



COUNCIL MEETING

MONDAY, MAY 11, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MAY 11, 2020 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable *	For Information
	2. MINUTES	
Pg. 8	A) Council meeting held on April 27, 2020 *	For Adoption
Pg. 12	B) Redcliff Cypress Regional Waste Management Authority meeting held on April 29, 2020 *	For Information
	3. BYLAWS	
Pg. 14	A) River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project	
Pg. 20	i) Bylaw No. 1904/2020, River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw *	2 nd / 3 rd Reading
Pg. 27	ii) Bylaw No. 1905/2020, River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw *	2 nd / 3 rd Reading
Pg. 30	B) Bylaw No. 1906/2020, Tax Rate Bylaw *	1 st / 2 nd / 3 rd Reading
Pg. 37	C) Bylaw No. 1907/2020, 2020 Penalty Deferral Bylaw *	1 st / 2 nd / 3 rd Reading
	4. REQUEST FOR DECISION	
Pg. 66	A) Encroachment Permit Application * Re: Lot 14, Block 5, Plan 9711118 (150 Saskatchewan Drive NE)	For Consideration
Pg. 79	B) Skatepark Project *	For Consideration
Pg. 82	C) LUB – Portable Signs *	For Consideration

5. POLICIES

Pg. 87	A) Policy 039, Direct Control Zone Development Application Process *	For Consideration
Pg. 92	B) Policy 052, Provision of Services to Properties Outside Town Limits *	For Consideration
Pg. 96	C) Policy 072, Organizational Chart Policy *	For Consideration
Pg. 100	D) Policy 141, Strategic Asset Management *	For Consideration

6. OTHER

Pg. 107	A) Municipal Manager Report to Council *	For Information
Pg. 119	B) Landfill Graphs *	For Information
Pg. 122	C) Council Important Meetings & Events *	For Information

7. RECESS

8. IN CAMERA (CONFIDENTIAL)

- A)** Labour Matters (*FOIP* Sec. 17)
- B)** Labour Matters (*FOIP* Sec. 17)
- C)** Personnel (*FOIP* Sec. 24)

9. ADJOURN

COUNCIL MEETING - MAY 11, 2020**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES**

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
85000	ALBERTA AUTO WRECKERS	EQUIPMENT PARTS	\$ 130.20
85001	ALBERTA FIRE CHIEFS ASSOCIATION	MEMBERSHIP	\$ 115.50
85002	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 10,884.01
85003	CANADIAN PACIFIC RAILWAY	MAINTENANCE FLASHER CONTRACT	\$ 653.00
85004	DESIGN KITCHEN & COUNTER TOPS	GRANITE VANITY	\$ 887.25
85005	GUARDIAN CHEMICALS INC.	SOUR GUARD DRUM & PAIL	\$ 3,650.87
85006	JACOB'S WELDING LTD.	REPAIRS AT RINK	\$ 262.50
85007	NEW WEST TRUCK CENTRES	EQUIPMENT REPAIRS	\$ 1,604.47
85008	NORWOOD WATERWORKS	PIPE & COUPLERS	\$ 5,852.38
85009	PAINT IN GENERAL	PROJ#192(BALL DIAMOND BATHROOM REHAB) PAINT SUPPLIES	\$ 2,016.88
85010	PRIME PRINTING	ENVELOPES	\$ 1,008.00
85011	PUROLATOR	FREIGHT	\$ 140.02
85012	RAECOR ENTERPRISES LTD	FLOORING CHANGES - TOWN HALL	\$ 6,873.16
85013	SECURTEK - A SASKTEL COMPANY	ALARM SYSTEM FOR FIRE HALL	\$ 72.29
85014	SHANAHAN'S BUILDING	PROJ#192(BALL DIAMOND BATHROOM REHAB) TOILET PARTITIONS	\$ 4,567.50
85015	SHORTGRASS LIBRARY SYSTEM	TWO COMPUTERS - SENIORS HORIZON GRANT	\$ 1,466.08
85016	STEINER'S PETROLEUM	PROJ#192(BALL DIAMOND BATHROOM REHAB) CONCESSION GRILL UPGRADE	\$ 3,147.90
85017	TRUKKERS RESTAURANT	FEBRUARY MEALS ON WHEELS	\$ 1,386.00
85018	WESTERN TRACTOR COMPANY INC.	PROJ#238(TRACTOR) JOHN DEERE 3046R TRACTOR	\$ 67,829.33
85019	ARMOR EXPRESS	PPE	\$ 1,251.60
85020	ELEVATION LANDSCAPING INC	MULCH PELLETS	\$ 840.00
85021	GLEISNER, WADE	F.D. STATION CLOTHING	\$ 602.70
85022	NEW WEST TRUCK CENTRES	EQUIPMENT REPAIR	\$ 542.78
85023	PUROLATOR	FREIGHT	\$ 46.80
85024	ROBERTSON IMPLEMENT ALBERTA	BATTERY	\$ 194.56
85025	SILCAN CONTRACTING	PARTITION INSTALLATION AT POOL	\$ 3,318.00
TOTAL			\$ 76,011.77

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT0002179	ALS ENVIRONMENTAL	WATER ANALYSIS	\$ 357.21
EFT0002180	ALTA-WIDE BUILDERS SUPPLIES LTD.	PLYWOOD	\$ 431.66
EFT0002181	BARTLE & GIBSON CO. LTD.	PROJ#192(BALL DIAMOND BATHROOM REHAB) TOILETS & LIGHTS	\$ 3,099.66
EFT0002182	BERT'S VACUUMS & EQUIPMENT RENTAL	OFFICE SUPPLIES	\$ 88.89
EFT0002183	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 105.33
EFT0002184	C.E.M. HEAVY EQUIPMENT	PAINT SUPPLIES	\$ 108.27
EFT0002185	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 332.47
EFT0002186	CITY OF MEDICINE HAT	911 DISPATCH FEE	\$ 7,000.00
EFT0002187	C.U.P.E.	UNION DUES	\$ 2,184.77
EFT0002188	HACH SALES AND SERVICE LTD.	ANNUAL INSTRUMENT CALIBRATION	\$ 8,492.40

EFT0002189	HOME HARDWARE	PROJ#192(BALL DIAMOND BATHROOM REHAB) GENERAL SUPPLIES / EQUIPMENT REPAIRS	\$ 177.32
EFT0002190	HYDRODIG	HYDROVAC RAW WATER LINE	\$ 1,449.00
EFT0002191	MEDICINE HAT NEWS	EMPLOYMENT ADS	\$ 464.52
EFT0002192	MPE ENGINEERING LTD.	WTP SERVICE CONTRACT	\$ 1,575.00
EFT0002193	PARK ENTERPRISES LTD.	FEB 2020 BILLINGS	\$ 1,668.89
EFT0002194	PREFERRED SERVICE CUSTOMS BROKERS	CUSTOMS - POOL SUPPLIES	\$ 365.50
EFT0002195	THE PUBLIC SECTOR DIGEST INC.	PROJ#197(ASSET MANAGEMENT) CITYWIDE	\$ 10,937.49
EFT0002196	READY ENGINEERING CORP	PROJ#200(5TH AVE & 2ND ST LIFT STATION) / PROJ#221(BACKUP GENERATORS)	\$ 153.56
EFT0002197	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$ 9,445.44
EFT0002198	RURAL MUNICIPALITIES OF ALBERTA	MSA ADVANTAGE 200 & FILTER	\$ 521.75
EFT0002199	RMA FUEL LTD	BULK FUEL	\$ 2,277.03
EFT0002200	SAFETY CODES	MARCH SCC LEVY REMITTANCE	\$ 226.08
EFT0002201	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISING	\$ 755.05
EFT0002202	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 50.45
EFT0002203	VARSTEEL LTD.	SHEET METAL	\$ 126.00
EFT0002204	AG-PLUS MECHANICAL	CUTTING EDGE & SUPPLIES	\$ 530.03
EFT0002205	THE BOLT SUPPLY HOUSE LTD.	HARDWARE SUPPLIES	\$ 38.60
EFT0002206	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 51.21
EFT0002207	C.E.M. HEAVY EQUIPMENT	PAINT & BULBS	\$ 148.93
EFT0002208	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 229.92
EFT0002209	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$ 6,375.63
EFT0002210	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 602.66
EFT0002211	HOME HARDWARE	PROJ#192(BALL DIAMOND BATHROOM REHAB) GENERAL SUPPLIES / EQUIPMENT REPAIRS	\$ 4,139.57
EFT0002212	JOE JOHNSON EQUIPMENT	EQUIPMENT PARTS	\$ 901.21
EFT0002213	KIRK'S MIDWAY TIRE	WHEEL ALIGNMENT	\$ 278.25
EFT0002214	ROSENAU TRANSPORT LTD	FREIGHT	\$ 132.69
TOTAL			\$ 17,385.06

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD			
DATE	VENDOR	DESCRIPTION	AMOUNT
2020-03-04	STAPLES	OFFICE SUPPLIES	\$ 86.95
2020-03-11	STAPLES	OFFICE SUPPLIES	\$ 66.34
2020-03-13	STAPLES	OFFICE SUPPLIES	\$ 166.93
2020-03-24	STAPLES	OFFICE SUPPLIES	\$ 47.24
2020-03-24	STAPLES	OFFICE SUPPLIES	\$ 47.22
2020-03-26	STAPLES	OFFICE SUPPLIES	\$ 294.95
2020-03-04	STAPLES	OFFICE SUPPLIES	\$ 28.38
2020-05-05	AWWOA	CONFERENCE REFUND	\$ (288.75)
2020-03-18	BABA CLUCK	MPC LUNCH	\$ 112.35
2020-03-27	ACKLANDS	SAFETY VESTS	\$ 49.32
2020-03-30	ADOBE	SOFTWARE	\$ 91.93
2020-03-31	ALBERTA LOW IMPACT	SOFTWARE	\$ 288.75
2020-03-03	SAFEWAY	STAFF RELATIONS	\$ 49.08
2020-03-06	AMAZON	OFFICE SUPPLIES	\$ 104.34

2020-03-11	CPC	BUSINESS & DOG LICENSE STATEMENTS	\$ 349.65
2020-03-13	A1 PIZZA	STAFF RELATIONS	\$ 129.00
2020-03-17	CPC	INFORMATION BROCHURE POSTAGE	\$ 465.38
2020-03-20	CPC	UTILITY ARREARS POSTAGE	\$ 1,778.49
2020-03-21	AMAZON	OFFICE SUPPLIES	\$ 46.99
2020-03-31	CPA	CPA MEMBERSHIP FEES	\$ 1,140.30
2020-04-03	AMAZON	OFFICE SUPPLIES	\$ 39.90
2020-04-04	NEWEGG	SURFACE PRO CHARGER	\$ 103.89
2020-03-12	AMAZON	VOLUNTEER CELEBRATION SUPPLIES	\$ 37.24
2020-03-13	AMAZON	VOLUNTEER CELEBRATION SUPPLIES	\$ 41.61
2020-03-05	COSTCO	PROPANE	\$ 64.97
2020-03-05	LAKELAND COLLEGE	TRAINING	\$ 355.00
2020-03-09	MEDICINE HAT COLLEGE	TRAINING	\$ 1,569.75
2020-03-10	SPLASH N DASH	VEHICLE WASH	\$ 8.00
2020-03-12	COSTCO	PROPANE	\$ 55.41
2020-03-14	SOUTH COUNTRY CO-OP	TRAVEL	\$ 90.83
2020-03-18	BROTHER	PRINTING SUPPLIES	\$ 152.03
2020-03-18	FLYING J	WASHER FLUID	\$ 9.32
2020-03-19	BROTHER	PRINTING SUPPLIES	\$ 188.99
2020-03-20	PRINCESS AUTO	MIRROR	\$ 15.74
2020-03-24	COSTCO	CLEANING SUPPLIES	\$ 47.19
2020-04-03	SOUTH COUNTRY CO-OP	PROPANE	\$ 139.99
2020-03-06	HOTELS.COM	WATER SEMINAR	\$ 1,014.96
2020-03-10	AWWOA	CONFERENCE	\$ 409.50
2020-03-10	AWWOA	CONFERENCE	\$ 409.50
2020-03-10	AWWOA	AWWOA MEMBERSHIP	\$ 60.00
2020-03-10	BANFF EAST GATE	PARK PASS	\$ 139.40
2020-03-11	ELK AND OARSMAN PUB	CONFERENCE LUNCH	\$ 71.97
2020-03-12	MOBIL	FUEL	\$ 30.00
2020-03-13	TOP LINE	COVERALLS	\$ 75.59
2020-03-13	TOP LINE	COVERALLS	\$ 75.59
2020-03-13	ROYAL CANADIAN LODGE	CONFERENCE LUNCH	\$ 31.50
2020-03-15	TOP LINE	COVERALLS	\$ 75.59
2020-03-15	TOP LINE	COVERALLS	\$ 75.59
2020-03-27	UFA	YARD HYDRANT	\$ 131.24
2020-03-30	TOP LINE	COVERALLS	\$ 75.59
2020-04-01	AWWOA	CONFERENCE	\$ (136.50)
2020-03-05	SPLASH N DASH	VEHICLE WASH	\$ 5.25
2020-03-15	SPLASH N DASH	VEHICLE WASH	\$ 6.25
2020-03-24	SPLASH N DASH	VEHICLE WASH	\$ 6.50
2020-03-27	PRINCESS AUTO	VISOR ORGANIZER	\$ 10.49
2020-03-30	SPLASH N DASH	VEHICLE WASH	\$ 9.25
2020-03-31	HOME HARDWARE	ROPE & HARNESS	\$ 9.01
2020-04-02	EXOTIC TOUCH AUTO	AUTO DETAILING	\$ 188.95
2020-03-12	SANDMAN	TRAVEL EXPENSE	\$ 172.61
2020-03-12	SANDMAN	TRAVEL EXPENSE	\$ 197.81
2020-03-30	ALBERTA MUNICIPAL CLERK	CONFERENCE REIMBURSEMENT	\$ (500.00)

2020-03-19	FOX ENERGY	SCBA REFILL & MAINTENANCE	\$ 167.79
2020-03-28	COSTCO	OFFICE SUPPLIES	\$ 94.49
2020-03-05	CANVA	CPS - GRAPHIC DESIGN PURCHASE	\$ 1.39
TOTAL			\$ 10,884.01

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
000673	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 857.58
000674	FLO-DRAULIC CONTROLS LTD.	PUMP	\$ 2,427.63
000675	JACOB'S WELDING LTD	REPAIR EQUIPMENT	\$ 315.00
000676	LAW INSPECTION SERVICES	INSPECTION ON EQUIPMENT	\$ 504.00
000677	OLIO TECHNOLOGY SOLUTIONS	2020 CARLSON COMMAND SUBSCRIPTION	\$ 4,961.25
000678	RECYCLING COUNCIL OF ALBERTA	MEMBERSHIP	\$ 330.00
000679	SHOCKWARE WIRELESS INC.	INTERNET SERVICE	\$ 52.45
TOTAL			\$ 9,447.91

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
EFT000000000297	C.E.M. HEAVY EQUIPMENT	UPPER RAD HOSE	\$ 330.97
EFT000000000298	DILLON CONSULTING	ANNUAL REPORTS	\$ 5,581.70
EFT000000000299	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 390.64
EFT000000000300	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 102.64
EFT000000000301	RMA FUEL LTD	BULK FUEL	\$ 2,618.84
EFT000000000302	TRIPLE R EXPRESS	FREIGHT	\$ 73.50
EFT000000000303	A & B STEEL	GENERAL SUPPLIES	\$ 34.91
EFT000000000304	DILLON CONSULTING	RR 71 UPGRADE & PROJ#002(TRANSFER SITE) CONTRACT OVERSIGHT	\$ 11,054.04
EFT000000000305	H2O HAULING	HAUL WATER	\$ 135.00
EFT000000000306	RMA FUEL LTD	BULK FUEL	\$ 2,604.36
TOTAL			\$ 22,926.60

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD			
DATE	VENDOR	DESCRIPTION	AMOUNT
2020-03-04	HOME DEPOT	RUGS FOR NEW SCALE HOUSE	\$ 134.64
2020-03-06	COMPOSTING COUNCIL	COMPOST WORKSHOP	\$ 288.75
2020-04-02	HOME DEPOT	SUPPLIES	\$ 40.65
2020-03-10	CPC	LANDFILL A/R POSTAGE	\$ 33.08
2020-04-02	SOLID WASTE ASSOCIATION	SWANA MEMBERSHIP	\$ 360.46
TOTAL			\$ 857.58

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, APRIL 27, 2020 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	C. Czember, L. Leipert, E. Solberg, J. Steinke
Councillors	C. Crozier, S. Gale (via Conference Call)
Acting Municipal Manager and Director of Community & Protective Services	D. Thibault
Manager of Legislative & Land Services	S. Simon
Director of Finance & Administration	J. Tu (left at 8:31 p.m.)
Director of Planning & Engineering	J. Johansen (left at 7:55 p.m.)
Director of Public Services	C. Popick (left at 7:55 p.m.)

ABSENT:**1. GENERAL**

Call to Order	A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0162 Adoption of Agenda	B) Councillor Steinke moved the Agenda be adopted as presented. - Carried.
2020-0163 Accounts Payable	C) Councillor Czember moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.
2020-0164 Bank Summary to March 31, 2020	D) Councillor Leipert moved the Bank Summary to March 31, 2020 be received for information. - Carried.

2. DELEGATION

KPMG LLP presentation of the Town of Redcliff Financial Statements and the Redcliff/Cypress Regional Waste Management Authority Financial Statements	A) Derek Taylor, Partner of KPMG LLP, was in attendance to present the Town of Redcliff Financial Statements and the Redcliff/Cypress Regional Waste Management Authority Financial Statements.
2020-0165	Councillor Solberg moved the presentation of the Town of Redcliff Financial Statements, by Derek Taylor, Partner of KPMG LLP, be received for information. Further that the

Financial Statements for the Town of Redcliff for the year ended December 31, 2019 be approved as presented and that the Mayor, Acting Municipal Manager, and Director of Finance & Administration be authorized to sign the financial statements. - Carried.

2019-0166

Councillor Steinke moved the presentation of the Financial Statements of the Redcliff/Cypress Regional Waste Management Authority by Derek Taylor, Partner of KPMG LLP, be received for information. - Carried.

3. RECESS

Mayor Kilpatrick called for a recess at 7:43 p.m.

Mayor Kilpatrick reconvened the meeting at 7:44 p.m.

4. MINUTES

2020-0167 Council meeting held April 13, 2020

A) Councillor Solberg moved the minutes of the Council meeting held on April 13, 2020 be adopted as presented. - Carried.

5. BYLAWS

2020-0168 Bylaw No. 1902/2020, Sanitary Sewer System Bylaw

A) Councillor Leipert moved Bylaw No. 1902/2020, Sanitary Sewer System Bylaw, be given second reading as amended. - Carried.

2020-0169

Councillor Crozier moved Bylaw No. 1902/2020, Sanitary Sewer System Bylaw, be given third reading. - Carried.

2020-0170 Bylaw No. 1904/2020, River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw

B) i) Councillor Gale moved Bylaw No. 1904/2020, River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw, be given first reading. - Carried.

2020-0171 Bylaw No. 1905/2020, River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw

ii) Councillor Solberg moved Bylaw No. 1905/2020, River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw, be given first reading. - Carried.

6. REQUEST FOR DECISION

2020-0172 2020 Final Budget

A) Councillor Crozier moved that the Town of Redcliff 2020 Final Operating and Capital Budgets be approved as presented. - Carried.

2020-0173 Tax Recovery Reserve Bid and Auction

B) Councillor Solberg moved that the Town of Redcliff include the following properties currently on the tax arrears list for sale at a public auction to be held on July 31, 2020 at 10:30 a.m. with the reserve bids as shown below:

Tax Roll	Location			Estimated Market Value
	Plan	Block	Lot	
0071000	8210AS	E	7-9	\$203,000
0012600	1117V	3	25-26	\$113,000
Total				\$316,000

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

7. OTHER

2020-0174 Council Important Meetings & Events

A) Councillor Gale moved the Council Important Meetings & Events April 27, 2020 be received for information. - Carried.

8. RECESS

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

Director of Planning & Engineering and Director of Public Services left at 7:55 p.m.

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

9. IN CAMERA (Confidential Session)

2020-0175

Councillor Czember moved to meet In Camera to discuss A) Tax/Utility Matter under *FOIP* Sec. 24, B) Personnel under *FOIP* Sec. 24, C) Project Matter under *FOIP* Sec. 16 & 24, and D) Land Matter under *FOIP* Sec. 24 at 8:03 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Acting Municipal Manager and Manager of Legislative & Land Services for all items, and Director of Finance & Administration for items A and B.

Director of Finance & Administration left at 8:31 p.m.

- 2020-0176 Councillor Steinke moved to return to regular session at 8:43 p.m. - Carried.
- 2020-0177 Councillor Solberg moved that Redcliff Days and Canada Day events be cancelled for 2020. - Carried.
- 2020-0178 Councillor Steinke moved to award the Public Services Roof Repair to Peerless at a cost of \$55,569.00 with a 10-year warranty. - Carried.
- 2020-0179 Councillor Czember moved to authorize Administration to enter into a Residential Lease Agreement of Municipal Properties for Lot PUL 48, Block 138, Plan 9811474 with Mary Meier (adjacent landowner of Lot 49, Block 138, Plan 9811474 [339 1 Street NE]). - Carried.

10. ADJOURNMENT

- 2020-0180 Adjournment Councillor Gale moved to adjourn the meeting at 8:46 p.m. - Carried.

Mayor

Manager of Legislative & Land Services

L. Leipter moved the Redcliff Cypress Regional Waste Management Authority Graphs to March 31, 2020 be received for information. – Carried.

