

COUNCIL MEETING

TUESDAY, OCTOBER 13, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 13, 2020 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable *	For Information
	2. DELEGATION	
Pg. 8	A) Redcliff Public Library Board *	
	3. NON-STATUTORY PUBLIC HEARING	
Pg. 13	A) Development in Direct Control Zone * 20-DP-088 (Lots 29-30, Block 19, Plan 1117V [418 5 Street SE])	
	4. MINUTES	
Pg. 19	A) Council meeting held September 28, 2020 *	For Adoption
Pg. 23	B) Family & Community Support Services Board meeting held on September 30, 2020 *	For Information
Pg. 25	C) Redcliff & District Recreation Committee meeting held on October 7, 2020 *	For Information
	5. REQUEST FOR DECISION	
Pg. 27	A) Development Permit Application 20-DP-088 (Direct Control) * Re: Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)	For Consideration
Pg. 39	B) Boulevard Development Funding Request *	For Consideration
	6. OTHER	
Pg. 53	A) Municipal Manager Report to Council *	For Information
Pg. 64	B) Landfill Graphs *	For Information

7. RECESS

8. CLOSED SESSION (CONFIDENTIAL)

A) Operations Matter (*FOIP* Sec. 24)

B) Intermunicipal Collaboration Framework (*FOIP* Sec. 21 & 24)

9. ADJOURN

<u>COUNCIL MEETING - OCTOBER 13, 2020</u>			
<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
85241	FABER SHARPENING LTD.	ZAMBONI BLADES	\$ 178.50
85242	GORDON MEMORIAL UNITED CHURCH	FCSS GRANT - COMMUNITY HELPERS	\$ 300.00
85243	HAT METAL MART LTD.	EAVESTROUGH METAL	\$ 39.10
85244	JACOB'S WELDING LTD.	REPAIR MAST & WELD UP BROKEN BUCKET MULTIPLE UNITS	\$ 483.00
85245	KAL TIRE	TIRE REPAIRS UNIT #152	\$ 112.18
85246	PUROLATOR	FREIGHT	\$ 83.88
85247	SOUTHERN DOOR	DOOR REPAIR RCMP	\$ 172.10
85248	STEWART, MALLORY	FALL FESTIVAL ENTERTAINMENT	\$ 200.00
85249	HOWARD, DANIEL	FALL FESTIVAL ENTERTAINMENT	\$ 250.00
85250	REDCLIFF YOUTH CENTRE	FCSS GRANT - COMMUNITY HELPERS	\$ 300.00
85251	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 8,633.62
TOTAL			\$ 10,752.38

<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT0002629	A & B STEEL LTD	REBAR, ANGLE IRON & TAPE	\$ 208.57
EFT0002630	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 1,867.50
EFT0002631	ATRON REFRIGERATION	REPAIR COMPRESSOR	\$ 99.75
EFT0002632	BERT'S VACUUMS & EQUIPMENT RENTAL	PAPER & CLEANING PRODUCTS	\$ 941.77
EFT0002633	THE BOLT GUYS	PERMACOIL KIT & DRILL BIT	\$ 197.19
EFT0002634	BRUCE'S SEWER SERVICE	SEWER CAMERA 105 2 ST NE	\$ 446.25
EFT0002635	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 53.23
EFT0002636	CITY AUTO PARTS	EQUIPMENT PARTS UNIT #187	\$ 407.65
EFT0002637	FARMLAND SUPPLY CENTER LTD	HYDRAULIC FITTINGS	\$ 323.36
EFT0002638	HOME HARDWARE	ANTI-FREEZE & GENERAL SUPPLIES	\$ 2,178.47
EFT0002639	KIRK'S MIDWAY TIRE	TIRE REPAIRS MULTIPLE UNITS	\$ 81.01
EFT0002640	KOST FIRE EQUIPMENT LTD	EXTINGUISHER & HOOD TESTS	\$ 1,653.76
EFT0002641	LOGOS EMBROIDERY	POOL UNIFORMS	\$ 2,882.46
EFT0002642	NEW WEST TRUCK CENTRES	TRUCK BRAKE WORK UNIT #157	\$ 1,279.11
EFT0002643	OVERHEAD DOOR	REPLACE ZAMBONI ROOM DOOR	\$ 2,804.55
EFT0002644	PRESTIGE WINDOW & DOOR	PLEXIGLASS	\$ 518.78
EFT0002645	RIVERVIEW GOLF CLUB	STAFF RELATIONS - GOLF EVENT	\$ 1,641.00
EFT0002646	RURAL MUNICIPALITIES OF ALBERTA	NO PARKING SIGNS	\$ 150.08
EFT0002647	ROSENAU TRANSPORT LTD	FREIGHT	\$ 59.02
EFT0002648	SNAP-ON TOOLS	BATTERY CHARGER	\$ 1,202.57
EFT0002649	CARLA SPAMPINATO	FALL FESTIVAL MOVIE	\$ 101.83
EFT0002650	SUMMIT MOTORS LTD	EQUIPMENT PARTS & DRUM COOLANT	\$ 831.73
EFT0002651	SUPERIOR TRUCK EQUIPMENT	EQUIPMENT PARTS	\$ 501.68
EFT0002652	ULINE	GLOVES	\$ 1,392.43
EFT0002653	WESTERN CANADA WELDING PRODUCT	OXYGEN TANK REFILL	\$ 102.74
EFT0002654	WESTERN DIESEL WHOLESALE LTD	PUMP TRANSFER	\$ 100.97
EFT0002655	WURTH CANADA LIMITED	GLOVES	\$ 86.94
EFT0002656	AMSC INSURANCE SERVICES	HEALTH CARE SPENDING ACCOUNT	\$ 406.06
EFT0002657	PARK ENTERPRISES LTD.	AUGUST 2020 PERMITS	\$ 2,961.87

EFT0002658	TRANSIT PAVING INC	PROJ#219(RECTANGLE PARKING LOT) TRANSIT FINAL & HOLDBACKS / PROJ#215(BROADFOOT PL & STONE PL UTILITIES & ROAD REHAB) PAVE/CONCRETE	\$ 113,279.62
TOTAL			\$ 138,761.95

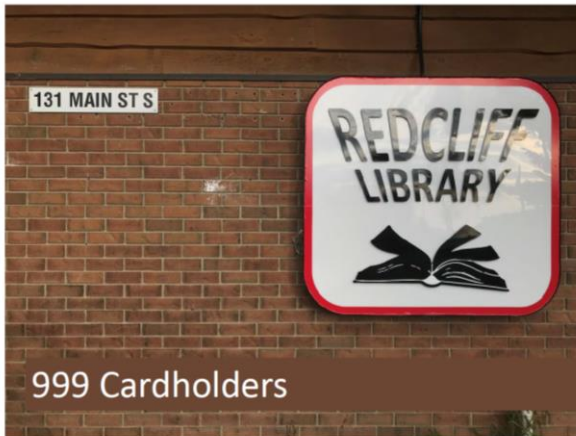
<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-08-11	STAPLES	OFFICE SUPPLIES	\$ 44.06
2020-08-13	U OF A	COURSE REGISTRATION	\$ 795.00
2020-08-13	STAPLES	OFFICE SUPPLIES	\$ (31.49)
2020-08-14	STAPLES	OFFICE SUPPLIES	\$ 78.44
2020-08-17	STAPLES	OFFICE SUPPLIES	\$ 31.49
2020-08-19	STAPLES	OFFICE SUPPLIES	\$ 311.78
2020-09-02	STAPLES	OFFICE SUPPLIES	\$ 20.67
2020-08-21	SPLASH N DASH	VEHICLE WASH	\$ 12.00
2020-08-25	PRINCESS AUTO	RATCHET STRAPS	\$ 91.32
2020-08-28	BIS TRAINING	TRAINING	\$ 68.15
2020-09-01	WCCA (CEMETERY ASSOC.)	MEMBERSHIP	\$ 121.00
2020-08-19	SPLASH N DASH	VEHICLE WASH	\$ 15.75
2020-08-30	ADOBE CREATIVE CLOUD	SOFTWARE LICENSE	\$ 85.18
2020-08-11	SHAW	TOWN HALL INTERNET	\$ 168.00
2020-08-12	NEWEGG	COMPUTER FAN	\$ 31.95
2020-08-17	CPC	A/R STATEMENT	\$ 62.21
2020-08-18	SHAW	WATER TREATMENT PLANT INTERNET	\$ 97.60
2020-08-19	CPC	UTILITY ARREARS	\$ 298.62
2020-08-19	NEWEGG	DDR4 RAM	\$ 43.03
2020-08-20	NEWEGG	DESKTOP COMPUTER	\$ 825.32
2020-08-20	NEWEGG	BLUETOOTH MOUSE	\$ 90.16
2020-08-31	BEST BUY	CURVED MONITOR	\$ 377.99
2020-09-01	SHAW	PUBLIC WORKS INTERNET	\$ 115.50
2020-08-07	TEACHERS PAY TEACHERS	ACTIVITY KIT RESOURCES	\$ 13.79
2020-08-07	DOLLARAMA	ACTIVITY KIT SUPPLIES	\$ 69.50
2020-08-09	AMAZON	ACTIVITY KIT SUPPLIES	\$ 74.69
2020-08-09	AMAZON	ACTIVITY KIT SUPPLIES	\$ 19.49
2020-08-09	AMAZON	ACTIVITY KIT SUPPLIES	\$ 8.49
2020-08-14	CO-OP	ACTIVITY KIT SUPPLIES	\$ 46.81
2020-08-20	HOME HARDWARE	ACTIVITY KIT SUPPLIES	\$ 8.39
2020-08-20	REDCLIFF FOOD FAIR	TIN FOIL	\$ 2.10
2020-08-21	HOME HARDWARE	ACTIVITY KIT SUPPLIES	\$ 5.76
2020-08-25	AMAZON	PHONE CASE	\$ 24.89
2020-08-28	AMAZON	FALL FESTIVAL	\$ 159.90
2020-09-01	AMAZON	FALL FESTIVAL	\$ 13.99
2020-09-02	AMAZON	FALL FESTIVAL	\$ 60.88
2020-09-03	AMAZON	FALL FESTIVAL	\$ 91.32
2020-08-07	PHARMASAVE	POOL SUPPLIES	\$ 5.24
2020-08-07	COSTCO	PROPANE	\$ 36.59
2020-08-11	RDC CONTINUING ED	TRAINING COURSES	\$ 1,365.00
2020-08-14	COSTCO	PROPANE	\$ 35.48
2020-08-25	CANADIAN RED CROSS	TRAINING COURSES	\$ 300.00
2020-08-27	AMAZON	SAFETY FLOATS FOR POOL	\$ 279.07
2020-08-28	COSTCO	PROPANE	\$ 49.40
2020-08-18	HOME DEPOT	CEMENT FOR SIGNS	\$ 383.75
2020-08-20	AWWOA	WATER COURSES	\$ 556.50

2020-08-20	FLAMAN SALES	HITCH FOR SERVICE TRUCK	\$ 211.82
2020-08-21	RIVERVIEW GOLF	STAFF RELATIONS	\$ 128.60
2020-08-27	A1 PIZZA	STAFF RELATIONS	\$ 8.00
2020-08-27	A1 PIZZA	STAFF RELATIONS	\$ 37.80
2020-08-07	STAPLES	OFFICE SUPPLIES	\$ 22.65
2020-08-10	SPLASH N DASH	VEHICLE WASH	\$ 3.50
2020-08-15	911 SUPPLY	SAFETY EQUIPMENT	\$ 282.41
2020-08-17	SPLASH N DASH	VEHICLE WASH	\$ 4.00
2020-08-25	PRINCESS AUTO	SHOVEL	\$ 20.99
2020-08-25	SPLASH N DASH	VEHICLE WASH	\$ 3.25
2020-08-12	RIVERVIEW GOLF	STAFF RELATIONS	\$ 83.15
2020-09-03	CANCO PETROLEUM	PROPANE	\$ 45.10
2020-08-12	COSTCO	OFFICE SUPPLIES	\$ 130.65
2020-09-03	PHARMASAVE	MASKS	\$ 188.94
2020-09-03	ATB	ANNUAL FEES	\$ 49.00
2020-09-03	ATB	ANNUAL FEES	\$ 49.00
TOTAL			\$ 8,633.62

