Council's Strategic Priorities for 2020 Budget

PROPOSAL: That Council confirm its strategic priorities and develop 2020 budget expectations

BACKGROUND:

The Town's current budget process identifies the importance of linking the annual budget to its strategic priorities. Attached to this RFD are council's adopted strategic priorities.

Administration is seeking confirmation of council's strategic priorities ahead of the 2020 budget process as well as providing council (see attached form) with the opportunity to provide suggestions/expectations as it relates to the upcoming budget.

Administration suggests that budget goals and expectations should consider the following:

- support the adopted municipal strategic priorities;
- reflect stakeholder concerns, needs and priorities;
- reflect the community's economic, social and environmental conditions, challenges and opportunities;
- are sufficiently specific to help define the programs and make difficult resource allocation decisions in the budget process; and
- are prioritized based on expected service levels.

Once this feedback is obtained back from Council (preferably by August 13) it will be further confirmed by Council so Administration can consider such as it prepares the draft annual budget for deliberation. The attached feedback form can also be accessed on the website at the following link: <https://redcliff.ca/wp-content/uploads/2019/05/2020-Budget-Submission-Form.pdf>

One significant consideration that Council may want to integrate into budgets moving forward is to provide for a Regional Collaboration/Initiatives allowance in the budget for future scenarios where regional initiatives are further pursued and considered.

POLICY/LEGISLATION: Policy 116-Budget Policy and the Municipal Government requires the preparation and adoption of an annual budget.

STRATEGIC PRIORITIES:

The budget is the primary policy document whereby Council can achieve its established strategic priorities.

ATTACHMENTS:

- Town of Redcliff Strategic Priorities and Community Vision
- Budget Ideas Submission form

OPTIONS:

1. That Council confirm its strategic priorities and vision for the purpose of 2020 budget goals and that these priorities make up the basic framework for considering budget ideas and submissions.
2. That Council confirm its strategic priorities and vision for the purpose of the 2020 budget goals and that these priorities make up the basic framework for considering budget ideas and submissions with the following amendments:

- _____
- _____
- _____

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

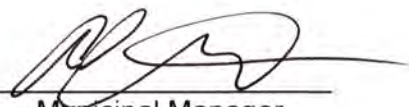
1. Councillor _____ moved that the strategic priorities and vision outlined in the Town of Redcliff 2018-21 Strategic Plan are confirmed for the purpose of the 2020 budget goals and that these priorities make up the basic framework for considering budget ideas and submission.
2. Councillor _____ moved that the strategic priorities and vision outlined in the Town of Redcliff 2018-21 Strategic Plan are amended as follows:

- _____
- _____
- _____

and shall be applied for the purpose of the 2020 budget goals and that these priorities make up the basic framework for considering budget ideas and submission.

SUBMITTED BY:

Department Head



Municipal Manager



Vision

Redcliff is a highly desirable and growing community that is known for its small-town feel and inclusive family-oriented environment, where residents and businesses thrive in a modern and diversified economy. The community's mix of development and scenic river valley offer a sought-after experience for both residents and visitors alike. In addition, the low cost of living and sustainable infrastructure assists people of all ages to enjoy Redcliff's abundant social, cultural and recreational opportunities.

Mission

The Town of Redcliff strives to create a safe and inclusive community for its residents and businesses by demonstrating leadership and cost-effective delivery of public services.

Town of Redcliff 2018-21 Strategic Plan

Goal 1 The Town of Redcliff has a well-planned, cost efficient and sustainable infrastructure system that meets the current and future needs of the community.

Strategies

- 1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community's infrastructure
- 1.2. Develop an asset management program to guide decision-making priorities for the maintenance, replacement and expansion of infrastructure
- 1.3. Establish a life cycle plan for all facilities and infrastructure

Goal 2 The Town of Redcliff strives to offer an environment that advances local employment through economic development and diversification.

