



# City Council Meeting Agenda

Monday, December 18, 2023 – Council Chambers, City Hall

Call to Order:	10:30 AM
Recess:	12:30 PM to 1:00 PM
Public Hearing(s):	5:00 PM

## **1. Closed Meeting (to last approximately 2 hours)**

### **1.1. Motion to go into Closed Meeting**

1.1.a. Annual Chief Administrative Officer Performance Evaluation - FOIP  
Sections 17(I) Disclosure harmful to personal privacy, 19 Confidential  
Evaluations, and 24(I)(a) Advice from Officials

### **1.2. Motion to Revert to Open Meeting**

## **2. Points of Interest**

## **3. Consent Agenda**

(Page 3)

3.1. Confirmation of the Minutes of the December 4, 2023 Regular Council Meeting  
(Pages 4 – 19)

3.2. Confirmation of the Minutes of the December 12, 2023 Special Council Meeting  
(Pages 20 – 23)

## **4. Notice of Motions**

4.1. Notice of Motion Submitted by Councillor Lawrence Lee Re: Urban  
Encampment Responses  
(Page 24)

4.2. Notice of Motion Submitted by Councillor Vesna Higham Re: Overdose  
Prevention Site  
(Pages 25 – 26)

## **5. Unfinished Business**

5.1. Motion to Resume Consideration from the Monday December 4, 2023 Council Meeting

5.1.a. Permanent Shelter Update - FOIP Sections 21(1) Disclosure harmful to intergovernmental relations, 23(1) Local public body confidences and 24(1)(a) Advice from Officials

5.1.b. Tax Cancellation Request - FOIP Sections 17(1) Disclosure harmful to personal privacy and 24(1)(a) Advice from Officials

**6. Closed Meeting**

6.1. Motion to go into Closed Meeting

6.1.a. Permanent Shelter Update - FOIP Sections 21(I) Disclosure harmful to intergovernmental relations, 23(I) Local public body confidences, 24(I) Advice from Officials

6.1.b. Tax Cancellation Request - FOIP Sections 17(1) Disclosure harmful to personal privacy and 24(1)(a) Advice from Officials

6.2. Motion to Revert to Open Meeting

**7. Report**

7.1. Tax Cancellation Request  
(Pages 27 - 48)

7.2. Development Permit - Temporary Shelter at 5239 53 Avenue  
(Pages 49 - 93)

**8. Public Hearings**

8.1. Road Closure Bylaw 3703/2023 and Land Use Bylaw Amendment 3357/N-20 (AB Health Services to rezone south of the hospital from R2 to PS to accommodate the proposed Ambulatory Care Facility)  
(Pages 94 - 115)

8.1.a. Consideration of Second Reading of Bylaw 3703/2023

8.1.b. Consideration of Third Reading of Bylaw 3703/2023

8.1.c. Consideration of Second Reading of Bylaw 3357/N-2023

8.1.d. Consideration of Third Reading of Bylaw 3357/N-2023

**9. Adjournment**



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## December 18, 2023 Consent Agenda

Prepared by: Jennifer Hankey, Corporate Meeting Administrator  
Department: Legal and Legislative Services

### **Proposed Resolutions**

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Resolved that Council of The City of Red Deer having considered the Consent Agenda from L & Legislative Services hereby approves the following Minutes:

- Confirmation of the Minutes of the December 4, 2023 Regular Council Meeting
- Confirmation of the Minutes of the December 12, 2023 Special Council Meeting



**UNAPPROVED - MINUTES**

**of the Red Deer City Council Regular Meeting,  
held on Monday, December 4, 2023  
commenced at 10:31 AM**

**Present:**

Mayor Ken Johnston  
Councillor Kraymer Barnstable  
Councillor Bruce Buruma  
Councillor Michael Dawe  
Councillor Victor Doerksen  
Councillor Vesna Higham  
Councillor Cindy Jefferies  
Councillor Lawrence Lee  
Councillor Dianne Wyntjes

City Manager, Tara Lodewyk  
General Manager Community Services, Sarah Tittermore  
General Manager Corporate & Employee Services, Lisa Perkins  
General Manager Growth & Finance, Mike Olesen  
General Manager Protective Services, Ken McMullen  
Acting General Manager Protective Services, Bart Rowland  
Chief of Staff, Sean McIntyre  
Legal and Legislative Services Manager, Michelle Baer  
Safe & Healthy Communities Manager, Kristin Walsh  
Revenue & Assessment Manager, Joanne Parkin  
City Planning & Growth Manager, Emily Damberger  
Divisional Strategist, Karen Smilar  
Land Coordinator, Wade Martens  
Safe & Healthy Communities Supervisor, Ryan Veldkamp  
Senior Planner, Dayna Facca  
City Clerk, Jessica Robinson  
Corporate Meeting Administrator, Jennifer Hankey  
Legislative Assistant, Valeriia Svitla  
Committees Coordinator, Rebecca Derwanz





## 1. CLOSED MEETING

### 1.1. Motion to go into a Closed Meeting

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to enter into a Closed Meeting of Council on Monday, December 4, 2023 at 10:31 a.m. and hereby agrees to exclude the following:

- All members of the media;
- All members of the public;
- And all non-related staff members

to discuss the following:

- Integrity Commissioner Report – FOIP Sections 19(1) Confidential Evaluations and 25 Disclosure harmful to economic and other interests of a public body
- Permanent Shelter Update - FOIP Sections: 21 (I) Disclosure harmful to intergovernmental relations, 23 (I) Local public body confidences, 24(I)(a) Access to Information from Officials

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

1.1.a. Integrity Commissioner Report – FOIP Sections 19(1) Confidential Evaluations and 25 Disclosure harmful to economic and other interests of a public body

The following people were in attendance:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

City Manager Tara Lodewyk, General Manager Corporate & Employee Services Lisa Perkin, General Manager Community Services Sarah Tittermore, General Manager Growth & Finance Mike Olesen, Legal and Legislative Services Manager Michelle Baer, Associate City Solicitor



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Natasha Wirtanen, Divisional Strategist Karen Smilar, City Clerk Jessica Robinson, Corporate Meeting Administrator Jennifer Hankey, Legislative Assistant Valeriia Svitla

Council recessed at 11:17 a.m. and reconvened at 11:22 a.m.

1.1.b. Permanent Shelter Update - FOIP Sections: 21 (I) Disclosure harmful to intergovernmental relations, 23 (I) Local public body confidences, 24(I)(a) Access to Information from Officials

The following people were in attendance:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

City Manager Tara Lodewyk, General Manager Corporate & Employee Services Lisa Perkin, General Manager Community Services Sarah Tittlemore, General Manager Growth & Finance Mike Olesen, Acting General Manager Protective Services Bart Rowland, Chief of Staff Sean McIntyre, Legal and Legislative Services Manager Michelle Baer, Safe & Healthy Communities Manager Kristin Walsh, Corporate Communications Manager Tara Shand, Corporate Marketing Supervisor Jill Hanes, Safe & Healthy Communities Supervisor Ryan Veldkamp, Land Coordinator Wade Martens, City Clerk Jessica Robinson, Corporate Meeting Administrator Jennifer Hankey, Legislative Assistant Valeriia Svitla

Councillor Kraymer Barnstable left the meeting at 12:02 p.m. and returned at 12:07 p.m.

**1.2. Motion to Revert to Open Meeting**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Kraymer Barnstable

Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on December 4, 2023 at 12:32 p.m.

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed at 12:33 p.m. and reconvened at 1:03 p.m.

Councillor Lawrence Lee returned to the meeting at 1:04 p.m.



## 2. CONSENT AGENDA

### 2.1. December 4, 2023 Consent Agenda

Moved by Councillor Kraymer Barnstable, seconded by Councillor Michael Dawe

Resolved that Council of The City of Red Deer having considered the Consent Agenda from Legal & Legislative Services hereby approves the following Minutes and Reports:

- Confirmation of the Minutes of the November 14, 2023 Regular Council Meeting
- 2023 Provincial Education Requisition Credit (PERC) & Designated Industrial Requisition Credit (DIRC)

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Lawrence Lee, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer having considered the Consent Agenda from Legal & Legislative Services hereby approves the following Bylaws:

- Bylaw 3499/A-2023:
  - FIRST READING: That Bylaw 3499/A-2023 (an amendment to the East Hill Municipal Area Structure Plan) be read a first time
- Bylaw 3217/B-2023:
  - FIRST READING: That Bylaw 3217/B-2023 (an amendment to the Lancaster/Vanier East Neighbourhood Area Structure Plan) be read a first time
- Bylaw 3700/2023
  - FIRST READING: That Bylaw 3700/2023 (a road closure bylaw south of 22 Street and west of 20 Avenue) be read a first time
- Land Use Bylaw 3357/K-2023:
  - FIRST READING: That Bylaw 3357/K-2023 (an amendment to the Land Use Bylaw to rezone a parcel of land) be read a first time

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor



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Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

### 3. REPORTS

#### 3.1. Downtown Business Association 2024 Budget

Amanda Gould Executive Director Downtown Business Association and Brandon Bouchard Downtown Business Association Board Chair presented this item.

Councillor Victor Doerksen left the meeting at 1:41 p.m. and returned at 1:43 p.m.

Moved by Councillor Victor Doerksen, seconded by Councillor Lawrence Lee

Resolved that Council of The City of Red Deer having considered the report from Le & Legislative Services Department dated December 4, 2023 re: Downtown Business Association's 2024 Budget hereby approves the Downtown Business Association's 2024 Budget

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed at 2:31 p.m. and reconvened at 2:41 p.m.

#### 3.2. Quarterly Report - July to September 2023

Moved by Councillor Dianne Wyntjes, seconded by Councillor Cindy Jefferies

Resolved that Council of the City of Red Deer having considered the report from Corporate & Employee Services Directorate dated December 4, 2023 re: Quarterly Report - July to September 2023 hereby receives the report as information

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes



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MOTION CARRIED

### 3.3. Quarterly Community Policing Report

Inspector Brock Linaker presented this item.

Moved by Councillor Bruce Buruma, seconded by Councillor Kraymer Barnstable

Resolved that Council of the City of Red Deer having considered the report Quarterly Community Policing Report dated December 4, 2023 hereby receives the report as information

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Councillor Victor Doerksen left the meeting at 4:12 p.m. and returned at 4:15 p.m.

## 4. CLOSED MEETING

### 4.1. Motion to go into a Closed Meeting

Moved by Councillor Bruce Buruma, seconded by Councillor Cindy Jefferies

Resolved that Council of The City of Red Deer hereby agrees to enter into a Closed Meeting of Council on Monday, December 4, 2023 at 4:12 p.m. and hereby agrees to exclude the following:

- All members of the media;
- All members of the public;
- And all non-related staff members

to discuss the following:

- Tax Cancellation Request - FOIP Sections 17(1) Disclosure harmful to personal privacy and 24(1)(a) Advice from Officials

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor



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Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

4.1.a. Tax Cancellation Request - FOIP Sections 17(1) Disclosure harmful to personal privacy and 24(1)(a) Advice from Officials

The following people were in attendance:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

City Manager Tara Lodewyk, General Manager Corporate & Employee Services Lisa Perkin, General Manager Community Services Sarah Tittlemore, General Manager Growth & Finance Mike Olesen, Acting General Manager Protective Services Bart Rowland, Chief of Staff Sean McIntyre, Legal and Legislative Services Manager Michelle Baer, Corporate Communications Supervisor Sara Alaric, Controller - Property Taxation Roxane Preedin, Operations Analyst Isabelle Forsstrom, City Clerk Jessica Robinson, Corporate Meeting Administrator Jennifer Hankey, Legislative Assistant Valeriia Svitla

**4.2. Motion to Revert to Open Meeting**

Moved by Councillor Vesna Higham, seconded by Councillor Victor Doerksen

Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on December 4, 2023 at 4:36 p.m.

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed at 4:37 p.m. and reconvened at 5:02 p.m.

**5. PUBLIC HEARINGS**

**5.1. Land Use Bylaw Amendment 3357/O-2023. 3733 45 Street Rezoning from P1 Park and Recreation to R2 Residential (Medium Density)**



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Mayor Ken Johnston declared open at 5:09 p.m. the Public Hearing for Land Use Bylaw Amendment 3357/O-2023. 3733 45 Street Rezoning from P1 Park and Recreation to R2 Residential (Medium Density).

The following people spoke to this item: Stewart McTavish, Heather Morigeau.

Mayor Ken Johnston declared the Public Hearing closed at 6:04 p.m.

**5.1.a. Municipal Reserve Disposal at 3733 45 Street**

Moved by Councillor Vesna Higham, seconded by Councillor Cindy Jefferies

Resolved that Council of the City of Red Deer having considered the report from City Planning & Growth dated October 30, 2023 re: Land Use Bylaw 3357/O-2023 - 3733 45 St Rezoning from P1 Park and Recreation to R2 Residential (Medium Density) hereby directs a designated officer to notify the Registrar at Land Titles that the provisions of the Municipal Government Act have been complied with and request the Registrar to remove the designation of municipal reserve from lands legally described as Lot P, Block 23, Plan 6231H

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee

**OPPOSED:** Councillor Victor Doerksen, Councillor Dianne Wyntjes

MOTION CARRIED

**5.1.b. Consideration of Second Reading of Bylaw 3357/O-2023**

Moved by Councillor Vesna Higham, seconded by Councillor Kraymer Barnstable

SECOND READING: That Bylaw 3357/O-2023 (an amendment to the Land Use Bylaw to rezone 3733 45 Street from P1 Park and Recreation to R2 Residential (Medium Density)) be read a second time

Prior to consideration of the motion, the following motion to amend was introduced:

Moved by Councillor Vesna Higham, seconded by Councillor Michael Dawe





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Resolved that Council of The City of Red Deer hereby amends the motion:  
Delete R2 and replace with R1A

**IN FAVOUR:** Councillor Michael Dawe, Councillor Vesna Higham

**OPPOSED:** Mayor Ken Johnston, Councillor Kraymer Barnstable,  
Councillor Bruce Buruma, Councillor Victor Doerksen,  
Councillor Cindy Jefferies, Councillor Lawrence Lee,  
Councillor Dianne Wyntjes

MOTION TO AMEND DEFEATED

The original motion was then back on the floor:

Moved by Councillor Vesna Higham, seconded by Councillor Kraymer Barnstable

SECOND READING: That Bylaw 3357/O-2023 (an amendment to the Land Use Bylaw to rezone 3733 45 Street from P1 Park and Recreation to R2 Residential (Medium Density)) be read a second time

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable,  
Councillor Bruce Buruma, Councillor Michael Dawe,  
Councillor Victor Doerksen, Councillor Vesna Higham,  
Councillor Cindy Jefferies, Councillor Lawrence Lee

**OPPOSED:** Councillor Dianne Wyntjes

MOTION CARRIED

**5.1.c. Consideration of Third Reading of Bylaw 3357/O-2023**

Moved by Councillor Vesna Higham, seconded by Councillor Kraymer Barnstable

THIRD READING: That Bylaw 3357/O-2023 be read a third time

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable,  
Councillor Bruce Buruma, Councillor Michael Dawe,  
Councillor Victor Doerksen, Councillor Vesna Higham,  
Councillor Cindy Jefferies, Councillor Lawrence Lee

**OPPOSED:** Councillor Dianne Wyntjes

MOTION CARRIED





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Council recessed at 6:37 p.m. and reconvened at 6:51 p.m.

**5.2. Land Use Bylaw Amendment 3357/P-2023 Temporary Care Facility (Shelter) use at 5239 Avenue 53**

Mayor Ken Johnston declared open at 6:51 p.m. the Public Hearing for Land Use Bylaw Amendment 3357/P-2023 Temporary Care Facility (Shelter) use at 5239 Avenue 53.

Prior to consideration of the matter, the following motion to suspend section 99(b) of the Procedure Bylaw was introduced:

Moved by Councillor Dianne Wyntjes, seconded by Councillor Bruce Buruma

Resolved that Council of The City of Red Deer hereby agrees to suspend Section 99 of Procedure Bylaw 3681/2022:

Recess of Meetings – adjourn the meeting to another day once the duration of the meeting, excluding the time spent in recesses, has reached the eight hour mark, even if all matters on the Agenda have not been considered by Council

**IN FAVOUR:**

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

**MOTION TO SUSPEND CARRIED**

The following people spoke to this item: Scott MacKinnon, Clarence Torgerson, Elizabeth Wilson, Rose Davies, Debbie Fenske, Gea Phagoo, Tracy Chabot.

Council recessed at 8:02 p.m. and reconvened at 8:09 p.m.

The following people spoke to this item: Kathy Schepp, Nicola Everett, Ian Wheeliker, Cheryl O'Donoghue.

Council recessed at 9:01 p.m. and reconvened at 9:16 p.m.

The following people spoke to this item: Mark Mulzet, David Wild, Rod Trentham, Pete Swales, Chelsey Ward.

Council recessed at 10:09 p.m. and reconvened at 10:19 p.m.



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Prior to consideration of the matter, the following motion to recess was introduced:

Moved by Councillor Cindy Jefferies, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agree to recess the December 4, 2023 Regular Council Meeting and Public Hearing of Land Use Bylaw 3357/P-2023 Monday, December 11, 2023 at 10:30 a.m.

**IN FAVOUR:**

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed on December 4, 2023 at 10:27 p.m. and reconvened on December 11, 2023 at 10:31 a.m.

Councillor Kraymer Barnstable returned to the meeting virtually on December 11, 2023 at 10:31 a.m.

The following people spoke to this item: Sheila Bannerman, Thara Kumar.

Council recessed at 11:35 a.m. and reconvened at 11:43 a.m.

The following person spoke to this item: Ben Borger.

Council recessed at 11:58 a.m. and reconvened at 11:59 a.m.

The following people spoke to this item: Kathie Wallace, Wes Giesbrecht, Amanda Gould, Brandon Bouchard, Leon Oosterhoff.

Council recessed at 12:56 p.m. and reconvened at 1:32 p.m.

The following person spoke to this item: Blair Stone.

Council recessed at 1:38 p.m. and reconvened at 1:45 p.m.

The following people spoke to this item: Gary Oosterhoff, Kath Hoffman, Brian Ziegler, Bill Hull.

Council recessed at 3:03 p.m. and reconvened at 3:12 p.m.



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Councillor Bruce Buruma left the meeting at 3:58 p.m. and returned at 4:00 p.m.

Mayor Ken Johnston declared the Public Hearing closed at 4:28 p.m.

Prior to consideration of the matter, the following motion to amend Section 56 of the Procedure Bylaw was introduced:

Moved by Councillor Cindy Jefferies, seconded by Councillor Michael Dawe

Resolved that Council of The City of Red Deer hereby agrees to add 10 minutes to Section 56 of Procedure Bylaw 3681/2022 for Item 5.2. Land Use Bylaw 3357/P-2023 Temporary Care Facility (Shelter) use at 5239 53rd Avenue

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Cindy Jefferies, Councillor Dianne Wyntjes

**OPPOSED:** Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Lawrence Lee

MOTION TO AMEND CARRIED

Council recessed at 4:37 p.m. and reconvened at 4:50 p.m.

**5.2.a. Consideration of Second Reading of Bylaw 3357/P-2023**

Moved by Councillor Victor Doerksen, seconded by Councillor Kraymer Barnstable

SECOND READING: That Bylaw 3357/P-2023 (an amendment to the Land Use Bylaw for a Temporary Care Facility use at 5239 53 Avenue to be listed as a discretionary use in DC28 with Council as the Development Authority) be read a second time

Prior to consideration of the motion, the following motion to amend was introduced:

Moved by Councillor Lawrence Lee, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to amend the resolution as follows: Site exception be limited to May 1, 2025

**IN FAVOUR:** Councillor Kraymer Barnstable, Councillor Bruce Buruma,



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Councillor Michael Dawe, Councillor Victor Doerksen,  
Councillor Vesna Higham, Councillor Lawrence Lee,  
Councillor Dianne Wyntjes

**OPPOSED:** Mayor Ken Johnston, Councillor Cindy Jefferies

MOTION TO AMEND CARRIED

The original motion, as amended, was then back on the floor:

Moved by Councillor Victor Doerksen, seconded by Councillor Kraymer Barnstable

SECOND READING: That Bylaw 3357/P-2023 (an amendment to the LUB for temporary Care Facility use at 5239 53 Avenue to be listed as a discretionary use in DC28 with Council as the Development Authority) be amended as follows:

That Bylaw No. 3357/2006 is amended as follows:

1. Section 8.20.8.4 is amended by adding the following subsection prior to subsection(a):  
City Council is the Approving Authority for the Temporary Care Facility located at 5239 – 53 Avenue (Lots 4-5, Plan 6233RS).
2. Section 8.22(1)(e) is amended by deleting subsection (xviii) and replacing with the following new paragraph and subparagraph:  
(xviii) Temporary Care Facility on: Unit 4 - 5239 – 53 Avenue (Lots 4-5, Plan 6233RS), in existing building, and corresponding lot area for parking, fence yard and north door outdoor areas as identified on Land Use Bylaw District Map L15,  
until May 1, 2025 and subject to the following requirements:
  - the site plan, the relationship between buildings shall be subject to approval by City Council

**IN FAVOUR:** Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

**OPPOSED:** Mayor Ken Johnston

MOTION CARRIED

**5.2.b. Consideration of Third Reading of Bylaw 3357/P-2023**



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Moved by Councillor Victor Doerksen, seconded by Councillor Kraymer Barnstable

THIRD READING: That Bylaw 3357/P-2023 be read a third time, as amended

**IN FAVOUR:** Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Lawrence Lee, Councillor Dianne Wyntjes

**OPPOSED:** Mayor Ken Johnston, Councillor Cindy Jefferies

MOTION CARRIED

## 6. MOTION TO ADD TO THE AGENDA

### 6.1. Notice of Motion to Reconsider

Moved by Councillor Victor Doerksen, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to add a notice of motion to reconsider to the December 4, 2023 Council Agenda

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION TO ADD A NOTICE OF MOTION TO RECONSIDER CARRIED

Moved by Councillor Victor Doerksen, seconded by Councillor Dianne Wyntjes

Notice of Motion to Reconsider from the October 30, 2023 Regular Council Meeting

Moved by Councillor Lawrence Lee, seconded by Councillor Victor Doerksen

Resolved that Council of The City of Red Deer hereby accepts the Closed Report into the Corporate Record and agrees to Option 1 and that the report remain confidential pursuant to FOIP Section 25 Disclosure harmful to economic and other interests of a public body to the October 30, 2023 Closed Council Agenda; And further be it resolved agrees to add a Special Closed Meeting of Council on December 12, 2023 10:00 a.m. – 4:30 p.m. to conduct interviews for the Ethics Advisor/Integrity Commissioner in accordance to the Code of Conduct Bylaw

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe,



City Council Regular Meeting Minutes  
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**ABSENT:** Councillor Victor Doerksen, Councillor Vesna Higham,  
Councillor Cindy Jefferies, Councillor Lawrence Lee  
Councillor Dianne Wyntjes

MOTION CARRIED

Resolved that Council of The City of Red Deer hereby agrees to amend the resolution by:

1. Delete 10:00 a.m. – 4:30 p.m. and replace with 11:30 a.m.

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

## 7. MOTION TO POSTPONE

### 7.1. Tax Cancellation Requests

Moved by Councillor Cindy Jefferies, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer hereby agrees to postpone consideration Tax Cancellation Requests - FOIP Sections 17(1) Disclosure harmful to personal privacy and 24(1)(a) Advice from Officials to the December 18, 2023 Closed Council Meeting

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

### 7.2. Permanent Shelter Update

Moved by Councillor Lawrence Lee, seconded by Councillor Victor Doerksen

Resolved that Council of The City of Red Deer hereby agrees to postpone consideration Permanent Shelter Update to the December 18, 2023 Council Meeting



City Council Regular Meeting Minutes  
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pursuant to FOIP Sections 21(I) Disclosure harmful to intergovernmental relations, 2  
Local public body confidences and 24 (I)(a) Advice from Officials

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor  
Bruce Buruma, Councillor Michael Dawe, Councillor Victor  
Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies,  
Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

**8. ADJOURNMENT**

Moved by Councillor Bruce Buruma, seconded by Councillor Councillor Lawrence Lee

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Decem  
11, 2023 continuation of the Monday, December 4, 2023 Regular Council Meeting of  
Red Deer City Council at 6:40 p.m.

