



**COUNCIL MEETING**

**MONDAY, JUNE 22, 2020**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JUNE 22, 2020 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

	<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
	<b>1. GENERAL</b>	
	<b>A)</b> Call to Order	
	<b>B)</b> Adoption of Agenda	Adoption
Pg. 4	<b>C)</b> Accounts Payable *	For Information
Pg. 7	<b>D)</b> Bank Summary to May 31, 2020 *	For Information
	<b>2. MINUTES</b>	
Pg. 8	<b>A)</b> Council meeting held June 8, 2020 *	For Adoption
Pg. 11	<b>B)</b> Subdivision and Development Appeal Board Meeting held June 10, 2020 *	For Information
Pg. 16	<b>C)</b> Municipal Planning Commission meeting held June 17, 2020 *	For Information
	<b>3. BYLAWS</b>	
Pg. 19	<b>A)</b> Bylaw 1909/2020, Land Use Bylaw Amendment * Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) Land Use Bylaw Amendment change from H – Horticultural District and RT – Residential Transition District to DC – Direct Control District	1 <sup>st</sup> Reading
Pg. 31	<b>B)</b> Bylaw 1910/2020, Land Use Bylaw Amendment * Add Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District	1 <sup>st</sup> Reading
	<b>4. REQUEST FOR DECISION</b>	
Pg. 37	<b>A)</b> Strategic Plan 2018-2021 Review *	For Consideration
Pg. 59	<b>B)</b> Pool Resurfacing Project Budget Request *	For Consideration

**5. CORRESPONDENCE**

Pg. 60	<b>A)</b> Alberta Municipal Affairs * Re: 2020 Gas Tax Fund Allocation	For Information
Pg. 61	<b>B)</b> Cypress County * Re: Notice of Public Hearing for Land Use Bylaw Amendment 2020/06 (Gasoline Alley Area Structure Plan)	For Information
Pg. 63	<b>C)</b> City of Medicine Hat * Re: Draft Municipal Development Plan	For Information
Pg. 64	<b>D)</b> TC Energy * Re: Medicine Hat Looping Project 2023	For Information

**6. OTHER**

Pg. 68	<b>A)</b> Riverview Golf Club Board Meeting * Re: June 9, 2020 Agenda Package	For Information
	<b>B)</b> Council Reports	For Information
Pg. 82	<b>C)</b> Council Important Meetings & Events *	For Information

**7. RECESS**

**8. CLOSED SESSION (CONFIDENTIAL)**

- A)** Delegation – Redcliff Cypress Regional Waste Management Authority (*FOIP* Sec. 24)
- B)** Operations Matter (*FOIP* Sec. 24)

**9. ADJOURN**

**COUNCIL MEETING - JUNE 22, 2020**

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

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
85058	CUMMINS WESTERN CANADA	WATER GENERATORS MAINTENANCE	\$ 1,163.32
85059	DLL FINANCIAL SOLUTIONS PARTNER	POSTAGE MACHINE LEASE	\$ 125.84
85060	ELEMENTAL MARKETING & REMEDIATION	REVITAGRO	\$ 917.18
85061	FRANCOTYP-POSTALIA CANADA INC	OFFICE SUPPLIES	\$ 220.21
85062	J.C.INDUSTRIES WATER CONTROL SYSTEMS	PLC REPLACEMENT BATTERY	\$ 157.50
85063	PALLISER ECONOMIC PARTNERSHIP	2020-2021 MEMBERSHIP FEE	\$ 6,440.00
85064	PALLISER SALES	EQUIPMENT PARTS	\$ 1,695.07
85065	RNR PLUMBING LTD.	REPLACE FURNACE & A/C (FACILITY BUDGET)	\$ 17,640.00
85066	SOUTH COUNTRY CO-OP LTD	IRRIGATION PARTS	\$ 203.28
85067	GERSHAW AUTO	REPAIR TRACTOR CONTROL LIGHT	\$ 423.03
85068	MCNEIL, MARVIN	REFUND CEMETERY PLOT	\$ 95.00
85069	TOWN OF REDCLIFF	JUNE 10, 2020 PETTY CASH	\$ 414.90
<b>TOTAL</b>			<b>\$ 29,495.33</b>

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

<b><u>EFT#</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
EFT0002289	A & B STEEL LTD	BOLTS FOR SWEEPER	\$ 160.21
EFT0002290	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 1,998.43
EFT0002291	ALTA-WIDE BUILDERS SUPPLIES LTD.	CONCRETE FOR VARIOUS PROJECTS	\$ 514.92
EFT0002292	AMSC INSURANCE SERVICES	APRIL HEALTH CARE SPENDING	\$ 219.00
EFT0002293	THE BOLT SUPPLY HOUSE LTD.	BOLTS & WASHERS	\$ 97.27
EFT0002294	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 55.04
EFT0002295	C.E.M. HEAVY EQUIPMENT	EQUIPMENT PARTS	\$ 963.69
EFT0002296	C & H IRRIGATION LTD.	IRRIGATION PARTS	\$ 263.44
EFT0002297	COURTYARD LAW CENTRE	PROFESSIONAL FEES	\$ 1,385.11
EFT0002298	DIAMOND LINK FENCING INC.	SLIDE GATE OPERATOR	\$ 5,750.30
EFT0002299	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 818.39
EFT0002300	FARMLAND SUPPLY CENTER LTD	HOSE, WRAP & CLAMPS	\$ 383.04
EFT0002301	FORSYTH, PHYLLIS	LGAA MEMBERSHIP REIMBURSEMENT	\$ 183.75
EFT0002302	GRAND RENTAL STATION	STUMP GRINDER RENTAL	\$ 546.00
EFT0002303	HOME HARDWARE	GENERAL SUPPLIES	\$ 486.00
EFT0002304	HYDRODIG	CURBSTOP REPAIR	\$ 483.00
EFT0002305	JOE JOHNSON EQUIPMENT	EAGLE CONVEYOR	\$ 2,643.92
EFT0002306	KEYWAY SECURITY LOCKSMITHS LTD	KEYS	\$ 34.39
EFT0002307	KRUSE GLASS	PLEXIGLASS	\$ 1,009.01
EFT0002308	MATRIX SOLUTIONS INC.	PROJ#216(WETLAND ASSESSMENT) PROFESSIONAL FEES	\$ 5,247.27
EFT0002309	PARK ENTERPRISES LTD.	APRIL BILLINGS	\$ 3,555.27
EFT0002310	PAYSTATION INC.	PAYSTATION CPS LICENSE RENEWAL	\$ 415.80
EFT0002311	THE PHONE EXPERTS COMMUNICATIONS	DOOR KEY FOBS	\$ 68.25
EFT0002312	PRIME PRINTING	OFFICE SUPPLIES	\$ 582.75
EFT0002313	READY ENGINEERING CORP	PROJ#200(5TH AVE & 2ND ST LIFT STATION) PROFESSIONAL SERVICES	\$ 716.63
EFT0002314	RURAL MUNICIPALITIES OF ALBERTA	MARKER PAINT	\$ 160.55

EFT0002315	ROSENAU TRANSPORT LTD	FREIGHT	\$ 76.63
EFT0002316	SCHEFFER ANDREW LTD.	WESTSIDE REDEVELOPMENT PLAN	\$ 5,862.78
EFT0002317	SITEONE LANDSCAPE SUPPLY	IRRIGATION PARTS (MULTIPLE INVOICES)	\$ 11,502.19
EFT0002318	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 655.07
EFT0002319	WILLIE'S 24 HOUR TOWING LTD.	TOW UNIT 49 TO GET REPAIRED	\$ 122.85
EFT0002320	ACTION PARTS	EQUIPMENT PARTS	\$ 11.75
EFT0002321	BENCHMARK GEOMATICS INC.	PROJ#246(KIPLING SUBDIVISION REHAB) MONITORING/RESTAKED LOG	\$ 2,037.00
EFT0002322	THE BOLT SUPPLY HOUSE LTD.	BOLTS & WASHERS	\$ 9.49
EFT0002323	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 51.21
EFT0002324	HOME HARDWARE	GENERAL SUPPLIES	\$ 264.39
EFT0002325	JAG CLEANING SERVICES LTD	JANITORIAL SERVICES	\$ 3,045.00
EFT0002326	JOE JOHNSON EQUIPMENT	TIGER TAIL	\$ 44.09
EFT0002327	THE PUBLIC SECTOR DIGEST INC.	PROJ#197(ASSET MANAGEMENT) CITYWIDE	\$ 10,937.49
EFT0002328	RURAL MUNICIPALITIES OF ALBERTA	SHIELD ASSY & PARTS	\$ 223.41
EFT0002329	RMA FUEL LTD	BULK FUEL	\$ 4,109.41
EFT0002330	SITEONE LANDSCAPE SUPPLY	IRRIGATION PARTS	\$ 153.88
EFT0002331	STEEP ROCK LTD.	PROJ#220(SKATEBOARD PARK) ROAD CRUSH	\$ 3,150.95
EFT0002332	WURTH CANADA LIMITED	GLOVES	\$ 159.32
EFT0002333	ALTA-WIDE BUILDERS SUPPLIES LTD.	COVID SUPPLIES - SCREENS	\$ 96.95
<b>TOTAL</b>			<b>\$ 71,255.29</b>

<b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
000693	1603806 ALBERTA LTD O/A SNAP ON TOOLS	SMALL TOOLS	\$ 88.25
000694	CYPRESS COMMUNICATIONS LTD	PROJ#009(LANDFILL CELL) MOVE RADIO	\$ 477.75
000695	DIRECT LINE LOCATING	PROJ#002(LANDFILL TRANSFER SITE) LINE LOCATING	\$ 220.92
000696	FINNING CANADA	FILTERS	\$ 131.86
000697	FOUNTAIN TIRE LTD.	NEW TIRES	\$ 2,146.66
000698	MI PETRO CONSTRUCTION & SUPPLY INC.	AST RELOCATE & PARTS	\$ 16,803.15
000699	NEW WEST TRUCK CENTRES INC.	EQUIPMENT PARTS	\$ 6,141.13
000700	NIWA CRANE LTD.	CRANE & RIGGER	\$ 5,283.60
<b>TOTAL</b>			<b>\$ 31,293.32</b>

<b>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</b>			
<b>EFT #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT000000000344	A & B STEEL	CARGO & TOW STRAPS	\$ 288.49
EFT000000000345	BENCHMARK GEOMATICS INC	BASE STATION MOVE	\$ 661.50
EFT000000000346	BOSS LUBRICANTS	LUBRICANT & ANTIFREEZE	\$ 1,319.85
EFT000000000347	DIAMOND LINK FENCING LTD.	PROJ#002(LANDFILL TRANSFER SITE) GATE OPERATORS	\$ 973.35
EFT000000000348	DILLON CONSULTING	CAPPING APPROVAL	\$ 4,237.75
EFT000000000349	GAR-TECH ELECTRICAL SERVICES	PROJ#009(LANDFILL CELL) RELOCATE TRANSFORMER	\$ 905.69
EFT000000000350	H2O HAULING	HAUL WATER	\$ 405.00
EFT000000000351	KEYWAY SECURITY LOCKSMITHS LTD.	PAD LOCKS	\$ 1,089.11
EFT000000000352	NELSON'S RADIATOR LTD.	A/C DRYER	\$ 89.25
EFT000000000353	RURAL MUNICIPALITIES OF ALBERTA	PROJ#002(LANDFILL TRANSFER SITE) AED/FIRST AID STICKERS	\$ 39.27
EFT000000000354	RMA FUEL LTD	BULK FUEL	\$ 1,687.74
EFT000000000355	RON'S ELECTRIC 2007	REMOVE LIGHTS OLD SCALE HOUSE	\$ 251.45
EFT000000000356	SUMMIT MOTORS LTD	LUBRICANT	\$ 575.67
EFT000000000357	WHITE FOX GROUP LTD	MOVE SCALE	\$ 971.25
EFT000000000358	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 88.86
EFT000000000359	GHD LIMITED	REMOVE & RELOCATE FUEL TANKS	\$ 239.40
EFT000000000360	NEW WEST TRUCK CENTRES INC.	EQUIPMENT PARTS	\$ 283.68
EFT000000000361	THE PHONE EXPERTS	NEW SECURITY SYSTEM SCALE HOUSE	\$ 2,821.22
EFT000000000362	RMA FUEL LTD	BULK FUEL	\$ 3,044.48
EFT000000000363	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 346.50
EFT000000000364	WHITE FOX GROUP LTD	OLD SCALE HOUSE BUILDING DEMO	\$ 10,500.00
00000000000001174	CWB NATIONAL LEASING INC	MAY 2020 LEASE	\$ 6,508.95
00000000000001175	EPCOR	UTILITIES	\$ 890.11
<b>TOTAL</b>			<b>\$ 38,218.57</b>

**TOWN OF REDCLIFF**  
**BANK SUMMARIES FOR MAY 31, 2020**

**CASH ACCOUNTS**

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	569,708.46	3,275,136.23
DAILY DEPOSITS	186,852.00	67,979.28
DIRECT DEPOSITS	715,117.35	250,162.33
GOVERNMENT GRANTS	632,803.00	0.00
INTEREST	481.29	1,980.04
OTHER DEPOSITS & TRANSFERS	4,062.49	6,919.76
<b>SUBTOTAL</b>	<b>1,539,316.13</b>	<b>327,041.41</b>
PAYMENTS	738,737.50	297,381.38
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	16,087.98	4,423.06
<b>SUBTOTAL</b>	<b>(754,825.48)</b>	<b>(301,804.44)</b>
<b>TOTAL</b>	<b>1,354,199.11</b>	<b>3,300,373.20</b>
BANK STATEMENT ENDING BALANCE	1,171,614.26	3,306,952.78
OUTSTANDING CHEQUES ( - )	(52,403.71)	(10,076.38)
DEPOSITS IN TRANSIT ( + )	234,988.56	3,496.80
<b>TOTAL</b>	<b>1,354,199.11</b>	<b>3,300,373.20</b>
<b>TOTAL CASH</b>	<b>4,654,572.31</b>	

**INVESTMENT ACCOUNTS**

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,159,661.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,589,169.00
<b>TOTAL INVESTMENTS</b>		<b>24,748,830.00</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>29,403,402.31</b>
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JUNE 8, 2020 @ 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors	D. Kilpatrick C. Crozier, C. Czember, S. Gale, L. Leipert, E. Solberg, J. Steinke
	Municipal Manager Manager of Legislative & Land Services Director of Community & Protective Services Director of Finance & Administration Director of Planning & Engineering Director of Public Services	P. Forsyth S. Simon  D. Thibault  J. Tu (left at 7:37 p.m.)  J. Johansen (left at 8:13 p.m.)  C. Popick (left at 7:37 p.m.)

**ABSENT:**

**1. GENERAL**

Call to Order

**A)** Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.

Mayor Kilpatrick extended a welcome to Phyllis Forsyth, Municipal Manager.

2020-0232 Adoption of Agenda

**B)** Councillor Solberg moved the Agenda be adopted as presented. - Carried.

2020-0233 Accounts Payable

**C)** Councillor Gale moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.

**2. MINUTES**

2020-0234 Council meeting held May 25, 2020

**A)** Councillor Leipert moved the minutes of the Council meeting held on May 25, 2020 be adopted as presented. - Carried.

2020-0235 Redcliff & District Recreation Committee meeting held June 3, 2020

**B)** Councillor Gale moved the minutes of the Redcliff & District Recreation Committee meeting held on June 3, 2020 be received for information. - Carried.



### **3. REQUEST FOR DECISION**

2020-0236 Bylaw No. 1908/2020, Land Use Bylaw Amendment Lot 41, Block 107, Plan 8210827 (202 3 Street NE) Add Taxi Service to Permitted Uses for I-1 – Light Industrial District

**A)** Councillor Czember moved to provide C. Redpath with a refund of \$750.00 and further that Administration proceed with scheduling the public hearing for Bylaw No. 1908/2020, being an amendment to the Land Use Bylaw to add Taxi Service to the permitted uses for the I-1 – Light Industrial District, and follow with presenting for second and third readings . - Carried.

