

COUNCIL MEETING TUESDAY, OCTOBER 15, 2019 7:00 P.M.

FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL TUESDAY, OCTOBER 15 – 7:00 P.M. REDCLIFF TOWN COUNCIL CHAMBERS

| | AGE | NDA ITI | <u>EM</u> | RECOMMENDATION |
|--------|-----|---------|--|-------------------|
| | 1. | GENE | ERAL | |
| | | A) | Call to Order | |
| Pg. 2 | | B) | Adoption of Agenda | Adoption |
| Pg. 4 | | C) | Accounts Payable * | For Information |
| | 2. | MINU | TES | |
| Pg. 8 | | A) | Council meeting held September 23, 2019 * | For Adoption |
| Pg. 12 | | B) | Redcliff Cypress Regional Waste Management Authority meeting held September 19, 2019 * | For Information |
| Pg. 14 | | C) | Redcliff & District Recreation Committee meeting held October 7, 2019 * | For Information |
| | | | i) ARPA Conference & Energize Workshop & ATRA Symposium * | For Consideration |
| Pg. 16 | | D) | Town of Redcliff Library Board meeting held June 25, 2019 * | For Information |
| Pg. 24 | | E) | Riverview Golf Club Board of Directors Meeting Held September 9, 2019 * | For Information |
| | 3. | REQI | JEST FOR DECISION | |
| Pg. 28 | | A) | Community Organization Property Tax Exemption Regulation (COPTER) * | For Consideration |
| Pg. 43 | | B) | Shallow Gas Tax Relief Initiative * | For Consideration |
| Pg. 68 | | C) | Servicing Levels for LUB Zones * | For Consideration |
| Pg. 79 | | D) | Signage in Road Right-of-Way(s) * | For Consideration |

4. CORRESPONDENCE

| Pg. 81 | | A) | Rosemary Page * Re: Redcliff Community Garden | For Information |
|--------|----|------|--|-----------------|
| Pg. 82 | | B) | Dunmore Equestrian Society * Re: Dunmore Equestrian Fundraiser | For Information |
| Pg. 83 | | C) | Farm Safety Centre * Re: Safety Smarts Contribution Request | For Information |
| | 5. | ОТНЕ | iR . | |

| Pg. 84 | A) | Memo to Council * Re: River Valley Potable Water Distribution and Fire Hydrant Local Improvement Project | For Information |
|---------|----|--|-----------------|
| Pg. 85 | B) | Municipal Manager Report to Council * | For Information |
| Pg. 101 | C) | Landfill Graphs * | For Information |
| Pg. 104 | D) | Council Important Meetings & Events * | For Information |

6. RECESS

7. IN CAMERA (CONFIDENTIAL)

- A) Medicine Hat College Presentation (*FOIP* Sec. 21)
- **B)** Land Matter (*FOIP* Sec. 16, 24, 25)
- C) Utilities Matter (FOIP Sec. 23, 24, & 25)
- **D)** Intermunicipal Collaborative Framework (*FOIP* Sec. 21 & 24)

8. ADJOURN

| CHEQUE # 84534 84535 84536 84537 84538 84539 | VENDOR BECHTOLD, ALLAN CLARK'S SUPPLY & SERVICE LTD. FRANCOTYP-POSTALIA CANADA INC | DESCRIPTION KEY DEPOSIT RETURN PLASTIC WEAR STRIP | \$ | AMOUNT 450.00 |
|--|---|---|----|---------------|
| 84535 84536 84537 84538 84539 | CLARK'S SUPPLY & SERVICE LTD. | | \$ | 450.0 |
| 84536 84537 84538 84539 | | PLASTIC WEAR STRIP | | 150.00 |
| 84537 84538 84539 | FRANCOTYP-POSTALIA CANADA INC | I LACTIC WEAK STAIR | \$ | 550.65 |
| 84538 84539 | | POSTAGE MACHINE LEASE | \$ | 114.82 |
| 84539 | RAFAEL GUZMAN | TRAVEL EXPENSE | \$ | 80.00 |
| | JACOB'S WELDING LTD. | REPAIR BUCKET & COUPLER | \$ | 262.50 |
| | JAG CLEANING SERVICES LTD | JANITORIAL SERVICES | \$ | 3,045.00 |
| 84540 | MEDICINE HAT & DISTRICT CHAMBER OF COMMERCE | MEMBERSHIP RENEWAL | \$ | 792.75 |
| 84541 | RIVERVIEW GOLF CLUB | REFINANCE LOAN PAYMENT #2 | \$ | 103,229.57 |
| 84542 | SHAW CABLESYSTEMS G.P. | TOWN HALL & FIRE INTERNET | \$ | 749.23 |
| 84543 | TELUS COMMUNICATION INC. | POOL INTERNET SERVICES | \$ | 68.25 |
| 84544 | WORKERS COMPENSATION BOARD | WCB PREMIUMS | \$ | 8,677.38 |
| 84545 | WEARPRO EQUIPMENT & SUPPLY LTD | 4' & 3' SANDVIK BOARD & POINTED CARBIDE TOOL | \$ | 3,231.48 |
| 84546 | AMSC INSURANCE SERVICES (GENERAL INSURANCE) | HEALTH SPENDING AUGUST 2019 | \$ | 283.98 |
| 84547 | BYZ ENTERPRISES INC. | PROJ#165 CONCRETE SURGE TANKS | \$ | 157,881.49 |
| 84548 | CANADIAN ENERGY | 12 VOLT BATTERY RCMP | \$ | 19.64 |
| 84549 | DB PERKS & ASSOCIATES LTD. | LIFE PRESERVERS | \$ | 517.41 |
| 84550 | JAYMAN AUTO WRECKING | F150 WHITE TAILGATE | \$ | 393.75 |
| 84551 | KUZIK, MICHELLE | CAMP PROGRAM SUPPLIES | \$ | 1,232.53 |
| 84552 | MATRIX SOLUTIONS INC. | PROJ#216 PROFESSIONAL SERVICES | \$ | 8,819.12 |
| 84553 | PLATO'S SUPERIOR ROOFING | ROOF REPAIRS TOWN HALL | \$ | 208.95 |
| 84554 | ROYAL CANADIAN MOUNTED POLICE | RCMP QUARTERLY FINAL REC | \$ | 296,108.52 |
| 84555 | SHAW CABLESYSTEMS G.P. | WTP INTERNET | \$ | 97.60 |
| 84556 | STEINER'S PETROLEUM | PROPANE | \$ | 107.86 |
| 84557 | 3 LITTLE BIRDS TREE CARE | TREE REMOVAL - CAMPGROUND | \$ | 3,900.75 |
| 84558 | MOLLY MAID | SEPT HOUSE CLEANING | \$ | 90.00 |
| 84559 | ALS ENVIROMENTAL | WATER ANALYSIS | \$ | 77.49 |
| 84560 | ATB FINANCIAL MASTERCARD | MASTERCARD PAYMENT | \$ | 10,829.03 |
| 84561 | 1925082 ALBERTA LTD. | DUMPSTER LIDS | \$ | 2,457.17 |
| 84562 | CANADIAN LINEN & UNIFORM SERVICE | COVERALLS & TOWELS | \$ | 47.00 |
| 84563 | CORPORATE BUSINESS EQUIPMENT LTD | PROJECTOR | \$ | 5,317.20 |
| 84564 | CANADIAN PACIFIC RAILWAY | MAINTENANCE - FLASHER CONTRACT | \$ | 558.00 |
| 84565 | GEM TESTING LTD. | CONCRETE TESTING REC-TANGLE | \$ | 367.50 |
| 84566 | PALLISER SALES | PIN & Y BLADE & PAINT SUPPLIES | \$ | 856.94 |
| 84567 | PUROLATOR | FREIGHT | \$ | 107.96 |
| 84568 | SAFETY CODES | SEPTEMBER 2019 SCC LEVY | \$ | 99.94 |
| 84569 | SECURTEK - A SASKTEL COMPANY | ALARM SYSTEM FOR FIRE HALL | \$ | 72.29 |
| 84570 | BRIAN STEHR | CONFERENCE TRAVEL | \$ | 711.00 |
| 84571 | REDCLIFF FIREMEN SOCIAL CLUB | 3RD QUARTER FIRE PAY | \$ | 255.00 |
| 84572 | CORPORATE BUSINESS EQUIPMENT LTD | RENOVATION OF COUNCIL CHAMBER | \$ | 35,101.50 |
| 84573 | TRANSITIONAL SOLUTIONS INC. | CONSULTING FIRE SERVICE PHASE 1 | \$ | 10,284.7 |
| 0-1070 | THE WAS THOUSE GOLD HONO INC. | CONSCIENCE INC. SERVICE ITIAGE I | Ψ | 10,204.73 |

| | TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS | | | | | | |
|------------|--|--|----|---------------|--|--|--|
| EFT#_ | VENDOR | DESCRIPTION | | <u>AMOUNT</u> | | | |
| EFT0001687 | BENCHMARK GEOMATICS INC. | SUBDIVISION & REC-TANGLE STAKE & GRADE | \$ | 10,733.10 | | | |
| EFT0001688 | THE BOLT SUPPLY HOUSE LTD. | KNIFE BLADES & DRILL BITS | \$ | 52.29 | | | |
| EFT0001689 | CITY AUTO PARTS | EQUIPMENT PARTS | \$ | 706.23 | | | |
| EFT0001690 | CLEARTECH INDUSTRIES INC. | POOL CHEMICALS & CONTAINER REFUNDS | \$ | 3.72 | | | |
| EFT0001691 | DIGITEX CANADA INC. | PHOTOCOPIER FEES | \$ | 333.05 | | | |
| EFT0001692 | GAR-TECH ELECTRICAL | POLYMER SYSTEM REPAIR | \$ | 1,411.98 | | | |
| EFT0001693 | HACH SALES AND SERVICE CANADA LTD. | SURFACE SCATTER REPAIR | \$ | 2,382.45 | | | |
| EFT0001694 | HOME HARDWARE | GENERAL SUPPLIES | \$ | 53.58 | | | |
| EFT0001695 | KIRK'S MIDWAY TIRE | INSTALL RACK & PINION | \$ | 340.96 | | | |

| EFT0001696 | MPE ENGINEERING LTD. | WTP CONTINUING SERVICE CONTRACT | \$ | 1,575.00 |
|------------|--|--------------------------------------|----------|-----------|
| EFT0001697 | RMA FUEL LTD | BULK FUEL | \$ | 8,020.94 |
| EFT0001698 | THIBAULT, DERRIN | TRAVEL EXPENSE | \$ | 972.00 |
| EFT0001699 | WESTERN DIESEL WHOLESALE LTD | WATER PUMP | \$ | 92.74 |
| EFT0001700 | A & B STEEL LTD | ALUMINUM ANGLE | \$ | 55.44 |
| EFT0001701 | ACTION PARTS | EQUIPMENT PARTS | \$ | 213.82 |
| EFT0001702 | AIR LIQUIDE CANADA INC | BULK C02 | \$ | 1,752.13 |
| EFT0001703 | ATRON REFRIGERATION & AIR CONDITIONING LTD | ADD FANS TO HUMIDISTATS | \$ | 2,350.74 |
| EFT0001704 | BERT'S VACUUMS & EQUIPMENT RENTAL | JANITORIAL SUPPLIES | \$ | 520.02 |
| EFT0001705 | CITY AUTO PARTS | EQUIPMENT PARTS | \$ | 145.15 |
| EFT0001706 | CLEARTECH INDUSTRIES INC. | CTI 4900 COAGULANT | \$ | 21,985.85 |
| EFT0001707 | MIKE DAVIES | TRAVEL EXPENSE | \$ | 65.00 |
| EFT0001708 | HOME HARDWARE | GENERAL SUPPLIES | \$ | 2,177.51 |
| EFT0001709 | HYDRODIG | HYDROVAC @ 32 DUTTEN & REC-TANGLE | \$ | 3,260.25 |
| EFT0001710 | JIM'S ELECTRIC (2006) LTD. | DISCONNECT PUMP AT POOL | \$ | 107.10 |
| EFT0001711 | JOE JOHNSON EQUIPMENT | EQUIPMENT PARTS | \$ | 5,133.99 |
| EFT0001712 | KIRK'S MIDWAY TIRE | FLAT TIRE REPAIR | \$ | 32.60 |
| EFT0001713 | MACDESIGN SCREENWORKS INC. | FALL FEST T-SHIRTS | \$ | 339.26 |
| EFT0001714 | MPE ENGINEERING LTD. | PROJ#165 3RD & 3RD LIFT STATION | \$ | 3,369.11 |
| EFT0001715 | PAD-CAR MECHANICAL LTD. | FURNACE REPAIRS | \$ | 1,018.94 |
| EFT0001716 | PARK ENTERPRISES LTD. | AUGUST BUILDING PERMITS | \$ | 2,451.13 |
| EFT0001717 | THE PHONE EXPERTS COMMUNICATIONS LTD | DOOR ACCESS SERVICE CALL | \$ | 163.01 |
| EFT0001718 | CLARA RIDEOUT | TRAVEL EXPENSE | \$ | 65.00 |
| EFT0001719 | RON'S ELECTRIC | REPLACE LED LIGHTS RCMP | \$ | 554.67 |
| EFT0001720 | ROSENAU TRANSPORT LTD | FREIGHT | \$ | 1,121.16 |
| EFT0001721 | SCHEFFER ANDREW LTD. | CONSTRUCTION MANAGEMENT & UAV FLIGHT | \$ | 15,184.26 |
| EFT0001722 | SUN CITY FORD LTD | EQUIPMENT PARTS & ANTI-FREEZE | \$ | 241.10 |
| EFT0001723 | THIBAULT, DERRIN | RELOCATION ASSISTANCE | \$ | 1,481.23 |
| EFT0001724 | TRIPLE R EXPRESS | FREIGHT | \$ | 269.33 |
| EFT0001725 | WOLSELEY MECHANICAL GROUP | 200MM X 90 ELBOW | \$ | 389.39 |
| EFT0001726 | AIR LIQUIDE CANADA INC | BULK C02 | \$ | 694.96 |
| EFT0001727 | ELISE ANTONI | TRAVEL EXPENSE | \$ | 85.00 |
| EFT0001728 | REBECCA ARABSKY | TRAVEL EXPENSE | \$ | 85.00 |
| EFT0001729 | THE BOLT SUPPLY HOUSE LTD. | CUTTING DISC & EAR PLUGS | \$ | 113.40 |
| EFT0001730 | CITY AUTO PARTS | EQUIPMENT PARTS | \$ | 521.81 |
| EFT0001731 | FARMLAND SUPPLY CENTER LTD | HOSE & HOSE WRAP | \$ | 43.55 |
| EFT0001732 | HOME HARDWARE | GENERAL SUPPLIES | \$ | 63.83 |
| EFT0001733 | JOE JOHNSON EQUIPMENT | EQUIPMENT PARTS | \$ | 1,519.19 |
| EFT0001734 | LETHBRIDGE MOBILE SHREDDING | SHREDDING SERVICES | \$ | 68.25 |
| EFT0001735 | RURAL MUNICIPALITIES OF ALBERTA | EQUIPMENT PARTS & SAFETY EQUIPMENT | \$ | 843.85 |
| EFT0001736 | ROSENAU TRANSPORT LTD | FREIGHT | \$ | 356.01 |
| EFT0001737 | SUN CITY FORD LTD | EQUIPMENT PARTS & ANTI-FREEZE | \$ | 207.31 |
| EFT0001738 | WESTERN CANADA WELDING PRODUCT | SAFETY GLASSES, FACE SHIELDS | \$ | 69.57 |
| EFT0001739 | WOLSELEY MECHANICAL GROUP | BALL CURB STOP | \$ | 1,659.92 |
| | | | \vdash | |
| | | TOTAL | \$ | 97,456.88 |

| | TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD | | | | | |
|-------------|---|-------------------|---------------|--|--|--|
| <u>DATE</u> | <u>VENDOR</u> | DESCRIPTION | <u>AMOUNT</u> | | | |
| 2019-08-26 | STAPLES | OFFICE SUPPLIES | \$ 29.36 | | | |
| 2019-08-27 | STAPLES | OFFICE SUPPLIES | \$ 18.99 | | | |
| 2019-08-27 | AWWOA | FLOW METER COURSE | \$ 350.00 | | | |
| 2019-08-27 | AWWOA | PUMP COURSE | \$ 460.00 | | | |
| 2019-08-28 | AWWOA | LEVEL 1 COURSE | \$ 607.14 | | | |
| 2019-08-30 | SPLASH N' DASH | VEHICLE WASH | \$ 11.43 | | | |
| 2019-08-09 | CANSEL | MEASURING WHEEL | \$ 157.50 | | | |
| 2019-08-14 | HOME HARDWARE | SHOVEL | \$ 20.99 | | | |

| | | | _ | |
|------------|---------------------|----------------------------------|----|-----------|
| 2019-08-21 | SPLASH N' DASH | ENGINEERING TRUCK WASH | \$ | 6.43 |
| 2019-08-22 | EPIC | COURSE | \$ | 1,995.00 |
| 2019-08-27 | U OF A | COURSE | \$ | 757.14 |
| 2019-08-28 | PHARMASAVE | GOODBYE CARD FOR PETRO | \$ | 3.39 |
| 2019-08-28 | DAIRY QUEEN | APPRECIATION CAKE | \$ | 32.37 |
| 2019-08-28 | I PHO VIETNAMESE | ENGINEERING & PLANNING LUNCH | \$ | 91.47 |
| 2019-08-08 | AIR CANADA | TRAVEL EXPENSE | \$ | 138.12 |
| 2019-08-08 | AIR CANADA | TRAVEL EXPENSE | \$ | 138.12 |
| 2019-08-08 | WEST JET | TRAVEL EXPENSE | \$ | 287.12 |
| 2019-08-08 | WEST JET | TRAVEL EXPENSE | \$ | 287.12 |
| 2019-08-16 | CPC | REGISTERED LETTER | \$ | 11.40 |
| 2019-06-19 | CPC | UTILITY STATEMENT POSTAGE | \$ | 93.09 |
| 2019-06-19 | CPC | UTILITY STATEMENT POSTAGE | \$ | 93.09 |
| 2019-08-21 | CPC | UTILITY STATEMENT POSTAGE | \$ | 93.09 |
| 2019-08-29 | SAFEWAY | BEREAVEMENT | \$ | 59.99 |
| 2019-08-12 | A1 PIZZA | FCSS GRANT MEETING | \$ | 35.04 |
| 2019-08-21 | PHARMASAVE | MEETING SUPPLIES | \$ | 3.49 |
| 2019-08-21 | GOOGLE PLAY | MOVIE IN THE PARK | \$ | 19.04 |
| 2019-08-07 | PC OPTIONS | OFFICE SUPPLIES | \$ | (100.04) |
| 2019-08-07 | | TONER | \$ | 184.79 |
| 2019-08-07 | PROLOCKER | PROJ#206 BENCH BRACKETS - POOL | \$ | 1,660.56 |
| 2019-08-14 | CDN TIRE | TOOLS | \$ | 129.99 |
| 2019-08-17 | AMAZON | EXTERNAL HARD DRIVES | \$ | 129.99 |
| 2019-08-19 | CDN TIRE | TOOLS | \$ | 127.98 |
| 2019-08-19 | AMAZON | TOOLS | \$ | 69.99 |
| 2019-08-19 | AMAZON | TOOLS | \$ | 69.99 |
| 2019-08-21 | COM-PAC | PROJ#206 CANNON TRIGGER VALVE | \$ | 920.24 |
| 2019-08-08 | AMAZON | OFFICE SUPPLIES | \$ | 27.61 |
| 2019-08-22 | AUMA | AUMA CONFERENCE REG. FOR COUNCIL | \$ | 50.00 |
| 2019-09-04 | AUMA | AUMA CONFERENCE REG. FOR COUNCIL | \$ | (340.00) |
| 2019-09-04 | AUMA | AUMA CONFERENCE REG. FOR COUNCIL | \$ | 340.00 |
| 2019-08-21 | BOSTON PIZZA | LUNCH FOR CREW | \$ | 160.12 |
| 2019-08-08 | HOME HARDWARE | HOSE NOZZLE | \$ | 8.49 |
| 2019-08-21 | PRINCESS AUTO | MARKING TAPE - DOG PARK | \$ | 3.99 |
| 2019-08-21 | SPLASH N DASH | VEHICLE WASH | \$ | 9.52 |
| 2019-09-04 | | PICTURE FRAME - COUNCIL | \$ | 41.99 |
| | FOX ENERGY | REFILL AIR TANKS | \$ | 547.30 |
| 2019-09-04 | TRADEMARK | FIRE | \$ | 66.67 |
| | TIM HORTONS | STAFF APPRECIATION | \$ | 26.21 |
| 2019-08-20 | REDCLIFF BAKERY | STAFF APPRECIATION | \$ | 11.35 |
| 2019-08-21 | | COUNCIL CHAMBER FRIDGE | \$ | 179.99 |
| | SPLASH N DASH | VEHICLE WASH | \$ | 12.14 |
| 2019-08-23 | | CPS - GRAPHIC DESIGN PURCHASE | \$ | 1.30 |
| | SOUTH COUNTRY CO-OP | FUEL | \$ | 63.82 |
| 2019-08-07 | | RCMP MUSICAL RIDE | \$ | 111.90 |
| 2019-09-04 | | ANNUAL FEE | \$ | 49.00 |
| | | | Ť | |
| | | TOTAL | \$ | 10,364.85 |
| | | | = | |

| | REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES | | | | | |
|----------|---|-------------------------------|----|-----------|--|--|
| CHEQUE # | <u>VENDOR</u> | DESCRIPTION | į | MOUNT | | |
| 000602 | ATB FINANCIAL MASTERCARD | MASTERCARD PAYMENT | \$ | 3,965.59 | | |
| 000603 | CYPRESS COMMUNICATIONS LTD | PROJ#005 RADIO INSTALL | \$ | 1,129.80 | | |
| 000604 | CYPRESS COUNTY | FACILITY UPGRADE PROJECT LOAN | \$ | 57,996.27 | | |
| 000605 | GEM TESTING LTD. | PROJ#002 BACKFILL INSPECTION | \$ | 1,417.50 | | |
| 000606 | PUROLATOR | FREIGHT | \$ | 118.14 | | |

| | | TOTAL | \$ 64,953.71 |
|--------|----------------------------|--------------------|-----------------|
| | | | |
| 000610 | UPS CANADA | FREIGHT | \$ 127.16 |
| 000609 | SHOEMAKER DRYWALL SUPPLIES | REFUND OVERPAYMENT | \$ 106.56 |
| 000608 | TELUS COMMUNICATIONS | LANDFILL PHONE | \$ 40.24 |
| 000607 | SHOCKWARE WIRELESS INC. | LANDFILL INTERNET | \$ 52.45 |

| | REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYAR | BLE LIST - ELECTRONIC FUND TRANSFERS | | |
|-----------------|--|--------------------------------------|----------|-----------|
| CHEQUE # | <u>VENDOR</u> | DESCRIPTION | <u> </u> | MOUNT |
| EFT000000000117 | A & B STEEL | GENERAL SUPPLIES | \$ | 253.59 |
| EFT000000000118 | BOSS LUBRICANTS | ANTIFREEZE & LUBRICANTS | \$ | 1,076.62 |
| EFT000000000119 | RMA FUEL LTD | BULK FUEL | \$ | 1,302.13 |
| EFT000000000120 | REDCLIFF HOME HARDWARE | STIHL 261 CHAINSAW | \$ | 696.11 |
| EFT000000000121 | RMA FUEL LTD | BULK FUEL | \$ | 3,932.33 |
| EFT000000000122 | TOWN OF REDCLIFF | FACILITY UPGRADE PROJECT LOAN | \$ | 57,996.27 |
| EFT000000000123 | FARMLAND SUPPLY CENTRE INC. | HOSE SPLICES & CLAMPS | \$ | 81.80 |
| EFT000000000124 | H2O HAULING | HAUL WATER | \$ | 115.00 |
| EFT000000000125 | KOST FIRE EQUIPMENT LTD | ANNUAL FIRE EXTINGUISHER SERVICE | \$ | 346.40 |
| EFT000000000126 | RMA FUEL LTD | BULK FUEL | \$ | 3,142.51 |
| EFT000000000127 | SANATEC ENVIRONMENTAL | PUMP SEPTIC TANK | \$ | 168.00 |
| | | | | • |
| | · | TOTAL | \$ | 69,110.76 |

| | REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD | | | | |
|-------------|--|----------------|----|----------|--|
| <u>DATE</u> | <u>VENDOR</u> | DESCRIPTION | | AMOUNT | |
| 2019-08-27 | SWANA NORTHERN LIGHTS | COURSE | \$ | 600.00 | |
| 2019-08-27 | HOTELS.COM | TRAVEL EXPENSE | \$ | 275.28 | |
| 2019-08-28 | UNIVERSAL AIR | PUMP FOR TANA | \$ | 2,312.03 | |
| 2019-09-04 | LOOMIS EXPRESS | FREIGHT | \$ | 88.26 | |
| 2019-08-14 | BEST BUY | LAPTOP | \$ | 501.19 | |
| | | | | | |
| | | TOTAL | \$ | 3,776.75 | |

MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL MONDAY, SEPTEMBER 23, 2019 @ 7:00 P.M.

PRESENT: Mayor D. Kilpatrick

Councillors

C. Crozier, C. Czember (arrived at 7:07 p.m.)

L. Leipert, J. Steinke

Municipal Manager Manager of Legislative & Land Services Director of Finance

A. Crofts S. Simon

& Administration **Director of Community** J. Tu (left at 7:55 p.m.)

& Protective Services

D. Thibault (left at 7:55 p.m.)

Director of Public Services

C. Popick (left at 8:21 p.m.)

ABSENT: Councillors

Director of Planning

& Engineering

S. Gale, E. Solberg

J. Johansen

1. **GENERAL**

Call to Order

A) Mayor Kilpatrick called the regular meeting to order at 7:01

p.m.

2019-0323 Adoption of Agenda B) Councillor Crozier moved the Agenda be adopted as

presented. - Carried.

2019-0324 Accounts Payable C) Councillor Steinke moved the accounts payables for the

Town of Redcliff and Redcliff/Cypress Regional Waste

Management Authority, be received for information. - Carried.

2019-0325 Bank Summary **D)** Councillor Leipert moved the Bank Summary to August 31.

2019, be received for information. - Carried.

2. **DELEGATION**

RCMP presentation of the RCMP Report to Council

A) Staff Sergeant Sean Maxwell, Detachment Commander, Redcliff Detachment, was in attendance to present the RCMP

Report to Council.

Councillor Czember arrived at 7:07 p.m.

2019-0326

Councillor Steinke moved the presentation of the RCMP Report to Council, by Staff Sergeant Sean Maxwell, Detachment Commander, Redcliff Detachment, be received for information.

Carried.

Redcliff and Area Community Association presentation of

B) Chris Corry, President, Redcliff and Area Community Association, was in attendance to request a grant of \$1,000 to

| | information regarding grant request | be used for initial start-up funding of the Redcliff and Area Community Association. |
|-----------|---|--|
| 2019-0327 | | Councillor Czember moved to contribute \$1,000 to the Redcliff and Area Community Association to be applied to their initial start up funding to be funded from the Council Initiatives – Community Support Fund Carried. |
| 2019-0328 | | Councillor Leipert moved the presentation by Chris Corry, President, Redcliff and Area Community Association, regarding the request of a grant of \$1,000 to be used for initial start-up funding of the Redcliff and Area Community Association, be received for information Carried. |
| | | 3. MINUTES |
| 2019-0329 | Council meeting held September 9, 2019 | A) Councillor Steinke moved the minutes of the Council meeting held September 9, 2019, be adopted as amended Carried. |
| 2019-0330 | Riverview Golf Club Board of Directors meeting held August 12, 2019 | B) Councillor Czember moved the minutes of the Riverview Golf Club Board of Directors meeting held August 12, 2019, be received for information Carried. |
| | | 4. REQUEST FOR DECISION |
| 2019-0331 | Servicing Levels for LUB Zones | A) Councillor Crozier moved that Council approve in principle the Development Level of Services Policy as presented in draft, instruct Administration to proceed to the next step of adding levels of service and bring the policy back to Council for further review Carried. |
| | | 5. CORRESPONDENCE |
| 2019-0332 | Alberta Municipal Affairs Re: Municipal Sustainability Initiative Funding and Gas Tax Fund Funding | A) Councillor Leipert moved correspondence from Alberta Municipal Affairs regarding Municipal Sustainability Initiative funding and federal Gas Tax Fund funding, be received for information Carried. |
| | | 6. OTHER |
| 2019-0333 | Community Peace Officer Program Re: Program Changes 2018 | A) Councillor Leipert moved the Community Peace Officer Program Changes 2018, be received for information Carried. |
| 2019-0334 | Community and Protective Services Facility Services Budget Concept | B) Councillor Crozier moved the Community and Protective Services Facility Services Budget Concept, be received for information Carried. |

2019-0335 Council Important Meetings & Events September 23, 2019

C) Councillor Czember moved the Council Important Meetings & Events September 23, 2019, be received for information. - Carried.

7. RECESS

Mayor Kilpatrick called for a recess at 7:55 p.m.

Director of Finance & Administration and Director of Community & Protective Services left at 7:55 p.m.

Mayor Kilpatrick reconvened the meeting at 8:03 p.m.

8. IN CAMERA (Confidential Session)

Councillor Steinke moved to meet In Camera to discuss A) Utility Matter under *FOIP* 16, 24, & 25, B) Land Matter under *FOIP* 16, 24, & 25, C) Land Matter under *FOIP* 16 & 24, and D) Utility Matter under *FOIP* 21, 24, & 25 at 8:03 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 and Manager of Legislative & Land Services for all items, and the Director of Public Services for item 1.

Director of Public Services left at 8:21 p.m.

Councillor Czember moved to return to regular session at 8:42 p.m. - Carried.

Councillor Crozier moved Administration to discontinue pursuing the purchase of 60-acre feet of water from the South Saskatchewan River as previously directed in Council Motion 2019-0194. - Carried.

Councillor Czember moved Administration to continue negotiations with 2029140 Alberta Ltd. for purchasing 2029140 Alberta Ltd. lands. - Carried.

Councillor Czember moved to authorize Administration to enter into the "Assignment and Amending Agreement" with 2163754 Alberta Ltd. and 2029140 Alberta Ltd. regarding the July 2011 Agreement with I-XL Industries Ltd. in respect to Deer Ridge. - Carried.

Councillor Crozier moved that the Town of Redcliff continue discussions with Cypress County regarding relevant parameters to service the Hamlet of Suffield with potable water and work towards the development of an intermunicipal service

2019-0336

2019-0337

2019-0338

2019-0339

2019-0340

2019-0341

agreement. Further, that the Town express interest to Cypress County in exploring the potential of a shared services approach regarding water, and further that this approach considers the implementation of a regional governance model/structure partnership between the Town and the County. - Carried.

9. ADJOURNMENT

2019-0342 Adjournment

| Councillor L | eipert moved t | o adjourn th | he meeting at | 8:45 p.m. | - |
|--------------|----------------|--------------|---------------|-----------|---|
| Carried. | | | _ | | |

Mayor

Manager of Legislative & Land Services

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY MEETING THURSDAY, SEPTEMBER 19, 2019 -1:00 p.m. REDCLIFF TOWN COUNCIL CHAMBERS

PRESENT: Town of Redcliff: Councillor C. Crozier

Councillor L. Leipert

Landfill Treasurer J. Tu
Landfill Manager C. Popick
Landfill Secretary S. Simon

Cypress County: Councillor A. Belyea

Councillor S. Hok Director of K. Dalton

of Public Works

ABSENT:

1. CALLED TO ORDER

C. Crozier, Chairperson called the meeting to order at 1:03 p.m.

2. ADOPTION OF AGENDA

L. Leipert moved the agenda be adopted as presented. – Carried.

3. MINUTES OF PREVIOUS MEETING

A. Belyea moved the minutes of the meeting held on July 11, 2019, be adopted as presented. – Carried.

4. **NEW BUSINESS**

A) Alberta Environment and Parks, Re: Plastic Recycling

L. Leipert moved the letter from Alberta Environment and Parks regarding plastic recycling dated August 14, 2019, be received for information. — Carried.

B) High Interest Saving Account with ATB / Post Closure Fund Investment with CIBC Wood Gundy Memo

S. Hok moved the High Interest Saving Account with ATB and Landfill Post Closure Fund Investment with CIBC Wood Gundy Memo dated September 19, 2019, be received for information. — Carried.

C) Organic System Design Award Memo

L. Leipert moved the Organic System Design Award Memo dated September 19, 2019, be received for information. – Carried.

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY MEETING THURSDAY, SEPTEMBER 19, 2019

PAGE 2

D) Draft 2020-2022 Operating & Capital Budget

S. Hok moved the 2020 Operations Budget Highlights and 2020-2022 Capital Budget Highlights dated September 16, 2019, be received for information. – Carried.

- L. Leipert moved the 2020-2022 Operating and Capital Budget be approved as amended. Carried.
- A. Belyea moved to authorize Administration to explore governance options and costs for further review and consideration by the Redcliff Cypress Regional Waste Management Authority. Carried.
- S. Hok moved to authorize the purchase of a used Dozer at an estimated cost of \$400,000 through a 72-month financing plan. Further that it be funded from operations. Carried.

E) Landfill Manager's Report

A. Belyea moved the Landfill Manager's Report to September 1, 2019, be received for information. – Carried.

F) Redcliff Cypress Regional Waste Management Authority Graphs
S. Hok moved the Redcliff Cypress Regional Landfill Graphs to August 31,
2019, be received for information. — Carried.

5. ADJOURN

| L. Leipert moved adjournment of the | meeting at 2:23 p.m. – Carried. |
|-------------------------------------|---------------------------------|
| | |
| | |
| | |
| Chairman | Secretary |

REDCLIFF & DISTRICT RECREATION COMMITTEE MEETING MONDAY, October 7th, 2019 – 7:00 P.M. REDCLIFF TOWN HALL MEETING ROOM

PRESENT: Chairperson Justin Getz

Members: Shane Hok

Shawna Gale Sharon Kirvan Karen Worrell

Director of Community & Protective Services Derrin Thibault

ABSENT: Community & Protective Services Charity Schweitzer

Member Christina McNeil

1. GENERAL

- Meeting called to order by Chairperson Justin Getz at 6:59 pm.
- Shawna Gale moved the agenda be adopted as presented. Carried.

2. MINUTES

• Shane Hok moved the minutes from September 3rd, 2019 be adopted as presented. – Carried.

3. Delegation

None

4. OLD BUSINESS

Project Aquatic Centre Renovations

Updates: Outdoor Mobile Screen

Splash Park Skateboard Park

Ball Diamond Bathroom and Concession Renovations

Riverview Golf Club

Arena

Karen Worrell moved that the updates for the Aquatic Centre Renovations, Outdoor Mobile Screen, Splash Park, Skateboard Park, Ball Diamond Bathroom and Concession Renovations, Riverview Golf Club, and the Arena project be received for information with the following details:

 A general overview of each project was presented. The overview for each project contained information about project status, completion, anticipated start dates, milestones & current costs. - Carried.

Aggie Oakland Park

Sharon Kirvan moved that the information regarding the swings at Aggie Oakland Park be received for information with the following details:

• A service tracker has been created to have the baby swing lowered and switching one of the baby swings to a regular swing. – Carried.

Campground Expansion – Grant

Karen Worrell moved that the information regarding the campground expansion grant be received for information with the following details:

 A grant proposal to access an Agriculture and Agri-food Grant for upgrades as per the Parks and Recreation Master Plan for an expansion to the Redcliff Campground was submitted. – Carried.

Skills Park

Shawna Gale moved that the discussion regarding the Skills Park be received for

information with the following details:

 A discussion was had with Blaine (Trail 670 collective), the Town staff will proactively work with Trail 670 around weed control. – Carried

Fall Festival

Shane Hok moved that the discussion regarding the Fall Festival be received for information with the following details:

Attendance was down a bit, the ball diamond venue worked out very well as did
the weather. Next years plan is to use the Ball Diamond venue again but may
be adjusted a bit with respect to timing and activities based on user group
feedback.

5. NEW BUSINESS

None

6. RECOMMENDATIONS TO COUNCIL

Sharon Kirvan moved to recommend to Council that up to two (2) Recreation Committee members and one (1) Town of Redcliff staff member attend the ARPA Conference and Energize Workshop & ATRA Symposium held at the Fairmont Chateau Lake Louise on October 24 - 26, 2019.

7. CORRESPONDENCE

None

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS

Alberta Recreation & Parks Association – October 24 - 26, 2019
ARPA Conference and Energize Workshop & ATRA Symposium - Fairmont Chateau Lake Louise Regular Rate (Oct. 1 – Oct. 18) MEMBER ATRA \$795 - MEMBER NON-MEMBER \$945 Plus accommodations approx. \$125/night

Web link: https://s3.amazonaws.com/s3.arpaonline.ca/2019+Conference/Conference_Program_2019_Web.pdf

- 9. DATE OF NEXT MEETING Monday, November 4th, 2019
- **10. ADJOURNMENT** Karen Worrell moved the meeting be adjourned at 8:23 pm Carried.

| Approved by Chair | Date | |
|-------------------|----------|--|

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

June 25th, 2019 7:30 PM

Vision Statement

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

Attending: Brian Lowery, Wendy Harty, Valarie Westers, Catharine Richardson, Robyn Orthner, Dianne

Smith, & Robin Corry

Also attending: Tracy Weinrauch, Recording Secretary Not in attendance: Katherine Rankin & Jim Steinke

Call to order: 7:30 pm

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

Approval of Minutes for May meeting: Wendy moved for approval. Robin 2nd. All in favor. Carried.

Financial Statements for May for information only.

Accounts Payable: For information only, Catharine moved for information only, Dianne 2nd, All in favor, Carried.

Library Manager's Report: Tracy will contact the scouts to see why they didn't come to help for set-up at the book sale. Needs Assessment committee will meet over the summer to discuss the addition of stats to the monthly Library Manager's Report. Valarie moved to approve the report. Catharine 2nd. All in Favor. Carried.

Correspondence: Catharine's SALC presentation is available for anyone who would like it.

Policies Report: Nothing to report.

Financial Report: The committee had their 1st meeting and have a rough draft of the 2020 budget. They will meet again on July 10th. Catharine moved to approve the report. Clarke 2nd. All in Favor. Carried.

Personnel Report: The committee met with finance committee chairman, Catharine, to discuss wages. Robin moved to approve the report. Wendy 2nd. All in Favor. Carried.

Needs Assessment/Library Advocacy: Catharine mentioned a photography class where the facilitator, Chris Attrell, said the best thing he did for his photography was get a library card. He also has a book coming out in the fall, Tracy will invite him to do a class here at the library and promote his book.

Friends of the Library (FRPL): Nothing to report.

Social Media Report: Nothing to report.

Ongoing Maintenance Projects: The new LED lighting has been installed and looks wonderful. The new furnace, A/C, humidifier, etc. installation will be taking place next week. Tracy will post before and after

photos of renos on FB.

The monthly building maintenance inspection was completed on June 24, 2019. Most of the stained ceiling tiles were replaced & drain spout on the back of the library was reattached.

ALTA: Nothing to report

Old & Unfinished Business: As per Shortgrass' request from their strategic planning session, our board has selected their three most important themes from the list of final choices. Our selections are: Skills, Advocacy, Programming.

New Business: Nothing to report.

Next Regular meeting: September 24th, 2019 @ 7:30 pm.

Valarie moved for adjournment at 8:25 pm. Brian 2nd. All in Favor. Carried.

Secretary

<u>Chairman</u>

Tracy Weinrauch

an Lowery

Library Manager's Report

Circulation for May was 2122 books, 44 children's audios & kits, 28 Blu-rays, 682 DVDs, 57 talking books, 87 CD's, 147 magazines, 12 games and 410 Overdrive checkouts.