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000719	ATB FINANCIAL MASTERCARD	MASTERCARD PAYMENT	\$ 749.34
000720	FLO-DRAULIC CONTROLS LTD.	MOTOR, GASKET, FILTER, & PUMP CONTROLLER	\$ 6,418.02
000721	AECON TRANSPORTATION WEST LTD.	PROJ#008(RANGE ROAD 71) AECON ROAD UPGRADES	\$ 18,640.13
000722	WHITE FOX GROUP LTD	PROJ#006(COMPOST PAD) WHITEFOX COMPOST PAD	\$ 343,799.51
TOTAL			\$ 369,607.00

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u>			
<u>EFT #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT000000000465	BOSS LUBRICANTS	DIESEL OIL	\$ 519.12
EFT000000000466	DILLON CONSULTING	PROJ#008(RANGE ROAD 71) CONTRACT ADMIN	\$ 2,770.19
EFT000000000467	SUMMIT MOTORS LTD	FILTERS	\$ 885.38
TOTAL			\$ 4,174.69

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-08-18	SOUTHERN REWIND	REPAIR AIR COMPRESSOR	\$ 153.60
2020-09-01	STAPLES	OFFICE SUPPLIES	\$ 74.48
2020-09-02	SWANA	LEACHATE MANAGEMENT	\$ 225.75
2020-08-11	CPC	LANDFILL A/R POSTAGE	\$ 36.30
2020-09-03	CPC	LANDFILL A/R POSTAGE	\$ 33.46
2020-09-02	SWANA	LEACHATE MANAGEMENT	\$ 225.75
TOTAL			\$ 749.34



Pre COVID
Programming



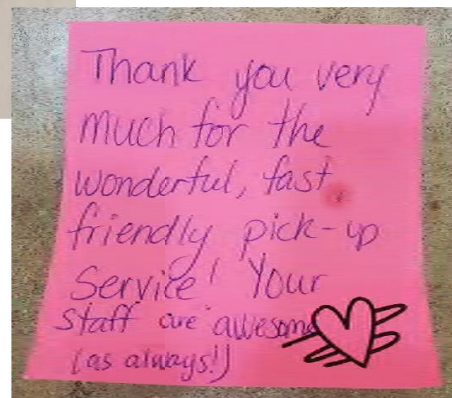
Pre COVID
Programming



Adapting to the
Challenge

Tickled Pink
With the Medicine Hat
Public Library and the
Redcliff Library for their
continued hard work
throughout this pandemic
and the challenges it
brings!

Adapting to the
Challenge



June 2020

	ADULT	CHILD	A/V	Magazines*	TOTAL	OVER DRIVE
2020	976	360	352	156	1844	628
2019	1284	934	811	286	3315	385
Change	-308	-574	-459	-130	-1471	243

*and other Periodicals

August 2020

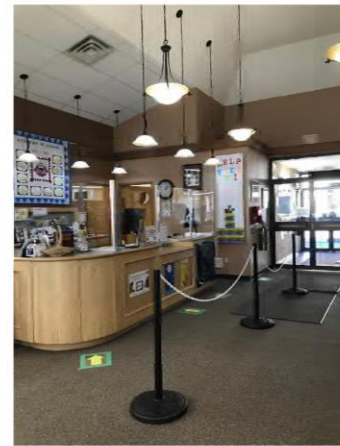
	ADULT	CHILD	A/V	Magazines*	TOTAL	OVER DRIVE
2020	1247	803	654	118	2822	637
2019	1282	1288	941	154	3665	479
Change	-35	-485	-287	-36	-843	158

*and other Periodicals



The New Normal

The New Normal



The New Normal





SUMMER PROGRAMMING WITH SOCIAL DISTANCE



SIGN UP TODAY!



Scientists in School presents

Scientists in Situ

Fun, hands-on virtual STEM workshops, led by a presenter, wherever you are.



Up and Down, All Around!

60 minutes / 15 children / Ages 4-12

Explore how things move! Discover the science behind a magic trick, defy gravity by creating a balancing bird, and engineer an elastic racer to chase down Newton's Laws. We'll be on the move!





**SCIENTISTS
IN SCHOOL**

A leading Canadian science education charity (867139537RR0001)
www.scientistsinschool.ca

VIRTUAL PROGRAMMING

	A	B	C	D	E	F	G
3		2021 Budget	2021 % Breakdown	2020 YTD as of Aug 31th	2020 Budget	2019 YTD as of Dec 31	2019 Budget
4	REVENUE						
5	Provincial Grant	31,013.00	13.24%	15,507.00	31,013.00	31,013.00	31,013.00
6	% Increase over Previous Year						
7	Town of Redcliff	181,859.59	77.65%	121,239.72	181,859.59	181,859.59	181,859.59
8	% Increase over Previous Year	100.00%			100.00%		103.98%
9	Private Donations	4,000.00	1.71%	2,914.20	4,500.00	9,441.05	3,500.00
10	Photocopier Income	2,500.00	1.07%	907.00	3,000.00	3,341.85	2,500.00
11	Proctoring Fees	500.00	0.21%	560.00	200.00	380.00	100.00
12	Rental Income	100.00	0.04%	89.04	600.00	525.00	600.00
13	Public Coffee Area	-	0.00%	50.00	200.00	229.65	200.00
14	Memberships	4,120.00	1.76%	1,856.44	4,120.00	3,928.49	3,380.00
15	Overdue Fines	800.00	0.34%	600.60	2,000.00	2,296.10	1,500.00
16	Fax	400.00	0.17%	257.45	500.00	661.90	750.00
17	Books Sold	2,700.00	1.15%	1,750.00	2,700.00	3,393.75	2,500.00
18	Card Replacement	50.00	0.02%	22.00	50.00	50.75	25.00
19	Summer Program	1,400.00	0.60%	-	2,000.00	1,400.00	1,500.00
20	Laminator	120.00	0.05%	92.00	120.00	110.50	150.00
21	Counter Sales	250.00	0.11%	133.00	250.00	300.50	300.00
22	Grants - Other	4,400.00	1.88%	1,604.00	4,400.00	5,229.85	4,400.00
23	Interest Earned	5.00	0.00%	1.37	5.00	526.22	35.00
29							
30	TOTAL REVENUE	234,217.59		147,583.82	237,517.59	244,688.20	234,312.59
31							
32	EXPENDITURES						
33	Salaries	148,822.05	63.54%	97,089.24	144,122.45	135,132.88	144,122.45
34	CPP	5,217.31	2.23%	3,999.05	5,217.31	5,620.51	5,217.31
35	EI Premiums	3,548.79	1.52%	2,147.67	3,548.79	3,064.88	3,548.79
36	Workers Compensation	313.04	0.13%	420.70	313.04	395.97	313.04
37	Books/Mags/AV	6,000.00	2.56%	4,942.74	6,000.00	7,147.35	6,300.00
38	Shortgrass	28,448.00	12.15%	28,448.00	28,448.00	28,448.00	27,828.00
39	Shortgrass Cataloguing Fee	300.00	0.13%		300.00	-	500.00
40	Telecommunications (SG)	-	0.00%		-	-	400.00
41	Supplies - Office	500.00	0.21%	269.06	575.00	506.25	825.00
42	Supplies - Book R&M	1,800.00	0.77%	830.20	1,800.00	2,239.50	1,800.00
43	Supplies - Circ Desk	650.00	0.28%	424.16	650.00	427.59	650.00
44	Supplies - Counter Sales	225.00	0.10%	22.50	225.00	62.50	225.00
45	Supplies - Computer	1,500.00	0.64%	921.54	1,500.00	1,589.26	1,533.00
46	Supplies - Photocopier	2,000.00	0.85%	589.09	2,200.00	1,920.89	2,200.00
47	Supplies - Staff Room	300.00	0.13%	121.88	300.00	317.11	500.00
48	Supplies - Emergency	50.00	0.02%	-	50.00	300.00	50.00
49	PPE/COVID	1,200.00		2,267.54			
50	Public Coffee Area	-	0.00%	-	100.00	92.67	250.00
51	Postage & Shipping	600.00	0.26%	154.32	600.00	608.22	625.00
52	Telephone & Fax	575.00	0.25%	373.12	575.00	539.43	575.00
53	Workshops, Meetings	2,000.00	0.85%	1,544.43	3,600.00	4,209.59	3,600.00
54	Auditor	150.00	0.06%	162.50	150.00	150.00	200.00
55	Legal Fees & Bank Fees	200.00	0.09%	7.00	200.00	120.55	500.00
56	Dues & Memberships	660.00	0.28%	1,553.75	660.00	599.00	750.00
57	Supplies - LEGO at the Library	-	0.00%	87.59	200.00	214.46	200.00
58	Library Events	250.00	0.11%		500.00	531.07	500.00
59	Social Media	575.00	0.25%	411.25	575.00		
60	Supplies - Summer Program	450.00	0.19%	291.63	560.00	450.80	550.00
61	Supplies - Storyhour	100.00	0.04%	47.68	100.00	126.02	100.00
62	Supplies - Decorations	100.00	0.04%		100.00	-	100.00
63	Advertising	300.00	0.13%	70.18	300.00	253.01	300.00
64	Recognition	1,000.00	0.43%	687.11	1,000.00	710.48	1,250.00
65	Contingencies	2,383.40	1.02%	771.06	4,048.00	3,964.77	3,000.00
66	Utilities	8,500.00	3.63%	4,233.52	8,500.00	6,685.51	8,500.00
67	Janitorial	9,000.00	3.84%	5,964.74	9,000.00	9,078.08	11,000.00
68	Repair & Maintenance	2,500.00	1.07%	1,729.78	2,500.00	2,131.53	2,000.00
69	Insurance	2,600.00	1.11%	2,410.17	2,400.00	2,318.45	2,000.00
70	Capital	1,400.00	0.60%		6,600.00	3,148.06	2300.00
78							
79	TOTAL EXPENDITURES	234,217.59		162,993.20	237,517.59	223,104.39	234,312.59
80							
81	NET INCOME			(15,409.38)	0.00	21,583.81	0.00
82							
85	Per Capita Town Contribution	\$ 32.47			\$ 32.47		\$ 32.54
86	Census	5600			5600		5588
87							
88	Year over year \$ Increase	\$ -			\$ -		\$ 6,967.11

Cell: F23

Comment: Catharine Richardson:
GIC Interest

Cell: F81

Comment: Catharine Richardson:
Due to hour reduction, when Provincial Government delayed grant.



DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP 0888

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

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

DESCRIPTION OF DEVELOPMENT	
Proposed Development: 12'x14' SHED c/w 9'x7' 0/4 DOOR.	
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: 13.41 m Left: 1.0 m Back: 4.71 m Right: 10.56 m
	Land Use District RESIDENTIAL
	Value of Development \$ 6000
	Estimated Completion Date SEPT 30, 2020



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

FOR OFFICE USE ONLY		Date: <u>September 1/2020</u>	
Received by: <u><i>Brian Steph</i></u>		Designated Use: <u><i>Necessary Building</i></u>	
<input checked="" type="checkbox"/> Permitted Use - <u><i>DC Direct Control</i></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><i>[Signature]</i></u>	
<input type="checkbox"/> Current Certificate of Title		<u><i>Roll # 0062600</i></u>	
Notes: _____			

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

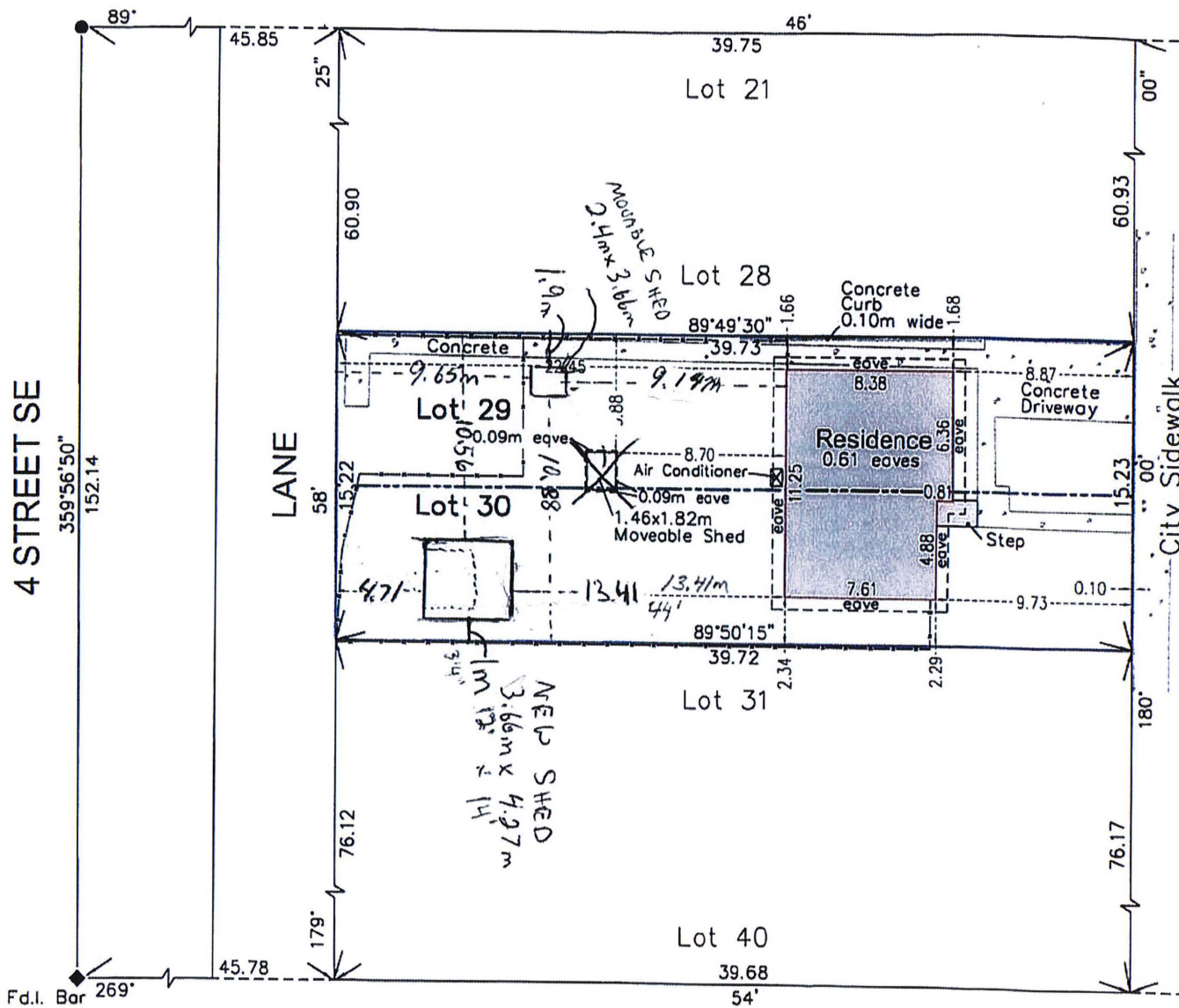
4 STREET SE

359'56"50"
152.14

LANE

4 AVENUE SE

5 AVENUE SE



418-5th ST. REDUCED

15

- d. Development Permit Application 20-DP-081
Russel Foster
Lot 17-18, Block 45, Plan 1117V (205 3 Street SE)
Approved: Portable 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. NO SDAB Decisions have been rendered since the last MPC Meeting.

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

- a. No Decisions or Directions related to the Land Use Bylaw have been received.

F) Items Received for Information

- a. No items have been received for information.

- Carried.

5. DEVELOPMENT PERMIT APPLICATION FOR MPC COMMENT

- A)** Development Permit Application 20-DP-088
Janzen Builders
Lot 29-30, Block 19, Plan 1117V (418 5 Street SE)
Accessory Building

B. Vine moved to recommend to Council that Development Permit Application 20-DP-088 – Accessory Building at 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V) be approved subject to the following condition:

- 1. Exterior finish shall match &/or compliment house and surrounding neighbourhood.

- Carried

6. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 12:41 p.m. – Carried.

Chairman

Recording Secretary

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 28, 2020 @ 7:00 P.M.**

PRESENT:	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 D. Thibault (left at 7:39 p.m.) J. Tu (left at 7:53 p.m.) J. Johansen (left at 7:39 p.m.) C. Popick (left at 7:39 p.m.) S. Simon (left at 8:02 p.m., returned at 8:39 p.m.) E. Engler (left at 7:39 p.m.)

ABSENT:**1. GENERAL**

	Call to Order	A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0367	Adoption of Agenda	B) Councillor Steinke moved the Agenda be adopted as presented. - Carried.
2020-0368	Accounts Payable	C) Councillor Gale moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.
2020-0369	Bank Summary	D) Councillor Crozier moved the Bank Summary to August 31, 2020 be received for information. - Carried.

2. DELEGATION

	Redcliff Youth Centre	A) Janae Ulrich, Youth Wellness & Program Coordinator with the Redcliff Youth Centre, and Chris Corry, Board President of the Redcliff Action Society for Youth, were in attendance to present an update and the Redcliff Action Society for Youth's 2020 Business Plan.
2020-0370		Councillor Crozier moved the presentation by Janae Ulrich, Youth Wellness & Program Coordinator with the Redcliff Youth Centre, and Chris Corry, Board President of the Redcliff Action Society for Youth, regarding an update and the Redcliff Action

Society for Youth's 2020 Business Plan be received for information. - Carried.

B) Dustin Turcotte, Franchise Co-Owner of Postcard Portables Medicine Hat, was in attendance to present a request to Council regarding amending the Portable Signs subsection (Part VIII, Section 88, Subsection 14, Point i) in the Land Use Bylaw 1698/2011.

2020-0371

Councillor Crozier moved the presentation by Dustin Turcotte, Franchise Co-Owner of Postcard Portables Medicine Hat, regarding amending the Portable Signs subsection (Part VIII, Section 88, Subsection 14, Point i) in the Land Use Bylaw 1698/2011 be received for information. Further that Administration be directed to conduct research on the matter and bring back recommendations to Council for consideration. - Carried.

3. MINUTES

2020-0372 Council meeting held
September 14, 2020

A) Councillor Gale moved the minutes of the Council meeting held on September 14, 2020 be adopted as presented. - Carried.

2020-0373 Municipal Planning
Commission meeting held
September 16, 2020

B) Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held on September 16, 2020 be received for information. - Carried.

2020-0374 Redcliff Cypress Regional
Waste Management Authority
meeting held September 22,
2020

C) Councillor Crozier moved the minutes of the Redcliff Cypress Regional Waste Management Authority meeting held on September 22, 2020 be received for information. - Carried.

4. REQUEST FOR DECISION

2020-0375 Community Garden Water
Fees

A) Councillor Czember moved to waive the Redcliff Community Garden 2020 season of water fees. - Carried.

2020-0376 Telus Line Assignment

B) Councillor Gale moved that Administration approve the request to place a new Telus service vault and cabinet at 120 5 Avenue SW (Lot 15, Block 1, Plan 9412409) in accordance with the application made by Roehampton Solutions, with the following conditions:

- a. The Town receives a copy of the construction proximity agreement with the City of Medicine Hat Gas Department sent to plan_eng@redcliff.ca prior to construction beginning. Proximity agreements can be obtained by emailing landconsents@medicinehat.ca;
- b. Copies of all locates sent to plan_eng@redcliff.ca prior to construction beginning;

- c. All construction is to occur in the boulevard with no disruption to local road traffic;
 - d. All excavation must be done by hydrovac;
 - e. Grades are to be re-established after improvements are installed;
 - f. Minimum 12" of topsoil shall be placed on all disturbed areas and seeded with a dry grass seed mix;
 - g. Telus is responsible for mowing weeds in the disturbed area for 1 year;
 - h. Any Town infrastructure damaged by construction must be replaced by Telus; and,
 - i. Site is to be restored to its original state or better.
- Carried.

5. CORRESPONDENCE

- | | | |
|-----------|---|--|
| 2020-0377 | Cerebral Palsy Alberta
Re: World Cerebral Palsy Day | A) Councillor Gale moved correspondence from Cerebral Palsy Alberta regarding World Cerebral Palsy Day dated September 9, 2020 be received for information. - Carried. |
| 2020-0378 | Cypress County
Re: Airport Zoning Regulation Bylaw 2020/08 | B) Councillor Leipert moved correspondence from Cypress County regarding Airport Zoning Regulation Bylaw 2020/08 dated September 24, 2020 be received for information. - Carried. |
| 2020-0379 | Palliser Airshed Society
Re: Annual General Meeting | C) Councillor Czember moved correspondence from Palliser Airshed Society regarding their Annual General Meeting dated September 24, 2020 be received for information. - Carried. |

6. OTHER

- | | | |
|-----------|---|---|
| 2020-0380 | Memo to Council
Re: Look. Listen. Live. Community Safety Partnership Program | A) Councillor Crozier moved the Memo to Council regarding the Look. Listen. Live. Community Safety Partnership Program be received for information. Further that Administration inquire about the cost of additional decals and bring the matter back to Council. - Carried. |
| 2020-0381 | Council Important Meetings & Events | B) Councillor Gale moved the Council Important Meetings & Events be received for information. - Carried. |

7. RECESS

Mayor Kilpatrick called for a recess at 7:39 p.m.

Director of Community & Protective Services, Director of Planning & Engineering, Director of Public Works, and Executive Assistant left at 7:39 p.m.

Mayor Kilpatrick reconvened the meeting at 7:47 p.m.

8. CLOSED SESSION (Confidential Session)

2020-0382

Councillor Gale moved to meet in Closed Session to discuss A) Financial Matter under *FOIP* Sec. 16, 24 & 25, B) Land Matter under *FOIP* Sec. 16, 24 & 25, and C) Personnel under *FOIP* Sec. 17 & 24 at 7:47 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 all items, Director of Corporate Services for item A, and Manager of Legislative Services for items A and B.

Director of Corporate Services left at 7:53 p.m.

Manager of Legislative Services left at 8:02 p.m. and returned at 8:39 p.m.

2020-0383

Councillor Czember moved to return to regular session at 8:38 p.m. - Carried.

2020-0384

Councillor Gale moved that Administration be authorized to sign a contract with KPMG for the fiscal years ending December 31, 2021, December 31, 2022, and December 31, 2023, adjusted for inflation and any changes in scope. - Carried.

2020-0385

Councillor Crozier moved to authorize Administration to proceed with a marketing plan through Alchemy Communications Inc. for no more than \$40,000.00 with funding to come from the Land Development Reserve. - Carried.

9. ADJOURNMENT

2020-0386 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:40 p.m. - Carried.