2020-0237 Position Title Changes

**B)** Councillor Leipert moved to confirm the following changes to position titles:

- Director of Finance & Administration to Director of Corporate Services
- Director of Public Services to Director of Public Works
- Manager of Legislative & Land Services to Manager of Legislative Services
- Public Services Supervisor to Landfill Superintendent
- I.T. Systems Analyst to I.T. Systems Administrator

Further to confirm that reference to the old position titles shall not alter the intent of any policy, procedure, and/or bylaw. And further that reference to the position title “Chief Administrative Officer” and “Municipal Manager” may be used interchangeably and has the same meaning. - Carried.

### **4. OTHER**

2020-0238 1<sup>st</sup> Quarter Financials

**A)** Councillor Steinke moved the 1<sup>st</sup> Quarter Financials be received for information. - Carried.

2020-0239 Municipal Manager Report to Council

**B)** Councillor Gale moved the Municipal Manager Report to Council dated June 8, 2020, be received for information. - Carried.

2020-0240 Memo to Council Westside Redevelopment Plan Questionnaire

**C)** Councillor Crozier moved the memo to Council regarding the Westside Redevelopment Plan Questionnaire be received for information. - Carried.

2020-0241 Landfill Graphs

**D)** Councillor Leipert moved the Landfill Graphs to May 31, 2020, be received for information. - Carried.

2020-0242 Council Important Meetings & Events

**E)** Councillor Czember moved the Council Important Meetings & Events June 8, 2020 be received for information. - Carried.

### **7. RECESS**

Mayor Kilpatrick called for a recess at 7:37 p.m.

Director of Finance & Administration and Director of Public Services left at 7:37 p.m.

Mayor Kilpatrick reconvened the meeting at 7:43 p.m.

## **8. CLOSED SESSION (Confidential Session)**

2020-0243

Councillor Leipert moved to meet in Closed Session to discuss A) Utility Matter under *FOIP* Sec. 24 & 25, B) Joint Fire Hall Study under *FOIP* Sec. 17, 23, 24, & 25, C) Financial Matter under *FOIP* Sec. 24 & 25, and D) Legal Matter under *FOIP* Sec. 27 at 7:43 p.m. - Carried.

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

Director of Planning & Engineering left at 8:13 p.m.

2020-0244

Councillor Solberg moved to return to regular session at 8:55 p.m. - Carried.

2020-0245

Councillor Leipert moved Administration proceed with the diesel backup generator installation at the RCMP Building and to approve a budget increase of \$50,000 to come from the purchasing reserve. - Carried.

## **9. ADJOURNMENT**

2020-0246 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:57 p.m. - Carried.

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Mayor

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Manager of Legislative & Land Services

**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
June 10, 2020 at 7:00 p.m.**

**PRESENT:** Members

T. Read, G. Shipley,  
C. Storle

Development Officer	B. Stehr
Director of Planning & Engineering	J. Johansen
Recording Secretary	S. Simon
Executive Assistant	E. Engler

Appellant/Applicant W. Stigter

Adjacent Landowners D. Krell, L. Krell

**ABSENT:** C. Crozier, E. Solberg (Alternate Member)

1. **CALL TO ORDER**

Board Clerk called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal, and opened nominations for Chairman.

## 2. ELECTION OF CHAIRMAN

G. Shipley nominated T. Read to be Chairman, seconded by C. Storle. T. Read accepted and assumed control of the appeal hearing.

Chairman Read outlined the hearing procedures.

### **3. APPEAL**

**Appeal of Development Application 20-DP-025  
Lot 3, Block 3, Plan 0614776 (25 Sunvalley Court SW)  
Swimming Pool**

Chairman Read asked the Appellant if he had any objection to any board members hearing the appeal. W. Stigter advised he had no objection to any member of the Subdivision and Development Appeal Board.

**a) Presentation by Appellant**

W. Stigter explained that his development permit application for a swimming pool was denied due to his inability to connect his property to the Town's water and sanitary sewer systems. His property is instead serviced by a septic system. W. Stigter stated that he would be able to meet all required safety codes outside of the connection to the Town's water and sanitary sewer systems.

W. Stigter further stated that he had spoken with Cypress County to inquire about the operation of swimming pools on properties not serviced by municipal water and sewer systems. Typically, these swimming pools are filled by 6 to 8 loads of water from a truck. When the swimming pool is winterized, 2 loads are removed from the swimming pool by vacuum truck. W. Stigter inquired with his current septic system provider, Goodfellas Septic Management, about having the company remove water from his proposed swimming pool by vacuum truck, which they would be able to do.

Lastly, W. Stigter noted that the closest corner of his proposed swimming pool to the septic tank on his property would be 45 feet, and the closest corner of his proposed swimming pool to the septic field on his property would be 75 feet.

**b) Presentation(s) by Development Authority and Administration**

The Development Officer outlined the reason for the refusal of the development permit application as follows:

- All private swimming pools shall be connected to the Town's water and sanitary sewer system in accordance with provincial requirements. The applicant shall ensure that the adjacent properties are not subjected to any water problems resulting from the malfunctioning of the pool as per the Town's Land Use Bylaw (Section 71.3).

The Development Officer confirmed that the property is not serviced by Town water or sanitary sewer systems.

The Development Officer advised he discussed the project with Park Enterprises Ltd., the Town's Safety Codes provider, and referenced the following standards:

- The *Alberta Private Sewage Systems Standard of Practice* Section 2.1.2.6 prohibits clearwater waste from a swimming pool to be discharged in a private sewage system.
- The *Alberta Private Sewage Systems Standard of Practice* Section 8.2.2.1 requires that any foundation (including private swimming pools) be a minimum of 10 metres from any portion of a private sewage system.
- The *Alberta Building Code* Section 7.2.2.4 requires that all wastewater from a private swimming pool shall be discharged to an existing municipal drainage system as directed by the authority having jurisdiction.

The Development Officer noted that the current provincial standard of practice for private swimming pools on properties unable to connect to municipal sewage systems is to use a vacuum truck to drain the swimming pool. He further noted that the Land Use Bylaw does not take into consideration properties not connected to the Town's water and sanitary sewer systems regarding swimming pools.

The Director of Planning & Engineering referenced the recent Medicine Hat River Hazard Study which the Government of Alberta is currently in the process of seeking public feedback on. The new flood mapping included in the study is not currently in force; however, he felt it should be brought to the attention of the Board. The 1:100 year flood elevation at this location on the river is 667.47 metres above mean sea level, and is approximately 1.2 metres higher than the current flood elevation for the 1:100 year flood elevation at this location on the river of 666.26 metres. The Town does not yet

know how this new flood mapping will impact the Town, but this new flood fringe level could potentially impact / increase development restrictions on developments within flood fringe areas. The Director of Planning & Engineering noted that he did not have specific information on how swimming pools are impacted by floods.

The Appellant responded that the property is a walk-out lot, and that after the 2013 flood event a berm was built between the river and his property at approximately 4 feet above the flood level. The Appellant indicated his desire to build the swimming pool deck below the flood level with the berm acting as a flood mitigation measure.

**c) Presentation by other persons in favour of the appeal**

Adjacent landowners Donald and Lois Krell stated that they had no issue with the development.

**d) Presentations from any person(s) opposed to the appeal**

No one in attendance.

**e) Summation and response from Appellant**

W. Stigter stated that he believes he can meet all suggestions of the Development Authority outside of the following suggested condition of development because it would require raising the elevation of his yard 4 to 5 feet:

- The applicant shall ensure that the pool deck is at least 300 mm above the 1:100 year flood level of 667.47.

**f) Summation and response from all other participants**

The Development Officer recognized that the Appellant cannot meet the Land Use Bylaw requirement in Section 71.3. Further that he supports the development because of the provincial standard of practice for removing swimming pool water via vacuum truck.

The Director of Planning & Engineering stated that the primary concern relating to the Safety Codes Act is the disposal of water. Furthermore, due to the fact that the Town of Redcliff cannot enforce the new flood mapping included in the Medicine Hat River Hazard Study until the province adopts the study, they were comfortable with the requirement of ensuring the pool deck is at least 300 mm above the 1:100 year flood level of 667.47 not being attached as a condition of development, should the development be approved.

**g) Additional questions from the Board**

Chairman T. Read inquired whether any further submissions had been received. Recording Secretary confirmed that no further submissions had been received.

**h) Closed Session**

C. Storle moved to meet in closed session at 7:18 p.m.

The Appellant, Director of Planning & Engineering, Development Officer, and members of the gallery left the meeting at 7:18 p.m.

**i) Decision**

C. Storle moved the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 20-DP-025 (Lot 3, Block 3, Plan 06141776 [25 Sunvalley Court SW]) for a swimming pool be upheld and the decision of the Development Officer be revoked. Further that Development Permit Application 20-DP-025 (Lot 3, Block 3, Plan 06141776 [25 Sunvalley Court SW]) for a swimming pool be approved with the following conditions:

1. The private swimming pool shall be a minimum of 10 metres from any portion of a private sewage treatment system.
2. Applicant shall ensure that any adjacent properties are not negatively affected by a failure of the private swimming pool.
3. Applicant shall ensure that any lighting system shall not negatively affect the adjacent properties.
4. The applicant shall provide plans to the satisfaction of the Development Officer demonstrating how a vacuum truck will access the swimming pool to drain it. These plans are to include a demonstration of the route a vacuum truck will take to access the swimming pool, the routing of lines from the swimming pool to the truck, and the structures supporting the vacuum truck.

- Carried.

**Reasons for Decision**

Evidence / documents used in making decision:

Original application

Appeal form

Appellant submission

Development Officer/Administration submission

No objections received from Adjacent Landowners

Land Use Bylaw

Alberta Private Sewage Systems Standard of Practice

The Board indicated that the proposed development complies with all development conditions and meets development regulations based on the current flood fringe regulations. The mitigative measures presented by the Appellant, primarily the berm already in place, were found to be suitable. Due to the property not being connected to the Town's water and sanitary sewer systems as per the Land Use Bylaw, the best practices for properties not serviced by municipal water and sewer systems will be met through use of a vacuum truck and is found to be an acceptable method of disposal/drainage of the swimming pool.

G. Shipley moved to return to regular session at 7:26 p.m. - Carried.


The Appellant, Director of Planning & Engineering, Development Officer, and members of the gallery returned to the meeting at 7:26 p.m.

Chairman Read advised the appellant of the decision and that the written decision would be forthcoming.

**4. ADJOURNMENT**

Chairman Read declared the meeting be adjourned at 7:28 p.m.

  
Chairman

  
S. Simon, Board Clerk

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
WEDNESDAY JUNE 17, 2020 – 12:30 PM  
TOWN OF REDCLIFF**

**PRESENT:** Members B. Duncan, S. Gale,  
J. Steinke, L. Leipter,  
J. Beach, B. Vine, N. Stebanuk

Development Officer B. Stehr  
Technical Assistant/Recording Secretary R. Arabsky

**ABSENT:** Director of Planning & Engineering J. Johansen

## 1. CALL TO ORDER

B. Duncan called the meeting to order at 12:30 p.m.

## 2. ADOPTION OF AGENDA

J. Steinke moved the agenda be adopted as presented. – Carried.

### 3. PREVIOUS MINUTES

A) L. Leipert moved the minutes of the MPC meeting May 20, 2020 be adopted as presented. – Carried.

#### 4. REPORTS TO MPC

S. Gale moved to receive for information the following Reports to MPC for the MPC Meeting of June 17, 2020:

### A) Dates Development Permits advertised in Commentator

a. May 19, 2020 & May 26, 2020

**B) Development Permit Applications approved/denied by Development Officer since the last MPC meeting:**

a. Development Permit Application 20-DP-030  
Just 4 Paws Grooming  
Lots 38-39, Block 85, Plan 755AD (215 Broadway Avenue E)  
Approved: Change of Use – Pet Service

b. Development Permit Application 20-DP-031  
Rick Olson  
Lot 45, Block 33, Plan 1213639 (316 4 Avenue SW)  
Approved: Addition & Deck

c. Development Permit Application 20-DP-032  
Rick Olson  
Lot 45, Block 33, Plan 1213639 (316 4 Avenue SW)  
Approved: Hot Tub



## Municipal Planning Commission Meeting Minutes – June 17, 2020

- d. Development Permit Application 20-DP-033  
Derek Martin  
Lot 17, Block A, Plan 0412654 (507 Jesmond Drive SW)  
Approved: Hot Tub
- e. Development Permit Application 20-DP-034  
Jerrod Carriere  
Lot 13, Block 10, Plan 0913590 (922 Memorial Drive SE)  
Approved: Accessory Building – Detached Garage
- f. Development Permit Application 20-DP-035  
Marlon Martinez  
Lots 3-4, Block 72, Plan 1117V (19 Main Street S)  
Approved: Interior Renovations
- g. Development Permit Application 20-DP-036  
Shar Roesler  
Lot 45, Block 3, Plan 0311497 (902 3 Street SW)  
Approved: Permit to Stay
- h. Development Permit Application 20-DP-037  
Jessie Schneider  
Lots 15-16, Block 17, Plan 3042AV (809 2 Street SE)  
Approved: Accessory Building – Detached Garage
- i. Development Permit Application 20-DP-038  
Denise Flaata  
Lot 6, Block 9, Plan 9110508 (523 Main Street S)  
Approved: Hot Tub
- j. Development Permit Application 20-DP-039  
Linda Lawson  
Lot 15, Block B, Plan 9811474 (409 1 Street NW)  
Approved: Accessory Building – Garden Shed
- k. Development Permit Application 20-DP-041  
Doug McCain  
Lot 38, Block 2, Plan 8211144 (11 Riverview Drive SE)  
Approved: Covered Deck
- l. Development Permit Application 20-DP-043  
DD2  
Lot 15, Block 10, Plan 7711421 (1751 Highway Avenue E)  
Approved: Change of Use

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

- a. No appeals of Development Decisions have been received.

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

- a. Development Permit Application 20-DP-025  
Wayne Stigter  
Lot 3, Block 3, Plan 0614776 (25 Sun Valley Court SE)  
Approved with Conditions: Swimming Pool

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

- a. Land Use Bylaw Amendment Application –Given 1<sup>st</sup> Reading  
Lot 41, Block 107, Plan 8210827 (202 3 Street NE)  
Land Use Bylaw Amendment to change from I-1 – Light Industrial District to C-3 – General Commercial District

Council voted to refund the Land Use Bylaw Amendment Fee and keep the Land Use District as I-1 – Light Industrial District

**F) Items Received for Information**

- a. No items have been received for information.

- Carried.

L. Liepert recused himself at 12:32 p.m. from participating in the discussion and voting of the next agenda item.

**5. LAND USE BYLAW AMENDMENT APPLICATION FOR MPC COMMENT**

**A) Land Use Bylaw Amendment Application**

Tim Coehoorn

Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) &

Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)

Land Use Bylaw Amendment to change from H – Horticultural District &

RT – Residential Transition District to DC – Direct Control District

B. Vine moved the following comments regarding the Land Use Bylaw Amendment Application [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) & Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)] to change from H- Horticultural District & RT – Residential Transition District to DC - Direct Control District be submitted to Council:

1. This proposed change to the Land Use Bylaw is counterproductive to the future plans of the West Side Redevelopment Plan and the future plans for the Town.
2. Recommending to Council not to switch to DC- Direct Control District but rather keep applications to the current Land Use Bylaw.

- Carried

At 12:56 p.m. the Development Officer went to invite Mr. Liepert back into the meeting for the final agenda item, but Mr. Liepert had already left the building.

**6. ADJOURNMENT**

J. Steinke moved adjournment of the meeting at 12:57 p.m. – Carried.

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Chairman

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Recording Secretary

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

**DATE:** June 22, 2020

**PROPOSED BY:** Planning & Engineering Department

**TOPIC:** Bylaw 1909/2020 Land Use Bylaw Amendment – Rezoning properties from H – Horticultural District and RT – Residential Transition District to DC – Direct Control District

**PROPOSAL:** That Council give first reading to the proposed amendment to the Land Use Bylaw to rezone the properties at 13 & 39 7 Street NW.

---

**BACKGROUND:**

On May 25, 2020, T. Coehoorn submitted an application to rezone the properties at 13 7 Street NW (Lots 32-34, Block 95, Plan 1117V) and 39 7 Street NW (Lots 21-31, Block 95, Plan 1117V). The purpose of the rezoning is to allow for the development of a garage / office for an existing mini-storage business. The applicant also intends to consolidate the two properties.