5. IN CAMERA SESSION (CONFIDENTIAL)

L. Leipert moved the Redcliff Cypress Regional Waste Management Authority meet in Camera at 10:08 a.m. to discuss Item A) Financial Matter under *FOIP* Sections 23, 24, and 25, Item B) Development Matter under *FOIP* Section 24, Item C) Project Matter under *FOIP* Sections 16 and 24, and Item D) Project Matter under *FOIP* Sections 16 and 24.

Landfill Manager and Landfill Secretary were in attendance during the In Camera Session for all items. Landfill Treasurer and Municipal Accountant left the meeting at 10:08 a.m. Acting Municipal Manager joined the meeting at 10:14 a.m. for items A and B and left at 11:11 a.m. Municipal Accountant joined at 11:11 a.m. for items C and D.

A. Belyea moved to return to regular session at 11:19 a.m.

L. Leipert moved that the Redcliff Cypress Regional Waste Management Authority award the project to White Fox Group Ltd. for a price of \$3,197,084.00 plus a 10% contingency. Construction must be completed by November 30th, 2020. White Fox Group must sign Articles of Agreement and follow all the conditions and specifications of the Tender including providing proof of authorized permit for aggregate from Alberta Environment. A final investment decision on the Compost Pad is required when the Range Road 71 upgrades are near completion. – Carried.

S. Hok moved that the Redcliff Cypress Regional Waste Management Authority award the project to Aecon Transportation West Ltd. for a price of \$558,093.80 including a 10% contingency. Construction must be completed by June 12th, 2020. Aecon Transportation West must sign Articles of Agreement and follow all the conditions and specifications of the Tender including providing proof of authorized permit for aggregate from Alberta Environment. In addition, the Redcliff Cypress Regional Waste Management Authority authorizes a budget reallocation of \$430,000.00 from the construction of Cell 25 and the Compost Pad to the Range Road 71 upgrade. – Carried.

6. NEXT MEETING DATE

The next meeting will be held at the call of the chair.

7. ADJOURN

S. Hok moved adjournment of the meeting at 11:23 a.m. – Carried.

Chairperson

Secretary

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: May 11, 2020

PROPOSED BY: Planning & Engineering

TOPIC: River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project

PROPOSAL: Give Second and Third Reading to the Local Improvement Tax Bylaw
Give Second and Third Reading to the Local Improvement Borrowing Bylaw

BACKGROUND:

Council approved the River Valley Potable Water Distribution and Fire Protection Local Area Improvement Plan at the regular meeting of Council on August 19, 2019. Notification was sent to all the relevant property owners and no formal responses have been received by the Town to date.

Council gave first reading of the Local Improvement Tax Bylaw and the Local Improvement Borrowing Bylaw at the regular meeting of Council on April 27, 2020.

In 2016 a project was added to the MYCIP Capital Projects for River Valley Potable Water Distribution. The project was initiated by residents of Josephine Avenue and Riverview Drive to receive potable water and fire protection. This project is being approached as a local area improvement as it:

1. Is a substantial increase in a municipal service for a small number of residents,
2. It is being driven by the request of some the residents in the area,
3. It was not a service provided when the lots were created, and
4. It is not required as part of the Town's overall water servicing network.

There are **three principle drivers** for this project:

1. A customer on River Road receives raw water from the Town's reservoir supply line and would like potable water,
2. The residents in the area have seen substantial increases in their fire insurance rates (as communicated to Administration by some of the residents) as the existing private hydrant on Sunvalley Court has been ruled sub-standard for fire protection by the insurance industry.
3. Alberta Environment and Parks has identified issues with the residents drawing water directly from the river and issued them an order to stop. It appears that this issue may have been resolved temporarily, however as all but one of the residents' properties directly abut the river their right to withdraw water was questioned.

The Town tendered the project and received 7 bids on April 9, 2020. Two of the bids were

under budget and Administration is awarding the contract to the low bid.

The Bylaws have been prepared with the cost estimate from the Local Area Improvement Plan as it will give the Town a little more contingency if things go wrong. At the end of the project an amendment to the Bylaws will be required to reflect actual costs. Following this approach the bylaw amendment is more likely to reduce the amounts to be paid.

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

Strategies

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

ATTACHMENTS:

Approved Local Area Improvement Plan

1904/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw

1905/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw

OPTIONS:

1. Give second and third reading to
 - Bylaw 1904/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw and
 - Bylaw 1905/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1.

- A. Councillor _____ moved Bylaw 1904/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw be given second reading.
- B. Councillor _____ moved Bylaw 1904/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Tax Bylaw be given third reading.
- C. Councillor _____ moved Bylaw 1905/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw be given second reading.
- D. Councillor _____ moved Bylaw 1905/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project – Local Improvement Borrowing Bylaw be given third reading.

Department Head

Acting Municipal Manager

LOCAL IMPROVEMENT PLAN

FOR

RIVER VALLEY POTABLE WATER DISTRIBUTION AND FIRE HYDRANTS LOCAL IMPROVEMENT PROJECT

DESCRIPTION AND LOCATION

The purpose of this project is to provide potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.

PARCELS INVOLVED

River Road SW					
Legal Description	Municipal Address	Owner	Number of Parcels Effected	Area of Parcel (ha)	Zoning
SW, Sec 5, Twp 13, Rge 6, W4M	1401 River Road SW	Town of Redcliff	1	16.550	P1
OT, Twp 13, Rge 6, W4M	River Road SW	Town of Redcliff	1	0.343	P1
Blk E Plan 372JK	1402 River Road SW	Larry Granger	1	1.210	R-E1
Josephine Avenue SW					
SE, Sec 6, Twp 13, Rge 6, W4M	1 Josephine Avenue SW	Don Finkbeiner & Darcy Finkbeiner	1	0.809	R-E1
Lot OT Blk Plan 372JK	20 Josephine Avenue SW	Margaret Stuwe	1	0.15	R-E1
Josephine Court SW					
Lot 1 Blk S Plan 7114JK	16 Josephine Court SW	Dennis Keith Hall Barbara Ann Hall Timothy Hall	1	0.615	R-E1
Lot 2 Blk S Plan 7114JK	15 Josephine Court SW	John Joseph Read	1	0.194	R-E1
Lot 3 Blk S Plan 7114JK	23 Josephine Court SW	Bryan Labatte April Labatte	1	0.506	R-E1
Lot 4 Blk S Plan 7114JK	24 Josephine Court SW	Scott Bradley Werre	1	0.562	R-E1
TOTAL			9	20.938	
<p>1. Unusual Parcels Pursuant to Section 404 of the <i>Municipal Government Act</i></p> <p>Note: Section 404 of the <i>Municipal Government Act</i>, provides for lots of a different size or shape, or corner lots, may be assessed in a manner the council considers appropriate to ensure that they will bear a fair portion of the local improvement tax.</p>					

The following properties have been identified as being unusual properties due to their size and use:

River Road SW					
Legal Description	Municipal Address	Owner	Number of Parcels Effectuated	Area of Parcel (ha)	Zoning
SW, Sec 5, Twp 13, Rge 6, W4M	1401 River Road SW	Town of Redcliff	3	16.550	P1
OT, Twp 13, Rge 6, W4M	River Road SW	Town of Redcliff	1	0.343	P1
TOTAL			4	16.893	
<p>The average size of the R-E1 parcels is 0.578 ha. The combined area of the two P1 parcels is 19.228 times larger than the average R-E1 parcel size. P1 parcels require substantially less water for domestic purposes than R-E1 as the P1 parcels draw irrigation water from the South Saskatchewan River. Also, a large portion of 1401 River Road SW is beyond the range of the fire hydrants to be installed. As such it is proposed that these two parcels combined be assessed as 4 parcels.</p>					
Total equivalent parcels assessed			11		

PERSONS LIABLE TO PAY

Owner	Number of Parcels
Town of Redcliff	4
Larry Granger	1
Don Finkbeiner	1
Darcy Finkbeiner	
Margaret Stuwe	1
Dennis Keith Hall	1
Barbara Ann Hall	
Timothy Hall	
John Joseph Read	1
Bryan Labatte	1
April Labatte	
Scott Bradley Werre	1
Total	11

Apportionment of the Estimated Cost

Estimated Cost of the project	\$431,161.50
Less Grants	\$0.00
Less Town of Redcliff at Large	\$100,000.00
Amount to be paid by Benefiting Owners	\$331,161.50
Adjusted Number of Parcels Benefiting	11
Liability for each Benefiting Parcel	\$30,105.59
Period Local Improvement is to be spread	Twenty (20) years
Interest Rate	2.547%
Total Loan per lot	\$38,608.80
Yearly Loan Payment Per Lot	\$1,930.44
Tax Rate	\$1,930.44
Prepayment Amount per Lot	\$30,105.59
Town of Redcliff Amount as Benefiting Owner	\$120,422.36
Total to be borrowed (\$331,161.00 - \$120,422.36)	\$210,739.14

BYLAW NO. 1904/2020**OF THE TOWN OF REDCLIFF**

(hereinafter referred to as “the Municipality”)

IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Town of Redcliff to impose a local improvement tax in respect of all lands that directly benefit from River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project.

WHEREAS this Bylaw shall be known as the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project - Local Improvement Tax Bylaw.

WHEREAS the purpose of this project is to provide potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.

WHEREAS the Council of the Town of Redcliff has decided to issue a bylaw pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project.

AND WHEREAS on August 19, 2019 the Council of the Town of Redcliff passed a Local Area Improvement Plan and the required notice of the project was sent out to the benefiting owners on August 22, 2019 in a form similar to that shown on Schedule C in accordance with the attached Schedule A and Schedule B and no sufficient objection to the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project has been filed with the Town of Redcliff's Chief Administrative Officer.

AND WHEREAS the Council has decided to set a tax rate based on the number of properties provided with the service against the benefiting owners.

AND WHEREAS plans and specifications have been prepared. The total cost of the project is estimated to be Four Hundred Fifty-Eight Thousand Two Hundred Forty-Five Dollars and Seventy-Six Cents (\$458,245.76) and the local improvement plan estimates that the following contributions will be applied to the project:

Grants	\$0.00
Municipality at Large	\$100,000.00
Benefiting Owners	\$210,739.14
Town of Redcliff as a Benefiting Owner	\$120,422.36
Total	\$431,161.50

AND WHEREAS the local improvement tax will be collected for twenty (20) years and the total amount levied annually against the benefiting owners is \$1,930.44.

AND WHEREAS this bylaw was prepared in conjunction with Bylaw No.1905/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project - Local Improvement Borrowing Bylaw.

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of completing the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project the sum of Three Hundred Thirty-One Thousand One Hundred Sixty-One Dollars and Fifty Cents (\$331,161.50) be collected by way of an annual, local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
3. This bylaw comes into force on the date it is passed.

READ a first time this 27th day of April 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 _____ 2020, A.D.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

SCHEDULE A TO BYLAW NO. 1904/2020

Annual Levy for the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project

The purpose of this project is to provide potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.

1. Properties to be assessed:

River Road SW					
Legal Description	Municipal Address	Owner	Number of Parcels Effectuated	Area of Parcel (ha)	Zoning
SW, Sec 5, Twp 13, Rge 6, W4M	1401 River Road SW	Town of Redcliff	1	16.550	P1
OT, Twp 13, Rge 6, W4M	River Road SW	Town of Redcliff	1	0.343	P1
Blk E Plan 372JK	1402 River Road SW	Larry Granger	1	1.210	R-E1
Josephine Avenue SW					
SE, Sec 6, Twp 13, Rge 6, W4M	1 Josephine Avenue SW	Don Finkbeiner & Darcy Finkbeiner	1	0.809	R-E1
Lot OT Blk Plan 372JK	20 Josephine Avenue SW	Margaret Stuwe	1	0.15	R-E1
Josephine Court SW					
Lot 1 Blk S Plan 7114JK	16 Josephine Court SW	Dennis Keith Hall Barbara Ann Hall Timothy Hall	1	0.615	R-E1
Lot 2 Blk S Plan 7114JK	15 Josephine Court SW	John Joseph Read	1	0.194	R-E1
Lot 3 Blk S Plan 7114JK	23 Josephine Court SW	Bryan Labatte April Labatte	1	0.506	R-E1
Lot 4 Blk S Plan 7114JK	24 Josephine Court SW	Scott Bradley Werre	1	0.562	R-E1
TOTAL Parcels Assessed			9	20.938	

2. Unusual Parcels Pursuant to Section 404 of the *Municipal Government Act*

Note: Section 404 of the *Municipal Government Act*, provides for lots of a different size or shape, or corner lots, may be assessed in a manner the council considers appropriate to ensure that they will bear a fair portion of the local improvement tax.

The following properties have been identified as being unusual properties due to their size and use:

River Road SW					
Legal Description	Municipal Address	Owner	Number of Parcels Effected	Area of Parcel (ha)	Zoning
SW, Sec 5, Twp 13, Rge 6, W4M	1401 River Road SW	Town of Redcliff	1	16.550	P1
OT, Twp 13, Rge 6, W4M	River Road SW	Town of Redcliff	1	0.343	P1
TOTAL			2	16.893	
The average size of the R-E1 parcels is 0.578 ha. The combined area of the two P1 parcels is 19.228 times larger than the average R-E1 parcel size. P1 parcels require substantially less water for domestic purposes than R-E1 as the P1 parcels draw irrigation water from the South Saskatchewan River. Also, a large portion of 1401 River Road SW is beyond the range of the fire hydrants to be installed. As such it is proposed that these two parcels combined be assessed as 4 parcels.					
Total equivalent parcels assessed			11		
Total Levy			\$331,161.00		
Total Levy Per Parcel			\$30,105.59		
Town of Redcliff Amount as Benefiting Owner			\$120,422.36		
Total to be assessed to all other property owners			\$210,739.14		
Annual Unit Rate per Unit Payable for a Period of twenty (20) years at 2.547%** per annum			\$1,930.44		
Total Yearly Assessment against all properties to be assessed other than the Town of Redcliff.			\$13,513.08		

** August 12, 2019 Alberta Capital Finance Corporation Lending Rate Used

SCHEDULE B TO BYLAW NO. 1904/2020**Annual Levy for the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project**

The purpose of this project is to provide potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.

1. Properties to be assessed:					Amount of Annual Assessment @ 2.574a per parcel rate of \$1,930.44
River Road SW					
Number of Parcels	Legal Description	Municipal Address	Owner	Assessment if prepaid	
4	SW, Sec 5, Twp 13, Rge 6, W4M OT, Twp 13, Rge 6, W4M	1401 River Road SW River Road SW	Town of Redcliff	\$120,422.36	n/a
1	Blk E Plan 372JK	1402 River Road SW	Larry Granger	\$30,105.59	\$1,930.44
Josephine Avenue SW					
1	SE, Sec 6, Twp 13, Rge 6, W4M	1 Josephine Avenue SW	Don Finkbeiner Darcy Finkbeiner	\$30,105.59	\$1,930.44
1	Lot OT Blk Plan 372JK	20 Josephine Avenue SW	Margaret Stuwe	\$30,105.59	\$1,930.44
Josephine Court SW					
1	Lot 1 Blk S Plan 7114JK	16 Josephine Court SW	Dennis Keith Hall Barbara Ann Hall Timothy Hall	\$30,105.59	\$1,930.44
1	Lot 2 Blk S Plan 7114JK	15 Josephine Court SW	John Joseph Read	\$30,105.59	\$1,930.44
1	Lot 3 Blk S Plan 7114JK	23 Josephine Court SW	Bryan Labatte April Labatte	\$30,105.59	\$1,930.44
1	Lot 4 Blk S Plan 7114JK	24 Josephine Court SW	Scott Bradley Werre	\$30,105.59	\$1,930.44
2. Total Number of Parcels				11	
3. Annual Rate of Assessment				2.547%	
4. Total annual assessments				\$1,930.44	
5. Term of Annual Assessment				twenty (20) years	
6. Total assessment against all parcels excepting Town of Redcliff				\$210,739.14	

NOTICE**INTENTION TO CONSTRUCT A LOCAL IMPROVEMENT****IN THE TOWN OF REDCLIFF****SECTION 393(1) & 404, MUNICIPAL GOVERNMENT ACT**

PURSUANT to Section 393(1) of the *Municipal Government Act*, notice is hereby given that the Council of the Town of Redcliff intends to undertake the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project as a local improvement. The purpose of this project is to provide potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.

The cost of the aforementioned local improvement is estimated to be \$431,161.50 and after the Town of Redcliff at large in the amount of \$100,000.00 is applied the net amount to be collected by special assessment as herein provided, Three Hundred Thirty-One Thousand One Hundred Sixty-One Dollars and Fifty Cents (\$331,161.50) of which \$120,422.36 is payable by the Town of Redcliff for their assessed parcels, which the Town of Redcliff chooses to pay up front, the net amount to be borrowed is Two Hundred Ten Thousand Seven Hundred Thirty Nine Dollars and Fourteen Cents \$210,739.14 and Two Hundred Ten Thousand Seven Hundred Thirty Nine Dollars and Fourteen Cents \$210,739.14 which is to be collected by special assessment as herein provided.

The debentures will be repayable over a period of twenty (20) years at a rate of interest not exceeding eight per centum (8%), or the interest rate as fixed from time to time by the Alberta Capital Finance Authority, per annum, and the lands abutting that portion of the street or place where the local improvement is made will be charged a rate of \$1,930.44, for each year of the said twenty (20) years period.

The aforementioned rate may be subject to amendment at the time of the issuance of the debenture, or prior to or immediately following the first levy for this project.

In accordance with Section 404 of the *Municipal Government Act*, lots of a different size or shape, or corner lots, may be assessed in a manner the council considers appropriate to ensure that they will bear a fair portion of the local improvement tax.

All costs in excess of the aforesaid special assessment may be borne by the Town of Redcliff at large.

The location of the proposed local improvement is on Josephine Avenue SW and Josephine Court SW and River Road SW between the lane to the Town of Redcliff Raw Water Pump Station and Josephine Avenue.

Your property, described as _____, will be assessed for one (1) unit and Notice is hereby given that unless 2/3 of the owners who would be liable to pay this local improvement tax, and these owners represent at least 1/2 of the value of the assessments for the parcels of land on which the tax will be imposed, petition the Council against the proposed improvement within 30 days from the date of sending this Notice, the local improvement may be undertaken and the cost of it assessed by the system of assessment referred to in this Notice.

If no petition sufficiently signed has, within the time limited in that behalf, been presented to the Council against the local improvement, the Council may undertake the proposed local improvement at any time within three years of the giving of this Notice.

The owners of any land so specially assessed may at any time commute the amount or balance remaining unpaid in respect of it by paying the amount of the original assessment charged against the land together with interest and penalties chargeable in respect of it less any amounts previously paid on account of it.

DATED at the Town of Redcliff this _____ day of _____, 2020.

BYLAW NO. 1905/2020**OF THE TOWN OF REDCLIFF**

(hereinafter referred to as "the Municipality")

IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of Two Hundred Ten Thousand Seven Hundred Thirty Nine Dollars and Fourteen Cents \$210,739.14 for the purpose of providing potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.

WHEREAS this Bylaw shall be known as the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project - Local Improvement Borrowing Bylaw.

AND WHEREAS the Council of the Municipality has decided to issue a bylaw pursuant to Section 263 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project as described in the local improvement plan authorized by Council.

AND WHEREAS this bylaw was prepared in conjunction with Bylaw No. 1904/2020 being the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project - Local Improvement Tax Bylaw.

AND WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be Four Hundred Fifty-Eight Thousand Two Hundred Forty-five Dollars and Seventy Six Cents (\$458,245.76) and the local improvement plan estimates that the following contributions will be applied to the project:

Grants	\$0.00
Municipality at Large	\$100,000.00
Benefiting Owners	\$210,739.14
Town of Redcliff as a Benefiting Owner	120,422.36
Total	\$431,161.50

AND WHEREAS In order to complete the project it will be necessary for the Municipality to borrow the sum of Two Hundred Ten Thousand Seven Hundred Thirty Nine Dollars and Fourteen Cents \$210,739.14, for a period not to exceed twenty (20) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

AND WHEREAS the estimated lifetime of the project financed under this bylaw is equal to, or in excess of twenty (20) years.

AND WHEREAS the principal amount of the outstanding debt of the Municipality at July 31, 2019 is \$6,288,093 and no part of the principal or interest is in arrears.

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of completing the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project the sum of Two Hundred Ten Thousand Seven Hundred Thirty Nine Dollars and Fourteen Cents \$210,739.14 be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large.
2. The amount of Three Hundred Thirty-One Thousand One Hundred Sixty-One Dollars and Fifty Cents (\$331,161.50) is to be collected by way of local improvement tax imposed pursuant to the municipality's tax Bylaw No. 1904/2020
3. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the River Valley Potable Water Distribution and Fire Hydrants Local Improvement Project. The purpose of this project is to provide potable water distribution and fire hydrants to the properties that directly benefit on Josephine Avenue SW and Josephine Court SW, in the Town of Redcliff.
4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely annual or semi-annual equal payments of combined principal and interest instalments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed Eight (8) percent.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time this 27th day of April 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 _____ 2020, A.D.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 11, 2020

PROPOSED BY: Finance and Administration

TOPIC: 2020 Tax Rate Bylaw

PROPOSAL: To approve 2020 Tax Rate Bylaw No. 1906/2020

BACKGROUND:

The Municipal Tax Levies from 2018 to 2019 are listed below for comparison purposes with respect to the proposed 2020 tax levies. The 2020 Tax Rate Bylaw was prepared by remaining in alignment with historical tax levies and the direction from Council as it relates to farmland tax policy as shown below:

Budgeted Municipal Tax Levy Comparison 2018 - 2020					
2018		2019		2020	
Levy	% of Total	Levy	% of Total	Levy	% of Total
2,657,549	49.52%	2,694,400	49.18%	2,680,990	48.71%
2,508,653	46.74%	2,543,438	46.42%	2,530,779	45.98%
102,083	1.90%	141,308	2.58%	193,099	3.51%
98,423	1.83%	99,788	1.82%	99,291	1.80%
5,366,708	100.00%	5,478,934	100.00%	5,504,159	100.00%

The 2020 Final Budgets were approved at the April 27, 2020 Council meeting. The Municipal Government Act requires that Council pass an annual tax rate bylaw to raise revenues to be used toward payment of expenditures and transfers approved in the annual budget. The four major components in the 2020 tax bylaw are presented as follows:

Municipal Tax Levy: \$5,582,764

As per the 2020 final operating budget, it is \$5,582,764, \$5,504,159 of which is levied from the Town's properties, and \$78,605 from the Annexed Properties (which are also part of the Town but subject to the annexation order issued by the Municipal Government Board). There is a 0.46% increase from the 2019 municipal budget.

