

CITY COUNCIL

AGENDA

Monday, June 24, 2019 – Council Chambers, City Hall

Call to Order:	2:30 PM
Recess:	5:00 PM to 6:00 PM

1. IN CAMERA MEETING

1.1. Motion to In Camera

1.1.a. Annexation Exploration FOIP 23(1)(a) - Local public body confidences,
FOIP 24(1)(a) - Advice from officials, FOIP 25(1)(c) - Disclosure harmful
to economic and other interests of a public body

1.2. Motion to Revert to Open Meeting

2. MINUTES

2.1. Confirmation of the Minutes of the June 10, 2019 Council Meeting
(Agenda Pages 1 – 13)

3. POINTS OF INTEREST

4. REPORTS

4.1. 2018 Reserve Report
(Agenda Pages 14 – 27)

4.2. 2018 Variance Report
(Agenda Pages 28 – 45)

4.3. Pond & Wetland Enhancement Reserve

(Agenda Pages 46 – 49)

4.4. Community Capacity and Innovation Funding Allocation

(Agenda Pages 50 – 55)

5. BYLAWS

5.1. Bylaw 3628/2019

A Bylaw Approving an Agreement between The City of Red Deer and Red Deer County concerning Subdivision Authority Jurisdiction

(Agenda Pages 56 – 79)

5.1.a. Consideration of First Reading of the Bylaw

5.1.b. Consideration of Second Reading of the Bylaw

5.1.c. Motion for Permission to go to Third Reading

5.1.d. Consideration of Third Reading of the Bylaw

6. ADJOURNMENT



UNAPPROVED - M I N U T E S

of the Red Deer City Council Regular Meeting held on, Monday, June 10, 2019 commenced at 2:30 P.M.

Present: Mayor Tara Veer
Councillor Michael Dawe
Councillor Tanya Handley
Councillor Vesna Higham
Councillor Ken Johnston
Councillor Lawrence Lee
Councillor Frank Wong
Councillor Dianne Wyntjes

City Manager, Allan Seabrooke
Director of Communications & Strategic Planning, Julia Harvie-Shemko
Director of Community Services, Sarah Cockerill
Director of Corporate Services, Lisa Perkins
Director of Development Services, Kelly Kloss
Director of Human Resources, Kristy Svoboda
Director of Planning Services, Tara Lodewyk
Director of Protective Services, Paul Goranson
City Clerk, Frieda McDougall
Deputy City Clerk, Samantha Rodwell
Corporate Meeting Administrator, Amber Senuk
Corporate Meeting Support, Jennifer Hankey
Chief Financial Officer, Dean Krejci
Inspections & Licensing Manager, Erin Stuart
Senior Planner, Orlando Toews

Absent: Councillor Buck Buchanan



I. IN CAMERA MEETING

I.1. Motion to In Camera

Moved by Councillor Ken Johnston, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer hereby agrees to enter into an In Camera meeting of Council on Monday, June 10, 2019 at 2:30 p.m. and hereby agrees to exclude the following:

- All members of the media; and
- All members of the public; and
- All non-related staff members

to discuss:

- Human Resource Matter FOIP 24(1)(b)(i) – Advice from officials
- Annexation FOIP 23(1)(a) – Local public body confidences, FOIP 24(1)(a) – Advice from officials, FOIP 25(1)(c) – Disclosure harmful to economic and other interests of a public body

IN FAVOUR:

Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

I.1.a Human Resource Matter FOIP 24(1)(b)(i) – Advice from Officials

The following people were in attendance as the topic under discussion related to their position within the organization.

Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong,



Councillor Dianne Wyntjes

City Manager Allan Seabrooke, Director of Human Resources Kristy Svoboda, HR Team Leader – Consulting & Labour Relations Lesley Kendall, City Clerk Frieda McDougall, Deputy City Clerk Samantha Rodwell, Corporate Meeting Support Jennifer Hankey

Director of Human Resources Kristy Svoboda and HR Team Leader – Consulting & Labour Relations Lesley Kendall left Council Chambers at 3:35 p.m.

**1.1.b Annexation FOIP 23(1)(a) - Local public body confidences,
FOIP 24(1)(a) - Advice from officials, FOIP 25(1)(c) -
Disclosure harmful to economic and other interests of a
public body**

Councillor Dianne Wyntjes declared a pecuniary interest as there may be personal financial impacts related to this item. Councillor Wyntjes left Council Chambers at 3:35 p.m.

The following people were in attendance as the topic under discussion related to their position within the organization.

Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong

City Manager Allan Seabrooke, Director of Community Services Sarah Cockerill, Director of Corporate Services Lisa Perkins, Director of Development Services Kelly Kloss, Director of Planning Services Tara Lodewyk, City Solicitor Michelle Baer, Planning Manager Emily Damberger, Major Projects Planner David Girardin, Chief Financial Officer Dean Krejci, City Clerk Frieda McDougall, Deputy City Clerk Samantha Rodwell, Corporate Meeting Support Jennifer Hankey

1.2. Motion to Revert to Open Meeting

Moved by Councillor Tanya Handley, seconded by Councillor Lawrence Lee

Resolved that Council of The City of Red Deer hereby agrees to enter into an open meeting of Council on Monday, June 10, 2019 at 4:16 p.m.



IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong

ABSENT: Councillor Dianne Wyntjes

MOTION CARRIED

Council recessed at 4:16 p.m. and reconvened at 4:23 p.m.

2. MINUTES

2.1. Confirmation of the Minutes of the Monday, May 27, 2019 Council Meeting.

Moved by Councillor Lawrence Lee, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby approves the Minutes of the May 27, 2019 Regular Council Meeting as transcribed.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

3. REPORTS

3.1. Mid-Year Budget Date Change

Moved by Councillor Tanya Handley, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer having considered the report from Legislative Services, dated May 23, 2019 hereby agrees to move the Mid-Year Budget meeting from Tuesday, August 20, 2019 at 9:00 a.m. to Wednesday, September 4,



2019 at 9:00 a.m.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

3.2. Request for Support for the 2019 Canadian Finals Rodeo (CFR)

Moved by Councillor Lawrence Lee, seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered the report from Land and Economic Development, dated April 17, 2019 re: Request for support for the 2019 Canadian Finals Rodeo (CFR) hereby approves an increase in the 2019 Operating Budget, on a one time basis, in the amount of \$50,000 to be funded from the Operating Reserve – Tax Supported, subject to a matching grant being provided by Red Deer County in 2019.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Vesna Higham

MOTION CARRIED

4. ADD TO AGENDA

Moved by Councillor Dianne Wyntjes, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer hereby agrees to add consideration of a Human Resource Matter as discussed In Camera, to the June 10, 2019 City Council Agenda.



IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Ken Johnston seconded by Councillor Dianne Wyntjes

Resolved that Council of The City of Red Deer having considered a Human Resource Matter item on June 10, 2019, hereby endorses the recommendation as presented In Camera and agrees that the contents of the report will remain confidential, as protected by the Freedom of Information and Protection of Privacy Act, Section 24(1)(b)(i) – Advice from officials.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Vesna Higham

MOTION CARRIED

Council recessed at 5:17 p.m. and reconvened at 6:00 p.m.

5. PUBLIC HEARINGS

5.1. Bylaw 3357/L-2019

Amendment for a Site Exception

"Restaurant" as a Discretionary Use at 4501-48 Avenue

Mayor Tara Veer declared open the Public Hearing for Bylaw 3357/L-2019, an amendment to the Land Use Bylaw for a site exception to add “restaurant” as a discretionary use at 4501-48 Avenue. Mr. Michel Laframboise, Mr. Terry Collier and Ms. Suzanne Bleaken spoke to this item. As there was no one else present to speak to the bylaw, Mayor Tara Veer declared the Public Hearing closed.



Moved by Councillor Frank Wong, seconded by Councillor Lawrence Lee

SECOND READING: That Bylaw 3357/L-2019 (an amendment to the Land Use Bylaw for a site exception to add “restaurant” as a discretionary use at 4501-48 Avenue) be read a second time.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

Moved by Councillor Frank Wong, seconded by Councillor Lawrence Lee

THIRD READING: That Bylaw 3357/L-2019 be read a third time.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

6. REPORTS - continued

6.1. Enterprise Business Planning - Council Guidelines

6.1.a. Financial

Moved by Councillor Lawrence Lee, seconded by Councillor Tanya Handley

Resolved that Council of The City of Red Deer having considered the report from the Corporate Services Division and Financial Services, dated May 24, 2019 re: Enterprise Business Planning – Council Guidelines hereby directs Administration to build a budget that respects the following financial parameters:



- I. Operating and capital budget financial guidelines:
 - a. A 1% capital contribution (amenity and growth) amount in the 2020 Operating Budget.
 - b. A 1% capital contribution (amenity and growth) amount in the 2021 – 2023 Operating Plan.
 - c. A property tax revenue requirement to be no more than 2.5% including the 1% capital contribution for amenities and growth for the 2020 Operating Budget.
 - d. A property tax revenue requirement to be no more than 3.0% including the 1% capital contribution for amenities and growth for the 2021 – 2023 Operating Plan. This amount will depend on the impact of the Capital Budget and Plan.
 - e. Utility rate increases to be no more than 2.5%.
 - f. The 2020 Capital Budget to meet the approved Council Policy Debt GP –F-2.2 which limits debt to 75% of the Provincial Debt Limit
 - g. The 2021-2029 Capital Plan to meet the Council Policy – Debt GP – F – 2.2.
 - h. Reserves will be in a positive balance.
 - i. The Offsites Fund (reserves + deferred revenue) will be in a positive balance with internal borrowing limited to \$3 million in each of 2020 and 2021
 - j. Internal borrowing for the Offsites Fund will not be permitted in 2022 – 2029 without Council approval
 - k. The financing of self-supported operations is independent of, but influenced by, internal borrowing.
2. Cost Savings, innovations and efficiencies
 - a. Departments will identify areas for service level based cost savings that will be provided to Council for their consideration during the operating budget. Based on Council input to this report, Administration will look at service based cost savings including but not limited to the following areas:
 - i. Snow and ice operational efficiencies
 - ii. Transit
 - iii. Roads and sidewalks
 - b. Departments will be asked to identify efficiencies and innovations with



quantification in dollars where possible. Efficiencies that result in cost savings will be presented as cost reduction FARs and not reallocated.

