



COUNCIL MEETING

MONDAY, JULY 20, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JULY 20, 2020 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 5	C) Accounts Payable *	For Information
Pg. 12	D) Bank Summary to June 30, 2020 *	For Information
	2. PUBLIC HEARING	
Pg. 13	A) Bylaw 1908/2020, Land Use Bylaw Amendment * Land Use Bylaw Amendment to include Taxi Service As a Permitted Use in the I-1 – Light Industrial District	
Pg. 14	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	
Pg. 16	C) Bylaw 1910/2020, Land Use Bylaw Amendment * Add Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District	
	3. DELEGATION	
Pg. 17	A) RCMP Report to Council *	
	4. MINUTES	
Pg. 20	A) Council meeting held June 22, 2020 *	Adoption
Pg. 24	B) Town of Redcliff Library Board meeting held April 28, 2020 *	For Information
Pg. 28	C) Municipal Planning Commission meeting held July 15, 2020 *	For Information

5. BYLAWS

Pg. 32	A) Bylaw 1908/2020, Land Use Bylaw Amendment * Land Use Bylaw Amendment to include Taxi Service as a Permitted Use in the I-1 – Light Industrial District	2 nd Reading as Amended / 3 rd Reading
Pg. 35	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	2 nd / 3 rd Reading
Pg. 48	C) Bylaw 1910/2020, Land Use Bylaw Amendment * Add Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District	2 nd / 3 rd Reading
Pg. 54	D) Bylaw 1911/2020, Advertising Bylaw *	1 st Reading

6. REQUEST FOR DECISION

Pg. 58	A) Fuel Tank Replacement Project *	For Consideration
Pg. 62	B) Rec-Tangle Parking Lot Project *	For Consideration

7. POLICIES

Pg. 67	A) Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decisions *	For Consideration
Pg. 71	B) Policy No. 077, Insurance Coverage for Additional Name Insured's *	For Consideration
Pg. 75	C) Policy No. 082, Assigning of Civic Addresses *	For Consideration
Pg. 79	D) Policy No. 094, Risk Control Policy *	For Consideration
Pg. 83	E) Policy No. 097, Supernet Distribution Systems Infrastructure Installations Policy *	For Consideration
Pg. 90	F) Policy No. 116, Budget Policy *	For Consideration

8. CORRESPONDENCE

Pg. 99	A) City of Cold Lake * Re: Criminal Code Amendment	For Information
Pg. 102	B) Riverview Golf Club * Re: Land Use Bylaw Amendment Request	For Information

9. OTHER

Pg. 103	A)	2020 AUMA Convention *	For Information
Pg. 105	B)	Riverview Golf Club Board Meeting * Re: July 14, 2020 Agenda Package	For Information
Pg. 111	C)	Municipal Manager Report to Council *	For Information
Pg. 126	D)	Landfill Graphs *	For Information
Pg. 129	E)	Memo to Council * Aquatic Centre Pool Resurfacing Vendor Selection	For Information
Pg. 130	F)	Memo to Council * Investment Bond	For Information
Pg. 138	G)	Capital Project Updates *	For Information
Pg. 158	H)	Service Levels *	For Information
Pg. 177	I)	2 nd Quarter Financials *	For Information
Pg. 182	J)	Council Important Meetings & Events *	For Information

10. RECESS

11. CLOSED SESSION (CONFIDENTIAL)

- A)** Financial Matter (*FOIP* Sec. 24 & 25)
- B)** Personnel (*FOIP* Sec. 17)
- C)** Personnel (*FOIP* Sec. 17)

12. ADJOURN

COUNCIL MEETING - JUL 20, 2020			
TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
85070	TRAVIS CAMPBELL	ROBINSON - TOOL INSURANCE	\$ 550.00
85071	CANADIAN PACIFIC RAILWAY	MAINTENANCE FLASHER CONTRACT	\$ 653.00
85072	DCG EXECUTIVE SEARCH SERVICES LTD.	PROFESSIONAL SERVICES	\$ 12,252.98
85073	NEW LINE SKATEPARKS INC.	PROJ#220(SKATEBOARD PARK) 30% DESIGN	\$ 7,279.65
85074	ROBERTSON IMPLEMENT ALBERTA	SMALL TOOLS	\$ 199.50
85075	TBC GENERAL CONTRACTING	WINDOW REPAIR LIBRARY	\$ 5,394.42
85076	WILLMER, CAM	CLAIM REIMBURSEMENT	\$ 955.21
85077	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 23,988.31
85078	BRUCE'S SEWER SERVICE	PROJ#193(SPLASH PARK) REMOVE STYROFOAM & SEWER MAINTENANCE	\$ 1,031.26
85079	CENTRAL SQUARE SOFTWARE INC.	PAYROLL - HRISMYWAY E-ADVICE	\$ 677.25
85080	CLOVERDALE PAINT INC.	TRAFFIC PAINT	\$ 1,536.66
85081	CORPORATE BUSINESS EQUIPMENT LTD.	WORK CHAIR	\$ 849.45
85082	CYPRESS COMMUNICATIONS LTD.	ANTENNA	\$ 46.20
85083	FLAMAN	PROJ#223 EQUIPMENT TRAILER	\$ 16,814.70
85084	GOEHRING CONSTRUCTION LTD.	RAMP AT MUSEUM	\$ 2,765.70
85085	JACOB'S WELDING LTD.	VAULT LID REPAIRS & OTHER REPAIRS	\$ 3,278.39
85086	KEN HAUCK TOWING	TOW 177 & TOWING SIGNS	\$ 336.00
85087	OVERHEAD DOOR	RCMP DOOR REPAIR	\$ 115.50
85088	PALL CORPORATION	AUTO RENEW PHONE SUPPORT 2020	\$ 6,072.15
85089	PALLISER SALES	GENERAL SUPPLIES & MANUAL	\$ 508.50
85090	TOWN OF REDCLIFF LIBRARY BOARD	2020 ALLOTMENT FUNDING	\$ 60,619.86
85091	RITE-WAY FENCING	CHAIN LINK FENCE	\$ 2,726.57
85092	SOUTH COUNTRY CO-OP LTD	FITTINGS	\$ 112.99
85093	SPEEDY GLASS	WINDSHIELD REPLACEMENT UNIT #164	\$ 333.99
85094	SUN TAIRA GROWERS INC.	PLANTS FOR PLANTERS	\$ 1,721.67
85095	FREEDOM MOBILE INC.	REFUND TAX OVERPAYMENT	\$ 191.08
85096	REDPATH, CHARLES	REFUND FOR LAND USE BYLAW AMEND APPLICATION	\$ 750.00
85097	THE BLIND GUY	BLINDS PUBLIC WORKS SHOP	\$ 792.09
85098	TRUKKERS RESTAURANT	MEALS ON WHEELS FOR MAY	\$ 2,194.50
85099	WATSON POOLS INC	CHEMICALS FOR TESTING	\$ 228.69
85100	ROYAL CANADIAN MOUNTED POLICE	QUARTERLY POLICING TO MARCH 31	\$ 209,741.00
85101	AUDIO CINE FILMS INC	MOVIE LICENSE - YOUTH CENTRE	\$ 267.75
85102	BEARCOM CANADA CORP.	EQUIPMENT PARTS	\$ 701.30
85103	BRUCE'S SEWER SERVICE	MAINTENANCE	\$ 646.14
85104	CANADIAN PACIFIC RAILWAY	MAINTENANCE FLASHER CONTRACT	\$ 653.00
85105	CYPRESS COMMUNICATIONS LTD.	MIC KEEPER	\$ 25.20
85106	JACOB'S WELDING LTD.	MAST WELDING REPAIRS	\$ 367.50
85107	MCLENNAN & COMPANY	PROPERTY FILE LABELS	\$ 72.04
85108	NEW LINE SKATEPARKS INC.	PROJ#220(SKATEBOARD PARK) 60% DESIGN	\$ 14,559.30
85109	PHARMASAVE	SUPPLIES FOR POOL	\$ 19.91
85110	PUROLATOR	SHIPPING	\$ 150.69
85111	SOUTH COUNTRY CO-OP LTD	FUEL	\$ 157.50
85112	SPEEDY GLASS	WINDSHIELD REPLACEMENT UNIT #178	\$ 289.11
85113	TELUS COMMUNICATION INC.	POOL INTERNET	\$ 40.43
85114	REDCLIFF YOUTH CENTRE	QUATERLY PAYMENTS MAR & JUN	\$ 6,000.00
85115	NEUFELD	DEPOSIT RETURN - LIONS PARK	\$ 150.00

85116	MACLEAN WIEDEMANN LLP	REFUND OVERPAYMENT TAX CERTIFICATES	\$ 100.00
85117	TROPHY AND ENGRAVING WORLD	STAFF NAME TAGS & TROPHY PLATE	\$ 78.38
		TOTAL	\$ 388,995.52

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT#	VENDOR	DESCRIPTION	AMOUNT
EFT0002334	A & B STEEL LTD	SMALL TOOLS	\$ 28.30
EFT0002335	ALTA-WIDE BUILDERS SUPPLIES LTD.	SCREWS	\$ 56.01
EFT0002336	BARTLE & GIBSON CO. LTD.	WIRE & LIGHTING FIREHALL	\$ 350.86
EFT0002337	THE BOLT GUYS	BOLTS & WASHERS	\$ 138.21
EFT0002338	THE BOLT SUPPLY HOUSE LTD.	3/4 BIT	\$ 49.02
EFT0002339	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 57.69
EFT0002340	CITY OF MEDICINE HAT	CDVCA CONTRACT	\$ 20,651.43
EFT0002341	C.U.P.E.	UNION DUES	\$ 2,454.63
EFT0002342	HOME HARDWARE	GENERAL SUPPLIES	\$ 873.76
EFT0002343	HYDRODIG	CURB STOP REPAIR AT 338 4 ST. S.W.	\$ 603.75
EFT0002344	KIRK'S MIDWAY TIRE	TIRE REPAIRS & AXLE ALIGNMENT	\$ 386.40
EFT0002345	PAINT IN GENERAL	PAINT	\$ 421.85
EFT0002346	RURAL MUNICIPALITIES OF ALBERTA	WORKING PAINT & FLAGS	\$ 228.48
EFT0002347	RMA FUEL LTD	BULK FUEL	\$ 5,608.15
EFT0002348	VARSTEEL LTD.	STEEL RODS	\$ 61.54
EFT0002349	WHITE FOX GROUP LTD	CRUSH	\$ 2,423.40
EFT0002350	WOLSELEY MECHANICAL GROUP	PIPE & BALL CURB STOP	\$ 1,588.73
EFT0002351	49 NORTH LUBRICANTS	OIL & WASHER FLUID	\$ 977.97
EFT0002352	A & B STEEL LTD	SMALL TOOLS	\$ 51.35
EFT0002353	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 2,592.65
EFT0002354	ALTA-WIDE BUILDERS SUPPLIES LTD.	TREATED WOOD & SCREWS	\$ 1,171.97
EFT0002355	AMSC INSURANCE SERVICES	JUNE BENEFIT PREMIUMS	\$ 16,189.16
EFT0002356	ATRON REFRIGERATION LTD.	LIBRARY VALVE REPLACEMENT	\$ 308.91
EFT0002357	BENCHMARK GEOMATICS INC.	PROJ#173(LIFT STATION UPGRADES) STAKING PROJECT	\$ 1,724.63
EFT0002358	BERT'S VACUUMS & EQUIPMENT RENTAL	CLEANING PRODUCTS	\$ 1,800.01
EFT0002359	BIG HILL SERVICES	ARENA BOARD CLEANING	\$ 708.75
EFT0002360	BLUE IMP	HAMMERLOCK	\$ 241.50
EFT0002361	THE BOLT GUYS	BOLTS & WASHERS	\$ 14.14
EFT0002362	BREWMASTER SERVICES	SUPPLIES FOR SENIORS WEEK	\$ 40.50
EFT0002363	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 214.31
EFT0002364	CANADIAN ENERGY	AUTO BATTERY	\$ 127.66
EFT0002365	C & H IRRIGATION LTD.	FITTINGS	\$ 82.36
EFT0002366	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 69.66
EFT0002367	CITY OF MEDICINE HAT	DISCONNECT ON BROADWAY AVE.	\$ 230.00
EFT0002368	DIAMOND CUT LAWN SERVICES LTD.	SPRAYING SERVICE	\$ 7,992.60
EFT0002369	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 1,132.39
EFT0002370	FARMLAND SUPPLY CENTER LTD	VALVES & FITTINGS	\$ 1,062.17
EFT0002371	GHD LIMITED	FUEL TANK PERMITTING	\$ 1,107.75
EFT0002372	HOME HARDWARE	GENERAL SUPPLIES	\$ 724.64
EFT0002373	JAG CLEANING SERVICES LTD.	JANITORIAL SERVICES	\$ 3,045.00
EFT0002374	JIM'S ELECTRIC (2006) LTD.	CONNECT PUMP AT POOL	\$ 270.77
EFT0002375	KEYWAY SECURITY LOCKSMITHS LTD.	LOCK REPAIR & CHANGES	\$ 1,455.30

EFT0002376	KIRK'S MIDWAY TIRE	NEW TIRES UNIT #163 & TIRE REPAIRS	\$ 1,506.80
EFT0002377	KOST FIRE EQUIPMENT LTD	CONTROLLER & SENSORS	\$ 3,981.13
EFT0002378	LATERAL INNOVATIONS	GARBAGE TRUCK GPS HOSTING FEE	\$ 704.26
EFT0002379	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICES	\$ 68.25
EFT0002380	MATRIX SOLUTIONS INC.	PROFESSIONAL SERVICES WILDLIFE SURVEY	\$ 3,144.36
EFT0002381	MPE ENGINEERING LTD.	WTP SERVICE CONTRACT	\$ 1,575.00
EFT0002382	NEW WEST TRUCK CENTRES	GASKET & FREIGHT	\$ 65.21
EFT0002383	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	\$ 971.25
EFT0002384	THE PHONE EXPERTS LTD.	TECH SUPPORT	\$ 154.88
EFT0002385	PREFERRED SERVICE CUSTOMS BROKERS	BROKERAGE & CUSTOMS GST	\$ 567.25
EFT0002386	PRIME PRINTING	UTILITY LOCATE FORMS	\$ 77.70
EFT0002387	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE	\$ 18,706.14
EFT0002388	RIVERVIEW GOLF CLUB	CFEP GRANT FUND MATCHING	\$ 50,000.00
EFT0002389	RURAL MUNICIPALITIES OF ALBERTA	OFFICE SUPPLIES	\$ 63.17
EFT0002390	RMA FUEL LTD	BULK FUEL	\$ 5,185.38
EFT0002391	SAFETY CODES	MAY SCC LEVY	\$ 175.90
EFT0002392	SITEONE LANDSCAPE SUPPLY	CONTROLLERS, FITTINGS, PIPE, & SHOVELS	\$ 10,704.10
EFT0002393	SNAP-ON TOOLS	SMALL TOOLS	\$ 80.59
EFT0002394	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISEMENTS	\$ 724.92
EFT0002395	SOUTH COUNTRY GLASS	DOOR ADJUSTMENT TOWN HALL	\$ 89.25
EFT0002396	SUMMIT MOTORS LTD	EQUIPMENT PARTS & LUBRICANTS	\$ 1,299.57
EFT0002397	SUN CITY FORD LTD	EQUIPMENT PARTS	\$ 61.74
EFT0002398	REDCLIFF FIREMEN SOCIAL CLUB	2ND QTR FIRE CLUB DUES	\$ 315.00
EFT0002399	TRIPLE R EXPRESS	FREIGHT	\$ 155.40
EFT0002400	WESTERN TRACTOR COMPANY INC.	AUGER & LIGHT KIT	\$ 4,627.64
EFT0002401	WOLSELEY MECHANICAL GROUP	REPAIR PARTS	\$ 3,955.99
EFT0002402	BARTLE & GIBSON CO. LTD.	PARTS	\$ 1,249.02
EFT0002403	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 708.87
EFT0002404	AMSC INSURANCE SERVICES	JULY BENEFIT PREMIUMS	\$ 25,076.03
EFT0002405	BENCHMARK ASSESSMENT CONSULTANTS	MAY - JULY ASSESSMENT FEES	\$ 17,856.56
EFT0002406	BERT'S VACUUMS & EQUIPMENT RENTAL	SHOWER GEL FOR POOL	\$ 154.48
EFT0002407	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 105.33
EFT0002408	CAPITAL H2O SYSTEMS INC.	ROLLER & TUBE ASSEMBLY	\$ 775.43
EFT0002409	C & H IRRIGATION LTD.	FITTINGS	\$ 87.37
EFT0002410	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 304.33
EFT0002411	CLEARTECH INDUSTRIES INC.	CHEMICALS	\$ 37,260.34
EFT0002412	ELEVATION LANDSCAPING INC	PROJ#193(SPLASH PARK) LANDSCAPING & SOD	\$ 8,421.00
EFT0002413	FARMLAND SUPPLY CENTER LTD	VALVES & FITTINGS	\$ 101.11
EFT0002414	FOUNTAIN TIRE	TIRE REPAIR	\$ 192.02
EFT0002416	HOME HARDWARE	GENERAL SUPPLIES	\$ 1,299.38
EFT0002417	HYDRODIG	CURB STOP REPAIR	\$ 845.25
EFT0002418	JIM'S ELECTRIC (2006) LTD.	INSTALL PANEL & RECEPTACLES	\$ 3,476.55
EFT0002419	KIRK'S MIDWAY TIRE	TIRE REPAIRS & AXLE ALIGNMENT	\$ 2,586.83
EFT0002420	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICES	\$ 68.25
EFT0002421	MEHRER, TRAVIS	ANYDESK PROFESSIONAL LICENSE	\$ 347.79
EFT0002422	MOLLY MAID	CLEANING	\$ 90.00
EFT0002423	PAINT IN GENERAL	PAINT	\$ 761.36
EFT0002424	PARK ENTERPRISES LTD.	MAY 2020 BILLINGS	\$ 3,109.40
EFT0002425	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	\$ 971.25
EFT0002426	THE PUBLIC SECTOR DIGEST INC.	PROJ#197(ASSET MANAGEMENT) TRAVEL EXPENSE	\$ 373.51

EFT0002427	READY ENGINEERING CORP	PROJ#200(5TH AVE & 2ND ST LIFT STATION) PROFESSIONAL SERVICES	\$ 9,741.38
EFT0002428	RECREATION FACILITY PERSONNEL	MEMBERSHIP	\$ 441.00
EFT0002429	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE	\$ 18,805.16
EFT0002430	RURAL MUNICIPALITIES OF ALBERTA	SIGNAGE FOR CAMPGROUND	\$ 62.35
EFT0002431	RMA FUEL LTD	BULK FUEL	\$ 4,699.78
EFT0002432	ROSENAU TRANSPORT LTD	FREIGHT	\$ 2,317.30
EFT0002433	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$ 6,174.63
EFT0002434	SECURTEK - A SASKTEL COMPANY	ALARM SYSTEM FOR FIREHALL	\$ 72.29
EFT0002435	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISEMENTS	\$ 644.07
EFT0002436	TRANSIT PAVING INC	PROJ#219(RECTANGLE PARKING LOT) PROGRESS PAYMENT #3	\$ 133,890.84
EFT0002438	VERGE (EDA)	FUNDING COMMITMENT FOR EDA 2 OF 2	\$ 23,100.00
EFT0002439	WATSON POOLS INC	EQUIPMENT PARTS	\$ 3,773.07
00000000000063245	ALBERTA CAPITAL FINANCE AUTHORITY	DEBT PAYMENTS	\$ 156,650.20
00000000000063246	ALBERTA LAND TITLE OFFICE	JUNE LAND TITLES	\$ 10.00
00000000000063247	ALBERTA SCHOOL FUND FOUNDATION	2ND QTR ASFF REQUISITION	\$ 301,929.22
00000000000063248	CITY OF MEDICINE HAT	UTILITIES	\$ 69,006.22
00000000000063249	DIGITEX CANADA INC.	JUNE COPIER LEASES	\$ 957.60
00000000000063250	FRANCOTYP-POSTALIA CANADA INC	POSTAGE MACHINE ACCOUNT REFILL	\$ 1,046.11
00000000000063251	WESTERN TRACTOR COMPANY INC.	JOHN DEERE LEASES JUNE 2020	\$ 1,055.54
00000000000063252	LOCAL AUTHORITIES PENSION PLAN	JUNE CONTRIBUTIONS	\$ 45,494.25
00000000000063253	RECEIVER GENERAL	PAYROLL DEDUCTIONS	\$ 86,066.31
00000000000063254	TELUS COMMUNICATION INC.	PHONES & FAXES	\$ 2,208.84
00000000000063255	TELUS MOBILITY	CELL PHONES & DATA DEVICES	\$ 640.59
TOTAL			\$ 1,163,287.45

<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-05-08	STAPLES	OFFICE SUPPLIES	\$ 79.76
2020-05-08	STAPLES	OFFICE SUPPLIES	\$ 155.64
2020-05-13	STAPLES	OFFICE SUPPLIES	\$ 79.05
2020-05-13	STAPLES	OFFICE SUPPLIES	\$ 170.25
2020-05-15	STAPLES	OFFICE SUPPLIES	\$ 52.49
2020-05-15	QUEEN'S PRINTER	ALBERTA GAZETTE NOTICE	\$ 21.00
2020-05-20	STAPLES	OFFICE SUPPLIES	\$ 79.76
2020-05-20	STAPLES	OFFICE SUPPLIES	\$ 145.93
2020-05-21	CPC	TAX NOTICE POSTAGE	\$ 885.21
2020-05-21	CPC	TAX NOTICE POSTAGE	\$ 1,890.00
2020-05-21	STAPLES	OFFICE SUPPLIES	\$ 62.46
2020-05-22	STAPLES	OFFICE SUPPLIES	\$ (47.24)
2020-05-22	CPA ALBERTA	CPA MEMBERSHIP	\$ 1,140.30
2020-05-28	STAPLES	OFFICE SUPPLIES	\$ 33.57
2020-05-29	STAPLES	OFFICE SUPPLIES	\$ 51.43
2020-06-01	AMAZON	OFFICE SUPPLIES	\$ 367.49
2020-06-02	STAPLES	OFFICE SUPPLIES	\$ 325.35
2020-05-12	VISIONS	CABLE & MEMORY CARD	\$ 33.59
2020-05-20	CAREER ACADEMY	ONLINE TRAINING PROGRAM	\$ 41.68
2020-05-21	AWWOA	WATER COURSES	\$ 483.00
2020-05-08	APEGA	PERMIT DUES	\$ 262.50
2020-05-30	ADOBE	CREATIVE CLOUD	\$ 89.66
2020-05-07	CPC	LICENSE STATEMENT	\$ 158.76
2020-05-11	SHAW	TOWN HALL INTERNET	\$ 168.00
2020-05-14	MEMORY EXPRESS	LAPTOP FOR WTP & METER READING	\$ 2,311.25
2020-05-15	CPC	LICENSE STATEMENT	\$ 53.09
2020-05-18	SHAW	WATER TREATMENT PLANT INTERNET	\$ 97.60
2020-05-19	CPC	UTILITY ARREARS	\$ 1,780.38
2020-05-20	MEMORY EXPRESS	OPEN BOX CREDIT	\$ (115.50)
2020-05-21	REGISTER.CA	PROLONG REGISTRATION	\$ 31.45
2020-06-01	SHAW	PUBLIC SERVICES INTERNET	\$ 115.50
2020-05-05	HOME HARDWARE	COMMUNITY GARDEN LOCKS	\$ 50.36
2020-05-20	DOLLARAMA	PROGRAM SUPPLIES	\$ 3.15
2020-05-20	REDCLIFF BAKERY	SUPPLIES FOR SENIORS WEEK	\$ 76.60
2020-05-26	AMAZON	SUPPLIES FOR SENIORS WEEK	\$ 9.59
2020-05-27	PHARMASAVE	SUPPLIES FOR SENIORS WEEK	\$ 157.47
2020-06-01	COSTCO	SUPPLIES FOR SENIORS WEEK	\$ 49.87
2020-05-06	CANADIAN TIRE	TOOLS	\$ 309.70
2020-05-13	COSTCO	LUNCH MEETING SUPPLIES	\$ 49.60
2020-05-13	REDCLIFF FAMILY FOODS	STAFF RELATIONS	\$ 10.36
2020-05-15	HOME DEPOT	ASPHALT SEALER	\$ 66.68
2020-05-20	LAKELAND COLLEGE	PESTICIDE TEST	\$ 285.00
2020-05-21	HAT METAL MART	ALUMINUM TRIM	\$ 333.65
2020-05-22	HOME DEPOT	ROOF REPAIR	\$ 161.84
2020-05-25	CANADIAN PLAYGROUND	TRAINING COURSE	\$ 1,380.75
2020-05-26	PRINCESS AUTO	CLAMPS	\$ 78.30
2020-05-26	GREG'S	MASKS	\$ 203.18

2020-06-02	HOME DEPOT	TRENCHER RENTAL	\$ 300.00
2020-05-26	HOME DEPOT	FLEX SPOUT	\$ 30.71
2020-05-07	MEMORY LANE COMPUTERS	CLEANING CLOTH	\$ 18.89
2020-05-13	PRINCESS AUTO	INVERTER FOR UNIT 187	\$ 35.69
2020-05-14	SPLASH N DASH	VEHICLE WASH	\$ 6.00
2020-05-14	SPLASH N DASH	VEHICLE WASH	\$ 3.25
2020-05-21	SHOWCASE	HAND SANITIZER	\$ 20.96
2020-05-29	HOME HARDWARE	PADLOCK	\$ 26.24
2020-05-19	BERT'S VACUUMS	SCBA CLEANER	\$ 72.80
2020-05-25	PRINCESS AUTO	SUPPORT LIFT	\$ 13.64
2020-05-29	COM-PAC	WEBBING PANEL REFURBISHMENT	\$ 8,674.48
2020-05-06	COSTCO	LYSOL WIPES	\$ 83.96
2020-05-06	COSTCO	LYSOL WIPES	\$ 20.99
2020-05-07	CPC	EP WEEK BROCHURE	\$ 318.61
2020-05-14	SHOWCASE	COVID MASKS	\$ 71.36
2020-05-15	ANNEX PUBLISHING	FIRE FIGHTING CANADA	\$ 44.00
2020-05-24	HOME DEPOT	SAND FOR STATIONS	\$ 17.22
TOTAL			\$ 23,988.31

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
000701	FINNING CANADA	OPERATIONS MANUAL	\$ 132.08
000702	NANA'S & PAPA'S COIN LAUNDRY	WASH DRY FOLD	\$ 88.20
000703	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 629.41
TOTAL			\$ 849.69

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT #	VENDOR	DESCRIPTION	AMOUNT
EFT000000000365	AECOM CANADA LTD	LANDFILL ORGANICS DESIGN	\$ 8,878.60
EFT000000000366	ATRON REFRIGERATION LTD	REMOVE OFFICE FURNACE	\$ 855.75
EFT000000000367	DILLON CONSULTING	2020 ANNUAL REPORT	\$ 4,704.00
EFT000000000368	FOX ENERGY SYSTEMS INC	WINTER RUBBER BOOTS	\$ 305.72
EFT000000000369	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 12.00
EFT000000000370	NEW WEST TRUCK CENTRES INC.	WATER PUMP REPLACEMENT	\$ 1,794.85
EFT000000000371	PRESTIGE WINDOW & DOOR	WINDOW DOOR GLASS	\$ 248.85
EFT000000000372	SOUTHERN DOOR LTD.	REMOVE OLD OVERHEAD DOOR	\$ 488.25
EFT000000000373	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 1,376.10
EFT000000000374	TRIPLE R EXPRESS	FREIGHT	\$ 73.50
EFT000000000375	AECOM CANADA LTD	LANDFILL ORGANICS DESIGN	\$ 6,300.00
EFT000000000376	DILLON CONSULTING	PROJ#008(RANGE ROAD 71) CONSTRUCTION OVERSIGHT	\$ 15,528.26
EFT000000000377	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 156.24
EFT000000000378	PRECISION GIANT SYSTEMS INC	SERVICE TRUCK SCALE	\$ 3,790.50
EFT000000000379	RMA FUEL LTD	BULK FUEL	\$ 5,303.27
EFT000000000380	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 103.31
EFT000000000381	WHITE FOX GROUP LTD	WOOD CHIPPING	\$ 4,908.75
EFT000000000382	A & B STEEL	SMALL TOOLS & TOW STRAP	\$ 351.75
EFT000000000383	AECOM CANADA LTD	PROJ#006(COMPOST PAD) & PROJ#009(LANDFILL CELL) PROJECT MANAGEMENT	\$ 28,092.71

EFT000000000384	THE BOLT GUYS WHOLESale	BOLTS	\$ 26.70
EFT000000000385	THE BOLT SUPPLY HOUSE LTD	M18 GREASE GUNS	\$ 472.50
EFT000000000386	CANADIAN ENERGY	EQUIPMENT PARTS	\$ 456.41
EFT000000000387	COURTYARD LAW CENTRE	PROJ#003(LANDFILL SCALE SYSTEM) WEIGH SCALES	\$ 180,958.22
EFT000000000388	FARMLAND SUPPLY CENTRE INC.	PLUGS, CAPS, & HOSE NOZZLE	\$ 107.65
EFT000000000389	RURAL MUNICIPALITIES OF ALBERTA	UN1202 STICKERS	\$ 139.34
EFT000000000390	RMA FUEL LTD	BULK FUEL	\$ 5,038.08
EFT000000000391	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 173.25
00000000000001196	CWB NATIONAL LEASING INC	JUNE 2020 DOZER LEASE	\$ 6,508.95
00000000000001197	EPCOR	JUNE 2020 UTILITIES	\$ 534.83
TOTAL			\$ 277,688.34

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-05-19	STAPLES	SUPPLIES FOR NEW SCALE HOUSE	\$ 130.77
2020-05-19	HOME DEPOT	SUPPLIES FOR NEW SCALE HOUSE	\$ 91.59
2020-05-21	HOME DEPOT	ANCHORS	\$ 115.11
2020-05-29	PHARMASAVE	OFFICE SUPPLIES	\$ 7.85
2020-05-15	CPC	LANDFILL A/R POSTAGE	\$ 25.07
2020-06-03	CPC	LANDFILL A/R POSTAGE	\$ 41.02
2019-06-05	ATB	ANNUAL FEES	\$ 120.00
2019-06-05	ATB	ANNUAL FEES	\$ 49.00
2019-06-05	ATB	ANNUAL FEES	\$ 49.00
TOTAL			\$ 629.41

TOWN OF REDCLIFF
BANK SUMMARIES FOR JUNE 30, 2020

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,354,199.11	3,300,373.20
DAILY DEPOSITS	1,335,736.28	50,376.18
DIRECT DEPOSITS	3,637,431.85	245,536.73
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,354.93	1,956.64
OTHER DEPOSITS & TRANSFERS	66,290.48	4,475.61
SUBTOTAL	5,040,813.54	302,345.16
PAYMENTS	740,093.57	127,866.85
ASFF QUARTERLY PAYMENTS	301,929.22	0.00
DEBENTURE PAYMENTS	156,650.20	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	6,082.13	1,509.65
SUBTOTAL	-1,204,755.12	-129,376.50
TOTAL	5,190,257.53	3,473,341.86
BANK STATEMENT ENDING BALANCE	4,878,300.07	3,467,223.16
OUTSTANDING CHEQUES (-)	-62,011.34	0.00
DEPOSITS IN TRANSIT (+)	373,968.80	6,118.70
TOTAL	5,190,257.53	3,473,341.86
TOTAL CASH	8,663,599.39	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,504,834.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,609,473.00
TOTAL INVESTMENTS		25,114,307.00

TOTAL CASH & INVESTMENTS	33,777,906.39
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**BYLAW 1908/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**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 Taxi Service as a Permitted Use in the I-1 – Light Industrial 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 20th day of July, 2020.

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. Administration is authorized to update the Land Use Bylaw Land I-1 Light Industrial District to be consistent with this Land Use Bylaw Amendment.
2. This Bylaw shall come into force on the date of the final reading and signing thereof.

READ a first time this 25th day of May, 2020.

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

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

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

MAYOR

MANAGER OF LEGISLATIVE SERVICES

**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

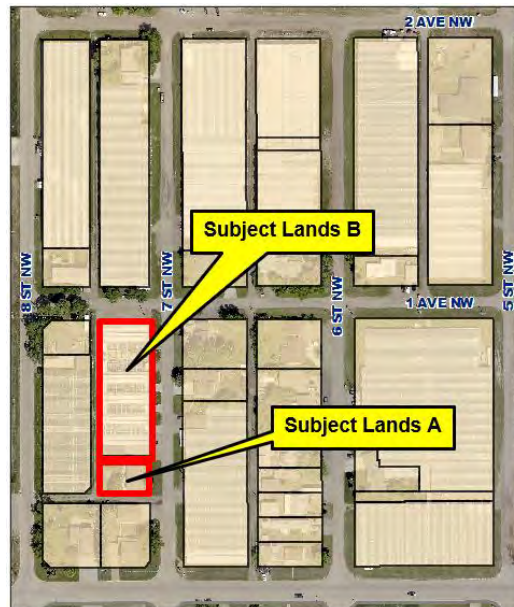
Lot(s) 21-31, Block 95, Plan 1117V

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 20th day of July 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 22nd day of June 2020.

READ a second time this _____ day of _____ 2020.

READ a third time this _____ day of _____ 2020.

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

MAYOR

MANAGER OF LEGISLATIVE SERVICES

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 20th day of July 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 22nd day of June 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

Report to Redcliff Town Council

July 20, 2020

Redcliff Municipal Detachment Crime Statistics (Actual) Q2: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

July-06-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	0	2	0	0	-100%	N/A	-0.4
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		10	6	17	8	8	-20%	0%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		0	0	0	0	2	N/A	N/A	0.4
Criminal Harassment		0	1	1	4	4	N/A	0%	1.1
Uttering Threats		9	3	0	2	3	-67%	50%	-1.3
TOTAL PERSONS		21	10	20	14	18	-14%	29%	-0.2
Break & Enter		11	4	9	8	3	-73%	-63%	-1.2
Theft of Motor Vehicle		2	6	8	5	1	-50%	-80%	-0.3
Theft Over \$5,000		0	1	0	4	2	N/A	-50%	0.7
Theft Under \$5,000		21	19	21	26	6	-71%	-77%	-2.3
Possn Stn Goods		2	3	1	6	3	50%	-50%	0.5
Fraud		5	6	7	7	6	20%	-14%	0.3
Arson		0	0	0	1	0	N/A	-100%	0.1
Mischief To Property		12	30	10	23	18	50%	-22%	0.5
TOTAL PROPERTY		53	69	56	80	39	-26%	-51%	-1.7
Offensive Weapons		0	0	2	2	2	N/A	0%	0.6
Disturbing the peace		6	2	3	3	5	-17%	67%	-0.1
Fail to Comply & Breaches		7	7	16	11	3	-57%	-73%	-0.4
OTHER CRIMINAL CODE		1	3	2	5	3	200%	-40%	0.6
TOTAL OTHER CRIMINAL CODE		14	12	23	21	13	-7%	-38%	0.7
TOTAL CRIMINAL CODE		88	91	99	115	70	-20%	-39%	-1.2

Redcliff Municipal Detachment
Crime Statistics (Actual)
Q2: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

July-06-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	2	1	0	0	-100%	N/A	-0.8
Drug Enforcement - Trafficking		0	0	0	0	2	N/A	N/A	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	2	1	0	2	-33%	N/A	-0.4
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		1	0	0	1	0	-100%	-100%	-0.1
TOTAL FEDERAL		4	2	1	2	2	-50%	0%	-0.4
Liquor Act		3	4	1	0	0	-100%	N/A	-1.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		11	11	12	8	9	-18%	13%	-0.7
Other Provincial Stats		39	20	40	29	33	-15%	14%	-0.3
Total Provincial Stats		53	35	53	37	42	-21%	14%	-2.0
Municipal By-laws Traffic		14	0	1	1	0	-100%	-100%	-2.7
Municipal By-laws		23	23	13	27	21	-9%	-22%	0.0
Total Municipal		37	23	14	28	21	-43%	-25%	-2.7
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		2	3	0	0	0	-100%	N/A	-0.7
Property Damage MVC (Reportable)		17	20	4	5	4	-76%	-20%	-4.1
Property Damage MVC (Non Reportable)		1	3	3	5	1	0%	-80%	0.2
TOTAL MVC		20	26	7	11	5	-75%	-55%	-4.5
Provincial Traffic		37	82	55	61	59	59%	-3%	2.3
Other Traffic		1	5	1	1	0	-100%	-100%	-0.6
Criminal Code Traffic		10	9	13	6	0	-100%	-100%	-2.3
Common Police Activities									
False Alarms		38	22	25	4	7	-82%	75%	-8.0
False/Abandoned 911 Call and 911 Act		9	7	5	4	7	-22%	75%	-0.7
Suspicious Person/Vehicle/Property		19	22	35	30	26	37%	-13%	2.2
Persons Reported Missing		0	1	2	2	1	N/A	-50%	0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	13	11	14	22	340%	57%	3.5
COVID-19 Files (Reported)		-	-	-	-	6	-	-	-

Redcliff Municipal Crime Stats:

- Persons crime is down 14% over the 5 year average yet actually up 29% since 2019
- Spousal abuse complaints are up 34% over 5 years and up 57% since 2019
- Property crime is down 26% over the 5 year average and down 51% since 2019
- Total criminal code is down 20% over 5 years and 39% since 2019

Staffing:

- Detachment currently has 2 members ready to transfer out once their residences sell and replacements are already here and working.