Mayor

Municipal Manager

**MINUTES OF THE REGULAR MEETING OF
THE REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES BOARD
Wednesday September 30, 2020 @ 6:00 P.M.**

PRESENT:

Chairperson	M. Conboy
Council Representative	C. Crozier
FCSS Administrator	C. Spampinato
Director of CPS	D. Thibault
Board Members	D. White L. Parks R. Schear

ABSENT:

1. GENERAL

Call to Order	A) D. White called the regular meeting to order at 6:00 p.m.
Adoption of Agenda	B) D. White moved the Agenda be adopted as presented. - Carried.

2. MINUTES

FCSS Board meeting held January 30, 2020	A) D. White moved the January 30, 2020 FCSS Board meeting minutes be adopted as presented. - Carried.
---	--

3. DELEGATION

None.

4. OLD BUSINESS

None.

5. NEW BUSINESS

Review programs, initiatives, and events	A) The Board reviewed programs, initiatives, and events, including: Meals on Wheels Community Garden Story Walks United Way MOW grant Seniors Week GMUC Benevolent Fund Bridges/Parent Link Youth Centre Wakeathon
---	---

Updated FCSS brochure
Fall Festival
Mental Health Activity Kits
Suicide Awareness Day participation

D. White moved to receive review of programs, initiatives, and events for information. - Carried.

Discuss future programming

B) The Board discussed future programming including:
Roots of Hope suicide prevention program
Mental Health Run
Youth Centre Haunted House

D. White moved to receive the future programming discussion for information. - Carried.

FCSS allocation of funding

C) The decision of allocation of the remaining funding will be made in November. It is estimated that there is \$6000 to be distributed.

FSLW and MHFS at next meeting

D) FSLWs and MHFS will be invited to the February meeting to discuss their programming.

D. White moved to receive FSLW and MHFS invitation for information. - Carried.

6. CORRESPONDENCE

None.

7. UPCOMING MEETINGS / CONFERENCES/ WORKSHOPS

None.

8. DATE OF NEXT MEETING

February 24th, 2020.

9. ADJOURNMENT

Adjournment

M. Conboy moved to adjourn the meeting at 6:43 p.m. - Carried.

Chairperson

REDCLIFF & DISTRICT RECREATION COMMITTEE MEETING

Wednesday, October 7, 2020 – 7:00 pm.

REDCLIFF TOWN HALL MEETING ROOM

PRESENT:	Chairperson	Justin Getz
	Members	Karen Worrell Shane Hok Christina McNeil Shawna Gale Sharon Kirvan
	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 7:01 pm.
- Christina McNeil moved the agenda be adopted. – Carried.

2. MINUTES

Shane Hok moved the minutes from September 2, 2020, be adopted. – Carried.

3. DELEGATION

None

4. OLD BUSINESS

Mitchel Street Pathway Shawna Gale moved to accept the discussion on the Mitchell Street pathway – Carried.

Memorial Park/Campground/Tennis Courts/IXL Park Christina McNeil moved to accept the discussion on Memorial Park/Campground/Tennis Courts/IXL Park. – Carried

5. New Business

Skatepark Project Karen Worrell moved the information regarding the Skatepark Project be received for information with the following details:
NewLine continues to plan for work late this fall or early winter when crews will be available. They have indicated they will be able to pour the cement under controlled conditions. Clarification on Inland quotes confirmed they will honour the best price and colour at no cost. Cash donations for the skatepark are over \$13,000. – Carried

Recreation Master Plan Review Shawna Gale moved to accept the review of the Plan to section 9 and continue from section 10 at the next meeting. – Carried

6. RECOMMENDATIONS TO COUNCIL

Shane Hok moved to propose an asphalt path down Mitchell Street as per Figure 1. – Carried

7. CORRESPONDENCE

None

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS

None

9. DATE OF NEXT MEETING Wednesday, November 4, 2020, 7:00 pm

10. ADJOURNMENT

Shane Hok moved the meeting be adjourned at 8:37 pm. – Carried

Approved by Chair

Date

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: October 13, 2020

PROPOSED BY: Legislation and Development

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

PROPOSAL: That Council issue a decision on Development Permit Application 20-DP-088 – Accessory Building – 12 x 14 Shed

BACKGROUND:

On September 1, 2020, Janzen Builders submitted a Development Permit Application to relocate a 12 x 14 Accessory Building to 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V).

As per Land Use Bylaw Section 11.4, Development Permit Application 20-DP-088 was forwarded to the Municipal Planning Commission for comment / recommendation at the September 16, 2020 regularly scheduled meeting.

The Municipal Planning Commission made the following motion:

B. Vine moved to recommend to Council that Development Permit Application 20-DP-088 – Accessory Building at 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V) be approved subject to the following condition:

1. *Exterior finish shall match &/or compliment house and surrounding neighbourhood.*
- Carried*

Administration has attached the Development Officer's report provided to the Municipal Planning Commission for further background.

On September 17, 2020, the adjacent landowners were notified via Canada Post informing them of the date and time of the non-statutory public hearing, along with a description of the development permit.

POLICY/LEGISLATION:

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

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

1. Development Permit Application 20-DP-088
2. Development Officer's Report to Municipal Planning Commission
3. Minutes of the September 16, 2020 meeting of the Municipal Planning Commission

OPTIONS:

1. MPC recommends approval of Development Permit Application 20-DP-088 [Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)] – Accessory Building – 12 x 14 shed with the following conditions:
 1. Exterior finish shall match &/or compliment house and surrounding neighbourhood.
2. Approve Development Permit Application 20-DP-088 [Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)] – Accessory Building – 12 x 14 shed with the following conditions:
 - 1.
3. Deny Development Permit Application 20-DP-088 [Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)] – Accessory Building – 12 x 14 shed.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Development Permit Application 20-DP-088 [Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)] – Accessory Building – 12 x 14 shed be approved with the following conditions:
 1. Exterior finish shall match and/or compliment house and surrounding neighbourhood.

SUBMITTED BY:

Department Head



Municipal Manager



DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP 0888

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

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

DESCRIPTION OF DEVELOPMENT	
Proposed Development: 12'x14' SHED c/w 9'x7' 0/4 DOOR.	
Proposed Application: <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) _____	Proposed Setbacks: Front: <u>13.41 m</u> Left: <u>1.0 m</u> Back: <u>4.71 m</u> Right: <u>10.56 m</u> <hr/> Land Use District <u>RESIDENTIAL</u> <hr/> Value of Development <u>\$ 6000</u> <hr/> 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

FOR OFFICE USE ONLY		Date: <u>September 1/2020</u>	
Received by: <u>Brian Stehr</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>			
<u></u>			

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Preview

S
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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

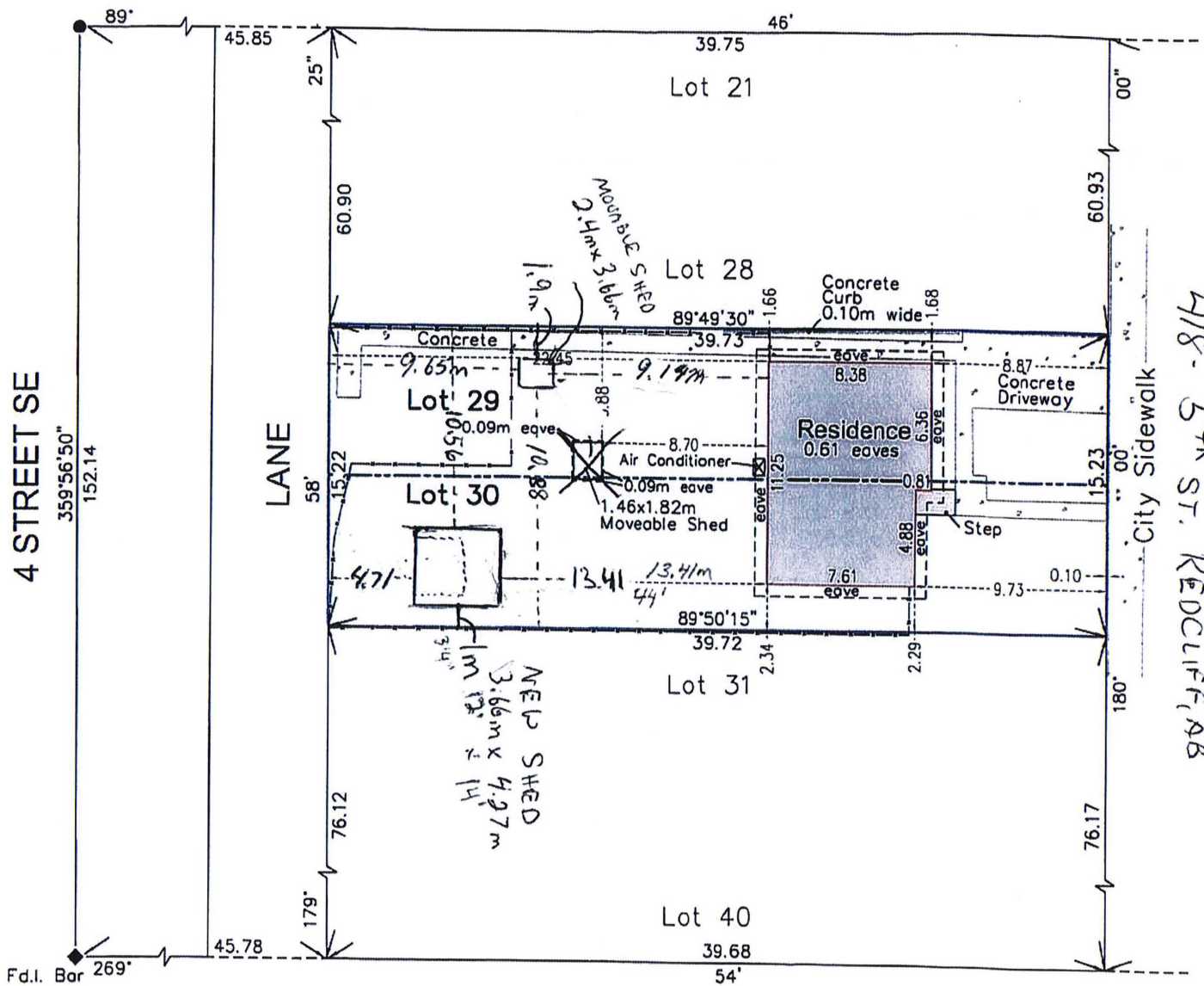
4 STREET SE

359'56"50"
152.14

LANE

4 AVENUE SE

5 AVENUE SE



418-5th ST. REDUCED

MUNICIPAL PLANNING COMMISSION

Development Officer Report

August 11, 2020

Development Permit Application:	20-DP-088 – Accessory Building
Applicant:	Janzen Builders
Owner:	Gary & Helen Strugari
Property Address:	418 5 Street SE
Legal Address:	Lot 29-30, Block 19, Plan 1117V
Land Use:	DC – Direct Control District
Development Officer:	Brian Stehr

1. BACKGROUND:

On October 26, 2010 Town Council passed Bylaw 1670/2010 being a Land Use Bylaw amendment to change Lot 29-30, Block 19, Plan 1117V to DC – Direct Control.

On February 28, 2011 Town Council approved Development Permit Application 11-DP-014 with conditions for a Group Home at this location.

On June 3, 2020 as part of a non related complaint a site inspection was conducted at 434 5 Street SE. During the Site Inspection, it was noted that there was no approved development permit for the accessory building. It was noted that accessory building had been finished to match the detached garage.

The accessory building did not comply with the Town's Land Use Bylaw Section 40 – **Accessory Buildings and Structures.**

G. Strugari informed the Development Officer that the Accessory Building would be relocated 418 5 Street SE. This property is owned by G. Strugari as well.

