



## A G E N D A

FOR THE *REGULAR MEETING OF RED DEER CITY COUNCIL*

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

*MONDAY, MAY 8, 2006*

COMMENCING AT 3:00 P.M.

- (1) Confirmation of the Minutes of the Regular Meeting of Monday, April 24, 2006
- (2) **UNFINISHED BUSINESS**
1. **Director of Corporate Services and Assessment and Taxation Services Manager – Re: 2006 Tax Rate Bylaw – Bylaw 3360/2006**  
(3<sup>rd</sup> Reading) . .1
- (3) **PUBLIC HEARINGS**
1. **Parkland Community Planning Services – Re: Land Use Bylaw Amendment 3156/F-2006 / Sponsorship Signage for Public Service (PS) Sites Greater than 17.0 Hectares / Red Deer College**  
(Consideration of 2<sup>nd</sup> & 3<sup>rd</sup> Readings of the Bylaw) . .14

2. **Parkland Community Planning Services – Re: Land Use Bylaw Amendment 3156/M-2006 / Rezoning of Approximately 19.82 ha (48.98 ac) of Land From A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District / Vanier Woods Neighbourhood – Phase 1 / Melcor Developments Ltd.**  
(Recommendation to Table 2<sup>nd</sup> Reading of the Bylaw) . .19
3. **Parkland Community Planning Services – Re: Land Use Bylaw Amendment 3156/N-2006 / Rezoning of Approximately 9.159 ha (22.63 ac) of Land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District / Lonsdale Neighbourhood – Phase 11 / Laebon Lands Ltd.**  
(Consideration of 2<sup>nd</sup> & 3<sup>rd</sup> Readings of the Bylaw) . .23

(4) **REPORTS**

1. **Legislative & Administrative Services Manager – Re:**  
**(a) New Procedure Bylaw – 3358/2006: Repeal of Procedure Bylaw 3140/95**  
(Consideration of 3 Readings of the Bylaw)  
  
**(b)Organizational Bylaw Amendment 3284/A-2006**  
(Consideration of 3 Readings of the Bylaw)  
  
**(c) Repeal of Council Policy 1005 – Council Inquiries** . .26
2. **EL & P Manager – Re: Market Surveillance Administrator 2006 – Q1 Compliance Report** . .85
3. **Land Coordinator and Land and Economic Development Manager – Re: Johnstone Crossing Phases 7, 9 and 4C, Residential Lot Pricing** . .89

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|-----|---|-----------------|
| 4.  | Land Coordinator & Land and Economic Development<br>Manager – <i>Re: Oriole Park West (City) Phase 7B,<br/>Residential Lot Pricing</i>  | . .95           |
| 5.  | Engineering Services Manager – <i>Re: Delburne Road and 30<sup>th</sup><br/>Avenue Road Widening</i>  | . .101          |
| 6.  | Parkland Community Planning Services – <i>Re: Land Use<br/>Bylaw Amendment 3156/L-2006 / Direct Control District No.<br/>23 (Riverlands)</i><br>(Consideration of 1 <sup>st</sup> Reading of the Bylaw) | . .106          |
| (5) | <b>CORRESPONDENCE</b>   |                 |
| (6) | <b>PETITIONS AND DELEGATIONS</b>  |                 |
| (7) | <b>NOTICES OF MOTION</b>  |                 |
| (8) | <b>WRITTEN INQUIRIES</b>  |                 |
| (9) | <b>BYLAWS</b>   |                 |
| 1.  | <i>3156/F-2006</i> – Land Use Bylaw Amendment - Sponsorship<br>Signage for Public Service (PS) Sites Greater than 17.0<br>Hectares / Red Deer College<br>(2 <sup>nd</sup> & 3 <sup>rd</sup> Readings)   | . .117<br>. .14 |

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| 2. | <b>3156/M-2006</b> – Land Use Bylaw Amendment - Rezoning of Approximately 19.82 ha (48.98 ac) of Land From A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District / Vanier Woods Neighbourhood – Phase 1 / Melcor Developments Ltd.<br>(Recommendation to Table 2 <sup>nd</sup> Reading) | ..119<br>..19  |
| 3. | <b>3156/N-2006</b> – Land Use Bylaw Amendment - Rezoning of Approximately 9.159 ha (22.63 ac) of Land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District / Lonsdale Neighbourhood – Phase 11 / Laebon Lands Ltd.<br>(2 <sup>nd</sup> & 3 <sup>rd</sup> Readings)                              | ..121<br>..23  |
| 4. | <b>3156/L-2006</b> – Land Use Bylaw Amendment – Direct Control District No. 23 (Riverlands)<br>(1 <sup>st</sup> Reading)   | ..123<br>..106 |
| 5. | <b>3358/2006</b> – Procedure Bylaw / Repeal of Procedure Bylaw 3140/95<br>(3 Readings)   | ..130<br>..26  |
| 6. | <b>3284/A-2006</b> – Organizational Bylaw Amendment<br>(3 Readings)  | ..154<br>..26  |
| 7. | <b>3360/2006</b> – 2006 Tax Rate Bylaw<br>(3 <sup>rd</sup> Reading)  | ..155<br>..1   |



**Legislative & Administrative Services**

**DATE:** May 2, 2006  
**TO:** City Council  
**FROM:** Legislative & Administrative Services Manager  
**SUBJECT:** Municipal & Education Taxation Revenues – 2006  
2006 Tax Rate Bylaw – Bylaw 3360/2006

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***History***

At the Monday, April 24, 2006 Council Meeting, Council considered reports from the Director of Corporate Services and the Assessment and Taxation Services Manager regarding Bylaw 3360/2006 – The 2006 Tax Rate Bylaw.

At that meeting, Council passed the following resolutions:

***“Resolved*** that Council of the City of Red Deer having considered the report from the Assessment and Taxation Services Manager, dated April 20, 2006, re: 2006 Tax Rate Bylaw, hereby adopts Tax Strategy 1 as outlined in the above noted report as the basis for the 2006 tax rate increase.”

***“Resolved*** that Council of the City of Red Deer having considered the report from the Director of Corporate Services, dated April 20, 2006, re: Municipal & Education Taxation Revenues – 2006, and the report from the Assessment and Taxation Services Manager, dated April 20, 2006, re: 2006 Tax Rate Bylaw, hereby adopts Tax Strategy 1B as outlined in the report from the Assessment and Taxation Services Manager, which provides for the collection of an additional \$1,065,000 toward the 2006 Budget.”

***"Resolved*** that Council of the City of Red Deer having considered the report from the Director of Corporate Services, dated April 20, 2006, re: Municipal & Education Taxation Revenues – 2006, and the report from the Assessment and Taxation Services Manager, dated April 20, 2006, re: 2006 Tax Rate Bylaw, hereby agrees to amend the 2006 Budget by:

- 1) Providing for additional revenue from Municipal Property Taxation in the amount of \$1,065,000.
- 2) Transferring the additional \$1,065,000 to the Capital Project Reserve."

Subsequent to the resolutions passed, Council gave first and second readings to Bylaw 3360/2006 – The 2006 Tax Rate Bylaw.

***Recommendation***

That Council consider third reading of Bylaw 3360/2006 – The 2006 Tax Rate Bylaw.



Kelly Kloss  
Manager



Director of Corporate Services

Report Presented to the  
Monday, April 24, 2006  
Council Meeting

DATE: April 20, 2006

TO: Legislative & Administrative Services Manager

FROM: Director of Corporate Services

Re: Municipal & Education Taxation Revenues – 2006

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### **Background**

Each year Council is required to pass a tax rate bylaw to grant authority to administration to collect property taxes equivalent to the amount approved in the annual budget process. At this time, The City must also include the education tax revenues requested by The Province. These requisitioned revenues collected via the property tax system are then added to General Revenues of The Province and together they form the revenue portion of the Education Budget for Alberta.

Once The Province calculates what amount it will request (requisition), municipalities are then required by law to include this requisition in their tax rate bylaw. When these education taxes are collected, they are then paid to The Province at specified intervals during the year.

The education aspect adds a level of complexity to the annual tax rate bylaw process by the following:

1. The Province has only two property classes, not three as The City has. For education purposes, the Multi-family property class is included in the Residential class.
2. Since The Province has only two property tax classes, they have only two tax (mil) rates, not three as The City has.
3. The Province requires that the education requisition be raised from the Residential class and the Non-Residential class, using tax (mil) rates that are different than what The City uses for the municipal portion of the taxes for those classes. In other words, The Province has a different tax ratio or collection formula than most municipalities.
4. The Province uses a 'capping' formula by which it limits the growth of assessment that will be included for taxation purposes, for those

**Director of Corporate Services**

municipalities that are experiencing very rapid growth. As a result of this capping, those municipalities that grow at a slower rate, will be required to pick up this 'capped' amount. This capping results in percentage education increases for the 'non-capped' or 'partially-capped' municipalities that are greater than the overall increase in the province-wide requisition.

**Discussion**

The total 2006 provincial education requisition in Alberta increased 1.7% to \$1.47 billion. The City of Red Deer's requisition (billed) portion will increase 1.8% to \$28,091,303. This additional .1% is due to the capping process, whereby The City must contribute an additional portion to offset the capping reductions of other municipalities.

Even though the City's requisition is increasing by 1.8%, the majority of property owners would realize a decrease in the education amount because the amount of construction and development growth is 5.7%, which exceeds the education increase of 1.8%. This excess of growth over taxation results in additional revenue from new properties, thereby reducing the impact on existing properties by 3.9% (5.7% - 1.8%)

This restriction of education taxation to less than growth is a deliberate strategy by The Province to address the financial pressures that most municipalities are facing because of strong and continued growth. As a result, The Province is "freeing up tax room" for municipalities as indicated in the quote obtained from page 138 of the Alberta Tax Advantage document on the Alberta Government website.

"This record rate cutting has benefited municipalities by freeing up tax room, providing them with the ability to obtain additional revenue from the property tax base."

(See Schedule A for complete context of quote.)

The President and CEO of AUMA, in their Important Notice of March 29, 2006, encouraged municipal councils to seriously consider building this new revenue sharing strategy that The Province has proposed, into their municipal budgets.

(See Schedule B for details of the March 29<sup>th</sup> news release.)

As a result of this Provincial strategy, municipalities must increase their tax (mil) rates to accept this "freed up" revenue. As such, when combined with the lower than expected education tax (mil) rate, the combined difference is actually a decrease in the residential tax rate, rather than the municipal tax rate increase of 1.6% communicated at budget time.



**Director of Corporate Services**

This reduced education tax rate “frees up” approximately \$1,065,000 of taxation room, and is an acknowledgement by The Province of the tremendous pressures being placed on the infrastructure of most Alberta communities because of the rapid and sustained growth in Alberta.

**Options**

The Tax Rate Bylaw is the last opportunity that Council has to adjust the budgeted tax revenues. Once the tax rates are set, only that budgeted amount of tax revenue will be billed to property owners. Any emerging budget issues must be dealt with using ‘one-time’ funding from the Tax Stabilization Reserve. If these emerging issues are on-going, then they become an increase in the Base Budget for the following year.

As a result, Council must give consideration to The Province’s strategy to allocate funding to municipalities by way of this education taxation method. In other words, Council must decide if it wishes to:

1. Collect only amount of budgeted taxation revenue, or
2. Collect an additional \$1,065,000, or
3. Collect a portion of the education ‘free room’.

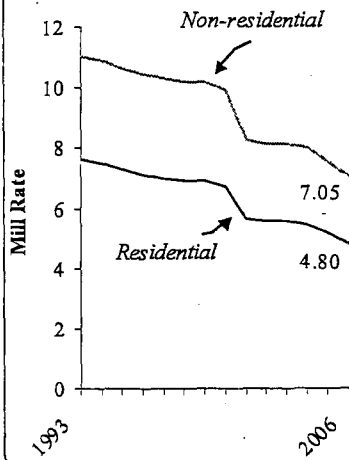
During the budget process, the Capital Project Reserve (CPR) was shown to be deficient by approximately \$100 million over the next 5 years. As such, debt will need to be incurred to finance many of the planned capital projects. The additional \$1,065,000 could be added as a further contribution to the CPR in 2006, and then reviewed as part of the 2007 budget process. This would give Council flexibility in the 2007 budget to deal with 2006 emerging budget issues that are on-going in nature, without increasing the taxes in 2007 for these particular items.

**Recommendation**

That Council adopt the Province’s tax revenue strategy by;

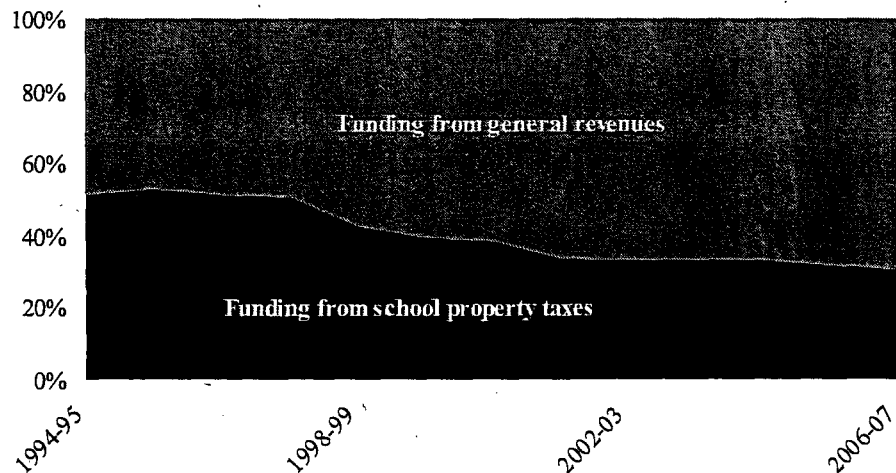
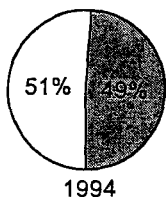
1. Increasing the property taxation revenues in the 2006 Operating Budget by \$1,065,000, by way of a resolution, and
2. Approving a tax rate bylaw that increases the municipal tax rates to accept the ‘tax room’ offered by The Province.

Rodney Burkard  
Director of Corporate Services

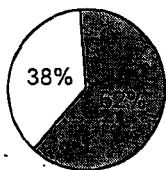
**SCHOOL PROPERTY TAXES****Provincial Uniform School  
Property Tax Rates**

Albertans pay among the lowest property taxes in Canada. Since the province took over responsibility for the school property tax in 1994, tax rates have been either reduced or frozen each year, for total reductions of over 36 per cent. School property tax rates will be reduced further in 2006, by about 7.1 per cent. Rates for residential property and farm land will be reduced to \$4.80 from \$5.17 per \$1,000 of equalized assessment. Commercial property rates will fall to \$7.05 from \$7.59 per \$1,000 of equalized assessment.

Revenue from the school property tax goes to support basic education in Alberta. In 2006-07, revenue from the school property tax is expected to be \$1.475 billion, including revenue of \$169 million for opted-out school boards. Provincial government revenue will be \$1.306 billion, an increase of 1.7 per cent from 2005-06. School property tax revenues will account for 30 per cent of the total funding for basic education (excluding capital) in 2006-07, compared to 51 per cent in 1994-95.

**How Basic Education is Funded****Distribution of  
Property Tax Revenues**

1994



2004

□ School    ■ Municipal

While revenue from the school property tax has increased in recent years, the province's record of rate reductions means that the province takes proportionately less revenue from the total combined provincial/municipal property tax every year. In 2004, the last year for which statistics are available, school property tax revenue accounted for 38 per cent of total property tax revenue, compared to 51 per cent in 1994. This record of rate cutting has benefitted municipalities by freeing up tax room, providing them with the ability to obtain additional revenue from the property tax base. Taxpayers have benefitted from lower property tax rates to the extent that municipal tax increases have been lower than the provincial reductions.

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**IMPORTANT NOTICE**  
**March 29, 2006**

**ATTENTION: Mayors, Councillors & CAOs**

## **Provincial Budget Creates Some Municipal Tax Room**

The recent provincial budget did not immediately deliver all that was hoped for concerning the Education Property Tax requisition. However, in reviewing the complete document, it is evident that the municipal profile has moved up. Within the budget document, the province states that, "While revenue from the school property tax has increased in recent years, the province's rate of [mill rate] reductions mean that the province takes proportionately less revenue for the total combined provincial/municipal property tax every year." The AUMA would like to see the portion of property tax taken by the province reduced to 2001 levels and will continue to advocate on this position. Perhaps the most encouraging declaration was the following:

*This record of rate cutting has benefitted municipalities by freeing up tax room, providing them with the ability to obtain additional revenue from the property tax base.*

The fact that the province has made this written declaration in the budget document signals that the province is beginning to recognize the challenges we face concerning growth and service delivery issues and provides some hope that the province will provide more tax room for municipalities in the future.

In finalizing your 2006 municipal budgets, the AUMA encourages members to seriously consider taking advantage of the additional tax room that has been created specifically for you in the 2006-2007 provincial budget.

Thank you.

Bob Hawkesworth  
President

John McGowan  
CEO



**Assessment and Taxation Services**

**DATE:** April 20, 2006  
**TO:** Legislative and Administrative Services Manager  
**FROM:** Assessment and Taxation Services Manager  
**SUBJECT:** 2006 Tax Rate Bylaw

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**Legislation**

The Municipal Government Act requires Council to approve a Tax Rate Bylaw before taxes can be collected for the following:

- City of Red Deer: Municipal Operations
- Red Deer Public Library: Library Service Operations
- Province of Alberta: Education Requisition

**Background**

The City of Red Deer and Red Deer Public Library's annual budget process consists of three main components:

- Administration prepares the budget,
- Council reviews and approves the budget including the revenue to be collected through property taxes, and
- Through a Tax Rate Bylaw, Council sets the rates used to collect the property tax.

In order for City Administration to collect revenue through property taxation, Council must pass a Tax Rate Bylaw. The bylaw can now be passed because the Provincial Government recently provided the education requisition amount. It should be noted that City Council has no authority to change the requisitioned amount.

For the past several years, the municipal taxes were collected based on a percentage basis per property assessment class. In 2005 there was a slight adjustment to the allocation between property assessment/tax classes to address the reclassifying of apartments (multiple family property class) to condominiums (single family residential property class). Without the adjustment, the multiple family property assessment/tax class would have been impacted by significant municipal tax increases. The approved tax distribution structure for 2005 was as follows:

- Residential property assessment class contributed 51.9% (previously 51%) to the total tax revenue requirements,
- Multiple Family residential property assessment class contributed 7.1% (previously 8%) to the total tax revenue requirements, and
- Non-residential and farmland property assessment classes contributed 41% (unchanged from 41%) to the total tax revenue requirements.

It should be noted that in previous years a single tax rate was established for all property tax classes to collect for the Red Deer Public Library's requirements. For 2006, a separate rate is incorporated for each property assessment class using the same ratio established for the municipal tax rate. This process is consistent with most other cities in Alberta.

### **Municipal Tax Strategy Discussion**

The tax distribution model described above has been in use for many years, but during the past few years the residential and non-residential classes have realized significant construction growth while the multiple family property assessment class saw very little growth and in fact, reductions occurred in some years due to the conversion of multiple family properties to condominiums. As a result, a new tax distribution model/strategy is recommended and two options are described below.

#### **Tax Strategy 1**

**Increase the municipal tax rate for each property assessment/tax class by the same percentage.**

This strategy will distribute the tax revenue requirements on an equal tax rate percentage increase basis. If one of the property assessment/tax classes has more construction growth than the others, that class will pay more of the overall municipal tax requirement. As well, moving to the same tax rate percentage increase will address the multiple family tax shift issue.

To collect the tax amount approved by City Council during the 2006 budget process requires a tax rate increase for each property tax class of 1.4%. The municipal tax impact on a \$100,000 of assessment for each property tax class is illustrated below.

#### **Tax Strategy 1**

| <b>Municipal Tax Impact on \$100,000 of Assessment for Each Property Tax Class</b> |   |  |  |
|--|---|--|--|
| <b>Property Class</b>  | <b>Municipal Tax Difference<br/>Between 2005 and 2006 in \$</b> | <b>Municipal Tax Dollar %<br/>Increase</b> | <b>Municipal Tax Rate %<br/>Increase</b> |
| Residential  | \$47  | 7.9%                                       | 1.4%                                     |
| Multiple Family  | \$24  | 3.0%                                       | 1.4%                                     |
| Non-Residential  | \$144   | 12.3%                                      | 1.4%                                     |

**Tax Strategy 2**

**Increase the single family residential property tax rate by 1.6% as communicated during the budget process. The resulting municipal tax dollar percentage increase for single family will be applied to the multiple family property tax class. The non-residential tax class will generate the remaining tax requirement.**

This strategy allows for the 1.6% tax rate increase on residential property as was communicated during the budget approval process. Based on the overall average assessment increase for properties in the multiple family property tax class, the municipal tax dollar percentage increase would be the same as the single family residential property tax class. The remaining municipal property tax revenue requirement is generated by the non-residential property tax class. If this option was implemented the municipal tax impact on a \$100,000 of assessment for each property tax class is illustrated below.

**Tax Strategy 2**

| <b>Municipal Tax Impact on \$100,000 of Assessment for Each Property Tax Class</b> |   |  |  |
|--|---|--|--|
| <b>Property Class</b>  | <b>Municipal Tax Difference<br/>Between 2005 and 2006 in \$</b> | <b>Municipal Tax Dollar %<br/>Increase</b> | <b>Municipal Tax Rate %<br/>Increase</b> |
| Residential  | \$49  | 8.2%                                       | 1.6%                                     |
| Multi-Family   | \$67  | 8.2%                                       | 6.5%                                     |
| Non-Residential  | \$129   | 11.1%                                      | 0.3%                                     |

It is recommended that for 2006 Council approve proceeding with Tax Strategy 1. This strategy provides the same Tax Rate percentage increase across all property classes.

**Provincial Education Tax Discussion**

Elsewhere on the Council agenda is a report from the Director of Corporate Service addressing the Provincial Education Tax requisition and its strategy to provide additional funds for municipal operations. Council's decision on recommendations contained within that report will impact the overall Tax Rate. So Council understands the affect of its decision in relation to the two tax strategies previously described in this report, examples of the Tax Strategy 1 with the Provincial Education Tax are shown below.

2006 Tax Rate Bylaw  
April 19, 2006

*Tax Strategy 1A* displays the overall tax impact of not using the vacated portion of the Provincial Education to fund municipal operations requisition.

*Tax Strategy 1A*

| <b>Municipal Tax Impact on \$100,000 of Assessment for Each Property Tax Class</b>                                |   |                              |                            |
|---|---|------------------------------|----------------------------|
| <b>Includes Municipal and Provincial Education<br/>No additional dollars collected from vacated Education Tax</b> |   |                              |                            |
| Property Class  | Total Tax Difference Between<br>2005 and 2006 in \$ | Total Tax Dollar %<br>Change | Total Tax Rate %<br>Change |
| Residential   | \$35  | 3.6%                         | -2.7%                      |
| Multiple Family   | \$-6  | -0.5%                        | -2.1%                      |
| Non-Residential   | \$127   | 7.3%                         | -3.1%                      |

*Tax Strategy 1B* displays the overall tax impact of using the vacated portion of the Provincial Education to fund municipal operations requisition. This would see the City collecting an additional \$1,065,000 in 2006.

*Tax Strategy 1B*

| <b>Municipal Tax Impact on \$100,000 of Assessment for Each Property Tax Class</b>  |   |                                |                            |
|---|---|--------------------------------|----------------------------|
| <b>Includes Municipal and Provincial Education Plus The Generation of an<br/>Additional \$1,065,000 Left From the Vacated Education Tax</b> |   |                                |                            |
| Property Class  | Total Tax Difference Between<br>2005 and 2006 in \$ | Total Tax Dollar %<br>Increase | Total Tax Rate %<br>Change |
| Residential   | \$47  | 4.8%                           | -1.6%                      |
| Multiple Family   | \$9   | 0.8%                           | -0.8%                      |
| Non-Residential   | \$152   | 8.8%                           | -1.8%                      |

Schedule A sets out the total property tax impact using Tax Strategy 1B with the Library requisition included on the sample residential property as well as for homes of various values that realized the typical market increase of 6.5%.

**Summary**

For Council to proceed to passing a Tax Rate Bylaw the following actions are required:

1. Decide on the use of Tax Strategy 1 or 2,
2. Decide on whether to accept the Province's strategy to increase the amount of money available for municipal operations through the use of the vacated education tax portion (Refer to Director of Corporate Services Report)

**Recommendation:**

That Council proceed as follows:

1. That Tax Strategy 1 be adopted which is based on the same percentage tax rate increase for all property tax classes.

*Tax Strategy 1*

| <b>Municipal Tax Impact on \$100,000 of Assessment for Each Property Tax Class</b> |   |                                    |                                  |
|--|---|------------------------------------|----------------------------------|
| Property Class   | Municipal Tax Difference<br>Between 2005 and 2006 in \$ | Municipal Tax Dollar %<br>Increase | Municipal Tax Rate %<br>Increase |
| Residential  | \$47  | 7.9%                               | 1.4%                             |
| Multiple Family  | \$24  | 3.0%                               | 1.4%                             |
| Non-Residential  | \$144   | 12.3%                              | 1.4%                             |

2. That in accordance with the recommendation of the Director of Corporate Services Tax Strategy 1B be adopted thus collecting an additional \$1,065,000 toward the Capital Project Reserve.

*Tax Strategy 1B*

| <b>Municipal Tax Impact on \$100,000 of Assessment for Each Property Tax Class</b>  |   |                                |                            |
|---|---|--------------------------------|----------------------------|
| <b>Includes Municipal and Provincial Education Plus The Generation of an Additional \$1,065,000 Left From the Vacated Education Tax</b> |   |                                |                            |
| Property Class  | Total Tax Difference Between<br>2005 and 2006 in \$ | Total Tax Dollar %<br>Increase | Total Tax Rate %<br>Change |
| Residential   | \$47  | 4.8%                           | -1.6%                      |
| Multiple Family   | \$9   | 0.8%                           | -0.8%                      |
| Non-Residential   | \$152   | 8.8%                           | -1.8%                      |

3. That if Tax Strategy 1B is adopted, Council pass a resolution to amend the 2006 Budget to reflect the increase in revenue.
4. That three readings be given to the Tax Rate Bylaw which incorporates the above strategies.



## Schedule A

**Total (Municipal, Library and Education) Tax Impact****Residential (used typical market increase on \$100,000 assessment)**

|                                       | Total Tax |
|---------------------------------------|-----------|
| 2005 Tax Year Assessment<br>\$93,923  | \$973     |
| 2006 Tax Year Assessment<br>\$100,000 | \$1,020   |
| Tax Increase                          | \$47      |
| Percent Increase                      | 4.8%      |

**Residential (used typical market increase on \$250,000 assessment)**

|                                       | Total Tax |
|---------------------------------------|-----------|
| 2005 Tax Year Assessment<br>\$234,808 | \$2,433   |
| 2006 Tax Year Assessment<br>\$250,000 | \$2,550   |
| Tax Increase                          | \$117     |
| Percent Increase                      | 4.8%      |

**Residential (used typical market increase on \$350,000 assessment)**

|                                       | Total Tax |
|---------------------------------------|-----------|
| 2005 Tax Year Assessment<br>\$328,730 | \$3,406   |
| 2006 Tax Year Assessment<br>\$350,000 | \$3,570   |
| Tax Increase                          | \$164     |
| Percent Increase                      | 4.8%      |

\*Note: All figures used above are rounded.



1120061  
Council Decision – May 8, 2006

Legislative & Administrative Services

**DATE:** May 9, 2006  
**TO:** Rodney Burkard, Director of Corporate Services  
Rod Risling, Assessment and Taxation Services Manager  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** 2006 Tax Rate Bylaw – Bylaw 3360/2006

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*Reference Report:*

Director of Corporate Services, dated April 20, 2006 and Assessment and Taxation Services Manager, dated April 20, 2006

*Bylaw Readings:*

Bylaw 3360/2006 – 2006 Tax Rate Bylaw was given third reading. A copy of the bylaw is attached.

*Report Back to Council:* No

*Comments/Further Action:*

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over the printed name and title.

Kelly Kloss  
Manager

/chk  
attchs.

c N. Ford, Tax Collector

## **BYLAW NO. 3360/2006**

Being a bylaw to authorize the rates of taxation to be levied against assessable property within The City of Red Deer for the 2006 taxation year.

WHEREAS Council for The City of Red Deer ("Council") is required by the provisions of Section 353 of the Municipal Government Act, Chap. M-26, R.S.A. 2000 (the "Act") to pass a property tax bylaw every year, once Council has adopted an operating and capital budget;

AND WHEREAS Council passed budget resolutions adopting an operating and capital budget for 2006, which provided for the raising of \$55,522,495 by general municipal taxation; which amount is to be raised from the following sources:

|                                     |               |
|-------------------------------------|---------------|
| 2006 General Property Tax Revenue   | \$ 55,151,609 |
| 2006 Supplementary Tax Revenue      | \$ 350,000    |
| 2006 Tax Revenue from Annexed Lands | \$ 20,886     |

AND WHEREAS the requisitions that The City of Red Deer is required to collect on behalf of other organizations are as follows:

Alberta School Foundation Fund (Public)

|                       |              |
|-----------------------|--------------|
| Residential/Farm Land | \$15,683,771 |
| Non-residential       | \$ 8,761,491 |

Opted Out School Boards (Separate)

|                       |              |
|-----------------------|--------------|
| Residential/Farm Land | \$ 2,720,208 |
| Non-residential       | \$ 880,953   |

|                         |              |
|-------------------------|--------------|
| Red Deer Public Library | \$ 2,207,205 |
|-------------------------|--------------|

AND WHEREAS Council is authorized under the Act to classify property for assessment purposes and to establish different rates of taxation for each class of property

AND WHEREAS the assessed value of all taxable property in The City of Red Deer as shown on the assessment roll is:

|                             | <u>Assessment</u> |
|-----------------------------|-------------------|
| Single Family Residential   | \$4,628,474,600   |
| Multiple Family Residential | 424,168,000       |
| Non-residential             | 1,773,983,500     |
| Machinery & Equipment       | 39,614,100        |
| Farm Land                   | <u>663,000</u>    |
| TOTAL                       | \$6,866,903,200   |

AND WHEREAS Council has passed Bylaw 3355/2006 being a Bylaw authorizing the supplementary assessment of new construction;

AND WHEREAS the taxation rates and tax revenue for certain properties which were brought into The City of Red Deer as a result of annexation are governed by Order In Council #432/2004;

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

1. This bylaw shall be known as the "Tax Rate Bylaw 2006".

**Definitions**

2. In this bylaw, the following terms shall have the meanings shown:
  - (a) "Designated manufactured home" has the meaning set out in the Act;
  - (b) "Farm land" has the meaning set out in the Act.
  - (c) "Machinery and equipment" has the meaning set out in the Act.
  - (d) "Manufactured home community" has the meaning set out in the Act;

- (e) "Multiple family residential" property means:
  - (i) all residential property where the total number of dwelling units on the parcel of land, whether contained in a single building or more than one building, exceeds two dwelling units;
  - (ii) manufactured home communities, excluding the individual Designated Manufactured Homes;
  - (iii) vacant residential land held for the development of the above uses; and
  - (iv) the non-owner occupied residential portion of non-residential property.
- (f) "Non-residential" property means:
  - (i) any land and/or building used for a commercial, industrial, or other non-residential purpose or business venture, or any portion of that land and/or building as is used for such purpose or business venture;
  - (ii) any linear assessment; and
  - (iii) vacant land held for the development of the above uses.
- (g) "Single family residential" property means:

- (i) residential property where the total number of dwelling units on the parcel of land, whether contained in a single building or more than one building, does not exceed two dwelling units;
- (ii) registered residential condominium units;
- (iii) single family dwelling with basement suite;
- (iv) owner occupied portion of non-residential property;
- (v) vacant residential land held for the development of the above uses;  
and
- (vi) designated manufactured home located on a site in a manufactured home community.

### **Municipal Property Tax Rates**

3. Council authorizes the imposition of taxes and taxes are hereby imposed on each class of assessed property within the City of Red Deer, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:

| <b>General Municipal</b>    | <b>Tax Levy</b>     | <b>Assessment</b> | <b>Tax Rate</b> |
|-----------------------------|---------------------|-------------------|-----------------|
| Single Family Residential   | \$28,980,434        | \$4,611,487,800   | .0062844        |
| Multiple Family Residential | 3,469,652           | 424,168,000       | .0081799        |
| Non-residential             | 22,697,145          | 1,767,208,700     | .0128435        |
| Farm Land                   | 4,345               | 338,300           | .0128435        |
| Machinery & Equipment       | <u>0</u>            | <u>39,605,300</u> | .0000000        |
| Total Tax Levy              | \$55,151,576        | \$6,842,808,100   |                 |
| Total Tax Revenue Required  | <u>\$55,151,609</u> |                   |                 |
| Overage / Underage          | (33)                |                   |                 |

### School Requisitions

4. Council authorizes the imposition of taxes for the purpose of raising funds for the school requisitions and taxes are hereby imposed on each class of assessed property within The City of Red Deer, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:

#### Alberta School Foundation

| Fund (Public School) | Tax Levy            | Assessment           | Tax Rate |
|----------------------|---------------------|----------------------|----------|
| Residential/FarmLand | \$15,683,904        | \$4,279,607,114      | .0036648 |
| Non-residential      | <u>8,761,537</u>    | <u>1,604,265,826</u> | .0054614 |
| Total                | \$24,445,441        | \$5,883,872,940      |          |
| Total Budgeted       | <u>\$24,445,262</u> |                      |          |
| Overage              | 179                 |                      |          |

#### Opted-Out School Boards (Separate)

|                       |                    |                    |          |
|-----------------------|--------------------|--------------------|----------|
| Residential/Farm Land | \$2,720,231        | \$742,258,985      | .0036648 |
| Non-residential       | <u>880,958</u>     | <u>161,306,272</u> | .0054614 |
| Total                 | \$3,601,189        | \$903,565,257      |          |
| Total Budgeted        | <u>\$3,601,161</u> |                    |          |
| Overage               | 28                 |                    |          |

#### Public Library Levy

5. Council authorizes the imposition of taxes for the purpose of raising funds for The Red Deer Public Library levy and taxes are hereby imposed on each class of assessed property within the City of Red Deer, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:

| <b>Red Deer Public Library</b> | <b>Tax Levy</b>    | <b>Assessment</b> | <b>Tax Rate</b> |
|--------------------------------|--------------------|-------------------|-----------------|
| Single Family Residential      | \$1,158,867        | \$4,611,487,800   | .0002513        |
| Multiple Family Residential    | 139,042            | 424,168,000       | .0003278        |
| Non-residential                | 909,229            | 1,767,208,700     | .0005145        |
| Farm Land                      | 174                | 338,300           | .0005145        |
| Machinery and Equipment        | <u>0</u>           | <u>39,605,300</u> | .0000000        |
| Total                          | \$2,207,312        | \$6,842,808,100   |                 |
| Total Budgeted                 | <u>\$2,207,205</u> |                   |                 |
| Overage                        | 107                |                   |                 |

#### **Annexation Property - Ministerial Order In Council #432/2004**

6. As a matter of information, it is to be noted that the terms of the Order in Council which annexed certain lands to the City of Red Deer provides for the taxation of the Annexed properties at the lesser of The County's tax rate and The City's tax rate. In addition, the taxes so raised are to be apportioned between the City and the County. The City's budgeted portion of those revenues is \$20,866.00.

#### **Estimated Municipal Revenue From Annexed Properties (tax rate includes General Municipal & Red Deer Public Library)**

|                             | <b>Tax Levy</b> | <b>Assessment</b> | <b>Tax Rate</b> |
|-----------------------------|-----------------|-------------------|-----------------|
| Single Family Residential   | \$111,021       | \$16,986,800      | .0065357        |
| Multiple Family Residential | 0               | 0                 | .0085077        |
| Non-residential             | 90,498          | 6,774,800         | .013358         |
| Farm Land                   | 4,337           | 324,700           | .013358         |
| Machinery and Equipment     | <u>0</u>        | <u>8,800</u>      | .0000000        |
| Total                       | \$205,856       | \$24,095,100      |                 |



7. The foregoing rates shall be in effect for the 2006 taxation year.

READ A FIRST TIME IN OPEN COUNCIL this 24<sup>th</sup> day of April 2006.

READ A SECOND TIME IN OPEN COUNCIL this 24<sup>th</sup> day of April 2006.

READ A THIRD TIME IN OPEN COUNCIL this 8<sup>th</sup> day of May 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this 8<sup>th</sup> day of May 2006.

  
MAYOR

  
CITY CLERK



**Legislative & Administrative Services**

**DATE:** May 1, 2006  
**TO:** City Council  
**FROM:** Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/F-2006  
Sponsorship Signage for Public Service (PS) Sites Greater Than 17.0  
Hectares – Red Deer College

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***History***

At the Monday, April 10, 2006 meeting of Council, Land Use Bylaw Amendment 3156/F-2006 was given first reading.

Land Use Bylaw Amendment 3156/F-2006 provides for revisions to Schedule "D" – Sign Regulations - of the Land Use Bylaw to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares.

***Public Consultation Process***

A Public Hearing has been advertised for the above noted bylaw to be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

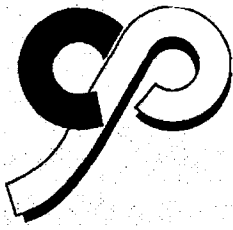
***Recommendations***

That following the Public Hearing, Council consider second and third readings of the bylaw.

A handwritten signature in black ink, appearing to read 'Kelly Kloss', is written over the name and title.

Kelly Kloss  
Manager

**Report Presented to the  
April 10, 2006  
Council Meeting**



**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

Phone: (403) 346-3374  
FAX: (403) 346-1570  
E-mail: pcps@pcps.ab.ca

**DATE:** March 28, 2006

**TO:** Kelly Kloss, Legislative & Administrative Services Manager

**FROM:** Kristina Mark, Planner

**RE:** Land Use Bylaw Amendment 3156/F-2006  
Sponsorship Signage for Public Service (PS) sites greater than 17.0 hectares – Red Deer College

## **BACKGROUND**

At the February 13, 2006 City Council Meeting, a Land Use Bylaw amendment request was presented to City Council on behalf of Red Deer College. The College had proposed to have an identification sign located at the intersection of 32<sup>nd</sup> Street and Taylor Drive to include sponsorship recognition. City Council gave consideration for Red Deer College's request for a Land Use Bylaw amendment and passed the following resolution:

*"Resolved that Council of the City of Red Deer having considered the report from the Parkland Community Planning Services, dated February, 8 2006, re: Red Deer College – Land Use Bylaw amendment request for sponsorship signage/Public Service (PS) sites greater than 17.0 hectares, hereby directs that administration prepare the necessary Land Use Bylaw amendment to permit recognition of sponsorship on Public Service (PS) sites greater than 17.0 hectares."*

As per Administration's request, Parkland Community Planning Services has prepared a Land Use Bylaw amendment to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares. In discussions with the City Solicitor, Inspections & Licensing department, the consensus was to further clarify the definitions pertaining to third-party advertisement in the sign regulations.

## **PLANNING ANALYSIS**

The proposed Land Use Bylaw amendment provides a clear and distinct definition for third-party advertisement and sponsorship recognition. To further clarify third-party advertisement, the definitions in Schedule D of the sign regulations have been modified to better reflect this interpretation. The amendment would also permit Public Service (PS) sites of greater than 17.0 hectares to recognize sponsorship.