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor  
Bruce Buruma, Councillor Michael Dawe, Councillor Victor  
Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies,  
Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION TO ADJOURN CARRIED

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MAYOR

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CITY CLERK



**Unapproved - MINUTES**

**of the Red Deer City Council Special Meeting,  
held on, Tuesday, December 12, 2023  
commenced at 11:31 AM**

**Present:**

Mayor Ken Johnston  
Councillor Kraymer Barnstable (via teleconference)  
Councillor Bruce Buruma  
Councillor Michael Dawe  
Councillor Victor Doerksen  
Councillor Vesna Higham  
Councillor Cindy Jefferies  
Councillor Lawrence Lee  
Councillor Dianne Wyntjes

City Manager, Tara Lodewyk  
General Manager Corporate & Employee Services, Lisa Perkins  
Legal & Legislative Services Manager, Michelle Baer  
Associate City Solicitor, Natasha Wirtanen  
Divisional Strategist, Karen Smilar  
Chief of Staff, Sean McIntyre  
City Clerk, Jessica Robinson  
Corporate Meeting Administrator, Jennifer Hankey  
General Manager Executive Assistant Caitlin Partridge



**1. CLOSED MEETING****1.1. Motion to go into a Closed Meeting**

Moved by Councillor Dianne Wyntjes, seconded by Councillor Bruce Buruma

Resolved that Council of The City of Red Deer hereby agrees to enter into a Closed Meeting of Council on Tuesday, December 12, 2023 at 11:32 a.m. and hereby agree to exclude the following:

- All members of the media;
- All members of the public;
- And all non-related staff members

to discuss the following:

- Ethics Advisor Integrity Commissioner Interviews – FOIP Sections 19(1) Confidential Evaluations and 25 Disclosure harmful to economic and other interests of a public body

**IN FAVOUR:**

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

**MOTION CARRIED**

- 1.1.a. Ethics Advisor Integrity Commissioner Interviews – FOIP Sections 19(1) Confidential Evaluations and 25 Disclosure harmful to economic and other interests of a public body

The following people were in attendance:

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

City Manager Tara Lodewyk, General Manager Corporate & Employee Services Lisa Perkin, Legal & Legislative Services Manager Michael Dawe, City Solicitor Natasha Wirtanen, Divisional Strategist Karen Smilar, Chief of Staff Sean McIntyre, City Clerk Jessica Robinson, Corporate Meeting Administrator Jennifer Hankey, General Manager Executive Assistant C Partridge



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Council recessed at 12:52 p.m. and reconvened at 1:30 p.m.

Council recessed at 2:50 p.m. and reconvened at 3:15 p.m.

**1.2. Motion to Revert to Open Meeting**

Moved by Councillor Vesna Higham, seconded by Councillor Victor Doerksen

Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on December 12, 2023 at 3:23 p.m.

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

**2. BUSINESS ARISING FROM CLOSED MEETING**

Moved by Councillor Lawrence Lee, seconded by Councillor Vesna Higham

Resolved that Council of The City of Red Deer having considered the closed meeting report dated December 12, 2023 re: Ethics Advisor Integrity Commissioner Interview hereby directs Administration to negotiate a contract with the top scoring proponent and directs that the reports, presentations and Closed Meeting discussions be held confidential pursuant to FOIP Sections 19(1) Confidential Evaluations and 25 Disclosure harmful to economic and other interests of a public body.

**IN FAVOUR:** Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION CARRIED

**3. ADJOURNMENT**

Moved by Councillor Michael Dawe, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to adjourn the December 12, 2023 Special Council Meeting of Red Deer City Council at 3:24 p.m.



City Council Special Meeting Minutes  
Unapproved - Tuesday, December 12, 2023

**IN FAVOUR:**

Mayor Ken Johnston, Councillor Kraymer Barnstable, Councillor Bruce Buruma, Councillor Michael Dawe, Councillor Victor Doerksen, Councillor Vesna Higham, Councillor Cindy Jefferies, Councillor Lawrence Lee, Councillor Dianne Wyntjes

MOTION TO ADJOURN CARRIED

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MAYOR

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CITY CLERK

**Notice of Motion Re: Urban Encampment Responses**

Submitted by Councillor Lawrence Lee

**Whereas** The City of Red Deer is responsible for the health and safety of citizens and staff accessing public lands, trails, and parks; and

**Whereas** The City is responsible for the ecological protection of the natural areas located within our community; and

**Whereas** encampments are not safe environments for people to live; and

**Whereas** encampments do not provide a safe environment for the public to use trails parks and public spaces; and

**Whereas** The City respects and supports our community's vulnerable populations and has shelter and housing supports in place as alternatives to individuals sleeping rough;

**Now therefore be it resolved** that the Council of The City of Red Deer directs Administration bring forward an update on encampments within Red Deer's publicly owned lands prior to Q3 2024. This report would include outcomes and analysis of possible service level changes. The report should consider but not be limited to:

- Reducing the time to dismantle encampments
- Preventing establishment of encampments
- Connecting rough sleepers with social supports
- Development of an accountability framework for individuals setting up or using encampments

To be read by Councillor Lawrence Lee on December 18, 2023.

To be considered by Council of the City of Red Deer on January 8, 2024.

**Notice of Motion Re: Overdose Prevention Site**  
Submitted by Councillor Vesna Higham

**Whereas** Red Deer's Overdose Prevention Site (OPS) was installed in September 2018 by unilateral Provincial authority – without public consultation, municipal approval, or appropriate land-use zoning; and

**Whereas** the operations of the OPS have occasioned ongoing and increasingly *intolerable* physical, emotional, and reputational harm upon our community generally, but in particular upon the surrounding neighbourhoods of Railyards and the Downtown; and

**Whereas** neighbouring residents, businesses, and members of the public have been gravely afflicted by repeated, ongoing incidents of crime, vandalism, smashed windows/doors, repeated bin/open fires, discarded needles/drug paraphernalia, garbage, urination, defecation, threats of violence, and aggressive behaviours by individuals under the influence; and

**Whereas** individuals living with addictions deserve the dignity and hope of enhanced recovery resources to break free from the revolving door of self (and community) harm facilitated by the OPS; and

**Whereas** in 2022 Red Deer City Council (Council) endorsed by resolution the Provincial Government's "Toward an Alberta model of wellness" report, and formalized our community commitment to a recovery-focused approach "in the pursuit of individual and community health, safety, and well being"; and

**Whereas** the Provincial Government last year expanded its Virtual Opioid Dependency Program to Red Deer and the surrounding region, providing *immediate* health support options for individuals living with addictions to quickly move toward recovery, at no personal cost and typically *within hours* of a phone call; and

**Whereas** the Central Alberta Drug Treatment Court last month celebrated its two-year anniversary serving Red Deer and region, providing pre-sentencing diversion focused on crime reduction and substance use recovery; and

**Whereas** two new addictions treatment centres are now operational within our community (the Dream Centre downtown and the Provincial Therapeutic Community in north Red Deer) providing 115 dedicated spaces for individuals to seek recovery and wellness.

**Now Therefore Be it Resolved** that Council hereby requests the Government of Alberta (GOA) to formalize an ***orderly transition of the existing OPS out of Red Deer by the end of 2024*** – and to provide in its place greater harm reduction options within our community that focus on *health, wellness, and recovery*, including more detox capacity, medication-assisted treatment (MAT), recovery coaches, counsellors, and culturally appropriate health and wellness supports, etc.; and

**Be it Further Resolved** that Council requests that the GOA provide dedicated grant funding to provide a continuous police presence/enforcement in the immediate vicinity of the OPS temporary shelter, until the crime and social disorder impacts associated with these Provisional services are better mitigated for the *safety and security* of our public; and

**Be it Further Resolved** that Council requests the GOA to *substantially* increase front-line supports for *mental health and addictions* within our community/region to better address the *root causes* leading to drug and alcohol addictions.

To be read by Councillor Higham on December 18, 2023.

To be considered by Council of the City of Red Deer on January 22, 2024.



December 4, 2023

## 2023 Property Tax Cancellation

Prepared by Isabelle Forsstrom, CPA, CA, Operations Analyst – Property Taxation  
Department Revenue and Assessment Services

### Report Summary and Recommendations

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Administration has reviewed the attached request for tax cancellation for a property that experienced a fire on April 1, 2022 in accordance with the Council Policy for Property Tax Cancellation (GP-F-2.4). This policy states that *Council may consider tax relief **with or without conditions***. Property that has become destroyed, uninhabitable, or unusable from extenuating circumstances may have relief on the municipal portion of taxes on the building/improvements prorated from the date of damage to the end of the year.

The recommendation is that Council cancels \$15,784.85 of the prorated municipal portion of 2022 taxes from the time of the fire to the end of the year subject to the below conditions. No tax cancellation be granted for 2023.

Conditions for 2022 tax cancellation:

- a. Property is compliant with the Community Standards Bylaws
- b. The property owner provides an independent structural engineer report by February 16, 2024 subject to City requirements
- c. Repairs or demolition are commenced by May 31, 2024

### Proposed Resolution

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Resolved that Council of The City of Red Deer having considered the report from Revenue and Assessment Services dated December 4, 2023 re: 2023 Property Tax Cancellation hereby approves the cancellation of \$15,784.85 of the 2022 property taxes (municipal portion of taxes from the time of the fire to the end of the year in which the fire occurred) for Tax Roll Number 30001711070 with the following conditions:

- Property is compliant with the Community Standards Bylaws
- The property owner provides an independent structural engineer report – prepared by an engineer licenced to practice in Alberta by end of day February 16, 2024
  - ▢ Report should include:
    - Engineer's credentials
    - Assessment and scope of the damage
    - Repairs needed to meet minimum building and safety standards or recommendation to demolish

- Engineer provides a copy of the full report directly to [tax@reddeer.ca](mailto:tax@reddeer.ca) and [inspections@reddeer.ca](mailto:inspections@reddeer.ca)
- Repairs or demolition commenced per the Engineer's report by May 31, 2024
  - ☞ Applicable building permits are obtained
  - ☞ Repairs or demolition started by a licenced contractor(s)

## Rationale for Recommendation

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### 1. Complies with Council Tax Cancellation Policy

The City's Property Tax Cancellation Policy (Council Policy GP-F-2.4) states Council may consider cancellation of all or part of a tax, with or without conditions in the event the property is considered partially or completely uninhabitable. Per the Policy, tax cancellation attributed to the extenuating circumstances will be prorated from the time of damage to the end of the taxation period and is only applicable to the municipal portion of the tax.

### 2. Properties are assessed and taxed on the condition of the property as of December 31 of the previous year.

The assessment was not adjusted for the fire in 2022. For 2022, the property was fully assessed prior to the fire that occurred on April 1, 2022. The fire made the building uninhabitable. The assessment for the 2023 tax year was based on the condition of the property on December 31, 2022, which was after the fire and took the fire damage into account. The taxpayer had the option to appeal the assessment, but no appeal was filed. The Assessment team spoke with the property owner multiple times, providing a detailed explanation of the assessed value.

### 3. Recommended conditions protect the City and motivates the taxpayer to start remediation of the building back to a safe and useable condition.

The Municipal Government Act (MGA) allows council to consider cancellation of all or part of a tax, with or without conditions. To date, no remediation to bring the property back to its original state has been undertaken.

## Background

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### Legislative Context

Tax Cancellation is legislated in section 347(1) in the Municipal Government Act (MGA) and specifies council may consider cancellation, reduction, or deferral of property taxes, if it is considered equitable to do so, with or without conditions.

Property tax revenue is protected under section 349 of the MGA. Taxes are a first charge on property and are paid on fire insurance proceeds. The purpose of this section is to protect the interests of the municipality and ensure collection of these taxes in the case of a fire, while still recognizing that the property owner does not have the same use of the building as they did prior to the fire.

### Related Policies

The Property Tax Cancellation Policy (Council Policy GP-F-2.4) allows for council to consider cancellation of all or part of a tax, with or without conditions. When extenuating



circumstances, such as a fire, result in a building being destroyed (partially or completely) the Council is to apply the following in determining the direction to take with respect to a request for property tax levy cancellation:

- (a) The property owner will be responsible for any requisition portions of the tax bill and only the municipal portion of the taxes will be considered for cancellation.
- (b) Only the building/improvements portion of the taxes will be considered for cancellation.
- (c) Any tax cancellation attributed to the extenuating circumstances will be prorated from the time of damage to the end of the taxation period.

### **Stakeholder Consultation**

Administration consulted with the following departments in determining the recommended conditions:

- City Assessor
- Legal
- Inspections and Licensing
- Land and Economic Development
- Emergency Services (Fire Marshall)

### **Analysis**

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Administration received a request for cancellation of taxes from the taxpayer. The correspondence between the taxpayer and Administration have been redacted of personal information and are attached for review.

The TaxCancellation Policy lays out how the tax cancellation is to be determined, and there is no legislated timeline for when a request can be brought forward for review. Taxpayers are encouraged to pay their taxes on time even if an account is under review to avoid future penalties. If a cancellation is granted, the account will be credited which the taxpayer can either request a refund or they can leave it on the account to pay for future taxes.

The fire took place April 1, 2022, making the building uninhabitable and unusable. Tax Cancellation Policy allows for a reduction in the municipal portion of property taxes from the time of the fire until the end of the year. Because the fire occurred in 2022, this is the year that tax cancellation can be applied. Properties are assessed each year based on the condition of the property on December 31 of the prior year, so when a fire occurs, that fire damage will be factored into the assessed value for any future years as applicable.

The 2022 taxes are paid, and the tax account is currently enrolled in the Tax Instalment Plan.

There is indication of structural damage to the property. As of the date of this report there are no utility services being provided to the property and no permits pulled in the 20 months since the fire.

For the 2023 tax year, the property was assessed based on the condition of the property on December 31, 2022, which was after the fire so it takes into consideration the damages from

the fire. The fire was already incorporated into the assessment value so there is no tax cancellation required to adjust for it in 2023.

If the taxpayer was unsatisfied with the assessment value of the property for the 2023 tax they had the opportunity to file an appeal from January 5, 2023 to March 14, 2023. No appeal was filed for this property and the assessment team spoke to the property owner on multiple occasions during the assessment appeal period to provide extensive information on valuation.

### **Financial**

The financial impact on the recommendation to cancel a portion of the 2022 municipal property taxes will be \$15,784.85 if it is cancelled. Tax cancellations are unbudgeted.

### **Regulatory and Compliance (including Legal)**

- Tax Cancellation Policy
- Community Standards Bylaw

### **Alternate Options Considered**

Administration considering the following options:

#### **1. Option #1: Cancellation of the prorated 2022 municipal taxes with conditions RECOMMENDED OPTION**

Due to the fire that occurred in 2022 that caused the building to become uninhabitable, Administration recommends the cancellation of 2022 municipal taxes, prorated from April 2022 to December 31, 2022. As an incentive for the taxpayer to begin remediation, Administration recommends the cancellation to have conditions which have been determined through consultation with relevant stakeholders:

- Property owner provides an independent structural engineer report – prepared by an engineer licenced to practice in Alberta by end of day February 16, 2024
  - 📎 Report should include:
    - Engineer's credentials
    - Assessment and scope of the damage
    - Repairs needed to meet minimum building and safety standards or recommendation to demolish
    - Engineer provides a copy of the full report directly to [tax@reddeer.ca](mailto:tax@reddeer.ca) and [inspections@reddeer.ca](mailto:inspections@reddeer.ca)
- Repairs or demolition commenced per the Engineer's report by May 31, 2024
  - 📎 Applicable building permits are obtained
  - 📎 Repairs or demolition started by a licenced contractor(s)

#### **Benefits:**

- Conditions encourage taxpayer to begin remediation on the property
- Taxpayer can use funds received from the cancelled taxes towards remediation
- Property will be back to fully taxed value and remediates impact to neighbors

#### **Disadvantages:**

- Encourages property owners to forego having fire insurance.

**2. Option #1A - Cancellation of 2022 Property Taxes without conditions**

Benefits:

- Taxpayer can use funds received to remediate the property

Disadvantages:

- To cancel taxes without conditions does not give any incentive to remediate the property
- Encourages property owners to forego having fire insurance.

**3. Option #2 - No Property Tax Cancellation**

Benefits:

- No financial loss to The City / taxpayers by cancelling and refunding taxes
- Enforces that it is the property owner's responsibility to have fire insurance which would have covered the taxes had it been in place

Disadvantages:

- Not providing any tax cancellation is not consistent with the intent of Council's Tax Cancellation Policy
- No incentive to remediate property in a timely fashion and continues to impact neighboring businesses



## Tax Cancellation Form

Date	March 16/23
Tax Roll Number (11 digits)	30001711070
Property Address	[REDACTED]
Property Owner(s)	
Mailing Address	
Phone Number	
E-mail	
<input checked="" type="checkbox"/> I declare I am the property owner	

### Tax Cancellation Request Type:

- ☒ **Extenuating Circumstances** (i.e. damage to property making it uninhabitable or unusable and is not covered by Insurance)  
☐ **Tax Penalty Cancellation**
☐ **Other** \_\_\_\_\_

### Request Explanation

On April 1<sup>st</sup> / 22 [REDACTED] had a fire that made the property uninhabitable and totally unusable. From this time on, no income is coming in from the property, only a tremendous expense. When I phoned the city to see if I could get some kind of discount on my taxes I was told that nothing could be done till 2023, so I waited till then. I phoned in Jan of 23 and was told that I had to wait till the property assessment notice came out, before I could appeal it.

At that time, I asked if someone could phone me anyway so I could explain the situation to them. I now did call me and he informed me that the taxes would be about 26 thousand.

At this point, no matter how I tried to explain that the building was unuseable, I had no insurance, and that I had to pay the city over 27 thousand dollars to put out the fire. He still said that about how much the taxes would be (\$26,000<sup>00</sup>)

At this point I went to city hall and asked if there was someone I could talk to about this situation.

I got to speak to Maureen Cleary who gave me Roxanna's Prudis name.

When I called to talk to her, she must have asked you to call me. you called me for more information. Thank you for doing so.

As the building still can not be used I am asking if it is possible to have some kind of discount on the taxes.

Thank you for this consideration



#### Administrative Fairness Review

- Completed form should be sent to [tax@reddeer.ca](mailto:tax@reddeer.ca)
- Please include any relevant documentation which supports your request
- Property owners are still responsible to pay their taxes by the due date on their Notice or letter
- Penalties will apply on outstanding balances per the Tax Penalty Bylaw
- Requests will undergo a Corporate Internal Review and be reviewed according to Council's Property Tax Cancellation Policy (GP-F-2.4) and the Corporate Tax Cancellation Procedure
- Written response will be sent by City administration within 30 days of receiving the request



**ROGERS**  
INSURANCE LTD.

1110, 5001 19 Street  
Red Deer, AB T4R 3R1  
Main 403.342.5074 Fax 403.347.8090  
Toll Free 1.800.897.5074

March 15, 2023

## MEMO

**To:**  
**Attention:**  
**From:**  
**Customer:**  
**Policy No.:**  
**Date:**

March 15, 2023

Please be advised, there was no property cover of any kind on the above noted insurance policy for the building located at [REDACTED] when the fire took place on April 2<sup>nd</sup> 2022. The above insurance contract was in force at the time but did not have any cover for fire losses.

I trust this letter is satisfactory, please contact me directly with any questions or concerns you may have.

Yours truly,

[REDACTED]

Per:

[REDACTED]

Account Executive  
Rogers Insurance Ltd.

[REDACTED]

①

May 28/23

Please move forward with the property tax cancellation and thank you for your attention, it has given me time to get the information for the interior repairs.

Sorry for the misunderstanding that have come from me when I spoke to the different people back in Jan, Feb & March of 23

I thought when I spoke to them, I was making a request to get a discount on my 2023 taxes

I did not have all the information they needed at that time, as I had to wait till spring to get all the costs for the repairs.

Back in Jan, I only had the cost to fix the roof, get power to the building & one heating unit. This was given to me in Oct of 22 and added up to over 240,000 or more.

I thought I needed to get the cost of repairs to the interior of the building also, before I gave you the total cost.

(5)

The exterior cost was only given to me the middle of May 23.

This is because I was told the interior cost could not be properly calculated till spring.

This is because the floor was full of ice, did not know if water froze in the pipes & broke some of them, or what extra damage was done by the water behind the walls as they froze.

Also if any damage was done to the blocks because of the frost, so I was told to wait till spring.

I'm giving you the best cost breakdown I have up to this point.

Also I'm told that there could be more damage that is discovered after the repairs are started.

Somehow I had gotten the idea that I had to wait till I got the 2023 tax notice to appeal this years taxes which I received last week.



3

Everytime I talked to someone back in Jan, Feb & March of 23 and even before about 2022 reduction in my taxes

It seemed that I understood that nothing could be done at the time, I had to wait for another time


Somehow I asked the wrong things and did not quite understand your process it seems.

I still can't understand how the taxes for this year with a leaseable building can be the same as when there was a business in it.

I couldn't give you some of the information you needed at the time, because I didn't have it all.

