



**COUNCIL MEETING**

**MONDAY, SEPTEMBER 14, 2020**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 14, 2020 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

	<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
	<b>1. GENERAL</b>	
	A) Call to Order	
	B) Adoption of Agenda	For Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 10	D) Bank Summary to July 31, 2020 *	For Information
	<b>2. NON-STATUTORY PUBLIC HEARING</b>	
Pg. 11	A) Development in Direct Control Zone * 20-DP-078 (Lots 21-31, Block 95, Plan 1117V [39 7 Street NW] & Lots 32-34, Block 95, Plan 1117V [13 7 Street NW])	
	<b>3. MINUTES</b>	
Pg. 18	A) Council meeting held August 17, 2020 *	For Adoption
Pg. 23	B) Special Council meeting held August 24, 2020 *	For Adoption
Pg. 24	C) Riverview Golf Club Board of Directors meeting held August 11, 2020 *	For Information
Pg. 28	D) Municipal Planning Commission meeting held August 19, 2020 *	For Information
Pg. 33	E) Redcliff and District Recreation Committee meeting held September 2, 2020 *	For Information
	<b>4. REQUEST FOR DECISION</b>	
Pg. 36	A) Development Permit Application 20-DP-078 (Direct Control) * Re: Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)	For Consideration
Pg. 55	B) Schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-088 (Direct Control) * Re: Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)	For Consideration

**5. POLICIES**

Pg. 64	<b>A)</b> Policy No. 050, Smoking Policy *	For Consideration
Pg. 67	<b>B)</b> Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace Policy *	For Consideration
Pg. 71	<b>C)</b> Policy No. 142, Mobile Device Policy *	For Consideration

**6. CORRESPONDENCE**

Pg. 74	<b>A)</b> Redcliff Victim Services * Re: Letter of Support	For Consideration
Pg. 75	<b>B)</b> Medicine Hat & District Chamber of Commerce * Re: Letter to Business Community	For Consideration
Pg. 77	<b>C)</b> Shortgrass Library System * Re: Reduced Shortgrass Library System Budget Request 2021	For Consideration

**7. OTHER**

Pg. 81	<b>A)</b> Memo to Council * Jesmond Lift Station	For Information
Pg. 83	<b>B)</b> Memo to Council * RCMP Generator Purchase	For Information
Pg. 84	<b>C)</b> Municipal Manager Report to Council *	For Information
Pg. 97	<b>D)</b> Landfill Graphs *	For Information
Pg. 100	<b>E)</b> Council Important Meetings & Events *	For Information

**8. RECESS**

**9. CLOSED SESSION (CONFIDENTIAL)**

- A)** Legal Matter (*FOIP* Sec. 27)
- B)** Boards & Commissions (*FOIP* Sec. 17 & 24)
- C)** Development Matter (*FOIP* Sec. 24)

**10. ADJOURN**

<b>COUNCIL MEETING - SEPT 14, 2020</b>			
<b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
85158	AFFORDABLE PAVING (2012) LTD.	EXCAVATE GRAVEL & PATCH AREAS	\$ 18,963.00
85159	GEVAN CONSULTING	PACP MANUAL & TRAINING FEES	\$ 1,072.50
85160	PEERLESS BUILDING PRODUCTS	PROJ#242(PUBLIC SERVICES ROOF) ROOF REHAB	\$ 61,493.25
85161	PUROLATOR	FREIGHT	\$ 260.79
85162	REDCLIFF MINOR HOCKEY	ICE DIVIDERS	\$ 3,750.00
85163	TELUS COMMUNICATION INC.	POOL INTERNET	\$ 213.68
85164	TOP LINE ROOFING LTD.	PROJ#239(SENIOR CENTRE ROOF) ROOF REPLACEMENT	\$ 43,354.50
85181	CIBC	REFUND CREDIT ON TAX ACCOUNT	\$ 1,007.62
85182	CLASSIC CONCRETE CORING & CUTTING	PROJ#220(SKATEBOARD PARK) CORE HOLE IN BARREL	\$ 390.60
85183	CLOVERDALE PAINT INC.	TRAFFIC PAINT & SOLVENT	\$ 2,136.51
85184	GERTNER, CORY	CONSTRUCTION DEPOSIT REFUND	\$ 1,200.00
85185	JACOB'S WELDING LTD.	VAULT LID - RIVER	\$ 1,036.61
85186	PAT'S DRIVELINE	CENTER BEARING KIT	\$ 163.67
85187	PHARMASAVE	CLEANING SUPPLIES	\$ 35.74
85188	PUROLATOR	FREIGHT	\$ 84.92
85189	ROBERTSON IMPLEMENT ALBERTA	EQUIPMENT PARTS	\$ 1,119.81
85190	REDCLIFF SENIOR CITIZENS SOCIETY	COMMUNITY FOUNDATION GRANT	\$ 3,000.00
85191	SYN-CORE DIRECTIONAL LTD.	BORING & PLACING CONDUIT	\$ 1,785.00
85192	GOODBERRY, JENNA	AQUATIC CENTRE REFUND	\$ 40.00
85193	PRAIRIE SAGE HOLDINGS LTD.	REFUND DUPLICATE TAX PAYMENT	\$ 41,832.61
85194	GOTH, MIKE	EMERGENCY LIGHTS FOR UNIT 187	\$ 1,499.93
85195	WESTVAC INDUSTRIAL LTD.	CONTROL REMOTE UNIT 156	\$ 1,134.26
85196	ZEP SALES & SERVICE OF CANADA	BIG ORANGE CLEANER	\$ 2,235.08
85198	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 10,550.45
85199	TRAVIS CAMPBELL	LONG SERVICE AWARD - 5 YEARS	\$ 100.00
85200	FRENCH, TOM	LONG SERVICE AWARD - 20 YEARS	\$ 400.00
85201	DEAN HARRISON	LONG SERVICE AWARD - 20 YEARS	\$ 400.00
85202	ROGER HUBERDEAU	LONG SERVICE AWARD - 5 YEARS	\$ 100.00
85203	MEDICINE HAT MINOR SOFTBALL ASSOC.	BASEBALL DIAMOND FIELD REFUND	\$ 83.48
85204	DARREN OERLEMANS	LONG SERVICE AWARD - 5 YEARS	\$ 100.00
85205	SHANON SIMON	LONG SERVICE AWARD - 25 YEARS	\$ 500.00
85206	PATRICIA SPETZ	LONG SERVICE AWARD - 5 YEARS	\$ 100.00
85207	ANDERSON, VINCE	LONG SERVICE AWARD - 15 YEARS	\$ 300.00
85208	ALBERTA HEALTH SERVICES	CONCESSION KITCHEN PERMITS	\$ 350.00
85209	CANADIAN PACIFIC RAILWAY	MAINTENANCE FLASHER CONTRACT	\$ 653.00
85210	EECOL ELECTRIC CORP.	METER WIRE	\$ 116.55
85211	FABER SHARPENING LTD.	BLADE SHARPENING	\$ 214.20
85212	LANDSCAPE DEPOT	SMALL GREY LANDSCAPE ROCK (TOWN HALL)	\$ 1,989.75
85213	PAGE, GUY	DRIVER'S MEDICAL REIMBURSEMENT	\$ 80.00
85214	PEERLESS BUILDING PRODUCTS	SUPPORTS	\$ 435.75
85215	PUROLATOR	FREIGHT	\$ 183.05

85216	SOUTH COUNTRY CO-OP LTD	PEST CONTROL & REFUND DUPLICATE PAYMENT	\$ 86.70
85217	STEINER'S PETROLEUM	PROPANE	\$ 169.95
85218	PLATINUM STAR POWER SKATING	REFUND REC-TANGLE MEETING ROOM	\$ 525.00
85219	WEARPRO EQUIPMENT & SUPPLY LTD	POINTED CARBIDE TOOL	\$ 850.08
<b>TOTAL</b>			<b>\$ 206,098.04</b>

<b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</b>			
<b><u>EFT#</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
EFT0002519	BOSS LUBRICANTS	LUBRICANT	\$ 271.74
EFT0002520	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 50.32
EFT0002522	CITY AUTO PARTS	ALLDATA 12 MONTH SUBSCRIPTION	\$ 2,116.80
EFT0002523	CLEARTECH INDUSTRIES INC.	CTI COAGULANT	\$ 15,982.07
EFT0002524	C.U.P.E.	UNION DUES	\$ 3,113.02
EFT0002525	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 612.78
EFT0002526	GREATWEST KENWORTH	EQUIPMENT PARTS UNIT #177	\$ 319.44
EFT0002527	HOME HARDWARE	GENERAL SUPPLIES	\$ 81.81
EFT0002528	KIRK'S MIDWAY TIRE	FLAT REPAIR UNIT #162	\$ 20.00
EFT0002529	KTI LIMITED	RADIO METERS	\$ 67,340.70
EFT0002530	MPE ENGINEERING LTD.	WTP CONTINUING SERVICE CONTRACT	\$ 1,575.00
EFT0002531	PALLISER SALES	EQUIPMENT PARTS	\$ 120.13
EFT0002532	PARK ENTERPRISES LTD.	JUNE 2020 BILLINGS	\$ 9,032.17
EFT0002533	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISEMENTS	\$ 4,371.38
EFT0002534	WOLSELEY MECHANICAL GROUP	PROJ#220(SKATEBOARD PARK) SEWER PIPE	\$ 300.57
EFT0002535	ADT SECURITY SERVICES CANADA INC	ALARM - RCMP BUILDING	\$ 328.55
EFT0002536	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 1,673.59
EFT0002537	ATRON REFRIGERATION LTD	HVAC MAINTENANCE & PLANT STARTUP	\$ 8,184.50
EFT0002538	BARTLE & GIBSON CO. LTD.	CONDUIT & WIRE	\$ 1,023.42
EFT0002539	BERT'S VACUUMS & EQUIPMENT RENTAL	CLEANING PRODUCTS	\$ 240.00
EFT0002540	BRUCE'S SEWER SERVICE	CHECK SEWER LIFT	\$ 131.25
EFT0002541	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 50.32
EFT0002542	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$ 279.03
EFT0002543	CLEARTECH INDUSTRIES INC.	CHEMICALS	\$ 470.06
EFT0002544	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 396.02
EFT0002545	FARMLAND SUPPLY CENTER LTD	CLAMPS	\$ 12.60
EFT0002546	HOME HARDWARE	GENERAL SUPPLIES	\$ 413.12
EFT0002547	HYDRODIG	HYDROVAC 427 MAIN ST	\$ 1,086.75
EFT0002548	JAG CLEANING SERVICES LTD	JANITORIAL SERVICES	\$ 3,045.00
EFT0002549	JOE JOHNSON EQUIPMENT	C02 CARTRIDGE	\$ 78.73
EFT0002550	KEYWAY SECURITY LOCKSMITHS LTD	LOCK REPAIR	\$ 464.10
EFT0002551	KIRK'S MIDWAY TIRE	NEW TIRES UNIT #143	\$ 1,066.80
EFT0002552	MOLLY MAID	AUGUST CLEANING	\$ 180.00
EFT0002553	NEW WEST TRUCK CENTRES	EQUIPMENT PARTS UNIT #157	\$ 468.97
EFT0002554	PARK ENTERPRISES LTD.	JULY 2020 BILLINGS	\$ 3,940.40
EFT0002555	PRESTIGE WINDOW & DOOR	SERVER ROOM WINDOW	\$ 2,916.90
EFT0002556	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$ 17,626.20
EFT0002557	ROSENAU TRANSPORT LTD	FREIGHT	\$ 1,022.70
EFT0002558	SITEONE LANDSCAPE SUPPLY	POP UP ROTOR	\$ 411.88
EFT0002559	TRIPLE R EXPRESS	FREIGHT	\$ 153.83

EFT0002560	WHITE FOX GROUP LTD	PROJ#246(KIPLING SUBDIVISION REHAB) KIPLING TRAIL REPAIR	\$ 42,291.74
EFT0002561	WOLSELEY MECHANICAL GROUP	PROJ#183(4 ST NW (000, 100, & 200BLK)) & 184(3 ST NW (000, 100, 200, & 300BLK)) CATCH BASINS	\$ 6,253.13
EFT0002562	CARO ANALYTICAL SERVICES	WATER ANALYSIS	\$ 1,415.40
EFT0002563	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 50.32
EFT0002564	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 153.62
EFT0002565	FRANK'S FIRE ALARM & ELECTRICAL	RCMP FIRE ALARM INSPECTION	\$ 1,249.50
EFT0002566	RMA FUEL LTD	BULK FUEL	\$ 5,711.77
EFT0002567	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 30.56
EFT0002568	A & B STEEL LTD	MATERIAL FOR TOOL BOX BUILD	\$ 240.74
EFT0002569	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 708.87
EFT0002570	AMSC INSURANCE SERVICES	SEPTEMBER BENEFIT PREMIUMS	\$ 25,179.28
EFT0002571	APPLIED INDUSTRIAL TECHNOLOGIES	EQUIPMENT PARTS	\$ 6.95
EFT0002572	BLUE IMP - SF SCOTT MFG CO LTD	PROJ#235(LIONS PARK TOT PLAY STRUCTURES) PLAYGROUND EQUIPMENT/BASKETBALL HOOPS	\$ 36,440.88
EFT0002573	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 50.32
EFT0002574	CANADIAN ENERGY	BATTERIES - FLOOR MACHINE	\$ 525.00
EFT0002575	CENTRALSQUARE CANADA SOFTWARE	HRISMYWAY TIME OFF PROGRAM	\$ 169.31
EFT0002576	CITY AUTO PARTS	EQUIPMENT PARTS	\$ 731.06
EFT0002577	CLEARTECH INDUSTRIES INC.	CHEMICALS	\$ 316.18
EFT0002578	FAST TIMES MACHINING	EQUIPMENT PARTS	\$ 132.06
EFT0002579	HOME HARDWARE	GENERAL SUPPLIES	\$ 562.74
EFT0002580	INDUSTRIAL MACHINE INC.	WATER SPREADER ZAMBONI	\$ 260.41
EFT0002581	JIM'S ELECTRIC (2006) LTD.	POWER FOR EXHAUST FAN & A/C	\$ 399.94
EFT0002582	KIRK'S MIDWAY TIRE	ALIGNMENT	\$ 362.20
EFT0002583	NEW LINE SKATEPARKS INC.	PROJ#220(SKATEBOARD PARK) PROGRESS #1	\$ 51,877.74
EFT0002584	NSC MINERALS	BROOKS 32 DUST CONTROL	\$ 10,106.71
EFT0002585	PARTEK IT SOLUTIONS INC	HOSTED BACKUP, SONIC WALL, & ACCESS POINT	\$ 2,200.97
EFT0002586	PRIME PRINTING	ENVELOPES	\$ 90.30
EFT0002587	RURAL MUNICIPALITIES OF ALBERTA	SAFETY EQUIPMENT, SIGNS, & POSTS	\$ 1,075.29
EFT0002588	SOUTH COUNTRY GLASS	REPAIR DOOR SWITCH AT POOL	\$ 252.00
EFT0002589	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 3,376.04
EFT0002590	TRANSIT PAVING INC	SIDEWALK REPAIRS & PAVING PATCH	\$ 54,470.34
EFT0002591	WESTERN CANADA WELDING PRODUCT	EQUIPMENT PARTS	\$ 245.18
EFT0002592	WESTERN TRACTOR COMPANY INC.	EQUIPMENT PARTS	\$ 433.81
<b>TOTAL</b>			<b>\$ 398,343.01</b>

<b><u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u></b>			
<b><u>DATE</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
2020-07-06	STAPLES	OFFICE SUPPLIES	\$ 101.30
2020-07-07	STAPLES	OFFICE SUPPLIES	\$ 75.04
2020-07-08	STAPLES	OFFICE SUPPLIES	\$ 65.00
2020-07-13	STAPLES	OFFICE SUPPLIES	\$ 11.72
2020-07-15	STAPLES	OFFICE SUPPLIES	\$ 85.42
2020-07-17	STAPLES	OFFICE SUPPLIES	\$ 37.14
2020-07-27	STAPLES	OFFICE SUPPLIES	\$ (299.24)
2020-07-28	STAPLES	OFFICE SUPPLIES	\$ 144.88
2020-07-28	AMAZON	STAND UP DESK	\$ 367.49
2020-07-29	STAPLES	OFFICE SUPPLIES	\$ 2.40
2020-07-29	STAPLES	OFFICE SUPPLIES	\$ 15.74
2020-07-30	STAPLES	OFFICE SUPPLIES	\$ 29.37
2020-07-30	CANADIAN DIABETES	EMPLOYEE RELATIONS	\$ 35.00
2020-07-30	AUMA	CONVENTION REGISTRATION	\$ 105.00
2020-07-14	HOME HARDWARE	SMALL TOOLS	\$ 44.16
2020-07-15	REDCLIFF BAKERY	MPC MEETING	\$ 24.94
2020-07-30	ADOBE CREATIVE CLOUD	SOFTWARE LICENSE	\$ 87.24
2020-07-09	CPC	LICENSE STATEMENTS	\$ 70.88
2020-07-11	SHAW	TOWN HALL INTERNET	\$ 168.00
2020-07-13	DHL	DUTY & TAXES	\$ 18.69
2020-07-14	CPC	REGISTERED MAIL	\$ 136.33
2020-07-17	AMAZON	HUB & CRIMP TOOL	\$ 67.28
2020-07-17	AMAZON	CABLE	\$ 79.45
2020-07-18	SHAW	WATER TREATMENT PLANT INTERNET	\$ 97.60
2020-07-20	CPC	UTILITY ARREARS	\$ 1,776.60
2020-07-22	AMAZON	CORDLESS SCREWDRIVER	\$ 51.45
2020-07-24	ADOBE	ACROBAT PRO	\$ 843.99
2020-07-25	CANADAHHELPS	ENGLER CONDOLENCE	\$ 75.00
2020-07-27	NEWEGG	240GB SSD	\$ 431.15
2020-08-01	SHAW	PUBLIC WORKS INTERNET	\$ 115.50
2020-08-04	SHAW	FIREHALL INTERNET	\$ 110.25
2020-07-27	STAPLES	STORAGE ROOM ORGANIZER	\$ 24.23
2020-07-27	HOME DEPOT	STORAGE ROOM ORGANIZER	\$ 199.55
2020-07-30	PHARMASAVE	SANITIZER - CAMPGROUND	\$ 2.89
2020-07-30	HOME HARDWARE	ACTIVITY KIT SUPPLIES	\$ 8.39
2020-07-31	GRAMMARLY	ANNUAL SUBSCRIPTION	\$ 193.71
2020-07-09	AMAZON	PEST CONTROL	\$ 1,202.43
2020-07-10	AMAZON	TOOLS	\$ 46.99
2020-07-11	AMAZON	POOL TEST TUBES	\$ 69.97
2020-07-14	PRINCESS AUTO	HOSE REEL FOR RINK	\$ 251.08
2020-07-14	AMAZON	LADDER	\$ 130.89
2020-07-27	TEAM AQUATIC	AQUAFIT BELTS	\$ 648.90
2020-07-28	AMAZON	POOL TEACHING TOYS	\$ 16.60
2020-07-28	AMAZON	POOL TEACHING TOYS	\$ 31.48
2020-07-28	AMAZON	POOL ROPE	\$ 31.48
2020-07-29	AMAZON	POOL ROPE FLOATS	\$ 151.55

2020-07-30	WESTERN TRACTOR	QUICK LOCK	\$ 22.13
2020-07-31	PRINCESS AUTO	SUPPLIES	\$ 68.19
2020-07-31	COSTCO	PROPANE	\$ 57.67
2020-07-31	AMAZON	SQWINCHER	\$ 474.58
2020-07-31	AMAZON	POOL TOYS FOR TEACHING	\$ 47.22
2020-08-01	AMAZON	POOL TOYS FOR TEACHING	\$ 153.28
2020-08-01	AMAZON	POOL SAFETY ROPE	\$ 152.51
2020-08-04	ULTIMATE SPA	TEST REAGENT	\$ 20.25
2020-08-07	AMAZON	BLUE RAY DRIVE	\$ 131.18
2020-07-07	HOME DEPOT	SOD FOR ARENA	\$ 71.30
2020-07-07	HOME DEPOT	SOD FOR ARENA	\$ 49.91
2020-07-09	CANCO PETROLEUM	PROPANE FOR CRACK FILLER	\$ 55.00
2020-07-29	RIVERVIEW GOLF CLUB	PUBLIC WORKS LUNCH	\$ 111.52
2020-07-30	CANADIAN TIRE	TOOLS FOR WATER TREATMENT PLANT	\$ 104.96
2020-07-06	SPLASH N DASH	VEHICLE WASH	\$ 10.75
2020-07-24	COAST PLAZA	TRAVEL EXPENSE	\$ 721.65
2020-07-10	THE KEG	TRAINING HONORARIUM	\$ 100.00
2020-07-22	SEWLINE	BLACK THREAD	\$ 42.00
2020-07-25	LONDON DRUGS	GERMS BE GONE	\$ 18.88
2020-07-25	WALMART	STORAGE CONTAINER & WATER	\$ 15.95
2020-08-04	SPLASH N DASH	VEHICLE WASH	\$ 3.50
2020-08-05	STAPLES	OFFICE SUPPLIES	\$ 13.11
2020-07-10	ATB	ANNUAL FEE	\$ 120.00
<b>TOTAL</b>			<b>\$ 10,550.45</b>

<b>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
000709	CARO ANALYTICAL SERVICES	LEACHATE POND	\$ 823.20
000710	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 147.33
000711	FLO-DRAULIC CONTROLS LTD.	EQUIPMENT PARTS	\$ 330.57
000712	WEARPRO EQUIPMENT & SUPPLY LTD	CUTTING EDGE & END BIT	\$ 4,023.16
000713	CAN TRAFFIC SERVICES LTD.	PROJ# 002(LANDFILL TRANSFER SITE) & 004(LANDFILL OPERATIONS BUILDING) PROGRESS & RETAINAGE	\$ 152,302.50
000714	SOUTH COUNTRY CO-OP	EQUIPMENT PARTS	\$ 92.38
<b>TOTAL</b>			<b>\$ 157,719.14</b>