*"up to 25% of the sign area excluding the area of any reader board may be allowed for the purpose of identifying any accessory tenants within the principal building or for the use of sponsor recognition."*

On Public Service (PS) sites greater than 17.0 hectares, a free standing sign is permitted for so long as the site remains greater than 17.0 hectares in size and subject to the above regulation.

Sign regulations in the Land Use Bylaw are reflective of the City's Municipal Development Plan and City's Strategic Plan. These regulations are used to reinforce the goals and objectives outlined in the City's policies to maintain an attractive urban form. Sign regulations attempt to maintain a high level of aesthetic standard throughout the city. Sign regulations have been implemented to control the number of signs permitted in various land use districts in the City. Sign regulations are also used to regulate the type, size and location of signage.

This bylaw amendment would satisfy the request of Red Deer College for sponsorship recognition. From a city wide perspective, this allows for all Public Service (PS) sites greater than 17.0 hectares the opportunity to recognize their sponsors. This amendment will also continue to allow the Westerner Exposition site to promote its sponsor recognition.

### **RECOMMENDATION**

Planning staff recommends that City Council proceed with first reading of the Land Use Bylaw Amendment 3156/F-2006.

Sincerely,

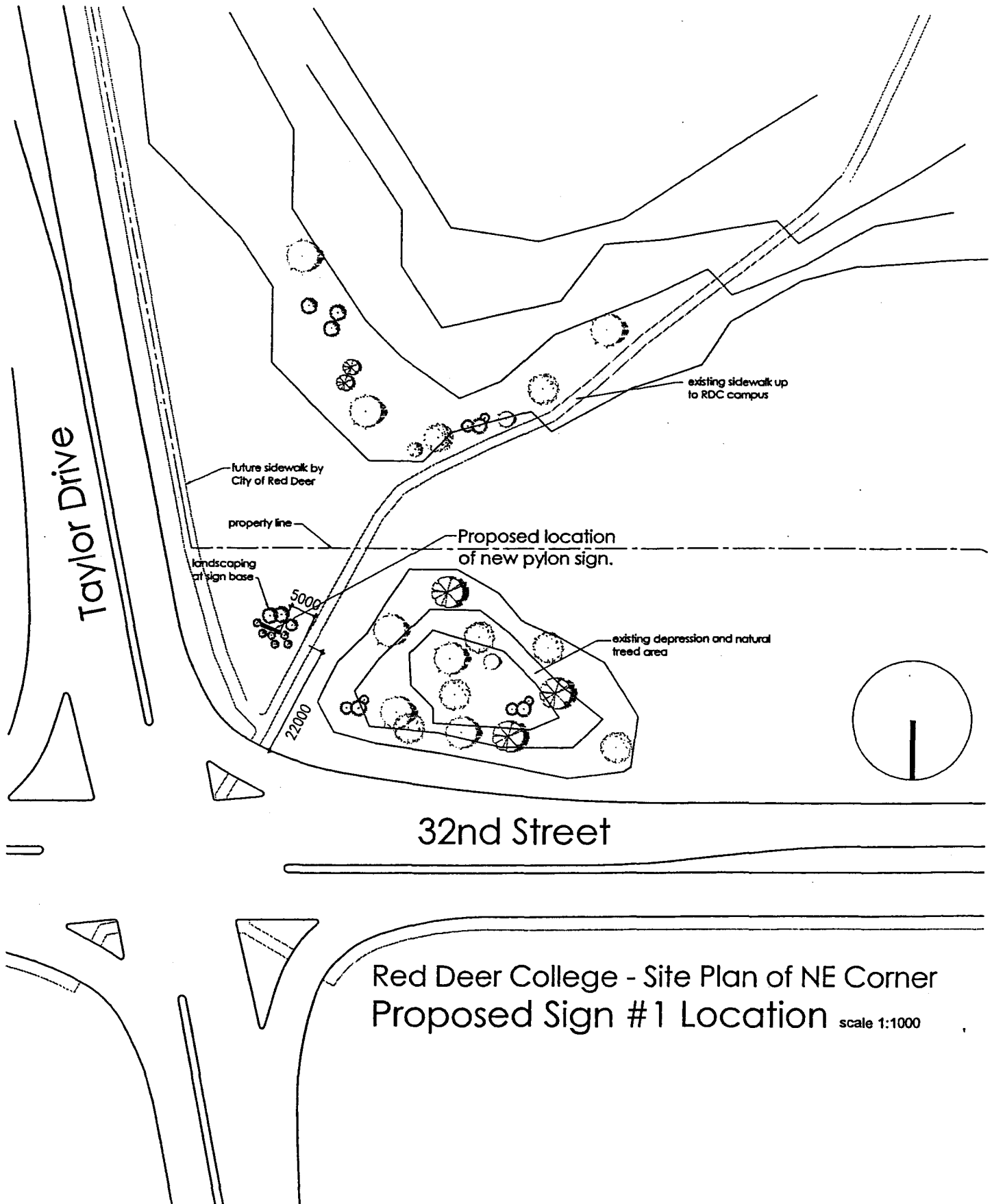


Kristina Mark  
Planner



Tony Lindhout  
City Planning Manager

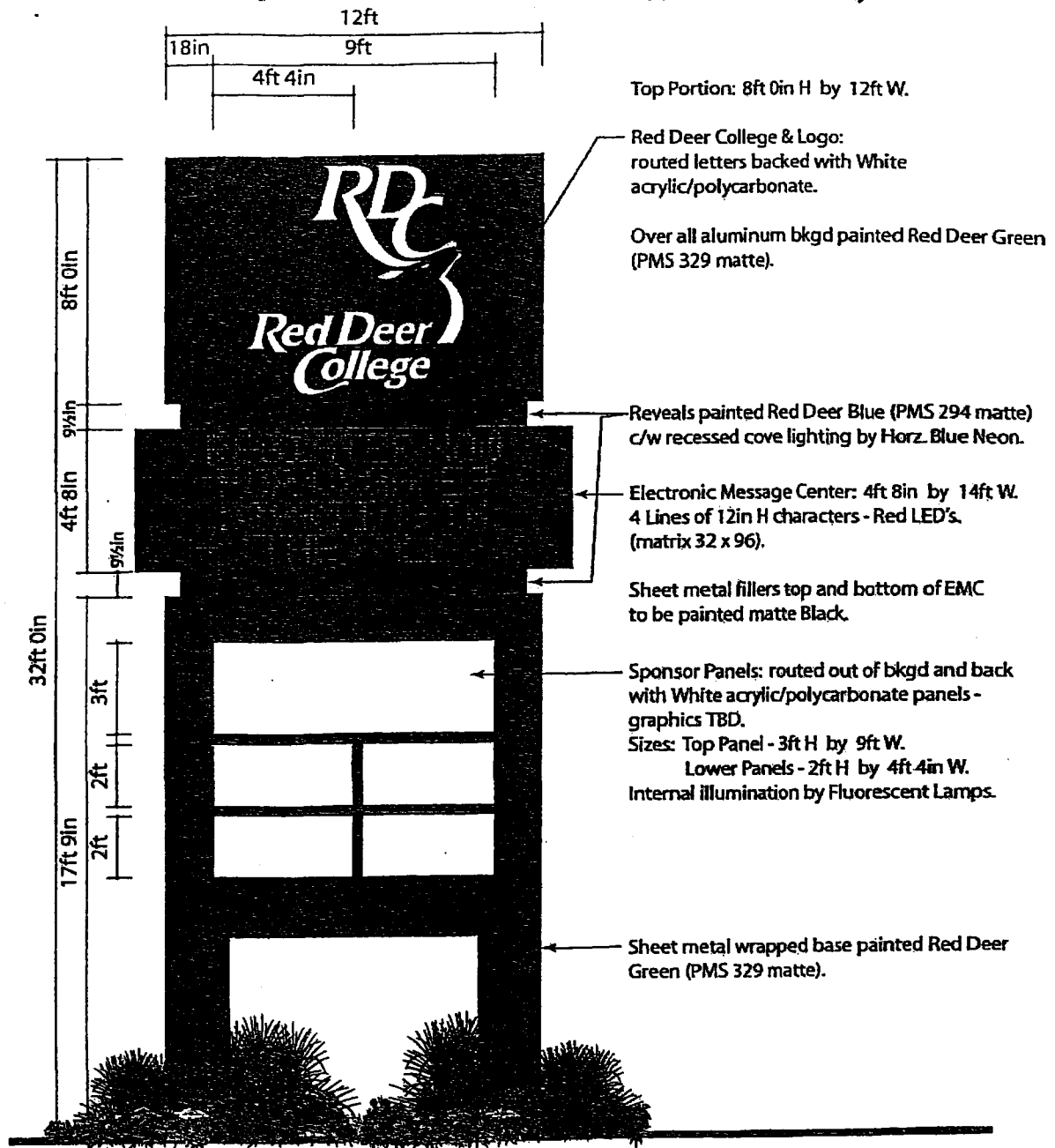
Cc. Michael Donlevy, Associate Vice President Community Relations, Red Deer College  
John Harms, General Manager, Westerner Park  
Doug Sharp, Red Deer College Facilities Director



# Major Pylon Display Alternate Design

18

New Single Sided Major Pylon Display.  
Over all Size: 14ft W by 30ft H.



**SPONSORSHIP SIGNAGE**  
**LUB 3156/F-2006**

**DESCRIPTION:** Sponsorship Signage for Public Services sites greater than 17 hectares.

**FIRST READING:** April 10, 2006

**FIRST PUBLICATION:** April 21, 2006

**SECOND PUBLICATION:** April 28, 2006

**PUBLIC HEARING & SECOND READING:** May 8, 2006

**THIRD READING:** May 8/06

**LETTERS REQUIRED TO PROPERTY OWNERS:** YES ☒ NO ☒

**DEPOSIT?** YES ☒ \$ 700. NO ☐ **BY:** R.D. College

**ACTUAL COST OF ADVERTISING:**

\$ 194.60 X 2 **TOTAL:** \$ 389.20

**MAP PREPARATION:** \$ —

**TOTAL COST:** \$ 389.20

**LESS DEPOSIT RECEIVED:** \$ Ø

**AMOUNT OWING / (REFUND):** \$ 389.20

**INVOICE NO.:** 181936

(Account No. 180.5901)

Batch # 767037



RED DEER COLLEGE  
100 COLLEGE BLVD.  
BOX 5005 RED DEER AB T4N 5H5  
Main (403) 342-3300  
Website www.rdc.ab.ca

**PURCHASES ON THIS FORM  
ARE NOT TO EXCEED \$1,000 TOTAL**

**MANUAL PURCHASE ORDER**

**M 70165**

**THIS NUMBER MUST BE QUOTED  
ON ALL DOCUMENTATION**

DATE April 18/06

VENDOR NAME City of Red Deer

FULL ADDRESS Legislation & Administrative Services

Attn: Cheryl

FAX # 346-6195 PHONE # \_\_\_\_\_

**Direct Shipments to:**  
(unless indicated otherwise)

RED DEER COLLEGE  
SHIPPING AND RECEIVING  
100 COLLEGE BLVD.  
RED DEER, AB T4N 5H5  
OR: \_\_\_\_\_

**Direct ALL Invoices to:**  
RED DEER COLLEGE  
ACCOUNTS PAYABLE  
BOX 5005  
RED DEER AB T4N 5H5

| ITEM # | EXPENSE ACCOUNT DISTRIBUTION |     |      |      | QUANTITY | DESCRIPTION                                  | UNIT OF MEASURE | UNIT PRICE |  | EXTENDED PRICE |    |
|--------|------------------------------|-----|------|------|----------|--|-----------------|------------|--|----------------|----|
|        | FUND                         | ORG | ACCT | PROG |          |  |                 |            |  |                |    |
| 1      |                              |     |      |      |          |  |                 |            |  |                |    |
| 2      |                              |     |      |      |          | Public advertising for                       |                 |            |  |                |    |
| 3      |                              |     |      |      |          | signage                                      |                 |            |  |                |    |
| 4      |                              |     |      |      |          |  |                 |            |  |                |    |
| 5      |                              |     |      |      |          | PO # given in lieu of                        |                 |            |  |                |    |
| 6      |                              |     |      |      |          | cheque OK'd by                               |                 |            |  |                |    |
| 7      |                              |     |      |      |          | Frieda on April 18/2006                      |                 |            |  |                |    |
| 9      |                              |     |      |      |          |  |                 |            |  |                |    |
| 10     |                              |     |      |      |          | estimated deposit                            |                 |            |  | 700            | 00 |
| S/H    |                              |     | 7252 |      |          | Shipping and Handling / Freight Charge (S/H) |                 |            |  |                |    |

The information on this form is personal information and must be protected under the provisions of the Freedom of Information and Protection of Privacy Act of Alberta

Purchaser's Name (Please Print) \_\_\_\_\_ Contact # \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized Signature(s)

*L. Danyell*

**GOODS WILL BE:**

☐ Picked Up ☐ Shipped: ☐ PREPAID & CHARGED

☐ PREPAID ☐ COLLECT

☐ Hazardous Product

☐ MSDS Required

☐ Valid MSDS on File

**SUBTOTAL**

700 00

7% GST

Included

**TOTAL**

700 00

**PURCHASE NOT TO  
EXCEED \$1,000 TOTAL**



**The City of Red Deer will be  
Smoke Free**

**June 1, 2006**

The Smoke Free Bylaw will prohibit smoking in all work places and indoor public places including drinking establishments, bingo halls, casinos, grandstands, patios, private clubs, public transportation vehicles, restaurants and sidewalk cafes.

For more information visit  
[www.reddeer.ca/smokefree](http://www.reddeer.ca/smokefree).

**Sponsorship Signs On Public  
Services Sites**

**Land Use Bylaw Amendment**

City Council proposes to pass Land Use Bylaw Amendment 3156/F-2006, which provides for sponsorship recognition signage on Public Services (PS) sites greater than 17.0 hectares. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, May 8, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, May 2, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

**Vanier Woods - Phase I  
Land Use Bylaw Amendment**

City Council proposes to pass Land Use Bylaw Amendment 3154/M-2006, which provides for the rezoning of approximately 19.82 hectares (48.98 acres) of land for the development of Phase I of the new Vanier Woods neighbourhood from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-detached Dwelling) District, and P1 Parks and Recreation District. The proposed development will create 172 low density residential lots, 5 municipal reserve lots, and 4 public utility lots and conforms to the Vanier Woods Neighbourhood Area Structure Plan. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, May 8, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, May 2, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

**Development Officer Approvals**

On April 16, 2006 the Development Officer issued approval for the following applications:

**Anders Park**  
1. Fanta Homes Ltd. - a 1.25 metre side yard to a cantilever on a proposed single family dwelling and attached garage to be located at 108 Archer Drive.

**Highland Green**  
2. T & N Arthur - a 5.5 metre rear yard to a proposed sunroom on an existing single family dwelling and attached garage located at 29 Huger Crescent.

**Johnstone Park**  
3. Jacobs Homes Inc. - a 6.6 metre rear yard to a proposed single family dwelling and attached garage to be located at 304 Jenner Crescent.

You may appeal the above decision to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, May 12, 2006. Appeal forms (outlining appeal fees) are available at the Legislative & Administrative Services Department. For further information, please phone 342-8192.

**Municipal Planning Commission  
Approvals**

On April 24, 2006 the Municipal Planning Commission issued approval of the following applications:

**South Hill**  
1. Canadian Tire - temporary use of a 3462 sq.ft. area for storage and merchandising of seasonal/garden supplies to be located on the northeast side of the parking lot, extending from the existing garden center at 2510 - 50 Avenue.

**Riverside Heavy Industrial Park**  
2. Camdon Construction Ltd. - addition to an industrial building to be located at 7754 - 47 Avenue Close.

**Edgar Industrial Park**  
3. Shunda Consulting & Construction Management Ltd. - 165.3 m<sup>2</sup> office addition to the Baker Hughes industrial building, located at 8009 Edgar Industrial Crescent.

**Deer Park Village**  
4. 900830 Alberta Ltd. - the discretionary use for an assisted living residence for up to four (4) residents to be located at 47 Denison Crescent.

**Deer Park Estates**  
5. 900830 Alberta Ltd. - discretionary use for an assisted living residence for up to four (4) residents to be located at 92 Dunham Close.

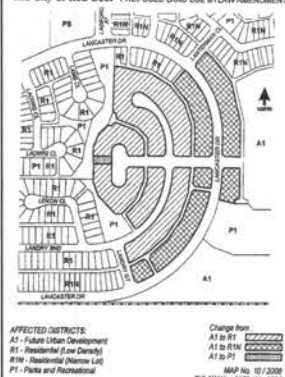
You may appeal the above decisions to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. Friday, May 12, 2006. Appeal forms (outlining appeal fees) are available from Legislative & Administrative Services. For further information, please phone 342-8132.

**Lonsdale Neighbourhood -  
Phase II**

**Land Use Bylaw Amendment**

City Council proposes to pass Land Use Bylaw Amendment 3156/N-2006, which provides for the rezoning of approximately 9.159 hectares (22.63 acres) of land for the development of Phase II of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential (Narrow Lot) District, and P1 Parks and Recreation District. The proposed development will create 126 low density residential lots and 1 municipal reserve lot. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, May 8, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, May 2, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

**URGENT! Please call/fax within 1 hour of receiving**

**RED DEER ADVOCATE**

Sales Rep. ☐ OK as is ☐ OK with corrections ☐ Approved by

BY

AD SIZE: 4 X 300

AD CODE: 91581CityAds4300D28

FINAL PROOF. Proof read and approve or mark corrections. Proofing is the responsibility of the Advertiser. Thank you for your co-operation.

INSERT DATE: FRI, APRIL 28

## New Columbarium at Alto Reste Cemetery

Because of their popularity and the limited number of Columbarium niches currently available, The City is beginning sales earlier than intended on the new Columbarium unit planned for the Alto Reste Cemetery.

For more information please contact The City of Red Deer Cemetery Services at 342-8303.

## Sponsorship Signs On Public Services Sites

### Land Use Bylaw Amendment

City Council proposes to pass **Land Use Bylaw Amendment 3156/P-2006**, which provides for sponsorship recognition signage on Public Services (PS) sites greater than 17.0 hectares. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.

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## Vanier Woods - Phase I Land Use Bylaw Amendment

City Council proposes to pass **Land Use Bylaw Amendment 3156/M-2006**, which provides for the rezoning of approximately 19.82 hectares (48.98 acres) of land for the development of Phase I of the new Vanier Woods neighbourhood from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-detached Dwelling) District, and P1 Parks and Recreation District. The proposed development will create 172 low density residential lots, 5 municipal reserve lots, and 4 public utility lots and conforms to the Vanier Woods Neighbourhood Area Structure Plan. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



**AFFECTED DISTRICTS:**  
A1 - Future Urban Development  
R1 - Residential (Low Density)  
R1A - Residential (Semi-detached Dwelling)  
P1 - Parks and Recreation

**Change from:**  
A1 to R1  
A1 to R1A  
A1 to P1

**MAP No. 10/2006**  
BYLAW No. 3156/M-2006

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, May 8, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, May 2, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

## Municipal Planning Commission Approvals

On April 18, 2006 the Municipal Planning Commission issued approval of the following applications:

- Orkole Park**  
1. Inner Harmony Massage Therapy - the discretionary use for a home based massage therapy business to be located at 18 Orkole Park Road.
- Edgar Industrial Park**  
2. CTC Energy Services - use of above ground storage tanks for dangerous goods storage to be located 7755 Edgar Industrial Way.
- Riverside Light Industrial Park**  
3. Cogidyn Engineering & Design - for a 748.6 m<sup>2</sup> building addition to Marcan Industries for a paint shop to be located at 4648 - 61 Street.
- Phoenix Construction Inc.** - an 11 bay industrial condo building to be located in at 6040 - 47 Avenue.

You may appeal the above decision to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. **Friday, May 5, 2006**. Appeal forms (outlining appeal fees) are available from Legislative & Administrative Services. For further information, please phone 342-8132.

## Development Officer Approvals

On April 19, 2006 the Development Officer issued approval for the following applications:

- Kentwood**  
1. Kingdom Hall of Jehovah's Witnesses - a 44.6 m<sup>2</sup> addition to an existing building located at 20 Kovac Street.
- Parkvale**  
2. Beta Surveys Ltd. - a 0.66 metre side yard and a 3.10 metre rear yard to an existing detached garage located at 4622 - 48 Street.
- Rosedale Meadows**  
3. Beta Surveys Ltd. - a 0.05 metre left and a 0.11 metre right side yard to an existing deck located at 55 Ralston Crescent.

You may appeal the above decision to the Red Deer Subdivision & Development Appeal Board, Legislative & Administrative Services, City Hall, prior to 4:30 p.m. **Friday, May 5, 2006**. Appeal forms (outlining appeal fees) are available at the Legislative & Administrative Services Department. For further information, please phone 342-8132.

## Lonsdale Neighbourhood - Phase II Land Use Bylaw Amendment

City Council proposes to pass **Land Use Bylaw Amendment 3156/N-2006**, which provides for the rezoning of approximately 9.159 hectares (22.63 acres) of land for the development of Phase II of the Lonsdale neighbourhood from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential (Narrow Lot) District, and P1 Parks and Recreation District. The proposed development will create 126 low density residential lots and 1 municipal reserve lot. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2nd Floor of City Hall during regular office hours or for more details, contact the city planners at Parkland Community Planning Services 343-3394.



**AFFECTED DISTRICTS:**  
A1 - Future Urban Development  
R1 - Residential (Low Density)  
R1N - Residential (Narrow Lot)  
P1 - Parks and Recreation

**Change from:**  
A1 to R1  
A1 to R1N  
A1 to P1

**MAP No. 10/2006**  
BYLAW No. 3156/N-2006

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, May 8, 2006** at 6:00 p.m. in Council Chambers, 2nd floor of City Hall. If you want your letter or petition included on the Council agenda, you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, May 2, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact the Manager, Legislative & Administrative Services at 342-8132.

**URGENT! Please call/fax within 1 hour of receiving**

**RED DEER ADVOCATE**

Ph: (403) 342-4000 Fax: (403) 342-4001

REGISTRATION: FRL APRIL 21 4 X 300

AD SIZE: 4 X 300

AD CODE: 91562CityAdv4x300021

FINAL PROOF: Proof read and approve or mark corrections. Proofing is the responsibility of the Advertiser. Thank you for your co-operation.

By: \_\_\_\_\_

Approved by: \_\_\_\_\_

Composed by: \_\_\_\_\_

Printed by: \_\_\_\_\_

**Legislative & Administrative Services**

**DATE:** April 11, 2006

**TO:** Kristina Mark, Parkland Community Planning Services

**FROM:** Kelly Kloss, Legislative & Administrative Services Manager

**SUBJECT:** Land Use Bylaw Amendment 3156/F-2006  
Sponsorship Signage for Public Service (PS) Sites Greater Than 17.0  
Hectares – Red Deer College

---

**Reference Report:**

Parkland Community Planning Services, dated March 28, 2006

**Bylaw Readings:**

Land Use Bylaw Amendment 3156/F-2006 was given first reading. A copy of the bylaw is attached.

**Report Back to Council: Yes**

A Public Hearing will be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

**Comments/Further Action:**

Land Use Bylaw Amendment 3156/F-2006 provides for revisions to Schedule "D" – Sign Regulations - of the Land Use Bylaw to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares. This office will now proceed with the advertising for a Public Hearing. Red Deer College will be responsible for the advertising costs in this instance.



Kelly Kloss  
Manager

/chk  
/attach.

- c Director of Development Services  
Inspections & Licensing Manager  
Land & Economic Development Manager  
C. Adams, Administrative Assistant  
T. Edwards, Clerk Steno

## **BYLAW NO. 3156/F-2006**

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

Schedule "D" - Sign Regulations of Bylaw No. 3156/96 is hereby amended as follows:

- 1 By deleting the definitions of "Billboard", "Fascia Sign", "General Advertising" and "Sign Area" from section 1(1):
- 2 By adding the following new definitions to section 1(1):

"Billboard" means a sign to which advertising copy is pasted, glued, painted or otherwise fastened to permit its periodic replacement and includes poster panels and painted structures. A billboard displays third-party advertising.

"Fascia Sign" means a local advertising sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard, a third-party advertising sign or painted wall sign.

"Reader Board" means a sign which provides for a changeable message through the use of an electronically displayed message or other similar means and which forms an integral part of the sign which advertises events related to the principal building and may be used for sponsor recognition.

"Sign Area" means the entire surface area of a sign on which advertising copy could be placed and includes any frame or embellishment which forms an integral part of the display, but does not include landscaping and in the case of a double-face or multi-face sign, the average of the total area of all sign faces.

"Sponsor" means a corporation or organization that enters into an agreement to pay money to a property owner in exchange for public recognition of the sponsor's contribution, including the right to advertise the name of the sponsor on signage on the property.

"Sponsor Recognition" means the identification, by name and/or logo, of an individual or organization.

"Third-party Advertising" means a sign which refers to goods, activities or services other than those produced, offered for sale or free or obtainable at the premises or on the site on which the sign is displayed.

- 3 By deleting subsection 10(12)(a) and replacing it with the following:

"10(12) (a) such signs may not display third-party advertising; and

- 4 By deleting subsection 36(3) and replacing it with the following new subsection:

"36(3) On Public Service (PS) sites greater than 17.0 hectares, a freestanding sign with sponsor recognition is permitted for so long as the site remains greater than 17.0 hectares in size and subject to the following regulations:"

- 5 By deleting subsection 36(3)(e) and replacing it with the following:

"36(3)(e) up to 25% of the sign area excluding the area of any reader board may be allowed for the purpose of identifying any accessory tenants within the principal building or for the use of sponsor recognition".

READ A FIRST TIME IN OPEN COUNCIL this 10<sup>th</sup> day of April 2006

READ A SECOND TIME IN OPEN COUNCIL this day of 2006

READ A THIRD TIME IN OPEN COUNCIL this day of 2006

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006

---

MAYOR

---

CITY CLERK



LEGISLATIVE & ADMINISTRATIVE SERVICES

April 11, 2006

Fax: 340-8940

Mr. D. Sharp  
Director of Facilities  
Red Deer College  
P.O. Box 5005  
Red Deer, AB T4N 5H5

Dear Mr. Sharp:

**Re: *Land Use Bylaw Amendment 3156/F-2006*  
*Sponsorship Signage for Public Service (PS) Sites*  
*Greater Than 17.0 Hectares***

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3156/F-2006* at the City of Red Deer's Council Meeting held Monday, April 10, 2006. For your information, a copy of the bylaw is attached.

*Land Use Bylaw Amendment 3156/F-2006* provides for revisions to Schedule "D" – Sign Regulations - of the Land Use Bylaw to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

According to the *Land Use Bylaw*, The City requires a deposit before public advertising. An amount equal to the estimated cost of advertising, which in this instance is \$700, is required by Wednesday, April 19, 2006. You will be invoiced for or refunded the difference once the actual cost of advertising is known.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss  
Manager

/attach.

c Parkland Community Planning Services  
C. Adams, Administrative Assistant



LEGISLATIVE & ADMINISTRATIVE SERVICES

April 11, 2006

Fax: 343-7510

Melcor Developments Ltd.  
502, 4901 – 48 Street  
Red Deer, AB T4N 6M4

Dear Sirs:

**Re: Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1**

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3156/M-2006* at the City of Red Deer's Council Meeting held Monday, April 10, 2006. For your information, a copy of the bylaw is attached.

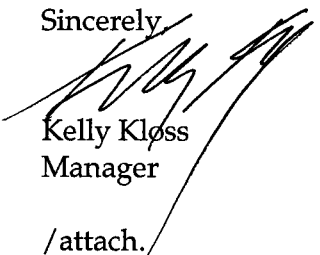
*Land Use Bylaw Amendment 3156/M-2006* provides for the development of Phase 1 of the Vanier Woods Neighbourhood. Approximately 19.82 ha (48.98 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots and 4 public utility lots.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

According to the *Land Use Bylaw*, The City requires a deposit before public advertising. An amount equal to the estimated cost of advertising, which in this instance is \$700, is required by Wednesday, April 19, 2006. You will be invoiced for or refunded the difference once the actual cost of advertising is known.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss  
Manager

/attach.

c Parkland Community Planning Services  
C. Adams, Administrative Assistant

**Legislative & Administrative Services**

**DATE:** April 11, 2006  
**TO:** Martin Kvapil, Parkland Community Planning Services  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1  
Melcor Developments Ltd.

---

**Reference Report:**

Parkland Community Planning Services, dated March 30, 2006

**Bylaw Readings:**

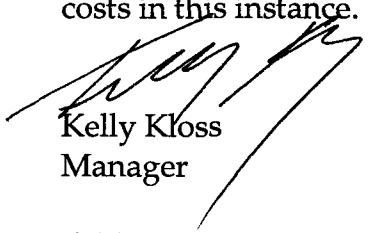
Land Use Bylaw Amendment 3156/M-2006 was given first reading. A copy of the bylaw is attached.

**Report Back to Council: Yes**

A Public Hearing will be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

**Comments/Further Action:**

Land Use Bylaw Amendment 3156/M-2006 provides for the development of Phase 1 of the Vanier Woods Neighbourhood. Approximately 19.82 ha (48.98 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots and 4 public utility lots. This office will now proceed with the advertising for a Public Hearing. Melcor Developments Ltd. will be responsible for the advertising costs in this instance.



Kelly Kloss  
Manager

/chk

/attach.

c Director of Development Services  
Inspections & Licensing Manager  
Land & Economic Development Manager  
C. Adams, Administrative Assistant  
T. Edwards, Clerk Steno



**BYLAW NO. 3156/M-2006**

Being a bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

1. That "Use District Map K4" contained within "Schedule B" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 9/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 10<sup>th</sup> day of April 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

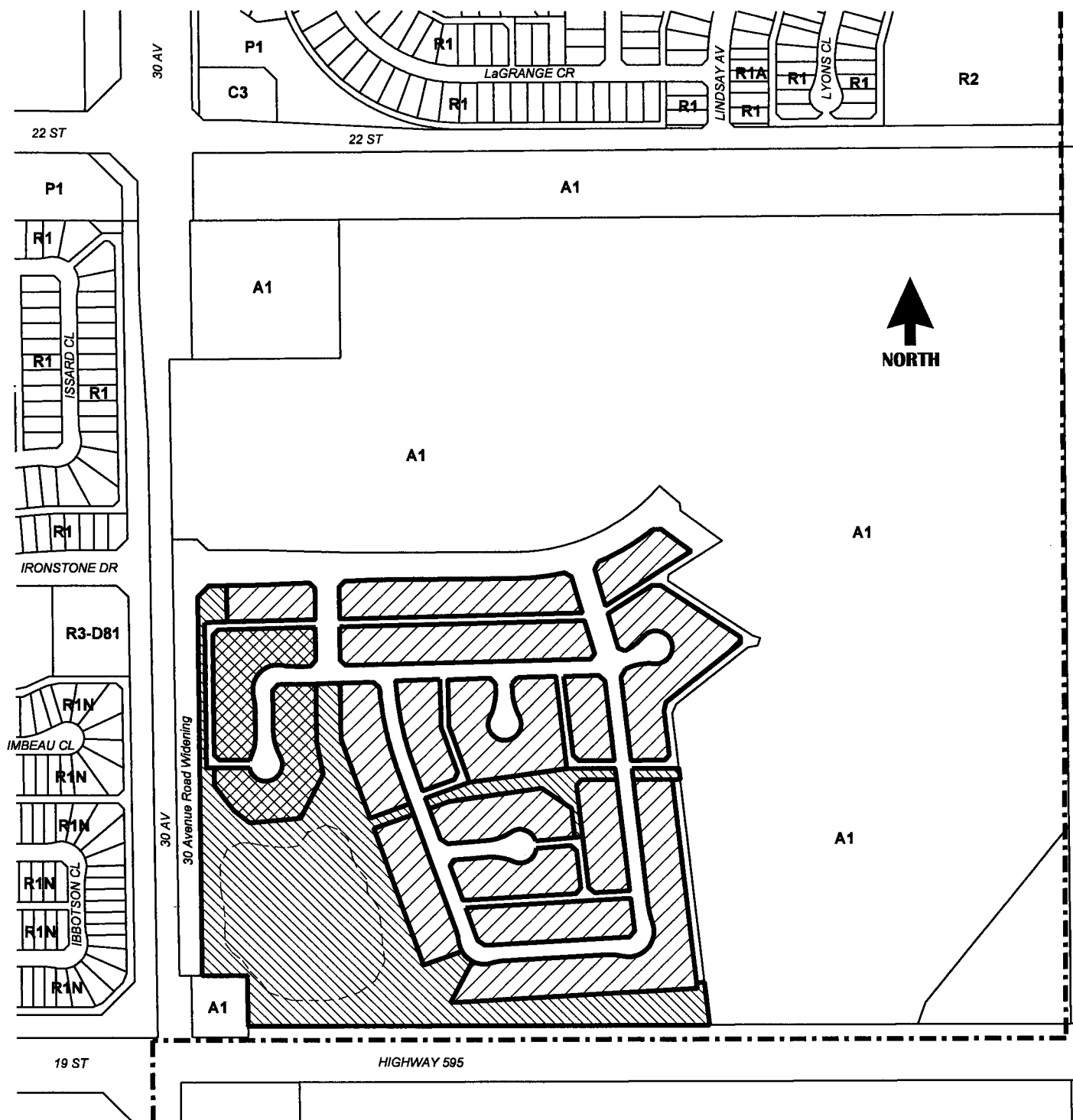
READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# The City of Red Deer *PROPOSED LAND USE BYLAW AMENDMENT*



## AFFECTED DISTRICTS:

A1 - Future Urban Development

R1 - Residential (Low Density)

R1A - Residential (Semi-Detached Dwelling)

P1 - Parks and Recreational

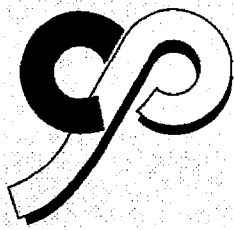
Change from :

A1 to R1 

A1 to R1A 

A1 to P1 

MAP No. 9 / 2006  
BYLAW No. 3156 / M - 2006



**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

Suite 404, 4808 Ross Street  
Red Deer, Alberta, T4N 1X5  
Phone: (403) 343-3394  
FAX: (403) 346-1570  
E-mail: pcps@pcps.ab.ca

---

**DATE:** March 28, 2006

**TO:** Kelly Kloss, Legislative & Administrative Services Manager

**FROM:** Kristina Mark, Planner

**RE:** Land Use Bylaw Amendment 3156/F-2006  
Sponsorship Signage for Public Service (PS) sites greater than 17.0  
hectares – Red Deer College

---

**BACKGROUND**

At the February 13, 2006 City Council Meeting, a Land Use Bylaw amendment request was presented to City Council on behalf of Red Deer College. The College had proposed to have an identification sign located at the intersection of 32<sup>nd</sup> Street and Taylor Drive to include sponsorship recognition. City Council gave consideration for Red Deer College's request for a Land Use Bylaw amendment and passed the following resolution:

*"Resolved that Council of the City of Red Deer having considered the report from the Parkland Community Planning Services, dated February, 8 2006, re: Red Deer College – Land Use Bylaw amendment request for sponsorship signage/Public Service (PS) sites greater than 17.0 hectares, hereby directs that administration prepare the necessary Land Use Bylaw amendment to permit recognition of sponsorship on Public Service (PS) sites greater than 17.0 hectares."*

As per Administration's request, Parkland Community Planning Services has prepared a Land Use Bylaw amendment to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares. In discussions with the City Solicitor, Inspections & Licensing department, the consensus was to further clarify the definitions pertaining to third-party advertisement in the sign regulations.

**PLANNING ANALYSIS**

The proposed Land Use Bylaw amendment provides a clear and distinct definition for third party advertisement and sponsorship recognition. To further clarify third-party advertisement, the definitions in Schedule D of the sign regulations have been modified to better reflect this interpretation. The amendment would also permit Public Service (PS) sites of greater than 17.0 hectares to recognize sponsorship.

*"up to 25% of the sign area excluding the area of any reader board may be allowed for the purpose of identifying any accessory tenants within the principal building or for the use of sponsor recognition."*

On Public Service (PS) sites greater than 17.0 hectares, a free standing sign is permitted for so long as the site remains greater than 17.0 hectares in size and subject to the above regulation.

Sign regulations in the Land Use Bylaw are reflective of the City's Municipal Development Plan and City's Strategic Plan. These regulations are used to reinforce the goals and objectives outlined in the City's policies to maintain an attractive urban form. Sign regulations attempt to maintain a high level of aesthetic standard throughout the city. Sign regulations have been implemented to control the number of signs permitted in various land use districts in the City. Sign regulations are also used to regulate the type, size and location of signage.

This bylaw amendment would satisfy the request of Red Deer College for sponsorship recognition. From a city wide perspective, this allows for all Public Service (PS) sites greater than 17.0 hectares the opportunity to recognize their sponsors. This amendment will also continue to allow the Westerner Exposition site to promote its sponsor recognition.

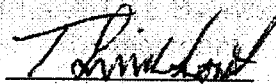
### **RECOMMENDATION**

Planning staff recommends that City Council proceed with first reading of the Land Use Bylaw Amendment 3156/F-2006.