Strategies

- 2.1. Define the community's target markets and pursue development opportunities
- 2.2. Explore and promote economic development opportunities within the community and the region
- 2.3. Promote a positive culture towards business and development
- 2.4. Develop a plan for expansion of campground, recreation and tourism opportunities
- 2.5. Explore and consider options of fibre optic internet access for the community

Goal 3 The Town of Redcliff fosters an inclusive community through services that support social, recreational and housing opportunities.

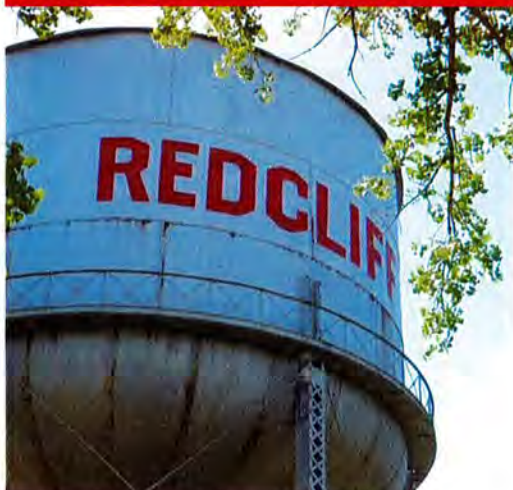
Strategies

- 3.1. Encourage development of seniors housing in priority locations
- 3.2. Develop and implement a river valley usage plan
- 3.3. Assess the needs of community organizations and where community needs may be underserved

Goal 4 The Town of Redcliff is effective in governance and public service delivery.

Strategies

- 4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town's vision
- 4.2. Develop a human resource plan to retain key staff positions
- 4.3. Develop a policy that defines the Town's scope and level of services within a sustainable level of financial resources





REQUEST FOR SUBMISSIONS FOR THE 2020 BUDGET

SHARING YOUR IDEAS WILL IMPACT THE FUTURE OF OUR COMMUNITY

Your project or service idea could be the start of a new positive program or other needed improvement in our community, and the Town of Redcliff would like you to share your ideas with us. The Town's Budget Committee will review your ideas as part of the 2020 Budget Process.

Submit Your Idea!

We invite you to fill out the following submission form on the back of this letter. Submissions can be operating or capital in nature and can include services, facilities, infrastructure or programs. Please complete the entire form and provide enough detail that the intent of your suggestion is well understood.

Please submit your suggestions by September 13, 2019 to:

Town of Redcliff
Attention: Director of Finance and Administration
#1 – 3rd Street NE , Box 40
Redcliff, Alberta, T0J 2P0
Phone: 403-548-3618
Fax: 403-548-6623
E-mail: finance@redcliff.ca



Consideration of proposed ideas will be based on a number of factors including: ongoing programs and projects, public interest, legislative and legal restrictions, the link to focus areas identified in the Redcliff strategic and municipal plans and several other factors.

BUDGET SUBMISSION FORM

The personal information requested on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP). The information collected will be used as required to contact those who have submitted projects about their submissions. If you have any questions about the collection or use of your personal information, contact the Town of Redcliff's FOIP Coordinator at 1 – 3rd Street NE, Redcliff, AB, T0J 2P0 or 403-548-3618.

Note: Submissions can be operating or capital in nature and can include services, facilities, infrastructure or programs. Please complete the entire form and provide enough detail that the intent of your suggestion is well understood.

Contact Information (in case we have questions about your idea):

Name: _____

Organization (if applicable): _____

Phone Daytime: _____

Phone Evening: _____

Fax: _____

E-Mail: _____

Address: _____

Project Information:

Operational Area: (Service, Facility, Infrastructure Programs or Other) _____

Project Title: _____

Can this idea be undertaken in stages? Yes ☐ No ☐

Estimated one time cost: _____ Estimated Annual Operating Cost: _____

Description: (Provide as much detail as possible e.g., pictures, diagrams, examples, web pages, etc.).

(Please attach sheet if more space is required): _____

Please indicate the strategic focus area(s) the project will impact and how it will benefit our community: (provide details)

How would you recommend your proposed project be funded and why?