<b>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</b>			
<b>EFT #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT000000000425	THE BOLT SUPPLY HOUSE LTD	EQUIPMENT PARTS	\$ 43.49
EFT000000000426	BOSS LUBRICANTS	ANTIFREEZE & LUBRICANTS	\$ 1,663.19
EFT000000000427	ENVIROGEOTECH CONSULTING INC.	PROJ#008(RANGE ROAD 71) ENGINEERING TIME	\$ 1,548.75
EFT000000000428	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 79.80
EFT000000000429	H2O HAULING	HAUL WATER	\$ 405.00
EFT000000000430	NEW WEST TRUCK CENTRES INC.	COOLANT LEAK REPAIR	\$ 576.90
EFT000000000431	RMA FUEL LTD	BULK FUEL	\$ 2,022.25
EFT000000000432	SUPERIOR TRUCK EQUIPMENT INC.	DEF TANK	\$ 2,613.48



EFT000000000433	WHITE FOX GROUP LTD	PROJ#006(COMPOST PAD) PROGRESS #1 & CONCRETE BLOCKS	\$ 514,283.84
EFT000000000434	DIAMOND LINK FENCING LTD.	3 BUTTON MINI REMOTES	\$ 245.70
EFT000000000435	ENVIROGEOTECH CONSULTING INC.	PROJ#008(RANGE ROAD 71) MARSHALL ANALYSIS	\$ 4,547.55
EFT000000000436	KEYWAY SECURITY LOCKSMITHS LTD.	SERVICE CALL	\$ 163.28
EFT000000000437	RMA FUEL LTD	BULK FUEL	\$ 2,006.62
EFT000000000438	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 173.25
EFT000000000439	REDCLIFF HOME HARDWARE	TOILET PAPER	\$ 23.08
EFT000000000440	NEW WEST TRUCK CENTRES INC.	COMPACTOR OVERHEATING	\$ 291.65
EFT000000000441	RMA FUEL LTD	BULK FUEL	\$ 2,047.23
EFT000000000442	AECOM CANADA LTD	PROJ#006(COMPOST PAD) & 009(LANDFILL CELL) PROJECT MANAGEMENT	\$ 96,921.84
EFT000000000443	THE BOLT GUYS WHOLESAL	CHOP SAW WHEEL	\$ 25.39
EFT000000000444	C & H IRRIGATION LTD.	PVC BALL VALVE & NIPPLES	\$ 71.82
EFT000000000445	DILLON CONSULTING	PROJ#008(RANGE ROAD 71) ADMIN & OVERSIGHT/ 2020 ANNUAL REPORTS	\$ 9,506.32
EFT000000000446	FARMLAND SUPPLY CENTRE INC.	EQUIPMENT PARTS	\$ 849.88
EFT000000000447	PRIME PRINTING	PURCHASE ORDERS	\$ 417.90
EFT000000000448	RMA FUEL LTD	BULK FUEL	\$ 2,261.67
EFT000000000449	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 512.69
EFT000000000450	SUN CITY FORD	EQUIPMENT PARTS	\$ 37.49
EFT000000000451	WHITE FOX GROUP LTD	PROJ#006(COMPOST PAD) PROGRESS #2 & TIRE SHREAD RELOCATE	\$ 539,124.30
<b>TOTAL</b>			<b>\$ 1,182,464.36</b>

<b><u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u></b>			
<b><u>DATE</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
2020-07-21	SPLASH N DASH	VEHICLE WASH	\$ 9.00
2020-07-30	CANADIAN TIRE	SMALL TOOLS	\$ 94.47
2020-07-08	CPC	LANDFILL A/R POSTAGE	\$ 43.86
<b>TOTAL</b>			<b>\$ 147.33</b>

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

**CASH ACCOUNTS**

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	5,190,257.53	3,473,341.86
DAILY DEPOSITS	1,007,590.04	50,985.42
DIRECT DEPOSITS	1,376,021.70	297,762.51
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,930.71	2,038.88
OTHER DEPOSITS & TRANSFERS	5.00	6,556.49
<b>SUBTOTAL</b>	<b>2,385,547.45</b>	<b>357,343.30</b>
PAYMENTS	1,797,476.71	716,937.49
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	3,056,976.68	6,941.08
<b>SUBTOTAL</b>	<b>-4,854,453.39</b>	<b>-723,878.57</b>
<b>TOTAL</b>	<b>2,721,351.59</b>	<b>3,106,806.59</b>
BANK STATEMENT ENDING BALANCE	2,735,713.93	3,096,929.19
OUTSTANDING CHEQUES ( - )	-32,344.28	-5,036.77
DEPOSITS IN TRANSIT ( + )	17,981.94	14,914.17
<b>TOTAL</b>	<b>2,721,351.59</b>	<b>3,106,806.59</b>
<b>TOTAL CASH</b>	<b>5,828,158.18</b>	

**INVESTMENT ACCOUNTS**

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	26,743,633.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,625,019.00
<b>TOTAL INVESTMENTS</b>		<b>28,368,652.00</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>34,196,810.18</b>
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# DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP-078

APPLICANT INFORMATION					
Applicant <u>Tim Coehurn</u>			Property Owner (if different)		
Phone <u>403-866-0584</u>			Phone		
Email <u>Tim.Coehurn@gmail.com</u>			Email		
Mailing Address <u>68- Greenwood Cr + SW</u>			Mailing Address		
City <u>Medicine Hat</u>	Province <u>AB</u>	Postal Code <u>T1A-7X7</u>	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address	<u>13439 7th St NW Redcliff AB T0J-2P0</u>		
Legal Address	Lot <u>(21-31)(32-34)</u>	Block <u>95</u>	Plan <u>1117V</u>

DESCRIPTION OF DEVELOPMENT	
Proposed Development: <u>Take down existing Garage to put on larger Garage in its place</u>	
Proposed Application:	Proposed Setbacks:
<input type="checkbox"/> New Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Other (please specify) <u>Make Garage Larger</u>	Front: _____ Left: _____ Back: _____ Right: _____
	Land Use District <u>DC-Direct Control District</u>
	Value of Development <u>70,000</u>
	Estimated Completion Date <u>April 2021</u>



# DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

*I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.*

NAME (please print): Tim Cocher

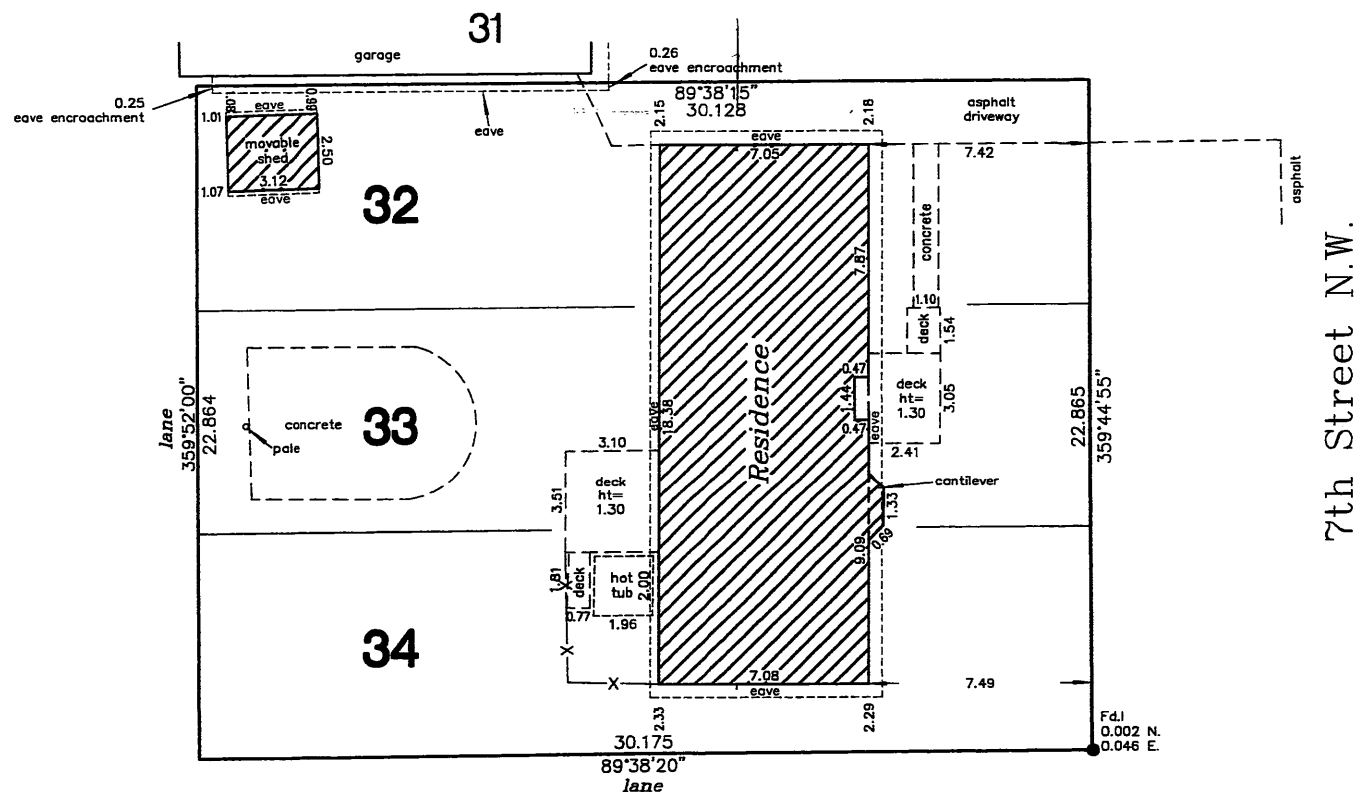
SIGNATURE: \_\_\_\_\_

DATE: July 29/20

<b>FOR OFFICE USE ONLY</b>	
Received by: <u>Brian Steph</u>	Date: <u>July 31/2020</u>
<input type="checkbox"/> Permitted Use	Designated Use: _____
<input type="checkbox"/> Discretionary Use – Development Officer	
<input checked="" type="checkbox"/> Discretionary Use - <u>MRC Council</u>	<u>Mini Storage</u>
Receipt # <u>318510</u>	Fee: <u>200.00</u>
Date Issued: _____	
<input type="checkbox"/> Current Certificate of Title	
Notes: <u>Roll # 0129/00</u>	

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.

Address: 35 7th Street N.W., Medicine Hat.  
 Legal Description: Lots 32 — 34 Block 95 Plan 1117V  
 Date: November 29th, 2005.  
 Scale 1:200



Note: This is page 2 of a Real Property Report and is ineffective if it is detached from page 1

Note: Statutory iron posts found shown thus: ●

All distances are in metres and decimals thereof.

Fence line shown thus: X—X—X—X—X and is within 0.20m of property Line unless otherwise noted.

Eaves are dimensioned to line of fascia.

A/C=Air Conditioner

© (Copyright 2005) George A. Munro A.L.S.

**FOCUS**  
 Focus Surveys Inc.

# 302-623 4th Street SE  
 Phone: 403-527-3707

Medicine Hat  
 Fax: 403-526-0321

File : 147605-40

TM

RPR Control :

## Preview

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

[Close](#)

## Preview

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

REGISTRATION	DATE(DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
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081 130 824	09/04/2008	CONSOLIDATION - PARCELS		
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## OWNERS

TIMOTHY JAMES COEHOORN

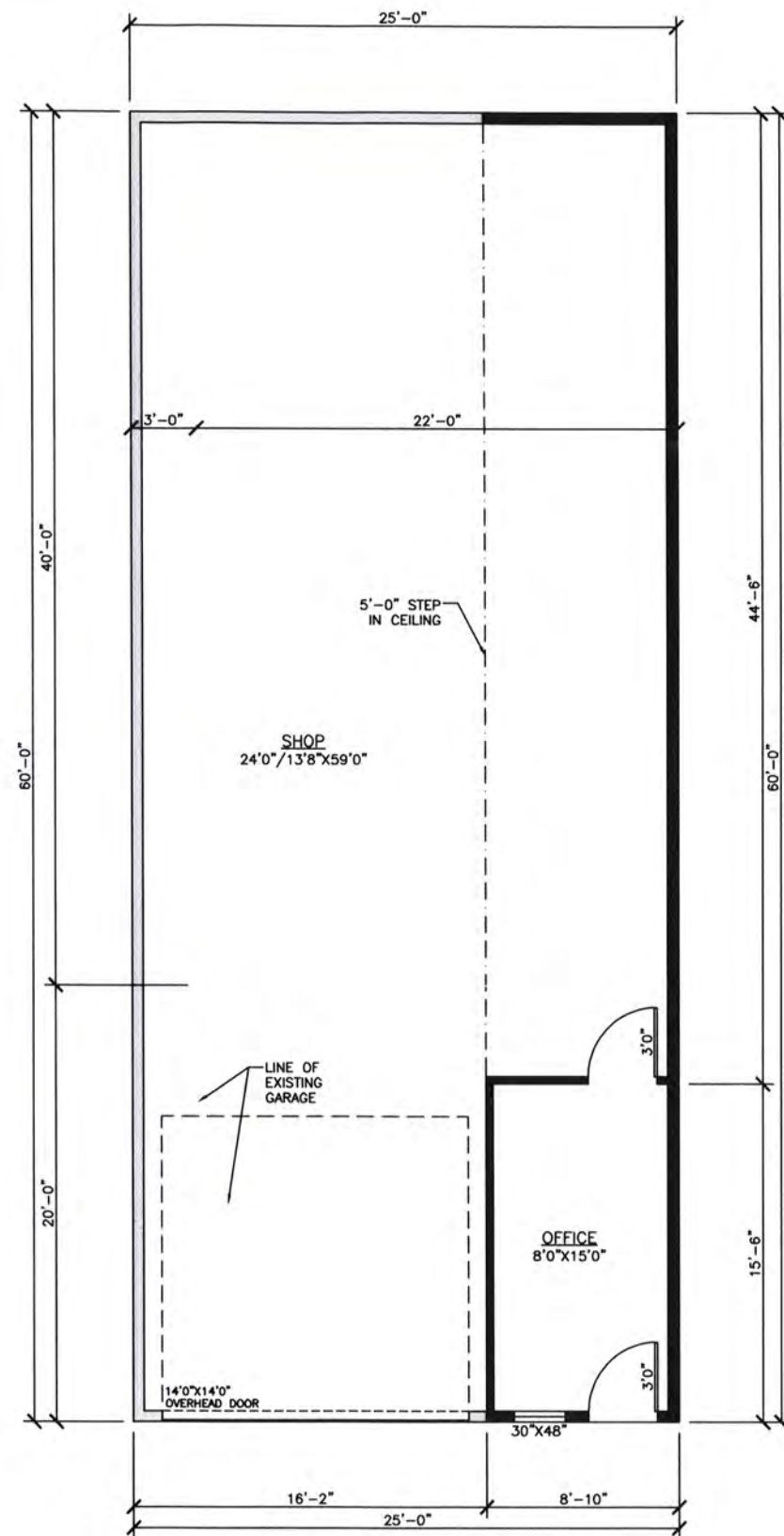
AND  
ELIZABETH COEHOORN  
BOTH OF:  
PO BOX 1331  
REDCLIFF  
ALBERTA T0J 2P0  
AS JOINT TENANTS

[Close](#)

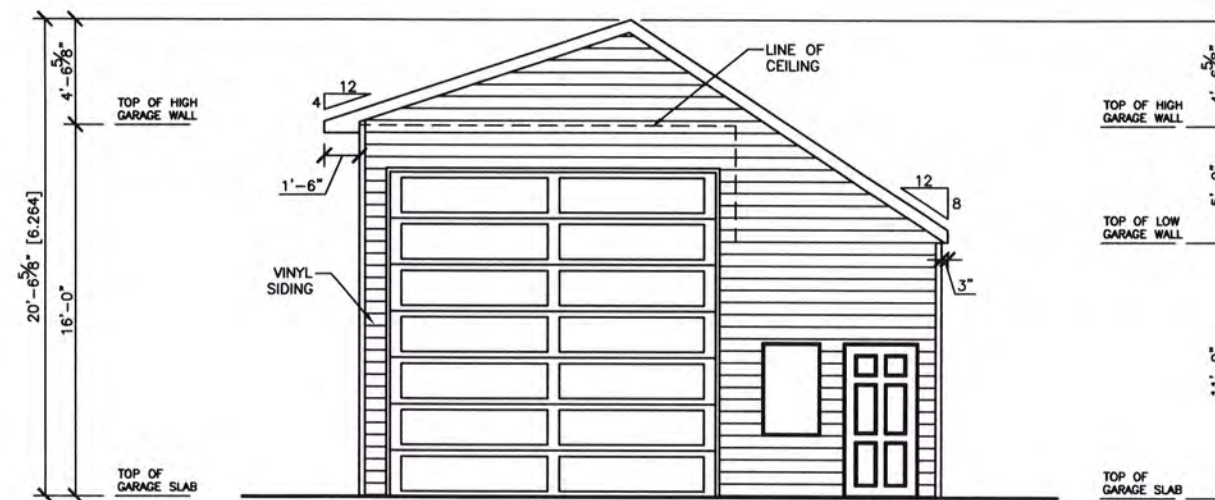








1 FLOOR PLAN  
A1 SCALE:  $\frac{1}{8}" = 1'-0"$  1500 SQ. FT.



2 FRONT ELEVATION  
A1 SCALE:  $\frac{1}{8}" = 1'-0"$  (EAST FACING)

GENERATED BY:  
**ALANTIS**  
CUSTOM CREATIONS INC.  
DESIGN & DRAFTING SERVICES



CONTACT INFORMATION:  
PH: 403-580-6611  
E-MAIL ADDRESS  
Kurtis@Alantiscc.com  
OFFICE ADDRESS:  
1186 16th STREET N.E.  
MEDICINE HAT, ALBERTA  
T1C-1P9

-THIS PLAN IS PROTECTED BY COPYRIGHT INFRINGEMENT AND REMAINS THE PROPERTY OF ALANTIS CUSTOM CREATIONS INC. THIS PLAN CAN ONLY BE USED FOR THIS PROPERTY. ANY KIND OF REPRODUCTION IS PROHIBITED.

- THE CONTRACTOR & SUB- CONTRACTOR "TRADES" ARE RESPONSIBLE TO CHECK ALL DIMENSIONS AND DETAILS ON DRAWINGS & WILL REPORT ANY DISCREPANCIES TO THIS OFFICE FOR CHANGES PRIOR TO THE START OF CONSTRUCTION.

- ALL CONSTRUCTION IS TO COMPLY WITH THE NEWEST EDITION OF THE ALBERTA BUILDING CODE AND ANY LOCAL REQUIREMENTS.

PREPARED FOR:  
**TIM COEHOORN**

PROJECT:  
25'-0"x60'-0" SHOP

LOCATION:  
14 7TH STREET NW.  
REDCLIFF, ALBERTA

TITLE:  
FLOOR PLAN & FRONT ELEVATION

JOB START DATE:  
2020-04-07

JOB NO. : 20001-05

SCALE: 11"x17" PAPER  
AS SHOWN

DRAWN BY:  
KURTIS KURPJUWEIT

SHEET: DWG. NO.

1  
1  
A1

(PRELIM\_3)2020-07-29

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 17, 2020 @ 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors	D. Kilpatrick C. Crozier, C. Czember, S. Gale, L. Leipert, E. Solberg, J. Steinke
	Municipal Manager Director of Community & Protective Services Director of Corporate Services Director of Planning & Engineering Director of Public Works Manager of Legislative Services Executive Assistant	P. Forsyth (left at 9:28 p.m., returned at 9:40 p.m.) D. Thibault (left at 9:07 p.m.) J. Tu (left at 9:07 p.m.) J. Johansen (left at 9:07 p.m.) C. Popick (left at 9:07 p.m.) S. Simon (left at 9:19 p.m., returned at 9:40 p.m.) E. Engler (left at 9:07 p.m.)

**ABSENT:****1. GENERAL**

	Call to Order	<b>A)</b> Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0304	Adoption of Agenda	<b>B)</b> Councillor Gale moved the Agenda be adopted as presented. - Carried.
2020-0305	Accounts Payable	<b>C)</b> Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.

**2. PUBLIC HEARING**

	Bylaw No. 1911/2020, Advertising Bylaw	<b>A)</b> Mayor Kilpatrick called the Public Hearing regarding Bylaw No. 1911/2020, Advertising Bylaw to order at 7:01 p.m.  The Manager of Legislative Services confirmed no persons registered to speak to the matter prior to the hearing. Further that no submissions had been received.  No persons were in the gallery to speak to the matter. No further comments were expressed by the Council members.  Mayor Kilpatrick declared the Public Hearing closed at 7:02 p.m.
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**3. MINUTES**

- 2020-0306 Council meeting held July 20, 2020 **A)** Councillor Steinke moved the minutes of the Council meeting held on July 20, 2020 be adopted as presented. - Carried.
- 2020-0307 Riverview Golf Club Board of Directors meeting held July 14, 2020 **B)** Councillor Czember moved the minutes of the Riverview Golf Club Board of Directors meeting held on July 14, 2020 be received for information. - Carried.
- 2020-0308 Subdivision and Development Appeal Board hearing held August 5, 2020 **C)** Councillor Leipert moved the minutes of the Subdivision and Development Appeal Board hearing held on August 5, 2020 be received for information. - Carried.

**4. BYLAWS**

- 2020-0309 Bylaw No. 1911/2020, Advertising Bylaw **A)** Councillor Czember moved that Bylaw No. 1911/2020, Advertising Bylaw be given second reading. - Carried.
- 2020-0310 Councillor Solberg moved that Bylaw No. 1911/2020, Advertising Bylaw be given third reading. - Carried.