Sincerely,

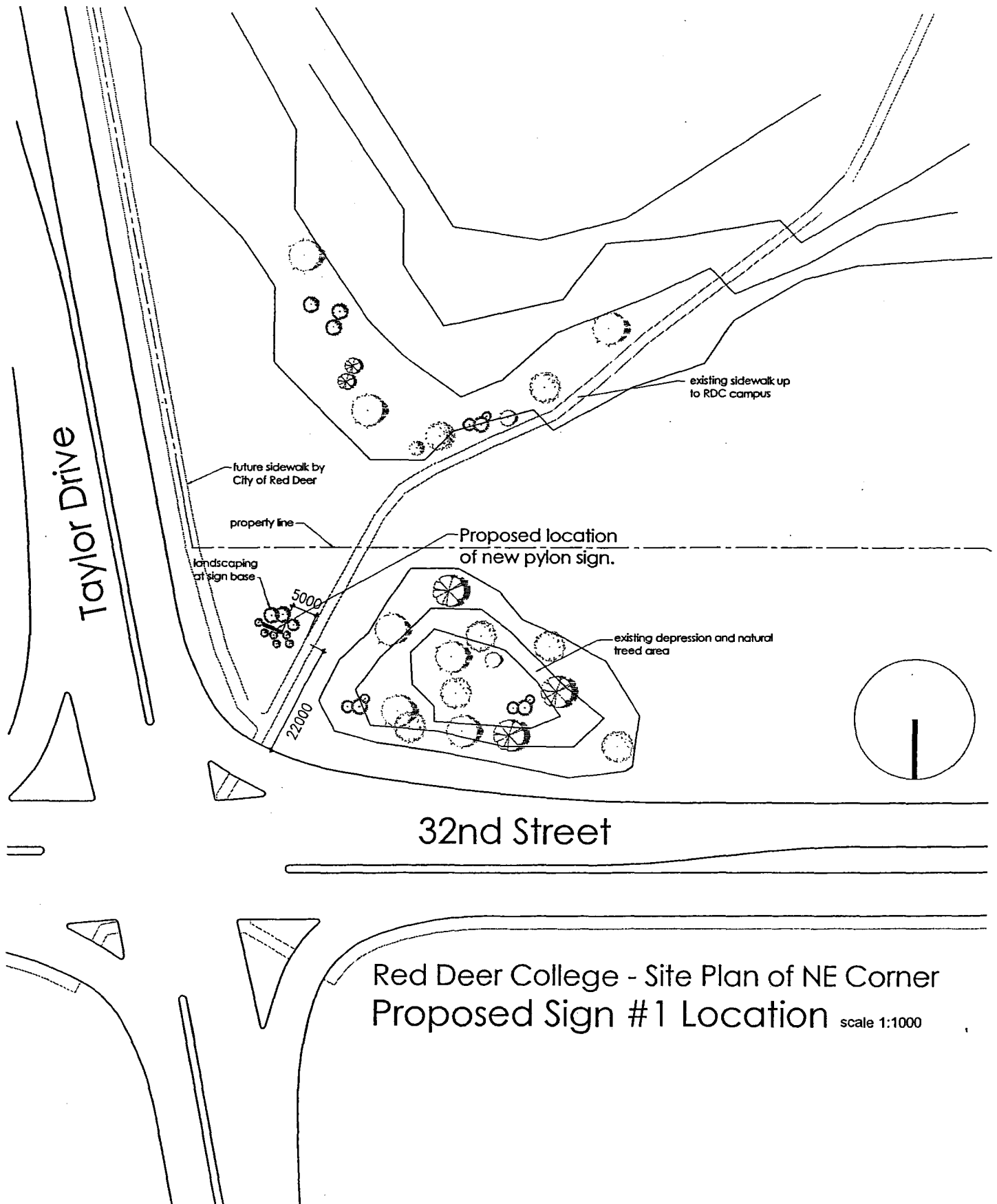


Kristina Mark  
Planner



Tony Lindhout  
City Planning Manager

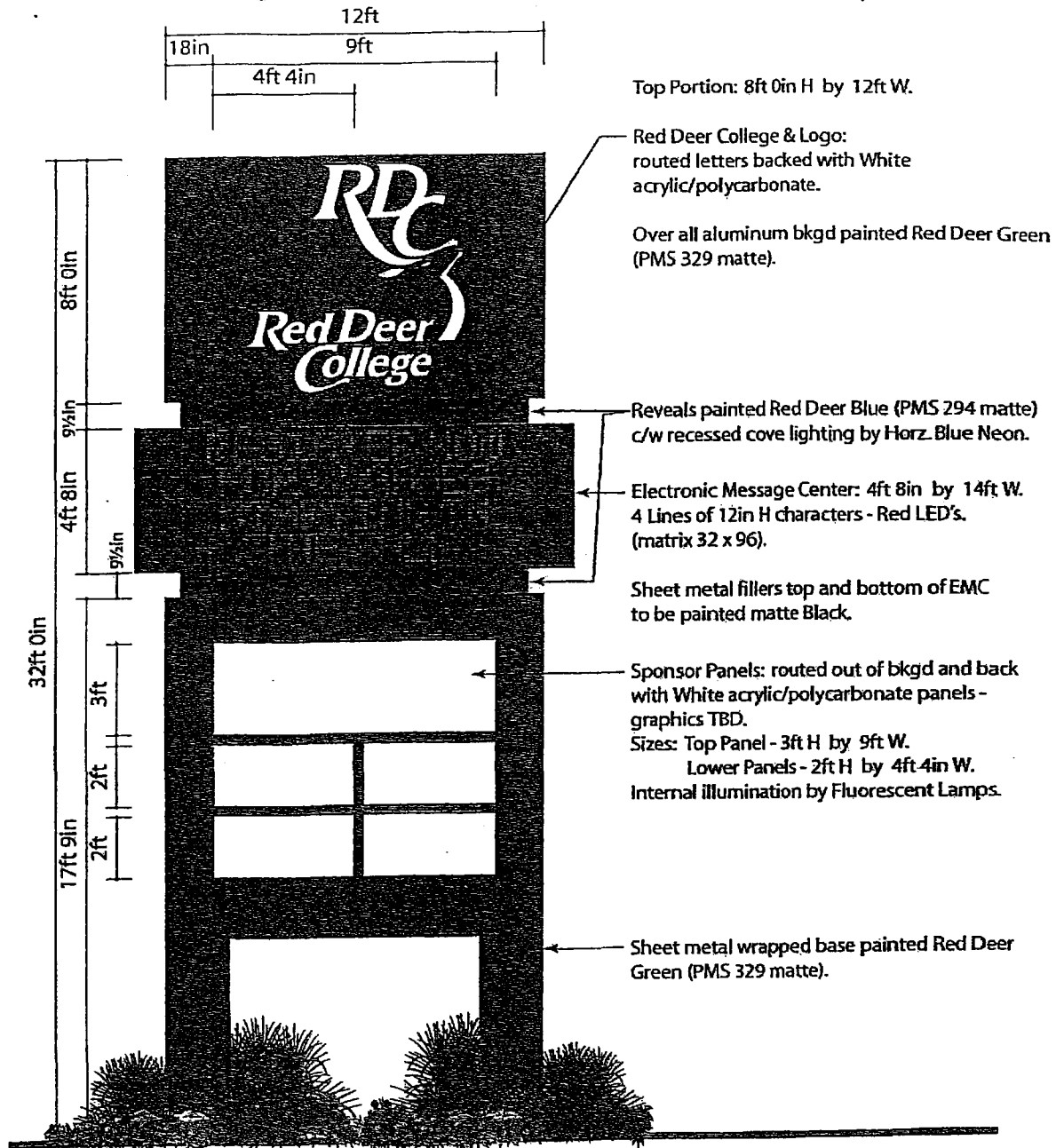
Cc. Michael Donlevy, Associate Vice President Community Relations, Red Deer College  
John Harms, General Manager, Westerner Park  
Doug Sharp, Red Deer College Facilities Director



# Major Pylon Display Alternate Design

60

New Single Sided Major Pylon Display.  
Over all Size: 14ft W by 30ft H.



***Comments:***

We agree with the recommendation of Parkland Community Planning Services that Council give first reading to the Land Use Bylaw Amendment. A Public Hearing would be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

"Morris Flewwelling"

Mayor

"Norbert Van Wyk"

City Manager

**BYLAW NO. 3156/F-2006**

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

Schedule "D" - Sign Regulations of Bylaw No. 3156/96 is hereby amended as follows:

- 1 By deleting the definitions of "Billboard", "Fascia Sign", "General Advertising" and "Sign Area" from section 1(1):
- 2 By adding the following new definitions to section 1(1):
 

"Billboard" means a sign to which advertising copy is pasted, glued, painted or otherwise fastened to permit its periodic replacement and includes poster panels and painted structures. A billboard displays third-party advertising.

"Fascia Sign" means a local advertising sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard, a third-party advertising sign or painted wall sign.

"Reader Board" means a sign which provides for a changeable message through the use of an electronically displayed message or other similar means and which forms an integral part of the sign which advertises events related to the principal building and may be used for sponsor recognition.

"Sign Area" means the entire surface area of a sign on which advertising copy could be placed and includes any frame or embellishment which forms an integral part of the display, but does not include landscaping and in the case of a double-face or multi-face sign, the average of the total area of all sign faces.

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"Sponsor Recognition" means the identification, by name and/or logo, of an individual or organization.

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- 3 By deleting subsection 10(12)(a) and replacing it with the following:

"10(12) (a) such signs may not display third-party advertising; and

- 4 By deleting subsection 36(3) and replacing it with the following new subsection:

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- 5 By deleting subsection 36(3)(e) and replacing it with the following:

"36(3)(e) up to 25% of the sign area excluding the area of any reader board may be allowed for the purpose of identifying any accessory tenants within the principal building or for the use of sponsor recognition.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2006

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2006

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2006

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2006

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



LEGISLATIVE & ADMINISTRATIVE SERVICES

May 9, 2006

Mr. D. Sharp  
Director of Facilities  
Red Deer College  
P.O. Box 5005  
Red Deer, AB T4N 5H5

Dear Mr. Sharp:

**Re: *Land Use Bylaw Amendment 3156/F-2006***  
***Sponsorship Signage for Public Service (PS) Sites***  
***Greater Than 17.0 Hectares***

At the City of Red Deer's Council meeting held on May 8, 2006, a Public Hearing was held with respect to *Land Use Bylaw Amendment 3156/F-2006*. Following the Public Hearing, *Land Use Bylaw Amendment 3156/F-2006* was given second and third readings. A copy of the bylaw is attached.

*Land Use Bylaw Amendment 3156/F-2006* provides for revisions to Schedule "D" – Sign Regulations - of the Land Use Bylaw to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss  
Manager

/attach.

c Parkland Community Planning Services



## Council Decision – May 8, 2006

Legislative & Administrative Services

**DATE:** May 9, 2006  
**TO:** Kristina Mark, Parkland Community Planning Services  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/F-2006  
Sponsorship Signage for Public Services (PS) Sites Greater Than 17.0  
Hectares – Red Deer College

---

*Reference Report:*

Parkland Community Planning Services, dated March 28, 2006

*Bylaw Readings:*

Land Use Bylaw Amendment 3156/F-2006 was given second and third readings. A copy of the bylaw is attached.

*Report Back to Council:* No

*Comments/Further Action:*

Land Use Bylaw Amendment 3156/F-2006 provides for revisions to Schedule "D" – Sign Regulations - of the Land Use Bylaw to accommodate recognition of sponsorship signage on Public Service (PS) sites greater than 17.0 hectares. This office will amend the Land Use Bylaw and distribute copies in due course.



Kelly Kloss  
Manager

/chk  
attchs.

c Director of Development Services  
Inspections & Licensing Manager  
Land & Economic Development Manager  
City Assessor  
S. Marks, Graphics Designer  
E. Damberger, PCPS  
T. Edwards, Clerk Steno

**Legislative & Administrative Services**

**DATE:** May 3, 2006  
**TO:** City Council  
**FROM:** Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1  
Melcor Developments Ltd.  
Public Hearing & Recommendation to Table Second Reading

---

***History:***

At the Monday, April 10, 2006 meeting of Council, Land Use Bylaw Amendment 3156/M-2006 was given first reading.

Land Use Bylaw Amendment 3156/M-2006 provides for the development of Phase 1 of the Vanier Woods Neighbourhood. Approximately 19.82 ha (48.98 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots and 4 public utility lots.

***Public Consultation Process***

A Public Hearing has been advertised for the above noted bylaw to be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

***Discussion***

Subsequent to the Public Hearing advertising, it has been determined that the land being rezoned falls within the Intermunicipal Development Plan. To accommodate all timelines for input, a six week period should have been provided from the April 10, 2006 Council meeting for the process. As a result of this oversight and to ensure all comments are considered by City Council, I recommend that:

City Council  
Land Use Bylaw Amendment 3156/M-2006  
Page 2

1. As the City has already advertised a public hearing regarding Land Use Bylaw Amendment 3156/M-2006 for Monday May 8, 2006 in accordance with the Municipal Government Act, continue with this hearing to gather input from that process,
2. Following the public hearing table consideration of second reading of that Bylaw to the May 23, 2006 City Council meeting to ensure input from Red Deer County on the Bylaw is received as provided within the Intermunicipal Development Plan.
3. At the May 23, 2006 City Council meeting, consider the next steps for Land Use Bylaw Amendment 3156/M-2006 based on the input received.

***Recommendation***

That following the Public Hearing, Council table second reading of the Bylaw to the May 23, 2006 Council Meeting.



Kelly Kloss  
Manager



---

**DATE:** March 30, 2006

**TO:** Kelly Kloss, Legislative and Administrative Services Manager

**FROM:** Martin Kvapil, Planning Assistant

**RE:** Land Use Bylaw Amendment No. 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1  
Melcor Developments Ltd.

---

**Proposal**

Melcor Developments Ltd. is proposing to develop Phase 1 of the concurrently proposed Vanier Woods neighbourhood. Rezoning is being sought for approximately 19.82 ha (48.98 ac.) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots, and 4 public utility lots. The proposed uses would conform with the proposed Vanier Woods Neighbourhood Area Structure Plan, which was given first reading on March 27, 2006.

**Staff Recommendation**

It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3156/M-2006.

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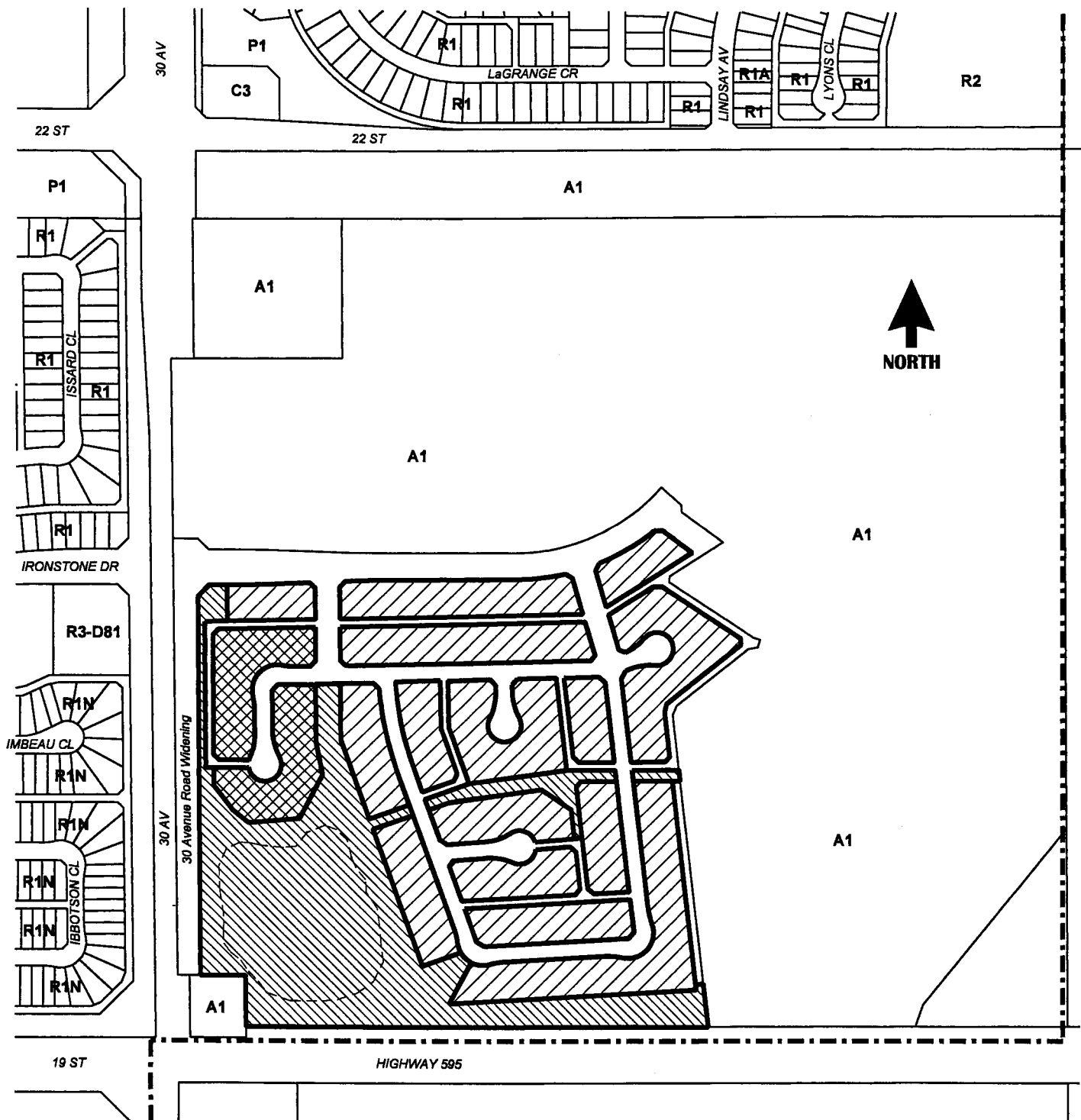
Martin Kvapil  
PLANNING ASSISTANT

---

Tony Lindhout  
CITY PLANNING MANAGER

Attach.

# The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



## AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1A - Residential (Semi-Detached Dwelling)
- P1 - Parks and Recreational

## Change from :

- A1 to R1 
- A1 to R1A 
- A1 to P1 

MAP No. 9 / 2006  
BYLAW No. 3156 / M - 2006



LEGISLATIVE & ADMINISTRATIVE SERVICES

May 9, 2006

Melcor Developments Ltd.  
502, 4901 – 48 Street  
Red Deer, AB T4N 6M4

Dear Sirs:

**Re: Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1**

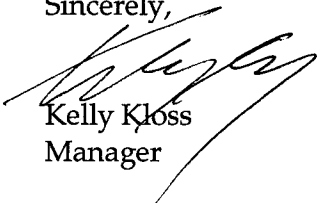
At the City of Red Deer's Council meeting held May 8, 2006, a Public Hearing was held with respect to Land Use Bylaw Amendment 3156/M-2006. Following the Public Hearing, Council tabled consideration of second reading of the bylaw to the May 23, 2006 Council Meeting. First reading of the bylaw amendment was given at the April 10, 2006 Council Meeting. As the land being rezoned falls within the Intermunicipal Development Plan, a six week period is required to be provided from the April 10, 2006 Council meeting, to allow time for Red Deer County to provide input.

At the May 23, 2006 Council Meeting, Council will consider the next steps for Land Use Bylaw Amendment 3156/M-2006 based on input received from Red Deer County.

*Land Use Bylaw Amendment 3156/M-2006* provides for the development of Phase 1 of the Vanier Woods Neighbourhood. Approximately 19.82 ha (48.98 ac) of land is to be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots and 4 public utility lots.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss  
Manager

/attach.

c Parkland Community Planning Services  
C. Adams, Administrative Assistant



May 3, 2006

Brenda Hoskin  
Long Range Planning Manager  
Red Deer County  
38106 Range Road 275  
Red Deer County, AB T4S 2L9

Dear Ms. Hoskin:

**Re: Intermunicipal Referral**  
**Land Use Bylaw Amendment 3156/M-2006**  
**Vanier Woods Neighbourhood – Phase 1**

Thank you for your letter dated April 26, 2006 regarding the intermunicipal referral for Land Use Bylaw Amendment 3156/M-2006. I apologize for the oversight on my part for not giving you the 30 day notice as outlined in Section 15.2.6 of the City and Red Deer County Intermunicipal Development Plan.

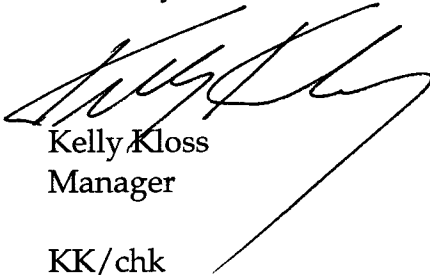
To ensure all comments are considered by City Council, my recommendation to Council will be:

1. As we have already advertised a public hearing regarding Land Use Bylaw Amendment 3156/M-2006 for Monday May 8, 2006 in accordance with the Municipal Government Act, continue with this hearing to gather input from that process,
2. Following the public hearing table consideration of second reading of that Bylaw to the May 23, 2006 City Council meeting to ensure input from Red Deer County on the Bylaw is received as provided within the Intermunicipal Development Plan.
3. At the May 23, 2006 City Council meeting, consider the next steps for Land Use Bylaw Amendment 3156/M-2006 based on the input received.

Red Deer County  
May 3, 2006  
Page 2

Please call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', with a long, sweeping horizontal line extending to the right.

Kelly Kloss  
Manager

KK/chk

c     City Manager  
      City Planning Manager  
      Deputy City Clerk  
      Administrative Assistant



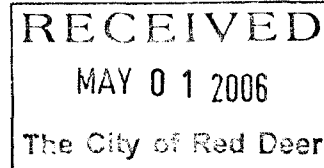
## PLANNING & DEVELOPMENT

38106 Rge. Rd 275  
Red Deer County, AB T4S 2L9

Phone (403) 350-2172 Fax (403) 346-9840

April 26, 2006

City of Red Deer County  
ATTN: Kelly Kloss  
Manager, Legislative & Administrative Services  
Box 5008  
Red Deer, AB T4N 3T4



RE: Intermunicipal Referral  
Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase I

Thank you for the opportunity to review the above proposed Land Use Bylaw amendment. This referral does not meet Section 15.2.6 of the City and County of Red Deer Intermunicipal Development Plan, therefore, I am not able to offer formal comment on behalf of Red Deer County. An administrative review suggests the proposal meets the recently adopted Vanier Woods NASP, however, this is the limit of my ability to comment without sufficient time being provided for a formal decision.

The referral will be placed on the May 9, 2006 County Council agenda after which I can provide you with a formal response. If you have any questions, or require additional clarification, please contact me.

**RED DEER COUNTY**

Brenda Hoskin  
Long Range Planning Manager  
[brendahoskin@reddeercounty.ab.ca](mailto:brendahoskin@reddeercounty.ab.ca)

/bfh



April 19, 2006

«Prime\_Owner\_Name»

«Owner\_Address\_1»

«Owner\_Address\_2»

«Owner\_Address\_3»

«Owner\_Address\_4»

Dear Sir/Madam:

**Re: Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1**

---

Red Deer City Council is considering a change to the Land Use Bylaw, which controls the use and development of land and buildings in the city. As a property owner in the area of proposed changes, you have an opportunity to ask questions about the intended use and to let Council know your views.

City Council proposes to pass **Land Use Bylaw Amendment 3156/M-2006**, which provides for the development of Phase 1 of the Vanier Woods Neighbourhood. Approximately 19.82 hectares (48.98 acres) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots, and 4 public utility lots. The proposed bylaw may be inspected by the public at Legislative & Administrative Services, 2<sup>nd</sup> Floor of City Hall during regular office hours, or for more details contact the city planners at Parkland Community Planning Services at 343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, May 8, 2006**, at 6:00 p.m. in Council Chambers, 2<sup>nd</sup> floor of City Hall. If you want your letter or petition included on the Council agenda you must submit it to our office by **Tuesday, May 2, 2006**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Administrative Services at 342-8132.

Yours truly,

Kelly Kloss  
Manager, Legislative & Administrative Services  
/te  
encl.

| Prime Owner Name               | Owner Address 1             | Owner Address 2             | Owner Address 3  | Owner Address 4      |
|--------------------------------|-----------------------------|-----------------------------|------------------|----------------------|
| R. Y. & ELIZABETH J. MING &    | D. & D. SABASCH & 216078 HO | LTD & PETER E. LEYE BOX 186 | RED DEER, AB     | T4N 5E8              |
| CANADIAN WESTERN NATURAL GAS C | 11TH FLR 10035 105 ST       | P O BOX 2426 STN MA         | EDMONTON, AB     | T5J 2V6              |
| GERALD W & SHIRLEY A NEUFELD   | SITE 16 BOX 2 RR 3 LCD 1    | RED DEER, AB                | T4N 5E3          |                      |
| HAROLD R. STEELE               | RR3                         | RED DEER, AB                | T4N 5E3          |                      |
| KEN HUBBARD                    | HNH DEV                     | C/O RR1                     | RED DEER, AB     | T4N 5E1              |
| RON CADMAN                     | LANCASTER DEVELOPMENTS      | 4605 A 63 STREET            | RED DEER, AB     | T4N 7A6              |
| KENNETH AND MARY ANN STEELE    | RR3                         | RED DEER, AB                | T4N 5E3          |                      |
| RED DEER COUNTY                | 38106 RR275                 | RED DEER COUNTY, AB         | T4S 2L9          |                      |
| HOM FARMS LTD.                 | 6 5202 FARRELL AVE          | RED DEER, AB                | T4N 7B5          |                      |
| NORA JEAN ROSE                 | RR3 LCD1                    | RED DEER, AB                | T4N 5E3          |                      |
| ALTALINK                       | C/O AEC INTERNATIONAL       | 840, 10020 101A AVE         | PHILLIPS-MCKINIE | EDMONTON, AB T5J 3G2 |

## Christine Kenzie

---

**From:** Nick Riebeek  
**Sent:** May 03, 2006 9:00 AM  
**To:** Christine Kenzie; Kelly Kloss  
**Subject:** RE: May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral

Hello Kelly and Christine,

the letter looks fine. In the IDP the requirement to refer is Sec 15.2.4 the time limit with respect to referral is 15.2.6.

nick

---

**From:** Christine Kenzie  
**Sent:** Wed 2006/05/03 8:26 AM  
**To:** Kelly Kloss  
**Cc:** Nick Riebeek  
**Subject:** RE: May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral

I quoted section 15.2.6 of the IDP in the letter I drafted - that was the Section quoted in the letter from the County. I will confirm the section from the IDP plan. On April 19, 2006 a letter was sent from LAS notifying residents of the public hearing for LUB 3156/M-2006 - Vanier Woods. From the list that Tracy provided to me there were approximately 6 County residents that letters were sent to (this includes Red Deer County).

**Christine Kenzie**  
Legislative & Administrative Services  
City of Red Deer  
403.342.8201  
christine.kenzie@reddeer.ca

---

**From:** Kelly Kloss  
**Sent:** May 03, 2006 8:16 AM  
**To:** Nick Riebeek; Christine Kenzie  
**Subject:** FW: May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral

I have made a few changes to the original letter. Take a look and see if you agree.

Thanks

Kelly

(Christine - do you have the date that we sent the notice to the County and how many County residents did we send the notice to. Also in Nick's email he references 15.2.2 of the IDP and in the draft letter you have 15.2.6, please confirm the correct number.)

2006/05/03

---

**From:** Christine Kenzie  
**Sent:** May 02, 2006 1:49 PM  
**To:** Nick Riebeek; Kelly Kloss  
**Subject:** May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral

Nick, I have attached a draft letter to Red Deer County re LUB Amendment 3156/M-2006 - Vanier Woods.

Kelly is in a meeting this afternoon and has not had a chance to review it yet. Perhaps you might have time to review and provide your comments to him.

Thanks.

***Christine Kenzie***  
Legislative & Administrative Services  
City of Red Deer  
403.342.8201  
christine.kenzie@reddeer.ca

**Christine Kenzie**

---

**From:** Kelly Kloss  
**Sent:** May 03, 2006 8:36 AM  
**To:** Paul Meyette; Joyce Boon  
**Cc:** Christine Kenzie  
**Subject:** May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral  
**Attachments:** 490978 - May 3 2006 to Red Deer County Re LUB Amendment 3156M-2006 - Intermunicipal Referral - 1.DOC

Hi Paul,

So you are kept up to date on this bylaw. We need to alter the process as noted in the attached letter that I will be sending to the County later today.

Kelly

2006/05/03



**Christine Kenzie**

---

**From:** Nick Riebeek  
**Sent:** May 02, 2006 2:56 PM  
**To:** Christine Kenzie; Kelly Kloss  
**Subject:** RE: May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral

Hello Christine,

Yes this looks fine to me.

Thank you

nick

---

**From:** Christine Kenzie  
**Sent:** Tue 2006/05/02 1:48 PM  
**To:** Nick Riebeek; Kelly Kloss  
**Subject:** May 3 2006 to Red Deer County Re LUB Amendment 3156/M-2006 - Intermunicipal Referral

Nick, I have attached a draft letter to Red Deer County re LUB Amendment 3156/M-2006 - Vanier Woods.

Kelly is in a meeting this afternoon and has not had a chance to review it yet. Perhaps you might have time to review and provide your comments to him.

Thanks.

***Christine Kenzie***

Legislative & Administrative Services  
City of Red Deer  
403.342.8201  
christine.kenzie@reddeer.ca

2006/05/02

## Christine Kenzie

---

**From:** Nick Riebeek  
**Sent:** May 02, 2006 1:33 PM  
**To:** Christine Kenzie; Tony Lindhout  
**Cc:** Val Henderson - Chapman Riebeek; Kelly Kloss  
**Subject:** RE: April 26 2006 Letter from Red Deer County - Re LUB Amendment 3156M-2006 - Vanier Woods - Phase 1

Hello Christine et al,

So after consulting with Tony it is clear that the lands in question fall within the IDP and Sections 15.2.2 and subsequent apply. Arguably irrespective of what we do the County if it wishes to be awkward could invoke Section 18 commencing a Dispute in similar fashion to what the City has done - I would not be surprised if they did so.

For the moment, in order to comply I would recommend that the public hearing scheduled proceed but that 2nd. reading be deferred until the thirty day period has expired. Quite frankly this does not prohibit the county from using Section 18 anyway but I believe it shows good faith on the part of the City and indicates that we are wanting to comply with the IDP.

Kelly, I would recommend a letter go to the County indicating what we are doing as well as explaining that initially missing the 30 day requirement was an oversight and not intended. After that if the County proceed under Section 18, well I think they would have done so, no matter what.

Let me know if this raises questions or concerns.

nick

---

**From:** Christine Kenzie  
**Sent:** Tue 2006/05/02 10:42 AM  
**To:** Nick Riebeek; Tony Lindhout  
**Cc:** Val Henderson - Chapman Riebeek; Kelly Kloss  
**Subject:** April 26 2006 Letter from Red Deer County - Re LUB Amendment 3156M-2006 - Vanier Woods - Phase 1

<<April 26 2006 Red Deer County Letter.pdf>>

Please review the attached letter from Red Deer County - received in this office on May 1st.

This letter indicates that The City did not give The County enough notice regarding Land Use Bylaw Amendment 3156/M-2006 - Vanier Woods - Phase 1 Rezoning. This item has been advertised for a public hearing to be held on May 8th.

Kelly Kloss would like your opinion on how The City should proceed. Hold the public hearing on May 8th - because it has been advertised - then adjourn the public hearing - to readvertise again?

The County and other adjacent property owners to the site were sent letters, dated April 19, 2006, notifying them of the public hearing to be held on May 8th. Refer to Section 692 (5) of the Municipal Government Act regarding

2006/05/02

giving notice to another municipality.

We would need to know your opinion as soon as possible on how to proceed.

If you need any additional information, please let me know.

Thanks.

***Christine Kenzie***  
Legislative & Administrative Services  
City of Red Deer  
403.342.8201  
christine.kenzie@reddeer.ca

\* \* \* Communication Result Report ( May. 2. 2006 11:06AM ) \* \* \*

1) LEGISLATIVE SERVICES  
2)

Date/Time: May. 2. 2006 11:04AM

| File No. | Mode      | Destination | Pg(s) | Result | Page Not Sent |
|----------|-----------|-------------|-------|--------|---------------|
| 1168     | Memory TX | 3401280     | P. 6  | OK     |               |

## Reason for error

E. 1) Hang up or line fail  
E. 3) No answer  
E. 5) Exceeded max. E-mail size

E. 2) Busy  
E. 4) No facsimile connection



P.O. Box 5008, Red Deer, Alberta T4N 3T4  
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132  
Email: legislativeservices@reddeer.ca

DATE: MAY 2, 2006

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 6

FAX TO: CHAPMAN RIEBEEK  
ATTENTION: NICK RIEBEEK  
THEIR FAX NO: 340-1200  
FROM: CHRISTINE KEUZIE  
DEPARTMENT: L.A.S.  
PHONE #: (403) 342-8201

## MESSAGE AREA (if required):

- ATTACHED IS THE COVER REPORT FROM KELLY +  
REPORT FROM PARKLAND CON. PLANNING SERVICES - (FROM ARIAL  
TO COUNCIL MEETING)  
RE: LAND USE BYLAW AMENDMENT 315/M-2006  
VARIOUS WOODS - PHASE 1  
- LET ME KNOW IF YOU NEED ANYTHING ELSE.

## Confidentiality Notice

This communication is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. It may contain information that is confidential or subject to legal privilege. Further disclosure or use of this communication in whole or in part, by any other person, in any manner, may be an offence under the Freedom of Information and Protection of Privacy Act. If you received this fax in error please telephone us immediately. Thank you for your assistance.

ORIGINAL TO FOLLOW: BY MAIL \_\_\_\_\_ BY COURIER \_\_\_\_\_  
NO ORIGINAL WILL BE FORWARDED: \_\_\_\_\_

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.

**P.O. Box 5008, Red Deer, Alberta T4N 3T4**  
**Web Site: [www.reddeer.ca](http://www.reddeer.ca)**

**Legislative & Administrative Services (403) 342-8132**  
**Email: [legislativeservices@reddeer.ca](mailto:legislativeservices@reddeer.ca)**

**DATE:** MAY 2, 2006

**OUR FAX NO:** (403) 346-6195

**NUMBER OF PAGES INCLUDING THIS PAGE:** 6

**FAX TO:** CHAPMAN RIEBECK  
**ATTENTION:** NICK RIEBECK  
**THEIR FAX NO:** 340-1280  
**FROM:** CHRISTINE KENZIE  
**DEPARTMENT:** L.A.S.  
**PHONE #:** (403) 342-8201

**MESSAGE AREA (if required):**

- ATTACHED IS THE COVER REPORT FROM KELLY +  
REPORT FROM PARKLAND CON. PLANNING SERVICES - (FROM APRIL  
TO COUNCIL  
MEETING)
- RE: LAND USE BYLAW AMENDMENT 3156/M-2006 -  
UNWICK WOODS - PHASE 1
- LET ME KNOW IF YOU NEED ANYTHING ELSE.

**Confidentiality Notice**

This communication is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. It may contain information that is confidential or subject to legal privilege. Further disclosure or use of this communication in whole or in part, by any other person, in any manner, may be an offence under the Freedom of Information and Protection of Privacy Act. If you received this fax in error please telephone us immediately. Thank you for your assistance.

ORIGINAL TO FOLLOW: BY MAIL \_\_\_\_\_ BY COURIER \_\_\_\_\_  
NO ORIGINAL WILL BE FORWARDED: \_\_\_\_\_

**IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE  
NUMBER SHOWN ABOVE. THANK YOU.**

## Christine Kenzie

---

**To:** Nick Riebeek; Tony Lindhout  
**Cc:** Val Henderson - Chapman Riebeek; Kelly Kloss  
**Subject:** April 26 2006 Letter from Red Deer County - Re LUB Amendment 3156M-2006 - Vanier Woods - Phase 1

**Importance:** High

**Attachments:** April 26 2006 Red Deer County Letter.pdf



April 26 2006 Red  
Deer County ...

Please review the attached letter from Red Deer County - received in this office on May 1st.

This letter indicates that The City did not give The County enough notice regarding Land Use Bylaw Amendment 3156/M-2006 - Vanier Woods - Phase 1 Rezoning. This item has been advertised for a public hearing to be held on May 8th.

Kelly Kloss would like your opinion on how The City should proceed. Hold the public hearing on May 8th - because it has been advertised - then adjourn the public hearing - to readvertise again?

The County and other adjacent property owners to the site were sent letters, dated April 19, 2006, notifying them of the public hearing to be held on May 8th. Refer to Section 692 (5) of the Municipal Government Act regarding giving notice to another municipality.

We would need to know your opinion as soon as possible on how to proceed.

If you need any additional information, please let me know.

Thanks.

**Christine Kenzie**  
Legislative & Administrative Services  
City of Red Deer  
403.342.8201  
christine.kenzie@reddeer.ca

**Legislative & Administrative Services**

**DATE:** May 9, 2006  
**TO:** Martin Kvapil, Parkland Community Planning Services  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/M-2006  
Vanier Woods Neighbourhood – Phase 1  
Melcor Developments Ltd.

---

***Reference Report:***

Legislative & Administrative Services Manager, dated May 3, 2006 and Parkland Community Planning Services, dated March 30, 2006

***Resolutions:***

*“Resolved* that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated May 2, 2006, Re: Land Use Bylaw Amendment 3156/M-2006, Vanier Woods Neighbourhood – Phase 1, hereby tables consideration of second reading of Land Use Bylaw Amendment 3156/M-2006 to the Tuesday, May 23, 2006 Council Meeting.”

***Bylaw Readings:***

Second reading of Land Use Bylaw Amendment 3156/M-2006 was tabled.

***Report Back to Council:*** Yes – to the Tuesday, May 23, 2006 Council Meeting.

***Comments/Further Action:***

Land Use Bylaw Amendment 3156/M-2006 provides for the development of Phase 1 of the Vanier Woods Neighbourhood. Approximately 19.82 ha (48.98 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1A Residential (Semi-Detached Dwelling) District, and P1 Parks and Recreation District in order to create 172 low density residential lots, 5 municipal reserve lots and 4 public utility lots.

Second reading of the bylaw was tabled to allow Red Deer County time to provide input on the bylaw amendment, as provided within the Intermunicipal Development Plan. Council will consider the next steps for Land Use Bylaw Amendment 3156/M-2006 at the May 23, 2006 Council Meeting, based on input received from Red Deer County.



Kelly Kloss  
Manager

/chk

c     Director of Development Services  
      Inspections & Licensing Manager  
      Land & Economic Development Manager



**Legislative & Administrative Services**

**DATE:** May 1, 2006  
**TO:** City Council  
**FROM:** Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/N-2006  
Lonsdale Neighbourhood – Phase 11  
Laebon Lands Ltd.

---

***History***

At the Monday, April 10, 2006 meeting of Council, Land Use Bylaw Amendment 3156N-2006 was given first reading.

Land Use Bylaw Amendment 3156/N-2006 provides for the development of Phase 11 of the Lonsdale Neighbourhood. Approximately 9.159 ha (22.63 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District in order to create 126 low density residential lots, 1 municipal reserve lot.

***Public Consultation Process***

A Public Hearing has been advertised for the above noted bylaw to be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

***Recommendations***

That following the Public Hearing, Council consider second and third readings of the bylaw.

A handwritten signature in black ink, appearing to read 'Kelly Kloss', written over a horizontal line.

Kelly Kloss  
Manager



---

**DATE:** March 30, 2006

**TO:** Kelly Kloss, Legislative and Administrative Services Manager

**FROM:** Martin Kvapil, Planning Assistant

**RE:** Land Use Bylaw Amendment No. 3156/N-2006  
Lonsdale Neighbourhood – Phase 11  
Laebon Lands Ltd.

---

**Proposal**

Laebon Lands Ltd. is proposing to develop Phase 11 of the Lonsdale neighbourhood. Rezoning is being sought for approximately 9.159 ha (22.63 ac.) of land from A1 Future Urban Development District to R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District in order to create 126 low density residential lots and 1 municipal reserve lot. The proposed uses would conform with the concurrently proposed Lonsdale Neighbourhood Area Structure Plan amendment, which was given first reading March 27, 2006.

**Staff Recommendation**

It is recommended that City Council proceed with first reading of Land Use Bylaw Amendment 3156/N-2006.

