

COUNCIL MEETING

MONDAY, NOVEMBER 23, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 23, 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
Pg. 6	D) Bank Summary to October 31, 2020 *	For Information
	2. DELEGATION	
	A) Legal Matter (Closed Session – Confidential, <i>FOIP</i> Sec. 27)	
	3. MINUTES	
Pg. 7	A) Council Meeting held November 9, 2020 *	For Adoption
Pg. 10	B) Riverview Golf Club Board of Directors Meeting held November 10, 2020 *	For Information
	4. BYLAWS	
Pg. 15	A) Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 *	2 nd / 3 rd Reading
Pg. 19	B) Bylaw 1914/2020, Water Rates Bylaw *	1 st Reading
Pg. 27	C) Bylaw 1915/2020, Garbage Rates and Collection Bylaw *	1 st Reading
Pg. 42	D) Bylaw 1916/2020, Fees, Rates, and Charges Bylaw *	1 st Reading
	5. REQUEST FOR DECISION	
Pg. 75	A) 2021 Fleet Purchases *	For Consideration
Pg. 77	B) Utility Right-of-Way Agreement *	For Consideration
Pg. 81	C) Walkway Fences *	For Consideration

6. CORRESPONDENCE

Pg. 95	A) Minister of Municipal Affairs * Re: Library Funding and School Projects	For Information
Pg. 97	B) Minister of Municipal affairs * Re: MSP Project Acceptance	For Information

7. OTHER

Pg. 98	A) Memo to Council * Re: 2021 Budget Overview	For Information
Pg. 115	B) Memo to Council * Re: 2021 Municipal Election	For Consideration
Pg. 123	C) Memo to Council * Re: Water Distribution Failures	For Information
Pg. 124	D) Council Important Meetings & Events *	For Information

8. RECESS

9. CLOSED SESSION (CONFIDENTIAL)

- A)** Personnel (*FOIP* Sec. 17 & 24)

10. ADJOURN

COUNCIL MEETING - NOV 23, 2020			
TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
85293	AFFORDABLE PAVING (2012) LTD.	ASPHALT	\$ 27,142.50
CHEQUES # 85294 TO 85305 VOIDED DUE TO A PRINTER MALFUNCTION			
85306	UPS CANADA	FREIGHT	\$ 31.08
85307	HUSTON, GLEN	REFUND INACTIVE UTILITY ACCT	\$ 792.94
85308	TELUS COMMUNICATION INC.	POOL INTERNET	\$ 89.25
85309	SOURCE OFFICE FURNISHINGS	OFFICE FURNITURE (4 OFFICES)	\$ 7,251.30
85310	KAL TIRE	4 NEW TIRES UNIT #178	\$ 1,098.89
85311	INLAND	WASHED CHIPS & CRUSHED GRAVEL	\$ 7,331.95
TOTAL			\$ 43,737.91

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT#	VENDOR	DESCRIPTION	AMOUNT
EFT0002755	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 708.87
EFT0002756	AMSC INSURANCE SERVICES	NOVEMBER BENEFIT PREMIUMS	\$ 24,186.35
EFT0002757	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 109.66
EFT0002758	CITY AUTO PARTS	AIR FILTERS & SWITCH	\$ 52.76
EFT0002759	CLEARTECH INDUSTRIES INC.	NAOH & NAOCL SOLUTIONS / COAGULANT	\$ 22,594.18
EFT0002760	C.U.P.E.	UNION DUES	\$ 2,045.47
EFT0002761	FARMLAND SUPPLY CENTER LTD	HOSE & HOSE WRAP	\$ 157.58
EFT0002762	GOEHRING CONSTRUCTION LTD.	OFFICE RENOVATION PROGRESS #1	\$ 1,546.65
EFT0002763	HOME HARDWARE	GENERAL SUPPLIES	\$ 37.23
EFT0002764	MEDICINE HAT NEWS	ADVERTISEMENTS	\$ 746.92
EFT0002765	MOLLY MAID	OCTOBER CLEANING (FCSS)	\$ 210.00
EFT0002766	NEW WEST TRUCK CENTRES	FIRE TRUCK REPAIRS	\$ 8,718.65
EFT0002767	THE PHONE EXPERTS LTD	PHONE SYSTEM CHANGES	\$ 423.29
EFT0002768	PRIME PRINTING	BUSINESS CARDS	\$ 36.75
EFT0002769	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE CHARGES	\$ 12,441.08
EFT0002770	RURAL MUNICIPALITIES OF ALBERTA	OFFICE SUPPLIES & COVERALLS	\$ 161.37
EFT0002771	SAFETY CODES	OCTOBER SCC LEVY	\$ 224.46
EFT0002772	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISEMENTS	\$ 3,373.30
EFT0002773	SUMMIT MOTORS LTD	FILTERS & MARKER LIGHTS	\$ 134.63
EFT0002774	SUN CITY FORD LTD	FILTER	\$ 44.11
EFT0002775	TRIPLE R EXPRESS	FREIGHT	\$ 36.75
EFT0002776	WESTERN CANADA WELDING PRODUCT	GLOVES & LINCOLN 5P PLUS	\$ 94.10
EFT0002777	WESTERN TRACTOR COMPANY INC.	AIR FILTER	\$ 52.10
EFT0002778	ELISE ANTONI	HIGH VISIBILITY PARKA	\$ 141.74
EFT0002779	ATRON REFRIGERATION LTD	COMPRESSOR MAINTENANCE & HEATER REPAIR	\$ 2,220.92
EFT0002780	BARTLE & GIBSON CO. LTD.	URINAL & SHOWER HEAD	\$ 310.45
EFT0002781	BERT'S VACUUMS & EQUIPMENT RENTAL	PAPER PRODUCTS	\$ 133.34
EFT0002782	BLUE IMP - SF SCOTT MFG CO LTD	BASKETBALL NET	\$ 75.60
EFT0002783	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$ 273.00
EFT0002784	CITY AUTO PARTS	BRAKE PADS	\$ 123.44
EFT0002785	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$ 2,085.98
EFT0002786	DILIGENT CANADA INC.	MEETING MANAGER PRO	\$ 2,356.04
EFT0002787	HOME HARDWARE	GENERAL SUPPLIES	\$ 67.44

EFT0002788	KEYWAY SECURITY LOCKSMITHS LTD	REPAIRS SHOP DOOR	\$ 97.65
EFT0002789	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$ 88.20
EFT0002790	PAD-CAR MECHANICAL LTD.	HVAC SERVICE RCMP	\$ 857.75
EFT0002791	PARK ENTERPRISES LTD.	SEPTEMBER 2020 BILLINGS	\$ 5,757.22
EFT0002792	ROSENAU TRANSPORT LTD	FREIGHT	\$ 1,139.99
EFT0002793	SCHEFFER ANDREW LTD.	WESTSIDE REDEVELOPMENT PLAN	\$ 958.23
EFT0002794	SUMMIT MOTORS LTD	FILTERS	\$ 130.23
EFT0002795	TRIPLE R EXPRESS	FREIGHT	\$ 330.22
EFT0002796	WHITE ICE (1995) LTD	ICE CHIPPER	\$ 464.89
EFT0002797	WHITE FOX GROUP LTD	TRAFFIC ACCOMMODATION	\$ 307.13
TOTAL			\$ 96,055.72

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000731	B DIGITAL ADS INC	SCREEN AD TRANS CANADA	\$ 314.99
000732	EPCOR	UTILITIES	\$ 256.95
000733	ROBERTSON IMPLEMENTS	DEF TOTES & CORE	\$ 850.08
TOTAL			\$ 1,422.02

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u>			
<u>EFT #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT000000000498	CARO ANALYTICAL SERVICES	LEACHATE TESTING	\$ 1,228.50
EFT000000000499	CHINOOK EQUIPMENT	LOADER REPAIR PARTS	\$ 3,005.17
EFT000000000500	CITY AUTO PARTS	MINI FUSE KIT & GREASE FITTING	\$ 67.93
EFT000000000501	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 117.29
EFT000000000502	RMA FUEL LTD	BULK FUEL	\$ 3,427.91
EFT000000000503	SECURTEK	MONITORING SERVICES	\$ 94.34
EFT000000000504	TRIPLE R EXPRESS	FREIGHT	\$ 73.50
EFT000000000505	CHINOOK EQUIPMENT	LOADER REPAIR PARTS	\$ 1,032.09
EFT000000000506	H2O HAULING	HAUL WATER	\$ 270.00
EFT000000000507	RMA FUEL LTD	BULK FUEL	\$ 2,858.24
TOTAL			\$ 12,174.97

TOWN OF REDCLIFF
BANK SUMMARIES FOR OCTOBER 31, 2020

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	3,763,608.02	2,295,300.01
DAILY DEPOSITS	122,164.74	62,651.01
DIRECT DEPOSITS	701,046.59	342,830.84
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,780.17	1,229.88
OTHER DEPOSITS & TRANSFERS		0.00
SUBTOTAL	824,991.50	406,711.73
PAYMENTS	1,661,821.19	1,172,546.25
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	0.00	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	1,001,902.43	1,914.15
SUBTOTAL	-2,663,723.62	-1,174,460.40
TOTAL	1,924,875.90	1,527,551.34
BANK STATEMENT ENDING BALANCE	1,949,887.38	1,518,069.13
OUTSTANDING CHEQUES (-)	-41,883.57	-3,483.74
DEPOSITS IN TRANSIT (+)	16,872.09	12,965.95
TOTAL	1,924,875.90	1,527,551.34
TOTAL CASH	3,452,427.24	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	27,809,988.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,620,602.00
TOTAL INVESTMENTS		29,430,590.00

TOTAL CASH & INVESTMENTS	32,883,017.24
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 9, 2020 @ 7:00 P.M.**

PRESENT:	Mayor Councillors	D. Kilpatrick C. Crozier (via Teams), C. Czember, S. Gale (via Teams), L. Leipert, J. Steinke (via Teams)
	Municipal Manager Environment and Planning Director Legislation and Development Director Operations Director Municipal Accountant	P. Forsyth C. Popick S. Simon D. Thibault M. Davies
ABSENT:	Councillor	E. Solberg

1. GENERAL

	Call to Order	A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.
2020-0447	Adoption of Agenda	B) Councillor Leipert moved the Agenda be adopted as presented. - Carried.
2020-0448	Accounts Payable	C) Councillor Gale moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority be received for information. - Carried.

2. DELEGATION

	RCMP Presentation of the RCMP Report to Council	A) Staff Sergeant Sean Maxwell, Detachment Commander, Redcliff Detachment, was in attendance via Teams to present the RCMP Report to Council.
2020-0449		Councillor Czember moved the presentation of the RCMP Report to Council by Staff Sergeant Sean Maxwell, Detachment Commander, Redcliff Detachment, be received for information. - Carried.

3. MINUTES

2020-0450	Organizational Council Meeting Held October 26, 2020	A) Councillor Leipert moved the minutes of the Organizational Council meeting held on October 26, 2020 be adopted as presented. - Carried.
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| 2020-0451 | Council Meeting Held
October 26, 2020 | B) Councillor Leipert moved the minutes of the Council meeting held on October 26, 2020 be adopted as presented. - Carried. |
| 2020-0452 | Special Council Meeting Held
November 3, 2020 | C) Councillor Gale moved the minutes of the Special Council meeting held on November 3, 2020 be adopted as presented. - Carried. |
| 2020-0453 | Municipal Planning
Commission Meeting Held
October 21, 2020 | D) Councillor Crozier moved the minutes of the Municipal Planning Commission meeting held on October 21, 2020 be received for information. - Carried. |
| 2020-0454 | Emergency Advisory
Committee Meeting Held
October 21, 2020 | E) Councillor Gale moved the minutes of the Emergency Advisory Committee meeting held on October 21, 2020 be received for information. - Carried. |
| 2020-0455 | Redcliff & District Recreation
Committee Meeting Held
November 4, 2020 | F) Councillor Leipert moved the minutes of the Redcliff & District Recreation Committee meeting held on November 4, 2020 be received for information. - Carried. |

4. BYLAWS

- | | | |
|-----------|--|--|
| 2020-0456 | Bylaw 1912/2020, Land Use
Bylaw Amendment
Lot 42, Block 91, Plan
9411418 (15 3 Street NW)
Land Use Bylaw Amendment
Change from R-3 – Medium
Density Residential District to
R-1 – Single Family
Residential District | A) Councillor Crozier moved that Bylaw 1912/2020, being an amendment to the Land Use Bylaw to rezone Lot 42, Block 91, Plan 9411418 (15 3 Street NW) from R-3 – Medium Density Residential District to R-1 – Single Family Residential District, be given first reading. - Carried. |
| 2020-0457 | Bylaw 1913/2020, Temporary
Borrowing Bylaw 2021 | B) Councillor Gale moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be given first reading. - Carried. |

5. REQUEST FOR DECISION

- | | | |
|-----------|----------------------------------|--|
| 2020-0458 | 911 Dispatch Service
Provider | A) Councillor Gale moved to remain with the Town of Redcliff's current dispatch service provider (Medicine Hat 911) at a three (3) year cost of \$46,424, plus the Bylaw monitoring service costs up to a maximum of \$4,000 per year, to be funded from the operations budget as presented. - Carried. |
| 2020-0459 | Doubtful Receivable
Accounts | B) Councillor Crozier moved that Administration be authorized to write off the total amount of \$1,823.45 for outstanding utility accounts as presented. - Carried. |
| 2020-0460 | 2021 Utility Billing | C) Councillor Gale moved that the Town of Redcliff move towards monthly billing, reading meters bi-monthly, and direct Administration to adjust rates accordingly. - Defeated. |

2020-0461 Councillor Czember moved that the Town of Redcliff maintain its current schedule of bi-monthly billing for municipal utilities. - Carried.

2020-0462 2021 Capital and Operating Projects **D)** Councillor Crozier moved the proposed 2021 capital and operating projects be approved as presented and that the operating projects be included in the 2021 budget. - Carried.

6. POLICIES

2020-0463 Policy No. 055, Personnel - Hiring **A)** Councillor Steinke moved Policy No. 055, Personnel – Hiring be approved as presented. - Carried.

7. CORRESPONDENCE

2020-0464 Minister of Municipal Affairs Re: Infrastructure Funding **A)** Councillor Czember moved that correspondence from the Minister of Municipal Affairs regarding infrastructure funding be received for information. - Carried.

8. OTHER

2020-0465 Municipal Manager Report to Council **A)** Councillor Steinke moved the Municipal Manager Report to Council dated November 9, 2020 be received for information. - Carried.

2020-0466 Landfill Graphs **B)** Councillor Crozier moved the Landfill Graphs to October 31, 2020 be received for information. - Carried.

2020-0467 Council Important Meetings & Events **C)** Councillor Gale moved the Council Important Meetings & Events be received for information. - Carried.

8. ADJOURNMENT

2020-0468 Adjournment Councillor Czember moved to adjourn the meeting at 7:57 p.m. - Carried.

Mayor

Municipal Manager

RIVERVIEW GOLF CLUB
BOARD MEETING AGENDA
November 10, 2020 1:00 PM

1.0 Call to Order

2.0 Adoption of Agenda

3.0 Minutes of the Previous Meeting October 13, 2020

4.0 Financial Report to October 31, 2020

5.0 Grounds and Building Committee Report

5.1 Mower Reel Sharpening Equipment Update

5.2 Superintendent Contract

6.0 Administration Committee Report

6.1 Harassment Policy 2nd Draft (attached)

7.0 Other Business

7.1 Membership Rates 2021

7.2 Annual General Meeting – potential postponement

7.3 General Manager Position

RIVERVIEW GOLF CLUB BOARD OF DIRECTORS MEETING MINUTES
October 13, 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, Town of Redcliff

Bill Duncan called the meeting to order at 1:06 P.M.

MOTION: Chris Czember moved the agenda for the October 13, 2020 meeting be adopted with the addition of "Social Media" to 7.0 Other Business. MOTION CARRIED.

MOTION: Jerry Beach moved the minutes of the September 8, 2020 Board Meeting be approved as presented. MOTION CARRIED.

FINANCIAL REPORT

MOTION: Derrin Thibault moved the Financial Report to September 30, 2020 be received for information. MOTION CARRIED.

GROUNDS AND BUILDING COMMITTEE

Derrin Thibault left the meeting at 1:30 P.M

Chris Czember left the meeting at 1:50 P.M.

MOTION: Darrell Schaffer moved the report from Jordy Sautner, Grounds Superintendent be received for information. MOTION CARRIED.

MOTION: Russ Paulson moved Jordy Sautner proceed to further discuss the proposal from Ken Bachmeier regarding the potential acquisition of his mower reel sharpening equipment and report back to the Board for discussion. MOTION CARRIED.

ADMINISTRATION COMMITTEE

MOTION: Jerry Beach moved the report from Todd Read, General Manager be received for information. MOTION CARRIED.

MOTION: Darrell Schaffer moved the C.F.E.P. Grant Financial Accounting Closure Letter from Community Grants - Alberta Culture, Multiculturalism, and Status of Women be received for information. MOTION CARRIED

MOTION: Jerry Beach moved the Draft Harassment Policy be revised to include changes to the "Complaint Procedure" section as discussed with the final draft to be presented at the next Board of Directors Meeting for approval. MOTION CARRIED.

OTHER BUSINESS

MOTION: Jerry Beach moved the Riverview Golf Club Annual General Meeting be scheduled for Sunday December 6 (alternate date December 13), 2020 at 2:00 P.M. at the Clubhouse, conditional to EBT Accountants ability to complete the Club's 2020 year-end financial statements. MOTION CARRIED.

IN CAMERA SESSION

MOTION: Darrell Schaffer moved the Board meet "In Camera" to discuss a personnel matter at 4:18 P.M. MOTION CARRIED.

MOTION: Jerry Beach moved the Board return to regular session at 4:29 P.M. MOTION CARRIED.

MOTION: Russ Paulson moved the meeting be adjourned at 4:30 P.M.