3. Fees and Charges:

- a. Administration will bring forward fees and charges increases in accordance with Council policy Fees & Charges GP-F-2.5. (7)
- b. New fees will be brought to Council for approval prior to operating budget deliberations

IN FAVOUR: Mayor Tara Veer, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

OPPOSED: Councillor Michael Dawe

MOTION CARRIED

6.1.b. Planning

Moved by Councillor Ken Johnston, seconded by Councillor Frank Wong

Resolved that Council of The City of Red Deer having considered the report from the Corporate Services Division and Financial Services, dated May 24, 2019 re: Enterprise Business Planning – Council Guidelines hereby directs Administration to consider the following in the preparation of the EBP:

1. Administration is directed to consider the following in the preparation of the EBP:
The 2020 EBP process will be based on the 2019-2022 Strategic Plan themes adopted by Council. Administration is to develop initiatives consistent with the strategic plan.
2. Capital and Operating Plans must convey a clear direction and be flexible to deal with emerging issues and opportunities. The plans will continue to evolve to move the organization towards multi-year budgets. Given potential impacts on provincial budgets along with the ongoing changes to the Municipal



Government Act, the following time horizons will be used in preparing the capital and operating budgets and plans:

- a. Capital Budget 2020 including multi-year projects (for Council approval)
 - b. Capital Plan 2021-2029 (for Council review and update)
 - c. Operating Budget 2020 including future year impacts (for Council approval)
 - d. Operating Plan 2021-2023 (for Council review and update)
3. Administration will develop the capital budget and plan using the current 9 year plan adopted by Council during the 2019 Capital Budget as a starting point. It will be reviewed for the 2020 Capital Budget in consideration of:
 - a. Direction and feedback provided by members of Council during workshops and Council's strategic direction and priorities.
 - b. Opportunities to leverage federal and provincial infrastructure grants
 - c. The timing of items within the capital plan and budget will be revised to meet Council's debt policy and reflect growth projections.
4. Funding Adjustment Recommendations (FARs) will be considered if they meet the following criteria:
 - a. No increases to service levels unless part of prior Council direction or operating impacts of capital
 - b. Revenue FARs strongly encouraged
 - c. Contractual obligations will be met
5. City Agencies will follow a similar process to 2019.
 - a. This section applies to: Red Deer Public Library, Waskasoo Environmental Education Society, Red Deer Museum and Art Gallery, Tourism Red Deer, The Central Alberta Crime Prevention Centre, River Bend Golf & Recreation Society.
 - b. Similar to the direction provided to city departments, these agencies / societies will be asked to carefully consider any budget requests to The City.
 - c. Operating budget requests from these agencies / societies that are not built into a contract or pre-approved in The City of Red Deer's budget will be set at the same operating budget target, currently 1.5% (excluding the capital contribution component), as City departments.



- d. Requests for new capital will be prioritized for consideration within the capital plan.
 - e. Administration will review and recommend the budget requests (FARs or capital) from these societies/agencies. As part of this review, Administration will ensure that the agency/society is aware of the decision and rationale for the recommendation.
 - f. Council will be provided with the information on the FARs and capital requests that were not recommended.
6. Administration is directed to discuss a policy direction with Council for ad hoc requests from other community organizations

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

6.1.c. Process

Moved by Councillor Dianne Wyntjes, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer having considered the report from the Corporate Services Division and Financial Services, dated May 24, 2019 re: Enterprise Business Planning – Council Guidelines hereby directs Administration to include the following Process Parameters in its preparation of EBP 2020:

- 1. The City of Red Deer will continue to use the Enterprise Business Planning Process (EBP).
- 2. Administration will present its recommended budget for Council consideration as follows:
 - a. Capital Budget on November 18 and 19, 2019
 - b. Operating Budget meetings will be from January 7 to 17, 2020
- 3. Public Engagement



Administration will work with Council to update the public engagement approach to budget to better reflect the public participation practices of The City. While we revise the approach we will continue our practice of:

Input from public to inform budget development:

- Let's Talk

Feedback from the public to Council

- Approximately three weeks prior to the capital budget debate and the operating budget debate, Administration's budget will be released to the media and public. Copies of the budget will be available at City facilities and on line.
- The public can provide feedback to Council based on Administration's recommended budget. The public feedback is provided to Council for its consideration prior to budget debate.

Additional instructions

Further discussion will be had to develop different options for Council to consider regarding:

- a) Council's budget approval process
- b) Presentation of data/information for Council during the budget process
- c) The possibility of moving towards a multi-year operating budget

IN FAVOUR:

Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

7. BYLAWS

7.1. Land Use Bylaw Amendment - Omnibus Bylaw 3357/S-2019

Ms. Haley Mountstephen, Contracted Planning Services presented this item.

Moved by Councillor Tanya Handley, seconded by Councillor Vesna Higham



FIRST READING: That Bylaw 3357/S-2019 (an amendment to the Land Use Bylaw to improve the clarity and application of the Land Use Bylaw) be read a first time.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

8. ADJOURNMENT

Moved by Councillor Lawrence Lee, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Monday, June 10, 2019 Regular Council Meeting of Red Deer City Council at 7:35 p.m.

IN FAVOUR: Mayor Tara Veer, Councillor Michael Dawe, Councillor Tanya Handley, Councillor Vesna Higham, Councillor Ken Johnston, Councillor Lawrence Lee, Councillor Frank Wong, Councillor Dianne Wyntjes

MOTION CARRIED

MAYOR

CITY CLERK



2018 Reserve Report to Council

Financial Services

Report Summary & Recommendation:

This report provides City Council with details of reserves for the year ended 2018. Details include the City's tax supported and self-supported operating and capital reserves.

It is recommended that Council accept this report for information.

City Manager Comments:

That City Council receives the report for information.

Allan Seabrooke
City Manager

Proposed Resolution

That the report be received as information.



Background:

This report provides City Council with details of reserves for the year ended 2018. The report is submitted for information only.

Reserves are an important financing and risk management tool and, just as individuals set aside funds for unexpected expenses or large ticket items, the City also needs to save. Reserves are used for numerous reasons, such as to have funds available in case of emergency or unexpected events, to provide cash for operations prior to receipt of property tax revenues, to provide cash for infrastructure construction and replacement and to generate investment earnings.

An adequate reserve balance for operations / rate stabilization purposes as set out in the Utility Policy is 45 days of operations. A target has not been set for tax supported operations. The Government Finance Officers Association (GFOA) has recommended that governments maintain, at a minimum, a reserve balance of no less than two months of regular operating expenditures. It is not sufficient to consider the current balance in a reserve when determining if the reserve is adequate. The future requirements on the reserve, future funding to the reserve, and past commitments also need to be considered.

Reserves are established for specific purposes. Before using the reserve for any other purpose, the impact on the business operation(s) that created the reserve and the sustainability of the reserve must be considered. It is extremely risky to use reserves for funding expenditures of a continuing nature. The concern is if reserves are used for funding continuing expenditures then another source of funding, such as increased property taxes, must be found when the reserves become depleted. Reserves are intended to be established at the discretion of Council.

The Municipal Government Act (MGA) requires that Council approve the amounts transferred to/from reserves. Compliance with the MGA is achieved through the budget and ad hoc Council Resolutions.

Discussion:

TAX SUPPORTED AND SELF SUPPORTED RESERVES

As Table 1 shows, the total of the reserves held have decreased from 2017 to 2018. The decrease is mainly in the tax supported capital reserves offset by an overall increase in self-supported reserves..

TABLE 1 – RESERVE BALANCES
(in \$ thousands)

	2018	2017
TAX SUPPORTED		
Operating	\$38,847	\$37,356
Capital	40,055	47,727
Subtotal	78,902	85,082
SELF SUPPORTED		
Operating	12,951	11,230
Capital	128,084	124,631
Subtotal	141,036	135,861
Total Reserve Balances	\$219,937	\$220,943



Figure 2 shows the historical balance of the major categories of the reserves for the period 2009 – 2018. In 2012 there was a large increase to capital reserves in anticipation of significant utility capital expenditures and splitting out utility capital reserves from operating reserves. In 2014 there is large increase in self-supported capital reserves and an offsetting large decrease in self-supported operating reserves due to a change in the interpretation of the Utility policy.

FIGURE 2 – RESERVE BALANCES – 10 YEAR HISTORY (in \$ millions)

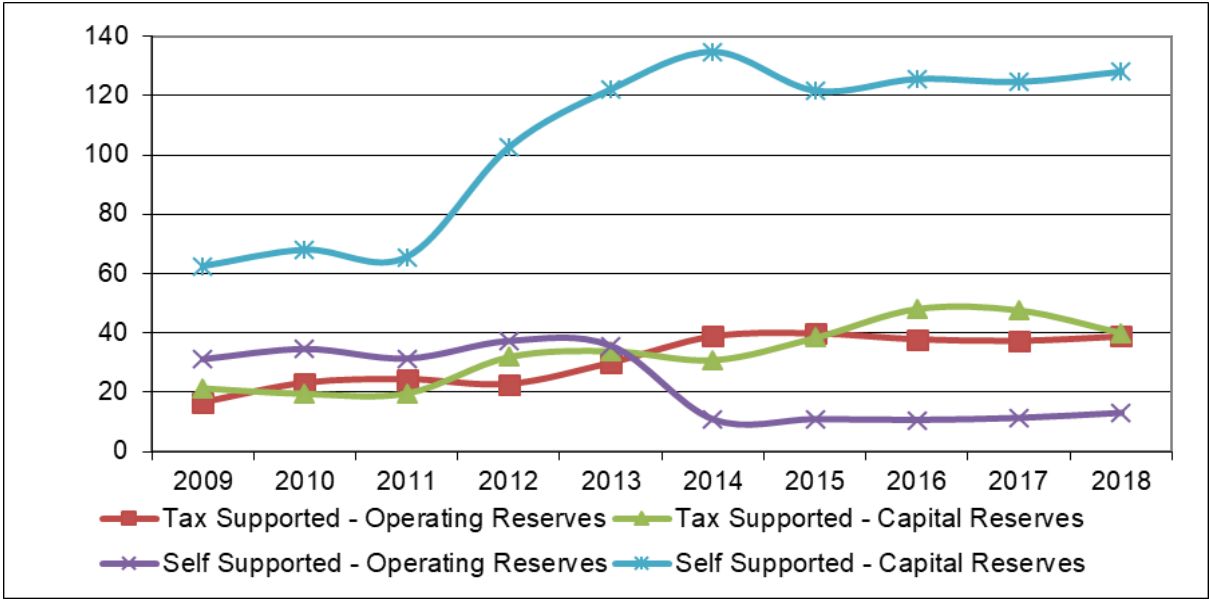
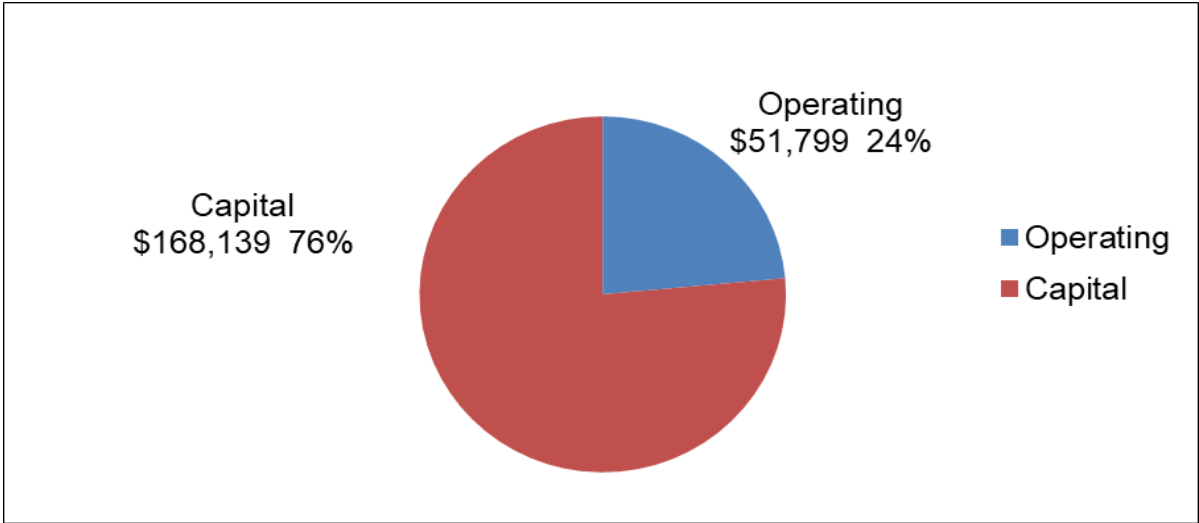


Figure 3 shows the comparison of operating to capital reserves in both dollars and percentages as of the 2018 fiscal year end.

