



**COUNCIL MEETING**

**MONDAY, APRIL 13, 2020**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, APRIL 13, 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
	<b>2. MINUTES</b>	
Pg. 8	A) Council meeting held March 23, 2020 *	For Adoption
Pg. 12	B) Shortgrass Library System Board meeting held January 15, 2020 *	For Information
	<b>3. BYLAWS</b>	
Pg. 15	A) Bylaw No. 1902/2020, Sanitary Sewer System Bylaw *	1 <sup>st</sup> Reading
Pg. 39	B) Bylaw No. 1903/2020 to amend Bylaw No. 1302/2000, Bylaw No. 1390/2004 & Bylaw No. 1425/2005 (000-200 Blocks of 3 <sup>rd</sup> Street NW and 200 Block of 4 <sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project) *	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
	<b>4. REQUEST FOR DECISION</b>	
Pg. 44	A) Lead Management Program *	For Consideration
Pg. 53	B) Eastside Sewage Surge Tanks *	For Consideration
Pg. 57	C) Westside Redevelopment Plan *	For Consideration
Pg. 62	D) Seniors Centre Roof Repair *	For Consideration
	<b>5. POLICIES</b>	
Pg. 64	A) Policy 037, Correspondence for Councillors and Delivery of Information Packages to Councillors *	For Consideration
Pg. 67	B) Policy 056, Public Notices and Press/Media Releases *	For Consideration

Pg. 72	<b>C)</b> Policy 057, Bylaw Enforcement Policy *	For Consideration
Pg. 76	<b>D)</b> Policy 061, Declarations *	For Consideration

## 6. CORRESPONDENCE

Pg. 79	<b>A)</b> Gordon Memorial United Church * Re: Cancellation of Blessing of the Bikes Event	For Information
Pg. 80	<b>B)</b> APWA * Re: National Public Works Week, May 17-23, 2020	For Information

## 7. OTHER

Pg. 84	<b>A)</b> Municipal Manager Report to Council *	For Information
Pg. 97	<b>B)</b> Landfill Graphs *	For Information
Pg. 100	<b>C)</b> Council Important Meetings & Events *	For Information

## 8. RECESS

## 9. IN CAMERA (CONFIDENTIAL)

- A)** Utilities Matter (*FOIP* Sec. 23, 24, & 25)
- B)** Utilities Matter (*FOIP* Sec. 24 & 25)
- C)** Boards & Commissions (*FOIP* Sec. 17 & 24)
- D)** Personnel (*FOIP* Sec. 24)

## 10. ADJOURN

**COUNCIL MEETING - APRIL 13, 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>
84968	3 LITTLE BIRDS TREE CARE	TREE TRIMMING - BROADWAY	\$ 2,142.00
84969	ABSA	REGISTRATION FEE FOR BOILER	\$ 103.00
84970	BOUNDARY EQUIPMENT CO. LTD.	LIFTING SLING TEST/REPAIR	\$ 369.60
84971	BROVAC (A DIVISION OF 654963 AB LTD)	LIFT STATION CLEANING	\$ 514.50
84972	DCG EXECUTIVE SEARCH SERVICES LTD.	PROFESSIONAL FEES	\$ 2,627.62
84973	JACOB'S WELDING LTD.	EQUIPMENT REPAIR	\$ 262.50
84974	LACEY HOMES LTD.	DAMAGE DEPOSIT	\$ 500.00
84975	PETROFORCE INDUSTRIES	STEAM STORM LINE	\$ 1,029.00
84976	ROBERTSON IMPLEMENT ALBERTA	EQUIPMENT REPAIR	\$ 1,364.80
84977	ROY'S WOODSHOP LIMITED	PALLET CONSTRUCTION	\$ 93.45
84978	SOUTHERN DOOR	SERVICE DOOR	\$ 50.00
84979	WORKERS COMPENSATION BOARD	WCB INSTALLMENT	\$ 9,305.61
84980	WESTERN TRACTOR COMPANY INC.	EQUIPMENT PARTS	\$ 467.01
84981	WHITE ICE (1995) LTD	GOAL FOAM	\$ 194.41
84983	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 10,727.24
84984	CZEMBER, CHRIS	TRAVEL EXPENSE	\$ 553.32
84985	RECEIVER GENERAL	REMITTANCE	\$ 489.09
84986	SMAIL, BRIAN	REFUND TAX OVER PAYMENT	\$ 179.93
84987	REDCLIFF FIREMEN SOCIAL CLUB	1ST QRT FIRE PAY SOCIAL CLUB	\$ 240.00
84988	WESTERN TRACTOR COMPANY INC.	PROJ#238(TRACTOR) 665 ROTARY TILLER	\$ 4,400.00
<b>TOTAL</b>			<b>\$ 35,613.08</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>
EFT0002133	REBECCA ARABSKY	TRAVEL EXPENSE	\$ 75.00
EFT0002134	BENCHMARK GEOMATICS INC.	PROJ#198(SOUTH TRUNK SANITARY UPGRADE) & PROJ#199(EASTSIDE SURGE TANKS)	\$ 2,052.75
EFT0002135	BERT'S VACUUMS & EQUIPMENT RENTAL	KARCHER ROLLER BRUSH	\$ 132.57
EFT0002136	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 61.08
EFT0002137	ENGLER, ERICA	TRAVEL EXPENSE	\$ 120.86
EFT0002138	FARMLAND SUPPLY CENTER LTD	HOSE ASSY	\$ 76.92
EFT0002139	HOME HARDWARE	EQUIPMENT PARTS & PAINT SUPPLIES	\$ 105.08
EFT0002140	HYDRACO INDUSTRIES LTD.	EQUIPMENT REPAIR	\$ 875.01
EFT0002141	HYDRODIG	CURB STOP REPAIR	\$ 1,086.75
EFT0002142	JOE JOHNSON EQUIPMENT	EQUIPMENT PARTS	\$ 1,700.84
EFT0002143	KEYWAY SECURITY LOCKSMITHS LTD	KEYS	\$ 66.41
EFT0002144	KOST FIRE EQUIPMENT LTD	MAINTENANCE AT RINK & SENIORS CENTER	\$ 263.03
EFT0002145	READY ENGINEERING CORP	PROJ#200(5TH AVE & 2ND ST LIFT STATION) & #221(BACKUP GENERATORS)	\$ 6,975.94
EFT0002146	RURAL MUNICIPALITIES OF ALBERTA	SAFETY SUPPLIES	\$ 880.64
EFT0002147	RMA FUEL LTD	BULK FUEL	\$ 5,933.15
EFT0002148	RON'S ELECTRIC	MAINTENANCE AT POOL	\$ 578.62

EFT0002149	SNAP-ON TOOLS	LED PEN LIGHT	\$ 40.90
EFT0002150	VARSTEEL LTD.	3/4 EXPANDED METAL	\$ 68.25
EFT0002151	AMSC INSURANCE SERVICES	FEBRUARY HEALTH SPENDING	\$ 792.58
EFT0002152	ATRON REFRIGERATION	MAINTENANCE	\$ 5,550.45
EFT0002153	C.U.P.E.	UNION DUES	\$ 2,290.12
<b>TOTAL</b>			<b>\$ 29,726.95</b>

<b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</b>			
<b><u>DATE</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
2020-02-13	STAPLES	OFFICE SUPPLIES	\$ 286.24
2020-02-26	STAPLES	OFFICE SUPPLIES	\$ 83.04
2020-02-27	STAPLES	OFFICE SUPPLIES	\$ 67.05
2020-02-12	ESSO	TRAVEL	\$ 53.60
2020-02-13	SHELL	TRAVEL	\$ 79.56
2020-02-19	AWWOA	MEMBERSHIP	\$ 60.00
2020-02-21	MARK'S	HARD HATS	\$ 124.69
2020-02-10	TRANSPORT ASSOCIATION	MEMBERSHIP RENEWAL	\$ 280.35
2020-02-21	RADISSON HOTEL	EPIC COURSE	\$ 401.49
2020-02-25	A1 PIZZA	MPC LUNCH	\$ 64.00
2020-02-28	ADOBE	CREATIVE CLOUD	\$ 87.27
2020-03-02	AMEA	CONFERENCE	\$ 900.00
2020-03-04	BOOKINGS.COM	TRAVEL EXPENSE	\$ 113.86
2020-02-08	CIVIC INFO	CAGFO CONFERENCE	\$ 735.00
2020-02-10	CPC	BUSINESS LICENSES	\$ 216.59
2020-02-10	SHAW	PUBLIC SERVICES INTERNET	\$ 115.50
2020-02-10	SHAW	FIREHALL INTERNET	\$ 220.50
2020-02-17	CPC	BUSINESS LICENSES	\$ 112.31
2020-02-19	CPC	UTILITY ARREARS	\$ 274.05
2020-02-20	GLOBALSHIP EBA	SHIPPING & IMPORT	\$ 150.09
2020-02-20	KARTECH LLC	GIGABIT IP BASE SWITCHES	\$ 902.81
2020-02-20	CLEVER BRIDGE	LANSWEEPER STANDARD	\$ 675.82
2020-03-03	CPC	TAX ARREARS LETTERS	\$ 51.03
2020-03-04	AMAZON	ETHERNET CABLE	\$ 20.99
2020-02-06	SURVEY MONKEY	ANNUAL PLAN	\$ 204.00
2020-02-06	SURVEY MONKEY	ANNUAL PLAN	\$ 204.00
2020-02-05	CANADIAN PLAYGROUND	RECERTIFICATION EXAM	\$ 420.00
2020-02-13	COSTCO	PROPANE	\$ 59.23
2020-02-27	COSTCO	PROPANE	\$ 86.06
2020-02-27	LETHBRIDGE COLLEGE	PESTICIDE APPLICATOR COURSE	\$ 628.95
2020-02-28	HAT METAL MART	GALVANIZED CHASE CAP	\$ 73.50
2020-02-07	SPLASH N DASH	VEHICLE WASH	\$ 6.00
2020-02-12	AMEA	AMEA CONFERENCE	\$ 75.00
2020-02-12	AMEA	AMEA CONFERENCE	\$ 690.00
2020-02-14	ARTEX PROF	UNIFORM TAILORING	\$ 197.40
2020-02-21	SPLASH N DASH	VEHICLE WASH	\$ 5.75
2020-02-29	SPLASH N DASH	VEHICLE WASH	\$ 5.50

2020-02-06	CALGARY PLAZA HOTEL	TRAVEL EXPENSE	\$ 142.39
2020-02-06	CALGARY PLAZA HOTEL	TRAVEL EXPENSE	\$ 142.39
2020-02-13	EVENTBRITE	CANADIAN BADLANDS CONFERENCE	\$ 313.70
2020-03-03	AB MUNICIPAL CLERK	2020 AMCA CONFERENCE	\$ 500.00
2020-02-19	LONDON DRUGS	SCBA BATTERIES	\$ 136.45
2020-02-19	COSTCO	SCBA BATTERIES	\$ 146.92
2020-02-20	BJ SIGNS	BADGES	\$ 45.63
2020-02-24	FOX ENERGY	FLASHLIGHT	\$ 74.45
2020-02-20	COSTCO	PROPANE	\$ 76.00
2020-02-21	CANVA	CPS - GRAPHIC DESIGN PURCHASE	\$ 1.39
2020-02-27	CANVA	CPS - GRAPHIC DESIGN PURCHASE	\$ 1.39
2020-02-18	CITY CENTRE INN	AEMA TRAVEL	\$ 294.30
2020-02-18	ESSO	AEMA TRAVEL	\$ 53.00
2020-02-19	PARKLINK	AEMA TRAVEL	\$ 14.00
2020-02-20	PARKLINK	AEMA TRAVEL	\$ 14.00
2020-02-20	MOBIL	AEMA TRAVEL	\$ 40.00
<b>TOTAL</b>			<b>\$ 10,727.24</b>

<b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
000664	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 5,067.94
000665	CANADIAN ENERGY	BATTERY 65 1050 CA	\$ 260.61
000666	FORTIS ALBERTA INC.	NEW LINE MOVE	\$ 2,276.46
000667	BOUNDARY EQUIPMENT CO. LTD.	LIFTING CHAIN RECERT	\$ 456.75
000668	JACOB'S WELDING LTD	EQUIPMENT REPAIR	\$ 105.00
000669	SHOCKWARE WIRELESS INC.	INTERNET	\$ 52.45
<b>TOTAL</b>			<b>\$ 8,219.21</b>

<b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
EFT000000000268	AECOM CANADA LTD	LANDFILL ORGANICS & CELL DESIGN	\$ 52,545.68
EFT000000000269	BENCHMARK GEOMATICS INC	LANDFILL SURVEYING	\$ 724.50
EFT000000000270	BOSS LUBRICANTS	ANTI-FREEZE	\$ 220.50
EFT000000000271	C.E.M. HEAVY EQUIPMENT	EQUIPMENT PARTS	\$ 884.84
EFT000000000272	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 460.57
EFT000000000273	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 75.56
EFT000000000274	RMA FUEL LTD	BULK FUEL	\$ 1,528.12
EFT000000000275	SNAP ON TOOLS	TOOLS	\$ 515.55
EFT000000000276	SUN CITY FORD	SCREEN ASY & SENSOR	\$ 161.44
EFT000000000277	C.E.M. HEAVY EQUIPMENT	EQUIPMENT PARTS	\$ 157.97
EFT000000000278	COURTYARD LAW CENTRE	PROFESSIONAL FEES	\$ 864.83
EFT000000000279	FARMLAND SUPPLY CENTRE INC.	HOSE & HOSE WRAP	\$ 200.14
EFT000000000280	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 115.22
EFT000000000281	RMA FUEL LTD	BULK FUEL	\$ 2,445.27
EFT000000000282	SUN CITY FORD	BATTERY COVER	\$ 78.36

EFT000000000283	C.E.M. HEAVY EQUIPMENT	EQUIPMENT PARTS	\$ 257.03
EFT000000000284	DILLON CONSULTING	RANGE ROAD 71 UPGRADES & CAPPING APPROVAL	\$ 15,238.37
EFT000000000285	GHD LIMITED	UPGRADE GROUND WATER PROGRAM	\$ 29,134.57
EFT000000000286	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 75.54
EFT000000000287	KIRK'S MID-WAY TIRE LTD	FLAT TIRE REPAIR	\$ 26.30
EFT000000000288	RMA FUEL LTD	BULK FUEL	\$ 2,002.00
EFT000000000289	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 173.25
EFT000000000290	SUMMIT MOTORS LTD	FILTERS & FLEETRITE	\$ 785.95
<b>TOTAL</b>			<b>\$ 108,671.56</b>

<b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u></b>			
<b><u>DATE</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
2020-02-18	TRICOUNTY EQUIPMENT	EQUIPMENT PARTS	\$ 4,660.06
2020-03-01	FAMILY FOODS	OFFICE SUPPLIES	\$ 17.96
2020-03-03	GLENMORE INN	COMPOST WORKSHOP	\$ 255.98
2020-03-04	STAPLES	POSTERS	\$ 106.53
2020-03-04	CPC	LANDFILL A/R POSTAGE	\$ 27.41
<b>TOTAL</b>			<b>\$ 5,067.94</b>

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 23, 2020 @ 7:00 P.M.**

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

**Via Conference Call**

Councillors	C. Crozier, S. Gale
Acting Municipal Manager and Director of Community & Protective Services	D. Thibault
Director of Planning & Engineering	J. Johansen
Manager of Legislative & Land Services	S. Simon

**ABSENT:** Director of Finance J. Tu  
& Administration  
Director of Public Services C. Popick

**1. GENERAL**

	Call to Order	<b>A)</b> Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0111	Adoption of Agenda	<b>B)</b> Councillor Steinke moved the Agenda be adopted as presented. - Carried.
2020-0112	Accounts Payable	<b>C)</b> Councillor Czember moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.
2020-0113	Bank Summary to February 29, 2020	<b>D)</b> Councillor Gale moved the Bank Summary to February 29, 2020 be received for information. - Carried.

**2. MINUTES**

2020-0114	Council meeting held March 9, 2020	<b>A)</b> Councillor Solberg moved the minutes of the Council meeting held on March 9, 2020 be adopted as amended. - Carried.
2020-0115	Municipal Planning Commission meeting held March 18, 2020	<b>B)</b> Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held on March 18, 2020 be received for information. - Carried.



### **3. BYLAWS**

- 2020-0116 Bylaw No. 1898/2020, Tri-Area Intermunicipal Development Plan (IDP) **A)** Councillor Solberg moved Bylaw No. 1898/2020, being the Tri-Area Intermunicipal Development Plan, be given second reading as amended. - Carried.
- 2020-0117 Councillor Steinke moved Bylaw No. 1898/2020, being the Tri-Area Intermunicipal Development Plan, be given third reading. - Carried.
- 2020-0118 Bylaw No. 1901/2020, Supplementary Assessment Bylaw **B)** Councillor Leipert moved Bylaw No. 1901/2020, Supplementary Assessment Bylaw, be given first reading. - Carried.
- 2020-0119 Councillor Czember moved Bylaw No. 1901/2020, Supplementary Assessment Bylaw, be given second reading. - Carried.
- 2020-0120 Councillor Gale moved Bylaw No. 1901/2020, Supplementary Assessment Bylaw, be presented for third reading. – Carried Unanimously.
- 2020-0121 Councillor Crozier moved Bylaw No. 1901/2020, Supplementary Assessment Bylaw, be given third reading. - Carried.

### **4. REQUEST FOR DECISION**

- 2020-0122 Intermunicipal Collaboration Framework (ICF) **A)** Councillor Steinke 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. - Carried.
- 2020-0123 Redcliff Seniors Centre Roof Repair **B)** Councillor Leipert moved to award the Seniors Centre roof repair to Top Line. Further that the shingle option be selected at a cost of \$29,890.00. - Defeated.
- 2020-0124 Councillor Crozier moved that Administration explore other roofing options for the Redcliff Seniors Centre roof repair project and bring them back to Council for consideration. - Carried.

### **5. CORRESPONDENCE**

- 2020-0125 Redcliff Youth Centre Re: Renovation Upgrades – Permission to Apply for Development Permit **A)** Councillor Crozier moved correspondence from Redcliff Youth Centre dated March 9, 2020 regarding permission to apply for a development permit for renovation upgrades be received for information. Further that the Redcliff Youth Centre be authorized to apply for a development permit for renovations. - Carried.

## **6. OTHER**

- 2020-0126 Riverview Golf Club Board of Directors Meeting  
Re: March 9, 2020 Agenda Package
- A)** Councillor Czember moved the March 9, 2020 agenda package of the Riverview Golf Club Board of Directors meeting be received for information. - Carried.
- 2020-0127 Council Important Meetings & Events
- B)** Councillor Gale moved the Council Important Meetings & Events March 23, 2020 be received for information. - Carried.

## **7. RECESS**

Mayor Kilpatrick called for a recess at 7:17 p.m.

Mayor Kilpatrick reconvened the meeting at 7:19 p.m.