Chronology of Lots

- On November 10, 2008, Council passed Bylaw 1573/2008, being an amendment to the Land Use Bylaw to rezone 39 7 Street NW (Lots 21-31, Block 95, Plan 1117V) from H – Horticultural District to DC – Direct Control District. This allowed for the development of a mini-storage business.
- On April 13, 2009, Council approved Development Permit Application 09-DP-011 for a Change of Use – Mini Storage with conditions at 39 7 Street NW.
- During a review of the Land Use Bylaw in 2011, it was determined that 39 7 Street NW should be rezoned to RT – Residential Transition District. This occurred with the passing of the Town of Redcliff's current Land Use Bylaw 1698/2011.

On March 15, 2019, Redcliff Town Council adopted the new Municipal Development Plan (MDP). The MDP identifies this area as being in the **Greater Downtown & Broadway Avenue**. The MDP envisions that this area will continue to retain a mix of uses, while redeveloping into commercial uses and higher density housing. The MDP states that the Town shall recognize this neighbourhood as a high priority commercial and residential growth area.

The Town has begun the process of preparing a redevelopment plan for the west side. The purpose of the Westside Redevelopment Plan is to provide a vision of how the area should look in the future and provide guidance as redevelopment occurs. The subject lands are in Area 3 of the Westside Redevelopment Plan.

The proposed Land Use Bylaw amendment was presented to the Municipal Planning Commission at the regularly scheduled meeting on May 20, 2020 for comment as per the Land Use Bylaw Section 35.1 & 35.2. The MPC's comments are as follows:

*B. Vine moved the following comments regarding the Land Use Bylaw Amendment Application [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) & Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)] to change from H- Horticultural District & RT – Residential Transition District to DC - Direct Control District be submitted to Council:*

- 1. This proposed change to the Land Use Bylaw is counterproductive to the future of the West Side Redevelopment Plan and the future plans for the Town.*
- 2. Recommending to Council not to switch to DC- Direct Control District but rather keep applications to the current Land Use Bylaw,*

**POLICY/LEGISLATION:**

Part 2, Division 1, Section 8 of the Municipal Government Act  
Part VI Land Use Bylaw Amendments, Sections 32-39 of the Redcliff Land Use Bylaw (1698/2011)

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

Application for Land Use Bylaw Amendment – Tim Coehoorn  
Proposed Land Use Amending Bylaw 1909/2020

**OPTIONS:**

1. That Council give first reading to Bylaw 1909/2020, being an amendment to the Land Use Bylaw to rezone Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) from H – Horticultural District to DC – Direct Control District and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) from RT – Residential Transition District to DC – Direct Control District. Following first reading Administration will proceed with providing notice and advertising for a public hearing in accordance with the Municipal Government Act.
2. That Council not give first reading to Bylaw 1909/2020

**RECOMMENDATION:**

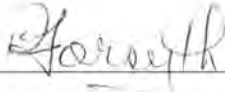
Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Bylaw 1909/2020, being an amendment to the Land Use Bylaw to rezone Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) from H – Horticultural District to DC – Direct Control District and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) from RT – Residential Transition District to DC – Direct Control District, be given first reading.

**SUBMITTED BY:**

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

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

**BYLAW 1909/2020  
TOWN OF REDCLIFF**

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

**WHEREAS** the land described as

**Legal Description**

Lot(s) 32-34, Block 95, Plan 1117V

**Civic Address**

13 7 Street NW

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

**AND WHEREAS** the land described as

**Legal Description**

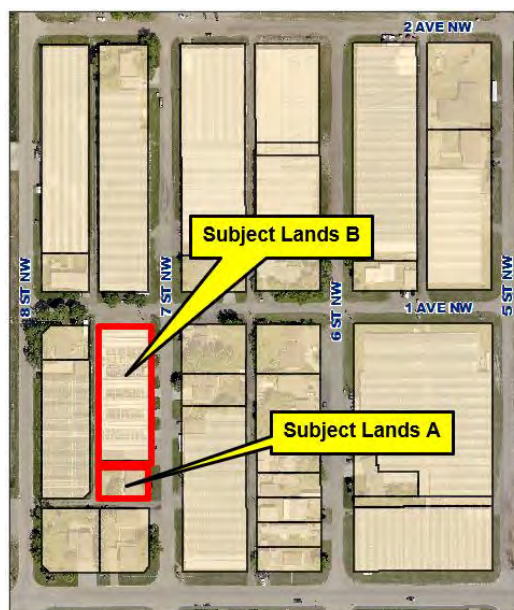
Lot(s) 21-31, Block 95, Plan 1117V

**Civic Address**

39 7 Street NW

Herein referred to as "Subject Lands B", is currently zoned RT – Residential Transition District in the Land Use Bylaw.

**AND WHEREAS** Redcliff Town Council has received an application and desires to rezone the Subject Lands to DC – Direct Control District in the Land Use District Maps of the Redcliff Land Use Bylaw (1698/2011).



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

**AND WHEREAS** a public hearing with respect to this Bylaw was held in Council Chambers at the Town of Redcliff on the \_\_\_\_\_ day of \_\_\_\_\_ 2020, A.D.

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

- 1) The Bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1909/2020.

2) The land described as

**Legal Description**

Lot(s) 32-34, Block 95, Plan 1117V  
Lot(s) 21-31, Block 95, Plan 1117V

**Civic Address**

13 7 Street NW  
39 7 Street NW

is hereby rezoned to DC – Direct Control in the Land Use Bylaw Land Use District Map.

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

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 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 Services





## APPLICATION FOR LAND USE AMENDMENT

Owner of Site:

Name:

Tim Coehoorn

Address:

68- Greenwood Crt SW

Medicine Hat, AB

Postal Code:

T1A-7X7

Agent of Owner:

Name:

Address:

Postal Code:

Telephone Number

403-866-0504

Existing Land Use Zoning:

Horticultural, RT

Proposed Land Use Zoning:

DC

Municipal Address of Site:

39-7th St NW Redcliff T&J-2PO, 13-7th St NW Redcliff

Legal Land Description

Lot 21-31, 32-34

Block 95

Plan 1117V

Enclosures and Attachments:

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

The Municipal Manager may:

- (a) Refuse to accept an application to amend this Bylaw if the information required by subsection (33) has not been supplied, or
- (b) Consider the application complete without all of the information required by subsection (33), if, in his opinion, a decision can be properly made with the information supplied.

Tim Coehoorn  
OWNER'S AND/OR OWNER'S AGENT SIGNATURE

May 11/20  
DATE





THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 22 DAY OF MAY,  
2020 AT 03:50 P.M.

ORDER NUMBER: 39355610

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

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).



# LAND TITLE CERTIFICATE

B  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0020 556 164           1117V;95;32-34           071 232 666

LEGAL DESCRIPTION  
PLAN 1117V  
BLOCK 95  
LOTS 32 TO 34 INCLUSIVE  
EXCEPTING THEREOUT OF LOTS 32 AND 33 ALL MINES AND MINERALS  
AND OUT OF LOT 34 ALL COAL AND PETROLEUM

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;6;13;17

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 071 175 341

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
071 232 666	12/05/2007	TRANSFER OF LAND		SEE INSTRUMENT

## OWNERS

TIMOTHY JAMES COEHOORN

AND  
ELIZABETH COEHOORN  
BOTH OF:  
PO BOX 1331  
REDCLIFF  
ALBERTA T0J 2P0  
AS JOINT TENANTS

## ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
151 215 057	24/08/2015	MORTGAGE MORTGAGEE - THE BANK OF NOVA SCOTIA. 680,120 KING STREET WEST

( CONTINUED )

## REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

HAMILTON

ONTARIO L8P4V2

ORIGINAL PRINCIPAL AMOUNT: \$196,800

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 27 DAY OF AUGUST,  
2019 AT 09:01 A.M.

ORDER NUMBER: 37881771

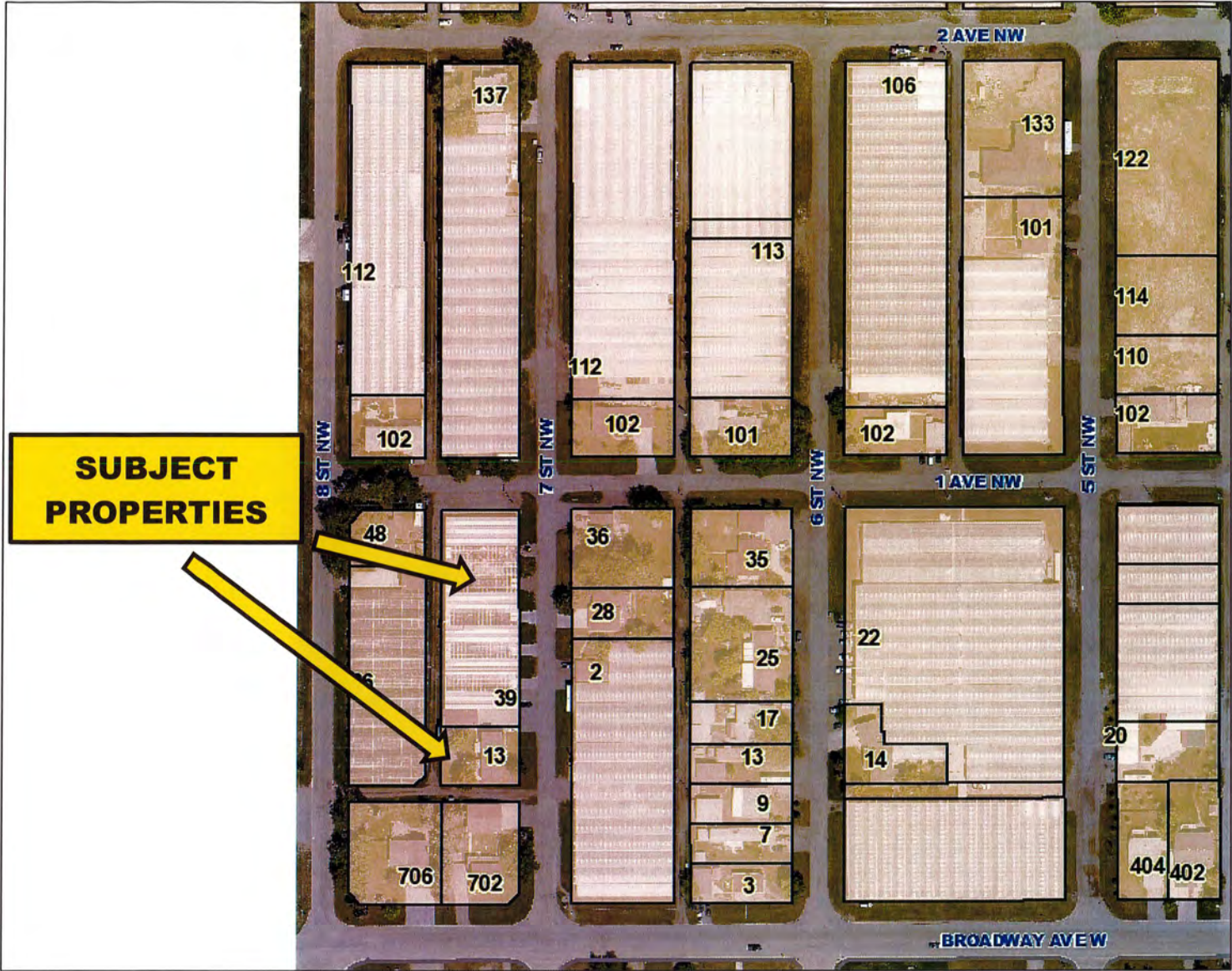
CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

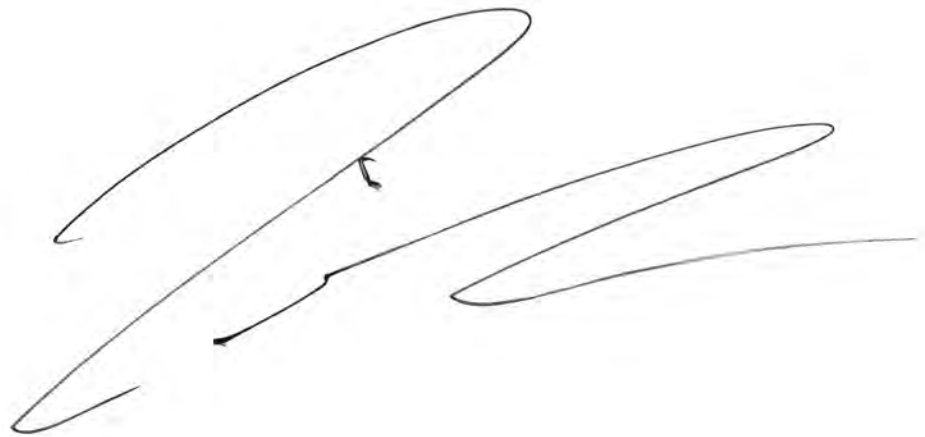
THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).





To make Garage Larger & Higher for a Motor home  
& Room for storage office, washroom.



## **MUNICIPAL PLANNING COMMISSION**

### Planning & Engineering Report

June 8, 2020

Applicant:	<b>Tim Coehoorn</b>
Owner:	<b>Tim &amp; Elizabeth Coehoorn</b>
Property Address:	<b>13 - 7 Street NW 39 - 7 Street NW</b>
Legal Address:	<b>Lot 32-34, Block 95, Plan 1117V Lot 21-31, Block 95, Plan 1117V</b>
Land Use:	<b>H – Horticultural District RT – Residential Transition District</b>
Development Officer:	<b>Brian Stehr</b>

### **BACKGROUND**

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T. Coehoorn has applied to rezone the property known civically as 13 7 Street NW from H- Horticultural District and the property known civically as 39 7 Street NW RT – Residential Transition District to DC – Direct Control.

The applicant has stated that the rezoning of the property is to allow for a development of a larger garage and office space for the existing mini storage business once the properties have been consolidated. In consultation with Planning & Engineering, it was determined that rezoning of the property was the best way to facilitate the proposed development.

The current neighbouring properties are predominantly greenhouses with a mixture of single family residential homes.

The Municipal Development Plan shows that the subject lands are in the Greater Downtown & Broadway Avenue Area, and that redevelopment will continue with commercial spaces, and greater density of residential areas.

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

**DATE:** June 22, 2020

**PROPOSED BY:** Planning & Engineering Department

**TOPIC:** Bylaw 1910/2020 Land Use Bylaw Amendment – Including Bulk Fuel Station as a Discretionary Use – Commission in the TU – Transportation and Utilities District

**PROPOSAL:** That Council give first reading to the proposed amendment to the Land Use Bylaw to include Bulk Fuel Station as a Discretionary Use – Commission in the TU – Transportation and Utilities District.

---

**BACKGROUND:**

On June 18, 2020, the Town of Redcliff submitted an application to add the use *Bulk Fuel Station* as a Discretionary Use – Commission in the TU – Transportation and Utilities District.

The Land Use Bylaw (1698/2011) defines a *Bulk Fuel Station* as:

- *Means development for handling petroleum products in bulk quantities, and includes supplementary tanker vehicle storage. Key-lock pumps and retail fuel sales may be incorporated as an accessory use.*

In the Land Use Bylaw a Bulk Fuel Station is a specifically defined use that is allowed in the following districts:

- C-3 – General Commercial District
- C-HWY – Highway Corridor Commercial District
- I-1 – Light Industrial District

The I-2 – Heavy Industrial District lists a use *Bulk Fuel Storage Depot as a Discretionary Use – Development Officer*.

Because Bulk Fuel Station is a specifically defined use in the Land Use Bylaw, the provisions in the Land Use Bylaw permitting the discretion for a *Similar Use* is not applicable.

**POLICY/LEGISLATION:**

Part 2, Division 1, Section 8 of the Municipal Government Act  
Part VI Land Use Bylaw Amendments, Sections 32-39 of the Redcliff Land Use Bylaw (1698/2011)

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

Application for Land Use Bylaw Amendment – Town of Redcliff  
Proposed Land Use Amending Bylaw 1910/2020

**OPTIONS:**

1. Council give first reading to Bylaw 1910/2020, being an amendment to the Land Use Bylaw to add Bulk Fuel Station to the Discretionary Use – Commission in the TU – Transportation and Utilities District. Following first reading Administration will proceed to provide notice and advertise for a public hearing in accordance with the Municipal Government Act.
2. That Council not give first reading to Bylaw 1910/2020.

