

# AGENDA

FOR THE *REGULAR MEETING OF RED DEER CITY COUNCIL*

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

*MONDAY, DECEMBER 17, 2001*

*COMMENCING AT 4:30 P.M.*

- (1) Confirmation of the Minutes of the regular meeting of Monday, December 3, 2001.

*Page #*

- (2) **UNFINISHED BUSINESS**

- (3) **PUBLIC HEARINGS**

1. City Clerk – re: *Red Deer Investments Inc.:*

(a) *Land Use Bylaw Amendment 3156/UU-2001/  
Rezoning former Chrysler Site from I1 Industrial  
(Business Service) to C2 Commercial (Regional and  
District Shopping Centre)*

(Consideration of 2<sup>nd</sup> & 3<sup>rd</sup> Readings of the Bylaw)

(b) *Road Closure Bylaw 3292/2001 / Gaetz Avenue & 22<sup>nd</sup>  
Street*

(Consideration of 2<sup>nd</sup> & 3<sup>rd</sup> Readings of the Bylaw)

. 1

(4) REPORTS

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2. City Clerk – re: *Downtown Business Association Board of Director Appointment* . .17
3. Social Planning Manager – re: *International Year of the Volunteer – Voluntarism in Red Deer* . .18
4. Information Technology Services Manager – re: *Geographical Information System (GIS) Strategy Report* . .45
5. Parkland Community Planning Services – re: *Land Use Bylaw Amendment 3156/TT-2001 / Addition of Amateur Radio Towers as a Discretionary use in R1, R1A, R1N and R2 Districts / Addition of Drinking Establishments in C4 Commercial (Major Arterial) District / Renumbering of Section regarding Parking Standards in R2 Residential (Medium Density) District to Proper Bylaw Section Number / Addition of "Bingo Hall" and "Casino" to definition of "Commercial Recreation Facility".*  
(Consideration of 1<sup>st</sup> Reading of the Bylaw) . .79
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7. Land & Economic Development Manager – re: *Checkmate Hill Condominium Plan 902 1647:*
  - (a) *Offer to Purchase Lane in Plan 852 HW*
  - (b) *Road Closure Bylaw 3293/2001*  
(Consideration of 1<sup>st</sup> Reading of the Bylaw)
  - (c) *Parkland Community Planning Services – re: Land Use Bylaw Amendment 3156/WW-2001 / Rezoning of*

- Lane between Lot 8, Block 5, Plan 012 1322 from Lane  
to R3 Residential Multiple Family District /  
Checkmate Hill Condominium Association  
(Consideration of 1<sup>st</sup> Reading of the Bylaw)* .87
8. EL & P Manager – re: *Revision to Regulated Rate Option  
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3273/2000 – Electric Utility Bylaw Appendix “D” –  
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- (6) **PETITIONS AND DELEGATIONS**
- (7) **NOTICES OF MOTION**
1. Community Services Director – re: *December 3, 2001  
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- (8) **WRITTEN INQUIRIES**
1. Director of Corporate Services – re: *December 3, 2001  
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Capital Cost Analysis – Collicutt Centre* .144

(9) **BYLAWS**

1. **3156/UU-2001** – Land Use Bylaw Amendment – Red Deer Investments Inc. / Rezoning former Chrysler Site from I1 Industrial (Business Service) to C2 Commercial (Regional and District Shopping Centre)  
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2. **3292/2001** – Road Closure Bylaw / Gaetz Avenue & 22<sup>nd</sup> Street.  
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3. **3156/TT-2001** – Land Use Bylaw Amendment - Addition of Amateur Radio Towers as a Discretionary use in R1, R1A, R1N and R2 Districts / Addition of Drinking Establishments in C4 Commercial (Major Arterial) District / Renumbering of Section regarding Parking Standards in R2 Residential (Medium Density) District to Proper Bylaw Section Number / Addition of "Bingo Hall" and "Casino" to definition of "Commercial Recreation Facility". (1<sup>st</sup> Reading) .153  
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4. **3156/WW-2001** – Land Use Bylaw Amendment - Rezoning of Lane between Lot 8, Block 5, Plan 012 1322 from Lane to R3 Residential Multiple Family District / Checkmate Hill Condominium Association. (1<sup>st</sup> Reading) .155  
.87
5. **3293/2001** – Road Closure Bylaw – Checkmate Hill Condominium Plan 902 1647. (1<sup>st</sup> Reading) .157  
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6. **3273/C-2001** – Amendment to Bylaw No. 3273/2000 – the Electric Utility Bylaw/ Appendix "D" – Regulated Rate Option Tariff. (3 Readings) .158  
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*Transit Union Agreement.*

*Presentations by Red Deer County*

- 1. presentation re Collect*
- 2. presentation re recreation fees*

November 20, 2001

**TO:** City Council

**FROM:** City Clerk

**RE:** Public Hearings:

Red Deer Investments Inc.:

- (1) Offer to Purchase the Service Road and Partial Road Closure Road Closure Bylaw 3292/2001
  - (2) Land Use Bylaw 3156/UU-2001  
Rezoning Request I1 to C2, Lot A, Plan 5326 HW
- 

***History***

At the Monday, November 19, 2001 meeting of Council, Land Use Bylaw Amendment 3156/UU-2001 and Road Closure Bylaw 3292/2001 were given first reading.

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A.

***Public Consultation Process***

Public Hearings have been advertised for the above noted bylaws to be held on Monday, December 17, 2001 at 7:00 p.m. in the Council Chambers during Council's regular meeting. The owners of the properties and those bordering the site have been notified by letter of the Public Hearings.

***Recommendations***

That following the Public Hearings, Council may:

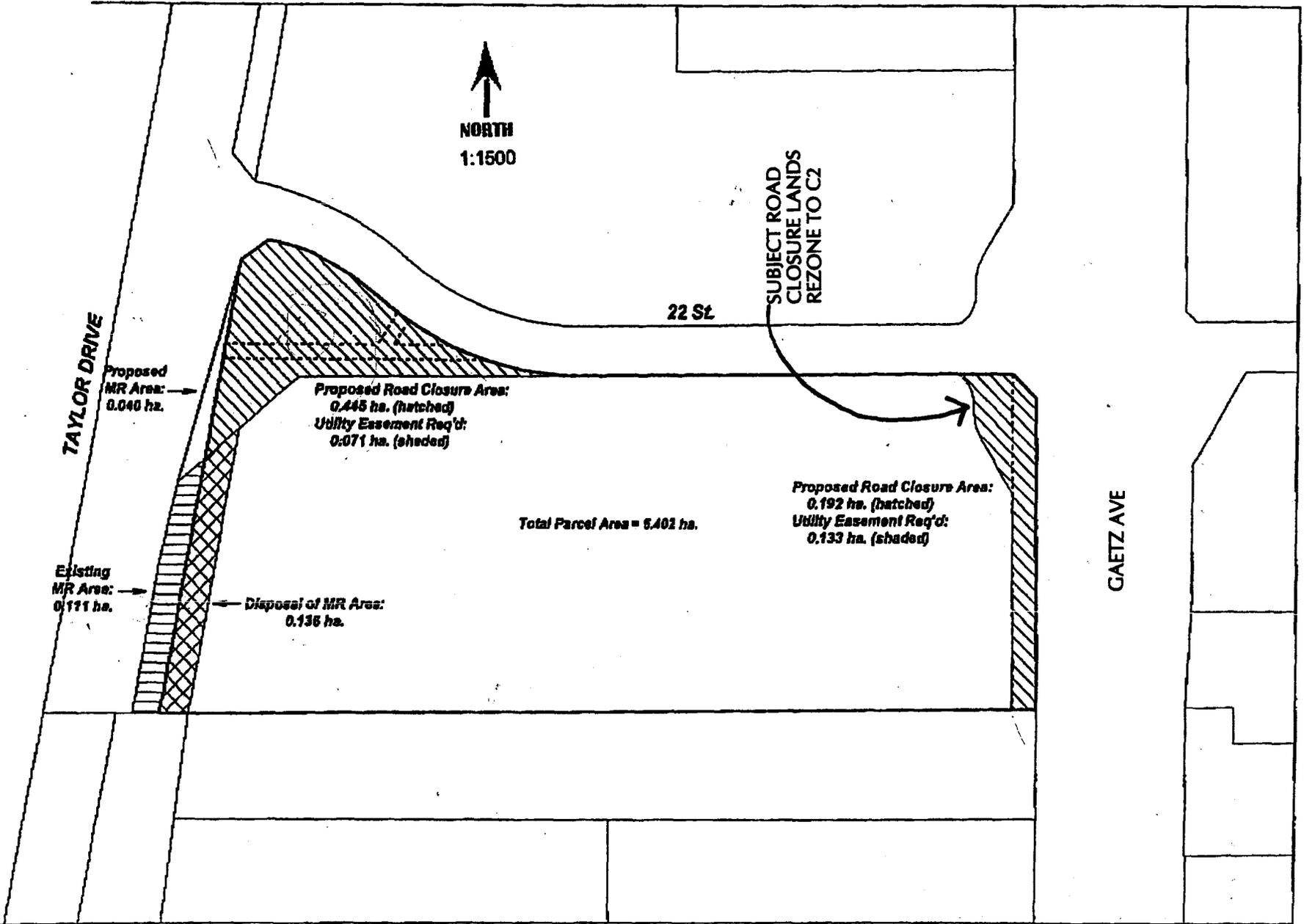
- (1) proceed with 2<sup>nd</sup> and 3<sup>rd</sup> readings of Land Use Bylaw 3156/UU-2001, and
- (2) proceed with 2<sup>nd</sup> and 3<sup>rd</sup> readings of Road Closure Bylaw 3292/2001.

  
Kelly Kloss  
City Clerk

/chk



# SCHEDULE B



October 30th, 2001



**Arndt Tkalcic ARCHITECTS**

City of Red Deer  
City Hall  
Box 5008  
4914 - 48th Avenue  
RED DEER, Alberta  
T4N 3T4

VIA FAX: 403-346-6195  
ORIGINAL VIA MAIL

Attention: Mr. Kelly Kloss  
City Clerk

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

Dear Sir:

Re: **Re-Zoning of Plan 5326HW, Lot A**  
**Red Deer, Alberta**  
Our Project No. 01-153

On behalf of Kosowan Developments Inc., we hereby make Application for Re-Zoning of the above Parcel from its Current Zoning I1 to C2. (See attached Schedule A for Project Site Plan.) The reason for this Re-Zoning Application is to revise the Zoning of this Parcel from the existing Zoning of I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District, which is the appropriate Land Use given the Re-Development of the adjacent lands both North and South of the Site between Gaetz Avenue and Taylor Drive. The Proposed Development of the lands is for a Commercial Retail Shopping Centre.

With this Application is the request to also Re-Zone the Proposed Road Closure Lands to the East side of the property along Gaetz Avenue as the Developer is concluding this purchase with the City of Red Deer. (Refer to attached Schedule B.)

We trust this is complete and you will advise of any further information you may require and the anticipated date of First Reading at Council. Upon review, please also advise of any Fees or Advertising Costs that we need to provide payment for.

We thank you in advance for your attention to this.

Yours truly,

ARNDT TKALCIC ARCHITECTS

Rick Arndt, MRAIC

/tva  
Enclosures

c.c. Mr. Dave Kosowan  
Kosowan Developments Inc.

c.c. Mr. John Little  
Witten LLP

Rick Arndt \*  
M.Arch., MRAIC  
Joseph Tkalcic \*  
M.Arch., MRAIC  
Fred Bachand  
Senior Associate  
David Embury  
Senior Associate  
Jason Hess  
Associate  
Kim Ma  
Associate

10315-109 Street  
Edmonton,  
Alberta,  
T5J 1N3  
Tel: 780/428 8001  
Fax: 780/426 2734  
ata@atarch.com

Oct 31/01  
Ar

\* Denotes Architect's Corporation

October 31st, 2001

**Arndt Tkalcic ARCHITECTS**

City of Red Deer  
 City Hall  
 Box 5008  
 4914 - 48th Avenue  
 RED DEER, Alberta  
 T4N 3T4

VIA FAX: 403-346-6195  
 ORIGINAL VIA MAIL

Attention: Mr. Kelly Kloss  
 City Clerk

Dear Sir:

Re: **Re-Zoning of Plan 5326HW, Lot A**  
**Red Deer, Alberta**  
 Our Project No. 01-153

Further to our letter of October 30th, 2001, we wish to correct the name of the Owner as, Red Deer Investments Inc. We apologize for any confusion this may have caused.

Also attached is the Consent to Re-Districting Application of the property by the existing Owner.

Yours truly,

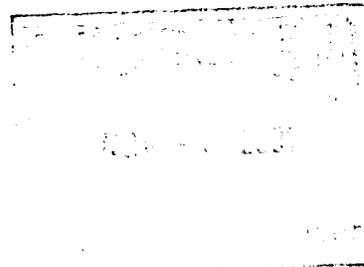
ARNDT TKALCIC ARCHITECTS

*Rick Arndt /tva*

Rick Arndt, MRAIC

/tva  
 Enclosure

Rick Arndt \*  
 M.Arch., MRAIC  
 Joseph Tkalcic \*  
 M.Arch., MRAIC  
 Fred Bachand  
 Senior Associate  
 David Embury  
 Senior Associate  
 Jason Hess  
 Associate  
 Kim Ma  
 Associate



10315-109 Street  
 Edmonton,  
 Alberta,  
 T5J 1N3

Tel: 780/428 8001  
 Fax: 780/426 2734

ata@atarch.com

\* Denotes Architect's Corporation

**CONSENT TO RE-DISTRICTING APPLICATION**

To: **THE CITY OF RED DEER**

Re: **Plan 5326HW**

**Lot A**

**Containing 4.71 hectares (11.64 acres) more or less**

**Excepting thereout:**

	<b>Hectares</b>	<b>(Acres)</b>	<b>more or less</b>
A) Plan 9021457 Road	0.080	0.20	

**Excepting thereout all mines and minerals;  
(the "Property")**

The undersigned owner(s) of the Property hereby consent to ARNDT TKALCIC ARCHITECTS INC. making application to re-district the Property from I-1 (Industrial (Business Service)) to C-2 (Regional and District Shopping Centre)) on behalf of the purchaser of the Property RED DEER INVESTMENT'S INC.

**DATED** effective October 30, 2001.

**SHAWN HOLDINGS LTD.**

**NORALI INVESTMENTS LTD.**

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

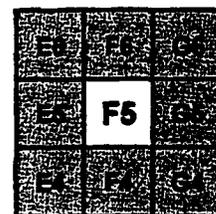
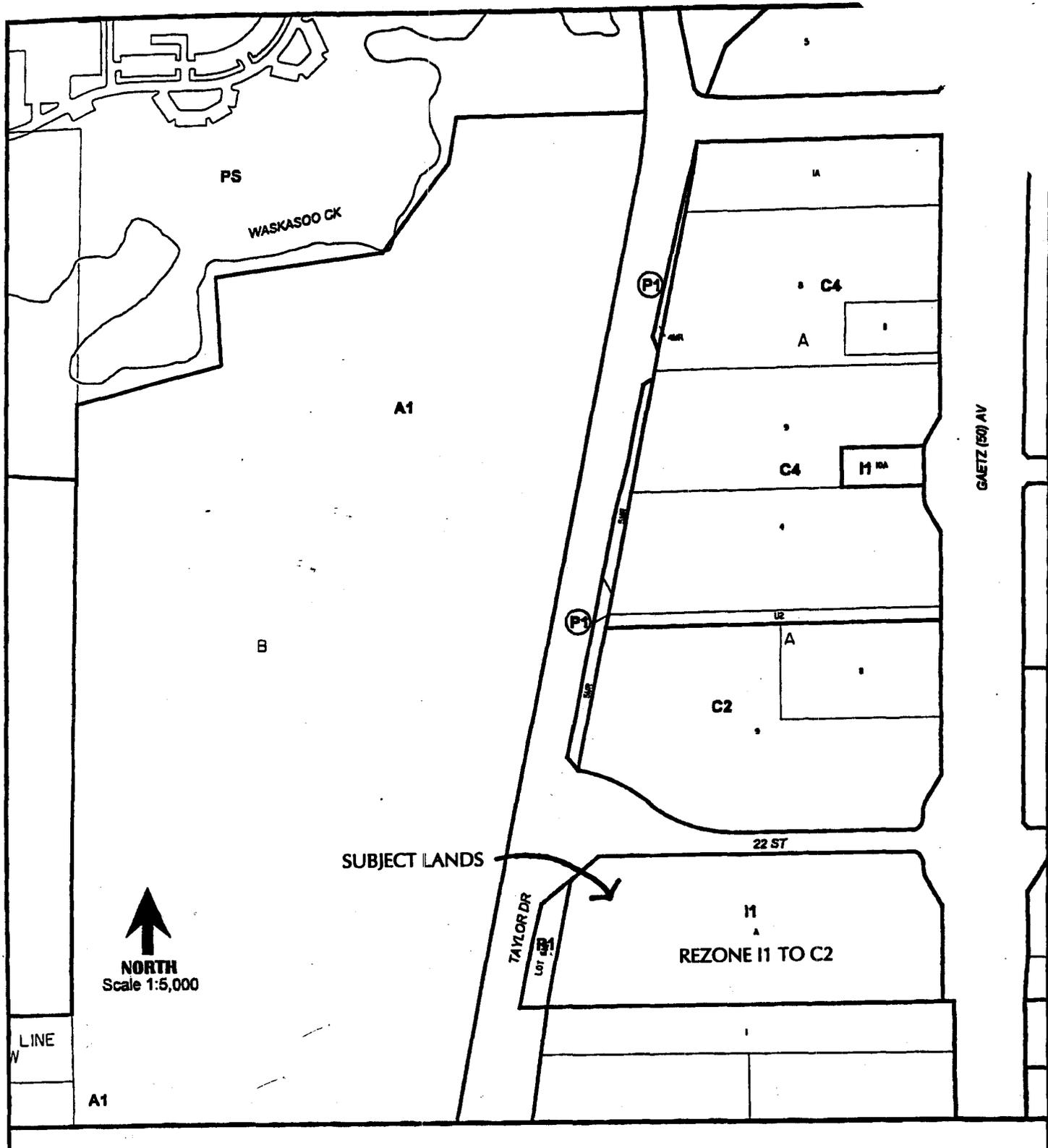
*[Signature]*  
c/o Lawrence R. Lyman  
Barrister & Solicitor  
MS - 9509 156 Street  
Edmonton, Alberta T5P 4J5

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

*[Signature]*  
c/o Lawrence R. Lyman  
Barrister & Solicitor  
MS - 9509 156 Street  
Edmonton, Alberta T5P 4J5

# SCHEDULE A

33



NE 1/4 Sec 05  
Twp 38- Rge 27 - W4th

**Date:** November 13, 2001

**To:** Kelly Kloss, City Clerk

**From:** Paul Meyette, City Planning Manager  
Ryan Strader, Inspections and Licensing Manager

**RE:** Rezoning Request I1 to C2  
Plan 5326HW, Bylaw 3156 UU-2001, Map #37/2001

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Arndt Tkalcic Architects are requesting a rezoning from I1 to C2 for the land formerly used as the Chrysler Parts Depot.

### **Background**

This site is one of the only two industrial sites along Gaetz Avenue. The properties North, South and East are currently designated commercial. The Municipal Development Plan (MDP) shows this site as commercial. The MDP is the only plan directly affecting this site.

### **Type of Commercial Zoning**

The types of commercial zoning along south Gaetz Avenue are the C4 Commercial (Major Arterial) District and the C2 Commercial (Regional and District Shopping Centre) District. The C2 District is used for larger parcels three hectares or more while the C4 District is used for parcels less than three hectares. This site is over five hectares; therefore the C2 District is appropriate for this site.

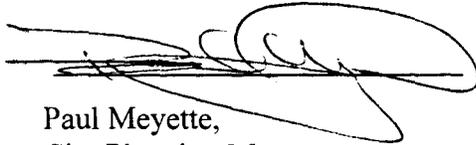
### **Planning Comments**

This rezoning complies with the Municipal Development Plan and is a logical extension of commercial use on adjacent properties.

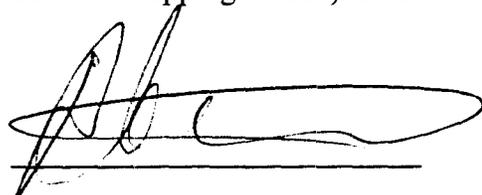
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**Recommendation**

Staff recommend that Council rezone the former Chrysler site from I1 Industrial (Business Service) to C2 Commercial (Regional and District Shopping Centre) District.



Paul Meyette,  
City Planning Manager



Ryan Strader,  
Inspections and Licensing Manager

- cc. Colleen Jensen, Director of Community Services
- Ken Haslop, Manager of Engineering Services

# Memo

Date: November 9, 2001

To: Kelly Kloss, City Clerk

From: Howard Thompson, Land & Economic Development Manager

Re: **Red Deer Investments Inc. – Rezoning Request Lot A, Plan 5326 HW  
Offer to Purchase the Service Road and Partial Road Closure**

---

Land and Economic Development support the rezoning request for the above site and the Gaetz Avenue Service Road from I1 to C2 to accommodate the redevelopment of the site. It is my understanding that the Red Deer Investments Inc. is proposing to demolish the old Chrysler warehouse and develop the site for commercial use similar to Gaetz Avenue Crossing and Southpointe Common. The first phase of development is proposed for the east half of the site with an anchor tenant and several stand-alone commercial retail units. No plans have been determined for the west half of the site at this time.

In conjunction with the rezoning request, the Red Deer Investments Inc. has submitted the attached offer to purchase for the Gaetz Avenue Service Road, as shown on the attached plan, and requested an option to purchase any remnant City lands off Taylor Drive.

### Gaetz Avenue Service Road:

The City no longer requires this service road, which was removed and landscaped several years ago, as the Developers of Southpointe Common have built an auxiliary lane on Gaetz Avenue from Chrysler Avenue south to accommodate access into their site. Approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 are available for sale and consolidation into Lot A. With regard to the purchase price, an in-house appraisal has determined the fair market value to be \$7.00 per square foot. As the majority of this area is encumbered by underground utilities, limiting the use to parking and landscaping, a 50% reduction to \$3.50 per square foot is warranted for a total purchase price of approximately \$72,300. In addition to the purchase price, as this site was originally developed in the County, Red Deer Investments Inc. is responsible for payment of offsite levies on the total area of Lot A plus the road areas to be purchased. The Red Deer Investments Inc. would also be responsible for any costs related to the rezoning, road closure, survey and plan of consolidation. The net proceeds of the land sale will be credited to the Road Reserve Fund.

### Taylor Drive and 22<sup>nd</sup> Street:

In the future, an exit ramp is designed to come off of Highway #2 and connect up with Taylor Drive, which will require the current intersection at 22<sup>nd</sup> Street to be relocated further to the north. The City acquired the necessary right-of-way for this new road alignment as part of the Taylor Drive project in 1994, however, it is my understanding that further capital work to rebuild 22<sup>nd</sup> Street is not anticipated for many years or until the exit ramp is required. Although Engineering Services supports the sale in principle of an area shown approximately as *Future Land* on the attached plan, they indicate that it is premature

.../2

# Memo

Kelly Kloss  
Page 2

to sell this land at this time, as the road design has not been completed nor has the exact area of land been determined. In addition, Recreation, Parks and Culture do not support the sale of any of the Municipal Reserve land between Taylor Drive and Lot A.

The Red Deer Investments Inc.'s request for an option to purchase for the Taylor Drive remnant lands is not necessary, as they are the only adjacent landowner that could purchase and utilize the land and essentially have the equivalent of a Right of First Refusal. At such time in the future that the City is prepared to sell these surplus lands, Red Deer Investments Inc. could re-submit their offer and request for rezoning. Red Deer Investments Inc. is aware of this and as they do not have any specific development plans for this area yet, it is acceptable to them.

## **Recommendation:**

That City Council;

1. Approve the rezoning of Lot A, Plan 5326 HW and the Gaetz Service road to C2.
2. Approve the sale of 0.192 hectares (0.47 ac), more or less, contained in Road Plans 5326 HW and 902 1457, adjacent to the east of Lot A, Plan 5326 HW to Red Deer Investments Inc., subject to the following conditions:
  - The purchase price of the service road to be \$3.50 per square foot plus GST based on the area determined by legal survey.
  - Red Deer Investments Inc. completing the purchase of Lot A, Plan 5326 HW.
  - Red Deer Investments Inc. consolidating the service road with Lot A, Plan 5326 HW.
  - The proceeds of the service road sale to be credited to the Road Reserve Fund.
  - City Council approval to rezone the service road to C2.
  - All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of the Red Deer Investments Inc.
  - A Land Sale Agreement satisfactory to the City Solicitor.
  - City Council approval for the following road closure described as,
    - “All that portion of Main Street and Road Cut-off which lies within the limits of Plan 022-\_\_\_\_\_ excepting thereout all mines and minerals”.
3. Agree to not sell or option any City lands along Taylor Drive and 22<sup>nd</sup> Street to Red Deer Investments Inc. at this time and to encourage them to re-apply in the future.



Howard Thompson

Attach.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>c. Director of Development Services</li> <li>Director of Community Services</li> <li>EL&amp;P Manager</li> <li>Emergency Services Manager</li> </ul> | <ul style="list-style-type: none"> <li>Engineering Services Manager</li> <li>Recreation, Parks and Culture Manager</li> <li>Inspections and Licensing Manager</li> </ul> |
|---|--|



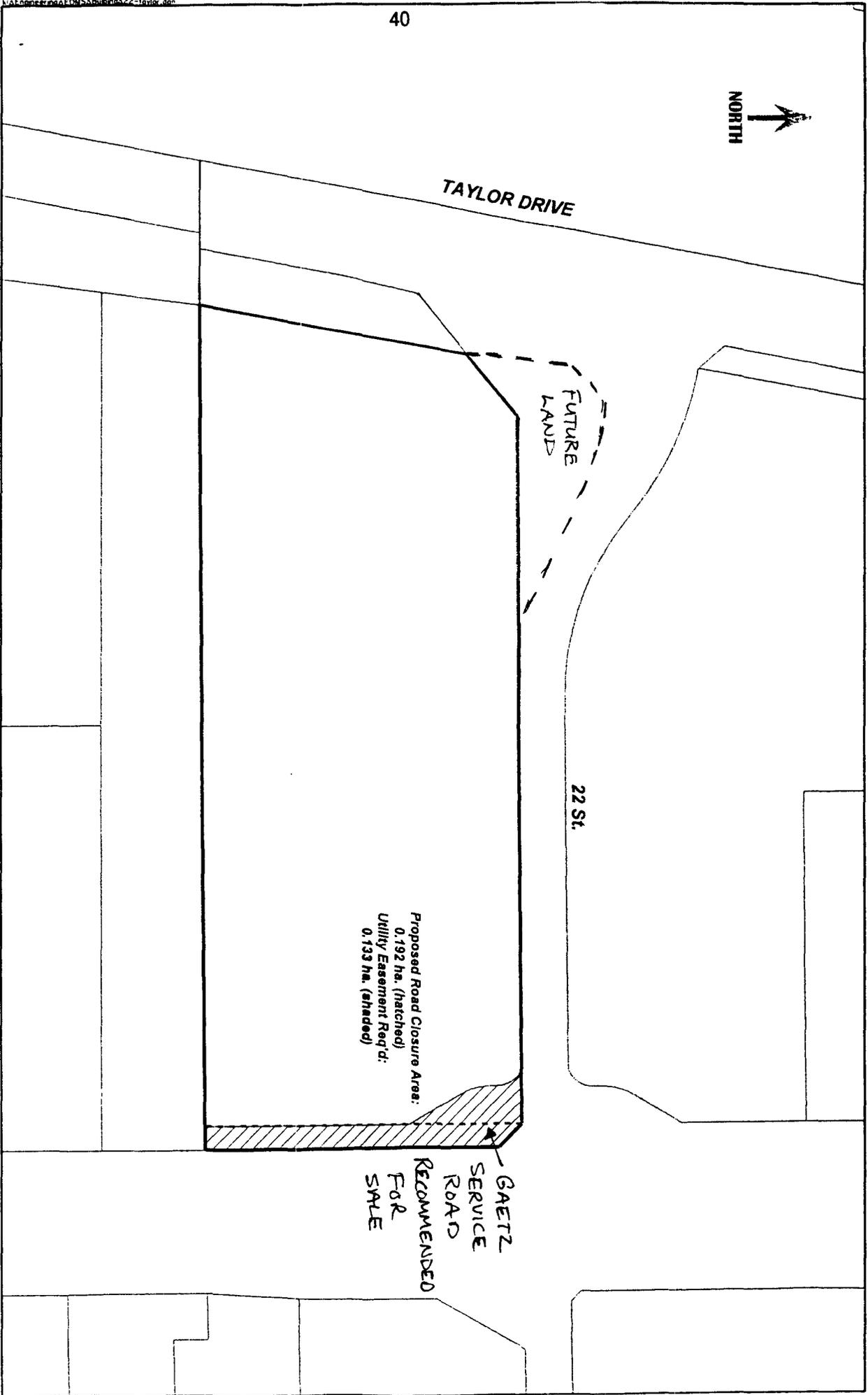
TAYLOR DRIVE

FUTURE LAND

22 St.

Proposed Road Closure Area:  
0.192 ha. (hatched)  
Utility Easement Req'd:  
0.133 ha. (shaded)

GAETZ SERVICE ROAD  
RECOMMENDED FOR SALE



**From:** John Little  
**To:** howard@city.re-deer.ab.ca  
**Date:** 10/31/01 2:44pm  
**Subject:** Chrysler Lands

I am the solicitor for David Kosowan and Red Deer Investments Inc. which is purchasing the former Chrysler site between Gaetz and Taylor. Further to your meeting with David, he needs and the city wishes to sell some remnants along Gaetz and Taylor, both of which would be incorporated into the site.

We understand that the City will prepare a purchase agreement. On behalf of our client Red Deer Investments Inc., we propose the following terms for that agreement;

**Purchaser:** Red Deer Investments Inc. c/o our office

**Price:** \$3.50 per square foot

**Closing:** February 28, 2002 which is the closing date for the main site.

**Conditions:** Rezoning of the remnants to C-2 concurrently with the main site and approval of a plan of consolidation with the main site before February 1, 2001.

**Option:** The purchaser can within one week before closing elect not to purchase the Taylor remnants but has the option to do so for one year past February 28, 2002. The purchaser may not need these remnants at the same time as it develops the Gaetz side of the site.

**Deposit:** I suggest a nominal deposit of \$1000.00. The purchaser has paid \$250,000 unconditionally on the main site, and realistically no other purchaser is interested in these remnants.

I look forward to hearing from you.

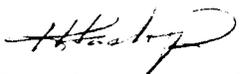
**CC:** arndt@atarch.com

Date: November 13, 2001  
To: City Clerk  
From: Engineering Services Manager  
**Re: Lot A, Plan 5326 H.W. - 2110 Gaetz Avenue  
Rezoning**

---

The Engineering Services Department has the following comments regarding the former Chrysler Warehouse site:

1. We have no objection to the closure and sale of the former West Gaetz Avenue Service Road right of way. Attached is a drawing showing the proposed closure area.
2. We have no objection to the proposed rezoning of Lot A and the Service Road right of way.
3. We recommend that the area on the west side of this parcel, adjacent to Taylor Drive, be left as is until more definite development plans are available and the need to re-align 22 Street is confirmed.

  
Ken G. Haslop, P. Eng.  
Engineering Services Manager

SS/emr  
Att.

**DATE:** November 6, 2001  
**TO:** City Clerk  
**FROM:** Greg Scott, Community Development & Planning Coordinator  
**RE:** Arndt Tkalcic Architects - Rezoning Request I1 to C2; Plan 5326 HW  
(South Hill)

---

The Recreation, Parks and Culture Department has reviewed Arndt Tkalcic Architects request for the rezoning of Plan 5326 HW, Lot A from I1 to C2 and provides the following comments:

1. Support of the rezoning of the I1 to C2 not including the P1 Lot 6 MR along the west side. The Recreation, Parks & Culture Department does not support municipal reserve disposal within Lot 6 at this time.
2. Have no objections to the proposed rezoning and road closure of the lands that run along the east side of the property adjacent to Gaetz Avenue.
3. Some of the natural features within this land parcel have been identified as potential preservation areas. It will be the role of the Recreation, Parks & Culture Department to work with the developer in the review of these areas.
4. If subdivision is to occur, municipal reserve dedication is owed on this land parcel.

If you have any questions, please call me at 342-8340.



Greg Scott

:jb

- c. Don Batchelor, Recreation, Parks & Culture Manager  
Tony Lindhout, Parkland Community Planning Services  
Howard Thompson, Land and Economic Development Manager  
Ken Haslop, Engineering Services Manager

**Comments:**

We agree with the recommendations of City Administration. A Public Hearing would be held on Monday, December 17, 2001 at 7:00 p.m. in Council Chambers during Council's regular meeting.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager



Office of the City Clerk

November 20, 2001

Fax: 1-780-426-2734

Mr. R. Arndt  
Arndt Tkalcic Architects  
10315 - 109 Street  
Edmonton, AB T5J 1N3

Dear Mr. Arndt:

Re: **Red Deer Investments Inc.:**  
(1) **Offer to Purchase the Service Road and Partial Road Closure  
Road Closure Bylaw 3292/2001**  
(2) **Land Use Bylaw 3156/UU-2001  
Rezoning Request I1 to C2, Lot A, Plan 5326 HW**

At the City of Red Deer's Council meeting held Monday, November 19, 2001, first reading was given to Land Use Bylaw 3156/UU-2001 and Road Closure Bylaw 3292/2001. Copies of the bylaws are attached for your information.

Council also passed the following resolution:

*Resolved* that Council of the City of Red Deer having considered the report from the Land and Economic Development Manager - re: Red Deer Investments Inc - Rezoning Request Lot A, Plan 5326 HW, Offer to Purchase the Service Road and Partial Road Closure, hereby considers approval of the sale of 0.192 hectares (0.47 ac), more or less, contained in Road Plans 5326 HW and 902 1457, adjacent to the east of Lot A, Plan 5326 HW to Red Deer Investments Inc, subject to the following conditions:

- a) The purchase price of the service road to be \$3.50 per square foot plus GST based on the area determined by legal survey.
- b) Red Deer Investments Inc. completing the purchase of Lot A, Plan 5326 HW.
- c) Red Deer Investments Inc. consolidating the service road with Lot A, Plan 5326 HW.
- d) The proceeds of the service road sale to be credited to the Road Reserve Fund.
- e) City Council approval to rezone the service road to C2.

- f) All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of Red Deer Investments Inc.
- g) A Land Sale Agreement satisfactory to the City Solicitor.
- h) Agree to not sell or option any City lands along Taylor Drive and 22<sup>nd</sup> Street to Red Deer Investments Inc. at this time and to encourage them to re-apply in the future.
- i) The passage of Land Use Bylaw Amendment 3156/UU-2001 and the appropriate Road Closure Bylaw 3292/2001.

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A.

This office will now proceed with the advertising for the Public Hearings to be held on Monday, December 17, 2001, at 7:00 p.m. in the Council Chambers of City Hall during Council's regular meeting.

In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk, prior to public advertising, an amount equal to the estimated cost of advertising, which in this instance is \$400. We require this deposit by no later than 10:00 a.m., *Wednesday, November 28, 2001*, in order to proceed with the advertising. Once the actual cost of advertising is known, you will either be invoiced for or refunded the difference.

If you have any questions or require additional information, please do not hesitate to call me.

Sincerely,



Kelly Kloss  
City Clerk

KK/chk  
/attach.

c Parkland Community Planning Services  
Land & Economic Development Manager

**BYLAW NO. 3156/UU-2001**

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

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

- 1 The "Use District Map F5" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 37/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 19th day of ~~November~~ A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 2001.

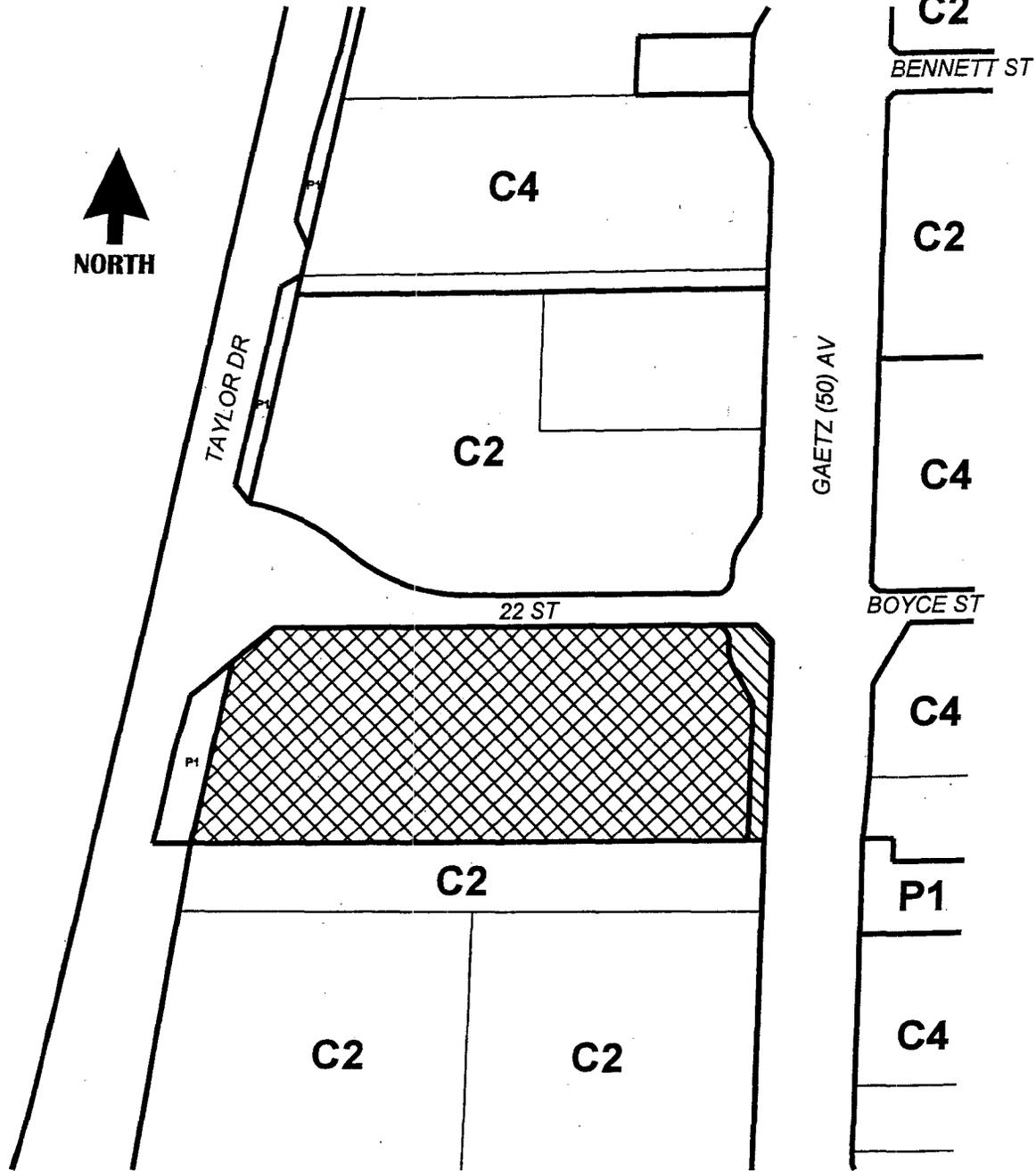
AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 2001.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001

**BYLAW NO. 3292/2001**

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

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

1 The following portion of roadway in the City of Red Deer is hereby closed:

“All that portion of Main Street and Road Cut-off which lies within the limits of Plan 022-\_\_\_\_\_excepting thereout all mines and minerals.”

READ A FIRST TIME IN OPEN COUNCIL this 19th day of November 2001.

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

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

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

\_\_\_\_\_  
MAYOR

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

## **Council Decision – Monday November 19, 2001**

**DATE:** November 20, 2001

**TO:** Howard Thompson, Land & Economic Development Manager

**FROM:** City Clerk

**RE:** Red Deer Investments Inc.:

- (1) Offer to Purchase the Service Road and Partial Road Closure Road Closure Bylaw 3292/2001
- (2) Land Use Bylaw 3156/UU-2001  
Rezoning Request I1 to C2, Lot A, Plan 5326 HW

---

**Reference Report:**

Land & Economic Development Manager, dated November 9, 2001

**Bylaw Readings:**

Road Closure Bylaw 3292/2001 and Land Use Bylaw 3156/UU-2001 were given first readings -copies are attached.

**Resolutions:**

*Resolved* that Council of the City of Red Deer having considered the report from the Land and Economic Development Manager – re: Red Deer Investments Inc – Rezoning Request Lot A, Plan 5326 HW, Offer to Purchase the Service Road and Partial Road Closure, hereby considers approval of the sale of 0.192 hectares (0.47 ac), more or less, contained in Road Plans 5326 HW and 902 1457, adjacent to the east of Lot A, Plan 5326 HW to Red Deer Investments Inc, subject to the following conditions:

- a) The purchase price of the service road to be \$3.50 per square foot plus GST based on the area determined by legal survey.
- b) Red Deer Investments Inc. completing the purchase of Lot A, Plan 5326 HW.
- c) Red Deer Investments Inc. consolidating the service road with Lot A, Plan 5326 HW.
- d) The proceeds of the service road sale to be credited to the Road Reserve Fund.
- e) City Council approval to rezone the service road to C2.
- f) All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of Red Deer Investments Inc.
- g) A Land Sale Agreement satisfactory to the City Solicitor.
- h) Agree to not sell or option any City lands along Taylor Drive and 22<sup>nd</sup> Street to Red Deer Investments Inc. at this time and to encourage them to re-apply in the future.
- i) The passage of Land Use Bylaw Amendment 3156/UU-2001 and the appropriate Road Closure Bylaw 3292/2001.

***Report Back to Council:***

Yes. Public Hearings will be held on Monday, December 17, 2001 at 7:00 p.m. in the Council Chambers during Council's regular meeting.

***Comments/Further Action:***

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A. This office will now proceed with the advertising for a Public Hearing. Arndt Tkalcic Architects, on behalf of Red Deer Investments Inc., will be responsible for the advertising costs in this instance.



Kelly Kloss  
City Clerk

/chk  
attchs.

- c Director of Development Services
- Community Services Director
- Engineering Services Manager
- Community Development & Planning Coordinator
- Land & Economic Development Manager
- Parkland Community Planning Services
- Inspections & Licensing Manager
- C. Adams, Administrative Assistant, City Clerk's

**BYLAW NO. 3156/UU-2001**

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

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

- 1 The "Use District Map F5" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 37/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 19<sup>th</sup> day of ~~November~~ A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 2001.

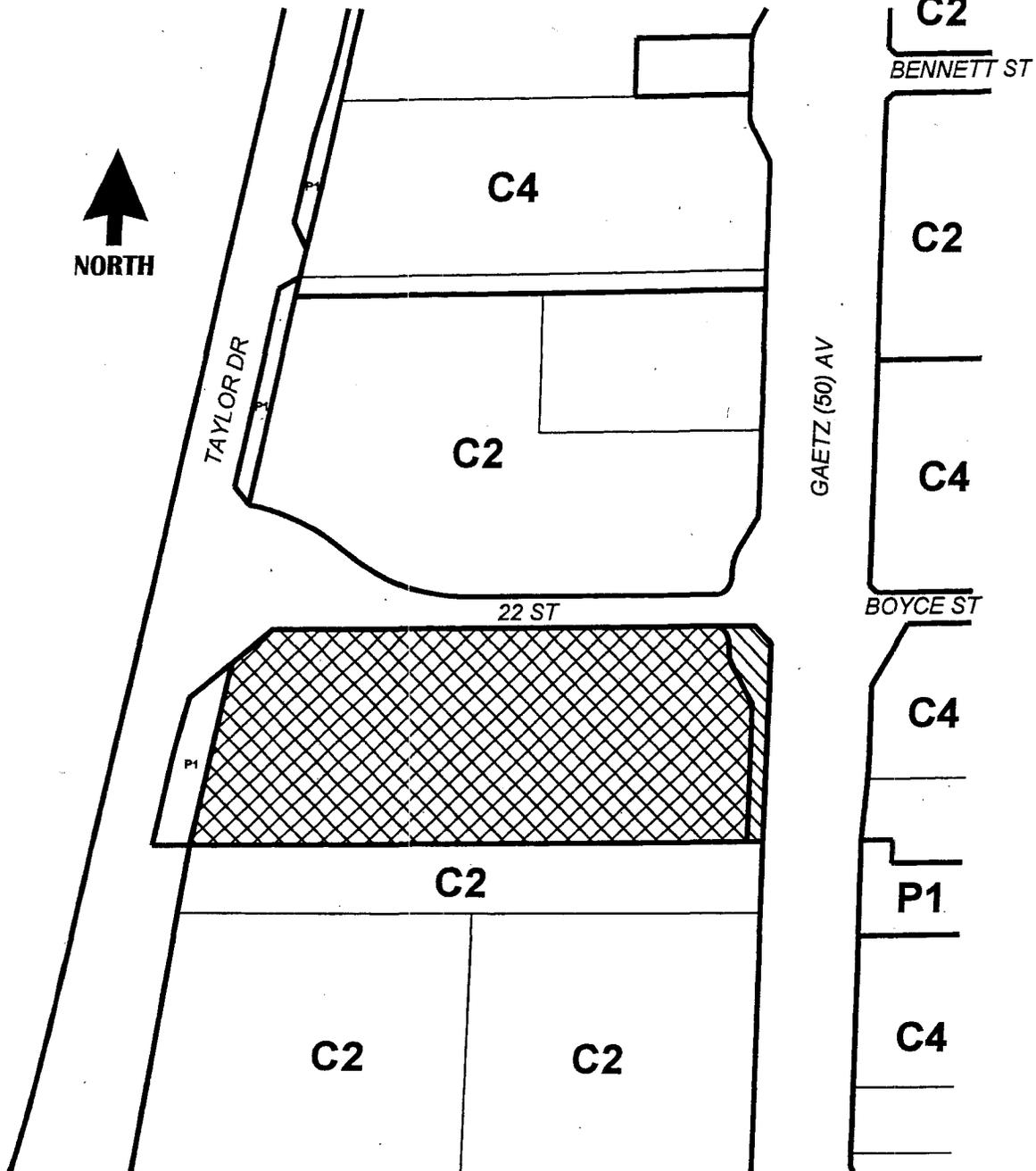
AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 2001.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001

**BYLAW NO. 3292/2001**

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

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

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

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

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

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 3156/UU-2001**

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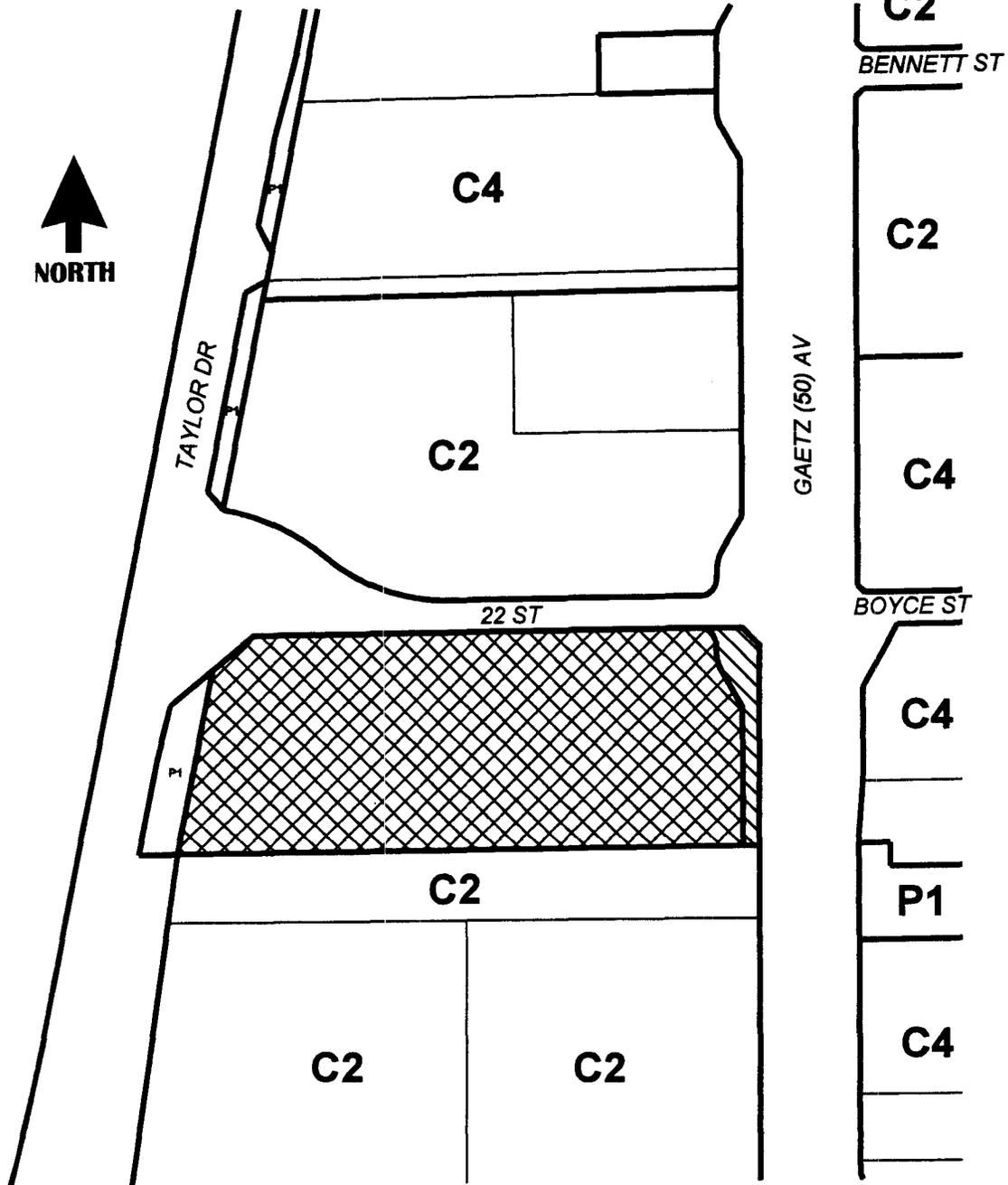
AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      A.D. 2001.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001

Item No. 3

**BYLAW NO. 3292/2001**

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

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

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“All that portion of Main Street and Road Cut-off which lies within the limits of Plan 022-\_\_\_\_\_excepting thereout all mines and minerals.”

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

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

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

\_\_\_\_\_  
MAYOR

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

**SOUTH GAETZ AVENUE  
Road Closure Bylaw 3292/2001  
& Land Use Bylaw Amendment 3156/UU-2001**

**DESCRIPTION:** Closure of the lane adjacent to the former Chrysler Parts Depot to allow sale & redesignation of the site from I1 to C2 to allow the development of a shopping centre

**FIRST READING:** November 19, 2001

**FIRST PUBLICATION:** November 30, 2001

**SECOND PUBLICATION:** December 7, 2001

**PUBLI HEARING & SECOND READING:** December 17, 2001

**THIRD READING:** \_\_\_\_\_

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

**DEPOSIT?** YES  \$ 400. NO  BY: ARNDT TKALCIC Architects

**ACTUAL COST OF ADVERTISING:**

1<sup>ST</sup> \$ 300.<sup>12</sup> & 2<sup>ND</sup> \$ 300.<sup>12</sup> TOTAL: \$ 600.<sup>24</sup>

**MAP PREPARATION:** \$ N/A

**TOTAL COST:** \$ 600.<sup>24</sup>

**LESS DEPOSIT RECEIVED:** \$ (400.-)

**AMOUNT OWING/ (REFUND):** \$ 200.<sup>24</sup>

**INVOICE NO.:** 132000



**THE CITY OF RED DEER**  
City Clerk's Department Payment Receipt

01 | 11 | 22  
Year Month Day

Name: KOSOWAT INVESTMENTS INC. Reference: L.U.C. IMPROVEMENT 3156/111-2001  
ROAD CLOSURE 3275/2001

NOT VALID ULESS MACHINE PRINTED HERE

11/22/01 9:56AM 25142061

ITEM

Account Number (Cost Centre.Object.Subidiary)	Subledger	T	Asset ID No.	Amount
59.5901				400.00
54.5722				
54.5901				
GST. REGISTRATION # R119311785			<b>TOTAL</b>	400.00

SUNDRY  
CHECK

400.00  
\$400.00

11.21.01



**Arndt Tkalcic ARCHITECTS**

The City of Red Deer  
Office of the City Clerk  
Box 5008  
Red Deer, Alberta  
T4N 3T4

Attention: Kelly Kloss  
City Clerk

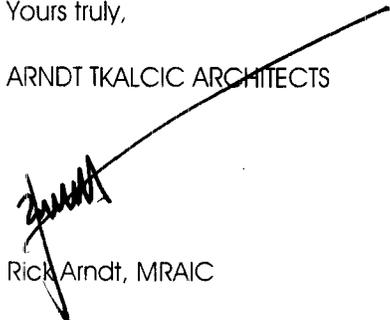
Re: Red Deer Investments Inc.:  
(1) Offer to Purchase the Service Road and Partial Road Closure  
Road Closure Bylaw 3292/2001  
(2) Land Use Bylaw 3156/UU-2001  
Rezoning Request 11 to C2, Lot A, Plan 5326 HW

On behalf of Red Deer Investments Inc., we attach a cheque for \$400.00 as a deposit to cover the costs of public advertising, as requested.

We trust this is complete.

Yours truly,

ARNDT TKALCIC ARCHITECTS

  
Rick Arndt, MRAIC

/ssh  
Enclosure

c.c. Red Deer Investment Inc.

Rick Arndt \*  
M.Arch., MRAIC  
Joseph Tkalcic \*  
M.Arch., MRAIC  
Fred Bachand  
Senior Associate  
David Embury  
Senior Associate  
Jason Hess  
Associate  
Kim Ma  
Associate

10315-109 Street  
Edmonton,  
Alberta,  
T5J 1N3  
Tel: 780/428 8001  
Fax: 780/426 2734  
ata@atarch.com

\* Denotes Architect's Corporation

DATE: November 21, 2001

TO: Norma Lovell, Assessment

FROM: C.G. Adams,  
City Clerk's Office

RE: LUB Amendment 3156/UU-2001 – South Gaetz Avenue

Please provide Sheri Eklund with the names and addresses of the subject property owners and all contiguous/adjacent property owners as outlined on the attached maps.

It would be helpful if the lists could be received at your earliest convenience in order to process the letters within the required time period. I have attached the map that appeared on the Council agenda for your reference.

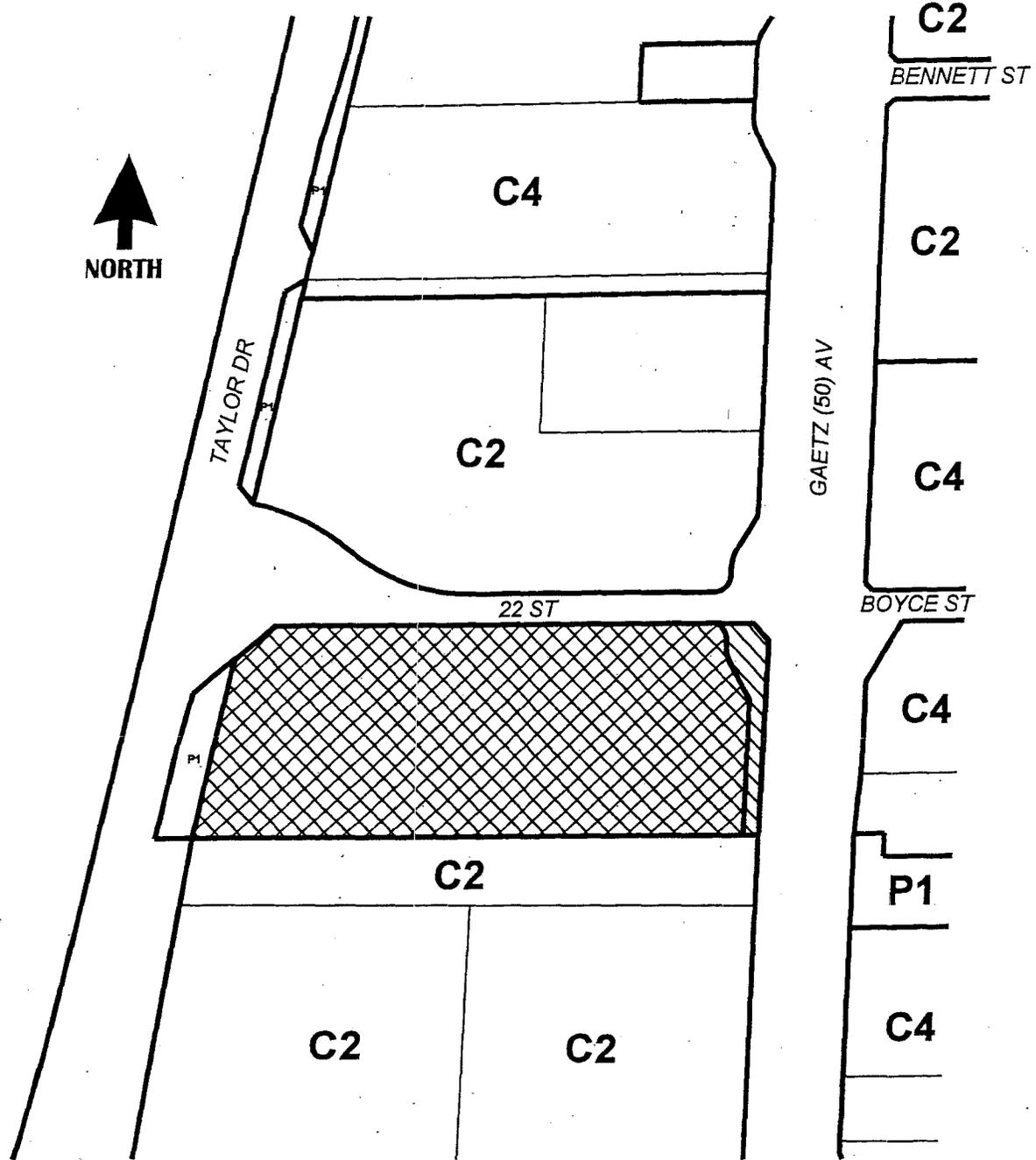
Thanks Norma.

  
C.G. Adams  
City Clerks' Office

Attach.

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001



**Office of the City Clerk**

November 20, 2001

Fax: 1-780-426-2734

Mr. R. Arndt  
Arndt Tkalcic Architects  
10315 - 109 Street  
Edmonton, AB T5J 1N3

Dear Mr. Arndt:

Re: **Red Deer Investments Inc.:**  
(1) **Offer to Purchase the Service Road and Partial Road Closure  
Road Closure Bylaw 3292/2001**  
(2) **Land Use Bylaw 3156/UU-2001  
Rezoning Request I1 to C2, Lot A, Plan 5326 HW**

At the City of Red Deer's Council meeting held Monday, November 19, 2001, first reading was given to Land Use Bylaw 3156/UU-2001 and Road Closure Bylaw 3292/2001. Copies of the bylaws are attached for your information.

Council also passed the following resolution:

*Resolved* that Council of the City of Red Deer having considered the report from the Land and Economic Development Manager - re: Red Deer Investments Inc - Rezoning Request Lot A, Plan 5326 HW, Offer to Purchase the Service Road and Partial Road Closure, hereby considers approval of the sale of 0.192 hectares (0.47 ac), more or less, contained in Road Plans 5326 HW and 902-1457, adjacent to the east of Lot A, Plan 5326 HW to Red Deer Investments Inc, subject to the following conditions:

- a) The purchase price of the service road to be \$3.50 per square foot plus GST based on the area determined by legal survey.
- b) Red Deer Investments Inc. completing the purchase of Lot A, Plan 5326 HW.
- c) Red Deer Investments Inc. consolidating the service road with Lot A, Plan 5326 HW.
- d) The proceeds of the service road sale to be credited to the Road Reserve Fund.
- e) City Council approval to rezone the service road to C2.

- f) All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of Red Deer Investments Inc.
- g) A Land Sale Agreement satisfactory to the City Solicitor.
- h) Agree to not sell or option any City lands along Taylor Drive and 22<sup>nd</sup> Street to Red Deer Investments Inc. at this time and to encourage them to re-apply in the future.
- i) The passage of Land Use Bylaw Amendment 3156/UU-2001 and the appropriate Road Closure Bylaw 3292/2001.

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A.

This office will now proceed with the advertising for the Public Hearings to be held on Monday, December 17, 2001, at 7:00 p.m. in the Council Chambers of City Hall during Council's regular meeting.

In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk, prior to public advertising, an amount equal to the estimated cost of advertising, which in this instance is \$400. We require this deposit by no later than 10:00 a.m., *Wednesday, November 28, 2001*, in order to proceed with the advertising. Once the actual cost of advertising is known, you will either be invoiced for or refunded the difference.

If you have any questions or require additional information, please do not hesitate to call me.

Sincerely,



Kelly Kloss  
City Clerk

KK/chk  
/attach.

c Parkland Community Planning Services  
Land & Economic Development Manager

**BYLAW NO. 3156/UU-2001**

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

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

- 1 The "Use District Map F5" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 37/2001 attached hereto and forming part of the bylaw.

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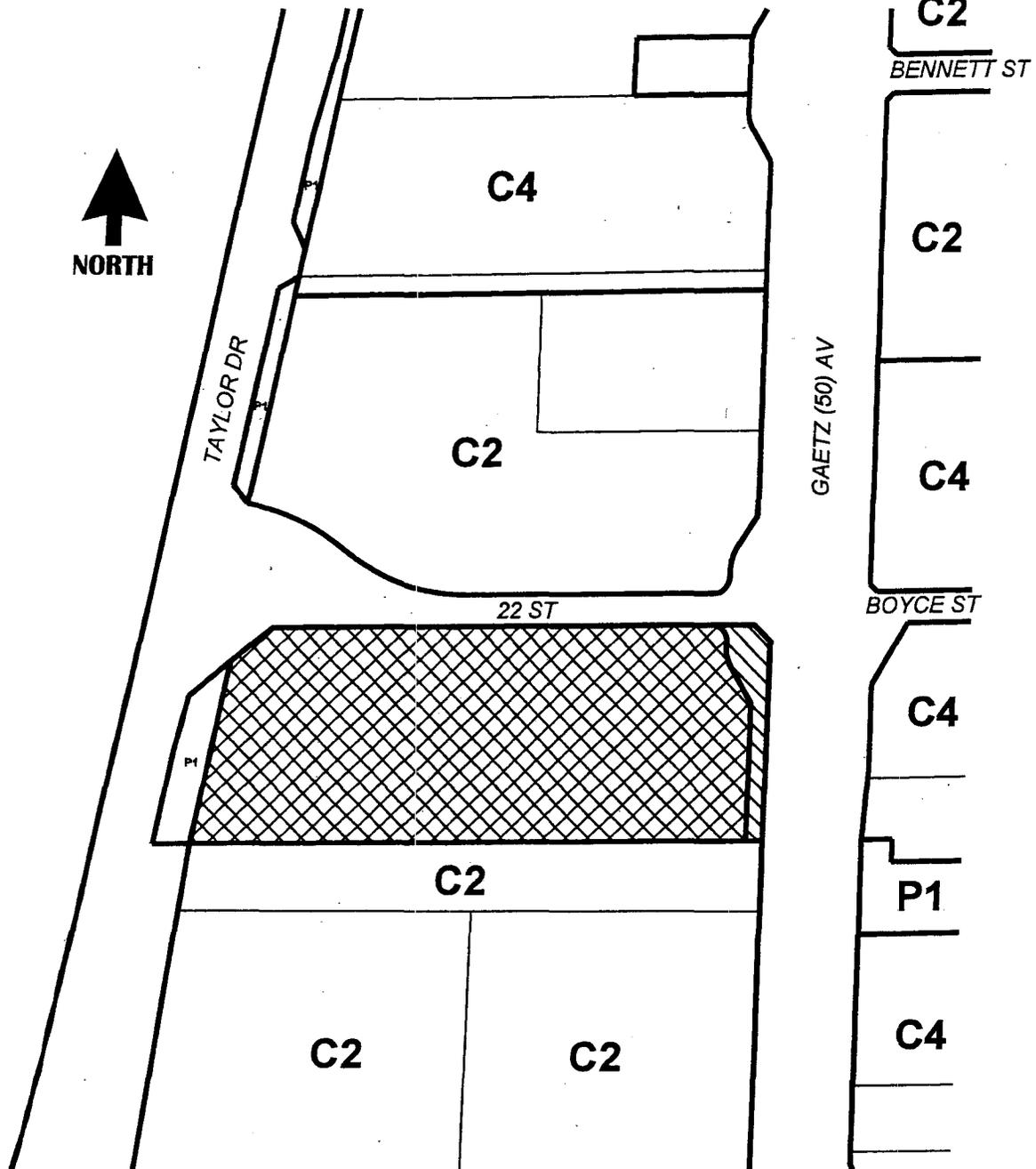
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\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2



ROAD to C2



MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001

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

\_\_\_\_\_  
MAYOR

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

## Council Decision – Monday November 19, 2001

DATE: November 20, 2001

TO: Howard Thompson, Land & Economic Development Manager

FROM: City Clerk

RE: Red Deer Investments Inc.:

- (1) Offer to Purchase the Service Road and Partial Road Closure Road Closure Bylaw 3292/2001
- (2) Land Use Bylaw 3156/UU-2001 Rezoning Request I1 to C2, Lot A, Plan 5326 HW

---

### *Reference Report:*

Land & Economic Development Manager, dated November 9, 2001

### *Bylaw Readings:*

Road Closure Bylaw 3292/2001 and Land Use Bylaw 3156/UU-2001 were given first readings -copies are attached.

### *Resolutions:*

*Resolved* that Council of the City of Red Deer having considered the report from the Land and Economic Development Manager – re: Red Deer Investments Inc – Rezoning Request Lot A, Plan 5326 HW, Offer to Purchase the Service Road and Partial Road Closure, hereby considers approval of the sale of 0.192 hectares (0.47 ac), more or less, contained in Road Plans 5326 HW and 902 1457, adjacent to the east of Lot A, Plan 5326 HW to Red Deer Investments Inc, subject to the following conditions:

- a) The purchase price of the service road to be \$3.50 per square foot plus GST based on the area determined by legal survey.
- b) Red Deer Investments Inc. completing the purchase of Lot A, Plan 5326 HW.
- c) Red Deer Investments Inc. consolidating the service road with Lot A, Plan 5326 HW.
- d) The proceeds of the service road sale to be credited to the Road Reserve Fund.
- e) City Council approval to rezone the service road to C2.
- f) All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of Red Deer Investments Inc.
- g) A Land Sale Agreement satisfactory to the City Solicitor.
- h) Agree to not sell or option any City lands along Taylor Drive and 22<sup>nd</sup> Street to Red Deer Investments Inc. at this time and to encourage them to re-apply in the future.
- i) The passage of Land Use Bylaw Amendment 3156/UU-2001 and the appropriate Road Closure Bylaw 3292/2001.

***Report Back to Council:***

Yes. Public Hearings will be held on Monday, December 17, 2001 at 7:00 p.m. in the Council Chambers during Council's regular meeting.

***Comments/Further Action:***

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A. This office will now proceed with the advertising for a Public Hearing. Arndt Tkalcic Architects, on behalf of Red Deer Investments Inc., will be responsible for the advertising costs in this instance.



Kelly Kloss  
City Clerk

/chk  
attchs.

- c Director of Development Services
- Community Services Director
- Engineering Services Manager
- Community Development & Planning Coordinator
- Land & Economic Development Manager
- Parkland Community Planning Services
- Inspections & Licensing Manager
- C. Adams, Administrative Assistant, City Clerk's

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MAYOR

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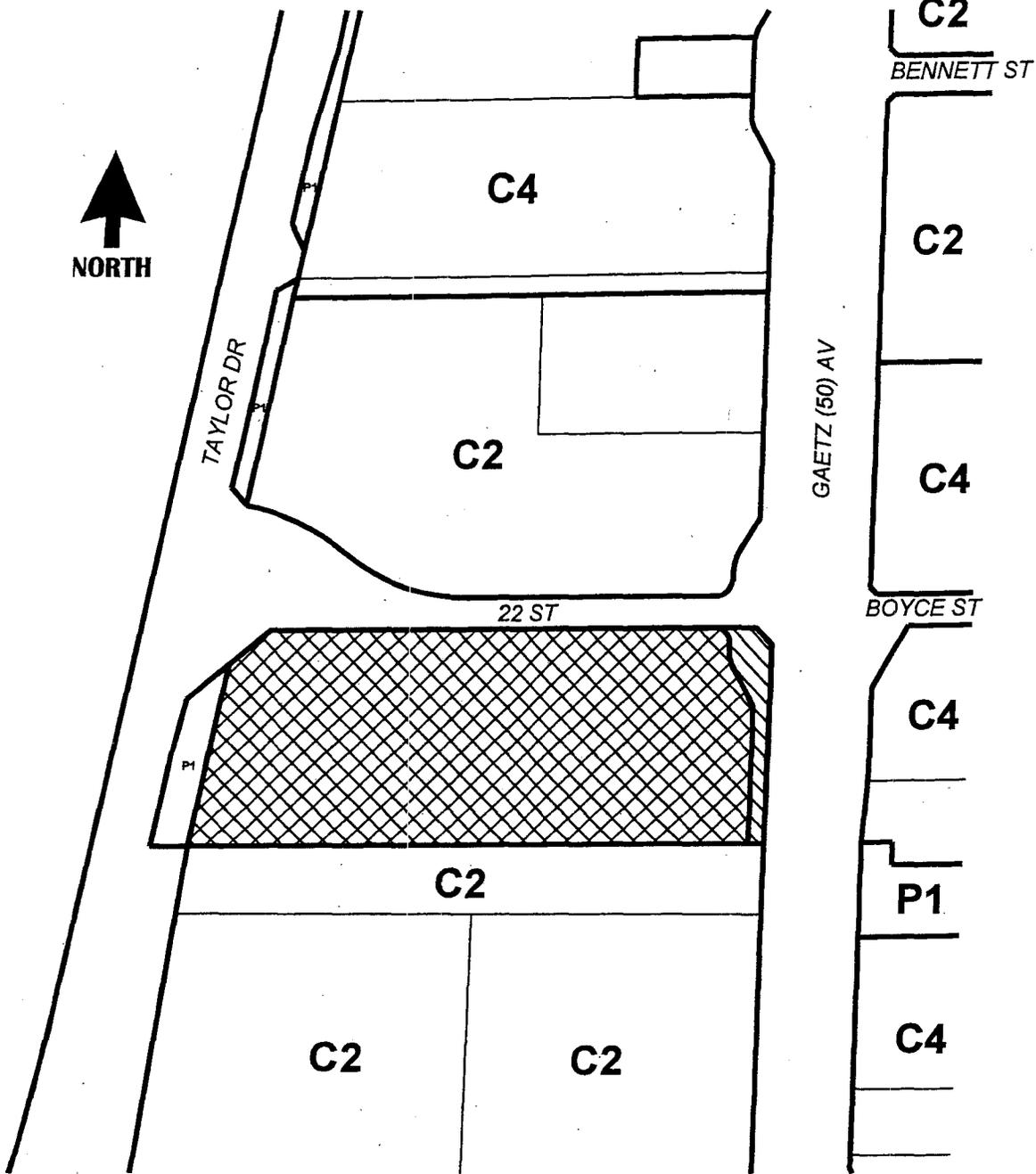
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MAYOR

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CITY CLERK

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001

**Council Decision – Monday December 17, 2001**

**DATE:** December 18, 2001

**TO:** P. Meyette, Parkland Community Planning Services  
G. Scott, Inspections & Licensing Manager  
H. Thompson, Land & Economic Development Manager

**FROM:** City Clerk

**RE:** Red Deer Investments Inc:  
(a) Land Use Bylaw 3156/UU-2001  
Rezoning Request – I1 to C2, Lot A, Plan 5326 HW  
(b) Road Closure Bylaw 3292/2001

---

**Reference Report:**  
City Clerk, dated November 20, 2001,

**Bylaw Readings:**

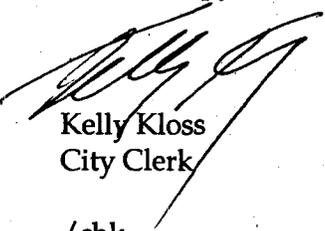
Land Use Bylaw 3156/UU-2001 and Road Closure Bylaw 3292/2001 were given second and third readings. Copies of the bylaws are attached.

**Resolutions:**

**Report Back to Council:** No

**Comments/Further Action:**

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A. A certified copy of Road Closure Bylaw 3292/2001 is attached for your information.



Kelly Kloss  
City Clerk

/chk  
attchs.

c Director of Development Services  
Community Services Director  
Engineering Services Manager  
Community Development & Planning Coordinator  
City Assessor  
C. Adams, Administrative Assistant  
S. Eklund, Clerk Steno

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001

TO: P. Meyette, Parkland Community Planning Services  
G. Scott, Inspections & Licensing Manager  
H. Thompson, Land & Economic Development Manager

FROM: City Clerk

RE: Red Deer Investments Inc:  
(a) Land Use Bylaw 3156/UU-2001  
Rezoning Request – I1 to C2, Lot A, Plan 5326 HW  
(b) Road Closure Bylaw 3292/2001

**FILE**

**Reference Report:**

City Clerk, dated November 20, 2001,

**Bylaw Readings:**

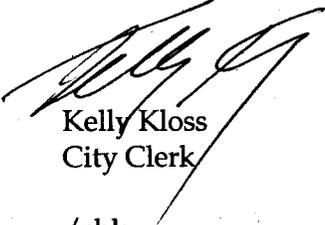
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**Resolutions:**

**Report Back to Council:** No

**Comments/Further Action:**

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Kelly Kloss  
City Clerk

/chk  
attchs.

c Director of Development Services  
Community Services Director  
Engineering Services Manager  
Community Development & Planning Coordinator  
City Assessor  
C. Adams, Administrative Assistant  
S. Eklund, Clerk Steno

DOUG KUTINSKY

**BYLAW NO. 3156/UU-2001**

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

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

- 1 The "Use District Map F5" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 37/2001 attached hereto and forming part of the bylaw.

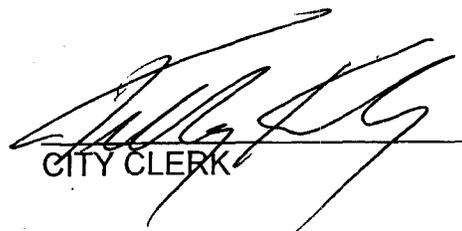
READ A FIRST TIME IN OPEN COUNCIL this 19th day of ~~November~~ A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this 17th day of ~~December~~ A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this 17th day of ~~December~~ A.D. 2001.

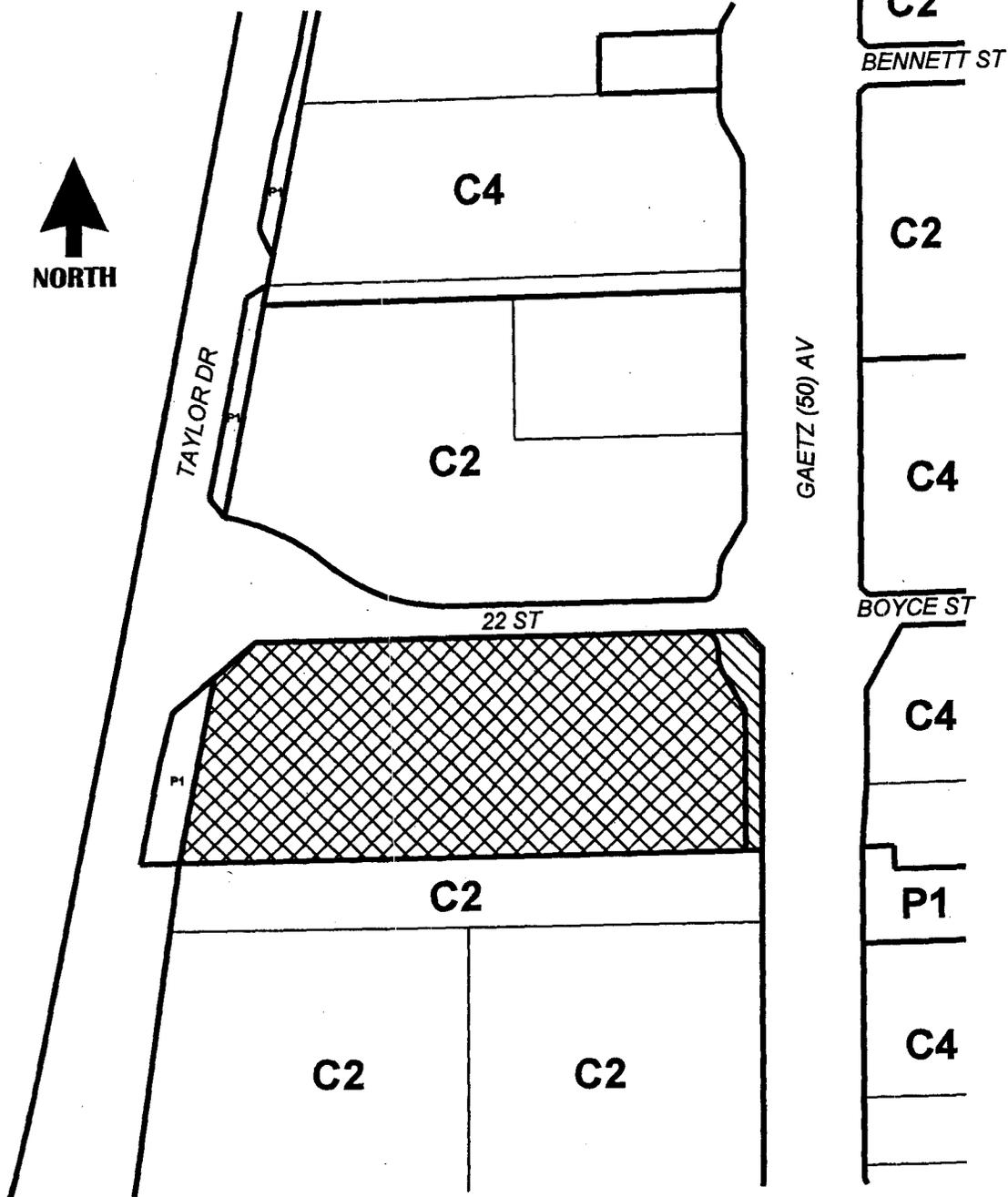
AND SIGNED BY THE MAYOR AND CITY CLERK this 17 day of ~~December~~ A.D. 2001.

  
\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001  
BYLAW No. 3156 / UU - 2001

**BYLAW NO. 3292/2001**

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

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

1 The following portion of roadway in the City of Red Deer is hereby closed:

“All that portion of Main Street and Road Cut-off which lies within the limits of Plan 022-\_\_\_\_\_excepting thereout all mines and minerals.”

READ A FIRST TIME IN OPEN COUNCIL this 19th day of November 2001.

READ A SECOND TIME IN OPEN COUNCIL this 17th day of December 2001.

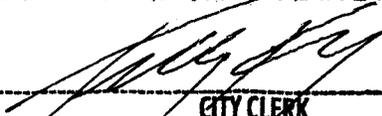
READ A THIRD TIME IN OPEN COUNCIL this 17th day of December 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this 17th day of December 2001.

  
MAYOR

  
CITY CLERK

CERTIFIED TO BE A TRUE AND CORRECT  
COPY OF THE ORIGINAL BYLAW.

  
CITY CLERK



Office of the City Clerk

**FILE**

December 18, 2001

Mr. R. Arndt  
Arndt Tkalcic Architects  
10315 - 109 Street  
Edmonton, AB T5J 1N3

Dear Mr. Arndt:

**Re: Red Deer Investments Inc:**

- (1) Land Use Bylaw Amendment 3156/UU-2001  
Rezoning from I1 to C2, Lot A, Plan 5326 HW
- (2) Road Closure Bylaw 3292/2001 - Gaetz Avenue & 22<sup>nd</sup> Street

At the City of Red Deer's Council Meeting held December 17, 2001, a Public Hearing was held with respect to Land Use Bylaw Amendment 3156/UU-2001 and Road Closure Bylaw 3292/2001. Following the Public Hearing, the noted bylaws were given second and third readings, copies of which are attached.

Land Use Bylaw Amendment 3156/UU-2001 rezones the land formerly used as the Chrysler Parts Depot from I1 Industrial (Business Service) District to C2 Commercial (Regional and District Shopping Centre) District. Road Closure Bylaw 3292/2001 accommodates the closure of approximately 0.192 hectares (0.47 ac) within Road Plans 5326 HW and 902 1457 for sale and consolidation into Lot A.

Please do not hesitate to contact me should you have any questions or require further clarification.

Sincerely,

Kelly Kloss

City Clerk

/chk

/attach.

- c. Land & Economic Development Officer  
Parkland Community Planning Services

*The City of Red Deer*

Box 5008  
Red Deer, Alberta  
T4N 3T4

**BYLAW NO. 3156/UU-2001**

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

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

- 1 The "Use District Map F5" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 37/2001 attached hereto and forming part of the bylaw.

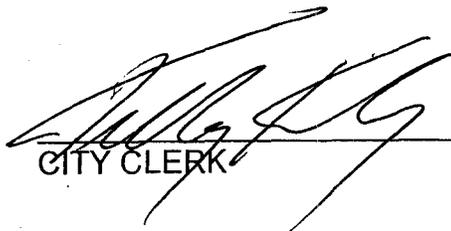
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READ A THIRD TIME IN OPEN COUNCIL this 17th day of ~~December~~ A.D. 2001.

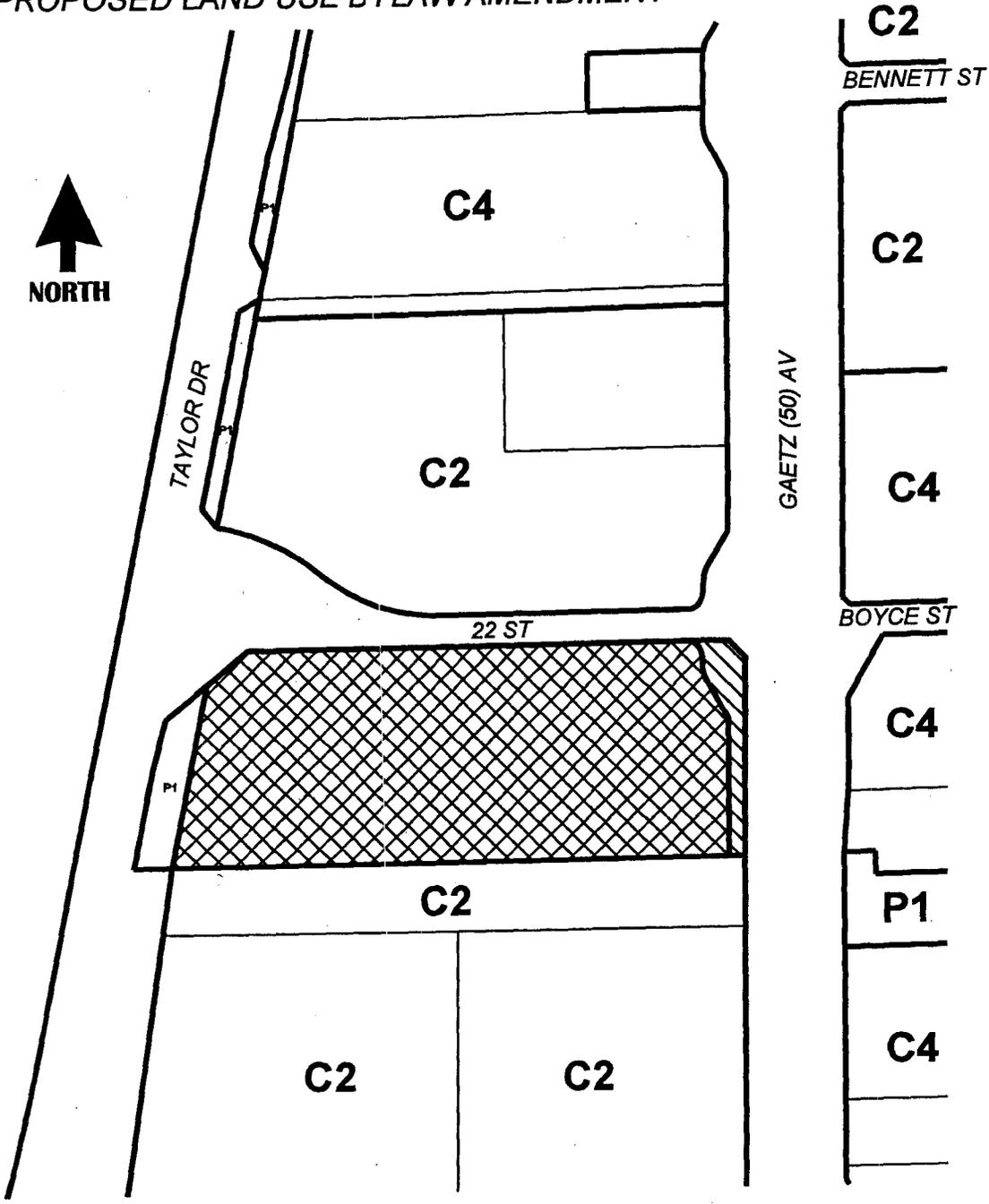
AND SIGNED BY THE MAYOR AND CITY CLERK this 17 day of ~~December~~ A.D. 2001.

  
\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



**AFFECTED DISTRICTS:**  
I1 - Industrial (Business Service)  
C2 - Commercial (Regional & District Shopping Centre)

Change from :  
I1 to C2   
ROAD to C2 

MAP No. 37 / 2001  
BYLAW No. 3156 / UU - 2001

**BYLAW NO. 3292/2001**

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

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“All that portion of Main Street and Road Cut-off which lies within the limits of Plan 022-\_\_\_\_\_excepting thereout all mines and minerals.”

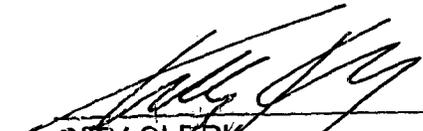
READ A FIRST TIME IN OPEN COUNCIL this 19th day of November 2001.

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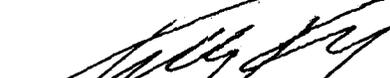
READ A THIRD TIME IN OPEN COUNCIL this 17th day of December 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this 17th day of December 2001.

  
MAYOR

  
CITY CLERK

CERTIFIED TO BE A TRUE AND CORRECT  
COPY OF THE ORIGINAL BYLAW.

  
CITY CLERK

**DATE:** December 6, 2001  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** Downtown Business Association's 2002 Budget

---

*History*

In 1984 Council received a request from businesses located in the Downtown area to establish a Business Revitalization Zone (BRZ) in accordance with the Municipal Government Act. Based on this request and input from the downtown businesses, Council agreed to establish this zone. The Downtown Business Association's Board of Directors is responsible for the management of this zone, including preparation and administration of its budget.

Although this Board operates autonomously from The City of Red Deer, we are linked in the following ways:

1. Council appoints the members of the Board
2. The BRZ budget is approved by Council
3. Any changes to the BRZ Bylaw, including its boundaries, must be approved by Council.
4. The City completes the business assessment, invoices and collects the BRZ Tax for the Board. These invoices are sent out in February of each year to every person assessed for business purposes in the BRZ. The due date for payment is always March 31<sup>st</sup>.

*Consultation*

In mid November 2001, the City Clerk's Office received the Downtown Business Association's Budget for 2002. In accordance with Council's previous resolution, individual notices were mailed to every person assessed for business purposes within this zone, stating that on December 17, 2001 at 7:00 p.m., Council will:

1. Consider written or verbal presentations concerning this budget.
2. Consider approval of the budget following any presentations.

...2/

***Financial Implications***

The report and budget from the Downtown Business Association outlines the financial implications of approving this budget. If approval of this budget is received, an amendment to the BRZ Tax Bylaw would come forward to Council at a future meeting.

***Recommendations***

That following any presentations, Council consider the approval of the 2002 BRZ Budget.



Kelly Kloss  
City Clerk

/chk  
attach.



## Office of the City Clerk

November 28, 2001

To All Businesses in the BRZ

Dear Sir/Madam:

**Re: *Downtown Business Association – 2002 Budget  
Request for Your Comments***

### History

In 1984 the Downtown Business Community formed a Business Revitalization Zone (BRZ) with a mission statement to guide the progress of Red Deer's central business district to provide a healthy atmosphere of business development and social and cultural improvements.

There are over 450 businesses located within this zone whose boundaries are shown on the attached map. The BRZ is governed by the Downtown Business Association Board of Directors who manage within the regulations set by Provincial legislation and empowered by Municipal law.

### 2002 BRZ Budget

Each year the Downtown Business Association must present a budget for the BRZ to City Council for approval. This budget, if approved, will be used as the basis for the BRZ tax that members pay. Before Council considers this budget we want to give you, as a member of the Association, an opportunity to provide Council with your comments about this budget. The 2002 Downtown Business Association budget is attached for your review.