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

- 2020-0128
- Councillor Solberg moved to meet In Camera to discuss A) Land Matter under *FOIP* Sec. 16, 23, & 25, B) Land Matter under *FOIP* Sec. 17 & 24), C) Intermunicipal Collaboration Framework under *FOIP* Sec. 21 & 24, and D) Personnel under *FOIP* Sec. 17, 18, & 24 at 7:19 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, Manager of Legislative & Land Services, and Director of Planning & Engineering for all items.
- 2020-0129
- Councillor Steinke moved to return to regular session at 8:43 p.m. - Carried.
- 2020-0130
- Councillor Crozier moved that Administration retain legal counsel in order to obtain a court injunction to enforce a Stop Order and remove the illegal development at Lot 41, Block 32, Plan 1013403 (323 3 Street SW). - Carried.
- 2020-0131
- Councillor Solberg moved that penalties for non-payment of Town utilities be waived for two billing cycles (January / February and March / April billings). Further that the transfer of non-payment of town utilities to the tax roll will be deferred for 120 days. Taxes will still be due on June 30, 2020, but penalties for the property taxes will be waived for a three-month period; penalties for non-payment of property taxes will be applied on October 1, 2020, with the penalty only being applied to the 2020 tax levy. - Carried.

2020-0132 Adjournment

## **9. ADJOURNMENT**

Councillor Steinke moved to adjourn the meeting at 9:11 p.m. -  
Carried.

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Mayor

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Manager of Legislative & Land Services

**Present:**

<b>Trustees:</b>	Dwight Kilpatrick (Chair)	Kelly Christman (Vice-Chair)	Craig Widmer (Treasurer)
	Terrie Matz	Joel Goodnough	Kevin Jones
	Deborah Reid-Mickler	Phil Turnbull	
<b>Staff:</b>	Kim Carlson (Executive Assistant)	Petra Mauerhoff (CEO)	

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**1. CALL TO ORDER**

Dwight Kilpatrick called the meeting to order at 1:00 p.m.

**CARRIED**

**1.1 ACKNOWLEDGEMENT OF TERRITORY**

Acknowledgement of Traditional Territory - Shortgrass Library System honors and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honor and acknowledge that we are on the homelands of the Metis Nation within Region III.

**1.2 EXCUSE ABSENT BOARD MEMBERS**

Moved by Kevin Jones that the SLS Board excuse absent Board members Yoko Fujimoto and Michelle McKenzie due to prior commitments.

**CARRIED**

**1.3 APPROVAL OF AGENDA**

Moved by Joel Goodnough that the SLS Board approve the January 15, 2020 Agenda with the following amendments: No CEO Report.

**CARRIED**

**1.4 APPROVAL OF MINUTES**

Moved by Kelly Christman that the SLS Board approve the November 20, 2019 SLS Board Meeting Minutes.

**CARRIED**

**2. FINANCIAL STATEMENTS**

Moved by Craig Widmer that the SLS Board approve the Financial Statements as presented.

**CARRIED**

**3. ACTION ITEMS**

**3.1** Moved by Terrie Matz that the SLS board approve as reviewed Policy B.02: Board Governance.

**CARRIED**

**3.2** Moved by Kevin Jones that the SLS board approve as reviewed Policy B.03: Board of Trustees. **CARRIED**

*Mission Statement*

*Shortgrass Library System provides quality library support services to member municipalities and partners.*

- 3.3 Moved by Phil Turnbull that the SLS Board approve as reviewed Policy B.04: Code of Ethics. **CARRIED**
- 3.4 Moved by Phil Turnbull that the SLS Board approve as reviewed Policy B.12: Board Expenses. **CARRIED**
- 3.5 Moved by Terrie Matz that the SLS Board approve as reviewed Policy B.12A: Travel Expense Claim. **CARRIED**
- 3.6 Moved by Joel Goodnough that the SLS Board approve as reviewed Policy C.23: Travel Allowance. **CARRIED**
- 3.7 Moved by Kelly Christman that the SLS Board approve as reviewed Policy C.23A: Travel Authority and Advance Voucher. **CARRIED**
- 3.8 Moved by Deborah Reid-Mickler that the SLS Board approve as reviewed Policy F.01: Backup of Financial Data. **CARRIED**
- 3.9 Moved by Kevin Jones that the SLS Board approve as reviewed Policy F.02: Capital Equipment. **CARRIED**
- 3.10 Moved by Joel Goodnough that the SLS Board approve as reviewed Policy F.03: Capital Expenditures. **CARRIED**
- 3.11 Moved by Terrie Matz that the SLS Board approve as reviewed Policy F.04: Cheque Review and Signing. **CARRIED**
- 3.12 Moved by Deborah Reid-Mickler that the SLS Board approve as reviewed Policy G.07: Acquisitions Member Libraries and Additional Resources. **CARRIED**
- 3.13 Moved by Craig Widmer that the SLS Board approve spending up to \$5,000.00 from reserves for BiblioCloudRecords Product. **CARRIED**

#### **4. INFORMATION ITEMS**

Moved by Kelly Christman that the SLS Board receive the following items for information. **CARRIED**

4.1. Manager, Systems & Technical Services report – Chris Field.

4.2. Client Services Librarian report – Samantha West.

4.3. Solar Panel Energy Production Information Reports.

4.4. Library Manager's Meeting Minutes- November 18, 2019.

4.5. Municipal Budget Approval Letters.

4.6. ALTA looking for a new director and alternate from our region, Area 6. Does not need to be a member of the regional library board.

5. Moved by Kelly Christman that the SLS Board meeting move from an open meeting to in-camera at 1:31p.m. CEO and Executive Assistant left the meeting.

#### Mission Statement

*Shortgrass Library System provides quality library support services to member municipalities and partners.*

Moved by Joel Goodnough that the SLS Board meeting move from in-camera to an open meeting at 1:53pm.

**6. ADJOURNEMENT**

Moved by Phil Turnbull that the meeting be adjourned at 1:54p.m.

**CARRIED**

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Executive Assistant

Mission Statement

*Shortgrass Library System provides quality library support services to member municipalities and partners.*

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

**DATE:** April 13, 2020

**PROPOSED BY:** Public Services Department

**TOPIC:** Bylaw 1902/2020, Sewer Bylaw

**PROPOSAL:** To consider adopting Bylaw 1902/2020, Sewer Bylaw as presented

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### **BACKGROUND:**

Administration has significantly revised and updated Bylaw 1218, Sewer Bylaw. Regulatory changes and system upgrades are now reflected in the revised bylaw. In addition, considerations are given for private sewer systems, illegal connections, and system design requirements. Disposal conditions and guidelines are added. Runoff measures for produced stormwater are also considered. Significant considerations are given to both the quality and quantity of wastewater disposed of, pre-treatment systems and components, system blockages, grease build-ups, and system protection considerations for both the users of the wastewater system, as well as the Town.

A summary of the changes includes:

- Definition list expansion
- Regulatory consideration
- Private Sewer system connection requirements and considerations
- All owner premise sewer connection requirements for residential, commercial, horticultural, and industrial properties
- Stormwater runoff for roof collection systems
- Stormwater runoff from foundation collection systems
- Wastewater quality maximal concentrations, biological limits, and organic/inorganic considerations
- List of non-flushable items
- Maximum daily wastewater discharge limits
- Pre-treatment requirements and specifications for generated wastewater that exceed the allowable limits for wastewater discharge into the Town's system
- Town caused system blockages
- Owner caused system blockages
- Requirements for grease traps
- Expand the repair cost requirements for Owner caused system blockages to better reflect the actual Town costs
- Expansion of the offences and penalties available for enforcement. These penalties may or may not have Water Act implications
- Enforcement guidelines and parameters

### **POLICY/LEGISLATION:**

- Bylaw 1218 Sewer Bylaw
- Environmental Protection and Enhancement Act R.S.A 2000 c. E-12 and all its regulations, as amended or replaced
- Alberta Private Sewage Systems Standard of Practice R.S.A. 2015, as amended or replaced.
- Municipal Government Act R.S.A. 2000 c.M.-26, as amended or replaced

- Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34, and its regulations, as amended or replaced
- Alberta Safety Codes Act, R.S.A 2000 c. S-1, and all its regulations, as amended or replaced
- Water Act, R.S.A 2000c.S-1, as amended or replaced
- Wastewater Systems Effluent Regulations, SOR/2012-139 as amended or replaced

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

Bylaw 1902/2020, Sewer Bylaw

**OPTIONS:**

1. To consider adopting to Bylaw 1902/2020, Sewer Bylaw as presented.
2. To not adopt Bylaw 1902/2020, Sewer Bylaw.
3. To direct Administration to further review and incorporate additional / other changes to the Sewer Bylaw.

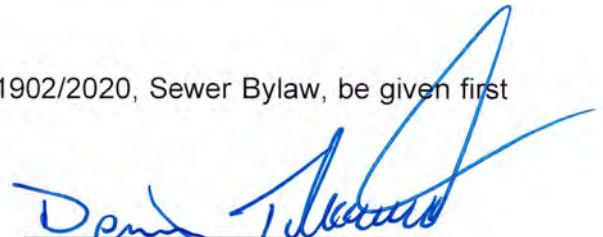
**RECOMMENDATION:** It is recommended to give 1<sup>st</sup> Reading to Bylaw 1902/2020, Sewer Bylaw as presented.

**SUGGESTED MOTION(S):**

- i) Councillor \_\_\_\_\_ moved Bylaw 1902/2020, Sewer Bylaw, be given first reading.

SUBMITTED BY:

  
Department Head

  
Acting Municipal Manager



**BYLAW NO. 1902/2020  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO REGULATE  
THE USE OF PUBLIC AND PRIVATE SANITARY SEWAGE COLLECTION AND DISPOSAL  
SYSTEMS IN THE TOWN OF REDCLIFF**

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, Council may pass a Bylaw respecting the safety, health and welfare of people, and the protection of people and property,

**AND WHEREAS** it is deemed necessary to regulate the collection and disposal of sanitary sewage in the Town of Redcliff for the safety of the public,

**AND WHEREAS** the Town of Redcliff has constructed, operates and maintains a sanitary sewer collection system consisting of sanitary trunk lines, main lines, branch lines, lateral/service lines, lift stations and flow attenuation storage facilities,

**AND WHEREAS** it is deemed necessary for the safety of the public, safe operation of the sanitary sewage collection system, protection of the sanitary sewage collection system, protection of the environment and sustainability of the sanitary sewage collection system to regulate access to the sanitary sewage collection system and the quality and quantity of discharges into the sanitary sewage collection system, and control the use of the sanitary sewage collection system.

**NOW THEREFORE**, the Council of the Town of Redcliff in open meeting assembled, enacts as follows:

**PART 1  
SHORT TITLE & DEFINITIONS**

**SHORT TITLE**

- (1) This Bylaw may be cited as the "**Sanitary Sewer System Bylaw**" of the Town of Redcliff and shall be taken to apply within the municipal boundaries of the Town of Redcliff except as specifically provided for in this Bylaw.

**DEFINITIONS**

- (2) The following Acts and Regulations are referenced in this Bylaw and are referred to in this Bylaw by their short title as listed below:

	<b>Act or Regulation</b>	<b>Short Title</b>
(a)	Environmental Protection and Enhancement Act R.S.A 2000 c. E-12 and all its regulations, as amended or replaced	Environmental Protection and Enhancement Act

(b)	Alberta Private Sewage Systems Standard of Practice R.S.A. 2015, as amended or replaced.	Private Sewage Systems Standard
(c)	Municipal Government Act R.S.A. 2000 c.M.-26, as amended or replaced.	Municipal Government Act
(d)	Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34, and its regulations, as amended or replaced	Provincial Offences Procedure Act
(e)	Alberta Safety Codes Act, R.S.A 2000 c. S-1, and all its regulations, as amended or replaced	Safety Codes Act
(f)	Water Act, R.S.A 2000c.S-1, as amended or replaced	Water Act
(g)	Wastewater Systems Effluent Regulations, SOR/2012-139 as amended or replaced	WSER

(3) Any word or expression that is specifically defined in the Acts and Regulations listed in Section (2) are adopted for the purposes of the interpretation and application of this Bylaw and have the same meaning under this Bylaw as defined in those statutes, unless otherwise specifically defined differently in this Bylaw or unless the context necessarily implies a different meaning.

(4) In this Bylaw:

- (a) **ACCREDITED LABORATORY** means a laboratory accredited by the Canadian Association for Laboratory Accreditation Inc., the Standards Council of Canada, or an accrediting body that is a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Agreement using the criteria and procedures in ISO/IEC/EN 17025: General Requirements for Competence of Calibration and Testing Laboratories.
- (b) **ADVERSE EFFECT** means the impairment of, or damage to, any one or more of the following:
  - (i) Human health or safety,
  - (ii) Property,
  - (iii) The environment,
  - (iv) The Sanitary Sewage Collection System.
- (c) **PRIVATE SEWER SYSTEM** means any system that is regulated under the Alberta Private Sewage Systems Standard of Practice.
- (d) **B.O.D.** (Denoting “Biochemical Oxygen Demand”) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in parts per million by weight.

- (e) **BTEX** means the total of benzene, toluene, ethyl benzene, and xylenes.
- (f) **BYLAW ENFORCEMENT OFFICER** means a Person appointed by Council as a Bylaw Enforcement Officer for the Town or their designate.
- (g) **CAMPGROUND** means any area designated by Council as a site intended for use by camping accommodation units on a temporary basis.
- (h) **CLEAR WASTEWATER** means Wastewater that has the appearance of being free of FOG, Food Waste, Garbage, Hazardous Substances, Sanitary Sewage, Septage, Suspended Solids or any other substance that may cause an Adverse Effect.
- (i) **C.O.D.** (Denoting “Chemical Oxygen Demand”) means the quantity of oxygen utilized in the chemical oxidation of matter.
- (j) **COUNCIL** means the duly elected and sworn in Council of the Town.
- (k) **DOMESTIC WASTEWATER** means Wastewater generated from Premises as a result of human living processes, including cooking, cleaning, washing, drinking, or other domestic activities.
- (l) **DIRECTOR** means the Director of Public Services, and/or the Director of Planning and Engineering as the context requires.
- (m) **DWELLING UNIT** means self-contained Premises occupied or intended to be occupied as a separate place of residence, including, but not limited to a single-family home, mobile home, townhouse, apartment or condominium and Premises within a duplex, triplex or fourplex.
- (n) **DISPOSE** means the dumping, discharging, throwing, dropping, discarding, abandoning, spilling, leaking, pumping, pouring, emitting or emptying of any substance or material.
- (o) **EFFLUENT METER** means a device that measures the volume of Wastewater released into the Town’s Wastewater system.
- (p) **FOG** (Fats, Oils, Grease) means organic matter extracted by n-hexane using the partition gravimetric procedure. It measures the volume of fats, oils, and Grease found in the Wastewater.
- (q) **FOUNDATION DRAINAGE** means water collected beneath the surface of the ground by a foundation drain, weeping tile, or any other groundwater collection system.
- (r) **FOOD WASTE** means solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage and sale of produce.
- (s) **GARBAGE** means material that is discarded by humans, usually due to a perceived lack of utility. The term generally does not encompass bodily waste products, purely liquid or gaseous wastes, nor toxic waste products. Waste, trash, rubbish, or refuse are similar terms.
- (t) **GREASE** means material recovered as Grease using the method set out in the latest edition of “Standard Methods” of the American Public Health Association.

- (u) **HAZARDOUS SUBSTANCE** means a substance that is either a Hazardous Substance or a hazardous waste or has the properties of hazardous waste as described in the Environmental Protection and Enhancement Act.
- (v) **HEALTH OFFICER** means the Medical Officer of the Local Health Authority, Alberta Health Services Representative, or any Person to whom may be delegated a duty.
- (w) **IC PREMISE** means industrial or commercial Premises.
- (x) **INDUSTRIAL WASTEWATER** means any water or Wastewater stream from industrial processes. Also includes a liquid waste from an industrial process that uses water as the primary suspending media or solute.
- (y) **MANAGER** means a Person appointed to the position of Chief Administrative Officer for the Town by Council and known as the Municipal Manager.
- (z) **NATURAL OUTLET** means any outlet into a Water Course, pond, ditch or lake, or other body of surface or ground water.
- (aa) **NON-RESIDENTIAL PROPERTY** means any property other than residential property.
- (bb) **OWNER** in the context of this Bylaw means a Person who is one or more of the following:
  - (i) Registered Owner of the land.
  - (ii) Registered title holder of a Premises.
- (cc) **PEACE OFFICER** means Peace Officer as defined in Provincial Offences Procedure Act.
- (dd) **PERSON** means any corporation, firm, partnership, association, society, registered company, trustee, legal representative, proprietorship, administrator, executor, agent, as well as a natural Person.
- (ee) **pH** means the logarithm of the reciprocal of the weight of hydrogen ions in moles per litre of solution and denotes alkalinity or acidity.
- (ff) **PREMISE** means any one of more of the following:
  - (i) Land,
  - (ii) Building(s) or structure(s),
  - (iii) Both (i) and (ii),
  - (iv) Part of (i) and (ii).
- (gg) **PROPERLY SHREDDED FOOD WASTE** means the waste from the preparation, cooking or dispensing of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particles greater than 6 mm in any dimension.
- (hh) **PROPRIETOR** means the Owner, tenant, or occupant of a property or part of a property or their agent or representative and includes any Person in charge thereof or any Person who controls, manages, governs or directs the activity carried on therein.

- (ii) **QUALIFIED PERSON** means a Person recognized by the government of Alberta with the training, experience and skill to be able to take professional responsibility and liability for the work they undertake or oversee. Examples are Professional Engineers, Professional Biologists, and Wastewater Operator working in their area of expertise.
- (jj) **RESIDENTIAL PROPERTY** means property consisting of one or more Dwelling Units.
- (kk) **RELEASE** means:
  - (i) To directly or indirectly conduct a substance to the Wastewater system or a watercourse by spilling, discharging, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying, or by any other means; or,
  - (ii) A spill, discharge, disposal, abandonment, deposit, leak, seep, pour, drain, or emptying of a substance into the Wastewater system or a watercourse.
- (ll) **REMEDIAL ORDER** means a Remedial Order written pursuant to the Municipal Government Act.
- (mm) **RESTAURANT** means a place where food and/or beverages are prepared and sold through a commercial enterprise for the purpose of consumption.
- (nn) **SANITARY SEWAGE** means a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments that meet the requirements specified in this Bylaw for release into the Sanitary Sewer System.
- (oo) **SANITARY SEWER SYSTEM** means all facilities for pumping, transporting, conducting, storing, treating and disposing of Sanitary Sewage. Like terms are Sanitary Sewer, Sewage Works, Wastewater System, and Sewerage.
- (pp) **SEPTAGE** means Wastewater removed from a cesspool, septic tank system, privy vault, privy pit, chemical toilet, or other Wastewater holding structure.
- (qq) **STORM WATER** means runoff generated that is the direct result of snowfall, rainfall, hail, or any other natural precipitation or runoff that results from the melting of snow or ice.
- (rr) **STORM WATER DRAINAGE SYSTEM** means the system for collecting, storing, treating, transporting, or disposing of storm drainage, but does not include plumbing or service connections into Premises.
- (ss) **SUSPENDED SOLIDS** means solids that either float on the surface of, or are in suspension in, water, sewage, or other liquids and which are removable by laboratory filtering.
- (tt) **TOWN** means the municipal corporation of the Town of Redcliff or the area contained within the Town boundaries as the context requires.
- (uu) **BRANCH LINE** means the part of the sewer system that receives lateral household connections that then carries the Wastewater to subsequent Trunk Lines.
- (vv) **LATERAL LINE** means the pipe conveying Wastewater from an individual building to a Branch Line.