Significant Occurrences:

- No significant occurrences since the May 25 meeting

Annual Performance Plan(APP):

Visits to Hamlets: 630

Provincial Traffic Operations: 4

Visits to Schools: 0

Community Group Meetings: 2 (VTRA and Drug Treatment Court)

*due to the pandemic, numbers are different

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 22, 2020 @ 7:00 P.M.**

PRESENT:	Mayor Councillors	D. Kilpatrick C. Crozier, C. Czember, S. Gale, L. Leipert (left at 7:07 p.m., returned at 7:13 p.m.), J. Steinke
	Municipal Manager Manager of Legislative Services Director of Community & Protective Services Director of Corporate Services Director of Planning & Engineering Director of Public Works	P. Forsyth S. Simon D. Thibault (left at 7:35 p.m.) J. Tu (left at 7:35 p.m.) J. Johansen (left at 7:35 p.m.) C. Popick (left at 8:48 p.m.)
ABSENT:	Councillor	E. Solberg

1. GENERAL

	Call to Order	A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0247	Adoption of Agenda	B) Councillor Gale moved the Agenda be adopted as presented. - Carried.
2020-0248	Accounts Payable	C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.
2020-0249	Bank Summary	D) Councillor Crozier moved the Bank Summary to May 31, 2020 be received for information. - Carried.

2. MINUTES

2020-0250	Council meeting held June 8, 2020	A) Councillor Czember moved the minutes of the Council meeting held on June 8, 2020 be adopted as amended. - Carried.
2020-0251	Subdivision and Development Appeal Board meeting held June 10, 2020	B) Councillor Steinke moved the minutes of the Subdivision and Development Appeal Board meeting held on June 10, 2020 be received for information. - Carried.
2020-0252	Municipal Planning Commission meeting held June 17, 2020	C) Councillor Gale moved the minutes of the Municipal Planning Commission meeting held on June 17, 2020 be received for information. - Carried.

3. BYLAWS

2020-0253 Bylaw No. 1909/2020, Land Use Bylaw Amendment
Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)
Change from H – Horticultural District to DC – Direct Control District
Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)
Change from RT – Residential Transition District to DC – Direct Control District

A) Councillor Leipert declared a pecuniary interest and left the meeting at 7:07 p.m.

Councillor Czember 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. - Carried.

Councillor Leipert rejoined the meeting at 7:13 p.m.

2020-0254 Bylaw No. 1910/2020, Land Use Bylaw Amendment
Add Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District

B) Councillor Leipert 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. - Carried.

4. REQUEST FOR DECISION

2020-0255 Strategic Plan 2018-2021 Review

A) Councillor Czember moved that the strategic priorities and vision outlined in the Town of Redcliff 2018-2021 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 submissions. - Carried.

2020-0256 Pool Resurfacing Project Budget Request

B) Councillor Leipert moved the pool resurfacing project budget be increased from \$240,000 to \$300,000. Further that the increase be funded from the purchasing reserve. - Carried.

5. CORRESPONDENCE

2020-0257 Alberta Municipal Affairs
Re: 2020 Gas Tax Fund Allocation

A) Councillor Crozier moved correspondence from Alberta Municipal Affairs regarding the 2020 Gas Tax Fund allocation dated June 10, 2020 be received for information. - Carried.

2020-0258 Cypress County
Re: Notice of Public Hearing for Land Use Bylaw Amendment 2020/06 (Gasoline Alley Area Structure Plan)

B) Councillor Gale moved correspondence from Cypress County regarding the notice of public hearing for Land Use Bylaw Amendment 2020/06 (Gasoline Alley Area Structure Plan) dated June 15, 2020 be received for information. - Carried.

2020-0259 City of Medicine Hat
Re: Draft Municipal Development Plan

C) Councillor Steinke moved correspondence from the City of Medicine Hat regarding the draft Municipal Development Plan dated May 27, 2020 be received for information. - Carried.

2020-0260 TC Energy
Re: Medicine Hat Looping
Project 2023

D) Councillor Gale moved correspondence from TC Energy regarding the Medicine Hat Looping Project 2023 be received for information. - Carried.

6. OTHER

2020-0261 Riverview Golf Club Board
Meeting
Re: June 9, 2020 Agenda
Package

A) Councillor Czember moved the June 9, 2020 Riverview Golf Club Board meeting agenda package be received for information. - Carried.

2020-0262 Council Reports

B) Councillor Steinke moved the verbal report from Councillor Gale regarding the Lions Park splash park be received for information. - Carried.

2020-0263 Council Important Meetings &
Events

C) Councillor Leipert moved the Council Important Meetings & Events June 22, 2020 be received for information. - Carried.

7. RECESS

Mayor Kilpatrick called for a recess at 7:35 p.m.

Director of Community & Protective Services, Director of Corporate Services, and Director of Planning & Engineering left at 7:35 p.m.

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

8. CLOSED SESSION (Confidential Session)

2020-0264

Councillor Crozier moved to meet in Closed Session to discuss A) Delegation – Redcliff Cypress Regional Waste Management Authority under *FOIP* Sec. 24, and B) Operations Matter under *FOIP* Sec. 24 at 7:44 p.m. - Carried.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager and Manager of Legislative Services for all items. Director of Public Works and Redcliff Cypress Regional Waste Management Authority Board members A. Belyea and S. Hok for item A.

Director of Public Works and Redcliff Cypress Regional Waste Management Authority Board members A. Belyea and S. Hok left at 8:48 p.m.

2020-0265

Councillor Steinke moved to return to regular session at 9:31 p.m. - Carried.

9. ADJOURNMENT

2020-0266 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:31 p.m. -
Carried.

Mayor

Manager of Legislative Services

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

April 28th, 2020 7:00 PM

Vision Statement

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

Attending: Robin Corry, Clarke Storle, Katherine Rankin, Robyn Orthner, Dianne Smith, Brian Lowery, Jim Steinke, Tammy Hillier

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Carol Williams & Catharine Richardson

Call to order: 7:04 pm

Approval of Agenda: Add Budgeting During COVID-19 Pandemic document & plexiglass discussion to New Business, add Plan of Service to financial report. Robin moved to approve. Brian 2nd. All in favor. Carried.

Approval of Minutes for March meeting: Clarke moved for approval. Robyn 2nd. All in favor. Carried.

Financial Statements for February & March for information only: Brian moved for information only. Dianne 2nd. All in Favor. Carried.

Accounts Payable: Robin moved to accept for information. Brian 2nd. All in favor. Carried.

Library Manager's Report:

Robyn moved to approve the report. Clarke 2nd. All in Favor. Carried.

Correspondence: Nothing to report

Policies Report: Nothing to report

Financial Report: Robyn moved accept the 2019 financial statements with an additional note to clarify the reason behind the increase to the capital assets (Books) from \$94,331.53 as at Dec. 31/2018 to \$409,329.67 due to the re-valuation of the holdings. Clarke 2nd. All in favor. Carried.

Personnel Report: Nothing to report

Needs Assessment/Library Advocacy: A virtual book sale will be happening soon. We will still have a sale during the Fall Festival but for now, it will be a good fundraiser and keep people interested in our social media.

Friends of the Library (FRPL): Nothing to report

Social Media Report: Tammie has been doing an excellent job of creating posts and keeping up with all the resources available.

Ongoing Maintenance Projects:

- New window in the reading area is being replaced this week.

- Tracy discussed the breakdown of pavement at the entry of our parking lot with Derrin. He agreed that there is a problem with it but funds to replace it the way the engineers would like is not available right now. However, a less costly repair could be looked at in the next year. He did agree that the hole will be more of a problem next year if not dealt with.

Old & Unfinished Business:

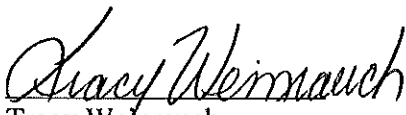
New Business:

- Staffing during COVID-19: Tracy will email board members the difference in wages for reduced hours vs wages for regular hours & a projection of what this would save us.
- Tammy made a motion for Tracy to have the authority to temporarily lay-off staff during the COVID-19 Pandemic as needed. Brian 2nd. All in favor. Carried.
- Budgeting During COVID-19 Pandemic: these are Tracy's suggestions for decreasing expenses based on if we only received government funding and revenue to date for this year. Of course, we will receive membership fees and some in-house service revenue when we are able to open back up, whenever that may be. The finance committee will be meeting to discuss the document and bring back their recommendations at the next meeting.
- Robyn moved to accept the Library Book and Material Handling Procedures document. Dianne 2nd. All in Favor. Carried
- Tracy will research different styles and costs of plexiglass for installation at the circulation desk.

Next Regular meeting: June 2 @ 7:00 pm.

Brian moved for adjournment at 8:04 pm.

Secretary


Tracy Weinrauch

Chair


Katherine Rankin

Library Manager's Report

Circulation for March was 2297 books, 30 children's audios & kits, 25 Blu-rays, 381 DVDs, 185 talking books, 90 CD's, 119 magazines, 8 videogames, 2 Ereaders, and 569 Overdrive checkouts.

MARCH STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2020	1206	1091	721	119	3137	9584	569
2019	1583	1620	1018	134	4355	11683	471
						-2099	98

**Overdrive stats to date 2020 vs 2019 = 1518 vs 1312

COMPUTER USAGE

March had 386 half hour sessions (an average of 25.73 per day) and 317 Wi-Fi sessions.

As of March 31st, 2020, we have taken in \$756.01 membership fees.

Each week I have been emailing out updates regarding what is happening with library services for our library and Shortgrass. Here is a brief summary:

- Virtual storytimes and craft sessions with Amy have increased our online interactions with patrons
- Staff Meeting April 29, 2020
- We received our annual donation from the Redcliff Lions
- As mentioned in a previous email the annual operations grant from the Government of Alberta will be distributed the same as last year, 50% now and 50% in the fall.
- FCSS has generously purchased 2 public access computers for the library
- Deep cleaning the library: carpets, windows, removing items from to wash shelving units, light fixtures, walls, etc.
- As of April 23 we have 7.85% or 1722 items checked out
- All items currently checked out have an extended due date of June 30 and no overdue fines will be accrued during the COVID-19 crisis
- Beginning May 1st we will only have staff here Monday –Friday, in April we still had staff scheduled on Saturdays to continue with no-contact pick-ups and phone calls
- We have an increased number of patrons learning to navigate their way through our website and the correct use of filters on the online catalogue so they know which items are available right now at our library for pick-up
- No-contact deliveries are starting to slow down as everyone starts to settle into routines, more patrons are using the curbside pick-up option
- For the first month we were using gloves only when handling items but we have now increased the protection to include masks when touching items in the collection.
- Deliveries between most of the Shortgrass libraries have started back up but only once a week and because of the quarantine time at each library & Shortgrass the holds are getting filled, just a little slower than previously
- Online eresources provided through Shortgrass have all seen an increase in traffic during

this crisis

Resource	Increase/Decrease	2020	2019	Metric	Period Measured
Temp Memberships	2550.00%	318	12	Membership Requests	March 16 to April 13
Overdrive	45.68%	13979	9596	Checkouts	March 1 to April 13
RBDigital eAudio	53.23%	1707	1114	Checkouts	March 1 to April 13
RBDigital eMagazine	16.38%	2935	2522	Checkouts	March 1 to April 13
PressReader	26.21%	17690	14016	Issues read	March 1 to April 13
Ancestry	49.79%	1080	721	Searches	March only
Solaro	4070.00%	417	10	Lessons/Quizzes/Tests Combined	March only
Pronunciator	73.33%	104	60	Logins	March only
Tumblebooks	73.45%	614	354	Books read	March only
Online payments	36.96%	\$1,137.58	\$830.61	Dollars	Quarter 1

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
WEDNESDAY JULY 15, 2020 – 12:30 PM
TOWN OF REDCLIFF**

PRESENT:	Members	B. Duncan, S. Gale, J. Steinke, L. Leipert,
	Director of Planning & Engineering	J. Johansen
	Development Officer	B. Stehr
	Technical Assistant/Recording Secretary	R. Arabsky
	Municipal Manager	P. Forsyth
ABSENT:		J. Beach, B. Vine, N. Stebanuk
APPLICANTS:		
	Director of Community & Protective Services	D. Thibault

1. CALL TO ORDER

B. Duncan called the meeting to order at 12:38 p.m.

2. ADOPTION OF AGENDA

S. Gale moved the agenda be adopted as presented. – Carried.

3. PREVIOUS MINUTES

A) J. Steinke moved the minutes of the MPC meeting June 17, 2020 be adopted as presented. – Carried.

4. REPORTS TO MPC

L. Leipert moved to receive for information the following Reports to MPC for the MPC Meeting of July 15, 2020:

A) Dates Development Permits advertised in Commentator

a. June 16, 2020, June 30, 2020 & July 7, 2020

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

- a. Development Permit Application 20-DP-040
Chad Steinkey
Lots 5-7, Block 49, Plan 1117V (111 6 Street SE)
Approved: Boulevard Development
- b. Development Permit Application 20-DP-042
Terralta
6-13-6-W4 (1102 River Road SW)
Approved: Solar Panels
- c. Development Permit Application 20-DP-044
Stephen Miller
Lot 14, Block 5, Plan 9711827 (906 Kipling Cres. SW)
Approved: Hot Tub & Gazebo

Municipal Planning Commission Meeting Minutes – July 15, 2020

- d. Development Permit Application 20-DP-045
Command Action Signs
Lots 1-5, Block 80, Plan 755AD (701 Broadway Avenue E)
Approved: Portable Sign
- e. Development Permit Application 20-DP-046
Command Action Signs
Lot 30, Block 80, Plan 1312206 (15 Mitchell Street NE)
Approved: Portable Sign
- f. Development Permit Application 20-DP-047
Command Action Signs
Lots 3-6, Block 84, Plan 755AD (301 Broadway Avenue E)
Approved: Portable Sign
- g. Development Permit Application 20-DP-048
Command Action Signs
Lot 120, Block 1, Plan 0213235 (700 Redcliff Way SE)
Approved: Portable Sign
- h. Development Permit Application 20-DP-049
Douglas & Cindy Kergan
Lot 40, Block 4, Plan 7410853 (702 6 Street SE)
Approved: Swimming Pool
- i. Development Permit Application 20-DP-050
MacLean Wiedeman LLP
Lots 11-12, Block 52, Plan 1117V (101 3 Street SE)
Approved: Permit to Stay
- j. Development Permit Application 20-DP-051
RailPro
Lot 2, Block A, Plan 9710588 (201 Broadway Avenue W)
Approved: Portable Sign
- k. Development Permit Application 20-DP-052
Thomas Kelly
Lot 43, Block A, Plan 0412564 (516 Jesmond Court SW)
Approved: Swimming Pool
- l. Development Permit Application 20-DP-053
Gary Strugari
Lots 37-38, Block 7, Plan 1117V (434 5 Street SE)
Denied: Accessory Building
- m. Development Permit Application 20-DP-054
Michael Lukacs
Lots 38-40, Block 7, Plan 1117V (636 1 Street SE)
Approved: Accessory Building – Detached Garage
- n. Development Permit Application 20-DP-055
Rory Schaffer
Lot 14, Block A, Plan 0412564 (413 Jesmond Drive SE)
Denied: Accessory Building

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

- a. Development Permit Application 20-DP-055
Lot 14, Block A, Plan 0412564 (413 Jesmond Drive SE)
Appellant: Rory Schaffer
Appeal: Denial of Development Permit for an Accessory Building because it encroaches into a setback beyond the power of the Development Officer or MPC to grant

D) SDAB Decisions rendered since the last MPC Meeting

- a. NO SDAB Decisions have been rendered since the last MPC Meeting.

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

- a. Land Use Bylaw Amendment Application – Received 1st Reading
Applicant: Tim Coehoorn
Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) &
Lot 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. Land Use Bylaw Amendment Application – Received 1st Reading
Applicant: Town of Redcliff
Add Bulk Fuel Station to Discretionary Use – Commission in TU –
Transportation and Utilities District

F) Items Received for Information

- a. No items have been received for information.

- Carried.

5. LAND USE BYLAW AMENDMENT APPLICATION FOR MPC COMMENT**A) Land Use Bylaw Amendment Application**

Applicant: Town of Redcliff

Add Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District

L. Leipert moved the following comments regarding the Land Use Bylaw Amendment Application to add Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District be submitted to Council:

1. When this type of development application comes in, we need to make sure all the regulatory requirements are met, and insurance be in place
2. The MPC supports the addition of Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District

- Carried

6. DEVELOPMENT PERMIT APPLICATION FOR MPC DECISION

- A)** Development Permit Application 20-DP-061
New Line Skateparks Inc.
Lot 1, Block 41, Plan 9011349 (230 Main Street S)
Outdoor Recreational Facility

D. Thibault - Director of Community & Protective Services presented on behalf of the applicant.

S. Gale moved that Development Permit Application 20-DP-061 for an Outdoor Recreation Facility at Lot 1, Block 41, Plan 9011349 (230 Main Street S) be approved subject to the following conditions:

1. A sign to be posted at the Skate Board park indicating parking is available at Rec-Tangle Arena (131 1 Street SW).
2. The Developer shall pay for pedestrian accommodation improvements as required by the Municipal Manager.
3. The Developer shall provide a Landscaping Plan to the satisfaction of the Development Officer.
4. The Developer shall install parking, pedestrian improvements, and landscaping as per the approved plans.

- Carried

7. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 1:27 p.m. – Carried.

Chairman

Recording Secretary

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Bylaw 1908/2020 Land Use Bylaw Amendment – Rezoning a property from I-1 Light Industrial District to C-3 General Commercial District

PROPOSAL: That Council give second and third reading to the proposed amendment to the Land Use Bylaw to add Taxi Service to the permitted uses for the I-1 – Light Industrial District

BACKGROUND:

On June 8, 2020, Council gave first reading to proposed Bylaw 1908/2020 Land Use Bylaw amendment to include Taxi Service as a Permitted Use in the I-1 – Light Industrial District. (*Reference: Council Motion 2020-0236*). Administration has advertised the proposed Land Use Bylaw amendment and public hearing. At the time of preparing this Request for Decision no comments or concerns have been received.

The following background information was provided at the Council meeting on June 8, 2020:

C. Redpath made application to rezone the property known civically at 202 3 Street NE from I-1 to C-3.

At the May 25, 2020 Council meeting, Council passed the following motion:

1. Councillor Leipert moved 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, be given first reading.

POLICY/LEGISLATION:

Part 2, Division 1, Section 8 of the Municipal Government Act

Part VI Land Use Bylaw Amendments, Section(s) 32-39 of the Redcliff Land Use Bylaw (1698/2011)

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Proposed Land Use Amending Bylaw 1908/2020

OPTIONS:

1. That Council give second and third reading to Bylaw 1908/2020, being an amendment to the Land Use Bylaw to include Taxi Service as a Permitted Use in the I-1 – Light Industrial District.
2. That Council not give second and third reading to Bylaw 1908/2020, being an

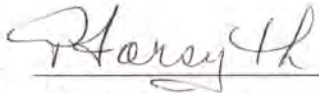
SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1908/2020, being an amendment to the Land Use Bylaw, to include Taxi Service as a Permitted Use in the I-1 – Light Industrial District, be given second reading as amended.
2. Councillor _____ moved that Bylaw 1908/2020, being an amendment to the Land Use Bylaw, to include Taxi Service as a Permitted Use in the I-1 – Light Industrial District, be given third reading.

SUBMITTED BY:



Department Head



Municipal Manager

**BYLAW 1908/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**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 Taxi Service as a Permitted Use in the I-1 – Light Industrial 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 20th day of July, 2020.

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. ~~Administration is authorized to update the Land Use Bylaw Land I-1 Light Industrial District to be consistent with this Land Use Bylaw Amendment.~~ That Taxi Service be added as a Permitted Use in the I-1 Light Industrial District.
2. This Bylaw shall come into force on the date of the final reading and signing thereof.

READ a first time this 25th day of May, 2020.

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

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

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

MAYOR

MANAGER OF LEGISLATIVE SERVICES

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Planning & Engineering

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 second and third reading to the proposed amendment to the Land Use Bylaw to rezone the properties at 13 & 39 7 Street NW (see attached map)

BACKGROUND:

On June 22, 2020, Council gave first reading to the proposed Bylaw 1909/2020 Land Use Bylaw Amendment 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 (*Reference: 2020-0253*). Administration has advertised the proposed Land Use Bylaw amendment and public hearing. At the time of preparing this Request for Decision no comments or concerns have been received.

The following background information was provided at the Council meeting on June 22, 2020:

On May 25, 2020 T. Coehoorn submitted an application to rezone the properties at 13 7 Street NW and 39 7 Street NW. The purpose of the rezoning was to consolidate the properties to allow for development of a garage / office for an existing mini-storage business.

On November 10, 2008 Council passed Bylaw 1573/2008 (repealed by 1698/2011) to rezone 39 7 Street NW (Lot 21-31, Block 95, Plan 1117V) from H – Horticultural District to DC – Direct Control.

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, the property was rezoned to RT – Residential Transition District as per 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 regular scheduled meeting on May 20, 2020 for comment as per Land Use Bylaw Section 35.1 & 2. 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, Section(s) 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:

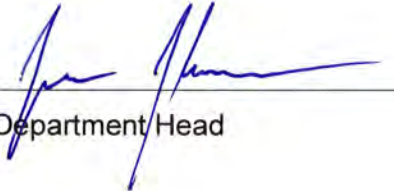
1. That Council give second and third reading to Bylaw 1909/2020, being an amendment to the Land Use Bylaw to rezone Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) from H – Horticultural District to DC – Direct Control District and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) from RT – Residential Transition District to DC – Direct Control District.
2. That Council not give second and third 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.

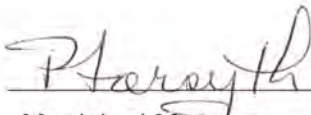
RECOMMENDATION:

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 second reading.
2. 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 third reading.

SUBMITTED BY:

Department Head

Municipal Manager



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&C-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



LAND TITLE CERTIFICATE

S

LINC

SHORT LEGAL

TITLE NUMBER

0033 162 868

1117V; 95; 21-31

081 130 824

LEGAL DESCRIPTION

PLAN 1117V

BLOCK 95

LOTS 21 TO 31 INCLUSIVE

EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

ATS REFERENCE: 4;6;13;17

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 071 232 666 +2

071 232 666 +1

REGISTERED OWNER(S)

REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
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081 130 824 09/04/2008 CONSOLIDATION -
PARCELS

OWNERS

TIMOTHY JAMES COELHOORN

AND

ELIZABETH COELHOORN

BOTH OF:

PO BOX 1331

REDCLIFF

ALBERTA T0J 2P0

AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER

DATE (D/M/Y)

PARTICULARS

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

(CONTINUED)

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

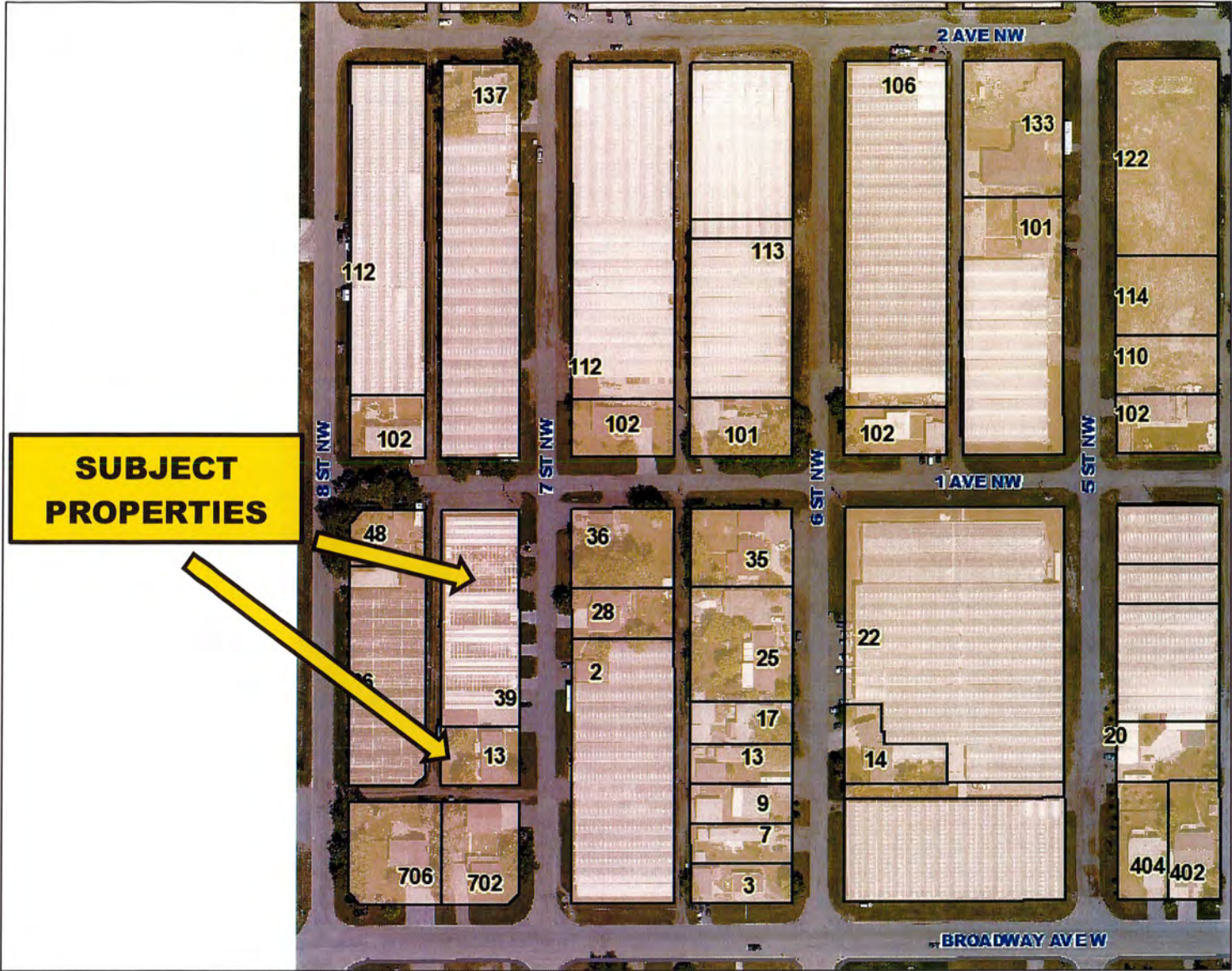
CUSTOMER FILE NUMBER:



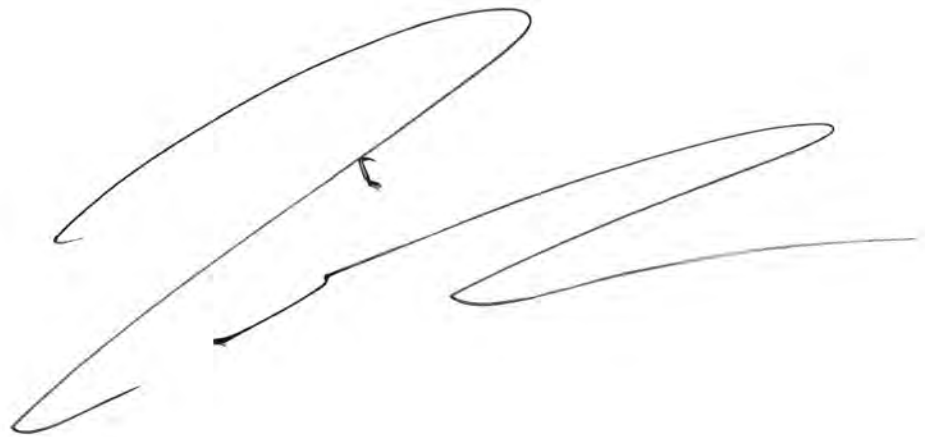
END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
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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).



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



MUNICIPAL PLANNING COMMISSION

Planning & Engineering Report

June 8, 2020

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

BACKGROUND

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.

**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

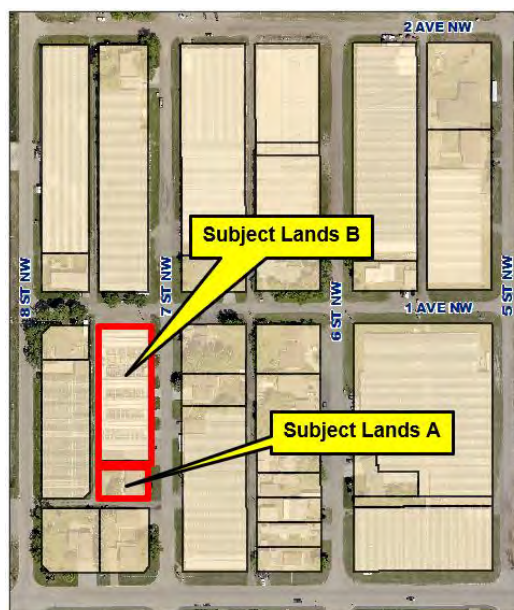
Lot(s) 21-31, Block 95, Plan 1117V

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 20th day of July 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 22nd day of June 2020.

READ a second time this _____ day of _____ 2020.

READ a third time this _____ day of _____ 2020.

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

MAYOR

MANAGER OF LEGISLATIVE SERVICES

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Planning & Engineering

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 second and third 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 22, 2020, Council gave first reading to proposed Bylaw 1910/2020 Land Use Bylaw amendment to include Bulk Fuel Station as a Discretionary Use – Commission in the TU – Transportation and Utilities District (*Reference: Council Motion 2020-0254*). Administration has advertised the proposed Land Use Bylaw amendment and public hearing. At the time of preparing this Request for Decision no comments or concerns have been received.

The following background information was provided at the Redcliff Town Council meeting on June 22, 2020:

On June 18, 2020, the Town of Redcliff made 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 (LUB) 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 LUB permitting the discretion for a *Similar Use* is not applicable.

MPC made the following motion with respect to Bylaw 1910/2020 at the July 15, 2020 meeting of MPC:

L. Leipert moved the following comments regarding the Land Use Bylaw Amendment Application to add Bulk Fuel Station to Discretionary Use – Commission in TU –

Transportation and Utilities District be submitted to Council:

1. When this type of development application comes in, we need to make sure all the regulatory requirements are met, and insurance be in place
 2. The MPC supports the addition of Bulk Fuel Station to Discretionary Use – Commission in TU – Transportation and Utilities District
- Carried

POLICY/LEGISLATION:

Part 2, Division 1, Section 8 of the Municipal Government Act

Part VI Land Use Bylaw Amendments, Section(s) 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. That Council give second and third reading to Bylaw 1910/2020, being an amendment to the Land Use Bylaw to include Bulk Fuel Station as a Discretionary Use – Commission in the TU – Transportation and Utilities District.
2. That Council not give second and third reading to Bylaw 1910/2020, being an amendment to the Land Use Bylaw to include Bulk Fuel Station as a Discretionary Use – Commission in the TU – Transportation and Utilities District.

RECOMMENDATION:

Option 1.

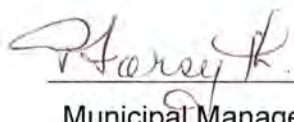
SUGGESTED MOTION(S):

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 second reading.
2. 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 third reading.

SUBMITTED BY:



Department Head



Municipal Manager



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

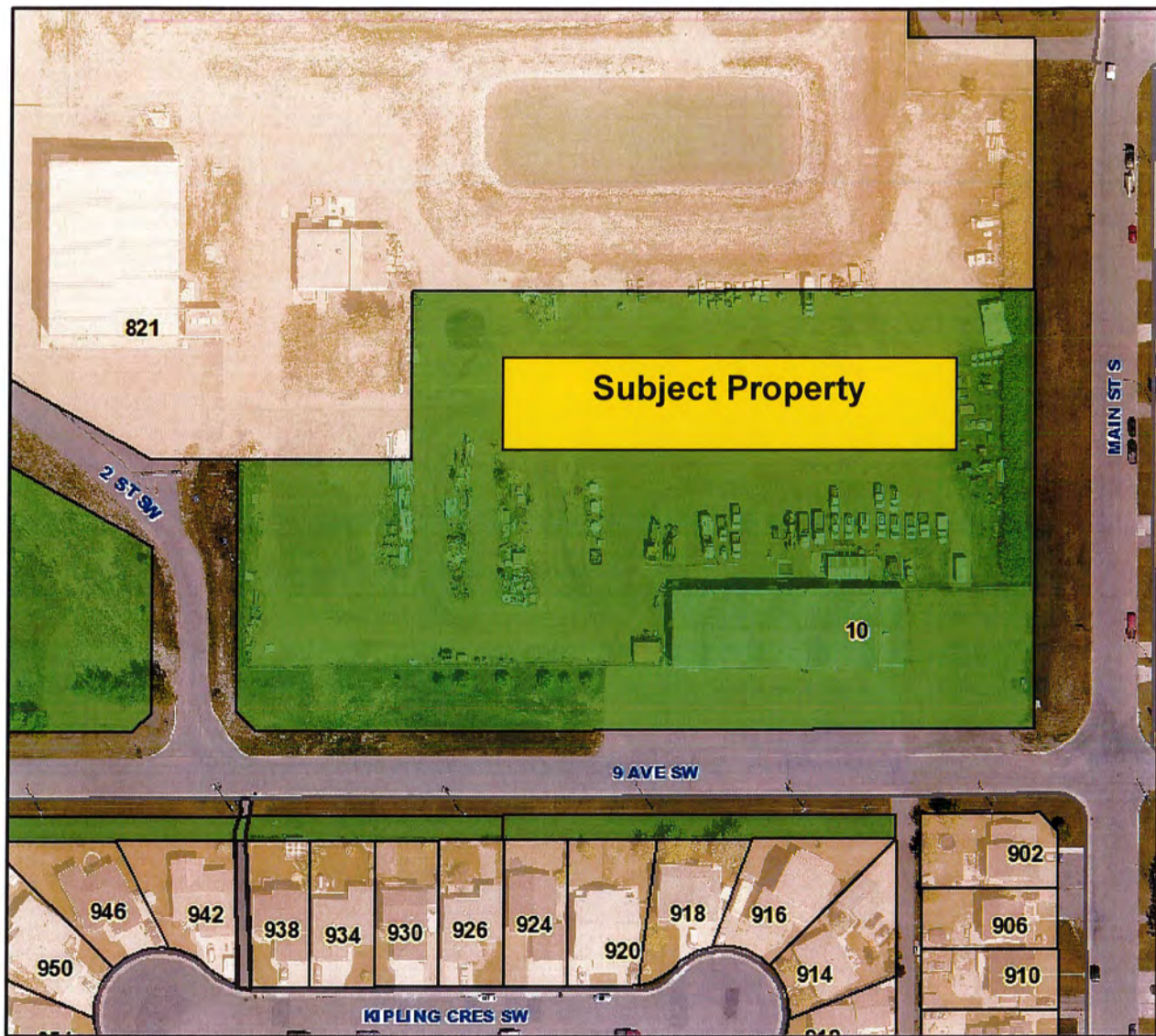
REFERENCE NUMBER: 167227 .

