



**COUNCIL MEETING**

**MONDAY, MARCH 23, 2020**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 23, 2020 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

	<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
	<b>1. GENERAL</b>	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 6	D) Bank Summary to February 29, 2020 *	For Information
	<b>2. MINUTES</b>	
Pg. 7	A) Council meeting held March 9, 2020 *	For Adoption
Pg. 11	B) Municipal Planning Commission meeting held March 18, 2020 *	For Information
	<b>3. BYLAWS</b>	
Pg. 13	A) Bylaw 1898/2020, Tri-Area Intermunicipal Development Plan (IDP) *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
Pg. 92	B) Bylaw 1901/2020, Supplementary Assessment Bylaw *	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
	<b>4. REQUEST FOR DECISION</b>	
Pg. 95	A) Intermunicipal Collaborative Framework *	For Consideration
Pg. 128	B) Redcliff Seniors Centre Roof Repair *	For Consideration
	<b>5. CORRESPONDENCE</b>	
Pg. 130	A) Redcliff Youth Centre * Re: Renovation Upgrades – Permission to apply for development permit	For Consideration
	<b>6. OTHER</b>	
Pg. 132	A) Riverview Golf Club Board Meeting * Re: March 9, 2020 Agenda Package	For Information

**7. RECESS**

**8. IN CAMERA (CONFIDENTIAL)**

**A)** Land Matter (*FOIP* Sec. 16, 23, 25)

**B)** Land Matter (*FOIP* Sec. 17, 24)

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

**D)** Personnel (*FOIP* Sec. 17, 18, 24)

**9. ADJOURN**

**COUNCIL MEETING - MARCH 23, 2020**

**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
84947	COMMISSIONAIRES	FIRE WATCH SERVICES	\$ 1,131.90
84948	CANADIAN ENERGY	BATTERY	\$ 99.33
84949	JACOB'S WELDING LTD.	EQUIPMENT REPAIR	\$ 157.50
84950	KAL TIRE	NEW TIRES	\$ 3,342.82
84951	PUROLATOR	SHIPPING	\$ 109.55
84952	RECEIVER GENERAL	REMITTANCE	\$ 499.80
84953	HAWLEY, PHIL	RETURN KEY DEPOSIT	\$ 150.00
84954	JACOB'S WELDING LTD.	EQUIPMENT REPAIR	\$ 210.00
84955	TOWN OF REDCLIFF LIBRARY BOARD	FUNDING	\$ 60,619.86
84956	PUROLATOR	SHIPPING	\$ 88.28
84957	RECEIVER GENERAL	MOBILE RADIO LICENSE RENEWAL	\$ 917.74
84958	SHORTGRASS LIBRARY SYSTEM	OPERATIONAL MUNICIPAL LEVY 50%	\$ 14,336.00
84959	SQUAREONE CONSULTING LTD	ASBESTOS TESTING	\$ 551.25
84960	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES	\$ 20.00
84961	TOWN OF REDCLIFF	ROSE WITTS 2019 MOW DONATION	\$ 225.00
84962	TOWN OF REDCLIFF	RODGER HANNA 2019 MOW DONATION	\$ 275.00
84963	TOWN OF REDCLIFF	SHARON KIRVAN 2019 MOW DONATION	\$ 300.00
84964	TOWN OF REDCLIFF	SHIRLEY ROSE 2019 MOW DONATION	\$ 150.00
84965	TOWN OF REDCLIFF	LAURA HOLMES 2019 MOW DONATION	\$ 250.00
84966	TOWN OF REDCLIFF	LOIS BOURASSA 2019 MOW DONATION	\$ 200.00
84967	TOWN OF REDCLIFF	SHARON SHERVEN 2019 MOW DONATION	\$ 50.00
<b>TOTAL</b>			<b>\$ 83,684.03</b>

**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS**

<b><u>EFT#</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
EFT0002099	AIR LIQUIDE CANADA INC	BULK C02	\$ 708.87
EFT0002100	ELISE ANTONI	TRAVEL EXPENSE	\$ 412.00
EFT0002101	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 99.84
EFT0002102	CBV COLLECTION SERVICES LTD.	COMMISSION ON COLLECTIONS	\$ 162.70
EFT0002103	CHAMCO INDUSTRIES LTD.	COMPRESSOR MAINTENANCE	\$ 13,840.49
EFT0002104	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 44.85
EFT0002105	DIAMOND LINK FENCING INC.	SERVICE CALL	\$ 262.50
EFT0002106	FARMLAND SUPPLY CENTER LTD	HOSE & WRAP	\$ 125.87
EFT0002107	HOME HARDWARE	GENERAL SUPPLIES	\$ 426.74
EFT0002108	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR	\$ 20.00
EFT0002109	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$ 68.25
EFT0002110	MEDICINE HAT NEWS	ADVERTISING	\$ 232.26
EFT0002111	PARK ENTERPRISES LTD.	JANUARY 2020 BILLING	\$ 2,856.12
EFT0002112	PARTEK IT SOLUTIONS INC	COMPUTER EQUIPMENT & HOSTING	\$ 1,827.40
EFT0002113	THE PUBLIC SECTOR DIGEST INC.	PROJ#197(ASSET MANAGEMENT) CITYWIDE	\$ 12,827.49
EFT0002114	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$ 7,833.24
EFT0002115	RURAL MUNICIPALITIES OF ALBERTA	RESPIRATORS	\$ 340.73

EFT0002116	ROSENAU TRANSPORT LTD	FREIGHT	\$ 424.83
EFT0002117	SAFETY CODES	MONTHLY SCC LEVY REMITTANCE	\$ 70.14
EFT0002118	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISING	\$ 314.51
EFT0002119	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 2,153.36
EFT0002120	TRIPLE R EXPRESS	FREIGHT	\$ 36.75
EFT0002121	A & B STEEL LTD	EQUIPMENT PARTS	\$ 34.70
EFT0002122	AMSC INSURANCE SERVICES	EMPLOYEE BENEFIT	\$ 24,124.49
EFT0002123	APPLIED INDUSTRIAL TECHNOLOGIES	EQUIPMENT PARTS	\$ 26.69
EFT0002124	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 60.90
EFT0002125	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 720.92
EFT0002126	FARMLAND SUPPLY CENTER LTD	HOSE & WRAP	\$ 199.83
EFT0002127	HYDRACO INDUSTRIES LTD.	EQUIPMENT PARTS	\$ 59.85
EFT0002128	MPE ENGINEERING LTD.	WTP CONTINUING OPERATION	\$ 1,575.00
EFT0002129	RURAL MUNICIPALITIES OF ALBERTA	DIGITAL DISTANCE MEASURING WHEEL	\$ 240.40
EFT0002130	SANATEC ENVIRONMENTAL	CAMERA - BROADWAY AVE E	\$ 824.25
EFT0002131	CARLA SPAMPINATO	COMMUNITY SERVICE PROJECTS & STORY WALK SUPPLIES	\$ 482.68
EFT0002132	SUPERIOR TRUCK EQUIPMENT	EQUIPMENT PARTS	\$ 4,165.73
		<b>TOTAL</b>	<b>\$ 77,604.38</b>

**REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
000659	CLEAN HARBORS CANADA INC.	PAINT RECYCLING	\$ 2,052.65
000660	FINNING CANADA	EQUIPMENT PARTS	\$ 126.69
000661	JACOB'S WELDING LTD	EQUIPMENT PARTS	\$ 157.50
000662	PRIME PRINTING	ENVELOPES	\$ 328.65
000663	SHOCKWARE WIRELESS INC.	INTERNET	\$ 52.45
		<b>TOTAL</b>	<b>\$ 2,717.94</b>

**REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
EFT000000000258	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 2,978.01
EFT000000000256	C.E.M. HEAVY EQUIPMENT	EQUIPMENT PARTS	\$ 2,958.48
EFT000000000257	RMA FUEL LTD	BULK FUEL	\$ 1,846.85
EFT000000000259	TRIPLE R EXPRESS	FREIGHT	\$ 73.50
EFT000000000260	A & B STEEL	TOW STRAP	\$ 313.90
EFT000000000261	DILLON CONSULTING	PROJ#002(TRANSFER SITE) CONTRACT ADMIN & OVER	\$ 2,906.08
EFT000000000262	FARMLAND SUPPLY CENTRE INC.	EQUIPMENT PARTS	\$ 43.86
EFT000000000263	H2O HAULING	HAUL WATER	\$ 270.00
EFT000000000264	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 48.72
EFT000000000265	EVAN HUBERDEAU	COMPOST WORKSHOP	\$ 50.00
EFT000000000266	RMA FUEL LTD	BULK FUEL	\$ 5,077.05
EFT000000000267	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 440.58
		<b>TOTAL</b>	<b>\$ 17,007.03</b>

**TOWN OF REDCLIFF**  
**BANK SUMMARIES FOR FEBRUARY 29, 2020**

**CASH ACCOUNTS**

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,413,815.99	3,571,023.60
DAILY DEPOSITS	131,046.76	34,113.74
DIRECT DEPOSITS	373,113.32	289,996.55
GOVERNMENT GRANTS	0.00	0.00
INTEREST	2,105.61	6,164.34
OTHER DEPOSITS & TRANSFERS	743.48	0.00
<b>SUBTOTAL</b>	<b>507,009.17</b>	<b>330,274.63</b>
PAYMENTS	1,183,782.32	322,163.75
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	2,568.49	2,068.47
<b>SUBTOTAL</b>	<b>(1,186,350.81)</b>	<b>(324,232.22)</b>
<b>TOTAL</b>	<b>734,474.35</b>	<b>3,577,066.01</b>
BANK STATEMENT ENDING BALANCE	1,049,567.49	3,568,332.79
OUTSTANDING CHEQUES ( - )	(333,880.01)	(4,325.43)
DEPOSITS IN TRANSIT ( + )	18,786.87	13,058.65
<b>TOTAL</b>	<b>734,474.35</b>	<b>3,577,066.01</b>
<b>TOTAL CASH</b>	<b>4,311,540.36</b>	

**INVESTMENT ACCOUNTS**

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,180,355.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,603,009.00
<b>TOTAL INVESTMENTS</b>		<b>24,783,364.00</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>29,094,904.36</b>
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 9, 2020 @ 7:00 P.M.**

<b>PRESENT:</b>	Deputy Mayor Councillors	J. Steinke C. Crozier, C. Czember, S. Gale, L. Leipert
	Acting Municipal Manager and Director of Community & Protective Services	D. Thibault
	Director of Finance & Administration	J. Tu (left at 7:28 p.m.)
	Director of Planning & Engineering	J. Johansen (left at 8:31 p.m.)
	Director of Public Services Manager of Legislative & Land Services	C. Popick (left at 7:28 p.m.) S. Simon
<b>ABSENT:</b>	Mayor Councillor	D. Kilpatrick E. Solberg

**1. GENERAL**

	Call to Order	<b>A)</b> Deputy Mayor Steinke called the regular meeting to order at 7:00 p.m.
2020-0087	Adoption of Agenda	<b>B)</b> Councillor Gale moved the Agenda be adopted as amended to include an item under Correspondence: 5. B) Alberta Government regarding Novel Coronavirus and an item under Other: 6. E) Canadian Badlands Update. - Carried.
2020-0088	Accounts Payable	<b>C)</b> Councillor Leipert moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.

**2. MINUTES**

2020-0089	Council meeting held February 24, 2020	<b>A)</b> Councillor Czember moved the minutes of the Council meeting held on February 24, 2020 be adopted as presented. - Carried.
2020-0090	Municipal Planning Commission meeting held February 25, 2020	<b>B)</b> Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held on February 25, 2020 be received for information. - Carried.
2020-0091	Redcliff/Cypress Regional Waste Management Authority meeting held February 26, 2020	<b>C)</b> Councillor Crozier moved the minutes of the Redcliff/Cypress Regional Waste Management Authority meeting held on February 26, 2020 be received for information. - Carried.

- 2020-0092 Redcliff & District Recreation Committee meeting held March 4, 2020 **D)** Councillor Gale moved the minutes of the Redcliff & District Recreation Committee meeting held on March 4, 2020 be received for information. - Carried.

### 3. BYLAWS

- 2020-0093 Bylaw No. 1900/2020, Emergency Management Bylaw **A)** Councillor Leipert moved Bylaw No. 1900/2020, Emergency Management Bylaw, be given second reading. - Carried.
- 2020-0094 Bylaw No. 1900/2020, Emergency Management Bylaw Councillor Crozier moved Bylaw No. 1900/2020, Emergency Management Bylaw, be given third reading. - Carried.

### 4. REQUEST FOR DECISION

- 2020-0095 Garbage Truck Tender Award **A)** Councillor Leipert moved to authorize Administration to purchase one (1) garbage truck with a Freightliner chassis and Labrie Sprinter collection system from Superior Truck for \$361,809.70 including GST and an additional five year/241,000 km warranty on the engine, chassis, aftertreatment, and transmission. The unit has a tentative delivery within 310 days from the order date. - Defeated.
- Councillor Gale moved to defer the award of the purchase of one (1) garbage truck until approval of the final 2020 operating and capital budget. - Carried.
- 2020-0096 Grant Application for Organics Collection/Diversion **B)** Councillor Crozier moved to support the Federation of Canadian Municipalities Grant Application through the Green Municipal Fund to undertake a study on the diversion of organics and recyclable products within the Town of Redcliff. – Defeated.
- 2020-0097 Gordon Memorial United Church Blessing of the Bikes **C)** Councillor Czember moved correspondence from Gordon Memorial United Church received February 28, 2020 regarding the Blessing of the Bikes Service on Sunday, May 3, 2020, be received for information. Further that the request for permission of a temporary road closure of 4<sup>th</sup> Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Streets SE for the Blessing of the Bikes Service on Sunday, May 3, 2020 from 10:00 a.m. to 1:00 p.m. be approved. And further that Administration be authorized to deposit barricades at the Church on Friday, May 1, 2020 and retrieve them on Monday morning, May 4, 2020, allowing the Church committee to place and removed barricades to facilitate a temporary closure of 4<sup>th</sup> Avenue SE. - Carried.



**5. CORRESPONDENCE**

- 2020-0098 Alberta Municipal Affairs  
Re: Budget 2020 **A)** Councillor Crozier moved correspondence from Alberta Municipal Affairs dated February 27, 2020 regarding the 2020 budget be received for information. - Carried.
- 2020-0099 Alberta Government  
Re: Novel Coronavirus **B)** Councillor Gale moved the memorandum from the Alberta Government dated March 7, 2020 regarding Novel Coronavirus be received for information. – Carried.

**6. OTHER**

- 2020-0100 Municipal Manager Report to Council **A)** Councillor Leipert moved the Municipal Manager Report to Council March 9, 2020 be received for information. - Carried.
- 2020-0101 Landfill Graphs **B)** Councillor Crozier moved the Landfill Graphs to February 29, 2020 be received for information. - Carried.
- 2020-0102 Verge Report **C)** Councillor Leipert moved the February Verge Report be received for information. - Carried.
- 2020-0103 Council Important Meetings & Events **D)** Councillor Gale moved the Council Important Meetings & Events March 9, 2020 be received for information. - Carried.
- 2020-0104 Canadian Badlands Update **E)** Councillor Gale moved the update from Councilor Czember with regard to the Canadian Badlands Conference he attended March 4-6, 2020 be received for information. - Carried.

**7. RECESS**

Deputy Mayor Steinke called for a recess at 7:28 p.m.

Director of Finance & Administration and Director of Public Services left at 7:28 p.m.

Deputy Mayor Steinke reconvened the meeting at 7:33 p.m.

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

- 2020-0105 Councillor Leipert moved to meet In Camera to discuss A) Land Matter under *FOIP* Sec. 23, 24, & 25, B) Intermunicipal Collaborative Framework under *FOIP* Sec. 21 & 24, and C) Personnel under *FOIP* Sec. 17, 24, & 25 at 7:33 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: Acting Municipal Manager and Manager of

Legislative & Land Services for all items, and Director of Planning & Engineering for Items A and B.

Director of Planning & Engineering left at 8:31 p.m.

2020-0106 Councillor Crozier moved to return to regular session at 8:43 p.m. - Carried.

2020-0107 Councillor Crozier moved to add a Capital Budget item of \$50,000.00 to the 2020 budget for rehabilitation of the Trail South of the Kipling Subdivision and other miscellaneous slope repairs to protect public safety with the project by initiated immediately. Further that the project by funded from the purchasing reserve. - Carried.

2020-0108 Councillor Gale moved Council support the removal of the Greenhouse Corridor from the Intermunicipal Development Plan (IDP). - Carried.

2020-00XX Councillor Leipert moved the Memorandum of Settlement – CUPE Collective Agreement by approved as presented. - Carried.

## **9. ADJOURNMENT**

2020-0109 Adjournment Councillor Crozier moved to adjourn the meeting at 8:46 p.m. - Carried.

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Mayor

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Manager of Legislative & Land Services

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
WEDNESDAY MARCH 18, 2020 – 12:30 PM  
TOWN OF REDCLIFF**

## Municipal Planning Commission Meeting Minutes – March 18, 2020

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

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

**D) SDAB Decisions rendered since the last MPC Meeting**

- a. No SDAB Decisions have been rendered since the last MPC meeting.

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

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

**F) Items Received for Information**

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

- Carried.

**5. DEVELOPMENT PERMIT APPLICATION FOR MPC DECISION****A) Development Permit Application 20-DP-010**

**L.B.D. Construction**

**Lot 54, Block 138, Plan 9812329 (322 Main Street N)**

**Accessory Building - Detached Garage**

L. Leipert moved that Development Permit Application 20-DP-010 for an Accessory Building with a variance to the 1.5m separation from the principle building [Lot 54, Block 138, Plan 9812329 (322 Main Street N)] be approved with the following conditions:

1. The provisions of the Town of Redcliff's Land Use Bylaw (1698/2011);
2. Approval by the Development Authority does not exclude the need and/or requirements of the Applicant to obtain any and all other permits as may be required by this or any other legislation, bylaw, or regulation;
3. The Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and /or Land Use Bylaw;
4. Exterior finishes to the addition must match or compliment the principle building to the satisfaction of the Development Officer;
5. Relocation of affected utility services to the satisfaction of all utility departments. Be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and any utility right-of-ways.

- Carried

**6. ADJOURNMENT**

J. Steinke moved adjournment of the meeting at 12:34 p.m. – Carried.

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Chairman

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Recording Secretary

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

**DATE:** March 23, 2020  
**PROPOSED BY:** Planning & Engineering Department  
**TOPIC:** Tri-Area Intermunicipal Development Plan (IDP)  
**PROPOSAL:** Proposed Changes from Public Hearing

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**BACKGROUND:**

The Intermunicipal Collaboration Framework (ICF) Steering Committee and the Working Group have in conjunction with the consultant, completed preparation of an Intermunicipal Development Plan (IDP) between the Town of Redcliff, Cypress County and the City of Medicine Hat.

A three Council public hearing was held on February 27, 2020 at the Esplanade Theatre in Medicine Hat. On February 28, 2020.

**Major Themes Identified at Public Hearing:**

1. Greenhouse Corridor
2. Potential Growth Area
3. Environmental Policies/Approach
4. Airport Function, Expansion and Development Controls
5. Urban Referral Questions

The City of Medicine Hat has confirmed that at the March 2, 2020 meeting of Council, their Council has supported removing the Greenhouse Corridor.

The Cypress County has confirmed that at the March 3, 2020 meeting of Council, their Council has supported removing the Greenhouse Corridor.

The Town of Redcliff Council at their regular meeting of March 9, 2020 approved removing the Greenhouse Corridor from the IDP.

Cypress County Council is planning on adopting the IDP at their March 24, 2020 Council Meeting.

The City of Medicine Hat Council adopted the IDP at their March 16, 2020 Council Meeting with the Greenhouse Corridor removed.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

**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**

- 2.2. Explore and promote economic development opportunities within the community and the region
- 2.3. Promote a positive culture towards business and development

**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

### **ATTACHMENTS:**

Proposed IDP bylaw 1898/2020

Redline version of the IDP with the Greenhouse Corridor Removed.

### **OPTIONS:**

1. Give second and third reading to Bylaw 1898/2020.

### **RECOMMENDATION:**

Option 1

### **SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Bylaw 1898/2020, being the Tri-Area Intermunicipal Development Plan be given second reading as amended.
2. Councillor \_\_\_\_\_ moved Bylaw 1898/2020, being the Tri-Area Intermunicipal Development Plan be given third reading.

**SUBMITTED BY:**

  
Department Head

  
Acting Municipal Manager

**TOWN OF REDCLIFF  
BYLAW NO. 1898/2020**

**A BYLAW IN THE TOWN OF REDCLIFF** in the Province of Alberta to adopt the Tri-Area Intermunicipal Development Plan.

**AND WHEREAS** the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 requires two or more councils of municipalities that have common boundaries must, by each passing a bylaw, adopt an Intermunicipal Development Plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary;

**AND WHEREAS** the Town of Redcliff, the City of Medicine Hat and Cypress County have prepared a Tri-Area Intermunicipal Development Plan;

**AND WHEREAS** the requirements of the *Municipal Government Act* RSA 2000, Chapter M-26 with regard to the advertising of this Bylaw have been complied with;

**AND WHEREAS** copies of this Bylaw and related documents were made available for inspection by the public at the office of the Manager of Legislative & Land Services as required by the *Municipal Government Act* RSA 2000, Chapter M-26;

**AND WHEREAS** a joint public hearing was held by councils of the Town of Redcliff, City of Medicine Hat, and Cypress County; as provided for in the Municipal government Act RSA 2000, Chapter M-26;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA ENACTS AS FOLLOWS:**

1. This bylaw may be cited as the Tri-Area Intermunicipal Development Plan Bylaw.
2. The Tri-Area Intermunicipal Development Plan which is attached hereto is hereby adopted as the Tri-Area Intermunicipal Development Plan between the Town of Redcliff, Cypress County and the City of Medicine Hat once adopted by each Municipalities Council.
3. This bylaw repeals Bylaw No.1616/2009 being the Tri-Area Intermunicipal Development Plan Bylaw adopted on July 28, 2010, and amending Bylaw 1701/2011 adopted January 10, 2012.
4. This bylaw comes into force following third reading and signing.

Read a first time this 27<sup>th</sup> day of January A.D., 2020.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

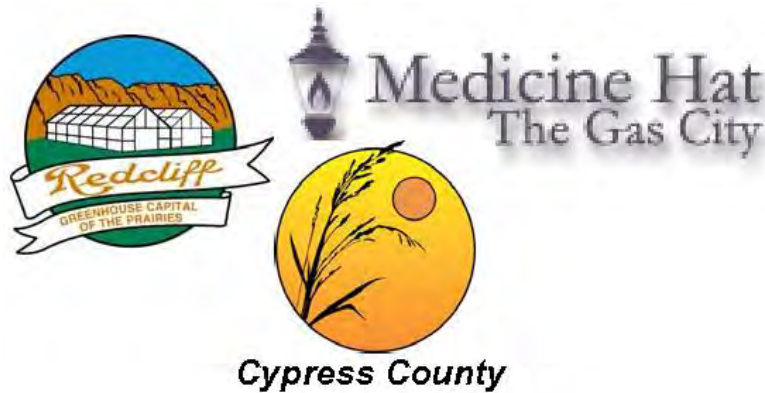
Signed and finally passed this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2020.