- (ww) **TRUNK LINE** is a sanitary sewer line that carries the collected sewage from one or more Branch Lines and that the connection of Lateral Lines is not permitted.
- (xx) **WASTE RESIDUE** means all substances removed from Wastewater by a treatment process.
- (yy) **WASTEWATER** means the composite of water and water-carried substances released from Premises or from any other source.
- (zz) **WASTEWATER INFORMATION REPORT** means a report containing information for the purpose of evaluating releases from a Premise.
- (aaa) **WASTEWATER SURCHARGE** means an additional charge levied pursuant to the provisions of this Bylaw.
- (bbb) **WASTEWATER TREATMENT FACILITY** means a facility that stores, treats, and disposes of wastewater, but which is not part of the Sanitary Sewer System operated by the Town.
- (ccc) **WATER COURSE** means a channel in which a flow of water occurs, either continuously, or intermittently and may be either natural or manmade.

## **PART 2 REGULATIONS**

### **COMMON**

- (5) No Persons shall place, deposit or permit to be deposited in any substance, liquid, or solid that is unauthorized and includes items in section 40, upon public or private property, in Water Courses within the Town, or in any area under the jurisdiction of the Town.
- (6) No Persons shall place, deposit or permit to be deposited in any manner: Sanitary Sewage, wastewater, industrial waste, or other polluted waters, upon public or private property or in a Water Courses within the Town, or in any area under the jurisdiction of the Town.
- (7) The Owner of every Premise used for human occupancy, employment, recreation, commercial business, industrial business, or other purpose, situated within the Town is required to at their expense:
  - (a) install suitable plumbing system therein for the collection of Sanitary Sewage in accordance with the provisions of the Safety Codes Act and Regulations.
  - (b) dispose of Sanitary Sewage that is collected from the plumbing system of the Premises into either:
    - (i) The Town's Wastewater System,
    - (ii) A private Wastewater System.
- (8) No Person shall dispose of any substance into the plumbing system of a Premises prior to the plumbing system having a connection installed to either the Town's Wastewater System or a private Wastewater System.

- (9) The Town's Sanitary Sewer System shall be from the property line or in the case of a where the sewer main is in a utility right of way from the boundary of the utility right of way to the Sanitary Sewer System in the road right-of-way or utility right of way.
- (10) A private plumbing system of a Premise shall be from the property line or in the case of a where the sewer main is in a utility right of way from the boundary of the utility right of way to any facility that generates sewage of the Premise.
- (11) No statement contained in this Bylaw shall be construed to interfere with any additional requirements that may be imposed on the construction, operation, or maintenance of a private Wastewater Treatment Facility or Private Sewage Disposal by the Federal government, Provincial government, or the Town.

### **REQUIRED USE OF THE TOWNS SANITARY SEWER SYSTEM**

- (12) The Owner of every Premise is required to dispose of Sanitary Sewage at their expense:
  - (a) To the Town's Sanitary Sewage System,
  - (b) Install facilities to connect plumbing system located on a Premise directly to the Town's Sanitary Sewage System,
  - (c) Extend the Town's Sanitary Sewage System as required by the Director to provide Sanitary Sewage service to the Premise.

### **PRIVATE SEWAGE DISPOSAL**

- (13) Where in the opinion of the Director it is impractical and/or is cost prohibitive to require a Premise to connect to the Town's Sanitary Sewage System the Director: may give the Owner of the Premise a written waiver from the requirement to connect to the Town's Sanitary Sewage System, which will be subject to the following conditions:
  - (a) The Owner of the Premise shall install a Private Sewage Disposal that complies with the provisions of this Bylaw and applicable legislation and regulations relating to the Alberta Private Sewage Systems Standard and the Safety Codes Act and Regulations,
  - (b) The Owner of the Premise shall comply with all the Director's requirements relative to the Private Sewage Disposal System including but not limited to:
    - (i) Providing plans for the Director's written approval prior to commencement of construction of the design, installation, operation, decommissioning, and reclamation of the Private Sewage Disposal System prepared by a Qualified Person,
    - (ii) Certification of the installation of the Private Sewage Disposal System by a Qualified Person,
    - (iii) Submit an annual report or when requested by the Director, of the operation of the Private Sewage Disposal System including maintenance, system cleaning, Septage removal and repairs.

- (c) The Owner of the Premise shall operate and maintain the private sewage disposal facilities in full compliance to all current applicable legislation and regulation including but not limited to the Alberta Private Sewage Systems Standard, the Environmental Protection and Enhancement Act, and the Director's requirements at all times with no expense to the Town,
  - (d) When a Private Sewage Disposal System is decommissioned and reclaimed, the Owner of the Premise shall provide the Director a report on the decommissioning and reclamation prepared by a Qualified Person.
- (14) All Premises located in the Town at the time of passing this Bylaw that have a Private Sewage Disposal System have a waiver to not connect to the Town's Sanitary Sewage System.
- (15) If all conditions or requirements by the Director laid out in section (13)(13) are not complied with, the Director may, considering the severity of the breach of compliance do any of the following:
- (a) Issue a Fine as per Schedule A,
  - (b) Issue a Remedial Order,
  - (c) Suspend the written approval(s) laid out in section (13)(b)(i) for a time period determined by the Director,
  - (d) Revoke the waiver from the requirement to connect to the Town's Sanitary Sewage System approval laid out in section (13) and require the Owner of the Premise to connect to the Town's Sanitary Sewage System as laid out in section **Error! Reference source not found.**
- (16) Where the Director takes any action pursuant to subsection (15), the Director will notify the Owner of the Premise of the action and the reasons for it in writing.
- (17) A suspension or revocation issued by the Director may be appealed to the Manager no later than 14 days after the date of which the suspension or revocation was issued.
- (18) When in the opinion of the Director it becomes practical and the costs are reasonable for the Premises served by a private sewage disposal to connect to the Town's Sanitary Sewage System, the Director shall notify the Owner of the Premises in writing:
- (a) The waiver issued pursuant to section (13) will be revoked by a specified date not less than sixty days from the issuance of the written notice,
  - (b) To connect to the Town's Sanitary Sewage System prior to the date the waiver is revoked pursuant,
  - (c) Pay for all or part of the costs to extend the Town's Sanitary Sewage System as required by the Director to provide Sanitary Sewage service to the Premise.

## **OPERATION AND MAINTENANCE**

- (19) The Town shall operate and maintain the Town's Sanitary Sewer System.
- (20) The Owner of a Premise shall operate and maintain the private plumbing system of the Premise.



- (21) A Person is required to report to the Town any connection or equipment located on a Premise that does not comply with the Safety Codes Act and/or this Bylaw.
- (22) No Person shall uncover, expose, make any connections with or opening into, use, alter or disturb the Town's Sanitary Sewage System or appurtenances thereof unless authorized by the Director.
- (23) Any Person desiring to connect their Premise(s) to the Town's Sanitary Sewage System shall make an application to the Director and pay for all costs to install the connection to the Town's Sanitary Sewer System. The Director may order:
  - (a) The Owner of a Premise at their expense to provide:
    - (i) A design for the connection to the Town's Sanitary Sewer System at a suitable location,
    - (ii) Certification by a Qualified Person that the permanent connection has been completed as per the design,
    - (iii) 7 days notification to allow the Director to schedule Town Personnel to witness the connection.
  - (b) The Director, at their discretion may offer for the Town to install the connection to the Town's Sanitary System at the expense of the Owner of the Premise.
- (24) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
- (25) Unless specifically authorized by Council, only one (1) sewer service connection shall be permitted for any legal parcel.
- (26) All service connections to a Premises from the Town's Sanitary Sewage System:
  - (a) Will be tied into the nearest sanitary line,
  - (b) Laid out to at least the property line,
  - (c) Connection to the Town's Sanitary Sewage System from the Premise shall be done without crossing property boundaries other than to an abutting road or utility right-of-way where the Town's Sanitary Sewage System is located.
- (27) All plumbing and service lines on a Premise shall be constructed by the Owner of the Premise at their expense to the requirements of this Bylaw and the Safety Codes Act as applicable.
- (28) Installation of all plumbing and service lines on a Premise require permits under the Safety Codes Act.
- (29) When any connection to the Town's Sanitary Sewer System is being discontinued, the Owner of the Premise or his agent shall:
  - (a) Notify the Director in writing,
  - (b) Permanently disconnect from the Town's Sanitary Sewer System at the expense of the Owner of the Premise as required by the Director. The Director may order the Owner of a Premise to provide:

- (i) A design for the permanent disconnection from the Town's Sanitary Sewer System at a suitable location to prevent sewage being released into the soil, or dirt and groundwater from entering the Town's Sanitary Sewer System,
  - (ii) Certification by a Qualified Person that the permanent disconnection has been completed as per the design,
  - (iii) 7 days notification to allow the Director to schedule Town Personnel to witness the disconnection.
- (c) The Director, at their discretion may offer for the Town to disconnect the connection to the Town's Sanitary System at the expense of the Owner of the Premise.

### **LIMITATION OF THE TOWN'S LIABILITY**

- (30) The Town is not liable for damages or loss by any Person due to the operation of the Town's Sanitary Sewage System, unless such damage is directly due to the negligence of the Town or its employees. The Town will not be liable for damages resulting from any of the following:
  - (a) Settlement of an excavation or trench made for the purpose of installing, maintaining, or repairing any part of the Wastewater System on private property.
  - (b) Break of a Wastewater connection, lateral, branch, trunk, or main.
  - (c) Disruption of the Town's Sanitary Sewage System for the repair or maintenance of the Wastewater System.
  - (d) Disruption of the Town's Sanitary Sewage System in the event of an emergency.

### **RUNOFF**

- (31) No Person shall release any Wastewater into the Town's Sanitary Sewer System unless:
  - (a) The Person submits an applicable laboratory analysis and obtains written permission from the Director,
  - (b) The Clear Wastewater is Foundation Drainage that was connected to the Wastewater System before 1980, unless the system was designed and approved by the Town for connection to the Town's Sanitary Sewer System.
- (32) No Person shall discharge or cause to be discharged any generated stormwater, surface water, groundwater, roof run off, sub-surface drainage, weeping tile systems, cooling water, or industrial water to the Town's Sanitary Sewer System. If a connection already occurs, or is required, the Director may on individual application, authorize such discharge, including water quality compliance and monitoring, in addition to any other required provisions.
- (33) The Owner of the Premises shall not connect roof leaders, eaves troughs, downspout, or any other form of a storm drainage system to the Town's Sanitary Sewer System.
- (34) Stormwater and all other unpolluted drainage shall be discharged to such systems that are specifically designated as storm drainage systems that convey the generated stormwater to a treatment pond or Natural Outlet approved by the Director.

- (35) No weeping tile, Foundation Drainage, storm drainage system, or sump pump system shall be connected to the Town's Sanitary Sewer System unless approved in writing by the Director.

#### **QUALITY OF DISCHARGES TO THE TOWN'S SANITARY SEWAGE SYSTEM**

- (36) No Persons shall place anything or any substance into the Town's Sanitary Sewer System that may:
- (a) Create an Adverse Effect to the Town's Sanitary Sewer System,
  - (b) Can interfere with the operation of the Town's Sanitary Sewer System,
  - (c) Cause a violation with respect to the Town's operating approvals.
- (37) The following are characteristics the Town has determined may create an Adverse Effect, interfere with the operation and/or may cause a violation with respect to operating approvals of the Town's Sanitary Sewer System and discharges exceeding these limits to the Town's Sanitary Sewer System are a violation of this Bylaw:
- (a) A five-day B.O.D. greater than 300mg/l,
  - (b) Containing more than 300mg/l Suspended Solids,
  - (c) Containing more than 100mg/l of fat, oil or Grease either singly or in combination,
  - (d) Containing more than 600mg/l chemical oxygen demand (C.O.D.),
  - (e) Containing more than 10mg/l total phosphorus,
  - (f) Containing more than 50mg/l total Kjeldahl nitrogen,
  - (g) Liquid or vapour having a temperature higher than 62 degrees Celsius.
- (38) The Director may require greater restrictions than are specified in section (37), if in his/her opinion such a limitation is necessary based on the load capacity of the sewage treatment facilities. Any Person so restricted may appeal the limits established by the Director to the Municipal Manager, who shall hear the appellant and the Director or agent of either, together with other technical or expert witnesses, as the Municipal Manager shall deem appropriate.
- (39) The following are substances the Town has determined may may create an Adverse Effect, interfere with the operation and/or may cause a violation with respect to operating approvals of the Town's Sanitary Sewer System and the discharge of such to the Town's Sanitary Sewer System is a violation of this Bylaw:
- (a) Any explosive substance including gasoline, diesel, oil, benzene, liquid propane, naphtha, fuel oil, solvents, petroleum products, or any other flammable or explosive liquids, fuel, solvent or gas.
  - (b) Ashes, cinders, sand, potters clay, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground Food Wastes, Garbage, any solids, or viscous substance capable of causing any obstruction to the flow of Wastewater through the Wastewater System.
  - (c) Animal waste including:

- (i) Any paunch manure or intestinal contents from horses, cattle, sheep or swine,
- (ii) Animal hooves, toenails, or bone scraps,
- (iii) Animals intestines or stomach casings,
- (iv) Bones,
- (v) Hog bristles,
- (vi) Hides or parts thereof,
- (vii) Animal fat or flesh in particles larger than will pass through a 6 mm screen,
- (viii) Horse, cattle, sheep or swine manure,
- (ix) Poultry entrails, heads, feet, feathers, or eggshells,
- (x) Fleshing material and hair resulting from tanning operations.
- (d) Contains a substance that is above the approved concentration limit as described in Schedule B.
- (e) Any substance containing hydrogen sulphide, carbon disulphide, or any other sulfur compounds.
- (f) Any Wastewater that:
  - (i) Has a pH of less than 5.5 or greater than 9.5.
  - (ii) Has a temperature in excess of 70 degree Celsius.
  - (iii) Contains radioactive materials.
  - (iv) Is corrosive or toxic Wastewater that causes or will cause an Adverse Effect.
  - (v) Contains biological substances.
  - (vi) Contains unused or waste pharmaceuticals.
  - (vii) Contains unused or waste chemical substances.
  - (viii) Contains Hazardous Substances.
  - (ix) Contains pesticides.
  - (x) Contains herbicides.
  - (xi) Contains insecticides.
  - (xii) Grit removed from IC Premises including car wash establishments, automobile garages, and Restaurant sumps.
- (g) Any noxious odorous gas or substance capable of creating a public odour nuisance,
- (h) The following products:
  - (i) Paper Towel,
  - (ii) Cosmetic wipes,
  - (iii) Baby wipes,
  - (iv) Rags,

- (v) Feminine Hygiene Products,
- (vi) Dental floss,
- (vii) Contact lenses,
- (viii) Condoms,
- (ix) Cotton swabs,
- (x) Diapers,
- (xi) Tissues,
- (xii) Medication,
- (xiii) Hair,
- (xiv) Cigarette butts,
- (xv) Cooking Grease and oil,
- (xvi) Kitty litter,
- (xvii) Band aids,
- (xviii) Bleach,
- (xix) Paint,
- (xx) Mop heads,
- (xxi) Dusting products,
- (xxii) Floor cleaning wipes,
- (xxiii) Cooking oil,
- (xxiv) Cooked Bacon/animal fat,
- (xxv) Wax,
- (xxvi) Candles,
- (xxvii) Flushable Wipes.

#### **QUANTITY (VOLUME OF WASTEWATER)**

- (40) No Person shall discharge or cause to be discharged into the Town's Sanitary Sewer System a greater volume than two thousand eight hundred (2,800) cubic meters per month without obtaining a license so to do from the Director, but no such license be given by the Director until:
- (a) Such a Person has made application in writing for permission to discharge industrial, factory waste, or sewage into a Wastewater System within, or entering, the Town Wastewater System,
  - (b) Such applicant shall have given the chemical and physical analysis, quantity and volume of discharge, in addition to any other detailed information that is required. If applicable, information relating to any proposed pre-treatment before discharge must be included, and

- (c) The application has been formally approved in writing by the Director.
- (41) An observation / sampling location accessible to the Town must be installed on every commercial, horticultural, and industrial wastewater connection to the Town's Sanitary Sewer System. The Director will require the observation / sampling location to have an approved sewage flow metre installed for any of the following:
  - (a) Connection to the Towns Sanitary Sewer System from a Premise where the discharge exceeds the quantity specified in section (40),
  - (b) It is evident that the peak flow into the Towns Sanitary Sewer System causes the service pipe to flow full at any time as observed at the observation / sampling location. The observation can be made by direct observation of flows, measured elevation of fluid levels or visual evidence provided by residuals left on the observation / sample station of high fluid level,
  - (c) Any connection where it is evident through investigation that peak flows or large flows from any premises are causing capacity issues in the Towns Sanitary Sewer System.

## **PRE-TREATMENT**

- (42) Where a Premise may discharge Wastewater to the Town's Sanitary Sewer System that exceeds the characteristics specified in section (37) or the Director has imposed limits as specified in section (38) or substances specified in section (39) or any other characteristic, substance or peak discharge that would place the Premise or Person in violation of section (36) the Director shall require the installation of pre-treatment facilities on the Premise.
- (43) The pre-treatment facilities shall be installed as follows:
  - (a) Oil/sand interceptors shall be provided on private property for all:
    - (i) Commercial garages,
    - (ii) Gasoline service stations,
    - (iii) Fuel transfer stations,
    - (iv) Automobile and/or truck washing establishments, and
    - (v) Other types of businesses where in the opinion of the Director they are necessary for the proper handling of liquid waste containing any flammable wastes, sand and other harmful ingredients or Grease in excessive amounts.
  - (b) Grease traps shall be provided on private property for all:
    - (i) Restaurants,
    - (ii) Commercial kitchens,
    - (iii) Bakeries,
    - (iv) Food Processors, and
    - (v) Other types of businesses where in the opinion of the Director they are necessary for the proper handling of liquid waste containing Grease in excessive amounts.