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](#)



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 20th day of July 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 22nd day of June 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

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: July 20, 2020

PROPOSED BY: Legislative Services

TOPIC: Bylaw 1911/2020, Advertising Bylaw

PROPOSAL: To consider approval of Bylaw 1911/2020, Advertising Bylaw

BACKGROUND:

Proposed Bylaw 1911/2020, Advertising Bylaw is being presented to Council for consideration which will allow for Administration to utilize additional electronic advertising methods. Presently when there is a requirement that a bylaw, resolution, meeting, public hearing, etc. is to be advertised per the Municipal Government Act (MGA) or other applicable legislation it is to be done via newspaper and mail outs. The MGA now allows municipalities, if a bylaw is adopted, to advertise electronically, for example on the Town's website or on social media channels.

Advertising via the website and social media provides for another means of reaching our citizens.

POLICY/LEGISLATION:

Excerpt from Municipal Government Act

- 606 (1) *The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.*
- (2) *Notice of the bylaw, resolution, meeting, public hearing or other thing must be*
- (a) *published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,*
- (b) *mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or*
- (c) *given by a method provided for in a bylaw under section 606.1.*
- 606.1 (1) *A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.*
- (2) *Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.*
- (3) *Council must conduct a public hearing before making a bylaw under subsection (1).*
- (4) *A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a*

- bylaw made under this section.*
- (5) *A notice of a bylaw proposed to be made under subsection (1) must contain*
- (a) a statement of the general purpose of the proposed bylaw,*
 - (b) the address or website where a copy of the proposed bylaw may be examined, and*
 - (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.*
- (6) *A bylaw passed under this section must be made available for public inspection.*

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw 1911/2020, Advertising Bylaw

OPTIONS:

1. Give first reading to Bylaw 1911/2020, Advertising Bylaw.
2. Suggest changes to Bylaw 1911/2020, Advertising Bylaw and have Administration draft an amended Bylaw 1911/2020, Advertising Bylaw for review at a future Council meeting.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1911/2020, Advertising Bylaw be given first reading.
2. Councillor _____ moved that Administration draft an amended Bylaw 1911/2020, Advertising Bylaw for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

**BYLAW 1911/2020
OF THE
TOWN OF REDCLIFF**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO ESTABLISH AN ALTERNATE METHOD(S) FOR ADVERTISING STATUTORY NOTICES.

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS, Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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;

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

Short Title

1. This Bylaw may be referred to as the “Advertising Bylaw”.

Advertising Method

2. Any notice required to be advertised under Section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in Section 606:

Electronically by posting a notice prominently on the Town of Redcliff’s website.

And/or

Electronically by posting the notice prominently on any of the official Town of Redcliff’s social media sites.

And/or

By posting the notice in the local newspaper and print media in accordance with legislation.

3. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this _____ day of _____ 2020.

READ a second time this _____ day of _____ 2020.

READ a third time this _____ day of _____ 2020.

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

MAYOR

MANAGER OF LEGISLATIVE SERVICES

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Public Works

TOPIC: Fuel Tank Replacement Project

PROPOSAL: To award the Fuel Tank Replacement Project

BACKGROUND:

In early March, the annual fuel tank inspection was completed by a Safety Codes Officer, under the direction of the Petroleum Tank Management Association of Alberta and the Alberta Safety Codes Authority. Upon his inspection, the vacuum seal between the inner and outer steel wall on the gasoline fuel tank had failed. In addition, the failure was unable to be repaired and the tank was condemned. The clear diesel and dyed diesel fuel tanks are of a similar vintage as the gasoline tank. Through discussions with the Safety Codes Officer and a fuel tank contractor, it was assumed that the diesel tanks would likely fail soon as they have operated for their useful design life. Council was notified about the fuel tank failure.

New permits and facility design requirements have been received for the upgrades to our fuel delivery system. Three new 10,000L tanks will be installed where the three existing tanks are located. The existing 4,500L tanks will be disposed of. The volume of the three tanks is being increased to provide more onsite fuel storage during any potential Town emergency. Currently, the 4,500L tanks, if assumed full, only provide enough fuel storage for Town equipment and generators for a couple days of operation. Electrical code upgrades, including remote emergency shutoff, tank venting systems, and concrete bollards are included.

Contractors were requested to provide a quotation to supply and install the 3 new double walled steel tanks, pumping systems, upgrade the existing site conditions, and complete all electrical work. The results are as follows:

- 1) Mid-West Pump could complete in eight (8) weeks for \$79,980.00
- 2) MI Petro could complete in ten (10) weeks for \$86,383.00

The fuel tank replacement was not a planned capital project. Administration is requesting approval to repair the fuel system in the Public Works yard.

POLICY/LEGISLATION:

Policy 38 Purchasing Policy

STRATEGIC PRIORITIES:

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

Strategies

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

ATTACHMENTS:

Fire Approval
Fire Permit

OPTIONS:

1. Award the fuel tank replacement project to Mid-West Pump with a budget of \$90,000. Funding for this is to be provided by the purchasing reserve.
2. Award the fuel tank replacement project to MI Petro with a budget of \$95,000. Funding for this is to be provided by the purchasing reserve.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

- i) Councillor _____ moved to award the fuel tank replacement project to Mid-West Pump with a budget of \$90,000. Funding for this is to be provided by the purchasing reserve.
- ii) Councillor _____ moved to award the fuel tank replacement project to MI Petro with a budget of \$95,000. Funding for this is to be provided by the purchasing reserve.

SUBMITTED BY:



Department Head



Municipal Manager



May 25, 2020

Permit #: 0264-20-142

Corey Popick
TOWN OF REDCLIFF
PO BOX 40, 3RD STREET NE
REDCLIFF, AB T1B 4T4

Dear Corey:

RE: TANK INSTALLATION - TOWN OF REDCLIFF

The Petroleum Tank Management Association of Alberta has authority for approving the plans for petroleum storage system installations in REDCLIFF. The PTMAA has examined the information submission for three petroleum storage tank systems proposed for install at the subject facility located at 10-9 AVENUE SOUTH within REDCLIFF.

Examination of the information submission shall not in any way relieve the facility owner from full responsibility for carrying out the work or having the work carried out in accordance with requirements of the Alberta Fire Code 2019. The owner is responsible for ensuring the installation is in accordance with municipal permits and bylaws. Certain municipalities require larger spacing between tanks and property lines than required in the Fire Code. Local bylaws prevail so be sure to follow municipal development permit conditions. Subject to the conditions listed above and in the attached Permit, the information is acceptable as per detail shown in the information submission in accordance with relevant Sections of the Alberta Fire Code 2019.

Enclosed is the Fire Code Permit and Verification of Compliance for this installation. The owner is required to submit the following documents to the PTMAA prior to usage of the tank(s):

- Tank Registration Application – to be completed by the tank owner. Form is available for download from the PTMAA website.
- Verification of Compliance form - must be signed by the appropriate person certifying that the installation was constructed to the submitted drawings, specifications and conditions listed in this letter and the Permit.

A PTMAA Inspector will perform a site inspection within the year to ensure the petroleum installation conforms to the conditions and information provided for this application. If any provisions of the Fire Code are found as deficient we will bring the deficiency to your attention to be corrected. If we can be of further assistance, do not hesitate to call our office.

Sincerely,

Catherine Coutu
Safety Codes Officer
S115939

Fire Permit – Tank Installation

Permit #: **0264-20-142**


Applicant: Corey Popick
Address: PO BOX 40, 3RD STREET NE
City/Town: REDCLIFF
Postal Code: T1B 4T4
Applicant on
behalf of: TOWN OF REDCLIFF

Phone: 403-548-9251
Email: coreyp@redcliff.ca
Province: AB

Construction will be undertaken at:

Facility Name: TOWN OF REDCLIFF ANCILLARY YARD
Municipality: REDCLIFF Street Address: 10-9 AVENUE SOUTH
Legal Description: Lot 11 Block 1 Plan 0010742
Legal Subdivision: Prt: SW Section 8 TWP 13 Range 6 WofM 4
Permit Type: ☒ New Installation
3x10KL ☐ Removal ☐ Alteration
Start Date: May 2020 Estimated Completion Date: _____
Contractor: ALL PEACE PETROLEUM A DIVISION OF BAR W
PETROLEUM & ELECTRIC INC Phone: (780)539-3533

- Permit Conditions:
1. Construction shall proceed in accordance to the stamped engineer drawings approved by the PTMAA included with this Permit.
 2. **Construction must commence within 90 days of the Date of Issue on this permit.** If necessary, the owner may request an extension in writing.
 3. The holder of this permit shall ensure the project supervisor is certified by the PTMAA to perform tank installations (if there is any piping, fittings, valves or dispenser connections).
 4. A Verification of Compliance (attached) must be reported to the PTMAA upon completion of construction. Acceptable forms of verification are listed within the instructions for the Application for Permit document.
 5. A Registration Application shall be submitted to the PTMAA prior to useage of tanks.
 6. Be aware that the municipality may require the applicant to apply for a development and/or building permit for this project.

Issued By:  PTMAA
Print Name: CATHERINE COUTU Permit Fee: \$275
SCO #: S115939 Date Issued: May 25, 2020

The personal information provided as part of this application is collected under section 39 of the Safety Codes Act and sections 303 and 295 of the Municipal Government Act and in accordance with section 32 (c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact a Safety Services Program Administrator at the 16th Flr, 10155-102 Street, Edmonton, AB, T5J 4L4, 1-866-421-6929.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Planning & Engineering
Community & Protective Services
Public Works

TOPIC: Rec-Tangle Parking Lot Project

PROPOSAL: To completed the Rec-Tangle Parking Lot Project using internal resources

BACKGROUND:

The Rec-Tangle Parking Lot Concrete and Paving was funded in the 2019 Budget for \$330,000 with the funding from MSI.

On July 15, 2019 Council approved a budget increase of \$115,000. The increase was based on:

- Tender for the concrete and paving.
- A soak away pit was discovered that drains from a valve pit in the Rec-Tangle, which contributed to the wet subgrade of the Rec-Tangle parking lot. The drain was extended to the sanitary sewer in Main Street. The produced brine water is not acceptable for discharge into the storm sewer system.
- An area on the west side of the Rec-Tangle has been milled and repaved to resolve a drainage issue that was causing water to backup into the Rec-Tangle at the doors on the west side.
- The milling of the main parking area was done under the 4th Street Project and cost approximately \$25,000.
- Public Works was to do the subgrade prep, installation of the stormwater collection infrastructure, spread the geotextile, and place the gravels.



Figure 1 Soak Away Pit Location

Issues that arose during construction:

- The telecommunications cable shown on the drawings, located on 2nd Avenue crossing Main Street was discovered to be several ducts encased in concrete and to contain fiber optic cables. The storm line had to pass under this concrete-encased duct bank requiring steel beams to support the concrete-encased duct bank and additional hydrovac excavation. A catchbasin had to be moved to avoid the concrete-encased duct bank and additional hydrovac excavation was required to install the catchbasin.
- Town staff removed more concrete than planned, adding to costs.

- Poor soils in areas required additional excavation and replacement with suitable soils for pipe and manhole installation and bedding.
- The gravels supplied by the Town were rejected by the paving contractor. If the paving contractor was not allowed to provide his own gravels the paving contractor refused to warranty the paving.
- Additional work was added on the west side of the Rec-Tangle.
- A decision was made to replace the sidewalk on the south side of the Rec-Tangle as it was badly broken and did not drain.
- Paving was delayed until the spring of 2020 due to saturated soils which required extra excavation and additional aggregate. The following combined to create the saturated soil condition:
 - The design was for the drainage from the building to flow over the parking lot to the catchbasins in the middle of the parking lot. This assumed that the parking lot would be paved and was done as a cost saving measure.
 - Construction delays pushed the project into the fall the wet weather, and
 - The failure of the building eavestroughs
- Additional concrete curb & gutters were removed on Main Street to improve drainage on Main Street.

Current contract status of the project is:

- Transit Paving has one minor and one major deficiency to address. They have applied for substantial completion, but this has not been given due to the value of the outstanding deficiencies.

Budget Situation

DESCRIPTION	TOTALS
Total Budget	\$445,000.00
Expenditures paid	(\$ 447,989.24)
Outstanding Invoices	(\$12,000.00)
Estimates for Work not completed	(\$79,500.00)
TOTAL	(\$94,489.24)

The work required to complete the project is estimated to be:

Parking Lot Lighting	\$24,000.00
Basketball Hoops	\$10,500.00
Gates	\$5,000.00
Line Painting	\$5,000.00
Landscaping	\$35,000.00
TOTAL OUTSTANDING COSTS	\$79,500.00

Administration proposes that the work to be completed be undertaken as follows:

Parking Lot Lighting (change of scope – reuse bases, posts, and heads) project budget	\$5,000.00
Basketball Hoops – There was a coding error in 2019 that was not caught until after year end processing. This can be done under the facilities projects budget in 2020; though the completing of the eavestrough will not be completed until 2021.	\$10,500.00
Gates Can be completed in 2021 through facilities projects; though were not at the facility prior so could be removed	
Line Painting Public works will complete through their operating 2020 budget	\$2,000.00
Landscaping Minimal landscaping can be done in 2020 utilizing parts and manpower on hand; other landscaping can occur over time.	
TOTAL OUTSTANDING COSTS	\$17,500.00

Public Works has advised that they can utilize the removed gravel in other projects and could reallocate for 2020 \$18,525.00 from gravel GL's to the project GL with Council approval.

Proposed financial breakdown:

DESCRIPTION	TOTALS
Total Budget	\$ 445,000.00
Expenditures paid	(\$ 447,989.24)
Outstanding Invoices	(\$12,000.00)
Gravel Reallocation	\$ 18,575.00
Project costs to come from project budget for lighting.	(\$ 5,000.00)
TOTAL	(\$ 1,414.24)

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.

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

Strategies

2.4. Develop a plan for expansion of campground, recreation, and tourism opportunities

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

Strategies

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

ATTACHMENTS:

N/A

OPTIONS:

1. Direct Administration to complete the project using internal forces to complete line painting through Public Works Operations and Basketball Hoops through Community and Protective Services Facilities Budget and reallocate \$18,525.00 from gravel budget to the Rec-Tangle Project Budget.
2. Increase the project budget by \$80,000 to \$525,000 to complete the project. Funding could come from the Purchasing Reserve.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved Administration complete the Rec-Tangle Parking Lot Project using internal forces to complete line painting through Public Works Operations and Basketball Hoops through Community and Protective Services Facilities Budget and reallocate \$18,525.00 from gravel budget to the Rec-Tangle Project Budget.
2. Councillor _____ moved the Rec-Tangle Parking Lot Project Budget be increased by \$80,000 for a total project budget of \$525,000.00 with additional funding to come from the purchasing reserve.

SUBMITTED BY:



Department Head







Municipal Manager

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision

PROPOSAL: Approve policy as presented

BACKGROUND:

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

The Municipal Government Act provides natural person powers to municipalities which are deemed to include the right as a municipality to appeal development and subdivision decisions. Most applications involve some type of servicing and the Town may be an affected party because the Town provides these services.

On occasion, a member of Council or Administration may observe that a decision concerning a development or subdivision may not be in the best interests of the Town of Redcliff and it may be necessary to have such a decision appealed for reconsideration. Policy No. 066 provides Administration with guidance on how to deal with deal with these situations.

Policy No. 066 has been rewritten to clarify the policy and improve grammar but in substance the policy remains the same.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

Strategies

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

ATTACHMENTS:

Redline copy of Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision

OPTIONS:

1. Approve Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision.
2. Request Administration to make changes to Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision.

3. Cancel Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decisions.

RECOMMENDATION:

Option 1

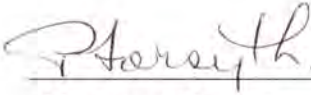
SUGGESTED MOTION(S):

1. Councillor _____ moved to approve Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision.
2. Councillor _____ moved that Administration draft an amended Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision for review at a future Council meeting with suggested changes.
3. Councillor _____ moved that Policy No. 066, Town of Redcliff Staff or Council or Town Appealing Development Decision be cancelled.

SUBMITTED BY:



Department Head



Municipal Manager



Approved by Council —~~August 20, 2012~~Month Day, 20XX

~~TOWN OF REDCLIFF STAFF OR COUNCIL APPEALING DEVELOPMENT DECISIONS~~
TOWN OF REDCLIFF STAFF OR COUNCIL OR TOWN APPEALING DEVELOPMENT DECISIONS

BACKGROUND

~~On occasion a member of Council or Administration observes that a decision concerning a development may not be in the best interests of the Town of Redcliff and it may be best to have such a decision appealed for reconsideration.~~

The Municipal Government Act provides ~~to municipalities what is considered to be~~ natural person powers to municipalities which ~~is are~~ deemed to include the right as a municipality to appeal development and subdivision decisions ~~since most~~. Most applications involve some type of servicing and the Town may be an affected party because the Town provides ~~the these~~ services.

~~If an individual made the appeal the person would~~On occasion, a member of Council or Administration may observe that a decision concerning a development or subdivision may not be responsible for payment of any necessary appeal fees and this is deemed to place onerous commitment on an individual acting in the best interests and on behalf of the Municipal Corporation of the Town of Redcliff and it may be necessary to have such a decision appealed for reconsideration.

POLICY

- (1) When a member of Council or Administration feels a development decision may not be in the best interests of the Town of Redcliff the person shall discuss the matter with the Municipal Manager who:
 - (a) may include the potential appeal as a topic for discussion at the next regularly scheduled meeting of Council providing such meeting falls prior to the final date for appeal of said development. Council may by motion authorize Administration to appeal the development on behalf of the Municipal Corporation of the Town of Redcliff; or,
 - (b) may authorize an appeal of the development decision on behalf of the Town of Redcliff if the next regularly scheduled meeting of Council falls after the final date for appeal of said development and in his/its of the opinion it ~~would be~~ is in the best interest of the Municipal Corporation of the Town of Redcliff to appeal the decision. The Municipal Manager would will then inform Council of the appeal at the next scheduled meeting ~~at which time,~~ Council may ~~discuss the matter and choose~~ direct Administration to continue or withdraw the appeal ~~if time permits.~~
- (2) The Municipal Manger ~~or his designate~~ shall sign the appeal on behalf of the Town of Redcliff.

(3) All fees for appeals When the Municipal Manager or Council decides it is not in the interests of the Town of Redcliff to appeal a development decision and the member of Council or Administration still feels it should be appealed, they may appeal a development decision as a private individual if allowed to do so under the regulations.

(3)(4) Appeals filed on behalf of the Town of Redcliff by the Municipal Manager shall be paid by the Town of Redcliff.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: July 20, 2020

PROPOSED BY: Legislative Services

TOPIC: Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S)

PROPOSAL: To consider approval of Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S)

BACKGROUND:

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

Minor wording changes are suggested for Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'s). The intent, however, remains the same that Additional Named Insured's for community organizations is not an option under the Town of Redcliff's Insurance Policy.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S)

OPTIONS:

1. Approve Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S) as presented.
2. Suggest changes to Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S) and have Administration draft an amended Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S) for review at a future Council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S) be approved as presented.
2. Councillor _____ moved that Administration draft an amended Policy No. 077, Insurance Coverage for Additional Named Insured's (A.N.I.'S) for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager



Approved by Council: ~~March 28, 2005~~

INSURANCE COVERAGE FOR ADDITIONAL NAMED INSURED'S (A.N.I.'S)

BACKGROUND

The Town of Redcliff ~~presently~~ purchases insurance through ~~the~~ Alberta Municipal Services Corporation (AMSC), which is a subsidiary of the Alberta Urban Municipalities Association (AUMA). ~~The~~ AMSC previously offered municipalities they insure, ~~with~~ an option/provision ~~uncommon to most insurance policies. This option~~ for coverage ~~is referred to as coverage as an~~ for "Additional Named Insured" (A.N.I.) This option provided various non-profit organizations in the municipality with the ability to obtain insurance coverage by piggybacking on the Town of Redcliff's insurance policy, if the municipality agrees to them being included.

~~A portion of the Town's insurance is provided through a reciprocal exchange that all member municipalities participate in, referred to as MUNIX. The insurance premiums for MUNIX are based on each participating municipality's claims history. As A.N.I.'s are an extension of the municipality's insurance, any claim associated with a particular A.N.I. would impact the Town of Redcliff's insurance premium for a five year period. AMSC undertook an extensive review of how to best manage A.N.I.'s risk. During this review, it was discovered that Section 303 of the Insurance Act prevents A.N.I.'s from participating in MUNIX, as only subscribers to the reciprocal can participate.~~

~~Therefore, our insurance provider advised that A.N.I.'s can no longer participate in the MUNIX reciprocal after December 31, 2005.~~

Allowing organizations to insure under the Town of Redcliff's insurance as an A.N.I. presents significant risks and potential long terms impacts to the Town of Redcliff and is not recommended by AMSC.

~~However,~~ A.N.I.'s do have the ability to apply for associate membership to the Alberta Urban Municipalities Association (AUMA), which would mean they would be eligible to participate in the AMSC insurance program and in all other services offered to AUMA members. To qualify for Associate membership, the group must be a municipally-related non-profit organization, special board or commission, or wholly owned by municipalities as a for-profit. Examples would include:

- Foundations
- Authorities
- Agencies
- Boards

- Libraries
- Community Associations

~~This policy shall be effective January 1, 2006.~~

POLICY

The Town of Redcliff does not provide the ability for various non-profit organizations within the Town, ~~the ability~~ to obtain insurance coverage through the Town's insurance program as an A.N.I. However, the Town of Redcliff will direct municipally-related non-profit organizations to apply for associate membership to the Alberta Urban Municipalities Association (AUMA).

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: July 20, 2020

PROPOSED BY: Legislative Services

TOPIC: Policy No. 082, Assigning of Civic Addresses

PROPOSAL: To consider approval of Policy No. 082, Assigning of Civic Addresses

BACKGROUND:

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

Minor wording changes are suggested for Policy No. 082, Assigning of Civic Addresses to update titles and provide further clarity with regard to assigning civic addresses.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy No. 082, Assigning of Civic Addresses

OPTIONS:

1. Approve Policy No. 082, Assigning of Civic Addresses as presented.
2. Suggest changes to Policy No. 082, Assigning of Civic Addresses and have Administration draft an amended Policy No. 082, Assigning of Civic Addresses for review at a future Council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 082, Assigning of Civic Addresses be approved as presented.
2. Councillor _____ moved that Administration draft an amended Policy No. 082, Assigning of Civic Addresses for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager



Approved by Council: ~~December 14, 1998~~

ASSIGNING OF CIVIC ADDRESSES

BACKGROUND

The Town of Redcliff requires an established process to ~~determine street addresses within the Town of Redcliff~~ maintain a civic address system to identify buildings, properties, units, open spaces, roadway, and amenities within the Town of Redcliff. ~~—~~ This is to ensure a uniformity of addresses ~~and so that~~ ensure emergency vehicles will be directed to a correct location, should a situation demand they attend.

This uniformity will also ensure that all utility service providers indicate the same street (civic) address on their plans. ~~as well as the civic address according to the Town of Redcliff will coincide.~~

POLICY

- (1) Civic addresses will be assigned by the Municipal Secretary/Manager of Legislative Services in consultation with the ~~clerk responsible for taxation and assessment~~ Taxation Clerk.
- (2) The centre of the Town of Redcliff is considered to be the intersection of Main Street (north/south) and Broadway Avenue (east/west).
- (3) Addresses shall contain a designation as to the quadrant ~~(ie SE, SW, NE, NW)~~ of the Town of Redcliff in which they are located with the exception of ~~addressed addresses~~ located on Broadway or Main Street which shall only indicate the direction from center of the Town of Redcliff they are located. (eg. Aquatic Centre is 238 Main Street South)
- (4) The ~~Town of Redcliff~~ Taxation Clerk shall maintain the official record of all addresses assigned, on the tax roll, and forward change/-amendments of addresses to various utility providers and other agencies requiring civic address notification.
- ~~(5) When a duplex is located and where possible the address number shall increase by only 2 with one of the addresses retaining the original address number assigned to the location. When not possible the >best fit< shall be used.~~
- ~~(5) Where a multi-unit residential triplex, fourplex, apartment complex, or commercial/industrial complex is located the basic address of the building site shall remain unchanged but each residential/commercial unit shall be numbered as subsidiary of the basic address. (example #4, 310 - Mitchell Street S.E.)~~
- (6) Where a parcel with a multi-unit dwelling has been subdivided, and where possible the

- address shall increase by a numeric value of only 2 with one of the addresses retaining the original address number assigned to the location.
- (7) Where a street is made longer than would be normal, by an intersecting street being closed, ~~the~~ address numbers shall be amended beginning at the site where there would have been the intersecting street.
- (a) The numbers of the lots where the intersecting street would have been located shall be numbered as if the intersecting street was part of the block closest to the ~~centre~~ of Redcliff.
- (8) The civic address will:
- (a) be numbered increasing from the centre of the Town of Redcliff;
- ~~(a)(b)~~ start at the end of the block which is closest to the centre of the Town of Redcliff;
- ~~(b)(c)~~ for a residence property located on the right-hand side of the street, based on facing away from the centre of Redcliff, shall be an even number which shall commence at 2 and increase by a numeric value of 2 for approximately every 7.62 m of frontage of property;
- ~~(c)(d)~~ for a residence property located on the left-hand side of the street, based on facing away from the centre of Redcliff, shall be an odd number and shall commence at 1 and increase by a numeric value of 2 for approximately every 7.62 m of frontage of property.
- (9) Where a subdivision includes a ~~cul-de-sac~~, crescent, or other curved type street the addresses shall be determined as follows:
- (a) commencing at the entrance to the curved street which shall be determined to be the entry closest to ~~centre~~ of Redcliff, the even numbered locations shall be on your the right and the odd numbered locations will shall be ~~located on your the~~ left;
- (b) address on a curved street, the numbering shall increase by a numeric value of 4 on the ~~outer~~ side of the curve, the street as you progress around the curved street; and the address numbering on the inside of the curve portion of the street shall increase by 4 as start and end with the appropriate even or odd number corresponding to the other side of the curved road with the numbers in between increasing in an increment that is a factor of two - well but if necessary an number increase may be omitted in order to keep residence the address numbers on opposite sides of the street relative to each other.
- (10) Where a corner lot is developed with here the front entrance of a building is facing the avenue, consideration will be given to assigning an address with an "avenue" address.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: July 20, 2020

PROPOSED BY: Legislative Services

TOPIC: Policy No. 094, Risk Control Policy

PROPOSAL: To consider approval of Policy No. 094, Risk Control Policy

BACKGROUND:

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

The Risk Control Program is no longer offered under the AUMA Insurance Program.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy No. 094, Risk Control Policy

OPTIONS:

1. Cancel Policy No. 094, Risk Control Policy.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 094, Risk Control Policy be cancelled.

SUBMITTED BY:



Department Head



Municipal Manager



Approved by Council: September 23, 2002

RISK CONTROL POLICY

BACKGROUND

Clients of the AUMA General Insurance Program have been invited to participate in the AUMA Member Services (AMS) Risk Control Program. The program is designed to control future claims and insurance costs by providing participants with practical tools to improve their claims experience in their community. Participants in the program will be rewarded for performance based on their implementation of risk improvements and individual improvement in claims experience.

The program goal is to reduce and prevent claims by focusing on the root causes of claims. Over time, they predict this will reduce budget pressures, stabilize costs and better equip the participant to manage their key exposure areas.

The program requires the municipality to adopt a policy statement indicating its support and participation in the program, to appoint a Risk Control Coordinator to act as primary facilitator and establish a Risk Control Committee comprised of representatives from key departments.

POLICY STATEMENT

The Town of Redcliff is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. The Town of Redcliff supports and participates in the AMS Risk Control Program to help achieve the following goals:

- The active control and reduction of our insurance and other risk related costs;
- The protection of the interests of the stakeholders in our community;
- The prevention of losses arising from liability claims and damage to municipal assets;
- The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- When losses cannot be prevented, to ensure that the effect of losses on the organization and our community stakeholders is as minimal as possible;

To help ensure a mutual benefit for the Town of Redcliff and other Alberta municipalities, we also support the exchange of knowledge and information with other communities that are participating in the AMS Risk Control Program.

APPOINTMENT OF RISK CONTROL COORDINATOR

The Municipal Secretary shall be appointed as the Risk Control Coordinator. The Risk Control Coordinator will be the key individual to facilitate the municipality's progress through the AMS Risk Control Program training process and the implementation of risk improvements.

The primary responsibilities of the Risk Control Coordinator are as follows:

- primary responsibility for completion of the pre-work for each training module;
- participate in all AMS Risk Control training modules
- identify key individual within the organization that should attend specific training modules, and encourage their participation;
- initiate and organize meetings of the Risk Control Committee, and prepare Committee meeting agendas;
- provide internal status / progress reporting to Risk Control Committee and Council;
- primary responsibility for compliance with the audit requirements;
- collaborate with the Risk Control Coordinators in other organizations to share successes and assist each other with effecting risk improvements.

Establishment of Risk Control Committee

The Town of Redcliff Risk Control Committee shall be comprised of the following members:

Municipal Manager

Municipal Secretary

Municipal Treasurer

Public Services Director

Town Engineer

Confidential Secretary

The Committee shall meet on a semi annual basis, meetings will normally be scheduled for 1:00 p.m. on the first Monday of March and October, and any other meetings as required at the call of the Risk Control Coordinator.

The primary responsibilities of the Committee are outlined as follows:

- review and assess the claims experience of the organization / peer group / program to help determine risk improvement priorities
- implement various risk control measures, and where required prepare technical recommendations to Council regarding risk improvement priorities
- review existing policies and procedures relating to key exposure areas for the organization and, where necessary, make recommendations to Council for amendments
- collaborate with the Risk Control Coordinator in the implementation of risk improvements
- develop and implement a tracking and internal reporting process to ensure that the organization is kept well informed of incidents and claims within the municipality;
- assess incidents and claims within the municipality to determine, where possible, causes and contributing factors;
- develop and implement a practical document retention program related to the training objectives;
- report periodically to Council on claims issues and risk improvements within the municipality;

The Committee should bear in mind any recommendations must be determined in consideration of budget restraints of the Town.

This Committee does not deal with safety issues as they pertain to personnel of the Town as this topic is handled by the Safety Committee.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: July 20, 2020

PROPOSED BY: Planning & Engineering

TOPIC: Policy No. 097, Supernet Distribution Systems Infrastructure Installations

PROPOSAL: Cancel Policy No. 097

BACKGROUND:

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

Policy No. 097 was approved to expedite the installation of the Supernet Distribution System in 2003. The Supernet Distribution System was installed in the following couple of years; however, this policy has not been cancelled. It is envisioned that no new Supernet installations will be requested.

Administration is working on a policy to deal with all requests for third party infrastructure in Town road right-of-ways and other Town property. This policy will permit Council and Administration to deal with all future requests in a fair and systematic process.

POLICY/LEGISLATION:

Policy No. 115, Policy and Bylaw Development and Review

STRATEGIC PRIORITIES:

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

Strategies

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

ATTACHMENTS:

N/A

OPTIONS:

1. Cancel Policy No. 097, Supernet Distribution Systems Infrastructure Installations.
2. Reaffirm Policy No. 097, Supernet Distribution Systems Infrastructure Installations.

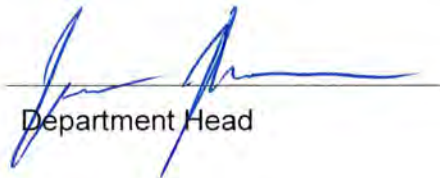
RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to cancel Policy No. 097, Supernet Distribution Systems Infrastructure Installation.
2. Councillor _____ moved Policy No. 097, Supernet Distribution Systems Infrastructure Installations be approved as presented.

SUBMITTED BY:



Department Head



Municipal Manager



Approved by Council: September 23, 2003

SUPERNET DISTRIBUTION SYSTEMS INFRASTRUCTURE INSTALLATIONS POLICY

BACKGROUND

From time to time the Town of Redcliff will receive applications for installations of infrastructure for Buried Fibre Optic Facilities, as anticipated under the Access Agreement with Bell West Inc, and dated June 4, 2003. Typically these requests will be directed to the Town of Redcliff from a contractor working on behalf of Bell West Inc. or a duly authorized assignee.

Any such request for installation will be provided to the Town, initially in writing to the Chief Administrative Officer, and will normally be accompanied with 2 copies of their design proposal.

Note:

- (1) *Reference to "Access Agreement" shall mean the Access Agreement entered into by the Town of Redcliff and Bell West Inc. and signed on June 4, 2003.*
- (2) *Reference to "Application" or "Permit" shall mean the "Municipal Right-of-Way Access Application/Permit" offered by the Town as a means to initiate and obtain approval for installations within the Town of Redcliff's roads, streets, or right-of-ways.*

POLICY

Step 1. Request and Submission of Application.

Initial requests will be directed by the C.A.O of the Town of Redcliff, to the Development Officer for the Town of Redcliff. The Development Officer shall provide the firm requesting consideration with an "Application," in the format as attached hereto. The "Application" fee as outlined in Section 12.1 of the "Access Agreement" shall be established at \$250.00. If the application is refused, the fee is non-refundable.

Step 2. Circulation and Evaluation of Application.

Upon receiving the completed "Application," as outlined in Step 1., the Development Officer, upon ensuring the "Application" is complete, shall forward the "Application" to the Engineering Department and the Public Services Department, for evaluation and comment.

This evaluation shall include:

The Public Services Department calculation of all fees for degradation of roadways as outlined in Section 12.2 of the "Access Agreement."

Evaluation of all routing, for the purposes of interference with existing municipal utility infrastructure.

Evaluation of routing for interference with any proposed infrastructure, construction or development.

Step 3. Review of “Application” and “Permit” to Proceed.

Upon receiving comments from both the Engineering and Public Services Departments, the Development Officer may provide the applicant with approval to construct with or without conditions. Or...

In the event the comments provided are substantial, advise the applicant of the concerns/comments, and that a resubmission of the proposal must be made conditional to being considered for approval. This would mean re-submission of the application fee.

Step 4. Inspection and Final Acceptance in order to obtain a “Permit”.

Upon completion of the project, the applicant shall submit to the Town of Redcliff copies of as-builts for the work completed. The Public Services Director shall arrange for an inspection of all areas within Town of Redcliff Streets, lanes or Right-of-ways, for the purpose of ensuring that repairs to these areas have been completed to his satisfaction. Any deficiencies shall be noted in writing and provided to the contractor by the Public Services Director, with a copy to both the Development Officer and Bell West Inc..

As outlined in Section 2.1 (c) of the “Access Agreement,” if Bell West fails to complete the restoration within 20 days of such notice, the Town of Redcliff may complete the restoration and charge all related costs to Bell West Inc.

(Note: An additional 5 days will be provided as allowance for notice by regular mail.)

Step 5. Closing of File.

The Development Officer shall ensure that prior to closing a file for Supernet Distribution System Infrastructure Installations, the following items shall be checked for completion and/or receipt.

- (1) Payment of all applicable fees. (Application fees and Degradation fees)
- (2) Satisfactory Inspection Report by Public Services. (If deficiencies, then written notice by the Public Services Director and acknowledgement of deficiencies resolved.)
- (3) Receipt of all as-built drawings. (In electronic form, within 6 months of completion of the work as outlined in Section 6 of the Access Agreement.)

As at August 2003, the following may be used as the address to contact Bell West, as outlined in the Access Agreement:

*Bell West Inc.
2100, 111 – 5th Avenue SW
Calgary, Alberta
T2P 3Y6*

As at August 5, 2003, the contractor for construction of infrastructure for Bell West Inc was:

*Expertech Network Installation
3639 – 26th Street NE
Calgary, Alberta
T1Y 5E1*

Municipal Right-of-Way Access Application

Applicant Name: _____

Address: _____

City: _____ Postal Code: _____

I _____ of _____ hereby
request permission to gain access to a portion of the Road street or lane described as follows:

Detail of proposed development:

☐ or as illustrated on the designed plans as attached hereto.