FIGURE 3 – OPERATING TO CAPITAL BREAKDOWN (in \$ thousands)





TAX SUPPORTED OPERATING RESERVES

Table 4 is focused on the tax supported operating reserves; the total of these reserves increased by \$1.5 million from 2017 to 2018.

TABLE 4 – TAX SUPPORTED – OPERATING RESERVE

(in \$

thousands)

Description	2018	2017
Operating Reserve - Tax Supported	\$33,838	\$31,757
Debt Repayment Reserve	3,155	3,816
Finance a Specific Purpose	1,854	1,783
Total Tax Supported - Operating Reserves	\$38,847	\$37,356

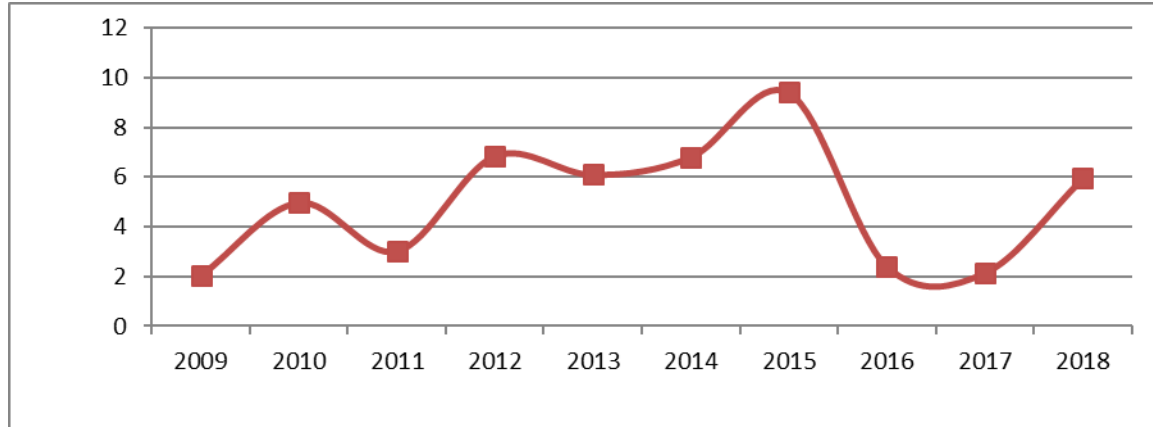
Operating Reserve – Tax Supported

The 2018 year-end balance is \$33.8 million. In order to keep the reserve sustainable, carry forwards were restricted and subject to year-end review starting in 2009. Financial Services will continue to monitor the reserve for sustainability. There is no sustainable source of funding and annual operating surpluses are relied upon.

Figure 5 shows the tax supported surpluses from 2009 to 2018. The amount of the surplus fluctuates from a low of \$2.05M in 2009 to a high of \$9.41M in 2015 with a yearly average of \$4.98M over the 10 year period.

FIGURE 5 – TAX SUPPORTED SURPLUSES

(in \$ millions)



Purpose: For emergencies, user rate stabilization/working capital, and funding initiatives (such as one-time items and carry forwards). Table 6 provides a summary of the 2018 transactions.



TABLE 6 – OPERATING RESERVE - TAX SUPPORTED RECONCILIATION
(in \$ thousands)

(in \$)

2018 Opening Balance	\$31,757
Less: One Time Funding of Budget Items	(3,082)
Less: Carryforward Funding	(1,431)
Add: Internal Borrowing Payment from Parking Reserve	100
Add: Local Improvement Funding	208
Add: Year End Interest Allocation	311
Add: Tax Supported Surplus	5,960
Add: Other Entries	15
2018 Closing Balance	\$33,838

This reserve will be used to fund 2019 one-time items of \$3.9 M, prior year approved one-time items of \$1.9 M and carryforwards items of \$1.7 M.

Figure 7 shows the balance of the Operating Reserve-Tax Supported from 2009 to 2018. The large increase from 2011 to 2015 is due in part to the smaller amount of carryforwards and larger than usual surpluses.

FIGURE 7 – OPERATING RESERVE-TAX SUPPORTED RESERVE – 10 YEAR HISTORY (in \$ millions)

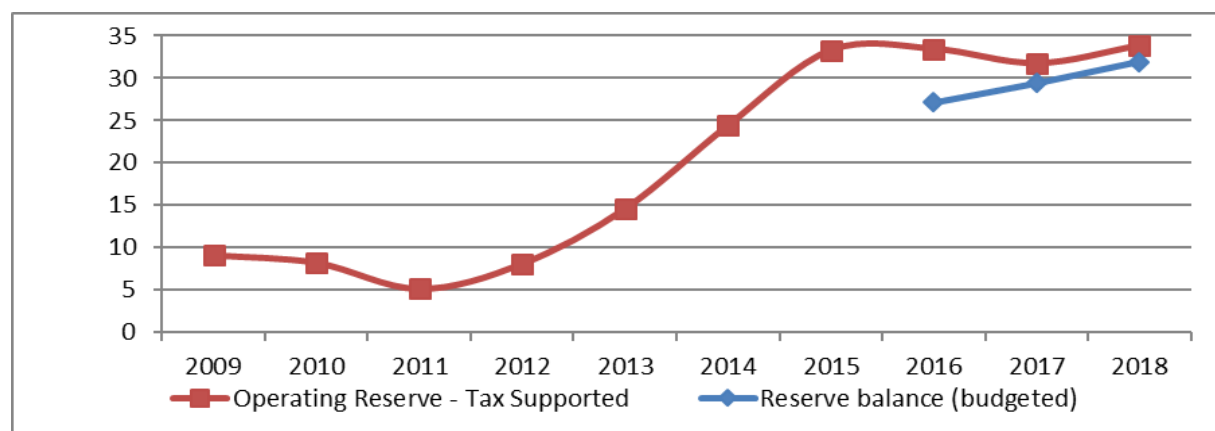
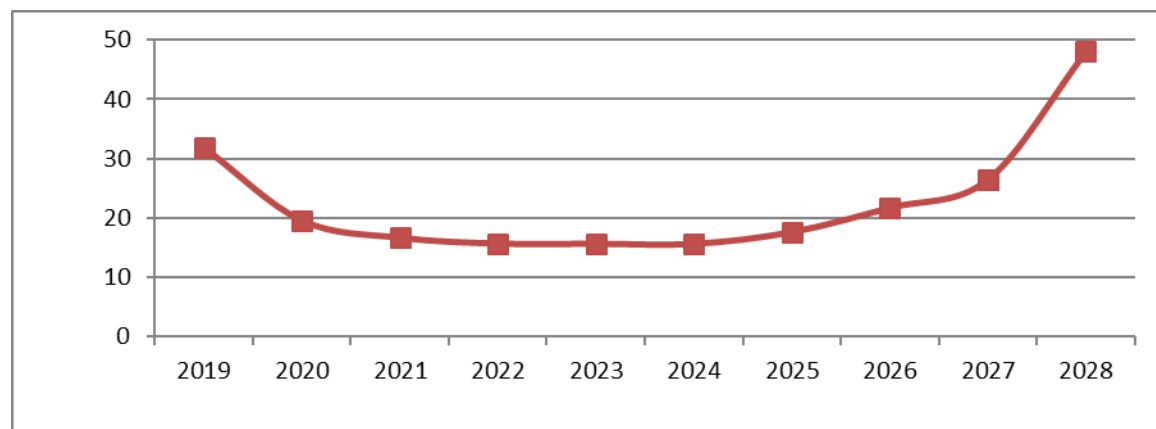


Figure 8 shows the budgeted balance of the Operating Reserve – Tax Supported from 2019 to 2028.

FIGURE 8 – OPERATING RESERVE-TAX SUPPORTED RESERVE – 10 YEAR FORECAST (in \$ millions)





Debt Repayment Reserve

The 2018 year-end balance is \$3.2 million. The annual transfer from the operating budget is the only sustainable source of funding. Transfers are made regularly between this reserve and the Capital Projects Reserve (CPR) to manage the balances in these reserves. As per 2019 Capital Budget approval, the estimated total transfer from the CPR is \$72.3 M in total from 2019 to 2028.

Purpose: For tax supported debt repayments of debenture funded capital projects. Table 8 provides a summary of the 2018 transactions.

TABLE 8 – DEBT REPAYMENT RESERVE RECONCILIATION

(in \$

thousands)

2018 Opening Balance	\$3,816
Less: Interest & Principal Payments	(9,633)
Add: Debt Servicing Contribution	8,400
Add: Year End Interest Allocation	51
Add: Other Entries	631
2018 Closing Balance	\$3,265

Figure 9 shows the balance of the Debt Repayment Reserve from 2009 to 2018. Prior to 2008 there was not a specific reserve for debt repayments. The large decrease in 2015 & 2016 is due to the transfers of \$16 million and \$5.5 million from this reserve to the Capital Projects Reserve.