- (c) Where in the opinion of the Director a Premise is discharging substances that cannot be effectively be dealt with by oil/sand interceptors and/or Grease traps the Director will require the Owner of the Premise at their own expense to provide:
    - (i) A Wastewater information report outlining the characteristics and substances in the Wastewater,
    - (ii) Plans prepared by a Qualified Person for pre-treatment of the Wastewater to meet the requirements for discharge to the Town's Sanitary Sewer System for approval of the Director,
    - (iii) Installation of the pre-treatment facilities as approved by the Director,
    - (iv) Certification from a Qualified Person that the pre-treatment system has been installed as per design and that testing results demonstrate that the discharges to the Town's Sanitary Sewer System meet or exceed the requirements.
- (44) Oil/sand interceptors and Grease traps are not required for private living quarters or Dwelling Units unless it is demonstrated that the private living quarters or Dwelling Unit is the source of a substance causing a violation of section (36).
- (45) All oil/sand interceptors and Grease traps shall be:
  - (a) Of a type and capacity as to conform to legislated standards,
  - (b) Shall be located as to be readily and easily accessible for cleaning and inspection,
  - (c) Shall be maintained by the Owner, at his expense, in continuously efficient operation at all times.
- (46) Where pre-treatment facilities are required pursuant to section (43)(c) the Owner of the Premises at his own expense shall:
  - (a) Maintain the pre-treatment system continuously in satisfactory and effective operation,
  - (b) Conduct regular testing of the discharges to the Town's Sanitary Sewer System to confirm the discharges meet or exceed the requirements,
  - (c) Keep the pre-treatment system up to date with all current legislation and regulations with respect to the quality of Wastewater disposed to the Town's Sanitary Sewer System, disposal of other wastes from the pre-treatment system, testing and other regulatory requirements.
  - (d) Provide the Director on an annual basis with a report prepared by a Qualified Person confirming the pre-treatment system is working as required and that the Owner of the Premise is following all legislation, regulations, and requirements of the Director.
- (47) Where the installation of pre-treatment is required by sections (42) and (43), the Owner of the Premise, shall at his expense install a sampling and measuring point at or near the location where the private plumbing system and the Town's Sanitary Sewer System connect to facilitate observation, sampling and measurement of the Wastewater from the Premise: The sampling point shall be:

- (a) A manhole with a minimum diameter of 1200mm,
  - (b) Located on the Premise,
  - (c) Shall always be accessibly to Town Personnel,
  - (d) Located so it can always be safely accessed,
  - (e) The Director may grant a waiver to the requirement of a sample point if in the opinion of the Director:
    - (i) The quality or quantity of the Wastewater from a Premise is not likely to exceed the requirements,
    - (ii) That there is no suitable safe place to install the sample point,
    - (iii) That the costs of installing the sample point exceeds the value to the Town of having the sample point.
- (48) All measurements, laboratory tests, recorded data tests, and analysis for the characteristics of industrial waste, sewage, Wastewater, or water to which reference is made in this Bylaw shall be determined in accordance with the "Standard Method for the Examination of Water and Sewage" of the American Public Health Association and an Accredited Laboratory. The location will be the sample location provided for in section (47) of this Bylaw. If no sample point has been required, the control manhole shall be the nearest downstream manhole in the Wastewater System to the point at which the sewer connection of the Premises enters the Town's Sanitary Sewer System.
- (49) No statement contained in this Bylaw shall be construed as preventing any special agreement or arrangement between the Town and the Owner of any Premise. Such an agreement or arrangement shall:
- (a) Be for a period not exceeding one year or other time as approved by the Town,
  - (b) Discharges exceeding the limits set forth in sections (37) and (39) will be accepted under the conditions specified in the special agreement or arrangement,
  - (c) Can only be entered into with a Person already carrying on the business in Redcliff for which the agreement is contemplated, and that any such agreement shall terminate no later than one year following the date on which this Bylaw comes into effect,
  - (d) No such agreement or arrangement shall provide any rebate of the sewerage service charges described in this Bylaw except as compensation for the installation by a Person of sewage pre-treatment facilities,
  - (e) All special agreements or arrangements must be reviewed in the event any repair, modification, addition, or deletion of the Industrial Wastewater system is completed,
  - (f) Require notification and approval of the Director in writing of any changes to the quantity or quality or constituents of the discharges to the Town's Sanitary Sewage System or any modification to pre-treatment systems laid out in the agreement.



## **SANITARY SYSTEM BLOCKAGES**

- (50) In the event of any blockage, either wholly or in part, of the Town's Sanitary Sewer System that is caused by reason of failure, omission, or neglect to comply strictly with the foregoing provisions, the Owner shall, in addition to any penalty for infraction of the provisions hereof, be liable to the Town for all costs of clearing such blockage and repairing any potential damages to the Wastewater System.
- (51) In the event of any blockage, either wholly or in part, of the Town's Sanitary Sewer System that is caused by the flushing of items listed in section (39) the Owner of the Premises will be responsible for all the repair costs including:
  - (a) Any staff time charges,
  - (b) Any equipment charges,
  - (c) Any disposal charges,
  - (d) Any repair or replacement of:
    - (i) Pipe,
    - (ii) Fittings.
  - (e) Any replacement of surface improvements including:
    - (i) Road base gravels,
    - (ii) Paving, including but not limited to asphalt and concrete,
    - (iii) Traffic control devices, including but not limited to line painting and signs,
    - (iv) Concrete, including but not limited to sidewalk, curb and gutter,
    - (v) Landscaping, included but not limited to trees, grass, shrubs, underground irrigation systems, and topsoil.
- (52) The Director will review the costs of repairing the blockage and certify the costs to be invoiced to the Owner of the Premise. The Town will invoice the Owner of the Premise for the costs of repairing the blockage. The invoice shall be due and payable within 30 days of the date of issuance.
- (53) In the event the Owner of the Premise fails to pay the full invoice:
  - (a) On the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current invoice. The said penalty shall be added to and form part of the unpaid invoice.
  - (b) On the 60th day following the due date, the Town of Redcliff shall transfer any outstanding balance to the property tax account respective of the Premise and any amount transferred shall be deemed to be taxes owing to the Town on the date of transfer.
- (54) If a sanitary sewer line that is on Town property is plugged or has a build-up due to Grease, oil, and/or sand that can be directly linked to a neighbouring business not installing or maintaining the required interceptors, all repair costs will be the responsibility of the Owner of the Premises.

## **POWER AND AUTHORITY OF INSPECTOR**

- (55) The Director and any authorized employees of the Town shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this Bylaw. If such inspection discloses any failure, omission or neglect to clean out such sumps, Grease traps, and oil traps, or discloses any defect in the location, construction, design or maintenance of any component of the Wastewater System including any connection from the Premises to the Town's system, the Person making such inspection shall in writing notify the said Owner, Proprietor or occupier to rectify the cause of complaint.

## **SEWER SERVICE CHARGE**

- (56) All Persons owning or occupying a Premise connected with to the Town's Sanitary Sewer System shall pay a monthly sewerage charge as per the Sewer Rates Bylaw established by Council.
- (57) Council may enact special sewer service charges where Wastewater is metered.
- (58) Notwithstanding the provisions of section (56), the Council of the Town of Redcliff, on the recommendation of the Director, may make special agreements on terms fixed by Council on the Owner of a Premise for sewer service charges for a Premise:
- (a) That consume large quantities of water that is sold to the Premise by the Town but where the water is consumed by the processes used on the Premise and comparable amounts of Wastewater are not returned to the Town's Sanitary Sewer System.
  - (b) Special surcharges where sections (40), and (49) apply.
  - (c) That discharge large quantities of Wastewater to the Town's Sanitary Sewer System where the Town does not sell these quantities of water to the Premise.

## **PART 3 OFFENCES & PENALTIES**

### **OFFENCES**

- (59) Any Person who contravenes any provision of this Bylaw is guilty of an offense punishable by issuance of:
- (a) Town notice/violation ticket; or
  - (b) A summons/violation ticket (Part 2); or
  - (c) An offense notice/violation ticket (Part 3).
- (60) Any notice, violation, or summons ticket will be served by a Bylaw Enforcement Officer or a Peace Officer, in accordance with the provisions of the Provincial Offences Procedure Act.

## **ENFORCEMENT**

- (61) Where the Director, a Peace Officer, Bylaw Enforcement Officer or Person authorized and designated by the Director to enforce this Bylaw believes on reasonable and probable grounds that a contravention of this Bylaw has occurred they may, without the Town incurring liability:
- (a) Demand the immediate cessation of the contravention,
  - (b) Take actions to stop the contravention including:
    - (i) Temporarily closing or shutting off the service,
    - (ii) Ordering and/or installing temporary works to stop or minimize the contravention,
    - (iii) Other actions deemed necessary to stop or minimize the contravention,
  - (c) Enter a Premise to investigate.
- (62) A Person who contravenes the provisions of this Bylaw, irrespective of whether the Person has been served under Section (59), shall be liable to reimburse the Town for all costs reasonably incurred by the Town from:
- (a) Repairing the damages done to Town infrastructure and property,
  - (b) Removing litter, Garbage, signs, vehicles, equipment, or other materials or property,
  - (c) Disposing of litter and Garbage.
- (63) A Person shall not be convicted of an offence if it is established upon a preponderance of the evidence that the Person took all reasonable steps under the circumstances to avoid the contravention of this Bylaw.
- (64) Nothing in this Bylaw shall be construed as preventing any Peace Officer or Bylaw Enforcement Officer from issuing a summons or offence notice under the Provincial Offences Procedure Act or otherwise initiating court process in any manner permitted by law, in respect of an alleged offence for which a violation ticket may be issued.

## **PENALTIES**

- (65) A ticket issued under section **Error! Reference source not found.** shall:
- (a) State the provision of this Bylaw alleged to have been contravened,
  - (b) State the fine set out in Schedule "A" to this Bylaw, and
  - (c) In the case of a Town ticket, the date which the ticket must be paid at Town Hall, with any reduction in ticket amount for payment before the specified date outlined in Schedule "A" to this Bylaw, after which the Bylaw Enforcement Officer or a Peace Officer will reissue the ticket as offence notice/violation ticket.
- (66) A ticket shall be deemed to be sufficiently served for the purposes of this section if:
- (a) Served personally on the Person alleged to have contravened the provision of this Bylaw set out in the violation notice;

- (b) Mailed to the address of any registered Owner of the Premise in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded;
- (c) Sent by registered mail to the address of any registered Owner of the Premise in respect of which the offence is alleged to have been committed, in which case service is deemed to have occurred on the seventh day after mailing of the violation notice, the day of mailing excluded; or
- (d) Attached to or left upon the Premise in respect of which the offence is alleged to have been committed.

## **GENERAL**

- (67) Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and it is the intention of Council that if any portion of this Bylaw be declared invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw shall remain valid and enforceable.
- (68) When there is a conflict between a provision of this Bylaw and any Federal and/or Provincial Acts and Regulations, the more restrictive provision prevails.
- (69) If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the Person charged with the offence under the Bylaw.
- (70) Bylaw No. 1218/99 is hereby repealed.
- (71) This Bylaw comes into force following third reading and signing.

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

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

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

**PASSED** and **SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ A.D, 2020.

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MAYOR

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MANAGER OF LEGISLATIVE & LAND SERVICES

### Schedule “A”: Fines

Nature of Offence	Section	Penalty
Operating a Private Sewage Disposal System without approval of the Director	(13)	\$1,000.00
Installing a Private Sewage Disposal System without approval of the Director	(13)(b)(i)	\$1,000.00
Failing to provide the Director with certification of the installation of a Private Sewage Disposal System	(13)(b)(ii)	\$1,000.00
Failing to meet the ongoing reporting requirements	(13)(b)(iii)	\$500.00
Failing to operate a Private Sewage Disposal System in compliance with regulations and requirements	(13)(c)	\$500.00
Failing to provide the Director with a decommissioning and rehabilitation report	(13)(d)	\$250.00
Failure to report any connection or equipment located on a Premise that does not comply with the Safety Codes Act and/or this Bylaw	(21)	\$500.00
Unauthorized, uncovering, exposing, making connections with or openings into, using, altering or disturbing the Town’s Sanitary Sewage System or appurtenances thereof	(22)	\$1,000.00
Unauthorized discharge of generated stormwater, surface water, groundwater, roof run off, sub-surface drainage, weeping tile systems, cooling water, or industrial water to The Town’s Sanitary Sewer System	(32), (33), (34), (35)	\$1,000.00
Failure to unknowingly comply with the discharge of Wastewater that does not meet quality guidelines	(36), (37), (38), (39)	\$1,000.00
Failure to knowingly comply with the discharge of Wastewater that does not meet quality guidelines	(36), (37), (38), (39)	Up to \$50,000 including charges under the Water Act
Failure to comply with the maximal volume discharge limit	(40)	\$1,000.00

### Schedule “B”: Concentration Limits

Wastewater containing the following components in excess of the following concentrations is restricted from entering the Town’s Wastewater System:

Substance	Concentration Limit (mg/L)
Aluminum, total	50.00
Antimony, total	5.00
Arsenic, total	1.00
Benzene	0.50
Beryllium, total	1.00
Bismuth, total	5.00
Boron, total	5.00
BTEX	1.00
Cadmium, total	0.70
Chloride	1500.00
Chloroform	0.05
Chromium, total	3.00
Cobalt, total	5.00
Copper, total	2.00
Cyanide	1.20
Dichlorobenzene (1,2-)	1.00
Dichlorobenzene (1,4)	1.00
Ethylbenzene	0.50
Fluoride	10.00
Hexachlorobenzene	0.06
Hydrocarbons	50.00
Iron, total	50.00
Lead, total	0.70
Manganese, total	5.00
Mercury, total	0.01
Methylene chloride (dichloromethane)	0.09
Molybdenum, total	5.00
Nickel, total	2.00
PCBs (chlorobiphenyls)	0.004
Phenolic Compounds	1.00
Selenium, total	1.00
Silver, total	0.50
Sulphate	1500.00
Sulphides	1.00
Tetrachloroethane (1,1,2,2-)	0.06
Tetrachloroethylene	0.06
Thallium, total	0.50
Tin, total	5.00
Titanium, total	5.00
Toluene	0.50
Total Nitrogen	50.00
Trichloroethylene	0.05
Vanadium, total	5.00
Xylenes, total	0.50
Zinc, total	2.00

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

**DATE:** April 13, 2020

**PROPOSED BY:** Legislative & Land Services

**TOPIC:** Amend Bylaw 1302/2002 (000-200 Blocks of 3<sup>rd</sup> Street NW and 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw), Bylaw 1390/2004 & Bylaw 1425/2005

**PROPOSAL:** To consider giving three readings to proposed Bylaw 1903/2020

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**BACKGROUND:**

The Municipal Government Act specifies that if after a local improvement tax has been imposed, there is a subdivision or consolidation of a parcel(s), then the local improvement tax bylaw is to be amended to correctly reflect the parcel(s) and the appropriate share of local improvement tax.

Changes to local improvement bylaws are typically reviewed at the beginning of the year for any changes that occurred the year prior due to subdivision or consolidation. Bylaw amendments can then be adopted, and the updates incorporated so the parcels are correctly charged for the local improvement bylaw tax when tax notices are sent out in the spring.

In 2019, Lot 5, Block A, Plan 0211147 was subdivided creating Lot 7, Block A, Plan 1911486.

Bylaw 1903/2020, to Amend Bylaw 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw No. 1390/2004 being a bylaw to amend Bylaw No. 1302/2002 and Bylaw No. 1425/2005 being a Bylaw to amend Bylaw No. 1302/2002, is proposed to reflect the change in parcels.

**POLICY/LEGISLATION:**

Excerpt from Municipal Government Act  
Variation of local improvement tax bylaw

- 402 (1) If, after a local improvement tax has been imposed, there is
- (a) a subdivision affecting a parcel of land, or
  - (b) a consolidation of 2 or more parcels of land,
- in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.
- (2) If, after a local improvement tax has been imposed,
- (a) there is a change in a plan of subdivision affecting an area that had not previously been subject to a local improvement tax, and
  - (b) the council is of the opinion that as a result of the change the new parcels of land receive a benefit from the local improvement,
- the council, with respect to future years, must revise the local improvement tax

bylaw so that each benefitting parcel of land bears an appropriate share of the local improvement tax.

1994 cM-26.1 s402

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

Bylaw 1903/2020

**OPTIONS:**

1. To consider adopting Bylaw 1903/2020.
2. To not adopt Bylaw 1903/2020.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

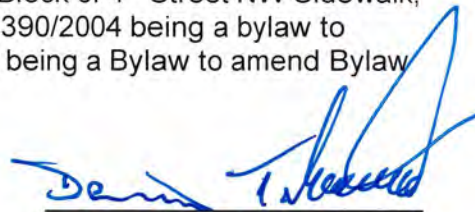
1. Councillor \_\_\_\_\_ moved that Bylaw 1903/2020, to amend Bylaw No. 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw No. 1390/2004 being a bylaw to amend Bylaw No. 1302/2002 and Bylaw No. 1425/2005 being a Bylaw to amend Bylaw No. 1302/2002, be given first reading.
2. Councillor \_\_\_\_\_ moved that Bylaw 1903/2020, to amend Bylaw No. 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw No. 1390/2004 being a bylaw to amend Bylaw No. 1302/2002 and Bylaw No. 1425/2005 being a Bylaw to amend Bylaw No. 1302/2002, be given second reading.
3. Councillor \_\_\_\_\_ moved that Bylaw 1903/2020, to amend Bylaw No. 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw No. 1390/2004 being a bylaw to amend Bylaw No. 1302/2002 and Bylaw No. 1425/2005 being a Bylaw to amend Bylaw No. 1302/2002, be presented for third reading.

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

4. Councillor \_\_\_\_\_ moved that Bylaw 1903/2020, to amend Bylaw No. 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw No. 1390/2004 being a bylaw to amend Bylaw No. 1302/2002 and Bylaw No. 1425/2005 being a Bylaw to amend Bylaw No. 1302/2002, be given third reading.

**SUBMITTED BY:**

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

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



**TOWN OF REDCLIFF  
BYLAW NO. 1903/2020**

**A Bylaw of The Town of Redcliff to amend Bylaw No. 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw No. 1390/2004 being a bylaw to amend Bylaw No. 1302/2002 and Bylaw No. 1425/2005 being a Bylaw to amend Bylaw No. 1302/2002.**

**WHEREAS** the Council of the Town of Redcliff desires to amend Bylaw No. 1302/2002 which was passed on August 20, 2002 and to amend Bylaw No. 1390/2004 which was passed on March 11, 2004 and to amend Bylaw No. 1425/2005 which was passed on April 1, 2005.

**AND WHEREAS** the Municipal Government Act R.S.A. 1994, Chapter M26.1, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.

**AND WHEREAS** the Council of the Town of Redcliff considers it expedient to amend this Bylaw to include an updated schedule indicating the parcels affected by this Local Improvement Tax and the effective frontage feet.

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

1. Bylaw No. 1302/2002, being the 000-200 Blocks of 3<sup>rd</sup> Street NW and the 200 Block of 4<sup>th</sup> Street NW Sidewalk, Curb, Gutter and Paving Project Bylaw and Bylaw 1390/2004 being a bylaw to amend Bylaw 1302/2002 and Bylaw 1425/2005 being a Bylaw to amend Bylaw 1302/2002 be amended to include the following updated listing of properties to be assessed and their effective frontage feet:

<b>000-200 Block of 3 Street NW - East Side of Street</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage</b>
1	A	9710588	779
19-20	101	1117V	50
5	A	0211147	513
7	A	1911486	65
6 PUL	A	0214367	75
<b>Subtotal</b>			<b>1,482</b>
<b>000 Block of 3 Street NW - West Side of Street</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage</b>
41	91	9411418	186
42	91	9411418	157
<b>Subtotal</b>			<b>343</b>
<b>100 Block of 3 Street NW - East Side of Street</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage</b>
11	100	0013221	50
12	100	0013221	50
13	100	0013221	50
14	100	0013221	50
15	100	0013221	50

16	100	0013221	50
17	100	0013221	50
18	100	0013221	50
19	100	0013221	50
20	100	0013221	50
<b>Subtotal</b>			<b>500</b>
<b>200 Block of 3 Street NW - East Side of Street</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage</b>
21-22	121	1117V	50
23-25	121	1117V	75
41	121	9810300	58
42	121	9810300	59
43	121	9810300	58
44	121	9810300	50
45	121	9810300	50
37-38	121	1117V	50
39-40	121	1117V	50
<b>Subtotal</b>			<b>500</b>
<b>200 Block of 4 Street NW - West Side of Street</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage</b>
21-24	122	1117V	100
47	122	9811474	50
48	122	9811474	50
49	122	9811474	50
50	122	9811474	50
51	122	9811474	50
52	122	9811474	50
37	122	1117V	25
38	122	1117V	25
39	122	1117V	25
40	122	1117V	25
<b>Subtotal</b>			<b>500</b>
<b>200 Block of 4 Street NW - East Side of Street</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage</b>
1-3	121	1117V	75
46	121	0714603	42
47	121	0714603	42
48	121	0714603	42
49	121	0714603	42
50	121	0714603	42
51	121	0714603	42
52	121	0714603	42
53	121	0714603	42
54	121	0714603	42
55	121	0714603	47
<b>Subtotal</b>			<b>500</b>
<b>Total</b>			<b>3,825</b>

2. This Bylaw repeals Bylaw 1598/2009.
3. This Bylaw shall take effect on the day of the final passing thereof.

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

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

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF LEGISLATIVE & LAND SERVICES

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

**DATE:** April 13<sup>th</sup>, 2020

**PROPOSED BY:** Public Services Department

**TOPIC:** Lead Management Program

**PROPOSAL:** To consider increasing the 2020 water operating budget

---

### **BACKGROUND:**

On November 12<sup>th</sup>, 2019, the provincial government, through Alberta Environment and Parks (AEP), mandated that every municipality create and implement a program that manages lead in municipal drinking water systems. Program reporting to AEP began on January 1, 2020.