On September 1, 2020 Janzen Builders submitted a Development Permit Application to relocate a 12 x 14 Accessory Building to 418 5 Street SE.

The Applicant submitted a Building Permit Application at the same time as the Development Permit Application.

2. LEGISLATIVE:

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-088 is being forwarded to you so that Commission may provide comments and/or make a recommendation to Council.

3. COMMENTS

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 proposed development complies with the Land Use Bylaw Section 40 – **Accessory Buildings and Structures.**

4. OPTIONS:

1. MPC member _____ moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-088 - Accessory Building:

1. Exterior finish shall match &/or compliment house and surrounding neighbourhood.

5. RECOMMENDATION:

1. MPC member _____ moved that the following recommendation be forwarded to Council regarding Development Permit Application 20-DP-088 - Accessory Building at 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V):

1. Exterior finish shall match &/or compliment house and surrounding neighbourhood.

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
WEDNESDAY SEPTEMBER 16, 2020 – 12:30 PM
TOWN OF REDCLIFF**

PRESENT: Members

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

Development Officer
Recording Secretary

B. Stehr
B. Stehr

ABSENT:

APPLICANT:

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

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

3. PREVIOUS MINUTES

A) S. Gale moved the minutes of the MPC meeting August 19, 2020 be adopted as amended. – Carried.

4. REPORTS TO MPC

N. Stebanuk moved to receive for information the following Reports to MPC for the MPC Meeting of September 16, 2020:

A) Dates Development Permits advertised in Commentator

a. Aug. 25, 2020

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

- a. Development Permit Application 20-DP-070
Murray Spanier
Lot 25, Block 7, Plan 0212632 (336 Redcliff Way SW)
Approved: Swimming Pool
- b. Development Permit Application 20-DP-079
Jeff Long
Lot 26-27, Block 1, Plan 8150AS (912 3 Street SE)
Approved: Accessory building – Detached Garage
- c. Development Permit Application 20-DP-080
Alex MacKinnon
Lot 9, Block 7, Plan 0012006 (118 Redcliff Way SE)
Approved: Swimming Pool

- d. Development Permit Application 20-DP-081
Russel Foster
Lot 17-18, Block 45, Plan 1117V (205 3 Street SE)
Approved: Portable 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. NO SDAB Decisions have been rendered since the last MPC Meeting.

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

- a. No Decisions or Directions related to the Land Use Bylaw have been received.

F) Items Received for Information

- a. No items have been received for information.

- Carried.

5. DEVELOPMENT PERMIT APPLICATION FOR MPC COMMENT

- A)** Development Permit Application 20-DP-088
Janzen Builders
Lot 29-30, Block 19, Plan 1117V (418 5 Street SE)
Accessory Building

B. Vine moved to recommend to Council that Development Permit Application 20-DP-088 – Accessory Building at 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V) be approved subject to the following condition:

- 1. Exterior finish shall match &/or compliment house and surrounding neighbourhood.

- Carried

6. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 12:41 p.m. – Carried.

Chairman

Recording Secretary

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 13, 2020

PROPOSED BY: Public Works

TOPIC: Boulevard Development Funding Request

PROPOSAL: To consider providing boulevard development funding assistance

BACKGROUND:

On September 22nd, the Town received a letter requesting funding assistance to develop the portion of boulevard that borders the property on 302 Broadway Ave W. The homeowner is requesting assistance from the Town in placing rock to cover the existing bare boulevard spaces.

The request is for a total of \$1,428.00.

The Town does provide free topsoil on an as requested basis for boulevard development; however, the Town has not previously provided funding assistance for boulevard development.

All boulevard development must comply with the Town's boulevard development guidelines.

POLICY/LEGISLATION:

Policy 131, Use of and Work in Road Right-of-Ways in the Town

STRATEGIC PRIORITIES:

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

Strategies

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

ATTACHMENTS:

- 1. Letter Requesting Funding for Boulevard Development
- 2. Policy 131, Use of and Work in Road Right-of-Ways in the Town

OPTIONS:

- 1. Deny funding request for boulevard development at 302 Broadway Ave W.
- 2. Instruct Administration to amend Policy 131, Use of and Work in Road Right-of-Ways in the Town, to include a maximum Town funding contribution for boulevard development.


RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to deny the funding request for boulevard development at 302 Broadway Ave W.
2. Councillor _____ moved to instruct Administration to amend Policy 131, Use of and Work in Road Right-of-Ways in the Town to include a maximum Town funding contribution for boulevard development.

SUBMITTED BY:



Department Head



Municipal Manager

Sept. 11, 2020.

RECEIVED

SEP 22 2020

TOWN OF REDCLIFF

(To be presented at the Town Hall mtg)

Enclosed is an
extra copy of my
letter and the quote.

The quote is only the
portion of the town
property. It does not
include my property.
I also gave a copy to
Corey Popick.

Sept. 11, 2020

To: Redcliff Town Council

SUBJECT: Assistance with boulevard rock cover

RECEIVED

SEP 22 2020

TOWN OF REDCLIFF

From Carol Hilsendeger of # 302 Broadway Avenue West, Redcliff, AB. Cell (403-548-4003)

I am asking for assistance from the Town of Redcliff for putting in rock material to cover the south and east facing boulevards that are currently bare. I am across from the campground entrance and want to keep the area looking attractive for everyone to enjoy.

Since last winter, when I moved there, I have kept the area cleared of weeds and debris. However, I am a senior and these are very large areas, so I have found this to be very challenging for me to maintain. Currently there is no cover material and when it is windy, it also becomes very dusty and some of the soil is eroding.

Since 1969, my family has lived here and have called Redcliff our home. Anything that the Town could provide, would be greatly appreciated. Thank you for your time in reviewing this.

Carol Hilsendeger

A handwritten signature in cursive script that reads "Carol Hilsendeger".

(Included is a contractor quote.)

**EVEREST****Everest Bobcat**

147 Hamptons Way SE
Medicine Hat, Alberta
T1B 0C7
4039281443
boschcolten@gmail.com

ESTIMATE

EST0051

DATE

Aug 17, 2020

TOTAL

CAD \$1,428.00

TO**Carol - Town Boulevard**

302 Broadway Ave. West
Redcliff, Alberta
403 548-4003

DESCRIPTION	RATE	QTY	AMOUNT
Grade/ prep 2390sq. ft, remove excess dirt - Spread 24yds rock	\$75.00	6	\$450.00
Lay down 2390sq. ft of landscape fabric	\$20.00	18	\$360.00
Bring in 22yds of 1" rock	\$25.00	22	\$550.00
	SUBTOTAL		\$1,360.00
	TAX (5%)		\$68.00
	TOTAL		CAD \$1,428.00

* Any changes in job scope require new contract dated/
signed

** 40% is due upon start date and the remainder when the
project is finished

Approved by Council – December 12, 2016

USE OF AND WORK IN ROAD RIGHT-OF-WAYS IN THE TOWN

BACKGROUND:

The primary purpose of road Right-of-Ways (ROWs) is to provide access to titled properties.

In Alberta, road right-of-ways are not titled, and in the case of the Town, title is vested in the Crown in Right of Alberta. MGA Division 2, 16(1).

Title to roads

16(1) The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

The practical effect of this is that there is no land title for a road ROW and encumbrances cannot be registered against them or have registrations to them.

The Town is responsible for what is done in road ROW inside the boundaries of the Town. MGA Division 2, 18(1)

Control of roads

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

The Town regularly receives requests for use and work in the road ROW. Currently the use and work in the road ROWs is dealt with in multiple policies and bylaws. Creation of one policy covering the use and work in road ROWs is intended to streamline the process, remove holes in the current processes, create a uniform set of definitions and rules for dealing with requests for use and work in road ROWs.

The requests for use of road ROWs are primarily, utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences. Occasionally there are requests to temporarily use the road ROW for other purposes such as public gatherings.

The request for work in road ROWs are primarily for the installation of utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences.

The primary difference is that use is typically of an ongoing nature and work is of a temporary nature and as such, the rules governing them must be different.

DEFINITIONS:

Road right-of-way is any land in the Town that does not have a title. These lands could be identified in Town as roads, lanes, walkways, etc.

Boulevard is the land between the edge of the driving surface of a road and the edge of the road right-of-way.

Road Developed with a Cross Rural Section is a road that is constructed with ditches and swales for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with a rural cross section is above the adjacent properties. Roads developed with a rural cross section may or may not have sidewalks and storm sewer systems in the Road ROW.

(The primary distinguishing feature of a rural cross section road from an urban cross section road is that a rural cross section road has ditches or swales at the edge of the road driving surface whereas an urban cross section road has a curb at the edge of the road driving surface.)

Road Developed with an Urban Cross Section is a road that is constructed with curbs and gutters for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with an urban cross section is below the adjacent properties. The difference in the elevation of the road driving surface between roads with a rural and urban cross section typically create drainage issues when a rural road cross section is converted to an urban cross section.

Road Developed with a Hybrid Cross section is a road that on one side is an urban cross section and on the other side is a rural cross section.

Road driving surface is the area inside a road ROW intended for motorized vehicle movements and parking.

Work is defined as anything meeting the definition of Development in the MGA Part 17.616.b

(b) “development” means

- (i) an excavation or stockpile and the creation of either of them,
- (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
- (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

Use is defined as anything that uses the Road ROW which could be construed as development.

Purpose of this Policy

Under the definition of development anything that requires excavation or the placing of anything is deemed to be development. Approval of all works done in a road ROW or uses of the road ROW is impractical as every time anything coming close to meeting the definition of work or use would have to be approved.

The purpose of this policy is to:

- lay out what kind of works and uses are allowed in a road ROW without the Town having to approve them,
- the process for approval of works in a road ROW,
- the process for approval of uses of a road ROW,

Policy

1. The following uses of a Road ROW require approval of the Town:
 - Any utility, and utility installation,
 - Any drainage works (ditches, swales, curb & gutter storm sewers, etc.),
 - Any landscaping that is not exempted in the Boulevard Development section,
 - Any temporary use.
2. All work performed in a road ROW is required to receive Town approval for the work unless specifically exempted from requiring an approval by this policy.
3. Property owners may request construction or modification to concrete structures on a Road ROW including curb and gutters, sidewalks and driveways by submitting a "Boulevard Development Application prior to work commencing.
4. All road driving surfaces, sidewalks, curbs and gutters in a Road ROW must be constructed by the Town or a Town approved contractor in accordance to the Town of Redcliff Construction Standards. Driveways (excepting the crossing of sidewalks, curbs and gutters) do not have to be constructed by the Town or a Town approved contractor in accordance with the Town of Redcliff Construction Standards as the Town does not take any repair, replacement or maintenance responsibility for driveways.
5. Construction to be completed by the Town of Redcliff will require the applicant to complete the Public Services Construction Agreement in the format included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.
6. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards. The Town will require the property owner to post security deposit in the amount as established in the Fees, Rates and Charges Bylaw which will be returned to the property owner upon application in the form provided herein at the completion of construction and inspection of the work and supporting documentation.
7. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
8. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be replaced or repaired to their original condition or better by the entity causing removal or damage.
9. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.

10. The following work is exempt from requiring Town approval:

- Work performed in the road ROW by the Town or by a contractor employed by the Town. This work is deemed to have been approved by the Town,
- Work that is identified in the Boulevard Development section as not requiring an approval,
- Work of an emergency nature required to protect the public,
- Work to remove unauthorized work or uses in the road ROW,
- Work that has been approved by the Town in a Development Permit, Subdivision approval or Development or Service agreement.

Process for approval

The process for approval of work and use of road ROWs shall be similar to the process outlined for Development Applications in the Land Use Bylaw.