MAYSTATS

| | ADULT | CHILD | <u>A/V</u> | PERIODICALS | TOTAL | TO DATE | OVERDRIVE |
|------|-------|-------|------------|-------------|-------|---------------|------------|
| 2019 | 1264 | 858 | 910 | 147 | 3179 | 15766 | 410 |
| 2018 | 1901 | 1177 | 957 | 200 | 4235 | <u> 18169</u> | <u>419</u> |
| | | | | | | -2403 | 9 |

^{**}Overdrive stats to date 2019 vs 2018 = 2178 vs 2288

COMPUTER USAGE

May had 657 half hour sessions (an average of 21.9 per day) and 397 Wi-Fi sessions.

As of June 19th, 2019, we have taken in \$1919.31 in membership fees.

We had a very successful book sale this year, raising \$3338.75. Thank you to all of the volunteers!

Carla Spaminato from the Town of Redcliff and I have met in regards to the bike lending program. Carla will be talking with Canadian Tire to order the bikes, helmets, and locks. The Town of Redcliff will be supplying at least one bike rack so there can be two different locations to pick up or drop off bikes. As long as the person renting has a library card, either ours or any Alberta library card, they can borrow the bikes, this will be a great benefit to anyone visiting the area for holidays.

The summer reading program is slow on registrations this year. I have picked up the pace on advertising through our social media. We usually still have people registering kids up until the second week in July; hopefully we get a significant increase in participants. I have a meeting planned with the program coordinators and youth volunteers on June 26th so they can all meet ahead of the first day.

I have booked Ken Moore, Snake Specialist from Lethbridge to come talk to the community about Rattlesnake Safety next spring, April 1st. He likes to do these presentations before the snakes start to become active so people are more knowledgeable when they come across one. He will also be presenting at MHPL on the Tuesday, March 31st but with good advertising, we should still have a large audience.

Town of Redcliff Library Board Balance Sheet As at 31/05/2019

ASSET

| CURRENT ASSETS | |
|------------------------------------|------------|
| CASH FLOAT | 100.00 |
| CASH IN BANK | 77,871.93 |
| SAVINGS ACCOUNT - SERVUS CU | 2,846.73 |
| GIC/TERM/MUTUAL | 13,388.40 |
| CREDIT UNION SHARES | 1.33 |
| SERVUS REWARDS #1 | 72.75 |
| PREPAID EXPENSES | 0.00 |
| ACCOUNTS RECEIVABLE | 0.00 |
| SALES TAX REBATE | 986.88 |
| TOTAL CURRENT ASSETS | 95,268.02 |
| | |
| FIXED ASSETS | |
| BOOKS | 94,331.53 |
| FURNITURE & EQUIPMENT | 0.00 |
| PAVING | 0.00 |
| TOTAL FIXED ASSETS | 94,331.53 |
| TOTAL ASSET | 189,599.55 |
| LIABILITY | |
| LIABILITIES | |
| ACCOUNTS PAYABLE | 14,324.65 |
| CPP PAYABLE | 0.00 |
| El PAYABLE | 0.00 |
| TAXES PAYABLE | 0.00 |
| PAYROLL DED'NS PAYABLE | 0.00 |
| VACATION PAY PAYABLES | 0.00 |
| MASTERCARD PAYABLE | 1,157.16 |
| TOTAL LIABILITIES | 15,481.81 |
| TOTAL LIABILITY | 15,481.81 |
| | |
| EQUITY | |
| SURPLUS | |
| BALANCE BEGINNING OF YEAR (Equily) | 121,808.32 |
| PRIOR YEAR SURPLUS ADJUSTMENT | 0.00 |
| COMMITTED OPERATING FUNDS | -42,022.11 |
| | |

| TOTAL SURPLUS | 79,786.21 |
|------------------------------------|------------|
| CAPITAL ASSETS | |
| BALANCE-BEGIN OF YEAR (CAP ASSETS) | 94,331.53 |
| TRANSFER FROM OPERATING | 0.00 |
| BOOKS & TAPES WITHDRAWN | 0.00 |
| BalanceEnd of year | 94,331.53 |
| TOTAL EQUITY | 174,117.74 |
| LIABILITIES AND EQUITY | 189,599.55 |

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Town of Redcliff Library Board Statement of Cash Flows 01/05/2019 to 31/05/2019

| Cash Flows from (used in) Operating Activities | |
|---|------------|
| Net Income (Loss) | -12,254.38 |
| Adjustments to reconcile net income to net cash provided by (used in) operating activities: | |
| Decrease (Increase) in Operating Assets | |
| SALES TAX REBATE | -116.77 |
| Increase (Decrease) in Operating Liabilities | |
| ACCOUNTS PAYABLE | -175.36 |
| Net Cash provided by (used in) Operating Activities | -12,546.51 |
| | |
| Cash Flows from (used in) Investing Activities | |
| Net Cash provided by (used in) Investing Activities | 0.00 |
| | |
| Cash Flows from (used in) Financing Activities | |
| Increase in Credit Card Payable | |
| MASTERCARD PAYABLE | 1,144.06 |
| (Decrease) in Credit Card Payable | |
| MASTERCARD PAYABLE | -2,885.38 |
| Net Cash provided by (used in) Financing Activities | -1,741.32 |
| | |
| Increase (Decrease) in Cash and Cash Equivalents | -14,287.83 |
| | |
| Cash and Cash Equivalents at Beginning of Period | 95,079.24 |
| · · · · · · · · · · · · · · · · · · · | |
| Cash and Cash Equivalents at End of Period | 80,791.41 |

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Town of Redcliff Library Board Comparative Income Statement May-19

CASH FLOAT
CASH IN BANK
SAVINGS ACCT.
GIC

\$100.00 \$77,871.93 \$2,846.73 \$13,388.40

| | Actual 01/01/2019 to 31/05/2019 | Actual 01/05/2019 to 31/05/2019 | Budget 01/01/2019 to 31/12/2019 | Difference | Comments |
|-------------------------------|---------------------------------|---------------------------------|---------------------------------------|-------------|---------------------------------------|
| REVENUE | | | | | · · · · · · · · · · · · · · · · · · · |
| | | | | | |
| REVENUE | | | | | |
| PROVINCIAL GRANT | 0.00 | 0.00 | 31,013.00 | -31,013.00 | |
| TOWN OF REDCLIFF | 60,620.00 | 0.00 | 181,859.59 | -121,239.59 | |
| PRIVATE DONATIONS | 4,617.00 | 260.00 | 3,500.00 | 1,117.00 | |
| PHOTOCOPIER REVENUE | 1,282.20 | 212.65 | 2,500.00 | -1,217.80 | |
| PROCTORING FEES | 220.00 | 140.00 | 100.00 | 120.00 | |
| RENTAL INCOME | 290.00 | 90.00 | 600.00 | -310.00 | |
| PUBLIC COFFEE AREA | 106.95 | 11.00 | 200.00 | -93.05 | |
| REDCLIFF MEMBERSHIPS | 1,688.31 | 412.65 | 3,380.00 | -1,691.69 | |
| OVERDUE FINES | 706.91 | 221.60 | 1,500.00 | -793.09 | |
| MISC - FAX | 283.85 | 65.00 | 750.00 | -466.15 | |
| MISC - BOOKS SOLD | 30.00 | 20.00 | 2,500.00 | -2,470.00 | |
| MISC - CARDS REPLACED | 16.75 | 2.00 | 25.00 | -8.25 | |
| MISC - SUMMER READING PROGRAM | 0.00 | 0.00 | 1,500.00 | -1,500.00 | |
| MISC - LAMINATOR | 47.50 | 1.50 | 150.00 | -102.50 | |
| COUNTER SALES REVENUE | 96.00 | 6.00 | 300.00 | -204.00 | |
| GRANTS | 1,500.00 | 0.00 | 4,400.00 | -2,900.00 | |
| INTEREST EARNED | 1.17 | 0.24 | 35.00 | -33.83 | |
| TOTAL REVENUE | 71,506.64 | 1,442.64 | 234,312.59 | -162,805.95 | |
| EXPENDITURES | | | | | |
| SALARIES | 54,484.88 | 10,598.88 | 144,122.45 | -89,637.57 | |
| CPP | 2,355.86 | 459.81 | 5,217.31 | -2,861.45 | |
| EI PREMIUMS | 1,235.71 | 240.39 | 3,548.79 | -2,313.08 | |
| WORKER'S COMPENSATION | 395.97 | 0.00 | 313.04 | 82.93 | |
| BOOKS | 3,291.21 | 319.71 | 4,100.00 | -808.79 | |
| AUDIO VISUAL | 1,118.96 | 239.53 | 1,600.00 | -481.04 | |
| PERIODICALS | 470.27 | 20.98 | 600.00 | -129.73 | |
| SHORTGRASS LIBRARY SYSTEM | 28,448.00 | 0.00 | 27,828.00 | 620.00 | |
| TELECOMMUNICATIONS | 0.00 | 0.00 | 400.00 | -400.00 | |
| SHORTGRASS CATALOGUING FEE | 0.00 | 0.00 | 500.00 | -500.00 | |
| SUPP - OFFICE | 98.73 | 39.02 | 825.00 | -726.27 | |
| SUPP - BOOK R & M | 1,879.12 | 132.00 | 1,800.00 | 79.12 | |
| SUPP - CIRC DESK | 181.08 | 79.44 | 650.00 | -468.92 | |
| COUNTER SALES EXPENSE | 12.50 | 0.00 | 225.00 | -212.50 | |
| SUPP - COMPUTER | 1,299.40 | 0.00 | 1,533.00 | -233.60 | |
| SUPP - PHOTOCOPIER | 799.07 | 116.85 | 2,200.00 | -1,400.93 | |
| SUPP-STAFF ROOM | 144.22 | 15.00 | 500.00 | -355.78 | |
| SUPP - EMERGENCY | 120.00 | 0.00 | 50.00 | 70.00 (| child AED pads |
| | | | | | |

| PUBLIC COFFEE AREA EXPENSE | 31.96 | 0.00 | 250.00 | -218.04 | |
|-------------------------------|------------|------------|------------|-------------|-----------------|
| POSTAGE & SHIPPING | 289.41 | 1.29 | 625.00 | -335.59 | |
| TELEPHONE & FAX | 222,79 | 44.35 | 575.00 | -352.21 | |
| WORKSHOPS, MEETINGS, ETC | 3,638.24 | 0.00 | 3,600.00 | 38.24 | |
| AUDIT | 150.00 | 0.00 | 200.00 | -50.00 | |
| DUES | 520.00 | 30.00 | 750.00 | -230.00 | |
| LEGAL & BANK FEES | 91.48 | 3.00 | 500.00 | -408.52 | |
| LEGO AT THE LIBRARY | 71.90 | 0.00 | 200.00 | -128.10 | |
| MISC - SUMMER READING PROGRAM | 0.00 | 0.00 | 550.00 | -550.00 | |
| MISC-STORY HOUR | 1.25 | 0.00 | 100.00 | -98.75 | |
| MISC - DECORATIONS | 0.00 | 0.00 | 100.00 | -100.00 | |
| LIBRARY ADVOCACY | 5.97 | 0.00 | 500.00 | -494.03 | |
| MISC - ADVERTISING | 34.90 | 34.90 | 300.00 | -265.10 | |
| MISC - RECOGNITION | 560.48 | 0.00 | 1,250.00 | -689.52 | |
| CONTINGENCIES_ | 573.88 | 14.60 | 3,000.00 | -2,426.12 | |
| UTILITIES | 3,270.77 | 431.90 | 8,500.00 | -5,229.23 | |
| JANITORIAL | 2,915.67 | 743.68 | 11,000.00 | -8,084.33 | |
| REPAIR & MAINTENANCE | 1,405.22 | 131.69 | 2,000.00 | -594.78 | |
| INSURANCE | 2,318.45 | 0.00 | 2,000.00 | 318.45 | |
| CAPITAL - GENERAL | 0.00 | 0.00 | . 0.00 | 0.00 | |
| CAPITAL - LIBRARY EQUIPMENT | 0.00 | 0.00 | 300.00 | -300.00 | |
| CAPITAL - FURNITURE | 1,091.40 | 0.00 | 0.00 | 1,091.40 | Computer Chairs |
| CAPITAL - COMPUTER EQUIPMENT | 0.00 | 0.00 | 2,000.00 | -2,000.00 | |
| TOTAL EXPENDITURES | 113,528.75 | 13,697.02 | 234,312.59 | -120,783.84 | |
| TOTAL EXPENSE | 113,528.75 | 13,697.02 | 234,312.59 | -120,783.84 | |
| NET INCOME | -42,022.11 | -12,254.38 | -0.00 | -42,022.11 | |
| | | | | | |

Generated On: 20/06/2019

RIVERVIEW GOLF CLUB BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 9, 2019 at 1:00 PM

Present:

Bill Duncan, Vice President Darrell Schaffer, Secretary Jerry Beach, Treasurer Russ Paulson, Director

Absent:

Cliff Sackman, President

Derrin Thibault, Town of Redcliff Chris Czember, Town of Redcliff

Bill Duncan called the meeting to order at 1:06 P.M.

MOTION:

Jerry Beach moved the agenda for the September 9, 2019 meeting be adopted

as presented. CARRIED.

MOTION:

Jerry Beach moved the minutes of the August 12, 2019 Board Meeting be approved as presented. CARRIED.

REPORTS TO BOARD

GROUNDS COMMITTE

Jerry Beach provided board members a copy of a report prepared by Grounds Superintendent Carmon Dewald.

ADMINISTRATION COMMITTEE

Darrell Schaffer requested clarification on previous correspondence from the Medicine Hat and District Chamber of Commerce regarding membership. No further action is required.

FINANCIAL REPORT

An Income Statement for the period November 1, 2018 to August 31, 2019 was prepared by Carolyn Irwin and circulated to Board Members.

MOTION:

Russ Paulson moved the Committee Reports and the Financial Report/Income Statement for the period November 1, 2018 to August 31, 2019 be received for information. CARRIED

OLD BUSINESS

MOTION:

Darrell Schaffer moved the correspondence from the Town of Redcliff indicating their assistance in restoring water levels in the #1/#2 storage pond by providing up to 25,000 cubic meters of water with the Town contributing one third of the cost be received for information. CARRIED.

NEW BUSINESS

MOTION:

Jerry Beach moved the Riverview Golf Club apply for a 2019 membership with the Alberta Golf Superintendents Association at a cost of \$270.00. CARRIED.

MOTION:

Russ Paulson moved the Riverview Golf Club contract the Town of Redcliff to repair a hydrant water leak in the maintenance yard at a cost of up to \$5,200.00. CARRIED.

ADJOURNMENT

MOTION:

Jerry Beach moved to adjourn the meeting at 2:02 PM. CARRIED.

Riverview Golf Club INCOME STATEMENT

| | Nov 1- Sept | | Pr | ior Year | Curi | ent Golf | | |
|----------------------------------|-------------|-------------|--|---|-------------|---------------------------------------|---------------|-------------|
| | 30/19 | | Credits | | Season 2019 | | Sept 1-30/19 | |
| | | | | | - | 3 | | pt 1 50/ 15 |
| | | | | | | | | , |
| EXPENSE : Payroll Expense | | | | ······································ | | · · · · · · · · · · · · · · · · · · · | | |
| Grounds Wages | \$ | 151,089.52 | | | \$ | 151,089.52 | \$ | 26,646.97 |
| Pro Shop Wages | \$ | 64,463.73 | | | \$ | 64,463.73 | \$ | 10,425.15 |
| EI & CPP Expense | \$ | 13,285.37 | | *************************************** | \$ | 13,285.37 | \$ | 2,260.67 |
| WCB Expense | \$ | 1,665.18 | | | \$ | 1,665.18 | \$ | 252.80 |
| Total Payroll Expense | \$ | 230,503.80 | | | \$ | 230,503.80 | \$ | 39,585.59 |
| | | | ļ | | | | <u> </u> | |
| Grounds Expense | | | | | | | | |
| Course Grounds Expense | \$ | 37,971.91 | \$ | 5,845.32 | \$ | 43,817.23 | \$ | 10,602.46 |
| Water & Pump House Expense | \$ | 36,791.51 | | | \$ | 36,791.51 | \$ | 8,538.64 |
| Cart Repairs & Maintenance | \$ | (1,738.57) | \$ | 3,440.00 | \$ | 1,701.43 | \$ | 691.11 |
| Shop Expense | \$ | 3,580.00 | Ĺ | | \$ | 3,580.00 | \$ | 660.98 |
| Equipment Expense | \$ | 26,500.86 | \$ | 1,250.00 | \$ | 27,750.86 | \$ | 5,033.09 |
| Freight | \$ | 855.90 | | | \$ | 855.90 | \$ | 75.00 |
| TOTAL Grounds Expense | \$ | 103,961.61 | \$ | 10,535.32 | \$ | 114,496.93 | \$ | 25,601.28 |
| Pro shop Expense | | | | | | | | |
| Merchandise Expense | \$ | (40,461.78) | \$ | 51,856.33 | \$ | 11,394.55 | \$ | 515.42 |
| Total Pro Shop Expense | \$ | (40,461.78) | \$ | 51,856.33 | \$ | 11,394.55 | \$ | 515.42 |
| General & Administrative Expense | | | - | · · · · · · · · · · · · · · · · · · · | <u> </u> | 7.5 | | <u></u> |
| Accounting & Legal | \$ | 10,065.90 | \$ | (1,101.19) | \$ | 8,964.71 | \$ | |
| Advertising & Promotions | \$ | 675.00 | \$ | 750.00 | \$ | 1,425.00 | \$ | · |
| Bad Debts | | \$6,740.58 | \$ | (6,740.58) | | 1,-120.00 | - | |
| Membershipfees & Licenses | \$ | 5,901.57 | - | (0), (0,00) | \$ | 5,901.57 | \$ | 723.00 |
| Cash Short/Over | \$ | (182.19) | | | \$ | (182.19) | \$ | (22.23) |
| Credit Card Charges | \$ | 6,848.21 | ├ | | \$ | 6,848.21 | \$ | 924.94 |
| Insurance | \$ | 14,959.50 | ╁┈ | | \$ | | \$ | 1,441.06 |
| Interest & Bank Charges | \$ | 7,625.95 | \$ | 2,483.40 | \$ | 10,109.35 | \$ | 4,607.97 |
| Office Supplies & Expense | \$ | 10,719.73 | | | \$ | | \$ | 868.27 |
| Property Taxes | \$ | 2,583.41 | | | \$ | 2,583.41 | \$ | - |
| Tournament Expense | \$ | 37,388.80 | | | \$ | 37,388.80 | \$ | 1,031.14 |
| Miscellaneous Expense | \$ | 684.00 | | | \$ | 684.00 | \$ | 468.00 |
| Building Repairs & Maintenance | \$ | 7,533.13 | \$ | 1,063.29 | \$ | 8,596.42 | \$ | 242.35 |
| Telephone & Internet | \$ | 3,713.64 | | _, | \$ | 3,713.64 | \$ | 343.62 |
| Utilities | \$ | 18,378.00 | | | \$ | 18,378.00 | \$ | 3,818.80 |
| Kitchen Expense | \$ | (1,526.84) | Ś | 1,819.53 | \$ | 292.69 | \$ | |
| Suspense Account | \$ | (13,154.05) | | 13,154.05 | \$ | | \$ | |
| Total General & Admin Expenses | \$ | 118,954.34 | | 11,428.50 | \$ | 130,382.84 | \$ | 14,446.92 |
| TOTAL EXPENSE | \$ | 412,957.97 | \$ | 73,820.15 | \$ | 486,778.12 | \$ | 80,149.21 |
| NET INCOME | \$ | 396,348.43 | | | \$ | 318,174.00 | \$ | (29,944.37) |

Riverview Golf Club INCOME STATEMENT

| | Nov 1- Sept 30/19 | Prior Year Credits | Current Golf Season 2019 | Sept 1-30/19 | |
|-------------------------------------|----------------------|-----------------------|-----------------------------|--------------|--|
| REVENUE | | | | | |
| Sales Revenue | | | | | |
| Memberships | \$ 286,613.50 | | \$ 286,613.50 | \$ - | |
| Green Fees | \$ 190,927.59 | | \$ 190,927.59 | \$ 27,601.82 | |
| Cart Rentals - Public | \$ 79,848.87 | | \$ 79,848.87 | \$ 12,914.75 | |
| Tournaments | \$ 69,831.23 | | \$ 69,831.23 | \$ 4,570.00 | |
| Cart Leases and Storage | \$ 65,906.00 | | \$ 65,906.00 | \$ - | |
| League | \$ 32,835.63 | | \$ 32,835.63 | \$ 19.05 | |
| Merchandise Sales | \$ 21,835.87 | | \$ 21,835.87 | \$ 2,334.06 | |
| Net Sales | \$ 747,798.69 | | \$ 747,798.69 | \$ 47,439.68 | |
| Other Revenue | | | | × | |
| Kitchen Lease | \$ 15,999.96 | | \$ 15,999.96 | \$ 2,666.66 | |
| Donations | \$ 20,192.66 | | \$ 20,192.66 | \$ - | |
| Sponsorships & Tournament Donations | \$ 3,263.03 | | \$ 3,263.03 | \$ (62.50) | |
| Advertising | \$ 285.71 | | \$ 285.71 | \$ - | |
| Casino Revenue | \$ 15,093.10 | | \$ 15,093.10 | \$ - | |
| Miscellaneous Revenue | \$ 9,532.43 | \$ (4,354.28) | \$ 5,178.15 | \$ 161.00 | |
| Golf Canada Memberships | \$ 4,473.60 | | \$ 4,473.60 | \$ - | |
| Gain/Loss on Disposal of Assets | \$ (7,332.78) | | \$ (7,332.78) | \$ - | |
| Total Other Revenue | \$ 61,507.71 | | \$ 57,153.43 | \$ 2,765.16 | |
| TOTAL REVENUE | \$ 809,306.40 | \$ (4,354.28) | \$ 804,952.12 | \$ 50,204.84 | |

2019 Golf Sogson. Accounts Receivable. Tylor Sadler # 151.05 Rod Hat # 5,839.17

Proposid Sals

dor 2020

+ 11,259.95

Bank Account Balances @ Sept 30/19.
Cradit Union Chaquing \$ 202, 427.39
Cradit Union Casina \$5,036.73
R.B.C. Chaquing \$\$\$

GIC's 1/200.00 #1 #109,432.08 #2 #5000.00

Book Balance don Cradit Union. Chaquing act \$ 148,653.85

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 15, 2019

PROPOSED BY: Finance & Administration

TOPIC: Community Organization Property Tax Exemption Regulation (COPTER)

PROPOSAL: To consider providing property tax exemption for those community

organizations that submitted the required applications

BACKGROUND:

Section 362(1)(n) of the *MGA* and the Community Organization Property Tax Exemption Regulation (COPTER) provides Council with the authority to provide partial property tax exemption for non-profit organizations, specific defined societies, or community associations that own or lease property.

