



AGENDA

Town Council Meeting

7:00 PM - Monday, June 22, 2026
Redcliff Town Council Chambers

Page

AGENDA ITEM

RECOMMENDATION

Microsoft Teams meeting

Join: [JOIN MEETING](#)

Meeting ID: 222 706 182 023 396

Passcode: bP3pX6s2

1. GENERAL

- | | | | |
|-------|----|---|-----------------|
| | A) | Call to Order | |
| | B) | Adoption of Agenda | For Adoption |
| 5 - 6 | C) | Accounts Payable
Accounts Payable June 22, 2026 | For Information |
| 7 | D) | Cash and Investment Summary
Cash and Investment Summary May 31, 2026 | For Information |

2. MINUTES

- | | | | |
|---------|----|--|-----------------|
| 8 - 12 | A) | Council Meeting
Council Minutes June 8, 2026 | For Adoption |
| 13 - 14 | B) | Special Council Meeting
Special Council Minutes June 8, 2026 | For Adoption |
| 15 - 16 | C) | Redcliff/Cypress Regional Waste
Management Authority Meeting
RCRWMA Unapproved Minutes June 17, 2026 | For Information |

3. BYLAWS

- | | | | |
|---------|----|---|-------------|
| 17 - 64 | A) | Bylaw No. 2008/2026 Traffic
Staff Report Bylaw No. 2008/2026 Traffic | 1st Reading |
|---------|----|---|-------------|

4. REQUEST FOR DECISION

- | | | | |
|---------|----|--|-------------------|
| 65 - 68 | A) | Request to Council - Asphalt Repair 6th St NW
Staff Report Request to Council - Asphalt Repair 6th St NW | For Consideration |
| 69 - 87 | B) | Tax Recovery Reserve Bid and Auction
Staff Report Tax Recovery Reserve Bid and Auction | For Consideration |
| 88 - 90 | C) | Municipal Affairs Engagement Team
Email re: Minister Meeting Convention 2026
Staff Report MA Engagement Team Email re: Convention 2026 | For Consideration |

5. POLICIES

- | | | | |
|-----------|----|---|-------------------|
| 91 - 93 | A) | Policy No. 029 Per Diem Allowances
Staff Report Policy No. 029 Per Diem Allowances | For Consideration |
| 94 - 104 | B) | Policy No. 034 Employee Travel Expense
Staff Report Policy No. 034 Employee Travel Expense | For Consideration |
| 105 - 106 | C) | Policy No. 061 Declarations
Staff Report Policy No. 061 Declarations | For Consideration |
| 107 - 112 | D) | Policy No. 099 Tangible Capital Assets
Staff Report Policy No. 099 Tangible Capital Assets | For Consideration |
| 113 - 118 | E) | Policy No. 147 Town Vehicle and Equipment Replacement
Staff Report Policy No. 147 Town Vehicle and Equipment Replacement | For Consideration |
| 119 - 122 | F) | Policy No.151 Vehicles in Public Cemeteries
Staff Report Policy No.151 Vehicles in Public Cemeteries | For Consideration |

123 - 125 G) Policy No. 158 Pest Management For Consideration
[Staff Report Policy No. 158 Pest Management](#)

6. CORRESPONDENCE

126 - 127 A) Alberta Municipal Affairs For Information
[Minister Dan Williams letter re: 2026 Funding Allocations](#)

7. OTHER

128 - 146 A) Extended Producer Responsibility For Information
Recycling Services Information and Next Steps
[Staff Report Extended Producer Responsibility Recycling Services Information and Next Steps](#)

147 - 148 B) Council Important Meetings and Events For Information
[Council Important Meetings & Events June 22, 2026](#)

8. RECESS

9. CLOSED SESSION (CONFIDENTIAL)

- A) Enforcement Matter (ATIA Sections 20, 29)
- B) Operations Matter (ATIA Sections 19, 29)
- C) Project Matter (ATIA Sections 19, 29)
- D) Intergovernmental Matters (ATIA Sections 26, 28, 29)
- E) Land Matter (ATIA Sections 19, 29)
- F) Local Public Body Confidences (ATIA Section 26, 28, 29)
- G) Enforcement Matter (ATIA Sections 20, 29)
- H) Personnel Matter (ATIA Sections 20, 29)

l) Legal Matters (ATIA Section 32)

10. ADJOURNMENT

COUNCIL MEETING - JUNE 22, 2026			
TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
86933	EMPLOYEE	NATIONAL LIFEGUARD INSTRUCTOR - REIMBURSEMENT	\$ 600.00
86934	RESIDENT	SEWER SCOPE DEPOSIT REFUND	\$ 200.00
86935	GOVERNMENT OF ALBERTA	ARB & SDAB CERTIFICATION FEES	\$ 1,200.00
86936	KURTZ CONTRACTING LTD.	REPAIR SMALL POOL CONCRETE	\$ 1,575.00
86937	CUMMINS WESTERN CANADA	SEMI-ANNUAL INSPECTIONS	\$ 2,437.47
86938	MCCARTHY, ELAINE	FACE PAINTING - REDCLIFF DAYS	\$ 630.00
86939	THE NIGHT OWL CINEMA	MOVIE IN THE PARK - REDCLIFF DAYS	\$ 787.50
		TOTAL	\$ 7,429.97

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT #	VENDOR	DESCRIPTION	AMOUNT
EFT0009340	A.C.E. COURIER SERVICES	FREIGHT CHARGES	\$ 64.86
EFT0009341	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 950.41
EFT0009342	EMPLOYEE	MEDICAL NOTE REIMBURSEMENT	\$ 30.00
EFT0009343	BAUMANN'S VENTILATION & PLUMBING LTD.	START UP BOILER AT POOL	\$ 105.00
EFT0009344	BREWMASTER WHOLESALE FOODS & COFFEE SERVICES	DESCALER FOR COFFEE MACHINE - PUBLIC WORKS	\$ 73.45
EFT0009345	BRUCE'S SEWER SERVICE	REPAIRS TO BATHROOM LINES - TOWN HALL	\$ 168.00
EFT0009346	CITY AUTO PARTS	FUSES, SOLENOID, WIRE, UNIT 188 - BONDO & SPREADER & UNIT 207 - AIR FILTER	\$ 311.92
EFT0009347	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 483.00
EFT0009348	DYNAMIC INDUSTRIAL SOLUTIONS	OXY	\$ 42.89
EFT0009349	EECOL ELECTRIC CORP.	EMERGENCY LIGHTING BATTERY	\$ 305.67
EFT0009350	ENVIRONMENTAL 360 SOLUTIONS (ALBERTA) LTD.	RECYCLING DROP OFF CHARGES	\$ 2,067.24
EFT0009351	FARMLAND SUPPLY CENTER LTD	SAND FILTER PRESSURE GAUGES, UNIT 145 - VARIOUS PARTS & UNIT 229 - CUSTOM HYDRAULIC HOSE	\$ 2,230.45
EFT0009352	HOME HARDWARE	REPAIR BACK PACK FOR BLOWER, OIL, PAINTING TOOL, PRY BAR & VARIOUS SUPPLIES	\$ 397.80
EFT0009353	THE INSPECTIONS GROUP INC.	PERMITS	\$ 2,197.39
EFT0009354	EMPLOYEE	CRIMINAL RECORD CHECK & DRIVER'S ABSTRACT	\$ 93.00
EFT0009355	KIRK'S MIDWAY TIRE LTD.	UNIT 191 - FLAT TIRE REPAIR & UNIT 157 - ALIGNMENT	\$ 530.07
EFT0009356	LOCAL AUTHORITIES PENSION PLAN	PENSION CONTRIBUTION	\$ 19,080.27
EFT0009357	LIFESAVING SOCIETY	SWIMMING LESSON SUPPLIES	\$ 367.50
EFT0009358	EMPLOYEE	DRIVER'S ABSTRACT	\$ 28.00
EFT0009359	EMPLOYEE	CRIMINAL RECORD CHECK & DRIVER'S ABSTRACT	\$ 93.00
EFT0009360	PARTEK IT SOLUTIONS INC	HOSTED BACKUP/MONTHLY MANAGED SERVICES	\$ 4,534.58
EFT0009361	PRINCESS AUTO	STRIPPER CUTTER WIRE	\$ 54.59
EFT0009362	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL TONNAGE	\$ 29,795.35
EFT0009363	REYNOLDS MIRTH RICHARDS & FARMER LLP	PROFESSIONAL FEES	\$ 703.50
EFT0009364	SAFETY CODES	MONTHLY SCC LEVY REMITTANCE	\$ 360.43
EFT0009365	SHORTGRASS LIBRARY SYSTEM	2026 REQUISITION (2 OF 2)	\$ 14,482.69
EFT0009366	SITEONE LANDSCAPE SUPPLY	BALL DIAMOND CLAY FOR REPAIRS	\$ 1,168.13
EFT0009367	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISING	\$ 641.56
EFT0009368	SUMMIT MOTORS LTD.	UNIT 157 - U- JOINT KIT & UNIT 207 - MARKET LIGHTS	\$ 127.85
EFT0009369	SUPERIOR NORTH AMERICA	UNIT 193 - SWITCH FOR TAILGATE	\$ 443.73
EFT0009370	ULINE	SQUEEGEES & HANDLES - POOL	\$ 254.33
EFT0009371	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 106.11
EFT0009372	VEINER CENTRE	MEALS ON WHEELS - MAY 2026	\$ 2,220.00
EFT0009373	EMPLOYEE	CRIMINAL RECORD CHECK & DRIVER'S ABSTRACT	\$ 92.34
EFT0009374	WATSON POOLS INC	WATER TEST CHEMICALS - POOL	\$ 211.79
EFT0009375	W.E. GREER LTD.	I-MOP MOTOR REPAIRS - ARENA	\$ 423.98
EFT0009376	WOLSELEY MECHANICAL GROUP	SHOWER SHUT OFF VALVES	\$ 1,824.09

EFT0009377	RECREATION PROGRAM FACILITATOR	ZUMBA FITNESS - 04/14 - 05/26	\$ 288.00
EFT0009378	BLUE IMP - SF SCOTT MFG CO LTD	MEMORIAL BENCH - LIONS CLUB	\$ 1,067.85
EFT0009379	BOYLAN IMAGING	TILL RECEIPTS	\$ 417.90
EFT0009380	CLOVERDALE PAINT INC.	LINE PAINT & BLACK TRAFFIC PAINT	\$ 1,658.41
EFT0009381	C.U.P.E.	EMPLOYEE UNION DUES	\$ 3,979.90
EFT0009382	GAS CITY HYDRO VAC	EXPOSE UTILITY FOR DOG PARK, CURBSTOP REPAIR @ 3 ST SE & WATER LEAK REPAIR ON RIVER ROAD SW	\$ 6,932.90
EFT0009383	HOME HARDWARE	WATER, BATTERIES & PVC CAP	\$ 50.68
EFT0009384	RECREATION PROGRAM FACILITATOR	BOOT CAMP FITNESS - 04/27 - 05/25	\$ 446.00
EFT0009385	HYDRODIG	CURBSTOP REPLACEMENT AT KIPLING PARK & SERVICE TO CLEAN MANHOLES ETC.	\$ 2,985.68
EFT0009386	JACOBS WELDING LTD.	SIGN REPAIR	\$ 136.50
EFT0009387	KTI LIMITED	PERL WATER METERS	\$ 4,237.80
EFT0009388	TOWN OF REDCLIFF LIBRARY BOARD	ALLOTMENT FUNDING (2 OF 3)	\$ 65,708.33
EFT0009389	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$ 148.44
EFT0009390	SOUTHERN ALBERTA NEWSPAPERS	2026 BUSINESS REVIEW MAGAZINE AD	\$ 628.95
EFT0009391	SPIDER ELECTRIC LTD.	INSTALLED NEW TEMP CONTROLLER, RE-CONNECTION OF RWP PUMP & TROUBLE SHOOT FLOW SWITCH - WTP	\$ 1,704.11
EFT0009392	TNT CRANE & RIGGING CANADA INC.	INSTALLATION OF RAW WATER PUMP	\$ 2,633.40
EFT0009393	UNITED FARMERS OF ALBERTA	INTEREST CHARGED	\$ 57.97
EFT0009394	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 106.11
EFT0009395	EMPLOYEE	CRIMINAL RECORD CHECK & DRIVER'S ABSTRACT	\$ 89.10
TOTAL			\$ 180,343.00

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00989	NATHAN'S TOWING	UNIT 215 - TOWING CHARGES	\$ 341.25
TOTAL			\$ 341.25

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT0000002635	CANOE PROCUREMENT GROUP OF CANADA	FUEL	\$ 4,232.04
EFT0000002636	CITY AUTO PARTS	UNIT 160 - SPILL KIT & PROJ #024 (RCRWMA PICK UP TRUCK) - TRAILER HITCH PIECE	\$ 98.85
EFT0000002637	CYPRESS COMMUNICATIONS LTD	PROJ #024 (RCRWMA PICK UP TRUCK) - RADIO	\$ 182.65
EFT0000002638	FARMLAND SUPPLY CENTRE INC.	UNIT 213 - CLAMPS	\$ 11.34
EFT0000002639	FINNING CANADA	UPPER RADIATOR HOSE	\$ 55.46
EFT0000002640	H2O HAULING	HAUL WATER	\$ 405.00
EFT0000002641	HOME HARDWARE	PURIFIED WATER & CLEANING SUPPLIES	\$ 74.58
EFT0000002642	KIRK'S MID-WAY TIRE LTD.	UNIT 110 - BACKHOE TIRE REPAIR	\$ 145.04
EFT0000002643	LMT ENTERPRISES LTD.	UNIT 195 - TRANSPORT DOZER	\$ 2,572.50
EFT0000002644	PETROFORCE INDUSTRIES	UNIT 195 & 219 - TRUCK WASHES	\$ 4,929.75
EFT0000002645	PUROLATOR ACCT #3027396	FREIGHT CHARGES & PROJ #024 (RCRWMA PICK UP TRUCK) - FREIGHT CHARGES FOR PARTS	\$ 220.90
EFT0000002646	SOUTH COUNTRY CO-OP	FUEL	\$ 2,067.44
EFT0000002647	SPECTRUM BODY & PAINT LTD.	PROJ #024 (RCRWMA PICK UP TRUCK) - POWDERCOAT DECK	\$ 5,412.75
EFT0000002648	SPLASH 'N DASH	VEHICLE WASH	\$ 40.95
EFT0000002649	SUMMIT MOTORS LTD.	UNIT 220 - BRASS FITTINGS	\$ 40.15
EFT0000002650	SUPERIOR NORTH AMERICA	UNIT 213 - SCRAPER	\$ 1,420.52
EFT0000002651	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 130.48
EFT0000002652	CANOE PROCUREMENT GROUP OF CANADA	FUEL	\$ 2,737.52
EFT0000002653	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 78.35
EFT0000002654	UNIFIRST CANADA LTD.	COVERALLS & TOWELS	\$ 124.89
TOTAL			\$ 24,981.16

CASH & INVESTMENT ACCOUNTS FOR MAY 31, 2026

CASH ACCOUNTS

	<u>TOWN</u>	<u>LANDFILL</u>
BANK STATEMENT OPENING BALANCE	6,808,684.03	3,816,784.58
DAILY DEPOSITS	192,580.89	9,166.51
DIRECT DEPOSITS	498,166.40	197,102.77
GOVERNMENT GRANTS		
INTEREST	13,175.58	6,505.23
OTHER DEPOSITS & TRANSFERS		
TOTAL DEPOSITS	703,922.87	212,774.51
PAYMENTS	(939,345.64)	(60,640.99)
GOVERNMENT TRANSFER PAYMENTS		
DEBENTURE PAYMENTS		
OTHER WITHDRAWALS & SERVICE CHARGES	(211,965.55)	(525.93)
TOTAL PAYMENTS	(1,151,311.19)	(61,166.92)
BANK STATEMENT ENDING BALANCE	6,361,295.71	3,968,392.17
DEPOSITS IN TRANSIT	211,761.24	12,155.80
OUTSTANDING CHEQUES	(63,894.30)	(2,438.32)
TOTAL CASH	6,509,162.65	3,978,109.65

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO	30,312,488.22	1,977,017.49
TOTAL INVESTMENTS	30,312,488.22	1,977,017.49
TOTAL CASH & INVESTMENTS	36,821,650.87	5,955,127.14

OTHER WITHDRAWALS & SERVICE CHARGES DETAIL

	<u>TOWN</u>	<u>LANDFILL</u>
BANK FEES & CHARGES	(1,736.44)	(525.93)
SUPPLIMENTARY PENSION	(1,666.94)	
APRIL 19 TO MAY 02 REGULAR PAYROLL	(102,653.89)	
MAY COUNCIL PAYROLL	(7,171.34)	
MAY 3 TO 16 REGULAR PAYROLL	(98,736.94)	
TOTAL OTHER WITHDRAWALS & SERVICE CHARGES	(211,965.55)	(525.93)



MINUTES

Town Council Meeting

7:00 PM - Monday, June 8, 2026
Redcliff Town Council Chambers

PRESENT:	Mayor	C. Czember
	Councillors	B. Bakker, B. Burns, D. Kilpatrick, L. Leipert, E. Solberg, M. St. Pierre
	Municipal Manager	S. Simon
	Corporate Services Director	M. Davies
	Operations Director	A. Anhorn
	Community & Protective Services Director	C. Girling
	Legislation & Development Clerk	J. O'Connor

ABSENT:

1. GENERAL

- A)** Call to Order
Mayor Czember called the meeting to order at 7:00 p.m.
- B)** Adoption of Agenda
2026-0259 Councillor Leipert moved to adopt the Town of Redcliff Regular Council Meeting Agenda for June 8, 2026 as amended to add Item 8G Operations Matter (ATIA Section 29). - Carried
- C)** Accounts Payable
Councillor Leipert declared a pecuniary interest and recused himself from discussion and voting, then left the meeting at 7:01 p.m.
- 2026-0260** Councillor Burns moved the Accounts Payable listing dated June 8, 2026 be received for information. – Carried
- Councillor Leipert returned to the meeting at 7:03 p.m.

2. MINUTES

- A) Council Meeting**
- 2026-0261** Councillor Bakker moved the Town of Redcliff Regular Council Meeting Minutes for May 25, 2026 be adopted as presented. - Carried
- B) Special Council Meeting**
- 2026-0262** Councillor Kilpatrick moved the Town of Redcliff Special Council Meeting Minutes for June 2, 2026 be adopted as presented. - Carried
- C) Redcliff & District Recreation Committee Meeting**
- 2026-0263** Councillor St. Pierre moved the Redcliff and District Recreation Committee Meeting Unapproved Minutes for June 3, 2026 be received for information. - Carried

3. BYLAWS

- A) Bylaw No. 2007/2026
Transportation of Dangerous Goods**
- 2026-0264** Councillor Burns moved Bylaw No. 2007/2026 Transportation of Dangerous Goods be given second reading. - Carried

4. REQUEST FOR DECISION

- A) Sanitary Backup Reimbursement Claim (201 6th ST SE)**
- 2026-0265** Councillor Solberg moved Staff Report SR-26-168 Sanitary Backup Reimbursement Claim- 201 6th ST SE, be received for information. - Carried
- B) Outdoor Gym Equipment Operational Update**
- 2026-0266** Councillor St. Pierre moved that Council approve a budget increase of \$40,000 for the Outdoor Gym Equipment Project, increasing the total approved project budget from \$100,000 to \$140,000 to be funded from the Purchasing Reserve. - Defeated
- 2026-0267** Councillor Bakker moved to direct Administration to review the cost implications of moving the Outdoor Gym Equipment Project to the trail option along the Jesmond and Kipling trail system and return the information back to Council for consideration. - Defeated
- 2026-0268** Councillor Solberg moved to authorize the Outdoor Gym Equipment Project to proceed. Further that the additional work required be completed in 2027. - Carried

- C)** Per Diem Allowance
Councillor Solberg and Councillor Burns declared a pecuniary interest, recused themselves from discussion and voting, and left the meeting at 7:30 p.m.

2026-0269 Councillor St. Pierre moved to authorize Administration to provide payment of the appropriate full day per diems to the subject Board Members at the rate of \$150/day. - Carried

Councillors Solberg and Burns returned to the meeting at 7:39 p.m.

5. POLICIES

- A)** Policy No. 037 Correspondence for Councillors & Delivery of Information Packages to Councillors

2026-0270 Councillor Leipert moved Policy No. 037 Correspondence for Councillors and Delivery of Information Packages to Councillors, be approved as presented.
- Carried

6. OTHER

- A)** Canadian Award for Financial Reporting

2026-0271 Councillor Bakker moved Staff Report SR-26-148 Canadian Award for Financial Reporting, be received for information. - Carried

- B)** Municipal Manager Report

2026-0272 Councillor St. Pierre moved the Municipal Manager Report dated June 8, 2026, be received for information. - Carried

- C)** Council Reports (verbal discussion)
Mayor Czember discussed the Kinsmen's 90th Anniversary Celebration
Councillor Burns attended the Youth Centre meeting
Councillor Solberg attended the Entre Corp. meeting

2026-0273 Councillor Leipert moved the Council Reports (verbal discussion) be received for information. - Carried

- D)** Landfill Graphs

2026-0274 Councillor Leipert moved the Redcliff/Cypress Regional Waste Management Authority Statistics be received for information. – Carried

E) Council Important Meetings and Events

2026-0275 Councillor Bakker moved the Council Important Meetings and Events dated June 8, 2026 be received for information. - Carried

7. RECESS

Mayor Czember called a recess at 7:51 p.m.

Mayor Czember reconvened the meeting at 7:56 p.m.

8. CLOSED SESSION (CONFIDENTIAL)

2026-0276 Councillor Kilpatrick moved to go into Closed Session at 7:57 p.m. to discuss:

- A) Land Matter (ATIA Sections 19, 29)
 - B) Operations Matter (ATIA Section 29)
 - C) Boards & Committees (ATIA Section 20)
 - D) Enforcement Matter (ATIA Sections 20, 29)
 - E) Enforcement Matter (ATIA Sections 20, 29)
 - F) Enforcement Matter (ATIA Sections 20, 29)
 - G) Operations Matter (ATIA Section 29)
- Carried

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance during the closed session for:

Item A:
Municipal Manager
Corporate Services Director

Mayor Czember called a recess at 10:00 p.m. and reconvened the meeting at 10:05 p.m.

Items B to G:
Municipal Manager
Corporate Services Director
Operations Director
Community & Protective Services Director
Legislation & Development Clerk

2026-0277 Councillor Leipert moved to return to Open Session at 10:56 p.m. - Carried

2026-0278 Councillor Leipert moved to extend the Regular Council Meeting for twenty (20) minutes. – Carried Unanimously

- 2026-0279** Councillor Leipert moved to direct approval of the 5 Street SE 000-200 Block Infrastructure Upgrades Additional Construction Services Consultant Change Order #1 with MPE Engineering Ltd. in the amount of \$40,420.00, excluding GST, to be funded from the purchasing reserve. - Carried
- 2026-0280** Councillor Kilpatrick moved that Council approve the principle commercial terms of a proposed option and land acquisition agreement with the Developer as presented to Council and authorize the CAO and Mayor to negotiate, finalize and execute the agreement and any ancillary documents. - Carried
- 2026-0281** Councillor Leipert moved to appoint Chere Brown as a resident member to the Municipal Policing Committee with a term to expire three years after confirmation of an approved security screening process. - Carried
- 2026-0282** Councillor Kilpatrick moved to appoint Ronald Peterson as a resident member to the Municipal Policing Committee with a term to expire three years after confirmation of an approved security screening process. - Carried
- 2026-0283** Councillor Leipert moved to appoint Councillor St. Pierre as the Council representative and voting member of the Municipal Planning Committee established under Bylaw No. 2004/2026. Further, that Councillor Kilpatrick be appointed as the Council Alternate representative and voting member.
- Carried

9. ADJOURNMENT

- 2026-0284** Councillor St. Pierre moved to adjourn the meeting at 11:02 p.m. - Carried

Mayor

Municipal Manager



MINUTES

Town Council

Special Meeting

5:00 PM - Monday, June 8, 2026
 Redcliff Town Council Chambers

PRESENT:

Mayor	C. Czember
Councillors	B. Bakker,
	D. Kilpatrick, L. Leipert,
	E. Solberg, M. St. Pierre
Municipal Manager	S. Simon
Corporate Services Director	M. Davies
Legislation & Development Clerk	J. O'Connor

ABSENT: Councillor B. Burns

1. GENERAL

A) Call to Order
 Mayor Czember called the Town Council Special Meeting to order at 5:00 p.m.

B) Adoption of Agenda

2026-0256 Councillor Bakker moved the Town of Redcliff Council Special Meeting Agenda of June 8, 2026, be adopted as presented. – Carried

2. DELEGATION

A) Emergency Management Workshop

2026-0257 Councillor St. Pierre moved the presentation by representatives of Transitional Solutions Inc. regarding the Regional Emergency Management Plan, be received for information. – Carried

3. ADJOURNMENT

2026-0258 Councillor Kilpatrick moved the Redcliff Town Council Special meeting be adjourned at 5:38 p.m. - Carried

Mayor

Municipal Manager



Meeting Minutes

10:00 AM - Wednesday, June 17, 2026

Redcliff Town Council Chambers

PRESENT:	Town of Redcliff	Councillor	L. Leipert
		Councillor	E. Solberg
		Operations Director	A. Neuman
		Landfill Manager	L. Kennedy
		Landfill Treasurer	M. Davies
		Landfill Secretary	B. Andres
	Cypress County	Councillor	L. Want
		Mayor	D. Hamilton
ABSENT:	Town of Redcliff	Municipal Manager	S. Simon
	Cypress County	CAO	A. Hoggan

1. GENERAL

- a) Call to Order
Councillor Solberg called the meeting to order at 10:00 a.m.
- b) Adoption of Agenda
Mayor Hamilton moved the Redcliff/Cypress Regional Waste Management Authority meeting Agenda for June 17, 2026, be adopted as presented.
- Carried

2. PREVIOUS MINUTES

- a) RCRWMA Minutes
Councillor Leipert moved the Redcliff/Cypress Regional Waste Management Authority Minutes of May 20, 2026, be adopted as presented. – Carried

3. INFORMATION ITEM

- a) **Manager Report**
Councillor Want moved the Manager Report dated June 2026 be received for information. - Carried

- b) **Treasurer Reports**
Councillor Leipert moved the Landfill Accounts Payable listing dated June 17, 2026 be received for information. - Carried

4. CLOSED SESSION (CONFIDENTIAL)

- a) **Closed Session**
Mayor Hamilton moved to go into Closed Session at 10:05 a.m. to discuss:
A) Operations Matter (ATIA Sections 19, 29)
B) Operations Matter (ATIA Sections 19, 29) - Carried

Councillor Leipert moved to return to Open Session at 10:27 a.m. - Carried

Councillor Leipert moved to defer Item 4A Operations Matter to the next meeting and request Administration bring back further information. - Carried

Mayor Hamilton moved to authorize Administration to proceed with the agreement to replace the existing TELUS SmartHub internet service with Starlink internet service, including the purchase of required hardware and installation services. - Carried

Councillor Want moved to authorize Administration to enter into an agreement with Geoware, including the Geoware implementation cost of \$16,555 and a seven (7) year subscription at an annual subscription for \$6,200 annually. - Carried

5. NEXT MEETING DATE

Wednesday, July 15, 2026 at 10:00 a.m.

6. ADJOURNMENT

Councillor Leipert moved to adjourn the meeting at 10:30 a.m. - Carried

Chairperson

Secretary

Town Council
STAFF REPORT



To: Council
Subject: Bylaw No. 2008/2026 Traffic
Meeting: Town Council - 22 Jun 2026
Department: Community & Protective Services
Staff Contact: Cody Girling, Community and Protective Services Director

BACKGROUND INFORMATION:

Traffic Bylaw No. 1993/2025 was previously adopted by Council to regulate the parking, standing, movement, and operation of vehicles within the Town of Redcliff. Since adoption, Administration has undertaken a review of the bylaw to identify opportunities to improve clarity, modernize provisions, address emerging transportation technologies, and strengthen enforcement mechanisms.

The proposed amendments are intended to provide greater consistency with current provincial legislation, improve the readability and enforceability of the bylaw, and address transportation devices that were not contemplated in earlier versions of the bylaw. This includes the introduction and clarification of definitions related to bicycles, power bicycles (e-bikes), e-scooters, multi-use trails, public property, and off-highway vehicles.

The amendments also establish clearer rules respecting the operation of bicycles, power bicycles, e-scooters, motorcycles, off-highway vehicles, and other motorized devices on sidewalks, trails, parks, municipal reserves, and other public property. These changes are intended to support public safety, reduce conflicts between users of multi-use pathways and public spaces, and provide enforcement officers with clearer authority when addressing inappropriate use of motorized devices.

Additional amendments have been made to modernize enforcement provisions, including updates to violation tag and violation ticket processes, clarification of continuing offences, authority to issue orders to remedy contraventions, and cost recovery provisions available under the Municipal Government Act. These amendments are intended to improve compliance outcomes and provide the Town with practical tools to address ongoing violations where voluntary compliance is not achieved.

Several administrative amendments have also been incorporated to update terminology, remove outdated language, improve consistency throughout the bylaw, and ensure alignment with current municipal operational practices and applicable provincial legislation.

Administration is recommending the amendments as presented to ensure the Traffic Bylaw remains current, enforceable, and responsive to evolving transportation trends and community safety needs.

OPTIONS:

1. Give Bylaw No. 2008/2026 Traffic Bylaw first reading as presented.
2. Direct administration to make suggested changes to Bylaw No. 2008/2026 Traffic Bylaw, and bring back to a future council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw No. 2008/2026 Traffic Bylaw, be given first reading as presented.
2. Councillor _____ moved to direct Administration to make suggested changes to Bylaw No. 2008/2026 Traffic Bylaw, and bring back to a future council meeting.

ATTACHMENTS:

[Bylaw No. 2008/2026 Traffic
small_vehicle_booklet_final](#)

BYLAW NO. ~~1993/2025~~2008/2026
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE CONTROL AND REGULATION OF PEDESTRIAN AND VEHICULAR TRAFFIC.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c M-26, a council may pass bylaws respecting the safety, health and welfare of people and the protection of people and property, as well as the regulation of transport and transportation systems;

AND WHEREAS pursuant to the *Traffic Safety Act*, RSA 2000, c T-6, a council may make bylaws that are not inconsistent with that Act for the regulation and control of vehicles and pedestrian traffic.