So I'm asking you again, is there any way that the taxes can be reduced, and I can maybe start repairing the building so I can have the check return to it.

Thank you for trying to understand this mess that I'm in



**CONSTRUCTION**

**Project:** [REDACTED]  
**Regarding:** *Fire Repairs*

The outline below describes our budget breakdown and our understanding of the scope of work for this project based on our initial investigation. This is **not a quote** and should only be used for budgeting purposes. Camdon would complete this project on a cost+fee basis.

***Camdon General Conditions / Requirements*** **\$59,790.50 + GST**

- Incl. insurance, permits, supervision, safety, temporary facilities, dumpsters, scissor lift, inspections, and crane

***Demolition (Steel Struc)*** **\$12,000.00 + GST**

- Labour, materials & equipment to cut and remove damaged roof membrane, decking and roof joists

***Engineering (Richards Consulting)*** **\$3,300.00 + GST**

- Provide structural engineered drawings and engineered details for structural modifications to existing building

***Structural Steel (Red Willow Welding)*** **\$60,500.00 + GST**

- Supply & install five new W-flange (W460x67) beams to replace OWSJ members, primed grey
- Supply & install new roof decking (LZC 1.5" x 22ga) based on 40' x 50' section required
- Supply & install new perimeter angle to replace damaged sections to support new deck
- Provisions for welder to be on site for one day to assist in damaged OWSJ removal
- Prepare older decking edge to accept new decking

***Mechanical (Bruin's P & H / Hawk Sheet Metal)*** **\$14,327.50 + GST**

- Supply & install one Lennox LF25-400A-3 unit heater (400,000 BTU input)
- Supply and install all required B-venting UTR
- Provisions for two days of selective demo prior to joist removal

***Electrical (Triple A Electric Ltd.)*** **\$13,917.74 + GST**

- Supply & install one new 36" x 36" CT cabinet
- Relocate one disconnect to make room for new CT cabinet
- Supply & install new wiring from main disconnect to new CT cabinet
- Supply & install new wiring from new CT cabinet to splitter
- Supply & install new wiring to new unit heater
- Supply & install new 400A fuses for main disconnect
- Provide power to eight existing light fixtures for interim lighting
- Includes all electrical permitting
- Includes re-energization and metering costs from the City of Red Deer

**CONSTRUCTION****Roofing (Goodmen Roofing)****\$75,663.50 + GST**

- Install new 6mil poly vapor retarder over new roof decking, tied into existing
- Supply & install new rigid polyiso insulation to match existing elevations
- Supply & install 50mil Duro-Tuff PVC single ply membrane, mechanically fastened to steel deck
- Supply & install 250 lineal feet of 24ga cap flashings to NE and NW elevations
- Existing roof warranty to be reinstated

**Estimated Cost****\$239,499.24 + GST****Camdon Construction Fee****12%****Projected Budget****\$243,239.15 - \$293,239.15 + GST****Deposit Required (25%)****\$67,059.79**

\*On any additional work to this contract, Camdon Construction will charge cost plus 8%OH + 4% profit\*

**This budget would be for the the work stated above only and does not include:**

- ♦ Mechanical engineering / drafting
- ♦ Electrical engineering / drafting
- ♦ Shop drawings for new steel components
- ♦ Repair/service/maintenance to any other electrical or mechanical components other than what is listed above
- ♦ Any after hours / weekend work
- ♦ Removal of t-bar ceiling
- ♦ Removal of lockers

Thanks,  
Camdon Construction Ltd.

*Spencer Sieben*

Spencer Sieben  
Project Manager

# Price For Repairing the inside

Clean up & remove the damaged parts of the building 18,000 -

All heating ducts need to be blown out from smoke damage 9,675 -

Conc walls need to be cleaned from smoke damage & then painted 18,475 -

All light fixtures replaced 12,000

All electrical wiring to the interior of building, courts washrooms, aerobic & weight rooms offices, front desk area 24,000 -

Redo shower, steam sauna rooms and area 18,640 -

New sinks & counters in washrooms 4,820 -

Build new office & training room 26,390 -

Replace T bar ceiling 32,500 -

Replace all flooring 58,470 -

209,269 + GST

Second rooftop heater 14,200 -

New steam room pumps  
and water heater 11,476 -

Repair hardwood floor  
in squash courts 9,800 -

Repair walls in pro shop  
& front area 4,800 -

Replace mirrors  
in weight rooms 9,789 -

X Replace lockers &  
shower stalls 30,000 -

Replace front door  
and other doors 6,580 -

Paint club walls  
in entry, washrooms  
hallway 18,590 -

X New chairs & couches 7,500 -

X Supervision & miscellaneous 20,000 -

132,735 + GST

243.239<sup>15</sup>

209 269

132 735

---

585, 243,<sup>15</sup>

29.262.-

614 505<sup>15</sup>



April 24, 2023



Re: Tax Roll 30001711070

We have completed a Corporate Internal Review of your request for cancellation of taxes on property tax roll 30001711070.

Your account information and inquiry has been reviewed by the Controller of Property Tax and City Assessor.

Account background:

- April 1, 2022, Emergency Services responded to a fire at the property. At the time of the fire the building was owner occupied and operating a business.
- May 5, 2022, Application was made for a Business Licence to relocate the business within the City of Red Deer.
- May 5, 2022, the City invoiced you for cost to respond to the April 1, 2022 fire.
- May 16, 2022, you appealed the Emergency Service invoice based on no insurance. The appeal was denied, and the invoice was paid in full.
- May 30, 2022, you notified assessment and tax that the building sustained damage from the fire and inquired about the assessed value of the building. A senior assessor responded to your call and advised that the 2021 assessment value (for 2022 taxation) was based on the physical condition of the property as of the December 31, 2021, legislated condition date. The senior assessor advised you to contact tax if you had any further concerns regarding taxation of the property.
- June 13, 2022, Assessment received your submission of the annual non-residential Assessment Request for Information for the upcoming 2023 taxation year. No income was identified on the form as the property was vacant due to the fire.
- June 14, 2022, you made application to join the Tax Instalment Plan (TIP) and paid the 2022 taxes in full by December 31, 2022.
- November 28, 2022, the assessment valuation approach was changed from "income" to "cost" approach in alignment with our procedures for commercial buildings damaged by fire and no longer generating income.
- January 4, 2023, the 2023 the annual assessment notice was mailed notifying taxpayers that the deadline to file a complaint with the Regional Assessment Review Board (RARB) was March 1, 2023.



- January 24, 2023, City received a request to cancel TIP, the final payment was withdrawn on 31, 2023.
- January 25 & 26, 2023, you spoke with the Non-Residential Assessment Coordinator, who reviewed the assessed value for the 2023 taxation year and explained the assessment calculation in detail. The fire did not impact the value of the land; however, a reduction of 65% was applied to the assessed value of the building to reflect the property's condition on December 31, 2022, due to the damage caused by the fire. You indicated at that time that you had a report outlining the cost to repair the building, and Assessment requested this for review to consider further adjustments. This information was not submitted to The City.
- February 17, 2023, you attended City Hall and requested to speak with Assessment services. An in-person meeting took place with the City Assessor, who reviewed your property details and explained that the property assessment was prepared using the cost approach to value (land and improvements) and that a 65% reduction in assessment had been applied to the value of the building for the 2023 taxation year. The City Assessor advised you again to submit your documentation to Assessment to support your request for further adjustment of the assessed value. Your contact information was then forwarded to tax in response to your request to reduce your taxes.
- March 8, 2023, you spoke with the City's Tax Collection Coordinator who walked you through the request for tax cancellation process and provided you the form.
- March 14, 2023, no formal assessment appeal was filed with the RARB by the deadline.
- March 16, 2023, Tax received the request for cancellation of taxes along with a letter from your insurance company confirming the building was not insured.

For the 2023 taxation year, the assessed value has been prepared based on the property information available to the City. Over the past year, Assessment has assisted you with your concerns and requested further information to facilitate a secondary review of your assessed value; however, you have not provided these documents to The City. As stated on the front of your assessment notice, the final deadline of complaint to file a formal assessment appeal was March 14, 2023. As no appeal was filed by the deadline, further adjustments will not be made to the assessed value for the 2023 taxation year.

The cancellation, reduction, refund or deferral of property tax can only be approved by Council without conditions. Council will consider a tax cancellation for the municipal portion only when extenuating circumstances result in the building and/or improvements being destroyed (partially or completely), uninhabitable or unusable. Any tax cancellation will be prorated from the time of damage to the end of the taxation period. The intent is to provide taxpayers immediate assistance and to support the process of remediating the damage.

Any request for tax cancellation will go forward to Council in November 2023. Only the municipal portion of the 2022 property tax levy from April 1 to December 31, 2022 would be considered for refund. As of April 2023, our records show there is currently no utility services (water or electric) at the location or permits pulled indicating no restoration activities have commenced. Administration's recommendation to Council will align with Council's policy to refund a portion of the 2022 property tax.





taxes. The recommendation will also include conditions to ensure that property is safe, secure, and a nuisance to the community in compliance with legislation and the intent of Council's policy.

If you would like to move forward with the property tax cancellation to Council for 2022, please contact me in writing by ~~May 15, 2023~~ May 30, 2023 (Extended on May 10, 2023).

Sincerely,

Roxane Preedin

Roxane Preedin, CPA, CGA  
Revenue and Assessment – Controller of Taxation  
403-342-8126  
[tax@reddeer.ca](mailto:tax@reddeer.ca)

CC Maureen Cleary, City Assessor



September 21, 2023



**Re: Tax Roll 30001711070**

In response to your May 28, 2023, request to reduce your 2023 property taxes, property taxes cannot be appealed and are based on your property assessment as of July 1, 2022. We have conducted a property assessment review and noted the following:

- For the 2023 taxation year, the assessment valuation approach for your property was changed from “income” to “cost” in alignment with our process for commercial buildings damaged by fire and no longer capable of generating income.
- Based on the cost approach, your property assessment is comprised of 100% of the land value and only 35% of the depreciated building value. This resulted in an assessed value of \$1,380,000.
- Non-residential taxation rates increased by 2.9% from 2022 to 2023, which partially offset the decrease in your assessment from 2022 to 2023.
- Over the past year, Assessment has assisted you with your concerns and reviewed your assessed value on multiple occasions.
- Your 2023 property taxes were calculated on the assessed value that was prepared based on the property information available to the City up to the March 14, 2023, final date of complaint.

As stated on the front of your assessment notice, the final date of complaint to file a formal assessment appeal was March 14, 2023. As you did not file an appeal by this deadline, further assessment adjustments will not be made to the assessed value for the 2023 taxation year.

Your request to cancel your 2022 property taxes will proceed to Council in November 2023.


Sincerely,

Jason Miller, AMAA, AACI, P.App  
Deputy City Assessor

CC Maureen Cleary, AMAA - City Assessor  
Roxane Preedin, CPA, CGA – Controller, Property Tax

	Council Policy
	Property Tax Cancellation
	Policy Type: GOVERNANCE PROCESS-F-2.4

- 1 As stated in MGA 347(1), if Council considers it equitable to do so, it may, generally with respect to a particular taxable property or business or class of taxable property or business, do one or more of the following, with or without conditions:
  - (1) Cancel or reduce tax arrears
  - (2) Cancel or refund all or part of a tax
  - (3) Defer the collection of the tax
- 2 When considering a request for cancellation of property taxes, Council will take into account the following **Generally Accepted Principles of Taxation**:
  - (1) Fairness and Equity to All Taxpayers
  - (2) Sustainability of Revenues Raised
  - (3) Simplicity, Transparency and Efficiency of the Tax System
  - (4) Predictability and Stability
  - (5) Competitiveness
- 3 General:
  - (1) All requests for tax cancellation must be presented to Council in writing.
  - (2) Council will review all requests for tax cancellation in the last fiscal quarter of the year.
  - (3) All property types can be considered for tax relief.
- 4 Property Tax Levy Cancellation:
  - (1) When extenuating circumstances result in the building and/or improvement destroyed (partially or completely), uninhabitable or unusable, Council will determine the following in determining the direction to take with respect to a request for property tax levy cancellation:
    - (a) The property owner will be responsible for any requisition portions of the tax bill and only the municipal portion of the taxes will be considered for cancellation.
    - (b) Only the building/improvement portion of the taxes will be considered for cancellation.
    - (c) Any tax cancellation attributed to the extenuating circumstances will be from the time of damage to the end of the taxation period.
- 5 Property Tax Penalty Cancellation:
  - (1) Responsibility for late payment will be the determinant as to whether the tax penalty is cancelled.
    - (a) Council will consider tax relief only when the responsibility for the penalty incurred rests with The City.

	Council Policy	
	Property Tax Cancellation	
	Policy Type: GOVERNANCE PROCESS	F-2.4

**Document History:**

Policy Adopted	September 30, 2013
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**Administrative Revisions:**

Date:	Description:
July 27, 2017	Converted to the newest template format.



December 18, 2023

## Development Permit Considerations Temporary Care Facility at 4-5239 53 Avenue

Prepared by Erin Stuart, Inspections & Licensing Manager  
Department Inspections & Licensing

### **Report Summary and Recommendations**

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The Applicant has applied for a Development Permit for a Temporary Care Facility (24/7 shelter), to be located at 4-5239 53 Avenue (Lot 4-5, Block 0, Plan 6233 RS).

The subject parcel is known as Cannery Row and is designated Direct Control District No. 28 - DC (28) under the Land Use Bylaw (LUB). City Council is the delegated Development Authority for this application. The Temporary Care Facility (24/7 shelter) is a Discretionary Use.

The general purpose of the DC (28) District is to facilitate the Development of a distinctive urban neighbourhood with a high-quality pedestrian environment. The district is a mixed-use district.

Administration recommends Council approve Development Permit DP086354 with conditions.

### **Proposed Resolution**

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Resolved that Council of The City of Red Deer having considered the report from Inspections & Licensing dated December 18, 2023 re: Development Permit Consideration – Temporary Care Facility – 4-5239 53 Avenue, hereby approves the Development Permit, on the lands zoned DC(28), located at 4-5239 53 Avenue Street, legally described as Lot 4-5, Block 0, Plan 6233 RS (the "Site"), subject to the conditions listed below:

1. A Development Permit shall not be deemed completed based on this approval until all conditions except those of a continuing nature, have been fulfilled to the satisfaction of the Development Officer.
2. All Development must conform to the conditions of this Development Permit and the Approved Plans and any revisions thereto as required pursuant to this Approval. Any revisions to the Approved Plans must be approved by the Development Authority.

3. The Applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition, any public property, street furniture, curbing, boulevard landscaping and tree planting or any other property owned by the City which is damaged, destroyed or otherwise harmed by development or construction on the site. Repairs shall be done to the satisfaction of The City of Red Deer. In the event that the City undertakes the repairs, the Applicant shall pay the costs incurred by the City within 30 days of being invoiced for such costs.
4. The Applicant shall replace the existing metal fence along the east courtyard, with an high non-climbable mini-mesh steel screen material, as recommended on page 8 of the CPTED Report dated December 12, 2023, by April 30, 2023.
5. The Applicant shall add seating and tables to the north courtyard, as recommended on page 15 of the CPTED Report dated December 12, 2023, by April 30, 2023.
6. The Applicant shall install signage, including but not limited to wayfinding and onsite notices and expectations, to define boundaries and provide direction to site visitors, as recommended on page 15 and 16 of the CPTED Report dated December 12, 2023, by February 28, 2023.
7. The Applicant shall install a minimum of 4 bear-proof garbage receptacles, which incorporate art, throughout the north courtyard area, as recommended on page 18 of the CPTED Report dated December 12, 2023, by March 30, 2023.
8. The Applicant shall explore options and implement a solution for the storage of personal belongings, including the existing sea-can and possibility of relocation, to prevent the accumulation of personal belongings and unsightliness in the courtyards, as recommended on page 19 of the CPTED Report dated December 12, 2023, by March 30, 2023.
9. The Applicant shall provide 24/7 on-site security of the outdoor gathering area, including maintaining a monitored security system. The Applicant shall review the existing surveillance system to determine gaps in coverage, as recommended on page 12 of the CPTED Report dated December 12, 2023.
10. The Applicant shall maintain the site, including multiple daily outside inspections and clean up of the parking lot, grassy areas, and courtyard.

## Rationale for Recommendation

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- 1. Provides continuation of an existing use until a permanent shelter space is opened.** The continuation of the use will allow for safe shelter use until the permanent shelter is in place, preventing a gap in shelter services.
- 2. City policies support providing opportunity in the Downtown.** The Municipal Development Plan identifies Downtown as an area to provide social services. The Red Deer Community Housing and Homelessness Integrated Plan identifies a need for an emergency shelter.
- 3. Conditions reflect learnings from past Development Permits and proposed conditions address the many recommendations from the CPTED report.** Further exploration is required for some of the recommendations and may be considered as part of the next approval.
- 4. Conditions are within the Development Authority ability to regulate.**

## Background

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A Temporary Care Facility (shelter) was established at 4-5239 53 Avenue (known as Cannock Row) in March of 2020 to ensure safety of shelter users during the COVID-19 Pandemic under provincial physical distancing and health measures. The site was acquired, outside of the development permitting process, during a declared State of Local Emergency by means of an Emergency Order issued by the Emergency Operations Centre Director. A one-year lease was established and expired at the end of March 2021. This was subsequently extended until March 31, 2021, through Land Use Bylaw Amendment 3357/H-2021. In May 2021, a site exception was approved by Council, providing for continued operation of the Temporary Care Facility, under specified regulations, until February 1, 2024.

The previous approval, on January 17, 2022, was Bylaw 3357/U-2021 to add a Site Exception to allow a Temporary Care Facility at Unit 4, 5239 53 Avenue.

The following resolution was passed by Council on January 31, 2022, in consideration of the current Development Permit:

*Resolved that Council of The City of Red Deer having considered the report from Inspection & Licensing dated January 17, 2022 re: Development Permit Consideration – Temporary Care Facility at 4-5239 53 Avenue, hereby approves the Development Permit, on the lands zoned DC(28), 4-5239 53 Avenue Street, legally described as Lot 4-5, Block 0, Plan 6233 RS (the "Site"), on the conditions listed below:*

1. *A Development Permit shall not be deemed completed based on this approval until all conditions except those of a continuing nature, have been fulfilled to the satisfaction of the Development Officer.*
2. *All Development must conform to the conditions of this Development Permit and the Approval and any revisions thereto as required pursuant to this Approval. Any revisions to the Approval must be approved by the Development Authority.*
3. *The Applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition any public property, street furniture, curbing, boulevard landscaping and tree planting on property owned by the City which is damaged, destroyed or otherwise harmed by development or construction on the site. Repairs shall be done to the satisfaction of The City of Red Deer. In the event that the City undertakes the repairs the Applicant shall pay the costs incurred by the City within 30 days of being invoiced for such costs.*
4. *The Applicant shall install a 6' metal fence around the entire perimeter of the property with screening which is durable and weather resistant, to provide a wind break and privacy, as recommended on page 6 of the CPTED Assessment dated June 10, 2021.*
5. *The Applicant shall create an interior courtyard area designed as a safe space for people to sit and spend extended periods of time, including seating and tables, potted trees, shrubs and garbage receptacles, as recommended on page 7 and 10 of the CPTED Assessment dated June 10, 2021.*
6. *The Applicant shall install signage to clearly identify entrances, as recommended on page 8 of the CPTED Assessment dated June 10, 2021.*
7. *The Applicant shall ensure that any outdoor storage (shopping carts, bicycles, etc.) is contained within a secure area, is not visible from the street and is lockable. The secure area shall be removed upon the Temporary Care Facility ceasing use at the site.*
8. *The Applicants shall provide on-site security of the outdoor gathering area, including monthly 24 hour monitored surveillance system and 24 hour on site security personnel. Camera shall be added at the north building entrance to improve surveillance in this area.*
9. *The Applicant shall maintain the site, including outside inspections of the parking lot, grounds and courtyard and twice daily clean up of the site and graffiti removal as soon as possible.*

**Prior Council/Committee Direction**

Most recently, on December 11, 2023, Council gave third reading to Bylaw 3357-P/2023. This bylaw adds Temporary Care Facilities as a Discretionary Use in the DC (28) District until March 1, 2025, identifies City Council as the Development Authority for that use, and reads as follows:



*That Bylaw 3357/P-2023 (an amendment to the LUB for a Temporary Care Facility use at 53 Avenue to be listed as a Discretionary Use in DC28 with Council as the Development Authority) be amended as follows:*

*That Bylaw No. 3357/2006 is amended as follows:*

- 1. Section 8.20.8.4 is amended by adding the following subsection prior to subsection(a): City Council is the Approving Authority for the Temporary Care Facility located at 5239 (Lots 4-5, Plan 6233RS).*
- 2. Section 8.22(1)(e) is amended by deleting subsection (xviii) and replacing it with the following paragraph and subparagraph:*

*(xviii) Temporary Care Facility on: Unit 4 - 5239 - 53 Avenue (Lots 4-5, Plan 6233RS) building, and corresponding lot area for parking, fenced yard and north door outdoor area identified on Land Use Bylaw District Map L15,*

*until May 1, 2025 and subject to the following requirements:*

- the site plan, the relationship between buildings shall be subject to approval by City Council.*

### **Strategic Alignment**

The City of Red Deer's Strategic Plan encourages provision of housing and supports for vulnerable populations with an emphasis on:

- Collaborative response to social challenges that considers all,
- Inclusive community,
- Safe and secure city,
- Great spaces and places, and
- Involved people and communities.

### **Related Policies**

The Municipal Development Plan identifies the important role the Downtown serves, including the opportunity to accommodate a variety of social services and facilities that serve the needs of the community (s.11.1). The MDP also promotes social and support services within the Downtown, including the provisions of preventative social services, to meet the community needs (s.15.7).

The Red Deer Community Housing and Homelessness (CHHIP) Integrated 5-year Plan identifies an ongoing need for emergency housing in our community.

The Greater Downtown Action Plan identified that in 2008, the Downtown was appropriate for the city's center for a wide range of human services. It indicates that the concept of 'social inclusion' also provides a perspective for developing an urban environment that supports the active involvement of all individuals in creating an equitable, supportive community (C.4).

There is no Area Structure Plan or Area Redevelopment Plan in the area.

**Stakeholder Consultation**

Consultation was completed in coordination with the Land Use Bylaw Amendment process. The 30 responses/comments received were provided as part of the LUB Amendment Council report. Specific feedback related to site specific concerns included in Appendix E.