**RECOMMENDATION:**

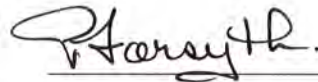
Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Bylaw 1910/2020, being an amendment to the Land Use Bylaw, to add Bulk Fuel Station to the Discretionary Use – Commission in the TU – Transportation and Utilities District, be given first reading.

**SUBMITTED BY:**

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



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



**BYLAW 1910/2020**

**TOWN OF REDCLIFF**

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

**WHEREAS** the purpose of this Bylaw is to include Bulk Fuel Station as a Discretionary Use - Commission in the TU – Transportation and Utility District.

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

**AND WHEREAS** a public hearing with respect to this Bylaw was held in Council Chambers at the Town of Redcliff on the \_\_\_\_\_ day of \_\_\_\_\_ 2020, A.D.

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

- 1) That Bulk Fuel Station be added as a Discretionary Use – Commission in the TU – Transportation and Utility District.
- 2) This Bylaw shall come into force on the date of the final reading and signing thereof.

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

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

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative Services



## APPLICATION FOR LAND USE AMENDMENT

Owner of Site: Name: Town of Redcliff  
Address: Box 40  
Redcliff, AB  
Postal Code: T0J 2P0

Agent of Owner: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_

Telephone Number 403.548.3618

Existing Land Use Zoning: TU - Transportation and Utilities District

Proposed Land Use Zoning: Amend the LUB to allow Bulk Fuel Station as a Discretionary Use - Commission

Municipal Address of Site: 10 - 9 Avenue SW

Legal Land Description Lot 11 Block 1 Plan 0010742

### Enclosures and Attachments:

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

### The Municipal Manager may:

- (a) Refuse to accept an application to amend this Bylaw if the information required by subsection (33) has not been supplied, or
- (b) Consider the application complete without all of the information required by subsection (33), if, in his opinion, a decision can be properly made with the information supplied.

  
OWNER'S AND/OR OWNER'S AGENT SIGNATURE

June 18, 2020  
DATE

Preview

S

LINC	SHORT LEGAL	TITLE NUMBER
0028 344 687	0010742;1;11	001 083 587

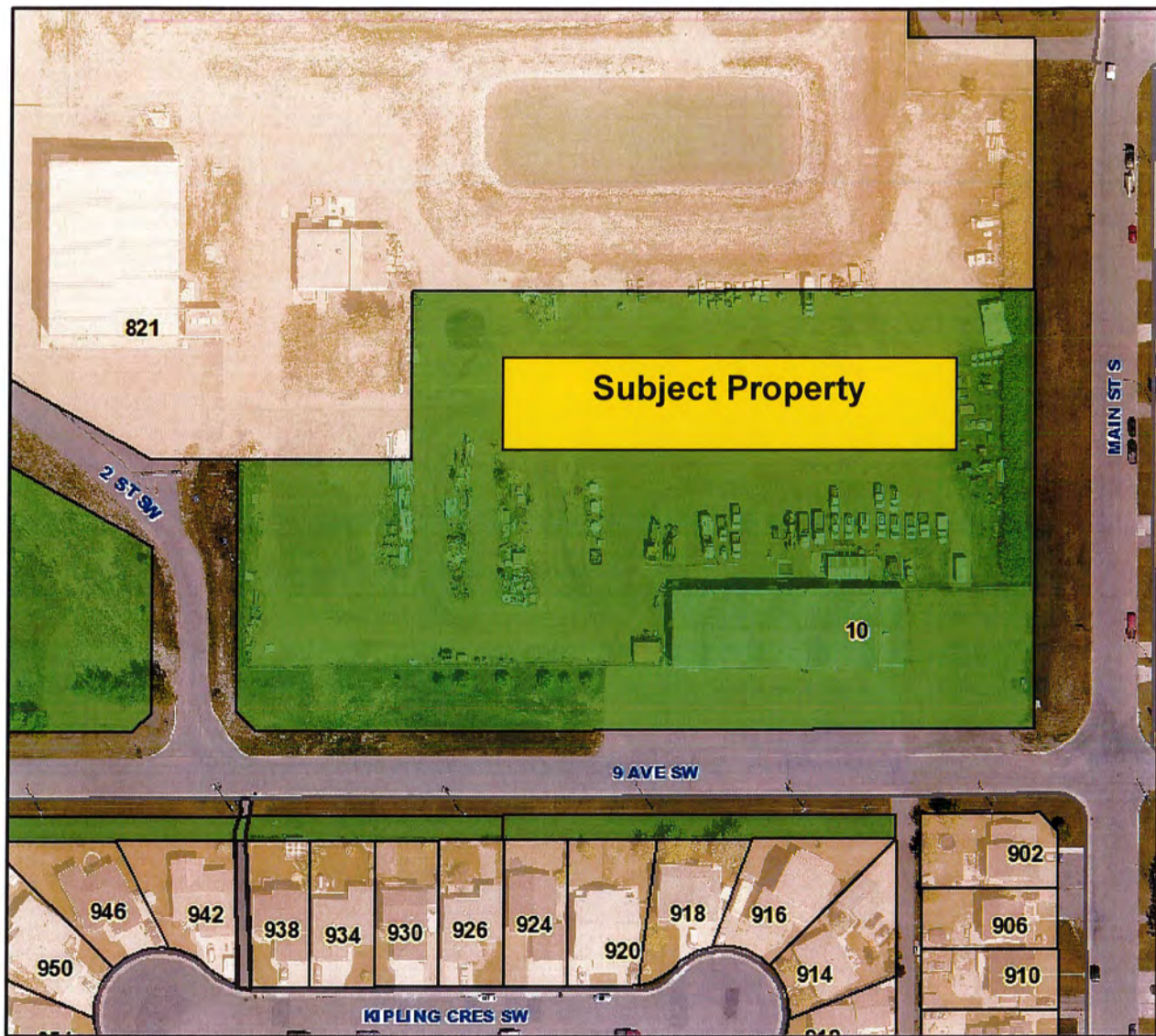
LEGAL DESCRIPTION  
PLAN 0010742  
BLOCK 1  
LOT 11  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
AREA: 1.83 HECTARES (4.52 ACRES) MORE OR LESS  
  
ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;6;13;8;SW  
  
MUNICIPALITY: TOWN OF REDCLIFF  
  
REFERENCE NUMBER: 167227 .

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
001 083 587	31/03/2000	SUBDIVISION PLAN		

OWNERS  
  
THE TOWN OF REDCLIFF.  
OF REDCLIFF  
ALBERTA T0J 2P0

[Close](#)





## TOWN OF REDCLIFF REQUEST FOR DECISION

**DATE:** June 22, 2020

**PROPOSED BY:** Municipal Manager

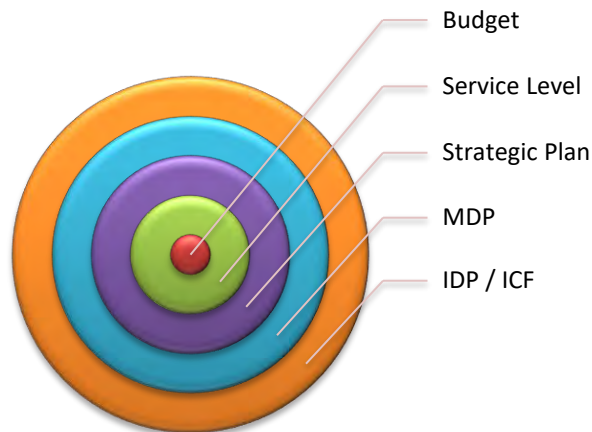
**TOPIC:** Confirmation of Council's Strategic Priorities for 2021 Budget

**PROPOSAL:** That Council confirm its strategic priorities and develop 2021 budget expectations

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### **BACKGROUND:**

The Town's current budget process identifies the importance of linking the annual budget to its strategic priorities. Attached to this RFD are guiding statements from statutory and non-statutory documents for information. The diagram demonstrates how all documents lead to service level and budget determination.



Administration is seeking confirmation of Council's strategic priorities ahead of the 2021 budget process as well as providing Council (see attached form) with the opportunity to provide suggestions/expectations as it relates to the upcoming budget.

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

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

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

**POLICY/LEGISLATION:**

Policy No. 116 – Budget Policy and the Municipal Government require the preparation and adoption of an annual budget.

**STRATEGIC PRIORITIES:**

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

**ATTACHMENTS:**

- Guiding Document Statements
- 2018-21 Strategic Plan
- 2021 Budget Submission Form

**OPTIONS:**

1. That Council confirms its strategic priorities and vision for the purpose of the 2021 budget goals and that these priorities make up the basic framework for considering budget ideas and submissions.
2. That Council confirms its strategic priorities and vision for the purpose of the 2021 budget goals and that these priorities make up the basic framework for considering budget ideas and submissions with the following amendments:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the strategic priorities and vision outlined in the Town of Redcliff 2018-21 Strategic Plan are confirmed for the purpose of the 2021 budget goals and that these priorities make up the basic framework for considering budget ideas and submission.
2. Councillor \_\_\_\_\_ moved that the strategic priorities and vision outlined in the Town of Redcliff 2018-21 Strategic Plan are amended as follows:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

and shall be applied for the purpose of the 2021 budget goals and that these priorities make up the basic framework for considering budget ideas and submissions.

**SUBMITTED BY:**

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

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



TOWN OF REDCLIFF  
-----  
BUDGET PREPARATION

Guiding Document  
Statements

2021

Budget

Service Level

Strategic  
Plan

MDP

IDP / ICF

---

### *Intermunicipal Development Plan*

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#### Regional Landfill Solution

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

#### Regional Transit

The three municipalities should work toward a regional transportation network that identifies future major roads and intersections for long-term commercial and industrial expansion.

#### Regional Trail System

Expanding a regional trail system in the tri-area is a worthwhile endeavor that adds an important quality of life amenity to the region's population.

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### *Intermunicipal Collaboration Framework*

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#### Priority Levels

Each intermunicipal initiative identified by the municipalities was assigned a priority level (Low, Medium, or High). This report list only those initiatives with a High Priority Level.

#### Transportation

Facilitate taxi bylaw harmonization between the City of Medicine Hat and the Town of Redcliff.

#### Emergency

Renegotiate fire agreement(s) between the City of Medicine Hat, the Town of Redcliff, and Cypress County.



## Water and Wastewater

Explore a bi-lateral potable water service agreement between the Town of Redcliff and Cypress County

Undertake a Tri-Municipal Growth and Water Study.

Develop a set of regional population projections.

## Other Municipal Service Areas

Identify whether the status quo method of economic development service delivery is appropriate or if an alternative method of service delivery is desired.

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## *Municipal Development Plan*

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## Priority Levels

Redcliff's MDP uses specific words in policies to denote intent. This report lists only those "SHALL" goals from Section 6.1

## Community

Increase community pride by promoting beautification of Redcliff.



The Town shall create building and neighbourhood design guidelines encouraging high-quality architectural design using natural and resilient building materials, creating a strong sense of place, and promoting social interaction.



The Town shall provide bylaw enforcement with tools and resources, in light of capacity and resource restraints, to proactively enforce unsightly property regulations.

Increase community involvement, citizen capacity, and event attendance.



The Town shall advertise community events using a variety of Town and local media news outlets.

Preserve and promote Redcliff's cultural and built heritage.



The Town shall create an inventory of historical buildings, resources, and culturally significant places in collaboration with the Redcliff Museum.



The Town shall create initiatives to bring greater recognition to historic resources in Redcliff.

## Economy and Tourism

Actively work to increase business and development investment and diversity.

- ✚ The Town shall expand partnerships with economic development organizations to attract business investment to Redcliff.
- ✚ The Town shall review and complete business attraction and retention strategies outlined in the 2017 Redcliff Business and Tourism Plan.
- ✚ The Town shall review the effectiveness of the roles of the Town as a Land Developer.
- ✚ The Town shall increase the advertising presence for land in Redcliff to promote business and development opportunities.
- ✚ The Town shall create and facilitate the creation of land parcels in greenfield areas that meet market demand for development in terms of size and servicing.

## Facilities, Services and Infrastructure

Establish and promote Redcliff as an independent municipality by improving infrastructure.

- ✚ The Town shall create and implement an asset management plan
- ✚ The Town shall upgrade the sanitary sewer system to meet peak flow demands

Public buildings and facilities are inviting and accessible.

- ✚ The Town shall ensure all public buildings and facilities are designed to promote socialization, fostering a small-town feel.
- ✚ The Town shall ensure all new Town facilities are universally accessible.

Improve upon and expand Town facilities and services.

- ✚ The Town shall create and implement a Facilities Master Plan to identify and fulfill community needs.
- ✚ The Town shall appropriately locate and plan facilities and amenities to meet future demand, with particular consideration to walkability and access to existing and future communities.
- ✚ The Town shall consider year-round use when developing future community amenities and facilities.

## Food and Agriculture

Land Use Planning ensures land is developed to its highest and best use, minimizing the impact on agricultural lands.

- ✚ The Town shall ensure land within the existing Town boundary is developed and redeveloped efficiently to prolong the need to potentially annex highly productive agricultural land in the future.
- ✚ The Town shall discourage leapfrog development by ensuring greenfield land is not developed prematurely for urban expansion, to minimize fragmentation and potential impact on, disturbance to, and destruction of agricultural land.
- ✚ The Town shall direct greenfield development on the fringe away from agricultural land outside the Town boundary wherever possible, and identify, protect, and buffer agricultural land from potential negative effects of adjacent development.

## Governance and Leadership

Council and Administration decision making is consistent, rational, and in the community interest.

- ✚ Council decisions shall consider the community's vision and needs.
- ✚ Council decision making process shall follow all Town plan and policy guiding documents and legislation.
- ✚ Council shall commit to plans and policies by having achievable goals and establishing implementation and monitoring frameworks.
- ✚ Administration shall follow Council's direction, and adhere to Town plans, policies, and guiding documents and legislation when implementing Council decisions.

Increase citizen engagement and participation in local government.

- ✚ The Town's public participation policy shall include a variety of engagement methods aimed at increasing public participation by reaching and involving all members of the community.
- ✚ The Town shall increase its use of new communication methods and technologies, such as social media and online platforms, as a means of communicating with the community.
- ✚ The Town shall implement public education campaigns on Town initiatives to actively increase community knowledge and engagement.

## Housing

Ensure neighbourhoods have a range of housing choices for all demographics by increasing the percentage of non-single-detached dwellings to 30% of total households Town-wide.

- ✚ The Town shall develop and attract investors to develop seniors living accommodations.

Housing in Redcliff is affordable, with a decreasing percentage of total households spending more than 30% income on housing and shelter.

- ✚ The Town shall coordinate with appropriate agencies and other levels of government to develop affordable housing strategies to meet the need for affordable housing in Redcliff.

## Intermunicipal Cooperation

Cooperate with other levels of government to ensure realization of shared goals.

- ✚ The Town shall uphold the vision of Alberta's Social Policy Framework by creating an inclusive and welcoming community where every resident has the opportunity to fulfill their potential and benefit from a thriving social, economic, and cultural life.
- ✚ The Town shall effectively incorporate Alberta's Active Living Policy in recreational programming so people can enjoy a high quality of life, improved health and wellness, economic benefits, and personal fulfillment through recreation, active living, and sport.
- ✚ The Town shall ensure Alberta's Pathway to Growth Tourism Framework is effectively implemented to enhance tourism experiences in the Canadian Badlands.
- ✚ The Town shall ensure cooperation with the province of Alberta on Destination Management Strategies to help guide tourism development.

- ✚ The Town shall follow Alberta's Clean Air Strategy to create and maintain air quality management initiatives supporting healthy ecosystems and economic growth without compromising air quality.
- ✚ The Town shall follow Alberta's Water for Life Action Plan by accelerating actions which manage and safeguard water resources.
- ✚ The Town shall use Alberta's Stepping Back from the Water as a guideline for creating a minimum standard when establishing setbacks from the South Saskatchewan River.
- ✚ The Town shall use Alberta's Efficient Use of Land Implementation Tools Compendium as a guideline for efficient land development to implement Strategy 5 of the South Saskatchewan Regional Plan.
- ✚ The Town shall use the Alberta Wetland Policy to make informed wetland management decisions which minimize the loss and degradation of wetlands.
- ✚ The Town shall uphold the Canadian Biodiversity Strategy by conserving biodiversity, using biological resources sustainably, and sharing the benefits from the use of genetic resources fairly.