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**MAYOR**

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**MANAGER OF LEGISLATIVE &  
LAND SERVICES**



# Tri-Area Intermunicipal Development Plan

*Prepared by:*  
Cypress County  
Town of Redcliff  
City of Medicine Hat

**March XX 2020**



## RECORD OF IDP AMENDMENTS

Amending Bylaw No.	Type of Amendment		Summary of Amendment	Date of Adoption (YYYY-MM-DD)
	Text (✓)	Map (✓)		

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#### IDP POLICY MAPS

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B	DUNMORE FUTURE LAND USE CONCEPT
C	AIRPORT PROTECTION OVERLAY (CITY OF MEDICINE HAT MUNICIPAL AIRPORT ZONING REGULATIONS)
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E	POTENTIAL FUTURE SERVICE AREAS IN THE REGION

#### APPENDICES

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## **DEFINITIONS**

<b>Adjacent</b>	A parcel of land that is contiguous to another parcel of land, or would be contiguous if not for a river, stream, railway, road, lane, or utility right-of-way.
<b>Annexation</b>	The transfer of land from the jurisdiction of one municipal government to another municipal government. The process of annexation occurs as defined by the <i>Municipal Government Act</i> .
<b>Area Redevelopment Plan (ARP)</b>	A statutory plan that is prepared in accordance with the <i>Municipal Government Act</i> , to provide a framework for redevelopment of an established neighbourhood. May also be referred to as a “Neighbourhood Plan”.
<b>Area Structure Plan (ASP)</b>	A statutory plan that is prepared in accordance with the <i>Municipal Government Act</i> . An ASP outlines the sequence of development, general land uses for the area, density of population, general location for major transportation routes and utilities, location of reserves, and other matters that a council considers necessary.
<b>City</b>	The City of Medicine Hat (the City).
<b>Conceptual Scheme</b>	Non statutory planning documents and technical studies/reports that have been prepared to provide policy guidance in the event of future applications for redesignation, subdivision and development for the specific lands identified within a defined plan area.
<b>Confined Feeding Operation (CFO)</b>	An activity on land that is fenced or enclosed or within buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other

than grazing but does not include seasonal feeding and bedding sites.

**Country Residential**

A parcel in a rural setting that was subdivided from a larger, single parcel, with each parcel having separate title intended for residential use.

**County**

Cypress County (the County).

**Farmstead Separation**

A single lot or parcel created from a previously unsubdivided quarter section. Minimum parcel size of 0.6 hectares (1.5 acres), maximum parcel size of 6.47 hectares (16 acres).

**Full Service**

Delivery of all the services to a parcel which is typically supplied in an urban municipality at the level of service defined in the municipalities servicing standards, including; pressurised potable water, water for fire fighting, sanitary sewage collection, runoff collection and management, access to roads, pedestrian accommodation, street lighting, electricity, natural gas, telecoms.

**Limited Country Residential**

Limited Country Residential is exclusive to the Potential Growth Area and that portion of the Urban Reserve (Redcliff) area of the Intermunicipal Development Plan (IDP) located south of Highway 1, providing opportunity for a limited amount of residential development on less agriculturally productive parts of a parcel while still retaining the larger remnant parcel for continued agricultural use. Limited Country Residential is subject to the County considering each application's compatibility with other planning considerations such as access, physical constraints, water supply, sewage disposal, environmental constraints, etc.

Subdivision for Limited Country Residential is limited to up to four additional parcels for residential use, a minimum parcel size of 0.6 hectares (1.5 acres) and may not exceed 10% of the original parcel area being subdivided.

**Low Flow Rate** A water distribution system designed to deliver potable water to parcels through the use of a water storage device at a flow rate and pressure insufficient for domestic, commercial or industrial uses. Each water storage device requires equipment to pressurize the water and deliver flow rates sufficient for use on the parcel. Typically only used for servicing rural parcels where groundwater suitable for potable water is not available and the distances between delivery points make the cost of a standard potable water distribution system cost prohibitive.

**Multi-parcel Country Residential** Considered as those subdivisions which include a minimum of three lots or titles designated as country residential which are adjacent to one another and are contained within a subdivision property boundary.

**Municipal Development Plan (MDP)** A statutory plan under the *Municipal Government Act*. The requirements of an MDP are further defined within the *Municipal Government Act*. An MDP generally addresses future land use within a municipality, coordination of future development, growth patterns, infrastructure, transportation, and municipal services, facilities, and may address environmental matters, financial resources, and/or content related to social and economic development of a municipality.

<b>Parcel</b>	The aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office.
<b>Plan Area</b>	The area within the IDP boundary identified in Map A.
<b>Shadow Plan</b>	An alternative design for a parcel that may include a subdivision and road design to facilitate potential resubdivision to urban sized residential parcels over the long term.
<b>Statutory Plan</b>	A statutory plan is a document that is specified in Provincial legislation that a municipality must adopt by bylaw and includes Intermunicipal Development Plans, Municipal Development Plans, Area Structure Plans and Area Redevelopment Plans.
<b>Tri-Area Region</b>	The Tri-Area region includes the City of Medicine Hat (the City), the Town of Redcliff (the Town), and Cypress County (the County).
<b>Town</b>	The Town of Redcliff (the Town).

## **POLICY INTERPRETATION**

In this IDP, and particularly within the policy sections, key operative terms of, “may”, “must”, “shall”, and “should” are used. The interpretation of these terms are outlined as follows:

<b>May</b>	A discretionary term, allowing the policy to be enforced if the municipalities choose to do so, and is usually dependent on a particular set of circumstances of a specific site and application.
<b>Must</b>	A directive term denoting mandatory compliance or adherence to a preferred course of action.
<b>Shall</b>	A directive term indicating that the actions outlined in the policy are mandatory, and therefore must be complied with, without discretion.
<b>Should</b>	A term providing direction denoting that compliance is desired or advised, however, may be impractical or premature due to valid planning principles or unique/extenuating circumstances.



# **1. INTRODUCTION**

## **1.1 HOW TO USE THIS DOCUMENT**

This Intermunicipal Development Plan (IDP) is divided into three sections:

- Section 1 provides an introduction and legal basis of the IDP,
- Section 2 explains the intent of the IDP concept and specific policies that will guide the Approving Authorities in their decisions, and
- Section 3 outlines the Implementation of the IDP, setting specific directives as to what steps must be taken to ensure the strategies and policies become reality, as well as the dispute resolution process.

Maps within this IDP are conceptual and should not be used to determine precise locations or boundaries. Additional studies and surveys will be required to do so. Refer to Maps A and B, as amended from time to time, as the primary policy reference maps and all other maps, as amended from time to time, for additional context.

## **1.2 IDP VISION**

As partners within the region, the City, Town, and County cooperate on regional growth and integrated land use and development decision making to maximize collaboration, efficiency, and economic development of the region as a whole, for the mutual benefit of all parties.

The vision for the region considers existing and potential land uses for both the present and the future, and is characterized by the following:

- Each municipality is afforded the opportunity to individually grow while benefiting the region as a whole.
- Clarity between the municipalities and industry as to where infrastructure will be supported and constructed.
- Irrigated agricultural land is maintained and preserved.

- Commercial/industrial and country residential uses are strategically concentrated near existing or planned infrastructure, natural features and/or in established development nodes.
- The importance of sustainable development is considered as environmentally sensitive natural areas are recognized.

### **1.3 IDP PURPOSE**

The purpose of the IDP is to establish a regional framework for attracting and coordinating economic opportunities and managing land use, subdivision and development in the IDP area. The County, the City and the Town want to improve opportunities to secure a robust and durable economic base, improve consistency in land development and enhance intermunicipal efficiency and communication. Further, the municipalities want to be “development ready” and future-oriented in their planning efforts and thus improve their services, cost efficiency and attractiveness to additional economic activity within the tri-area community.

### **1.4 ENABLING LEGISLATION**

#### **The Alberta Municipal Government Act**

The legislation concerning an IDP is outlined in the Alberta Municipal Government Act (MGA), as amended from time to time.

In accordance with the MGA, all statutory plans passed by a municipality must be consistent with each other. Should a conflict or inconsistency arise with another statutory plan, the IDP prevails to the extent of the conflict or inconsistency unless otherwise noted.

#### **Intermunicipal Collaboration Framework Compliance**

The MGA requires that municipalities that have common boundaries adopt an Intermunicipal Collaboration Framework (ICF) and an IDP with each other. Those matters addressed within an ICF do not need to be included in an IDP. The MGA, as amended from time to time, identifies the requirements for IDPs and ICFs.

### **The Alberta Land Stewardship Act (ALSA)**

The Alberta Land Stewardship Act (ALSA) provides the legal authority necessary to implement the Land Use Framework (LUF) for municipalities in Alberta and establishes the legal basis for the development of regional plans. The Nature and Effect of Regional Plans is outlined in the ALSA.

### **The South Saskatchewan Regional Plan (SSRP)**

The MGA requires that all statutory plans in the South Saskatchewan Region (as established in Alberta's LUF) must comply with the South Saskatchewan Regional Plan (SSRP) (adopted September 1, 2014). The IDP is developed in consideration of the objectives and strategies in the SSRP and complies with the overall intent of the policies contained within the regional plan.

Through the MGA, municipal governments are delegated with the responsibility and authority for local land-use planning and development on all lands within their respective municipal boundaries. This includes the creation of statutory plans which consist of an IDP, Municipal Development Plan (MDP), Area Structure Plan (ASP), and Area Redevelopment Plan (ARP). The SSRP prevails over all statutory plans to the extent of a conflict or inconsistency.

## **2. FUTURE LAND USE CONCEPT**

### **2.1 HOW TO USE THIS SECTION**

This section of the IDP presents the policy context, intent and policy statements for the IDP topic by topic and by specific land use areas. Each area or topic contains an explanation of policy intent followed by specific policy statements. Policy statements should be interpreted more narrowly than the intent. Variations to policy are allowed only where specifically stated. In addition to land use areas, the Future Land Use Concept also includes overlays. An overlay is a tool that applies over one or more of the specific land use areas, establishing additional policies for affected properties in addition to those of the applicable land use areas.

### **2.2 GOALS OF THE IDP**

The overall goals of the IDP are to:

- Outline the future land uses that may develop over time within the IDP area.
- Maintain and enhance mutually beneficial policies and the sharing of services among the County, the Town and the City.
- Provide more certainty of development potential in the County, the Town and the City.
- Continue to strengthen lines of communication to better address problems and opportunities for mutual benefit.
- Outline a framework for the more detailed implementation of land development, economic development, transportation systems, municipal infrastructure and timing of development and infrastructure.

### **2.3 IDP TIMEFRAME**

The IDP plans for the long term, requiring municipalities to create a strategy, anticipate the impacts of change and plan for it together rather than simply reacting to immediate pressures. Long term planning considers a holistic view of growth to provide more efficient, cost-effective direction for land use and infrastructure.

Annexation - Land for annexation is anticipated to be required for both the Town and the City, focused on commercial/ industrial development, within the timeframe of this IDP. While the City currently possesses a sufficient land base to accommodate short to medium-term growth, a strategic annexation to the south may be required to maintain an adequate land inventory that can be efficiently serviced. This IDP does not preclude the City requesting land for annexation within the timeframe of this IDP or in areas that are not currently identified for future annexation.

Phasing - A phasing of the plan area development will be determined according to future infrastructure planning by the municipalities and in part by private development (or market) forces. In addition, there are areas that will be subject to ASP preparation.

As conditions change, the IDP will require regular reviews and updates of the strategy to ensure the IDP continues to meet the needs of the region. This IDP outlines a review process as part of the IDP implementation in Section 3.

## **2.4 IDP CONCEPT FRAMEWORK**

### **2.4.1 Overall Strategy**

The IDP embodies a long term land use strategy for the cooperative development of lands in the IDP area. The IDP identifies land for protection from inappropriate land uses that would work against a regional strategy. The IDP is in part, based on the provision of services and programs relating to physical, social and economic development of the IDP area, some which are currently provided by agreement between municipalities.

Several gate agreements have been entered into between the City and County for potable water service and for the City to receive and treat sanitary sewage of the

County. The City also provides sanitary sewage treatment for the Town under a gate agreement.

The provision of additional potable water and/or sewer services between municipalities may be through new gate agreements, amendments to existing gate agreements or by other agreements between municipalities party to the new services.

The County will be responsible for the allocation of water in the IDP area that is within the jurisdiction of the County, subject to the specific policies in this IDP.

It is also recognized that the South Saskatchewan River is closed to the allocation of additional water licenses by the Province. It is the responsibility of each municipality to acquire adequate water licenses for their current and long term potable water requirements. Water license acquisitions will likely be through transfers from others willing to sell existing licenses. In addition, the municipalities may also require developers to acquire some or all of the water license to meet the water requirements for their development as a condition of land use and subdivision approval.

The emergence of a more integrated regional economy offers more opportunities for a reasonable choice in urban living, rural living and commerce while providing a consistent IDP strategy that investors can use for long term business planning. The IDP establishes a framework for coordinated communication, information sharing and policy implementation among the three municipalities.

The IDP assumes that some lands covered by this IDP will not be suitable for development as high value agricultural use, poor site conditions, lack of access, lack of services etc. make other land more developable. Therefore, landowners cannot assume that all applications for land use, subdivision or development will be approved despite being identified in this IDP.

The Medicine Hat Airport has been in existence since 1912. In 2018, it recorded 23,000 total annual aircraft movements. Aircraft movements are forecast to increase by 1% to 2% annually. This is projected to increase to between 37,000 and 61,000 movements annually.

The continued protection of aircraft from incompatible land uses is critical if the airport is to remain a generator of economic activity. Previous studies completed by the City recommended that the City explore extending the existing 1,524 metre (5,000 feet) runway to 2,134 metres (7,000 feet). In 2018 the City completed the Strategic Airport Development Plan and Investment Attraction and Marketing Strategy. The 2018 report suggests that the City is well served with the existing runway length and an extension to 2,134 metres (7,000 ft) may only be needed in the long term. While future airport plans do not include the expansion of the main runway, it is in the regional interest that the IDP protect the approach slopes and outer surface limits for the potential of a longer runway in the future.

The Future Land Use Concept is shown in Map A Future Land Use Concept, with a more detailed future land use map of Dunmore shown in Map B.

#### **2.4.2 Future Land Use Context**

The three parties to the IDP have determined that the City and the Town are in the business of providing fully serviced, urban densities for residential and non-residential uses. The County is in the business of growing its non-residential tax base and growing Dunmore eventually as a fully serviced residential community. In addition, it is not in the long-term interests of either the County, the Town or the City to encourage further, urban-style residential subdivisions in the County on the Town or City's doorstep. However, urban development is supported where it is within an existing hamlet and there is servicing and utility capacity that supports the growth.

Further, urban municipalities require secure, accessible growth directions beyond the timeframe of this IDP. Land for future urban growth outside current urban boundaries may be considered for annexation to ensure an adequate supply of efficiently serviced urban land is available for the region. In the interim, agricultural land suited to irrigation will be protected until required for City or Town annexation, or until required for other serviced, non-residential uses where specified in the IDP. As a result of this understanding, Limited Country Residential will be considered south and west of the City in the Potential Growth Area as well as within the Urban Reserve west and north of the Town. The intent is to ensure that a) sufficiently large parcels remain for both continued agricultural and future urban development beyond the timeframe of this IDP and b) some of the less productive portions of large parcels may be subdivided in a way that will be compatible with eventual urban densities and land uses, as determined through preparation of an ASP.

The IDP also establishes the County's long term development of the Dunmore area and along Township Road 120 with the possibility of full-flow and pressure potable water service and sanitary sewer collection service at some point in the future. These areas are not anticipated to be subject to future annexation for the life of this IDP and therefore this allows the County a secure opportunity to grow its non-residential tax base. An area is also identified north and west of the Town to secure the Town's long-term growth directions. The City has a long term course of growth to the west and south. This area contains many large, developable parcels and few intervening physical constraints to contiguous urban growth over the long term. The constraint to growth in this west and south direction would be the values associated with irrigated agricultural land. City growth eastward beyond the timeframe of this IDP is possible but expansion in this direction is encumbered by the extensive coulee system, the Ross Creek/Bullshead Creek valley, and the existing rail line that present financial and environmental challenges to east-west arterial road access and the supply of services. The single two-lane road currently servicing the area (Highway 41A) would need to undergo extensive widening. A



second easterly arterial would need to be constructed to provide alternative access.

Other IDP areas north and east of the two urban municipalities may develop under existing County LUB districts as long as conflicts between incompatible land uses are minimized. Finally, development pressures around major future highway interchanges present opportunities for non-residential land development and these areas are recognized for their non-residential development potential.

## 2.5 OVERALL LAND USE AREAS

Based on population projections within this IDP timeframe, the City anticipates having a sufficient land base to develop within the City limits, while the Town may need to annex residential land.

### 2.5.1 Land Use Area Summary

The IDP area contains ~~eight~~ seven land use areas as seen in Map A and outlined in the table below.

#### Future Land Use Area Summary

Area	hectares (acres)
Potential Growth Area	4,456-518 hectares (11,044-163 acres)
<del>Greenhouse Corridor Area (GC)</del>	<del>62 hectares (152 acres)</del>
Dunmore Urban Services Area (DUS)	1,451 hectares (3,585 acres)
Potential Serviced Commercial/ Industrial Area (SCI)	1,180 hectares (2,915 acres)
Urban Reserve (Redcliff) Area	781 hectares (1929 acres)
Sand and Gravel Resource Area (SG)	1,628 hectares (4,022 acres)
Commercial/ Industrial Area (CI)	4,625 hectares (11,428 acres)
Rural Development Area (RD)	7,119 hectares (17,590 acres)
<b>Total</b>	<b>18,092 hectares (44,703 acres)</b>

The IDP provides policies that link the existing City, Town and County MDPs and the LUBs to the IDP. Direction is provided as to how these documents should be changed or coordinated with this IDP.

### 2.5.2 General Land Use Policy

Existing districts and  
uses continue

- a) Plan area landowners shall continue to use their lands as designated within the LUB of the applicable municipality. Redesignation to another land use district will only be considered if it is consistent with the land uses identified in this IDP as shown on Map A.

Grandfathering  
existing uses

- b) Existing land uses with valid development permits, prior subdivision approvals, and previously approved ASPs that existed as of the date of approval of this IDP may continue to operate in accordance with the provisions of the LUB of the applicable municipality and the MGA.

Right of way  
dedication

- c) Applicants shall, at the subdivision application stage, dedicate surveyed rights of way for future road networks, pipelines, power lines, trunk servicing and stormwater management as conceptually identified in this IDP, any other statutory plan in effect and/ or as identified by any road or utility authority.

Public infrastructure  
buffers

- d) Infrastructure such as landfills, treatment plants, potential wind farms and airports shall require buffers as mandated by Provincial or Federal legislation.

CFO's	e) New applications for confined feeding operations (CFOs) in the IDP area, or applications for the expansion of any existing CFOs must not be supported within the ILO exclusion district identified in the County MDP. Expansion of existing CFOs will require approval under the Natural Resources Conservation Board (NRCB) regulations. The development authority responsible for the application will review the applications for CFO expansion of existing operations and submit a recommendation of support or non-support to the NRCB.
80 acre splits not allowed	f) Subdivision of an unsubdivided parcel into two 32 hectare (80 acre) parcels is not permitted.
Protection of agricultural land	g) Agricultural land should continue to be protected for agricultural purposes.
Alberta Transportation referral	h) The County shall refer all applications for development permits, subdivision and proposed statutory plans located within 1.6 km of the Future Highway 1 and 3 Re-alignment to Alberta Transportation for comment prior to approval.
Growth in hamlets	i) The potential for growth and expansion of existing hamlet areas shall be based on servicing capacity.
Water servicing	j) All subdivision applications should identify the source(s) of potable and/or irrigation water and estimate consumption in accordance with municipal standards.

**Medicine Hat Airport**

- k) All subdivision and development within the City must be in accordance with the City's Airport Zoning Regulation Bylaw.
- l) The Airport Protection Overlay of the County LUB shall continue to be in effect respecting uses, height limitations and wildlife hazards (bird attractants) until such time as the County adopts an Airport Zoning Regulation Bylaw. Additional considerations of electronic interference potential shall be considered at the time of applications for a land use redesignation, subdivision or development permit approval.

## **2.6 POTENTIAL GROWTH AREA**

### **2.6.1 Policy Context**

The Potential Growth Area comprises 5,072 hectares (12,532 acres) of land bordering the western and southern boundaries of the City (as shown in Map A). Much of this land is irrigated with water rights typically allocated at the rate of two feet/ acre per year. Urban development in southern areas of the City extends to the limits of this policy area, while City land on the western boundary is some years away from development.

### **Intermunicipal Interests**

The County wishes to retain the rural nature of its ratepayers and believes that serviced residential development outside existing hamlets becomes more costly and difficult to administer and maintain. The County has a limited capacity to provide an urban level of water and sewer services to the IDP area and its other hamlets.

The City has made long term servicing decisions, establishing an internal trunk-servicing pattern that is intended to service future City development in accordance

with its MDP. It is important that future development maximizes the efficiency of existing and planned infrastructure and soft services. The municipalities have discussed efficient and effective service provision that is fair to taxpayers in all three municipalities within the ICF process.

The IDP recognizes that it is in the interests of both the City and County to retain large parcel sizes for agricultural purposes. Easterly expansion is limited by topography, the South Saskatchewan River, a rail line and a single arterial access. While these items can be overcome, it would require considerable expenditure and possible intrusion into established City neighbourhoods for new arterial roads. Existing industrial designations adjacent to residential expansion areas in the north of the City limit contiguous residential growth options to the northwest. This leaves south and west of the City for residential expansion.

### **Limited Country Residential**

Larger parcels are more desirable for continued agricultural use due to economies of scale. In addition, larger parcels allow agricultural machinery more flexibility to work around physical constraints. Large parcels are also more easily developed for future urban density - there is less landowner conflict, more efficient, economical servicing, and more design flexibility. Generally, multiple, smaller parcels broken up within a quarter section become less viable for urban development. It is especially difficult to coordinate adjacent landowners of smaller rural parcels to work together to achieve urban densities. The IDP does accept however, that in the interim, Limited Country Residential allowing subdivision of up to 10% of an unsubdivided parcel may be considered, as long as;

- the parcel is deemed suitable for residential use (suitable access, topography, geotechnical, etc),
- the subdivision application does not unduly hinder the continued agricultural use of the larger, remaining parcel, and
- the subdivision does not occur on irrigated land.

The intent of this strategy is to control the proliferation of large tracts of country residential subdivision in favour of smaller subdivided parcels within a quarter

section, and thereby retain the vast majority of a quarter section and other large parcels intact. This also allows some measure of choice for the country residential market while retaining the option for future urban development. As such, consideration of subdivision for Limited Country Residential in the Potential Growth Area allows for low densities that would have the equivalent of four parcels from an unsubdivided quarter section plus the balance (see Appendix B).

Limited Country Residential is exclusive to the Potential Growth Area and Urban Reserve (Redcliff) areas of the IDP. The County evaluates each application for its compatibility with other planning considerations such as access, physical constraints, water supply, sewage disposal and environmental constraints.

Sewer servicing for Limited Country Residential will be on-site sanitary systems. Any future consideration of piped potable water servicing may be available on a user pay basis, where it is in keeping with the business plan and policies of the County. The likelihood of piped, potable water for country residential uses will be determined by the County as water allocations become available to the prospective development with costs borne by the development.

### **Farmstead Separation**

The County's policy permits a first parcel out of a quarter section for an established farmstead which may require a land use redesignation as per the County's LUB. However, the applicant for this first parcel out should be aware that the size of the proposed parcel to be subdivided out of the quarter will be counted towards a maximum of 6.47 hectares (16 acres) for future applications for Limited Country Residential for that quarter section (the maximum area being 10% of the unsubdivided quarter section). The maximum parcel size for a farmstead separation is 6.47 hectares (16 acres). The minimum parcel size for a farmstead separation is 0.60 hectares (1.5 acres).

## Non-residential Development

Other non-residential uses may be approved for development on a variety of existing parcel sizes if they are suitable for the intended use.

### Policy intent

The intent of the Potential Growth Area in the IDP, as shown on Map A, is to retain the agricultural use and extensive recreation uses of large parcels in the area while at the same time providing for some Limited Country Residential and farmstead separation options at a low density over the timeframe of this IDP. The further intent is to retain large parcels for economical subdivision for future urban development.

## 2.6.2 Potential Growth Area Policy

- a) Continued agricultural and agricultural support uses within the Potential Growth Area are preferred. Uses other than agricultural or agricultural support uses should not be allowed unless they are an existing use or the expansion of an existing use in place prior to the adoption of the IDP.
- b) Extensive recreation uses, Limited Country Residential, and farmstead separation may be permitted within the Potential Growth Area.