Concerns are summarized as follows:

<b>Site Related Concerns</b>	Property Value Decline, Unsightly Premises
<b>Behaviour/People Related Concerns</b>	Drug Use, Vanadalism, Indecent Acts, Littering, Mischief, Break and Enter, Theft, Harrassment, Loitering

**Timelines and Impending Deadlines**

The current Development Permit for the use of the shelter expires on February 1, 2024. Without a new approved Development Permit, operations of the shelter would be required to cease.

**Analysis**

---

**Proposed Development Details**

The Applicant is proposing to continue the use of the Temporary Care Facility at the Cannery Row location.

The space provides shelter programs for 150-180 vulnerable citizens daily who access the services, which include:

- Day drop-in
- Day and night sleeping
- Access to washrooms and showers
- Connections and referrals for housing assessment
- Emergency mental and physical health assessment and referral
- Nursing and home care supports
- Addiction and mental health supports through AHS

The 21, 000 sq ft space at Cannery Row has an approximate capacity of 200 people, and operates 24 hours/day, 7 days/week and provides a supervised environment for the vulnerable population (Appendix B).

**Neighbourhood**

The Site is in the Railyards neighbourhood. The immediate area consists of commercial and industrial development, including Merchandise Sales in other portions of the Cannery Row building, Saputo Foods to the east, professional Offices and Safe Harbour Society to the west (Appendix A).

An Overdose Prevention Site (OPS) operated by AHS at 5256 54 Avenue. There is a specific site zoned for Supervised Consumption Services (SCS) at 5233 54 Avenue though the app

Development Permit has lapsed and there is currently another business being operated from that location.

**Land Use Bylaw**

The DC (28) District includes additional regulations to transition the area from industrial to a mix of residential and commercial. The Development Authority may impose, as a condition of approval, standards that are reasonably necessary.

A Temporary Care Facility as defined in the *Land Use Bylaw* is:

*“a facility providing temporary living accommodation where care is provided to residents such facilities as overnight shelters, halfway houses, short term medical rehabilitation centres, substance use, detoxification centres, and hospices.”*

**CPTED Report**

A Crime Prevention Through Environmental Design (CPTED) assessment was completed and submitted by Safe Harbour as part of the Development Permit application (Appendix C).

The report outlines a series of 11 recommendations to align with the CPTED principles of Natural Surveillance, Access Control, Territorial Reinforcement and Maintenance. Safe Harbour has also submitted a letter in response to the recommendations, including the status of work associated with meeting the recommendation and planned next steps (Appendix D). Steps have been taken by Safe Harbour in response to ongoing challenges and feedback from the community, which directly relate to the recommendations.

Some of the recommendations either require further exploration or are challenging to implement given the 15-month timeline attached to the Land Use Bylaw amendment for the shelter and costs associated with the recommendations.

**Weapon Detection**

Further exploration is required for this recommendation prior to implementing due to potential for operational challenges for Safe Harbour staff, as well as potential risks associated with shelter users leaving weapons off site temporarily in the public environment while they access shelter services.

**Addition of Windows**

Further exploration is required for this recommendation due to significant costs associated with the installation of several new windows throughout the building. The property owner expressed concern with the CPTED recommendation due to the 15-month approval period having to remove the windows, which would be difficult to do once the metal siding has been removed and new openings installed.

Administration supports most of the recommendations from the Crime Prevention Through Environmental Design Report, which are included as conditions attached to the Development Permit approval. The addition of those conditions will address many of the challenges

experienced and concerns noted by adjacent property owners as well as Safe Harbour sta  
Further consideration may be given to outstanding CPTED recommendations if further  
approvals are required, following the 15-month timeframe.

## **Appendices**

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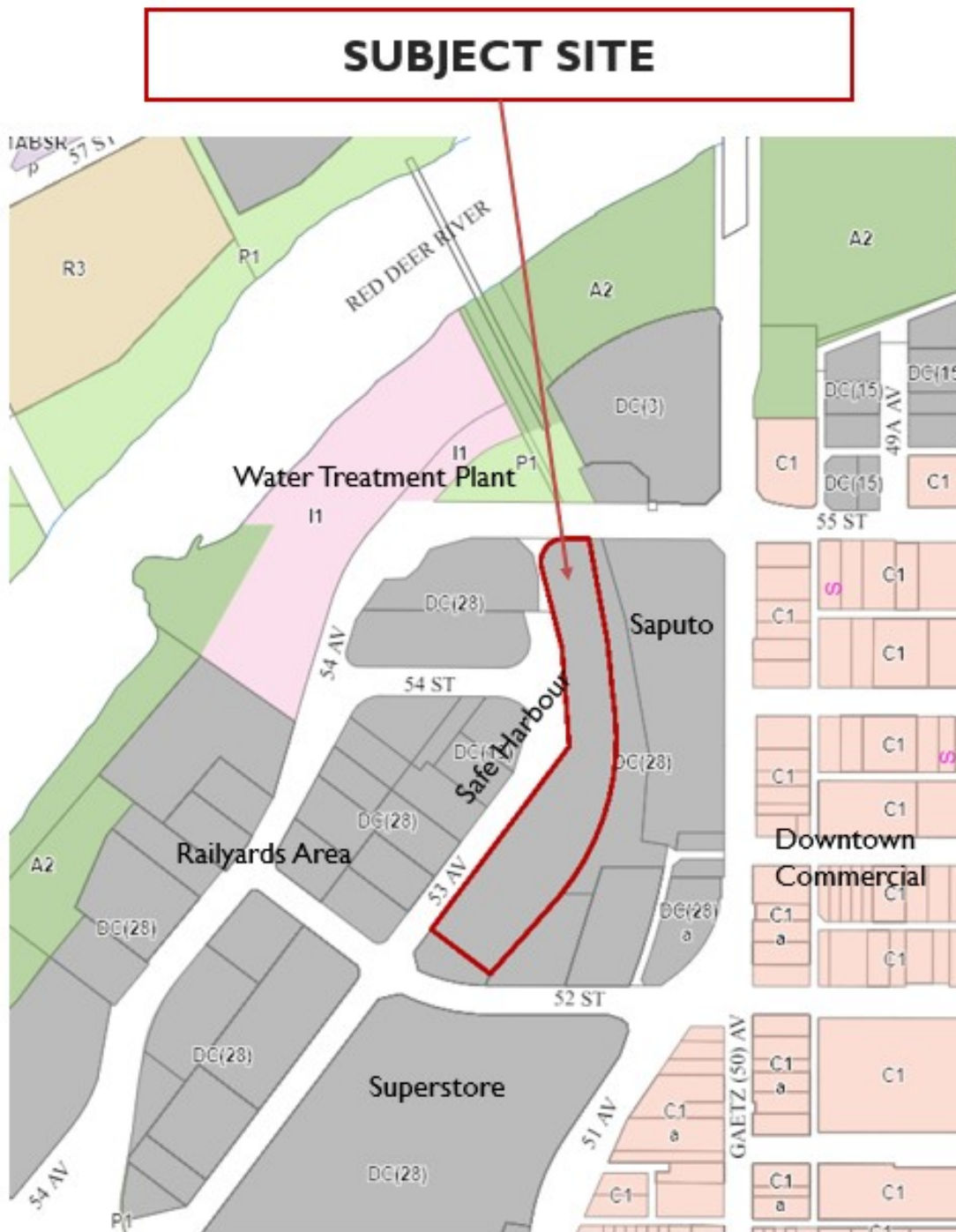
Appendix A – Mapping

Appendix B – Floor Plan

Appendix C – Crime Prevention Through Environmental Design (CPTED) Assessment

Appendix D – Letter from Safe Harbour

Appendix E – Site Specific Feedback Received from Consultation



**DP086354**

4-5239 53 Ave

Railyards



## TEMPORARY CARE FACILITY LOCATION



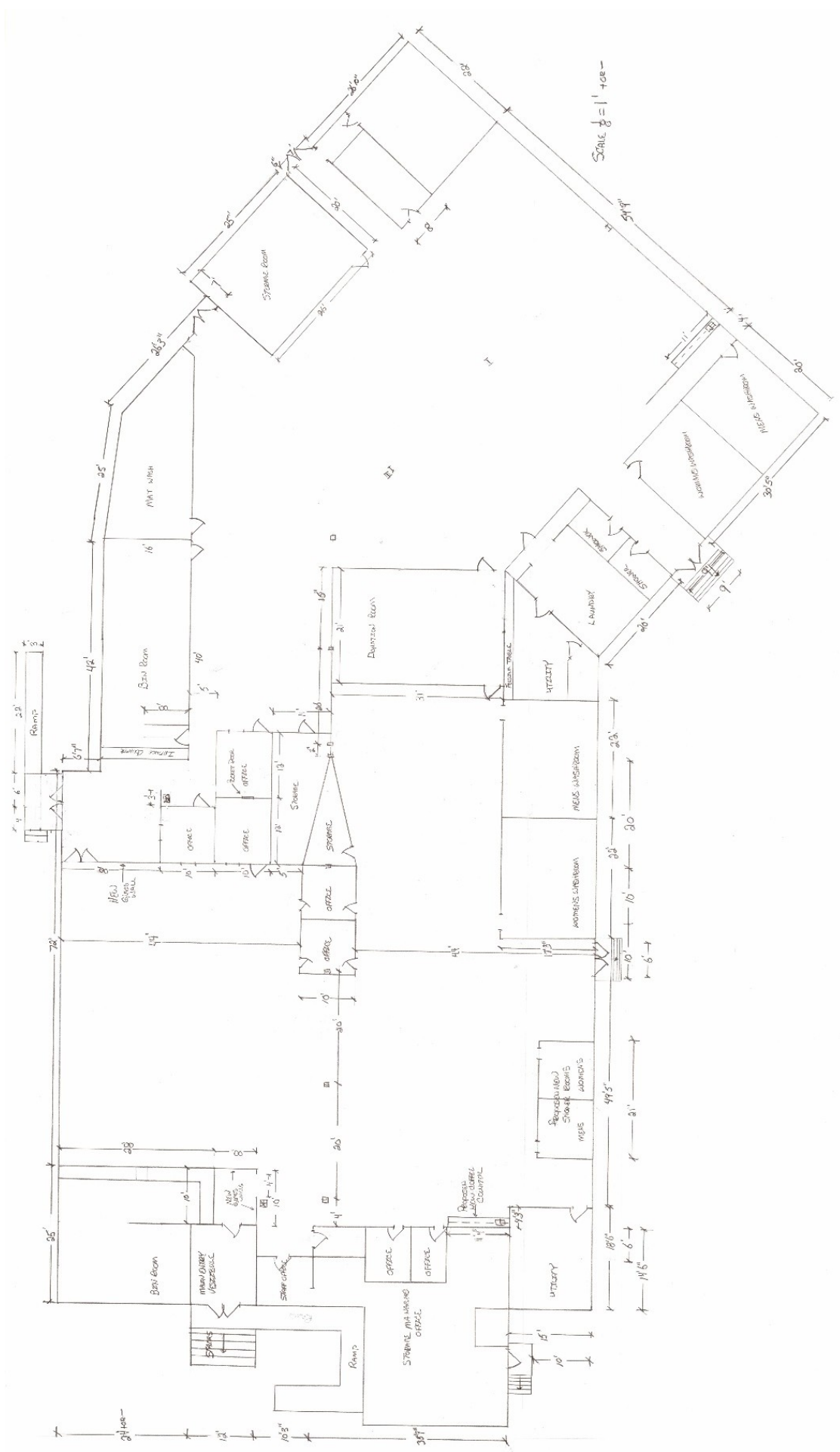
**DP086354**

4-5239 53 Ave

Railyards











*Temporary Care Facility  
5239 53 Ave, Red Deer, AB  
December 12, 2023  
CPTED REPORT*



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**Introduction to CPTED Principles****CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)***Natural Surveillance*

A design concept directed to keep intruders under observation. Plan well placed physical features like landscaping to all for clear sightlines to maximize visibility. Consideration is also given to the placement and effective use of lighting.

*Territorial Reinforcement*

Real and perceived barriers help establish ownership, provide cues about who belongs and how the space should be used. Clearly defined boundaries can be done with signs, landscaping, fences or changes in colour. Wayfinding and celebrated entryways

*Access Control*

A strategy used to deny access to a location, and direct users of the space. These can be "Natural" such as landscaping, "Mechanical" such as fences/gates, or "Organized" with the use of people such as receptionists, greeters or security guards.

*Maintenance*

Upkeep of your property, with a consistent maintenance plan shows pride of ownership. The Broken Windows Theory suggests when property is taken care of, and there are signs of good maintenance, people will treat it with respect and use the space for its intended purpose.

**ADDITIONAL STRATEGIES TO SUPPORT CPTED***Target Hardening*

Target Hardening includes features that can reduce the likelihood of being a desirable target, such as surveillance systems, door security, window locks, etc.

*Activity, Community, Art*

Creative use of spaces outside of regular hours help decrease the likelihood of crime occurring. Knowing & working with your neighbours, and reporting suspicious activity help deter crime.

**Purpose**

*CPTED Services & Training has been retained by Kath Hoffman, Captain at Safe Harbour to conduct a review of the Temporary Care Facility at the property known as "Cannery Row". This location serves as a shelter that provides services and resources for those who are experiencing homelessness. This report is the second CPTED report completed for this property. The previous report was completed in 2021. This report will be used as part of a City of Red Deer development permit application.*

*This assessment is based on the traditionally accepted principles of CPTED that include natural surveillance, territorial reinforcement, access control and maintenance. CPTED aims to reduce the fear and incidence of crime, or nuisance/unwanted behaviour by modifying the physical environment. Strategies include social and community considerations as they apply to second or third generation CPTED best practices.*

*Attaining a safe, secure area can be challenging, as most measures can be defeated if someone has the desire and means to do so. It is important to view a property in layers that include the property perimeter, the property interior, the building exterior, and the building interior. Multiple layers of security and deterrents help to ensure that all users of the space are safe, including staff, security personnel, clients, visitors, and volunteers.*

*The recommendations offered are part of a collaborative, multi-faceted approach to deal with the complex range of issues and concerns in this area, and includes local agencies offering services, The City of Red Deer, Alberta Health Services, the Downtown Business Association, the RCMP, crime prevention programs, and community members.*



### Property Description

*The property is located in the Railyards which is a mixed-use zone DC28 (Direct Control 28). Railyards does not have formal planning strategies to guide its redevelopment, however, it is referred to in the Greater Downtown Action Plan GDAP and the GDAP 2008 Update.*

*Safe Harbour has operated in the area since 2007, with an emergency shelter operating on their site since 2013. The Safe Harbour organization opened the Temporary Care Facility as a shelter during the COVID pandemic during a declared State of Local Emergency. There was an Emergency Order issued, and a one-year lease was established from March 2020 to March 2021. It allowed for distancing for clients and provided an increased number of spots available. Multiple temporary extensions have occurred with the current two-year site exception set to expire on Feb 1, 2024.*



*Safe Harbour has applied for continuation of the existing Temporary Care Facility at this location until a permanent shelter location is built. There are multiple, complex challenges that have delayed the permanent location, which is why temporary services have remained at this site.*

*The property is 21,000 sq ft with an approximate capacity for 200 people. It operates 24 hours a day, 7 days a week as a supervised environment for individuals who are vulnerable on the streets and in the elements. Clients connect with staff, can access showers, clothing, a telephone, nursing support, be assessed, referrals to health supports, and receive assistance to complete forms.*

*Current issues and concerns expressed in the Railyards area and on/near the Temporary Care Facility site include:*

- *Fear of crime, personal safety*
- *Tenting, rough sleepers, increase in fires, human waste*
- *Criminal behaviour, break & enters, stolen bikes dismantled, sale of stolen property*
- *Needle debris, illicit drug use, drug deals, people who are intoxicated/high*
- *Heavy foot traffic, large groups congregating, loitering on surrounding properties*
- *Vandalism, graffiti, property damage, excessive litter, access to garbage bins*
- *Aggressive behaviour, lewd behaviour, panhandling*
- *Decreased property values & negative business/economic impact with several businesses closing or leaving the area*

*Mitigation strategies applied to the Railyards area have had challenges and successes.*

1. *The efforts of the Community Liaison to establish relationships and provide support has been positive.*
2. *The Clean Team and Needle Team are appreciated however, they are only available for limited hours in the afternoon so are not able to address the issues/concerns that are evident in the morning.*
3. *Formal reporting with the RCMP has increased.*
4. *Although on-site security has helped with perceptions of safety, there are challenges with staffing resulting in less hours and less staff.*
5. *Of note is the increase in public substance use due to changes at the overdose prevention site.*
6. *There has been frustration with the Social Diversion team and PACT to meet capacity as they are not able to respond to the increased number of calls from neighbouring businesses when they experience issues.*

*As part of the CPTED assessments conducted for nearby businesses, and general conversations in the past two years, the CACPC is aware that the full perimeter fence has managed some of the businesses and residents' concerns, and expectations, however managing damage to the fence has been a challenge for Safe Harbour. The addition of the slats has helped decrease the damage. The remaining section to be repaired is the east fence where a panel is missing allowing unrestricted access on that side.*

**Observations**

*Twelve visits to the property occurred between November 9, 2023, and December 8, 2023. One on-site review was conducted with two Safe Harbour staff members, one on-site review was conducted with the RCMP, and one phone interview was conducted with the Railyards Community Liaison. CACPC staff conducted additional on-site observations of the property where activity was observed for 30 – 60 minutes each visit.*

*These visits included day and evening/night observations. Weather during these visits varied and included warm, sunny, overcast, light rain, cold and snow. The weather did not appear to be a factor as the number of people outside on the property remained consistent at 40-50 at any given time.*

*General observations during the visits to the Temporary Care Facility:*

- *While on-site, staff and security personnel were observed interacting with clients, assisting clients to clean up, assisting Peace Officers to dismantle camps, picking up garbage, and doing patrols of the main (north) courtyard*
- *Overall, the property has excess garbage and appears unkept*
- *A large number of shopping carts are on or near the property*
- *Open storage of personal belongings by the building, in the courtyard areas, beside the sea-can and along the fence perimeter*
- *A large number of people sit on the stairs and landing at the main entrance which blocks the stairs and the ramp*
- *People openly do drugs on the property and at the main entrance*
- *A number of people appear intoxicated or high, some may be sleeping, or they are passed out*
- *Camps, tents, and makeshift covers were visible on and near the property, with large amounts of personal belongings*
- *Personal items, blankets, clothing hung on the fence and on the ground*
- *Multiple open fires were observed*
- *A large number of pallets are visible on and/or near the property*
- *Public urination was observed on multiple occasions*
- *Garbage bins are overflowing, people were observed in the dumpsters on and around the property*
- *Vehicles regularly drive through the main (north) courtyard area*
- *A person was observed driving into courtyard to ask for cigarettes*
- *Vehicles regularly park in the main (north) courtyard area*
- *Large groups of people around the vehicles on the east side parking lot that approached staff/visitors as they try to exit/enter their vehicles*
- *People walking on the street on the west side of the building*
- *Built shelters near the stair platforms on the west side of the building*
- *People regularly sit/hide behind the utility box by the northwest staff/security exit/stairs, on one occasion 7 people were behind the box*
- *Observations on November 28 included a significant amount of activity outside of the building as there was a cleanup of the tents, tarps and stored items in the courtyard with Peace Officers, security personnel and staff actively communicating with those who were visibly upset with their belongings being removed*



**BROKEN PANEL – EAST FENCE  
ALLOWS ACCESS**



**CAMPS ON THE EXTERIOR OF THE  
PROPERTY**



**PEACE OFFICERS, STAFF &  
SECURITY CLEAN UP CAMPS**

**Summary of Concerns and Issues noted:**

- Southeast perimeter fence is being vandalized and damaged by people attempting to short-cut and gain access to the courtyard
- The damaged fence panel along the southeast courtyard is missing and the gap now allows unrestricted access to this side of the building
- Foot traffic has increased on the east side of the building as clients shortcut through the parking lot to access where the panel is missing
- Unwanted activity on the east side of the building has increased and presents safety issues for staff, security personnel, volunteers, as well as nearby businesses and their patrons
- Clients outside the fenced area may not receive the attention or medical help they need should an emergency arise
- Access control at the client entrance is compromised as people walk in and out with minimal contact with staff or security personnel
- Boarded up doors on the west side of the building present an opportunity to gain access
- No windows to provide natural sightlines for staff and security personnel to monitor the exterior of the building and the courtyards
- The existing surveillance system may not be sufficient to provide coverage to all areas
- The sea-can does not allow for good sightlines on the property, and the stored personal belongings beside further decrease sightlines
- Shopping carts are not permitted on-site but are stored in the sea-can which is a conflict of the site rules and makes it difficult to enforce
- There are areas that allow hiding places and hinder sightlines
- Limited staff and security on-site present serious risks
- Lack of adequate signage
- Fenced main (north) courtyard area requires seating and tables to ensure desired use of the space
- Property remains unsightly due to excessive garbage
- Lack of garbage receptacles on the property
- Garbage bins fill up fast and continue to be rummaged through
- Graffiti vandalism is present on the property
- Open fires are present on and near the property
- Lack of secure storage space contributes to overall unsightliness as they try to safeguard their belongings
- Opportunities for volunteers to contribute is not utilized
- Nearby businesses and issues in the Railyards were not included in the scope of the review but were considered and supported by the CACPC

**Measures in place that are in line with accepted CPTED practices:**

*There were several good measures in place such as:*

- Full perimeter fence provides good delineation between public and private space, and improves overall appearance of the property
- All light standards were operational as was the lighting on the building
- There were multiple times where staff, security personnel and clients were observed cleaning and picking up garbage
- Staff are identifiable by branded clothing
- East side staff, public and deliveries entrances remained locked
- Tree canopies currently have a canopy of six feet or higher





**Issue | Access control is compromised****Southeast fence & adjacent public parking lot**

*The southeast perimeter fence is a regular target for property damage such as cutting of the chain link and graffiti vandalism. Currently there is an entire panel missing that compromises the access control to this property as it allows people to short-cut into the east courtyard rather than walking around the building and entering from the north entrance.*

*This uncontrolled access point (short-cut) is the reason cited by local businesses, that foot traffic has significantly increased on this side of the building.*

*Also noted during the review and stated by businesses is that this increase in foot traffic has increased the amount of garbage on the east side of the building, there are more fires being set, more tents and tarps visible, as well as other activity near the building and surrounding businesses including open drug use, panhandling, and aggressive behaviours. Client safety is compromised on the other side of the fence should a medical emergency arise.*

*There are safety concerns for staff, and others, including patrons of the nearby discount store who are often approached by individuals or groups as they get in or out of their vehicles. There were several instances observed where this occurred, and instances where people walked into the path of moving vehicles.*