BOULEVARD DEVELOPMENT

BACKGROUND:

Every property in the Town abuts a road and road right-of-way. The Town maintains the road and repairs or replaces as needed and in accordance with available resources, the road driving surfaces, sidewalks, curbs and gutters in a Road ROW. The Town requires adjacent properties to maintain the sidewalks (keep them free of snow, ice, debris and vegetation) and area of the boulevard not occupied by a sidewalk. The development of boulevards:

1. Plays an essential role in defining the character and appearance of a community,
2. Can impact the public use and enjoyment of the road ROW,
3. Create hazards for traffic on the roads,
4. Negatively impact the life of the Town's infrastructure in the road right-of-way,
5. Increase the costs for the Town to maintain roads,
6. Increase the peak stormwater runoff from the area which may cause capacity of the Town's stormwater management system to be exceeded.

As such it is in the Town's interest to specify how boulevards can be developed.

POLICY:

1. Boulevard Development shall mean: the placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever for any amount of time.
2. As per the general section of this policy application for Boulevard Development is to be made to the Office of the Development Officer for the Town
3. Boulevards shall be developed and maintained by the adjacent property owner to at least the minimum standard listed in the Boulevard Development Standards.
4. Any Boulevard Development shall be considered approved on a temporary basis only, and shall only be permitted to remain on any boulevard area at the pleasure of the Town
5. The Town and other private utility companies utilize boulevards for the installation of both shallow and deep utilities for repair or maintenance work. In order to clearly establish the limits in respect to the Town's responsibility for the repair and maintenance of the boulevards the following rules are to be followed:
 - a. The Town may at any time require any Boulevard Development to be removed

forthwith. Whenever possible the Town shall provide 5 calendar days' notice for any such removal; however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

- b. When a developed boulevard is disturbed by construction activities it is the responsibility of the entity (Town, Utility Company, etc.) having the work undertaken to restore the boulevard to a developed standard. This responsibility may be transferred back to the property owner by way of contract by the entity undertaking the construction work with the property owner. (i.e. If the Town is contracted by a property owner to install a new curb crossing to provide access to their property the Town in that contract can state that the property owner is responsible for restoration of the boulevard to its developed state. If the contract does not state this then the Town or other entity) would be responsible for restoration of the boulevard to a developed standard.
 - c. Where private driveways, walkways and or pads made of concrete or asphalt are removed they will be saw cut at the edges of removal. Replacement of removed driveways and walkways shall be as follows:
 - i. Approved asphalt walkways or asphalt driveways will be replaced with hot mix asphalt with a smooth rolled finish. No pattern or painting will be applied.
 - ii. Approved concrete driveways and concrete walkways will be replaced with concrete finished with standard wood float and broom finish. No special finishing treatment, pattern, color or paint will be provided.
 - iii. Non-approved asphalt or concrete driveways, walkways or pads which were removed from the boulevard will not be replaced.
 - d. The disturbed area of a boulevard not restored with asphalt or concrete will be top soiled, fine graded and seeded with a manicured turf grass seed mix. The adjacent property owner to the boulevard has the option of requesting the boulevard not be restored with topsoil or manicured grass seed and takes on full approval and financial responsibility for developing the boulevard.
6. The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore, the Town will supply the necessary amount of top soil from topsoil stripping stockpile when available for the boulevard at the discretion of the Public Services Director. (Note: This topsoil is not screened or organically modified.)

BOULEVARD DEVELOPMENT STANDARDS

Approved Boulevard Development (does not require a Boulevard Development Permit)

- Manicured grass,
- Underground sprinklers,
- Decorative gardens (maximum vegetation height less than 0.4 metres),
- Monuments (where concept has been endorsed by Council).

(Note: Signs located in boulevards are dealt with in the Land Use Bylaw.)

Discretionary Boulevard Development (requires a Boulevard Development Permit)

- Shale, decorative gravel, brick or paving stone,
- Driveways (See Driveways accessing properties),
- Native grass,
- Portable wishing wells, decorative objects,
- Acceptable trees (see tree section for further information)

Prohibited Boulevard Development

The following items are prohibited under any conditions:

- Any permanent fixture or structure
- Private rain gardens, cisterns, or other stormwater management infrastructure,
- Fencing,
- Shrubbery and hedges over 0.4 metres in height,
- Crushed gravel, dirt, pit run gravel, etc.
- Rocks or Boulders exceeding D₁₀ size, excepting monuments as outlined under approved uses. (D₁₀ size means that the average diameter of the largest material will be less than 10 centimeters (4 inches). Generally any material passing a 10 centimeter sieve will meet this requirement.)

If prohibited items exist at the time of this policies adoption, they shall be permitted to remain as long as they are not creating any ongoing problems or creating a safety issue. If at any time any prohibited items are required to be removed as a result of any Boulevard Development, they shall not be replaced or returned to the boulevard area.

DRIVEWAYS TO ACCESS PROPERTIES**BACKGROUND:**

The purpose of this policy is to provide for the installation of driveways from the road driving surface to properties in the Town.

Policy

1. All requests to install driveways to connect a property to a road driving surface shall be directed to the office of the Development Officer for the Town, which will discuss the purpose of the access, design standards and requirements and provide an application package to be filled out prior to formal review of the request.

The Town will consider an application for driveway access upon receipt of:

1. A completed application
2. Receipt of the application fee as outlined in the Fees, Rates and Charges Bylaw.

The Planning & Engineering Department will review the application and provide the following information to the Applicant:

1. The minimum specifications for a driveway at the location requested. This may include:
 - a. Dropped curb specifications including reinforcing,
 - b. Sidewalk specifications including reinforcing,
 - c. Driveway maximum and minimum throat width, and minimum length,
 - d. Minimum driveway spacing,

- e. Minimum and maximum driveway flares or curb returns,
 - f. Hard surfaced swale (concrete or asphalt) designed to maintain the drainage functions of the existing swale,
 - g. A culvert sized to maintain the drainage functions of the existing ditch or swale, with a driveway over the culvert,
 - h. A regraded ditch and or swale with a culvert sized to maintain with the drainage functions of the existing ditch or swale, with a driveway over the culvert,
 - i. An extension of the storm sewer system to accommodate the flows that would be blocked by a driveway crossing,
 - j. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, minimum culvert, etc.)
 3. If the drainage design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
 4. If the driveway will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
 5. The construction deposit that must be posted by the applicant if the driveway is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to install the driveway for the cost established by the Director of Public Services, or
2. Apply for permission to have a contractor install the driveway. This application shall be accompanied by:
 - a. Name of the contractor for the Town's approval,
 - b. Construction deposit,
 - c. Design sketches or drawings as may be required by the Director of Planning & Engineering, or
3. Request for a change in the access design, (i.e. from a hard surfaced swale to culvert with a driveway over it, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.

The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the owner of the property or properties that use the driveway to access their property.

PROVISION TO WIDENING A ROAD DEVELOPED WITH A RURAL CROSS SECTION

Background

From time to time the Town of Redcliff is requested to widen the driving portion of a rural road section, generally for the purpose of adding a parking lane. The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened rural section roadway.

The Town will consider an application for widening a road developed with a rural section upon receipt of:

1. A letter requesting the road widening, and
2. Receipt of the application fee as outlined in the Fees Rates and Charges Bylaw.

The Planning & Engineering Department will review the application in consultation with the Public Services Department examining the impacts on:

- a. Adjacent properties,
- b. Stormwater Management System,
- c. Accesses to the road,
- d. Road capacity (traffic movement), and
- e. Road Safety.

The Planning & Engineering Department will provide the following information to the Applicant:

1. The minimum specifications for a road widening at the location requested. This may be:
 - a. Width of the widening,
 - b. The road surface (paved or gravel),
 - c. Re-grading of ditches and swales to meet current standards,
 - d. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, road structure, etc.)
3. If the design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
4. If the road widening will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
5. The construction deposit that must be posted by the applicant if the road widening is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to design and install the road widening for the cost established by the Director of Public Services and the Director of Planning & Engineering, or
2. Apply for permission to have an engineer design and contractor install the road widening. This application shall be accompanied by:
 - a. Name of the engineer for the Town's approval,
 - b. Name of the contractor for the Town's approval,
 - c. Construction deposit,
 - d. Design sketches or drawings as may be required by the Director of Planning & Engineering, or designate.
3. Request for a change in the widening design, (i.e. from a paved surfaced to gravel, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the road widening will be the responsibility of the applicant.

Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

October 13, 2020



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MUNICIPAL MANAGER

- Attendance at AUMA Convention
 - Starting election preparation
 - Systemic discrimination
 - Navigating the pandemic
 - Resolutions
 - Keynote speakers
 - Opposition remarks
 - Premier and Prime Minister remarks
- Council meeting agenda review
- Department Head meetings
- Policy and bylaw review
- Request for decision review
- Organizational changes implementation
- Budget review
- Budget planning
 - Review fleet requirements and develop plan
 - Review capital projects
- Working with developers on the theme of building a neighbourhood in a community
- Human Resources concerns

OPERATIONS

Parks, Recreation, and Facilities

Projects

- Town Hall renovations (facilities budget \$45K)

Rec-Tangle

- Cleaned all touch points and bleachers daily as necessary
- Completed ice grooming operations for users as necessary
- Poured cement and placed diverters for water below downspouts
- Installed downspout on north end to divert water to pavement
- Replaced board glass broken by user
- Ordered replacement glass
- Replaced mixer valves as necessary for showers

Pool

- Returned chemical containers
- Began winterization of pool
- Checked on contractor's progress at pool
- Removed and stored safety screens
- Sent freight claim off for safety screens

Facilities

- Completed building inspections and minor repairs as needed
- Cleaned kitchen, showers, and washrooms as necessary
- Prepared equipment for winter storage
- Awarded Town Hall project
- Installed plexiglass as necessary in Council Chambers
- Ordered additional supplies for Library siding as necessary
- Changed bulbs as necessary at RCMP Building

Parks

- Began shutdown of park irrigation systems
- Checked vault and vault lids as necessary for damage
- Continued garbage collection at parks, pathways, and downtown
- Cleaned berries from trees
- Installed bollards and garbage cans

Other

- Posted winter seasonal job
- Began employee evaluation process

FCSS, Community Services, and Special Events

- Continued Citywide Maintenance Manager training
- Participated in World Suicide Prevention Day
 - Distributed Buddy-Up material to Redcliff businesses
 - Helped create rock kits and distributed them around town
- Met with PRSD Wellness Coordinator to begin planning for Mental Health initiatives, including large mental health run planned for 2021
- Met with Canadian Mental Health to discuss needs specific to our community
- Hosted a very successful Redcliff Fall Festival and Movie in the Park
 - Movie attendance: 54
 - 11:00 – 1:00 Fall Festival attendance: 75
 - 1:00 – 3:00 Fall Festival attendance: 86
- Attended the monthly Collaborative Community Assistance Network meeting
- Attended the first weekly Suicide Prevention 'Brief' meeting
- Hosted babysitting course and home alone course
- Hosted an FCSS board meeting
- Submitted 4 MSP grants
- Began the New Horizon's for Seniors grant
- Continued working on the Redcliff FCSS procedure manual
- Continued with garden maintenance and administration
- Continued with baseball diamonds and Rec-Tangle ice bookings
- Completed AR requests for previous month
- Collected and monitored campground payments

- Pulled reports from RecDesk and STRIPE for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Input new programming into Rec Desk

Health and Safety, Emergency Management, and Fire Services

- 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
- Attended health and safety course for COR auditing process
- Preliminary meeting for fire hall design process
- Sourcing fire station management software
- Budget planning