Tax Rates / Utility Rates / User Fees / Other: _____

Why? _____

_____ (Please attach sheet if more space is required).

Do you consider this to be a Community: Want ☐ or Need ☐

Date: _____ Signature: _____

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: June 24, 2019

PROPOSED BY: Municipal Manager

TOPIC: Policy No. 116 – Budget Policy

PROPOSAL: To adopt the updated Policy No. 116 – Budget Policy

BACKGROUND:

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

The current Budget Policy was last amended/updated in 2012. Since this time there have been multiple Councils, CAO's, and Senior Administration teams. Based on the budget process and experiences from recent years, Administration has identified some potential opportunities that could be changed in an effort to make the budget process more meaningful, transparent, workable, and sensible for those involved and affected by this process. Attached to this report is the proposed policy as well as the current policy so they can be compared. The following provides a summary comparison (proposed vs current) along with some accompanying rationale:

General differences and similarities:

- The policy has been updated to reflect the new document template that is currently being used and includes additional explanatory notes in text box format instead of buried in a policy line.
- Budget timelines were adjusted in an effort to sequence activities of both administration and council more sensibly (for example, dealing with the capital budget first as decisions arising from capital budget discussion have been shown to affect parts of operating budgets which results in amendments having to be passed for the operating budget).
- Policy background, statements, and purpose by and large remain similar with some wording changes and continued emphasis on trying to link budget and strategic priorities as well address stakeholder involvement.

Operational Budget differences and similarities:

- There was previous reference to the tax stabilization reserve that was removed because it is already dealt with from a policy perspective in the Annual Reserve Allocation Bylaw (Bylaw No. 1830/2016) where it stipulates that every year \$18,650 is budgeted for the purpose of future stabilization of the mill rate.
- Brought the FCSS budget into alignment with past and current practice. In the current policy it is stated that the FCSS budget was to be balanced (with no further explanation). FCSS is cost shared program funded by the province and the municipality with the municipal funding portion being provided through tax revenues.
- The proposed policy now also makes reference to the 3 year financial plan context as required by recent changes to the Municipal Government Act.

Capital Budget differences and similarities:

Over the last few years several issues have been identified with the capital budget process:

- Over 250 capital projects on the MYCIP list with no mechanism to:
 - remove projects, either as no longer needed, completed, or not desired,
 - remove projects from consideration when they are beyond a specified time period,
 - keep new projects off the list when they are not desired.
- Projects are broken into funding sources and asset classes with the broken-up project listed as separate projects in MYCIP. This causes issues because projects are prioritized by the most needed component and not by the overall aggregate. The two examples below highlight some practical aspects of the issue:
 - Example 1: A waterline needs replacing and the cost to replace the waterline is in MYCIP, however the cost to fix or replace the sanitary sewer, storm sewer, services, road, sidewalks, curbs and gutter are all under separate projects or not included at all. While the waterline needs replacing it may be better to allow the other infrastructure to degrade a few more years and replace it all at once. This is the logic behind asset management and to implement requires a change in thinking, from a project as a multi-block waterline replacement to a project as all the infrastructure in a discrete space, for example a block.
 - Example 2: A new road is desired. Is the future underground infrastructure required as part of the road now or should the road be built and dug up to install the underground infrastructure when it is needed. Depending on the circumstances either answer could be correct, but our current system does not see the question asked or answered.
- Prioritization of projects or decisions to accept or reject projects is typically limited to the budget funding debate which tends to prioritize projects based on value and not on needs or desire.
- Multiyear capital projects are often treated as a single year project for funding which ties up funding long before it is needed.
- There are difficulties in dividing resources between competing priorities.
- Project wrap up and completion processes are largely non-existent.