When considering an application submitted under COPTER the following questions have been suggested in "A Guide to Property Tax Exemptions in Alberta" to assist in the decision-making process:

- A. Does the main use of the property meet the general conditions for an exemption under MGA 362(1)(n)?
- B. Does the facility meet the requirements of Part 1 (general rules) of COPTER?
- C. Does the facility meet the specific conditions, including the access conditions?
- D. Does the facility meet the specific requirements of Part 3 of COPTER?
- E. If the facility qualifies for an exemption, do the related retail commercial areas meet the requirements of section 18, or if it is a licensed facility, section 8 of COPTER?

Three applications were received from non-profit organizations located within the Town of Redcliff by the deadline of September 30, 2019 as per "Condition for exemption" stipulated in COPTER 16(1)(a). They have all submitted the required information.

- 1. Redcliff Community Curling Club
- 2. Riverview Golf Club
- 3. German Canadian Harmony Club

These organizations have all met the criteria for exemption previously. The Redcliff Community Curling Club received a full exemption from taxation. The Riverview Golf Club was granted exemption except for the area covered under the Class C liquor license. The German Canadian Harmony Club was granted exemption, except for the area leased to a private caterer. There are no significant changes to any of the applications as previously submitted. All the aforementioned groups received the specified exemption from council from 2017-2019.

The 2019 taxation year assessment values for these three properties and the municipal portion of taxes were as follows:

| Name of Organization | Total Assessment | Exempt Assessn | nent | Estimated exemption (municipal portion) 2019 Tax Rates |
|---------------------------------|---------------------|----------------|----------|---|
| Redcliff Community Curling Club | \$ 702,000 | \$ 702,000 | (100%) | \$ 9,338.43 |
| Riverview Golf Club | \$ 1,818,000 | \$1,670,000 | (91.86%) | \$ 22,215.34 |
| German Canadian Harmony Club | \$ 375,000 | \$ 337,500 | (90%) | \$ 4,489.63 |

POLICY/LEGISLATION:

MGA 362(1)(n)

Part 3 of Community Organization Property Tax Exemption Alberta Regulation 281/1998

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

- 1. MGA 362(1)(n)
- 2. Part 3 of Community Organization Property Tax Exemption Alberta Regulation 281/1998

OPTIONS:

- 1. Council approve the applications for property tax exemption for the taxation years 2020, 2021 and 2022.
- 2. Council approve the applications for property tax exemption for the taxation year 2020. Further that re-application will be required for 2021 and 2022 tax years.
- 3. Council not approve the applications for property tax exemption. Re-application may be considered for the 2021 and 2022 tax years at another time.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

- 1. Councillor _____ moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2020, 2021 and 2022 taxation years:
 - i) Redcliff Community Curling Club
 - ii) Riverview Golf Club

| iii) German Canadian Harmony Cl | iii) | German | Canadian | Harmony | Clu |
|--|------|--------|----------|---------|-----|
|--|------|--------|----------|---------|-----|

2. Councillor _____ moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2020 taxation year. Further that re-application will be required for 2021 and 2022 tax years.

Municipal Manager

- i) Redcliff Community Curling Club
- ii) Riverview Golf Club
- iii) German Canadian Harmony Club

SUBMITTED BY:

Department Head

30

- "vpu" is the deemed value per unit quantity of electricity determined by the Alberta Utilities Commission for that year for the electricity in respect of which system access service, electric distribution service, or both, were so provided.
- (4.2) In subsection (4.1), "electric distribution service", "electric distribution system", "electricity", "system access service" and "transmission system" have the meanings given to them in the Electric Utilities Act.
- (5) An agreement under this section with an operator who is subject to regulation by the Alberta Utilities Commission is of no effect unless it is approved by the Alberta Utilities Commission. RSA 2000 cM-26 s360, 2007 cA-37 2 s82(17)

Exemptions based on use of property

361 The following are exempt from taxation under this Division:

- (a) repealed 1996 c30 s27;
- (b) residences and farm buildings to the extent prescribed in the regulations;
- (c) environmental reserves, conservation reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities.

RSA 2000 cM-26 s361,2017 c13 s1(34)

Exemptions for Government, churches and other bodies

362(1) The following are exempt from taxation under this Division:

- (a) any interest held by the Crown in right of Alberta or Canada in property other than property that is held by a Provincial corporation as defined in the *Financial Administration Act*;
- (b) property held by a municipality, except the following:
 - property from which the municipality earns revenue and which is not operated as a public benefit:
 - (ii) property that is operated as a public benefit but that has annual revenue that exceeds the annual operating costs;
 - (iii) an electric power system;
 - (iv) a telecommunications system;

- (v) a natural gas or propane system located in a hamlet, village, summer village, town or city or in a school division that is authorized under the *Education Act* to impose taxes and has a population in excess of 500 people;
- (c) property, other than a student dormitory, used in connection with school purposes and held by
 - (i) the board of trustees of a school division,
 - (i.1) the Francophone regional authority of a Francophone education region established under the *Education* Act,
 - (i.2) the operator of a charter school established under the *Education Act*, or
 - (ii) the person responsible for the operation of a private school registered under the *Education Act*;
- (d) property, other than a student dormitory, used in connection with educational purposes and held by any of the following:
 - the board of governors of a university, polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
 - (ii) the governing body of an educational institution affiliated with a university under the *Post-secondary Learning Act*;
 - (iii) a students association or graduate students association of a university under the *Post-secondary Learning Act*;
 - (iv) a students association of a polytechnic institution or comprehensive community college under the Post-secondary Learning Act;
 - (v) the board of governors of the Banff Centre under the *Post-secondary Learning Act*;
- (e) property, other than a student dormitory, used in connection with hospital purposes and held by a hospital board that receives financial assistance from the Crown;
- (f) property held by a regional services commission;
- (g) repealed by RSA 2000;

- (g.1) property used in connection with health region purposes and held by a health region under the Regional Health Authorities Act that receives financial assistance from the Crown under any Act;
 - (h) property used in connection with nursing home purposes and held by a nursing home administered under the Nursing Homes Act;
 - (i) repealed 1998 c24 s29;
 - (j) property used in connection with library purposes and held by a library board established under the *Libraries Act*;
 - (k) property held by a religious body and used chiefly for divine service, public worship or religious education and any parcel of land that is held by the religious body and used only as a parking area in connection with those purposes;
 - (1) property consisting of any of the following:
 - (i) a parcel of land, to a maximum of 10 hectares, that is used as a cemetery as defined in the Cemeteries Act;
 - (ii) any additional land that has been conveyed by the owner of the cemetery to individuals to be used as burial sites;
 - (iii) any improvement on land described in subclause (i) or (ii) that is used for burial purposes;

(m) property held by

- a foundation constituted under the Senior Citizens Housing Act, RSA 1980 cS-13, before July 1, 1994, or
- (ii) a management body established under the Alberta Housing Act,

and used to provide senior citizens with lodge accommodation as defined in the Alberta Housing Act:

(n) property that is

 owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality,

- (ii) held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public.
- (iji) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by
 - (A) the Crown in right of Alberta or Canada, a municipality or any other body that is exempt from taxation under this Division and held by a non-profit organization, or
 - (B) by a non-profit organization.
- (iv) held by a non-profit organization and used to provide senior citizens with lodge accommodation as defined in the Alberta Housing Act, or
- (v) held by and used in connection with a society as defined in the Agricultural Societies Act or with a community association as defined in the regulations,

and that meets the qualifications and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations;

(o) property

- (i) owned by a municipality and used solely for the operation of an airport by the municipality, or
- (ii) held under a lease, licence or permit from a municipality and used solely for the operation of an airport by the lessee, licensee or permittee;
- (p) a municipal seed cleaning plant constructed under an agreement authorized by section 7 of the Agricultural Service Board Act, to the extent of 2/3 of the assessment prepared under Part 9 for the plant, but not including the land attributable to the plant.
- (2) Except for properties described in subsection (1)(n)(i), (ii) or (iv), a council may by bylaw make any property that is exempt from taxation under subsection (1)(n) subject to taxation under this Division to any extent the council considers appropriate.
- (3) A council proposing to pass a bylaw under subsection (2) must notify, in writing, any person or group that will be affected of the proposed bylaw.

(4) A bylaw under subsection (2) has no effect until one year after it is passed.

RSA 2000 cM-26 s362;2003 cP-19 5 s142,2012 cB-0 3 s279; 2017 c13 s1(35);2018 c19 s71

Electric energy generation systems exemptions

362.1 Despite sections 359.1(4) and 359.2(4), the Minister may by order exempt, in respect of a taxation year, to any extent the Minister considers appropriate, one or more electric power systems used or intended for use in the generation or gathering of electricity from taxation for the purpose of raising the revenue needed to pay the requisitions referred to in section 326(1)(a)(ii) and (iii).

2017 c13 s1(36)

Exempt property that can be made taxable

363(1) The following are exempt from taxation under this Division:

- (a) property held by and used in connection with Ducks Unlimited (Canada) under a lease, licence or permit from the Crown in right of Alberta or Canada;
- (b) property held by and used in connection with
 - (i) the Canadian Hostelling Association -- Northern Alberta District.
 - (ii) the Southern Alberta Hostelling Association,
 - (iii) Hostelling International -- Canada -- Northern Alberta, or
 - (iv) Hostelling International -- Canada -- Southern Alberta.

unless the property is operated for profit or gain:

- (c) property held by and used in connection with a branch or local unit of the Royal Canadian Legion, the Army, Navy and Air Force Veterans in Canada or other organization of former members of any allied forces;
- (d) student dormitories.
- (2) A council may by bylaw make any property listed in subsection (1)(a), (b) or (c) subject to taxation under this Division to any extent the council considers appropriate.
- (3) A council may by bylaw make any property referred to in subsection (1)(d) subject to taxation to any extent the council considers appropriate other than for the purpose of raising revenue needed to pay the requisitions referred to in section 326(1)(a).

- (2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).
- (3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12,283/2003

Part 3 Other Property Exempt Under Section 362(1)(n)

Definitions

- 13 In this Part.
 - (a) "arts" means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
 - (b) "chamber of commerce" means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce:
 - (c) "ethno-cultural association" means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
 - (d) "linguistic organization" means an organization formed for the purpose of promoting the use of English or French in Alberta;
 - (e) "museum" means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
 - (e.1) "residents association" means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

- (i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,
- (ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
- (iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;
- (f) "retail commercial area" means property used to sell food, beverages, merchandise or services;
- (g) "sheltered workshop" means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) "thrift shop" means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13,283/2003,204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

- **14.1**(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.
- (2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:
 - (a) property to the extent that it is used in the operation of a professional sports franchise;
 - (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older:

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).
- (3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

- **15** A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:
 - (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
 - (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
 - (c) a facility used for the arts or a museum;
 - (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
 - (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
 - a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
 - (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.
 AR 281/98 s15,283/2003,182/2008,77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees.
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

- (e) the requirements of subsections (4) and (5), if applicable, are met.
- (2) Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.
- (3) Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.
- (4) Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
 - (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
 - (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.
- (5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
 - (a) no disposition of the property may be made without the approval of the municipality, and
 - (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.
- (6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16:4/2010:77/2010

Waiver of application requirement

- 17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.
- (2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may
 - (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
 - (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.
- (3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

- 18(1) In this section, "exempt facility" means a facility or part of a facility
 - (a) that is held by a non-profit organization, a society as defined in the Agricultural Societies Act or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or
 - (b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.
- (2) A retail commercial area that is located within an exempt facility is exempt from taxation if
 - (a) the non-profit organization, society as defined in the Agricultural Societies Act, community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and
 - (b) the net income from the retail commercial area is used

- (i) to pay all or part of the operational or capital costs of the exempt facility, or
- (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5 Repeal and Review

Repeal

- **22(1)** The Community Organization 1998 Property Tax Exemption Regulation (AR 289/97) is repealed.
- (2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2023.

AR 281/98 s23,283/2003,182/2008;4/2010;9/2015; 257/2017,220/2018

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 15, 2019

PROPOSED BY: Finance & Administration

TOPIC: Shallow Gas Tax Relief Initiative

PROPOSAL: To Reduce 2019 Property Taxes on Eligible Shallow Gas Well and

Related Pipelines by 35%, \$3,287.16; and cancel the related penalties of

\$187.68

BACKGROUND:

Recently, the government has announced property tax relief for shallow gas producers. Many shallow gas producers are in a difficult financial situation. Some have become insolvent because of prevailing global market conditions and the impact of high operating expenses, including property taxes.

Municipal Affairs is conducting a review of regulated assessment models, including assessment of wells and pipelines. The current assessment models have not been updated since 2005, and do not reflect the circumstances faced by many shallow gas producers with older, lower productivity assets.

Preliminary indications are that the review will result in lower assessments for older shallow gas assets, but cannot be implemented until 2020. This initiative will provide immediate relief to shallow gas producers by crediting 35% of the 2019 property taxes levied on qualifying properties. Municipalities will be reimbursed by the province through the education property tax requisition on the December 2019 education property tax invoice.

Municipal Affairs has now verified the list of qualifying shallow gas wells and related pipelines with affected companies, which requires Council to pass a resolution to cancel 35% of the property taxes and any related late payment penalties. Then Administration is required to notify companies as required and issue refunds where more than 65% of the property tax bills have been paid and email the signed resolution with the certification form to Municipal Affairs for review.

POLICY/LEGISLATION: MGA 347, 353(2), 326(1) (a), 359(1)(2), 382(1)

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

- 1. Letter from Municipal Affairs regarding Shallow Gas Tax Relief Initiative
- 2. List of qualifying shallow gas wells and related pipelines verified by Municipal Affairs

- 3. Shallow Gas Tax Relief Guideline
- 4. Excerpts: MGA 347, 353(2), 326(1) (a), 359(1)(2), 382(1)

OPTIONS:

- 1. Pursuant to section 347 of the *Municipal Government Act*, for all properties identified on the list of qualifying shallow gas wells and related pipelines verified by Municipal Affairs, Council authorizes Administration to:
 - Refund the 2019 property taxes paid so as to reduce by 35 per cent property taxes levied as per section 353(2) of the *Municipal Government Act*, which includes municipal property taxes, requisitions detailed in sections 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment, as shown below:

| COMPANY | Well SGTRI 35% Adjustment | Pipeline SGTRI 35% Adjustment | Total Well & Pipeline 35% Adjustment |
|------------------------|---------------------------------|-------------------------------------|--------------------------------------|
| CITY OF MEDICINE HAT - | | | |
| GAS UTILITY | 1,323.05 | 824.98 | 2,148.03 |
| NEW NORTH | | | |
| RESOURCES LTD. | 588.42 | 550.71 | 1,139.13 |
| | 1,911.47 | 1,375.69 | 3,287.16 |

• Further, cancel the tax penalties associated with the 2019 property taxes levied as per section 353(2) of the *Municipal Government Act*, as shown below:

| COMPANY | Penalties on Late Payment |
|----------------|------------------------------|
| NEW NORTH | |
| RESOURCES LTD. | 187.68 |

2. To decline the cancellation of the total well and pipeline 35% adjustment of \$3,287.16, and \$187.68 penalties on late payment.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

Pursuant to section 347 of the *Municipal Government Act*, for all properties identified on the list of qualifying shallow gas wells and related pipelines verified by Municipal Affairs, Council authorizes Administration to:

• Refund the 2019 property taxes paid so as to reduce by 35 per cent property taxes levied as per section 353(2) of the *Municipal Government Act*, which

includes municipal property taxes, requisitions detailed in sections 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment, as shown below:

| COMPANY | Well SGTRI 35% Adjustment | Pipeline SGTRI 35% Adjustment | Total Well & Pipeline 35% Adjustment |
|---------------------------------------|---------------------------------|-------------------------------------|--------------------------------------|
| CITY OF MEDICINE HAT - GAS UTILITY | 1,323.05 | 824.98 | 2,148.03 |
| NEW NORTH RESOURCES LTD. | 588.42 | 550.71 | 1,139.13 |
| | 1,911.47 | 1,375.69 | 3,287.16 |

• Further, cancel the tax penalties associated with the 2019 property taxes levied as per section 353(2) of the *Municipal Government Act*, as shown below:

Municipal Manager

| COMPANY | Penalties on Late Payment |
|----------------|------------------------------|
| NEW NORTH | |
| RESOURCES LTD. | 187.68 |

SUBMITTED BY:

Department Head

45





AR97915

September 17, 2019

His Worship Dwight Kilpatrick Mayor Town of Redcliff PO Box 40 Redcliff AB TOJ 2P0

Dear Mayor Kilpatrick,

As you are aware, government has recently announced property tax relief for shallow gas producers. Many shallow gas producers are in a difficult financial situation. Some have become insolvent because of prevailing global market conditions and the impact of high operating expenses, including property taxes.

Municipal Affairs is conducting a review of regulated assessment models, including assessment of wells and pipelines. The current assessment models have not been updated since 2005, and do not reflect the circumstances faced by many shallow gas producers with older, lower productivity assets.

Preliminary indications are that the review will result in lower assessments for older shallow gas assets, but cannot be implemented until the 2020 taxation year. Relief for shallow gas producers cannot wait until 2020; therefore, this program will reduce 2019 property taxes on shallow gas wells and related pipelines by 35 per cent.