AND WHEREAS Council deems it desirable and in the public interest to regulate the parking, standing, and movement of vehicles and pedestrians within the Town of Redcliff.

NOW THEREFORE the municipal corporation of the Town of Redcliff in council assembled enacts as follows:

SHORT TITLE

1. This Bylaw shall be called the “Traffic Bylaw” and shall be taken to apply within the municipal boundaries of the Town of Redcliff.

DEFINITIONS

2. In this Bylaw the definitions described in Section (1) of the Traffic Safety Act RSA 2000 C. T-6, as amended (hereinafter referred to as the *Traffic Safety Act*) shall apply to this Bylaw and in addition the following definitions shall apply:

- a) **“Alley”** means a narrow Highway intended chiefly to give access to the rear of buildings and parcels of land.

- b) **“Bicycle”** means a cycle designed to be propelled primarily by human power upon which a person may ride and includes a bicycle equipped with training wheels, and shall include any bicycle that meets the definition of a bicycle under the Traffic Safety Act, as amended. ~~means~~

~~any cycle propelled by human power on which a person can ride, regardless of the number of wheels it has, and includes a Vehicle that:~~

- ~~i) may be propelled by muscular, mechanical power, or motor assisted;~~
- ~~ii) is fitted with pedals that are continually operable to propel it;~~
- ~~iii) weighs not more than 35 kilograms;~~
- ~~iv) has a motor that produces not more than 750 watts and that is driven by electricity or has an engine displacement of not more than 50 cubic centimetres;~~
- ~~v) has no hand or foot operated clutch or gearbox driven by the motor that transfers the power to the driven wheel; and~~

- ~~vi) does not have sufficient power to enable it to obtain a speed greater than 35 kilometres per hour on level ground within a distance of 2 kilometres from a standing start;~~
- ~~vii) is not a motorcycle, moped, or scooter~~
- c) **"Boulevard"** means that part of a highway in an urban area that
- is not a roadway, and
 - is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians
 - is situated between the curb and the adjacent property line.
- d) **"Bus"** means a commercial motor vehicle designed for carrying more than 11 passengers including the person driving the vehicle and that is used or intended to be used for the transportation of persons.
- e) **"Bus Stop"** or **"Bus Zone"** means that portion of a highway adjacent to the curb designated by the Sign Bylaw as being reserved exclusively for the loading and unloading of buses.
- f) **"CAO"** means the person appointed to the position of Chief Administrative Officer for the Town, by Council, within the meaning of the Municipal Government Act of Alberta. This position may also be referred to as the Municipal Manager.
- g) **"Commercial Vehicle"** means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.
- h) **"Council"** means the Mayor and Councillors of the Town of Redcliff duly elected pursuant to the provision of the Local Authorities [Election](#) Act of Alberta.
- i) **"Cul-de-Sac"** means local roads which are terminated at one end, with the provision for turning vehicles.
- j) **"Curb"** means the concrete or asphalt edge of a highway or the division point between the highway and boulevard or sidewalk.
- k) **"Director"** means the person [designated by the Chief Administrative Officer to administer this Bylaw](#). ~~appointed to the position of Operations Director for the Town of Redcliff.~~
- l) **"E-scooter"** means a two wheeled device equipped with handlebars and a floorboard designed to be stood upon while riding, propelled wholly or partially by an electric motor, and authorized or recognized for operation under the laws of Alberta, but does not include an Off-Highway Vehicle, electric dirt bike, electric motorcycle, mini-bike, or any motorized vehicle that does not meet the requirements established by Alberta legislation for operation as an electric scooter. f
- ~~" means a vehicle that:~~
- ~~has two wheels, a handlebar, a floorboard that is designed to be stood upon while riding and powered by an electric motor, and~~
 - ~~has a permit to operate granted by the province of Alberta~~

- m) **"Holiday"** means and includes every Sunday, and any other day defined as a holiday in the *Interpretation Act (Alberta)* and any day or portion of a day proclaimed by the Mayor or by the Council of the Town as a Civic Holiday.
- n) **"Loading Zone"** means that portion of a highway adjacent to the curb designated by the Sign Bylaw as reserved exclusively for the loading and unloading of commercial vehicles.
- o) "Multi-Use Trail" means any trail, pathway, greenway, or route owned, controlled, maintained, or designated by the Town for use by pedestrians, bicycles, e-scooters and power bicycles.
- p) "Off-Highway Vehicle" means an off-highway vehicle as defined in the *Off-Highway Vehicle Regulation, Alta. Reg. 319/2002*, as amended from time to time, and includes any motorized vehicle designed primarily for off-road travel, including dirt bikes, off-road motorcycles, all-terrain vehicles, utility terrain vehicles, side-by-sides, snowmobiles, electric dirt bikes, and similar vehicles.
- q) **"Parade" or "Procession"** shall mean any group of pedestrians other than a military or funeral procession numbering more than fifty (50) and marching or walking on the highway or on the sidewalk or any group of vehicles other than a military or funeral procession and numbering ten (10) or more, or both.
- r) ~~"Peace Officer" means a person appointed by the town to enforce provision of this Bylaw, including a Bylaw Enforcement Officer, a Peace Officer in accordance with the Peace Officer Act, R.S.S. 2006, Chapter P-36 and include a member of the Royal Canadian Mounted Police.~~ means a Bylaw Enforcement Officer appointed by the Town, a Community Peace Officer appointed under the Peace Officer Act (Alberta), or a member of the Royal Canadian Mounted Police.
- s) "Power Bicycle" means a power-assisted bicycle as defined in the Motor Vehicle Safety Regulations (Canada), as amended, and includes any vehicle defined as a power bicycle under the Traffic Safety Act and its regulations, as amended. For greater certainty, a Power Bicycle is equipped with operable pedals, is capable of being propelled by muscular power, has one or more electric motors with a combined continuous power output of not more than 500 watts, and is incapable of providing motor assistance when travelling at a speed greater than 32 kilometres per hour on level ground.
- t) **"Public Property"** means ~~publicly owned land including land owned by the Town~~ land, buildings, facilities, parks, playgrounds, trails, pathways, municipal reserves, parking areas, and other property owned, leased, occupied, controlled, or maintained by the Town.
- u) **"Private Property"** means land that is privately owned.
- v) **"Recreational Vehicle"** means a vehicle or trailer that is designed for recreational or travel purposes and includes but is not limited to motor homes, travel trailers, fifth wheel travel trailers, tent trailers, toy haulers, boats, campers whether located on a truck or other vehicle or not, and a trailer used to transport any of the above, but does not include personal watercraft, snow mobiles, all-terrain vehicles, hunting buggies and other small scale recreational vehicles.

- ~~w~~t) **“Sign Bylaw”** means a bylaw of the Town of Redcliff entitled *Traffic Control Devices Bylaw*.
- ~~x~~u) **“Town”** means the Municipal Corporation of the Town of Redcliff or the area contained within the Town boundaries as the context requires.
- ~~y~~v) **“Vehicle”** means, other than in Part 6 off-highway vehicles, a device in, on, or by which a person or thing may be transported or drawn on a highway and include a combination of vehicles not does not include a mobility aid.
- ~~z~~w) **“Violation Tag”** means a notice or tag in such a form as may be prescribed from time to time by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw directly to the Town.
- ~~aa~~x) **“Violation Ticket”** means a summons by means of a violation ticket (Part 2) or an offence notice by means of a violation ticket (Part 3) in accordance with the provisions of the *Provincial Offences Procedure Act* of Alberta.

STOPPING STANDING PARKING

3. No person shall park a motor vehicle, trailer, or recreational vehicle in an alley unless they are actively engaged in:
- a) the loading or unloading of goods from a commercial vehicle for a period not exceeding thirty (30) minutes, or,
 - b) the loading or unloading of goods or passengers from a vehicle other than a commercial vehicle for a period not exceeding five (5) minutes,
- provided the vehicle described in subsections (a) or (b) does not obstruct the free passage of pedestrian and vehicular traffic through such alley.
4. No person shall stop a motor vehicle in a loading zone except:
- a) for a period not exceeding five (5) minutes for the purpose of and while actively engaged in loading or unloading passengers, or,
 - b) for a period not exceeding thirty (30) minutes for the purpose of and while actively engaged in loading or unloading of merchandise or other materials.
5. No person shall park a trailer on a highway unless the trailer is attached to a motor vehicle by which it may be drawn.
6. No person who sells, repairs or services motor vehicles for compensation shall park or leave any such motor vehicle in their control on a highway.
7. No person shall leave any motor vehicle parked on a highway for a continuous period exceeding seventy-two (72) hours.
8. No person shall park a motor vehicle, other than a passenger vehicle or a recreational vehicle, of a length together with any trailer attached thereto, greater than six (6) metres

on any highway unless:

- a) such person is actively engaged in loading or unloading passengers, merchandise or personal effects,
- b) such parking is permitted by a sign erected pursuant to the Sign Bylaw.

9. No person shall park a vehicle or trailer of any type on property without the consent of the owner or person in charge of the property:

- a) on a sidewalk or boulevard;
- b) on a crosswalk or on any part of a crosswalk
- c) within an intersection other than immediately next to the curb in a "T" intersection;
- d) at an intersection nearer than 5 metres to the projection of the corner property line immediately ahead or immediately to the rear, except when the vehicle is parked in a space where a parking meter or other traffic control device indicates parking is permitted
- e) in the case of an approach to a stop sign or yield sign, within 5 metres from the stop sign or yield sign;
- f) within 5 metres from any fire hydrant, or when the hydrant is not located at the curb, within 5 metres from the point on the curb nearest the hydrant;
- g) within 1.5 metres from an access to a garage, private road or driveway or a vehicle crossway over a sidewalk;
- h) within 5 metres from the near side of a marked crosswalk;
- i) alongside or opposite any street excavation or obstruction when the stopping or parking would obstruct traffic;
- j) at any place where a traffic control device prohibits stopping or parking, during the times stopping or parking is so prohibited;
- k) on the roadway side of a vehicle that is parked or stopped at the curb or edge of the roadway;
- l) at or near the site of any fire, accident or other emergency, if stopping or parking would obstruct traffic or hinder emergency vehicles or peace officers, firemen, ambulance drivers or assistants or rescue officers or volunteers;
- m) if a highway is divided into 2 or more roadways by a boulevard, ditch or other physical barrier, on that portion of the highway that is to the left of the yellow line except in an emergency situation where the vehicle is disabled and it is not practicable to move the vehicle to the far right side of the highway.
- n) ~~in a park or on other public property unless specifically authorized to do so by the Director or CAO;~~ in a park, Multi-Use Trail, pathway, municipal reserve, or other Public Property unless specifically authorized by the assigned Director or CAO.

10. Notwithstanding any other provision of this Bylaw, the following classes of motor vehicles are exempt from parking prohibition:

- a) emergency vehicles,
- b) public utility vehicles,

- c) municipal or other government public works vehicles,
- d) towing service vehicles

while any such vehicle is being used in work requiring that it be stopped or parked in contravention of any such prohibition.

11. No person shall leave a motor vehicle on a highway indicated by a sign pursuant to the Sign Bylaw, that such highway has been cleared or is about to be cleared for the purpose of a parade, road maintenance, snow removal or street sweeping.
12. No person shall park a motor vehicle in such a way as to obstruct an emergency exit from any building or posted fire lane around a building.
13. No person shall unload a car carrier on a highway or public property unless such public property is designated for that purpose.
14. When Parking on a roadway, a driver shall park their vehicle with the sides of it parallel to the curb edge of the roadway, unless a sign indicates that angle parking is permitted or required, with the right hand wheels thereof not more than 500 millimetres from the right hand curb or edges of the roadway; and facing in the direction of travel authorized for the highway.
15. No person shall operate, park, or store a Vehicle, Off-Highway Vehicle, or Motorized Device on a Multi-Use Trail, pathway, park, municipal reserve, or other Public Property except as otherwise permitted by this Bylaw.

PARKING AND STORAGE OF RECREATIONAL VEHICLES

165. In addition to this Section, recreational vehicles parked or stored on a public highway are subject to all other applicable regulations within this bylaw.

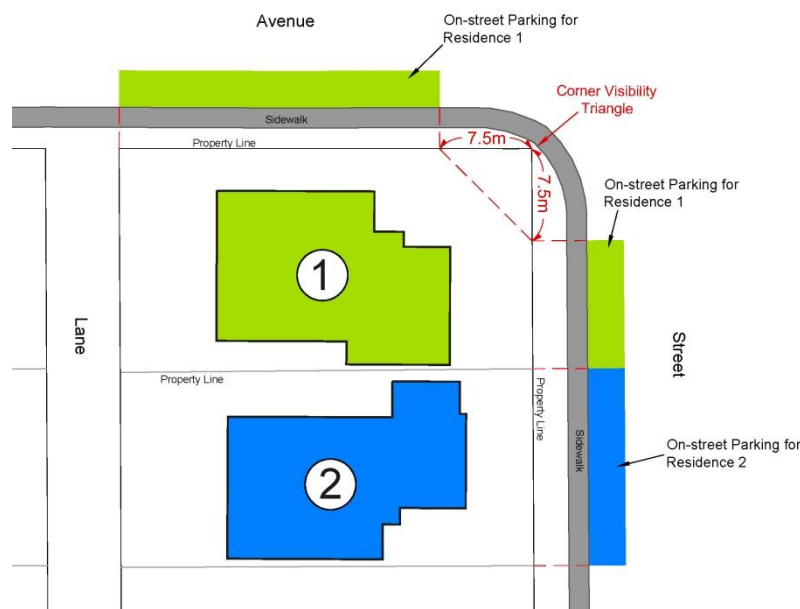
On-street parking of recreational vehicles:

- (a) No person shall park a recreational vehicle on an area of a public highway that is not immediately adjoining the owner or operator's place of residence. Figure 1 is an example of on-street parking allocation for two residences along with compliance to the Corner Visibility Triangle. The Corner Visibility Triangle is applicable to all intersections.
 - i) On-street Parking for Residence 1
Residence 1, shown in green, is located at the corner of an Avenue and a Street. On-street parking for this residence is available:
 - Along the Avenue, on the north side of the property.
 - Along the Street, on the east side of the property.

However, parking is not allowed within the Corner Visibility Triangle, which extends 7.5 meters in both directions from the corner, to ensure clear visibility for drivers and pedestrians at the intersection.

- ii) On-street Parking for Residence 2
Residence 2, shown in blue, is situated south of Residence 1, and also has designated on-street parking:
- Along the Street, east of the property.
- iii) Corner Visibility Triangle
This safety feature prohibits any visual obstruction (including parked vehicles) within a triangle formed by two 7.5-meter legs measured from the corner along each roadway. This ensures adequate sightlines for vehicles turning or crossing at the intersection.

Figure 1



- (b) An owner or operator of a recreational vehicle must not park the recreational vehicle on the area of the highway immediately adjoining the owner or operator's place of residence for a period of more than 48 consecutive hours;
- (c) An owner or operator of a recreational vehicle must not park the recreational vehicle on the area of the highway immediately adjoining the owner or operator's place of residence if the recreational vehicle was previously parked on that area of the highway at any time during the preceding 48 hour period;
- (d) No person shall park a recreational vehicle on a public highway in such a way as to allow any part of the recreational vehicle to project into a public sidewalk or highway.
- (e) No person shall park removable camper accommodation, either permanently or temporarily, on any portion of any public highway after the same has been removed from the motor vehicle.

To determine the time a recreational vehicle has been parked in a location where parking is restricted to a specific time, a Peace Officer may place an erasable chalk mark on the tread face of the tire of a parked or stopped recreational vehicle without such Peace Officer or the Town incurring any liability for so doing.

PARKING FOR PERSON WITH DISABILITIES

~~176~~. In this Section,

- a) "permit" means a valid ~~handicap parking~~ placard or licence plate that is issued or recognized by the ~~Solicitor General~~ Government of Alberta for persons with disabilities;
- b) "public parking area" means public property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles; and
- c) "private parking area" means private property that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.

~~187~~. The CAO is hereby authorized to designate parking places on public parking area for the exclusive use of persons with disabilities who display a permit on their vehicles.

~~198~~. The CAO shall cause any parking place so designated to be marked with a sign or other marking approved by the CAO.

~~2049~~. The owner, tenant, occupant or person in control of private parking area may designate any number of parking places on the property for the exclusive use of persons with disabilities who display a permit on their vehicles and is in accordance with applicable municipal and provincial standards.

~~210~~. An owner, tenant, occupant or person in control of private property who designates a parking place pursuant to section 19 shall cause the parking place to be marked with a sign or other marking approved by the CAO or similar to that approved by the CAO.

~~224~~. A parking place that prior to the coming into force of this Section has been marked by a sign or other marking as being a parking place for the exclusive use of persons with disabilities who display a permit on their vehicles shall be deemed to be a parking place designated pursuant to sections 17 or 19, provided that the sign or other marking is in a form approved by the CAO or similar to that approved by the CAO.

~~232~~. No person shall stop or park a vehicle in a parking place designated pursuant to this Section unless:

- a) the vehicle displays a valid handicap placard on inside rearview mirror of the vehicle or license plate that is issued or recognized by the Solicitor General, and
- b) the vehicle is operated by, or is being used to transport, a person with a disability.

MUNICIPAL PUBLIC PARKING

~~243~~. No person shall park any motor vehicle upon land designated as a Municipal Public Parking area in such a manner as to occupy more space than such a motor vehicle

should normally occupy if parked properly in a parallel position to the motor vehicles that may be parked on either side of the said motor vehicle.

~~254.~~ No person shall park any motor vehicle in excess of six (6) metres in length on any Municipal Public Parking area unless in a portion of that Municipal Public Parking area so designed by signs as being reserved for motor vehicles in excess of six (6) metres.

~~265.~~ No person shall park any motor vehicle in a municipal public parking area in such a manner as to block, obstruct, impede or hinder the access or egress of any other vehicle.

PARKING

~~276.~~ Where a sign erected pursuant to the Sign Bylaw restricts the parking of motor vehicles, it shall be an offence to park a motor vehicle between or in excess of the time or times so designated.

~~287.~~ If, after the issuance of a violation ticket concerning a first violation of section 26 hereof, a person allows the motor vehicle to be parked for further periods of time in excess of that permitted on the sign, then a second and additional offences shall be deemed to have occurred.

~~298.~~ Notwithstanding the provisions of the *Traffic Safety Act*, a motor vehicle may be parked at an angle to the curb in a cul-de-sac provided that the vehicle is parked in such a manner as not to interfere with the free flow of traffic in the cul-de-sac.

~~3029.~~ Where any type of motor vehicle has removable camping accommodation installed on it, the operator or owner of the motor vehicle or any person in charge of the motor vehicle shall not, either permanently or temporarily, leave the camping accommodation or other removable portion of the motor vehicle used for this purpose on any portion of a highway, including on a boulevard, after the same has been removed from the motor vehicle.

~~310.~~ In order to determine the time which a motor vehicle has been parked in a location where parking is restricted to a specific time, a Peace Officer, may place an erasable chalk mark on the tread face of the tire of a parked or stopped motor vehicle without such Peace Officer, or the Town incurring any liability for so doing.

OPERATION OF A VEHICLE

~~324.~~ No person shall drive a vehicle over an unprotected fire hose.

~~332.~~ No person shall tow a second vehicle unless the tow rope, cable or chain does not exceed 3.5m in length.

~~343.~~ Notwithstanding the direction of a traffic control device, no one shall drive a vehicle into an intersection unless the condition of traffic in and adjacent to the intersection is such that they may drive through the intersection without impeding the passage of other vehicles or pedestrians on the highway.

~~354.~~ No person shall drive a vehicle in an alley at a speed greater than twenty (20) kilometres per hour.

PARADES/PROCESSIONS

365. A driver of a motor vehicle in the lead of a funeral procession approaching an intersection where a stop sign or traffic control device is posted requiring the motor vehicle to stop, shall stop the motor vehicle as required by the Traffic Safety Act and shall not drive the motor vehicle into the intersection until it is safe to do so. Motor Vehicles that follow in the funeral procession may then proceed through the intersection without stopping subject to the direction of a Peace Officer.

BICYCLES, ~~MOTORCYCLES AND~~ E-SCOOTERS AND OTHER MOTORIZED DEVICES

376. A person travelling upon any sled, toboggan, skis, roller skates, or any toy vehicle, tricycle, bicycle, e-scooter, or similar device shall not cling to or attach themselves or their conveyance to any motor vehicle upon a highway.
387. No one shall leave a two wheeled vehicle on a highway other than at the curb or edge of the highway other than in an upright position.
398. A Peace Officer may impound any bicycle, e-scooter, ~~or~~ motorcycle, Off-Highway Vehicle, or other motorized device, parked in contravention of this Bylaw and the provisions of the Bylaw relating to the removal and impoundment of vehicles shall apply with the necessary modifications.
- ~~4039. No person shall ride or park a bicycle, e-scooter, or motorcycle on any sidewalk except where expressly permitted to do so by this Bylaw. No person shall operate a Bicycle, Power Bicycle, E-scooter, motorcycle, or other Motorized Device on a sidewalk except where expressly permitted by this Bylaw.~~ Children's bicycles or tricycles having a wheel diameter of less than fifty (50) centimetres are excepted from this provision.
- ~~41. No person shall operate a motorcycle, Off-Highway Vehicle, electric dirt bike, mini-bike, motor vehicle, or other motorized device that does not meet the definition of a Bicycle or E-Scooter under this Bylaw on a Multi-Use Trail, pathway, park, municipal reserve, or other Public Property unless authorized by the Town.~~
- 42.0 No person shall operate a bicycle, power bicycle, or e-scooter ~~in~~ a reckless manner.
- 43.4 For the purposes of Section 41.0, some factors which may be considered by a Peace Officer in determining whether a person is operating a bicycle, power bicycle or e-scooter in a reckless manner include but are not limited to the following:
- i) fail to maintain adequate control of the bicycle or e-scooter;
 - ii) driving in a manner that is likely to interfere with other users of multi-use trails, paved pathways or roads, ~~and~~
 - ~~iii)~~ failing to comply with a Traffic Control Device or other Town posted sign.
 - ~~iii)iv)~~ operating at a speed unreasonable for the conditions.
- 44.2. A person who is operating an e-scooter must not carry a passenger on the e-scooter.

HEAVY TRUCK - DEFINITION

453. For the purpose of this section;
- a) **“heavy truck”** means all motor vehicles, with or without load that exceeds any one of the following: a gross vehicle weight in excess of 7500 kilograms, or an overall length, inclusive of any attached trailer, of 7.0 meters, or an overall height of 2.74 meters.
 - b) **“heavy truck route”** means the heavy truck route shown on Schedule "B" of this Bylaw.
 - c) **“highway tractor”** means a motor vehicle commonly referred to as a semi-trailer tractor (pulling unit only) but does not include a semi-trailer.
 - d) **“restricted heavy truck route”** means the restricted heavy truck route shown on Schedule "B" of this Bylaw.
 - e) **“heavy truck area”** means the area outlined in Schedule “C” of this Bylaw designated for the parking of heavy trucks.
 - f) **“restricted heavy truck area”** means the area outlined in Schedule “C” of this Bylaw.
 - g) **“semi-trailer”** means any trailer pulled by a heavy truck and includes a trailer commonly referred to as a “pup” or “pup trailer”.
464. A motor vehicle which does not have a registration certificate with a specified gross vehicle weight (GVW) shall be deemed to have a gross vehicle weight (GVW) in excess of 7500 kilograms unless established otherwise. The onus or burden of establishing that the motor vehicle has a gross vehicle weight (GVW) of less than 7500 kilograms in any court proceedings shall be on the person charged with the offence under the Bylaw.

PARKING AND OPERATION OF HEAVY TRUCKS

475. No person shall operate a heavy truck on a highway other than a heavy truck route or a restricted heavy truck route.
486. No person shall park a heavy truck or semi-trailer on private property or public property except in the area designated as a “heavy truck area” or other public property designated for that purpose by a sign erected pursuant to the Sign Bylaw.
497. Notwithstanding section 486 heavy trucks or a combination of heavy trucks and semi-trailers may be allowed to park on private property in a restricted heavy truck area provided, however, that:
- a) only one heavy truck may be parked per legal land description or consolidated land description as established from time to time by the tax roll of the Town where the legal land description or consolidated land description consists of an area of 1 acre or less;
 - b) not more than two heavy trucks or combination of heavy trucks and semi-trailers may be parked per legal land description or consolidated land description as established from time to time by the tax roll of the Town where the legal land

description or consolidated land description consists of and area more than 1 acre.

5048. No person shall park a heavy truck or semi-trailer on any restricted heavy truck route.

5149. No person shall operate a heavy truck on a restricted heavy truck route between the times indicated by a sign erected pursuant to the Sign Bylaw.

520. Notwithstanding Sections, 45 and 46 a person shall be exempt from prosecution under the Bylaw if:

- a) the heavy truck was being operated on the most direct route between two points, one point being the nearest heavy truck route or restricted heavy truck route and,
- b) the other point is a location where,
 - i) goods or merchandise are being delivered or collected for a commercial purpose;
 - ii) heavy trucks are authorized to park;
 - iii) a building is being moved, provided the necessary permits have been issued by the Town;
 - iv) an authorized business premise is located and used for the repair or service of heavy motor vehicles.
- c) the person is operating a bus or motorhome;
- d) the person is operating a heavy truck owned by or contracted for service by the Town while actively engaged in providing the service.

531. No person while operating a heavy truck off of the heavy truck route for any of the reasons set forth in Section 50 shall exceed a speed of thirty (30) kilometres per hour.

542. No person shall operate an engine brake, compression release brake, exhaust brake, retarder brake, or similar braking device that creates excessive noise within the Town except where necessary to avoid an immediate hazard. ~~limits.~~

553. Notwithstanding any other provision of this Bylaw, no person shall operate a heavy truck on any highway when the weight of the vehicle or any combination of vehicles and the load thereon is in excess of the maximum specified weight indicated by a sign erected pursuant to the Sign Bylaw or by public notice that such restriction is in effect.

564. Wherever in the Peace Officer's opinion, there is a contravention of section 66, a Peace Officer may order the driver or other person in charge or control of a motor vehicle or combination of attached motor vehicles suspected of being on a highway in contravention of such section to take such motor vehicle or combination of attached motor vehicles to the nearest adequate weigh scale to determine the gross weight of such motor vehicle or combination of attached motor vehicles. The weight slip or slips shall be given to the Peace Officer and may be retained by the Officer, and if the gross weight of the motor vehicle or combination of attached motor vehicles is in excess of the maximum gross weight for the motor vehicle or combination of attached motor vehicles, the Peace Officer, in addition to any prosecution for contravention of the Bylaw, may require that any load or portion thereof in excess of maximum gross weight for the motor vehicle or combination of attached motor vehicles shall be removed before the motor vehicle or combination of attached motor vehicles is again taken upon a highway.

575. A weight slip given to a Peace Officer and submitted by the Officer in evidence in court shall be *prima facie* proof of the authenticity of the weight slip and of the particulars thereon submitted in evidence, and of the accuracy of the weight scale used.
586. -A person driving or in charge or control of a motor vehicle or combination of attached motor vehicles suspected by a Peace Officer of being on a highway in contravention of the Bylaw shall, when requested by the Peace Officer, produce for such officer's inspection any official registration certificate or interim registration certificate for such motor vehicle or combination of attached motor vehicles that may have been issued by the Government of the Province of Alberta.
597. Particulars obtained by a Peace Officer from a registration certificate produced to Officer and submitted by the officer as evidence in court shall be *prima facie* proof of the authenticity of such certificate and of the particulars thereon submitted in evidence.
6058. The Chief Administrative Officer or designate may grant a permit subject to any terms, conditions, restrictions, routes, time limits, or other requirements deemed necessary and may refuse to issue a permit where, in their opinion, the proposed use may create a risk to public safety, municipal infrastructure, traffic operations, or the general welfare of the community. A person whose application for a permit has been refused may appeal the decision to Council. ~~A person may apply to the CAO for a permit to allow on a highway a motor vehicle or combination of attached motor vehicles with a gross weight in excess of maximum gross weight for the motor vehicle or combination of attached motor vehicles. The CAO may grant such a permit for such periods as he may set out therein or refuse to grant a permit, and from any such refusal there shall be an appeal to the Council of the Town.~~

RESTRICTIONS ON DIMENSIONS OF VEHICLES

6159. Except as otherwise provided in section 61, or unless he has first obtained a permit as provided in section 62, a person shall not drive or have on a roadway a motor vehicle or combination of attached motor vehicles with any dimension, either including or excluding any load thereon, greater than the following:
- a) width - two metres sixty centimetres (2.60m),
 - b) height from road surface - four metres fifteen centimetres (4.15m),
 - c) length (total length of motor vehicle, or combination of attached motor vehicle) twenty-three (23) metres.
620. Notwithstanding the provisions of section 15 upon receiving permission from the Peace Officer and subject to the owner of the motor vehicle assuming the full responsibility for damage to their own motor vehicle, property or cargo as well as any damage to underpasses, bridges, telephone, telegraph or power wires or any overhead structure a person may drive on a public thoroughfare a motor vehicle which is not more than four metres fifteen centimetres (4.15m) in height from the pavement or road.
634. The maximum width of two metres sixty centimetres (2.60m) referred to in section 15. does not apply to buses, mobile homes or house trailers, any of which type of motor vehicles may have a maximum width not in excess of three metres five centimetres (3.05m) and be used on a highway without a permit.

642. Notwithstanding sections 59, 60, and 61, a person may apply to the Peace Officer for a permit to allow on a public thoroughfare in the Town, a motor vehicle or combination of attached motor vehicles with one dimension or more in excess of the maximum dimensions referred to in section. 59 or 61 of this Section and the Peace Officer may:
- grant a permit for such purpose and for such periods as he may set out therein,
 - refuse to grant such a permit but the person applying for the permit may appeal from such refusal to the Council of the Town.