ASFF School Requisitions: \$2,001,490

The government of Alberta is providing immediate relief to Albertans and businesses to help weather the economic pressures and the COVID-19 crisis by maintaining the education property taxes at last year's level of \$2,072,395. This is further reduced to \$2,001,490 by adjusting the 2019 over levy of \$70,905. The 2019 school requisition over levy was mainly due to the fact that the provincial budget was not released at the final budget time, thus, a 5% increase in Residential and Farmland properties, and 4.2% in Non-Residential properties were estimated, which were to align with the increased rates from 2017 to 2018. The Town collects the school requisition and disburses back into the school system on behalf of the province. School requisition over levies or under levies are adjusted the next year.

Cypress View Foundation Requisition: \$73,138

There is a 3.06% decrease in the budget, from \$75,454 to \$73,138 when compared to 2019.

Designated Industrial Properties (DIP): \$708

DIP is an additional tax levy with a mill rate set by the Province to recover the cost of centralization of DIP property assessments and it is paid by the DIP property assessed person. It is \$708 as per the 2020 provincial requisition, which is the 2020 actual amount of \$839 adjusted with 2019 credit of \$131.

The mill rates set in the 2020 Tax Rate Bylaw No.1906/2020 will raise \$5,582,764 as a municipal requirement, \$2,001,490 as School Requisitions, \$73,138 as Cypress View Foundation Requisition, and \$708 as Designated Industrial Properties (DIP).

The comparison of the assessments and the mill rates between 2020 and 2019 are as follows:

Assessment		2020	2019	Assessment Incr/(Decr)	Incr/(Decr) Percent
Residential		\$514,096,750	\$507,722,100	\$6,374,650	1.26%
Non-residential		193,948,450	191,198,000	2,750,450	1.44%
Farmland		5,840,950	5,551,190	289,760	5.22%
Machine & Equipment		8,037,180	12,935,080	(4,897,900)	(37.87%)
Sub-total		\$721,923,330	\$717,406,370	\$4,516,960	0.63%
Annexed Properties					
Residential		\$11,137,530	\$11,029,530	\$108,000	0.98%
Non-residential		6,925,140	7,151,260	(226,120)	(3.16%)
Farmland		62,140	62,140	0.00	0.00%
Machine & Equipment		619,190	1,041,180	(421,990)	(40.53)
Sub-total		\$18,744,000	\$19,284,110	(540,110)	(2.80%)
Grand Total		\$740,667,330	\$736,690,480	\$3,976,850	0.54%
Mill Rates		2020	2019	Millrate Incr/(Decr)	Incr/(Decr) Percent
Residential	General Municipal Tax	5.2150	5.3068	(0.0918)	(1.73%)
	ASFF/Opted Out School Requisition	2.3714	2.5682	(0.1968)	(7.66%)
	Cypress Foundation	0.1013	0.1024	(0.0011)	(1.07%)
	Combined Residential Tax Rate	7.6877	7.9774	(0.2897)	(3.63%)
Non-Residential	General Municipal Tax	13.0211	13.3026	(0.2815)	(2.12%)
	ASFF/Opted Out School Requisition	3.6711	4.0505	(0.3794)	(9.37%)
	Cypress Foundation	0.1013	0.1024	(0.0011)	(1.07%)
	Combined Non-Residential Tax Rate	16.7935	17.4555	(0.6620)	(3.79%)
Farmland	General Municipal Tax	33.0595	25.4555	7.6040	29.87%
	ASFF/Opted Out School Requisition	2.3714	2.5682	(0.1968)	(7.66%)
	Cypress Foundation	0.1013	0.1024	(0.0011)	(1.07%)
	Combined Farmland Tax Rate	35.5322	28.1261	7.4061	26.33%

Examples listed as follows:

- (1) For a residential property with an assessed value of \$250,000, the proposed combined mill rates will result in a tax decrease of \$72.43 $[(\$250,000 \times (0.2897)/1000)]$;
- (2) For a non-residential property with an assessed value of \$500,000, the proposed combined mill rates would result in a tax decrease of \$331.00 $[(\$500,000 \times (0.6620)/1000)]$;
- (3) For a farmland property with an assessed value of \$250,000, the proposed mill rates will result in a tax increase of \$1,851.52 $[(\$250,000 \times 7.4061)/1000]$. It is noted that, as per previous Council policy direction, in order to absorb the agricultural improvements exemption, the tax rate for farmland is to be adjusted accordingly.

(1) Residential Property at assessment value		\$250,000	
Residential Property	2020	2019	Difference
Municipal Tax Levy	5.2150	5.3068	(0.0918)
School Tax Levy	2.3714	2.5682	(0.1968)
Cypress Foundation	0.1013	0.1024	(0.0011)
	7.6877	7.9774	(0.2897)
(2) Non-Residential Property at assessment value		\$500,000	
	2020	2019	Difference
Municipal Tax Levy	13.0211	13.3026	(0.2815)
School Tax Levy	3.6711	4.0505	(0.3794)
Cypress Foundation	0.1013	0.1024	(0.0011)
	16.7935	17.4555	(0.6620)
(3) Farmland Property at assessment value		\$250,000	
	2020	2019	Difference
Municipal Tax Levy	33.0595	25.4555	7.6040
School Tax Levy	2.3714	2.5682	(0.1968)
Cypress Foundation	0.1013	0.1024	(0.0011)
	35.5322	28.1261	7.4061

POLICY/LEGISLATION:

Municipal Government Act 353 (1) – Property Tax Bylaw

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

- (2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of
 - (a) the expenditures and transfers set out in the budget of the municipality, and
 - (b) the requisitions.

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw No. 1906/2020

OPTIONS:

1. That Council consider adopting the 2020 Tax Rate Bylaw 1906/2020 by giving three readings.
2. That Council give the 2020 Tax Rate Bylaw 1906/2020 first reading, and direct Administration to review and incorporate additional changes to the amended bylaw for second and third readings.

RECOMMENDATION:

Option 1


SUGGESTED MOTION(S):

1. i) Councillor _____ moved Bylaw 1906/2020, Town of Redcliff Tax Rate Bylaw be given first reading.
- ii) Councillor _____ moved Bylaw 1906/2020, Town of Redcliff Tax Rate Bylaw be given second reading.
- iii) Councillor _____ moved Bylaw 1906/2020, Town of Redcliff Tax Rate Bylaw be presented for third reading.

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

- iv) Councillor _____ moved Bylaw 1906/2020, Town of Redcliff Tax Rate Bylaw be given third reading.
2. Councillor _____ moved to direct Administration to review and incorporate additional changes to the proposed 2020 Town of Redcliff Tax Rate Bylaw No. 1906/2020 and bring back at a special Council meeting.

SUBMITTED BY:

Department Head

Acting Municipal Manager

**BYLAW NO. 1906/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF REDCLIFF FOR THE 2020 TAXATION YEAR.

WHEREAS, the Town of Redcliff has prepared and adopted detailed estimates of municipal revenue and expenditures as required, at the Council meeting held on April 27th, 2020;

AND WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Redcliff for 2020 total \$22,081,729.

AND WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	Requisition	Prior Year (Over)/Under Levy	Total
Residential/Farmland	\$ 1,207,716	\$ (41,321)	\$ 1,166,395
Non-Residential	676,138	(23,133)	653,005
Opted Out School Boards			
Residential/Farmland	103,902	(3,555)	100,347
Non-Residential	84,639	(2,896)	81,743
Total	\$ 2,072,395	\$ (70,905)	\$ 2,001,490
Cypress View Foundation	Requisition \$ 73,138		
Designated Industrial Properties (DIP)	Requisition \$ 708		

AND WHEREAS, the council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;

AND WHEREAS, the assessed value of all property in the Town of Redcliff as shown on the assessment roll is:

	Assessment
Residential	\$ 514,096,750
Non-residential	193,948,450
Farmland	5,840,950
Machinery and Equipment (40% Exempt)	8,037,180
Sub - Total	\$ 721,923,330
Annexed Properties (Subject to Board Order MGB 147/2008)	
Residential	\$ 11,137,530
Non-residential	6,925,140
Farmland	62,140
Machinery and Equipment	619,190
Sub - Total	\$ 18,744,000
Total Assessment	\$ 740,667,330

AND WHEREAS, Council is authorized in the Municipal Government Act and considers it appropriate

to apply an exemption to the extent of 40% to the Machinery and Equipment used for manufacturing or processing;

AND WHEREAS, the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$12,905,151 and the balance of \$5,504,159 is to be raised by general municipal property taxation, \$78,605 by the annexed properties (Order of Council No. 147/2008);

AND WHEREAS, the Municipal Government Act authorizes the Town of Redcliff to impose a supplementary tax against properties listed on the supplementary tax roll;

AND WHEREAS, the taxation rates and taxation revenue for certain properties which were brought into the Town of Redcliff as a result of annexation are governed by Order of Council No. 147/2008;

AND WHEREAS, the provincial uniform tax rate for all Designated Industrial Property (DIP) assessment has been set at \$0.0760 per \$1,000 as per Ministerial Order No.011/20.

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Redcliff, in the Province of Alberta, enacts as follows:

- (1) This Bylaw shall be known as the Town of Redcliff "**Tax Rate Bylaw**".
- (2) That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Redcliff:

General Municipal Properties

	Tax Levy	Assessment	Tax Rate
General Municipal:			
Residential	\$ 2,680,990	\$ 514,096,750	5.2150
Non-residential	2,530,779	193,948,450	13.0211
Farmland	193,099	5,840,950	33.0595
Machinery and Equipment *	99,291	8,037,180	13.0211
* 40% Machinery & Equipment Assessment Exempt			
	<hr/>	<hr/>	
	\$ 5,504,159	\$ 721,923,330	
Education:			
ASFF (Residential & Farmland)	\$ 1,160,242	\$ 489,267,925	2.3714
ASFF (Non-residential)	641,050	174,621,977	3.6711
Opted Out (Residential & Farmland)	72,730	30,669,775	2.3714
Opted Out (Non-Residential)	70,949	19,326,473	3.6711
	<hr/>	<hr/>	
	\$ 1,944,971	\$ 713,886,150	
Cypress View Foundation	<hr/>	<hr/>	
	\$ 73,138	\$ 721,923,330	0.1013
Sub-Total	<hr/>	<hr/>	
	\$ 7,522,268	\$ 721,923,330	

DIP Properties (Rates as per Ministerial Order No.011/20)

DIP- Designated Industrial Properties	\$ 33	\$ 557,320	0.0760
DIP- Linear Properties	585	9,879,340	0.0760
Sub-Total	<hr/>	<hr/>	
	\$ 618	\$ 10,436,660	
Town Total	<hr/>	<hr/>	
	\$ 7,522,886		

Annexed Properties MB Order 147/08 (Rates as per Cypress County)

Tax Levy	Assessment	Tax Rate
-----------------	-------------------	-----------------

General Municipal:

Real Properties	\$ 78,605	18,744,000
-----------------	-----------	------------

Education

School Tax Levy	56,519	18,744,000
-----------------	--------	------------

Cypress View Foundation

1,951	18,744,000
-------	------------

Sub-Total

\$ 137,075	\$ 18,744,000
------------	---------------

Annexed DIP Properties (Rates as per Ministerial Order No.011/20)

DIP- Linear Properties

90

835,390

0.0760

Sub-Total

\$ 90	\$ 835,390
-------	------------

Annexed Properties Total

\$ 137,165

Grand Total

\$ 7,660,051	\$ 740,667,330
--------------	----------------

- (3) That the Chief Administrative Officer be authorized to impose a supplementary tax against properties listed on the supplementary tax roll and the supplementary tax rates be the same as imposed by this bylaw.
- (4) That the Chief Administrative Officer be authorized to levy and collect property taxes for 2020, on those properties annexed to the Town of Redcliff from Cypress County, which are subject to the provisions of Board Order 147/2008, based on those rates established by Cypress County Mill Rate Bylaw.
- (5) That this bylaw shall take effect on the date of the third and final reading.

READ a first time this _____ day of _____, 2020.

READ a second time this _____ day of _____, 2020.

READ a third time this _____ day of _____, 2020.

PASSED and **SIGNED** this _____ day of _____ 2020.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

DATE: May 11, 2020

PROPOSED BY: Administration

TOPIC: Penalty Deferral Bylaw

PROPOSAL: To adopt Bylaw 1907/2020, 2020 Penalty Deferral Bylaw

[illegible]

POLICY/LEGISLATION:

Bylaw 1832/2016, Property Tax Penalty Bylaw
Bylaw 1892/2019, Water Rates Bylaw
Bylaw 1893/2019, Sewer Rates Bylaw
Bylaw 1894/2019, Garbage Rates and Collection Bylaw

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw 1907/2020, 2020 Penalty Deferral Bylaw
Bylaw 1832/2016, Property Tax Penalty Bylaw
Bylaw 1892/2019, Water Rates Bylaw
Bylaw 1893/2019, Sewer Rates Bylaw
Bylaw 1894/2019, Garbage Rates and Collection Bylaw

OPTIONS:

1. To consider adopting Bylaw 1907/2020, 2020 Penalty Deferral Bylaw as presented.
2. To consider adopting Bylaw 1907/2020, 2020 Penalty Deferral Bylaw as amended.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1907/2020, 2020 Penalty Deferral Bylaw be given first reading as presented.
2. Councillor _____ moved that Bylaw 1907/2020, 2020 Penalty Deferral Bylaw be given second reading as presented.
3. Councillor _____ moved that Bylaw 1907/2020, 2020 Penalty Deferral Bylaw be presented for third reading.

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

4. Councillor _____ moved that Bylaw 1907/2020, 2020 Penalty Deferral Bylaw be given third reading as presented.

SUBMITTED BY:



Department Head



Acting Municipal Manager

**BYLAW NO. 1907/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO TEMPORARILY AMEND THE PENALTY SECTIONS OF:

- **BYLAW 1832/2016, PROPERTY TAX PENALTY BYLAW**
- **BYLAW 1892/2019, WATER RATES BYLAW**
- **BYLAW 1893/2019, SEWER RATES BYLAW**
- **BYLAW 1894/2019, GARBAGE RATES AND COLLECTION BYLAW**

WHEREAS under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, the Council of the Town of Redcliff may pass bylaws respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Town Council passed Bylaw 1832/2016, Property Tax Penalty Bylaw; Bylaw 1892/2019, Water Rates Bylaw; Bylaw 1893/2019, Sewer Rates Bylaw; and Bylaw 1894/2019, Garbage Rates and Collection Bylaw which set out penalties;

AND WHEREAS the Province of Alberta has declared COVID-19 a public health emergency;

AND WHEREAS Town Council wishes to provide financial relief to the residents and businesses within the Town of Redcliff;

AND WHEREAS Town Council deems it desirable to temporarily waive penalties under Bylaw 1832/2016, Property Tax Penalty Bylaw; Bylaw 1892/2019, Water Rates Bylaw; Bylaw 1893/2019, Sewer Rates Bylaw; and Bylaw 1894/2019, Garbage Rates and Collection Bylaw;

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

1. This Bylaw may be referred to as the “2020 Penalty Deferral Bylaw”.
2. Penalties to be levied on unpaid taxes according to Section 5 of Bylaw 1832/2016, Property Tax Penalty Bylaw are hereby delayed to October 1, 2020 for the calendar year 2020.
3. Penalties to be levied in the amount of 2.5% on unpaid utilities according to Sections 25 and 26 of Bylaw 1892/2019, Water Rates Bylaw are hereby waived for the January/February 2020 services (billed in March) and March/April 2020 services (billed in May) for one hundred twenty (120) days and sixty (60) days respectively.
4. Penalties to be levied on unpaid utilities according to Sections 8 and 9 of Bylaw 1893/2019, Sewer Rates Bylaw are hereby waived for the January/February 2020 services (billed in March) and March/April 2020 services (billed in May) for one hundred twenty (120) days and sixty (60) days respectively.
5. Penalties to be levied on unpaid utilities according to Sections 33 and 34 of Bylaw 1894/2019, Garbage Rates and Collection Bylaw are hereby waived for the

January/February 2020 services (billed in March) and March/April 2020 services (billed in May) for one hundred twenty (120) days and sixty (60) days respectively.

6. Disconnections of tenants or transfers to property taxes for unpaid utilities according to Sections 25 and 26 of Bylaw 1892/2019, Water Rates Bylaw are hereby extended an additional one hundred twenty (120) days for January/February 2020 services (billed in March) and an additional sixty (60) days for February/March 2020 services (billed in May).
7. Disconnections of tenants or transfers to property taxes for unpaid utilities according to Sections 8 and 9 of Bylaw 1893/2019, Sewer Rates Bylaw are hereby extended an additional one hundred twenty (120) days for January/February 2020 services (billed in March) and an additional sixty (60) days for February/March 2020 services (billed in May).
8. Disconnections of tenants or transfers to property taxes for unpaid utilities according to Sections 33 and 34 of Bylaw 1894/2019, Garbage Rates and Collection Bylaw are hereby extended an additional one hundred twenty (120) days for January/February 2020 services (billed in March) and an additional sixty (60) days for February/March 2020 services (billed in May).
9. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this _____ day of _____, 2020.

READ a second time this _____ day of _____, 2020.

READ a third time this _____ day of _____, 2020.

PASSED and **SIGNED** this _____ day of _____ 2020.

MAYOR

MANAGER OF LEGISLATIVE & LAND
SERVICES

**BYLAW NO. 1832/2016
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO
OUTLINE PROPERTY TAX PENALTIES.**

WHEREAS pursuant to sections 344 and 345 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26 (MGA), Council may impose penalties on unpaid taxes at rates set out by bylaw.

AND WHEREAS Council considers it necessary to set a penalty rate structure to be imposed on unpaid taxes in the Town of Redcliff;

NOW THEREFORE, THE 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 cited as the "Property Tax Penalty Bylaw" of the Town of Redcliff.

PURPOSE

2. The purpose of this bylaw is to establish:
 - a) The due dates for the payment of property taxes;
 - b) The rates of penalty to be imposed for failure to pay taxes by the due dates.

DEFINITIONS

3. In this bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) "Tax" or "Taxes" means all property taxes, local improvement taxes and all other taxes, penalties, charges, fees or amounts lawfully imposed against a property by the Town of Redcliff pursuant to the Municipal Government Act or any other statute of the Province of Alberta;
 - b) "Current Taxes" means any taxes owing in the year they are imposed.
 - c) "Taxpayer" means the person liable to pay taxes on a property;
 - d) "Current taxes" means taxes imposed in the current year;
 - e) "TIPP" means Tax Instalment Payment Plan as outlined in the Tax Instalment Payment Plan Bylaw;
 - f) "Year" means calendar year.

B. L. R.

PENALTIES

4. Current Taxes must be paid on or before June 30 in the year in which they are imposed.
5. Any current taxes unpaid after June 30 will have a penalty of five percent (5%) imposed on them on the first business day in July of the same year. The penalty amount will be added to and be included in unpaid taxes.
6. Any taxes unpaid after December 31 will have a penalty of ten percent (10%) imposed on them on the first business day in January of the succeeding year. The penalty amount will be added to and be included in unpaid taxes.
7. No penalties shall be imposed with respect to unpaid taxes for taxpayers enrolled in the TIPP program as long as the TIPP remains in good standing.

TRANSITION


8. By-Law 1724/2012 is repealed December 31, 2016.
9. This bylaw comes into force on January 1, 2017.

READ a first time this 24th day of October, 2016.

READ a second time this 14th day of November, 2016.

READ a third time this 14th day of November, 2016.

PASSED and **SIGNED** this 18 day of Nov., 2016.



MAYOR



MANAGER OF LEGISLATIVE AND LAND SERVICES

**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) "**M³**" 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.

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

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

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

4. Any water consumed shall be charged to the customer at the rate of **\$1.03 per M³**.
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 M³**.

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 M³**.

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 M³**. 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 M³**. 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 (Temporary/Seasonal Vacancy)	-	\$50.00
10.	Service call – Reconnect (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 (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.

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.



- 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

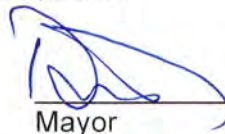
28. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
29. Unless specifically authorized by the Council, only one (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 25th day of November, 2019.

READ a second time this 25th day of November, 2019.

READ a third time this 25th day of November, 2019.

PASSED and **SIGNED** this 4th 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

**BYLAW NO. 1893/2019
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

PURSUANT to the provisions of Section 7 of the Municipal Government Act, RSA 2000 Chapter M-26., 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 as the "**Sewer Rates Bylaw**" of the Town of Redcliff.