LOCATION OF BROKEN FENCE IN  
NEED OF REPAIR

**Client entrance**

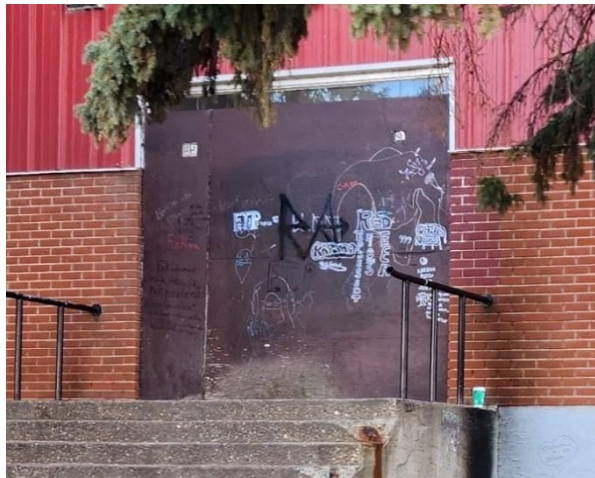
*The facility has no formal system in place to detect whether weapons are being brought into the facility either on a person or in their belongings. The main (north) client entrance does not have sufficient access control measures in place. People walk in and out of the facility having minimal contact with staff or security personnel. This is a major safety concern as there have been incidents involving weapons.*



STAFF, VOLUNTEER, & DELIVERY  
ENTRANCE

**Boarded up glass – west side of building**

*A section of glass is exposed on the west side of the building with plywood in front of it, presenting an opportunity for someone to break the glass without removing the plywood, and potentially gain entry.*



WEST – BOARDED UP GLASS



MAIN CLIENT ENTRANCE



**Recommendation #1**

*Controlling where people can access the site allows staff and security personnel to better know and manage who is on the property, improves surveillance of when people come and go, decreases opportunity for someone to hide, and can improve effectiveness of entrance signage and rules/expectations for use of the space.*

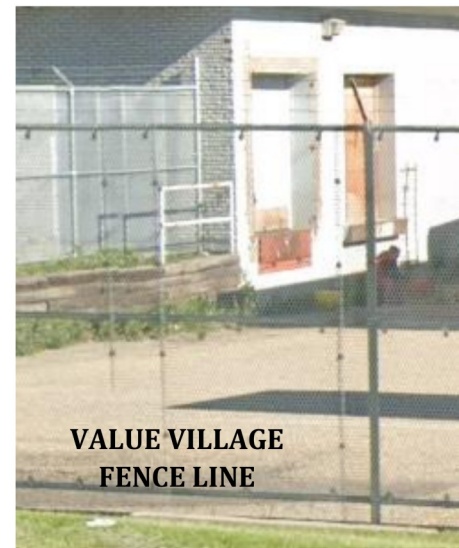
*The southeast fence was put in place to control access on the east side of the building and to keep client access to the property at the front (north) of the building where staff and security personnel have more sightlines.*

1. To regain access control on this side of the building, it is strongly recommended that the fence be repaired, and upgraded as follows:
  1. The current dual fence lines are to remain. The chain link will be the secondary fence line and allow for the privacy slats to be used.
  2. Replace the missing section of chain link fencing to create a full fence line.
  3. As the east fence line is the one most targeted for damage, it is recommended that the black exterior fence be replaced with a commercial grade secure style of fencing that is 8' in height. The preferred fence material is a non-climbable mini-mesh steel fence.
  4. Three lines of barbed wire may be considered for the top of the fence line, as the adjacent fence line with the plant has this as well.
  5. An example of the mini-mesh steel fence used by Value Village is shown.
  6. A sensor on the building directed at the fence line can help staff detect movement or motion if someone is trying to climb over the fence or throwing items/objects over the fence.

*Keeping the fence in place removes the short-cut route which decreases foot traffic in the area. This creates a safer environment for staff, security personnel, volunteers, visitors, and deliveries, as well as the neighbouring businesses' staff and patrons. It is safer for clients not to be on the other side of the fence as they would not be seen should they require medical attention.*

*Although the chain-link may provide opportunity for someone to climb "out" of the courtyard, the mini-mesh or welded mesh styles of fencing material in front of it will prevent someone from climbing "into" the courtyard. The sensor will alert staff when there is an attempt to defeat or damage the fence.*

*Signage recommendations are provided in **Recommendation #9**.*

**MINI-MESH****VALUE VILLAGE  
FENCE LINE**



**Recommendation #2**

*Ideally, in a permanent facility there will be a properly designed and controlled entrance with advanced systems in place to detect weapons.*

*It is strongly recommended that a more formal process be implemented to detect if/when weapons are brought into the shelter. It is recommended that the RCMP or a security professional be consulted to determine the appropriate equipment required.*

*Further, it is recommended that a controlled entrance be created to allow staff and security personnel better control over who can enter the shelter. This could be construction of walls, however as this is a temporary location, that may not be a viable option. Other options may be considered; however, it is cautioned that although temporary measures can be an improvement and increase the level of safety, they may be less effective than permanent solutions.*

*Potential options include:*

- *Airport style security access control offers various options that can be temporary yet effective.*
- *Use of symbolic barriers such as an electric/magnetic entry gate that staff can control.*
- *Creating the entry space with post and rail sections can be easily defeated to gain entry or bypass the gate, however they will act as symbolic barriers.*
- *Removable partitions can create a better controlled entry space, allow for good sightlines into the waiting space, however as they are moveable, they are also symbolic barriers that can be defeated.*



EXAMPLES  
OF DEVICES  
USED TO  
DETECT  
WEAPONS



AIRPORT STYLE  
TEMPORARY ACCESS CONTROL  
*Airport – temporary access control*



EXAMPLE OF MAGNETIC  
ENTRY GATE



REMOVABLE PARTITION

**Recommendation #3**

*To remove the opportunity for someone to gain access through the west glass that is boarded up, it is recommended that the plywood be removed, and the entire glass/door be properly secured to decrease the opportunity for damage and/or break-in.*

**Issue | Limited or no sightlines throughout the property**

*There is a lack of sightlines in and out of the building that hinders the ability for staff and security personnel to see what is happening in the courtyard areas.*

*Staff and security personnel enter and exit the building with no sightlines to see who may be on the other side of the door. Of particular concern is that there can be groups of people on either side of the main client entrance, and that staff or security personnel may encounter something happening that puts them in harm's way and do not have sufficient time to react.*

*Although a surveillance system exists, it is not clear if it is monitored 24 hours a day and whether or not it sufficiently covers each entrance and the exterior spaces where coverage is needed.*

*There is a sea-can in the parking lot that hinders sightlines to and from the main (north) courtyard. It creates blind spots where people cannot be seen. There are typically piles of belongings regularly stored beside the sea-can, which decreases sightlines, and creates a hiding place amongst the belongings.*

*It is noted that storage of carts in the sea-can has been permitted which is contradictory to their rule of no carts on the property.*





**Recommendation #4**

*According to research conducted on best practices for shelters, it is imperative that good sightlines exist in and out of the building.*

*It is strongly recommended that windows be installed on the north and east sides of the building to improve sightlines for staff and security personnel. The addition of windows enables both staff and security personnel to proactively address any undesirable activities occurring in the courtyard or fenced area. Adding windows provides that critical view both in and out of the building that is required for safety.*

*Beyond improving natural surveillance, windows provide extra advantages. As outlined in the Trauma-Informed design strategies by HOK, windows and glass doors offer two key benefits: they enable the natural light into a building and establish a sense of transparency. This transparency allows for observation of activities before entering or exiting, which can address the needs of individuals who may feel anxious or intimidated about seeking services.*

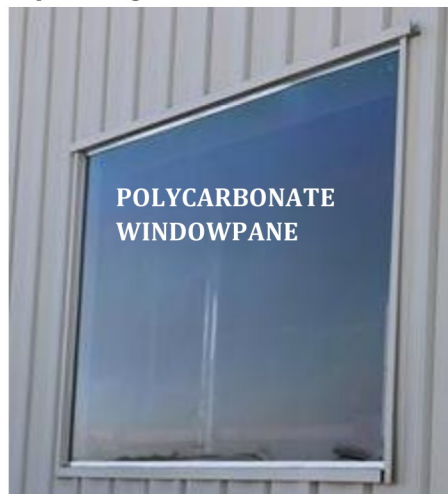
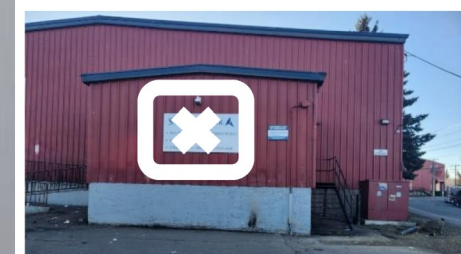
*Preferred locations are shown.*

*It is recommended that polycarbonate panes be considered for new windows and that existing windows facing into the east courtyard can be upgraded when appropriate. Polycarbonate panes are considered bullet-proof as they are 250 times stronger than glass. (For comparison, plexiglass ranges from 10-20 times stronger than glass but is easily damaged.)*

*The price for a 4X8 panel will be approx. \$3800 + wall preparation and installation. A caution when sourcing this product is that transparent panes should be used not translucent.*

*Further, it is recommended that client entry door panels be replaced and upgraded to polycarbonate panels. This will improve sightlines when entering or exiting the building, as well as to/from the courtyard areas. This product is considered unbreakable so can withstand significant force with no damage.*

*For solid entrance doors, where staff or security are expected to exit, a good quality security eye viewer (peephole) installed to provide sightlines prior to opening the door. This is especially important at the northwest entrance as staff exit this door frequently while people are sitting on the stairs and around the utility box.*



**Recommendation #5**

*It is recommended that a full review of the existing surveillance system be completed to determine any gaps in coverage that exist for all facility entrances (inside and outside), alcoves, blind spots, angles, potential hiding places, and both courtyard areas.*

*As improvements are made to the property including any changes to the flow of client entrances, the current system may require adjustments and/or additional surveillance equipment to ensure there is adequate coverage of all areas.*

*It is recommended that key staff have access through their smart phones and/or monitors in secure areas. Determining who has access to the daily monitoring should be given priority as timely responses to breeches and issues are of the utmost importance to overall safety for everyone.*

*Further, it is strongly recommended that signage be installed with the surveillance system that includes eyes or human form. Research shows even subliminal messages imply a person can be seen and has a positive effect on behaviour.*

**Recommendation #6**

*It is recommended that the sea-can be removed from the main (north) courtyard to improve natural surveillance in this area. This also removes the blind corners that allow someone to not be seen.*

*Removing the sea-can allows for more consistent enforcement of the facility rule that no carts are allowed on the property.*

**Recommendation #11** provides options for safe, secure storage of personal belongings.



**Issue | Limited staff and security personnel on site**

*There are limited staff on-site at any given time and security personnel are currently not able to staff the site 24 hours a day.*

*This lack of staff and security personnel increases the chances of a serious incident occurring, especially with the growing number of people who access services as this raises the client to staff ratio which in turn jeopardizes the safety of everyone on the site.*

*There are a large number of people carrying weapons. This is serious as interactions can become aggressive or violent very quickly.*

*Contributing to the safety issues in the courtyard is the fact there are no dedicated staff to monitor these areas. Patrolling the exterior is expected of staff working in the facility, which can be challenging. Security personnel are meant to patrol the courtyard areas regularly. However, during the reviews, there were not always security personnel on-site, and when they were on-site, they were not always available to conduct the exterior patrols.*

*Due to the shortage of staff and security personnel on-site, it was observed, and cited by nearby businesses, that activities are occurring in the courtyards and near or alongside the building that are not being dealt with.*

**Recommendation #7**

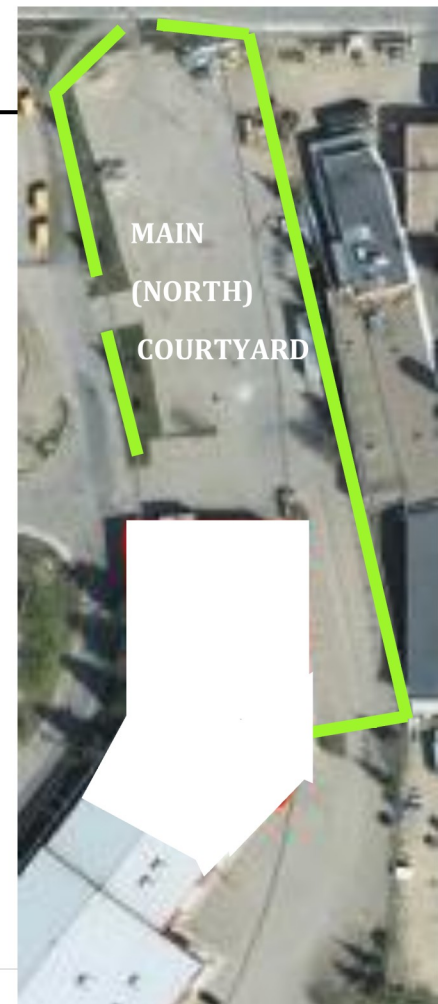
*Increasing staff and security personnel will overall safety for the property.*

*It is recommended additional staff be hired that are dedicated to patrolling and monitoring the exterior of the property and courtyard areas.*

*It is strongly recommended that the facility have 24-hour security personnel on-site who actively patrol the exterior of the property including the courtyard areas. This may involve contracts with multiple security companies.*

*It is recommended that patrols be conducted more frequently and at **random** times throughout the day and night to address issues and provide a quick response to activities that are occurring such as fires or medical emergencies.*

*With the enhanced staff and security personnel presence in the courtyard areas, it is strongly recommended that the size of the main (north) courtyard **not** be reduced. This is a safe place for people to gather for extended periods of time and needs to be of sufficient size to accommodate the 200 or more people a day who access the site. A smaller space creates crowding and a “this and that” side of the fence. There is potential for a major medical episode on the other side of the fence with no clear sightlines to see that they are in distress.*



**Issue | Deficiencies with territorial reinforcement**

*This property has a perimeter fence that provides good territorial reinforcement, is a visual barrier between public and private space, and allows sufficient space for the number of clients accessing services on-site. However, there is a lack of seating and tables in the main (north) courtyard.*

*Current signage is insufficient and includes the following:*

1. Multiple “no loitering” signs.
2. Multiple “customers only - no trespassing” signs.
3. A sign on the east staff entrance glass door that has the Safe Harbour logo and a small sign referring to parking stalls and deliveries.
4. A large sign with the Safe Harbour logo above the north client entrance.
5. A large sign on the north side of the building that states three rules.
6. Multiple “no using zone” signs.
7. North entrance sign “Warning - Vandals will be prosecuted!”

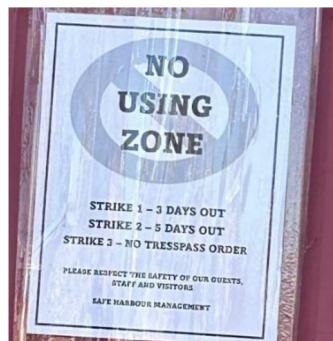
*The full street address for the facility is not displayed on the east or north side of the building.*

*Building entrances are not clearly marked, and there is confusion regarding how to access the facility. The north “client” doors appear to be the main entry point for clients, but it was observed that staff, security, support staff, and the public also access through this entrance.*

*There is limited to no signage at the two north vehicle entrances. It is not clear who is authorized to drive onto the property or who can park in this location. The courtyard is for people not vehicle traffic. Vehicles moving through this space pose a serious risk to those in the area, both as they may be unknown individuals who should not be on the property, and those in the courtyard are at risk of being hit and injured by the moving vehicles.*

*There is one sign at the entrance stating three rules, however they are not consistently enforced and although there are “no using zone” signs posted, there is no signage that states all the rules, expectations, or consequences.*

*With the recommendation to remove the short-cut by repairing the fence, it is imperative that good wayfinding be implemented to ensure everyone attempting to enter the east courtyard understands where the correct entrance is.*

**BRANDED SIGN & RULES****CURRENT SIGNAGE**



**Recommendation #8**

*It is strongly recommended that the fenced courtyard area remain the same as it provides good delineation between public and private space. The addition of the slats is an improvement and has adequately provided privacy.*

*To enhance designated and desired use of the space, it is recommended that seating and tables be added to the main (north) courtyard. This furniture should be similar to the ones currently in the east courtyard.*

**Recommendation #9**

*Best practices for shelters recommend clear signage and wayfinding. Signage increases territorial reinforcement, helps define boundaries, states ownership, and provides information for anyone approaching or on the property for what is expected of them while using the space.*

*Signage creates transition zones from public to private spaces, can increase an overall sense of safety, will direct people to entrances, where vehicles should park, state property boundaries and tells us who is allowed to be on the site. Signage is efficient to provide rules and expectations for the property.*

*Recommendations include but are not limited to:*

1. Remove the previous signage that is no longer applicable, including the “no loitering” and “no trespassing” signs located on the north and west sides of the building and courtyards. The courtyards and the facility are meant to be a safe place for people to access for extended periods of time. They are welcome to be there and are not loitering or trespassing.
2. Branded “private property” signage should be installed along the fence and other appropriate locations. The addition of branded signage conveys a sense of ownership over the property and helps clients understand that they are now on Safe Harbor’s property.
3. Along with perimeter “private property” signage, the southeast perimeter fence should have a map placed nearby that assists with wayfinding for those who are seeking to access the client entrance. Its placement must not allow access to be gained to climb over the fence. An example of a map is provided.
4. Further, to improve wayfinding clear signage is required as follows:
  1. The full street address is required on both the east and north sides of the building.
  2. North client entrance should be clearly identified as the “client entrance” and should be identified as a “no smoking” area.
  3. The east public entrance should state that staff, volunteers, deliveries, and the public (visitors) can enter.
  4. To limit random vehicles from driving through the property and allow the courtyard to be used appropriately, the vehicle entrance signs require “authorized vehicles only” signage, which can include emergency vehicles, RCMP, off-site support staff, DBA Clean Team, and environmental services.
  5. The vehicle entrances also require a wayfinding map or sign stating that the public, visitors, donations, and deliveries must use the public entrance on the east side of the building.



**Recommendation #9 (continued)**

5. *Areas where clients are not permitted require “staff only” signage. One such location is the northwest entrance door that is currently used by security personnel and staff as an entrance/exit, as well as a smoking area (on the stairs).*
6. *Signs/Posters with rules and expectations are recommended throughout the facility and in the courtyard areas. To increase enforcement of the rules and expectations, it is recommended that they be kept simple and state the consequences. Rules and expectations that might be added to what is currently posted include “no using zone”.*
7. *The main stairs require a “no smoking” area sign so that people are not walking in and out of the building through a crowd of people smoking.*
8. *Although the scope of this assessment did not include a review of the proposed changes to create dual client entrances to better allow for divided “awake” and “sleep” sections inside the building, the choice to use the double set of doors in the east courtyard is reasonable. In addition, signage regarding “client entry” is recommended, along with the immediate exterior stairwell being identified as a “no smoking” area.*





**Issue | Property appears unsightly**

*Although the fence with the slats helps provide privacy and a more well cared for image of the property for those driving by, once inside the fenced area the property appears unsightly. Staff, City, RCMP, and businesses have cited the garbage and unsightliness on the property as well as the surrounding area as a major concern.*

*During each on-site review, it was observed that there is excessive garbage on the ground, broken pallets, burn marks from fires, tents, tarps, a large number of carts, multiple bikes, and stored belongings on the property.*

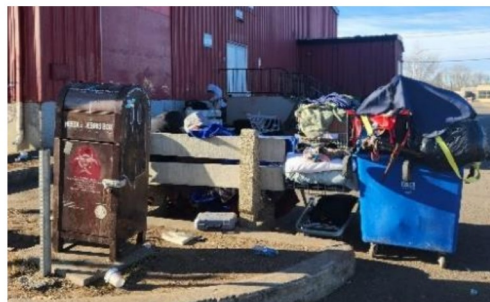
*Although the lot currently contains some “bear proof” garbage receptacles, it was noted during the reviews there is a lack of garbage receptacles for the north courtyard. The two garbage bins were typically full during the on-site reviews with people rummaging through them. There can be larger items near the bins, especially after a major clean-up has occurred.*

*Graffiti vandalism is present on the garbage receptacles, garbage bins, benches, seating, signs, fence, and building.*

*During on-site reviews, there were several fires observed on the property with most being in the courtyard areas and one being right up against the east side of the building. Although staff do require fires to be extinguished, they are often active for extended periods of time due to the infrequency of exterior patrols. This is a safety concern and poses a threat to the building. Residents and nearby businesses have also cited similar issues on their property with a nearby business experiencing major damage due to a fire setting incident that started behind their property.*

*The shelter has storage available in the sea-can and a 2-bag limit with totes inside the building, however this is not sufficient, is not functioning well and there are difficulties enforcing the limit. Theft occurs in the sea-can as clients have access to the belongings being stored. As it is not functioning and there are safety concerns with the sea-can blocking sightlines, it is recommended that it be removed, however the lack of secure storage will continue to be an issue.*

*It is challenging for someone to safeguard belongings without a home as their items can be damaged by weather, lost, stolen, or discarded during clean-ups. Unfortunately, without an actual secure location with sufficient space, it means carts, wagons, and piles of personal items in boxes, totes and bags will be used and that this is a major contributor to the unsightliness of this property.*

**GARBAGE RECEPTACLE****PALLETS AT NEIGHBOURING BUSINESS****STORAGE OF BELONGINGS****CAMP****CAMPS & STORAGE OF BELONGINGS**



**Recommendation #10**

*Research shows that maintenance and general upkeep of a property is the simplest yet most effective strategy to decrease unwanted activities and increase perceptions of safety. The Broken Windows Theory suggests that when an area appears clean and well taken care of, it will be treated with the same level of respect. If the area looks like it is not being taken care of people will treat it with disrespect.*

*Although the scope of this review did not include the Railyards area, it is noted there are mitigation strategies to help with the general cleanliness of the area. Enhancements to the cleaning efforts in the Railyards, and improvements that can be made on the Temporary Care Facility site, will help improve relationships with nearby property owners, businesses, and residents at the Elements.*

**1. Garbage receptacles and bins**

*The following recommendations are made to decrease the amount of garbage on the property:*

- 1. Multiple cleans per day of the courtyards are conducted. This can include efforts by staff, volunteers, and clients.*
- 2. Increase the number of garbage receptacles on the property, in particular it is recommended that a minimum of 4 bear-proof garbage receptacles be installed throughout the main (north) courtyard area to encourage clients to properly dispose of their litter and garbage.*
- 3. Currently the bins are scheduled 3 times per week for pick up, however monitoring their levels and increasing pick-up service when necessary will decrease the amount of garbage that gets strewn about the bin area and removed for use by others.*
- 4. Ensuring there are scheduled pick up times for the larger items that are left after the clean-up of tents and storage of belongings.*
- 5. Although there was minimal needle debris noted during the on-site reviews, it was noted that another needle drop box would be useful at the far north end of the main courtyard.*