The proposed starting point to begin addressing the above noted items and rationale for inclusion in the proposed budget policy includes the following:

- Placing all capital projects on one of the following lists based on where they are in the process:
 - Capital Projects awaiting Council Approval List.
 - Unapproved Capital Projects List.
 - Unfunded/Partially Funded Capital Projects List.
 - Funded Capital Projects List.
 - Completed Capital Project List.
- The purpose of the above lists and proposed process is to try and focus resources on only the projects that have council approval and not on projects without council approval. Currently projects presented to Council for approval have a business case analysis done and MYCIP project page created. The proposed process is that Council decides

- Changing the current MYCIP projects to discrete space projects instead of overall asset projects.
- Building into the MYCIP project pages the ability to have multiple phases over multiple years with rankings for each phase.
- Build into the MYCIP workbook the ability to easily extract the 1-5-year capital plan from MYCIP to be consistent with new requirements of the Municipal Government Act. Also create a 6-10 year capital plan from MYCIP to provide a longer term picture.

POLICY/LEGISLATION: The Municipal Government Act requires municipalities to adopt an annual budget (which includes operating and capital expenditures) as well as a 3-year operating plan and 5 year capital plan.

STRATEGIC PRIORITIES:

The budget is the primary policy document whereby Council can achieve its established strategic priorities.

ATTACHMENTS:

- proposed Policy No. 116 – Budget Policy
- current Policy No. 116 – Budget Policy

OPTIONS:

1. To adopt proposed Policy No. 116 – Budget Policy as presented.
2. To adopt proposed Policy No. 116 – Budget Policy with specific amendments desired by Council as follows:
 - _____
 - _____
 - _____
3. To continue with the current policy as is.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy No. 116 – Budget Policy be adopted as presented.
2. Councillor _____ moved that Policy No. 116 – Budget Policy be adopted as amended as follows:
 - _____
 - _____
 - _____

SUBMITTED BY:

Department Head

Municipal Manager



BUDGET POLICY

BACKGROUND

The main purpose of a municipality is to provide services to the community. In general, the services provided are geared towards developing and maintaining a safe and viable community through the provision of programs, facilities and other services that are, in the opinion of Council, necessary or desirable for the community. The expenditure of funds is required to fulfill this purpose. To ensure municipal funds are appropriately spent, Council establishes policy statements to guide the expenditure of funds and to establish sustainable budgeting practices.

Council has the legislative responsibility to adopt an annual budget (as well as multi-year operating and capital plans) and pass the related property tax bylaw. Council's primary role in the budget process is to approve a budget that is consistent with Council's

- strategic vision for the community,
- expectations for programs and level of service,
- established priorities, and
- other items they identify that are in line with their vision and expectations.

Administration has the responsibility to develop a budget for presentation to Council which aligns with the established vision, priorities, and directions of Council. The development of a budget will include:

- considering the ideas of stakeholders other than Administration,
- reviewing programs, services and service levels,
- establishing departmental business plans (within available administrative capacity),
- balancing taxes, fees, rates and charges with the long-term sustainability and viability of the Town. The objective is to not create large, unpredictable increases in taxes, fees, rates and charges in the future, neither is it to ignore inflationary realities, and
- balancing the current economic reality with established visions, expectations, servicing levels and priorities.

The Municipal Government Act allows municipalities to budget a deficit if the deficit is created solely by amortization expense. The annual budget, both the operating and capital components, must be balanced when presented to Council and the public with amortization expense presented separately. In addition, the following individual departments or business units must be balanced independently:

- Utility – including water, sanitary sewer and garbage
- Regional Landfill Authority
- Land Development & Sales

PURPOSE

To establish policies governing the preparation of an annual budget for Council approval and multi-year capital planning.

POLICY

PUBLIC INVOLVEMENT

- (1) Council and Administration will endeavour to engage the public throughout the budget process in a meaningful way:
 - (a) so that members of the public:
 - (i) can be heard,
 - (ii) have their views considered for integration into the budget,
 - (iii) have an enhanced understanding of the Town's fiscal stewardship, policies and operating decisions, and
 - (b) to demonstrate clear and accountable government.
- (2) Efforts will be made to involve the public in all stages of the annual budget process in the following ways:
 - (a) the Town will maintain an updated budget submission form that anyone can fill out to have their idea included for consideration in the next budget cycle,
 - (b) the Town will give public notice for all public budget discussions and meetings,
 - (c) the Town will publish on its website approved capital budget plan(s) and operating budget in summary form.