**5. REQUEST FOR DECISION**

- 2020-0311 2021 Budget Process **A)** Councillor Steinke moved to establish the Special Council meeting dates for the 2021 Capital Budget review as the 19 and 20 (if required) of October beginning 8:30 a.m. to 5:00 p.m. Meeting end time may be adjusted as required. - Carried.
- 2020-0312 Councillor Czember moved to establish the Special Council meeting dates for the 2021 Operating Budget review as the 3 and 4 (if required) of November beginning 8:30 a.m. to 5:00 p.m. Meeting end time may be adjusted as required. - Carried.
- 2020-0313 Municipal Stimulus Program **B)** Councillor Gale moved that Administration prepare a submission under the Safe Restart Program for funding support for projects in IXL Park, Memorial Park, an upgrade of the existing campground, and resurfacing of the tennis courts for further consideration by Council. - Carried.
- 2020-0314 Capital Budget Priorities **C)** Councillor Solberg moved the Community Submissions for the 2021 budget discussions be received for information. Further that the following Community Submissions:
- Tennis court resurfacing
  - Recycling
- be included in the 2021 budget discussions. - Carried.

- 2020-0315 Councillor Crozier moved the Staff Submissions for the 2021 budget discussions be received for information. Further that the following Staff Submissions:
- Eastside Phase 2a development
  - Eastside Phase 2b development
  - Town Office mechanical and electrical upgrades
- be included in the 2021 budget discussions. - Carried.
- 2020-0316 Councillor Steinke moved the Fleet Requests for the 2021 budget discussions be received for information. Further that the following Fleet Requests:
- Half-ton 4x4
  - Attachments for multi-tools
  - Electronic sign
  - Hydrovac truck
  - Tractor
  - Front-end loader
  - Pickup truck
  - Part truck
  - Street sweeper
  - One-ton 4x4
  - Vehicle extraction tools
- be included in the 2021 Budget discussions. - Carried.
- 2020-0317 Eastside Sewage Surge Tanks and Sewage Trunk **D)** Councillor Gale moved to award the Eastside Sewage Surge Tanks and Eastside Sewage Trunk Project to White Fox Ltd. for \$2,294,579.65 which includes a 10% contingency amount but does not include G.S.T. Further that the budget be increased to \$2,300,000.000 with the extra \$1,167,765.65 coming from the Land Development Reserve. - Carried.
- 2020-0318 Backhoe Tender Award **E)** Councillor Crozier moved to authorize Administration to purchase one (1) John Deere 310SL backhoe with snow bucket and an additional five year/4000-hour warranty for \$199,594.50. - Carried.

## 6. CORRESPONDENCE

- 2020-0319 Alberta Police Advisory Board Re: Establishment of Board **A)** Councillor Czember moved correspondence from the Alberta Police Advisory Board regarding the establishment of the Alberta Police Interim Advisory Board dated July 17, 2020 be received for information. - Carried.
- 2020-0320 Cypress County Re: Proposed Assessment Changes **B)** Councillor Leipert moved the media release from Cypress County regarding proposed assessment changes dated July 31, 2020 be received for information. - Carried.
- 2020-0321 Alberta Council on Aging Re: International Day of Older Persons **C)** Councillor Gale moved correspondence from the Alberta Council on Aging regarding the International Day of Older

Persons dated August 1, 2020 be received for information. - Carried.

2020-0322 Redcliff Scholarships for Advanced Education  
Re: Update on Scholarship Fund

**D)** Councillor Crozier moved correspondence from Redcliff Scholarships for Advanced Education regarding an update on the scholarship fund dated August 5, 2020 be received for information. - Carried.

## 7. OTHER

2020-0323 Municipal Manager Report to Council

**A)** Councillor Leipert moved the Municipal Manager Report to Council dated August 17, 2020 be received for information. - Carried.

2020-0324 Memo to Council  
Re: Columbarium Expansion Project Award

**B)** Councillor Czember moved the Memo to Council regarding the Columbarium Expansion Project award be received for information. - Carried.

2020-0325 Memo to Council  
Re: Garbage Truck Award

**C)** Councillor Gale moved the Memo to Council regarding the garbage truck award be received for information. - Carried.

2020-0326 Memo to Council  
Re: Westside Redevelopment Plan Survey and Options

**D)** Councillor Leipert moved the Memo to Council regarding Westside Redevelopment Plan survey summary and options be received for information. - Carried.

2020-0327 Memo to Council  
Re: Fall Festival 2020

**E)** Councillor Gale moved the Memo to Council regarding the Fall Festival 2020 be received for information. - Defeated.

2020-0328

Councillor Czember moved that Administration evaluate alternative options, including, but not limited to, increasing the number of participants per session, distributing individually packaged food and beverage items, and a movie screening for the Fall Festival. - Carried.

2020-0329 Memo to Council  
Re: AUMA Convention Registration

**F)** Councillor Gale moved the Memo to Council regarding the AUMA Convention registration be received for information. - Carried.

2020-0330 AUMA Board of Directors Call for Nominations

**G)** Councillor Steinke moved the AUMA Board of Directors call for nominations be received for information. - Carried.

2020-0331 Landfill Graphs

**H)** Councillor Leipert moved the landfill graphs to July 31, 2020 be received for information. - Carried.

2020-0332 Council Important Meetings & Events

**I)** Councillor Gale moved the Council Important Meetings & Events be received for information. - Carried.

## 8. RECESS

Mayor Kilpatrick called for a recess at 9:07 p.m.

Director of Community & Protective Services, Director of Corporate Services, Director of Planning & Engineering, Director of Public Works, and Executive Assistant left at 9:07 p.m.

Mayor Kilpatrick reconvened the meeting at 9:17 p.m.

**9. CLOSED SESSION (Confidential Session)**

2020-0333

Councillor Gale moved to meet in Closed Session to discuss A) Boards & Commissions under *FOIP* Sec. 17 & 24, B) Financial Matter under *FOIP* Sec. 24 & 25, and C) Personnel under *FOIP* Sec. 17 at 9:17 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 for items A and B, and Manager of Legislative Services for item A.

Manager of Legislative Services left at 9:19 p.m.

Municipal Manager left at 9:28 p.m.

Municipal Manager and Manager of Legislative Services returned at 9:40 p.m.

2020-0334

Councillor Czember moved to return to regular session at 9:40 p.m. - Carried.

2020-0335

Councillor Crozier moved to appoint Robert Gale to the Subdivision and Development Appeal Board with a term to expire December 31, 2021. - Carried.

**10. ADJOURNMENT**

2020-0336 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:41 p.m. - Carried.

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Mayor

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Manager of Legislative Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 24, 2020 @ 7:00 p.m.**

**PRESENT:** Mayor D. Kilpatrick  
Councillors C. Crozier, C. Czember,  
S. Gale  
  
Councillor E. Solberg (via Microsoft Teams)  
  
Municipal Manager P. Forsyth  
Executive Assistant E. Engler

**ABSENT:** Councillors L. Leipert, J. Steinke

**1. GENERAL**

Call to Order **A)** Mayor Kilpatrick called the Special Council meeting to order at 7:00 p.m.

2020-0337 Adoption of Agenda **B)** Councillor Czember moved the Agenda be adopted as presented. - Carried.

**2. SCHEDULE NON-STATUTORY PUBLIC HEARING**

2020-0338 Development Permit Application 20-DP-078 (Direct Control)  
Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)  
Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)

Councillor Gale moved to schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-078 (Lots 21-31, Block 95, Plan 1117V [39 7 Street NW] & Lots 32-34, Block 95, Plan 1117V [13 7 Street NW]) for development in a Direct Control zone during the regular Council meeting of September 14, 2020. Further to delegate authority to the Development Officer to enter into a written agreement with the applicant to extend the decision time period for Development Permit Application 20-DP-078. - Carried.

**3. ADJOURN**

2020-0339 Adjournment Councillor Gale moved to adjourn the Special Council meeting at 7:02 p.m. - Carried.

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Mayor

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Municipal Manager

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

**August 11, 2020 at 1:00 PM**

**Present:** Bill Duncan, Vice President  
Darrell Schaffer, Secretary  
Russ Paulson, Director  
Jerry Beach, Treasurer  
Todd Read, General Manager  
Jordy Sautner, Grounds Superintendent  
Chris Czember, Town of Redcliff  
Derrin Thibault

**Absent:** Cliff Sackman, President (On Leave)

Bill Duncan called the meeting to order at 1:00 P.M.

**MOTION:** Chris Czember moved the agenda for August 11, 2020 meeting be adopted as presented. MOTION CARRIED.

**MOTION:** Derrin Thibault moved the minutes of the July 14, 2020 Board Meeting be approved as presented. MOTION CARRIED.

### **FINANCIAL REPORT**

**MOTION:** Derrin Thibault moved the Financial Report to July 31, 2020 be received for information. MOTION CARRIED.

### **GROUNDS 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 and all subsequent items on the Agenda under 6.0 Administration Committee Report be received for information. MOTION CARRIED.



**OTHER BUSINESS**

Discussion on Other Business items 7.1 thru 7.5 on the Agenda transpired with no formal motions for action.

**MOTION** Darrell Schaffer moved the Riverview Golf Club donate \$200.00 to the Margery E. Yuill Cancer Centre in memory of Jess Sackman. MOTION CARRIED.

**MOTION:** Jerry Beach moved the meeting be adjourned at 2:10 P.M.

Riverview Golf Club  
INCOME STATEMENT

	AUG 2020	YEAR TO DATE	BUDGET 2020
<b>REVENUE</b>			
<b>Sales Revenue</b>			
Memberships	\$ -	\$ 253,186.00	\$ 285,000.00
Green Fees	\$ 56,948.07	\$ 202,223.40	\$ 195,000.00
Cart Rentals - Public	\$ 26,384.05	\$ 85,852.39	\$ 82,000.00
Tournaments	\$ 1,215.00	\$ 6,681.37	\$ 72,000.00
Cart Leases and Storage	\$ 510.00	\$ 58,759.00	\$ 66,000.00
League	\$ -	\$ 13,790.06	\$ 33,000.00
Merchandise Sales	\$ 5,370.44	\$ 19,246.88	\$ 20,000.00
<b>Net Sales</b>	<b>\$ 90,427.56</b>	<b>\$ 639,739.10</b>	<b>\$ 753,000.00</b>
<b>Other Revenue</b>			
Kitchen Lease	\$ 3,601.28	\$ 7,620.30	\$ 16,800.00
Donations	\$ 1,759.40	\$ 5,017.40	
Sponsorships & Tournament Donations	\$ 1,837.00	\$ 3,087.00	\$ 2,000.00
Advertising	\$ -	\$ 300.00	
Miscellaneous Revenue	\$ 55.67	\$ 17,355.01	\$ 2,000.00
Patronage Dividends		\$ 918.01	
Golf Canada Memberships	\$ 104.85	\$ 3,430.10	\$ 4,500.00
Gain/Loss on Disposal of Assets			
<b>Total Other Revenue</b>	<b>\$ 7,358.20</b>	<b>\$ 37,727.82</b>	<b>\$ 25,300.00</b>
<b>TOTAL REVENUE</b>	<b>\$ 97,785.76</b>	<b>\$ 677,466.92</b>	<b>\$ 778,300.00</b>
<b>EXPENSE : Payroll Expense</b>			
Grounds Wages	\$ 30,220.46	\$ 132,164.60	\$ 215,000.00
Pro Shop Wages	\$ 10,230.24	\$ 38,620.17	\$ 65,000.00
EI & CPP Expense	\$ 2,626.85	\$ 11,250.37	\$ 19,500.00
WCB Expense		\$ 344.33	\$ 2,500.00
Employee Benefits		\$ 330.00	
<b>Total Payroll Expense</b>	<b>\$ 43,077.55</b>	<b>\$ 182,709.47</b>	<b>\$ 302,000.00</b>
<b>Grounds Expense</b>			
Course Grounds Expense	\$ 10,246.41	\$ 61,413.84	\$ 45,000.00
Water & Pump House Expense	\$ 8,072.08	\$ 24,080.05	\$ 45,000.00
Cart Repairs & Maintenance	\$ 2,054.75	\$ 7,147.93	\$ 2,000.00
Shop Expense	\$ 176.55	\$ 4,618.56	\$ 4,000.00
Equipment Expense	\$ 1,462.84	\$ 13,154.44	\$ 30,000.00
Freight	\$ 20.00	\$ 731.44	\$ 1,300.00
<b>TOTAL Grounds Expense</b>	<b>\$ 22,032.63</b>	<b>\$ 111,146.26</b>	<b>\$ 127,300.00</b>
<b>Pro shop Expense</b>			
Merchandise Expense	\$ 940.52	\$ 11,714.52	\$ 15,000.00
<b>Total Pro Shop Expense</b>	<b>\$ 940.52</b>	<b>\$ 11,714.52</b>	<b>\$ 15,000.00</b>

Riverview Golf Club  
INCOME STATEMENT

	AUG 2020	YEAR TO DATE	BUDGET 2020
<b>General &amp; Administrative Expense</b>			
Accounting & Legal		\$ 17,500.00	\$ 22,500.00
Advertising & Promotions		\$ 1,131.35	\$ 1,000.00
Membership fees & Licenses	\$ -	\$ 4,059.25	\$ 6,000.00
Cash Short/Over	\$ (28.27)	\$ (54.59)	\$ 200.00
Credit Card Charges	\$ 1,123.23	\$ 7,657.28	\$ 7,500.00
Insurance	\$ 1,258.70	\$ 14,015.34	\$ 20,000.00
Interest & Bank Charges	\$ 13.50	\$ 231.00	\$ 1,000.00
Interest on Leases	\$ 1,110.65	\$ 11,299.65	
Admin Supplies and Expense	\$ 247.46	\$ 5,075.36	\$ 10,000.00
Property Taxes		\$ 2,477.04	\$ 2,600.00
Tournament Expense	\$ 582.86	\$ 2,074.10	\$ 40,000.00
Miscellaneous Expense	\$ 1,228.57	\$ 1,943.87	\$ 700.00
Building Repairs & Maintenance	\$ 1,340.49	\$ 4,625.63	\$ 4,000.00
Cleaning Supplies	\$ 4.95	\$ 1,226.99	
Telephone & Internet	\$ 349.41	\$ 3,981.30	\$ 4,000.00
Utilities	\$ 1,678.50	\$ 21,279.68	\$ 22,000.00
Kitchen Expense	\$ -	\$ 1,037.19	\$ 1,000.00
<b>Total General &amp; Admin Expenses</b>	<b>\$ 8,910.05</b>	<b>\$ 99,560.44</b>	<b>\$ 142,500.00</b>
<b>TOTAL EXPENSE</b>	<b>\$ 74,960.75</b>	<b>\$ 405,130.69</b>	<b>\$ 586,800.00</b>
<b>NET INCOME</b>	<b>\$ 22,825.01</b>	<b>\$ 272,336.23</b>	<b>\$ 191,500.00</b>
Loan/Lease Payments			\$ 156,000.00
<b>Additional Financial Comments</b>			
Changes to Assets/Liabilities			
Ground Improvement	\$33,107.87		
Building Purchases	\$ 103,846.22		
Grounds Vehicle & Equip	\$ 69,076.00		
Furniture & Fixtures ( Kitchen)	\$ 12,192.20		
<b>TOTAL</b>	<b>\$218,222.29</b>		
Loan#1 CEBA	\$ 40,000.00		
Accounts Receivable	\$ 1,971.49		
( De Lage Landen Re: payout of club carts)			
<b>Book Balance of Credit Union August 31, 2020</b>			
Credit Union Chequing	\$ 258,510.29		
Credit Union Casino	\$ 4,048.52		
Credit Union Savings	\$ 106,650.32		
Common Shares	\$ 1.00		
Servus Rewards-2	\$ 104.00		
GIC - 1 Year #3	\$ 5,000.00	Accrued Interest=	\$4.52
Loan #1 CEBA	\$ 40,000.00		
<b>Bank Balance of Credit Union August 31, 2020</b>			
Credit Union Chequing	\$288,826.86		

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
WEDNESDAY AUGUST 19, 2020 – 12:30 PM  
TOWN OF REDCLIFF**

**PRESENT:** Members

S. Gale, L. Leipert, J. Beach,  
B. Vine, N. Stebanuk

Director of Planning & Engineering  
Development Officer  
Technical Assistant/Recording Secretary  
Manager of Legislative Services

J. Johansen  
B. Stehr  
R. Arabsky  
S. Simon

**ABSENT:**

B. Duncan, J. Steinke,

**APPLICANTS:**

R. Gale

## 1. CALL TO ORDER

S. Gale called the meeting to order at 12:32 p.m.

S. Gale asked all MPC Members to confirm attendance or absence with Town staff of future meetings so the Town can confirm quorum.

MPC Members agreed.

## 2. ADOPTION OF AGENDA

N. Stebanuk moved the agenda be adopted as presented. – Carried.

### 3. PREVIOUS MINUTES

**A) L. Leipert moved the minutes of the MPC meeting July 15, 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 August 19, 2020:

**A) Dates Development Permits advertised in Commentator**

a. July 14, 2020, July 21, 2020, July 28, 2020 & August 11, 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-056  
Command Action Signs  
Lot 7, Block 80, Plan 9310188 (615 Broadway Avenue E)  
Approved: Portable Sign

## Municipal Planning Commission Meeting Minutes – August 19, 2020

- c. Development Permit Application 20-DP-057  
Command Action Signs  
Lot 15, Block 1, Plan 7911064 (1601 Broadway Avenue E)  
Approved: Portable Sign
- d. Development Permit Application 20-DP-058  
Rob & Laurie Schick  
Lots 36-38, Block 8, Plan 1117V (634 2 Street SE)  
Approved: Accessory Building
- e. Development Permit Application 20-DP-059  
South Country Co-op  
Lot 16, Block 1, Plan 0610051 (1631 Broadway Avenue E)  
Approved: Portable Sign
- f. Development Permit Application 20-DP-060  
Wilhelm Redecop  
Lots 10-12, Block 8, Plan 1117V (617 1 Street SE)  
Approved: Home Occupation – Office Use Only
- g. Development Permit Application 20-DP-062  
Colin Norwood  
Lots 23-24, Block 26, Plan 3042AV (906 5 Street SE)  
Approved: Permit to Stay
- h. Development Permit Application 20-DP-063  
Aecon Transportation West  
Lot 8, Block A, Plan 1010762 (590 Highway Avenue NE)  
Approved: Accessory Building
- i. Development Permit Application 20-DP-064  
Patrick Gaudreault  
Lots 15-16, Block 12, Plan 3042AV (709 6 Street SE)  
Approved: Accessory Building
- j. Development Permit Application 20-DP-065  
Haynes Law Office  
Lots 7-8, Block 28, Plan 1117V (325 1 Street SE)  
Approved: Permit to Stay
- k. Development Permit Application 20-DP-066  
BJL Mechanics  
Lot 4, Block 3, Plan 7911064 (217 Saskatchewan Drive NE)  
Approved: Accessory Use – Automotive Repair
- l. Development Permit Application 20-DP-067  
Post Card Portables  
Lot 15, Block 6, Plan 0714383 (1900 South Highway Drive SE)  
Approved: Portable Sign

## Municipal Planning Commission Meeting Minutes – August 19, 2020

- m. Development Permit Application 20-DP-068  
Post Card Portables  
Lot 1, Block 1, Plan 0213698 (1475 Highway Avenue SE)  
Approved: Portable Sign
- n. Development Permit Application 20-DP-069  
Lacey Construction  
Lot 27, Block 10, Plan 0913590 (952 Maskell Place SE)  
Approved: Single Family Dwelling
- o. Development Permit Application 20-DP-071  
Rod & Dorothy Hablerlack  
Lot 1, Block 106, Plan 0213235 (1 Riverview Green SE)  
Approved: Hot Tub
- p. Development Permit Application 20-DP-072  
TANC Developments  
Lot 3, Block 3, Plan 0614776 (25 Sunvalley Court SW)  
Approved: Accessory Building – Pool House
- q. Development Permit Application 20-DP-074  
Rodermond Enterprises Inc.  
Lot 28, Block 67, Plan 3297JK (4 4 Street SW)  
Approved: Home Occupation – With Clients
- r. Development Permit Application 20-DP-077  
Jacob Banman  
Lot 2, Block 12, Plan 0913590 (1106 9 Avenue SE)  
Approved: Accessory Building – Detached Garage

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

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

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

- a. Development Permit Application 20-DP-055  
Lot 14, Block A, Plan 0412564 (413 Jesmond Drive SE)  
Appellant: Rory Schaffer  
Appeal: Accessory Building - Approved with Conditions

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

- a. Land Use Bylaw Amendment Application – Passed 2<sup>nd</sup> & 3<sup>rd</sup> 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 – Passed 2<sup>nd</sup> & 3<sup>rd</sup> 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.

L. Leipert stated he had a pecuniary interest and recused himself from discussion and voting. Mr. Leipert left the room at 12:34 pm.

**5. DEVELOPMENT PERMIT APPLICATION FOR MPC COMMENT**

- A)** Development Permit Application 20-DP-078  
Coehoorn Holdings  
Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)  
Mini Storage Expansion

B. Vine moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] -expansion to existing mini storage:

1. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).
2. The new construction of the Development Permit Application 20-DP-078 needs to comply with the Land Use Bylaw setbacks within the Land Use District of R1 – Single Family Residential District.
3. Applicant shall apply for all applicable Safety Codes Permits.
4. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.

- Carried

Mr. Leipert returned to the meeting at 1:04 pm.

S. Gale stated she had a pecuniary interest in Agenda Item 6A and recused herself from discussion and voting. A temporary Chairperson was required to be elected.

B.Vine nominated L. Leipert to act as the temporary Chairperson.

L.Leipert accepted the position of temporary Chairperson. – Carried.