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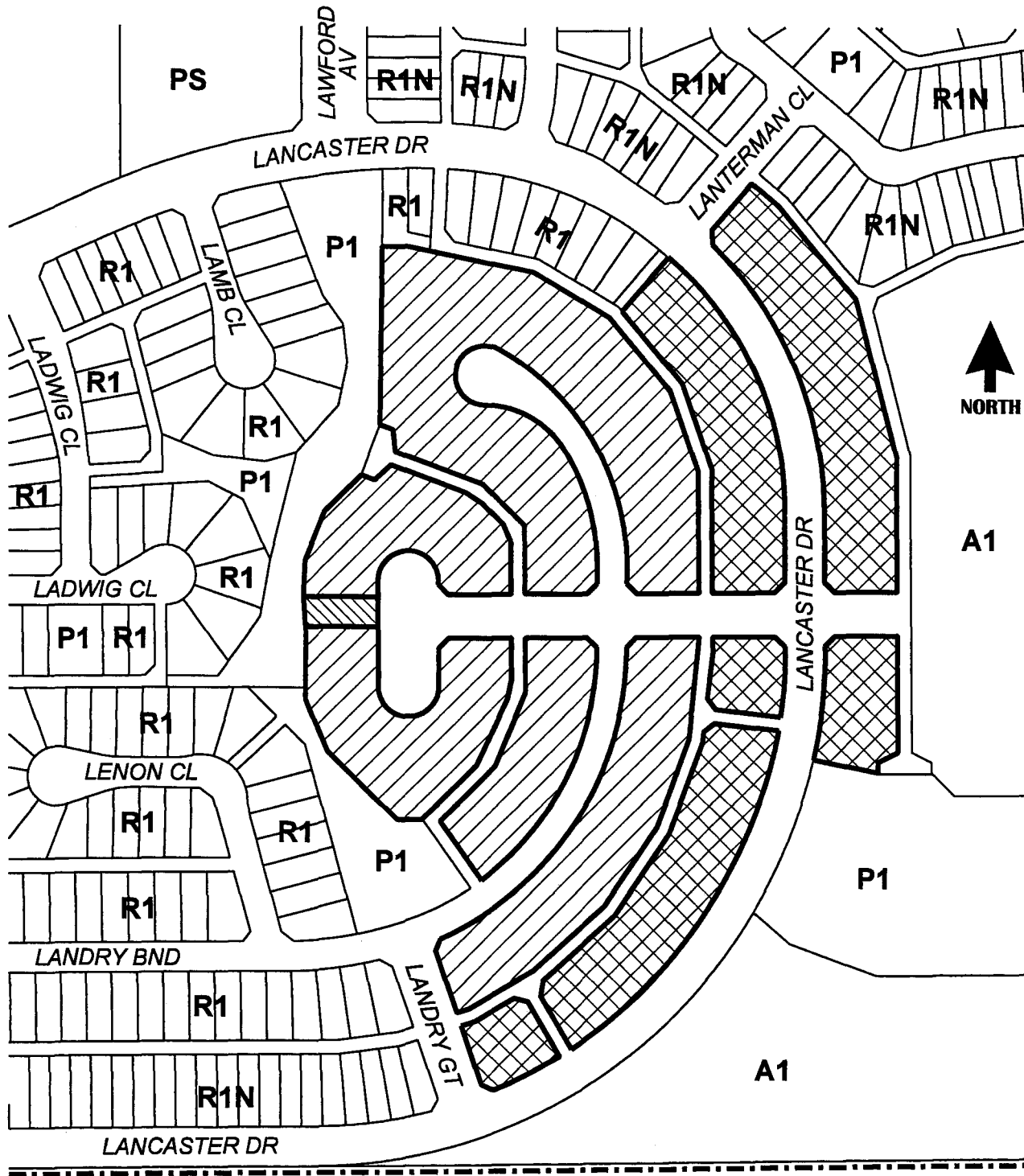
Martin Kvapil  
PLANNING ASSISTANT

---

Tony Lindhout  
CITY PLANNING MANAGER

Attach.

# The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



## AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- P1 - Parks and Recreational

## Change from :

- A1 to R1 
- A1 to R1N 
- A1 to P1 

MAP No. 10 / 2006  
BYLAW No. 3156 / N - 2006

*Backed*



**LAEBON**

Building A Better Way Of Life

April 12, 2006

Kelly Kloss, Manager  
Legislative & Administrative Services  
The City of Red Deer  
Box 5008  
Red Deer, AB  
T4N 3T4

LAEBON DEVELOPMENTS LTD.  
289, 28042 Hwy #11  
RED DEER COUNTY, ALBERTA T4S 2L4  
TELEPHONE (403) 346-7273  
FAX (403) 341-4165  
info@laebon.com  
www.laebon.com

Dear Kelly,

**Re: Land Use Bylaw Amendment 3156/N-2006  
Lancaster (Lonsdale) – Phase 11  
Laebon Lands Ltd.**

Please find attached a cheque for \$700.00 for advertising costs for the rezoning of Lonsdale Phase 11.

Please note that the developer of Lonsdale is Laebon Lands Ltd., not Laebon Developments Ltd. and all advertising and correspondence should be referenced as such.

Please call if you have any questions or require further information.  
Thank-you.

Sincerely,

Chris Beaumont, C.E.T.  
Land Development Manager  
Laebon Developments Ltd.

Att.

|   |                 |
|---|-----------------|
| THE CITY OF RED DEER<br>Legislative & Administrative Services |                 |
| <b>RECEIVED</b>   |                 |
| TIME  | 11:40           |
| DATE  | APRIL 12/06     |
| BY  | <i>CK Kloss</i> |

*Chg # 0522*  
*100.00*

***Comments:***

We agree with the recommendation of Parkland Community Planning Services that Council give first reading to the Land Use Bylaw Amendment. A Public Hearing would be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

"Morris Flewwelling"  
Mayor

"Norbert Van Wyk"  
City Manager

Item No. 5

**BYLAW NO. 3156/N-2006**

Being a bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

1. That "Use District Map L6" contained within "Schedule B" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 10/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2006.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2006.

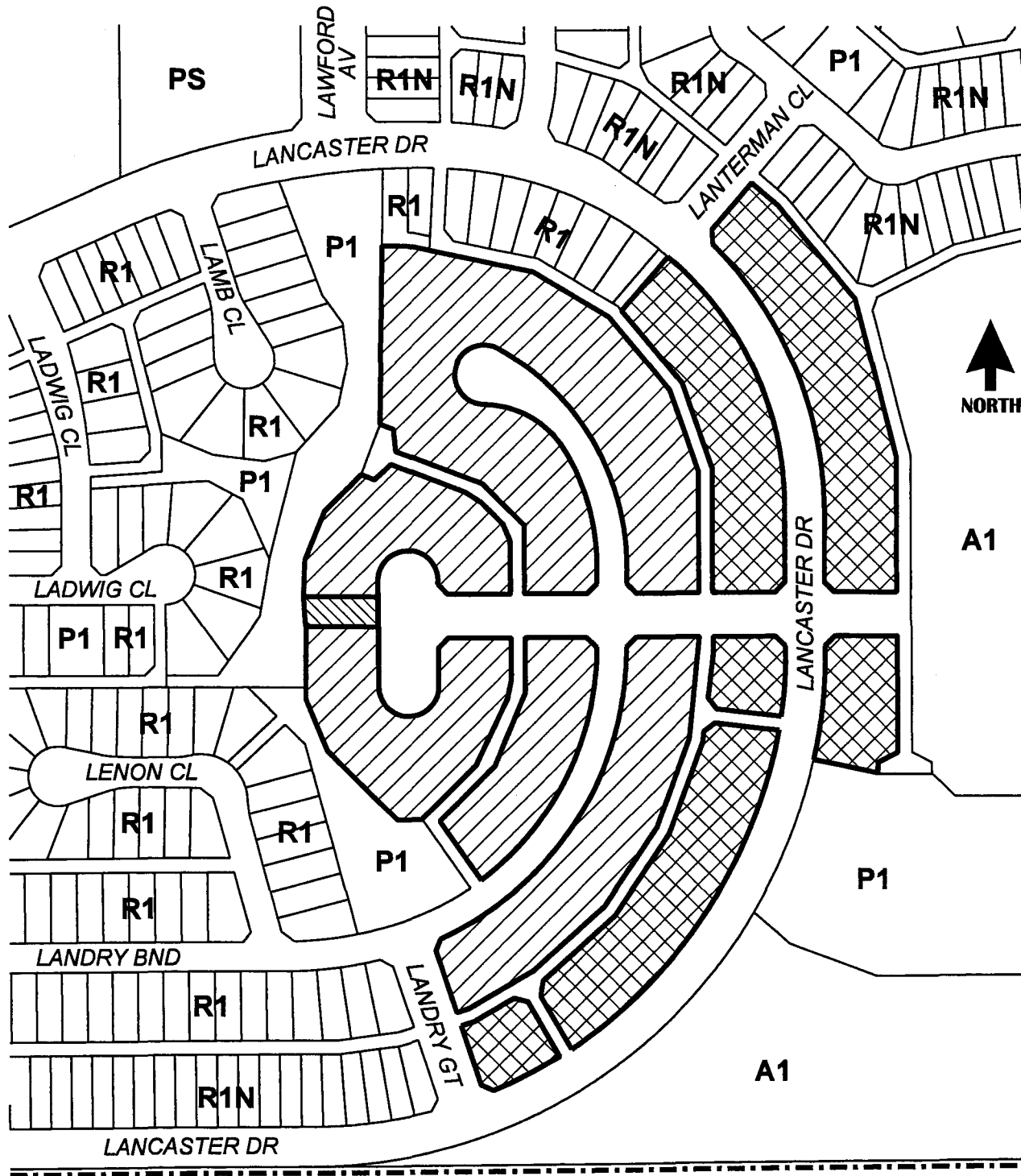
READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



## AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- P1 - Parks and Recreational

## Change from :

- A1 to R1 
- A1 to R1N 
- A1 to P1 

MAP No. 10 / 2006  
BYLAW No. 3156 / N - 2006

## Legislative &amp; Administrative Services

**DATE:** April 11, 2006

**TO:** Martin Kvapil, Parkland Community Planning Services

**FROM:** Kelly Kloss, Legislative & Administrative Services Manager

**SUBJECT:** Land Use Bylaw Amendment 3156/N-2006  
Lonsdale Neighbourhood – Phase 11  
Laebon Lands Ltd.

---

*Reference Report:*

Parkland Community Planning Services, dated March 30, 2006

*Bylaw Readings:*

Land Use Bylaw Amendment 3156/N-2006 was given first reading. A copy of the bylaw is attached.

*Report Back to Council: Yes*

A Public Hearing will be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

*Comments/Further Action:*

Land Use Bylaw Amendment 3156/N-2006 provides for the development of Phase 11 of the Lonsdale Neighbourhood. Approximately 9.159 ha (22.63 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District in order to create 126 low density residential lots, 1 municipal reserve lot. This office will now proceed with the advertising for a Public Hearing. Laebon Lands Ltd. will be responsible for the advertising costs in this instance.



Kelly Kloss  
Manager

/chk

/attach.

c Director of Development Services  
Inspections & Licensing Manager  
Land & Economic Development Manager  
C. Adams, Administrative Assistant  
T. Edwards, Clerk Steno



**BYLAW NO. 3156/N-2006**

Being a bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

1. That "Use District Map L6" contained within "Schedule B" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 10/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 10<sup>th</sup> day of April 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

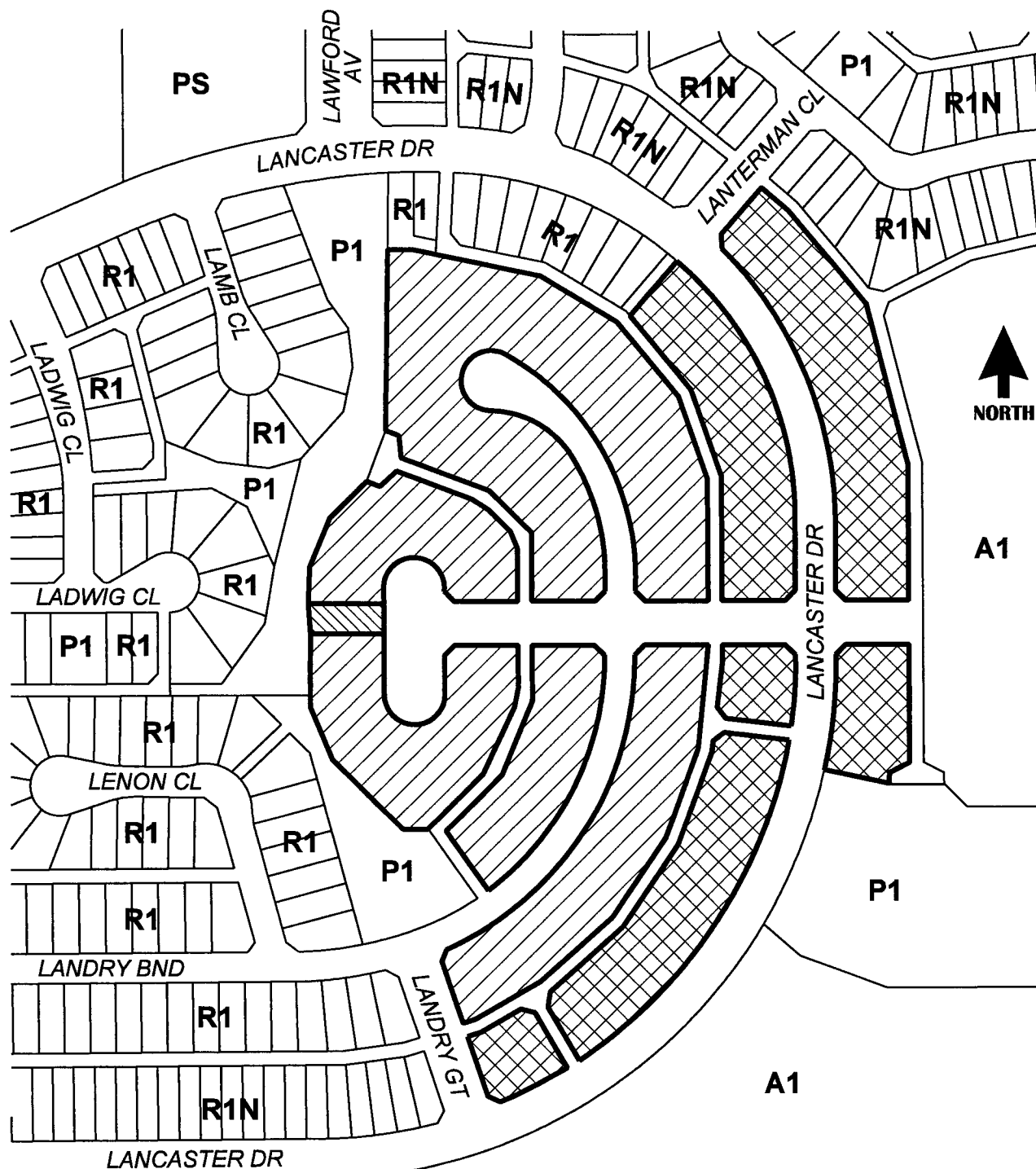
READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# The City of Red Deer *PROPOSED LAND USE BYLAW AMENDMENT*



## AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- P1 - Parks and Recreational

## Change from :

- A1 to R1 
- A1 to R1N 
- A1 to P1 

MAP No. 10 / 2006  
BYLAW No. 3156 / N - 2006



LEGISLATIVE & ADMINISTRATIVE SERVICES

April 11, 2006

Fax: 341-4165

Laebon Developments  
289, 28042 Highway 11  
Red Deer County, AB T4S 2L4

Dear Sirs:

**Re: Land Use Bylaw Amendment 3156/N-2006  
Lonsdale Neighbourhood – Phase 11**

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3156/N-2006* at the City of Red Deer's Council Meeting held Monday, April 10, 2006. For your information, a copy of the bylaw is attached.

*Land Use Bylaw Amendment 3156/N-2006* provides for the development of Phase 11 of the Lonsdale Neighbourhood. Approximately 9.159 ha (22.63 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District in order to create 126 low density residential lots, 1 municipal reserve lot.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, May 8, 2006 at 6:00 p.m. in Council Chambers of City Hall during Council's regular meeting.

According to the *Land Use Bylaw*, The City requires a deposit before public advertising. An amount equal to the estimated cost of advertising, which in this instance is \$700, is required by Wednesday, April 19, 2006. You will be invoiced for or refunded the difference once the actual cost of advertising is known.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss  
Manager  
/attach.

c Parkland Community Planning Services  
C. Adams, Administrative Assistant

**FILE**



LEGISLATIVE & ADMINISTRATIVE SERVICES

May 9, 2006

Laebon Lands Ltd.  
289, 28042 Highway 11  
Red Deer County, AB T4S 2L4

Dear Sirs:

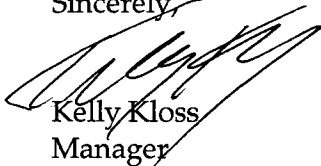
**Re: Land Use Bylaw Amendment 3156/N-2006  
Lonsdale Neighbourhood – Phase 11  
Laebon Lands Ltd.**

At the City of Red Deer's Council Meeting held May 8, 2006, a Public Hearing was held with respect to *Land Use Bylaw Amendment 3156/N-2006*. Normally Council can proceed with second and third readings of this bylaw, however, the lands in question fall within the area identified in the County/City Intermunicipal Development Plan. This requires The City to give The County up to 30 days to provide comments on any land use changes. What this means is that, in the worst case scenario, Council would again consider *Land Use Bylaw Amendment 3156/N-2006* at its June 19, 2006 Council Meeting.

*Land Use Bylaw Amendment 3156/N-2006* provides for the development of Phase 11 of the Lonsdale Neighbourhood. Approximately 9.159 ha (22.63 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District in order to create 126 low density residential lots, 1 municipal reserve lot.

I apologize for the delay this will cause. Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss  
Manager

c Parkland Community Planning Services

## Legislative &amp; Administrative Services

**DATE:** May 9, 2006

**TO:** Martin Kvapil, Parkland Community Planning Services

**FROM:** Kelly Kloss, Legislative & Administrative Services Manager

**SUBJECT:** Land Use Bylaw Amendment 3156/N-2006  
Lonsdale Neighbourhood – Phase 11  
Laebon Lands Ltd.

---

*Reference Report:*

Parkland Community Planning Services, dated March 30, 2006

*Resolution:*

*"Resolved* that Council of the City of Red Deer agrees to table consideration of second reading of Land Use Bylaw Amendment 3156/N-2006 for up to 6 weeks to allow Red Deer County an opportunity to comment as provided in the Intermunicipal Development Plan ."

*Report Back to Council:* Yes – within 6 weeks time.

*Comments/Further Action:*

Land Use Bylaw Amendment 3156/N-2006 provides for the development of Phase 11 of the Lonsdale Neighbourhood. Approximately 9.159 ha (22.63 ac) of land will be rezoned from A1 Future Urban Development District to R1 Residential Low Density District, R1 Residential Low Density District, R1N Residential Narrow Lot District, and P1 Parks and Recreation District in order to create 126 low density residential lots, 1 municipal reserve lot.

Please proceed to solicit comments from Red Deer County regarding this Land Use Bylaw Amendment, as provided in the Intermunicipal Development Plan. This item is to come back to Council within 6 weeks time.



Kelly Kloss  
Manager

/chk

c Director of Development Services

**BYLAW NO. 3156/N-2006**

Being a bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

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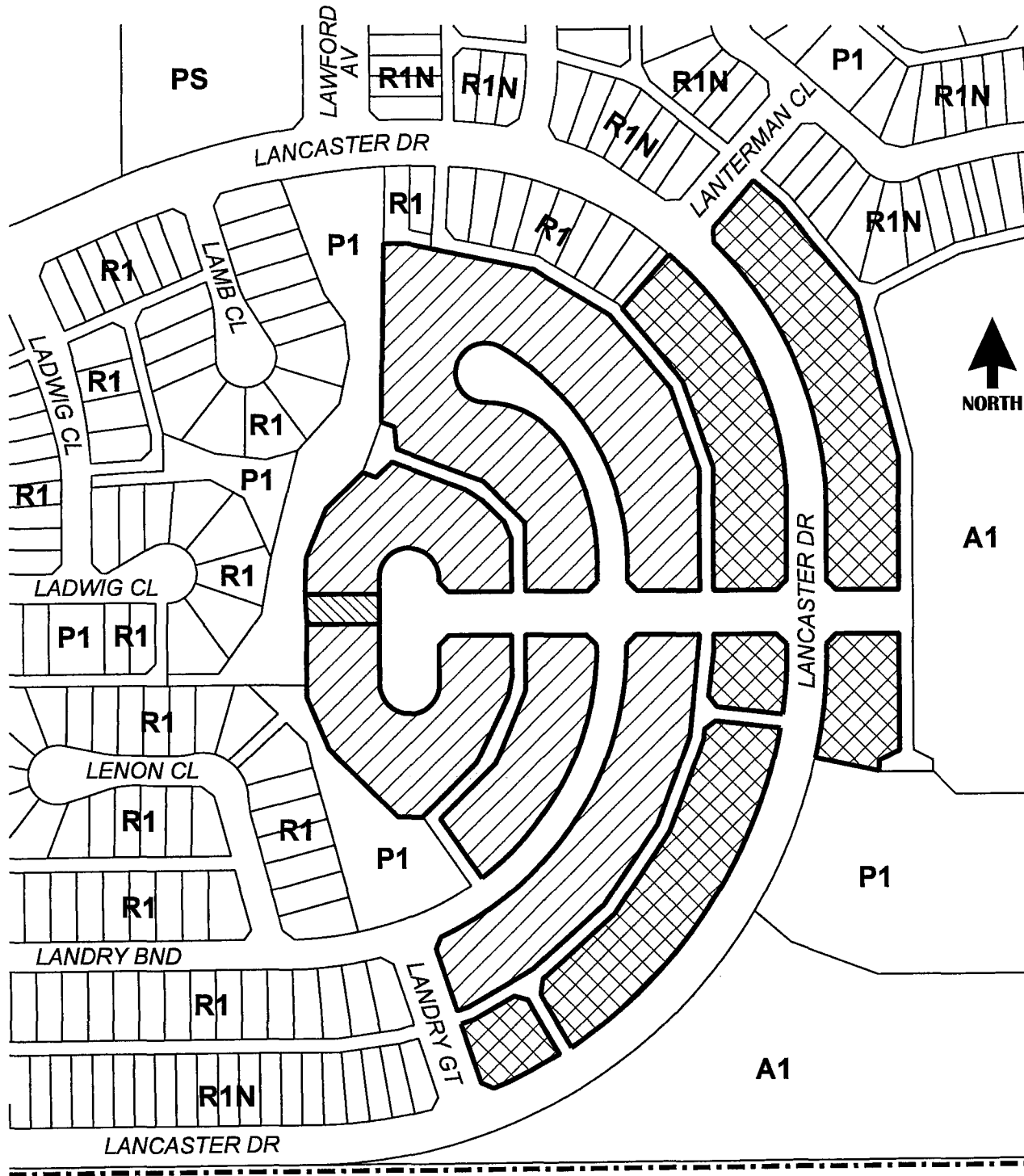
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\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# The City of Red Deer *PROPOSED LAND USE BYLAW AMENDMENT*



## AFFECTED DISTRICTS:

- A1 - Future Urban Development
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## Change from :

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- A1 to P1 

MAP No. 10 / 2006  
BYLAW No. 3156 / N - 2006



**Legislative & Administrative Services**

**DATE:** April 28, 2006  
**TO:** City Council  
**FROM:** Legislative & Administrative Services Manager  
**SUBJECT:** New Procedure Bylaw 3358/2006 / Repeal of Bylaw 3140/95

---

The Municipal Government Act, section 145 states, "A council may pass a bylaw in relation to the following:

- (a) the establishment and functions of council committees and other bodies;
- (b) the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council."

In accordance with this authority, Procedure Bylaw 3140/95 has regulated the proceedings in and transacting of business by the Council of The City of Red Deer.

**History**

Other than one incidental amendment in 2001, Procedure Bylaw 3140/95 has not been reviewed since its passage in 1995.

**Review Process**

The Procedure Bylaw was compared to similar bylaws from the cities of Calgary, Edmonton, Grande Prairie, Lethbridge, St. Albert, St. Paul, Spruce Grove, the Town of Sylvan Lake, and the Regional Municipality of Wood Buffalo in terms of the purpose, scope and key features of each bylaw. Some of the bylaws reviewed were very broad and established procedures for the governance of the respective city while some were more focused and addressed council and/or council committee procedures only.

A review of the *Municipal Government Act* (MGA) was also undertaken to identify those areas already legislated.



April 28, 2006  
 Procedure Bylaw  
 Page 2

Based upon the review, a revised Procedure Bylaw has been drafted in consultation with the City solicitor. Key features include an expanded definition section, a reorganization of the content to provide for more logical flow of information, language has been simplified, and content within various sections has been expanded for purposes of clarity.

### **Discussion**

1. The scope of the bylaw is unchanged in that it responds to governance of Council meetings and the transacting of business by Council.
2. The Municipal Government Act sets out various requirements with regard to council meetings. Typically, bylaws do not set out matters already governed by other legislations. However, for the purposes of clarity and flow of information, some provincially legislated requirements are articulated within the bylaw.
3. Council Policy 1005, Council Inquiries, can be repealed as the contents of the policy are reflected within the bylaw.
4. The City's Organizational Bylaw 3284/2001 will require amendment to delete the section relating to public notice of council meetings as this section has been incorporated in the proposed bylaw.
5. Some changes in process will be required by council and administration. These are articulated below.

### **Process Changes**

1. Conflict of Interest provisions have been added to clarify that a Council member who has a conflict of interest will absent themselves from consideration of a matter before Council.
2. The process for the development and distribution of Council Agendas has been described.
3. A Point of Privilege as defined by Robert's Rules does not relate to Council's practice of sharing a comment, information or commendation about an individual, group, organization or event. To address this the following processes have been introduced:
  - Point of Information – allows for a question to be asked on procedures of Council to assist members in understanding procedures and motions, making motions, or raising a Point of Order.
  - Point of Interest – provides for a Council member to share a comment, information or commendation.

April 28, 2006  
 Procedure Bylaw  
 Page 3

- Point of Privilege – is the privilege of a Council member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety or reputation of the organization or individual member.
- 4. The option of conducting meetings through electronic communications has been added. Providing a designated officer is present in the place where the public would be, proper notice given, and participants can see and/or hear each other, this provision would allow that a Council meeting could be held anywhere, even with Councillors in divergent locations.
- 5. The MGA provides that votes of Council do not have to be recorded unless requested, but states that when a vote is recorded, the minutes must show whether each Councillor voted for or against the motion. The current practice is to record only the names of Council members who voted in opposition with the assumption that the remaining are in favor.  
 Compliance to the MGA, s. 185(2) relating to the recording of votes, has been incorporated (section 21(5) of the bylaw). This will result in minutes reflecting the Council members voting in support of a motion and those voting in opposition, thereby removing any assumption of how a Councillor voted.
- 6. The process for reconsideration of motions has been articulated.
- 7. The term 'Written Inquiry' been changed to that of 'Administrative Inquiry'.

The following documents are provided for Council's information and reference:

|               |  |
|---------------|--|
| Attachment A: | New Procedure Bylaw 3358/2006            |
| Attachment B: | Procedure Bylaw 'Snapshot'               |
| Attachment C: | Existing Procedure Bylaw 3140/95         |
| Attachment D: | Organization Bylaw Amendment 3284/A-2006 |
| Attachment E: | Organization Bylaw 3284/2001             |
| Attachment F: | Council Policy 1005: Council Inquiries   |

### **Recommendations**

1. That Procedure Bylaw 3358/2006 be given three readings.
2. That Organizational Bylaw Amendment 3284/A-2006 be given three readings.
3. That Council Policy 1005 be rescinded.



Kelly Kloss, Manager  
 Legislative & Administrative Services

***Comments:***

We agree with the recommendations of the Legislative & Administrative Services Manager.

“Morris Flewwelling”  
Mayor

“Norbert Van Wyk”  
City Manager

***The Procedure Bylaw***

***Bylaw No. 3358/2006***

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## **BYLAW NO. 3358/2006**

Being a bylaw of the City of Red Deer to provide for the orderly proceedings of Council meetings and the transacting of business by Council of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

### **Title**

- 1            This bylaw may be cited as "The Procedure Bylaw".

### **Definitions**

- 2            In this bylaw:

"Administrative Inquiry" is a request from a member of Council to the administration for the future provision of information.

"Agenda" is the items of business of a meeting and the associated reports, bylaws or other documents.

"City Clerk" means the Legislative and Administrative Services Manager.

"City Manager" means the chief administrative officer of The City within the meaning of the *Municipal Government Act*.

"Chair" means the mayor, deputy mayor or other person who has authority to preside over a meeting.

"Committee of the Whole" refers to a meeting of Council without the presence of the public.

"Conflict of Interest" refers to a Council member:

- who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
- whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

"Council" is the municipal Council of The City of Red Deer.

"Councillor" is a member of Council who is duly elected and continues to hold office.

"General Election" means an election held in the city to elect the members of Council as described in the *Local Authorities Election Act*.



"Inaugural Meeting" means the organizational meeting immediately following the general election.

"Mayor" means the chief elected official of The City within the meaning of the *Municipal Government Act* and is a member of Council.

"Member" means a member of Council.

"Minutes" are the record of decisions of a meeting.

"Organizational Meeting" means the meeting held as described in section 3(2) and includes the inaugural meeting.

"Pecuniary Interest" means a pecuniary interest with the meaning of the *Municipal Government Act*.

"Point of Information" is a question to obtain information on the procedures of Council to assist a member to:

- (a) make an appropriate motion;
- (b) raise a point of order;
- (c) understand the procedure, or;
- (d) understand the effect of a motion.

"Point of Interest" means a request from a Council member to share a comment, information, or commendation about an individual, group, organization or event.

"Point of Order" means a request that the chair enforce the rules of procedure.

"Point of Privilege" is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member.

"Public Hearing" means the portion of a Council meeting held for statutory hearings.

"Quorum" is the minimum number of members that must be present at a meeting for business to be legally transacted.

“Resolution” can also be referred to as a motion.

“Table” means a motion to delay consideration of any matter and sets the parameters for consideration of the matter to resume.

## **Council Meetings**

### **Organizational Meeting**

- 3 (1) An organizational meeting will be held not later than two weeks after the third Monday in October each year.
- (2) At the organizational meeting, Council will:
  - (a) appoint each Councillor to the position of Deputy Mayor on an monthly rotation schedule;
  - (b) establish the dates for Council meetings;
  - (c) appoint members of Council committees;
  - (d) conduct other business as identified within the organizational meeting agenda.

### **Regular Council Meetings**

- 4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers beginning at 3:00 p.m. If the Monday is a holiday the Council meeting will be held on the next business day.
- (2) Council may establish other Council meeting dates.

### **Public Hearings**

- (3) Public hearings are held in conjunction with a Council meeting.

### **Meetings through Electronic Communications**

- 5 (1) A meeting may be conducted by means of electronic or other communication facilities if:
  - (a) notice is given to the public of the meeting, including the way in which it is to be conducted;

- (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice;
  - (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (2) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

### **Notice of Council Meetings**

- 6
  - (1) Council, by resolution, may change the frequency, time, date or location of any meeting.
  - (2) Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
    - (a) posting a notice in the Legislative & Administrative Services department; and
    - (b) posting a notice on The City of Red Deer Web site; or
    - (c) newspaper advertisement.

### **Special Meetings**

- (3) A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

### **Commencement of Meetings**

- 7 As soon as there is a quorum after the time for commencement of a Council meeting:
  - (1) The Mayor takes the Chair and begins the meeting; or
  - (2) If the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and a quorum is present, the City Clerk will call the meeting to order and a member will be chosen by the members present to Chair the meeting.

- (3) Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.

### **Quorum**

- 8 (1) A quorum of Council is a majority of Council members.

### **No Quorum**

- (2) If there is not a quorum within 30 minutes after the time set for the meeting, the City Clerk will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting.

### **Lost Quorum**

- (3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the meeting will be deemed to be adjourned.

### **Duties of the Mayor**

#### **Powers and Responsibilities**

- 9 The Mayor:

- (1) Opens Council meetings.
- (2) Chairs Council meetings.
- (3) Preserves order in Council meetings.
- (4) Decides all questions of procedure.
- (5) Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so.
- (6) Decides who aside from Councillors may address Council.

### **Deputy Mayor**

#### **Rotation of Councillors**

- 10 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the organizational meeting.

### Designation of Alternate Deputy Mayor

- 11 The Mayor may appoint an alternate Deputy Mayor in the event that the Councillor assigned to the rotation established at the organizational meeting is unable to fulfil the responsibilities of Deputy Mayor in accordance with the rotation.

### Powers and Responsibilities

- 12 The Deputy Mayor chairs Council meetings when the Mayor is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this bylaw.

### Agenda

#### Preparation of Agenda

- 13 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and the City Clerk.

#### Agenda Delivery

- 14 The City Clerk will distribute the Council agenda to the regular designated address of members of Council and administration on the Thursday afternoon prior to the Council meeting.

#### Late Submissions

- 15 Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available as soon as reasonably possible.
- 16 Reports and supplementary materials, that are received too late to be included with the regular agenda, may be made available as an additional agenda and will be delivered to Council members in paper or electronic format no later than the Friday before a Council meeting.
- 17 The City Clerk will make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public after distribution to Council.

### Additions or Deletions

- 18 The addition or deletion of agenda items after a regular or additional agenda has been set requires a resolution by Council.
- 19 The agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting.

### Order of Business

#### Approval of Minutes

- 20 (1) Immediately after a meeting is called to order, the Chair will call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.

#### Order Determined by Chair

- (2) The order of business for each meeting will be determined by the Chair, subject to:
  - (a) subsection (1) of this section; or
  - (b) a challenge by a Councillor.

### Minutes

- 21 The City Clerk will prepare a written record of all Council meetings that includes:
  - (1) The names of the members of Council present at and absent from the meeting.
  - (2) A brief description of the subject matter.
  - (4) All decisions and other proceedings.
  - (5) The names of members of the public who speak to an item.
  - (5) The names of the members of Council voting for or against a motion and of those who are absent for the vote.
  - (6) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention.

- (7) Any abstentions made as a result of a Conflict of Interest and the reason for the abstention.
- (8) The signatures of the Chair and the City Clerk.

## **Proceedings**

### **Discussion Directed through Chair**

- 22 (1) All discussion at a meeting of Council is directed through the Chair who will be addressed as "Your Worship", "Mayor", or "Mister/Madam Chair".

### **Absence from Proceedings**

- (2) Where a member of Council declares a pecuniary interest under the *Municipal Government Act* or a conflict of interest in respect of a matter before Council, that member of Council will absent himself or herself from Council Chambers while the matter is being discussed. Prior to leaving the Council Chambers, the Council member will describe in general terms the nature of the pecuniary or conflict of interest.

### **Speaking to Motions**

- (3) No Council member is permitted to speak unless and until recognized by the Chair.
- (4) Unless permitted by the Chair, Council members may speak only twice on any motion, once in debate and once to ask questions.
- (5) The Chair may grant further permission to a Council member to speak again to:
  - (a) provide an explanation of the member's previous remarks if misunderstood;
  - (b) in the case of the mover or seconder, to answer questions from the floor directed to the Chair;
  - (c) allow the mover to reply closing debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

### Time Limit

- (5) Council members shall not speak on any matter for longer than ten minutes in total, unless otherwise permitted by the Chair.

### Interruption of Speaker

- (6) A Councillor who is speaking may only be interrupted by another Councillor on:
  - (a) a point of privilege; or
  - (b) a point of order.
- (7) A Councillor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- (8) The Chair may grant permission:
  - (a) to the Councillor raising the point to explain the point briefly, and
  - (b) to the Councillor who was speaking to respond briefly,but otherwise a point of order or privilege is not debatable or amendable.

### Ruling on Proceedings

- (9) The Chair will rule on a point of order or privilege and no vote will be taken unless there is a challenge by the Councillor to the ruling.
- (10) The Chair may seek advice on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.

### Challenging a Ruling

- (11) Any Councillor may challenge the decision of the Chair on a point of order or privilege and if a decision of the Chair is challenged, the Chair will briefly state the terms of the Chair's decision and the point of the challenge and then put the question to Council, "Is the ruling of the Chair upheld?"
- (12) Council will decide the challenge without debate by voting and the decision of Council is final.



## **Motions**

### **Consideration of Motions**

- 23 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- (1) A Councillor may move a motion whether or not the Councillor intends to support it.
  - (2) A motion will not be considered until it has been seconded.
  - (3) After a motion is moved and seconded it may only be withdrawn by the mover with the unanimous consent of the Councillors present.

### **Motions to the Main Motion**

- (4) When a motion is made and seconded and is being considered, no Councillor may make another motion except to:
  - (a) amend the motion;
  - (b) amend the amendment to the motion;
  - (c) refer the main motion for consideration;
  - (d) table the motion; or
  - (e) move a motion that has privilege.

### **Privileged Motions**

- (5) The following motions are privileged motions:
  - (a) a motion to recess;
  - (b) a motion to adjourn
  - (c) a motion to set the time for adjournment; or
  - (d) a point of privilege.

### Motion to Recess

- 24 (1) The Chair, without a motion, may recess the meeting for a specific period.
- (2) Any Councillor may move that Council recess for a specific period.
- (3) After the recess, business will be resumed at the point where it was interrupted.
- 25 Except as provided elsewhere in this bylaw, a Councillor, after a motion is made and seconded, may with the unanimous consent of Council members present:
- (a) on a Councillor's initiative while speaking on the motion, or
- (b) when requested by another Councillor speaking on the motion;
- make minor changes to the motion wording or agree to a minor change proposed by another Councillor, if the change does not alter the intent of the motion;

### Severing Motions

- 26 The Chair may sever a motion and the original mover and seconder of the motion will remain as the mover and seconder for the severed motions.

### Amending Motions

- 27 A Councillor may not amend a motion or make an amendment which:
- (1) does not relate to the subject matter of the main motion; or
- (2) is contrary to the main motion.
- 28 Only one amendment to the main motion and only one amendment to that amendment are allowed.
- 29 The main motion will not be debated until all amendments to it have been voted on.
- 30 When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

### Referring Motions

- 31 A Councillor may move to refer any motion to the appropriate Council committee or the administration for investigation and report, and the motion to refer:
- (1) precludes all further amendments to the motion;
  - (2) is debatable; and
  - (3) may be amended only as to the body to which the motion is referred and the instructions on the referral.

### Motion to Limit or End Debate

- 32 Any motion to limit or end debate:
- (1) cannot be debated; and
  - (2) may only be amended as to the limit to be placed on debate.

### Motion to Table

- 33 A motion to table another motion:
- (1) cannot be debated;
  - (2) takes precedence over any other motion connected with the motion being tabled;
  - (3) must specify either a date at which or an event after which the motion will be lifted from the table and is lifted from the table automatically on that date or upon the occurrence of the event;
  - (4) may be raised from the table at any time by a majority vote of Council.
- 34 A tabled motion is brought back with all of the motions connected with it, exactly as it was when tabled.

### Reconsideration of Motions

- 35 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:
- (1) a general election has been held; or

- (2) six months has passed since the date that the motion was considered; or
- (3) a motion to reconsider is passed.

36 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

- (1) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
- (2) a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
- (3) the motion to which it is to apply has not already been acted upon.

37 If a motion to reconsider is passed the original motion is on the floor.

#### Motion to Committee of the Whole

38 Any Councillor may move that Council convene into committee of the whole.

#### Committee of the Whole Meeting

39 All committee of the whole meetings will:

- (1) be chaired by the Mayor; and
- (2) be held without the presence of the public unless invited by the Mayor.

40 No bylaw or motion will be passed at a meeting of the committee of the whole except for a motion to revert to a meeting held in public.

#### Notices of Motion

41 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the City Clerk.

42 A Councillor may make a motion introducing any new matter only if:

- (1) Notice is given at a previous Council meeting.

- (2) Notice is submitted to the City Clerk to be included in the next Council agenda.
- (3) Council passes a resolution, with an affirmative vote of two-thirds of the members present, dispensing with notice.

### **Votes of Council**

#### **Requirement to Vote**

- 43 Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- 44 A Council member shall not vote on a motion if absent from the meeting when the vote is called.

#### **Voting Procedure**

- 45 Votes on all motions must be taken as follows:
  - (1) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered.
  - (2) The Chair puts the motion to a vote.
  - (3) Council members vote by a show of hands or other method agreed to by Council.
  - (4) The Chair declares the result of the vote.
- 46 A motion is carried when a majority of Council members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.