I understand that any development relative to this Application, if approved by the Development Officer, in conjunction with the Town Engineer and the Public Services Director, shall be considered approved. However, the approved development shall only be permitted to remain under the conditions specified in this Application and/or Permit, or as detailed in the June 4, 2003, Access Agreement between Bell West Inc. and the Town of Redcliff. Any removal or alteration shall be initiated by the Town as outlined therein.

I understand that construction will not be initiated by the Town until all Application fees and fees for degradation of roadways as outlined in Section 12.2 of the "Access Agreement" are paid in full, and consent is provided via a Permit from the Town of Redcliff.

All conditions of consent as outlined in Section 2.1 of the "Access Agreement" shall be deemed applicable. Included in these conditions is the requirement to "leave the Rights-of-Way in substantially the same condition it was in before such work was undertaken."

Applicants signature

Date.

Municipal Right-of-Way Access Permit

This permit signifies that the Application as outlined on the reverse side of this document as made by:

_____ is hereby approved with the following conditions:

1. _____.
2. _____.
3. _____.
4. _____.

Recommendations for approval:

Municipal Engineer.

Public Services Director

Development Officer

Recommendation for Refusal:

Development Officer

Town Engineer

Public Services Director

If refused, provide reasons.

_____.

Final Administrative Approval Portion

Permit fee paid (circle applicable) yes / No \$_____. ____

Degradation fee paid yes / No \$_____. ____

Estimated Completion Date _____

Permit Approved By: _____

Date Approved: _____

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: July 20, 2020

PROPOSED BY: Legislative Services

TOPIC: Policy No. 116, Budget Policy

PROPOSAL: To consider approval of Policy No. 116, Budget Policy

BACKGROUND:

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

This policy is being updated to include the project ranking guide as Schedule A.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

ATTACHMENTS:

Policy No. 116, Budget Policy

OPTIONS:

1. Approve Policy No. 116, Budget Policy as presented.
2. Suggest changes to Policy No. 116, Budget Policy and have Administration draft an amended Policy No. 116, Budget Policy for review at a future Council meeting.


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 116, Budget Policy be approved as presented.
2. Councillor _____ moved that Administration draft an amended Policy No. 116, Budget Policy for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager



Approved by Council: June 24, 2019

BUDGET POLICY

BACKGROUND

The main purpose of a municipality is to provide services to the community. In general, the services provided are geared towards developing and maintaining a safe and viable community through the provision of programs, facilities and other services that are, in the opinion of Council, necessary or desirable for the community. The expenditure of funds is required to fulfill this purpose. To ensure municipal funds are appropriately spent, Council establishes policy statements to guide the expenditure of funds and to establish sustainable budgeting practices.

Council has the legislative responsibility to adopt an annual budget (as well as multi-year operating and capital plans) and pass the related property tax bylaw. Council's primary role in the budget process is to approve a budget that is consistent with Council's

- strategic vision for the community,
- expectations for programs and level of service,
- established priorities, and
- other items they identify that are in line with their vision and expectations.

Administration has the responsibility to develop a budget for presentation to Council which aligns with the established vision, priorities, and directions of Council. The development of a budget will include:

- considering the ideas of stakeholders other than Administration,
- reviewing programs, services and service levels,
- establishing departmental business plans (within available administrative capacity),
- balancing taxes, fees, rates and charges with the long-term sustainability and viability of the Town. The objective is to not create large, unpredictable increases in taxes, fees, rates and charges in the future, neither is it to ignore inflationary realities, and
- balancing the current economic reality with established visions, expectations, servicing levels and priorities.

The Municipal Government Act allows municipalities to budget a deficit if the deficit is created solely by amortization expense. The annual budget, both the operating and capital components, must be balanced when presented to Council and the public with amortization expense presented separately. In addition, the following individual departments or business units must be balanced independently:

- Utility – including water, sanitary sewer and garbage
- Regional Landfill Authority
- Land Development & Sales

PURPOSE

To establish policies governing the preparation of an annual budget for Council approval and multi-year capital planning.

POLICY**PUBLIC INVOLVEMENT**

- (1) Council and Administration will endeavour to engage the public throughout the budget process in a meaningful way:
 - (a) so that members of the public:
 - (i) can be heard,
 - (ii) have their views considered for integration into the budget,
 - (iii) have an enhanced understanding of the Town's fiscal stewardship, policies and operating decisions, and
 - (b) to demonstrate clear and accountable government.
- (2) Efforts will be made to involve the public in all stages of the annual budget process in the following ways:
 - (a) the Town will maintain an updated budget submission form that anyone can fill out to have their idea included for consideration in the next budget cycle,
 - (b) the Town will give public notice for all public budget discussions and meetings,
 - (c) the Town will publish on its website approved capital budget plan(s) and operating budget in summary form.

BUDGET LINK TO STRATEGY & PLANNING

- (3) Council shall confirm their strategic priorities, expectations for service delivery levels and budget expectations at the start of each budget cycle.

- (4) Council shall adopt budget goals that:
- (a) support the adopted municipal strategic priorities,
 - (b) reflect stakeholder concerns, needs and priorities,
 - (c) reflect the community's economic, social and environmental conditions, challenges and opportunities,
 - (d) are sufficiently specific to help define programs and to make resource allocation decisions in the budget process, and
 - (e) are prioritized based on expected service levels.
- (5) Administration shall apply Council's strategic priorities, expectations for service delivery levels, budget expectations and budget goals in the creation of respective department budgets.

Council should confirm strategic priorities, expectations for service delivery levels, budget expectations and adopt budget goals before departments begin preparation of their respective budgets so that Administration can include these in their budget preparations and ensure that appropriate resources are allocated.

CAPITAL PROJECTS

To improve Council involvement in the selection of capital projects, all capital projects will require two approvals by Council before work can commence on a project.

- (6) All capital projects are to be placed on one of the following lists:
- (a) Capital Projects Awaiting Council Approval List.
 - (b) Unapproved Capital Projects List.
 - (c) Unfunded / Partially Funded Capital Projects List.
 - (d) Funded Capital Projects List.
 - (e) Completed Capital Project List.
- (7) Capital projects shall be placed on the lists as follows:
- (a) When a capital project is initiated (General Public, Town Boards and Commissions, Administration, Councillor, etc.), it will be placed on the Capital Projects Awaiting Council Approval List.
 - (b) Administration may at any time through an RFD request that Council add a capital project to the Unfunded / Partially Funded Capital Projects List. Council

may then place the capital project on the Unfunded / Partially Funded Capital Projects List, the Unapproved Capital Projects List or leave it on the Capital Projects Awaiting Council Approval List.

- (c) Once a year, Administration will bring the list of Capital Projects Awaiting Council Approval to Council by RFD for consideration to be placed on the Unfunded / Partially Funded Capital Projects List or the Unapproved Capital Projects List.
- (d) Capital projects approved by Council will be moved to the Unfunded / Partially Funded Capital Project List.
- (e) Capital projects not approved by Council will be moved to the Unapproved Capital Projects List. The reasons why the decision was made must be specified on the Unapproved Capital Projects List. No further action will be taken on these projects.
- (f) When a Capital Project is fully funded it will be moved to the Funded Capital Projects List.
- (g) When a Capital Project is completed it will be moved to the Completed Capital Projects List.

Council, by leaving a capital project on the Capital Projects Awaiting Council Approval List, defers the decision to the yearly Capital Projects Awaiting Council Approval to Council RFD.

MULTI-YEAR CAPITAL INFRASTRUCTURE PLANNING

- (8) A Multi-Year Capital Infrastructure Plan (MYCIP) will be created for each budget by updating the previous budget's MYCIP plan. Only projects on the Unfunded / Partially Funded Capital Projects List will be included in MYCIP. Updating the Plan will include:
 - (a) Adding all projects approved by Council to be added to the Unfunded / Partially Funded Capital Projects List.
 - (b) Creating MYCIP project sheets for each capital project approved by Council to be added to the Unfunded / Partially Funded Capital Projects List.
 - (c) Updating the project ranking matrix using:
 - (i) Council input from their confirmation of budget priorities,
 - (ii) input from stakeholders,
 - (iii) asset assessments and asset management plans.

The project ranking matrix is a tool designed to assist with the fair evaluation of projects with the goal of funding the projects with the greatest overall benefit to the community.

- (9) Project ranking will be based on the criteria outlined in the Policy MYCIP Ranking Guide ([Schedule "A"](#)).
- (10) The 1 to 5-year and 6 to 10-year Capital Project Plans will be updated based on:
- (a) the current project ranking matrix,
 - (b) estimated time frame of when the project will be needed,
 - (c) current reserve levels, and
 - (d) estimated grant funding.
- (11) During capital budget deliberations Council will:
- (a) review the 1 to 5-year and 6 to 10-year Capital Project Plans,
 - (b) adjust the project ranking as they deem necessary,
 - (c) modify the 1 to 5-year and 6 to 10-year Capital Project Plans as they deem necessary,
 - (d) approve partial or full funding of projects.
- (12) Council shall only approve funding for Capital Projects on the Unfunded / Partially Funded Capital Project List.

Asset management plans use multiple inputs such as the age, type, condition, usage, maintenance, etc. of an asset to develop rehabilitation and replacement plans.

Partial funding of projects can occur when Council approves funding the preliminary project design in one year, detailed design in another year and construction in one or more years. Partial funding of a project can also occur when funding is approved by Council subject to project specific grant funding being received.

BUDGET TIMELINE

- (13) In order to have a budget passed prior to the start of the next fiscal year the following key budget activities need to occur:
- (a) Start of Budget cycle: Council confirmation of their strategic priorities and setting their budget expectations Second Council Meeting in June
 - (b) Council reviews Capital Projects Awaiting Council Approval List Council Meeting in August
 - (c) 1 to 5-year and 6 to 10-year Capital Project Plans are presented to Council Council Meeting prior to Capital Budget Special Council Meeting

- | | | |
|-----|--|-----------------------------------|
| (d) | Capital Budget Special Council Meeting | October |
| (e) | Operation Budget Special Council Meeting | November |
| (f) | Budget approval | First Council Meeting in December |

Schedule "A"
PROJECT RANKING GUIDE

ASSET REHABILITATION AND PROTECTION		25%
4	Replaces asset that has failed or is near failure	
3	Necessary to extend the service or existing asset or to restore original performance levels	
2	Supplements/supports a basically adequate, functioning asset	
1	Replaces a basically adequate, functioning asset	
0	Initiates a new asset	
SERVICE AND BENEFIT TO PUBLIC		20%
4	Major impact to entire community, or more than one neighbourhood	
3	Moderate impact to community, or major impact to one neighbourhood	
2	Minor impact to community, moderate impact to neighbourhood, or major to one portion	
1	Minor impact to one entire neighbourhood, or moderate impact to a portion of one	
0	No impact	
STRATEGIC IMPORTANCE		15%
4	Major impact on the community; All 5 Pillars*	
3	Moderate impact on the community; 3 or 4 Pillars*	
2	Low impact on the community; 2 Pillars*	
1	Minor impact on the community; No Pillars*	
0	No impact on the community; No Pillars*	
	*Pillars: Social, Cultural, Economic, Political, Environmental	
SAFETY AND RISK MANAGEMENT		15%
4	Eliminates life-threatening incidents -or- project is required to meet current codes	
3	Significantly improves safety -or- asset is grandfathered but upgrades meet current codes	
2	Moderately improves safety -or- asset upgrade is in response to a safety issue	
1	Involves meeting a suggested criteria or possible future code level	
0	No clear relationship to safety: current asset meets code	
WORK CONDITIONS AND PRODUCTIVITY		5%
4	Increase in work condition and productivity for all staff	
3	Increase in work condition and productivity for most staff	
2	Increase in work condition and productivity for some staff	
1	Increase in work condition and productivity for five or less staff	
0	No significant impact on staff	
FUNDING IMPACT		10%
4	Over 75% funded from other sources	
3	50% to 74% funded from other sources	
2	25% to 49% funded from other sources	
1	1% to 24% funded from other sources	
0	Completely funded by the municipal government	
OPERATION AND MAINTENANCE COST		10%
4	>10% decrease in operating and maintenance costs	
3	<10% decrease in operating and maintenance costs	
2	No impact on operating and maintenance costs	
1	Increases operating and maintenance costs, without additional staffing	
0	Increases operating and maintenance costs, with additional staffing	



COPY City of Cold Lake

OFFICE OF THE MAYOR

July 7, 2020

Via Email ps.ministerofpublicsafety-ministredelasecuritepublique.sp@canada.ca

Minister of Public Safety & Emergency Preparedness
House of Commons
Ottawa, ON
K1A 0A6

Attention: Honourable Bill Blair

Dear Minister Blair:

Re: Criminal Code Amendment

RECEIVED

JUL 13 2020

TOWN OF REDCLIFF

At the City of Cold Lake's regular Council meeting of June 23, 2020, City Council debated and passed a motion regarding concerns relating to the criminal code amendments approved under an "Order in Council" on May 1, 2020. The City of Cold Lake is calling upon all municipalities in Alberta, Saskatchewan, and Manitoba to voice their concerns along with their respective provincial governments.

The following resolution has been passed:

"that Council lobby the federal government to revoke the amendments to the criminal code on May 1, 2020 under an "Order in Council" titled and referred to as "Regulations Amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR/2020-96."

The City of Cold Lake supports initiatives to end violence; however, feels very strongly that the Government of Canada is wasting valuable resources and taking the wrong approach to gun control that will have zero effect on gun crime.

.../2



OFFICE OF THE MAYOR

-2-

WHEREAS on May 1, 2020, the federal government amended the Criminal Code by ordering regulations prescribing certain firearms, components and parts of firearms, accessories, cartridge magazines, ammunition and projectiles as prohibited or restricted;

AND WHEREAS the Government of Canada is planning a buyback program to get the guns out of circulation, which is expected to cost between \$400 million and \$600 million, and if the history of federal estimating repeats itself, will likely be in excess of \$1 Billion;

AND WHEREAS the City of Cold Lake supports the Government of Canada's commitment to end violence, whether firearms are involved or not, by taking the opportunity to be more engaged and to collaborate with the public and local stakeholders to develop more effective solutions on the issue;

NOW THERE BE RESOLVED that the Council of the City of Cold Lake urges the Government of Canada to revoke the amendment, and instead institute the following:

Target crime, and focus on enforcement through enhanced enforcement capacity for law enforcement and border services, as well as harsher punishments for firearms trafficking and crimes involving firearms. The current ban targets law-abiding owners, rather than the holders of illicit firearms, and would not greatly impact crime reduction;

Collect and share relevant data on crime involving firearms through improved collection and sharing of data on crimes involving firearms, particularly in terms of sources of illicit firearms, and the types of crime being committed. This data is critical for supporting law enforcement and border agencies efforts, as well as informing policy and legislation;

Collaborate with the firearms community and industry to support communication, training and public education regarding firearms to create a multi-faceted approach rather than implementing a ban in isolation.

.../3



OFFICE OF THE MAYOR

-3-

The City feels that the federal government's gun ban will be an expensive exercise that will only serve to take law abiding people's property, while doing nothing to reduce crime. Municipalities are the level of government closest to the people, and a large part of our budget and operations is focused on providing safe and healthy communities. We see forecasts of hundreds of millions of federal dollars to be spent to buy guns back from people. As these are people who went through the necessary education, background checks, and licensing to purchase them, it seems to be a poorly thought out plan, especially if its aim is to reduce crime.

Respectfully,

Craig Copeland,
Mayor

cc: Council

Chief Administrative Officer K. Nagoya
Right Honourable Justin Trudeau Prime Minister of Canada
The Honourable David Lametti, Attorney General
The Honourable Andrew Scheer, Leader of the Official Opposition
David Yurdiga, MP Fort McMurray - Cold Lake
The Honourable Jason Kenny, Premier of Alberta
The Honourable Doug Schweitzer, Solicitor General
Federation of Canadian Municipalities (FCM)
Alberta Urban Municipalities Association (AUMA)
Rural Municipalities Association of Alberta (RMA)
and all municipalities within the provinces of Alberta, Saskatchewan and Manitoba

KN/cjr



RECEIVED
JUL 15 2020
TOWN OF REDCLIFF

700 Redcliff Way S.E.
Redcliff, AB T0J 2P0
Phone: 403-548-7118
Fax: 403-548-2400
Email: admin@golfriverview.com
Web: www.golfriverview.com

July 15, 2020

Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

To Administration and Members of the Town Council

As part of the Golf Club's ongoing efforts to improve our facility, we have made significant progress in cleaning up our shop yard.

It is our intention to remove the dilapidated metal shed sitting just north of the shop and replacing it with a metal storage unit that would allow us to get our equipment out of sight and out of the weather. We contacted the development Officer but found out this is not allowed in P1 Zoning. We believe this change would significantly improve the sight views of the neighboring residents.

The Golf Club would respectfully request that the Town Council instruct Administration to initiate the process allowing a change in the Land Use By-law to permit use of the metal containers into the P1 Zone.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Bill Duncan", written in a cursive style.

Bill Duncan,
Vice President
Board of Directors

From: President <President@auma.ca>
Sent: July 17, 2020 10:59 AM
Subject: 2020 AUMA Convention registration open!

Good morning,

The 2020 AUMA Convention is coming, and this year's theme is *Together We Can!*

We are excited to announce that Peter Mansbridge will be our opening keynote speaker!

While this year's event might look a bit different, members across Alberta will continue to gather for the same great content, even if we all aren't under the same roof.

Our full convention is going to be offered virtually this year. However, if provincial restrictions for in-person events ease, we will allow each member to send one individual to attend in-person. If necessary, we will follow up with our members at the beginning of August to modify a virtual registration to an in-person registration.

[Registration for convention is now open](#) and grants access to:

- Dialogue sessions with provincial Ministers,
- Two exciting keynotes,
- Resolutions,
- Board elections,
- Award winning entertainment,
- Virtual networking events, and
- A week of education sessions leading up to the live event September 24th & 25th.

Registration will also provide urban elected officials the opportunity to vote on resolutions and Board elections. Elected officials must be registered as attendees to participate in voting.

We know that our members are currently facing financial restraint, so we have significantly lowered our typical registration fees for this year:

- **Member registration fee: \$100**
- **Non-member registration fee: \$200**

Stay tuned for more exciting speaker announcements in the coming weeks! If your municipality booked hotel rooms in an AUMA block, please visit our [event page](#) for cancellation details.

Thank you for your continued support of the AUMA Convention.

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6



Toll Free: 310-AUMA | www.auma.ca



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RIVERVIEW GOLF CLUB
BOARD MEETING AGENDA
July 14, 2020 1:00 PM

1.0 Call to Order

2.0 Adoption of Agenda

3.0 Minutes of the Previous Meeting June 9, 2020

4.0 Financial Report to June 30, 2020

5.0 Grounds and Building Committee Report

5.1 Grounds Superintendent Report

6.0 Administration Committee Report

6.1 General Manager's Report (attached)

6.2 Clubhouse Lease Amendment – for consideration

7.0 Other Business

7.1 C.F.E.P. Project updates

7.2 Casino Date Re-instated Sept. 23 and 24, 2020

7.3 Private Power Cart Policy - for consideration

RIVERVIEW GOLF CLUB BOARD OF DIRECTORS MEETING MINUTES

June 9, 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
Todd Read, General Manager
Jordy Sautner, Grounds Superintendent

Absent: Chris Czember, Town of Redcliff

Bill Duncan called the meeting to order at 1:05 P.M.

MOTION: Derrin Thibault moved the agenda for June 9, 2020 meeting be adopted as presented. MOTION CARRIED.

MOTION: Jerry Beach moved the minutes of the May 12, 2020 Board Meeting be approved as presented. MOTION CARRIED.

FINANCIAL REPORT

MOTION: Cliff Sackman moved the Financial Report to May 31, 2020 be received for information. MOTION CARRIED.

GROUND AND BUILDING COMMITTEE

MOTION: Darrell Schaffer 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.

OTHER BUSINESS

MOTION: Darrell Schaffer moved the proposal presented by Jerry Beach requesting authorization to erect a stone monument in memory of Kim Podesta on a site to be determined and approved between the group funding the project and Jordy Sautner, Grounds Superintendent be approved. MOTION CARRIED

MOTION: Derrin Thibault moved the Riverview Golf Club sponsor the Parkside School "Male and Female Athletes of the Year Award" at a cost of \$150.00. MOTION CARRIED.

MOTION: Cliff Sackman moved the correspondence received from Gerald Klotz regarding "Golf Course Weed Control" be received for information. CARRIED.

As the letter received was addressed to both the Riverview Golf Club and the Town of Redcliff, Derrin Thibault will be responding to Mr. Klotz advising the area receives regular maintenance, and furthermore, the area identified by Mr. Klotz does not contravene Town By-Laws or the Weed Control Act.

MOTION: Jerry Beach moved the e-mailed correspondence from Richard Humphries regarding his recommendation for tee time intervals be received for information. CARRIED.

MOTION: Jerry Beach moved the meeting be adjourned at 3:16 P.M.

RIVERVIEW GOLF CLUB FINANCIAL STATEMENT TO JUNE 30, 2020

	June 2020	YEAR TO DATE	BUDGET 2020
REVENUE			
Sales Revenue			
Memberships	\$ 7,375.00	\$ 245,106.00	\$ 285,000.00
Green Fees	\$ 50,870.00	\$ 85,160.53	\$ 195,000.00
Cart Rentals - Public	\$ 20,795.81	\$ 33,696.81	\$ 82,000.00
Tournaments	\$ 210.00	\$ 508.09	\$ 72,000.00
Cart Leases and Storage	\$ 3,300.00	\$ 56,104.00	\$ 66,000.00
League	\$ 13,402.77	\$ 13,888.48	\$ 33,000.00
Merchandise Sales	\$ 6,211.09	\$ 9,155.19	\$ 20,000.00
Net Sales	\$ 102,164.67	\$ 443,619.10	\$ 753,000.00
Other Revenue			
Kitchen Lease			\$ 16,800.00
Donations	\$ 1,951.00	\$ 2,655.00	
Sponsorships & Tournament Donations	\$ -	\$ 1,250.00	\$ 2,000.00
Advertising	\$ -	\$ 300.00	
Grants	\$ 50,000.00	\$ 150,000.00	
Miscellaneous Revenue	\$ 520.19	\$ 15,008.07	\$ 2,000.00
Patronage Dividends		\$ 918.01	
Golf Canada Memberships	\$ 419.40	\$ 3,075.60	\$ 4,500.00
Gain/Loss on Disposal of Assets			
Total Other Revenue	\$ 52,890.59	\$ 173,206.68	\$ 25,300.00
TOTAL REVENUE	\$ 155,055.26	\$ 616,825.78	\$ 778,300.00
EXPENSE : Payroll Expense			
Grounds Wages	\$ 30,232.88	\$ 72,042.07	\$ 215,000.00
Pro Shop Wages	\$ 9,514.12	\$ 19,211.87	\$ 65,000.00
EI & CPP Expense	\$ 4,340.90	\$ 6,060.71	\$ 19,500.00
WCB Expense		\$ 344.33	\$ 2,500.00
Employee Benefits		\$ 330.00	
Total Payroll Expense	\$ 44,087.90	\$ 97,988.98	\$ 302,000.00
Grounds Expense			
Course Grounds Expense	\$ 13,904.56	\$ 27,262.91	\$ 45,000.00
Water & Pump House Expense	\$ 7,288.62	\$ 12,671.88	\$ 45,000.00
Cart Repairs & Maintenance		\$ 1,696.15	\$ 2,000.00
Shop Expense	\$ 3,476.65	\$ 4,317.37	\$ 4,000.00
Equipment Expense	\$ 7,978.81	\$ 11,362.65	\$ 30,000.00
Freight	\$ 1,231.54	\$ 1,686.32	\$ 1,300.00
TOTAL Grounds Expense	\$ 33,880.18	\$ 58,997.28	\$ 127,300.00
Pro shop Expense			
Merchandise Expense	\$ 2,149.15	\$ 6,510.13	\$ 15,000.00
Total Pro Shop Expense	\$ 2,149.15	\$ 6,510.13	\$ 15,000.00

RIVERVIEW GOLF CLUB FINANCIAL STATEMENT TO JUNE 30, 2020

General & Administrative Expense			
Accounting & Legal		\$ 17,500.00	\$ 22,500.00
Advertising & Promotions		\$ 1,131.35	\$ 1,000.00
Membershipfees & Licenses	\$ 3,060.00	\$ 3,769.25	\$ 6,000.00
Cash Short/Over	\$ (43.64)	\$ (50.13)	\$ 200.00
Credit Card Charges	\$ 2,888.75	\$ 5,480.16	\$ 7,500.00
Insurance	\$ 1,258.70	\$ 11,497.94	\$ 20,000.00
Interest & Bank Charges	\$ 33.50	\$ 206.50	\$ 1,000.00
Interest on Leases	\$ 1,236.94	\$ 9,015.04	
Admin Supplies and Expense	\$ 663.46	\$ 4,475.34	\$ 10,000.00
Property Taxes		\$ 2,477.04	\$ 2,600.00
Tournament Expense			\$ 40,000.00
Miscellaneous Expense	\$ 150.00	\$ 615.30	\$ 700.00
Building Repairs & Maintenance	\$ 816.74	\$ 2,965.25	\$ 4,000.00
Cleaning Supplies	\$ 54.97	\$ 1,037.08	
Telephone & Internet	\$ 344.58	\$ 3,238.81	\$ 4,000.00
Utilities	\$ 7,992.04	\$ 17,022.37	\$ 22,000.00
Kitchen Expense	\$ 95.00	\$ 668.19	\$ 1,000.00
Total General & Admin Expenses	\$ 18,551.04	\$ 81,049.49	\$ 142,500.00
TOTAL EXPENSE	\$ 98,668.27	\$ 244,545.88	\$ 586,800.00
NET INCOME	\$ 56,386.99	\$ 372,279.90	\$ 191,500.00
Loan/Lease Payments			\$ 156,000.00
Additional Financial Comments			
Changes to Assets/Liabilities			
Ground Improvement	\$15,607.90		
Building Purchases	\$ 99,234.19		
Grounds Purchases	\$ 68,776.00		
Furniture & Fixtures (Kitchen)	\$ 4,903.50		
TOTAL	\$188,521.59		
Loan#1 CEBA	\$ 40,000.00		
Accounts Receivable	\$ 1,971.49		
(De Lage Landen Re: payout of club carts)			
Book Balance as of June 30, 2020			
Credit Union Chequing	\$ 248,018.13		
Credit Union Casino	\$ 4,060.52		
Credit Union Savings	\$ 4.80		
Common Shares	\$ 1.00		
Servus Rewards-2	\$ 104.00		
GIC - 1 Year #1	\$ 109,432.08	Accrued Interest= \$2086.71	
GIC - 1 Year #2	\$ 5,000.00	Accrued Interest= \$95.34	
Loan #1 CEBA	\$ 40,000.00		
Book Balance of Credit Union June 30, 2020			
Credit Union Chequing	\$277,353.29		

**Board of Directors Meeting
July 14, 2020
General Manager's Report**

Overview:

For the period June 1-30, 2020 the Club's revenues are \$113,032 up from \$85,488 (+32%) for the same time period in 2019. We had 3 new Adult Memberships and 6 Young adults this month.

We have had 4637 (154 golfers per day) compared to 3209 (107 per day) for the same period last year (47.6 golfers more per day this year). 1604 public players (53.5 per day) vs 939 (31 per day) last year or 22.17 more players per day this year. We had record 135 public players on a Saturday.

We have been operating since June 17, 2020 with 10 minute tee times and many days we have run out of carts as early as 11 am. We have been able to manage the golfers expectations and make adjustments to ensure our service level is maintained at the highest level.

We will be running the Club Championships this year on August 9, 2020, so long as 40 or more golfers have registered and paid.

Jaubron Widdas, a pro shop staff member has recently graduated from Medicine Hat College, with a diploma in management. He expressed an interest in learning more about the General Managers role. I spent 2 hours with him going over some key metrics and processes. This was well received and I will meet with him regularly to get a feel for his competency and appropriateness.

The June 50/50 reached a total of \$1884 and was won by Mr. George Starkewski from Calgary. He has indicated that he will donate 50% of his total winnings back to the course.

Other courses are offering their mid-year memberships on July 15, 2020. I will start advertising our Mid-year memberships on July 10, 2020 with an effective date of July 15, 2020 to ensure we do not lose any potential members to other courses.

The Fire Marshal did an inspection and found some deficiencies. All exits were to have illuminated exit signs, emergency lighting was required, an evacuation plan was to be posted at all exits, and staff must know the plan. The Beer Gas cylinders needed to be secured as well. All deficiencies have been met.

I have had an issue with personal carts. An email was sent to each board member on July 7, 2020 outlining the situation. I have requested that a disciplinary committee be struck to review the behaviour of Mr. Jason Gackle.

We had a golfer fall while exiting her cart, which was parked against the flower bed next to the 4th tee box. She step on the rock edging and fell and broke her arm. Her father is pursuing compensation with our insurance company.

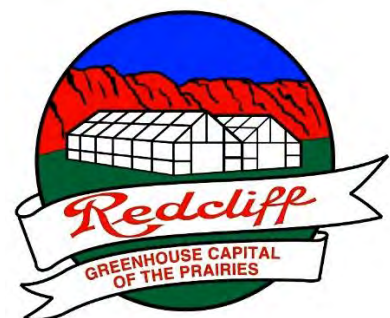
We had a cart damaged a few weeks ago. A golfer was doing donuts on the course and hit a hole and rendered the cart inoperable. The cart was out of service for 12 days waiting for parts. The parts totalled \$158. I collected a deposit from the golfer for \$500. I sent him an invoice for parts, labour, and added lost revenue to the invoice, which totalled over \$800, but indicated to the golfer that I will waive the balance and consider the issue closed. He accepted and apologized yet again.

Thank you,

Todd

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

July 20, 2020



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MUNICIPAL MANAGER

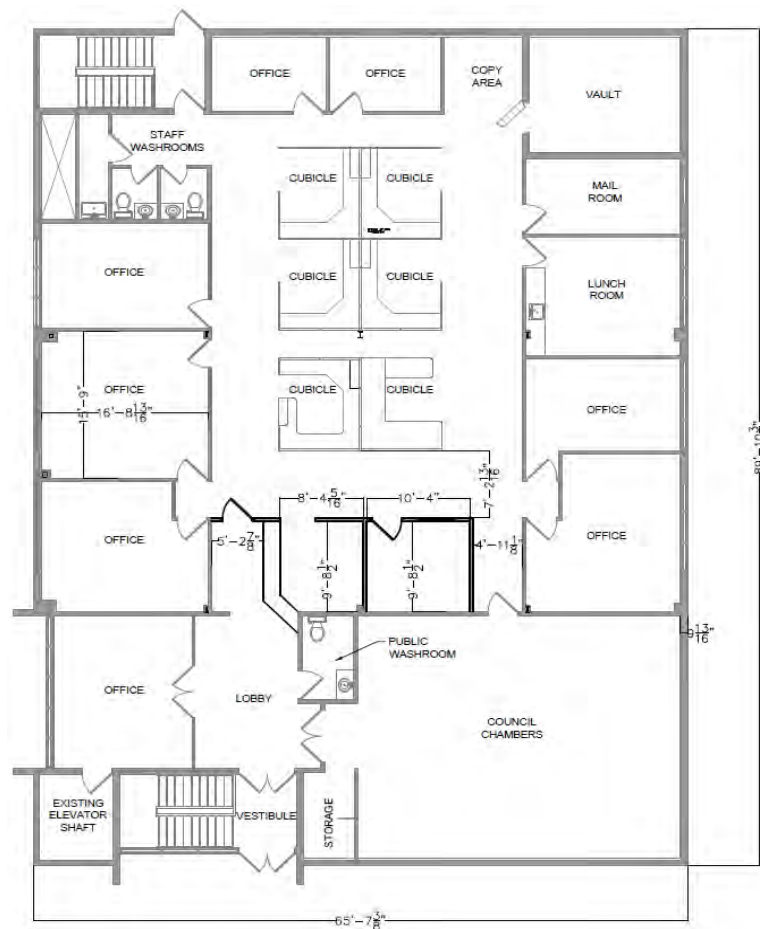
- Council agenda review
- Department Head meetings
- Policy & Bylaw review
- Request for Decision review
- Met with representatives from Cypress County
- Budget review
- Budget planning
- Service Level review
- Capital Project review
- Area familiarization
- Human Resources concerns

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Projects:

- Town Hall Security (Facilities Budget 10K)
- Town Hall Mechanical deferred (Facilities Budget 35K)
- Town Hall Mechanical Engineering recommendations (Facilities Budget 5K)
- Town Hall Office Renovation - space management concept attached (Facilities Budget 40K)



- Lions Splash Park opened on July 3rd (18K capital funds returned to reserves)
- Awarded tot park upgrade at Lions Park
- Completed Ball Diamond Concession upgrades
- Skate Park scheduled to start the week of August 17th

Rec-Tangle:

- Continue painting as necessary
- Sanitize as necessary for contractor and staff use
- Preparation for ice
- Ordered and installed fire cabinet as necessary
- Replaced work bench as necessary

Pool:

- Cleaned both pools to prepare for opening
- Installed water feature pump, hookup of electrical
- Replaced lid on water feature pump vault
- Tested piping repairs and water feature pump
- Removed all RV antifreeze from pool lines in both pools
- Accepted RFP bids for pool resurfacing
- Installed safety screens for water feature

- Replaced cannon valves on water feature
- Acidized walls on both pools to help remove scale buildup
- Filled both pools to prepare for opening
- Ordered and received pool chemicals for season
- Rehired pool staff
- Completed orientation for all pool staff
- Prepared and completed schedule for pool hours
- Balanced chemicals in pools to prepare for opening
- Prepared video representations of COVID-19 procedures
- Prepared staff guidelines for COVID-19 operations
- Repaired leak in small pool circulation system
- Completed soft opening of pool and test operating procedures
- Prepared and approved staff schedule for pool

Facilities:

- Installed wireless doorbell at Library as per request
- Commissioned Splash Park with contractor
- Oversaw landscaping repairs to facilitate Splash Park opening
- Installed fence around landscaping to protect repairs
- Oversaw railing installation at museum
- Oversaw contractor start-up on shop roof
- Had electrical changes made in Town Hall to facilitate server room changes
- Continued Old Fire Hall cleanup
- Opened campground showers for use
- Opened Lions Park kitchen for use
- Opened Ball Diamond Concession for use
- Replaced main irrigation valve at Library
- Clear sewer lines as necessary in Splash Park
- Clear sewer lines as necessary at Town Hall
- Repair roof leaks at Fire Hall

Parks:

- Continuing gopher control program
- Completed start-up of systems and initial repair
- Installed all irrigation on Broadway Ave E upgrades
- Completed electrical upgrades for Broadway Ave E upgrades
- Installed controllers as necessary for Broadway Ave E upgrades
- Built vaults as necessary on Broadway Ave E upgrades
- Removed shale on Ball Diamond 3 as necessary
- Installed campground signs as necessary
- Began temporary water hookup at River Park
- Installed vault lids on completed vaults
- Completed vault for Ball Diamond concession

- Installed lions at the entrance as necessary
- Began valve replacements of all valves at Riverview Park
- Order locates for River Park water connection
- Installed new controller boxes on Broadway Ave E upgrades
- Began playground repairs as necessary
- Cut non-groomed areas as necessary
- Completed river path cleanup
- Continue garbage collection at parks, pathways, and downtown
- Completed groomed lawn spraying
- Replaced soccer field main valve as necessary
- Continue grass cutting and trimming as necessary
- Completed first cut at IXL Park
- Cleaned up flower beds at RCMP building
- Completed cut at dog park
- Begin cleanup and repair of service and Cody Snyder Park
- Worked with Public Works to have service vault prepared at River Park
- Helped golf course with dirt moving project
- Helped golf course with stove removal and installation into building from parking lot

Other:

- Hire additional summer student
- Process invoices as necessary
- Completed management training course
- Operator completed Playground Inspector course
- Operator wrote first part of spraying course
- Continue monitoring contact lists for staff
- Arrange equipment repairs as necessary

FCSS, Community Services, and Special Events

- Continued to deliver free meals to Redcliff residents funded by a grant provided by the United Way
- Hosted babysitting course and home alone course
- Continued work on the Redcliff Employee Manual
- Attended an online grant writing workshop
- Continued with garden maintenance and administration
- Story walk continued in the River Valley
- Worked with the Medicine Hat Food Bank to create a scavenger hunt for fundraising purposes
- Began program planning in collaboration with Bridges Family Programming to bring parenting classes to Redcliff in the Fall
- Seniors' Week: delivered goody bags containing FCSS resources, muffins, cookies, bananas, and face mask to seniors that were nominated to receive a bag. Bags were also left at Pharmasave to be handed out to seniors

- Received another donation from the GMUC Benevolent Fund to be redirected to four families in need. Working with PRSD Health and Wellness coordinator and GMUC to create an ongoing fund to help families in need
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on electronic sign
- Refunded all swimming lesson registrations and removed lessons from website
- In preparation for new Aquatic Centre opening date, input new lesson dates, opened registration up for online swimming lesson bookings, created social media, and printed brochures
- Continued with baseball diamond bookings for regular users
- Input new programming into RecDesk

Health and Safety, Emergency Management, Fire Services

- Continued planning and monitoring of COVID-19 response:
 - Personal Hygiene for Town Hall and all Town Facilities,
 - PPE requests and sourcing,
 - Weekly social media engagement with the community,
 - Review of guidelines, recommendations, and orders from the Province and Alberta Health Services and implementation as applicable.
- Incident Command Post (ICP) stand down communicated to the Alberta Emergency Management Association (AEMA)
- JWHS Committee Meeting – workplace vaccination information shared
- Working with the Fire Chief to implement the Fire Inspection Program
- The Fire Chief has completed several inspections
- Confirmed City of Medicine Hat Fire Services process and Designations of Authority for assistance with Fire Safety Code Inspections on higher risk locations

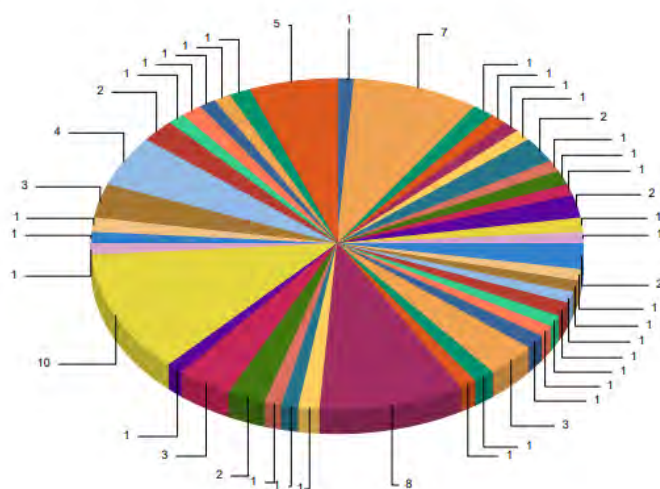
Community Peace Officer

- Bylaw has been assisting the Redcliff Fire Department in an ongoing Safety Codes investigation on a local business. Redcliff Development Officer and Medicine Hat Fire Services also have participated in this process
- Bylaw has participated with several City of Medicine Hat departments and Alberta Health Services with the inspection of food trucks that may be operating in Redcliff
- There have been two joint forces vehicle checks of insecure loads just outside the Redcliff Cypress Regional Landfill and Medicine Hat Landfill. Redcliff Bylaw, Medicine Hat Bylaw, Cypress County Bylaw, and the RCMP took part. In one operation checked over 30 vehicles and 30% of the vehicles were found not to be compliant. Educational literature, dog bags, and fasteners were handed out. This process not only educates the public to proper securement of garbage loads, but also assists in keeping our roads clean of debris and minimizes road clean ups by Town staff
- Bylaw has dealt with several snake calls and relocations this month

- June brought several animal complaints from barking dogs, unlicensed dogs, to dog bite investigations. Complaints have been resolved with satisfactory outcomes with complainants
- Nuisance properties remain an ongoing process
- Business License inquiries remain active

Town of Redcliff Statistics from June 2020

Count of Incident Types



ASSIST ELECTRIC DEPT	1
ASSIST GENERAL PUBLIC	7
ASSIST GENERAL PUBLIC : FOUND PROPERTY	1
ASSIST OTHER DEPT	1
ASSIST OTHER DEPT : ASSIST FIRE	1
ASSIST OTHER DEPT : ASSIST PARKS DEPT	1
ASSIST OTHER DEPT : ASSIST RCMP	2
ASSIST OTHER DEPT : ASSIST RCMP MVC	1
ASSIST OTHER DEPT : CAUTION LOCATION	1
ASSIST OTHER DEPT : CAUTION LOCATION : D	1
ASSIST PLANNING DEVELOPMENT DEPT	2
ASSIST PUBLIC : ASSIST ON WELL BEING OF	1
BURNING : USING UNAUTHORIZED FIREPLACE	1
BUSINESS LICENSE : BUSINESS LICENSE INQUI	2
BUSINESS LICENSE : NEW BUSINESS LICENSE	1
BUSINESS LICENSE : OP. WITHOUT BUSINESS	1
BYLAWS : ANIMAL-OTHER	1
BYLAWS : ANIMAL-OTHER : BIRD	1
BYLAWS : ANIMAL-OTHER : DEER	1
BYLAWS : ANIMAL-OTHER : GOPHER ISSUE	1
BYLAWS : ANIMAL-OTHER : PORCUPINE	1
BYLAWS : ANIMAL-OTHER : SNAKE COMPLAINT	3
BYLAWS : ASSIST OTHER DEPT : ASSIST FIRE	1
BYLAWS : ASSIST PUBLIC : CIVIL MATTER	1
BYLAWS : ASSIST PUBLIC : FOUND PROPERTY	8
BYLAWS : BURNING : BURNING UNCLEAN FUEL	1
BYLAWS : CAT : AT LARGE	3
BYLAWS : CAT : IMPOUNDED	1
BYLAWS : CAT : MISSING	2
BYLAWS : DOG : AT LARGE	3
BYLAWS : DOG : DOG BITE	1
BYLAWS : NUISANCE/UNSLIGHTLY	10
DOG : FAILURE TO HAVE CURRENT LICENSE	1
GARBAGE : DEPOSIT PROHIBITED WASTE	1
NOISE CONTROL : MAKE/CAUSE EMISSION OF A	1
NUISANCE/UNSLIGHTLY : OWNER OR OCCUPANT O	3
PARKING	4
PARKS RECREATION PUBLIC AREAS : CAMPGROU	2
Total:	84

PUBLIC WORKS

Department

- Detailed design for landfill cell 102
 - Construction for cell 025 and compost system
 - Began June 3rd
 - Construction for Range Road 71 upgrade
 - Began May 19th
- Project management for construction projects
- Lead Management Program Town-wide assessment
 - Testing locations identified for 2020 sampling program
 - Preparing notification letters
- Tenders issued for garbage truck and backhoe
- Tender review for Columbarium expansion
- River Valley potable water connection

- Flushing and pressure testing week of July 13th
- Construction underway for the landfill transfer site, scales, scale house, and dome tent
 - Old site entrance demolition and relocation of all assets completed
 - Tank installation for gas and diesel
 - Final construction - Landfill Transfer Site Project
 - Transfer Site opened to the public May 4th
- New fuel tank system for the Town
 - Design phase
 - Submission for tank permits sent
 - Sourcing 3 x 10,000L tanks

Water and Sewer Utilities

- Completed several locate requests
- Completed water treatment daily duties
- Completed repairs in the Water Treatment Plant
- Weekly water testing
- Pre/post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Installed Radio Read meters
- Replaced/repaired water meters
- Meter reading was completed
- Assist with River Project
- Assist in flushing sewer lines

Municipal Works

- Conducted funeral interments
- Garbage pickup
- Bin placements/pickups as needed
- Repair garbage cans lids (ongoing)
- Fixing low spots in alleys
- Street sweeping
- Repaired signs around town
- Flush out sewer line 400 Block 3rd Street SE
- Work on low spots on roads
- Pothole repairs (ongoing)
- Fixed curb stop at Cody Snyder Park
- Cleaned equipment
- Gravel and repair alleys
- Crack filling
- Graded roads
- Unplugged blocked storm grates
- Watch and handle service tracker concerns
- Picked up loose garbage in alleys

- Line painting
- Odd small repairs on equipment
- Helped at landfill with loose garbage
- Mowing ditches and town property
- Helped at landfill breaking up concrete
- Installed two rattle snake signs for bylaw
- Removed dead tree at campground
- Assisted at landfill moving dirt off treatment pad
- Fixed water leak at 421 Main St N
- Installed weeping tile in alley of 700 Block 1st Street SE for drainage
- Fixed gate at dirt farm
- Rehab alley on 6th Street SE
- Sewer repair 400 block 3rd Street SE

Landfill

- Picked garbage inside landfill and in neighbouring field after a wind event (ongoing)
- Clean scales (ongoing)
- Hauled cover soil (ongoing)
- Ridgeline hauling in soil
- Maintained roads inside landfill (ongoing)
- Equipment maintenance (ongoing)
- Cleaned under scales (ongoing)
- Cleaned up shop (ongoing)
- Completed daily compacting
- Moved screens as needed for windy days
- Completed move to the new scale house and seacan
- Worked on back roads
- Pushed up dirt as hauled by Ridgeline
- Install signage
- Hauled and dumped bins from the new transfer station (ongoing)

PLANNING & ENGINEERING

Priorities for August

- Construction
 - 3rd and 3rd NW surge tank
 - Broadfoot and Stone Place SW
 - 3rd Street and 4th Street NW top lift paving
 - Eastside surge tanks
 - Jesmond Lift Station
- Asset management
- Sanitary Sewer Master Plan
- LUB
- Eastside ASP

Planning

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

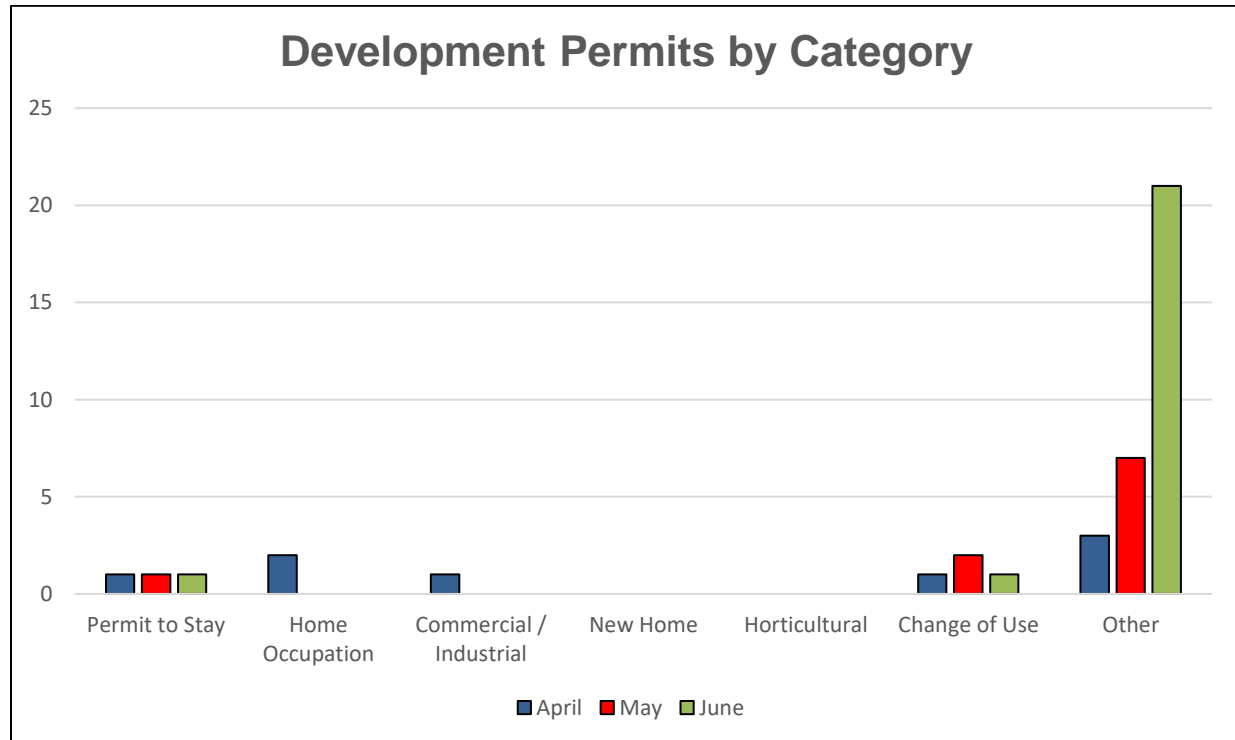
Correspondence and Referrals from Adjacent Municipalities

The Planning and Engineering department has received the following correspondence and or referrals from adjacent municipalities with respect to planning matters:

- Cypress County – Refusal of Subdivision 20Y04, June 10, 2020
- Cypress County – Notice of Public Hearing – LUB Amendment 2020/06, June 15, 2020, Public Hearing at 10:00 AM July 7, 2020, Gasoline Alley ASP (Dunmore)
- Cypress County – Request for Comments on DP 20/78, July 3, 2020, Comment sent, thank-you for the opportunity to comment, we have no comments.
- Cypress County – Notice of Public Hearing – LUB Amendment 2020/06, July 9, 2020, Postponement of the 2nd and 3rd readings of the Gasoline Alley ASP (Dunmore)
- Cypress County – Approval of Subdivision 20Y09, July 14, 2020
- Cypress County – Approval of Subdivision 20Y05, July 14, 2020

Development Permits

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



Agreements

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

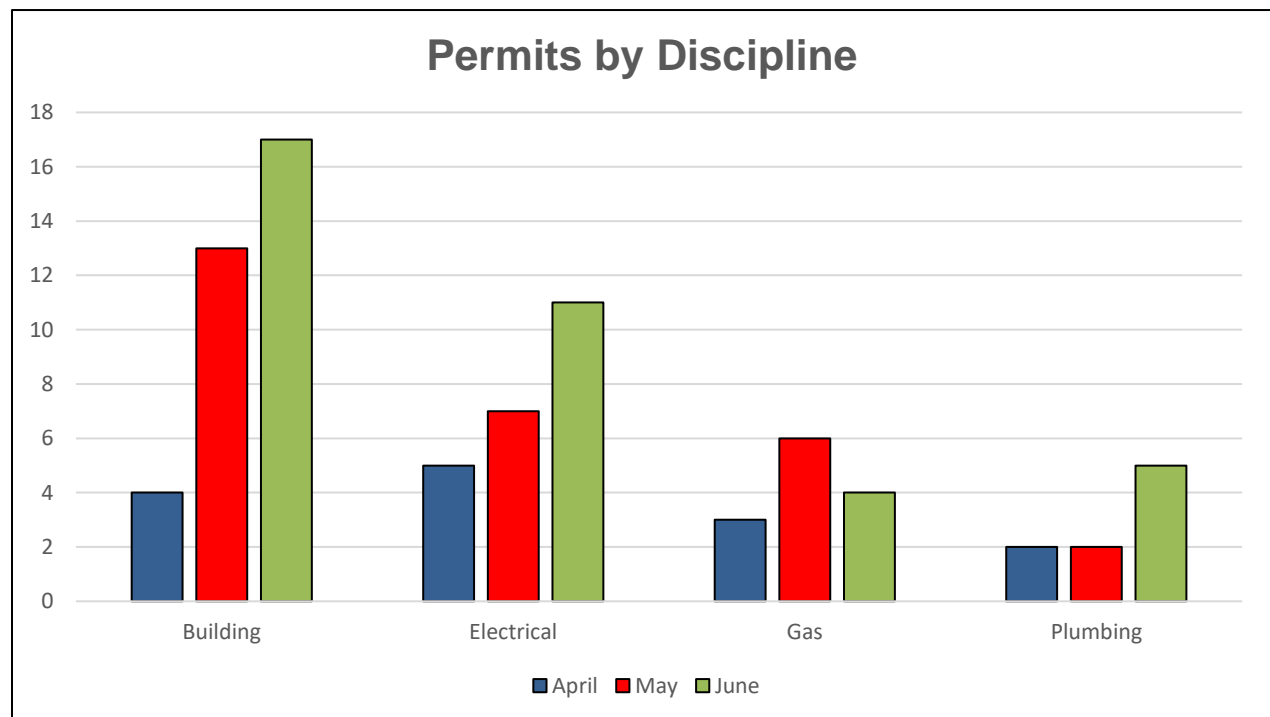
A developer, as part of his conditions of development, is required to make drainage improvements. Planning & Engineering is working to have the developer pay for the improvements.

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

A developer, as part of his conditions of development, is required to make road improvements. Planning & Engineering has created a drawing of the required improvement and the developer completed the paving portion of 5th Street but has refused to meet other development requirements. An agreement with the developer has not been reached with respect to the development obligations.

Safety Codes

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



Studies

Sanitary Sewer Business Case

The request for qualifications for a consultant to prepare the Sanitary Sewer Business Case report is being sent out. This Business Case is to examine different long term solutions to the Town's disposal of sanitary sewage.

Capital Projects

3rd and 3rd Lift Station Upgrades

BYZ has completed backfill. Project should be completed in the next couple of months.

Rec-Tangle Parking Lot Improvements

Transit Paving is finished with their work except for the fixing of one minor and one major deficiency. Work remaining is line painting, parking lot lighting, gates, basketball hoops and landscaping.

Broadfoot and Stone Place SW, Drainage and Road Improvements

Weeping tile installation is complete. Concrete rehab and mudjacking is scheduled in the next two weeks. Top lift will be done in August which will complete the project.

Backup Generator Project

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

Jesmond Lift Station Upgrade

Project update has been sent to the adjacent properties for feedback. Project is ready to be tendered and will be tendered the week of July 20, 2020.

Eastside Sewage Surge Tanks

Project will be tendered the week of July 20, 2020.

River Valley Potable Water

Water pressure testing has been completed. It is expected that bacteria testing results will be back the week of July 20, 2020 and the residents will be able to be connected to the potable water system. Project is on budget.

Kipling Trails

Project is 67% complete. Pushing the contractor to have completed by end of July. Project is on budget.

3rd Street and 4th Street NW Top Lift Paving

Project has been awarded to Transit Paving as they were the low bid and the bid was under budget. It is expected that work will start in the soon with concrete rehabilitation. Current schedule is to have paving finished by the end of August.

CORPORATE SERVICES

- Only one property left on the 2020 tax auction sale list, working on getting the payment before July 31, 2020 auction sale
- The outstanding tax is \$2M on July 13, 2020 versus \$1M on the same day of 2019
- E-Send (sending documents electronically) is available for Taxation, Accounts Receivable, Business Licences, Animal Licences, etc. All documents which are now sent by mail can be

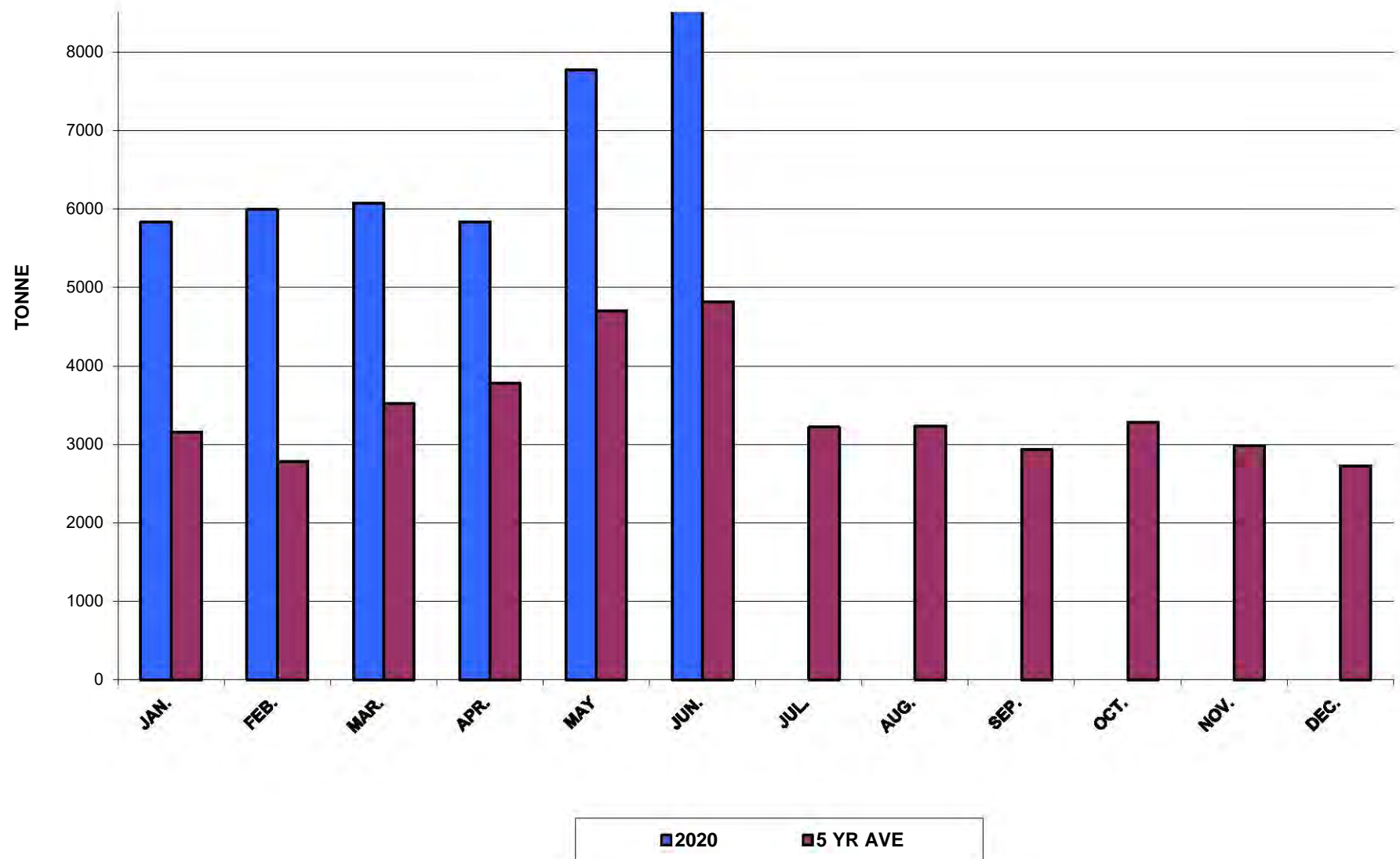
sent electronically. Customers' acceptance of this method is needed. Details are being finalized.

- Advertisement for COPTER (Community Organization Property Tax Exemption Regulation) applications will be in July 21 and 28 editions of the Commentator. Any registered non-profit organizations located within the Town which qualify for 2021 property tax exemption need to submit their applications no later than September 30, 2020. Those community organizations that were approved to be exempted for 2020, 2021, and 2022 taxation years do not need to reapply
- Regular daily duties related to finance

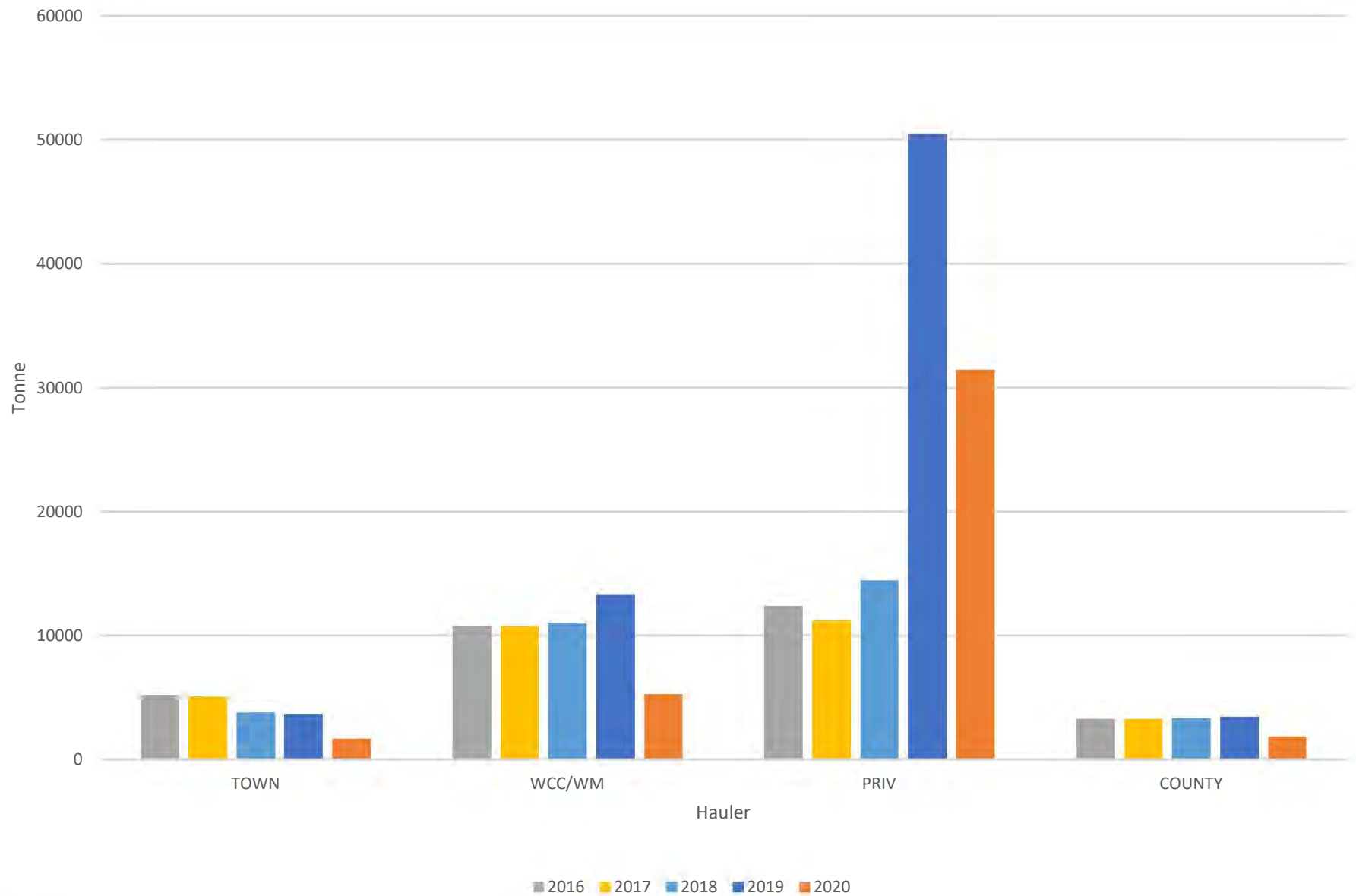
LEGISLATIVE SERVICES

- Council agenda preparation and follow up. Department Head meetings pre/post Council meeting
- Ongoing legal file review. Compiling information as requested. This is taking up a substantial amount of time
- Responding to inquiries re: general information, land sales, FOIP inquiries
- Ongoing conversion of minutes, bylaws, agreements, and property files to digital format
- Preliminary review stages of Records Management Project
- Reviewing policies/procedures
- Attended SDAB hearing June 10, 2020
- Received SDAB appeal / scheduled SDAB hearing July 15, 2020
- Assisting with familiarizing the new Municipal Manager with Town function/operations.

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



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



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



Memo



To: Redcliff Town Council
From: Community & Protective Services
Date: July 20, 2020
Re: Aquatic Centre Pool Resurfacing Vendor Selection - Capital Project

BACKGROUND:

In the 2020 Capital projects budget Council approved the Aquatic Centre Pool Resurfacing Project for a total estimated budget amount of \$240,000.00. The project was put out for competition in May of 2020 with a closing date of July 12, 2020. At the Council meeting held on June 22, 2020 a request for an additional budget amount of \$60,000 was requested and approved bringing the approved budget to \$300,000.

PROCESS:

The competition had multiple bidders download the competition documents from the Alberta Purchasing Connection (APC) website. Two (2) bidders came to the site visit and two (2) bidders checked in remotely with pictures and a phone call explaining the project and site details. Upon the submission deadline of the competition the Town had only one (1) respondent. The respondent was evaluated based on the following criteria:

Rated Criteria Category	Maximum Points	Weighting	Maximum Score	Minimum Threshold
Demonstrated Experience & Qualifications	10	3	30	*6
Demonstrated Understanding of Services Required	10	2	20	*6
Pricing	10	5	50	N/A
Total Points			100	

Proponents must obtain a minimum score of 6 out of 10 in each of the evaluation criteria where the minimum threshold is shown as *6. Any submission failing to achieve a minimum of 6 points in any one criterion will not be deemed eligible and will NOT have their pricing submission opened.

Once the evaluation was completed the evaluation team found that the respondent was capable and competent having demonstrated sufficient experience, qualifications, and understanding of what was required to complete the work.

Wahl Construction is the successful bidder and has been awarded the project with a tentative start date of September 1st, 2020 and an estimated completion date of October 2, 2020.

Memo



To: Redcliff Town Council
From: Corporate Services
Date: July 20, 2020
Re: \$3M Bond Investment through Wood Gundy

BACKGROUND:

In 2019, the Town did not make any bond investments through CIBC Wood Gundy in consideration of the ongoing capital projects. Instead, the Town set up a High Interest Savings Account (HISA) with a fixed interest rate at 2.3% with Alberta Treasury Branch (ATB) to accommodate such need while earning some interest revenues at the same time. The interest is calculated daily on the daily closing balance and paid into the account monthly.

On March 13, 2020, the Town was advised by ATB that with the larger than expected change to the Prime Rate dropping by 0.50% by the Bank of Canada the week before and another 0.50% on that day, ATB reviewed their HISA Savings rates, and changed the rate type from fixed rate to variable rate (Prime Rate minus 1.65%). On July 9, 2020, the Prime rate was 2.45%, thus the variable interest rate for our HISA was 0.80% (2.45% - 1.65%). As the Town only has less than \$2,000 in this account, it is prudent not to continue putting money in it.

On the other side, the bond investment is doing the opposite, with the drop of interest rates, the bonds are worth more as the present values of bonds are higher when the interest rates are low.

INVESTMENT:

The Town had about \$6M in its ATB account on July 8, 2020, it was decided to invest \$3M in the bond market to take advantage of the interest rates on some bonds issued on that day. Due to the timing issue, it is now presented to Council. The \$3M investment will have an annual return of \$65,999, and our projected total return for 2020 is approximately \$983,000.

The \$3M was invested as follows and with an average yield of 2.20%

- \$1.0M Royal Bank 2.088% Bond, matures: 2025. Yield: 1.85%
- \$1.0M CIBC 1.85% Callable Accrual Bond, callable annually. Yield: 1.85%
- \$1.0M BMO 2.90% Callable Income Principal Protected Note. Yield: 2.90% *(adding to existing positions)*
 - Pays 1.45% every 6 months (2.90% per year) provided the BMO Dividend Growers Index is above -10% from the issue date.
 - Automatically redeemed on any payment date where the reference index is simply flat or higher; call dates start at year one.
 - AA-rated and principal protected.

INVESTMENT LIQUIDITY:

The proposed investment is liquid and redeemable at any time without fee, it can be redeemed in cash, with interest and without fee, and transferred to the Town's bank account in as little as one business day if required.

- Bonds can be sold at any time, with interest accrued daily, and there is no fee or penalty to sell them prior to maturity.
- The standard transfer time is three business days; however, transfers can be accommodated when required (i.e. next day).
- If there is an immediate or unexpected need, \$1.7M (cash and cash equivalents) and \$4M (two short-term bonds) can be redeemed. The two short-term bonds will have a gain of \$119K as follows if they are sold this year:

\$2M Royal Bank 3.45% Bond, matures: 2021. Excess capital gain: \$62k

\$2M Bank of Nova Scotia 2.58% Bond, matures: 2022. Excess capital gain: \$57k

POLICY/LEGISLATION:

The proposed investment fits within the requirements as set out in Section 250 of Municipal Government Act as follows:

- All investments fit within the language and spirit of Section 250 (Investments);
- All securities fall under Section 250-2(c): *"securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation"*;
- All investments are issued and guaranteed by a bank or credit union as described above;
- All recommended securities are permitted under section 250(c) of the MGA;
- The proposed investments fall under the category of "bonds" and "guaranteed investment certificates".

The proposed investment fits within the guidelines of Policy No. 023 as follows:

- Credit Quality: all bonds are issued by Canadian Chartered Banks and credit unions, and rated "A to AA" by DBRS;
- With respect to credit quality ratings, 50% of the portfolio is invested in bonds rated 'A' and the other 50% in 'AA' as permitted under the policy;
- All investments are sufficiently liquid to meet any sudden withdrawal requirements from the Town.

Attachment: 1. Policy No. 023

2. \$3M Investment Summary

3. Portfolio Performance Projection as of December 31, 2020

POLICY NO. 023 (2016)

Approved By Council: January 11, 2016

INVESTMENT POLICY

BACKGROUND

The Town of Redcliff at times has surplus/reserve funds on deposit at the Bank and it is important for The Town to invest these funds in a prudent manner that will provide optimum investment returns with maximum security, while meeting the Town's cash flow requirements. The investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the Municipal Government Act (Section 250, Investments).

POLICY

Purpose:

To provide general investment principles, rules and delegation of authority for managing and monitoring the investments of the Town of Redcliff. Adherence to the investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the Town of Redcliff.

Objectives:

1. Credit Quality

The Town's investments will be limited to the following securities issued or guaranteed by:

- a) The Federal Government of Canada (including crown corporation)
- b) Any Provincial Government body or entities guaranteed by such province (i.e. Alberta Treasury Branch)
- c) Any securities that are issued or fully guaranteed by the Chartered Banks in Canada, treasury branch, credit union or trust corporation
- d) Securities with a maturity date of less than one year (i.e. money market) must have a minimum rating of R-1 (high) from the date of issue
- e) Investments in the portfolio will ensure preservation of capital and adhere to the following credit quality restrictions:

Debt Rating Category	Minimum	Maximum
"BBB" or lower	0 %	0 %
"A"	0 %	50 %
"AA" or higher	50 %	100 %

- f) Investments rated below "A-" or equivalent at time of purchase are not permitted. If a security's credit rating falls below "A-" after time of purchase, it shall be removed from the portfolio as soon as practical.
- g) All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS).
- h) In the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the Municipal Government Act.

2. Liquidity

- a) The investment portfolio will be sufficiently liquid in order to enable the Town of Redcliff to meet any projected or sudden cash flow requirement which might reasonably be expected to occur.
- b) For the purpose of this policy, the Town defines liquidity as the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

3. Return and Performance Standards

The Bank of Canada 91 day T-Bill index will be used as the benchmark to determine whether acceptable short-term market yields are being achieved. Investments will be reviewed in the event of underperformance and adjusted if necessary by the Director of Finance and Administration.

4. Authority

The authority to invest surplus/ reserve funds will be as follows:

- a) Short Term Investment (maturity term less than one year), the Municipal Manager and/or Director of Finance and Administration
- b) Long Term Investment (maturities greater than one year), Town Council

For assistance in determining what investments to consider the following definitions are provided:

SECURITIES - Includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

BANKERS' ACCEPTANCES - A commercial draft drawn down by a borrower for payment on a specified date, accepted or guaranteed by the borrower's bank. The bank's acceptance is signified by their counter signature on the draft. Once the draft has been co-signed, it becomes a "Banker's Acceptance" backed by the credit of the accepting bank.

TREASURY BILLS - Short term government debt, issued in large denominations and sold chiefly to large institutional investors. Treasury bills do not pay interest but are sold at a discount and mature at par (100). The difference between the issue price and par at maturity represents the lenders income in lieu of interest.

- (a) the municipality,
- (b) an elector or taxpayer of the municipality, or
- (c) a person who holds a security under a borrowing made by the municipality.