Riverview Golf Club
INCOME STATEMENT

	OCT 2020	YEAR TO DATE	BUDGET 2020
General & Administrative Expense			
Accounting & Legal		\$ 17,500.00	\$ 22,500.00
Advertising & Promotions		\$ 1,131.35	\$ 1,000.00
Membership fees & Licenses	\$ -	\$ 4,365.25	\$ 6,000.00
Cash Short/Over	\$ 5.25	\$ (77.69)	\$ 200.00
Credit Card Charges	\$ 1,031.32	\$ 9,780.24	\$ 7,500.00
Insurance	\$ 2,054.70	\$ 17,328.74	\$ 20,000.00
Interest & Bank Charges	\$ 6.00	\$ 244.25	\$ 1,000.00
Interest on Leases	\$ 1,016.46	\$ 17,073.59	
Admin Supplies and Expense	\$ 373.46	\$ 5,630.60	\$ 10,000.00
Property Taxes		\$ 2,477.04	\$ 2,600.00
Tournament Expense	\$ 200.00	\$ 3,285.06	\$ 40,000.00
Miscellaneous Expense	\$ -	\$ 1,943.87	\$ 700.00
Building Repairs & Maintenance	\$ 1,374.26	\$ 6,089.89	\$ 4,000.00
Cleaning Supplies	\$ -	\$ 1,226.99	
Telephone & Internet	\$ 344.78	\$ 4,669.16	\$ 4,000.00
Utilities	\$ 1,738.80	\$ 26,396.47	\$ 22,000.00
Kitchen Expense	\$ -	\$ 1,037.19	\$ 1,000.00
Total General & Admin Expenses	\$ 8,145.03	\$ 120,102.00	\$ 142,500.00
TOTAL EXPENSE	\$ 79,261.85	\$ 561,841.51	\$ 586,800.00
NET INCOME	\$ (50,167.79)	\$ 224,215.93	\$ 191,500.00
Loan/Lease Payments			\$ 156,000.00
Additional Financial Comments			
Changes to Assets/Liabilities		Current Liabilities	October 31, 2020
Ground Improvement	\$ 33,107.87	Accounts Payable	\$ -
Building Purchases	\$ 103,846.22	Receiver General	\$ 10,696.82
Grounds Vehicle & Equipmt	\$ 68,776.00	GST owing	\$ 5,879.31
Furniture & Fixtures (Kitchen)	\$ 12,192.20	TOTAL	\$ 16,576.13
TOTAL	\$217,922.29		
Loan#1 CEBA	\$ 40,000.00		
Accounts Receivable	\$ 1,971.49		
(De Lage Landen Re: payout of club carts)		Long Term Liabilites at September 30, 2020	
		Cart Lease	\$ 161,972.92
Book Balance of Credit Union October 31, 2020		JD Financial	\$ 33,736.52
Credit Union Chequing	\$ 97,461.19	Town of Redcliff	\$ 240,903.23
Credit Union Casino	\$ 4,036.52	CEBA Loan	\$ 40,000.00
Credit Union Savings	\$ 206,728.09	TOTAL	\$ 476,612.67
Common Shares	\$ 1.00		
Servus Rewards-2	\$ 104.00		
GIC - 1 Year #3	\$ 5,000.00	Accrued Interest=	\$ 12.88
Loan #1 CEBA	\$ 40,000.00		
Bank Balance of Credit Union Octoaber 31, 2020		Prepaid Memberships & Cart Rentals	
Credit Union Chequing	\$126,171.62	(Incl. Ralston)	\$36,072.00

Riverview Golf Club
INCOME STATEMENT

	OCT 2020	YEAR TO DATE	BUDGET 2020
REVENUE			
Sales Revenue			
Memberships	\$ (2,650.00)	\$ 250,536.00	\$ 285,000.00
Green Fees	\$ 18,833.00	\$ 267,504.90	\$ 195,000.00
Cart Rentals - Public	\$ 8,318.00	\$ 117,082.39	\$ 82,000.00
Tournaments	\$ -	\$ 7,732.33	\$ 72,000.00
Cart Leases and Storage	\$ (425.00)	\$ 58,334.00	\$ 66,000.00
League	\$ -	\$ 13,790.06	\$ 33,000.00
Merchandise Sales	\$ 1,936.20	\$ 24,958.33	\$ 20,000.00
Net Sales	\$ 26,012.20	\$ 739,938.01	\$ 753,000.00
Other Revenue			
Kitchen Lease	\$ 3,032.03	\$ 14,151.98	\$ 16,800.00
Donations	\$ -	\$ 6,737.61	
Sponsorships & Tournament Donations	\$ -	\$ 3,087.00	\$ 2,000.00
Advertising	\$ -	\$ 300.00	
Miscellaneous Revenue	\$ 49.83	\$ 17,459.78	\$ 2,000.00
Patronage Dividends		\$ 918.01	
Golf Canada Memberships	\$ -	\$ 3,465.05	\$ 4,500.00
Gain/Loss on Disposal of Assets			
Total Other Revenue	\$ 3,081.86	\$ 46,119.43	\$ 25,300.00
TOTAL REVENUE	\$ 29,094.06	\$ 786,057.44	\$ 778,300.00
EXPENSE : Payroll Expense			
Grounds Wages	\$ 37,567.13	\$ 200,042.14	\$ 215,000.00
Pro Shop Wages	\$ 8,046.44	\$ 55,017.18	\$ 65,000.00
EI & CPP Expense	\$ 2,928.10	\$ 16,717.82	\$ 19,500.00
WCB Expense		\$ 344.33	\$ 2,500.00
Employee Benefits		\$ 330.00	
Total Payroll Expense	\$ 48,541.67	\$ 272,451.47	\$ 302,000.00
Grounds Expense			
Course Grounds Expense	\$ (3,553.51)	\$ 66,719.37	\$ 45,000.00
Water & Pump House Expense	\$ 10,723.37	\$ 47,661.02	\$ 45,000.00
Cart Repairs & Maintenance	\$ 434.54	\$ 7,582.47	\$ 2,000.00
Shop Expense	\$ 31.00	\$ 5,026.85	\$ 4,000.00
Equipment Expense	\$ 14,708.00	\$ 28,398.26	\$ 30,000.00
Freight	\$ 231.75	\$ 963.19	\$ 1,300.00
TOTAL Grounds Expense	\$ 22,575.15	\$ 156,351.16	\$ 127,300.00
Pro shop Expense			
Merchandise Expense	\$ -	\$ 12,936.88	\$ 15,000.00
Total Pro Shop Expense	\$ -	\$ 12,936.88	\$ 15,000.00

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: November 23, 2020

PROPOSED BY: Corporate Services

TOPIC: Bylaw 1913/2020, Temporary Borrowing Bylaw for 2021

PROPOSAL: To consider Bylaw 1913/2020, Temporary Borrowing Bylaw 2021

BACKGROUND:

The Temporary Borrowing Bylaw is reviewed and renewed on an annual basis (this essentially serves as a typical operating line of credit). This bylaw allows for the municipality to borrow monies on a revolving basis throughout the year to a sum or sums not exceeding one million (\$1,000,000.00) dollars at any one time to meet operating expenditures and a maximum amount at one time in the amount of thirty-five thousand (\$35,000.00) dollars for credit card expenditures.

POLICY / LEGISLATION:

Excerpt from Municipal Government Act

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

1994 cM-26.1 s256

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:

- Bylaw 1913/2020, Temporary Borrowing Bylaw 2021

OPTIONS:

1. To adopt Bylaw 1913/2020, Temporary Borrowing Bylaw 2021.

2. To not adopt Bylaw 1913/2020, Temporary Borrowing Bylaw 2021.
3. To direct Administration to review and incorporate changes to the Temporary Borrowing Bylaw.

RECOMMENDATION:

It is recommended to give second and third readings of this bylaw.

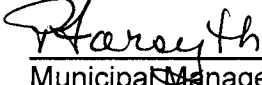
SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be given second reading.
2. Councillor _____ moved that Bylaw 1913/2020, Temporary Borrowing Bylaw 2021 be given third reading.

SUBMITTED BY:



Department Head



Municipal Manager

**BYLAW NO. 1913/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE BORROWING OF FUNDS UNDER THE MUNICIPAL GOVERNMENT ACT.

WHEREAS the amount of taxes estimated to be raised for the fiscal year commencing on January 1, 2021 by the Town of Redcliff (hereinafter called the "Municipality") for all purposes is the sum of Eight Million, Two Hundred and Two Thousand, Seven Hundred and One (\$8,202,701.00) Dollars;

AND WHEREAS the Council of the Municipality deems it necessary to borrow from time to time on a revolving basis during the year 2021 sum or sums not exceeding the maximum principal amount of One Million Dollars (\$1,000,000.00) at any one time to meet the operating expenditures and sum or sums not exceeding the maximum principal amount of Thirty Five Thousand Dollars (\$35,000.00) at any one time to meet the credit card expenditures of the Municipality incurred during the year 2021;

AND WHEREAS after borrowing during the said year of the amount hereby authorized to be borrowed, the amount to be borrowed, together with the unpaid principal or other borrowings made for the purpose of financing operating expenditures, will not exceed the amount estimated to be raised in taxes as aforesaid during the said year;

AND WHEREAS the borrowing hereby authorized will not cause the Municipality to exceed its debt limit.

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

1. This Bylaw may be cited as the "**Temporary Borrowing Bylaw 2021**".
2. That the Council of the Municipality borrows from time to time on a revolving basis during the year 2021 from [CIBC-a financial institution](#) (the "Bank"), a sum or sums not exceeding the maximum principal amount of One Million Dollars (\$1,000,000.00) at any one time which the Council deems necessary to expend to meet the operating expenditures and a sum or sums not exceeding the maximum principal amount of Thirty Five Thousand Dollars (\$35,000.00) at any one time which the Council deems necessary to expend to meet the credit card expenditures of the Municipality for other than school purposes incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.
3. That the sum or sums so borrowed may be evidenced and secured by a form of debt/security instrument executed by the Mayor and Corporate Services Director on behalf of the Municipality and the said Mayor and Corporate Services Director are hereby authorized and empowered to execute and give such form of debt/security instrument on behalf of the Municipality as may be required by the Bank and to determine and upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.

4. That the Council of the Municipality do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, and interest, thereon, the whole of the unpaid taxes and penalties on taxes assessed and/or raised by the Municipality in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or raised to be raised for the said year and penalties thereon, and the Municipality shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
5. That nothing herein contained shall waive, prejudicially affect, or exclude any right, power benefit, or security by statute, common law, or otherwise given to or implied in favour of the said Bank.
6. Bylaw No. 1897/~~2019~~2021 is hereby repealed upon Bylaw No. 1913/2020 coming into effect on January 1, 202~~1~~0.

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

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

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

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

MAYOR

LEGISLATION AND DEVELOPMENT
DIRECTOR

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2020

PROPOSED BY: Corporate Services and Environment and Planning

TOPIC: Bylaw 1914/2020, Water Rates Bylaw

PROPOSAL: To consider adopting Bylaw 1914/2020, Water Rates Bylaw as presented

BACKGROUND:

At the budget discussion of November 3, 2020, Council reviewed and discussed the proposed water rates. Administration has revised the bylaw to reflect the water rate changes. Minor changes were made to ensure consistency in format.

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:

- Bylaw 1914/2020, Water Rates Bylaw

OPTIONS:

1. To consider adopting the changes to Bylaw 1914/2020, Water Rates Bylaw as presented.
2. To not adopt Bylaw 1914/2020, Water Rates Bylaw.
3. To direct Administration to review and incorporate additional/other changes to the Water Rates Bylaw.

RECOMMENDATION:

Option 1

(It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting.)

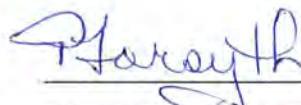
SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1914/2020, Water Rates Bylaw be given first reading.

SUBMITTED BY:



Department Head



Municipal Manager

BYLAW NO. ~~1892/2019~~1914/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LEVYING, COLLECTING OF CHARGES AND RATES FOR WATER SERVICE.

WHEREAS the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities;

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

SHORT TITLE

1. This bylaw may be cited as the "**Water Rates Bylaw**" of the Town of Redcliff.

DEFINITIONS

2. In this bylaw:
 - a. **BULK WATER STATION** means the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
 - b. **COUNCIL** means the Municipal Council of the Town of Redcliff.
 - c. **Customer** means any owner or tenant of a premises receiving water directly or indirectly by a service connection to the Town's water distribution system.
 - d. **DUE DATE** means the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - e. **M³** means the measure of volume of one cubic meter.
 - f. **MULTI-UNIT BUILDING** means a building which has more than one (1) self-contained business, residence or combination of both.
 - g. **OWNER** means the registered owner of real property within the Town of Redcliff.
 - h. **PORTABLE HYDRANT METER** means a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
 - i. **SATISFACTORY CREDIT HISTORY** means a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
 - j. **TENANT** means anyone occupying a property in the Town of Redcliff other than the owner of a property.
 - k. **TOWN** means the Municipal Corporation of the Town of Redcliff.

- I. **WATER VALVE ENCUMBRANCE** means the device used to seal a water valve that has been tampered with on a continuing basis.

TREATED WATER RATES WITHIN TOWN LIMITS

3. Every customer within the Town limits who is serviced by a service connection to the Town's treated water system, shall require a water meter and shall pay to the Town the following water rates payable monthly or bi-monthly at the discretion of the Council with the minimum monthly charge being the Capital Component.

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$7. 53 26	\$ 15.06 14.52
Capital Component	\$ 38.05 37.10	\$ 76.40 74.20
Total	\$45.5844.36	\$91.1688.72

Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$ 7. 53 26	\$ 15.06 14.52
Capital Component	\$ 50.10 47.95	\$ 100.20 95.90
Total	\$57.6355.21	\$115.26110.42

Greenhouse		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$7. 53 26	\$ 15.06 14.52
Capital Component	\$ 208.70 199.70	\$ 417.40 399.40
Total	\$216.23206.96	\$432.46413.92

4. Any water consumed shall be charged to the customer at the rate of \$~~1.06~~1.03 per M³.
5. Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. Any multi-unit building with one service connection shall be charged the applicable minimum Admin, Capital and Operating rates for each residential or non-residential unit.

TREATED WATER RATES OUTSIDE TOWN LIMITS

6. Every customer outside the Town limits, who is served treated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.
7. Any water consumed shall be charged to the customer at the rate of **\$3.25 per M³**.

UNTREATED WATER RATES WITHIN TOWN LIMITS

8. Every customer within the Town limits, who is served untreated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.
9. Any water consumed shall be charged to the customer at the rate of **\$2.50 per M³**.

BULK WATER & PORTABLE HYDRANT

10. For customers utilizing the Bulk Water Station the following rates shall apply:
 - a. Monthly Fee of **\$40.00**, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M³**. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.
11. The Town reserves the right to suspend or reduce a bulk water service on ~~twenty~~ **four** ~~four~~ **twenty-four** (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.
12. For customers utilizing the Portable Hydrant Meter the following rates shall apply:
 - a. Monthly Fee of **\$40.00**, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M³**. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.

MISCELLANEOUS RATES

13. The charge for a service call (i.e. water turned on/off) made by the Town during regular work hours shall be:

1. Delinquent accounts - Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours	-	Call-Out Labour Rate
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00
5. Frost damaged meter replacement	-	\$40.00 + meter (\$150–\$600)
6. Garden service installation	-	\$30.00

- | | | | |
|-----|---|---|-------------------|
| 7. | Garden service removal | - | \$30.00 |
| 8. | Service call - Off/on (same day) | - | \$30.00 |
| 9. | Service call – Disconnect
(Temporary/Seasonal Vacancy) | - | \$50.00 |
| 10. | Service call – Reconnect
(Temporary/Seasonal Vacancy) | - | \$50.00 |
| 11. | Meter testing | - | \$50.00 |
| 12. | Temporary service during construction (60 days) | - | \$50.00 |
| 13. | Replace damaged read out | - | \$30.00 plus cost |
| 14. | Unscheduled m meter reading | - | \$30.00 |
| 15. | Service call - Water leak
(Broken line/household leak) | - | \$50.00 |
| | (*GST not included in above rates) | | |
14. Any such service requested, including emergency callouts, after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
15. The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of **\$100.00 plus GST** for the service call made by the Town to unseal the water service encumbrance.

TEMPORARY WATER SERVICE

16. A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, dry walling, and masonry. The cost for this service is outlined in Section 13.
17. A temporary water service is available for a maximum of sixty (60) days or until:
- the contractor requests the water meter from the Town; or
 - the Town determines that the plumbing is completed to the stage where a water meter can be installed; or
 - the temporary water service is being used for something other than what is intended.
18. The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
19. Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

SIGNING ON

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

21. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.
22. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

DEPOSITS

23. New owners receiving water service from the Town are no longer required to pay a deposit.
24. The deposit fees collected by the Town prior to this Bylaw shall be returned to the customer when:
 - a. The customer terminates their utility account with the Town. The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.
 - b. Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
 - c. The customer does not pay their current utility invoice. The Town shall deduct the deposit from the outstanding amount and issue a final bill.

PENALTIES

25. In the event a grandfathered tenant's utility invoice remains unpaid:
 - a. on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b. on the 40th day following the due date the Town of Redcliff shall issue a notice which would notify the tenant and owner that the water utility account could be transferred to the owner.
 - c. on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.
26. In the event an owner's utility invoice remains unpaid:
 - a. on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b. on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, then transfer any outstanding

balance to the property tax account respective of the service address and any amount transferred shall be deemed to be taxes owing to the Town on the date of transfer.

27. Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:
- By action in a court of competent jurisdiction, or
 - By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
 - By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or
 - By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

GENERAL

28. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
29. Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.
- In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
30. Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.
31. Town of Redcliff Bylaw No. ~~1892/2019~~1873/2018 is hereby repealed effective end of day December 31, 2020.
32. This bylaw shall become effective on January 1, 2020.

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

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

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

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

MAYOR

LEGISLATION AND DEVELOPMENT
DIRECTOR

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

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

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

~~**PASSED** and **SIGNED** this _____ day of December, 202019.~~

Mayor

Manager of Legislative & Land Services

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2020

PROPOSED BY: Corporate Services and Environment and Planning

TOPIC: Bylaw 1915/2020, Garbage Rates and Collection Bylaw

PROPOSAL: To consider adopting Bylaw 1915/2020, Garbage Rates and Collection Bylaw as presented

BACKGROUND:

At the budget discussion of November 3, 2020, Council reviewed and discussed rates for the collection, removal, and disposal of garbage. Administration has revised the Garbage Rates and Collection Bylaw to reflect the rate changes as discussed. Administration has added the operational considerations regarding the recycling depot and the collection of residential recycling materials. The operational costs associated with the recycling depot are contained in the operational component of the garbage rates. The materials that are considered prohibited wastes has been expanded. Minor changes were made to ensure consistency in format.

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:

- Bylaw 1915/2020, Garbage Rates and Collection Bylaw

OPTIONS:

1. To consider adopting the changes to Bylaw 1915/2020, Garbage Rates and Collection Bylaw as presented.
2. To not adopt Bylaw 1915/2020, Garbage Rates and Collection Bylaw.
3. To direct Administration to review and incorporate additional/other changes to the Garbage Rates and Collection Bylaw.

RECOMMENDATION:

Option 1

(It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting.)

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1915/2020, Garbage Rates and Collection Bylaw be given first reading.

SUBMITTED BY:

A blue ink signature, appearing to be 'G. H.', written over a horizontal line.

Department Head

A blue ink signature, appearing to be 'P. Harey', written over a horizontal line.