FIGURE 9 – DEBT REPAYMENT RESERVE – 10 YEAR HISTORY

(in \$

millions)

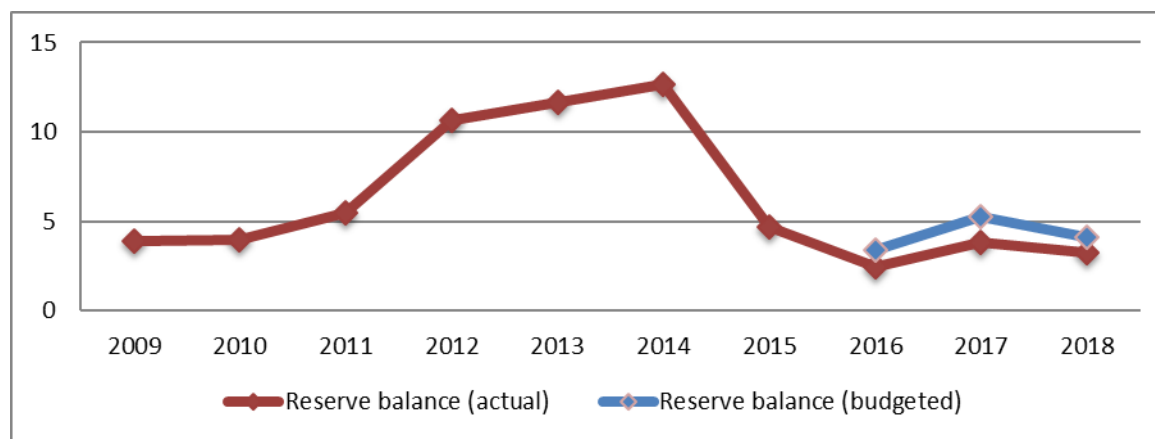
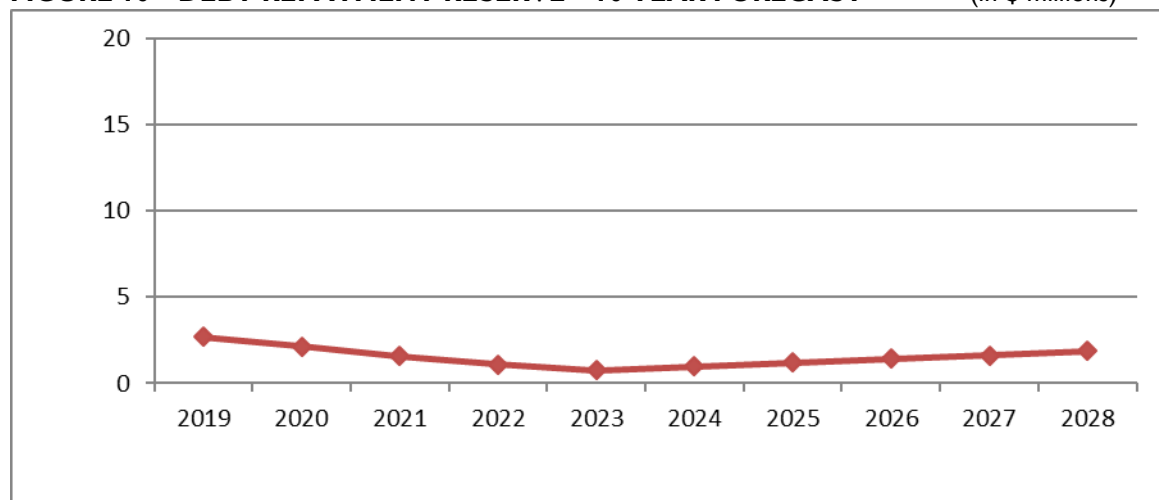


Figure 10 shows the budgeted balance of the Debt Repayment Reserve from 2019 to 2028.



FIGURE 10 – DEBT REPAYMENT RESERVE – 10 YEAR FORECAST (in \$ millions)



Finance a Specific Purpose

There are currently two reserves in the finance a specific purpose category of operating reserves that total \$1.9 million.

Purpose: Table 11 provides details of the purpose of each reserve.

TABLE 11 – FINANCE A SPECIFIC PURPOSE RESERVE(S) (in \$ thousands)

Description	Details	2018	2017
Perpetual Care	Interest earned in this reserve is used to fund maintenance of the City's cemeteries, indefinitely	\$1,748	\$1,687
Public Art	To fund internal public art projects and used to match external community group funding of public art projects	106	95
Total Finance a Specific Purpose Reserve Balances		\$1,854	\$1,783

Figure 12 shows the total balance of the Finance a Specific Purpose Reserves from 2009 to 2018. The decrease in 2014 is due to one of the reserves in this category being reclassified as a capital reserve.

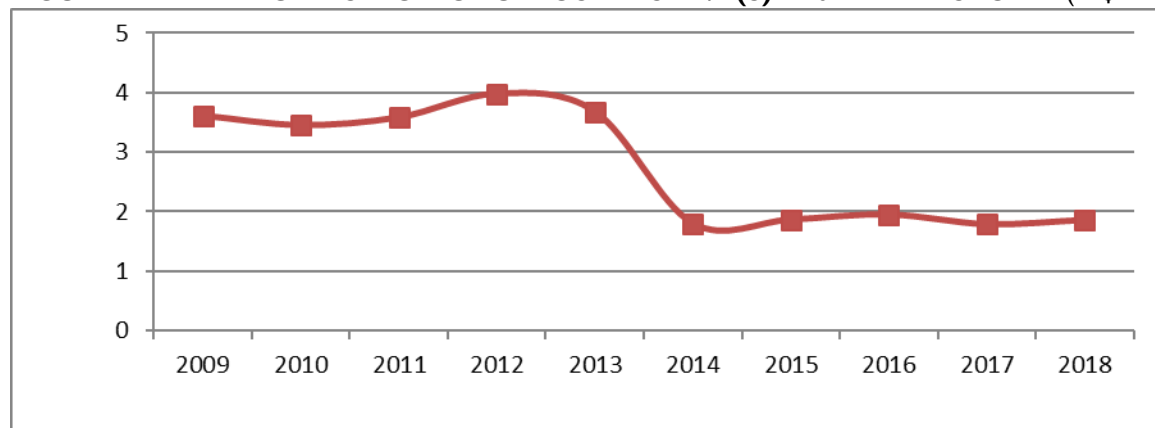
**FIGURE 12 – FINANCE A SPECIFIC PURPOSE RESERVE(S) – 10 YEAR HISTORY** (in \$ millions)**TAX SUPPORTED CAPITAL RESERVES**

Table 13 is focused on the tax supported capital reserves; the total of these reserves decreased by \$7.7 million from 2017 to 2018.

TABLE 13 – TAX SUPPORTED – CAPITAL RESERVES

(in \$

thousands)

Description	2018	2017
Capital Projects Reserve	\$33,133	\$40,743
Other Tax Supported Capital Reserves	6,922	6,984
Total Tax Supported - Capital Reserves	\$40,055	\$47,727

Capital Projects Reserve

The 2018 year-end balance is \$33.1 million. The annual transfer from the operating budget is the only sustainable source of funding. Transfers are made regularly between this reserve and the Debt Repayment Reserve to manage the balances in these reserves. Projects are deferred or funded from alternate sources in order to keep the reserve sustainable.

Purpose: This reserve helps to pay for tax-supported capital projects. Table 14 provides a summary of the 2018 transactions.

TABLE 14 – CAPITAL PROJECTS RESERVE RECONCILIATION

(in \$

thousands)

2018 Opening Balance	\$40,743
Add: Tax Supported Funding	8,790
Add: Transfer from fleet reserves	1,904
Add: Right of way land sales proceeds	496
Add: Year End Interest Allocation	343
Add: Support cost allocation	126
Add: REDNET annual contribution	122
Less: Capital Contribution for Gary W. Harris Canada Winter Games Centre	(1,000)
Less: Funding source change from MSI to CPR	(4,147)
Less: Net transfer to operating	(1,487)
Less: Net of capital projects funding	(12,758)
2018 Closing Balance	\$33,133

Of the \$33.1 million, \$39.8 million is committed for approved capital projects expenditures.

Figure 15 shows CPR reserve balance combining committed and uncommitted from 2009 to 2018.



FIGURE 15 – CAPITAL PROJECT RESERVE – 10 YEAR HISTORY (in \$ millions)

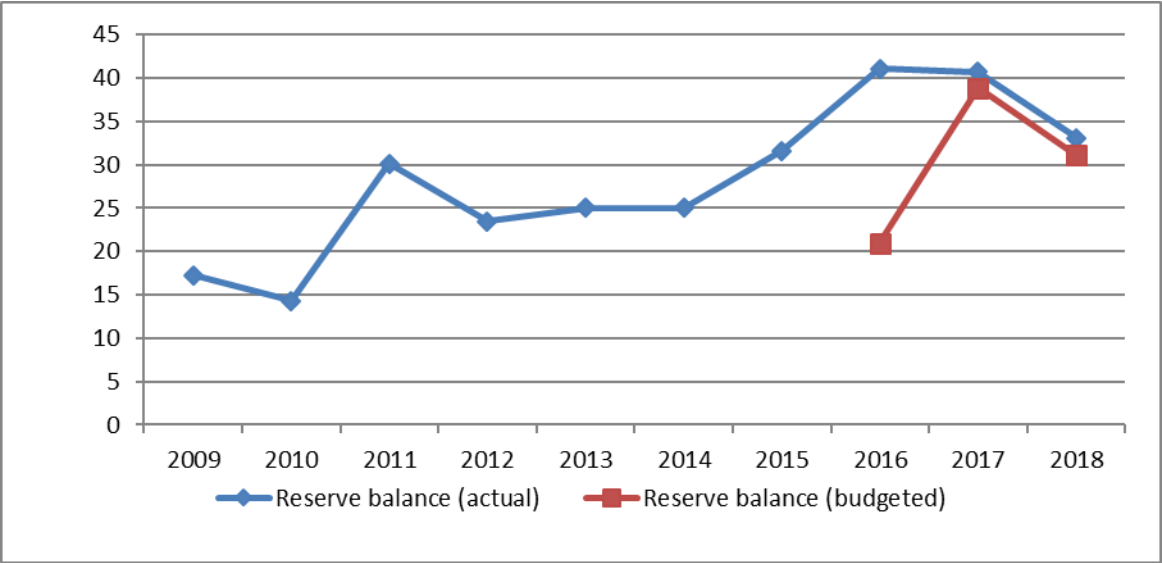
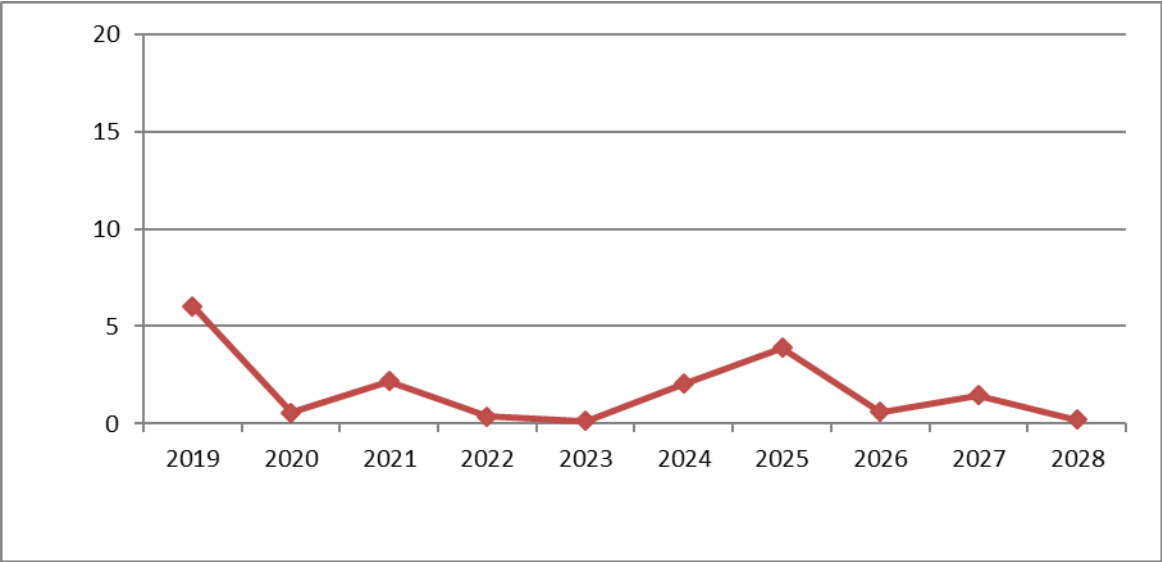


Figure 16 shows budgeted CPR balance combining committed and uncommitted from 2019 to 2028.