Collaboration with municipal neighbours addresses common planning issues and ensures appropriate land use in the region and on fringe areas through implementation of the IDP.

- ✚ The town shall follow and adhere to the goals, policies, processes and land use concepts of the IDP by coordinating with municipal neighbours.
- ✚ The Town shall work with municipal neighbours to identify significant land uses in the region, anticipate future growth and needs, and ensure infrastructure and servicing supports development.

Cooperation with municipal neighbours ensures enhanced service delivery for regional residents.

- ✚ The Town shall uphold the agreements set out in the Intermunicipal Collaboration Framework.

## Land Use

Redcliff actively plans for future growth and development.

- ✚ The Town shall evaluate future community needs based on population needs and projected growth to ensure proper planning and budgeting.
- ✚ The Town shall cooperate with landowners and developers to ensure a supply of serviceable land is available.

Redcliff develops land efficiently to minimize conflicts and the impact on agricultural and natural landscapes.

- ✚ The Town shall ensure any land within the vicinity of a sour gas facility or pipeline meets the minimum setback requirements of the Alberta Energy Regulator.
- ✚ The Town shall minimize land use conflicts by designing compatible land uses ahead of future development to provide an appropriate mix of land uses.
- ✚ The Town shall consider development if it is contiguous with existing development and required services can be efficiently provided to serve the development.
- ✚ The Town shall ensure industrial developments are separated and buffered from other uses to prevent land use conflict.

- ✚ Proper noise attenuation from highways and/or railway traffic shall form part of any residential development adjacent to traffic corridors as required by a noise attenuation study.

Land development in Redcliff is aesthetically pleasing, projecting a small-town feel.

- ✚ The Town shall plan grid street systems in residential neighbourhoods whenever possible to promote walking and cycling.
- ✚ The Town shall support street oriented medium and high-density housing developments.
- ✚ The Town shall create design guidelines promoting building form, high-quality building materials, building scale, articulation, site layout, and neighbourhood design that facilitate a high degree of walkability and social interaction possibilities.
- ✚ The Town shall expect development to be in accordance with Town standards.
- ✚ The Town shall support Crime Prevention Through Environmental Designs (CPTED) practices as a means of enhancing security and safety to foster community pride.

Area Structure Plans, Area Redevelopment Plans, and the Land Use Bylaw compliment the vision and goals of the MDP.

- ✚ Area Structure Plans shall be prepared prior to the redistricting and subdivision of greenfield areas.
- ✚ The Town shall update the Land Use Bylaw to meet the future vision for Redcliff set out in the MDP.

Redcliff plans for future school sites in cooperation with the local school boards.

- ✚ The Town shall ensure Area Structure Plans are created and updated in coordination with the local school board(s) to plan for future school site allocation on land desirable for development.
- ✚ The Town shall ensure that, when land is subdivided, reserve land or money in lieu is dedicated to meet present and future needs for school sites.

## Natural Environment

Land, air, and water resources are protected and maintained.

- ✚ The Town shall develop and implement solid waste reduction programs.
- ✚ The Town shall develop and implement water conservation initiatives, recognizing the fragility of the water supply in the South Saskatchewan River.
- ✚ The Town recognizes the ecological value of aquatic habitats, water quality, and water features and shall protect them from degradation, taking into account the entire watershed.
- ✚ The Town shall develop landscaping guidelines and should provide incentives to encourage landscaping that minimizes water use.
- ✚ The Town shall strictly enforce littering bylaws.

The intrinsic value of landscapes, natural spaces, ecosystems, and biodiversity is preserved.

- ✚ The Town shall ensure significant environmental and cultural sites in the natural landscape are protected.

Neighbourhoods and developments are planned to complement and mirror ecosystem function.

- ✚ The Town shall require developers to design new stormwater management ponds to mimic the appearance and function of natural wetlands and act as open spaces for public enjoyment.

- ✚ The Town shall develop and implement an Urban Forest Master Plan to manage the tree canopy.
- ✚ The Town shall require developers to provide and implement a tree planting plan for all new developments.

## Parks, Recreation and Open Spaces

All residences in Redcliff are within 400m of neighbourhood park amenities.

- ✚ The Town shall develop new park amenities in vacant green spaces in residential areas.
- ✚ The Town shall ensure all park areas are classified appropriately in the Land Use Bylaw.

Collaboration with municipal neighbours addresses common planning issues and ensures land use in the region and on fringe areas through implementation of the IDP.

- ✚ The town shall follow and adhere to the goals, policies, processes, and land use concepts of the IDP by coordinating with municipal neighbours.
- ✚ The Town shall work with municipal neighbours to identify significant land uses in the region, anticipate future growth and needs, and ensure infrastructure and servicing supports development.

Redcliff 's parks and public spaces are safe and accessible.

- ✚ The Town shall consider the needs of people with impairments when planning and developing park amenities.
- ✚ The Town shall ensure parks are accessible for walking and biking by establishing safe street crossings and sidewalks.

Parks and public spaces are well-maintained and expanded when needed.

- ✚ The Town shall update the 2016 Parks Master Plan to align with the vision and goals of this Plan and continue to upgrade existing park amenities in accordance with the 2016 Parks Master Plan.
- ✚ The Town shall expand the walking and mountain biking trail network.
- ✚ The Town shall expand off-leash areas and create a permanent designated dog park.

New, unique, and all-age park amenities are developed.

- ✚ The Town shall develop sheltered and semi-sheltered public spaces in parks to provide seasonal protection for the elements and encourage greater use of park areas.

## Streets and Mobility

Redcliff's streets provide a safe and convenient way for all people to get around and participate in community life.

New, unique, and all-age park amenities are developed.

- ✚ The Town shall introduce traffic calming measures such as roundabouts and corner bumpers to increase safety.
- ✚ The Town shall install accessibility infrastructure to accommodate mobility impairments at all locations where pedestrian infrastructure connects to and must cross vehicle infrastructure.

- ✚ The Town shall evaluate all intersections for pedestrian safety, redesigning and upgrading intersections as needed.
- ✚ The Town shall consider the lighting of pedestrian areas when designing and installing road lighting.

Increased pedestrian and cyclist trips and decreased single-occupant passenger vehicle trips are made in town.

- ✚ The Town shall increase the proportion of pedestrian trips by:
  - Expanding the sidewalk system
  - Expanding the trail system
  - Creating separated sidewalks on major streets

- ✚ The Town shall increase the proportion of pedestrian trips by:
  - Creating bike paths on major roads
  - Providing bike racks at all Town-owned and operated facilities
  - Pilot-testing a bike share program

- ✚ The Town shall expand the pedestrian system to ensure parks and public spaces are well connected.

Redcliff's transportation network enables efficient travel.

- ✚ The Town shall design road systems to minimize travel distances and provide for easy navigation.
- ✚ The Town shall ensure Trans-Canada Highway access for residents and businesses.

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### *Strategic Plan*

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#### Vision

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

#### Mission

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

## Goals

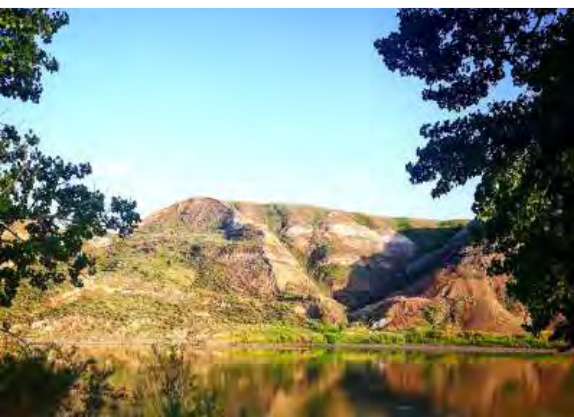
The Town of Redcliff has a well-planned, cost efficient and sustainable infrastructure system that meets the current and future needs of the community.

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

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

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





# TOWN OF REDCLIFF 2018-21 STRATEGIC PLAN

*September 2018*

# INTRODUCTION

Welcome to the Town of Redcliff's Strategic Plan for 2018 to 2021. This document outlines the Town of Redcliff's current goals and strategies to achieve its long-term vision for the community. It serves as a roadmap for Council and administration to align the Town's human and financial resources to overcome priority challenges and take key steps to improve the quality of life for Redcliff's residents. The 2018-21 Strategic Plan was developed with three questions in mind – what does life look like in Redcliff today, what do we want for our community in the future, and how will we get there?

This represents the Town's four-year plan, but it is not fixed in time. Priorities can change, and this plan may be updated to reflect the Town's changing environment. In addition, the Strategic Plan only focuses on new initiatives that will move the Town closer to its vision. This means that aspects of the Town's day-to-day delivery of services may not be reflected in the Strategic Plan but that does not diminish the importance or status of those services.



## PROCESS TO DEVELOP THE STRATEGIC PLAN

On July 20-21, 2018, members of Town Council and administration engaged in a strategic planning session, facilitated by Reedy Insights. The session involved a three-phase process, beginning with an environmental scan of the strengths, weaknesses, opportunities and threats (SWOT) of both the community and the Town of Redcliff. Town representatives then reviewed and refined the Town's vision statement to clearly describe the desired future state of the community in the year 2050. Once the vision was defined, it allowed for the development of goals and strategies that will close the gap between the current environment and the future vision for the community. Administration's expertise and input was used in the development of priorities and strategies and Council refined the strategies using an exercise to determine the areas of highest priority.

## VISION

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

## MISSION

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

## ENVIRONMENTAL SCAN

The strategic planning process involved an environmental scan to understand Redcliff's strengths, weaknesses, opportunities and threats. The following information was noted in the environmental scan and considered during the strategic planning process.



## DEMOGRAPHICS

**<1%**

**GROWTH IN  
POPULATION**  
between 2011-16 while  
Alberta's population  
grew by 11.5%<sup>1</sup>

**5,600**

**POPULATION**  
(2016)<sup>1</sup>

**37.2**

**MEDIAN AGE**  
higher than the  
provincial median  
age of 36.7<sup>1</sup>

**7%**

**NON-ENGLISH  
LANGUAGE**  
spoken most often  
at home<sup>1</sup>

**28%**

**YOUTH**  
19 years & under<sup>1</sup>

**8%**

**IMMIGRANTS<sup>1</sup>**

**44%**

**POSTSECONDARY**  
certificate, diploma,  
or degree<sup>1</sup>

**5%**

**INDIGENOUS  
IDENTITY<sup>1</sup>**

**15%**

**LONE-PARENT  
FAMILIES<sup>1</sup>**

**12%**

**SENIORS**  
65 years & older<sup>1</sup>

## ECONOMIC ENVIRONMENT

**25%**

**EMPLOYED IN**  
sales and service  
occupations<sup>1</sup>

**71%**

**TRAVEL**  
to a different  
community  
for work<sup>1</sup>

**227**

**BUSINESSES AND**  
94% HAVE LESS THAN  
50 EMPLOYEES<sup>5</sup>

**TOWN-OWNED  
LAND**

available for development

**\$79,317**

**MEDIAN  
HOUSEHOLD  
INCOME<sup>1</sup>**

**25%**

**EMPLOYED IN**  
trades, transport, or  
equipment operators<sup>1</sup>

Directly adjacent  
to the  
**TRANS-CANADA  
HIGHWAY**

**PROXIMITY TO  
MEDICINE HAT**  
creates direct  
competition for  
labour and business  
development

1 = Statistics Canada, Community Profile, 2016

2 = Alberta Municipal Affairs, Municipal Profiles, 2016

3 = Alberta Municipal Affairs, Municipal Profiles, 2017,  
municipalities with populations between 4,500 and 6,500

4 = Alberta Municipal Affairs, Equalized Assessment, 2017  
5 = Government of Alberta, Alberta Regional Dashboard, 2016



## SOCIAL & HOUSING ENVIRONMENT

**78%**

**SINGLE DETACHED  
HOUSES<sup>1</sup>**

**\$277,792**  
**AVERAGE VALUE  
OF DWELLING<sup>1</sup>**

**13%**

**SPEND 30%  
or more of income  
ON SHELTER<sup>1</sup>**

**LIMITED TYPES  
AND SUPPLY OF  
SENIORS HOUSING**  
creates challenges to age  
in the community

**LARGE  
GREENHOUSE  
INDUSTRY**

offers an affordable  
local food supply

**COMMUNITY  
SAFETY**

is enhanced through the  
local RCMP detachment

**LACK OF A  
HIGH SCHOOL  
FACILITY**

forces students to travel  
outside of Redcliff for  
education

**75 KM**

**LENGTH OF  
WASTEWATER  
MAINS  
MAINTAINED<sup>2</sup>**

**30 KM**

**LENGTH OF STORM  
DRAINAGE MAINS  
MAINTAINED<sup>2</sup>**

**87 KM**

**LENGTH OF  
WATER MAINS  
MAINTAINED<sup>2</sup>**

**90 KM**

**LENGTH OF ROADS  
MAINTAINED<sup>2</sup>**

## GOVERNANCE & SERVICE DELIVERY

**LOWEST  
RESIDENTIAL TAX RATE**  
compared to similar-sized  
communities<sup>3</sup>

**LIMITED  
KNOWLEDGE**  
of the expected life cycle  
of existing underground  
infrastructure

**ABOVE  
AVERAGE**

level of non-residential  
assessment compared  
to similar-sized  
communities<sup>4</sup>

**AVERAGE  
NON-RESIDENTIAL  
TAX RATE**  
compared to similar-sized  
communities<sup>3</sup>

1 = Statistics Canada, Community Profile, 2016  
2 = Alberta Municipal Affairs, Municipal Profiles, 2016

3 = Alberta Municipal Affairs, Municipal Profiles, 2017,  
municipalities with populations between 4,500 and 6,500

4 = Alberta Municipal Affairs, Equalized Assessment, 2017  
5 = Government of Alberta, Alberta Regional Dashboard, 2016



## GOALS AND STRATEGIES

The Town of Redcliff's strategic plan consists of four goals and a series of strategies that indicate how each goal will be achieved. Together the goals and strategies provide a roadmap for how the Town's resources will be used in 2018-21 to propel the community closer to its long-term vision.



### GOAL 1: INFRASTRUCTURE

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

A primary responsibility of the Town is to maintain an extensive multi-million dollar infrastructure system that serves the day-to-day needs of Redcliff's residents and businesses. This involves the maintenance and expansion of an integrated network of roads, sidewalks, water pipes, sewer pipes, storm drainage, public buildings, recreational facilities and many other supporting assets. Due to the costly nature of these assets and the limited financial resources available, the Town will take steps to establish a system for prioritizing the order of asset replacement within the constraints of the Town's forecasted financial resources.

#### STRATEGIES

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



### GOAL 2: ECONOMIC DEVELOPMENT

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

The Town recognizes that economic development is key to creating a more sustainable community. Over the next four years, the Town will focus on fostering a more attractive environment for business development and expansion where less residents will have to leave the community for employment. Moreover, these efforts will eventually lead to an increase in the breadth of retail and service-based businesses within the community.

#### STRATEGIES

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



### GOAL 3: SOCIAL ENVIRONMENT

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

Today, Redcliff offers a friendly small community feeling and is home to healthy mix of recreational and social opportunities but there are opportunities for improvement. The environmental scan highlighted that a current lack of seniors housing presents barriers for people to age in the community and there is an opportunity to increase the quality of life for seniors by integrating new housing with other complementary types of development. Other opportunities include taking better advantage of Redcliff's unique river valley and potentially supporting community agencies in new ways.

#### STRATEGIES

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



### GOAL 4: GOVERNANCE & SERVICE DELIVERY

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

To achieve the vision, the Town of Redcliff must be an effective leader within the community. In 2018-21, the Town will take proactive steps to limit employee turnover and ensure its regulatory environment encourages targeted types of development. The Town will also take a policy-based approach to limit scope-creep so that Town services can continue to be delivered in a planned and cost-effective manner.