Municipal Manager

BYLAW NO. ~~1894/2019~~1915/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

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

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

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

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

SHORT TITLE

1. This bylaw may be cited as the "**Garbage Rates and Collection Bylaw**" of the Town of Redcliff.

DEFINITIONS

2. In this bylaw:
 - a. **ASHES** means the residue left after the combustion of any substance.
 - b. **AUTHORITY** means the Redcliff/Cypress Regional Waste Management Authority.
 - c. **AUTOMATED COLLECTION** means a method of collection of Garbage and Other Waste by which a specially equipped vehicle may mechanically pick up and empty a specifically designed Bin.
 - d. **BIN** means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids. All such containers utilized within the Town must be to the satisfaction of the ~~Public Services~~ Director.
 - e. **BYLAW ENFORCEMENT OFFICER** means the Bylaw Enforcement Officer duly appointed by the Council of the Town.
 - f. **CART** means a container used for the storage of Garbage and Other Waste, that being a container with hinged lids and equipped with wheels for the purposes of transporting it to and from the curb of the Dwelling or Other Premises utilizing it.
 - g. **COLLECTOR** means the Person or Persons appointed by the Town for the purpose of collecting Garbage and Other Waste.

- h. **COUNCIL** means the Municipal Council of the Town of Redcliff.
- i. **DIRECTOR** means the Environment and Planning Director or any Town employee that the Environment and Planning Director authorizes to perform the duties or exercise any powers of the Environment and Planning Director as set out in this Bylaw.
- ji. **DUE DATE** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
- kj. **DWELLING** means any Premises, including the land upon which Premises are located, used or intended to be used for residential purposes within the Town.
- lk. **DWELLING UNIT** means a self-contained unit provided with sleeping, washing, and cooking facilities, intended for residential use.
- ml. **GARBAGE** means all table and kitchen refuse, all waste foods whether of animal or vegetable origin, grass clippings, and other like putrescible waste or decomposing matter and includes broken dishes, tins, or other refuse which the Owner or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
- nm. **HIGHWAY** means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, cross way, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- a sidewalk (including a boulevard portion thereof).
 - a ditch lying adjacent to and parallel with the roadway.
 - the area where a Highway right-of-way is contained between fences or between a fence and one side of the roadway, all of the land between the fence and the edge of the roadway, or as the case may be,
- but does not include:
- a place declared by the Lieutenant Governor in Council not to be a Highway.
- on. **LANE** means a public roadway which provides a secondary means of direct access to abutting lots.
- pe. **NUISANCE** means any act or deed, or omission, or thing, which is, or could reasonably be expected to be annoying, troublesome, destructive, harmful, inconvenient, unsanitary, unsightly, unsafe or injurious to another Person and/or his property.

- ~~qp.~~ **OTHER PREMISES** means all premises other than Dwellings, including the land upon which the premises is located, which is used for other than residential purposes.
- ~~rq.~~ **OTHER WASTE** means non-putrescible waste or non-decomposing matter which the Owner or possessor thereof does not wish to retain or is not retained for any useful ~~purpose, but~~purpose but does not include Prohibited Waste.
- ~~sf.~~ **OWNER** means the registered Owner or an occupant having control or apparent control of a Dwelling or Other Premises.
- ~~ts.~~ **PERSON** shall mean a natural Person, body corporate, proprietor, association, society, or partnership.
- ~~ut.~~ **PRIVATE BIN** means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids and which is owned by a private individual or company who has a signed contract with the Town of Redcliff for pickup of the Bin. All such containers utilized within the Town must be to the satisfaction of the ~~Public Services~~ Director.
- ~~vu.~~ **PROHIBITED WASTE** means:
- i. liquid wastes, dead animals or dead animal parts, petroleum products, used oil, used oil filters, paint and paint products, industrial residue, discarded furniture, automobile parts, major appliances, sod, concrete, soil, inflammable waste, propane tanks, lithium batteries, explosive waste;
 - ii. biological waste, hazardous waste, pathological waste and radioactive waste as defined pursuant to the Public Health Act and its regulations; and
 - iii. other materials, the collection of which are potentially dangerous to collection Personnel.
- ~~v.~~ ~~**PUBLIC SERVICES DIRECTOR** means the Public Services Director, properly designated by the Council of the Town.~~
- ~~v.~~ ~~**RECYCLABLES** means residential recyclables that include paper products, cardboard, plastics, and other material designated by the Director.~~
- ~~w.~~ ~~**RECYCLING DEPOT** means the location where bins are located for the use of Town residents that collect paper products, cardboard, and plastics. The depot is open to the public twenty-four hours a day, seven days a week, three hundred and sixty-five days a year.~~
- ~~xw.~~ **TOWN** means the Municipal Corporation of the Town of Redcliff.
- ~~yx.~~ **WASTE COLLECTION SERVICES** means the services provided pursuant to this Bylaw.

3. For the purpose of this Bylaw the following classifications of refuse shall be used:

- a. Garbage
 - b. Other Waste
 - c. Prohibited Waste
 - d. Recyclables
4. For the purpose of this Bylaw the following classification of Premises shall be used:
- a. Dwelling
 - b. Other Premises

AUTHORIZATION OF MANAGEMENT

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

GENERAL PROHIBITIONS AND REQUIREMENTS

6. No Person shall:
- a. Interfere with the Town's collection and disposal of Garbage and Other Waste pursuant to this Bylaw.
 - b. Impede or restrict access to the areas where a Bin is located permanently, or a Cart is to be placed temporarily for collection.
 - c. Interfere with or disturb the contents of any Bin or Cart after it has been placed for collection.
 - d. Relocate or alter in any way the placement of any Bin.
 - e. Place refuse upon any Highway.
 - f. Place garbage, other waste, and/or prohibited waste in the bins located at the Recycling Depot that is not specific to the bin that holds paper products, cardboard, and/or plastics.
7. The Owner of a Dwelling or an Other Premises shall be responsible to:
- a. Prevent the accumulation of Garbage or Other Waste at that Dwelling or Other Premises such that the accumulation creates a Nuisance.
 - b. Dispose of all Garbage and Other Waste in such a manner as to not create a Nuisance.

- c. Dispose of in a proper manner at an approved site any Prohibited Waste for which the Town does not provide for the collection and disposal.
8. Owners of Dwellings and Other Premises from which the Town is to collect Garbage or Other Waste, shall place any such Garbage or Other Waste in Bins and Carts as follows:
 - a. For Owners of Dwellings by placing all Garbage or Other Waste for collection in a Bin or Cart provided by the Town.
 - b. For Owners of Other Premises by placing all Garbage or Other Waste for collection in a Bin or Cart for collection either by the Town or by a licensed contractor that has the Authority of the Town to operate an Automated Collection refuse service within the Town.
 - c. Cutting all shrubbery and tree clippings in lengths of not more than one (1) metre in length and place them in Bins or Carts provided.
 - d. Depositing all Garbage in non-returnable plastic bags and placing them in Bins or Carts provided.
 - e. Depositing all Other Waste directly into the Bins or Carts provided.
9. No Owner shall place any Garbage or Other Waste for collection where the material or the method of its packaging may be hazardous to the Collector.
10. No Owner or occupant of any Other Premises shall deposit any Garbage, Other Waste or any refuse in any Bin or Cart other than a Bin or Cart that has been provided exclusively for that particular Other Premises.
11. No Person shall deposit any Garbage or Other Waste, the origin of which is from outside the Town in any Bin or Cart located within the Municipal boundaries of the Town.
12. No Person shall deposit any Prohibited Waste in any Bin or Cart.
13. All Bins and Carts provided by the Town are and remain the property of the Town. No Person shall at any time move, remove or locate any Bin or Cart, except at the directions of the Town, or in accordance with section 10 above.

DUTIES OF COLLECTORS

14. Collectors shall replace emptied Bins and Carts in approximately the same location where picked up.
15. Collectors shall not pick, sort over, or remove any waste from the collection vehicle or the Bins or Carts except as directed by the ~~Public Services~~ Director.
16. The ~~Public Services~~ Director shall schedule the collection of Garbage and Other Waste pursuant to this Bylaw. Generally, such collection shall be once per week at a day and time determined by the ~~Public Services~~ Director.

17. Except for where special arrangements have been made with the ~~Public Services~~ Director the Town shall not be responsible for the collection of refuse other than Garbage or Other Waste.
18. Where a Dwelling or Other Premises is not served by a Lane or where other special conditions exist such as unimproved Lanes, or steep grades, that make collection impractical or hazardous, then the Town may:
 - a. determine that the collection location of a Bin is at some place other than a Lane; or,
 - b. provide a Cart for the purpose of depositing Garbage and Other Waste. Any such Cart shall be delivered to the front curb and placed by the Owner prior to 8:00 a.m. on the Collection Day in a manner prescribed by the ~~Public Services~~ Director. After the contents of the Cart have been removed by the Town, the Owner shall, prior to 8:00 p.m. on the Collection Day, return the Cart to the Dwelling or Other Premises.

TRANSPORTATION

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

COLLECTION OF GARBAGE AND OTHER WASTE FROM DWELLINGS

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

COLLECTION OF GARBAGE AND OTHER WASTE FROM OTHER PREMISES

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

BURNING

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

OTHER CONSIDERATIONS

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

SIGNING ON

29. New owners requiring garbage service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
30. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.
31. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

COLLECTION LEVIES AND RATES

32. The Town shall levy on each Dwelling or Other Premises, such rates for Waste Collection Services, as set out in Schedule "A" of this Bylaw, unless that Dwelling or Other Premises is otherwise exempt. The Owner is responsible for paying this levy when billed on a monthly or bi-monthly basis.
33. In the event a grandfathered tenant's utility invoice remains unpaid:

- a. on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b. on the 40th day following the due date the Town of Redcliff shall issue notice which would notify the tenant and owner that the utility account could be transferred to the owner.
 - c. on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, sign off the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.
34. In the event an owner's utility invoice remains unpaid:
 - a. on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b. on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, then transfer any outstanding balance to the property tax account respective of the service address and any amount transferred shall be deemed to be taxes owing to the Town on the date of transfer.
35. Waste Collection Services Charges rendered pursuant to Sections 32 and 33 and 34 in default shall constitute a debt owing to the Town which may be recovered.
 - a. By action in any court of competent jurisdiction, or
 - b. By distress and sale of goods and chattels of the Person owing such rates or charges wherever they may be found in the municipality, or
 - c. By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable, or
 - d. By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.
36. Errors or omissions relating to utility billing may be adjusted to a maximum of one (1) year.

INTERPRETATION

37. Nothing in this Bylaw shall be deemed to supersede or repeal the provisions of the Regulation of Burning Bylaw of the Town of Redcliff, as amended and the Nuisance Bylaw, as amended.

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

PENALTIES

40. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to a fine of:
- a. Not less than \$50.00 and not more than \$500.00 for a first offence; or
 - b. Not less than \$100.00 and not more than \$1,000.00 for subsequent offenses;
41. No Person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.
42. Any Person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Tag in a form acceptable to the Town with a penalty amount of \$50.00 for each offence.
43. Prosecution under the Provincial Offences Procedures Act may be avoided if payment of the penalty is made to the Town as specified on the Violation Tag.
44. For a continuing offence, each day may be considered a new offence, and a proceeding under the Provincial Offences Procedure Act may be commenced and a Violation Tag may be issued for each day that the violation continues.

OTHER

45. Town of Redcliff Bylaw ~~1894/2019~~1875/2018 is hereby repealed effective end of the day December 31, 20~~20~~19.
46. This bylaw shall become effective on January 1, 202~~19~~.

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

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

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

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

MAYOR

LEGISLATION AND DEVELOPMENT
DIRECTOR

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

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

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

~~PASSED and SIGNED this _____ day of December, 2020~~19.

Mayer

~~Manager of Legislative & Land Services~~

TOWN OF REDCLIFF BYLAW NO. ~~4894/2019~~1915/2020
SCHEDULE A – RATES

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

DWELLINGS

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

	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.83	\$5.66
Capital Component	\$5.39	\$10.78
Operating Component	\$16.22 44.37	\$32.43 28.74
Total	\$24.4422.59	\$48.8845.18

COMMERCIAL PREMISES

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

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

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

SIGN ON FEE

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

TOWN OF REDCLIFF BYLAW NO. ~~4894/2019~~1915/2020
SCHEDULE "B" - APPLICATION FOR EXEMPTION

Date: _____

Applicant Contact Information:

Phone Number: _____

Email: _____

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

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

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

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

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

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

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

This application is not transferable.

Expiry Provision

The application for extension shall automatically expire on _____, 20____.
(*Note: Expiry provision is to be used in conjunction with sections 21 and 26)

Signature (Applicant)

Signature
(signifying Town's acceptance)

TOWN OF REDCLIFF BYLAW NO. ~~4894/2019~~1915/2020
SCHEDULE "C" - APPLICATION FOR ADDITIONAL BINS (Other Premises)

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

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

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

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

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

Application date: _____, 20____.

Effective date: _____, 20____.

Utility Sign on Application Number _____.

Signature (Applicant)

Signature
(signifying Town's acceptance)

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2020

PROPOSED BY: Administration

TOPIC: Fees, Rates and Charges Bylaw

PROPOSAL: To consider adopting proposed Bylaw 1916/2020, Fees, Rates, and Charges Bylaw.

BACKGROUND:

The Fees, Rates, and Charges Bylaw is being reviewed in conjunction with the 2020 Budget Review process as well as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review. This allows for Administration and Council to review policies on a routine basis to ensure bylaws are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Various changes to the fees are being proposed as per the attached Bylaw 1916/2020.

POLICY / LEGISLATION:

Policy No. 115, Policy and Bylaw Development and Review

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:

- Proposed Bylaw 1916/2020, Fees, Rates, and Charges Bylaw

OPTIONS:

1. To adopt Bylaw 1916/2020, Fees, Rates, and Charges Bylaw
2. To not adopt Bylaw 1916/2020, Fees, Rates, and Charges Bylaw
3. To direct Administration to review and incorporate additional/other changes to the Fees, Rates, and Charges Bylaw

RECOMMENDATION:

Option 1.

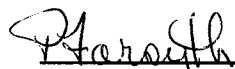
(It would be at Council's discretion if they wished to proceed with all three readings of the bylaw at this meeting.)

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1916/2020, Fees, Rates, and Charges Bylaw be given first reading.

SUBMITTED BY:

Department Head



Municipal Manager

BYLAW NO. ~~1895/2019~~1916/2020
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, TO ESTABLISH FEES, RATES, AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF REDCLIFF.

WHEREAS under the *Municipal Government Act* a council has broad authority to govern including authority to pass bylaws respecting rates, fees, and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council of the Town of Redcliff deems it desirable to establish fees, rates, and charges for the various licenses, permits, goods, and other municipal services and facilities in a bylaw;

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

SHORT TITLE

1. This bylaw may be cited as the “**Fees, Rates, and Charges Bylaw**” of the Town of Redcliff.

DEFINITIONS

2. In this bylaw:
 - a. **COUNCIL** means the Council of the Town of Redcliff.
 - b. **MUNICIPAL MANAGER** means the Chief Administrative Officer of the Town of Redcliff.
 - c. **TOWN** means the Municipal Corporation of the Town of Redcliff.

FEES, RATES AND CHARGES

3. The fees, rates, and charges for municipal licenses, permits, and goods and services are hereby established as identified in Schedule “A” which is attached to and forms a part of this bylaw, and any applicable taxes shall be added to these rates at the point of sale.
4. All references made in any other bylaw, policy, or resolution of Council to the “Rates Policy” shall now be referred to this Fees, Rates, and Charges Bylaw.
5. Prices in this bylaw do not include GST, unless otherwise noted, which is additional if applicable and will be added by the Town of Redcliff when costs are paid.
6. In the event that a rate is required for a good or service not identified in this bylaw, Council authorizes the Municipal Manager to establish a temporary rate, fee, or charge until such a time as this bylaw is amended.

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity, or participation in the Town, the Municipal Manager may waive the fees.

OTHER

8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained.
9. Bylaw No. ~~1876/2019~~1895/2019 is hereby repealed effective end of day December 31, 20~~20~~19.
10. This bylaw shall come into effect on January 1, 202~~1~~9.

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

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

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

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

MAYOR

LEGISLATION AND DEVELOPMENT
DIRECTOR

SCHEDULE "A"**ADMINISTRATION****STATIONARY AND OTHER ADMINISTRATIVE SERVICES**

Photocopying	\$0.25 per copied side of any document
Faxing	- sending of fax \$1.00 per page of document sent
	- receiving of fax \$0.25 per page of document received
Non-Sufficient-Fund (NSF)/Stopped/Voided Payments	\$25.00

SOUVENIR TYPE SERVICES

Souvenirs and public relation type products, such as pins, hats, sweatshirts, t-shirts, mugs, pens, crests, flags, etc. or other such goods for sale shall be available for sale at a price determined as follows:

Unit price plus 20%

Example: If the Unit Cost is \$27.55, the sale price is $\$27.55 + \$2.51 = \$33.06$

Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at cost plus 10% each. If the club or non-profit organization wishes to purchase pins for resale they may do so at cost.

Promotional Items Available:

	<u>Unit Cost</u>
Town of Redcliff Pins	\$0.75
Town of Redcliff Flags	\$97.90
Town of Redcliff Pens	\$3.46
Town of Redcliff Pencils	\$0.35
Town of Redcliff Golf Balls (3)	\$5.28
Other Items	Unit price + 20%
Redcliff History Book (2012)	\$25.00

The Municipal Manager and/or Council may distribute promotional items or the Redcliff History Book for public relations purposes.

TAX CERTIFICATE/ACCOUNT ADJUSTMENT/COMPLIANCE CERTIFICATE

Utility E-Billing Incentive Credit (per bill)	\$1.00
Tax Certificate (ordered/prepared by the Finance Department Staff)	\$34.00
Online Tax Certificates (ordered/prepared through My Redcliff)	\$25.00
Online Payment Administration Fee	Up to 1.0%

Payment Allocation Adjustment between Accounts

\$10.00

ASSESSMENT COMPLAINT FEES

PROPERTY COMPLAINT CATEGORY	FEE
Residential land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

HIGH/WIDE LOAD MOVES PERMIT

Permit Fee

\$300.00

DANGEROUS GOODS - SPECIAL OFF-ROUTE PERMIT

Permit Fee

\$200.00

COMMUNITY SERVICES

FACILITY BOOKINGS AND CANCELLATIONS:

- All cancellations of facility bookings must be confirmed with the Operations Department a minimum of ten (10) working days in advance, with the exception of the Aquatic Centre and Ball Diamonds where three (3) days' notice is sufficient. Failure to provide this notice may result in forfeiture of deposit or refund of facility rental fee.
- Trading of times must be confirmed with the Operations Department. The trading of times must be agreed upon and arranged between all groups concerned prior to contacting the Community and Protective Services Department.
- The Operations Department reserves the right to cancel or postpone any facility rental under emergency circumstances (for example, but not limited to, mechanical failure or emergency incidents). If the Town of Redcliff cancels a class, program, or booking the participant will receive a full refund.

GST is included in rates unless otherwise noted.

SWIMMING POOL REDCLIFF AQUATIC CENTRE

GENERAL ADMISSION ~~(GST included)~~

AGE	DAY PASS	5 PACK	10 PACK	SEASON PASS
Tiny Tot (0-5 years)	Free	Free	Free	Free
Child/Youth (6-17 years)	\$5.00	\$20.00	\$40.00	\$65.00
Adult (18-55 years)	\$6.00	\$24.00	\$48.00	\$75.00
Senior (56+ years)	\$5.00	\$20.00	\$40.00	\$65.00
Family *	\$15.00	\$60.00	\$120.00	\$165.00
Aqua fit	\$2.00	N/A	N/A	N/A

* A family is considered to be parents and immediate children under 18 years of age.