FIGURE 16 – CAPITAL PROJECT RESERVE – 10 YEAR FORECAST (in \$ millions)



Other Tax Supported Capital Reserves

The 2018 closing balance for other tax supported capital reserves is \$6.9 million.

Purpose: Table 17 provides details of the purpose of each reserve.

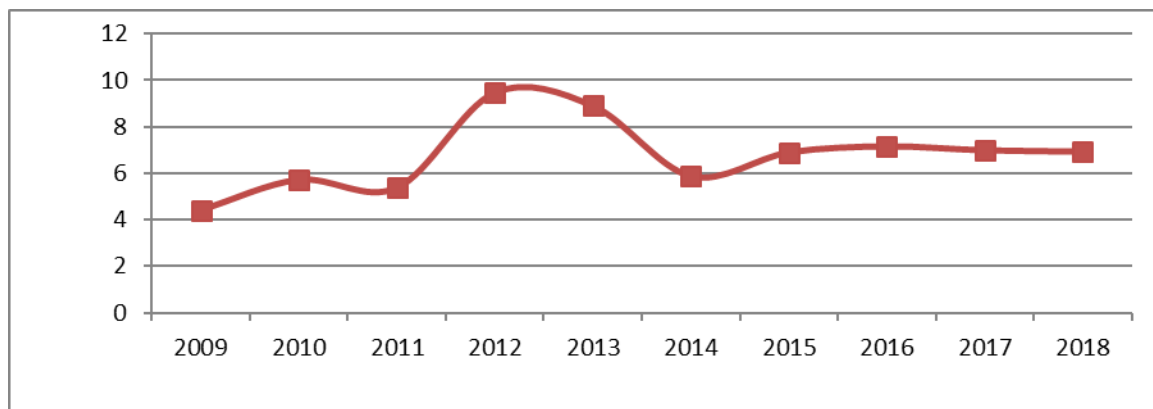
TABLE 17 – OTHER TAX SUPPORTED CAPITAL RESERVE(S) (in \$ thousands)



Description	Details	2018	2017
Municipal Reserve - Land	To purchase new parkland	\$6,922	\$6,984
Total Other Tax Supported - Capital Reserves		\$6,922	\$6,984

Figure 18 shows the total balance of the Other Tax Supported Capital Reserves from 2009 to 2018.

FIGURE 18 – OTHER TAX SUPPORTED CAPITAL RESERVE(S) – 10 YEAR HISTORY (in \$ millions)



SELF SUPPORTED OPERATING RESERVES

The 2018 closing balance for utilities and self-funding business enterprises is \$12.9 million as detailed in Table 19. The reserves were split into operating and capital reserves in 2012 as required by the Utility Policy. In 2014 there was a large decrease in self-supported operating reserves due to a change in the interpretation of the Utility policy. Each utility is in compliance with the 45 days of working capital component of the utility policy.

Purpose: Table 19 provides details of the purpose of each reserve.

TABLE 19 – SELF SUPPORTED – OPERATING RESERVE (in \$ thousands)

Description	Details	2018	2017
EL&P Utility	Working Capital	\$5,724	\$5,660
Water Utility	Working Capital	1,756	1,733
Wastewater Utility	Working Capital	1,751	1,517
Solid Waste Utility	Working Capital	1,516	1,379
Landfill	Working Capital	567	568
Parking	Used to stabilize rates and fund parking related capital projects	1,637	372
Total Self Supported - Operating Reserves		\$12,951	\$11,230

Figure 20 shows the Self Supported - Operating Reserves balances in the last 10 years. (2009 – 2013 balances include both operating and capital reserves).

**FIGURE 20 – SELF SUPPORTED- OPERATING RESERVE(S) – 10 YEAR HISTORY**

(in \$ millions)

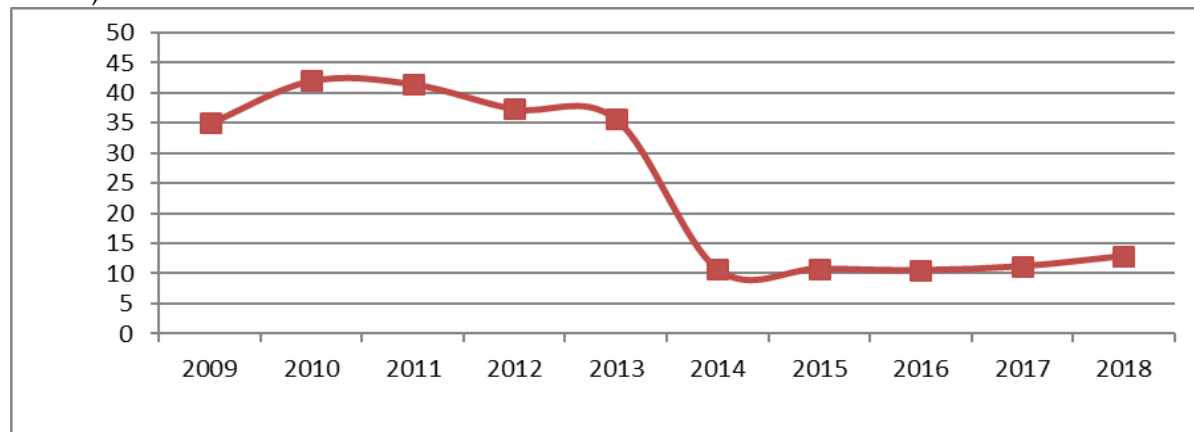
**SELF SUPPORTED CAPITAL RESERVES**

Table 21 is focused on the self-supported capital reserves; these reserves increased by \$3.5 million from 2017 to 2018.

TABLE 21 – SELF SUPPORTED – CAPITAL RESERVE

(in \$

thousands)

Description	2018	2017
Utilities Capital Reserves	\$45,098	\$42,004
Land Development Reserve	63,009	65,430
Other Self Supported Capital Reserves	19,977	17,197
Total Self Supported - Capital Reserves	\$128,084	\$124,631

Utilities Capital Reserves

The 2018 closing balance for utilities is \$45.0 million as detailed in Table 22.

Purpose: To be used to finance capital projects in those utilities

TABLE 22 – UTILITIES CAPITAL RESERVE(S)

(in \$

thousands)

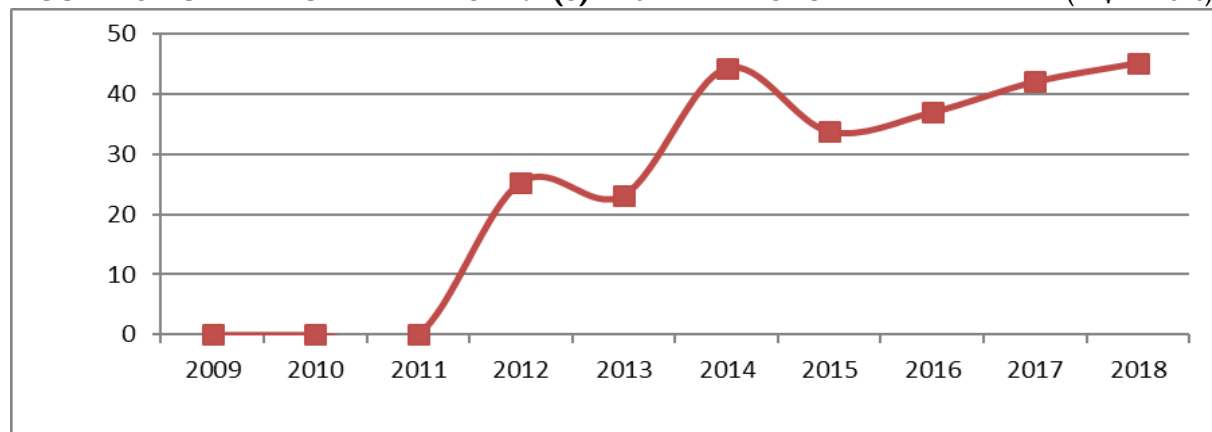
Description	Details	2018	2017
EL&P Utility	Future Capital	\$12,424	\$14,217
Water Utility	Future Capital	2,117	1,639
Wastewater Utility	Future Capital	16,291	10,675
Garbage Collection Utility	Future Capital	4,508	112
Recycling Utility	Future Capital	2,918	773
Landfill	Future Capital	6,840	14,587
Total Self Supported - Capital Reserves		\$45,098	\$42,004

As part of 2019 budget process, Council approved an internal borrowing of \$6.0 million from the EL&P Capital Reserve and \$4.5 million from Fleet Reserve to Offsite Levy Reserves.

Figure 23 shows the total balance of the Utility Capital Reserves from 2009 to 2018 (2009 – 2011 both operating and capital funds were held in operating reserves).

**FIGURE 23 – UTILITY CAPITAL RESERVE(S) – 10 YEAR HISTORY**

(in \$ millions)

**Land Development Capital Reserve**

The 2018 closing balance of this reserve is \$63.0 million. Of the \$63.0 million ending balance, \$48.7 million is invested in land holdings.

Purpose: Used to purchase raw land and to finance subdivision development.

TABLE 24 – LAND DEVELOPMENT CAPITAL RESERVE(S)

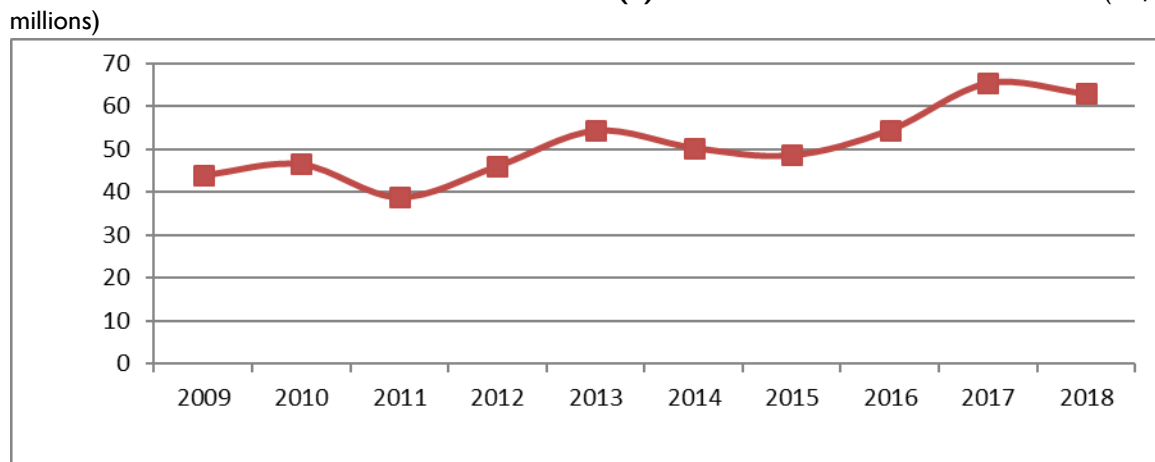
(in \$ thousands)

Description	2018	2017
Land Development	\$14,291	\$15,240
Land Holdings	48,718	50,190
Total	\$63,009	\$65,430

Figure 25 shows the total balance of the Land Development Reserve(s) from 2009 to 2018.