#### **Declaring Results of a Vote**

- 47
  - (1) After the Chair declares the result of the vote, Council members may not change their vote for any reason.
  - (2) A question on the results of a vote may be resolved by the Mayor immediately calling for a revote on the motion.

## Tie Votes

- 48 A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

## Bylaws

### Basic Requirements

- 49 (1) All proposed bylaws must have:
- (a) a bylaw number assigned by the City Clerk; and
  - (b) a concise title indicating the purpose of the bylaw.
- (2) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

### Introducing a Bylaw

- (3) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.
- (4) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- (5) Council may not give a bylaw more than two readings at a meeting unless all Council members present at the meeting vote in favour of allowing a third reading at that meeting.

### Amendments to Bylaws

- (6) Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.

### Defeated Bylaws

- (7) If a bylaw is defeated on third reading the previous readings are rescinded.
- (8) A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

**Effective Date**

- (9) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

**Bylaws Signed and Sealed**

- (10) The Chair and the City Clerk or person acting as the City Clerk must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- (11) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

**Administrative Inquiries****Verbal or Written Administrative Inquiries**

- 50 Any Council member may make a request of administration for information on issues of particular concern to them and such request may be made:
  - (1) Verbally, if the Council member does not require a written response;
  - (2) In writing, if the request requires a written response.

**Submission of Administrative Inquiries**

- 51 Administrative inquiries may be submitted:
  - (1) At any regular meeting of Council;
  - (2) For inclusion on the agenda of a Council meeting;
  - (3) Directly to the applicable department manager, who:
    - (a) if the response to such an inquiry is not a substantive task has the discretion to immediately respond; or
    - (b) may refer the request to the City Manager for a decision to proceed with the response or to refer the inquiry to Council.

## Response to Administrative Inquiries

- 52 Administrative inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
  - (2) Additional time is required to prepare the response or compile the requested information.
- 53 Administrative inquiries made directly to a department manager will be responded to within two weeks from the date the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
  - (2) Additional time is required to prepare the response or compile the requested information.
- 54 Council members will be advised as to when the response to an administrative inquiry will be provided.
- 55 The City Manager may determine if the information acquired in response to an administrative inquiry is of benefit to all members of Council and may direct the City Clerk to distribute the administrative inquiry and the response to all members of Council.
- 56 A Council member who requested an administrative inquiry may request that the inquiry be abandoned.

## Communications to Council

### Criteria for Submissions

- 57 (1) Any communication intended for Council will be forwarded to the City Clerk in writing and must:
- (a) be legible, coherent, and respectful; and
  - (b) be able to identify the writer and the writer's contact information.



## Responsibilities of the City Manager

- (2) If the standards set out in section 57(1) are met and the City Manager determines the communication is within the governance authority of Council the City Manager will:
  - (a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
  - (b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

## Decisions on Communications

- (3) If the standards set out in section 57(1) are met and the City Manager determines the communication is not within the governance authority of Council the City Manager will:
  - (a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
  - (b) take any other appropriate action on the communication.
- (4) If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
- (5) If the standards set out in section 57(1) are not met, the City Manager may file the communication.
- (6) The City Clerk will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

## Conduct in Council Meetings

### Public Conduct

58 The members of the public during a meeting will:

- (1) Not approach or speak to Council without permission of the Chair.

- (2) Not speak on any matter for longer than 10 minutes unless permitted by the Chair.
- (3) Maintain order and quiet.
- (3) Not interrupt a speech or action of Council or another person addressing the members.

59 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

#### Council Conduct

60 Members of Council during a meeting will not:

- (1) Speak disrespectfully, use offensive words, or unparliamentary language in Council.
- (2) Address members without permission.
- (3) Carry on a private conversation.
- (4) Break the rules of Council or disturb the proceedings.
- (5) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared.
- (6) Disobey the decision of the Chair on any question of order, practice or interpretation.

#### Breach of Conduct

61 A member of Council who persists in a breach of subsection 60, after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.

62 At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member's offending conduct.

**Robert's Rules**

- 63 When any matter relating to proceedings in Council arises which is not covered by a provision of this bylaw or another enactment, the matter will be determined in accordance with "Robert's Rules of Order – Newly Revised."

**Transitional**

- 64 Bylaw No. 3140/95 is hereby repealed.

READ A FIRST TIME IN COUNCIL this                      day of                      , A.D. 2006.

READ A SECOND TIME IN COUNCIL this                      day of                      , A.D. 2006.

READ A SECOND TIME IN COUNCIL this                      day of                      , A.D. 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this    day of,                      A.D. 2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**Procedure Bylaw 3358/2006**  
**'Snapshot'**

| Term                 | Description   |
|----------------------|---|
| Conflict of Interest | <p>A personal interest that conflicts with the obligation to fairly consider a matter as a Council member, or Where a Council member's ethical integrity would be in doubt should the member participate in consideration of a matter</p> <p>e.g. "I declare a conflict as interest as I am on the as a volunteer board requesting financial support from Council,"...or</p> <p>"I declare a conflict of interest as the applicant to this development is a relative,"... "and I wish to absent myself from consideration of this matter"</p> |
| Pecuniary Interest   | <p>A matter that could monetarily affect the councillor or an employer of the councillor, or the councillor's family.</p> <p>e.g. "I declare a pecuniary interest as my spouse's employer is the applicant in the matter to be considered by Council and I wish to absent myself from consideration of this matter"</p>   |
| Point of Information | <p>Question to obtain information on the procedures of Council</p> <p>e.g. "On a Point of Information, I would like to ask for a description of the process that needs to be undertaken relative to the adoption of this Plan"</p>  |
| Point of Interest    | <p>Request from a council member to share a comment, information, or commendation about an individual, group, organization or event</p> <p>e.g. "On a Point of Interest, I would like to commend the _____ for hosting an excellent event this weekend and express appreciation to all involved"</p>  |
| Point of Order       | <p>Request that the Chair enforce the rules of procedure</p> <p>e.g. "On a Point of Order, I would ask the Chair to uphold my right to speak to the matter before us"</p>   |
| Point of Privilege   | <p>Enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member</p> <p>e.g. "On a Point of Privilege, I would ask that we recess until the issue of the heat in Council Chambers is resolved"</p>  |

***The Procedure Bylaw***

***Bylaw No. 3140/95***

***Consolidated Copy***

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**BYLAW NO. 3140/95**

Being a bylaw of the City of Red Deer to regulate the proceedings in and transacting of business by the Council of the City of Red Deer.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1           This bylaw may be cited as "The Procedure Bylaw".

2           In this bylaw:

"Committee of the Whole" means an in camera meeting of the members of Council without the presence of the public and any representatives of the press or other media;

"Member" means a member of Council;

"The Chair" means the Mayor, Deputy Mayor or other person presiding as Chairperson at any meeting of Council or a Committee thereof.

**MEETINGS****Time of Commencement of Regular Meetings**

- 3       (1)   Unless Council by resolution from time to time otherwise determines, regular meetings of Council shall be held and commence at 4:30 p.m. every second Monday calculated from the date of the Organizational meeting of Council, following the municipal elections.

### Lack of Quorum

- (2) If a quorum is not present within half an hour after the time appointed for the meeting of Council, the Clerk shall call the roll and take down the names of the members present and the Council shall stand absolutely adjourned until the next regular meeting, unless a special meeting be duly called in the meantime.

### Absence of Mayor and Deputy

- 4 If the Mayor or Deputy Mayor are not in attendance within fifteen minutes after the time appointed for a meeting and a quorum is present, the Clerk shall call the meeting to order and a member shall be chosen by the members present to chair the meeting until the arrival of the Mayor or Deputy Mayor.

### Adjournment of Regular Meetings

- 5<sup>1</sup> DELETED

### Votes of Council

- 6 (1) Unless otherwise required by this bylaw, the *Municipal Government Act* or any other enactment, a simple majority vote of those members present shall be sufficient to pass any resolution or bylaw.

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<sup>1</sup> 3140/A-2001

### Form of Readings

- (2) Motions for the reading of a bylaw shall use the words "move that Bylaw No. \_\_\_\_ be now read a first time", or words to like effect, substituting the word "second" or "third" as the case requires.
- (3) Once a motion that a bylaw be read has successfully passed, no further action is necessary to effect the reading, but the reading shall be deemed to have been accomplished by the successful passage of the motion.
- (4) A motion for third reading of a bylaw made in the manner described in paragraph 6(1) shall be deemed to include a motion that the Mayor and City Clerk be authorized to sign the bylaw in question in open Council and affix the corporate seal thereto.

### Minutes of Meetings

- 7 (1) Immediately after a meeting is called to order, the Chair shall call for a motion adopting the minutes of the preceding meeting or meetings as circulated or as read, as the case may be, which motion shall be voted upon after disposition, either by unanimous consent or amendment of any errors or omissions alleged therein.
- (2) Subject to subsection (1) of this section, the order of business for each meeting shall be determined by the Chair, subject to an appeal to Council.

### Address to and Recognition by Chair

- 8 The address to the Chair shall be "Your Worship" and no person shall be permitted to speak unless and until such person is recognized by the

Chair at a time when no other person recognized by the Chair has the floor and then only so long as any remarks made are addressed to the Chair.

#### Granting the Floor

- 9           When two or more members wish to speak to a matter, the Chair shall decide who is entitled to speak, but a motion may be made that any person who is addressing the Chair "be now heard" or "do now speak" and such motion shall be put without debate.

#### Necessity of Motion

- 10           Without the concurrence of the Chair and a majority of the meeting, there shall be no discussion or debate on any matter in the absence of a motion in writing duly moved and seconded and put to the meeting by the Chair, or by the Clerk reading or stating the same, unless the meeting has, upon motion, duly resolved itself into Committee of the Whole.

#### For or Against Motion

- 11           When speaking to a motion a member shall, before entering upon the substance of his or her remarks, state whether he or she is for or against the motion.

#### Questions

- 12           If a member wishes to ask a question or seeks clarification in respect of a subject then before the meeting and may do so without interrupting another speaker, such member shall, upon recognition, so state and shall

not proceed further without the leave of the Chair, provided that in any event any such question shall be directed to the Chair and shall not be used to discuss the merits of the subject then before the meeting.

#### Interruption of Speaker

- 13           No member shall interrupt any other person who has been recognized by the Chair and has the floor, except upon recognition by the Chair upon a point of order or a question of privilege.

#### Improper Conduct

- 14       (1)   No member shall:
- (a)   speak disrespectfully of any person;
  - (b)   use offensive words in or against the Council or any member thereof or any official or employee of the City;
  - (c)   speak except upon a question in debate;
  - (d)   reflect upon any vote of the Council except for the purpose of moving that such a vote be reconsidered or rescinded;
  - (e)   resist this bylaw, or disobey the decision of the Chair or the Council on any question of privilege or point of order or upon the interpretation of this bylaw;

and if any member shall so speak, resist, or disobey, such member may, subject to an appeal to the Council to be decided by a majority vote, be

ordered by the chair to leave Council Chambers and in case of refusing to do so, such member may, on the order of the Chair, be removed therefrom by a peace officer; provided however, if an ample apology is made by the offender at that or a subsequent meeting, such member by vote of the Council be permitted forthwith to re-take his or her seat.

#### Expulsion/Exclusion from Meeting

- (2) The Chair may cause to be expelled and excluded from any meeting any person who creates any disturbance during a meeting or who, in the Chair's opinion, has been guilty of improper conduct, and for that purpose, the Chair may direct that such person be removed by a peace officer.

#### Points of Order and Questions of Privilege

- 15 (1) If a member wishes to raise a point of order or a question of privilege, such member shall, upon recognition, so state and shall then state briefly the grounds therefore.

#### Ruling on Point of Order or Question of Privilege

- (2) Upon a point of order or question of privilege being raised, the Chair shall forthwith rule upon the same, or request the City Solicitor to do so and, in either case, such ruling may be appealed to the meeting upon the question "shall the ruling stand?".
- (3) Neither the point of order nor the question of privilege, as the case may be, the ruling thereon, nor the question on the ruling is debatable or amendable.

- (4) A point of order or question of privilege shall take precedent over all other business and any appeal shall be determined by a majority vote which shall not be reconsidered or rescinded.

#### Person Called to Order

- 16 When a person is called to order by the Chair, such person shall immediately cease speaking and shall not speak further unless and until recognized by the Chair.

#### Debate by the Chair

- 17 If the Chair desires to take part in the debate, the Chair shall, at the discretion of Council, leave the chair or, if the Chair desires to leave the chair for any other purpose, the Chair shall call on the Deputy Mayor or, alternatively, one of the other members to take his or her place until he or she resumes the chair.

### **MOTIONS**

#### Reading of Motion

- 18 Any member may require the question or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.

### Speaking to Motions

- 19     (1)     No member shall, without the concurrence of the Chair and a majority of the meeting, speak on any matter whether in introduction or debate for longer than ten (10) minutes.
- (2)     Any member who has spoken to a motion shall not, without the concurrence of the Chair and the meeting, speak again except:
- (a)     with leave of the Chair in explanation of the member's previous remarks if misunderstood;
- (b)     in the case of a mover or seconder only, at the request of the Chair, to answer questions from the floor directed to the Chair;
- (c)     in the case of a mover only who may reply closing debate upon any substantive motion after all others have had an opportunity of being heard, provided the mover specifically requests such privilege before previously yielding the floor, and further provided that, prior to granting such privilege, the Chair shall call for any further discussion.

### Motions and Amendments Generally

- 20             Except as otherwise provided herein, all motions are debatable and amendable.
- 21     (1)     Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the time.



- (2) No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.
- (3) Any amendment must be relevant to the motion or amendment to which it is intended to apply and shall be made by way of insertion, deletion, or deletion for substitution of words in the motion or amendment to which it is intended to apply.
- (4) Any amendment shall, upon being moved and seconded or immediately thereafter be given to the Clerk in writing.
- (5) Upon being duly moved and seconded, any motion or amendment shall be read to the meeting by the Chair or by the Clerk, whereupon it shall be properly before the meeting and open to debate.

#### Order of Voting

- 22 Voting on motions and amendments shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest times and the largest amounts shall be put first.

### Motion to Refer

- 23           A motion to refer, unless it is decided in the negative, precludes all amendments to the main question.

### Tabling Motions

- 24           A motion to table another motion properly before the meeting shall contain a time certain or ascertainable for the duration of the tabling and is not debatable or amendable except when, at the discretion of the Chair, the duration of tabling may be discussed so long as the merits of the motion proposed to be tabled are not entered upon.

### Closing Debate

- 25           Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded and when no other person is holding the floor, a motion may be made that the question be now put. A motion that the question be now put, is neither amendable nor debatable and if such motion is passed, the main motion or amendment, as the case may be, shall be forthwith voted upon without further amendment or debate. If such motion is not passed, debate upon and amendment to the main motion may continue.

### Adjournment of Debate

- 26           A motion to adjourn debate, if no time is mentioned therein, shall be treated in the same manner as a motion that the question be now put as hereinbefore provided.

### Withdrawing or Changing Motions

- 27            A motion may, with the consent of the mover and seconder and a majority of the members present, be withdrawn or the wording thereof changed.

### Adjournment of Meeting

- 28        (1)    A motion to adjourn the meeting shall not be debatable nor amendable, except as to the time, if any, when the meeting shall be reconvened, provided that the Chair may, subject to an appeal to the meeting, refuse to put a motion for adjournment if, in the opinion of the Chair, the motion is offered for the purpose of obstructing the meeting.
- (2)    Subject to subsection (1) hereof, a motion to adjourn the meeting is always in order but, if such motion is decided in the negative, no motion to the same effect may be made until the meeting shall have completed some intervening proceeding.

### Proceed to Next Order of Business

- 29            A motion to proceed from the present to the next order of business is not debatable nor amendable and, if carried, the present order of business shall be brought before the meeting after completion of the orders of business and before the meeting is finally adjourned.

## Reconsideration

- 30            A motion may be made, upon previous notice, to reconsider a negative vote on any other motion. A motion to reconsider is not amendable but is debatable if the motion the vote of which is proposed to be reconsidered was itself debatable.

## Rescinding

- 31            A motion may be made, upon previous notice, to rescind an affirmative vote upon any other motion. A motion to rescind is not amendable but is debatable if the motion the vote of which is proposed to be rescinded was itself debatable.

## Exception

- 32        (1)    Notwithstanding sections 30 and 31, a Motion to reconsider or rescind a vote may be made at the same meeting of Council by a mover who voted with the prevailing result. The Motion may be seconded by any other member of council.
- (2)    A Motion to reconsider or rescind, once voted on and lost, cannot be further reconsidered at the same meeting of Council, except with the unanimous consent of Council.
- 33            A motion to reconsider or to rescind may not be put if the motion or the vote thereon to which it is intended to apply has already been acted upon, to the extent that the City has undertaken or become subject to any liability or obligation.

### Similar Motions

- 34 No substantive motion or amendment which is the same as or substantially similar to a previous substantive motion or amendment voted upon by a meeting may be put to the same meeting or any subsequent meeting prior to Council having finally adopted a new budget.
- 35 (1) Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any member so requests or when the Chair so directs.

### Severing Motion

- (2) Where a motion is lengthy, complicated or controversial, a member may move to divide the question so that each part may be voted upon individually.

## NOTICES OF MOTION

### Notice Required

- 36 Without the affirmative vote of two-thirds of the members present to be taken without debate or amendment, no motion introducing a matter not appearing upon or necessarily arising out of a matter appearing upon the agenda for a meeting may be made unless written notice of such motion has been given at a previous meeting of Council held at least five (5) days previously, or written notice thereof has been personally delivered to each member, other than the mover thereof at least three (3) days previously.

**COMMITTEE OF THE WHOLE**

- 37 (1) If the meeting has resolved itself into committee of the whole, motions thereat need not be seconded and shall be limited to those which report to the meeting upon its resumption matters referred to the committee, or which resolve to revert from committee of the whole and resume the meeting.
- (2) The Chair will chair the committee of the whole.

**CORRESPONDENCE**

## Placement on Council Agenda

- 38 (1) When a communication intended for Council is received by the City Clerk and, provided it is fairly written or printed on paper and signed by at least one person whose address is also shown, it shall be placed on Agenda of Council.

## Withdrawal from Council Agenda

- (2) If it is determined that a communication intended for Council can be responded to by City Administration, said communication, with the permission of the writer, can be withdrawn by the Clerk from Council Agenda.
- (3) The content of any communication intended for Council shall include the purpose of the communication and clearly outline what is being requested of Council.

#### Impertinent, Improper or Libellous Communication

- (4) The Clerk shall not place any communication on the Agenda when he considers that the matter contained in the communication is impertinent, improper, or libellous in which case the Clerk shall advise the originator of the communication that it is not being sent forward to Council.

#### Referral to Committee of Council, Mayor and City Manager

- 39 Any type of communication received by Council may be referred to a Committee of Council or may be referred to the Mayor and City Manager for a report.

### **WRITTEN INQUIRIES**

#### Notice Required

- 40 (1) Written inquiries may be submitted by any member not later than seven days prior to a regular meeting of Council, and shall be included in the Agenda for such meeting of Council, at which time Council shall direct what action, if any, should be taken respecting the same.
- (2) Notwithstanding the foregoing, the Mayor and City Manager may provide to Council background information on the subject of the written inquiry at the same meeting as the written inquiry is first received by Council.

**ROBERT'S RULES**

- 41 Any matter which is not provided for shall be determined in accordance with "Robert's Rules of Order-Newly Revised".
- 42 Bylaw No. 2323/69 is hereby repealed.

READ A FIRST TIME IN COUNCIL this 25 day of September , A.D. 1995.

READ A SECOND TIME IN COUNCIL this 25 day of September , A.D. 1995.

READ A SECOND TIME IN COUNCIL this 25 day of September , A.D. 1995.

AND SIGNED BY THE MAYOR AND CITY CLERK this 25 day of September, A.D. 1995.

"G. Surkan"

---

MAYOR

"Kelly Kloss"

---

CITY CLERK



**BYLAW NO. 3284/A-2006**

Being a bylaw of The City of Red Deer in the Province of Alberta, to amend Bylaw No. 3284-2001, the City of Red Deer's Organization Bylaw.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

That Bylaw No. 3284-2001 is hereby amended as follows:

1. By deleting section 4 in its entirety.

READ A FIRST TIME IN COUNCIL this                      day of                      , A.D. 2006.

READ A SECOND TIME IN COUNCIL this                      day of                      , A.D. 2006.

READ A SECOND TIME IN COUNCIL this                      day of                      , A.D. 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this    day of                      ,A.D. 2006.

---

MAYOR

---

CITY CLERK

**ORGANIZATION BYLAW**

**NO. 3284/2001**

**Office Consolidation**

**BYLAW NO. 3284/2001**

Being a bylaw of The City of Red Deer to provide for the administrative organization of the City, including establishment of the positions of chief elected official, chief administrative officer and designated officers, and their respective powers, duties, and functions.

Pursuant to the provisions of the Municipal Government Act (MGA) Council of the City enacts as follows:

**PART 1 – GENERAL****SHORT TITLE**

- 1 The short title of this bylaw is "Organization Bylaw".

**COUNCIL**

- 2 Council consists of 9 members including the Mayor, each of whom, except for the Mayor, has the title "Councillor".

**MUNICIPAL OFFICE**

- 3 The Municipal Office of the City is City Hall located at 4914 - 48th Avenue in Red Deer, Alberta.

**PUBLIC NOTICE OF MEETINGS OF COUNCIL**

- 4 Public notice of regular meetings of Council or a Council committee may be given by an annual advertisement in one issue of a newspaper circulating in the city or by posting a notice in the Office of the City Clerk in City Hall. Notice of special meetings of Council or a Council committee may be given by posting a notice in

the Office of the City Clerk in City Hall or by newspaper advertisement appearing at least 24 hours before the meeting is held.

## REPRODUCTION OF SIGNATURES

- 5 A signature required or permitted by statute or by this bylaw to be affixed to a document may be printed, lithographed or otherwise mechanically reproduced.

## BUDGET

- 6 Until an operating budget is approved for the current year, the operating budget approved by Council for the previous calendar year is considered to be the interim operating budget for the current year. The City Manager may incur obligations and make expenditures in accordance with the interim operating budget unless Council otherwise directs.

## PART II – CHIEF ELECTED OFFICIAL

### CHIEF ELECTED OFFICIAL - MAYOR

- 7 The Chief Elected Official for the City is known as the "Mayor" and, in addition to the duties in the MGA, the Mayor:
  - (a) reviews Council agendas and participates with the City Manager in making recommendations to Council;
  - (b) represents the City at public functions and ceremonies that Council or the Mayor determines appropriate;
  - (c) communicates Council policy to the public and seeks public input;

- (d) liaises with elected officials from other municipalities and other levels of government on matters of concern to the City;
- (e) is the principal elected link between Council and City Administration;

### PART III – CHIEF ADMINISTRATIVE OFFICER

#### CHIEF ADMINISTRATIVE OFFICER – CITY MANAGER

- 8 The chief administrative officer of the City is known as the "City Manager".
- 9 Council, by resolution, appoints a person to the position of City Manager who, in addition to the duties set out in the MGA:
  - (a) is the principal administrative link between the City Administration and Council;
  - (b) reviews Council agendas and participates with the Mayor in making recommendations to Council;
  - (c) establishes and supervises the administrative organization of the City.
- 10 The City Manager hires or retains legal counsel for the City.
- 11 All agreements and any other documents to be executed by the City except cheques and other negotiable instruments, shall be signed by the City Manager alone who is the designated officer for purposes of section 213(4) of the MGA.

## PART IV – DESIGNATED OFFICERS

## DESIGNATION

- 12 The following positions are designated officers of the City:

City Assessor

City Clerk

Director of Corporate Services

Director of Development Services

## CITY ASSESSOR

- 13 The City Assessor is the designated officer for purposes of carrying out the duties and responsibilities of an “assessor” under the MGA.

- 14 The City Assessor is the designated officer for purposes of the following sections of the MGA:

Section 482(1) & (2) - Admissible evidence at hearings - assessment rolls and assessment notices

Section 525 - Certifying copies of assessment rolls and assessment notices

## CITY CLERK

- 15 (1) The City Clerk is the designated officer for purposes of the following sections of the MGA:

Section 69 - Consolidating bylaws

Section 213(1)(b) - Signing minutes of Council meetings

Section 213(2)(b) - Signing minutes of Council committee meetings

Section 213(3)(b) - Signing bylaws

Section 309(1)(d) - Contents of assessment notices  
Section 334(1)(e) - Contents of tax notices  
Section 336(1) - Certifying date of sending tax notices  
Section 343(2) - Application of tax payments  
Section 350 - Issuing tax notices  
Section 420(2) - Obtaining possession of lands  
Section 455(1) - Clerk of Assessment Review Board  
Section 461(1) & (2) - Address to which complaint is sent  
Section 462(1) - Notice of Assessment Review Board hearings  
Section 469(1) - Notice of decision of Assessment Review Board  
Section 483 - Decision admissible on appeal  
Section 606(7) - Requirements for proof of advertising  
Section 612 - Certifying copies of bylaws and records

(2) The City Clerk is authorized to consolidate bylaws from time to time.

#### DIRECTOR OF CORPORATE SERVICES

16 The Director of Corporate Services is the designated officer for purposes of the following sections of the MGA:

Section 213(4)(b) - Signing cheques and other negotiable instruments  
Section 270 - Opening and closing all the accounts of the City that hold money  
Section 439(2) - Preparing and issuing distress warrants and seizing goods

#### DIRECTOR OF DEVELOPMENT SERVICES

17 The Director of Development Services is the designated officer for purposes of the following sections of the MGA:

Section 542 - Entering on land to inspect, remedy, and enforce bylaws thereunder

Section 544 - Applying to court for an order re: inspection of meters

Section 545 - Issuing orders to cease contravention of any bylaw

Section 546 - Orders to remedy dangerous and unsightly property

#### PART V - MISCELLANEOUS

18 If any provision of this bylaw is declared invalid by a Court, all other provisions remain valid.

19 Bylaw 3130/95 is repealed.

READ A FIRST TIME IN OPEN COUNCIL this 18th day of June 2001.

READ A SECOND TIME IN OPEN COUNCIL this 18th day of June 2001.

READ A THIRD TIME IN OPEN COUNCIL this 18th day of June 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this 18th day of June 2001.

"G.D. Surkan"

"Kelly Kloss"

---

MAYOR

---

CITY CLERK





**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

**POLICY NO.** 1005

**Page 1 of 2**

**TITLE:** Council Inquiries

**Date of Approval:**  
September 9, 1996

**SECTION:** General  
(Council)

**Dates of Revision:**

---

**POLICY STATEMENT**

*The purpose of this policy is:*

1. *to ensure that there is a mechanism for individual Council Members to obtain information on issues of particular concern to them, and*
2. *to identify procedures to be followed by the Administration when providing information to Council Members in response to their inquiries.*

**A. VERBAL INQUIRIES**

Verbal inquiries from Council Members not requiring a written response, may be responded to verbally by any staff member with the Department Manager's approval.

**B. MISCELLANEOUS INQUIRIES**

1. All inquiries from Council Members requiring a written response or photocopied material, shall be submitted in writing by the Council Member to the respective Department Manager.



**THE CITY OF RED DEER  
COUNCIL POLICY MANUAL**

|                   |                              |  |
|-------------------|------------------------------|--|
| <b>POLICY NO.</b> | <b>1005</b>                  | <b>Page 2 of 2</b>                             |
| <b>TITLE:</b>     | <b>Council Inquiries</b>     | <b>Date of Approval:<br/>September 9, 1996</b> |
| <b>SECTION:</b>   | <b>General<br/>(Council)</b> | <b>Dates of Revision:</b>                      |

---

2. The Department Manager shall provide the written response directly to the Council Member making the inquiry with a copy to the City Manager.
3. If the inquiry, verbal or written, is for highly sensitive, controversial, personal or confidential information, or if the response would be very costly or time consuming, the inquiry shall be submitted to the City Manager for a decision as to:
  - (a) whether to proceed with the response, and/or
  - (b) whether to refer the inquiry to Council.
4. Any inquiry referred to Council shall be in accordance with the Procedure Bylaw.
5. Responses to all inquiries shall be supplied as soon as possible.
6. If it is not possible to supply the response within one week from the date the inquiry is lodged, the City Manager shall be notified upon receipt of the request by the Department Head, and in turn, the City Manager shall notify the Council Member.



## Council Decision – May 8, 2006

### Legislative & Administrative Services

**DATE:** May 9, 2006  
**TO:** Frieda McDougall, Legislative & Administrative Services  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** New Procedure Bylaw 3358/2006 – Repeal of Bylaw 3140/95  
Organizational Bylaw 3284/A-2006  
Repeal of Council Policy 1005 – Council Inquiries

---

#### *Reference Report:*

Legislative & Administrative Services Manager, dated April 28, 2006

#### *Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated April 28, 2006, re: New Procedure Bylaw 3358/2006 - Repeal of Bylaw 3140/95, hereby agrees that Council Policy 1005 – Council Inquiries be rescinded.”

#### *Bylaw Readings:*

Procedure Bylaw 3358/2006 and Organizational Bylaw 3284/A-2006 were given three readings. Copies of the bylaws are attached.

*Report Back to Council:* No

#### *Comments/Further Action:*

This office will distribute copies of Procedure Bylaw 3358/2006 and Organizational Bylaw 3284/A-2006. This office will also amend the Council Policy Manual regarding the rescinded Council Policy in due course.

A handwritten signature in black ink, appearing to read 'Kelly Kloss', is written over the printed name and title.

Kelly Kloss  
Manager

/chk  
attchs.

c

**DATE:** April 26, 2006

**TO:** Manager, Legislative & Administrative Services

**FROM:** EL&P Manager

**RE:** Market Surveillance Administrator  
2006 – Q1 Compliance Report

---

This report is submitted to City Council for the purpose of complying with the reporting requirements pursuant to provincial regulation respecting the manner in which certain aspects of business in the electricity marketplace were conducted by the EL&P utility. The attached report covers the first quarter of 2006. Similar reports have been submitted to Council in the past and further reports will continue to be submitted.

### **Legislation and Background**

The *Electric Utilities Act* SA 2003 cE-5.1 ("Act") established the Market Surveillance Administrator ("MSA") as an independent body to protect the public interest and to ensure fairness, transparency, and balance in Alberta's competitive electricity marketplace. The *Code of Conduct Regulation* AR 160/2003 ("Code"), pursuant to the Act, governs aspects of the retail electricity market such as: conduct of distribution system owners and affiliated retailers, equality of treatment for customers and retailers, confidentiality of customer information, business practices, preventing unfair competitive advantage, records and accounts, compliance plans, and compliance reporting and audits.

As the Owner of an electrical distribution system, the City of Red Deer is regulated under certain sections of the Code. Agreement has been reached with the MSA that there is no useful purpose in duplicating the compliance activities provided by outside parties respecting the specific functions they perform for the City of Red Deer under an agreement. This understanding reduces the scope and volume of reporting required directly by the City of Red Deer. One of the compliance requirements that the City of Red Deer itself must meet is that senior management of the utility must provide City Council with quarterly and annual compliance reports describing various activities and City Council must approve those compliance reports.

Based on its understanding of the City of Red Deer EL&P Department operations, the MSA will:

1. Allow the City of Red Deer to rely upon the compliance plan and audit reporting to be provided by Enmax Power and Enmax Energy related to the functions they perform for the City of Red Deer, and as such, no compliance plan or audit reporting will be required of the City of Red Deer.

2. Require the City of Red Deer to advise the MSA of any material changes relating to the services contracted to the Enmax entities.
3. Require that City Council be provided with quarterly compliance reports describing at least:
  - a. any non-compliance with the Code or the compliance plan,
  - b. the action taken to remedy the non-compliance, and
  - c. any complaints of non-compliance with the Code and the compliance plan and how the complaints have been dealt with.
4. Require the City of Red Deer, by March 31 of the following calendar year, to send the MSA an annual compliance report, approved by City Council, describing for the calendar year the matters referred to in item 3 above.

#### **City Council Request**

The 2006 First Quarter Compliance Report is attached.

Council's approval, designated by appropriate signature and seal, is requested for: "The City of Red Deer EL&P Department 2006 First Quarter Compliance Report to Council of the City of Red Deer".

Al Roth, P.Eng.  
EL&P Manager

**THE CITY OF RED DEER  
EL&P DEPARTMENT**

**2006 FIRST QUARTER COMPLIANCE REPORT  
To  
COUNCIL OF THE CITY OF RED DEER**

This Report is submitted to the Council of the City of Red Deer pursuant to sections 34(1) and 34(2) of the *Code of Conduct Regulation* AR 160/2003 for the period of January 1, 2006 to March 31, 2006.

The City of Red Deer EL&P Department advises that:

- (a) The City of Red Deer had no incidents of non-compliance with the *Code of Conduct Regulation*.
- (b) The City of Red Deer took no action to remedy any non-compliance as there were no incidents of non-compliance.
- (c) The City of Red Deer received no complaints of non-compliance with the *Code of Conduct Regulation*, therefore, no complaints were dealt with.
- (d) Enmax Energy and Enmax Power will report directly to their board of directors on the manner in which they dealt with complaints of non-compliance with the *Code of Conduct Regulation* or their own compliance plans including those complaints respecting the functions performed by those two entities for the City of Red Deer.

Per: \_\_\_\_\_

A. Roth. P.Eng.  
Manager, Electric Light & Power Department

Per: \_\_\_\_\_

K. Kloss  
City Clerk

Date: \_\_\_\_\_

***Comments:***

We agree with the recommendations of the EL & P Manager.

“Morris Flewwelling”  
Mayor

“Norbert Van Wyk”  
City Manager



Council Decision – May 8, 2006

Legislative & Administrative Services

**DATE:** May 9, 2006  
**TO:** Al Roth, EL & P Manager  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Market Surveillance Administrator  
2006 – Q1 Compliance Report

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*Reference Report:*

EL & P Manager, dated April 26, 2006

*Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the EL & P Manager, dated April 26, 2006, re: Market Surveillance Administrator, 2006 – Q1 Compliance Report, hereby approves the EL & P Department 2006 – Q1 Compliance Report as presented to Council on May 8, 2006.”

*Report Back to Council:* No

*Comments/Further Action:*

Attached is the signed 2006 First Quarter Compliance Report for your use.

A handwritten signature in black ink, appearing to read 'KKloss', is positioned above the printed name and title.

Kelly Kloss  
Manager

/chk  
attchs.



**THE CITY OF RED DEER  
EL&P DEPARTMENT**

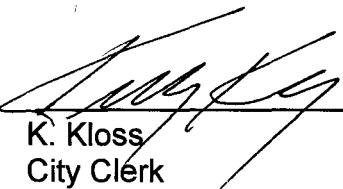
**2006 FIRST QUARTER COMPLIANCE REPORT  
To  
COUNCIL OF THE CITY OF RED DEER**

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The City of Red Deer EL&P Department advises that:

- (a) The City of Red Deer had no incidents of non-compliance with the *Code of Conduct Regulation*.
- (b) The City of Red Deer took no action to remedy any non-compliance as there were no incidents of non-compliance.
- (c) The City of Red Deer received no complaints of non-compliance with the *Code of Conduct Regulation*, therefore, no complaints were dealt with.
- (d) Enmax Energy and Enmax Power will report directly to their board of directors on the manner in which they dealt with complaints of non-compliance with the *Code of Conduct Regulation* or their own compliance plans including those complaints respecting the functions performed by those two entities for the City of Red Deer.

Per:   
A. Roth. P.Eng.  
Manager, Electric Light & Power Department

Per:   
K. Kloss  
City Clerk

Date: May 8, 2006

# MEMO

DATE: April 27, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Russell Crook Land Coordinator and  
Howard Thompson, Land and Economic Development Manager

RE: **JOHNSTONE CROSSING PHASES 7, 9 AND 4C  
RESIDENTIAL LOT PRICING**

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The City is developing 135 lots in Phases 7, 9 and 4C of Johnstone Crossing as shown on the attached map. These phases are located predominantly in the north central and northwest area of the neighborhood with a mix of 112 single family (R1) lots, 11 pairs of duplex lots (R1A) and one social care site. This development is consistent with the land use theme identified in the Johnstone Crossing Neighborhood Area Structure Plan.

Subdivision approval has been granted for these phases and contracts for servicing are being prepared. In keeping with our historical marketing plans, we are recommending that the City proceed with a presale lot draw for these residential lots.

## Lot Pricing

As per City Policy to sell land at market value, an independent fee appraiser, Anderson Preece & Associates Inc., was hired to provide us with recommendations for land values in Johnstone Crossing. Land and Economic Development have reviewed the comprehensive report and concur with the appraiser's valuations.

The appraisal report indicated the market value ranges for single family (R1) lots are as follows:

*\$12.23 to \$13.32 per square foot for smaller lots*  
*\$12.34 to 12.71 per square foot – for regular sized lots*  
*\$8.50 to \$11.50 per square foot – for large lots*

In general terms, the smaller the lot the higher the market value per square foot, with diminishing values for lots with more square footage than average. Further adjustments for location, exposure, secondary suites, etc., and rounding are applied to each lot by the appraiser to determine the final lot value. Positive adjustments of \$1,000 to \$3,500 were recommended for location such as lots backing onto green or park areas and \$5,000.00 for secondary suite lots.

Kelly Kloss  
April 27, 2006  
Page 2

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Negative adjustments of -\$1,000 to -\$3,000 were applied for corner lots and for fronting onto the collector street and rear exposure to the rail line. A negative adjustment of 5% to 10% has been applied to sites influenced by the emergency services site. In addition, Land and Economic Development may recommend a further minimal per lot adjustment to the City Manager for a portion of the cost to install one tree per lot in the front yard and for installation of a chain link fence on those lots backing onto the municipal reserves upon further administrative consultation.

After adjustments, single-family (R1) lot prices will range from \$49,200 for the smallest to \$97,000 for the largest lot with the average price of a R1 lot being approximately \$69,100 + GST.

Duplex lots were valued from \$13.25 per square foot up to \$14.00 per square foot. With further adjustments, the lot prices will range from \$44,300 to \$54,000 for one side of a duplex lot with the average price of a R1A lot being approximately \$50,500 + GST per side.

The Social/Day Care site, which would consist of one duplex (pair) and one single family lot is valued at \$170,300.

For single family (R1) lots this represents a 17.5% increase over last year's average R1 price in this neighborhood. The market indicates that duplex lots have only increased by 5.5%. Our appraisal consultant informs us that the substantial increase in the R1 market is consistent throughout the city and area.

### **Architectural Standards and Controls**

The standards and controls for these phases will be essentially the same as in previous phases of Johnstone Crossing and will be finalized as part of our brochure prior to the lot draw.

Front attached garages will be required on all lots backing onto the linear park with the location of the garages to be predetermined to ensure garages are adjacent to each other. All R1 single family lots require a minimum 1,100 square foot house and R1A, semi-detached will require a minimum 900 square feet per side. No front access, driveways or parking pads will be permitted on lots fronting onto Jordan Parkway; and no carports or front parking pads will be allowed throughout the subdivision. Duplexes must provide a variation in design on the exterior elevation from one side to the other to avoid mirror imaging. In order to ensure a pleasing look and consistency to the neighborhoods, all purchasers will be encouraged to incorporate different building finishing materials; or different architectural elements or accents in all housing units built in these phases. Department staff will review all house plans to review the minimum house size requirement and to determine if the house elevations are acceptable.