LESSONS ~~(GST included)~~

Red Cross Pre-School to Swim Kids Levels 1-~~5~~4 \$45.00

Red Cross Swim Kids Levels ~~6~~5-8 \$~~50~~55.00

Red Cross Swim Kids Levels 9-10 \$~~56~~5.00

Private lesson \$~~25~~30.00 per 30 minutes or \$~~34~~0.00 for 2-3 people

Affiliate Rentals \$35.00 per hour

Note: The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

RENTALS ~~(GST included)~~

Full Facility (Minimum 2 hours, up to 40 people) \$~~150~~125.00 per hour

Additional people (in groups of up to 15) \$~~20~~50.00 per hour

Full facility rental (Minimum 2 hours up to 115~~240~~ people) \$~~230~~250.00 per hour

ARENA (REC-TANGLE)ICE RENTALS (to April 30, 2022)

<u>Non-profit Youth Organizations (17 & Under)</u>		<u>\$90.00 per hour</u>
<u>Monday-Friday</u>	<u>4:00 p.m. - 10:00 p.m.</u>	<u>\$150.00 per hour</u>
<u>Monday-Friday</u>	<u>Before 4 p.m. / After 10 p.m.</u>	<u>\$75.00 per hour</u>
<u>Saturday / Sunday</u>	<u>8 a.m. – 10 p.m.</u>	<u>\$150.00 per hour</u>
<u>Saturday / Sunday</u>	<u>Before 8 a.m. / After 10 p.m.</u>	<u>\$75.00 per hour</u>
<u>Public Skating</u>		<u>FREE</u>
<u>Ball Hockey (user groups)</u>		<u>\$55.00 per hour</u>

Ice Rentals

~~May 1, 2019 — May 1, 2020 —~~
~~April 31, 2020 April 31, 2021~~

Non-Profit Youth Organizations (17 & Under)

~~\$87.00 per hour \$90.00 per hour~~

Adult/Family:

~~Monday-Friday 8:00 a.m. — 4:00 p.m. \$75.00~~
~~Monday-Friday 4:00 p.m. — 11:30 p.m. \$150.00~~
~~Saturday/Sunday 8:00 a.m. — 11:30 p.m. \$150.00~~

~~Public Skating Free **~~

~~** Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association~~

~~Ball Hockey (user groups) \$55.00 per hour~~

MEETING ROOMS**ARENA**

~~Upstairs (full day) \$400~~125.00
~~Hourly \$30.00 per hour~~
~~Security Deposit (refundable) \$150.00~~

~~Entire Building (no ice, full day) \$350.00~~
~~Security Deposit (refundable) \$300.00~~

SENIOR DROP-IN CENTRE

~~Refer to separate policy on this facility.~~

TOWN HALL

~~Downstairs Education Room (1/2 day – 4 hours) \$25.00~~
~~(full day) \$50.00~~
~~Security Deposit (refundable) \$150.00~~

BALL DIAMONDS

Diamonds (per hour, minimum 2 hours)		\$ 40 15.00
Lights (per hour)		\$5.00
Tournaments (per diamond)	Day	\$80.00
	Weekend	\$125.00
Equipment & Maintenance Fee (user group)		\$25.00 per season

PITCHING MACHINE

Redcliff Teams (Ladies & Little League)	\$15.00
All other groups	\$20.00
Refundable Security Deposit	\$ 20 150.00

BALL DIAMONDS CONCESSION

Not for Profit Groups	Rental rate (per day)	No rental fee
	Refundable damage deposit	\$150.00
	Insurance coverage required (must provide proof)	\$2 million
For Profit Groups Public Use	Rental rate (per day)	\$100.00
	Refundable damage deposit	\$150.00
	Insurance coverage required (must provide proof)	\$2 million

CAMPGROUND ~~(GST INCLUDED)~~

Tent Un-Serviced Site	\$20.00 per day
Camper, Trailer, Recreational Vehicles Serviced Site (Electrical, Water) (Electric) (Electric Sites — assumes upgraded sites)	\$ 30 40.00 per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental rate (per day)	\$30.00
	Refundable damage deposit	\$150.00
For Profit Groups Public Use	Rental rate (per day)	\$65.00
	Refundable damage deposit	\$150.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$100.00
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PORTABLE STAGE

Daily Rental <u>(includes setup and removal)</u>	\$ 150 250.00
Security Deposit	\$500.00
Setup/Removal	\$100.00

MEMORIAL BENCH ~~REPLACEMENT~~

New or Replace Existing Bench
~~New Bench~~

\$~~600~~650.00
~~\$900.00~~

ELECTRONIC ADVERTISING

Town of Redcliff Message Board:

Setup fee \$5.00
 User fee \$5.00 per day

Town of Redcliff Facility Electronic Advertising:

Setup fee \$5.00
 User fee \$5.00 per week

MEALS ON WHEELS

Billed Cost per Meal \$7.00

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective January 1, 2018 – December 31, 2021)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR ***
\$18.00	Less than \$23,016	Less than \$36,297
\$21.00	\$23,016 – \$27,505	\$36,297 – \$44,660
No Subsidy	Over \$27,505	Over \$44,660

*** Net Family Income

BUSINESS LICENSES**BUSINESS LICENSE FEES**

<u>PERMIT PAID</u> <u>CLASSIFICATION</u>	<u>PERMIT PAID</u> <u>Jan. 1 – Aug. 31</u>	<u>PERMIT PAID</u> <u>Sept. 1 – Dec. 1</u>	<u>PERMIT PAID</u> <u>Dec. 1 – Dec. 31</u>
Permit covers the period of	Covers the period of Jan. 1 – Dec. 31, 2020	Covers the period of Dec. 1 – Dec. 31, 2020	Covers the period of Dec. 1 – Dec. 31, 2020
Local Business (unless otherwise specified)	\$55.00	\$27.50	\$60.50
Non-Local Business (unless otherwise specified)	\$330.00	\$165.00	\$363.00
General <u>or Sub</u> Contractor (local business)	\$75.00	\$37.50	\$82.50
Sub-Contractor (local business)	\$75.00	\$37.50	\$82.50
Mechanical Trade (local business)	\$75.00	\$37.50	\$82.50
Home Occupation with Clients	\$82.50	\$41.25	\$90.75
Home Occupation without Clients	\$27.50	\$13.75	\$30.25
Peddler License (local business)			
Yearly	\$110.00	\$55.00	\$121.00
Weekly \$27.50 <u>\$50.00</u>			
Peddler License (non-local business)			
Yearly	\$330.00	\$165.00	\$363.00
Weekly \$55.00			
Seasonal Business (3-month license)	\$27.50		
Mobile Cooking Operation/Mobile Food Vendor	\$55.00 /year \$35.00 /month \$27.50 /weekend \$20.00 /day		
Circus, Carnival, or Rodeo	\$110.00 /day		
Craft or Trade Show	\$100.00 /day		

Home occupation licenses are required in addition to the above specified business licenses.

<u>Home Occupation with Clients</u>	<u>\$82.50</u>	<u>\$41.25</u>	<u>\$90.75</u>
<u>Home Occupation without Clients</u>	<u>\$27.50</u>	<u>\$13.75</u>	<u>\$30.25</u>

BUSINESS LICENSE APPEALS

First Appeal	\$50.00
Second Appeal	\$75.00

PLANNING & DEVELOPMENTENGINEERING

Detailed Map of Redcliff (black & white A0 size)	\$15.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special Sized Maps	\$10.00 per square foot
Scanning up to 11" x 17" Page	\$2.00 per page (\$10.00 minimum)
Wide Format Scanning (max 36" wide)	\$2.00 per square foot (\$10.00 minimum)
Land Use Bylaw maps – colour A1 size (approximately 36" x 42")	\$30.00 each

PAPER COPIES OF DOCUMENTS

Area Structure Plan	\$45.00 each
Municipal Development Plan	\$45.00 each
Land Use Bylaw	\$45.00 each
Construction Standards	\$35.00 each
Design Guidelines	\$25.00 each
Tender Documents	\$50.00 each

MISCELLANEOUS

Property File Search (permit search)	\$20.00
Property dimensions map with air photo background, per request	\$20.00
Copy of Current Permit Completion Record	\$20.00
Letter of Compliance/ <u>Compliance Certificate</u> (2-week turnaround)	\$60.00
Letter of Compliance/ <u>Compliance Certificate</u> (3 business days turnaround)	\$180.00
Property File Review (Environmental) Fee	\$100.00
Property File, Document Review & Internal Circulation (Environmental) Fee	\$400.00
Surcharge for an Application Without a Current Land Title	\$10.00

LAND USE BYLAW

Land Use Bylaw Amendment:

Application fee	\$400.00
Advertising fee ****	\$350.00
Total	\$750.00

**** Advertising fee is refundable if application is withdrawn after first reading of the amending bylaw and before advertising.

SUBDIVISION

Application Fee for Fee Simple Subdivision:

Base fee plus	\$350.00
per lot fee	\$100.00

Application Fee for Condo Conversion of an Existing Building:

per unit fee not including common property units *****	\$40.00
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Application Fee for a Bare Land Condo Subdivision

Base fee plus	\$350.00
per unit fee including common property units	\$100.00

Application Fee for a Bare Land Condo Subdivision of Existing Ground Parking

Base fee plus	\$150.00
per unit fee including common property units	\$20.00

***** As per the Condominium Property Act, RSA C-22

Subdivision Extension:	1 st request for extension	\$50.00
	2 nd request for extension	\$200.00
	3 rd and subsequent requests for extension	\$500.00

Surcharge for subdivision extension after subdivision approval expires	\$150.00
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Endorsement of subdivision per application	\$150.00
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MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
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Special MPC – additional fee above application and regular MPC fee	\$300.00
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Subdivision & Development Appeal Board, Appeal filing fee	\$150.00
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DEVELOPMENT PERMIT FEES

1. Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.
2. Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

3. WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES.

RESIDENTIAL

R-1 Single Family Lot – 1 unit	\$100.00
R-1 Single Family Lot – Auxiliary unit (Basement Suite, Backyard Garden Suite, etc.) in addition to the base fee for a Single Family Lot – 1 unit	\$150.00
R-1 Single Family Lot – 2 units (Duplex/Semi-Detached)	\$250.00
R-2 & R-3 Multi-Family Dwelling (on multi-family lots zoned R-2/R-3):	
Base plus	\$100.00
per unit fee	\$50.00
Accessory Buildings with an Existing Primary Building 10 m ² – 35 m ²	\$65.00
Accessory Buildings with an Existing Primary Building Greater than 35 m ²	\$100.00
Additions Not Creating a New Unit	\$100.00
Home Occupation	\$70.00
Demolition (if not part of a Development Permit)	\$60.00
Decks	\$70.00
Hot Tubs	\$60.00
Special Small Projects Fee	\$25.00
Small Projects are defined as:	
• Project value less than \$2,500	
• On private residential property or on PS, P1 or UR	
• Accessory structure	
• Structures less than 15 m ² , or a tent that is a temporary structure less than 21 m ²	
Typical projects that may qualify for Small Project Fees are:	
• Temporary, manufactured, above ground swimming pools, and hot tubs	
• Movable garden sheds over 10 m ²	
• Temporary garage structures (tents)	
• Tents requiring a building permit	
• Gazebos, Pergolas	
Permit to Stay	\$100.00
Others as Determined by Development Authority	\$100.00

NON-RESIDENTIAL

Change of Use, Existing Building – Permitted	\$50.00
Change of Use, Existing Building – Discretionary	\$100.00
Change of Use, Existing Building – Cannabis Retail Store or Production and Processing Facility	\$100.00
New Build Commercial/Industrial/Horticultural/Institutional Buildings – Base plus per m ² fee	\$200.00 \$0.15

Accessory Buildings/Additions (less than 100 m ²)	\$100.00
Demolition – Base fee plus (if not part of a Development Permit) per m ² fee	\$60.00 \$0.05
Permit to Stay	\$300.00

SIGNS

Free Standing/ Portable	\$150.00
Fascia, Wall, Window	\$75.00
Canopy, Projecting	\$80.00
Portable per month	\$50.00

USE OR WORK IN A ROAD ROW

1. Use or Work in Road ROW fees are based on delivery of the decision within 20 days. This may be shortened to 5 days by paying double fees including a doubling of MPC fees.

2. **WORK STARTED BEFORE PERMIT ISSUANCE MAY BE SUBJECT TO DOUBLE PERMIT FEES.**

Utility Installation	\$100.00
Boulevard Development Approved Uses (No permit required)	No charge
Boulevard Development Discretionary Uses	\$100.00
Driveways	\$100.00
Road Widening	\$200.00
Encroachment Permit (Administrative Approval)	\$100.00

CONSTRUCTION DAMAGE DEPOSIT

Residential	\$2,000.00
Commercial/Industrial/Horticultural	\$5,000.00

Note: A construction damage deposit may be taken for a Development Permit issued for principal buildings, accessory buildings, additions, excavations and/or demolition projects.

AGREEMENTS

Service Agreement Simple – Base plus	\$500.00
per lot fee	\$20.00
Service Agreement Complex – Base plus	\$1,000.00 plus the Town's legal fees
per lot fee	\$20.00
Development Agreement Simple	\$300.00

~~Development Agreement Complex \$600.00 plus the Town's legal fees~~

ENGINEERING DESIGN REVIEW

~~Area Structure Plan, Concept Scheme Application and Review \$800.00~~

~~Review of Technical Reports or Drawings in Excess of Two Submissions \$50.00
for any Development or Subdivision Application~~

SAFETY CODES PERMIT FEES (BUILDING, ELECTRIC, GAS, PLUMBING, PRIVATE SEWAGE)**Building Permit Fees – Single Family Residential**

		Agency	Town	SCC	
Minimum Fee for all building permits		\$130.00	\$20.00	\$4.50	
Calculations					
Agency Fee = Maximum of (Estimated Construction Cost * 0.0043 or Minimum Fee)					
Town Fee = Maximum of (Estimated Construction Cost * 0.0014 or Minimum Fee)					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
Relocation of Building on a crawlspace or basement = square ft of building × \$0.40 per square ft					
Relocation of Building on piles or blocking = square ft of building × \$0.35 per square ft					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Swimming Pools		\$130.00	\$40.00	\$6.80	\$176.80
Hot tubs		\$130.00	\$20.00	\$6.00	\$156.00
Decks		\$130.00	\$20.00	\$6.00	\$156.00
Wood Stove		\$130.00	\$40.00	\$6.80	\$176.80
Basement Development		\$130.00	\$40.00	\$6.80	\$176.80
Demolition		\$130.00	\$40.00	\$6.80	\$176.80
<div>Fees based on Estimated Value of Construction Costs:<ul style="list-style-type: none">Accessory BuildingsAdditionsAlterationsBasement DevelopmentGaragesNew single family dwellingsRenovation</div> <div>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$13,849.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$30,000.00	\$130.00	\$42.00	\$6.88	\$178.88
	\$50,000.00	\$215.00	\$70.00	\$11.40	\$296.40
	\$60,000.00	\$258.00	\$84.00	\$13.68	\$355.68
	\$80,000.00	\$344.00	\$112.00	\$18.24	\$474.24
	\$100,000.00	\$430.00	\$140.00	\$22.80	\$592.80
	\$120,000.00	\$516.00	\$168.00	\$27.36	\$711.36
	\$150,000.00	\$645.00	\$210.00	\$34.20	\$889.20
	\$200,000.00	\$860.00	\$280.00	\$45.60	\$1,185.60
	\$300,000.00	\$1,290.00	\$420.00	\$68.40	\$1,778.40
	\$400,000.00	\$1,720.00	\$560.00	\$91.20	\$2,371.20
	\$500,000.00	\$2,150.00	\$700.00	\$114.00	\$2,964.00
	\$600,000.00	\$2,580.00	\$840.00	\$136.80	\$3,556.80
	\$800,000.00	\$3,440.00	\$1,120.00	\$182.40	\$4,742.40
	\$1,000,000.00	\$4,300.00	\$1,400.00	\$228.00	\$5,928.00
	\$1,200,000.00	\$5,160.00	\$1,680.00	\$273.60	\$7,113.60
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Building Permit Fees – Single Family Residential

Building: Change in plans requiring additional or re-review of plans / re-issuing a permit	\$100.00	\$25.00	\$5.00	\$130.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days) *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Building Permit Fees - Small Projects

Fees applicable only if the following conditions are met: <ul style="list-style-type: none"> Project value less than \$2,500, On private residential property or on PS, P1 or UR Accessory structure Structures less than 15 m², or a tent that is a temporary structure less than 21 m² 	Typical projects that may qualify for Small Project Fees are: <ul style="list-style-type: none"> Temporary, manufactured, above ground swimming pools, and hot tubs Movable garden sheds over 10 square metres, Temporary garage structures (tents), Tents requiring a building permit, Gazebos, Pergolas, 			
	Agency	Town	SCC	Total
Flat rate for all small project permits	\$40.50	\$10.00	\$4.50	\$55.00
Surcharge Fees same as for Single Family (Not normally required!)				
There are no refunds for Small Projects				

Building Permit Fees – All Others

		Agency	Town	SCC	
Minimum Fee for all building permits		\$180.00	\$30.00	\$4.50	
Calculations					
Estimated Construction Cost < \$1,000,000					
Agency Fee = Maximum of (Estimated Construction Cost * 0.0055 or Minimum Fee)					
Town Fee = Maximum of (Estimated Construction Cost * 0.00195 or Minimum Fee)					
Estimated Construction Cost > 1,000,000					
Agency Fee = Maximum of ((1,000,000 * 0.0055 + (Estimated Construction Cost – 1,000,000) * 0.0045 or Minimum Fee)					
Town Fee = Maximum of ((1,000,000 * 0.0018 + (Estimated Construction Cost – 1,000,000) * 0.0012 or Minimum Fee)					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Fees based on Estimated Value of Construction Costs: <ul style="list-style-type: none">DemolitionAccessory BuildingsAdditionsAlterationsGaragesNew BuildingRenovationShopsStorage	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$180.00	\$30.00	\$8.40	\$218.40
	\$15,002.10	\$180.00	\$30.00	\$8.40	\$218.40
	\$25,000.00	\$180.00	\$48.75	\$9.15	\$237.90
	\$50,000.00	\$275.00	\$97.50	\$14.90	\$387.40
	\$70,000.00	\$385.00	\$136.50	\$20.86	\$542.36
	\$100,000.00	\$550.00	\$195.00	\$29.80	\$774.80
	150000	\$825.00	\$292.50	\$44.70	\$1,162.20
	\$200,000.00	\$1,100.00	\$390.00	\$59.60	\$1,549.60
	\$300,000.00	1650.00	\$585.00	\$89.40	\$2,324.40
	\$400,000.00	2200.00	\$780.00	\$119.20	\$3,099.20