BUDGET LINK TO STRATEGY & PLANNING

- (3) Council shall confirm their strategic priorities, expectations for service delivery levels and budget expectations at the start of each budget cycle.

- (4) Council shall adopt budget goals that:
- (a) support the adopted municipal strategic priorities,
 - (b) reflect stakeholder concerns, needs and priorities,
 - (c) reflect the community's economic, social and environmental conditions, challenges and opportunities,
 - (d) are sufficiently specific to help define programs and to make resource allocation decisions in the budget process, and
 - (e) are prioritized based on expected service levels.
- Council should confirm strategic priorities, expectations for service delivery levels, budget expectations and adopt budget goals before departments begin preparation of their respective budgets so that Administration can include these in their budget preparations and ensure that appropriate resources are allocated.
- (5) Administration shall apply Council's strategic priorities, expectations for service delivery levels, budget expectations and budget goals in the creation of respective department budgets.

CAPITAL PROJECTS

To improve Council involvement in the selection of capital projects, all capital projects will require two approvals by Council before work can commence on a project.

- (6) All capital projects are to be placed on one of the following lists:
- (a) Capital Projects Awaiting Council Approval List.
 - (b) Unapproved Capital Projects List.
 - (c) Unfunded / Partially Funded Capital Projects List.
 - (d) Funded Capital Projects List.
 - (e) Completed Capital Project List.
- (7) Capital projects shall be placed on the lists as follows:
- (a) When a capital project is initiated (General Public, Town Boards and Commissions, Administration, Councillor, etc.), it will be placed on the Capital Projects Awaiting Council Approval List.

- (b) Administration may at any time through an RFD request that Council add a capital project to the Unfunded / Partially Funded Capital Projects List. Council may then place the capital project on the Unfunded / Partially Funded Capital Projects List, the Unapproved Capital Projects List or leave it on the Capital Projects Awaiting Council Approval List.
- (c) Once a year, Administration will bring the list of Capital Projects Awaiting Council Approval to Council by RFD for consideration to be placed on the Unfunded / Partially Funded Capital Projects List or the Unapproved Capital Projects List.
- (d) Capital projects approved by Council will be moved to the Unfunded / Partially Funded Capital Project List.
- (e) Capital projects not approved by Council will be moved to the Unapproved Capital Projects List. The reasons why the decision was made must be specified on the Unapproved Capital Projects List. No further action will be taken on these projects.
- (f) When a Capital Project is fully funded it will be moved to the Funded Capital Projects List.
- (g) When a Capital Project is completed it will be moved to the Completed Capital Projects List.

Council, by leaving a capital project on the Capital Projects Awaiting Council Approval List, defers the decision to the yearly Capital Projects Awaiting Council Approval to Council RFD.

MULTI-YEAR CAPITAL INFRASTRUCTURE PLANNING

- (8) A Multi-Year Capital Infrastructure Plan (MYCIP) will be created for each budget by updating the previous budget's MYCIP plan. Only projects on the Unfunded / Partially Funded Capital Projects List will be included in MYCIP. Updating the Plan will include:
 - (a) Adding all projects approved by Council to be added to the Unfunded / Partially Funded Capital Projects List.
 - (b) Creating MYCIP project sheets for each capital project approved by Council to be added to the Unfunded / Partially Funded Capital Projects List.

- (c) Updating the project ranking matrix using:
- (i) Council input from their confirmation of budget priorities,
 - (ii) input from stakeholders,
 - (iii) asset assessments and asset management plans.
- (9) Project ranking will be based on the criteria outlined in the Policy MYCIP Ranking Guide.
- (10) The 1 to 5-year and 6 to 10-year Capital Project Plans will be updated based on:
- (a) the current project ranking matrix,
 - (b) estimated time frame of when the project will be needed,
 - (c) current reserve levels, and
 - (d) estimated grant funding.
- (11) During capital budget deliberations Council will:
- (a) review the 1 to 5-year and 6 to 10-year Capital Project Plans,
 - (b) adjust the project ranking as they deem necessary,
 - (c) modify the 1 to 5-year and 6 to 10-year Capital Project Plans as they deem necessary,
 - (d) approve partial or full funding of projects.
- (12) Council shall only approve funding for Capital Projects on the Unfunded / Partially Funded Capital Project List.