S. Gale left the room at 1:05 pm.

**6. DEVELOPMENT PERMIT APPLICATION FOR MPC DECISION**

- A)** Development Permit Application 20-DP-075  
Robert Gale  
Lots 17-20, Block 12, Plan 1117V (401 3 Street SW)  
Shipping Container

L. Leipert moved that Development Permit Application 20-DP-075 [Lots 17-20, Block 12, Plan 1117V (401 3 Street SW)] for a Shipping Container be approved with the following conditions:

1. The proposed development will be required the be finished with siding to fit in with the surrounding neighbourhood.



## Municipal Planning Commission Meeting Minutes – August 19, 2020

2. The Development Permit is valid for five (5) years;
  - A. The Town will issue a permit in year 4 if in the opinion of the Development Authority that the Shipping Container is not causing a negative impact on the adjacent properties, and still complies with the Site Plan, and the conditions of the Development Permit;
  - B. Where the Town finds that the conditions of the Development Permit &/or the Site Plan are not been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant six (6) months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development Permit. The notice to the Applicant must include:
    - ii. The reasons the permit is not being renewed,
    - iii. The date of the permit expiring, and
    - iv. That if the Applicant wishes to continue with the use, the Applicant must make submit a new application for a Development Permit.

- Carried

S. Gale returned to the meeting at 1:29 pm.

- B)** Development Permit Application 20-DP-076  
 Town of Redcliff – Public Works  
 Lot 11, Block 1, Plan 0010742 (10 9 Avenue SW)  
 New Fuel Tanks

L. Leipert moved that Development Permit Application 20-DP-076 [Lot 11, Block 1, Plan 0010742 (10 9 Avenue SW)] for a Bulk Fuel Station be approved with the following conditions:

1. Relocation of affected utility services to the satisfaction of all utility departments. Be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and any utility right-of-ways;
2. The Applicant provide the Development Authority, in writing, that an extension of PTMAA Permit #0264-20-142 has been granted.

- Carried

## 7. ADJOURNMENT

N. Stebanuk moved adjournment of the meeting at 1:33 p.m. – Carried.

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Chairman

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Recording Secretary



**REDCLIFF & DISTRICT RECREATION COMMITTEE MEETING**

Wednesday, September 2, 2020 – 7:00 pm.

**REDCLIFF TOWN HALL MEETING ROOM**

<b>PRESENT:</b>	Chairperson	Justin Getz
	Members	Karen Worrell Shane Hok Sharon Kirvan Shawna Gale Christina McNeil
	Absent	
	Director of Community & Protective Services	Derrin Thibault
	Community & Protective Services Coordinator	Charity Schweitzer

**1. GENERAL**

- Meeting called to order by Chairperson Justin Getz at 7:06 pm.
- Shawna Gale moved the agenda be adopted. – Carried.

**2. MINUTES**

- Shane Hok moved the minutes from June 3, 2020, be adopted as amended. – Carried.

**3. DELEGATION**

None

**4. OLD BUSINESS****Splashpark  
Project**

Shawna Gale moved the information regarding the Lions Park Splash Park be received for information with the following details:

The grand reopening of the waterpark was held in July with a picture and write up in the Commentator. There is still some feature sequence tweaking to perform for improved water flow to the features. The repainted Lions are placed at the entrance to the park. The project came in approximately 18K under budget. – Carried.

**Lions Park Tot  
Park**

Karen Worrell moved the information regarding the Lions Tot Park be received for information with the following details:

The installation of two the Lion's Tot Park structures is complete. It was a Public Capital Project that Council approved, and all monies were spent.

**5. New Business****Skatepark Project**

Shawna Gale moved the information regarding the Skatepark Project be received for information with the following details:

Public Works installed the drainpipe into the catch basin on Main Street. New Line has completed installing the remainder of the drainpipe, and the earthworks/shaping is now complete. A break in activity is anticipated until the construction crew arrives, date unknown at this time. Not expected to be in use this season, but New Line committed to finishing in 2020 if the weather holds for concrete construction.

- Donations for the skatepark, so far, we have received over \$10,000
- Gravel through Steep Rock equalled a \$3,748.92 credit toward the project
- Screws from Home Hardware = approx. \$100.00
- Plywood from Windsor = approx. \$1,650.00 - Carried

**Swimming Pool  
Resurfacing**

Karen Worrell moved the information regarding the swimming pool resurfacing project be received for information with the following details: The resurfacing project is in the beginning stages, to be completed by October 15. – Carried

**Rec-Tangle**

Shane Hok moved the information regarding the Rec-Tangle project be received for information with the following details: The Rec-Tangle is nearing completion, four new basketball posts and hoops are installed, lighting posts are up and LED heads will be installed in the coming week, irrigation & landscaping will be ongoing as time and money allow by the Parks Department. The committee noted that the work done on the Rec-Tangle parking lot took much longer than anticipated and that the design of the entry and exit for deliveries, buses and crowds could have been better if further consultation has been done. – Carried.

**Ball Diamond 3**

Karen Worrell moved the information regarding ball diamond 3 be received for information with the following details: Ball diamond 3 has undergone some restructuring, the outfield fence line was moved in to accommodate Medicine Hat Little League. They wish to rent two ball diamonds from the Town next season. – Carried

**Memorial  
Park/Campground/  
Tennis Courts/IXL  
Park**

Sharon Kirvan moved the information regarding the Memorial Park, Campground, Tennis Courts and IXL project be received for information with the following details: Money has been delegated from the Municipal Stimulus Program (MSP) for the following projects that will enhance social activities in the town and create local jobs. Memorial Park has had the basketball poles and hoops replaced with the ones we pulled out of the Rec-Tangle parking lot. Upgrades include a central gazebo with electricity, lighting, benches, picnic tables, and landscaping. The campground project is in the preliminary stages of costing for various upgrades, including an expanded layout with the sanidump and electric repositioned. The Tennis Courts will have both pickleball and tennis courts with a minimum of resurfacing but may need base work done. IXL Park is being costed out for water services for irrigation and future washrooms, etc. These projects will be completed by the end of 2021. – Carried

**Recreation Master  
Plan Review**

Shawna motioned the discussion on the Recreation Master Plan to be moved to the next meeting when members have had a chance to review the plan. If there is not time for a review of the plan at the next meeting, a special meeting will be held on October 14, 2020. – Carried.

**6. RECOMMENDATIONS TO COUNCIL**

Karen motioned that Derrin Thibault to inquire with planning and development regarding plans and costing for a pathway down Mitchel Street SE to join to Medicine Hat trails for a potential recommendation to Council. – Carried.

**7. CORRESPONDENCE**

None

**8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**

None

**9. DATE OF NEXT MEETING – Wednesday, October 7, 2020, 7:00 pm**

**10. ADJOURNMENT** Shawna Gale moved the meeting be adjourned at 8:37 pm – Carried.

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Approved by Chair

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Date

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

**DATE:** September 14, 2020

**PROPOSED BY:** Legislative Services

**TOPIC:** Decision on a Development Permit Application in a DC – Direct Control District

**PROPOSAL:** That Council issue a decision on Development Permit Application 20-DP-078 – Expansion to Existing Mini Storage

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**BACKGROUND:**

On July 20, 2020, Council gave third reading to rezone Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) to DC – Direct Control District.

On July 31, 2020, T. Coehoorn submitted a Development Permit Application to expand the existing mini storage at 39 7 Street NW.

As per the Land Use Bylaw Section 11.4, Development Application 20-DP-078 was forwarded to the Municipal Planning Commission for comment / recommendation at the August 19, 2020 meeting.

The Municipal Planning Commission made the following motion:

*B. Vine moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage:*

- 1. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).*
- 2. The new construction of the Development Permit Application 20-DP-078 needs to comply with the Land Use Bylaw setbacks within the Land Use District of R1 – Single Family Residential District.*
- 3. Applicant shall apply for all applicable Safety Codes Permits.*
- 4. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.*

*- Carried*

Attached is the Development Officer's report provided to the Municipal Planning Commission for further background.

On August 25, 2020 the adjacent landowners were notified informing them of the date and time of the non-statutory public hearing, along with a description of the development permit.

The Development Officer has had a discussion with the applicant since the Municipal Planning Commission meeting and advised him of the recommendation going forward to Council. The

applicant indicated he is not in favour of the recommendation that the development comply with the setbacks of R1 – Single Family Residential District.

**POLICY/LEGISLATION:**

Section 94 – DC – Direct Control District of the Redcliff Land Use Bylaw (1698/2011)

**STRATEGIC PRIORITIES:**

N/A

**ATTACHMENTS:**

Development Permit Application 20-DP-078

Development Officer's report to Municipal Planning Commission

Minutes of the August 19, 2020 meeting of the Municipal Planning Commission

**OPTIONS:**

1. **MPC recommendation** - Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage be approved with the following conditions:
  1. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).
  2. The new construction of the Development Permit Application 20-DP-078 needs to comply with the Land Use Bylaw setbacks within the Land Use District of R1 – Single Family Residential District.
  3. Applicant shall apply for all applicable Safety Codes Permits.
  4. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.
2. Council approve Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage with the following conditions (as indicated by Council).
3. Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage be denied.

**RECOMMENDATION:**

The Municipal Planning Commission recommends Option 1.

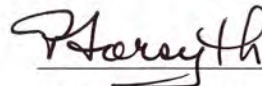
### SUGGESTED MOTION(S):

1. Councillor \_\_\_\_\_ moved that Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage be approved with the following conditions:
  1. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).
  2. The new construction of Development Permit Application 20-DP-078 needs to comply with the Land Use Bylaw setbacks within the Land Use District of R1 – Single Family Residential District.
  3. Applicant shall apply for all applicable Safety Codes Permits.
  4. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.
2. Councillor \_\_\_\_\_ moved that Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage be approved with the following conditions:
  - 1.
  - 2.
  - 3.
  - 4.
3. Councillor \_\_\_\_\_ moved that Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] - expansion to existing mini storage be denied for the following reasons:
  - 1.
  - 2.

SUBMITTED BY:



Department Head



Municipal Manager



# DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP-078

APPLICANT INFORMATION					
Applicant <u>Tim Coehorn</u>			Property Owner (if different)		
Phone <u>403-866-0504</u>			Phone		
Email <u>Tim.Coehorn@gmail.com</u>			Email		
Mailing Address <u>68-Greenwood Cr + SW</u>			Mailing Address		
City <u>Medicine Hat</u>	Province <u>AB</u>	Postal Code <u>T1A-7X7</u>	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address	<u>13439 7th St NW Redcliff AB T0J-2P0</u>		
Legal Address	Lot <u>(21-31)(32-34)</u>	Block <u>95</u>	Plan <u>1117V</u>

DESCRIPTION OF DEVELOPMENT	
Proposed Development: <u>Take down existing Garage to Put on Larger Garage in its place</u>	
Proposed Application:	Proposed Setbacks:
<input type="checkbox"/> New Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Other (please specify) <u>Make Garage Larger</u>	Front: _____ Left: _____ Back: _____ Right: _____
	Land Use District <u>DC-Direct Control District</u>
	Value of Development <u>70,000</u>
	Estimated Completion Date <u>April 2021</u>





## DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

*I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.*

NAME (please print):

SIGNATURE:

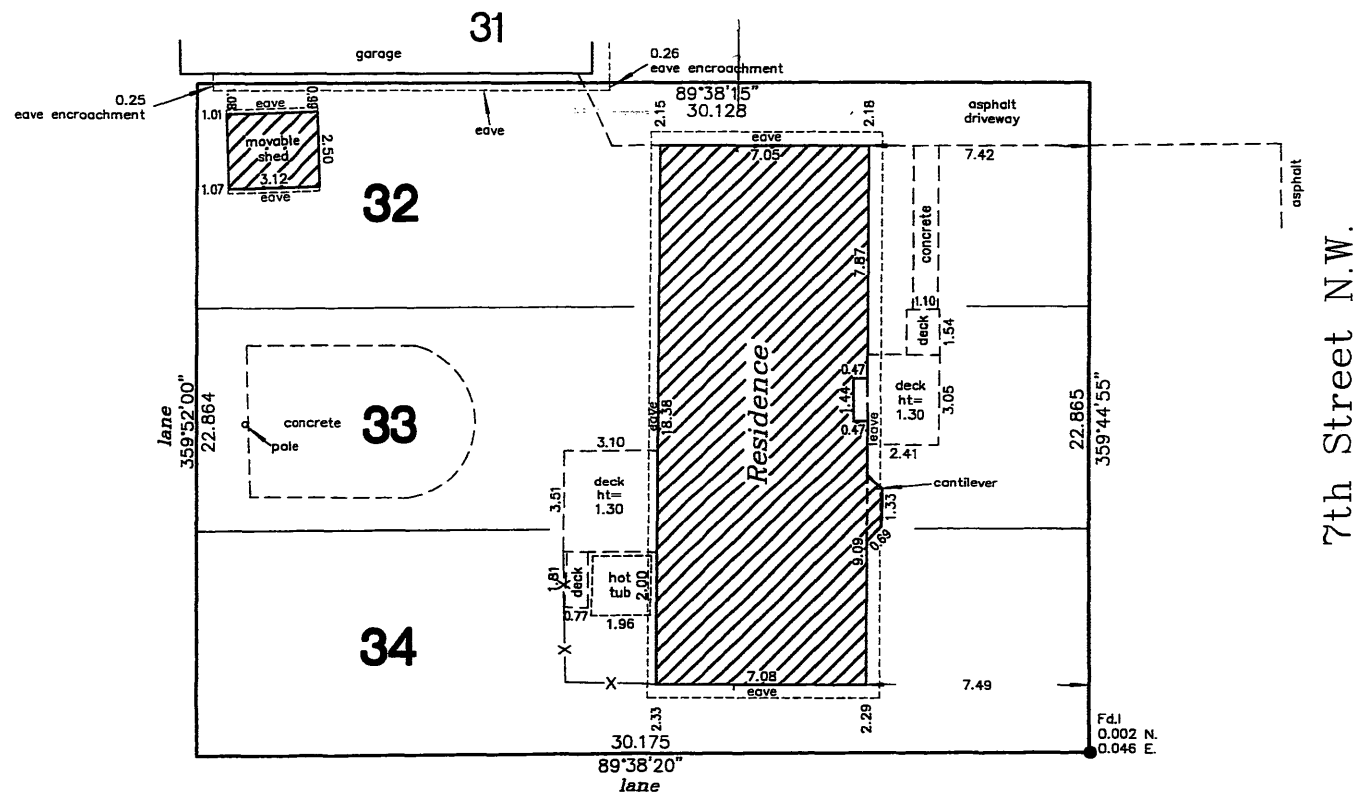
DATE:

<b>FOR OFFICE USE ONLY</b>	
Received by: <i>Brian Steph</i>	Date: <i>July 31/2020</i>
<input type="checkbox"/> Permitted Use	Designated Use:
<input type="checkbox"/> Discretionary Use – Development Officer	
<input checked="" type="checkbox"/> Discretionary Use - <i>MRC Council</i>	<i>Mini Storage</i>
Receipt # <i>318510</i>	Fee: <i>200.00</i>
Date Issued:	
<input type="checkbox"/> Current Certificate of Title	
Notes: <i>Roll # 0129100</i>	

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.



Address: 35 7th Street N.W., Medicine Hat.  
 Legal Description: Lots 32 – 34 Block 95 Plan 1117V  
 Date: November 29th, 2005.  
 Scale 1:200



Note: This is page 2 of a Real Property Report and is ineffective if it is detached from page 1

Note: Statutory iron posts found shown thus: ●

All distances are in metres and decimals thereof.

Fence line shown thus: X-X-X-X and

is within 0.20m of property Line unless otherwise noted.

Eaves are dimensioned to line of fascia.

A/C=Air Conditioner

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**FOCUS**  
 Focus Surveys Inc.

# 302-623 4th Street SE Medicine Hat  
 Phone: 403-527-3707 Fax: 403-526-0321

File : 147605-40	TM
RPR Control :	

## Preview

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

REGISTRATION	DATE(DMY)	REGISTERED OWNER(S) 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

[Close](#)

## Preview

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

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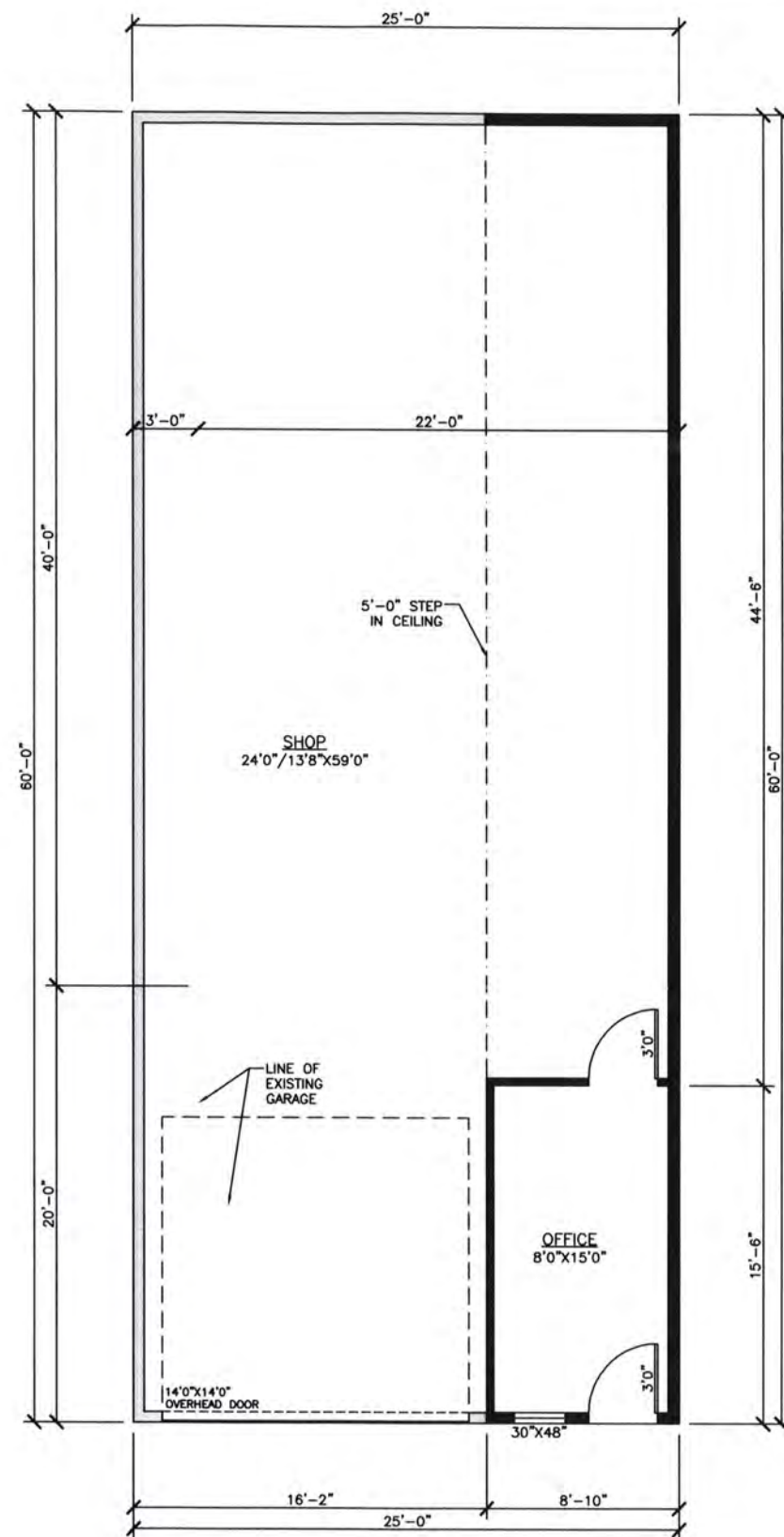
OWNERS

TIMOTHY JAMES COELHOORN

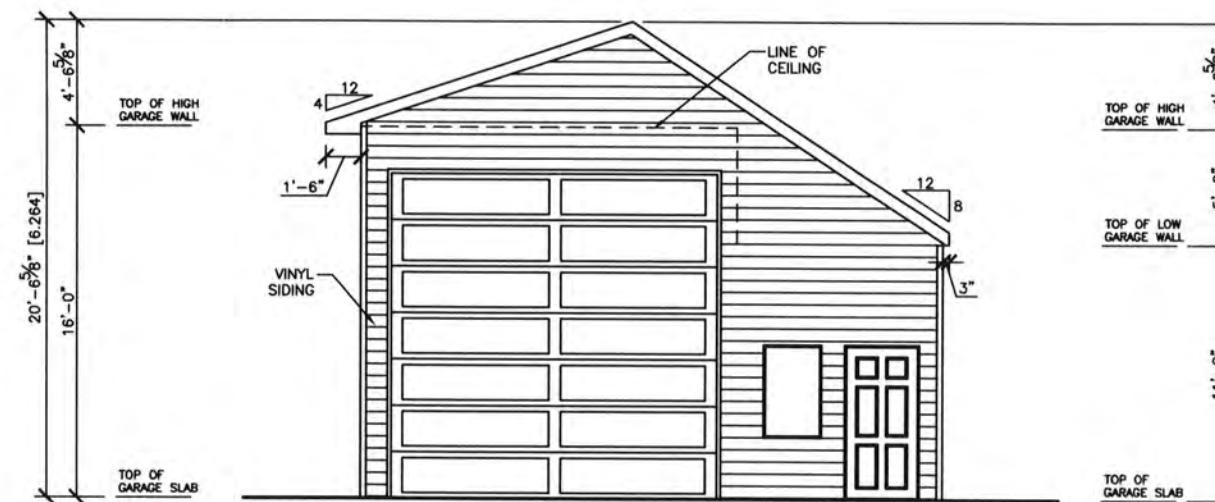
AND  
ELIZABETH COEHOORN  
BOTH OF:  
PO BOX 1331  
REDCLIFF  
ALBERTA T0J 2P0  
AS JOINT TENANTS

Close





1 FLOOR PLAN  
A1 SCALE:  $\frac{1}{8}" = 1'-0"$  1500 SQ. FT.



2 FRONT ELEVATION  
A1 SCALE:  $\frac{1}{8}" = 1'-0"$  (EAST FACING)

GENERATED BY:  
**ALANTIS**  
CUSTOM CREATIONS INC.  
DESIGN & DRAFTING SERVICES



CONTACT INFORMATION:  
PH: 403-580-6611  
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Kurtis@Alantiscc.com  
OFFICE ADDRESS:  
1186 16th STREET N.E.  
MEDICINE HAT, ALBERTA  
T1C-1P9

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- ALL CONSTRUCTION IS TO COMPLY WITH THE NEWEST EDITION OF THE ALBERTA BUILDING CODE AND ANY LOCAL REQUIREMENTS.