#### STRATEGIES

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

## MEASURING PERFORMANCE

To monitor the progress of the 2018-21 Strategic Plan, the Town maintains an operational plan. The operational plan summarizes the necessary steps to implement each strategy, including the person responsible for each action, the targeted date of completion and any budget requirements. The status of the operational plan is regularly reviewed by administration and reported to Council for accountability purposes.

## **APPENDIX**



# Town of Redcliff

## 2018-21 Strategic Plan

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

### Strategies

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

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

### Strategies

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

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

### Strategies

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

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

### Strategies

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

## Vision

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

## Mission

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







## REQUEST FOR SUBMISSIONS FOR THE 2021 BUDGET

# SHARING YOUR IDEAS WILL IMPACT THE FUTURE OF OUR COMMUNITY

Your project or service idea could be the start of a new positive program or other needed improvement in our community, and the Town of Redcliff would like you to share your ideas with us. The Town's Budget Committee will review your ideas as part of the 2021 Budget Process.

### Submit Your Idea!

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

Please submit your suggestions by August 14, 2020 to:

Town of Redcliff  
Attention: Director of Corporate Services  
#1 – 3<sup>rd</sup> Street NE, Box 40  
Redcliff, Alberta, T0J 2P0  
Phone: 403-548-3618  
Fax: 403-548-6623  
E-mail: [finance@redcliff.ca](mailto:finance@redcliff.ca)



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

# BUDGET SUBMISSION FORM

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

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

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

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Phone Daytime: \_\_\_\_\_

Phone Evening: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## Project Information:

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

Project Title: \_\_\_\_\_

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

Estimated one time cost: \_\_\_\_\_ Estimated Annual Operating Cost: \_\_\_\_\_

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

(Please attach sheet if more space is required): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Tax Rates / Utility Rates / User Fees / Other: \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_ (Please attach sheet if more space is required).

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 22, 2020

**PROPOSED BY:** Community & Protective Services Department

**TOPIC:** Pool Resurfacing

**PROPOSAL:** Request for Budget Amendment

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**BACKGROUND:**

A capital project to resurface the main pool and the wading pool (Project B10) was approved in the 2020 capital budget. The approved budget amount to complete the work was estimated at \$240,000. The lowest bid that was received was approximately \$284,000.

Community & Protective Services would still like to proceed with the needed pool project at the end of this season. The last time the pool was resurfaced was in 2010 and it has served its expected lifecycle. In order to do this, additional funding of \$60,000 is being requested. This amount of funding is available through the purchasing reserve.

**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.

**Strategy 1.3.** - Establish a life cycle plan for all facilities and infrastructure

**ATTACHMENTS:** N/A

**OPTIONS:**

1. Increase the Pool Resurfacing Project budget from \$240,000 to \$300,000 and proceed with the project. Further that the increase be funded from purchasing reserve.
2. Defer the pool resurfacing capital project to the 2021 Capital Budget discussions.

**RECOMMENDATION:** Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved the pool resurfacing project budget be increased from \$240,000 to \$300,000. Further that the increase be funded from purchasing reserve.
2. Councillor \_\_\_\_\_ moved to defer the pool resurfacing capital project to the 2021 Capital Budget discussions.

**SUBMITTED BY:**

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

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



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Edmonton-South West

AR100068

June 10, 2020

His Worship Dwight Kilpatrick  
Mayor  
Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

Dear Mayor Kilpatrick,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

**The 2020 GTF allocation for the Town of Redcliff is \$320,330.**

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications/gas-tax-fund-allocations](https://open.alberta.ca/publications/gas-tax-fund-allocations).

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

Kaycee Madu, QC  
Minister

cc: Phyllis Forsyth, Chief Administrative Officer, Town of Redcliff





## CYPRESS COUNTY

816 - 2<sup>nd</sup> Avenue, Dunmore

Alberta T1B 0K3

Phone: (403) 526-2888

Fax: (403) 526-8958

[www.cypress.ab.ca](http://www.cypress.ab.ca)

June 15, 2020

James Johansen

Director of Planning & Engineering Town of Redcliff Box 40

Redcliff AB T0J 2P0

**RE: NOTICE OF PUBLIC HEARING – Land Use Bylaw Amendment 2020/06  
Gasoline Alley Area Structure Plan (Dunmore)**

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Pursuant to the provisions of the Municipal Government Act, as an owner, adjacent owner, or adjoining municipality, or having an interest in the above noted land, you are hereby notified of the public hearing for the above described Bylaw.

**A public hearing on the matter will be held at 10:00 A.M., Tuesday, July 7, 2020. In accordance with Alberta Regulation 50/2020, the public hearing will be livestreamed on the Cypress County website, and available by clicking the video tab under the heading of Minutes and Agendas 10:00 a.m. on Tuesday, July 7, 2020.**

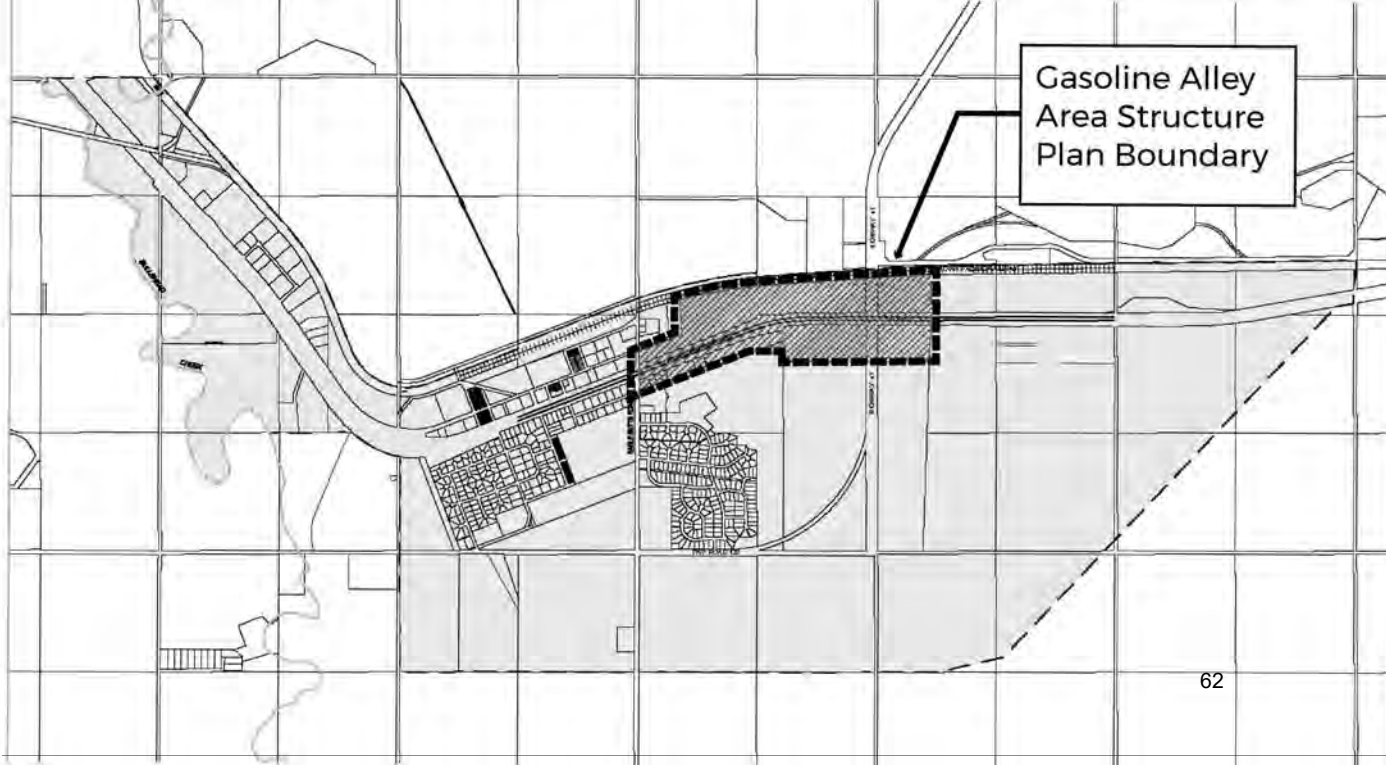
Any person wishing to make submissions is encouraged to submit written submissions in advance of the hearing, prior to 10:00 a.m. on Tuesday, July 7, 2020, by email to [planning@cypress.ab.ca](mailto:planning@cypress.ab.ca) or by mail to 816 2nd Avenue, Dunmore AB T1B 0K3.

Any members of the public who would be entitled to make submissions during the public hearing if the public hearing were being held in person will be entitled to make submissions during the public hearing **by email only**. Email submissions can be made during the public hearing by sending an email to [planning@cypress.ab.ca](mailto:planning@cypress.ab.ca). All email submissions received before the close of the public hearing will be provided to Council and read out loud during the public hearing and participants will be given the opportunity to respond where appropriate.

A copy of the proposed Bylaw and any other related documents may be requested in advance and picked up during regular office hours at the Administration Office of Cypress County in Dunmore, Alberta. The Bylaw may also be viewed at the Cypress County website [www.cypress.ab.ca](http://www.cypress.ab.ca) under the heading of "News".

Sincerely,

Kaylene Simpson  
Municipal Planner



Gasoline Alley  
Area Structure  
Plan Boundary



## Planning & Development Services

City of Medicine Hat  
580 – 1 Street SE  
Medicine Hat, AB T1A 8E6  
Phone: 403.529.8374  
Fax: 403.502.8038  
[pbe@medicinehat.ca](mailto:pbe@medicinehat.ca)

May 27, 2020

Dear Stakeholder,

The City of Medicine Hat has created a comprehensive update to its guiding vision, the Municipal Development Plan. This project, **myMH Master Plan**, is a 30-year citywide plan putting in place strong and visionary policies to help create a more prosperous, livable and sustainable city.

### **A draft plan is now ready for public viewing and feedback.**

As an influential stakeholder in our area, the myMH team wishes to invite you and your colleagues to learn more about Medicine Hat's "Master Plan", to view some informative videos, and provide feedback as part of the final round of community engagement. Due to physical distancing requirements, traditional in-person community engagement events are not possible during this final stage of the project. However, the myMH team has provided several ways for the community to safely explore the policies of the draft Plan and to share their thoughts before it is brought to a statutory Public Hearing at City Council at the end of summer.

Please visit the project website at <http://shapeyourcity.medicinehat.ca/municipal-development-plan> for a digital version of the draft Plan, project information, informational videos, and an online survey (closes June 25, 2020).

A great plan is inspiring, exciting as well as achievable. By incorporating expert advice, practical requirements and valued community voices, the myMH Master Plan provides a shared vision of the future, and outlines common goals and directions for Hatters to work towards together. The myMH team hopes that you will take a few minutes to browse through this foundational project and share your thoughts.

Sincerely,

Kent Snyder, RPP, MCIP  
General Manager  
Planning & Development Services

# Medicine Hat Looping Project 2023.

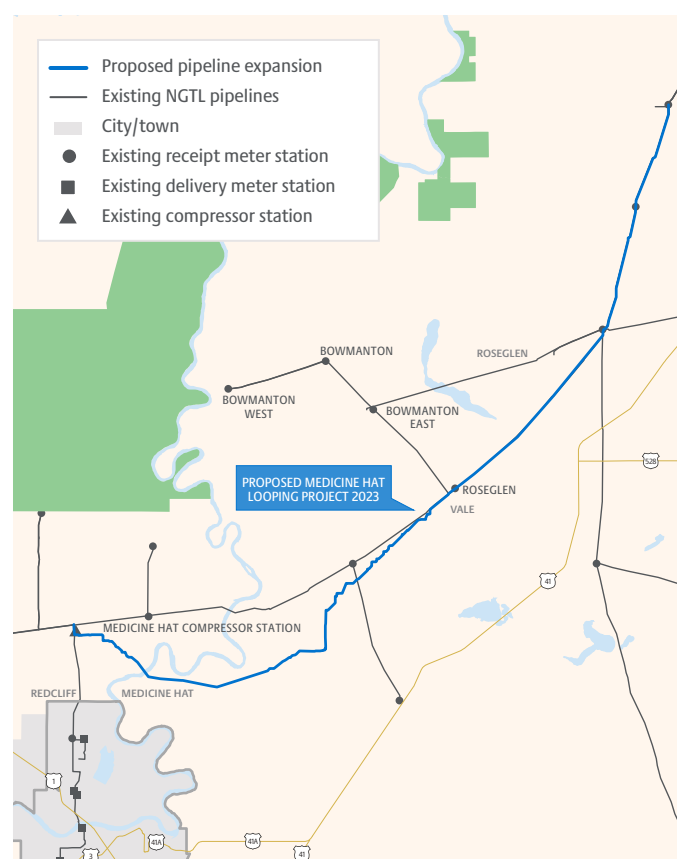
NOVA Gas Transmission Ltd. (NGTL), a wholly owned subsidiary of TransCanada PipeLines Limited, an affiliate of TC Energy Corporation (TC Energy) is proposing to construct, own, and operate the Medicine Hat Looping Project 2023 (Project). The purpose of the proposed Project is to meet the increased demand in natural gas in the Medicine Hat and surrounding areas. The proposed Project is approximately 64 km of 24-inch diameter pipeline (NPS 24), located approximately 5 km north of the City of Medicine Hat in the Municipal District of Cypress County, Alberta. NGTL anticipates filing an application with the Canada Energy Regulator (CER) under Section 183 of the Canadian Energy Regulator Act in Q3 2020, with an anticipated in-service date in Q2 2023.

## Project website:

[www.tcenergy.com/medicinehatlooping](http://www.tcenergy.com/medicinehatlooping)

TC Energy periodically provides information beginning at the early stages of project development, including prospecting, continuing throughout the life of assets. The information provided is intended to give people the opportunity for meaningful input and inform interested parties of our proposed activities. Please be aware that as planning progresses, new information becomes available and details may change from the time of this printing.

TC Energy considers the language needs of those persons and communities potentially affected by its projects, and aims to identify and use where appropriate, both French and English during its engagement activities in order to help ensure their effectiveness.



## Medicine Hat Looping Project 2023

Q1 2020	Engagement Start
Q2 2020	Project Notification
Q3 2020	Application
Q3 2022	Mainline Construction Start
Q2 2023 (commercial)	In Service Date



Our NGTL assets are regulated by the Canada Energy Regulator (CER) and when we determine a feasible growth strategy with input from our customers, we will bring you more information clearly identifying a scope for the proposed project, indicating the type of regulatory application we will plan to submit.

With more than 65 years' experience, TC Energy is a leader in the responsible development and reliable operation of North American energy infrastructure including natural gas and liquids pipelines, power generation and gas storage facilities. We safely deliver the energy that millions of North Americans rely on every day to power their lives and fuel industry.

### **Responsible stakeholder and rightsholder engagement**

Guided by our values of safety, responsibility, collaboration and integrity, we are proud of the positive relationships we have built with our neighbours for the last 65 years. We recognize that ensuring Indigenous groups, as rightsholders, and our stakeholders are engaged and respected is critical to TC Energy's success.

We are committed to sharing information and seeking public input which results in better plans – for us, stakeholders, rightsholders and communities as a whole. We document the entire interested parties engagement process including the issues raised by stakeholders and rightsholders, along with the ways we address these issues.

### **Commitment to engagement and addressing concerns**

Our approach to consultation and engagement with stakeholders, landowners, and Indigenous groups is focused on understanding concerns and addressing issues related to our projects and operations. We engage and consult early and often, invite feedback, provide updates and address concerns throughout the regulatory process and throughout operations.

Our preference for addressing concerns is through direct and respectful discussion. Issues received or identified during these discussions are systematically tracked and followed to promote mutual resolution. If mutual resolution is not achievable, parties may consider use of the CER collaborative Alternative Dispute Resolution (ADR) process.

### **Engaging Indigenous groups**

Building and maintaining relationships with Indigenous groups near our proposed projects and existing facilities has long been an integral part of our business. We recognize Indigenous groups as rightsholders who have a distinct relationship with the land. We know that our activities have the potential to affect the lives of Indigenous groups in a tangible way.

We work closely with Indigenous groups to understand the potential effects of the Project on the exercise of Indigenous rights and any other interests of Indigenous peoples in the Project area. The information we work with Indigenous groups to collect is considered in the project planning process and evaluated by provincial and federal authorities, including the CER, as part of their regulatory review.