**2. Graffiti vandalism**

- 1. As graffiti vandalism sends a negative message, it is recommended that all graffiti be removed as quickly as possible.*
- 2. It is preferred that garbage receptacles have art placed on them to help deter graffiti. This is an opportunity to engage clients and the community to have positive images and messaging put on the receptacles. When human form or eyes are incorporated in the art, research has shown there is a positive effect on behaviour as people perceive they can be seen.*
- 3. The CACPC sells an effective graffiti removal product that works on any type of surface including cement, fencing, and siding.*

**3. Fire Setting**

- 1. Increasing staff and security personnel on site are required to monitor the courtyards regularly, ensure fires are extinguished, and situations can be dealt with in a timely manner.*
- 2. Work with nearby businesses to not store any pallets outside that are easily accessible to be used for fires.*
- 3. Fires occurring off premise should be reported immediately to ensure there is no property damage caused by them.*



**Recommendation #11**

*Understanding why people choose to stay outside in the vicinity of the shelter is complex. This site is meant to be a safe place for people to stay for extended periods of time, so one can speculate that being in the courtyard or nearby is likely a safer option than other areas of the city. Some research regarding barriers for why people will not or cannot access shelters refer to the 4P's:*

- *Privacy – shelters are typically wide open with limited to no privacy.*
- *Possessions – people are not willing to leave their possessions unattended.*
- *Partners – shelters are typically not designed for couples/partners.*
- *Pets – animals are not usually permitted in most shelters.*

*Within the scope of this review, recommendations are made to address the large number of possessions kept on and near the property as it pertains to the unsightliness issue. The following recommendations seek to improve site appearance, increase safety, provide storage solutions, reduce bottles stored on the property, and provide examples of how volunteers can assist with these efforts.*

**Safe and secure storage**

*According to research, having secure storage for belongings improves the appearance of a property, people can better access services and there can be a decrease in the use of carts/wagons and open storage of belongings.*

1. *Although some shelters allow carts, there is insufficient space at this site for the number of carts that are being used. It is recommended the no carts rule be enforced including no carts stored in the sea-can while it remains on-site.*
2. *A more secure dignified storage solution will need to be explored for this location and is recommended that it be considered as part of a future permanent shelter. Although sea-cans are an option effectively utilized by some shelters, they are typically strategically placed and optimized for space. Examples of options are provided. This solution can include agency partnerships, the municipality, volunteers, or a broad community effort to address this important issue.*

- <https://cfjctoday.com/2018/04/04/an-inside-look-at-the-homeless-storage-unit-in-kamloops/>
- [www.thinkdignity.org/project/transitional-storage-center/](http://www.thinkdignity.org/project/transitional-storage-center/)
- <https://spectrumnews1.com/ca/la-west/housing/2021/10/08/safe-storage-options-present-opportunities-for-unhoused>
- <https://www.toronto.ca/wp-content/uploads/2021/01/8cea-shelter-design-and-technical-guidelines.pdf>
- [https://www.wdrb.com/news/storage-lockers-offered-to-help-homeless-keep-belongings-safe/article\\_6a91bfa4-4f15-11e9-8a47-239b0808170f.html](https://www.wdrb.com/news/storage-lockers-offered-to-help-homeless-keep-belongings-safe/article_6a91bfa4-4f15-11e9-8a47-239b0808170f.html)
- <https://www.hopefaith.org/heartcarts>
- <https://www.kcmo.gov/Home/Components/News/News/1794/16>
- <https://northeastnews.net/pages/kcmo-debuts-storage-cart-pilot-program/>
- <https://www.kshb.com/news/local-news/homelessness-advocates-say-kcmos-temporary-storage-program-is-successful-1-year-after-launch#:~:text=One%20year%20ago%2C%20the%20city,kept%20locked%20at%20Hope%20Faith>

3. *Storage of medication, wallets, ID and small items can be provided with a "mailbox" layout that can be built into the wall for added security.*





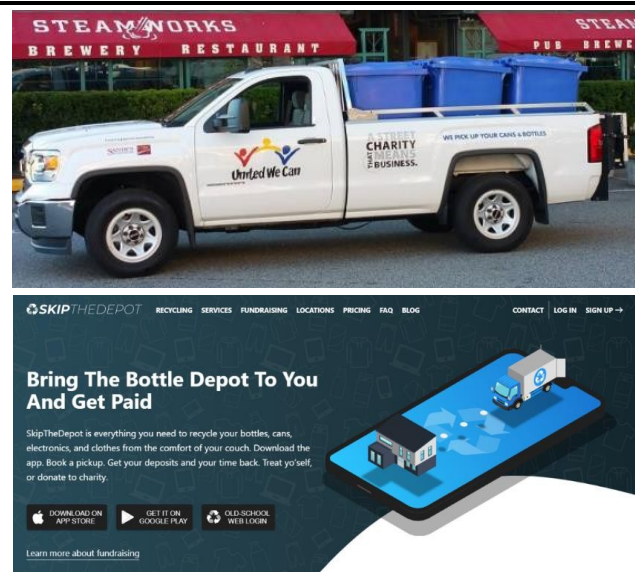
## Bottle Recycling

To address the bottle/recycling storage on-site, it is recommended that a regular pop-up bottle exchange be considered. This could help motivate clients to engage in a clean-up of the area. The exchange would take place within the parking lot with people receiving cash on-site for their bottles.

This can reduce the number of people moving carts throughout the city to the various bottle depots. Examples of this program are the previously run "United We Can" in Vancouver. The mandate was to create economic opportunities for people with multiple barriers living in the Downtown Eastside, through environmental initiatives. United We Can improved conditions for recycling collectors and ensured they receive the full deposit on all their bottles and cans.

Skip the Depot is an organization that lists its services in Red Deer.

- <https://www.calgaryhomeless.com/skipthedept/>
- <https://skipthedept.com/locations/reddeer-recycling>



## Pop-up clothing exchange shop

This initiative is to help clients "exchange" clothing, shoes, and small personal items. Example: give a blanket and take a pair of shoes. This may help keep the area cleaner and reduce some rummaging through the dumpsters as clients are able to source the items they need. Community members may also donate items to the exchange shop. There are examples of organizations that host these events.

- <https://skipthedept.com/recycling/clothing/>
- <https://www.thinkdignity.org/project/mod-squad-street-boutique/>

## Action Volunteer Group

Encourage a volunteer action team dedicated to engaging the broader community, will seek solutions for challenges, and provide additional help when needed.

Also, there are organizations and businesses that would support the shelter through organized monthly volunteer events – that can include larger projects like painting, landscaping beautification, clean-ups or meals.

There may be volunteers interested in training to assist staff with more specific tasks that can include admin or help patrolling the courtyards.



Volunteer groups also participate in volunteer activities with Lookout. Some possible tasks include:



Spring  
Cleaning



Painting  
(walls)



Landscape  
and garden  
cleanup



Seasonal  
decorating



Preparation  
of meals



Special  
Events

## Conclusion

*This CPTED review was conducted to address safety concerns at the Temporary Care Facility through the lens of CPTED. The CPTED principles of Natural Surveillance, Access Control, Territorial Reinforcement, Maintenance can be implemented to provide a safer environment, and address the vulnerabilities and security risks that were identified.*

*The balance between the need for shelter services, the temporary vs permanent location, and the overall safety and sense of fear within the Railyards has been discussed for a number of years through letters, phone calls, social media, and multiple public hearings. The community has expressed concerns regarding the client's behaviours while off the shelter property, the unwanted activities on and off the property, the property damage occurring in the Railyards, and the overall property appearance.*

*To address the broader community concerns, the City of Red Deer has implemented mitigation strategies. Although certain issues and concerns fall outside the scope of this report, the CACPC does support initiatives in Railyards that increase overall safety and a positive experience. These initiatives include but are not limited to:*

- *CACPC supports improvement of street lighting and plans to increase sidewalks within the Railyards area. These measures are essential to establish a secure pedestrian walkway for all individuals.*
- *Red Deer RCMP Downtown Patrol Unit patrols the downtown core and Railyards area. Their efforts are appreciated and valued.*
- *Overnight security services are provided with 3 patrols per night of the Railyards area. Businesses have cited they want the hours and scope of these patrols expanded to help decrease the issues being dealt with in the morning, due to the overnight activities on/near their properties.*
- *Enhancing the operational efforts of the Downtown Business Association's Clean Team is encouraged. The current initiatives are well-received, however the request of Railyard businesses to increase the amount of time, and the scheduling of the time of day is an improvement that is supported by the CACPC.*
- *Continued support for a Railyards Community Liaison position is advocated. They play a crucial role in managing and addressing issues the concerns raised by businesses and citizens in the Railyards area.*
- *Continuing the temporary washroom facility is recommended.*
- *The Temporary Shelter Mitigation Strategy Update released on February 6, 2023, confirmed the Graffiti and Vandalism grant is well received by Railyards businesses. Continuation of this grant is supported.*
- *In collaboration with the RCMP, CACPC continues to deliver a basic property review based on CPTED principles.*
- *Improving and expanding the 2-1-1 (Social Diversion Team) has been requested by businesses and agencies. As time permits, it would be beneficial for this team to connect with businesses and residents to foster open dialogue, initiate relationship-building, and help ensure expectations are mutually understood and met.*
- *It is suggested that businesses in the Railyards area collaborate with their waste collection service providers to install appropriate gravity locking mechanisms on their garbage bins. This measure is proposed alongside the recommendation for an increased pickup frequency to reduce rummaging through the bins.*



**Summary of Issues and Recommendations**

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**Issue | Access control is compromised**

- Damaged southeast perimeter fence allows access & increases foot traffic and unwanted activity on this side of the building
- Building – client entrance – lack of controlled entry with no ability to determine if weapons are brought into the facility
- Boarded up glass is exposed on the west side of the building with vulnerabilities for break-ins to occur

**Recommendations**

- Repair southeast fence to regain access control
- Maintain southeast dual fence line
- Use of more secure, commercial grade fence
- Include perimeter signage along fence line
- Implement a controlled entrance and detection system to control weapons being brought in facility
- Repair the exposed glass that is boarded up on the west side of the building

**Issue | Limited or no sightlines throughout the property**

- Lack of sightlines for staff to see in/out of the building
- Surveillance system is not closely monitored 24 hours a day
- Sea-can hinders sightlines to and from the building to the main (north) courtyard area
- Sea-can has blind corners where someone cannot be seen

**Recommendations**

- Install windows to increase sightlines to the courtyard areas
- Example of a bullet proof rated window material that can withstand damage
- Review surveillance system to ensure best coverage – install signage for surveillance system
- Remove sea-can to improve safety and natural surveillance

**Issue | Limited staff and security personnel on site**

- Safety concerns with limited staff on site in relation to the number of clients in facility & on property
- No dedicated staff for the courtyard areas and east parking lot to deal with issues before they get out of hand and for safety concerns such as fires being set on the property
- Safety concerns with security personnel not having sufficient staff to provide 24-hour on-site security

**Recommendations**

- Increase staff and security personnel positions
- Add positions dedicated to the courtyard and parking lot areas
- Security personnel to be on-site 24 hours/day – may require multiple security companies
- Staff and security personnel to patrol the courtyard areas and east parking lot frequently throughout their shifts

**Issue | Deficiencies with territorial reinforcement**

- Lack of seating and tables for the main (north) courtyard
- Perimeter fence is adequate, provides delineation between public and private but there is an overall lack of signage to direct vehicles, state restricted areas, provide rules and expectations

**Recommendations**

- Add seating and tables to the main (north) courtyard to encourage desired use of the space
- Add clear signage to support good wayfinding
- Signage & locations provided including posting rules and expectations to help with enforcement

**Summary of Issues and Recommendations (continued)**

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**Issue | Property appears unsightly**

- *Fence & slats create well cared for image for those driving by, however inside fenced area does not appear well cared for: excessive garbage, evidence of fires, graffiti, outdoor storage of possessions*
- *Lack of garbage receptacles in main (north) courtyard, and full dumpsters*
- *Nearby businesses and residents cite the unkept appearance in/around the property is a major issue*
- *Limited safe and secure storage to accommodate those needing it and the number of items they have*

**Recommendations**

- *Prioritize maintenance and general upkeep including cleaning efforts multiple times per day*
- *Increase number of bear-proof garbage receptacles and a needle drop box in main (north) courtyard area*
- *Arrange additional garbage bin pickup as required*
- *Add a needle drop box*
- *Removal of graffiti vandalism*
- *Options provided from best practices of other facilities - types of safe & secure storage that can reduce cart usage, and visible stacks of personal items on the property*
- *Inside small locker options for storing medication, wallets, small personal items*
- *Options to reduce bottle/can storage on-site*
- *Trained volunteer action group dedicated to engaging the broader community, seek solutions for challenges, can include beautification, sponsored activities for clients, community donations*

**Conclusion**

- *Includes comments regarding issues/concerns that were out of scope such as support of initiatives to improve lighting, create sidewalks in Railyards, clean team efforts, RCMP Downtown Patrol Team, Railyards Community Liaison, temporary washrooms, Graffiti and Vandalism grant, Social Diversion Team, and the use of gravity locking systems for garbage bins in the area.*



**References/Tools Utilized**

The following CPTED assessment tools were used in this review.

- Multiple on-site visits
- Review of municipal zoning, land use and surrounding area zoning and land use
- Public information regarding the Temporary Care Facility
- City of Red Deer Public Hearing – December 4, 2023 & December 11, 2023
- [https://reddeer.ca/whats-happening/temporary--permanent-shelters-in-red-deer/temporary-shelter/2023-11-14 City Council - Temporary Care Facility.pdf](https://reddeer.ca/whats-happening/temporary--permanent-shelters-in-red-deer/temporary-shelter/2023-11-14-City-Council-Temporary-Care-Facility.pdf)
- [2023 APP Q1 - 2023-09-05.pdf](#)
- [2022-10-30 City Council - Temporary Care Facility.pdf](#)
- [2022-01 City Council - Temporary Care Facility - incl CPTED.pdf](#)
- Crime Stats provided by the RCMP to City Council
- Media and Social Media relevant to the CPTED review
- <https://www.facebook.com/SafeHarbourSociety/>
- Photographs of the property and surrounding area
- Google maps
- Demographics provided through reports regarding access of services
- Existing Area conditions & any known or anticipated changes to the surrounding area
- The Chief Public Health Officer's Report on the State of Public Health in Canada 2017 – Designing Healthy Living.
- James Q. Wilson and George L. Kelling first introduced the broken windows theory in an article titled "Broken Windows", in the March 1982 issue of The Atlantic Monthly.
- IES Illuminating Engineering Society Guidelines
- Shelter Design and Technical Guidelines - City of Toronto, Housing Administration (SSHA).  
<https://www.toronto.ca/wp-content/uploads/2021/01/8cea-shelter-design-and-technical-guidelines.pdf>
- [Safe storage options present opportunities for the homeless \(spectrumnews1.com\)](#)
- <https://www.thinkdignity.org/project/transitional-storage-center/>
- <https://www.hopefaith.org/heartcarts>
- <https://www.kcmo.gov/Home/Components/News/News/1794/16>
- <https://northeastnews.net/pages/kcmo-debuts-storage-cart-pilot-program/>
- <https://www.kshb.com/news/local-news/homelessness-advocates-say-kcmos-temporary-storage-program-is-successful-1-year-after-launch#:~:text=One%20year%20ago%2C%20the%20city,kept%20locked%20at%20Hope%20Faith>
- <https://www.homelesshub.ca/toolkit/rules>
- City of Red Deer Community Housing and Homelessness 5 Year Integrated Plan – Technical Report 2019
- City of Red Deer – 2020-2024 Red Deer's System Framework for Housing and Supports
- City of Edmonton Minimum Emergency Shelter Standards – July 30, 2021
- Government of Alberta – Homeless Shelter Accommodation Expectations (Emergency Shelter and Short/Long-Term Supportive Housing)
- Government of Alberta – Alberta Daily Emergency Shelter Occupancy Summary (April 2020- April 2023)
- Statistics Canada – A review of Canadian homelessness data, 2023
- Sample Policies and Procedures for Trauma Informed Housing Focused Shelters  
<https://www.orgcode.com/>
- National Alliance to End Homelessness – The Five Keys to Effective Emergency Shelter infographic.
- National Alliance to End Homelessness – Guidance on Effective Shelter Expectations
- <https://www.albertahealthservices.ca/findhealth/Service.aspx?id=1077161&serviceAtFacilityID=1134042#contentStart>



**References/Tools Utilized**

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- *The Office of the Federal Housing Advocate. 2023. Upholding dignity and human rights: the Federal Housing Advocate's review of homeless encampments – Interim report. Ottawa: The Office of the Federal Housing Advocate*
- *A National Protocol for Homeless Encampments in Canada – UN Special Rapporteur on the Right to Housing – April 30, 2020*
- *Trauma-Informed Design for Homeless Populations – HOK*
- <https://rdnewsnow.com/2023/04/30/seasonal-public-washroom-opens-may-1-in-downtown-red-deer/>
- <https://www.reddeer.ca/about-red-deer/downtown-red-deer/downtown-washroom-pilot-project/>
- <https://www.cbc.ca/news/canada/new-brunswick/wet-shelters-homeless-moncton-new-brunswick-james-hughes-pat-carlson-1.6717565>
- <https://www.cbc.ca/news/canada/kitchener-waterloo/a-better-tent-city-financial-concerns-1.7024249>
- <https://www.civilbeat.org/2015/06/want-to-fill-up-your-homeless-shelter-ditch-some-of-the-rules/>
- <https://www.reddeeradvocate.com/news/frustration-expressed-from-all-sides-at-red-deer-shelter-public-hearing-7118595>
- <https://rdnewsnow.com/2023/12/05/shelter-update/>
- <https://www.reddeeradvocate.com/news/red-deers-safe-harbour-temporary-homeless-shelter-gets-15-month-extension-7283357>
- *Missoula CPTED Concepts applicable to homeless shelters/soup kitchens* <https://pub-missoula.escribemeetings.com/filestream.ashx?documentid=193085>
- <https://citywindow.com/A-Comparison-of-Acrylic-vs-Polycarbonate-Glass>

**Contact Information**

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*CPTED Services & Training is a division of The Central Alberta Crime Prevention Centre*  
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**Disclaimer**

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*It is the intent of the CPTED Service & Training (a division of The Central Alberta Crime Prevention Centre) to provide useful information regarding the issues identified, to strengthen the safety measures already in place, and to encourage new safety measures where necessary. We cannot state there will be no future risks to safety by implementing the recommendations.*

*Implementation of the enclosed recommendations should not be fragmented, as the benefit from incorporating one phase may depend on the implementation of other recommendations. Crime prevention, like all management responsibilities, requires multiple strategies and constant attention to address any changes that may occur over time, with respect to overall safety and security.*

*The recommendations provided are not intended as the only security decision that should be considered. Crime prevention, like all management responsibilities, requires constant attention to address any changes that may occur over time.*

*These recommendations are not compulsory under law. Applicable local, provincial, and federal codes must always be observed and adhered to when considering changes, including applicable community bylaws, fire code, and local engineering practices and priorities. The desired result may not be achieved if the changes are implemented in fragments as the benefit from incorporating one phase may depend on the implementation of the other recommendations.*

*This document can be made public with an application under FOIPP or as otherwise required by law. This report does not address issues of responsibility concerning a civil litigation action. You should consult a lawyer familiar in this area for advice.*



Ryan Veldkamp  
Social Wellness & Integration Supports Superintendent  
Safe & Healthy Communities - The City of Red Deer

Dear Ryan:

As you know, Safe Harbour Society is committed to ensuring our shelter services operating out of Cannery Row are safe for both shelter users and our citizens and business owners in the surrounding neighbourhoods. That is why, we undertook the Crime Prevention Through Environmental Design assessment offered by Central Alberta Crime Prevention Centre to get their professional advice on how best to adjust the design of Cannery Row, the landscaping and outdoor environment with the goal of discouraging criminal behaviour. I am pleased to share their report (Attachment) and Safe Harbour's Society's response and our current and future plans to address their recommendations.

#### Recommendations accepted and remediation steps underway

Issue	Recommendation	Underway
Limited sightlines	Review surveillance to ensure optimal coverage	Review underway to address deficiencies/ blind spots
	Install signage for surveillance	Signage project will address this need
Limited Staff and security personnel	Increase staffing in shelter	Funding request with GoA to increase manpower budget
	Add staff to courtyard and parking lot	Recruitment underway for an Outreach worker in parking lot
	Provide 24/7 security coverage and patrol in courtyard and east parking lot	Discussions underway with an alternate security provider to address or augment current on-site security
Territorial Reinforcement deficiencies	Add clear wayfinding signage	Design work underway to improve signage
	Posting rules and expectations to help with enforcement	Work underway to develop, implement and enforce code of conduct rules for guests  Staff are developing guest workshops to teach and model respectful behaviour
Additional Concerns with Property	Implement safe and secure storage practices known to be effective in other facilities	Based on shelter site visits, a two-bag policy is being implemented. Storage lockers will be purchased and installed
	Add small lockers to store wallets, medication and personal items	Purchasing and installing on-site amnesty totes/small lockers
	Engaging volunteer action group to include beautification, sponsored activities for clients and community donations	Gardening project launched and successful. Learnings will be used to add other activities  Website redesigned to more broadly encourage:



Issue	Recommendation	Underway
		<ul style="list-style-type: none"> <li>Volunteer participation</li> <li><a href="#">Strategic donations.</a></li> </ul>

#### Recommendations accepted with planned next steps

Issue	Recommendation	Planned next steps
Limited Sightlines	Window Installation	Quote has been requested from contractor. Funding will be required
	Use of landscaping to decrease opportunities to hide	Options and quote will be obtained in the Spring to make landscaping modifications
Unsightly and unsafe property	Increase bear proof garbage cans and needle drop in courtyard	Quote for garbage bins needed. Funding will be required.
	Increase frequency of garbage pick-up	Arrangements have been made to increase frequency will be monitored and adjusted accordingly

#### Recommendations Under Review

Issue	Recommendation	Under consideration
Access Control Compromised	Repair fence with more secure material particularly on the side that has access to downtown	Concern noted. A number of options are under consideration to more permanently address the continued repair requirements including the addition of a gate
	Detection system to control weapons being brought in to facility	Concern noted. Detection system options and procedures need to be researched to determine options
	Include perimeter signage along fence line	Concern noted but more clarity required on this recommendation
Limited Sightlines	Use of convex mirrors	Cost benefit and potential risk associated with damaged mirrors including injury to people is required before this recommendation can be fully considered
Unsightly and unsafe property	Increase needle drop in courtyard	Addition of outreach workers and Turning Point will assess this solution
Additional Concerns with Property	Options to reduce bottle/can storage	Concerns noted. Review of practices in other jurisdictions will be undertaken to determine options

We want to assure everyone that Safe Harbour is fully committed to addressing the issues raised in the CPTED Assessment and making tangible improvements for the benefit of all involved. With your continued support, we believe we can make things better, and we're excited to do it together.