PREPARED FOR:  
**TIM COELHOORN**

PROJECT:  
25'-0" X 60'-0" SHOP

LOCATION:  
14 7TH STREET NW.  
REDCLIFF, ALBERTA

TITLE:  
FLOOR PLAN & FRONT ELEVATION

JOB START DATE:  
2020-04-07

JOB NO. : 20001-05

SCALE: 11" X 17" PAPER  
AS SHOWN

DRAWN BY:  
KURTIS KURPJUWEIT

SHEET: DWG. NO.

1  
1  
A1

(PRELIM\_3)2020-07-29

# MUNICIPAL PLANNING COMMISSION

## Development Officer Report

August 11, 2020

Development Permit Application:	<b>20-DP-078 – Mini Storage</b>
Applicant:	<b>Tim Coehoorn</b>
Owner:	<b>Tim Coehoorn</b>
Property Address:	<b>13 7 Street NW</b> <b>39 7 Street NW</b>
Legal Address:	<b>Lot 32-34, Block 95, Plan 1117V</b> <b>Lot 21-31, Block 95, Plan 1117V</b>
Land Use:	<b>DC – Direct Control District</b>
Development Officer:	<b>Brian Stehr</b>

### **1. BACKGROUND:**

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On November 12, 2008 Town Council passed Bylaw 1573/2008 being a Land Use Bylaw amendment to change Lot 21-21, Block 95, Plan 1117V to DC – Direct Control.

On April 16, 2009 Town Council approved Development Permit Application 09-DP-011 to convert the existing greenhouse into Mini Storage. When Council approved the change of use from greenhouse to mini storage, the garage eaves encroached into Lot 32-34, Block 95, Plan 1117V by as much as 0.31 m. The garage portion of the mini storage encroached into the rear lane by as much as 0.40 m.

On July 20, 2020 Council passed Bylaw 1909/2020 being a Land Use Bylaw to rezone the properties known civically as 13 & 39 7 Street NW to DC - Direct Control.

On July 31, 2020 T. Coehoorn submitted a Development Permit Application to replace and expand an existing garage at the mini storage site located at 39 7 Street NW.

### **2. LEGISLATIVE**

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The Land Use Bylaw (1698/2011) defines the purpose of **DC – Direct Control District** as:

- *The purpose and intent of this district is to afford Council the opportunity to address and provide for developments that, due to their unique characteristics, historical significance, innovative ideas or unusual site constraints, require specific regulations unavailable in the other land use districts of this Bylaw. The purpose of this district is not to substitute for another district which could be used to achieve the same result.*



The Land Use Bylaw (1698/2011) Section 10.8 – **Administrative Duties and Responsibilities – Development Officer** states:

- *The Development Officer shall refer, with his recommendation, to the Municipal Planning Commission all applications for Development Permits involving:*
  - a) *DC Direct Control district (for comment only),*
  - b) *Those applications for a discretionary use – Commission,*
  - c) *Any other applications including an application for a Development Permit for a permitted use or a discretionary use – Development Officer, that a Development Officer considers advisable to refer to the Commission,*
  - d) *Any other matter within in the opinion of the Development officer does not comply with the intent of the relevant provisions of this Bylaw.*

The Land Use Bylaw (1198/2011) Section 11.4 – **Administrative Duties and Responsibilities – Municipal Planning Commission** states:

- *The Commission may provide comments and/or make a recommendation to Council on applications for a Development Permit within an area(s) classified as DC Direct Control District.*

As such, Development Permit Application 20-DP-078 is being forwarded to you so that Commission may provide comments and/or make a recommendation to Council.

### **3. COMMENTS**

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With respect to the MDP, LUB, and other statutory documents, the Development Officer offers the following concerns and opinions in regards to the development permit application:

1. The Municipal Development Plan shows that these properties fall within the Greater Downtown & Broadway Avenue Area. It is anticipated that redevelopment will continue with commercial spaces, and greater density of residential areas.
2. Currently the Town is in the process of preparing the Westside Redevelopment Plan. The purpose of the Plan is to provide a vision of the area in the future, and to provide guidance when redevelopment occurs.
3. The proposed development does not conform to any district in the Land Use Bylaw, where mini storage is an allowed use. The existing site coverage, and setbacks far exceed the requirements for mini storage as prescribed in other districts. However, it should be noted that the Development Authority did approve the change of use from greenhouse to mini storage and does have the authority to grant the expansion of the mini storage.
4. The proposed development encroaches onto Lot 32-34, Block 95, Plan 1117V by as much at 0.57 m.
5. There is a proposed 1.56 m setback between the house and the proposed development.

#### **4. OPTIONS:**

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1. MPC member \_\_\_\_\_ moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-078 - expansion to existing mini storage be approved with the following conditions:
  1. Applicant shall apply for all applicable Safety Codes Permits.
  2. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.
  3. The garage shall maintain a 1.36 m rear yard setback.
  4. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).
  5. Addressing of the consolidated lots will be assigned by the Town of Redcliff.
  
2. MPC member \_\_\_\_\_ moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-078 - expansion to existing mini storage be approved with the following conditions:
  1. Applicant shall apply for all applicable Safety Codes Permits.
  2. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.
  3. The garage shall maintain a 1.36m rear yard setback.
  4. Applicant shall apply for and receive approval to subdivide most northerly 0.57m from Lots 32-34, Block 95, Plan 1117V (13 7 Street NW).
  5. Applicant to consolidate the subdivided 0.57m with Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).



**5. RECOMMENDATION:**

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1. MPC member \_\_\_\_\_ moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-078 - expansion to existing mini storage be approved with the following conditions:
  1. Applicant shall apply for all applicable Safety Codes Permits.
  2. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.
  3. The garage shall maintain a 1.36 m rear yard setback.
  4. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).
  5. Addressing of the consolidated lots will be assigned by the Town of Redcliff.

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
WEDNESDAY AUGUST 19, 2020 – 12:30 PM  
TOWN OF REDCLIFF**

**PRESENT:** Members

S. Gale, L. Leipert, J. Beach,  
B. Vine, N. Stebanuk

Director of Planning & Engineering  
Development Officer  
Technical Assistant/Recording Secretary  
Manager of Legislative Services

J. Johansen  
B. Stehr  
R. Arabsky  
S. Simon

**ABSENT:**

B. Duncan, J. Steinke,

**APPLICANTS:**

R. Gale

## 1. CALL TO ORDER

S. Gale called the meeting to order at 12:32 p.m.

S. Gale asked all MPC Members to confirm attendance or absence with Town staff of future meetings so the Town can confirm quorum.

MPC Members agreed.

## 2. ADOPTION OF AGENDA

N. Stebanuk moved the agenda be adopted as presented. – Carried.

### 3. PREVIOUS MINUTES

**A) L. Leipert moved the minutes of the MPC meeting July 15, 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 August 19, 2020:

**A) Dates Development Permits advertised in Commentator**

a. July 14, 2020, July 21, 2020, July 28, 2020 & August 11, 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-056  
Command Action Signs  
Lot 7, Block 80, Plan 9310188 (615 Broadway Avenue E)  
Approved: Portable Sign

## Municipal Planning Commission Meeting Minutes – August 19, 2020

- c. Development Permit Application 20-DP-057  
Command Action Signs  
Lot 15, Block 1, Plan 7911064 (1601 Broadway Avenue E)  
Approved: Portable Sign
- d. Development Permit Application 20-DP-058  
Rob & Laurie Schick  
Lots 36-38, Block 8, Plan 1117V (634 2 Street SE)  
Approved: Accessory Building
- e. Development Permit Application 20-DP-059  
South Country Co-op  
Lot 16, Block 1, Plan 0610051 (1631 Broadway Avenue E)  
Approved: Portable Sign
- f. Development Permit Application 20-DP-060  
Wilhelm Redecop  
Lots 10-12, Block 8, Plan 1117V (617 1 Street SE)  
Approved: Home Occupation – Office Use Only
- g. Development Permit Application 20-DP-062  
Colin Norwood  
Lots 23-24, Block 26, Plan 3042AV (906 5 Street SE)  
Approved: Permit to Stay
- h. Development Permit Application 20-DP-063  
Aecon Transportation West  
Lot 8, Block A, Plan 1010762 (590 Highway Avenue NE)  
Approved: Accessory Building
- i. Development Permit Application 20-DP-064  
Patrick Gaudreault  
Lots 15-16, Block 12, Plan 3042AV (709 6 Street SE)  
Approved: Accessory Building
- j. Development Permit Application 20-DP-065  
Haynes Law Office  
Lots 7-8, Block 28, Plan 1117V (325 1 Street SE)  
Approved: Permit to Stay
- k. Development Permit Application 20-DP-066  
BJL Mechanics  
Lot 4, Block 3, Plan 7911064 (217 Saskatchewan Drive NE)  
Approved: Accessory Use – Automotive Repair
- l. Development Permit Application 20-DP-067  
Post Card Portables  
Lot 15, Block 6, Plan 0714383 (1900 South Highway Drive SE)  
Approved: Portable Sign

## Municipal Planning Commission Meeting Minutes – August 19, 2020

- m. Development Permit Application 20-DP-068  
Post Card Portables  
Lot 1, Block 1, Plan 0213698 (1475 Highway Avenue SE)  
Approved: Portable Sign
- n. Development Permit Application 20-DP-069  
Lacey Construction  
Lot 27, Block 10, Plan 0913590 (952 Maskell Place SE)  
Approved: Single Family Dwelling
- o. Development Permit Application 20-DP-071  
Rod & Dorothy Hablerlack  
Lot 1, Block 106, Plan 0213235 (1 Riverview Green SE)  
Approved: Hot Tub
- p. Development Permit Application 20-DP-072  
TANC Developments  
Lot 3, Block 3, Plan 0614776 (25 Sunvalley Court SW)  
Approved: Accessory Building – Pool House
- q. Development Permit Application 20-DP-074  
Rodermond Enterprises Inc.  
Lot 28, Block 67, Plan 3297JK (4 4 Street SW)  
Approved: Home Occupation – With Clients
- r. Development Permit Application 20-DP-077  
Jacob Banman  
Lot 2, Block 12, Plan 0913590 (1106 9 Avenue SE)  
Approved: Accessory Building – Detached Garage

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

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

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

- a. Development Permit Application 20-DP-055  
Lot 14, Block A, Plan 0412564 (413 Jesmond Drive SE)  
Appellant: Rory Schaffer  
Appeal: Accessory Building - Approved with Conditions

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

- a. Land Use Bylaw Amendment Application – Passed 2<sup>nd</sup> & 3<sup>rd</sup> 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 – Passed 2<sup>nd</sup> & 3<sup>rd</sup> 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.

L. Leipert stated he had a pecuniary interest and recused himself from discussion and voting. Mr. Leipert left the room at 12:34 pm.

**5. DEVELOPMENT PERMIT APPLICATION FOR MPC COMMENT**

- A)** Development Permit Application 20-DP-078  
Coehoorn Holdings  
Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)  
Mini Storage Expansion

B. Vine moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] -expansion to existing mini storage:

1. The Applicant shall consolidate Lots 31-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW).
2. The new construction of the Development Permit Application 20-DP-078 needs to comply with the Land Use Bylaw setbacks within the Land Use District of R1 – Single Family Residential District.
3. Applicant shall apply for all applicable Safety Codes Permits.
4. Exterior finishes to compliment the house, mini storage, and / or neighbouring properties to the satisfaction of the Development Officer.

- Carried

Mr. Leipert returned to the meeting at 1:04 pm.

S. Gale stated she had a pecuniary interest in Agenda Item 6A and recused herself from discussion and voting. A temporary Chairperson was required to be elected.

B.Vine nominated L. Leipert to act as the temporary Chairperson.

L.Leipert accepted the position of temporary Chairperson. – Carried.

S. Gale left the room at 1:05 pm.

**6. DEVELOPMENT PERMIT APPLICATION FOR MPC DECISION**

- A)** Development Permit Application 20-DP-075  
Robert Gale  
Lots 17-20, Block 12, Plan 1117V (401 3 Street SW)  
Shipping Container

L. Leipert moved that Development Permit Application 20-DP-075 [Lots 17-20, Block 12, Plan 1117V (401 3 Street SW)] for a Shipping Container be approved with the following conditions:

1. The proposed development will be required the be finished with siding to fit in with the surrounding neighbourhood.

## Municipal Planning Commission Meeting Minutes – August 19, 2020

2. The Development Permit is valid for five (5) years;
  - A. The Town will issue a permit in year 4 if in the opinion of the Development Authority that the Shipping Container is not causing a negative impact on the adjacent properties, and still complies with the Site Plan, and the conditions of the Development Permit;
  - B. Where the Town finds that the conditions of the Development Permit &/or the Site Plan are not been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant six (6) months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development Permit. The notice to the Applicant must include:
    - ii. The reasons the permit is not being renewed,
    - iii. The date of the permit expiring, and
    - iv. That if the Applicant wishes to continue with the use, the Applicant must make submit a new application for a Development Permit.

- Carried

S. Gale returned to the meeting at 1:29 pm.

- B)** Development Permit Application 20-DP-076  
 Town of Redcliff – Public Works  
 Lot 11, Block 1, Plan 0010742 (10 9 Avenue SW)  
 New Fuel Tanks

L. Leipert moved that Development Permit Application 20-DP-076 [Lot 11, Block 1, Plan 0010742 (10 9 Avenue SW)] for a Bulk Fuel Station be approved with the following conditions:

1. Relocation of affected utility services to the satisfaction of all utility departments. Be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and any utility right-of-ways;
2. The Applicant provide the Development Authority, in writing, that an extension of PTMAA Permit #0264-20-142 has been granted.

- Carried

## 7. ADJOURNMENT

N. Stebanuk moved adjournment of the meeting at 1:33 p.m. – Carried.

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Chairman

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Recording Secretary

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

**DATE:** September 14, 2020

**PROPOSED BY:** Legislative Services

**TOPIC:** Development Permit Application 20-DP-088

**PROPOSAL:** To schedule a Non-Statutory Public Hearing – Development Permit Application 20-DP-088

---

### **BACKGROUND:**

Property described as 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V) was rezoned to Direct Control (DC) on February 28, 2011. Council is the development authority with regard to development permit applications in a DC zone. An application for a Development Permit in a DC zone was received by the Town on September 1, 2020.

Following the process as outlined in Policy 39, Direct Control Zone Development Application Process, the development permit application will be included on the Municipal Planning Commission agenda on September 16, 2020 for their comment/recommendation. The next step in the process involves scheduling a Non-Statutory Public Hearing. Bylaw No. 1804/2015 states under Section 77 that “on the advice of Administration, and/or should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution”.

The Municipal Government Act states that a development authority must make a decision on the application within 40 days after receipt unless there is an agreement between the applicant and the development authority. In this case the 40 days expire October 19, 2020.

Scheduling a Non-Statutory Public Hearing for the Council meeting on October 13, 2020 would provide Administration with sufficient time to advertise and notify the adjacent landowners. Council could also consider the application at the October 13, 2020 meeting and a decision could be rendered within the 40 day timeframe.

A Non-Statutory Public Hearing is not a legislated process per the Municipal Government Act but is an established process by Council through policy and bylaw.

### **POLICY/LEGISLATION:**

Policy 39, Direct Control Zone Development Application process  
Bylaw 1804/2015, Procedural Bylaw  
Municipal Government Act  
Bylaw 1698/2011, Land Use Bylaw

### **STRATEGIC PRIORITIES:**

2.3 Promote a positive culture towards business and development.

**ATTACHMENTS:**

1. Policy 39, Direct Control Zone Development Application process
2. Development Permit Application 20 DP 088 – Accessory Building at 418 5 Street (Lots 29-30, Block 19, Plan 1117V)

**OPTIONS:**

1. Schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-088 [418 5 Street (Lots 29-30, Block 19, Plan 1117V)] for development in a DC Zone during the regular Council meeting of October 13, 2020.
2. Do not schedule a Non-Statutory Public Hearing.


**RECOMMENDATION:**

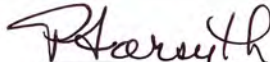
Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-088 ([418 5 Street (Lots 29-30, Block 19, Plan 1117V)] for development in a DC Zone during the regular Council meeting of October 13, 2020.

**SUBMITTED BY:**

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

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





Approved by Council May 11, 2020

## **DIRECT CONTROL ZONE DEVELOPMENT APPLICATION PROCESS**

### **BACKGROUND**

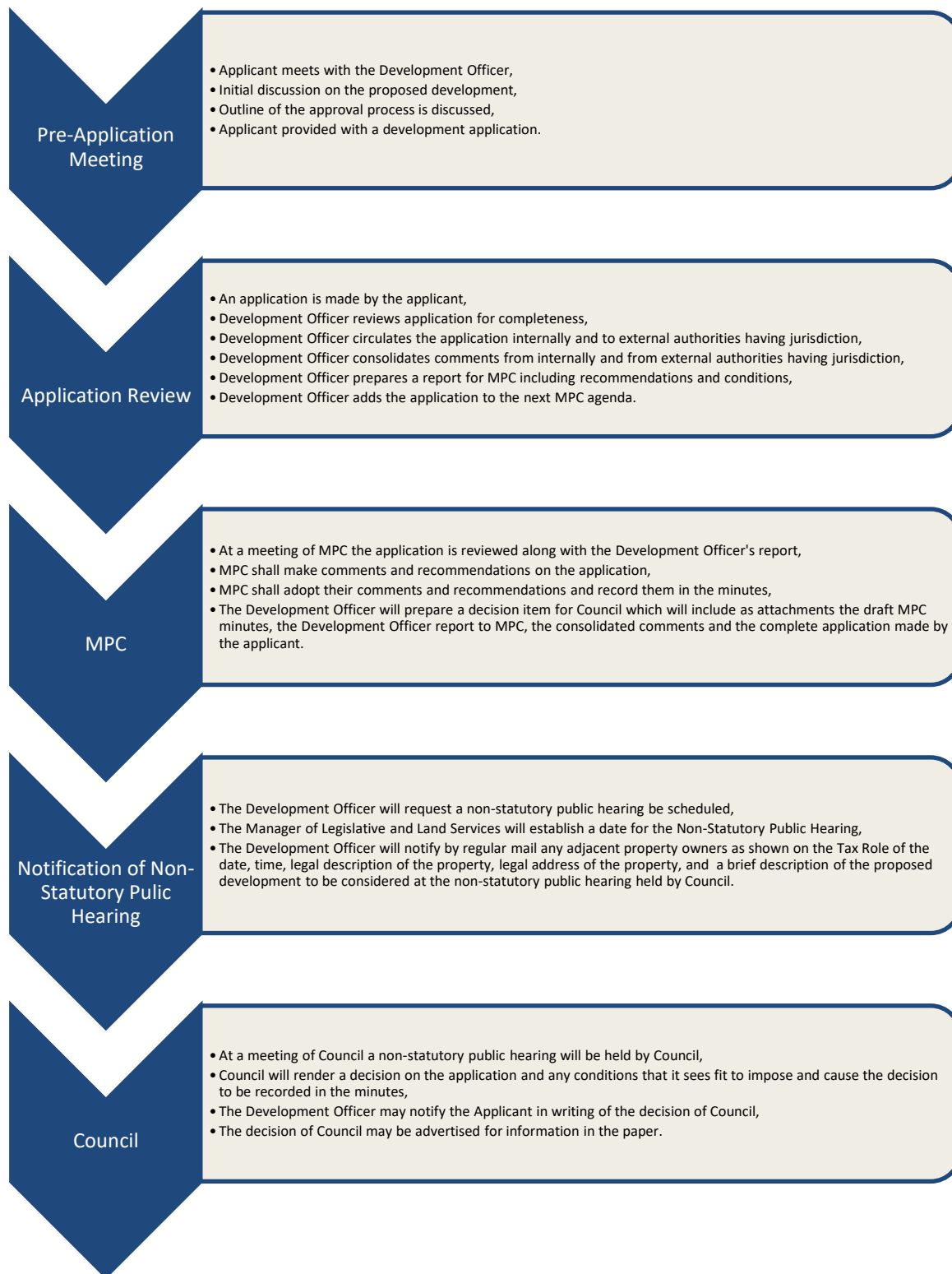
Direct Control (DC) refers to a Land Use classification designated in the Land Use Bylaw (LUB) of the Town of Redcliff. The DC Land Use classification is used when Council determines that it will retain the authority to approve developments for a specific parcel of land. As such all development applications for a site with a DC Land Use classification must be referred to Redcliff Town Council for approval.

### **DEFINITIONS**

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

### **POLICY**

- (1) Typically, DC should be used for the following circumstances:
  - (a) Where a proposed development is for a use that was not considered in the LUB and it is not practical to make a LUB amendment,
  - (b) Where a proposed development is a one-off that is not practical to create special conditions for,
  - (c) Where a proposed development is on a site or of a type where Council considers that the development requires the additional oversight of Council.
- (2) Applications for development on a parcel of land designated as DC shall undergo the same review process as any other development permit that requires the approval of MPC with the exception that MPC will provide a recommendation to Council instead of rendering a decision.
- (3) The recommended process is outlined in the flow chart on the next page.
- (4) Providing a notice to the adjacent property owners is not mandatory or legislated but should be done as courtesy. The Town shall not be held responsible for improper addresses or the failure of any property owner to receive notice.
- (5) Council shall hear the development application and render a decision on the matter.
- (6) As stipulated in the MGA, the decision of Council on development applications is final and not appealable.
- (7) The decision on the application may be advertised in manner similar to other development applications, however the advertisement should advise the decision, is not subject to appeal and is advertised only as a matter of information to the public.





# DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP 0888

APPLICANT INFORMATION					
Applicant <u>JANZEN BUILDERS</u>			Property Owner (if different) <u>GARY + HELEN STRUGARI</u>		
Phone <u>403-548-4007</u>			Phone <u>403-866-0101</u>		
Email <u>cory.janzen@janzenbuilders.com</u>			Email		
Mailing Address <u>1077 FOUNDRY ST. SE</u>			Mailing Address <u>434-5th ST</u>		
City <u>MED. HAT</u>	Province <u>AB</u>	Postal Code <u>T1A 1X6</u>	City <u>REDCLIFF</u>	Province <u>AB</u>	Postal Code <u>T0J 2P2</u>

LOCATION OF DEVELOPMENT			
Civic Address	<u>418 5th ST SE REDCLIFF, AB</u>		
Legal Address	Lot <u>29 + 30</u>	Block <u>19</u>	Plan <u>1117V</u>

DESCRIPTION OF DEVELOPMENT	
Proposed Development: <u>12'x14' SHED c/w 9'x7' 0/4 DOOR.</u>	
Proposed Application:	Proposed Setbacks:
<input type="checkbox"/> New Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input checked="" type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Other (please specify) _____	Front: <u>13.41 m</u> Left: <u>1.0 m</u> Back: <u>4.71 m</u> Right: <u>10.56 m</u>
Land Use District <u>RESIDENTIAL</u>	
Value of Development <u>\$ 6000</u>	
Estimated Completion Date <u>SEPT 30, 2020</u>	





## DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

*I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.*

NAME (please print): CORY JANZEN  
SIGNATURE: *Cory Janzen*  
DATE: AUG 27, 2020

<b>FOR OFFICE USE ONLY</b>		Date: <u>September 1/2020</u>	
Received by: <u>Brian Steph</u>		Designated Use: <u>Necessary Building</u>	
<input checked="" type="checkbox"/> Permitted Use - <u>DC Direct Control</u>			
<input type="checkbox"/> Discretionary Use - Development Officer			
<input checked="" type="checkbox"/> Discretionary Use - MPC			
Receipt # <u>319243</u>	Fee: <u>100.00</u>	Date Issued: <u></u>	
<input type="checkbox"/> Current Certificate of Title		<u>Roll # 0062600</u>	
Notes: <u></u>			
<u></u>			
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Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.

## Preview

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0020 607 454            1117V;19;29,30                      081 335 018

LEGAL DESCRIPTION  
PLAN 1117V  
BLOCK 19  
LOTS 29 AND 30  
EXCEPTING THEREOUT ALL MINES AND MINERALS

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

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 081 000 042

REGISTRATION	DATE(DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
081 335 018	08/09/2008	TRANSFER OF LAND	\$160,000	CASH & MORTGAGE

## OWNERS

GARY ALLAN STRUGARI  
  
AND  
HELEN JOYCE STRUGARI  
BOTH OF:  
434 5TH STREET SE  
REDCLIFF  
ALBERTA T0J 2P0  
AS JOINT TENANTS

[Close](#)

## JANZEN BUILDERS

Detached Shed

Gary and Helen Strugari

418-5th St, S.E. Redcliff, Ab.



WALLS - 2"x4"x9', Spruce studs at 24" o/c with treated bottom plate bolted to 4" concrete slab with 10mm rebar at 24" o/c, e/w. and 1/2" wedge anchors at max 8' o/c Typar building wrap , vinyl siding

ROOF - 2"x6" rafters @ 24" o/c with 2"x6" ridge, 7/16" osb sheathing with H-clips, roof paper and asphalt shingles

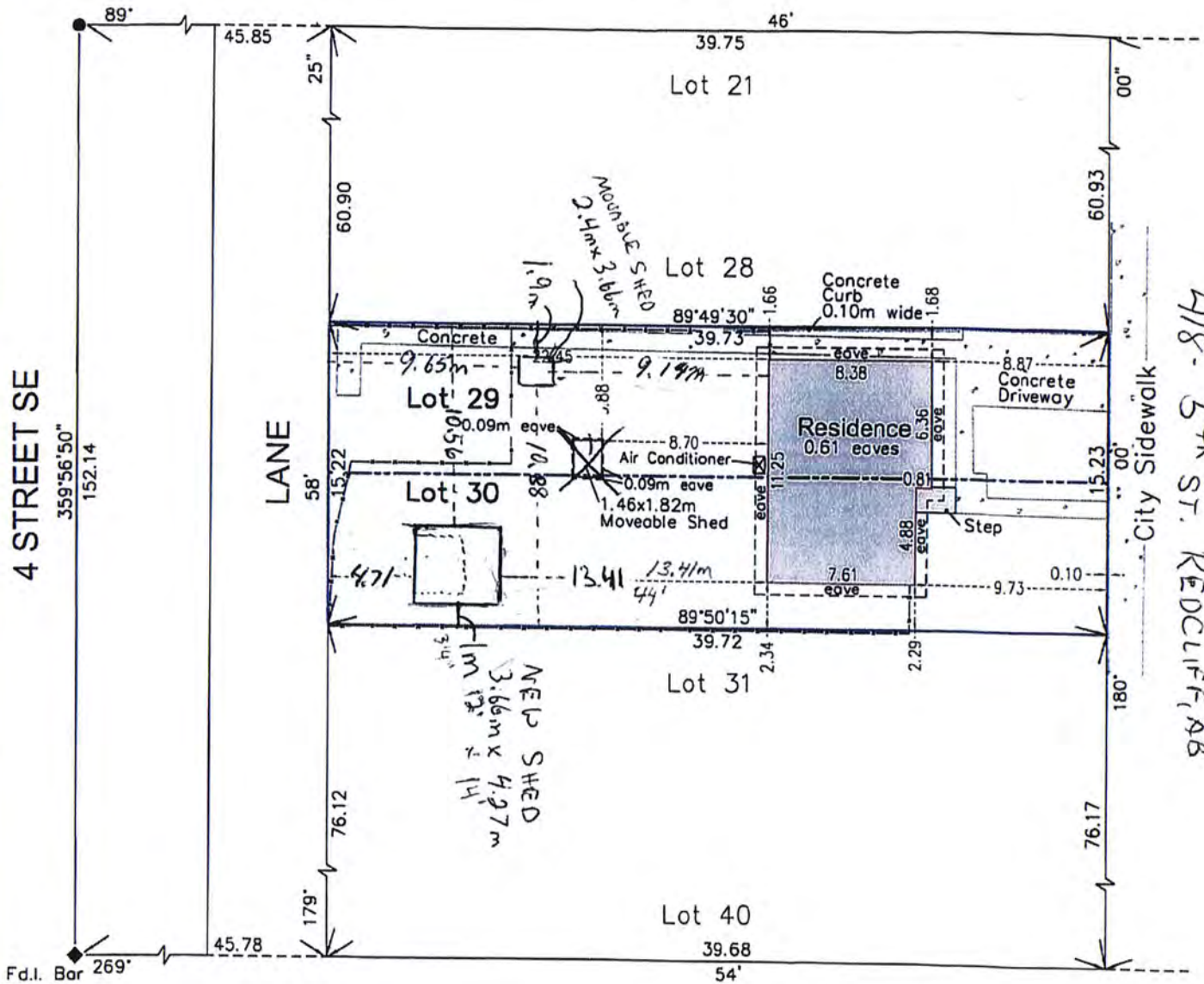
4 STREET SE

359'56"50"  
152.14

LANE

4 AVENUE SE

5 AVENUE SE



418-5th ST. REIDOLF AB

15



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14, 2020

**PROPOSED BY:** Legislative Services

**TOPIC:** Policy No. 050, Smoking Policy

**PROPOSAL:** To consider approval of Policy No. 050, Smoking 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.

Minor wording changes are being suggested for Policy No. 050, Smoking Policy to define smoking as it is defined in Bylaw 1868/2018, Smoke Free Bylaw. This policy sets out the prohibition of smoking in Town facilities and Town vehicles.

**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. 050, Smoking Policy

**OPTIONS:**

1. Approve Policy No. 050, Smoking Policy as presented.
2. Suggest changes to Policy No. 050, Smoking Policy and have Administration draft an amended Policy No. 050, Smoking Policy for review at a future Council meeting.

**RECOMMENDATION:**

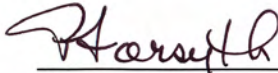
Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 050, Smoking Policy be approved as presented.
2. Councillor \_\_\_\_\_ moved that Administration draft an amended Policy No. 050, Smoking Policy for review at a future Council meeting with suggested changes.

**SUBMITTED BY:**

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

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



Approved by Council: ~~September 9, 2013~~

## SMOKING POLICY

### **BACKGROUND**

It has been determined that second-hand ~~tobacco~~ smoke produced from tobacco consumption, cannabis consumption, vaping, and other similar activities (exhaled smoke and the smoke from idling cigarettes, cigars and pipes) can be a nuisance and is a is a health hazard for many inhabitants of the Town of Redcliff.

The Town of Redcliff considers it ~~its~~their responsibility to provide a clean and healthy environment to the staff and patrons of all Town of Redcliff ~~B~~buildings, and the Town of Redcliff wishes to limit the possibility of damages to facilities due to burns or fires. Therefore, it is desirable in the interest of promoting the health, safety, and welfare of the inhabitants of the Town of Redcliff to prohibit smoking in Town owned facilities and vehicles.

~~The Tobacco Reduction Act addresses this issue and takes precedence over any Town policy or Bylaw.~~

### **DEFINITIONS**

Smoking is defined as to inhale, exhale, burn, smoke, vape, hold, or otherwise have control over a lit or active cigarette, e-cigarette, vapourizer, cigar, pipe, hookah pipe, or other lighted or heated device or apparatus designed to burn or heat tobacco, cannabis, shisha, e-liquid, concentrate, dried herb, or any other substance for the purpose of inhaling or tasting omissions; irrespective of whether the person is inhaling or exhaling the smoke or vapour emitted from it.

### **POLICY**

The policy of the Town of Redcliff will be to prohibit smoking in all Town of Redcliff facilities and vehicles.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14, 2020

**PROPOSED BY:** Community & Protective Services

**TOPIC:** Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace

**PROPOSAL:** To consider approval of Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace

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**BACKGROUND:**

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

Community & Protective Services is proposing minor changes to the existing policy that bring this policy in line with the CUPE agreement. Two definitions were added and some formatting and wording was updated.

**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. 109, Bullying, Discrimination, Harassment & Violence in the Workplace

**OPTIONS:**

1. Approve Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace as presented.
2. Suggest changes to Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace and have Administration draft an amended Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace for review at a future Council meeting.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace be approved as presented.
2. Councillor \_\_\_\_\_ moved that Administration draft an amended Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace for review at a future Council meeting with suggested changes.

**SUBMITTED BY:**

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

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



Approved by Council: ~~September 23, 2013~~

## **Bullying, Discrimination, Harassment & Violence in the / Workplace Violence**

### **BACKGROUND**

The Town of Redcliff is committed to providing a working environment that is safe, comfortable and free from bullying, discrimination, harassment and any form of violence in the workplace. ~~harassment.~~

### **POLICY**

The Town of Redcliff does not condone or tolerate any unlawful act of discrimination or harassment, or any behavior, which denies individuals their dignity and respect. Through enforcement of this policy and by education of Town personnel, the Town of Redcliff will seek to prevent, correct and discipline behaviour that violates this Policy. Prohibited conduct under this policy includes:

- “Bullying” is intentional or repetitive acts or verbal comments that seek to harm, hurt, intimidate, coerce, or isolate a person.
- **“Discrimination”** is any unjust or prejudicial treatment ~~attempt to harass~~ of an individual, in matters related to employment including but not limited to opportunities, benefits or privileges, working conditions, or evaluation standards, on any of the following prohibited grounds: ancestry or place of origin, race, colour, religious beliefs, physical disability, mental disability, gender, age, sexual preference, marital status, family status, and any other criteria contrary to established laws.
- **“Harassment,”** is prohibited by law, and means unsolicited or unwelcome conduct, comment, gesture, or contact which causes offence or humiliation to any individual, which engenders fear or mistrust (bullying), or which compromises an individual's dignity or sense of self-worth. It is an attempt by one person to exercise perceived power over another. The harasser knows, or ought to know, that the behavior is unwelcome or coercive.
- **“Sexual Harassment”** is any sexual behavior, which is unwelcome, personally offensive, debilitates morale, and therefore interferes with work effectiveness. It ~~includes:~~ includes repeated offensive flirtations, unwelcome advances, propositions, continued or repeated verbal abuse of an equal nature, and graphic or degrading verbal comments of a sexual nature about an individual or their appearance. The display of sexually suggestive written or graphic material or objects including calendars, photos or the use of degrading verbal comments creates an offensive atmosphere and is a form of sexual harassment.

In addition, no one should imply or threaten that an applicant or employee's "co-operation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any condition of employment. This includes offering work related rewards.

- "Violence" is behaviour involving physical force intended to hurt, damage, or kill someone or something.

The Town of Redcliff considers any of these conditions ~~harassment~~, in all its forms, to be a serious offence and shall be dealt with in accordance with the Town of Redcliff disciplinary process up to and including termination of employment. ~~direct administration to have appropriate measures and procedures in place to address specific situations.~~



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14, 2020

**PROPOSED BY:** Legislative Services

**TOPIC:** Policy No. 142, Mobile Device Policy

**PROPOSAL:** To consider approval of Policy No. 142, Mobile Device Policy

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**BACKGROUND:**

This is a new policy created to provide Administration with guidance on the provision and use of mobile devices for Town of Redcliff employees.

**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. 142, Mobile Device Policy

**OPTIONS:**

1. Approve Policy No. 142, Mobile Device Policy as presented.
2. Suggest changes to Policy No. 142, Mobile Device Policy and have Administration draft an amended Policy No. 142, Mobile Device Policy for review at a future Council meeting.

**RECOMMENDATION:**

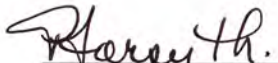
Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy No. 142, Mobile Device Policy be approved as presented.
2. Councillor \_\_\_\_\_ moved that Administration draft an amended Policy No. 142, Mobile Device Policy for review at a future Council meeting with suggested changes.

**SUBMITTED BY:**

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

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



Approved by Council:

## **MOBILE DEVICE POLICY**

### **BACKGROUND**

The Town of Redcliff recognizes the need for certain employees to be available to be able to contact other staff members as well as members of the public when they are away from their regular workstations. As such, the Town of Redcliff provides for the use of mobile devices to authorized employees for the purposes of completing their duties in a more efficient manner.

### **PURPOSE**

To establish a policy to define the authorization and administration of mobile devices and to outline the requirements regarding acceptable usage of mobile devices.

### **DEFINITIONS**

A mobile device is an electronic device that is made for portability and is therefore both compact and lightweight. These devices include (but are not limited to) smartphones, laptops, tablets, pagers, mobile internet data sticks, other portable electronic devices used to store and/or transfer electronic information, etc. This policy pertains to both company-owned and employee-owned mobile devices which are used in the performance of an employee's duties.

### **POLICY**

This policy applies to all situations where the Town has issued a mobile device to employees for use in carrying out their responsibilities. The requirement for an employee to have a mobile device for Town purposes will be determined by the Municipal Manager through consultation with Department Heads and it is based on the position and not on the individual employee. The Municipal Manager will designate (in writing) Town employees who are authorized to use Mobile Devices pursuant to this policy. The Town may provide mobile devices to the required employees. Subject to the Municipal Manager's approval, the employee may have their personal mobile device plan subsidized.

### **DEVICE & DATA OWNERSHIP**

Town-owned mobile devices and all data, documents, and information remain the sole property of the Town. Subsidized mobile devices remain the sole property of the owner, but all Town data, documents, information and work products created, received, transmitted, synchronized or downloaded remain the sole property of the Town.

**PURCHASING MOBILE DEVICES**

The purchase of mobile devices shall be in accordance with the Information Technology (IT) section of the Purchasing Policy. IT will create a standard criterion for all mobile devices purchased by the Town. The Town, through IT, may purchase a new mobile device on an “as needed” basis. The Town will maintain a consistent standard across the organization unless a specific position requires unique specifications which must be provided to IT prior to purchase.

**SUBSIDIZATION OF PERSONAL MOBILE DEVICES**

The Town may subsidize a personal mobile device at the request of the employee and at the discretion of the Municipal Manager. Subsidization of personal devices will be limited to a maximum of 50% of the employee’s total monthly billing up to a maximum of \$25.00. This monthly subsidization will be deemed a taxable benefit. There will be no subsidization for the purchase of a device.

**COSTS RELATED TO PERSONAL USE OF A TOWN-OWNED MOBILE DEVICE**

The Town may recover costs incurred due to the personal use of a Town-owned mobile device.

**USER REQUIREMENTS**

1. Mobile devices are electronic devices that are deemed to be computers. Users are required to use Town resources in an acceptable manner as defined in the following:
  - a. The Computer Policy,
  - b. The Code of Ethics and Conduct for Employees Policy,
  - c. The Social Media Policy,
  - d. The Purchasing Policy.
2. Users must sign the Computer Policy.
3. Users must sign a document acknowledging receipt of the Code of Ethics and Conduct for Employees.
4. Users shall not drive or operate a vehicle, machinery or equipment while at the same time holding, viewing or manipulating a mobile device, and must at all times abide by the provisions of the Traffic Safety Act and any other federal, provincial or municipal laws which may apply.
5. Users may be required to return the Town-owned mobile device to the IT Systems Administrator upon termination, change of duties, or at the request of their Department Head or the Municipal Manager.
6. Users must return out-of-service (obsolete, damaged, replaced, etc.) Town-owned mobile devices to the IT Systems Administrator to wipe any Town information prior to disposal.
7. The abuse of the use of mobile devices, or this policy, may result in privileges being revoked and may result in further discipline determined by the nature of the abuse.



28 August 2020

Town of Redcliff  
PO Box 40, 1 - 3rd Street NE  
Redcliff, Alberta T0J 2P0

RECEIVED  
AUG 31 2020  
TOWN OF REDCLIFF

Attention: Mayor Dwight Kilpatrick

Re: Letter of Support for Redcliff Victim Services

Dear Mayor Kilpatrick,

The mission of Redcliff Victim Service Unit Association is to aid and assist victims of crime and tragedy by providing a support program in partnership with the RCMP within the Town of Redcliff and Cypress County.

Our purpose is to ensure that victims receive support, information, and appropriate referral subsequent to their victimization.

The membership consists of Redcliff Victim Service Board members, Program Manager, Royal Canadian Mounted Police, Victim Service Advocates and other volunteers for fund raising and public awareness events.

Our unit receives most of its funding via a grant from the Victims of Crime and Public Safety Fund that is managed by the Alberta Solicitor General Office in Edmonton. We also receive funding from working the Casino, donations, and various fundraising activities each year.

Our current grant ends 31 March 2020 thus we are in the process of completing our request for another grant. One of the requirements of the application is letters of support from various stakeholders.

This is a request for a current letter of support from your office. We would greatly appreciate a letter by 25 September 2020. Should you have any questions or require further information, please call the undersigned at 403-581-3692.

Thanks in advance,

Joan Hauser  
President  
Redcliff Victim Services Unit Association

**From:** [events](#)  
**To:** [redcliff](#)  
**Cc:** [Dwight Kilpatrick](#)  
**Subject:** 2020 Business Awards: Letter  
**Date:** September 1, 2020 10:54:20 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[Redcliff Mayor Letter.pdf](#)

---

Hello,

I am contacting this email in hopes that Mr. Kilpatrick is able to provide the Medicine Hat & District Chamber of Commerce with a letter to our business community for the upcoming 2020 Business Awards event. I will need to have this submitted by **September 21**, 2020 so it can be included in the event materials.

For your references, I have attached the letter submitted in 2018

If you have any questions or concerns please do not hesitate to connect with me.

Kind regards,  
Kristen Walsh







**Message from the Honourable Dwight Kilpatrick  
Mayor of Redcliff Alberta**

On behalf of the Town of Redcliff I would like to extend Congratulations to all of the 2018 Business Award Nominees as you celebrate with your peers, outstanding business achievements and the positive impact you have on the quality of life in the Redcliff and Medicine Hat area!

We recognize the economic stability that businesses contribute to making this region resilient, and we thank you for your involvement and congratulate you on all of your achievements now and in the future!

Mayor Dwight Kilpatrick  
July 30, 2018



RECEIVED  
SEP 08 2020  
TOWN OF REDCLIFF

2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2  
Phone: 403-529-0550 Fax: 403-528-2473

September 2<sup>nd</sup>, 2020

Town of Redcliff  
Mayor Dwight Kilpatrick  
And Town Council  
1 – 3rd Street NE, Mail: Box 40  
Redcliff, Alberta T0J 2P0

**Re: Reduced Shortgrass Library System Budget Request 2021**

*Dwight*  
Dear Mayor Kilpatrick and Members of Town Council:

The Shortgrass Library System (SLS) Board of Trustees, which consists of appointees from our member municipalities, including yourself, passed its 2021 Operating Budget on August 19th, 2020. This budget includes the municipal per capita requisition, which must be approved by your Council.

The 2021 Municipal Levy was approved at \$4.864, a 5% reduction over the 2020 Levy.

Year	Per capita Municipal Levy	2019 Population Town of Redcliff	Population x per capita amount = total Municipal Levy
2021	\$4.864 per capita	5,600	\$27,238

Please note that the total amount is subject to change, as newly released official population figures become available. The current calculations are based on 2019 population figures released by Alberta Municipal Affairs.

Once Council has had a chance to review the Municipal Levy requests and it has been approved, please provide a letter indicating the approval to me.

Please feel free to contact me if you require further information.