.../3


Kelly Kloss  
April 27, 2006  
Page 3

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**Recommendation**

That City Council approves the following for Johnstone Crossing Phases 7, 9 and 4C:

1. Market values to be based on Anderson Preece & Associates Inc. Appraisal Report No. 42559.gj, dated April 12, 2006, with any further lot price adjustments for individual lots and any architectural standards and controls to be approved by the City Manager.
2. Proceeding with a lot draw pre-sale.



Russell Crook  
Land and Appraisal Coordinator

Howard Thompson  
Land & Economic Development Manager

Att.

- c. Paul Goranson, Director of Development Services

RED DEER  
JOHNSTONE PARK - PHASES 7 & 9

Plan Showing a Proposed Subdivision  
of parts of  
LOT 1, BLOCK 4, PLAN 812 1569  
LOT 2PUL, BLOCK 4, PLAN 862 2801  
ROAD PLAN 822 0501 (CLOSED)  
and the remainder of  
LOT 1, BLOCK 1, PLAN 972 0461  
all within the  
N.E.1/4 SEC.31-38-27-4  
&  
S.E.1/4 SEC.31-38-27-4

SCALE: NOT TO SCALE

LEGEND & NOTES

DISTANCES ALONG A CURVE ARE ARC DISTANCES.

DISTANCES ARE IN METRES AND DECIMALS THEREOF.

AREA TO BE REGISTERED IS OUTLINED THINLY

AND CONTAINS AS FOLLOWS:

FROM LOT 1, BLOCK 1, PLAN 972 0461 = 0.251 Ha. 0.59 Acre.

LOT 1, BLOCK 4, PLAN 812 1569 = 6.539 Ha. 16.15 Acre.

LOT 2PUL, BLOCK 4, PLAN 862 2801 = 0.251 Ha. 0.62 Acre.

ROAD PLAN 822 0501 (CLOSED) = 0.538 Ha. 2.07 Acre.

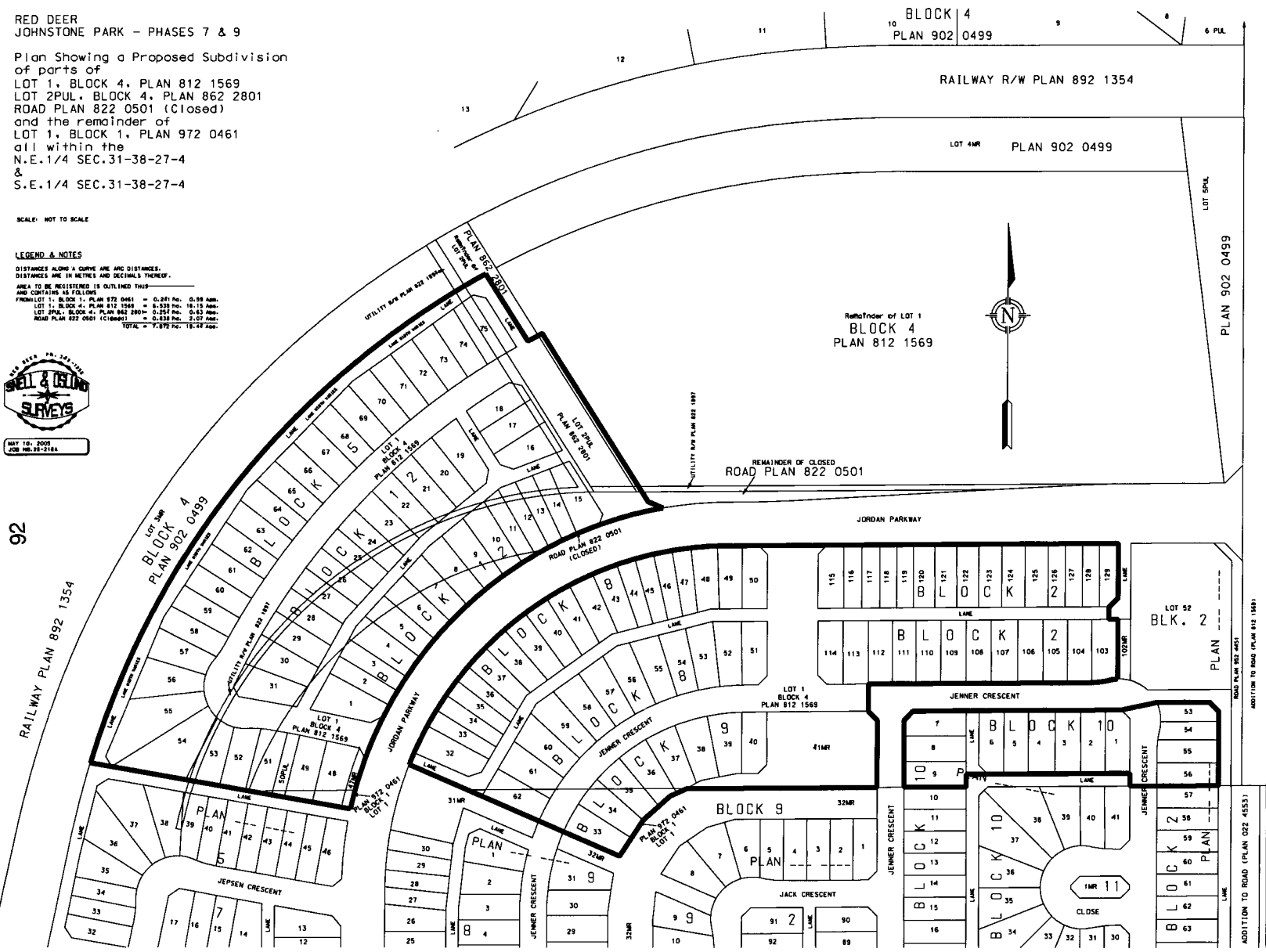
TOTAL = 7.579 Ha. 18.97 Acre.



MAY 10, 2005  
JOB NO. 22-5164

92

RAILWAY PLAN 892 1354



# Johnstone Crossing

## Neighbourhood Area Structure Plan

Scale 1:5,000

April 2004

93



Canadian Pacific Railway

Existing Berm

Existing Berm

KENT ST

TAYLOR DRIVE

77 STREET

JOHNSTONE DRIVE

STORM WATER  
RETENTION POND

6.78 ha

CenAita  
Well Services

### Figure 3 - Development Concept

|  |                            |  |     |                               |
|--|----------------------------|--|-----|-------------------------------|
|  | NASP Boundary              |  | SS  | Secondary Suite               |
|  | Municipal Reserve          |  | SDR | Social / Daycare / Retirement |
|  | Public Utility Lot         |  | ES  | Emergency Services            |
|  | Single Family              |  | W   | Place of Worship              |
|  | Single Family (narrow lot) |  |     | Pathway (2.50m)               |
|  | Mixed Housing *            |  |     | Bus Route (both directions)   |
|  | Multi Family               |  |     | Bus Stop                      |
|  | Industrial                 |  |     | Entrance Sign                 |

\*Mixed Housing - min 50% Single Family and Secondary Suites, min 35% Semi-detached.



Prepared by:  
The City of Red Deer Engineering Department  
and Parkland Community Planning Services

***Comments:***

We agree with the recommendations of Administration.

“Morris Flewwelling”  
Mayor

“Norbert Van Wyk”  
City Manager



Council Decision – May 8, 2006

**Legislative & Administrative Services**

**DATE:** May 9, 2006

**TO:** Russell Crook, Land Coordinator and  
Howard Thompson, Land and Economic Development Manager

**FROM:** Kelly Kloss, Legislative & Administrative Services Manager

**SUBJECT:** Johnstone Crossing Phases 7, 9 and 4C  
Residential Lot Pricing

---

***Reference Report:***

Land Coordinator and Land and Economic Development Manager, dated April 27, 2006

***Resolutions:***

***"Resolved*** that Council of the City of Red Deer having considered the report from the Land Coordinator and Land and Economic Development Manager, dated April 27, 2006, re: Johnstone Crossing Phases 7, 9 and 4C, Residential Lot Pricing, hereby approves the following for Johnstone Crossing Phases 7, 9 and 4C:

1. Market values to be based on Anderson Preece & Associates Inc., Appraisal Report No. 42559.gj, dated April 12, 2006, with any further lot price adjustments for individual lots and any architectural standards and controls to be approved by the City Manager.
2. Proceeding with a lot draw pre-sale."

***Report Back to Council:*** No

  
Kelly Kloss  
Manager

/chk

c Director of Development Services



# MEMO

DATE: April 27, 2006

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Russell Crook, Land and Appraisal Coordinator and  
Howard Thompson, Land and Economic Development Manager

RE: **ORIOLE PARK WEST (CITY) PHASE 7B  
RESIDENTIAL LOT PRICING**

---

The City is developing 87 lots in the second phase of Oriole Park West (City) as shown on the attached map. Phase 7B is located in the northeast corner of the neighborhood with most of the lots located in a Close. This phase contains 80 single family (R1), of which 9 are secondary suites, 3 pairs (6 lots) of duplexes (R1A) on Orr Drive and Oak Drive, and one Social/Day Care site. The development is consistent with the land use theme identified in the Oriole Park West Neighborhood Area Structure Plan.

Subdivision approval has been granted for Phase 7B, and servicing contracts are being prepared for this phase. In keeping with our historical marketing practices, we are recommending that the City proceed with a presale lot draw for these residential lots in June of this year in anticipation of allowing purchasers possession of the lots in the fall, weather permitting.

## Lot Pricing

As per City Policy to sell land at current market value, an independent fee appraiser was hired to provide the City with recommendations for lot values in this phase. Land and Economic Development have reviewed the comprehensive report and concur with the appraiser's valuations.

The appraisal report concluded market value ranges for single family (R1) lots are as follows:

|                            |   |
|----------------------------|---|
| 4,500 to 5,500 square feet | \$13.00 to \$13.50 per sq. ft. for smaller lots       |
| 5,501 to 6,500 square feet | \$11.50 to \$13.00 per sq. ft. for regular sized lots |
| 6,501 to 8,000 square feet | \$9.00 to \$11.50 per sq. ft. for larger lots         |

In general terms, prior to adjustments, the smaller the lot the higher the market value per square foot, with diminishing values for lots with more square footage than average. The following positive or negative adjustments were then applied to come up with the individual market values.

## Primary Adjustments:

- o \$0.50 per sq. ft. deduction for R-1 lots on collector road
- o \$1.00 per sq. ft. additional premium for lots backing onto MR.
- o \$0.50 per sq. ft. additional premium for lots partly backing onto MR

Secondary Adjustments:

- 5% deduction for corner lots
- 5% deduction for adjacent side lane
- 10% additional premium for secondary suites
- Consistency factors for overall lot pricing continuity in comparing values on the noted lots with apparent discrepancies to adjacent or nearby lot values
  - Lot 20, Block 3 – decrease of \$1.00 per sq. ft.
  - Lot 22, Block 6 – decrease of \$1.00 per sq. ft.
  - Lot 28, Block 6 – decrease of \$1.00 per sq. ft.
- Rounding to nearest hundred

In addition, Land and Economic Development may recommend a further minimal per lot adjustment to the City Manager for a portion of the cost to install one tree per lot in the front yard, and for installation of a chain link fence on those lots backing onto the municipal reserves upon further administrative consultation.

After adjustments, single-family (R1) lot prices will range from \$54,100 to \$110,400 for the largest lot, with the average price of a R1 lot in this subdivision being approximately \$74,700 plus GST.

All duplex lots, regardless of size or location, were valued at \$13.50 per square foot. The lot price for five of the six lots is \$48,100, with one at \$48,200 for one side of a duplex lot. Therefore the average price of a R1A lot is approximately \$48,100 per side or \$96,200 plus GST.

The Social/Day Care site, which would consist of one duplex (pair) and one single family lot is valued at \$150,300.

For single family (R1) lots this represents a 18% increase over last year's average R1 price in this neighborhood. The market indicates that duplex lots have increased by 12.5%. Our appraisal consultant informs us that the substantial increase in the residential market is consistent throughout the city and area.

Architectural Standards and Controls

The standards and controls for this phase will be consistent with Phase 1 of this subdivision. John Murray Architectural Associates have been contracted to review all the house plans, prior to application for a building permit.

At a minimum we are considering front attached garages be required on all lots in the Closes. The location of the garages will be predetermined to ensure garages are adjacent to each other. The R1 single family lots located in a Close will require a minimum 1,300 square foot house, while lots on Orr Drive and Oak Drive will require a minimum 1,100 square foot house.

Kelly Kloss  
April 27, 2006  
Page 3

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Carports or front parking pads will not be allowed throughout the subdivision. Duplexes must provide a variation in design on the exterior elevation from one side to the other to avoid mirror imaging. In order to ensure a pleasing look and consistency to the neighborhoods, all purchasers will be required to incorporate different building finishing materials; or different architectural elements or accents in all housing units.

**Recommendation**

That City Council approves the following for Oriole Park West (City) Phase 7A:

1. Market values to be based on Soderquist Appraisals Ltd. Report No. 29,985, dated April 3, 2006, with any further adjustments to the individual lot prices, and the architectural standards and controls to be approved by the City Manager.
2. Proceeding with a lot draw pre-sale.

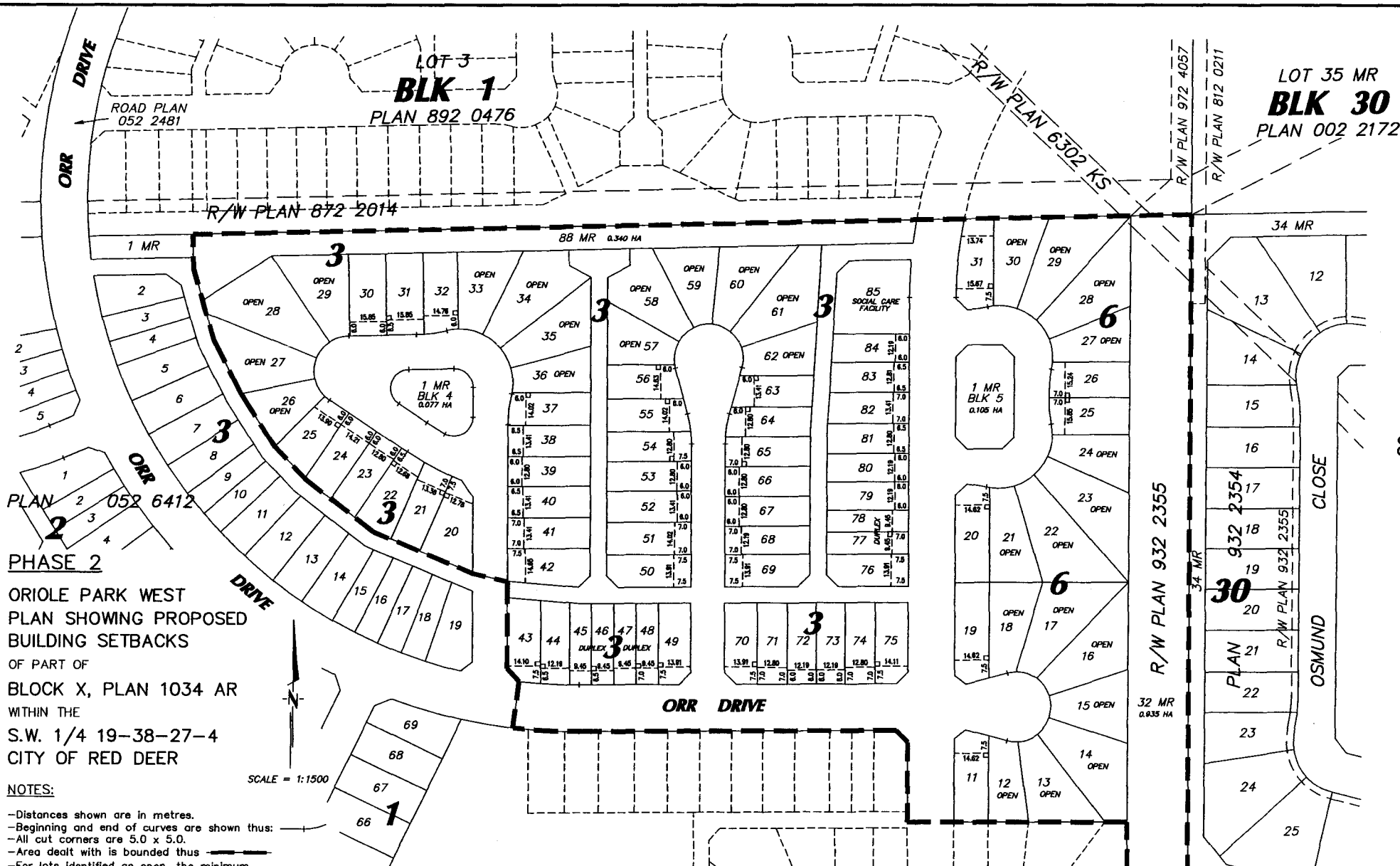


Russell Crook  
Land and Appraisal Coordinator

Howard Thompson  
Land & Economic Development Manager

Attach.

- c. Paul Goranson, Director of Development Services



**PHASE 2**

ORIOLE PARK WEST  
PLAN SHOWING PROPOSED  
BUILDING SETBACKS  
OF PART OF  
BLOCK X, PLAN 1034 AR  
WITHIN THE  
S.W. 1/4 19-38-27-4  
CITY OF RED DEER

- NOTES:**
- Distances shown are in metres.
  - Beginning and end of curves are shown thus:
  - All cut corners are 5.0 x 5.0.
  - Area dealt with is bounded thus:
  - For lots identified as open, the minimum setback is 6.0 from the front property line.
  - Rear lot widths shown are determined at 7.5 from rear property line.

**BEMOCO LAND SURVEYING LTD**  
21,7895-49th Avenue  
Red Deer, Alberta  
Phone No: 342-2611 FILE No: S-123B04 SETBACK



***Comments:***

We agree with the recommendations of Administration.

“Morris Flewwelling”  
Mayor

“Norbert Van Wyk”  
City Manager



## Council Decision – May 8, 2006

### Legislative & Administrative Services

**DATE:** May 9, 2006

**TO:** Russell Crook, Land Coordinator and  
Howard Thompson, Land and Economic Development Manager

**FROM:** Kelly Kloss, Legislative & Administrative Services Manager

**SUBJECT:** Oriole Park West (City) Phase 7B  
Residential Lot Pricing

---

### *Reference Report:*

Land Coordinator and Land and Economic Development Manager, dated April 27, 2006

### *Resolutions:*

*"Resolved* that Council of the City of Red Deer having considered the report from the Land and Appraisal Coordinator and Land and Economic Development Manager, dated April 27, 2006, re: Oriole Park West (City) Phase 7B, Residential Lot Pricing, hereby approves the following for Oriole Park West (City) Phase 7A:

1. Market values to be based on Soderquist Appraisals Ltd. Report No. 29,985, dated April 3, 2006, with any further adjustments to the individual lot prices, and the architectural standards and controls to be approved by the City Manager.
2. Proceeding with a lot draw pre-sale."

### *Report Back to Council:* No



Kelly Kloss  
Manager

/chk

c Director of Development Services

**Engineering Services**

**Date:** May 2, 2006  
**To:** Legislative & Administrative Services Manager  
**From:** Engineering Services Manager  
**Re:** **Delburne Road and 30 Avenue Road Widening**

---

We have completed the detailed design and tendering for the Delburne Road and 30 Avenue Road Widening. Prior to awarding the contract, an update to the project budget must be considered as the anticipated project expenditures are beyond what was approved in the 2006 Major Capital Budget.

**A. Background**

The 2006 Major Capital Budget included the following amounts for this work:

|   |                    |
|---|--------------------|
| 1. Delburne Road, Irwin Avenue to 30 Avenue Road Widening | \$2,100,000        |
| 2. 30 Avenue, 22 Street to Delburne Road Widening         | \$2,000,000        |
| 3. New Signals at 30 Avenue and 22 Street Intersection    | <u>\$ 160,000</u>  |
| <b>Total Budget</b>                                       | <b>\$4,260,000</b> |

The funding source is Roads Off Site Levy Fund. The tender closed for the above projects on April 21, 2006. One bid was received, from Border Contracting Ltd.



Legislative & Administrative Services Manager  
 May 2, 2006  
 Page 2

### **B. Budget Update**

The following table provides the revised estimates of costs for Delburne Road Widening, 30 Avenue Widening.

|                                      | <b>Delburne<br/>Road<br/>Widening</b> | <b>30 Avenue<br/>Widening</b> | <b>30 Ave /<br/>Delburne<br/>Traffic<br/>Signals</b> | <b>Total</b>       |
|--------------------------------------|---------------------------------------|-------------------------------|--|--------------------|
| <b>Approved Budget</b>               | <b>2,100,000</b>                      | <b>2,000,000</b>              | <b>160,000</b>                                       | <b>4,260,000</b>   |
| <b>Proposed Budget:</b>              |                                       |                               |  |                    |
| Engineering                          | 171,700                               | 180,200                       | 6,500  |                    |
| Construction                         | 2,439,000                             | 2,042,000                     | 150,500  |                    |
| Legal Survey and Land<br>Acquisition | 41,500                                | 26,000                        |  |                    |
| EL&P                                 | 120,800                               | 131,400                       | 110,200  |                    |
| City Forces                          | 20,000                                | 20,000                        | 10,000   |                    |
| Project Contingency                  | 50,000                                | 50,000                        |  |                    |
| <b>TOTAL</b>                         | <b>2,843,000</b>                      | <b>2,449,600</b>              | <b>277,200</b>                                       | <b>5,569,800</b>   |
| <b>VARIANCE</b>                      | <b>(743,000)</b>                      | <b>(449,600)</b>              | <b>(117,200)</b>                                     | <b>(1,309,800)</b> |

### **C. Project Variance**

Some of the main causes for variances between the original and revised budget amounts are due to the following.

#### **Delburne Road Widening**

1. Traffic accommodation and mobilization was bid at \$250,000 higher than originally budgeted. The complexity and need for traffic accommodation throughout the course of construction is reflected in this price.
2. When the final geometry of the widening and intersection improvement was completed, it was found that a longer section of roadway was required to accommodate turn lanes, tapers and transition from the proposed four lane urban cross section to the existing two lane rural cross section. In addition, the consultant identified the need to provide for dual left turn lanes in the future, which resulted in intersection widening at this stage. This resulted in a \$245,000 increase in work.

Legislative & Administrative Services Manager  
May 2, 2006  
Page 3

3. During the course of the geotechnical investigation, it was discovered that the amount of unsuitable material to be excavated and replaced was higher than estimated, which resulted in an additional \$195,000.

#### 30 Avenue Widening

4. Traffic accommodation and mobilization was bid at \$115,000 higher than originally budgeted. The need to accommodate emergency vehicles along 30 Avenue during the course of construction is reflected in this price.
5. Additional road structure and overlaying was required to accommodate turn lanes, tapers, access to the county fire hall and transition to the two-lane road structure south of the intersection of 30 Avenue and 19 Street. This resulted in an additional \$190,000.

#### 30 Avenue and Delburne Traffic Signals

The original budget did plan for a signalized intersection and advance warning flashers. Given the complexity of the design and the unique requirements of advance warning flashers, the full scope of work was not recognized at the time of the original budget. For example, the amount of underground duct increased significantly from 150 metres to almost 800 metres and a guardrail is now required.

#### D. Discussions with the Province

A portion of this work falls outside of City boundaries. Engineering Services has approached Alberta Infrastructure and Transportation (AIT) regarding funding a portion of the intersection. The total value of work planned for within AIT jurisdiction is \$679,000. This work is required to accommodate the widening of Delburne Road and 30 Avenue and improvements to the intersection within City limits.

To date, AIT has been receptive to the request and has verbally indicated their willingness to explore cost sharing. The likely timeline for approval and funding of costs is late spring or early summer.

Legislative & Administrative Services Manager  
 May 2, 2006  
 Page 4

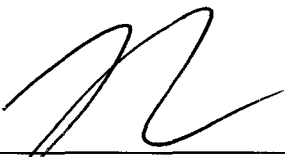
**E. Recommendation**

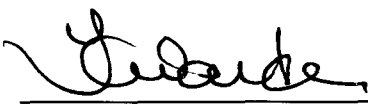
As residential development is continuing at a rapid pace in this area, the construction of the Delburne Road and 30 Avenue Roadway Improvements are required to allow access to the adjacent subdivision. We respectfully recommend that Council approve the revised budgets of as follows:

|   |                    |
|---|--------------------|
| • Delburne Road Widening                  | \$2,843,000        |
| • 30 Avenue Widening                      | \$2,449,600        |
| • 30 Avenue/Delburne Road Traffic Signals | <u>\$ 277,200</u>  |
| <b>Total:</b>                             | <b>\$5,569,800</b> |

This represents an increase in budget of \$1,309,800. The funding source for this budget is the Road Off-site Levy fund.

Engineering Services will continue to explore additional funding from Alberta Infrastructure and Transportation, and credit the off-site levy funds with any amount received.

  
 \_\_\_\_\_  
 Frank Colosimo, P.Eng.  
 Streets Engineer

  
 \_\_\_\_\_  
 Tom C. Warder, P.Eng.  
 Engineering Services Manager

FC/ldr

- c. Director of Development Services  
 Financial Services Manager  
 Streets Engineer  
 Engineering Accountant

***Comments:***

We agree with the recommendations of Administration.

“Morris Flewwelling”  
Mayor

“Norbert Van Wyk”  
City Manager



## Council Decision – May 8, 2006

### Legislative & Administrative Services

**DATE:** May 9, 2006  
**TO:** Tom Warder, Engineering Services Manager  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Delburne Road and 30 Avenue Road Widening

---

#### *Reference Report:*

Engineering Services Manager, dated May 2, 2006

#### *Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Engineering Services Manager, dated May 2, 2006, re: Delburne Road and 30<sup>th</sup> Avenue Road Widening, hereby agrees to amend the 2006 Major Capital Budget to reflect the following changes, with the funding to come from the Road Off-site Levy Fund:”

- |  |             |
|--|-------------|
| 1. Delburne Road, Irwin Avenue to 30 Avenue Road Widening: | \$2,843,000 |
| 2. 30 Avenue, 22 Street to Delburne Road Widening:         | \$2,449,600 |
| 3. New Signals at 30 Avenue and 22 Street Intersection:    | \$ 277,200” |

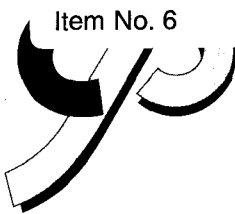
#### *Report Back to Council:* No



Kelly Kloss  
Manager

/chk

- c Director of Development Services  
Mary Bovair, Financial Analyst  
Dean Krejci, Controller



**DATE:** April 27, 2006  
**TO:** Legislative & Administrative Services Manager  
**FROM:** Emily Damberger, Planner  
**RE:** Direct Control District No. 23 (Riverlands)  
Land Use Bylaw Amendment 3156/L-2006  
Map 8/2006

---

### **Proposal**

Land Use Bylaw Amendment 3156/L-2006 proposes to redesignate all of the lands, with the exception of existing P1 (Parks) and A2 (Environmental Reserve) within the boundary of the Riverlands Area Redevelopment Plan. The redesignation proposal originates from the Riverlands Area Redevelopment Plan Implementation Actions.

The proposed district was reviewed by the Riverlands Implementation Design Team consisting of a representative from Land and Economic Development, Inspections and Licensing, Parkland Community Planning Services, Engineering, Greater Downtown Coordinator, and in consultation with Recreation, Parks and Cultural as well as legal consultation.

Currently proposed developments are processed under existing C1A and DC(3) Districts which do not reflect the intent and vision of the Riverlands Area Redevelopment Plan. The proposed DC (23) is intended to provide a basic district to guide redevelopment of the area. Potentially more specific residential, commercial, mixed use and civic districts could be created in the future as the form of redevelopment in the area becomes more apparent through development applications and recommendations of the Implementation Design Team.

### **Subject Area – Riverlands Area Redevelopment Plan Area**

The Riverlands area is currently a light industrial / commercial area in the southwestern sector of the Greater Downtown area. It has in the past been referred to as Downtown West, and is more commonly known as Cronquist Business Park and the City's West Yards. The area occupies a location, directly west of the downtown commercial core, on the banks of the Red Deer River.

The Riverlands Plan Area is defined by the Red Deer River on the west, Taylor Drive on the north and east, and 43 Street and the West Park neighbourhood on the south.

### **Proposed Direct Control District No. 23**

#### **General Purpose**

The general purpose of the District is to assist with the development of Riverlands as a sustainable, healthy, mixed use community with a unique blend of residential and retail commercial uses and a significant civic and open space area with a pedestrian friendly focus.

The Development Authority will be the approval body for all uses and development within the district and will ensure development conforms to the general intent of the Riverlands Area Redevelopment Plan and the Riverlands Community Plan.

### Approval Body

Council is the approval body for Direct Control districts, and may delegate the approval process to the Development Authority. Administration has developed the proposed Direct Control District 23 to be the responsibility of the Development Authority in order to ensure the development approval process is similar to other commercial and residential areas in The City.

Development applications will be reviewed internally by an Implementation Design Team consisting of representative from Engineering, Inspections and Licensing, Land and Economic Development, PCPS, Parks and Recreation, and the Greater Downtown Coordinator. The team will evaluate applications based on their general conformity to the Direct Control District (23), Riverlands Area Redevelopment Plan and Riverlands Community Plan and make recommendations to the Development Authority. The team will work with and assist developers with applications within the Direct Control District (23) boundary.

A brochure will be developed for use by Inspections and Licensing to assist developers applying within the Riverlands Area to understand the intent of the Direct Control District and the application review process.

### Current districts within Riverlands Area C1A and DC (3)

The Riverlands area currently contains two commercial based districts, Commercial (City Centre West) District (C1A) and Direct Control District (3).

The C1A district general purpose is to facilitate the development of a unique area of land uses, which include office and a combination of commercial, industrial, institutional, cultural and residential developments. The proposed Direct Control District (23), intended to implement the Riverlands ARP, will allow many of uses listed within C1A. However industrial uses as well as the following key uses currently allowed within C1A will not be allowed within DC (23):

- Manufacturing of any articles
- Late Night Club
- Service and Repair of any Articles
- Warehouse

The Direct Control District (3) allows uses that were legally existing within an existing building in the area at the time the district came into effect is deemed to be a discretionary use and any use approved by Council for land within the district having regard to the adopted Area Redevelopment Plan. The Direct Control District 23 will not greatly change the intent of the existing district. The main difference being legally existing uses would no longer be considered discretionary uses but could however continue until such time as they were proposing any new development that would need to conform to the Direct Control District (23).

### Direct Control District 23 uses

The uses listed within the district reflect the mixed use intent of the Riverlands ARP. Uses allow for residential, commercial and cultural uses. The uses reflect Land Use Map 8 within

the Riverlands ARP that depicts proposed land use concepts for the area. Proposed uses include:

- Medium density residential with potential ground floor commercial
- General commercial
- Commercial entertainment zone
- Mandatory ground floor commercial along 47<sup>th</sup> Street (Alexander Way), with the exception of the cultural area
- Mixed Use Public, Civic and Cultural Space
- Possible High Density Commercial/Residential/Mixed Use Site
- Possible Hotel/Convention Centre Site

A new definition for cultural facility is proposed within the district in order to capture the intent of use of the Mixed Use Public, Civic and Cultural Area identified in the ARP. The cultural facility definition is to mean any building, room or area designed or utilized primarily for the presentation to the general public of live theatre, dance performances, musical concerts, lectures, exhibits or various art forms, cultural and or academic and or scientific programs.

#### Riverlands Area Redevelopment Plan and Community Plan

The general purpose of the Direct Control District (23) is to evaluate all development applications in terms of their conformity with the general intent of the Riverlands Area Redevelopment Plan and Community Plan.

Policies within the Riverlands ARP are development policies encouraging a unique neighbourhood through:

- Residential and Commercial Development
  - New Multi-Family Residential Development
  - A Variety of Multi-Family Housing Forms
  - A Mix of Income Levels and Household Types
  - New Commercial Development
  - Commercial / Entertainment Area
  - Commercial Office Development
  - High Density Office Development
- Civic, Cultural and Public Open Spaces
  - Parks and Open Spaces
  - Arts and Cultural Facilities
  - A Major Riverside Park/Civic Area/Culture Hub
  - A Pedestrian Network
  - Lanes – Service Access and Pedestrian Circulation
  - Improved Pedestrian Access from the North
  - A Hotel / Convention Centre at the River's Edge
  - Design Guidelines for Crime Prevention
- Transportation System
  - A New Transportation and Parking System
  - Traffic and Off-Street Parking
  - Alternative Design for 55 Avenue / 45 Street Intersection
  - Transit Service
- Parking
  - Residential Parking Requirements
  - Commercial and Industrial Parking Requirements
  - On-street Parking throughout the Area



- Public Parking for Public Facilities and Areas
- Bicycle Network
  - New Bicycle Connections to Downtown Core
- Public Realm Improvements
  - Continuity of Boulevard Tree Planting
  - Street Furniture in Locations of High Pedestrian Activity
  - Distinctive Street Signs for Riverlands
  - Coordination of Street Furniture Design
  - Gateways into Riverlands
  - Common Theme and Uniform Colours
  - Pedestrian Oriented Lighting
  - Boulevard Landscaping Features
  - Green Energy Efficient Buildings
  - A District Heating System for Riverlands
- Development Design Criteria

Policies within the Riverlands Community Plan consist of the development design criteria:

- Buildings Fronts
  - General – all development
  - Commercial development
  - Residential development
- Surface Parking Design Criteria

The policies within both the Riverlands ARP and Community plan will assist the implementation design team and the Development Authority when evaluating development proposals.

### **Community Consultation**

The proposed direct control district is an implementation action following from the Riverlands Area Redevelopment plan, intended to implement policies and design guidelines of the plan and the proposed land use concept.

The ARP had been prepared with significant public and stakeholder consultation. Community residents, area business and property owners had been involved in the planning process through several community workshops and open house sessions. The Riverlands plan was also reviewed by the Culture Board, the Culture Link group, Senior Management Team, various city departments, The City's MPC, and City Council.

Following first reading being granted by City Council, letters of intent will be sent to all landowners within the boundaries of the Area Redevelopment Plan requesting their comments to be submitted and to advise them of the public hearing.

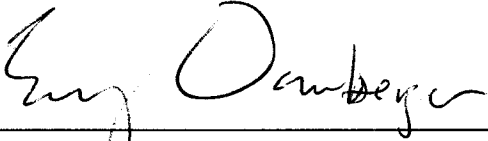
### **Planning Analysis**

The proposed Direct Control District was created through consultation with key city departments and is intended to assist with implementation of the Riverlands Area Redevelopment Plan and Community Plan vision.

More detailed districts may be developed in the future as the area redevelops and specific residential, commercial and cultural district are requested to assist development.

**Recommendation**

That City Council proceeds with first reading of Land Use Bylaw Amendment 3156/L-2006.