OFFENCES, ENFORCEMENT & PENALTIES

OFFENCES

- 65.3. Any Person who breaches or contravenes any provision of this Bylaw is guilty of an offence punishable by issuance of:
- a Violation Tag; or
 - a Summons/Violation Ticket (Part 2); or
 - an Offence Notice/Violation Ticket (Part 3).
664. A Violation Ticket may be issued and served by a Peace Officer, Bylaw Enforcement Officer, or other person authorized by the Town to enforce this Bylaw, in accordance with applicable legislation. ~~Any Violation Ticket will be served by a Peace Officer in accordance with the provisions of the Provincial Offences Procedure Act.~~
675. In the case of an offence that is of a continuing nature, each day or part of a day during which the contravention continues constitutes a separate offence and the person responsible is liable to the applicable penalty for each separate offence. ~~In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues, and a person guilty of such offence is liable to a fine in an amount no less than established by this bylaw for each separate offence.~~

VIOLATION TAGS, PENALTIES AND ENFORCEMENT

- 68.6. No Person shall willfully obstruct, hinder, or interfere with a Peace Officer or any other Person authorized to enforce and engaged in the enforcement of the provisions of this Bylaw.
697. Any Person who is convicted of an offence pursuant to this Bylaw is liable to pay a fine of not less than the specified penalty for that offence and not more than two thousand dollars (\$2,000.00).
7068. Where a Peace Officer believes on reasonable and probable grounds that an offence has taken place consisting of a breach or contravention of this Bylaw, the Peace Officer may serve upon a person a Violation Tag.
7169. If a Violation Tag is issued pursuant to this Bylaw that an offence has taken place consisting of a breach or contravention of this Bylaw, the Violation Tag shall provide for

an amount of money that the Town will accept as payment for the alleged offence, which amount of money shall be the specified penalty set out in Schedule "A" of this Bylaw.

720. Service of any Violation Tag under this Bylaw on a Person shall be sufficient if the Violation Tag is:

a) personally served; or

b) served by registered mail to such person at their last known address; or

c) attached somewhere to the vehicle, trailer or premises in respect of which the offence is alleged to have occurred, in which case the Violation Tag need not specify the name of the Person alleged to have committed the offence if the Premises is described by Municipal Address.

734. A Violation Tag placed upon or affixed to vehicle, trailer or Premises pursuant to this Bylaw shall not be removed from vehicle, trailer, or the Premises by anyone other than a Peace Officer or a person lawfully entitled to possession of the vehicle, trailer or premises.

742. Upon issuance and service of a Violation Tag under this Bylaw to a Person, the amount of money the Town will accept as payment for the alleged offence shall be the amount of money set out in the Violation Tag and upon payment of that amount of money to a Person authorized by the CAO to receive that payment there shall be issued an official receipt therefor by the Town and the payment shall be accepted in lieu of commencing proceedings for the alleged offence.

753. Notwithstanding the specified or minimum penalties set out in Schedule "A" of this bylaw:

a) if a person is convicted twice of the same provision of this Bylaw within a twelve month period, the minimum penalty for the second conviction shall be the amount of the specified penalty for the first offence; and

b) if a Person is convicted three or more times of the same provision of this Bylaw within a twelve month period, the minimum penalty for the third and subsequent convictions shall be double the amount of the specified penalty for such first offence.

764. Where a Person has been issued two or more Violation Tags or Violation Tickets for the same or substantially similar contravention and compliance has not been achieved, the Town may pursue any additional enforcement remedies available under this Bylaw or applicable legislation. ~~The issuance of multiple Violation Tags or Violation Tickets shall not be continued indefinitely where it is evident that the Person has no intention of complying with this Bylaw. In such cases, enforcement may escalate to ensure compliance.~~

775. Where a contravention of this Bylaw continues and compliance has not been achieved, the Town may, in accordance with the Municipal Government Act, as amended, take such action as is authorized and reasonably necessary to remedy the contravention. Any costs incurred by the Town in carrying out such action may be recovered from the person responsible for the contravention and shall constitute a debt owing to the Town. Where authorized by the Municipal Government Act, such costs may be charged against

~~the property concerned as a special lien and recovered in the same manner as property taxes. Where a person has been issued multiple Violation Tags or Violation Tickets for the same or substantially similar offence and compliance has not been achieved, the Town may proceed in accordance with the Municipal Government Act, as amended and perform any corrective measures required. All costs incurred may be recovered from the person specified in the violation tag and shall be deemed a debt due to the Town by the person specified in the violation tag. Debts due may be charged against the property concerned as a special lien to be recovered in like manner as property taxes.~~

786. Where a Peace Officer believes on reasonable and probable grounds that an offence has taken place consisting of a breach or contravention of this Bylaw, the Peace Officer may commence proceedings against a Person by issuing a Violation Ticket in accordance with the provisions of the *Provincial Offences Procedure Act* of Alberta.

797. If a Violation Ticket is issued pursuant to this Bylaw that an offence has taken place consisting of a breach or contravention of this Bylaw, the Violation Ticket may provide for a specified penalty, which specified penalty shall be the amount set out in Schedule "A" of this Bylaw in the case of any offence listed in that Schedule "A" of this Bylaw.

80.78. Nothing in this Bylaw shall be read or construed as:

- a) Preventing any Person for exercising that Person's right to defend an allegation that the Person has committed an offence under this Bylaw; or
- b) Preventing any Peace Officer from issuing a summons by means of a Violation Ticket (Part 2) or an offence notice by means of a Violation Ticket (Part 3) in accordance with the provisions of the *Provincial Offences Procedure Act* of Alberta or otherwise initiating court process in any manner permitted by law in respect of an alleged offence for which a Violation Tag may be issued, including, but not limited to, for alleged offences under this Bylaw where a Violation Tag has already been issued to a Person, but that Person has not paid the amount set out in the Violation Tag to the Person authorized by the CAO to receive that payment.

ORDER TO REMEDY CONTRAVENTION OF A BYLAW

8179. Where a Person, Owner, or Occupant ~~are~~is found to be in contravention of any provision of this Bylaw the Peace Officer or anyone authorized on their behalf may in accordance with Section 545 of the *Municipal Government Act*, issue a written Order to the Person Owner or Occupant responsible for the contravention to remedy it if the circumstances so require.

820. An Order issued pursuant to this Bylaw may:

- a) direct a Person to stop doing something or to change the way in which the Person is doing it;
- b) direct a Person to take any action or measures to remedy the contravention of the Bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- c) state a time in which a Person must comply with the directions;

- d) state that if the Person does not comply with the directions within a specified time, the Town may take the necessary actions or measure to remedy the contravention of the Bylaw; and that the cost relating thereto shall be at the expense of that person.

834. Where ~~a Person, an Owner, or Occupant~~ fails to remedy a contravention of this Bylaw within the time allowed in an order to remedy issued under this Bylaw, the Town of Redcliff may exercise its powers under Section 549 of the *Municipal Government Act* in its discretion, including but not limited to entering upon the property to perform or complete the work necessary to remedy the violation of this Bylaw. The costs incurred by the Town to remedy the violation, as well as any applicable fines under this Bylaw, will be billed to the Owner and will be amounts owing to the Town.

842. If the Town does not receive payment of the costs incurred in remedying the contravention of the Bylaw within 30 days upon which the account was mailed or delivered to that Person, Owner or Occupant, the costs may be charged against the property as a special assessment to be recovered in the same manner as other taxes and in accordance with the *Municipal Government Act*.

SERVICE OF AN ORDER TO REMEDY

853. An Order to Remedy by a Peace Officer shall be deemed to be sufficiently served if:

- a) served personally upon the Person Owner, or Occupant named in the order;
- b) by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age;
- c) it is posted in a conspicuous place on the vehicle, trailer, premises or property referred to on the order;
- d) mailed to the last known address of the registered Owner of the premises or property as it appears on the Town of Redcliff tax records or to the Person concerned.
- e) in the case of a corporation, served personally upon any Director or Officer of the corporation or alternatively by prepaid registered mail and the registered office of the corporation.

864. If service is effected by prepaid registered mail, service will be deemed to be received five (5) days following mailing of the Document, Order or Notice.

REMOVAL AND IMPOUNDMENT OF VEHICLES

875. If a Peace Officer forms the opinion on reasonable and probable grounds that a vehicle is parked in contravention of any provision of this Bylaw, the Peace Officer may cause the vehicle to be removed to a place of impoundment designated for that purpose by the CAO and the vehicle shall remain impounded until it is claimed by the owner or their

agent.

886. When a vehicle is removed and impounded pursuant to the Bylaw, the registered owner or other person alleged to have committed the parking offence shall be served with a summons or offence notice under the *Provincial Offences Procedure Act* in respect of the alleged offence, as soon as practicable after the removal and impoundment of the vehicle.

897. A vehicle impounded pursuant to this Bylaw shall remain impounded, notwithstanding that it may have been claimed by the owner or their agent, until:

- a) all towing and storage charges in respect of removal and impoundment of the vehicle have been paid in full; and
- b) the vehicle is claimed by the registered owner or their authorized agent.

UNCLAIMED VEHICLES

90.88. If a vehicle remained unclaimed for a period of 30 days from the date of impoundment, the Town may, in accordance with the provision of the Traffic Safety Act, dispose of the vehicle in a manner deemed appropriate. Disposal methods may include, but are not limited to sale, donation, or destruction.

9189. The Town shall make reasonable efforts to notify the registered owner of the vehicle by sending a written notice to the last known address of the registered owner. The notice shall advise the owner of the vehicles impoundment and the conditions for reclaiming the vehicle.

920. If the vehicle is not reclaimed within 30 days, the Town may proceed with disposal.

SALE OR AUCTION OF UNCLAIMED VEHICLE

934. The Town reserves the right to dispose of unclaimed vehicles by public auction or any other lawful means.

942. Proceeds from the sale of the vehicle, after deducting all associated costs, including towing and storage, shall be held in trust for the registered owner for a period of one year. If the registered owner does not claim the proceeds within that time, the funds shall be forfeited to the Town.

953. The Town shall ensure that all action related to the removal, impoundment, and disposal of vehicles comply with the provision of the Traffic Safety Act and the Municipal Government Act.

GENERAL

964. A Peace Officer or a person authorized by the Town may enforce the provisions of this Bylaw without the Peace Officer or person authorized by the Town, the owner of the property on which an alleged offence has occurred, or the Town incurring liability for doing so.

975. Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid by a

Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.

986. Should a provision of this Bylaw conflict with a provision of any other Bylaw of the Town, the provisions of this Bylaw shall prevail.

997. Bylaw No ~~1780/2014~~ 1993/2025 of the Town of Redcliff is repealed.

READ a first time this ~~12th~~ day of ~~May~~ 2025.

READ a second time this ~~23rd~~ day of ~~June~~ 2025.

READ a third time this ~~23rd~~ day of ~~June~~ 2025.

PASSED and SIGNED this _____ day of _____ 2025.

MAYOR

MUNICIPAL MANAGER

Schedule "A"
Penalty Section

Stopping, Standing, Parking	Section	Penalty 1ST/2ND Offence	Penalty 3rd/Subsequ ent Offence
<ul style="list-style-type: none"> Parking in an alley other than as and when specifically permitted 	3 (a) 3 (b)	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking in a loading zone other than as and when specifically permitted 	4 (a) 4 (b)	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking a trailer on a highway 	5	\$ 75.00	\$150.00
<ul style="list-style-type: none"> Parking a motor vehicle for sale or being repaired or serviced on a highway 	6	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking a motor vehicle on a highway for a continuous period exceeding 72 hours 	7	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking a motor vehicle greater than 6m including trailer 	8 (a) 8 (b)	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking on property without consent of owner 	9	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking on a highway cleared for parade, road maintenance, snow removal, street sweeping 	11	\$75.00	\$150.00
<ul style="list-style-type: none"> Parking in such a manner to obstruct emergency exit or posted fire lane 	12	\$125.00	\$250.00
<ul style="list-style-type: none"> Unloading a car carrier on highway or public property 	13	\$ 75.00	\$150.00
Parking and Storage of Recreational Vehicles	Section	Penalty	
Parking a recreational vehicle in a manner so that is not on a public highway immediately adjoining the owner or operator's place of residence.	15 (a)	\$75.00	\$150.00
Parking a recreational vehicle on a public highway immediately adjoining the owner or operators residence for a period longer than 48 hours.	15 (b)	\$75.00	\$150.00
Parking a recreational vehicle on a public highway immediately adjoining the owner or operators residence when the recreational vehicle was previously parked on that area of the public highway at any time during the preceding 48 hour period.	15 (c)	\$75.00	\$150.00
Parking a recreational vehicle on a public highway in such a way as to allow any part of the recreational vehicle to project into a public sidewalk or highway.	15 (d)	\$75.00	\$150.00
Parking a removable camper, either permanently or temporarily, on any portion of any public highway after the same has been removed from the motor vehicle.	15 (e)	\$75.00	\$150.00
Parking for Persons with Disabilities	Section	Penalty	
<ul style="list-style-type: none"> Stopping or parking in designated place without permit 	22	\$75.00	\$150.00

Municipal Public Parking	Section	Penalty	
• Occupying more than one space in a municipal parking area	23	\$75.00	\$150.00
• Parking a motor vehicle in excess of 6m in a municipal parking area	24	\$75.00	\$150.00
• Parking in a municipal public parking area and obstructing or impeding access of other vehicles	25	\$75.00	\$150.00
Parking	Section	Penalty	
• Parking improperly in a cul-de-sac	28	\$75.00	\$150.00
• Leaving camping accommodation on a highway	29	\$75.00	\$150.00
Operation of Motor Vehicle	Section	Penalty	
• Driving over an unprotected fire hose	31	\$ 200.00	\$400.00
• Towing a vehicle improperly	32	\$ 100.00	\$200.00
• Blocking an intersection	33	\$ 100.00	\$200.00
• Driving vehicle in an alley in excess of speed limit	34	\$ 100.00	\$200.00
Parades/Processions	Section	Penalty	
Refer to Section for details	35	\$75.00	\$150.00
Bicycles/Motorcycles	Section	Penalty	
• Attach body or conveyance to a motor vehicle	36	\$ 100.00	\$200.00
• Parking two wheeled vehicle on highway	37	\$75.00	\$150.00
• Riding cycle on sidewalk	39	\$75.00	\$150.00
<u>Off-Highway Vehicles, Motorized Devices</u>	<u>Section</u>	<u>Penalty</u>	
<u>Operating a Vehicle, OHV, or Motorized Device on a Multi-Use Trail or Public Property contrary to the bylaw</u>	<u>15</u>	<u>\$150</u>	<u>\$300</u>
<u>Operating a Bicycle, Power Bicycle, E-Scooter, Motorcycle, or Motorized Device on a sidewalk</u>	<u>40</u>	<u>\$100</u>	<u>\$200</u>
<u>Operating a motorcycle, OHV, electric dirt bike, mini-bike, or similar type motorized device on a Multi-Use Trail or Public Property</u>	<u>41</u>	<u>\$250</u>	<u>\$500</u>
<u>Operating a bicycle, power bicycle, or e-scooter in a reckless manner</u>	<u>42</u>	<u>\$250</u>	<u>\$500</u>
<u>Carrying a passenger on an e-scooter</u>	<u>44</u>	<u>\$100</u>	<u>\$200</u>
Heavy Truck Routes	Section	Penalty	
• Operating heavy truck off of heavy truck route or restricted truck route	45	\$ 200.00	\$400.00
• Parking heavy truck in other than a designated area	46	\$ 200.00	\$400.00
• Parking more than one heavy truck in restricted heavy truck area	47 (a)	\$ 200.00	\$400.00
• Parking more than two heavy trucks or combination of heavy trucks and semi-trailers in a restricted heavy truck area.	47 (b)	\$200.00	\$400.00

• Park heavy truck or semi-trailer on restricted heavy truck route	48	\$ 200.00	\$400.00
• Operate a heavy truck on a restricted heavy truck route except as permitted	50	\$ 200.00	\$400.00
• Operate a heavy truck in excess of speed limit	51	\$ 200.00	\$400.00
• Operating an engine brake	52	\$ 250.00	\$500.00
• Operate a motor vehicle on a highway in excess of allowed weight (sign or public notice)	53	\$ 600.00	\$1,200.00
Restrictions on Dimensions of Vehicles	Section	Penalty	
• Operate a motor vehicle in excess of allowed dimensions	59(a) 59(b) 59(c)	\$ 600.00	\$1,200.00
• Bus, mobile home or house trailer in excess of dimensions	60	\$ 200.00	\$400.00
• Unlawful removal of ticket	71	\$ 100.00	\$400.00

BYLAW NO. 1993/20252008/2026

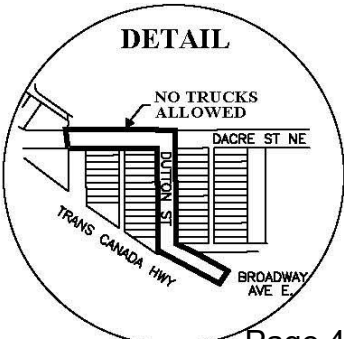
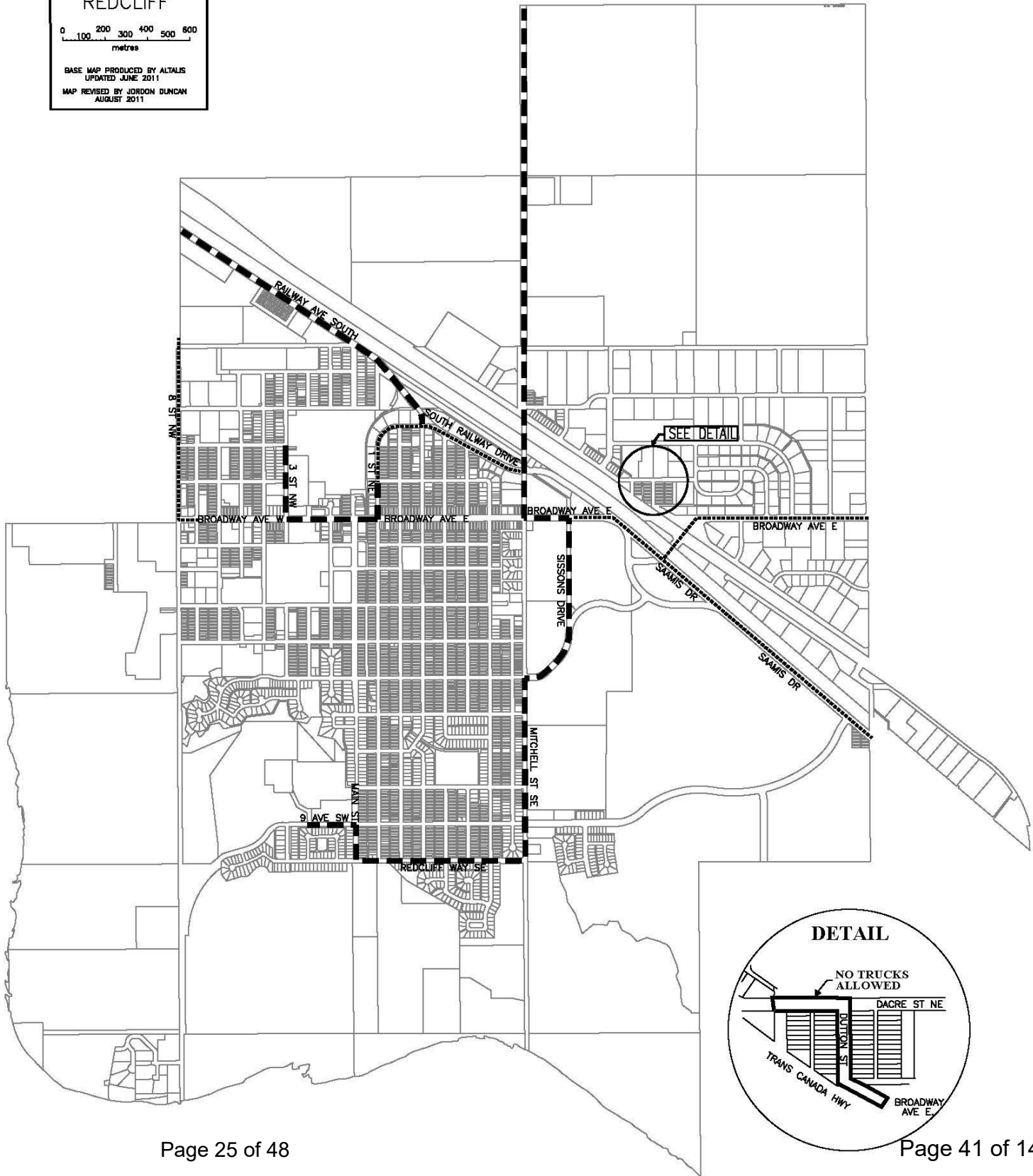
SCHEDULE B

- HEAVY TRUCK ROUTE
- - - - - RESTRICTED HEAVY TRUCK ROUTE

REDCLIFF

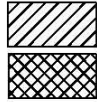
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BASE MAP PRODUCED BY ALTALS
UPDATED JUNE 2011
MAP REVISED BY JORDON DUNCAN
AUGUST 2011



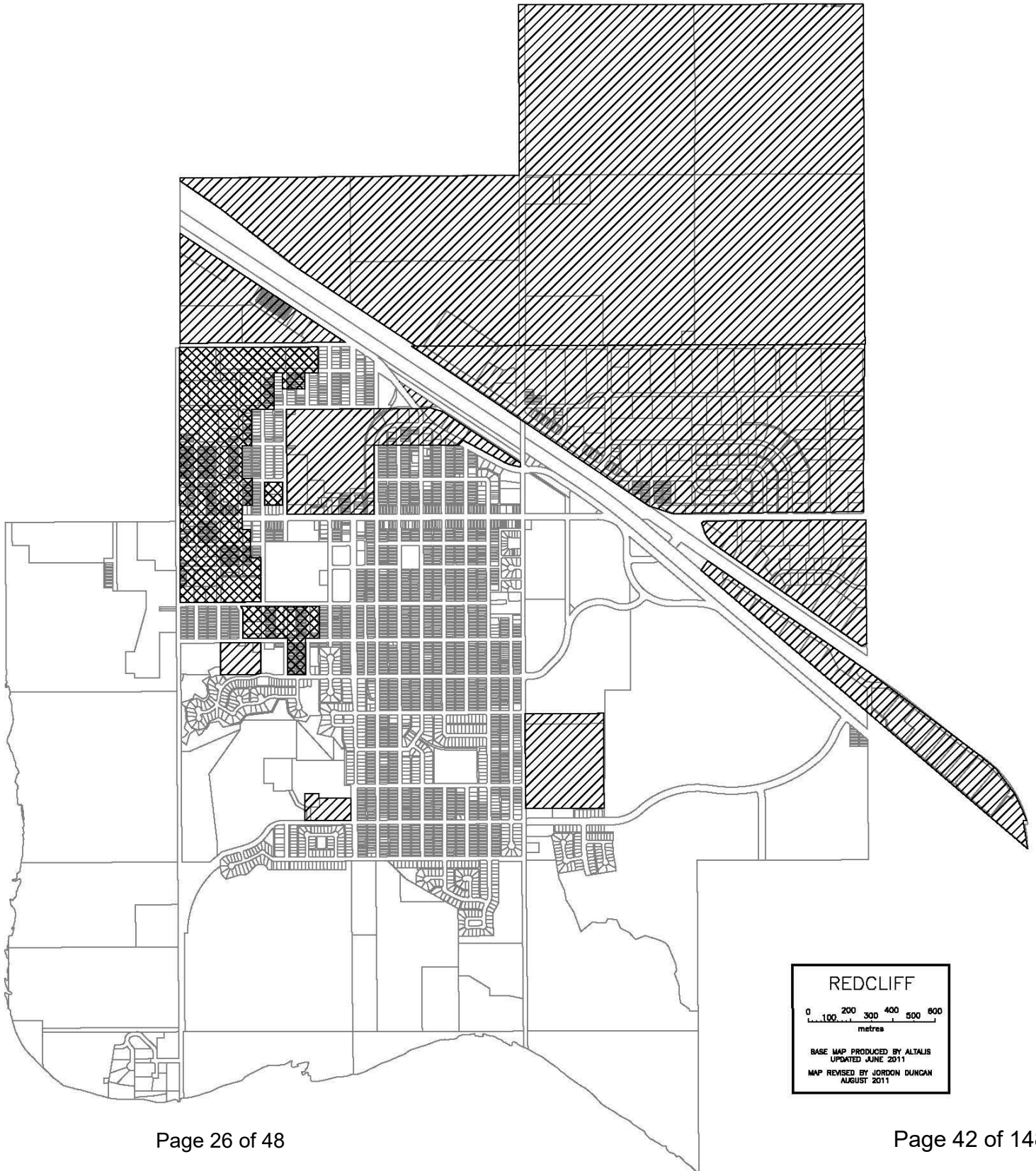
BYLAW NO. 1993/2025 2008/2026

SCHEDULE C



HEAVY TRUCK AREA

RESTRICTED HEAVY TRUCK AREA



REDCLIFF

0 100 200 300 400 500 800
metres

BASE MAP PRODUCED BY ALTALIS
UPDATED JUNE 2011
MAP REVISED BY JORDON DUNCAN
AUGUST 2011

Rules & Regulations Applying to Small Vehicles



Updated November 2018



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Introduction

Operating a small vehicle is a high risk activity. These vehicles are lighter, less stable, and more vulnerable in a crash than other vehicles on the road. New riders are at the greatest risk of having a collision because they are unfamiliar with the controls and handling characteristics of small vehicles.

Even if you are an experienced automobile driver, when learning to ride a small vehicle, be aware that you are once again a beginner. Always ride with a safe attitude. Try to anticipate and avoid dangerous situations by riding safely. Being involved in a crash can mean a loss of income, health and possibly a life.

This handbook is a good source in understanding the rules and regulations applying to small vehicles. For other driver handbooks and to understand more about road safety and low risk driving pick up a Basic, Motorcycle and/or Professional Driver's Handbook at an Alberta Registry Agent office or on <http://www.transportation.alberta.ca/DriversVehicles.htm>

Although efforts have been made to reflect the current state of the legislation and regulations at the time of its original publishing, this publication has no legislative sanction and is not intended to take the place of the *Traffic Safety Act* and Regulations or other legislation from which in part it is derived. The user is encouraged to refer to the source legislation at: <http://www.transportation.alberta.ca/525.htm> for purposes of interpreting and applying the law. Any reliance on the information contained herein is done so at the reader's sole risk.

A message from Alberta Transportation

October 2017

Common Definitions

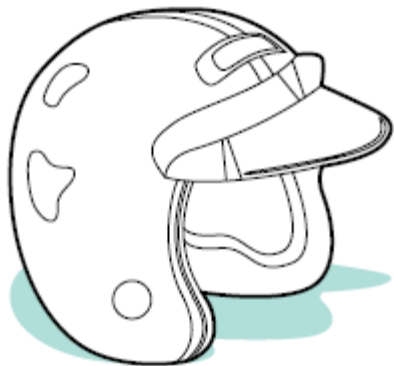
Important common definitions that may apply to more than one of the vehicles listed in this guide:

1. Cycle – “cycle” means a bicycle, power bicycle, motorcycle or moped.
(Traffic Safety Act, Section 1)
2. Motorcycle – “motorcycle” means a motor vehicle, other than a moped, that is mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as motorcycles and scooters. *(Traffic Safety Act, Section 1)*
3. Motor vehicle – “motor vehicle” means (i) a vehicle propelled by any power other than muscular power, or (ii) a moped, but does not include a bicycle, power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs only on rails.
(Traffic Safety Act, Section 1)
4. Vehicle – “vehicle”, other than in Part 6, means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid. *(Traffic Safety Act, Section 1)*
5. Highway – “highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - i. A sidewalk, including a boulevard adjacent to the sidewalk
 - ii. If a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. If a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway as the case may be, but does not include a place declared by regulation not to be a highway.
(Traffic Safety Act, Section 1)

Quick Reference Guide

	Driver's Licence Required	Minimum Driving Age	Registration Required	Insurance Required	Helmet Required
power bicycles	NO	12	NO	NO	YES
mopeds	CLASS 7	14	YES	YES	YES
motorcycles	CLASS 6	16	YES	YES	YES
mobility aids	NO	N/A	NO	NO	NO
off-highway vehicles	YES + NO	14	YES	YES	YES
prohibited miniature vehicles	It is prohibited to operate these vehicles on roadways or sidewalks.				

Motorcycle Helmets



Motorcycle helmets are worn by riders of:

1. Power Bicycles (A rider may also wear an approved bicycle helmet)
2. Mopeds
3. Motorcycles
4. Most Off-Highway Vehicles

Approved Helmet Standards: Motorcycle Helmets must have the mark or label stating it meets one of the following standards: CSA, DOT (Standard 218), BSI, the applicable Snell Memorial Foundation standard, or the ECE.

The following are adopted and apply to safety helmets in accordance with subsection (1):

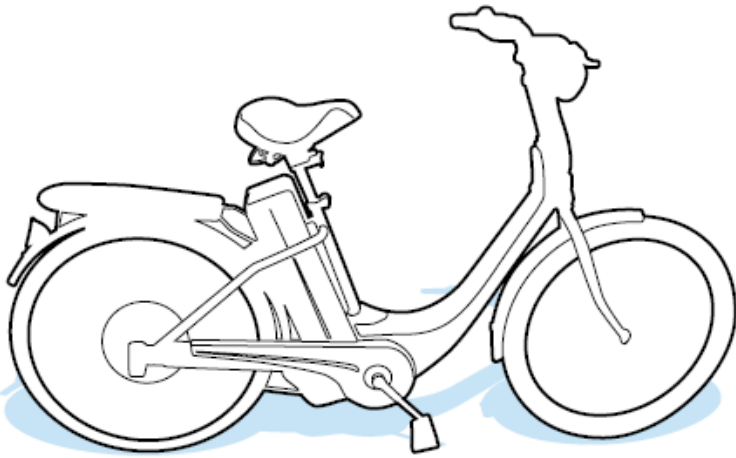
- a) CSA Standard CAN3-D230-M85;
- b) DOT Standard 218 under part 571.218 of the code of Federal Regulations (United States), Title 49;
- c) British Standards Institute Standard BS 6658 – 1985;
- d) Snell Memorial Foundation Standard M2000;
- e) Snell Memorial Foundation Standard M2005;
- f) Snell Memorial Foundation 2010 Standard For Protective Headgear;
- g) United Nations Economic Commission for Europe Regulation 22-05.