Building Permit Fees – All Others

Fees are to be calculated on the actual Estimated Value of Construction using the calculations above. Table to the left is provided for information purposes only.	\$500,000.00	2750.00	\$975.00	\$149.00	\$3,874.00
	\$600,000.00	3300.00	\$1,170.00	\$178.80	\$4,648.80
	\$800,000.00	4400.00	\$1,560.00	\$238.40	\$6,198.40
	\$1,000,000.00	5500.00	\$1,950.00	\$298.00	\$7,748.00
	\$1,200,000.00	6400.00	\$2,340.00	\$349.60	\$9,089.60
	\$1,400,000.00	7300.00	\$2,730.00	\$401.20	\$10,431.20
	\$1,600,000.00	8200.00	\$3,120.00	\$452.80	\$11,772.80
	\$1,800,000.00	9100.00	\$3,510.00	\$504.40	\$13,114.40
	\$2,000,000.00	10000.00	\$3,900.00	\$556.00	\$14,456.00
	\$2,500,000.00	12250.00	\$4,875.00	\$685.00	\$17,810.00
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total
Building: Change in plans requiring additional or re-review of plans / re-issuing a permit		\$100.00	\$25.00	\$5.00	\$130.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown		\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.		\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100					
Additional inspection (in addition to or exceeding the number of inspections noted on permit)		\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours		\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00					
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days <i>(normal is 2-5 business days)</i> -Plan Review 1-5 business days <i>(normal is 5-7 business days)</i> -Permit Issuance 1-2 business days <i>(normal is 2-4 business days)</i> *Expediting fees are in addition to any other fees *Expediting fees are not refundable		\$200.00	\$50.00	\$10.00	\$260.00
Refunds					
<u>Prior to any plan review – 100%</u>					
<u>Prior to issuance of a permit:</u>					
Value of the Permit \$0 to \$120 – No refund					
Value of the Permit greater than \$120					
Permit fee x 80% less \$100.00 = refund					
Prior to any inspections					

Building Permit Fees – All Others

Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Electric Permit Fees

		Agency	Town	SCC	
Minimum Fee for all Electric permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee = Maximum of (\$50.00 + 0.7 × Value of Work^{0.57} or Minimum Fee)</i>					
<i>Agency Fee for Homeowner wiring over 1,200 square ft = \$120 + (square ft – 1,200) × \$0.10 per square ft</i>					
<i>Town Fee = Maximum of (0.005 × Value of Work^{0.94} or Minimum Fee)</i>					
<i>Town Fee for Homeowner wiring = Agency Fee × 0.32</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits - Contractor		Agency	Town	SCC	Total
Permanent Service Connection		\$90.00	\$29.00	\$4.76	\$123.76
Temporary Service		\$90.00	\$29.00	\$4.76	\$123.76
Annual Electric Permit		\$225.00	\$73.00	\$11.92	\$309.92
Fees based on Estimated Value of Construction – Electrical Contractor Only. Fees are to be calculated on the actual Estimated Value of Construction using the calculations above. Table to the left is provided for information purposes only.	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$90.00	\$20.00	\$4.50	\$114.50
	\$1,209.00	\$90.00	\$20.00	\$4.50	\$114.50
	\$2,500.00	\$110.52	\$20.00	\$5.22	\$135.74
	\$5,000.00	\$139.85	\$20.00	\$6.39	\$166.24
	\$10,000.00	\$183.38	\$28.77	\$8.49	\$220.64
	\$20,000.00	\$248.01	\$55.20	\$12.13	\$315.34
	\$30,000.00	\$299.49	\$80.81	\$15.21	\$395.51
	\$50,000.00	\$383.82	\$130.62	\$20.58	\$535.01
	\$100,000.00	\$545.56	\$250.59	\$31.85	\$828.00
	\$150,000.00	\$674.41	\$366.86	\$41.65	\$1,082.92
	\$200,000.00	\$785.67	\$480.77	\$50.66	\$1,317.10
Homeowner Permit					
Connections only		\$90.00	\$27.00	\$4.68	\$121.68
Wiring less than 1200 square ft		\$120.00	\$38.40	\$6.34	\$164.74
More than 1200 square ft Fees are to be calculated on the actual square feet using the calculations above. Table to the left is provided for information purposes only.	Square Feet	Agency	Town	SCC	Total
	1200	\$120.00	\$38.40	\$6.34	\$164.74
	1300	\$130.00	\$41.60	\$6.86	\$178.46
	1500	\$150.00	\$48.00	\$7.92	\$205.92
	2000	\$200.00	\$64.00	\$10.56	\$274.56
	2500	\$250.00	\$80.00	\$13.20	\$343.20
	3000	\$300.00	\$96.00	\$15.84	\$411.84
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Electric Permit Fees

Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days) *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Gas Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
Agency Fee Residential = Maximum of $(-0.5 \times \text{No. Outlets}^2 + 20 \times \text{No. Outlets} + 52.0 \text{ or Minimum Fee})$					
Agency Fee Commercial less than 450,000 BTU = Maximum of $\left(-0.00005 \times (\text{BTU}/1000)^2 + 0.12 \times \left(\frac{\text{BTU}}{1000}\right) + 80.0 \text{ or Minimum Fee}\right)$					
Agency Fee Commercial more than 450,000 BTU = $(123.88 + 0.075 \times (\text{BTU} - 450,000)/1000$					
Town Fee Residential = Maximum of $(-0.22 \times \text{No. Outlets}^2 + 8.60 \times \text{No. Outlets} + 10.0 \text{ or Minimum Fee})$					
Town Fee Commercial less than 750,000 BTU = Maximum of $\left(-0.00003 \times (\text{BTU}/1000)^2 + 0.08 \times \left(\frac{\text{BTU}}{1000}\right) + 15.0 \text{ or Minimum Fee}\right)$					
Town Fee Commercial more than 750,000 BTU = $(60 + 0.030 \times (\text{BTU} - 750,000)/1000$					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$					
Flat rate permits		Agency	Town	SCC	Total
Temporary Service / heat		\$90.00	\$20.00	\$4.50	\$114.50
Service Re-connection		\$90.00	\$20.00	\$4.50	\$114.50
Propane Tank Set		\$90.00	\$20.00	\$4.50	\$114.50
Fees based on Number of Outlets - Residential Fees are to be calculated on the actual Number of Outlets using the calculations above. Table to the left is provided for information purposes only.	Number of Outlets	Agency	Town	SCC	Total
	1	\$90.00	\$20.00	\$4.50	\$114.50
	2	\$90.00	\$26.32	\$4.65	\$120.97
	3	\$107.50	\$33.82	\$5.65	\$146.97
	4	\$124.00	\$40.88	\$6.60	\$171.48
	5	\$139.50	\$47.50	\$7.48	\$194.48
	6	\$154.00	\$53.68	\$8.31	\$215.99
	7	\$167.50	\$59.42	\$9.08	\$236.00
Fees based on BTU - Commercial Fees are to be calculated on the BTU using the calculations above. Table to the left is provided for information purposes only.	BTU	Agency	Town	SCC	Total
	0	\$90.00	\$20.00	\$4.50	\$114.50
	59,064	\$90.00	\$20.00	\$4.50	\$114.50
	100,000	\$91.50	\$22.70	\$4.57	\$118.77
	120,000	\$93.68	\$24.17	\$4.71	\$122.56
	150,000	\$96.88	\$26.33	\$4.93	\$128.13
	210,000	\$103.00	\$30.48	\$5.34	\$138.81
	300,000	\$111.50	\$36.30	\$5.91	\$153.71
	450,000	\$123.88	\$44.93	\$6.75	\$175.55
	500,000	\$127.63	\$47.50	\$7.01	\$182.14
	750,000	\$146.38	\$58.13	\$8.18	\$212.69
	900,000	\$157.63	\$64.50	\$8.89	\$231.02
	1,000,000	\$165.13	\$67.50	\$9.31	\$241.94
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Gas Permit Fees

Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days) *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Plumbing Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$10.00	\$4.50	
Calculations					
Agency Fee = Maximum of $(-0.03 \times \text{No. Fixtures}^2 + 6.50 \times \text{No. Fixtures} + 60.0$ or Minimum Fee)					
Town Fee = Maximum of $(-0.01 \times \text{No. Fixtures}^2 + 2.50 \times \text{No. Fixtures} + 10.0$ or Minimum Fee)					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04$ or Minimum Fee)					
<div><div>Fees based on Number of Fixtures</div><div>Fees are to be calculated on the actual Number of Fixtures using the calculations above.</div><div>Table to the left is provided for information purposes only.</div></div>	Number of Fixtures	Agency	Town	SCC	Total
	1	\$90.00	\$12.49	\$4.50	\$106.99
	2	\$90.00	\$14.96	\$4.50	\$109.46
	3	\$90.00	\$17.41	\$4.50	\$111.91
	4	\$90.00	\$19.84	\$4.50	\$114.34
	5	\$91.75	\$22.25	\$4.56	\$118.56
	6	\$97.92	\$24.64	\$4.90	\$127.46
	7	\$104.03	\$27.01	\$5.24	\$136.28
	8	\$110.08	\$29.36	\$5.58	\$145.02
	9	\$116.07	\$31.69	\$5.91	\$153.67
	10	\$122.00	\$34.00	\$6.24	\$162.24
	11	\$127.87	\$36.29	\$6.57	\$170.73
	12	\$133.68	\$38.56	\$6.89	\$179.13
	13	\$139.43	\$40.81	\$7.21	\$187.45
	14	\$145.12	\$43.04	\$7.53	\$195.69
	15	\$150.75	\$45.25	\$7.84	\$203.84
	16	\$156.32	\$47.44	\$8.15	\$211.91
	17	\$161.83	\$49.61	\$8.46	\$219.90
	18	\$167.28	\$51.76	\$8.76	\$227.80
	19	\$172.67	\$53.89	\$9.06	\$235.62
	20	\$178.00	\$56.00	\$9.36	\$243.36
	21	\$183.27	\$58.09	\$9.65	\$251.01
	22	\$188.48	\$60.16	\$9.95	\$258.59
	23	\$193.63	\$62.21	\$10.23	\$266.07
	24	\$198.72	\$64.24	\$10.52	\$273.48
	25	\$203.75	\$66.25	\$10.80	\$280.80
	26	\$208.72	\$68.24	\$11.08	\$288.04
	27	\$213.63	\$70.21	\$11.35	\$295.19
	28	\$218.48	\$72.16	\$11.63	\$302.27
Surcharge Fees (Not normally required!)		Agency	Town	SCC	Total

Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: -Inspection request in 1-2 business days <i>(normal is 2-5 business days)</i> -Plan Review 1-5 business days <i>(normal is 5-7 business days)</i> -Permit Issuance 1-2 business days <i>(normal is 2-4 business days)</i> *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

Private Sewage Disposal Permit Fees

	Agency	Town	SCC	
Minimum Fee for all building permits	\$170.00	\$20.00	\$4.50	
Calculations				
<i>Town Fee = Maximum of (Agency Fee × 0.40 or Minimum Fee)</i>				
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>				
Flat rate permits	Agency	Town	SCC	Total
Homeowner <ul style="list-style-type: none"> • Fields • Mounds • Treatment Plant 	\$350.00	\$140.00	\$19.60	\$509.60
Contractor <ul style="list-style-type: none"> • Fields • Mounds • Treatment Plant 	\$250.00	\$100.00	\$14.00	\$364.00
Septic Tank	\$170.00	\$68.00	\$9.52	\$247.52
Holding Tank	\$170.00	\$68.00	\$9.52	\$247.52
Surcharge Fees (Not normally required!)	Agency	Town	SCC	Total
Administration Fee for correcting erroneous information / re-issuing a permit	\$36.40	\$9.10	\$4.50	\$50.00
Variance \$130.00 per hour, minimum 2 hours, minimum fee shown	\$200.00	\$50.00	\$10.00	\$260.00
Re-opening file to add Verification of Compliance after 90 days of closure or after the timeframe initially noted on permit.	\$100.00	\$25.00	\$5.00	\$130.00
1 year Permit Time Extension fee 50% of initial permit fee, Minimum of \$100				
Additional inspection (in addition to or exceeding the number of inspections noted on permit)	\$100.00	\$25.00	\$5.00	\$130.00
Inspection outside of normal business hours	\$200.00	\$50.00	\$10.00	\$260.00
Work started without a permit. Double Permit Fees to a maximum of \$390.00				
Expediting fee for rushed service delivery requests: <ul style="list-style-type: none"> -Inspection request in 1-2 business days (normal is 2-5 business days) -Plan Review 1-5 business days (normal is 5-7 business days) -Permit Issuance 1-2 business days (normal is 2-4 business days) *Expediting fees are in addition to any other fees *Expediting fees are not refundable	\$200.00	\$50.00	\$10.00	\$260.00
Refunds				
<u>Prior to any plan review – 100%</u>				
<u>Prior to issuance of a permit:</u>				
Value of the Permit \$0 to \$120 – No refund				

Private Sewage Disposal Permit Fees

Value of the Permit greater than \$120				
Permit fee x 80% less \$100.00 = refund				
Prior to any inspections				
Value of the Permit \$0 to \$120 – No refund				
Value of the Permit greater than \$120				
Permit fee x 50% less \$40.00 = refund				
Any inspection completed, no refund.				

OPERATIONS/ENVIRONMENT

CEMETERY

Plot	\$500.00
Cremation Plot	\$200.00
Columbarium Niche	\$850.00
Opening and Closing	\$500.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *****	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$200.00
Setup of Tent	\$100.00

***** After hours shall be any time after regular closing time for Public Services Department.

Note: Grave liners are mandatory and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

EQUIPMENT FOR CUSTOM WORK

	Rate per hour (includes Operator)
Loader	\$120.00
Backhoe	\$120.00
Excavator	\$150.00
3 Ton Truck	\$100.00
Gravel Tandem Truck	\$120.00
Service Truck	\$130.00
Grader	\$135.00
Picker Truck	\$200.00
Sweeper	\$120.00

Sewer truck	\$125.00
Sheep foot Packer	\$80.00
Riding Mowers	\$75.00
Skid Steer Loader	\$95.00
Pickup Truck	Day rate (no Operator) \$150.00
Small Equipment (mowers, pumps, etc.)	\$100.00

PERSONNEL

Project Manager (includes truck)	Rate per hour \$115.00
Supervisor	\$90.00
Engineering Technician	\$85.00
Surveyor	\$85.00
Service Technician	\$85.00
Equipment Operator	\$70.00
Laborer	\$60.00
After Hours for all Personnel	Rate per hour x 1.5

LANDFILL

Refer to the Redcliff Cypress Regional Waste Management Authority Policy #3, Fees, Rates, and Charges Policy for current landfill fees, rates, and charges.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"	1½"	2"
Material Costs	\$1,400.00	\$2025.00	\$2650.00
Labour/Equipment	\$2,300.00	\$2,300.00	\$2,300.00
Asphalt/Concrete	As Quoted	As Quoted	As Quoted
TOTAL	As Quoted	As Quoted	As Quoted

4 Inch Sanitary Service Only

	4"
Material Costs	\$550.00
Labour/Equipment	\$2,300.00
Asphalt/Concrete	As Quoted
TOTAL	As Quoted

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,750.00	\$2,140.00	\$3,050.00
Labour/Equipment	\$2,800.00	\$2,800.00	\$2,800.00
Asphalt/Concrete	As Quoted	As Quoted	As Quoted
TOTAL	<u>As Quoted</u>	<u>As Quoted</u>	<u>As Quoted</u>

All water and sanitary service connections will be quoted by Public Services. Expect a quote within five (5) business days.

Oversized Water and Sewer Services

Material and Labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by Council) shall be based on actual costs plus 10%.

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs such as asphalt replacement, concrete replacement, or day lighting services, to be determined at the time of request by the Public Services Department.

Subdivisions/ Developments

The Public Services Department can provide a quote for service installations that exceed two (2) complete service installations.

Installation of service extensions exceeding the allowable maximum or for water/sewer main extensions for any subdivision or development shall be the responsibility of the developer/property owner. All work must be completed by a contractor who specializes in this type of work in accordance with the Town's Design Guidelines and Construction Standards. It will be the responsibility of the property owner / developer to hire a contractor to service the property to the Town's standards. The Town will inspect and sign off on installations. All field testing shall be submitted to the Towns Engineering Department for review and acceptance that the work meets the Town's Design Guidelines and Engineering Standards.

NOTE

Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

- Lot 44, Block 107, Plan 8210827 \$2,941.04
- Lot 45, Block 107, Plan 8210827 \$2,789.44

• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT**INSPECTION SERVICES**

Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$50.00
1st Non-compliance Re-inspection	\$50.00
2nd Non-compliance Re-inspection	\$100.00
3rd Non-compliance Re-inspection	\$150.00
Occupant Load Calculation (includes card)	\$75.00
Fire Investigation & Inspection Services in Municipalities in Alberta ***** Plus contracted expenses for services or equipment necessary to complete the investigation plus travel/living expenses.	\$100.00 per hour *****

CYPRESS COUNTY

As per current fire agreement between Town of Redcliff and Cypress County.

EQUIPMENT AND MATERIAL FEES

Pumper Unit (includes 3 men)	\$610.00 per hour
Rescue Unit (includes 2 men)	\$610.00 per hour
Prairie Fire Truck (4x4 Ton with 2 men)	\$610.00 per hour
Firefighters	At Cost
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

DOCUMENTATION REQUESTS

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

FIREWORKS IGNITION PERMIT

Permit Fee	\$50.00 (non-refundable)
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TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 23, 2020

PROPOSED BY: Municipal Manager

TOPIC: 2021 Fleet Purchases

PROPOSAL: Approval of Proposed Fleet Purchases

BACKGROUND:

During the Special Council meetings held on October 19, 2020 and November 3, 2020, Council was presented with proposed fleet purchases. Council was informed that all fleet purchases would be funded through the Purchasing Reserve. Administration is seeking the approval of the below list of proposed fleet purchases so the items can be included into the capital budget prior to preliminary approval and that procurement can begin to mitigate any unanticipated delays.

Description	Cost
Cube Van Replacement	\$50,000
Half Ton Replacement	\$40,000
Half Ton Replacement	\$40,000
One Ton Replacement	\$60,000
New Multi Tools for Parks Unit	\$36,750
Purchasing Reserve	\$226,750

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

N/A

OPTIONS:

1. Approve the 2021 proposed fleet purchases.
2. Approve the 2021 proposed fleet purchases except for specific items.

RECOMMENDATION:

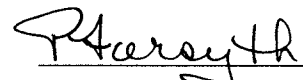
Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved the proposed 2021 fleet purchases be approved as presented and that they be included in the 2021 Budget.
2. Councillor _____ moved the proposed 2021 fleet purchases be approved and that they be included into the 2021 Budget with the exception of _____.