Municipal Affairs (MA) has now verified the list of qualifying shallow gas wells and related pipelines with the affected companies. This list (with a summary) is attached for your use in implementing this initiative. The list is final in terms of eligibility, and has been sent to the corresponding company for their information. However, if there are any discrepancies between the information attached and your municipal records, please contact Municipal Affairs before proceeding, as education tax credits will not be provided for non-qualifying properties.

I know I can count on your commitment to implement this important initiative. The required steps are outlined below. Additional details, including program guidelines and a certification form, are located at www.alberta.ca/shallow-gas-tax-relief.aspx.

.../2

- Your council will need to pass a resolution to cancel 35 per cent of the property taxes and any related late payment penalties;
- Your municipal administration will notify companies as required and issue refunds where more than 65 per cent of the property tax bills have been paid;
- Your municipal administration will email the signed resolution and attached certification form to MA for review;
- If the qualifying properties are certified to have received the cancellation of 35
 per cent of property tax bills, Alberta Education will credit your municipality with
 the equivalent amount on the December 2019 education property tax invoice;
 and
- Municipalities will continue to collect the remaining property taxes from shallow gas properties for use in your local budgets.

Your participation in this program is critical to its success. Please submit the certification form and a signed copy of your council's resolution to MA on or before October 21, 2019.

If you have any questions, please contact a Municipal Affairs program advisor at 780-422-7125 (toll-free 310-0000), or email TaxProgramDelivery@gov.ab.ca.

Yours very truly,

Kaycee Madu

Minister

Attachment:

Summary of Tax Relief by Company (includes detailed list of qualifying properties)

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

SUMMARY LIST & REFUND

| 1. Shallow Gas Ta | ax F | Relief Property List & Ro | efund Amounts I | Provided by M | unicipal Affairs | | | | | | | | | | |
|-------------------|------|---------------------------|-----------------|---------------|------------------|-----------|-----------|------------|--------------------|-------------------|----------------|-------------|--------------------|-------------|-------------|
| | | | | | Other Tax | | | | | | | | | | |
| Municipality | | | Municipal Tax | ASFF Tax | Rate (Lodge + | Total Tax | Number of | Well | Well Municipal Tax | Well ASFF Tax | Well Other | Well Total | Well SGTRI 35% | | |
| Number | | Municipality Name | Rate | Rate | DIP) | Rate | Wells | Assessment | Dollars | Dollars | Tax Dollars | Taxes | Adjustment | | |
| 26 | 64 | REDCLIFF | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 15 | 397,840 | 5,292.31 | 1,611.45 | 72.01 | 6,975.77 | 2,441.53 | | |
| | | | | | | | | | | | | | | | |
| | | | | | Other Tax | | | | | | | | | | TOTAL SGTRI |
| Municipality | | | Municipal Tax | ASFF Tax | Rate (Lodge + | Total Tax | Number of | Pipeline | Pipeline Municipal | Pipeline ASFF Tax | Pipeline Other | Pipeline | Pipeline SGTRI 35% | Total Taxes | 35% |
| Number | | Municipality Name | Rate | Rate | DIP) | Rate | Pipelines | Assessment | Tax Dollars | Dollars | Tax Dollars | Total Taxes | Adjustment | Combined | Adjustment |
| 26 | 64 | REDCLIFF | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 10 | 224,170 | 2,982.04 | 908.00 | 40.56 | 3,930.60 | 1,375.70 | 10,906.37 | 3,817.23 |

| 2. Shallow Ga | s Tax | Relief Refund Amounts | Revised and An | proved by Mur | nicinal Affairs | | | | | | | | | | |
|---------------|-------|------------------------|----------------|---------------|-----------------|--------------|-----------------|----------------|-----------------------|--------------------|----------------|-------------|--------------------|--------------------|-------------|
| | | are separated into Tov | • • | • | • | ates to appl | y, the Pipeline | Properties all | belong to the Town, t | here are no change | es to them. | | | | |
| | | | | | Other Tax | | | | | | | | | | |
| Municipality | | | Municipal Tax | ASFF Tax | Rate (Lodge + | Total Tax | Number of | Well | Well Municipal Tax | Well ASFF Tax | Well Other | Well Total | Well SGTRI 35% | | |
| Number | | Municipality Name | Rate | Rate | DIP) | Rate | Wells | Assessment | Dollars | Dollars | Tax Dollars | Taxes | Adjustment | | |
| | 264 | REDCLIFF | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 9 | 219,070 | 2,914.20 | 887.34 | 39.65 | 3,841.20 | 1,344.42 | | |
| | 264 | REDCLIFF (ANNEXED) | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 6 | 178,770 | 955.35 | 633.02 | 31.75 | 1,620.12 | 567.04 | | |
| | | | | | | | 15 | 397,840 | | | | 5,461.32 | 1,911.46 | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | TOTAL SGTRI |
| Municipality | | | Municipal Tax | ASFF Tax | Other Tax | Total Tax | Number of | Pipeline | Pipeline Municipal | Pipeline ASFF Tax | Pipeline Other | Pipeline | Pipeline SGTRI 35% | Total Taxes | 35% |
| Number | | Municipality Name | Rate | Rate | Rate | Rate | Pipelines | Assessment | Tax Dollars | Dollars | Tax Dollars | Total Taxes | Adjustment | Combined | Adjustment |
| | 264 | REDCLIFF | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 10 | 224,170 | 2,982.04 | 908.00 | 40.56 | 3,930.60 | 1,375.70 | 10,906.37 | 3,287.16 |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | Refund Decrease: | | 530.07 |

| 3. REFUND AS PER COMPANY (SEE PIPELIN | E & WELL DETAIL | LS) | | | |
|---------------------------------------|-----------------|------------|--------------|-----------|--------------|
| | Well SGTRI | Pipeline | Total Well & | | |
| | 35% | SGTRI 35% | Pipeline 35% | | |
| COMPANY | Adjustment | Adjustment | Adjustment | Penalties | Total Refund |
| CITY OF MEDICINE HAT - GAS UTILITY | 1,323.05 | 824.98 | 2,148.03 | | 2,148.03 |
| NEW NORTH RESOURCES LTD. | 588.42 | 550.71 | 1,139.13 | 187.68 | 1,326.81 |
| | 1.911.47 | 1.375.69 | 3.287.16 | 187.68 | 3.474.84 |

| | | | | | | | | | | | | | | | Other | | |
|--------------|--------------------|---------|------------------------------------|-------|---------|----------|---------|------------|-----------|----------|-----------|-----------|-------------|----------|---------|--------|------------|
| Municipality | | Company | | BA | No of | Licence | | Well | Municipal | ASFF Tax | Other Tax | Total Tax | Municipal | ASFF Tax | Tax | Total | SGTRI 35% |
| Number | Municipality Name | ID | Company Name | Code | Well(s) | Number | DIPAUID | Assessment | Tax Rate | Rate | Rate | Rate | Tax Dollars | Dollars | Dollars | Taxes | Adjustment |
| 264 | REDCLIFF | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0012424 | 1817863 | 24,570 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 326.84 | 99.52 | 4.45 | 430.81 | 150.78 |
| 264 | REDCLIFF | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0109684 | 1916560 | 25,700 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 341.88 | 104.10 | 4.65 | 450.63 | 157.72 |
| 264 | REDCLIFF | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0109968 | 1916842 | 31,160 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 414.51 | 126.21 | 5.64 | 546.36 | 191.23 |
| 264 | REDCLIFF | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0109969 | 1916843 | 41,760 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 555.52 | 169.15 | 7.56 | 732.23 | 256.28 |
| 264 | REDCLIFF (ANNEXED) | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0066129 | 7887840 | 17,040 | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 91.06 | 60.34 | 3.03 | 154.43 | 54.05 |
| 264 | REDCLIFF (ANNEXED) | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0074897 | 7887841 | 41,170 | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 220.01 | 145.78 | 7.31 | 373.11 | 130.59 |
| 264 | REDCLIFF (ANNEXED) | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0082695 | 7887842 | 40,640 | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 217.18 | 143.91 | 7.22 | 368.30 | 128.91 |
| 264 | REDCLIFF (ANNEXED) | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0134146 | 7887861 | 31,740 | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 169.62 | 112.39 | 5.64 | 287.65 | 100.68 |
| 264 | REDCLIFF (ANNEXED) | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 0134147 | 7887862 | 17,170 | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 91.76 | 60.80 | 3.05 | 155.60 | 54.46 |
| 264 | REDCLIFF (ANNEXED) | 21,068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | B0001039 | 7888083 | 31,010 | 5.3440 | 3.5410 | 0.1776 | 9.0626 | 165.72 | 109.81 | 5.51 | 281.03 | 98.36 |
| 264 | | | CITY OF MEDICINE HAT - GAS UTILITY | | | | | | | | | | | | | | 1,323.05 |
| | | | | | | | | | | | | | | | | | |
| 264 | REDCLIFF | 22,952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 0012423 | 1817862 | 16,980 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 225.88 | 68.78 | 3.07 | 297.73 | 104.21 |
| 264 | REDCLIFF | 22,952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 0061071 | 1868672 | 20,560 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 273.50 | 83.28 | 3.72 | 360.50 | 126.18 |
| 264 | REDCLIFF | 22,952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 0109975 | 1916849 | 17,000 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 226.14 | 68.86 | 3.08 | 298.08 | 104.33 |
| 264 | REDCLIFF | 22,952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 0257996 | 2051576 | 21,080 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 280.42 | 85.38 | 3.82 | 369.62 | 129.37 |
| 264 | REDCLIFF | 22,952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 0299791 | 2750195 | 20,260 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 269.51 | 82.06 | 3.67 | 355.24 | 124.33 |
| 264 | REDCLIFF | 22,952 | NEW NORTH RESOURCES LTD. | | | | | | | | | | | | | | 588.42 |

1,911.47

| Note: | Town | 1,344.43 |
|-------|--|----------|
| | Annexed Well Properties (Apply Cypress County Rates) | 567.04 |
| | | 1,911.47 |

| | | | | | Number | | | | | | | | | | | | | |
|--------------|--------------|---------|------------------------------------|-------|-----------|---------|--------|---------|------------|-----------|----------|-----------|-----------|-------------|----------|-----------|----------|------------|
| Municipality | Municipality | Company | | BA | of | License | Line | | Pipeline | Municipal | ASFF Tax | Other Tax | Total Tax | Municipal | ASFF Tax | Other Tax | Total | SGTRI 35% |
| Number | Name | ID | Pipeline Company Name | Code | Pipeline(| Number | Number | DIPAUID | Assessment | Tax Rate | Rate | Rate | Rate | Tax Dollars | Dollars | Dollars | Taxes | Adjustment |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 3016 | 8 | 1062611 | 16,450 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 218.83 | 66.63 | 2.98 | 288.44 | 100.95 |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 11558 | 1 | 1110889 | 16,590 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 220.69 | 67.20 | 3.00 | 290.89 | 101.81 |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 11558 | 9 | 1110899 | 16,160 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 214.97 | 65.46 | 2.92 | 283.35 | 99.17 |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 11558 | 10 | 1110900 | 16,590 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 220.69 | 67.20 | 3.00 | 290.89 | 101.81 |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 19846 | 116 | 7888792 | 41,550 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 552.72 | 168.30 | 7.52 | 728.54 | 254.99 |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 1 | 19846 | 117 | 7888793 | 27,090 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 360.37 | 109.73 | 4.90 | 475.00 | 166.25 |
| 264 | REDCLIFF | 21068 | CITY OF MEDICINE HAT - GAS UTILITY | 01500 | 6 | | | | 134,430 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 1,788.27 | 544.52 | 24.32 | 2,357.11 | 824.98 |
| 264 | REDCLIFF | 22952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 11801 | 1 | 1111770 | 17,860 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 237.58 | 72.34 | 3.23 | 313.15 | 109.60 |
| 264 | REDCLIFF | 22952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 11801 | 2 | 1111771 | 3,830 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 50.95 | 15.51 | 0.69 | 67.15 | 23.50 |
| 264 | REDCLIFF | 22952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 11801 | 4 | 1111772 | 18,290 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 243.30 | 74.08 | 3.31 | 320.69 | 112.24 |
| 264 | REDCLIFF | 22952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 1 | 11801 | 6 | 1111774 | 49,760 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 661.94 | 201.55 | 9.01 | 872.50 | 305.38 |
| 264 | REDCLIFF | 22952 | NEW NORTH RESOURCES LTD. | 0CZ40 | 4 | | | | 89,740 | 13.3026 | 4.0505 | 0.1810 | 17.5341 | 1,193.77 | 363.48 | 16.24 | 1,573.49 | 550.72 |

1,375.70

Shallow Gas Tax Relief Initiative

Municipal Affairs, Government of Alberta Sept. 17, 2019 Shallow Gas Tax Relief Initiative (SGTRI) Guidelines

Table of Contents

| 1. | GUIDELINES | 4 |
|----|--|-----|
| 2. | PROGRAM OBJECTIVE AND TERM | 4 |
| 3. | KEY DATES | 5 |
| 4. | CONTACT | 5 |
| 5. | SUBMISSION METHOD | 5 |
| 6. | QUALIFYING PROPERTIES | 5 |
| 7. | PROGRAM PROCESS | 6 |
| | 7.1) Receive List of Qualifying Properties from Province | 6 |
| | 7.2) Municipal Administration | 6 |
| | 7.3) Submission to Municipal Affairs | 7 |
| | 7.4) Municipal Affairs Review Process | 7 |
| 8. | PROVINCIAL CREDIT PROCESS AND MUNICIPAL DOCUMENT RETENTION | N 8 |
| | 8.1) Credits | 8 |
| | 8.2) Document Retention | 8 |
| 9. | IMPACT ON THE PROVINCIAL EDUCATION REQUISITION CREDIT | |
| PR | OGRAM | 8 |

1. GUIDELINES

These guidelines provide direction to municipalities seeking funds to recoup credits provided to shallow gas properties identified on the qualifying linear properties list (qualifying properties) provided by the Government of Alberta.

2. PROGRAM OBJECTIVE AND TERM

While property taxes are collected by municipalities, the assessment model used by municipalities to set tax rates for linear properties such as wells and pipelines is determined by the province. The model has not been updated since 2005, and does not reflect the circumstances faced by many shallow gas producers with older, lower productivity assets. This situation has been made worse by lower commodity prices and other economic conditions, and has required the province take action.

The Shallow Gas Tax Relief Initiative (SGTRI) provides support to shallow gas producers to mitigate this outdated assessment model, which is expected to be updated for the 2020 tax year. In the interim, the government is taking immediate steps to reduce 2019 taxes for shallow gas wells and pipelines.

This program will provide immediate relief to shallow gas producers by crediting 35 per cent of the 2019 property taxes levied on qualifying properties. Municipalities will be reimbursed by the province through the education property tax requisition. Municipalities' participation in this program is critical to its success.

The term of this program is the 2019 tax year.

3. KEY DATES

| Activity | Timeline |
|---|-------------------|
| Qualifying properties list and tax relief summary distributed | August 2019 |
| Adjustment of taxes owing for qualifying properties | October 21, 2019 |
| Submission of documents to the Province | October 21, 2019 |
| Issuance of credit to municipalities | December 31, 2019 |

4. CONTACT

If you have any questions, call a Municipal Affairs program advisor at 780-422-7125 (toll-free 310-0000), or email TaxProgramDelivery@gov.ab.ca.

5. SUBMISSION METHOD

All program related documentation must be submitted by email to TaxProgramDelivery@gov.ab.ca.

6. QUALIFYING PROPERTIES

Shallow gas wells and pipeline gathering systems eligible for this initiative are those identified in the qualifying properties list provided directly to municipalities. For the purpose of the qualifying properties list, shallow gas wells are defined as wells less than 1500 metres in depth, producing only gas (that is, gas containing 0% condensate), drawing from formations that are younger than 98.5 million years. Depth is determined as the calculated production depth for assessment purposes.

Pipeline gathering systems are defined as those that transport gas from the well to the first downstream processing facility, and that have an outside diameter of 6 inches (152.4 mm) or less.

7. PROGRAM PROCESS

7.1) Receive Qualifying Property Information from Province

We have provided your municipality with a list of qualifying properties and a Summary of Tax Relief by Company. The summary will inform the resolution you draft, detailed below.

If there are any discrepancies between the information on the qualifying properties list and your municipal information please contact Municipal Affairs before proceeding.

7.2) Municipal Administration

A credit of 35 per cent should be applied to the total property tax owing for the qualifying properties. This includes total property taxes levied as per section 353(2) of the *Municipal Government Act* (MGA) which includes municipal property taxes, requisitions detailed in section 326(1)(a) and 359(1)(2), as well as special taxes levied under section 382(1) where the tax rate is based on the assessment. Total property taxes would include:

- Municipal property taxes
- Alberta School Foundation Fund, including allowance for non-collection;
- Opted-out School Boards;
- Local housing management bodies:
- · Designated industrial property;
- · Allowance to pay the requisitions due to non-collection of taxes; and
- Special taxes such as those for fire protection areas or recreational services.

If a previously agreed upon tax agreement exists for any of the qualifying properties, the 35 per cent must be applied to the original amount of taxes owing, absent a tax agreement. In some cases, this may result in no net change in taxes for the company.

To be eligible for reimbursement of cancelled property taxes under SGTRI, municipalities must apply a 35 per cent credit to all properties on the list of qualifying properties received from the Province, as per the Summary of Tax Relief by Company.

Adjustments applied to taxes owing of the qualifying properties will vary depending on the circumstances. Examples are provided below:

- Where taxes on the qualifying properties have not been paid, credit 35 per cent of the taxes owing for the 2019 year.
- Where taxes on the qualifying properties have already been paid, refund 35 per cent of the taxes paid for the 2019 year.
- Where some of the taxes on the qualifying properties have already been paid and some have not been paid, credit 35 per cent of the taxes levied for the 2019 year and provide refunds where property taxes paid are over 65 per cent of the total taxes levied in the 2019 year; and
- Where penalties have been imposed for unpaid taxes for the 2019 tax year, cancel the associated penalties.

Cancelled penalties will not be reimbursed through the SGTRI.

Property tax credits applied to properties not on the qualifying properties list, and/or at a per cent other than 35 per cent will not receive an education tax credit from the province.

A sample resolution template is available at www.alberta.ca/shallow-gas-tax-relief.aspx.

In cases where a portion of the education property tax credit has already been received by your municipality, do not submit an altered application. Provincial staff will have records of what has already be credited to your municipality and will adjust your total credit accordingly.

7.3) Submission to Municipal Affairs

Your submission must include the following documents submitted by email to Municipal Affairs for processing and must include the following:

- Certification form, signed by the chief administrative officer.
- A resolution from council confirming 35 per cent of the property tax and any 2019 tax year penalties associated with the qualifying properties list have been cancelled.
 - As an appendix, the resolution must include a summary of tax relief by company.

If there are any issues or concerns with the qualifying properties list or summary please contact Municipal Affairs prior to processing and sending your submission.

7.4) Municipal Affairs Review Process

Municipal Affairs staff will review your submission and recommend that Alberta Education process a credit equal to the amount of property taxes credited to the qualifying properties, on a future education property tax requisition invoice for your municipality.

8. PROVINCIAL CREDIT PROCESS AND MUNICIPAL DOCUMENT RETENTION

8.1) Credits

For submissions received on or before October 21, 2019, credits to municipalities will be reflected on their December 2019 education property tax requisition invoice. If you expect that your submission will not be ready by October 21, 2019, please contact Municipal Affairs well in advance.

Credits will reimburse municipalities for 35 per cent of all 2019 property taxes associated with qualifying properties. Municipalities will not be reimbursed for any cancelled penalties or fees associated with qualifying properties.

Municipalities with greater than \$50 million in qualifying assessment under the SGTRI program will see a portion of this, representing 50 per cent of total eligible tax credits, reflected on the September education property tax requisition invoice.

8.2) Document Retention

All supporting documents related to your application must be kept for a minimum three years after the last credit date referred to in the motion from council. This may include council's resolution, refunds given, supporting journal entry demonstrating that the property taxes have been credited, and late payment penalties that have been cancelled.