Comments can be communicated to Council by:

1. Sending a letter to: Red Deer City Council  
c/o City Clerk  
Box 5008, Red Deer, AB T4N 3T4  
Deadline: **Monday, December 10, 2001**
2. Emailing Council at: [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)

...Page 2

November 28, 2001

Page 2

3. Attending and speaking at the Public Hearing scheduled for Monday, December 17, 2001 at 7:00 p.m. in Council Chambers, 2<sup>nd</sup> floor, City Hall (access through west, Park side, City Hall doors). Letters can also be submitted at the Public Hearing.

Comments submitted will be placed on the open agenda of Council and will be available to the public.

For additional information, or should you have questions, please contact:

Regarding the Budget:

- Downtown Business Association at (403) 340-8696 or email at [rd.downtown@home.com](mailto:rd.downtown@home.com)

Regarding the Council Meeting:

- City Clerk at (403) 342-8132 or email at [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)

Sincerely,



Kelly Kloss  
City Clerk

KK/chk  
/attach.

c Director of Corporate Services  
City Assessor  
Tax Collector



November 6, 2001

City Council  
City of Red Deer  
4914 - 48<sup>th</sup> Avenue  
Red Deer, Alberta T4N 3T4

**Re: Red Deer Downtown Business Association**  
**2002 Budget**

Dear Mayor and Council,

The Downtown Business Association is pleased to submit to you the 2002 Budget that was approved by the Board of Directors at their regular meeting on November 6, 2001.

The attached budget maintains the 2002 BRZ assessment at the same level as the 2001 assessment.

A Strategic Plan for the Association was completed and approved by the Board in May 2001. A three-year financial plan was developed by our Executive Director and used during consideration of our 2002 budget.

We would appreciate Council consideration and approval of our 2002 budget and would be pleased to answer any questions you may have concerning the budget.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Jim DeZutter".

Jim DeZutter, President  
Red Deer Downtown Business Association



# 2002 Budget

November 2001

## Red Deer Downtown Business Association 2002 Budget

<u>Revenue</u>	2002 Budget	2001 Budget	2000 Budget
BRZ Levy	\$134,000	\$134,000	\$133,620
Alberta Main Street Program	\$125,000	\$ 40,000	
Environmental Contract	\$ 43,500	\$ 43,500	\$ 43,500
Banner Program	\$ 5,700	\$ 5,700	\$ 5,700
Kiosk Rental	\$ 2,000	\$ 4,500	
Transfer from revenues	\$ 20,000	\$ 9,717	
<b>Total Revenue</b>	<b>\$330,200</b>	<b>\$237,417</b>	<b>\$187,320</b>

### Revenue notes:

1. BRZ Tax levy remaining the same as 2001.
2. Alberta Main Street Program revenue based on July approval of Red Deer Project
3. Kiosk Rental adjusted to reflect realistic income. Currently only three spaces are not rented.
4. Transfer of \$9,187 from reserves proposed to cover annual principal and interest on Ghost Project loan payment of \$9,187 due every year until 2009 (8 years).
5. Transfer of \$10,813 from reserves proposed to cover revenue shortfall.

Reserve fund balance as of Dec. 31, 2000	\$59,879
Transfer to operating budget in 2001 (Ghost loan)	<u>\$ 9,717</u>
	<b>\$50,162</b>

Transfer to operating budget in 2001 (Ghost Loan)	<u>\$20,000</u>
---	-----------------

It is expected that we will have an operating Surplus of between \$5,000 - \$8,000 at the end of 2001.	\$30,162
---	----------

## Red Deer Downtown Business Association 2002 Budget

<u>Expenditures</u>	2002 Budget	2001 Budget	2000 Budget
Alberta Main Street Program (see attached schedule)	\$134,840	\$ 49,840	
Environmental Contract (see attached schedule)	\$ 43,500	\$ 43,500	\$ 43,500
Banner Program	\$ 5,700	\$ 5,700	\$ 5,700
Administration (see attached schedule)	\$102,790	\$ 96,070	\$107,370
Publicity & Advertising	\$ 6,500	\$ 5,850	\$ 5,500
Events Promotion	\$ 11,500	\$ 10,500	\$ 9,500
Public Relations / Marketing	\$ 14,000	\$ 13,650	\$ 15,750
Ghost Projects (see attached Schedule)	\$ 11,212	\$ 12,307	
<b>Total Expenditures</b>	<b>\$330,042</b>	<b>\$237,417</b>	<b>\$187,320</b>
<b>Surplus / &lt;deficit&gt;</b>	<b>\$158</b>		

### **Expenditure Notes:**

1. Alberta Main Street Program expenditures based on July approval of Red Deer Project

Red Deer Downtown Business Association  
2002 Budget

Red Deer Main Street Project

	2001 Budget	2002 Budget	2000 Budget
Building Rehabilitation Architect	\$20,000		
Construction	\$16,000		
Building Rehab.	\$39,000		
Discretionary Funds	\$10,000		
Operations – Office, Advertising	\$ 9,840	\$ 9,840	
Coordinator Salary	\$40,000	\$40,000	
<b>Total</b>	<b>\$134,840</b>	<b>\$49,840</b>	

## Red Deer Downtown Business Association

### 2002 Budget

#### Environmental Contract:

	2002 Budget	2001 Budget	2000 Budget
Salaries & Benefits	\$ 25,000	\$23,300	\$22,500
Vehicle Operation	\$ 4,575	\$ 5,275	\$11,404
Administration	\$ 3,600	\$ 6,000	\$ 4,500
Supplies	\$ 4,565	\$ 5,565	\$ 2,250
G.S.T.	\$ 3,360	\$ 3,360	\$ 2,846
New Initiatives	\$ 2,400		
<b>Total</b>	<b>\$43,500</b>	<b>\$43,500</b>	<b>\$43,500</b>

#### Note:

1. Exploring possibility of establishing a two-person student team during summer to provide enhanced maintenance in downtown area.

Red Deer Downtown Business Association  
2002 Budget

Administration:

	2002 Budget	2001 Budget	2000 Budget
Bank Charges	\$ 100	\$ 100	\$ 100
Board meetings	\$ 1,200	\$ 1,600	\$ 1,600
Bookkeeper Fees	\$ 2,000	\$ 1,500	\$ 1,500
BRZ Assessment Fee	\$ 5,000	\$ 4,000	\$ 4,000
Conferences	\$ 2,000	\$ 2,000	\$ 1,950
Computer Supplies		\$ 1,000	\$ 1,000
Dues & Fees	\$750	\$ 750	\$ 500
Executive Director -- Vehicle Expenses	\$ 1,500	\$ 2,100	\$ 1,800
Insurance -- Property & Liability	\$ 1,640	\$ 1,700	\$ 1,700
Directors Liability	\$ 1,100	\$ 1,100	\$ 1,100
Internet -- Web site	\$ 1,000	\$ 900	\$ 900
Janitorial		\$ 500	\$ 450
Office Supplies	\$ 4,500	\$ 2,500	\$ 2,700
Professional Fees	\$ 1,800	\$ 1,800	\$ 1,700
Rent	\$ 9,300	\$ 8,700	\$ 7,500
Salaries & Benefits	\$67,900	\$63,420	\$77,220
Telephone	\$ 3,000	\$ 2,400	\$ 1,650
<b>Total</b>	<b>\$102,790</b>	<b>\$96,070</b>	<b>\$107,370</b>

**Note:**

1. Computer Supplies included in office supplies in 2002 budget

## Red Deer Downtown Business Association 2002 Budget

### Ghost Collection

	2002 Budget	2001 Budget	2000 Budget
Loan payment	\$9,187	\$9,717	
Insurance	\$1,275	\$ 840	
Moving Storey Plaques		\$1,000	
Annual Maintenance Program	\$ 750	\$ 750	
<b>Total</b>	<b>\$11,212</b>	<b>\$12,307</b>	

### NOTE:

1. No funds have been budgeted for any expenses related to additional Ghost Project.

**Comments:**

We concur with the recommendations of the City Clerk.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

444 LETTERS  
SENT OUT.

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Office of the City Clerk**

November 28, 2001

ABACUS DATAGRAPHICS LTD.  
300 4814 50 ST  
RED DEER AB T4N 1X4

Dear Sir/Madam:

**Re: Downtown Business Association - 2002 Budget  
Request for Your Comments**

**History**

In 1984 the Downtown Business Community formed a Business Revitalization Zone (BRZ) with a mission statement to guide the progress of Red Deer's central business district to provide a healthy atmosphere of business development and social and cultural improvements.

There are over 450 businesses located within this zone whose boundaries are shown on the attached map. The BRZ is governed by the Downtown Business Association Board of Directors who manage within the regulations set by Provincial legislation and empowered by Municipal law.

**2002 BRZ Budget**

Each year the Downtown Business Association must present a budget for the BRZ to City Council for approval. This budget, if approved, will be used as the basis for the BRZ tax that members pay. Before Council considers this budget, we want to give you as a member of the Association an opportunity to provide Council with your comments about this budget. The 2002 Downtown Business Association budget is attached for your review.

Comments can be communicated to Council by:

1. Sending a letter to: Red Deer City Council  
c/o City Clerk  
Box 5008, Red Deer, AB T4N 3T4  
Deadline: **Monday, December 10, 2001**

2. Emailing Council at: [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)

.....Page 2



Box 5008  
Red Deer, Alberta  
T4N 3T4

The City of Red Deer

## **Christine Kenzie**

---

**From:** Kelly Kloss  
**Sent:** Friday, November 30, 2001 11:45 AM  
**To:** Christine Kenzie; Norm Ford  
**Subject:** FW: Change of Address

For your files.

*Kelly*

-----  
**From:** **Connections In Adoption Ltd.**  
**Sent:** November 30, 2001 9:56 AM  
**To:** [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)  
**Cc:** [rd.downtown@home.com](mailto:rd.downtown@home.com)  
**Subject:** Change of Address

Today received the Downtown Business Association 2002 Budget - Request for Comments Letter.  
Please be advised all future correspondence mailed to Roxanne Whitford-Numan, NuWay Consulting Services  
Inc. should be mailed to our new address:  
#501, 4808 Ross Street  
Red Deer, AB T4N 1X5.

Thank you

November 30, 2001

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Dear Sir/Madam:

**Re: Downtown Business Association – 2002 Budget  
Request for Your Comments**

### History

In 1984 the Downtown Business Community formed a Business Revitalization Zone (BRZ) with a mission statement to guide the progress of Red Deer's central business district to provide a healthy atmosphere of business development and social and cultural improvements.

There are <sup>over</sup> 450 businesses located within this zone whose boundaries are shown on the attached map. The BRZ is governed by the Downtown Business Association Board of Directors who manage within the regulations set by Provincial legislation and empowered by Municipal law.

Change from  
RAY  
COUNCIL

### 2002 BRZ Budget

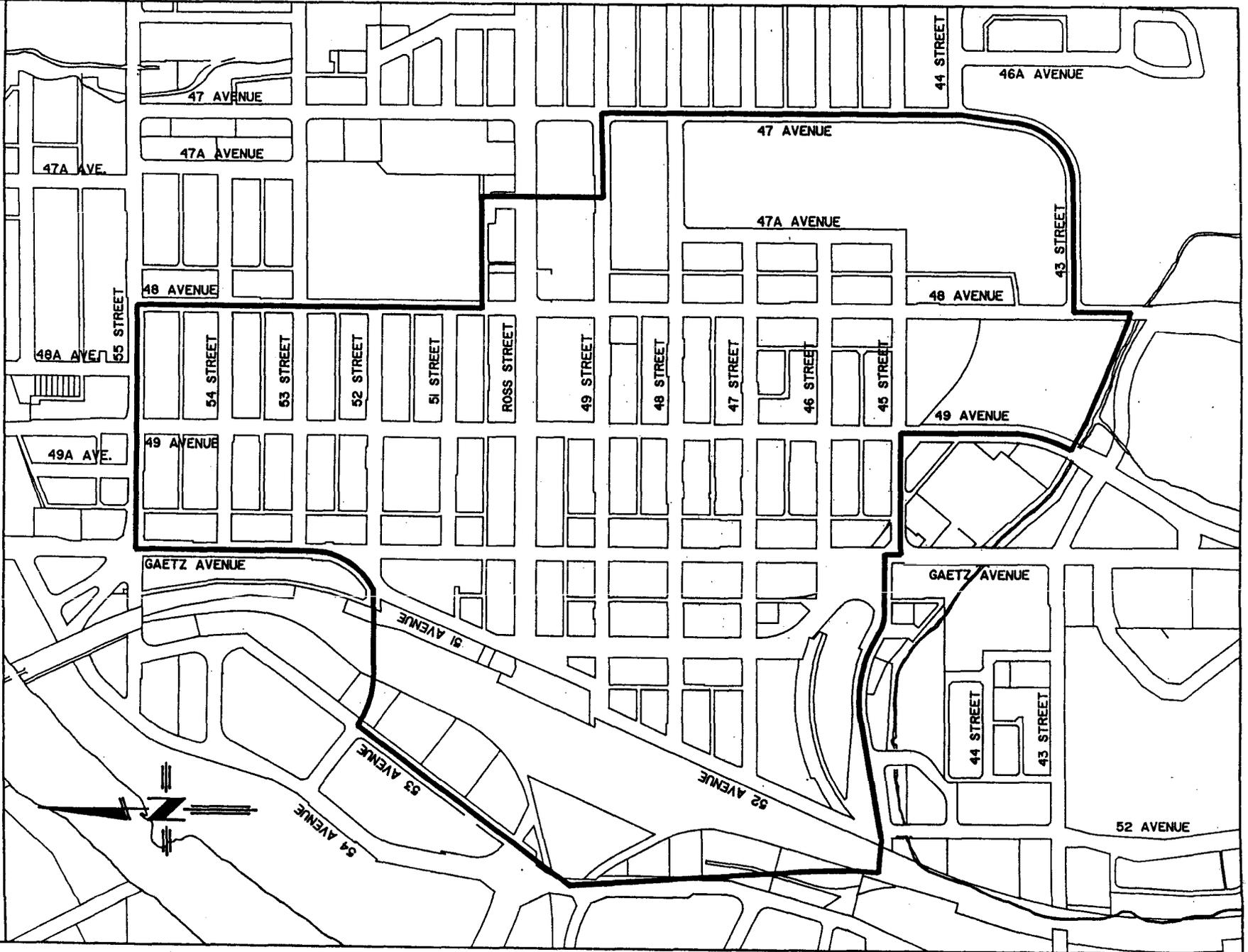
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c/o City Clerk  
Box 5008, Red Deer, AB T4N 3T4  
Deadline: Monday, December 10, 2001

SCHEDULE "A"  
BYLAW 2827/83 BUSINESS REVITALIZATION ZONE

BOUNDARY OF BUSINESS REVITALIZATION ZONE



2. Emailing Council at: [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)
3. Attending and speaking at the Public Hearing scheduled for Monday, December 17, 2001 at 7:00 p.m. in Council Chambers, 2<sup>nd</sup> floor, City Hall (access through west, Park side, City Hall doors). Letters can also be submitted at the Public Hearing.

Comments submitted will be placed on the open agenda of Council and will be available to the public.

For additional information, or should you have questions, please contact:

Regarding the Budget:

- Downtown Business Association at (403) 340-8696 or email at [rd.downtown@home.com](mailto:rd.downtown@home.com)

Regarding the Council Meeting:

- City Clerk at (403) 342-8132 or email at [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)

Sincerely,



Kelly Kloss  
City Clerk

KK/chk  
/attach.

c Director of Corporate Services  
City Assessor  
Tax Collector

BR2 → Council Agenda

January

Last Agenda

~~Letter 2001~~

Jan 29, 2001

~~Council →  
BR2 used in 2001~~

Sept 24

~~Council letter Jan 29, 2001~~

Jan 5

**FILE****Office of the City Clerk**

January 5, 2001

To All Businesses in the BRZ



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

Dear Sir/Madam:

**Re: (a) Downtown Business Association - 2001 Budget**  
**(b) City of Red Deer - Business Tax Assessment Updated for Business Revitalization Zone**

**Downtown Business Association - 2001 Budget**

The Downtown Business Association's Board of Directors has prepared the attached 2001 Business Revitalization Zone budget for review and approval by City Council. Before Council considers this budget we want to give you, as a member of the Association, an opportunity to provide Council with your comments regarding this budget. Comments can be communicated to Council by:

1. Sending a letter to: Red Deer City Council  
c/o City Clerk  
Box 5008, Red Deer, AB T4N 3T4  
Deadline: Monday January 22, 2001
2. Emailing Council at: [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)
3. Attending and speaking at the Public Hearing scheduled for **Monday, January 29, 2001 at 7:00 p.m.** in Council Chambers, 2<sup>nd</sup> floor, City Hall (access through west, Park side, City Hall doors).

Comments submitted will be placed on the open agenda of Council and will be available to the public.

For additional information, or should you have questions, please contact the:

- Downtown Business Association at (403) 340-8696 for budget inquiries;
- City Clerk at (403) 342-8132 - regarding the Council meeting.

**City of Red Deer:**

**Business Tax Assessment Updated for Business Revitalization Zone**

The Business Tax Assessment is used as a basis to calculate the Business Revitalization Zone (BRZ) tax for businesses in downtown Red Deer. This tax is levied to business owners who may or may not be the property owner with the revenue generated being forwarded to the Downtown Business Association annually to fund their budget. Please see the attached 2001 Budget.

In accordance with provincial legislation, The City must now annually update assessments based on market value which in the case of business assessment will be calculated on the net annual rental value of the premises. The last update of these values was in 1995 and was based on gross annual rental value.

*What does this mean to you as a business owner?*

The amount of money that The City collects for the Downtown Business Association's 2001 budget will not increase, however a change will result in the amount of business tax levied to a number of accounts. The change will affect approximately 56% of the accounts (256 of 460 accounts). There will be no change to the taxes payable to 44% of the accounts (204 of 460 accounts). Generally, the businesses in the older properties will experience a decrease in BRZ taxes, and the businesses in the newer properties will experience an increase in BRZ taxes, because net rents in older properties are less than net rents in newer properties.

The following charts provide a summary of the changes.

# of Accounts	%	Change
99	21.5%	Decrease from 1% - 20%
88	19.1%	Decrease from 21% - 100%
<b>204</b>	<b>44.3%</b>	<b>No Change</b>
35	7.6%	Increase from 1% - 20%
34	7.4%	Increase from 21% - 100%

Distribution of Accounts by Tax Dollar Change		
Dollar Change	# of Accounts	Percent of Accounts
Over \$500 decrease	3	0.7
\$300 to \$500 decrease	6	1.3
\$201 to \$300 decrease	7	1.5
\$101 to \$200 decrease	31	6.7
\$51 to \$100 decrease	38	8.3
\$26 to \$50 decrease	43	9.3
\$0 to \$25 decrease	59	12.9
<b>No change</b>	<b>204</b>	<b>44.3</b>
\$0 to \$25 increase	23	5.0
\$26 to \$50 increase	16	3.5
\$51 to \$100 increase	16	3.5
\$101 to \$200 increase	6	1.3
\$201 to \$500 increase	7	1.5
Over \$1000 increase	1	0.2
Total	460	100.0%

For those accounts that will experience a larger increase, the Assessment Department will be contacting you to review your account. If you have any questions about your business assessment, please call the Assessment Department at 342-8119.

City Council will also be reviewing the update of the business tax assessment at their meeting of Monday, January 29, 2001 at 7:00 p.m. in Council Chambers, 2<sup>nd</sup> floor City Hall. For your convenience, should you wish to address Council on the method of valuing business assessment, please refer to one of the options noted above.

Sincerely,



Kelly Kloss  
City Clerk

KK/clr  
attchs.

c Director of Corporate Services  
City Assessor  
Tax Collector



December 22, 2000

Mayor Surkan and  
City Councillors  
City of Red Deer

**Re: Red Deer Downtown Business Association  
2001 Budget**

Dear Mayor and Council;

The Downtown Business Association is pleased to submit to you the 2001 Budget that has been approved by the Board of Directors for the Association.

We would like to announce that the 2001 budget requires no changes and will not warrant a BRZ tax increase.

Our Mission Statement of the Association is:

*To provide an accountable and resourceful downtown business association which responds to the needs of our members through promotion, communication, innovation, and partnerships.*

In conclusion the Downtown Business Association would be pleased to answer any questions you may have concerning this budget. You may contact us by phone at 340-8696 or by fax at 340-8699.

Thank you for your attention.

Jim DeZutter, Chairman  
Red Deer Downtown Business Association

Red Deer Downtown Business Association 7  
2001 Proposed Budget

	2001 Budget	2000 Budget	1999 Budget
<b>REVENUE</b>			
BRZ levy	134,000	133,620	112,000
Alberta Main Street Programme	40,000		
Litter contract (see attached schedule)	43,500	43,500	43,500
Street decoration (banners)	5,700	5,700	5,700
Project revenue (information Kiosks rentals)	4,500	4,500	4,500
<b>TOTAL BUDGETED REVENUE</b>	<b><u>\$227,700</u></b>	<b><u>\$187,320</u></b>	<b><u>\$165,700</u></b>

**EXPENDITURES**

<b>Administration</b>			
Bank charges	100	100	100
Board meetings	1,600	1,600	1,600
Bookkeeping fees	1,500	1,500	3,600
Computer supplies	1,000	1,000	1,000
Conferences	2,000	1,950	1,700
Dues & fees	750	500	300
Insurance, directors liability	1,100	1,100	900
Insurance, property & liability	1,700	1,700	1,300
Internet access & web site	900	900	
Janitorial	500	450	900
Manager vehicle expense	2,100	1,800	1,750
Office supplies	2,500	2,700	2,700
Professional fees	1,800	1,700	1,500
Rent	8,700	7,500	7,500
Salaries & benefits	63,420	77,220	39,450
Telephone	2,400	1,650	1,400
<b>Total administration expenses</b>	<b><u>\$92,070</u></b>	<b><u>\$103,370</u></b>	<b><u>\$65,700</u></b>
<b>BRZ assessment fee</b>	<b><u>\$4,000</u></b>	<b><u>\$4,000</u></b>	
<b>Project Costs</b>			
Alberta Main Street Programme (see attached sched)	49,840		
Litter contract (see attached schedule)	43,500	43,500	43,500
Street decoration (banners)	5,700	5,700	5,700
Festival promotions (Christmas parade, First Night, etc.)	9,000	8,000	6,000
Ghost collection	2,590		38,000
Promotions	1,500	1,500	
Public relations (see attached schedule)	13,650	15,750	4,400
Publicity (see attached schedule)	5,850	5,500	2,400
<b>Total project costs</b>	<b><u>\$131,630</u></b>	<b><u>\$79,950</u></b>	<b><u>\$100,000</u></b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b><u>\$227,700</u></b>	<b><u>\$187,320</u></b>	<b><u>\$165,700</u></b>

8

Red Deer Downtown Business Association  
2001 Proposed Budget

	2001 Budget	2000 Budget	1999 Budget
<b>ALBERTA MAIN STREET PROGRAMME</b>			
Advertising	1,800		
Main Street coordinator salary	40,000		
Main Street coordinator employee benefits	2,640		
Office expenses	3,200		
Public relations	700		
Photograh	500		
Travel expenses	1,000		
<b>TOTAL ALBERTA MAIN STREET EXPENSES</b>	<u><b>\$49,840</b></u>		
<b>LITTER CONTRACT BUDGET</b>			
<b>(Environmental Maintenance Contract)</b>			
<b>REVENUE</b>			
City of Red Deer Litter Contract (includes GST)	<u><b>\$43,500</b></u>	<u><b>\$43,500</b></u>	<u><b>\$43,500</b></u>
<b>EXPENSES</b>			
Salaries and benefits	23,300	22,500	22500
Vehicle (insurance, maintenance and repair)	5,275	9,080	11404
Administration	6,000	6,000	4500
Supplies (clean, repair & replace litter containers)	5,565	2,560	2250
GST (7% due and payable)	3,360	3,360	2846
<b>TOTAL LITTER CONTRACT EXPENSES</b>	<u><b>\$43,500</b></u>	<u><b>\$43,500</b></u>	<u><b>\$43,500</b></u>
<b>PUBLIC RELATIONS EXPENSES</b>			
Newsletter	2,400	2,400	2,400
Brochure printing	1,500	3,600	
Networking - minimum two events	2,500	2,500	2,000
Annual general meeting (Vegas Night)	1,500	1,500	
Stationary printing	750	750	
Business reward program	5,000	5,000	
<b>TOTAL PUBLIC RELATIONS EXPENSES</b>	<u><b>\$13,650</b></u>	<u><b>\$15,750</b></u>	<u><b>\$4,400</b></u>
<b>PUBLICITY</b>			
City maps	600	600	
Hotel guest room directory	450		
Signage upgrading	1,500	1,700	
Print advertising	1,605	1,605	2,400
Visitor & Convention Bureau Visitor Guide	1,695	1,595	
<b>TOTAL PUBLICITY EXPENSES</b>	<u><b>\$5,850</b></u>	<u><b>\$5,500</b></u>	<u><b>\$2,400</b></u>

Submitted To City Council

Date: Dec 17/01

**Red Deer Downtown Business Association**  
Red Deer, Alberta

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Auditors' Report  
and  
Financial Statements  
December 31, 2000

THIS WAS  
PROVIDED BY  
DIANA ROWE —  
COPIES MADE FOR  
OTHER COUNCILLORS  
ON DEC 17TH + PUT  
IN THEIR MAIL SLOTS.

C. KENZIE.

# **DOWNEY SWAINSON ROTH**

*CHARTERED ACCOUNTANTS*

*C. Neil Downey, C.A. ndowney@dsrca.com*  
*Kenneth L. Swainson B. Comm., C.A. kswainson@dsrca.com*  
*Jerome J. Roth B. Mgt., C.A. jroth@dsrca.com*

*100, 4708 - 50 Avenue*  
*Red Deer, Alberta T4N 4A1*  
*Phone (403) 343-7707*  
*Fax (403) 343-7722*  
*Website: www.dsrca.com*

## **AUDITORS' REPORT**

To the Board of Directors of:

### **Red Deer Downtown Business Association**

We have audited the balance sheet of the Red Deer Downtown Business Association as at December 31, 2000 and the statements of operating fund, cultural enhancement projects fund, contingency fund and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2000 and the results of its operations and the changes in its cash position for the year then ended in accordance with generally accepted accounting principles.

  
Chartered Accountants

Red Deer, Alberta

February 16, 2001

**Red Deer Downtown Business Association**  
**Balance Sheet**  
**As at December 31, 2000**

Assets

	Operating Fund	Cultural Projects Fund	Contingency Fund	2000 Total	1999 Total
Current assets:					
Cash	\$ 36,607	\$ 21,682	\$ 10,000	\$ 68,289	\$ 58,006
Amounts receivable	24,890	-	-	24,890	8,907
Interfund receivable (Note 8)	19,804	-	-	19,804	-
Prepaid expenses	1,697	-	-	1,697	3,473
	<u>82,998</u>	<u>21,682</u>	<u>10,000</u>	<u>114,680</u>	<u>70,386</u>
Capital assets: (Notes 2 and 3)	12,739	-	-	12,739	15,339
Cultural enhancement assets: (Note 4)	<u>-</u>	<u>412,814</u>	<u>-</u>	<u>412,814</u>	<u>400,814</u>
	<u>\$ 95,737</u>	<u>\$ 434,496</u>	<u>\$ 10,000</u>	<u>\$ 540,233</u>	<u>\$ 486,539</u>

Liabilities and Association's Equity

Current liabilities:					
Amounts payable and accruals	\$ 19,786	\$ 3,315	\$ -	\$ 23,101	\$ 12,408
Note payable (Note )	-	-	-	-	-
Interfund payable (Note 8)	-	19,804	-	19,804	-
Deferred revenue (Note 5)	13,333	-	-	13,333	2,056
Current portion of long-term debt	-	(5,163)	-	(5,163)	-
	<u>33,119</u>	<u>17,956</u>	<u>-</u>	<u>51,075</u>	<u>14,464</u>
Long-term debt (Note 6)	<u>-</u>	<u>64,393</u>	<u>-</u>	<u>64,393</u>	<u>85,000</u>
Association's equity:					
Unrestricted	49,879	1,878	10,000	61,757	55,922
Invested in Capital assets	12,739	350,269	-	363,008	331,153
	<u>62,618</u>	<u>352,147</u>	<u>10,000</u>	<u>424,765</u>	<u>387,075</u>
	<u>\$ 95,737</u>	<u>\$ 434,496</u>	<u>\$ 10,000</u>	<u>\$ 540,233</u>	<u>\$ 486,539</u>

Approved by the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**Red Deer Downtown Business Association**  
**Statement of Operating Fund**  
For the year ended December 31, 2000

	<u>Actual 2000</u>	<u>Budget 2000</u>	<u>Actual 1999</u>
Revenue:			
Business Revitalization Zone tax	\$ 140,580	\$ 133,620	\$ 112,000
City fee - Environmental maintenance (Schedule A)	8,156	-	12,838
City grant - Christmas decorations	5,700	5,700	6,547
Miscellaneous project income	3,010	4,500	4,094
Interest income	211	-	688
Gain on sale of capital assets	2,804	-	1,834
	<u>160,461</u>	<u>143,820</u>	<u>138,001</u>
Expenses:			
Amortization	7,961	-	5,068
Computer and general office	4,475	6,200	6,208
Conferences, dues and meetings	7,792	4,050	2,512
Goods and services tax	-	-	4,584
Insurance	2,686	2,800	2,929
Occupancy costs	8,500	7,950	7,925
Professional fees	1,614	1,700	1,912
Salaries and benefits	61,331	79,020	53,409
Telephone	1,761	1,650	1,432
BRZ Assessment	4,000	4,000	-
	<u>100,120</u>	<u>107,370</u>	<u>85,979</u>
Project Expenses:			
Alberta Main Street (Schedule B)	505	-	-
Festival Promotions	9,943	21,450	8,997
Advertising and public relations	17,354	15,000	22,199
	<u>27,802</u>	<u>36,450</u>	<u>31,196</u>
Excess revenue over expenses	32,539	-	20,826
Equity balances, beginning	<u>30,480</u>	<u>30,480</u>	<u>26,580</u>
	63,019	30,480	47,406
Transfer to Cultural Projects Fund (Note 8)	(18,401)	-	(16,926)
Transfer from Contingency Fund (Note 8)	<u>18,000</u>	<u>-</u>	<u>-</u>
Equity balances, ending	<u>\$ 62,618</u>	<u>\$ 30,480</u>	<u>\$ 30,480</u>

**Red Deer Downtown Business Association**  
**Statement of Cultural Projects Fund**  
**For the year ended December 31, 2000**

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	<u>2000</u>	<u>1999</u>
Revenue:		
Community contributions	\$ <u>12,162</u>	\$ <u>49,360</u>
Expenses:		
Office	2,135	440
Goods and services tax	-	3,501
Interest, long-term	<u>4,876</u>	<u>4,650</u>
	<u>7,011</u>	<u>8,591</u>
Excess of revenue over expenses	5,151	40,769
Equity balances, beginning	328,595	270,900
Transfer from Operating Fund (Note 8)	<u>18,401</u>	<u>16,926</u>
Equity balances, ending	<u>\$ 352,147</u>	<u>\$ 328,595</u>

**Red Deer Downtown Business Association**  
Statement of Contingency Fund  
For the year ended December 31, 2000

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	<u>2000</u>	<u>1999</u>
Equity balances, beginning	\$ 28,000	\$ 28,000
Transfer to operating Fund (Note 8)	<u>(18,000)</u>	<u>-</u>
Equity balances, ending	<u>\$ 10,000</u>	<u>\$ 28,000</u>

**Red Deer Downtown Business Association**  
**Statement of Cash Flows**  
For the year ended December 31, 2000

	<u>Operating Fund</u>	<u>Cultural Projects Fund</u>	<u>Contingency Fund</u>	<u>2000 Total</u>	<u>1999 Total</u>
Cash provided by (used in):					
Operating activities:					
Cash receipts	\$ 150,740	\$ 12,162	\$ -	\$ 162,902	\$ 209,839
Interest income received	210	-	-	210	688
Cash payments to suppliers and employees	<u>(101,018)</u>	<u>(2,135)</u>	<u>-</u>	<u>(103,153)</u>	<u>(139,097)</u>
	<u>49,932</u>	<u>10,027</u>	<u>-</u>	<u>59,959</u>	<u>71,430</u>
Investment activities:					
Purchase of capital assets	(5,480)	-	-	(5,480)	(5,395)
Proceeds on disposal	2,804	-	-	2,804	3,200
Purchase of Cultural enhancement assets	<u>-</u>	<u>(12,000)</u>	<u>-</u>	<u>(12,000)</u>	<u>(97,489)</u>
	<u>(2,676)</u>	<u>(12,000)</u>	<u>-</u>	<u>(14,676)</u>	<u>(99,684)</u>
Financing activities:					
Fund transfers (Note 8)	(401)	18,401	(18,000)	-	-
Interfund account (Note 8)	(19,803)	19,803	-	-	-
Loan advance	-	-	-	-	45,000
Loan repayment	<u>-</u>	<u>(35,000)</u>	<u>-</u>	<u>(35,000)</u>	<u>-</u>
	<u>(20,204)</u>	<u>3,204</u>	<u>(18,000)</u>	<u>(35,000)</u>	<u>45,000</u>
Increase (decrease) in cash	27,052	1,231	(18,000)	10,283	16,746
Cash, beginning	<u>9,555</u>	<u>20,451</u>	<u>28,000</u>	<u>58,006</u>	<u>41,260</u>
Cash, ending	<u>\$ 36,607</u>	<u>\$ 21,682</u>	<u>\$ 10,000</u>	<u>\$ 68,289</u>	<u>\$ 58,006</u>

**Red Deer Downtown Business Association**  
**Environmental Maintenance**  
 For the year ended December 31, 2000

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	<u>Actual</u> <u>2000</u>	<u>Budget</u> <u>2000</u>	<u>Actual</u> <u>1999</u>
Revenue:			
City of Red Deer	\$ <u>40,726</u>	\$ <u>40,140</u>	\$ <u>41,089</u>
Expenses:			
Administration	6,000	6,000	-
Amortization	117	-	168
Salaries and benefits	22,440	22,500	21,049
Supplies	2,157	2,560	7,034
Vehicle	<u>1,856</u>	<u>9,080</u>	<u>-</u>
	<u>32,570</u>	<u>40,140</u>	<u>28,251</u>
Excess revenue over expenses	<u>\$ 8,156</u>	<u>\$ -</u>	<u>\$ 12,838</u>

**Red Deer Downtown Business Association**  
Alberta Main Street Program  
For the year ended December 31, 2000

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Revenue: (Note 5)	
City of Red Deer	\$ 3,334
Province of Alberta	<u>3,333</u>
	<u>6,667</u>
Expenses:	
Salary and benefits	7,128
Office	<u>44</u>
	<u>7,172</u>
Excess revenue over expenses	<u>\$ (505)</u>

**Red Deer Downtown Business Association**  
Notes to the Financial Statements  
As at December 31, 2000

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**1. Entity:**

The Association is a non-profit non-taxable organization established by municipal bylaws of the City of Red Deer to enhance and support the business opportunities in the downtown area. The Association has an Operating Fund which is responsible for the general functions of the Association, a Contingency Fund for future obligations, and a Cultural Projects Fund which is responsible for the cultural enhancement of the downtown area. The main project of the Cultural Projects Fund has been the the "Ghosts of Red Deer". The Association's equity is not available for distribution to the members. In the event of dissolution, the Board shall cease to exist and its undertaking, assets and liabilities shall be assumed by the City of Red Deer.

**2. Significant accounting policies:**

Capital assets are recorded at cost. Amortization is provided annually applying the following rates and methods over the estimated life of the assets.

Computer software	100%	Straight-line
Computer equipment	30%	Straight-line
Furniture and equipment	20%	Straight-line
Leasehold improvements	20%	Straight-line
Kiosks	20%	Straight-line
Vehicles	30%	Declining balance
Signs	20%	Straight-line
Storage shed	10%	Straight-line
Trailer	20%	Straight-line

Comparative figures have been restated to conform with the current year's financial statement presentation.

**Red Deer Downtown Business Association**  
Notes to the Financial Statements  
As at December 31, 2000

**3. Capital assets:**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2000 Net Book Value</u>	<u>1999 Net Book Value</u>
Computer software	\$ 540	\$ 540	\$ -	\$ -
Computer equipment	14,471	11,408	3,063	1,924
Furniture and equipment	11,774	8,978	2,796	3,595
Leasehold improvements	10,749	5,510	5,239	6,933
Kiosks	19,384	19,384	-	-
Vehicles	9,700	9,427	273	391
Signs	11,779	11,031	748	1,122
Storage shed	1,550	930	620	775
Trailer	750	750	-	599
	<u>\$ 80,697</u>	<u>\$ 67,958</u>	<u>\$ 12,739</u>	<u>\$ 15,339</u>

**4. Cultural enhancement assets:**

	<u>2000</u>	<u>1999</u>
Rev. Leonard Gaetz bronze	\$ 30,957	\$ 30,957
Choices bronze	32,920	32,920
Galbraith bronze	35,574	35,574
Sound the Alarm bronze	280,248	280,248
Francis the Pig bronze	21,115	21,115
Reaching Out bronze	12,000	-
	<u>\$ 412,814</u>	<u>\$ 400,814</u>

Cultural enhancement assets are carried at cost and are expected to retain their value over time and therefore are not amortized.

**Red Deer Downtown Business Association**  
Notes to the Financial Statements  
As at December 31, 2000

**5. Deferred revenue:**

The City of Red Deer and the Province of Alberta have advanced funds for a six month salary position to co-ordinate The Alberta Main Street Program. As of the fiscal year end, one third of the salaried position has ended and therefore two thirds of the funding has been recorded as deferred revenue.

Province of Alberta receipts	\$ 10,000
City of Red Deer receipts	<u>10,000</u>
	20,000
Less: Deferred revenue	<u>(13,333)</u>
Current year revenue	<u>\$ 6,667</u>

**6. Long-term debt:**

	<u>2000</u>	<u>1999</u>
Loan repayable to the City of Red Deer in annual installments of \$9,187 including interest at 7.375% per annum, due March 1, 2009.	\$ 59,230	\$ 85,000
Less portion due within one year	<u>5,163</u>	<u>-</u>
	<u>\$ 54,067</u>	<u>\$ 85,000</u>

Long-term debt is estimated to be repaid as follows:

2002	\$ 5,199
2003	5,583
2004	5,994
2005	6,436
2006 and thereafter	<u>30,855</u>
	<u>\$ 54,067</u>

**Red Deer Downtown Business Association**  
Notes to the Financial Statements  
As at December 31, 2000

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**7. Operating lease:**

The Association is committed to total minimum rentals in the amount of \$625 per month under an operating lease for office space.

**8. Interfund transfers and balances:**

During the year the Operating Fund transferred \$38,204 to the Cultural Projects Fund of which \$35,000 was used to partially repay the loan to the City of Red Deer and \$3,204 to pay general operating expenses. As of the year-end, the Cultural Projects Fund had a non-interest bearing note payable to the Operating Fund of \$19,803. The Contingency Fund transferred \$18,000 to the Operating Fund to offset the costs of the transfers to the Cultural Projects Fund.

PRIVATE LABEL

PHONE: (403) 340-3300

FAX: (403) 340-1463

**JUST THE FAX.... ONLY THE FAX**

TO: CITY COUNCIL - CITY OF RED DEER

ATTN: CITY CLERK - KELLY KLOSS.

FROM: PRIVATE LABEL

PHONE (403)340-3300

PAT MOORE

FAX (403)340-1463

CORRESPONDENCE:c/o

15 Wells St., Red Deer, AB, T4N 5Y2

SHIPPING:

4909 48 ST., RED DEER, AB,

T4N 1S8

DATE: Dec. 17/01

NUMBER OF PAGES: 2/of 2.

**MESSAGE:**

Sorry this is so late but do have a couple of comments regarding the 2002 Downtown Business Assoc Budget.

- We have discussed several times over the past couple of years the expansion of the BRZ to include several areas + businesses in the downtown. Neither the revenue or expenditures indicate this expansion or the further pursuance of it. This growth would provide further revenue for growth of our promotions + for improvements or allow for a lower rate to members. There are many businesses that do benefit from our "downtown" efforts + do not presently belong or pay BRZ levy.

THANKS,

*Pat Moore* - Wondering why the assessment fee increased with the revenue from levy the same amount - Is there a reason for lower insurance rates?

PAT MOORE  
OWNER/MANAGER

PLEASE ACKNOWLEDGE RECEIPT OF THIS FAX

- There is opportunity for great growth in Downtown with present trends and would like to see aggressive plans to do so.

Would like a copy for Council members please. Thanks.

NOT SUBMITTED TO COUNCIL  
BACKUP INFORMATION

Submitted To City Council

Date: Dec 17/01

Sunworks Home and Garden Inc.  
4924 Ross Street  
Red Deer, Alberta  
T4N 1X7

Submitted To City Council

December 10, 2001

Date: Dec 17/01

Red Deer City Council  
c/o City Clerk  
Box 5008  
Red Deer, Alberta  
T4N 3T4

Dear Council,

Thank you for sending me a copy of the BRZ budget. My initial reaction was one of displeasure upon seeing that there is again no increase in the budget – and yes I do realize that a budget increase would mean that our taxes would increase.

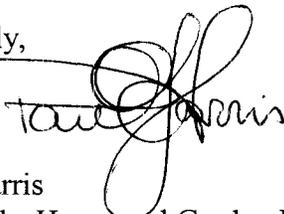
The Downtown Business Association does some very valuable work for the businesses in the downtown core and indeed for the citizens of Red Deer. As the number of businesses grow, the population of Red Deer grows, and as number of visitors to the downtown increases, the DBA is called upon to do more.

It is impractical and unhealthy to expect that the budget should not grow as these other factors do. With this growth we, as business people and as visitors to the downtown, have a greater need for increased funding of the DBA in order to ensure high quality service.

More money needs to be put into everything from sidewalk and power grid maintenance to better policing. The list is nearly endless. It is very disturbing that we have problems with the sidewalk power since as merchants have been paying a 'frontage charge' for the decorative lighting and paving stone sidewalks since 1992 and will continue to pay until 2011. It seems fair that at least these items should be maintained. It was embarrassing to see the cover page of the Red Deer Advocate reporting that downtown Sylvan Lake was fully lit, when the DBA owns lights to do the same but the power grid is in bad repair.

I would implore the council to continue to support the DBA with this budget, but know that many members of the DBA are expecting an increase in service in the near future however that can be accomplished.

Sincerely,



Paul Harris  
Sunworks Home and Garden Inc.

cc: Ray Congdon, Executive Director Red Deer Downtown Business Association  
cc: City Councillors



Office of the City Clerk

FILE

December 18, 2001

Mr. R. Congdon, Executive Director  
Red Deer Downtown Business Association  
#9, 4921 - 49 Street  
Red Deer, AB T4N 1V2

Dear Ray:

*Re: Red Deer Downtown Business Association 2002 Budget*

At the City of Red Deer's Council Meeting held Monday, December 17, 2001 Council approved the Downtown Business Association 2002 Budget by the following resolution:

*Resolved* that Council of the City of Red Deer hereby approves the Red Deer Downtown Business Association Budget for 2002 as presented to Council on December 17, 2001.

Please call if you have any questions.

Sincerely,

Kelly Kloss  
City Clerk

KK/chk

c Director of Corporate Services  
City Assessor  
Tax Collector

The City of Red Deer

Box 5008  
Red Deer, Alberta  
T4N 3T4

**DATE:** December 11, 2001  
**TO:** City Council  
**FROM:** City Clerk  
**RE:** Red Deer Downtown Business Association  
Board of Director Appointment

---

Mr. Jim Dezutter has submitted his resignation from the Board of Directors of the Downtown Business Association, to be effective December 31, 2001. A copy of his resignation is attached.

As in the past names have been submitted in confidence to Council.

*Recommendation*

That Council appoint a Director of the Downtown Business Association to fill the unexpired term of Jim DeZutter to December, 2002.



Kelly Kloss  
City Clerk

KK/chk  
/attach.



5121 47 Street, Red Deer, AB T4N 1R8 PH: (403) 347-1000 FAX: (403) 341-4585

September 26, 2001

Downtown Business Association,

With much thought and consideration, I feel it is time to resign from the Downtown Business Association. I have enjoyed my time on the board and working with the Association staff.

December 31, 2001 will be my last day with the board.

Thank you,

A handwritten signature in black ink, appearing to read "Jim DeZutter". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jim DeZutter



Office of the City Clerk

**FILE**

December 18, 2001

Mr. R. Congdon, Executive Director  
Red Deer Downtown Business Association  
#9, 4921 - 49 Street  
Red Deer, AB T4N 1V2

Dear Ray:

*Re: Downtown Business Association Board of Director Appointment*

At the City of Red Deer's Council meeting held Monday, December 17, 2001, Council passed the following resolution regarding the appointment to the Downtown Business Association Board of Directors:

*Resolved* that Council of the City of Red Deer hereby appoints the following as Director of the Downtown Business Association to fill the unexpired term of Jim DeZutter to December, 2002.

Sharon Fisher      Term to Expire December, 2002

Please call if you have any questions.

Sincerely,

Kelly Kloss  
City Clerk

KK/chk

c Sharon Fisher

*The City of Red Deer*

Box 5008  
Red Deer, Alberta  
T4N 3T4

**DATE:** December 10, 2001  
**TO:** Kelly Kloss, City Clerk  
**FROM:** Barbara Jeffrey, Manager  
Social Planning Department  
**RE:** International Year of the Volunteer: Voluntarism in Red Deer

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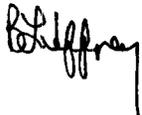
During budget deliberations for 2001 with City Council, former Councillor Bill Hull mentioned that 2001 was the International Year of the Volunteer and asked that Council receive some information about the status of volunteering in Red Deer during this year.

Linda Carritt of the Social Planning Department met with 19 volunteer managers in the late summer and early fall of 2001 to establish what they felt were the trends, opportunities and challenges for volunteers and the managers and organizations depending on volunteers in Red Deer. The interviews included representatives from business, church, health, sports, culture and the social services fields. Linda presented the results of the interviews to a meeting of volunteer managers in November to validate the report and discuss future directions. The report was also presented to the Board of Red Deer and District Family and Community Services at the December 2001 meeting.

The Social Planning Department and the Community Information and Referral Society (which provides a matching service for volunteers and the agencies which need the volunteers and also coordinates the Volunteer Managers' Network) will use information in the report when planning for future support to volunteers in Red Deer.

Linda will be available to present a short summary of the report and answer any questions from Council.

Linda uses a quote from the Canadian Code for Volunteer Involvement 2000, to begin her report: *Volunteering is the most fundamental act of citizenship and philanthropy in our society. It is offering time, energy and skills of one's own free will.* We need to preserve the very valuable resource of volunteerism in Red Deer and be reminded that volunteers need to be supported as they carry out their acts of citizenship and philanthropy.



**INTERNATIONAL YEAR OF THE VOLUNTEER  
CITY OF RED DEER – SOCIAL PLANNING DEPARTMENT**

**THE STATE OF VOLUNTEERISM**

**December 4, 2001**

## **Volunteering**

“...is the most fundamental act of citizenship and philanthropy in our society. It is offering time, energy and skills of one’s own free will. “

(Canadian Code for Volunteer Involvement, 2000)

## **Acknowledgments**

This project would not have been possible without the invaluable input of the following managers of volunteers representing eighteen agencies:

Eryn Neilson, Golden Circle  
Joyce Neiman, Canadian Mental Health Association  
Lee Anne Shinski, Canadian Red Cross  
Linda Tews, Central Alberta Women’s Outreach  
Elzbieta Sawicka, Central Alberta Refugee Effort  
Shirley Goodwin and Brenda Farwell, Red Deer Regional Hospital – Volunteer Resources  
Faye Hughes, Lifeline  
Roy Bedford, Scouts Canada  
Karen Schurman, Youth and Volunteer Centre  
Ed Morris, City Recreation Department  
Kerry Dawson, City Arts and Culture Department  
Donna Hately, Alberta Sports Hall of Fame  
Judy Douglas, United Way of Central Alberta  
Fred Lane, Balmoral Chapel  
Vergil Schmidt, Deer Park Alliance Church  
Shirley Brownell, Living Stones Church  
Jan Fisher, Red Deer Chamber of Commerce  
Dave Henderson, RCMP Victim Services

Thank you for making the time to discuss with me your volunteer programs. Your dedication and pride in “what you do” was evident in the way you described your programs, the challenges you face and the rewards inherent in your volunteer success stories. I hope you continue to make a difference, not only to your agency’s cause, but also to our community.

**INTERNATIONAL YEAR OF THE VOLUNTEER  
CITY OF RED DEER – SOCIAL PLANNING DEPARTMENT**

**THE STATE OF VOLUNTEERISM - Executive Summary**

**Background**

The United Nations General Assembly declared 2001 the International Year of the Volunteer (IYV). City Council for Red Deer requested this descriptive report to recognize and celebrate volunteerism within the City; and, to provide information on current trends in volunteerism that may aid future planning.

**Methodology**

Broad background information was compiled following a literature review of Canadian and provincial statistics and surveys. Descriptive data was collected from interviews with managers of volunteers representing 18 agencies within the City of Red Deer. These managers provided information reflective of just under 6000 volunteers that gave an estimated 522,644 hours of service in the year 2000. If provincial statistics truly reflect Red Deer volunteerism, this interviewed sample represents about 22% of the total volunteer effort in Red Deer (estimated to be 26,640 volunteers in the year 2000). The agencies interviewed represented a cross section of social agencies, health agencies, youth groups, recreation programs, fundraising agencies, churches, business and cultural groups. This study is not meant to be empirical or scientific, but hopefully will provide a “flavor of volunteerism” within Red Deer to aid planning.

**Key Findings**

- Volunteerism is strong in Canada (26.7 % or 6.5 million in year 2000). There were 4.7 % fewer Canadians volunteering in 2000, as compared to 1997, but those volunteering were giving 8.7 % more hours (162 vs. 149 hours per year).
- Albertans rate second in the country at 39%. Most volunteers give 140-190 hours/year.
- Most likely volunteer in Alberta and in Canada: female, aged 35-54, married, employed part time, household income > \$60,000/year, children older than 5 years, with religious affiliation and post secondary education
- **Red Deer Trends:**
  - √ volunteer roles include direct client service and support, fundraising and organizing special events, board/committee work, administration and education
  - √ biggest volunteer motivator: to “give back”
  - √ best recruitment method: personal contact (asking, word of mouth)
  - √ use of traditional screening process by most agencies
  - √ recognition of volunteers on a regular basis, including extra for IYV

- √ managers of volunteers need to be more creative given difficulty recruiting, less volunteer time commitment, volunteer burnout, more short term volunteers, and more people donating money instead.
  - √ Increased depth of skill required to volunteer
  - √ volunteers more discriminating, expecting rewards and challenges
  - √ volunteer management more sophisticated, requiring more skill, time and reliance on outside resources
- **Suggestions From Red Deer Managers of Volunteers**
    - √ plan for short term volunteers
    - √ re-evaluate long term positions
    - √ offer flexibility in roles
    - √ use current volunteers to recruit
    - √ target recruitment
    - √ remove practical barriers
    - √ keep meeting time minimal
    - √ maintain reputation of organization
    - √ pursue partnerships
    - √ show you genuinely care for volunteers

### **Report Use**

- Presented report at Volunteer Managers' Network meeting on November 21, 2001. As a result of discussion, added practical suggestions to report and a committee may be set up to produce practical guidelines (agency list, job board, volunteer expectations) for mandated volunteer referral sources.
- Presented report to Community Services Division "Issues Meeting" on November 23, 2001. Clarified some definitions and some interest expressed in report being presented to another City department and community agencies.
- FCSS Board presentation on December 4, 2001.
- Tentative City Council presentation on December 17, 2001.

Linda Carritt  
Community Worker  
December 4, 2001

**INTERNATIONAL YEAR OF THE VOLUNTEER  
CITY OF RED DEER – SOCIAL PLANNING DEPARTMENT  
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## **1. INTRODUCTION**

Volunteers are a vital human resource to every community and organization. They bring a passion for the cause, a commitment to the purpose and they are motivated by their choice of involvement. While they may not receive a wage for their service, volunteers do receive multiple benefits from being linked to a community organization. Historically, volunteer organizations arose because of concerns related to community needs and issues. Their main role was in carrying out an advocacy-based role.

On November 20, 1997, in recognition of the work of volunteers, the United Nations General Assembly declared 2001 the International Year of the Volunteer (IYV). City Council for Red Deer requested this descriptive report to recognize and celebrate volunteerism within the City; and, to provide information on current trends in volunteerism that may aid future planning of community service.

### **1.1 SCOPE**

Volunteerism has a major impact on the delivery of programs and services across many sectors in the city of Red Deer. This report provides:

- a summary of research conducted on volunteerism nationally and provincially
- an overview of the state of volunteerism in the Red Deer community
- trends and issues that may have an impact on volunteerism in Red Deer in the future
- suggestions for addressing those issues

### **1.2 PARAMETERS AND SOURCES OF INFORMATION**

This report focuses on volunteerism (with agency involvement) within the geographical area of the City of Red Deer. Broad background information was compiled following an extensive literature review of Canadian and provincial statistics and surveys.

Descriptive data was collected from interviews with managers of volunteers representing eighteen agencies within the City of Red Deer. These managers provided information reflective of just under 6000 volunteers that gave an estimated 522, 644 hours of service in the year 2000. If provincial statistics are true reflections of Red Deer volunteerism, this interviewed sample represents about one fifth or 20% of the total volunteer effort in Red Deer. The agencies interviewed represented a cross section of:

- Social Agencies: Golden Circle, Canadian Mental Health Association, Canadian Red Cross, Central Alberta Women's Outreach, Central Alberta Refugee Effort, Victim Services
- Health Agencies: Red Deer Regional Hospital – Volunteer Resources, Lifeline
- Youth groups: Scouts Canada, Youth and Volunteer Centre
- Recreation: City Recreation Department, Sports Hall of Fame
- Fundraising Agencies: United Way of Central Alberta

- Churches: Balmoral Chapel, Deer Park Alliance, Living Stones Church
- Business: Chamber of Commerce
- Culture: City Culture Department, Sports Hall of Fame.

This report is limited by the resources available for the project and the “guesstimates” of local managers of volunteers regarding their volunteer statistics. It is not meant to be empirical, rather the intent is to provide an anecdotal report, showing the “flavor” of volunteerism in Red Deer, and the trends to aid in future planning. This report focuses only on volunteer time given - charitable giving was seen as beyond the scope of this paper, and better dealt with on it’s own. Where local statistics are cited, they were drawn from the managers of volunteers themselves and their agency annual reports for the year January 1 - December 31, 2000.

## 2. HISTORY OF VOLUNTEERISM

### 2.1 CANADA AND ALBERTA

Statistics Canada has completed three major surveys of Volunteerism titled the “National Survey of Giving, Volunteering and Participating” (NSGVP). They define volunteerism as “the offering of time, energy and skills of one’s own free will”. This does not include persons in “work placements”, students in practicum, or high school work experience students. Nor does it include the giving of money or material goods. Compared to 1987, there was an increase in the total number of Canadians volunteering in 1997, but a large decrease in the average hours given per year per volunteer. In 2000, there were 1 million less volunteers than in the year 1997; however the average number of hours given per volunteer has increased. The following two charts compare these results and personal characteristics of volunteers from 1987, to 1997, to 2000.

### Canadian Volunteers

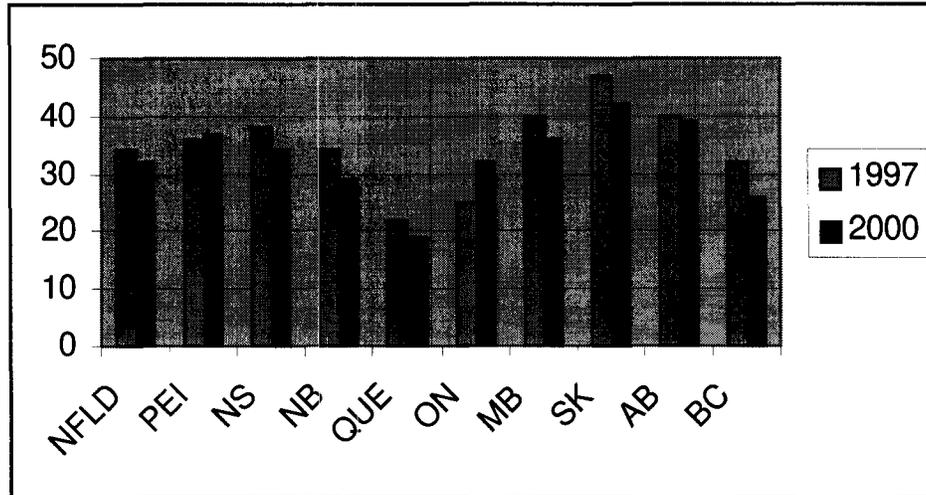
	1987	1997	2000
<b>Average Number of Hours Per Volunteer</b>	191	149	162
<b>Number of Canadians Volunteering (million)</b>	5.3	7.5	6.5

### Canadian Volunteers

	<b>1987</b>	<b>1997</b>	<b>2000</b>
Personal Characteristic	Volunteer Rate (%)	Volunteer Rate (%)	Volunteer Rate (%)
<b>Total</b>	<b>26.8</b>	<b>31.4</b>	<b>26.7</b>
<b>Age</b>			
15-24	18	33	29
25-34	27	28	24
35-44	36	37	30
45-54	31	35	30
55-64	27	30	28
65 & older	22	23	18
<b>Sex</b>			
Male	24	29	25
Female	30	33	28
<b>Marital status</b>			
Married or common-law	31	33	28
Single	19	31	26
Widowed	21	20	17
Separated or divorced	24	29	25
<b>Education level</b>			
Less than high school	13	21	19
High school diploma	24	29	23
Some post secondary	31	36	33
Post secondary diploma	35	34	28
University degree	46	48	39
<b>Labour force status</b>			
Employed	28	34	28
Full-time	27	32	27
Part-time	36	44	33
Unemployed	23	29	25
Not in labour force	35	27	24
<b>Household income level</b>			
Less than \$20,000	20	22	17
\$20,000-\$39,999	26	29	21
\$40,000-\$59,999	34	33	26
\$60,000-\$79,000	n/a	36	31
\$80,000-\$99,999	n/a	42	35
\$100,000 or more	n/a	45	39

## 2.2 ALBERTA

Statistics Canada also reported volunteer statistics specific to Alberta. **Alberta ranks second in the country** in percentage of people volunteering their time and energies for worthwhile causes!



The gender gap is narrowing but education level and socioeconomic status continue to play a role. Employed people volunteered more than those not employed. Not surprising in the year 2000, there were still almost twice as many people who volunteered from the higher income bracket.

In 1997 and in 2000, females between 35 and 54 years were the most likely to volunteer, particularly if they were married, employed part time, had household incomes greater than \$60,000/year, had children older than 5 years and had a religious affiliation. The most underrepresented group in the voluntary sector was single males over 65 years of age with less than high school education, earning less than \$40,000/year and with no religious affiliation. Youth continued to be a growing segment of the volunteer population at 46% in 2000.

As in Canadian statistics, most volunteer hours in Alberta came from a small percentage of volunteers: the top 5 % of the voluntary sector gave greater than 537 hours of service in 1997. The top 5% of volunteer hours were more likely to be provided by women in age group 45 - 64 years, with post secondary education, employed part time or not in labour force, with household incomes between \$20,000 and 39,999, with children older than 18 years. The next 20 % of volunteer hours provided in 1997 were more likely to be provided by married males over 45 years with university education, no longer in labour force, incomes between \$40,000 and \$79,999, with children over the age of 12 years.

The following chart compares Alberta results from 1997 to 2000.

**Alberta Volunteers**

Personal Characteristic	1997		2000	
	Volunteer Rate	Total Hours	Volunteer Rate	Total Hours
	%	000,000	%	000,000
<b>Total</b>	<b>40</b>	<b>128.3</b>	<b>39</b>	<b>127.0</b>
<b>Age</b>				
15-24	38	17.5	46	21.9
25-34	38	19.1	36	20.1
35-44	48	33.9	45	33.5
45-54	48	31.1	41	20.9
55-64	38	13.7	37	14.1
65 & older	25	n/a	21	16.5
<b>Sex</b>				
Male	35	57.4	38	66.5
Female	46	70.9	40	60.5
<b>Marital status</b>				
Married or common-law	44	91.0	39	75.5
Single	34	22.4	43	38.3
Widowed	n/a	n/a	23	5.6
Separated or divorced	n/a	n/a	38	7.6
<b>Education level</b>				
Less than high school	29	20.7	24	19.4
High school diploma	37	19.3	35	22.4
Some post secondary	52	16.5	52	19.3
Post secondary diploma	41	40.3	40	37.9
University degree	55	31.5	56	28.1
<b>Labour force status</b>				
Employed	42	90.3	40	82.4
Full-time	40	67.1	38	63.9
Part-time	49	23.2	48	18.5
Not in labour force	36	34.5	36	37.7
<b>Household income level</b>				
Less than \$20,000	31	16.6	20	14.6
\$20,000-\$39,999	34	30.3	30	25.3
\$40,000-\$59,999	39	30.6	37	28.5
\$60,000-\$79,000	48	24.3	43	28.8
\$80,000 or more	59	26.5	57	29.8

## Alberta Volunteers

	1997	2000
<b>Average Number of Hours Per Volunteer</b>	146	127

These four types of organizations attracted 79% of volunteer hours:

- cultural and recreation (27%)
- health organizations (22%)
- religious organizations (16%)
- social services organizations (14%)

Fifty one percent of volunteers chose to volunteer for only one organization with “being asked” as the main reason for becoming volunteers.

### 3. VOLUNTEERISM IN RED DEER

#### 3.1 OVERVIEW/STATISTICS

##### Number of Volunteers/Hours

With a population last year of 68,308 Red Deer is the fourth largest urban center in Alberta, and growing steadily, averaging 4% growth per year over the past 45 years. Two groups in Red Deer were able to provide some statistics on volunteerism within the City: CIRS (Community and Information Referral Society) and FCSS (Family and Community Support Services).

**CIRS** provides a number of services to recruit volunteers, support managers of volunteers and track volunteerism in Red Deer and surrounding area. During 1999 and in 2000, CIRS provided an average of four referrals each to people interested in volunteering. Eighty agencies in 1999 and one hundred agencies in 2000 requested CIRS assistance in recruiting and matching volunteers. CIRS staff report prospective volunteers are primarily interested in ongoing volunteer assignments, with youth or with seniors.

**FCSS** funded agencies report volunteer statistics annually as part of their ongoing funding requirement. In the year 2000, 57 agencies/committees reported 13,571 volunteers gave 184,969 hours.

Extrapolating from the Alberta volunteer rate found in the 2000 NSGVP, we would estimate that there are **39% or 26,640 volunteers in Red Deer**. In interviewing a cross section of managers of volunteers, some felt this estimate was low, especially given the

extra volunteer efforts recently in the aftermath of the Pine Lake tornado (July/2000), the toxic rail spill (February, 2001) and the hosting of the Red Deer International Air Show (August, 2001). 722 volunteers alone registered with CIRS to help with the Pine Lake clean up following the tornado.

According to the managers of volunteers interviewed, there was a wide range of volunteer hours given per week (1– 6). Most estimated Red Deer volunteers were close to the national and provincial average hours given per year. Note that Red Deer agencies interviewed, unlike provincial and federal surveys, do include practicum students and those mandated to do community hours in their volunteer statistics.

### **Who Are The Volunteers In Our Community (age, gender, and socioeconomic status)?**

About two thirds of the agencies interviewed felt their current volunteer base was comprised of **mostly females**, ranging from 65% to 97.5%. The other six agencies unanimously felt the ratio was approximately equal. The age group of volunteers most quoted was in the **35-54 years of age**. As expected, the only variation of this were the two agencies targeting senior clientele (volunteer age range more likely in 55-64) and the two targeting youth (more volunteers in 25-34). When asked whether Red Deer agencies were seeing the number of youth volunteers doubling, most felt **youth numbers were static or only slightly increasing**. Of those who were seeing more youth give of their time, it was typically in one time only special events. None of the eighteen agencies interviewed tracked marital status, education level, household income or labor force status on its volunteers. However, most managers of volunteers felt the provincial statistics were reflective of their volunteer base in Red Deer with the greater percentage of volunteers coming from the **mid to high income bracket**, mostly **employed at least part time**, and most with **post-secondary education**. There were two agency exceptions, both utilizing mostly volunteers whose status reflected the status of their client base.

### **Roles and responsibilities of volunteers**

The following are the main roles and responsibilities reported:

- **Direct client service and support (94%)** - such as child care, bereavement support, driving seniors to appointments, crisis response, coaching, troubleshooting technical equipment, and mentoring.
- **Fundraising and organizing special events (88%)** - felt to be more in demand as agencies can no longer rely on one stable source of funds. These roles appear to be easiest to fill as more and more volunteers are looking for short- term positions.

## State of Volunteerism

- **Volunteer board members and committee members (83%)** - more technical skill and sophistication is required of this volunteer role. A couple of agencies that serve youth are attempting to include the youth perspective on their boards. One agency has two board positions that are mandatory youth representatives. Another agency attempted this and found youth seemed intimidated by the adults on the board. They experienced more involvement by setting up a youth committee with one representative providing regular feedback to the board.
- **Administration (66%)**
- **Education (61%)**

Interestingly, the roles felt most difficult to fill were either the highly skilled roles (requiring a longer commitment and more training), or the administrative role (felt to be too monotonous).

### Motivators

In the survey of Red Deer agencies, the main reason quoted for volunteering was:

- "Give back" to their community
- transition to retirement
- career experience
- socialization or to combat loneliness
- increase self esteem
- for a free meal
- to increase family time by volunteering together
- for the adrenaline rush
- realizing the valuable service and need in the community
- as a parent to assist own child/ensure service provided
- former clients wanting to give back to agency
- a genuine interest in agency mandate and spiritual responsibility.

Minimally noted were mandated hours for community service and networking for personal business profit.

### Recruitment

The methods used by agencies interviewed include:

- **"personal contact"** - asking and "word of mouth" were mentioned by all managers and felt to be the most successful method of recruitment. A few agencies relied on this exclusively, and felt it saved them time in the long run as they were confident new volunteers being referred by known contacts had already passed the first screening.

## State of Volunteerism

- **free advertising** - used by most, in the local paper, at CIRS and on Shaw cable TV.
- **public displays** at trade fairs or in the malls.
- **flyer distribution through local high schools** - used by two agencies

Other unique methods were advertising at the Rebels hockey games, local classroom presentation and other agency referrals. A couple of managers expressed frustration with professionals in health, justice, and social services that refer clients who were either not healthy enough to volunteer, or were not prepared to go through the screening process.

### Screening

Volunteers represented in this study's sample were not all formally screened, depending on the method of recruitment and the terms of the position. Five agencies (27% of sample) did not feel the need to formally screen at all – they used “known” volunteers for brief assignments not involving the handling of money, public risk, or work with children. Most agencies (72%) did follow an **application, interview and reference check** process. 44% were further screened with RCMP checks and 22% with Child Welfare Information System checks.

### Training/Support/Supervision

- Orientation and/or on the job training (50%)
- Orientation, on the job training and regular or advanced level training after the volunteer's initial assignment. (50%)

Support was provided regularly for most volunteers via phone, in person 1:1 contact or group meetings. Most managers of volunteers expressed genuine interest in getting to know their volunteers personally, and enjoyed spending time offering informal support. Also mentioned:

- Formal assignments with job descriptions, a probationary period, and mechanisms for feedback (11%)
- Informal assignments with verbal expectations clear from the start (most).
- Most agencies experienced at least one instance of having to re-direct/let go of a volunteer due to inappropriate match or inadequate performance.
- In one agency dealing with crisis work, debriefing and a paid EAP program was provided to their volunteers following each critical incident.

### **3.2 RECOGNITION - INCLUDING INTERNATIONAL YEAR OF THE VOLUNTEER**

In Red Deer, CIRS leads recognition annually during Canada's Volunteer week. This year volunteer week was April 22- 28, 2001. In Red Deer there were 296 volunteers who attended the Volunteer breakfast, 204 attended the Volunteer tea at the Golden Circle. In 1999, there were 294 volunteers at the breakfast, 120 at the tea. This year, in

recognition of the International Year of Volunteer, CIRS added IYV chocolates/pins to their giveaways.

Eighty nine percent of the eighteen managers interviewed provided some form of regular recognition. Recognition included:

- Occasional “token” gifts, coupons, birthday or Christmas cards (55%)
- Regular Socials (44%) - of those who offered a formal evening meal (frequently the same night as the agency annual general meeting) participation was dropping off gradually to only half of their volunteer base taking part in 2000.
- Volunteer week participation: tea or breakfast (38%)
- Pins, personal educational opportunities and post secondary scholarships (donated via business partnerships) to recognize length of service and encourage longer commitments (5%)
- Sending delegates to the Vitalize provincial conference in Edmonton (16%)
- Youth volunteers being offered more meaningful gifts – for example, theatre passes, t-shirts, water bottles (17%)

Extra recognition was provided by 50 percent of managers of volunteers for IYV. Examples of recognition included newsletter articles, pictorial displays in their agency, a yearbook of volunteers, IYV stickers and decals. One manager of volunteers submitted Volunteer Profiles to the Red Deer Advocate on behalf of many agencies that attend the Volunteer Managers Network (VMN) group.

A few agencies felt less interest had been shown lately in the traditional forms of recognition and stated their volunteers declined their offer of socials, conferences and volunteer week activities. The reason most often stated by volunteers was a lack of time to take part, and recognizing the agency should spend their budget on clients, not volunteers. One agency that had many disadvantaged volunteers recently decided to offer more practical recognition in the form of grocery gift certificates. No agency offered the more traditional plaques.

## **4. TRENDS**

### **4.1 NATIONAL/PROVINCIAL**

Surveys of national and provincial volunteers report:

- decentralizing decision-making to Regional Authorities
- Shifting role of government - reduced services, voluntary sector has increasing responsibility for governing and funding public programs
- also movement toward integration of several government departments
- increasingly question credibility of non-profit organizations/sector and their ability to govern and carry out program
- require management expertise and highly skilled volunteers

- increasing time demands on volunteers
- project based funding from government and multiple sources
- increased demands for efficiency, effectiveness and accountability
- government cutbacks, fiscal restraint, meet greater needs with fewer resources, increased demand = greater competition for volunteers
- increased demand on time with changing work and leisure: one parent family, both parents working, aging parents, more mobility leads to shorter term assignments ( 79% of those not volunteering would be more likely to if task was short term).
- growing dissatisfaction with bureaucracy, change seems slow and unresponsive
- expect challenging, interesting assignments, older baby boomers (in their 40s) are looking for meaning in their life
- broader cross section of volunteers means broad recruitment needed
- more unemployed volunteering between jobs (offer skills for short term, want resume enhancement)
- more early retirees looking for work substitute
- more volunteers expect professional treatment – i.e. management system must support, train, recognize and evaluate
- new view of volunteer management – they want creative ownership but still must be responsible for work getting done
- increase in senior population led to an increase in demand for services and a younger, healthier senior volunteer base

## 4.2 RED DEER TRENDS

City reports state trends in increased immigration, expanding role of women, economic constraints, all leading to a more diverse client/customer base in our community. From interviewing the eighteen managers of volunteers within Red Deer, some trends were evident regarding the volunteer and the management of volunteers:

### VOLUNTEERS TRENDS AND IMPLICATIONS

#### 1. More difficulty finding volunteers (83%)

Less people volunteering was actually seen by some agencies as a positive trend in society. One agency that tended to employ lower income volunteers felt their difficulty recruiting volunteers was a good sign that the economy is healthier, generating more work opportunities. A couple of agencies expressed difficulty finding volunteers to work at bingos, and felt this may be due to people being more health conscious.

## State of Volunteerism

## Implications:

- a) paid staff doing the work formerly done by volunteers
  - b) more time and money spent in targeting volunteers: rural areas, youth, semi-retired seniors, and corporations
  - c) more creative partnerships (for sharing volunteer resources, and the cost of training)
  - d) more attempts to remove barriers to volunteering – for example, one agency that relied on volunteers to donate gas in transporting clients now provide charitable receipts. A few agencies have allowed more flexible volunteer hours, and volunteer work at home.
2. Less volunteer time commitment (78%) due to busier lifestyles, more transient work placements; the changing role of family (more single parent homes, blended families); people volunteering for more than one agency; more youth volunteering and wanting short term tangible assignments; the greater demands of being screened.

## Implications:

- a) agencies have now adopted shorter-term sessions (also a trend seen in customer demand for shorter-term programming - for example, some churches used to run 48-week sessions of a seven-year curriculum for Sunday School; now they highlight aspects of the Bible in 12-week sessions.
  - b) increased cost due to more frequent recruitment and training
  - c) less experience/knowledge being passed on to their clientele
  - d) more enthusiasm, a fresh approach to serving
  - e) fewer agencies insisting on a minimum commitment
  - f) less time spent on screening, orientation and training, especially with one-time volunteers
  - g) less use of college students as volunteers due to the length of screening process of some agencies
  - h) increased use of volunteers in one-time events: fund raisers, projects
  - i) more burden on the volunteer manager to be more flexible and step in to cover roles when volunteers are not found for the day to day, or longer term roles.
3. Increased depth of skills required to volunteer (66%)

Volunteer agencies felt the demand on their volunteers is higher now due to cutbacks, more complex client needs, gaps in service provision and higher technological needs. (Sixty percent of agencies interviewed required volunteers to be trained in computer and/or audiovisual equipment use). Volunteers need to work more independently, be more dependable and more knowledgeable.

## Implications:

- a) difficulty placing unskilled volunteers (11%)
- b) loss of clients unless they provided service using current technology (17%)  
i.e. in more visual/tactile form of presentations
- c) agencies spending more time than necessary due to outdated technology.

4. Fewer volunteers attending meetings, training and recognition nights (50%)

Some agencies have improved their attendance numbers by hosting less frequent meetings, and by providing optional social time before or after the meeting. Some use videos or self-taught manuals to orientate and train volunteers. This allows the volunteer flexibility in choosing where and when they access the information. Some agencies are making training mandatory. Many are re-considering the best time for the majority of their volunteers. Some managers are providing perks throughout the year rather than hosting one night/year for recognition. Others are asking the volunteers to plan their own form of recognition night.

5. Higher expectations of volunteers (44%)

## Implications:

- a) volunteers want full understanding of their role, including possible liabilities
- b) volunteers are less willing to put themselves at risk
- c) volunteers want paid staff to deal with conflict in serving clients/customers
- d) volunteers want challenging and rewarding placements (necessitating increased supervision)
- e) require food/ and social opportunity for more monotonous work assignments becoming more formal with competition for volunteer positions and written job descriptions

6. Volunteer burnout (33%)

## Implications:

- a) limiting the length of assignments
- b) instituting more support
- c) educating volunteers that it's OK to say no to an assignment

7. More short term volunteers (26%)

## Implications:

- a) losing the depth of experienced volunteers
- b) more frequent recruitment and training
- c) clients receive a fresh approach

8. Fewer volunteers aged 55-65 (11%) perhaps due to people being more financially stable, and with better health, taking advantage of their early retirement to travel or enjoy life. This trend may also be due to more caregivers in this age group caring for older relatives, and not having time to volunteer. One agency mentioned their older volunteers seem intimidated by the new technology surrounding the assignments and the youth clients' high expectations.
9. People donating money rather than donating time (11%)
10. An increase in mandated volunteers (11%)

Implications:

- a) more time spent on screening
- b) mandated volunteers expecting to be accepted at face value, to be able to choose their desired placement, and not have to go through screening
- c) increased number of inappropriate referrals (from professionals in justice, health and social services agencies)

## **VOLUNTEER MANAGEMENT TRENDS**

1. Process of managing volunteers has become much more sophisticated, requiring higher skill level (66%) Implications:
  - a) the knowledge required to be an effective Volunteer Manager has increased. It takes much more skill now to do recruitment, screening, training, supervising, networking and supporting volunteers.
  - b) most managers have little training in volunteerism prior to assuming their positions
  - c) managers of volunteers may be at risk of "burn out" unless they feel supported.
  - d) expectation for fair remuneration, and frustration that non-profit are unable to offer more incentive or professional development to managers of volunteers.
2. Managing volunteers requires more time (66%) Implications:
  - a) Increased time demand to do recruitment, screening, training, supervising, networking and supporting volunteers
  - b) increased travel time with regionalization of some services.
3. Managers of volunteers relying on outside support and information (56%)

Ten managers of volunteers interviewed relied heavily on their national organizations for administrative and management guidance and resources. They

provide support in managing volunteers, training that's more accessible, volunteer transfers and widespread pride.

Of the eight managers of volunteers who did not access their national organization, five (62%) mentioned a strong desire to have a central agency leading the volunteer effort in Red Deer. They felt there should be one agency that has a clear, strong role in education and coordination. For e.g. If Red Deer were to host a sporting event, or a new agency started in Red Deer – there should be a “one stop place” to provide direction, training, recruitment, ideas to coordinate, generic orientation and policy manuals, etc.

Along with these comments were a strong appreciation of Community Information and Referral Society (CIRS) and the Volunteer Managers' Network (VMN) in providing some manager training, networking opportunities, and volunteer recruitment via their opportunity binder and “my community information” web page.

\*Note: Social Planning has facilitated an evaluation and planning process for the VMN to be even more effective. It is hoped this group will continue to lead volunteer efforts in communities, as well as continuing the momentum of IYV.

## **5. SUGGESTIONS TO MAINTAIN STRENGTHS AND FACE CHALLENGES IN VOLUNTEER EFFORTS**

Some suggestions were obvious from reviewing the literature. Other suggestions came directly from the managers of volunteers themselves. They include:

### **1. Plan for short term or episodic volunteers**

- simplify some volunteer positions
- include assignments of 3 months or less, one time events, or recurring event positions
- break a complex role into more than one shorter-term role
- spend minimal management time on these brief positions (for screening, training, tracking recognition and supervising.)

### **2. Re-evaluate long-term volunteer positions**

- ensure you are not asking too much of your volunteers
- consider whether the position should be paid
- where thorough screening is necessary, find ways to do it more efficiently

### 3. Offer Flexibility in Positions

- consider whether the position can be shared by a team or family or business
- allow the volunteers to work from home, and set their own hours
- involve volunteer in determining how to meet their goals
- ensure the curriculum is based on the clients' needs and the volunteers' strengths
- make sure your agency has a variety of positions to choose from that fit a variety of commitment and times available
- offer education to help volunteers discover where they can offer their unique skills
- send a clear message to your volunteers that it's OK to have healthy boundaries and turn down a volunteer role, or change roles if it's not a good fit
- allow leaves of absence to meet volunteer needs and welcome them back when ready
- offer to rotate volunteer positions regularly

### 4. Keep Using Current Volunteers to Recruit

Personal contact was seen as a valuable recruitment method, one that limits the amount of time needed to screen volunteers, and one that offers additional social incentive to continue volunteering.

### 5. Target Recruitment

According to Provincial and National statistics, **retirees** are relatively underrepresented in the volunteer sector. However, this group also devoted more time than average per person to volunteer activities, and are a valuable resource. It may be worthwhile to target volunteers from this segment. Managers of volunteers may want to look at the timing of training and service provision to ensure it fits their target group. Some managers of volunteers suggested using posters to recruit retirees at coffee shops, travel agencies, golf courses, etc.

**Youth** are also becoming more active in volunteering. By volunteering, they gain a greater sense of confidence, enjoy interacting more in the adult world and develop new communication skills while exploring career options. Youth offer enthusiasm, energy and fresh perspectives. This is seen already in the greater representation of youth on local boards, and the many youth initiatives currently operating in Red Deer. Agencies reported seeing more volunteers from the Catholic School system as part of their curriculum requirements. This may benefit the community in the long term as participation in organizational activities during the formative years may encourage people to take on more community involvement and volunteering in adulthood.

**Corporate volunteers** may be another possible target for new recruitment. Corporations are recognizing the value in contributing to the volunteer sector by encouraging employee volunteer activities on “company time”. Such involvement combines positive social action with good community relations and employee development. It improves employee morale, productivity and loyalty to the organization. It's good public relations for the company and can be used as a marketing tool. This pool of people may make it easier to target for particular volunteer skills needed as well. Others suggest setting up “buddy systems” or mentorships with skilled corporate volunteers assisting inexperienced volunteers.

Many agencies in Red Deer successfully employ a diverse range of **volunteers with social, physical or mental challenges**. For example, Assured Income for the Severely Handicapped, Cosmos, Catholic Social Services and the John Howard Society all refer clients for volunteer work. With the proper guidance, this can be a rewarding experience for both volunteer and agency.

#### 6. Remove Practical Barriers

- reimburse volunteers for all out of pocket expenses
- offer free parking, identification and uniforms
- offer debriefings or employee assistance programs to those volunteering in crisis situations
- offer needed training
- maintain equipment to a level that's conducive to effective, efficient operation
- set up mentoring relationships between experienced and new volunteers
- encourage staff to show volunteers continual appreciation both inside and outside the agency
- ensure volunteers understand role completely, including any liabilities

#### 7. Keep Meeting Time Minimal

- keep meetings short and productive
- only schedule meetings as needed
- offer optional social time before/after meeting
- where an agency has experienced huge growth in their volunteer base, set up smaller more manageable teams of volunteers.

#### 8. Maintain a Good Organizational Reputation

To attract new volunteers and keep existing ones committed, it's important to promote the good reputation of the organization

- promote an atmosphere that's positive
- ensure expectations of each volunteer are clear right from initial application.
- conduct thorough screening of volunteers that work with children, youth, or some other vulnerable clientele

- ensure volunteer manager receives fair remuneration and opportunity for professional development

## 9. Pursue Partnerships

With the number of social agencies having similar mandates and targeted clients, it may be in their favor to encourage partnerships among not-for profit, government, and business sectors. Shared governance means shared resources, and if you can accept collective decision-making, often the result is better decisions for the target population. Research warns that partnerships are fragile and can cause a loss of autonomy or a compromising of values. However, the benefits for some agencies far outweigh the risks. Some agencies in Red Deer are collaborating successfully for volunteer training (for example “Volunteers for Seniors”). However, Volunteer Managers interviewed also noted pursuing partnerships can be time-consuming, and will affect the amount of time available for clients.

## 10. Show You Genuinely Care About Volunteers

Managers of volunteers play a vital role in so many organizations. They suggest:

- get to know volunteers personally and genuinely care about their well being
- provide meaningful forms of recognition by asking volunteers what would be most appreciated (e.g. group rates at a gym, grocery coupons)
- use recognition that promote program and volunteer loyalty
- openly discuss mutual expectations of the volunteer assignment
- regulate service provision to ensure volunteers are not overworked and clients are not misusing service
- never miss an opportunity to say thank you and show genuine appreciation of volunteers
- maintain regular communications with volunteers, fostering mutual appreciation
- take advantage of ongoing opportunities for professional development

## 6. **SUCCESS STORIES**

It's difficult to write a research paper such as this without feeling the huge positive impact some volunteers have made in this community. Every Volunteer Manager interviewed presented at least one such success story. The following is a sample:

- A former computer system employee volunteered 0.5 FTE as a way to transition to semi-retirement and develop contacts for owning his own business. His skills came at a time when this agency was in the process of setting up a new computer system, and they could not have functioned without his help...a mutual benefit success.
- One agency manager proudly stated their organization had been run strictly by volunteers for 69 years, and continues to use many volunteers to deliver services.

## State of Volunteerism

- Another agency gave the example of a 76-year-old volunteer who had been donating her time since 1986. In recent years, this woman could no longer offer the same level of physical skills. The agency offered her an equally rewarding position that was not as physically demanding. The agency continues to benefit from her dedication and experience with clients, the volunteer continues to feel worthwhile.
- There was a drastic change noted in the self-esteem level of a youth volunteer. This youth had come from a troubled home environment, was painfully shy, and found it difficult to trust others. Today, after three years of volunteering, she has developed a good reputation for herself in the community, is very outspoken and happier, makes eye contact with others, and has just earned a school scholarship!
- One agency proudly bragged of the 30 year dedication of a female volunteer who continues to play piano in their senior's centre for two hours every Sunday evening. She's never missed a week, and will be sorely missed when she retires from this volunteer role.

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**Comments:**

We concur with the recommendations of the Social Planning Manager that this report be received for information purposes only as we see no specific action arising from the report. The City continues to place a strong priority on volunteerism and volunteer development and invests considerable resources in this process on an ongoing basis. This will continue and has our full support.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: Barbara Jeffrey, Social Planning Manager  
FROM: City Clerk  
RE: International Year of the Volunteer: Voluntarism in Red Deer

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**FILE**

*Reference Report:*  
Social Planning Manager, dated December 10, 2001

*Report Back to Council:* No

*Comments/Further Action:*  
This report was received by Council for information purposes only. Please extend Council's thanks to Linda Carritt for her presentation and report.



Kelly Kloss  
City Clerk

/chk

# Memo

**Date:** December 10, 2001  
**To:** Kelly Kloss, City Clerk  
**From:** Dan Newton, Information Technology Services Manager  
**RE:** GIS Strategy Report for Council information and awareness

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A Geographical Information System (GIS) was identified as a high priority item during the City's Information Technology Service Department planning sessions in 2001. As a result, we engaged a consultant to develop a GIS Strategy. Attached you will find a copy of the "City of Red Deer GIS Strategic Plan".

The purpose of this report was to review the current situation and identify the potential future state for Geographical Information Systems at the City of Red Deer. The report also provides some "next steps" to be taken to work towards the implementation of a GIS. Since GIS will be part of the 2002 budget discussions we have asked the consultant who prepared this plan to present the findings to Council for their awareness and understanding.



Dan Newton  
Information Technology Services Manager

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**CITY OF RED DEER GIS STRATEGIC PLAN**

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Prepared by:

G.P. Davis & Associates Limited  
22 OakBay Point  
St. Albert, Alberta

November, 2001

## CITY OF RED DEER GIS STRATEGIC PLAN

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## CITY OF RED DEER GIS STRATEGIC PLAN

### 1 Mission/Scope

The GIS initiative includes development and implementation of technologies, databases and processes that create, maintain, access, analyze and view data based on location.

A conceptual model for GIS is presented in Appendix 1.

### 2 Purpose

The purpose of GIS in Red Deer is to:

- ◆ Provide employees with timely access to appropriate information so they can make decisions, communicate with the public or with their customers, provide input, and do their jobs well.
- ◆ Provide community members and partners with access to information they need to take advantage of City services, provide input and make decisions

[Source: Guiding Principles from Strategic Plan]

These will be accomplished by:

- ◆ Making appropriate use of GIS technology so that it supports the businesses we are in and helps us share and produce information in a timely manner.

[Source: Long term goal 3.7 - Strategic Plan]

### 3 Current Situation

#### *3.1 Existing Map Bases*

##### *3.1.1 General*

All mapping is done using MicroStation. Mapping is done in NAD83 3TM projection, with true northings and eastings. MicroStation GeoGraphics is used to clean linework, attach tags, and manage graphic data. Mapping standards are established and well-managed.

##### *3.1.2 Legal parcels*

Legal parcels, except metes and bounds (descriptive boundaries), are mapped by Spatial Data Warehouse, and updated every 6 months. Linework is reasonably clean, but there is a conversion process to import the map data. Tentative subdivision plans are obtained in digital format from developers for use between updates from SDW.

Tags to allow connection to non-graphic data exist, but need to be completed. Parcels are not created as polygons, nor is there topography. There is a logical distinction to be made between legal parcels and tax parcels, and it is understood that there is no tax parcel map.

Address nodes exist for most parcels, and are linked to a database.

### 3.1.3 Infrastructure

Infrastructure that is mapped includes:

- ◆ Water
- ◆ Sanitary sewer
- ◆ Storm sewer
- ◆ Power
- ◆ Streets

Mapping includes linework and tags, so that existing attribute databases for power, water, sanitary sewer and storm sewer are attached. For roads there is linework only, but a single line street network product (see below) is in process.

Engineering Services has completed mapping to the end of 1999, and is near completion of 2000 additions. New infrastructure is mapped by importing as-builts supplied by developers and consultants.

### 3.1.4 Street Centreline

There is a street centreline project currently in progress that has created a single line street network representation of roads, and that is populating a database consisting of block face address ranges and other road attributes. The Municipal Pavement Management System is being integrated into the street centreline project.

The Fire Department Management (dispatch and records) system uses its own single line street representation.

### 3.1.5 Aerial Photography

1998 Aerial photography exists, and 2001 digital orthophotography is currently being processed. New aerial photos are at 1:8000 scale. Aerial imagery is capable of displaying details such as pavement markings. MrSid compression technology will improve the portability of the aerial photography products.

### 3.1.6 Geoadministrative Areas

District polygons have been mapped for:

- ◆ Fire districts
- ◆ Police districts
- ◆ Census
- ◆ Subdivisions
- ◆ Voting polling station boundaries (we do not use a ward system)

These are graphics only.

### 3.1.7 Ecological Management System

Material presently digitized includes (with approximate number of locations):

- ◆ Ecospace (natural habitat) map – 1600 locations
- ◆ Turf maintenance map (without any number codes) – 524 locations
- ◆ Mosquito control map (in a draft form) – 1423 locations
- ◆ Open space and neighborhood park sites – 300 locations

These themes are graphics only.