No person shall buy, sell or offer for sale a safety helmet intended for the use of operators or passengers of cycles, and off-highway vehicles, unless it complies with the standard.

To ensure your personal safety, maintain your helmet in good condition and replace it in accordance with its manufacturer's recommendations.

Note: New helmets are not being manufactured and certified to the CSA, BSI, and older Snell Memorial Foundation Standards. These standards are included as some older helmets may still be in use on Alberta's roadways.

Power Bicycles



Definition according to: USE OF HIGHWAY AND RULES OF THE ROAD REGULATION

1(1)(o) "power bicycle" means a vehicle that is a power-assisted bicycle under the Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038);

Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038):

Interpretation 2.(1)

"power-assisted bicycle" means a vehicle that:

- (a) has steering handlebars and is equipped with pedals,
- (b) is designed to travel on not more than three wheels in contact with the ground,
- (c) is capable of being propelled by muscular power,
- (d) has one or more electric motors that have, singly or in combination, the following characteristics:
 - (i) it has a total continuous power output rating, measured at the shaft of each motor, of 500 W or less,
 - (ii) if it is engaged by the use of muscular power, power assistance immediately ceases when the muscular power ceases,
 - (iii) if it is engaged by the use of an accelerator controller, power assistance immediately ceases when the brakes are applied, and
 - (iv) it is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground,
- (e) bears a label that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined in this subsection, and
- (f) has one of the following safety features,
 - (i) an enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
 - (ii) a mechanism that prevents the motor from being engaged before the bicycle attains a speed of 3 km/h;

Operator's
Licence
Required
NO

Operator's licence: You are not required to hold an operators licence when operating a power bicycle.
(*Traffic Safety Act, Section 51(a)* states licence required for 'motor vehicles'. Definition of motor vehicle in *Traffic Safety Act, Section 1*, excludes power bicycles.)

Minimum
Driving
Age
12

Minimum driving age: The minimum driving age to operate a power bicycle is 12 years. You must also have written consent from a parent or legal guardian.
(Operator Licensing and Vehicle Control Regulation. Parental consent in form approved by Registrar or holds a valid licence, *Section 9*)

Registration
Required
NO

Registration: You are not required to obtain registration on power bicycles.
(*Traffic Safety Act, Section 52 (1)(a)* states registration required for 'motor vehicle'. Definition of motor vehicle excludes power bicycles.)

Insurance
Required
NO

Insurance: You are not required to obtain insurance for power bicycles.
(*Traffic Safety Act, Section 54(1)(a)* states insurance required for 'motor vehicle'. Definition of motor vehicle excludes power bicycles.)

Helmet
Required
YES

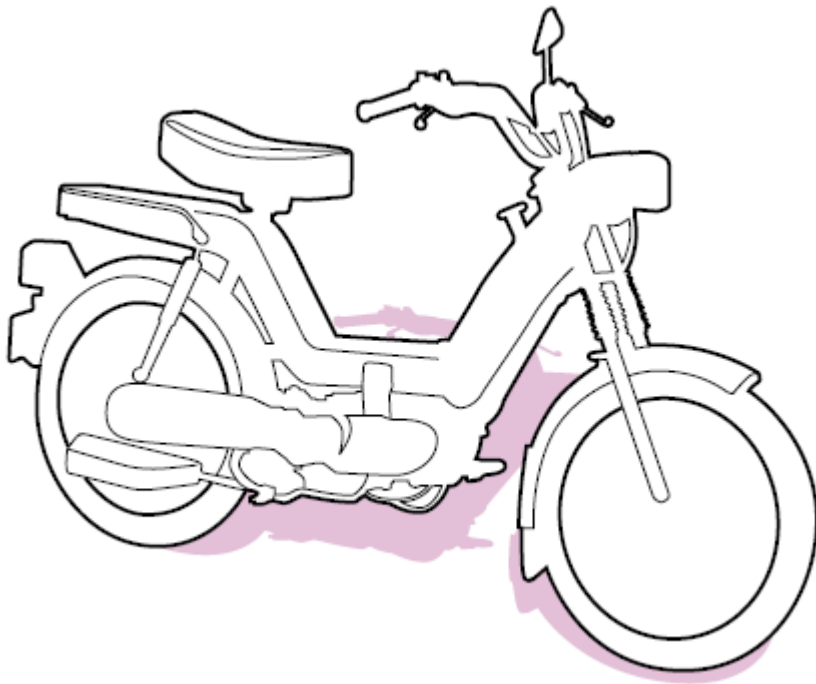
Helmet: You must wear either an approved motorcycle helmet (Vehicle Equipment Regulation, Section 108).
Or, an approved bicycle helmet (Vehicle Equipment Regulation, Section 112), as allowed by this Registrar's Exemption dated November 20, 2018:
<http://www.transportation.alberta.ca/Content/docType41/production/powerbicycleexemption.pdf>

Special laws:

- a) You must ride as far to the right side of a highway as practicable to the curb or edge of the roadway unless making a left hand turn. When riding on a one way street in an urban area you may operate as near as practicable to either curb or edge of the roadway.
(Use of Highway and Rules of the Road Regulation, Section 77.)
- b) If you are under the age of 16 years, you are prohibited from carrying any passengers on a power bicycle.

Equipment: You must be equipped with the following gear when riding a power bicycle: headlamp, tail lamp, reflectors, brakes, and a horn.
(Vehicle Equipment Regulation, Sections: 10, 13, 50, 54, and 60.) Note that power bicycles no longer require a brake lamp or a side mirror. For more details see this Registrar's Exemption dated November 20, 2018:
<http://www.transportation.alberta.ca/Content/docType41/production/powerbicyclebrakelameexemption.pdf>

Mopeds



Definition according to: **USE OF HIGHWAY AND RULES OF THE ROAD REGULATION**

1(1)(i) "moped" means a vehicle that

- (i) is propelled by an electric motor or an engine that has a displacement of not more than 50 cubic centimetres, and
- (ii) is a limited-speed motorcycle under the Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038);

Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038):

Interpretation 2.(1)

"limited-speed motorcycle" means a motorcycle that

- (a) has steering handlebars that are completely constrained from rotating in relation to the axle of only one wheel in contact with the ground,
- (b) has a maximum speed of 70 km/h or less,
- (c) has a minimum seat height, when the vehicle is unladen, of 650 mm, and
- (d) does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest.

NOTE: Some vehicles may appear to be " mopeds", however, if they exceed the engine size of 50 cc, or have a top speed of more than 70 km/h, then they do not fall into the moped classification and are, instead, considered motorcycles.

**Operator's
Licence
Required**
Class 7

Operator's licence: The minimum requirement for operating a moped is a Class 7 licence.
(*Traffic Safety Act, Section 51(a)* states licence required for 'motor vehicles'. Motor vehicle definition above includes mopeds.)

**Minimum
Driving
Age**
14

Minimum driving age: The minimum age for operating a moped is 14 years. (Operator Licensing and Vehicle Control Regulation, Section 28(2) states the age for issuing of a Learner's Licence. Section 32(2)(a) states that Class 7 learner's licence is not considered a learner's licence when operating a moped – supervision is not required.)

**Registration
Required**
YES

Registration: You are required to obtain registration before you operate a moped.
(*Traffic Safety Act, Section 52(1)(a)* states registration required for 'motor vehicles'. Motor vehicle definition includes mopeds.)

**Insurance
Required**
YES

Insurance: You must obtain insurance before operating a moped.
(*Traffic Safety Act, Section 54(1)(a)* states insurance required for 'motor vehicle'. Motor vehicle definition includes mopeds.)

**Helmet
Required**
YES

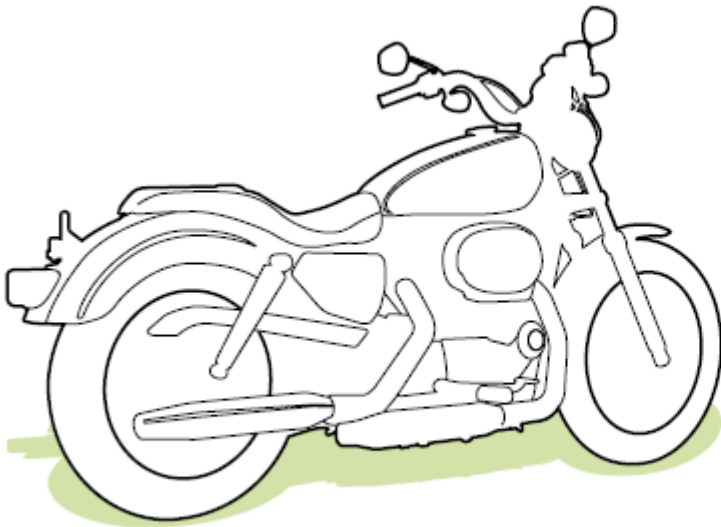
Helmet: You must wear an approved motorcycle helmet when operating a moped.
(Vehicle Equipment Regulation, Section 93)

Special laws:

- a) You must ride as far to the right side of a highway as practicable to the curb or edge of the roadway unless making a left hand turn. When riding on a one-way road in an urban area you may operate as near as practicable to either curb or edge of the roadway.
(Use of Highway and Rules of the Road Regulation, Section 77.)
- b) If you are under the age of 16 years, you are prohibited from carrying any passengers on a moped.
(Use of Highway and Rules of the Road Regulation, Section 76.)

Equipment: Your moped must be equipped with: headlamp, tail lamp, brake lamp, reflectors, brakes, horn, muffler, and mirror.
(Vehicle Equipment Regulation, Sections: 10, 13, 18, 19, 50, 54, 60, 61, and 110.)

Motorcycles



Definition according to: **TRAFFIC SAFETY ACT**

1(w): "motorcycle" means a motor vehicle, other than a moped that is mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as motorcycles and scooters.

**Operator's
Licence
Required**
Class 6

Operator's licence: You are required to have a Class 6 licence in order to operate a motorcycle.
(Operator Licensing and Vehicle Control Regulation, Section 26.)

**Minimum
Driving
Age**
16

Minimum driving age: You must be 16 years of age in order to operate a motorcycle.
(Operator Licensing and Vehicle Control Regulation, Section 26) Applies to either learner or operator. (Operator Licensing and Vehicle Control Regulation, Section 28 – must be minimum 16 years for operating motorcycle with Class 7.)

Learning to operate: You must be 16 years of age before you begin to learn how to operate a motorcycle. A learner must hold a Class 7, 5, 4, 3, 2, or 1 licence.
(Operator Licensing and Vehicle Control Regulation, Section 29(4).) Learner must be supervised by someone 18 years or older (Operator Licensing and Vehicle Control Regulation, Section 29(3)), who holds a Class 6 licence that is not a Graduated Driver Licence (GDL). Supervisor must either be on the bike

with the learner or in or on another motor vehicle in close proximity. (*Traffic Safety Act, Section 51(f), (f.1) & (f.2).*) If learner has a Class 7 learner's licence, then learner may not operate a motorcycle during night time which is defined as one hour after sunset to one hour before next sunrise (Operator Licensing and Vehicle Control Regulation, Section 32(6)).



Registration: You are required to obtain registration before you operate a motorcycle.
(*Traffic Safety Act, Section 52(1)(a)* states registration required for 'motor vehicles'.)



Insurance: All motorcycles must be insured before they are operated.
(*Traffic Safety Act, Section 54(1)(a)* states insurance required for 'motor vehicles'.)



Helmet: You must wear an approved motorcycle helmet when operating a motorcycle.
(*Vehicle Equipment Regulation, Section 108*). Standards are also covered in this section.)

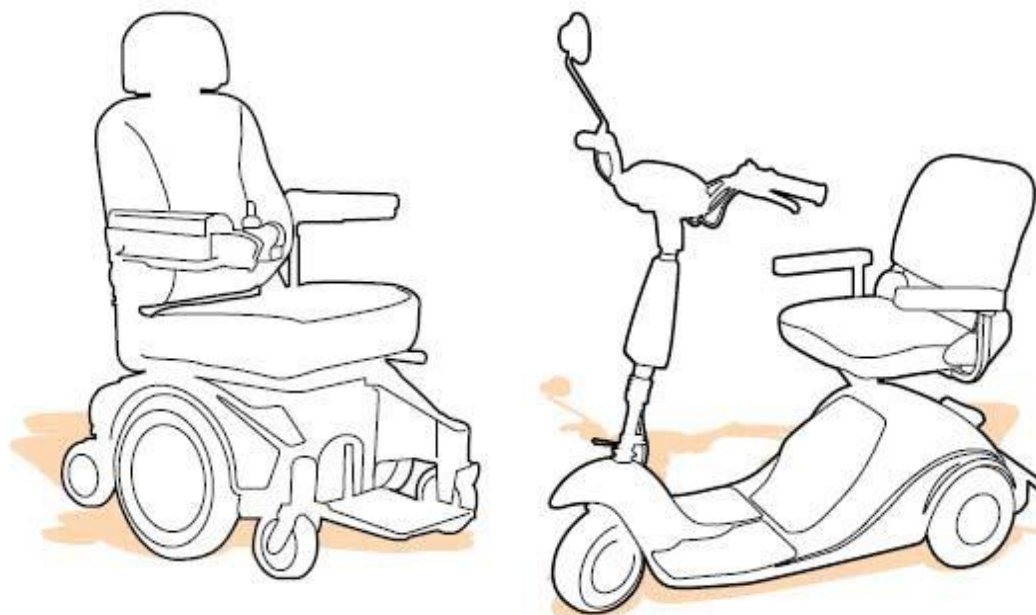
Special laws:

- a) You may only carry as many passengers as the motorcycle is designed for.
(*Use of Highway and Rules of the Road Regulation, Section 77.*)
- b) Passengers must ride on the seat designed for passengers and use the foot rests.
(*Use of Highway and Rules of the Road Regulation, Section 77.*)
- c) Not permitted to ride beside another cycle in the same lane except when passing.
- d) Shall not operate the cycle adjacent to another cycle travelling in the same direction.
(*Use of Highway and Rules of the Road Regulation, Section 78*)

Equipment: You must meet the requirements of the Vehicle Equipment Regulation.

Mobility Aids

(electric scooters/wheelchair)



Definition According to: **Traffic Safety Act**

1(v): "Mobility aid" means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.

1(gg): "pedestrian" means

- i) a person on foot, or
- ii) a person in or on a mobility aid

1(ww): "vehicle", other than in Part 6, means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.



Operator's Licence: You are not required to hold a licence in order to operate a mobility aid.



Minimum driving age: There is no minimum age requirement. Anyone is able to operate a mobility aid.



Registration: You are not required to obtain registration for mobility aids.



Insurance: Insurance is not a requirement for mobility aid users.



Helmet: You are not required to wear a helmet when operating a mobility aid. However, it is recommended especially when operating on uneven surfaces. (Vehicle Equipment Regulation, Section 112.)

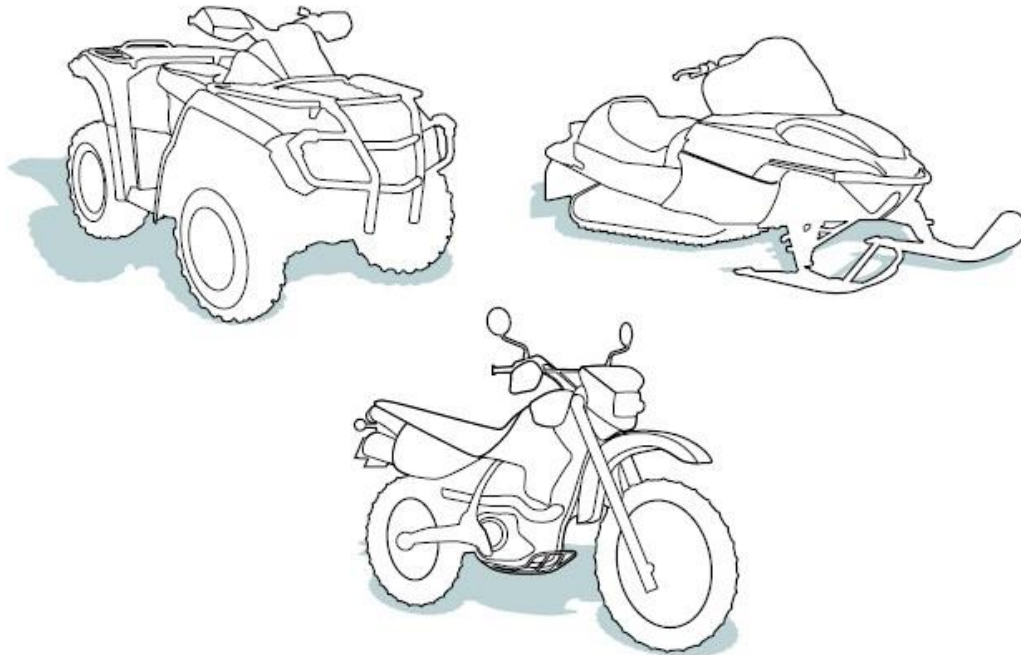
Special laws: A mobility aid user is by definition considered a pedestrian. All rules that apply to pedestrians also apply to individuals operating a mobility aid.

(*Traffic Safety Act, Section 1*, definition of "pedestrian")

Equipment: No special equipment is required to operate a mobility aid.

Off-highway Vehicles

(ATV, snowmobile, trail bike)



Definition according to: **TRAFFIC SAFETY ACT**

117(a): "off-highway vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,

- a) 4-wheel drive vehicles
- b) low pressure tire vehicles
- c) motorcycles and related 2-wheel vehicles
- d) amphibious vehicles
- e) all-terrain vehicles
- f) miniature motor vehicles
- g) snow vehicles
- h) minibikes, and
- i) any other means of transportation that is propelled by any power other than muscular or wind (but does not include motor boats)

Note: For definition and restrictions that apply to miniature vehicles and minibikes, see the prohibited miniature vehicles section.

Prohibited Operation: An off-highway vehicle may not be operated on any highway, road or ditch unless permission has been expressly granted. In the case of a provincial highway, the Minister may by “order” or “permit” authorize such vehicles along any portion of a highway (*Traffic Safety Act, Section 120(4)(a)(i) & (ii)*). In the case of a municipality, the council of a municipality may, through bylaw, authorize such vehicles along any portion of a highway (*Traffic Safety Act, Section 120(4)(b)*).

Note: Definition of “highway” includes the ditches alongside the roadway.

Crossing a highway: An off-highway vehicle may be driven across a highway, including the roadway, parking lane or sidewalk portion of the highway, if the following occurs:

- The driver must stop the off-highway vehicle before crossing.
- All passengers must be off the off-highway vehicle and any vehicle or thing attached to it before the driver starts to cross the highway.
- The driver must yield the right of way to all other vehicles and persons on the highway.
- The driver must drive the most direct and shortest route of travel available.
- A licence is not required to cross a highway.

Operator’s Licence:

On private land: You are not required to have an operators licence when on private land. (Does not meet definition of “highway” and in *Traffic Safety Act, Section 119(2)* does not require registration or insurance in these cases.)



Off-highway operation: You are not required to have an operator’s licence when operating off-highway.

(*Traffic Safety Act, Section 51(a)* states that you shall not “...drive a motor vehicle on a highway unless that person is the holder of a subsisting operator’s licence.” Since these are “off-highway” vehicles, this requirement does not apply.)



On-highway operation: You are required to have an operator’s licence when operating on-highway.

(*Traffic Safety Act, Section 120(2)(b) & (4)* allow operation on a highway if authorized by minister or municipality. Operator Licensing and Vehicle Control Regulation, Section 26(1) allows a Class 6 licence to be used for this. Section 32(2) allows Class 7 to be used this way. Any class of licence may be used from 1 through 7.) No licence required if just crossing a highway.



Minimum driving age: The minimum age for operating off-highway vehicles on public land or highways is 14 years where permitted. If you are younger than 14 years, you may operate on public land with supervision by someone 18 years of age or older who is either on the same off-highway vehicle or in close proximity.

(*Off-Highway Vehicle Regulation, Section 2.*) If operating on private property, no age restriction applies.

Alberta Transportation recommends compliance with a manufacturer's recommendations and warnings, especially in accordance with minimum age, and seating capacity. If the manufacturer recommends no passengers for a vehicle, or designed the vehicle to have no passengers, then Alberta Transportation strongly recommends you not carry any passengers. Also, passengers should only be carried if they can properly use the passenger hand rails and footrests.

The ATV Safety Alert of the Canadian and Alberta Safety Council's ATV Rider Courses state: "Never carry a passenger on a single-rider ATV. Carrying a passenger may upset the balance of the ATV and may cause it to go out of control". The Alberta Center for Injury Control and Research started an ATV working group and this group cautions against a passenger less than 12 years old or anyone who can't reach the hand rails or footrests.

- Many young children lack the appropriate motor skills and ability to maneuver an off highway vehicle (OHV) such as an OHV, particularly when operating an adult size OHV.
- Each year, many children and youth are seriously injured or even killed while riding an OHV.
- In Canada, nearly 25% of OHV related deaths are among children under 15 years old.
- More than one third of serious injuries from OHV crashes are among children under 15 years old.

Registration
Required

YES

Registration: Off-highway vehicles must be registered before they are allowed on Alberta's roads. This applies only to public land and highways. (*Traffic Safety Act*, Section 119.) No registration required if on private property.)

Insurance
Required

YES

Insurance: All off-highway vehicles must be insured if you plan to operate them on public land or highways where permitted. (*Traffic Safety Act*, Section 119.) No insurance required if on private property.

Helmet
Required

YES

Helmet: Helmets are required for anyone driving, operating, riding in or on, or being towed by, an OHV on public land.

You are not required to wear a helmet when using an OHV:

- ✓ on your own property,
- ✓ on private property with permission of the owner,
- ✓ on First Nations Reserve or Metis Settlement lands, unless they have a law requiring it;
- ✓ that has safe, manufacturer installed rollover protective structures and seat belts, which have not been modified and are being properly worn;
- ✓ that meets the standards for a motor vehicle designed for use on a roadway, has seat belt assemblies maintained in compliance with the Vehicle Equipment Regulation, and that person is wearing a seat belt (e.g. unmodified 4x4 trucks, sport utility vehicles, and jeeps);

- if you are a bona fide member of the Sikh religion who wears a turban;
- during the performance of farming or ranching operations exempt from Alberta's occupational health and safety laws; and
- during the performance of work where Alberta's occupational health and safety laws have exempted OHV helmet use.

OHV helmet use is recommended for all OHV users, even if they are exempt.

For more information on helmet exemptions, please see the *Traffic Safety Act* sections 128.1 and 129, and Off-Highway Vehicle Regulation section 9.1.

Special Laws: Please check the *Traffic Safety Act* for special laws. (*Traffic Safety Act*, Section 117 to 129 and Off-Highway Vehicle Regulation.)

Vehicle Equipment: Off-highway vehicles must be equipped with the following equipment: a headlamp, tail lamp, and a muffler. (Off-Highway Vehicle Regulation, Sections: 5, 6, and 8.)

Accessing Trails: Off-highway operators have access to thousands of kilometres of trails in a variety of landscapes. However, not all areas are open to off-highway vehicles. Operators must ensure they are aware of restrictions and guidelines in the areas where they plan to ride.

- Permission must be obtained before riding on private property and most public lands leased for agriculture.
- Off-highway vehicles are generally prohibited from parks, protected areas and natural areas.

Shared use and respect: Many areas are shared with other recreational and industrial land users. Off-highway vehicle operators can promote respect and reduce conflict with others with simple practices.

- Yield the trail to non-motorized traffic (such as horses, hikers, cyclists, skiers).
- Keep engine volume and vehicle speed low when near other users.
- Respect soil and vegetation reclamation efforts.
- Pack out all trash and litter.

Environment: Off-highway vehicles are capable of causing long-term disturbance to soil, water, vegetation, fish and wildlife. Wet and alpine areas are particularly at risk. Help reduce damage by doing the following.

- Ride on existing trails. Whenever possible, ride when the trails are dry.
- Stay out of streams and wetlands.
- Steer clear of wildlife and sensitive habitats.
- Keep skidding and spinning to a minimum.
- Keep machines clean to reduce weed transfer and prevent overheating which can lead to a fire.

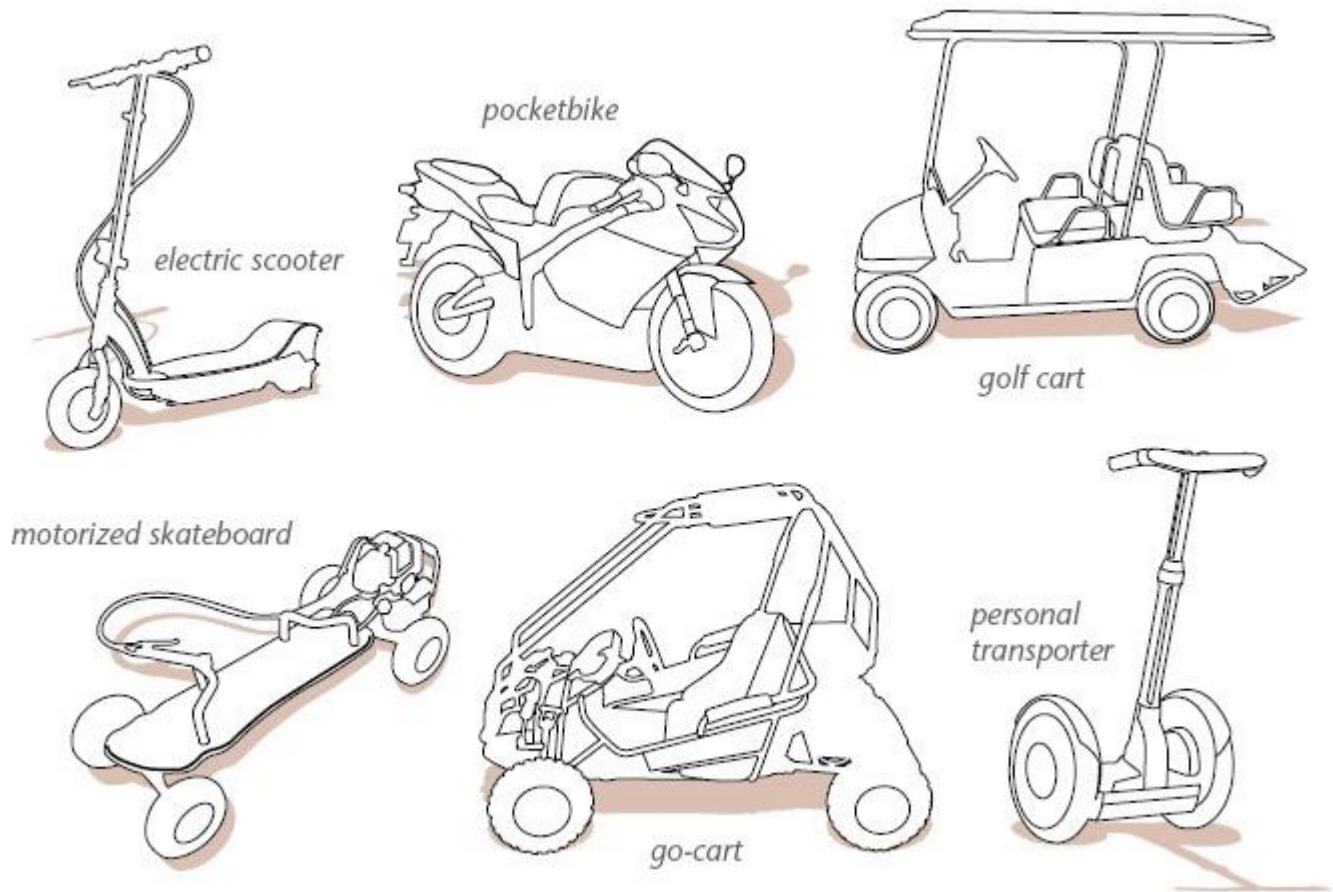
Safety: Mud, water, slick surfaces, and rough terrain increase the chance of a crash. Emergency response time may be longer in remote areas.

- Tell someone where you are going and check in with them on your return.
- Ride within your abilities.
- Ride with others.
- Use safety equipment. Carry emergency tools and supplies.
- Keep your machine in good repair.
- Travel responsibly and share the trail.

For information on responsible recreation on public land, please view Environment and Parks web page at this link:

<http://aep.alberta.ca/recreation-public-use/recreation-on-public-land/default.aspx>

Prohibited Miniature Vehicles



Prohibited Operation: These vehicles are motor vehicles, as defined in the *Traffic Safety Act*; however, they also meet the definition of “miniature vehicles” which are not permitted on a highway in Alberta, including sidewalks alongside the roadway. While many of these motorized vehicles will be used in a pedestrian-like manner, the operators of these vehicles do not meet the legal definition of “pedestrian”

Permitted Operation: Miniature vehicles may not be operated on a highway in Alberta; they may only be operated on private property. The definition of “highway” on page 4 of this document includes privately owned places that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, for example shopping mall parking lots.

In law, these vehicles meet the definition of a motor vehicle; however they do not fit the definitions of mobility aid, motorcycle, or pedestrian.

TRAFFIC SAFETY ACT

Section 1(x): "motor vehicle" means

- (i) a vehicle propelled by any power other than muscular power, or
- (ii) a moped but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs on rails.

Section 1(v): "mobility aid" means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.

Section 1(w): "motorcycle" means a motor vehicle, other than a moped, that is mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as motorcycles and scooters.

Section 1(gg): "pedestrian" means

- (i) a person on foot
- (ii) a person in or on a mobility aid and includes those persons designated by regulation as pedestrians.

Section 52(1): Except as otherwise permitted under this Act, a person shall not operate a motor vehicle or trailer on a highway unless there is a subsisting certificate of registration issued in respect of that vehicle.

Miniature Vehicle definition according to:

OPERATOR LICENSING AND VEHICLE CONTROL REGULATION

59(1) A miniature vehicle must not be registered as a motor vehicle.

(2) In this section, "miniature vehicle" means a go cart, a 3 or 4-wheeled vehicle of less than standard size, a golf cart, a 3 or 4-wheeled vehicle that the registrar considers would present a hazard to other highway users because of its novel size or operating characteristics or a vehicle referred to in subsection (3) or (4).

(3) An off highway vehicle is a miniature vehicle if it has 3 or 4 wheels and is less than standard size.