FIGURE 25 – LAND DEVELOPMENT RESERVE(S) – 10 YEAR HISTORY

(in \$ millions)

**Other Self Supported Capital Reserves**

The 2018 closing balance for other self-supported capital reserves is \$20.0 million

Purpose: See Table 26 under details for the purpose of each reserve



TABLE 26 – OTHER SELF SUPPORTED CAPITAL RESERVE(S)
(in \$ thousands)

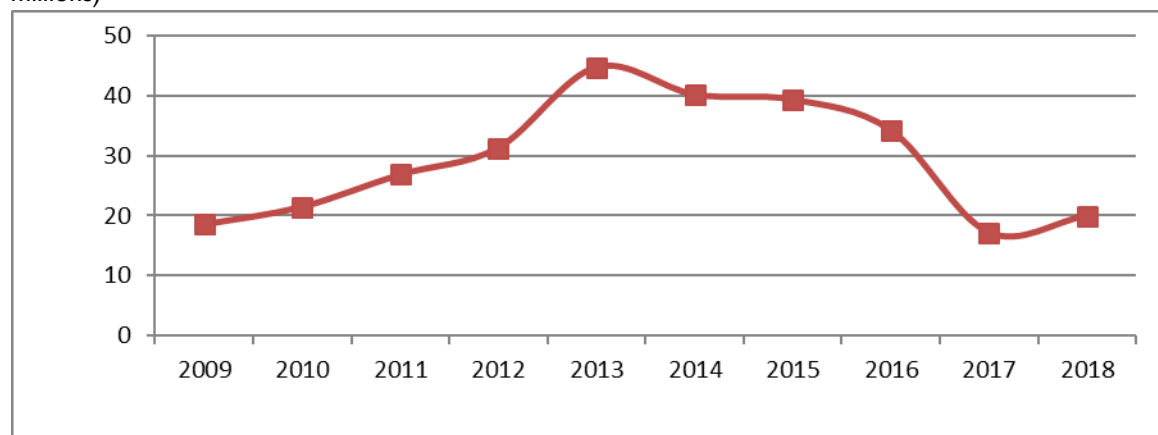
(in \$

Description	Details	2018	2017
Equipment Fund	For the purchase of: a.) fueling infrastructure; b.) growth and replacement fleet equipment; c.) growth and replacement radio equipment	\$26,234	\$27,209
Offsite Levies	To fund future capital projects that are needed to extend City infrastructure to new development areas	(6,257)	(10,012)
Total Other Self Supported Capital Reserves		\$19,977	\$17,197

As part of 2019 budget process, Council approved internal borrowing of \$6.0 million from the EL&P Capital Reserve and \$4.5 million from Fleet Reserve to Offsite Levy Reserves.

Figure 27 shows the total balance of the Other Self Supported Capital Reserve(s) from 2009 to 2018.

FIGURE 27 – OTHER SELF SUPPORTED CAPITAL RESERVE(S) – 10 YEAR HISTORY (in \$ millions)





**Audit Committee
Decision – June 12, 2019**

DATE: June 12, 2019

TO: Red Deer City Council

FROM: Councillor Tanya Handley, Chair, Audit Committee

SUBJECT: December 2018 Reserve Report

At the June 12, 2019 meeting of the Audit Committee, the following motion was introduced and passed:

Resolved that the Audit Committee, having considered the December 2018 Reserve Report presented by Administration, hereby receives the report for information, and forward this to open Council for information.

The above is submitted to Council for information.

Sincerely,

A handwritten signature in cursive script that reads 'Handley'.

Councillor Tanya Handley
Chair, Audit Committee

c: Dean Krejci, Chief Financial Officer
Michelle Andrew, Corporate Controller
Katie Barron, Financial Analyst
Tammy Mattson, Corporate Controller



Council Decision – June 24, 2019

DATE: June 26, 2019
TO: Dean Krejci, Chief Financial Officer
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: 2018 Reserve Report

Resolution:

At the Monday, June 24, 2019 Regular Council Meeting, Council accepted this report as information.

Report back to Council:

No.

Comments/Further Action:

None.


Frieda McDougall
Manager

c. Director of Corporate Services



June 10, 2019

2018 Operating Budget Variance Report

Financial Services

Report Summary & Recommendation:

Section 2018(1)(k) of the Municipal Government Act requires that the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs. Council Policy 5321 – C Operating Budget Policy requires Operating Budget variances to be reported to Council on an annual basis. Budgets and actual amounts are reported in the City's published financial statements.

The Municipal Government Act requires that variances between the operating budget and actual amounts be reported to Council. Council policy requires that a variance report be provided to Council on an annual basis.

It is recommended that Council accept this report for information.

City Manager Comments:

That City Council receives the report for information.

Allan Seabrooke
City Manager

Proposed Resolution

That the report be received as information.



Background:

The Municipal Government Act requires that a variance report between the actual revenues and expenditures and the estimates in the operating budget approved by Council are reported to Council. This variance report is prepared using the same format of audited Consolidated Statement of Operations. The report provides explanations of key Financial Statement captions (e.g. revenues/expenses) for significant variances (greater than \$200,000) between the adopted operating budget and yearend actual data as of December 31, 2018.

Discussion:**Revenues**

Overall there was a \$1.2M unfavourable variance in revenues for 2018. The significant variances in revenue are as follows:

Favourable

- EL&P- tariff revenue due to growth- \$1.6 M
- Contributed Tangible Capital Assets- Contributed assets received for Central School from School Board for Canada Winter Games and oversizing of Wastewater pipeline -\$11.8M
- Miscellaneous- \$0.6M

Unfavourable

- EL&P- rider revenue offset by favourable transmission costs - \$2.2M
- Land & Economic Development – delayed land sales - \$7.9M
- Investment Income- Investment on short-term rather than long-term in order to manage cash flow required effectively \$2.9M
- Solid Waste Utility- less than anticipated revenue from Garbage Collections, Recycling, and Landfill operation - \$1.4M
- Other User Fees - less than projected revenue for Recreation admissions, membership, cemetery, and program revenue - \$0.8M

Expenses

Overall there was an \$8.4M favourable variance in expenditures. The significant variances in expenditures are as follows:

Favourable

- Less than anticipated debenture interest expenses - \$2.4M



- Less than budgeted expenses for wages and benefits- \$2.6M for tax supported operations
- Less than budgeted expenses for wages and benefits - \$1.5M for self and utility supported operations
- Gain on asset disposal - \$3.7M proceeds received offset by \$1.9M Net Book Value (NBV) of asset disposed
- ELP transmission cost offset by unfavourable Rider revenue- \$4.4M
- Lower than budgeted contracted services due to carry forwards and less expenses incurred in Wastewater, Solid Waste Management, and EL&P operations- \$7.2 M
- Miscellaneous- \$1.1M

Unfavourable

- Amortization expenses- higher than budgeted amortization expenses; offset by favourable Other Internal Transfers - \$10.7M
- Yearend transfers from capital to comply with Tangible Capital Asset (TCA) capitalization policy; offset by favourable Other Internal Transfers - \$1.6M

Other Internal Transfers

Overall there was a \$29.3 favourable variance in Other Internal Transfers. The significant variances in expenditures are as follows:

Favourable

- Yearend transfers from capital to operating to comply with TCA capitalization policy- \$1.6M
- Less than anticipated transfers to subdivision jobs due to delayed development- \$24.9M
- Less than budgeted debenture principal payments - \$1.7M
- Net Book Value (NBV) of asset disposed - \$1.9M
- Higher than budgeted transfers for amortization offset- \$10.7M
- Miscellaneous- \$0.3M

Unfavourable

Higher than budgeted transfers for contributed asset received- \$11.8M

Analysis:

Operating Variance Analysis

Revenues

An analysis of operating revenues budget variances is shown below (in \$ '000)

Revenue	Explanations	2018 Adopted Budget	2018 Final Budget	2018 Yearend Actuals as of December	2018 YE Variance (Favourable) Unfavourable
Net municipal taxes	<u>Favourable</u> <ul style="list-style-type: none"> • (\$97K) miscellaneous <u>Unfavourable</u> <ul style="list-style-type: none"> • \$466K assessment loss from appeal • \$270K higher than budgeted own municipal tax 	\$131,615	\$131,615	\$130,975	\$639
Operating government transfers	<u>Favourable</u> <ul style="list-style-type: none"> • (\$276K) correction of prior year MSI recording <u>Unfavourable</u> <ul style="list-style-type: none"> • \$16K miscellaneous 	\$12,303	\$12,305	\$12,563	(\$260)
User fees and sale of goods and services	<u>Favourable</u> <ul style="list-style-type: none"> • (\$1,637K) tariff revenue due to growth • (\$236K) transit revenue from Blackfalds, Red Deer County, and insurance recoveries • (\$180K) ELP work for 3rd party revenue • (\$521K) higher Water & Waste Water user fees from in City and regional customers • (\$140K) increase in Emergency Services response billing • (\$193K) higher than budgeted 911 grant and revenue from ambulance services • (\$198K) miscellaneous 	\$178,292	\$178,292	\$167,991	\$10,301

Revenue	Explanations	2018 Adopted Budget	2018 Final Budget	2018 Yearend Actuals as of December	2018 YE Variance (Favourable) Unfavourable
User fees and sale of goods and services (Continued)	<u>Unfavourable</u> <ul style="list-style-type: none"> • \$7,870K less than anticipated land sales • \$2,232K EL&P rider revenue offset by favourable transmission costs in EL&P function • \$811K less than budgeted revenue from Recreation user fees admissions, membership, cemetery and program revenue • \$326K transit ridership revenue shortfall • \$154K lower than budgeted parking revenue • \$358K less than expected over strength revenue for Wastewater • \$712K less than projected commercial garbage collection • \$182K less than anticipated residential and organics collection • \$148K less than anticipated recycling revenue • \$358K landfill tonnages lower than forecast • \$133K declining 911 landline revenue • \$122k less than anticipated fleet insurance recoveries 				
Investment income	More investment on short term versus long term; short-term investment earned is not recognized and allocated to grant deferred accounts	\$5,616	\$5,616	\$2,737	\$2,878
Fines and penalties	<u>Favourable</u> <ul style="list-style-type: none"> • (\$266K) property tax penalties • (\$157K) higher than budgeted fine revenue including photo radar, speed on green and red light camera <u>Unfavourable</u> <ul style="list-style-type: none"> • \$22K miscellaneous 	\$6,126	\$6,126	\$6,527	(\$401)