### Limited Country Residential use policy defines 10% subdivision concept

- c) Parcels located within the Potential Growth Area of the IDP may be considered by the County for a LUB amendment and subdivision approval for Limited Country Residential use.

Minimum lot size variance and 10% subdivision policy for Limited Country	d) The cumulative area of subdivision shall not exceed 10% of the area of the original parcel to be subdivided as it existed prior to the adoption of this IDP.
Residential and farmstead separation	<p>e) The total number of subdivided parcels for Limited Country Residential shall not exceed four (five inclusive of the remaining parcel).</p> <p>f) The County may grant a variance for lot sizes less than 0.6 hectares (1.5 acres) due to physical constraints, or other factors.</p>
Application of 10% subdivision policy to farmstead separation	g) The area of land available for Limited Country Residential use under the 10% subdivision policy shall be reduced by the area of any farmstead separation previously subdivided from the quarter section after adoption of this IDP (see Appendix B for an example of this situation).
Maximum parcel density	h) The maximum residential density allowed to be subdivided per parcel shall not exceed the equivalent of one parcel for every 16.18 hectares (40 acres) in title up to a maximum of four parcels (not including the remainder).
Minimum parcel size eligible for subdivision	i) In order to be eligible for further subdivision into Limited Country Residential lots, an unsubdivided parcel must be greater than 16.18 hectares (40 acres) in size. Subdivision of a parcel 16.18 hectares (40 acres) or less for Limited Country Residential shall not be permitted.
Density reduced due to rights of way	j) Where public rights of way have reduced the potential subdivision density by one parcel, the County, at its



discretion, may allow the additional parcel to be subdivided as if the rights of way were not exempted from the area in title.

- |                                     |  |
|-------------------------------------|--|
| Irrigated land                      | k) Limited Country Residential shall not be permitted on irrigated land.   |
| Future re-design to urban densities | l) A shadow plan may be required as part of future Limited Country Residential subdivision applications at the discretion of the approving authority.  |
| Municipal Reserve                   | m) Subdivision applications for Limited Country Residential purposes shall address Municipal and School Reserve as required by the County in accordance with the provisions of the MGA. Municipal Reserve for the balance of the subdivided parcel may be deferred in accordance with the provisions of the MGA. |

## ~~2.7 GREENHOUSE CORRIDOR AREA (GC)~~

### ~~2.7.1 Policy Context~~

~~The Greenhouse Corridor (GC) is located in the southwest of the IDP area (as shown in Map A) and applies to land within the County.~~

~~Policy-area  
intent~~

~~The intent of this area is to facilitate continued growth of greenhouse uses within the area while discouraging incompatible uses within and surrounding this area.~~

## **2.7.2 Greenhouse Corridor Policy**

More detailed  
planning

- a) ~~Applications for rezoning or subdivision that would result in more than six parcels being created shall prepare an ASP, in addition to a detailed Conceptual Scheme, prior to consideration of subdivision approval.~~
- b) ~~Development of an ASP within the GC should include land use policy that addresses compatibility of development within proximity of greenhouse uses.~~

No Multi-parcel  
Country  
Residential  
subdivision

- c) ~~Multi-parcel Country Residential subdivisions shall not be permitted in the GC area.~~
- d) ~~Farmstead separation may be permitted within the GC area.~~
- e) ~~Previously subdivided parcels shall not be permitted to subdivide additional parcels for residential purposes.~~

Land use  
compatibility

- f) ~~All land use applications within the GC shall follow the referral process outlined in Section 3.4 and be reviewed for compatibility with the ongoing development of greenhouses within the area by the respective municipalities.~~

## **2.87 DUNMORE URBAN SERVICES AREA (DUS)**

### **2.87.1 Policy Context**

The Dunmore Urban Services Area (DUS) is bounded to the west by Bullshead Creek and to the east and south by the future Highway 1 Re-Alignment (as shown in Map A). The IDP strategy envisions Dunmore as an alternative residential, commercial and industrial option in which to live and work in the region.

There is continued growth potential for this area for both residential and non-residential uses. The County estimates that Dunmore has the potential to approach a population of 3,000 to 4,000 within the timeframe of this IDP. The lots in Dunmore are currently larger than typical city-sized lots in order to accommodate on-site servicing. Hence, Dunmore will have a larger development footprint when compared to a similarly populated neighbourhood within the City or the Town.

While the hamlet is currently serviced with individual on-site sewage systems, a piped sewage disposal system will likely be required if Dunmore is to avoid sewage disposal issues and reach its full potential for residential, commercial and industrial growth. The County may prepare a study to assess the costs and potential for a sewage collection and centralized treatment system within a regional service delivery model. The requirement to implement a sewage collection and centralized treatment system may be driven by any of the following: negative impacts to the groundwater from the number of private sewage disposal systems resulting in a regulatory body placing a moratorium on additional development, public pressure due to the costs of upgrading existing, and installing new private sewage disposal systems to meet current Safety Codes requirements and/or public convenience.

The DUS has sufficient land to grow. An ASP has been prepared for the hamlet to ensure that future development and servicing is coordinated. Currently, there is no consideration by the Province to realign Highway 41 south along Eagle Butte Road to tie into the Future Highway 1 Re-alignment. However, the potential for a future 24 hour international border crossing has been considered at Wild Horse Alberta and enhanced border crossing hours have been implemented. That development may in future create a highway linkage with a proposed interchange near the intersection of Highway 41 and the proposed Highway 1 and 3 Re-alignment, thus creating added non-residential development opportunities in the long term.

Much of the DUS includes commercially viable sand and gravel deposits. While this is a limited and valuable resource, the extraction of this resource should

mitigate conflicts with existing and future residential areas in the hamlet. Once fully depleted and reclaimed, alternative land uses may be considered by the County.

<b>Policy area intent</b>	The intent of the DUS area as shown in Map B is to provide a secure future land base for the orderly expansion of the Hamlet of Dunmore. The hamlet is considered as an alternative regional option for the development of a fully serviced community in the long term.
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## **2.78.2 Dunmore Urban Services Area Policy**

<b>Hamlet boundary</b>	a) As development proceeds, the County shall re-designate the official boundary of the hamlet in accordance with the IDP and its policies as applications arise for development within the DUS area.
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<b>Master ASP</b>	b) Proposed development shall adhere to the Dunmore Master ASP for lands within the DUS area. In the event of a conflict or inconsistency between the Dunmore Master ASP and the IDP, the IDP shall take precedence.
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<b>ASP required for subdivision</b>	c) Future applications for subdivision and development within the DUS area, that create more than six lots, may be required to prepare an amendment to the Dunmore Master ASP or a Conceptual Scheme.
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<b>Future re-design to urban densities</b>	d) A shadow plan may be required for minor subdivision applications (less than seven lots) from a large parcel at the discretion of the approving authority.
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|----------------------------------|--|
| <b>Bullshead Creek</b>           | e) Lands abutting Bullshead Creek shall adhere to the required setback(s) as identified within the County LUB and Dunmore Master ASP for protection from erosion and disturbance from development.   |
| <b>Sewage disposal study</b>     | f) The County may prepare a comprehensive sewage disposal study for the Hamlet of Dunmore and include the larger Dunmore Urban Services Area as part of the study area.  |
| <b>Sand and gravel resources</b> | <p>g) Sand and gravel extraction operations shall adhere to Provincial regulations. The County will not support applications for sites that do not meet Provincial regulatory size.</p> <p>h) The County shall review applications for subdivision of new residential areas in proximity to existing or potential future sand and gravel extraction operations to ensure that future conflicts with resource extraction are minimized. Impacts of noise, groundwater, de-watering, dust, visual impacts, vibration and erosion should be assessed at the application stage.</p> <p>i) Existing and future sand and gravel operations may be redeveloped to alternative uses as part of, or after reclamation to equivalent capability has been undertaken in accordance with Provincial regulations.</p> |

## **2.98 POTENTIAL SERVICED COMMERCIAL/ INDUSTRIAL AREA (SCI)**

### **2.98.1 Policy Context**

The Potential Serviced Commercial/ Industrial Area (SCI) is comprised of approximately 1,180 hectares (2,915 acres) in area extending for approximately

eight kilometres (five miles) east to west along Township Road 120 between the Highway 1 Re-alignment and Bullshead Creek (as shown in Map A). The intent of this area is to encourage commercial and industrial uses to develop along this east/west arterial over the long term.

While the IDP policy shows this area as suitable for piped, potable water and sewer, the actual decision to deliver potable water and piped sewer will be subject to the terms of the gate agreements and also dependent upon the availability of water licences provided by the developer, the capacity of the City to supply the requested volume, developers and/ or the County willingness to fund the infrastructure and the approval of the County to develop the lands in accordance with the IDP and related statutory documents.

Non-residential development along Township Road 120 encourages a net positive County tax base over the timeframe of this IDP. An ASP has been prepared in advance of large-scale development with special consideration to pre-planning trunk servicing and major roads.

Since the overall intent of the area is to minimize conflicts with residential uses, residential subdivision is limited to farmstead separation.

<b>Policy intent</b>	The intent of the Potential Serviced Commercial/ Industrial (SCI) area, as shown in Map A, is to provide a long-term location for highway commercial and light industrial uses where, in the County's opinion, potential exists for servicing with piped, potable water and sewer.
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## **2.98.2 Potential Serviced Commercial/ Industrial Area Policy**

<b>More detailed Planning</b>	a) Applications for rezoning or subdivision that would result in more than six parcels being created shall prepare an ASP
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amendment and detailed Conceptual Scheme as required by the County, prior to consideration of subdivision approval.

County LI and  
Hwy-C LUB  
districts apply

- b) With the exception of those uses that are in compliance with the existing County LUB at the time of approval of this IDP, all applications for more detailed ASP amendments, Conceptual Schemes, and/or subdivision and development shall require an amendment to an appropriate land use district as outlined in the County LUB, as amended from time to time. Alternatively, a similar, purpose-built, non-residential district may be prepared for County approval without a requirement to amend the IDP (applications will follow the referral process as outlined in Section 3.4).

Nuisance  
mitigation

- c) Light industrial/highway/rural commercial development may result in some unavoidable nuisance factors. However, the application for light industrial/ highway commercial uses within 200 metres of an existing dwelling is a development consideration by the County. Applications for subdivision and development permits shall identify the expected nature, duration and intensity of potential nuisances such as noise, dust, heat, smoke, odours and glare and describe methods of mitigating those nuisances if the County deems these excessive. As a general rule, nuisances should not unduly extend beyond the boundaries of the light industrial/ highway commercial parcel. The County has established a minimum 200 metre buffer between the wall of the closest residence and the closest property boundary of light industrial/ highway/ rural commercial development in the Township Road 120 Master ASP.

- |   |  |
|---|--|
| Dwellings within 200m                           | d) Developers are expected to work with nearby residential landowners to identify what visual mitigations can be offered for the existing residences. This may include landscaping and/or berming improvement for residences that may be affected within approximately 200 metres of proposed highway commercial or light industrial development. It may also address mitigations for nuisances such as dust control, lighting, odours, etc. |
| No Multi-parcel Country Residential subdivision | e) Multi-parcel Country Residential subdivisions shall not be permitted in the SCI area.   |
| Farmstead separation                            | f) Farmstead separation may be permitted within the SCI area.  |
| Municipal reserve                               | g) Municipal Reserve shall be taken as cash in lieu except where the County is of the opinion that land would provide recreation purposes for the benefit of the area or provide a separation between less compatible land uses.   |

## **2.109 COMMERCIAL/ INDUSTRIAL AREA (CI)**

### **2.109.1 Policy Context**

The Commercial/ Industrial Area (CI), as shown on Map A, has been identified as a location for commercial and industrial uses for all three municipalities. Site conditions, strategic location near major transportation infrastructure (roads, rail), utilities, and nodes of complementary land uses (existing industrial, landfill, sand and gravel, etc.) are appropriate for non-residential uses in this area. While the intent is to minimize residential occupancy of the area, farmstead separation may be permitted.



This area identifies a long-term commercial/ industrial location for large land holdings that require access to major roads, rail, and/or power infrastructure and are incompatible with residential uses. The area contains a site for existing wind turbine generators, contains an existing regional landfill, as well as several existing industrial land uses, especially along Highway 524. The future Highway 1 and 3 Re-Alignment interchange design will also affect future land uses in this area and likely intensify development pressures over the long term. The municipalities may choose to undertake a joint planning exercise to plan for orderly growth and identify suitable land uses for the CI policy area.

<b>Policy area intent</b>	The intent of the CI area is to provide for the orderly development of industrial and compatible commercial uses that may occur on large parcels.
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## 2.409.2 Commercial/ Industrial Area Policy

<b>Wind farms</b>	a) Land use applications in the vicinity (800 metres) of developed and future windfarms shall be made aware of the potential for future wind turbines being located in the area.
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<b>Land use planning</b>	b) Proposed development shall adhere to the Master Highway 524 ASP within this area. In the event of a conflict or inconsistency between the Master Highway 524 ASP and the IDP, the IDP shall take precedence.
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	c) A joint land use planning exercise may be undertaken by the City, Town and County to plan for orderly growth in the CI area.
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<b>No Multi parcel Country Residential</b>	d) Multi-parcel Country Residential is not permitted in this area.
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## **2.1~~10~~ RURAL DEVELOPMENT AREA (RD)**

### **2.1~~10~~.1 Policy Context**

The intent of the Rural Development Area (RD), as shown in Map A, is to allow for a variety of land uses that capitalize on the natural attributes of the area where they are compatible with existing land uses, provide on-site sewage disposal systems, and do not require large volumes of potable water. This includes general agricultural operations (excepting CFOs), Multi-parcel Country Residential, farmsteads and home occupations. A wide range of commercial and industrial uses may be suitable where it can be demonstrated that their location can co-exist with existing residential uses. Likewise, country residential uses should not unduly affect ongoing farming operations or constrain existing commercial and industrial uses.

When compared to the Potential Growth Area to the south and west of the city, this area is mostly dryland farming with some water licences from Ross Creek. Many parcels south of Highway 41A are not considered better agricultural land due to the topography and the Ross Creek valley. Potential City expansion eastward is possible, but it is constrained by a major rail line, a coulee system and a single east-west access road (Highway 41A). However, there is potential for country residential uses in the Ross Creek coulee system, some associated recreational uses, and some commercial and industrial uses along Highway 41 and 41A. Provincial studies consider the upper Ross Creek valley as a national Environmentally Significant Area and as such, consideration of riparian protection and environmental assessments should be undertaken prior to subdivision and development approvals in this area. Trails along the benches of the Ross Creek valley may be appropriate, but such trails should be approved as part of subdivision and development applications and in consultation with area landowners.

**Policy intent**

The intent of the RD area is to provide for a wide range of rural uses with on-site servicing and land uses that include, but are not limited to continued agricultural uses, extensive recreational uses, and compatible country residential uses. Commercial and industrial uses may be permitted where they do not unduly conflict with existing agricultural and residential uses. Residential uses may be permitted where they do not unduly conflict with existing commercial and industrial uses.

**2.110.2**

**Rural Development Area Policy**

**Country  
Residential  
provisions**

- a) Multi-parcel Country Residential development in this area is preferred to other residential uses. Reduced residential parcel sizes are encouraged to retain the balance of agricultural, extensive recreational and/ or other open space.
- b) Multi-parcel Country Residential parcel density shall not exceed the equivalent of 30 parcels per quarter section.

**Non-residential  
uses**

- c) A broad range of commercial and industrial uses may be permitted where, in the opinion of the County, they do not create conflict with residential and agricultural uses.

**Nuisance  
mitigation**

- d) Industrial/ commercial development may result in some unavoidable nuisance factors. The presence of non-residential uses within 300 metres of an existing dwelling is a development consideration by the County. Applications for subdivision and development permits shall identify the expected nature, duration and intensity of potential nuisances such as noise, dust, heat, smoke, odours and glare and describe methods of mitigating those nuisances if the County deems these excessive. As a general rule, such nuisances should not unduly extend beyond the legal boundaries of the proposed use.

**ASP required for  
subdivision**

- e) Future applications for subdivision and development within the RD area that create more than six lots shall be required to prepare an ASP in addition to a detailed Conceptual Scheme. Applications requiring an ASP, where they are located within or near the Ross Creek valley, shall prepare an environmental review in accordance with criteria defined by the County on a case-by-case basis.

**Proximity to  
sand and gravel  
area**

- f) Applicants for Multi-parcel Country Residential within 500 metres of the boundary of the SG area, as shown on Map A, shall provide a study, prepared by a qualified professional, to assess the sand and gravel extraction potential within one kilometre of the boundaries of the proposed subdivision and mitigation measures to ensure that the potential for future conflicts are minimized.

## **2.1<sup>21</sup> URBAN RESERVE (REDCLIFF) AREA**

### **2.1<sup>21</sup>.1 Policy Context**

This Urban Reserve (Redcliff) area, as shown in Map A, identifies the Town future growth interests up to and beyond the timeframe of this IDP. The Town is active in acquiring and developing land for residential and non-residential uses and this pattern is expected to continue. The Town also has limited directions in which it can expand. Physical constraints, the regional landfill to the west, Highway 1 and the County's interest in encouraging industrial uses to the north all factor into the shape and size of the Urban Reserve (Redcliff) area. Existing agricultural uses within this area may continue and expand. The Urban Reserve (Redcliff) lands are divided into two classes: future urban residential use south of Highway 1 with commercial or industrial land uses adjacent to the Canadian Pacific Railway line and future serviced industrial uses north of Highway 1.

#### **Industrial Land Use North of Highway 1**

The Urban Reserve (Redcliff) land is reserved for the Town for mainly industrial uses and therefore, residential development of any kind should be prohibited.

The County and Town agree that industrial uses may be developed on land within the County's jurisdiction in advance of annexation. This understanding must be implemented by a mechanism that ensures the orderly development of land uses on both sides of the municipal boundary and in consideration of eventual annexation and conversion to urban densities and urban servicing. This area may be considered as a part of the joint land use planning exercise contemplated for the CI area.

Map D of the IDP identifies the requirement for an "Extension ASP" or ASPs to be prepared for the Urban Reserve (Redcliff) area north of Highway 1.

### **Limited Country Residential South of Highway 1**

On lands south of Highway 1 and west of the existing Town boundaries, private landowners in the County are eligible to apply to subdivide 10% of an unsubdivided quarter section for Limited Country Residential purposes, in advance of annexation. Landowners may be required by the County to prepare a Shadow Plan that demonstrates how the lands will be able to be incorporated into the Town and the parcels are able to be efficiently re-subdivided to urban densities over the long term.

### **Non-residential Development South of Highway 1**

For lands South of Highway 1, other non-residential uses may be approved for a development permit on a variety of existing parcel sizes if they are suitable for the intended use and:

- are deemed to be related to agricultural industry or extensive recreation uses such as standalone golf courses (without associated residential uses),
- occur on agricultural lands that are not irrigated, and
- conform to the County LUB.

#### **Overall policy intent**

The intent of the Urban Reserve (Redcliff) area in the IDP as shown on Map A is to protect land for long term urban expansion, allow for the continued use of agricultural pursuits, and in some areas south of Highway 1, extensive recreation uses. The further intent is to retain large parcels for economical re-subdivision for future urban densities. Interim subdivision and development applications should plan for eventual annexation and urban densities.

For future urban reserve lands located north of Highway 1, there is provision for subdivision and development for industrial uses under specific circumstances as identified in this IDP. For future urban reserve lands located south of Highway 1, there is provision

for some Limited Country Residential options at a low density prior to future annexation.

## 2.12.2 Urban Reserve (Redcliff) Area Policy

Farmstead  
separation

- a) Farmstead separation is permitted within the Urban Reserve (Redcliff) area.

North of Highway  
1 Land use

- b) That portion of the Urban Reserve (Redcliff) Area located north of Highway 1 is generally suitable for continued agricultural and agricultural support uses. Uses other than those specified above should not be allowed unless they are an existing use or the expansion of an existing use prior to adoption if this IDP.
- c) Applications for subdivision and development permits for industrial uses may be considered by the County in advance of Town annexation and within ASPs as described in this IDP.
- d) All applications on County land must be preceded by a land use redesignation to an applicable land use district within the County LUB, as amended from time to time.

North of  
Highway 1  
Extension ASP

- e) One or more "Extension ASPs", as identified in Map D, may be prepared to address future land uses within that portion of the Urban Reserve (Redcliff) Area located north of Highway 1. The ASP(s) will identify allowable land uses, appropriate land use districts, parcel sizes, subdivision densities, conditions for LUB amendment and development permit approvals plus other matters required for the orderly development of the land for eventual urban servicing and urban densities.

By agreement of the Town and County, the ASP may be divided into:

- i) an ASP undertaken by the Town to guide growth in land annexed in 2009, and
- ii) a Joint ASP prepared by the Town, County and City for the area north of the Town and including a portion of the City.

South of Highway  
1 land use

- f) That portion of the Urban Reserve (Redcliff) Area located south of Highway 1 is generally suitable for continued agricultural and agricultural support uses, extensive recreation uses, and Limited Country Residential use. Uses other than those specified above should not be allowed unless they are an existing use or the expansion of an existing use prior to adoption of this IDP.

South of  
Highway 1 -  
Limited Country  
Residential  
policy and  
10% subdivision  
concept

- g) Parcels located within those portions of the Urban Reserve (Redcliff) area of the IDP south of Highway 1 may be considered by the County for an LUB amendment and subdivision approval for Limited Country Residential use. The application of the Limited Country Residential use policy is explained in sketch form in Appendix B.

South of Highway  
1 - minimum lot  
size variance and  
10% subdivision  
policy

- h) Minimum parcel size for Limited Country Residential should be 0.60 hectares (1.5 acres). However, the lot size may be varied by the County due to physical constraints or other factors, but in no cases shall the cumulative area of the parcels exceed 10% of the area of the original parcel to be subdivided as it existed prior to adoption of this IDP.



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|---|--|
| <p>South of Highway 1 - application of 10% subdivision policy to farmstead separation</p> | <p>i) The area of land available south of Highway 1 for Limited Country Residential use under the 10% subdivision policy shall be reduced by the area of any farmstead separation previously subdivided from the quarter section after adoption of this IDP.</p>   |
| <p>South of Highway 1 - maximum parcel density</p>  | <p>j) The maximum residential density allowed to be subdivided per parcel shall not exceed the equivalent of one parcel for every 16.18 hectares (40 acres) in title. This represents the equivalent of four parcels plus the balance of the quarter for a total maximum of five parcels from an un-subdivided quarter section.</p>      |
| <p>South of Highway 1 - minimum parcel size eligible for subdivision</p>                  | <p>k) In order to be eligible for further subdivision into Limited Country Residential lots, a parcel must be greater than 16.18 hectares (40 acres) in size. Subdivision of a parcel with an area of 16.18 hectares (40 acres) or less shall not be permitted.</p>  |
| <p>South of Highway 1 - density reduced due to rights of way</p>                          | <p>l) Where public rights of way have reduced the potential subdivision density by one parcel, the County, at its discretion, may allow the additional parcel to be subdivided as if the rights of way were not exempted from the area in title.</p>   |
| <p>South of Highway 1 - Limited Country Residential criteria</p>                          | <p>m) Limited Country Residential land uses may be considered in the Urban Reserve (Redcliff) area where the proposed use meets the following performance criteria to the satisfaction of the County;</p> <ul style="list-style-type: none"> <li>▪ Subdivision does not occur on irrigated land as defined by the County MDP.</li> </ul> |

- Wherever possible, subdivision must occur on the less capable agricultural lands of the parcel to be subdivided.
- Wherever possible, Limited Country Residential subdivision should be contiguous and use common internal access road except where, in the opinion of the County, this is impractical by physical constraints or parcel configuration.
- Subdivisions that are proposed to be located at the intersection of range and township roads shall be designed so that the subdivision does not interfere with safety of turning movements, access management or long-term road widening requirements.

South of  
Highway 1 -  
future re-design  
to urban  
densities

- n) A Shadow Plan may be required as part of future Limited Country Residential subdivision applications at the discretion of the approving authority.

South of  
Highway 1 -  
Municipal  
Reserve

- o) Subdivision applications for Limited Country Residential purposes shall address Municipal and School Reserve as required by the County in accordance with the provisions of the Municipal Government Act.