1994 cM-26.1 s249

Investments

Authorized investments

250(1) In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

(2) A municipality may only invest its money in the following:

- (a) securities issued or guaranteed by
 - (i) the Crown in right of Canada or an agent of the Crown, or
 - (ii) the Crown in right of a province or territory or an agent of a province or territory;
- (b) securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;
- (c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;
- (d) units in pooled funds of all or any of the investments described in clauses (a) to (c);
- (e) shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued or registered under the *Business Corporations Act* if the investment is approved by the Minister.

(2.1) Subsection (2) does not apply to a municipality’s investment in a controlled corporation.

(3) The approval of the Minister under subsection (2)(e) may contain conditions.

(4) In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.

(5) Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

RSA 2000 cM-26 s250;2012 cE-0.3 s279;2016 c24 s20

Borrowing

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

1994 cM-26.1 s251

Debt limit

252(1) No municipality may make a borrowing if the borrowing will cause the municipality to exceed its debt limit, unless the borrowing is approved by the Minister.

(2) For the purposes of subsection (1), a borrowing made by a municipality to pay for costs associated with clean energy improvements as defined in Part 10, Division 6.1 does not count against the debt limit or debt service limit of the municipality.

RSA 2000 cM-26 s252;2018 c6 s4

Use of borrowed money

253(1) Money obtained by a municipality under a borrowing must be used for the purpose for which it is borrowed.

(2) Money obtained by a municipality under a borrowing for the purpose of financing a capital property may be used for an operating purpose if the amount spent is available when it is needed for the capital property.

1994 cM-26.1 s253



CIBC
Wood Gundy

Hobson Chahal
Advisory Group

Town of Redcliff
Investment Summary

July 14, 2020

Investment Grade Bonds	Maturity	Yield (%)	Amount (\$)	DBRS Rating	Est. Annual Return
Royal Bank 2.088% Bond	30-Jun-2025	1.85%	\$ 999,927	A	\$ 18,499
Bank of Montreal 2.90% Principal Protected Income Note	15-Jul-2030	2.90%	\$ 1,000,000	AA	\$ 29,000
CIBC 1.85% Callable Linear Accrual Note	17-Jul-2030	1.85%	\$ 1,000,000	AA	\$ 18,500
Total		2.20%	\$ 2,999,927		\$ 65,999

This report is not an official record, but is supplemental to your official account statements. In the event of discrepancy between this report and your CIBC Wood Gundy client statement or tax package, the client statement or tax package should be considered the official record of your accounts. Information contained herein is obtained from sources believed to be reliable, but is not guaranteed. Some positions may be held at other institutions not covered by the Canadian Investor Protection Fund (CIPF). Refer to your official statements to determine which positions are eligible for CIPF protection or held in segregation. Calculations/projections are based on a number of assumptions; actual results may differ. Yields/rates are as of the date of this report unless otherwise noted. CIBC Wood Gundy is a division of CIBC World Markets Inc., a subsidiary of CIBC.

Town of Redcliff - Projected Return
(As of Jul 13, 2020)

7/13/2020

Cash Interest				2020											
Description	Quantity	Book Value	Maturity	2020						Forecast					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INT ON CREDIT BALANCE				\$ 18.49	\$ 1,137.39	\$ 593.68	\$ 26.67	\$ 23.88	\$ 26.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO MTN FIXED 3.34% 8DC20	114,000	\$ 117,078.00	12/8/2020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,903.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,903.80
BNS SR DEP N 2.873% 4JN21	958,000	\$ 994,883.00	6/4/2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,761.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,761.67
RBC FXD 2021 3.45% 29SP21	1,936,000	\$ 1,977,904.80	9/29/2021	\$ -	\$ -	\$ 33,396.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,396.00	\$ -	\$ -	\$ -
BNS FXD 2022 2.58% 30MR22	3,064,000	\$ 3,028,488.91	3/30/2022	\$ -	\$ -	\$ 39,525.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,525.60	\$ -	\$ -	\$ -
CIBC FXD 2023 3.45% 4AP28	143,000	\$ 143,929.50	4/4/2023	\$ -	\$ -	\$ -	\$ 2,466.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,466.75	\$ -	\$ -
CIBC NVCC FI 2.95% 19JN29	1,520,000	\$ 1,544,982.51	6/19/2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,420.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,420.00
TDBK FXD /C 3.224% 25JL24	571,000	\$ 569,172.80	7/25/2024	\$ 9,204.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,204.52	\$ -	\$ -	\$ -	\$ -	\$ -
RBC NVCC SU 2.088% 30JN30	988,000	\$ 999,362.00	6/30/2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RBC 4.93% 16JL25	529,000	\$ 598,961.10	7/16/2025	\$ 13,039.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,039.85	\$ -	\$ -	\$ -	\$ -	\$ -
TDBK MT NT N 4.859% 4MR26	868,000	\$ 985,180.00	3/4/2026	\$ -	\$ -	\$ 21,088.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,088.06	\$ -	\$ -	\$ -
TDBK MTN FXD 3.06% 26JA32	1,713,000	\$ 1,749,950.69	1/26/2027	\$ 21,550.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,208.90	\$ -	\$ -	\$ -	\$ -	\$ -
BNS EQTY AC DEP NT/D(413)	1,100,900	\$ 1,100,900.00	2/10/2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO GROWERS INDX /D(5550)	1,700,000	\$ 1,700,000.00	2/12/2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TD CDN DIVRSFD CM/D(2377)	1,521,300	\$ 1,521,300.00	3/17/2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO GROWERS IDK LNK(5543)	1,818,500	\$ 1,818,500.00	8/24/2029	\$ -	\$ 28,186.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO GROWERS IDK LN(5549)	1,400,000	\$ 1,400,000.00	2/11/2030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BNS CDN BNKS CALBL/D(424)	1,115,700	\$ 1,115,700.00	2/27/2030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,735.50	\$ -	\$ -	\$ -
BMO GROWERS IDK LN(5554)	1,000,000	\$ 1,000,000.00	7/15/2030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIBC 07/3 /E 2.88% 30JUL20	1,500,000		Called Jul 30, 2020	\$ 21,375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,375.00	\$ -	\$ -	\$ -	\$ -	\$ -
BMO S&P TSX CMPS/D(2205)			Sold Feb 27, 2020	\$ -	\$ 51,688.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BNS S&P TSX COMPOS/D(259)			Sold Feb 27, 2020	\$ -	\$ 55,350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO EXT 02 SU 2.75% 3FB21			Called Feb 4, 2020	\$ -	\$ 12,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO S&P TSX CMP L/D(1962)			Sold Jan 24, 2020	\$ 109,636.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BMO S&P TSX COMPO/D(1943)			Sold Jan 24, 2020	\$ 123,490.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BNS S&P TSX CMP L/D(241)			Sold Jan 24, 2020	\$ 66,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 364,315.03	\$ 148,862.14	\$ 94,603.34	\$ 2,493.42	\$ 23.88	\$ 38,111.63	\$ 69,828.27	\$ -	\$ 110,745.16	\$ 2,466.75	\$ -	\$ 38,085.47
															\$ 869,535.09

Interest Earned on Strip Bond and Accrual Notes				2020											
Description	Quantity	Book Value	Maturity	2020						Forecast					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RES TDBK 4.859% TO 4MR26	1,391,348	\$ 1,089,999.73	3/4/2026	\$ 2,654.76	\$ 2,660.75	\$ 2,666.75	\$ 2,672.77	\$ 2,678.80	\$ 2,684.84	\$ 2,690.89	\$ 2,696.96	\$ 2,703.05	\$ 2,709.15	\$ 2,715.26	\$ 2,721.38
CIBC LINEAR A /C 1.85% 17JL30	1,000,000	\$ 1,000,000.00	7/17/2030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 770.83	\$ 1,541.67	\$ 1,541.67	\$ 1,541.67	\$ 1,541.67	\$ 1,541.67
Total				\$ 2,654.76	\$ 2,660.75	\$ 2,666.75	\$ 2,672.77	\$ 2,678.80	\$ 2,684.84	\$ 3,461.73	\$ 4,238.63	\$ 4,244.71	\$ 4,250.81	\$ 4,256.92	\$ 4,263.05
															\$ 40,734.52

Coupon Bond Amortization				2020											
Description	Quantity	Book Value	Maturity	2020						Forecast					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BMO MTN FIXED 3.34% 8DC20	114,000	\$ 117,078.00	12/8/2020	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)	\$ (58.08)
BNS SR DEP N 2.873% 4JN21	958,000	\$ 994,883.00	6/4/2021	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)	\$ (576.30)
RBC FXD 2021 3.45% 29SP21	1,936,000	\$ 1,977,904.80	9/29/2021	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)	\$ (820.62)
BNS FXD 2022 2.58% 30MR22	3,064,000	\$ 3,028,488.91	3/30/2022	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16	\$ 417.16
CIBC FXD 2023 3.45% 4AP28	143,000	\$ 143,929.50	4/4/2023	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)	\$ (16.31)
CIBC NVCC FI 2.95% 19JN29	1,520,000	\$ 1,544,982.51	6/19/2024	\$ (172.04)	\$ (172.04)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)	\$ (457.27)
TDBK FXD /C 3.224% 25JL24	571,000	\$ 569,172.80	7/25/2024	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56	\$ 22.56
RBC NVCC SU 2.088% 30JN30	988,000	\$ 999,362.00	6/30/2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (192.58)	\$ (192.58)	\$ (192.58)	\$ (192.58)
RBC 4.93% 16JL25	529,000	\$ 598,961.10	7/16/2025	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)	\$ (843.19)
TDBK MT NT N 4.859% 4MR26	868,000	\$ 985,180.00	3/4/2026	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)	\$ (1,126.73)
TDBK MTN FXD 3.06% 26JA32	1,713,000	\$ 1,749,950.69	1/26/2027	\$ (164.55)	\$ (164.55)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)	\$ (431.31)
Total				\$ (3,338.08)	\$ (3,338.08)	\$ (3,890.08)	\$ (3,890.08)	\$ (3,890.08)	\$ (3,890.08)	\$ (3,890.08)	\$ (3,890.08)	\$ (4,082.66)	\$ (4,082.66)	\$ (4,082.66)	\$ (4,082.66)
															\$ (46,347.26)

Excess Gains + Accrued Interest from Anticipated Sales				2020											
Description	Quantity	Book Value	Proceeds	2020						Forecast					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
RBC FXD 2021 3.45% 29SP21	1,936,000	\$ 1,977,904.80	\$ 2,005,929.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,543.54
BNS FXD 2022 2.58% 30MR22	1,940,885	\$ 1,918,390.35	\$ 1,994,070.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,414.10
Total			\$ 4,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 119,957.65
															\$ 119,957.65

Projected Total Return \$ 983,880.00

**Assumes all extendible/callable instruments are not called

This report is not an official record. The information contained in this report is to assist you in managing your investment portfolio recordkeeping and cannot be guaranteed as accurate for income tax purposes. In the event of a discrepancy between this report and your client statement or tax slips, the client statement or tax slip should be considered the official record of your account(s). Please consult your tax advisor for further information. Information contained herein is obtained from sources believed to be reliable, but is not guaranteed. Some positions may be held at other institutions not covered by the Canadian Investor Protection Fund (CIPF). Refer to your official statements to determine which positions are eligible for CIPF protection or held in segregation. Calculations/projections are based on a number of assumptions; actual results may differ. Yields/rates are as of the date of this report unless otherwise noted. Benchmark totals on performance reports do not include dividend values unless the benchmark is a Total Return Index, denoted with a reference to 'TR' or 'Total Return'. CIBC Wood Gundy is a division of CIBC World Markets Inc., a subsidiary of CIBC.



Project Updates

June 30, 2020

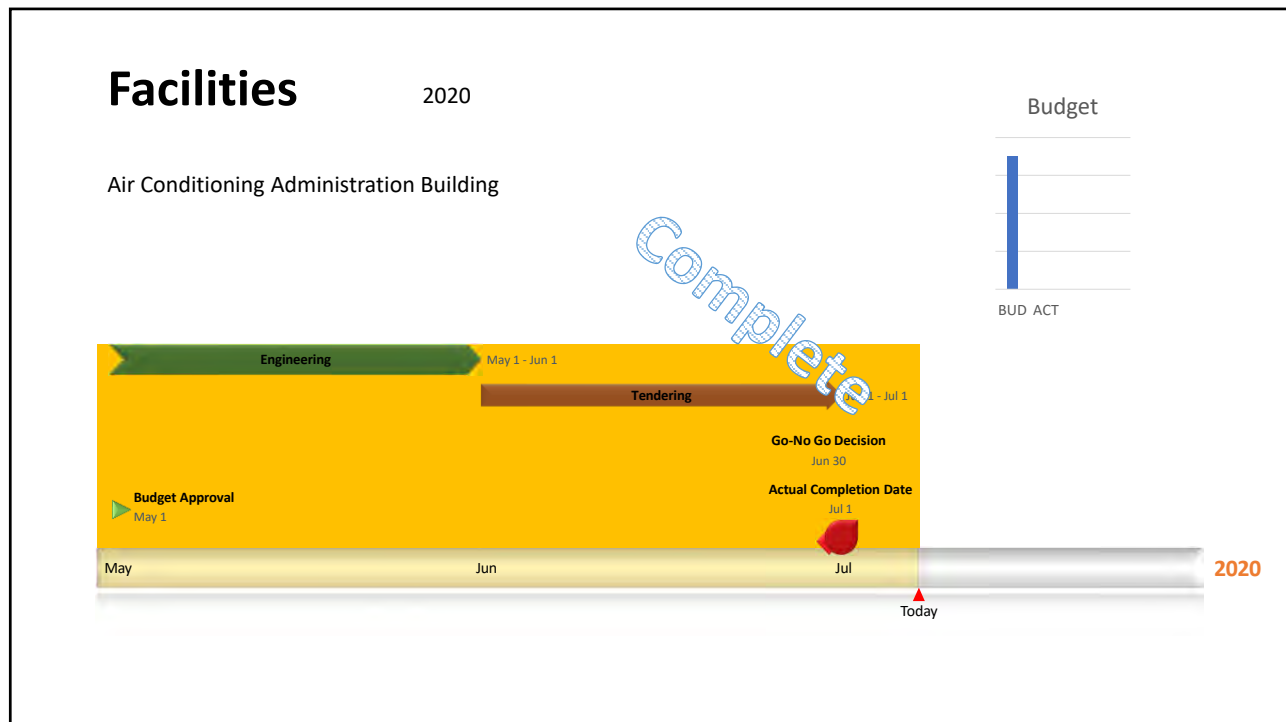
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Project Updates

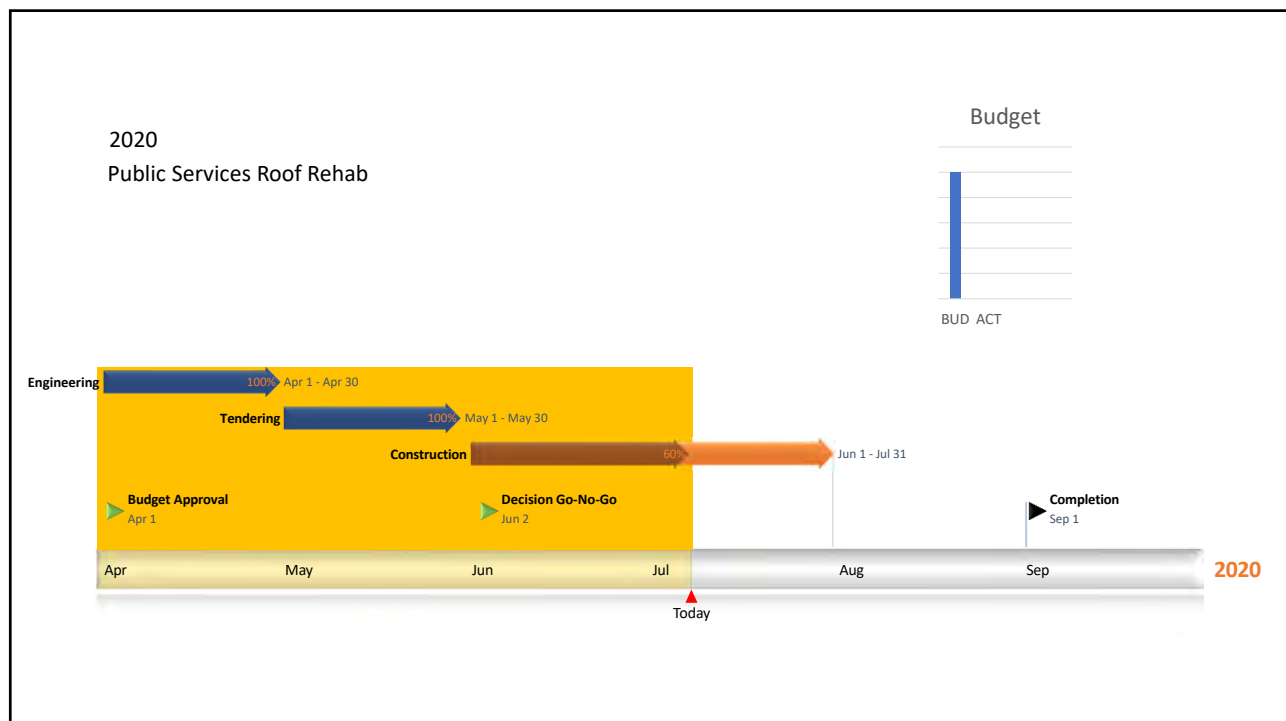
Community and Protective Services



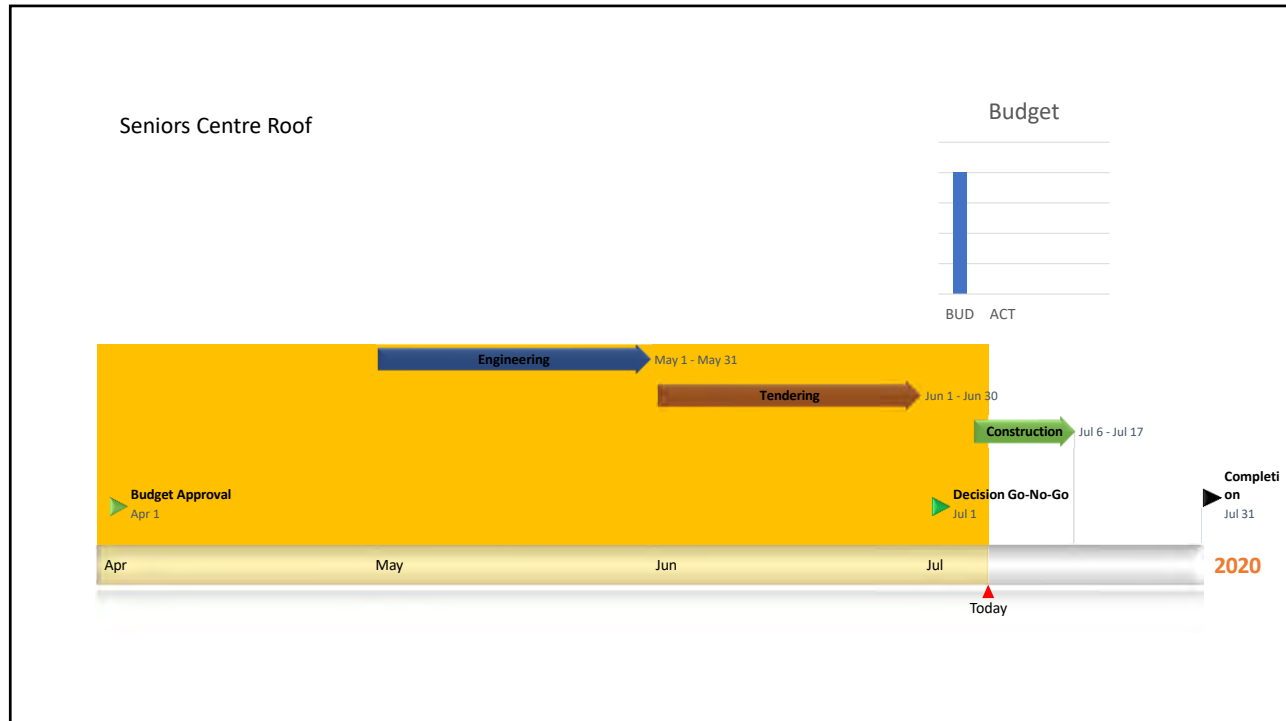
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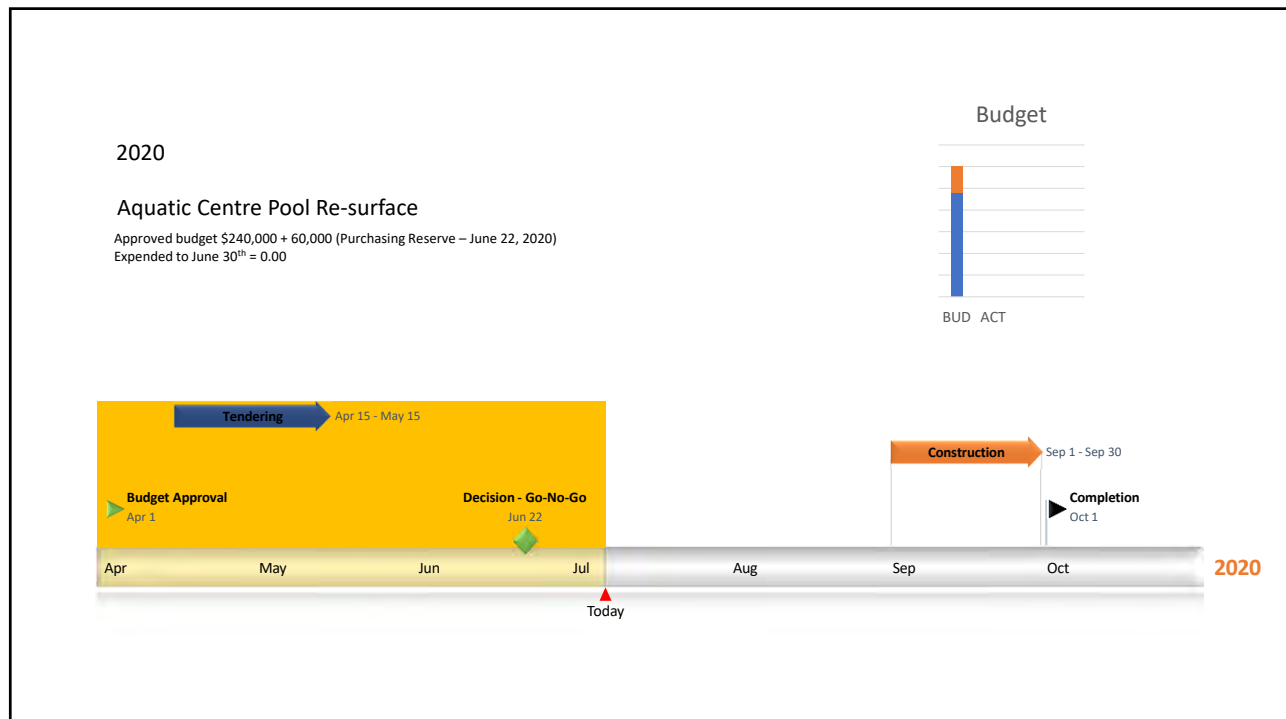
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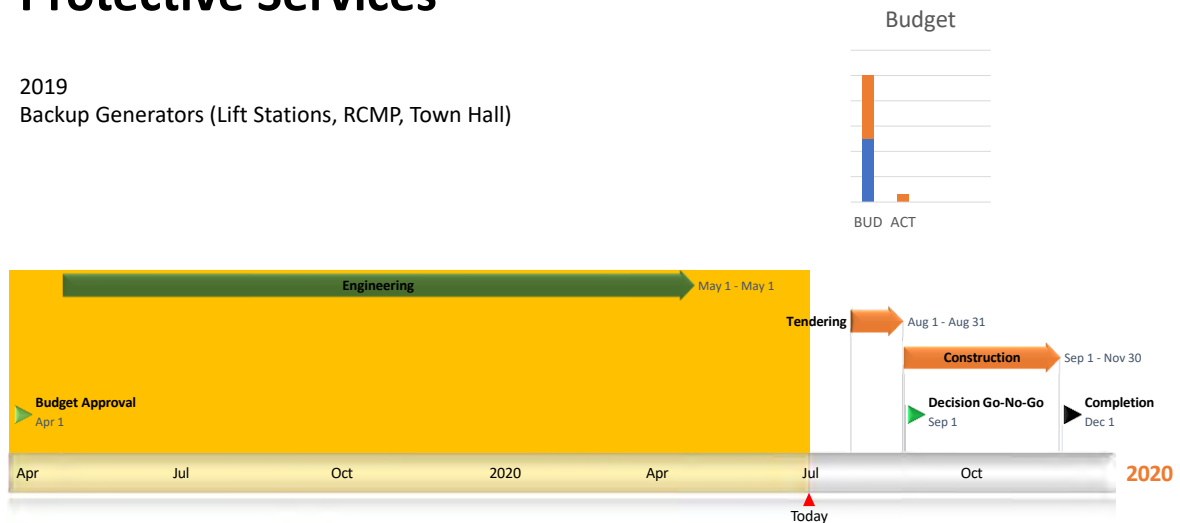
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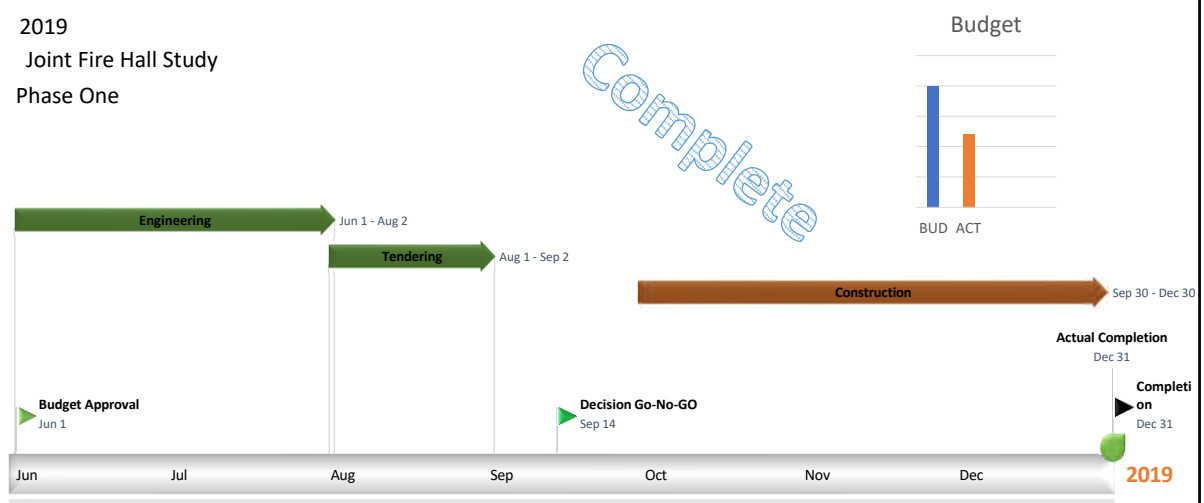
Protective Services

2019
Backup Generators (Lift Stations, RCMP, Town Hall)



7

2019
Joint Fire Hall Study
Phase One



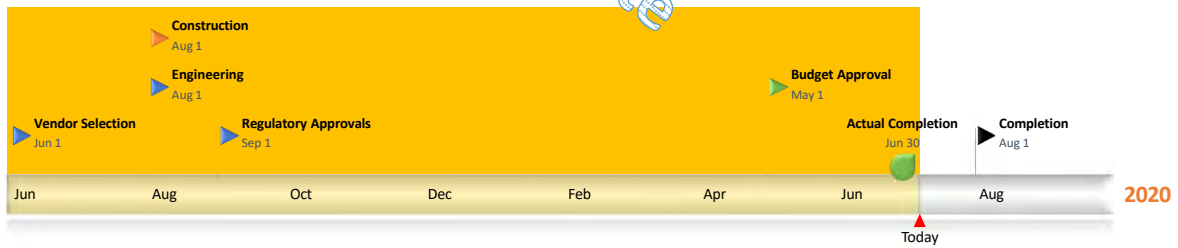
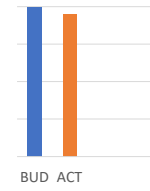
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Recreation

2017

Splash Park Rehab

Budget

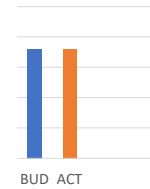


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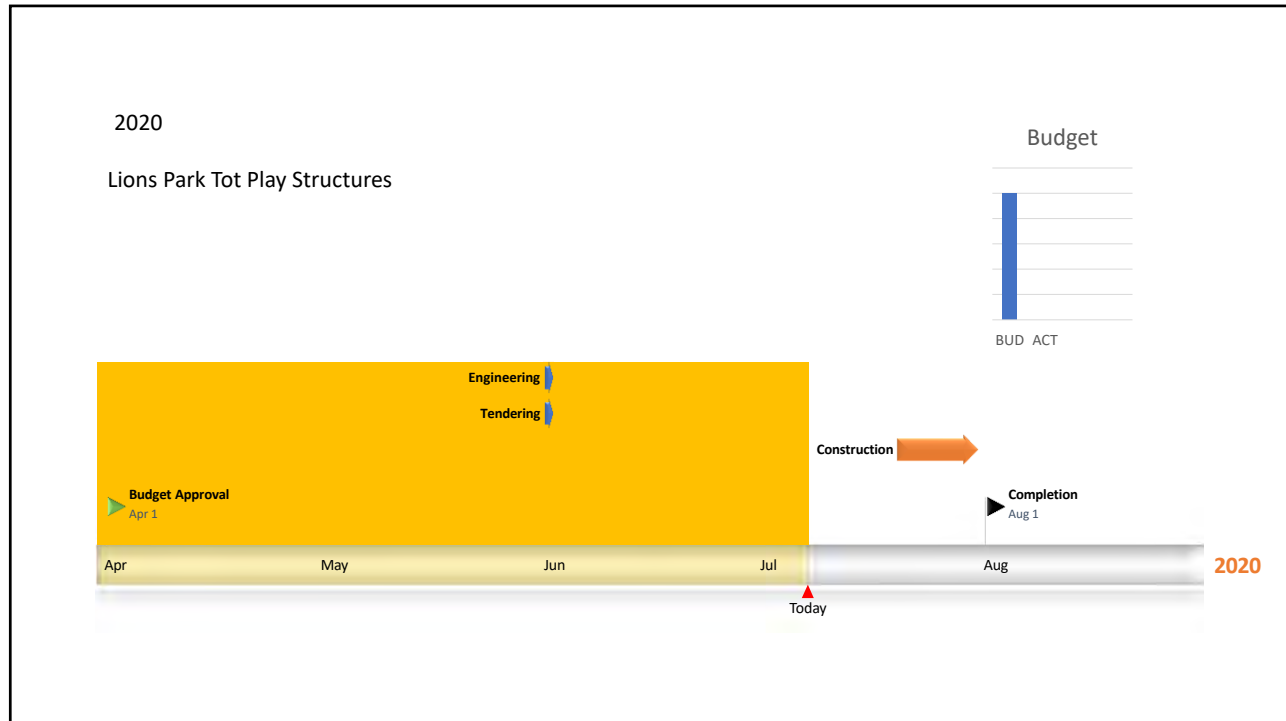
Tractor

2020

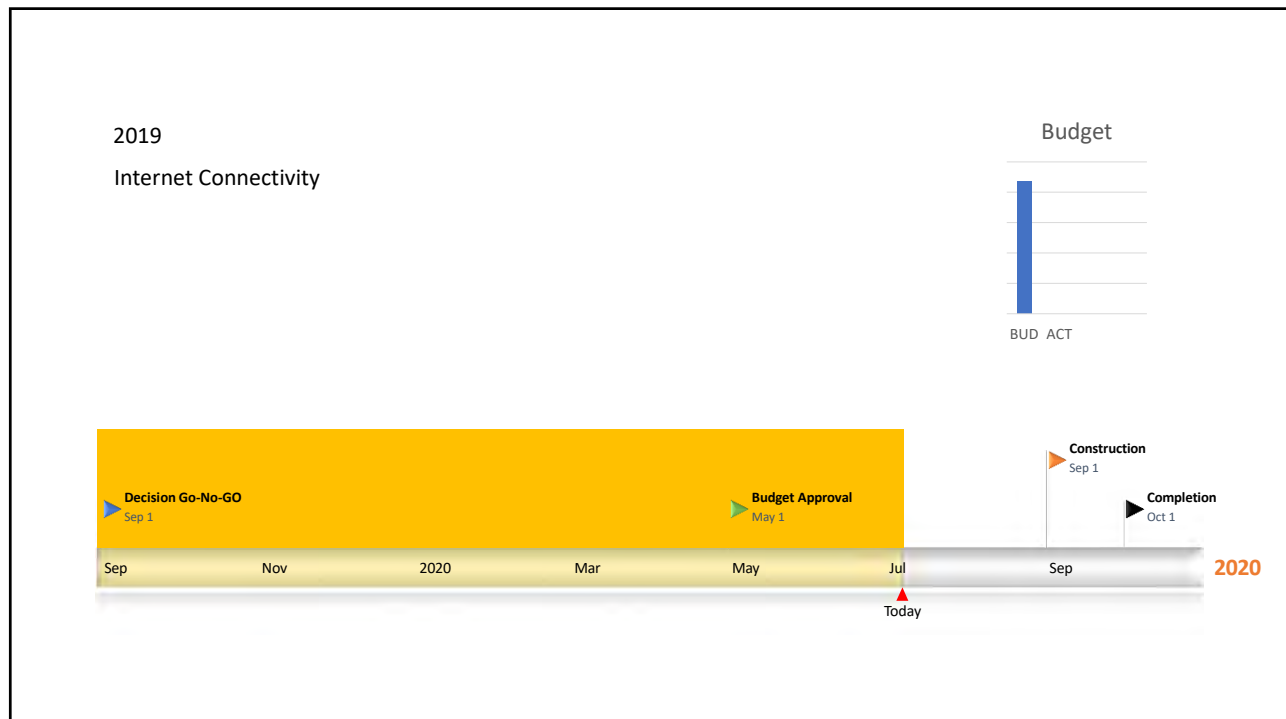
Budget



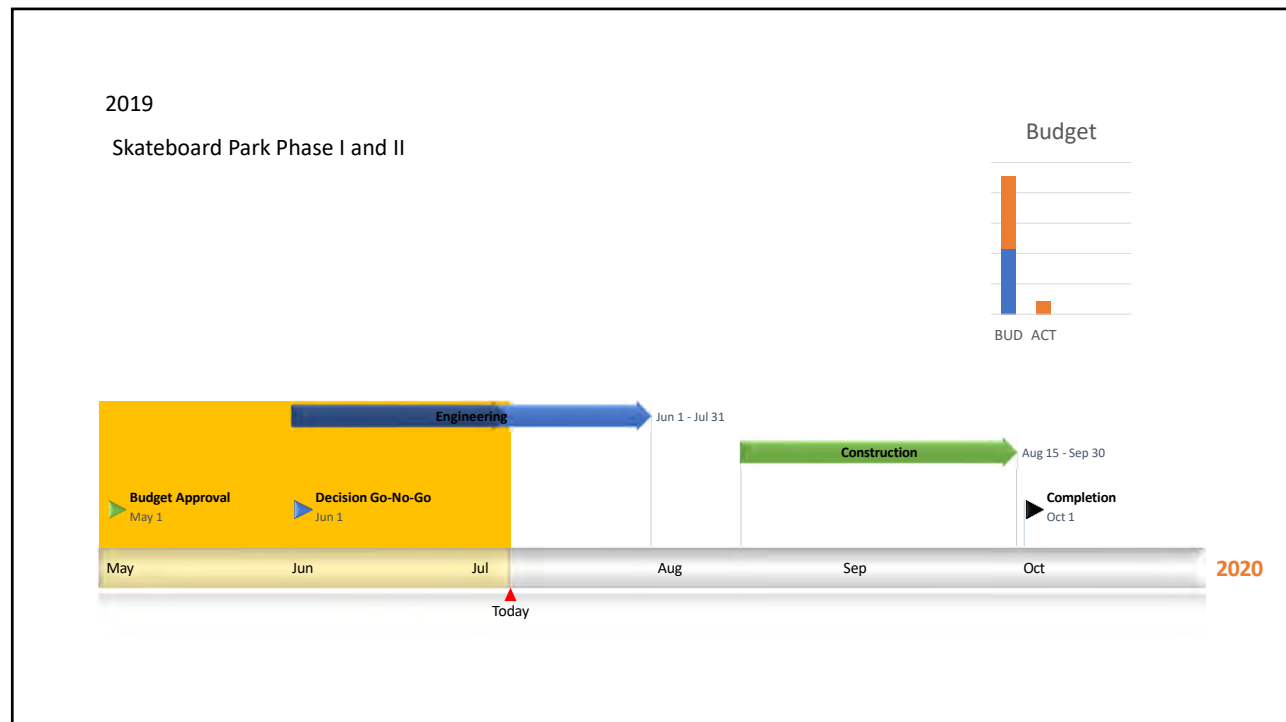
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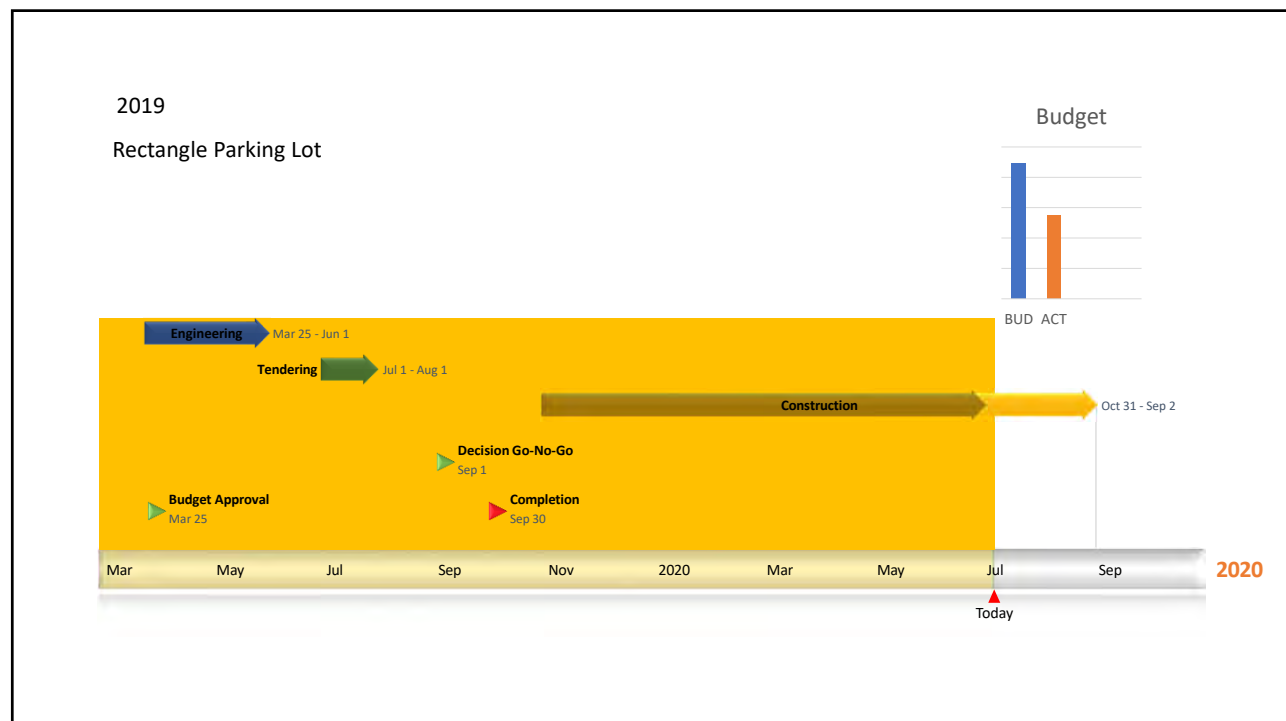
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12