SUBMITTED BY:

Department Head



Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2020

PROPOSED BY: Legislation and Development

TOPIC: Utility Right-of-Way Agreement

PROPOSAL: To authorize signing of a Utility Right-of-Way Agreement

BACKGROUND:

Attached is Utility Right-of-Way (UROW) Agreement/Plan affecting Lot 45 PUL, Block 19, Plan 0611444. Administration is seeking authorization for the Mayor and Municipal Manager to sign. The UROW is for protection of gas infrastructure which was required to service AECON. The UROW falls within an existing parcel labelled public utility lot. The work has been completed.

POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

- Utility Right-of-Way Plan
- Utility Right-of-Way Agreement

OPTIONS:

1. To authorize the signing of Utility Right-of-Way Agreement affecting Lot 45 PUL, Block 19, Plan 0611444.
2. To not authorize the signing of Utility Right-of-Way Agreement affecting Lot 45 PUL, Block 19, Plan 0611444.

RECOMMENDATION:

Option 1.

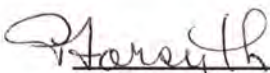
SUGGESTED MOTION(S):

1. Councillor _____ moved to authorize the Mayor and Municipal Manager to sign a Utility Right-of-Way Agreement affecting Lot 45 PUL, Block 19, Plan 0611444.

SUBMITTED BY:



Department Head



Municipal Manager

UTILITY RIGHT-OF-WAY AGREEMENT

THE TOWN OF REDCLIFF (hereinafter called the "Grantor") being the registered owner or entitled to become the registered owner of those certain lands described as:

PLAN 0611444

BLOCK 19

LOT 45PUL (PUBLIC UTILITY LOT)

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 0.782 HECTARES (1.93 ACRES) MORE OR LESS

and hereinafter referred to as "the Land" DOES HEREBY in consideration of payment of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, GIVE, GRANT, TRANSFER AND MAKE OVER unto the City of Medicine Hat (hereinafter called the "Grantee") the right and privilege of a right-of-way on, over and under those portions of the Land, shown as a utility right-of-way on Registered Utility Right-of-Way Plan No. **201 0953** (hereinafter called the "right-of-way") for the purpose of digging, putting down, taking up, relaying, connecting, disconnecting, constructing, repairing, replacing, maintaining, inspecting and operating any public utility facility or infrastructure which may include but not necessarily be restricted to infrastructure and lines for the transmission, distribution, transportation, conveyance or disposal of water, sewage, gas, oil, electrical energy, telephone and telecommunication messages, or any one or more of them, together with the usual and ordinary appurtenances thereto (hereinafter called the "utility line or lines") to be constructed on, over or under the right-of-way, the said right and privilege being subject to the following terms and conditions which are hereby agreed to by and between the Grantee and the Grantor, namely:

1. The term "Grantee" wherever used hereinafter shall include and shall be interpreted to mean the City of Medicine Hat and the nominees or appointees of the City.
2. The right-of-way hereby granted shall be for such length of time as the utility line or lines are required by the Grantee.
3. The Grantee, its tenants, contractors, subcontractors, officers, servants, agents and workmen shall have the full and free right and liberty to have ingress and egress to, and to pass and repass on the right-of-way, either on foot or by means of vehicles or necessary machines whatsoever, and to remain on the right-of-way for all purposes of digging, putting down, taking up, relaying, connecting, disconnecting, constructing, repairing, replacing, maintaining, inspecting and operating the utility line or lines.
4. The Grantee, in carrying out any of the aforesaid operations, shall do so in a good and workmanlike manner and shall cause or do as little damage and inconvenience to the Grantor's interest in the Land as is reasonably practicable, and following any excavations or workings made or done by or on behalf of the Grantee the Land shall, so far as is reasonably practicable, be restored to its former condition. The replacement of trees or shrubs, and landscaping other than seeding to grass, is hereby agreed by the parties hereto to be impracticable.

5. The Grantor covenants that they shall not build, erect or maintain nor permit or suffer to be built, erected or maintained on, over or under the right-of-way any building, structure, or other improvement of any kind nor change or allow changes to the design or existing surface grades, nor plant or maintain or allow or suffer to be planted or maintained thereon, any trees, shrubs or landscaping which would or could prevent or hinder the exercise by the Grantee of any of the rights herein granted. The Grantor further covenants that there are not as of the date of this Agreement, any buildings, structures or other improvements on, over or under the right-of-way or any trees, shrubs or landscaping which would or could prevent or hinder the exercise by the Grantee of any of the rights herein granted.
6. The Grantee agrees to indemnify and save harmless the Grantor, their officers, servants and agents from and against any and all claims, demands, actions, causes of action, suits, costs, including solicitor and client costs, expenses and damages arising out of or attributable to any act or omission of the Grantee or any other person for whom the Grantee is in law responsible, in the exercise of the right and privilege granted under this Agreement.
7. The Grantor agrees to indemnify and save harmless the Grantee, its officers, servants, agents and elected officials from and against any and all claims, demands, actions, causes of action, suits, costs, including solicitor and client costs, expenses and damages arising out of or attributable to any act or omission of the Grantor or any other person for whom the Grantor is in law responsible, in relation to its use or occupancy of the Land.
8. This right-of-way, including all the terms and conditions herein contained, is and shall be of the same force and effect and to all intents and purposes as a covenant running with the Land and shall extend to, be binding upon, and enure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed these presents as of the _____ day of _____, A.D. 2020.

CITY OF MEDICINE HAT

THE TOWN OF REDCLIFF

GRAYSON MAUCH, GENERAL MANAGER
UTILITY DISTRIBUTION SYSTEMS -ELECTRIC

PER:

ANGELA CRUICKSHANK, CITY CLERK

PER:

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 23, 2020

PROPOSED BY: Legislation and Development / Operations

TOPIC: Walkway Fences

PROPOSAL: To provide clarification with regard to walkway fencing.

BACKGROUND:

In the subdivisions of Riverview, Kipling, Westside, and Eastside a restrictive covenant was registered on title to set out certain development criteria. One of the areas in the restrictive covenant that has created some confusion relates to walkway fences and who is responsible for replacement upon the fence reaching its end of life. Depending on the covenant and the area the restrictive covenant states either:

“All lots adjacent to established walkways will have a galvanized chain link fence installed by the Developer. Maintenance of the walkway fence shall be the responsibility of the immediately adjacent property owner, who shall keep the walkway fence in a state of good repair at all times and shall maintain the walkway fence in its original colour.”

or

“All lots adjacent to established walkways will have a walkway fence installed by the Developer. Maintenance of the walkway fence shall be the responsibility of the immediately adjacent property owner, who shall keep the walkway fence in a state of good repair at all times and shall maintain the walkway fence in its original colour.”

Over the last year or so this matter has come up as some of the walkway fencing has deteriorated to a point where replacement is desired/needed. The question has been asked about who is responsible for replacement at end of life. There are differing interpretations of the wording in the restrictive covenant which states *“Maintenance of the walkway fence shall be the responsibility of the immediately adjacent property owner, who shall keep the walkway fence in a state of good repair at all times and shall maintain the walkway fence in its original colour.”* Administration is seeking Council’s interpretation and direction regarding who is responsible for replacement of the walkway fences.

POLICY / LEGISLATION:

N/A

STRATEGIC PRIORITIES:

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

Strategies

1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community's infrastructure

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

ATTACHMENTS:

- Map with red stars identifying where walkway paths are
- Google Maps pictures of walkway fencing

OPTIONS:

1. To confirm that property owners are responsible for replacement of walkway fencing.
2. To confirm that the Town of Redcliff is responsible for replacement of walkway fencing.
3. To share costs with adjacent properties owners of walkway fence.

RECOMMENDATION:

Administration is seeking Council's interpretation/intent of the wording in the restrictive covenant.

SUGGESTED MOTION(S):

1. Councillor _____ moved to confirm that property owners are responsible for replacement of walkway fencing.
2. Councillor _____ moved to confirm that the Town of Redcliff is responsible for replacement of walkway fencing.
3. Councillor _____ moved that costs to replace walkway fences adjacent to private property be cost shared between the Town and the adjacent property owners.

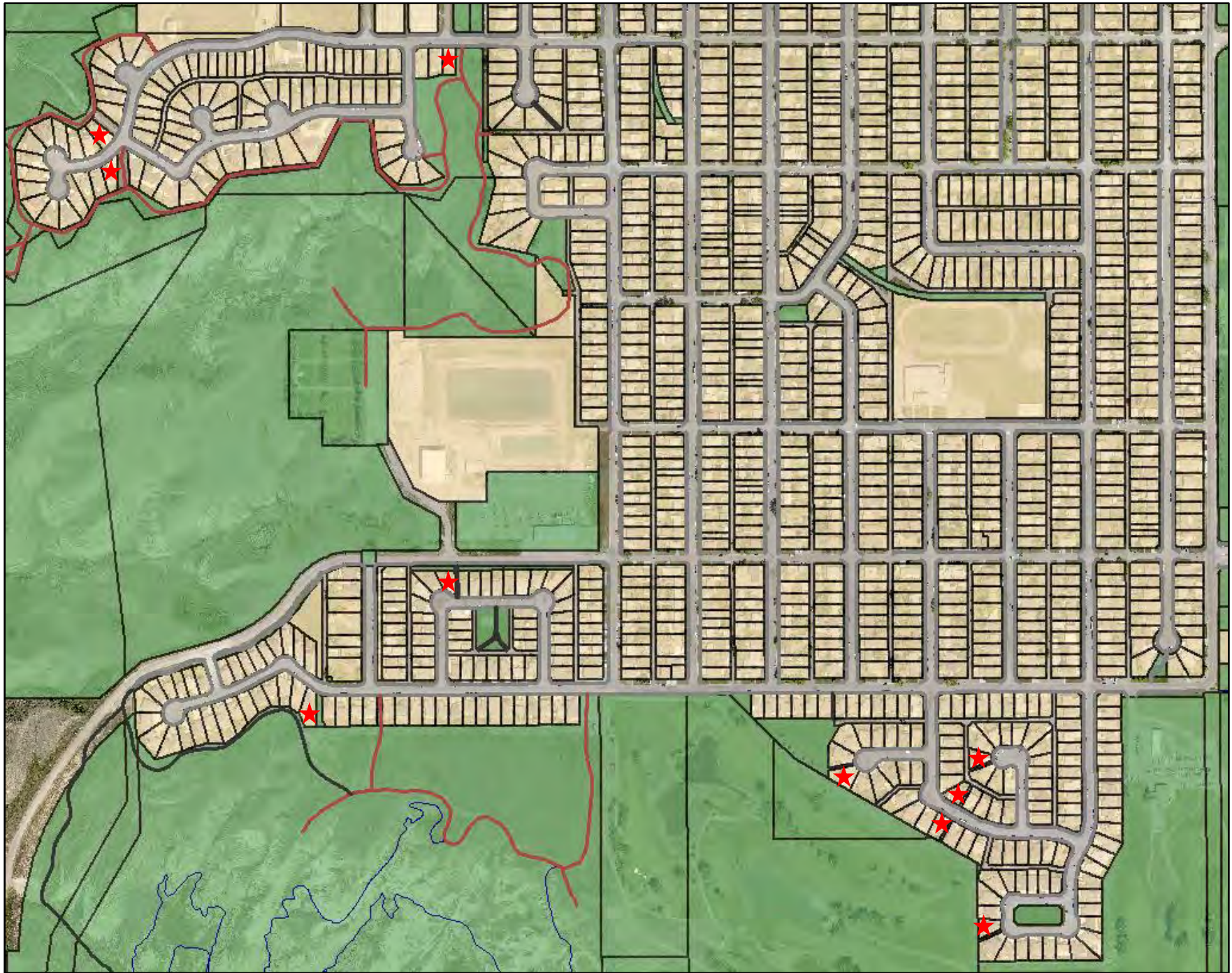
SUBMITTED BY:



Department Head



Municipal Manager



25 Riverview Court SE

Legend



Google Earth

© 2020 Google

2.45 m

84

15 Riverview Drive SE

Legend



Google Earth

© 2020 Google



16 Riverview Drive SE

Legend



Google Earth

© 2020 Google

2.50 m

86

8 Riverview Place SE

Legend



27 Riverview Green SE

Legend



Google Earth

© 2020 Google



320 Redcliff Way SW

Legend



Google Earth

© 2020 Google

2.74 m

89



302 Redcliff Way SW

Legend



Google Earth

© 2020 Google

1.91 m



90

942 Kipling Cr. SW

Legend



Google Earth

© 2020 Google

1.79 m



91

603 Jesmond Point SW

Legend



Google Earth

© 2020 Google

2.24 m

92



602 Jesmond Point SW

Legend



201 5 Avenue SW

Legend



Google Earth

1.73 m

94

RECEIVED

NOV 19 2020

TOWN OF REDCLIFF



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

AR103178

NOV 06 2020

His Worship Dwight Kilpatrick
Mayor
Town of Redcliff
1 - 3rd Street NE, Mailbox 40
Redcliff AB T0J 2P0

Dear Mayor Kilpatrick,

Thank you for meeting with me on September 23, 2020, during the Alberta Urban Municipalities Association convention. At our meeting, I heard your frustrations regarding advocating for a new high school in Redcliff, and your concerns about library funding.

With respect to library funding, I'm sure you can appreciate that this matter, like all other matters involving provincial expenditures, will be addressed as part of the provincial budgeting process. As you know, we are currently facing significant financial challenges in Alberta, and difficult decisions will need to be made. That being said, I have indicated that we will strive to maintain stable funding for our public library system, as I recognize the critical role that libraries play in our communities all across the province.

In regard to your concerns about school projects, I reached out to my colleague, the Honourable Adriana LaGrange, Minister of Education, for information regarding the process for prioritizing new capital projects. Each year, school boards submit their three-year capital plans to Alberta Education. Prairie Rose School Division's top priorities in its 2021-24 capital plan are:

1. Student accommodation in Burdett/Bow Island;
2. New Middle School in Redcliff (Grades 6 to 9);
3. Modernization and Addition at Parkside School in Redcliff;
4. Student Accommodation in Oyen; and
5. Modernization of Foremost School in Foremost.

Alberta Education reviews the school board's capital plan, and prepares a report for government consideration. As part of this process, Alberta Education analyzes, evaluates, and prioritizes submissions and recommends the projects with the highest need across the province. The deadline for school boards' 2021-24 capital plans was April 1, 2020, and preparations for the 2021 Provincial Capital Plan are currently underway.

.../2

While the final decision on new capital projects ultimately rests with Alberta Education, I want to ensure that the Town of Redcliff's perspectives are represented. As such, I have advised Minister LaGrange of your concerns, and encourage you to contact her if you have any questions or wish to discuss building a new high school in Redcliff further.

Sincerely,



Tracy L. Allard
Minister

cc: Honourable Adriana LaGrange
Minister of Education

From: MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>
Sent: November 19, 2020 4:17 PM
To: Dwight Kilpatrick <DwightK@redcliff.ca>
Cc: Phyllis Forsyth <phyllis.forsyth@redcliff.ca>
Subject: MSP Project Acceptance Notification - Town of Redcliff

Dear Mayor Kilpatrick,

The Government of Alberta is proud to provide municipalities and Metis Settlements with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible projects submitted by your community under the MSP program:

Redcliff Municipal Campground Construction Upgrade and Rehabilitation: \$315,667
IXL Park Rehabilitation: \$35,000
Redcliff Memorial Park Construction and Betterment: \$245,000
Redcliff Municipal Tennis Court Rehabilitation: \$70,000

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities and Metis Settlements are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at Minister.MunicipalAffairs@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard
Minister

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

Classification: Protected A

Memo



To: Redcliff Town Council

From: Municipal Manager

Date: November 23, 2020

Re: 2021 Budget Overview

BACKGROUND:

As the new Municipal Manager, I did some work to understand the process of budgeting in Redcliff. I undertook a historical overview and am presenting information to Council that summarizes the 2021 budget in comparison to previous budgets.

I feel it is important to provide explanations on certain areas of the budget and have included some documents for backup:

- High Level Salary Review
- 2021 Operating Budget, without amortization, education or tax revenue
- 2021 Operating Budget Summary
- 2021 Total Budget Summary
- 2021 Taxation Scenarios

SALARY REVIEW:

Salary

2021 base salaries decreased by \$41,658 and includes the following changes:

- Non-Union
 - Transfer of one position to union
 - Grid step increase for non-union personnel
 - No cost of living increase
- Union
 - 1% increase as per contract
 - Grid steps as determined at evaluation
 - Transfer of one position from non-union

Benefits

2021 benefits increased by \$20,455 and the increase is primarily due to the inclusion of the opt-up program introduced to staff in 2020.

WCB

2021 premiums have increased by \$38,904 and are due to industry increases and the number of claims. The Town of Redcliff has seen 27 claims in the past 5 years.

BUDGET REVIEW:

Overall expense decreased in 2021 from \$12,761,284 (2020) to \$12,691,983, a difference of \$69,301.

Overall other revenue also increased by \$71,819, while transfers from reserves decreased by \$203,054 leaving a funding shortfall of \$131,235.

With the decrease in expenses and revenue there is a taxation increase of \$61,934 if transfers from reserves remain the same.

TAX CALCULATIONS:

The last attachment provides taxation scenarios based on the 2019 assessments for the 2020 taxation year.

Option A

To have no operational transfer would see an increase of \$44.70 per \$100,000 of assessment.

Option B

To continue with the proposed transfers would see an increase of \$5.87 per \$100,000 of assessment.

The final decision on transfer for operating can be decided in the spring after the education requisition is determined.