## **2.132 SAND AND GRAVEL RESOURCE AREA (SG)**

### **2.132.1 Policy Context**

Sand and gravel is a non-renewable resource identified as scarce in this region by the Alberta Geological Survey. As the nearby resources become exhausted over time, increased transportation costs and increased construction costs will affect the entire region across all sectors of the economy. A long term IDP requires a strategy to ensure the resource is available for the long term. The Alberta Geological Survey has indicated that this economic region does not have a

comprehensive inventory or assessment of the local sand and gravel resource and hence lacks an understanding of the volume of reserves and the depletion rate of those reserves. The most recent mapped sand and gravel inventory of 1981 is used as the basis for the policy area.

The Sand and Gravel Area (SG), as shown in Map A, is intended to retain the potential for sand and gravel extraction and limit potential for other uses, particularly residential development, in the area and in nearby areas that may conflict with extraction operations. These conflicts include dust, vibration, heavy truck traffic, de-watering, impacts on views, noise and hours of operation.

Once a sand and/ or gravel extraction area has been reclaimed and approved by the Province, a suitable commercial or industrial type of development use may be considered, provided that it does not preclude further extraction of adjacent sand and/ or gravel resources.

**Policy area  
intent**

The intent of the SG area is to protect the sand and gravel resources for extraction and discourage potentially conflicting land uses in the vicinity from developing until such time as the resource has been reclaimed to its former equivalent use. The boundaries and locations of the SG area may change as new sand and gravel resources are identified.

## 2.132.2 Sand and Gravel Resource Area Policy

**SG boundary  
can change**

- a) An IDP amendment should be included as applications for new extraction areas become known.

**Farmstead  
separation**

- b) Farmstead separation is permitted in the SG area.

Multi-parcel Country Residential	c) Multi-parcel Country Residential shall not be permitted in the SG area.
Non-residential uses	d) Commercial and industrial uses may only be considered where <ul style="list-style-type: none"> <li>▪ they conform with the County LUB,</li> <li>▪ they follow the reclamation of a former sand and/ or gravel extraction operation,</li> <li>▪ are in support of the sand and gravel extraction operations, and</li> <li>▪ they do not preclude further recovery of the resource.</li> </ul>
Sand and gravel assessment study	e) The County, City and Town, in cooperation with the Province, the Alberta Geological Survey, the Alberta Energy Regulator and area operators should jointly prepare a detailed resource analysis and assessment of the occurrence, production and projected consumption of the region's sand and gravel resource. The purpose of the study is to control aggregate production and transportation costs, limit environmental and safety hazards associated with sand and gravel development, and determine aggregate resource revenue over the timeframe of this IDP.

## 2.143 HIGHWAY INTERCHANGE OVERLAY (HIO)

### 2.143.1 Policy Context

The Highway 1 Re-alignment will essentially result in a “barrier and gate” model for future urban expansion westward from the city and the town. According to *The Highway Development and Protection Act*, SA 2004, c H-8.5, all access to or from a major highway (including Highway 1 and 3) will eventually be limited to interchanges only. Ultimately, there will be no at-grade intersections along its length. Three interchanges within the IDP area will service interchanges to connect

major highways. Another four service interchanges are proposed by the Province to serve other roads (i.e. Highway 524, Highway 523, Range Road 55 and Highway 41). Ultimately, the only “gates” that will offer access across Highway 1 will be these four service interchanges. These interchanges will be constructed in the long term future and development pressures surrounding the service interchanges will likely follow. Therefore, Map A identifies a Highway Interchange Overlay (HIO) in recognition of the development pressures that will likely accompany the construction phase of the Highway 1 Re-alignment. Overlay policy statements serve as an overlay in addition to the underlying policy area that is shown on Maps A and B. These overlay provisions will guide non-residential development within the overlay area. Country residential densities are generally not permitted except where Limited Country Residential use provisions apply in the Potential Growth Area.

Policy intent	Notwithstanding subdivision and development limitations identified in any IDP area shown on Map A, the HIO is intended to address non-residential land use in the vicinity of interchange alignments as identified in Alberta Transportation’s Highway 1 & 3 Network Functional Planning Study. The overlay protects land from development that would compromise future development of an interchange and associated complimentary uses adjacent to the future interchanges.
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## 2.143.2 Highway Interchange Overlay Area Policy

Multi-parcel Country Residential restrictions	a) Commercial and industrial development is encouraged as development opportunities arise as a result of the Highway 1 Re-alignment.
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- b) The County may consider applications for commercial and industrial land uses that may be suitable in the vicinity of a highway service interchange to serve the public or compatible uses that may take advantage of the location of the interchange to provide more convenient access to the region.

Water or sewer  
servicing

- c) Servicing with potable water and/ or sewer may be considered by the County in accordance with this IDP.

IDP amendment  
not required to  
rezone to  
commercial or  
industrial uses

- d) Applications for commercial or industrial land uses in this area may require an amendment to the County LUB but may not require an amendment to the IDP as long as the applications are consistent with IDP policy.

## **2.154 INTERMUNICIPAL SERVICING**

### **2.154.1 Policy Context**

#### **IDP Area Servicing**

The City currently provides bulk potable water sales to the County at four supply gates (Dunmore, Veinerville, Desert Blume and Seven Persons) as well as sewer for Desert Blume and Veinerville. The Town water treatment plant currently services the land within the Town boundaries. In addition, the City accepts bulk sewer service from the Town at one service gate under an existing agreement.

The current provision of bulk water and sewer identified above will remain. In order for the County to receive any additional water capacity from the City or the Town, a new or amended gate agreement, or other form of agreement between the two municipalities, will be necessary. The new agreement would specify the terms and conditions under which the City or Town will provide potable water services to the County. The County will be responsible for the allocation of the water in the IDP area subject to the specific policies in this IDP. Likewise, the County would request an agreement from the City in order to provide the County with piped sewer. For

their part, the County and the Town may enter into negotiations for the provision of water for the CI area of the IDP.

### **Servicing Outside of the IDP Area**

The City, Town and County have identified the geographical locations of potential future regional potable water that may be addressed through the ICF process outside of the IDP area. These locations are identified on Map E for context only.

### **Water and Sewer Services Criteria**

This IDP provides direction as to which IDP areas are desired for potable water and sewer services. A City-County water gate agreement allows the County to proceed with future, sequential construction of potable water services in accordance with the IDP and in accordance with available City supply, available water licences, County demand and financial resources of potential users.

Although the IDP provides a framework for planned growth and servicing, the considerations noted above will require time to clarify and organize. The governance mechanism that implements this servicing concept may also change over time. Therefore, an amendment to the water agreements among the municipalities will not require an amendment to this IDP except where the servicing levels for an area in this IDP would lead to a change in land use.

### **Water Supply**

This IDP recognizes water as a limited resource. As time goes on, it becomes more clear that water cannot be taken for granted. The closure of the South Saskatchewan River basin to the provision of new water allocation licenses has created a market for water and the acquisition/ transfer of water rights. A secure water supply is essential if the IDP area is to achieve its intended strategy of serviced County nodes and long term security for the continued growth of the Town and the City over the timeframe of this IDP. As indicated in Section 2.4.1, it is the responsibility of each municipality to acquire adequate water licenses for their long

term requirements for the provision of potable water. Some, or all of the municipalities may also require developers to acquire some or all of the water license requirements for their development as a condition of development.

### **Piped Sewage Disposal**

The Town pipes its sewage by gravity to the City for treatment. Dunmore does not have a piped sewage disposal system. However, in order for Dunmore to develop to a population of 4,000 over the timeframe of this IDP, the County may choose to install a piped sewage system in order to accommodate such growth. A piped sewage collection and disposal system will require high capital cost at the outset and recovery of those costs over a long time period. Therefore, the County is reluctant to directly invest in a municipal sewage system in the Dunmore or Township Road 120 area without additional evidence of a user base prepared to fund the cost recovery over time. The County would need to review the business case for the timing and feasibility of such a commitment.

### **Solid Waste Management**

Currently, the County and the Town have a long term regional solid waste landfill located northwest of the town and the City has a municipal landfill north of Veinerville. The Town-County landfill currently has constructed landfill cells on a portion of one quarter section with another three quarter sections available for future landfill cell construction. The three municipalities will review the opportunities for regionalization of solid waste disposal operations under a regional service provider.

### **Future Potable Water or Sewer Agreements**

Several gate agreements have been entered into by the City and County for the provision of piped potable water and sanitary sewer service by the City to the County. The City also provides piped sanitary service to the Town under a gate agreement. The provision of additional piped potable water and/ or sewer between



municipalities shall first require new agreements or an amendment to existing gate agreements between municipalities party to the desired services.

## 2.154.2 Intermunicipal Servicing Policy

### Implementation of servicing agreements

- a) Intermunicipal provision of any potable water and/ or piped sewer services may be implemented by one or more agreements without the need to amend the IDP.

### Potential service levels allocated

- b) Full-service water and sewer services are suitable in the IDP area for the DUS area and the SCI area along Township Road 120. Moreover, the Urban Reserve (Redcliff) Area would be serviced with full services at such time as the land is annexed to the Town, and when the Town deems it appropriate to develop full services. All other identified IDP areas may potentially be serviced with a “low flow rate” potable water system. The provision of a low flow rate water system will depend on location, availability of water licences, servicing economics and demonstrated demand.

- c) When water service is proposed or requested by landowners, the County, at its discretion, may conduct a broad survey of potential water users to assess interest levels in water service (in both low flow rate or full service areas) to ensure pipes are appropriately sized and to reduce unnecessarily replacing or twinning waterlines later.

### Existing water licences for serviced development

- d) The three municipalities will review the potential to utilize existing water licences of those parcels that are removed from agricultural production as a result of redevelopment to more intensive uses that would benefit from potable water.

Water  
conservation

- e) Each of the three municipalities should consider measures to encourage their customers to reduce their overall water consumption through differential water rates, education and other measures as appropriate.

## 2.165 TRANSPORTATION NETWORK

### 2.165.1 Policy Context

Just as with other municipal infrastructure, new and improved roads facilitate demand for development along their alignment. Therefore, it is important that the IDP examine the future major road network to ensure it can accommodate future development. Alberta Transportation has now endorsed the recommended future Highway 1 Re-alignment as shown conceptually in Map A as the southern and western IDP boundaries. Maps A and B currently show the proposed future Highway 1 Re-alignment for the bypass and proposed interchange locations. Amendments to Map A may be required that reflect detailed alignments, changes to County road patterns, and future integration with the City and the Town arterial roads.

At present, it is expected that Highway 524, Highway 523 (Holsom Road), Highway 3, Range Road 55 and Range Road 50 may become service interchanges in the long term. Alberta Transportation has proposed a Highway 1 and 3 Re-alignment with a future construction date to be determined. The disposition of the existing Highway 1 within the IDP area will be clarified at that time respecting maintenance, repairs, additional access and speed limits. Once the Highway 1 Re-alignment is constructed, Provincial status of Highway 3 will be amended north of its interchange with Highway 1. As a result, access will not be restricted as it would no longer be a Provincial highway in this area. The future development of the SCI area will also have an impact on County range roads and City road connections. These will be further examined ahead of future development pressures.

The impact of the re-alignment of Highways 1 and 3, its service interchanges, and the development of Township Road 120 will have an impact on traffic patterns in the IDP area. The three municipalities should work toward a regional transportation network that identifies future major roads and intersections for long term commercial and industrial expansion.

The IDP should conform to the final road alignment and interchange locations for the Highway 1 and 3 Re-Alignment.

## 2.165.2 Transportation Network Policy

### Master transportation plan

- a) The three municipalities may consider representation to the Province to fund a joint master transportation plan. This joint master transportation plan would outline the detailed standards and alignments for future City, County and Town arterial road development and any municipal servicing rights of way to be located within the road rights of way as a result of the re-alignment of Highways 1 and 3. The terms of reference may include the alteration of existing County roads due to the construction of the Highway 1 Re-alignment.

### Future trails

- b) Expanding a regional trails system in the tri-area is a worthwhile endeavour that adds an important quality of life amenity to the region's population. However, many issues remain with landowners concerned about issues of illegal trespass, grass fires, litter, etc. Until these issues are resolved on a case by case basis, a comprehensive trail system in specific locations is limited to connecting the two major population centres of the Town and the City, and areas within the County deemed appropriate. Map A identifies potential (but not exhaustive) trails

within the boundaries of these urban areas. Trails may be developed as land and funds become available.

## **2.176 ENVIRONMENTAL PROTECTION**

### **2.176.1 Policy Context**

#### **Environmentally Significant Areas (ESAs)**

The IDP area contains creeks and coulees that are highly valued for many functions. They are visually appealing as open space, a convenient conduit for trails and wildlife movement corridors, instruments of stormwater management, and a home for a diversity of plants and animals. These uses sometimes conflict with one another and must be evaluated on the principles of long term sustainable use. The municipalities are aware of the increasing scrutiny that Environmentally Significant Areas (ESAs) will be subject to by the public and government agencies.

The Province has identified and mapped a number of ESAs at a provincial, national and international level of significance. This includes nationally significant ESAs such as Ross Creek and the north portion of the South Saskatchewan River to the northeast of the city. The South Saskatchewan River valley west of the town is seen as provincial in its level of significance. The Province also identifies a number of creek systems that, while not considered ESAs, do contain seasonal wetlands that may contain a high degree of biodiversity or are capable of being rehabilitated to improve ecological capacity within the IDP area.

Development applications in or near ESAs that, in the opinion of the County, may affect the environmental integrity of the landscape will require an environmental review. This will include review of stormwater management, erosion mitigation, protection of downstream water quality, protection of rare flora and fauna, protection of natural or manmade water bodies, and riparian areas.

## Environmental Reviews

The IDP provides policies that may require environmental reviews of developments in ESAs or areas that may be considered by the County as environmentally significant. This typically will be required where development is proposed in or near identified drainage systems, natural or manmade water bodies, riparian areas, or steep slopes. The County currently addresses slope stability and erosion through its LUB. However, an environmental review process will address stormwater drainage, mitigations around identified sensitive areas, and protection of plant and animal habitats identified as provincially or nationally significant. Other agencies will review certain applications for uses such as CFOs, oil and gas sites and large sand and gravel extraction.

### 2.176.2 Environmental Protection Policy

Alberta  
stormwater  
guidelines

- a) Subdivision and development permit applications should conform with the Stormwater Management Guidelines for the Province of Alberta 1999, as well as existing stormwater management studies for the area.

Environmental  
review  
required

- b) An environmental review and impact assessment may be required where drainages and wetlands are present or where ESAs, as defined by the Province, are identified in the IDP area. The environmental review shall address quality of stormwater runoff, mitigations to protect water bodies including wetlands and drainages, soil erosion, air pollution, risk assessment for handling of hazardous goods, the impacts of development on wildlife, vegetation, the health of riparian ecosystems and processes plus other matters as may be determined by the approving authority to be impacts.

- c) Where required by the approving authority, an application for an ASP, subdivision or development permit shall be accompanied by an environmental review under a terms of reference adopted by the approving authority. The review shall be prepared by a qualified individual or firm and shall identify issues and mitigations to address those issues.

**Environmental  
Reserve**

- d) Land suitable for ER shall be identified at the subdivision application stage and shall be taken as ER on its own or as an easement when part of a more comprehensive agreement covering a significant part of the original parcel. Development buffers required under this IDP may include ER.

**Steep slopes**

- e) Developers shall apply the slope policy/guidelines identified in the County LUB, as amended from time to time. Additional mitigations may be required where the nature of the application would create additional erosion concerns.

**Protection of  
creeks, rivers  
and seasonal  
water bodies**

- f) Disturbance of existing creek drainages and water bodies, as defined by the Province, are discouraged. Applications for subdivision or development shall maintain a minimum 30 metre horizontal setback from the high water mark of water bodies to be retained. The setback for other water bodies, including manmade water bodies, shall be regulated as per the County LUB.

### **3. IDP IMPLEMENTATION**

#### **3.1 INTENT**

Implementation is the process that translates policies on paper into detailed directives for action. It instructs staff, administrations and councils to act on staging and timelines for the policies to actually be applied in the real world. The IDP will inevitably require changes over time and policy implementation will trigger those changes. The County, Town and City Councils agree to the following guiding principles, which are utilized in implementing the policies contained in this IDP.

Implementation will require the City, Town, and County to review their MDPs, relevant ASPs and LUBs and make amendments as required and ensure future documents are consistent with the IDP.

#### **3.2 INTERMUNICIPAL COMMITTEE**

**Intermunicipal  
Committee**

- a) The City, the Town, and the County agree to create a recommending body known as the Intermunicipal Committee (IC). The role, composition and function of the IC will be expressed in a Terms of Reference (TOR) which will be adopted by the City, the Town and the County.
- b) The IC TOR should consider a number of items including:
  - i. Mandate of the IC,
  - ii. Composition of IC,
  - iii. Relationship of IC to City, Town and County Councils and Administrations,
  - iv. Operating procedures, including meeting frequency and reporting requirements, and
  - v. Any other items as mutually agreed upon by the City, Town and County Councils.

### 3.3 FUTURE AREA STRUCTURE PLANS

Map D identifies locations where further, more detailed ASPs may be completed. The intent is to identify land uses, utility locations and major road alignments in greater detail than this IDP. As development and piped servicing expands, the conditions for economical and efficient land uses and servicing should be identified as early as possible. Planning ahead will allow for the approval of appropriate development with a minimum of delay, minimize land use conflicts and ensure more harmonious intermunicipal relations.

### 3.4 IDP REFERRAL PROCESSES

#### Referrals

- a) The County, Town and City shall refer all ASPs, ARPs, LUB amendment applications for lands within the IDP area to the other partner municipalities.
- b) The County shall refer to the Town all development permit applications for a discretionary use that requires approval of the County Planning Commission if the lands subject to the development permit are within the IDP area and north of the South Saskatchewan River.
- c) The County shall refer to the Town all subdivision applications if the lands subject to the subdivision are within the IDP area and north of the South Saskatchewan River.
- d) The County shall refer to the City all development permit applications for a discretionary use that requires approval of the County Planning Commission if the lands subject to the development permit are within 800 metres of the Urban Referral (UR) area that is identified within the City on Map A.



- e) The County shall refer to the City all subdivision applications if the lands subject to the subdivision are within 800 metres of the UR area that is identified within the City on Map A.
- f) The Town shall refer to the County all development permit applications for lands located within the UR area, as identified on Map A, adjacent to the County if:
  - i. the application is for a discretionary use that requires approval of the Town's Municipal Planning Commission, or
  - ii. there is not a subsisting ASP or ARP.
- g) The Town shall refer to the County all subdivision applications for lands located within the UR area, as identified on Map A, adjacent to the County if:
  - i. the application is not consistent with a subsisting ASP or ARP, or
  - ii. there is not a subsisting ASP or ARP.
- h) The Town shall refer to the City all development permit applications for lands located within the UR area that is identified within the Town on Map A, if:
  - i. the application is for a discretionary use that requires approval of the Town's Municipal Planning Commission, or
  - ii. there is not a subsisting ASP or ARP.
- i) The Town shall refer to the City all subdivision applications for lands located within the UR area that is identified within the Town on Map A, if:
  - i. the application is not consistent with a subsisting ASP or ARP, or
  - ii. there is not a subsisting ASP or ARP.

- j) The City shall refer to the County all development permit applications for lands located within the UR area that is adjacent to the County (as identified on Map A) if:
  - i. the application is for a discretionary use that is referred to the City's Municipal Planning Commission for a decision, or
  - ii. there is not a subsisting ASP or ARP.
  
- k) The City shall refer to the County all subdivision applications for lands located within the UR area that is adjacent to the County (as identified on Map A) if:
  - i. the application is not consistent with a subsisting ASP or ARP, or
  - ii. there is not a subsisting ASP or ARP.
  
- l) The City shall refer to the Town all development permit applications for lands located within the UR area that is adjacent to the Town (as identified on Map A) if:
  - i. the application is for a discretionary use that is referred to the City's Municipal Planning Commission for a decision, or
  - ii. there is not a subsisting ASP or ARP.
  
- m) The City shall refer to the Town all subdivision applications for lands located within the UR area that is adjacent to the Town (as identified on Map A) if:
  - i. the application is not consistent with a subsisting ASP or ARP, or
  - ii. there is not a subsisting ASP or ARP.

**Engineering or  
planning studies**

- n) Engineering or planning studies for water, wastewater, stormwater or roads on the lands within the UR Area identified on Map A shall be referred to the adjacent municipality.
- o) The County shall refer engineering or planning studies for water, wastewater, stormwater or roads for lands within 800 metres of the UR Area (identified on Map A) to the adjacent municipality.
- p) Where a development or subdivision application is made where the municipality receiving the application can envision a potential impact on one of the partner municipalities due to the nature or scale of the proposed development or subdivision, the application shall be referred to the potentially impacted municipality.
- q) Any partner municipality may refer any development permit, subdivision, engineering or planning study to one or both of the other partner municipalities.

**Land use  
compatibility**

- r) All referrals within the UR area shall be reviewed for compatibility with adjacent IDP land use areas by both the adjacent municipality and the referring municipality.

**Referral process**

- s) The municipalities shall follow the following referral process;
  - i. Referrals will be sent to the appropriate staff member of one or more municipalities.
  - ii. If any municipality requests an IC meeting as a result of a referral, the meeting shall be convened and hosted by the municipality requesting the meeting.

- iii. The IC will make comment on the issue and refer it to the Councils for official municipal comment. The IC may agree to refine the referral process from time to time without the need for an amendment to this IDP.

### 3.5 ADMINISTRATIVE PROCEDURES

#### Administration

- a) Each municipality will administer the IDP for lands within its municipal jurisdiction using its own staff resources. Decision-making authority may be granted to the IC as per Section 3.2.

#### IDP amendment costs

- b) Where a private developer proposes a development that would require amendments to the IDP, then all of the costs associated with the necessary amendments, and amendment procedures will be at the sole expense of the developer.
- c) Where amendments to the IDP are initiated and proposed by one of the participating municipalities, then the associated amendment costs will be at the expense of the initiating municipality. If the proposed amendment is at the recommendation of the IC or is of the mutual benefit of two or more of the municipalities, then all of the benefitting municipalities will equally share with the expenses.

### 3.6 DISPUTE RESOLUTION/ MEDIATION PROCEDURES

#### 3.6.1 Dispute Resolution

- a) The Municipalities agree that it is important to avoid any dispute by ensuring that the intent of the IDP is followed. It is agreed that potential issues are identified and communicated as early as possible and, if there are any disagreements as to the interpretation and application of this IDP, the following binding dispute

resolution mechanism, which is a requirement of all IDPs pursuant to the MGA, will be implemented. To satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute or disagreement resolution process consisting of seven stages has been established and agreed to.

b) If there is a disagreement regarding matters outlined in the IDP, they shall be addressed and resolved at any of the stages of the dispute resolution process outlined as follows:

### **Stage 1 – Notice of Dispute**

- i. When a party believes there is a dispute under an IDP and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other party or parties. It is understood that when a notice of dispute is provided, the councils of the municipalities party to that dispute will be notified.

### **Stage 2 – Municipal Administrative Communication**

- i. Chief Administrative Officers (CAOs) and/or Administration from the municipalities party to the dispute shall meet and attempt to resolve the issue/concern within 15 calendar days. If no resolution can be agreed upon within 30 calendar days, the issue shall be advanced to Stage 3.

### **Stage 3 – Optional Intermunicipal Committee Review (Confidential)**

- i. If the disagreement is moved forward to the IC, a meeting of all members of the IC may be set within 21 calendar days from the time of referral from the CAO Communication.
- ii. After careful consideration of the facts and points of view, the IC may:
  - a) Request additional information to assist in its deliberations;

- b) If possible, agree on a consensus position of the IC in support of or in opposition to the proposal, to be presented to all municipal councils; or
- c) Conclude that no consensus can be reached at the IC level. If agreed to, a facilitator may be employed to help the Committee work toward a consensus position. If consensus cannot be reached within 30 calendar days, a Joint Council Session shall be held.