Respectfully,

Petra Mauerhoff  
CEO, Shortgrass Library System

CC: Phyllis Forsyth, Municipal Manager  
Attachment: 2021 Shortgrass Library System Operating Budget



Line No.	Shortgrass Library System Operating Budget	AMENDED 2020	2020 YTD Receipts as at August 10, 2020	YTD 2020 % of total anticipated	2021 Approved
<b>1</b>	<b>REVENUE</b>				
<b>3</b>	<b>Grants</b>				
4	Provincial Operating Grant	\$496,908	\$248,454	50.00%	\$496,908
5	Library Services Grant	\$18,515	\$9,258	50.00%	\$18,515
6	<b>Total Municipal Affairs (Prov) Grants</b>	<b>\$515,423</b>	<b>\$257,711</b>	<b>50.00%</b>	<b>\$515,423</b>
7	STEP/HRDC Grant	\$0	\$0	0.00%	\$0
8	Other Special Grants/CIP	\$0	\$0	0.00%	\$0
9	<b>Total Special Grants</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
10	<b>Total Grants</b>	<b>\$515,423</b>	<b>\$257,711</b>	<b>50.00%</b>	<b>\$515,423</b>
<b>12</b>	<b>Municipal Requisitions Operational</b>				
13	Cypress/CFB - operational	\$39,229	\$34,229	87.25%	\$37,268
14	County of 40 Mile - operational	\$18,335	\$18,335	100.00%	\$17,418
15	County of Newell - operational	\$38,523	\$38,523	100.00%	\$36,597
16	Bassano - operational	\$6,175	\$6,175	100.00%	\$5,866
17	Bow Island - operational	\$10,460	\$10,460	100.00%	\$9,937
18	Brooks - operational	\$73,989	\$73,989	100.00%	\$70,290
19	Duchess - operational	\$5,555	\$5,555	100.00%	\$5,277
20	Foremost - operational	\$2,770	\$2,770	100.00%	\$2,631
21	Medicine Hat - operational	\$323,891	\$323,891	100.00%	\$307,697
22	Redcliff - operational	\$28,672	\$28,672	100.00%	\$27,238
23	Rosemary - operational	\$2,028	\$2,028	100.00%	\$1,926
24	<b>Total Municipal Requisitions</b>	<b>\$549,627</b>	<b>\$544,627</b>	<b>99.09%</b>	<b>\$522,146</b>
<b>26</b>	<b>SLS - Materials</b>				
27	SLS - Materials (\$1.00 / per capita)	\$107,349	\$98,666	91.91%	\$107,349
28	<b>Total SLS - Materials</b>	<b>\$107,349</b>	<b>\$98,666</b>	<b>91.91%</b>	<b>\$107,349</b>
<b>51</b>	<b>Investment (Interest) Income</b>				
52	Operational Investment/Interest Rev	\$3,000	\$344	11.45%	\$500
53	Contingency Investment/Interest Rev	\$500	\$371	74.23%	\$500
54	Capital Investment/Interest Revenue	\$2,500	\$0	0.00%	\$0
55	Rewards Revenue	\$350	\$312	89.27%	\$350
56	<b>Total Investment Income</b>	<b>\$6,350</b>	<b>\$1,027</b>	<b>16.18%</b>	<b>\$1,350</b>
<b>71</b>	<b>Contract Revenue</b>				
73	<b>Total Contract Revenue</b>	<b>\$30,000</b>	<b>\$2,310</b>	<b>7.70%</b>	<b>\$5,000</b>
<b>75</b>	<b>Other Reimbursements</b>				
76	Travel & Mtg Reimbursements (SLS)	\$3,000	\$0	0.00%	\$0
77	LAPP Buyback ( employees portion)	\$0	\$1,598	0.00%	\$0
78	<b>Total Other Reimbursements</b>	<b>\$3,000</b>	<b>\$1,598</b>	<b>53.26%</b>	<b>\$0</b>
<b>80</b>	<b>Carryover from Previous Budget Year</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>82</b>	<b>TOTAL REVENUE - OPERATING</b>	<b>\$1,211,749</b>	<b>\$905,939</b>	<b>74.76%</b>	<b>\$1,151,268</b>
<b>84</b>	<b>EXPENSE</b>				
<b>86</b>	<b>Board Expenses</b>				
87	Board Conferences/Workshops/Travel	\$1,500	\$0	0.00%	\$1,500
88	Board Meetings/Travel/Meal Expense	\$5,500	\$1,555	28.27%	\$5,000
89	<b>Total Board Expenses</b>	<b>\$7,000</b>	<b>\$1,555</b>	<b>22.21%</b>	<b>\$6,500</b>
<b>91</b>	<b>Administration</b>				
92	Insurance - Liability	\$5,500	\$863	15.69%	\$5,800
93	Advertising/Interview Expense	\$1,500	\$100	6.69%	\$1,500



Line No.	Shortgrass Library System Operating Budget	AMENDED 2020	2020 YTD Receipts as at August 10, 2020	YTD 2020 % of total anticipated	2021 Approved
94	Bank Charges	\$350	\$27	7.77%	\$75
95	Admin/BD Stationary & Supplies	\$1,500	\$1,074	71.59%	\$1,200
96	Purchase/Maint. - Office Equipment	\$1,500	\$19	1.26%	\$1,500
97	<b>Total Misc./Stationery/Equipment</b>	<b>\$3,000</b>	<b>\$1,093</b>	<b>36.43%</b>	<b>\$2,700</b>
98	Computer Software	\$500	\$566	113.30%	\$1,000
99	Computer Hardware Purchases	\$1,000	\$5,049	504.90%	\$1,000
100	Photocopying Charges	\$2,000	\$745	37.25%	\$1,800
101	Memberships/Subscriptions	\$11,000	\$9,122	82.92%	\$11,330
102	Fees	\$20,000	\$2,945	14.73%	\$20,000
103	Staff Conference/Workshop	\$10,000	\$597	5.97%	\$1,500
104	Meeting - Travel & Meal Exp	\$6,000	\$2,420	40.34%	\$3,000
105	Worker's Compensation	\$3,200	\$1,667	52.11%	\$4,800
109	<b>Total Administration Salaries &amp; Benefits</b>	<b>\$195,405</b>	<b>\$114,826</b>	<b>58.76%</b>	<b>\$195,405</b>
110	<b>Total Administration</b>	<b>\$259,455</b>	<b>\$140,021</b>	<b>53.97%</b>	<b>\$249,910</b>
112	<b>Promotions/Public Relations</b>				
113	Advertising & Printing	\$6,000	\$1,042	17.37%	\$3,000
114	Promotions/Cards & Gifts	\$8,000	\$936	11.70%	\$4,000
115	Alberta Library Conference	\$5,000	\$0	0.00%	\$0
116	<b>Total Promotions/Public Relations</b>	<b>\$19,000</b>	<b>\$1,978</b>	<b>10.41%</b>	<b>\$7,000</b>
118	<b>Mem Library Man Travel &amp; Training</b>				
119	Workshops	\$2,500	\$0	0.00%	\$250
120	Member Lib. Travel/Education	\$6,000	\$924	15.40%	\$2,000
121	<b>Total Mem Library Managers Exp</b>	<b>\$8,500</b>	<b>\$924</b>	<b>10.87%</b>	<b>\$2,250</b>
123	<b>Programs to Libraries</b>				
124	Summer Reading Programs	\$12,500	\$10,831	86.64%	\$15,500
125	Author Tours	\$500	\$0	0.00%	\$500
126	Special Projects (Programming Supplies)	\$6,000	\$74	1.23%	\$3,000
127	<b>Total Programs to Libraries</b>	<b>\$19,000</b>	<b>\$10,904</b>	<b>57.39%</b>	<b>\$19,000</b>
129	<b>Building Costs</b>				
130	Building Maintenance	\$33,000	\$26,191	79.37%	\$35,000
131	Materials & Supplies	\$5,000	\$2,554	51.08%	\$5,000
132	Insurance	\$8,000	\$5,148	64.35%	\$8,000
133	Utilities	\$30,000	\$9,852	32.84%	\$33,000
134	<b>Total Building Costs</b>	<b>\$76,000</b>	<b>\$43,745</b>	<b>57.56%</b>	<b>\$81,000</b>
136	<b>Technical/Public Services</b>				
137	Cataloguing Software/Tools	\$20,000	\$15,203	76.01%	\$21,000
138	Online Payments - Operating	\$5,500	\$5,243	95.33%	\$5,550
139	Processing Supplies	\$6,000	\$3,343	55.71%	\$6,000
140	Tech Stationary Supplies	\$500	\$426	85.19%	\$500
141	Computer Hardware Purchase	\$3,000	\$1,363	45.42%	\$3,000
142	Computer Software/Support	\$3,000	\$198	6.60%	\$300
143	Equipment Purchases/Maintenance	\$500	\$0	0.00%	\$500
154	<b>Total Sal/Ben-Tech/Public Services</b>	<b>\$566,570</b>	<b>\$298,618</b>	<b>52.71%</b>	<b>\$540,754</b>
158	<b>Total Tech/Public ServicesExp</b>	<b>\$605,070</b>	<b>\$324,394</b>	<b>53.61%</b>	<b>\$577,604</b>
160	<b>Delivery &amp; Communications</b>				
161	SLS Postage & Shipping/Handling	\$1,900	\$1,542	81.16%	\$2,000
162	Van Insurance	\$5,000	\$409	8.19%	\$4,000
163	Van Operating Expenses	\$20,000	\$4,593	22.97%	\$17,500
164	<b>Total Van Expenses</b>	<b>\$25,000</b>	<b>\$5,002</b>	<b>20.01%</b>	<b>\$21,500</b>
167	<b>Total Salary &amp; Benefits Delivery</b>	<b>\$58,000</b>	<b>\$26,791</b>	<b>46.19%</b>	<b>\$62,500</b>
168	ILS - Shortgrass	\$34,000	\$33,788	99.38%	\$34,800
170	<b>Total ILS Computer Maintenance</b>	<b>\$34,000</b>	<b>\$33,788</b>	<b>99.38%</b>	<b>\$34,800</b>
171	Phone Services	\$1,500	\$1,030	68.68%	\$1,500 <sub>9</sub>



Line No.	Shortgrass Library System Operating Budget	AMENDED 2020	2020 YTD Receipts as at August 10, 2020	YTD 2020 % of total anticipated	2021 Approved
172	TM3 Telemessaging	\$500	\$226	45.23%	\$600
173	Mobility	\$50	\$49	97.00%	\$50
174	<b>Total SLS Rental &amp; DDD</b>	<b>\$2,050</b>	<b>\$1,305</b>	<b>63.65%</b>	<b>\$2,150</b>
175	Internet - Domain Names DC	\$0	\$0	0.00%	\$0
176	Internet	\$18,000	\$6,000	33.33%	\$13,000
177	<b>Total SLS Internet Exp AcctsDC</b>	<b>\$18,000</b>	<b>\$6,000</b>	<b>33.33%</b>	<b>\$13,000</b>
178	Bibliocommons	\$11,500	\$12,000	104.35%	\$13,442
179	Bibliocommons App	\$4,000	\$4,000	100.00%	\$0
180	Licensing/Maintenance Agreements	\$10,000	\$1,888	18.88%	\$10,750
181	<b>Total Data CommunicationsDC</b>	<b>\$25,500</b>	<b>\$17,888</b>	<b>70.15%</b>	<b>\$24,192</b>
182	<b>Total Delivery &amp; Communications</b>	<b>\$164,450</b>	<b>\$92,317</b>	<b>56.14%</b>	<b>\$160,142</b>
184	<b>Additional Resources</b>				
185	Electronic Data Bases	\$25,000	\$14,508	58.03%	\$21,000
186	SLS Headquarters Reference	\$200	\$0	0.00%	\$0
187	Library 2 U	\$0	\$0	0.00%	\$0
188	ILL Expenses	\$1,500	\$126	8.40%	\$1,500
189	Rural Ser Pay BI/For/Gra/Red/Irv/MH	\$16,293	\$8,146	50.00%	\$16,293
190	<b>Total Additional Resources</b>	<b>\$42,993</b>	<b>\$22,780</b>	<b>52.99%</b>	<b>\$38,793</b>
196	<b>Special Grants Expenses</b>				
200	<b>Total Special Grants</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
202	<b>Capital Purchases Expense *</b>				
206	<b>Total Capital Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
212	<b>Employee Benefits Expense - Additional</b>				
213	Vacation Pay Expense	\$0	\$0	0.00%	\$0
214	LAPP Expense	\$5,000	-\$1,003	-20.06%	\$4,000
215	<b>Total Employee Benefits Expense</b>	<b>\$5,000</b>	<b>-\$1,003</b>	<b>-20.06%</b>	<b>\$4,000</b>
217	<b>Contingencies &amp; Non SLS Expenses</b>				
218	Contingency	\$4,920	\$0	0.00%	\$5,069
219	Travel & Mtg Expenses (Non-SLS)	\$0	\$1,270	1270.00%	\$0
220	<b>Total Contingencies &amp; Non SLS Exp</b>	<b>\$4,920</b>	<b>\$1,270</b>	<b>25.82%</b>	<b>\$5,069</b>
222	<b>Carryover Project Spending</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
224	<b>TOTAL EXPENSE - OPERATING</b>	<b>\$1,211,388</b>	<b>\$638,885</b>	<b>52.74%</b>	<b>\$1,151,268</b>
226	<b>NET INCOME/LOSS</b>	<b>\$361</b>	<b>\$267,054</b>	<b>73976.27%</b>	<b>\$0</b>

# Memo



**To:** Redcliff Town Council

**From:** Planning & Engineering

**Date:** September 14, 2020

**Re:** Jesmond Lift Station

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The Planning & Engineering Department has been working on a project for several years to upgrade the Jesmond Lift Station to:

- Deal with odor complaints;
- Install a surge tank to provide greater protection against sewer back up; and
- Install a backup generator.

Lift stations typically have some small odor issues. Where odor issues exist they are often caused by the natural characteristics of the sewage and/or sewage sitting in a lift station for extended periods of time (typically from a lift station being oversized, operated incorrectly, or due to configuration issues). In the case of the Jesmond Lift Station it is believed that the odor issues are due to the lift station being oversized and having configuration issues, as it was designed for three-times the catchment area currently draining to the lift station.

Surge tanks are a way to provide additional storage at a lift station to meet extreme wet weather flow storage capacity requirements while allowing the lift station to be sized appropriately to deal with normal flow requirements. In the case of the Jesmond Lift Station there are two known sewage backups, the first from a contractor leaving open manholes during construction during a rainfall event and the second during the July 2013 extreme rainfall event.

The backup generator was proposed for the Jesmond Lift Station because:

- The Town has one generator on a trailer sized for the 3<sup>rd</sup> Avenue and 3<sup>rd</sup> Street NW Lift Station and the 3<sup>rd</sup> Avenue and 3<sup>rd</sup> Street NW Lift Station is a higher priority lift station than the Jesmond Lift Station. Due to the larger size of generator required for the 3<sup>rd</sup> Avenue and 3<sup>rd</sup> Street NW Lift Station it would be more expensive to install a permanent one there.
- The Jesmond Lift Station is the least easily accessed lift station in the Town by the generator trailer.

Planning & Engineering has worked through several design iterations to complete the project on budget. The design, which was ready to tender, was shared with the adjacent residents on July 16, 2020. Residents requested a meeting with Planning & Engineering to present their concerns with the proposed work which was held on August 4, 2020. At the meeting Planning & Engineering agreed to review residents' concerns and look at the feasibility of their

suggestions. The primary concern raised was the aesthetics of the lift station and how the proposed work would obscure the residents' views.

The review showed that the proposed work would likely come in over budget when tendered. Multiple other options were reviewed and found to range from slightly costlier to much costlier than the current proposed work.

The review looked at what could be eliminated from the project and/or deferred to a later date. The conclusions were that to ensure the project came in close to budget much of the equipment to directly deal with odor issues could not be installed, the surge tank would need to be smaller, and the backup generator could not be installed.

The Jesmond Lift Station was built in 2003. Lift stations are expected to provide 25 years of service before a major midlife retrofit is required.

Given the current economic climate and the low risks if the lift station is not upgraded at this time, the best way to proceed is to:

- Change the operational procedure to have the existing perfume tank filled every spring.
- Install a hose from the perfume vent into the coulee on the surface on a trial basis.
- Pay any costs incurred on the project to date (mostly electrical engineering consulting and extending the forcemain to Main Street).
- Cancel the project.

The project will be left in a shovel ready project condition.

# Memo



**To:** Redcliff Town Council

**From:** Community & Protective Services

**Date:** September 14, 2020

**Re:** RCMP Generator Purchase - Capital Project

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## **BACKGROUND:**

In the 2019 Capital Projects Budget Council approved a project for the purchase and installation of back-up generators for two lift stations, Town Hall, and a back-up generator for the RCMP building. The initial project has undergone some scope and financial adjustments since 2019. We are completing the RCMP building back-up generator portion of the project inside a total budget amount of \$100,000.00.

## **PROCESS:**

The Town is assuming the role of prime contractor for the RCMP portion of the back-up generator project and has purchased the required equipment (back-up generator and transfer switch) directly from Cummings Canada ULC. The purchase amount for the equipment is \$74,877.00 CAD.

The justification for the direct award purchase was to maintain like equipment to match existing back-up generators the Town already owns, operates, and maintains on an annual basis as per the required maintenance schedules.

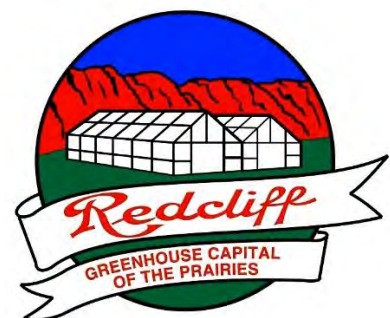
The installation portion is currently going through the quotation competition phase and is estimated at approximately \$10,000.

The estimated time of equipment delivery is late October and weather permitting will be installed upon arrival.

# TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

*September 14, 2020*

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## MUNICIPAL MANAGER

- Council meeting agenda review
- Department Head meetings
- Policy and Bylaw review
- Request for Decision review
- Met with representatives from Cypress County regarding fire services and Landfill
  - Derrin and Cypress County Director of Municipal Services are continuing to work on Joint Fire Hall concepts
  - Jointly working on clarity in the Landfill Authority Agreement with Cypress County CAO
- Budget review
  - As per policy I am advising Council of a PO that I signed over \$75,000. It was 61030 to White Fox for the Rivervalley Potable Water Project (4 invoices) totalling \$87,013.94 including GST
- Budget planning
  - Review fleet requirements and develop plan
  - Review capital projects
- Meeting with Mr. Stimson (Landmark Properties) regarding commercial development along Saamis Drive
- Meeting with Minister Allard (Municipal Affairs) and neighbouring municipalities regarding the proposed assessment model review
  - There has been a reset on the discussion as she is in day 7 of her portfolio
  - There have been challenges presented by municipalities from across the province
  - 4 or 5 major companies will definitely benefit
  - There is no new timeline
  - Comments regarding the impact to rural municipalities; little discussion or representation from urban municipalities in the meeting (interesting to learn that 16% of the population has 60% representation in the Legislature)
  - Minister Allard has no appetite to do this fast and poor; we need to take the time to get it right
  - We will have a path to the solution this fall, prior to budget season
  - There is possibly a change to the school requisition with the change to the assessment model
- Human Resources concerns

## COMMUNITY & PROTECTIVE SERVICES

### Parks, Recreation and Facilities

#### Rec-Tangle

- Instructed Public Works on light pole base installation
- Installed conduit and wiring to light pole base
- Painted light poles
- Arranged installation of conduit under parking lot



- Cleaned concession as necessary
- Cleaned exhaust fan in concession
- Cleaned all touch points and bleachers as necessary
- Completed ice operations for hockey schools and users as necessary
- Arranged blocks to protect ice dumping area
- Obtained material to form cement for water drainage at downspouts

### Pool

- Continued pool operation and testing as necessary
- Moved chemicals from storage to pool as necessary
- Prepared empty containers for return
- Accepted chemical delivery at storage facility
- Monitored pool operations
- Shut down pool operations on August 30

### Facilities

- Completed building inspections and minor repairs as needed
- Checked water park operation
- Adjusted water park as necessary
- Cleaned kitchen, showers, and washrooms as necessary
- Checked and cleaned Fire Hall storage to accommodate skate park supplies
- Asked for budget quotations for Town Hall
- Arranged to have electrical changes to accommodate exhaust fan and A/C
- Ordered supplies to install plexiglass as necessary in Council Chambers
- Began siding changes at the Library
- Ordered additional supplies for Library siding as necessary
- Changed lightbulbs as necessary at RCMP Building

### Parks

- Checked all irrigation systems and repaired as necessary
- Checked programs and increased watering as necessary
- Installed vault lid at River Park water hookup
- Repaired service at Library as necessary
- Checked service at River Park as necessary
- Removed sod and installed rock at Lions Park
- Cut non-groomed areas as necessary
- Cut trail pathways
- Continued garbage collection at parks, pathways, and downtown
- Continued grass cutting and trimming operations
- Sprayed weeds as necessary
- Had sod scraped away at Rec-Tangle and reseeded area

## Other

- Hired additional pool staff
- Completed staff orientations
- Completed pool staff evaluations
- Posted winter seasonal job

## FCSS, Community Services, and Special Events

- Continued CityWide Maintenance Manager training
- Connected with Bridges Family programming to bring parenting classes to Redcliff
- Hosted babysitting course and home alone course
- Reviewed FCSS budget and allocations
- Attended the suicide prevention 'wash rocks' day in order to create rock kits to promote Suicide Prevention Day on September 10<sup>th</sup>
- Continued to accept donations and inquiries for Redcliff's Skate Park
- Began MSP grants
- Created mental health programming take-home kits which will be promoted in the fall and given out to families interested in participating in a family activity. These include a science kit, memory bracelet kit, wheel of coping skills kit, and stress ball kit
- Began coordinating Redcliff Fall Festival
- Continued working on the Redcliff FCSS procedure manual
- Continued with community garden maintenance and administration
- Continued with baseball diamond and Rec-Tangle bookings
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Input new programming into RecDesk

## Health and Safety, Emergency Management, Fire Services

- Continued planning and monitoring of COVID-19 response:
  - Developed protocols for Rec-Tangle use and Staff Exposure Response
  - PPE 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
- Reviewed process for obtaining COR and attended health and safety course for H&S management systems