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Emily Damberger  
Planner




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Tony J. Lindhout, ACP, MCIP  
City Planning Manager

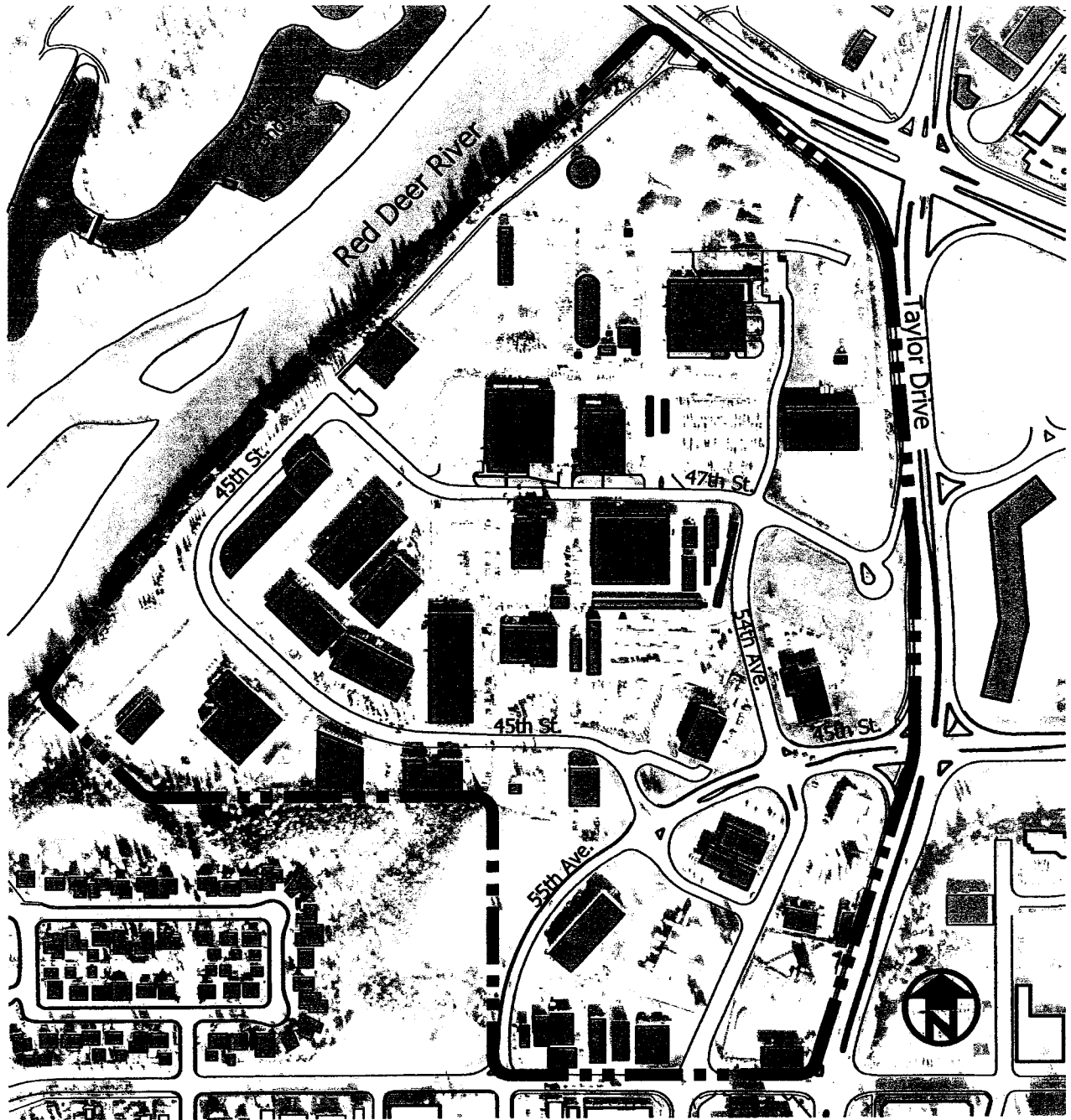
**Attachments**

- c. Colleen Jensen, Community Services Director
  - Ed Morris
  - Paul Meyette
  - Don Simpson
  - Tom Warder
  - Dave Matthews
  - Howard Thompson

## RIVERLANDS COMMUNITY PLAN

## MAP 1 PLAN AREA

SCALE 1:5000



## LEGEND

Plan Boundary



John Hull Architect  
and Urban Plans Inc

In Association With:  
Carlyle & Associates  
Grandview Consulting  
Infrastructure Systems Ltd

## RIVERLANDS COMMUNITY PLAN

## MAP 4 EXISTING LAND USE

SCALE 1:5000



## LEGEND

Medium  
Density  
ResidentialPrivate  
Industrial

Commercial

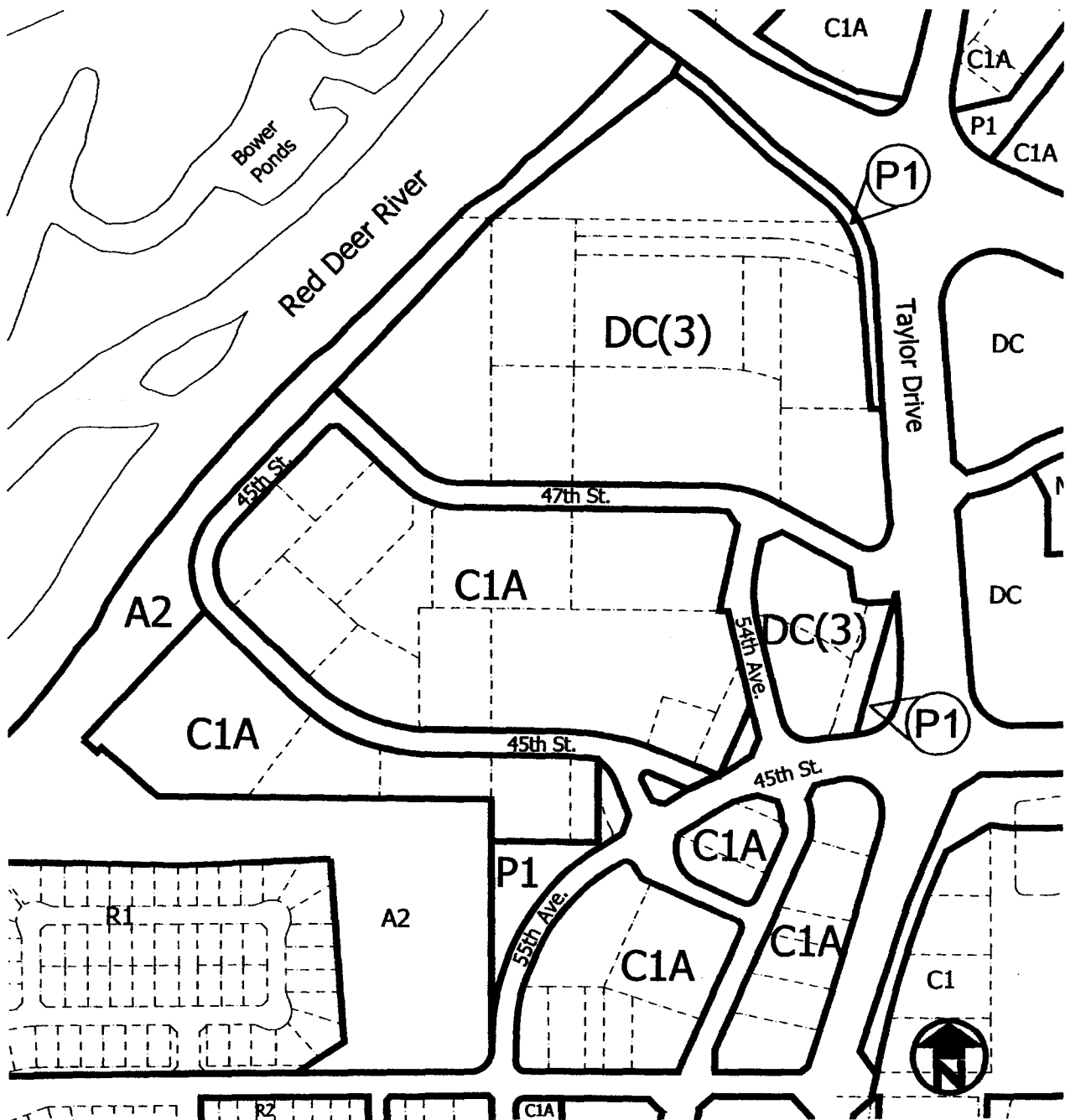
Open Space/  
RecreationPublic  
IndustrialVacant/  
Undeveloped  
Land

V

John Hull Architect  
and Urban Plans IncIn Association With:  
Carlyle & Associates  
Grandview Consulting  
Infrastructure Systems Ltd

## MAP 5 EXISTING ZONING

SCALE 1:5000

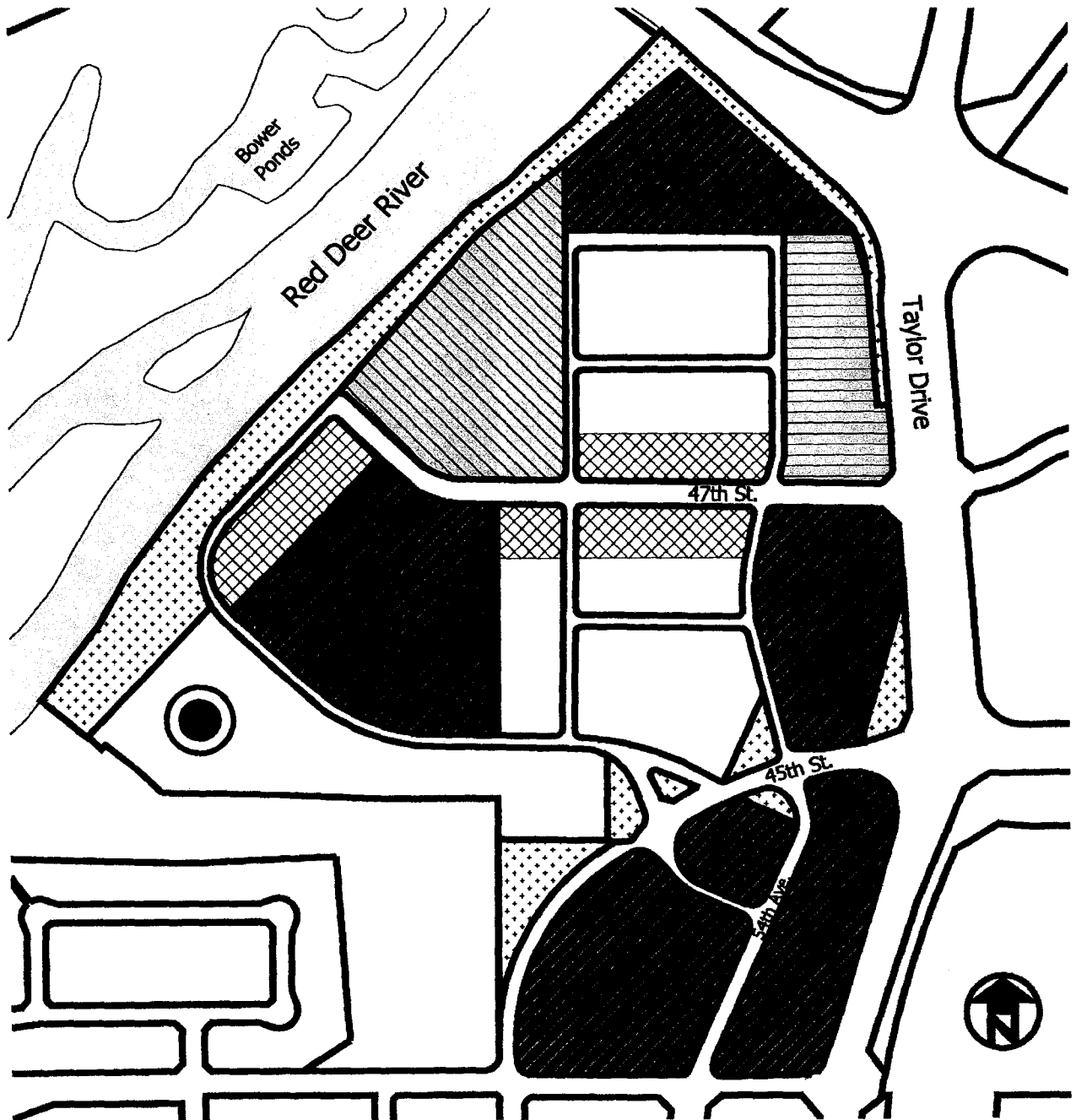
**LEGEND**

**ZONE A2:** Environmental Preservation  
**ZONE C1A:** Commercial (City Centre West)  
**ZONE DC (3):** Direct Control  
**ZONE P1:** Parks and Recreation



John Hull Architect  
and Urban Plans Inc

In Association With:  
 Carlyle & Associates  
 Grandview Consulting  
 Infrastructure Systems Ltd

**RIVERLANDS AREA REDEVELOPMENT PLAN****MAP 8 PROPOSED LAND USE****SCALE 1:5000****LEGEND**

**Medium Density Residential**  
(could include ground floor commercial)

**Commercial**

**Commercial Entertainment Zone**

**Ground Floor Commercial**

**Open Space**

**Possible Hotel/Convention Centre Site**

**Possible High Density Commercial/Residential/Mixed Use Site**

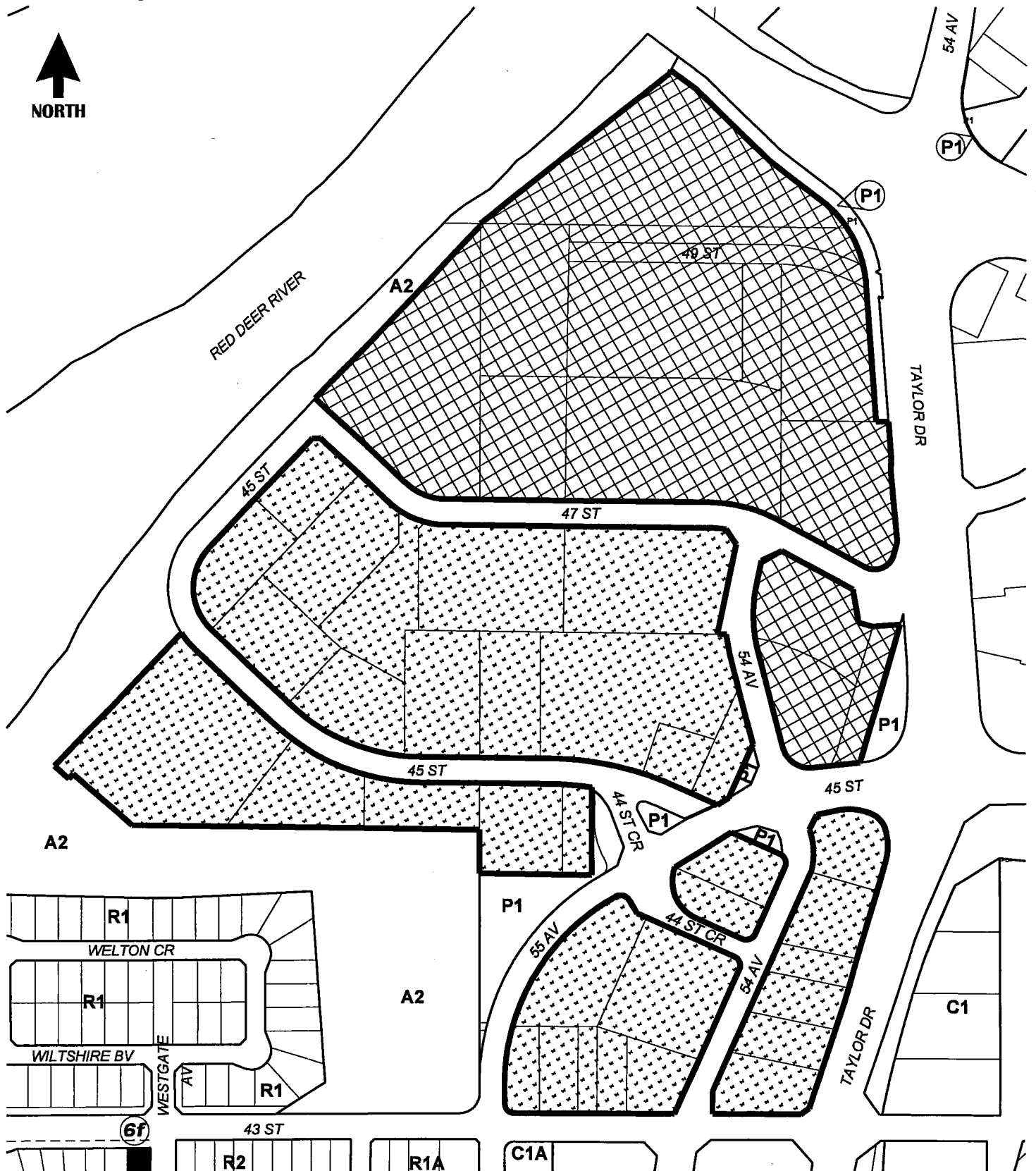
**Mixed Use Public, Civic and Cultural Space**  
(Residential and/or commercial uses may be permitted through private/public partnerships for the purpose of acquiring civic and cultural amenities/facilities)



**John Hull Architect  
and Urban Plans Inc**

**In Association With:  
Carlyle & Associates  
Grandview Consulting  
Infrastructure Systems Ltd**

# The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



## AFFECTED DISTRICTS:

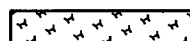
DC - Direct Control District

C1A - Commercial (City Centre West) District

Change from :

C1A TO DC(23)

DC(3) TO DC(23)



MAP No. 8 / 2006

BYLAW No. 3156 / L - 2006

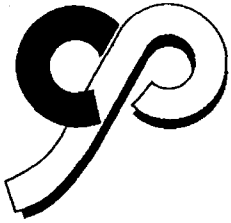
*Comments:*

We recommend that Council proceed with first reading of the Land Use Bylaw Amendment. A Public Hearing would be held on Monday, June 19, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

"Morris Flewwelling"  
Mayor

"Norbert Van Wyk"  
City Manager





**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

Suite 404, 4808 Ross Street  
Red Deer, Alberta, T4N 1X5  
Phone: (403) 343-3394  
FAX: (403) 346-1570  
e-mail: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca)  
or: [@pcps.ab.ca](http://@pcps.ab.ca)


## **MEMORANDUM**

**TO: Legislative & Administrative Services Manager**  
**FROM: Emily Damberger, Planner**  
**RE: Minor wording amendment to Direct Control District No. 23, Council  
submission for May 8<sup>th</sup> Council meeting**  
**DATE: May 4, 2006**

---

Please find attached a revised Direct Control District No. 23 to be distributed to Council members for consideration at the May 8<sup>th</sup> City Council Meeting. Following last minute re-wording suggestions from legal counsel minor changes have been done to the district. The content of the district has not received major changes. A highlighted copy of the changes made is included for information only. I apologize for the inconvenience this may have caused.

Thank you,



Emily Damberger

## BYLAW NO. 3156/L-2006

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of The City of Red Deer.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 1 The "Land Use District Map E8, E9, F8, F9" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No.8/2006 attached hereto and forming part of the bylaw.
- 2 The following new definition is added to Section 2 of the Land Use Bylaw:  
  
    **"Cultural Facility"** means any building, room or area designed or utilized primarily for the presentation to the general public of live theatre, dance performances, musical concerts, lectures, exhibits or various art forms, cultural and or academic and or scientific programs.
- 3 The following Direct Control District is added as new section 151.8 :

### **DC(23) DIRECT CONTROL DISTRICT NO. 23 (RIVERLANDS, See Maps E8,E9, F8, F9)**

#### **151.8 (1) General Purpose**

The district will assist with the development of Riverlands as a sustainable, healthy, mixed use community, with a unique blend of residential and retail commercial uses and a significant civic and open space area with a pedestrian friendly focus.

#### **(2) Approving Authority**

(a) The Development Authority is the Approving Authority for all uses, and development in this district. ~~The approving authority exception being on Lot 2, Block 1, Plan 762 1616 and Lot 9, Block 7, Plan 832 2364 for any proposed buildings over 5 storeys or 22 m Council is the approval authority.~~ In exercising its approval powers, the Development Authority shall ensure that development conforms to the general intent of the Riverlands Area Redevelopment Plan and the Riverlands Community Plan.

(b) Notwithstanding the foregoing, Council shall be the Approving Authority for any proposal to develop a building which exceeds 5 storeys or 22m in height on either of the following parcels:

Lot 2, Block 1, Plan 762 1616  
Lot 9, Block 7, Plan 832 2364

### **(3) Site Development**

(a) All development standards, site plan, site access, the relationship between buildings, structures and open space, the architectural treatment of any building, the provision and architecture of landscaped areas, and the parking layout shall be subject to approval by the ~~Development Authority~~ approving authority.

(b) No development without ground floor commercial space will be permitted along 47 Street (Alexander Way) except for Lot 1, Block 3, Plan 8020453 and Lot 8A, Block 7, 3824TR where the Riverlands Area Redevelopment Plan indicates Mixed Use Public, Civic and Cultural Space.

### **(4) General Design Purpose**

The Approving Authority may impose, as a condition of approval of any development or redevelopment, such standards as are reasonably necessary to ensure that the development will create the character of the envisioned Riverlands neighbourhood and achieve the following objectives:

- (a) be consistent with the Riverlands Area Redevelopment Plan and Guidelines;
- (b) reflect the objective of capturing a blend of mixed residential, commercial, civic and open space uses ~~in the Riverlands Area;~~ in lands zoned Direct Control District (23);
- (c) be pedestrian friendly; and
- (d) reflect the objective of encouraging liveability, social interaction, interesting urban spaces and a distinctive neighbourhood environment ~~within the area covered by the Riverlands Area Redevelopment Plan.~~ in lands zoned Direct Control District (23);
- (e) ~~Promote~~ promote residential developments on the upper floors of ground floor commercial along 47 Street (Alexander Way).

~~In order to create the character of the envisioned Riverlands neighbourhood, the Development Authority shall have the authority to require increased development standards.~~

### **(5) Permitted Uses**

- (a) Home occupations which, in the opinion of the Development

Officer, will not generate additional traffic.

- (b) Home music instructor/instruction (two students), subject to section 68.
- (c) Commercial service facility on the main floor of buildings located on 47 Street (Alexander Way).
- (d) Merchandise Sales and/or Rental excluding industrial goods on the main floor of buildings located on 47 Street (Alexander Way).

**(6) Discretionary Uses**

- (a) Commercial service facility
- (b) Merchandise Sales and/or Rental excluding industrial goods
- (c) Daycare Facilities.
- (d) Office.
- (e) Cultural facility.
- (f) Public park space.
- (g) Signs:
  - (i) A-Board signs,
  - (ii) awning and canopy signs,
  - (iii) under canopy signs,
  - (iv) fascia signs, and
  - (v) projecting signs
  - (vi) painted wall signs,
  - (vii) wall signs,
  - (viii) free standing signs,
  - (ix) neighbourhood identification signs
- (f) Accessory building or use.
- (g) Drinking Establishment (adult entertainment prohibited), maximum of 150 persons subject to section 66 with the exception of subsection (d).
- (h) Commercial entertainment facility.
- (i) Parking lot/parking structure.
- (j) Restaurant.

- (k) Multi-attached residential building.
- (l) Multiple family residential building.
- (m) Neighbourhood identification signs.
- (n) Hotel, motel or hostel.
- (o) Commercial Recreation Facility.
- (p) Institutional Service Facility.
- (q) Social Care Residence.
- (r) Municipal Services limited to Police, Emergency Services and/or Utilities.
- (s) Public buildings.
- (t) Retirement Home.
- (u) Community Centre.

#### **(7) Building Regulations**

The following regulations apply to all buildings in this district:

- |                            |         |   |  |
|----------------------------|---------|---|--|
| (a) Site Coverage:         | minimum | - | one third of site area<br>(ground floor)                   |
| (b) Building Height:       | minimum | - | 2 storeys or 8.5 m   |
|                            | maximum | - | 5 storeys up to<br>22 m                                    |
| (c) Front Yard:            | minimum | - | nil  |
| (d) Side Yard:             | minimum | - | nil  |
| (e) Rear Yard:             | minimum | - | 3 m  |
| (f) Exterior Amenity Area: | minimum | - | 10% of site area   |
| (g) Parking:               |         | - | subject to section 48                                      |
| (h) Loading Spaces:        | minimum | - | one opposite each<br>loading door with a<br>minimum of one |
| (i) Site Area:             | minimum | - | 278 m <sup>2</sup>   |

- |                |         |   |       |
|----------------|---------|---|-------|
| (j) Frontage:  | minimum | - | 7.5 m |
| (k) Lot Depth: | minimum | - | 30 m  |

### **(8) Additional Residential Regulations**

The following regulations apply to all buildings in this district with residential uses on the main floor:

- |     |                     |   |   |
|-----|---------------------|---|---|
| (a) | Floor Area Minimum: |   |   |
|     | Multi-attached      | - | 37 m <sup>2</sup> for each unit                           |
|     | Multi-Family        | - | 37 m <sup>2</sup> for each unit                           |
| (b) | Front yard:         |   |   |
|     | Minimum             | - | 1.0 m   |
|     | Maximum             | - | 3.0 m   |
| (c) | Site Coverage:      |   |   |
|     | Maximum             | - | 80% (includes parking structures and accessory buildings) |

### **(8) High Density Buildings**

Two locations within the Riverlands Area Redevelopment Plan have been identified for potential of high density use. Any proposed building exceeding 5 stories or 22 metres in height will require Council approval on Lot 2, Block 1, Plan 762 1616 and Lot 9, Block 7, Plan 832 2364.

### **(9) Indoor Amenity Areas**

The developers of the following types of facilities shall be required to provide indoor amenity areas with the minimum dimensions shown:

- |     |  |
|-----|--|
| (a) | Multiple Family buildings and Multi-attached buildings - a minimum of 4.5 m <sup>2</sup> per dwelling unit.              |
| (b) | Retirement Home, Assisted Living Residence and Social Care Residence – a minimum of 15 m <sup>2</sup> per dwelling unit. |

For the purpose of this section, the term “indoor amenity area” includes areas which provide residents with an active or passive form of recreational space within the multi-unit complex, such as sitting rooms, dining rooms, entertainment rooms, and screened patios, but does not include other common areas of the building, such as spaces for onsite or visiting health care professionals, accessory retail and accessory services, and storage areas.

### **(10) Exterior Amenity Areas**

The developers of the all buildings shall be required to provide exterior amenity areas. For the purpose of this section, the term “exterior amenity

area” includes areas which provide landscaping, sitting areas, playgrounds, pools, or patios. The intent is to provide the area with an active or passive form of recreational space for public and private use.”

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2006.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2006.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



Council Decision – May 8, 2006

Legislative & Administrative Services

**DATE:** May 9, 2006  
**TO:** Emily Damberger, Parkland Community Planning Services  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3156/L-2006  
Direct Control District No. 23 (Riverlands)

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*Reference Report:*

Parkland Community Planning Services, dated April 27, 2006

*Bylaw Readings:*

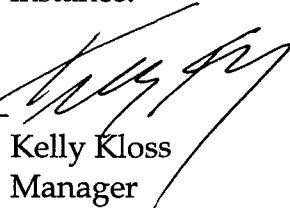
Land Use Bylaw Amendment 3156/L-2006 was given first reading. A copy of the bylaw is attached.

*Report Back to Council: Yes*

A Public Hearing will be held on Monday, June 19, 2006 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

*Comments/Further Action:*

Land Use Bylaw Amendment 3156/L-2006 provides for the redesignation of all of the lands, with the exception of existing P1 (Parks) and A2 (Environmental Reserve) within the boundary of the Riverlands Area Redevelopment Plan, to Direct Control District No. 23 (Riverlands). The proposed Direct Control District No. 23 is intended to provide more specific residential, commercial, mixed use and civic districts that could be created in future redevelopment of the area. This office will now proceed with the advertising for a Public Hearing. The City will be responsible for the advertising costs in this instance.



Kelly Kloss  
Manager

/chk

/attach.

- c Director of Development Services
- Inspections & Licensing Manager
- Land and Economic Development Manager
- C. Adams, Administrative Assistant
- T. Edwards, Clerk Steno



## **BYLAW NO. 3156/L-2006**

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

- 1 The "Land Use District Map E8, E9, F8, F9" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No.8/2006 attached hereto and forming part of the bylaw.
- 2 The following new definition is added to Section 2 of the Land Use Bylaw:  
  
    **"Cultural Facility"** means any building, room or area designed or utilized primarily for the presentation to the general public of live theatre, dance performances, musical concerts, lectures, exhibits or various art forms, cultural and or academic and or scientific programs.
- 3 The following Direct Control District is added as new section 151.8 :

### **DC(23) DIRECT CONTROL DISTRICT NO. 23 (RIVERLANDS, See Maps E8,E9, F8, F9)**

#### **151.8 (1) General Purpose**

The district will assist with the development of Riverlands as a sustainable, healthy, mixed use community, with a unique blend of residential and retail commercial uses and a significant civic and open space area with a pedestrian friendly focus.

#### **(2) Approving Authority**

(a) The Development Authority is the Approving Authority for all uses, and development in this district. In exercising its approval powers, the Development Authority shall ensure that development conforms to the general intent of the Riverlands Area Redevelopment Plan and the Riverlands Community Plan.

(b) Notwithstanding the foregoing, Council shall be the Approving Authority for any proposal to develop a building which exceeds 5 storeys or 22m in height on either of the following parcels:

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Lot 9, Block 7, Plan 832 2364

**(3) Site Development**

(a) All development standards, site plan, site access, the relationship between buildings, structures and open space, the architectural treatment of any building, the provision and architecture of landscaped areas, and the parking layout shall be subject to approval by the Approving Authority.

(b) No development without ground floor commercial space will be permitted along 47 Street (Alexander Way) except for Lot 1, Block 3, Plan 8020453 and Lot 8A, Block 7, 3824TR where the Riverlands Area Redevelopment Plan indicates Mixed Use Public, Civic and Cultural Space.

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|                            | maximum | - | 5 storeys up to<br>22 m                                    |
| (c) Front Yard:            | minimum | - | nil  |
| (d) Side Yard:             | minimum | - | nil  |
| (e) Rear Yard:             | minimum | - | 3 m  |
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| (g) Parking:               |         | - | subject to section 48                                      |
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- (a) Floor Area Minimum:
  - Multi-attached - 37 m<sup>2</sup> for each unit
  - Multi-Family - 37 m<sup>2</sup> for each unit
- (b) Front yard:
  - Minimum - 1.0 m
  - Maximum - 3.0 m
- (c) Site Coverage:
  - Maximum - 80% (includes parking structures and accessory buildings)

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Two locations within the Riverlands Area Redevelopment Plan have been identified for potential of high density use. Any proposed building exceeding 5 stories or 22 metres in height will require Council approval on Lot 2, Block 1, Plan 762 1616 and Lot 9, Block 7, Plan 832 2364.

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The developers of the all buildings shall be required to provide exterior amenity areas. For the purpose of this section, the term “exterior amenity area” includes areas which provide landscaping, sitting areas, playgrounds, pools, or patios. The intent is to provide the area with an active or passive form of recreational space for public and private use.”

READ A FIRST TIME IN OPEN COUNCIL this 8<sup>th</sup> day of May 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

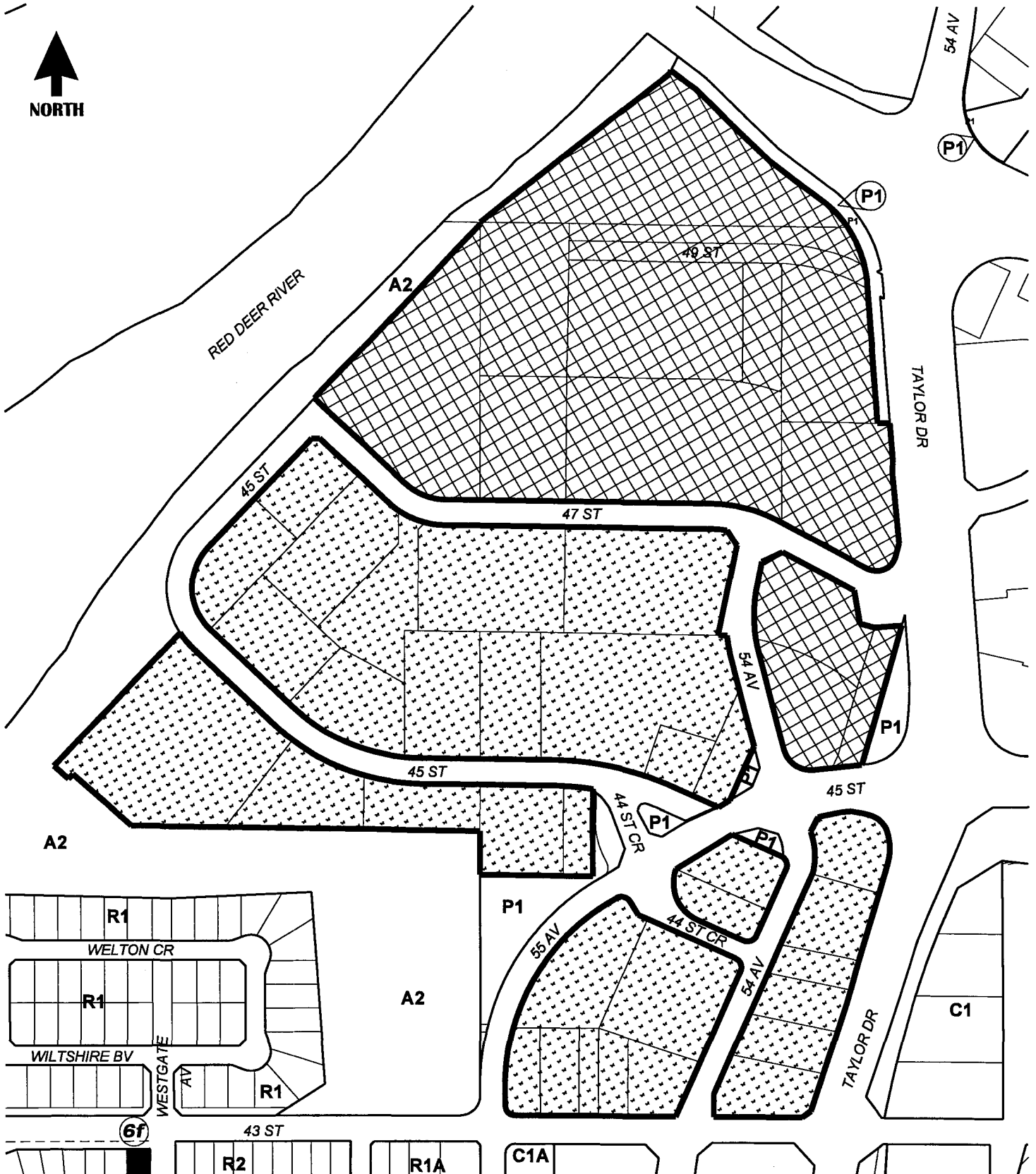
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MAYOR

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CITY CLERK

# The City of Red Deer *PROPOSED LAND USE BYLAW AMENDMENT*



## AFFECTED DISTRICTS:

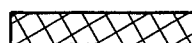
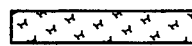
DC - Direct Control District

C1A - Commercial (City Centre West) District

Change from :

C1A TO DC(23)

DC(3) TO DC(23)



MAP No. 8 / 2006

BYLAW No. 3156 / L - 2006

**BYLAW NO. 3156/F-2006**

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

Schedule "D" - Sign Regulations of Bylaw No. 3156/96 is hereby amended as follows:

1 By deleting the definitions of "Billboard", "Fascia Sign", "General Advertising" and "Sign Area" from section 1(1):

2 By adding the following new definitions to section 1(1):

"Billboard" means a sign to which advertising copy is pasted, glued, painted or otherwise fastened to permit its periodic replacement and includes poster panels and painted structures. A billboard displays third-party advertising.

"Fascia Sign" means a local advertising sign attached to, marked or inscribed on and parallel to the face of a building wall but does not include a billboard, a third-party advertising sign or painted wall sign.

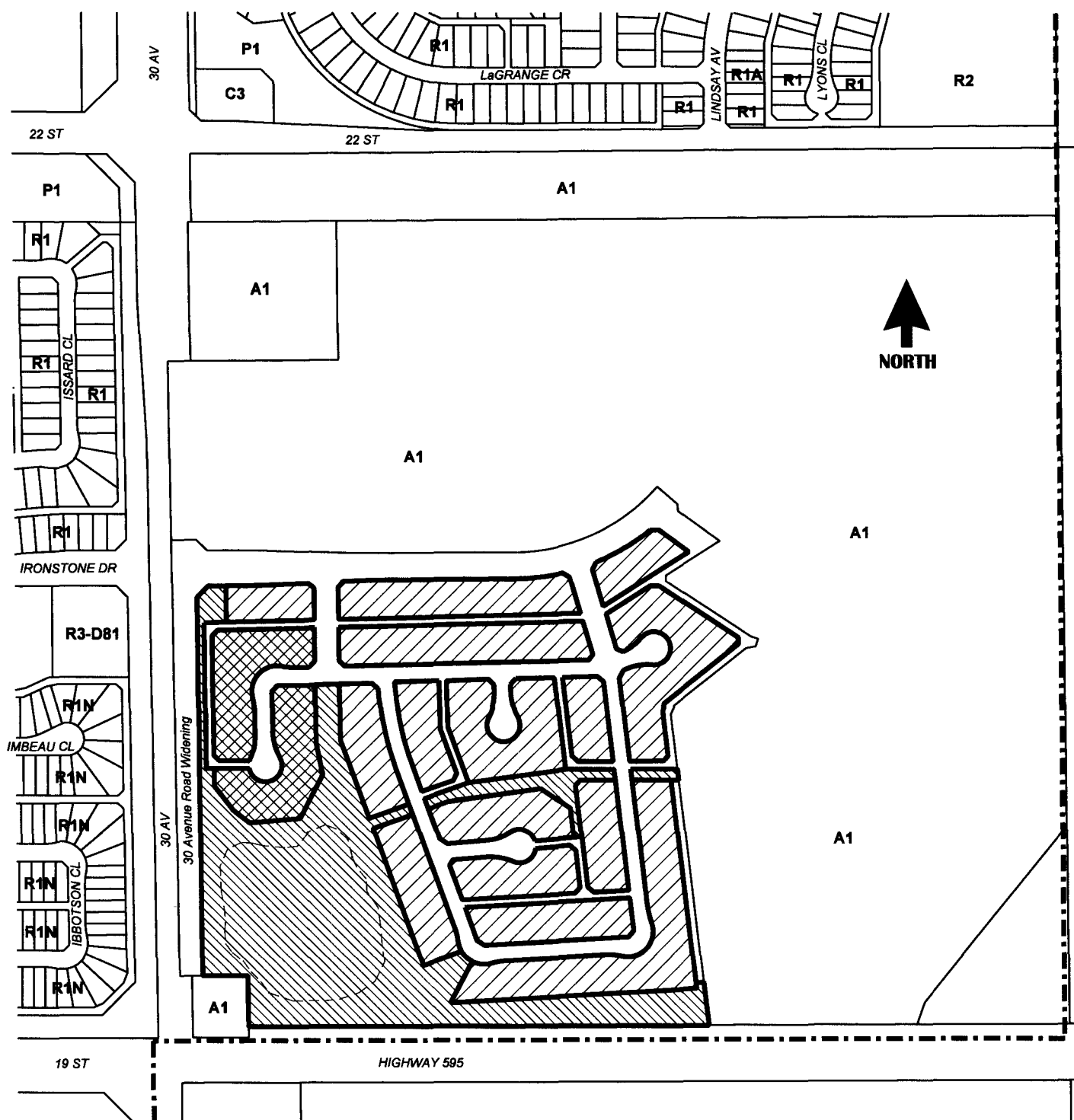
"Reader Board" means a sign which provides for a changeable message through the use of an electronically displayed message or other similar means and which forms an integral part of the sign which advertises events related to the principal building and may be used for sponsor recognition.

"Sign Area" means the entire surface area of a sign on which advertising copy could be placed and includes any frame or embellishment which forms an integral part of the display, but does not include landscaping and in the case of a double-face or multi-face sign, the average of the total area of all sign faces.

"Sponsor" means a corporation or organization that enters into an agreement to pay money to a property owner in exchange for public recognition of the sponsor's contribution, including the right to advertise the name of the sponsor on signage on the property.



# The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



## AFFECTED DISTRICTS:

A1 - Future Urban Development

R1 - Residential (Low Density)

R1A - Residential (Semi-Detached Dwelling)

P1 - Parks and Recreational

## Change from :

A1 to R1 

A1 to R1A 

A1 to P1 

MAP No. 9 / 2006  
BYLAW No. 3156 / M - 2006

Item No. 3

**BYLAW NO. 3156/N-2006**

Being a bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of the City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

1. That "Use District Map L6" contained within "Schedule B" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 10/2006 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 10<sup>th</sup> day of April 2006.

READ A SECOND TIME IN OPEN COUNCIL this day of 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

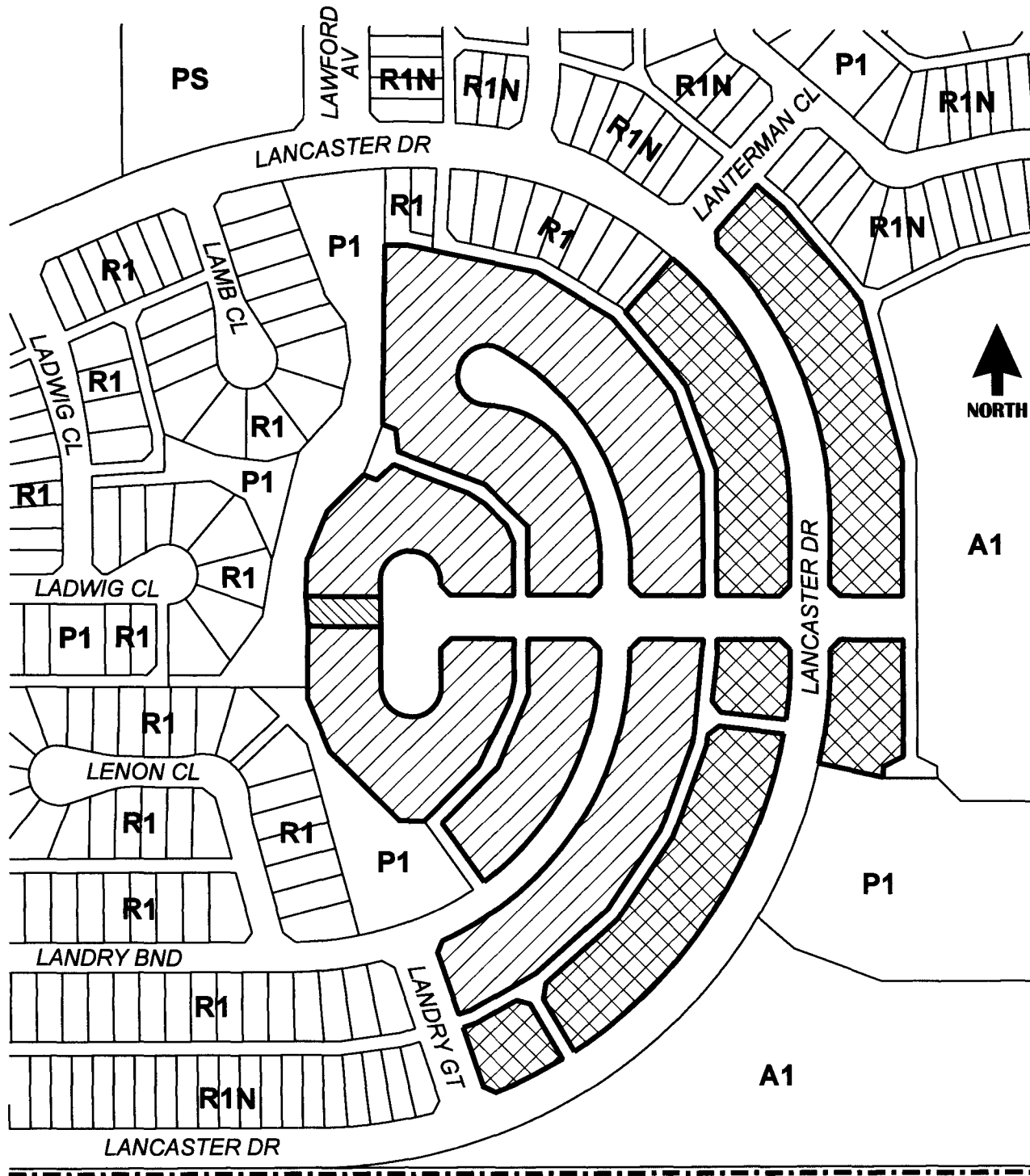
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MAYOR

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CITY CLERK

# The City of Red Deer *PROPOSED LAND USE BYLAW AMENDMENT*



## AFFECTED DISTRICTS:

- A1 - Future Urban Development
- R1 - Residential (Low Density)
- R1N - Residential (Narrow Lot)
- P1 - Parks and Recreational

## Change from :

- A1 to R1 
- A1 to R1N 
- A1 to P1 

MAP No. 10 / 2006  
BYLAW No. 3156 / N - 2006

**BYLAW NO. 3156/L-2006**

Being a Bylaw to amend Bylaw No. 3156/96, the Land Use Bylaw of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

- 1 The "Land Use District Map E8, E9, F8, F9" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No.8/2006 attached hereto and forming part of the bylaw.
- 2 The following new definition is added to Section 2 of the Land Use Bylaw:
 

**"Cultural Facility"** means any building, room or area designed or utilized primarily for the presentation to the general public of live theatre, dance performances, musical concerts, lectures, exhibits or various art forms, cultural and or academic and or scientific programs.
- 3 The following Direct Control District is added as new section 151.8 :

**DC(23) DIRECT CONTROL DISTRICT NO. 23**  
**(RIVERLANDS, See Maps E8,E9, F8, F9)**

**151.8 (1) General Purpose**

The district will assist with the development of Riverlands as a sustainable, healthy, mixed use community, with a unique blend of residential and retail commercial uses and a significant civic and open space area with a pedestrian friendly focus.