Health Canada has made two fundamental changes to the guidelines for lead in drinking water:

- lowered the maximum acceptable limit (MAC) of lead from 10 µg/l to 5 µg/l, or 0.005mg/l.
- changed the point of compliance for lead from the point of service delivery (curb stop) to the tap in the home.

Essentially this means each municipality is now responsible for potable water delivered to the tap of the consumer whereas previously municipalities were only responsible for the distribution system to the service connection or property line.

Typically lead levels in the river are very low and the produced potable water is nearly lead free. However, lead can leach into potable water through lead service lines, lead fixtures, tin-lead solder, brass fittings, and some water meters. Lead containing materials were commonly used in the past, and frequently occur in older homes predating 1975. The National Plumbing Code allowed the use of lead pipes until 1975 and tin-lead solder until 1986. Construction prior to 1960 has been used as a benchmark for the use of lead pipe as a service line. Recent construction does not eliminate lead leaching into the water as newer brass fittings can potentially leach more lead than older fittings due to the concentration of lead near the surface of the fitting during the moulding process. The Town must complete all the requirements of the provincial lead management program within the set timelines by the end of 2024.

In 2020, Phase 1 requires a detailed system assessment for all lead hazards in the Town relating to lead service lines, lead fixtures, and lead piping. Phase 1 analysis will require detailed planning and community communication programs that ultimately necessitate every service line located, mapped, and size and materials identified. Between May through September 2020, a minimum of forty (40) high risk structures will need total metal analysis conducted inside the premises using the AEP approved sampling methods. If the lead results exceed the maximum acceptable limit, immediate verification must be conducted to confirm the results within one (1) month after the results are received. Depending on the individual assessment from each tested property, a lead management plan needs to be developed based on all the collected and tested information that will ultimately result in the removal of lead containing piping or fixtures, or the installation of NSF 53 certified inline filter systems. The installation of NSF 53 inline filters can only be considered an interim measure and a more long-term analysis is required for Phase 2 of the program to begin in 2021.

**SAMPLING PROGRAM:**

The Town of Redcliff will be using the AEP approved 30-minute stagnation (30MS) sampling protocol for single-or multifamily (fewer than eight units) residential sites. In this process 2- 125 ml water samples will be taken for the single-family residential sites and 2- 1L water samples will be taken for the multifamily residential sites. The Town is required to conduct a detailed analysis of 40 residential locations. Two Town employees will conduct each onsite water analysis. It is estimated the Town employees will be inside each residence for up to ninety (90) minutes.

Budget considerations must consider the costs of third-party laboratory testing, freight charges, sampling products, reporting correspondence to each testing household, and NSF 53 point of use filtering systems.

The 2020 Phase 1 lead program will require a budget of \$10,000.

**POLICY/LEGISLATION:**

Bylaw 1892/2019 Water Rates Bylaw

**STRATEGIC PRIORITIES:**

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

**Strategies**

- 1.1. Establish long term financial solutions to fund the maintenance, replacement, and expansion of the community's infrastructure
- 1.3. Establish a life cycle plan for all facilities and infrastructure

**ATTACHMENTS:**

Bylaw 1892/2019, Water Rates Bylaw

**OPTIONS:**

1. Increase the 2020 water operating budget by \$10,000 for the 2020 lead program. Funding for this is to be provided by the water reserve.
2. To not increase the 2020 water operating budget.

**RECOMMENDATION:**

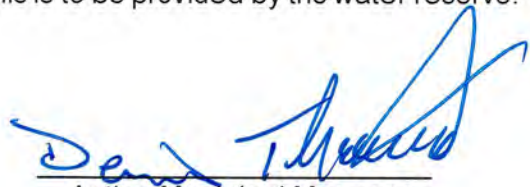
Option 1

**SUGGESTED MOTION(S):**

- i) Councillor \_\_\_\_\_ moved to increase the 2020 water operating budget by \$10,000 for the 2020 lead program. Funding for this is to be provided by the water reserve.

SUBMITTED BY:

  
Department Head

  
Acting Municipal Manager

**BYLAW NO. 1892/2019  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE LEVYING, COLLECTING  
OF CHARGES AND RATES FOR WATER SERVICE.**

**WHEREAS** the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities.

**NOW THEREFORE**, the Municipal Council of the Town of Redcliff, in the Province of Alberta, duly assembled, hereby enacts as follows:

**TITLE**

1. This Bylaw shall be known and may be cited as the "**Water Rates Bylaw**" of the Town of Redcliff.

**INTERPRETATION AND DEFINITIONS**

2. In this Bylaw:
  - a) "**Bulk Water Station**" shall mean the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
  - b) "**Council**" shall mean The Municipal Council of the Town of Redcliff.
  - c) "**Customer**" shall mean any owner or tenant of a premises receiving water directly or indirectly by a service connection to the Town's water distribution system.
  - d) "**Due Date**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
  - e) "**M<sup>3</sup>**" shall mean the measure of volume of one cubic meter.
  - f) "**Multi-Unit Building**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
  - g) "**Owner**" shall mean the registered owner of real property within the Town of Redcliff.
  - h) "**Portable Hydrant Meter**" shall mean a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
  - i) "**Satisfactory Credit History**" shall mean a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
  - j) "**Tenant**" shall mean anyone occupying a property in the Town of Redcliff other than the owner of a property.



- k) **"Town"** shall mean the Municipal Corporation of the Town of Redcliff.
- l) **"Water Valve Encumbrance"** shall mean the device used to seal a water valve that has been tampered with on a continuing basis.

### **TREATED WATER RATES WITHIN TOWN LIMITS**

3. Every customer within the Town limits who is serviced by a service connection to the Town's treated water system, shall require a water meter and shall pay to the Town the following water rates payable monthly or bi-monthly at the discretion of the Council with the minimum monthly charge being the Capital Component.

<b>Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$7.26	\$14.52
Capital Component	\$37.10	\$74.20
<b>Total</b>	<b>\$44.36</b>	<b>\$88.72</b>

<b>Non-Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$ 7.26	\$14.52
Capital Component	\$47.95	\$95.90
<b>Total</b>	<b>\$55.21</b>	<b>\$110.42</b>

<b>Greenhouse</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$7.26	\$14.52
Capital Component	\$199.70	\$399.40
<b>Total</b>	<b>\$206.96</b>	<b>\$413.92</b>

4. Any water consumed shall be charged to the customer at the rate of **\$1.03 per M<sup>3</sup>**.
5. Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. Any multi-unit building with one service connection shall be charged

the applicable minimum Admin, Capital and Operating rates for each residential or non-residential unit.

### **TREATED WATER RATES OUTSIDE TOWN LIMITS**

6. Every customer outside the Town limits, who is served treated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.
7. Any water consumed shall be charged to the customer at the rate of **\$3.25 per M<sup>3</sup>**.

### **UNTREATED WATER RATES WITHIN TOWN LIMITS**

8. Every customer within the Town limits, who is served untreated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.
9. Any water consumed shall be charged to the customer at the rate of **\$2.50 per M<sup>3</sup>**.

### **BULK WATER & PORTABLE HYDRANT**

10. For customers utilizing the Bulk Water Station the following rates shall apply:
  - a) Monthly Fee of **\$40.00**, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M<sup>3</sup>**. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.
11. The Town reserves the right to suspend or reduce a bulk water service on twenty four (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.
12. For customers utilizing the Portable Hydrant Meter the following rates shall apply:
  - a) Monthly Fee of **\$40.00**, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M<sup>3</sup>**. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.

### **MISCELLANEOUS RATES**

13. The charge for a service call (i.e. water turned on/off) made by the Town during regular work hours shall be:
 

1. Delinquent accounts - Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours	-	Call-Out Labour Rate
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00
5. Frost damaged meter replacement	-	\$40.00 + meter (\$150-\$600)



- |     |   |   |                   |
|-----|---|---|-------------------|
| 6.  | Garden service installation                               | - | \$30.00           |
| 7.  | Garden service removal                                    | - | \$30.00           |
| 8.  | Service call - Off/on (same day)                          | - | \$30.00           |
| 9.  | Service call – Disconnect<br>(Temporary/Seasonal Vacancy) | - | \$50.00           |
| 10. | Service call – Reconnect<br>(Temporary/Seasonal Vacancy)  | - | \$50.00           |
| 11. | Meter testing   | - | \$50.00           |
| 12. | Temporary service during construction (60 days)           | - | \$50.00           |
| 13. | Replace damaged read out                                  | - | \$30.00 plus cost |
| 14. | Unscheduled meter reading                                 | - | \$30.00           |
| 15. | Service call - Water leak<br>(Broken line/household leak) | - | \$50.00           |
|     | (*GST not included in above rates)                        |   |                   |
14. Any such service requested, including emergency callouts, after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
15. The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of **\$100.00 plus GST** for the service call made by the Town to unseal the water service encumbrance.

#### **TEMPORARY WATER SERVICE**

16. A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, dry walling, and masonry. The cost for this service is outlined in Section 13.
17. A temporary water service is available for a maximum of sixty (60) days or until:
- a) the contractor requests the water meter from the Town; or
  - b) the Town determines that the plumbing is completed to the stage where a water meter can be installed; or
  - c) the temporary water service is being used for something other than what is intended.
18. The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
19. Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

#### **SIGNING ON**

20. New owners requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.

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21. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.
22. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

### **DEPOSITS**

23. New owners receiving water service from the Town are no longer required to pay a deposit.
24. The deposit fees collected by the Town prior to this Bylaw shall be returned to the customer when:
  - a) The customer terminates their utility account with the Town. The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.
  - b) Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
  - c) The customer does not pay their current utility invoice. The Town shall deduct the deposit from the outstanding amount and issue a final bill.

### **PENALTIES**

25. In the event a grandfathered tenant's utility invoice remains unpaid:
  - a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
  - b) on the 40th day following the due date the Town of Redcliff shall issue a notice which would notify the tenant and owner that the water utility account could be transferred to the owner.
  - c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.
26. In the event an owner's utility invoice remains unpaid:
  - a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.

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- b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, then transfer any outstanding balance to the property tax account respective of the service address and any amount transferred shall be deemed to be taxes owing to the Town on the date of transfer.
27. Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:
- a) By action in a court of competent jurisdiction, or
  - b) By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
  - c) By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or
  - d) By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

#### **OTHER**

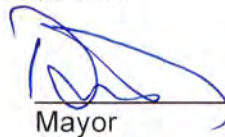
28. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
29. Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.
- a) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
30. Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.
31. Town of Redcliff Bylaw No. 1873/2018 is hereby repealed effective end of day December 31, 2019.
32. This Bylaw shall become effective on January 1, 2020.

**READ** a first time this 25<sup>th</sup> day of November, 2019.

**READ** a second time this 25<sup>th</sup> day of November, 2019.

**READ** a third time this 25<sup>th</sup> day of November, 2019.

**PASSED** and **SIGNED** this 4<sup>th</sup> day of December, 2019.

A handwritten signature in blue ink, appearing to be "D. [unclear]", written over a horizontal line.

Mayor

A handwritten signature in blue ink, appearing to be "Simon", written over a horizontal line.

Manager of Legislative & Land Services

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

**DATE:** April 13, 2020  
**PROPOSED BY:** Planning & Engineering  
**TOPIC:** Eastside Sewage Surge Tanks  
**PROPOSAL:** Modify the project to reduce overall infrastructure costs.

---

**BACKGROUND:**

The Town has proceeded with the design of sanitary sewer surge tanks in Eastside to protect the Town from sewer back-ups and to resolve some of the peak flow issues caused by inflow and infiltration at the City sewer gate.

The project currently consists of parts of three offsite levies projects:

Project	% of work included in Eastside Surge Tank Project	Offsite Levies Estimated Cost
• Upgrades to South Trunk east of Eastside Phase 1	55%	\$2,384,070
• Discharge Sanitary Sewer Capacity Upgrades	50%	Not currently funded in OS Levies
• 9th Ave Sanitary Trunk from Eastside Phase 1 to Saamis Drive	30%	\$1,796,691

During the design of this project an option (opportunity) has presented itself. Changing the location of the surge tanks to parallel 9<sup>th</sup> Avenue SE and be adjacent to a proposed storm pond, extend the sanitary trunk down 9<sup>th</sup> Avenue SE and then cut across to the sewer trunk located in Boundary Road the Town will be able to eliminate all requirements to upgrade the South Trunk east of Eastside Phase 1 and complete the 9<sup>th</sup> Avenue SE Sanitary Trunk from Eastside Phase 1 to Saamis Drive. For this RFD this option will be referred to as Option 2.

The cost to do Option 2 is estimated at \$2,490,000 including contingency and construction oversight amounts.

The current capital budget approved for the Eastside Sewage Surge Tank and Upgrades to the South Trunk east of Eastside Phase 1 is \$650,000 and \$476,814 respectively (Total \$1,126,814).

Items of interest:

1. Cost estimates for Option 2 are based on 2019 construction cost numbers which may not be realistic for 2020.
2. The surge tank required in Eastside is 2.4 times larger than the surge tank being installed at the 3<sup>rd</sup> Avenue and 3<sup>rd</sup> Street NW lift station of which the tank itself not including excavation, dewatering, connections, etc. is \$565,000.

3. Preliminary design of 9<sup>th</sup> Avenue has been completed. This includes, drainage, storm, road, trails, sidewalk curb & gutter.
4. The only deep utilities left to install in 9<sup>th</sup> Avenue SE Option 2 will be storm sewer and lot servicing. Lot servicing would be difficult at this time as the size and type of lots has not yet been determined.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

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

**Strategies**

- 1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community's infrastructure

**ATTACHMENTS:**

Figures for Option 1 and Option 2

**OPTIONS:**

1. Continue with the sewage surge tanks at the Option 1 location.
2. Change the sewage surge tanks to Option 2 location. Budget increase request if required to be brought forward after the close of construction tenders and prior to award of the construction project.

**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Administration move forward with the Eastside Sanitary Sewage Surge Tanks on gas well site (initial proposed option 1) and if necessary, after tendering the project for construction, make any budget increase requests to Council prior to the contract for construction being awarded.
2. Councillor \_\_\_\_\_ moved Administration move forward with the Eastside Sanitary Sewage Surge Tanks on 9<sup>th</sup> Avenue (alternate proposed option 2) and if necessary, after tendering the project for construction, make any budget increase requests to Council prior to the contract for construction being awarded.

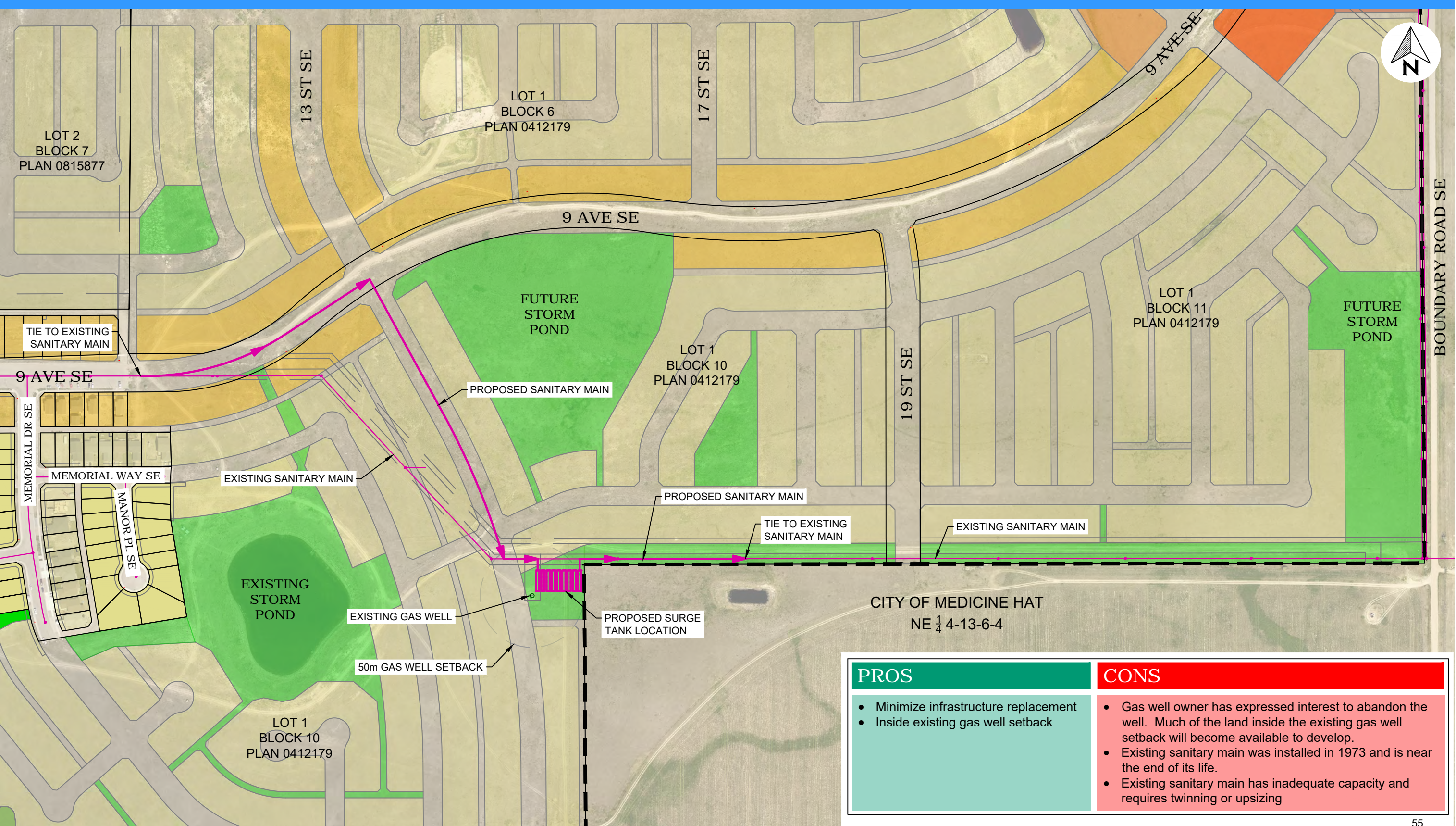
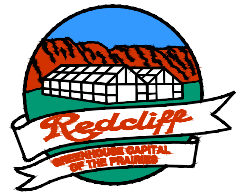
**SUBMITTED BY:**