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2017
Ball Diamond Renovation



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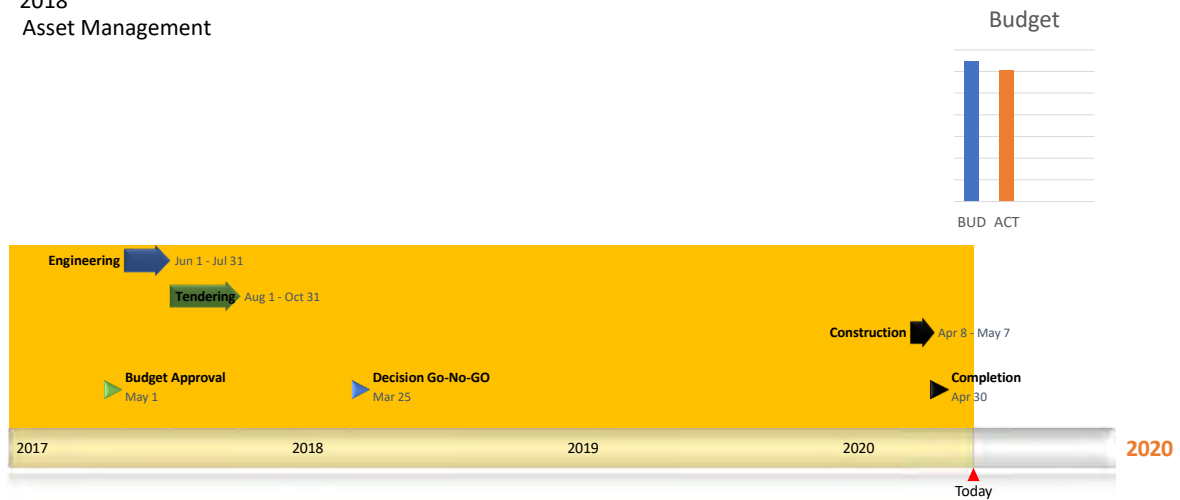
Project Updates

Corporate Services



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2018
Asset Management



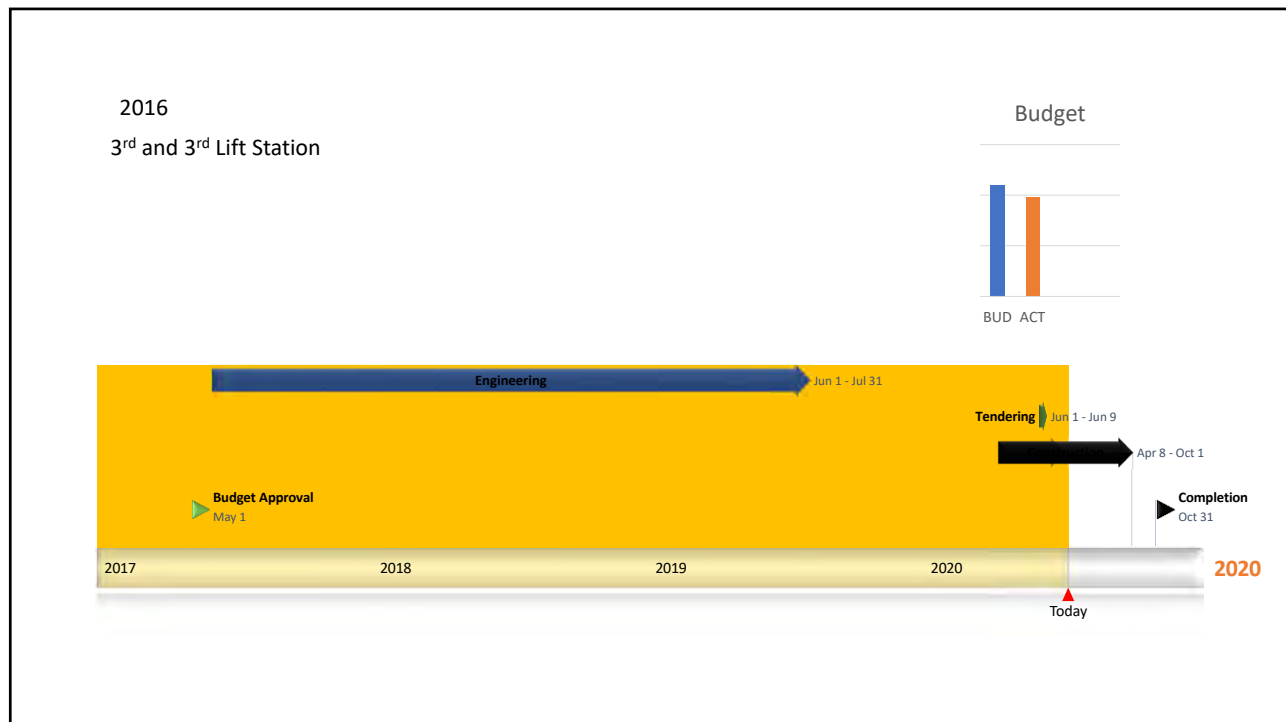
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Project Updates

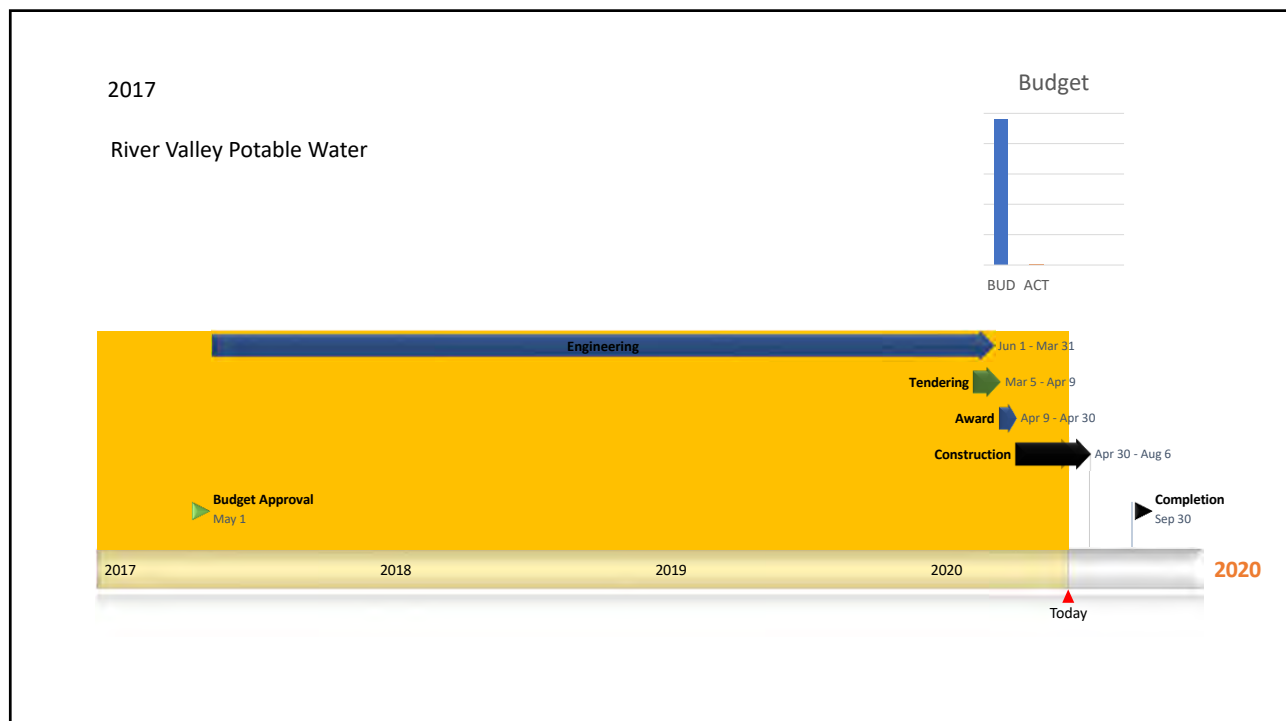
Engineering and Planning



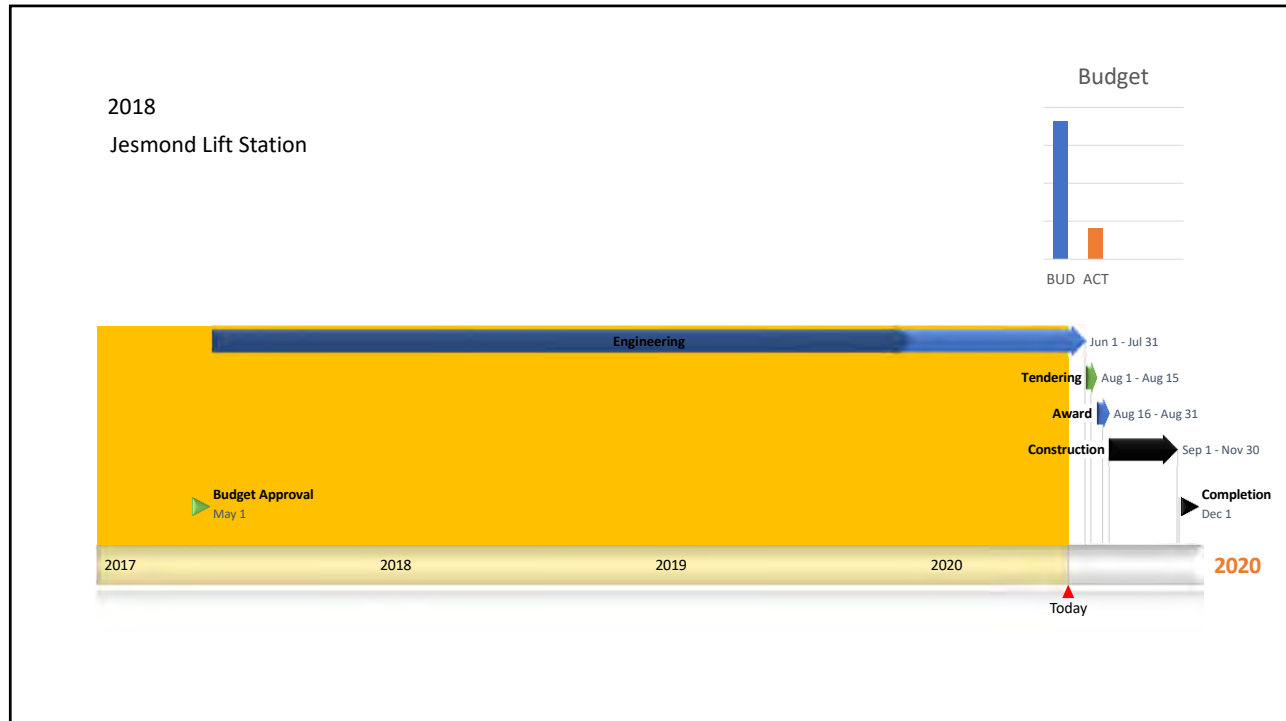
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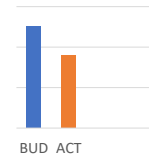


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2019

Wetland Assessment – Northside and Eastside

Budget



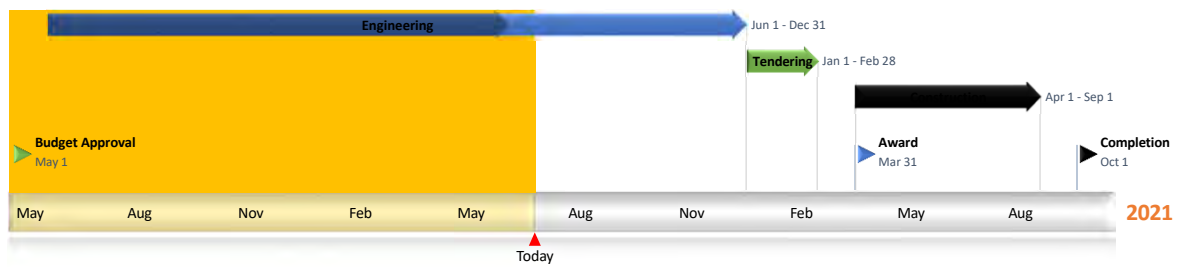
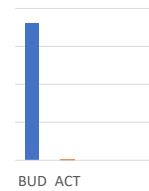
Complete

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2019

Main Street Sangster Crescent and Redcliff Way

Budget



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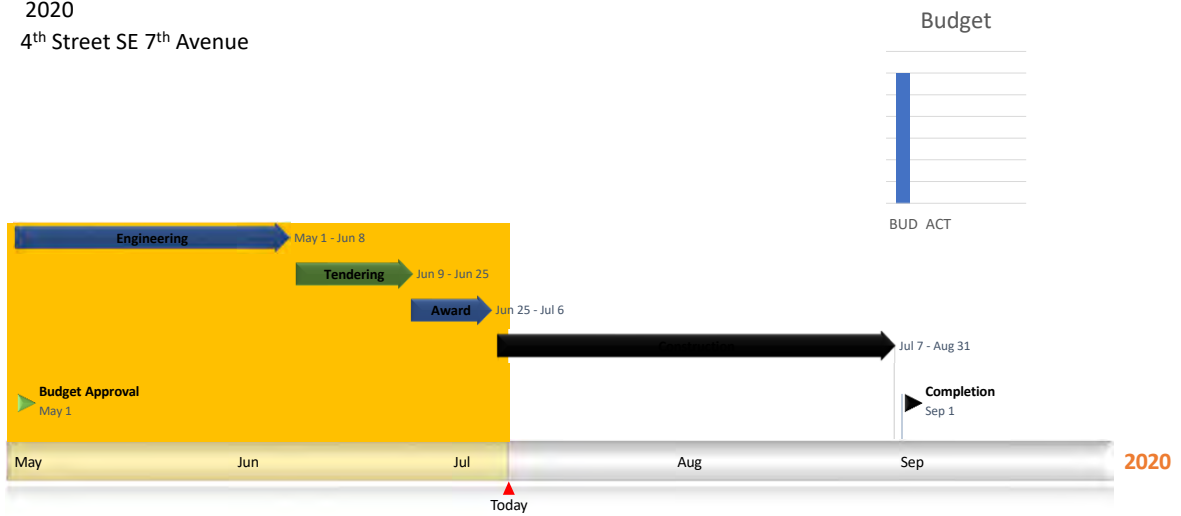
2020
Watermain Extension and Northside Reservoir



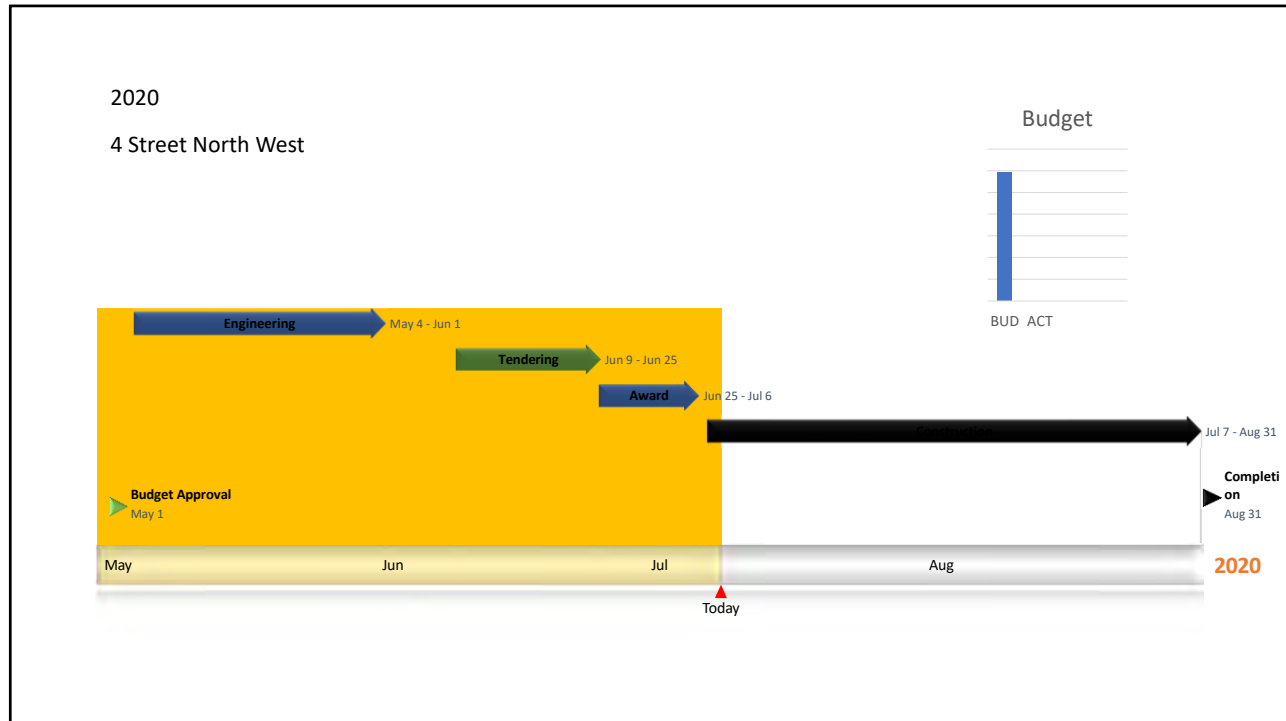
Held for 2021 Budget Discussion

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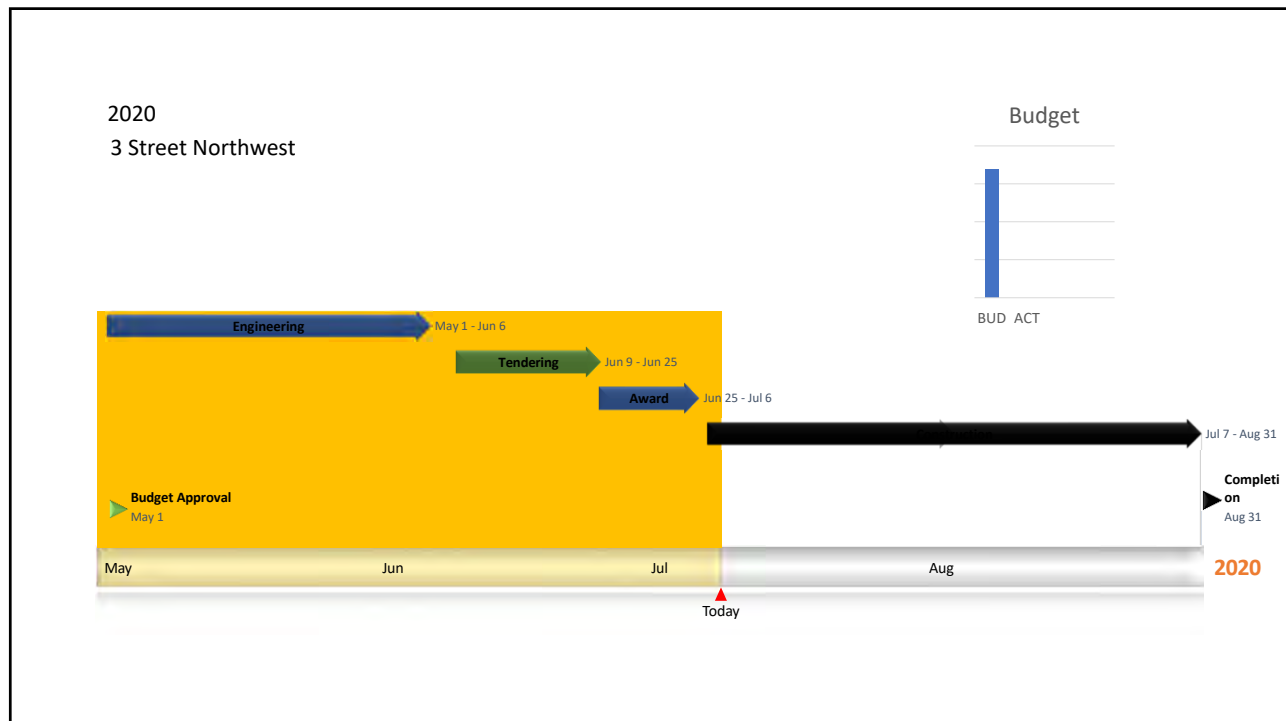
2020
4th Street SE 7th Avenue



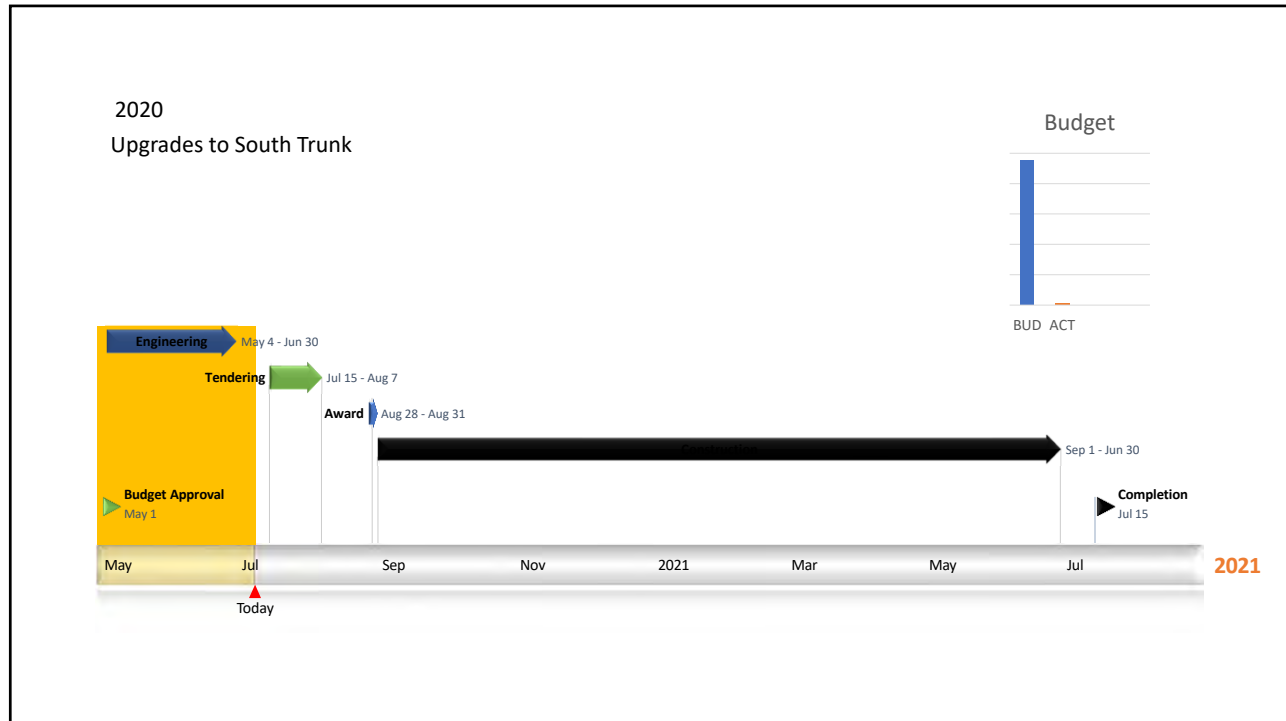
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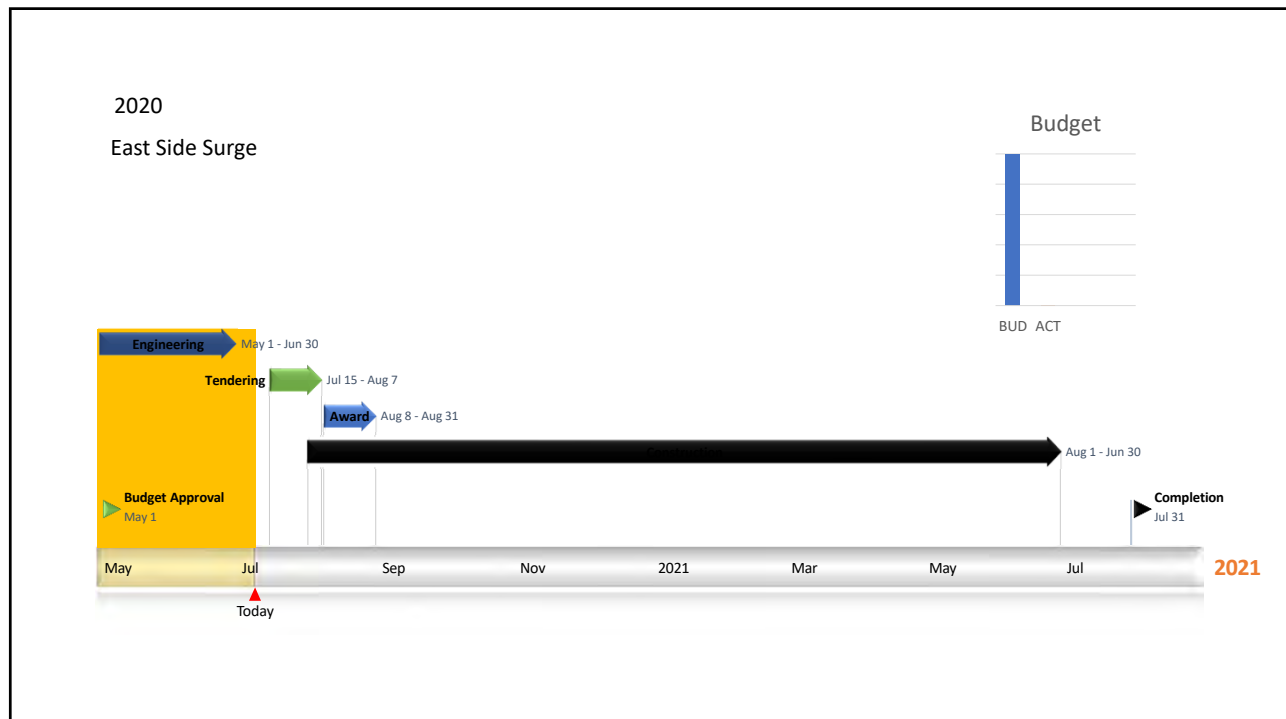
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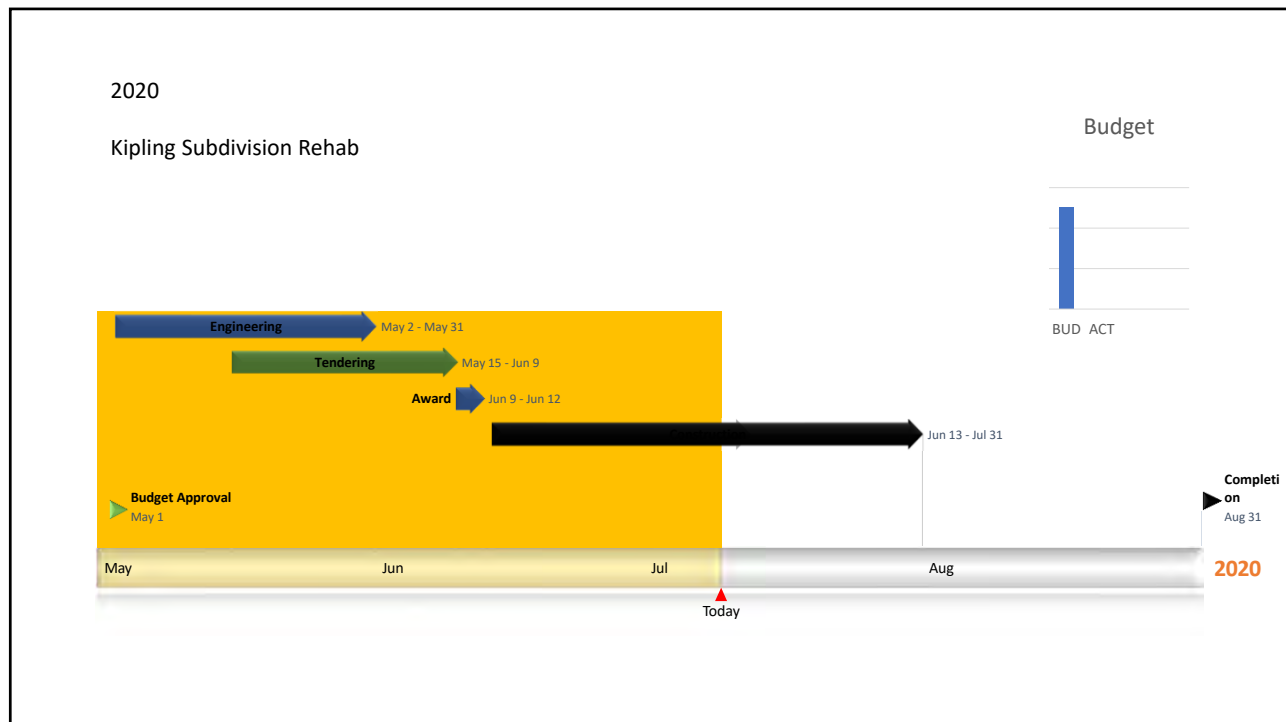
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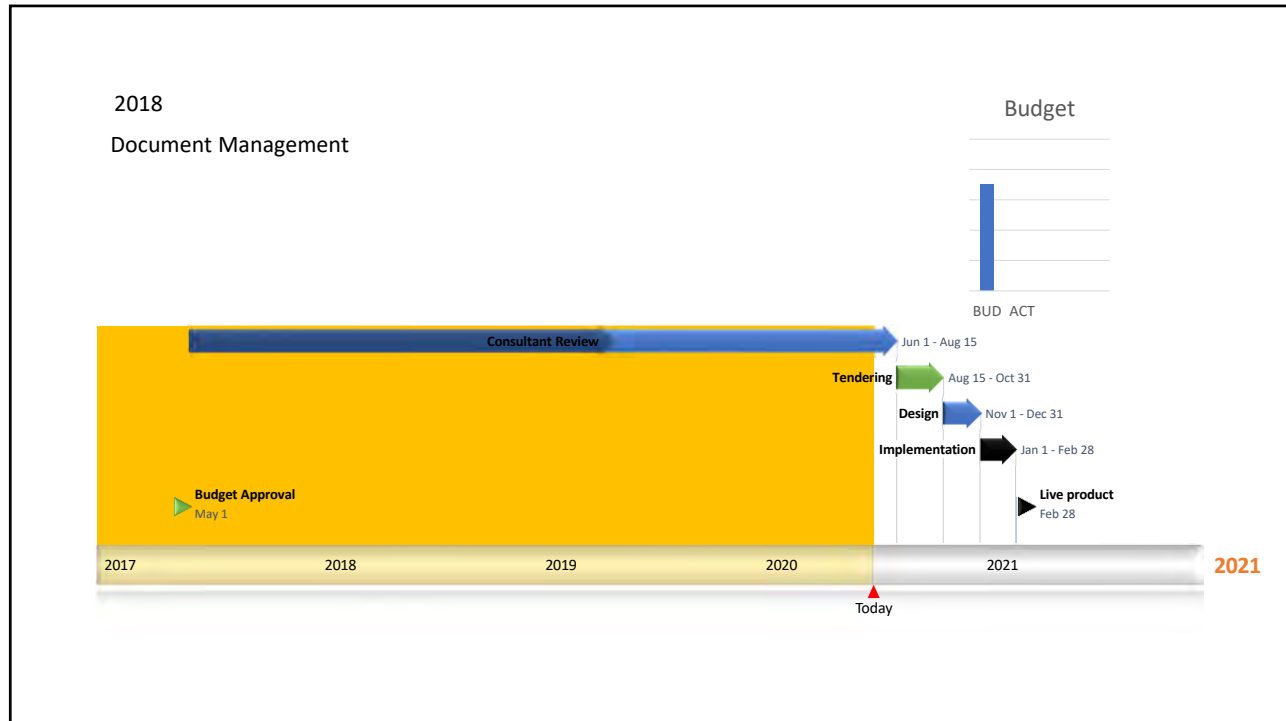