The project ranking matrix is a tool designed to assist with the fair evaluation of projects with the goal of funding the projects with the greatest overall benefit to the community.

Asset management plans use multiple inputs such as the age, type, condition, usage, maintenance, etc. of an asset to develop rehabilitation and replacement plans.

Partial funding of projects can occur when Council approves funding the preliminary project design in one year, detailed design in another year and construction in one or more years. Partial funding of a project can also occur when funding is approved by Council subject to project specific grant funding being received.

BUDGET TIMELINE

- (13) In order to have a budget passed prior to the start of the next fiscal year the following key budget activities need to occur:

- | | | |
|-----|---|---|
| (a) | Start of Budget cycle: Council confirmation of their strategic priorities and setting their budget expectations | Second Council Meeting in June |
| (b) | Council reviews Capital Projects Awaiting Council Approval List | Council Meeting in August |
| (c) | 1 to 5-year and 6 to 10-year Capital Project Plans are presented to Council | Council Meeting prior to Capital Budget Special Council Meeting |
| (d) | Capital Budget Special Council Meeting | October |
| (e) | Operation Budget Special Council Meeting | November |
| (f) | Budget approval | First Council Meeting in December |

Approved by Council – September 24, 2012

BUDGET POLICY

BACKGROUND

The purpose of a municipality is to develop and maintain a safe and viable community through the provision of programs, facilities and other things that are, in the opinion of Council, necessary or desirable for the community. To fulfill this purpose Council sets out in this policy to establish the policy statements that will guide the sustainable budgeting practices that will lead our community to prosperity.

Council has the legislative responsibility to adopt an annual budget and pass the related property tax bylaw. Council's primary roles in the budget process are to establish the strategic vision for the community, establish their expectations for programs and level of service and evaluate the budget's alignment with their vision and expectations.

Administration has the responsibility to develop a budget within the vision and expectations of Council. The development of a sustainable budget will include incorporating the ideas of other stakeholders, reviewing programs and service levels and establishing departmental business plans to achieve the Town's long range goals.

POLICY

Public Involvement

The Public will be engaged in a meaningful way so that interested public can be heard and have their views integrated in the budget. Efforts should be made to involve the public in all stages of the annual budget process to enhance our stakeholder's understanding of the Town's fiscal stewardship, policies and operating decisions and demonstrate clear and accountable government.

Budget Link to Strategy & Planning

Council shall develop a strategic plan and set their budget expectations at the start of each budget cycle. Council shall ensure that the strategic plan and budget goals are developed in consultation with, widely disseminated to and reviewed with stakeholders.

Council shall adopt budget goals that:

- a) reflect stakeholder concerns, needs and priorities;
- b) reflect the community's economic, social and environmental conditions, challenges and opportunities;
- c) are sufficiently specific to help define the programs and make difficult resource allocation decisions in the budget process; and
- d) are prioritized

Administration shall incorporate the strategic plan and budget goals adopted by Council in all aspects of the budget preparation.

Budget Timeline

The budget timeline established here provides an estimated schedule for a number of key budget activities. This is not a comprehensive listing of all activities and deadlines that will be required to produce the budget but focuses on the central activities to ensure that all stakeholders understand the planned flow of budget activities.