#### **Stage 4 – Joint Council Session**

- i. Where a dispute cannot be resolved to the satisfaction of the CAOs and/or IC after 30 calendar days, the dispute will be referred to the Mayors, Reeve, and councils of the municipalities party to the dispute. The dispute will be discussed with a focus on resolving issues; the intent is that no formal motions will be made, and it will be a closed session.

#### **Stage 5 – Mediation Process**

- i. If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- ii. Prior to the initiation of the mediation process, the municipalities party to the dispute shall:
  - a) Appoint an equal number of representatives to participate in the mediation process;
  - b) Engage a mediator agreed to by the municipalities at equal cost to each municipality; and
  - c) Approve a mediation process and schedule.
- iii. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.

- iv. The parties must give the mediator access to all records, documents, and information that the mediator may reasonably request.
- v. The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- vi. All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.
- vii. At the conclusion of the mediation process, the mediator will submit a report to all councils of the municipalities party to the dispute for consideration. The mediator's report and recommendations are not binding on the municipalities and would be subject to the approval of all councils of the municipalities party to the dispute.
- viii. If all councils party to the dispute agree to the mediation report recommendation, then the applicant municipality would take the appropriate actions to address the disputed matter.

#### **Stage 6 – Optional Arbitration**

- i. If the municipalities party to the dispute cannot reach agreement through mediation, an arbitrator may be appointed to produce a binding or non-binding decision. The municipalities party to the dispute are not required to abide by a non-binding decision.

#### **Stage 7 – Appeal to the Municipal Government Board (MGB)**

- i. In the event that mediation and/or optional arbitration proves unsuccessful, the affected municipality may appeal the matter to the MGB for resolution in accordance with the MGA. An appeal to the MGB is limited to those issues identified within the MGA.

### 3.7 IDP REVIEW PERIOD

#### 3.7.1 Introduction

The IDP is a long range planning document. Regular monitoring, review and periodic amendments will be required for policies in the IDP to remain current with changing trends and growth within the region. The IDP sets forth a process for amendment of this IDP when it is in the mutual interests of the County, Town and City to do so.

#### 3.7.2 IDP Review and Amendment Policies

- |  |   |
|--|---|
| Review timing  | a) The IDP is intended to be reviewed by resolution of the three Councils no later than 6 years after adoption and every 6 years thereafter. The Plan review period shall be agreed to by Council resolution of the three municipalities on the understanding that the timing of the review shall not be earlier than one year after municipal elections. The terms of reference of the IDP review shall include a public consultation program to be determined by agreement of the Councils. |
| Amendments<br>as information<br>becomes<br>available | b) Potential amendments to the IDP are expected to include but not be limited to clarifications respecting a Future Highway 1 Re-alignment corridor, potable water, piped sewer and energy conservation matters. These may trigger amendments to the IDP prior to the review period.  |
| IDP repeal   | c) The Plan will stay in effect until such time as the three municipalities mutually agree and repeal their respective IDP bylaws. At that time, the IDP will no longer be in effect. Notwithstanding the above, the IDP will terminate December 31,  |



2034, unless all municipalities pass bylaws to continue the IDP past that date.

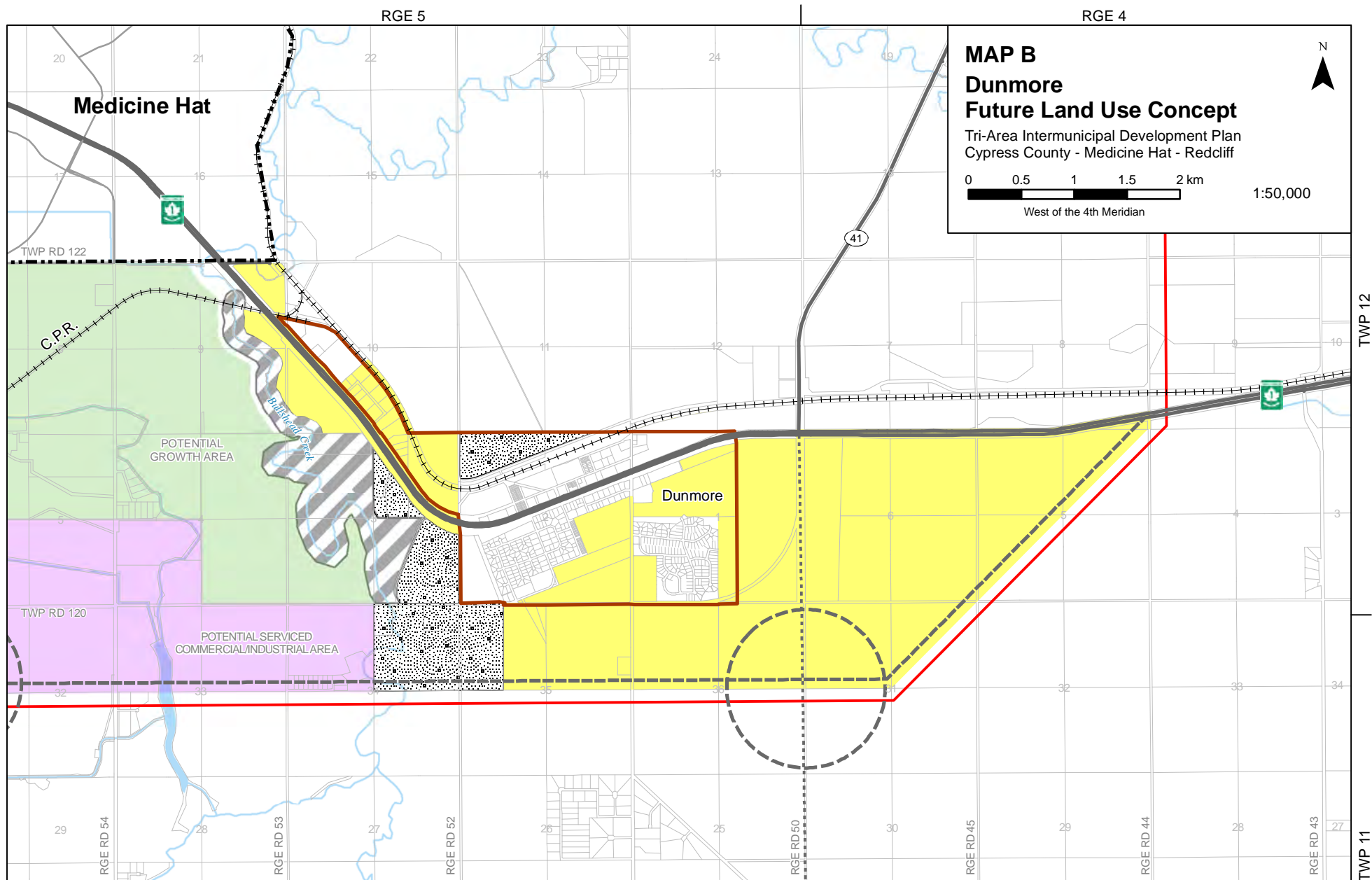
**IDP  
Amendment  
procedure**

- a) A Council of a municipality that is party to the IDP may request an amendment to the IDP at any time.
  - i. Where the amendment request is part of a dispute, the municipalities must first undertake the municipal dispute resolution process identified in the IDP.
  - ii. Where the amendment request is not a dispute, the amendment shall be reviewed by the IC.
  - iii. The IC may host a joint discussion of Council representatives as needed to explain the proposed amendment and listen to suggestions.
  - iv. The IC shall forward their report to the three Councils for their consideration of first reading and setting a public hearing date and location.
  - v. If the amendment is initiated and proposed by one of the participating municipalities, then the associated amendment costs may be at the expense of the initiating municipality.
- e) The Three Councils shall consider adopting the bylaws after the public hearing is completed. The bylaw amendments must be adopted by all three Councils but may be adopted in separate Council sessions as each municipality requires.

## **IDP POLICY MAPS**

- Map A      Future Land Use**
- Map B      Dunmore Future Land Use Concept**
- Map C      Airport Protection Overlay (City of Medicine Hat  
Airport)**
- Map D      Future Area Structure Plans**
- Map E      Potential Future Service Areas in Region**

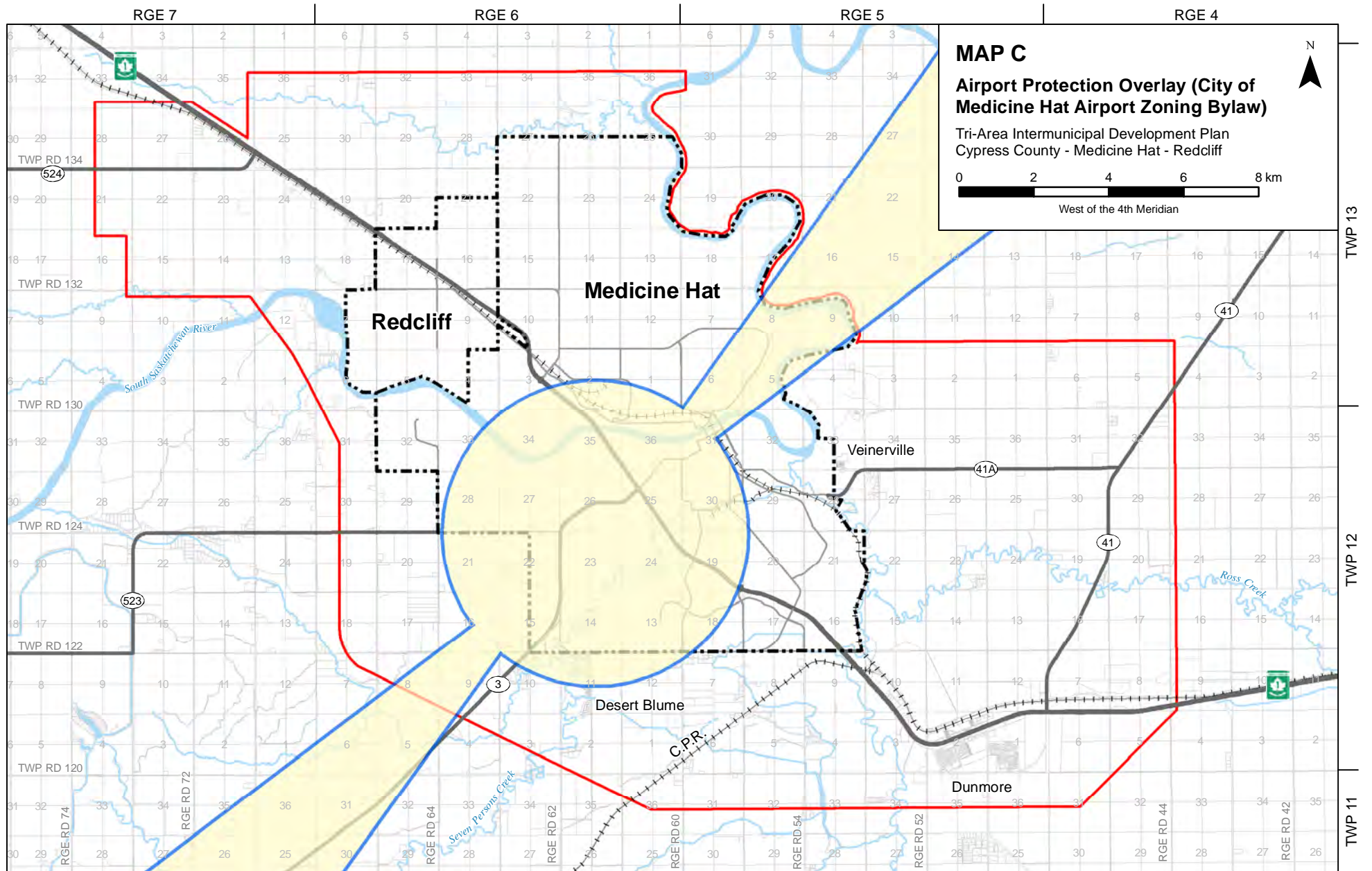


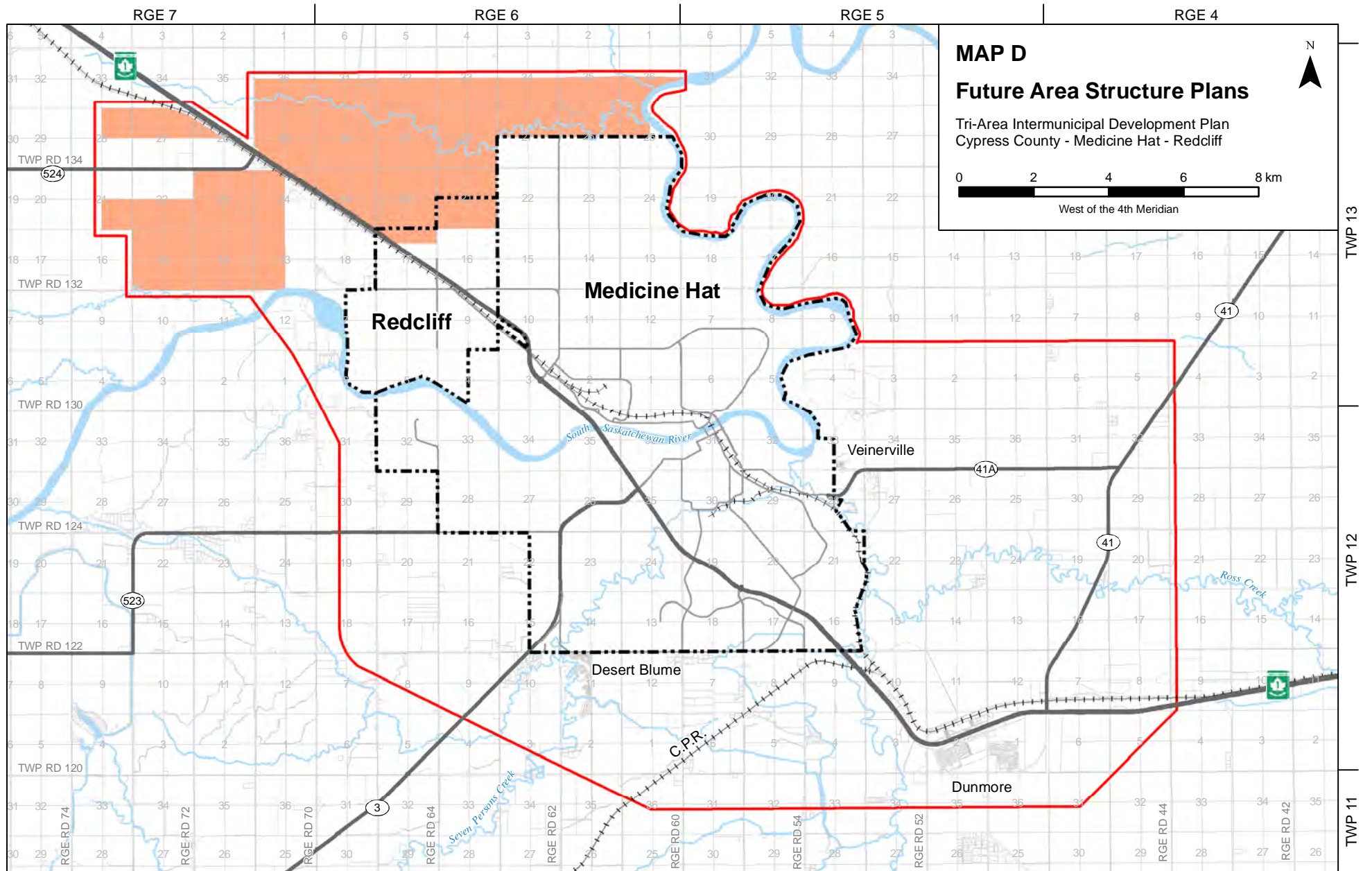


### Legend

- |   |   |  |  |
|---|---|--|--|
| <span style="border: 2px solid red; display: inline-block; width: 20px; height: 10px;"></span> IDP Boundary | <span style="border-top: 1px dashed black; width: 20px;"></span> Railway Lines  | <span style="background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); display: inline-block; width: 20px; height: 10px;"></span> Sand and Gravel Extraction Potential | <span style="border: 2px solid brown; display: inline-block; width: 20px; height: 10px;"></span> Dunmore Hamlet Boundary (2008)                  |
| <span style="border-top: 2px dashed black; width: 20px;"></span> Municipal Boundary                         | <span style="border-top: 2px dashed grey; width: 20px;"></span> Potential HWY 1 Realignment   | <span style="background: radial-gradient(circle, black 1px, transparent 1px); background-size: 4px 4px; display: inline-block; width: 20px; height: 10px;"></span> Riparian Protection                         | <span style="background-color: #e6e6fa; display: inline-block; width: 20px; height: 10px;"></span> Potential Serviced Commercial/Industrial Area |
| <span style="border-top: 3px solid black; width: 20px;"></span> Provincial Highway                          | <span style="border-top: 2px dotted black; width: 20px;"></span> Potential HWY 41 Realignment   | <span style="background-color: yellow; display: inline-block; width: 20px; height: 10px;"></span> Future Development Potential   |  |
| <span style="border-top: 1px solid black; width: 20px;"></span> Urban Arterial                              | <span style="border: 2px dashed black; border-radius: 50%; width: 20px; height: 10px; display: inline-block;"></span> Potential Interchange | <span style="background-color: #90ee90; display: inline-block; width: 20px; height: 10px;"></span> Potential Growth Area   |  |





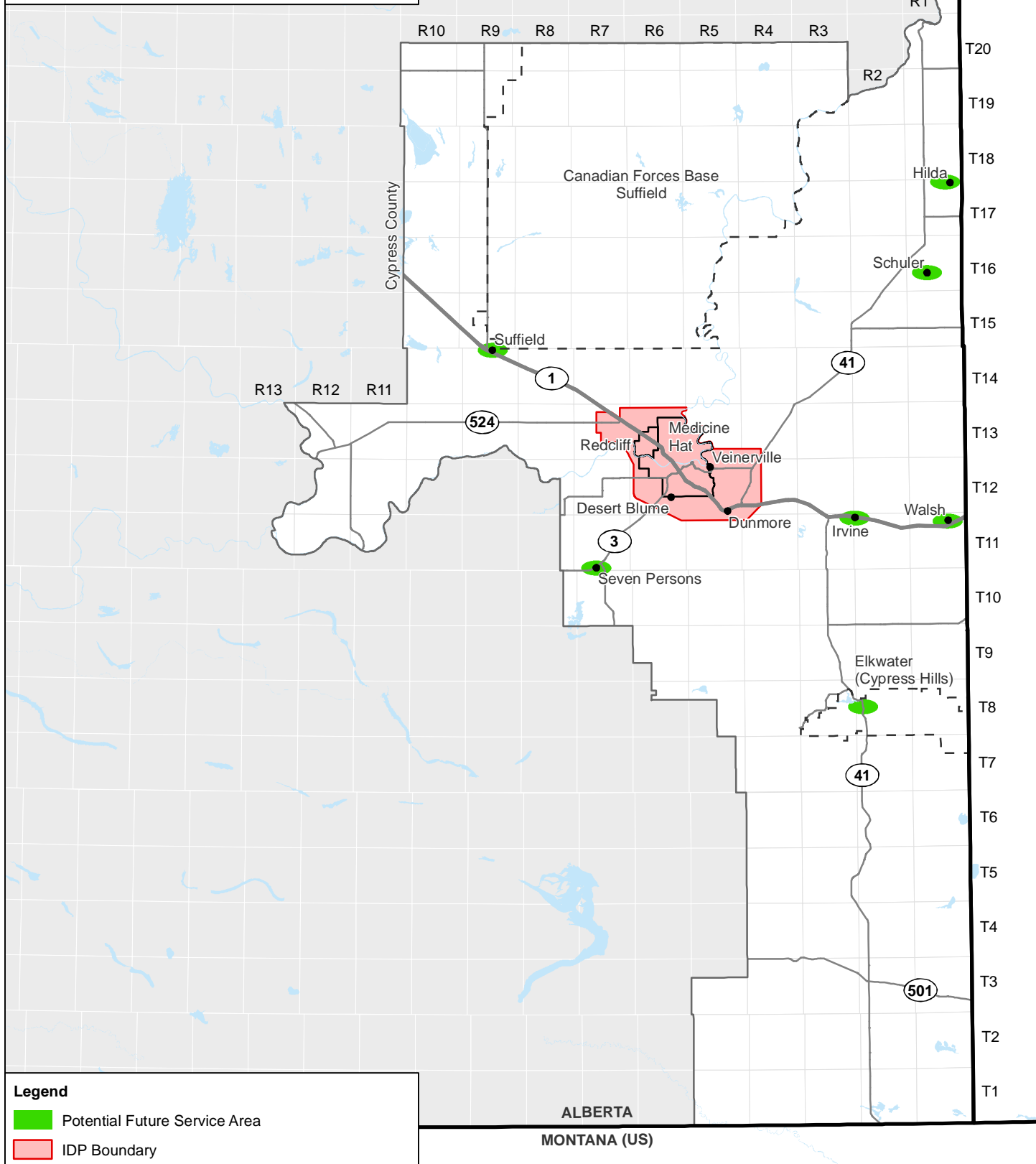


# MAP E

## Potential Regional Future Service Areas

Tri-Area Intermunicipal Development Plan  
Cypress County - Medicine Hat - Redcliff

0 15 30 45 km  
West of the 4th Meridian



### Legend

- Potential Future Service Area
- IDP Boundary

## **APPENDICES**

**APPENDIX A    IDP HISTORY**

**APPENDIX B    SKETCH OF THE LIMITED COUNTRY  
RESIDENTIAL SUBDIVISION POLICY**



## **APPENDIX A**

### **IDP HISTORY**

Rural Urban Fringe Plan - In 1992, a Rural Urban Fringe Plan was prepared and passed as a resolution of Council by the Councils of the County, the Town, and the City. The Plan set out advisory policies to address a number of issues, including the placement and operation of Intensive livestock operations (now referred to as CFOs). Many things have changed in the intervening years including transportation pressures, availability of water, development pressures and site-specific issues among the three municipalities.

IDP Steering Committee - In March 2006, the Councils of the three municipalities met and agreed to prepare an IDP. The planning process included a steering committee of elected officials and senior administration. The committee met regularly to review intermunicipal issues and drafts of the plan and administered the public consultation process. The steering committee then recommended a proposed plan for consideration of the three municipal Councils in 2009.

Public consultation process - A draft set of concepts was released for public review in November 2006 and a draft plan was circulated for comment to the public and other agencies in August 2008. During the process, two public meetings were held; one to describe draft IDP concepts and a second meeting to describe a draft IDP. Consultants also conducted in-person and telephone interviews with IDP area landowners in December 2006 to gauge landowner desires with respect to the concept IDP and the IDP process. Direct contact was made with 35 landowners in the area who together held interests in approximately 3,885 hectares (9,600 acres) or approximately 10% of the IDP area. In addition, the steering committee prepared information notifications for affected landowners and municipal websites were created to allow the public to download and review written information and maps relevant to the plan progress. In September 2008, the Steering committee held a public meeting to review the next version of the draft IDP. This resulted in further

presentations on November 27, 2008 by landowners in the County. Thereafter, the steering committee considered the comments and submitted a revised, proposed IDP for consideration by the three Councils.

In 2015-2016, the IDP was reviewed for updating purposes as required under Section 3.8, and to ensure the IDP was in alignment with the Province's adoption of the 2014 SSRP.