We aim to conduct our activities in a way that fosters mutual understanding and benefit – this includes working with communities to identify and manage potential effects of our activities and provide enduring economic opportunities. TC Energy also provides business, employment, training opportunities, and supports community-led initiatives of Indigenous groups that focus on safety, community, environment and education.

### **Community benefits**

Our projects offer long-term economic benefits and help strengthen the economy on a local, provincial and national level:

- Employment and business opportunities – Construction requires the services of equipment operators, welders, mechanics, truck drivers, labourers, and more, as well as creates demand for local goods and services. Vendors interested in working with us can visit [TCEnergy.com](http://TCEnergy.com) to register as an interested local service provider. We award contracts to qualified pipeline construction contractors and work with them to provide local employment opportunities.
- Annual revenue to support local services – Project construction results in tax payments to all levels of government. When the project is operational, annual tax payments help support schools, hospitals, emergency services and other local programs vital to communities.
- Investment in local communities and Indigenous groups – Giving back to the communities where we operate has always been part of our culture. Whether it's partnering with community groups, supporting local initiatives or encouraging our employees to be involved in their neighbourhoods, the goal of our Build Strong community investment program is to build strong and vibrant communities across North America. Visit [TCEnergy.com/BuildStrong](http://TCEnergy.com/BuildStrong) for more information.

## Managing our environmental footprint

Whether it's designing, building, or operating energy infrastructure, we are committed to being responsible environmental stewards on the land we share – and our environmental principles of stewardship, protection and performance help guide our decisions. As part of our commitment, and in support of the regulatory process, we assess potential effects that may be associated with construction and operation of a proposed project. Some examples of possible effects associated with pipeline projects include potential effects to soil, water, fish, and wildlife, air quality, and noise.

The Environmental and Socio-Economic Assessment prepared for a proposed project considers potential effects on communities and groups whose interests may inform our planning process, including the potential for the a project to impact diverse groups of people. We propose mitigation and enhancement measures and evaluate the significance of residual effects once these measures are implemented. An Environmental Protection Plan is also developed to identify the necessary measures to be used during construction, and the best practices we use to guide operations of the assets throughout their life cycle to manage effects and maintain equivalent land capability.

At the end of a pipeline's lifecycle, the asset is taken out of service with as much thought and care as when it was proposed and constructed. More information about pipeline end-of-life is available on our website at

[TCenergy.com/about/energy-101/lifecycle-of-a-pipeline/](https://www.tcenergy.com/about/energy-101/lifecycle-of-a-pipeline/)

## Route selection

TC Energy employs a systematic and thorough route selection process during prospecting using a variety of considerations, such as:

- desktop studies
- helicopter surveys
- ground verification and on-the-ground field survey
- engineering, geotechnical and environmental field studies
- co-location of the pipeline along existing disturbances and corridors to minimize new footprint

Route selection takes into account the objectives of minimizing the total route length or land requirements, meeting applicable regulatory requirements and reducing the environmental footprint, while carefully assessing overall construction complexity and our ability to meet customer needs.

Once a route is proposed, feedback received through stakeholder, landowner and Indigenous engagement informs the assessment of proposed routes and sites.

## What to expect during and after construction

The planning that goes into the construction and operation of our pipeline projects reflects commitments we've made and conditions we receive during the regulatory review process. We track and report our progress on regulatory conditions with the CER and follow up on the commitments we've made to honour the relationships we've built with Indigenous groups, communities and landowners.

During pipeline construction there is an increase in traffic in and around the project area as well as heavy equipment onsite for earthworks, material handling/hauling, welding and testing. We adhere to construction plans and the Environmental Protection Plan to ensure that the impacts of construction activities on communities are minimized.

Many of our projects include the use of temporary work space and, where required, workforce accommodations purpose-built to support construction. Where our plans include these features, we begin the conversation with potentially affected stakeholders early on to hear and understand community interests.



Access to-and-from site is planned based on a number of factors including finding the safest and most efficient routes to our work site, existing infrastructure, new infrastructure required to support construction, and municipal planning. Access planning is refined throughout project development and final plans are communicated to communities prior to work starting.

Once construction is completed, the impacted land area including our temporary work space and workforce accommodation areas is reclaimed to an equivalent land capability so that it can support various uses such as wildlife habitat or agricultural purposes, similar to the ability that existed previously. Measures are taken to prevent topsoil/surface material loss from wind and water erosion and to establish a vegetative cover native to the surrounding vegetation and land use. After the facilities are constructed, there will be minimal traffic associated with ongoing operations and maintenance.

On freehold lands, landowners have the right to fully use and enjoy the right of way subject to the terms of the right-of-way agreement, and CER and Damage Prevention Regulations. To provide public safety and to protect property and the environment, written consent from TC Energy is required for certain activities on the pipeline right of way and within the 30-metre prescribed area. These activities include but are not limited to: operating motor vehicles or mobile equipment, reducing or adding soil cover and any excavation or ground disturbance. Stakeholders may contact TC Energy with at least 10 working days' notice to apply for written consent at [writtenconsent.transcanada.com](http://writtenconsent.transcanada.com). After written consent has been received, request a locate by visiting [ClickBeforeYouDig.com](http://ClickBeforeYouDig.com) or calling the appropriate provincial One-Call Centre.

### Ensuring our pipelines are safe

Our safety program starts before construction. We use only high-quality materials, the latest proven technologies and industry-leading practices to ensure the integrity of our pipelines before they go in the ground. We are a leader in North America in the use of automatic welding and ultrasonic testing technologies to construct pipelines. These technologies ensure high quality welds are made and every weld is inspected by qualified independent inspectors during construction. Prior to placing a pipeline in service, it is hydrostatically tested with water at a higher pressure than it will see during operations. In addition, pipeline inspection tools with high resolution sensors are run through the pipeline to check for any other irregularities prior to flowing natural gas.

Once operational, we use state-of-the-art leak detection systems, safety features such as shut-off valves and provide highly specialized training for people working on our assets. Our pipeline systems are monitored 24 hours a day, 365 days a year by trained operators in our Operations Control Centres who manage the most sophisticated pipeline monitoring equipment and technology available. Our industry-leading asset integrity programs manage our pipeline and facilities for their entire life cycle to ensure they provide safe and reliable energy to consumers throughout North America.

### Emergency preparedness and response

Our goal is to ensure that our pipeline and energy facilities operate safely every day and that the public, our employees, and the environment are protected during the unlikely event of incident involving our assets. All TC Energy safety initiatives are designed to advance one goal: Zero is Real. We are proud to have an industry leading safety record and continue to work towards our goal of zero safety incidents. Being prepared for the rare cases when something does go wrong is part of the commitment to ensuring the safety of the communities where we live and operate.

At the first sign of any potential issue on our pipeline systems, our control centre operators can stop the flow of product through the pipeline in minutes and investigate. If an irregular condition is detected, pipeline operators immediately dispatch emergency personnel to the scene to investigate. The pipeline is not restarted until it has been confirmed on site by qualified personnel that it is safe to do so.

In the unlikely event of an incident, all our assets have specific Emergency Response Plans that outlines the steps we'll take to respond. Our Emergency Preparedness and Response team is focused on quickly and effectively responding to emergencies and mitigating any impacts that may have occurred to public safety, property or the environment in a timely manner.

If there is an incident, we work closely with authorities, emergency responders and the media to ensure local residents are safe and aware of the situation.

In the event of an emergency, please contact TC Energy's 24-hour emergency line at **1-888-982-7222**. Find out more by visiting [TCEnergy.com](http://TCEnergy.com).

### Contact us

Contact us with any questions about our prospecting:

1-855-895-8754  
[public\\_affairs\\_ca@tcenergy.com](mailto:public_affairs_ca@tcenergy.com)

Or write to us at:

**TC Energy**  
450 - 1 Street S.W. Calgary, AB  
Canada, T2P 5H1

For further information regarding the CER's processes, please contact us or contact the regulator directly:

Canada Energy Regulator  
Suite 210, 517 - 10 Avenue S.W. Calgary, AB  
Canada, T2R 0A8  
1-800-899-1265  
[info@cer-rec.gc.ca](mailto:info@cer-rec.gc.ca)  
[www.cer-rec.gc.ca](http://www.cer-rec.gc.ca)

**TCEnergy.com**

**RIVERVIEW GOLF CLUB  
BOARD MEETING AGENDA  
JUNE 9, 2020 1:00 PM**

**1.0 Call to Order**

**2.0 Adoption of Agenda**

**3.0 Minutes of the Previous Meeting May 12, 2020**

**4.0 Financial Report to May 31, 2020**

**5.0 Grounds and Building Committee Report**

**6.0 Administration Committee Report**

**6.1 General Manager's Report (attached)**

**7.0 Other Business**

**7.1 C.F.E.P. Project updates**

**7.2 Town of Redcliff Contracted Services and Landfill Fees**

**7.3 Memorial Plaque**

**7.4 Hitting Cage Use Policy (for discussion)**

**7.5 Parkside School Award Sponsorship**

**7.6 Correspondence – Gerard Klotz**

**7.7 Correspondence – Richard Humphries – Tee Time Intervals**



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

**May 12, 2020 at 1:00 PM**

**Present:** Cliff Sackman, President  
Bill Duncan, Vice President  
Darrell Schaffer, Secretary  
Jerry Beach, Treasurer  
Russ Paulson, Director  
Derrin Thibault, Town of Redcliff  
Chris Czember, Town of Redcliff (Arrived at 3:30 P.M.)  
Todd Read, General Manager  
Jordy Sautner, Grounds Superintendent

Bill Duncan called the meeting to order at 1:03 P.M.

**MOTION:** Russ Paulson moved the agenda for May 12, 2020 meeting be adopted as presented. MOTION CARRIED.

**MOTION:** Cliff Sackman moved the minutes of the April 13, 2019 Board Meeting be approved as presented. MOTION CARRIED.

### **FINANCIAL REPORT**

**MOTION:** Chris Czember moved the Financial Report to April 30, 2020 be received for information. MOTION CARRIED.

### **GROUNDS AND BUILDING COMMITTEE**

**MOTION:** Jerry Beach moved the report from Jordy Sautner, Grounds Superintendent be received for information. MOTION CARRIED.

### **ADMINISTRATION COMMITTEE**

**MOTION:** Derrin Thibault moved the report from Todd Read, General Manager be received for information. MOTION CARRIED.

**MOTION:** Derrin Thibault moved the information presented by Darrell Schaffer regarding the following administrative issues;

- a. The Club's next casino originally scheduled in September 2020 will be rescheduled due to the COVID-19 situation.

- b. The Club's by-laws as presented and approved by the membership at the Annual General Meeting on December 8, 2019 has now received official approval under the Societies Act Regulation.
- c. The Club application and receipt of a \$40,000 interest free loan through the Canada Emergency Business Account (CEBA) of which up to \$10,000 is forgivable if paid back by Dec. 31, 2022.
- d. Discussions with the Club's insurance broker regarding potential adjustments to our existing insurance policy is ongoing.

be received for information. MOTION CARRIED.

#### **OTHER BUSINESS**

#### **MOTION:**

Chris Czember moved the information presented regarding the following items;

- a. C.F.E.P. Project update (Cliff Sackman)
- b. Town Loan Payment (Derrin Thibault)
- c. Potential donation from club member to purchase trees (Todd Read)

be received for information. MOTION CARRIED.

Darrell Schaffer moved to adjourn the meeting at 2:24 P.M. MOTION CARRIED.

Riverview Golf Club  
INCOME STATEMENT

	May 2020	YEAR TO DATE	BUDGET 2020
<b>REVENUE</b>			
<b>Sales Revenue</b>			
Memberships	\$ 77,141.00	\$ 237,731.00	\$ 285,000.00
Green Fees	\$ 33,697.53	\$ 34,290.53	\$ 195,000.00
Cart Rentals - Public	\$ 12,865.00	\$ 12,901.00	\$ 82,000.00
Tournaments	\$ 60.00	\$ 298.09	\$ 72,000.00
Cart Leases and Storage	\$ 35,979.00	\$ 52,804.00	\$ 66,000.00
League	\$ 200.00	\$ 485.71	\$ 33,000.00
Merchandise Sales	\$ 2,764.10	\$ 2,944.10	\$ 20,000.00
<b>Net Sales</b>	<b>\$ 162,706.63</b>	<b>\$ 341,454.43</b>	<b>\$ 753,000.00</b>
<b>Other Revenue</b>			
Kitchen Lease			\$ 16,800.00
Donations	\$ 4.00	\$ 704.00	
Sponsorships & Tournament Donations	\$ -	\$ 1,250.00	\$ 2,000.00
Advertising	\$ -	\$ 300.00	
Grants	\$ 50,000.00	\$ 100,000.00	
Miscellaneous Revenue	\$ 13,792.88	\$ 14,487.88	\$ 2,000.00
Patronage Dividends		\$ 918.01	
Golf Canada Memberships	\$ 1,083.45	\$ 2,656.20	\$ 4,500.00
Gain/Loss on Disposal of Assets			
<b>Total Other Revenue</b>	<b>\$ 64,880.33</b>	<b>\$ 120,316.09</b>	<b>\$ 25,300.00</b>
<b>TOTAL REVENUE</b>	<b>\$ 227,586.96</b>	<b>\$ 461,770.52</b>	<b>\$ 778,300.00</b>
<b>EXPENSE : Payroll Expense</b>			
Grounds Wages	\$ 23,376.66	\$ 41,809.19	\$ 215,000.00
Pro Shop Wages	\$ 6,577.75	\$ 9,697.75	\$ 65,000.00
EI & CPP Expense	\$ 1,958.26	\$ 3,461.69	\$ 19,500.00
WCB Expense	\$ (414.07)	\$ 344.33	\$ 2,500.00
Employee Benefits		\$ 330.00	
<b>Total Payroll Expense</b>	<b>\$ 31,498.60</b>	<b>\$ 55,642.96</b>	<b>\$ 302,000.00</b>
<b>Grounds Expense</b>			
Course Grounds Expense	\$ 13,358.35	\$ 17,819.76	\$ 45,000.00
Water & Pump House Expense	\$ 5,383.26	\$ 6,886.48	\$ 45,000.00
Cart Repairs & Maintenance	\$ 1,696.15	\$ 1,696.15	\$ 2,000.00
Shop Expense	\$ 665.39	\$ 991.65	\$ 4,000.00
Equipment Expense	\$ 2,952.64	\$ 3,383.84	\$ 30,000.00
Freight	\$ 166.29	\$ 454.78	\$ 1,300.00
<b>TOTAL Grounds Expense</b>	<b>\$ 24,222.08</b>	<b>\$ 31,232.66</b>	<b>\$ 127,300.00</b>
<b>Pro shop Expense</b>			
Merchandise Expense	\$ 1,068.30	\$ 4,360.98	\$ 15,000.00
<b>Total Pro Shop Expense</b>	<b>\$ 1,068.30</b>	<b>\$ 4,360.98</b>	<b>\$ 15,000.00</b>