IMPACT ON THE PROVINCIAL EDUCATION REQUISITION CREDIT PROGRAM

If property taxes owing on a qualifying property under the SGTRI are subsequently cancelled for the purposes of the Provincial Education Requisition Credit (PERC) program, an adjusted PERC claim may be processed.

The PERC program assists municipalities in managing undue hardships experienced as a result of uncollectable education property taxes related to oil and gas properties. This program provides the affected municipalities with a credit, equal to 100 per cent of the

provincial education requisition associated with taxable properties that are delinquent in payment of education property taxes.

SGTRI uses the mechanism of the education property tax requisition process to provide a credit for 35 per cent of the total property taxes owing on qualifying properties for municipalities with qualifying properties. This ensures the affected municipalities are credited for the total amount of tax relief they provided to the qualifying properties. A subsequent PERC claim on a SGTRI qualifying property would provide a credit equal to the provincial education property tax requisition less the SGTRI credit. Where a SGTRI credit is greater than or equal to the municipality's education property tax requisition, there would be no PERC claim remaining. The following two examples are provided to illustrate this.

Property 1

Property 1 receives \$630 in tax relief through SGTRI. If the property meets the program parameters of PERC, it would be eligible for the remaining education property taxes.

| Municipal Tax | \$1000 |
|-------------------------------------|--------|
| Education Tax | \$ 800 |
| Total | \$1800 |
| SGTRI Credit (35 per cent of total) | \$ 630 |
| Municipal tax remaining | \$1000 |
| Education tax remaining | \$ 170 |
| Potential PERC Claim | \$ 170 |

Property 2

Property 2 receives \$525 in tax relief through SGTRI. If the property meets the program parameters of PERC, it would be eligible for the remaining education property taxes.

| Municipal Tax | \$1000 |
|-------------------------------------|---------|
| Education Tax | \$ 500 |
| Total | \$1500 |
| SGTRI Credit (35 per cent of total) | \$ 525 |
| Municipal tax remaining | \$1000 |
| Education tax remaining | \$ (25) |
| Potential PERC Claim | \$ 0 |

Section 344

RSA 2000 Chapter M-26

(2) If a person does not indicate to which taxable property or business a tax payment is to be applied, a designated officer must decide to which taxable property or business owned by the taxpayer the payment is to be applied.

1994 cM-26 Ls343

Penalty for non-payment in current year

344(1) A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice.

- (2) A penalty under this section is imposed at the rate set out in the bylaw.
- (3) The penalty must not be imposed sooner than 30 days after the tax notice is sent out.

1994 cM-26 1 s344

Penalty for non-payment in other years

- **345(1)** A council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed.
- (2) A penalty under this section is imposed at the rate set out in the bylaw.
- (3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26 1 s345

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26 L s346

Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax:
- (c) defer the collection of a tax.
- (2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26 1 s347

Division 2 Property Tax

Property tax bylaw

353(1) Each council must pass a property tax bylaw annually.

- (2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
 - the expenditures and transfers set out in the budget of the municipality, and
 - (b) the requisitions.
- (3) The tax must not be imposed in respect of property
 - (a) that is exempt under section 351, 361 or 362, or
 - (b) that is exempt under section 363 or 364, unless the bylaw passed under that section makes the property taxable.

1994 cM-26 1 s353

Tax rates

- **354(1)** The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).
- (2) A tax rate must be set for each assessment class or sub-class referred to in section 297.
- (3) The tax rate may be different for each assessment class or sub-class referred to in section 297.
- (3.1) Despite subsection (3), the tax rate for the class referred to in section 297(1)(d) and the tax rate for the sub-classes referred to in section 297(2.1) must be set in accordance with the regulations.
- (4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.
- (5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the Minister may by order permit a municipality to revise the property tax bylaw and send out a revised tax notice.

RSA 2000 cM-26 s354 2016 e24 s52

Minister's power to quash assessments

324(1) If, after an inspection under section 571 or an audit under the regulations is completed, the Minister is of the opinion that an assessment

- (a) has not been prepared in accordance with the rules and procedures set out in this Part and the regulations.
- (b) is not fair and equitable, taking into consideration assessments of similar property, or
- (c) does not meet the standards required by the regulations.

the Minister may quash the assessment and direct that a new assessment be prepared.

- (2) On quashing an assessment, the Minister must provide directions as to the manner and times in which
 - (a) the new assessment is to be prepared.
 - (a.1) a new notice of assessment date is to be established.
 - (b) the new assessment is to be placed on the assessment roll, and
 - (c) amended assessment notices are to be sent to the assessed persons.
- (3) The Minister must specify the effective date of a new assessment prepared under this section.

RSA 2000 cM-26 s324 2002 cf9 s15 2017 cf3 s1(28)

Minister's power to alter an equalized assessment

325 Despite anything in this Act, the Minister may adjust an equalized assessment at any time.

Part 10 Taxation

Division 1 General Provisions

Definitions

326(1) In this Part.

- (a) "requisition" means
 - (i) repealed 1995 c24 s45.

- (ii) any part of the amount required to be paid into the Alberta School Foundation Fund under section 167 of the *Education Act* that is raised by imposing a rate referred to in section 167 of the *Education Act*,
- (iii) any part of the requisition of school boards under Part 6. Division 3 of the Education Act.
- (iv) repealed 2008 cE-6.6 s55,
- (v) the amount required to be paid to a management body under section 7 of the *Alberta Housing Act*, or
- (vi) the amount required to recover the costs incurred for matters related to
 - (A) the assessment of designated industrial property.
 - (B) any other matters related to the provincial assessor's operations:
- (b) "student dormitory" means a housing unit
 - (i) that is used in connection with a purpose referred to in section 362(1)(c). (d) or (e) or with a college incorporated under a private Act of the Legislature. and
 - (ii) the residents of which are students of a facility used in connection with a purpose referred to in section 362(1)(c). (d) or (e) or with a college incorporated under a private Act of the Legislature.

but does not include a single family residence and the land attributable to that residence:

- (c) "tax arrears" means taxes that remain unpaid after December 31 of the year in which they are imposed.
- (2) For purposes of Divisions 3 and 4, "business" does not include a constituency office of a Member of the Legislative Assembly or any other office used by one or more Members of the Legislative Assembly to carry out their duties and functions as Members.

RSA 2000 eM-26 s326,2008 eE-6 6 s55,2012 eE-0 3 s279, 2015 e8 s48,2016 e24 s48

Tax roll

- **327**(1) Each municipality must prepare a tax roll annually.
- (2) The tax roll may consist of one roll for all taxes imposed under this Part or a separate roll for each tax imposed under this Part.

Requisitions

359(1) When a requisition applies to only part of a municipality, the revenue needed to pay it must be raised by imposing a tax under this Division in respect of property in that part of the municipality.

- (2) In calculating the tax rate required to raise sufficient revenue to pay the requisitions, a municipality may include an allowance for non-collection of taxes at a rate not exceeding the actual rate of taxes uncollected from the previous year's tax levy as determined at the end of that year.
- (3) If in any year the property tax imposed to pay the requisitions results in too much or too little revenue being raised for that purpose, the council must accordingly reduce or increase the amount of revenue to be raised for that purpose in the next year.

 1994 cM-26 1 s359,1995 c24 s49

Alberta School Foundation Fund requisitions

359.1(1) In this section, "Alberta School Foundation Fund requisition" means a requisition referred to in section 326(1)(a)(ii).

- (2) In 1995 and subsequent years, when an Alberta School Foundation Fund requisition applies only to
 - (a) one of the assessment classes referred to in section 297,
 - (b) a combination of the assessment classes referred to in section 297, or
 - (c) designated industrial property.

the revenue needed to pay it must be raised by imposing a tax under this Division only in respect of property to which that one assessment class has been assigned, property to which any assessment class in that combination has been assigned or designated industrial property, as the case may be.

- (3) Despite subsection (2), if a council has passed bylaws under sections 364(1.1) and 371, the council may apply an appropriate amount received under the business tax to the payment of the Alberta School Foundation Fund requisition on the non-residential assessment class referred to in section 297 to offset the increase in the tax rate applicable to that class that would otherwise result.
- (4) The tax rate required to raise the revenue needed to pay the Alberta School Foundation Fund requisition
 - (a) must be the same within the assessment class to which the requisition applies if it applies to only one class,

- (d) respecting assessment rolls, assessment notices, tax rolls and tax notices in respect of property in a community revitalization levy area;
- (e) respecting the application of any provision of this Act, with or without modification, to a community revitalization levy bylaw or a community revitalization levy, or both:
- (e.1) determining the period for which section 381.4(1) applies to a community revitalization levy area;
 - respecting any other matter necessary or advisable to carry out the intent and purpose of this Division.
- (2) A regulation under subsection (1) may be specific to a municipality or general in its application.

2005 e14 s14,2018 c20 s12

Division 5 Special Tax

Special tax bylaw

382(1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes:

- (a) a waterworks tax:
- (b) a sewer tax:
- (c) a boulevard tax:
- (d) a dust treatment tax:
- (e) a paving tax;
- a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities;
- (g) repealed 2008 cE-6.6 s55:
- (h) a tax to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality;
- (i) a fire protection area tax:
- (j) a drainage ditch tax:
- (k) a tax to provide a supply of water for the residents of a hamlet:

235

- (l) a recreational services tax.
- (2) A special tax bylaw must be passed annually.

RSA 2000 cM-26 s382;2008 eE-6.6 s55

Taxable property

383(1) The special tax bylaw authorizes the council to impose the tax in respect of property in any area of the municipality that will benefit from the specific service or purpose stated in the bylaw.

(2) The tax must not be imposed in respect of property that is exempt under section 351.

1994 cM-26.1 s383

Contents of special tax bylaw

384 The special tax bylaw must

- (a) state the specific service or purpose for which the bylaw is passed.
- (b) describe the area of the municipality that will benefit from the service or purpose and in which the special tax is to be imposed,
- (c) state the estimated cost of the service or purpose, and
- (d) state whether the tax rate is to be based on
 - (i) the assessment prepared in accordance with Part 9.
 - (ii) each parcel of land.
 - (iii) each unit of frontage, or
 - (iv) each unit of area,

and set the tax rate to be imposed in each case.

1994 cM-26 1 s384

Condition

385 A special tax bylaw must not be passed unless the estimated cost of the specific service or purpose for which the tax is imposed is included in the budget of the municipality as an estimated expenditure.

1994 cM-26.1 s385

Use of revenue

386(1) The revenue raised by a special tax bylaw must be applied to the specific service or purpose stated in the bylaw.

TOWN OF REDCLIFF

REQUEST FOR DECISION

DATE: October 15, 2019

PROPOSED BY: Planning & Engineering

TOPIC: Servicing Levels for LUB zones

PROPOSAL: Approve the Servicing Policy for LUB zones

BACKGROUND:

Planning and Engineering is regularly approached by developers requesting changes to the Town's standards and guidelines for municipal development. The purpose of this RFD is to expand from the services provided and examine the Level of Service Provided. It is expected that the Draft Policy presented is a working document and that changes will be required based on the direction of Council both now and in the future when technical standards are developed.

It should be noted that many of these policies will also affect how the Land Use Bylaw is reworked and as the Land Use Bylaw is reworked these policies may also be affected.

Why define Level of Service

Most conflicts between developers and residents with the Town stem from what is the Level of Service that is provide and not over whether a service is to be provided. To minimize conflicts therefore a clear policy statement about what level of service is provided is recommended.

Should Levels of Service be Consistent Throughout the Municipality

When thinking about Levels a service to be provided answering the questions below will provide an answer to the question:

- Should all roads be built to a local residential road standard?
- Does every parcel require the same amount of potable water?
- Is pedestrian accommodation required on every road at the same level?

The answer is clear that every service provided should be appropriate to the context of providing the service. It is the defining of different levels of service for different situations that makes creating a policy on level of service complicated. The Policy attempts to reduce the complication by lumping several land uses and applications together however this may not be ideal and there will likely be changes as the policy is worked on and it is found that there are situations where a different policy is defined.

Attached Policy

The attached draft policy is presented for Council's consideration and input. The draft policy only contains a first examination of the level of service to be provided. The next steps are:

- 1. To add engineering considerations to the policy such as road widths, sidewalk widths, etc.
- 2. Add policies covering application of the standards and granting of variances.

- 3. Draft Standards based on the policy.
- 4. Adopt the Policy and the Standards.

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
- **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
- 2.5. 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
- **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
- 4.3. Develop a policy that defines the Town's scope and level of services within a sustainable level of financial resources.

ATTACHMENTS:

Draft of Development Level of Services Policy

OPTIONS:

- 1. Approve in principle the Development Level of Services Policy and instruct Administration to proceed to the next step of adding engineering considerations.
- 2. Approve in principle the Development Level of Services Policy with additions and or

deletions and instruct administration to proceed to the next step of adding engineering considerations.

| | COMMENDATION: ion 1 | |
|----|--|--|
| SU | GGESTED MOTION(S): | |
| 1. | Councillor moved that Council approve in principle the Development Level of Services Policy as presented in draft, instruct Administration to proceed to the next step of adding engineering considerations and bring the policy back to Council for further review. | |
| 2. | Councillor moved that Council approve in principle the Development Level of Services Policy as presented in draft with additions and or deletions noted below, instruct Administration to proceed to the next step of adding engineering considerations and bring the policy back to Council for further review. | |
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| SU | Department Head Municipal Manager | |

Page 1 of 8

Approved by Council: Month Day, 20XX

DEVELOPMENT LEVEL OF SERVICES

BACKGROUND

The Town is regularly approached by developers requesting changes to the Town's standards and guidelines for municipal development. The question that developers often ask is why is that the standard. Without a policy in place that states this is the policy of Council it is difficult to impress on them that this is a Council requirement.

It is recognized that servicing standards should vary between different types of zoning but should be consistent with in a single type of zone.

PURPOSE

To establish policies governing the levels of servicing that Council feels need to be delivered by developers when proposing new developments. The intent of this document is not to lay out specific technical requirements but to identify policy level requirements.

POLICY

SERVICING TO BE PROVIDED

- (1) All new development in the Town of Redcliff will be supplied by the developer with the following services:
 - (a) Public access to each parcel,
 - (b) Flood protection:
 - (i) Runoff by stormwater management,
 - (ii) River by setbacks.
- (2) All residential development (new and redevelopment) in the Town of Redcliff will be supplied by the developer with the following services:
 - (a) Potable water from the Town's distribution system to each parcel,

- (b) Fire protection water from the Town's distribution system at the rates specified by the Fire Underwriters Survey,
- (c) Sanitary sewer service for each parcel to the Town's sanitary sewer collection system,
- (d) Paved public vehicle road to each parcel,
- (e) On street vehicle parking,
- (f) Pedestrian accommodation on each side of a vehicle road,
- (g) Access for vehicles to the rear of each parcel,
- (h) Landscaping of parks and open spaces,
- (i) Gas servicing to each parcel,
- (j) Electric servicing to each parcel,
- (k) Street lighting for each vehicle road,
- (I) Street name signing for each intersection,
- (m) Roadway regulatory signage,
- (n) Telecom servicing to each parcel,
- (o) Conduit for fiber optic servicing to each parcel.
- (3) All commercial development (new and redevelopment) in the Town of Redcliff will be supplied by the developer with the following services:
 - (a) Potable water from the Town's distribution system,
 - (b) Fire protection water from the Town's distribution system at the rates specified by the Fire Underwriters Survey,
 - (c) Sanitary sewer service to the Town's sanitary sewer collection system,
 - (d) Paved public vehicle road to each parcel,
 - (e) On street vehicle parking,
 - (f) Pedestrian accommodation on each side of a vehicle road,
 - (g) Access for vehicles to the rear of each parcel,
 - (h) Landscaping of parks and open spaces,
 - (i) Gas servicing to each parcel,
 - (j) Electric servicing to each parcel,
 - (k) Street lighting for each vehicle road,

- (I) Street name signing for each intersection,
- (m) Roadway regulatory signage,
- (n) Telecom servicing to each parcel,
- (o) Conduit for fiber optic servicing to each parcel.
- (4) With the exception of isolated industrial development, all industrial development (new and redevelopment) in the Town of Redcliff will be supplied by the developer with the following services:
 - (a) Potable water from the Town's distribution system,
 - (b) Fire protection water from the Town's distribution system at the rates specified by the Fire Underwriters Survey,
 - (c) Sanitary sewer service to the Town's sanitary sewer collection system,
 - (d) Paved public vehicle road to each parcel,
 - (e) Pedestrian accommodation on one side of a vehicle road,
 - (f) On street vehicle parking,
 - (g) Access for vehicles to the rear of each parcel,
 - (h) Landscaping of parks and open spaces,
 - (i) Gas servicing to each parcel,
 - (j) Electric servicing to each parcel,
 - (k) Street lighting for each vehicle road,
 - (I) Street name signing for each intersection,
 - (m) Roadway regulatory signage,
 - (n) Telecom servicing to each parcel,
 - (o) Conduit for fiber optic servicing to each parcel.
- (5) New isolated industrial development in the Town of Redcliff should be supplied by the developer with the same services as for industrial development if feasible. On a case by case basis the Town may waive some of the requirements for the developer to provide, but at a minimum the following shall be provided.
 - (a) Fire protection as specified by the Fire Underwriters Survey,
 - (b) Gravel public vehicle road to each parcel,
 - (c) Access for vehicles to the rear of each parcel,

- (d) Street name signing for each intersection,
- (e) Roadway regulatory signage.