Salary Review

GL Category

Fund

Department

GL Category

Costing Centers

Salaries, wages and benefiits

- Town

All

Salaries, wages and benefiits

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

Expense	2019 Budget	2020 Budget	2021 Budget
2-113-000 Salaries and Wages	2,419,674	2,407,624	2,403,236
2-113-012 Salaries and Wages	254,841	314,677	342,847
2-113-031 Salaries and Wages	305,732	333,895	336,698
2-113-065 Salaries and Wages	103,143	89,424	110,015
2-113-066 Salaries and Wages	139,743	182,617	93,782
	3,223,134	3,328,237	3,286,580
2-132-000 Benefits - Employer Contribution	688,939	744,245	764,700
2-136-000 Workers Compensation	34,669	40,880	62,319
2-136-012 Workers Compensation	-	-	4,231
2-136-031 Workers Compensation	-	-	6,337
2-136-065 Workers Compensation	-	-	3,602
2-136-066 Workers Compensation	-	-	2,122
2-136-115 Workers Compensation	-	-	1,173
	34,669	40,880	79,784
Total Expense	3,946,742	4,113,362	4,131,064

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Town				
Revenue				
1-120-000 Frontages - Annual	399,265	364,631	301,717	300,000
1-351-000 Zoning/Planning/Subdivision Fees/Pe	3,687	3,700	3,750	3,800
1-352-000 Alberta Transportation Fire Calls	1,010	1,000	1,000	1,000
1-410-000 Other Fire Calls, Community Garden Memberships	505	500	500	500
1-410-001 Community Garden Memberships	-	400	400	400
1-411-000 Inspections - As Requested, Doc for Tender Process, Street Repair	10,606	-	-	-
1-411-001 Inspections - As Requested	-	100	100	100
1-411-002 Documentation for the Tender Process	-	510	515	-
1-411-003 Street Repair	-	10,200	10,000	10,000
1-412-000 Sidewalk, Curb & Gutter Repair	5,000	6,000	6,000	6,000
1-413-000 Reports, Maps, Faxes, Copies, Development Fees	12,574	-	-	-
1-413-001 Reports, Maps, Faxes, Copies, Etc.	-	20	20	20
1-413-002 Development Fees	-	12,700	12,800	12,900
1-414-000 Tax Certificates	8,500	8,200	8,000	6,500
1-419-000 Custom Service - General	1,000	1,000	1,000	1,000
1-421-000 Sale of Goods	3,957,603	4,060,543	4,092,558	4,123,634
1-422-000 Water On/Off	12,000	10,000	10,000	10,000
1-423-000 Storm Sewer Installation	20,050	20,050	20,050	15,000
1-424-000 Sale of Bulk Water	55,000	50,000	60,000	60,000
1-425-000 Portable Hydrant Meter	500	500	500	500
1-450-000 Meals on Wheels, Home Support Services	8,131	-	-	-
1-450-001 Home Support Services	-	500	600	700
1-450-002 Meals on Wheels	-	6,600	6,600	10,500
1-455-000 Miscellaneous Revenue - Pool	24,998	24,800	24,800	2,800

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

1-455-001 Recreational/Cultural Programs	-	-	-	22,000
1-460-000 Pool Lessons	30,000	31,000	32,000	32,000
1-461-000 Ice Rental	82,820	83,000	100,000	100,000
1-462-000 Pool Admissions	33,330	35,000	40,000	40,000
1-463-000 Sport Court Rental	-	20,000	10,000	10,000
1-464-000 Meeting Rooms/Building/Equipment Re	11,267	11,285	10,700	10,700
1-466-000 Drop-In Centre Rental (Senior Citiz	700	10	10	10
1-467-000 Ball Diamond Rental	1,454	2,000	4,000	4,000
1-470-000 Campground Rental	30,300	30,300	30,000	30,000
1-480-000 Land Sales	425,000	425,000	425,000	425,000
1-490-000 Sales Rev (Promotion, Golf Course Pumping Water, Cemetery)	58,882	-	-	-
1-490-001 Promotional Items	-	155	155	150
1-490-002 Cemetery Revenue	-	23,462	23,462	23,462
1-490-003 Pumping Water - Riverview Golf Club	-	35,000	35,000	35,000
1-491-000 Miscellaneous Revenue	8,000	13,550	8,550	6,050
1-495-000 Volunteer Recognition	1,200	1,300	1,400	1,400
1-510-000 Tax Penalties	72,500	30,000	50,000	51,000
1-511-000 Penalties	16,100	17,000	17,000	17,200
1-520-000 Business Licenses; Permits and Licences	86,460	43,000	46,500	44,000
1-520-001 Permits and Licences	-	40,000	55,000	45,000
1-522-000 Other Business Permits and Licenses	505	-	-	-
1-525-000 Dog License	12,120	12,250	12,250	12,250
1-526-000 Building Permits	-	-	-	-
1-527-000 Commissions Gas/Electric/Plumbing/B	15,000	15,500	16,000	12,000
1-530-000 Police Fines - Cost Distribution	31,310	31,300	31,300	31,300
1-535-000 Animal Impounding & Fines	505	500	500	500
1-551-000 Interest on Investment	220,000	234,000	286,670	345,968

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

1-551-001 Interest Amortization on Premium/Di	100	100	100	100
1-560-000 Building Rental - Commercial Long T	150,793	144,000	144,000	155,000
1-564-000 Leases - Commercial,Grazing,Rental,	31,100	29,300	54,915	54,315
1-570-000 Insurance Proceeds	101	100	100	100
1-590-000 Non-Government Grants/Donations	50	10	10	10
1-591-000 Non Government Grant	9,635	9,635	9,550	9,550
1-601-000 Gain / Loss on Sale of Tangible Cap	5,050	2,000	50	50
1-601-001 Gain/loss on Sale of Investments	50,000	1,000	1,000	1,000
1-830-000 Federal Grant	1,000	1,000	1,000	1,000
1-840-000 Provincial Grants	566,507	555,239	543,885	537,368
1-850-000 Local Govt.Conditional Grant - Cypr	12,240	12,240	12,240	12,240
1-920-000 Contributed from Reserve for Operat	420,982	335,132	397,863	259,809
1-921-000 Contributed from Reserve for Operat-TFRMP	65,000	75,000	215,000	150,000
1-960-000 Office Recovery - FCSS	2,400	2,400	2,400	2,400
	6,972,839	6,883,722	7,178,521	7,047,286
Total Revenue	6,972,839	6,883,722	7,178,521	7,047,286

Expense

2-113-000 Salaries and Wages	2,446,465	2,419,674	2,407,624	2,403,236
2-113-012 Salaries and Wages	246,009	254,841	314,677	342,847
2-113-031 Salaries and Wages	211,156	305,732	333,895	336,698
2-113-065 Salaries and Wages	103,012	103,143	89,424	110,015
2-113-066 Salaries and Wages	151,394	139,743	182,617	93,782
2-113-115 Fire Fighter's Fee (Volunteer Force	46,300	45,860	45,860	48,960
2-114-000 Per Diem	15,250	11,575	12,275	8,375

Budget no amortization or education

Fund Category

Municipality

Fund - Town

Department All

GL Account All

Costing Centers 11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-125-000 Cultural Programs-Contract Wages	25,000	25,000	25,000	25,000
2-132-000 Benefits - Employer Contribution	714,553	688,939	744,245	764,700
2-136-000 Workers Compensation	29,138	34,669	40,880	62,319
2-136-012 Workers Compensation	-	-	-	4,231
2-136-031 Workers Compensation	-	-	-	6,337
2-136-065 Workers Compensation	-	-	-	3,602
2-136-066 Workers Compensation	-	-	-	2,122
2-136-115 Workers Compensation	-	-	-	1,173
2-137-000 Sick, Accident, Life Insurance	1,450	1,910	1,938	1,969
2-140-000 Staff Relations	12,058	13,000	14,160	14,260
2-150-000 Council Fees	35,786	46,704	46,704	46,704
2-202-000 Cost of Meals-Contract Svc; Liaison Worker; Home Support Svc	38,241	-	-	-
2-202-001 Cost of Meals - Contract Services	-	11,400	11,400	12,200
2-202-002 PRRD Family School Liaison Worker	-	24,000	24,000	24,000
2-202-003 Home Support Services Contract	-	2,700	2,700	2,000
2-202-004 Cost of Community Garden	-	400	400	600
2-202-005 Meal Subsidy	-	-	6,240	6,940
2-203-000 Program Supplies	808	800	800	-
2-211-000 Travel Expense	93,491	87,050	85,050	85,910
2-216-000 Postage, Freight & Courier Services	21,355	19,158	21,572	23,130
2-217-000 Phone & Internet	33,314	33,240	34,611	35,990
2-218-000 Mobile Phone (2.26.02.217.0	5,434	5,500	5,500	5,500
2-219-000 Miscellaneous Services	63,020	37,010	37,020	11,500
2-219-001 Animal Administration Fee (Euthanasia)	-	2,040	1,500	1,500
2-221-000 Public Relations, Promotions & Adve	72,482	71,172	69,663	96,372
2-223-000 Registration & Tuition	70,679	81,990	70,245	79,415
2-225-000 Memberships	76,622	76,310	76,670	32,720

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-230-000 Cost of Land Sales (Legal, Commiss	5,000	5,000	5,000	5,000
2-231-000 Professional Services: Audit; Planning & Devpt Studies	20,933	-	-	-
2-231-001 Professional Service: Audit	-	17,537	20,498	20,043
2-232-000 Professional Services: Legal & L.R.	30,000	30,000	30,000	30,000
2-233-000 Professional Services: Planner	153,200	230,222	125,000	118,000
2-234-000 Contract Inspections	2,020	2,000	2,000	2,000
2-236-000 Contracted Services: Admin Support	500	800	100	50
2-237-000 Special Services: Contracted or Janitorial	41,890	38,940	34,800	34,864
2-238-000 Professional Serv.: Assessing & App	65,472	68,325	68,075	68,350
2-244-000 Office Space/Facility Rent for FCSS	2,400	2,400	2,400	2,400
2-248-000 Information System Support	18,000	13,900	17,100	32,150
2-249-000 Hardware & Software Upgrade/Replace,Replot & Survey for Land Dev	60,500	-	-	-
2-249-001 Hardware & Software Upgrade/Replacement	-	36,100	34,949	35,500
2-249-002 Replot & Survey (for Land Dev.)	-	7,500	7,500	7,500
2-250-000 Cost of Land Sale (Land Inventory	75,000	75,000	75,000	75,000
2-251-000 Contracted R & M	379,410	391,100	369,650	383,500
2-252-000 Contracted R & M Building	77,240	161,375	80,900	69,400
2-252-001 Contracted R & M Facilities	-	-	150,000	150,000
2-253-000 Contracted R & M Equipment	130,671	126,278	130,171	120,724
2-254-000 Software Mtce & Licenses	148,946	16,600	30,115	600
2-254-001 Software Maintenance & Licenses	-	43,900	43,800	96,575
2-254-002 Street Lighting	-	100,000	100,000	100,000
2-256-000 Contracted R & M	27,270	27,000	27,000	37,000
2-257-000 Contracted R & M Railway Crossings	9,000	11,000	11,000	10,000
2-259-000 Contracted R & M	20,000	20,000	20,000	20,000
2-265-000 Equipment Rental	2,000	4,000	4,000	4,000
2-270-000 Tax on Leases and Other Town Lands	20,000	20,000	22,000	23,000

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-271-000 Licenses & Permits	210,859	217,900	900	1,000
2-274-000 Insurance Costs	164,630	164,040	172,050	172,050
2-275-000 Penalties & Service Charges	404	200	50	50
2-291-001 Election Expense	-	-	-	30,000
2-300-000 Police Contracting incl. Resource O	1,048,401	1,022,500	1,030,000	1,080,000
2-342-000 Land Titles Office Expenditures	600	350	350	600
2-346-000 Regional Disaster Services	15,150	15,150	5,000	5,000
2-347-000 Disaster Services Train.	5,050	5,000	5,000	3,000
2-348-000 911 Emergency Service	12,509	14,000	15,500	15,500
2-350-000 Special Transit	63,600	67,520	60,102	56,000
2-351-000 Medicine Hat Treatment SVC/Garbage Tonnage Charges	621,000	-	-	-
2-351-001 Medicine Hat Treatment Service	-	501,000	510,000	530,000
2-351-002 Garbage Tonnage Charges	-	170,000	170,000	255,000
2-504-000 Machines & Equipment (Under \$5,000)	79,240	21,300	99,000	95,500
2-510-000 Uniforms	3,030	3,000	2,000	2,000
2-511-000 General Goods and Supplies	90,454	65,166	61,930	67,380
2-511-001 Fire Prevention	-	500	500	500
2-512-000 Protective Clothing and Supplies	6,020	6,000	7,000	9,000
2-513-000 Janitorial Goods and Supplies	13,605	6,600	7,000	7,000
2-519-000 General Goods and Supplies	12,325	12,300	40,800	33,500
2-519-002 Disaster Recovery - COVID-19	-	-	10,000	10,000
2-520-000 Graveliners	8,500	8,500	11,000	11,500
2-520-017 R & M Supplies - '91 Red MF Loader	-	1,500	-	-
2-520-049 R & M Supplies - '92 White DODGE 1	1,010	1,100	1,000	1,500
2-520-074 R & M Supplies - 38" Tree Spade Att	303	300	300	300
2-520-095 R & M Supplies - Bobcat Trailer	1,400	500	500	500
2-520-099 R & M Supplies - '99 Dodge Ram 1500	-	1,000	1,000	1,000

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-520-102 R & M Supplies - '95 John Deere 770	5,000	19,000	9,000	9,000
2-520-103 R & M Supplies - '88 Ford Econoline	1,010	1,000	1,000	1,000
2-520-104 R & M Supplies - 01 Dodge 1/2 Ton	1,000	-	-	-
2-520-107 R & M Supplies - '96 Ford 3/4 Ton T	1,010	1,000	1,000	1,000
2-520-110 R & M Supplies - Case 580SM Backhoe	16,350	34,250	16,800	10,000
2-520-112 R & M Supplies - '03 Ford F150 1/2	1,000	-	-	-
2-520-113 R & M Supplies - '03 Ford 1/2 Ton	1,000	1,000	1,000	1,000
2-520-114 R & M Supplies - Air Compressor w/	500	500	500	500
2-520-116 R & M Supplies - '04 Portable Gener	1,500	1,500	1,500	1,500
2-520-118 R & M Supplies - '05 Chev. 3ton Tru	-	2,000	2,000	2,000
2-520-119 R & M Supplies - '06 International	15,000	3,500	3,500	3,500
2-520-120 R & M Supplies - '05 Freight Liner	1,515	1,500	1,500	1,500
2-520-121 R & M Supplies - '05 New Holland Tr	-	7,000	8,000	8,000
2-520-122 R & M Supplies - '07 Dodge Ram Truc	1,000	1,000	1,000	1,000
2-520-123 R & M Supplies - 07 Hyundai Loader	16,000	10,000	22,600	13,800
2-520-124 R & M Supplies - 07 Hyundai Excavat	3,000	3,000	4,000	4,000
2-520-125 R & M Supplies - '07 Chevy Silverad	2,260	1,000	1,000	1,000
2-520-126 R & M Supplies - '07 Chev 1500	2,250	1,000	1,000	1,000
2-520-127 R & M Supplies - '08 Ford F550 Resc	1,010	1,000	1,000	1,000
2-520-128 R & M Supplies - '08 Interna SF637	25,000	35,500	30,000	20,000
2-520-129 R & M Supplies - '08 Ford F150 Supe	1,000	500	1,000	1,000
2-520-130 R&M Supplies - '08 FORD F150	505	500	500	500
2-520-131 R & M Supplies - '08 Bomag 47" Roll	1,000	1,000	1,000	1,000
2-520-132 R & M Supplies - '08 Kubota Turf Mo	1,010	1,000	1,000	1,000
2-520-133 R & M Supplies - '08 Sweepstar Vacu	505	500	500	500
2-520-135 R & M Supplies - '09 Elgin Street S	10,000	12,500	10,500	12,500
2-520-136 R & M Supplies - '10 Ford F150 Supe	1,000	2,000	1,000	1,000

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-520-137 R & M Supplies - '10 Ford F150 Supe	1,010	1,000	1,000	1,000
2-520-138 R & M Supplies - '10 Ford F150 Supe	1,000	2,000	2,300	1,000
2-520-139 R & M Supplies - '10 John Deere 977	2,020	2,000	-	-
2-520-140 R & M Supplies - '11 GMC Sierra Tru	1,000	2,200	1,000	1,000
2-520-141 R & M Supplies - '84 Ford C800 Fire	1,010	1,000	1,000	1,000
2-520-143 R & M Supplies - '12 GMC Sierra Tru	1,000	1,000	2,300	1,000
2-520-144 R & M Supplies - '13 Bobcat Skid St	7,750	2,000	3,500	6,000
2-520-145 R & M Supplies - '13 MT6 Tractor	4,040	4,000	4,000	4,000
2-520-146 R & M Supplies - '13 GMC Sierra Tru	1,000	1,000	1,000	1,000
2-520-147 R & M Supplies - '13 GMC Sierra 150	1,000	3,200	1,000	1,000
2-520-148 R&M Supplies - '14 NISSAN ROGUE	1,872	1,389	1,406	1,428
2-520-149 R & M Supplies - '15 Ford F250 4x4	1,010	1,000	1,000	1,000
2-520-150 R & M Supplies - '14 TORO Zero-Turn	1,000	1,000	-	-
2-520-151 R & M Supplies - '14 Land Pride Fla	1,500	1,500	1,500	1,500
2-520-152 R & M Supplies - '15 Ford F550 1 To	1,818	1,000	1,000	1,000
2-520-154 R & M Supplies - '13 Shulte Mower	1,500	1,500	1,500	1,500
2-520-156 R & M Supplies - '15 Sewer Flush Tr	1,000	2,000	3,000	4,000
2-520-157 R & M Supplies - '15 Garbage Truck	20,000	28,000	21,000	29,500
2-520-158 R & M Supplies - 2012 Portable Irri	3,005	500	2,000	2,000
2-520-159 R & M Supplies - '15 Zamboni Ice Re	2,020	2,100	2,100	3,000
2-520-161 R & M Supplies - '16 Ford F150	1,000	1,000	1,000	2,300
2-520-162 R & M Supplies - '16 Ford F150	1,000	1,000	1,000	2,300
2-520-163 R & M Supplies - '16 Ford F150	1,010	1,000	1,000	1,000
2-520-164 R & M Supplies - '17 Freightliner T	5,000	5,500	12,000	6,000
2-520-165 R & M Supplies - '16 Conservation S	505	500	500	500
2-520-166 R & M Supplies - '16 Bobcat Snowblo	500	500	500	500
2-520-168 R & M Supplies - Water Pickup	1,000	1,000	1,000	2,300

Budget no amortization or education

Fund Category

Municipality

Fund

- Town

Department

All

GL Account

All

Costing Centers

11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-520-169 R & M Supplies - Grader	9,000	9,000	25,500	9,000
2-520-170 R & M Supplies - Drum Roller	1,000	1,000	1,000	1,000
2-520-171 R & M Supplies - Mower	750	750	-	-
2-520-172 R & M Supplies - Mower	750	750	-	-
2-520-173 R & M Supplies - Hydro Seeder	-	500	500	500
2-520-174 R & M Supplies - Sander Spreader	2,500	2,500	2,500	2,500
2-520-175 R & M Supplies - Asphalt Crack Sealer	750	750	750	500
2-520-176 R & M Supplies - Gravel/Plow Truck	2,500	2,500	5,000	5,000
2-520-177 R & M Supplies - Crane Truck	2,500	2,500	4,000	4,000
2-520-178 R & M Supplies - Pickup Truck	1,000	1,000	1,000	2,500
2-520-179 R & M Supplies - Tractor	1,000	1,000	2,000	2,000
2-520-180 R & M Supplies - Tractor	1,000	1,000	-	-
2-520-181 R & M Supplies - Side by Side	500	500	500	500
2-520-182 R & M Supplies - Scissor Lift	-	500	500	500
2-520-183 R & M Supplies - Generator/Light Tower	-	500	500	500
2-520-184 R & M Supplies - 1995 E-One Cyclone Pumper	-	1,000	1,000	1,000
2-520-187 R & M Supplies - '08 Dodge Ram	-	1,500	1,500	1,500
2-520-188 R & M Supplies - '08 Dodge Ram	-	1,500	1,500	1,500
2-520-189 R & M Supplies - Trench Box	-	-	400	500
2-520-190 2019 Chevrolet Silverado Truck	-	1,000	1,000	1,000
2-520-191 R & M Supplies - Backhoe	-	-	2,500	5,000
2-520-192 R & M Supplies - Frostbreaker	-	-	2,000	2,000
2-520-193 2020 R & M Supplies - Garbage Truck	-	-	2,500	5,000
2-520-204 R & M Supplies - Rasco Core 6.0 Sander Spreader	-	-	-	1,000
2-520-205 R & M Supplies - Water Half Ton	-	-	-	1,000
2-520-206 R & M Supplies - Transportation Half Ton	-	-	-	1,000
2-520-207 R & M Supplies - Transportation 1 Ton	-	-	-	1,000