(4) A motorcycle or moped that has the following is a miniature vehicle:

- (a) a seat height of less than 70 centimetres when there is no load
- (b) a wheel rim diameter less than 25 centimetres
- (c) a wheel base of less than 100 centimetres when measured from the centre of one axle to the centre of the other axle.



Alberta Transportation
780-427-8901
Toll Free 310-0000



www.saferoads.com

Town Council
STAFF REPORT



To: Council
Subject: Request to Council - Asphalt Repair 6th St NW
Meeting: Town Council - 22 Jun 2026
Department: Operations
Staff Contact: Alyshia Anhorn, Operations Director

BACKGROUND INFORMATION:

On June 3, 2026, Administration received a request for Council's consideration. The email correspondence submitted by the applicant has been attached for Council's review, along with a map identifying the proposed area. The highlighted area on the map was prepared and provided by the requesting party to illustrate the location and extent of the request.

The applicant is requesting that the damaged Asphalt on 6th St NW be repaired. The area mentioned is 15-20 meters long and spans the width of the roadway from Broadway heading North.

The proposed repair area is approximately 20 m x 7 m (140 m²). Administration has reviewed the anticipated repair costs using the unit rates received through the 2026 Asphalt Program and estimates the total cost at approximately \$22,500. This estimate has not been formally tendered or quoted and should be considered a preliminary budgetary figure.

OPTIONS:

1. Direct Administration to continue implementing road safety measures and to return with road repair options for 6th Street NW as part of the 2027 budget deliberations.
2. Direct Administration to proceed with the asphalt repair on 6th Street NW to be funded from accumulated surplus.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct Administration to continue implementing road safety measures and to return with road repair options for 6th Street NW as part of the 2027 budget deliberations.
2. Councillor _____ moved to direct Administration to proceed with the asphalt repair on 6th Street NW to be funded from accumulated surplus up to \$25,000.

ATTACHMENTS:

[SR Attachment 6 Street NW Repair Request Van Dam Redacted
Map of Proposed Area](#)

RE: Request to Council

Summarize



Bonnie Andres
To: 'Ralph / Rob VanDam'

Reply Reply All Forward

Fri 2026-06-05 8:29 AM

Hello Redcliff Town Council

We request the council's consideration for repairing the damaged asphalt on 6 Street NW. The area under consideration is 15–20 m long and spans the width of the roadway. Since the original roadway asphalt job this area has required deep utility tie-ins for the two or three residents added over time. I am sure this tie in patching has caused some of the breakdown of this area. The rest of 6 st NW is in relatively decent shape considering. We have called Public Works numerous times seeking a solution and they have responded each time by filling the holes. We all know this is unsustainable and costs time and money. Most recently, I spoke with Raymond at Public Works. He suggested submitting a request to the council to consider repairing the area. My suggestion is for Public Works to remove the broken asphalt lightly crown, pack, and prep the area, and then have a contractor apply the appropriate amount of new asphalt. It sounds easy because it is. This part of the roadway is not a low spot where water collects, and it has no frost heaving issues during the late winter/spring thaw. No heavy truck traffic. Because of this, I feel comfortable recommending a surface patch in this area. I hope you consider this a viable option for maintaining Redcliff's roadways. I suggest you grab a coffee and drive down to 6 Street NW to check it out. Did you spill your coffee?

Best Regards

Ralph Van Dam

Westland Greenhouses Ltd.

Re: Request to Council

Summarize



Ralph / Rob VanDam
To: Bonnie Andres

Reply Reply All Forward

Fri 2026-06-05 5:31 PM

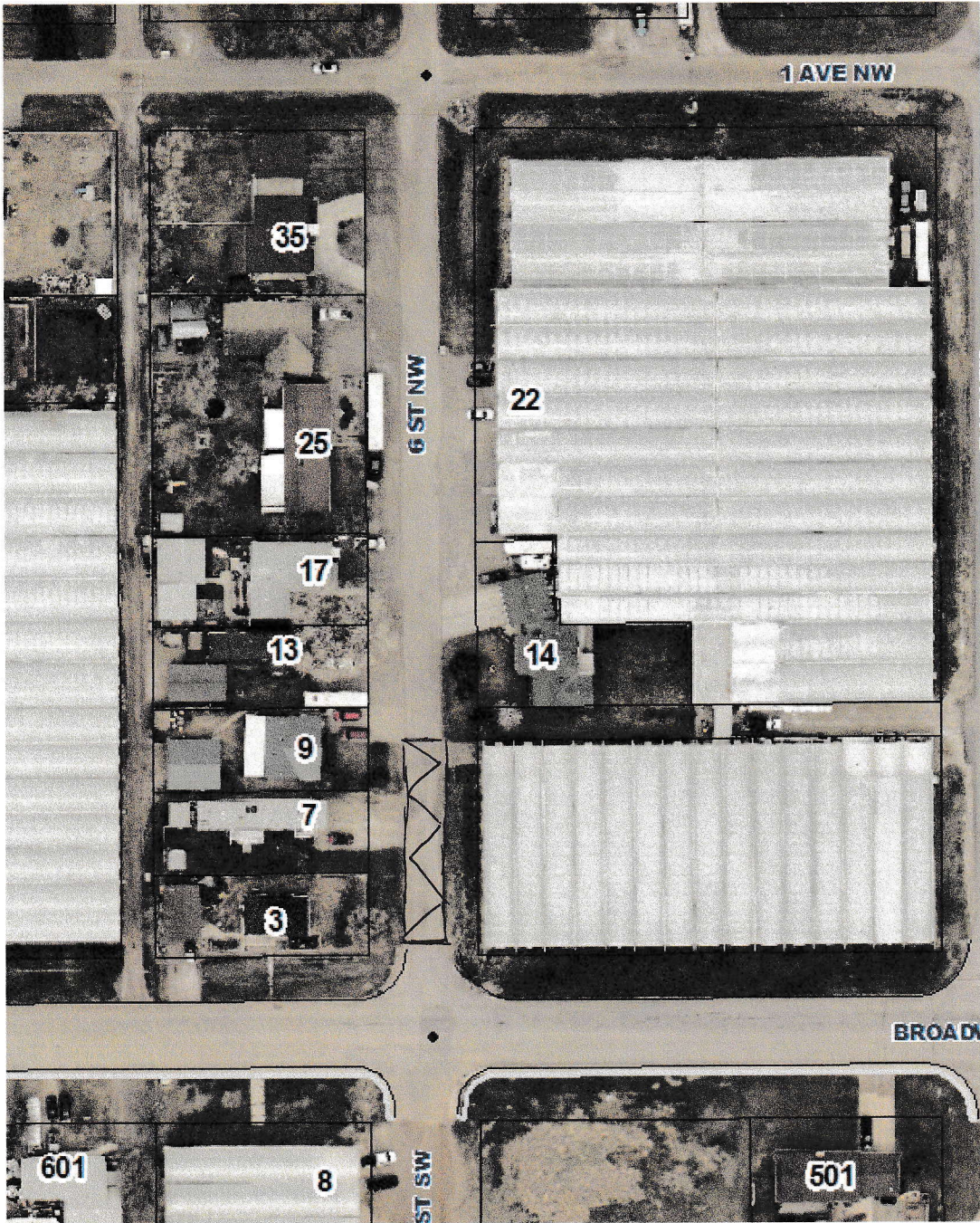
Hello Bonnie,

I am happy to hear my request will go forward to council. Since I will be away can you have the email Letter presented to council on my behalf. In a nutshell if council could add this section of roadway to their road repair budget I would be quite satisfied.

If there is anything else you need from me please let me know.

Best Regards

Ralph



Town Council
STAFF REPORT



To: Town Council
Subject: Tax Recovery Reserve Bid and Auction
Meeting: Town Council - 22 Jun 2026
Department: Corporate Services
Staff Contact: Mike Davies, Corporate Services Director

BACKGROUND INFORMATION:

The Town of Redcliff has a number of properties for sale this year; these properties have gone through the tax recovery process indicated in MGA Sections 412, 417(1) and (2). The reserve bids are required to be set under Sections 418(1) and 419 for the auction sale. The following is proposed:

- a) Sale date: The established date of sale must meet the advertising guidelines in the Alberta Gazette and accommodate the routines of this office. Proposed Sale Date: December 1, 2026 at 10:00am.
- b) Terms of sale as follows: 10% deposit to be paid by cash or certified cheque on the date of the auction, and the remainder to be paid within 30 days of the auction date by cash or certified cheque.
- c) The conditions for sale: The property is offered for sale on an “as is, where is” basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.
- d) Reserve Bids: The respective reserve bid has been set at estimated market value, as determined by our assessor, Ryan Vogt (Benchmark Assessment Consultant Inc.), following an inspection of the properties listed below.

Tax Roll	Civic Address	Plan	Block	Lot(s)	Market Value
0011900	737 - 1 ST SE	1117V	6	1-3	\$254,000
0051000	516 - 4 ST SE	3042AV	3	28-29	\$242,000
0066500	827 - 5 ST SE	3042AV	20	7-8	\$307,000
0107400	12 INDUSTRIAL DR SE	7711421	10	10	\$242,000
0124400	330 - 3 ST NW	1117V	131	11-20	\$130,000
0128400	106 - 6 ST NW	0410803	98	42	\$377,000
0132900	311 - 1 ST NE	1117V	134	34-35	\$86,000

POLICY/LEGISLATION:

MGA Part 10, Division 8 provides municipalities with the authority to collect tax arrears that relate to property taxes for parcels of land. The following sections in this Division define the tax recovery process:

MGA Section 411(1) states that a municipality may attempt to recover tax arrears in respect of a parcel of land in accordance with Division 8 – “Recovery of Taxes Related to Land”. MGA Section 412 requires that a municipality must annually, not later than March 31, prepare a tax arrears list showing the parcels of land in the municipality in respect of which there are tax arrears for more than one year. The municipality must notify persons who are liable to pay tax arrears that a tax arrears list has been prepared and sent to the Registrar (Alberta Land Titles).

MGA Section 417(1) states that no later than August 1 following receipt of a copy of the tax arrears list, the Registrar must, in respect of each parcel of land shown on the tax arrears list, send a notice to

- a) the owner of the parcel of land
- b) any person who has an interest in the parcel that is evidenced by a caveat registered by the Registrar and
- c) each encumbrance shown on the certificate of title for the parcel.

MGA Section 417(2) states that the notice must state

- a) that if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction and
- b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.

MGA Section 418(1) states that each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid. MGA Section 418(2) states that unless the municipality has entered into an arrears payment agreement with the property owner, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

MGA Section 419 states that Council must set a reserve bid that is as close as reasonably possible to the market value of the parcel and any conditions that apply to the sale.

MGA Section 421 directs that the municipality must advertise the public auction in The Alberta Gazette, not less than 40 days and not more than 90 days before the date on which the public auction is to be held, and in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date on which the public auction is to be held. It also directs the municipality to provide a copy of the Gazette advertisement to each person who has an interest in any parcel to be offered for sale not less than 30 days before the date of the public auction.

MGA Section 422(1) states that the municipality may adjourn the holding of a public auction to any date within 2 months after the advertised date.

OPTIONS:

1. To direct Administration to establish the sale date, terms, conditions, and the reserve bids as presented.
2. To direct Administration to establish the sale date, terms, conditions, and the reserve bids as amended.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff include the following properties currently on the tax arrears list for sale at a public auction to be held on December 1, 2026 at 10:00am, with the reserve bids as shown below:

Tax Roll	Civic Address	Plan	Block	Lot(s)	Market Value
0011900	737 - 1 ST SE	1117V	6	1-3	\$254,000
0051000	516 - 4 ST SE	3042AV	3	28-29	\$242,000
0066500	827 - 5 ST SE	3042AV	20	7-8	\$307,000
0107400	12 INDUSTRIAL DR SE	7711421	10	10	\$242,000
0124400	330 - 3 ST NW	1117V	131	11-20	\$130,000
0128400	106 - 6 ST NW	0410803	98	42	\$377,000
0132900	311 - 1 ST NE	1117V	134	34-35	\$86,000

Further that the terms of the sale be a 10% deposit to be paid by cash or certified cheque on the date of the auction, and the remainder to be paid within 30 days of the auction date by cash or certified cheque, and conditions of the sale be “This property is offered for sale on an ‘as is, where is’ basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.”

2. Councillor _____ moved that the Town of Redcliff include the following properties currently on the tax arrears list for sale at a public auction to be held on _____ at _____, with the reserve bids as shown below:

Tax Roll	Civic Address	Plan	Block	Lot(s)	Market Value
0011900	737 - 1 ST SE	1117V	6	1-3	\$254,000
0051000	516 - 4 ST SE	3042AV	3	28-29	\$242,000
0066500	827 - 5 ST SE	3042AV	20	7-8	\$307,000
0107400	12 INDUSTRIAL DR SE	7711421	10	10	\$242,000
0124400	330 - 3 ST NW	1117V	131	11-20	\$130,000
0128400	106 - 6 ST NW	0410803	98	42	\$377,000
0132900	311 - 1 ST NE	1117V	134	34-35	\$86,000

Further that the terms of the sale be _____ and conditions of the sale be:
 “
 _____”

ATTACHMENTS:

[2026 Tax Recovery - Supporting Documents](#)



Sales Comparables



Roll: 0011900
Address: 737 - 1 STREET SE
Legal: 1117V 6 1-3

Location: 100
 Base Code: 10
 Mt-Qu-St: 002-03-08 100%
 Prog.: 100%
 Eff. Year: 1965
 CDU: E
 Bldg Size: 1,890 Ft² (Asmt/Ft²=\$134)
 Land Size: 905.80 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 57%

Roof: \$0
 Plumbing: \$10,039
 (x 0) Fireplaces: \$0
 Heat: \$11,254
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$12,736
 Phys Dep.: -\$93,744
 Main Bldg: \$196,715
 Other Impr.: \$27,000
 Land: \$90,000
 Total: \$254,000

Subject

Avg. Value according to TOP 3 comparables: \$253,733



Roll: 0037000
Address: 537 - 3 STREET SE
Legal: 3042AV 3 1-2

Location: 100
 Base Code: 10
 Mt-Qu-St: 002-03-01 100%
 Prog.: 100%
 Eff. Year: 2000
 CDU: A
 Bldg Size: 972 Ft² (Price/Ft²=\$224)
 Land Size: 603.90 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 73%

Sale Price: \$218,000 Adj. Price:
Sale Date: 05-05-2026

Roof: \$0
 Plumbing: \$10,039
 (x0) Fireplaces: \$0
 Heat: \$5,786
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$11,398
 Phys Dep.: -\$40,907
 Main Bldg: \$135,684
 Other Impr.: \$0
 Land: \$80,000
 Total: \$202,000

\$218,000 93 %

\$0
 \$0
 \$0
 \$5,468
 \$0
 \$0
 \$1,338
 -\$52,837
 \$61,031
 \$27,000
 \$10,000
 \$52,000

Est. Value: \$270,000



Roll: 0017000
Address: 210 - 2 STREET SE
Legal: 1117V 43 25-26

Location: 100
 Base Code: 10
 Mt-Qu-St: 002-03-08 100%
 Prog.: 100%
 Eff. Year: 1965
 CDU: A
 Bldg Size: 1,400 Ft² (Price/Ft²=\$122)
 Land Size: 603.90 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 42%

Sale Price: \$170,300 Adj. Price:
Sale Date: 06-24-2025

Roof: \$0
 Plumbing: \$15,059
 (x0) Fireplaces: \$0
 Heat: \$8,336
 A/C: \$6,945
 Bsmt Finish: \$0
 Other Dep.: \$8,429
 Phys Dep.: -\$119,550
 Main Bldg: \$175,781
 Other Impr.: \$0
 Land: \$80,000
 Total: \$175,000

\$171,100 102 %

\$0
 -\$5,020
 \$0
 \$2,918
 -\$6,945
 \$0
 \$4,307
 \$25,806
 \$20,934
 \$27,000
 \$10,000
 \$79,000

Est. Value: \$250,100



Roll: 0006600
Address: 425 - 1 STREET SE
Legal: 1117V 16 7-8

Location: 100
 Base Code: 10
 Mt-Qu-St: 002-03-01 100%
 Prog.: 100%
 Eff. Year: 1965
 CDU: A
 Bldg Size: 768 Ft² (Price/Ft²=\$177)
 Land Size: 603.90 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 42%

Sale Price: \$122,000 Adj. Price:
Sale Date: 10-31-2023

Roof: \$0
 Plumbing: \$10,039
 (x0) Fireplaces: \$0
 Heat: \$4,571
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$5,834
 Phys Dep.: -\$78,943
 Main Bldg: \$121,499
 Other Impr.: \$6,000
 Land: \$80,000
 Total: \$149,000

\$136,100 109 %

\$0
 \$0
 \$0
 \$6,683
 \$0
 \$0
 \$6,902
 -\$14,801
 \$75,216
 \$21,000
 \$10,000
 \$105,000

Est. Value: \$241,100

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0011900
Address: 737 – 1 Street SE, Redcliff
Legal Description: Plan 1117V, Block 6, Lots 1-3
Zoning: Single Family Residential District
Parcel Size: 905.8 Sq. Metres or 9,750 Sq. Ft.

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: Main South of Broadway

Site Description: 1890 Sq. Ft. detached house with 671 Sq. Ft. detached garage on 905.8 Sq. Metres of land.

Description of Improvement –

Exterior

Year Built: 1911 plus addition in 1965, garage 1997.

Effective Age: 1965

Floor Area: Sq. Ft. Main level 1,099 Sq. Ft. main level, 791 Sq. Ft. Upper

Basement Area: No basement area

Overall Condition: Average

Interior: No interior inspection was conducted.

Details of the subject property and three comparable properties, 537 – 3rd Street SE (Roll #0037000) which sold May 5, 2026, for \$218,000, 210 – 2nd Street SE (Roll #0017000) which sold June 24, 2025, for \$170,300, and 425 – 1st Street SE (Roll #0006600) which sold October 31, 2023, for \$122,000, are attached.

See Attached.

In my opinion the current market value of the subject property as of June 12, 2026, is \$254,000.



Sales Comparables



Roll: 0051000
Address: 516 - 4 STREET SE
Legal: 3042AV 3 28-29

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-00 100%
 Prog.: 100%
 Eff. Year: 1971
 CDU: F
 Bldg Size: 880 Ft² (Asmt/Ft²=\$273)
 Land Size: 603.90 M
 Bsmt Fin Sz: 660 Ft²
 Remainder: 42%

Roof: \$0
 Plumbing: \$20,186
 (x 1) Fireplaces: \$10,707
 Heat: \$6,328
 A/C: \$5,455
 Bsmt Finish: \$20,607
 Other Dep.: \$34,508
 Phys Dep.: -\$137,393
 Main Bldg: \$173,602
 Other Impr.: \$27,000
 Land: \$80,000
 Total: \$241,000
Avg. Value according to TOP 3 comparables: \$241,633

Subject



Roll: 0002500
Address: 220 - 1 STREET SE
Legal: 1117V 42 30-31

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-00 100%
 Prog.: 100%
 Eff. Year: 1974
 CDU: G
 Bldg Size: 960 Ft² (Price/Ft²=\$262)
 Land Size: 557.50 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 57%

Sale Price: \$242,000 Adj. Price:
Sale Date: 11-18-2024
 Roof: \$0
 Plumbing: \$11,535
 (x0) Fireplaces: \$0
 Heat: \$6,905
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$41,002
 Phys Dep.: -\$88,261
 Main Bldg: \$186,819
 Other Impr.: \$0
 Land: \$77,000
 Total: \$235,000

\$251,900 93 %
 \$0
 \$8,651
 \$10,707
 -\$577
 \$5,455
 \$20,607
 -\$6,494
 -\$49,132
 -\$13,217
 \$27,000
 \$3,000
 \$6,000

Est. Value: \$257,900



Roll: 0075400
Address: 519 - 6 STREET SE
Legal: 4870AL B 8-9

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-00 100%
 Prog.: 100%
 Eff. Year: 1976
 CDU: A
 Bldg Size: 1,024 Ft² (Price/Ft²=\$268)
 Land Size: 603.90 M
 Bsmt Fin Sz: 870 Ft²
 Remainder: 53%

Sale Price: \$264,000 Adj. Price:
Sale Date: 11-06-2024
 Roof: \$0
 Plumbing: \$23,070
 (x0) Fireplaces: \$0
 Heat: \$7,367
 A/C: \$6,349
 Bsmt Finish: \$27,247
 Other Dep.: \$48,022
 Phys Dep.: -\$120,585
 Main Bldg: \$192,530
 Other Impr.: \$11,000
 Land: \$80,000
 Total: \$275,000

\$274,800 100 %
 \$0
 -\$2,884
 \$10,707
 -\$1,039
 -\$894
 -\$6,640
 -\$13,514
 -\$16,808
 -\$18,928
 \$16,000
 \$0
 -\$34,000

Est. Value: \$240,800



Roll: 0012300
Address: 805 - 1 STREET SE
Legal: 1117V 4 17-18

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-00 100%
 Prog.: 100%
 Eff. Year: 1993
 CDU: E
 Bldg Size: 880 Ft² (Price/Ft²=\$328)
 Land Size: 603.90 M
 Bsmt Fin Sz: 748 Ft²
 Remainder: 75%

Sale Price: \$275,000 Adj. Price:
Sale Date: 09-13-2024
 Roof: \$0
 Plumbing: \$11,535
 (x0) Fireplaces: \$0
 Heat: \$6,328
 A/C: \$5,455
 Bsmt Finish: \$24,268
 Other Dep.: \$58,109
 Phys Dep.: -\$55,297
 Main Bldg: \$173,602
 Other Impr.: \$0
 Land: \$80,000
 Total: \$304,000

\$289,200 105 %
 \$0
 \$8,651
 \$10,707
 \$0
 \$0
 -\$3,661
 -\$23,601
 -\$82,096
 \$0
 \$27,000
 \$0
 -\$63,000

Est. Value: \$226,200

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0051000
Address: 516 – 4 Street SE, Redcliff
Legal Description: Plan 3042AV, Block 3, Lots 28-29
Zoning: Single Family Residential District
Parcel Size: 603.9 Sq. Metres or 6,500 Sq. Ft.

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: Main South of Broadway

Site Description: 880 Sq. Ft. detached house with 623 Sq. Ft. detached garage on 603.9 Sq. Metres of land.

Description of Improvement –

Exterior

Year Built: 1971, garage 1990.
Effective Age: 1971
Floor Area: Sq. Ft. 880 Sq. Ft.
Basement Area: 660 Sq. Ft.
Overall Condition: Fair

Interior: No interior inspection was conducted.

Details of the subject property and three comparable properties, 220 – 1st Street SE (Roll #0002500) which sold November 18, 2024, for \$242,000, 519 – 6 Street SE (Roll #0075400) which sold November 6, 2024, for \$264,000, and 805 – 1st Street SE (Roll #0012300) which sold September 13, 2024, for \$275,000, are attached.

See Attached.

In my opinion the current market value of the subject property as of June 12, 2026, is \$242,000.



Sales Comparables



Roll: 0066500
Address: 827 - 5 STREET SE
Legal: 3042AV 20 7-8

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-02 100%
 Prog.: 100%
 Eff. Year: 1981
 CDU: G
 Bldg Size: 943 Ft² (Asmt/Ft²=\$326)
 Land Size: 603.90 M
 Bsmt Fin Sz: 775 Ft²
 Remainder: 61%

Roof: \$0
 Plumbing: \$23,069
 (x 0) Fireplaces: \$0
 Heat: \$6,784
 A/C: \$0
 Bsmt Finish: \$24,932
 Other Dep.: \$54,019
 Phys Dep.: -\$97,807
 Main Bldg: \$196,003
 Other Impr.: \$21,000
 Land: \$80,000
 Total: \$308,000

Subject

Avg. Value according to TOP 3 comparables: \$307,000



Roll: 0118300 **Sale Price: \$250,000** **Adj. Price:**
Address: 326 MAIN STREET SW **Sale Date: 10-28-2025**
Legal: 1117V 30 33-34

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-02 100%
 Prog.: 100%
 Eff. Year: 1978
 CDU: A
 Bldg Size: 1,033 Ft² (Price/Ft²=\$242)
 Land Size: 603.90 M
 Bsmt Fin Sz: 500 Ft²
 Remainder: 54%

	Roof:	\$0	\$250,000	111 %
	Plumbing:	\$14,419	\$8,650	
	(x0) Fireplaces:	\$0	\$0	
	Heat:	\$7,433	-\$649	
	A/C:	\$0	\$0	
	Bsmt Finish:	\$16,720	\$8,212	
	Other Dep.:	\$50,980	\$3,039	
	Phys Dep.:	-\$125,240	\$27,433	
	Main Bldg:	\$233,688	-\$37,685	
	Other Impr.:	\$0	\$21,000	
	Land:	\$80,000	\$0	
	Total:	\$278,000	\$30,000	

Est. Value: \$280,000



Roll: 0042100 **Sale Price: \$315,000** **Adj. Price:**
Address: 828 - 3 STREET SE **Sale Date: 10-25-2025**
Legal: 3042AV 17 34-35

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-02 100%
 Prog.: 100%
 Eff. Year: 1977
 CDU: G
 Bldg Size: 1,024 Ft² (Price/Ft²=\$307)
 Land Size: 603.90 M
 Bsmt Fin Sz: 815 Ft²
 Remainder: 59%

	Roof:	\$0	\$315,000	92 %
	Plumbing:	\$20,186	\$2,883	
	(x0) Fireplaces:	\$0	\$0	
	Heat:	\$7,367	-\$583	
	A/C:	\$6,352	-\$6,352	
	Bsmt Finish:	\$22,852	\$2,080	
	Other Dep.:	\$55,042	-\$1,023	
	Phys Dep.:	-\$108,377	\$10,570	
	Main Bldg:	\$207,578	-\$11,575	
	Other Impr.:	\$0	\$21,000	
	Land:	\$80,000	\$0	
	Total:	\$291,000	\$17,000	

Est. Value: \$332,000



Roll: 0068700 **Sale Price: \$295,000** **Adj. Price:**
Address: 933 - 5 STREET SE **Sale Date: 08-29-2025**
Legal: 3042AV 25 3-4

Location: 100
 Base Code: 10
 Mt-Qu-St: 003-04-02 100%
 Prog.: 100%
 Eff. Year: 1979
 CDU: A
 Bldg Size: 936 Ft² (Price/Ft²=\$315)
 Land Size: 603.90 M
 Bsmt Fin Sz: 768 Ft²
 Remainder: 55%

	Roof:	\$0	\$295,000	100 %
	Plumbing:	\$17,302	\$5,767	
	(x1) Fireplaces:	\$10,707	-\$10,707	
	Heat:	\$6,734	\$50	
	A/C:	\$5,805	-\$5,805	
	Bsmt Finish:	\$24,767	\$165	
	Other Dep.:	\$52,677	\$1,342	
	Phys Dep.:	-\$122,173	\$24,366	
	Main Bldg:	\$206,181	-\$10,178	
	Other Impr.:	\$12,000	\$9,000	
	Land:	\$80,000	\$0	
	Total:	\$294,000	\$14,000	

Est. Value: \$309,000

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0066500
Address: 827 – 5 Street SE, Redcliff
Legal Description: Plan 3042AV, Block 20, Lots 7-8
Zoning: Single Family Residential District
Parcel Size: 603.9 Sq. Metres or 6,500.3 Sq. Ft.

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: Main South of Broadway

Site Description: 943 Sq. Ft. detached house with 432 Sq. Ft. detached garage on 603.9 Sq. Metres of land.

Description of Improvement –

Exterior

Year Built: 1981, garage 1999.
Effective Age: 1981
Floor Area: 943 Sq. Ft.
Basement Area: 912 Sq. Ft.
Overall Condition: Good

Interior: No interior inspection was conducted.

Details of the subject property and three comparable properties, 326 Main Street S (Roll #0118300) which sold October 28, 2025, for \$250,000, 828 – 3rd Street SE (Roll #0042100) which sold October 25, 2025, for \$315,000, and 933 – 5th Street SE (Roll #0068700) which sold August 29, 2025, for \$295,000, are attached.

See Attached.

In my opinion the current market value of the subject property as of June 12, 2026, is \$307,000.



Sales Comparables

	Roll: 0107400	Address: 12 INDUSTRIAL DRIVE SE	Legal: 7711421 10 10	Roof:	\$0	Subject
	Location: 600	Base Code: 40	Mt-Qu-St: 0%	(x 0) Fireplaces:	\$0	
	Prog.: 0%	Eff. Year:	CDU:	Heat:	\$0	
	Bldg Size:	Land Size: 2145.00 M	Bsmt Fin Sz: 0 Ft ²	A/C:	\$0	
	Remainder: 0%			Other Dep.:	\$0	
				Phys Dep.:	\$0	
				Main Bldg:	\$242,000	
				Other Impr.:	\$0	
				Land:	\$0	
				Total:	\$242,000	
Avg. Value according to TOP 2 comparables:					\$231,900	

	Roll: 0127200	Address: 214 - 5 STREET NW	Legal: 1117V 122 6-7	Sale Price: \$140,000	Adj. Price:	\$149,400	105 %
	Location: 200	Base Code: 40	Mt-Qu-St: 0%	Sale Date: 03-25-2024	Roof:	\$0	\$0
	Prog.: 0%	Eff. Year:	CDU:	(x0) Fireplaces:	Plumbing:	\$0	\$0
	Bldg Size:	Land Size: 603.90 M	Bsmt Fin Sz: 0 Ft ²	Heat:	Heat:	\$0	\$0
	Remainder: 0%			A/C:	A/C:	\$0	\$0
				Other Dep.:	Other Dep.:	\$0	\$0
				Phys Dep.:	Phys Dep.:	\$0	\$0
				Main Bldg:	Main Bldg:	\$157,000	\$85,000
				Other Impr.:	Other Impr.:	\$0	\$0
				Land:	Land:	\$0	\$0
			Total:	Total:	\$157,000	\$85,000	
Est. Value:					\$234,400		

	Roll: 0172000	Address: 209 SASKATCHEWAN DRIVE NE	Legal: 7911064 3 6	Sale Price: \$390,476	Adj. Price:	\$448,400	103 %
	Location: 600	Base Code: 40	Mt-Qu-St: 0%	Sale Date: 10-25-2022	Roof:	\$0	\$0
	Prog.: 0%	Eff. Year:	CDU:	(x0) Fireplaces:	Plumbing:	\$0	\$0
	Bldg Size:	Land Size: 1889.90 M	Bsmt Fin Sz: 0 Ft ²	Heat:	Heat:	\$0	\$0
	Remainder: 0%			A/C:	A/C:	\$0	\$0
				Other Dep.:	Other Dep.:	\$0	\$0
				Phys Dep.:	Phys Dep.:	\$0	\$0
				Main Bldg:	Main Bldg:	\$461,000	-\$219,000
				Other Impr.:	Other Impr.:	\$0	\$0
				Land:	Land:	\$0	\$0
			Total:	Total:	\$461,000	-\$219,000	
Est. Value:					\$229,400		

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0107400
Address: 12 Industrial Drive SE, Redcliff
Legal Description: Plan 7711421, Block 10, Lot 10
Zoning: Light Industrial District
Parcel Size: 2,145 m² or 23,089 sq ft.