Features identified as requiring digitization includes:

- ◆ Non-ecospace habitat – 276 locations
- ◆ Integrated pest management – >500 locations
- ◆ Pest control/wildlife tracking – >1000 locations
- ◆ Plant health care management (shrub beds) – 1099 locations
- ◆ Plant health care management (tree inventory) – 23,000 locations
- ◆ Plant health care management (regional elm tree inventory) – 28,400 locations
- ◆ Weed control and rough cut sites – 373 locations

### 3.1.8 Other Map Themes

Other map themes include:

- ◆ Land use districts
- ◆ Refuse collection zones
- ◆ Truck routes
- ◆ Transit routes
- ◆ Snow plowing routes
- ◆ Trails
- ◆ Major visitor attractions
- ◆ Land sales (for Economic Development)
- ◆ Building footprints for civic buildings and other major buildings
- ◆ Signs
- ◆ Park Boundaries
- ◆ Wetlands
- ◆ Turf mowing areas
- ◆ Mosquito spraying areas
- ◆ Pavement markings
- ◆ Traffic signal design drawings
- ◆ Parking lots and meters
- ◆ Signs (stop and yield, only)
- ◆ Design and construction drawings

## 3.2 *Existing Data Bases*

### 3.2.1 *Links Between Maps and Databases*

Addresses are one of the primary linking mechanisms between maps and data. Addresses are associated with legal parcels, and Telus Geomatics is maintaining this database. There is some clean up needed for parcels with multiple addresses. A number of applications access or validate addresses from the data warehouse, but this is not a uniform practice. There are some non-standard addresses maintained in individual systems, and aliases remain an issue to be addressed. The RCMP also has an address/alias file, although integration with City of Red Deer files would be an issue.

GIS typically connects non-graphic or tabular data to mapped features. Non-graphic data includes attributes of the mapped features which can be queried, displayed or accessed. The following non-graphic data is maintained.

- ◆ The Bellamy system maintains tax roll and property master information. This latter can provide basic property attributes for parcels.
- ◆ Compass Camalot system is used for assessment records.
- ◆ A data warehouse application (replicated in both Access and SQL) contains tax and property address tables that are accessed by other application systems.
- ◆ Census maintains civic census data.
- ◆ Business license and development permit data is maintained
- ◆ Traffic signs inventory is maintained.
- ◆ Infrastructure Management System contains infrastructure (water, sanitary sewer, storm sewer, power, and streets) attributes. This system is linked to the mapped infrastructure.
- ◆ Permits and licenses information database
- ◆ RCMP alarm locations, calls, and false alarms are maintained in a non-City file
- ◆ An off site levies database is in progress
- ◆ Parcel title
- ◆ civic properties
- ◆ Traffic signs inventory
- ◆ Water meter database (address)
- ◆ Utility customer/consumption database (power is separate)
- ◆ Financial data
- ◆ RCMP calls for service are maintained in their systems
- ◆ Traffic accident locations
- ◆ Service locations for water, san, storm, power
- ◆ Problem history on city and power utility services
- ◆ excavation permit file
- ◆ excavation permit file
- ◆ utility Right of Way database and agreements

### 3.3 Applications

Currently GIS is used primarily to generate paper map products. Bentley GeoGraphics is used to create GIS data, which is accessed through GeoOutlook. Only users in Engineering Services, ELP and Public Works have digital access to digital map data, and these staff use MicroStation or Bentley GeoOutlook to access graphic and attribute data. GeoOutlook supports query and search functions and access to text records from the map representation, as well as graphics visualization.

A City home page exists, and a new web strategy is being implemented.

An Intranet has been developed, and the street database application will use this to provide access to users of this system. This will pilot Intranet as a GIS delivery mechanism.

Other applications that have commonly been linked to GIS include:

- ◆ 911/Fire management system tracks fire incidents, and supports graphic maps.
- ◆ A roadways Maintenance Management system (MPMS) is in place and will soon be linked to the single line street network.
- ◆ Call management system (Public Works, EL&P)
- ◆ Recreation & Parks uses facility life cycle planning

### 3.4 Core Technologies

GIS relies on Information Technology infrastructure. The City has standardized its IT on the following:

- ◆ Microsoft Office for desktop word processing and spreadsheet applications
- ◆ Windows 95 and NT are used for desktop operating systems.
- ◆ Bellamy municipal system on AS400 for property taxation.
- ◆ JD Edwards financial suite on the AS/400.
- ◆ Infinium Human Resources/Payroll applications on the AS/400.
- ◆ High-speed networks are in place, and use Microsoft NT.
- ◆ Several Bentley products are in use. MicroStation is used for CAD, GeoGraphics as the GIS toolset and GeoOutlook as a viewing/query tool. Descartes is used for manipulating raster images. It should be noted that Parkland Community Planning Services uses AutoCad for CAD.
- ◆ All purchased application databases except Geoware, for the landfill, are ODBC/SQL standard. An attempt is made to standardize to Microsoft SQLServer, but existing applications also use DB2 (Bellamy, JDE, Infinium), Sybase SQLAnywhere (Fire Department Management), and Interbase (Camalot).
- ◆ Microsoft Access, using VBA, is the major application development tool. Backend databases are either Access or SQL.

#### **4 IT/GIS Directions**

An IT Plan exists to provide overall strategic direction. There are few documented IT policies, but there are practices that have been established (including the standards cited above). These guidelines include:

- ◆ A clear bias toward off-the-shelf applications, rather than ones that are custom-designed. Note that software applications alone do not constitute GIS.
- ◆ User support for applications relies on key users in each user area to act as first level support. An internal help desk coordinates second level support, which is provided by IT Services. Application vendors provide third level and advanced technical support.
- ◆ IT plans are approved by SMT, which will use defined criteria (citizen benefit, business case, compliance with standards, risk management and contribution to internal and external communication) to set priorities.
- ◆ SMT has discussed a system of charging IT services to internal and external clients at a fully loaded rate. It is assumed that, if approved, this same system will be used for GIS. Mapping services are currently charged to users at a loaded rate.
- ◆ The "Red Deer style" is to form user teams to direct implementation of specific projects.
- ◆ The Strategic Plan requires a focus on technology that has been adequately tested and proven sound, while keeping the leading edge in sight.
- ◆ A linking of IT and telecommunications initiatives is underway, as these technologies are converging.
- ◆ A new web initiative is in progress, and the strategy will address e-commerce capability.

#### **5 Business Concerns / Issues**

GIS should have an impact on the following issues that were identified by staff:

- ◆ Coping with growth eg. servicing new development
- ◆ Resistance to tax increases
- ◆ Community demographics - aging population, different expectations for different age groups

#### **6 Project Strengths/Opportunities**

- ◆ Strategic planning and IT Master Plan provide a strong management framework for GIS
- ◆ Level of knowledge and motivation among staff is quite high
- ◆ Existing mapping, aerial photography and databases are reasonably current and complete - almost ready to go.
- ◆ Data warehouse
- ◆ Technology and data infrastructure are largely in place
- ◆ Still time to lever work from/on other systems
- ◆ Web strategy and redevelopment may provide a base
- ◆ Street centreline project is piloting intranet delivery of GIS data to users
- ◆ Council is supportive of technology
- ◆ External partnerships are strong.

## **7 Project Concerns/Issues**

The IT Strategy workshops identified the following issues. Although they relate to broader IT and internal/external clients, they do provide a perspective for GIS implementation.

- ◆ Time and resource constraints (especially if external clients are supported). IT and other major projects are competing for attention and resources.
- ◆ Difficulty in setting priorities across internal and external client needs
- ◆ Need for clear assessment of business, legal, financial and political risks
- ◆ Need for clear guiding principles and strategy

Staff identified additional issues:

- ◆ Data definitions are not explicitly managed, and there are cases of two terms used to define the same entity, or a single term having two meanings.
- ◆ There are multiple street network representations, not always synchronized.
- ◆ There is not always a clear source for some business process standards
- ◆ A QA process should be in place to ensure data accuracy within standards.
- ◆ Maintenance processes for data need to be established.
- ◆ Demographics of staff - information is in peoples heads
- ◆ Addressing the issue of alternative service delivery methods.
- ◆ Accessing expertise needed to move forward
- ◆ Backfilling for seconded staff is an issue
- ◆ Assessment of business, legal, financial and political risks is needed
- ◆ Setting priorities
- ◆ Participation of external agencies
- ◆ Number of GIS implementation failures in the industry
- ◆ Data compatibility / data consolidation
- ◆ Technology risk - Volatility of companies in the business.
- ◆ Access to external data
- ◆ Standards and process decisions are long term.
- ◆ Interpretation of information. (Accuracy or quality of data)
- ◆ Sustainability of the systems.
- ◆ Managing expectations
- ◆ FOIP issues - ease and rules of access/protection

## **8 Success Measures**

Management will measure success by adherence to guidelines (previous sections), as well as seeing benefits. There is a need to define success in advance so that evidence can be gathered.

Some examples of success measures include:

- ◆ Availability, timeliness, confidence in and access to Information
- ◆ GIS will facilitate decision making by administration and Council through analysis and visualization of projects and programs
- ◆ Number of users
- ◆ User friendliness

- ◆ Meeting the objectives of the strategic plan
- ◆ Internal and external efficiency
- ◆ “Clean” information from which to make decisions
- ◆ Outcomes and outputs derived from decisions supported by GIS
- ◆ Coordination among business units – number of shared data sets
- ◆ Process in place to allow employee and citizen input/communication to collection and update of data
- ◆ Improvements to customer service
- ◆ Avoided long term costs
- ◆ Collecting/maintaining data is simpler
- ◆ Information retrieval is quicker
- ◆ Field staff have access to the map information needed to do their jobs
- ◆ Existing systems that are consolidated and linked.
- ◆ Data to support new applications that has been captured and entered.
- ◆ Internal training completed.
- ◆ A marketing plan has been developed and introduced to the community and surrounding municipalities.
- ◆ Common base maps established for use by a wide range of applications
- ◆ Users allowed to create, maintain, analyze and view data.
- ◆ Duplicate effort eliminated
- ◆ Encourage and facilitate data sharing and integration.
- ◆ City information integrated with information from other agencies.
- ◆ Enhanced map-related products provided to staff and citizens.

## **9 Future State - General GIS Functionality**

Staff identified nearly 180 GIS functions that could be potentially implemented in the City of Red Deer. The complete listing is shown in Appendix 2. Some of these functions are useful to a range of departments, and others are specific to only one.

## **10 Priorities**

It is clear from the constraints of funding and staff time availability that priorities for GIS implementation need to be established. The 180 GIS functions listed in Appendix 2 were evaluated using the criteria for ranking IT projects described in Section 4, and the projects ranked into 10 groups.

Staff also provided the following direction for setting priorities:

- ◆ Provide improved access to existing GIS data. Update and enhance existing data to make this possible, rather than spending effort to capture new data.
- ◆ Establish means to provide broader access (internally and externally) to existing GIS data, using the forthcoming web applications.
- ◆ Set up processes to maintain data to ensure its quality.
- ◆ Complete links (addresses, tax rolls, LINC #, legal description, and possibly phone numbers to enhance the ability to connect data from many sources.

The prerequisites needed to implement each project are shown in Appendix 3. Common prerequisites include completion of the parcel and address bases, development of an Intranet solution for delivery of GIS to desktops, and selection of an analytical tool. These foundations form the first priority for GIS, as they form the basis from which many other applications can be implemented.

Once the foundations have been completed, it is possible to implement a broad range of GIS functions within a relatively short time frame and at low cost. Particularly, those applications wherein map and attribute data already exist and only an Intranet delivery system is needed can proceed.

## **11 Next Steps**

### ***11.1 Building the Foundation – Data***

#### *11.1.1 Parcels*

The primary data set for municipal GIS is land parcels. The existing parcel base is sufficient for geographic referencing (ie. visualization applications), but needs the following enhancements to support the range of new applications envisioned:

- ◆ Add metes and bounds descriptions
- ◆ Close polygons
- ◆ Tag with tax roll number

A process to ensure that new parcels are created as polygons and tagged needs to be developed.

#### *11.1.2 Attributes Linked to Parcels*

The existing data warehouse is key tool for common data (parcel attributes, etc.). Replicating data into a single data warehouse, then linking this to the GIS is far easier to maintain than individual database linkages. As additional data themes relating to parcels are identified for broader sharing (eg. permits and licenses have been identified), these will need to be added to the common data warehouse.

#### *11.1.3 Building the Foundation – Linkages*

The primary linking mechanism to land parcels is the tax roll number. Although the relationship between tax roll numbers and registered parcels is strong, additional effort is needed to reduce the number of anomalous relationships (parcels with no/multiple tax roll number(s) and tax roll numbers with no/multiple parcel(s)).

The other major linkage in a municipal GIS is address. Although there is a reasonable addressing system in Red Deer, it too needs to be completed to ensure each valid address is

assigned to a specific location, and that each parcel can be identified by any of the addresses that relate to it.

Secondary linkages, including legal description, Land Titles LINC number, should be built into data warehouse as the processes to maintain the relationships are developed. The Bellamy system currently maintains much of this data.

Collectively the linkages will provide the mechanism for business units to merge their individual data systems to the GIS.

## ***11.2 Technology Foundations***

### *11.2.1 GIS Technology Platforms*

GIS Technical solutions must be chosen within a broad context. The Bentley product line (MicroStation, GeoGraphics, GeoOutlook, etc.) has served the City well and has the capability to continue to do so in the short and medium term. But there are more robust products available, as well as products which are capable of advanced spatial data management, such as SDE from ESRI, Spatialware from MapInfo and Oracle 8iSpatial. The cost of conversion to a different product line is substantial, as it includes software licensing, training and data conversion, and ongoing costs of managing data in these environments can be significant. Furthermore, there is no immediate benefit to users from doing this.

It is recommended that GIS technology platforms be reviewed, and a medium term (3 to 5 year) solution be chosen. If at all possible, there should be a strong bias to remaining with Bentley products until they can no longer support the GIS needs of the City.

### *11.2.2 Intranet delivery for viewing and data access*

The major function of this GIS piece is to allow users to view mapped features, as well as select map features to access attributes of the feature, through a web browser.

The technical solution to deliver GIS data and functionality to user desktops via the existing Intranet needs to be confirmed, and a satisfactory working prototype developed. The recently completed project to provide access to streets and street attribute data may provide the base from which additional applications can be cloned. There is a risk involved in this solution, as the development firm is small, and the solution is proprietary.

Alternatively, similar Intranet solutions linking attributes and spatial data can be developed (major vendors offer toolkits for this). For instance ESRI offers a comparable toolkit solution (ArcIMS) priced at \$25,000. Development of custom applications requires MapObjects (another ESRI tool set), which is priced at around \$10,000. Standard development tools such as Visual Basic are used with these to deliver applications.

Bentley Systems offers Viecon Publisher, an Internet publishing solution that is licensed on a per concurrent user basis - \$34,100 for 10 users or \$64,100 for 25 users (initially, 10 concurrent users should be sufficient). This toolkit is not as robust as ESRI's IMS/MapObjects offering.

The City of Red Deer needs to review the alternatives in more detail than is provided here, with the knowledge that a perfect solution does not exist, and that the choice will likely be made based on the City's ability to live with, or work around the limitations of the chosen solution. The downside of implementing ArcIMS is the need to maintain spatial data as Shape files (ArcView's format). Translation/conversion can be done (an excellent tool for this is FME, from Safe Software), but there is an administrative price to be paid to continue doing this.

### *11.2.3 Analytical tools*

Although most users' needs for simple (non-spatial) query and thematic mapping should be met with an Intranet application, a more robust query and analysis tool will be required for some users. A corporate standard for GIS query and analysis needs to be developed. The City of Red Deer currently has 12 GeoOutlook licenses, and this solution is adequate in all but one regard: user support. Analytical tools such as GeoOutlook are challenging to learn to use, and require that users maintain familiarity through practice. Support beyond well-experienced users in the City is not very good at this time.

Alternatives to GeoOutlook include ArcView and MapInfo. Of these, ArcView is more popular, and ESRI Canada has a well-established support network in Alberta. MapInfo support has limited availability in Alberta, and ArcView is recommended over MapInfo for this reason. Again, ongoing data conversion to ArcView or MapInfo format becomes an issue.

Selection of an analytical tool is somewhat linked to the Intranet solution selected. For instance, if ESRI's IMS/MapObjects solution is chosen, it makes sense to adopt ArcView as the analytical tool.

### *11.2.4 Drawing/mapping tools*

Staff identified the common need for users to have access to simple drawing/mapping tools (an example of the use of this would be the RCMP at an accident scene). Research needs to be conducted and a corporate standard for this developed.

Staff also identified the broad need to be able to assemble custom maps from existing mapped features, such as would be needed in a report or presentation. GeoOutlook provides this functionality, but at a high cost for both licenses and training. Other low cost software is available, but a web-based application that accomplishes this functionality (an example can be found at [www.city.toronto.on.ca/](http://www.city.toronto.on.ca/)) would be preferable due to low training and support needed.

### *11.2.5 Tools to select parcels of other map features in buffers or areas*

Applications such as notification of customers require the users have the ability to select parcels or map features through any of the following means:

- ◆ create a buffer around a map feature, selecting the features within the buffer polygon
- ◆ manually select a set of map features (clicking on the features)
- ◆ select a set of map features through by dragging the mouse to create a circle or rectangular area
- ◆ Selecting features by drawing a freeform polygon.

These tools can be provided through a number of technical solutions: as part of the Intranet delivery mechanism, or as part of the analytical tools. The choice will depend partially on the specific solutions chosen for Intranet delivery and analytical tools.

#### *11.2.6 Replication of data into the data warehouse*

Scripts need to be developed to automatically populate the data warehouse with data from native databases, where there is common need for access to the data.

### ***11.3 Priority Applications***

The top-ranked applications have been grouped into the following delivery phases:

1. Foundation projects described in Sections 11.1 and 11.2.
2. Projects that need only an Intranet delivery mechanism to proceed, as well as the above.
3. Projects needing parcel enhancement and tagging, as well as the above, to proceed.
4. Projects needing address base completion and query tools to proceed.
5. Projects needing parcel selection tools to proceed.
6. Projects with other prerequisites

Appendix 4 clusters the foundation and application projects into a number of delivery phases, according to the above groupings. It is recommended that foundation projects in delivery phases F1 and F2 proceed as priorities, with other foundation projects following. Once a foundation project is complete, the projects in the delivery phase that relies on the foundation can be prioritized and scheduled. Projects with other prerequisites can be inserted into the project schedule, as resources are available.

Detailed scheduling of the first year's projects is beyond the scope of this plan, but should be done quickly after approval of this plan is attained.

## **12 Organizational Foundations**

The sustainability of GIS depends on the organization that is developed to plan, coordinate and manage the systems' components. Issues to be addressed by the organization are discussed in the sections below.

### ***12.1 GIS Coordination***

It is recommended that GIS be developed and implemented through existing business units (IT Services, Engineering Services and user areas), rather than creating a distinct "GIS Department."

This will ensure that GIS fits with other corporate processes and organizational needs. A requirement for coordination of actions across business units will need to be addressed. Most municipalities the size of Red Deer have created a fulltime "GIS Coordinator" role to provide focus and leadership in developing a GIS program. This position typically has responsibility for planning, cross-business unit coordination, project management for corporate GIS initiatives, monitoring and reporting.

Initially, GIS will focus on development of applications to access and use existing data themes, and it is appropriate that the GIS Coordinator be a part of the Information Technology Services Department. As GIS development matures, there may be a need to increase the independence from other business units, and focus GIS on external users, data sharing with external partners and broader issues. At that point it may be more effective to raise the profile of the position by having it report to the Director of Corporate Services.

Each business unit needs to provide a consistent working-level contact for GIS. A working group, comprised of all of these contacts, plus key external stakeholders (eg. PCPS) should be formed to guide implementation of corporate initiatives. The key function is to ensure that corporate initiatives benefit the largest number of business units, and that business unit needs are clearly understood. Depending on the specific nature of projects, it is not necessary that all business units be present for all meetings of the working group, but a single working group is easier to manage than one group for each project.

Data sharing/partnering opportunities need to be identified by the working group, and the GIS Coordinator should lead in development of corporate guidelines for this.

### ***12.2 GIS Technical (IT) Support***

Development and support of GIS applications should be part of Information Technology Services' mandate. Priority projects have been budgeted based on the assumption that contract staff will be used to either provide development and maintenance, or backfill for existing staff. In total, approximately one person-year of additional development and support per year will be needed to support the GIS program.

### ***12.3 GIS Mapping Support***

Although the priority applications were identified partially upon the criteria that existing map data will be utilized, there will be requirements for additional mapping resources as the GIS plan extends to new themes. In cases where mapping components of new applications are small and ongoing maintenance of map data is also small, additional mapping workload can likely be handled within current resources, although prioritization will be an issue. More likely, additional mapping resources will be needed, and it is assumed these will be available on a contract basis.

### ***12.4 Governance***

The governance role includes establishing policy and priorities, assignment of resources and approving agreements with external agencies. Existing management directions suggest that Senior Management Team will perform this role.

### ***12.5 Setting common technical and process standards.***

This is a necessary task for ensuring that business units can share data and participate in common workflows. Experience has demonstrated that internal leadership of knowledgeable technical and operational staff is needed to effectively establish standards. Task groups of stakeholders that would be impacted by proposed standards should be established as needed, led by the GIS Coordinator.

As a standards-setting process, it is suggested that the most affected business unit be assigned the responsibility of creating a draft standard for review by the other parties.

There are a number of business processes that are supportable by GIS and that would benefit from some degree of corporate standardization. These include:

- ◆ Circulation of proposals for review (eg. development proposals)
- ◆ Notification of citizens or customers affected by programs or events (eg. development notification, utility outage notification)
- ◆ Access to GIS data by workers in the field, through rugged PCs, PDAs or similar devices.
- ◆ Publishing data to the City's web site
- ◆ Call management/Service request management

Again, task groups of affected stakeholders should be established to create, as far as possible, consistent corporate-wide business processes.

### ***12.6 Technical support***

Technical development and support for information technology should continue to be provided by Information Technology Services. Mapping development, maintenance and support should continue to be provided by Engineering Services. In both cases, user business units should be charged for staff time and other expenditures made for discretionary projects.

### ***12.7 Training and user support***

Training and user support must be managed to ensure that the benefits of GIS are achieved, and that support costs remain affordable. Intranet delivery of GIS functionality is a big factor in reducing the amount of training and support that is required. IT Services should be responsible to provide support to GIS applications, using existing processes (key users in business units, supported by IT Services' helpdesk and other resources). Mapping support should be provided by Engineering Services, for all map products they create and maintain.

### ***12.8 Data maintenance***

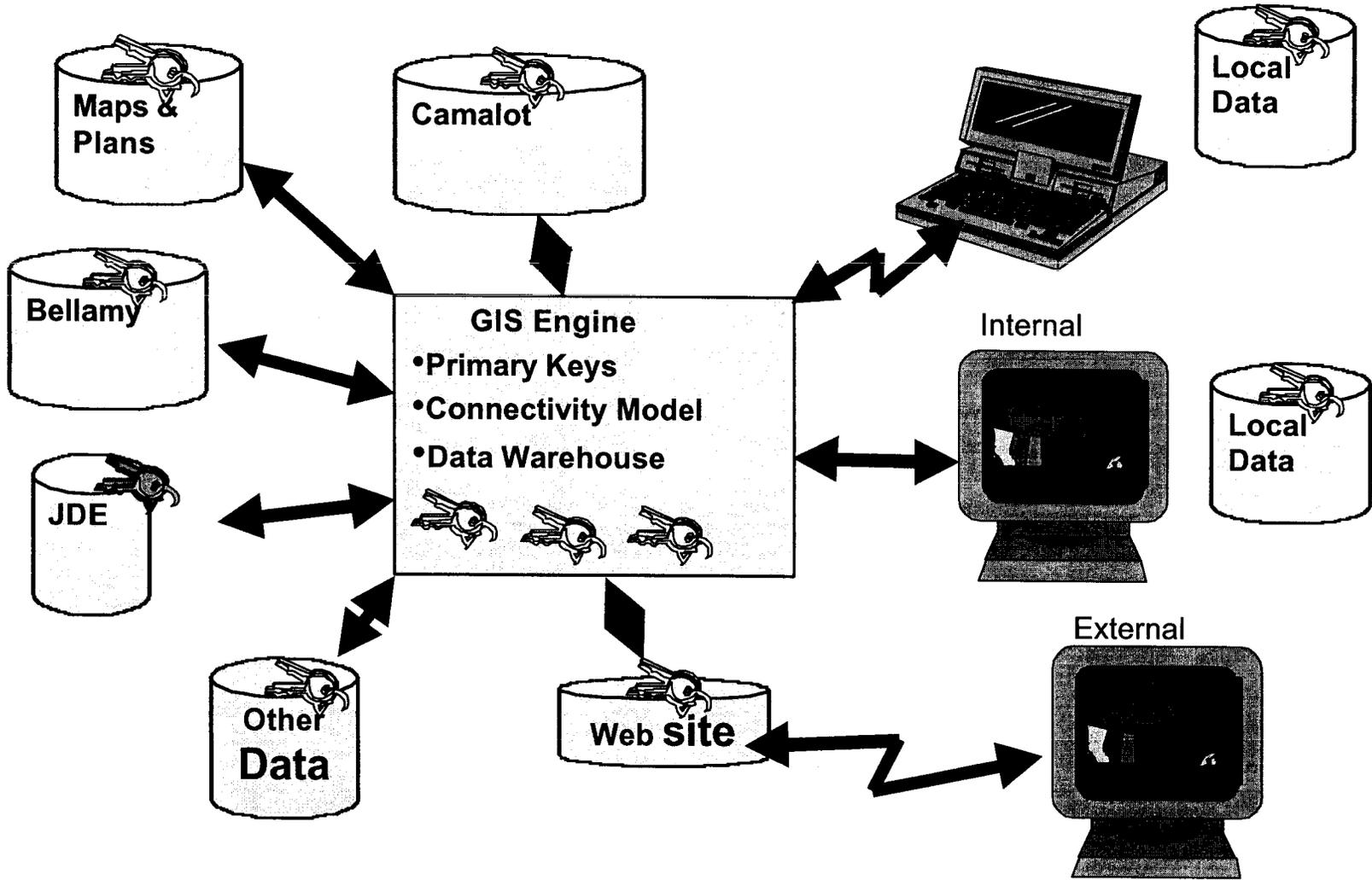
A key success factor in GIS implementation is ongoing maintenance of spatial and attribute data. It is highly recommended that no new data be created in the absence of a plan to ensure ongoing maintenance. In addition, although existing core data sets are maintained well, review of processes to maintain the linkages (tax roll, address, and legal description) of attribute data to spatial data will ensure that these are remain current.

### ***12.9 Data stewardship and records management***

Agreement is needed in assigning stewardship for GIS data (spatial data and attributes). As a rule of thumb, responsibility for data stewardship should be vested in the business unit that is most vulnerable to changes in the quality of the data. For common data themes such as parcels or addresses, the business unit that creates the data is usually in the best position to act as steward. Quality standards for common data need to be agreed to.

Existing records management activities, including implementation of FOIP, retention and archiving are applicable to GIS data to the same extent as other municipal data. Staff from the Office of the City Clerk will need to be involved in establishing the guidelines that apply.

**Appendix 1 - The GIS Concept**



## Appendix 2 - GIS Function Rank Groups

<b>General functionalities – used by many departments</b>	<b>Group</b>
The following capabilities should be available on every internal desktop:	
<u>Display or Visualize Data as Maps:</u>	
Display or generate maps of current and proposed programs and activities.	2
Display service level information.	4
Display aerial photography overlaid with streets, parcels and/or addresses	1
Disaster response support/planning - evacuation centres, high risk facilities, handicapped/group homes/special needs places	4
Availability of access to locations (eg. buildings, entryways, streets, other locations)	4
Contingency plans for special events	7
Link drawings to workorders/workplans	3
Access to simple drawing/mapping tools	2
<u>Access Data From Maps</u>	
Display basic information about properties on a parcel map (ownership, address, legal description, land use, lot size, building info, occupancy, constraints or restrictions, etc.). Specific concerns for leased city or government properties.	1
Integration of digital photos to parcels and other map features	3
access occupancy from parcel map	9
access cutoffs for non-payment from parcel map	10
link scanned documents to parcel maps	2
access parcel title front page from parcel map	4
<u>Query/Analysis Functions</u>	
Notification of specific citizens (eg. development permits, spraying, etc.)	1
outage management/notification	1
call / service request management	2
routing of calls	9
...While you're in the neighbourhood...	3
Demographic data - civic and federal census, for program planning	3
<u>Provide public access to public data / information.</u>	
hazardous goods routes	5
Snow routes, plowing priorities.	9
street sweeping priorities	9
<u>Data Sharing with Partners</u>	
Region/county	2
exchange data with partners/third parties/contractors	5
<b>Emergency Services</b>	

<u>Display or Visualize Data as Maps:</u>	
Preplanning info on board trucks - hazmat locations (pipelines, wells, bldg. plans, hydrant locations, inspection info)	2
Water pressure, sewer flow (direction).	6
resource location - dugouts, water sources, river access for boat, parks access,	3
Flow rate & height of river (real time)	10
Flood mapping	5
Weather information	8
Access utility outage locations from utilities - as it becomes available	5
<u>Access Data From Maps</u>	
Access life line applicants from property map	5
Disease/infection control problem locations	9
Historical information on emergency service requests.	4
Inspection/compliance information sharing from Licensing as available	5
<u>Query/Analysis Functions</u>	
response times	8
Traffic preemption	5
<u>Data Sharing with Partners</u>	
Rural information for emergency dispatch	5
<b>Public Works</b>	
<u>Display or Visualize Data as Maps:</u>	
GPS/ AVL for fleet vehicles, equipment - (General)	6
Construction coordination (external & internal utilities) - Public notification - Excavation permits	4
Location of facilities (snow dumps, hazardous material, etc.)	10
Environmental monitoring and reporting.	4
Road closures & hydrant maintenance (Emergency Services)	7
Flooding levels	5
High Pressure gas lines	8
<u>Access Data From Maps</u>	
Physical asset management data linked to maps for water sanitary and storm	2
Maintenance history	3
Monitoring existing status (eg. sewer video footage)	8
Monitoring of industrial waste water discharges	4
Monitoring residual chlorine	10
Use GIS system in the plant operations	10
<u>Query/Analysis Functions</u>	

Model the water and sewer distribution systems - link to maps	8
Track consumption by location for system planning.	7
<b>Engineering</b>	
<u>Display or Visualize Data as Maps:</u>	
CCC & FAC status	2
soils data	2
Environmental studies	5
<u>Access Data From Maps</u>	
All agreements tied to location (property)	2
Road details	2
X - reference to file data of detailed future plans	9
MUST data	6
Building / lot grading certificates.	6
<u>Query/Analysis Functions</u>	
Traffic count & accident data	2
<u>Data Sharing with Partners</u>	
Outside utility information	3
Contour plans shared with others.	9
Shared information on Proposed plans (utilities)	4
Subdivision Outline plans from Parkland Community Planning Services	10
<b>Electric Light &amp; Power</b>	
<u>Display or Visualize Data as Maps:</u>	
link telemetry data/schematics/maps	9
<u>Access Data From Maps</u>	
asset location and attributes	2
trouble info by location	2
permits linking	3
Special needs customers	2
<u>Query/Analysis Functions</u>	
System connectivity model for planning linked to maps	9
Track consumption by location for system planning.	9
<u>Data Sharing with Partners</u>	
share with Alberta One Call - integrated response	8
Have access to all utility information	2
Telus/Shaw data; street lights	3

<b>Inspections and Licensing</b>	
<u>Display or Visualize Data as Maps:</u>	
digital building plans	8
plan circulation - increase access	5
<u>Access Data From Maps</u>	
Access to licenses data from map	2
access to land use, servicing, easement, bylaw exceptions, non-conforming uses	2
historical properties - tied to development constraints	2
home occupations	9
dogs - vicious dogs	10
development constraints - from Engineering	1
subdivision history	4
tracking/enforcement of permit conditions	4
<b>Land &amp; Economic Development</b>	
<u>Display or Visualize Data as Maps:</u>	
Zoning - from Engineering	2
marketing	7
<u>Access Data From Maps</u>	
Land occupancy - vacant lands	5
Permits - from Licensing	2
land prices, availability	3
future land use	9
civic properties, status	5
leases, licenses, caveats	6
<u>Provide public access to public data / information.</u>	
brochure - lands for sale, nearby amenities - on web	3
<u>Data Sharing with Partners</u>	
business directory link	7
<b>Parks, Recreation &amp; Culture</b>	
<u>Display or Visualize Data as Maps:</u>	
mapping of facilities & names	7
project scheduling/phasing/coordination	6
access to services, utilities	2
integrate maps for ops and budget	3
Wildlands/urban interface - hazard areas	4
wildlife tracking - signage	8

tree nursery	9
access points within parks	2
pesticide use	1
<u>Access Data From Maps</u>	
link to asset management systems	2
maintenance and management of open spaces	4
school support	8
mosquito control - permission to access	1
turf maintenance	5
integrated pest management/pesticide use	1
shrub beds and tree inventory - piloting GPS	5
service requests	6
cemetery maintenance	5
<u>Query/Analysis Functions</u>	
customer/usage of facilities	5
ecospace evaluation - GPS, connect to PCPS	6
calculate monetary value of natural assets	10
<u>Data Sharing with Partners</u>	
handling landscaping plans - customer services	6
share with other dept's, agencies, gov'ts	6
<b>Social Planning</b>	
<u>Display or Visualize Data as Maps:</u>	
NIMBY infill around social care residents	4
<u>Access Data From Maps</u>	
emergency social services (where are specialized services and responders)	6
victim tracking	8
facilities under agreements	9
<u>Query/Analysis Functions</u>	
incident mapping	2
customer/client analysis	2
<u>Provide public access to public data / information.</u>	
resource directory linked to map, and accessible	5
citizens' action bus routes (trip management)	2
program locations/facilities	5
<b>Transit</b>	

<u>Display or Visualize Data as Maps:</u>	
width and strength of roads	2
sidewalks	2
facility location/hazard assessment	4
map events in eyes and ears program	9
emergency planning	4
<u>Access Data From Maps</u>	
Inventory and map signs, benches, shelters and amenities	3
vandalism/damage to facilities	4
<u>Query/Analysis Functions</u>	
customer origin/destination, other customer info analysis	4
GPS managed dispatch - real time, route planning and timing	4
<u>Provide public access to public data / information.</u>	
Transit route maps and info on-line	1
<b>Assessment &amp; Taxation</b>	
<u>Display or Visualize Data as Maps:</u>	
BRZ boundaries/management	7
rental rates for commercial	9
reassessment cycles	8
<u>Access Data From Maps</u>	
access - general attributes, tentative plans, RoW, easements, setbacks, digital plans, zoning, land use	2
lot prices, assessed values	3
addresses within subdivisions,	4
property tax and LI levies by area	5
permit values - from Licensing	3
progressive construction	10
build outs for new subdivisions	9
fire/demolition notification (from Development or ERS)	9
traffic counts - from Engineering	2
off-site levy areas - from Engineering	2
serviced/unserved parcels	2
farmland/non-farmland	5
<u>Query/Analysis Functions</u>	
sales data linked to parcels	6
amenity/influences inventory	2

<b>RCMP</b>	
<u>Display or Visualize Data as Maps:</u>	
neighbourhood watch areas	6
on scene incident mapping/sketching, temporal special requests/needs	4
floor plans	7
<u>Access Data From Maps</u>	
residents/residences of interest	7
<u>Query/Analysis Functions</u>	
Pin map incidents/events	2
crime analysis	4
custom routing (road closures, accident scenes, detours, special events, )	6
<u>Data Sharing with Partners</u>	
access to others' data (demographics, owners, aerial photos, medical needs) - as available	3
access to phone #'s	7
link ERS to RCMP	4
<b>Parkland Community Planning Services</b>	
<u>Access Data From Maps</u>	
access through multiple keys	5
<u>Provide public access to public data / information.</u>	
outward sharing/push - neighborhood, statutory plans, IDP, subdivision plans, public consultation	4
<u>Data Sharing with Partners</u>	
Access to others' info - everything they can get hold of: census, servicing, parcel history, environmental, land consumption, development decisions - properties affected	2
<b>City Clerk</b>	
<u>Display or Visualize Data as Maps:</u>	
volunteer tracking is there a spatial component	9
<u>Access Data From Maps</u>	
Records management tie in	7
census anomalies	10
cemetery - manage as if a subdivision	3
<u>Query/Analysis Functions</u>	
census tie federal to city	6
election management	6

decision history related to parcels and development	3
alarms and permits	6

**Appendix 3 – Project Delivery Phases**

Department	GIS Projects	Map Data	Tabular Data	Other Prerequisites	Cost	Effort (Days)	Delivery Phase
General	GIS Technical Platform decisions: choose data management environment, and tools for query, analysis, drawing and Intranet map delivery.						F1
General	Complete parcel polygonization and tagging				\$75000	0	F3
General	Complete address base				0	10	F3
General	Scripts to extract data to warehouse			Application development.	8000	0	F3
General	Clean up tax roll numbers				0	10	F2
General	Create other links				0	90	F4
General	Develop intranet delivery mechanism - initial cost			Application development. See Note 1.	10000	0	F2
General	Develop tools for parcel selection - initial cost. See Note 1.				10000	0	F5
General	Display aerial photography overlaid with streets, parcels and/or addresses	Ready	N/A	Intranet delivery	10000	3	1
General	Display basic information about properties on a parcel map (ownership, address, legal description, land use, lot size, building info, occupancy, constraints or restrictions, etc.). Specific concerns for leased city or government properties.	Parcels need to be tagged	In data warehouse	Intranet delivery	5000	10	2
General	Notification of specific citizens (eg. development permits, spraying, etc.)	Parcels need to be tagged and linked to ownership	In data warehouse	Tools to select parcels in buffers and areas	0	10	4
General	Outage management/notification	Parcels need to be tagged and linked to ownership		Tools to select parcels in areas	0	10	4

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Department	GIS Projects	Map Data	Tabular Data	Other Prerequisites	Cost	Effort (Days)	Delivery Phase
General	Call / service request management	Need to complete address base	In call log system	GIS should be tightly integrated with this application	25000	30	3
General	Share data with region/County	Can provide access for data that exists; county data not complete; potential to acquire data from Telus		Procedural and agreement issues need to be addressed	0	20	5
General	Link scanned documents to parcel maps	Parcels need to be tagged	Documents will be scanned by end of year	Intranet delivery	8000	5	2
General	Display or generate maps of current and proposed programs and activities.	Locations need to be mapped		Intranet delivery for simple map building capability	13000	20	1
General	Access to simple drawing/mapping tools			Tools for drawing	20000	0	
Emergency Services	Preplanning info on board trucks - hazmat locations (pipelines, wells, bldg. plans, hydrant locations, inspection info)	Can provide access for data that exists	Can provide access for data that exists	Rugged PC's	64000	8	
Assessment & Taxation	Amenity/influences inventory	Influence areas will need to be mapped or generated as buffers	Data in CAMA lot system, can extract to warehouse	Tools for queries and analyses	12000	30	3
Assessment & Taxation	Access - general attributes, tentative plans, RoW, easements, setbacks, digital plans, zoning, land use	Parcels need to be tagged	Attributes are in data warehouse	Intranet delivery			2
Assessment & Taxation	Off-site levy areas - from Engineering	Development areas are mapped	Development information in database	Intranet delivery			1

Department	GIS Projects	Map Data	Tabular Data	Other Prerequisites	Cost	Effort (Days)	Delivery Phase
Assessment & Taxation	Serviced/unserved parcels	Servicing is mapped		Intranet delivery			1
EL&P	Asset location and attributes	Infrastructure is mapped and tagged	Attribute databases exist for most infrastructure	Intranet delivery	5000	3	1
EL&P	Trouble info by location	EL&P system is mapped; need to complete address base	Part of Call log system?	Tools for queries and analyses	17000	3	3
EL&P	Special needs customers	Need to complete address base	May not be in digital format	Intranet delivery	7000	4	3
EL&P	Have access to all utility information			Need procedures and agreements	0	60	5
Engineering	CCC and FAC status	Development areas are mapped	Development database exists	Intranet delivery			1
Engineering	All agreements tied to location	Development areas are mapped	Agreements database exists	Intranet delivery			1
Engineering	Traffic count and accident data	Data needs to be geocoded	Database exists	Tools for queries and analyses	8000		3
Inspections & Licensing	Development constraints - site specific	Development areas are mapped	Development constraints are in database	Intranet delivery	0	2	1
Inspections & Licensing	Access to land use, servicing, easement, bylaw exceptions, non-conforming uses, historic properties	Ready	N/A	Intranet delivery	0	3	1
Inspections & Licensing	Access to licenses data from map	Parcels need to be tagged; Need to complete address base	License database exists	Intranet delivery	5000	2	3

Department	GIS Projects	Map Data	Tabular Data	Other Prerequisites	Cost	Effort (Days)	Delivery Phase
Land & Economic Development	Zoning - from Engineering			Intranet delivery			1
Land & Economic Development	Permits - from Licensing			Intranet delivery			1
Land & Economic Development	Traffic counts - from Engineering	Format is an issue		Tools for queries and analyses	4000		3
Parks, Rec & Culture	Mosquito control - permission to access	Parcels need to be tagged	Records need to be in database	Tools to select parcels in spray areas	0	10	4
Parks, Rec & Culture	Integrated pest management/pesticide use	Areas are mapped	Pesticide use in database	Tools for queries and analyses	9000	1	3
Parks, Rec & Culture	Link to asset management systems	Trees are not mapped	Only tree database exists	Intranet delivery	15000	3	1
Parks, Rec & Culture	Access to services, utilities, from Engineering			Intranet delivery			1
Parks, Rec & Culture	Access points within parks	Need to map these		Intranet delivery			1
PCPS	Access to others' info - everything they can get hold of: census, servicing, parcel history, environmental, land consumption, development decisions - properties affected	Can provide access for data that exists	Can provide access for data that exists	Intranet delivery	0	3	1
Public Works	Physical asset management data linked to maps for water, sanitary, storm, roads	Infrastructure is mapped and tagged	Attribute databases exist for most infrastructure	Streets system will pilot application	20000	20	1
RCMP	Pin map incidents/events	Need to complete address base	Data is not current and not well organized	Tools for queries and analyses	4000	42	3
Social Planning	Customer/client analysis	Need to complete address base	Records need to be in database	Tools for queries and analyses	4000	42	3

Department	GIS Projects	Map Data	Tabular Data	Other Prerequisites	Cost	Effort (Days)	Delivery Phase
Social Planning	Incident mapping	Need to complete address base	Records need to be in database	Tools for queries and analyses	4000	42	3
Social Planning	Citizen action bus routing			Custom trip planning application needed	75000	50	5
Transit	Width and strength of roads - from Engineering			Streets system will pilot application			1
Transit	Sidewalk locations - from Engineering			Streets system will pilot application			1
Transit	Transit route maps and info on-line	Routes are mapped	Not known		Not known	Not known	5
<b>Totals</b>					<b>\$437,000</b>	<b>546</b>	

Note 1. As stated, this project assumes that the application prototype developed by Way To will be deployed. If another solution is chosen, the cost for software toolkits is estimated at \$35,000.

Note 2. Effort required does not include project management or incidental user or IT input.

Assumptions:

- ◆ Drawing tools can be purchased for \$1,500, plus \$1,500 for training, per user (total \$3,000)
- ◆ Tools for query and analysis can be purchased for \$2,000, plus \$2,000 for training, per user (total \$4,000)
- ◆ Rugged PC's can be purchased for approximately \$8,000 each

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**Comments:**

As indicated in the report from the Information Technology Services Manager, there will be a short presentation from the Consultant regarding the City of Red Deer GIS Strategic Plan with opportunity for Council to ask questions.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: Dan Newton, Information Technology Services Manager  
FROM: City Clerk  
RE: GIS Strategy Report for Council Information and Awareness

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**FILE**

**Reference Report:**

Information Technology Services Manager, dated December 10, 2001

**Report Back to Council:** No

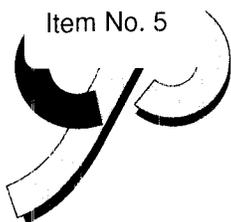
**Comments/Further Action:**

This report was received by Council for information purposes only. Thank you for this presentation.



Kelly Kloss  
City Clerk

/chk



Item No. 5

**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

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

**DATE:** December 7, 2001  
**TO:** Kelly Kloss, City Clerk  
**RE:** Land Use Bylaw Amendment 3156/TT-2001

The Land Use Bylaw undergoes constant revision and amendment. As specific land use issues arise such as the requirement to add additional permitted or discretionary uses to a land use district or the regulation of new types of activities is required, bylaw amendment proposals are forwarded to City Council for their consideration of approval.

The purpose of Land Use Bylaw Amendment 3156/TT-2001, prepared by planning and City Administrative staff, is as follows:

**1. Add “amateur radio towers” as a discretionary use to the City’s R1 Low Density, R1A Semi-Detached, R1N Narrow Lot and R2 Medium Density Residential Districts.**

The City has amateur radio towers (ham radio operators) located throughout various residential neighbourhoods. These towers are currently not regulated under the City’s Land Use Bylaw therefore no development permit application is required. The City’s Municipal Planning Commission has expressed concern with the lack of regulation regarding this type of use and the potential impacts (visual, aesthetically and signal interference) that this use could have on residential neighbourhoods. It was therefore deemed desirable to incorporate this use as a discretionary use into applicable residential districts under the Land Use Bylaw.

The City’s Municipal Planning Commission recently approved guidelines respecting the location and development of amateur radio towers in City residential neighbourhoods and is recommending their approval to Council. These guidelines are contained in a separate Council agenda item from the Inspections & Licensing Department whereby the amateur radio tower guidelines are being forwarded to Council for their approval by resolution pursuant to Part Eight of the Land Use Bylaw.

**2. Add “Drinking Establishments” back as a discretionary use in the C4 Commercial (Major Arterial) District.**

This use was inadvertently deleted from the C4 Commercial District as part of the major Land Use Bylaw review approved by Council on August 27, 2001 under Bylaw 3156/KK-2001. Drinking establishments were/are deemed to be an appropriate use within the C4 Commercial District. This district currently contains numerous drinking establishments that are primarily located in hotels and restaurants along the Gaetz Avenue and 67 Street corridors. With the current omission of this use in the C4 District, all existing drinking establishments have become non-conforming uses. The Land Use Bylaw contains special regulations regarding the location of drinking establishments when proposed in proximity to adjoining residential neighbourhoods. All applications are referred to the RCMP for comment, are subject to maximum size and occupancy requirements and the developer is required to demonstrate and/or provide adequate parking, outside lighting and an impact statement indicating measures to be taken to ensure noise or visual impacts will not negatively affect the adjoining neighbourhood.

**3. In the regulation portion of the R2 Residential (Medium Density) District, the cross reference to the section dealing with parking standards needs to be changed to the proper Bylaw section number.**

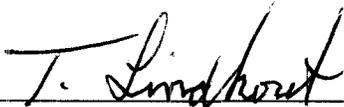
As a result of the major Land Use Bylaw review recently approved by Council, many sections in the new Bylaw were renumbered to accommodate proposed revisions. One of the sections renumbered was the section dealing with parking requirements whereby under the old Bylaw it was contained in Section 47 while in the new Bylaw this section became/was renumbered to Section 48. Within the R2 Residential District however, changing the cross reference to the proper renumbered parking section in the new Bylaw was missed. It still refers to the former section number which under the new Bylaw, is no longer the section dealing with parking requirements.

**4. Add “bingo hall” and “casino” to the definition of a “Commercial Recreation Facility”.**

For greater certainty and clarification in processing development applications pertaining to commercial recreation facilities, it is desirable to add “bingo halls” and “casinos” as references to uses that would be included under the definition of a “Commercial Recreation Facility”.

**Recommendation**

That City Council proceed with first reading of Land Use Bylaw Amendment 3156/TT-2001.



\_\_\_\_\_  
Tony J. Lindhout, ACP, MCIP  
PLANNER

- c. Greg Scott, Inspections & Licensing Manager  
Colleen Jensen, Director of Community Services  
Don Simpson, Chapman Riebeek Solicitors

attachment

**BYLAW NO. 3156/TT-2001**

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

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

1 "That Section 176 of the R1 Residential (Low Density) District is hereby amended by adding the following discretionary use:

(10) Amateur radio tower

2 That Section 182 of the R1A Residential (Semi-Detached Dwelling) District is hereby amended by adding the following discretionary use:

(9) Amateur radio tower

3 That Section 187 of the R1N Residential (Narrow Lot) District is hereby amended by adding the following discretionary use:

(5) Amateur radio tower

4 That Section 192 of the R2 Residential (Medium Density) District is hereby amended by adding the following discretionary use:

(14) Amateur radio tower

5 That Section 121 of the C4 Commercial (Major Arterial) District is hereby amended by adding the following discretionary use:

(10) Drinking establishment

6 That Section 193 of the R2 Residential (Medium Density) District is hereby amended by deleting therefrom subsection (9), and substituting therefore the following:

(9) Parking: subject to Section 48

7 That Section 2 Definitions is hereby amended by deleting therefrom the definition of "Commercial Recreation Facility", and substituting therefore the following:

**Commercial Recreation Facility** means a facility in which the public participate in recreational activity, and without limiting the generality of the foregoing, may include amusement arcades, billiard or pool halls, bingo halls, bowling alleys, casinos, fairs, gymnasiums, racquet courts, roller skating, and simulated golf."

READ A FIRST TIME IN OPEN COUNCIL this            day of            , A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this            day of            , A.D. 2002.

READ A THIRD TIME IN OPEN COUNCIL this            day of            , A.D. 2002.

AND SIGNED BY THE MAYOR AND CITY CLERK this            day of            , A.D. 2002.

\_\_\_\_\_  
MAYOR

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

**Comments:**

We concur with the recommendations of Parkland Community Planning Services. A Public Hearing for the Land Use Bylaw Amendment will be held on Monday, January 14, 2002 at 7:00 p.m. in Council Chambers.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**FILE**

DATE: November 13, 2001  
TO: Paul Meyette, City Planner  
FROM: Kelly Kloss, City Clerk  
RE: Land Use Bylaw Amendment 3156/TT-2001

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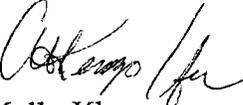
BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

With regard to the attached report and as per our discussion, please clarify the following:

1. Amateur Radio Towers: Are the guidelines to be included in the Land Use Bylaw Amendment or approved by Council resolution?
2. Home Occupation: Standardization of public notification. The report anticipates yet another way that we should inform people on matters that affect their neighbourhood. Sometimes we advertise or do a mailing, or do a hand-out or erect a sign, or a combination. This causes confusion to the public and depending on the issue will depend on how they will find out about it or look for it. It may be beneficial to review this before we recommend another method to Council.

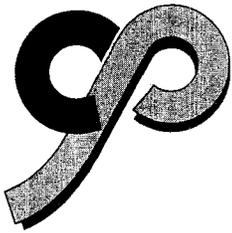
Your comments please.

Thanks.

  
Kelly Kloss  
City Clerk

KK/chk  
/attach.

- c T. Lindhout, Parkland Community Planning Services
- R. Strader, Inspections & Licensing Manager
- C. Jensen, Community Services Director



**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

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

**DATE:** November 8, 2001  
**TO:** Kelly Kloss, City Clerk  
**RE:** Land Use Bylaw Amendment 3156/TT-2001

---

The Land Use Bylaw undergoes constant revision and amendment. As specific land use issues arise such as the requirement to add additional permitted or discretionary uses to a land use district or the regulation of new types of activities is required, bylaw amendment proposals are forwarded to City Council for their consideration of approval.

The purpose of Land Use Bylaw Amendment 3156/TT-2001, prepared by planning and City Administrative staff, is as follows:

**1. Add "amateur radio towers" as a discretionary use to the City's R1 Low Density, R1A Semi-Detached, R1N Narrow Lot and R2 Medium Density Residential Districts.**

The City has amateur radio towers (ham radio operators) located throughout various residential neighbourhoods. These towers are currently not regulated under the City's Land Use Bylaw therefore no development permit application is required. The City's Municipal Planning Commission has expressed concern with the lack of regulation regarding this type of use and the potential impacts (visual, aesthetically and signal interference) that this use could have on residential neighbourhoods. It was therefore deemed desirable to incorporate this use as a discretionary use into applicable residential districts under the Land Use Bylaw.

The City's Municipal Planning Commission recently approved guidelines respecting the location and development of amateur radio towers in City residential neighbourhoods and is recommending their approval to Council. These guidelines are provided in a separate Council agenda item whereby the amateur radio tower guidelines will be presented to Council for their approval by resolution pursuant to Part Eight of the Land Use Bylaw.

**2. Add "Drinking Establishments" back as a discretionary use in the C4 Commercial (Major Arterial) District.**

This use was inadvertently deleted from the C4 Commercial District as part of the major Land Use Bylaw review approved by Council on August 27, 2001 under Bylaw 3156/KK-2001. Drinking establishments were/are deemed to be an appropriate use within the C4 Commercial District. This district currently contains numerous drinking establishments that are primarily located in hotels and restaurants along the Gaetz Avenue and 67 Street corridors. With the current omission of this use in the C4 District, all existing drinking establishments have become non-conforming uses. The Land Use Bylaw contains special regulations regarding the location of drinking establishments when proposed in proximity to adjoining residential neighbourhoods. All applications are referred to the RCMP for comment, are subject to maximum size and occupancy requirements and the developer is required to demonstrate and/or provide adequate parking, outside lighting and an impact statement indicating measures to be taken to ensure noise or visual impacts will not negatively affect the adjoining neighbourhood.

**3. In the regulation portion of the R2 Residential (Medium Density) District, the cross reference to the section dealing with parking standards needs to be changed to the proper Bylaw section number.**

As a result of the major Land Use Bylaw review recently approved by Council, many sections in the new Bylaw were renumbered to accommodate proposed revisions. One of the sections renumbered was the section dealing with parking requirements whereby under the old Bylaw it was contained in Section 47 while in the new Bylaw this section became/was renumbered to Section 48. Within the R2 Residential District however, changing the cross reference to the proper renumbered parking section in the new Bylaw was missed. It still refers to the former section number which under the new Bylaw, is no longer the section dealing with parking requirements.

**4. Change the method in which adjoining residential properties are notified of discretionary home occupation and home music instructor/instruction applications received by the City's Development Authority.**

Currently, when a discretionary home occupation or home music instructor/instruction use application is received by the City, the subject site is posted with a sign to notify adjoining residents of the particulars of the proposal. From time to time, area residents have expressed concerns with this method of notification in that by the time an area resident reads the sign, not enough time remains to express their concerns prior to the application being processed by the City.

It is now proposed to change the method of resident notification to individual hand delivered notices to each residence within 200 feet of any proposed discretionary home occupation or home music instructor/instruction use application. Residents will have a minimum of 7 days to provide any response to the City's Development Authority.

**5. Add "bingo hall" and "casino" to the definition of a "Commercial Recreation Facility".**

For greater certainty and clarification in processing development applications pertaining to commercial recreation facilities, it is desirable to add "bingo halls" and "casinos" as references to uses that would be included under the definition of a "Commercial Recreation Facility".

**Recommendation**

That City Council proceed with first reading of Land Use Bylaw Amendment 3156/TT-2001.



\_\_\_\_\_  
Tony J. Lindhout, ACP, MCIP  
PLANNER

- c. Ryan Strader, Inspections & Licensing Manager  
Colleen Jensen, Director of Community Services

# MEMO

---

**DATE:** November 6, 2001

**TO:** KELLY KLOSS  
City Clerk

**FROM:** RYAN STRADER, Manager  
Inspections & Licensing Department

**RE:** LAND USE BYLAW GUIDELINES

---

Kindly place the following item before City Council for their consideration:

The recently amended Land Use Bylaw contains a provision (Part 8, Section 224) that states:

***“Council may by resolution establish guidelines as to the procedures to be followed or factors to be considered by the Development Authority with respect to particular types of development, including but not limited to Communications Towers and Redevelopment in Existing Neighbourhoods.”***

The purpose of adopting guidelines rather than to place regulations in the bylaw is to allow the guidelines to be amended by Council resolution rather than a bylaw amendment.

At this time the Municipal Planning Commission has considered two guidelines for in-fill developments:

1. The Community Association is notified that an application has been received and the plans can be reviewed at the Inspections & Licensing office. Comments should be forwarded to the Inspections & Licensing office.
2. This department notifies all property owners within 200 ft that an application has been received, when it will be heard by MPC, and that plans can be reviewed. Comments should be forwarded to the Inspection & Licensing office.

Continued on next page ....

**MEMO TO CITY CLERK**  
**November 6, 2001**  
**Land Use Bylaw Guidelines**  
**Page 2**

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A resolution passed by the Municipal Planning Commission on June 18, 2001 reads as follows:

***“RESOLVED** that the Municipal Planning Commission recommend to Red Deer City Council the inclusion of the following guidelines in the Land Use Bylaw relative to the installation of amateur radio towers, and that the guidelines be adopted by the Municipal Planning Commission for implementation of the Development Officer, effective immediately:*

- 1. The use be listed as discretionary.*
- 2. The applicant be required to contact his/her immediate adjacent neighbors for comment.*
- 3. The height of the tower be limited to 19 metres.*
- 4. The location of the tower pad to conform to all Land Use requirements.*
- 5. The tower be allowed in the rear yard only.*
- 6. The inclusion of guidelines regarding interference pending notification from the City Solicitor.”*

**RECOMMENDATION:**

That City Council approves the proposed guidelines.

A land use amendment to deal with the first point has been prepared for Council's consideration.

  
RYAN STRADER  
Inspections & Licensing Manager  
INSPECTIONS & LICENSING DEPARTMENT

RS:kb

# MEMO

---

**DATE:** November 2, 2001

**TO:** KELLY KLOSS, City Clerk

**FROM:** RYAN STRADER, Manager  
Inspections & Licensing Department

**RE:** DISCRETIONARY USE HOME OCCUPATIONS

---

Kindly place the following item before City Council for their consideration:

The Land Use Bylaw currently requires that prior to approval, discretionary home occupation applications be advertised through the use of a "sandwich board" sign posted on the applicant's property for five days. The decision of Municipal Planning Commission's approval is then advertised once in the local newspaper and the public has the right to appeal the decision to the Subdivision and Appeal Board within 14 days of the advertisement.

There have been concerns expressed by residents in the area where these discretionary approvals have been granted that they did not know of the application in time to express their opinions. Other cities we have contacted use a variety of methods to inform the public - some use signs, others advertise, and some contact neighbors by mail.

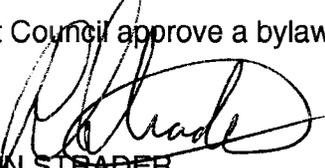
Another method that has merit, in our opinion, and that we are recommending to Council is to have an information sheet delivered to each house within 200 feet of the applicant's home. It would include information about the proposed use and when the application would be heard by the Municipal Planning Commission. This could be delivered by Parkland Planning Services for a cost of \$50 per application. This would be in addition to the present fees of:

- |    |                           |               |            |                |
|----|---------------------------|---------------|------------|----------------|
| a) | Music Instruction License | \$55 per year | All Others | \$165 per year |
| b) | MPC Consideration         | \$50          |            |                |
| c) | Advertising               | \$60          |            |                |

It would be necessary to amend the Land Use Bylaw, Sections 59 (5) and 68 (3) to accommodate this change as it would effect discretionary use home occupations, those that have customers coming to the home, and music teachers with more than two students at the same time. A proposed amendment appears elsewhere in this agenda.

**RECOMMENDATION:**

That Council approve a bylaw amendment to effect the above changes.

  
RYAN STRADER  
Inspections & Licensing Manager  
INSPECTIONS & LICENSING DEPARTMENT

RS:kb

**BYLAW NO. 3156/TT-2001**

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

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

- 1 "That Section 176 of the R1 Residential (Low Density) District is hereby amended by adding the following discretionary use:
  - (10) Amateur radio tower
  
- 2 That Section 182 of the R1A Residential (Semi-Detached Dwelling) District is hereby amended by adding the following discretionary use:
  - (9) Amateur radio tower
  
- 3 That Section 187 of the R1N Residential (Narrow Lot) District is hereby amended by adding the following discretionary use:
  - (5) Amateur radio tower
  
- 4 That Section 192 of the R2 Residential (Medium Density) District is hereby amended by adding the following discretionary use:
  - (14) Amateur radio tower
  
- 5 That Section 121 of the C4 Commercial (Major Arterial) District is hereby amended by adding the following discretionary use:
  - (10) Drinking establishment
  
- 6 That Section 193 of the R2 Residential (Medium Density) District is hereby amended by deleting therefrom subsection (9), and substituting therefore the following:
  - (9) Parking: subject to Section 48
  
- 7 That Section 59 Home Occupations is hereby amended by deleting therefrom subsection (5), and substituting therefore the following:
  - (5) Where a home occupation is a discretionary use, the Development Officer shall cause a public notice sheet, in a form and manner approved by the Development Officer, to be hand delivered to each residence within 200 feet of the location of a proposed home occupation. The notice shall include information regarding the type of home occupation being proposed, its location, date of consideration by the Commission and the

action to be taken by an area resident if opposed to the home occupation application. The notice shall be delivered a minimum of 7 days prior to the date that the home occupation application is being considered by the Commission.

8 That Section 68 Home Music Instructor/Instruction is hereby amended by deleting therefrom subsection (3), and substituting therefore the following:

(3) Where a home music instructor/instruction is a discretionary use, the Development Officer shall cause a public notice sheet, in a form and manner approved by the Development Officer, to be hand delivered to each residence within 200 feet of the location of a proposed home music instructor/instruction. The notice shall include information regarding the home music instructor/instruction being proposed, its location, date of consideration by the Commission and the action to be taken by an area resident if opposed to the home music instructor/instruction application. The notice shall be delivered a minimum of 7 days prior to the date that the home occupation application is being considered by the Commission.

9 That Section 2 Definitions is hereby amended by deleting therefrom the definition of "Commercial Recreation Facility", and substituting therefore the following:

**Commercial Recreation Facility** means a facility in which the public participate in recreational activity, and without limiting the generality of the foregoing, may include amusement arcades, billiard or pool halls, bingo halls, bowling alleys, casinos, fairs, gymnasiums, racquet courts, roller skating, and simulated golf."

READ A FIRST TIME IN OPEN COUNCIL this                    day of                    , A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this                    day of                    , A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this                    day of                    , A.D. 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this                    day of                    , A.D. 2001.

\_\_\_\_\_  
MAYOR

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

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: Tony Lindhout, Parkland Community Planning Services  
FROM: City Clerk  
RE: Land Use Bylaw Amendment 3156/TT-2001

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**FILE**

**Reference Report:**

Parkland Community Planning Services, dated December 7, 2001

**Bylaw Readings:**

Land Use Bylaw Amendment 3156/TT-2001 was given first reading. A copy of the bylaw is attached.

**Resolutions:**

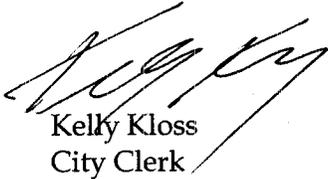
**Report Back to Council: Yes**

A Public Hearing will be held on Monday, January 14, 2002 at 7:00 p.m. in Council Chambers.

**Comments/Further Action:**

This bylaw amendment provides for the addition of amateur radio towers as a discretionary use in R1, R1A, R1N and R2 Residential Districts, the addition of drinking establishments as a discretionary use in C4 District, in the R2 District, changing the cross reference to the section dealing with parking standards to the proper Bylaw section number, and the addition of bingo hall and casino to the definition of a commercial recreation facility.

This office will now proceed with the advertising for a Public Hearing. The City will be responsible for the advertising costs in this instance.

  
Kelly Kloss  
City Clerk

/chk  
attchs.

c Director of Development Services  
Director of Community Services  
Land & Economic Development Manager  
Inspections & Licensing Manager  
City Solicitor  
C. Adams, Administrative Assistant

## BYLAW NO. 3156/TT-2001

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

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

- 1 "That Section 176 of the R1 Residential (Low Density) District is hereby amended by adding the following discretionary use:
  - (10) Amateur radio tower
- 2 That Section 182 of the R1A Residential (Semi-Detached Dwelling) District is hereby amended by adding the following discretionary use:
  - (9) Amateur radio tower
- 3 That Section 187 of the R1N Residential (Narrow Lot) District is hereby amended by adding the following discretionary use:
  - (5) Amateur radio tower
- 4 That Section 192 of the R2 Residential (Medium Density) District is hereby amended by adding the following discretionary use:
  - (14) Amateur radio tower
- 5 That Section 121 of the C4 Commercial (Major Arterial) District is hereby amended by adding the following discretionary use:
  - (10) Drinking establishment
- 6 That Section 193 of the R2 Residential (Medium Density) District is hereby amended by deleting therefrom subsection (9), and substituting therefore the following:
  - (9) Parking: subject to Section 48
- 7 That Section 2 Definitions is hereby amended by deleting therefrom the definition of "Commercial Recreation Facility", and substituting therefore the following:

**Commercial Recreation Facility** means a facility in which the public participate in recreational activity, and without limiting the generality of the foregoing, may include amusement arcades, billiard or pool halls, bingo halls, bowling alleys, casinos, fairs, gymnasiums, racquet courts, roller skating, and simulated golf."

READ A FIRST TIME IN OPEN COUNCIL this 17<sup>th</sup> day of December , A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this        day of        , A.D. 2002.

READ A THIRD TIME IN OPEN COUNCIL this        day of        , A.D. 2002.

AND SIGNED BY THE MAYOR AND CITY CLERK this        day of        , A.D. 2002.

---

MAYOR

---

CITY CLERK

DATE: December 18, 2001  
TO: City Council  
FROM: City Clerk  
RE: Land Use Bylaw Amendment 3156/TT-2001

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**FILE**

*History*

At the Monday, December 17, 2001 Council meeting Land Use Bylaw Amendment 3156/TT-2001 was given first reading.

Land Use Bylaw Amendment 3156/TT-2001 provides for the addition of amateur radio towers as a discretionary use in R1, R1A, R1N, and R2 Residential Districts, the addition of drinking establishments as a discretionary use in C4 District, in the R2 District, changing the cross reference to the section dealing with parking standards to the proper Bylaw section numbers, and the addition of bingo hall and casino to the definition of a commercial recreation facility.

*Public Consultation Process*

A Public hearing has been advertised for the above noted bylaw to be held on Monday, January 14, 2002 at 7:00 p.m. in the Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

*Recommendations*

That following the Public Hearing, Council may proceed with 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaw.



Kelly Kloss  
City Clerk

/chk

# MEMO

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**DATE:** December 10, 2001

**TO:** KELLY KLOSS  
City Clerk

**FROM:** GREG SCOTT, Manager  
Inspections & Licensing Department

**RE:** LAND USE BYLAW AMENDMENT  
AMATEUR RADIO TOWERS GUIDELINES

---

For Council's information:

Presently the Land Use Bylaw contains a provision under Part 8, Section 224 that states:

“Council may by resolution establish guidelines as to the procedures to be followed or factors to be considered by the Development Authority with respect to particular types of development, including but not limited to Communications Towers and development in Existing Neighborhoods.”

The purpose of adopting guidelines rather than to place regulations in the bylaw is to allow the opportunity for the guidelines to be amended by Council resolution rather than an official amendment to the Land Use Bylaw.

We currently only have a Council Policy #3403 for commercial towers, therefore the Municipal Planning Commission requested that the Inspections and Licensing Department complete a review of Amateur Radio Towers in Residential Neighborhoods with the intent of establishing and recommending installation guidelines. At the June 25, 2001 meeting of the Municipal Planning Commission the following recommended guidelines were discussed and approved through resolution:

1. The applicant be required to contact his/her immediate adjacent neighbors for comment.
2. The height of the tower be limited to 19 metres.
3. The location of the tower pad to conform to all Land Use requirements.
4. The tower be allowed in the rear yard only.

.... /2

**December 10, 2001**  
**Land Use Bylaw Amendment**  
**Page 2**

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**RECOMMENDATION**

“That City Council approve the above amateur tower installation guidelines and incorporate into Council Policy #3403, Telecommunications Facilities Guidelines.”



**GREG SCOTT**  
Inspections & Licensing Manager  
INSPECTIONS & LICENSING DEPARTMENT

GS:kb

cc Bryon Jeffers, Director of Development Services  
Joyce Boon, Permits & Licensing Supervisor  
Tony Lindhout, Parkland Community Planning Services

**Comments:**

We concur with the recommendations of the Inspections & Licensing Department Manager.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**COUNCIL MEETING OF DECEMBER 17, 2001**

**ATTACHMENT**

**DOCUMENT STATUS:        PUBLIC**

**REFERS TO:                AMATEUR RADIO TOWER  
GUIDELINES**

**AMENDMENT TO COUNCIL POLICY  
3403 - TELECOMMUNICATIONS  
FACILITIES GUIDELINES**



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

**POLICY NO.** 3403 **Page 1 of 1**

**TITLE:** **City of Red Deer  
Telecommunications Facilities  
Guidelines** **Date of Approval:  
November 8, 1999**

**SECTION:** **Community Services  
(Community and Land Use  
Planning)** **Dates of Revision:**

---

**POLICY STATEMENT**

The purpose of this policy is to provide telecommunication companies with the City's expectations of the location criteria, public consultation levels and appearance of telecommunication facilities in the City of Red Deer. These guidelines are intended to apply to telecommunication facilities whether they are deemed "significant" or not by Industry Canada. These guidelines are intended to apply to television and radio towers, cellular and PCS providers and point to point wireless communications. Amateur radio such as shortwave radio, is excluded.

*Attached is the "City of Red Deer Telecommunications Facilities Guidelines" as adopted by Council November 8, 1999.*

***CITY OF RED DEER***

***TELECOMMUNICATION FACILITY***

***GUIDELINES***

***Adopted by City Council on November 8, 1999***

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## INTRODUCTION

Industry Canada is responsible for regulating radiocommunication in Canada and for authorizing the location of radiocommunication facilities. In exercising this authority, Industry Canada has indicated that the proponent must meet four requirements in order to approve the application.

1. Where a significant antenna structure or modification is proposed, the proponent is required to consult with the land-use authority.
2. Where applicable, antenna structures must comply with Transport Canada's painting and lighting requirements for aeronautical safety.
3. Radiocommunication facilities must be installed and operated in a manner that complies with Health Canada's limits of exposure to radiofrequency fields.
4. Where Industry Canada authorizes a specific site for a radiocommunication facility, an environmental assessment may be required in order to comply with the *Canadian Environmental Assessment Act*.

## Municipal Authority

While Industry Canada has the ultimate authority in the placement of radio communication facilities, it has been their practice to work with municipal governments to ensure that local concerns are addressed in the approval process. These guidelines have been developed to provide telecommunications companies with the City's expectations of the location criteria, public consultation levels and appearance of telecommunication facilities in the City of Red Deer. These guidelines are intended to apply to telecommunication facilities whether they are deemed "significant" or not by Industry Canada. These guidelines are intended to apply to television and radio towers, cellular and PCS providers and point to point wireless communications. Amateur radio such as shortwave radio, is excluded.

## **Telecommunications Facilities Guidelines**

It is the City of Red Deer's intention to limit the impact of telecommunications facilities by supporting co-location, the exploration of alternative technologies by the applicant, encouraging rooftop antennas and through directing any freestanding towers to appropriate locations. Any freestanding towers should be located in an industrial or commercial area. While freestanding towers under 20 metres in height will be considered in a residential area, it will only be in cases where alternate wireless locations or routings do not exist, alternate technologies are not practical, where a significant public consultation program has taken place and where the greater public interest would be served by the location.

### **GENERAL**

#### **Tower Appearance**

1. A mounted antenna is preferred over a freestanding tower.
2. Towers and mounted antennas shall be designed to blend into the surrounding environment through the use of color and camouflaging architectural treatment or placement on electric transmission towers.
3. Lighting and colour requirements for towers are to be submitted with the initial tower proposal. If the tower is the subject of a public meeting and/or notification process, the public is to be informed of these lighting and colour requirements.
4. All utility buildings and structures accessory to a tower shall be architecturally designed to blend in with the surrounding environment and shall meet the minimum setback requirements of the underlying land use district. Ground mounted equipment shall be screened from view by suitable vegetation, except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood.
5. The use of any portion of a tower or antenna for signs other than warning and/or equipment information signs is prohibited.

#### **Safety**

6. All structures/towers must be grounded and must meet all other CSA standards.
7. All free standing telecommunication towers should be designed to prevent climbing or sliding down.

#### **Co-location**

8. Companies shall co-locate where possible.

9. As part of the application process, the applicant shall demonstrate that other potential users of a telecommunications site have been contacted to ascertain their willingness to share the site.
10. All commercial wireless telecommunication operators shall be requested to provide the City with a letter which indicates that the operator has not precluded other operators from using the same building or tower through either an exclusive agreement with the building owner or through an agreement to artificially inflate prices for other commercial operators or through company policy. It is also requested that the letter indicate the company's willingness to share a tower site in future. This clause is not intended to restrict an operator's decision to exclude other users from a site where there are technical reasons, which preclude co-location.

## **Location**

11. A telecommunication tower should be located on the proposed site where it would be least noticeable and only in exceptional circumstances would it be allowed in the front yard.
12. Industrial areas or commercial areas are preferred for telecommunication towers in the City, however other locations will be considered on a case by case basis.
13. Any proposed telecommunications facility shall comply with land use plans and bylaws.

## **Health**

14. All installations must meet Safety Code 6 guidelines. Where a transmission tower application requires the approval of Industry Canada, the applicant shall verify in writing to the City that the installation meets Safety Code 6; measurement of existing site specific cumulative energy emissions and an estimate of proposed site specific cumulative energy emissions is to be included in this written report.

## **Public Meeting and Notification Exceptions**

15. Notification and public consultation are not required where:
  - a mounted antenna is located on any industrial or commercial building of up to six storeys where the tower is 25% or less of the building height
  - a mounted antenna is located on any commercial, residential or industrial building over six storeys
  - a mounted antenna is less than two metres in size
  - a proposed freestanding tower is located in a commercial or industrial area and
    - (a) it is 15 metres or less in height and is located 100 metres from the nearest existing residential area
    - (b) it is over 15 metres but less than 30 metres in height and is located 200 metres from the nearest existing residential area

- (c) it is 30 metres or over in height but under 45 metres and is located 400 metres from the nearest existing residential area.
  - (d) it is over 45 metres but under 60 metres and is located 600 metres from the nearest residential area.
16. Notwithstanding section 15, if the letter referred to in Section 10 has not been provided, both notification and a public meeting will be required for any tower or rooftop antenna regardless of the location.

## **Public Meeting and Notification**

17. If a new network of sites is proposed, the network should be presented in its entirety to the public. A new network of sites is defined as three or more sites, which are being applied for.
18. Unless it is a network of telecommunication towers, Parkland Community Planning Services shall deliver notices to each home within 500 metres(1640 feet) of the base of a residential tower location. In addition, where the application is on a school site, that school shall be provided with a copy of the application with a request to distribute the notice to parents.
19. In the case of a network of towers, the City shall place at least one advertisement with a map in the newspaper in advance of the meeting and a news release will be issued. If the network of towers includes a school site, that school shall be provided with a copy of the application with a request to distribute the notice to parents.
20. The public meeting will be hosted by Parkland Community Planning Services, however, the proponent shall present the proposal at this public meeting. Comment sheets will be used to obtain public opinion on the issue.
21. Where problems have been identified, the proponent shall work with Parkland Community Planning Services to attempt to resolve these concerns.
22. The results of the public meeting, the proposal, and any other relevant information will be presented to Municipal Planning Commission.
23. If there were any contentious issues during the review process, a second neighbourhood notice will be sent out to explain the outcome of this process, after the recommendation or decision is made by the Municipal Planning Commission.
24. The telecommunications facility proponent shall pay all costs related to public meetings and notification.

## **Industry Canada**

25. The Municipal Planning Commission will forward their concurrence or objection on each tower/installation application to Industry Canada. This is intended to provide Industry Canada, at their request, with required information for the licensing process.

## **Removal**

26. Any telecommunications facility, which is no longer being used shall be removed by the carrier within six months of the date at which time it ceased to be used.
27. Any and all telecommunication facilities shall always comply with Federal Health Standards, even if the Federal Health Standards are changed.

## **COMMERCIAL OPERATORS**

28. A proposal for a new commercial wireless telecommunication service tower shall not be supported, unless the operators submits evidence that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within a 1.6 kilometre search radius (one mile) search radius for towers under 30 metres in height) of the proposed tower due to one or more of the following reasons:
  - (a) The planned equipment would exceed the structural capacity of the existing or approved tower or building, as documented by a qualified and licensed professional engineer, and the existing or approved tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.
  - (b) The planned equipment would cause interference materially impacting the usability of other existing or planned equipment at the tower or building as documented by a qualified and licensed professional engineer and the interference cannot be prevented at a reasonable cost.
  - (c) Existing or approved towers and buildings within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified and licensed professional engineer.
  - (d) Other unforeseen reasons that do not make it feasible to locate the planned telecommunications equipment upon an existing or approved tower or building.

## LOCATIONS IN A RESIDENTIAL AREA

29. Towers with flashing, static or strobe lights are not supported in existing residential areas unless it were replacing an existing tower, which has the same type of lighting.
30. Any freestanding tower over 20 metres in height shall not be supported in an existing residential area (including school sites, commercial sites, churches and parks that are located in residential areas).
31. In the case of a freestanding tower, which is under 20 metres and proposed in a residential area, the applicant shall be required to submit evidence that they have:
  - examined alternate technologies (non-wireless applications),
  - examined alternate wireless routings with the objective of minimizing the size of a tower in a residential area or eliminating it altogether
  - and have completed an extensive public participation process.

This information shall be considered by the Municipal Planning Commission in their decision.

It is acknowledged within this policy that there are no non-wireless alternatives for some services such as cellular phone systems.

A location within a residential area shall only be considered as a location of last resort.

## Definitions

**Antennas** - Any structure or device used for the purpose of collecting or transmitting electromagnetic waves, including but not limited to directional antennas, such as panels, microwave dishes, and satellite dishes, and omni-directional antennas, such as whip antennas but does not include cellular phones, cordless phones, taxi, radios or other similar personal communications devices.

**Commercial or Industrial Buildings-** any building which is located in a commercial or industrial district in the land use bylaw

**Freestanding Tower or Tower-** Any ground mounted pole, spire, structure, or combination thereof, including supporting lines, cables, wires, braces, and antennas, intended primarily for the purpose of mounting an antenna, meteorological device, or similar apparatus above grade.

**Mounted Antenna** - Any antenna which is placed on the roof or face of a building.

**Residential Area-** Any defined residential neighborhood where the zoning is primarily residential, excluding the commercial area east and west of Gaetz Avenue, north and south of 67<sup>th</sup> Street and in the commercial area of the downtown (west of 47<sup>th</sup> Street to the river).

**Telecommunication** - for the purpose of this policy "telecommunication" refers to any device used for radio communication, telecommunication or other wireless transmission but excludes any device which is for personal or household use.

**Telecommunication Facilities**- any mounted antenna or tower

# **APPENDIX A**

# TECHNICAL OVERVIEW

## Point to Point Transmission Facilities

### What are they?

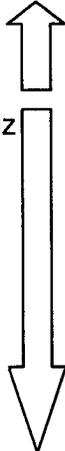
Point to Point transmission facilities are towers or masts which transmit a signal to a receiver; these transmissions are not intended for public consumption but are intended for private data. Examples of the operators of these facilities include the City of Red Deer, Schools, pipeline companies, taxis, towing, energy companies and a wide range of businesses.

The point to point transmissions operate either as an "always on" carrier or on an intermittent basis to transmit data as required. In this respect, they can be different than other telecommunications facilities, which tend to broadcast continuously. Point to point transmissions operate using antennas mounted on a supporting structure such as a building or towers (lattice or monopole); they operate on the principle that each receiver and transmitter have an antenna. Each antenna is connected through a line of sight transmission. This means that if there is an obstacle constructed between the two points of communication, the transmission signal is blocked. The only way to overcome a blockage would be to increase the height of an antenna or tower or to route the signal around the blockage by erecting a new relay tower.

### Frequency Band

The term "frequency band" is used to describe the band width that is used to broadcast a signal. The following table summarizes the signal band widths used by the major telecommunication facilities.

#### OPERATING FREQUENCIES

Police Radar	10.55 GHz		<b>HIGHER</b>
Anik D & E satellites	3.5-4.2 GHz		
PCS Service	1.9 GHz		
Air Traffic Control	960 MHz – 1.2 GHz		
General Use for Point to Point Transmissions	890-960 MHz		
Cellular	806-890 MHz		
Television	470-806 MHz		
General Use for Point to Point Transmissions	216-470 MHz		
Television	174-216 MHz		
Television and FM Radio	54-108 MHz		
AM Radio	500-1800 KHz	<b>LOWER</b>	

Hertz: unit of frequency equal to one cycle per second  
Kilohertz: one thousand hertz  
Megahertz: one million hertz  
Gigahertz: one thousand million hertz

As noted, the point to point transmissions operate in the 216-470 MHz and 890-960 MHz frequency bandwidth.

## **Power**

The power from a telecommunication facility varies from very low wattage to very high wattage. Typically in Alberta, the average FM station and TV broadcast station transmit at 100,000 watts (100 KW). A cellular transmitter is usually less than 100 watts, and a dispatch radio is typically around 25 watts. Point to point transmissions are typically 4 watts.

## **Radio Frequency Fields**

Radio Frequency Fields form at the antenna and dissipate as they move away from the antenna. In the case of point to point transmission towers, the radio frequency field would form around the transmitter/receivers.

The Expert Panel appointed by the Royal Society of Canada's released a study on May 17, 1999, relating to health and radio frequency fields. After a six-month study, the Expert Panel stated that there is evidence in the scientific community, as determined and published in numerous studies worldwide, supporting the conclusion that exposure to radio-frequency fields at levels within guidelines set by Health Canada's Safety Code 6 will not result in any public health risk. The Royal Society Expert Panel indicated however, that further research is needed to understand how biological effects are caused by RF fields; it was further recommended that additional research is needed to examine whether certain population subgroups such as children are more susceptible to the effects of exposure of RF fields.

# **APPENDIX B**

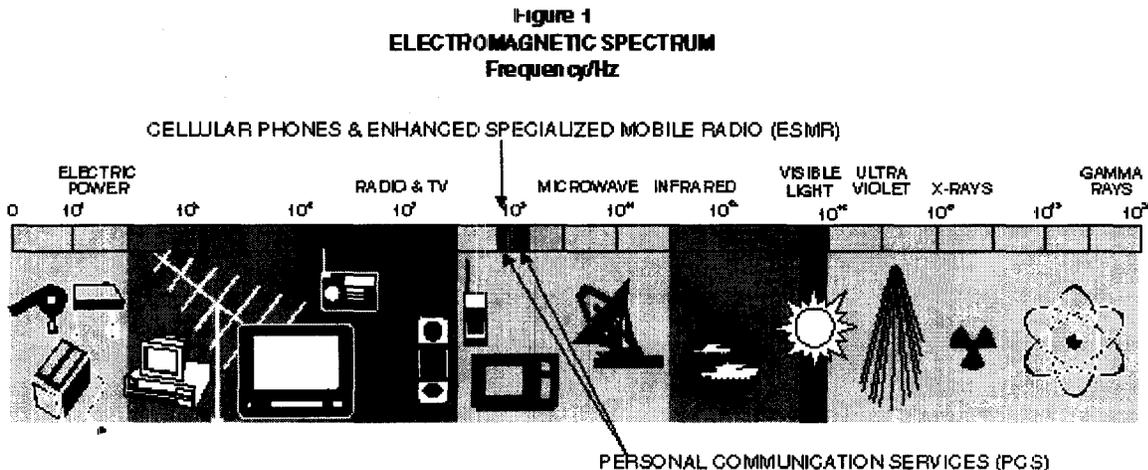
# TECHNICAL OVERVIEW

## Cellular/PCS Systems/Paging

It should be emphasized that although the cellular/pcs technologies discussed in this overview currently function in slightly different manners, they offer similar services. These technologies are based on systems composed of interconnecting cell sites. With this common cell site base, it is anticipated that as these technologies evolve, they will become more and more similar. For example, a transition to smaller cell sites and the use of more antennas per square mile are expected.

### Technology

Wireless communications are transmitted through the air via radio waves of various frequencies. Radiofrequency radiation (RFR) is one of several types of electromagnetic radiation. As illustrated in Figure 1, cellular transmissions operate at frequencies between 800 and 900 MHz, and PCS operates at between 1,850 and 2,200 MHz.

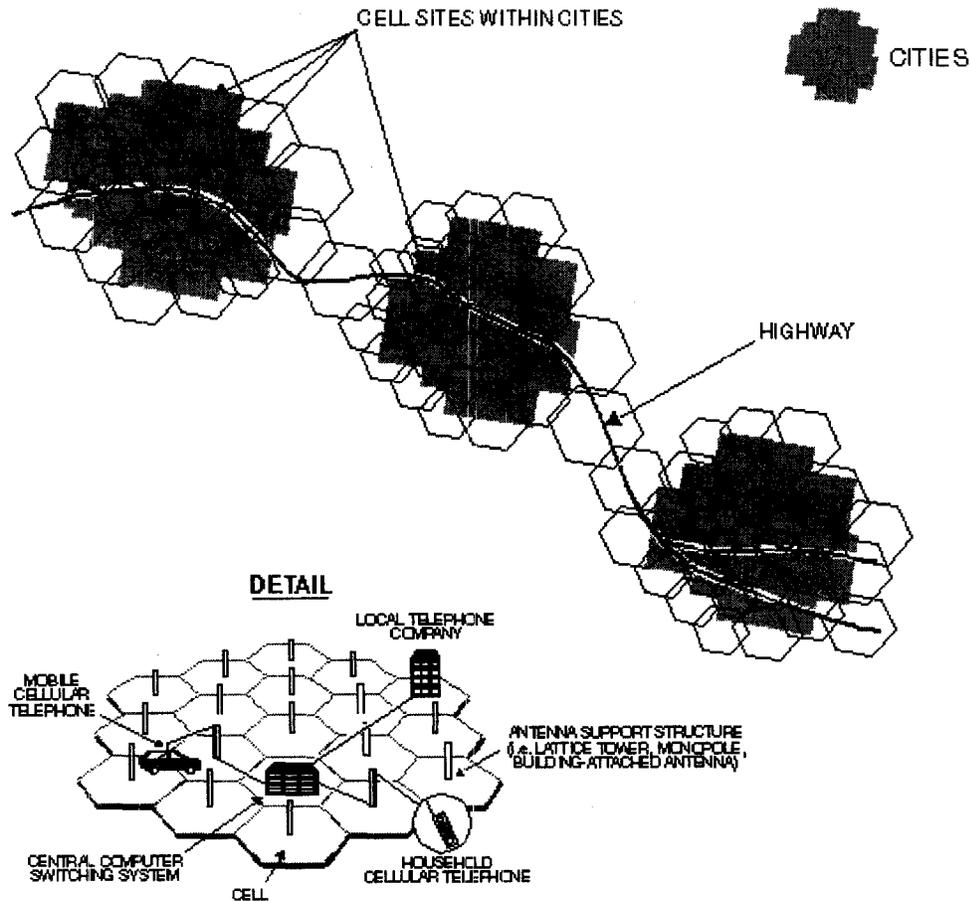


The two technologies described in this report function similarly in that their systems can be compared to the honeycomb pattern of a bee hive. Like the honeycomb pattern, these wireless communications systems are composed of interconnecting "cell sites," or geographical areas, that blanket a region. In this sense, both technologies are "cellular technologies," although mobile cellular phones are frequently referred to as "the" cellular technology because they pioneered the concept.

Figure 2 shows the relationship of cell sites within and between urbanized areas. As illustrated, cell sites tend to be smaller and more numerous in the central parts of cities, and larger and less abundant in peripheral areas and along highways. This is because more people, and accordingly more customers, live in urbanized areas. As demand increases for wireless communications services, wireless systems will require additional capacity to handle calls. This additional calling capacity can be acquired in one of various ways: providers can increase the number of their cell sites, use digital versus analog technology (explained in more detail below), or combine these two methods. Generally speaking, providers will choose the third option and do both -- increase the number of their cell sites and use digital technology. As they increase the number of their cell sites, they must reduce the area of each site in order to avoid

overlapping coverage. As a result, a pattern emerges in which the more populated central segments of cities contain smaller and more numerous cell sites, while the less populated edges of cities, as well as rural areas and highways, have fewer, but larger cell sites.