  
Department Head

  
Acting Municipal Manager

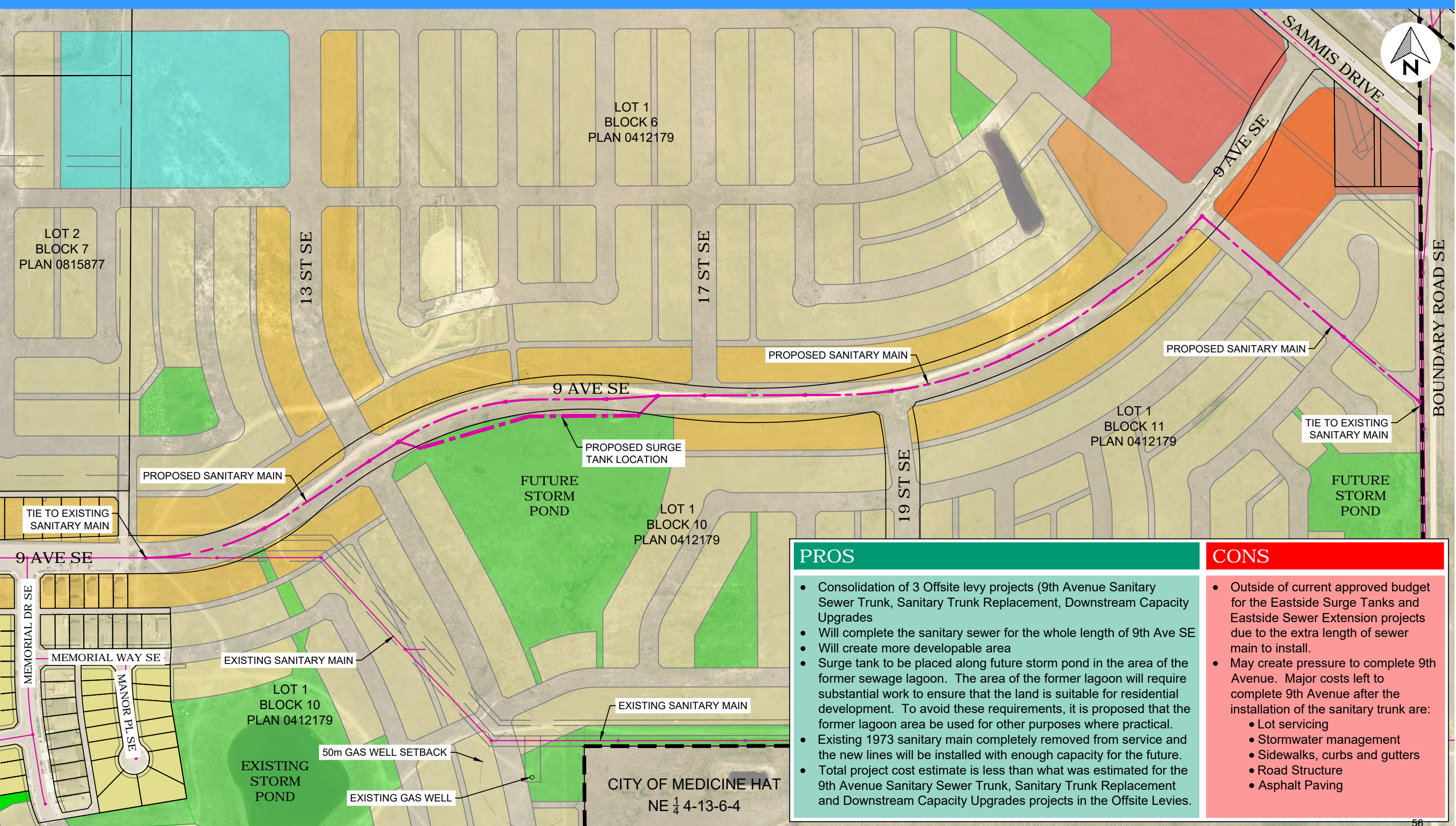


# EASTSIDE SURGE TANKS - OPTION 1





# EASTSIDE SURGE TANKS - OPTION 2





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

**DATE:** April 13, 2020

**PROPOSED BY:** Planning & Engineering

**TOPIC:** Westside Redevelopment Plan

**PROPOSAL:** Approve Administration Moving forward with the Westside Redevelopment Plan.

---

**BACKGROUND:**

The westside of the Town has traditionally been a horticultural area dominated by greenhouses. Most of the greenhouses are small operations which in the past decade have become financially unviable. The closure of these greenhouses is putting pressure on the Town to approve redevelopment in the westside. The following observations regarding Individual applications for redevelopment have been noted by planning staff regarding the current situation:

- Each application requires staff time process, evaluate, circulate, and approve,
- Redevelopment proposals often require Land Use Bylaw amendments. It is currently estimated that the Town only recoups 20% of the costs of a single Land Use Bylaw amendment,
- The current situation is resulting in slower redevelopment as developers are required to submit applications with little guidance on what will be allowed and there are often extra steps to develop.
- The end results are a hodgepodge of development without any overall guidance.

In light of the issues and the number of applications and inquiries Administration, is suggesting that it would be beneficial to create a Westside Redevelopment Plan. Area redevelopment plans are considered statutory plans under the MGA. This type of plan guides redevelopment in existing areas and would be considered an appropriate document to remedy the concerns noted above. The following sections from the MGA govern the requirements and implementation of an ARP.

***Area redevelopment plans***

***634(1) A council may***

- a. designate an area of the municipality as a redevelopment area for the purpose of any or all of the following:***
  - (i) preserving or improving land and buildings in the area;*
  - (ii) rehabilitating buildings in the area;*
  - (iii) removing buildings in the area;*
  - (iv) constructing or replacing buildings in the area;*
  - (v) establishing, improving or relocating roads, public utilities or other services in the area;*
  - (vi) Facilitating any other development in the area.*
- b. adopt, by bylaw, an area redevelopment plan;***

- c. *in accordance with this section and Division 6, provide for the imposition and collection of a levy to be known as the “redevelopment levy”, and*
- d. *authorize a designated officer, with or without conditions, to perform any function with respect to the imposition and collection of that redevelopment levy.*

*(2) An area redevelopment plan must be consistent with:*

- a. *any intermunicipal development plan in respect of land that is identified in both the area redevelopment plan and the intermunicipal development plan, and*
- b. *any municipal development plan.*

## **Plan Contents**

### **635 An area redevelopment plan**

- a. *must describe*
  - (i) *the objectives of the plan and how they are proposed to be achieved,*
  - (ii) *the proposed land uses for the redevelopment area,*
  - (iii) *if a redevelopment levy is to be imposed , the reasons for imposing it, and*
  - (iv) *any proposals for the acquisition of the land for any municipal use, school facilities, parks and recreation facilities or any other purposes the council considers necessary*
  - (v) *and*
- b. *may contain any other proposals that the council considers necessary.*

The MGA stipulates adoption of an ARP does not require the municipality to undertake any of the proposed development referred to within.

In order to facilitate the creation of this plan, the following actions would be required:

### The scope of work for the proposed Westside Redevelopment Plan would first include:

1. Gain public input on how the area should look, feel and develop,
2. Allow for developer’s and the public to put forward different development concepts,
3. Identify what land uses and zoning is appropriate for the next 10 to 15-year time horizon,
4. Minimize development conflicts,
5. Expedite redevelopment in the westside where it is desired,
6. Plan for public amenities in the westside,

To be a successful this project needs to first engage the public and then draft a document from the public input. To successfully engage the public, it is proposed to:

- Create a very rough high-level concept plan and send it to the public for comment and feed back,
- Reach out to the public through a variety of communication means,

- Give the public 3 to 4 months to comment,
- Keep the time frame to the near future,

Once input has been received from the public Administration will prepare draft redevelopment plan(s) for the area. It is understood that it may be preferable to have more than one plan to address each of the different areas. (Although, there are similarities overall in each proposed area with the impact of older greenhouse development, there also distinctions within each area and their locations are spread out over sizable area of Redcliff. This factor could influence whether single or multiple documents would best serve the objectives of coordinated and effect redevelopment for the community).

The goal of these plan(s) is to meet the minimum requirements in the MGA for a redevelopment plan and but also synthesis a community vision from the public consultation. After the draft redevelopment plans are created, they will be shared with the public for comment and feedback. Plans will be finalized and brought to Council for adoption.

It is expected that Land Use Bylaw amendments will be one of the results of the creation of these plans. It is also expected that many property owners will request that the zoning of their property does not change and having this information is also valuable for the Town to know what residents are not only wanting to see changed but what they also want to keep.

This work is proposed to be done by Administration with some outside planning help using existing approved budgets.

## **POLICY/LEGISLATION:**

N/A

## **STRATEGIC PRIORITIES:**

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

### **Strategies**

1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community's infrastructure

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

### **Strategies**

2.1. Define the community's target markets and pursue development opportunities

2.2. Explore and promote economic development opportunities within the community and the region

2.3. Promote a positive culture towards business and development

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

### **Strategies**

3.1 Encourage development of seniors housing in priority locations

3.3. Assess the needs of community organizations and where community needs may be underserved

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

**Strategies**

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

**ATTACHMENTS:**

Map showing proposed plan boundaries.

**OPTIONS:**

- 1. Give authorization to Administration to start the Westside Redevelopment plan with a goal of completing the initial public consultation phase by the end of August 2020.

**RECOMMENDATION:**

Option 1

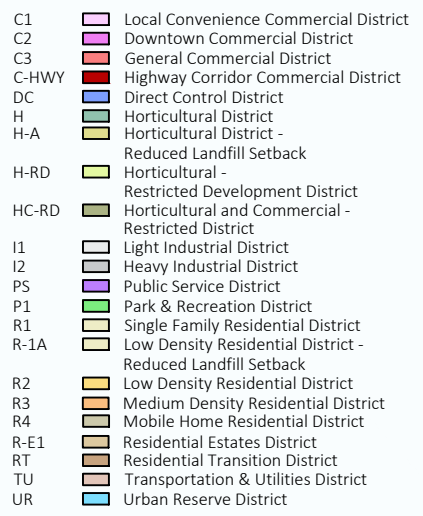
**SUGGESTED MOTION(S):**

- 1. Councillor \_\_\_\_\_ moved Administration to start the Westside Redevelopment plan with a goal of completing the initial public consultation phase by the end of August 2020.

**SUBMITTED BY:**

  
Department Head

  
Acting Municipal Manager



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 13<sup>th</sup>, 2020

**PROPOSED BY:** Community & Protective Services

**TOPIC:** Seniors Centre Roof Repair

**PROPOSAL:** Request for Roof Type Selection

---

**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.

At the Council meeting of March 23, Council requested additional options be researched and brought back for further consideration. Administration asked for quotes on a rubber tile option and a clay fibre tile option. No roofer recommended or quoted the clay fibre tile option due to the lack of availability of that product at this time.

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>	<b>Rubber Tile Option</b>
Platos				
	<b>Total Plato's</b>	<b>\$ 35,807.00</b>	<b>\$ 54,440.00</b>	<b>\$ 73,220.00</b>
Top Line				
	<b>Total Top Line</b>	<b>\$ 29,890.00</b>	<b>\$ 43,340.00</b>	<b>\$ 62,527.50</b>
Ram Exteriors				
	<b>Total Ram Exteriors</b>	<b>\$ 34,814.68</b>	<b>\$ 55,708.93</b>	<b>No Quote</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.
3. Select and proceed with the low bid rubber roof option with the request and addition of \$22,527.50 of budget to come from the purchasing reserve as presented.

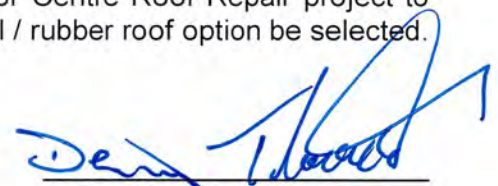
**RECOMMENDATION:** N/A

**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 to Top Line. Further that the rubber roof option be selected at a cost of \$62,527.50. Further that the Senior Centre Roof Repair project budget be increased by \$22,527.50, with the additional funding coming from the purchasing reserve.
4. Councillor \_\_\_\_\_ moved to award the Senior Centre Roof Repair project to \_\_\_\_\_. Further that the shingle / metal / rubber roof option be selected.

SUBMITTED BY:

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

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 13, 2020

**PROPOSED BY:** Legislative & Land Services

**TOPIC:** Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors

**PROPOSAL:** To consider approval of Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors

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**BACKGROUND:**

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

Minor changes are being suggested.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors

**OPTIONS:**

1. Approve Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors as presented.
2. Suggest changes to Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors and have Administration draft an amended Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors for review at a future Council meeting.

**RECOMMENDATION:**

Option 1

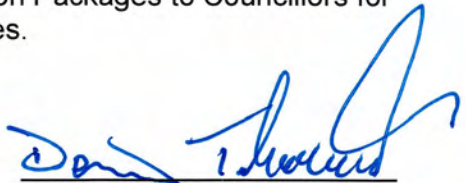


**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors be approved as presented.
2. Councillor \_\_\_\_\_ moved that Administration draft an amended Policy No. 037, Correspondence for Councillors and Delivery of Information Packages to Councillors for review at a future Council meeting with suggested changes.

**SUBMITTED BY:**

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

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

## **CORRESPONDENCE FOR COUNCILLORS AND DELIVERY OF INFORMATION PACKAGES TO COUNCILLORS**

### **BACKGROUND**

The Town of Redcliff wishes to maximize efficiency in the way it provides general information and Council packages to Council members.

### **POLICY**

#### **(1) CORRESPONDENCE RECEIVED**

All correspondence is dated upon receipt. When in the opinion of the Mayor and/or Municipal Manager the correspondence ~~is~~ of general interest to Council members, this correspondence will be scanned and emailed to Council. If there is any correspondence that is deemed to be more appropriate to distribute other than by email it will be copied and put in Councillors' mail.

Should any member of Council feel that action is required, ~~they wish a copy of correspondence for their use or they wish to have an item of correspondence discussed at a Council;~~ he/ she will request the Municipal Manager to place the item on the next Council agenda.

Correspondence which the Mayor and/or Municipal Manager identify as requiring consideration will be placed directly on the next Council agenda.

#### **(2) INFORMATION PACKAGES**

Information packages for Councillors shall include agendas and any other information or documents to be considered by Councillors.

Staff will endeavour to email Information packages for all regular meetings including Council, Committees or Hearings to Councillors by 4:30 pm on each Friday preceding the meeting. For any special meeting that has been called, staff will endeavour to email packages to Council as soon as possible, dependant on the circumstances and timing of the calling of the special meeting.

~~Councillors will receive quarterly financial summaries within their information packages after the following cut off dates: March 31, June 30, September 30 and December 31.~~

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 13, 2020

**PROPOSED BY:** Legislative & Land Services

**TOPIC:** Policy No. 056, Public Notices and Press/Media Releases

**PROPOSAL:** To consider approval of Policy No. 056, Public Notices and Press/Media Releases

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**BACKGROUND:**

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

Minor changes are being suggested.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

Policy No. 056, Public Notices and Press/Media Releases

**OPTIONS:**

1. Approve Policy No. 056, Public Notices and Press/Media Releases as presented.
2. Suggest changes to Policy No. 056, Public Notices and Press/Media Releases and have Administration draft an amended Policy No. 056, Public Notices and Press/Media Releases for review at a future Council meeting.

**RECOMMENDATION:**

Option 1

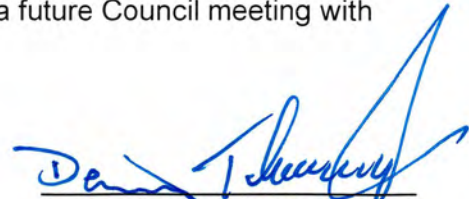
**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 056, Public Notices and Press/Media Releases be approved as presented.

2. Councillor \_\_\_\_\_ moved that Administration draft an amended Policy No. 56, Public Notices and Press/Media Releases for review at a future Council meeting with suggested changes.

**SUBMITTED BY:**

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

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

## **~~POLICY ON~~ PUBLIC NOTICES AND PRESS/MEDIA RELEASES**

### **BACKGROUND**

The Mayor, Council, Boards and Commissions, and municipal staff may at times find it necessary to issue Public Notices and/or Releases of Information, and the following shall be the policy used in any informational releases.

(This policy does not relate to ongoing statutory requirements for notice that are advertised from time to time.)

### **POLICY**

#### **MAYOR**

The Mayor (or person acting on his/her behalf) may independently at any time prepare or have prepared, a Release of Information and/or a Public Notice when he/she feels it expresses the general consensus of Council as previously discussed or dealt with by Council.

In an emergent situation he/she may do so without the matter being discussed by Council.

#### **COUNCILLORS**

Councillors acting independently shall not at any time prepare or have prepared, a Public Notice and/or Release of Information, even if -he/she feels such release expresses the general consensus of Council as previously discussed or dealt with by Council, even in an emergent situation. If he/she feels it is important, the individual Councillor shall contact the Mayor or Deputy Mayor in regard to any such matter.

Exception will be made in the event Council specifically by resolution authorizes a particular event or matter to be released or announced by a particular member of Council.

If a Councillor (acting independently) gives any statement to the media it shall be done only as a statement of his/her independent opinion on a matter and shall not be made on municipal letterhead or in any manner that would imply that the statement or release of information is being made on behalf of the Council of the Town of Redcliff.

#### **MUNICIPAL MANAGER**

The Municipal Manager (or person acting on his/her behalf) shall when directed by the Mayor or person acting on his/her behalf, prepare or have prepared, and release, a Public Notice and/or Release of Information when the Mayor feels such a release expresses the general consensus of Council as previously discussed or dealt with by Council or in an emergent situation without the previously recorded approval of Council.

The Municipal Manager may independently at any time prepare or have prepared, and release, a

Public Notice and/or Release of Information when, in his/her opinion, any such release relays the general consensus of Council as previously discussed or dealt with by Council or when such matters relate to the ongoing operations and public relations of the Town of Redcliff. This may include but is not limited to information on:

- 1) Bylaws;
- 2) Grant approvals;
- 3) Donations;
- 4) General operations;
- 5) Policy and procedural matters; or
- 6) Other matters that he/she deems are in the interest of the residents and relate to the ongoing operations of the Town.

## **BOARDS, ~~AND~~ COMMISSIONS AND COMMITTEES**

Unless previously authorized by the Mayor or Council, no Board or Committee of Council or member thereof shall make any news release or public notices on behalf of the Town and or that specific board. If authorized by Council, any notice shall be made by the board Chairperson or person acting in the Chairperson's behalf.

## **STAFF ~~MEMBERS~~**

~~The Town promotes staff members observing various needs for public information and encourages staff to provide information to their supervisors so that the public may be made more aware of the operations and services provided by the Town.~~ In order to ensure any Public Notices or Releases of information reflect the established policy and procedures of the Town of Redcliff and the wishes of Council, staff members of the Town of Redcliff, (other than the Municipal Manager) shall not independently make any news release or any public Release of information. The Town encourages staff members observing various needs for public information to provide the information to their supervisors so that the public may be made more aware of the operations and services provided by the Town.

When it is considered to be in the best interest of the Town for various information to be released or offered to the public, the matter may be prepared in a draft format and forwarded to the Municipal Manager for review.

The Municipal Manager shall review any such release and ensure the views expressed are in the best interest of the municipality and offer the message in a manner that, in his/her opinion, is~~are~~ consistent with the intentions of Council, its Bylaws, policy and procedures, including those of Council past or present.

In the event of staff members being contacted by the media for Release of information, staff ~~should~~ shall follow the ~~following~~ general guidelines:

- 1) ~~If request~~ Request is received ~~directly~~ at the departmental level, forward ~~all~~ requests ~~from the media~~ to the department manager or person acting on his/her behalf.
- 2) ~~If request~~ Request is received through the general switchboard/admin office, forward the

request to the Municipal Manager or person acting on his/her behalf.