Community Peace Officer

- The Joint Investigation with Redcliff Fire, Medicine Hat Fire, Redcliff Development Officer, and Redcliff Municipal Enforcement on a local business is still ongoing. There have been some positive improvements
- Nuisance and unsightly properties have been a high priority this month
- Dog attack investigation was completed successfully
- Dog issues were again a concern
- Parking complaints were in the forefront – several locations around the Town
- Travis Permits appear to have increased this month
- Call Initiation Types: Officer Initiated 30.8 %, All Others 69.2 %

Town of Redcliff Bylaw Statistics in September 2020 – 151 Calls for Service

Incident Type	Total	Total Percentage
Assist General Public	7	5
Assist Other Dept	1	1
Assist Other Dept	1	1
Assist Other Dept	2	1
Assist Other Dept : Assist Finance Dept	1	1
Assist Other Dept : Assist Fire	1	1
Assist Other Dept : Assist Public Works	4	3
Assist Other Dept : Assist RCMP	5	3
Bylaws : Animal-Other	1	1
Bylaws : Animal-Other : Bird	1	1
Bylaws : Animal-Other : Deer	2	1
Bylaws : Assist Other Dept : Assis Fire	1	1
Bylaws : Assist Public : Landlord Tenant Dispute	2	1
Bylaws : Assist Public : Neighborhood Dispute	1	1

Bylaws : Burning : Using Unauthorized Fire Pit	1	1
Bylaws : Business License	2	1
Bylaws : Business License : Business License Inquiry	1	1
Bylaws : Business License : Cancelled BI	1	1
Bylaws : Business License : New Business License	1	1
Bylaws : Cat : Animal Abuse	1	1
Bylaws : Cat : At Large	1	1
Bylaws : Cat : Cat Trap Loan	1	1
Bylaws : Cat : Impounded	1	1
Bylaws : Dog : At Large	6	4
Bylaws : Dog : At Large : Dog Defecating On Private Property	1	1
Bylaws : Dog : Cancel License	1	1
Bylaws : Dog : Chasing Persons	1	1
Bylaws : Dog : Deceased Dog	1	1
Bylaws : Dog : Failure To Have Current License	10	7
Bylaws : Dog : Harboring 3+ Dogs Over Age 6mths	1	1
Bylaws : Dog : Licensed Dog Not Wearing License Tag	1	1
Bylaws : Dog : Threatening Attacking Biting Harassing A Person	2	1
Bylaws : Dog : Threatening Attacking Biting Harassing Injuring Killing Any Animal	1	1
Bylaws : Land Use Bylaw 1698/2011	1	1
Bylaws : Noise Control	2	1
Bylaws : Nuisance/Unsightly	27	18
Bylaws : Parks Recreation Public Areas : Campground Use : Cause Nuisance	1	1
Bylaws : Parks Recreation Public Areas : Campground Use : Non Payment Of Site	5	3
Bylaws : Parks Recreation Public Areas : Motor Vehicles Or Trailers	1	1
Bylaws : Parks Recreation Public Areas : Theft Under	1	1
Bylaws : Street : Non-Permitted Use Of Street : Electric Wire/Cord On Sidewalk	1	1
Bylaws : Street : Non-Permitted Use Of Street : Material Deposited On Street	1	1
Bylaws : Suspicious	1	1
Bylaws : Traffic : Parking And Storage Of Recreational Vehicle	2	1
Fire	1	1
Parking	33	22
Travis Permit	9	6

Municipal Works

- Conducted funeral interments
- Garbage pickup
- Bin placements/pickups as needed
- Repair garbage cans lids (ongoing)
- Fixing low spots in alleys
- Street sweeping
- Repaired signs around town
- Repaired sewer line at 105 2nd Street NE
- Worked on low spots on roads
- Pothole repairs (ongoing)
- Fixed water leak at 728 2nd Street SE
- Cleaned equipment
- Bladed alleys

- Cleaned up shop yard
- Graded roads for spreading of dust control
- Unplugged blocked storm grates
- Watched and handled service tracker concerns
- Picked up loose garbage in alleys
- Build containment area for salt and sand mixture
- Odd small repairs on equipment
- Ongoing training for operators on equipment
- Assisted in sewer flushing
- Marked out headstones at cemetery
- Assisted Environmental Technician in digging holes at landfill for trees
- Fixed sewer on 3rd Street NW
- Hauled gravel and sand for stockpiling
- Cleaned out weeds and placed topsoil at Rec-Tangle
- Prairie Concrete started pads for new columbarium
- Assisted Environmental Technician with camera jobs when needed
- Installed solar-powered flashing stop signs at Broadway and Mitchell intersection

ENVIRONMENT AND PLANNING

Department

- Detailed design for landfill cell 102
 - Ongoing
- Construction for cell 025 and compost system
 - Began June 3rd
 - Project is 67% complete
 - Concrete forms being constructed
 - Aerated piping system installed
 - Concrete pipe encasement being poured
 - Headway complete
 - Cell 025 liner complete
 - Cell 025 final survey and inspection underway
- Construction for Eastside Surge Tanks
 - Construction began September 25th
 - Topsoil stripping is completed
 - Waiting on sanitary materials to arrive
 - Project is 4% complete
- Project management for construction projects
- Lead Management Program Town-wide assessment
 - Residential testing completed
 - 100% complete
 - Results are being distributed to residents
 - No MAC exceedances recorded
- Columbarium expansion

- Foundation construction underway
- New fuel tank system for the Town
 - Construction/installation ongoing

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
- Helped Municipal Works when needed
- Biannual sewer line flushing
- Inspected sewer lines
- Repaired a lift station pump
- Conducted leachate metal testing

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 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)
- Pulled leachate water out of pond and spread on top of landfill
- Began constructing a new access road into cell 101
- Installed new traffic signs

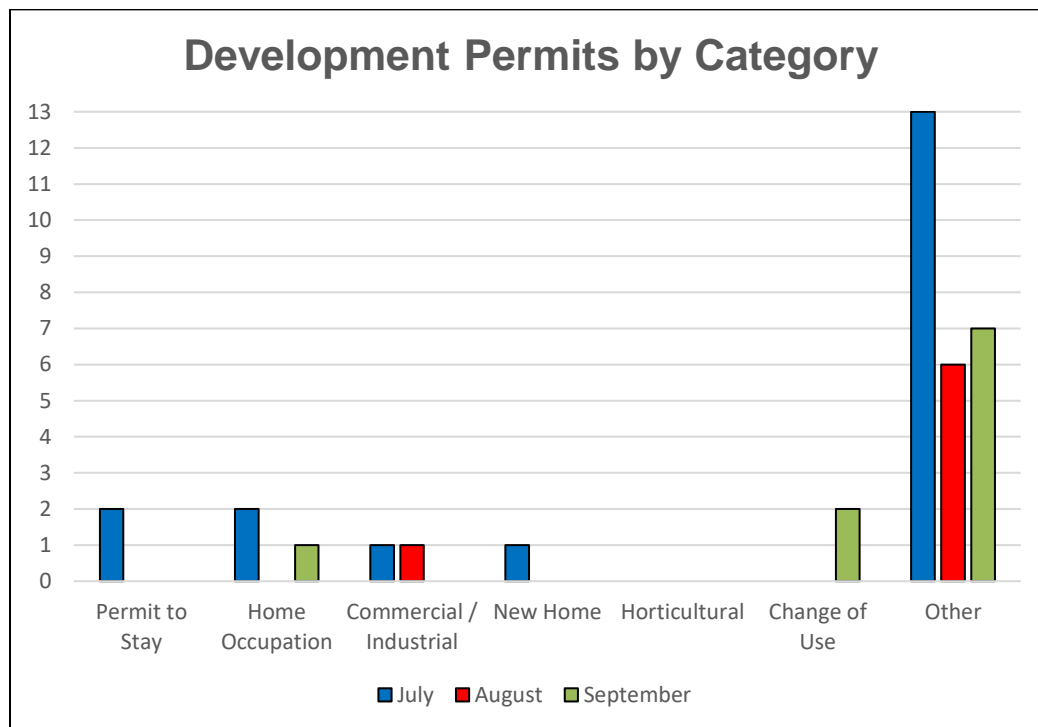
LEGISLATION AND DEVELOPMENT

Department

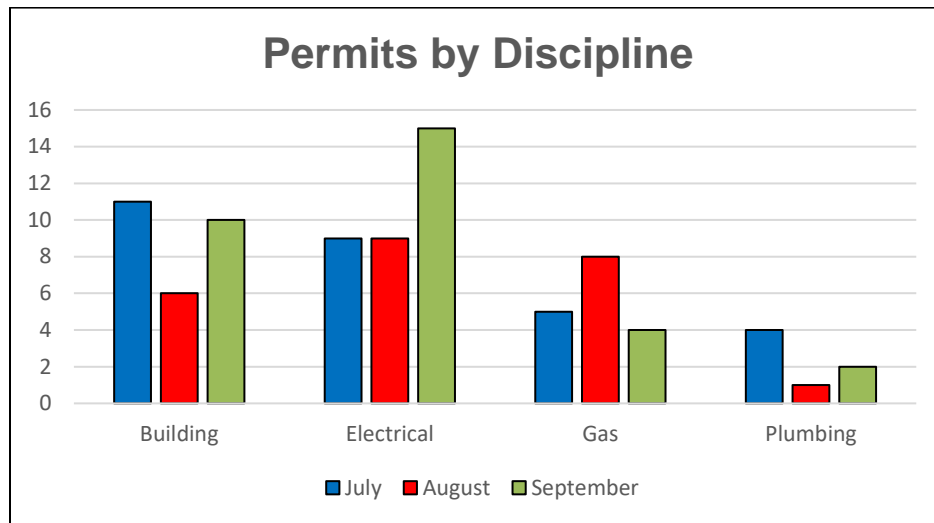
- Responding to inquiries re: general information, land sales, FOIP inquiries, development inquiries
- Ongoing legal file review. Compiling information as requested. This is taking up a substantial amount of time
- Various inquiries re: general, land sales
 - Four sales to date
- Council item preparations/follow up. Department Head meetings, pre/post Council meeting
- Records Management Project is underway
 - Request for Proposals has been issued
- Reviewing policies/procedures
- Preparing for 2021 budget
- Assisting with Asset Management Project.

Development & Land Use Bylaw (LUB) Enforcement

The number of Development Permits issued to the end of August 2020 is 95:



The number of Safety Codes Permits issued to end of August 2020 is 222:



To date Development has had 38 enforcement files:

- 37 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
- 1 file involves the property owner working with Public Works

Planning / Projects

Land Use Bylaw (LUB)

- A review of the LUB has been initiated.