INTERPRETATION AND DEFINITIONS

2. In this Bylaw the following terms shall be defined as follows:
 - a) "**Council**" shall mean the Municipal Council of the Town of Redcliff.
 - b) "**Due Date**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - c) "**Multi-unit Building**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
 - d) "**Town**" shall mean the Municipal Corporation of the Town of Redcliff.
3. a) Every customer within the Town limits who is serviced by a service connection to the Town's sewage system shall pay to the Town the following sewer rates payable monthly or bi-monthly at the discretion of Council with the minimum monthly charge being the Capital Component.

RESIDENTIAL SANITARY SEWER RATES

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.10	\$8.20
Capital Component	\$9.55	\$19.10
Operating Component	\$24.20	\$48.40
Total	\$37.85	\$75.70



NON-RESIDENTIAL SANITARY SEWER RATES

Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.10	\$8.20
Capital Component	\$9.55	\$19.10
Operating Component	\$36.70	\$73.40
Consumption Component	\$0.35/ M ³ of Water	\$0.35/ M ³ of Water
Total	\$50.35 + \$0.35/M³	\$100.70 + \$0.35/M³

GENERAL

4.
 - a) Unless specifically authorized by the Council, only one (1) sewer service connection shall be permitted for any legal parcel.
 - b) 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.
 - c) 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.

SIGNING ON

5. New owners requiring sanitary sewer service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
6. 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.
7. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

PENALTIES

8. 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 notice

which would notify the tenant and owner that the 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, sign off 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.
9. 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.
 - 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.
10. Sewer charges in default shall constitute a debt owing to the Town and may be recovered:
- a) by action in any court of competent jurisdiction; or
 - b) by distress and sale of goods and chattels of the person owing such rates or charges wherever they may be found in the municipality; or
 - c) by a preferential lien and charge on the building, 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 are recoverable; or
 - d) by a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

OTHER

- 11. Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.
- 12. Should any clause of this Bylaw be declared invalid that clause shall be deleted but the remainder of the Bylaw shall be deemed to be held intact.
- 13. Town of Redcliff Bylaw 1874/2018 is hereby repealed effective end of day December 31, 2019.
- 14. This Bylaw shall become effective on January 1, 2020.



READ a first time this 25th day of November, 2019.

READ a second time this 25th day of November, 2019.

READ a third time this 25th day of November, 2019.

PASSED and **SIGNED** this 4th day of December, 2019.



Mayor



Manager of Legislative & Land Services

**BYLAW NO. 1894/2019
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE MAINTENANCE OF A SYSTEM FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE AND OTHER WASTE AND THE LEVYING OF RATES AND CHARGES THEREOF.

WHEREAS, the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, provides for the passing of a Bylaw by a Municipal Council to establish rules and regulations for the collection and disposal of Garbage and refuse from the households, places of business and institutions within the Town;

AND WHEREAS provision is made for a Council to establish rates for the collection, removal and disposal of Garbage.

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 may be referred to as the "**Garbage Rates and Collection Bylaw**" of the Town of Redcliff.

INTERPRETATION AND DEFINITIONS

2. For the purposes of this Bylaw:
 - a) "**Ashes**" means the residue left after the combustion of any substance.
 - b) "**Authority**" means the Redcliff/Cypress Regional Waste Management Authority.
 - c) "**Automated Collection**" means a method of collection of Garbage and Other Waste by which a specially equipped vehicle may mechanically pick up and empty a specifically designed Bin.
 - d) "**Bin**" means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids. All such containers utilized within the Town must be to the satisfaction of the Public Services Director.
 - e) "**Bylaw Enforcement Officer**" means the Bylaw Enforcement Officer duly appointed by the Council of the Town.
 - f) "**Cart**" means a container used for the storage of Garbage and Other Waste, that being a container with hinged lids and equipped with wheels for the purposes of transporting it to and from the curb of the Dwelling or Other Premises utilizing it.



- g) **"Collector"** means the Person or Persons appointed by the Town for the purpose of collecting Garbage and Other Waste.
- h) **"Council"** means the Municipal Council of the Town of Redcliff.
- i) **"Due Date"** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
- j) **"Dwelling"** means any Premises, including the land upon which Premises are located, used or intended to be used for residential purposes within the Town.
- k) **"Dwelling Unit"** means a self-contained unit provided with sleeping, washing, and cooking facilities, intended for residential use.
- l) **"Garbage"** means all table and kitchen refuse, all waste foods whether of animal or vegetable origin, grass clippings, and other like putrescible waste or decomposing matter and includes broken dishes, tins, or other refuse which the **Owner** or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
- m) **"Highway"** means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, cross way, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- a sidewalk (including a boulevard portion thereof).
 - a ditch lying adjacent to and parallel with the roadway.
 - the area where a Highway right-of-way is contained between fences or between a fence and one side of the roadway, all of the land between the fence and the edge of the roadway, or as the case may be,
- but does not include:
- a place declared by the Lieutenant Governor in Council not to be a Highway.
- n) **"Lane"** means a public roadway which provides a secondary means of direct access to abutting lots.
- o) **"Nuisance"** means any act or deed, or omission, or thing, which is, or could reasonably be expected to be annoying, troublesome, destructive, harmful, inconvenient, unsanitary, unsightly, unsafe or injurious to another Person and/or his property.
- p) **"Other Premises"** means all premises other than Dwellings, including the land upon which the premises is located, which is used for other than residential purposes.



- q) **"Other Waste"** means non-putrescible waste or non-decomposing matter which the Owner or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
 - r) **"Owner"** means the registered Owner or an occupant having control or apparent control of a Dwelling or Other Premises.
 - s) **"Person"** shall mean a natural Person, body corporate, proprietor, association, society, or partnership.
 - t) **"Private Bin"** means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids and which is owned by a private individual or company who has a signed contract with the Town of Redcliff for pickup of the Bin. All such containers utilized within the Town must be to the satisfaction of the Public Services Director.
 - u) **"Prohibited Waste"** means:
 - (i) liquid wastes, dead animals or dead animal parts, petroleum products, industrial residue, discarded furniture, automobile parts, major appliances, sod, concrete, soil, inflammable waste, explosive waste;
 - (ii) biological waste, hazardous waste, pathological waste and radioactive waste as defined pursuant to the Public Health Act and its regulations; and
 - (iii) other materials, the collection of which are potentially dangerous to collection Personnel.
 - v) **"Public Services Director"** means the Public Services Director, properly designated by the Council of the Town.
 - w) **"Town"** means the Municipal Corporation of The Town of Redcliff.
 - x) **"Waste Collection Services"** means the services provided pursuant to this Bylaw.
3. For the purpose of this Bylaw the following classifications of refuse shall be used:
- a) Garbage
 - b) Other Waste
 - c) Prohibited Waste
4. For the purpose of this Bylaw the following classification of Premises shall be used:
- a) Dwelling
 - b) Other Premises



AUTHORIZATION OF MANAGEMENT

5. The Public Services Director is hereby authorized to do all things necessary in order to fulfil their responsibilities and duties under this Bylaw, including entering into administrative contracts with persons for the collection of Garbage and Other Waste.

GENERAL PROHIBITIONS AND REQUIREMENTS

6. No Person shall:
- a) Interfere with the Town's collection and disposal of Garbage and Other Waste pursuant to this Bylaw.
 - b) Impede or restrict access to the areas where a Bin is located permanently, or a Cart is to be placed temporarily for collection.
 - c) Interfere with or disturb the contents of any Bin or Cart after it has been placed for collection.
 - d) Relocate or alter in any way the placement of any Bin.
 - e) Place refuse upon any Highway.
7. The Owner of a Dwelling or an Other Premises shall be responsible to:
- a) Prevent the accumulation of Garbage or Other Waste at that Dwelling or Other Premises such that the accumulation creates a Nuisance.
 - b) Dispose of all Garbage and Other Waste in such a manner as to not create a Nuisance.
 - c) Dispose of in a proper manner at an approved site any Prohibited Waste for which the Town does not provide for the collection and disposal.
8. Owners of Dwellings and Other Premises from which the Town is to collect Garbage or Other Waste, shall place any such Garbage or Other Waste in Bins and Carts as follows:
- a) For Owners of Dwellings by placing all Garbage or Other Waste for collection in a Bin or Cart provided by the Town.
 - b) For Owners of Other Premises by placing all Garbage or Other Waste for collection in a Bin or Cart for collection either by the Town or by a licensed contractor that has the Authority of the Town to operate an Automated Collection refuse service within the Town.
 - c) Cutting all shrubbery and tree clippings in lengths of not more than one (1) metre in length and place them in Bins or Carts provided.
 - d) Depositing all Garbage in non-returnable plastic bags and placing them in Bins or Carts provided.



- e) Depositing all Other Waste directly into the Bins or Carts provided.
- 9. No Owner shall place any Garbage or Other Waste for collection where the material or the method of its packaging may be hazardous to the Collector.
- 10. No Owner or occupant of any Other Premises shall deposit any Garbage, Other Waste or any refuse in any Bin or Cart other than a Bin or Cart that has been provided exclusively for that particular Other Premises.
- 11. No Person shall deposit any Garbage or Other Waste, the origin of which is from outside the Town in any Bin or Cart located within the Municipal boundaries of the Town.
- 12. No Person shall deposit any Prohibited Waste in any Bin or Cart.
- 13. All Bins and Carts provided by the Town are and remain the property of the Town. No Person shall at any time move, remove or locate any Bin or Cart, except at the directions of the Town, or in accordance with section 10 above.

DUTIES OF COLLECTORS

- 14. Collectors shall replace emptied Bins and Carts in approximately the same location where picked up.
- 15. Collectors shall not pick, sort over, or remove any waste from the collection vehicle or the Bins or Carts except as directed by the Public Services Director.
- 16. The Public Services Director shall schedule the collection of Garbage and Other Waste pursuant to this Bylaw. Generally, such collection shall be once per week at a day and time determined by the Public Services Director.
- 17. Except for where special arrangements have been made with the Public Services Director the Town shall not be responsible for the collection of refuse other than Garbage or Other Waste.
- 18. Where a Dwelling or Other Premises is not served by a Lane or where other special conditions exist such as unimproved Lanes, or steep grades, that make collection impractical or hazardous, then the Town may:
 - (a) determine that the collection location of a Bin is at some place other than a Lane; or
 - (b) provide a Cart for the purpose of depositing Garbage and Other Waste. Any such Cart shall be delivered to the front curb and placed by the Owner prior to 8:00 a.m. on the Collection Day in a manner prescribed by the Public Services Director. After the contents of the Cart have been removed by the Town, the Owner shall, prior to 8:00 p.m. on the Collection Day, return the Cart to the Dwelling or Other Premises.



TRANSPORTATION

19. A Person shall not use or permit to be used any vehicle for the conveyance or storage of waste unless such vehicle is fitted with a suitable cover capable of preventing the dropping, spilling or blowing off of waste while it is being transported or stored.

COLLECTION OF GARBAGE AND OTHER WASTE FROM DWELLINGS

20. Unless the Dwelling is otherwise exempt the Town shall collect Garbage and Other Waste from the Dwelling, and shall provide Garbage Bins, or Carts for all Dwellings. The Town shall assess collection levies for this collection in accordance with Section 29 below.
21. In situations where the Owner of a multi-unit Dwelling has made a written contractual arrangement with an approved contractor for the collection of Garbage and Other Waste, any such Owner may upon providing the Town with copies of contractual arrangements and upon the Town's consent, be exempt from the levies charged pursuant to Schedule "B" of this Bylaw until the final date of any contractual arrangement has expired.
22. In situations where the Owner of a Dwelling carries on a Home Occupation use, as defined in the Town's Land Use Bylaw whether or not the Owner has obtained an appropriate development permit, then if in the Public Services Director's opinion the waste and other refuse generated at the Dwelling is excessive then the Town may provide the Dwelling with a greater size and/or number of Bins or Carts, and shall assess collection levies for this collection at rates equal to those imposed under Schedule "A" upon Owners of Other Premises receiving similar services.
23. Where a premises contains one or more Dwellings, and one or more Other Premises, the Owner of the Dwelling may apply for the exemption pursuant to Schedule "B". The Public Services Director may, upon application by the Owner of the Dwelling, exempt the Dwelling from provision of Waste Collection Services as well as relevant rates.

COLLECTION OF GARBAGE AND OTHER WASTE FROM OTHER PREMISES

24. Unless the Other Premise is otherwise exempt the Town shall collect Garbage and Other Waste from the Other Premise, and shall provide Garbage Bins, or Carts for all Other Premise. The Town shall assess collection levies for this collection in accordance with Section 29 below.
25. The Town may enter into additional contracts with Owners of Other Premises for the collection of the whole or part of their Garbage and Other Waste within the Town and the contract must be for a minimum of twelve (12) months in order for the Town to plan for orderly development of the system. The Town shall assess collection levies for this collection in accordance with Section 29 below.
26. There may be situations where the Owner of Other Premises has made a written contractual agreement with an approved contractor for the collection of garbage and other waste, or has provided the Town with a solution to dispose of Garbage and/or Other Waste to an approved landfill facility without the use of Town waste collection services. Any such owner may, upon providing the Town with copies of contractual arrangements or their solution approved by the Public Services Director, through the completion of Schedule

"B," be exempt from levies charged pursuant to Schedule "A" of this bylaw until the final date of any contractual agreement has expired or until a new owner is established.

BURNING

27. No Person shall burn any waste unless such burning is in accordance with the Town of Redcliff Burning Bylaw, as amended, and Provincial and Federal laws.

OTHER CONSIDERATIONS

28. All Garbage and Other Waste placed for collection pursuant to the terms of this Bylaw becomes the property of the Town.

SIGNING ON

29. New owners requiring garbage service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
30. 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.
31. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

COLLECTION LEVIES AND RATES

32. The Town shall levy on each Dwelling or Other Premises, such rates for Waste Collection Services, as set out in Schedule "A" of this Bylaw, unless that Dwelling or Other Premises is otherwise exempt. The Owner is responsible for paying this levy when billed on a monthly or bi-monthly basis.
33. 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 notice which would notify the tenant and owner that the 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, sign off 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.
34. 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.

- 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.
35. Waste Collection Services Charges rendered pursuant to Sections 32 and 33 and 34 in default shall constitute a debt owing to the Town which may be recovered.
- a) By action in any court of competent jurisdiction, or
 - b) By distress and sale of goods and chattels of the Person owing such rates or 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 are recoverable, or
 - d) By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.
36. Errors or omissions relating to utility billing may be adjusted to a maximum of one (1) year.

INTERPRETATION

37. Nothing in this Bylaw shall be deemed to supersede or repeal the provisions of the Regulation of Burning Bylaw of the Town of Redcliff, as amended and the Nuisance Bylaw, as amended.
38. Except as expressly provided herein, nothing in this Bylaw shall be deemed to supersede or contradict relevant Provincial or Federal laws including legislation, regulations, and permits granted there under and, where provisions of this Bylaw are inconsistent with the relevant Provincial and Federal laws, those provisions under this Bylaw shall be of no force and effect.
39. If any provision of this Bylaw is declared or held to be invalid, that provision shall be deemed to be severed, and the remainder of the Bylaw shall remain in force and effect.

PENALTIES

40. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to a fine of:
- a) Not less than \$50.00 and not more than \$500.00 for a first offence; or
 - b) Not less than \$100.00 and not more than \$1,000.00 for subsequent offenses;



41. No Person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.
42. Any Person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Tag in a form acceptable to the Town with a penalty amount of \$50.00 for each offence.
43. Prosecution under the Provincial Offences Procedures Act may be avoided if payment of the penalty is made to the Town as specified on the Violation Tag.
44. For a continuing offence, each day may be considered a new offence, and a proceeding under the Provincial Offences Procedure Act may be commenced and a Violation Tag may be issued for each day that the violation continues.

OTHER

45. Town of Redcliff Bylaw 1875/2018 is hereby repealed effective end of the day December 31, 2019.
46. This Bylaw shall become effective on January 1, 2020.

READ a first time this 25th day of November, 2019.

READ a second time this 25th day of November, 2019.

READ a third time this 25th day of November, 2019.

PASSED and **SIGNED** this 4th day of December, 2019.



Mayor



Manager of Legislative & Land Services

TOWN OF REDCLIFF BYLAW NO. 1894/2019
SCHEDULE A – RATES

As provided for under Section 32 the following levies shall be charged by the Town for the collection and disposal of Garbage Waste in the Town.

DWELLINGS

For each Dwelling Unit within a property there shall be charged the following:

	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.83	\$5.66
Capital Component	\$5.39	\$10.78
Operating Component	\$14.37	\$28.74
Total	\$22.59	\$45.18

COMMERCIAL PREMISES

Commercial Premises shall be required to have separate Town Owned Garbage Bins to be for their use exclusively and shall be charged the following monthly rates for Garbage Collection and disposal:

Existing 1.5 Cubic Yard Bins (each) (no longer available)	<u>Monthly Solid Waste</u>	<u>Bi-Monthly Solid Waste</u>
Admin Component	\$2.83	\$5.66
Capital Component	\$5.39	\$10.78
Operating Component	\$61.68	\$123.36
Sub-Total	\$69.90	\$139.80

3.0 Cubic Yard Bins (each)	<u>Monthly Solid Waste</u>	<u>Bi-Monthly Solid Waste</u>
Admin Component	\$2.83	\$5.66
Capital Component	\$5.38	\$10.76
Operating Component	\$78.03	\$156.04
Total	\$86.24	\$172.48

SIGN ON FEE

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

TOWN OF REDCLIFF BYLAW NO. 1894/2019
SCHEDULE "B" - APPLICATION FOR EXEMPTION

Date: _____

Applicant Contact Information:

Phone Number: _____

Email: _____

I/We _____ being the
(Applicant's Name(s) - please print)

(Owner, occupant, lessee, purchaser or authorized Person(s))

located at _____ hereby apply to be exempted from
(Civic Address)

Waste Collection Service Charges by the Town of Redcliff at the above Location effective
_____ 20____.

(Note: Effective dates prior to the 15th of any month shall be prorated and charged 50% of the remaining period of any given month. Effective dates after the 15th of any month shall be prorated and charged 100% of the full monthly rate for any remaining period.)

Explanation of Solution to dispose of Garbage and/ or Other Waste to an approved landfill facility without the use of the Town waste collection services:

The Town may, at its discretion, upon seven (7) days written notice, cancel this application and charge rates provided for in the Garbage Bylaw as amended.

This application is not transferable.

Expiry Provision

The application for extension shall automatically expire on _____, 20____.

(*Note: Expiry provision is to be used in conjunction with sections 21 and 26)

Signature (Applicant)

Signature
(signifying Town's acceptance)



TOWN OF REDCLIFF BYLAW NO. 1894/2019
SCHEDULE "C" - APPLICATION FOR ADDITIONAL BINS (Other Premises)

I _____ do hereby apply to the Town of Redcliff to
(Applicant name - please print)

have the Town supply to my place of business, _____
(Business name)

being located at _____, the use of _____ Bins
(Civic Address) (number)

to be used solely for the collection of Garbage and Other Waste originating from the above specified place of business.

I hereby commit to paying charges as levied pursuant to the Garbage Bylaw for a minimum period of twelve (12) months from the first billing period assessed by the Town. I understand that within this period I may request the Town to provide additional Bins at the rates specified in the Garbage Bylaw.

Application date: _____, 20____.

Effective date: _____, 20____.

Utility Sign on Application Number _____.

Signature (Applicant)

Signature
(signifying Town's acceptance)



TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: May 11, 2020

PROPOSED BY: Legislative & Land Services

TOPIC: Encroachment Permit Application – Lot 14, Block 5, Plan 9711118
(150 Saskatchewan Drive NE)

PROPOSAL: To enter into an Encroachment Agreement with Jim Barkman

BACKGROUND:

An Encroachment Permit Application has been received from Jim Barkman who owns 150 Saskatchewan Drive NE (Lot 14, Block 5, Plan 9711118). The Real Property Report provided indicates that a fence encroaches into Saskatchewan Drive NE by as much as 0.44 metres.

The Encroachment Permit Bylaw (Bylaw 1751/2013) states that where the encroaching structure encroaches more than 0.31 metres onto Town of Redcliff property the request for an encroachment permit shall be forwarded to Council for consideration.

The Public Services Department, Planning and Engineering Department, and Development Officer have been asked to provide their comments:

Public Services Department: No concerns.

Planning and Engineering Department: No concerns.

Development Officer: No concerns.

ATTACHMENTS:

- Encroachment Permit Application
- Bylaw 1751/2013

OPTIONS:

1. To enter into an encroachment agreement with Jim Barkman of 150 Saskatchewan Drive NE (Lot 14, Block 5, Plan 9711118).
2. To deny the encroachment permit application for Jim Barkman of 150 Saskatchewan Drive NE (Lot 14, Block 5, Plan 9711118). Further that the property owner be directed to remove the encroaching fence structure.

RECOMMENDATION:

Option 1

SUGGESTED MOTIONS:

1. Councillor _____ moved that the Acting Municipal Manager be authorized to sign an encroachment agreement with Jim Barkman of 150 Saskatchewan Drive NE (Lot 14, Block 5, Plan 9711118).
2. Councillor _____ moved that the encroachment permit application submitted by Jim Barkman of 150 Saskatchewan Drive NE (Lot 14, Block 5, Plan 9711118) be denied. Further that the property owner be directed to remove the encroaching fence structure.

SUBMITTED BY:

Department Head



Acting Municipal Manager

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I Jim Barkman owner of the property legally described as Lot(s) 14, Block 5, Plan 971 1118, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 150 Saskatchewan Dr NE legally described as: Lot(s) 14, Block 5, Plan 971 1118 do, in fact, encroach upon a portion of: Town of Redcliff property (Saskatchewan Dr NE) as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become

dilapidated or damaged;

- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.
- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
 - a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.



APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____.

MUNICIPAL MANAGER

Alberta Land Surveyor's Real Property Report

Date of Updated Survey: April 27, 2020
Date of Original Survey: January 24, 2020

To: Stampede Crane & Rigging
#150 Saskatchewan Drive NE, Redcliff

Re: Lot 14, Block 5, Plan 971 1118
#150 Saskatchewan Drive NE, Redcliff
(Coehoorn Real Estate Holdings Ltd.)

TITLE INFORMATION:

TITLE NUMBER: 201 073 085 DATE OF TITLE SEARCH: APRIL 29/2020
PROPERTY IS SUBJECT TO:
NO SPATIAL REGISTRATIONS

CERTIFICATION:

I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

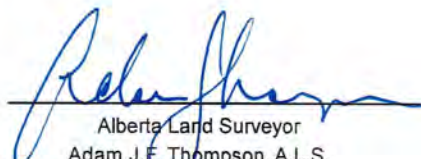
1. The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice (MSP), and the registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property **with the exception of** the encroachment noted on Page 2.
3. No visible encroachments exist on the property from any improvements situated on any adjoining property.
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

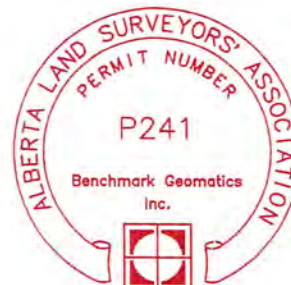
PURPOSE:

This report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for compliance certificate, etc. Copying is permitted only for the benefit of these parties and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on the Real Property Report reflects the status of this property as of the date of the survey only. Users are encouraged to have the Real Property Report updated for future requirements.

This document is not valid unless it bears an original signature (in blue) and a Benchmark Geomatics Inc. (P241) permit stamp (in red).

Dated at Medicine Hat, Alberta,
this 29th day of April, 2020.


Alberta Land Surveyor
Adam J.F. Thompson, A.L.S.
(copyright reserved)



Benchmark Geomatics Inc.
Unit 102, Westside Common
#2201 Box Springs Boulevard NW
Medicine Hat, AB T1C 0C8
Phone (403)527-3970 Fax (403)527-3908

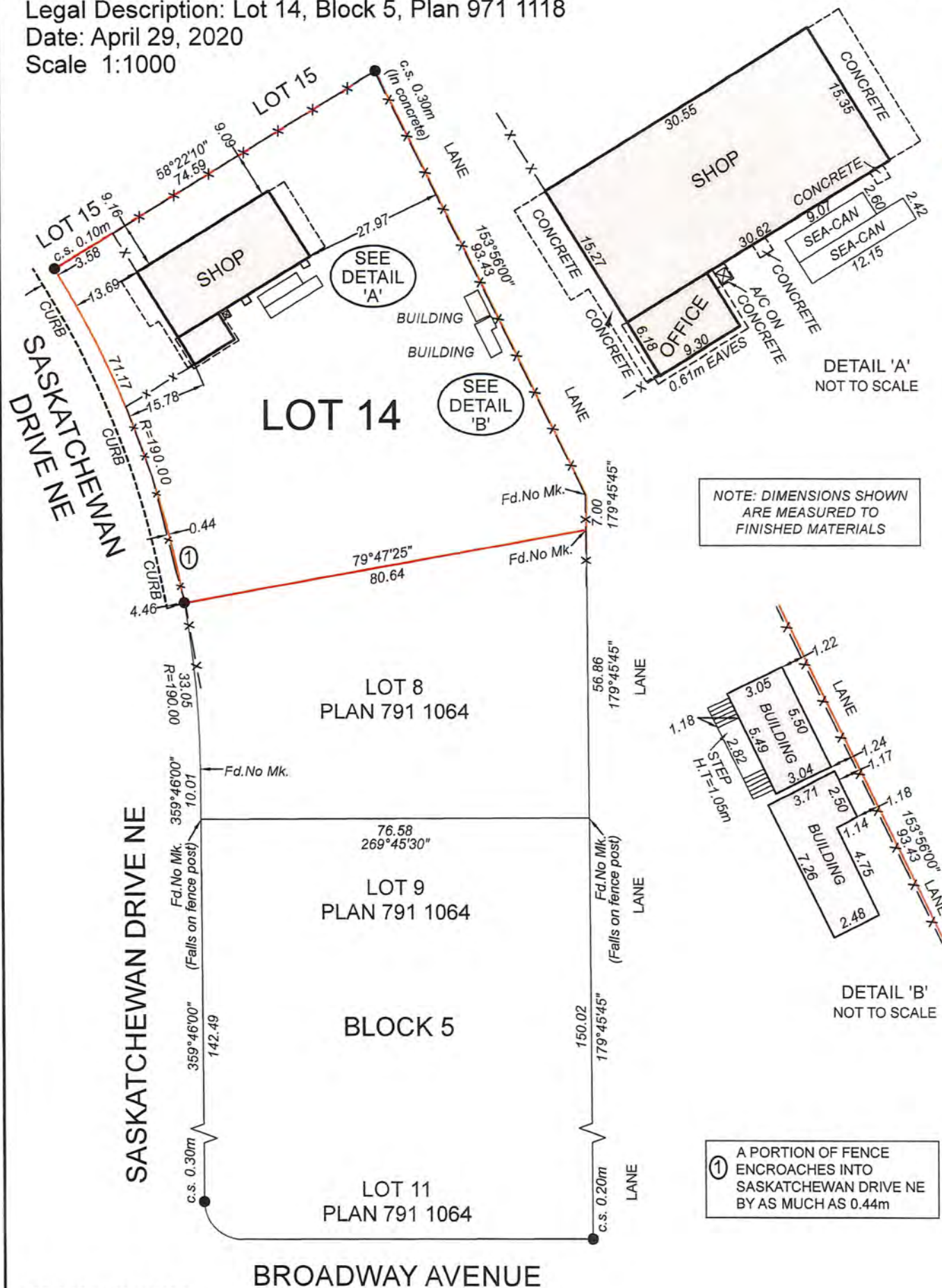
© Copyright 2020 Adam J. F. Thompson A.L.S.

FILE NO. 20010020

DRAWN BY: CLF

Address: #150 Saskatchewan Drive NE, Redcliff
 Legal Description: Lot 14, Block 5, Plan 971 1118
 Date: April 29, 2020
 Scale 1:1000

Page 2 of 2



LEGEND AND NOTES:

This is page 2 of the Real Property Report and is ineffective if it is detached from page 1.
 All distances are in meters and decimals thereof.
 Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.
 Star drill found shown thus: ✱
 A/C - Air Conditioner LS - Light Standard R/W - Right of Way PP - Power Pole
 Eaves are measured to line of fascia, unless otherwise specified.
 Decorative brick and some landscape features, if present, are not shown.
 Unless otherwise specified, sideyard dimensions are measured from finished materials perpendicular to property boundaries.
 Some concrete features may not be shown if they do not encroach.
 In accordance with Municipal requirements, all structures larger than 10m² will be shown on this report.
 Fences shown thus: —X—X— and are within 0.20m of property line unless otherwise noted.
 Fences are measured to center of post when possible, fence ownership is not inferred.
 Subject property boundary shown thus: —

NOTE:
 SOME GROUND LEVEL FEATURES MAY NOT BE
 LOCATED AND SHOWN ON THIS PLAN DUE TO
 SNOW COVER AT TIME OF SURVEY.

Building Coverage: $\frac{616.25 \text{ m}^2}{6479.50 \text{ m}^2} = 9.51\%$



Benchmark Geomatics Inc.
 Unit 102, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

© Copyright 2020 Adam J. F. Thompson A.L.S.

FILE NO. 20010020

DRAWN BY: CLF



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0027 086 909 9711118;5;14 201 073 085

LEGAL DESCRIPTION
PLAN 9711118
BLOCK 5
LOT 14
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.648 HECTARES (1.6 ACRES) MORE OR LESS

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

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 131 221 403

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
201 073 085	17/04/2020	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

COEHOORN REAL ESTATE HOLDINGS LTD.
OF 239 HAMPTONS WAY SE
MEDICINE HAT
ALBERTA T1B 0E1

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
151 018 161	20/01/2015	MORTGAGE MORTGAGEE - COAST CAPITAL EQUIPMENT FINANCE LTD. 15117 - 101 AVE, 2 FLR SURREY BRITISH COLUMBIA V3R8P7 ORIGINAL PRINCIPAL AMOUNT: \$30,000,000
151 018 162	20/01/2015	CAVEAT

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

201 073 085

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - COAST CAPITAL EQUIPMENT FINANCE LTD.
15117 - 101 AVE, 2 FLR
SURREY
BRITISH COLUMBIA V3R8P7
AGENT - KENDALL ANDERSEN

201 069 923 14/04/2020 CAVEAT
RE : PURCHASERS INTEREST
CAVEATOR - 4115 HOLDINGS LTD.
4000 - 421 7 AVENUE SW
CALGARY
ALBERTA T2P4K9
AGENT - ELIZABETH RAFFERTY.

201 073 086 17/04/2020 MORTGAGE
MORTGAGEE - CONNECT FIRST CREDIT UNION LTD.
BOX 1137
BROOKS
ALBERTA T1R1B9
ORIGINAL PRINCIPAL AMOUNT: \$1,000,000

201 073 087 17/04/2020 CAVEAT
RE : ASSIGNMENT OF RENTS AND LEASES
CAVEATOR - CONNECT FIRST CREDIT UNION LTD.
BOX 1137
BROOKS
ALBERTA T1R1B9
AGENT - RYAN D SCHINDEL

TOTAL INSTRUMENTS: 005

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 29 DAY OF APRIL,
2020 AT 04:45 P.M.

ORDER NUMBER: 39234007

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

(CONTINUED)

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

**TOWN OF REDCLIFF
BYLAW NO. 1751/2013**

A BYLAW OF THE TOWN OF REDCLIFF for the purposes of authorizing the issuance of Encroachment Permits.

WHEREAS, it is deemed expedient and proper for a Council to authorize the issuance of an Encroachment Permit.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

TITLE

1. This Bylaw shall be known as the **Encroachment Permit Bylaw**.

ENCROACHMENT PERMITS

2. Encroachment permits:
 - a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit may be approved by the Municipal Manager and such approval shall be copied to Council for information only;
 - b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.
3. The fee for an encroachment permit shall be in the amount of \$100.00 plus GST for each encroachment permit issued.
4. Prior to the issuance of an encroachment permit the Town of Redcliff will require the owner of an encroaching structure to make application for an encroachment permit on the standard form as shown on Schedule "A" attached to this Bylaw and provide a copy of a Real Property Report (RPR) prepared by an Alberta Land Surveyor, or other acceptable survey identifying the encroachment.
5. The information that will be required prior to processing an encroaching permit shall include:
 - a) indemnification of Town of Redcliff from any damage or liability associated with the encroaching structure;
 - b) indemnification of Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
 - c) removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated;
 - d) removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction or road development.



- e) acknowledgement that the encroachment permit is terminable by Town of Redcliff upon issuance of 30 days notice in writing to the property owner at the last address as shown on the taxation records of the Town of Redcliff.
6. Encroachment permits may only be issued to the present owner of said encroaching structure;
7. Upon sale of the land the encroachment permit issued by the Town of Redcliff is terminated unless:
- a) If the encroaching structure is sold to a different party the acquiring owner may apply for an encroachment permit to be issued providing the following conditions are met:
 - i) the terms and conditions on the encroachment permit to be issued are identical to the encroachment permit issued to the vendor;
 - ii) the request is made in writing and received by the Town of Redcliff within 60 days of the date of the original encroachment permit;
 - iii) the written request, includes a declaration confirming there have been no adjustments to any building on the site since the date of the issuance of the original encroachment permit.
 - iv) there will be no additional fee charged for issuance of this encroachment permit.
8. That effective upon passage of this Bylaw, The Council of the Town of Redcliff hereby authorizes the Municipal Manager, or his designate, to sign, on behalf of the Town of Redcliff, encroachment permits as shown on Appendix "A" attached.
9. Bylaw 1177/98 is hereby repealed

Read a first time this 27th day of May, 2013.


Read a second time this 10th day of June, 2013.

Read a third time this 10th day of June, 2013.

Signed and Passed the this 17 day of June, 2013.



Mayor



Manager of Legislative and Land Services

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I _____ owner of the property legally described as Lot(s) _____, Block _____, Plan _____, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at _____ legally described as: Lot(s) _____, Block _____, Plan _____, do, in fact, encroach upon a portion of: _____ as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation,

73-71 47

be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.

- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
 - a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, _____.

MUNICIPAL MANAGER

Handwritten signature

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 11, 2020

PROPOSED BY: Community & Protective Services

TOPIC: Skatepark Project

PROPOSAL: Request for Phase II Funding

BACKGROUND:

A capital project to build a skatepark (Project P2) was approved in the 2019 capital budget. At the time of approval there were discussions around Phase I and Phase II funding. 98% of Phase I funding (\$211,300) is coming from our annual 2019 FGT grant monies while the other 2% (\$2,945) was from a previous fundraiser. Phase I design has an estimated cost of \$225K and Phase II has an estimated cost of \$215K. The Community & Protective Services Department applied for a CFEP grant and was successful in receiving \$100K of a possible \$125K. The Skatepark Project now has \$314,245 worth of funding available. The next step for Community & Protective Services was to run a fundraising campaign to arrange for in-kind material donations, cash donations or the purchasing of naming locations at the skatepark. COVID-19 has put a significant slowdown to our sub-committee's donation campaign but any donation the sub-committee does acquire will offset a cost and the unspent project money will go back into the Town's reserve fund. The original intention was to design and construct both phases at the same time to take advantage of various combined costs that would otherwise be duplicated in a multi-phase, multi-year approach. We currently have the detailed design complete for Phase I and conceptual design completed for Phase II. A preliminary start for Phase I is scheduled for late summer of 2020.

Community & Protective Services would still like to complete the design and construction of Phase I and Phase II. In order to do this, additional funding of \$140K is being requested. This amount of funding is available through the purchasing reserve.

POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

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

ATTACHMENTS:

Redcliff Skatepark – Concept Model

OPTIONS:

1. Approve the additional request of \$140,000 to be funded from the purchasing reserve to complete Phase II of the skatepark as presented.
2. Approve the additional request of \$_____ to be funded from the _____ to complete Phase II of the skatepark as presented.
3. Only complete Phase I and re-visit construction of Phase II at a future date.

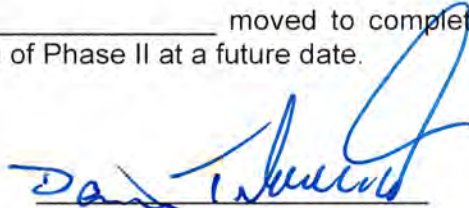
RECOMMENDATION:

Option 1


SUGGESTED MOTION(S):

1. Councillor _____ moved to approve the additional request of \$140,000 to be funded from the purchasing reserve to complete Phase II of the skatepark as presented.
2. Councillor _____ moved to approve the additional request of \$_____ to be funded from the _____ to complete Phase II of the skatepark as presented.
3. Councillor _____ moved to complete Phase I of the skatepark and re-visit construction of Phase II at a future date.

SUBMITTED BY:



Department Head



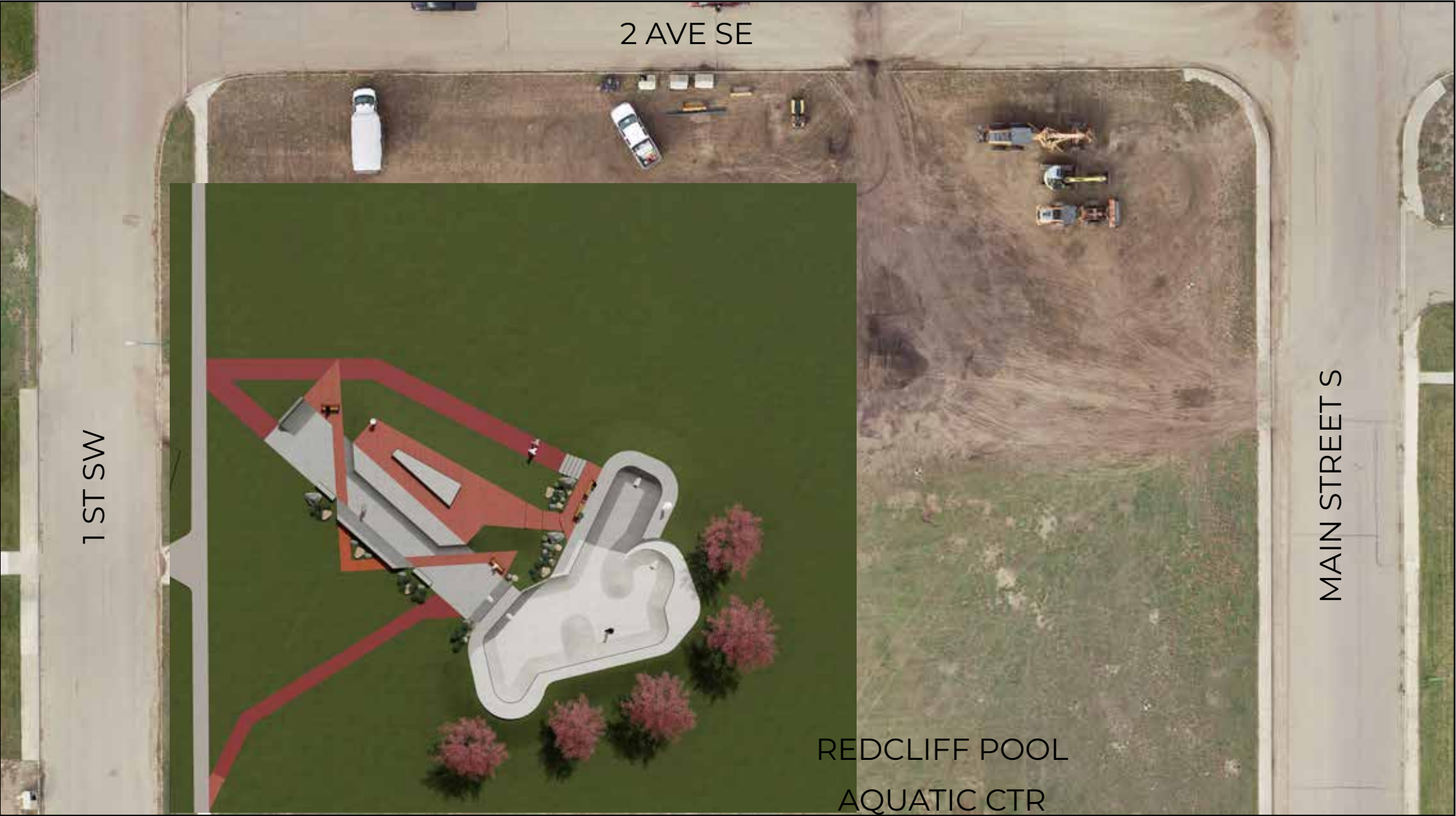
Acting Municipal Manager

REDCLIFF SKATEPARK

INITIAL CONCEPT MODEL - SITE PLAN & CONTEXT



CONTEXT PLAN

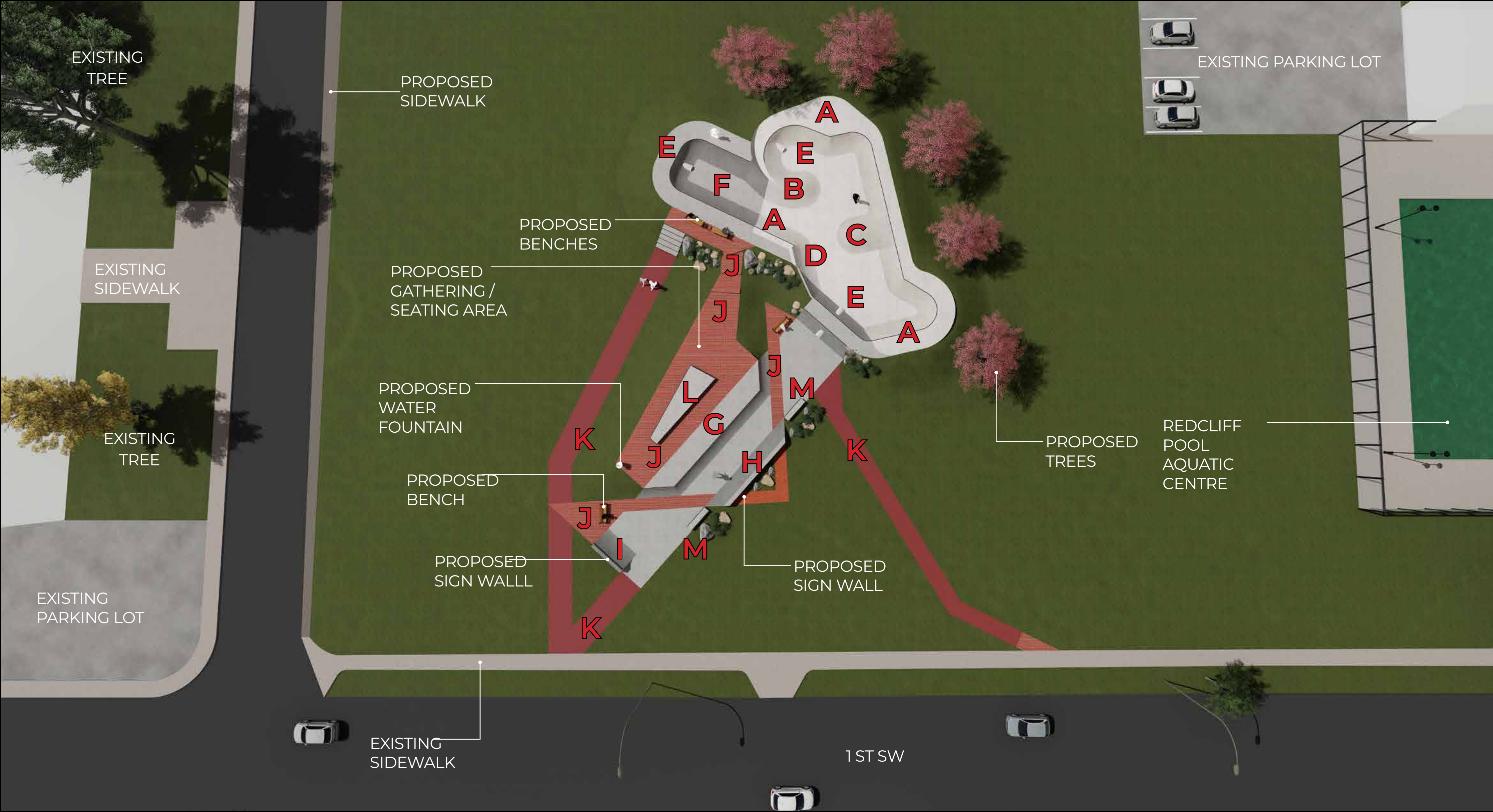


PARK DEVELOPMENT PLAN / PHASING

SKATEpark has been designed to be buildable in 2 phases, in the event that funds for the entire skateable area are not raised for 2020 construction. Light grey denotes one phase, darker grey denotes the other. In addition, the pathways, picnic tables, benches, trees, brick seating areas, water fountain etc. are not within the skatepark budget.