Franchise fees	<u>Favourable</u> <ul style="list-style-type: none"> • (\$2K) miscellaneous <u>Unfavourable</u> <ul style="list-style-type: none"> • \$457K ATCO franchise fee 	\$8,873	\$8,873	\$8,418	\$455
Revenue	Explanations	2018 Adopted Budget	2018 Final Budget	2018 Yearend Actuals as of December	2018 YE Variance (Favourable) Unfavourable
License and permits	<u>Favourable</u> <ul style="list-style-type: none"> • (\$270K) higher than anticipated licensing and permit revenue • (\$95K) miscellaneous 	\$3,259	\$3,259	\$3,624	(\$365)
Other		\$3,752	\$3,753	\$3,949	(\$197)
Total Revenue		349,834	349,838	336,784	13,050

Operating Variance Analysis

Expenses

An analysis of operating revenues budget variances is shown below (in \$ '000)

Expenses	Explanations	2018 Adopted Budget	2018 Final Budget	2018 YE Actuals as of December	2018 YE Variance (Favourable) Unfavourable
General government services	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$1,515K) less than anticipated borrowing cost • (\$577K) payroll pools variances • (\$530K) salary adjustments (i.e. union settlements, exempt increases, PIUs) made after Adopted Budget being approved • (\$208K) unspent money for Safety Charter, Financial Leadership Charter, and Effectiveness Charter • (\$190K) carry forward of Canada Winter Games FARPITAL • (\$248K) carry forward of Environmental Master Plan • (\$121K) carry forward of Asset Management program • (\$99K) carry forwards of Design Charter and Brownfield work • (\$591K) CWG mobilization transferred to RP&C function after Adopted Budget being approved • (\$252K) savings from leased buildings • (\$447K) lower than budgeted contracted services for software maintenance, Telecom costs, Corporate Information & Technology Master Plan (CIT), and Radio System upgrade • (\$105K) miscellaneous <p><u>Unfavourable</u></p> <ul style="list-style-type: none"> • \$3,306K higher than budgeted amortization expenses offset by favourable amortization offset in Other Internal Transfers section • \$389K outsourced legal work 	\$44,865	\$44,336	\$43,677	(\$1,188)

Expenses	Explanations	2018 Adopted Budget	2018 Final Budget	2018 Final Budget	2018 YE Variance (Favourable) Unfavourable
Protective services	<p>Favourable</p> <ul style="list-style-type: none"> • (\$509K) payroll variance due to staff vacancies offset by adjustment for lieu time accrual and new hires for Emergency Services department • (\$566K) yearend operating costs transferred to capital to comply with Tangible Capital Asset (TCA) policy; offset by unfavourable Other Internal Transfers • (\$260K) RCMP contract • (\$115K) less than projected bad debt write-off • (\$166K) miscellaneous <p>Unfavourable</p> <ul style="list-style-type: none"> • \$484K higher than budgeted amortization expenses offset by favourable amortization offset in Other Internal Transfers section • \$417K asset disposal loss offset by favourable disposal offset in Other Internal Transfers section 	\$77,084	\$76,481	\$76,368	(\$715)
Transportation	<p>Favourable</p> <ul style="list-style-type: none"> • (\$962K) less than anticipated offsite borrowing • (\$281K) staff vacancies offset by unfavourable Transit overtime costs • (\$97K) carry forward for Alberta Survey Control Monument (ASCM) • (\$111K) carry forward for Public Lands Act Compliance • (\$123K) carry forward for bridge maintenance • (\$425K) less than budgeted contracted services due to more internal resources used for snow plowing and removal • (\$175K) prior year accrual correction(\$51K) miscellaneous 	\$59,297	\$60,445	\$65,280	\$5,982

Expenses	Explanations	2018 Adopted Budget	2018 Final Budget	2018 YE Actuals as of December	2018 YE Variance (Favourable) Unfavourable
Transportation (Continued)	<u>Unfavourable</u> <ul style="list-style-type: none"> \$269K salary adjustments made after Adopted Budget being approved \$171K higher contracted services for building maintenance offset by favourable variance in Other Internal Transfers section \$317K higher than budgeted street and traffic light power \$853K yearend operating expenses transferred from capital to comply with Tangible Capital Asset (TCA) capitalization policy; offset by favourable Other Internal Transfers \$6,597K higher than budgeted amortization expenses offset by favourable amortization offset in Other Internal Transfers section 				
Community services	<u>Favourable</u> <ul style="list-style-type: none"> (\$198K) staff vacancies (\$198K) carry forward for FCSS cost share (\$1,017K) gain on sale of old RCMP building, lot and laneway (\$88k) carry forwards for Assoahum Crossing Culture Spaces, Community Safety Implementation, and Shelter Needs Medium to Long-Term planning (\$112K) unspent money for Municipal Housing Solutions Fund and Needle Debris Grant (\$260K) miscellaneous 	\$13,469	\$13,934	\$11,596	(\$1,873)

Expenses	Explanations	2018 Adopted Budget	2018 Final Budget	2018 YE Actuals as of December	2018 YE Variance (Favourable) Unfavourable
Recreation, parks and culture	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$717K) staff vacancies • (\$402K) carry forwards for Library capital and Public Lands Act Compliance expense • (\$100K) reserve fund for Red Deer Museum • (\$117K) Pidherney Centre FARPITAL • (\$331K) less than projected construction material expenses • (\$71K) miscellaneous <p><u>Unfavourable</u></p> <ul style="list-style-type: none"> • \$1,831K higher than budgeted amortization expenses offset by favourable amortization offset in Other Internal Transfers section • \$144K salary adjustments (i.e. union settlement, exempt increase, PIUs) made after Adopted Budget being approved • \$1,320K expenses transferred from capital projects to comply with TCA capitalization policy; offset by favourable Other Internal Transfers 	\$44,765	\$46,229	\$46,322	\$1,557
Water and wastewater	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$2,675K) less than budgeted amortization expenses offset by unfavourable amortization offset in Other Internal Transfers section • (\$738K) staff vacancies • (\$201K) lower than budgeted utility charges • (\$770K) carry forwards for maintenance expenses and Public Lands Act Compliance expenses • (\$422K) purification/treatment chemicals due to late spring and little rain in summer • (\$181K) yearend transfers from operating to capital to comply with TCA 	\$40,427	\$40,243	\$35,656	(\$4,771)

	<p>capitalization policy; offset by unfavourable Other Internal Transfers</p> <ul style="list-style-type: none"> (\$104K) miscellaneous <p>Unfavourable</p> <ul style="list-style-type: none"> \$320K loss on asset disposal offset by favourable disposal offset in Other Internal Transfers section 				
Expenses	Explanations	2018 Adopted Budget	2018 Final Budget	2018 YE Actuals as of December	2018 YE Variance (Favourable) Unfavourable
Waste management	<p>Favourable</p> <ul style="list-style-type: none"> (\$606K) lower than expected contracted services due to yearend accrual not being recorded correctly (\$750K) less than expected contracted services due to decline in accounts for residential, commercial, organics garbage collections and recycling (\$554K) less than expected contract services due to decreased landfill tonnages (\$133K) lower than projected advertising and promotion costs due to some programs delayed into future years (\$256K) technical services for Pre-1972 landfill sites carried forward to 2019 (\$101K) less than anticipated landfill gas monitoring consulting services (\$1,260K) less than budgeted amortization expenses offset by unfavourable amortization offset in Other Internal Transfers section <p>Unfavourable</p> <ul style="list-style-type: none"> \$199K higher than projected landfill closure costs \$113K unexpected costs incurred to source daily cover 	\$17,432	\$17,432	\$14,084	(\$3,348)

Subdivisions, land, and development	<u>Favourable</u> <ul style="list-style-type: none"> • (\$379K) transfer of City's land to subdivision • (\$174K) environmental work funded by liability account • (\$55K) miscellaneous <u>Unfavourable</u> <ul style="list-style-type: none"> • \$851K cost of land sold-Riverview Park Cronquist Drive properties • \$294K operating costs transferred from capital to comply with TCA capitalization policy; offset by favourable Other Internal Transfers 	\$2,282	\$2,580	\$2,819	\$537
Expenses		2018 Adopted Budget	2018 Final Budget	2018 YE Actuals as of December	2018 YE Variance (Favourable) Unfavourable
Subdivisions, land, and development	<u>Favourable</u> <ul style="list-style-type: none"> • (\$379K) transfer of City's land to subdivision • (\$174K) environmental work funded by liability account • (\$55K) miscellaneous <u>Unfavourable</u> <ul style="list-style-type: none"> • \$851K cost of land sold-Riverview Park Cronquist Drive properties • \$294K operating costs transferred from capital to comply with TCA capitalization policy; offset by favourable Other Internal Transfers 	\$2,282	\$2,580	\$2,819	\$537

Electric light and power	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$304K) staff vacancies • (\$4,396K) less than budgeted transmission cost offset by unfavourable rider revenue • (\$475k) less than projected consulting and contracted service • (\$107k) inventory variance • (\$235K) miscellaneous <p><u>Unfavourable</u></p> <ul style="list-style-type: none"> • \$1,813K higher than budgeted amortization expenses offset by favourable amortization offset in Other Internal Transfers section 	\$44,734	\$44,583	\$41,030	(\$3,704)
Parking	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$2,442k) gain on P5 parking lot sale <p><u>Unfavourable</u></p> <ul style="list-style-type: none"> • \$13K miscellaneous 	\$1,926	\$1,929	\$504	(\$2,429)

Expenses	Explanations	2018 Adopted Budget	2018 Final Budget	2018 YE Actuals as of December	2018 YE Variance (Favourable) Unfavourable
Fleet	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$355K) payroll variance due to EDSP and staff vacancies • (\$192K) less than budgeted parts used • (\$100K) less than projected tires purchased <p><u>Unfavourable</u></p> <ul style="list-style-type: none"> • \$602K higher than budgeted amortization expenses offset by favourable amortization offset in Other Internal Transfers section • \$1,303K loss on asset disposal offset by favourable disposal offset in Other Internal Transfers section • \$154K higher than budgeted insurance costs • \$121K miscellaneous 	\$17,727	\$17,727	\$19,260	\$1,533
Total Expenses		\$364,009	\$365,920	\$355,589	(\$8,420)
Annual Surplus (Deficit)		(\$14,175)	(\$16,082)	(\$18,805)	\$4,630
Contributed Tangible Capital Assets	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$6,984K) oversizing of Waste Water pipeline contributed • (\$4,605K) transfer of Central School from School Board for Canada Winter Games • (\$239K) miscellaneous 	\$7,497	\$7,497	\$19,325	(\$11,828)
Annual Surplus (deficit)		(\$6,678)	(\$8,585)	\$520	(\$7,198)

Other internal transfers	<p><u>Favourable</u></p> <ul style="list-style-type: none"> • (\$1,645K) yearend net transfers from operating to capital to comply with TCA capitalization policy; offset by unfavourable variances in various sections • (\$24,935K) less transfer to subdivision jobs due to delayed development • (\$10,688K) offset by unfavourable amortization expenses in various sections • (\$1,668K) less than anticipated debenture principal payments • (\$1,893K) Net Book Value of asset disposed • (\$361K) miscellaneous <p><u>Unfavourable</u></p> <ul style="list-style-type: none"> • \$11,828K offset by favourable contributed asset revenue 	\$11,255	\$12,897	\$40,616	(\$29,361)
Net transfers to (from) reserve		\$4,577	\$4,311	\$41,136	(\$36,559)
Tax supported		(\$8,008)	(\$8,266)	\$1,666	(\$9,674)
Utility & self supported		\$12,584	\$12,577	\$39,470	(\$26,885)

¹ Expense categories in Appendix I

*The adopted budget is based on the budget approved by Council on September 4, 2018



2018 Operation summary is described in the following table (in \$'000)

	Budgeted Deficit (Surplus)	December Actual Deficit (Surplus)	December Variance (Favourable)/Unfavourable
Tax-supported operations	\$8,008	(\$1,666)	(\$9,674)
Utility & Self-supported Operations	(12,584)	(39,470)	(26,886)
Total Net Transfers to Reserves	\$4,576	\$41,136	(\$36,560)

The City of Red Deer is required by MGA to balance the budget and to limit expenditures to the amount approved by Council. We are in compliance with the MGA. The table below shows a summary of the reconciliation between the adopted (approved in spring) and final budgets and both are compared to yearend actual expenditures.