~~3) Follow the general guidelines included in this policy document.~~

## GENERAL GUIDELINES

When responding to media questions use the following guidelines as they will help to provide accurate information to the media from the proper source:

- 1) **Respond only to issues that relate directly to your department** and deal only with the facts on hand. If the interview questions stray from your immediate area of expertise advise the person conducting the interview who they should contact regarding that particular area. If unsure direct the person to the Mayor or Municipal Manager.
- 2) **Do not surmise** what might be the case on a particular issue, or what another person's or Council's opinion might be on any issue.
- 3) **Stay on topic** and do not feel you have to fill in gaps that media may often leave for you. It's OK to wait for the next question.
- 4) **Do not make responses in-jest with humorous inferences**. When these statements are taken out of context, or appear in print, the humorous effect is often lost. Your statement will likely take on the tone of being your opinion on the matter.
- 5) **Make absolutely no comments off the record**. If you want it off the record don't say it.
- 6) **Do not contact any media source for a retraction** or a concern over an article/quote that you are not pleased with. Contact the Municipal Manager ~~in-regard to~~ regarding any such matter.



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 13<sup>th</sup> 2020

**PROPOSED BY:** Community and Protective Services

**TOPIC:** Policy No. 057, Bylaw Enforcement Policy

**PROPOSAL:** To consider approval of Policy No. 057, Bylaw Enforcement Policy

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**BACKGROUND:**

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

Community & Protective Services is proposing minor changes to the existing policy around grammar & punctuation as well as the use of Municipal Manager terminology instead of CAO.

**POLICY/LEGISLATION:**

N/A.

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

Policy No. 057, Bylaw Enforcement Policy

**OPTIONS:**

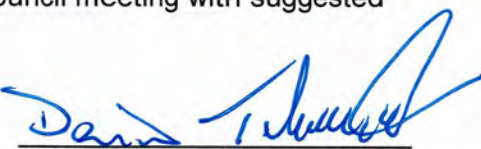
1. Approve Policy No. 057, Bylaw Enforcement Policy as presented.
2. Suggest changes to Policy No. 057, Bylaw Enforcement Policy and have Administration draft an amended Policy No. 057, Bylaw Enforcement Policy for review at a future Council meeting.

**RECOMMENDATION:** Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 057, Bylaw Enforcement Policy, be approved as presented.
2. Councillor \_\_\_\_\_ moved that administration draft an amended Policy No. 057, Bylaw Enforcement Policy for review at a future Council meeting with suggested changes.

**SUBMITTED BY:** \_\_\_\_\_  
Department Head

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



## BYLAW ENFORCEMENT POLICY

### **BACKGROUND**

The purpose of bylaw enforcement is to encourage compliance with Town of Redcliff municipal bylaws. Complaints normally arise where persons do not comply with municipal bylaws and non-compliance adversely affects another party. This policy is intended to be a guide with respect to the enforcement of the bylaws of the Town. Council may provide other policy guidance or direction on specific complaints or enforcement issue(s).

### **DEFINITIONS**

Frivolous or Vexatious	▪ A complaint is initiated with the intent to embarrass or annoy the recipient, and/or is part of a pattern of conduct by the complainant that amounts to an abuse of the complaints and/or inquiry process.
Formal Complaint	▪ Is a complaint received by the Town of Redcliff staff wherein the complainant provides their full name, address and phone number and nature of complaint.
<u>Municipal Manager</u>	▪ Is the Chief Administrative Officer for the Town of Redcliff.
Front Line Staff	▪ Is an employee of the Town of Redcliff receiving a Formal Complaint.
Designated Officer (Officer)	▪ Is a person appointed by the Town of Redcliff for the purpose of Municipal Bylaw Enforcement including, but not limited to, the Bylaw Officer, and Development Officer.

### **POLICY**

#### **ENFORCEMENT**

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

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

1. The scale, nature, and duration of the contravention;
2. The amount of time that has elapsed since the contravention occurred;
3. The impact of the contravention on the community;
4. The resources available to resolve the matter;
5. The costs associated with enforcement action;
6. The probability of a successful outcome;

7. The policy implications of the enforcement action and the potential for precedents;
8. Whether public safety is at risk;
9. Whether enforcement may be a deterrent in future cases.

## **Enforcement Measures and Options**

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

- In person;
- By telephone
- In writing

Bylaw Enforcement is sought, in most instances, through voluntary compliance. Individuals who are being investigated will be required to cease the activity (if applicable) and be given an opportunity to achieve compliance before further action is taken to the limits noted in the By-law or as outlined below. Most enforcement measures involve the offender given a period to comply by providing a date as a compliance deadline. Follow-up inspections may be conducted at the discretion of the Officer any time during the enforcement process. Extensions for compliance deadlines may be granted at the discretion of the Officer.

In the case of situations wherein Council has established a set of fines for violations, an Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket

If voluntary compliance is not reached, compliance may be sought through the issuance of a Notice of Violation, Compliance Order, or Stop Order.

In the event a Notice of Violation and/or Compliance Order is issued in accordance with a Bylaw, it will serve as a “warning” and identify what contraventions require remedial attention by the offender within a specified period of time.

Any time a Notice of Violation is issued, and compliance is not achieved, a Compliance Order or Stop Order (dependent upon the type of violation) shall be warranted. This will serve as a “directive” to the offender and again provide the offender with a specified date where compliance is now mandatory.

An Officer has the authority to issue a Stop Order, in absence of any Notice of Violation being issued unless the applicable Bylaw states otherwise.

## **Remedial Action**

Where an owner has not brought the property into compliance by the established deadline as outlined in the Compliance Order or Stop Order, the Officer will inform the Municipal Manager.

The Municipal Manager will determine the best course of action.

## **LEVEL OF INVOLVEMENT**

In situations where the Officer is involved in a dispute between two or more people, where it has become obvious that the Officer’s involvement will not be able to achieve a reasonable resolution to their dispute, the Officer is given the discretion to decide on an appropriate level of further

involvement. The level of involvement by the Officer may include a decision to suspend further involvement or take no action in the dispute. ~~In making a decision~~ as to the level of further involvement with the dispute, the Officer will consult with the Municipal Manager and will have regard to the following criteria:

- Safety factors;
- History of attempts to mediate by the Officer;
- Coordinating involvement with other relevant agencies;
- The number of unfounded complaints; apparent attempts to purposely aggravate the situation;
- Complaints that are frivolous and vexatious;
- The number of complaints or concerns registered that do not fall within the jurisdiction of the Town and its bylaws.

## **PERSONAL INFORMATION AND PRIVACY**

As a matter of practice, the identity of the complainant and the written complaint itself shall not be disclosed to the alleged violator or any member of the public. Further, any response from the alleged violator shall not be disclosed in recognition of the fact that many complaints take place in the context of other disputes between neighbours.

The anonymity and confidentiality given to the parties under this policy cannot be assured if any investigation results in court proceedings.

Any requests for personal information will be addressed under the Freedom of Information and Privacy Act (FOIP).

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** April 13, 2020

**PROPOSED BY:** Legislative & Land Services

**TOPIC:** Policy No. 061, Declarations

**PROPOSAL:** To consider approval of Policy No. 061, Declarations

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**BACKGROUND:**

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

No changes are being suggested.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

Policy No. 061, Declarations

**OPTIONS:**

1. Approve Policy No. 061, Declarations as presented.
2. Suggest changes to Policy No. 061, Declarations and have Administration draft an amended Policy No. 061, Declarations for review at a future Council meeting.

**RECOMMENDATION:**

Option 1

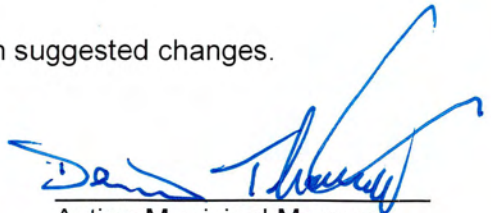
**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 061, Declarations be approved as presented.
2. Councillor \_\_\_\_\_ moved that Administration draft an amended Policy No. 061,

Declarations for review at a future Council meeting with suggested changes.

**SUBMITTED BY:**

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

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

Approved by Council: ~~March 27, 2017~~

## **DECLARATIONS**

### **BACKGROUND**

The Town of Redcliff receives from time to time requests to have declaration of special days, weeks, or months.

### **POLICY**

Declarations will be made where the objectives are consistent with municipal purposes.

Requests for declarations of special day(s) shall routinely be forwarded to the Mayor for his consideration and approval before a declaration is made on behalf of the Town of Redcliff. The Mayor will endeavor to keep Council informed as to requests and approvals.

Redcliff Town Council may decide to declare a special day(s) and may direct the Mayor to make such a declaration by way of resolution.

Declaration of a special day(s) will not be recorded in the minutes of Redcliff Town Council except in the case where Redcliff Town Council makes the decision to declare a special day(s) and issues such direction to the Mayor as outlined above.



**Gordon Memorial United Church**

401 Second Street SE  
Redcliff, Alberta, Canada T0J 2P2  
Phone: (403) 548-7110

**RECEIVED**

**MAR 24 2020**

**TOWN OF REDCLIFF**

Ms. Shanon Simon  
**Town of Redcliff**  
Box 40, #1 - Third Street, NE  
Redcliff, AB  
T0J 2P0

**Re: Request for Temporary Road Closure for Blessing of the Bikes**

Dear Shanon,

Due to the COVID-19 Emergency, Gordon Memorial United Church will be cancelling the "Blessing of The Bikes" service on Sunday, May 3, 2020.

We would like to thank the Town, and their staff for their cooperation for this important event. We will no longer require the barricades used to close Fourth Avenue, between Second and Third Street SE.

Have a Blessed Day

A handwritten signature in black ink, appearing to read 'Mel Spence', written over a horizontal line.

Mel Spence  
for Gordon Memorial United Church





RECEIVED

APR 02 2020

TOWN OF REDCLIFF

March 9, 2020

Attention: Honourable Mayors,  
Members of Council and Chief Administrative Officers

**Re: National Public Works Week, May 17-23, 2020 – “The Rhythm of Public Works”**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2020 as National Public Works Week in your community. This year's theme is “The Rhythm of Public Works”.

National Public Works Week is observed each year during the third full week of May and this is the 60th year. This year's exciting poster challenges our members and their citizens to think about their communities as a symphony of essential services, working in concert create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life. Public Works' keeps a community's rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
PO BOX 44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read 'Garry Webster'.

Garry Webster, APWA President







May 17 – 23, 2020

“The Rhythm of Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Canada -or- Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **[Insert Full Name of Premier]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the **[Province/Territory]** of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**[Insert Full Name of Premier]**

**[SEAL]**





## **Celebrate Public Works Week May 17 – 23, 2020 The Rhythm of Public Works**

### **Proclamation**

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation [www.publicworks.ca](http://www.publicworks.ca)

## **What You Can Do**

### **Environmental Campaign**

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### **Thought starters:**

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

### **Public Works Exhibit**

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### **Thought starters:**

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### **Rodeo/Equipment Shop**

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### **Thought starters:**

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

### **Sporting Event**

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

#### **Thought starters:**

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

Or contact Jeannette Austin

Executive Director

[admin@publicworks.ca](mailto:admin@publicworks.ca)

# TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

*April 13, 2020*

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## **ACTING MUNICIPAL MANAGER**

- Responding to Councillor inquiries
- Cheque reviews
- Council agenda review. Department Head meetings pre/post Council meeting
- Policy & Bylaw review meetings
- Request for Decision review
- Responding to public inquiries
- HR activity, very elevated
- Procurement activities
- Emergency Management activities

## **COMMUNITY & PROTECTIVE SERVICES**

### **Parks, Recreation, and Facilities**

#### **Projects**

- Received pricing and awarded fence move on diamond 3 (Grant, 7K estimate)
- Submitted and received RFP for Public Services shop roof (Capital)
- Completed and posted RFP for pool rehabilitation (Capital)
- Upgraded flooring in Town Hall (Facilities Budget, 5K estimate)

#### **Rec-Tangle Arena**

- Removed ice
- Completed cleaning of facility
- Completed Zamboni maintenance as necessary
- Replaced sound controller as necessary
- Completed repairs to Zamboni room tankless heater
- Painted lobby

#### **Pool**

- Shipped safety screens to the US manufacturer for repair
- Began repair on water feature

#### **Facilities**

- Completed building inspections and changed furnace filters as necessary
- Snow removal operations completed as necessary
- Completed off-season inspections as necessary
- Completed lighting replacements as necessary at RCMP and Seniors Centre
- Completed lighting replacements at Museum
- Awarded furnace contract for Museum
- Continued ball diamond concession renovations

#### **Parks**

- Obtained lease agreement for mower replacement

- Continued gopher control activities
- Cleaned off playground surfaces and taped off play structure and swing entries
- Project planning for summer

#### Other

- Interviews for CPS students
- Plan for student projects for summer
- Clean and prepare vehicles for summer use

### **FCSS, Community Services, and Special Events**

- Submitted the Skatepark Donation Package to the Recreation Committee for opinions and approval
- Went 'live' with the Skatepark Donation Package. Added it to the website and gave access to volunteers to begin approaching businesses
- Created a StoryWalk® for the Redcliff community, set it up along a path for families to enjoy
- Attended the monthly CANN meeting via Zoom
- Attended the quarterly FCSS South Region meeting via Zoom where the FCSS Social Service Support Grant was presented to FCSS directors
- Distributed the new FCSS Social Services Support Grant opportunity to our community, requesting non-profits to submit applications for programs to assist the most vulnerable during COVID-19
- Reviewed and made recommendations on the Social Services Support Grant application received
- Completed the Annual FCSS Financial Reporting and submitted to Finance Director who has submitted it to the auditor
- Finalized Community Garden memberships and plot assignments for 2020
- Created a partnership with PRSD to assist Redcliff FCSS with Meals on Wheels deliveries or groceries/prescription deliveries to vulnerable residents during COVID-19 should there be a need
- Worked with Trukkers and Meals on Wheels delivery drivers to revamp the Meals on Wheels delivery procedure to ensure that clients and drivers are best protected against COVID-19
- Delivered Meals on Wheels as an opportunity to touch base with clients regarding their meals and support systems
- Hosted a couple of children's programs in the first 2 weeks of March - all further programming has been suspended
- Met with client(s) needing connections to resources (food bank, Alberta Works, AISH, Community Housing)
- Continued to take tentative bookings and reservations
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Input new programming into Rec Desk



## **Health and Safety, Emergency Management, and Fire Services**

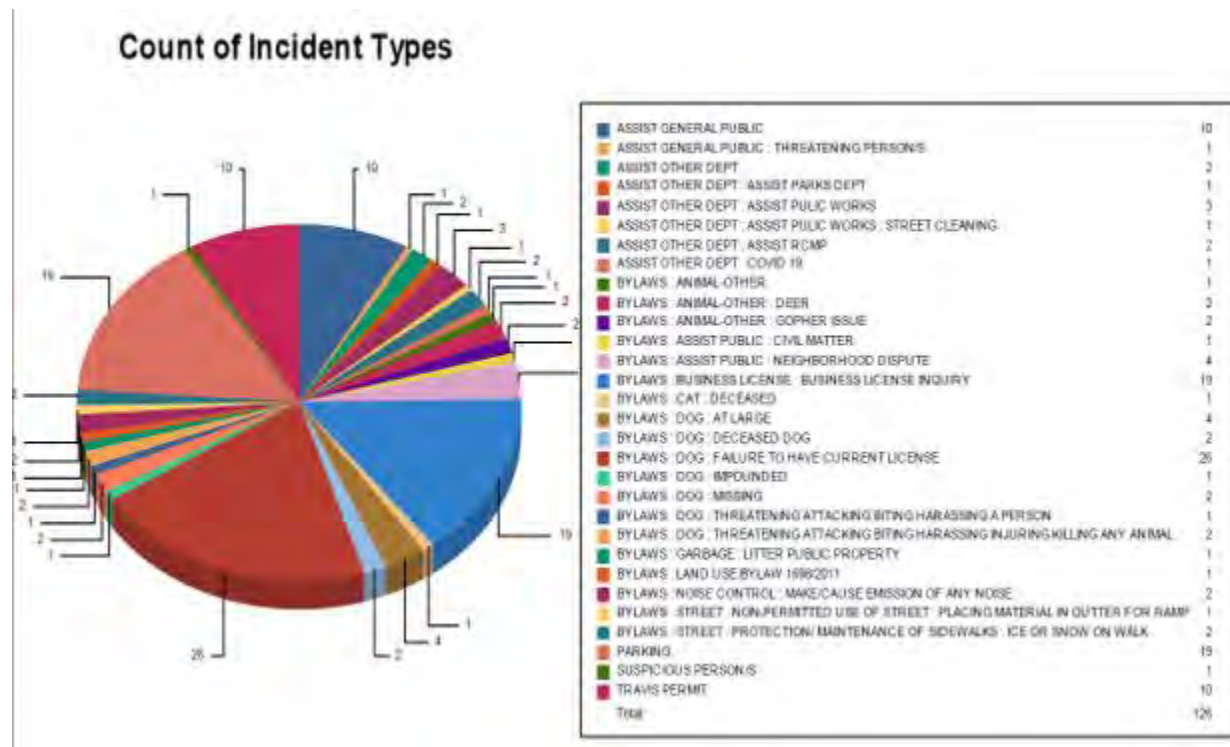
- Attended Southern Alberta IMT Functional Exercise in Fort MacLeod and the Canadian Red Cross response to Trenton
- Developed Redcliff Business Continuity and Pandemic Plan
- Activation of ICP for continued planning and monitoring of COVID-19 response
  - Personal hygiene for Town Hall and all Town facilities
  - Virtual attendance to Provincial Operations Centre weekly updates
  - Review of guidelines, recommendations and orders from the Province and Alberta Health Services and implementation as applicable
- Continued review, development and implementation of Fire Department Standard Operating Guidelines (SOGs)

## **Bylaw and Protective Services**

### **Community Peace Officer**

- COVID-19 has recently brought new duties to this position, specifically ensuring non-essential businesses are following the Health Directives from Alberta Health Services
- Bylaw and Accounts Receivables continue to work on Dog Permits (2 outstanding)
- Business Licenses continue to be worked on
- Assisting other Town of Redcliff Departments. This mainly consisted of assisting in traffic control during snow removal programs
- Continued response to dogs at large or lost dogs. One of these involved an elderly traveller that lost his dog, possibly to a theft. Once this possibility came to light the file was then turned over to the Redcliff RCMP
- The TRAVIS permits are down for this month but remained at 10

## Town of Redcliff Statistics from March 2020



## PUBLIC SERVICES

### Department

- Detailed design for the next two landfill cells
  - Tender for Cell 025 and compost system
    - Closes April 17<sup>th</sup>
  - Site visit conducted April 1<sup>st</sup>
  - Tender for Range Road 71 upgrade
    - Closes April 16<sup>th</sup>
- Project management for construction projects
- Lead Management Program Town-wide assessment
  - Testing locations identified for 2020 sampling program
- Tenders for garbage truck and CCTV camera system
  - Review and award stage
- Worked on new Water Treatment Approval to Operate
  - Approval received April 7<sup>th</sup>, 2020
    - Expires March 1<sup>st</sup>, 2030
- Construction underway for the landfill transfer site, scales, scale house, and dome tent
  - Commissioning underway for new scale system
  - Application for gas and diesel fuel tank relocation at the landfill
- Alberta Environment Annual Reports for all water, sewer, and landfill approvals