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: North of Broadway (Light Industrial)

Site Description: 2,400 sf ft warehouse building with a 5 Ton crane on 23,089 sf ft of land.

Description of Improvement –

Exterior

Year Built: 1979
Effective Age: 1979
Floor Area: 2,400 Sq. Ft.
Basement Area: 0 Sq. Ft.
Overall Condition: Poor

Interior: No interior inspection was conducted.

Details of the subject property and two comparable properties, 124 – 5 Street NW (Roll #0127200) which sold March 25, 2024, and 209 Saskatchewan Drive NE (Roll #0172000) which sold October 25, 2022, for \$390,476 are attached.

See Attached.

In my opinion neither of the comparable sales are overly comparable to the subject property and the current market value of the subject property as of June 12, 2026, is the assessed value of \$242,000.



Sales Comparables

Subject



Roll: 0124400
Address: 330 - 3 STREET NW
Legal: 1117V 131 11-20
 Location: 200
 Base Code: 16
 Mt-Qu-St: 891-04-60 100%
 Prog.: 100%
 Eff. Year: 1987
 CDU: F
 Bldg Size: 28,920 Ft²
 Land Size: 0.75 A
 Bsmt Fin Sz: 0 Ft²
 Remainder: 0%

Roof: \$0
 Plumbing: \$0
 (x 0) Fireplaces: \$0
 Heat: \$0
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$39,000
 Phys Dep.: \$0
 Main Bldg: \$0
 Other Impr.: \$0
 Land: \$0
 Total: \$39,000

Avg. Value according to TOP 3 comparables: \$152,267



Roll: 0205300
Address: 407 - 3 STREET SW
Legal: 1117V 12 1-16
 Location: 200
 Base Code: 16
 Mt-Qu-St: 891-04-60 100%
 Prog.: 100%
 Eff. Year: 1991
 CDU: A
 Bldg Size: 42,522 Ft²
 Land Size: 1.19 A
 Bsmt Fin Sz: 0 Ft²
 Remainder: 0%

Sale Price: \$500,000 Adj. Price:
Sale Date: 01-19-2024
 Roof: \$0
 Plumbing: \$0
 (x0) Fireplaces: \$0
 Heat: \$0
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$239,000
 Phys Dep.: \$0
 Main Bldg: \$0
 Other Impr.: \$0
 Land: \$0
 Total: \$239,000

\$537,900 44 %
 \$0
 \$0
 \$0
 \$0
 \$0
 \$0
 -\$200,000
 \$0
 \$0
 \$0
 \$0
 \$0
 -\$200,000

Est. Value: \$337,900



Roll: 0124400
Address: 330 - 3 STREET NW
Legal: 1117V 131 11-20
 Location: 200
 Base Code: 16
 Mt-Qu-St: 891-04-60 100%
 Prog.: 100%
 Eff. Year: 1987
 CDU: F
 Bldg Size: 28,920 Ft²
 Land Size: 0.75 A
 Bsmt Fin Sz: 0 Ft²
 Remainder: 0%

Sale Price: \$280,000 Adj. Price:
Sale Date: 05-09-2025
 Roof: \$0
 Plumbing: \$0
 (x0) Fireplaces: \$0
 Heat: \$0
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$155,000
 Phys Dep.: \$0
 Main Bldg: \$0
 Other Impr.: \$33,000
 Land: \$91,000
 Total: \$279,000

\$282,200 99 %
 \$0
 \$0
 \$0
 \$0
 \$0
 \$0
 -\$116,000
 \$0
 \$0
 -\$33,000
 -\$91,000
 -\$240,000

Est. Value: \$42,200



Roll: 0285600
Address: 112 - 8 STREET NW
Legal: 1510086 96 42
 Location: 200
 Base Code: 16
 Mt-Qu-St: 891-04-60 100%
 Prog.: 100%
 Eff. Year: 1996
 CDU: A
 Bldg Size: 36,360 Ft²
 Land Size: 0.92 A
 Bsmt Fin Sz: 0 Ft²
 Remainder: 0%

Sale Price: \$365,000 Adj. Price:
Sale Date: 04-30-2024
 Roof: \$0
 Plumbing: \$0
 (x0) Fireplaces: \$0
 Heat: \$0
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: \$253,000
 Phys Dep.: \$0
 Main Bldg: \$0
 Other Impr.: \$0
 Land: \$97,000
 Total: \$350,000

\$387,700 90 %
 \$0
 \$0
 \$0
 \$0
 \$0
 \$0
 -\$214,000
 \$0
 \$0
 \$0
 \$0
 -\$97,000
 -\$311,000

Est. Value: \$76,700



Summary Report

As of: 06-15-2026

Roll: 0124400 **Alt.Key: 0226600**
Legal: 1117V 131 11-20
 & Lots 23-24

Description:
Address: 330 - 3 STREET NW **Subdivision:** North of Broadway
Zoning: Horticultural District
Actual Use: Primary: M10101 Secondary: F00200
Market Loc: 200 MIXED USE **Assbl. Land Area:** 0.75 Acres
Econ.Zone: Econ Zone 0
Assbl.Party: C Corporation
Owner: 2698156 ALBERTA LTD.



Productivity Based Land

Agroclimatic Zone: 10

Photo:

Regulated: 100%

Description	Area	AUVBR	BYM	Rating	A.U.V.	Location	Access	F.A.V.	Asmt	Code	Value
22 DB	0.75 Acres	\$350/Acre	1.0000	0.0%	0						
	0.00 Acres				90,970		100%	90,970	100	100%	90,970

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300101287	891-04-60	Bowrib-Type Greenhouse	28,920 Ft	1987	997	100%	39,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T 50	100	Greenhouse Land Improved	90,970	0	0	90,970
E 250	997	Exempt Farm Building	0	39,000	0	39,000
Grand Totals For 2026			90,970	39,000	0	129,970

Narratives

YR5 02-27-2024 2028 Review Cycle

Inspections

Outside Complete 06-02-2023 DRUHAN, Kolme Reinspection Cycle - Added photos. Garage exterior is pieced together.
 Visual Exterior 06-17-2021 VOGT, Ryan
 Visual Exterior 12-02-2013 LAMB, Wayne No demo - no change.

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-09-2025	\$39,000			8002 Non Arms Length	Improved	0%	251125597002
05-09-2025	\$39,000			8002 Non Arms Length	Improved	0%	251125597001
05-09-2025	\$279,000	\$280,000	\$282,200	8001 Good Sale	Improved	99%	251125597

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0124400
Address: 330 – 3rd Street NW, Redcliff
Legal Description: Plan 1117V, Block 131, Lots 11-20
Zoning: Horticultural District
Parcel Size: 3,035 m² or 32,670 sq ft.

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: North of Broadway (Horticultural District)

Site Description: 28,920 sf ft bow-rib type greenhouse building (approx. 25% remaining following March 31, 2026, fire at the property) with on 32,670 sf ft of land. The garage that was on the property was destroyed by fire.

Description of Improvement –

Exterior

Year Built: 1987
Effective Age: 1987
Floor Area: 28,920 Sq. Ft. greenhouse
Basement Area: 0 Sq. Ft.
Overall Condition: Fair

Interior: No interior inspection was conducted.

Details of the subject property and two comparable properties, the subject property, 330 – 3rd Street NW (Roll #124400) sold May 9, 2025, for \$280,000, 112 – 8 Street NW (Roll #0285600) which sold April 30, 2024, for \$365,000 and 407 – 3rd Street SW (Roll #0205300) which sold January 19, 2024, for \$500,000 are attached.

See Attached.

In my opinion the subject property sale is the most accurate reflection of the property's market value and the current market value of the subject property as of June 12, 2026, is the adjusted sale price of \$282,000. When we account for the March 31, 2026, fire, the value must then be adjusted to reflect the land value and plus a salvage value on the remaining structure. Therefore, the market value as of June 12, 2026, is \$91,000 for the land and \$39,000 for the remaining structure for a total of \$130,000.



Sales Comparables

	Roll: 0128400 Address: 106 - 6 STREET NW Legal: 0410803 98 42	Roof: \$0 Plumbing: \$0 (x 0) Fireplaces: \$0 Heat: \$0 A/C: \$0 Bsmt Finish: \$0 Other Dep.: \$255,000 Phys Dep.: \$0 Main Bldg: \$0 Other Impr.: \$0 Land: \$0 Total: \$255,000	Subject
	Location: 200 Base Code: 16 Mt-Qu-St: 891-04-60 100% Prog.: 100% Eff. Year: 1975 CDU: F Bldg Size: 48,960 Ft ² Land Size: 1.31 A Bsmt Fin Sz: 0 Ft ² Remainder: 0%	Avg. Value according to TOP 3 comparables: \$376,700	

	Roll: 0205300 Address: 407 - 3 STREET SW Legal: 1117V 12 1-16	Sale Price: \$500,000 Adj. Price: \$537,900 44 % Roof: \$0 Plumbing: \$0 (x0) Fireplaces: \$0 Heat: \$0 A/C: \$0 Bsmt Finish: \$0 Other Dep.: \$239,000 Phys Dep.: \$0 Main Bldg: \$0 Other Impr.: \$0 Land: \$0 Total: \$239,000	Est. Value: \$553,900
	Sale Date: 01-19-2024	Location: 200 Base Code: 16 Mt-Qu-St: 891-04-60 100% Prog.: 100% Eff. Year: 1991 CDU: A Bldg Size: 42,522 Ft ² Land Size: 1.19 A Bsmt Fin Sz: 0 Ft ² Remainder: 0%	

	Roll: 0285600 Address: 112 - 8 STREET NW Legal: 1510086 96 42	Sale Price: \$365,000 Adj. Price: \$387,700 90 % Roof: \$0 Plumbing: \$0 (x0) Fireplaces: \$0 Heat: \$0 A/C: \$0 Bsmt Finish: \$0 Other Dep.: \$253,000 Phys Dep.: \$0 Main Bldg: \$0 Other Impr.: \$0 Land: \$97,000 Total: \$350,000	Est. Value: \$292,700
	Sale Date: 04-30-2024	Location: 200 Base Code: 16 Mt-Qu-St: 891-04-60 100% Prog.: 100% Eff. Year: 1996 CDU: A Bldg Size: 36,360 Ft ² Land Size: 0.92 A Bsmt Fin Sz: 0 Ft ² Remainder: 0%	

	Roll: 0124400 Address: 330 - 3 STREET NW Legal: 1117V 131 11-20	Sale Price: \$275,000 Adj. Price: \$307,500 91 % Roof: \$0 Plumbing: \$0 (x0) Fireplaces: \$0 Heat: \$0 A/C: \$0 Bsmt Finish: \$0 Other Dep.: \$155,000 Phys Dep.: \$0 Main Bldg: \$0 Other Impr.: \$33,000 Land: \$91,000 Total: \$279,000	Est. Value: \$283,500
	Sale Date: 04-29-2023	Location: 200 Base Code: 16 Mt-Qu-St: 891-04-60 100% Prog.: 100% Eff. Year: 1987 CDU: F Bldg Size: 28,920 Ft ² Land Size: 0.75 A Bsmt Fin Sz: 0 Ft ² Remainder: 0%	

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0128400
Address: 106 – 6th Street NW, Redcliff
Legal Description: Plan 0410803, Block 98, Lot 42
Zoning: Horticultural District
Parcel Size: 5,301.4 m² or 57,063.6 sq ft. or 1.31 Acres

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: North of Broadway (Horticultural District)

Site Description: 48,960 sf ft bow-rib type greenhouse building on 1.31 Ac of land.

Description of Improvement –

Exterior

Year Built: 1975
Effective Age: 1975
Floor Area: 48,960 Sq. Ft. greenhouse
Basement Area: 0 Sq. Ft.
Overall Condition: Fair

Interior: No interior inspection was conducted.

Details of the subject property and two comparable properties, 407 – 3rd Street SW (Roll #0205300) sold January 19, 2024, for \$500,000, 112 – 8 Street NW (Roll #0285600) which sold April 30, 2024, for \$365,000 and 330 – 3rd Street NW (Roll #0124400) which sold April 29, 2023, for \$275,000 are attached.

See Attached.

In my opinion, the comparable sales are the most accurate reflection of the property's market value and the current market value of the subject property as of June 12, 2026, is \$377,000.



Sales Comparables



Roll: 0132900
Address: 311 - 1 STREET NE
Legal: 1117V 134 34-35

Location: 200
 Base Code: 10
 Mt-Qu-St: 001-01-01 100%
 Prog.: 100%
 Eff. Year: 1955
 CDU: P
 Bldg Size: 590 Ft² (Asmt/Ft²=\$145)
 Land Size: 603.90 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 20%

Roof: \$0
 Plumbing: \$6,515
 (x 0) Fireplaces: \$0
 Heat: \$2,486
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: -\$716
 Phys Dep.: -\$58,864
 Main Bldg: \$64,579
 Other Impr.: \$2,000
 Land: \$70,000
 Total: \$86,000

Subject

Avg. Value according to TOP 4 comparables: \$86,100



Roll: 0059400
Address: 226 - 5 STREET SE
Legal: 1117V 46 32-34

Location: 100
 Base Code: 10
 Mt-Qu-St: 001-01-01 100%
 Prog.: 100%
 Eff. Year: 1965
 CDU: G
 Bldg Size: 700 Ft² (Price/Ft²=\$221)
 Land Size: 905.80 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 44%

Sale Price: \$155,000 Adj. Price:
Sale Date: 02-05-2026

Roof: \$0
 Plumbing: \$6,515
 (x0) Fireplaces: \$0
 Heat: \$4,168
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: -\$2,194
 Phys Dep.: -\$46,066
 Main Bldg: \$71,577
 Other Impr.: \$3,000
 Land: \$90,000
 Total: \$127,000

\$155,000 82 %

\$0
\$0
\$0
-\$1,682
\$0
\$0
\$1,478
-\$12,798
-\$6,998
-\$1,000
-\$20,000
-\$41,000

Est. Value: \$114,000



Roll: 0059400
Address: 226 - 5 STREET SE
Legal: 1117V 46 32-34

Location: 100
 Base Code: 10
 Mt-Qu-St: 001-01-01 100%
 Prog.: 100%
 Eff. Year: 1965
 CDU: G
 Bldg Size: 700 Ft² (Price/Ft²=\$192)
 Land Size: 905.80 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 44%

Sale Price: \$125,000 Adj. Price:
Sale Date: 04-19-2024

Roof: \$0
 Plumbing: \$6,515
 (x0) Fireplaces: \$0
 Heat: \$4,168
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: -\$2,194
 Phys Dep.: -\$46,066
 Main Bldg: \$71,577
 Other Impr.: \$3,000
 Land: \$90,000
 Total: \$127,000

\$135,000 94 %

\$0
\$0
\$0
-\$1,682
\$0
\$0
\$1,478
-\$12,798
-\$6,998
-\$1,000
-\$20,000
-\$41,000

Est. Value: \$94,000



Roll: 0033200
Address: 338 - 3 STREET SE
Legal: 1117V 27 39-40

Location: 100
 Base Code: 10
 Mt-Qu-St: 001-01-01 100%
 Prog.: 100%
 Eff. Year: 1965
 CDU: A
 Bldg Size: 691 Ft²
 Land Size: 603.90 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 36%

Sale Price: \$67,000 Adj. Price:
Sale Date: 12-01-2022

Roof: \$0
 Plumbing: \$6,515
 (x0) Fireplaces: \$0
 Heat: \$4,114
 A/C: \$0
 Bsmt Finish: \$0
 Other Dep.: -\$1,395
 Phys Dep.: -\$52,259
 Main Bldg: \$71,025
 Other Impr.: \$0
 Land: \$80,000
 Total: \$108,000

\$79,100 137 %

\$0
\$0
\$0
-\$1,628
\$0
\$0
\$679
-\$6,605
-\$6,446
\$2,000
-\$10,000
-\$22,000

Est. Value: \$57,100



Roll: 0145300
Address: 410 MAIN STREET NE
Legal: 1117V 138 5-6

Location: 200
 Base Code: 10
 Mt-Qu-St: 001-01-01 100%
 Prog.: 100%
 Eff. Year: 1960
 CDU: F
 Bldg Size: 698 Ft²
 Land Size: 603.90 M
 Bsmt Fin Sz: 0 Ft²
 Remainder: 22%

Sale Price: \$73,500 Adj. Price:
Sale Date: 11-30-2022

Roof: \$0
 Plumbing: \$6,515
 (x0) Fireplaces: \$0
 Heat: \$4,157
 A/C: \$3,466
 Bsmt Finish: \$0
 Other Dep.: -\$721
 Phys Dep.: -\$77,010
 Main Bldg: \$84,593
 Other Impr.: \$3,000
 Land: \$70,000
 Total: \$94,000

\$87,300 108 %

\$0
\$0
\$0
-\$1,671
-\$3,466
\$0
\$5
\$18,146
-\$20,014
-\$1,000
\$0
-\$8,000

Est. Value: \$79,300

Town of Redcliff - Tax Recovery Appraisal

Roll #: 0132900
Address: 311 – 1 Street NE, Redcliff
Legal Description: Plan 1117V, Block 134, Lots 34-35
Zoning: Designated Manufactured Home District
Parcel Size: 603.9 Sq. Metres or 6,500.3 Sq. Ft.

Purpose of Appraisal: To estimate market value for tax recovery.
Neighbourhood Description: MH Dist. North of Broadway

Site Description: 590 Sq. Ft. detached house with 216 Sq. Ft. detached garage on 603.9 Sq. Metres of land.

Description of Improvement –

Exterior

Year Built: 1955, garage 1955.
Effective Age: 1955
Floor Area: 590 Sq. Ft.
Basement Area: 0 Sq. Ft.
Overall Condition: Poor

Interior: No interior inspection was conducted.

Details of the subject property and four comparable properties, 226 – 5th Street SE (Roll #0059400) which sold February 5, 2026, and on April 19, 2024, for \$125,000, 338 – 3rd Street SE (Roll #0033200) which sold Dec 1, 2022, for \$67,000, and 410 Main Street N (Roll #0145300) which sold Nov 30, 2022, for \$73,500 are attached.

See Attached.

In my opinion the current market value of the subject property as of June 12, 2026, is \$86,000.

Town Council
STAFF REPORT



To: Council
Subject: Municipal Affairs
Engagement Team Email re: Minister Meeting Convention 2026
Meeting: Town Council - 22 Jun 2026
Department: Administration
Staff Contact: Shanon Simon, Municipal Manager

BACKGROUND INFORMATION:

On June 18, 2026 Administration received an email from the Municipal Affairs Engagement Team to inform Council of a potential opportunity to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 AB Munis Fall Convention (September 23-25, 2026) in Edmonton.

Please see the attached email.

Administration is looking for direction as to whether you would like to meet with the Minister and if so, advise of three topics for discussion. The deadline for a meeting request is July 13, 2026.

OPTIONS:

1. Direct Administration to request a meeting with the Minister of Municipal Affairs at the 2026 AB Munis Convention.
2. Receive for information.

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct Administration to request a meeting with Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 ABmunis Fall Convention. Further that the following topics be submitted for discussion:

1. _____
2. _____
3. _____

2. Councillor _____ moved Staff Report # SR 26-193, Municipal Affairs Engagement Team Email re: Convention 2026, be received for information.

ATTACHMENTS:

- [Convention 2026 MA Engagement Team](#)
- [Convention 2026 ABmunis Meeting Template](#)

From: MA Engagement Team <ma.engagement@gov.ab.ca>

Date: June 18, 2026 at 9:57:24 AM MDT

To: MA Engagement Team <ma.engagement@gov.ab.ca>

Subject: Meeting request with Minister Williams – 2026 ABmunis Fall Convention

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre (ECC) from September 23 – 25, 2026. These meetings will be in person, as scheduling permits.

Should your council wish to meet with Minister Williams during the 2026 ABmunis Fall Convention, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than July 13, 2026.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

1. Municipalities that identify discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 1. It is highly recommended to provide details on the discussion topics, and provide no more than three topics.
2. Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team
Municipal Services Division
Municipal Affairs

Meeting Request:
Alberta Municipalities Fall 2026 Convention

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

- 1 _____ Mayor/Reeve
- 2 _____ Chief Administrator
- 3 _____ Councillor
- 4 _____ Councillor
- 5 _____ Councillor
- 6 _____ Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 029 Per Diem Allowances Policy
Meeting: Town Council - 22 Jun 2026
Department: Corporate Services
Staff Contact: Mike Davies, Corporate Services Director

BACKGROUND INFORMATION:

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

Changes are being suggested to allow for Per Diems to be paid for training as discussed on June 8, 2026 at the Regular Council Meeting.

OPTIONS:

1. Approve Policy No. 029 Pier Diem Allowances Policy as presented.
2. Direct Administration to draft suggested changes to Policy No. 029 Pier Diem Allowances Policy, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 029 Pier Diem Allowances Policy, be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 029 Pier Diem Allowances Policy, and bring back to a future meeting.

ATTACHMENTS:

[Policy_029 Per Diem Allowances](#)



Approved by Council:

PER DIEM ALLOWANCES

BACKGROUND

Members of Council, Boards, Committees, and Commissions will at times incur lost wages, profits, and time when they attend functions/seminars outside the corporate limits of the Town of Redcliff for an extended period of time where they are representing the Town of Redcliff. Members of Council, Boards, Committees, and Commissions will at times incur lost wages, profits, and time when they attend required training for an extended period. In the above situations, members may qualify to receive a per diem as outlined below.

POLICY

GENERAL

The per diem allowance shall be in the amount of \$150.00 for a full day.

- i) Over 4 hours is considered a full day per diem allowance.
- ii) 2 – 4 hours is considered a half day per diem allowance.

The function/seminar must be at least 2 hours in duration and held outside the corporate limits of the Town of Redcliff. The required training must be at least 2 hours in duration.

This policy is subject to any specific provisions of the Municipal Government Act, The Local Authorities Election Act, or other relevant legislation.

COUNCIL MEMBERS

Per diem allowance shall be paid when a Town of Redcliff Council member attends to Town of Redcliff business outside the scope of their normal assigned committee responsibilities. Per diem allowance shall be paid when a Town of Redcliff Council member attends necessary training that pertains to their normal assigned committee responsibilities. Per diem allowance may be paid when a Town of Redcliff Council member attends other training if approved by the CAO and/or the Mayor.

BOARDS, COMMITTEES, AND COMMISSIONS MEMBERS

Per diem allowance shall be paid when a member ~~The~~ attends ~~sance~~ at a function/seminar ~~that is~~ ~~must first be~~ recommended by the member's applicable board, committee, or commission. Per diem allowance shall be paid when a member attends required training that pertains to their normal assigned responsibilities.

[The required training for Boards, Committees, and Commissions will be determined by the CAO and/or Mayor.](#)

The request for per diem must be made to the Municipal Manager prior to attending the function.

A board or commission member who is employed by the Town of Redcliff is not considered eligible for per diems while they are being paid by the Town.

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 034 Employee Travel Expense Policy
Meeting: Town Council - 22 Jun 2026
Department: Corporate Services
Staff Contact: Mike Davies, Corporate Services Director

BACKGROUND INFORMATION:

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

Minor changes are being suggested as discussed with respect to certain rates. The Policy is creating a new form to help facilitate administrative processing.

OPTIONS:

1. Approve Policy No. 034 Employee Travel Expense Policy as presented.
2. Direct Administration to draft suggested changes to Policy No. 034 Employee Travel Expense Policy, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 034 Employee Travel Expense Policy, be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 034 Employee Travel Expense Policy, and bring back to a future meeting.

ATTACHMENTS:

[Policy_034_Employee_Travel_Expense](#)



Approved by Council: ~~June 26, 2023~~

REIMBURSEMENT OF TRAVEL EXPENSE POLICY

BACKGROUND

The purpose of this policy is to ensure that Town employees, Council members, and Board members (elected and appointed members) hereinafter collectively referred to as Municipal Officials will be reimbursed for approved travel expenses to the level of allowances set by Council, and to set out the procedures for receiving travel authorization, travel advances, and completing Travel Expense Statements.

POLICY

The Town of Redcliff recognizes that travel, by municipal officials, to conduct Town business, is required as part of normal operations. One way to accomplish the travel is by the use of personal resources and the Town should compensate municipal officials for the use of personal resources. Often the most effective and efficient way to accomplish the travel is by the use of Town resources through the use of a Town vehicle. The Town has the responsibility to ensure that public funds used to reimburse requisite travel expenses are applied prudently, fairly, and in a cost effective manner that provides best value to the Town of Redcliff, within approved budget allocations.

POLICY IMPLEMENTATION

1. Authorization

All travel must be authorized using the "Request for Travel Authority and Advance Voucher" form. Authorization for travel arrangements shall be as follows:

- Councillors authorized by the Mayor.
- The Municipal Manager by the Mayor.
- Board Members who are not Councillors by the Municipal Manager.
- Department Heads by the Municipal Manager.
- All other staff by the respective department heads.

The "Request for Travel Authority and Advance Voucher" form is to be completed prior to departure for all travel whether or not an advance is requested. However, meetings where Council members have been appointed to committees or boards, will follow the travel expense policy guidelines and will not require prior approval in such instances.* A detailed breakdown, if available (including a conference/event itinerary), to verify times and conditions in support of travel claims, must be submitted with each request.

*Note: Municipal officials travelling to destinations outside the corporate boundaries (after 15 km) of the Town of Redcliff and City of Medicine Hat will be eligible for mileage reimbursement provided they are using their personal vehicle.

Before an employee is authorized to travel, it should be determined that the purpose cannot be adequately met through correspondence, fax, telephone communication, teleconference, video conference, webinar or through any other technology based medium.

Funds for travel must be included in the adopted budget for the year, unless the travel expenses are to be reimbursed by a sponsoring organization.

When travel expenses are reimbursed by another organization such as a provincial government agency, the process for submitting expense claims should be as follows:

- 1) Submit the normal travel expense claim to the Corporate Services department covering all costs incurred (mileage, meals, accommodation) in the same manner as for any regular business travel.
- 2) Provide all documentation to the Corporate Services department with regard to the amounts and rates to be claimed from the sponsoring agency. These amounts will then be submitted on behalf of the Town regardless of whether or not the claim submitted by the employee was for more or less.

The Town will only pay the expenses of an employee of the Town of Redcliff.

2. Travel Methods and Considerations

Transportation

All travel is to be by the most direct route and the most economical means of transportation bearing in mind the purpose of the trip and the salary of the employee in respect to the travel time required. The means of transportation to be used may be prescribed by the Department but shall use this policy as a primary guide. Every effort shall be made to travel within the employee's normal working hours.

An employee traveling on Town business may, with the consent of the Department Head, travel by any means of transportation along any route in order that he may combine personal business with his official duties, however, the claim for expenses and subsistence will be paid on the basis of the expenses that would have been incurred had the trip been made by the route and mode of travel that would have been prescribed by the department. Extra working time required for travel or stop-overs where the employee is combining personal business with his/her official duties, such time will be deducted from vacation leave entitlements or taken as leave without pay.

In cases where it is required of a municipal official to travel on a weekend, holiday, or outside normal working hours to attend a specific training, professional development, or Town business function, such time may be banked as time in lieu on a straight time 1:1 ratio.

In situations when traveling on a weekend, holiday, or outside normal working hours for Town business is required it must be approved by the respective municipal officials Department Head, as every effort shall be made to avoid traveling outside normal working hours.

The following transportation standards shall apply:

Town Owned Vehicle Travel

Travel by a Town owned vehicle is preferred and should be considered as the first option for municipal officials. This is typically the most economical method of travel and shall be used when a town-owned vehicle is available. Allowances payable for official use of a Town owned vehicle is the reimbursement of any fuel purchased during the travel time. If a municipal official chooses to use a personal vehicle when a Town vehicle is available, then the allowance payable for such travel will be the reimbursement of fuel purchased during the travel time.

Private Vehicle Travel

Travel by private vehicle may be authorized where, in the opinion of the Department Head, this method is the most economical, practical, and when the designated Town owned vehicle isn't available.

Allowances payable for authorized official use of a private car based on ownership and adequate insurance coverage is the unit rate of \$0.60 per kilometer traveled. When several people travel together in the same vehicle, only the owner will be entitled to the allowance.

If a municipal official chooses to use a personal vehicle when a Town vehicle is available, then the allowance payable for such travel will be the reimbursement of fuel purchased during the travel time.

The following distances will be used to calculate mileage when traveling from Redcliff in a private vehicle to:

Lethbridge:	176km each way
Calgary:	287km each way
Red Deer:	399km each way
Edmonton:	551km each way

Air Travel

Except for short journeys, where the use of car is usually more economical, air travel is the acceptable method of transportation on municipal business. Economy class is usually used, but a higher standard may be authorized for reasons such as following:

- a) Less expensive accommodations NOT available and delay in arrival is not acceptable.
- b) The employee is officially accompanying a person travelling first class.

Taxis and Equivalent

A municipal official shall be reimbursed for actual and reasonable costs incurred for taxis, airport shuttles (buses), or equivalent for transportation between home or the workplace and the designated airport or bus station required for the travel authorization. A municipal official shall also be reimbursed for any actual and reasonable costs incurred for taxi or equivalent transportation on necessary official business in the location(s) outside Redcliff.