Westside Redevelopment Plan

- 2nd survey in preparation stage

3rd and 3rd Lift Station Upgrades

- BYZ is on site. The project is expected to be complete by October 30, 2020

Jesmond Lift Station Upgrade

- Operational initiatives addressing odor concerns being reviewed

Eastside Sewage Surge Tanks

- Project awarded to White Fox

River Valley Potable Water

- Outstanding work is a couple of minor paving repairs and is expected to be completed the week of October 12, 2020

3rd Street and 4th Street NW Top Lift Paving

- Concrete rehabilitation and paving in the NW has been completed. A new catch basin at 4th Street & 7th Avenue SE will be installed the week of October 5, concrete rehab will begin the week of October 12, with some asphalt patching to follow. Project is expected to be completed by October 30, 2020

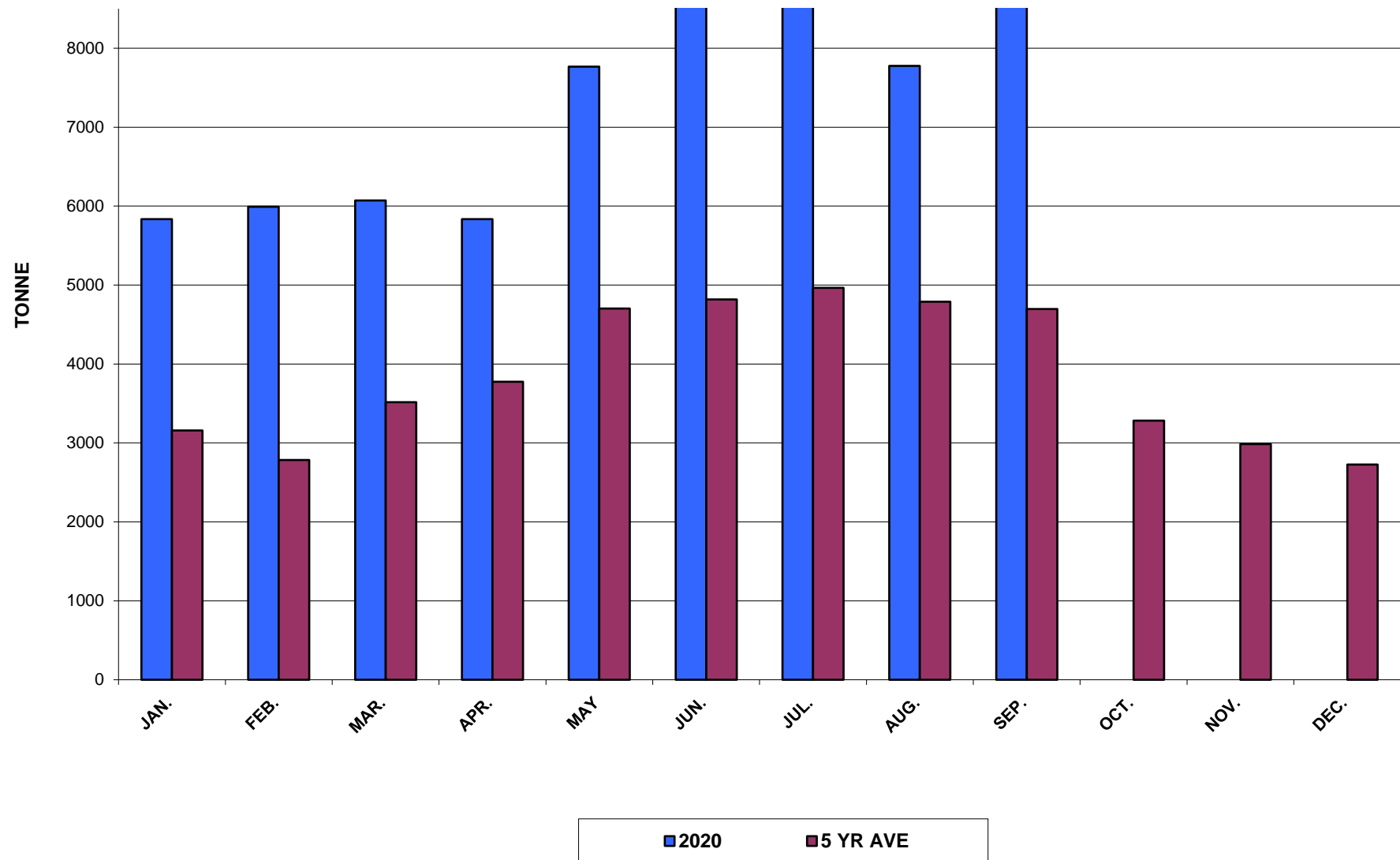
4th Street SE and 7th Avenue Catch Basin

- Project under construction

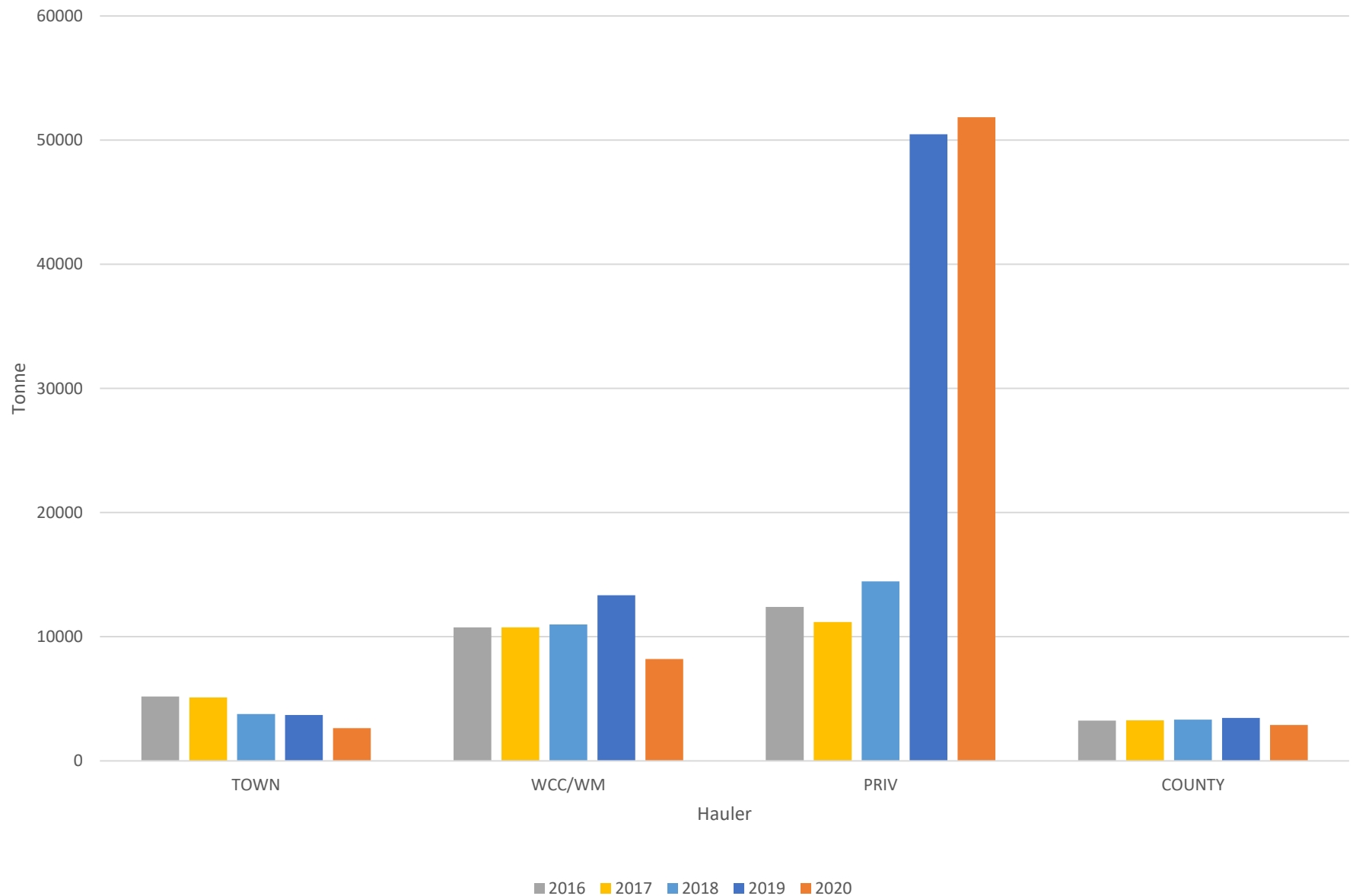
CORPORATE SERVICES

- On September 30, 2020, the due date, the outstanding current year tax was \$620,300
 - By contrast, on June 30, 2019, the due date, the outstanding current year tax was \$1,013,760 and on September 30, 2019, the outstanding current year tax was \$666,766
- 2021 Capital and Operating Budget
- Review and revise financial function manuals
- Regular daily duties related to finance

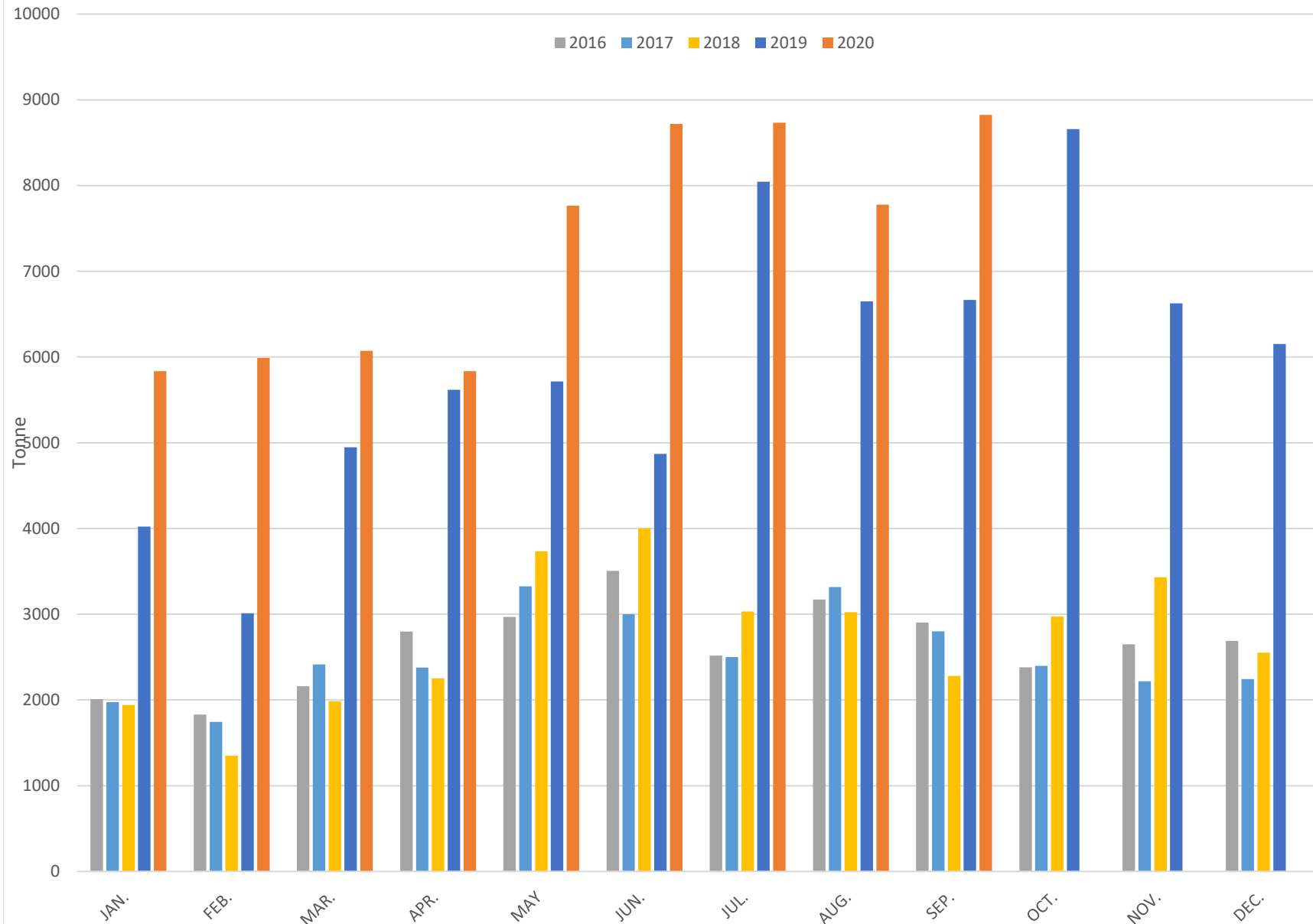
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2020 VS 5 YEAR AVERAGE
TO SEPTEMBER 30, 2020**



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



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





COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
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	Organizational Council Meeting	Town Hall Council Chambers 6:30 p.m.
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)
November 9, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
November 11, 2020	Statutory Holiday Remembrance Day	Town Office Closed
November 23, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.