SITE PLAN



SKATEPARK FEATURES

- | | | |
|-------------------------------------|---|-----------------------------------|
| A - 3'6" QUARTER PIPE | E - CONCRETE CULVERT | I - 2'6" QP / SIGN WALL |
| B - BLENDED ROLLER | F - 3'6" MINI (PHASE TWO) | J - BRICK STAMPED CONCRETE |
| C - PUMP BUMP | G - 2' QP HIP (PHASE TWO) | K - RED ASPHALT PATHWAY |
| D - 3'6" QP WITH POOL COPING | H - 2'6" SLAPPY BANK (PHASE TWO) | L - CONCRETE SEATING AREA |
| | | M - FLAT LEDGES |



REDCLIFF, AB
DECEMBER 2019

WWW.NEWLINEKATEPARKS.COM

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: May 11, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Portable Signs

PROPOSAL: To provide Administration with direction with how Council wants Portable Signs dealt with

BACKGROUND:

Portable signs have been a contentious issue for many years. The Land Use Bylaw has several sections dealing with portable signs however these clauses have proven difficult to enforce because the LUB fails to deal with:

- The economic and business forces driving the use of portable signs
- The lack of efficient enforcement mechanisms

Other contributing factors are:

- The community has not provided any alternate advertising venues
- The lack of an efficient licensing scheme, to allow signs in Town road rights-of-way
- The cost effectiveness of other types of advertising, i.e. portable signs are significantly cheaper than permanent signs

This issue has been be again brought to the forefront by:

- The recent addition of several new portable signs along Broadway Avenue
- A complaint received on May 6, 2020 by Planning & Engineering about a sign in the road right of way on Broadway Avenue located at 1001 Broadway Avenue E.

Investigation of the complaint revealed the portable sign does not have permission or a valid Development Permit to be in that location. During the site inspection, it was also noted that there are several other portable signs that are located along Broadway Avenue and without required permits.

The local businesses have identified portable signs as an economical way to get their message across, and to provide directions to businesses in the Town.

The LUB requires a Development Permit for a portable sign and limits the time they may be on site to a maximum of 120 days per calendar year. The enforcement measures provided under the land use bylaw are limited to identifying the sign owner and asking for the sign to be removed and issuing a Stop Order.

Many businesses respond favourably to the request of the Development Officer to remove the signs and be compliant with the LUB. The issue is with those that do not. Administration has no issue with removing and impounding portable signs without a court order as most portable signs are located either on Town property or are in the publicly accessible area of private property and no property damage is done. The issues with this approach are that after several attempts to have a portable sign removed and the drafting and delivery of a Stop Order multiple

weeks have passed. The result is further complaints (and questions as to why the complaints have not be addressed) and others observing the portable sign and deciding to also erect portable signs.

In the work on a new LUB Administration has examined how other municipalities have attempted to deal with portable signs. The usual approach is similar to the LUB but includes fines as part of the bylaw enforcement escalation process. An innovative approach in one community is to issue tags for portable signs. These tags are purchased from the municipality and have a unique identifying number. The tags can be purchased for a specific location for periods of time as specified in the governing bylaw and may be renewed up to a maximum length of time. If a portable sign is found without a tag or an expired tag or a valid tag but the sign is not where it is approved to be, the bylaw allows its immediate removal and placement in impound. The sign may be retrieved from impound by payment of the requisite fees, fines, and acquiring the proper permits. This approach has the added benefit of being able to incorporate an approval process for signs to be temporarily located on road rights-of-way. Tags used in this procedure are similar to dog tags.

In dealing with the current issue, Administration has several options:

- The first is to actively enforce the portable sign provisions of the LUB recognizing that this will generate a lot of complaints from businesses that have been allowed to have portable signs for years.
- The second is to enforce the portable sign provisions of the LUB on a complaint basis recognizing that this will result in complaints of unfair treatment because it has been allowed in other locations.
- Turn a blind eye to portable signs that are not compliant with the LUB recognizing that this will result in a larger issue to deal with in the future.
- Administration proposes a LUB amendment as a stop gap measure to deal with portable signs.
- Administration fixes issues with portable signs with the LUB rewrite. Options should include proposed innovative solutions for Council vetting prior to completing the redraft of the LUB.
- Administration to examine other methods of providing businesses with advertising opportunities.

Administration wants Council direction on the following questions:

- Does the LUB reflect Council's vision for dealing with portable signs?
- Should Administration expend the resources to enforce the portable sign provisions of the LUB and to what level?

POLICY/LEGISLATION:

Redcliff Bylaw 1698/2011 (Land Use Bylaw)

STRATEGIC PRIORITIES:

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

Strategies

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

2.3. Promote a positive culture towards business and development

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

Strategies

4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town's vision.

ATTACHMENTS:

Section 88.14 *Sign Regulations* of the Town's Land Use Bylaw

OPTIONS:

1. Direct Administration to actively enforce the portable sign provisions of the LUB.
2. Direct Administration to enforce the portable sign provisions of the LUB on a complaint basis.
3. Direct Administration to propose a LUB amendment as a stop gap measure to deal with portable signs.

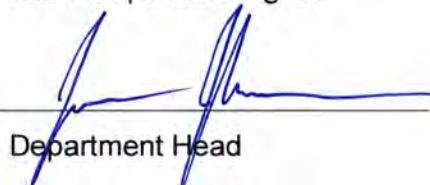
RECOMMENDATION:

Option 2

SUGGESTED MOTION(S):

1. Councillor _____ moved Administration to actively enforce the portable sign provisions of the LUB.
2. Councillor _____ moved Administration to enforce the portable sign provisions of the LUB on a complaint basis.
3. Councillor _____ moved Administration to propose a LUB amendment to deal with portable signs.

SUBMITTED BY:


Department Head


Acting Municipal Manager

- (b) Where a second sign is approved, there shall be a 15.0 m separation from any other sign on the same site, unless otherwise approved by the Development Authority.
- (c) The maximum height of any freestanding sign shall not exceed 9.0 m from grade or project above the height of the principal building.
- (d) Freestanding signs shall not exceed 9.3 m² in sign area.
- (e) The sign shall be a minimum of 1.5 m from any property line.
- (f) Within a Residential District, one identification freestanding sign may be allowed to identify the name of an apartment, multi-family complex, manufactured home community or a subdivision, which does not exceed 3.0 m² in area or exceed 3.0 m in height.
- (g) There must be a 30.0 m separation from any other sign along the same street unless otherwise approved by the Development Authority.
- (h) Freestanding signs are encouraged to provide an area on the sign for changeable copy.

(14) **Portable Signs**

- (a) The sign area of a portable sign shall not exceed 5.0 m².
- (b) The height of a portable sign, including the trailer or stand, or other support on which the sign is mounted, shall not exceed 2.5 m.
- (c) A portable sign shall not be located closer than 1.5 m to the property line of the property on which the sign is located.
- (d) Portable signs may be illuminated provided that lights on a portable sign located within 100.0 m of a dwelling unit shall be turned off between the hours of 11:00 p.m. and 7.00 a.m.
- (e) Only one (1) portable sign will be permitted on a property at one time.
- (f) There shall be a minimum distance of 35.0 m between any two portable signs.
- (g) Portable signs shall not be permitted within 15.0 m of a site which contains residential development.
- (h) The sign must be 9.0 m from an intersection of public road right-of-ways.
- (i) Each site is permitted one sign for a period or periods not exceeding a total of one hundred twenty (120) days per calendar year.

- (j) Third party advertising is permitted and shall only identify businesses or services licensed to operate in the Town of Redcliff, charitable organizations or service clubs.
- (k) The owner of a portable sign shall provide written notice within five (5) days of placing a portable sign on a property or change of location of an existing sign on a property, to the Development Officer. This notice shall include:
 - (i) the municipal address of the property on which the sign is located or is to be located.
 - (ii) the location of the sign on the property indicated by measurements from the property lines. it will usually be sufficient to give the distance from the front property line and the nearest side property line to the location of the sign.
 - (iii) the dimensions of the portable sign.
 - (iv) the name, address, and telephone number of the owner of the portable sign.
 - (v) the name and address of the person on whose behalf the portable sign is displayed or is to be displayed.

(15) **Projecting Signs:**

- (a) Projecting signs shall:
 - (i) not project more than 2.4 m from a building face;
 - (ii) have a minimum clearance of 2.4 m from grade;
 - (iii) not have any support from the ground over which it is hung;
 - (iv) not exceed 9.3 m² in sign area;
 - (v) not project more than 1.0 m above the height of the principal building;
 - (vi) not project within 0.6 m of the curb or edge of a constructed street;
 - (vii) have a maximum space between the supporting structure and the sign of 0.6 m; and
 - (viii) not project into lanes.

(16) **Roof Signs**

- (a) Roof signs are not permitted in any Land Use District.

TOWN OF REDCLIFF

REQUEST FOR DECISION

DATE: May 11, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Policy No. 039, Direct Control Zone Development Application Process

PROPOSAL: Adopt policy as presented

BACKGROUND:

Routine review of Policies is required under Policy No. 115, Policy and Bylaw Development and Review.

Direct Control Zones are a Land Use Bylaw zone that allows Council to retain the decision-making authority. Generally Direct Control Zoning is only used in exceptional circumstances that fall so far outside normal development that the regulations in the Land Use Bylaw cannot be successfully applied to allow the development to occur, however Council desires the development to occur.

The unique nature of Direct Control Zone approvals requires a different approval process from the standard process laid out in the Land Use Bylaw.

Policy No. 039 has some minor grammatical changes proposed but in substance remains the same.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

Strategies

2.3. Promote a positive culture towards business and development

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

Strategies

4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town's vision

ATTACHMENTS:

Redline copy of Policy No. 039, Direct Control Zone Development Application Process with proposed changes.

OPTIONS:

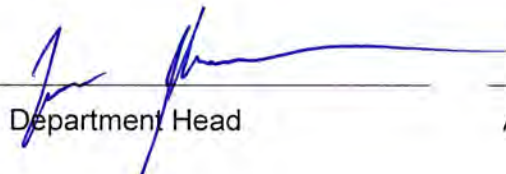
1. Approve Policy No. 039, Direct Control Zone Development Application Process as presented.
2. Request Administration to make the following changes to Policy No. 039, Direct Control Zone Development Application Process.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 039, Direct Control Zone Development Application Process as presented.
2. Councillor _____ moved that Administration make the following changes to Policy No. 039, Direct Control Zone Development Application:
 -
 -
 -
 -

SUBMITTED BY:

Department Head

Acting Municipal Manager



Approved by Council Month Day, 20XX

DIRECT CONTROL ZONE DEVELOPMENT APPLICATION PROCESS

BACKGROUND

Direct Control (DC) refers to a Land Use classification designated in the Land Use Bylaw (LUB) of the Town of Redcliff. The DC Land Use classification is used when Council determines that it will not designate/retain the authority to the Development Officer or MPC to approve developments for a specific parcel of land. As such all development applications for a site with a DC Land Use classification must be referred to Redcliff Town Council for approval.

DEFINITIONS

"Adjacent land" shall mean land that is contiguous to the parcel of land that is being developed or land that would be contiguous if not for a highway, road, river or stream.

POLICY

(1) Typically, DC should be used for the following circumstances:

- (a) Where a proposed development is for a use that was not considered in the LUB and it is not practical to make a LUB amendment,
- (b) Where a proposed development is a one-off that is not practical to create special conditions for,
- (c) Where a proposed development is on a site or of a type where Council considers that the development requires the additional oversight of Council.;

~~(2)~~(2) Applications for ~~development~~ on a parcel of land designated as DC shall undergo the same review process as any other development permit that requires the approval of MPC with the exception that MPC will provide a recommendation to Council instead of rendering a decision.

~~(2)~~(3) The recommended process is outlined in the flow chart on the next page.

~~(3)~~(4) Providing a notice to the adjacent property owners is not mandatory or legislated, but ~~is~~should be done as courtesy. The Town shall not be held responsible for improper addresses or the failure of any property owner to receive notice.

~~(4)~~(5) Council shall hear the development application and ~~make decision on the matter. The decision of Council is final on development applications made on properties zoned Direct Control. As there is no appeal allowed of a Council decision on development, there is no appeal process.~~render a decision on the matter.

(6) As stipulated in the MGA, the decision of Council on development applications is final and not appealable.

(5)(7) The decision on the application may be advertised in manner similar to other development applications, ~~but it is understood that the approved application~~however the advertisement should advise the decision, is not subject to appeal and is advertised only as a matter of information to the public.

Pre-Application Meeting

- Applicant meets with the Development Officer,
- Initial discussion on the proposed development,
- Outline of the approval process is discussed,
- Applicant provided with a development application.

Application Review

- An application is made by the applicant,
- Development Officer reviews application for completeness,
- Development Officer circulates the application internally and to external authorities having jurisdiction,
- Development Officer consolidates comments from internally and ~~to~~ from external authorities having jurisdiction,
- Development Officer prepares a report for MPC including recommendations and conditions,
- Development Officer adds the application to the next MPC agenda.

MPC

- At a meeting of MPC the application is reviewed along with the Development Officer's report,
- MPC shall make comments and recommendations on the application,
- MPC shall adopt their comments and recommendations and ~~cause have~~ them ~~to be~~ recorded in the minutes,
- The Development Officer will prepare a decision item for Council which will include as attachments the draft MPC minutes, the Development Officer report to MPC, the consolidated comments and the complete application made by the applicant.

Notification of Non-Statutory Public Hearing

- The Development Officer will request a non-statutory public hearing be scheduled,
- The Manager of Legislative ~~and Land~~ Services will establish a date for the Non-Statutory Public Hearing,
- The Development Officer will notify by regular mail any adjacent property owners as shown on the Tax Role of the date, time, legal description of the property, legal address of the property, and a brief description of the proposed development to be considered at the non-statutory public hearing held by Council.

Council

- At a meeting of Council a non-statutory public hearing will be held by Council,
- Council will render a decision on the application and any conditions that it sees fit to impose and cause the decision to be recorded in the minutes,
- The Development Officer ~~will~~ may notify the Applicant in writing of the decision of Council,
- The decision of Council may be advertised for information in the paper.

TOWN OF REDCLIFF

REQUEST FOR DECISION

DATE: May 11, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Policy No. 052, Provision of Town of Redcliff Services to Properties Outside Town Limits

PROPOSAL: Approve policy as presented

BACKGROUND:

Routine review of Policies is required under Policy No. 115, Policy and Bylaw Development and Review.

Occasionally the Town is requested to provide Town services to properties outside of Town limits. The purpose of this policy is to provide Administration with guidelines on how to respond to these requests.

Policy No. 52 has some minor grammatical changes proposed and a couple of minor process clarifications but in substance remains the same.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

Strategies

- 4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town's vision

ATTACHMENTS:

Redline copy of Policy No. 052, Provision of Town of Redcliff Services to Properties Outside Town Limits.

OPTIONS:

1. Approve Policy No. 052, Provision of Town of Redcliff Services to Properties Outside Town Limits
2. Request Administration to make changes to Policy No. 052, Provision of Town of Redcliff Services to Properties Outside Town Limits.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to Approve Policy No. 052, Provision of Town of Redcliff Services to Properties Outside Town Limits as presented.
2. Councillor _____ moved that Administration make the following changes to Policy No. 052, Provision of Town of Redcliff Services to Properties Outside Town Limits:
 -
 -
 -
 -

SUBMITTED BY:



Department Head



Acting Municipal Manager



Approved by Council: ~~November 28, 2016~~

PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS

BACKGROUND

The Town, from time to time, receives requests for provision of municipal services outside of the municipal boundaries of the Town. The Town has, in the past, provided some properties outside of the municipal boundaries of the Town with municipal services. This Policy outlines how Administration is to handle existing servicing and new requests for servicing.

POLICY

EXISTING SERVICES

- (1) Property owners outside of the municipal boundary of the Town, who have already been provided with municipal services under agreements that predate the adoption of this policy, will continue to be provided with the municipal service until:
 - (a) Permanent service cancellation is requested by either party to the agreement, at which time the Town will no longer provide the service to the property.
 - (b) A request is made to change the party to the agreement due to the sale of land at which time the Town will no longer provide the service to the property.
 - (c) Another service provider is able to provide the same service to the property at which time the Town will no longer provide the service.
 - (d) Failure to pay utility bills resulting in the cancellation of the service. Cancellation of services to properties outside of the municipal boundaries will be permanent.
- (2) The Town will provide a property owner outside of the municipal boundary of the Town with a minimum of 60 days' notice ending the provision of the municipal service to the property.

NEW REQUESTS FOR SERVICES

- (3) Requests for new ~~s~~Services outside of the Town's Boundary are to be directed to the Director of Planning & Engineering or designate.
- (4) Requests from individual property owners outside of the municipal boundaries of the Town for potable water service, sanitary sewer service, storm ~~sewer~~drainage service, road maintenance and/or garbage service shall be declined.
- (5) Requests from Cypress County and ~~servicing~~ Co-ops for potable water, sanitary sewer service, storm ~~sewer~~drainage service, road maintenance and/or garbage service will be examined on a case by case basis. Process for examination of the request will be:
 - (a) High level review of the request by Administration looking at the feasibility of providing the service.

- (b) Request for Decision is to be forwarded to Council outlining the request and the feasibility of providing the service. Council is to direct Administration to continue with negotiation or to inform the applicant that the request has been denied by Council.
 - (c) When Administration is directed to continue with negotiation, it will inform the applicant and ~~enter into~~negotiate an agreement with the applicant that addresses the costs of any feasibility studies, engineering and legal fees necessary to create a provision of services agreement, install infrastructure and provide the services.
- (6) The applicant will carry out or have carried out a preliminary engineering design and report, which will affirm the feasibility of providing the service and outline the costs to the Town to provide the service.
- (7) Administration will review the preliminary report and draft an agreement which will contain clauses that will deal with the following:
- (a) Fees for the initial connection,
 - (b) Fees and processes for adding additional properties to the connection,
 - (c) Fees for subdivision of serviced properties where one or more new services are created,
 - (d) Standards of construction,
 - (e) Ongoing rates for providing the service,
 - (f) Billing for the service,
 - (g) Other matters as directed by Council.
- (8) Administration will forward the agreement to Council for comment prior to finalizing the agreement.
- (9) The Final Agreement will be submitted to Council for approval.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: May 11, 2020

PROPOSED BY: Administration

TOPIC: Policy No. 072 Organization Chart Policy

PROPOSAL: To consider approval of Policy No. 072 Organization Chart Policy

BACKGROUND:

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

Administration has updated some of the job titles & Schedule "A" (Organizational Chart) as well as one box (Recreational Service Board to Recreational Committee) in Schedule "B".

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. 072 Organization Chart Policy

OPTIONS:

1. Approve Policy No. 072 Organization Chart Policy as presented.
2. Suggest changes to Policy No. 072 Organization Chart Policy and have Administration draft an amended Policy No. 072 Organization Chart Policy for review at a future Council meeting.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 072 Organization Chart Policy be approved as presented.
2. Councillor _____ moved that Administration draft an amended Policy No. 072 Organization Chart Policy for review at a future Council meeting with suggested changes.