**Figure 2  
CELL SITE SYSTEMS**

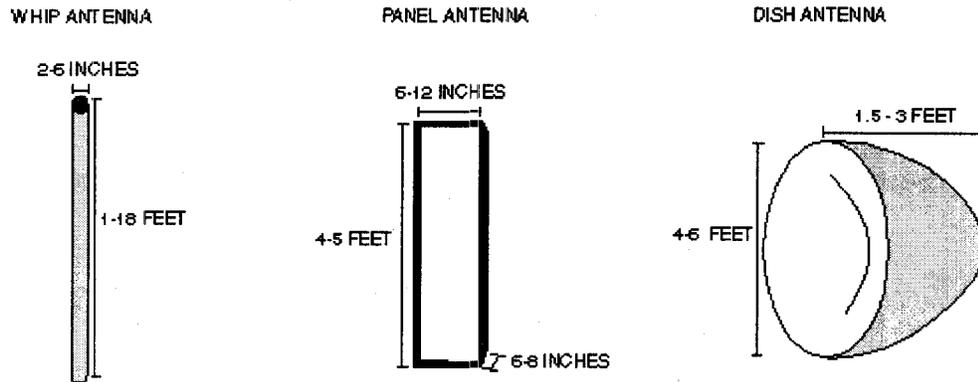


Each cell site within the system contains both transmitting and receiving antennas. Calls placed from a wireless phone or device are sent to a central computer switching system. The central switch completes the call by connecting it either to a conventional telephone through a land-based line, or to another mobile phone through the nearest antenna. As the mobile caller enters one cell and exits another, the call is transferred between the cells.

## Antennas

There are three general types of transmitting and receiving antennas used in the wireless communications technology. These include whip antennas, panel antennas, and dish antennas. While whip and panel antennas are used to transmit and receive radio waves carrying conversation signals, dish antennas provide the link between the central computer switching system and the various whip and panel antennas used throughout the mobile conversation.

**Figure 3**  
**ANTENNAS**



Whip antennas (also known as stick, omnidirectional, or pipe antennas) emit signals in a 360 degree horizontal plane and a compressed vertical plane. Shaped cylindrically, whip antennas have diameters between 5 and 15 centimetres, and measure between 0.3 and 5.4 metres in height.

Panel antennas (also known as sector antennas) have vertical and horizontal planes that aim signals in specific directions. Panel antennas generally measure 1.2 to 1.5 metres in height, 15 to 30 centimetres in width, and 15 to 20 centimetres in depth.

As stated previously, dish antennas (also known as microwave dishes) have a different function than whip and panel antennas. Dish antennas emit microwaves (which are radio waves operating at a higher frequency band) that provide the critical link between the central computer switching system and the appropriate transmitting or receiving antennas. In essence, dish antennas send microwave signals that allow the central switch to transfer the call between the various antennas closest to the mobile user. Dish antennas generally measure 1.2 to 1.8 metres in diameter and 0.45 to 0.9 metres in depth.

Antenna structures are typically accompanied by equipment buildings or boxes. Cellular equipment buildings are generally less than 46 square metres in diameter (3.6 metres by 7.3 metres). PCS equipment facilities, called base stations, are self-contained weather-proof cabinets about the size of a vending machine.

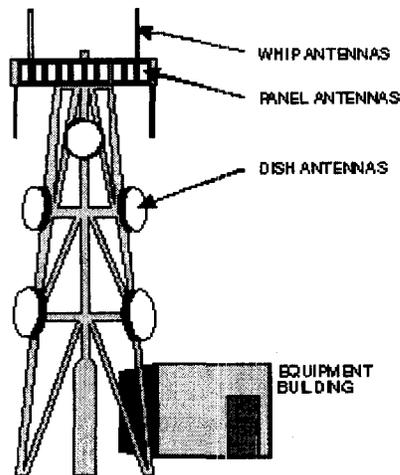
The three types of antennas described above function on a line of sight transmission. Antennas need to be placed at specific heights in relation to one another in order to transmit and receive signals. As a result, height is a determining factor in the design and siting of wireless communications facilities. Typically, there are three types of antenna support-structures used to place antennas at desired heights: lattice towers, monopoles, and building-attached facilities.

## Lattice Towers

Ranging from 18 to 76 metres in height, lattice towers generally accommodate a variety of users, including cellular, PCS and paging companies, as well as public safety communications providers. Illustrated in Figure 4, these towers generally have three or four support steel "legs" and hold a variety of antennas. They can be found in areas where great height is needed, where multiple microwave antennas are required, or where the weather demands a more substantial design.

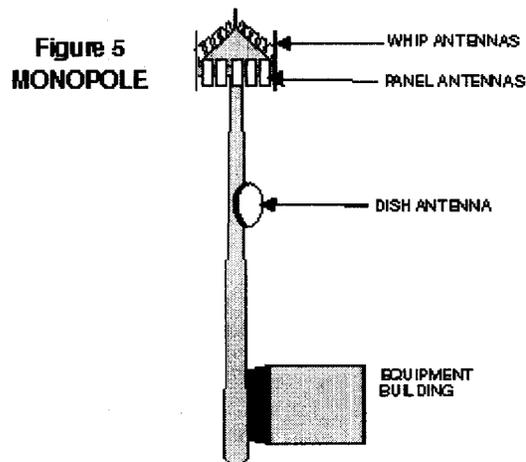
It should be noted that lattice towers carry an inherent tradeoff: although they can accommodate many users (and provide co-location opportunities), they often pose serious visual impacts. Equipment and antennas concentrated on one large structure tend to draw more attention than the dispersal of less visible but more numerous facilities, such as smaller monopoles or building- attached facilities. Lattice towers are the most common type of tower in the Red Deer Area.

**Figure 4**  
**LATTICE TOWERS**



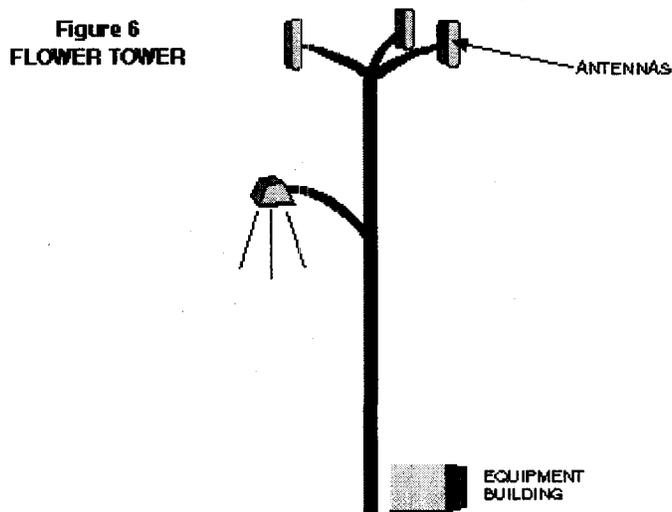
## Monopoles

Both PCS and cellular technologies use monopoles (Figure 5), although their heights and designs vary. Ranging in height from 7.6 to 38 metres, monopoles consist of a single pole, approximately 0.9 metres in diameter at the base, narrowing to roughly 0.46 metres at the top, and may support any combination of whip, panel, or dish antennas.



Monopoles are generally used where buildings are not of sufficient height to meet line of sight transmission requirements.

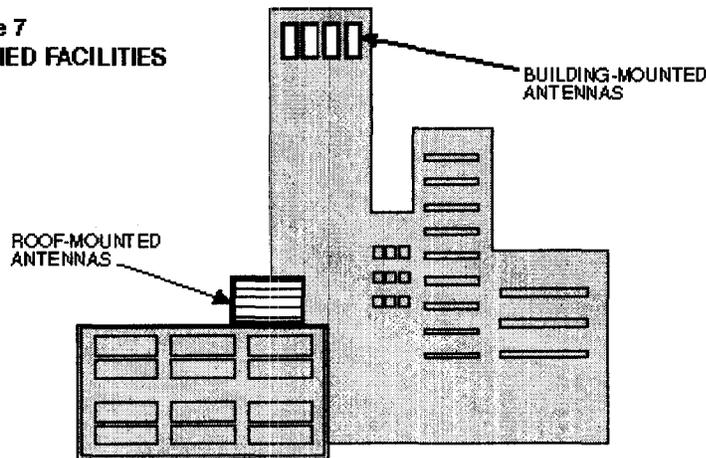
Monopoles in PCS systems are expected to be shorter than those of the cellular telephone system. Some PCS providers are proposing an integration of monopoles into existing light poles. Illustrated in Figure 6, this type of facility could be referred to as the "flower tower."



## Building-Attached Facilities

Building-attached facilities exist in all three technologies in two general forms: (1) roof-mounted, in which antennas are placed on the roofs of buildings, or (2) building-mounted, in which antennas are mounted to the sides of buildings. Although not as common, facilities also can be mounted on other structures such as water tanks, billboards, church steeples, or other creative locations.

**Figure 7**  
**BUILDING-ATTACHED FACILITIES**



Although the visibility of building-attached facilities varies, roof-mounted antennas are generally hidden from view because they are located in the middle of the roof or in boxed structures resembling air conditioning units. Likewise, building-mounted antennas are also unnoticeable if they are painted to match the color and texture of the building. Antennas that are architecturally integrated into a building are often referred to as stealth antennas.

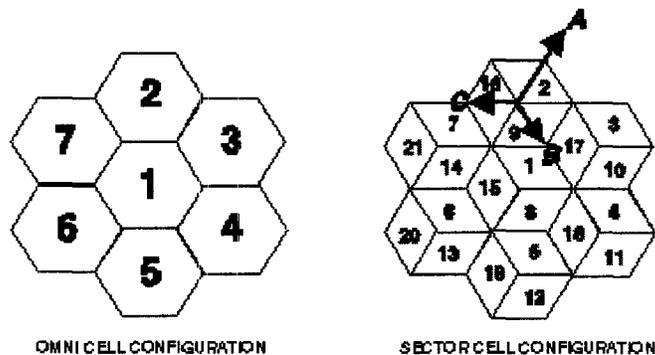
It is important to note that although building-attached facilities are becoming common, they can be used only when buildings meet the height required for antennas to function within the surrounding system. Where buildings do not meet height requirements, providers use either monopoles or lattice towers.

## How Cellular Mobile Telephone Technology Works

As described previously, cellular systems are composed of interconnected neighboring "cell sites." The cellular telephone industry is limited to 45 MHz of spectrum bandwidth, which without frequency-reuse, would limit each cellular carrier to 396 frequencies or voice channels. In order to increase calling capacity, these low power facilities "reuse" frequencies on the electromagnetic spectrum. The manner in which providers organize, or "configure," their cells is an important factor in increasing frequency reuse and establishing an area's calling capacity.

Figure 8 illustrates two types of cell configurations: the omni cell configuration, used in rural areas, and the sector cell configuration, used in urban areas.

Figure 8  
CELL CONFIGURATIONS



The omni cell configuration uses omni or whip antennas, antennas that emit signals in 360 degrees. Whip antennas do not lend themselves to frequency reuse as well as sector antennas. As a result, omni cell configurations are generally used in rural areas since these areas are sparsely populated and consequently do not need extra calling capacity. Urban areas, on the other hand, have denser populations and require additional calling capacity to accommodate the system's greater number of users. The sector cell configuration provides this extra calling capacity by utilizing sector or panel antennas that divide the omni cell into three segments. The three segments use different frequencies, allowing greater reuse of the channels.

Although a cell site's radius depends upon its surrounding topography and its capacity to handle calls, cell sites in rural areas generally have a radius between 8 and 13 kilometres, and cell sites in densely populated urban areas typically have a radius between 3.2 and 8.05 kilometres.

## Types of Cell Sites

There are three basic types of cell sites:

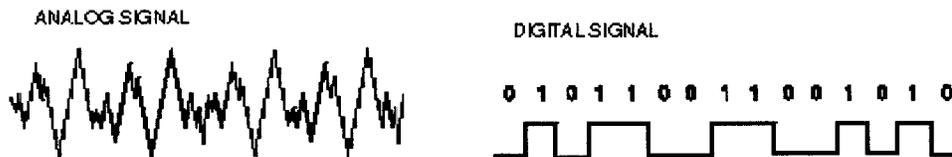
1. **Coverage sites** serve to expand coverage in large areas or in areas with difficult terrains and to enhance coverage for portable systems. These sites allow users to make and maintain calls as they travel between cells.
2. **Capacity sites** serve to increase a site's capacity to handle calls when surrounding sites have reached their practical channel limits.
3. **Transition sites** are needed for frequency reuse. Antennas mounted on tall support structures sometimes create a problem in frequency reuse because they "see" everything and overlap into the next cell sites coverage area. In order to control frequency reuse problems, these tall structures must be removed and replaced by transition sites. Transition sites allow the cellular company to increase the capacity of calls and maintain coverage simultaneously.

## Analog and Digital Technologies

Traditionally, cellular phones have utilized analog transmission signals. In the analog technology, voice messages are electronically replicated and amplified as they are carried from the transmitting antenna to the receiving antenna. A problem with this technology is that the amplification procedure tends to pick up "noise," sometimes making the message difficult to hear.

In order to diminish this noise and to provide greater calling capacity per channel, the cellular industry is beginning to use digital transmission signals. In the digital technology, voice messages are converted into digits (zeroes and ones) that represent sound intensities at specific points in time. Because natural pauses in the conversation are eliminated, more calling capacity becomes available from the same amount of spectrum, thus reducing the need for new sites. An added benefit is that the background noise that is generally heard in the analog system becomes inaudible. As illustrated in Figure 9, the graphic difference between the two technologies is that analog signals are transmitted as continuous waves while digital technology converts the analog signal to binary digits. Digital systems typically use less power to operate than analog systems and therefore emit a lower radio frequency field.

**Figure 9**  
**TRANSMISSION SIGNALS**



There are currently two forms of digital technology: time division multiple access (TDMA) and code division multiple access (CDMA). Both of these forms of digital technology attempt to provide multiple access over one frequency, or channel. While TDMA is expected to increase calling capacity three to ten times over analog technology, CDMA is expected to increase calling capacity by ten to twenty times.

Whereas cellular telephone carriers are in the process of converting to the digital technology, PCS is coming on line with it.

## How Personal Communications Services (PCS) Technology Works

PCS also will function as a pattern of cell sites using digital technology. Incoming wireline calls will be transmitted by local telephone company wires to a central control point. Similarly, incoming wireless calls will be routed through a PCS wireless switch to a local telephone system. Calls will be completed through microcells (low level antennas – 15-20 metres in height), and macrocells (antennas mounted on the sides or tops of buildings). These cell sites can be installed on existing structures because maximum height is not a critical factor in this technology. Microcells are expected to cover radii of 24 to 366 metres and macrocells will cover approximately two kilometers. As the caller approaches the edge of the cell's boundary, the communication will be handed over from the original cell to the next. Because the cells are

small in size they will use less power and emit lower radio frequency fields than cellular systems.

PCS providers are aiming to offer an alternative to the fixed wired telephone in a user's home by providing wireless coverage both within and outside of the home. Providers are in the process of developing a system referred to as "follow-me calling" or "the universal phone number," in which calls will be routed to people instead of to places regardless of location.

PCS systems will utilize digital technology, and as a result, their cell sites will have higher calling capacities than analog cellular cell sites. However, due to the technology's higher frequencies on the electromagnetic spectrum (1,850 to 2,200 MHz versus 800 to 900 MHz), PCS cell sites will have smaller radii than cellular cell sites. As a result, some PCS providers estimate that they will need two to three times as many transmission sites as cellular systems. PCS is similar to cellular in that it will operate on a "cell site" system, will use a central control point, will use sector cell configurations, will employ whip and panel antennas on monopoles and buildings, will reuse frequencies, and will use coverage and capacity sites. It will be different in that it will use digital technology, will require more sites, and its sites will have smaller radii, but as stated, will emit a lower radio frequency field level.

## **Satellites**

Satellite based systems may provide the foundation of the next generation of wireless phone systems. Satellite based phones are in use in isolated areas such as northern Canada. The existing high cost of these systems has inhibited the expansion of satellite based phone systems.

## **Paging**

Although paging is not addressed as an individual technology in the City's policy, it is included in this discussion because it serves a large number of users in Canada. In heavily developed urban centres, paging antennae are typically placed at lower elevations and at greater densities than antennas of other wireless communications systems.

Paging companies do not typically construct their own facilities. Instead, most rent space at existing communications facilities on building rooftops.

## **Other forms of Radio frequency Transmission**

Other forms of Radiofrequency Transmission include short wave radios, garage door openers, car starters, taxi radios and courier company radios. These forms of transmission are not addressed in the proposed guidelines.

## **Radio Frequency Fields**

Radio Frequency Fields form at the antenna and dissipate as they move away from the antenna. In the case of television and radio towers, the most intense radio frequency field would form around the transmitters with much smaller fields around the receiving cell phones.

The Expert Panel appointed by the Royal Society of Canada's released a study on May 17, 1999, relating to health and radio frequency fields. After a six-month study, the Expert Panel stated that there is overwhelming evidence in the scientific community, as determined and published in numerous studies worldwide, supporting the conclusion that exposure to radio-frequency fields at levels within guidelines set by Health Canada's Safety Code 6 will not result in any public health risk. The Royal Society Expert Panel indicated however, that further research is needed to understand how biological effects are caused by RF fields; it was further recommended that additional research is needed to examine whether certain population subgroups such as children are more susceptible to the effects of exposure of RF Fields.

## **Concluding Notes on Technological Aspects of Wireless Communications Technology**

The largest similarity between the existing forms of wireless communications discussed in this section is that they all function on a network of interconnecting cell sites. As these technologies evolve in response to increasing consumer use of wireless communications services, providers will develop cell sites with smaller geographic radii, place antennas at lower heights, and install more antennas per square mile than in the past. The smaller the cell becomes there are more existing structures that will adequately serve as antenna supports (e.g. roof tops, light standards), rather than creating a need for new towers.

The largest difference between these technologies, on the other hand, is in their form of signal transmission. Cellular is currently using the analog technology, but is in the process of incorporating, if not converting to, the digital technology.

excerpts from the San Diego Association of Governments "Wireless Communications Facilities Issues Paper"

# **APPENDIX C**

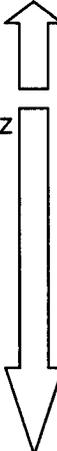
## Radio and Television Transmission Facilities

Radio and Television transmission facilities generally consist of one large tower per user to broadcast in a geographic region. Each radio and television tower broadcasts on a specific frequency assigned by the Canadian Radio and Television Commission (CRTC).

### Frequency Band

An AM Radio Station operates on frequencies between 500 – 1800 KHz. FM Radio operates between 54 – 108 MHz. A television transmitter operates on a frequency between 54 – 216 MHz.

#### OPERATING FREQUENCIES

Police Radar	10.55 GHz		<b>HIGHER</b>
Anik D & E satellites	3.5-4.2 GHz		
PCS Service	1.9 GHz		
Air Traffic Control	960 MHz – 1.2 GHz		
General Use for Point to Point Transmissions	890-960 MHz		
Cellular	806-890 MHz		
Television	470-806 MHz		
General Use for Point to Point Transmissions	216-470 MHz		
Television	174-216 MHz		
Television and FM Radio	54-108 MHz		
AM Radio	500-1800 KHz		<b>LOWER</b>

Hertz: unit of frequency equal to one cycle per second  
 Kilohertz: one thousand hertz  
 Megahertz: one million hertz  
 Gigahertz: one thousand million hertz

### Radio Frequency Fields

Radio Frequency Fields form at the antenna and dissipate as they move away from the antenna. In the case of television and radio towers, the most intense radio frequency field would form around the transmitter with much smaller fields around the receiving antennas.

The Expert Panel appointed by the Royal Society of Canada's released a study on May 17, 1999, relating to health and radio frequency fields. After a six-month study, the Expert Panel stated that there is evidence in the scientific community, as determined and published in numerous studies worldwide, supporting the conclusion that exposure to radio-frequency fields at levels within guidelines set by Health Canada's Safety Code 6 will not result in any public health risk. The Royal Society Expert Panel indicated however, that further research is needed to understand how biological effects are caused by RF fields; it was further recommended that additional research is needed to examine whether certain population subgroups such as children are more susceptible to the effects of exposure of RF Fields.

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: Greg Scott, Inspections & Licensing Department Manager  
FROM: City Clerk  
RE: Land Use Bylaw Amendment  
Amateur Radio Towers Guidelines

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**FILE**

**Reference Report:**

Inspections & Licensing Department Manager , dated December 10, 2001

**Resolutions:**

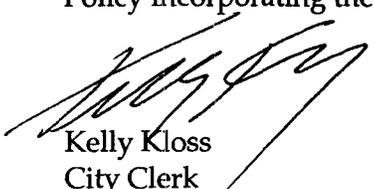
*Resolved* that Council of the City of Red Deer having considered the report from the Inspections and Licensing Manager, re: Amateur Radio Towers Guidelines hereby agrees to the formation of a Council Policy incorporating the following guidelines:

- (1) The applicant be required to contact his/her immediate adjacent neighbours for comment.
- (2) The height of the tower be limited to 19 meters.
- (3) The location of the tower pad to conform to all Land Use requirements.
- (4) The tower be allowed in the rear yard only.

**Report Back to Council: Yes**

**Comments/Further Action:**

In consultation with Parkland Community Planning Services, please draft an appropriate Council Policy incorporating the above guidelines for presentation back to Council at a future meeting.

  
Kelly Kloss  
City Clerk

/chk

c Director of Development Services  
Parkland Community Planning Services

Item No. 7

# MEMO

Date: December 10, 2001

To: Kelly Kloss, City Clerk

From: Howard Thompson, Land & Economic Development Manager

Re: **Checkmate Hill Condominium Plan 902 1647**  
**Offer to Purchase Lane in Plan 852 HW, Lane Closure and Rezoning**

---

Background:

Land and Economic Development have received the attached offer from Checkmate Hill Condominium Plan 902 1647, through Bayview Property & Asset Management Inc., to purchase the lane adjacent to their property. Checkmate Hill has occupied the lane since 1982 when City Council approved a Bylaw for a License to Occupy for their fence, which was built over the lane right of way. Then in 1996, the License to Occupy fee was re-assessed to a fair market value with current payments of \$533.33 + GST per month. Checkmate Hill has shown interest over the last several years in purchasing the lane and is now in a position to make an offer.

For Council's information, earlier this year the City completed a land sale for an adjacent portion of this lane and the Gaetz Avenue service road to United Global Enterprises (former Elks property). This sale included the provision for the City to abandon the aging underground services in the lane and for United Global to replace the services through their new development. The City contributed up to \$22,000.00, representing approximately one-third of the costs, from the land sale proceeds towards the relocation of the services. Now that the services have been relocated, Engineering Services supports the sale of the lane.

Financial Implications:

Although Checkmate Hill's original offer was for \$25,000.00, they have agreed to the City's counter offer based on the following. The lane consists of approximately 5,714 square feet (530.88m<sup>2</sup>) and as a condition of sale must be closed, rezoned to R3 (Residential Multifamily District) and consolidated with Condominium Plan 902 1647. Our department conducted an in-house appraisal, based on comparable multifamily property sales, and determined the fair market value to be \$11.00 per square foot. As the lane is still encumbered by underground utilities, Telus and Atco Gas, limiting the use to parking, landscaping and the existing fence, a 50% reduction to \$5.50 per square foot is warranted for a total purchase price of \$31,430.00 plus GST.

In addition, Checkmate Hill will be responsible for any costs related to the rezoning, lane closure, survey and plan of consolidation. Checkmate Hill have agreed to grant an

.../2

# Memo

Kelly Kloss  
Page 2

easement back to the City to cover the remaining underground utilities in the lane and for an EL&P service within their property. The net proceeds of the land sale will be credited to the Road Reserve Fund.

Should City Council not approve the sale, Checkmate Hill requested the opportunity to renegotiate their License to Occupy to apply any future license fee payments towards the purchase price and to maintain a Right of First Refusal. Administration does not feel this is necessary as we support the sale at this time. Further, should Council approve the sale of the lane, and the related bylaw amendments at the January 14, 2002 Council meeting, the License to Occupy Agreement will automatically be terminated as per the terms and conditions of the agreement.

**Recommendation:**

That City Council approve the sale of 5,714 square feet (530.88m<sup>2</sup>), more or less, of lane contained in Plan 852 HW to Checkmate Hill Condominium Plan 902 1647, subject to the following conditions:

1. The purchase price of the lane to be \$5.50 per square foot plus GST based on the area determined by legal survey.
2. City Council approval to rezone the lane to R3 Residential Multifamily District.
3. City Council approval for the following lane closure:  
"All that portion of Lane in Plan 852 HW which lies to the east of the easterly limits of Lot 8, Block 5, Plan 012 1322 and to the south of the southerly limits of Lot 7, Block 5, Plan 012 1322".
4. The Purchaser consolidating the lane with Condominium Plan 902 1647.
5. The Purchaser granting an easement back to the City for underground utilities including Telus, Atco Gas and EL&P.
6. The proceeds of the sale to be credited to the Road R/W Capital Reserve Fund.
7. All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of the Purchaser.
8. A Land Sale Agreement satisfactory to the City Solicitor.



Howard Thompson

Attach.

- c. Director of Development Services, and Engineering Services Manager  
EL&P Manager

LOT 2A

89

A2

UNITED GLOBAL  
DC(4)

SUBJECT LANE

SPRUCE DR

R2

5

R1

A2

CHECKMATE HILL CONDO

R3

CDE 902 1647

HS-89

8  
C4



LOT 10

PARCEL D

E

PARCEL A

B

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CDE 9520495

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R1

R2

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49 AV

36 ST

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R2

CDE 9520359

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GAETZ (50) AV

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LOT 2A
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Property & Asset Management Inc.

Howard Thompson  
Land & Economical Manager  
The City of Red Deer  
Box 5008  
Red Deer Alberta  
Fax # 1-403-342-8200

**Re LANEWAY ADJACENT TO CHECKMATE HILL FENCE.**

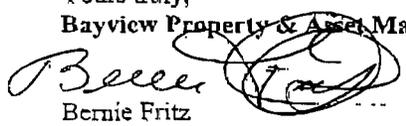
The Board of Directors of Checkmate Hill Condominium Plan Number 9021647 has asked that we advise to of the following:

1. Please refer to previous correspondence written by you to us dated August 8, 2001.
2. Checkmate Hill Condominium has been leasing this property from you for a long period of time and has paid a large sum of money to you in the form of lease payments over the years.
3. At this time Checkmate Hill are in a position whereby they can make you a cash offer of \$25,000.00 and complete the transfer of land as early as possible.
4. The offer includes acceptance of items one, two and three in your letter of the same date.

In the event that City Council reject this offer Checkmate Hill request the option to re-negotiate the lease in such a way which will allow that future lease payments are applied towards the purchase price and that Checkmate Hill continue to have the "right of first refusal".

Please consider this offer and we look forward to hearing from you.

Yours truly,  
Bayview Property & Asset Management

  
Bernie Fritz  
Property Manager.

cc. Joyce McDonald President Board of Directors of Checkmate Hill



Property & Asset Management Inc.

December 10, 2001

Howard Thompson  
Land and Economic Development Manager  
The City Of Red Deer  
Red Deer Alberta  
Fax 1-403-342-8200

Re Checkmate Hill Condominium Plan 9021647 Red Deer Alberta.

Dear Mr Thompson,

We acknowledge your letter of today's date. The Board of Directors of Checkmate Hill Condominium Plan 9021647 accept your counter offer of \$31,430.00 plus GST along with the other terms as per our previous correspondence.

Please confirm that you have received this letter. Please advise us of the next steps and what is required.  
Thank you.

Yours truly  
Bayview Property & Asset Management Inc.,

Bernie Fritz  
Property Manager.



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

---

Date: December 11, 2001

To: Kelly Kloss, City Clerk

From: Frank Wong, Planning Assistant

Re: Land Use Bylaw Amendment 3156/WW-2001  
Lane between Lot 8, Block 5, Plan 012 1322 and  
Condominium Plan 902 1647 (Checkmate Hill)  
NW ¼ Sec. 9-38-27-4  
South Hill Area  
Checkmate Hill Condominium Association

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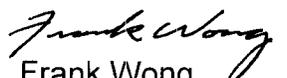
The Checkmate Hill Condominium Association is in the process of purchasing the portion of lane immediately west of their property. This portion of lane had been fenced in and used for parking at Checkmate Hill for a number of years and now their Condominium Association has made an offer to purchase the portion of lane. If their request is successful, then the proposed Land Use Bylaw amendment would rezone the subject area from LANE to R3 Residential Multiple Family District to correspond with the zoning of the Checkmate Hill development.

The Land and Economic Development Department has a report regarding the offer to purchase request and the road closure bylaw which appears elsewhere in the agenda.

#### Staff Recommendation

Planning staff recommend that City Council proceed with first reading of Land Use Bylaw Amendment 3156/WW-2001.

Sincerely,

  
Frank Wong,  
Planning Assistant

Attachment

**BYLAW NO. 3156/WW-2001**

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

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

- 1 The "Use District Map G7" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 39/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      A.D. 2002.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      A.D. 2002.

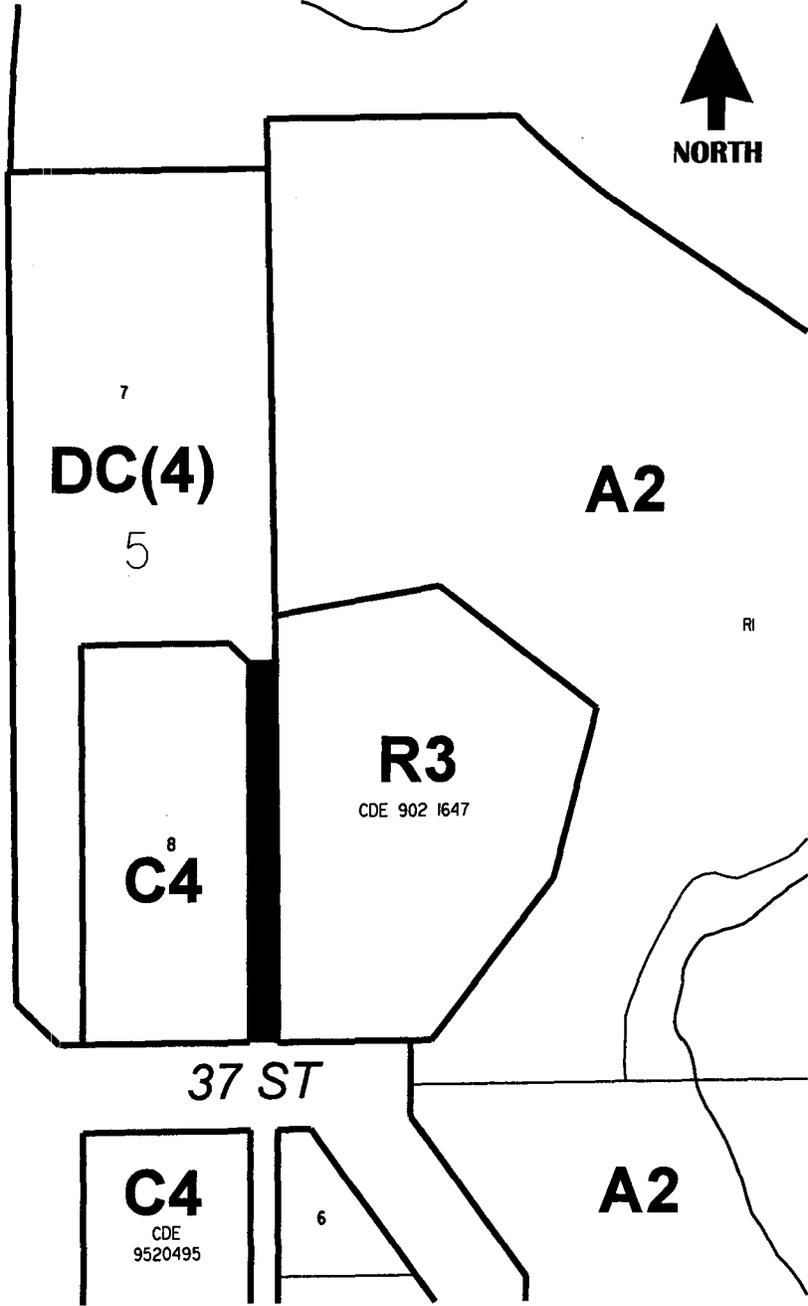
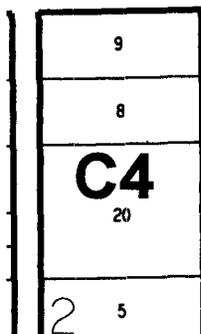
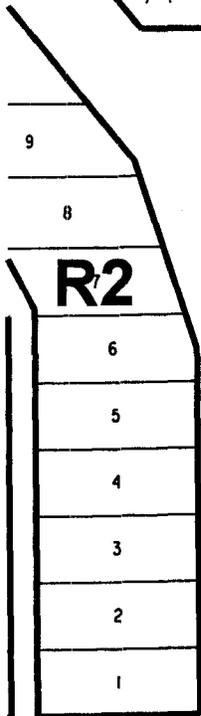
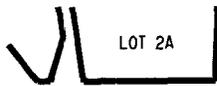
AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      A.D. 2002.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



**AFFECTED DISTRICTS:**  
*R3 - Residential (Multiple Family)*

Change from :  
 LANE to R3



MAP No. 39 / 2001  
 BYLAW No. 3156 / WW - 2001

**BYLAW NO. 3293/2001**

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

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

1 The following portion of laneway in the City of Red Deer is hereby closed:

“All that portion of Lane, in Plan 852 HW which lies to the east of the easterly limits of Lot 8, Block 5, Plan 012 1322 and to the south of the southerly limits of Lot 7, Block 5, Plan 012 1322.”

READ A FIRST TIME IN OPEN COUNCIL this	day of	2001.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2002.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2002.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2002.

\_\_\_\_\_  
MAYOR

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

**Comments:**

We concur with the recommendations of the Land & Economic Development Manager. A Public Hearing for the Land Use Bylaw Amendment and Road Closure Bylaw would be held on Monday, January 14, 2002 at 7:00 p.m. in Council Chambers.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**FILE**

DATE: December 18, 2001  
TO: City Council  
FROM: City Clerk  
RE: Checkmate Hill Condominium Plan 902 1647  
(1) Road Closure Bylaw 3293/2001  
(2) Land Use Bylaw amendment 3156/WW-2001

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*History*

At the Monday, December 17, 2001 Council meeting, Road Closure Bylaw 3293/2001 and Land Use Bylaw Amendment 3156/WW-2001 were given first reading.

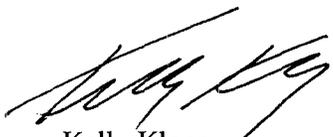
Road Closure Bylaw 3283/2001 provides for the closure of approximately 5,714 square feet (530.88m<sup>2</sup>) of the lane as a condition of sale. Land Use Bylaw Amendment 3156/Ww-2001 rezones the lane to be purchased from Lane to R3 Residential Multiple Family District to correspond with the zoning of the Checkmate Hill development.

*Public Consultation Process*

Public hearings have been advertised for the above noted bylaws to be held on Monday, January 14, 2002 at 7:00 p.m. in the Council Chambers, during Council's regular meeting. The owners of the properties bordering the site have been notified by letter of the Public Hearing.

*Recommendations*

That following the Public Hearings, Council may proceed with 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaws.



Kelly Kloss  
City Clerk

/chk

**Council Decision – Monday December 17, 2001**

**DATE:** December 18, 2001

**TO:** Howard Thompson, Land & Economic Development Manager  
Frank Wong, Parkland Community Planning Services

**FROM:** City Clerk

**RE:** Checkmate Hill Condominium Plan 902 1647  
(a) Offer to Purchase Lane in Plan 852 HW  
(b) Road Closure Bylaw 3293/2001  
(c) Land Use Bylaw Amendment 3156/WW-2001

---

**FILE**

**Reference Report:**

Land & Economic Development Manager, dated December 10, 2001 and Parkland Community Planning Services, dated December 11, 2001

**Bylaw Readings:**

Land Use Bylaw Amendment 3156/WW-2001 and Road Closure Bylaw 3293/2001 were given first reading. Copies of the bylaws are attached.

**Resolutions:**

**Resolved** that Council of the City of Red Deer having considered the report from the Land & Economic Development Manager, re: Checkmate Hill Condominium Plan 902 1647, Offer to Purchase Lane in Plan 852 HW, Lane Closure and Rezoning, hereby approves the sale of 5,714 square feet (530.88m<sup>2</sup>), more or less, of lane contained in Plan 852 HW to Checkmate Hill Condominium Plan 902 1647, subject to the following conditions:

1. The purchase price of the lane to be \$5.50 per square foot plus GST based on the area determined by legal survey.
2. Approval of Land Use Bylaw Amendment 3156/WW-2001.
3. Approval of Road Closure Bylaw 3293/2001.
4. The Purchaser consolidating the lane with Condominium Plan 902 1647.
5. The Purchaser granting an easement back to the City for underground utilities including Telus, Atco Gas and EL&P.
6. The proceeds of the sale to be credited to the Road R/W Capital Reserve Fund.
7. All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of the Purchaser.
8. A Land Sale Agreement satisfactory to the City Solicitor.

**Report Back to Council:** Yes

Public Hearings will be held on Monday, January 14, 2002 at 7:00 p.m. in Council Chambers.

**Comments/Further Action:**

Land Use Bylaw Amendment rezones the portion of lane to be purchased from Lane to R3 Residential Multiple Family District. Road Closure Bylaw closes the lane consisting of approximately 5,714 square feet (530.88m<sup>2</sup>). This office will now proceed with the advertising for a Public Hearing. Bayview Property & Asset Management Inc., on behalf of the Board of Directors of Checkmate Hill Condominium Plan Number 9021647 will be responsible for the advertising costs in this instance. A copy of the letter sent to Bayview Property & Asset Management Inc. is attached for your information.



Kelly Kloss

City Clerk

/chk

attchs.

- c Director of Development Services
- Engineering Services Manager
- Inspections & Licensing Manager
- EL & P Manager
- City Solicitor
- C. Adams, Administrative Assistant

**BYLAW NO. 3156/WW-2001**

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

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

- 1 The "Use District Map G7" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 39/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 17th day of ~~December~~ A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 2002.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 2002.

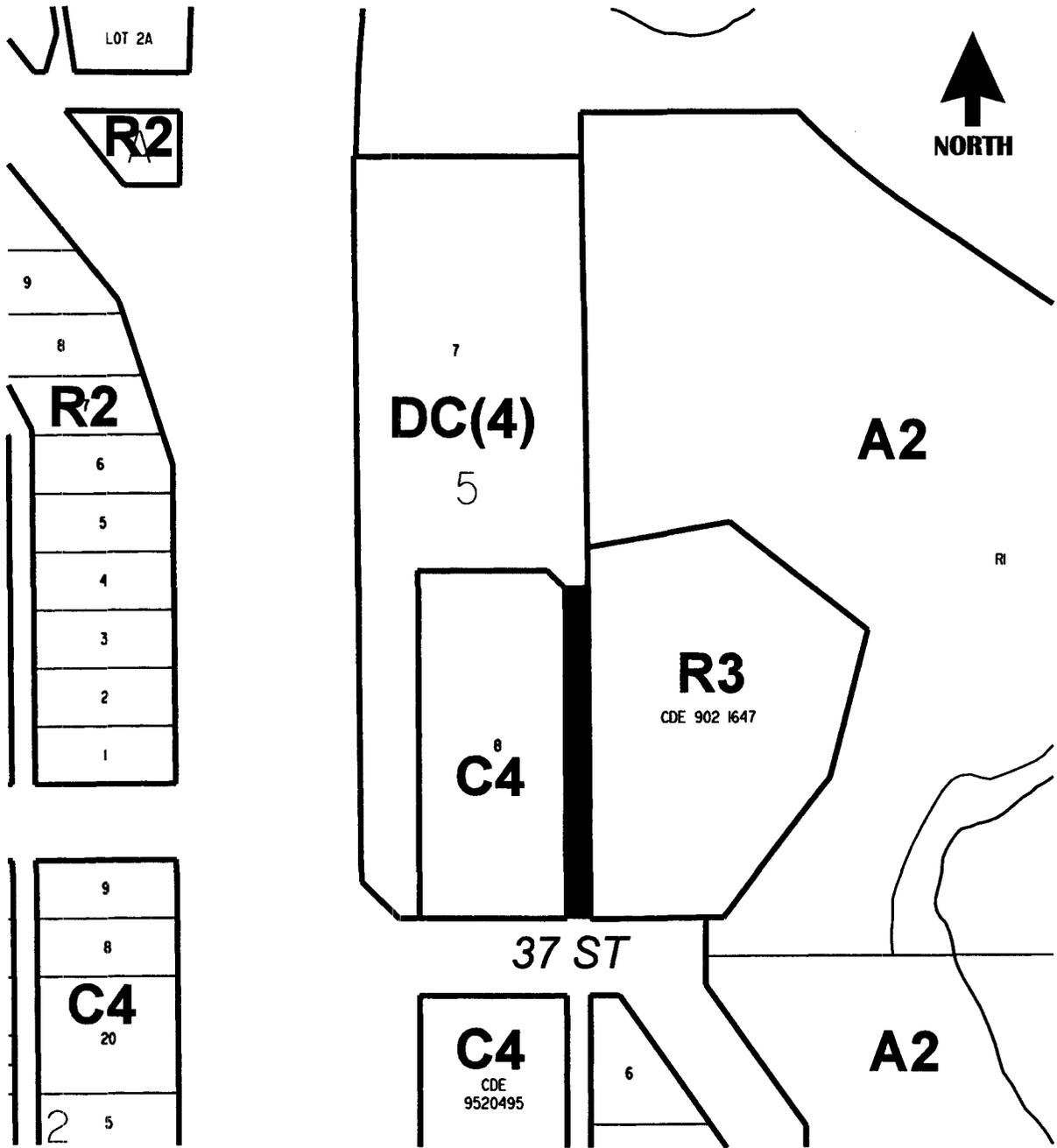
AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 2002.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

R3 - Residential (Multiple Family)

Change from :  
LANE to R3



MAP No. 39 / 2001

BYLAW No. 3156 / WW - 2001

**BYLAW NO. 3293/2001**

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

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

1 The following portion of laneway in the City of Red Deer is hereby closed:

"All that portion of Lane, in Plan 852 HW which lies to the east of the easterly limits of Lot 8, Block 5, Plan 012 1322 and to the south of the southerly limits of Lot 7, Block 5, Plan 012 1322."

READ A FIRST TIME IN OPEN COUNCIL this 17th day of ~~December~~ 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of 2002.

READ A THIRD TIME IN OPEN COUNCIL this day of 2002.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2002.

\_\_\_\_\_  
MAYOR

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



Office of the City Clerk

**FILE**

December 18, 2001

Fax: (403) 261-3985

Mr. B. Fritz, Property Manager  
Bayview Property & Asset Management Inc.  
510 Parkside Place  
602 - 12 Avenue S.W.  
Calgary, AB T2R 1J3

Dear Mr. Fritz:

**Re: Checkmate Hill Condominium Plan 902 1647:  
Offer to Purchase Lane in Plan 852 HW  
Road Closure Bylaw 3293/2001  
Land Use Bylaw Amendment 3156/WW-2001**

At the City of Red Deer's Council meeting held Monday, December 17, 2001, first reading was given to Land Use Bylaw Amendment 3156/WW-2001 and Road Closure Bylaw 3293/2001. Copies of the bylaws are attached for your information. Council also passed the following resolution:

*Resolved* that Council of the City of Red Deer having considered the report from the Land & Economic Development Manager, re: Checkmate Hill Condominium Plan 902 1647, Offer to Purchase Lane in Plan 852 HW, Lane Closure and Rezoning, hereby approves the sale of 5,714 square feet (530.88m<sup>2</sup>), more or less, of lane contained in Plan 852 HW to Checkmate Hill Condominium Plan 902 1647, subject to the following conditions:

.2/

*The City of Red Deer*

Box 5008  
Red Deer, Alberta  
T4N 3T4

Bayview Property & Asset Management Inc.

December 18, 2001

Page 2

1. The purchase price of the lane to be \$5.50 per square foot plus GST based on the area determined by legal survey.
2. Approval of Land Use Bylaw Amendment 3156/WW-2001.
3. Approval of Road Closure Bylaw 3293/2001.
4. The Purchaser consolidating the lane with Condominium Plan 902 1647.
5. The Purchaser granting an easement back to the City for underground utilities including Telus, Atco Gas and EL&P.
  
6. The proceeds of the sale to be credited to the Road R/W Capital Reserve Fund.
7. All costs associated with the rezoning, road closure, survey and plan of consolidation would be the responsibility of the Purchaser.
8. A Land Sale Agreement satisfactory to the City Solicitor.

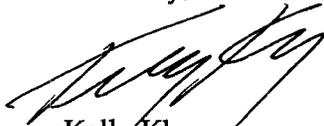
Land Use Bylaw Amendment 3156/WW-2001 rezones the lane to be purchased from Lane to R3 Residential Multiple Family District to correspond with the zoning of the Checkmate Hill development. Road Closure Bylaw 3293/2001 provides for the closure of approximately 5,714 square feet (530.88 m<sup>2</sup>) of the lane as a condition of sale.

This office will now proceed with the advertising for Public Hearings to be held on Monday, January 14, 2002 at 7:00 p.m. in the Council Chambers of City Hall during Council's regular meeting.

In accordance with the Land Use Bylaw, you are required to deposit with the City Clerk, prior to public advertising, an amount equal to the estimated cost of advertising, which in this instance is \$400. We require this deposit by no later than 10:00 a.m., Wednesday, January 2, 2002, in order to proceed with the advertising. Once the actual cost of advertising is known, you will either be invoiced for or refunded the difference.

If you have any questions or require additional information, please do not hesitate to call me.

Sincerely,



Kelly Kloss  
City Clerk

KK/chk  
/attach.

c Land & Economic Development Manager  
Parkland Community Planning Services

\*\*\*\*\*  
 \*\*\* TX REPORT \*\*\*  
 \*\*\*\*\*

TRANSMISSION OK

TX/RX NO	2509
CONNECTION TEL	14032613985
SUB-ADDRESS	
CONNECTION ID	BAYVIEW
ST. TIME	12/18 16:36
USAGE T	01'16
PGS.	5
RESULT	OK



## Office of the City Clerk

December 18, 2001

Fax: (403) 261-3985

Mr. B. Fritz, Property Manager  
 Bayview Property & Asset Management Inc.  
 510 Parkside Place  
 602 - 12 Avenue S.W.  
 Calgary, AB T2R 1J3

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**Re: Checkmate Hill Condominium Plan 902 1647:  
 Offer to Purchase Lane in Plan 852 HW  
 Road Closure Bylaw 3293/2001  
 Land Use Bylaw Amendment 3156/WW-2001**

At the City of Red Deer's Council meeting held Monday, December 17, 2001, first reading was given to Land Use Bylaw Amendment 3156/WW-2001 and Road Closure Bylaw 3293/2001. Copies of the bylaws are attached for your information. Council also passed the following resolution:

*Resolved* that Council of the City of Red Deer having considered the report from the Land & Economic Development Manager, re: Checkmate Hill Condominium Plan 902 1647, Offer to Purchase Lane in Plan 852 HW, Lane Closure and Rezoning, hereby approves the sale of 5,714 square feet (530.88m<sup>2</sup>), more or less, of lane contained in Plan 852 HW to Checkmate Hill Condominium Plan 902 1647, subject to the following conditions:

Box 5008  
 Red Deer, Alberta  
 T4N 3T4

*The City of Red Deer*

**BYLAW NO. 3156/WW-2001**

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

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

- 1 The "Use District Map G7" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 39/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 17<sup>th</sup> day of ~~December~~ A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 2002.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 2002.

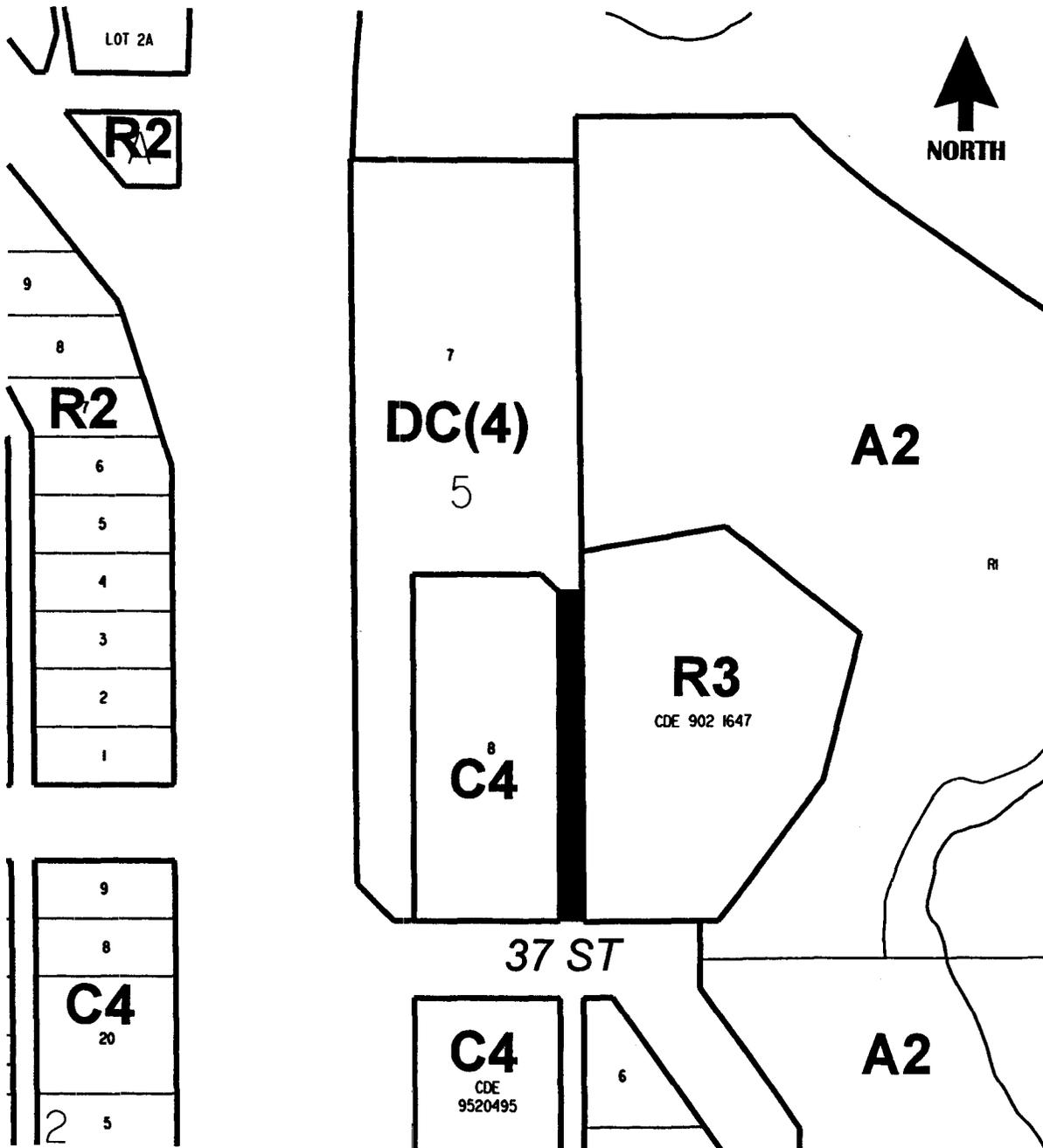
AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 2002.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



**AFFECTED DISTRICTS:**  
R3 - Residential (Multiple Family)

Change from :  
LANE to R3



MAP No. 39 / 2001  
BYLAW No. 3156 / WW - 2001

**BYLAW NO. 3293/2001**

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READ A FIRST TIME IN OPEN COUNCIL this 17th day of ~~December~~ 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of 2002.

READ A THIRD TIME IN OPEN COUNCIL this day of 2002.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2002.

\_\_\_\_\_  
MAYOR

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

**DATE:** January 10, 2001  
**TO:** City Clerk  
**FROM:** EL&P Manager  
**RE:** Revision to Regulated Rate Option Tariff

---

This report is submitted to Council for the purpose of seeking approval for a revision to the Regulated Rate Option (RRO) Tariff effective January 1, 2002. The proposed changes revise only the energy (KWh) and retail billing components of the RRO Tariff - no changes are proposed to the delivery charge or the Municipal Consent and Access Fee.

### **Background**

On January 1, 2001 retail competition was introduced to Alberta. To provide the opportunity for residential and small industrial and commercial consumers to continue purchasing electricity at a regulated rate during the transition period in which the competitive retail market develops, the RRO was established as part of the deregulation process. The RRO is available to residential customers until the end of 2005 and to the small industrial and commercial customers using less than 250,000 KWh per year until the end of 2003. The RRO tariff is approved by the appropriate regulatory authority which, for eligible Red Deer consumers, is Red Deer City Council.

Provincial regulation requires the "owner" of the electrical distribution system (City of Red Deer) to provide the RRO service. City Council opted to not participate in the energy market and, thus, a partnership agreement was negotiated with Enmax Energy to provide the energy and retail billing components of the RRO. The energy delivery component of the RRO is provided by the City of Red Deer and a Municipal Consent and Access Fee is added which is based entirely on the delivery charge.

The provincial government set a provincewide energy price of 11 ¢/KWh for the RRO for 2001 to provide eligible consumers with a stable price during a period of highly volatile prices. As well, the provincial government introduced a rebate for 2001 which offset residential bills by \$40.00 per month and which offset all other consumer bills by 3.6 ¢/KWh.

In mid 2001 the provincial government announced that the rebate program would not continue beyond the end of 2001. On November 29<sup>th</sup> the provincial government announced that it will not set a provincewide rate for 2002 as market prices are currently much lower and more stable. Each energy provider will be able to seek approval from its regulator for its own unique energy and retail billing charges for 2002. The approved 2002 RRO tariffs will provide consumers with a baseline to help them make decisions about alternative energy purchasing options. While RRO eligible consumers can remain on the RRO rate for the remainder of the transition period, they do have the opportunity to switch to a competitive supplier if they consider that alternative to better suit their needs.

### Proposed Revision to Regulated Rate Option (RRO) Tariff

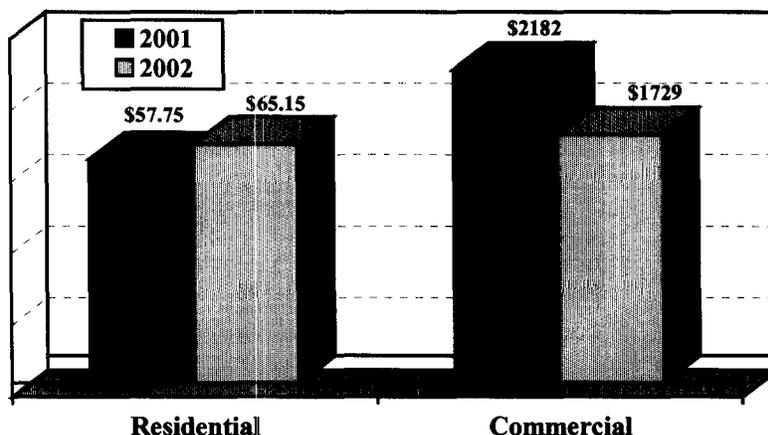
The only change proposed to the RRO tariff is in the energy and retail billing components of the tariff. As indicated above, these components of the RRO are provided to Red Deer by Enmax Energy. Based on their energy acquisition portfolio costs for 2002 they have proposed energy and retail billing tariffs as shown below. The existing tariff is also shown but it is of very limited value because of the provincial credits.

	<u>Proposed</u>	<u>Existing</u>
Energy Charge	6.1 ¢/KWh	11.0 ¢/KWh less provincial credits
Billing Charge	\$6.80/month	\$10.00/month

The above is not a true comparison because the proposed rate is a purely market rate while the existing rate is a provincial government prescribed rate based on extremely high prices of relatively short duration which is greatly distorted by the impact of the provincial government rebate. What is factual is that the price of energy has dropped since the provincial government price of 11 ¢/KWh was introduced in December 2000. The proposed rates are a downward adjustment to reflect the current forecast market prices for the year 2002.

### Customer Impact of Proposed RRO Tariff Revision

The following graph depicts the impact of the proposed revision on a typical residential customer (600 KWh/month) and a typical commercial customer (65 KVA and 20,000 Kwh/month Rate E64). This comparison includes all cost components of the RRO except the GST.

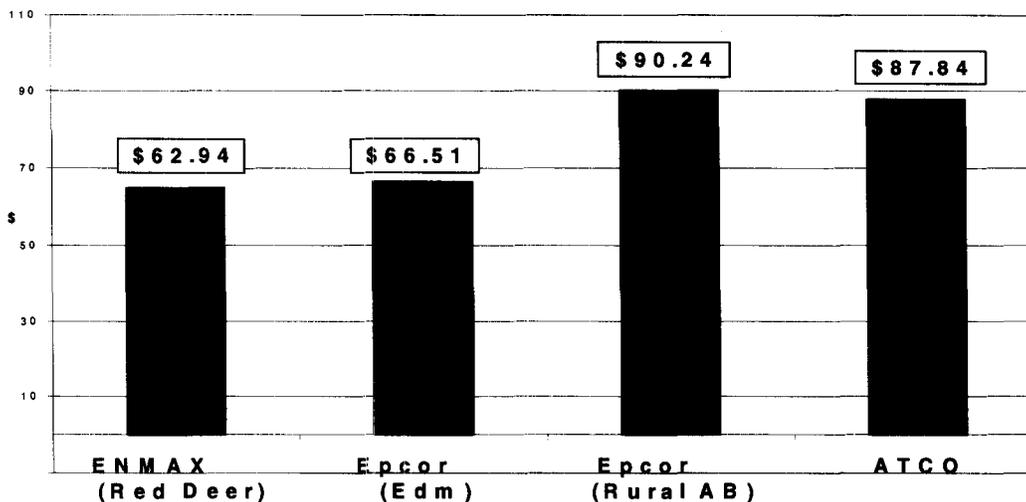


The increase in the residential total cost, in spite of the proposed lower RRO energy price in 2002, is due entirely to the removal of the \$40.00 per month provincial government rebate in 2001 which is not available in 2002. For the residential consumer, unlike the commercial consumer, the effective energy rebate on a ¢/KWh basis varied with the consumption level.

## Comparison With Other Utilities

As all Alberta electric utilities are now in the process of applying to their regulators for approval of a new RRO tariff for 2002, it is impossible to provide an accurate comparison of RRO bills among the utilities at this time. Most Alberta electric utilities are also proposing riders or increases to their delivery charge related to 2000 and 2001 deferral accounts. As indicated above, the proposed revisions to the Red Deer RRO do not include any riders or increases to the delivery charges which is consistent with the 2002 Business Plan which will be presented to Council shortly. Based on information which could be gathered from filings and discussions, the following is a limited comparison which may not be entirely correct.

Comparison: Typical Residential consumer of 600 KWh/month, includes all RRO cost components except the Municipal Consent and Access Fee and GST.



## Municipal Impacts of RRO Tariff Revision

There are no municipal impacts as no City revenue is derived from, or calculated on the basis of, the energy or retail billing revenues which are the only components affected by the proposed revision.

## City Council Request

It is respectfully requested that City Council provide the necessary three reading to approve the attached revision to Appendix "D" of Bylaw No. 3273/2000 to be effective January 1, 2002.

  
 Al Roth, P.Eng.  
 EL&P Manager

**BYLAW NO. 3273/C-2001**

Being a bylaw to amend Bylaw No. 3273/2000, the Electric Utility Bylaw of The City of Red Deer.

**COUNCIL ENACTS AS FOLLOWS:**

Bylaw No. 3273/2000 is hereby amended as follows:

1. By deleting Appendix "D" – Regulated Rate Option Tariff – and replacing it with Appendix "D" attached hereto.
2. This bylaw shall come into effect on January 1, 2002.

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

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

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

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

\_\_\_\_\_  
MAYOR

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

**CITY OF RED DEER**  
**ELECTRIC LIGHT & POWER DEPARTMENT**  
**REGULATED RATE OPTION TARIFF**

**GENERAL**

Effective Date

This Tariff is effective on January 1, 2002.

Terms and Conditions

The "Terms and Conditions for the Regulated Rate Option", the "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Regulated Rate Option Fee Schedule", the "Distribution Access Services Schedule of Fees", the "Retail Access Services Schedule of Fees" and the "Retail Access Service Agreement" are also part of this Tariff.

Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the current monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

## RESIDENTIAL REGULATED RATE OPTION

### RATE 61

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 61 is available between January 1, 2001 and December 31, 2005.

#### Application

Applies to all residential premises which

- (1) are measured by a single meter and which contain not more than two dwelling units; and
- (2) are not currently enrolled under any other price options or with any alternative retail electricity supplier.

#### Rate

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$3.02 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$8.90 per month
b) Variable Charge	\$0.0068 per kWh of all energy

#### Balancing Pool Flow Through

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### Municipal Consent and Access Fee

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

#### Minimum Monthly Charge

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## GENERAL SERVICE REGULATED RATE OPTION

### RATE 63

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 63 is available between January 1, 2001 and December 31, 2003.

#### Application

- (1) Applies to a non-residential customer, or to a residential premise not entitled to Rate 61, or to the "house lights" service (including common area lighting and utility rooms) of apartment buildings, where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will be continued to be applied irrespective of future kVA Metered Demand; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity with respect to each separate property will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;  
120/208Y Volts, network, 3 wire;  
120/208Y Volts, three phase, 4 wire;  
347/600Y Volts, three phase, 4 wire.

#### Rate

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$10.81 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$6.27 per month
b) Variable Charge	\$0.0234 per kWh of all energy

**Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

**Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## GENERAL SERVICE REGULATED RATE OPTION

### RATE 64

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 64 is available between January 1, 2001 and December 31, 2003.

#### Application

- (1) Applies to a commercial or industrial installation where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003; or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 64 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 64 after December 31, 2000.

#### Rate

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.10 per kVA of Billing Demand per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.84 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### Balancing Pool Flow Through

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### Municipal Consent and Access Fee

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## GENERAL SERVICE REGULATED RATE OPTION

### RATE 78

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 78 is available between January 1, 2001 and December 31, 2003.

#### Application

- (1) Applies to a commercial or industrial installation where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 78 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 78 after December 31, 2000.

#### Rate

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.30 per kVA of Billing Demand per month
b) Variable Charge	\$0.0058 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.00 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### Balancing Pool Flow Through

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### Municipal Consent and Access Fee

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge.

**Comments:**

We concur with the recommendation of the EL & P Manager to amend the rates effective January 1, 2002. We are further requesting that Council give three readings to this Bylaw at this meeting in order for the rates to go into effect January 1, 2002. While it would have been preferable to bring this matter to Council earlier, it was not possible due to the fact that the Provincial Government only announced on November 29, 2001 that it was not setting a province-wide rate for 2002.

If the rates are not changed effective January 1, 2002, then the \$.11/kWh will remain in effect until at least January 15, 2002, which would represent a significant increase for that period of time as no provincial rebate would be in effect.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**Jeff Graves**

**From:** Al Roth  
**Sent:** December 10, 2001 4:35 PM  
**To:** Jeff Graves  
**Subject:** Council Agenda December 17th

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Jeff, further to our conversations, attached is the Council Report. The Schedule "D" revisions will be forwarded tomorrow as will a signed copy of the report.



Council Report  
Dec10-01 re 2002.doc

Thanks for looking after this for me, Jeff.

Al Roth

**CITY OF RED DEER**  
**ELECTRIC LIGHT & POWER DEPARTMENT**  
**REGULATED RATE OPTION TARIFF**

**GENERAL**

Effective Date

This Tariff is effective on January 1, 2002.

Terms and Conditions

The "Terms and Conditions for the Regulated Rate Option", the "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Regulated Rate Option Fee Schedule", the "Distribution Access Services Schedule of Fees", the "Retail Access Services Schedule of Fees" and the "Retail Access Service Agreement" are also part of this Tariff.

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1. the highest kVA Metered Demand in the monthly billing period; or
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The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

## **RESIDENTIAL REGULATED RATE OPTION**

### **RATE 61**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 61 is available between January 1, 2001 and December 31, 2005.

#### **Application**

Applies to all residential premises which

- (1) are measured by a single meter and which contain not more than two dwelling units; and
- (2) are not currently enrolled under any other price options or with any alternative retail electricity supplier.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$3.02 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$8.90 per month
b) Variable Charge	\$0.0068 per kWh of all energy

#### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

#### **Minimum Monthly Charge**

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 63**

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#### **Application**

- (1) Applies to a non-residential customer, or to a residential premise not entitled to Rate 61, or to the "house lights" service (including common area lighting and utility rooms) of apartment buildings, where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will be continued to be applied irrespective of future kVA Metered Demand; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity with respect to each separate property will be less than 250,000 kWh; and
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Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;  
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120/208Y Volts, three phase, 4 wire;  
347/600Y Volts, three phase, 4 wire.

#### **Rate**

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System Access Charge	
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Distribution Access Charge	
a) Basic Charge	\$6.27 per month
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## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 64**

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#### **Application**

- (1) Applies to a commercial or industrial installation where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003; or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 64 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 64 after December 31, 2000.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.10 per kVA of Billing Demand per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.84 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 78**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 78 is available between January 1, 2001 and December 31, 2003.

#### **Application**

- (1) Applies to a commercial or industrial installation where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 78 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 78 after December 31, 2000.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.30 per kVA of Billing Demand per month
b) Variable Charge	\$0.0058 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.00 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge.

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: A. Roth, EL & P Manager  
FROM: City Clerk  
RE: Revision to Regulated Rate Option Tariff  
Bylaw 3273/C-2001 – Amendment to Bylaw 3273/2000 – Electric Utility Bylaw –  
Appendix "D".

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**FILE**

**Reference Report:**

EL & P Manager, dated January 10, 2001

**Bylaw Readings:**

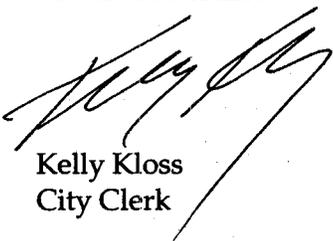
Bylaw 3273/C-2001 – Amendment to Bylaw 3273/2000 – Electric Utility Bylaw – Appendix "D", was given three readings. A copy of the bylaw is attached.

**Resolutions:**

**Report Back to Council:** No

**Comments/Further Action:**

This office will update and distribute the consolidated copy of the Electric Utility Bylaw – Appendix "D" in due course.

  
Kelly Kloss  
City Clerk

/chk  
attchs.

c Director of Development Services

**BYLAW NO. 3273/C-2001**

Being a bylaw to amend Bylaw No. 3273/2000, the Electric Utility Bylaw of The City of Red Deer.

COUNCIL ENACTS AS FOLLOWS:

Bylaw No. 3273/2000 is hereby amended as follows:

1. By deleting Appendix "D" – Regulated Rate Option Tariff – and replacing it with Appendix "D" attached hereto.
2. This bylaw shall come into effect on January 1, 2002.

READ A FIRST TIME IN OPEN COUNCIL this 17th day of December 2001.

READ A SECOND TIME IN OPEN COUNCIL this 17th day of December 2001.

READ A THIRD TIME IN OPEN COUNCIL this 17th day of December 2001.

AND SIGNED BY THE MAYOR AND CITY CLERK this 17th day of December 2001.

  
\_\_\_\_\_  
MAYOR

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

**CITY OF RED DEER**  
**ELECTRIC LIGHT & POWER DEPARTMENT**  
**REGULATED RATE OPTION TARIFF**

**GENERAL**

Effective Date

This Tariff is effective on January 1, 2002.

Terms and Conditions

The "Terms and Conditions for the Regulated Rate Option", the "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Regulated Rate Option Fee Schedule", the "Distribution Access Services Schedule of Fees", the "Retail Access Services Schedule of Fees" and the "Retail Access Service Agreement" are also part of this Tariff.

Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the current monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

## **RESIDENTIAL REGULATED RATE OPTION**

### **RATE 61**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 61 is available between January 1, 2001 and December 31, 2005.

#### **Application**

Applies to all residential premises which

- (1) are measured by a single meter and which contain not more than two dwelling units; and
- (2) are not currently enrolled under any other price options or with any alternative retail electricity supplier.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$3.02 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$8.90 per month
b) Variable Charge	\$0.0068 per kWh of all energy

#### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

#### **Minimum Monthly Charge**

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 63**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 63 is available between January 1, 2001 and December 31, 2003.

#### **Application**

- (1) Applies to a non-residential customer, or to a residential premise not entitled to Rate 61, or to the "house lights" service (including common area lighting and utility rooms) of apartment buildings, where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will be continued to be applied irrespective of future kVA Metered Demand; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity with respect to each separate property will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;  
120/208Y Volts, network, 3 wire;  
120/208Y Volts, three phase, 4 wire;  
347/600Y Volts, three phase, 4 wire.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$10.81 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$6.27 per month
b) Variable Charge	\$0.0234 per kWh of all energy

**Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

**Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 64**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 64 is available between January 1, 2001 and December 31, 2003.

#### **Application**

- (1) Applies to a commercial or industrial installation where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003; or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 64 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 64 after December 31, 2000.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.10 per kVA of Billing Demand per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.84 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 78**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 78 is available between January 1, 2001 and December 31, 2003.

#### **Application**

- (1) Applies to a commercial or industrial installation where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 78 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 78 after December 31, 2000.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.30 per kVA of Billing Demand per month
b) Variable Charge	\$0.0058 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.00 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge.

Item No. 9

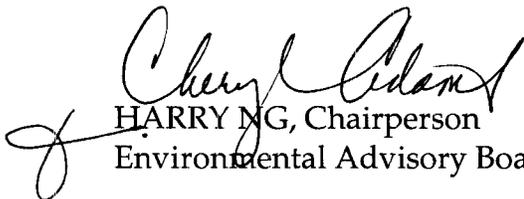
**Date:** November 30, 2001  
**To:** City Council  
**From:** Environmental Advisory Board  
**RE:** PESTICIDE USE LEGISLATION – D. REW INQUIRY

The Environmental Advisory Board considered correspondence from Dorene A. Rew dated September 6, 2001 regarding The City's use of pesticides and herbicides. Also considered by the Board at their November 27, 2001 meeting was the report from the Recreation Parks & Culture Manager dated November 21, 2001 (attached).

Following consideration of all the information available to the Board the motion set out below was passed recommending the Recreation Parks & Culture Department continue with their participation in the *Urban Pesticide Use Program*.

"That the Environmental Advisory Board support and recommend to Council of the City of Red Deer that they support the Recreation Parks & Culture Department's participation in the provincial *Urban Pesticide Use Program* for possible provincial or federal legislation and not consider municipal legislation regarding pesticide use at this time."

The above is submitted for Council's consideration.

  
HARRY MG, Chairperson  
Environmental Advisory Board

Attach.

**DATE:** November 21, 2001  
**TO:** Environmental Advisory Board  
**FROM:** Don Batchelor, Recreation, Parks & Culture Manager  
**RE:** Pesticide Use Legislation – Inquiry; Dorene Rew

---

Mrs. Dorene Rew has provided a letter encouraging The City to consider municipal legislation on the use of pesticides/herbicides. The City of Red Deer has been very active in working in partnership with the Province of Alberta and other cities in the province in the "Urban Pesticide Use Program". This program is inventorying and evaluating the use of pesticides in the province by a) municipalities; b) commercial applicators, and c) by residents via retailer of the various products.

This program is expected to result in recommendations regarding the regulation and use of pesticides in the province and at a national level. Since the program only started in February 2001, it would be premature to consider any municipal action at this time. The outcomes of the provincial program will be used in a "Reevaluation of Lawn and Turf uses of Pesticides" and will form the basis for recommendations to the to the "Federal Pest Management Regulatory Agency".

The City of Red Deer has been very aggressive in it's chemical reduction goals. Since 1986, The City of Red Deer has reduced pesticide applications to the extent that only one quarter as much pesticides were applied in 2001. A similar ratio applies to herbicides. This significant reduction was accomplished at the same time as The City expanded by hundreds of acres of parkland, and thousands of trees. In comparison to other Alberta Municipalities, The City of Red Deer is among the lowest in the number of liters of pesticide used per hectare of parkland.

The City of Red Deer is very responsible and has taken a proactive role in limiting the use of pesticides and herbicides including:

- reducing the use of herbicides and pesticides
- being selective in the areas where herbicides and pesticides are applied
- being very selective in the use of chemicals with a preference to using biological means (eg. BTI – for mosquito control)
- using cultural methods (pruning) as an effective alternative to pesticides
- cutting of noxious weeds as an alternative to herbicide use
- working with the province and other municipalities to investigate use and possible provincial or federal legislation
- educating the public in the use of pesticides and herbicides by putting a number of inserts in both utility bills and in the Community Services Activity Guide

Environmental Advisory Board  
Dorene Rew – Pesticide and Herbicide Use  
November 21, 2001  
Page 2

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**Recommendation**

That the Environmental Advisory Board support and recommend to City Council that they support the Recreation, Parks & Culture Department's participation in the provincial "Urban Pesticide Use Program" for possible provincial or federal legislation and not consider municipal legislation regarding pesticide use at this time.

A handwritten signature in black ink, appearing to read "Don Batchelor", with a long horizontal line extending to the right.

Don Batchelor

:jb

c. Colleen Jensen, Community Services Director

**FILE**

**Office of the City Clerk**

October 22, 2001

Ms. Dorene A. Rew  
403, 10 Stanton Street  
Red Deer, AB, T4N 5S6

Dear Ms. Rew:

Thank you for your letter of September 6, 2001 asking the City to consider enacting legislation similar to that enacted by the Town of Hudson controlling excessive pesticide and herbicide use.

The City of Red Deer has been very active in working in partnership with the Province of Alberta and other cities in the province in the "Urban Pesticide Use Program". This program is inventorying and evaluating the use of pesticides in the province by:

- a) municipalities;
- b) commercial applicators, and
- c) by residents via retailer of the various products.

This program is expected to result in recommendations regarding the regulation and use of pesticides in the province and at a national level. The outcomes of the provincial program will be used in a "Reevaluation of Lawn and Turf Uses of Pesticides" and will form the basis for recommendations to the "Federal Pest Management Regulatory Agency". This will be the optimum time for the City to determine if pesticide use should be legislated at the Municipal level.

The City of Red Deer has been very aggressive in its chemical reduction goals. Since 1986, The City has reduced pesticide applications to the extent that only one quarter as much pesticide was applied in 2001. A similar ratio applies to herbicides. This significant reduction was accomplished at the same time as The City expanded by hundreds of acres of parkland, and thousands of trees. In comparison to other Alberta Municipalities, The City is among the lowest in the number of liters of pesticide used per hectare of parkland.

The City of Red Deer is very responsible and has taken a proactive role in limiting the use of pesticides and herbicides including:

- reducing the use of herbicides and pesticides
- being selective in the areas where herbicides and pesticides are applied
- being very selective in the use of chemicals with a preference to using biological means (eg. BTI – for mosquito control)
- using cultural methods (pruning) as an effective alternative to pesticides
- cutting of noxious weeds as an alternative to herbicide use



Box 5008  
Red Deer, Alberta  
T4N 3T4

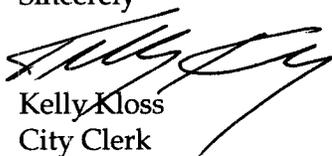
*The City of Red Deer*

- working with the province and other municipalities to investigate use and possible provincial or federal legislation
- educating the public in the use of pesticides and herbicides by putting a number of inserts in both utility bills and in the Community Services Activity Guide

In summary, as you suggested, The City of Red Deer is reviewing if municipal legislation for the use of pesticides and herbicides should be enacted. The timing of specific action will coincide with the findings of the Urban Pesticide Use Program and its recommendations for the regulation and use of pesticides in the province and at a national level.

Your letter and this response has been forwarded to members of Council and administration.

Sincerely



Kelly Kloss  
City Clerk

KK/chk

c Mayor  
Councillors  
Director of Community Services  
Recreation, Parks & Culture Manager

Dorene A. Rew  
403, 10 Stanton St.  
Red Deer, AB T4N 5S6

September 6, 2001

Mayor Gail Surkan and City Council,  
The City of Red Deer  
Box 5008,  
Red Deer, AB T4N 3T4

Dear Mayor and Council,

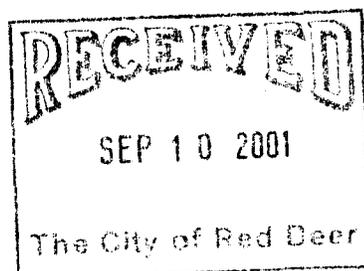
First off, let me just thank Mayor Surkan for her prompt reply to my last letter on the subject of herbicide use in the City. The letter which follows will be short but on the same subject.

Perhaps the City has already heard about the Supreme Court of Canada decision upholding the right of the Town of Hudson, Quebec to restrict the use of pesticides for non-essential (or cosmetic) uses within its boundaries. This unanimous Supreme Court judgment emphasized the importance of environmental protection for all levels of government, according to my Sierra Legal Defense Fund newsletter. The decision is expected to lead many municipalities throughout Canada to enact similar by-laws, the newsletter optimistically says.

According to Jerry DeMarco, one of the Sierra Defense legal team, the judgment reaffirmed that "environmental protection has emerged as a fundamental value in Canadian society." Also, for the first time the Supreme Court cited the 'precautionary principle' - a well established concept asserting that "environmental measures must anticipate, prevent and attack the causes of environmental degradation" and that a "lack of full scientific certainty" should not be used to postpone preventative measures.

Given the above I would like to ask the Mayor and City Council to give serious consideration to enacting legislation similar to the legislation enacted by the Town of Hudson that would more ably protect the citizens of Red Deer from excessive pesticide and herbicide use within the City limits.

Thank you for reading me out.



Yours truly,

**Comments:**

The motion of the Environmental Advisory Board provides ongoing support and encouragement for this City to participate in the Urban Pesticide Use Program. Since the Recreation, Parks and Culture Department is already very active in partnership with the Province and other cities in the Urban Pesticide Use Program, it would not be necessary for Council to pass a further resolution.

We would therefore recommend that the report be received for information purposes only.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

Backup

RPC - 9.581

**DATE:** October 1, 2001  
**TO:** City Clerk  
**FROM:** Don Batchelor, Recreation, Parks & Culture Manager  
**RE:** Pesticide Use Legislation - Inquiry; Dorene Rew

---

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Mrs. Dorene Rew has provided a letter encouraging The City to consider municipal legislation on the use of pesticides/herbicides. The City of Red Deer has been very active in working in partnership with the Province of Alberta and other cities in the province in the "Urban Pesticide Use Program". This program is inventorying and evaluating the use of pesticides in the province by a) municipalities; b) commercial applicators, and c) by residents via retailer of the various products.

This program is expected to result in recommendations regarding the regulation and use of pesticides in the province and at a national level. Since the program only started in February 2001, it would be premature to consider any municipal action at this time. The outcomes of the provincial program will be used in a "Reevaluation of Lawn and Turf uses of Pesticides" and will form the basis for recommendations to the to the "Federal Pest Management Regulatory Agency".

The City of Red Deer has been very aggressive in it's chemical reduction goals. Since 1986, The City of Red Deer has reduced pesticide applications to the extent that only one quarter as much pesticides were applied in 2001. A similar ratio applies to herbicides. This significant reduction was accomplished at the same time as The City expanded by hundreds of acres of parkland, and thousands of trees. In comparison to other Alberta Municipalities, The City of Red Deer is among the lowest in the number of liters of pesticide used per hectare of parkland.

The City of Red Deer is very responsible and has taken a proactive role in limiting the use of pesticides and herbicides including:

- reducing the use of herbicides and pesticides
- being selective in the areas where herbicides and pesticides are applied
- being very selective in the use of chemicals with a preference to using biological means (eg. BTI - for mosquito control)
- using cultural methods (pruning) as an effective alternative to pesticides
- cutting of noxious weeds as an alternative to herbicide use
- working with the province and other municipalities to investigate use and possible provincial or federal legislation
- educating the public in the use of pesticides and herbicides by putting a number of inserts in both utility bills and in the Community Services Activity Guide

.../2

**Recommendation**

That Council of The City of Red Deer support the initiatives of the Recreation, Parks & Culture Department in the "Urban Pesticide Use Program" for possible provincial or federal legislation and not consider municipal legislation at this time.

A handwritten signature in black ink, appearing to read "Don Batchelor", with a long horizontal line extending to the right.

Don Batchelor

:jb

c. Colleen Jensen, Community Services Director

# SCC clarifies law on regulation of pesticide use

Julie O'Connor

In recent years, environmental groups and concerned citizens have lobbied all levels of government to take action restricting the use of pesticides for aesthetic or non-essential purposes. However, because pesticide use is already regulated by federal and provincial legislation, Canadian municipalities have been uncertain of their legal jurisdiction, and hesitant to impose restrictions.

## Town of Hudson Case

On June 28, 2001 the Supreme Court of Canada released its decision in the case of *114957 Canada Ltée (Spraytech, Société d'arrosage) and Services des espaces verts Ltée/Chemlawn v. Hudson (Town)*<sup>1</sup>. In its decision, the court upheld a municipal by-law enacted by the Town of Hudson, Quebec to restrict the cosmetic use of pesticides in that community. The decision is viewed as a major victory for the environmental movement to limit or eliminate the use of pesticides, and has prompted many municipalities to consider enacting similar pesticide by-laws. The decision is also important because it confirms the authority of municipalities to regulate matters that involve the "general welfare" of municipal inhabitants, so long as the regulation of such matters is done for a genuine purpose, and does not contradict federal or provincial legislation already in place.

The Town of Hudson enacted By-law 270 in 1991. The by-law restricts the use of pesticides within the town's perimeters to specified locations and enumerated purposes. In 1992, two landscaping and lawncare companies that operated within the town were charged with using pesticides in contravention of the by-law. The companies brought a motion for a declara-

tion that the town had no statutory authority to pass By-law 270, and that the by-law was inoperative. The motion was denied by the Superior Court of Quebec and by the Quebec Court of Appeal, and the companies appealed to the Supreme Court of Canada.

The Supreme Court of Canada upheld the validity of By-law 270, finding that the town did indeed have the authority to enact the by-law, and that the by-law did not conflict with federal or provincial legislation.



## Statutory Authority

In finding that the by-law was statutorily authorized, the court discussed the source of municipal legislative power. Municipalities are statutory bodies, with authority only to exercise powers expressly conferred by statute, powers necessarily or fairly implied by the power granted in the statute, or powers essential to the fulfilment of the municipality's purposes. Enabling statutes, such as Quebec's *Cities and Towns Act*<sup>2</sup> or Ontario's *Municipal Act*,<sup>3</sup> often contain "general welfare" provisions that allow municipalities to enact by-laws genuinely aimed at protecting broad concerns such as public health and safety.

The court stressed that, while by-laws are to be given a generous interpretation and interpreted where possible to fit within the parameters of the empowering provincial statute, courts will be vigilant in scrutinizing the true purpose of the by-law to ensure that municipalities do not exceed their jurisdiction.

In the *Hudson* case, the court decided that By-law 270 was enacted in response to the concerns of residents in the municipality about the alleged health risks caused by non-essential uses of pesticides within the town's boundaries. The purpose of the by-law is to minimize the use of



Julie A. O'Connor, a graduate of Queen's University, Kingston, articulated with Pavey, Law in Cambridge, Ontario, where she will be an associate lawyer after her call to the bar in February 2002.

- 1 114957 Canada Ltée (Spraytech, Société d'arrosage) and Services des espaces verts Ltée/Chemlawn v. Town of Hudson, 2001 SCC 40.
- 2 *Cities and Towns Act*, R.S.Q., c. C-19.
- 3 *Municipal Act*, R.S.O. 1990, c. M.45.

pesticides in order to promote the health of inhabitants of the town. The court thus held that the town did have authority to enact the by-law pursuant to section 410 of the *Cities and Towns Act*, which permits councils to make by-laws to secure peace, order, good government, health and general welfare in the territory of the municipality.

Basic legal principles of delegated legislation dictate that by-laws may not be prohibitory and may not discriminate, unless the enabling legislation so authorizes. In *Hudson*, the court found that By-law 270 is not prohibitory when read as a whole. It prohibits only non-essential uses of pesticides, and it permits pesticides to be used for authorized purposes such as business or agricultural endeavours. Finally, the court found that the discriminatory effect of the legislation on the appellant companies is a necessary incident to the exercise of the municipality's power to protect the general welfare of its residents by minimizing the use of allegedly harmful pesticides for aesthetic purposes, and thus that the enabling provincial legislation implies authorization to discriminate in this manner.

The court further notes that the ability of a municipality to regulate pesticide use is consistent with the international law "precautionary principle." This principle states that environmental measures must anticipate, prevent and attack the causes of environmental degradation, and that lack of scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation where there are threats of serious or irreversible damage.

#### Conflict with Other Legislation

Having determined that the town did have the statutory authority to pass the by-law, the court then moved on to consider whether the by-law was inoperative due to a conflict with other legislation. Pesticide use is subject to both provincial and federal regulation. Where a municipal by-law is in conflict with provincial or federal legislation, the provin-

cial or federal legislation is paramount, and the by-law inoperative.

To determine if a conflict exists between a by-law and federal or provincial legislation, the test that the court applies is whether there is an actual conflict in operation. For example, conflict will exist where one enactment says yes and the other says no, where the same citizens are being told to do inconsistent things, or where compliance with one enactment is defiance of the other.

The federal legislation, the *Pest Control Products Act*,<sup>4</sup> governs the import, export, sale, manufacture, registration, packaging and labelling of pesticides. The federal legislation is described by the Supreme Court of Canada as permissive rather than exhaustive. In *Hudson*, the court held that it is not impossible to comply with the federal legislation and the municipal by-law simultaneously. Cigarettes and motor vehicles are examples of other commodities that are approved federally, but the use of which may be restricted at a municipal level.

The provincial legislation, Quebec's *Pesticides Act*,<sup>5</sup> establishes a permit and licensing system for vendors and commercial applicators of pesticides. Provincial legislation relating to pesticide use does not preclude municipalities from also regulating pesticide use, so long as municipal legislation complements rather than contradicts the provincial legislation. In the *Hudson* case, the court found no barrier to dual compliance, and no evidence to suggest that the province intended to preclude municipalities from regulating pesticide use.

The court concluded that in the Town of Hudson, Quebec the federal, provincial and municipal legislation establish an acceptable tri-level regime to regulate pesticide use.

#### Implications for Ontario Municipalities

What implications does this Supreme Court of Canada decision have for municipalities in Ontario? Ontario municipalities derive their authority from the *Municipal Act*. Section 102 of the Act authorizes municipalities to pass by-laws and make regulations for the health, safety, morality and welfare of municipal inhabitants provided that such enactments are not contrary to law. This provision is a "general welfare" provision similar to that successfully relied upon by the Town of Hudson to enable them to pass By-law 270 restricting the non-essential use of pesticides.

The Supreme Court of Canada ruling in the *Hudson* case upholds municipal authority to regulate pesticide use, so long as such regulation is done with the true purpose of protecting the health, safety or welfare of municipal residents.

... the ability of a municipality to regulate pesticide use is consistent with the international law "precautionary principle."

4 *Pest Control Products Act*, R.S.C. 1985, c.#P-9.

5 *Pesticides Act*, R.S.Q. c. P-9.3.

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PESTICIDE USE,  
continued on page 22

The Supreme Court ruling provides compelling authority for the proposition that Ontario municipalities are authorized to regulate pesticide use pursuant to the “general welfare” provision of the *Municipal Act*.

Further authorization for Ontario municipalities to regulate pesticide use may be found in section 210.134 and 210.140 of the *Municipal Act*, which deal with the regulation of public nuisances. Section 210.134 provides that municipalities may pass by-laws for regulating manufactures or trades that in the opinion of council may prove to be or may cause nuisances of any kind, and – without restricting the generality of the foregoing – for prohibiting or regulating the erection or continuance of gas works, tanneries or distilleries or other manufactories or trades that in the opinion of council may prove to be or may cause nuisances. Section 210.140 empowers municipalities to pass by-laws for prohibiting and abating public nuisances. Given societal awareness of atmospheric pollution and the effect of that pollution on the health of human beings, it is arguable that environmental degradation constitutes a public nuisance.

If an Ontario municipality chooses to regulate pesticide use pursuant to their authority as described above, it is imperative that such regulation does not conflict with federal or provincial legislation. The *Pest Control Products Act*, as federal legislation, applies equally to Quebec and Ontario. Therefore, a municipal by-law similar to that passed by the Town of Hudson in Quebec, if passed in Ontario, would not conflict with federal legislation for the reasons given by the Supreme Court of Canada in *Hudson*.

#### Provincial Regulation in Ontario

In Ontario, the use of pesticides is regulated provincially by the *Pesticides Act*<sup>6</sup> and the regulations to that Act. The Ontario *Pesticides Act* establishes a classification system for pesticides and regulates the licensing of vendors and persons employed as applicators of pesticides, the storage

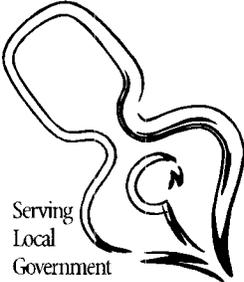
and disposal of pesticides, and the requirements for notification of pesticide use. Although the structure and wording used in Ontario’s *Pesticides Act* are different from those employed by the Quebec *Pesticides Act*, the two Acts are very similar in terms of the scope and content of their regulation.

Both the Ontario and Quebec provincial pesticides legislation authorize the holders of the requisite permit or licence to use pesticides for the maintenance or control of ornamental lands. These provisions mandate that, in order to apply pesticides on residential property for cosmetic purposes, one must obtain the appropriate permit or licence. The provisions do not purport to authorize the application of pesticides on any or all residential lands, so long as the applicator possesses the requisite permit. In essence, the provincial legislation, much like the federal legislation, is regulatory with respect to the pesticide industry, not permissive.