Riverview Golf Club  
INCOME STATEMENT

<b>General &amp; Administrative Expense</b>			
Accounting & Legal		\$ 4,500.00	\$ 22,500.00
Advertising & Promotions	\$ 355.00	\$ 1,131.35	\$ 1,000.00
Membership fees & Licenses	\$ 1,000.00	\$ 709.25	\$ 6,000.00
Cash Short/Over	\$ (6.22)	\$ (6.49)	\$ 200.00
Credit Card Charges	\$ 29.07	\$ 2,591.41	\$ 7,500.00
Insurance	\$ 1,540.10	\$ 10,239.24	\$ 20,000.00
Interest & Bank Charges	\$ 6.00	\$ 173.00	\$ 1,000.00
Interest on Leases	\$ 1,299.61	\$ 7,778.10	
Admin Supplies and Expense	\$ 283.41	\$ 3,811.88	\$ 10,000.00
Property Taxes	\$ 2,477.04	\$ 2,477.04	\$ 2,600.00
Tournament Expense			\$ 40,000.00
Miscellaneous Expense	\$ 34.90	\$ 465.30	\$ 700.00
Building Repairs & Maintenance	\$ 1,324.96	\$ 2,148.51	\$ 4,000.00
Cleaning Supplies	\$ 554.64	\$ 982.11	
Telephone & Internet	\$ 407.58	\$ 2,894.23	\$ 4,000.00
Utilities	\$ 1,238.31	\$ 9,030.33	\$ 22,000.00
Kitchen Expense	\$ 573.19	\$ 573.19	\$ 1,000.00
Legal		\$ 17,500.00	
<b>Total General &amp; Admin Expenses</b>	<b>\$ 11,117.59</b>	<b>\$ 66,998.45</b>	<b>\$ 142,500.00</b>
<b>TOTAL EXPENSE</b>	<b>\$ 67,906.57</b>	<b>\$ 158,235.05</b>	<b>\$ 586,800.00</b>
<b>NET INCOME</b>	<b>\$ 159,680.39</b>	<b>\$ 303,535.47</b>	<b>\$ 191,500.00</b>
Loan/Lease Payments			\$ 156,000.00
<b>Additional Financial Comments</b>			
Changes to Assets/Liabilities			
Ground Improvement	\$15,607.90		
Building Purchases	\$ 59,582.10		
Grounds Purchases	\$ 68,076.00		
Furniture & Fixtures ( Kitchen)	\$ 4,903.50		
<b>TOTAL</b>	<b>\$148,169.50</b>		
Loan#1 CEBA	\$ 40,000.00		
Accounts Receivable	\$ 1,971.49		
( De Lage Landen Re: payout of club carts)			
<b>Bank Balance as of May 31, 2020</b>			
Credit Union Chequing	\$ 253,269.82		
Credit Union Casino	\$ 4,066.52		
Credit Union Savings	\$ 4.80		
Common Shares	\$ 1.03		
Servus Rewards-2	\$ 104.00		
GIC - 1 Year #1	\$ 109,432.08	Accrued Interest= \$1906.82	
GIC - 1 Year #2	\$ 5,000.00	Accrued Interest= \$87.12	
Loan #1 CEBA	\$ 40,000.00		
<b>Book Balance of Credit Union March 31, 2020</b>			
Credit Union Chequing	\$ 233,874.12		



**Board of Directors Meeting  
June 9, 2020  
General Manager's Report**

**Overview:**

For the period May 11 to June 7, 2020 the Club's revenues are \$100274. We now have 179 Adult Memberships (up 9 this month), 17 intermediate (up 5 this month), and 13 Young adults (up 8 this month) for a total of (209)

We have had 4538 rounds played as of June 7, 2020 compared to 2647 for the same period last year (70 golfer more per day this year). 1232 public player vs 704 last year or 19.25 more per day this year.

We are modifying our cart refuelling and cleaning procedures to improve the cleanliness of the carts as the sanitizer makes the carts sticky and they collect dust and dirt.

Men's league was cancelled due to poor participation. However, we moved forward with the Members Match Play with 20 players.

Cart 37 was apparently damaged last year during a ladies league night. I was not aware of this as it was brought to my attention by Lauren Koenig. I did not find any documentation from Doug. We should get this damage repaired. The wind blew a windshield down and cracked it. Another repair required.

We moved to 12 minute tee times on May 23 have been operating for 2 weeks. We have run out of carts as early as 11 am and on a number of occasions we have had no carts available for players and have had to wait for cart to come in. We have had over 200 players in a day on 7 of the last 14 days. With the new regulations that enable two people to ride a cart we can move to 10 minute tee times on June 17, 2020.

I have researched the possibility of renting carts to help with our fleet. I have contacted the dealer in Lethbridge and they do NOT have any carts to lease. I have a call into Club Car. I will continue to look for options but given that every course has cart challenges, prospects do not look good at this time.

Thank you

Todd

### **Operations Breakdown:**

#### **1. Finances (Lightspeed transactions ONLY) May 11-June 6, 2020**

**Sales: \$100274**

Detailed breakdown of sales are at bottom of my report.

#### **2. Staffing:**

- One staff member has been verbally coached for improvement this past month and unfortunately had to receive a written reprimand on June 7, 2020.

#### **3. Memberships Total YTD:**

- Adult - 179
- Intermediate -17
- Young Adult - 13
- 1 Corporate -10
- 1 Corporate 4 - 1
- **Total: 209** (Not including corporate)

#### **4. Corporate Memberships**

- Pepsi 4 - paid
- Ralston 10 - paid

#### **5. Cart Storage and Trail Fees**

- All cart storage and trail fees have been paid

#### **6. Course Marshal**

- I have a marshal from 9 am to 8 pm each day in June with the exception of a couple shifts.
- Any issues with our Marshal should be directed to my attention in a prompt manner to enable effective coaching.

#### **7. Rain Checks**

- We have issued 68 rain checks for a total of \$1829.08 and redeemed 17 for \$408.72

8. **No Shows**

- We have had 186 No Shows
- 123 were Members
- 63 were public players

This is unacceptable as with the full tee sheets this translates to \$3956 in green fees only.

9. **COVID-19**

- New regulations indicate that power cart rentals **should** be used by one individual only, unless being shared by members of the same household, or both individuals wear a mask.
- Language in the regulations have changed from 'MUST' to 'SHOULD' however, golf courses are "required to implement practices to minimize the risk of transmission of infection among attendees." The word 'should' allows for discretion but it also implies a moral obligation, notwithstanding the need to satisfy the requirement to have practices that minimize the risk of transmission of infection.
- The procedures that will be used effective June 8, 2020 will be to inform all golfers that we are now able to have two golfers on a cart. However, golfers that ride in the same cart but do not reside in the same household **should** wear a mask while riding the cart to limit the potential spread of infection. This is not mandatory, but encouraged. The best practice would be for golfers to use their own reusable mask and wash them after each round.

10. **Events**

- **Match Play - 20 participants (\$10 per player)**
- **HALO Event - July 6-12 (unknown participants)**
- **Medicine Hat Fire Fighter event - July 19 (40 players)**

11. **Pro Shop**

- Pro shop sales are good given the restrictions. Our margins are very healthy.

## 12. Sales Break Down

### Key Sales 2020

Category	May 11-June 7 (27 days) Sales	Sales YTD	Budget
Memberships	\$20,483.40	\$246,640.00	\$285,000.00
Green Fees	\$38,286.10	\$42,200	\$195,000.00
Cart Rentals - Public	\$15,317.40	\$16,785.00	\$82,000.00
Tournaments	\$80	80	\$72,000.00
Cart Leases and Storage	\$3,990.00	57203	\$66,000.00
League	\$1114	1114	\$33,000.00
Merchandise Sales	\$3,644.14	\$5,152	\$20,000.00

**PARKSIDE SCHOOL**



**Prairie Rose School Division No. 8**  
209 - 2 Street S.E., Box 250  
Redcliff, AB T0J 2P0  
Phone (403) 548-3951  
[www.parksideschool.ca](http://www.parksideschool.ca)

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May 28, 2020

Riverview Golf Club

Dear Sponsor;

Parkside Junior High School will be holding its Annual Awards Ceremony in the fall, with a date and time to be determined. We recognize that our students have had many changes these last few months, and yet they continue to work hard and be successful.

Under the circumstances, we have chosen to keep our awards as consistent as possible, with the thought that students have had a tremendous amount of adjusting to do this year already. If you are unable to donate your usual amount perhaps you would consider a reduced amount, or even make a larger donation to help make up the difference for those who are unable to sponsor this year due to the economic downfall. Your past and current support is always appreciated, but never more than the current year due to the unusual circumstances.

Your company/organization traditionally sponsors \$150.00 for the award(s) listed below:

**THE AWARD(S): Male and Female Athletes of the Year**

We will contact you in the fall when we have determined a date and time for the ceremony, with a request for a representative from your organization to present the award.

Please make your cheque out to Parkside Student Council and we will then issue cheques to the winning students.

The school will arrange for all trophies and medals, and these will be available at the school the day of the presentation.

We would like to hear from you by June 19, 2020 by phone or email.

Respectfully yours,

Mrs. Rocheal Howes  
Vice Principal  
[rochealhowes@prrd8.ca](mailto:rochealhowes@prrd8.ca)  
(403) 548-3951

12 Riverview Dr SE  
Redcliff, AB T0J 2P0

May 26, 2020

Mayor and Councillors  
Town of Redcliff  
1 – 3 St NE  
P.O. Box 40  
Redcliff, AB T0J 2P0

Board of Directors  
Riverview Golf Club  
700 Redcliff Way SE  
Redcliff, AB  
T0J 2P0

Dear Ladies and Gentlemen,

Re: Weed Control Riverview Golf Club

The Riverview Golf Club borders on the Riverview subdivision. The fifth fairway features a rough area along the golf course's northern border with the subdivision measuring approximately 189 meters (620 feet) long by 22 meters (72 feet) wide from the alleyway intersection between Riverview Drive SE and Riverview Green SE (near the black tee box) to the end of the swale leading to a catch basin behind Riverview Place SE (see the attached Figure 1). This rough area is both rough from a golf point of view (it is outside of the fairway and is intended to feature higher, thicker grass that is naturally growing, unkept and unmowed) and from a physical point of view in that it is very uneven terrain. Historically, I have complained to Redcliff Town Councillors, the Bylaw Officer, Riverview Golf Club Board Members, the Riverview Golf Club Groundskeepers, the Riverview Golf Professional, in person, on the telephone and in writing about the infestation of noxious weeds (dominated by dandelions) that populate the rough area along the fifth fairway (see the attached Figures 2, 3 and 4).

I am not particularly a proponent of chemical weed killers (herbicides), especially since some of my neighbours are families with young children. However, the Town of Redcliff provides public notice each spring of the use of weed killers in public parks. Moreover, the Town of Redcliff's Nuisance and Unsightly Premises Bylaw No. 1788/2014 clearly includes under the definition of h) Nuisance ii) the failure to destroy restricted weeds, control noxious weeds or prevent the spread or scattering of nuisance weeds. To be fair, the definition also includes vi) the use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas. Based on the Town of Redcliff's use of weed killers, I assume that, in the Town's opinion, they are not considered herbicides which have a significant or environmental effect on surrounding areas. This leads me to ask, why does the Riverview Golf Club not adhere to a policy to control major weed infestations on the golf course? Is not controlling weed infestations a breach of the bylaw? If the Riverview Golf Club were an



individual residence, would they be treated differently?

In the past I have suggested a number of remedies that would help control weeds on the golf course rough – kill the weeds with weedkiller, water the rough so that the grass grows leaving less room for the weeds, cut the weeds with a mower or all of the above. I do not have an issue with well maintained golf course rough. Golf course rough should be higher, thicker grass that is naturally growing, unkept and unmowed. Uncut long grass in uneven terrain would not be an issue for me or my neighbours. But the weeds being permitted to go to seed unchecked in a geographic area where the prevailing winds blow out of the southwest only deters the aesthetic value of properties adjacent to, north and east of the golf course. I realize that long grass in a semiarid climate is difficult to grow. However, planting indigenous mixed grasses in the rough area may still improve weed control. If the prevailing wind blew weed seeds onto the golf course fairways, would the Riverview Golf Club treat the weeds in the rough area along the fifth fairway the same way as they do now?

The Town of Redcliff is likely originally responsible for the uneven terrain associated with the rough area along the fifth fairway (see the attached Figure 5). As the developer of the Riverview subdivision, the Town and their subcontractors used cut and fill earthmoving techniques to prepare the lots for construction. I suggest that the cut and fill adjacent to the Riverview Golf Course was not “made good” (a construction term which refers to finishing the job to a professional finished standard).

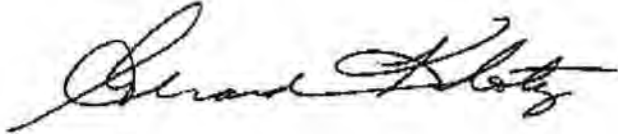
As a proposed remedy, I suggest a collaborative approach. For its part the Town of Redcliff would have the Public Services Department use its motor grader to smooth the rough area along the fifth fairway. Using the Caterpillar Performance Handbook 48 as a reference, I estimate that the smallest motor grader listed in the handbook (103 kilowatt (138 horsepower) with a 3.66 meter (12 feet) long moldboard) could smooth the uneven terrain (similar to ditch repair next to a roadway) of about 6,960 square meters (72,100 square feet) in less than an hour. All grading would occur on the south side of the swale as the underground utilities are located on the north side of the swale. For their part the Riverview Golf Club would have the Groundskeepers cut the heads off the weeds on the now smooth rough area prior to them going to seed every spring (May) and fall (September), water the grass in areas where sprinklers currently reach and apply an environmentally acceptable weed killer in spring (May) and fall (September).

A Redcliff taxpayer who does not live near the golf course might ask why the Town should pay for grading on the Riverview Golf Club. The answer is that the developer was responsible for “making good” the cutting and filling when the subdivision was created. Hence, the Town as the developer is responsible for the grading.

In conclusion, I ask that you consider the options with respect to dealing with weed control along the fifth fairway rough area and advise me accordingly of your decision. I look forward

to your reply.

Yours truly,

A handwritten signature in black ink, appearing to read "Gerard Klotz". The signature is fluid and cursive, with the first name "Gerard" written in a larger, more prominent script than the last name "Klotz".

Gerard T. A. Klotz, P. Eng., FEC, FGC (Hon.)  
/gtak

cc: Shanon Simon, Interim Municipal Manager and Manager of Legislative and Land  
Services, Town of Redcliff  
Corey Popick, Director of Public Services, Town of Redcliff



On May 31, 2020, at 12:34 PM, General Manager <gm@golfriverview.com> wrote:

----- Forwarded message -----

From: **Humphries, Richard** <richard.humphries@fortisalberta.com>  
Date: Sun, May 31, 2020 at 10:44 AM  
Subject: Redcliff Riverview Golf Course Operations (From a concerned members point of view)  
To: gm@golfriverview.com <gm@golfriverview.com>

To The Board,

I would like to appeal to the Board of the Redcliff Riverview Golf Club to avoid decreasing the time between tee times. Personally, I don't see what is gained from increasing the amount of golfers on the course at a given time. Considering the challenges faced by businesses to keep their doors open in the new normal world of Covid-19, golf courses are privileged to provide services to the general population.

The Relaunch Strategy set by the Alberta Government may move into the next phase of re-opening the economy. I believe that we should be careful in our anticipation of what this will look like and how we react to the Relaunch. Either way, recommendations of physical distancing, personal hygiene and hand washing are not likely to change going forward. Decreasing time between tee times will make it more difficult to maintain physical distancing as more golfers are on the course.

Please review whether there has been an increase in green fee players, memberships and cart leases so far as compared to 2019. Am I correct in believing there are more green fee players to date in 2020? If so, it seems reasonable to me the Golf Club is realizing benefits from being open for business as most recreational activities cannot do the same at this time.

Of course, other recreational activities may be able to start opening in the next phase of Covid-19, we might not see the same green fee players as parents take their kids to soccer games, camping, go to the race track or go back to work. Still, this Golf Club will not benefit by decreasing the amount of time between tee times.

I can see the Golf Club has seen a decrease of profits from cart rentals as only 1 person is allowed to ride in the cart and, the Club realizes only 1/4 profits as a result. However, some green fee players are riding together when they prove to be living together. Every day, the Club is challenged with a shortage of available carts as a result. I see challenges are faced by the Pro Shop in determining who gets a cart, green fee players as opposed to members that have paid leases. Decreasing time between tee times is going to make this even more challenging.

Pace of play is an important aspect of keeping golf as an enjoyable experience. When the season started, there were 20 minutes between tee times. The pace of play was obviously quicker. Time between tee times was reduced to 15 minutes, pace of play was still noticeably quick. Time between tee times is now 12 minutes between tee times. Groups are often held up by other groups and carts are not available to members with cart leases or green fee players. Groups are often held up at holes #3, #6, #8, #10 & #13. Decreasing time between tee times further to 10 minutes and possibly 8 minutes down the road will crowd the course, make carts less available and make physical distancing even more of a challenge.

When the smoke clears and the pandemic normal is in the rear view, let's then look forward to the new normal and fondly remember the good old days.

Cheers,

Richard Humphries  
403-548-4725  
richard.humphries@fortisalberta.com

Please forward this email to the Board

<b>Date</b>	<b>Meeting / Event</b>	<b>Where / Information</b>
July 20, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
August 17, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.