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Project Updates

Legislation

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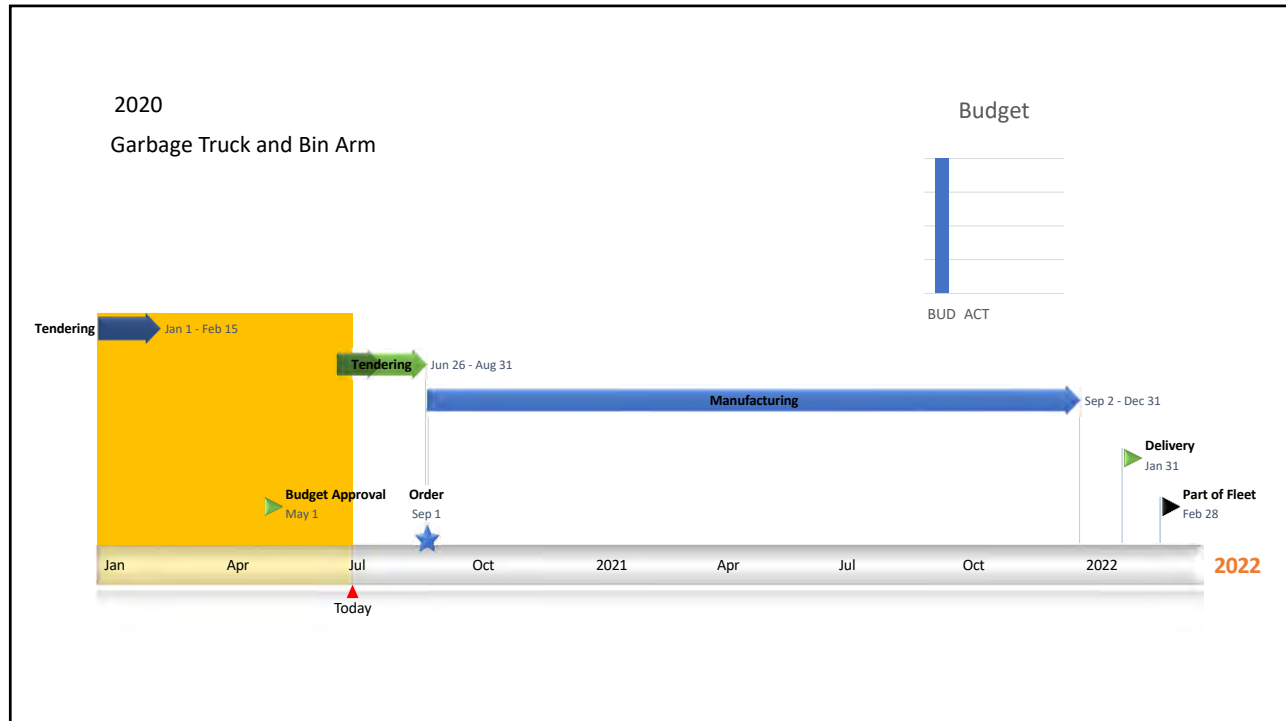


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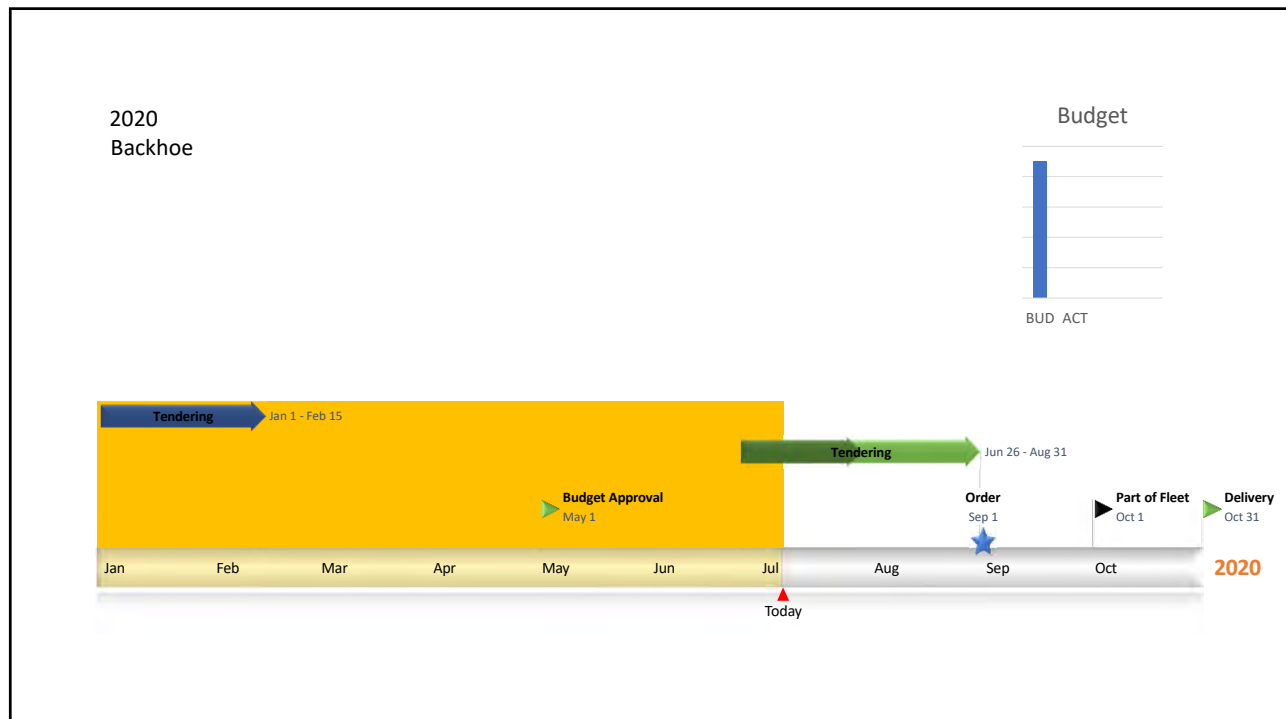
Project Updates

Public Works

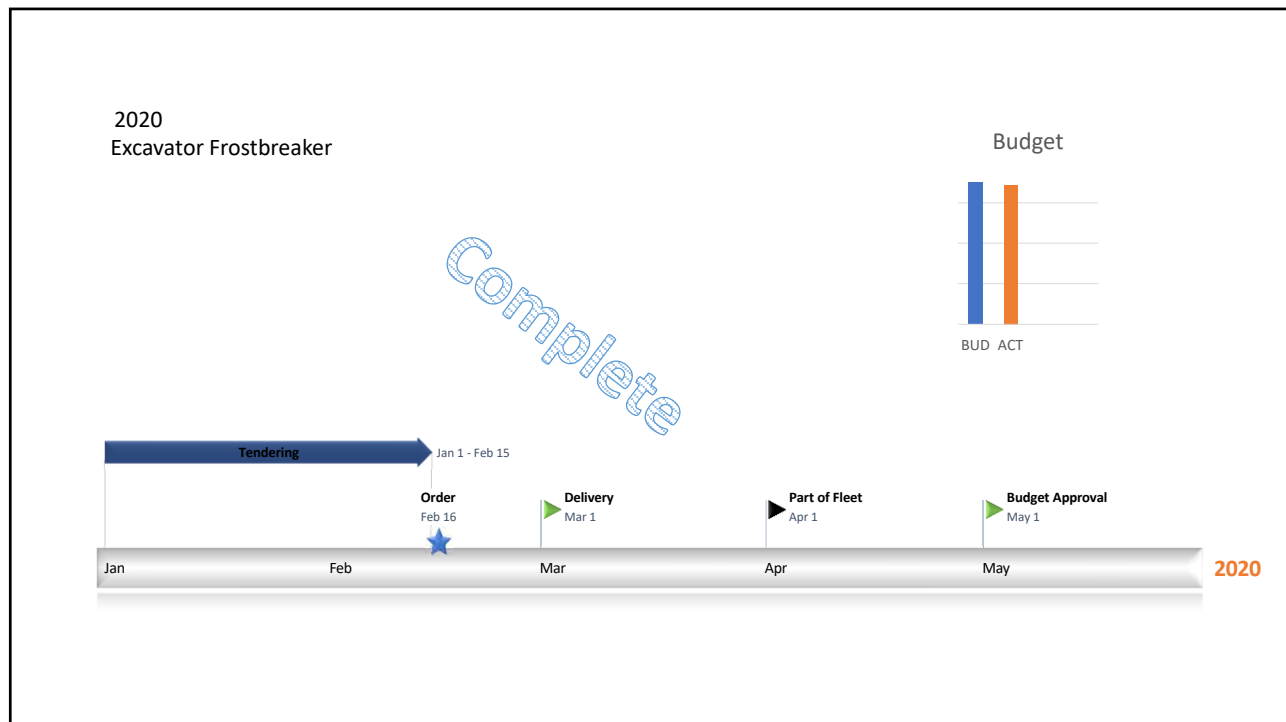
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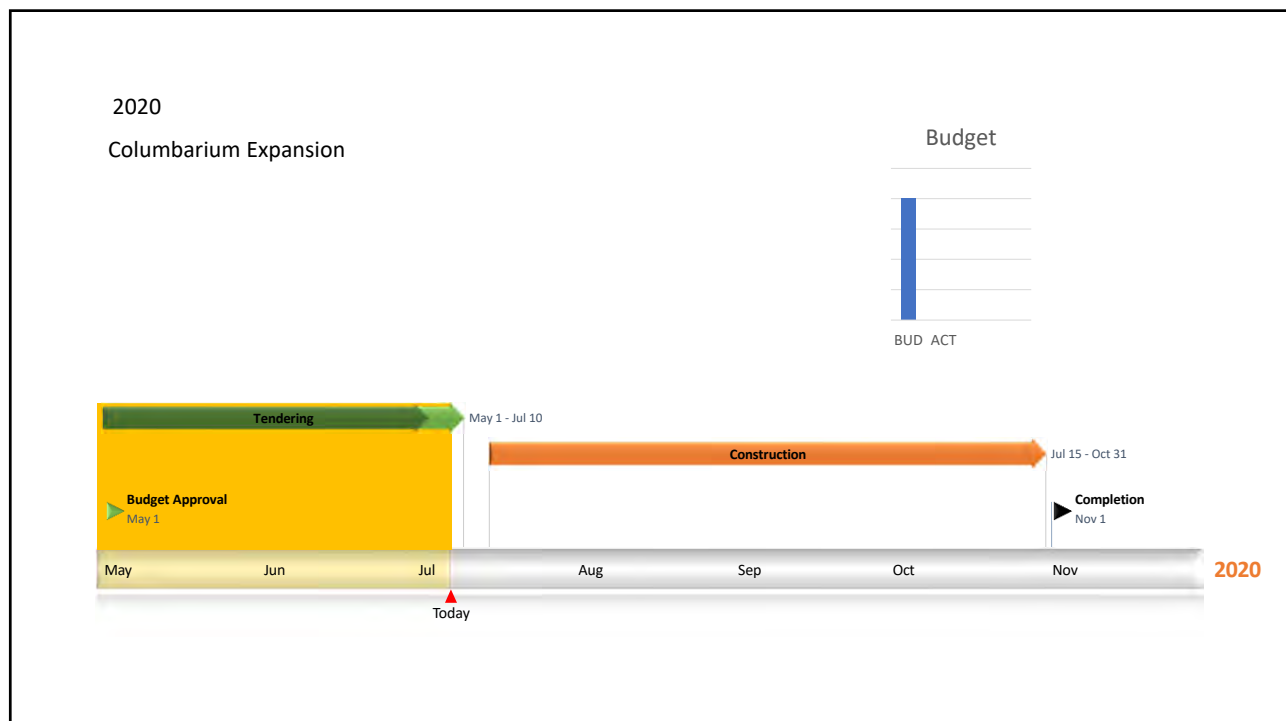
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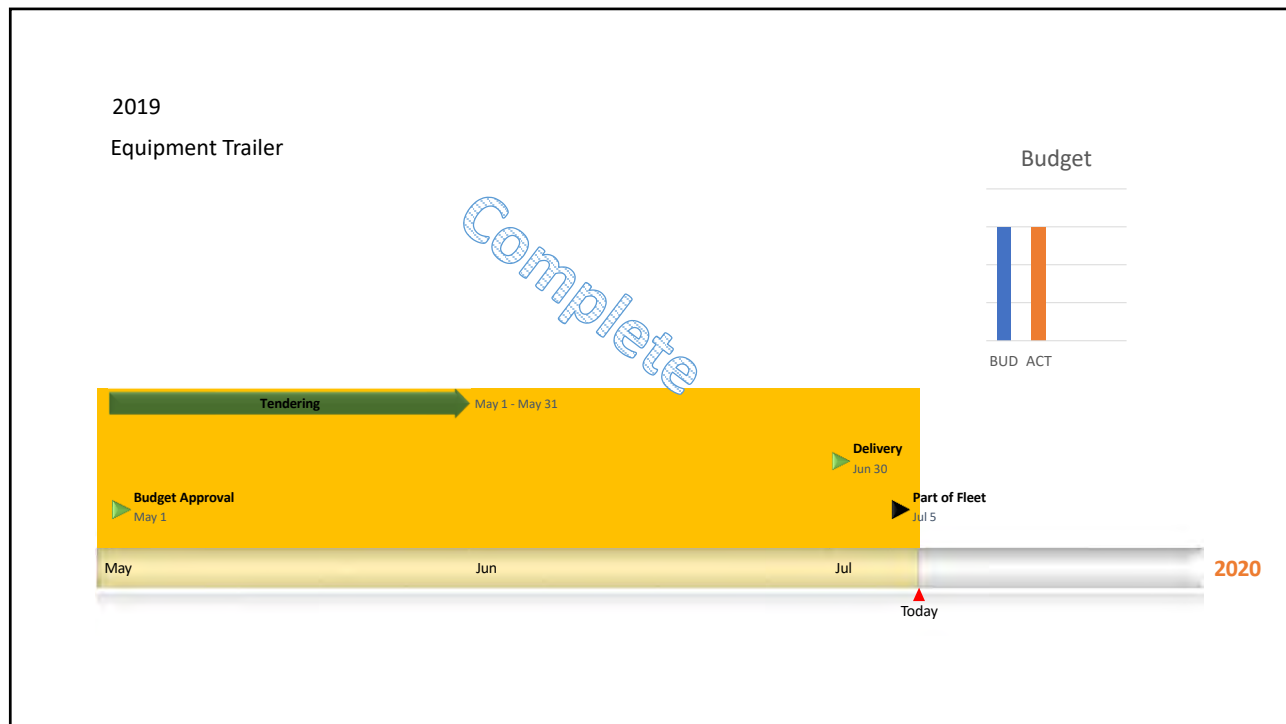
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SERVICE &
PROGRAM

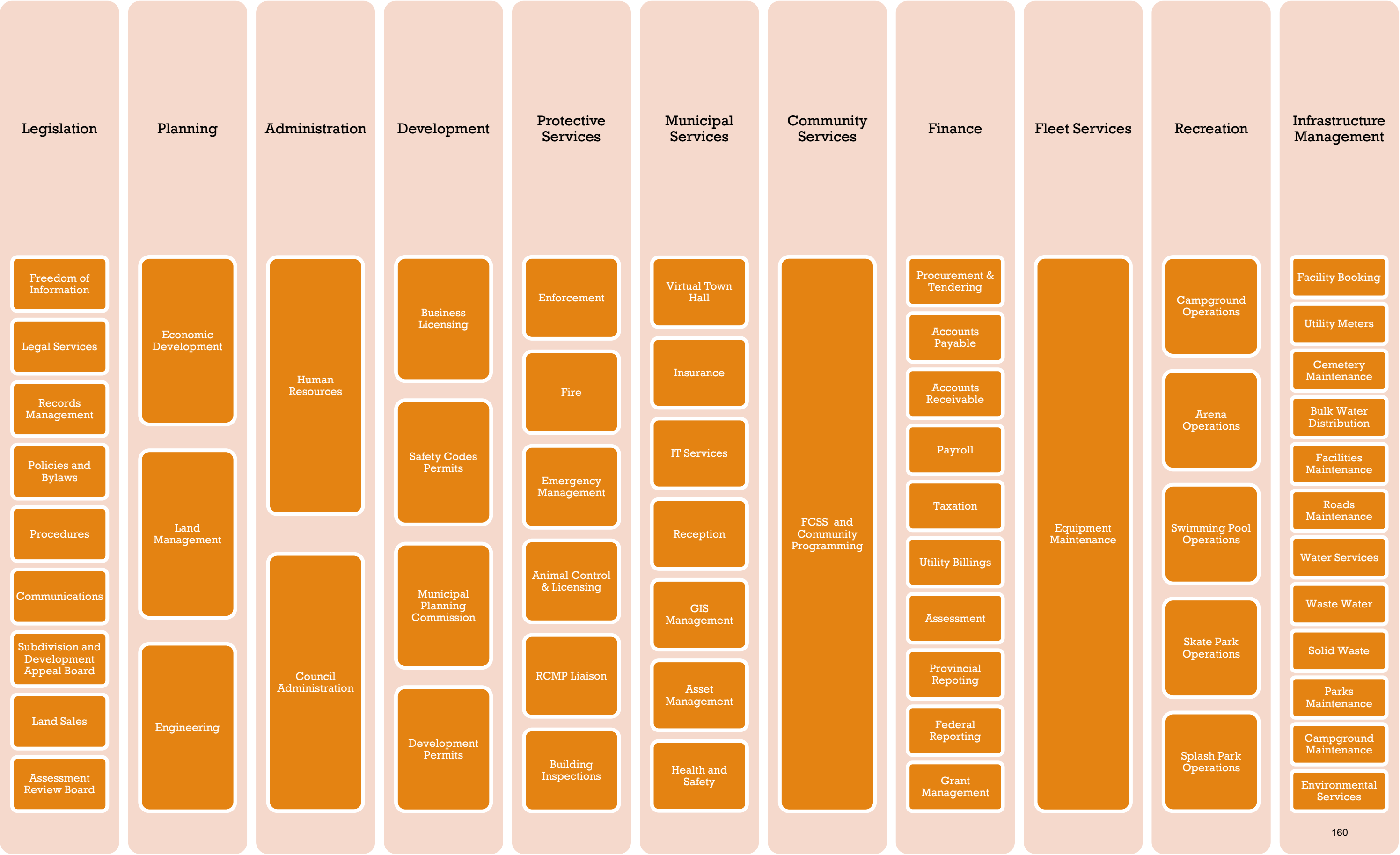
DRAFT

July
2020

The intent of this document is to provide an outline of internal and external services provided by the Departments and Staff of the Town of Redcliff.

This is a living, breathing document that will continue to change and develop as time moves on.

P. Forsyth, CLGM
Municipal Manager
Town of Redcliff



LEGISLATION

- Freedom of Information and Protection of Privacy
- Election
- Legal Services Coordination
- Records Management
- Policies and Bylaws
- Procedures
- Communications
 - Social media
 - Marketing material creation
 - Redcliff Report
 - Electronic sign
 - Lions TV
 - Website
 - Advertising
 - Media relations
- Subdivision and Development Appeal Board
 - Scheduling
 - Agenda
 - Board Clerk
 - Decision notification

- Land Sales
- Assessment Review Board
 - Scheduling
 - Agenda
 - Board Clerk
 - Decision notification

PLANNING

- Economic Development
- Land Management
 - Development and Subdivision submission responses
 - Subdivision applications
 - Development agreements
 - Service agreements
- Engineering
 - Land servicing inquiries
 - Infrastructure complaints
 - Third party utility drawing review
 - Infrastructure drawing review
 - Engineering report review
 - Site drainage plan review
 - Site grading plan review
 - Progress payment certificate review
 - Construction completion certificates
 - Final acceptance certificate

ADMINISTRATION

- Human Resources
 - Payroll
 - Benefit coordination
 - Employee recruitment
 - Employee onboarding
 - Employee offboarding
 - Revenue Canada reporting
 - Provincial reporting
 - T4s
- Council Administration
 - Agenda preparation
 - Recording Secretary
 - Registration
 - Reservations
 - Event coordination
 - Correspondence management
 - Scheduling
 - Board/Commission volunteer recruitment
 - Inquiries
- All Staff
 - Stakeholder relations
 - Citizen engagement

DEVELOPMENT

- Business Licensing
- Enforcement
- Safety Codes Permits
- Municipal Planning Commission
 - Scheduling
 - Agenda
 - Recording Secretary
 - Decision notification
- Development Permits
 - Non-discretionary
 - Discretion Development Officer
 - Discretion MPC
 - Discretion MPC Special Meeting
 - Requiring external input (Federal or Provincial)
- Compliance
 - Certificate of Compliance Standard
 - Certificate of Compliance Rushed
 - Environmental Report Information Request
 - Land Use Bylaw compliance inquiries

PROTECTIVE SERVICES

- Enforcement

- Investigation
- Resolution actions
- Bylaw review and implementation
 - Nuisance and Unsightly Premise Bylaw
 - Dog Bylaw
 - Land Use Bylaw
 - Traffic Bylaw
 - Intergovernmental relations
 - Environmental infractions
- Incident Response
- Education / Community Policing

- Fire

- Firefighting and suppression
- Fire prevention
- Rescue services
- Public education
- Disaster planning
- Training and staff development
- Enforcing Alberta Fire Code
- Enforcing Safety Codes
- IamResponding administration

- Emergency Management

- Director Emergency Alert

- Emergency Management Plan maintenance
 - Annual Hazard / Resource Vulnerability Assessment
 - Annual review mutual aid agreements
 - Training
 - Alberta Emergency Alert
 - Adherence to provincial legislation
- Animal Control and Licensing
- RCMP Liaison
- Building Inspections

MUNICIPAL SERVICES

- Virtual Town Hall
- Insurance
 - Risk management
 - Claims management
- Information and Technology Services
- Reception
- GIS Management
- Asset Management
- Health and Safety
 - Joint Worksite Health and Safety Committee Meetings
 - Develop, review and revise policies, procedures and guidelines
 - Workplace inspections
 - Attend Safety meetings
 - New employee orientations
 - Large project site orientations
 - Document and investigate significant safety incidents
 - Develop Health and Safety program - prepare for COR

COMMUNITY SERVICES

- FCSS/Community Programming
 - Events
 - Canada Day Celebration
 - Coats for Kids
 - Fall Festival
 - Hallowe'en
 - Mental Health Week
 - Movie in the Park
 - Penny Carnival
 - Pitch-in Week - Town cleanup and dog waste cleanup
 - Random Acts of Kindness
 - Redcliff Days
 - Seniors' Week
 - Skate with Santa
 - Summer camps
 - Volunteer Celebration
 - Services
 - Home care
 - Meals on Wheels
 - Community garden facilitation

- Grants

- Administer Community Grants
- Volunteer week grant
- Apply for Canada Day Grant
- FCSS grant applications/send, review, award
- CFEP & CIP for community groups
- STEP and CANADA Summer Grants

- Administration

- A/R for Seniors/MOW and Homecare
- Board meetings, agendas, minutes
- Update and asses FCSS agreements
- FCSS budgeting
- FCSS financial reporting
- FCSS Management Report
- FCSS outcomes reporting
- Monitor externally funded organizations/reporting requirements
- Review Financial Statements prior to year end
- FCSSAA Conference
- Update Travel Alberta Events Guide
- Seniors utility invoicing
- Liaise with community organizations
- Liaise with neighbouring communities

- Programs

- Plan and schedule spring, summer, fall, and winter community programs and classes
- Book walk-in or phone call registrations for programs and facility use

FINANCIAL SERVICES

- Procurement and tendering
- Surplus sales
- Accounts payable
- Accounts receivable
- Payroll
- Taxation
- Utility billings
- Assessment
- Provincial reporting
- Federal reporting
- Grant management

FLEET SERVICES

- Equipment Maintenance

RECREATION

- **Campground Operations**
 - Payments
- **Arena Operations**
 - Ice scheduling
 - RecDesk administration and reconciliation
 - Bookings
 - Invoicing
 - Key management
 - Refunds
 - Ice in/out activities
 - Ice maintenance
 - Sport floor in/out activities
- **Swimming Pool Operations**
 - Pool logs
 - RecDesk administration and reconciliation
 - Bookings
 - Invoicing
 - Key management
 - Refunds
 - Pool scheduling
 - Spring/fall preparations
- **Park Operations**
- **Facility Operations**

INFRASTRUCTURE MANAGEMENT

- Utility Meters
 - Meter reads
 - Meter repair
 - Meter installation
 - Utility locates
- Cemetery Maintenance
 - Grounds maintenance
 - Internments
- Bulk Water Distribution
- Facilities Maintenance
 - Building inspections
 - Routine maintenance
 - Streetlights
 - Christmas lighting
- Roads and Sidewalks
 - Sidewalk maintenance
 - Sidewalk rehabilitation
 - Road rehabilitation
 - Road maintenance
 - Sign installation
 - Sign maintenance
 - Street sanding

- Snow removal
- Asphalt crack sealing
- Asphalt pothole repair
- Intersection inspection
- Line painting
- Gravel roads maintenance
- Rear alley maintenance
- Dust suppression
- Parking lot maintenance
- Sidewalk inspection
- Sidewalk repairs
- Water Services
 - Water treatment
 - Raw water pumphouse maintenance
 - Water reservoir/pond maintenance
 - Distribution
 - Line repairs
 - Leak detection
 - Service line installations
 - Connection inspection
 - Transfer of service
 - Hydrant flushing
- Wastewater Services
 - Collection
 - Line repairs
 - Leak detection
 - Service line installations
 - Line blockage maintenance and repair
 - Connection inspections

- Line flushing
- Solid Waste Management
 - Solid waste collection
 - Bin repairs
 - Landfill
 - Contaminated soil treatment
- Parks Maintenance
 - Irrigation program
 - Pruning program
 - Pathway maintenance
 - Ball diamond maintenance
- Campground Maintenance
 - Irrigation program
 - Pruning program
- Environmental Services
 - Service line inspections
 - Lift station odor management
 - Erosion control
 - Slope stability management
 - Stormwater collection
 - Stormwater treatment and management
 - Weed control program
 - Pest control program

Memo



To: Redcliff Town Council
From: Corporate Services
Date: July 20, 2020
Re: 2nd Quarter Financials

Administration would like to provide the following highlights to the attached quarterly budget report:

- Revenue
 - 71.97% of 2020 budget revenues have been generated
 - 2019 Comparisons
 - 2.12% lower
- Expenses
 - 38.49% of the budget has been expended, this would be typical of second quarter as the start of the third quarter would be where most construction/recreation type of expenses would be applied.
 - 4.30% lower

At this time, Administration has identified no areas of concern in the 2020 budget.

Explanations to the 2020 Second Quarter Financial Report - Town of Redcliff

	1st Column	2nd Column	3rd Column	4th Column	5th Column
	2020 Actual Revenues and Expenses	2020 Budgeted Revenues & Expenses	2020 Actual is Compared to 2020 Budget, the Percentage of Revenues Generated and the Expenses Expended	2019 Actual Revenues and Expenses in the Same 2nd Qtr	Compared to the Same 2nd Qtr in 2019
Total Revenues	10,729,246.00	14,907,526.00	71.97%	10,962,132.00	-2.12%
			Generated 71.97 % of 2020 Budgeted Revenues		2.12% Lower than revenues generated in the same 2nd Qtr in 2019. Individually: Goods & Services Revenues -
					1. Community Services: 57.23% higher than 2019. It is due to the increases from \$6.5 to \$7/per meal for Meals & Wheels, and the clients from 6 to 13.
					2. Development & Land Services: 34.77% lower than 2019. It is due to decrease in Subdivision Fees/Permits, and one land sale in 2020 versus two land sale in 2019.
					3. Parks & Recreation: 37.86% decrease in Revenues from the Pool due to its late opening (June 29, 2020).
					4. Grants & Contribution: 40.26% decrease due to the disappearance of the following grants: Cannabis Supports: \$20,455; Emergency Preparedness: \$1,730; Volunteer : \$1,000 ; \$12,240 Contribution from Cypress County was received in June.
Total Expenses	7,116,427.00	18,487,915.00	38.49%	7,436,273.00	-4.30%
			Expended 38.49% of 2020 Budgeted Expenses. If the 2nd Qtr unfunded amortization of 9.68% [\$3,580,390/\$18,487,915/4]*2 is included, the percentage should be adjusted to 48.17%		4.30% lower than expenditures occurred in the 2nd Qtr in 2019. Individually:
					1. Salaries & Benefits: Remain Consistently with 2019.
					2. Contracted & Gen Svc - Protective Services: 93.68% lower than the same 2nd Qtr as the RCMP installment of \$209,741 was paid in July of 2020.
					3. Contracted & Gen Svc - Devpt & Land Services: 32.52% lower than the same 2nd Qtr in 2019 as some spending did not occur in the same 2nd Qtr in 2020.
					4. Materials, Goods & Utilities - Protective Svc: 70.54% higher as \$3,225 was spent on COVID 19, and \$3,281 more was spent under general supplies, which includes \$1,192 Body Armor for Peace Officer in the 2nd Qtr.
					5. Materials, Goods & Utilities - Sanitary: 52.04% lower than the same 2nd Qtr in 2019.
					6. Materials, Goods & Utilities - Community Services: 56.62% lower than the same 2nd Qtr in 2019.
					7. Materials, Goods & Utilities - Development & Land Services: 89.06% lower than the same 2nd Qtr in 2019, \$2,471 Versus \$22,582. In 2019, \$13,960 of 2018 unused budget was brought forward to use on the Town Office Basement Washroom in 2019.
Excess of Revenue Over Expense	3,612,819.00	(3,580,389.00)		3,525,859.00	Excess of Revenue Over Expense is 2.47% Higher than 2019, although the revenues generated are 2.12% lower than that in 2019, but the expenditures spent are 4.30% lower than 2019.

Explanation to the 2020 Second Quarter Financial Report - Redcliff/Cypress Landfill

	1st Column	2nd Column	3rd Column	4th Column	5th Column
	2020 Actual Revenue and Expenses	2020 Budget	2020 Actual is Compared to 2020 Budget, the Percentage of Revenues Generated and the Expenses Expended	2019 Actual Revenues and Expenses in the Same 2nd Qtr	Compared to the Same 2nd Qtr in 2019
Operating Revenues	1,678,181.89	3,119,190.00	53.80%	1,471,788.53	14.02%
			Generated 53.80 of 2019 Budgeted Revenues		14.02 % Higher than revenues generated in the same 2nd Qtr in 2019 due to the following customers: (1) GFL Enviromental Inc - Composting (new in 2020); (2) Calgary Waste -Six months in 2020 Vs only June revenue in 2019 (Starting in June 2019)
Operating Expenses	2,026,764.53	3,119,190.00	64.98%	475,303.10	326.42%
			Expensed 64.98% of 2020 Budgeted Expenditures		326.42% Higher than expenditures occurred in the same 2nd Qtr in 2019, the major expenses: (1) \$1.1M (2020)Versus \$0 (2019) budget transfer to Landfill Reserve; (2) The Engineering Costs for the Annual Landfill Report; Road, Cell, Compost Projects, they are completed in the 2nd Qtr of 2020 (\$184,497 - 2020 Vs \$36,054 -2019).
Excess of Revenue Over Expense	(348,582.64)	-		996,485.43	

TOWN OF REDCLIFF
For the Six Months Ending 30 June 2020

	<u>2020 Actual</u>	<u>2020 Budget</u>	<u>% of Budget</u>	<u>2019 Actual</u>	<u>% Prior Period</u>
REVENUES					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE	\$7,963,709	\$8,030,722	99.17%	\$8,096,770	(1.64%)
GOODS & SERVICES REVENUES					
ADMINISTRATION	4,900	13,030	37.60%	4,679	4.72%
PROTECTIVE SERVICES	2,118	1,600	132.38%		0.00%
PUBLIC WORKS	19,506	45,962	42.44%	15,648	24.66%
WATER UTILITY	1,186,356	2,493,500	47.58%	1,149,562	3.20%
SANITARY UTILITY	649,306	1,115,050	58.23%	634,500	2.33%
WASTE UTILITY	368,140	607,558	60.59%	372,473	(1.16%)
COMMUNITY SERVICES	10,698	9,000	118.87%	6,804	57.23%
DEVELOPMENT & LAND SERVICES	17,891	442,065	4.05%	27,428	(34.77%)
PARKS & RECREATION	85,569	251,705	34.00%	137,713	(37.86%)
	2,344,484	4,979,471	47.08%	2,348,807	(0.18%)
PENALTIES	58,376	67,000	87.13%	57,791	1.01%
OTHER GENERAL REVENUE	229,164	650,785	35.21%	235,282	(2.60%)
GRANTS & CONTRIBUTION	133,514	566,685	23.56%	223,482	(40.26%)
TRANSFERS - RESERVE & OTHER		612,863	0.00%		0.00%
TOTAL REVENUES	10,729,246	14,907,526	71.97%	10,962,132	(2.12%)
EXPENSES					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	299,892	716,594	41.85%	330,532	(9.27%)
PROTECTIVE SERVICES	167,840	366,642	45.78%	150,376	11.61%
PUBLIC WORKS	343,122	698,032	49.16%	298,520	14.94%
WATER UTILITY	266,488	660,744	40.33%	261,628	1.86%
SANITARY UTILITY	152,049	350,457	43.39%	137,774	10.36%
WASTE UTILITY	98,449	216,102	45.56%	94,058	4.67%
COMMUNITY SERVICES	45,294	93,672	48.35%	50,651	(10.58%)
DEVELOPMENT & LAND SERVICES	207,408	369,402	56.15%	190,063	9.13%
PARKS & RECREATION	281,363	787,656	35.72%	309,421	(9.07%)
	1,861,906	4,259,299	43.71%	1,823,023	2.13%
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	418,172	808,468	51.72%	394,766	5.93%
PROTECTIVE SERVICES	24,618	1,126,420	2.19%	389,681	(93.68%)
PUBLIC WORKS	65,562	394,224	16.63%	71,124	(7.82%)
WATER UTILITY	49,220	208,039	23.66%	71,840	(31.49%)
SANITARY UTILITY	247,767	558,500	44.36%	154,696	60.16%
WASTE UTILITY	63,329	174,000	36.40%	58,888	7.54%
COMMUNITY SERVICES	49,906	137,101	36.40%	34,362	45.24%
DEVELOPMENT & LAND SERVICES	32,027	295,872	10.82%	47,461	(32.52%)
PARKS & RECREATION	83,361	137,107	60.80%	101,560	(17.92%)
	1,033,962	3,839,731	26.93%	1,324,378	(21.93%)
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	13,197	38,146	34.60%	10,036	31.49%
PROTECTIVE SERVICES	23,334	119,800	19.48%	13,683	70.54%
PUBLIC WORKS	123,265	372,350	33.10%	155,958	(20.96%)
WATER UTILITY	195,439	497,550	39.28%	167,430	16.73%
SANITARY UTILITY	7,627	23,000	33.16%	15,903	(52.04%)
WASTE UTILITY	18,519	154,000	12.03%	17,365	6.65%
COMMUNITY SERVICES	567	2,600	21.82%	1,308	(56.62%)
DEVELOPMENT & LAND SERVICES	2,471	20,456	12.08%	22,582	(89.06%)
PARKS & RECREATION	114,444	254,090	45.04%	99,663	14.83%
	498,863	1,481,992	33.66%	503,927	(1.00%)
AMORTIZATION		3,580,390	0.00%		0.00%
REQUISITION AND TOWN CONTRIBUTION	1,167,400	2,588,361	45.10%	1,223,156	(4.56%)
DEBT MAINTENANCE & BANK CHARGES	282,729	646,418	43.74%	282,809	(0.03%)
TRANSFERS - EQUITY, RESERVE & OTHER	2,271,567	2,091,724	108.60%	2,278,980	(0.33%)
TOTAL EXPENSES	7,116,427	18,487,915	38.49%	7,436,273	(4.30%)
EXCESS OF REVENUE OVER EXPENSE	3,612,820	(3,580,390)	(100.91%)	3,525,859	2.47%

REDCLIFF/CYPRESS LANDFILL

For the Six Months Ending 30 June 2020

	<u>2020 Actual</u>	<u>2020 Budget</u>	<u>% of Budget</u>	<u>2019 Actual</u>	<u>% Prior Period</u>
Landfill Revenue	\$1,678,181.89	\$3,119,190.00	53.80%	\$1,471,788.53	14.02%
Landfill Expense	2,026,764.53	3,119,190.00	64.98%	475,303.10	326.42%
EXCESS OF REVENUE OVER EXPENSE	(348,582.64)		0.00%	996,485.43	(134.98%)



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
August 3, 2020	Statutory Holiday Civic Holiday Town Office Closed	
August 17, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
September 7, 2020	Statutory Holiday Labour Day Town Office Closed	
September 14, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
September 28, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.