One distinction between the *Pesticides Act* of Ontario and that of Quebec is that Ontario’s Act does not expressly contemplate municipal legislation of pesticide use. Section 102 of the Quebec *Pesticides Act* states that the provisions and regulations of the Act prevail over any inconsistent provision of any by-law passed by a municipality or an urban community. The Supreme Court of Canada did refer to this section as proof that the province of Quebec did not intend to preclude municipalities from legislating with respect to pesticides, but rather anticipated that municipalities would do so. Section 53 of Ontario’s *Pesticides Act* states that where a conflict appears between the Act or regulations and any other Act or regulation in a matter related to pesticides and the control of pests, the Ontario *Pesticides Act* shall prevail. This section of the legislation was effected to accomplish the same end as section 102 of Quebec’s Act, and the absence of specific contemplation of municipal regulation does not prevent municipalities from exercising their authority under section 102 of the *Municipal Act*.

In Ontario, as in Quebec, pesticide use can be legally and effectively regulated by a three-tier regime. Federal legislation regulates what pesticides can be used, provincial legislation regulates who can use pesticides and how pesticides can be used. It is open to municipalities to enact by-laws

<sup>6</sup> *Pesticides Act*, R.S.O. 1990, c. P.11.



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The disinfection facilities at each point of disinfectant application in the primary system are essential in providing the overall inactivation requirements and should include redundancy. The secondary disinfection facilities should also include redundancy, unless the disinfectant used for primary disinfection can provide a residual for the distribution system as well.

**Decision to Implement**

The Windsor Utilities Commission has been sampling for Giardia and Cryptosporidium since 1998. On three occasions Cryptosporidium oocysts were detected in raw water samples, and two samples contained Giardia cysts.

These findings concerned members of the Windsor Utilities Commission. In July 1999, the commission decided to implement ozone for drinking water treatment at the A.H. Weeks plant.

After reviewing the anticipated advantages of using ozone, the improvement to water quality, and the cost of the operation of the ozone system, the Windsor Utilities Commission voted unanimously to implement ozone as a primary disinfectant at the plant. The decision was welcomed by the public and the environmental groups in the City of Windsor.

The ozone system at the A.H. Weeks Water Treatment Plant comprises of two ozone generators with the capacity of 500 kg/day. Each generator, individually, can supply the required ozone for the water treatment required at the A.H. Weeks Water Treatment Plant. Liquid Oxygen (LOX) is used as the feed gas to produce ozone. The system is comprised of a vertical tank and ambient vaporizers.

The change in water quality was very noticeable. The plant started its operation using ozone as the primary disinfectant since the first week of June 2001.

There was a reduction in turbidity and particle count for the filtered water. Settled water turbidity was reduced. The amount of alum used to achieve the same water quality was reduced. The amount of sludge produced, which is sent to the landfill, was reduced. The use of the powder activated carbon (PAC) at the A.H. Weeks plant was eliminated, representing a significant saving of more than \$400,000 annually.

Other municipalities have now started to consider the use of ozone to meet their treatment goals. The City of Burlington, Region of Halton, will be the next major application of ozone in Ontario. *MW*

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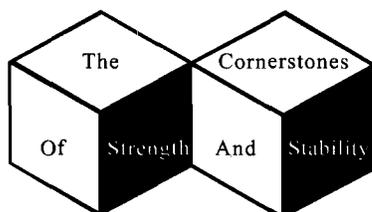
- 700 Description of information requested and Record of Interested Parties - file folder and guide
- 701 Research agreement - Form 1
- 702 Access / correction request - Form 2
- 703 Estimate of fees / charges
- 704 Notice requesting clarification of request
- 705 Notice of transfer of request / record
- 706 Notice of time extension
- 707 Notice to affected third party
- 708 Notice of delay to requester where third party affected
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 Association of Municipalities of Ontario  
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dealing with where and when pesticides can be applied within municipal territory.

### Municipalities Consider Options

Since the Supreme Court of Canada decision was released in June, hundreds of municipalities across the provinces are considering or reconsidering the regulation of pesticide use in their communities. Some Ontario municipalities acted quickly to move towards the regulation of pesticide use in the wake of the Supreme Court ruling.

On July 16, 2001, the Toronto Board of Health endorsed a motion instructing the preparation of a discussion paper and public consultation with respect to the drafting and enactment of a by-law to ban the use of certain pesticides. On the same date, Sarnia city council put the issue on the table. Ottawa, London, Cambridge and others are similarly contemplating initiating municipal regulation of pesticide use within their boundaries.

Municipalities seeking more information on the regulation of pesticide use may visit the Responsible Pest Management website <[www.c2p2online.com](http://www.c2p2online.com)> of Canadian Centre for Pollution Prevention for the Federation of Canadian Municipalities. MW

### Guide 16: *Communicate!*

Outside communications consultants assisted our city and in-house resources with the myriad of messages and information surrounding amalgamation. The thirst for constant information was enormous.

All communications mediums were used throughout the change process (faxes, emails, a newsletter, speaking engagements [internal and external], an employee intranet, a website, etc.). As well, a Masters student from a local university followed the process for his thesis, and produced a report and a comprehensive document of all board activities. You cannot expend enough energy on this issue to ever meet the demand.

### Guide 17: *Stay out of the politics. It's like pro wrestling – It's not all real, but you can still get hurt.*

In Ottawa, the transition board was seen by some as an instrument of an overbearing provincial government. There were citizens, staff and elected politicians of the day who were not happy with the situation, nor with the fact that the board had significant authority and yet was not directly elected.

This created considerable tension, and it spilled over into the administration as new people were brought in, others who wanted positions and had the backing of some politicians and other staff did not succeed and so forth. As well, after the transition board left in the new year, the new council had some early unhappiness with a few of the board decisions. Of course, it played out in the media.

Expect all of this. This too shall pass, as it is passing in Ottawa. After all the venting is over, if you're lucky (as we are here) you will have a good, progressive council that recognizes the significant work that needs to be done, and it will be necessary to use teamwork to accomplish it in the time allotted.

### Guide 18: *Find out early who is paying for what. After the meal is a bad time to find out no one brought any cash.*

One of the most frustrating things in the Ottawa amalgamation was trying to discover exactly what things were eligible for cost-sharing with the province, what the sharing formula would be, and how and when the money would be paid.

Almost three months after amalgamation was complete, while the amount of funding from the province was by then fixed, the rest continued to remain a mystery.

And so, the above constitute a few thoughts arising from living through the experience of a large amalgamation. As my friend Rusty Russell, Q.C., says – there's one thing about someone who has had a bull by the horns: they know five or six things more than someone who hasn't! MW



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VACANT PROPERTY**

Item # 1169 - 3-part NCR form

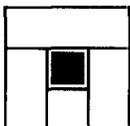
*Application for Tax Rebate (interim or final) for vacant commercial / industrial property, required under O.Reg. 324/01 made under Municipal Act, s. 442.5.*

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## Canadian student receives international acclaim for water research

Mathieu Brosseau, of St-Jean Chrysostome, Quebec, was recently honoured for his research at the international Stockholm Junior Water prize ceremony. The Stockholm Junior Water Prize – an award and competition founded by the Stockholm Water Foundation and sponsored globally by the U.S.-based technology and engineering company ITT Industries, Inc. – was established to encourage the interest of young people in the water environment issues at the regional, national and international levels. Now in its fifth year, the prize is the most prestigious honour awarded to high school students who have contributed to the water conservation and improvement through outstanding research.

Mathieu's project, which won on the national level earlier this year, was entitled "Dairy Farm Effluent Treatment by Flocculation" and focussed on reducing phosphorus, nitrogen and suspension solids found in dairy effluent. The Stockholm Junior Water Prize nominating committee cited the work for "an outstanding contribution to contemporary science."

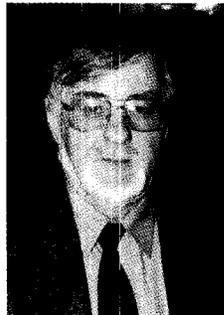
"Mathieu's project truly demonstrates that young people can play a major role in solving today's environmental problems," says Thomas R. Martin, Senior Vice President, Director, Corporate Relations, ITT Industries. "For the five years we've sponsored the prize, we've seen more than 200 national finalists from around the world offering solutions to problems as complex as contamination of drinking water supplies and the effects of pollution on wildlife."

According to Johan Rockström, chairman, Stockholm International Water Institute, "it is fair to say that the Stockholm Junior Water Prize has established itself as the world championship for youth water research." He continues, "This is a great achievement, but more importantly, it is filling an enormous gap. There are simply far too few arenas to recognize excellence in study on water, our most finite and precious natural resource."

The Stockholm International Water Institute, a scientific, technical, and educational organization, contributes to international efforts to combat the escalating global water crisis by facilitating research, raising awareness, and stimulating action on world water issues.

Finalists for the prize came from Argentina, Australia, Canada, Chile, Denmark, Estonia, Israel, Italy, Lithuania, Mexico, Nigeria, Norway, Poland, South Africa, Spain, Sweden, the United Kingdom and the United States. *MW*

## Bryan Gibbons elected President of IMA



Bryan Gibbons, MIMA, was elected president of the Institute of Municipal Assessors for the 2001-2002 term at IMA's 45th annual conference held in Ottawa in June 2001. Gibbons is employed by the Municipal Property Assessment Corporation in the Bruce-Grey Assessment Office located in Owen Sound.

### Executive Committee

President – Bryan Gibbons, MIMA  
 First Vice-President – Craig McCullagh, MIMA  
 Second Vice-President – Mark Doble, MIMA  
 Third Vice-President – Benn McBride, MIMA  
 Past President – John Hall, MIMA  
 Executive Director – Paul Sloggett, MIMA

### District Directors

District 1 – Sylvia Pedron, AIMA  
 District 2 – Jim Hall, MIMA  
 District 3 – John Sullivan, MIMA  
 District 4\* – Chuck Egener, MIMA  
 District 5 – Jennifer Maurice, MIMA  
 District 6 – Loriann Whitworth, MIMA  
 District 7 – Jim Edmunds, MIMA  
 District 8 – David Publow, MIMA  
 District 4\* – Nancy Kretschmann, AIMA  
 District 10 – Ann Marie Leavens, MIMA  
 District 11 – Sylvain St. Denis, MIMA  
 District 12 – Jane Moddejonge, AIMA  
 District 13\* – Baljit Dhinsa, MIMA  
 District 13\* – Peter Haines, AIMA

\*Districts 13 and 14 have been amalgamated and will consist of the Toronto north and south offices and will include all non-MPAC members within the GTA area. The district will be called District #13 with two directors (June 2000).

District 12 consists of: Aurora, Mississauga, Oshawa, MPAC head office and all non-MPAC members within these areas (June 2000).

Districts 4 and 9 have been amalgamated and will consist of: Owen Sound, Goderich, Guelph, London and Cambridge and will include all non-MPAC members within these areas. The District will be called District #4 with two Directors (March 2001). *MW*

DATE: **SEPTEMBER 17, 2001**

- TO:
- DIRECTOR OF COMMUNITY SERVICES
  - DIRECTOR OF CORPORATE SERVICES
  - DIRECTOR OF DEVELOPMENT SERVICES
  - CITY ASSESSOR
  - E. L. & P. MANAGER
  - ENGINEERING DEPARTMENT MANAGER
  - FIRE CHIEF/MANAGER EMERGENCY SERVICES
  - INFORMATION TECHNOLOGY SERVICES MANAGER
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  - PUBLIC WORKS MANAGER
  - R.C.M.P. INSPECTOR
  - RECREATION, PARKS & CULTURE MANAGER
  - SOCIAL PLANNING MANAGER
  - TRANSIT MANAGER
  - TREASURY SERVICES MANAGER
  - PRINCIPAL PLANNER
  - CITY SOLICITOR
  - \_\_\_\_\_

FROM: **CITY CLERK**

RE: **DORENE A. REW – USE OF HERBICIDE**

Please submit comments on the attached to this office by **MONDAY, OCTOBER 1, 2001**  
for the Council Agenda of **TUESDAY, OCTOBER 9, 2001** .

Kelly Kloss  
City Clerk

**ACKNOWLEDGE**



Office of the City Clerk

**FILE**

September 18, 2001

Dorene A. Rew  
403 – 10 Stanton Street  
Red Deer, AB T4N 5S6

Dear Ms Rew:

**Re: Your Letter Dated September 6, 2001 – Use of Herbicide in the City of Red Deer**

Thank you for your letter dated September 6, 2001 regarding the above.

We will be reviewing your request to determine if we are able to handle it administratively. Should your request need to go to Council, I will notify you of the date of the meeting and the time your item will be dealt with on the agenda.

In the meantime, please do not hesitate to contact me at 342-8132 should you require any further information.

Sincerely,

Kelly Kloss  
City Clerk

KK/chk

*The City of Red Deer*

Box 5008  
Red Deer, Alberta  
T4N 3T4

Dorene A. Rew  
403, 10 Stanton St.  
Red Deer, AB T4N 5S6

September 6, 2001

Mayor Gail Surkan and City Council,  
The City of Red Deer  
Box 5008,  
Red Deer, AB T4N 3T4

Dear Mayor and Council,

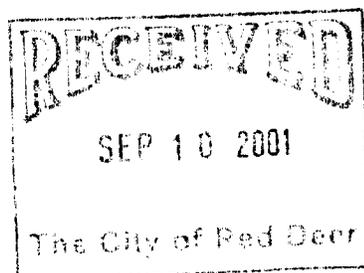
First off, let me just thank Mayor Surkan for her prompt reply to my last letter on the subject of herbicide use in the City. The letter which follows will be short but on the same subject.

Perhaps the City has already heard about the Supreme Court of Canada decision upholding the right of the Town of Hudson, Quebec to restrict the use of pesticides for non-essential (or cosmetic) uses within its boundaries. This unanimous Supreme Court judgment emphasized the importance of environmental protection for all levels of government, according to my Sierra Legal Defense Fund newsletter. The decision is expected to lead many municipalities throughout Canada to enact similar by-laws, the newsletter optimistically says.

According to Jerry DeMarco, one of the Sierra Defense legal team, the judgment reaffirmed that "environmental protection has emerged as a fundamental value in Canadian society." Also, for the first time the Supreme Court cited the 'precautionary principle'- a well established concept asserting that "environmental measures must anticipate, prevent and attack the causes of environmental degradation" and that a "lack of full scientific certainty" should not be used to postpone preventative measures.

Given the above I would like to ask the Mayor and City Council to give serious consideration to enacting legislation similar to the legislation enacted by the Town of Hudson that would more ably protect the citizens of Red Deer from excessive pesticide and herbicide use within the City limits.

Thank you for reading me out.



Yours truly,

June 26, 2001

Ms. Dorene A. Rew  
403, 10 Stanton Street  
Red Deer, AB T4N 5S8

Dear Ms. Rew:

I appreciated your kind letter congratulating us on our recent environmental award. It is clear that you are passionate about the well-being of our community, and I applaud you for that.

City officials share your concern about the use of lawn chemicals, in particular, herbicides and pesticides. Some alternative lawn care products that are natural and element-based are used by the City, where appropriate. We are committed to continued reductions in the use of chemical-based herbicides and pesticides—a significant reduction in their use on Red Deer parks over the past five years has not only achieved our goal for limited chemical use but also has resulted in healthy turf and trees throughout the city.

I do wish to assure you that in those limited areas where a herbicide or pesticide must be used to save the plants, that the sites are well marked with signs, and people are warned to stay off the treated area.

I thank you for your holistic approach to the management practices of our outdoor environment. I shared your letter with Mr. Don Batchelor, the Recreation, Parks & Culture Manager, and also with the Parks staff so they are further encouraged to use natural approaches in the maintenance and care of our park areas.

I believe more research must be done at the municipal, provincial, and national government levels to consider a ban on lawn chemicals on private property. But as we continue to lead in that direction, such legislation might be possible sooner.

Sincerely yours,

Gail Surkan  
Mayor

c. Don Batchelor, Recreation, Parks & Culture Manager  
Ron Kraft, Parks Construction/Maintenance Superintendent

June 26, 2001

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403, 10 Stanton Street  
Red Deer, AB T4N 5S8

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Sincerely yours,

Gail Surkan  
Mayor

c. Don Batchelor, Recreation, Parks & Culture Manager  
Ron Kraft, Parks Construction/Maintenance Superintendent

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: Environmental Advisory Board Chair  
FROM: City Clerk  
RE: Pesticide Use Legislation – D. Rew Inquiry

---

**FILE**

**Reference Report:**

Environmental Advisory Board, dated November 30, 2001

**Report Back to Council:** No. This item was presented to Council for information purposes only

**Comments/Further Action:**

Thank you for bringing this matter to Council's attention. As you are aware the City, through the Recreation, Parks & Culture Department is actively participating in the provincial Urban Pesticide Use Program.



Kelly Kloss  
City Clerk

/chk

Item No. 10

**DATE:** December 11, 2001

**TO:** City Council

**FROM:** Mayor Surkan, Chair  
Greater Downtown / Riverside Meadows Policy Committee

**RE:** *Recommendations from the Policy Committee: Traffic Initiatives Study*

### *History*

On September 24, 2001, Council considered the report from the City of Red Deer Downtown Traffic Initiatives Study Steering Committee. Following consideration of that report, Council agreed to table the report and directed the Policy Group to provide recommendations to Council for further consideration.

### *Action Taken*

On October 11, 2001, the Policy Group met and reviewed the City of Red Deer Downtown Traffic Initiatives Study. For ease of reference, following are excerpts of the information contained in the Executive Summary of the Study, followed by the recommendations from the Policy Group.

### *Study Recommendations as made by Earth Tech Inc.*

#### **1. 48 Street Promenade Crossing of Taylor Drive:**

- The traffic expected to be generated by the redevelopment of the Cronquist Industrial lands can be accommodated via the two existing all-turns intersections on 45 Street (assuming signalization of both).
- An at-grade, all-turns intersection at Taylor Drive/48 Street would introduce safety and operational difficulties within the Taylor Drive corridor and is therefore neither feasible nor appropriate.
- The provision of a vehicular overpass or underpass at Taylor Drive/48 Street would cost in the order of \$4.2 to \$5.7 million and would compromise access for properties on 48 Street between Taylor Drive and 52 Avenue. Given the access issue, the cost, and the absence of a need for the connection from a traffic capacity perspective, it is recommended that neither an overpass nor an underpass be considered for vehicles at this location.
- Although an all-turns at-grade intersection is neither required nor feasible at Taylor Drive/48 Street, there is merit in providing a right turns access at 48 Street both east and west of Taylor Drive. This would provide circulation through the area as well as relief to the existing queuing problems that occur on 52 Avenue at the Ross Street/49 Street couplet.
- The minimum traffic control device necessary to accommodate pedestrians crossing Taylor Drive is a pedestrian signal. However, the installation of a pedestrian signal at this location is inconsistent with the major continuous corridor concept under which Taylor Drive was

developed. The safest and most effective pedestrian crossing device suitable for this location is a pedestrian over or underpass, and it is recommended that such a structure be installed once pedestrian activity begins to desire a route to the lands west of Taylor Drive. The present day cost for such a structure would be in the order of \$850,000. Until then (during the interim period), a pedestrian barrier should be installed on Taylor Drive so as to prevent pedestrians from crossing at a mid-block location. Pedestrian traffic should be directed to the existing signalized crossing locations at 49 Street or 45 Street. This may necessitate the construction of a sidewalk along Taylor Drive and a barrier in the median at a cost of some \$65,000.

***Recommendations: Policy Group***

There was a difference of opinion within the Policy Group regarding the recommendations of the consultant on this traffic initiative. There was consensus that further investigation be conducted to determine where the largest influx of pedestrian/bicycle traffic will access the downtown from the west.

**The next step is to proceed with the design of the 48<sup>th</sup> Street Pedestrian Promenade as soon as funding is available. Particular attention is to be paid to the pedestrian patterns expected in the area, the anticipated scheduling of the temporary barrier and sidewalk, the scheduling of a pedestrian overpass at Taylor Drive, a conceptual plan, a cost estimate, public meetings, and impact to vehicle mobility including the new transit terminal and businesses along the route.**

**The anticipated cost of such a study is in the order of \$75,000 and is budgeted for in Year 2003 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

**The anticipated cost of \$65,000 for the temporary pedestrian barrier and new sidewalk construction along Taylor Drive is budgeted for in Year 2004 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

**The anticipated cost of the Pedestrian Promenade including a pedestrian overpass structure at 48<sup>th</sup> Street and Taylor Drive is in the order of \$1,850,000 and is budgeted for in Years 2004 and 2006 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

***Study Recommendations as made by Earth Tech Inc.***

***2. 48<sup>th</sup> Street Promenade Connection at 47<sup>th</sup> Avenue and through the Parkvale Subdivision***

- It is recommended that 48 Street should not be opened to all types of vehicular traffic at 47<sup>th</sup> Avenue. Even under the low diversion estimate the volume of traffic on 48 Street between 46 and 47 Avenue would increase from 300 vpd to nearly 1000 vpd. In addition,

the character of 48 Street changes dramatically from one side of 47<sup>th</sup> Avenue (downtown) to the other (residential), and opening this leg of the intersection will result in a diversion of traffic into the residential area.

- The projected diverted volumes indicate that opening this leg of the intersection to right-in/right-out traffic at 48 Street and 47 Avenue is not likely to result in a substantial amount of additional traffic on 48<sup>th</sup> Street on either side of 47<sup>th</sup> Avenue. The benefit of a partial opening of 48 Street would be negligible, particularly in light of the strong public opposition that has been shown.
- It should be noted that the partial opening could be examined in more detail once the 48 Street Promenade concept is developed. The ability of the promenade to accommodate any kind of vehicular access will depend on details of the proposed promenade cross-section. Access for emergency vehicles from 48 Street to 47 Avenue should be provided.
- Upgrading the streetscape and improving bicycle and pedestrian access through the closed segment of street would enhance the overall aesthetics and help to promote the City's promenade concept for the 48 Street corridor without exposing the neighborhood to the potential adverse effects of through traffic. An allowance of \$30,000 should be made to improve the landscaping of this dead end. It should be noted that this does not include upgrading 48 Street between 46 and 47 Avenues but only the sidewalk area of the dead end.

***Recommendations: Policy Group***

Members agreed with the recommendations in the consultant's report. The issue of emergency access is not considered critical and should be left until such time as there is a more detailed design of the 48<sup>th</sup> Street Pedestrian Promenade.

**Next step relative to this traffic initiative is covered in the next steps outlined in traffic initiative #1.**

**The anticipated cost of \$30,000 for upgrading the existing dead end is budgeted in Year 2004 of the Major Capital Plan with funding from the Provincial Centennial Grant Program. This item should be scheduled for construction at the same time as the 48<sup>th</sup> Street Promenade and 47<sup>th</sup> Avenue traffic calming devices.**

***Study Recommendations as made by Earth Tech Inc.***

***3. Install Traffic Calming Devices on 51 Avenue & 49 Avenue***

- The introduction of traffic calming measures on either of 51 Avenue or 49 Avenue will result in traffic conditions that are unacceptable based on The City of Red Deer requirement for intersection operating conditions. This is expected under existing conditions, and this would be expected to deteriorate at the 115,000 population horizon. As such, no traffic calming measures are recommended for either of 51 Avenue or 49 Avenue.

- 51 Avenue is wider than 49 Avenue by one lane and therefore it is feasible to put in traffic calming measures on a temporary basis along sections of 51 Avenue. These measures would include extending the existing parallel parking and bulbing at intersections at a cost of some \$100,000. In this way, pedestrian crossings would be made safer across 51 Avenue. It must be realized that this measure will compromise the vehicle capacity of 51 Avenue at the 115,000 population horizon.
- The implementation of several traffic calming measures on 47 Avenue is recommended, including a measure of bulbing intersection sidewalks at both 44 and 48 Streets plus the installation of a three way stop at 44 Street. The cost of these improvements would be about \$40,000. Other measures should be reviewed if found to be necessary after implementation of the initial measure noted here.

***Recommendations: Policy Group***

Members endorsed the introduction of traffic calming suitably designed and developed on 51 Avenue and no traffic calming for 49 Avenue as recommended by the consultant, with the exception that the reference to "temporary" be deleted.

**Next step #1 is to proceed with the detailed design and installation of the recommended traffic calming features along the downtown portion of 51 Avenue. Landscaping, pedestrian, and street lighting, enhancements are to be considered as well.**

**The project cost to install calming devices has been estimated by the consultant to be in the order of \$100,000. Based on the degree of landscaping, pedestrian, street lighting enhancements developed as part of the detailed design, this preliminary cost estimate could be increased significantly. The preliminary amount is budgeted for in Year 2003 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

**Next step #2 is to proceed with the detailed design and construction of the traffic calming devices recommended along 47<sup>th</sup> Avenue including a 3-way STOP at the intersection of 47<sup>th</sup> Avenue and 44 Street. The schedule of the 47<sup>th</sup> Avenue improvements should be made in conjunction with the 48<sup>th</sup> Street Promenade construction. The preliminary cost indicated by the consultant was \$40,000 which has been included in Year 2003 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

***Study Recommendations as made by Earth Tech Inc.***

***4. Convert Roadways to Two-way Operation***

- The conversion of the Gaetz Avenue parking mall from one-way to two-way operation is workable under existing conditions, though the absence of adequate 115,000 population

forecast data prevents the presentation of a complete recommendation. The estimated cost of the proposed conversion is \$220,000. Also, the issue of conversion of the parking mall to two-way operation should be presented to the downtown business owners and operators for their input on the affect of the change in parking conditions versus the ease of traffic circulation. Unfortunately, there was not enough feedback from the business community during the course of this study to enable a preferred option to be determined.

- The proposed modification of 53 and 54 Streets from one way to two way operation is workable under existing conditions, and would also be expected to be workable under the future 115,000 population horizon conditions. Two-way streets would result in better traffic circulation but less parking unless road widening was also undertaken. The cost of road widening to achieve same number of parking stalls as currently exists is in the order of \$250,000. However, this traffic proposal should be included in the public consultation process for input from local businesses prior to making any final recommendations. Once again, there was not enough feedback from the business community during the course of this study to enable a preferred option to be determined.
- It is recommended that further modeling be undertaken in the downtown area to develop more appropriate forecasts for the 115,000-population horizon before any further analysis of traffic calming and parking mall traffic circulation modifications is undertaken.

***Recommendations: Policy Group***

Members endorsed the recommendations subject to presenting the stakeholders with three options:

- (a) Two-way traffic with parking;
- (b) One-way traffic (as is);
- (c) Two-way traffic with no parking in each instance and choosing the option that satisfies the majority. (It is important to note that the streetscaping would be altered with two-way traffic flow.)

Members recommended that the City Administration work in conjunction with the Downtown Business Association to conduct a public information/input process resulting in a report back to City Council.

**Next Step #1 is to undertake a detailed traffic modeling study of the downtown area to more accurately project the anticipated traffic volumes at the 115,000-population level. The traffic information used as a basis for the Building Setback Study and the Traffic Initiatives Study was projected from the 1996 General Transportation Plan. This detailed modeling could form part of the update to the General Transportation Plan, which is budgeted for Year 2003 of the Major Capital Plan with funding from the Provincial Basic Capital Program. The estimated cost is in the order of \$100,000.**

**Next Step #2 (subject to Step #1) is to proceed with the detailed design, public consultation, and implementation of the Gaetz Avenue Parking Mall conversion to two-way operation. The preliminary estimate for this project is \$220,000 and is budgeted in Year 2004 of the Major Capital Program with funding from the Provincial Centennial Grant Program.**

**Next Step #3 (subject to Step #2) is to proceed with the detailed design, public consultation, and implementation of the 53<sup>rd</sup> and 54<sup>th</sup> Street conversion to two-way operation. The preliminary estimate for this work is \$250,000 and is budgeted for in Year 2006 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

*Study Recommendations as made by Earth Tech Inc.*

**5. 55 Street/Railway Overpass and Hwy 2 Off Ramp to Taylor Drive**

- 55 Street west of the Gaetz Avenue intersection and the roads in the vicinity of the 54 Avenue rail overpass are inadequate in respect of design guidelines, safety, and future capacity. The alternative solutions are to extend 55 Street or to improve the underpass under the old CPR Bridge. The provisional design of realigning 55<sup>th</sup> Street, developed by The City, is the preferred option. The old CPR Bridge over 54 Avenue would be retained as a historical feature with the former roadway removed and landscaped. The pedestrian and bicycle traffic would have to be routed over a new pedestrian bridge crossing the realigned 55<sup>th</sup> Street or to an at grade crossing at the intersection of Gaetz Avenue and 55 Street until such time as pedestrian and cycle traffic so warranted a bridge structure.
- The cost estimate for removing the roadway under the CPR Foot Bridge, rehabilitation of the removed road, and construction of the new roads is in the order of \$920,000. The cost of a new pedestrian bridge would be about \$250,000.
- The aim of investigating the possibility of a north bound off ramp from Highway 2 at the south end of the City directly on to Taylor Drive, would be to divert north-bound Gaetz Avenue traffic to Taylor Drive. The analysis shows that the construction of the off ramp would have negligible effects at this time and is therefore not warranted, though the issue should be re-examined when The City's Transportation Plan is updated.

***Recommendations: Policy Group***

Members could not support the recommendation and decided that this issue requires further examination to include a detailed comparison between the recommended alignment and the one-way couplet option that would retain the existing 55<sup>th</sup> Street alignment under the rail bridge but in a southbound direction only. As indicated to the policy committee, the one-way couplet option was discounted at the *Study terms of reference* stage as the existing Rail Overpass is too low to accommodate much of the truck traffic and is narrow with no options for increasing the roadway capacity. As a result this option was not included in this study.

**Next Step #1 is to include the further investigation and comparison of the 55<sup>th</sup> Street westward extension in the recommended alignment with the second option of implementing a one-way couplet, in the General Transportation Plan update that is planned for Year 2003.**

**Next Step #2 is to include the preliminary cost estimate of \$1,070,000 for detailed design and construction in Year 2006 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

*Study Recommendations as made by Earth Tech Inc.*

**6. Kerry Wood Drive Enhancements through Riverside Meadows**

- Kerry Wood Drive, 51 Avenue, 59 Street and 60 Street are no longer needed in the City's truck route network. In addition, the low bridge clearance (4.50 metres) at the Gaetz Avenue /60<sup>th</sup> Street overpass effectively restricts the size of vehicles that can use the route to access the industrial area east of Gaetz. Trucks no longer need the route because they can now access the Riverside Light Industrial Area from 67 Street. Elimination of these streets from the truck route network will not compromise the ability of trucks to serve local businesses in the future, since local deliveries will still be permitted even along streets that are not part of the designated route.
- From a capacity standpoint, Kerry Wood Drive does not need a four-lane cross section except where turning lanes are required at the major intersections. If the road is removed from the truck network and parking is permitted on one or both sides of the street, the reduced cross-section and increased "side friction" will likely result in an overall speed reduction along the roadway and a more friendly pedestrian environment.
- Kerry Wood Drive was not identified as a constrained roadway under any of the future population horizons (up to 115,000) that were studied in the 1996 Transportation Plan Update, so future growth in the area should not have an adverse impact on the proposed roadway changes.
- The intersection of Kerry Wood Drive and 59 Street does not need the existing four-lane cross section to function adequately. To accommodate traffic and pedestrians safely and provide a smooth transition to the proposed two-lane section to the south, the southbound Kerry Wood Drive approach should be striped as a left turn lane and a through lane. The northbound approach should carry a through lane and dedicated right turn lane. Due to the proximity of the adjacent signal at 60 Street, the 59 Street intersection does not meet a warrant for pedestrian signal protection. However, it is necessary to enhance the protection of pedestrians in the existing crosswalks by providing advanced pedestrian warning signs for motorists on the westbound approach to the intersection. A new sidewalk is required

on the west side of the intersection to connect the new residential area west of the intersection to the existing signalized intersection at 60 Street at a cost of some \$10,000.

- Both 55<sup>th</sup> Street and 57 Street would meet the City's pedestrian signal warrant due to the proximity of this school on 55 Street and the playground on 57 Street. The pedestrian bulbs and crosswalk modifications mentioned above should be added at both locations, but a pedestrian signal should only be installed at one of these two locations. The intersection that is selected for the signal protection should be designated as part of a "Safe Route to School", along with the adjoining sidewalks on either side of Kerry Wood Drive. The estimated cost of installing the bulbing and a pedestrian signal is in the order of \$140,000.
- Introducing parking on one or both sides of the street will preclude the use of a center median as an aesthetic enhancement. To reduce the effective width of the road and provide an additional traffic calming measure on Kerry Wood Drive, the installation of traffic "bulbs" and crosswalks is recommended at key pedestrian crossings (55<sup>th</sup> Street and 57<sup>th</sup> Street, in particular). These features must be carefully designed so as to avoid obstructing the sight lines for traffic approaching Kerry Wood Drive from the minor streets. The estimated cost of altering Kerry Wood Drive from Taylor Drive to 60 Street in line with all the recommendations in this section is \$260,000.
- Pedestrian crosswalk signs should be provided at all crosswalks along Kerry Wood Drive in accordance with City crosswalk policy.
- Although there is generally not an unusual number of parking movements on the east end of 55<sup>th</sup> Street, the curved alignment and narrow width of the street makes it difficult for cars to pass in opposing directions. As a result, the removal of parking on the north side of the street is recommended. Because the addition of parking on Kerry Wood Drive is also recommended, there will be no net loss of parking in the area.

***Recommendations: Policy Group***

Members endorsed the consultant's recommendations with respect to the removal of the truck route, introduction of traffic calming and parking initiatives, and recommended that these take priority. It is further recommended that pedestrian crossings be implemented if other traffic calming initiatives are not successful.

There was general consensus that there is a need for an education program through the RCMP on the rights of pedestrian traffic.

**Next Step #1 is to schedule an amendment to the Truck Route Bylaw that will remove the truck routes in this area as outlined, early in Year 2002.**

**Next Step #2 is to initiate the detailed design and construction of the traffic calming work along Kerrywood Drive and the intersection enhancement at 59<sup>th</sup> Street and 54<sup>th</sup>**

**Avenue as outlined. The estimated cost of \$270,000 is budgeted for in Year 2003 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

**Next Step #3 is to review the pedestrian activity in this area after completion of the traffic calming work to see if a pedestrian signal is required at either 55<sup>th</sup> or 57<sup>th</sup> Street. The estimated cost of \$140,000 is budgeted in Year 2003 of the Major Capital Plan with funding from the Provincial Centennial Grant Program.**

**Next Step #4 is to remove the existing on street parking on the north side of 55<sup>th</sup> Street after completion of the traffic calming project on Kerrywood Drive so that the number of on street parking stalls remains the same.**

**Next Step #5 is the RCMP to initiate an educational program advertising the rights of pedestrians.**

***Additional Comments/Recommendations from the Policy Group:***

1. The Policy Group would be prepared to set priorities and to review the results of the stakeholder consultation.
2. The Policy Group recommends that Council consider the last sidewalk needing completion in the Riverside Meadows community as a priority.

Mayor Gail D. Surkan, Chair  
Greater Downtown/Riverside Meadows  
Policy Committee

/kh  
attchs.

- (i) Comments from the Riverside Meadows Community Association re: Downtown Traffic Initiatives Study (Page 40 excerpt from Downtown Traffic Initiatives Study)
  - (ii) Comments & Statement of Priorities - Downtown Business Association (dated November 8, 2001)
- c Greater Downtown/Riverside Meadows Policy Committee  
Internal Implementation Committee  
Downtown Traffic Initiatives Steering Committee Members

Submitted by Riverside meadows Community Association 126

**Riverside Meadows Truck Route Study & Safe Route to School**

On behalf of the people of R.M. I would like to say we would like the truck route removed from our community. During the "Area Redevelopment Plan" for R.M. (on which we worked very hard for over 2 years & there was a large cross section of people) we found removing the truck route an important part of changing R.M. to a more residential community. The truck route does not just affect Kerrywood Dr. as some councilors I have talked to believe. It affects 54 Ave., 60 St. 59 St. & 51 Ave. as the report shows.

Removing the truck route will not affect the businesses in our community, but it will lower the amount of vehicles on this route. The trucks would still be allowed to deliver to local businesses. The truck route now goes through 2 playground zones & a direct route to school for children. The speed of the vehicles is often over the posted limit.

The study done shows that for very little cost - changes could be made & a "Safe Route to School" as per the City of Red Deer could be put in place.

Page 40 of the report shows incorrect information.

**Kerrywood Dr. & 59 St. Crosswalk:**

3. Julie Jarvis the real-estate agent for Kerrywood Mews sent a written complaint to the by-laws dept.

4., 5. & 6. Re: Safe Route - inaccurate - 60 St & 51 Ave. is zoned for multi-family housing - how will those children get to Fairview School as well as any others that now come from that area.

**Kerrywood Dr. & 55 St. & 57 St.**

3. R.M.C.A. wrote a letter requesting a marked crosswalk & a pedestrian crossing signal for 55 St. for the bus stop as well as the children from school.

The study done shows that for very little cost – changes could be made. We agree that making Kerrywood Dr. & 54 Ave. 2 lanes instead of 4 with turning lanes & marked crosswalks will lower the # of vehicles shortcutting to miss lights on Taylor or Gaetz & would improve safety. We agree with parking available along Kerrywood Dr. to accommodate the school staff, nursing home & daycare staff, apartments, playground & the businesses.

### 55 St. parking

For safety reasons we think that there should only be loading & unloading during school hours. Most of the school, nursing home & daycare staff could park out on Kerrywood or request the School Board or DTHR to supply more parking.

### Crosswalks

We recommend crosswalks at 55 St., 57 St. & 59 St.

We were not aware of changes being done to slow traffic down when we requested the traffic signal – we would be willing to just have the narrowing, bulbing & changes in lanes - & forgo the signal lights for now. This would be more cost effective & safer. I am sure the roads are not built with this many vehicles in mind.

If this were your children or grandchildren would their safety not be the first concern? Put this truck route & 4 lanes in your residential neighborhood & see how it effect the speed, # of vehicles, roads & safety.

Submitted by Marleen Cowan President Riverside Meadows  
Community Association to the Policy meeting Oct. 11/01



November 8, 2001

Mr. Norbert Van Wyk  
City Manager  
City of Red Deer

**Re: Downtown Traffic Initiative**

The Board of Directors of the Downtown Business Association received a report from their representatives on the Greater Downtown Action Plan Policy Committee regarding the above at the November 6, 2001 regular meeting.

The Downtown Business Association passed a motion with the following priority list for completing the initiatives.

1. Kerry Wood Drive
2. Parkvale -- 48<sup>th</sup> Street & 47<sup>th</sup> Avenue
3. 48<sup>th</sup> Street & Taylor Drive
4. 55<sup>th</sup> Street & Gaetz Avenue Intersection
5. Downtown Traffic Calming -- 51 Avenue & 49<sup>th</sup> Avenue
6. Two-Way operations -- Gaetz Avenue & 53 & 54<sup>th</sup> Street

They requested that this information be forwarded to the Policy Committee.

Please contact me should you have any questions.

Yours sincerely,

A handwritten signature in black ink that reads "Ray Congdon".

Ray Congdon  
Executive Director

REC/jlm

**Comments:**

As members of the Greater Downtown/Riverside Meadows Policy Committee we support the recommendations in this report. It should be noted that all of the implementations are dependent on funding from the Provincial Centennial Grant Program. As Council will be aware, decisions relative to grants under this Program have now been delayed by the Provincial Government due to budget considerations. It is unclear when the Grant Program will be reinitiated. For that reason the implementation dates for all of the initiatives contained in this report are set to proceed in 2003 and beyond.

Should the Provincial Centennial Grant Program not be reinitiated, alternate sources of funding would have to be considered by Council in the future.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**Council Decision – Monday September 24, 2001**

**DATE:** September 25, 2001

**TO:** Steering Committee Members:  
B. Jeffers, Director of Development Services  
K. Haslop, Engineering Services Manager  
G. Scott, Committee Planning Coordinator  
T. Lindhout, Planner  
N. Hackett, Planner

**FROM:** City Clerk

**RE:** Downtown Action Plan – Traffic Initiatives Study

**FILE**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Reference Report:**

Steering Committee Members, dated September 14, 2001

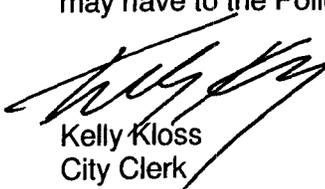
**Resolutions:**

**Resolved that** Council of the City of Red Deer, having considered the report from the Steering Committee Members re: Downtown Action Plan – Traffic Initiatives Study, agree that this item be received as information and be referred to the Downtown Action Plan Policy Committee for comment and recommendations back to Council.

**Report Back to Council:** Yes

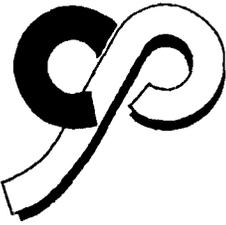
**Comments/Further Action:**

The Downtown Action Plan Policy Committee is to review the Traffic Initiatives Study and provide comment and recommendations to Council. Also Council requested that feedback be solicited from the Downtown Business Association, Parkvale Community Association, Riverside Meadows Community Association. As these groups are represented on the Greater Downtown/Riverside Meadows Policy Committee, we trust they will provide their respective group's comments to the Policy Committee. In addition, Mr. Muza, representing the South Parkvale Seniors, will be asked to submit any comments he may have to the Policy Committee.

  
Kelly Kloss  
City Clerk

/chk

c Downtown Action Plan Policy Committee



**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

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

**FACSIMILE TRANSMITTAL SHEET**

**FAX NUMBER:**

TO:

Freida

COMPANY:

City Clerks

FROM:

Nancy Hackett

DATE:

Nov 7

RE:

Riverside Meadows

URGENT

FOR REVIEW

PLEASE COMMENT

PLEASE REPLY

FOR YOUR INFO.

**COMMENTS:**

Attached please find, as we discussed on the phone, the comments of the Riverside Meadows Community Assoc. with regard to the Earth Tech / Downtown Traffic Initiatives Study.

Originals to follow :

no

total no. of pages including cover:

3

Parkland Community Planning Services offers consulting services throughout Alberta including public participation programs, Land Use Bylaws, Statutory Plans, mapping, special studies, subdivision designs, streetscapes, growth studies and facilitation.

## **Riverside Meadows Truck Route Study & Safe Route to School**

**On behalf of the people of R.M. I would like to say we would like the truck route removed from our community. During the “Area Redevelopment Plan” for R.M. (on which we worked very hard for over 2 years & there was a large cross section of people) we found removing the truck route an important part of changing R.M. to a more residential community. The truck route does not just affect Kerrywood Dr. as some councilors I have talked to believe. It affects 54 Ave., 60 St. 59 St. & 51 Ave. as the report shows.**

**Removing the truck route will not affect the businesses in our community, but it will lower the amount of vehicles on this route. The trucks would still be allowed to deliver to local businesses. The truck route now goes through 2 playground zones & a direct route to school for children. The speed of the vehicles is often over the posted limit.**

**The study done shows that for very little cost – changes could be made & a “Safe Route to School” as per the City of Red Deer could be put in place.**

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For safety reasons we think that there should only be loading & unloading during school hours. Most of the school, nursing home & daycare staff could park out on Kerrywood or request the School Board or DTHR to supply more parking.

### **Crosswalks**

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**If this were your children or grandchildren would their safety not be the first concern? Put this truck route & 4 lanes in your residential neighborhood & see how it effect the speed, # of vehicles, roads & safety.**

**Submitted by Marleen Cowan President Riverside Meadows  
Community Association to the Policy meeting Oct. 11/01**

**Comments:**

We agree with the recommendations of the Committee that this item be received as information and referred to the Downtown Action Plan Policy Committee for comment and recommendations back to Council.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager



Box 5008  
Red Deer, Alberta  
T4N 3T4

*The City of Red Deer*

**Office of the City Clerk**

**FILE**

September 25, 2001

Mr. J. Muza  
South Parkvale Seniors Representative  
4601 – 42 Street  
Red Deer, AB T4N 6Y6

Dear Mr. Muza:

**RE: City of Red Deer Downtown Traffic Initiatives Study**

At the City of Red Deer Council meeting held on Monday, September 24, 2001, Council reviewed the Downtown Action Plan – Traffic Initiatives Study and requested that the study be referred to the Downtown Action Plan Policy Committee for comment and recommendations back to Council.

The objectives of the Traffic Initiatives Study were to attain a better balance in functions of Downtown streets, making the Downtown environment more pleasant for pedestrians and more convenient for parking. The need for an existing truck route within the Riverside Meadows Community was addressed to determine function, capacity, and the possibility of more on-street parking and traffic calming measures for Kerry Wood Drive.

A copy of the Traffic Initiatives Study is enclosed. If you would like to provide written comments to the Committee, I invite you to do so and forward them by **OCTOBER 9, 2001** to Char Rausch, Staff Liaison, Greater Downtown/Riverside Meadows Policy Committee, via fax at 346-6195 ,e-mail to [charr@city.red-deer.ab.ca](mailto:charr@city.red-deer.ab.ca) or delivered to the Office of the City Clerk, 2<sup>nd</sup> Floor, City Hall.

Sincerely,

Kelly Kloss  
City Clerk

KK/chk  
/attach.

c Char Rausch, Greater Downtown/Riverside Meadows Policy Committee

**Confidential Attachment**

**to the  
Report to City Council:**

**Re:**

**City of Red Deer Downtown Traffic Initiatives Study:  
Recommendations from the Greater Downtown Riverside Meadows  
Policy Committee  
(Dated November 19, 2001)**

*Attached:* *Unconfirmed* Minutes of the Greater Downtown/Riverside  
Meadows Policy Committee Meeting of October 11, 2001

**COUNCIL MEMBERS ARE REQUESTED TO BRING  
THEIR COPIES OF THE STUDY TO THE  
COUNCIL MEETING**

**PLEASE CONSIDER CONFIDENTIAL UNTIL CONFIRMED BY COMMITTEE  
M I N U T E S**

of the regular Meeting of the **Greater Downtown Riverside  
Meadows Policy Committee** held on **Thursday, October 11, 2001**  
in the Wapiti Room, 2<sup>nd</sup> floor, City Hall  
commenced at 5:10 p.m.

**PRESENT:**

**Members:**

Mayor Gail Surkan, Chairperson  
Norbert Van Wyk, City Manager  
Councillor Jeffrey Dawson  
Councillor Bev Hughes  
Don Oszli, Chamber of Commerce  
Soren Hansen, Downtown Business Association  
Jim DeZutter, Downtown Business Association  
Sherri Turpin, Riverlands/Cronquist Business Park  
Dawna Barnes, Parkvale/North Downtown  
Marleen Cowan, Riverside Meadows  
Lorne Daniel, West Park/Woodlea/Waskasoo  
Bob Johnstone, Woodlea/Waskasoo  
David Cheetham, Citizen-at-Large

**Support Staff:**

Bryon Jeffers, Director of Development Services  
Greg Scott, Community Development Planning Coordinator  
Nancy Hackett, Parkland Community Planning  
Ken Haslop, Engineering Services Manager  
Char Rausch, Corporate Planning  
Cheryl Adams, Administrative Assistant

**Guest:**

Richard Wilson, Earth Tech (Canada) Inc.

## 1. DOWNTOWN TRAFFIC INITIATIVES STUDY

Mayor Surkan provided some background on the Downtown Traffic Initiatives Study. The results of the study were tabled by City Council, with a request for feedback from this group. The challenge is to give City Council feedback on all recommendations, whether they should be long or short term and recommendations on priority.

Richard Wilson, consultant with Earth Tech (Canada) Inc. indicated six independent projects are the focus of today's discussion, and the two competing methods of transportation in every downtown — pedestrian and vehicular. The purpose of this project is to try to achieve a better balance in the downtown streets making the downtown environment more pleasant for pedestrians and more convenient for parking.

### INITIATIVES

#### 48 Street & Taylor Drive

To accommodate pedestrian traffic at 48 Street and Taylor Drive a pedestrian overpass or underpass is recommended. In the interim a pedestrian barrier should be installed in the median to encourage crossing at 49 Street or 45 Street.

#### Issues

- priority access to pedestrians in areas of Old Train Bridge and 48 Street at Taylor;
- look at downtown as a destination instead of focusing on the need for a thoroughfare;
- funding agreement in place with the province based on Taylor Drive being a thoroughfare;
- a significant change in the North – South corridor would have a significant impact on the motoring public; may need to consult the public to determine tolerance level (public consultation);
- need to know what 48 Street promenade is going to look like to provide the proper pedestrian flow.



### **Decision**

There was a difference of opinion amongst members of the Policy Group with respect to the recommendations of the consultants. There was consensus that further investigation be conducted to determine where the largest influx of pedestrian/bicycle traffic will access the downtown from the west.

### **Parkvale**

Opening of 48 Street is not recommended as an improvement to traffic conditions in the Parkvale area. There is a suggestion of emergency vehicle access only from 48 Street to 47 Avenue. Upgrading at the point of closure of 48 Street is recommended. Three-way stop at 44 Street would improve access from that sector of Parkvale onto 47 Avenue.

### **Issues**

- letter from J.W. Muza dated September 20, 2001 was circulated; his proposal will be presented to the Parkvale Community Association at their AGM;
- discussions with Emergency Services indicate no concern for response times into Parkvale even considering the Public Market season;
- parking lot at the east end of 48 Street should be finished;
- Parkvale Community supports the recommendation of traffic calming measures (bulbing; three-way stop at 44 Street).

### **Decision**

Members agreed with the recommendations in the report. The issue of emergency access is not considered critical and will be left until such time as there is a more detailed design.

### **Downtown Traffic Calming/51 Avenue & 49 Avenue**

Traffic calming measures (i.e. bulbing) along 51 Avenue or 49 Avenue would result in unacceptable traffic conditions based on intersection operating requirements. Bulbing would provide for some additional parallel parking.

### **Issues**

- reference to "temporary" should be deleted.

### **Decision**

Members endorsed the introduction of traffic calming suitably designed and developed on 51 Avenue and no traffic calming for 49 Avenue as recommended by the consultant, with the exception that the reference to "temporary" be deleted. It was also agreed that priorities would need to be established.

### **Two-way Operations / Gaetz Avenue & 53 & 54 Streets**

The Traffic Initiative Study suggests the conversion of the Gaetz Avenue parking mall and 53 and 54 Streets from one-way to two-way operations are workable.

### **Issues**

- need to work through the Downtown Business Association regarding these proposed conversions to survey all business owners on preference of additional parking or two-way traffic flow on Gaetz Avenue;
- need to point out streetscaping would be altered with two-way traffic.

### **Decision**

Members endorsed the recommendations subject to presenting the stakeholders with three options: two-way traffic with parking; one-way traffic (as is); two-way traffic with no parking in each instance and choosing the option that satisfies the majority.

### **Railway Underpass**

The current 55 Street/Gaetz Avenue intersection and roads in the vicinity of 54 Avenue underpass are inadequate. The recommendation is to extend 55 Street West of Gaetz Avenue in a new alignment, preserving the existing rail bridge over the old 55 Street alignment.

### **Issues**

- was a one-way couplet investigated?



## **Decision**

Members of the Policy Group could not support the recommendation and agreed that this issue requires further examination to include a detailed comparison between the recommended alignment and the one-way couplet option.

## **Kerry Wood Drive**

There are a number of recommendations contained in the Traffic Initiatives Study relating to Kerry Wood Drive and the Riverside Meadows community.

## **Issues**

- traffic calming needed all along Kerry Wood Drive and 55 Street;
- traffic calming measures along Kerry Wood Drive could be extended one block further north to 59 Avenue because of the bulb for a crosswalk at 54 Avenue and 59 Street;
- suggestion that 55 Street be designated loading/unloading parking in daytime;
- safe routes to schools needed;
- traffic issues at 58 Street and Kerry Wood Mews.

## **Decision**

Members endorsed the study recommendations with respect to the removal of the truck route, introduction of traffic calming and parking initiatives, and that these take priority. It is further recommended that pedestrian crossings to be implemented if other traffic calming initiatives are not successful.

NOTE: There is a need for an education program through the RCMP on the rights of pedestrian traffic.

## **CONCLUSION**

Chairperson Surkan concluded that the Greater Downtown Riverside Meadows Policy Committee will:

- forward to City Council agreements reached on the traffic initiatives as noted herein;
- indicate to Council the committee would be prepared to come back to set priorities and to review the results of the stakeholder consultation;

- ❑ recommend to City Council that the truck route be immediately removed from Kerry Wood Drive as there is no cost involved;
- ❑ suggest to Council that the last sidewalk needing completion in the Riverside Meadows community be considered a priority.

A report will be prepared for submission to members prior to going to City Council. Any concerns should be forwarded to the Chairperson immediately.

## 2. 2002 PROJECTS REVIEW

City Manager Van Wyk briefly commented on the status reports on the Policy Group 2002 Projects and the Early Success Projects. The noted reports were provided for the information of members.

## NEXT MEETING

To be scheduled.

## ADJOURNMENT

The Thursday, October 11, 2001 regular meeting of the Greater Downtown Riverside Meadows Policy Committee adjourned at 8:15 p.m.

**COUNCIL MEETING OF SEPTEMBER 24, 2001**

**ATTACHMENT**

**DOCUMENT STATUS:        PUBLIC**

**REFERS TO:                DOWNTOWN ACTION PLAN  
                                  CITY OF RED DEER DOWNTOWN  
                                  TRAFFIC INITIATIVES STUDY  
                                  FINAL REPORT**

# CITY OF RED DEER DOWNTOWN TRAFFIC INITIATIVES STUDY

## FINAL REPORT

*Prepared for:*

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Box 5008  
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Prepared by:

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September 2001

Project No. 27250-3

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## 1.0 INTRODUCTION

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The City of Red Deer recently completed a Greater Downtown Action Plan that outlined plans and initiatives aimed at developing the Downtown area as a more pedestrian friendly environment. In January 2001, the City of Red Deer called for a study of six initiatives proposed in the GDAP and also in the Riverside Meadows Area Redevelopment Plan. In February 2001, Earth Tech Canada was awarded the contract to review these initiatives and has undertaken an extensive traffic analysis to determine the appropriateness and workability of the various initiatives from both a pedestrian and a traffic perspective. The purpose of this exercise was to provide the City of Red Deer with a technical basis for the development or to enable rational decisions to be made with respect to the various initiatives outlined in the GDAP.

The study by Earth Tech Canada was also expanded to include a CORSIM model of the downtown area for the purpose of providing a graphical illustration of the effects of various traffic scenarios and a demonstration of the results of different traffic regimes as they relate to the initiatives.

## 2.0 BACKGROUND INFORMATION

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The City of Red Deer has adopted the findings of the 2000 Greater Downtown Action Plan (GDAP) as the guidelines for all future development in the downtown area of the city. The City is currently testing various initiatives contained in the GDAP to determine whether they are feasible given the engineering and planning conflicts inherent in any urban road system.

Six initiatives have been identified for analysis in the study, and each deals with a separate part of downtown. The initiatives are described below and their location illustrated on **Exhibit 2.1**.

### *Proposed new intersection at 48<sup>th</sup> Street and Taylor Drive*

The GDAP calls for a strong residential component being developed along the banks of the Red Deer River by means of redevelopment of the City Works Yard Facility in terms of the Riverlands Concept Plan. To achieve the theme of integration, a pedestrian and vehicular link is required by extending 48<sup>th</sup> Street into the Riverlands area. This study examines the practicality of achieving the linkage between the downtown and Riverlands, as described in the GDAP. The study also determines what the optimal linkage should be and what it would cost.

### *Extend 48<sup>th</sup> Street as a through street to 47<sup>th</sup> Avenue*

The GDAP envisages 48<sup>th</sup> Street as a connector between the east and the west of the City – that is, between Parkvale and Riverlands. At the moment, 48<sup>th</sup> Street terminates at 47A Avenue. The practical implications of the policy needed to be tested to determine whether they are feasible or not. Testing this particular initiative required soliciting input from the community of Parkvale regarding the implications of this GDAP recommendation, in so far as it relates to traffic flows specifically.

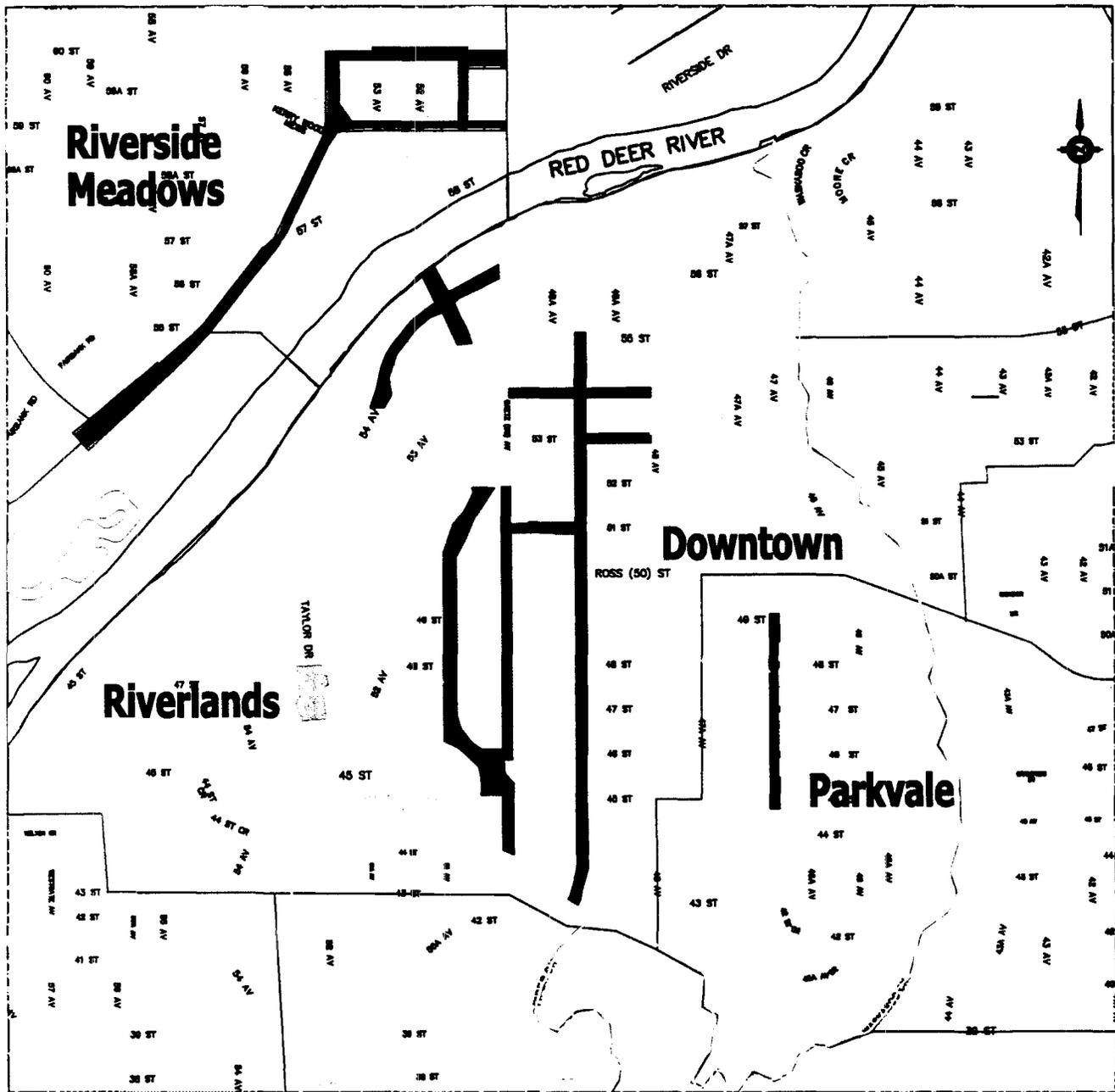
### *Identify traffic calming measures*

The GDAP has identified three streets that require traffic calming at the 115,000-population horizon if the aims of the GDAP are to be met. They are:

- 49<sup>th</sup> Avenue from 43<sup>rd</sup> Street to 55<sup>th</sup> Street (northbound)
- 51st/Gaetz Avenue from 43<sup>rd</sup> Street to 52nd Street (southbound)
- 47<sup>th</sup> Avenue from 44<sup>th</sup> Street to 49<sup>th</sup> Street

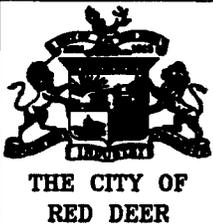
The first two roads share a common theme, as they are both arterials providing access to and through the downtown core. As such, the study to find suitable traffic calming measures was similar for both of them. Both roads also cross 48<sup>th</sup> Street, which, as stated previously, is the important link between east and west as a Promenade Street.

Some of the issues in the 47<sup>th</sup> Avenue /48<sup>th</sup> Street analysis will form part of this study. It should be noted that 47<sup>th</sup> Avenue is different from the north and southbound arterials in that it is a collector street serving a residential area. 47<sup>th</sup> Avenue is also seen as an important link in the pedestrian system of the City, both along and across its length. Once again, the Parkvale



### Legend

-  Intersection of Taylor Drive and 48th Street
-  Treatment of 48th Street at 47th Avenue
-  Traffic Calming
-  Conversion from One-Way to Two-Way Streets
-  55th Street/Former CP Rail Overpass
-  Function and Role of Kerry Wood Drive



## TRAFFIC INITIATIVES STUDY

### STUDY LOCALITIES OVERALL PLAN



Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

## EXHIBIT 2.1

DATE: August 2001

community input at the Open House will help define perceptions of the status of the existing traffic flows in 47<sup>th</sup> Avenue since possible traffic calming measures may take different forms in this situation would be the case on an arterial roadway.

#### ***Convert roadways to two-way operation***

In terms of the policies contained in the GDAP, certain roads have been identified for conversion from one-way to two-way operation. These roads are:

- The roads at the intersection of Gaetz Avenue and 51<sup>st</sup> Street
- 53<sup>rd</sup> Street between 48<sup>th</sup> and 49<sup>th</sup> Avenues
- 54<sup>th</sup> Street between 48<sup>th</sup> Avenue and Gaetz Avenue

53<sup>rd</sup> and 54<sup>th</sup> Streets are similar in that they have been two-way in the past and are now one-way. Their parking configurations have also been changed several times over the years. The historical experience of the City therefore will be crucial to this study so as to provide background information on the changes that have already taken place and the reaction to these changes. These conversions were made in 1982 at the request of the business community who lobbied for more street parking.

Gaetz Avenue from 46<sup>th</sup> Street to 52<sup>nd</sup> Street runs through the heart of the downtown. At the moment it is one way southbound at 51<sup>st</sup> Street, but the policy calls for a detailed design study to be undertaken to test the feasibility of converting it to two way. The parking area at the junction of Gaetz Avenue and 51<sup>st</sup> Street is an important facility in the heart of the downtown.

#### ***Retain the former 55<sup>th</sup> Street and CP Rail underpass***

Taylor Drive is ultimately to be the north/south bypass to the town centre. This study has to consider the connections to 55<sup>th</sup> Street in the north and Highway 2 in the south. One of the factors west of Gaetz Avenue is the existing pedestrian over road bridge on 55<sup>th</sup> Street. This used to be a CPR rail bridge that was modified to a pedestrian bridge in 1992. The bridge has now been designated a provincial heritage structure. The sight lines under the bridge are not to standard, the bridge is too low and it is exhibiting several signs of corrosion of the steel superstructure, causing it to be unsightly. This portion of the study determined what options are available for improving the position of traffic flow along this section of 55<sup>th</sup> Street while still retaining grade separation for pedestrians and preserving and protecting an historical structure.

The GDAP policy also calls for an investigation of the practicality of converting 55<sup>th</sup> Street right-of-way west of Gaetz Avenue to park space.

#### ***Confirm the function and design of Kerry Wood Drive from Taylor Drive to 60<sup>th</sup> Street.***

This portion of Kerry Wood Drive is currently a designated truck route through Riverside Meadows to the Riverside Light Industrial subdivision. While not part of the GDAP, urban rejuvenation of Riverside Meadows is addressed in the 2000 Riverside Meadows Area

Redevelopment Plan. This plan basically calls for a relocation (phasing out) over time of the industrial zoning which already exists in Riverside Meadows to be replaced by commercial/residential zonings. The desirability of Kerry Wood as a truck route is therefore questionable. Furthermore, the physical construction of Kerry Wood Drive is variable and not at all times suitable for truck traffic. This study examined Kerry Wood Drive and makes recommendations for truck routing, lane marking, parking, traffic calming and any other appropriate measures to bring the Drive into line with the proposed urban land use.

The Riverside Meadows community and area businesses were consulted to increase their awareness and understanding of the issues and constraints associated with truck traffic in the area.

These six initiatives are not contiguous and therefore there is no combining theme or principle that could be common to them all. However, there are key principles in the GDAP that need to be applied to any evaluation of whether or not a policy is practical. Some of the key principles include the following:

- Pedestrians first by creating an attractive walking environment.
- Calm traffic flows on major arterial routes.
- Accommodate cyclists through the provision of defined on-road commuter cycling lanes.
- Connectivity enhancement between land uses.
- Creative combination of roadway elements in a safe and effective manner.

A number of comprehensive design guidelines have been generated by the GDAP, such as:

- Maximize on-street parking.
- Maximize sidewalk widths.
- Maximize pedestrian light signal timing.
- Provide dedicated cycling lanes.
- Provide adequate routes for public transit and emergency service vehicles.
- Use of projected traffic volumes for the 115,000-population level.

The work completed to date regarding the six initiatives is summarized in the sections that follow.

The traffic forecasts provided to Earth Tech by the City for use in assessing the impact of the initiatives at the 115,000 population horizon were developed as part of the 2001 Downtown Setback Study (Stantec Consulting). The forecasts developed in the 2001 Downtown Setback Study included an increase of approximately 70% from previous forecasts developed in the 1996 Red Deer Transportation Study (IMC Consulting) based on counts undertaken by Stantec as part of the Downtown Setback Study. It was understood that these counts showed current traffic volumes to be 40% greater than what had been forecast by the IMC model. As such, Stantec increased the 115,000 population horizon traffic forecasts by a similar amount. The expanded volumes were then factored up by another 25% in order to model worst-case conditions.

The significant difference in forecast volumes for the 115,000 population horizon created an issue regarding the appropriateness of using such significantly modified forecast data as part of the analysis in the Downtown Initiatives Study being undertaken by Earth Tech. Fortunately the main thrust of the Downtown Initiatives Study involved a *comparison* of conditions at the 115,000 population horizon with and without certain measures in place. To the extent that comparison was the motivation, then the use of the modified forecast volumes was considered to be appropriate. However, *the forecast volumes and associated analysis should not be utilized for any circumstance where the purpose is to assess absolute operating conditions and/or to identify necessary road network improvements*. This problem becomes more pronounced in areas further away from the downtown area, though it is noted that there are significant issues identified by Earth Tech within the Gaetz Avenue parking mall forecasts that significantly limit the usefulness of the forecasts. This also reduces the usefulness of the CORSIM modelling being undertaken as part of the study.

If the 1996 forecasts for the 115,000 population horizon are indeed out by 40%, this indicates that there may have been a fundamental shift in origin/destination patterns in the City. This or any other significant shift in travel behaviour reflects a clear need to update the 1996 model to reflect current conditions, with a subsequent re-analysis of the 115,000 population horizon based on those assumptions. This is outside the scope of this study, though we understand that the City is aware of the need to consider this issue and plans to undertake an update to the 1996 model in 2004.

### 3.0 EXECUTIVE SUMMARY

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The completion of the analysis undertaken by Earth Tech resulted in the development of a number of conclusions. These are summarized here by Initiative and outlined in more detail in the sections that follow.

#### *Taylor Drive/48<sup>th</sup> Avenue*

- The traffic expected to be generated by the Cronquist Industrial lands can be accommodated via the two proposed all-turns access locations on 45<sup>th</sup> Street (assuming signalization of both). A vehicular connection to 48<sup>th</sup> Street east and west of Taylor Drive is not required through an all-turns intersection at Taylor Drive/48<sup>th</sup> Street.
- An at-grade, all-turns intersection at Taylor Drive/48<sup>th</sup> Street would introduce safety and operational difficulties within the Taylor Drive corridor and is therefore neither feasible nor appropriate for consideration in an all-turns condition.
- The provision of a vehicular overpass or underpass at Taylor Drive/48<sup>th</sup> Street would cost in the order of \$4.2 to \$5.7 million and would compromise access for properties on 48<sup>th</sup> Street between Taylor Drive and 52<sup>nd</sup> Street. Given the access issue, the cost and the absence of a need for the connection from a traffic capacity perspective, it is recommended that neither an overpass nor an underpass be considered for vehicles at this location.
- Although an all-turns at-grade intersection is neither required nor feasible at Taylor Drive/48<sup>th</sup> Street, there is merit in providing a right turns access and egress for 48<sup>th</sup> Street east of Taylor Drive. This would provide circulation through the area as well as relief to the existing queuing problems that occur on 52<sup>nd</sup> Street at the Ross/49<sup>th</sup> Street couplet. It is recommended that this intersection (limited to right turns only on the east side of Taylor Drive) be included as part of the 48<sup>th</sup> Street promenade design.
- The minimum traffic control device necessary to accommodate pedestrians crossing Taylor Drive is a pedestrian signal. However, the installation of a pedestrian signal at this location is inconsistent with the major continuous corridor concept under which Taylor Drive was developed. Any less intense type of pedestrian control (pedestrian flasher or a signed and marked crosswalk) will not create a safe pedestrian crossing environment. The safest and most effective pedestrian crossing device suitable for this location is a pedestrian over or underpass, and it is recommended that such a structure be installed once pedestrian activity begins to desire a route to the lands west of Taylor Drive. The present day cost for such a structure would be in the order of \$850,000. Until then (during the interim period), a pedestrian barrier should be installed on Taylor Drive so as to prevent pedestrians from crossing at a mid-block location. Pedestrian traffic should be directed to the existing signalized crossing locations at 49<sup>th</sup> Street or 45<sup>th</sup> Street. This may necessitate the

construction of a sidewalk along Taylor Drive and a barrier in the median at a cost of some \$65,000.

### ***Parkvale***

- Based on the potential traffic volume diversions identified in Table 4.1, it is recommended that 48<sup>th</sup> Street should not be opened to vehicular traffic on the roadway segment in question. Even under the “low” diversion estimate the volume of traffic on 48<sup>th</sup> Street between 46<sup>th</sup> and 47<sup>th</sup> Avenue would increase from 300 vpd to nearly 1,000 vpd. In addition, the character of 48<sup>th</sup> Street changes dramatically from one side of the closed section (downtown Red Deer) to the other (the Parkvale residential area), and opening this section of street will result in a diversion of traffic into the residential area without addressing any specific circulation problems west of 47<sup>th</sup> Avenue.
- The projected diverted volumes indicate that opening this segment of street to right-in/right-out traffic at 48<sup>th</sup> Street and 47<sup>th</sup> Avenue is not likely to result in a substantial amount of additional traffic on either street. The daily volume of traffic exiting 48<sup>th</sup> Street and turning right on 47<sup>th</sup> Avenue is expected to range from 80 to 160 vpd (40 to 80 with the 50% traffic calming reduction in place), while the daily traffic traveling south on 47<sup>th</sup> Avenue and turning right onto 48<sup>th</sup> Street would range from 250 to 800 vpd (125 to 400 vpd with the traffic calming measures in place). The benefit of a partial opening of 48<sup>th</sup> Street would be negligible, particularly in light of the strong public opposition that has been shown.
- It should be noted that the partial opening could be examined in more detail once the 48<sup>th</sup> Street Promenade concept is developed. The ability of the promenade to accommodate any kind of vehicular access will depend on details of the proposed promenade cross-section, sidewalk elements, etc. Access for emergency vehicles only from 48<sup>th</sup> St to 47<sup>th</sup> Ave should be provided.
- Upgrading the streetscape and improving bicycle and pedestrian access through the closed segment of street would enhance the overall aesthetics and help to promote the City’s promenade concept for the 48<sup>th</sup> Street corridor without exposing the neighborhood to the potential adverse effects of through traffic. An allowance of \$30,000 should be made to improve the landscaping of this dead end. It should be noted that this does not include upgrading 48<sup>th</sup> St between 46<sup>th</sup> and 47<sup>th</sup> Avenues but only the sidewalk area of the dead end.

### ***Downtown Traffic Calming***

- The introduction of traffic calming measures on either of 51<sup>st</sup> Avenue or 49<sup>th</sup> Avenue will result in traffic conditions that are unacceptable based on the City of Red Deer requirement for intersection operating conditions. This is expected under existing conditions, and this would be expected to deteriorate at the 115,000 population horizon. As such, no traffic calming measures are recommended for either of 51<sup>st</sup> Avenue or 49<sup>th</sup> Avenue.

- The current situation in 49<sup>th</sup> Ave precludes traffic calming measures but 51<sup>st</sup> Ave is wider than 49<sup>th</sup> Ave by one lane and therefore it is feasible to put in traffic calming measures on a temporary basis along sections of 51<sup>st</sup> Ave. These measures would include extending the existing parallel parking and bulbing at intersections at a cost of some \$100 000. In this way, pedestrian crossings would be made safer across 51<sup>st</sup> Ave. It must be realized that this measure will compromise the vehicle capacity of 51<sup>st</sup> Ave at the 115 000 population horizon. Traffic flow and pedestrian safety will have to be revised along 51<sup>st</sup> Ave when conflicts become evident in the future.

### ***Convert Roadways To Two-Way Operation***

- The conversion of the Gaetz Avenue parking mall from one-way to two-way operation is workable under existing conditions, though the absence of adequate 115,000 population forecast data prevents the presentation of a complete recommendation. The estimated cost of the proposed conversion is \$220 000. Also, the issue of conversion of the parking mall to two-way operation should be presented to the downtown business owners and operators for their input on the affect of the change in parking conditions versus the ease of traffic circulation. Unfortunately, there was not enough feedback from the business community during the course of this study to enable a preferred option to be determined.
- The proposed modification of 53<sup>rd</sup> and 54<sup>th</sup> Streets from one way to two way operation is workable under existing conditions, and would also be expected to be workable under the future 115,000 population horizon conditions. Two-way streets would result in better traffic circulation less parking unless road widening was also undertaken. The cost of road widening to achieve same number of parking stalls as currently exists is in the order of \$250,000. However, this traffic proposal should be included in the public consultation process for input from local businesses prior to making any final recommendations. Once again, there was not enough feedback from the business community during the course of this study to enable a preferred option to be determined.
- It is recommended that further modelling be undertaken in the downtown area to develop more appropriate forecasts for the 115,000 population horizon before any further analysis of traffic calming and parking mall traffic circulation modifications be undertaken.
- The implementation of several traffic calming measures on 47<sup>th</sup> Avenue is recommended, including a measure of bulbing intersection sidewalks at both 44<sup>th</sup> and 48th Streets plus the installation of a three way stop at 44<sup>th</sup> Street. The cost of these improvements would be about \$40,000. Other measures should be reviewed if found to be necessary after implementation of the initial measures noted here.

### ***South Taylor Drive Connection and Railway Underpass***

- The 55<sup>th</sup> St, Gaetz Ave intersection and the roads in the vicinity of the 54<sup>th</sup> Ave underpass are inadequate in respect of the desired design lines for traffic safety. The alternative solutions

are to either extend 55<sup>th</sup> St or to improve the underpass under the old CPR bridge. The provisional design developed by the City is the preferred option. The old CPR bridge across 54<sup>th</sup> Ave would be retained as an historical feature on the pedestrian and cycle route. The pedestrian and bicycle traffic would have to be rerouted over a new bridge to be built or at an at grade crossing at the intersection of Gaetz Ave and 55<sup>th</sup> St until such time as pedestrian and cycle traffic so warranted.

- The cost estimate for removing the roadway under the CPR foot bridge, rehabilitation of the removed road, and construction of the new roads is in the order of \$920 000. The cost of a new pedestrian bridge would be about \$250 000 .
- The aim of investigating the possibility of a north bound off ramp from Highway 2 directly on to Taylor Drive would be to divert north-bound Gaetz Ave traffic to Taylor Drive. The analysis shows that the construction of the off ramp would have negligible effect at this time and is therefore not warranted, though the issue should be re-examined when the City's transportation plan is updated.

### ***Kerry Wood Drive***

- Kerry Wood Drive, 51<sup>st</sup> Avenue, 59<sup>th</sup> Street, and 60<sup>th</sup> Street are no longer needed in the City's truck route network, particularly in light of the relatively small number of trucks that use Kerry Wood Drive, the proposed future land uses in the area, and the presence of a 30 km/hr. playground zone. In addition, the low bridge clearance (4.50 metres) at the Gaetz Avenue overpass effectively restricts the size of vehicle that can use the route to access the industrial area east of Gaetz. Trucks no longer need the route because they can now access the Riverside Light Industrial Area from 67<sup>th</sup> Street. Elimination of these streets from the truck route network will not compromise the ability of trucks to serve local businesses in the future, since local deliveries will still be permitted even along streets that are not part of the designated route.
- From a capacity standpoint, Kerry Wood Drive does not need a four-lane cross section except where turning lanes are required at the major intersections. If the road is removed from the truck network and parking is permitted on one or both sides of the street, the reduced cross-section and increased "side friction" will likely result in an overall speed reduction along the roadway and a more friendly pedestrian environment.
- Kerry Wood Drive was not identified as a constrained roadway under any of the future population horizons (up to 115,000) that were studied in the 1996 Transportation Plan Update, so future growth in the area should not have an adverse impact on the proposed roadway changes.
- The intersection of Kerry Wood Drive and 59<sup>th</sup> Street does not need the existing four-lane cross section to function adequately. To accommodate traffic and pedestrians safely and provide a smooth transition to the proposed two-lane section to the south, the southbound

Kerry Wood Drive approach should be striped as a left turn lane and a through lane. The northbound approach should carry a through lane and a dedicated right turn lane. Due to the proximity of the adjacent signal at 60<sup>th</sup> Street, the 59<sup>th</sup> Street intersection does not meet a warrant for pedestrian signal protection. However, it is necessary to enhance the protection of pedestrians in the existing crosswalks by providing advanced pedestrian warning signs for motorists on the westbound approach to the intersection. A new sidewalk is required on the west side of the intersection to connect the new residential area west of the intersection to the existing signalized intersection at 60<sup>th</sup> Street at a cost of some \$10,000.

- Both 55<sup>th</sup> Street and 57<sup>th</sup> Street would meet the City's pedestrian signal warrant due to the proximity of the school on 55<sup>th</sup> Street and the playground on 57<sup>th</sup> Street. The pedestrian bulbs and crosswalk modifications mentioned above should be added at both locations, but a pedestrian signal should only be installed at one of these two locations. The intersection that is selected for the signal protection should be designated as part of a "Safe Route to School," along with the adjoining sidewalks on either side of Kerry Wood Drive. The estimated cost of installing the bulbing and a pedestrian signal is in the order of \$140,000.
- Introducing parking on one or both sides of the street will preclude the use of a centre median as an aesthetic enhancement. To reduce the effective width of the road and provide an additional traffic calming measure on Kerry Wood Drive, the installation of traffic "bulbs" and crosswalks is recommended at key pedestrian crossings (55<sup>th</sup> Street and 57<sup>th</sup> Street, in particular). These features must be carefully designed so as to avoid obstructing the sight lines for traffic approaching Kerry Wood Drive from the minor streets. The estimated cost of altering Kerry Wood Drive from Taylor Drive to 60<sup>th</sup> Street in line with all the recommendations in this section is \$260,000.
- Pedestrian crosswalk signs should be provided at all crosswalks along Kerry Wood Drive in accordance with City crosswalk policy.
- Although there is generally not an unusual number of parking movements on the east end of 55<sup>th</sup> Street, the curved alignment and narrow width of the street makes it difficult for cars to pass in opposing directions. As a result, the removal of parking on the north side of the street is recommended. Because the addition of parking on Kerry Wood Drive is also recommended, there will be no net loss of parking in the area.

## 4.0 TAYLOR DRIVE/48<sup>th</sup> STREET

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### 4.1 INTRODUCTION

The Greater Downtown Action Plan calls for a strong residential component to be developed along the banks of the Red Deer River through the redevelopment of a portion of the City's Works Yard facility, in keeping with the Riverlands concept Plan. To achieve the theme of integration, a pedestrian and vehicle link is desired through the extension of 48<sup>th</sup> Street across Taylor Drive into the Riverlands area as illustrated on **Exhibit 4.1**

The purpose for this initiative was to determine the expected traffic generated by the Cronquist Industrial site at full build out (assumed to correspond to a 115,000 population horizon) and then confirm:

- Whether the two proposed access locations on 45<sup>th</sup> Street would be sufficient to accommodate the full compliment of site traffic plus 115,000 population horizon background traffic.
- Whether an all-turns at-grade intersection is feasible at the Taylor Drive/48<sup>th</sup> Street intersection.
- If an at-grade intersection is not feasible, what would be the implications for constructing either an underpass or an overpass for both vehicles or for pedestrians.

In general terms, the analysis sought to establish the need for access onto Taylor Drive and then explored options for accommodation of access in some form at the Taylor Drive/48<sup>th</sup> Street location.

### 4.2 BASE ASSUMPTIONS

The analysis was conducted based on a number of assumptions developed by Earth Tech in discussion with City of Red Deer. Specifically, these included the following:

- The traffic conditions were examined for the weekday PM peak hour.
- The horizon population used for the analysis was 115,000. Data provided by the City as prepared by Stantec in their 2001 Downtown Setback Study was used as a basis for analysis.<sup>1</sup> For the purpose of analysis it was assumed that the 115,000 population forecasts included consideration of all significant development areas within the study area (including the West Park Extension).

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<sup>1</sup> As noted in the Background discussion (Section 2.0), the Stantec forecasts for the 115,000 population horizon were rudimentary in nature and as such, the accuracy of the forecast traffic volumes used in the analysis cannot be confirmed. While use of the Stantec data for comparative purposes as required in this study is certainly appropriate (comparison of conditions at 115,000 population with/without stated improvements), the use of the forecast data for any other analytical purposes should be treated with caution.



The Cronquist Industrial lands assumed the following development components from the Greater Downtown Action Plan:

- 500 room hotel with 20,000 square feet of convention space.
- 1,300 multi-family residential homes.
- 250,000 square feet of commercial/retail space with 20% pass-by traffic.

A review of trip generation rates confirmed that the PM peak hour would be the critical period for design. As such, all analysis was undertaken for the PM peak hour.

#### 4.3 TRAFFIC FORECASTS

Once the land use had been confirmed with the City, a traffic forecasting exercise was undertaken. This included an assessment of trip generation, distribution and assignment assuming full build out of the Cronquist Industrial area at the 115,000 population horizon.

The trip generation rates used in this analysis are summarized here in **Table 4.1**. The corresponding peak hour traffic volumes are summarized here in **Table 4.2**.

The analysis also included consideration of full development of the lands on the east side of Taylor Drive between 45<sup>th</sup> and 49<sup>th</sup> Streets.

**Table 4.1: Trip Generation Rates**

Land Use	Source	Size	Trip Rate (PM Pk Hr)
Commercial/Retail	ETC	250,000 sqft.	8 trips per 1,000 sqft.
Hotel (All Suites)	ITE	500 rooms	0.61 per room
Multi-Family Residential	City	1,300 units	0.70 per dwelling unit

**Table 4.2: Forecast Traffic Volumes – Cronquist Industrial Lands**

Land Use	Inbound PM Peak Hour	Outbound PM Peak Hour
Commercial/Retail (Primary plus Pass-by*)	1000	1000
Hotel	160	140
Multi-Family Residential	600	310
<b>Total</b>	<b>1760</b>	<b>1450</b>

Note \*: Pass-by trips would be included in the driveway counts but since they will be drawn from the background traffic volumes already on 52<sup>nd</sup> Avenue and 48<sup>th</sup> Street, they will not be “new” trips to the local road network.

The directional distribution of the development traffic was estimated based on an examination of the population and employment centres in the vicinity of the development site and/or the location of other retail centres in the area of 48<sup>th</sup> Street.

With the above information, the traffic was assigned to the existing roadway network assuming a right turn access to and from Taylor Drive for the Riverlands site but without consideration of any vehicular connectivity to 48<sup>th</sup> Street east of Taylor Drive.

The results of this analysis confirmed that the Cronquist Industrial lands site traffic can be expected to be accommodated by the two all turns access locations proposed (and currently existing) on 45<sup>th</sup> Street. Although both intersections would require signalization and modifications to cross section and laning, traffic at the 115,000 population horizon can be expected to be accommodated within acceptable design parameters for the intersections based on the methodology outlined in the Highway Capacity Manual for signalized intersections. No access to or from Taylor Drive at 48<sup>th</sup> Street is required in order to accommodate the Cronquist Industrial lands traffic at the 115,000 population horizon. A restricted right turn in/out access from Taylor Drive into the Cronquist Industrial lands is feasible, but is not a requirement from a traffic planning perspective for developing the site. A possible layout is shown on **Exhibit 4.2**.

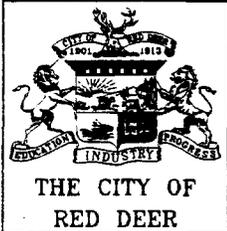
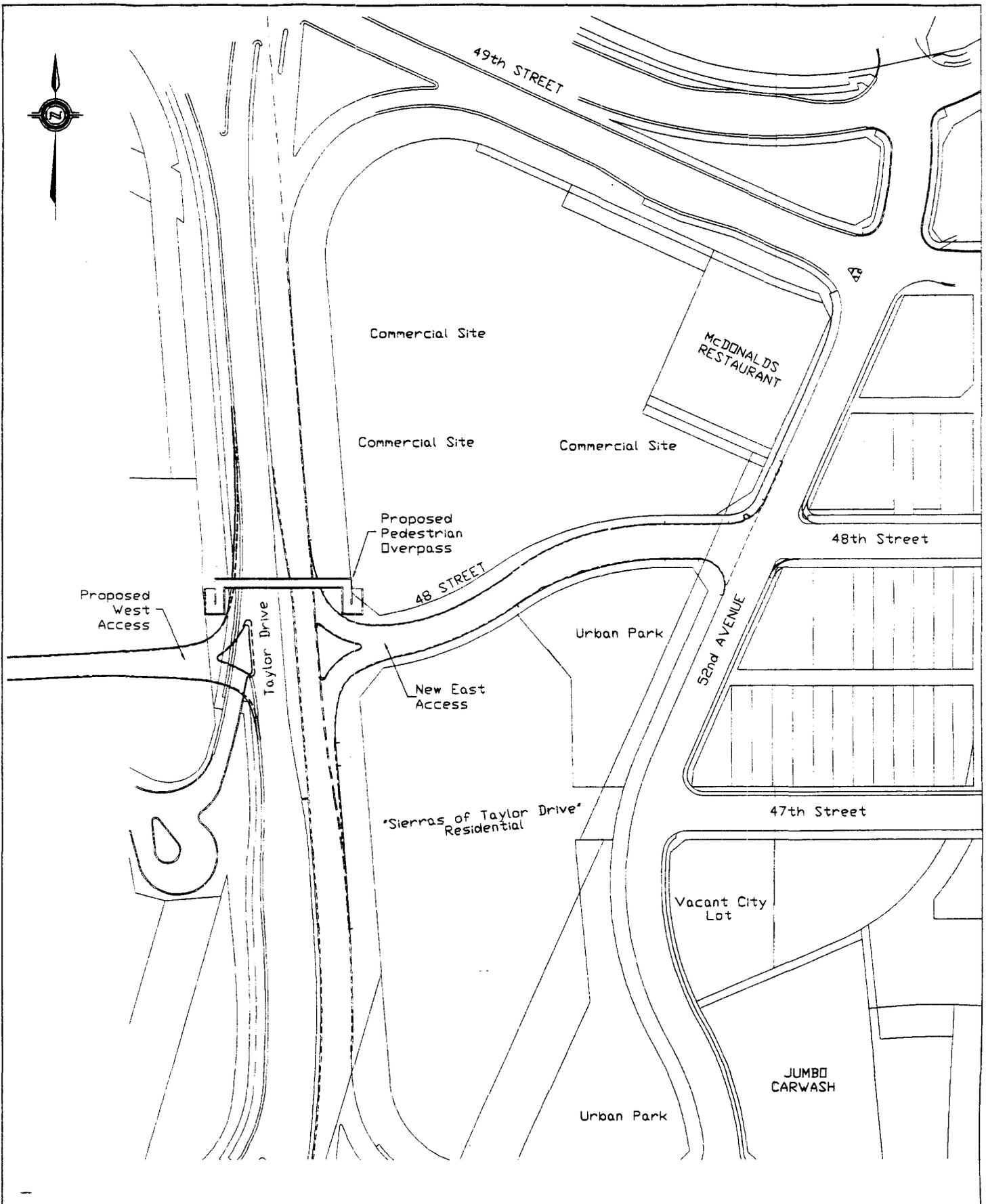
#### 4.4 48<sup>th</sup> STREET PROMENADE CROSSING OF TAYLOR DRIVE

Current pedestrian activity in the vicinity of 48<sup>th</sup> Street is very low. Comprehensive pedestrian surveys conducted in the area in 2000 found little to no activity from 49<sup>th</sup> Street south to 45<sup>th</sup> Street along 52<sup>nd</sup> Avenue. Limited pedestrian activity was also present at the 45<sup>th</sup> Street and 50<sup>th</sup> Street/Taylor Drive intersections. In addition to the lack of development in the area, the low pedestrian volumes were also impacted by the lack of sidewalks in the area (no sidewalks exist on the south side of 49<sup>th</sup> Street, on the east side of Taylor Drive or on the west side of 52<sup>nd</sup> Avenue).