Item No. 7.2.

Name	Address	Comment
Tracy Chabot	Units 7,8 and 9 52ND Street Plaza 5108 52ND Street, Red Deer, AB	Concerned with crime, loitering, drug use, littering, unsightly premises. Does not support ex
Guy Hitchcock		<ol style="list-style-type: none"> <li>1. For as long as the “temporary” shelter is to remain at the current location, the entire com</li> <li>2. The permit must not be open ended and certainly not extend beyond another 2 year term</li> <li>3. The size of the current temporary shelter must not be allowed to expand into recently va</li> <li>4. While the shelter remains in Railyards, property tax assessments in the area should be re</li> <li>the very least, they should be frozen. The City tax authorities had the audacity to actually in</li> <li>my taxes well ahead of the posted deadline. That may not happen this coming year if once</li> <li>5. City Council must ramp up the heat on the Province to get their act together and provide</li> <li>permanent shelter and related services. The term “temporary shelter” should match up wit</li> </ol>
Christopher Stephan	105 5002 55 St	See letter provided
William Robinson	Owens a business one block from Shelter	<p>I am a present owner of a building within a block of this proposed area. The building that w</p> <p>vandalism, vehicle break ins and threatening outbursts from people in the present care faci</p> <p>many years and finally has had enough. Now that our tenant has left, we have tried to sell t</p> <p>what we paid for it 10 years ago even with the upgrades we put into the building. No one in</p> <p>not understand why the city council would want to continue to reduce the property values</p> <p>the salaries of the city employees and council members and in return they get no support fr</p> <p>area, there is no police or security presence unless it is in front of a government funded op</p> <p>expenses. The city needs to do a better job of providing some police presence to ensure tha</p> <p>safe in any area. Right now this is not happening in our area. The previous and present city</p> <p>business's are continually relocating to other areas outside the downtown core. This has to</p> <p>cater to a small population that has created a felling of discomfort for the average resident</p> <p>council members for creating an atmosphere where homelessness and addiction issues are</p> <p>property value decline by their continued support of these programs and approvals for this</p> <p>up these properties at values we paid for them if people want to leave, or compensate us fo</p> <p>what ever village they feel is needed, but to push through Facilities like this are not helping</p> <p>Council can relate to: How about someone buys a house right beside where you live and op</p> <p>because they do not care how it looks or who hangs out there. I am pretty sure the council</p> <p>to our properties in this area. If you are okay with this then invite them to the city hall area</p> <p>needs to make some tough decisions and clean up the mess that has been created. By allow</p> <p>the situation we all have to deal with. I hope the present City Council will step up and do w</p>
Aaron Huntley	305 5208 - 53 Ave Roll'n Oilfield Industries	<p>Our company Roll'n Oilfield Industries has had our head office located in downtown Red De</p> <p>During that time we have seen our vibrant and thriving downtown community completely c</p> <p>result of the "Safe" Injection Site, and the Temporary Care Facility. This has affected us in th</p> <p>our parking lot• Our parking lot has become a public toilet with individuals urinating daily a</p> <p>on drugs regularly. • Vandalism is consistent – every single day /night a piece of our propert</p> <p>lot, to our dumpster being ravaged constantly – regardless of locks or fences. • FIRE!! – our</p> <p>through or destroy our fencing regularly. Vagrants lit a shed on fire that was attached to ou</p>

Item No. 7.2.

		<p>went up (thank goodness).• Vehicles in our parking lot are not safe, thieves checking door h smashed out in broad daylight. • We would never be able to leave a vehicle in our parking lo and refuses to work here due to the ongoing issues. • It affects our business, as customers v due to the ongoing issues caused by the people that use the Temporary Care Facility. • Som Cabinets, Snell and Oslund Surveys – These businesses are being driven out of Downtown d 15 years. Now that our family has moved back, Red Deer has been completely transformed destroyed due to this. The argument “well we need to put them somewhere”, is not a good downtown – somewhere people don’t take their children. We formerly oppose the continu</p>
Warren Marshall	4946 53 Avenue	<p>As Asset Manager for the property 4946 53 Avenue, Red Deer, I have been asked to provide block from the current Temporary Shelter and our tenants are negatively affected every da employees, lose revenue and most importantly lose their sense of safety: - Temporary Shel using drugs in parking lot and in front of businesses. - Temporary Shelter Users vandalising Breaking protective metal shutters.o Dumpster diving and throwing garbage on property. o needles.- Naked Temporary Shelter Users having sex in front of business windows while kid hours. These issues have caused every single tenant within this property express how they the tenants feel hopeless because even when they call the police, the police cannot do any anything, so the response times have decreased, and public safety has taken a back seat to allowing “Temporary Care Facility” to now be a “Discretionary Use” instead of a “Site Excep this temporary shelters and potentially more temporary shelters – WITHOUT PUBLIC CONSI directed in the Greater Downtown Action Plan, the general purpose of this areawill be to fa pedestrian environment: medium to high density residential and mixeduse residential/com commercial along the 53rd Avenue pedestrian spine. Generally, the land uses are to serve T measure to guide development in the Railyards neighbourhood while awaiting the preparat sections above, this area is intended to be a High-Quality Pedestrian Environment. All of th the temporary shelter have caused the pedestrian environment to be nonexistent because for considering our input.</p>
Leon Oosterhoff	Elements Building	<p>Well here we are again! It's with a very heavy heart and huge frustration that I write this en Deer is going to extend the location of the temporary homeless shelter here in Red Deer fo <a href="https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.reddeeradvoc">https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.reddeeradvoc</a> operation-in-red-deers- downtown&amp;data=05%7C01%7CCouncilAgenda%40reddeer.ca%7C18894c56dcb34ce12c29 03592895%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJB Ni32tEUnhTKU7kYkg6Dm1dEOIAWfU%3D&amp;reserved=0 makes me realize that no matter wh faith in my Mayor, City Council, and my elected Alberta Government officials.&gt;&gt;&gt;&gt; This exte council and mayor really are! Instead of pushing the Gov't of Alberta and demanding that t something". Your continued lack of action and inability to make a decision on this matter is community and NOT the general public who actually pay taxes and voted for you. When ar homeless is NOT a solution!&gt;&gt;&gt;&gt; How many more businesses have to leave downtown Red people have to step on used, discarded needles, before you have the guts and foresight to my property taxes because I have no tenants to generate any income. Where is my Harm R voted for you??&gt;&gt;&gt;&gt; The announcement says that there will be a hearing on Dec 4. What a these hearings and we voice our concerns and anger but the decision to keep the homeless meetings with you go unanswered. "Hang in there" and "it's complicated" and other patron going on for far too long. PLEASE have the integrity and the guts to do something NOW!</p>
Gayle Leasak		<p>Well here we are again 5 years later and nothing at all has changed even though there have government &amp; municipal staffers and of course the “reports” that continue to be written re permanent site announcement and the non-profits are pushing for no expiry date on the by to this matter and it can go on for many years (not that it hasn’t but at least it is still in the f regarding the Neighborhood Development Strategy as the Downtown &amp; Railyards districts a making since what 2008? With all these reports in the City’s arsenal you would think that th same items of concern over &amp; over again. Get the report; make a plan and act on it stop wa can’t be made. I will be attending the Public Hearing on 4 Dec/23 as the past two I have not there really has been no point as it is just a policy procedure which needs to take place as p</p>

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		<p>state their case, however, it will make no difference as the Shelter is in full operation at this perhaps City Council &amp; the Non-Profits have something new to say. The comments/observations colors regardless of the public hearing and the shelter will continue to operate at the said location at another 2-4 years of hell downtown. 1) Our building is monitored 24/7 &amp; we continue to do so day. Population of the unique society has doubled over the past 5 years to approx. 350 people. In the past two weeks we have encountered persons (Bower Trail/Woods) from these provinces &amp; communities. (A shopping cart from Bower Mall, a cardboard sign with the list of why I can't live with the tools of the B &amp; E trade) The conversation had was I'm lost how do I get downtown. Interested in staying overnight. Cardboard Tents set up by the garbage &amp; of course the fires; could be in the garbage area to leave they just go across the back alley and sit on the stairs of Potters Hand. 3) Potters Hand is on both the east and west side of the building at night engaging in all types of activities. Our security is expiring this next year and in all likelihood will not be renewed as all the tenants are commercial employees etc.) and to be frank who wants to deal with these issues on a daily basis when it comes to the extent in this area. 5) Incidences have not stopped, this week Wizard Loft owner car was smashed in. Another \$600 out of pocket to repair. Where did the guy go with his bicycle over the street support. Have the entire incident on camera but even if RCMP came nothing would be done. Crime continues to increase, therefore, no relief in this area for the property owners. But, you did not own property in Railyards &amp; selling is a no go unless the listing price was so under market value so it wasn't a bet on risky growth stock. 7) Two more of the larger/successful businesses have closed since this going anywhere except as low income rentals due to the proximity of the Shelter. Residential property will be affordable, again due to location. Professionals &amp; higher income individuals will not live here. I am strongly opposed to the location of the Temporary Shelter and again reiterate that it should be removed to end the addictions &amp; homelessness. The community is not here to cuddle &amp; support these people but to provide a firm plan in place that is enforced this new society of non-productive individuals will continue to cost billions of \$\$\$. At this time we can declare our parents/seniors as incapacitated and place them in care to destroy property but we as caregivers lock them up for their own good. How bizarre is that we are free to do what they want with no consequences. Pegasus Builders Ltd. Gayle Leasak Gayle Leasak</p>
Olumide Taiwo Prof. Corp.	5202 54 Ave	<p>I refer to your letter dated November 2, 2023. I am writing to provide notice of my objection to the Discretionary Use. Whilst I appreciate that this is a proposed development permit, and that the arrangements to keep the temporary shelters should not proceed without addressing key externalities. Implications Firstly, the circumstances leading to this objection are based on my own personal experience. I have personally been impacted by persistent issues involving break-ins and most recently, an attack addressed to the Property Manager of the property from Red Deer Emergency Services. These will increase with the extension of the Temporary Care Facility. Between being already impacted by multiple incidents, the proposed use of the temporary shelter will hinder efforts/endeavour to improve the area. Drug Use The area between the Temporary Care Facility and The Real Canadian Super Market is in plain sight. Further keeping the shelter will increase such traffic in the area, and consequently impact 54 Ave. is a main route for these people and the distance between the building and the temporary shelter, the commercial property and the shelter that could potentially be negatively impacted. Allow for the revitalizing investment in the Red Deer downtown core. If investment in the downtown is a priority, it is an objective. I believe that property owners are better served where Council and municipal policy regarding the proposal of this nature should only be made where there is a compelling case for doing so in the area. The shelter would attract any economic benefit to the city or would best serve the wider public interest. I am concerned when reviewing any future Development Permit application for the area.</p>
Rashel McGee		<p>I'm writing today in support of extending the temporary shelter in its current location. I have been a citizen of Red Deer since 2005. It is clear SHELTER is a very complicated subject and permanent location the more complicated and expensive the solutions become. I have seen the shelter and still feel safe to walk alone, out of my office and down the street to my car. Because I can see the shelter with Crime Prevention Through Environmental Design- CPTED is a concept that the City of Red Deer has adopted a disciplinary approach of crime prevention that uses urban and architectural design and the environment to reduce victimization, deter offender decisions that precede criminal acts, and build a sense of community and minimize fear of crime. CPTED is pronounced 'sep-ted' and it is also known around the world. The action is evident in the work that has been done at City Hall, in several areas of the downtown.</p>

Item No. 7.2.

		<p>redevelopment and improvement plan. Improving lights, fencing, increasing density, increasing improving crime and creating defensible space. Creating defensible spaces are not a simple with the addition of clear sight lines- as provided by its current location. Unlike other areas measures, emergency evacuation procedures, and maintenance activities are already in place haystack? Its a nearly impossible task. Now go find it in the trees- that would be the ask of to do so. As our community grapples with this critical decision, I implore you to consider the of the area would create insurmountable burdens on the affected populations. It is evident other set of concern for those without homes and those with. There are several wrap around anticipate that every service provider would do so. There is significant costs to move, addition be expedited as there is space to grow into, not a space needing complete development from immediate access to essential services, minimizing the time it takes for clients to receive the city is its downtown area, and it serves as a hub for economic, social, and cultural activities. but also acknowledge the profound role the city center plays in our collective identity.I acknowledge most logical choice. By doing so, we can further strengthen our community and ensure that interests of the people who will be accessing these services. Let us anchor hope in our downtown identity and strength reside in its heart, and this decision should reflect that. Let us stop with effective change for our community.</p>
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Responses Received	30
Support Continued Operation of Shelter at Cannery Row	9
Neutral/Undetermined	5
Do Not Support Continued Operation of Shelter at Cannery Row	16
Site Related Concerns Cited	Property Value Decline, Unsightly Premises
Behaviour/People Related Concerns Cited	Drug Use, Vanadalism, Indecent Acts, Littering, Mischief, Break and Enter, Theft, Harrassment, Loitering



December 18, 2023

## Business Licence Considerations for Safe Harbour

Prepared by Erin Stuart, Inspections & Licensing Manager  
Department Inspections & Licensing

### Report Summary and Recommendations

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Safe Harbour has a current business licence to operate at 4, 5239-53 Avenue with terms and conditions added to their licence through a resolution of Council in May 2021.

The *Business Licence Bylaw* delegates authority to the City Manager to administer the bylaw, including imposing terms and conditions to a business licence.

As this is an administrative decision, delegated through bylaw, Administration recommends Council accept this as information. Council does have the option to direct Administration to do as was done in May 2021. This is not typical and slows the ability for Administration to respond to and address issues with terms and conditions.

### Proposed Resolution

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Resolved that Council of The City of Red Deer having considered the report from Inspections & Licensing dated December 18, 2023 re: Business Licence Considerations for Safe Harbour hereby accepts this as information.

### Rationale for Recommendation

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- 1. The *Business Licence Bylaw* delegates authority to the City Manager to impose terms and conditions to a business licence.** This is done where there are reasonable grounds to protect public interest.
- 2. Delegation to Administration allows for flexibility and responsiveness to address concerns or challenges as they occur.** Conditions may be added at any time in response to concerns identified or incidents that have occurred.

## Background

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In May 2021, a site exception was approved by Council, providing for the continued operation of the Temporary Care Facility (shelter), under specified regulations, until February 1, 2024, 5239-53 Avenue. At that time, Council also added specific terms and conditions to the required business licence for Safe Harbour.

### Prior Council/Committee Direction

On May 26, 2021, Council passed the following resolution:

*Resolved that Council of The City of Red Deer having considered the report from Community Development and Protective Services dated May 25, 2021 re: Interim Temporary Shelter Hearing Supplementary Report hereby directs Administration to include the following business conditions to the interim Shelter at 5239-53*

- a) The licence holder must designate one individual to serve as a liaison with The City public to address any emerging issues related to community concerns;*
- b) The licence holder must maintain in place a plan to address emergency, medical and concerns; and*
- c) The licence holder must maintain and clean up the area within a 150m radius of the*

### Strategic Alignment

The City of Red Deer's Strategic Plan encourages provision of housing and supports for vulnerable populations with an emphasis on:

- Collaborative response to social challenges that considers all,
- Inclusive community,
- Safe and secure city,
- Great spaces and places, and
- Involved people and communities.

### Stakeholder Consultation

There was no public consultation specific to the Business Licence for Safe Harbour.

## Analysis

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### Authority to Add Terms and Conditions

The *Business Licence Bylaw* regulates businesses within the city and requires every business to acquire an annual licence.

Safe Harbour requires a business licence, renewed annually under the *Business Licence Bylaw*. The bylaw grants authority to the City Manager to place terms and conditions on a business licence at any time, where there are reasonable grounds to protect public interest (Appendix A). The business licence terms and conditions are a tool available to mitigate some of the

concerns previously identified through the consultation related to the shelter, including the need for additional security measures and a liaison.

The ability to add terms and conditions is typically delegated from the City Manager through the Inspections & Licensing Manager and subsequently the Licence Inspector. Delegation of Administration allows for flexibility and responsiveness to address challenges or concerns as they occur.

During the COVID pandemic, Council stepped in to set the conditions on the 2021 Business License. This was an emergency situation, and it is more appropriate for Administration to reassume its role in relation to conditions.

By Council being the approving authority for the business licence, it removes Administration's ability to respond quickly should terms and conditions be required based on a need identified by either Administration or through consultation with stakeholders, including the RCMP, A or other.

### **Current Conditions**

There are three current conditions included on the Safe Harbour business licence, which is provided for Council's information.

1. *The licence holder must designate one individual to serve as a liaison with The City and address any emerging issues related to community concerns.*  
Safe Harbour has a designated liaison and has information available on their website for public. No changes required to this condition.

2. *The licence holder must maintain in place a plan to address emergency, medical and security concerns.*  
Safe Harbour has provided information to Administration to satisfy this condition.

Administration recommends modifications to this condition to specify 24/7 security must be provided, including active patrols of the exterior of the building and courtyard areas.

3. *The licence holder must maintain and clean up the area within a 150m radius of the Site.*  
This condition has been challenging for Safe Harbour to implement due to the resources required to carry out the required action. Safe Harbour targets clean up of the area twice daily, which is supplemented with daily Downtown Business Association Clean Team sweeps for litter, debris, and needles.

The resources required to conduct the clean up takes away from the limited resources Safe Harbour has for providing services to clients of the shelter.

Additionally, there is concern about the removal of personal belongings on public property. If items are considered abandoned, they may be removed, or notice provided to an individual by a CPO to remove them.

Further, it is difficult to determine whether clean up within 150m of the site is attributed directly to the shelter clients, Overdose Prevention Site clients or otherwise. Except for Drinking Establishments, Administration is not aware of any other sites required to conduct a clean up beyond their site boundaries. Drinking Establishments are required to maintain a plan for outside inspection and clean up in the vicinity of their location.

Administration suggests this condition be amended to remove the requirement to clean up within 150m of the site and require only a plan to maintain and clean the site itself and perimeter, including removal of garbage, tents, and cleaning of graffiti.

**Appendices**

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Appendix A – Excerpts from the *Business Licence Bylaw*

**Appendix A - Excerpts from the *Business Licence Bylaw***

3. The City Manager is authorized to:
  - (a) receive and consider applications for business licences, including the power to consult with, obtain information from and verify information with other employees or agents of the City, other governments, government agencies or Persons;
  - (b) issue business licences, impose conditions on business licences and refuse to issue business licences;
  - (c) revoke and suspend business licences;
  - (d) keep a record of all business licences issued and any particulars of those licences;
  - (e) maintain a register of business licences that is available to all departments of the City to access for the purpose of administering and enforcing this bylaw, any other bylaw of the City or an enactment of Alberta or Canada;
  - (f) undertake any inspections of lands or buildings and make any inquiries necessary to ensure compliance with this bylaw;
  - (g) be responsible for the administration and enforcement of this bylaw; and
  - (h) exercise any other power, responsibility or discretion provided under this bylaw.
23. The City Manager may refuse to issue a business licence or may impose conditions on a business licence if the City Manager:
  - (a) has revoked or suspended a business licence of the applicant for the same or a similar Business within the past 12 months; or
  - (b) has reasonable grounds for believing that the applicant does not or will not comply with this bylaw, another bylaw of the City, or an enactment of Alberta or Canada in relation to the Carrying On of the Business; or
  - (c) has reasonable grounds for believing that issuing a business licence with respect to the proposed Business is not in the public interest.
24. The City Manager may consult, prior to issuing or renewing a business licence, with authorities and agencies, including but not limited to the Province of Alberta, the RCMP, and City departments, to determine whether they are in possession of information which, in the opinion of the City Manager, renders it inappropriate for a business licence to be issued to the Person.



- <sup>4</sup>34. The Licensee must ensure that the Business Carried On under a business licence complies with:
- (a) this bylaw;
  - (b) any conditions imposed on the business licence; and
  - (c) the statutes and regulations of Alberta and Canada applicable to the Business.



December 18, 2023

## Road Closure Bylaw 3703/2023 Land Use Bylaw Amendment - Bylaw 3357/N-2023

Prepared By: Jennifer Hankey, Corporate Meeting Administrator  
Department: Legal and Legislative Services

### **Report Summary**

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The attached reports are being brought forward from the Tuesday, November 14, 2023, Council meeting.

### **Recommendation:**

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Council considers second and third reading of Bylaw 3703/2023. If second and third reading of Bylaw 3703/2023 passes, Council will consider second and third reading of Bylaw 3357/N-2023.

### **Background:**

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On November 14, 2023, Council gave first reading to Bylaw 3703/2023 (a road closure bylaw) and Bylaw 3357/N-2023 (an amendment to the Land Use Bylaw to rezone South of the hospital to PS to accommodate the proposed Ambulatory Care Facility).

### **Proposed Resolutions:**

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That Bylaw 3703/2023 be read a second and third time.

That Bylaw 3357/N-2023 be read a second and third time.



Originally submitted at the  
November 14, 2023 Council  
Meeting

## Road Closure Bylaw 3703/2023

## Land Use Bylaw Amendment - Bylaw 3357/N-2023

Prepared by Orlando Toews, Senior Planner  
Department City Planning & Growth

### Report Summary and Recommendations

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Alberta Health Services has applied to close a portion of a lane and rezone it and Lots 6-1 Block 4, Plan N6564ET (Appendix A) from road and *R2 Residential (Medium Density) District* to *PS Public Service (Institutional or Government) District* to facilitate the development of an Ambulatory Care Facility. If the lane closure is approved a new portion of lane will be provided to connect the remaining lane to 38 Street.

Administration supports first readings of the bylaws. Further, Administration supports proceeding with second and third reading of the bylaws following a Public Hearing.

### Proposed Resolution

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That Bylaw 3703/2023 be read a first time.

If first reading is given, the Bylaw 3703/2023 will be advertised and return to Council on December 18, 2023 for consideration of second and third reading.

That Bylaw 3357/N-2023 be read a first time.

If first reading is given, the Bylaw 3357/N-2023 will be advertised and return to Council on December 18, 2023 for consideration of second and third reading.



## Rationale for Recommendation

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**1. The application complies with City of Red Deer policies.**

The proposal conforms with the Municipal Development Plan principles and Strategic Plan focus.

**2. The subject land is located next to the main hospital site.**

The location offers potential synergies and efficiencies in the provision of health care.