September

- Update planning, policy, and review bylaws are required
- Develop and obtain Council and Public budget ideas
- Open budget development software to departments

October

- Department level budget preparation
- Detailed budget review with Municipal Manager

November

- Committee of the Whole public review of budget
- Final review and balancing of the budget
- Presentation of budget to Council and the Public

December

- Approval of the annual budget in principle

Spring

- Budget amendments if required
- Approval of the Tax Rate Bylaw
- Final approval of the annual budget

Multi-Year Capital Infrastructure Planning

With each budget a Multi-Year Capital Infrastructure Plan (MYCIP) spanning 10 years will be prepared outlining a funded plan to meet the ongoing asset replacement and rehabilitation needs of the town. The MYCIP will be approved by council and become the basis of the capital budget.

The plan will be developed using input from all stakeholders, asset assessments and replacement schedules. The project ranking matrix will ensure that projects are fairly evaluated and that limited financial resources are allocated to the projects with the greatest overall benefit to the community. Project ranking will be based on the seven criteria outlined in the Ranking Guide: Asset Rehabilitation & Protection, Service and Benefit to the Public, Strategic Importance, Safety & Risk Management, Work Conditions & Productivity, Funding Impact and Operating & Maintenance Costs.

One-Time Revenue Sources

To ensure a sustainable approach to budgeting, one-time revenues will not be used for ongoing expenditures and their use shall be clearly identified in the budget. One-time revenues may be used only to increase reserve balances, decrease debt or for non-recurring expenditures such as capital acquisitions, and one-time projects.

One-time revenues include: proceeds from the sale of capital assets, land development, non-recurring grants and any other inconsistent source of income. One-time revenues may be available for more than one year, but are expected to be non-recurring

Tax Rate Stabilization Reserve

Council desires to maintain a special reserve to protect the community against reducing service levels, cutting programs, raising taxes or fees as a result of a temporary revenue shortfall or unpredicted one-time expenditures. The special reserve will be called the Taxation Reserve and will have a maximum threshold of 15% of the prior year's annual municipal tax revenue.

Balancing the Budget

The MGA (Municipal Government Act) allows municipalities to budget a deficit if the deficit is created solely by amortization expense. The annual budget, both the operating and capital components, must be balanced when presented to Council and the public with amortization expense presented separately. In addition, the following individual departments must be balanced independently:

1. Utility – including water, sanitary sewer and garbage
2. Regional Landfill Authority
3. FCSS
4. Land Development & Sales



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR97300

June 14, 2019

TO ALL ALBERTA MAYORS, REEVES AND COUNCILS:

Within the past several weeks, I have been blessed with two tremendously important honours. Firstly, on April 16, the people of Edmonton-South West entrusted me to represent them in the Legislative Assembly for the next four years as the MLA for Edmonton-South West. Secondly, on April 30, Premier Kenney appointed me as the Minister of Municipal Affairs, with a mandate to work with all of you in returning jobs and prosperity to our great province.

I am humbled and honoured by these opportunities, and I am looking forward to meeting many of you over the coming months, hearing about what matters to you and your communities, and working with you to achieve our shared objectives.

You will likely understand that much of my focus, and that of my Cabinet colleagues, will be on delivering the many important commitments we have made to Albertans during the recent election campaign. As Minister of Municipal Affairs, some of my key priorities will include:

- Working with the Minister of Finance to deliver on the municipal funding amounts promised for this year, and to work with your municipal associations to develop a long-term municipal funding program;
- Working with the Solicitor General to engage municipalities in discussions on the province's funding formula for police services, including any burden imposed on local law enforcement resulting from the federal legalization of cannabis;
- Cutting provincial regulation and paperwork for Alberta municipalities, so you can pass those savings on to your local taxpayers; and

.../2

- Working with municipalities to attract investment and create jobs through measures such as facilitating pre-approved industrial zones and enabling municipal property tax incentives.

There are a number of other priorities we will be working on over the coming months, but this gives you a sense of the work I expect to do in partnership with you.

Before I close, I want to draw to your attention recent action the Government of Alberta has taken to make it easier for responsible adults to drink alcohol in provincial parks. These changes came into effect just in time for the recent May long weekend, and the feedback received so far has been overwhelmingly positive.