SUBMITTED BY:


Department Head


Acting Municipal Manager



Approved by Council – ~~June 25, 2012~~

ORGANIZATIONAL CHART POLICY

BACKGROUND

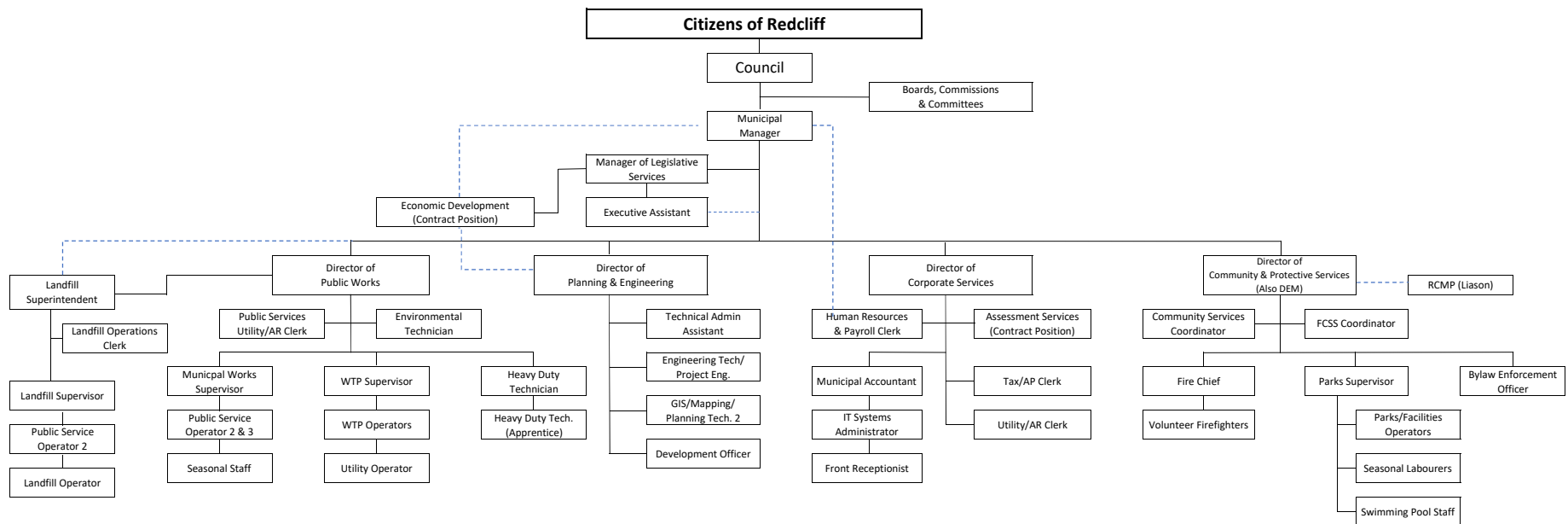
The Town of Redcliff has various Boards, Commissions and Committees that are involved in the administration of the Town in different methods.

The Town of Redcliff also has various departments and staff in these departments that are involved in the administration of and for the Town.

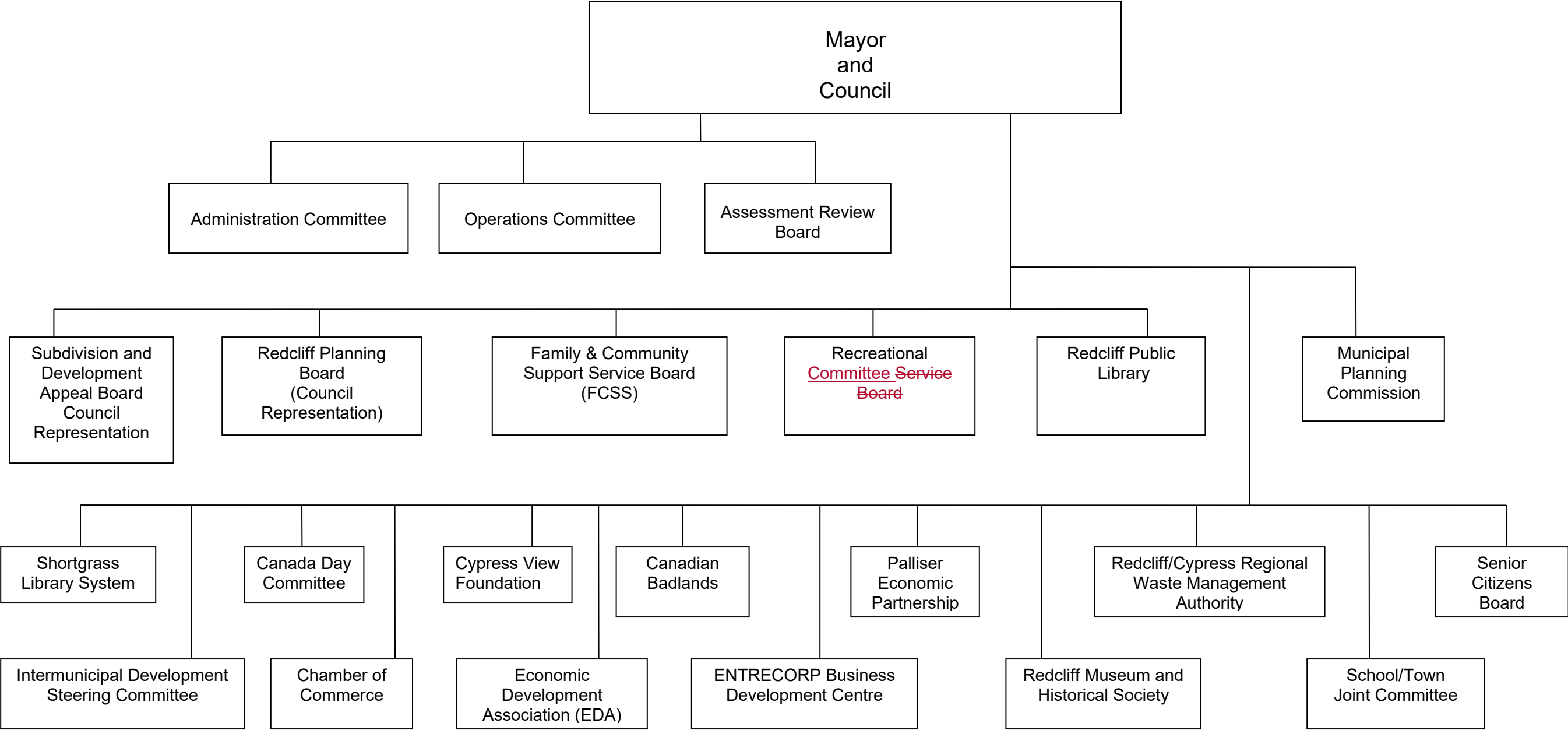
In order to simplify and outline the lines of communications and authority for the public, and among the staff and Committee/Board/Commission members, ~~it would be best served by the production of an organizational chart~~ an organizational chart has been created.

POLICY

- (1) Redcliff Council believes it is appropriate that all employees and Committee/Board/Commission members, as well as the public, be provided with a clear understanding of the reporting structure for the Town of Redcliff.
- (2) Except where regulated by Bylaw or through budget approval, the organizational reporting structure of the Town shall be determined and administered by the Municipal Manager and updates to the organizational chart shall be made by him/her when applicable and necessary. Said chart will be included with this policy as an attachment (Schedule A) at all times. Changes to the chart can only be made as outlined above but do not need the re-approval of the entire policy.



ORGANIZATIONAL CHART
BOARDS, COMMISSIONS, AGENCIES
Policy No. 072 – ‘Schedule B’



TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: May 11, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Policy No. 141, Strategic Asset Management Policy

PROPOSAL: Adopt policy as presented

BACKGROUND:

The Asset Management project receives funding from FCM of which part of the requirements to receive funding is to pass a Policy with respect to Asset Management.

The attached Policy has been prepared by Administration in conjunction with our Asset Management consultant to meet the FCM requirement.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

Strategies

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

ATTACHMENTS:

Redline copy of Policy No. 141, Strategic Asset Management Policy.

OPTIONS:

1. Adopt Policy No. 141, Strategic Asset Management Policy.
2. Request Administration to make changes to Policy No. 141, Strategic Asset Management Policy.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to Adopt Policy No. 141, Strategic Asset Management Policy as presented.
2. Councillor _____ moved that Administration make the following changes to Policy No. 141, Strategic Asset Management Policy:

-
-
-
-

SUBMITTED BY:



Department Head



Acting Municipal Manager



Approved by Council: _____

STRATEGIC ASSET MANAGEMENT POLICY

PURPOSE:

This policy is intended to:

- Provide guidance on the development and implementation of the Town's asset management program,
- Demonstrate an organization-wide commitment to best practices in asset management,
- Encourage consistent use of Asset Management to facilitate logical and informed decision-making on management of all assets.
- Support the delivery of sustainable community services in the short- and long-term.

SCOPE:

The Town is responsible for providing a range of essential services to the community in addition to other services identified by the community. The Town owns and manages a diverse asset portfolio to deliver these services. The social, economic, and environmental wellbeing of the community depends on the reliable performance of these assets. It is critical an Asset Management Program:

- is a systematic, sustainable plan for the management of assets,
- includes a set of policies, practices and procedures that allow an organization to:
 - minimize the costs and risks of owning assets,
 - efficiently and effectively deliver to the community, services at the authorized levels of service,
 - make informed decisions related to planning, building, operating, maintaining, renewing, replacing, and disposing of assets through a wide range of lifecycle activities.

Effective Asset Management Programs are holistic and organization-wide, requiring the coordination of activities across multiple departments and service areas.

The development and continuous support of the Town's asset management program requires a wide range of duties and responsibilities some of which are outlined in this policy.

DEFINITIONS:

The definitions provided in this document align with those outlined in best practice guidance documents including the ISO 55000 International Standard for Asset Management, *Building Community Resilience Through Asset Management: A Handbook and Toolkit for Alberta Municipalities*, and *Asset Management for Municipalities in Alberta*.

- a. **Asset** means a physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months.
- b. **Asset management** means the coordinated activity of an organization to realize maximum overall value from assets. It considers all asset types, and includes all

activities involved in the asset's life cycle from planning and acquisition/creation; operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities.

- c. **Asset management plan** means a plan to identify asset management needs, establish longer term financing means, and regularly schedule maintenance, rehabilitation and replacement works for the long-term sustainability of the asset (*Building Community Resilience Through Asset Management*).
- d. **Asset management policy** means principles and mandated requirements derived from, and consistent with, the organizational strategic plan, providing a framework for the development and implementation of the asset management strategy and the setting of the asset management objectives (*Building Community Resilience Through Asset Management*). An alternate **asset management policy** definition is a document that specifies the guidelines and goals relating to asset management set by senior leadership or, in the case of a municipality, council (*Asset Management for Municipalities in Alberta*).
- e. **Capitalization threshold** means the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it.
- f. **Level of service** means the defined standard for the provision of a particular service. Components of defining these standards include: quantity, quality, reliability, responsiveness, environmental acceptability and cost (*Building Community Resilience Through Asset Management*).
- g. **Life cycle cost** means the total cost to acquire, operate, maintain, repair and dispose of an asset over the life of the asset
- h. **Lifecycle management** means retaining an asset as near as practicable to its original condition, from the point when a need for it is first established, through its design, construction, acquisition, operation and any maintenance or renewal, to its disposal (*Building Community Resilience Through Asset Management*).
- i. **Lowest total cost of ownership** means the life cycle cost in addition to the costs of retaining the asset or capability in perpetuity
- j. **Risk** means exposure of someone or something to danger, harm, or loss. In an asset management context this is typically expressed through the evaluation of the likelihood of an event occurring (e.g. asset failure) and its potential impact on service delivery (*Asset Management for Municipalities in Alberta*).

It is useful to adopt a structured and coordinated approach to outlining the key principles that should guide all asset management decision-making.

POLICY:

- (1) The Town of Redcliff will develop an asset management program that incorporates all infrastructure types and municipal infrastructure assets that meet the capitalization thresholds outlined in the Town's Tangible Capital Asset Policy.

- (2) The asset management program may consider assets which do not meet the existing capitalization thresholds outlined in Tangible Capital Asset Policy if it is determined:
 - (a) appropriate to manage the asset in a sustainable way;
 - (b) needed to manage other assets that are outlined in the Tangible Capital Asset Policy; or,
 - (c) appropriate to be separated out from a larger Asset to be managed in an effective, efficient, and sustainable way.
- (3) The organization-wide asset management program will be guided by the following principles that underpin best practices:
 - (a) Systematic - Adopting a consistent, repeatable approach to the management of assets.
 - (b) Innovative - Continuous improvement will be a key part of the Asset Management approach and will drive innovation in the development of tools, techniques, and solutions.
 - (c) Linking – Line-of-sight connections will be made between the Town’s strategic direction, authorized levels of service, infrastructure investment decisions and the Asset Management Program.
 - (d) Forward Looking - Making the appropriate decisions to better enable assets to meet the challenges of future customer expectations and legislative requirements.
 - (e) Risk-based - Managing the risk associated with infrastructure performance through cost/benefit analysis.
 - (f) Customer-focused - Provide assurance to our customers through clearly defined levels of service.
 - (g) Cost sensitive - Promoting lifecycle and risk management of all assets, with the goal of achieving the lowest total holistic cost of ownership while meeting desired levels of service.
- (4) The Town will implement an enterprise-wide asset management program through all departments.
- (5) The Town will implement continuous improvement protocols and adopt best practices regarding asset management planning, including:
 - (a) Compiling complete and accurate asset data.
 - (b) Creating condition assessment protocols.
 - (c) Developing risk and criticality models.
 - (d) Utilizing lifecycle management.
 - (e) Development of financial strategies.
 - (f) Adopting a Level of Service Framework.

- (6) The Town will develop an asset inventory of all existing assets which will at a minimum include unique ID, description, location information, estimated current value and estimated remaining life.
- (7) The Town will establish a plan to capture and add additional information over time on existing assets where such information may improve the:
 - (a) management of the asset,
 - (b) estimation of the useful life remaining,
 - (c) estimation of the replacement costs; or
 - (d) improve the efficiency of the asset management program.
- (8) The Town will attempt to capture as much information on new assets as possible including but not limited to unique ID, description, location information, install costs, current value and estimated life, materials, model numbers, serial numbers, manufactures, installers, dates of installation, inspection, condition assessment, repairs, maintenance, performance characteristics, etc..
- (9) The asset management program will be updated continuously as information is gathered and imputed. To promote, document and communicate continuous improvement of the asset management program a major review will be conducted at least every five years.
- (10) The Town will integrate asset management plans and practices with its long-term financial planning and budgeting strategies in compliance with the Municipal Government Act. This includes identifying the funding needed to replace and/or renew assets based on full lifecycle costing.
- (11) The Town will develop meaningful performance metrics and reporting tools to transparently communicate and display the current state of asset management practice to Council and the community.
- (12) The Town will consider the risks and vulnerabilities of assets to extreme weather and the actions that may be required including, but not limited to, anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.
- (13) The Town will develop processes and provide opportunities for municipal residents and other interested parties to offer input into asset management planning wherever and whenever possible.

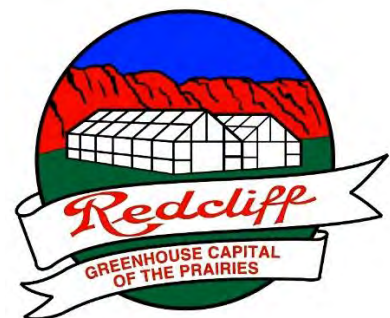
ROLES AND RESPONSIBILITIES:

- (14) Council has the following roles and responsibilities in the asset management program:
 - (a) Review and approve of asset management policy and policy updates.
 - (b) Maintain adequate organizational capacity to support the core practices of the Asset Management program.
 - (c) Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets.

- (d) Consider sustainability of the levels of service delivered to the community.
- (15) Executive Lead (Director of Planning & Engineering) has the following roles and responsibilities in the asset management program:
 - (a) Develop policy and policy updates.
 - (b) Provide organization-wide leadership in Asset Management practices and concepts.
 - (c) Ensure that adequate resources are available to implement and maintain core Asset Management practices.
 - (d) Provide departmental staff coordination.
 - (e) Establish and monitor levels of service.
 - (f) Coordinate and track Asset Management program implementation and progress.
 - (g) Report to Council on Asset Management program progress and results.
- (16) Town Staff has the following roles and responsibilities in the asset management program
 - (a) Use the new business processes and technology tools developed as part of the Asset Management program.
 - (b) Participate in implementation task team to carry out Asset Management activities.
 - (c) Collect and analyze levels of service data, based on key performance indicators.
 - (d) Provide support and direction for Asset Management practices within their department.
 - (e) Track, analyze and report on Asset Management program progress and results.

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

May 11, 2020



Contents

ACTING MUNICIPAL MANAGER	4
COMMUNITY & PROTECTIVE SERVICES	4
Parks, Recreation, and Facilities	4
FCSS, Community Services, and Special Events	5
Health and Safety, Emergency Management, and Fire Services	6
Bylaw and Protective Services	6
Bylaw Statistics	7
PUBLIC SERVICES	7
Department	7
Water and Sewer Utilities	8
Municipal Works	8
Landfill	9
PLANNING & ENGINEERING	9
Priorities for May	9
Planning	10
Development Permits	10
Agreements	10
3 rd Avenue SW between 7 th Street and 8 th Street, Drainage Improvements	10
5 th Street NW between Broadway Avenue and 1 st Avenue, Road Improvements	10
Safety Codes	11
Studies	11
Inflow and Infiltration Study	11
Water Distribution Study	11
Capital Projects	11
3 rd and 3 rd Lift Station Upgrades	11
Rec-Tangle Parking Lot Improvements	11
Broadfoot and Stone Place SW, Drainage and Road Improvements	12
Backup Generator Project	12
Jesmond Lift Station Upgrade	12
Eastside Sewage Surge Tanks	12
River Valley Potable Water	12
Kipling Trails	12

3 rd Street and 4 th Street NW Top Lift Paving.....	12
FINANCE & ADMINISTRATION	12
LEGISLATIVE & LAND SERVICES	12

ACTING MUNICIPAL MANAGER

- Council agenda review
- Department Head meetings pre/post Council meeting
- Policy & Bylaw review meetings
- Request for Decision review
- Responding to public inquiries
- HR activity consistent but leveling off
- Procurement activities
- Cheque reviews
- Emergency Management activities
- ICF/IDP discussions
- FCSS updated/new program development
- Broadband RFEI creation and conference calls
- Employee Handbook project

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Projects

- Submit addendum for pool RFP

Rec-Tangle

- Continue painting as necessary
- Clean arena floor
- Repair equipment doors
- Install new rollers on equipment doors

Pool

- Clean pool and repair main pool floor
- Install new valves on water feature
- Repair water feature pump cover
- Install pump and begin manifold repair for water feature

Facilities

- Completed window installation at library
- Continued repairs due to window installation at library
- Ball Diamond Concession / Washrooms upgrades including:
 - Painting
 - Lighting installation
 - Replaced sinks, taps, and countertop
 - Replaced partitions
 - Replaced fans, toilets, and urinal
 - Rerouted plumbing as necessary

- Fence moved at ball diamond 3
- Replaced toilets at Lions kitchen
- Sanitized Lions kitchen and washrooms for contractor use
- Replaced flooring in kitchen, stairways, and landings at Town Hall
- Purchased and assembled shelving at old Fire Hall
- Replaced taps in lunchroom at Public Services shop
- Furnace replacement at Museum started
- Got estimate and awarded contract for brick repair at museum
- Awarded Seniors Centre roof project
- Awarded Public Services Shop roof project
- Prepared campground showers for potential use
- Replaced electrical plugs as necessary at Seniors Centre
- Replaced cupboards and countertop in nurse's office at Seniors Centre

Parks

- Continued gopher control program
- Began start-up of irrigation systems in parks and at facilities
- Took delivery of zero turn mowers
- Took delivery of Parks tractor and attachments
- Moved water service for fresh water at campground
- Moved water service for flush water at sewer dump at campground
- Replaced remote water services at campground
- Cleaned up leaves at all parks, ball diamonds, and soccer fields
- Ordered garbage cans for various locations as necessary
- Inspected IXL park
- Obtained locates for Broadway Ave project
- Groomed ball diamonds
- Groomed pathways
- Began cleanup of river path
- Continued garbage collection at parks, pathways, and downtown
- Removed and replaced topsoil in planting beds and flowerpots throughout town
- Repair lighting at Avenue of Trees cenotaph
- Arrange to rent stump grinder for stump removal operations
- Check on water park project at Lions Park

Other

- Hire and start CPS students
- Continue project planning for the summer
- Discussion of Ball Diamond 3 park area

FCSS, Community Services, and Special Events

- Assisted the Youth Centre with grant application and submitted recommendation to the province for the FCSS Social Services Support Grant programs, intended to assist the most vulnerable during COVID-19
- Submitted Annual FCSS Financial report
- Began Community Garden prep, arranged rototilling, staking, implemented regulations re: Covid-19; Mike began work on upgrading irrigation system
- Began cost tracking COVID-19 PPE from all Town Departments
- Received notification on changes to how FCSS funds can be spent in 2020. Collaborating with different organizations/businesses to determine needs. Very early stages of research
- Staying in contact with PRSD (Nutrition Program), Redcliff Family Foods (delivery program/free food program), Medicine Hat Food Bank, Medicine Hat Family Services, assessing increased needs during COVID-19
- Received notification of grant funds being given to Redcliff Meals on Wheels from United Way, working with UW to decide on the best way to spend these funds to reach the most vulnerable
- Continue to plan/coordinate ways to engage the community for Canada Day, etc.
- Began creating Redcliff Employee Handbook
- Delivered Meals on Wheels as an opportunity to touch base with clients regarding their meals and support systems
- 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/modified programming into Rec Desk