MINIMUM SERVICING TO BE PROVIDED

- (6) The following services shall at a minimum shall be delivered at the Level of Service specified by the Alberta Environment & Parks municipal servicing guidelines, Alberta Safety Codes Guidelines and the Fire Underwriters Survey:
 - (a) Potable water from the Town's distribution system,
 - (b) Fire protection water from the Town's distribution system,
 - (c) Sanitary sewer service to the Town's sanitary sewer collection system,
- (7) The following services at a minimum shall be delivered in accordance with the service providers policies and governing regulations:
 - (a) Gas servicing,
 - (b) Electric servicing,
 - (c) Telecom servicing to each parcel,
- (8) The following services shall be provided with the following minimum levels of service:



| | Residential Development | Commercial Development | Industrial Development | Isolated Industrial Development |
|-------------------------------|---|--|--|--|
| Public access to each parcel, | Paved road with two driving lanes in each direction. Lane widths shall be wide enough to accommodate the most common vehicle (95 percentile) at design speeds and the largest normally accessing vehicle at reduced speeds. Road structure shall be appropriate to the anticipated number of vehicle trips and the size of vehicles. | | All weather road with two driving lanes in each direction. Lane widths shall be wide enough to accommodate the widest vehicle allowed on Alberta Highways without chase vehicles. | |
| Flood protection from Runoff | For a 1:5 year 1 hour synthetic design storm no runoff to pond on driving surface of roads or on pedestrian facilities. For a 1:100 year 1 hour | For a 1:5 year 1 hour synthetic design storm no runoff to pond on driving surface of roads or on pedestrian facilities. For a 1:100 year 1 hour | For a 1:2 year 1 hour synthetic design storm no runoff to pond on driving surface of roads or on pedestrian facilities. For a 1:100 year 1 hour | Offsite discharge rate is not to exceed the 1:2 year predevelopment rate for all runoff events. Offsite discharge is to retain the predevelopment |
| | synthetic design storm localized ponding on the • driving surface of local roads, • parking lanes of collector and arterial roads, • pedestrian facilities, • onto private properties | synthetic design storm localized ponding on the driving surface of local roads, parking lanes of collector and arterial roads, pedestrian facilities, onto private properties | synthetic design storm localized ponding on the • driving surface of local roads, • parking lanes of collector and arterial roads, • pedestrian facilities, • onto private properties | discharge location unless another location is specified in a master drainage plan for the area. All detention is to be onsite. |

POLICY NO. xxx

Development Level of Services

| No flooding of private buildings. No onsite detention for low density residential development. | No flooding of private buildings. No onsite detention for small lot commercial development. | No flooding of private buildings. Onsite detention may be required for all industrial development. | All runoff treatment to be onsite and meet Alberta Environment and Parks Guidelines for discharge of runoff to a water body. |
|--|---|---|--|
| Runoff detention as required to not exceed the capacity of the downstream receiving water courses. Runoff retention as required to treat runoff to Alberta Environment and Parks Guidelines | Onsite detention may be required for mid sized and large lot commercial development. Conveyance system that has capacity of accepting a runoff rate of at least 40 litres per second per hectare from properties where onsite detention is required. Runoff detention as required to not exceed the capacity of the downstream receiving water courses. Runoff treatment as required to treat runoff to Alberta Environment and Parks Guidelines | Conveyance system that has capacity of accepting a runoff rate of at least 40 litres per second per hectare from properties where onsite detention is required. Runoff detention as required to not exceed the capacity of the downstream receiving water courses. Runoff treatment as required to treat runoff to Alberta Environment and Parks Guidelines | |

| Flood protection | Setbacks from the River shall be established to meet the following criteria: | | | | | |
|--|---|---|---|---|--|--|
| from River | No fill in the floodway, | | | | | |
| | All fill in the flood fringe shall be protected from the floodway by an armored slope. Elevation of all developable property shall be above the 1:500 year flood elevation | | | | | |
| | | | | | | |
| | All building openings shall b | e above the 1:500 year floor | d elevation plus 0.6 metres. | | | |
| On street vehicle parking, | May not be required. Without on street parking all parking requirements are to be met onsite. Prohibited. All parking requirements are to be met onsite. | | | irements are to be met | | |
| Pedestrian accommodation | and parking lanes by a curb or ditch, | Shall be: separated from driving and parking lanes by a curb or ditch, be hard surfaced, and be on each side of a vehicle road, | Shall be: separated from driving and parking lanes by a curb or ditch, be hard surfaced, and be on one side of a vehicle road, | Not required. | | |
| Access for vehicles to the rear of each parcel, | Shall be from either: A rear lane, A side road, A public property such as an MR, PUL or such where the Town may grant temporary access to the property from, A 3.0 metre wide | A rear lane, A side road, A public property such as an MR, PUL or such where the Town may grant temporary access to the property from, A 6.0 metre wide setback on one side of the property, or A 8.0 metre wide joint access with an adjacent property that shall not have a fence placed on it. | | A 3.0 metre setback around the whole perimeter of the property. | | |

POLICY NO. xxx Development Level of Services

| | setback on one side of the property, or • A 4.0 metre wide joint access with an adjacent property that shall not have a fence placed on it. | | | |
|--|--|------------|---------------|--|
| Landscaping of parks and open spaces, | Developer shall landscape in accordance with the Town's Landscaping standard. | | | |
| Street lighting for each vehicle road, | As per the current TAC publication "Guide for the Design of Roadway Lighting" | | | |
| Street name signing for each intersection, | At every intersection | | | |
| Roadway regulatory signage, | As required by the Manual of Uniform Traffic Control Devices - Canada | | | |
| Conduit for fiber optic servicing | Developer shall install to each | ch parcel. | Not required. | |

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 15, 2019

PROPOSED BY: Municipal Manager

TOPIC: Signage in Road Right-of-Way(s)

PROPOSAL: To request consideration for placement of signage in the Towns road

right-of-way

BACKGROUND:

At the September 9, 2019 regular Council meeting direction was given to Administration to look further into the possibility of the development of leases for the placement of permanent signs in road right-of-ways, boulevards, as well as on Town owned property.

Technically there is no reason signs cannot be located in boulevards, or road right of ways provided they do not interfere with site lines, pedestrian or vehicular traffic. There are many examples of signs in boulevards or road right of ways, including the Town's electronic information sign. When the current Land Use Bylaw was crafted a decision was made not to allow permanent private/commercial signs in public road right-of-ways. There is no existing policy regarding this issue as it relates to the placement of permanent signs on Town owned property, although it is likely good practice to adopt a similar approach as is outlined in the Land-Use Bylaw. There are multiple valid reasons this decision could have been made ranging from simplifying of regulation, to avoidance of sign clutter.

If this is an initiative that Council would like to pursue and implement, then any potential lease documents for placement of permanent signs on Town property would need to adequately address the following concerns:

- To what standards will the sign be constructed? Typically, any person/firm wishing to pursue such an initiative would need an established standard to follow?
- Delineation of who is responsible for the maintenance and upkeep of the free standing permanent sign.
- Delineation of who is responsible for repairs of the sign.
- Ensuring the sign owner carries proper insurance for the sign. This includes developing
 an effective enforcement method where the Town can ensure that the proper insurance
 is carried by the sign owner.
- Providing conditions with regard to how will the Town's right to remove the sign will be preserved if any potential conditions of the lease are broken.
- Establishing required securities to cover the cost of removing the sign if the sign becomes dilapidated or is abandoned by the owner. Which could be a reality as

business transitions through various forms (e.g. new ownership, potential insolvency, etc.).

If such an initiative were pursued, Administration anticipates many more applications for permanent business signs to be located in road right-of-ways and/or Town property. Without guidelines and/or policies regarding private signs in boulevards, road right of ways, and Town property, processing these applications cannot be fairly and repeatably administered.

Administration is not in favor of private businesses installing permanent signs in boulevards and/or road right-of-ways or Town property because creating guidelines and policies to govern these will take significant resources, create a need for additional resources on an ongoing basis and it would be unlikely that the Town could recover the costs of regulating the signs. In addition, a plethora of signs can create an undesirable aesthetic in the Town.

POLICY/LEGISLATION: Town of Redcliff Land Use Bylaw Sign Regulations

STRATEGIC PRIORITIES: N/A

ATTACHMENTS: None

OPTIONS:

- To deny the request from SuperClean Auto Detailing & Car Wash for placement of a free-standing sign in the Town or Redcliff's Road Right-of-Way. Further that Administration discontinue researching / developing standards, policies, procedures, and agreements, etc. to allow for third party signage to be placed on Town right-of-ways and Town owned property except as is currently permitted.
- To direct Administration to continue researching and to develop standards, policies, procedures, and agreements, etc. as required to allow for third party signage to be placed on Town right-of-ways and Town owned property.

RECOMMENDATION:

Options 1

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|-----|--------------------------|---|---|
| 1. | Further that procedures, | acement of a free-standing sign Administration discontinue res | request from SuperClean Auto Detailing & Ca in the Town or Redcliff's Road Right-of-War earching / developing standards, policies, for third party signage to be placed on Town accept as is currently permitted. |
| 2. | | ndards, policies, procedures, a | Iministration to continue researching and to nd agreements, etc. as required to allow for ight-of-ways and Town owned property. |
| | | | (A) |
| SUB | MITTED BY: | | 1960 |
| | | Department Head | Municipal Manager |
| | | | |



September 23,2019

Box 898, Redcliff TOJ 2P0

Redcliff Mayor and Town Council

Re Redcliff Community Garden

I have been a garden volunteer for eight years enabling me to see how a community garden is a benefit to the Town of Redcliff and why I chose to move here. Besides the opportunity to grow vegetables as a garden volunteer I have been involved as a mentor for new gardeners, helped organize garden tours in conjunction with Medicine Hat and given school children the opportunity to view the garden. Community means time to visit with gardeners learning new and older methods, helping any who might require it and sharing an abundance of produce.

Being beside Lions Park means visitors to Redcliff as well as residents have questions about the garden which is an opportunity to promote the Community Garden and the Town of Redcliff. My Redcliff is the older lady who walks up the street every day with her hoe and a smile.

Rosemary Page

hosemary



00000

Dining
Live & Silent Auction
An annual fundraiser

NOVEMBER 8, 2019 RALPH'S TEXAS BAR & STEAKHOUSE

For more information call 403-502-4022



265 East 400 South – Box 291 – Raymond – Alberta – TOK 2SO – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com
Website: abfarmsafety.com

October 7, 2019

Town of Redcliff PO Box 40

Redcliff, Alberta TOJ 2PO

RECEIVED

TOWN OF REDCLIFF

The Farm Safety Centre is a community based organization led by farmers and ranchers with an interest in helping things go right for all individuals in rural Alberta. The centre began a farm safety educational effort called Safety Smarts in 1998.

The program has been delivered continuously since then and is now offered province wide by a team of regional instructors. Rural children across the province receive farm safety presentations in their individual school classrooms each school year. Since 1998 Safety Smarts learning and engagement has involved 732,914 elementary school aged children.

A recent program evaluation indicated that more than 85% of the rural children reached by Safety Smarts are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

The 2019-2020 school year is the 22nd consecutive year of Safety Smarts delivery. The generosity of many continues to make this unique farm safety extension effort possible. We are grateful for each and every dollar donated in support of the important outreach of our charitable organization. A complete 2018-2019 Safety Smarts report is enclosed with this letter, if you have donated to support the program. The complete report can also be found on our website: abfarmsafety.com

With the start of this 2019-2020 school year, we are again inviting Towns & Villages to help out. An annual contribution of \$100 from 200 + Towns/Villages would allow delivery to 4,000 + students this school year. This amount is just 1/5 of what dozens of Hutterite Colonies provide each year to support continued on-colony program delivery to their children.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand and donating a modest amount. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this successful farm safety initiative for another 20+ years!

As a charity registered with Canada Revenue Agency, we are able to issue charitable tax receipts for all donations.

We express heartfelt thanks to Town and Villages who are consistent and generous contributors. Their consistency is essential to the sustainability of Safety Smarts. In 2018 more than 290 entities of all types helped fund Safety Smarts.

We would be pleased to provide additional information, upon request. Thank you for your time.

Sincerely,

Laura Nelson

Executive Director

- N/L

Farm Safety Centre

Memo



To: Redcliff Town Council

From: Planning & Engineering

Date: October 15, 2019

Re: River Valley Potable Water Distribution and Fire Hydrants Local Improvement

Project

No Petitions against the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project, Local Improvement Plan were received by Administration. Bylaws for the Local Area Improvement will be brought to Council after 2020 budget deliberations.

The Towns portion of the local area improvement assessment is \$120,422.36 which can be funded through debenture or through cash payment.

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

October 15, 2019



Contents

| MUNICIPAL MANAGER | 4 |
|--|----|
| Ongoing Projects | 4 |
| Ongoing Day to Day Responsibilities | 4 |
| COMMUNITY & PROTECTIVE SERVICES | 5 |
| Project Updates | 5 |
| Parks, Recreation and Facilities | 7 |
| Rec-Tangle | 7 |
| Pool | 7 |
| Facilities | 7 |
| Parks | 7 |
| Other | 7 |
| FCSS, Community Services and Special Events | 8 |
| Bylaw and Protective Services | 8 |
| Community Peace Officer | 8 |
| Emergency Management, Fire Services and Health and Safety | 9 |
| Bylaw Statistics | 10 |
| PUBLIC SERVICES | 11 |
| Department | 11 |
| Water and Sewer Utilities | 11 |
| Municipal Works | 11 |
| Landfill | 12 |
| PLANNING & ENGINEERING | 12 |
| Priorities for September | 12 |
| Planning | 12 |
| Development Permits | 13 |
| Agreements | 13 |
| 3 rd Avenue SW between 7 th Street and 8 th Street, Drainage Improvements | 13 |
| 5th Street NW between Broadway Avenue and 1st Avenue, Road Improvements | 13 |
| Safety Codes | 14 |
| Studies | 14 |
| Inflow and Infiltration Study | 14 |
| Water Distribution Study | 14 |

| Capital Projects | 14 |
|---|----|
| 3rd and 3rd Lift Station Upgrades | 14 |
| 4 th Street SE between 3 rd Avenue and 4 th Avenue Infrastructure Improvements | 15 |
| Rec-Tangle Parking Lot Improvements | 15 |
| Jesmond Lift Station Upgrade | 15 |
| Golf Course Coulee Outfall | 15 |
| Eastside Sewage Surge Tanks | 15 |
| Backup Generator Project | 15 |
| Broadfoot and Stone Place SW, Drainage and Road Improvements | 16 |
| FINANCE & ADMINISTRATION | 16 |
| LEGISLATIVE & LAND SERVICES | 16 |

MUNICIPAL MANAGER

Ongoing Projects

- Reviewing land transaction agreements and participating in potential land purchase negotiations for intended future implementation. I believe this is very near completion.
- Council Chambers Update Project: more or less complete, there are a few very minor details and finishing yet to complete.
- Assisting with other "in progress" capital projects as required. Staff have been working
 diligently to monitor the ongoing projects and provide updates within the monthly Municipal
 Manager's report.
- Correspondence sent on behalf of Town Council to Prairie Rose School Division was received. This meeting is set for October 22, 2019 at 6 p.m. in Town Hall Council Chambers.

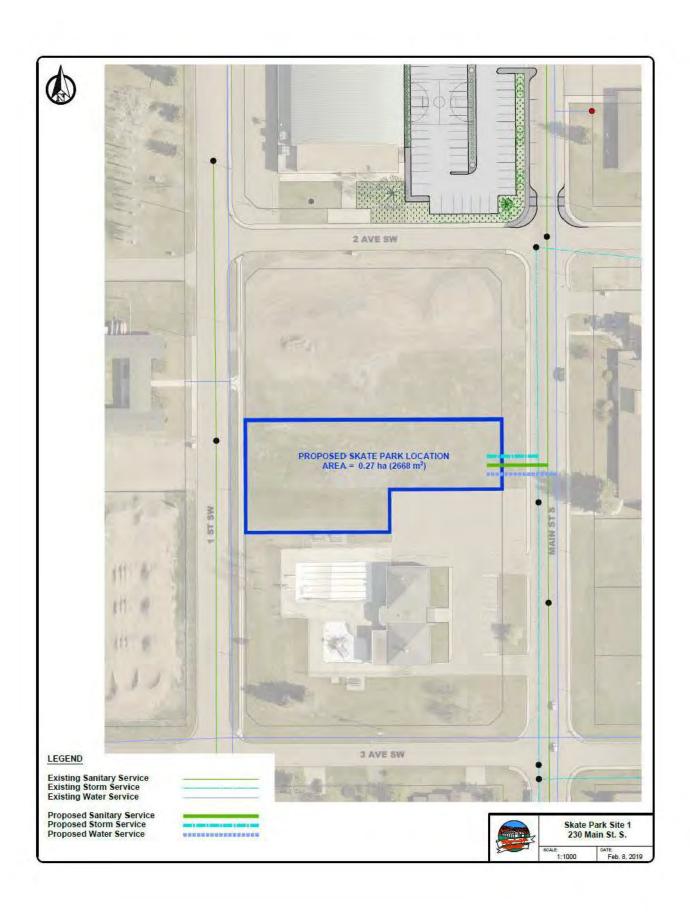
Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of time (it is recognised that this is oft repeated in the Municipal Manager's report; however, it is the current reality and diverts resources away from regular operations and important projects). There will likely be a need to devote a fair amount of administrative time to these files during October, November, and December.
- Council meeting preparation and Request for Decision review and drafting.
- HR functions continue to represent a significant portion of the Municipal Manager's regular work week (40%-50% weekly). There has been additional work with regard to collective agreement research taking place for the upcoming CBA negotiations upcoming in 2020.
- Continued work and coordination on the ICF. Met multiple times with CMH and CC
 administration to prepare for ICF Steering Committee meetings (Steering Committee
 meetings now occur monthly with the working group and project managers meeting multiple
 times between the monthly steering committee meetings). There are 2 upcoming ICF open
 houses in early November.
 - o Preparation of meeting notes and review of committee minutes, etc.
 - Preparation of background information as needed.
 - Preparation of any briefing materials for the attention of Town Council.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries and providing updates as they arise.
- Responding to information requests (i.e. FOIP requests) as they arise. Again, it is recognised that this is oft repeated, but the reality is that they continue to be submitted.
- Facilitating pre and post council staff update meetings.
- Working on operating and capital budget preparations.
- September 19, 2019: participated in the Town's Peace Officer program review/audit.
- September 19, 2019: attended and participated in the monthly ICF steering committee meeting.
- September 24, 2019: met with Planning and Engineering and Certainteed to assist and coordinate their fire hydrant installation project.
- September 24-27, 2019: accompanied Council to the 2019 AUMA annual convention.

COMMUNITY & PROTECTIVE SERVICES

Project Updates

- Seniors Centre flooring is completed \$15K (Proj.# B14).
- Aquatic Centre Renovations are almost entirely completed \$196K (Proj.# B19 & 20).
- Library upgrades completed \$65K (Proj.# B22).
- Council Chambers upgrades completed \$50K (was planned for in the operating budget).
- Outdoor Mobile Screen completed \$14K (Proj.# B23).
- Demolition of the Splash Park has taken place and the new installation of certain underground components will begin the week of October the 8th - \$375K (Proj.# P8).
- Skateboard Park will have the initial steps of Geotechnical and Survey portions completed in a few weeks time. The general public and consultants recommended and selected location is the open space between the pool and Rec-Tangle (The block of Main and 1st Street SW between 2nd & 3rd Avenue SW) – 200K (Proj.# P2).
- Ball diamond bathroom & concession reno not completed yet \$8K (Proj.# B15).



Parks, Recreation and Facilities

Rec-Tangle

- Completed dressing room ice assignment program.
- Completed ice maintenance.
- Continued cleaning of facility.
- Completed ice cleaning operations.
- Completed Zamboni maintenance and setting.
- Obtained and awarded quote for eavestrough replacement.
- Installed network cables to operator office as necessary.

Pool

- Drained pools.
- Blowout of pools and injected RV antifreeze into main pool and wading pool.
- Oversaw door installation on main door and lifeguard door.
- Removed pump from water feature vault for service.
- Prepared building for winter.

Facilities

- Continued shower/washroom and concession cleaning operations.
- Lighting replaced as necessary at RCMP.
- Completed building inspections and changed furnace filters as necessary.
- Changed window in managers office at the library and oversaw repairs.
- Shut down and blew out Lion's waterpark.
- Prepared Lion's waterpark for demolition.

Parks

- Continued cutting and trimming operations.
- Continued garbage collection operations.
- Removed flowerpots from Main Street.
- Completed fall maintenance on ball diamonds.
- Oversaw tree removal at campground.
- Continued tree trimming operations.
- Installed vault lid at Memorial Park.
- Participated in skate park meeting.

Other

- Completed written employee evaluations.
- Began having evaluation meetings with staff.
- · Hired seasonal staff for winter.
- Continued budget planning for 2020.
- Began 2020 staff work schedule.

FCSS, Community Services, and Special Events

- Promoted and encouraged staff to participate in recognizing National Suicide Awareness Day.
- Attended and participated AHS Screen Time Committee Meeting.
- Held society meetings; appointed new directors for all three societies.
- Worked with Heather from the PRSD wellness team to begin the development of coordinated events for 2019/2020 school year.
- Participated in Elder Abuse Committee development.
- Delivered Meals on Wheels as an opportunity to touch base with clients regarding their meals and support systems.
- Submitted the pre-qualification summary for the Canadian Experience Fund requesting approval to apply for campground upgrade.
- Received and set up new computers at the Seniors Centre in anticipation of collaboration between PRSD and the Seniors Centre re: Seniors Computer Courses.
- Recruited additional volunteers for future events and MOW drivers.
- Researched FCSS program funding and compliance.
- Completed and submitted the CFEP grant for Redcliff's Skate Park.
- Ongoing planning and coordination of weekend and after school programming.
- Finalized Fall Festival and Youth VS RCMP Kickball Game.
- Continued administrative support and coordination for:
 - o Redcliff Community Garden
 - Meals on Wheels
 - Home Cleaning Services
- Hosted and helped collaborate on various cultural, recreational and preventative programming such as:
 - Children's weekend and evening programs
 - Community Kitchen
 - Babysitting Course
 - Home Alone Course
- Met with client(s) needing connection to resources (food bank, Alberta Works, AISH, Community Housing).
- Bookings for programming ongoing.
- Bookings for ice, ball diamonds, and swimming lessons ongoing.
- Continued facility bookings for private events.
- Completed AR requests for previous month.
- Pulled reports from RecDesk system for payment transfers.
- Weekly Commentator/Redcliff Reports updated and sent out.
- Weekly updates completed on Electronic Sign.
- Input new programming into Rec Desk.
- Monitored social media and promoted programing and events.