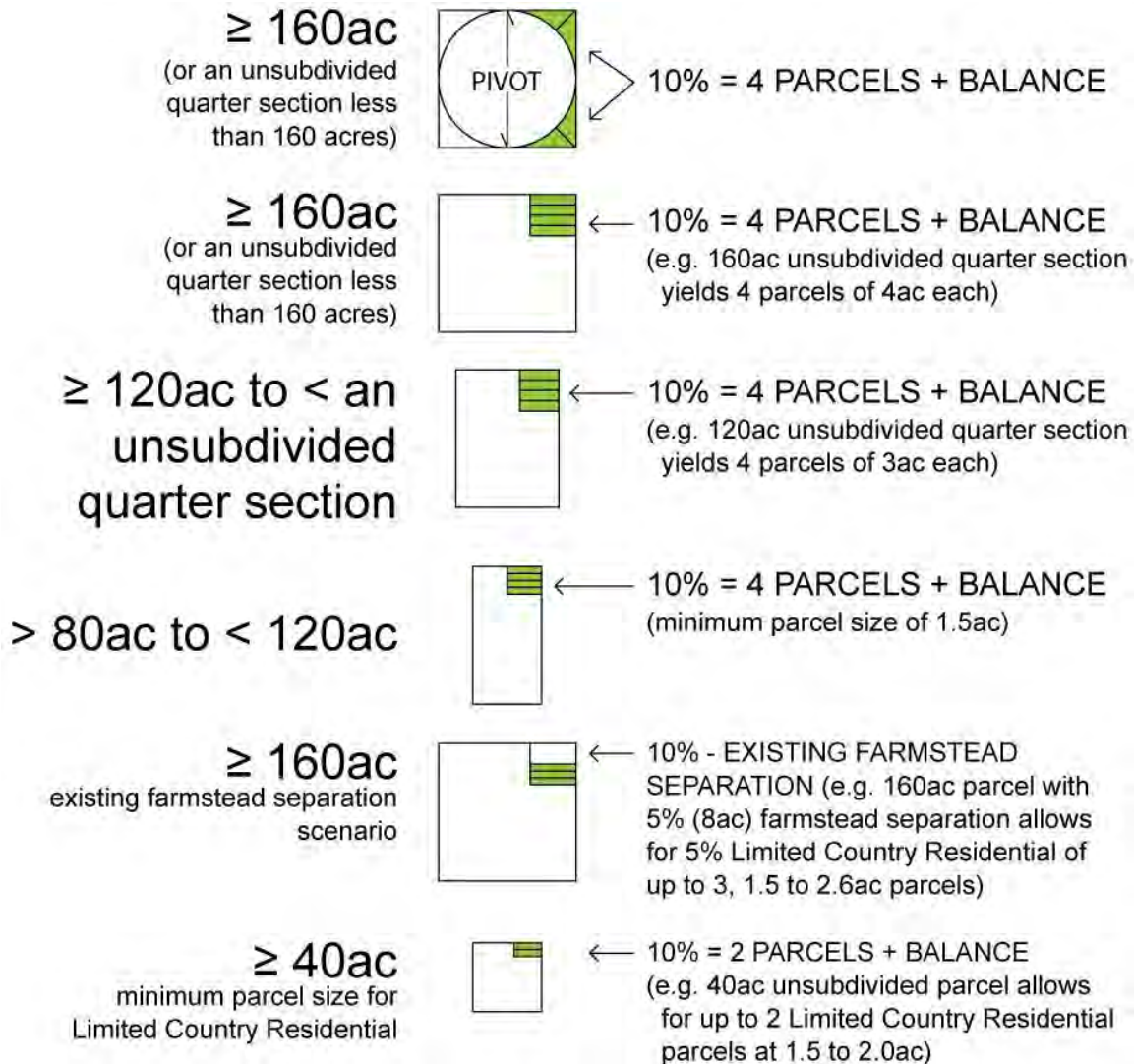
In 2018-2020, the IDP was reviewed and updated for alignment with updates to the MGA and to align with the ICF developed concurrently.

### **ENACTMENT**

The policies contained within this IDP come into force once the Councils of the Town of Redcliff, the City of Medicine Hat and Cypress the County have passed Third Reading to the Bylaw adopting the IDP.

## **APPENDIX B**

### **LIMITED COUNTRY RESIDENTIAL PARCEL DENSITY POTENTIAL IN THE POTENTIAL GROWTH AREA AND URBAN RESERVE (REDCLIFF) POLICY AREAS OF THE IDP**



Note: Subdivision designs are for explanation purposes only. Exact shape and dimensions may vary on each parcel. Examples provided demonstrate maximum parcel sizes available for subdivision.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** March 23, 2020

**PROPOSED BY:** Finance and Administration/ Legislative & Land Services

**TOPIC:** Bylaw 1901/2020, Supplementary Assessment Bylaw

**PROPOSAL:** To consider adopting Bylaw 1901/2020, Supplementary Assessment Bylaw

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**BACKGROUND:**

The Supplementary Assessment Bylaw is reviewed and renewed on an annual basis. This Bylaw allows for the municipality to prepare supplementary assessments for improvements and imposition of a supplementary tax during the 2020 year.

A supplementary assessment notice shows the assessed value of any new construction that has been completed or occupied during the current calendar year and was not included in the annual tax notice. Authorization of the supplementary assessment is done by bylaw in accordance with Section 313 of the Municipal Government Act.

**POLICY / LEGISLATION:**

Excerpt from Municipal Government Act

- 313 (1) *If a municipality wishes to require the preparation of supplementary assessments for improvements, the council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax under Part 10 in the same year.*
- (2) *A bylaw under subsection (1) must refer*  
*(a) to all improvements, or*  
*(b) to all designated manufactured homes in the municipality.*
- (3) *A supplementary assessment bylaw or any amendment to it applies to the year in which it is passed, only if it is passed before May 1 of that year.*
- (4) *A supplementary assessment bylaw must not authorize assessments to be prepared by the municipal assessor for designated industrial property.*

*RSA 2000 cM-26 s313;2016 c24 s135;2018 c11 s13*

**STRATEGIC PRIORITIES:**

Excerpt from 2018-2021 Strategic Plan under the Town's Vision, Mission.

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

It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

**ATTACHMENTS:**

Bylaw 1901/2020, Supplementary Assessment Bylaw

**OPTIONS:**

1. To adopt Bylaw 1901/2020, Supplementary Assessment Bylaw.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1.
  - i) Councillor \_\_\_\_\_ moved that Bylaw 1901/2020, Supplementary Assessment Bylaw be given first reading.
  - ii) Councillor \_\_\_\_\_ moved that Bylaw 1901/2020, Supplementary Assessment Bylaw be given second reading.
  - iii) Councillor \_\_\_\_\_ moved that Bylaw 1901/2020, Supplementary Assessment Bylaw be presented for third reading.

*(Note: Must be unanimous in order to proceed with third reading)*

- iv) Councillor \_\_\_\_\_ moved that Bylaw 1901/2020, Supplementary Assessment Bylaw be given third reading.

SUBMITTED BY:



Department Head

*Acting*



Municipal Manager

**TOWN OF REDCLIFF**  
**BYLAW NO. ~~1882/2019~~1901/2020**

**A BYLAW OF THE TOWN OF REDCLIFF TO AUTHORIZE THE IMPOSITION OF A  
SUPPLEMENTARY TAX FOR THE TAXATION YEAR ~~2019~~2020**

**WHEREAS** pursuant to the Municipal Government Act, a municipality may authorize the imposition of a supplementary tax;

**AND WHEREAS** the Municipal Government Act provides that a Council must pass a supplementary tax bylaw to impose a supplementary property tax in respect of property for which supplementary assessments have been prepared;

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

**TITLE**

1. This Bylaw shall be known as the "Supplementary Assessment Bylaw" of the Town of Redcliff.

**ASSESSOR DUTIES**

2. The Assessor for the Town of Redcliff is hereby authorized and empowered to make supplementary assessments of all improvements during ~~2019~~2020 in accordance with the provisions of the Municipal Government Act.

**MUNICIPALITY DUTIES**

3. The Municipal Manager or appointed designated officer shall prepare a supplementary tax roll in and on which shall be recorded the supplementary assessments made in accordance with the provisions of the Municipal Government Act.
4. The Municipal Manager or appointed designated officer shall prepare a supplementary assessment notice for every assessed improvement shown on the supplementary assessment roll in accordance with the provisions of the Municipal Government Act.

**PASSAGE**

5. This Bylaw shall take effect on the day of the final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PASSED AND SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative & Land Services

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

**DATE:** March 23, 2020

**PROPOSED BY:** Planning & Engineering Department

**TOPIC:** Intermunicipal Collaboration Framework (ICF)

**PROPOSAL:** Adopt the ICF

---

**BACKGROUND:**

The Intermunicipal Collaboration Framework (ICF) Steering Committee and the Working Group have in conjunction with the consultant, completed preparation of an Intermunicipal Collaboration Framework (ICF) between the City of Medicine Hat, Town of Redcliff and Cypress County.

The ICF may be adopted by resolution and this is the recommendation of the Consultant which was accepted by the Steering Committee and Working Group.

Cypress County Council is planning on adopting the ICF at their March 24, 2020 Council Meeting. The City of Medicine Hat Council adopted the ICF at their March 16, 2020 Council Meeting.

There are statutory requirements of what an IDP must contain if an ICF does not address them. The proposed IDP does not contain these items that are addressed in the proposed ICF. For this reason, the ICF needs to be adopted before or concurrently with the IDP.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

**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**

- 2.2. Explore and promote economic development opportunities within the community and the region
- 2.3. Promote a positive culture towards business and development

**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

**ATTACHMENTS:**

Proposed ICF

**OPTIONS:**

1. To adopt the ICF as proposed by resolution.

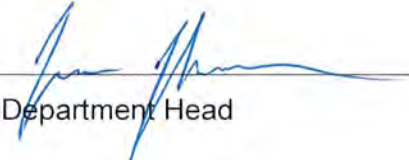
**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Council of the Town of Redcliff adopt the Intermunicipal Collaboration Framework (ICF) between the City of Medicine Hat, Town of Redcliff and Cypress County as presented.

**SUBMITTED BY:**

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Acting Municipal Manager





**Intermunicipal Collaboration  
Framework Between the City of  
Medicine Hat, the Town of  
Redcliff, and Cypress County**

March 4, 2020

Prepared for:

City of Medicine Hat, Town of Redcliff,  
Cypress County

Prepared by:

Stantec Consulting Ltd.



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# INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

## PREAMBLE

**WHEREAS**, the City of Medicine Hat, the Town of Redcliff, and Cypress County recognize the importance and the responsibility of each respective municipality to make decisions on behalf of their residents; and

**WHEREAS**, the municipalities share common interests and are desirous of working together to provide services to their residents and ratepayers; and

**WHEREAS**, the municipalities are committed to the principle of mutual benefit to deliver some services within the region effectively, efficiently, and economically; and

**WHEREAS**, the municipalities share a common border; and

**WHEREAS**, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by each municipality and the funding arrangements for these services.

**NOW THEREFORE**, by mutual covenant of the municipalities hereto it is agreed as follows:

## 1. PURPOSE

- a) The purpose of this document is to establish an Intermunicipal Collaboration Framework and a collaborative process between Cypress County, the City of Medicine Hat, and the Town of Redcliff .
- b) To establish a pattern for intermunicipal communication and cooperation.
- c) To encourage and support collaboration on the delivery of services where a mutual benefit can be realized.

## 2. MUNICIPALITIES

- a) The municipalities party to this agreement are the City of Medicine Hat, the Town of Redcliff, and Cypress County.

## 3. DEFINITIONS

- a) In this Agreement
  - i. "Agreement" means this agreement including all appendices and schedules hereto.



## INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

- ii. "Capital costs" means expenses related to developing or obtaining infrastructure or other hard assets such new facilities/equipment, expansions to existing facilities/equipment, and intensification of use of existing facilities.
- iii. "Chief Administrative Officer" means the Chief Administrative Officer for each municipal jurisdiction party to this agreement or their designate(s) thereof. "Chief Administrative Officer" or "CAO may be used interchangeably in this agreement.
- iv. "Committee" means Intermunicipal Committee as defined in Section 5 of this agreement.
- v. "Dispute resolution process" refers to the process for resolving disputes related to this agreement as required by the *Municipal Government Act* (MGA).
- vi. "Intermunicipal Development Plan" in this agreement means the Intermunicipal Development Plan prepared and filed for the City of Medicine Hat, the Town of Redcliff, and Cypress County.
- vii. "Intermunicipal provision" refers to municipal services provided through a shared or joint service delivery agreement with another municipality to residents and ratepayers. This includes services where a formal or an informal arrangement with another municipality is in place to access, administer, or deliver a civic service or function."Municipality" means the City of Medicine Hat, the Town of Redcliff, or Cypress County.
- viii. "Lead" refers to the municipality or organization assigned to organize or administer the day-to-day operations of a specific intermunicipal initiative.
- ix. "Municipalities" means the City of Medicine Hat, the Town of Redcliff, and Cypress County.
- x. "Municipal provision" refers to municipal services provided directly by a municipality to residents and ratepayers. This includes services where the municipality has direct control over the service contract along with the authority to directly hire contractors to perform services or address a civic function on behalf of the municipality.
- xi. "Mutual benefit" means equality and respect within the relationship between the municipalities and agreements in which each municipality gains value.
- xii. "Service delivery agreement" means a legally binding agreement such as a contract, agreement, or memorandum of understanding that outlines costs-sharing, management of new arrangements, and is signed by at least two of the municipalities.
- xiii. "Services" or "In-scope services" means services that two or more of the municipalities may consider for joint cost-sharing or management and are identified in Section 5 of this agreement.
- xiv. "Third-party provision" refers to municipal services provided through an agreement with a non-municipal independent entity. This refers to those services that are offered through agencies, boards, commissions, and current or former publicly-owned corporations (also known as crown or government-owned corporations that manage major infrastructure and associated services) in a region.
- xv. "Year" means the calendar year beginning on January 1st and ending on December 31st.



## **4. TERM AND REVIEW**

### **Effective Date and Duration**

a) In accordance with the MGA, this is a permanent agreement and shall come into force on the passing of resolutions by all municipalities.

### **Review**

b) It is agreed to by the municipalities that the Intermunicipal Committee shall meet at least once every four years to review the terms and conditions of the agreement, or upon request by any of the municipalities.

### **Amendments**

c) This agreement may be amended by mutual consent of all municipalities unless specified otherwise in this agreement.

d) Amended copies of this agreement shall come into force on the passing of resolutions by all municipalities.

e) Amended versions to this agreement shall supersede and replace all previous versions of this agreement.

## **5. INTERMUNICIPAL COMMITTEE**

a) The City of Medicine Hat, the Town of Redcliff, and Cypress County agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee). The role, composition, and function of the Committee will be expressed in a terms of reference which will be adopted by the municipalities.

b) The Committee terms of reference should consider a number of items including:

- i. Mandate of the Committee;
- ii. Composition of the Committee;
- iii. Relationship of the Committee to Councils and Administrations of the municipalities;
- iv. Operating procedures, including meeting frequency and reporting requirements; and
- v. Any other items as mutually agreed upon by the Councils of the municipalities.

c) "Services" or "In-scope services" to be considered in this agreement for potential future joint cost-sharing, revenue-sharing, or management include:

- i. Transportation;
- ii. Water and Wastewater;



## INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

- iii. Solid Waste;
- iv. Emergency Services;
- v. Recreation; and
- vi. Other services that benefit residents of more than one of the Municipalities.

## 6. FUTURE PROJECTS, SHARED SERVICES, AND AGREEMENTS

- a) When any of the Municipalities seeks to pursue a new project and/or initiative with the other municipalities, the initiating CAO or designate will notify the other CAOs.
- b) The initial notification will include a general description of the project, estimated costs, and timing of expenditures. The receiving municipalities will advise the initiating municipality if they support or object in principle to providing funding for the project and provide reasons.
- c) The Committee will meet to discuss the project within 30 days, if requested by any of the Municipalities, and may schedule subsequent meetings as needed.
- d) The Committee may establish any number of ICF subcommittees for specific tasks, or for oversight and continuous evolution in a particular area of services.
- e) The following criteria will be used when assessing the desirability of funding of new projects:
  - i. The nature of the project;
  - ii. The level of community support including the demonstrated effort by volunteers to raise funds and obtain grants, if applicable;
  - iii. Relationship of a proposed capital project to the Intermunicipal Development Plan, or any other regional long-term planning document prepared by the municipalities;
  - iv. The projected operating cost for new capital projects;
  - v. Projected utilization by residents of both municipalities; and
  - vi. Municipal debt limit.
- f) The Committee will review and negotiate the terms related to the project or new shared service including the cost-sharing arrangement of the project or service. The Committee will provide a recommendation for approval to the councils of the Municipalities.
- g) In the event that the Committee or municipal councils are unable to reach an agreement within 90 days, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process as referenced in this agreement. If urgency is needed, the initiating municipality must note this in the initial notice, and the receiving municipalities will make best efforts to accommodate a compressed timeframe.
- h) A proposed list of future service projects or initiatives to be explored by the Committee are included in Appendix A of this agreement. This list may be updated from time to time as agreed to by the Committee.



## **INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

i) The Municipalities recognize that the decision to participate in or not participate in a project ultimately lies with the respective municipal councils, who in turn must rely on the support of the electorate to support the project and any borrowing that could be required.

### **7. SERVICE AGREEMENTS**

a) Any change to the intermunicipal provision of services provided by the Municipalities will include a schedule for implementation of the change. This will include the following:

- i. The start date that the change will take effect;
- ii. A plan to phase out the existing service delivery and to initiate the new service delivery methods;
- iii. A plan for the phasing in or out of cost-sharing, or other arrangements; and
- iv. A review date to evaluate the efficiency of the shared service delivery and funding strategy.

b) Where the Committee desires a service delivery agreement, a service agreement shall be developed on that specific item.

c) When developing service delivery agreements, the Committee shall:

- i. Clearly identify which municipality will lead service delivery for the service(s);
- ii. Determine the appropriate funding for the service(s) discussed.;
- iii. Set out a timeframe for the delivery of the service(s) discussed including the start and end date of the service delivery;
- iv. Set out a process for discontinuing the service provided if one or more of the Municipalities wish to discontinue in the service delivery; and
- v. Resolve any disputes through the dispute resolution process as referenced in this agreement.

### **8. THE ROLE OF COUNCIL AND ADMINISTRATION**

a) Each council retains the ability and responsibility to make decisions on behalf of their residents. By adopting the agreement, each council is affirming a commitment to increased collaboration, cooperation, and to provide direction to their administration and the public for the importance of increased communication at all levels of each organization.

b) Administration, through the direction of the CAO, will be the mechanism through which the agreement is formalized, maintained, delivered, and made durable.

- i. Administration will be responsible to ensure the requirements of the agreement are carried out operationally and can initiate communication as-needed.
- ii. Municipal counterparts will work together to address issues that arise within the scope of their authority and mandate; and be accountable for informing the appropriate levels of authority about matters that require attention for the mutual benefit of the municipalities.



## **INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

c) The municipalities and their councils agree to align with the purpose of the ICF as identified in Section 1.

### **9. OVERVIEW OF MUNICIPAL SERVICES**

a) The City of Medicine Hat, Town of Redcliff, and Cypress County have reviewed the services offered to residents.

b) Based on the review it has been determined that each Partner desires to continue to provide services through the various arrangements that are in place independently, with their respective municipal partners and third-party bodies.

c) The following listings indicates which services are provided independently, intermunicipally, or indirectly to residents and ratepayers in each municipal jurisdiction.





INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

Service Provision in the City of Medicine Hat						
ICF Category	Municipal	Intermunicipal, City of Medicine Hat – Others	Intermunicipal, City of Medicine Hat – Cypress County	Intermunicipal, City of Medicine Hat – Town of Redcliff	Intermunicipal, City of Medicine Hat – Town of Redcliff – Cypress County	Third-Party
Transportation	<ul style="list-style-type: none"><li>Road Maintenance, Snow Plowing, gravelling, etc.</li><li>Street Sweeping</li><li>Transit</li><li>Transportation Master Planning</li><li>Roads &amp; Public Works</li><li>Active Transportation</li><li>Fleet Management</li><li>Specialized Transit</li><li>Airport</li></ul>			<ul style="list-style-type: none"><li>Specialized Transit</li></ul>		
Water / Wastewater	<ul style="list-style-type: none"><li>Sanitary</li><li>Water</li><li>Storm Sewer</li></ul>		<ul style="list-style-type: none"><li>Sanitary</li><li>Water</li></ul>	<ul style="list-style-type: none"><li>Sanitary</li><li>Storm Sewer</li></ul>		<ul style="list-style-type: none"><li>Bulk Water Sales</li></ul>
Solid Waste	<ul style="list-style-type: none"><li>Landfill</li><li>Garbage Pickup (Residential)</li><li>Garbage Pickup (Commercial / Industrial)</li><li>Compost</li></ul>		<ul style="list-style-type: none"><li>Landfill</li></ul>			
Emergency Services	<ul style="list-style-type: none"><li>Fire</li><li>Policing</li><li>Municipal Enforcement / Bylaw</li><li>Animal Control</li><li>Crime Prevention</li><li>Medical Co-Response</li><li>Emergency Management</li><li>Dispatch</li></ul>		<ul style="list-style-type: none"><li>Fire</li><li>Mutual Aid</li></ul>	<ul style="list-style-type: none"><li>Mutual Aid</li><li>Dispatch</li></ul>		<ul style="list-style-type: none"><li>Ambulance</li></ul>
Recreation	<ul style="list-style-type: none"><li>Recreation Master Planning</li><li>Spray Park</li><li>Bike Track</li><li>Curling Rink</li><li>Aquatic Centre</li><li>Athletic Fields</li><li>Skate Parks</li><li>Trails</li><li>Ball Diamonds</li><li>Playgrounds</li><li>Arenas</li><li>Parks</li><li>Cemetery</li><li>Campgrounds</li><li>River Recreation</li><li>Echo Dale Park</li><li>Dryland Facilities</li></ul>		<ul style="list-style-type: none"><li>Trails</li><li>General Recreation</li></ul>			<ul style="list-style-type: none"><li>Golf Courses</li><li>Dryland Facilities</li></ul>



Other Services that Benefit Residents						<ul style="list-style-type: none"><li>• Library</li><li>• Airshed Management</li><li>• Economic Development</li><li>• Affordable Housing / Seniors Housing</li><li>• Electricity</li><li>• Gas</li><li>• Family &amp; Community Support Services</li></ul>
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INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

Service Provision in the Town of Redcliff						
ICF Category	Municipal	Intermunicipal, Town of Redcliff – Others	Intermunicipal, Town of Redcliff – City of Medicine Hat	Intermunicipal, Town of Redcliff – Cypress County	Intermunicipal, Town of Redcliff – Cypress County – City of Medicine Hat	Third-Party
Transportation	<ul style="list-style-type: none"><li>• Road Maintenance, Snow Plowing, Graveling, etc.</li><li>• Street Sweeping</li><li>• Transportation Master Planning</li><li>• Roads &amp; Public Works</li><li>• Active Transportation</li><li>• Fleet Management</li></ul>		<ul style="list-style-type: none"><li>• Specialized Transit</li></ul>			
Water / Wastewater	<ul style="list-style-type: none"><li>• Sanitary</li><li>• Water</li><li>• Bulk Water Sales</li></ul>		<ul style="list-style-type: none"><li>• Sanitary</li><li>• Storm Sewer</li></ul>			
Solid Waste	<ul style="list-style-type: none"><li>• Garbage Pickup (Residential)</li><li>• Garbage Pickup (Commercial / Industrial)</li></ul>			<ul style="list-style-type: none"><li>• Landfill</li></ul>		<ul style="list-style-type: none"><li>• Garbage Pickup (Commercial / Industrial)</li></ul>
Emergency Services	<ul style="list-style-type: none"><li>• Fire</li><li>• Municipal Enforcement / Bylaw</li><li>• Animal Control</li><li>• Emergency Management</li></ul>		<ul style="list-style-type: none"><li>• Mutual Aid</li><li>• Dispatch</li></ul>	<ul style="list-style-type: none"><li>• Mutual Aid</li></ul>		<ul style="list-style-type: none"><li>• Policing</li><li>• Crime Prevention</li><li>• Ambulance</li></ul>
Recreation	<ul style="list-style-type: none"><li>• Recreation Master Planning</li><li>• Spray Park</li><li>• Bike Track</li><li>• Curling Rink</li><li>• Aquatic Centre</li><li>• Athletic Fields</li><li>• Skate Parks</li><li>• Trails</li><li>• Ball Diamonds</li><li>• Playgrounds</li><li>• Arenas</li><li>• Parks</li><li>• Cemetery</li><li>• Campgrounds</li></ul>			<ul style="list-style-type: none"><li>• General Recreation</li></ul>		<ul style="list-style-type: none"><li>• Bike Track</li><li>• Curling Rink</li><li>• Trails</li><li>• Golf Courses</li></ul>
Other Services that Benefit Residents						<ul style="list-style-type: none"><li>• Library</li><li>• Airshed Management</li><li>• Economic Development</li><li>• Affordable Housing / Seniors Housing</li><li>• Electricity</li><li>• Gas</li><li>• Family &amp; Community Support Services</li></ul>



INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

Service Provision in Cypress County						
ICF Category	Municipal	Intermunicipal, Cypress County – Others	Intermunicipal, Cypress County – City of Medicine Hat	Intermunicipal, Cypress County – Town of Redcliff	Intermunicipal, Cypress County – City of Medicine Hat – Town of Redcliff	Third-Party
Transportation	<ul style="list-style-type: none"><li>Road Maintenance, Snow Plowing, Graveling, etc.</li><li>Street Sweeping</li><li>Roads &amp; Public Works</li><li>Spring Weight Restrictions</li><li>Fleet Management</li><li>Specialized Transit</li><li>Gravel Pits</li></ul>	<ul style="list-style-type: none"><li>Road Maintenance, Snow Plowing, Graveling, etc.</li></ul>				
Water / Wastewater	<ul style="list-style-type: none"><li>Sanitary</li><li>Water</li><li>Bulk Water Sales</li><li>Water Sales / Distribution</li></ul>		<ul style="list-style-type: none"><li>Sanitary</li><li>Water</li></ul>			
Solid Waste	<ul style="list-style-type: none"><li>Garbage Pickup (Residential / Commercial / Industrial)</li><li>Recycling</li><li>Compost</li><li>Transfer Sites</li></ul>		<ul style="list-style-type: none"><li>Landfill</li></ul>	<ul style="list-style-type: none"><li>Landfill</li></ul>		
Emergency Services	<ul style="list-style-type: none"><li>Fire</li><li>Municipal Enforcement / Bylaw</li><li>Animal Control</li><li>Crime Prevention</li><li>Medical Co-Response</li><li>Dispatch</li><li>Emergency Managements</li></ul>	<ul style="list-style-type: none"><li>Mutual Aid</li></ul>	<ul style="list-style-type: none"><li>Fire</li><li>Mutual Aid</li></ul>	<ul style="list-style-type: none"><li>Mutual Aid</li></ul>		<ul style="list-style-type: none"><li>Policing</li><li>Ambulance</li></ul>
Recreation	<ul style="list-style-type: none"><li>Recreation Master Planning</li><li>Curling Rink</li><li>Trails</li><li>Ball Diamonds</li><li>Playgrounds</li><li>Arenas</li><li>Parks</li><li>Campgrounds</li></ul>		<ul style="list-style-type: none"><li>Trails</li><li>General Recreation</li></ul>	<ul style="list-style-type: none"><li>General Recreation</li></ul>		<ul style="list-style-type: none"><li>Ball Diamonds</li><li>Cemetery</li><li>Golf Courses</li></ul>



## **10. EXISTING COOPERATION**

- a) The City of Medicine Hat, Town of Redcliff, and Cypress County (at the time of adoption of this agreement) have service delivery agreements identified in Appendix B to provide services to residents and.
- b) Where any of the agreements have lapsed, the Committee, at the direction of their councils, may desire to review and renew agreements.
- c) If any provision of this agreement conflicts with any provisions of an existing agreement between all or any of the municipalities, the affected municipalities shall:
  - i. Direct the respective appropriate representatives of the affected municipalities to meet as soon as reasonably possible following the identification of the dispute, for the purposes of resolving the conflict;
  - ii. Act reasonably and negotiate in good faith in order to address and/or accommodate the conflict including, without restriction, altering or rescinding the agreement that conflicts with this ICF; and
  - iii. In the event that the municipalities are unable to reach an agreement within 30 days of the identification of the conflict, the outstanding matters in dispute shall be referred to be resolved under the dispute resolution process as referenced in this agreement.

## **11. INTERMUNICIPAL DEVELOPMENT PLAN**

- a) The Municipalities have adopted an Intermunicipal Development Plan, by bylaw, in accordance with the MGA.



## **12. DISPUTE RESOLUTION**

a) The Municipalities agree that it is important to avoid any dispute by ensuring that the intent of the ICF is followed. It is agreed that potential issues are identified and communicated as early as possible and, if there are any disagreements as to the interpretation and application of this ICF, the following binding dispute resolution mechanism, which is a requirement of all ICFs pursuant to the MGA, will be implemented. To satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute or disagreement resolution process has been established and agreed to.

b) If there is a disagreement regarding matters outlined in the ICF, they shall be addressed and resolved at any of the stages of the dispute resolution process outlined as follows:

### **Stage 1 – Notice of Dispute**

- i. When a party believes there is a dispute under an ICF and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other party or municipalities. It is understood that when a notice of dispute is provided, the councils of the municipalities party to that dispute will be notified.

### **Stage 2 – Municipal Administrative Communication**

- i. CAOs and/or Administration from the municipalities party to the dispute shall meet and attempt to resolve the issue/concern. If no resolution can be agreed upon within 30 calendar days, the issue shall be advanced to Stage 3.

### **Stage 3 – Optional Intermunicipal Committee Review (Confidential)**

- i. If the disagreement is moved forward to the Committee, a meeting of all members of the Committee may be set within 21 calendar days from the time of referral from the Municipal Administration review.
- ii. After careful consideration of the facts and points of view, the Committee may:
  - a) Request additional information to assist in its deliberations;
  - b) If possible, agree on a consensus position of the Committee in support of or in opposition to the proposal, to be presented to all municipal councils; or
  - c) Conclude that no consensus can be reached at the Committee level. If agreed to, a facilitator may be employed to help the Committee work toward a consensus position. If consensus cannot be reached within 30 calendar days, a Joint Council Session shall be held.

### **Stage 4 – Joint Council Session**

- i. Where a dispute cannot be resolved to the satisfaction of the CAOs and/or Committee after thirty (30) calendar days, the dispute will be referred to the Mayors, Reeve, and councils of the municipalities party to the dispute. The dispute will be discussed with a focus on resolving issues; the intent is that no formal motions will be made, and it will be a closed session.



## **INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

### **Stage 5 – Mediation Process**

- i. If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- ii. Prior to the initiation of the mediation process, the municipalities party to the dispute shall:
  1. Appoint an equal number of representatives to participate in the mediation process;
  2. Engage a mediator agreed to by the municipalities at equal cost to each municipality; and
  3. Approve a mediation process and schedule.
- iii. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- iv. The municipalities must give the mediator access to all records, documents, and information that the mediator may reasonably request.
- v. The municipalities must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- vi. All proceedings involving a mediator are without prejudice, and, unless the municipalities agree otherwise, the cost of the mediator must be shared equally between the municipalities.
- vii. At the conclusion of the mediation process, the mediator will submit a report to all councils of the municipalities party to the dispute for consideration. The mediator's report and recommendations are not binding on the municipalities and would be subject to the approval of all councils of the municipalities party to the dispute.
- viii. If all councils party to the dispute agree to the mediation report recommendation, then the applicant municipality would take the appropriate actions to address the disputed matter.

### **Stage 6 – Optional Arbitration**

- i. If the municipalities party to the dispute cannot reach agreement through mediation, an arbitrator may be appointed to produce a binding or non-binding decision. The municipalities party to the dispute are not required to abide by this decision.

### **Stage 7 – Binding Arbitration per the MGA**

- i. If Optional Arbitration is unsuccessful, the municipalities party to the dispute must forward a copy of the issue and work completed to the Minister of Municipal Affairs with a request to the Minister to appoint an arbitrator.
- ii. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.
- iii. The arbitration process shall follow the arbitration and arbitrator's powers, duties, functions, practices and procedures set out in Part 17.2 of the MGA and the *Arbitration Act*.



## 13. CORRESPONDENCE

a) Written notice under this Agreement shall be addressed as follows:

i. In the case of the City of Medicine Hat to:

City of Medicine Hat  
580 – 1 Street SE  
Medicine Hat, AB T1A 8E6

Attention: Chief Administrative Officer

Email: [robnie@medicinehat.ca](mailto:robnie@medicinehat.ca)

ii. In the case of the Town of Redcliff to:

Town of Redcliff  
1 – 3 Street NE  
Redcliff, AB T0J 2P0

Attention: Chief Administrative Officer

Email: [redcliff@redcliff.ca](mailto:redcliff@redcliff.ca)

iii. In the case of Cypress County to:

Cypress County  
816 – 2 Avenue  
Dunmore, AB T1B 0K3

Attention: Chief Administrative Officer

Email: [tarolyn.aaserud@cypress.ab.ca](mailto:tarolyn.aaserud@cypress.ab.ca)

b) Each municipality may amend its address for notice and/or primary contact set forth above from time to time, upon providing notice in writing to the other municipalities providing the new municipal address and/or primary contact information.





INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE  
TOWN OF REDCLIFF, AND CYPRESS COUNTY

## 14. AUTHORIZATIONS

Signed and dated on:

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Signature of Ted Clugston  
Mayor, City of Medicine Hat

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Signature of Dwight Kilpatrick  
Mayor, Town of Redcliff

---

Signature of Dan Hamilton  
Reeve, Cypress County

---

Signature of Robert Nicolay  
CAO, City of Medicine Hat

---

Signature of Derrin Thibault  
Interim CAO, Town of  
Redcliff

---

Signature of Tarolyn Aaserud  
CAO, Cypress County

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Date

---

Date

---

Date



## Appendix A MSA IMPLEMENTATION & NEGOTIATION PLAN

This plan identifies potential future intermunicipal initiatives that the municipalities are interested in exploring. It is intended to be nonbinding and subject to the preparation of other studies and agreements reflecting the items set forth in this plan and other terms that are agreed to by the municipalities.

### 1.1.1 Overall MSA (Municipal Service Area) Vision

As partners within the region, the City of Medicine Hat, Town of Redcliff, and Cypress County cooperate on service provision to maximize collaboration, efficiency, and economic development competitiveness of the region as a whole, for the mutual benefit of all municipalities.

- The municipalities advocate as a region on matters of mutual interest.
- The municipalities share and develop public education programs related to municipal services as a region.
- The municipalities adhere to an established regional communication protocol on matters of mutual interest.
- The municipalities determine servicing sharing agreements based on a common set of data collection methods.

### 1.1.2 Priority Level

The items below are future intermunicipal initiatives identified by the municipalities along with the next steps required to explore them. The initiatives are organized by the following Municipal Service Areas (MSAs):

1. Transportation
2. Emergency
3. Solid Waste
4. Water and Wastewater
5. Recreation
6. Other MSA Items

For each initiative, a priority level of low, medium, or high has been assigned based on an anticipated “Begin By” milestone.

Priority	“Begin By” Milestone	Anticipated “Begin By” Date
Low	Prior to ICF Version 2 adoption	April, 2024
Medium	Prior to Year 3 of ICF Version 1	April, 2022
High	Prior to ICF Version 1 adoption due date	April, 2020

The Municipalities commit to having an initial scoping meeting for all High and Medium Priority intermunicipal initiatives within the first six months of ICF adoption.



## INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

### 1.1.3 Responsibility

The Committee and the Working Group have been assigned the following responsibilities in relation to the MSA Implementation and Negotiation Plan:

	Committee	Working Group
<b>Role</b>	<ul style="list-style-type: none"><li>• Identification of intermunicipal initiatives</li><li>• Confirmation on whether to proceed with further exploration after benefit of intermunicipal collaboration has been determined</li></ul>	<ul style="list-style-type: none"><li>• Determine whether intermunicipal collaboration is beneficial (through the Intermunicipal Collaboration Tool (ICT) or otherwise).</li><li>• Complete identified “Next Steps / Action Items”</li><li>• Provide a recommendation to the Committee</li></ul>

### 1.1.4 Level of Importance – Water / Wastewater MSA

Through the ICF process, it has become evident that the Water / Wastewater MSA is the most important MSA for discussion at the time of adoption. Therefore, this section outlines the intentions of the municipalities to participate in a regional approach to potable water supply and treatment. The intermunicipal initiatives identified have been elaborated upon below:

#### 1.1.4.1 Vision

As partners within the region, the municipalities are committed to cooperating on potable water service provision to increase collaboration, secure supply, efficiency, and economic development competitiveness of the region as a whole, for the mutual benefit of all municipalities.

#### 1.1.4.2 Principles

- Participation is of mutual interest that indicates a desire to increase collaboration and reduce intermunicipal competition between the municipalities. The essence is to encourage collaboration and exploration of the Parameters outlined below.
- Outcomes and/or agreements that may result from participation will:
  - Provide value to each participating municipality;
  - Achieve sustainable outcomes for stakeholders involved, including service providers and end-users;
  - Have a clear and demonstrable connection to land use decisions; and
  - Allow municipalities to retain their individual water rights.
- Respect the confidential nature of intermunicipal discussions that take place as a result of activities associated with participation.
- Some participation may involve only two of the three municipalities:
  - In these instances, the other party will not be burdened, and the two affected municipalities will address the item directly; and
  - Once the item has been resolved, the participating municipalities will advise the other party of the outcome.
- Stakeholders, including service providers and end-users, are appropriately updated and involved as discussions are advanced.



## **INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

### **1.1.4.3 Parameters (i.e. Items to Explore)**

- Modifications to gate agreements between the City and the County to facilitate the County access to potable water supply within the IDP or mutually agreed upon area.
- Interim bilateral water supply agreement(s) between the County and Town for potable water provision within the IDP or mutually agreed upon area.
- Potable water supply for Suffield to be addressed as a priority (to be addressed immediately).
- Prepare consistent population and water use projections for the region prior to determining requirements for any agreement or governance option.
- Explore revenue-sharing (specifically tax sharing), as a means of encouraging collaboration as a region.
- Level of Service (LOS) standards are reviewed to ensure practical and logical service delivery within the region.
- Outcomes of investigations and discussions respond to current and future land use considerations.



# INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

MSA	Specific Intermunicipal Initiatives Identified	Next Steps / Action Items	Priority / Begin By
<b>1. Transportation</b>	A) Formalize bi-lateral agreement between the City of Medicine Hat and the Cypress County addressing shared maintenance for all shared use and shared boundary roads: <ul style="list-style-type: none"> <li>South Boundary Rd / Twp. Rd 122</li> <li>Range Rd 64 / Echo Dale Park Rd</li> <li>Range Rd 53</li> </ul>	Working Group to engage subject matter experts from the City of Medicine Hat and Cypress County to: <ol style="list-style-type: none"> <li>Determine whether intermunicipal collaboration is beneficial (through the Intermunicipal Collaboration Tool (ICT) or otherwise).</li> <li>If determined to be beneficial, collect relevant data for each road and prepare a background report summarizing existing data.</li> <li>Prepare a rational method of defining and assigning maintenance costs / tasks.</li> <li>Prepare a recommendation for presentation on maintenance and cost-sharing.</li> </ol>	Medium Status: Not started
	B) Formalize bi-lateral agreement between the City of Medicine Hat and the Town of Redcliff addressing shared maintenance for all shared use and shared boundary roads: <ul style="list-style-type: none"> <li>West Boundary Rd</li> <li>Broadway Av</li> <li>Saamis Dr</li> </ul>	Working Group to engage subject matter experts from the City of Medicine Hat and the Town of Redcliff to: <ol style="list-style-type: none"> <li>Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>If determined to be beneficial, collect relevant data for each road and prepare a background report summarizing existing data.</li> <li>Prepare a rational method of defining and assigning maintenance costs / tasks.</li> <li>Prepare a recommendation for presentation on maintenance and cost-sharing.</li> </ol>	Medium Status: Not Started
	C) Formalize bi-lateral agreement between Cypress County and the Town of Redcliff addressing shared maintenance for all shared use and shared boundary roads: <ul style="list-style-type: none"> <li>Range Rd 65 / 8 St</li> <li>Old TransCanada Hwy</li> </ul>	Working Group to engage subject matter experts from Cypress County and the Town of Redcliff to: <ol style="list-style-type: none"> <li>Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>If determined to be beneficial, collect relevant data for each road and prepare a background report summarizing existing data.</li> <li>Prepare a rational method of defining and assigning maintenance costs/tasks.</li> <li>Prepare a recommendation for presentation on maintenance and cost-sharing.</li> </ol>	Medium Status: Not Started
	D) Facilitate taxi bylaw harmonization between the City of Medicine Hat and the Town of Redcliff.	Working Group to engage subject matter experts from respective municipal departments within the City of Medicine Hat and the Town of Redcliff to: <ol style="list-style-type: none"> <li>Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> </ol>	High Status: Underway



# INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

		<ul style="list-style-type: none"> <li>ii. If determined to be beneficial, determine where discrepancies exist between existing bylaws.</li> <li>iii. Propose options for resolution of discrepancies.</li> <li>iv. Prepare bylaw updates and obtain approval through respective Councils.</li> </ul>	
	E) Explore the potential to undertake a Transportation Master Plan for the region.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, develop a Terms of Reference for the master plan.</li> </ul>	<p>Low Status: Not Started</p>

MSA	Specific Intermunicipal Initiatives Identified	Next Steps / Action Items	Priority / Begin By
<b>2. Emergency</b>	A) Formalize the existing informal mutual aid agreement for water supply in emergency situations between City of Medicine Hat and Town of Redcliff.	<p>Working Group to engage subject matter experts from the City of Medicine Hat and the Town of Redcliff to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, prepare a background report on existing data and existing information on the informal agreement for water supply in emergency situations.</li> <li>iii. Prepare a rational method of defining and assigning service costs.</li> <li>iv. Prepare a draft formalized agreement.</li> </ul>	<p>Medium Status: Not Started</p>
	B) The City of Medicine Hat, Town of Redcliff, and Cypress County pass by bylaw or resolution, the Regional Emergency Management Memorandum of Agreement.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, review the existing draft agreement and provide recommended amendments.</li> <li>iii. Prepare required document(s)/ updates and obtain approval through respective Councils.</li> </ul>	<p>Medium Status: Not Started</p>
	C) Renegotiate fire agreement(s) between the City of Medicine Hat, Town of Redcliff, and Cypress County.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> </ul>	<p>High Status: Not Started</p>



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

		<ul style="list-style-type: none"> <li>ii. If determined to be beneficial, review existing agreement(s) and provide recommended amendments.</li> <li>iii. Prepare required document(s) / updates and obtain approval through respective Councils.</li> </ul>	
	D) Explore the possibility of a shared fire hall between the City of Medicine Hat, Town of Redcliff, and Cypress County.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, complete a feasibility study.</li> <li>iii. Prepare a rational method of defining and assigning service costs.</li> <li>iv. Prepare a draft formalized agreement.</li> </ul>	<p><b>Medium</b> Status: Not Started</p>
	E) Complete a review of Joint Dispatch agreements in advance of any contract expirations/renewals.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. Complete the ICT to determine whether intermunicipal collaboration is beneficial.</li> <li>iii. If determined to be beneficial, review existing and past intermunicipal agreement(s) and provide recommendations.</li> <li>iv. Prepare required document(s)/ updates and obtain approval through respective Councils.</li> </ul>	<p><b>Low</b> Status: Not Started</p>



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

<b>MSA</b>	<b>Specific Intermunicipal Initiatives Identified</b>	<b>Next Steps / Action Items</b>	<b>Priority / Begin By</b>
<b>3. Solid Waste</b>	A) Revisit Regional Solid Waste Management economics and viability to pursue regional opportunities.	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County in year 3 of the ICF to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, reevaluate the current and future state of Municipal Solid Waste Collection, Recycling, and Diversion. iii. Reevaluate the current and future state of landfill services.	Low Status: Not Started
	B) Consider alternative regional governance structures for the Redcliff Cypress Regional Waste Management Authority (RCRWMA).	Working Group to engage subject matter experts from the Town of Redcliff and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, prepare a report comparing the governance structure options for the RCRWMA (e.g. Municipal controlled corporation.	Low Status: Not Started





# INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY

MSA	Specific Intermunicipal Initiatives Identified	Next Steps / Action Items	Priority / Begin By
<b>4. Water and Wastewater</b>	A) Explore a bi-lateral potable water service agreement between the Town of Redcliff and Cypress County.	Working Group to engage subject matter experts from the Town of Redcliff and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, develop a draft agreement.	High Status: Not Started
	B) Undertake a Tri-Municipal Growth and Water Study.	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, develop a Terms of Reference for the study (this may build upon the Cypress County Water and Wastewater Master Plan). iii. Identify potential grants or a fiscal partner(s) for the study.	High Status: Not Started
	C) Develop a set of regional population projections.	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, develop a common and consistent method for measuring regional population projections. iii. Prepare population projections using a mutually agreed upon regional population projection methodology.	High Status: Not Started
	D) Select a preferred governance structure for trilateral service provision (to be completed after initiatives B and C if appropriate).	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, develop a background report based on the completion of the first two initiatives. iii. Prepare a report comparing the governance structure options for trilateral service provision.	Medium Status: Not Started



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

	E) Formalize a trilateral agreement for water management.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, prepare a background report on water management from an emergency/flood management perspective.</li> <li>iii. Prepare a recommendation as to whether this initiative should be combined with the previous initiative.</li> </ul>	<p><b>Medium</b> <b>Status: Not Started</b></p>
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<b>MSA</b>	<b>Specific Intermunicipal Initiatives Identified</b>	<b>Next Steps / Action Items</b>	<b>Priority / Begin By</b>
<b>5. Recreation</b>	A) Develop a regional recreation/facility strategy.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, complete a comprehensive review of current recreation service delivery in the region including a gap analysis.</li> <li>iii. Identify where efficiencies and mutually beneficial service delivery can be achieved (bilateral and trilateral opportunities for the future).</li> <li>iv. Identify recommendations on regional recreation service delivery (e.g. maintain status quo, one trilateral agreement, three bilateral agreements, etc.).</li> </ul>	<p><b>Medium</b> <b>Status: Not Started</b></p>
	B) Explore cost-sharing opportunities specific to recreation services.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, review existing recreation cost-sharing agreements to identify what works and what requires improvements.</li> <li>iii. If applicable, develop a template recreation cost-sharing agreement to be used in future new and updated intermunicipal recreation service agreements.</li> </ul>	<p><b>Medium</b> <b>Status: Not Started</b></p>



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

<b>MSA</b>	<b>Specific Intermunicipal Initiatives Identified</b>	<b>Next Steps / Action Items</b>	<b>Priority / Begin By</b>
<b>6. Other MSA Items</b>	A) Identify whether status quo method of economic development service delivery is appropriate or if an alternative method of service delivery is desired.	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, complete a background review on existing municipal and intermunicipal economic development initiatives in the region as well as other precedents. iii. Identify gaps and areas of duplication in existing service delivery. iv. Submit a report with a recommendation on regional economic development service delivery.	<b>High</b> Status: Not Started
	B) Identify whether status quo method of subdivision development and appeal service delivery is appropriate or if an alternative method of service delivery is desired.	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, complete a background review on existing subdivision development and appeal service delivery in the region. iii. Identify gaps, inefficiencies, and areas of duplication in existing service delivery. iv. Submit a report with a recommendation on regional subdivision development and appeal service delivery.	<b>Low</b> Status: Not Started
	C) Identify whether status quo method of safety inspection and permitting service delivery is appropriate or if an alternative method of service delivery is desired.	Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to: i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise). ii. If determined to be beneficial, complete a background review on existing safety inspection and permitting service delivery in the region. iii. Identify gaps, inefficiencies, and areas of duplication in existing service delivery. iv. Submit a report with a recommendation on regional safety inspection and permitting service delivery.	<b>Low</b> Status: Not Started