3. Meal Allowances and Miscellaneous Travel Expenses

Meals and Miscellaneous

Municipal Officials may claim the following allowances for the cost of meals and incidental expenses, including gratuities:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$30.00
Incidental Exp.	<u>\$10.00</u>
Total Daily Expense	\$85.00

NOTE: Incidental expenses cover laundry and dry-cleaning costs, local telephone calls, baggage handling, or other personal supplies or services.

Incidental expenses may only be claimed for trips involving an overnight stay for each day that the municipal official is away.

Where a municipal official is exposed to unusually high costs of meals and where the expenses exceed the above amounts, reimbursement will be considered for the actual expenses for meals to the extent that the Department Head considers reasonable and on the submission of receipts.

Meal allowances are authorized when:

Breakfast the departure time is 7:00 a.m. or earlier or the return time is 8:00 a.m. or later.

Lunch the departure time is 12:00 p.m. or earlier or the return is 1:00 p.m. or later, or

Dinner the departure time is 5:30 p.m. or earlier or the return is 6:30 p.m. or later.

Meal allowances are **not** authorized when:

~~When the reason for travel (conferences, courses, seminars, meetings, training etc.) included meals.~~

Official Telephone Calls

~~A municipal official will be reimbursed for cost incurred for long-distance business telephone calls relating to official business.~~

Miscellaneous Business Expenses

A municipal official, with the approval of the Department Director, will be reimbursed for the actual cost of miscellaneous business expenses such as hosting of business associates while in travel status, cost associated with meetings, conferences or seminars, etc. These costs are to be included on the Travel Expense Statement in the column provided for miscellaneous expense and supporting receipts are to be attached.

Accommodation

A municipal official shall be reimbursed for actual and reasonable expenses for commercial accommodation on authorized Town business. A municipal official shall normally be authorized to stay in accommodation which is reasonable, conveniently located, comfortably equipped, and in accordance with the requirements of the position occupied.

Many hotels extend reduced rates to government officials, municipal officials travelling on Town business should inquire if a special rate is available when making reservations or bookings into hotels to take advantage of this rate reduction. Proof that you are a government employee is usually required and a Town business card or Town identification card should be presented when registering.

Arrangements should be made for suitable self-contained accommodation obtainable at weekly or monthly rates where a municipal official is required to spend periods in excess of one month in travel status at one location and where such accommodation is available, convenient and economical.

Municipal Officials travelling out of town on Town business may claim a NOMINAL AMOUNT OF ~~\$100~~75.00/per night, when they stay with friends or family instead of a hotel.

4. Expense Claims and Submission**Expense Reports**

Municipal Officials are required, within thirty (30) calendar days of return, to complete the Travel Expense Statement and submit it to the Department Head for approval prior to forwarding to the Corporate Services Director. A refund of any unexpended balance is to be made on submission of the statement.

The following expenses shall be supported by vouchers, receipts, or other appropriate documents, wherever possible:

- a) Commercial transportation costs where these were not purchased or provided by the Town.
- b) Enroute accommodation not included in the basic fare or ticket purchased or provided by the Town.
- c) Meal costs where these are in excess of the amounts specified in Section - Meals.
- d) Parking charges (where off-street)
- e) Long distance telephone calls
- f) Registration fees
- g) Entertainment of business guests
- h) Taxi trips

An itemized listing of the following expenses must accompany the Travel Expenses Statement.

a) Taxis and Shuttles

The listing must detail the cost of all transportation claimed under this heading.

b) Miscellaneous Expenses

The listing must detail the cost of each item. Expenses such as hosting must include an explanation of the circumstances under which the hosting took place and the names and position of all persons hosted.

APPENDIX

Attachment 1 - Travel Authority and Advance Voucher

Attachment 2 - Travel Expense and Per Diem Statement

REQUEST FOR TRAVEL AUTHORITY AND ADVANCE VOUCHER

DEPARTMENT: _____ DATE: _____

NAME(S): _____

DESTINATION: _____ VIA: _____

PURPOSE OF TRIP: _____

FROM: _____ 20__ TO: _____ 20__

AMOUNT REQUESTED: _____ DATE REQUIRED: _____ 20__

Applicant: _____

Department Head: _____

CAO or Mayor ~~Municipal Manager~~ (if applicable): _____

**TOWN OF REDCLIFF
TRAVEL EXPENSE and PER DIEM STATEMENT**

DEPARTMENT: _____ NAME: _____

PURPOSE OF TRIP: _____

DESTINATION: _____

DATES: FROM: _____ 20_____ TO: _____ 20_____

LEAVE REDCLIFF: _____ AM/PM ARRIVE DESTINATION: _____ AM/PM

LEAVE DESTINATION: _____ AM/PM ARRIVE REDCLIFF: _____ AM/PM

	PAID BY TOWN	PAID BY EMPLOYEES
REGISTRATION	\$ _____	\$ _____
ACCOMMODATION	\$ _____	\$ _____
MISCELLANEOUS (DETAIL)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
MEALS:		
____ BREAKFAST @ \$20.00		
____ LUNCH @ \$25.00		
____ DINNER @ \$30.00		\$ _____
MILEAGE: ____ KMS @ \$0.60/KM	TOTAL	\$ _____
PER-DIEM		
____ DAYS @ \$150.00 / DAY	TOTAL	\$ _____
INCIDENTALS:		
____ DAYS @ \$10.00 / DAY	TOTAL	\$ _____
TOTAL ALL EXPENSES PAID BY EMPLOYEE		\$ _____
* ATTACH ALL RECEIPTS	AMOUNT ADVANCED \$ _____	
	AMOUNT CLAIMED \$ _____	
	AMOUNT REFUNDED \$ _____	

APPROVED: _____
MUNICIPAL MANAGER _____ DEPARTMENT HEAD _____ APPLICANT _____

DATE _____ DATE _____ DATE _____

Travel GL: _____

NOTE: COUNCIL PER DIEM PAID AT FIRST COUNCIL MEETING OF EACH MONTH.

NOTE: FIREMAN PER DIEM TO BE PAID ON QUARTERLY PAY CHEQUE.

TOWN OF REDCLIFF
TRAVEL EXPENSE REIMBURSEMENT FORM

DEPARTMENT: _____ NAME: _____

PURPOSE OF TRIP: _____

DESTINATION: _____

DATES: FROM: _____ 20 _____ TO: _____ 20 _____

LEAVE REDCLIFF: _____ AM/PM ARRIVE DESTINATION: _____ AM/PM

LEAVE DESTINATION: _____ AM/PM ARRIVE REDCLIFF: _____ AM/PM

		<u>PAID/CLAIMED</u>
<u>REGISTRATION</u>		\$ _____
<u>ACCOMMODATION</u>		\$ _____
<u>MISCELLANEOUS (PROVIDE RECEIPTS)</u>		\$ _____
<u>MEALS:</u>		
<u>BREAKFAST @ \$20.00</u>	<u>BREAKFASTS</u>	\$ _____
<u>LUNCH @ \$25.00</u>	<u>LUNCHEs</u>	\$ _____
<u>DINNER @ \$30.00</u>	<u>DINNERS</u>	\$ _____
<u>MILEAGE:</u>		
<u>MILEAGE @ \$0.70 PER KM</u>	<u>KM</u>	\$ _____
<u>INCIDENTALS:</u>		
<u>INCIDENTALS @ \$10.00/DAY</u>	<u>DAYS</u>	\$ _____
<u>TOTAL EXPENSES PAID AND/OR CLAIMED</u>		\$ _____
<u>TOTAL AMOUNT ADVANCED</u>		\$ _____
<u>TOTAL AMOUNT REFUNDED</u>		\$ _____
<u>TRAVEL GL: _____</u>		

Applicant: _____

Department Head: _____

CAO or Mayor (if applicable): _____

TOWN OF REDCLIFF
PER DIEM REIMBURSEMENT FORM

DEPARTMENT: _____ NAME: _____

PURPOSE OF TRIP: _____

DESTINATION: _____

DATES: FROM: _____ 20 _____ TO: _____ 20 _____

LEAVE REDCLIFF: _____ AM/PM ARRIVE DESTINATION: _____ AM/PM

LEAVE DESTINATION: _____ AM/PM ARRIVE REDCLIFF: _____ AM/PM

		<u>CLAIMED</u>
<u>PER DIEMS:</u>		
<u>HALF DAY @ \$75.00</u>	<u>HALF DAYS</u>	\$ _____
<u>FULL DAY @ \$150.00</u>	<u>FULL DAYS</u>	\$ _____
<u>TOTAL EXPENSES PAID AND/OR CLAIMED</u>		\$ _____
<u>TOTAL AMOUNT ADVANCED</u>		\$ _____
<u>TOTAL AMOUNT REFUNDED</u>		\$ _____

Applicant: _____

CAO or Mayor (if applicable): _____

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 061 Declarations
Meeting: Town Council - 22 Jun 2026
Department: Administration
Staff Contact: Bonnie Andres, Executive Assistant

BACKGROUND INFORMATION:

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

No changes are being suggested.

OPTIONS:

1. Approve Policy No. 061 Declarations as presented.
2. Direct Administration to draft suggested changes to Policy No. 061 Declarations, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 061 Declarations, be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 061 Declarations and bring back to a future meeting.

ATTACHMENTS:

[Policy No. 061 Declarations](#)



Approved by Council: ~~June 12, 2023~~

DECLARATIONS

BACKGROUND

The Town of Redcliff receives from time to time requests to have declaration of special days, weeks, or months.

POLICY

Declarations will be made where the objectives are consistent with municipal purposes.

Requests for declarations of special day(s) shall routinely be forwarded to the Mayor for his consideration and approval before a declaration is made on behalf of the Town of Redcliff. The Mayor will endeavor to keep Council informed as to requests and approvals.

Redcliff Town Council may decide to declare a special day(s) and may direct the Mayor to make such a declaration by way of resolution.

Declaration of a special day(s) will not be recorded in the minutes of Redcliff Town Council except in the case where Redcliff Town Council makes the decision to declare a special day(s) and issues such direction to the Mayor as outlined above.

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 099 Tangible Capital Assets Policy
Meeting: Town Council - 22 Jun 2026
Department: Corporate Services
Staff Contact: Mike Davies, Corporate Services Director

BACKGROUND INFORMATION:

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

Minor changes are being suggested to the capitalization thresholds of certain asset types.

OPTIONS:

1. Approve Policy No. 099 Tangible Capital Assets Policy as presented.
2. Direct Administration to draft suggested changes to Policy No. 099 Tangible Capital Assets Policy, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 099 Tangible Capital Assets Policy, be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 099 Tangible Capital Assets Policy, and bring back to a future meeting.

ATTACHMENTS:

[Policy_099_Tangible_Capital_Assets_\(TCA\)_Policy](#)



Approved by Council:

TANGIBLE CAPITAL ASSETS (TCA)

BACKGROUND

Tangible Capital Assets (TCA) are assets that have an economic life extending beyond the fiscal year in which they are purchased. The purpose of this policy is for the Town of Redcliff to:

- a. Maintain consistency with Public Sector Accounting Board (PSAB 3150) requirements,
- b. Provide directions for recognizing and recording TCA on a consistent basis,
- c. Ensure all asset capitalization is done consistently on the basis of estimated life, and
- d. Remove unnecessary tracking of 'insignificant' assets.

All municipalities in Canada have been required by the Public Sector Accounting Board to report on TCA and amortization since December 31, 2009. This initiative is supposed and carried out by Alberta Municipal Affairs and Government Financial Officers Association.

This Policy provides guidelines and dollar value thresholds to be used for capitalizing the various classifications of TCA such as Engineered Structures, Buildings, Machinery and Equipment, Vehicles, Land and Land Improvements.

TCA

1. TCA are non-financial assets having physical substance that:
 - a. Are used on a continuous basis by the Town,
 - b. Have useful economic lives extending beyond one year,
 - c. Are not for resale in ordinary course of operations.
2. When purchases are made there is often charges related to the purchase such as freight, installation, or legal costs. These costs are part of preparing the asset for its intended use and are to be included as part of the purchase price of the TCA (PSAB 3150.10).
3. Subsequent expenditures on a recorded TCA that:
 - a. Increase output or service capacity
 - b. Increase service life
 - c. Lowers associated operating costs
 - d. Improves the quality of the outputshould be classified as betterments and capitalized accordingly.
4. Other expenditures should be considered repair or maintenance and should be expensed in the period.

CLASSES OF TCA

5. The Classes of TCA for the Town are:
 - a. **Buildings** – permanent, temporary or portable building structures, such as offices, garages, and warehouses and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
 - b. **Engineered Structures** – includes all permanent structural works such as roads, curbs, gutters, sidewalks, bridges, dams and water and sewer distribution and transmission systems including plants and substations. *Note: Gas and power lines are not included as they are included in land held for resale.*
 - c. **Land** – includes land purchased or acquired for value, for parks and recreation, building sites, infrastructure and other program use. This class does not include land held for resale.
 - d. **Landfill** – All land, land improvements, buildings, engineered structures, land improvements, machinery and Equipment and vehicles for the Landfill. This separate class is created to allow for specific tracking of Landfill assets separately and to allow for different capitalization thresholds, useful life and amortization methods. If a specific capital asset is not listed under the Landfill, then the capitalization thresholds, useful life and amortization methods listed under the general Class headings are to be used.
 - e. **Land Improvements** – all improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways, and fences.
 - f. **Machinery and Equipment** – Equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings, offices, furnishings and computer hardware and software. This class does not include stationary (meaning not movable) equipment used in the engineered structures class.
 - g. **Vehicles** – rolling stock primarily used for transportation purposes, including buses and other mass transit units, automobiles, trucks, and tractor-trailer units.
 - h. **Bulk purchases** – Bulk purchases of like assets with unit costs of less than the classifications capitalization threshold will not be capitalized as each asset on its own is not of significant value.

AMORTIZATION METHOD AND CAPITALIZATION THRESHOLDS

6. The cost, less any residual value of a TCA with a limited life should be amortized over its useful life using the method below.
7. TCA held by the Town of Redcliff will be amortized ~~using the most appropriate amortization method using condition and deprecation curves used and developed by the Town for asset management. In the absence of a deprecation curve used by the Town for asset management shall be done~~ using the Straight-Line Amortization Method.
8. The Town of Redcliff will not dispose of a TCA if the TCA still economically serves its intended purpose even if the TCA has a value of zero. The Town will use TCA up to the time that the TCA:
 - a. Is no longer able serve its purpose due to condition,

- b. The purpose it serves is no longer needed,
 - c. Can be replaced more economically than continuing to maintain and repair,
 - d. No longer satisfactorily fulfills the intended purpose,
9. Any asset with a historical cost above the capitalization threshold for its class will be capitalized. The table below lists the capitalization thresholds for the TCA classes:

USEFUL LIFE OF TCA

The following table illustrates the capitalization threshold, useful life and amortization method of TCA that is used by the Town of Redcliff.

Asset Type	Description	Capitalization Threshold	Useful Life (Years)	Amortization Method
Building				
Buildings – Permanent	Buildings with a foundation	\$25,000.00	50	Straight Line
Buildings – Temporary	Buildings without a foundation	\$25,000.00	25	Straight Line
Engineered Structures				
Transportation				
Road – Paved Asphalt		\$25,000.00	20	Straight Line
Road – Paved Concrete		\$25,000.00	30	Straight Line
Road – Paved Pavers	Pavers, Brick, Ornamental, etc.	\$25,000.00	15	Straight Line
Road – Gravel		\$25,000.00	15	Straight Line
Road – Subsurface		\$25,000.00	40	Straight Line
Curb, Gutter, & Sidewalks		\$25,000.00	30	Straight Line
Lights	Street lights, traffic lights,	\$ 105 ,000.00	25	Straight Line
Signs	traffic signs, road signs	\$ 105 ,000.00	10	Straight Line
Water Distribution				
Mains - Metal	Ductile Iron, Steel, Cast Iron	\$25,000.00	40	Straight Line
Mains - AC	Asbestos Cement, Cement	\$25,000.00	50	Straight Line
Mains - Plastic	PVC, HDPE	\$25,000.00	100	Straight Line
Hydrants		\$ 105 ,000.00	20	Straight Line
Valves	Gate, PRV, Globe, Butterfly	\$ 105 ,000.00	20	Straight Line
Services - Other	Copper, Lead, HDPE, etc.	\$ 105 ,000.00	40	Straight Line
Services - Plastic	Kitec, MuniPlex, etc.	\$ 105 ,000.00	100	Straight Line
Services – Curb Stops		\$ 105 ,000.00	40	Straight Line
Services - Metres		\$ 105 ,000.00	20	Straight Line
Water Equipment				
Pumps, Lifts, Treatment Equipment		\$25,000.00	20	Straight Line
Reservoirs		\$25,000.00	75	Straight Line
Sewer Collection				
Mains - Metal	Cast Iron	<u>\$25,000.00</u>	40	Straight Line
Mains - VC	Vitrified Clay, Concrete	<u>\$25,000.00</u>	50	Straight Line
Mains - Plastic	PVC	<u>\$25,000.00</u>	100	Straight Line
Forcemain - HDPE		<u>\$25,000.00</u>	50	Straight Line
Forcemain - Other		<u>\$25,000.00</u>	35	Straight Line
Manholes - Brick		<u>\$25,000.00</u>	40	Straight Line
Manholes - Concrete		<u>\$25,000.00</u>	50	Straight Line
Services - Other	Cast Iron, VC, Concrete	<u>\$10,000.00</u>	40	Straight Line
Services - Plastic	PVC, ABS	<u>\$10,000.00</u>	75	Straight Line
Sewer Equipment				

	Wetwells, drywells, surge tanks.		\$25,000.00	50	Straight Line
	Pumps, Lifts		\$25,000.00	20	Straight Line
	Treatment Equipment		\$25,000.00	20	Straight Line
Storm Collection					
	Mains - Concrete		\$25,000.00	50	Straight Line
	Mains – PVC SDR35	Solid wall plastic	\$25,000.00	100	Straight Line
	Mains – Plastic Other	Ribbed or hollow wall, Ultra-rib, etc.	\$25,000.00	75	Straight Line
	Metal - Galvanized	CSP, Steel etc.	\$25,000.00	40	Straight Line
	Metal	Any non-Galvanized Metal	\$25,000.00	20	Straight Line
	Manholes		\$25,000.00	50	Straight Line
	Catch basins		\$25,000.00	40	Straight Line
	Services		\$1025,000.00	50	Straight Line
	-	-	-	-	Straight Line
Storm Equipment					
	SWMF (ponds)		\$25,000.00	100	Straight Line
	SWMF Landscaping		\$25,000.00	50	Straight Line
	SWMF Structures	Inlet and Outlet Structures	\$25,000.00	50	Straight Line
	Lift Stations		\$25,000.00	50	Straight Line
	Pumps		\$25,000.00	20	Straight Line
	Treatment Equipment		\$25,000.00	20	Straight Line
Land	ROW, Parks, Reserves and General	All		Unlimited	N/A
Landfill					
	Landfill Cells		10		Straight Line
Land Improvements					
	Parking lots		\$255,000.00	25	Straight Line
	Playgrounds		\$255,000.00	20	Straight Line
	Landscaping		\$255,000.00	40	Straight Line
	Fences		\$255,000.00	20	Straight Line
	Sprinklers		\$105,000.00	10	Straight Line
	Courts	Tennis, Pickle Ball, Basketball, etc.	\$255,000.00	20	Straight Line
	-	-	\$5,000.00	-	Straight Line
	Outdoor Lighting		\$255,000.00	25	Straight Line
	Fields		\$255,000.00	40	Straight Line
	Paths (gravel/shale)		\$255,000.00	25	Straight Line
	Trails (asphalt)		\$255,000.00	25	Straight Line
Machinery & Equipment					
	Heavy Equipment	Compactor, Backhoe, Etc.	\$25,000.00	10	Straight Line
	Light Equipment more than \$25,000	Street Sweeper, Ice Resurfacer, Skid Steer, Trackless, etc.	\$25,000.00	10	Straight Line
	Light Equipment less than \$25,000	Mowers, UTVs, etc.	\$105,000.00	5	Straight Line
	Electronic Equipment	Leak Detection, CCTV, In-line Flow Meters, Inspection Cameras, GPS, etc.	\$105,000.00	10	Straight Line
	Office Furniture		\$105,000.00	20	Straight Line
	Office Equipment		\$105,000.00	10	Straight Line
	Computer – Hardware		\$105,000.00	5	Straight Line
	Computer – Software		\$105,000.00	5	Straight Line
	Other Equipment	Tools, Scales, Garbage Bins, Etc.	\$105,000.00	10	Straight Line

Vehicles				
Vehicles	Light, Medium and Heavy Cars, Trucks & Vans	\$ 25 40,000.00	10	Straight Line
Fire Trucks		\$25,000.00	25	Straight Line

POLICY

10. All TCA, as defined above, meeting the Capitalization Threshold for its class are to be capitalized and amortized over its useful economic life per above schedules.
11. Subsequent expenditures on a recorded TCA as defined above are to be capitalized and amortized as per above table. Subsequent expenditures:
 - a. In the case of the Building Class less than 5% of the initial value of the Tangible Capital Asset will be recorded as an operating expense,
 - b. For all other classes less than 10% of the initial value of the Tangible Capital Asset will be recorded as an operating expense,
12. The amortization method and the estimated useful life of the remaining TCA unamortized portion will be reviewed as outlined in above schedule and revised when the appropriateness of change can be clearly demonstrated.

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 147 Town Vehicle and Equipment Replacement
Meeting: Town Council - 22 Jun 2026
Department: Operations
Staff Contact: Alyshia Anhorn, Operations Director

BACKGROUND INFORMATION:

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

Changes are being recommended to the Background and Purpose sections of the policy, along with minor updates to the vehicle type descriptions to improve clarity and consistency. Criteria for replacements now requires two of the three thresholds to be met as opposed to just one. The Repair & Maintenance Expense threshold tables have been replaced with a table to indicate the level at which the repair and maintenance expenses have reached 130% of the book value of the vehicle/equipment. This will use the Town's depreciated book value of the item as opposed to an arbitrary residual value.

OPTIONS:

1. Approve Policy No. 147 Town Vehicle and Equipment Replacement as presented.
2. Direct Administration to draft suggested changes to Policy No. 147 Town Vehicle and Equipment Replacement, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 147 Town Vehicle and Equipment Replacement, be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 147 Town Vehicle and Equipment Replacement, and bring back to a future meeting.

ATTACHMENTS:

[Policy 147 Town Vehicle and Equipment Replacement](#)



Approved by Council: ~~October 1, 2024~~

TOWN VEHICLE AND EQUIPMENT REPLACEMENT

BACKGROUND

~~This policy will guide the replacement planning of vehicles and equipment based on the operational needs and requirements of the Town. The Town will replace vehicles and equipment after they have reached the end of their useful life as per Policy No. 099- Tangible Capital Assets, but before they have become a financial liability.~~

This policy establishes the guide for the planned replacement of Town vehicles and equipment based on operational requirements, lifecycle management principles, and financial stewardship. Vehicle and equipment replacement decisions shall consider the useful life identified in Policy No.099- Tangible Capital Assets; however, assets may remain in service beyond their amortized life where they continue to operate safety, reliably, and economically. Replacement will be considered when an asset no longer meets operational requirements, has become uneconomical to maintain, or has become a financial or operational liability to the Town.

PURPOSE

The purpose of this policy is to ~~set~~ establish a framework for the planned replacement of Town vehicles and equipment based on parameters for the replacement of existing vehicles and equipment that address age, utilization use, repair and maintenance costs, ~~and~~ mechanical condition, and operational requirements. Vehicles and equipment will be considered for replacement ~~replaced~~ before they:

- a. Become a ~~Are a~~ financial liability; ~~or~~;
- b. Are no longer reliable ~~for their intended use~~;
- c. No longer meet operational requirements; ~~or~~
- ~~b~~.d. Become less economical to maintain than replace.

DEFINITIONS

1. **Equipment** means any licensed or unlicensed motorized or non-motorized machinery, ~~or~~ tool(s), and/or trailer(s) owned, rented, or leased by the Town.
2. **Maintenance and Repair Costs** mean total expenses associated with the repair of vehicles and equipment including internal labour, supplies, delivery of supplies, overhead and contracted repairs.
3. **Municipal Manager** means the Chief Administrative Officer of the Town.
4. **Town** means the municipal corporation of the Town of Redcliff.

5. **Vehicle** means any licensed motor vehicle that is used to carry people or goods from one place to another that is owned, rented, or leased by the Town.

POLICY

1. The Municipal Manager, in conjunction with Department Heads, will prepare schedules, where applicable, indicating which vehicles and equipment should be replaced for budget consideration.

VEHICLE AND EQUIPMENT REPLACEMENT PARAMETERS

2. To be eligible for replacement, unless otherwise authorized, vehicles and equipment must meet the parameters set out for:
- a. Age (as per Policy No. 099 - Tangible Capital Assets) or use;
 - b. Expenses exceed a threshold amount; and
 - c. Mechanical condition.
3. Vehicles and equipment are eligible for replacement when any ~~two~~^{one} of the following three thresholds are met:
- a. Age or Use:
 - i. Example equipment listing in the table below:

Classification	Gross Vehicle Weight (GVW)	Vehicle Type	Years	Total Kilometers	Total Hours
Light Duty	6,000 - 9,000 lbs.	Sedan, SUV , passenger van	15	150,000	N/A
Medium Duty	9,200 – 27,000 lbs.	½ ton, and ¾ ton truck, and 1 ton truck 10 years as a full-service unit, the 5 as a seasonal unit	10-15	150,000	N/A
Heavy Duty	Above 28 27,000 lbs.	1 ton Sanding Truck, Flush Truck, Crane Truck	15	150,000	10,000
Dump Trucks	Above 27,000 lbs	Roll-off truck Dump Trucks	15	200,000	10,000
Waste Collection (new unit every 5 years)		Main unit runs for 5 years, then becomes the backup unit for 5 years. (dependents on future waste collection plan)	5-10	200,000	10,000
Backhoes		N/A	15	N/A	10,000
Graders		N/A	15	N/A	10,000
Street Sweeper		N/A	10	N/A	3,000
Pathway / Sidewalk Maintenance		Skid Steer, Sidewalk Snow Removal Equipment or Utility Vehicle (UTV)	10	N/A	4,000
Ice Resurfacer		Main unit runs for 5 years, then becomes the backup unit for 5 years	5-10	N/A	3,000

Tractor	N/A	15	N/A	5,000
Wheel Loaders	N/A	15	N/A	10,000
Implements / pull type units	Age vs. repair cost vs. replacement cost	As needed	N/A	N/A

- b. Expenses Exceed a Threshold Amount:
 - i. Vehicles and equipment are eligible for replacement once the annual maintenance and repair costs exceed the book residual value by 30%.
 - ii. For illustrative purposes, the following table is included as a sample based on a \$60,000 value depreciated over 15 years:

Year	Book Value (Value after Amortization)	R&M Costs at 130% of Book Value
0	\$60,000	\$78,000
1	\$58,000	\$75,400
2	\$54,000	\$70,200
3	\$50,000	\$65,000
4	\$46,000	\$59,800
5	\$42,000	\$54,600
6	\$38,000	\$49,400
7	\$34,000	\$44,200
8	\$30,000	\$39,000
9	\$26,000	\$33,800
10	\$22,000	\$28,600
11	\$18,000	\$23,400
12	\$14,000	\$18,200
13	\$10,000	\$13,000
14	\$6,000	\$7,800
15	\$2,000	\$2,600
16	0	

Year	Repair and-Maintenance	Residual Value	Percent R&M is-of-Residual Value
0	\$0	\$60,000	0.0%
1	\$1,500	\$42,000	3.57%
2	\$2,500	\$33,600	7.44%
3	\$2,200	\$26,880	8.18%
4	\$3,200	\$21,504	14.88%
5	\$3,000	\$17,155	17.49%
6	\$3,100	\$12,048	25.73%
7	\$2,900	\$11,010	26.34%
8	\$3,100	\$8,808	35.20%
9	\$6,100	\$7,047	86.56%
10	\$8,200	\$5,620	145.91%
11	\$6,000	\$3,934	
12	\$6,000	\$2,754	217.86%
13	\$8,200	\$1,928	425.31%
14	\$6,000	\$1,350	444.44%
15	\$2,000	\$945	211.60%

- c. Mechanical Condition:
 - ~~ii.~~ iii. Vehicles and equipment meeting the criteria set out above will be inspected by the Town's Heavy Duty Mechanic to assess its mechanical condition. The Heavy Duty Mechanic may:
 1. Recommend the vehicle or equipment for replacement.
 2. Recommend deferring the vehicle or equipment replacementVehicle and Equipment Surplus
- 4. Once a replacement unit is in service, the replaced unit must be ~~discarded~~ surplussed ~~within a year~~ in accordance with Policy No. 018 - Disposal of Surplus Assets and Lost or Unclaimed Property.

Town Council
STAFF REPORT



To: Council
Subject: Policy No.151 Vehicles in Public Cemeteries
Meeting: Town Council - 22 Jun 2026
Department: Operations
Staff Contact: Alyshia Anhorn, Operations Director

BACKGROUND INFORMATION:

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

Administration has reviewed Policy No. 151 Vehicles in Public Cemeteries and is recommending that the policy be cancelled.

The policy was originally adopted in 2022 to address a community need to open the vehicle gates at the Redcliff Cemetery to allow motor vehicles access for public visitation. Since that time, cemetery vehicle gates have remained open at all times. Operations is not aware of any significant issues, concerns, or vandalism incidents that would necessitate the continuation of the policy.

Section 5 of the Policy does state the speed regulation within the cemetery, but this can be managed through the installation of appropriate speed signage at the cemetery entrance rather than through a standalone policy.

Administration notes that provisions within the Cemetery Bylaw respecting conduct within the cemetery, including restrictions related to access after dark and enforcement measures for inappropriate behaviour, will remain in effect. These provisions continue to provide the Town with the necessary authority to address concerns should they arise.

OPTIONS:

1. Cancel Policy No.151 Vehicles in Public Cemeteries as presented.
2. Direct Administration to further review Policy No.151 Vehicles in Public Cemeteries and draft amendments for consideration.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to cancel Policy No.151 Vehicles in Public Cemeteries.
2. Councillor _____ moved that Administration draft an amended Policy No.151 Vehicles in Public Cemeteries with suggested changes for review at a future Council meeting.