Budget no amortization or education

Fund Category

Municipality

Fund - Town

Department All

GL Account All

Costing Centers 11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-520-208 R & M Supplies - Water Trailer	-	-	-	500
2-520-519 Supplies for Equipment with no Unit Number	-	-	6,000	5,000
2-521-000 Gas & Oil	106,010	116,000	132,500	132,500
2-523-000 Small Tools & Equipment Supplies	707	750	750	750
2-524-000 Main Replacement Supplies & Service	22,000	22,000	22,000	22,000
2-527-000 R & M Supplies - Gravel and Sand	34,500	36,600	41,825	41,825
2-529-000 Small Tools & Equipment Supplies	19,141	19,500	32,880	32,880
2-530-000 R & M Supplies Building	76,903	78,870	177,000	168,600
2-531-000 R & M Supplies	210,610	218,700	214,000	216,500
2-532-000 R & M Supplies Equipment	20,090	35,000	20,000	21,500
2-533-000 R & M Supplies Equipment	10,000	11,000	11,000	11,500
2-539-000 R & M Supplies Road Signs	5,000	5,100	5,500	6,000
2-540-000 Utilities	307,817	307,050	323,676	326,615
2-762-000 Contributed to Reserves	2,215,844	2,105,863	2,091,724	2,027,766
2-762-001 Contributed to Capital Projects	-	-	18,525	-
2-770-000 Town Contribution to Other Org, Community Development	81,063	37,000	37,000	43,000
2-770-002 Community Development	-	17,803	17,800	11,800
2-770-003 Town Contributions to Community Activities	-	26,523	176,788	27,000
2-772-000 Library Operational Transfer	174,892	181,860	181,860	181,860
2-774-000 Shortgrass Library Transfer	28,333	28,672	28,672	27,238
2-780-000 Cont. to Equity in TCA (Principal R	-	-	-	-
2-810-000 Bank Charges	8,170	10,181	12,070	11,191
2-811-000 Over & Short	101	80	60	60
2-831-000 Debenture Debt - Interest	234,474	213,518	196,841	179,688
2-831-041 Debenture Debt - Interest-Water Loc	3,310	2,802	2,266	1,699
2-831-042 Debenture Debt - Interest-Sew Local	1,362	1,095	812	513
2-832-000 Debenture Debt - Principal	470,803	403,507	412,117	418,107

Budget no amortization or education

Fund Category	Municipality
Fund	- Town
Department	All
GL Account	All
Costing Centers	11-02 Legislative & Council, 12-00 Administration, 12-02 Administration General, 21-00 Police Services ...

2-832-041 Debenture Debt - Principal-Water Lo	8,985	9,492	10,028	10,595
2-832-042 Debenture Debt - Principal-Sewer Lo	4,748	5,016	5,299	5,598
2-900-000 Uncollectibles	7,067	5,825	5,825	5,825
2-910-000 Collection Agency Fee	1,103	1,100	1,100	1,100
	12,412,836	12,441,260	12,761,284	12,691,983
Total Expense	12,412,836	12,441,260	12,761,284	12,691,983
Difference	(5,439,997)	(5,557,538)	(5,582,764)	(5,644,697)

	Revenue	Expenses
Legislation		\$ 196,751.00
Administration	\$ 989,765.00	\$ 1,919,609.00
Police Services	\$ 530,100.00	\$ 1,241,491.00
Fire Protection	\$ 1,600.00	\$ 395,604.00
Disaster and Emergency Services	\$ 10,000.00	\$ 81,474.00
Bylaw Enforcement	\$ 58,750.00	\$ 206,379.00
Building and Development	\$ 12,000.00	\$ 86,732.00
Public Services	\$ 1,000.00	\$ 235,871.00
Transportation General	\$ 16,500.00	\$ 871,456.00
Sidewalks		\$ 80,500.00
Shop		\$ 280,238.00
Transportation Fleet		\$ 112,800.00
Storm Sewer and Drainage		\$ 89,691.00
Water	\$ 2,639,500.00	\$ 2,639,501.00
Sanitary Sewer	\$ 1,115,000.00	\$ 1,115,000.00
Garbage	\$ 709,763.00	\$ 709,763.00
Family and Community Support Services	\$ 156,706.00	\$ 197,969.00
Special Transit		\$ 56,000.00
Cemetery	\$ 23,462.00	\$ 58,007.00
Planning	\$ 16,700.00	\$ 135,067.00
Subdivision and Land	\$ 425,000.00	\$ 179,477.00
Land Development		\$ 342,622.00
Building Rental and Land Lease	\$ 54,315.00	
RecTangle		\$ 283,540.00
Recreation	\$ 245,240.00	\$ 137,641.00
Swimming Pool		\$ 351,072.00
Parks	\$ 13,680.00	\$ 358,332.00
Culture	\$ 28,205.00	\$ 329,396.00
	\$ 7,047,286.00	\$ 12,691,983.00
Required from Taxation / Transfer		\$ 5,644,697.00
Summary		\$ 5,644,697.00
		\$ -

Operations

Revenue	\$	6,637,477.00
Expenditures	\$	12,691,983.00
Difference	\$	6,054,506.00
Transfers	\$	409,809.00
Required from Taxation	\$	5,644,697.00

Capital Projects

Pool Storage and Washroom	\$	172,000.00
Town Hall Mechanical and Electrical	\$	150,000.00
3rd Ave between 6 & 8 SW Drainage	\$	140,000.00
South Highway Drainage	\$	30,000.00
Town Electrical Sign	\$	80,000.00
Engineering 2St NE Broadway and South	\$	200,000.00
Recycle	\$	50,000.00
Mobile Filing System	\$	45,000.00
Lions Park Facility Upgrade	\$	100,000.00
River Valley Washroom	\$	80,000.00
Total Capital Projects	\$	1,047,000.00
Purchasing Reserve	\$	817,000.00
Storm Reserve	\$	30,000.00
Water System Reserve	\$	200,000.00
Total Reserve Funding	\$	1,047,000.00
Required From Taxation	\$	-

Non-Capital Projects

Water Treatment Plant Demo	\$	250,000.00
Facility Assessment	\$	125,000.00
Cemetery Phase Two Conceptual	\$	50,000.00
Sanitary Sewer Master Plan	\$	200,000.00
Phone System Update	\$	10,000.00
Asset Management Continuation	\$	50,000.00
Total Non-Capital Projects	\$	685,000.00
Water System Reserve	\$	250,000.00
Purchasing Reserve	\$	435,000.00
Total Reserve Funding	\$	685,000.00
Required from Taxation	\$	-

Fleet

Replace Unit 103	\$	50,000.00
Replace Unit 136	\$	40,000.00
Replace Unit 136	\$	40,000.00
Replace Unit 140	\$	60,000.00
Multi Tools	\$	36,750.00
Total Fleet	\$	226,750.00
Fleet Reserve	\$	166,750.00
Water Reserve	\$	60,000.00
Total Reserve Funding	\$	226,750.00
Required from Taxation	\$	-

Total 2021 Anticipated Costs	\$	14,650,733.00
Reserve Funding	\$	2,368,559.00
Other Revenue	\$	6,637,477.00
Total Required from Taxation	\$	5,644,697.00

Tax Requisition no operating transfers 2021	\$	6,054,506.00	\$	6,054,506.00	
Tax Requisition with proposed transfers 2021	\$	5,644,697.00			\$409,809 proposed for transfer
Residential		48.71	\$	2,749,531.91	
Non Residential		45.98	\$	2,595,431.68	
Farmland		3.51	\$	198,128.86	
M&E		1.8	\$	101,604.55	
			\$	5,644,697.00	
2020 Tax Requisition	\$	5,582,764.00	\$	5,582,764.00	
Requisition 2021 without transfer	Assessment	Mill Rate			
	6,054,506.00	721,923,330.00			
Requisition 2021 with proposed transfer	Assessment	Mill Rate			
	5,644,697.00	721,923,330.00			
Requisition 2020					
	2,719,364.34	514,096,750.00		5.2896	
	2,566,954.89	193,948,450.00		13.2352	
	195,955.02	5,840,950.00		33.5485	
	100,489.75	8,037,180.00		13.0487	
	5,582,764.00	721,923,330.00			
Assessment Value of Home		2020	2021 with proposed transfers	2021 no transfers	
\$	100,000.00	528.96	534.83	573.66	
\$	250,000.00	1,322.40	1,337.07	1,434.14	
\$	500,000.00	2,644.80	2,674.14	2,868.28	
\$	1,000,000.00	5,289.60	5,348.28	5,736.57	

Memo



To: Redcliff Town Council

From: Legislation and Development

Date: November 23, 2020

Re: 2021 Municipal Election

The next municipal general election will be held on October 18, 2021. Since the last election in 2017 there have been several legislated changes relating to:

- Nomination Period (January 1, 2020 to 12 o'clock noon on September 21, 2021)
- Campaign Finances
- 3rd party Advertising
- General Clarifying / Technical amendments

More detailed information on the above changes can be found at

<https://open.alberta.ca/publications/implementation-fact-sheets-local-authorities-election-act-2018-and-2020>.

There are various sections in the Local Authorities Elections Act (LAEA) in which the Elected Authority may consider modifying certain procedures when holding a municipal election which either a resolution or a bylaw is required by a certain time. The applicable sections are noted below for discussion/consideration:

1. Joint Elections (LAEA s. 2)

- (2) An **elected authority may by resolution** enter into an agreement with one or more elected authorities in the same area for the conduct of an election.
- (3) (1) An **elected authority may by resolution** enter into an agreement for the conduct of an election with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common.

2. Election Day (LAEA s. 11)

- 11 (1) *Election day for a local jurisdiction*
- (a) *in the case of a general election, if required, is to be the 3rd Monday in October, or*

- (b) *in the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority.*
- (2) *Notwithstanding subsection (1)(a), an elected authority may, by a bylaw passed prior to June 30 of a year in which a general election is to be held, provide that the election day in the local jurisdiction is to be the Saturday immediately preceding the 3rd Monday in October.*

3. Appointment of Returning Officer and Substitute Returning Officer (LAEA S.13)

- 13 (1) *An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.*
- (2) *If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.*
- (2.1) *An elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.*
- (3) *The returning officer or substitute returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.*
- (4) *If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.*

4. Nominations (LAEA s. 28(1.1))

- 28 (1) *Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period.*
- (1.1) *An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations.*
- (1.2) *If an elected authority passes a bylaw referred to in subsection (1.1), nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.*

5. Deposit (LAEA s. 29)

- 29 (1) An **elected authority may, by bylaw passed not fewer than 30 days before nomination day**, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
- (2) An amount fixed in a bylaw under subsection (1) may not exceed (a) \$1000, in the case of a local jurisdiction with a population of more than 10 000, or (b) \$100, in any other case.

6. Death of Candidate (LAEA s.33)

- 33 (1) An **elected authority may, by a bylaw passed prior to nomination day**, provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,
- (a) the election for the position for which the deceased candidate was nominated shall be discontinued, and
- (b) the elected authority shall as soon as practicable provide for the holding of a new election for that office.
- (2) If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

7. Voting Subdivisions (LAEA s.36)

- 36 (1) The **elected authority by resolution**, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day.
- (2) If voting subdivisions are not established under subsection (1),
- (a) the area, or
- (b) the ward, if there are wards, is considered to be one voting subdivision.

8. Voting Stations

- 37 (1) The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.
- (2) When a voting station designated by the returning officer is not available, the returning officer shall designate another place in the vicinity and

shall, by notice posted at the original voting station, direct the electors to the other voting station.

- (3) *The **elected authority may pass a bylaw by June 30** of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.*

9. Contents of Ballot (LAEA s.43)

- 43 (1) *Each ballot shall contain the name of each candidate.*
- (2) *The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.*
- (3) *Notwithstanding subsection (2), **if an elected authority passes a bylaw 2 months before an election** that provides that*
- (a) *ballots shall be printed in as many lots as there are candidates for the office,*
 - (b) *in the first lot the names of the candidates shall appear in alphabetical order,*
 - (c) *in the 2nd lot the names shall appear in the same order, except that the first name in the first lot shall be placed last,*
 - (d) *in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last, and*
 - (e) *tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotation so that no 2 consecutive electors may receive ballot papers from the same lot and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used,*

then the ballots used in an election while the bylaw is in force shall be in the form described in this subsection.

10. Voting Hours (LAEA s.46)

- 46 (1) *Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m.*
- (2) *Notwithstanding subsection (1), **an elected authority may, by a bylaw passed prior to June 30** of a year in which an election is to be held, provide that the voting station is to be open before 10 a.m.*

- (2.1) *Despite subsection (1), an elected authority that is responsible for the conduct of an election under an agreement referred to in section 2(2) or 3(1) may, by a bylaw passed before June 30 of a year in which an election is to be held, provide that voting stations in an area that is subject to the agreement are to be open before 10 a.m.*

11. Permanent Electors Register (LAEA s.49)

- 49 (1) *Subject to this section, a municipality may, by bylaw,*
- (a) *direct the secretary to prepare a permanent electors register of residents in the municipality who are entitled to vote in elections,*
 - (b) *prescribe procedures and forms governing the enumeration of electors and any other methods of compiling and revising a permanent electors registry, and*
 - (c) *provide for the use of the permanent electors register to create a list of electors who are entitled to vote in an election.*

12. List of Electors (LAEA s. 50)

- 50 (1) *The elected authority if it so desires may, by bylaw,*
- (a) *direct the secretary or returning officer to prepare a list of electors who are entitled to vote in an election, and*
 - (b) *prescribe procedures and forms governing the enumeration of electors and provide for the use of information from a permanent electors register, if any.*

13. Proof of Elector Eligibility (LAEA s. 53.01)

- 53.01 (1) *An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.*
- (2) *An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person who wishes to vote by a special ballot to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.*

14. Vote by Special Ballots (LAEA s. 77.1)

- 77.1 (1) *An elector who is unable to vote at an advance vote or at the voting station on election day because of*
- (a) physical disability,*
 - (b) absence from the local jurisdiction, or*
 - (c) being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence may apply to vote by special ballot.*
- (2) *An **elected authority may, by resolution passed prior to nomination day,** provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:*
- (a) in writing;*
 - (b) by telephone;*
 - (c) by fax;*
 - (d) in person;*
 - (e) by e-mail;*
 - (f) by secure website.*

15. Elector Assistance at Home (LAEA s. 79)

- 79 (1) *An **elected authority may by resolution** provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote.*

16. Institutional Vote (LAEA s. 80)

- 80 (1) *The **elected authority by resolution** or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.*

17. Voting Machines (LAEA s. 84)

- 84 (1) *An **elected authority may by bylaw** provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting systems.*

This memo is to provide you with 2021 Municipal Election information and to seek your input / direction on the matters listed above and Council's desire to enact any of them. With the exception of passing a resolution to appoint a Returning Officer and to hold an advance vote (not required in 2021, municipalities over 5,000 population must hold an advance vote), Council has typically not passed any bylaws or resolutions as it relates to the above noted sections. I recall provision for special ballots were made for one election, but subsequently not recommended for future elections.

More specifically Administration would like direction on :

1. Appointment of a Returning Officer
What would Council like to see? With past elections the Town has appointed a 3rd party to act as Returning Officer with Administration assisting. Does Council want to continue with this practice? As the nomination period has changed and now starts January 1, 2021 does Council want to see an external party appointed sooner? Legislation does allow or states that in the absence of council appointing a returning officer, the powers, duties and functions are the responsibility of the Chief Administrative Officer. Further that the Returning Officer (CAO) is allowed to delegate any of their duties to a deputy returning officer. This would allow for a 3rd party to be appointed as returning officer at a later date.
2. Substitute Returning Officer
This is one area where Council must appoint a substitute returning officer. This resolution must be passed by June 30.
2. Voting Machines
This item has been included in the 2021 Budget. Does Council want to see further information?
3. Special Ballots
Would Council like to see the option of special ballots? Presently legislation indicates special ballots are available for someone with a physical disability, who is out of town and unable to vote, or for someone involved in the election and unable to vote. It unknown at this time if a special allowance would be made to allow for those in quarantine or self-isolation due to COVID-19 to utilize the special ballot option. This could be decided at a later date when it is better known if legislation will be amended.
4. Other
Would Council want to see any other bylaws/resolutions brought forward per the legislation listed above?

COVID-19 remains an unknown factor in the 2021 Municipal Election, but it is very likely that additional safety measures will need to be put in place.

In conjunction with the local municipal election it is anticipated that there will be a senate election / referendum. To note, if the positions of mayor and councillor are filled by acclamation, the municipality would still be required to run the senate election / referendum.

Memo



To: Redcliff Town Council

From: Environment and Planning

Date: November 23, 2020

Re: Update on the Water Distribution Failures during the week of November 9th

At 4:38 pm on November 10th, 2020, the water treatment plant lost connection to the analyzers on the distribution portion of the plant that monitor flow, pH, and temperature because of a PLC (control board) malfunction. During this time, a pressure wave was created when the distribution pumps thought there was increased demand in the Town distribution system when there was not. This short-term increase in pump output resulted in increased pressure in the distribution system. This increase in pressure resulted in Town infrastructure that was already severely weakened due to age and corrosion to fail.

Two mainline distribution failures occurred at:

- a) 908 3rd St SW
- b) Intersection of Dacre Dr NW and 11th St NE

Four distribution saddles failed at:

- a) 706 Broadway Ave W
- b) 516 6th Ave SE
- c) 115 Lockwood St NE
- d) 507 6th St SE

The failure at 507 6th St SE occurred at 5:45 pm on November 10th and was repaired through the night. The additional five failures occurred in the early morning hours of November 11th. As a result of the failures and the PLC malfunction, distribution pressures were lower in the Town system. However, positive pressure was always maintained in the Town system. Town crews worked extensively through to November 13th to repair all the affected systems. Contractors that were used to assist with the repairs included the Whitefox Group, Techmation, MPE Engineering, Hydrodig, and Gas City Hydrovac.

The PLC malfunction was repaired by removing the affected board within the panel and ensuring additional programming protocols were added. Additional programming protocols were tested to ensure failsafe systems, both electrical and mechanical, were and will be put in place to prevent a pressure wave from making its way through to the distribution lines in the future.



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
December 14, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
December 24, 2020	Christmas Eve	Town Office Closed
December 25, 2020	Statutory Holiday Christmas Day	Town Office Closed
December 28, 2020	Statutory Holiday Boxing Day	Town Office Closed