The City's Greater Downtown Action Plan (GDAP) calls for the eventual development of the 48<sup>th</sup> Street Promenade from Waskasoo Creek to the east to the Red Deer River to the west passing through the Cronquist Industrial lands on the 48<sup>th</sup> Street alignment. The primary impact of this pedestrian corridor proposal is that it will need to cross Taylor Drive in some capacity.

The location of a pedestrian crossing at the 52<sup>nd</sup> Avenue/48<sup>th</sup> Street intersection is not in need of discussion. Opportunities exist on multiple approaches to accommodate the necessary crossing. However, the issue is more complicated at the 48<sup>th</sup> Street/Taylor Drive crossing. Here, the arterial standard of the roadway and the geometry of the intersecting roadways complicate the placement of any sort of at-grade pedestrian crossing. Specific issues include the following:

- The eastbound to southbound movement of traffic at the Taylor Drive/49<sup>th</sup> Street intersection appears to provide less than the desired decision sight distance. Therefore, the installation of an at-grade pedestrian crossing at 48<sup>th</sup> Avenue would need to include some form of advance



TRAFFIC INITIATIVES STUDY  
 TAYLOR DRIVE/48th ST  
 EAST AND WEST APPROACHES

**EARTH TECH**

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DWG No. EXHIBIT 4.2  
 DATE: August 2001

warning device for the eastbound to southbound vehicles at the Taylor Drive/49<sup>th</sup> Street intersection.

- Taylor Drive is an arterial standard roadway, currently carrying approximately 28,000 vehicles per day. Spot speed studies conducted in 2001 as part of this study indicated an 85<sup>th</sup> percentile speed of 59 km/hr (the posted speed limit is 60 km/hr), indicating substantial compliance with existing roadway parameters. In addition to compromising the purpose of an arterial roadway (to carry a high traffic volume with minimal delay to through traffic), the presence of a mid-block crossing on Taylor Drive would introduce a non-standard characteristic for drivers. This would increase the hazard to pedestrians and would ensure that any potential crossing would have to provide a flashing pedestrian warning as a minimum requirement.
- The geometry of the Taylor Drive/48<sup>th</sup> Street intersection and the right turn access to the lands west of Taylor Drive present a difficult obstacle to providing a uniform pedestrian crossing. To accommodate the geometry of the intersecting roadways, an at-grade pedestrian crossing would need to be placed at an angle across Taylor Drive in order to provide a safe refuge for pedestrians to commence and complete their crossing. Such a skewed crossing is less desirable than a perpendicular crossing and reduces the safety to the pedestrians.
- The presence of deceleration tapers on Taylor Drive (northbound into 48<sup>th</sup> Street and southbound into the lands west of 48<sup>th</sup> Street) would require advance warning signs for the crossing to be placed in the deceleration taper, thus reducing the visibility to through traffic and increasing the hazard to pedestrians crossing Taylor Drive.
- The width of Taylor Drive is such that the median could function as a pedestrian refuge, though this could also result in pedestrians being trapped on the median should the signal cancel before they finish crossing the roadway.

Given these factors, the minimum traffic control device necessary to accommodate pedestrians crossing Taylor Drive would be a traffic control signal at an at-grade intersection. An at grade intersection is not feasible or desirable for the following reasons:

- The development of an at-grade intersection and installation of a traffic signal at this location would be inconsistent with the major continuous corridor concept under which Taylor Drive was developed with the City of Red Deer and Alberta Transportation.
- The intersection is not required in order to accommodate traffic growth in the area.
- An intersection at this location would create a potentially hazardous weave on southbound Taylor Drive between 49<sup>th</sup> and 48<sup>th</sup> Streets. Drivers making the turn from eastbound to southbound Taylor Drive that are destined for eastbound 48<sup>th</sup> Street would be required to weave across two lanes of traffic in a very short distance to reach the left turn bay at 48<sup>th</sup> Street.

- As was noted for the at-grade pedestrian crossing concept discussed above, the placement of an intersection at this location would introduce a non-standard characteristic for drivers on Taylor Drive. This would, in turn, create a less safe environment for pedestrians and drivers alike.
- The desired intersection spacing along a major arterial roadway such as Taylor Drive is 400 metres. Currently, the 45<sup>th</sup> and 49<sup>th</sup> Street intersections are separated by just over 450 metres and so the provision of an intersection between them would result in a sub-standard intersection spacing (approximately 220 metres between 45<sup>th</sup> and 48<sup>th</sup> Streets and approximately 270 metres between 48<sup>th</sup> and 49<sup>th</sup> Streets). This spacing would also compromise the ability of the City to optimize signal progression in the Taylor Drive corridor.
- The accommodation of the standard 60 metres of left turn storage at 48<sup>th</sup> Street would reduce the northbound left turn storage at 49<sup>th</sup> Street by 58 metres from 161 metres to a total of 103 metres. While this still exceeds the basic requirement for 60 metres of left turn storage, we understand that existing conditions generate queues of approximately 120 metres. As such, it would be inappropriate to compromise the existing northbound left turn storage distance at this location given the expected increase in storage distance requirements to the 115,000 population horizon. A similar condition would occur for the southbound left turn from Taylor Drive to 45<sup>th</sup> Street, though the impact at this location would be much less significant.

To this end, then, an all-turns at-grade intersection is neither required for capacity reasons nor recommended at the 48<sup>th</sup> Street intersection with Taylor Drive. As such, any vehicular crossing would need to occur above or below grade. The cost for such a vehicular overpass or underpass would be approximately \$4.2 million and \$5.7 million respectively. Furthermore, such structures would severely limit access to and from 48<sup>th</sup> Street (effectively eliminating access to properties located between Taylor Drive and 52<sup>nd</sup> Street).

Given the inability to provide an all-turns, at-grade intersection, the only way to safely accommodate pedestrians crossing Taylor Drive in the future would be via a grade-separated pedestrian crossing. The cost of construction of a pedestrian bridge would be about \$0.85 million. Such a structure would not be warranted for some time, and so it is recommended that a pedestrian barrier be installed on Taylor Drive during the interim period so as to prevent pedestrian traffic from crossing at a mid-block location and pedestrian traffic should be directed to the existing signalized crossing locations at 49<sup>th</sup> Street or 45<sup>th</sup> Street during an interim period prior to a grade separated pedestrian overpass being provided over Taylor Drive on 48<sup>th</sup> Street. This may necessitate the construction of a sidewalk along Taylor Drive at a cost of \$33,000. The barrier would need to remain even after the construction of the above or below grade pedestrian crossing.

It should be noted that although an all-turns at-grade intersection is not feasible at this location, it would be feasible to accommodate an at-grade intersection limited to right turns only on the east side of Taylor Drive. This would provide circulation through the area as well as relief to the existing queuing problems

that occur on 52<sup>nd</sup> Street at the Ross/49<sup>th</sup> Street couplet. It is recommended that this intersection (limited to right turns only on the east side of Taylor Drive) be included as part of the 48<sup>th</sup> Street promenade design. The proposed design for this intersection is illustrated on **Exhibit 4.2**.

#### 4.5 CONCLUSIONS AND RECOMMENDATIONS

As a result of the analysis conducted as part of this study, Earth Tech has reached the following conclusions and recommendations:

- The traffic expected to be generated by the Cronquist Industrial lands can be accommodated via the two proposed all-turns access locations on 45<sup>th</sup> Street (assuming signalization of both). A vehicular connection to 48<sup>th</sup> Street east of Taylor Drive is not required based on traffic planning criteria.
- Although not a requirement for the development of the Cronquist Industrial lands, a full right turn in/out access at 48<sup>th</sup> Street and Taylor Drive is feasible for this intersection.
- An at-grade, all-turns intersection at Taylor Drive/48<sup>th</sup> Street would introduce safety and operational difficulties within the Taylor Drive corridor and is therefore neither feasible nor appropriate for consideration in an all-turns condition.
- The provision of a vehicular overpass or underpass at Taylor Drive/48<sup>th</sup> Street would cost in the order of \$4.2 to \$5.7 million and would compromise access for properties on 48<sup>th</sup> Street between Taylor Drive and 52<sup>nd</sup> Street. Given the access issue, the cost and the absence of a need for the connection from a traffic capacity perspective, it is recommended that neither an overpass nor an underpass be considered for vehicles at this location.
- Although an all-turns at-grade intersection is neither required nor feasible at Taylor Drive/48<sup>th</sup> Street, there is merit in providing a right turns access and egress for 48<sup>th</sup> Street east of Taylor Drive. This would provide circulation through the area as well as relief to the existing queuing problems that occur on 52<sup>nd</sup> Street at the Ross/49<sup>th</sup> Street couplet. It is recommended that this intersection (limited to right turns only on the east side of Taylor Drive) be included as part of the 48<sup>th</sup> Street promenade design.
- The minimum traffic control device necessary to accommodate pedestrians crossing Taylor Drive is a pedestrian signal. However, the installation of a pedestrian signal at this location is inconsistent with the major continuous corridor concept under which Taylor Drive was developed. Any less intense type of pedestrian control (pedestrian flasher or a signed and marked crosswalk) will not create a safe pedestrian crossing environment. The safest and most effective pedestrian crossing device suitable for this location is a pedestrian over or underpass, and it is recommended that such a structure be installed once pedestrian activity begins to desire a route to the lands west of Taylor Drive. The estimated cost for such a pedestrian bridge is about \$850,000. Until then (during the interim period), a pedestrian

barrier should be installed on Taylor Drive so as to prevent pedestrian traffic from crossing at a mid-block location and pedestrian traffic should be directed to the existing signalized crossing locations at 49<sup>th</sup> Street or 45<sup>th</sup> Street. This may necessitate the construction of a sidewalk along Taylor Drive at an estimated cost of \$33,000.

## 5.0 PARKVALE

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### 5.1 INTRODUCTION

The 48<sup>th</sup> Street Promenade was identified as one of the major recommendations of the *Greater Downtown Action Plan*, providing an east-west link through the downtown area between Waskasoo Creek and the Red Deer River. The promenade is described as one of the pedestrian-oriented initiatives in the GDAP, and would likely be developed over a longer period of time as the adjacent land uses develop in a manner that is conducive to pedestrian activity.

Within the scope of this study, the examination of Initiative #2 involved an assessment of potential future traffic conditions under the following three scenarios:

- 48<sup>th</sup> Street opened to vehicular, pedestrian, and bicycle traffic between 47<sup>th</sup> Avenue and 47A Avenue.
- 48<sup>th</sup> Street opened to pedestrian and bicycle traffic and emergency vehicles only but closed to all other vehicular traffic, between 47<sup>th</sup> Avenue and 47A Avenue.
- 48<sup>th</sup> Street opened to pedestrian and bicycle traffic between 47<sup>th</sup> and 47A Avenues, with 48<sup>th</sup> Street open for right-in/right-out vehicular access on 47<sup>th</sup> Avenue.

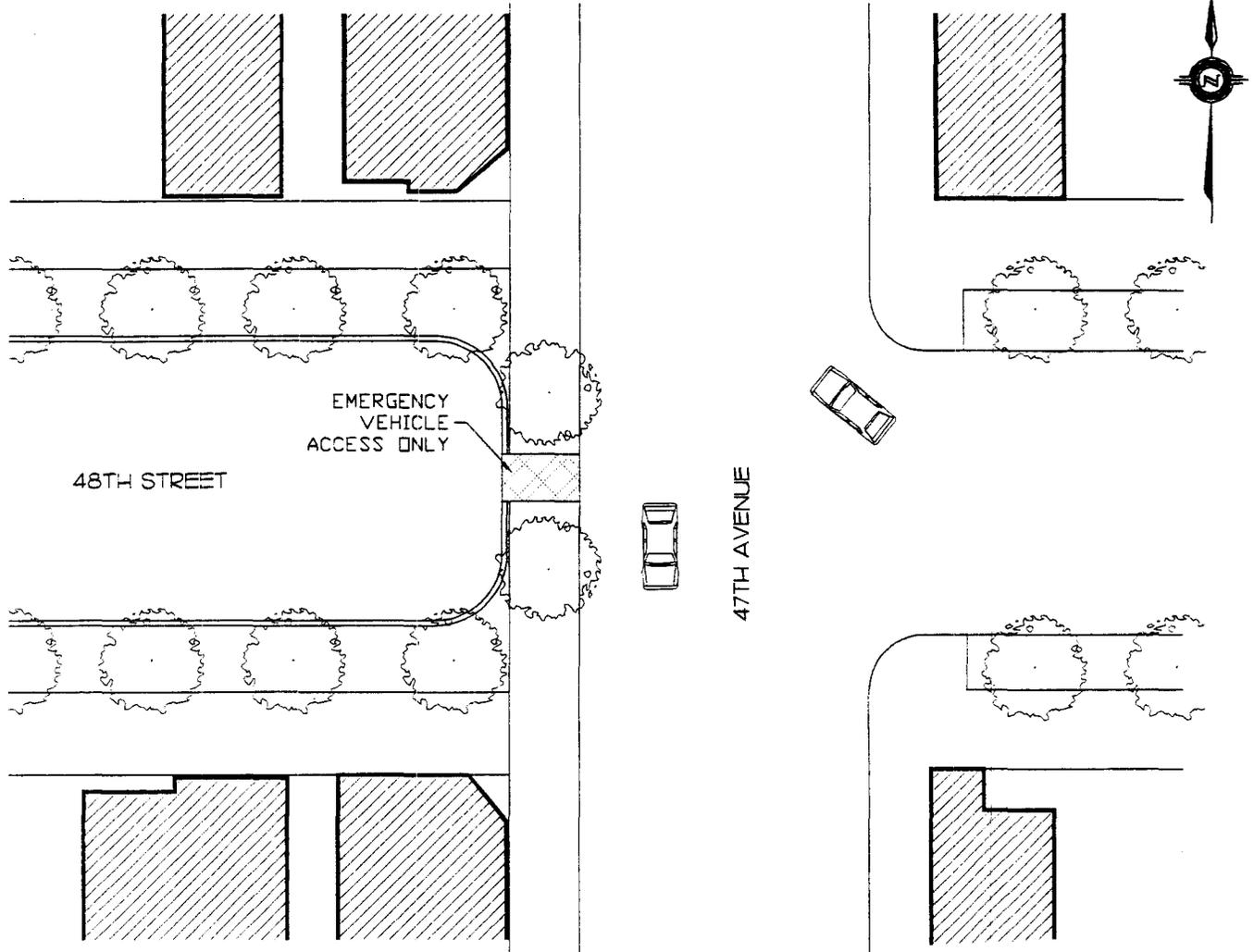
The decision regarding 48<sup>th</sup> Street has to be incorporated in a larger conceptual design for the 48<sup>th</sup> Street Promenade. Concepts for the intersection treatment for the second and third options are illustrated in **Exhibits 5.1** and **5.2**, respectively.

### 5.2 TRAFFIC VOLUME ANALYSIS

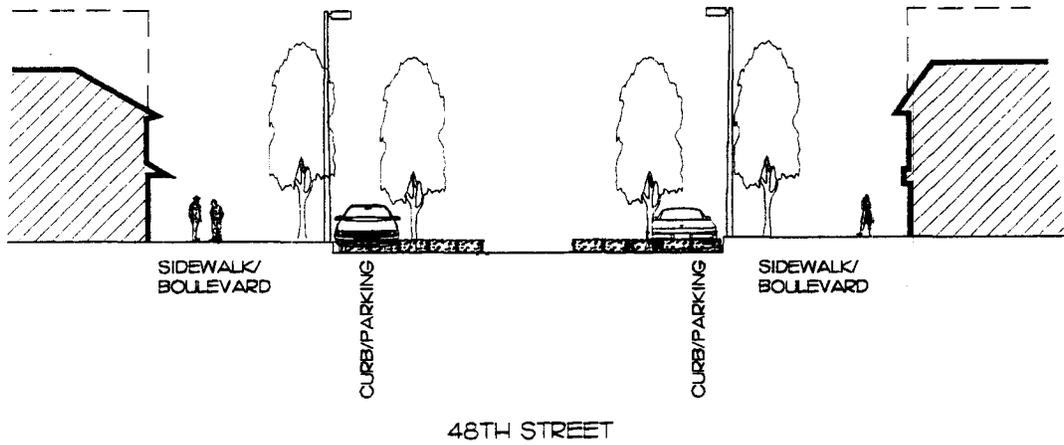
48<sup>th</sup> Street currently carries about 3,300 vehicles per day (weekday average) between 48<sup>th</sup> and 49<sup>th</sup> Avenues, and just over 300 vehicles per day between 46<sup>th</sup> and 47<sup>th</sup> Avenues. To determine the potential traffic volume increase on the two roadway segments that would be directly affected by the opening of 48<sup>th</sup> Street to vehicular traffic (47<sup>th</sup> Avenue between 48<sup>th</sup> and 49<sup>th</sup> Streets, and 48<sup>th</sup> Street between 46<sup>th</sup> and 47<sup>th</sup> Avenues), the projected traffic volumes at the 115,000 population horizon were examined in detail<sup>2</sup>. Specific turning movement volumes that might divert to the opened section of roadway were analyzed, and a “low” and “high” estimate of additional traffic for each potential movement. The “low” estimate is based on the assumption that no more than half of the traffic for any specific movement would change from its current route and would be distributed equally among other routes that provided similar travel times through the street network. The “high” estimate was based on an equal distribution of the daily volume through the street network without the limitation on the diversion for each movement. Each potential movement volume was reduced by 50% to account for traffic calming measures that would serve to increase the travel time on the two affected roadways.

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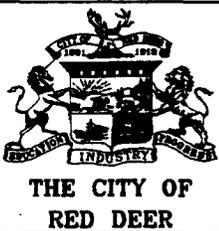
<sup>2</sup> See footnote #1.



**PLAN**



**ELEVATION**



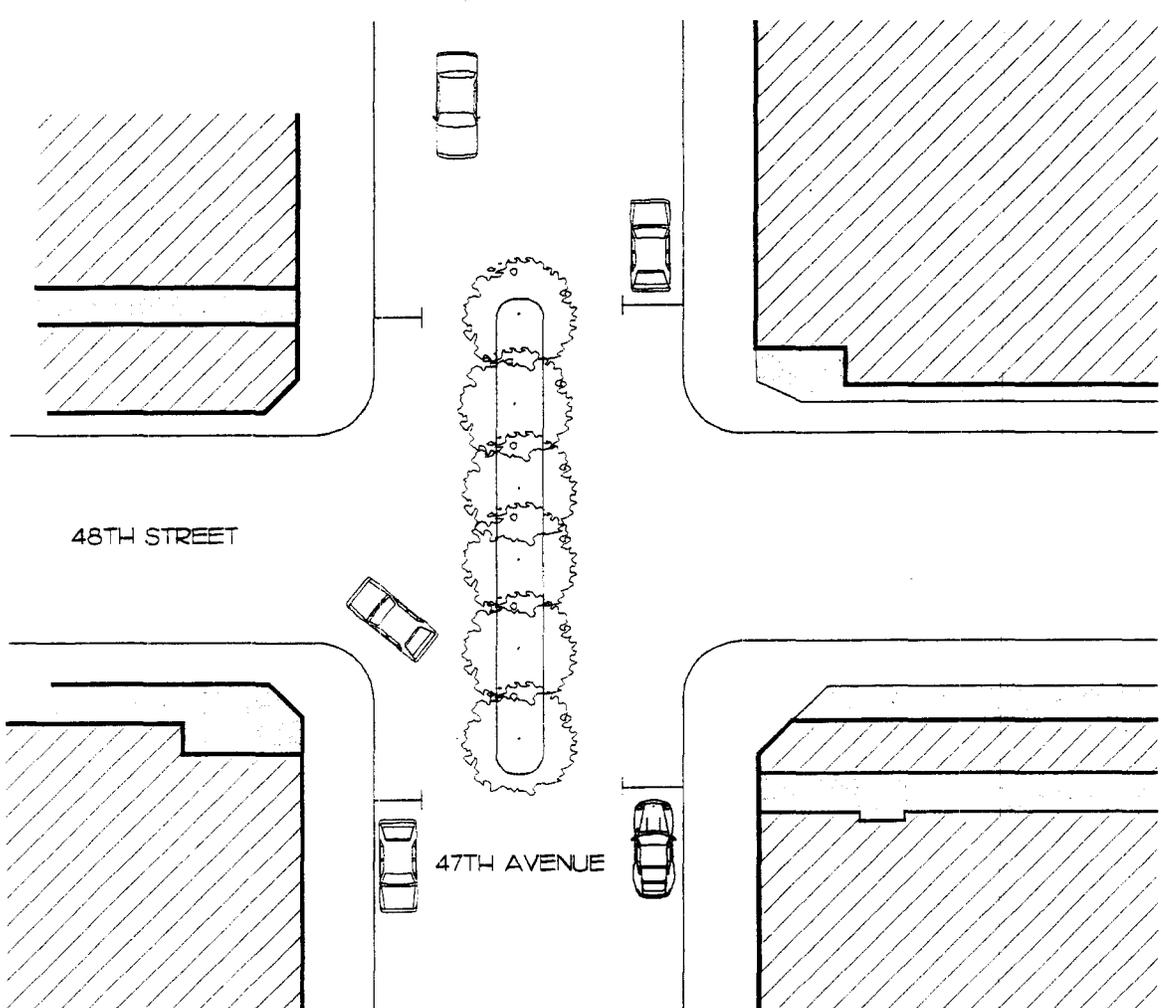
**TRAFFIC INITIATIVES STUDY**  
**48th Street AT 47th Avenue**  
**OPTION 1**  
**(RECOMMENDED)**

**EARTH TECH**

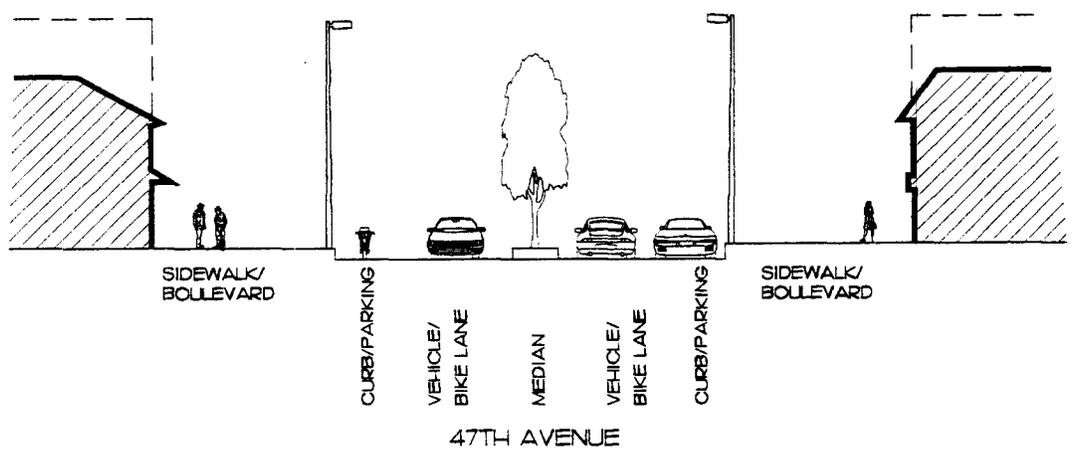
Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

**EXHIBIT 5.1**

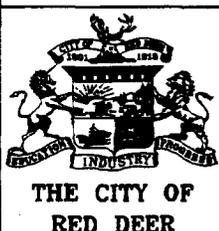
DATE: August 2001



**PLAN**



**ELEVATION**



**TRAFFIC INITIATIVE STUDY**  
**48th STREET at 47 AVENUE**  
**OPTION 2**  
**(NOT RECOMMENDED)**

**EARTH TECH**  
 Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346  
 DWG No. **EXHIBIT 5.2**  
 DATE: August 2001

This information is summarized here in Table 5.1.

**Table 5.1: Potential Traffic Volume Changes with 48<sup>th</sup> Street Open**

Roadway Segment	Base Volume (vpd)	Routed to 47 <sup>th</sup> Avenue:		Routed to 48 <sup>th</sup> Street:	
		Low	High	Low	High
Left turn from 48 <sup>th</sup> Street to 49 <sup>th</sup> Avenue	1,340	225	335	225	335
Left turn from 48 <sup>th</sup> Street to 48 <sup>th</sup> Avenue	270	70	90	70	90
Left turn from 48 <sup>th</sup> Avenue to 43rd St. (*)	320	80	160	N/A	N/A
Left turn from Ross St. to 48 <sup>th</sup> Ave. (**)	1,890	190	630	190	630
Left turn from Ross St. to Gaetz Ave. (**)	610	60	155	60	155
Right turn from 49 <sup>th</sup> Avenue to 49 <sup>th</sup> St	2,650	440	660	440	660
Right turn from 48 <sup>th</sup> Avenue to 49 <sup>th</sup> St.	1,550	390	515	390	515
<b>TOTAL POTENTIAL VOLUME INCREASE</b>		<b>1,455</b>	<b>2,545</b>	<b>1,375</b>	<b>2,385</b>
<b>50% TRAFFIC CALMING REDUCTION</b>		<b>730</b>	<b>1,275</b>	<b>690</b>	<b>1,195</b>

(\*) – Identifies a potential change to southbound 47<sup>th</sup> Avenue and westbound 48<sup>th</sup> Street with a right-in/right-out access

(\*\*) – Identifies a potential change to eastbound 48<sup>th</sup> Street and southbound 47<sup>th</sup> Avenue with a right-in/right-out access

Based on the analysis described above, the first option (full closure of 48<sup>th</sup> Street at 47<sup>th</sup> Avenue) is recommended, with the provision that two-way emergency access through this block should be incorporated in the design of the Promenade. This recommendation is based on the following:

- Providing the opportunity for continuous vehicular travel on 48<sup>th</sup> Street does not address any specific circulation problems. Most of the traffic volume that would divert to 48<sup>th</sup> Street from other routes can be better accommodated by minor operational improvements at other locations. On northbound 48<sup>th</sup> Avenue, for example, vehicles turning right onto 49<sup>th</sup> Street sometimes encounter delays due to the length of the red signal phase. Opening 48<sup>th</sup> Street to vehicular traffic will likely result in a dispersion of this traffic through the northern section of Parkvale, even though these vehicles are ultimately destined for 49<sup>th</sup> Street.
- The character of 48<sup>th</sup> Street changes dramatically in the one-block segment between 47A and 47<sup>th</sup> Avenues. From 47A Avenue to the west, 48<sup>th</sup> Street runs through the edge of the downtown area, while the easternmost segment of 48<sup>th</sup> is part of the local Parkvale street network.
- As the City's plan for the promenade becomes more clearly defined in the future, the utilization of 48<sup>th</sup> Street can be re-examined in light of potential changes in land use in Parkvale. As long as the street consists primarily of single-family homes, the opening of 48<sup>th</sup> to vehicular traffic will likely result in traffic volumes that are not appropriate for the area.

### 5.3 PUBLIC CONSULTATION

The work program for this Initiative included a public consultation component, with the objective of providing project information to residents in the Parkvale community, seeking feedback on the potential opening of 48<sup>th</sup> Street, and gathering input on Earth Tech's recommendations to the City. To achieve this objective, two Open Houses were held: one at the outset of the project, to provide information on potential treatments for 48<sup>th</sup> Street, and one near the end of the project, to present recommendations to the community.

#### 5.3.1 Open House #1

An initial Open House to gather input on options for 48<sup>th</sup> Street was held on Tuesday, April 3<sup>rd</sup>, 2001 from 2 until 4 PM and 5 until 8 PM. Approximately 80 people were in attendance, and almost 50 comment forms were submitted. Approximately two dozen comment forms or submissions were received subsequent to this first Open House.

General comments received are summarized by topic below. A complete listing of comments received is provided in the "Summary of Public Input" submitted separately.

#### *Opening 48<sup>th</sup> Street for Pedestrians and Bicycles*

Almost all respondents supported the concept of opening up 48<sup>th</sup> Street for pedestrians and bicycles. A few people voiced the opinion that 48<sup>th</sup> Street already functions in this manner, so there is no need to modify it. However, most people indicated support for improving it, and some thought it may be a good way to encourage alternative modes of transportation in the downtown.

One respondent indicated that this option under-utilizes the roadway.

#### *Opening 48<sup>th</sup> Street for Motorized Vehicles*

Respondents overwhelmingly indicated their opposition to this option – only eight out of over 60 submissions support the idea of opening 48<sup>th</sup> Street up to motorized vehicles. Of those opposed to the idea, the following reasons were given:

- There is no need for/point to opening it up, as the street leads to a dead end in a residential area.
- The concept would increase noise and traffic in a quiet neighbourhood – would negatively affect the character of the neighbourhood.
- It may compromise the safety of children in the area.
- 48<sup>th</sup> is not wide enough to accommodate through traffic.
- People may use it to shortcut through the neighbourhood.

Of those people who supported the concept, ease of access to downtown was cited as the primary advantage. The importance of access for emergency vehicles was also noted.

### ***The 48<sup>th</sup> Street Promenade Concept***

Many people thought the promenade concept was a great idea for improving the street environment. Others supported a promenade intended for pedestrians only – a number of people thought it would conflict with the notion of introducing vehicles at 48<sup>th</sup> Street and 47<sup>th</sup> Avenue.

It is also evident that the idea of a ‘promenade’ requires better explanation for some people to be able to comment on it.

### ***Other***

It should be noted that many people were quite emphatic in their opposition to opening 48<sup>th</sup> Street up to motor vehicles. Some expressed concern that this concept made it into the GDAP, as they were as equally opposed to the idea at that time. Many of the comments focussed on the concern of declining quality of life if the street is to be opened up, and compromising the character of the community.

Some people indicated that traffic calming was required on other streets in the community as well, for example 46<sup>th</sup> and 47<sup>th</sup> Streets.

A number of comment forms (8) were submitted after the Open House by City employees, who were concerned regarding the potential loss of the parking lot that currently exists on 48<sup>th</sup> Street, if the roadway is to be improved.

### **5.3.2 Open House #2**

The second Open House for the Parkvale community was held on Wednesday, June 20, from 5:00 until 8:00 p.m. The purpose of the Open House was to review background information, including input obtained from the community at a previous Open House, and to vet the project team’s initial recommendations.

At the first Open House, the community indicated a strong preference to keep 48<sup>th</sup> Street closed to vehicular traffic, citing concerns for quality of life, pedestrian safety and increased traffic volumes caused by ‘cut-through’ traffic.

At the second Open House, two options were put to the public, as follows:

- Option 1: keep 48<sup>th</sup> Street closed to vehicles at 47<sup>th</sup> Street, and landscape the area to allow emergency access. This was identified as a recommended option.
- Option 2: open 48<sup>th</sup> Street to right in/right out turning movements for vehicles.

Approximately thirty people attended Open House #2, and two submissions were sent to Earth Tech subsequent to the meeting. General community preferences for this initiative are described below. A

more detailed description of public input received is included in the “Summary of Public Input #2” submitted separately.

***Option #1: 48<sup>th</sup> Street open to bicycles and pedestrians***

Option #1 was the preferred option for those people who attended the Open House. A few residents indicated they would prefer more accessibility into the community (particularly on farmers market days), but most supported closure of 48<sup>th</sup>, and some indicated that the block between 47<sup>th</sup> and 47a would be ideal for street fairs, performances, etc. Some attendees to the Open House also agreed with the need to ‘clean up’ the current dead-end to 48<sup>th</sup>, and make it more attractive through landscaping and street design.

***Option #2: 48<sup>th</sup> Street open to right in/right out vehicular turning movements***

As noted earlier, a few residents did indicate that they would prefer Option #2 as it would improve their access to areas outside of Parkvale. In addition, a number of residents in south Parkvale had shown support for opening up 48<sup>th</sup> Street in the summer of 2000. Fifty signatures were attached to a petition supporting the opening of this street (the petition is attached at the back of this report). Comments received at the Open House are provided below.

Most attendees to the second Open House indicated that Option 2 was not their preference, as it would not significantly benefit traffic flows downtown, and would negatively impact the community of Parkvale by introducing more commuter traffic into a residential neighbourhood.

***Other comments received:***

Most people who attended the Open House addressed the need for traffic calming along 47<sup>th</sup> Avenue, particularly at the 44<sup>th</sup> Street intersection. A number of people voiced the opinion that a 3-way stop is needed at that location – at present, it can be quite difficult for vehicles to get off of 44<sup>th</sup> Street and out of Parkvale Downs.

A number of people also felt that parking should be eliminated on the south side of 44<sup>th</sup> Street to improve visibility and in turn safety at that intersection.

These latter two issues are dealt with in Section 6.0 of this report.

## **5.4 CONCLUSIONS AND RECOMMENDATIONS**

- Based on the potential traffic volume diversions identified in Table 4.1, it is recommended that 48<sup>th</sup> Street should not be opened to vehicular traffic on the roadway segment in question. Even under the “low” diversion estimate the volume of traffic on 48<sup>th</sup> Street between 46<sup>th</sup> and 47<sup>th</sup> Avenue would increase from 300 vpd to nearly 1,000 vpd. In addition, the character of 48<sup>th</sup> Street changes dramatically from one side of the closed section (downtown Red Deer) to the other (the Parkvale residential area), and opening this section of street will result in a diversion of traffic into the residential area without addressing any specific circulation problems west of 47<sup>th</sup> Avenue.

However the current dead-end to 48<sup>th</sup> St is in need of improvement and it is recommended that it be made more attractive through landscaping at an estimated cost of \$20,000.

- The projected diverted volumes indicate that opening this segment of street to right-in/right-out traffic at 48<sup>th</sup> Street and 47<sup>th</sup> Avenue is not likely to result in a substantial amount of additional traffic on either street. The daily volume of traffic exiting 48<sup>th</sup> Street and turning right on 47<sup>th</sup> Avenue is expected to range from 80 to 160 vpd (40 to 80 with the 50% traffic calming reduction in place), while the daily traffic traveling south on 47<sup>th</sup> Avenue and turning right onto 48<sup>th</sup> Street would range from 250 to 800 vpd (125 to 400 vpd with the traffic calming measures in place). The benefit of a partial opening of 48<sup>th</sup> Street would be negligible, particularly in light of the strong public opposition that has been shown.

## 6.0 DOWNTOWN TRAFFIC CALMING

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### 6.1 INTRODUCTION

The vision of the transportation and parking system as proposed in the City of Red Deer Greater Downtown Action Plan (GDAP) is as follows:

*Getting to and moving around in Downtown Red Deer is convenient by car, by public transit, on bicycle and on foot. A variety of clear and convenient parking alternatives are available to meet the needs of shoppers, downtown residents and people who work in the area.*

Some of the key traffic initiatives embodied in the GDAP that are addressed in this report are as follows:

- 49<sup>th</sup> Avenue, from 43<sup>rd</sup> Street to 55<sup>th</sup> Street – on-street parking on the west side,
- 51/Gaetz Avenue from 43<sup>rd</sup> Street to 52<sup>nd</sup> Street – traffic calming involving bulbing and angle parking,
- Convert Gaetz Avenue to two-way traffic operations,
- Convert 51<sup>st</sup>, 53<sup>rd</sup>, and 54<sup>th</sup> Streets to two-way traffic operations.
- 47<sup>th</sup> Avenue traffic calming.

These initiatives all deal with traffic calming issues to some degree. The Traffic Calming Subcommittee of the Institute of Transportation Engineers has defined “traffic calming” as follows:

*Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users.*

Typically, the streets in residential areas serve a variety of users, automobiles, cyclists, pedestrians, public transit buses, and service vehicles. When properly designed, these streets provide a peaceful co-existence between these users, and there is an appropriate quality of life in such communities.

However, in some communities, there are residential streets where traffic conditions have become disruptive to the lifestyle of adjacent residents. These traffic problems can be both real and perceived and are generally related to the following:

- Traffic volume
- Traffic speed
- Road geometry
- Combinations of the above.

When such conditions occur, the local residents become upset and organized, elected officials are notified, and the civic administration gathers the appropriate resources to study the problem, define alternative solutions, seek community input, and then implement the selected traffic measures designed to mitigate against the traffic problem.

In recent years, this traffic management strategy has been termed “traffic calming” based on its use overseas. The purpose of traffic calming is to restore the streets in residential areas to their intended function. Traffic calming is intended to achieve one or more of the following objectives:

- Reduce vehicle speeds
- Discourage through traffic
- Minimize conflicts between street users
- Improve the neighbourhood environment.

In this process, it is important to recognize that the benefits of traffic calming cannot always be quantified.

In approaching a community traffic management problem, the development of appropriate countermeasures must be based on the following principles of traffic calming:

- Identify the **real** problem
- Quantify the problem
- Consider improvements to the arterial street network first
- Apply traffic calming measures on an area-wide basis, not on a localized, site-by-site basis
- Avoid restricting access and egress
- Use self-enforcing measures
- Do not impede non-motorized modes of travel
- Consider all motorized public services
- Monitor and follow-up

There are a variety of techniques that can be applied in traffic calming projects. They are classified into four general types: vertical deflection, horizontal deflection, obstruction, and signing. **Table 6.1** identifies these traffic calming measures and indicates their degree of applicability in relation to the benefits outlined above.<sup>3</sup>

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<sup>3</sup> Canadian Guide to Neighbourhood Traffic Calming, Transportation Association of Canada and the Institute of Transportation Engineers, August 1998.

**Table 6.1: Applicability of Traffic Calming Measures**

Measure		Benefits			
		Speed Reduction	Volume Reduction	Conflict Reduction	Environment
Vertical Deflection	Raised Crosswalk	●	○	●	●
	Raised Intersection	●	○	●	●
	Rumble Strip	○	○	○	○
	Sidewalk Extension	●	○	●	○
	Speed Hump	●	●	●	●
	Textured Crosswalk	○	○	●	●
Horizontal Deflection	Chicane – One-lane	●	●	●	●
	Chicane – Two-lane	●	○	○	●
	Curb Extension	●	○	●	●
	Curb Radius Reduction	●	○	○	●
	On-Street Parking	●	○	○	●
	Raised Median Island	●	○	●	○
	Traffic Circle	●	○	●	●
Obstruction	Directional Closure	○	●	●	●
	Diverter	●	●	●	●
	Full Closure	●	●	●	●
	Intersection Channelization	○	●	●	●
	Raised Median Through Intersection	●	●	●	●
	Right-in/Right-out Island	○	●	●	●
Signing	Maximum Speed	●	○	○	○
	Right (Left) Turn Prohibited	○	●	●	●
	One-Way	○	●	●	●
	Stop	○	●	●	○
	Through Traffic Prohibited	○	●	●	●
	Traffic-Calmed Neighbourhood	●	○	○	○
	Yield	○	○	●	○
		● = Substantial Benefits	● = Minor Benefits	○ = No Benefit	
Note: The primary purpose of signing is to regulate traffic movements, not to calm traffic.					

The purpose of traffic calming is to restore streets to their intended function. Traffic calming is generally applied to residential streets where local traffic conditions warrant such mitigation measures. Traffic calming is not usually utilized on higher standard streets with commercial functions, and so the

application here would be non-standard for the most part. As noted, Table 6.1 indicates a variety of traffic calming techniques that can be used to mitigate traffic problems associated with excessive traffic volumes, short cutting traffic, high speeds of traffic, high traffic collision frequency (vehicle to vehicle and/or vehicle to pedestrian) and environmental impacts. Traffic calming has been found to be most appropriate and effective on local and collector streets, and few of the techniques are applicable to arterial streets. The 1996 Transportation Study Update continues to designate the 51/Gaetz Avenue and 49<sup>th</sup> Avenue one-way couplet as arterial streets.

Typically, in downtown areas, it is important to establish a hierarchical street network whereby major streets are identified and traffic operations measures relate to improving mobility. Traffic calming measures are not appropriate for these streets. However, there are streets in the downtown area that are more local in function and, in these situations, pedestrian movement and amenities, curb parking, site access are important elements of a local traffic improvement program. These and other traffic calming measures are appropriate for local streets. Gaetz Avenue, south of 52nd Street, is an example of such a local street.

## 6.2 NORTH/SOUTH COUPLET

The proposed traffic calming of the 49<sup>th</sup> Ave and 51<sup>st</sup> Ave one-way couplet relates to enhancing the pedestrian environment and the provision of additional curb parking spaces. Improvements proposed for 51<sup>st</sup> Avenue include the possible addition of corner bulbing and angle parking. The improvements proposed for 49<sup>th</sup> Avenue include the provision of curb parking during off-peak hours.

The most serious traffic measure proposed is the addition of angle parking on 51<sup>st</sup> Avenue. A recent study of angle parking found that the accident rate for this type of parking could range from two to ten times the accident rate for parallel parking.<sup>4</sup> Consequently, angle parking is not appropriate for use on either 49<sup>th</sup> Avenue or 51<sup>st</sup> Avenue. However, use of angle parking, as currently used, on Gaetz Avenue and 51<sup>st</sup> Street is a reasonable compromise between traffic safety and parking supply.

Therefore, the key issue is the provision of curb parking on the one-way couplet at all times or during off-peak traffic periods. This practice is common in many urban areas on the basis that the peak traffic flows occur during the 7 to 9 AM, or 4 to 6 PM periods, and are lower at other times. However, in Red Deer, this pattern is not true in that the peak hour traffic flows occur either near the noon period, or during the mid-afternoon period.

A preliminary traffic analysis was conducted using existing traffic counts for four key intersections on the North/South Couplet. These intersections included Ross Street, 49<sup>th</sup> Street, 49<sup>th</sup> Avenue and 51<sup>st</sup> Avenue. **Table 6.2** indicates the results of the operational analysis of the four key intersections. The results indicate that the reduction of one through lane does not provide an acceptable level of service during the mid-day period with the estimated traffic flows and with signal timing modifications. The scheme would only be reasonably feasible if there was an effective parallel roadway that would divert some of the traffic

<sup>4</sup> Box, Paul C, "Angle Parking Issues Revisited, 2001", draft article for the ITE Journal, Institute of Transportation Engineers

off of this arterial system. It is noted that there is some curb parking on the east and west sides of 51<sup>st</sup> Avenue and, in the area south of 49<sup>th</sup> Street, the crosswalks can be bulbed at the intersections to reduce the pedestrian crossing exposure and to also allow off peak parking.

Therefore, based on the analysis undertaken as part of this study, no additional traffic calming measures are recommended for either of the two corridors under existing conditions. However, implementation of some geometric changes are recommended for the Gaetz Avenue/ 51<sup>st</sup> Street/52<sup>nd</sup> intersection so as to simplify the geometry of this location. This is discussed in Section 6.4.

**Table 6.2 – Operation Analysis of the Downtown Couplet Box (Level of Service)**

Intersection	Direction Existing (115,000)	Direction Existing (115,000)	Overall Existing (115,000)
Ross Street and 51 <sup>st</sup> Avenue:	WB	SB	-
• 3 SB Lanes (Existing Configuration)	D (E)	C (F)	C (F)
• 2 SB Lanes	D (E)	F (F)	F (F)
• 2 SB Lanes (16% growth)*	D	F	F
49 <sup>th</sup> Street and 51 <sup>st</sup> Avenue:	EB	SB	-
• 3 SB Lanes (Existing Configuration)	C (F)	B (C)	B (F)
• 2 SB Lanes	C (F)	E (F)	D (F)
• 2 SB Lanes (16% growth)*	D	E	E
49 <sup>th</sup> Street and 49 <sup>th</sup> Avenue:	EB	NB	-
• 4 NB Lanes (Existing Configuration)	C (E)	C (C)	C (D)
• 3 NB Lanes	C (E)	C (F)	C (F)
• 3 NB Lanes (26% growth)*	D	F	F
Ross Street and 49 <sup>th</sup> Avenue:	WB	NB	-
• 4 NB Lanes (Existing Configuration)	D (F)	B (B)	C (E)
• 3 NB Lanes	D (F)	C (D)	C (F)
• 3 NB Lanes (26% growth)*	F	F	F

\* Growth factors were not applied to 115,000 population level traffic volumes.

Growth to the 115,000 population horizon is expected to increase traffic volumes within the downtown area. This will result in the deterioration of traffic operating conditions with or without the inclusion of traffic calming measures, and as such, none are recommended at this time. An analysis of expected 115,000 population horizon conditions was undertaken based on the data provided by the City. Although this forecast data was noted to be inappropriate for use as a detailed basis for analysis, it did nonetheless show an increase in overall traffic conditions and to the extent possible it was used as a comparative data set for analysis.

However, as the analysis shows that 49<sup>th</sup> and 51<sup>st</sup> Avenues' traffic flow will fail, if restricted, at the 115,000 population horizon, there is an opportunity now to provide some traffic calming measures on a provisional basis. The current situation along 49<sup>th</sup> Ave precludes traffic calming measures but 51<sup>st</sup> Ave is wider than 49<sup>th</sup> Ave by one lane and therefore it is feasible to put in traffic calming measures on a temporary basis along sections of 51<sup>st</sup> Ave. as shown in **Exhibit 6.1**. These measures would include extending the existing parallel parking and bulbding at intersections from Ross Street to 47<sup>th</sup> Street inclusive at a cost of some \$40 000 and \$60 000 for the east and west sides respectively. In this way, pedestrian crossings would be made safer across 51<sup>st</sup> Ave. It must be emphasized that this measure will compromise the vehicle capacity of 51<sup>st</sup> Ave and consequently the streets that feed into 51<sup>st</sup> Ave at the 115,000 population horizon. Traffic flow and pedestrian safety along 51<sup>st</sup> Ave will then have to be reviewed and revised when conflicts become evident in the future.

### 6.3 CORSIM MODEL

As part of the work completed by Earth Tech on the Red Deer Downtown Traffic Initiatives Study a CORSIM model of the downtown area was developed. CORSIM is an analytic tool that allows the user to assess the impact of operational and geometric changes to a road network. The name 'CORSIM' is derived from 'corridor-microscopic simulation' and reflects the model's ability to simulate traffic operations on road networks or corridors that consist of *both* surface streets and highways. The software is one of several which have been commissioned by the US Federal Highway Administration (FHWA) since the mid-1970's when it conceived the idea of developing a single integrated (highway/street) simulation model.

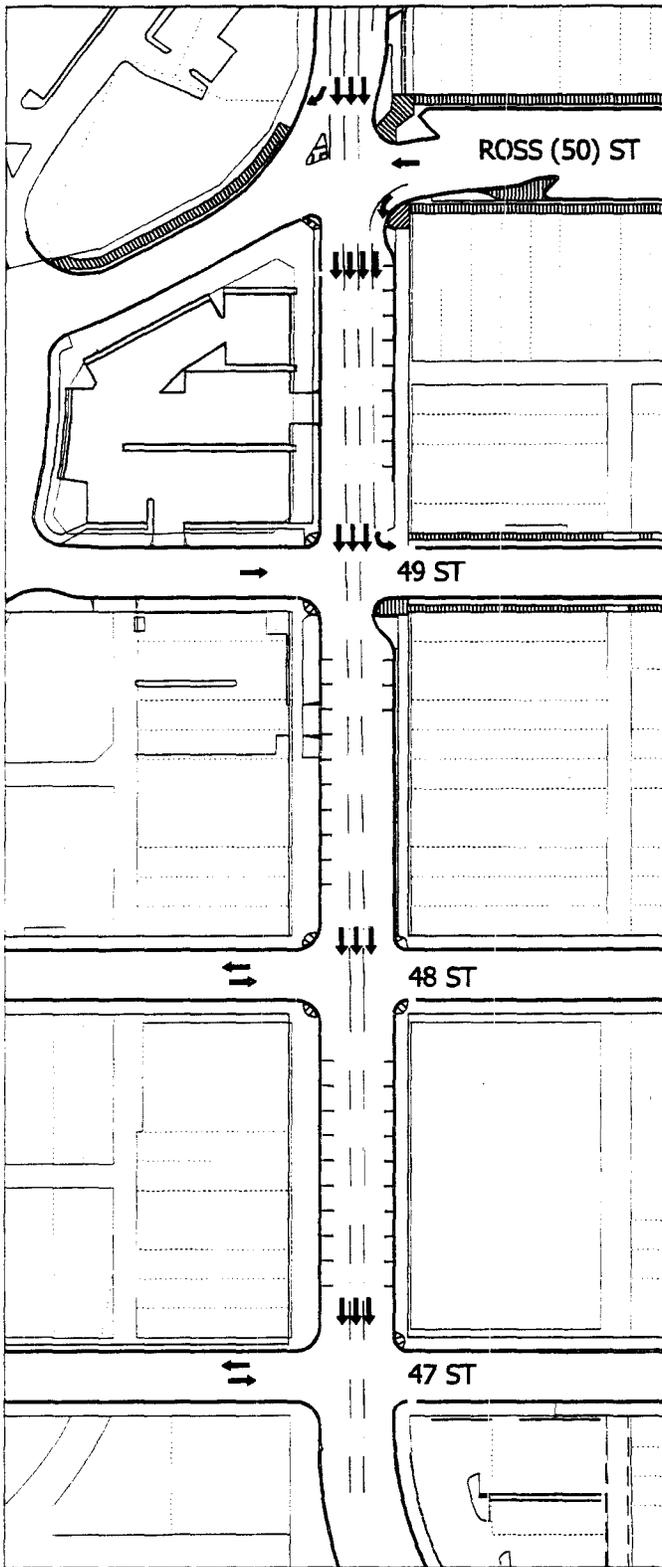
The CORSIM model was based on the Greater Downtown Action Plan and various traffic counts and projections to provide the technical committee with a visual tool to compare the differences between the existing traffic operations and future traffic operations with the various plans and initiatives implemented.

For this study, the network component was utilized, as the existing roadway infrastructure under review is comprised of at-grade roadway links.

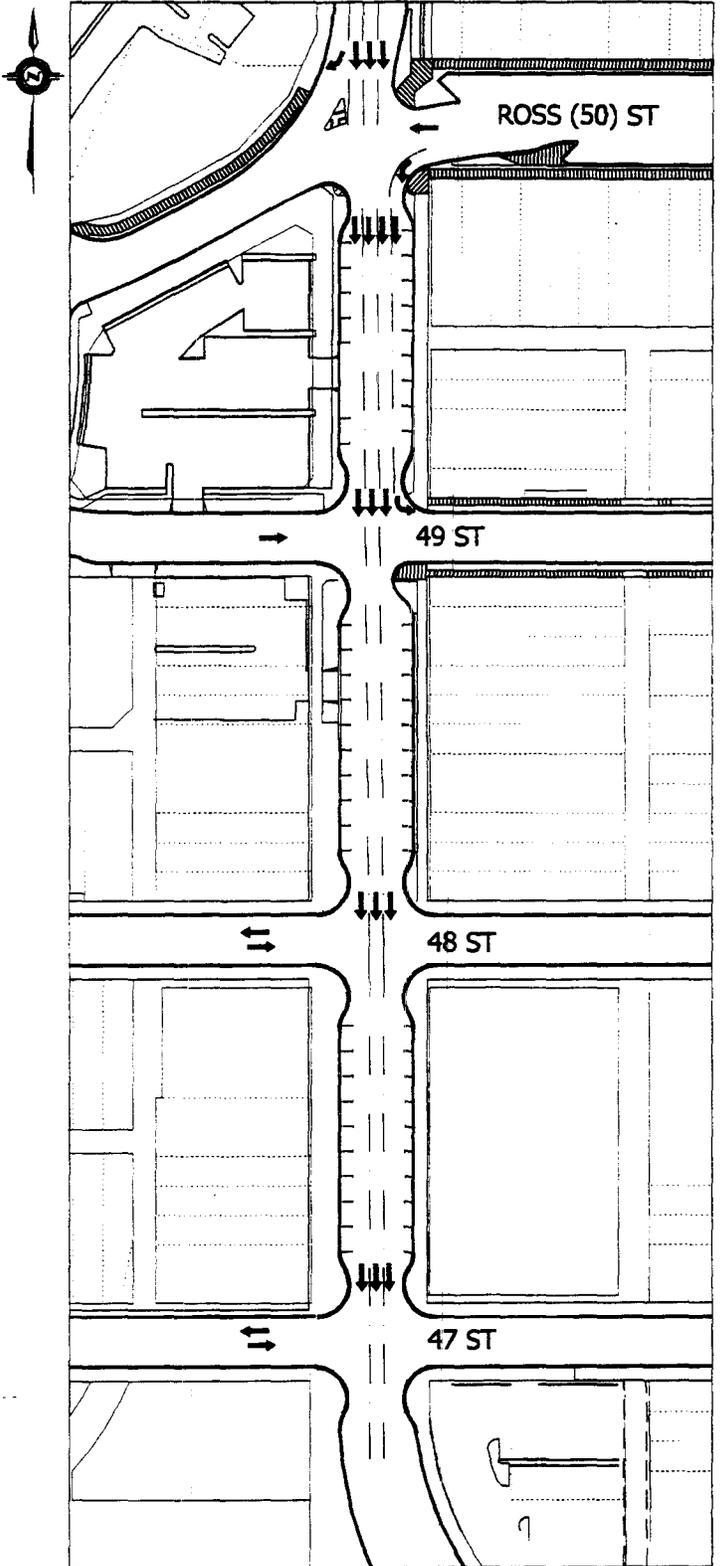
#### 6.3.1 Corsim Network

The CORSIM network included Gaetz Avenue from south of 22 Street to a point south of the Red Deer River. Between approximately 39 Street and 65 Street, a one-way couplet has been developed with 49 Avenue being used for northbound traffic and 50 Avenue being used for the southbound traffic. The southbound portion of the couplet system between 53 Street and 46 Street has been realigned to 51 Avenue.

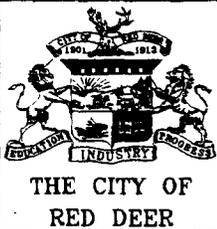
All the cross streets along the length of the north/south corridors were included in the model to form intersections with Gaetz Avenue, 49 Avenue, or 50 Avenue/51 Avenue. The cross streets were not modeled as continuous roadways in the east/west direction between the north and south roadways. There are numerous on and off street parking areas along these streets that act as entry and exit locations for



EXISTING ROAD PLAN



PROPOSED ROAD PLAN



TRAFFIC INITIATIVES STUDY  
 DOWNTOWN TRAFFIC CALMING  
 ON 51st AVENUE

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EXHIBIT 6.1

DATE: September, 2001

traffic. Therefore, these roadways were modeled as entrance and exit nodes to provide additional locations for traffic to enter the network.

In addition to the Gaetz Avenue and Taylor Drive model, 47 Avenue from 44 Street to 49 Street was modeled to illustrate existing conditions and the impact certain traffic initiatives would have on the operation of 47 Avenue in the future.

The streets included in the CORSIM model are shown in **Exhibit 6.2**.

### 6.3.2 Traffic Volumes

Intersection turning movement counts were completed at all the major intersections along the north/south corridors. Additional traffic information was obtained from previous studies completed in Red Deer, and from cordon counts along the corridors. The PM peak hour was selected as the analysis time frame to be used in CORSIM.

The counted traffic volumes were used in the development of the existing conditions model. The future case used traffic estimates for a horizon population of 115,000.

### 6.3.3 Modeled Scenarios

The following scenarios were modeled using CORSIM:

#### *Gaetz Avenue and Taylor Drive Model*

- Existing Conditions;
- Existing Network with 115,000 population volumes;
- Existing conditions with a Northbound Ramp from Highway 2 to Taylor Drive and realigned 55<sup>th</sup> Street at north end of the downtown; and
- Existing conditions with additional on street parking on 49<sup>th</sup> and 51<sup>st</sup> Avenues.

#### *47 Avenue Model*

- Existing Conditions;
- Estimated 115,000 population volumes;
- Existing Conditions with 3-way stop at 47 Avenue and reduced pavement width on 47 Avenue between 44 Street and 45 Street and between 47 Street and 48 Street; and
- Existing Conditions with 3-way stop at 47 Avenue, reduced pavement width on 47 Avenue between 44 Street and 45 Street and between 47 Street and 48 Street, and right in/right out access only at 48 Street.



The Gaetz Avenue and Taylor Drive model for the 115,000 population horizon illustrated that the projected volumes provided for the study will result in extensive traffic congestion along Taylor Drive. The primary intersections of concern included Taylor Drive and 54 Avenue, Taylor Drive and 45 Street, as well as Taylor Drive and 34 Street. The intersections of Gaetz Avenue and 43 Street and 49 Avenue and 43 Street also failed under the 115,000 population traffic volumes.

Using the 115,000 population model to assess the proposed traffic initiatives was not anticipated to provide an accurate description of the impacts of the initiatives. Therefore, the existing conditions model was used as the basis to illustrate the impact the proposed initiatives would have on the roadway network operations.

The model of the existing conditions was presented at the May 23, 2001 technical committee meeting. At this meeting the group reviewed visual component of the model and recommended adjustments so that the model more closely resembled existing conditions. The adjustments included a review of signal phasings, traffic volumes, and lane configurations. The model was then updated and this became the base case for all the other scenarios.

The 115,000 population model and the model including select traffic initiatives for the Gaetz Avenue and Taylor Drive network were presented at the August 15, 2001 technical committee meeting. All the scenarios for the 47 Avenue network were also presented at this meeting. No modifications were identified for these scenarios.

#### **6.3.4 Summary**

The analysis of existing and future roadway networks from a transportation professional's perspective is a technical procedure that can often be difficult to translate to everyday drivers of the roadway network. In this study, CORSIM was utilized to help bring a broader understanding of the impacts of changes to the roadway network. The technical analysis was still completed using traditional methods, and the technical committee used CORSIM as an additional tool in demonstrating the effect of the various traffic initiatives.

### **6.4 PARKING MALL**

This proposal envisions the removal of the one-way traffic pattern on Gaetz Avenue and on 51 Street in the "heart-of-the-core". There are over 50 urban communities in North America that have or are considering removal of one-way couplets in the downtown area.<sup>5</sup> Many of the communities are similar in size to Red Deer, and in many instances the economic vitality of the downtown has declined and the road capacity is no longer necessary.

In Red Deer, the key issue relates to ease of circulation versus parking supply. Currently, the parking mall has a supply of 163 stalls, and the conversion to two-way traffic operations would reduce the supply

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<sup>5</sup> Survey of Communities Converting Downtown Streets from 1-Way to 2-Way Traffic Circulation, Hyannis Main Street Business Improvement District, December 1999.

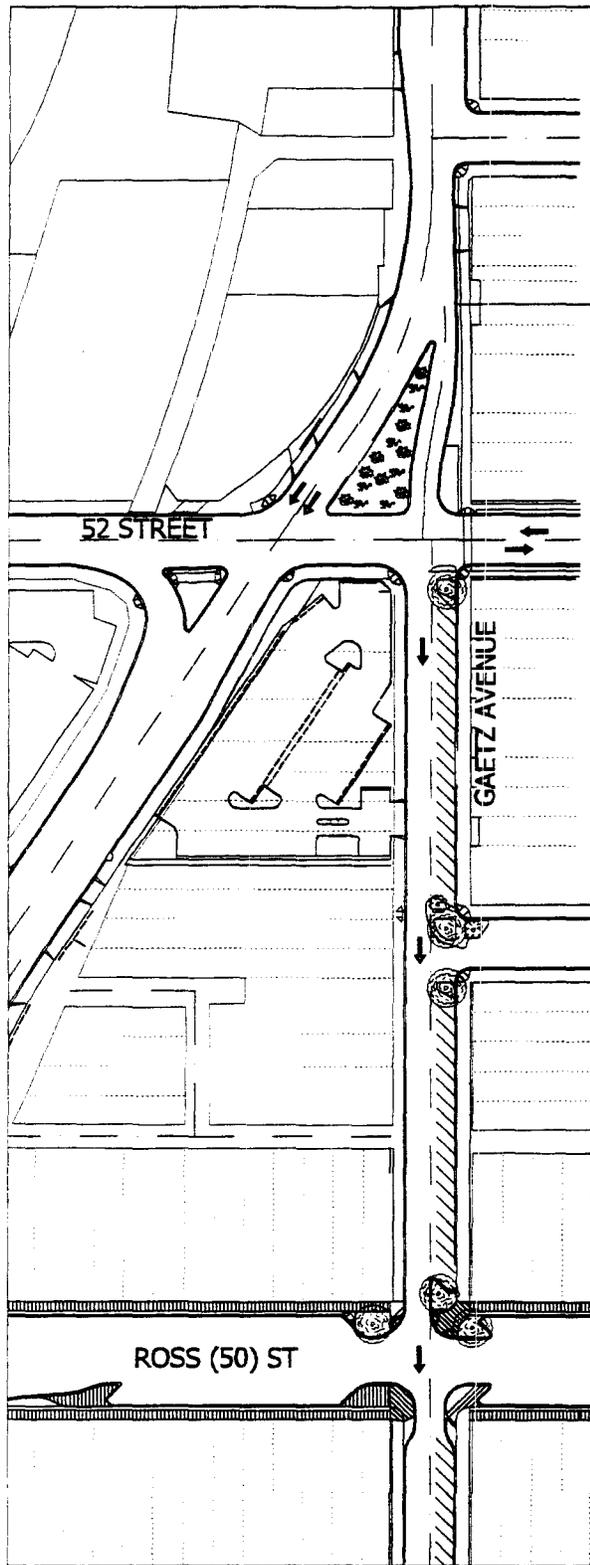
to 123 stalls. During this study, parking occupancy levels were checked and the maximum value was 135 stalls. Therefore, this change in traffic pattern will result in a parking supply deficiency of 40 stalls.

To assess the impact of the change in the traffic pattern on the street system, traffic flow values were developed for the northbound or westbound movements. Based on these somewhat arbitrary traffic flow values, the system was deemed to work reasonably well with perhaps some capacity problems on Gaetz Avenue at 51<sup>st</sup> Street and 48<sup>th</sup> Street. **Table 6.3** indicates the results of the traffic operations analysis.

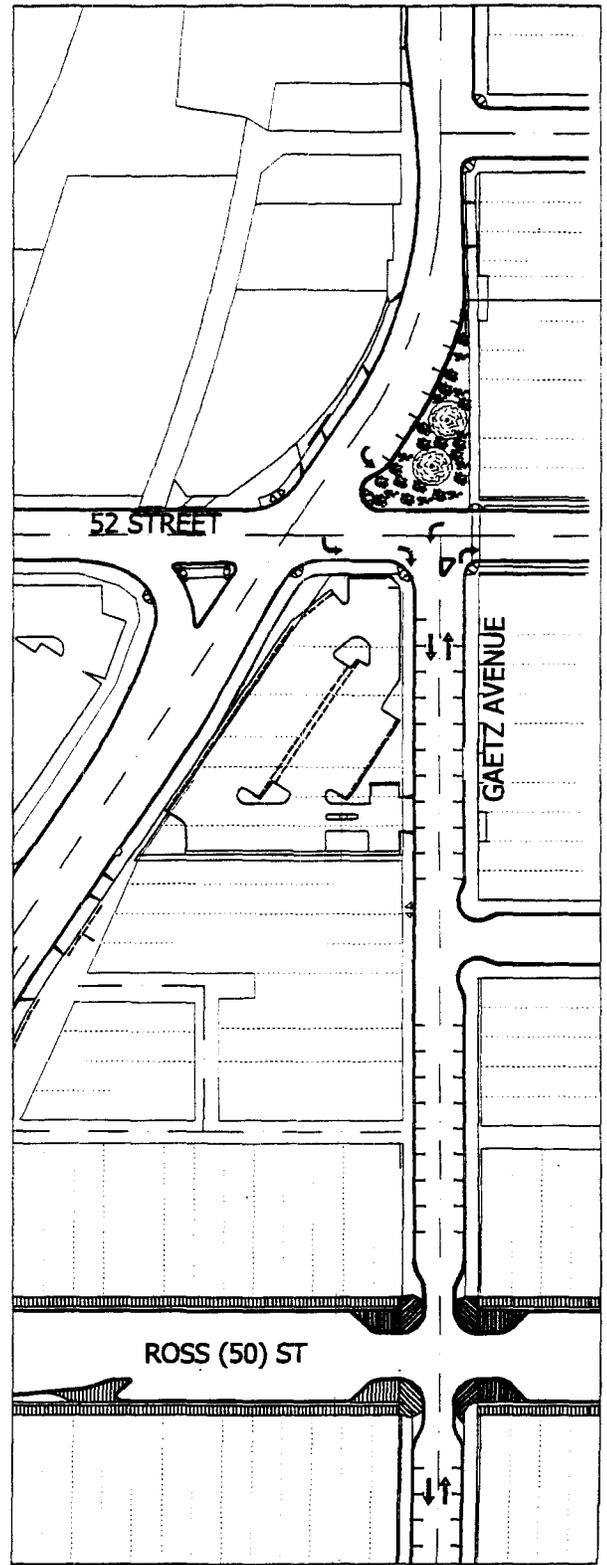
**Table 6.3 – Traffic Operations Analysis of the Parking Mall**

Intersection	Direction Existing (115,000)				Overall
	WB	EB	SB	NB	
Gaetz Ave & 52 St (Stop)					
• PM Present	A (A)	-	D (C)	-	-
• PM Two Way	A (A)	-	D (E)	B (B)	-
Gaetz Ave & 51 St (Stop) <sup>6</sup>					
• PM Two Way	F (B)	-	A (A)	-	-
• PM Two Way (exclusive LT lane)	E (B)	-	A (A)	-	-
Gaetz Ave & Ross St (Signal)					
• PM Present	C (F)	-	C (F)	D (C)	C (F)
• PM Two Way	C (F)	-	D (F)	D (C)	D (F)
Gaetz Ave & 49 St (Signal)					
• PM Present	-	C (D)	C (B)	-	C (D)
• PM Two Way	-	C (D)	C (C)	C (C)	C (D)
Gaetz Ave & 48 St (Stop)					
• PM Present	A (A)	-	D (B)		-
• PM Two Way	A (A)	A (A)	F (C)	E (C)	-
• PM Two Way (exclusive LT lane)	A (A)	A (A)	D (C)	D (C)	-
Gaetz Ave & 47 St (Stop)					
• PM Present	A (A)	-	C (B)	-	-
• PM Two Way	A (A)	A (A)	D (C)	D (C)	-
• PM Two Way (exclusive LT lane)	A (A)	A (A)	C (C)	C (C)	-
49 Ave & 51 St (Signal)					
• PM Present	C (C)	C (C)	-	B (C)	B (C)
• PM Two Way	C (C)	C (C)	-	B (C)	B (C)

<sup>6</sup> Does not appear to exist at 115,000 population level forecasts provided by the City for use in analysis.



EXISTING ROAD PLAN



PROPOSED ROAD PLAN



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TRAFFIC INITIATIVES STUDY

ONE WAY TO TWO WAY  
51Ave/GAETZ Ave/52St

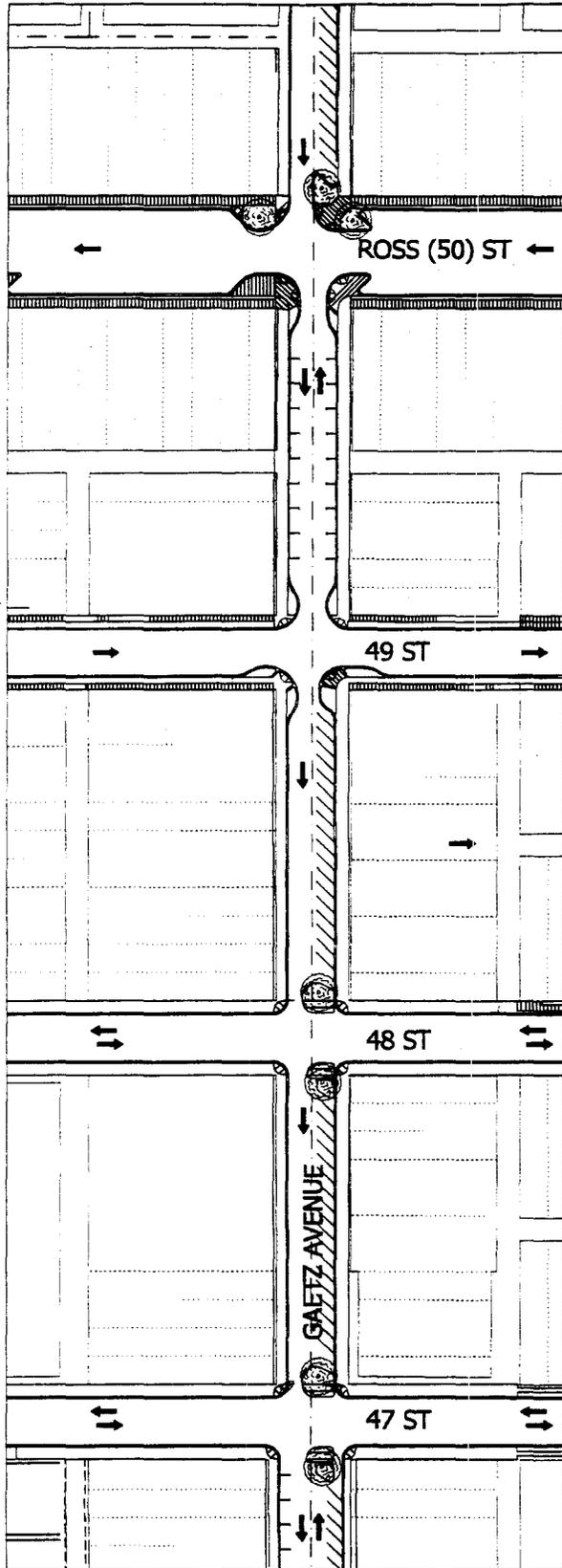


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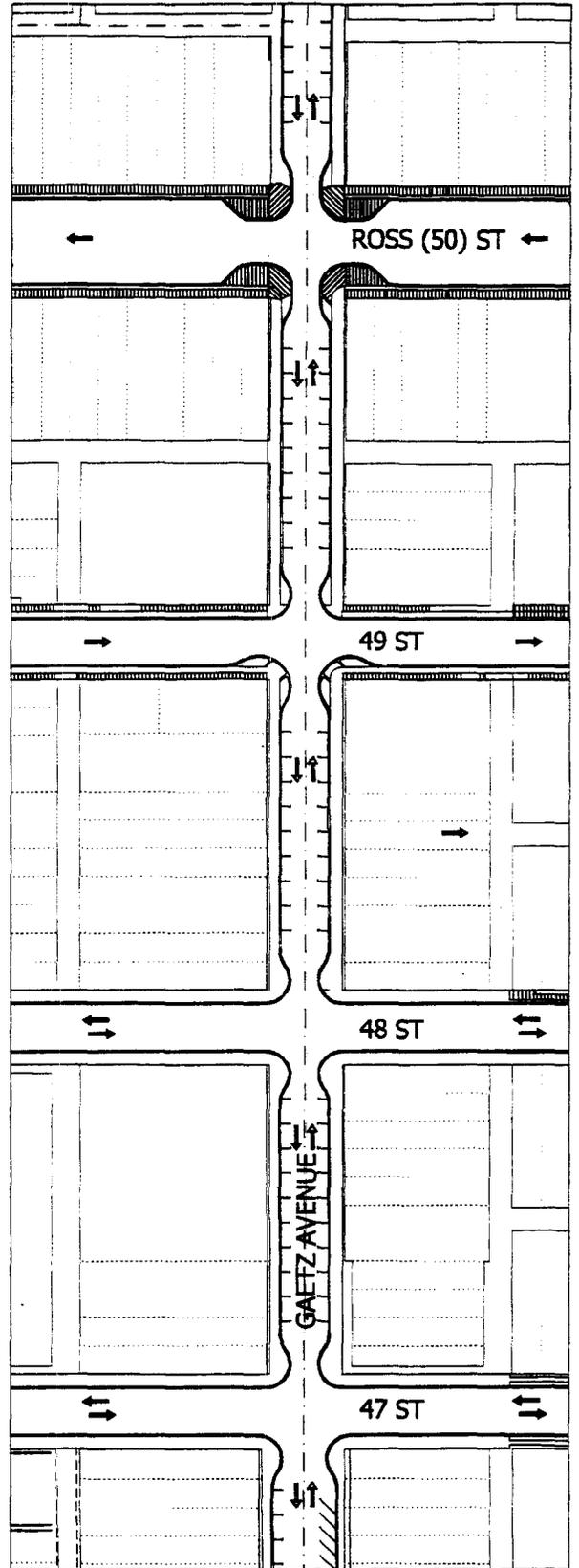
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EXISTING ROAD PLAN



PROPOSED ROAD PLAN



THE CITY OF  
RED DEER

TRAFFIC INITIATIVES STUDY

ONE WAY TO TWO WAY  
GAETZ AVENUE MALL

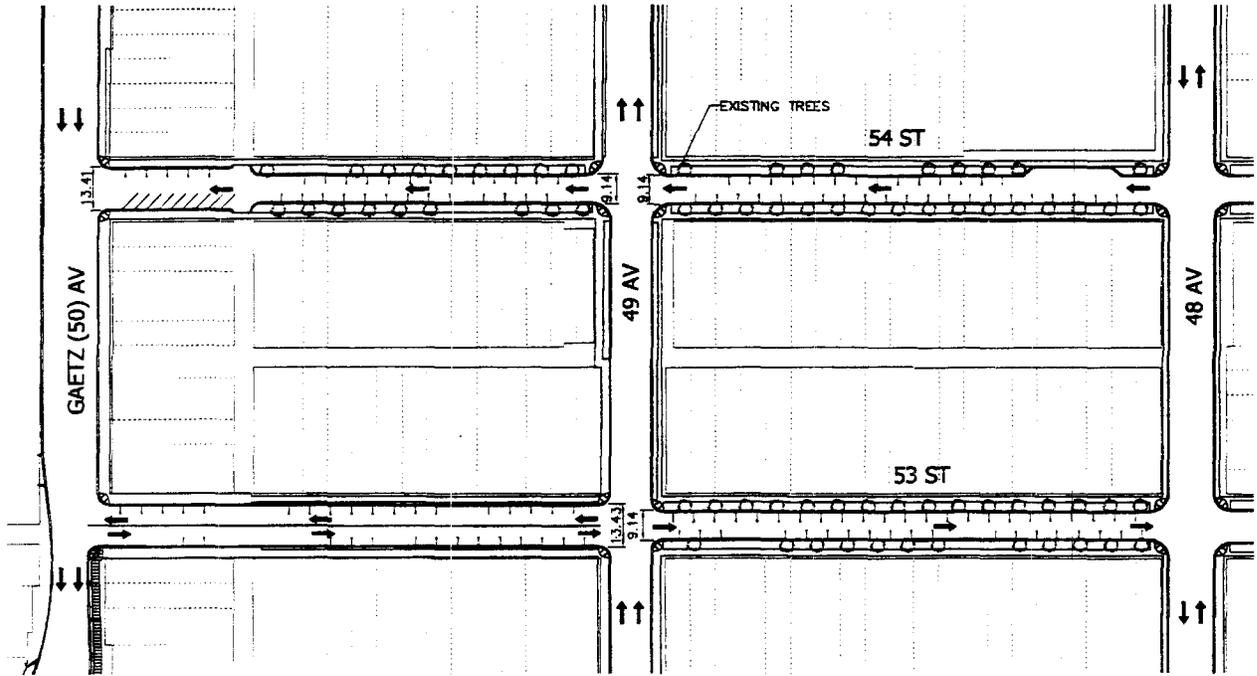


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## TRAFFIC INITIATIVES STUDY

53rd & 54th STREETS  
BETWEEN GAETZ & 48 AVE  
TRAFFIC FLOW & PARKING

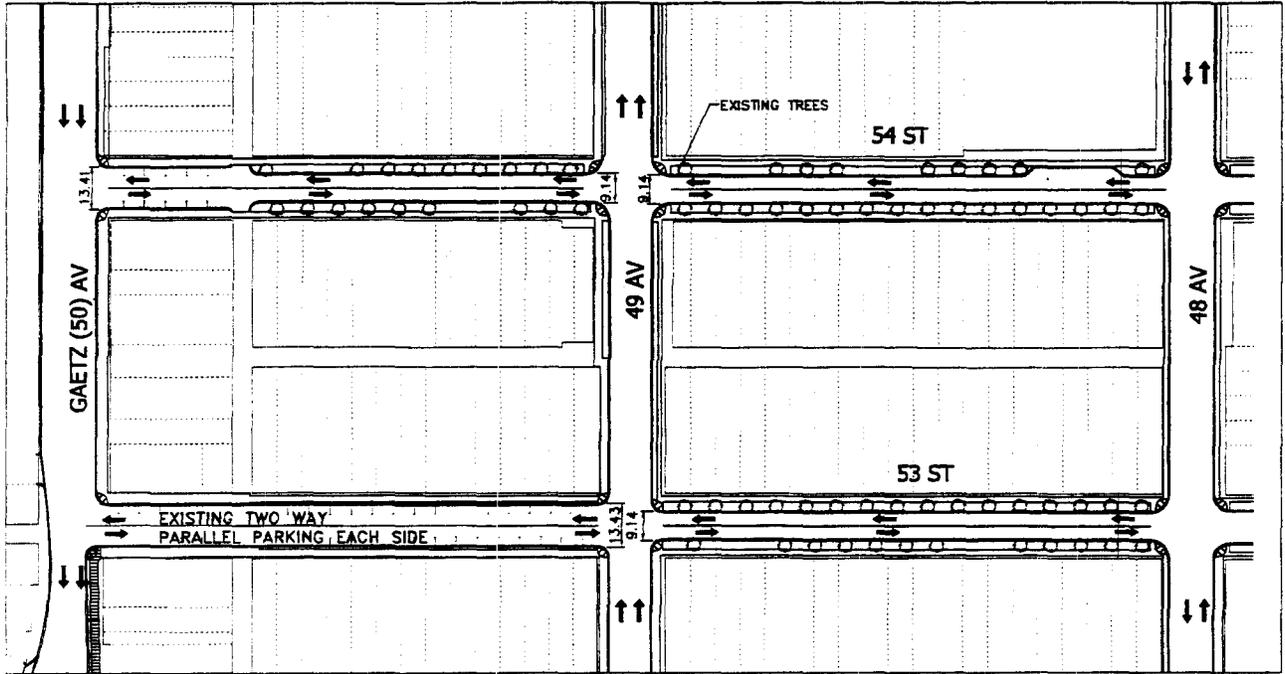


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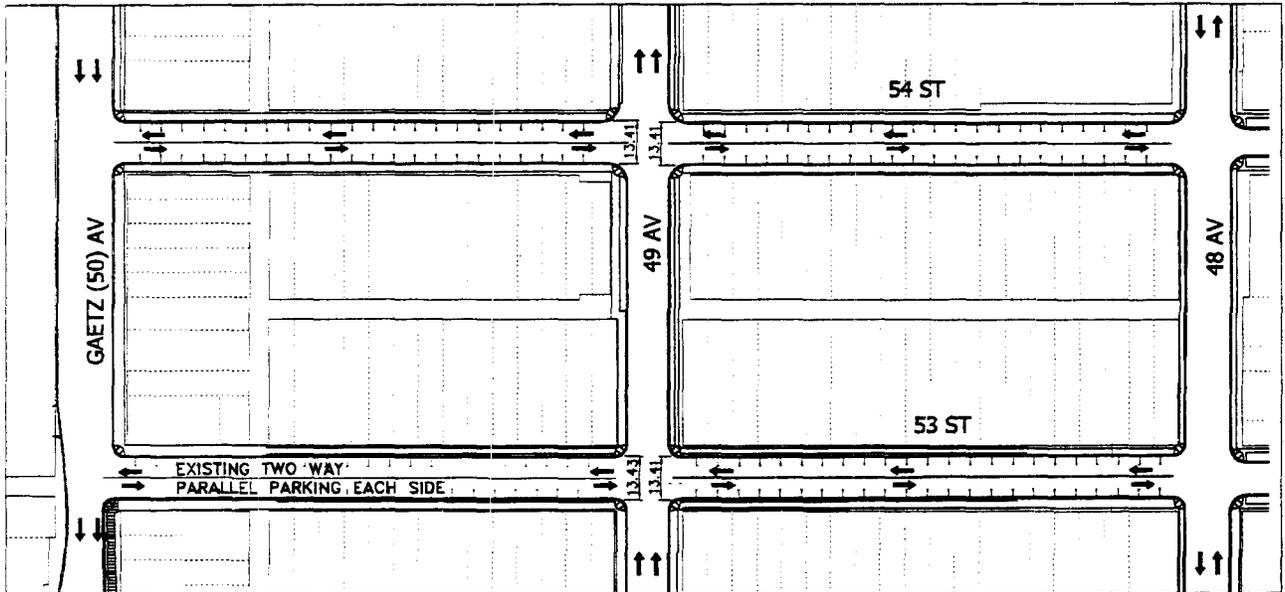
EXHIBIT 6.5

DATE: August 2001



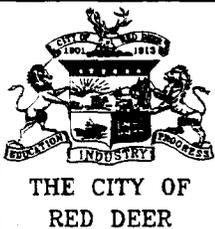
**OPTION ONE**

- leave road width as is
- retain existing trees
- two way traffic
- no parking



**OPTION TWO**

- widen road to maximum allowable width (13.41 M)
- remove all trees and boulevards
- retain existing sidewalks
- two way traffic
- parallel parking both sides of street



TRAFFIC INITIATIVES STUDY  
 53rd & 54th STREETS  
 BETWEEN GAETZ & 48 AVE  
 TRAFFIC FLOW & PARKING

**EARTH TECH**

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**EXHIBIT 6.6**

DATE: August 2001

To achieve the two way operation on Gaetz Avenue north of Ross Street will require geometric changes in the corner islands that create the angle parking, and the replacement with sidewalk bulbing. In addition, the intersection of 51<sup>st</sup> Avenue, Gaetz and 52<sup>nd</sup> Street should be revised to remove the southbound ramp that provides access to the parking mall. This is an unsafe manoeuvre. It is recommended that 51<sup>st</sup> Avenue be widened to provide a southbound left-turn lane, and a parking bay. This parking bay is to replace the area lost by the closure of the current southbound ramp. This is illustrated on **Exhibit 6.3.** and the estimated cost for making the changes shown is \$60,000.

A review of the 115,000 population horizon traffic forecasts provided by the City proved to be unsuitable for analysis of future conditions in this area. The forecast volumes actually showed a considerable reduction in traffic in this area, and the network appeared to have been modified to include a cul-de-sac at the south end of the parking mall. It is recommended that further modelling be undertaken in this area to develop more appropriate forecasts for the 115,000 population horizon before any further analysis of parking mall traffic conditions be undertaken.

Notwithstanding the absence of suitable 115,000 population horizon forecast information, there is also merit in making the conversion to two-way operation of Gaetz Ave south of 49<sup>th</sup> Street to 47<sup>th</sup> Street with the loss in parking. A conceptual layout is shown in **Exhibit 6.4.** The cost to undertake the conversion of the one-way sections of Gaetz Avenue to two way is estimated to be \$160 000 and would include the moving of traffic lights at the 49<sup>th</sup> St intersection, removal of sidewalk trees and altering existing curb bulbing to allow for parallel parking where angle parking now exists. However, the matter should be first presented to the downtown business owners and operators for their input on the affect of the change in parking conditions versus the ease of traffic circulation.

## 6.5 53<sup>rd</sup> STREET AND 54<sup>th</sup> STREET ONE-WAY COUPLET

Both of these roadways are not key components of the Downtown street system. 54<sup>th</sup> Street is currently one way while traffic flow on a portion of 53<sup>rd</sup> Street is two-way. The existing situation is shown on **Exhibit 6.5.**

The key aspect of making this traffic pattern change to two way is the loss of curb parking on 54<sup>th</sup> Avenue and a portion of 53<sup>rd</sup> Street due to the narrow width of the roadway (approximately 9.4 metres). The proposed modification appears to be workable under existing conditions, and would also be expected to be workable under the future 115,000 population horizon. Option 1 on **Exhibit 6.6** shows the streets converted to two way with no change to street width. The result is that no on-street parking would be possible.

Option 2 of **Exhibit 6.6** shows the streets widened to allow both two way traffic and parallel on-street parking. To achieve this, 70 mature street trees would have to be removed and the roads widened to the existing sidewalks. The cost of this undertaking is in the order of \$250,000. However, this traffic proposal should be included in the public consultation process for input from local businesses and residents who would have to decide on the relative benefits of traffic circulation versus convenient parking.

## 6.6 47<sup>th</sup> AVENUE TRAFFIC CALMING

Forty Seventh Avenue is the interface between the Parkvale community and the many recreational facilities found within Rotary Park. The key traffic issues include the impact of vehicle speeds and pedestrian crossings.

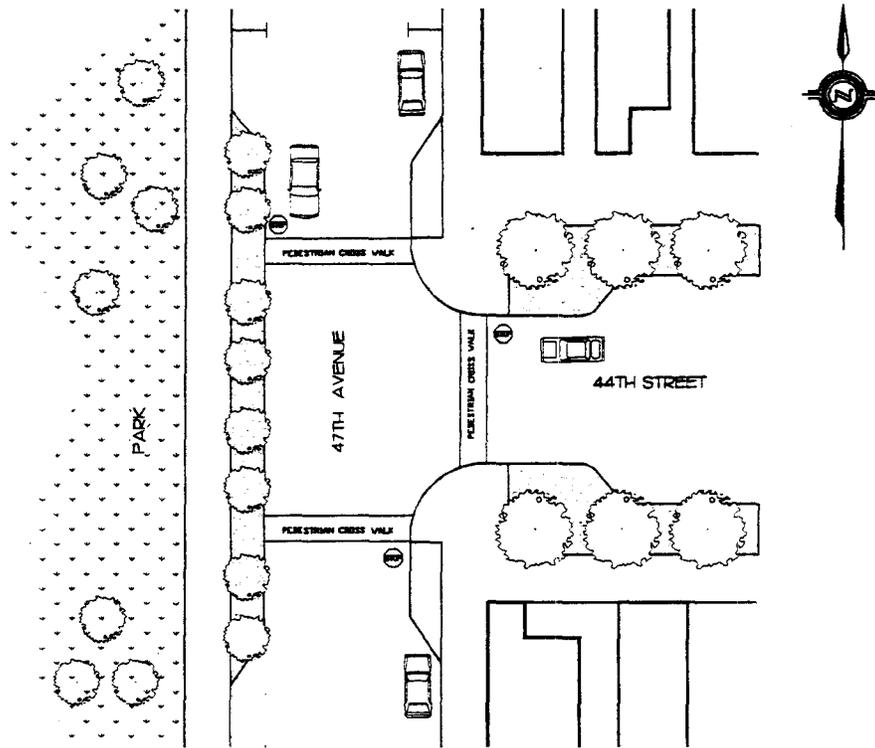
Traffic calming techniques that could be used to address these problems include the following:

- **Intersection Bulbs:** This involves widening the sidewalk at the intersection crosswalk area to minimize the crossing distance on the roadway for the pedestrians so as to lessen the exposure of pedestrians on the crosswalk. This could be implemented at 48<sup>th</sup> Street and also at 44<sup>th</sup> Street.
- **Speed Humps:** Speed humps are raised areas on the roadway similar to speed bumps but not as restricting in terms of speed reduction. Several sets of these devices could be installed on the approach to key intersections such as 44<sup>th</sup> Street and 48<sup>th</sup> Street. For this technique to be effective, four speed humps would need to be installed along this section of roadway.
- **Raised Crosswalks:** This technique is a variant of the speed hump. However, in this case the raised area is flat and placed at the same height as the adjacent curb and sidewalk facilities. In this manner, the crosswalk is maintained at a constant elevation through the intersection.
- **Multi-Way Stops:** This measure is effective in slowing traffic in the vicinity of an intersection controlled in this manner. It is also useful in accommodating access from a side street onto a busier roadway. However, multi-way stops should be implemented only where truly required since haphazard installation tends to result in driver violation and undue noise and pollution along the roadways. In this location, it is recommended that a three-way stop be considered at 44<sup>th</sup> Street.

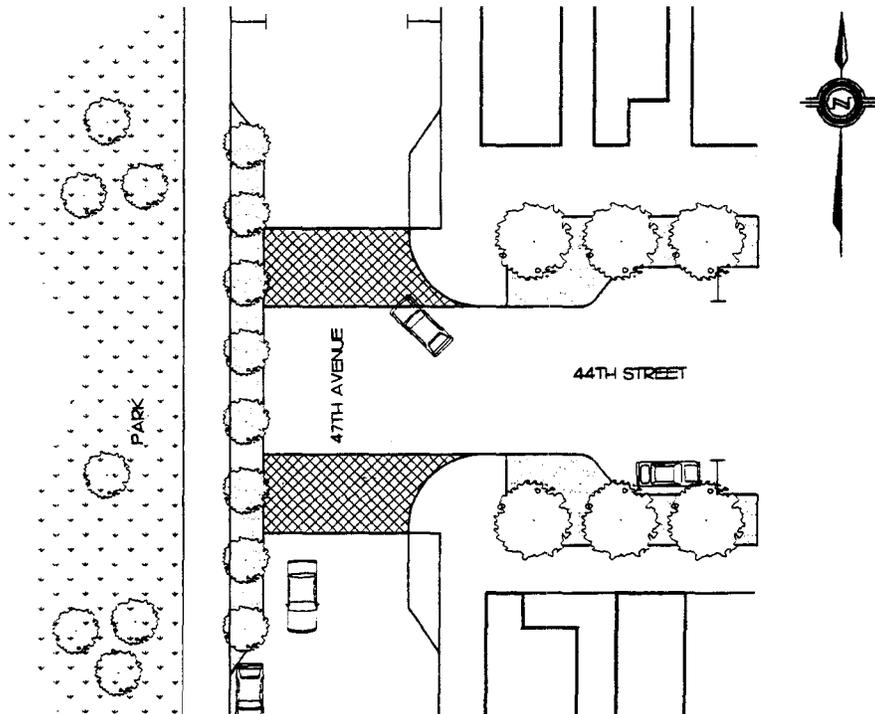
These traffic calming techniques are illustrated conceptually in **Exhibit 6.7** (note that speed humps are not shown).