Bylaw and Protective Services

Community Peace Officer

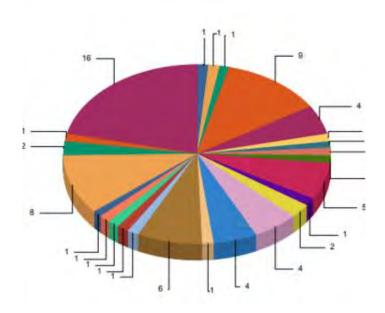
- Nuisance premises continue to be worked on this month.
- Problematic dog issues have been an issue this month.

- Assisting public and other departments have also been time consuming this month.
- Travis Permits have seen an increase in submissions.
- Dog and Business Licenses are still being worked on.

Emergency Management, Fire Services, and Health and Safety

- · Attended initial joint firehall study meeting.
- Reviewed safety incident reports.
- Attended Regional Emergency Management Agency Meeting.
- Met with regional partners regarding ESS planning and response.
- Attended Alberta Task Force 3 emergency management training in Pincher Creek.
- Updating the Town of Redcliff Risk Assessment though the Provincial CEMP Program.
- Began creation of Town of Redcliff Evacuation Plan.

Town of Redcliff Statistics from September 2019



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BY LAWS: ANIMAL-OTHER: BEAVER
BY LAWS : ANIMAL-OTHER : DEER
BYLAWS: ANIMAL-OTHER: PORCUPINE
BYLAWS: ASSIST OTHER DEPT
                                                                                            9
BY LAWS : ASSIST PUBLIC
  BYLAWS: ASSIST PUBLIC: NEIGHBORHOOD DISPUTE
BYLAWS: BURNING: INFORMATION REQUEST
BYLAWS: BUSINESS LICENSE: NEW BUSINESS LICENSE
BYLAWS: CAT: DECEASED
 BYLAWS : DOG : AT LARGE
                                                                                            5
BYLAWS : DOG : CHASING PERSONS
  BY LAWS : DOG : DOG BARKING OR HOWLING
                                                                                            2
BY LAWS : DOG : FAILURE TO HAVE CURRENT LICENSE
BY LAWS : DOG : IMPOUNDED
  BY LAWS: NOISE CONTROL: MAKE/CAUSE EMISSION OF ANY NOISE
BY LAWS: NUISANCE/UNSIGHTLY
BYLAWS: NUISANCE/UNSIGHTLY: OWNER OR OCCUPANT WHO PERMIT/CAUSE NUISANCE ON A PROPERTY
■ BY LAWS : PARKS RECREATION PUBLIC AREAS : CAMPGROUND USE : NON PAYMENT OF SITE
  BYLAWS: PARKS RECREATION PUBLIC AREAS: LITTER CONTROL: DEPOSIT/CAUSE LITTER IN PUBLIC AREA
BYLAWS: STREET: NON-PERMITTED USE OF STREET: MATERIAL DEPOSITED ON STREET
BYLAWS: SUSPICIOUS
BYLAWS: TRAFFIC PARKING
BY LAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE
■ BYLAWS: TRAFFIC: STOPPING / STANDING / PARKING: PARKING ON PRIVATE PROPERTY WITHOUT CONSENT
BY LAWS : TRAVIS PERMITS
                                                                                           16
  Total:
                                                                                           75
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PUBLIC SERVICES

Department

- Landfill Operating & Capital Budget preparation.
- Town Operating & Capital Budget preparation.
- Detailed design for the next two landfill cells.
- Project management for construction documents.
- Drainage review and initial assessments 8th Street SW and 3rd Avenue SW intersection.
- Working on new Water Treatment Approval to Operate.
- Working with insurance and the RCMP for the Landfill break-in that occurred on May 13th.
- Construction underway for the Rec-Tangle Parking Lot Project.
- Construction underway for the Landfill Transfer Site, Scales, Scale House, and Dome Tent.
- Organizing asphalt patching and concrete repairs with contractors.

Water and Sewer Utilities

- Completed several locate requests.
- Completed water treatment daily duties.
- Completed repairs in the Water Plant.
- Weekly water testing.
- Pre/post construction inspections for new housing developments.
- Completed daily inspections of sewer lifts.
- Installed radio read meters.
- Replaced/repaired water metres.
- Work with MJB on 4th Street upgrades.
- Started sewer flushing.

Municipal Works

- Conducted funeral interments.
- Garbage pickup.
- Bin placements/pickups as needed.
- Repair garbage cans lids (ongoing).
- Fixed soft spots as need around town.
- Construction at Rec-Tangle parking lot.
- Hauled away garbage dirt stockpiled around town.
- Cleaned catch basin.
- Mowing and trimming grass.
- Road patching.
- Dismantled water park for upgrades.
- Water repair at 510 4th Street SE.
- Terminated water line at 1st and 1st SW
- Cut weeds around town as needed.

Landfill

- Picked garbage inside landfill and in neighboring field after a wind event (ongoing).
- Clean scales (ongoing).
- Hauled cover soil (ongoing).
- Ridgeline hauling in soil.
- Maintained roads inside landfill (ongoing).
- Equipment maintenance (ongoing).
- Cleaned under scales (ongoing).
- Cleaned up shop (ongoing).
- Completed daily compacting.
- Moved screens as needed for windy days.
- Helped with new transfer station and scale house.
- Mowed grasses and weed whipped around landfill.
- Assisted with construction of the transfer site/scale system.

PLANNING & ENGINEERING

Priorities for September

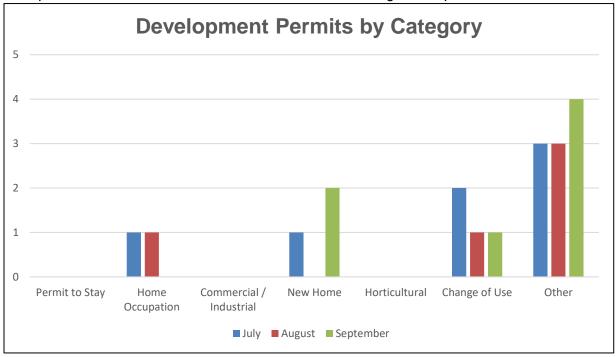
- Work towards wrapping up construction projects.
- · Level of Service Policy.
- Sanitary Sewer Master Plan.
- Subdivision Procedure.
- Asset management.
- LUB.
- Eastside ASP.

Planning

Land Use Bylaw – The overall LUB rewrite has started. The intent is that as sections are
drafted, they will be brought to Council for presentation and review. The first item that will
be brought to Council will be the organization of the document with other sections to follow.

Development Permits

In September 2019 the Town of Redcliff issued the following Development Permits:



Agreements

3rd Avenue SW between 7th Street and 8th Street, Drainage Improvements

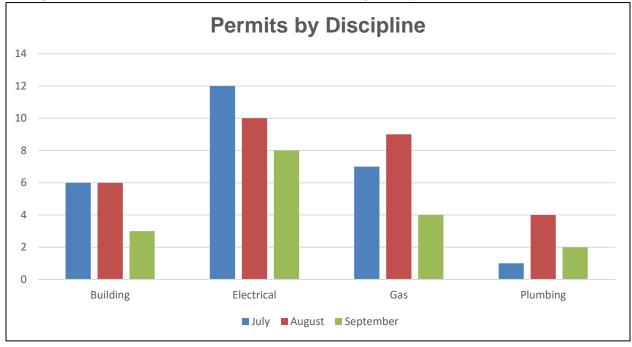
A developer, as part of his conditions of development, is required to make drainage improvements. Planning & Engineering is working to have the developer pay for the improvements.

5th Street NW between Broadway Avenue and 1st Avenue, Road Improvements

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

Safety Codes

In August 2019 the Town of Redcliff issued the following Safety Codes Permits:



Studies

Inflow and Infiltration Study

The Town's sanitary sewer model is now calibrated. The model can be used to identify and quantify for dry weather flow. Work continues to simulate the July 2013 event. The model is confirming that the biggest issue is inflow.

Water Distribution Study

The Town's water model has been moved over to software that the Town already owns and uses. The model has been debugged and is being used to model fire flows to Lot 5, Block A, Plan 0211147. Preliminary modeling has shown that the Town cannot deliver the fire flows listed in our standards north of the highway.

Capital Projects

3rd and 3rd Lift Station Upgrades

Construction started August 6, 2019. A significant inflow of groundwater and a slope failure on the east side of the site has delayed the project by a couple of weeks. These issues are now under control and work is proceeding. The mud slab was poured August 28, 2019, base slab on September 20, 2019 and half of the walls on October 1, 2019. Concrete work is expected to take 10 weeks. The surge tank should be operational a couple of weeks later. Project will likely wrap up in the spring of 2020 with surface restoration. Groundwater and slope failure issues have caused the budget to be exceeded. To date the slope failure and groundwater issue has cost an extra \$145,000 and it is expected that there will be another 30 days of pumping at approximately \$1,200 per day. The budget contained \$30,000 for these extras. It is expected the project will be over budget by \$151,000 barring any further complications.

4th Street SE between 3rd Avenue and 4th Avenue, Infrastructure Improvements

Construction is proceeding with about 100% of the underground, concrete and road work completed. Currently all that is left is some landscaping. The project is not expected to exceed its budget even with the extras to date.

Rec-Tangle Parking Lot Improvements

All underground work is completed. Transit Paving is pouring concrete. The issue with soft areas is being worked on. The eavestrough is being replaced. Transit Paving has stated that they will be able to complete the work before winter. Administration has a couple of back-up plans if weather does not cooperate. Community and Protective Services is planning to do the landscaping in the spring. Projected cost of the project appears to be close to budget without the landscaping component. Projected costs are difficult to quantify at this moment as the work that has to be done by Transit Paving to complete the project is not fully understood at this time. We will keep Council informed of the budget situation as we acquire the information.

Jesmond Lift Station Upgrade

Council approved upgrading at the Jesmond Lift Station. Detailed design is 99% complete. Tender is being prepared. Construction planned to start in 2020. It has been determined that if the force main is extended from Broadfoot Place to Main Street on 5th Avenue that the project to upgrade the overcapacity sanitary sewer in Broadfoot Place, from Broadfoot Place to Sangster Crescent between four houses and on Sangster Crescent to Main Street, can be eliminated. The estimated cost to upgrade the sewer line is \$450,000 and the estimated cost to extend the force main by boring is \$45,000. This cost savings is made possible by the upgraded pumps that are planned to be installed in the Jesmond Lift Station.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520, which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed, for the 2018 grant cycle, that the project was deemed eligible but is not being funded. The project was not funded in the 2019 grant cycle.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

Backup Generator Project

The Backup Generator Project has been started and the detailed design for the RCMP building is 75% complete. A concrete pad has been poured for the generator which will allow the generator to be placed at any time and makes the project no longer weather dependent. Construction planned when funding is made available.

Broadfoot and Stone Place SW, Drainage and Road Improvements

A meeting was held with MJB prior to the first snowstorm of the fall and Administration offered to delay the project to 2020 due to the season. MJB was confident that they could complete the project and remains confident that they will be able to complete the project before winter. The MJB portion of the project is underground work and patching the road. The weeping tile installation and top lift is Transit Paving's project and has been deferred to the spring of 2020 to allow them to focus on the Rec-Tangle project. The project is expected to come in on budget.

FINANCE & ADMINISTRATION

 The tax arrears on the four properties which were not sold at the July 31 auction were fully paid; therefore, as per MGA sections 424 & 425 & 426, four "Notification of Revival of Title" to return the properties to the owner were submitted to the Land Titles Office on September 27, 2019.

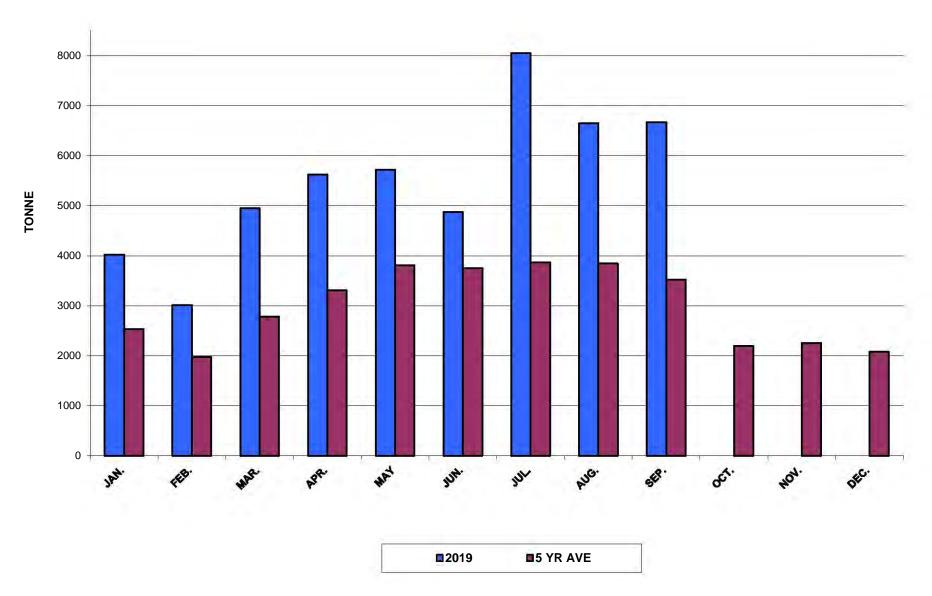
Meanwhile, as per MGA section 415, the Town also filed four "Discharge of Tax Notification" to remove the four tax recovery notifications on the same day.

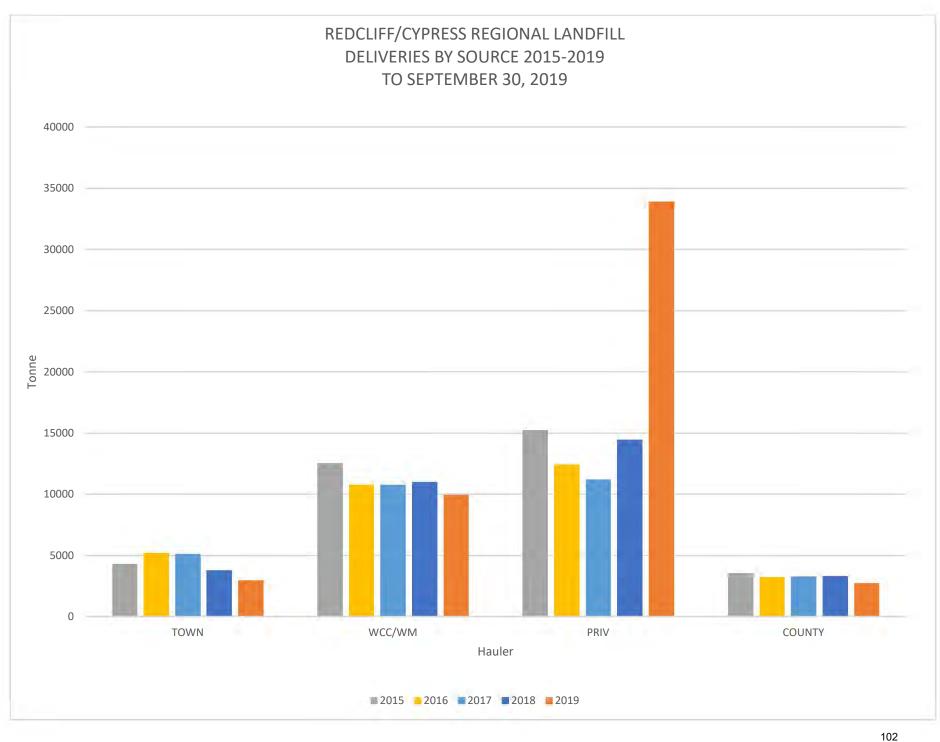
- Preparing 2020 Budget.
- Filling the accounts receivable duties.
- Other regular daily duties related to finance.

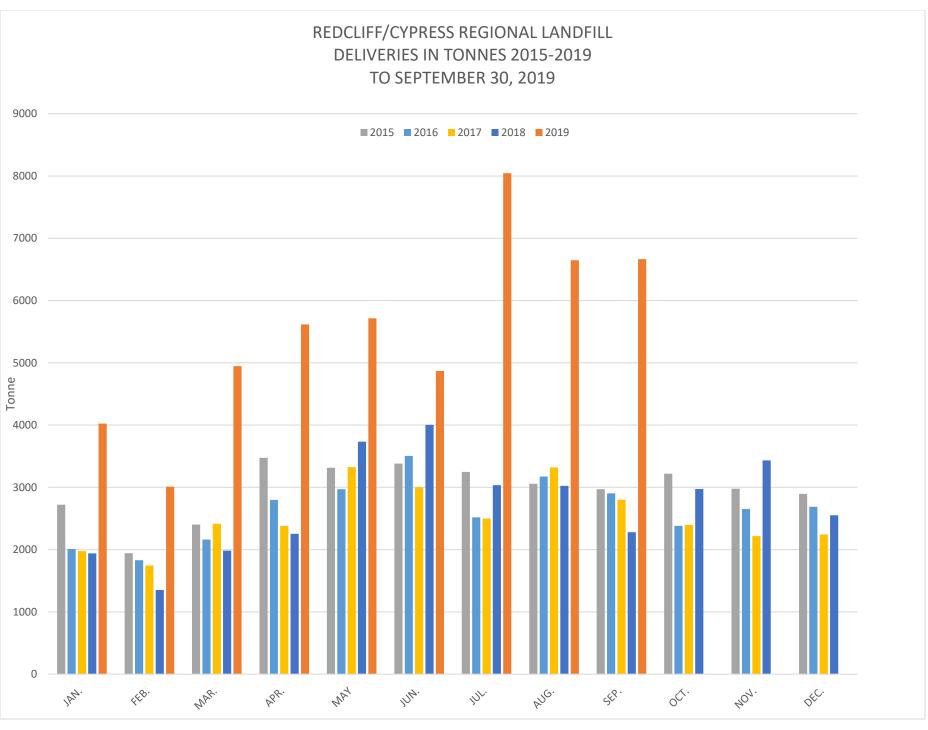
LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: general land sales. Four sales to date.
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Ongoing legal file review. Compiling information as requested.
- Ongoing conversion of minutes, bylaws and agreements, property files to digital format.
- Insurance claims and follow up.
- Reviewing/updating insurance lists for 2020 Renewal. Creating contents listings.
- Assisting with FOIP requests.
- The Assessment Review Board Complaint received has been withdrawn. The hearing scheduled for November 14, 2019 has been cancelled.

REDCLIFF/CYPRESS REGIONAL LANDFILL 2019 VS 5 YEAR AVERAGE TO SEPTEMBER 30, 2019









COUNCIL IMPORTANT MEETINGS AND EVENTS

| Date | Meeting / Event | Where / Information | |
|------------------|---|--|--|
| October 15, 2019 | Council Meeting | Town Hall Council Chambers 7:00 p.m. | |
| October 18, 2019 | Special Council Meeting 2020 Capital Budget Review | Town Hall Council Chambers 8:30 a.m. – 5:30 p.m. | |
| October 19, 2019 | Special Council Meeting 2020 Capital Budget Review | Town Hall Council Chambers 8:30 a.m. – 5:30 p.m. | |
| October 22, 2019 | Meeting with Prairie Rose School Division Board of Trustees | Town Hall Council Chambers 6:00 p.m. | |
| October 28, 2019 | Organizational Meeting | Town Hall Council Chambers 6:30 p.m. | |
| October 28, 2019 | Council Meeting | Town Hall Council Chambers 7:00 p.m. | |
| November 6, 2019 | Special Council Meeting 2020 Operating Budget Review | Town Hall Council Chambers 8:30 a.m. – 5:00 p.m. | |
| November 7, 2019 | Tri-Area IDP and ICF Open House | Sword Room, Redcliff Legion 6:30 p.m. – 8:30 p.m. | |
| November 9, 2019 | Special Council Meeting 2020 Operating Budget Review | Town Hall Council Chambers 8:30 a.m. – 5:00 p.m. | |