The Development Authority is the approval authority for all uses, and development in this district. The approving authority exception being on Lot 2, Block 1, Plan 762 1616 and Lot 9, Block 7, Plan 832 2364 for any proposed buildings over 5 storeys or 22 m Council is the approval authority. In exercising its approval powers, the Development Authority shall ensure that development conforms to the general intent of the Riverlands Area Redevelopment Plan and the Riverlands Community Plan.

**(2) Site Development**

All development standards, site plan, site access, the relationship between buildings, structures and open space, the architectural treatment of any building, the provision and architecture of landscaped areas, and the parking layout shall be subject to approval by the Development Authority.

- (a) No development without ground floor commercial space will be permitted along 47 Street (Alexander Way) except for Lot 1, Block 3, Plan 8020453 and Lot 8A, Block 7, 3824TR where the Riverlands Area Redevelopment Plan indicates Mixed Use Public, Civic and Cultural Space.

### **(3) General Design Purpose**

The Development Authority may impose, as a condition of approval of any development or redevelopment, such standards as are reasonably necessary to ensure that the development will achieve the following objectives:

- (a) be consistent with the Riverlands Area Redevelopment Plan and Guidelines;
- (b) reflect the objective of capturing a blend of mixed residential, commercial, civic and open space uses in the Riverlands Area;
- (c) be pedestrian friendly; and
- (d) reflect the objective of encouraging liveability, social interaction, interesting urban spaces and a distinctive neighbourhood environment within the area covered by the Riverlands Area Redevelopment Plan.
- (e) Promote residential developments on the upper floors of ground floor commercial along 47 street (Alexander Way).

In order to create the character of the envisioned Riverlands neighbourhood, the Development Authority shall have the authority to require increased development standards.

### **(4) Permitted Uses**

- (a) Home occupations which, in the opinion of the Development Officer, will not generate additional traffic.
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### **(5) Discretionary Uses**

- (a) Commercial service facility

- (b) Merchandise Sales and/or Rental excluding industrial goods
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- (f) Accessory building or use.
- (g) Drinking Establishment (adult entertainment prohibited), maximum of 150 persons subject to section 66 with the exception of subsection (d).
- (h) Commercial entertainment facility.
- (i) Parking lot/parking structure.
- (j) Restaurant.
- (k) Multi-attached residential building.
- (l) Multiple family residential building.
- (m) Neighbourhood identification signs.
- (n) Hotel, motel or hostel.
- (o) Commercial Recreation Facility.
- (p) Institutional Service Facility.
- (q) Social Care Residence.
- (r) Municipal Services limited to Police, Emergency Services and/or Utilities.

- (s) Public buildings.
- (t) Retirement Home.
- (u) Community Centre.

## **(6) Building Regulations**

The following regulations apply to all buildings in this district:

- |                            |         |   |  |
|----------------------------|---------|---|--|
| (a) Site Coverage:         | minimum | - | one third of site area<br>(ground floor)                   |
| (b) Building Height:       | minimum | - | 2 storeys or 8.5 m   |
|                            | maximum | - | 5 storeys up to<br>22 m                                    |
| (c) Front Yard:            | minimum | - | nil  |
| (d) Side Yard:             | minimum | - | nil  |
| (e) Rear Yard:             | minimum | - | 3 m  |
| (f) Exterior Amenity Area: | minimum | - | 10% of site area   |
| (g) Parking:               |         | - | subject to section 48                                      |
| (h) Loading Spaces:        | minimum | - | one opposite each<br>loading door with a<br>minimum of one |
| (i) Site Area:             | minimum | - | 278 m <sup>2</sup>   |
| (j) Frontage:              | minimum | - | 7.5 m  |
| (k) Lot Depth:             | minimum | - | 30 m   |

## **(7) Additional Residential Regulations**

The following regulations apply to all buildings in this district with residential uses on the main floor:

- |                         |                  |                                 |
|-------------------------|------------------|---------------------------------|
| (a) Floor Area Minimum: |                  |                                 |
|                         | Multi-attached - | 37 m <sup>2</sup> for each unit |
|                         | Multi-Family -   | 37 m <sup>2</sup> for each unit |
| (b) Front yard:         |                  |                                 |
|                         | Minimum          | - 1.0 m                         |
|                         | Maximum          | - 3.0 m                         |

- (c) Site Coverage:
- |         |   |   |
|---------|---|---|
| Maximum | - | 80% (includes parking structures and accessory buildings) |
|---------|---|---|

**(8) High Density Buildings**

Two locations within the Riverlands Area Redevelopment Plan have been identified for potential of high density use. Any proposed building exceeding 5 stories or 22 metres in height will require Council approval on Lot 2, Block 1, Plan 762 1616 and Lot 9, Block 7, Plan 832 2364.

**(9) Indoor Amenity Areas**

The developers of the following types of facilities shall be required to provide indoor amenity areas with the minimum dimensions shown:

- (a) Multiple Family buildings and Multi-attached buildings - a minimum of 4.5 m<sup>2</sup> per dwelling unit.
- (b) Retirement Home, Assisted Living Residence and Social Care Residence – a minimum of 15 m<sup>2</sup> per dwelling unit.

For the purpose of this section, the term “indoor amenity area” includes areas which provide residents with an active or passive form of recreational space within the multi-unit complex, such as sitting rooms, dining rooms, entertainment rooms, and screened patios, but does not include other common areas of the building, such as spaces for onsite or visiting health care professionals, accessory retail and accessory services, and storage areas.

**(10) Exterior Amenity Areas**

The developers of the all buildings shall be required to provide exterior amenity areas. For the purpose of this section, the term “exterior amenity area” includes areas which provide landscaping, sitting areas, playgrounds, pools, or patios. The intent is to provide the area with an active or passive form of recreational space for public and private use.



READ A FIRST TIME IN OPEN COUNCIL this            day of            2006.

READ A SECOND TIME IN OPEN COUNCIL this            day of            2006.

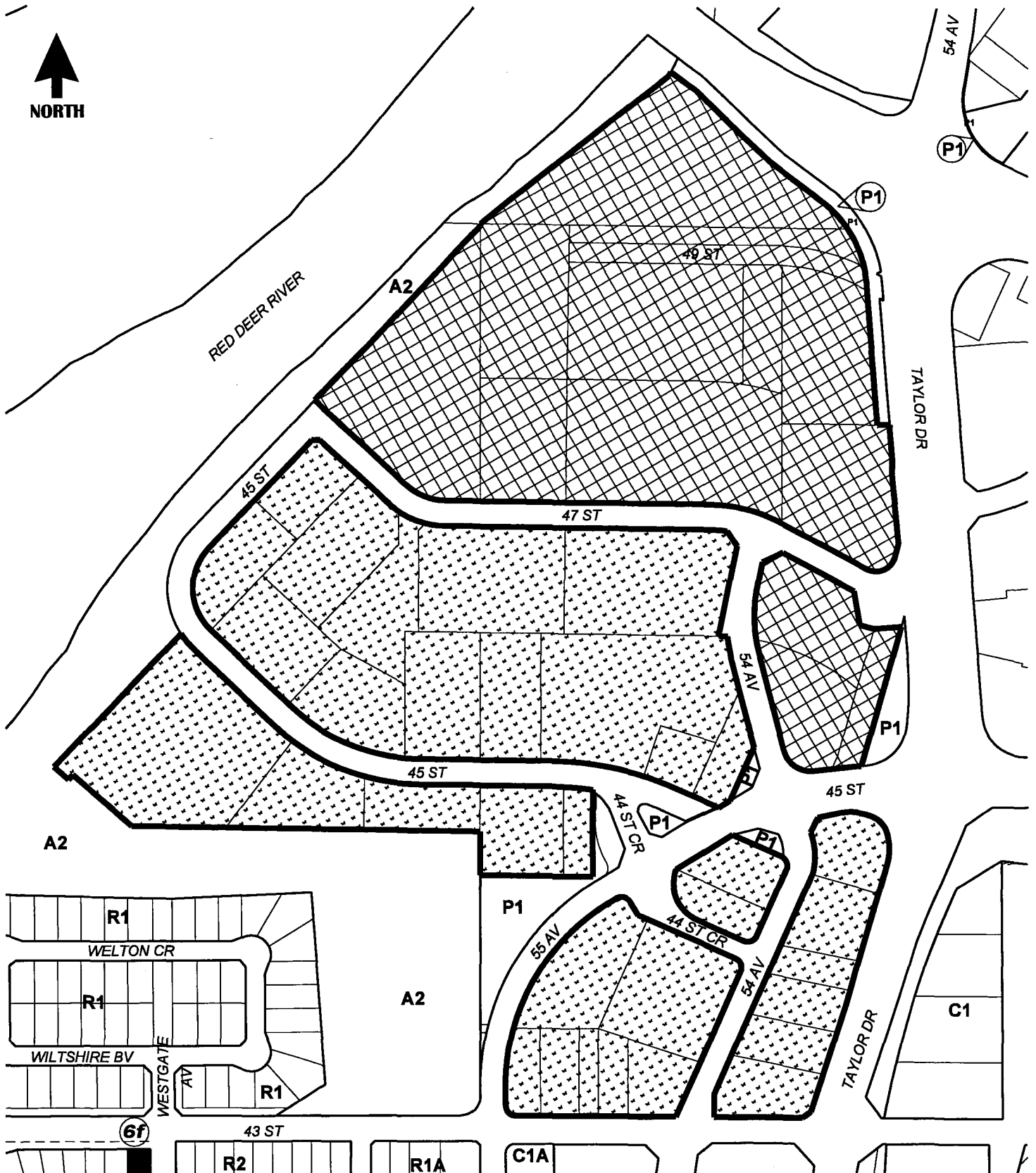
READ A THIRD TIME IN OPEN COUNCIL this            day of            2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this    day of            2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# The City of Red Deer PROPOSED LAND USE BYLAW AMENDMENT



## AFFECTED DISTRICTS:

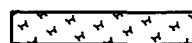
DC - Direct Control District

C1A - Commercial (City Centre West) District

Change from :

C1A TO DC(23)

DC(3) TO DC(23)



MAP No. 8 / 2006

BYLAW No. 3156 / L - 2006

***The Procedure Bylaw***

***Bylaw No. 3358/2006***

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## **BYLAW NO. 3358/2006**

Being a bylaw of the City of Red Deer to provide for the orderly proceedings of Council meetings and the transacting of business by Council of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

### **Title**

- 1           This bylaw may be cited as "The Procedure Bylaw".

### **Definitions**

- 2           In this bylaw:

"Administrative Inquiry" is a request from a member of Council to the administration for the future provision of information.

"Agenda" is the items of business of a meeting and the associated reports, bylaws or other documents.

"City Clerk" means the Legislative and Administrative Services Manager.

"City Manager" means the chief administrative officer of The City within the meaning of the *Municipal Government Act*.

"Chair" means the mayor, deputy mayor or other person who has authority to preside over a meeting.

"Committee of the Whole" refers to a meeting of Council without the presence of the public.

"Conflict of Interest" refers to a Council member:

- who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
- whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

"Council" is the municipal Council of The City of Red Deer.

"Councillor" is a member of Council who is duly elected and continues to hold office.

"General Election" means an election held in the city to elect the members of Council as described in the *Local Authorities Election Act*.

“Inaugural Meeting” means the organizational meeting immediately following the general election.

“Mayor” means the chief elected official of The City within the meaning of the *Municipal Government Act* and is a member of Council.

“Member” means a member of Council.

“Minutes” are the record of decisions of a meeting.

“Organizational Meeting” means the meeting held as described in section 3(2) and includes the inaugural meeting.

“Pecuniary Interest” means a pecuniary interest with the meaning of the *Municipal Government Act*.

“Point of Information” is a question to obtain information on the procedures of Council to assist a member to:

- (a) make an appropriate motion;
- (b) raise a point of order;
- (c) understand the procedure, or;
- (d) understand the effect of a motion.

“Point of Interest” means a request from a Council member to share a comment, information, or commendation about an individual, group, organization or event.

“Point of Order” means a request that the chair enforce the rules of procedure.

“Point of Privilege” is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member.

“Public Hearing” means the portion of a Council meeting held for statutory hearings.

“Quorum” is the minimum number of members that must be present at a meeting for business to be legally transacted.



“Resolution” can also be referred to as a motion.

“Table” means a motion to delay consideration of any matter and sets the parameters for consideration of the matter to resume.

## **Council Meetings**

### **Organizational Meeting**

- 3 (1) An organizational meeting will be held not later than two weeks after the third Monday in October each year.
- (2) At the organizational meeting, Council will:
  - (a) appoint each Councillor to the position of Deputy Mayor on an monthly rotation schedule;
  - (b) establish the dates for Council meetings;
  - (c) appoint members of Council committees;
  - (d) conduct other business as identified within the organizational meeting agenda.

### **Regular Council Meetings**

- 4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers beginning at 3:00 p.m. If the Monday is a holiday the Council meeting will be held on the next business day.
- (2) Council may establish other Council meeting dates.

### **Public Hearings**

- (3) Public hearings are held in conjunction with a Council meeting.

### **Meetings through Electronic Communications**

- 5 (1) A meeting may be conducted by means of electronic or other communication facilities if:
  - (a) notice is given to the public of the meeting, including the way in which it is to be conducted;

- (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice;
  - (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (2) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

### **Notice of Council Meetings**

- 6
  - (1) Council, by resolution, may change the frequency, time, date or location of any meeting.
  - (2) Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
    - (a) posting a notice in the Legislative & Administrative Services department; and
    - (b) posting a notice on The City of Red Deer Web site; or
    - (c) newspaper advertisement.

### **Special Meetings**

- (3) A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

### **Commencement of Meetings**

- 7 As soon as there is a quorum after the time for commencement of a Council meeting:
  - (1) The Mayor takes the Chair and begins the meeting; or
  - (2) If the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and a quorum is present, the City Clerk will call the meeting to order and a member will be chosen by the members present to Chair the meeting.

- (3) Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.

### **Quorum**

- 8 (1) A quorum of Council is a majority of Council members.

### **No Quorum**

- (2) If there is not a quorum within 30 minutes after the time set for the meeting, the City Clerk will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting.

### **Lost Quorum**

- (3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the meeting will be deemed to be adjourned.

### **Duties of the Mayor**

#### **Powers and Responsibilities**

- 9 The Mayor:

- (1) Opens Council meetings.
- (2) Chairs Council meetings.
- (3) Preserves order in Council meetings.
- (4) Decides all questions of procedure.
- (5) Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so.
- (6) Decides who aside from Councillors may address Council.

### **Deputy Mayor**

#### **Rotation of Councillors**

- 10 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the organizational meeting.

### Designation of Alternate Deputy Mayor

- 11 The Mayor may appoint an alternate Deputy Mayor in the event that the Councillor assigned to the rotation established at the organizational meeting is unable to fulfil the responsibilities of Deputy Mayor in accordance with the rotation.

### Powers and Responsibilities

- 12 The Deputy Mayor chairs Council meetings when the Mayor is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this bylaw.

### Agenda

#### Preparation of Agenda

- 13 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and the City Clerk.

#### Agenda Delivery

- 14 The City Clerk will distribute the Council agenda to the regular designated address of members of Council and administration on the Thursday afternoon prior to the Council meeting.

#### Late Submissions

- 15 Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available as soon as reasonably possible.
- 16 Reports and supplementary materials, that are received too late to be included with the regular agenda, may be made available as an additional agenda and will be delivered to Council members in paper or electronic format no later than the Friday before a Council meeting.
- 17 The City Clerk will make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public after distribution to Council.

### Additions or Deletions

- 18 The addition or deletion of agenda items after a regular or additional agenda has been set requires a resolution by Council.
- 19 The agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting.

### Order of Business

#### Approval of Minutes

- 20 (1) Immediately after a meeting is called to order, the Chair will call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.

#### Order Determined by Chair

- (2) The order of business for each meeting will be determined by the Chair, subject to:
  - (a) subsection (1) of this section; or
  - (b) a challenge by a Councillor.

### Minutes

- 21 The City Clerk will prepare a written record of all Council meetings that includes:
  - (1) The names of the members of Council present at and absent from the meeting.
  - (2) A brief description of the subject matter.
  - (4) All decisions and other proceedings.
  - (5) The names of members of the public who speak to an item.
  - (5) The names of the members of Council voting for or against a motion and of those who are absent for the vote.
  - (6) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention.

- (7) Any abstentions made as a result of a Conflict of Interest and the reason for the abstention.
- (8) The signatures of the Chair and the City Clerk.

## **Proceedings**

### **Discussion Directed through Chair**

- 22 (1) All discussion at a meeting of Council is directed through the Chair who will be addressed as "Your Worship", "Mayor", or "Mister/Madam Chair".

### **Absence from Proceedings**

- (2) Where a member of Council declares a pecuniary interest under the *Municipal Government Act* or a conflict of interest in respect of a matter before Council, that member of Council will absent himself or herself from Council Chambers while the matter is being discussed. Prior to leaving the Council Chambers, the Council member will describe in general terms the nature of the pecuniary or conflict of interest.

### **Speaking to Motions**

- (3) No Council member is permitted to speak unless and until recognized by the Chair.
- (4) Unless permitted by the Chair, Council members may speak only twice on any motion, once in debate and once to ask questions.
- (5) The Chair may grant further permission to a Council member to speak again to:
  - (a) provide an explanation of the member's previous remarks if misunderstood;
  - (b) in the case of the mover or seconder, to answer questions from the floor directed to the Chair;
  - (c) allow the mover to reply closing debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

### Time Limit

- (5) Council members shall not speak on any matter for longer than ten minutes in total, unless otherwise permitted by the Chair.

### Interruption of Speaker

- (6) A Councillor who is speaking may only be interrupted by another Councillor on:
  - (a) a point of privilege; or
  - (b) a point of order.
- (7) A Councillor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- (8) The Chair may grant permission:
  - (a) to the Councillor raising the point to explain the point briefly, and
  - (b) to the Councillor who was speaking to respond briefly,but otherwise a point of order or privilege is not debatable or amendable.

### Ruling on Proceedings

- (9) The Chair will rule on a point of order or privilege and no vote will be taken unless there is a challenge by the Councillor to the ruling.
- (10) The Chair may seek advice on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.

### Challenging a Ruling

- (11) Any Councillor may challenge the decision of the Chair on a point of order or privilege and if a decision of the Chair is challenged, the Chair will briefly state the terms of the Chair's decision and the point of the challenge and then put the question to Council, "Is the ruling of the Chair upheld?"
- (12) Council will decide the challenge without debate by voting and the decision of Council is final.

## **Motions**

### **Consideration of Motions**

23 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

- (1) A Councillor may move a motion whether or not the Councillor intends to support it.
- (2) A motion will not be considered until it has been seconded.
- (3) After a motion is moved and seconded it may only be withdrawn by the mover with the unanimous consent of the Councillors present.

### **Motions to the Main Motion**

- (4) When a motion is made and seconded and is being considered, no Councillor may make another motion except to:
  - (a) amend the motion;
  - (b) amend the amendment to the motion;
  - (c) refer the main motion for consideration;
  - (d) table the motion; or
  - (e) move a motion that has privilege.

### **Privileged Motions**

- (5) The following motions are privileged motions:
  - (a) a motion to recess;
  - (b) a motion to adjourn
  - (c) a motion to set the time for adjournment; or
  - (d) a point of privilege.



### Motion to Recess

- 24 (1) The Chair, without a motion, may recess the meeting for a specific period.
- (2) Any Councillor may move that Council recess for a specific period.
- (3) After the recess, business will be resumed at the point where it was interrupted.

- 25 Except as provided elsewhere in this bylaw, a Councillor, after a motion is made and seconded, may with the unanimous consent of Council members present:

- (a) on a Councillor's initiative while speaking on the motion, or
- (b) when requested by another Councillor speaking on the motion;

make minor changes to the motion wording or agree to a minor change proposed by another Councillor, if the change does not alter the intent of the motion;

### Severing Motions

- 26 The Chair may sever a motion and the original mover and seconder of the motion will remain as the mover and seconder for the severed motions.

### Amending Motions

- 27 A Councillor may not amend a motion or make an amendment which:
- (1) does not relate to the subject matter of the main motion; or
- (2) is contrary to the main motion.
- 28 Only one amendment to the main motion and only one amendment to that amendment are allowed.
- 29 The main motion will not be debated until all amendments to it have been voted on.
- 30 When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

### Referring Motions

- 31 A Councillor may move to refer any motion to the appropriate Council committee or the administration for investigation and report, and the motion to refer:
- (1) precludes all further amendments to the motion;
  - (2) is debatable; and
  - (3) may be amended only as to the body to which the motion is referred and the instructions on the referral.

### Motion to Limit or End Debate

- 32 Any motion to limit or end debate:
- (1) cannot be debated; and
  - (2) may only be amended as to the limit to be placed on debate.

### Motion to Table

- 33 A motion to table another motion:
- (1) cannot be debated;
  - (2) takes precedence over any other motion connected with the motion being tabled;
  - (3) must specify either a date at which or an event after which the motion will be lifted from the table and is lifted from the table automatically on that date or upon the occurrence of the event;
  - (4) may be raised from the table at any time by a majority vote of Council.
- 34 A tabled motion is brought back with all of the motions connected with it, exactly as it was when tabled.

### Reconsideration of Motions

- 35 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:
- (1) a general election has been held; or

- (2) six months has passed since the date that the motion was considered; or
  - (3) a motion to reconsider is passed.
- 36 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:
- (1) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
  - (2) a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
  - (3) the motion to which it is to apply has not already been acted upon.
- 37 If a motion to reconsider is passed the original motion is on the floor.

#### Motion to Committee of the Whole

- 38 Any Councillor may move that Council convene into committee of the whole.

#### Committee of the Whole Meeting

- 39 All committee of the whole meetings will:
- (1) be chaired by the Mayor; and
  - (2) be held without the presence of the public unless invited by the Mayor.
- 40 No bylaw or motion will be passed at a meeting of the committee of the whole except for a motion to revert to a meeting held in public.

#### Notices of Motion

- 41 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the City Clerk.
- 42 A Councillor may make a motion introducing any new matter only if:
- (1) Notice is given at a previous Council meeting.

- (2) Notice is submitted to the City Clerk to be included in the next Council agenda.
- (3) Council passes a resolution, with an affirmative vote of two-thirds of the members present, dispensing with notice.

### **Votes of Council**

#### **Requirement to Vote**

- 43 Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- 44 A Council member shall not vote on a motion if absent from the meeting when the vote is called.

#### **Voting Procedure**

- 45 Votes on all motions must be taken as follows:
  - (1) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered.
  - (2) The Chair puts the motion to a vote.
  - (3) Council members vote by a show of hands or other method agreed to by Council.
  - (4) The Chair declares the result of the vote.
- 46 A motion is carried when a majority of Council members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.

#### **Declaring Results of a Vote**

- 47 (1) After the Chair declares the result of the vote, Council members may not change their vote for any reason.
- (2) A question on the results of a vote may be resolved by the Mayor immediately calling for a revote on the motion.

## Tie Votes

- 48 A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

## Bylaws

### Basic Requirements

- 49 (1) All proposed bylaws must have:
- (a) a bylaw number assigned by the City Clerk; and
  - (b) a concise title indicating the purpose of the bylaw.
- (2) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

### Introducing a Bylaw

- (3) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.
- (4) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- (5) Council may not give a bylaw more than two readings at a meeting unless all Council members present at the meeting vote in favour of allowing a third reading at that meeting.

### Amendments to Bylaws

- (6) Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.

### Defeated Bylaws

- (7) If a bylaw is defeated on third reading the previous readings are rescinded.
- (8) A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

**Effective Date**

- (9) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

**Bylaws Signed and Sealed**

- (10) The Chair and the City Clerk or person acting as the City Clerk must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- (11) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

**Administrative Inquiries****Verbal or Written Administrative Inquiries**

- 50 Any Council member may make a request of administration for information on issues of particular concern to them and such request may be made:
  - (1) Verbally, if the Council member does not require a written response;
  - (2) In writing, if the request requires a written response.

**Submission of Administrative Inquiries**

- 51 Administrative inquiries may be submitted:
  - (1) At any regular meeting of Council;
  - (2) For inclusion on the agenda of a Council meeting;
  - (3) Directly to the applicable department manager, who:
    - (a) if the response to such an inquiry is not a substantive task has the discretion to immediately respond; or
    - (b) may refer the request to the City Manager for a decision to proceed with the response or to refer the inquiry to Council.

## Response to Administrative Inquiries

- 52 Administrative inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
  - (2) Additional time is required to prepare the response or compile the requested information.
- 53 Administrative inquiries made directly to a department manager will be responded to within two weeks from the date the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
  - (2) Additional time is required to prepare the response or compile the requested information.
- 54 Council members will be advised as to when the response to an administrative inquiry will be provided.
- 55 The City Manager may determine if the information acquired in response to an administrative inquiry is of benefit to all members of Council and may direct the City Clerk to distribute the administrative inquiry and the response to all members of Council.
- 56 A Council member who requested an administrative inquiry may request that the inquiry be abandoned.

## Communications to Council

### Criteria for Submissions

- 57 (1) Any communication intended for Council will be forwarded to the City Clerk in writing and must:
- (a) be legible, coherent, and respectful; and
  - (b) be able to identify the writer and the writer's contact information.

### Responsibilities of the City Manager

- (2) If the standards set out in section 57(1) are met and the City Manager determines the communication is within the governance authority of Council the City Manager will:
  - (a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
  - (b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

### Decisions on Communications

- (3) If the standards set out in section 57(1) are met and the City Manager determines the communication is not within the governance authority of Council the City Manager will:
  - (a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
  - (b) take any other appropriate action on the communication.
- (4) If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
- (5) If the standards set out in section 57(1) are not met, the City Manager may file the communication.
- (6) The City Clerk will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

### Conduct in Council Meetings

#### Public Conduct

58 The members of the public during a meeting will:

- (1) Not approach or speak to Council without permission of the Chair.



- (2) Not speak on any matter for longer than 10 minutes unless permitted by the Chair.
- (3) Maintain order and quiet.
- (3) Not interrupt a speech or action of Council or another person addressing the members.

59 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

#### Council Conduct

60 Members of Council during a meeting will not:

- (1) Speak disrespectfully, use offensive words, or unparliamentary language in Council.
- (2) Address members without permission.
- (3) Carry on a private conversation.
- (4) Break the rules of Council or disturb the proceedings.
- (5) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared.
- (6) Disobey the decision of the Chair on any question of order, practice or interpretation.

#### Breach of Conduct

- 61 A member of Council who persists in a breach of subsection 60, after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.
- 62 At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member's offending conduct.

**Robert's Rules**

- 63 When any matter relating to proceedings in Council arises which is not covered by a provision of this bylaw or another enactment, the matter will be determined in accordance with "Robert's Rules of Order – Newly Revised."

**Transitional**

- 64 Bylaw No. 3140/95 is hereby repealed.

READ A FIRST TIME IN COUNCIL this                      day of                      2006.

READ A SECOND TIME IN COUNCIL this                      day of                      2006.

READ A SECOND TIME IN COUNCIL this                      day of                      2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this    day of                      2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**BYLAW NO. 3284/A-2006**

Being a bylaw of The City of Red Deer in the Province of Alberta, to amend Bylaw No. 3284-2001, the City of Red Deer's Organization Bylaw.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

That Bylaw No. 3284-2001 is hereby amended as follows:

1. By deleting section 4 in its entirety.

READ A FIRST TIME IN COUNCIL this                      day of                      , A.D. 2006.

READ A SECOND TIME IN COUNCIL this                      day of                      , A.D. 2006.

READ A SECOND TIME IN COUNCIL this                      day of                      , A.D. 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this    day of                      , A.D. 2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**BYLAW NO. 3360/2006**

Being a bylaw to authorize the rates of taxation to be levied against assessable property within The City of Red Deer for the 2006 taxation year.

WHEREAS Council for The City of Red Deer ("Council") is required by the provisions of Section 353 of the Municipal Government Act, Chap. M-26, R.S.A. 2000 (the "Act") to pass a property tax bylaw every year, once Council has adopted an operating and capital budget;

AND WHEREAS Council passed budget resolutions adopting an operating and capital budget for 2006, which provided for the raising of \$55,522,495 by general municipal taxation; which amount is to be raised from the following sources:

|                                     |               |
|-------------------------------------|---------------|
| 2006 General Property Tax Revenue   | \$ 55,151,609 |
| 2006 Supplementary Tax Revenue      | \$ 350,000    |
| 2006 Tax Revenue from Annexed Lands | \$ 20,886     |

AND WHEREAS the requisitions that The City of Red Deer is required to collect on behalf of other organizations are as follows:

Alberta School Foundation Fund (Public)

|                       |              |
|-----------------------|--------------|
| Residential/Farm Land | \$15,683,771 |
| Non-residential       | \$ 8,761,491 |

Opted Out School Boards (Separate)

|                       |              |
|-----------------------|--------------|
| Residential/Farm Land | \$ 2,720,208 |
| Non-residential       | \$ 880,953   |

|                         |              |
|-------------------------|--------------|
| Red Deer Public Library | \$ 2,207,205 |
|-------------------------|--------------|

AND WHEREAS Council is authorized under the Act to classify property for assessment purposes and to establish different rates of taxation for each class of property

AND WHEREAS the assessed value of all taxable property in The City of Red Deer as shown on the assessment roll is:

|                             | <u>Assessment</u>      |
|-----------------------------|------------------------|
| Single Family Residential   | \$4,628,474,600        |
| Multiple Family Residential | 424,168,000            |
| Non-residential             | 1,773,983,500          |
| Machinery & Equipment       | 39,614,100             |
| Farm Land                   | <u>663,000</u>         |
| <b>TOTAL</b>                | <b>\$6,866,903,200</b> |

AND WHEREAS Council has passed Bylaw 3355/2006 being a Bylaw authorizing the supplementary assessment of new construction;

AND WHEREAS the taxation rates and tax revenue for certain properties which were brought into The City of Red Deer as a result of annexation are governed by Order In Council #432/2004;

**COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:**

1. This bylaw shall be known as the "Tax Rate Bylaw 2006".

**Definitions**

2. In this bylaw, the following terms shall have the meanings shown:
  - (a) "Designated manufactured home" has the meaning set out in the Act;
  - (b) "Farm land" has the meaning set out in the Act.
  - (c) "Machinery and equipment" has the meaning set out in the Act.
  - (d) "Manufactured home community" has the meaning set out in the Act;

- (e) "Multiple family residential" property means:
  - (i) all residential property where the total number of dwelling units on the parcel of land, whether contained in a single building or more than one building, exceeds two dwelling units;
  - (ii) manufactured home communities, excluding the individual Designated Manufactured Homes;
  - (iii) vacant residential land held for the development of the above uses; and
  - (iv) the non-owner occupied residential portion of non-residential property.
- (f) "Non-residential" property means:
  - (i) any land and/or building used for a commercial, industrial, or other non-residential purpose or business venture, or any portion of that land and/or building as is used for such purpose or business venture;
  - (ii) any linear assessment; and
  - (iii) vacant land held for the development of the above uses.
- (g) "Single family residential" property means:

- (i) residential property where the total number of dwelling units on the parcel of land, whether contained in a single building or more than one building, does not exceed two dwelling units;
- (ii) registered residential condominium units;
- (iii) single family dwelling with basement suite;
- (iv) owner occupied portion of non-residential property;
- (v) vacant residential land held for the development of the above uses;  
and
- (vi) designated manufactured home located on a site in a manufactured home community.

### **Municipal Property Tax Rates**

3. Council authorizes the imposition of taxes and taxes are hereby imposed on each class of assessed property within the City of Red Deer, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:

| <b>General Municipal</b>    | <b>Tax Levy</b>     | <b>Assessment</b> | <b>Tax Rate</b> |
|-----------------------------|---------------------|-------------------|-----------------|
| Single Family Residential   | \$28,980,434        | \$4,611,487,800   | .0062844        |
| Multiple Family Residential | 3,469,652           | 424,168,000       | .0081799        |
| Non-residential             | 22,697,145          | 1,767,208,700     | .0128435        |
| Farm Land                   | 4,345               | 338,300           | .0128435        |
| Machinery & Equipment       | <u>0</u>            | <u>39,605,300</u> | .0000000        |
| Total Tax Levy              | \$55,151,576        | \$6,842,808,100   |                 |
| Total Tax Revenue Required  | <u>\$55,151,609</u> |                   |                 |
| Overage / Underage          | (33)                |                   |                 |

**School Requisitions**

4. Council authorizes the imposition of taxes for the purpose of raising funds for the school requisitions and taxes are hereby imposed on each class of assessed property within The City of Red Deer, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:

**Alberta School Foundation**

| <b>Fund (Public School)</b> | <b>Tax Levy</b>     | <b>Assessment</b>    | <b>Tax Rate</b> |
|-----------------------------|---------------------|----------------------|-----------------|
| Residential/FarmLand        | \$15,683,904        | \$4,279,607,114      | .0036648        |
| Non-residential             | <u>8,761,537</u>    | <u>1,604,265,826</u> | .0054614        |
| Total                       | \$24,445,441        | \$5,883,872,940      |                 |
| Total Budgeted              | <u>\$24,445,262</u> |                      |                 |
| Overage                     | 179                 |                      |                 |

**Opted-Out School Boards (Separate)**

|                       |                    |                    |          |
|-----------------------|--------------------|--------------------|----------|
| Residential/Farm Land | \$2,720,231        | \$742,258,985      | .0036648 |
| Non-residential       | <u>880,958</u>     | <u>161,306,272</u> | .0054614 |
| Total                 | \$3,601,189        | \$903,565,257      |          |
| Total Budgeted        | <u>\$3,601,161</u> |                    |          |
| Overage               | 28                 |                    |          |

**Public Library Levy**

5. Council authorizes the imposition of taxes for the purpose of raising funds for The Red Deer Public Library levy and taxes are hereby imposed on each class of assessed property within the City of Red Deer, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:



| <b>Red Deer Public Library</b> | <b>Tax Levy</b>    | <b>Assessment</b> | <b>Tax Rate</b> |
|--------------------------------|--------------------|-------------------|-----------------|
| Single Family Residential      | \$1,158,867        | \$4,611,487,800   | .0002513        |
| Multiple Family Residential    | 139,042            | 424,168,000       | .0003278        |
| Non-residential                | 909,229            | 1,767,208,700     | .0005145        |
| Farm Land                      | 174                | 338,300           | .0005145        |
| Machinery and Equipment        | <u>0</u>           | <u>39,605,300</u> | .0000000        |
| Total                          | \$2,207,312        | \$6,842,808,100   |                 |
| Total Budgeted                 | <u>\$2,207,205</u> |                   |                 |
| Overage                        | 107                |                   |                 |

#### **Annexation Property - Ministerial Order In Council #432/2004**

6. As a matter of information, it is to be noted that the terms of the Order in Council which annexed certain lands to the City of Red Deer provides for the taxation of the Annexed properties at the lesser of The County's tax rate and The City's tax rate. In addition, the taxes so raised are to be apportioned between the City and the County. The City's budgeted portion of those revenues is \$20,866.00.

#### **Estimated Municipal Revenue From Annexed Properties (tax rate includes General Municipal & Red Deer Public Library)**

|                             | <b>Tax Levy</b> | <b>Assessment</b> | <b>Tax Rate</b> |
|-----------------------------|-----------------|-------------------|-----------------|
| Single Family Residential   | \$111,021       | \$16,986,800      | .0065357        |
| Multiple Family Residential | 0               | 0                 | .0085077        |
| Non-residential             | 90,498          | 6,774,800         | .013358         |
| Farm Land                   | 4,337           | 324,700           | .013358         |
| Machinery and Equipment     | <u>0</u>        | <u>8,800</u>      | .0000000        |
| Total                       | \$205,856       | \$24,095,100      |                 |

7. The foregoing rates shall be in effect for the 2006 taxation year.

READ A FIRST TIME IN OPEN COUNCIL this 24<sup>th</sup> day of April 2006.

READ A SECOND TIME IN OPEN COUNCIL this 24<sup>th</sup> day of April 2006.

READ A THIRD TIME IN OPEN COUNCIL this day of 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2006.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



**FILE**

**Legislative & Administrative Services**

**DATE:** May 9, 2006  
**TO:** Frieda McDougall, Administrative Assistant  
**FROM:** Kelly Kloss, Legislative & Administrative Services Manager  
**SUBJECT:** Councillor Larry Pimm - Notice of Motion Re Campaign Contribution and Expense Disclosure Bylaw

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The following Notice of Motion was submitted by Councillor Pimm at the May 8, 2006 Council Meeting:

Whereas the Council of the City of Red Deer desires to function in a manner consistent with the concept of open government,

And whereas members of the public may wish to know the source of contributions as well as the amounts and nature of disbursements in campaigns for public office,


And whereas many major cities in Alberta have passed campaign contribution and expense disclosure bylaws,

And whereas the Council of the City of Red Deer deems it desirable to make expenses of campaigns for public office and contribution to said campaigns a matter of public record,

Therefore be it resolved that the Council of the City of Red Deer direct the administration to bring forward a Campaign Contribution and Expense Disclosure Bylaw.

Please provide a report for the May 23, 2006 Council Meeting that includes:

- 1) other cities that have such a bylaw
- 2) samples of those bylaws
- 3) legislation related to passing this bylaw
- 4) process to be followed once the bylaw is in place.

  
Kelly Kloss  
Manager