ATTACHMENTS:

[Policy 151 Vehicles in Public Cemeteries](#)



Approved by Council: June 27, 2022

VEHICLES IN PUBLIC CEMETERIES

BACKGROUND

The *Cemeteries Act* authorizes the Council of the Town of Redcliff to regulate and control operation of cemeteries in the Town of Redcliff.

Bylaw 1883/2019, the Cemetery Bylaw, provides for the regulation and control of the operations of the Redcliff Cemetery in the Town of Redcliff.

PURPOSE

The purpose of this policy is to regulate and control the accessibility of the Redcliff Cemetery by non-Town motor vehicles.

DEFINITIONS

1. **Cemetery** means land operated by and under the control of the Town which is set aside for, or used as a place for burial of dead human bodies, or in which dead human remains, including cremated human remains have been buried;
2. **Vehicle** means a motor vehicle, as defined by the *Traffic Safety Act*;
3. **Working day** means any Monday through Friday (during normal working hours of the Municipal Works Department of the Town of Redcliff) except where a statutory holiday or civic holiday falls on any one of those days.

POLICY

4. The Redcliff Cemetery shall be accessible to motor vehicles on working days within the hours of the Municipal Works Department.
5. No person shall operate a motor vehicle at a speed in excess of fifteen (15) kilometres per hour in the Redcliff Cemetery.
6. Motor vehicles shall be operated on paved roads.
7. Motor vehicles shall be operated in a quiet and respectful manner.
8. The Town of Redcliff, its officers, employees, servants, contractors, agents and elected officials shall not be liable for any person injury to any persons, including death, or any loss or damage whatsoever to any monument, other memorial structure, building, fence or other structure, or any vegetation, or any chattel, personal property or other objects or

things in or about the Redcliff Cemetery for any cause whatsoever, excepting any loss or damage directly caused by the sole negligence of the Town, its officers, employees, servants, contractors, agents or elected officials.

Town Council
STAFF REPORT



To: Council
Subject: Policy No. 158 Pest Management
Meeting: Town Council - 22 Jun 2026
Department: Operations
Staff Contact: Alyshia Anhorn, Operations Director

BACKGROUND INFORMATION:

Policy No. 158 Pest Management is being created to provide direction for how the Town manages pests on municipal properties through monitoring, prevention, education, and control measures while ensuring compliance with applicable legislation and protecting public health, infrastructure, and the environment.

OPTIONS:

1. Approve Policy No. 158 Pest Management as presented.
2. Direct Administration to draft suggested changes to Policy No. 158 Pest Management, and bring back to a future meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 158 Pest Management be approved as presented.
2. Councillor _____ moved to direct Administration to draft suggested changes to Policy No. 158 Pest Management, and bring back to a future meeting.

ATTACHMENTS:

[Policy No. 158 Pest Management](#)



Approved by Council:

PEST MANAGEMENT

BACKGROUND

The Town of Redcliff recognizes that a pest management program prioritizes human and ecosystem health through safe, science-based practices that support biodiversity, effective municipal services, and risk reduction. The program promotes collaboration and public engagement through accessible information, while remaining adaptable, accountable, and aligned with best practices, research, and applicable federal, provincial and municipal requirements.

PURPOSE

This Policy provides clarity for the Town of Redcliff pest management activities to comply and align with all applicable federal, provincial, and municipal requirements.

DEFINITIONS

1. **Park, Recreational, or Public Area** means any land owned by or under the control and management of the Town, this definition includes, but is not limited to undeveloped roadways, land developed or used by the Town as public parks, sports fields, campgrounds, cemeteries, pathways, trails, walkways, playgrounds or recreational areas, and Town-owned Boulevards, but does not include developed road right-of-ways.
2. **Pest** means an insect, rodent, weed, fungus, and other unwanted organism whose presence, introduction, establishment or spread in a particular time and place is causing or has the potential to cause ecological, economic, legal, aesthetic, or social harm if left unmanaged.
3. **Pest Management** means the identification, monitoring, prevention, and control of pests through effective, economical and environmentally responsible methods intended to minimize risks to human health, property, infrastructure, and the environment while maintaining ecological balance.

POLICY

4. This policy applies to all municipal operations, employees, contractors, and pest management activities conducted on municipally owned, controlled, or managed lands and facilities.

5. The Operations Director shall oversee all pesticide management activities conducted under this policy.
6. Individuals conducting pest management activities on behalf of the municipality shall comply with this policy and shall possess all certifications, training, licences, and qualifications required under applicable legislation, and shall follow all applicable federal and provincial legislation for notification and safety requirements.
7. Compliance shall be maintained with all applicable federal and provincial legislation and regulatory requirements respecting the use, storage, transportation, handling, and disposal of pesticides and related pest management products.
8. Pest management activities shall be based on ongoing monitoring, inspection, and evaluation processes to determine pest presence, infestation thresholds, public safety risks, infrastructure impacts, and appropriate response measures. Effective, economical, and environmentally responsible methods include preventative and cultural measures, biological and mechanical controls, and chemical controls where necessary. Emergency pest management activities may be undertaken where immediate action is required to protect public health, public safety, municipal infrastructure, or the environment.
9. Residents, stakeholders, and user groups shall be engaged through the development and distribution of pest management educational materials and public communications through the municipal website, social media platforms, and other appropriate communication methods to support public awareness. Communication will be posted electronically in advance of any pesticide application and on-site communication will be provided to the public at each site of application outlining the type of pesticide used and any safety measures required.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR122590

June 17, 2026

His Worship Chris Czember
Mayor
Town of Redcliff
PO Box 40
Redcliff AB T0J 2P0

Dear Mayor Czember:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Redcliff:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$943,455.
- The 2026 LGFF Operating allocation is \$98,566.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$385,770.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$1,051,645. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Williams", with a long horizontal flourish extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Shanon Simon, Municipal Manager, Town of Redcliff

Town Council
STAFF REPORT



To: Council
Subject: Extended Producer Responsibility
Recycling Services Information and Next Steps
Meeting: Town Council - 22 Jun 2026
Department: Operations
Staff Contact: Alyshia Anhorn, Operations Director

BACKGROUND INFORMATION:

Alberta is transitioning to an Extended Producer Responsibility (EPR) framework, under which producers are responsible for the collection and recycling of residential packaging and paper products.

Effective October 1, 2026, recycling services within the Town of Redcliff will be administered by Circular Materials, with curbside collection services provided by Collective Waste Solutions Inc. using new 360-litre recycling carts.

To support municipalities through the transition, Circular Materials has developed a resident inquiry escalation process that identifies the appropriate point of contact for recycling-related questions, concerns, and service requests.

A community-specific recycling webpage for Redcliff will be available during the first week of July:

- circularmaterials.ca/redcliff

Residents may also visit www.circularmaterials.ca/AB for additional information and recycling resources.

Effective July 1, 2026, residents with recycling-related inquiries should be directed to:

Collection Contractor: Collective Waste Solutions Inc.
Phone: 587-855-3928
Email: cmcustomerservice@collectivewaste.ca

If a resident issue or complaint requires escalation, it should be directed to Circular Materials:
Phone: 1-877-667-2626
Email: cmcustomerservice@circularmaterials.ca

Additional details regarding the resident inquiry escalation process are attached for reference.

OPTIONS:

1. Receive Staff Report SR-26-183 Extended Producer Responsibility Recycling Services Information and Next Steps for information.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Staff Report SR-26-183 Extended Producer Responsibility Recycling Services Information and Next Steps, be received for information.

ATTACHMENTS:

[AB Benefits of Single Stream System](#)

[AB Province Wide Detailed Material List October 1, 2026](#)

[AB Resident Inquiries Customer Service Escalation](#)

[2026.06.12 New Curbside Redcliff New CARTS](#)



Alberta EPR phase 2 transition toolkits

Single Stream

1. Overview: An enhanced recycling system for Alberta

Alberta is transitioning from a multi-system recycling model to a centralized and enhanced extended producer responsibility (EPR) framework. Under this model, the financial and operational responsibility for packaging and paper products (PPP) shifts from municipalities to producers.

A critical component of this modernization is the province-wide transition to a single-stream recycling system, effective October 1, 2026.

What is single-stream recycling?

Single-stream recycling is a collection method where all designated recyclable materials are placed into one container. Materials are sorted later at a specialized facility, rather than being separated by residents at the point of collection. This model is already used for approximately 93% of the recycling tonnage collected in Alberta.

Key system outcomes:

- **Centralized efficiency:** A unified provincial supply chain reduces duplication and optimizes infrastructure.
- **Standardized resident equity:** all residents will have access to the same recycling standards and accepted materials list, whether at a depot or curbside.
- **Verified data integrity:** the system moves from estimated data to verified weigh-scale tickets and comprehensive material audits to ensure accuracy.
- **Circular economy integration:** advanced sorting ensures high-quality materials are recovered, helping producers meet regulatory targets for recycled content.

2. The unified Packaging and Paper Products (PPP) material list & management targets

Effective October 1, 2026, Alberta will adopt a harmonized material list, eliminating resident confusion and ensuring consistency across the province.

Expanded scope of accepted materials: The new system captures materials previously excluded by many municipal programs, including:



- Glass containers (jars and bottles)
- Foam packaging (e.g., Styrofoam)
- Flexible plastic packaging (films and wraps)
- Aerosol containers (hairspray, cooking oils)
- Laminated paper and plastic packaging (chip packets, pet food bags and stretchy plastic bags)

Provincial material management requirements: The system is engineered to meet escalating regulatory recovery requirements, ensuring more materials are captured and recycled.

Material Category	2027 Recycling Requirement
Paper	80%
Rigid Plastic	50%
Glass	75%
Metal	67%
Flexible Plastic	25%

3. System design and advanced infrastructure

The provincial supply chain is organized into a "hub-and-spoke" model to streamline logistics. The system will utilize 12–14 receiving facilities to aggregate materials.

By early 2027, two advanced pre-conditioning facilities (PCFs) in Edmonton and Calgary will be operational. These high-capacity hubs will process approximately 97% of Alberta's PPP recycling tonnage, using a combination of mechanical, optical, and AI-driven systems for precision sorting. This advanced technology allows the system to efficiently handle commingled materials while maintaining high-quality output for end markets.

The PCFs utilize a combination of mechanical, optical, and AI-driven systems to achieve precision sorting:

- **Ai-enhanced optical sorters:** image recognition technology sorts materials based on visual appearance.
- **Optical sorters (NIR):** near-infrared sensors identify materials by spectral properties.



- **Ballistic separators:** oscillating paddles separate 2D (paper/flexibles) from 3D (containers) materials.
- **Aspiration and vacuum systems:** specifically for flexible plastics, the system uses plastic film aspiration hoods and manual removal by sorters with placement into air vacuum hoods to capture lightweight films.
- **Air classifiers:** air streams separate lightweight paper/plastics from heavy glass/metals.
- **Magnetic & eddy current separators:** automated removal of ferrous and non-ferrous metals (including designated aerosols).
- **Mechanical sorting:** bag breakers, trommels, and disc screens separate materials by size and density.

5. Benefits of a single-stream system

The transition is built on four core pillars:

1. **Simplicity:** no more sorting. All recyclables go into one container.
2. **Worker safety:** transitioning from manual depot sorting to automated facilities reduces injuries and direct contact with materials.
3. **Increased recovery:** A more convenient system is proven to capture more materials, keeping them out of landfills.
4. **System effectiveness and efficiency:** automation and economies of scale increase effectiveness and streamline costs.

6. Auditing, data and future innovation

2026 audit program

To establish a provincial baseline, Circular Materials is conducting a comprehensive inbound audit program involving 1,200+ samples. Each 100 kg sample is hand-sorted into 80+ categories. This data allows us to monitor PCF performance, understand material flow, and support the fair setting of producer fees.

Innovation & eco-design

- **Small Capture Project:** We are currently researching solutions to recover "small packaging" (items like lids and small tubs), which currently account for 10-25% of plastic waste weight.



Ecodesign strategy

Alberta is part of a national harmonization of Ecodesign Guidelines focused on reduction (optimizing weight), procurement (recycled content), and recyclability (ensuring packaging fits our new infrastructure).

7. Public FAQ

Q: Will single-stream recycling increase contamination? A: Modern pre-conditioning facilities (PCFs) are designed with advanced sensors and AI to manage commingled materials effectively. Combined with a standardized education program, we aim to reduce contamination across the province.

Q: What is the benefit of single-stream for residents? A: It simplifies the recycling process, which significantly increases participation. It also creates a consistent experience for all Albertans, no matter where they live.

Q: How will public education be handled? A: Circular Materials will implement a robust promotion and education plan with clear, consistent information to guide residents through the changes and promote positive recycling habits.

Q: How will this affect depots? A: Single-stream simplifies operations for staff and improves the resident experience. The new system is expected to drive operational efficiencies, and compensation structures will be assessed during the initial 15 months of the new program. Many existing collection containers can continue to be used.

Q: Why are we moving to single-stream?

- **Regulatory alignment:** Alberta regulations require depots to accept all designated packaging and paper products (PPP). Single-stream collection supports consistent compliance (a unified approach) across the system.
- **Infrastructure readiness:** New pre-conditioning facilities can now achieve the sorting efficiencies required to handle single-stream material effectively.
- **Participation goals:** Simplifying recycling improves public participation and program performance.
- **Efficiencies:** Circular Materials is working to leverage economies of scale (provincial system) using a single-stream common collection system, including transportation efficiencies, and pre-conditioning facilities with technology and systems to manage all regulated materials. Depot operations can generally be more costly as manual sorting and/or baling is required.



- **Data integrity:** To meet regulatory reporting requirements, we require data that can only be received through verified sources: such as through weigh-scale tickets and at PCFs through material composition audits.

Q: Will the quality of materials be impacted by moving to a single-stream system?

Although there may be an adjustment period where smaller materials may be lost as residue, the increased collection rate expected due to single-stream systems will assist Circular Materials in reaching sorting efficiency rates and regulated targets. Over time, operational refinements will be made to capture the most amount of material possible.

Q: How are recycling systems currently set up in Alberta?

While approximately half of existing depots collect recycling in multiple streams, these facilities only account for about 7% of the total system tonnage. This means the majority (93%) of material collected across the system is already managed through a single-stream configuration.

Q: How will safety issues be addressed with the collection of materials such as broken glass?

The system already handles glass within the single-stream curbside and depot collection systems. Circular Materials will provide communities with signage relating to glass being placed in bins.

8. Contact Information

- **Operations:** aboperations@circularmaterials.ca
- **Marketing & Communications:** communications@circularmaterials.ca
- **Media & Press:** media@circularmaterials.ca
- **General Inquiries:** info@circularmaterials.ca



Recyclable material list

October 1, 2026

Paper/Fibre

Material & examples	What to know
	<p>Cardboard boxes</p> <p>Pizza boxes, direct mail boxes, moving boxes, shoe boxes.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Flatten. No larger than 60 x 60 cm. <input checked="" type="checkbox"/> Empty.
	<p>Boxboard</p> <p>Cereal boxes, tissue boxes, egg cartons, rolls from toilet paper and paper towel.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Flatten. <input checked="" type="checkbox"/> Empty.
	<p>Paper</p> <p>Any colour, including flour bags, prescription bags, paper produce bags.</p> <p>Notebooks, white or coloured loose paper, file folders, other printed materials.</p> <p>Community newspapers, flyers, brochures and magazines.</p> <p>Greeting cards and envelopes, gift boxes.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Place shredded paper in a tied clear plastic bag. <input checked="" type="checkbox"/> Separate from plastic bags used to cover items, remove elastic bands. <input checked="" type="checkbox"/> Remove rope handle from bags. <input checked="" type="checkbox"/> Do not include soft or hard covered books/novels.

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026

Paper/fibre



Material & examples	What to know
	<p>Paper laminate packaging</p> <p>Pet food bags, food service paper bags, and plates.</p> <p><input checked="" type="checkbox"/> Empty.</p>
	<p>Paper laminate containers</p> <p>Spiral cans, cookie dough containers, ice cream containers and hot and cold beverage cups.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Remove lids.</p>
	<p>Cartons</p> <p>Molasses and sugar cartons, laundry and cleaning cartons, soup and sauce cartons.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Lids and caps on.</p>

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list October 1, 2026

Plastic packaging and containers



Material & examples	What to know
	<p>Plastic containers</p> <p>Laundry detergent and household cleaner jugs, shampoo, body wash, salad dressing, condiment, dish soap, mouth wash bottles.</p>
	<p>Food trays, salad, yogurt, peanut butter, bakery and egg containers, plastic cups, plastic tubs and lids.</p>
	<p>Toothpaste tubes, deodorant, hand cream tubes.</p>
	<p>Small item packaging, hand sanitizer bottles, plant pots.</p>

- Empty.
- Lids and caps on.



For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026

Plastic and foam packaging



Material & examples	What to know
	<p>Flexible plastic packaging</p> <p>Bags used for dry cleaning, bread, newspapers and flyers. Overwrap (paper towel & toilet paper, beverage containers). Coffee bags or deli pouches, chip bags, bubble wrap, snack wrappers, cereal liner bags, plastic gift bags.</p> <p><input checked="" type="checkbox"/> Empty.</p>
	<p>Foam packaging</p> <p>Meat trays, takeout containers, cups, plates, bowls, foam packaging.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Remove film wrap and absorbent pads from meat trays.</p>

For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

October 1, 2026



Metal containers

Material & examples	What to know
	<p>Metal</p> <p>Food cans, metal lids, candle, cookie, coffee and tea tins.</p> <p><input checked="" type="checkbox"/> Rinse and dry.</p>
	<p>Aluminum (foils and trays)</p> <p>Aluminum foil, pie plates, frozen food trays.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Ball up aluminum foil.</p>
	<p>Aerosol containers</p> <p>Food spray, hairspray, air fresheners, shaving cream, deodorant.</p> <p><input checked="" type="checkbox"/> Empty.</p> <p><input checked="" type="checkbox"/> Lids and caps on.</p>


For details on what goes where, visit circularmaterials.ca/AB.

Recyclable material list

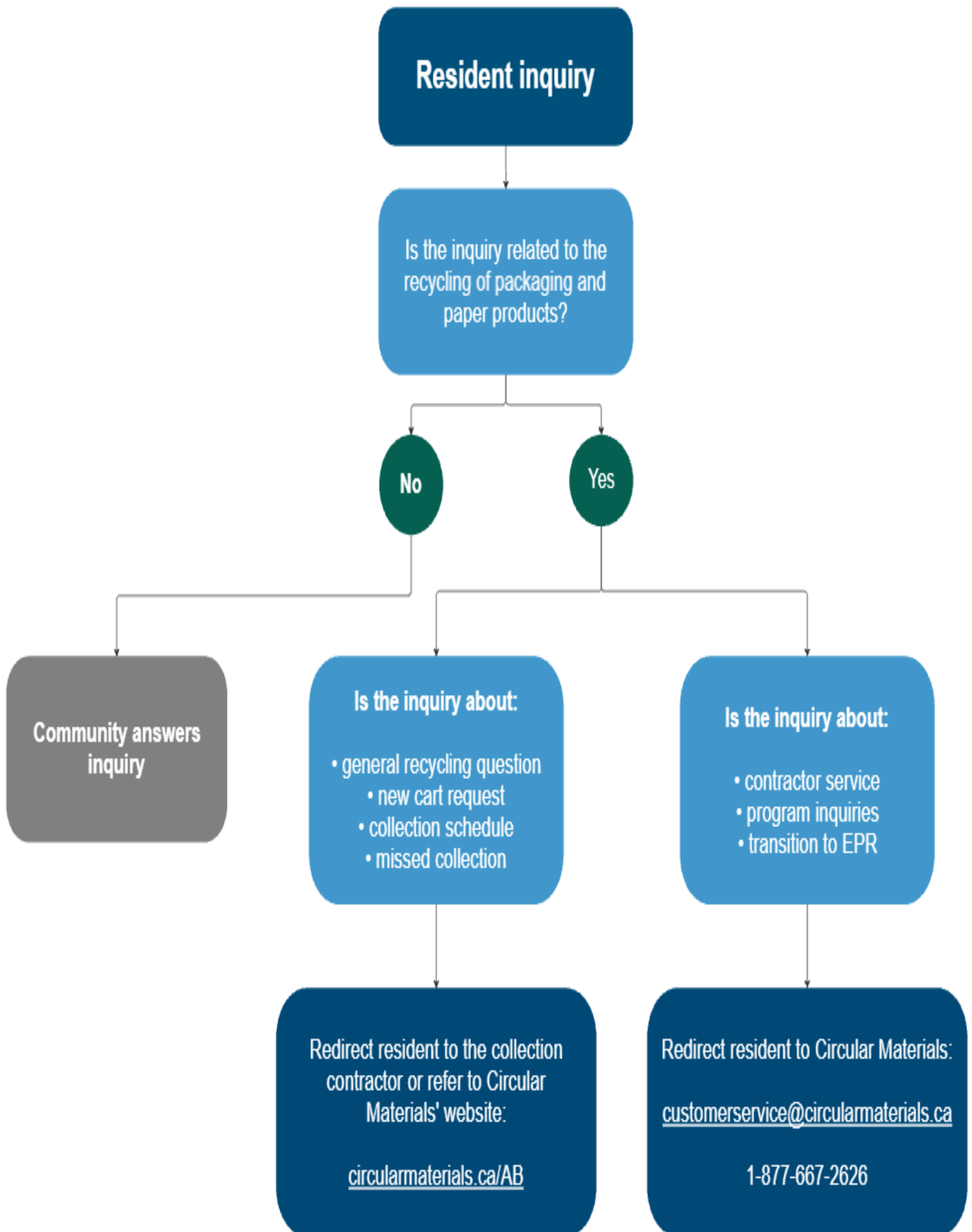
October 1, 2026



Glass

Material & examples	What to know
	<p>Glass containers</p> <p>Clear and coloured glass. Food containers, jars and bottles. Cosmetic containers, spice bottles, oil and vinegar bottles.</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Empty.<input checked="" type="checkbox"/> Lids and caps off.

For details on what goes where, visit circularmaterials.ca/AB.





Advancing the circular economy

www.circularmaterials.ca
aboperations@circularmaterials.ca

June 12, 2026

Town of Redcliff
13 St NE,
Redcliff AB T0J 2P0

Dear Alyshia,

We are writing to share details and next steps for your community's transition to a recycling program for single-use packaging and paper products under Alberta's Extended Producer Responsibility (EPR) [Regulation](#) beginning on October 1, 2026.

Community-Specific Service Information

As you know, Circular Materials issued a Request for Proposals (RFP) in 2025 for curbside collection services beginning October 1, 2026. We have now finalized these agreements and are pleased to share that effective October 1, 2026, the following services will be implemented in your community:

- **Community:** Town of Redcliff
- **Collection contractor:** Collective Waste Solutions Inc.
 - **Collection contractor phone number:** 587-855-3928
 - **Collection contractor email:** cmcustomerservice@collectivewaste.ca
- **Curbside Collection Frequency:** Bi-Weekly
- **Curbside Collection Day:** Friday
- **Curbside Collection Container:** New 360-litre Recycling Carts
 - To support a new curbside collection service ahead of October 1, 2026, deliveries of new 360-litre recycling carts to residents will rollout throughout September. Residents will be advised not to use their new carts before October 1, 2026. More information on the schedule and process for recycling cart deliveries will be provided at community meetings to be scheduled over the summer.
- **Single Stream Recycling System Supports an Expanded Province-Wide Material List:** Starting October 1, 2026, all EPR program materials across Alberta will be collected as a single stream in one container through both curbside and depot collections. Single stream supports ease of recycling for residents and an efficient, effective and technologically advanced system that can manage an expanded list of materials. Please

see the attachment of the expanded, province-wide list of materials that can be recycled as of October 1, 2026.

- **Depot:** Additional information regarding depot access for your community will be provided in follow-up communications later in July.

Key Milestones

- **July & August 2026 Collection Contractor and Community Meetings:** Over the summer, Circular Materials will host introductory meetings with groups of communities and their designated collection contractors. These sessions will provide an opportunity to meet your collection contractor, learn more about the transition process, review service expectations, and ask questions about the upcoming EPR program launch on October 1, 2026. The scheduling and dates of these meetings will be arranged via a separate email communication using a Calendly poll and scheduler.
- **Mid- July 2026 Resident Promotion and Education Begins:** Residents will receive promotion and education information (see details below) about recycling system changes as of October 1, 2026.
- **September 2026:**
 - New cart deliveries to residents, prior to EPR program launch on October 1.
 - Residents will receive a new curbside collection calendar and recycling guide.
- **October 1, 2026:** Circular Materials' curbside collection service begins.
- **Post October 1, 2026:** Ongoing meetings between Circular Materials and community teams to support a smooth and successful transition for residents.

Collaborating with Communities Throughout Transition

Beginning this summer, Circular Materials will establish bi-weekly meetings with your community to support a smooth and successful transition. These meetings will provide an opportunity to discuss operational planning, communications, resident inquiries, and any community-specific considerations related to the October 1, 2026, program launch. **Your Circular Materials contact is:**

- Nitisha Patel – Specialist, Common Collection System
- **Email:** npatel@circularmaterials.ca
- **Phone:** (647)-660-6490

Roles and Responsibilities

What You Can Expect from Circular Materials

- Bi-weekly meetings to support your community's transition ahead of October 1, 2026.
- Monitor and respond to customer service concerns from residents.
- Actively monitor collection contractors and ensure all the performance, collection and reporting, and obligations with contract obligations are met.
- Following program launch, Circular Materials will continue to meet regularly with your community to ensure levels of service are appropriate and to better understand the needs and logistics of your community and municipality. While collection contractors may participate in specific discussions, when appropriate, these ongoing meetings are intended to provide a direct forum between Circular Materials and your community to identify concerns, share information, and address issues as they arise.

What You Can Expect from Your Collection contractor

Collection contractors, contracted by Circular Materials are required to meet established performance standards, including:

- Operating vehicles and conducting collection activities in accordance with all applicable safety requirements, traffic regulations, and local bylaws.
- Respond promptly to missed collections. Reports received before 2:00 p.m. should be serviced the same business day whenever possible; reports received after 2:00 p.m. must be serviced by the next business day. Any special circumstances will be communicated to affected communities and residents.
- Providing customer service support for a minimum of eight hours per business day through staffed phone lines and additional communication channels, including email and text messaging. Customer service by collection contractors is available as of July 1, 2026.
- Maintaining sufficient resources to address resident inquiries, complaints, and service requests in a timely manner.
- Investigating and resolving property damage claims within 30 days.
- Repair and maintenance of carts within two to five business days.
- Meeting all reporting, collection, and performance obligations established under their agreement with Circular Materials.
- More information will be provided at the Collection contractor introductory meetings being held this summer.

Expectations and Actions Required by the Community

To support a successful transition, we ask that your community assist with the following:

- Advise Circular Materials of any known collection challenges, including seasonal access issues, construction projects, gated communities, special accommodation dwellings, or other site-specific considerations.
- Provide any updates to collection maps, service areas, residential addresses, or community boundaries that may affect service delivery.
- If the above information has already been provided, no further action is required.

Promotion and Education for Residents

As of October 1, 2026, Circular Materials will directly manage promotion and education about the recycling program with your residents. As a reminder, all our promotion and education materials can be found in the resource portal [here](#).

In mid-July, Circular Materials will launch resident promotion and education activities through direct mail, local advertising channels, social media, newspapers and radio to provide information about:

1. Collection contractor information and resident inquiries contact information.
 2. Information on the expanded list of accepted materials, and what are not accepted as of October 1, 2026.
 3. Where residents can find more information and key contacts.
 4. **New community-specific webpages:** Circular Materials will provide a dedicated webpage for each community for residents to find local recycling information. Residents can also visit www.circularmaterials.ca/AB to find more information and useful tips for recycling.
- The dedicated URL for residents in your community is: circularmaterials.ca/redcliff . **This URL will be live the first week of July.**
 - We encourage you to post the below information on your community's recycling webpage to **redirect residents to the Circular Materials' website by mid-July.**

Town of Redcliff's recycling program is now managed by Circular Materials, a not-for-profit organization that is committed to advancing an efficient and effective recycling system across Alberta. [Click here](#) to visit the Circular Materials' website to find out more information about recycling in our community.

4. **Resident Inquiries:** As of **July 1**, please direct resident inquiries about recycling to the collection contractor for your community:
- Collection contractor name: Collective Waste Solutions Inc.
 - Resident Inquires phone number: 587-855-3928
 - Resident Inquiries email address: cmcustomerservice@collectivewaste.ca
 - If you receive an issue or complaint from a resident that requires escalation to Circular Materials, please direct to customerservice@circularmaterials.ca or 1-877-667-2626. Information on the resident inquires escalation process is also attached to this letter.

Please Confirm Receipt of this Letter

We ask that you confirm receipt of this letter, and its contents, by **June 22, 2026**, to support ongoing planning for a smooth transition. If we do not receive a response by that date, we will assume that the information has been received and will continue with preparations for the October 1, 2026, program launch.

We look forward to continuing collaboration with your community throughout the transition. If you have any questions or would like to meet to discuss further, please let us know. We look forward to providing residents with an efficient and effective recycling program that enhances environmental benefits.

Sincerely,



Nitisha Patel
Specialist, Common Collection System - AB

npatel@circularmaterials.ca

647-660-6490

circularmaterials.ca

My normal working hours may not be your normal working hours. Please do not feel obligated to respond to this email outside of your normal working hours.

Town Council
STAFF REPORT



To: Council
Subject: Council Important Meetings and Events
Meeting: Town Council - 22 Jun 2026
Department: Administration
Staff Contact: Bonnie Andres, Executive Assistant

BACKGROUND INFORMATION:

DATE	MEETING/EVENT	LOCATION
July 1, 2026	Canada Day	Statutory Holiday Town Hall Closed
July 20, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.
August 3, 2026	Heritage Day	Statutory Holiday Town Hall Closed
August 17, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.
September 7, 2026	Labour Day	Statutory Holiday Town Hall Closed
September 14, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.
September 23-25, 2026	AB Munis 2026 Convention & Trade Show	Edmonton

September 26, 2026	Fall Festival	Lions Park 12:00pm - 4:00pm
September 28, 2026	Council Meeting	Town Hall Chambers 7:00 p.m.
September 30, 2026	National Day for Truth and Reconciliation	Statutory Holiday Town Hall Closed