It would be prudent to implement traffic calming devices in an incremental manner, starting with the least restrictive measure and then adding other measures depending upon the result of the first measure. For 47<sup>th</sup> Avenue, it would be logical to install the sidewalk bulbing at 44<sup>th</sup> and 48<sup>th</sup> Streets as the first measure for implementation followed later by bulbing at 46<sup>th</sup> Street if deemed to be desirable. Having said this, it should also be noted that the implementation of measures at 48<sup>th</sup> Street must be compatible with the treatment approved for the 48<sup>th</sup> Street intersection itself in light of the work underway for Initiative 2.

The length of 47<sup>th</sup> Ave from 44<sup>th</sup> to 49<sup>th</sup> Streets with initial traffic calming measures in place is shown in **Exhibit 6.8**. The cost of implementing these measures is in the order of \$40 000.



**SIDEWALK BULBING**



**RAISED CROSSWALK**



TRAFFIC INITIATIVES STUDY  
 TRAFFIC CALMING CONCEPTS  
 ON 47th AVE

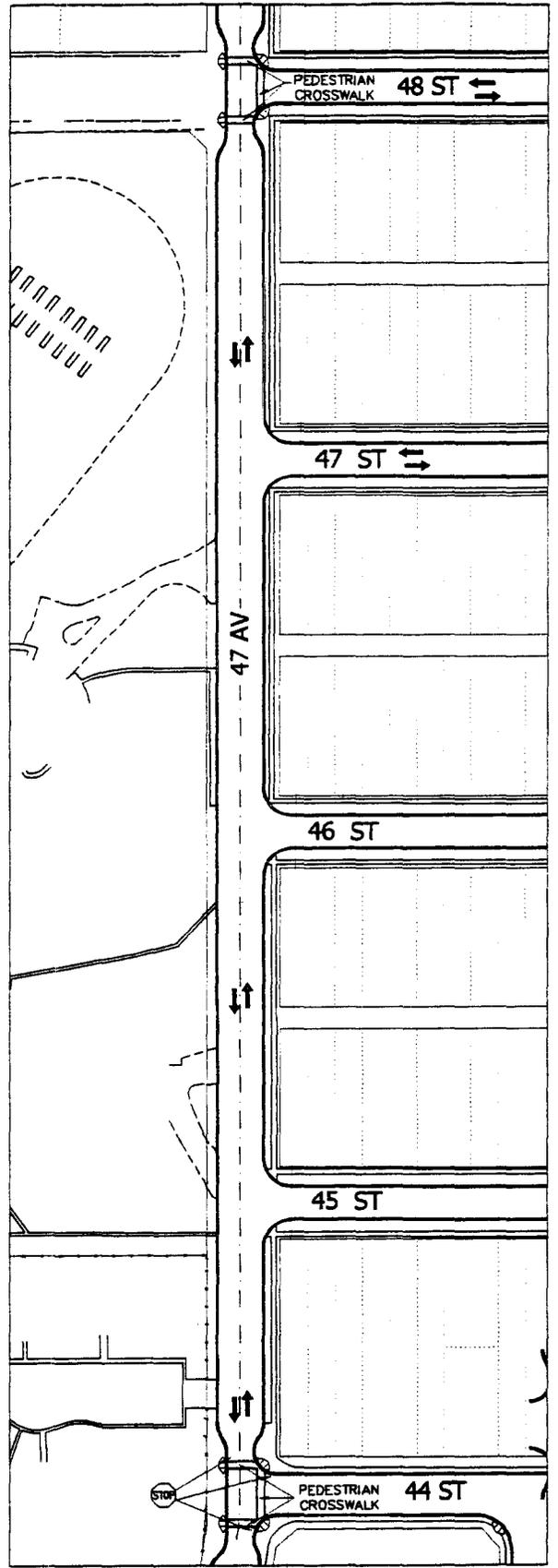
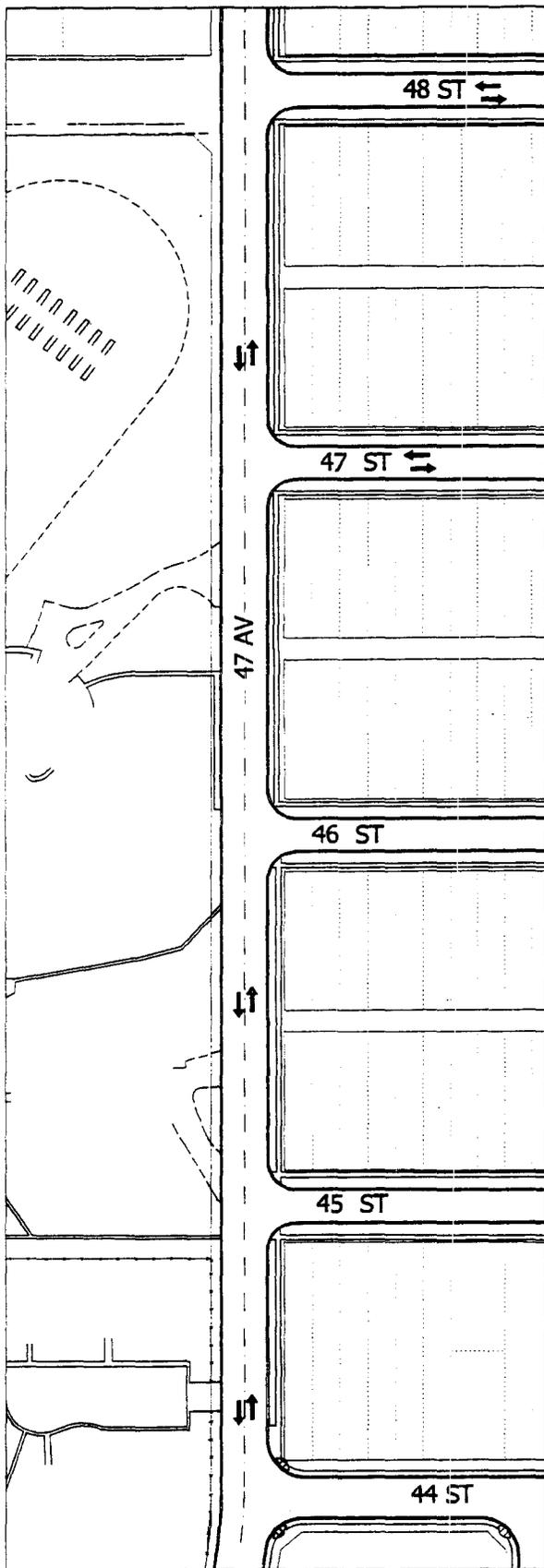


Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

**EXHIBIT 6.7**

DATE: September, 2001

**THE CITY OF  
 RED DEER**



**EXISTING ROAD PLAN**

**PROPOSED ROAD PLAN**



**THE CITY OF  
RED DEER**

**TRAFFIC INITIATIVES STUDY**

**TRAFFIC CALMING  
ON 47th AVENUE**



Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

**EXHIBIT 6.8**

DATE: September 2001

## 6.7 CONCLUSIONS AND RECOMMENDATIONS

- The introduction of traffic calming measures on either of 51<sup>st</sup> Avenue or 49<sup>th</sup> Avenue will result in traffic conditions that are unacceptable based on the City of Red Deer requirement for intersection operating conditions. This is expected under existing conditions, and this would be expected to deteriorate at the 115,000 population horizon. As such, no traffic calming measures are recommended for either of 51<sup>st</sup> Avenue or 49<sup>th</sup> Avenue.

However, there is an opportunity to provide some traffic calming on 51<sup>st</sup> Ave between Ross and 47<sup>th</sup> Streets in the interim period until such time as increasing traffic flows will require the extra lanes or an alternative traffic through route has been devised. Bulbing is recommended for all the intersections to allow parallel parking on both sides of 51<sup>st</sup> Ave between Ross and 47<sup>th</sup> Streets inclusive and to shorten the pedestrian crosswalks at these intersections. The cost of installing the necessary curbs to create the bulbing on the east and west sides of 51<sup>st</sup> Ave will be of the order of \$40000 and \$60 000 respectively.

- The conversion of the Gaetz Avenue parking mall from one-way to two-way operation is workable under existing conditions, though the absence of adequate 115,000 population forecast data prevents the presentation of a complete recommendation. The estimated cost of converting the mall to two-way operation is \$220 000. The issue of conversion of the parking mall to two-way operation was presented at an open house to the downtown business owners and operators for their input on the affect of the change in parking conditions versus the ease of traffic circulation. Not enough input was received from the Downtown Business Association members and it is recommended that the Association be approached again to ascertain its members opinion.
- The proposed modification of 53<sup>rd</sup> and 54<sup>th</sup> Streets from one way to two way operation is workable under existing conditions, and would also be expected to be workable under the future 115,000 population horizon conditions. As in the paragraph above this traffic proposal should be included in the public consultation process for input from local businesses and residents prior to making any final recommendations. The cost for changing these streets from one way to two way and retaining the on-street parking is about \$250,000.
- It is recommended that further modelling be undertaken in the downtown area to develop more appropriate forecasts for the 115,000 population horizon before any further analysis of traffic calming and parking mall traffic circulation modifications be undertaken.
- The installation of bulbing intersection sidewalks at both 44<sup>th</sup> and 48<sup>th</sup> Streets plus the installation of a three way stop at 44<sup>th</sup> Street is recommended at an estimated cost of \$40 000. Other measures should be reviewed if found to be necessary after implementation of the initial measures noted here.

## 7.0 SOUTH TAYLOR DRIVE CONNECTION AND UNDERPASS

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### 7.1 INTRODUCTION

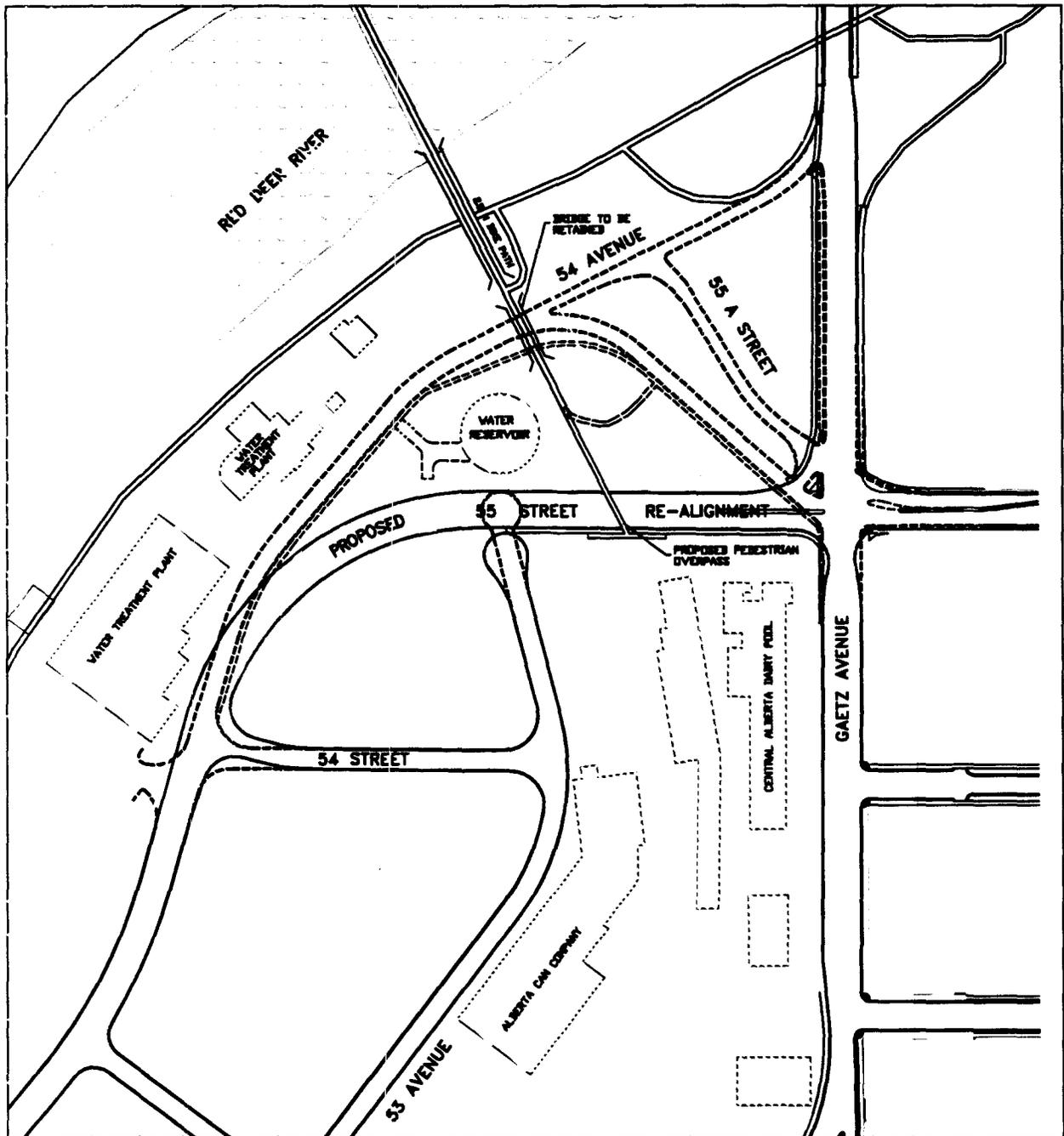
Taylor Drive is ultimately projected to be the north/south bypass around the west side of the centre of Red Deer. The former Canadian Pacific Railways (CPR) bridge at the north end of the alignment serves as an impediment to efficient travel on 54<sup>th</sup> Avenue. The sight lines under the bridge are substandard, the bridge clearance is inadequate, and the structure is exhibiting unsightly signs of corrosion. However the CPR bridge over 54<sup>th</sup> Avenue is an important part of a heavily used pedestrian and cycle route. At the south end of the alignment, a ramp connection from northbound Highway 2 to Taylor Drive was identified in the 1996 Transportation Study Update (IMC Consulting Group) as one of the key future upgrades for the regional road network. In this study, the connections of Taylor Drive to 55<sup>th</sup> Street in the north and to Highway 2 in the south have been examined in some detail to determine what could be done to make Taylor Drive a more attractive alternative through route to 49<sup>th</sup> and 51<sup>st</sup> Avenues.

### 7.2 NORTHERN SEGMENT / CPR BRIDGE

The former CPR bridge over 54<sup>th</sup> Avenue was converted to a pedestrian bridge in 1992 and has been designated an historical resource. In addition to the structural problems identified in the previous section, the section of roadway under the bridge requires frequent attention due to inadequate storm water drainage. Realignment of 54<sup>th</sup> Avenue in this area without making extensive, costly changes to the bridge would require the removal of the structure, which would not be consistent with the City's goal of providing a safe route for pedestrians and bicycles in the area unless replaced by a new pedestrian grade separated structure. The cost of a new pedestrian bridge over the realigned 55<sup>th</sup> St would be in the order of \$250 000.

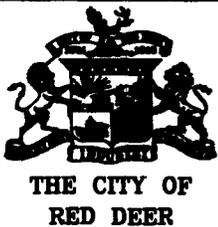
The City of Red Deer has prepared a plan to eliminate the need for 54<sup>th</sup> Avenue under the bridge by extending 55<sup>th</sup> Street to the west from Gaetz Avenue. 55<sup>th</sup> will be run to the south of the existing water reservoir before curving toward the south through the Prairie Bus Company property and connecting to 54<sup>th</sup> Avenue just north of 54<sup>th</sup> Street. This alignment is feasible and represents a major improvement on the existing road layout. One improvement to the City proposal would be to include a right turn lane on Gaetz Avenue from the north, which would improve the flow of traffic destined for Taylor Drive along 55<sup>th</sup> Street and 54<sup>th</sup> Avenue.

The GDAP plan to investigate the feasibility of converting the existing 54<sup>th</sup> Avenue and 55A Street right-of-way west of Gaetz Avenue to park space could be accommodated with this proposed roadway realignment in place. There is an existing car sales operation on the property that would have to be relocated. The estimated cost for the road improvement is \$920,000, which would cover construction costs of the new work, and rehabilitation and planting of the removed roadway surfaces. The conceptual design for this roadway is illustrated on **Exhibit 7.1**.



**Legend**

- Existing Curbs and Sidewalks
- Existing Lots and Road Allowances
- - - Curbs, Sidewalks & Pathways to be Removed
- Proposed Roads
- Proposed Pedestrian Pathways



**TRAFFIC INITIATIVES STUDY**  
**55th STREET RE-ALIGNMENT**  
**AT 54th Ave & GAETZ Ave**

**EARTH TECH**  
 Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346  
**EXHIBIT 7.1**  
 DATE: August 2001

It is acknowledged that the CPR bridge over the Red Deer River and the smaller bridge over the existing 54<sup>th</sup> Avenue will remain in place, since they serve as valuable elements of the City's bicycle and pedestrian system. A pedestrian grade separation structure (if warranted) for pedestrians and cyclists crossing the realigned 55<sup>th</sup> Street will have to be constructed in the future. The estimated cost of this pedestrian bridge would be in the order of \$250,000.

### 7.3 SOUTHERN SEGMENT/HIGHWAY 2 RAMP

At the south end of the Taylor Drive corridor, the proposed ramp from Highway 2 northbound to Taylor Drive was identified in the 1996 study as one of the key improvements for the 85,000 population horizon. The ramp would depart Highway 2 south and east of Taylor Drive and connect to Taylor just north of 19<sup>th</sup> Street (passing over 19<sup>th</sup> in the process). Because the 1996 study did not include a specific long-term traffic volume projection for this ramp, the parameters of the study were reviewed to confirm the feasibility of this roadway link.

With the proposed ramp from Highway 2 to Taylor Drive in place, a substantial portion of the traffic using the ramp would be comprised of trips from the area south of the Highway 2 / Highway 2A split (Zones 234 through 243, based on the 1996 T-MODEL zone map) to the downtown area and the zones north of the river that are adjacent to Highway 2A. The projected employment in the southern area for the 115,000<sup>7</sup> horizon is 2,420, while the projected population for the downtown and "north central" areas is 10,583. This population was adjusted upward to 15,000 to ensure that all computations will tend to be on the high side. Using an average employment-based trip generation rate of 0.2 outbound trips per employee for the evening peak hour, the southern zones can be expected to generate 484 trips in the PM peak.

Assuming that the employment-based trips from these zones are distributed uniformly throughout the City of Red Deer, then it is expected that 13%, or 63 of them, will use the proposed Taylor Drive ramp to bypass Gaetz Avenue. The 1996 T-MODEL also includes inbound home-based "other" (HBO) trips at a rate of 0.104 trips per person for the PM peak hour, which yields 1,560 trips from the downtown and north central zones. If 10% of the home-bound HBO trips for these areas originate in the southern travel zones, then 156 additional trips can be expected on the proposed ramp in the evening peak hour. Based on these projected volumes, it is estimated that the proposed ramp would carry no more than 250 or so vehicles during the evening peak hour.

It appears, therefore, that the proposed ramp does not serve a particular function as far as traffic mobility in Red Deer is concerned. Northbound traffic that is destined for areas south of downtown Red Deer would be more likely to use Gaetz Avenue, while traffic destined for areas further north of the downtown area would be better off staying on Highway 2 and exiting at 67<sup>th</sup> Street (Highway 11) or Highway 11A. The connection would effectively serve northbound traffic destined for areas on the west side of downtown Red Deer or those areas west of the river (Fairview and North Red Deer) that are more easily accessed from Taylor Drive than from 67<sup>th</sup> Street.

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<sup>7</sup> See footnote #1.

The result of this analysis indicates that the ramp does not appear to serve any local access needs for Red Deer and also has little effect in transferring north bound traffic from Gaetz Avenue to Taylor Drive. However, the land that was originally protected for this ramp should remain undeveloped, and this issue should be studied again in the future when the City's transportation plan is updated.

#### 7.4 CONCLUSIONS AND RECOMMENDATIONS

- The 55<sup>th</sup> St, Gaetz Ave intersection and the roads in the vicinity of the 54<sup>th</sup> Ave underpass are inadequate in respect of the desired design lines for traffic safety. The alternative solutions are to either extend 55<sup>th</sup> St or to improve the underpass under the old CPR bridge. The provisional design developed by the City is the preferred option. The old CPR bridge across 54<sup>th</sup> Ave would be retained as a feature and the pedestrian and bicycle traffic would be rerouted over a new bridge to be built or at an at grade crossing over 55<sup>th</sup> St.
- The cost estimate for removing the roadway under the CPR foot bridge, rehabilitation of the removed road, and construction of the new roads is in the order of \$920 000. The cost of a new pedestrian bridge would be about \$250 000.
- The aim of investigating the possibility of a north bound off ramp from Highway 2 directly on to Taylor Drive would be to divert north bound Gaetz Ave traffic to Taylor Drive. The analysis shows that the construction of the off ramp would have negligible effect at this time and is therefore not warranted. This issue should be revisited in the future when the City's transportation plan is updated and traffic volumes and patterns may potentially change.

## 8.0 KERRY WOOD DRIVE

### 8.1 INTRODUCTION

The segment of Kerry Wood Drive between Taylor Drive and 60<sup>th</sup> Street is currently a designated truck route in the City of Red Deer, along with short sections of 59<sup>th</sup> Street, 60<sup>th</sup> Street, and 51<sup>st</sup> Avenue. Urban revitalization of the Riverside Meadows area, while not included in the *Greater Downtown Action Plan*, is addressed in the 2000 *Riverside Meadows Area Redevelopment Plan*. The plan proposes a gradual conversion of light industrial zones in Riverside Meadows to commercial and residential land uses. The desirability of Kerry Wood as a truck route is therefore questionable, and the roadway alignment and posted speeds on Kerry Wood Drive may not be suitable for truck traffic. This study will examine Kerry Wood Drive and make recommendations for truck routing, lane marking, parking, traffic calming and any other appropriate measures to bring the Drive into line with the proposed urban land use.

### 8.2 EXISTING VEHICULAR SPEEDS

Vehicular speed data were collected along Kerry Wood Drive at two locations in March 2001 throughout the day. The first location was in the playground zone near 57<sup>th</sup> Street, where the speed limit is reduced to 30 km/hr for a short distance, while the second location was just south of 59<sup>th</sup> Street in the standard (50 km/hr) zone. The results of the speed data collection are summarized here in **Table 8.1**.

**Table 8.1: Kerry Wood Drive Vehicular Speeds**

Zone	Posted Speed	85 <sup>th</sup> Percentile Speed	Difference (Excess)
57 <sup>th</sup> Street (playground)	30 km/hr	40 km/hr	+10 km/hr
59 <sup>th</sup> Street (standard)	50 km/hr	53 km/hr	+3 km/hr

### 8.3 CROSSWALK WARRANTS

Along Kerry Wood Drive, the 55<sup>th</sup> Street, 57<sup>th</sup> Street, and 59<sup>th</sup> Street intersections were studied to determine if there is currently a need for pedestrian crosswalks at these locations. 59<sup>th</sup> Street was examined because of the fairly heavy traffic volumes and the roadway geometry, while 57<sup>th</sup> and 55<sup>th</sup> Street were identified as areas of particular concern because of the adjacent land uses (the playground on 57<sup>th</sup> Street and the school on 55<sup>th</sup> Street). The intersections were examined based on the City of Red Deer's current crosswalk marking warrant system, and the results of the warrant analysis are shown below in **Tables 8.2a** and **8.2b**. It should be noted that there were **no** pedestrian-related accidents reported on Kerry Wood Drive in the last three years. In addition, the 55<sup>th</sup> Street intersection is not part of a designated "Safe Route to School" to date but there is a marked crosswalk across Kerry Wood drive on the north side of the 55<sup>th</sup> Street intersection.

**Table 8.2a: Kerry Wood Drive / 59<sup>th</sup> Street Crosswalk Warrant Results**

No.	Warrant	Yes	No	Not Known
1	Is the intersection signalized?		x	
2	Is the intersection adjacent to a convenience store, a movie theatre, a care home, a medical institution, or a similar land use?	x		
3	Has there been a written complaint submitted with regard to pedestrian crossing difficulties at this location?			x
4	Does the intersection form part of a Safe Route to School?		x	
5	Is there a Safe Route to School within 300 metres of this intersection or the nearest arterial or collector to the school?		x	
6	Is this the only major route leading from the school entrance to the nearest residential areas in one direction?		x	

**Table 8.2b: Kerry Wood Drive / 55<sup>th</sup> and 57<sup>th</sup> Street Crosswalk Warrant Results**

No.	Warrant	Yes	No	Not Known
1	Is the intersection signalized?		x	
2	Is the intersection adjacent to a convenience store, a movie theatre, a care home, a medical institution, or a similar land use?	x		
3	Has there been a written complaint submitted with regard to pedestrian crossing difficulties at this location?			x
4	Does the intersection form part of a Safe Route to School?	x		
5	Is there a Safe Route to School within 300 metres of this intersection or the nearest arterial or collector to the school?	x		
6	Is this the only major route leading from the school entrance to the nearest residential areas in one direction?	x		

#### 8.4 TRAFFIC VOLUME SUMMARY

Traffic data collected in March 2001 indicates that Kerry Wood Drive carries approximately 3,200 to 3,600 vehicles per day in each direction. Based on the turning movement counts conducted at 59<sup>th</sup> Street

and Taylor Drive, trucks comprise about 4% of the overall volume on Kerry Wood. Combined two-way volumes exceed 480 vehicles per hour (vph) for four hours during a typical weekday (see **Table 8.3**). The City of Red Deer's pedestrian signal warrant guidelines indicate that a signal would be warranted if the combined two-way "major street" volume exceeded 480 vph and the one-way "minor street" volume exceeded 160 vph for eight hours of an average day. Although even the combined two-way volume on 55<sup>th</sup> Street does not exceed the 160 vph threshold during any hour of the day, it appears that some kind of pedestrian protection would be warranted on Kerry Wood Drive under its current configuration. This will be discussed in more detail in Section 8.7.

**Table 8.3: Kerry Wood Drive Hourly Volume Summary**

Hour Beginning	Two-Way Volume
7:00 AM	372
8:00	308
9:00	308
10:00	368
11:00	455
12:00 PM	434
1:00	445
2:00	526
3:00	565
4:00	576
5:00	507
6:00	428
7:00	384
8:00	348
9:00	244

## 8.5 55<sup>th</sup> STREET PARKING SUMMARY

Parking volume and occupancy data was collected along 55<sup>th</sup> Street between 8:30 AM and 5:00 PM in June 2001. The data indicates that there are approximately 34 legal parking stalls (based on 6.5 metres per stall) in the study area from 60<sup>th</sup> Avenue to Kerry Wood Drive. The maximum occupancy level for these parking spaces is about 62%, which occurs at 9:00 AM. Most of the vehicles that are parked in this area remain in place for more than 2 hours, with only about 22% having a parking duration of less than 30 minutes. While this information indicates that excessive parking movements in the area are not a problem, the narrow cross-section and curved alignment of the roadway adjacent to the intersection make it difficult for vehicles in the area to pass in opposite directions.

## 8.6 PUBLIC CONSULTATION

As part of the work program for this initiative, two public Open Houses were held – the first to share information on the project with the Riverside Meadows community, and the second to gather feedback on Earth Tech's recommendations for Kerry Wood Drive.

### 8.6.1 Open House #1

The Open House to gather input on options for Kerry Wood Drive was held on Tuesday, March 27, 2001 from 2:00 until 8:00 p.m. Approximately 30 people attended the Open House, and 20 comment forms were received during the Open House. A few comment forms were submitted subsequent to the Open House. Comments by issue are provided below. A more detailed listing of comments received at the Open House is provided in the "Summary of Public Input" submitted separately.

#### *Traffic Calming on Kerry Wood Drive*

Many of the comments raised in regard to traffic calming related to the excessive speed of traffic on Kerry Wood Drive. Some respondents indicated that speed bumps would be an effective means to slow traffic. It was acknowledged that there is a need to slow traffic near 59<sup>th</sup> Street.

Pedestrian crosswalks were thought to be necessary by some respondents, particularly at 55<sup>th</sup> and 57<sup>th</sup> Streets. The crosswalks would address pedestrian safety, which was seen as an issue given the speed, volume, and mix of traffic on Kerry Wood Drive.

Almost all people who commented on the number of lanes for Kerry Wood Drive indicated that a 2-lane cross section was the most appropriate for the area. Generally, people expressed the opinion that the extra roadway could be used for turning lanes and parking. Additionally, a number of people indicated that median barriers would be appropriate

#### *On-Street Parking*

Generally the preference was to leave parking as-is on Kerry Wood Drive. This was typically seen to be part of reducing the roadway to two driving lanes. Some people indicated that parking should not be allowed on the street until truck traffic is removed.

#### *Truck Routes*

There was obvious agreement that truck traffic was not appropriate in a residential neighbourhood.

Generally, there was some recognition that local truck access was required on Kerry Wood Drive. Particularly, some respondents indicated truck access to Taylor Drive and 60<sup>th</sup> Street was required from Kerry Wood Drive, to allow them to continue to operate their businesses in this area. A number of people questioned whether the City could enact bylaws and post signs restricting truck traffic to local businesses.

There was substantial concern about traffic using Kerry Wood Drive as a short cut. All respondents noted that short cutting traffic was inappropriate in this area. A few people indicated that truck traffic should be

rerouted to Riverside Drive and 67<sup>th</sup> Street. Noise and pollution associated with truck traffic on Kerry Wood Drive was also mentioned numerous times.

Finally, people commented on the inappropriate use of local streets by truck drivers. In particular, a truck driver training school was cited as frequently using local streets for instruction of new drivers.

### ***Other***

Many respondents would like to see sidewalks on both sides of Kerry Wood Drive. A number of respondents expressed a desire to see more trees along Kerry Wood Drive. A need for turning lanes on to 54 Avenue and on to Taylor Drive was noted by some people.

### **8.6.2 Open House #2**

The second Open House for the community of Riverside Meadows was held on Wednesday, June 20, from 5:00 until 8:00 p.m. The purpose of the Open House was to review background information, including input obtained from the community at a previous Open House, and to present the project team's initial recommendations.

At the first Open House, the community indicated the need for traffic calming measures along Kerry Wood Drive to slow traffic down and make the street safer for pedestrians. Residents agreed that a truck route is not an appropriate use of Kerry Wood Drive, although it was recognized that local truck access is required to allow businesses in the area to continue operating.

At the second Open House, the recommendation put to the public was as follows:

- remove Kerry Wood Drive from the City's truck route network,
- reduce the roadway to a 2-lane cross-section, and
- implement traffic 'bulbs' and pedestrian crosswalks and additional boulevard landscaping.

Approximately twelve people attended Open House #2, and three submissions were sent to Earth Tech by people who could not attend the meeting. Public feedback is summarized below. A detailed review of public feedback can be found in the separate report, "Summary of Public Input #2".

### ***Removal of truck route:***

Generally, people who attended the Open House showed support for removing Kerry Wood Drive from the truck route network. It was recognized that local access for trucks would still be necessary. Attendees to the Open House also indicated that the truck route designation should be removed from 59<sup>th</sup> and 60<sup>th</sup> Streets and 51<sup>st</sup> and 54<sup>th</sup> Avenues, as well as Kerry Wood Drive.

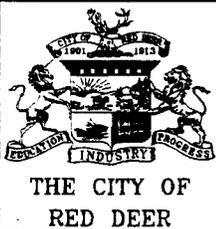
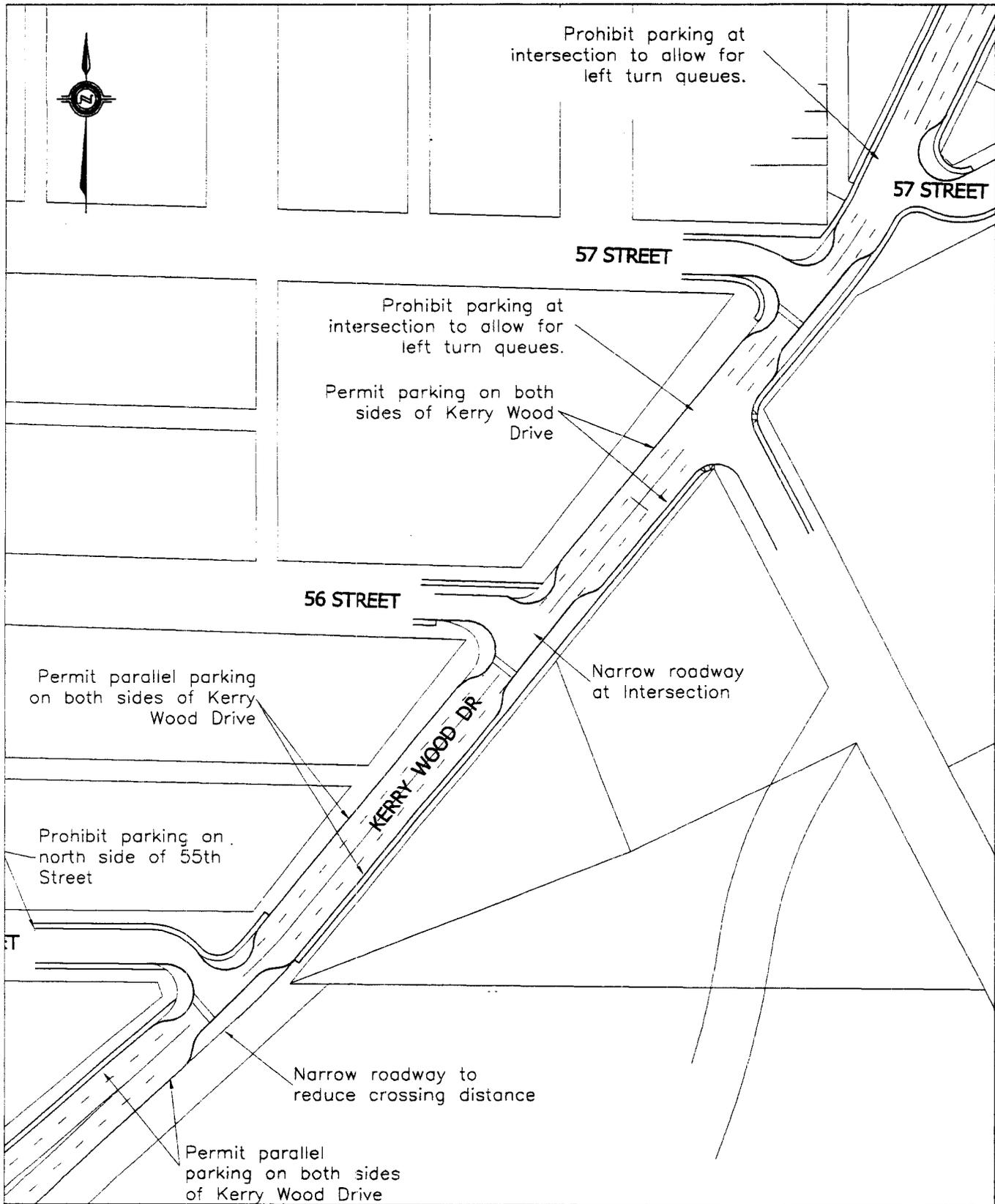
### ***Traffic calming:***

Traffic calming along Kerry Wood was supported. Specifically favoured were crosswalks at 55<sup>th</sup> and 57<sup>th</sup> Streets and on-street parking on Kerry Wood.

## 8.7 CONCLUSIONS AND RECOMMENDATIONS

Several roadway modifications along Kerry Wood Drive will be needed to meet the goals and objectives laid out in the *Riverside Meadows Area Redevelopment Plan*. The recommendations listed below correspond to the objectives that were defined in the scope of work for this study, as well as those that were defined in the subsequent requests from the City of Red Deer.

- Kerry Wood Drive, 51<sup>st</sup> Avenue, 59<sup>th</sup> Street, and 60<sup>th</sup> Street are no longer needed in the City's truck route network, particularly in light of the relatively small number of trucks that use Kerry Wood Drive, the proposed future land uses in the area, and the presence of a 30 km/hr. playground zone. In addition, the low bridge clearance (4.50 metres) at the Gaetz Avenue overpass effectively restricts the size of vehicle that can use the route to access the industrial area east of Gaetz. Trucks no longer need the route because they can now access the Riverside Industrial Light Industrial Area from 67<sup>th</sup> Street. Elimination of these streets from the truck route network will not compromise the ability of trucks to serve local businesses in the future, since local deliveries will still be permitted even along streets that are not part of the designated route.
- From a capacity standpoint, Kerry Wood Drive does not need a four-lane cross section except where turning lanes are required at the major intersections. If the road is removed from the truck network and parking is permitted on both sides of the street, the reduced cross-section and increased "side friction" will likely result in an overall speed reduction along the roadway.
- Kerry Wood Drive was not identified as a constrained roadway under any of the future population horizons (up to 115,000) that were studied in the 1996 Transportation Plan Update, so future growth in the area should not have an adverse impact on the proposed roadway changes.
- Introducing parking on one or both sides of the street will preclude the use of a centre median as an aesthetic enhancement. To reduce the effective width of the road and provide an additional traffic calming measure on Kerry Wood Drive, the installation of traffic "bulbs" and crosswalks is recommended at the two marked pedestrian crossings south of 59<sup>th</sup> Street (55<sup>th</sup> and 57<sup>th</sup> Streets). *Note that these features must be carefully designed so as to avoid obstructing the sight lines for traffic approaching Kerry Wood Drive from the minor streets; the exhibits described in the following paragraphs represent conceptual designs that must be examined in detail to ensure that adequate sight lines and turning radii are maintained.*
- The recommended improvements on Kerry Wood Drive in the vicinity of 55<sup>th</sup> and 57<sup>th</sup> Streets are shown in **Exhibit 8.1**. To mitigate the problem related to parking movements on the narrow section of 55<sup>th</sup> Street adjacent to Kerry Wood Drive while maintaining adequate parking adjacent to the school site, parking should be prohibited on the north side of 55<sup>th</sup> between Kerry Wood Drive and 58A Avenue. This would improve the flow of traffic on this street segment during peak periods, and the recommended addition of parking on both sides of Kerry Wood Drive (see previous item) would more than offset the loss of parking on 55<sup>th</sup> Street.



TRAFFIC INITIATIVES STUDY

RECOMMENDED IMPROVEMENTS

KERRY WOOD AT 55th ST

**EARTH TECH**

Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

DWG No. EXHIBIT 8.1

DATE: August 2001

- Additional improvements in the vicinity of 55<sup>th</sup> or 57<sup>th</sup> Streets are shown in **Exhibit 8.2**, depending on which intersection is selected for pedestrian signal protection. It was determined that either 55<sup>th</sup> Street or 57<sup>th</sup> Street would meet the warrant for a pedestrian signal based on the adjoining land uses. 57<sup>th</sup> Street would qualify because of the playground on the southwest corner of the intersection, while 55<sup>th</sup> Street is adjacent to the school. It should be noted that the crosswalk in Exhibit 8.2 is shown conceptually on the south side of the cross street, but the existing crosswalk on 55<sup>th</sup> Street is on the north side of the street. To provide the safest pedestrian route from the east side of Kerry Wood Drive to the school, this crosswalk should be on the south side of the street.

The cost of installing the bulbup and pedestrian crossing is in the order of \$140,000 at either 55<sup>th</sup> or 57<sup>th</sup> Streets.

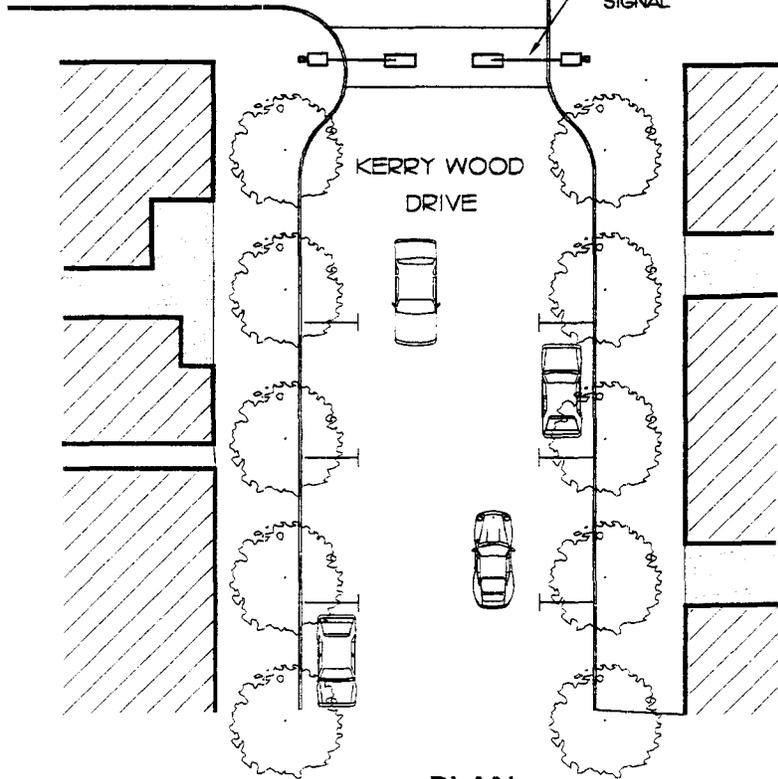
- The intersection of Kerry Wood Drive and 59<sup>th</sup> Street does not need the existing four-lane cross section to function adequately. To accommodate traffic and pedestrians safely and provide a smooth transition to the proposed two-lane section to the south, the southbound Kerry Wood Drive approach should be striped as a left turn lane and a through lane. The northbound approach should carry a through lane and a dedicated right turn lane. Due to the proximity of the existing traffic signal at the adjacent intersection on of Kerry Wood Drive and 60<sup>th</sup> Street, this intersection does not meet a warrant for a pedestrian signal. However, pedestrian crosswalk signs should be installed on the westbound approach to the intersection to provide advance warning to those motorists approaching the intersection, particularly those who are making a right turn under the yield control. In addition, a sidewalk should be added to the west side of Kerry Wood Drive to provide for continuous pedestrian travel from the new residential area south of 59<sup>th</sup> Street to the signalized intersection at 60<sup>th</sup> Street. The recommended improvements at this intersection are shown in **Exhibit 8.3**.

The estimated cost of installing the signs and constructing the recommended side walk and curb improvements is \$10,000.

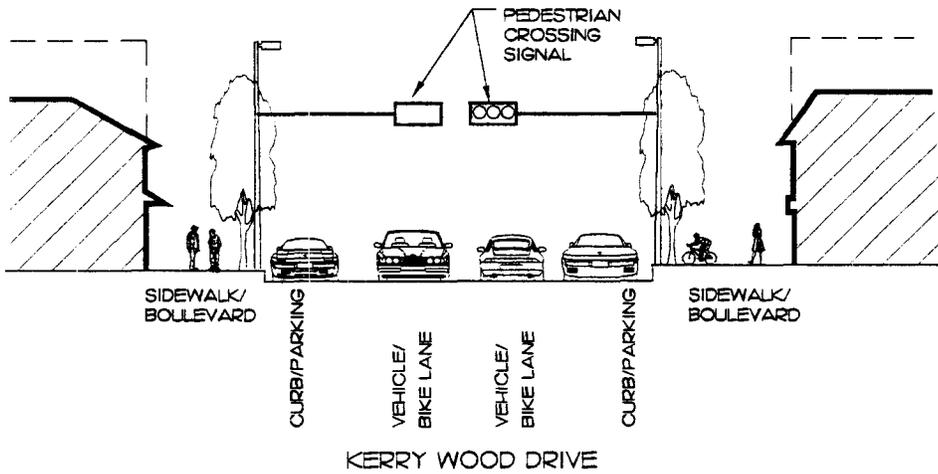
- Kerry Wood Drive from Taylor Drive to 60<sup>th</sup> Street is shown in **Exhibit 8.4** with the above mentioned measures conceptually illustrated. If all the measures are undertaken including the signalised pedestrian crossing, the estimated cost for construction will be in the order of \$260,000.
- In conjunction with the aforementioned pedestrian signalization on either 55<sup>th</sup> or 57<sup>th</sup> Streets, the protected crosswalk and adjoining sidewalks should be formally incorporated in a designated "Safe Route to School," as per the standards for the City of Red Deer.

55TH STREET OR 57TH STREET

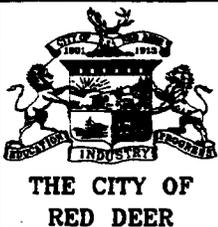
PEDESTRIAN CROSSING SIGNAL



PLAN



ELEVATION



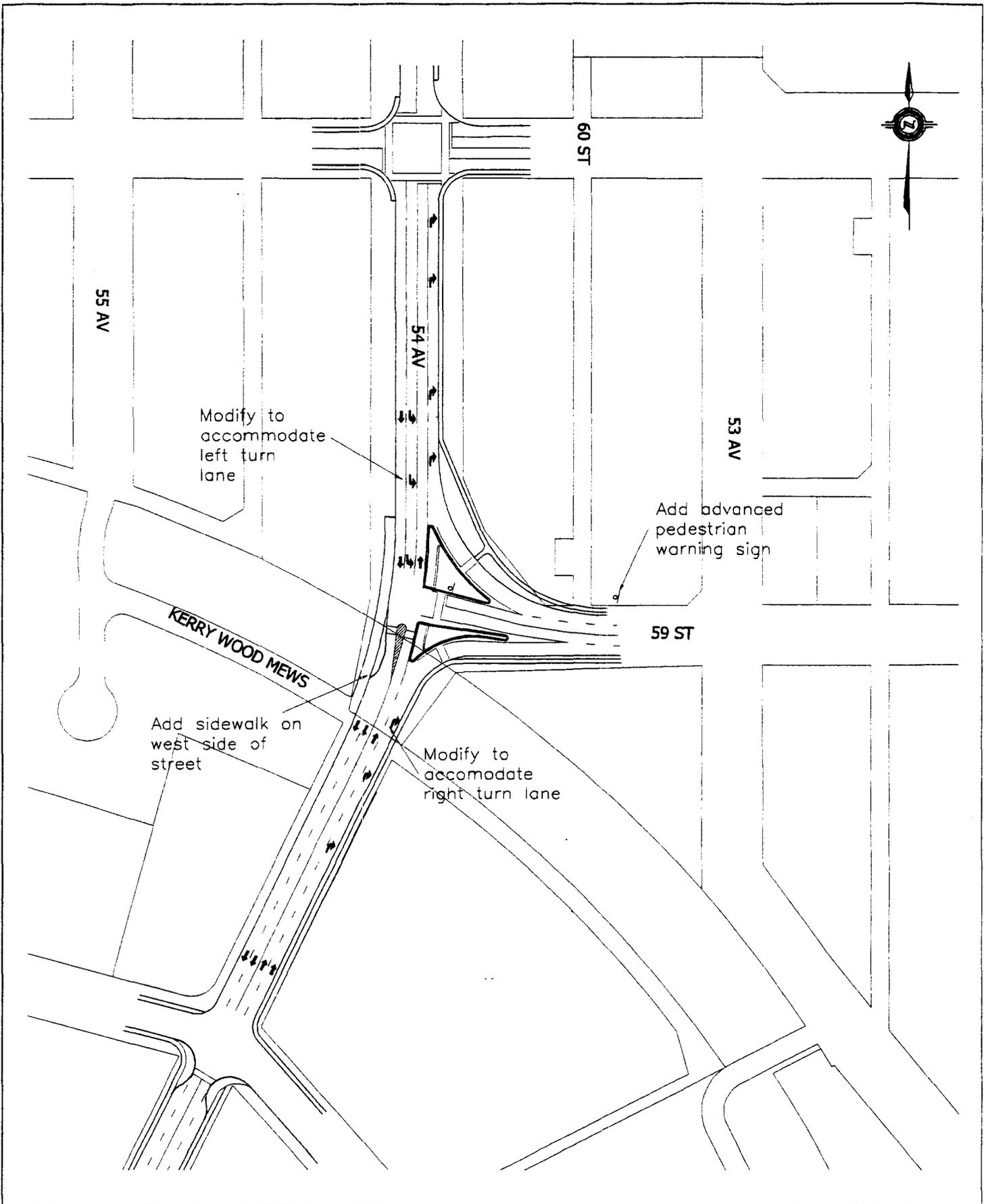
TRAFFIC INITIATIVE STUDY  
 CONCEPT FORM & FUNCTION  
 OF KERRY WOOD DRIVE

EARTH TECH

Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

DWG No. EXHIBIT 8.2

DATE: August 2001



THE CITY OF  
RED DEER

TRAFFIC INITIATIVES STUDY

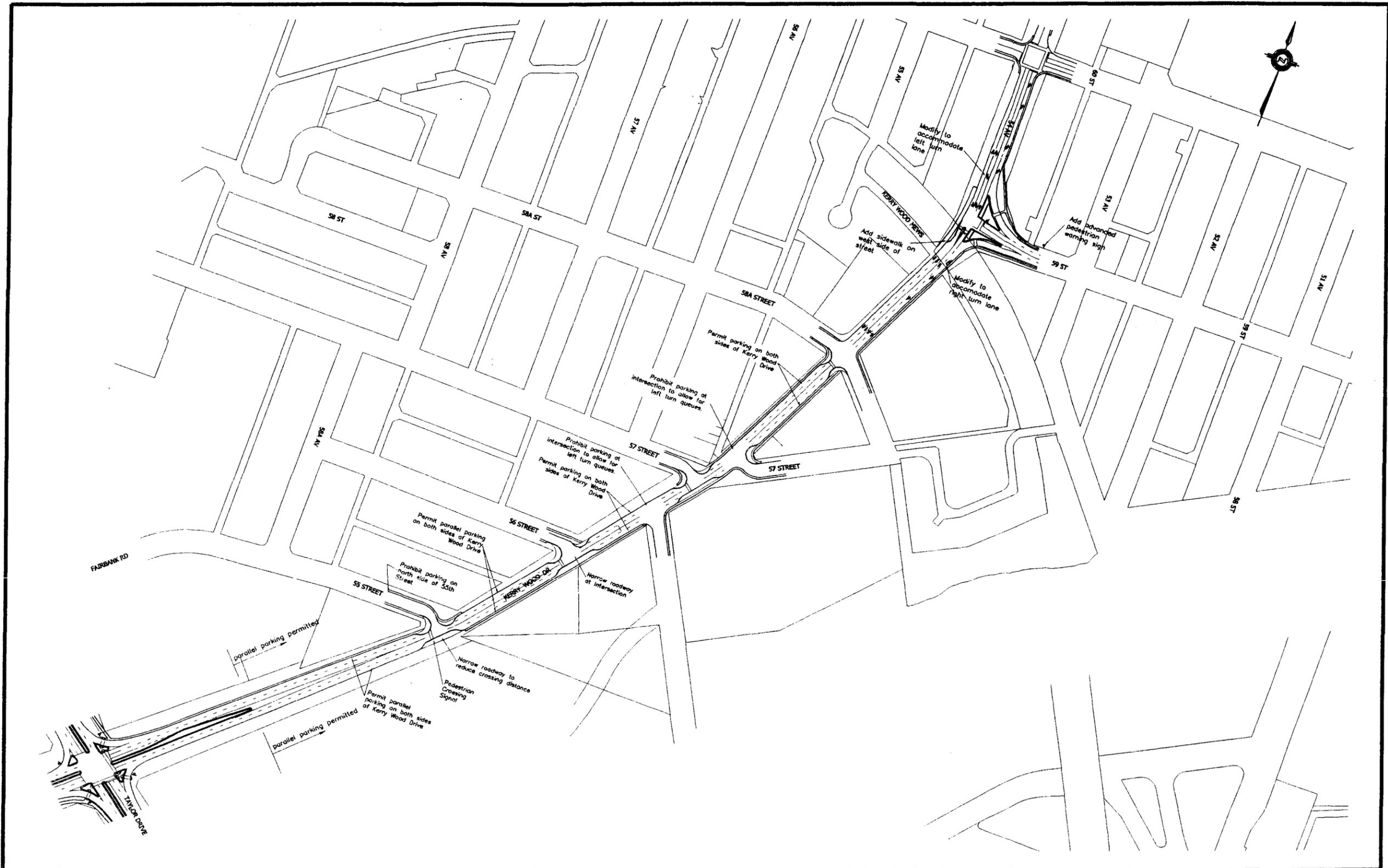
KERRY WOOD  
AT 59th ST



Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

DWG No. EXHIBIT 8.3

DATE: August 2001



NO.	REVISION	DATE	INITIAL

DRAWN BY:  
DC

CKD. BY:  
RABW

TRAFFIC INITIATIVES STUDY  
KERRY WOOD DRIVE  
PROPOSED FORM

**EARTH TECH**  
Earth Tech (Canada) Inc. Red Deer, Alberta 403.343.2346

SCALE: NTS      DATE: Sept, 2001

DWG No.      EXHIBIT 8.4

**COUNCIL MEETING OF DECEMBER 17, 2001**

**ATTACHMENT**

**DOCUMENT STATUS:           PUBLIC**

**REFERS TO:                   GREATER  
DOWNTOWN/RIVERSIDE  
MEADOWS POLICY COMMITTEE**

**RECOMMENDATIONS FROM THE  
POLICY COMMITTEE: TRAFFIC  
INITIATIVES STUDY**

**BACKGROUND MATERIAL**

Date: September 14, 2001  
To: City Clerk  
From: Steering Committee Members  
**Re: Downtown Action Plan - Traffic Initiatives Study**

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**A. INTRODUCTION**

In November 2000, as a part of the "early successes" listed in the Greater Downtown and Riverside Meadows Implementation Plan, a Terms of Reference was prepared for consultant services to determine the feasibility, functionality, and preliminary cost of six key transportation initiatives put forth in the Plans. In December 2000, the Terms of Reference was approved by the Senior Management Team and a Study budget of \$130,000 was allocated. In January 2001, proposals were received from three consulting firms and Earth Tech Canada Inc. was awarded the project with a tentative completion date of August 31, 2001. The first project Steering Committee meeting occurred February 22, 2001.

**B. STUDY OBJECTIVES**

As stated in the Greater Downtown Action and Riverside Meadows Area Redevelopment Plans, and as repeated in the Terms of Reference for the Study, the objectives of the Study were

- to attain a better balance in functions of Downtown streets, making the Downtown environment more pleasant for pedestrians and more convenient for parking; and
- to address the need for the existing truck route within the Riverside Meadows Community and determine function, capacity, and the possibility of more on-street parking and traffic calming measures for Kerry Wood Drive.

**C. KEY PRINCIPLES**

The key principles that the Consultant was to consider during the course of this Study were:

City Clerk  
 Page 2  
 September 14, 2001

- Pedestrian first by creating an attractive walking environment.
- Calm traffic lows on major arterial roadways in the Downtown.
- Increase public space in a safe and friendly manner.
- Maximize green areas.
- Accommodate on road commuter cyclist lanes.
- Connectivity enhancement between land uses.
- Convenience by providing accessibility and ease of travel.
- Creative combination of right of way elements in a safe and effective manner.

**D. SIX TRAFFIC INITIATIVES TO BE STUDIED**

1. Proposed new intersection at Taylor Drive and 48 Street (Policy 8.1).
2. Extend 48 Street as a through street to 47 Avenue (Policy 8.4).
3. Install traffic calming measures on
  - 51 Avenue, from 43 Street to 52 Street (Policy 7.11)
  - 49 Avenue, from 43 Street to 55 Street (Policy 7.12)
  - 47 Avenue, from 44 Street to 49 Street (Policy 7.13)
4. Convert roads to two-way operation on
  - Gaetz Avenue Parking Mall, from 46 Street to 52 Street (Policy 8.2).
  - 51 Street Parking Mall, from Gaetz Avenue to 49 Avenue (Policy 8.3).
  - 53 Street, from 49 Avenue to 48 Avenue (Policy 8.3).
  - 54 Street, from Gaetz Avenue to 48 Avenue (Policy 8.3).
5. Retain the configuration of the 54 Street and Gaetz Avenue intersection and convert the 55 Street right of way, between Gaetz Avenue and 54 Avenue, to park space (Policy 8.5).
6. Confirm the function and features of Kerry Wood Drive, from Taylor Drive to 60 Street (Riverside Meadows Area Redevelopment Plan, Transportation Recommendations).

The attached plan illustrates these six locations.



City Clerk  
Page 4  
September 14, 2001

**H. DELIVERABLES**

The Consultant was required to produce the following information:

1. Determine and evaluate options for each of the six transportation initiatives.
2. Considering the key principles, the recommendations of the Greater Downtown Action Plan, common roadway design standards, and the mobility needs of The City at the 115,000 population level, recommend the option that best addresses the needs of the community for each initiative.
3. Prepare conceptual drawings of the recommended option for each initiative.
4. Prepare a preliminary cost estimate for each recommended option.

**I. CLOSING**

Representatives from Earth Tech Canada Inc. will be present at the September 24, 2001 Council meeting to present a summary of their work and their recommendation for each of the six traffic initiatives. The presentation will take approximately half an hour and they will be available after to respond to questions. A copy of the Study is attached for your reference.

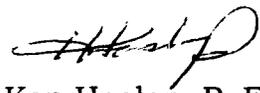
**J. Recommendations**

The undersigned members of the Steering Committee endorse the concepts recommended in the Consultant's report. For the most part, we believe that the concerns of the community have been addressed and the Greater Downtown Action Plan and Riverside Meadows Area Redevelopment Plan are one step closer to being implemented. We now know what options are feasible and what the preliminary cost will be. This information will be placed in the Five-Year Major Capital Budget for Council's consideration relative to priority and funding sources.

City Clerk  
Page 5  
September 14, 2001

Council should be aware that the recommended concepts contained in the Consultant's report, if supported by The City, would result in the need to amend the Greater Downtown Action Plan. As our Steering Committee has completed its task, we would respectfully suggest that this report be accepted as information, tabled, and referred to the Downtown Action Plan Policy Committee with any additional directions that Council may have.

  
Bryon Jeffers, P. Eng.  
Director of Development Services

  
Ken Haslop, P. Eng.  
Engineering Services Manager

  
Greg Scott  
Committee Planning Coordinator

  
Tony Lindhout  
Planner

  
Nancy Hackett  
Planner

KGH/emr  
Att.



**JAMES W. "JIM" MUZA**

4601 - 42 St. Cr.,  
RED DEER, Alberta T4N 6Y6

**FILE COPY**

Telephone (403) 346-7920

Sept. 20th., 2001

The Mayor & Council,  
City of Red Deer,  
Red Deer, Alberta

Re: 48th Street and Greater Downtown Action Plan

Further to my letter of Sept. 17th I wish to make a correction to the map that I presented. I forgot to include a left turning lane from the north for 48th street residents, living on the east side, to enter from the north.

I have received a letter from Dawna Barnes indicating that she no longer supports the proposal which I interpreted from her comments during her campaign visit to my home last week. If anyone interprets that she indicated Parkvale Community Association endorsement in my letter I apologize. I merely indicated that she was president of the association for identification purposes only.

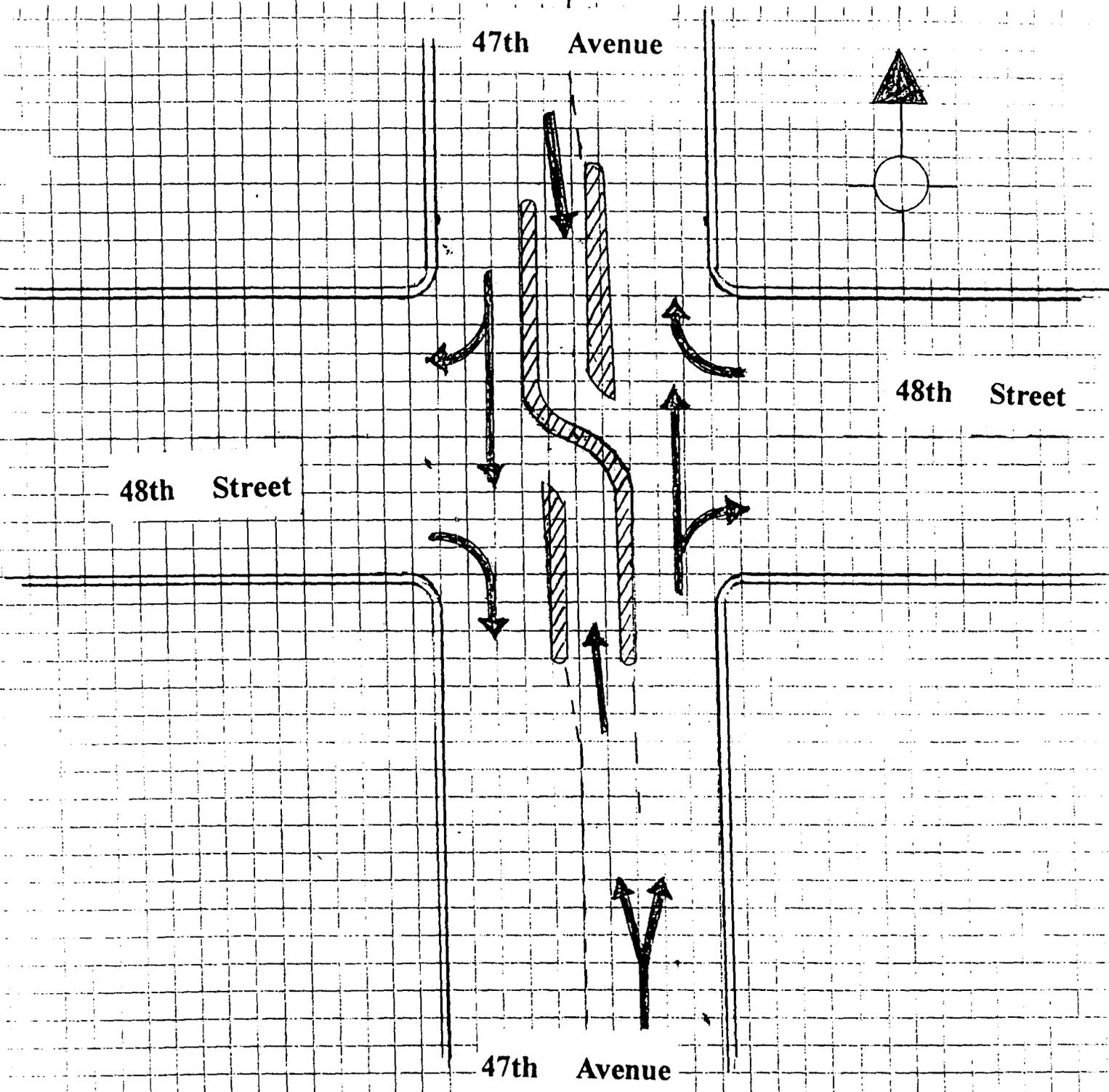
I have spoken with some City Councillors about 48th Street and they had obtained the impression that all of Parkvale were in favour of leaving 48th Street closed. **This is not true.** There are many, particularly in south Parkvale who want it open. As to the 150 number, I cannot verify it as I do not have possession of it. I brought part of the petition in early with a letter to have it included in the Council Meeting agenda. The rest was submitted later and I was advised of that number later on.

I do hope that Council will take the concerns of South Parkvale into consideration. I personally spoke to a firefighter who is a driver and he felt that it would be a much better route when the south end of 47th Avenue is busy as they not only have to contend with heavy slow traffic but numerous pedestrians and children crossing as well.

Yours truly,



Jim Muza



AMENDED SEPT 20/01

### 3.0 EXECUTIVE SUMMARY

---

The completion of the analysis undertaken by Earth Tech resulted in the development of a number of conclusions. These are summarized here by Initiative and outlined in more detail in the sections that follow.

#### *Taylor Drive/48<sup>th</sup> Avenue*

- The traffic expected to be generated by the Cronquist Industrial lands can be accommodated via the two proposed all-turns access locations on 45<sup>th</sup> Street (assuming signalization of both). A vehicular connection to 48<sup>th</sup> Street east and west of Taylor Drive is not required through an all-turns intersection at Taylor Drive/48<sup>th</sup> Street.
- An at-grade, all-turns intersection at Taylor Drive/48<sup>th</sup> Street would introduce safety and operational difficulties within the Taylor Drive corridor and is therefore neither feasible nor appropriate for consideration in an all-turns condition.
- The provision of a vehicular overpass or underpass at Taylor Drive/48<sup>th</sup> Street would cost in the order of \$4.2 to \$5.7 million and would compromise access for properties on 48<sup>th</sup> Street between Taylor Drive and 52<sup>nd</sup> Street. Given the access issue, the cost and the absence of a need for the connection from a traffic capacity perspective, it is recommended that neither an overpass nor an underpass be considered for vehicles at this location.
- Although an all-turns at-grade intersection is neither required nor feasible at Taylor Drive/48<sup>th</sup> Street, there is merit in providing a right turns access and egress for 48<sup>th</sup> Street east of Taylor Drive. This would provide circulation through the area as well as relief to the existing queuing problems that occur on 52<sup>nd</sup> Street at the Ross/49<sup>th</sup> Street couplet. It is recommended that this intersection (limited to right turns only on the east side of Taylor Drive) be included as part of the 48<sup>th</sup> Street promenade design.
- The minimum traffic control device necessary to accommodate pedestrians crossing Taylor Drive is a pedestrian signal. However, the installation of a pedestrian signal at this location is inconsistent with the major continuous corridor concept under which Taylor Drive was developed. Any less intense type of pedestrian control (pedestrian flasher or a signed and marked crosswalk) will not create a safe pedestrian crossing environment. The safest and most effective pedestrian crossing device suitable for this location is a pedestrian over or underpass, and it is recommended that such a structure be installed once pedestrian activity begins to desire a route to the lands west of Taylor Drive. The present day cost for such a structure would be in the order of \$850,000. Until then (during the interim period), a pedestrian barrier should be installed on Taylor Drive so as to prevent pedestrians from crossing at a mid-block location. Pedestrian traffic should be directed to the existing signalized crossing locations at 49<sup>th</sup> Street or 45<sup>th</sup> Street. This may necessitate the

construction of a sidewalk along Taylor Drive and a barrier in the median at a cost of some \$65,000.

### ***Parkvale***

- Based on the potential traffic volume diversions identified in Table 4.1, it is recommended that 48<sup>th</sup> Street should not be opened to vehicular traffic on the roadway segment in question. Even under the “low” diversion estimate the volume of traffic on 48<sup>th</sup> Street between 46<sup>th</sup> and 47<sup>th</sup> Avenue would increase from 300 vpd to nearly 1,000 vpd. In addition, the character of 48<sup>th</sup> Street changes dramatically from one side of the closed section (downtown Red Deer) to the other (the Parkvale residential area), and opening this section of street will result in a diversion of traffic into the residential area without addressing any specific circulation problems west of 47<sup>th</sup> Avenue.
- The projected diverted volumes indicate that opening this segment of street to right-in/right-out traffic at 48<sup>th</sup> Street and 47<sup>th</sup> Avenue is not likely to result in a substantial amount of additional traffic on either street. The daily volume of traffic exiting 48<sup>th</sup> Street and turning right on 47<sup>th</sup> Avenue is expected to range from 80 to 160 vpd (40 to 80 with the 50% traffic calming reduction in place), while the daily traffic traveling south on 47<sup>th</sup> Avenue and turning right onto 48<sup>th</sup> Street would range from 250 to 800 vpd (125 to 400 vpd with the traffic calming measures in place). The benefit of a partial opening of 48<sup>th</sup> Street would be negligible, particularly in light of the strong public opposition that has been shown.
- It should be noted that the partial opening could be examined in more detail once the 48<sup>th</sup> Street Promenade concept is developed. The ability of the promenade to accommodate any kind of vehicular access will depend on details of the proposed promenade cross-section, sidewalk elements, etc. Access for emergency vehicles only from 48<sup>th</sup> St to 47<sup>th</sup> Ave should be provided.
- Upgrading the streetscape and improving bicycle and pedestrian access through the closed segment of street would enhance the overall aesthetics and help to promote the City’s promenade concept for the 48<sup>th</sup> Street corridor without exposing the neighborhood to the potential adverse effects of through traffic. An allowance of \$30,000 should be made to improve the landscaping of this dead end. It should be noted that this does not include upgrading 48<sup>th</sup> St between 46<sup>th</sup> and 47<sup>th</sup> Avenues but only the sidewalk area of the dead end.

### ***Downtown Traffic Calming***

- The introduction of traffic calming measures on either of 51<sup>st</sup> Avenue or 49<sup>th</sup> Avenue will result in traffic conditions that are unacceptable based on the City of Red Deer requirement for intersection operating conditions. This is expected under existing conditions, and this would be expected to deteriorate at the 115,000 population horizon. As such, no traffic calming measures are recommended for either of 51<sup>st</sup> Avenue or 49<sup>th</sup> Avenue.

- The current situation in 49<sup>th</sup> Ave precludes traffic calming measures but 51<sup>st</sup> Ave is wider than 49<sup>th</sup> Ave by one lane and therefore it is feasible to put in traffic calming measures on a temporary basis along sections of 51<sup>st</sup> Ave. These measures would include extending the existing parallel parking and bulbing at intersections at a cost of some \$100 000. In this way, pedestrian crossings would be made safer across 51<sup>st</sup> Ave. It must be realized that this measure will compromise the vehicle capacity of 51<sup>st</sup> Ave at the 115 000 population horizon. Traffic flow and pedestrian safety will have to be revised along 51<sup>st</sup> Ave when conflicts become evident in the future.

### ***Convert Roadways To Two-Way Operation***

- The conversion of the Gaetz Avenue parking mall from one-way to two-way operation is workable under existing conditions, though the absence of adequate 115,000 population forecast data prevents the presentation of a complete recommendation. The estimated cost of the proposed conversion is \$220 000. Also, the issue of conversion of the parking mall to two-way operation should be presented to the downtown business owners and operators for their input on the affect of the change in parking conditions versus the ease of traffic circulation. Unfortunately, there was not enough feedback from the business community during the course of this study to enable a preferred option to be determined.
- The proposed modification of 53<sup>rd</sup> and 54<sup>th</sup> Streets from one way to two way operation is workable under existing conditions, and would also be expected to be workable under the future 115,000 population horizon conditions. Two-way streets would result in better traffic circulation less parking unless road widening was also undertaken. The cost of road widening to achieve same number of parking stalls as currently exists is in the order of \$250,000. However, this traffic proposal should be included in the public consultation process for input from local businesses prior to making any final recommendations. Once again, there was not enough feedback from the business community during the course of this study to enable a preferred option to be determined.
- It is recommended that further modelling be undertaken in the downtown area to develop more appropriate forecasts for the 115,000 population horizon before any further analysis of traffic calming and parking mall traffic circulation modifications be undertaken.
- The implementation of several traffic calming measures on 47<sup>th</sup> Avenue is recommended, including a measure of bulbing intersection sidewalks at both 44<sup>th</sup> and 48<sup>th</sup> Streets plus the installation of a three way stop at 44<sup>th</sup> Street. The cost of these improvements would be about \$40,000. Other measures should be reviewed if found to be necessary after implementation of the initial measures noted here.

### ***South Taylor Drive Connection and Railway Underpass***

- The 55<sup>th</sup> St, Gaetz Ave intersection and the roads in the vicinity of the 54<sup>th</sup> Ave underpass are inadequate in respect of the desired design lines for traffic safety. The alternative solutions

are to either extend 55<sup>th</sup> St or to improve the underpass under the old CPR bridge. The provisional design developed by the City is the preferred option. The old CPR bridge across 54<sup>th</sup> Ave would be retained as an historical feature on the pedestrian and cycle route. The pedestrian and bicycle traffic would have to be rerouted over a new bridge to be built or at an at grade crossing at the intersection of Gaetz Ave and 55<sup>th</sup> St until such time as pedestrian and cycle traffic so warranted.

- The cost estimate for removing the roadway under the CPR foot bridge, rehabilitation of the removed road, and construction of the new roads is in the order of \$920 000. The cost of a new pedestrian bridge would be about \$250 000 .
- The aim of investigating the possibility of a north bound off ramp from Highway 2 directly on to Taylor Drive would be to divert north-bound Gaetz Ave traffic to Taylor Drive. The analysis shows that the construction of the off ramp would have negligible effect at this time and is therefore not warranted, though the issue should be re-examined when the City's transportation plan is updated.

### ***Kerry Wood Drive***

- Kerry Wood Drive, 51<sup>st</sup> Avenue, 59<sup>th</sup> Street, and 60<sup>th</sup> Street are no longer needed in the City's truck route network, particularly in light of the relatively small number of trucks that use Kerry Wood Drive, the proposed future land uses in the area, and the presence of a 30 km/hr. playground zone. In addition, the low bridge clearance (4.50 metres) at the Gaetz Avenue overpass effectively restricts the size of vehicle that can use the route to access the industrial area east of Gaetz. Trucks no longer need the route because they can now access the Riverside Light Industrial Area from 67<sup>th</sup> Street. Elimination of these streets from the truck route network will not compromise the ability of trucks to serve local businesses in the future, since local deliveries will still be permitted even along streets that are not part of the designated route.
- From a capacity standpoint, Kerry Wood Drive does not need a four-lane cross section except where turning lanes are required at the major intersections. If the road is removed from the truck network and parking is permitted on one or both sides of the street, the reduced cross-section and increased "side friction" will likely result in an overall speed reduction along the roadway and a more friendly pedestrian environment.
- Kerry Wood Drive was not identified as a constrained roadway under any of the future population horizons (up to 115,000) that were studied in the 1996 Transportation Plan Update, so future growth in the area should not have an adverse impact on the proposed roadway changes.
- The intersection of Kerry Wood Drive and 59<sup>th</sup> Street does not need the existing four-lane cross section to function adequately. To accommodate traffic and pedestrians safely and provide a smooth transition to the proposed two-lane section to the south, the southbound

Kerry Wood Drive approach should be striped as a left turn lane and a through lane. The northbound approach should carry a through lane and a dedicated right turn lane. Due to the proximity of the adjacent signal at 60<sup>th</sup> Street, the 59<sup>th</sup> Street intersection does not meet a warrant for pedestrian signal protection. However, it is necessary to enhance the protection of pedestrians in the existing crosswalks by providing advanced pedestrian warning signs for motorists on the westbound approach to the intersection. A new sidewalk is required on the west side of the intersection to connect the new residential area west of the intersection to the existing signalized intersection at 60<sup>th</sup> Street at a cost of some \$10,000.

- Both 55<sup>th</sup> Street and 57<sup>th</sup> Street would meet the City's pedestrian signal warrant due to the proximity of the school on 55<sup>th</sup> Street and the playground on 57<sup>th</sup> Street. The pedestrian bulbs and crosswalk modifications mentioned above should be added at both locations, but a pedestrian signal should only be installed at one of these two locations. The intersection that is selected for the signal protection should be designated as part of a "Safe Route to School," along with the adjoining sidewalks on either side of Kerry Wood Drive. The estimated cost of installing the bulbing and a pedestrian signal is in the order of \$140,000.
- Introducing parking on one or both sides of the street will preclude the use of a centre median as an aesthetic enhancement. To reduce the effective width of the road and provide an additional traffic calming measure on Kerry Wood Drive, the installation of traffic "bulbs" and crosswalks is recommended at key pedestrian crossings (55<sup>th</sup> Street and 57<sup>th</sup> Street, in particular). These features must be carefully designed so as to avoid obstructing the sight lines for traffic approaching Kerry Wood Drive from the minor streets. The estimated cost of altering Kerry Wood Drive from Taylor Drive to 60<sup>th</sup> Street in line with all the recommendations in this section is \$260,000.
- Pedestrian crosswalk signs should be provided at all crosswalks along Kerry Wood Drive in accordance with City crosswalk policy.
- Although there is generally not an unusual number of parking movements on the east end of 55<sup>th</sup> Street, the curved alignment and narrow width of the street makes it difficult for cars to pass in opposing directions. As a result, the removal of parking on the north side of the street is recommended. Because the addition of parking on Kerry Wood Drive is also recommended, there will be no net loss of parking in the area.

P-083

Cowan's Agenda  
Dec 17, 01

January 7, 2004

Ms. Marleen Cowan, President  
Riverside Meadows Community Association  
5909-54 Avenue  
Red Deer, Alberta T4N 4M7

Dear Ms. Cowan:

**Re: Riverside Meadows - Traffic Study Recommendations**

We apologize for the late response to your October letter to the City Clerk regarding implementation of Kerry Wood Drive improvements recommended in the Downtown Traffic Initiatives Study. This letter was referred to the Engineering Services Department for response. Our comments are as follows:

1. The Downtown Traffic Initiatives Study recommended that the truck route designation be removed from Kerry Wood Drive, 59 Street, and 60 Street. This was completed in 2001.
2. As part of The City's 2001 Capital Sidewalk Program, a sidewalk was installed on the west side of Kerry Wood Drive, from 55 Street to 59 Street.
3. As recommended in the Study, an advanced pedestrian warning sign has been installed on 59 Street for westbound motorists approaching 54 Avenue and increased parallel parking has been permitted along Kerry Wood Drive.
4. Traffic calming measures, including road narrowing (bulbs) and parking changes as illustrated on Exhibit 8.1 attached, are proposed for 2004, subject to budget approval by City Council.
5. Intersection improvements at 54 Avenue and 59 Street, as illustrated on Exhibit 8.3 attached, are also proposed for 2004, subject to budget approval by City Council.
6. The Study does not recommend installation of three-way stop signs at the 54

Ms. M. Cowan  
Page 2  
January 7, 2004

Avenue and 59 Street intersection.

7. Although the Study indicates that a pedestrian signal is not warranted at this time, pedestrian activity will be reviewed in this area after completion of the traffic calming work to recheck the signal warrant for 55 Street or 57 Street.

I hope that this information is of benefit to you. Please give our Traffic Engineer, Chi Lee, or me a call at 342-8158 if you have any questions or comments.

Yours truly,

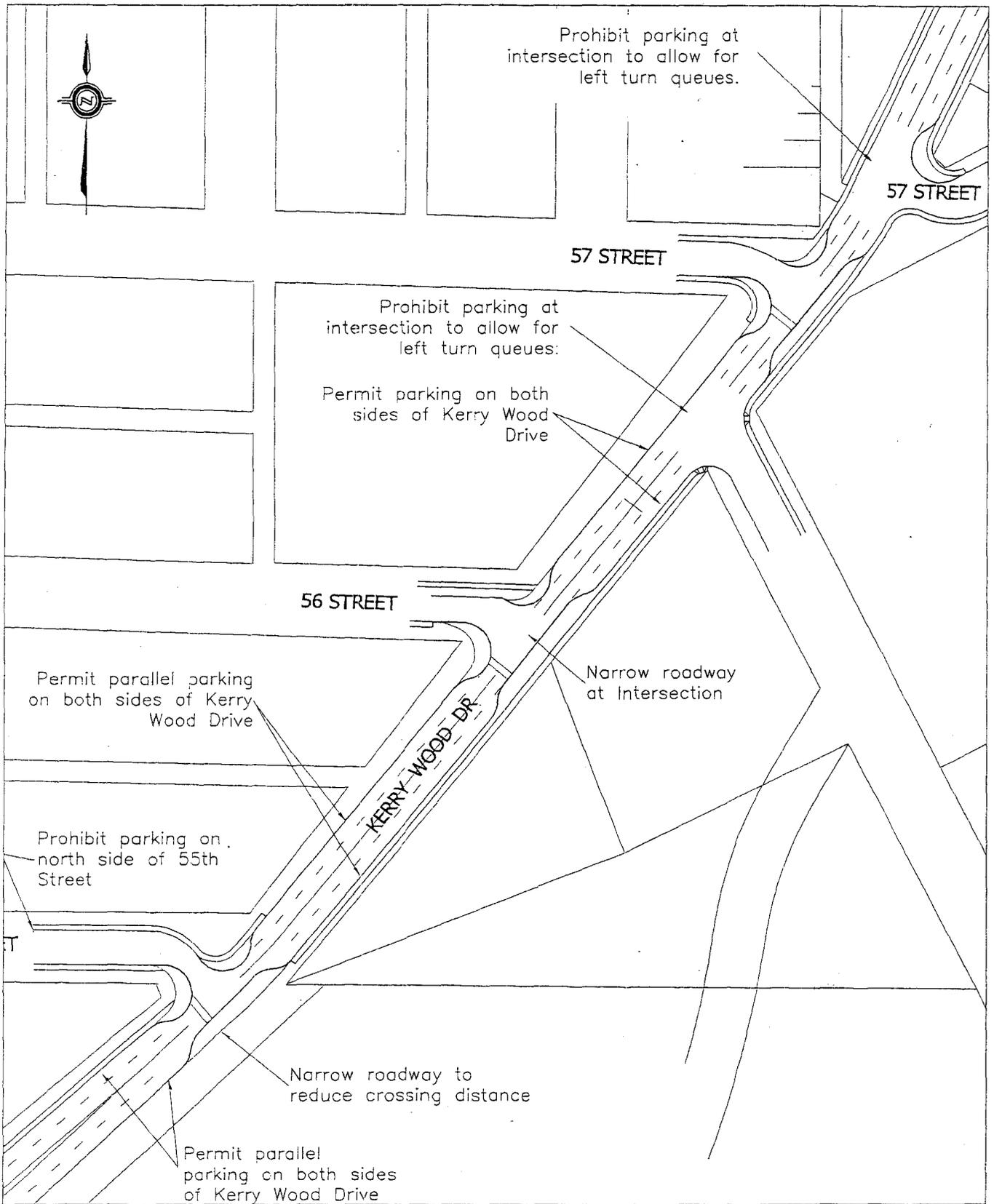


Tom C. Warder, P. Eng.  
Engineering Services Manager

TCW/CYL/emr

Att.

- c. Streets Engineer  
Traffic Engineer  
Legislative & Administrative Services Manager



THE CITY OF  
RED DEER

TRAFFIC INITIATIVES STUDY

RECOMMENDED IMPROVEMENTS

KERRY WOOD AT 55th ST

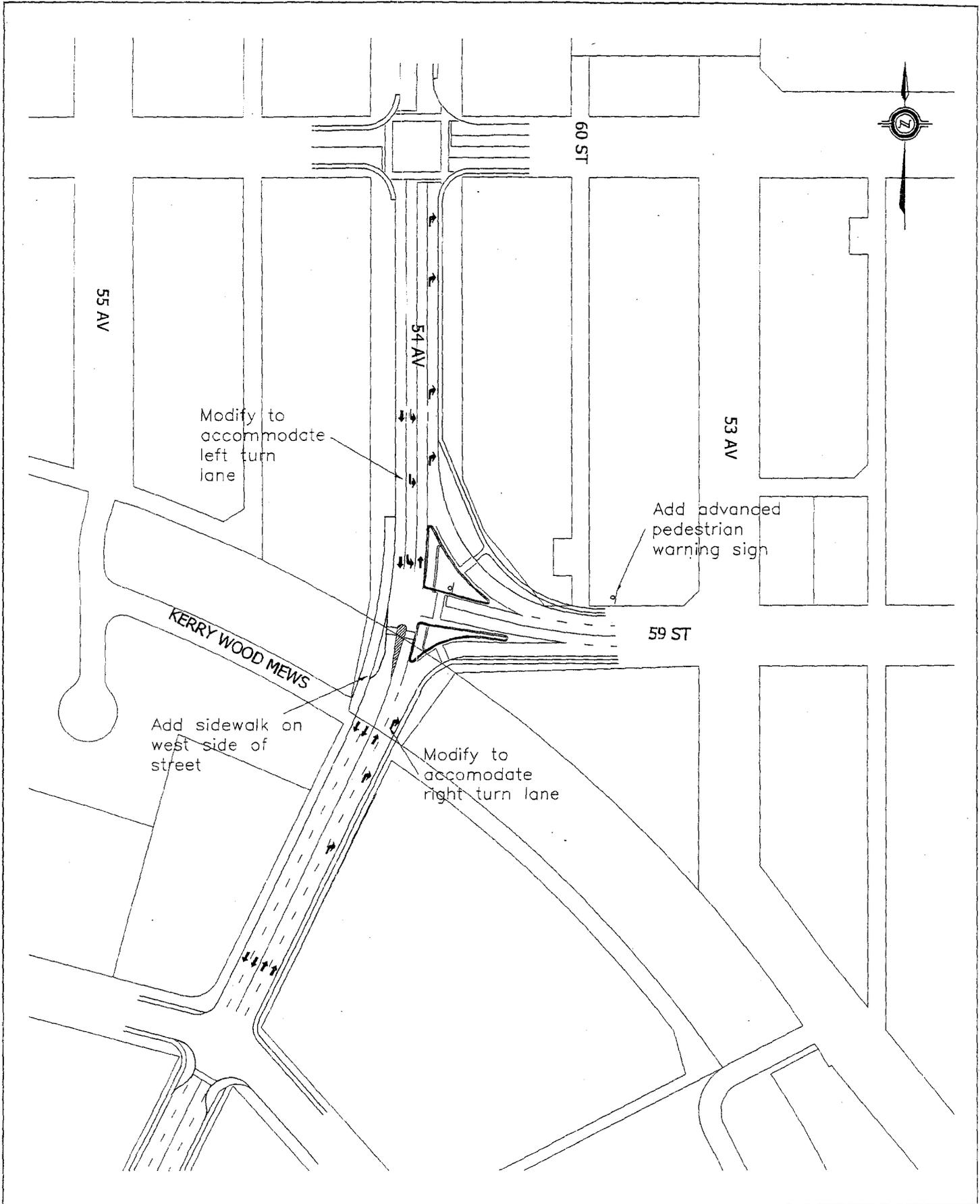


Earth Tech (Canada) Inc.

Red Deer, Alberta 403.343.2348

DWG No. EXHIBIT 8.1

DATE: August 2001



THE CITY OF  
RED DEER

TRAFFIC INITIATIVES STUDY

KERRY WOOD  
AT 59th ST



Earth Tech (Canada) Inc. Red Deer, Alberta 403.543.2348

DWG No. EXHIBIT 8.3

DATE: August 2001

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: Greater Downtown/Riverside Meadows Policy Committee  
FROM: City Clerk  
RE: Recommendations from the Policy Committee: Traffic Initiatives Study

FILE

**Reference Report:**

Greater Downtown/Riverside Meadows Policy Committee, dated December 11, 2001

**Bylaw Readings:**

**Resolutions:**

*Resolved* that Council of the City of Red Deer having considered the report from the Chair of the Greater Downtown/Riverside Meadows Policy Committee re: Recommendations from the Policy Committee: Traffic Initiatives Study, hereby agrees to the recommendations outlined in the report and that those recommendations be included in future budgets for consideration by Council, in accordance with timelines as set out in the report.

**Report Back to Council:** No

**Comments/Further Action:**



Kelly Kloss  
City Clerk

/chk

c Director of Development Services  
Engineering Services Manager  
Community Planning Coordinator  
Parkland Community Planning Services: T. Lindhout & N. Hackett

**Date:** December 11, 2001

**To:** Kelly Kloss  
City Clerk

**From:** Colleen Jensen  
Community Services Director

**Re:** Request for Comments: Notice of Motion by Councillor Dawson  
1. Collicutt Centre Steering Committee  
2. Collicutt Centre Operating Model

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The following Notice of Motion was submitted by Councillor Dawson at City Council's meeting of December 3, 2001:

*Whereas* concerns have arisen regarding the operations of the Collicutt Centre;

*Now therefore be it resolved* that the Collicutt Centre Steering Committee's mandate be expanded to:

1. Act in an advisory capacity to Administration and Council on the operations and operating budget of the Collicutt Centre;
2. Review the original information regarding operating models for the Collicutt Centre and report back to Council.

The following report has been prepared for Council's consideration based on the above Notice of Motion.

1. **Collicutt Centre Steering Committee**

**BACKGROUND**

- a) On March 1, 1999, Council passed a resolution to approve a committee structure to oversee the capital construction of the Leisure Centre, which included the responsibilities of a Policy and Budget Committee for the Leisure Centre (later to be called the Leisure Centre Steering Committee). A copy of the report that Council approved is included for information.
- b) The Steering Committee was formed on March 26, 1999, with Norbert Van Wyk appointed as Chairperson. The committee consisted of:
  - the Mayor,
  - the City Manager,
  - three members of Council,
  - the three Directors,
  - the Recreation, Parks & Culture Board Chair.

City Clerk  
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Notice of Motion: Councillor Dawson

The Steering Committee responsibilities were to award contracts, consider/ approve all enhancements to the project not in the budget, monitor and approve project budget and monthly financial statements, approve policies related to the project, approve agreements and contracts with partners, and recommend to Council regarding operating/management models for the recreation complex (see report). The committee had no responsibility for the operations of the facility.