**3. The Development Authority can mitigate area impacts during the development stages.**

The Development Authority can consider impacts on the area landowners/residents as part of its evaluation of development permit applications and impose conditions to mitigate them as part of the Development Permit.

## Background

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Alberta Health Services (AHS) owns eleven of the sixteen lots in this block and the entire site is currently used as a parking lot. AHS also has an agreement with The City that allows AHS to use the western portion of the lane as a parking lot. The proposed road (lane) closure and rezoning will allow AHS to consolidate the parcels and closed road area into one contiguous site to be used for the development of an ambulatory care facility. The lane closure will prompt the provision of a new “L” shaped lane connection to 38 Street to the south (Appendix B).

The current R2 zoning already includes “Health and Medical Services” as a discretionary site exception use for the entire block and the PS rezoning will more clearly identify this site for public and quasi-public uses as the primary uses, not just as exceptions in a residential district. The remaining R2 area will retain the “Health and Medical Services” discretionary site exception use.

## Strategic Alignment

### Strategic Plan 2023 – 2026

The proposal is in alignment with the Strategic Plan’s Community Health and Wellbeing focus area as it strives to, “promote physical, mental, and social wellbeing.”

**Related Policies**

Municipal Development Plan

The MDP contains Guiding Principle 3.2.14 that states that The City wishes to, “ensure a balanced, diverse and accessible range of social, education, health, recreation and cultural opportunities.”

The MDP’s Land Use Concept identifies the hospital site as “Public Service” and the area south of that as “Residential”. However, section 4.0 states that, “The Generalized Land Use Concept map identifies the long-term land use pattern for the lands within current boundaries of the City of Red Deer. The land uses identified are based on the predominant or main type of land use that can be in an area. More specific boundaries and information on the precise land uses is intended to be provided through area structure plans, area redevelopment plans and the Land Use Bylaw.”

The MDP’s Policy 15.5 addresses development in the hospital vicinity:

<b>15.5</b>	<b>Red Deer Regional Hospital</b>	Uses and development near and adjacent the hospital should be managed to avoid the creation of conflicts with the hospital or to place limitations on future operations and expansion of the existing hospital.
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**Stakeholder Consultation**

Administration referred the proposed bylaw to 121 landowners within 100 metres of the subject land. Two written responses were received (Appendix C). Comments were focused on potential visual, noise, traffic, and parking impacts on nearby residential uses, both during and after construction. While the proposed PS zoning facilitates more intensive redevelopment of the subject land the current R2 zoning already allows for medium density residential use. The MDP lists “Health and Medical Services” as a discretionary use site exception in this block. If the proposed rezoning to PS is adopted the Development Authority will consider and can address potential impacts on adjacent properties in its evaluation of development permit applications.

The referral to area landowners only included the proposed rezoning from R2 to PS. It did not include the proposed lane closure and provision of a new lane as this was added to the overall proposal after the rezoning referrals had been sent to the area landowners. As time is of the essence, if Council gives First Reading to both proposed bylaws, administration will include information about the proposed road closure bylaw in the Public Hearing Notice that is sent to all landowners within 100 metres of the site.

**Analysis**

The application complies with City of Red Deer policies. The Municipal Development Plan states that the City wishes to, “ensure a balanced, diverse and accessible range of social, education, health, recreation and cultural opportunities.” (Guiding Principle 3.2.14). The proposal is in alignment with the Strategic Plan’s Community Health and Wellbeing focus as it strives to, “promote physical, mental, and social wellbeing.”

The subject land is located next to the main hospital site. The subject site is adjacent to the zoned hospital site, and it is anticipated that synergies and efficiencies in the provision of care will be gained from developing an ambulatory care facility next to the main hospital campus.

While an ambulatory care facility will likely have impacts on existing nearby residential uses, those impacts must be balanced against the greater community benefit from the development of the care facility. The Development Authority can consider impacts on area landowners/residents as part of its evaluation of development permit applications and impose conditions to mitigate them as part of the Development Permit.

**Financial**

There are no major financial or budget implications resulting from the recommendations. There may be some costs associated with the lane closure and new lane provision.

**Other risks**

Defeating the proposed bylaws will delay the proposed development of AHS' ambulatory care facility.

**BYLAW NO. 3703/2023**

Being a bylaw to close a road in the City of Red Deer, as described herein.

WHEREAS, pursuant to section 22 of the Municipal Government Act, Council may pass a bylaw for the purpose of closing a road that is no longer required as a road for public travel;

NOW THEREFORE the Council of the City of Red Deer in the Province of Alberta enacts as follows:

The following roadway in the City of Red Deer is hereby closed to public travel:

PLAN 6564ET  
BLOCK 4  
ALL THAT PORTION OF LANE WHICH LIES BETWEEN A LINE DRAWN FROM THE  
SOUTHWEST CORNER OF LOT 9, SAID BLOCK AND PLAN TO THE NORTHWEST  
CORNER OF LOT 8, SAID BLOCK AND PLAN, AND A LINE DRAWN PARALLEL  
THERETO, 36.22 METRES PERPENDICULARLY DISTANT EASTERLY THEREFROM  
EXCEPTING THEREOUT ALL MINES AND MINERALS

in the approximate location shown in the sketch attached as Schedule “A”.

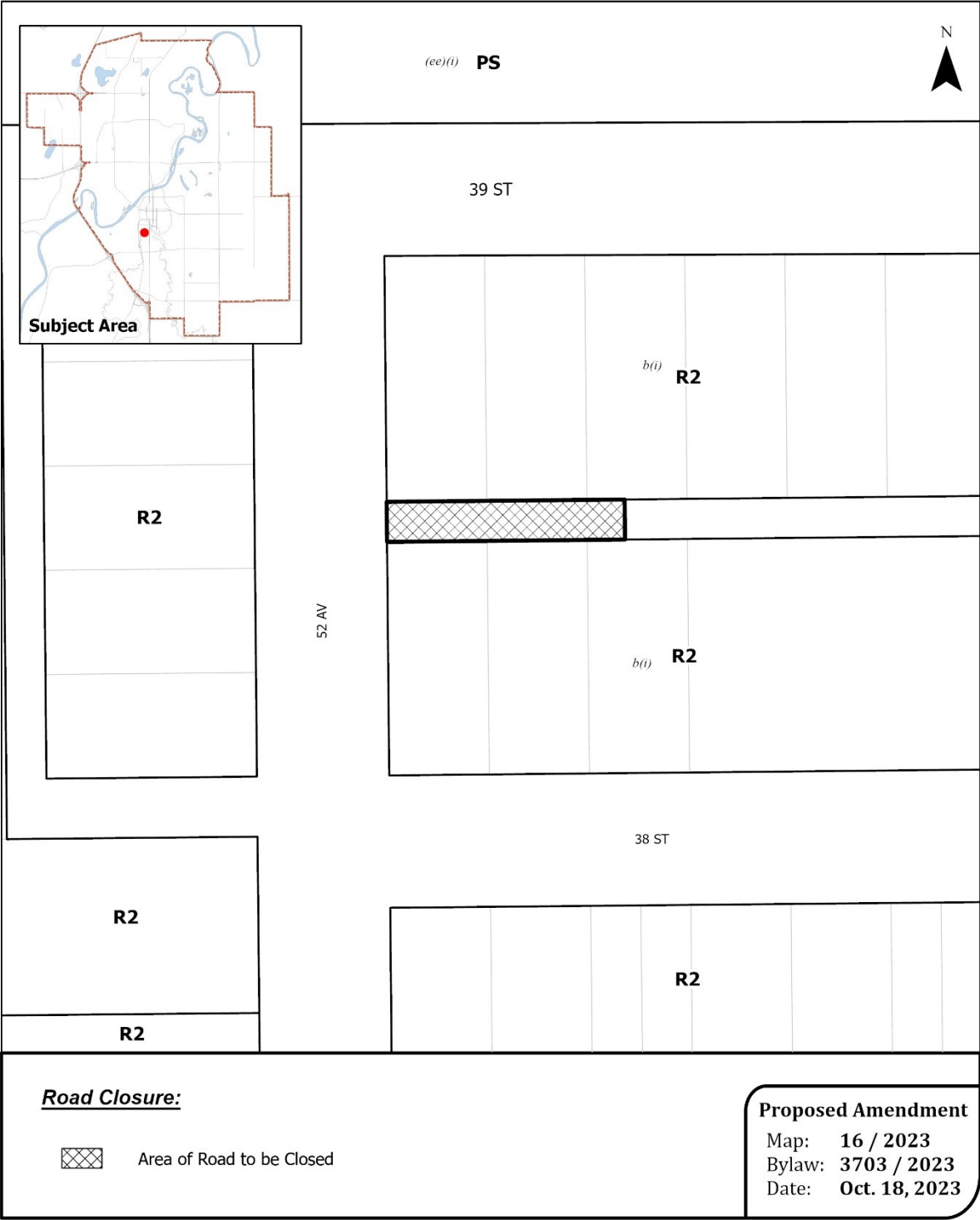
READ A FIRST TIME IN OPEN COUNCIL this	day of	2023.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2023.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2023.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2023.

\_\_\_\_\_  
MAYOR

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



Schedule "A"  
Road Closure Bylaw 3703/2023





**BYLAW NO. 3357 / N – 2023**

Being a Bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of The City of Red Deer as described herein.

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

Bylaw No. 3357/2006 is hereby amended as follows:

1. The land shown cross-hatched on the map attached as Schedule “A” and forming part of this Bylaw (“Map 13/2023”) is redesignated from road and R2 – Residential (Medium Density) District to PS – Public Service (Institutional or Government) District.
2. The “Land Use District Map L13” contained in Schedule “A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 13/2023.
3. Section 8.22.2(b)(i) is deleted in its entirety and replaced with the following:

	Site	Discretionary Uses
(i)	Lots 1 – 5, Block 4, Plan N6564ET (5102 - 5130 38 Street)	<ul style="list-style-type: none"> <li>• Health and Medical Services and related commercial services provided that such offices shall not be located on any floor of the building which contains a dwelling unit.</li> <li>• Parking Lots</li> </ul>
	Lots 6 – 16, Block 4, Plan N6564ET (5101 - 5129 39 Street, and 5122 - 5130 38 Street)	<ul style="list-style-type: none"> <li>• Health and Medical Services</li> <li>• Parking Lots</li> </ul>

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      2023.

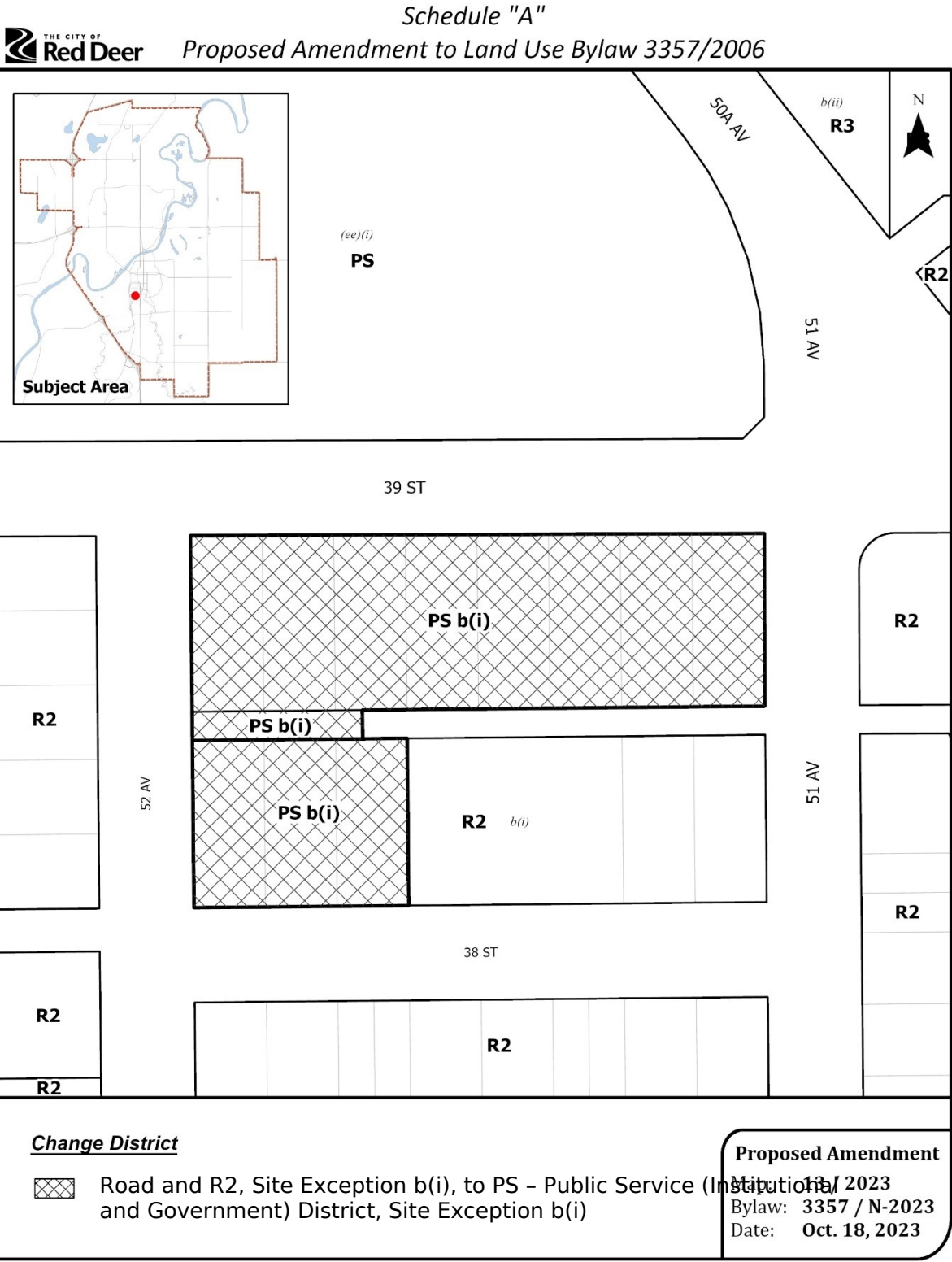
READ A SECOND TIME IN OPEN COUNCIL this                      day of                      2023.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      2023.

AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      2023.

MAYOR

CITY CLERK



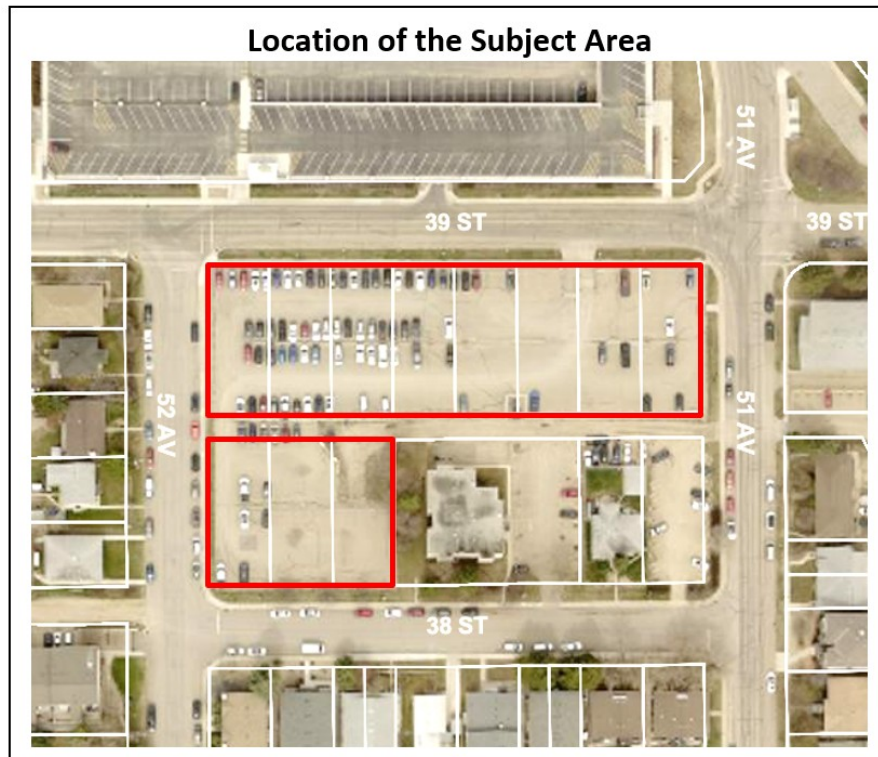
## **Appendices**

**Appendix A - Location Map for Lots 6-16, Block 4, Plan N6564ET**

**Appendix B - Location of Proposed Lane Dedication**

**Appendix C - Comment Sheets from Landowners within 100 Metres of the Subject Site**

**Appendix A - Location Map for Lots 6-16, Block 4, Plan N6564ET**



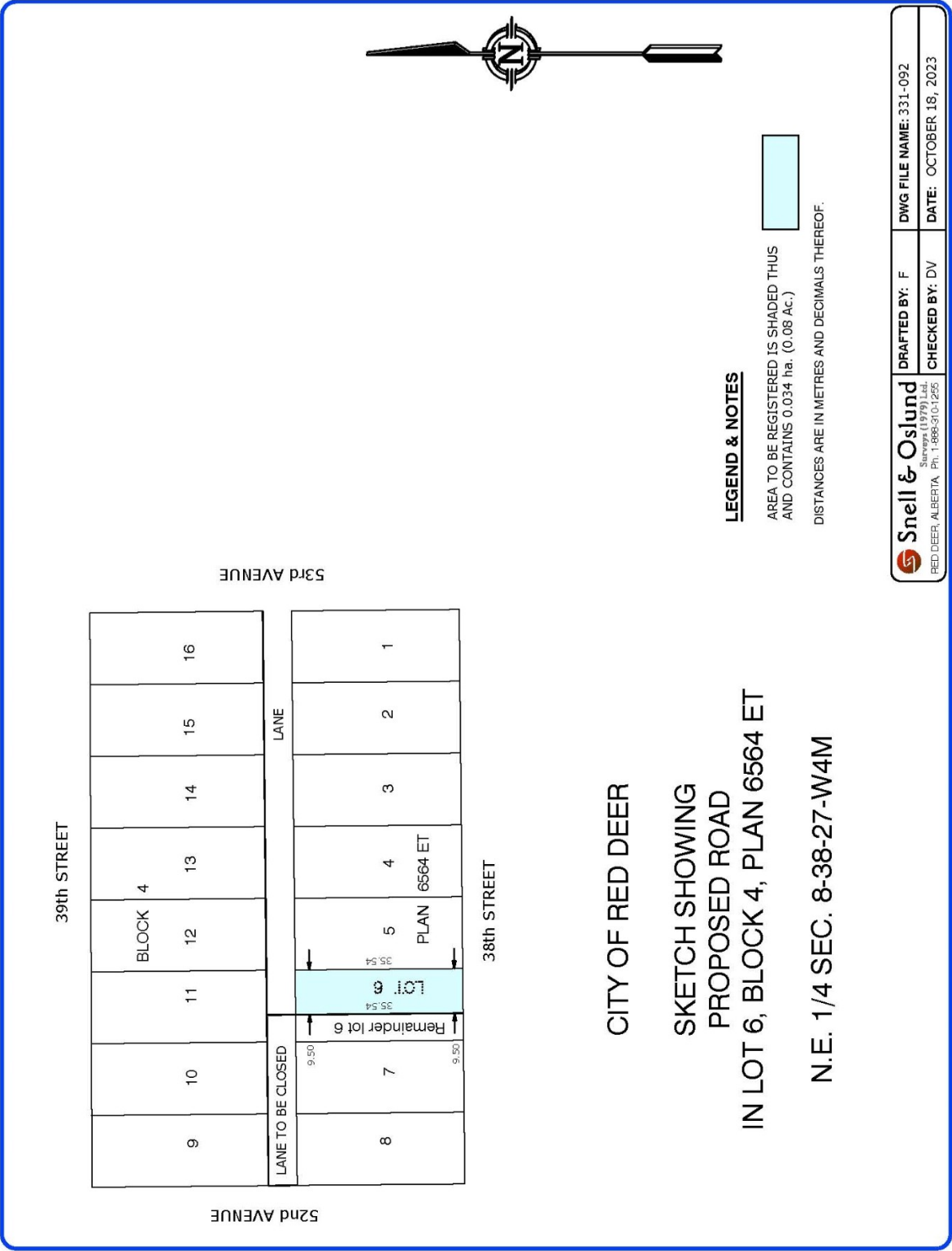
Looking East from 52 Avenue along lane in Block 4 (Google, August 2019)



Looking West from 51 Avenue along lane in Block 4 (Google, September 2013)



Appendix B - Location of Proposed Lane Dedication



**Appendix C - Comment Sheets from Landowners within 100 Metres of the Subject Site**

Name: Eileen SandersonMailing Address: 41, 37470 RgeRd 265 Postal Code: T4E 1B8Phone #: 403 309-5055 E-mail Address: \_\_\_\_\_**Comments**

We are interested to see the parking lot(s) adjacent to the hospital  
parkade being considered for expansion of the hospital footprint. It has  
long been a sore point that the property to the north of the building was  
not acquired when it became available several years ago. (where was local  
input then?)

Concerns are (1) view from our windows, staring at a blank wall;  
However, we are hoping this structure will of significant height to maximize  
all useable space.

(2 & 3) Traffic and parking in front of our property. We would like to  
put forward the hope that any plans will make an effort to have public  
access from 39th Street, and, even better, via an overhead walkway (+15)  
directly from the existing parkade.

Finally, we are concerned that if this project should not proceed,  
the revised zoning could result in the space being used in some less  
desirable project.



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**From:** James McBain <[jamesimcb@hotmail.com](mailto:jamesimcb@hotmail.com)>  
**Sent:** Thursday, September 21, 2023 2:50 PM  
**To:** Planning Services <[Planning@reddeer.ca](mailto:Planning@reddeer.ca)>  
**Subject:** [External] Attn Orlando Toews, City Planning

I was reviewing the rezoning submission for proposed bylaw 3357/N-2023 Bylaw rezone from R2 to PS for the purposes of building an ambulatory care building.

As the owner of 5110 38<sup>th</sup> street, this will create noise for my tenants that will significantly reduce the enjoyment of the property for the residents.

During the construction of the hospital parking lot I lost my entire long term tenant base due to the noise during construction. Should this facility be permitted to proceed not only will my tenants leave during construction but any tenant who remains will be subjected to excessive noise 24 hours a day indefinitely.

In addition further security will need to be adopted within the parking lot to accommodate for illegal parking within the residential space.

Building this close to a residential building with over 20 occupants should not be permitted. This is why the adjacent property is zoned R2 residential.

Thank you for your time and consideration.

James