I would like to encourage you as municipal leaders to follow the province's lead in reducing unnecessary regulation in your own municipal parks. Through your local bylaws, you already have authority under the *Gaming, Liquor and Cannabis Act* to enable responsible alcohol consumption within your parks. More detail on this initiative is available in the documents attached to this letter.

As we move forward, we have much work ahead of us. I am excited about the opportunities for us to work together to restore jobs and prosperity to Alberta, and I am genuinely looking forward to meeting and working with all of you.

Sincerely,



Kaycee Madu
Minister

Attachments:

1. Copy of GOA News Release on Liquor Rules
2. Additional Information for Alberta Municipalities

Liquor ban quashed and rules relaxed

May 16, 2019 [Media inquiries](#)

Liquor constraints will be relaxed in Alberta starting this May long weekend.

Premier Jason Kenney and Environment and Parks Minister Jason Nixon are pushing back against the excesses of the nanny state and the 'War on Fun.' Beginning this May long weekend, the liquor ban imposed on eight remaining provincial parks will be lifted. Moving forward, this government is committed to remove unnecessary red tape for festival organizers hosting events in municipalities and provincial parks. Relaxed liquor regulations will also extend to select provincial park day use area picnic sites later this summer.

"It's time to lift prohibition-era restrictions around liquor consumption in Alberta and give responsible adults the freedom to act responsibly. This is part of our plan to take bold, decisive steps to reduce regulatory burden on business and not-for-profit festival organizations. We will take Alberta from being the most over-regulated to the freest economy in Canada."

Jason Kenney, Premier

Alberta Gaming, Liquor and Cannabis regulations have been clarified to allow event organizers the flexibility to serve drinks where they see fit on festival grounds. Albertans will be able to responsibly enjoy the environment festival organizers wish to create. The same strategy is being applied to festivals and events in provincial parks by making approvals for liquor licences less restrictive.

This May long weekend, the liquor ban will be lifted at Aspen Beach, Miquelon Lake, Garner Lake, Dillberry Lake, Pigeon Lake, Whitney Lakes, Jarvis Bay and Wabamun provincial parks. There is no ban in place in Alberta Parks' other

provincial campgrounds.

Historically, there has been a liquor ban only over the May long weekend and only in select provincial parks.

“The vast majority of Albertans who enjoy our provincial parks do so responsibly. We should not punish the majority of responsible campers through liquor bans because of the past behaviour of a few bad characters.”

Jason Nixon, Minister of Environment and Parks

Rules and regulations around quiet times, excessive noise and appropriate behaviour continue to be in place and will be enforced as they are in Alberta Parks’ other campgrounds. Enforcement staff will shift their focus from enforcing the previous liquor ban to addressing negative behaviour. Liquor consumption in provincial campgrounds is restricted to adults and in campsites only.

Relaxing liquor constraints in municipalities and provincial parks is a commitment under government’s Red Tape Reduction strategy and a change to make the lives of Albertans better.

Regulations on liquor consumption in Municipal parks

Additional information for Alberta municipalities

Overview

Alberta's *Gaming, Liquor and Cannabis Act* provides park owners, including municipalities, with the flexibility to enable public consumption of alcohol under certain conditions. In essence, these conditions enable a municipality to designate picnic areas where alcohol and food can be consumed together.

Provisions of the Act

The specific provisions in the Act are set out below:

Public place

- 89 (1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.
- (2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
- (a) states that a person may consume liquor with food in the designated picnic area,
 - (b) sets out the designated picnic area, and
 - (c) sets out the hours when liquor may be consumed with food.
- (3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer.

Most municipalities address these situations within local bylaws governing municipal parks. The Government of Alberta encourages all municipalities to evaluate whether more relaxed provisions regarding alcohol consumption in municipal parks make sense for your community, and if so to consider making changes to your policies and bylaws to implement these changes.



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
June 24, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 1, 2019	Canada Day Celebration	Lions Park
July 15, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.
July 22, 2019	Penny Carnival	Lions Park
July 31, 2019	Redcliff RCMP Musical Ride	Medicine Hat Stampede Grounds