Health and Safety, Emergency Management, Fire Services

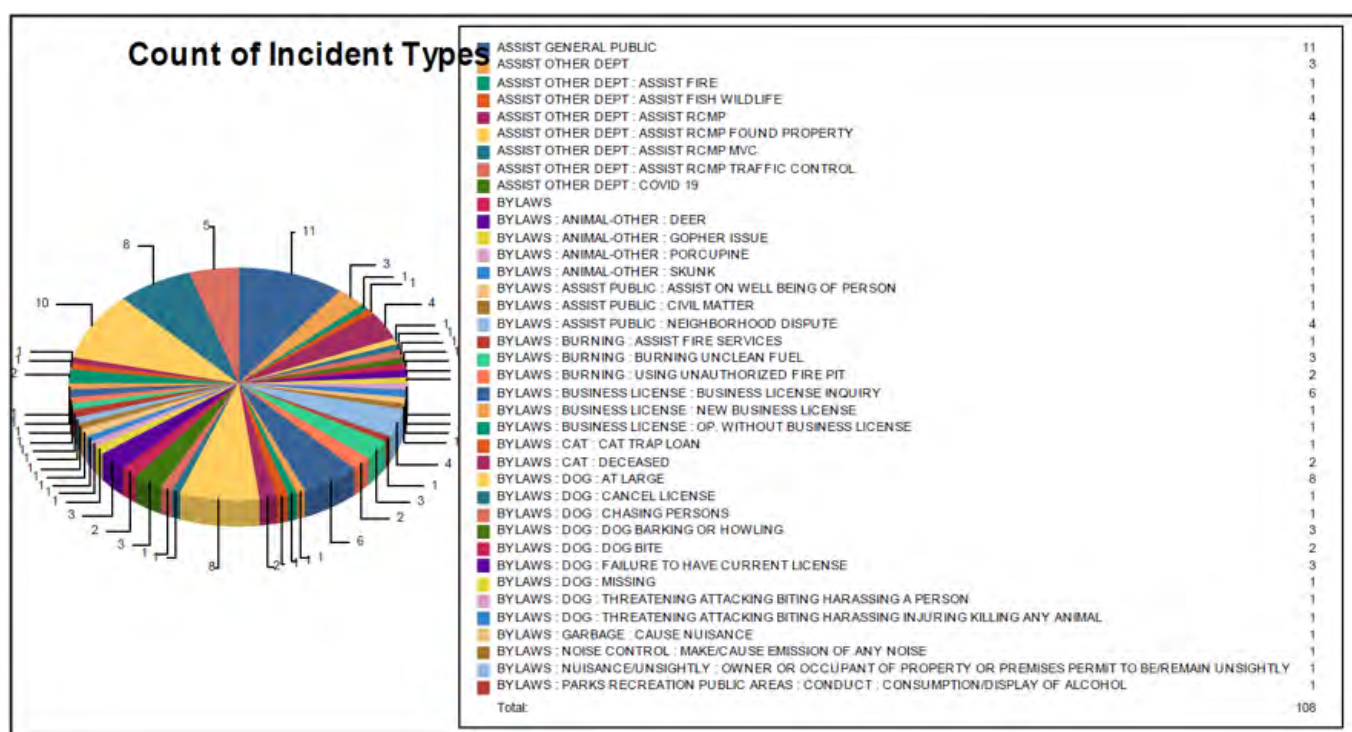
- Continued activation of ICP for planning and monitoring of COVID-19 response
 - Personal hygiene for Town Hall and all Town Facilities
 - Virtual attendance to Provincial Operations Centre weekly updates and southern Alberta conversation regarding the Temporary Foreign Workers in the region
 - Weekly social media engagement with the community
 - 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)

Community Peace Officer

- Continued COVID -19 duties ensuring nonessential businesses are following the Health Directives
- Responded to complaints of public areas being utilized by multiple families. Working with Parks Department to ensure that areas are properly cordoned off and informational signs erected

- Animal issues appear to be on the rise. Barking dogs, dogs at large, non-licensed new dogs and dog bite investigations are climbing. Also responded for deceased cats and deer
- One of the investigations on a lost/stolen dog in Redcliff on March 23, was resolved April 23 with the recovery of the dog in Calgary. This entailed working with Calgary Animal Services, Calgary Police, RCMP and the public to return the dog to Medicine Hat

Town of Redcliff Statistics from April 2020



PUBLIC SERVICES

Department

- Detailed design for the next two landfill cells
 - Tender for Cell 025 and compost system
 - Awarded April 29th
 - Tender for Range Road 71 upgrade
 - Awarded April 29th
- Project management for construction projects
- RCRWMA meeting April 29th
- Range Road 71 upgrade kickoff meeting May 8th
- Lead Management Program Town-wide assessment
 - Testing locations identified for 2020 sampling program
 - Preparing notification letters
- Tenders for garbage truck and backhoe preparation
- 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
 - Final construction - Landfill Transfer Site Project
 - Transfer Site opened to the public May 4th
- New fuel tank system for the Town
 - Design phase
 - Submission for tank permits sent
 - Sourcing 3 x 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 meters
- Replaced/repaired water meters
- Meter reading was completed
- Started hydrant flushing
- Semi-annual sewer inspection completed
- Spring sewer flushing completed
- Top Shot came and repaired manhole bottoms

Municipal Works

- Conducted funeral interments
- Garbage pickup
- Bin placements/pickups as needed
- Repair garbage cans lids (ongoing)
- Water service repair at 813 1st Street SE
- Sanitary sewer blockage 213 5th Street SE
- Street sweeping
- Repaired signs around town
- Started pumping out Dirkson Pond
- Touched up patches around town until paving starts
- Pothole repair (ongoing)
- Curb stop repairs
- Cleaned equipment
- Sanding streets
- Gravel and repair alleys
- Repair soft spots as they need
- Snow clearing parking lots
- Graded roads

- Unplugged blocked storm grates
- Watch and handle service tracker concerns
- Picked up loose garbage in alleys
- Worked on safety concerns in shop
- Odds small repairs on equipment
- Helped at landfill with loose garbage

Landfill

- Picked garbage inside landfill and in neighboring field after wind events (ongoing)
- Clean scales (ongoing)
- Hauled cover soil (ongoing)
- Ridgeline hauling in soil
- Maintained roads inside landfill (ongoing)
- Equipment maintenance (ongoing)
- Cleaned under scales (ongoing)
- Cleaned up shop (ongoing)
- Completed daily compacting
- Moved screens as needed for windy days
- Help with new transfer station and scale house
- Dealt with flooding
- Pushed up dirt as hauled by Ridge Line
- Started to clear out old shop and scale house
 - Began to move all operating components and equipment to new facility
- Moved to new scale house
- Install signage
- Opened new entrance on May 4th

PLANNING & ENGINEERING

Priorities for May

- Construction
 - Rec-Tangle Arena parking
 - 3rd and 3rd NW surge tank
 - Broadfoot and Stone Place SW
 - River Valley water
 - Kipling trails
 - 3rd Street and 4th Street NW top lift paving
 - Eastside surge tanks
 - Jesmond Lift Station
- Asset management
- Grant ready projects
- Sanitary Sewer Master Plan
- Level of Service Policy

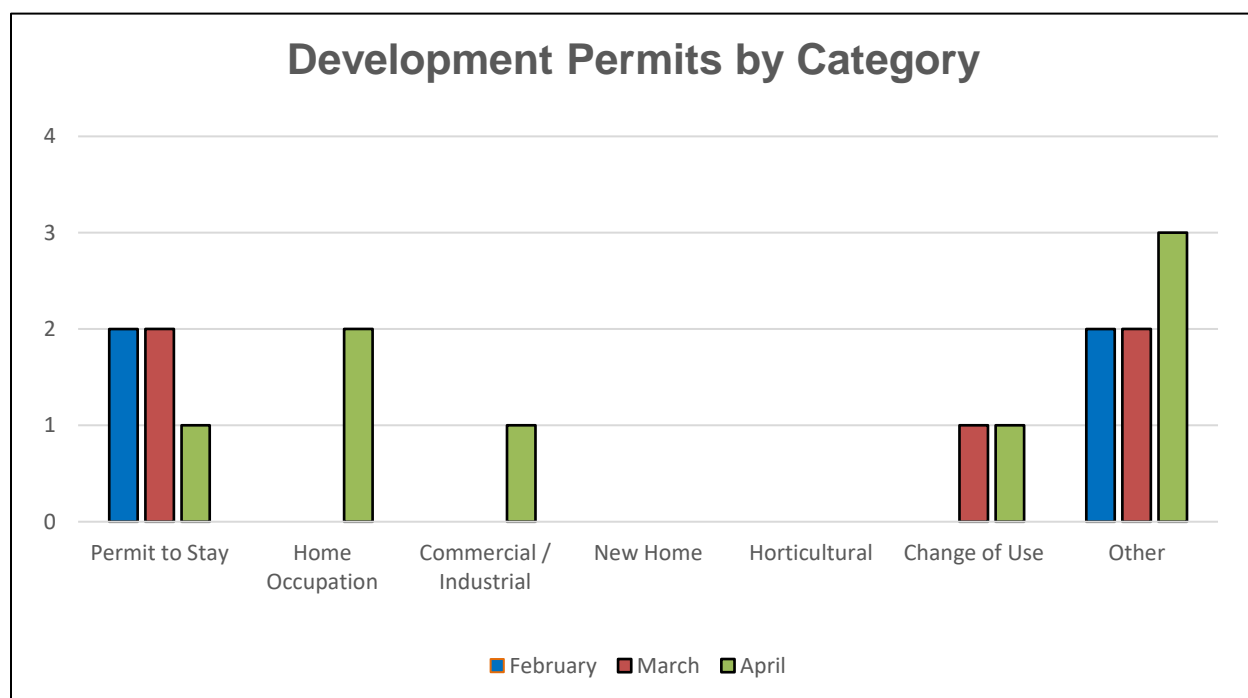
- Subdivision Procedure
- LUB
- Eastside ASP

Planning

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

Development Permits

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



Agreements

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

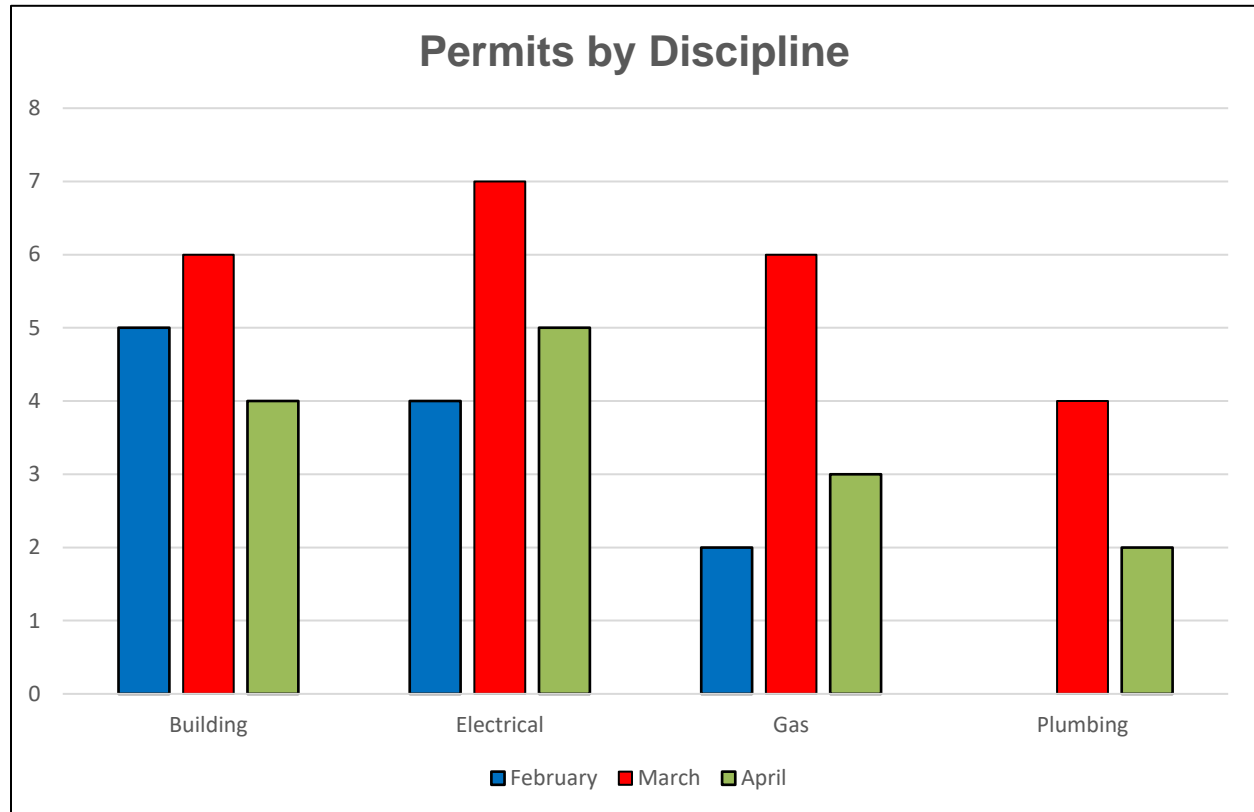
A developer, as part of his conditions of development, is required to make drainage improvements. Planning & Engineering is working to have the developer pay for the improvements.

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

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

Safety Codes

In April 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 has completed backfill. The stockpiled material on site is topsoil that will be spread after all other work is completed. Project should be completed in the next couple of months.

Rec-Tangle Parking Lot Improvements

Transit Paving is on site finishing the concrete work. Paving will start as soon as the concrete work is finished and asphalt is available. 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

Weeping tile installation and top lift is Transit Paving's project and is scheduled to start the last week of May or the first week of June. Transit Paving is being instructed to complete the Rect-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

Project is to be tendered in the next couple of weeks for summer construction.

Eastside Sewage Surge Tanks

Project is to be tendered in the next couple of weeks for summer construction.

River Valley Potable Water

The project has been awarded to White Fox Ltd. White Fox plans to start construction in approximately two weeks.

Kipling Trails

Project is expected to be completed in June 2020. Bids are being requested from three contractors due to the low value of the project and to reduce timelines.

3rd Street and 4th Street NW Top Lift Paving

Project is to be tendered in the next couple of weeks for summer construction.

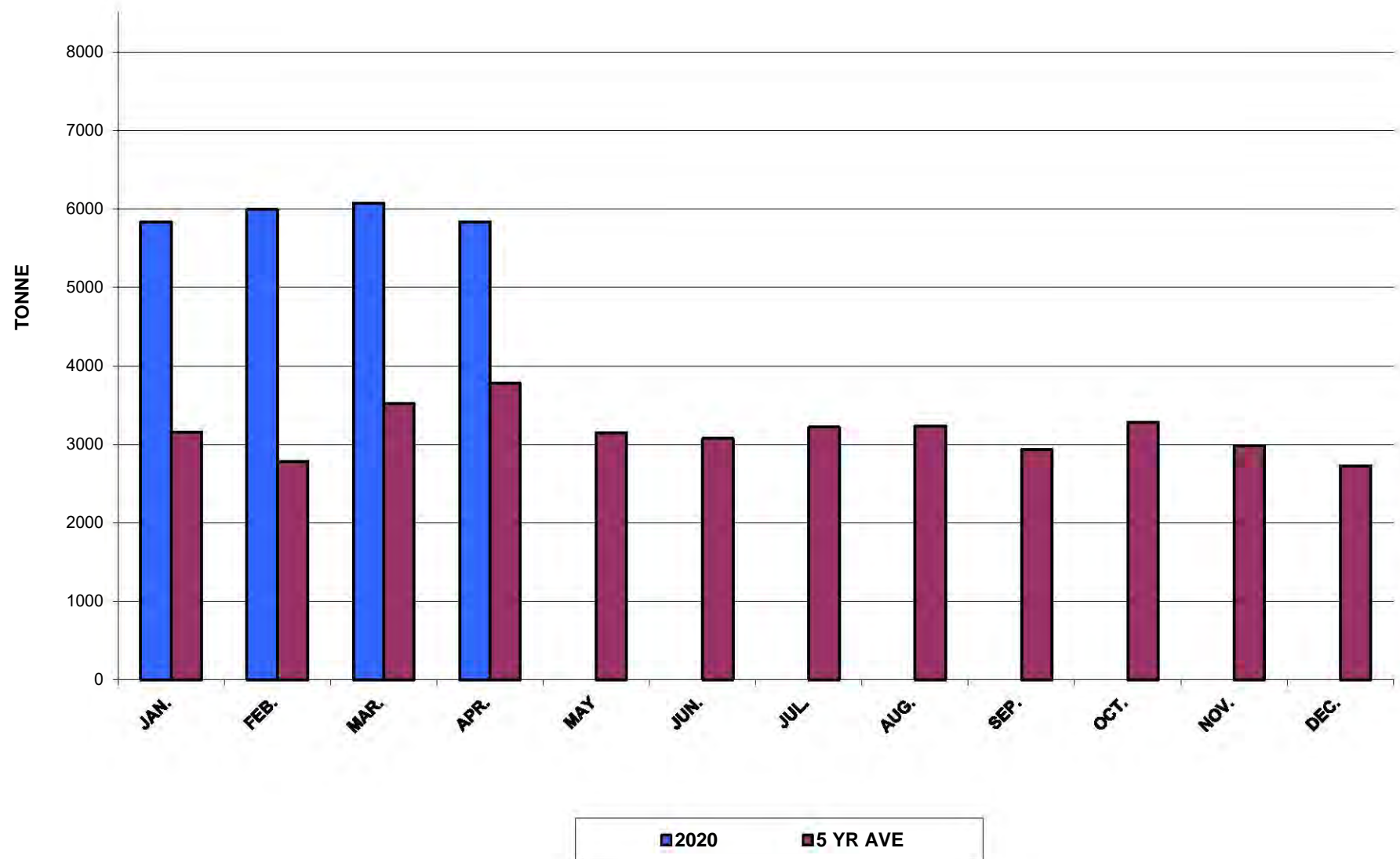
FINANCE & ADMINISTRATION

- Regular daily duties related to finance
- 2020 Tax Auction Sale advertisement in Alberta Gazette
- Drafted 2020 Tax Rate Bylaw

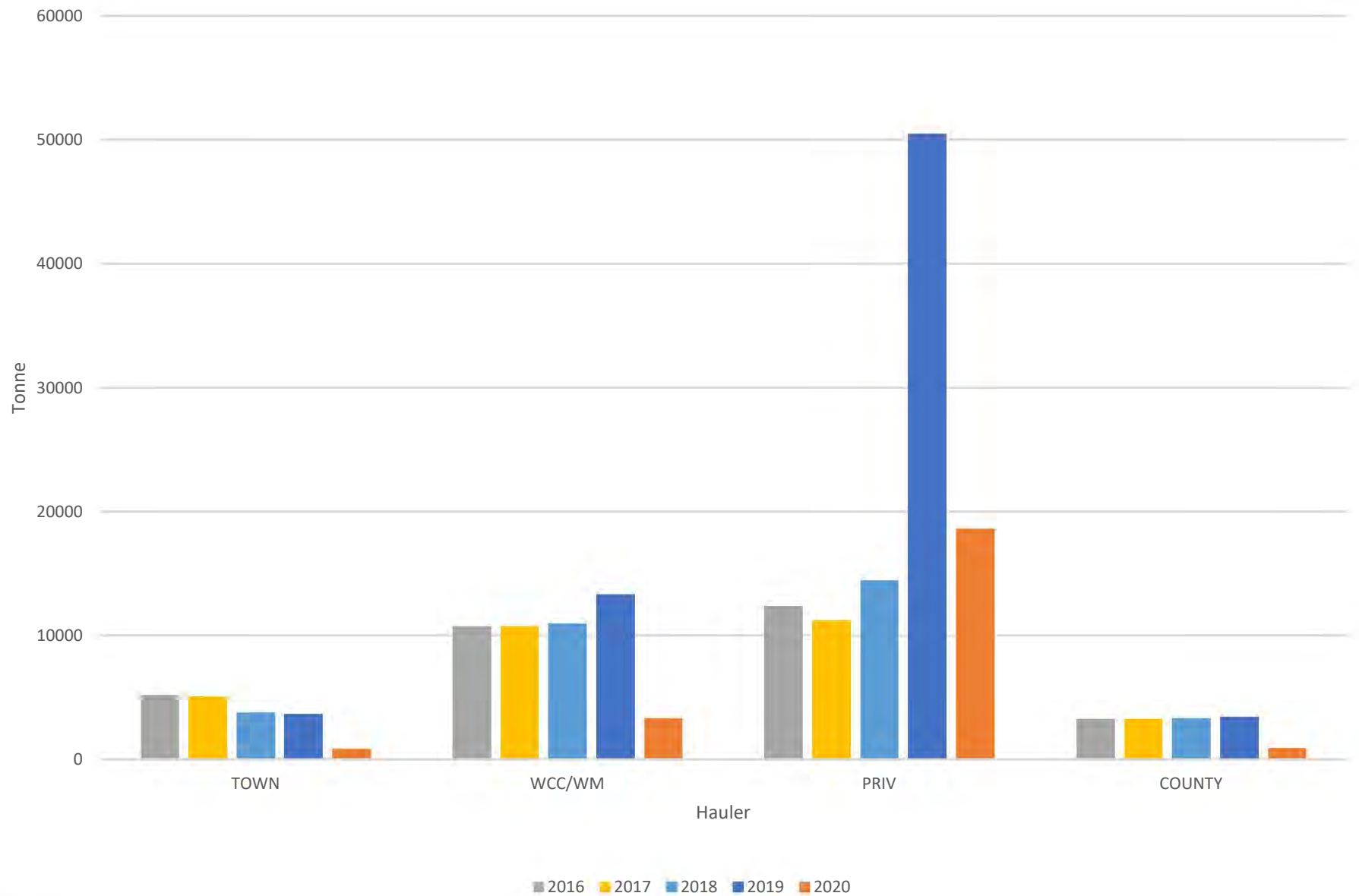
LEGISLATIVE & LAND SERVICES

- 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

**REDCLIFF/CYPRESS REGIONAL LANDFILL
2020 VS 5 YEAR AVERAGE
TO APRIL 30, 2020**



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2016-2020
TO APRIL 30, 2020



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2016-2020
TO APRIL 30, 2020





COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
May 18, 2020	Statutory Holiday Victoria Day Town Office Closed	
May 25, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
June 8, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.