## Community Peace Officer

- The joint investigation involving the Redcliff Fire Department, Medicine Hat Fire Service, Redcliff Development Officer, and Redcliff Municipal Enforcement is still ongoing
- Unsightly properties have been high on the list of complaints. Majority of the ratepayers have cooperated. Some requiring more time

- There was a recent dog attack in the downtown core which required Municipal Enforcement and the RCMP to investigate
- The campground continues to be a location that requires extra attention. This includes some ongoing thefts which the RCMP are investigating
- Business licenses and dog issues are continuing to be worked on
- Attended several snake complaints
- Travis Permits have started to come in as the industry picks up

### Town of Redcliff Statistics from August 2020 – 118 Calls for Service

Report Type	Incident Type	Total	Total Percentage
Case Report	ASSIST GENERAL PUBLIC	12	10
Case Report	ASSIST GENERAL PUBLIC : FOUND PROPERTY	1	1
Case Report	ASSIST OTHER DEPT	1	1
Case Report	ASSIST OTHER DEPT : ASSIST FIRE	1	1
Case Report	ASSIST OTHER DEPT : ASSIST PARKS DEPT	2	2
Case Report	ASSIST OTHER DEPT : ASSIST PLANNING DEVELOPMENT DEPT	1	1
Case Report	ASSIST OTHER DEPT : ASSIST PUBLIC WORKS	4	3
Case Report	ASSIST OTHER DEPT : ASSIST RCMP	8	7
Case Report	ASSIST OTHER DEPT : ASSIST RCMP MVC	2	2
Case Report	ASSIST RCMP MVC	1	1
Case Report	BYLAWS : ANIMAL-OTHER	2	2
Case Report	BYLAWS : ANIMAL-OTHER : BIRD	1	1
Case Report	BYLAWS : ANIMAL-OTHER : DEER	3	3
Case Report	BYLAWS : ANIMAL-OTHER : SKUNK	1	1
Case Report	BYLAWS : ANIMAL-OTHER : SNAKE COMPLAINT	3	3
Case Report	BYLAWS : ASSIST OTHER DEPT	1	1
Case Report	BYLAWS : ASSIST PUBLIC : NEIGHBOURHOOD DISPUTE	2	2
Case Report	BYLAWS : BUSINESS LICENSE : CANCELLED BL	3	3
Case Report	BYLAWS : CAT : DECEASED	1	1
Case Report	BYLAWS : DOG : AT LARGE	5	4
Case Report	BYLAWS : DOG : AT LARGE : DOG DEFECATING ON PUBLIC PROPERTY	1	1
Case Report	BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE	2	2
Case Report	BYLAWS : DOG : OFFENCE FOR WHICH PENALTY NOT OTHERWISE PROVIDED	1	1
Case Report	BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING A PERSON	1	1
Case Report	BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING INJURING KILLING ANY ANIMAL	1	1
Case Report	BYLAWS : GARBAGE : DEPOSIT PROHIBITED WASTE	2	2
Case Report	BYLAWS : NUISANCE/UNSIGHTLY	27	23
Case Report	BYLAWS : NUISANCE/UNSIGHTLY : ASSIST PUBLIC	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : CAMPGROUND USE : FAILING TO DISPLAY CAMPING PERMIT	2	2

Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : CONDUCT : CONSUMPTION/DISPLAY OF ALCOHOL	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY : DESTROYING OR REMOVING VEGETATION	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : DANGEROUS OBJECTS	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : ENCROACHMENTS : CREATE/ALLOW/CONTRIBUTE TO ENCROACHMENT	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : LITTER CONTROL : DEPOSIT/CAUSE LITTER IN RECREATIONAL AREA	1	1
Case Report	BYLAWS : PARKS RECREATION PUBLIC AREAS : MOTOR VEHICLES OR TRAILERS : PARKING ON ROADWAY WHERE PROHIBITED	1	1
Case Report	BYLAWS : TRAFFIC : ASSIST OTHER DEPT	1	1
Case Report	BYLAWS : TRAFFIC : PARKING	1	1
Case Report	BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE	1	1
Case Report	BYLAWS : TRAFFIC : SIGNAGE ISSUE	1	1
Case Report	PARKING	5	4
Case Report	TRAVIS PERMIT	9	8

## PUBLIC WORKS

### Department

- Detailed design for the landfill cell 102
- Construction for cell 025 and compost system
  - Began June 3<sup>rd</sup>
  - 48% complete
    - Concrete forms being constructed
    - Cell 025 liner complete
      - Leachate collection system construction underway
- Construction for Range Road 71
  - Final inspection with the County passed
  - Construction Completion Certificate
    - Finalized for issue
- Project management for construction projects
- Lead Management Program Town-wide assessment
  - Residential testing has begun
    - 50% complete
- Columbarium expansion
  - Foundation design
- Construction underway for the landfill transfer site, scales, scale house, and dome tent
  - Final contractor deficiencies being addressed
- New fuel tank system for the Town
  - Material ordering phase
  - Ground subbase preparation complete

## **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 water leak
- Assist in flushing sewer lines
- Inspected sewer lines
- Tested River Valley PRV system

## **Municipal Works**

- Conducted funeral interments
- Garbage pick up
- Bin placements/pick ups as needed
- Repair garbage cans lids (ongoing)
- Fixing low spots in alleys
- Street sweeping
- Repaired signs around town
- Picked up trees in Strathmore for landfill projects
- Work on low spots on roads
- Pothole repairs (ongoing)
- Installed storm line for Skate Park
- Cleaned equipment
- Bladed alleys
- Crack filling
- Graded roads for spreading of dust control
- Unplugged blocked storm grates
- Watch and handle service tracker concerns
- Picked up loose garbage in alleys
- Line painting
- Odd small repairs on equipment
- Installed streetlights around Rec-Tangle
- Mowing ditches and town property
- Assisted in sewer flushing
- Marked out headstones at cemetery
- Assist Environmental Technician in digging holes at landfill for trees
- Fixed water leak at 401 3<sup>rd</sup> Street SW

- Helped put toolbox on new trailer
- Changed out basketball net at Memorial Park
- Cleaned out weeds and placed topsoil at Rec-Tangle
- Unloaded salt for winter
- Assisted Environmental Technician with camera jobs when needed
- Cut roots out of sewer lines after inspections
- Flushed culverts at the landfill to remove sediment
- Water service line and mainline repair 401 4<sup>th</sup> St SW
- Sewer service line repair 105 2<sup>nd</sup> St NE

## **Landfill**

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

## **PLANNING & ENGINEERING**

### **Priorities for October**

- Construction
  - 3<sup>rd</sup> and 3<sup>rd</sup> NW surge tank
  - Eastside surge tanks
- Asset management
- Sanitary Sewer Master Plan
- LUB
- Eastside ASP
- 2021 budget

### **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.

## **Agreements**

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

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

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

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

## **Studies**

### **Sanitary Sewer Business Case**

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

## **Capital Projects**

### **3<sup>rd</sup> and 3<sup>rd</sup> Lift Station Upgrades**

BYZ is scheduled to be on site to complete the project by the end of September 2020.

### **Rec-Tangle Parking Lot Improvements**

Completed.

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

Asphalt top lift is being installed on September 10, 2020.

### **Jesmond Lift Station Upgrade**

Project was ready for tender, however at a meeting with residents they were not happy with changes to the design from the conceptual plans. The design changes were made to reduce costs and bring the project under budget. Administration has agreed to look at a couple of different options proposed by the residents. The residents were informed that this will likely mean that we will not be able to start construction in 2020. As the lift station upgrade is to deal mostly with odor and aesthetic issues, and the operational issues being addressed are not creating major operational problems, it is not time critical to have the lift station upgraded.

### **Eastside Sewage Surge Tanks**

Project awarded to White Fox.

### **River Valley Potable Water**

Outstanding work is a couple of minor paving repairs. Project is on budget.

## Kipling Trails

Completed. Project is on budget.

## 3<sup>rd</sup> Street and 4<sup>th</sup> Street NW Top Lift Paving

Concrete rehabilitation has been completed. Paving prep work has started. Public Works will be repairing a couple of sanitary sewer main failures the week of September 14, 2020. Current schedule is to have paving finished by mid-October.

## CORPORATE SERVICES

- The outstanding current year tax is \$1.5M on September 1, 2020 versus \$764K on the same day of 2019, about half less tax revenues received
- Questica Capital Budget Module Improvement
- 2021 Capital and Operating Budget drafts
- Regular daily duties related to finance

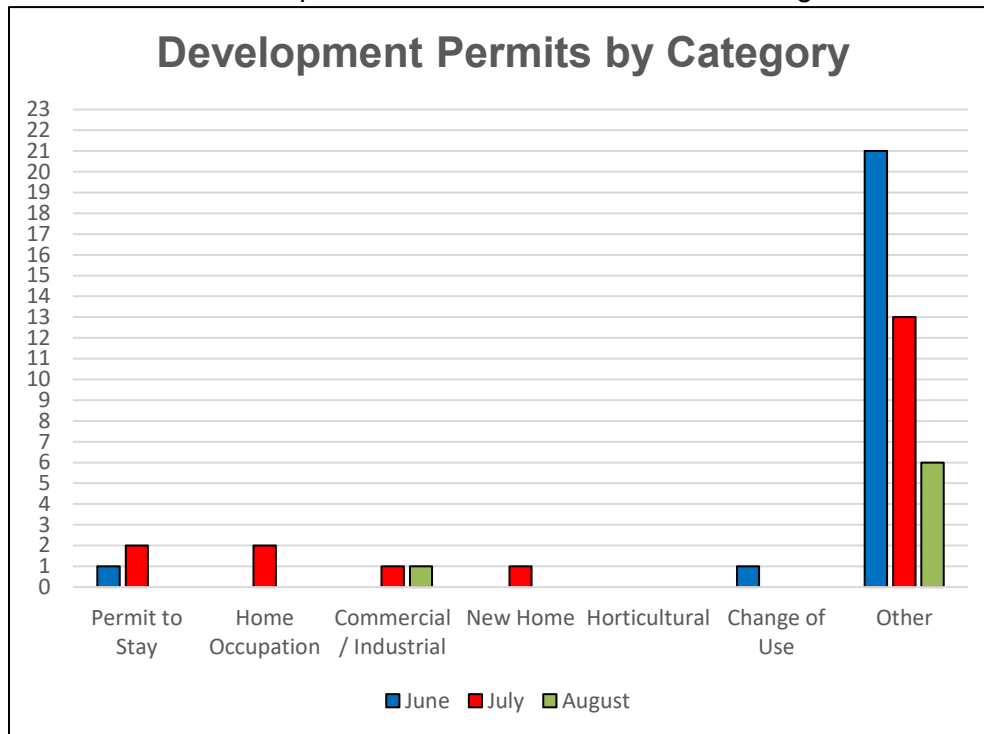
## LEGISLATIVE SERVICES

- Agenda item preparations/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
- Various inquiries re: general, land sales. Three sales to date. Interest in two others
- Ongoing conversion of minutes, bylaws, agreements, and property files to digital format
- Review stages of Records Management Project
- Reviewing policies/procedures
- Organized the Council/Staff Golf event held September 3, 2020. The event was enjoyed by the staff and Council that attended

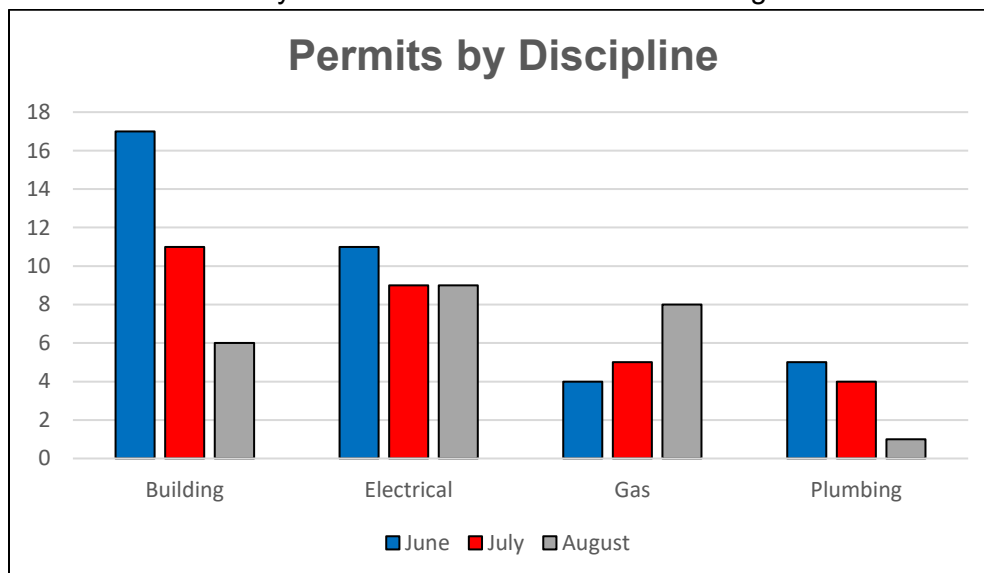


## Development Matters

The number of Development Permits issued to the end of August 2020 is 85:



The number of Safety Codes Permits issued to end of August 2020 is 180:



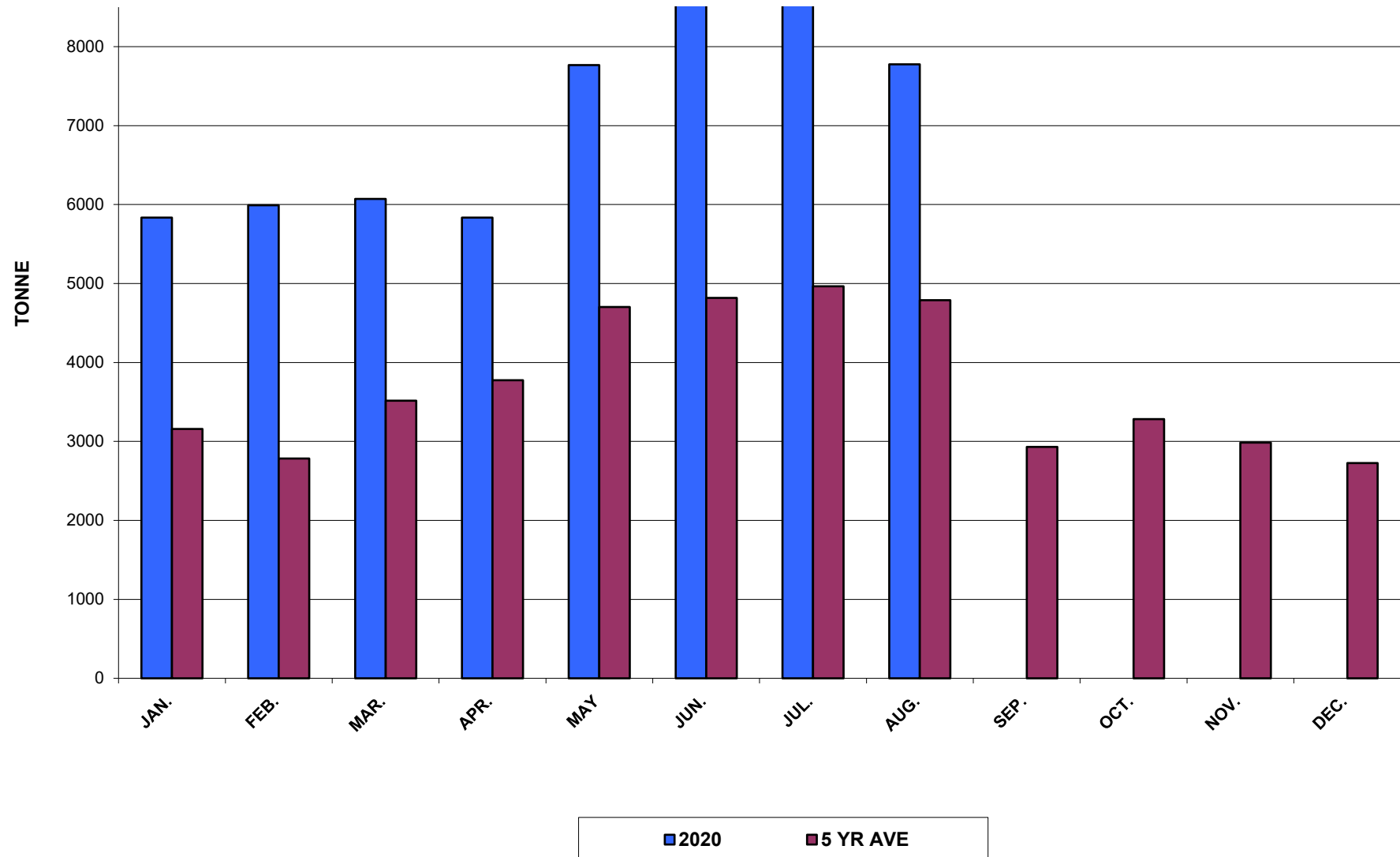
## Enforcement Matters (Land Use Bylaw)

To date Development has had 37 enforcement files:

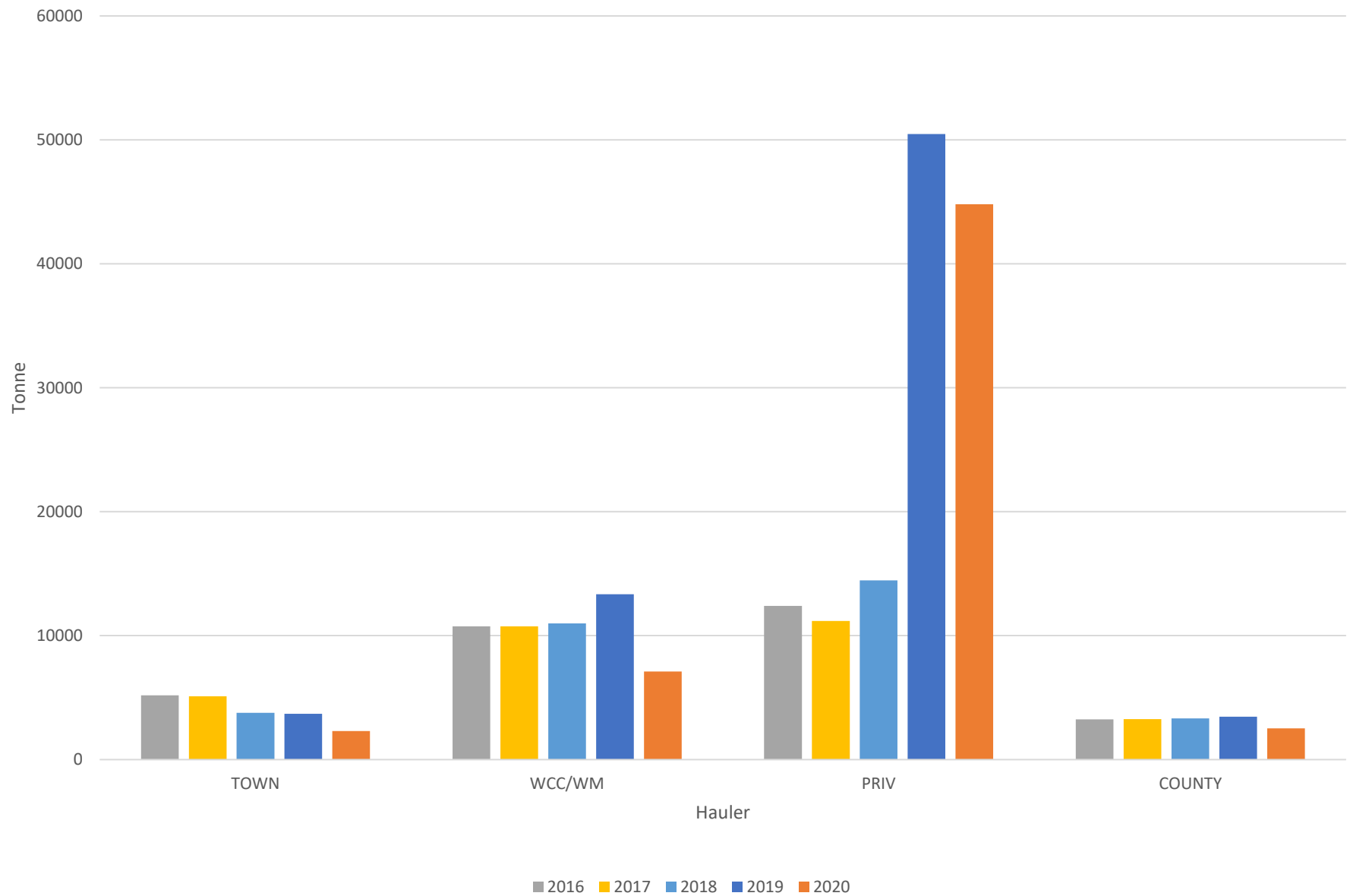
- 31 of the files have been closed by either removing the non-compliant development or an application has been made and an approved Development Permit has been issued
- 2 have applied for Development Permits but the Development Authority has not issued a decision at this time

- 1 file involves the property owner working with Public Works
- 3 ongoing files that have not reached a resolution:
  - Swimming pool
  - Accessory building
  - Shipping container in a R-1A district

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



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



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





## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
September 19, 2020	Fall Festival and Double Feature Movie	Baseball diamonds 11:00 a.m.-1:00 p.m. and 1:30 p.m.-3:30 p.m.; 8:00 p.m. and 10:00 p.m.
September 24-25, 2020	AUMA Convention	Online
September 28, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
October 12, 2020	Statutory Holiday Thanksgiving Day Town Office Closed	
October 13, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
October 19, 2020 October 20, 2020 (if required)	Special Council Meeting Capital Budget Review	Town Hall Council Chambers 8:30 a.m.-5:00 p.m. (Meeting end time may be adjusted as required)
October 26, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
November 3, 2020 November 4, 2020 (if required)	Special Council Meeting Operating Budget Review	Town Hall Council Chambers 8:30 a.m.-5:00 p.m. (Meeting end time may be adjusted as required)