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

	D) Identify whether status quo method of assessment review board service delivery is appropriate or if an alternative method of service delivery is desired.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, complete a background review on existing assessment review board service delivery in the region.</li> <li>iii. Identify gaps, inefficiencies, and areas of duplication in existing service delivery.</li> <li>iv. Submit a report with a recommendation on regional assessment review board service delivery.</li> </ul>	<p>Low Status: Not Started</p>
	E) Identify whether status quo method of general purchasing and procurement service delivery is appropriate or if an alternative method of service delivery is desired.	<p>Working Group to engage subject matter experts from the City of Medicine Hat, the Town of Redcliff, and Cypress County to:</p> <ul style="list-style-type: none"> <li>i. Determine whether intermunicipal collaboration is beneficial (through the ICT or otherwise).</li> <li>ii. If determined to be beneficial, complete a background review on existing general purchasing and procurement service delivery in the region.</li> <li>iii. Identify gaps and areas of duplication in existing service delivery.</li> <li>iv. Submit a report with a recommendation on regional general purchasing and procurement service delivery.</li> </ul>	<p>Low Status: Not Started</p>



## Appendix B EXISTING SERVICE DELIVERY AGREEMENTS

The Municipalities have worked collaboratively in the past with the following agreements in place to serve residents of all municipalities:



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

<b>Service Category</b>	<b>Year</b>	<b>Year of Expiry</b>	<b>Name of Agreement</b>	<b>Municipalities Party to the Agreement</b>	<b>Municipality Providing Services</b>	<b>Funding Arrangement</b>
<b>Transportation</b>	2018	Dec. 31, 2020	Special Transit Services	Town of Redcliff City of Medicine Hat	City of Medicine Hat	Fee for service
<b>Water / Wastewater</b>	2005; 2015; 2016	Indefinite	Memorandum of Agreement for Acceptance of Wastewater (Desert Blume); Amending Agreements for Additional Lands	City of Medicine Hat Cypress County	City of Medicine Hat	Fee for service
<b>Water / Wastewater</b>	2005	Indefinite	Veinerville Sewer	City of Medicine Hat Cypress County	City of Medicine Hat	Fee for service
<b>Water / Wastewater</b>	2005	Indefinite	Settlement Agreement (Sanitary Sewage)	Town of Redcliff City of Medicine Hat	Town of Redcliff	Fee for service
<b>Water / Wastewater</b>	2005	Indefinite	Dunmore Gate	City of Medicine Hat Cypress County	City of Medicine Hat	Fee for service
<b>Water / Wastewater</b>	2005	Indefinite	Veinerville Gate	City of Medicine Hat Cypress County	City of Medicine Hat	Fee for service
<b>Water / Wastewater</b>	2005	Indefinite	Desert Blume Gate	City of Medicine Hat Cypress County	City of Medicine Hat	Fee for service
<b>Water / Wastewater</b>	2005	Indefinite	Seven Persons Gate	City of Medicine Hat Cypress County	City of Medicine Hat	Fee for service
<b>Solid Waste</b>	1996	Indefinite	City of Medicine Hat Sanitary Landfill Agreement	City of Medicine Hat Cypress County	City of Medicine Hat	None
<b>Solid Waste</b>	2013	N/A	Redcliff/Cypress Regional Landfill Authority Agreement	Town of Redcliff Cypress County	Town of Redcliff	Shared deficits / shortfalls



**INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN THE CITY OF MEDICINE HAT, THE TOWN OF REDCLIFF, AND CYPRESS COUNTY**

<b>Emergency Services</b>	2018	Mar. 31, 2020	Mutual Aid	City of Medicine Hat Cypress County	City of Medicine Hat Cypress County	Fee for service
<b>Emergency Services</b>	1999	N/A	Mutual Aid Firefighting Agreement and Provision of Firefighting Services	City of Medicine Hat Town of Redcliff	City of Medicine Hat	Fee for service
<b>Emergency Services</b>	2011	N/A	Mutual Aid Firefighting Agreement and Provision of Firefighting Services	Cypress County Town of Redcliff	Cypress County Town of Redcliff	Fee for service
<b>Emergency Services</b>	2015 Renewed in 2018	Dec 31, 2020	Dispatch	City of Medicine Hat Town of Redcliff	City of Medicine Hat	Fee for service
<b>Recreation</b>	2019	TBD	Intermunicipal Trail	City of Medicine Hat Cypress County	City of Medicine Hat	Funding contribution from Cypress County
<b>Recreation</b>	2017	None	Annual Facility Contribution	City of Medicine Hat Cypress County	City of Medicine Hat	Funding contribution from Cypress County
<b>Recreation</b>	1998	N/A	Annual Recreation Contribution	Town of Redcliff Cypress County	Town of Redcliff	Funding contribution from Cypress County

As new agreements are negotiated, they will be added to this list. This summary may be amended from time to time or during the regularly scheduled ICF review period at the discretion of the municipalities.



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** March 23<sup>rd</sup>, 2020

**PROPOSED BY:** Community & Protective Services

**TOPIC:** Seniors Centre Roof Repair

**PROPOSAL:** Request for Roof Type Selection

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**BACKGROUND:**

A capital project to repair the Seniors Centre Roof was approved in the budget. At the time of approval there was a discussion around what type of roof to replace the existing roof with. Administration was asked to get quotes on a regular shingled roof replacement and explore the option of a metal roof replacement. The approved budget for the Seniors Roof Repair was set at \$40,000.

Below are the responses we received based on our public request for quotation:

<b>Seniors Centre Roof Analysis</b>			
<b>Company</b>		<b>Shingle Option</b>	<b>Metal Option</b>
Platos			
	<b>Total Plato's</b>	<b>\$ 35,807.00</b>	<b>\$ 54,440.00</b>
Top Line			
	<b>Total Top Line</b>	<b>\$ 29,890.00</b>	<b>\$ 43,340.00</b>
Ram Exteriors			
	<b>Total Ram Exteriors</b>	<b>\$ 34,814.68</b>	<b>\$ 55,708.93</b>

The reason for this coming before Council is for budgetary purposes.

If the shingled roof is selected there is enough budget available based on the original capital budget approval to proceed with the shingled roof option.

If the metal roof option is selected there is not enough budget available based on the original capital budget approval and an additional \$4,000 would be required to proceed with the metal roof option.

**POLICY / LEGISLATION:** N/A

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:** N/A



**OPTIONS:**

1. Select and proceed with the low bid shingled roof option as presented.
2. Select and proceed with the low bid metal roof option with the request and addition of \$4,000 of budget to come from the purchasing reserve as presented.

**RECOMMENDATION:** N/A**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to award the Senior Centre Roof repair to Top Line. Further that the shingle option be selected at a cost of \$29,890.00.
2. Councillor \_\_\_\_\_ moved to award the Senior Centre Roof repair to Top Line. Further that the metal roof option be selected at a cost of \$43,340.00. Further that the Senior Centre Roof Repair project budget be increased by \$4,000, with the additional funding coming from the purchasing reserve.
3. Councillor \_\_\_\_\_ moved to award the Senior Centre Roof Repair project to \_\_\_\_\_. Further that the shingle / metal roof option be selected.

SUBMITTED BY:

\_\_\_\_\_  
Department Head  
\_\_\_\_\_  
Acting Municipal Manager



19 Main Street, S.  
Redcliff AB T0J 2P0  
PO Box 1560  
T: 403-548-2811

**RECEIVED**

**MAR 10 2020**

**TOWN OF REDCLIFF**

March 9, 2020

Dear Town of Redcliff,

On behalf of The Redcliff Youth Centre, we are reaching out to the Town of Redcliff in hopes of gaining your support on our upcoming initiative to upgrade & renovate the empty space, at the Redcliff Youth Centre, which was previously used as Tiny Tots Preschool.

Our mission at the Redcliff Youth Centre is to provide a safe, constructive space for local youth, ages 10-17 to create a sense of belonging and connection within their community. Our organization offers a variety of free educational and recreational programs and services for our currently 293 registered youth. Any given day of the week, we have anywhere from 15-50 kids that attend our centre, many of which call a home away from home.

Over the past year, we have been fortunate enough to update our existing space, by giving it a fresh coat of paint, and installing new flooring. We also updated some of our fixtures including doors and emergency lights. We have made our backyard space inviting and accessible for our registered youth, which included building a patio, installing a cement pad for basketball, creating a regulation size volleyball court, and adding in a youth garden for our youth to learn more about food sustainability. We laid sod on the remaining space of our backyard for our registered youth to be able to have a safe, space to engage in physical activity and access at their own leisure.

As our space currently only holds a max capacity of 45 people, including staff, students, volunteers and our registered youth. By expanding into the previous Tiny Tots space, we will be able to serve more of our local youth, and in turn, employ more qualified, trained individuals. By expanding our safe space for youth, we could offer more free programs and services to our local youth and community. Our proposed plan of development will include modifying & updating the existing Tiny Tots portion of the Redcliff Youth Centre which would include installing two fire doors in the Youth Centre to gain us access into the Tiny Tots side if necessary, one going through existing storage room, and the other going through our existing shower space in the storage area. On the Tiny Tots side we would like to change the existing three bathrooms into two bathrooms, one being handicap accessible and the other being a unisex washroom. As both bathrooms would be equipped with a vanity, we would then get rid of the existing sink/vanity area and create that space into a storage room with a hot water tank and a stackable washer & dryer. Our hope is that we will be able to use this space for when we host special community events and possibly use it as a space that the community can rent out and enjoy as well!

Thank you for your time and consideration, we greatly appreciate it! If you have any questions, you can reach us at [rasysocial@gmail.com](mailto:rasysocial@gmail.com), or at our office number 403-548-2811.



19 Main Street. S.  
Redcliff AB T0J 2P0  
PO Box 1560  
T: 403-548-2811

In kindness,

Kaleigh Wigle & Janae Ulrich  
Child & Youth Care Counselling; Coordinator  
Redcliff Youth Centre

**Riverview Golf Club**  
**Board Meeting Agenda**  
**March 9, 2020 at 1:00 P.M.**

1. Call to Order
2. Adoption of Agenda
3. Minutes from Previous Meeting – January 21, 2020
4. Reports
  - a. Grounds and Building Committee
    - i. Superintendent Report
  - b. Administration Committee
    - i. General Manager Report
    - ii. Financial Report to February 29, 2020
    - iii. 2020 Budget Approval
    - iv. C.F.E.P. Grant Update
    - v. Insurance Coverage 2020
5. Other Business
  - a. 2020 Green Fee and Corporate Membership Rates
  - b. Drone Flight Training – Dept National Defense – March 19-20
6. In-Camera Session
  - a. Alberta Human Rights
7. Adjournment

**RIVERVIEW GOLF CLUB  
BOARD OF DIRECTORS MEETING MINUTES**

**January 21, 2020 at 10:00 AM**

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

**Absent:** Bill Duncan, Vice President

Cliff Sackman called the meeting to order at 10:00 A.M.

**MOTION:** Derrin Thibault moved the agenda for the January 21, 2020 meeting be adopted as presented. MOTION CARRIED.

**MOTION:** Russ Paulson moved the minutes of the January 13, 2020 Board Meeting be approved as presented. MOTION CARRIED.

**MOTION:** Cliff Sackman moved that the Riverview Golf Club offer an employment contract to Todd Read for the position of Manager at the rate of \$1,000.00 per month with a length of term to be mutually agreed to by both parties. MOTION CARRIED.

**MOTION:** Derrin Thibault moved to adjourn the meeting at 10:35 A.M. MOTION CARRIED.



Riverview Golf Club  
INCOME STATEMENT

	Feb 2020	YEAR TO DATE	BUDGET 2020
<b>REVENUE</b>			
<b>Sales Revenue</b>			
Memberships	\$ (875.00)	\$ 129,115.00	\$ 285,000.00
Green Fees		\$ 113.00	\$ 195,000.00
Cart Rentals - Public		\$ 36.00	\$ 82,000.00
Tournaments			\$ 72,000.00
Cart Leases and Storage	\$ (400.00)	\$ 11,425.00	\$ 66,000.00
League		\$ 285.71	\$ 33,000.00
Merchandise Sales	\$ 30.00	\$ 30.00	\$ 20,000.00
<b>Net Sales</b>	<b>\$ (1,245.00)</b>	<b>\$ 141,004.71</b>	<b>\$ 753,000.00</b>
<b>Other Revenue</b>			
Kitchen Lease			\$ 16,800.00
<b>Donations</b>			
Sponsorships & Tournament Donations			\$ 2,000.00
<b>Advertising</b>			
Casino Revenue			
Miscellaneous Revenue		\$ 591.00	\$ 2,000.00
Golf Canada Memberships		\$ 1,502.85	\$ 4,500.00
Gain/Loss on Disposal of Assets			
<b>Total Other Revenue</b>		<b>\$ 2,093.85</b>	<b>\$ 25,300.00</b>
<b>TOTAL REVENUE</b>	<b>\$ (1,245.00)</b>	<b>\$ 143,098.56</b>	<b>\$ 778,300.00</b>

Riverview Golf Club  
INCOME STATEMENT

	Feb 2020	YEAR TO DATE	BUDGET 2020
<b>EXPENSE : Payroll Expense</b>			
Grounds Wages			\$ 215,000.00
Pro Shop Wages			\$ 65,000.00
EI & CPP Expense			\$ 19,500.00
WCB Expense		\$ 758.40	\$ 2,500.00
Employee Benefits	\$ 330.00	\$ 330.00	
<b>Total Payroll Expense</b>	<b>\$ 330.00</b>	<b>\$ 1,088.40</b>	<b>\$ 302,000.00</b>
<b>Grounds Expense</b>			
Course Grounds Expense		\$ 449.96	\$ 45,000.00
Water & Pump House Expense	\$ 119.22	\$ 929.57	\$ 45,000.00
Cart Repairs & Maintenance			\$ 2,000.00
Shop Expense		\$ 15.70	\$ 4,000.00
Equipment Expense			\$ 30,000.00
Freight			\$ 1,300.00
<b>TOTAL Grounds Expense</b>	<b>\$ 119.22</b>	<b>\$ 1,395.23</b>	<b>\$ 127,300.00</b>
<b>Pro shop Expense</b>			
Merchandise Expense	\$ 939.00	\$ 939.00	\$ 15,000.00
<b>Total Pro Shop Expense</b>	<b>\$ 939.00</b>	<b>\$ 939.00</b>	<b>\$ 15,000.00</b>
<b>General &amp; Administrative Expense</b>			
Accounting & Legal		\$ 4,500.00	\$ 22,500.00
Advertising & Promotions		\$ 575.69	\$ 1,000.00
Bad Debts			\$ -
Membershipfees & Licenses	\$ 244.75	\$ 300.75	\$ 6,000.00
Cash Short/Over		\$ (0.06)	\$ 200.00
Credit Card Charges	\$ 657.85	\$ 1,350.45	\$ 7,500.00
Insurance	\$ 1,441.06	\$ 5,764.24	\$ 20,000.00
Interest & Bank Charges		\$ 13.25	\$ 1,000.00
Office Supplies & Expense	\$ 307.25	\$ 909.04	\$ 10,000.00
Property Taxes			\$ 2,600.00
Tournament Expense			\$ 40,000.00
Miscellaneous Expense		\$ 440.00	\$ 700.00
Building Repairs & Maintenance	\$ 80.85	\$ 335.03	\$ 4,000.00
Telephone & Internet	\$ 749.53	\$ 1,740.99	\$ 4,000.00
Utilities	\$ 1,204.91	\$ 5,156.44	\$ 22,000.00
Kitchen Expense			\$ 1,000.00
Suspense Account			\$ -
Legal		\$ 17,500.00	
<b>Total General &amp; Admin Expenses</b>	<b>\$ 4,686.20</b>	<b>\$ 38,585.82</b>	<b>\$ 142,500.00</b>
<b>TOTAL EXPENSE</b>	<b>\$ 6,074.42</b>	<b>\$ 42,008.45</b>	<b>\$ 586,800.00</b>
<b>NET INCOME</b>	<b>\$ (7,319.42)</b>	<b>\$ 101,090.11</b>	<b>\$ 191,500.00</b>
Loan/Lease Payments			\$ 156,000.00

Riverview Golf Club  
INCOME STATEMENT

	Feb 2020	YEAR TO DATE	BUDGET 2020
<b>Additional Financial Comments</b>			
Changes to Assets/Liabilities			
Purchase of ProShop Computers	\$ 1,527.98		
Accounts Receivable	nil		
<b>Bank Balances as of February 29, 2020</b>			
Credit Union Chequing	\$ 173,971.63		
Credit Union Casino	\$ 4,533.02		
Credit Union Savings	\$ 4.80		
Common Shares	\$ 1.03		
Servus Rewards-2	\$ 104.00		
GIC - 1 Year #1	\$ 109,432.08	Accrued Interest = \$1,361.16	
GIC - 1 Year #2	\$ 5,000.00	Accrued Interest = \$62.19	
<b>Book Balance for Credit Union as of February 29, 2020</b>			
Credit Union Chequing	\$ 172,842.09		





Administrative Staff &lt;admin@golfriverview.com&gt;

**CFEP grant change of scope and extension**

2 messages

Wendy Willows <Wendy.Willows@gov.ab.ca>  
To: Administrative Staff <admin@golfriverview.com>

Tue, Mar 3, 2020 at 12:35 PM

Hi Darrell,

I thought I would let you know that the change of scope and extension for your CFEP has been approved, a letter is in the mail confirming this.

*Wendy Willows**Program Accounting Coordinator**Community Grants**Culture, Multiculturalism and Status of Women|*

212, Cardinal Building | 17205-106A Avenue | Edmonton, AB | T5S 1M7

☎ 780-422-9547 | 📠 780-422-8739 | ✉ wendy.willows@gov.ab.ca

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Administrative Staff <admin@golfriverview.com>  
To: Wendy Willows <Wendy.Willows@gov.ab.ca>

Wed, Mar 4, 2020 at 10:04 AM

Hi Wendy,

Thank you so very much.

Sincerely,  
Darrell Schaffer  
Board of Directors

admin@golfriverview.com

403-548-7118, Ext. 2



700 Redcliff Way SE

Redcliff, AB T0J 2P0

[Quoted text hidden]

## RIVERVIEW GOLF CLUB CFEP GRANT PROPOSAL 2020

Project	Supplier/Company	Provisions	Quote	Sub Total	Total
Golf Hitting Cage Centre	Golf Supply House	Supply netting, artificial turf, accessories	\$ 17,944.35		
		Post protectors	\$ 2,388.75		
		Mats, dividers, bag stands, targets, etc	\$ 9,232.13		
	Mudrack Concrete Rite-Way Fencing	Prep and pour concrete pad	\$ 13,230.00		
		Supply and install posts	\$ 4,062.93		
				\$ 46,858.16	
Site Security Fencing	Rite-Way Fencing	Supply and install posts and fencing	\$ 6,548.97		
		Supply and install posts and fencing	\$ 4,461.19		
				\$ 11,010.16	
Clubhouse Facility Upgrades	RailPro	Construct & install stairs	\$ 5,559.75		
	Rolco Rollshutters 2019 Inc	Supply & install shutters	\$ 9,010.05		
	Creative Floor Coverings	Supply & install carpet	\$ 9,371.25		
	Jim's Electric	Lighting and various electrical upgrades	\$ 5,250.00		
	Prestige Windows & Doors	Supply and Install windows	\$ 19,825.40		
	HESCO	Stove & deep fryer	\$ 10,372.95		
	Transit Paving	ashpalt upgrades to parking lot	\$ 26,880.00		
	Sackman Bros. Const.	various deck structural modifications, stucco, siding, HVAC, wheelchair ramp	\$ 19,372.50		
				\$ 105,641.90	
Golf Course Turf Equipment	Oak Creek Golf & Turf LP Club Car	debris blower, mower	\$ 58,837.80		
		utility vehicle	\$ 12,600.00		
				\$ 71,437.80	
					<u>\$ 234,948.02</u>



## **GOLF FEES 2020**

<b><u>GREEN FEES</u></b>		<b>2019</b>	<b>Proposed 2020</b>
18 Holes Weekday Mon. - Fri.		\$44.00	\$48.00
18 Holes Weekend Sat. - Sun and Holidays		\$49.00	\$48.00
9 Holes Weekday Mon. - Fri.		\$25.00	\$25.00
9 Holes Weekend Sat. - Sun. and Holidays		\$28.00	\$28.00
<b><i>*2 for 1 Monday-Thursday after 1:00 PM</i></b>			
<b><u>POWER CART RENTALS</u></b>			
	18 Holes      2 Seats	\$36.00	\$36.00
		1 Seat	\$18.00    \$18.00
	9 Holes      2 Seats	\$20.00	\$20.00
		1 Seat	\$10.00    \$10.00
<b><u>PULL CART RENTALS</u></b>			
	18 or 9 Holes	\$ 5.00	\$ 5.00
<b><u>GOLF CLUB RENTALS</u></b>			
	18 Holes	\$15.00	\$15.00
	9 Holes	\$10.00	\$10.00
<b><u>10 GAME (Plus One Free ) PASS</u></b>			
	Unlimited Use Monday to Sunday	\$480.00	\$480.00
	W/Power Cart	\$625.00	\$625.00
<b><u>CORPORATE MEMBERSHIPS</u></b>			\$4,400.00
<ul style="list-style-type: none"> <li>• Entitled to a maximum of 4 tee times per day</li> <li>• Eligible for 5-day advance booking privileges</li> <li>• Includes Green Fee only, power cart rentals extra</li> <li>• Transferable to unlimited number of golfers</li> </ul>			
<i>(Additional Corporate Green Fees available in multiples of 2 for \$2,000.00)</i>			

**\*All 10 Game Passes and Corporate Memberships are eligible for use during the year purchased only.**

**GST IS EXTRA ON ALL FEES**



Administrative Staff &lt;admin@golfriverview.com&gt;

**DND-DRDC Drone Pilot Training - Request for permission - Riverview Golf Club, Redcliff, AB**

1 message

**Harish Jadeja** <harish.jadeja@rpasotc.ca>  
Reply-To: harish.jadeja@rpasotc.ca  
To: Riverview Golf Club <admin@golfriverview.com>

Wed, Feb 26, 2020 at 3:57 PM

**Kind Attn: Darrel Schaffer**

Dear Darrel,

Thank you for returning our phone call.

As mentioned during our conversation, we will be conducting a week-long training program for members of the DND-DRDC out of Suffield, AB.

This flight training portion of the program will be conducted over two days - Thu, Mar 19 and Fri, Mar 20 - between the hours of 09:00 AM and 05:00 PM. Flying will involve the operation of small drones away from bystanders and property and every precaution will be taken to ensure the entire operation is conducted safely, legally and responsibly.

While we were planning to conduct flights over the north end of the golf club, we would appreciate any recommendation you may have – we ideally want to fly in areas clear of any obstacles, away from people and property.

While you have provided your verbal approval on behalf of the golf club, this email is to formally ask for your permission which you may provide via email at your earliest convenience.

Please feel free to contact me in case you have any questions.

Thank you for your support, we greatly appreciate it.

Sincerely,

**Harish Jadeja, President**

RPAS Operations &amp; Training Corporation



email: harish.jadeja@rpasotc.ca

Toll-free: 1-833-RPAS-OTC (7727-682)

Mobile: +1-519-589-1681

Office: +1-519-213-1682

Fax: +1-519-213-1683

www.rpasotc.ca

RECEIVED  
MAR 09 2020

March 5, 2020

Mr. Darrell Schaffer  
The Riverview Golf Club  
700, Redcliff Way S.E.  
Redcliff, AB T0J 2P0

Dear Mr. Schaffer:

RE: COMMUNITY FACILITY ENHANCEMENT PROGRAM (CFEP)  
APPROVED FUNDING FOR APPLICATION NO.052455-55


Community Grants is in receipt of your request for a change of project scope and a time extension for the The Riverview Golf Club.

Your request to use unspent funds of the CFEP grant funds towards the construction of a Golf Hitting Cage Centre, facility upgrades to the Clubhouse and a debris blower, mower and a utility vehicle, along with a time extension to September 1, 2020 is acceptable. Please ensure the grant funds remain in trust and all monies and interest are used specifically for this project.

Should you have questions, please call Wendy Willows, Program Accounting Coordinator, at 780-422-9547 or toll free 310-0000-780-422-9547.

We trust this will help bring your project to a successful conclusion.

Sincerely,

  
Karen Lamothe  
Director

cc: Wendy Willows  
Program Accounting Coordinator



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
April 10, 2020	Statutory Holiday Good Friday Town Office Closed	
April 13, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
April 27, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.