- c) The Steering Committee worked closely with the Construction Management Committee for the Leisure Centre, which included the architect/engineer, the Recreation, Parks & Culture Manager, the Project Manager, the Rec., Parks & Culture Facilities Superintendent, technical resource and a Development Services representative. The Leisure Centre Superintendent later joined the Management Committee. The Construction Management Committee responsibilities were to monitor schedules, budget and timelines, authorize change orders, approve progress payments and release holdbacks, approve drawings at all stages, approve all construction specifications and standards (see report).
- d) The Steering Committee met on a very regular basis throughout the construction of the Leisure Centre, up until the opening of the facility on June 15, 2001. Throughout the process, the Steering Committee made recommendations to Council. Subsequent to opening, the Steering Committee continued to meet regarding issues related to construction. In particular, the committee addressed the installation of the ozone system required to alleviate problems with the water chemistry/bacteria in the pool.

As noted in the Notice of Motion above, it is being suggested that the Collicutt Centre Steering Committee (formerly, the Leisure Centre Steering Committee) should have an expanded mandate. The new mandate would see the Steering Committee acting in an advisory capacity to Administration and Council with respect to the operations and operating budget of the Collicutt Centre, as well as, advising on any capital issues.

#### **PROPOSAL**

In reviewing the possible expansion of mandate for the Steering Committee, the following is put forward as an alternate approach. The proposal takes into account the roles of the various related bodies that are already in place, and does not contemplate the expansion of the mandate for the Collicutt Centre Steering Committee.

The following is put forward for Council's consideration:

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Notice of Motion: Councillor Dawson

- a) **That Council receive, on a monthly basis, a report on the Collicutt Centre, outlining critical financial and operating statistics.** This will ensure that Council has the opportunity to review and monitor operations on a very regular basis. Council will provide direction regarding policies, budget and service levels, all of which is within the governance role of Council set out in the Municipal Government Act. Information will be on the open Council agenda, which will ensure transparency to the community. A standard reporting format will be established, which will be used along with written reports, as necessary.
- b) **That Senior Management Team act in a management support role.** The Recreation, Parks & Culture Manager will meet with the Senior Management Team on a weekly basis to report on the operations of the Collicutt Centre. This means that the manager has the senior administrative support necessary to address issues at the Collicutt Centre as they arise; it also provides the Senior Management Team the opportunity to provide direct support to the manager during the first full year of operation of the Centre.
- c) **That the Community Services Director provide day-to-day management support to the Recreation, Parks & Culture Manager.** This ensures that issues that arise can be handled in a timely manner.
- d) **That the Recreation, Parks & Culture Board continue to act as the liaison to the community.** The board has two roles: one is to advise Council related to policy; the second is to be a sounding board for administration. Consultation through the board may be initiated by the Recreation, Parks & Culture Manager or by Council from time to time, to ensure community input is gained on various issues. This might include such things as fee structures.

This model is being proposed rather than the Steering Committee approach because:

- It keeps all of Council informed on a regular basis.
- It is more transparent to the community.
- There is more direct Senior Management Team assistance for the Collicutt Centre.
- Community liaison is ensured through the Recreation, Parks & Culture Board.

This model involves all of the same people on the Collicutt Centre Steering Committee, but they would now be involved through their specific mandated roles. In addition, Council members not on the Steering Committee would now be more directly informed on a regular basis.

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Notice of Motion: Councillor Dawson

## 2. Review of the Operating Model

### BACKGROUND

In October 1999, Johnson Sport Architecture Inc. was contracted to undertake a study, and to recommend a preferred Governance and Management Model for the Collicutt Centre. The City requested that at least three governance and management model options be examined. The analysis was to include:

- City Council's role,
- City staff's role,
- management and operating philosophy,
- staffing requirements,
- the ability to integrate with existing City recreation programs and activities,
- financial implications,
- accessibility implications.

The study was conducted under the direction of the Leisure Centre Steering Committee, which, in turn, made a final recommendation to Council with respect to the suggested model.

The Johnson Sport Report defined the context around choosing a model as follows:

*"The Collicutt Centre is unique to the city of Red Deer and to the province of Alberta. No other facility combines the components and offers the breadth of programs and activities that will be found at the Collicutt Centre. These (and other) unique characteristics – together with the trend toward value-for-money services – suggest the need for an innovative and entrepreneurial approach to City stewardship and facility management."*

The study was conducted using an interactive process that involved community stakeholders, project partners, City Council and senior City representatives. This included reviewing existing City documents and management models, reviewing management models in other communities, doing interviews with stakeholders and partners, and holding a workshop. Following this collection of information, five distinct models were prepared, including a financial pro forma for each model. A second workshop was conducted with senior City representatives and Council to work through each of the models. The consultant then made a recommendation as follows:

City Clerk

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December 11, 2001

Notice of Motion: Councillor Dawson

*“That The City of Red Deer adopt and implement the City Model – Innovative for the Collicutt Centre, and by doing so, fully integrate the Centre into The City’s recreation operations, consistent with The City’s Strategic Plan. It will be operated by The City as a new, separate business unit, with its own General Manager.”*

This recommendation was made to the Steering Committee, which agreed with the approach suggested by the consultant. At Council’s meeting of April 10, 2000, the Steering Committee took forward the recommendation from the consultant. Council approved the recommendation as put forward, subject to the ratification of an addendum agreement by CUPE Local 417 and The City.

The report from the consultant also indicated that the model needed to be considered over a “multi-year horizon”, with:

- Year One (2000) being from planning/partial operation,
- Year Two (2001) for partial operations/full operation,
- Year Three (2002) for full operations (benchmark year),
- Year Four (2003) for full operations (second 12-month period).

As noted in the Notice of Motion above, it is being requested that the original information regarding the operating models for the Collicutt Centre be reviewed and reported back to Council.

#### **PROPOSAL**

In preparing this report, information in the Johnson Sport Report has been generally considered. The following is being proposed for Council’s consideration.

- a) That the current operating model, with The City providing the management through the Recreation, Parks & Culture Department, be maintained. In reviewing the recommendations from the consultant, it is felt that the current model has not been in operation long enough to really be able to evaluate its effectiveness. The consultant’s report indicates that 2002 should be considered the benchmark year.
- b) That a full review of the success of the model be commenced in 2003, following receipt of the audited statements related to the Collicutt Centre from 2002. This is earlier than originally recommended by the consultant.
- c) That the intent to do this review in 2003 be disclosed to CUPE Local 417.

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This proposal is being suggested to ensure:

- That the current model has been given a fair chance to operate before consideration is given to changing our approach. While there have been significant issues related to the operations at the Centre, it is our belief that this is primarily related to a lack of monitoring, controls and reporting. Management has taken appropriate steps to correct these issues.
- That we are up front and fair with CUPE Local 417 in that they have been a partner in moving forward with the current innovative model.
- That we maintain as stable an environment as possible for staff at the Collicutt Centre in addressing issues and reaching the potential of the facility.

### RECOMMENDATIONS

1. THAT Council of The City of Red Deer adopt the model as outlined in this report, rather than expanding the Collicutt Centre Steering Committee's mandate, to ensure policy guidance, management support, public transparency and community input for operations and operating budget at the Collicutt Centre.
2. THAT the current management model at the Collicutt Centre be maintained, with a full review of the effectiveness of the model to commence in 2003, with CUPE Local 417 being notified of our intent to undertake a review.



Colleen Jensen

:dmg

Enc.

**DATE:** February 22, 1999

**TO:** City Clerk

**FROM:** **LOWELL HODGSON, Director of Community Services**  
**DON BATCHELOR, Recreation, Parks & Culture Manager**

**RE:** **EAST RECREATION PROJECT - METHODOLOGY**

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Outlined below is the proposed schedule and methodology for the above project. The proposed model has been created based on the one used for the successful Centrium Construction Project. Other alternatives have been considered, including Design/Build and Construction Management; but we believe the proposed methodology provides the maximum amount of City control over costs, design and schedule, yet allows some components of the complex to be fast tracked.

To date, proposal calls have been issued for: A. Architectural/Engineering Services, and B. Independent Project Management; these proposal calls close February 24 and March 3, respectively. The "Request for Proposals" on both of the above have been issued to 40 Architects/Engineers and 37 Project Managers.

Attached are the following proposals for this project:

1. Preliminary Schedule
2. Project Methodology
3. Committee Structure

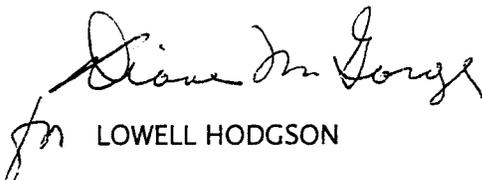
We propose to include as many of the Policy & Budget Committee members as is possible in the interviews for the Architect/Engineer Team and the Project Manager Service. These interviews will be held March 15 and 16 in the Snell Gallery; Lower Level, Red Deer Library and in the Crimson Star Room, Second Floor City Hall.

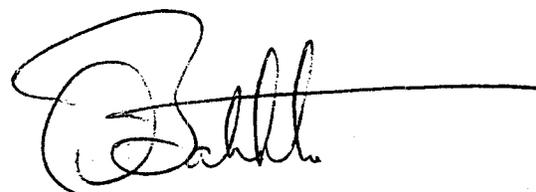
A Communications Plan & Strategy is presently being drafted and will be presented to the Policy & Budget Committee for approval and implementation by the end of March, 1999.

The Senior Management Team is in support of the attached Methodology for this project, and we respectfully ask for Council's support.

RECOMMENDATIONS:

That City Council approve the proposed schedule, Methodology, and Committee Structure for the East Recreation Complex project, as presented by the Director of Community Services and the Recreation, Parks and Culture Department Manager.

  
 LOWELL HODGSON

  
 DON BATCHELOR

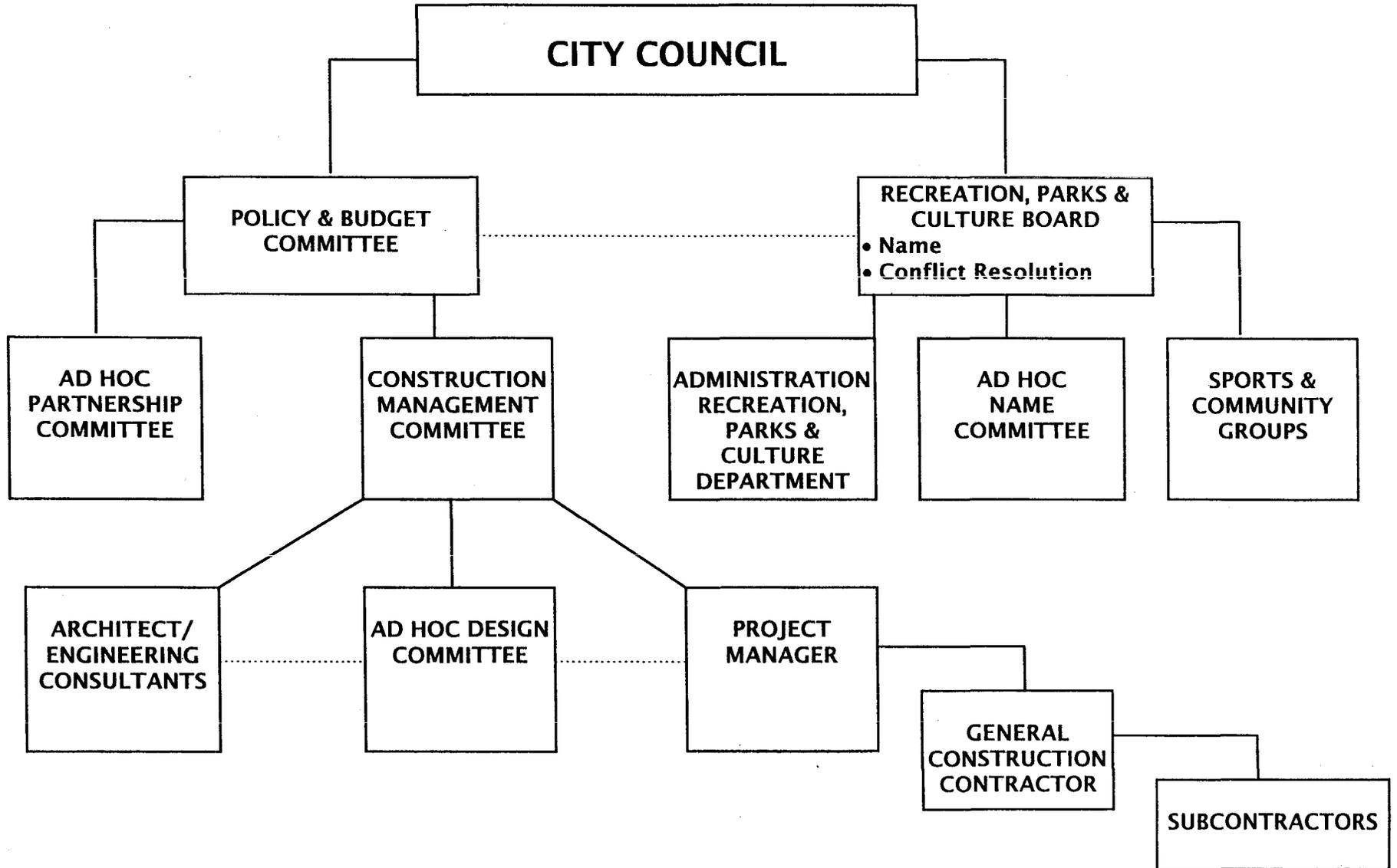
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Atts.

<b>EAST RECREATION COMPLEX - Preliminary Schedule</b>
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<b>FEBRUARY 24, 1999</b>	1.	Deadline for Architects/Engineers Proposals
<b>MARCH 3, 1999</b>	1. 2.	Deadline for Project Manager Proposals Partnership Workshop Salon C, Black Knight Inn @ 7:00 p.m.
<b>MARCH 4, 1999</b>	1.	Individual Partnership Meetings with Sport Groups
<b>MARCH 15 &amp; 16, 1999</b>	1.	Interviews for Architect/Engineer Services
<b>MARCH 15 - 19, 1999</b>	1.	Interviews for Project Manager Services
<b>MARCH 16, 1999</b>	1.	Individual Partnership Meetings - Preliminary drafting of agreements
<b>MARCH/APRIL/MAY</b>	1. 2. 3. 4.	Schematic and Conceptual Design Work with Sports Groups on Concept Design Press Conference on Design Finalization and Implementation of Conceptual Design
<b>MAY/JUNE/JULY</b>	1.	Detailed Design & Specifications
<b>AUGUST/SEPTEMBER</b>	1. 2.	Prepare Tender Specifications Go to Tender
<b>SEPTEMBER/OCTOBER</b>	1.	Award General Contractor
<b>OCTOBER 1999</b>	1.	Sod Turning Ceremony & Start Construction
<b>FALL 2000</b>	1.	Gymnastics and Arena Open for Use
<b>SPRING 2001</b>	1.	All Other Components of the Facility Open

**EAST RECREATION COMPLEX  
Project Methodology**



**EAST RECREATION COMPLEX****Committees Structure****February 25, 1999**

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**A. POLICY & BUDGET COMMITTEE****MEMBERSHIP**

Mayor Gail Surkan  
City Manager, Norbert Van Wyk  
Red Deer County Representation  
City Council Member - to be appointed by the Mayor  
City Council Member - to be appointed by the Mayor  
Director of Corporate Services, Alan Wilcock  
Director of Community Services, Lowell Hodgson  
Director of Development Services, Bryon Jeffers  
Recreation, Parks & Culture Board Chairman, Roger Clarke

Resource (non-voting) - Don Batchelor, Recreation, Parks and Culture Manager  
Harold Jeske, Recreation Facilities Superintendent

**RESPONSIBILITIES**

1. Award contracts for Architectural/Engineering and Project Management Services.
2. Consider/approve all enhancements to the project not in the budget.
3. Monitor and approve the project budget and monthly financial statements.
4. Approve all policies related to the project:
  - Public art/donor recognition/commercial advertising
  - Facility naming
  - Public Use/Exclusive Sport Groups Use
  - Fees and Charges
  - Spectator Standards
  - School Use & Accessibility
5. Approve all agreements and contracts with partners.
6. Implement the Project Communications Plan for media & public information.
7. Recommend to City Council regarding operating/management model(s) for the recreation complex.

**B. CONSTRUCTION MANAGEMENT COMMITTEE****MEMBERSHIP**

Architect/Engineer  
 Project Manager  
 Recreation, Parks & Culture Manager, Don Batchelor  
 Recreation Facilities Superintendent, Harold Jeske  
 Technical Resource  
 Development Services representative

**RESPONSIBILITIES**

1. Meet regularly to monitor all aspects of the project.
2. Monitor schedules, budget, and timelines; report any irregularities to the Policy/Budget Committee.
3. Authorize all change orders; approve progress payments and release of holdbacks.
4. Approve all drawings in the schematic, conceptual, and final design stages.
5. Approve all construction drawings, specifications, and standards.
6. Arrange tours of similar existing facilities in Western Canada.
7. Delegate responsibilities to the Project Manager, as necessary.
8. Review all contracts for services of a Project Manager and General Contractor(s) and make recommendations to the Policy and Budget Committee.

**C. AD HOC PARTNERSHIP COMMITTEE****MEMBERSHIP****Level I (Standing Members):**

Recreation, Parks & Culture Manager, Don Batchelor  
 Recreation Facilities Superintendent, Harold Jeske  
 Community Development & Planning Coordinator, Greg Scott  
 P.E.R.C. Representative, Brian Johnston  
 Red Deer Minor Hockey Commission, Marvin Seibel  
 Red Deer All Seasons Soccer Centre Foundation, Ian Brown  
 Red Deer Gymnastics Club, Lynn Radford

**Level II (Consulting Members)**

To be Determined

### **RESPONSIBILITIES**

1. To negotiate partnerships and agreements between The City of Red Deer and other organizations in the design, financing, operation and/or use of the recreation complex and make recommendations to the Policy & Budget Committee.
2. To investigate different operating model alternatives for the recreation complex or partners of the complex and make recommendations to the Policy & Budget Committee.
3. Solicit other businesses and not-for-profit organizations to become partners/contributors/donors to the project.
4. Seek and apply for funding and financial assistance from other levels of government and foundations.
5. Obtain the services of a commercial real estate consultant to attract business and commercial opportunities including franchise stores/restaurants.
6. Establish criteria for the placement and collection of advertising within the complex.

#### **D. AD HOC DESIGN COMMITTEE**

##### **MEMBERSHIP**

Architect/Engineer

Project Manager

Recreation, Parks & Culture Manager, Don Batchelor

Recreation Facilities Superintendent, Harold Jeske

Community Development & Planning Coordinator, Greg Scott

**Level I Agencies (Standing Members):**

Red Deer Minor Hockey Commission, Marvin Seibel

Red Deer All Seasons Soccer Centre Foundation, Ian Brown

Red Deer Gymnastics Club, Lynn Radford

**Level II Agencies (Consulting Members) :**

David Thompson Regional Health Authority, Lou Davidson

Cultural Charter Partners representative, Leonard Belsher

Neighbourhood Representative

Fitness Centre Representative

Recreation, Parks and Culture Department Programs Representative, Ed Morris

Day Care Representative Noreen Spencer

Titan's Track & Field Club, Betty Moroz

Runners Club, Tina Chadwick

Red Deer Tennis Club, Gord Inglis

Physiotherapy Representative, Gavin Deans - Westwood Physiotherapy Ltd.

Rehabilitation Services Representative, Barb Hoar

Red Deer Public Library Representative, Cynthia Belanger

Red Deer Public School Board

Red Deer Catholic Board of Education

**RESPONSIBILITIES**

1. During the schematic conceptual design stages, work with the Architect/Engineer in defining spatial requirements and relationships.
2. Ensure that the specific program requirements of the partners can be met (as deemed appropriate) within the facility.
3. Assist in the selection of specific construction materials that are critical to play in the facility e.g., flooring for tennis/indoor soccer, running track surface, gymnastics layout, etc.
4. Make recommendations to the Construction Management Committee/Policy & Budget Committee for the display of art in the complex.
5. Arrange for public participation opportunities as required, including a public open house and press conference.

**E. RECREATION, PARKS & CULTURE BOARD****MEMBERSHIP**

Appointed by City Council

**RESPONSIBILITIES**

1. Establishing a process and making recommendations to City Council on naming the facility.
2. Act as a mediator between all the potential partners during the design of the project.

**F. AD HOC NAME/RECOGNITION COMMITTEE****MEMBERSHIP**

Recreation, Parks & Culture Board, John Smith  
 Recreation, Parks & Culture Board, Glen McLeod  
 Cultural Advisory Committee, to be determined  
 Recreation, Parks and Culture Department, Don Batchelor  
 Recreation, Parks and Culture Department, Greg Scott

**RESPONSIBILITIES (recommend to Recreation, Parks & Culture Board)**

1. Establish a process for the purposes of determining a name for the recreation centre.
2. Develop criteria to evaluate alternative names.
3. Develop criteria for acknowledgement and recognition in the complex of appropriate contributors/partners to the project.

**Comments:**

We concur with the recommendations of the Community Services Director.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager

**Kelly Kloss**

**From:** Kelly Kloss  
**Sent:** December 21, 2001 8:27 AM  
**To:** 'Jason Volk'  
**Subject:** collicutt centre stuff ✓

Hi Jason,

Wishing you and your family a very Happy Christmas and Blessed New Year. Here is the information that was compiled relative to the Collicutt you were asking for.

Any questions give me a call.

*Kelly*



Collicutt Capital Report  
to Council Dec 1



Reort to Council  
Capital Funding & Cost

*Dec. 17, 2001 Council Agenda*

**Kelly Kloss**

**From:** Jason Volk  
**Sent:** December 04, 2001 11:58 AM  
**To:** kellyk@city.red-deer.ab.ca  
**Cc:** norbertv@city.red-deer.ab.ca; gails@city.red-deer.ab.ca  
**Subject:** Collicut

Mr. Kloss:

How are you? I hope all is well a City Hall.

As a very concerned Red Deer resident I have four questions I would like answered:

- 1.) How much did the Collicut Center Actually Cost? I want to know all capital costs.
- 2.) What are the revenues and where did they come from?
- 3.) What are the approved capital costs by City Council? 4.) Are there capital costs that have been placed into the operating budget through leases etc.? If yes, should these costs not be considered capital versus operating? If no, why not?

I appreciate you help.

Sincerely,

Jason Volk (Citizen)

cc. Norbert Vanwyk  
Gail Surkan

**Council Decision - Monday December 17, 2001**

DATE: December 18, 2001  
TO: Community Services Director  
FROM: City Clerk  
RE: (1) Collicutt Centre Steering Committee  
(2) Collicutt Centre Operating Model

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**FILE**

**Reference Report:**

Community Services Director, dated December 11, 2001

**Resolutions:**

**Resolved** that Council of the City of Red Deer having considered the report from the Community Services Director, dated December 11, 2001 re: Notice of Motion by Councillor Dawson: Collicutt Centre Steering Committee and Collicutt Centre Operating Model hereby agrees to the following:

- (1) Collicutt Centre Steering Committee:
  - (a) That the mandate of the Collicutt Centre Steering Committee not be expanded.
  - (b) That Council receive, on a monthly basis, a report on the Collicutt Centre, outlining critical financial and operating statistics, for the purpose of reviewing, monitoring and providing policy direction with respect to the operations.
  - (c) That Senior Management Team meet regularly, in a management support role, with the Recreation, Parks and Culture Manager, on operations of the Collicutt Centre.
  - (d) That the Community Services Director provide day-to-day management support to the Recreation, Parks & Culture Manager.
  - (e) That the Recreation, Parks & Culture Board continue to act as the liaison to the community.

(2) Collicutt Centre Operating Model:

- (a) That the current operating model at the Collicutt Centre, with the City providing the management through the Recreation, Parks and Culture Department, be maintained.
- (b) That a full review of the success of the model to commence in 2003, following receipt of the audited statements related to the Collicutt Centre from 2002.
- (c) That CUPE Local 417 be notified of the intent to undertake a review.

**Report Back to Council:** Yes, on a monthly basis as outlined in the above resolution.

**Comments/Further Action:**

Please correspond with CUPE Local 417 relative to Item (2) (c) of the resolution.



Kelly Kloss  
City Clerk

/chk

c Director of Development Services  
Director of Corporate Services  
Personnel Manager  
Recreation, Parks & Culture Manager  
Collicutt Centre Superintendent

**Date:** December 12, 2001  
**To:** City Clerk  
**From:** Director of Corporate Services  
**Subject:** Capital Cost Analysis - Collicutt Centre

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### Background

At the Council Meeting of December 3, 2001, Councillor Dawson submitted a Written Enquiry as follows:

- (1) What is the final tally of all capital costs and revenues for project construction?
- (2) Are there any items in the operating budget that should have been in the capital budget?
- (3) Are any of the revenues for the capital portion outstanding? If so, what assurances do we have that we will collect this revenue?

### Response

- (1) Schedule A attached sets out the total known and projected capital costs of the facility, along with the funding sources.
- (2) There are three capital leases, totaling \$534,702, which are not part of the normal capital funding, but rather have been treated as capital leases, and as such, would be charged to the Operating Budget over the term of the lease. The assets involved in these leases are as follows:

i)	Food Service Equipment	\$283,017
ii)	Exercise Equipment	\$240,000
iii)	Re-fueling Equipment	\$ 11,685

The option exists for Council to charge these items to the Capital Budget, rather than having them as an ongoing charge to the Operating Budget. Administration is reviewing the possibility of these leases being financed by the Capital Budget in 2002, which would reduce the impact on the Operating Budget. Any such change will be brought back for Council's consideration.

- (3) Of the \$332,880 revenue outstanding, \$200,000 has not been finalized with a potential corporate partner. A further \$96,000 will be paid over time as per sponsorship contracts, with the remaining \$36,880 pending review and approval of grant applications.

### Summary

Attached is a list of existing Partners and Donors. Council challenged the Administration to operate the Centre with an entrepreneurial approach. Consistent with this approach, staff are continuing to seek partnerships and sponsorships for capital enhancements, as well as support for operations, to expand the accessibility of the Centre.

A listing of enhancements is also attached to this report. The Steering Committee dealt with enhancements to the Centre which were not in the original budget. This is consistent with the mandate of the Steering Committee in its role of overseeing the construction of the Centre.

The total projected capital cost and funding for the Collicutt Centre is as follows:

Capital Cost	\$ 31,565,171
Funding	<u>31,666,647</u>
Projected Surplus	\$ <u>101,476*</u>

\* Subject to item (3) above.

Submitted for Council's information.



Rod Burkard  
Director of Corporate Services

Attachment: Schedule A  
Partners & Donors Listing  
Enhancement Listing

**Collicutt Centre  
Capital Funding & Expenditures**

**Funding Sources**

	<b>Apr-00 Funding</b>	<b>Additional Funding</b>	<b>Total Funding</b>	<b>Amounts Outstanding</b>
A. Capital Reserves	\$21,690,121	-	\$21,690,121	-
B. Y2K Reserve	-	\$116,000	116,000	-
C. Land Bank	2,500,000	-	2,500,000	-
D. Operating Reserve	-	74,000	74,000	-
E. East Hill Recreation Site Surplus	400,000	10,554	410,554	-
F. Interest Revenue	1,300,000	592,941	1,892,941	-
G. Sport Partners	2,300,000	-225,000	2,075,000	\$25,000
H. Corporate and Other Partners	1,625,000	423,500	2,048,500	296,000
I. Grants	-	303,254	303,254	11,800
J. Other Funding	-	91,500	91,500	-
K. Ozone System (Note 1)	-	464,777	464,777	-
<b>Total Funding</b>	<b>\$29,815,121</b>	<b>\$1,851,526</b>	<b>\$31,666,647</b>	<b>\$332,800</b> (Note 2)

**Capital Expenditures**

	<b>Payments to Date</b>	<b>Projected Costs</b>	<b>Projected Total</b>
A. Capital Construction Costs	\$27,682,527	\$49,272	\$27,731,799
B. Professional Services	2,043,750	-	2,043,750
C. Fixtures, Furnishings & Equipment	658,905	22,940	681,845
D. Administrative Fees	294,746	5,254	300,000
E. Artistry (Hallmarks)	247,769	20,231	268,000
F. Dehumidification System (Arena)	-	75,000	75,000
G. Ozone System	-	464,777	464,777
<b>Total Expenditures</b>	<b>\$30,927,697</b>	<b>\$637,474</b>	<b>\$31,565,171</b> (Note 3)

**Projected Surplus****\$101,476**

**Note 1** Council approved the ozone system funding on October 9, 2001. Funding is as follows:

- i) \$92,000 - deferral of 2001 Recreation, Parks & Culture capital projects
- ii) \$372,777 - Capital Projects Reserve

**Note 2** Of this amount \$200,000 has not been finalized with a corporate partner. A further \$96,000 will be paid over time as per sponsorship contracts, with the remaining \$36,880 pending review and approval of grant applications.

**Note 3** The following capital leases have not been included in the capital cost:

Food Services Equipment/Renovations	\$283,017
Exercise Equipment	240,000
Re-Fueling Equipment	<u>11,685</u>
	<u>\$534,702</u>

### **Collicutt Centre Partners and Donors**

Following is a list of the partners that have contributed to the capital budget at the Collicutt Centre. No specific funding amounts are attributed in order to protect the confidentiality that is part of our agreement with many of the respective partners.

#### **Sport Partners**

- Red Deer Gymnastics Association
- Red Deer Minor Hockey
- Red Titans Track and Field Club
- Red Deer Skating Club

#### **Corporate Partners and Other Donors**

- Collicutt Family
- Red Deer County
- Nova Chemicals
- Alberta Treasury Branch
- Community Savings
- Bank of Montreal
- ATCO Gas
- ATCO Group
- The Prolific Group
- Ralph Solomons Commercial Inc.
- Telus Corporation
- Big 105
- The Design and Construction Team

#### **Granting and Other Partners**

- Provincial Government
  - CFEP
- Community Lottery Board
- Alberta Foundation for the Arts
- Millenium Bureau of Canada
- Notre Dame School (Shared Parking Lot)

## **BACKGROUND INFORMATION**

### **Collicutt Centre Capital Budget**

#### **Enhancements:**

Following is a list of enhancements that were undertaken at the Collicutt Centre. These enhancements were considered by the Steering Committee. The overview of funding for the enhancements was presented in a report from Alan Wilcock, the former Director of Corporate Services at the March 23, 2001 meeting of the Steering Committee.

▪ Climbing wall harness and enhancements	\$ 20,000
▪ Barrier free change room	\$ 50,000
▪ Painting	\$ 20,000
▪ Logo design and signage package	\$ 5,000
▪ Street décor enhancements and additions	\$ 20,000
▪ Fixtures, furnishings and Equipment (Swing machines, sport equipment, sport nets, standards, office equipment, aquatic toys and equipment, street décor, display boards, janitorial equipment and supplies, shelving units, first aid equipment, child minding equipment)	\$465,000
▪ Emergency generator	\$110,000
▪ Staff uniforms	\$ 10,000
▪ Communications, security, telephone, video and computer	\$200,000
▪ Hallmarks (public art enhancement)	\$ 30,000
▪ Floor coloring on Mainstreet	\$ 59,000
▪ Fitness Equipment	\$ 30,000
<b>Total</b>	<b>\$1,019,000</b>

It should be noted that this list represents the most significant items. There were other smaller “change order” items that were also done.

**Comments:**

The report from the Director of Corporate Services is provided to Council in response to Councillor Dawson's Written Inquiry of December 3, 2001.

"G. D. Surkan"  
Mayor

"N. Van Wyk"  
City Manager



December 17, 2001

## **Collicutt Centre Capital Costs Background Material**

### **1. Why is The City of Red Deer providing this Q & A Backgrounder?**

There has been a lot of attention and information surrounding the Collicutt Centre capital budget. The City has put together this Q & A Backgrounder to accompany information going to City Council on December 17.

### **2. What was the total cost of the Collicutt Centre?**

The total cost of the Collicutt Centre is \$31.6 million. This figure includes \$465,000 for the recently added ozone treatment system.

### **3. What was The City's share of capital costs for the Collicutt Centre.**

Of the total cost of \$31.6 million, The City of Red Deer contributed a total of \$27.2 million. Outside contributions from our sport partners, corporate sponsors and grants contributed \$4.4 million to the capital costs of the project.

### **4. How does the cost of the Collicutt Centre compare to the cost of other leisure facilities?**

When compared to similar facilities across Alberta, construction costs for the Collicutt Centre are in line. The Collicutt Centre cost \$123/square foot. The Millennium Centre in Sherwood Park, which was built in 2001, cost \$120/square foot. Village Square in Calgary, which was built in 1980, cost \$96.91/ square foot.

### **5. How did the cost of the Centre get to \$31.6 million?**

When The City first began to plan for a new leisure centre, The City conducted a needs assessment which identified the need for:

- an indoor soccer field;
- a gymnastics area including:
- a multipurpose field house;
- an indoor swimming pool with focus on recreational and therapeutic swimming and family leisure/waterslide;
- an arena;
- and a fitness facility.

Upon looking at ways to stage construction, Senior Management Team first recommended constructing just the gymnastics area and indoor soccer field at a cost of \$12.9 million.

-more-



In December 1998, City Council approved the \$22.4 million schematic plan budget. Additional features beyond the scope of the \$12.9 million figure included the aquatics area, hockey arena, field house, track, and fitness area.

These extras were included to capitalize on sport partner's willingness to contribute funds to the project and the desire to achieve cost saving by including several pieces at once rather than staging construction.

In July 1999, City Council approved the \$24.9 million detailed concept plan. Additional features included a wave pool instead of a leisure pool and an enlarged building for a separate field house and soccer centre.

The decision to include a wave pool was based on the consultant's view that the attractiveness of the Centre would be increased substantially and that the extra revenue that it would generate would recover the extra cost of the wave pool.

In April 2000, City Council approved the \$29.8 million detailed construction budget. This was a detailed costing of the entire project which included decentralized mechanical, heating and ventilation systems, alternate tiles, alternate windows, and an alternate roof system.

Further project enhancements, which were funded through corporate sponsorships, grants, interest revenue and a Y2K reserve and an operating reserve, were added to the project. These enhancements include the climbing wall, an emergency generator, the barrier free change room, fixtures and furnishings.

The ozone system was also an additional cost in the capital budget of the Collicutt Centre.

#### **6. What was the mandate of the Steering Committee?**

City Council established the Steering Committee to manage the capital costs of the construction of the Collicutt Centre.

City Council approved the terms of reference for the Steering Committee which give it authority to: "Consider/approve all enhancements to the project not in the budget."

The Steering Committee was also responsible for soliciting corporate sponsorship to fund project enhancements.



## THE CITY OF RED DEER

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### **Q & A BACKGROUNDER**

The Steering Committee was not responsible for the Collicutt Centre's operating budget. This responsibility belonged to the Recreation, Parks and Culture Department.

#### **7. Why wasn't the ozone system added into the original design of the Collicutt Centre?**

Although an ozone system was recommended by Stantec Engineering in 1999, the information provided wasn't definitive enough to lead the Steering Committee to spend an additional \$465,000.

Proposed benefits included improved water clarity and a reduction in the amount of chloromynes in the pool. However, this type of system was not used in any of our pools in Red Deer or anywhere else in Alberta.

After the pool was in operation, we learned that an ozone system was necessary for the unique combination of factors in the Collicutt Centre pool environment.

The cost to install the system post-construction was the same as it would have been to install it during construction.

#### **8. Why weren't the final capital costs of the Collicutt Centre reported earlier?**

Normally if the capital costs for a project are higher than the budgeted amount the additional cost would be brought to Council for approval. In this case, Council delegated the authority to consider/approve all enhancements to the project not in the budget to the Steering Committee. The capital costs for the Collicutt Centre would have been reported back to Council by the Director of Corporate Services as part of the audited year end capital project and financial statements reporting process in April.

DATE: December 4, 2001  
TO: Director of Community Services  
FROM: City Clerk  
RE: Request for Comments: Written Inquiry - Councillor Dawson  
Collicutt Centre

Submitted To City Council  
Date: Dec 17/01

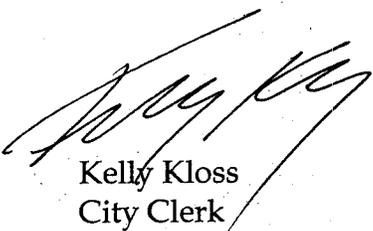
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At the Council Meeting of December 3, 2001, the following Written Inquiry was submitted by Councillor Dawson:

**COLLICUTT CENTRE**

- (1) What is the final tally of all capital costs and revenues for project construction?
- (2) Are there any items in the operating budget that should have been in the capital budget?
- (3) Are any of the revenues for the capital portion outstanding? If so, what assurances do we have that we will collect this revenue?

As this will be presented to the Council Meeting of December 17, 2001, could I have your response by **MONDAY, DECEMBER 10, 2001** for inclusion on the agenda.



Kelly Kloss  
City Clerk

c City Manager  
Director of Corporate Services  
Recreation, Parks & Culture Manager  
Councillor Dawson

DATE: December 4, 2001  
TO: Director of Community Services  
FROM: City Clerk  
RE: Request for Comments: Notice of Motion by Councillor Dawson  
(1) Collicutt Centre Steering Committee  
(2) Collicutt Centre Operating Model

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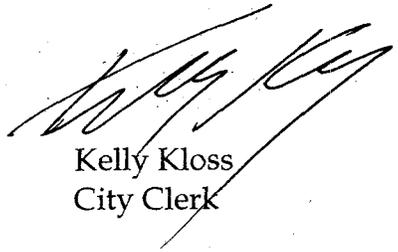
The following Notice of Motion was submitted by Councillor Dawson at the Council Meeting of December 3, 2001:

*Whereas* concerns have arose regarding the operations of the Collicutt Centre;

*Now Therefore Be It Resolved* that the Collicutt Centre Steering Committee's mandate be expanded to:

- (1) Act in an advisory capacity to Administration and Council on the operations and operating budget of the Collicutt Centre.
- (2) Review the original information regarding operating models for the Collicutt Centre and report back to Council.

Please provide your comments to my office by MONDAY, DECEMBER 10, 2001 for the Council Agenda of December 17, 2001.



Kelly Kloss  
City Clerk

c City Manager  
Director of Corporate Services  
Recreation, Parks & Culture Manager  
Councillor Dawson

**Kelly Kloss**

**To:** Colleen Jensen  
**Subject:** FW: Collicut

Hi Colleen,

Here are some questions from Jason Volk that are similar to Jeffrey's. Could you expand your response back to Council to address those additional questions asked by Jason. Thanks

*Kelly*

---

**From: Jason Volk**

Sent: December 04, 2001 11:58 AM

To: [kellyk@city.red-deer.ab.ca](mailto:kellyk@city.red-deer.ab.ca)

Cc: [norbertv@city.red-deer.ab.ca](mailto:norbertv@city.red-deer.ab.ca); [gails@city.red-deer.ab.ca](mailto:gails@city.red-deer.ab.ca)

Subject: Collicut

Mr. Kloss:

How are you? I hope all is well at City Hall.

As a very concerned Red Deer resident I have four questions I would like answered:

- 1.) How much did the Collicut Center Actually Cost? I want to know all capital costs.
- 2.) What are the revenues and where did they come from?
- 3.) What are the approved capital costs by City Council? 4.) Are there capital costs that have been placed into the operating budget through leases etc.? If yes, should these costs not be considered capital versus operating? If no, why not?

I appreciate your help.

Sincerely,

Jason Volk (Citizen)

cc. Norbert Vanwyk  
Gail Surkan

**FILE**

## Council Decision - March 1, 1999 Meeting

**DATE:** March 2, 1999  
**TO:** Director of Community Services  
Recreation, Parks and Culture Manager  
**FROM:** Deputy City Clerk  
**RE:** East Recreation Project - Methodology

**Reference Report:**

Joint report from Director of Community Services and Recreation, Parks & Culture Manager dated February 22, 1999

**Resolution:**

"RESOLVED that Council of The City of Red Deer, having considered the joint report from the Community Services Director and the Recreation, Parks and Culture Manager dated February 22, 1999, re: East Recreation Project - Methodology, hereby approves the following as outlined in the above report:

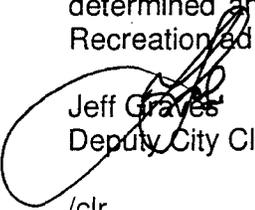
1. Preliminary Schedule;
2. Project Methodology;
3. Committees Structure,

and as presented to Council March 1, 1999."

**Report Back to Council Required:** No

**Comments/Further Action:**

Subsequent to the passage of the above resolution, Council appointed Councillor Flewwelling, Councillor Hughes and Councillor Dawson to the East Hill Recreation Ad Hoc Policy & Budget Committee. The East Hill Recreation Complex ad hoc committees, as set out in the report noted above, will now be added to the Committee Directory. Please advise Frieda McDougall of the actual names, addresses and phone numbers, etc. of the members once they have been determined and regularly apprise her of any changes in membership to the various East Hill Recreation ad hoc committees so that an up to date listing of all committees can be maintained.

  
Jeff Graves  
Deputy City Clerk

/clr

c Councillor Flewwelling  
Councillor Hughes  
Councillor Dawson

F. McDougall, Committee Directory  
D. Hamel, Mayor & City Manager's Office

**Date:** December 3, 2001  
**To:** City Clerk  
**From:** Director of Corporate Services  
**Subject:** Collicutt Centre Budget Variance

---

### **Background**

A recent Budget Variance Report confirms the expectation that the Collicutt Centre budget will be overspent by about \$1,003,000 for the 2001 fiscal year. The details of the over budget situation have been set out in a report to Council from the Director of Community Services.

The financial projections also indicate that there will be a favorable variance (surplus) in the Electric, Light & Power utility budget currently forecasted at \$5,000,000. The surplus in the EL&P budget results from a number of different issues that are not expected in the future, such as Alberta Energy & Utilities Board decisions pertaining to the year 2000 accounts, when EL&P reported a deficit of \$1,500,000.

### **Discussion**

The option exists for Council to approve a transfer of surplus from Electric Light & Power Department to cover off the expected deficit at the Collicutt Centre.

### **Requested Action**

That Council approval be given for a transfer of \$1,003,000 from the Electric, Light & Power Utility surplus to the Tax Supported Operating budget in the 2001 fiscal year, to offset the deficit projected in the Collicutt Centre budget.



Rod Burkard  
Director of Corporate Services

**Date:** December 3, 2001  
**To:** Kelly Kloss, City Clerk  
**From:** Colleen Jensen, Community Services Director  
**Re:** Collicutt Centre 2001 Operating Budget

**Purpose**

This report is to inform Council that the Collicutt Centre 2001 net operating will be significantly over-expended by year-end. The report will provide background, clarify the situation and outline actions taken by Administration.

**Background**

1. Budget preparation:

- The 2001 operating budget for the Collicutt Centre was developed in August 2000 based on the March 2000 Johnson Sport Governance and Management Model Approach.
- The Johnson Sport Report recommended a facility budget for one full year of operation and recommended including contingencies, especially in the first two years of operation.
- The 2001 operating budget differed from the Johnson Sport Report in that:
  - It made significant deviations from both its expenditure and revenue assumptions. Expenditure assumptions were exceeded in the area of hiring more staff. The projected revenue assumptions were also too aggressive.
  - The Collicutt Centre first year budget was for three-quarters of a year of operation, based on an initial target opening of May 1, 2001. This date was not in sync with the construction schedule.
  - Revenues from rentals, concessions and vendor operations were also projected on three-quarters of a year of operations.
  - It did not include start-up costs or contingencies.

2. Start-up:

- The opening of the facility was staged over eight months starting with the gymnastics area opening in October 2000 and the arena and soccer fields opening in January 2001.
- The entire facility became fully operational on June 15, 2001 to ensure adequate time for training and orientation of staff, a final pre-occupancy cleaning and testing of all mechanical and electrical systems.
- Because the budget was not in sync with the construction schedule, the projected revenue levels for May and June were not achieved.
- Substantial unbudgeted costs were incurred during start-up and in the early stages of operation. These costs include site security, a thorough pre-occupancy cleaning, trouble shooting, training, advertising and marketing. In order to meet deadlines, extra staff and staff overtime were also used extensively.

3. Pool closure:

- In July the Collicutt Centre experienced difficulty managing the water chemistry resulting in high bacteria growth in the pool. This caused us to shut down the pool in July and August for a period of 25 days.
- This closure resulted in lost revenues and increased staffing expenses for troubleshooting and pool cleaning. It also resulted in lower usage of the overall facility.
- When the pool did reopen, it was open for a total of 8 hours per day instead of 16.5 hours per day.

- The pool is now open 12 hours per day.
  - Since its closure, the number of pool users has not returned to original projections.
4. 2001 Approved Budget Variance
- In opening the facility, the 2001 approved budget was not followed in several areas, the primary being staffing levels.
  - Some additional staffing was hired to address safety concerns – particularly additional lifeguards.
  - Extra customer service staff and maintenance staff were also hired.

#### **Situation Overview**

The following chart provides a summary of projections to year-end, compared to the approved budget.

	<b>2001 Approved Budget</b>	<b>2001 Projected Year End</b>	<b>2001 Net Variance</b>
<b>Revenues</b>	\$1,588,043	\$1,046,856	\$541,187
<b>Expenditures</b>	\$1,960,028	\$2,421,740	\$461,712
<b>Net City Funding</b>	\$371,985	\$1,374,884	\$1,002,899

The result is a deficit of \$1,002,899 in the 2001 Collicutt Centre budget.

We acknowledge that The City's standard management and operational controls and policies were not adhered to in the Centre's operations resulting in the following:

- inaccurate budget preparation;
- lack of budget monitoring;
- inadequate internal controls ;
- inadequate reporting systems;
- and no adherence to approved budget.

As a result of these factors, the situation was left unreported.

#### **Actions Taken**

The following actions have been taken to address this situation:

- **Staffing levels have been adjusted down**  
Staffing levels at the Collicutt Centre have been reduced and will continue to be monitored.
- **Tighter controls for Collicutt Centre operations**  
Collicutt Centre operations are now under much tighter controls for budgeting, approving expenditures and monitoring.
- **Quarterly budget analysis to supplement department monthly reviews**  
Through our financial system, all City departments have access to all budget and financial information related to their operations. It is the practice for departments to review accounts on a monthly basis. The Director of Corporate Services has implemented additional budget analysis on a formal basis. This analysis will be the basis for quarterly reports to Senior Management Team by the Director of Corporate Services. The management processes

followed by departments have resulted in sound budget control for many years running. This additional analysis will assure us that the Collicutt Centre situation will not reoccur.

- **Review of roles, responsibilities and accountabilities of people involved**  
Senior Management Team seriously examined the roles, responsibilities and accountabilities of the people involved in this situation. This analysis has been used in facilitating discussion about the problem and developing solutions, particularly related to the area of management and accountability.
- **Process for detailed review of 2002 Collicutt Centre budget**  
We have initiated a process to conduct a detailed and thorough review of the 2002 Collicutt Centre budget over the next month. We will rely on our operating experience to date to analyze and project revenues and expenses along with overall staffing needs. We will focus on a very efficient operation of the Collicutt Centre paying particular attention to safety issues, additional start-up issues, maintenance issues and customer service issues. Options for the 2002 budget will be presented to Council as part of the 2002 budget process.

#### **Management Changes**

- Effective November 29, 2001, Mr. Don Batchelor submitted his resignation, effective December 31, 2001.
- Effective December 3, 2001, Mr. Harold Jeske will assume duties as Manager for the Recreation, Parks and Culture department.

#### **Summary**

Administration understands the severity of this situation and has spent considerable time analyzing the situation, identifying management and accountability issues and determining how The City can ensure that this kind of situation does not occur again.

The memo from the Corporate Services Director outlines a strategy to address this budgetary over-expenditure for the Collicutt Centre.



Colleen Jensen

## Over-expenditure Detail

### Summary

	2001 Approved Budget	2001 Projected Year End	2001 Net Variance
Revenues	\$1,588,043	\$1,046,856	\$541,187
Expenditures	\$1,960,028	\$2,421,740	\$461,712
Net City Funding	\$371,985	\$1,374,884	\$1,002,899

The result is a deficit of \$1,002,899 in the 2001 Collicutt Centre budget.

### Detail

#### Revenue

\$ 541,187 shortfall due to:

- \$122,000 budget not in sync with construction schedule;
- \$ 97,000 loss of rent from commercial space due to impact of construction schedule on openings;
- \$ 91,000 pool closure in July and August and shortened hours of operation following closure; and
- \$231,187 overly aggressive revenue projections.

#### Staffing

\$215,000 over-expenditure for one-time unbudgeted staffing due to:

- \$21,000 for pre-occupancy cleaning;
- \$70,000 for trouble shooting during pool closure;
- \$44,000 for start-up staffing for lifeguards, customer service staff, cover off for training and care-taking;
- \$14,000 to cover needs during the staged opening of the facility;
- \$66,000 for overtime.

\$250,000 over-expenditure for general day to day operations staffing due to:

- \$78,000 for janitorial and operations;
- \$55,000 for additional lifeguards;
- \$67,000 for additional front desk/customer service staff; and
- \$50,000 for program staff, however, this amount is offset by corresponding revenues from program fees.

#### Operations and Maintenance

(\$3,288) net under-expenditure due to:

- \$285,119 for over-expenditures in site and building security, training and courses, consulting services, vandalism repair, advertising and promotions, printing, office supplies, tools and fleet.
- (\$288,407) for under-expenditures in telephone, professional services, repairs, equipment rental, janitorial, program and other supplies, and treatment and purification.

**Christine Kenzie**

**To:** Kelly Kloss  
**Subject:** FW: Notice of Motion

Here's the response from Councillor Dawson re his Notice of Motion.

Christine Kenzie.

-----  
**From:** Councillor Jeffrey Dawson  
**Sent:** Tuesday, December 04, 2001 8:40 AM  
**To:** Christine Kenzie  
**Subject:** Re: Notice of Motion

Christine,

This is fine as long as it includes a report from the City Manager with answers to the additional questions that I asked last night. Every question asked last night can be answered quickly and there is no reason for that report to be delayed. I want this report as part of the open agenda.

Jeffrey Dawson  
Phone 358-5333  
Fax 346-2885  
E-mail: jeff@jeffreyd.com  
Web: www.jeffreyd.com

----- Original Message -----

From: "Christine Kenzie" <chrisk@city.red-deer.ab.ca>  
To: "Jeffrey Dawson" <jeffreyd@city.red-deer.ab.ca>  
Cc: "Kelly Kloss" <CORD/CHMAIL/KellyK@city.red-deer.ab.ca>  
Sent: Tuesday, December 04, 2001 8:32 AM  
Subject: Notice of Motion

- >
- > The following is a Notice of Motion as drafted by Kelly Kloss. Please advise as soon as possible if you have any changes:
- >
- >
- > NOTICE OF MOTION
- >
- > SUBMITTED BY COUNCILLOR DAWSON
- >
- >
- > Whereas concerns have arose regarding the operations of the Collicutt Centre;
- >
- > Now Therefore Be It Resolved that the Collicutt Centre Steering Committee's mandate be expanded to:
- >
- > (1) Act in an advisory capacity to Administration and Council on the operations and operating budget of the Collicutt Centre.
- >
- > (2) Review the original information regarding operating models for the

Collicutt Centre and report back to Council.

>

>

>

> Christine Kenzie

> City Clerk's

> 342-8201

>

**Council Decision – Monday December 17, 2001**

DATE: December 18, 2001  
TO: City Manager  
FROM: City Clerk  
RE: Collicutt Centre

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**FILE**

**Reference Report:**

Mayor & City Manager, dated December 13, 2001

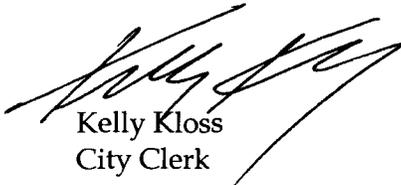
**Resolutions:**

*Resolved* that Council of the City of Red Deer having considered the report from the Mayor and City Manager, dated December 13, 2001, re: Collicutt Centre hereby agrees:

- (1) That the Mayor and City Manager prepare a report for Council's consideration outlining the process and attendant costs associated with an independent review of the development and operations of the Collicutt Centre.
- (2) That the report include consideration of an Ad Hoc Citizen Advisory Committee to:
  - (a) Assist in identifying the scope of the review.
  - (b) Assist in identifying the expertise to be used to conduct the review.
  - (c) Review the draft report from the independent review to ensure it adequately completes the terms of reference and assist with the presentation of the final report to Council

**Report Back to Council:** Yes. A report is to be presented to Council as soon as possible.

**Comments/Further Action:**

  
Kelly Kloss  
City Clerk

/chk

c Community Services Director  
Director of Corporate Services  
Recreation, Parks & Culture Manager

Item No. 1  
Bylaws

**BYLAW NO. 3156/UU-2001**

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

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

- 1 The "Use District Map F5" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 37/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 19th day of November A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this day of A.D. 2001.

READ A THIRD TIME IN OPEN COUNCIL this day of A.D. 2001.

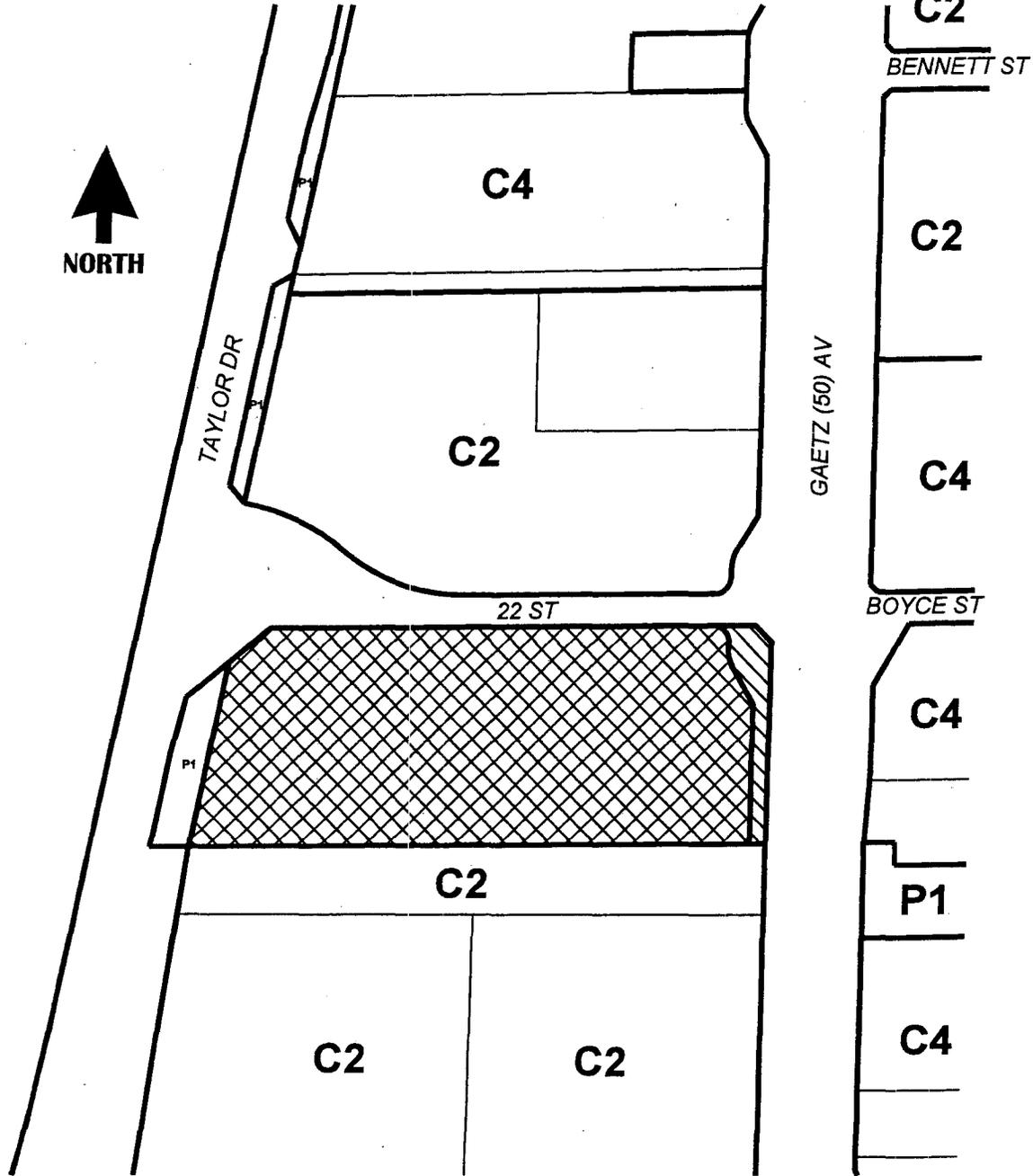
AND SIGNED BY THE MAYOR AND CITY CLERK this day of A.D. 2001.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



### AFFECTED DISTRICTS:

I1 - Industrial (Business Service)

C2 - Commercial (Regional & District Shopping Centre)

Change from :

I1 to C2 

ROAD to C2 

MAP No. 37 / 2001

BYLAW No. 3156 / UU - 2001

Item No. 2

**BYLAW NO. 3292/2001**

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

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

1 The following portion of roadway in the City of Red Deer is hereby closed:

“All that portion of Main Street and Road Cut-off which lies within the limits of Plan 022-\_\_\_\_\_excepting thereout all mines and minerals.”

READ A FIRST TIME IN OPEN COUNCIL this 19th day of November 2001.

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

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

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

\_\_\_\_\_  
MAYOR

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

Item No. 3

**BYLAW NO. 3156/TT-2001**

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

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

1 "That Section 176 of the R1 Residential (Low Density) District is hereby amended by adding the following discretionary use:

(10) Amateur radio tower

2 That Section 182 of the R1A Residential (Semi-Detached Dwelling) District is hereby amended by adding the following discretionary use:

(9) Amateur radio tower

3 That Section 187 of the R1N Residential (Narrow Lot) District is hereby amended by adding the following discretionary use:

(5) Amateur radio tower

4 That Section 192 of the R2 Residential (Medium Density) District is hereby amended by adding the following discretionary use:

(14) Amateur radio tower

5 That Section 121 of the C4 Commercial (Major Arterial) District is hereby amended by adding the following discretionary use:

(10) Drinking establishment

6 That Section 193 of the R2 Residential (Medium Density) District is hereby amended by deleting therefrom subsection (9), and substituting therefore the following:

(9) Parking: subject to Section 48

7 That Section 2 Definitions is hereby amended by deleting therefrom the definition of "Commercial Recreation Facility", and substituting therefore the following:

**Commercial Recreation Facility** means a facility in which the public participate in recreational activity, and without limiting the generality of the foregoing, may include amusement arcades, billiard or pool halls, bingo halls, bowling alleys, casinos, fairs, gymnasiums, racquet courts, roller skating, and simulated golf."

READ A FIRST TIME IN OPEN COUNCIL this            day of            , A.D. 2001.  
READ A SECOND TIME IN OPEN COUNCIL this            day of            , A.D. 2002.  
READ A THIRD TIME IN OPEN COUNCIL this            day of            , A.D. 2002.  
AND SIGNED BY THE MAYOR AND CITY CLERK this            day of            , A.D. 2002.

\_\_\_\_\_  
MAYOR

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

Item No. 4

**BYLAW NO. 3156/WW-2001**

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

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

- 1 The "Use District Map G7" contained in "Schedule B" of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map No. 39/2001 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this                      day of                      A.D. 2001.

READ A SECOND TIME IN OPEN COUNCIL this                      day of                      A.D. 2002.

READ A THIRD TIME IN OPEN COUNCIL this                      day of                      A.D. 2002.

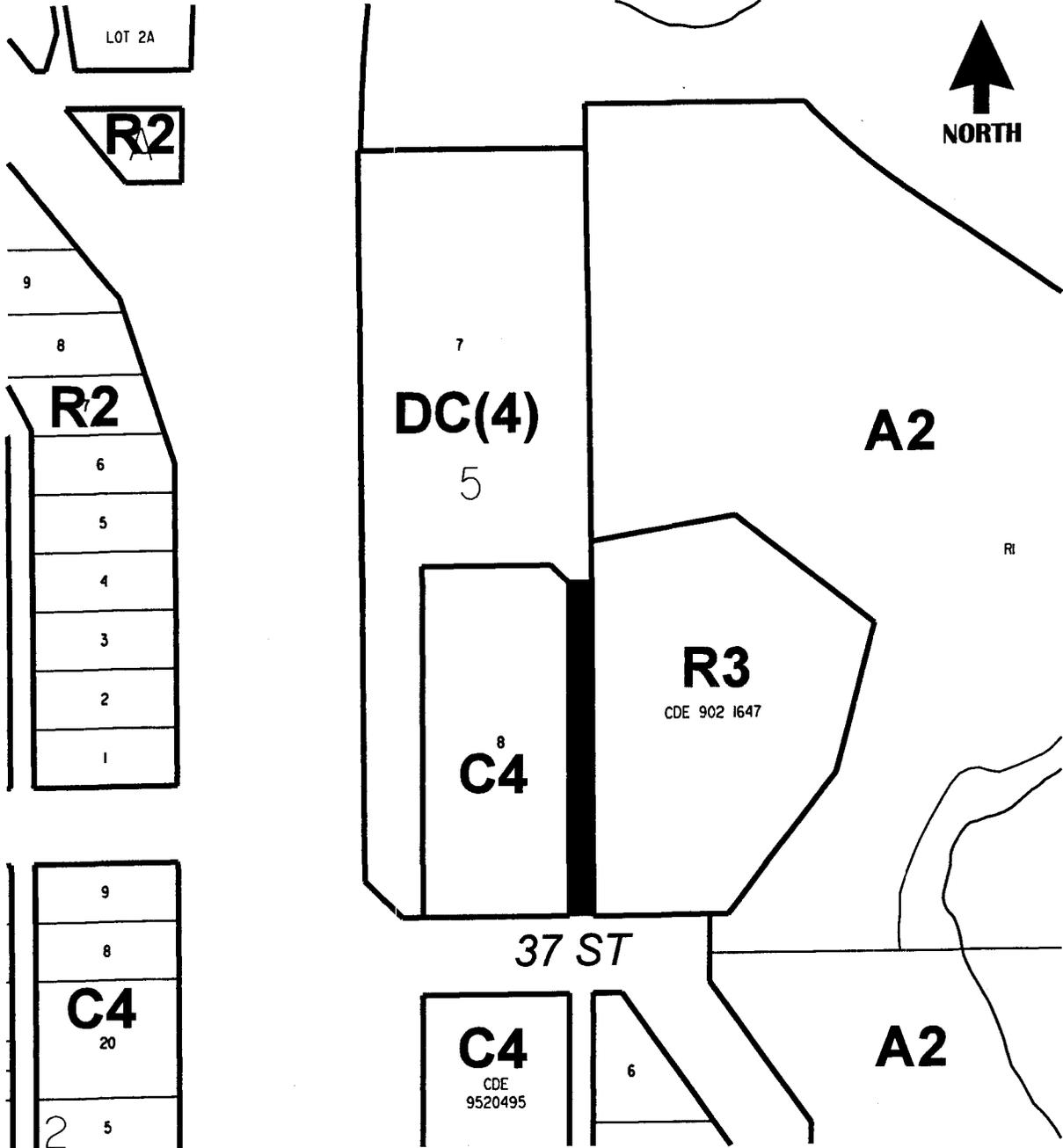
AND SIGNED BY THE MAYOR AND CITY CLERK this                      day of                      A.D. 2002.

\_\_\_\_\_  
MAYOR

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

# The City of Red Deer

## PROPOSED LAND USE BYLAW AMENDMENT



**AFFECTED DISTRICTS:**  
 R3 - Residential (Multiple Family)

Change from :  
 LANE to R3 ██████████

MAP No. 39 / 2001  
 BYLAW No. 3156 / WW - 2001

Item No. 5

**BYLAW NO. 3293/2001**

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

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

1 The following portion of laneway in the City of Red Deer is hereby closed:

“All that portion of Lane, in Plan 852 HW which lies to the east of the easterly limits of Lot 8, Block 5, Plan 012 1322 and to the south of the southerly limits of Lot 7, Block 5, Plan 012 1322.”

READ A FIRST TIME IN OPEN COUNCIL this	day of	2001.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2002.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2002.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2002.

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 3273/C-2001**

Being a bylaw to amend Bylaw No. 3273/2000, the Electric Utility Bylaw of The City of Red Deer.

**COUNCIL ENACTS AS FOLLOWS:**

Bylaw No. 3273/2000 is hereby amended as follows:

1. By deleting Appendix "D" – Regulated Rate Option Tariff – and replacing it with Appendix "D" attached hereto.
2. This bylaw shall come into effect on January 1, 2002.

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

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

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

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

---

MAYOR

---

CITY CLERK

**CITY OF RED DEER**  
**ELECTRIC LIGHT & POWER DEPARTMENT**  
**REGULATED RATE OPTION TARIFF**

**GENERAL**

Effective Date

This Tariff is effective on January 1, 2002.

Terms and Conditions

The "Terms and Conditions for the Regulated Rate Option", the "Terms and Conditions for Distribution Access Services" and the "Terms and Conditions for Retail Access Services" are part of this Tariff. Furthermore, the "Regulated Rate Option Fee Schedule", the "Distribution Access Services Schedule of Fees", the "Retail Access Services Schedule of Fees" and the "Retail Access Service Agreement" are also part of this Tariff.

Billing Demand

The kVA of Billing Demand with respect to the monthly billing period will be the greater of:

1. the highest kVA Metered Demand in the monthly billing period; or
2. the highest kVA Metered Demand in the 12 consecutive months including and ending with the current monthly billing period.

The kVA Metered Demand will be measured by either a thermal demand meter having a demand response period of 90% in 15 minutes and a 30 minute test period, or 15 minute interval demand metering equipment.

The kVA of Billing Demand will be re-established on such shorter periods of time as designated by the Electric Light & Power Manager for the individual customer as warranted by that customer's changing load characteristics.

## **RESIDENTIAL REGULATED RATE OPTION**

### **RATE 61**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 61 is available between January 1, 2001 and December 31, 2005.

### **Application**

Applies to all residential premises which

- (1) are measured by a single meter and which contain not more than two dwelling units; and
- (2) are not currently enrolled under any other price options or with any alternative retail electricity supplier.

### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$3.02 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$8.90 per month
b) Variable Charge	\$0.0068 per kWh of all energy

### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

### **Minimum Monthly Charge**

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 63**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 63 is available between January 1, 2001 and December 31, 2003.

#### **Application**

- (1) Applies to a non-residential customer, or to a residential premise not entitled to Rate 61, or to the "house lights" service (including common area lighting and utility rooms) of apartment buildings, where the kVA Metered Demand is less than 50 kVA. If the kVA Metered Demand exceeds 50 kVA, Rate 64 will be applied immediately and will be continued to be applied irrespective of future kVA Metered Demand; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity with respect to each separate property will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

Services are to be taken at one of the following nominal voltages:

120/240 Volts, single phase, 3 wire;  
 120/208Y Volts, network, 3 wire;  
 120/208Y Volts, three phase, 4 wire;  
 347/600Y Volts, three phase, 4 wire.

#### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Basic Charge	\$10.81 per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Basic Charge	\$6.27 per month
b) Variable Charge	\$0.0234 per kWh of all energy

**Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

**Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Basic Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## **GENERAL SERVICE REGULATED RATE OPTION**

### **RATE 64**

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 64 is available between January 1, 2001 and December 31, 2003.

### **Application**

- (1) Applies to a commercial or industrial installation where service is taken at the voltage listed for Rate 63 but where the kVA Metered Demand is 50 kVA or greater; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003; or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 64 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 64 after December 31, 2000.

### **Rate**

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.10 per kVA of Billing Demand per month
b) Variable Charge	\$0.0059 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.84 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

### **Balancing Pool Flow Through**

Charges or credits as established by the Alberta Balancing Pool Administrator.

### **Municipal Consent and Access Fee**

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge, plus any applicable Balancing Pool Flow Through.

## GENERAL SERVICE REGULATED RATE OPTION

### RATE 78

This tariff is provided in accordance with the Alberta Regulated Rate Option Regulation (A/R 45/2000). Rate 78 is available between January 1, 2001 and December 31, 2003.

#### Application

- (1) Applies to a commercial or industrial installation where 4,160 volts or greater is available with adequate system capacity and service is taken at 4,160 volts or greater, balanced three phase and the kVA Metered Demand is not less than 1000 kVA; and
- (2) Total electricity consumption, for each property, is less than 250,000 kWh in 12 consecutive months starting January 1, 1999 and ending December 31, 2003, or it is reasonably forecasted that during the years 2001 to 2003 the total annual consumption of electricity will be less than 250,000 kWh; and
- (3) Customer is not currently enrolled under any other price options or with any alternative retail electricity supplier.

An existing customer on General Service Rate 78 at December 31, 2000 who continues to meet the criteria in (2) and (3) will remain on Rate 78 after December 31, 2000.

#### Rate

Billing Charge	\$6.80 per month
Energy Charge	\$0.061 per kWh of all energy
System Access Charge	
a) Demand Charge	\$1.30 per kVA of Billing Demand per month
b) Variable Charge	\$0.0058 per kWh of all energy
Distribution Access Charge	
a) Demand Charge	\$3.00 per kVA of Billing Demand per month
b) Variable Charge	\$0.0009 per kWh of all energy

#### Balancing Pool Flow Through

Charges or credits as established by the Alberta Balancing Pool Administrator.

#### Municipal Consent and Access Fee

Assessed on each and every component of the Distribution Access Charge at the rate set out in the City of Red Deer Distribution Tariff and is added to the customer's bill.

**Minimum Monthly Charge**

Total Demand Charge (System Access Charge plus Distribution Access Charge), plus any applicable Municipal Consent and Access Fee, plus any applicable Billing Charge.



## THE CITY OF RED DEER

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### NEWS RELEASE

December 17, 2001

### CITY AND TRANSIT UNION REACH AGREEMENT

(Red Deer, Alberta)

City Council ratified a new two year collective agreement with the Amalgamated Transit Union, Local 1374, at its December 17, 2001 meeting. The agreement is effective January 1, 2002 and runs until December 31, 2003.

The parties completed the deal in three days of bargaining. ATU members ratified the agreement on Sunday, ~~January~~ *December* 16, 2001.

The City of Red Deer will increase wage rates for their Transit employees by 3.25% in 2002 and 3% in 2003. Other items included in the agreement are provision for "Family Emergency Leave," changes to Bereavement Leave and improvements to the way any disputes that arise can be settled.

Once again, management and union officials conducted their negotiations in a respectful, professional manner.

-end-

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For more information, please contact:

Grant Howell  
Personnel Manager  
341-4995

Sandy Szabo  
ATU Sublocal 1374 Chairperson  
341-3359

-end-

For more information, please contact:

\*\*\*\*\*  
\*\*\* MULTI TX/RX REPORT \*\*\*  
\*\*\*\*\*

TX/RX NO 2495  
INCOMPLETE TX/RX  
TRANSACTION OK [ 01]341 5545  
[ 02]347 6333  
[ 03]346 3336  
[ 04]343 7191  
[ 05]341 6560  
[ 06]347 6620  
[ 07]340 6414  
[ 08]341 3230

CKGY RADIO Z99  
BIG 105 CHUB RAD  
RDTV  
CFRN TV  
RED DEER ADVOCAT  
RED DEER EXPRESS  
SHAW CABLE  
MORNING NEWS

ERROR



## THE CITY OF RED DEER

P.O. Box 5008, Red Deer, Alberta T4N 3T4

Web Site: [www.city.red-deer.ab.ca](http://www.city.red-deer.ab.ca)

City Clerk's Department (403) 342-8132

Email: [cityclerk@city.red-deer.ab.ca](mailto:cityclerk@city.red-deer.ab.ca)

**DATE:** December 14, 2001

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

**NUMBER OF PAGES INCLUDING THIS PAGE:** 4

**FAX TO:** MEDIA

**ATTENTION:**

**THEIR FAX NO:**

**FROM:** CHRISTINE KENZIE

**DEPARTMENT:** CITY CLERK'S

**PHONE #:** (403) 342-8132

**MESSAGE AREA (if required):**

**An Additional Agenda for the Monday, December 17, 2001 Red Deer City Council Meeting is attached for your information.**

**DATE:** December 12, 2001

**FILE**

**TO:** Mayor  
Councillors  
City Manager  
Directors

**FROM:** Jeff Graves, Deputy City Clerk

**RE:** Presentation by Red Deer County - Monday, December 17, 2001

---

Gregg Johnson, Red Deer County Reeve, will be making a presentation to Council at 7:30 p.m. on Monday, December 17, 2001.

Attached, for your information, is a letter from the County regarding this presentation.



Jeff Graves  
Deputy City Clerk

JG/chk  
/attach.



December 7, 2001

Gail Surkan, Mayor  
City of Red Deer  
Box 5008  
RED DEER, AB T4N 3T4

Dear Mayor Surkan

**Re: Red Deer County / City of Red Deer Recreation Agreement**

This letter is to confirm our conversation of Friday, December 7, 2001, with regard to payment of Red Deer County's contributions to the Collicutt Centre and for the recently approved Recreation Agreement.

As agreed, these cheques will be presented to you at the December 12, 2001, Intermunicipal Affairs Committee meeting. Two copies of the Recreation Agreement will also be available at that time for execution by both parties. Then, as discussed, I plan to be present at the Monday, December 17, 2001, meeting of City Council at 6 p.m. for a formal presentation of these payments.

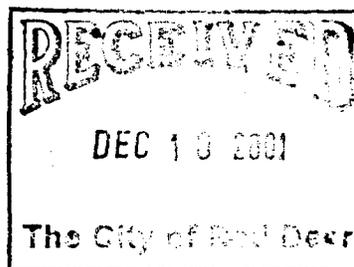
We, at the County, appreciate the spirit of intermunicipal cooperation that these transactions represent, and we anticipate joining with the City in future endeavors

Yours truly

RED DEER COUNTY

for Gregg C. Johnson  
Reeve

nel





December 7, 2001

Gail Surkan, Mayor  
City of Red Deer  
Box 5008  
RED DEER, AB T4N 3T4

Dear Mayor Surkan

**Re: Red Deer County / City of Red Deer Recreation Agreement**

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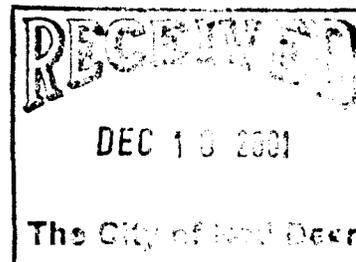
We, at the County, appreciate the spirit of intermunicipal cooperation that these transactions represent, and we anticipate joining with the City in future endeavors

Yours truly

RED DEER COUNTY

for Gregg C. Johnson  
Reeve

nel



# Office of the Mayor



December 18, 2001

Reeve G. Johnson  
Red Deer County  
4758 - 32 Street  
Red Deer, AB T4N 0M8

Dear Gregg:

We have much to celebrate. First, our organizations are fortunate to share an enviable working relationship. As Central Alberta grows, continuing to foster this spirit of cooperation will serve not only our organizations but, more importantly, our citizens.

Second, the County's contribution to the Collicutt Centre is tangible and considerable proof of our ability to respond to our shared community with a shared vision. The generous spirit behind your contribution is greatly appreciated by all members of Council, as well as by Red Deer residents.

Third, we are grateful for the positive working relationship that the County Manager, Wes Stambaugh, has helped to forge with our City's Administration. We wish Wes the success he deserves as he moves to another stage in his career. He leaves behind a solid foundation for our future work together.

And finally, we remember the life and legacy of our recently departed friend and colleague, Maurice Lewis. We mourn his loss but celebrate his life. His commitment to public service and his grounded approach to resolving issues and preparing for the future provided tremendous leadership as we developed the relationship we now share between our jurisdictions. He will be missed.

Gregg, I appreciated the presence of yourself and Wes at our Council meeting to demonstrate publicly how the relationship between our organizations continues to grow. Have a wonderful and safe holiday season. I look forward to working closely with you in 2002.

Sincerely,

  
Gail Surkan, Mayor  
KK/chk

*and congratulations  
on your new appointment  
with VHQ!*



- c Norbert Van Wyk, City Manager
- Bryon Jeffers, Director of Development Services
- Colleen Jensen, Director of Community Services
- Rod Burkard, Director of Corporate Services
- Kelly Kloss, City Clerk

**THE CITY OF RED DEER**

Box 5008, Red Deer, Alberta, Canada T4N 3T4 Telephone: (403) 342-8155 Fax: (403) 342-8365

City Web Site: <http://www.city.red-deer.ab.ca> E-mail: [gails@city.red-deer.ab.ca](mailto:gails@city.red-deer.ab.ca)

**ADDITIONAL  
AGENDA**



FOR THE **REGULAR MEETING OF RED DEER CITY COUNCIL**

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

**MONDAY, DECEMBER 17, 2001**

COMMENCING AT **4:30 P.M.**



*Page #*

(1) **REPORTS**

- |    |   |      |
|----|---|------|
| 1. | Mayor & City Manager – Re: Collicutt Centre | . .1 |
|----|---|------|

**Date:** December 13, 2001  
**To:** City Council  
**From:** Mayor Gail Surkan  
Norbert Van Wyk, City Manager  
**Re:** Collicutt Centre

---

### Introduction

Suggestions have come forward from the community for an independent investigation into the circumstances around the construction and operation of the Collicutt Centre. The suggestions have not been specific or come forward with any degree of detail as to what an investigation should focus on.

### Discussion

We believe that a review of the Centre's construction, startup, and initial operations could focus on the following activities:

- the planning process
  - was the planning adequate for the Centre's development
  - was there adequate public input
  - was there adequate research carried out, including research and analysis for the governance and operating model
  - was there adequate Council involvement
- the decision making process
  - were proper approval authorities in place
  - were adequate policies and procedures in place and how were they followed
- construction and operations
  - were adequate monitoring/reporting systems in place and how were they used
  - were adequate policies and procedures in place and how were they followed

We would expect the External Auditor to review and comment on these areas and make recommendations where opportunities exist to strengthen our processes, systems and controls.

Such a review can best be carried out by someone who is independent, whose work meets the highest professional standards, and who has extensive knowledge of the City's internal control and financial information systems. We believe that the City's External Auditor precisely meets these criteria and should be engaged for this review if Council decides to proceed.

At this time, the cost of such a review is not known. We would need to review the terms of an engagement with the External Auditor who could then provide a fee estimate for this work. If City Council wishes to proceed with this, we will request the Auditor to report to Council on the scope of this work including fees to be charged, at the January 14, 2002, Council Meeting.

We seek City Council's direction.



Gail Surkan  
Mayor



Norbert Van Wyk  
City Manager

DATE: May 24, 2001  
 TO: Collicutt Centre Steering Committee  
 FROM: Don Batchelor, Recreation, Parks & Culture Manager  
 RE: Collicutt Centre Construction Funding Sources

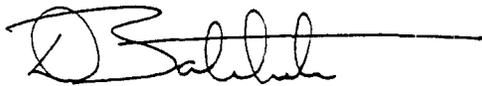
Submitted To City Council  
 Date: Dec 17/01

Following is the revised statement of project funding including all confirmed revenue sources as of May 28, 2001:

Collicutt Centre Project Revenues and Expenditures				
To February 28, 2001				
Description	Budget	Actual		Total
		Received Payments	To Be Received	
<b>PROJECT REVENUES:</b>				
<b>A. City Funding:</b>				
Capital Project Reserve	\$21,690,121	\$21,690,121	\$0	\$21,690,121
Land Bank	2,500,000	2,500,000	0	2,500,000
East Hill Rec Site Surplus Funds	410,554	410,554	0	410,554
Y2K Funding (stand-by generator)	100,000	100,000	0	100,000
Operating Reserve	74,000	74,000	0	74,000
Interest Revenue	1,800,000	1,748,651	51,349	1,800,000
<b>Total City Funding</b>	<b>26,574,675</b>	<b>26,523,326</b>	<b>51,349</b>	<b>26,574,675</b>
<b>B. Sport Partners:</b>				
Red Deer Gymnastics Club	1,000,000	450,000	550,000	1,000,000
Red Deer Minor Hockey Club	1,000,000	400,000	600,000	1,000,000
Red Deer Skating Club	75,000	0	75,000	75,000
<b>Total Sports Partners</b>	<b>2,075,000</b>	<b>850,000</b>	<b>1,225,000</b>	<b>2,075,000</b>
<b>C. Corporate Partners:</b>				
ATCO Gas				
ATCO Singlepoint				
Collicutt Family				
County of Red Deer				
Community Savings				
Bank of Montreal				
Red Deer Titans Track & Field Club				
AB Treasury Branch				
The Prolific Group				
<b>Total Corporate Partners</b>	<b>1,766,000</b>	<b>303,589</b>	<b>1,519,911</b>	<b>1,766,000</b>

Amounts have been deleted in order to protect the confidentiality of donors, which in some cases, we are legally bound to respect.

<b>D. Other Funding:</b>				
Notre Dame (parking lot)	75,000	0	75,000	75,000
Venture Funding	210,000	0	210,000	210,000
Community Lottery Board Grant	75,000	0	75,000	75,000
Community Lottery Board Grant - Student tiles	28,333	28,333	0	28,333
Alberta Foundation for the Arts	31,713	0	31,713	31,713
Millennium Bureau of Canada	75,933	0	75,933	75,933
Comm. Fac. Enhance. Prog. — Sports fields	29,275	0	29,275	29,275
Red Deer & District Allied Arts Council	20,000	20,000	0	20,000
Red Deer Gymnastics Club (pit covers)	4,500	0	4,500	4,500
Design and Construction Team	12,000	0	12,000	12,000
Total Other Funding	561,754	48,333	513,421	561,754
<b>TOTAL PROJECT REVENUES</b>				
	\$30,977,429	\$27,725,248	\$3,309,681	\$30,977,429



Don Batchelor  
Recreation, Parks & Culture Manager

:jb

Please note that since Feb. we have commitments or understandings from other donors including Big 105, Figure Skating, further interest etc.

## **Collicutt Centre**

### **Overview of Work Undertaken to Analyze the 2001 Operating Budget Issues**

#### **Reporting of the Situation**

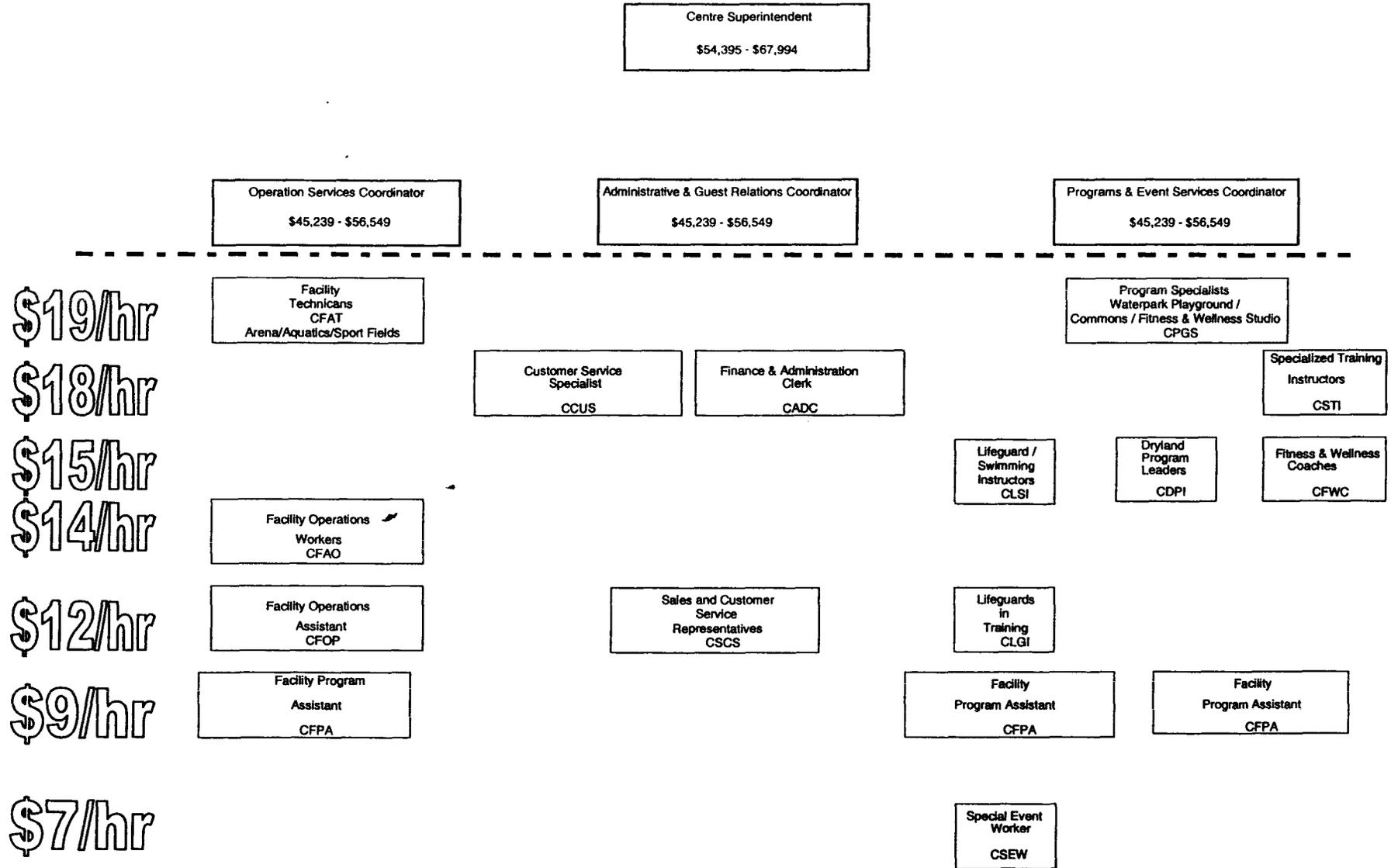
- The operating budget actual expenditures and revenues were brought to the attention of the Receptions, Parks and Culture Manager in the **3<sup>rd</sup> week in September** by the Community Services Financial Officer.
- The Corporate Services Director brought information to the Community Services Director, which indicated that there was a problem with the Collicutt Centre operating budget. This was **September 27 or 28**.
- The Community Services Director immediately questioned the Recreation, Parks and Culture Manager about the problem. It was thought, in the initial stages, that some of the capital costs may have been inadvertently charged to the operating budget.
- The Community Services Director informed the City Manager of the emerging issue on **October 3**. (The Manager was away from the office in Pittsburgh until this time).

#### **Analyzing the Situation**

- It took several days of going through the financial system and reviewing entries to determine that, in fact, the issue was not related to anything capital but was totally related to operations (both revenues and expenditures).
- Further analysis was requested by the Community Services Director, where the budget was reviewed line by line to determine, on the expense side, the exact overage and what it was related to and on the revenue side, what the under-recoveries were related to. This work took several weeks it was re-worked several times. This work was done by the Recreation Parks and Culture Manager and the Collicutt Centre Superintendent, with review being done by the Community Services Director.
- Analysis was also done regarding how the overage could have happened, and how could it have gone unreported for so long.
- The budget analysis information was brought to Senior Management Team (in a report dated Oct 31) on **November 1**, in preparation for the briefing that would happen with Council on **November 5**.
- Council was given the preliminary report that outlined the financial situation, as well as an overview of some thoughts as to what had happened. It was indicated at this time that the projected variance for year end would be \$874,461.
- On **November 8**, Senior Management Team discussed the need to do a more detailed analysis of the whole situation, including expectations and accountability issues. This work was undertaken at special meeting of SMT on **November 19**. The RPC Manager and his staff had also provided input into analysis of the situation for the November 19 meeting.
- In addition to all of the work that was done on the financial situation, and the detailed analysis by Senior Management Team, analysis was also done related to:
  - City policies, practices and procedures.
  - Job descriptions of
    - the Recreation, Parks and Culture Manager
    - The Collicutt Centre Superintendent
    - The Collicutt Centre Business and Marketing Coordinator

- Work Plans for 2001 for the Recreation, Parks and Culture Manager and the Collicutt Centre Superintendent.
- Controls, monitoring and reporting that had been followed regarding the issue at the Collicutt Centre.
- On the morning of Monday, **November 19**, the RPC Manager informed the Director of Community Services that the \$874,000 overage, as originally projected, was not accurate, and that there was likely to be a further \$187,000 less revenue.
- The Director of Community Services briefed the Senior Management Team on **November 19** at their special meeting. Council was also briefed of this projected change at their November 19 meeting.
- From **November 22-27** extensive work was done in further line by line analysis and also in detailed projections to year end. This work was done in conjunction with Treasury Department staff, Community Services Director and Financial Officer and RPC Manager and the Collicutt Centre staff.
- A final report on the 2001 operating budget at the Collicutt Centre was prepared by the Community Services Director and brought forward to Council on **December 3**.

## Collicutt Centre Wage Rate Chart



## **Collicutt Centre**

### **Numbers of Employees:**

▪ Permanent Full-time Non-union	4
▪ Permanent Full-time Union	12
▪ Permanent Part-time Union	12
▪ Temporary Part-time Union	74
<b>Total</b>	<b>102</b>

It must be noted that staff in the temporary part-time category work varying hours, and in some cases quite limited hours.