- New fuel tank system for the Town
  - Design phase
  - Sourcing 10,000L tanks

### **Water and Sewer Utilities**

- Completed several locate requests
- Completed water treatment daily duties
- Completed repairs in the Water Treatment Plant
- Weekly water testing
- Pre/post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Installed Radio Read metres
- Replaced/repaired water metres
- Helped Municipal Works when short handed with snow clearing
- Evan and Scott travelled to Banff for Water Week

### **Municipal Works**

- Conducted funeral interments
- Garbage pick-up
- Bin placements/pickups as needed
- Repair garbage can lids (ongoing)
- Sewer repair at 317 Broadway Avenue E
- Water service repair at 813 1<sup>st</sup> Street SE
- Cleaned up snow at arena
- Repaired signs around town
- Steamed out culverts and catch basins
- Touched up patches around town until paving next year
- Pothole repair (ongoing)
- Curb stop repairs
- Cleaned equipment
- Sanding streets
- Built fenders for Unit 134
- Cleared ice around town
- Snow clearing parking lots
- Graded roads
- Unplugged blocked storm grates
- Watch and handle service tracker concerns
- Trained on street sweeper and began sweeping
- Picked up loose garbage in alleys
- Repaired leak at River View Golf Course
- Repaired water leak on river raw line
- Worked on safety concerns in shop

- Small repairs on equipment
- Helped at landfill with loose garbage

### **Landfill**

- Picked garbage inside landfill and in neighboring field after a wind event (ongoing)
- Cleaned scales (ongoing)
- Hauled cover soil (ongoing)
- Ridgeline hauling in soil
- Maintained roads inside landfill (ongoing)
- Equipment maintenance (ongoing)
- Cleaned under scales (ongoing)
- Cleaned up shop (ongoing)
- Completed daily compacting
- Moved screens as needed for windy days
- Helped with new transfer station and scale house
- Dealt with flooding
- Pushed up dirt as hauled by Ridgeline
- Snow clearing
- Set up new scale house

## **PLANNING & ENGINEERING**

### **Priorities for April**

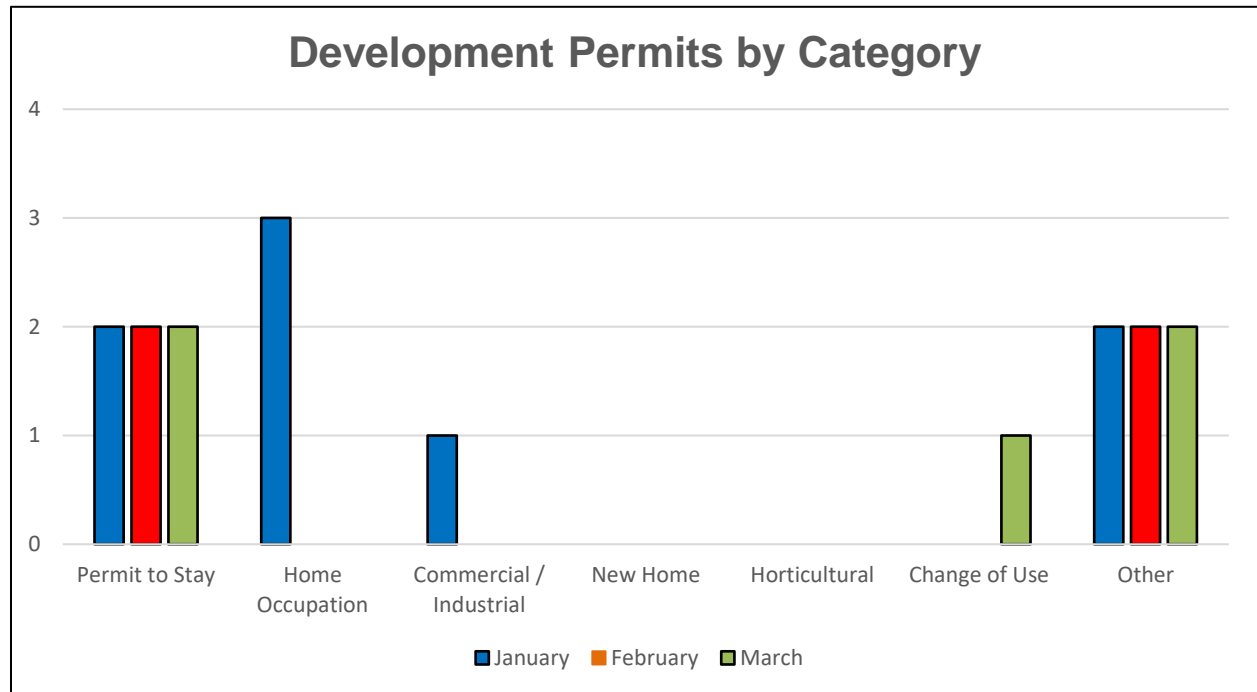
- Asset management
- Sanitary Sewer Master Plan
- Level of Service Policy
- Subdivision Procedure
- LUB
- Eastside ASP
- Grant Ready Projects

### **Planning**

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

## Development Permits

In March 2020 the Town of Redcliff issued the following Development Permits:



## Agreements

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

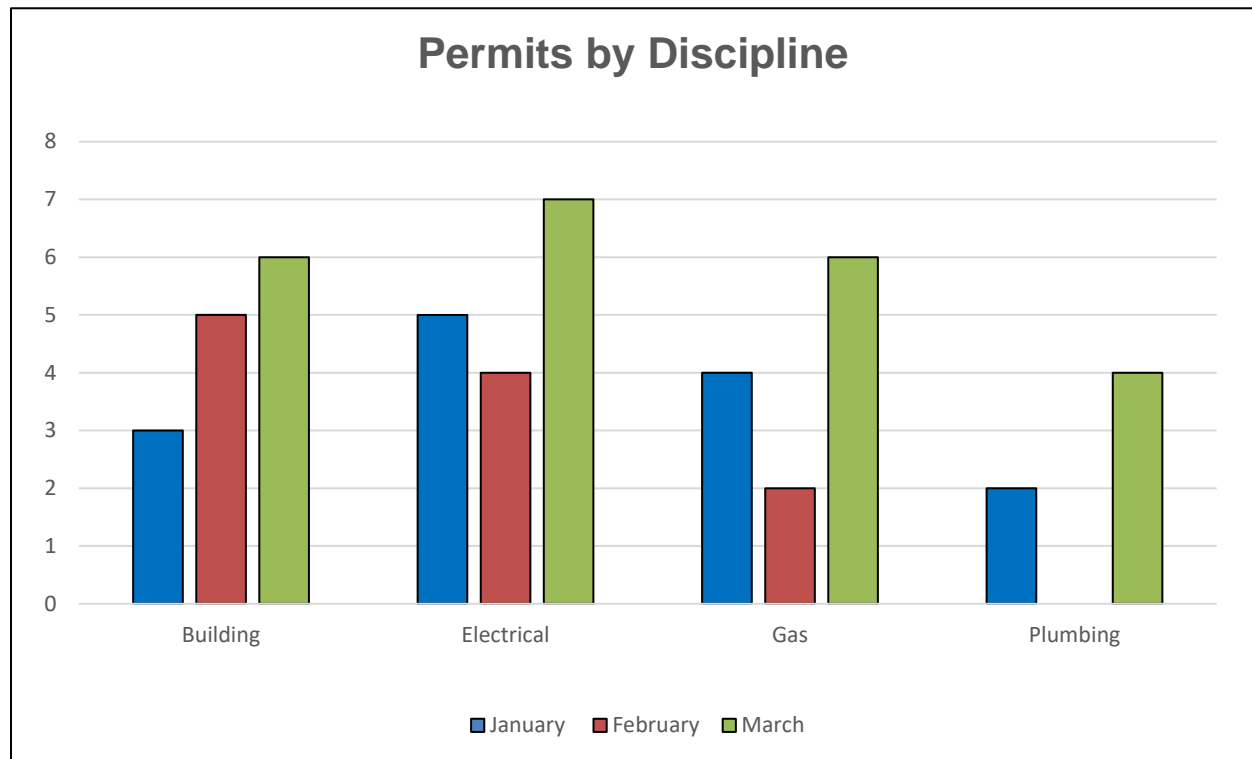
A developer, as part of his conditions of development, is required to make drainage improvements. Planning & Engineering is working to have the developer pay for the improvements.

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

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

## Safety Codes

In March 2020 the Town of Redcliff issued the following Safety Codes Permits:



## Studies

### Inflow and Infiltration Study

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

### Water Distribution Study

The Town's water model has been moved over to software that the Town already owns and uses. Preliminary modeling has shown that the Town cannot deliver the fire flows listed in our standards north of the highway.

## Capital Projects

### 3rd and 3rd Lift Station Upgrades

BYZ was planning to start work on the site last week but has decided to hold off until the weather improves and the site is dryer and there is not frost in the ground. Project should be completed in the next couple of months.

### Rec-Tangle Parking Lot Improvements

Transit Paving is planning to be onsite finishing the concrete work as soon as the frost is out of the ground and the site is dry enough to work on. The Rec-Tangle is the first project on their list this spring. The paving will start no sooner than May long weekend as the asphalt plant will not open before then.

### Broadfoot and Stone Place SW, Drainage and Road Improvements

The underground work and patching the road is completed. The weeping tile installation and top lift is Transit Paving's project and has been deferred to the spring of 2020. Transit Paving is being instructed to complete the Rec-Tangle project before moving on to this project. The project is expected to come in on budget.

### Backup Generator Project

The Backup Generator Project has been started and the detailed design for the RCMP building is 75% complete.

### Jesmond Lift Station Upgrade

Council approved upgrading at the Jesmond Lift Station. It has been determined that if the force main is extended from Broadfoot Place to Main Street on 5<sup>th</sup> Avenue that the project to upgrade the overcapacity sanitary sewer in Broadfoot Place, from Broadfoot Place to Sangster Crescent between four houses, and on Sangster Crescent to Main Street, can be eliminated. The estimated cost to upgrade the sewer line is \$450,000 and the estimated cost to extend the force main by boring is \$45,000. This cost savings is made possible by the upgraded pumps that are planned to be installed in the Jesmond Lift Station. The design has been completed for the force main and it is planned that this will be installed by Public Services early this spring using a directional drilling contractor to have the work completed prior to the spring surface rehabilitation work at Broadfoot Place and Stone Place SW. The Jesmond Lift Station will be tendered once the current situation allows.

### Eastside Sewage Surge Tanks

Design is 98% complete. The design has changed to follow the 9<sup>th</sup> Avenue ROW and use a large 3.0 metre diameter pipe as a surge tank. This plan has a number of benefits including reducing the footprint of land sterilized by the surge tanks, sanitary lines required to service the surge tanks will also provide sanitary sewer services for future Eastside development and cost savings. The current design also works with any of the proposed future servicing concepts for the Town so the requirement to finish the sanitary sewer servicing report before building the surge tanks is not necessary.

### River Valley Potable Water

The project has been tendered.

## FINANCE & ADMINISTRATION

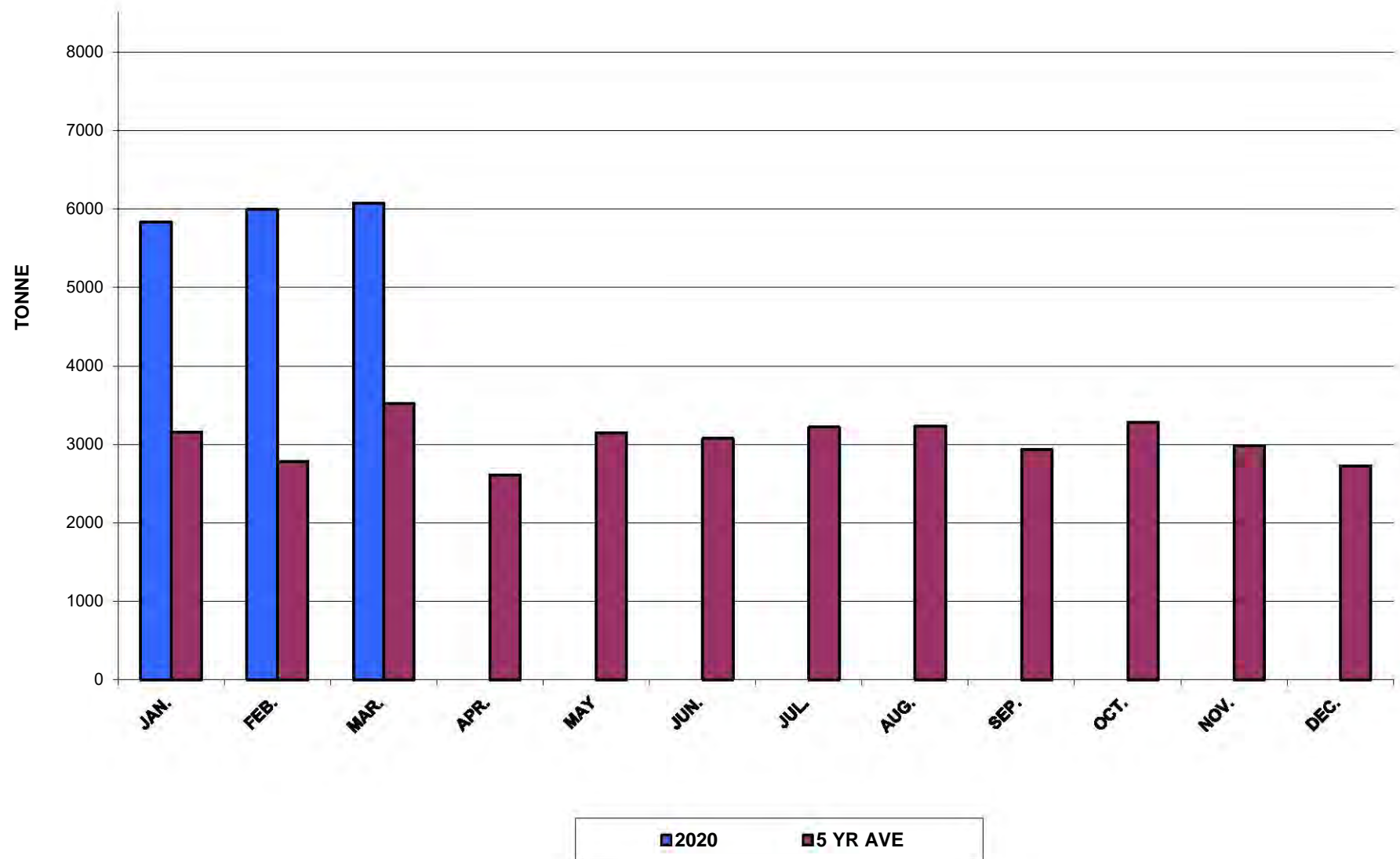
- Completed 2019 financial audit
- Regular daily duties related to finance by working from home
- Drafted 2020 Final Budget
- Working on finalizing 2020 Tax Rate Bylaw

## **LEGISLATIVE & LAND SERVICES**

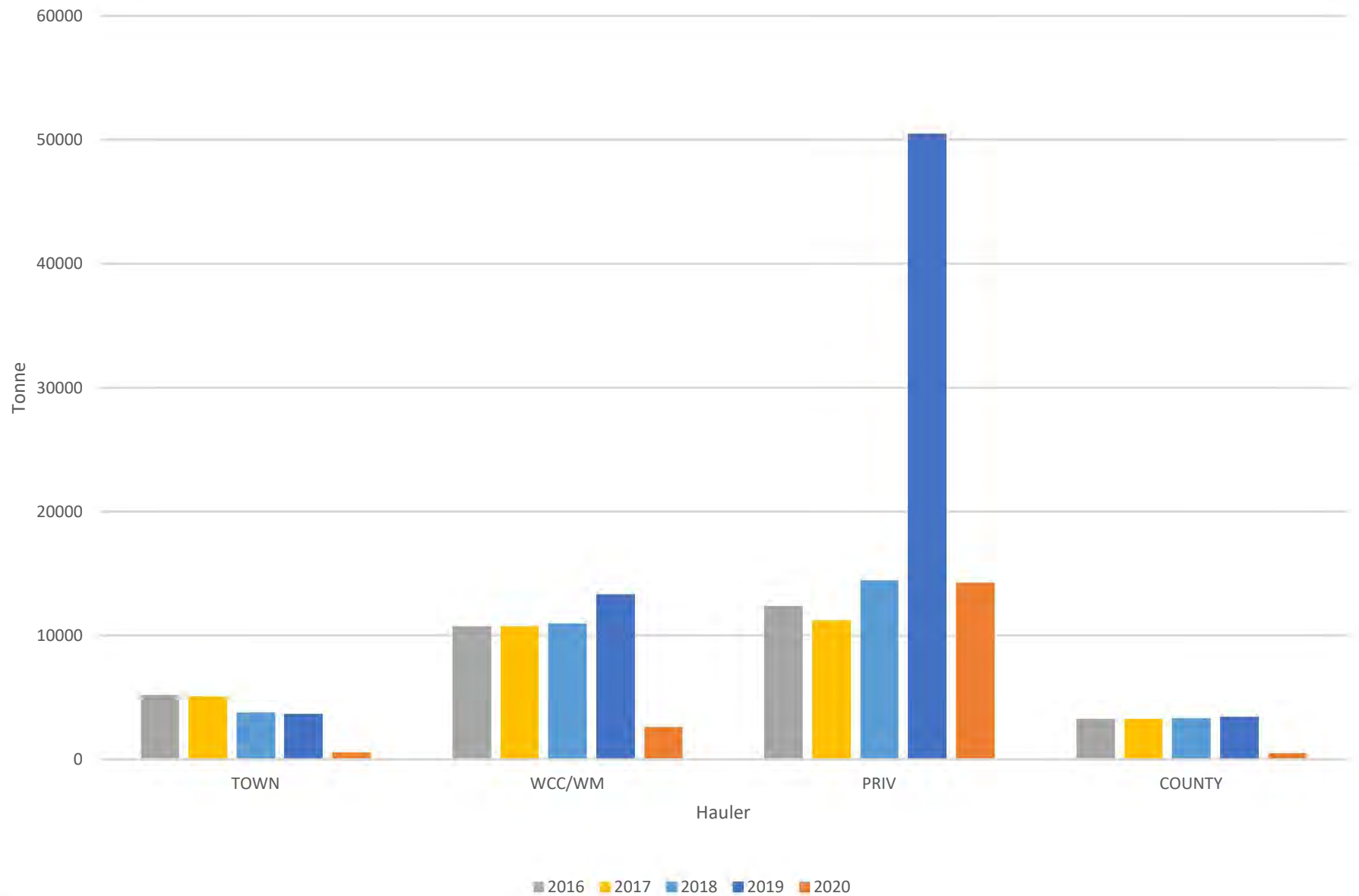
- Council agenda preparation and follow up. Department Head meetings pre/post Council meeting
- Ongoing legal file review. Compiling information as requested. This is taking up a substantial amount of time
- Responding to inquiries re: general information, land sales, FOIP inquiries
- Ongoing conversion of minutes, bylaws, agreements, and property files to digital format
- Reviewing policies/procedures
- Review of 2020 insurance renewal



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2020 VS 5 YEAR AVERAGE  
TO MARCH 31, 2020**



REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2016-2020  
TO MARCH 31, 2020



# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2016-2020 TO MARCH 31, 2020



Date	Meeting / Event	Where / Information
April 27, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
May 11, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.