	Budget	2018 YE Actuals
Total expenses (Adopted)	\$364,009	\$355,589
2018 Mid-year Budget Approval	50	
Department budget re-allocations	9	
Council resolutions	207	
Yearend net transfers from capital to operating	1,645	
Total expenses	365,920	355,589
Amortization expenses ¹	(40,280)	(53,091)
Total adjusted expenses ² (Proposed Final)	325,640	\$302,498

In \$'000

1- MGA Section 243 (3.1) states that for the purposes of subsection (3), the estimated expenditures referred to in that subsection do not include any amortization of tangible capital assets unless the amortization is an amount required to provide for amortization of the tangible capital assets of a municipality's municipal public utilities.



2- MGA Section 248 (1.a) states that municipality may only make an expenditure that is included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.

Appendix I:

Department Reference of the Expenses Categories Reported in Financial Statements

Reporting groups in Statement of Operations	Department
General Government Services	General Programs, Corporate Services Division, City Manager Division, Planning Department (GDAP & RD 300K), Protective Services Directorate (Corporate Security), Environmental Services (admin business units), and Community Services Directorate.
Protective Services	Police, Inspection & Licensing (bylaw enforcement), Protective Services Directorate, Emergency Services
Parking	Inspection & Licensing
Transportation	Engineering, ELP (street light), PWS (Roads/Streets/Sidewalks), Development Services Directorate, Land & Economic (Airport), Environmental Services (Storm), and Transit.
Fleet	Public Works (fleet)
Water & Wastewater	Environmental Services (Water and Waste water Utility)
Waste management	Environmental Services (Landfill, Recycling, and Garbage Collection)
Community services	RPC (Cemetery), Social Planning, LED Department, Planning Department, I&L Department (Residential Rehab), PWS Department (Parade Float), Community Services Directorate (CWG), and Social Planning.
Subdivisions, land, and development	Land & Economic Department (land bank operation)
RP&C	RPC, Community Services Directorate (Library), ITS (Archives)
EL&P	EL&P



**Audit Committee
Decision – June 12, 2019**

DATE: June 12, 2019

TO: Red Deer City Council

FROM: Councillor Tanya Handley, Chair, Audit Committee

SUBJECT: December 2018 Variance Report

At the June 12, 2019 meeting of the Audit Committee, the following motion was introduced and passed:

Resolved that the Audit Committee, having considered the December 2018 Variance Report presented by Administration, hereby receives the report for information, and forward this to open Council for information.

The above is submitted to Council for information.

Sincerely,

A handwritten signature in cursive script that reads 'Handley'.

Councillor Tanya Handley
Chair, Audit Committee

c: Dean Krejci, Chief Financial Officer
Michelle Andrew, Corporate Controller
Katie Barron, Financial Analyst
Tammy Mattson, Corporate Controller

FILE COPY



Council Decision – June 24, 2019

DATE: June 26, 2019
TO: Dean Krejci, Chief Financial Officer
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: 2018 Variance Report

Resolution:

At the Monday, June 24, 2019 Regular Council Meeting, Council accepted this report as information.

Report back to Council:

No.

Comments/Further Action:

None.


Frieda McDougall
Manager

c. Director of Corporate Services



June 24, 2019

Pond & Wetland Enhancement Reserve

Engineering Services

Report Summary & Recommendation:

In accordance with the Alberta Water Act and the Alberta Wetland Policy, municipalities must provide compensation when development results in wetland loss. In the past, The City has paid Ducks Unlimited for wetland compensation. Through an initiative by Engineering Services, The City of Red Deer has been granted Permittee-Responsible status for the loss of wetlands in the development of Queens Business Park; this allows The City to utilize funds for initiatives within Red Deer. The fee for wetland compensation is regulated through the Alberta Water Act and the Alberta Wetland Policy, and the fee The City can utilize is in the amount of \$504,883.35.

Administration requests Council approve the establishment of the Pond & Wetland Enhancement Reserve, and the transfer of \$504,883.35 to the Reserve.

City Manager Comments:

I support the recommendation of Administration.

Allan Seabrooke
City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Engineering Services, dated June 24, 2019 re: Pond & Wetland Enhancement Reserve hereby approves the establishment of a Pond & Wetland Enhancement Reserve as follows:

- I) Establish a Pond & Wetland Enhancement Reserve as follows:
 - a. Purpose: track wetland compensation transactions
 - b. Category: capital
 - c. Transfers In:
 - i. Fee amounts otherwise paid to Alberta Environment & Parks for wetland compensation
 - ii. Interest Income as per Investment Income Procedure
 - d. Transfers Out:
 - i. Fund projects The City has Permittee-Responsible status from Alberta Parks & Environment plus Council expenditure approval
 - ii. In the event a project is discontinued with mutual agreement between The City of Red Deer and Alberta Parks & Environment,



then a payment will be made to Alberta Parks & Environment or another Permittee-Responsible

- e. Closure of Reserve: When all responsibilities as Permittee-Responsible have been completed, then a transfer of the balance will be to Capital Projects Reserve.

Resolved that Council of The City of Red Deer having considered the report from Engineering Services, dated June 24, 2019 re: Pond & Wetland Enhancement Reserve hereby approves the transfer of the wetland compensation in the sum of \$504,883.35 from Deferred Revenue – Engineering to the Pond & Wetland Enhancement Reserve.



Report Details

Background:

The wetlands in Alberta are governed by the Alberta Water Act and the Alberta Wetland Policy. The goal of the Alberta Wetland Policy is to conserve, restore, protect, and manage Alberta's wetlands to sustain the benefits they provide to the environment, society and the economy.

When The City develops land, there may be a wetland loss when avoidance and minimization efforts are not feasible or prove ineffective. A wetland loss results in a fee calculated by Alberta Environment & Parks to fund future wetland replacement. The fee amount calculated may be paid by The City to Alberta Environment & Parks, or the fee amount may be held by The City to replace the wetland loss within The City's boundaries.

Discussion:

It is important for The City to replace wetlands impacted by City development. The option for "permittee-responsible" status will provide the opportunity for The City of Red Deer to fund projects within its boundaries. This replacement option will not only enhance wetland habitat but also associated ecological enhancements to benefit the citizens of Red Deer.

If the money was paid to Alberta Environment & Parks, the funds would likely be used for wetland sustainability outside of the city.

In developing Queen's Business Park, The City incurred a wetland loss in 2017, therefore a wetland compensation fee was charged by Alberta Environment & Parks, and was budgeted for in the capital project. In this case, The City applied for "permittee-responsible" status and it was granted by Alberta Environment & Parks. When The City is granted permittee-responsible status, The City will replace the loss of wetlands with a project approved by the Province and in accordance with criteria and guidance put forth by the Government of Alberta.

Council still has the choice to save these funds in a designated reserve for future wetland replacement or to pay the wetland compensation fee. Should Council decide to save these funds in a designated reserve then a new reserve - Pond & Wetland Enhancement Reserve - is required.

In the future, Council will have the opportunity to approve the project expenditures funded by the Pond & Wetland Enhancement Reserve.

**Recommendation:**

Administration recommends that Council:

- 2) Establish a Pond & Wetland Enhancement Reserve as follows:
 - a. Purpose: track wetland compensation transactions
 - b. Category: capital
 - c. Transfers In:
 - i. Fee amounts otherwise paid to Alberta Environment & Parks for wetland compensation
 - ii. Interest Income as per Investment Income Procedure
 - d. Transfers Out:
 - i. Fund projects The City has Permittee-Responsible status from Alberta Parks & Environment plus Council expenditure approval
 - ii. In the event a project is discontinued with mutual agreement between The City of Red Deer and Alberta Parks & Environment, then a payment will be made to Alberta Parks & Environment or another Permittee-Responsible
 - e. Closure of Reserve: When all responsibilities as Permittee-Responsible have been completed, then a transfer of the balance will be to Capital Projects Reserve.
- 3) Transfer wetland compensation of \$504,883.35 from Deferred Revenue - Engineering to the Pond & Wetland Enhancement Reserve.



Council Decision – June 24, 2019

DATE: June 26, 2019
TO: Konrad Dunbar, Engineering Services Manager
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Pond & Wetland Enhancement Reserve

Reference Report:

Engineering Services, dated May 23, 2019

Resolution:

At the Monday, June 24, 2019 Regular Council Meeting, Council passed the following Resolutions:

Resolved that Council of The City of Red Deer having considered the report from Engineering Services, dated June 24, 2019 re: Pond & Wetland Enhancement Reserve hereby approves the establishment of a Pond & Wetland Enhancement Reserve as follows:

- I) Establish a Pond & Wetland Enhancement Reserve as follows:
 - a. Purpose: track wetland compensation transactions
 - b. Category: capital
 - c. Transfers In:
 - i. Fee amounts otherwise paid to Alberta Environment & Parks for wetland compensation
 - ii. Interest Income as per Investment Income Procedure
 - d. Transfers Out:
 - i. Fund projects The City has Permittee-Responsible status from Alberta Parks & Environment plus Council expenditure approval
 - ii. In the event a project is discontinued with mutual agreement between The City of Red Deer and Alberta Parks & Environment, then a payment will be made to Alberta Parks & Environment or another Permittee-Responsible
 - e. Closure of Reserve: When all responsibilities as Permittee-Responsible have been completed, then a transfer of the balance will be to Capital Projects Reserve.

Resolved that Council of The City of Red Deer having considered the report from Engineering Services, dated June 24, 2019 re: Pond & Wetland Enhancement Reserve hereby approves the transfer of the wetland compensation in the sum of \$504,883.35 from Deferred Revenue – Engineering to the Pond & Wetland Enhancement Reserve.

Report back to Council:

No.

Comments/Further Action:

None.



Frieda McDougall
Manager

- c. Director of Development Services
Chief Financial Officer



June 6, 2019

Community Capacity and Innovation Funding Allocation

SOCIAL PLANNING

Report Summary & Recommendation:

In May 2019, the Community Housing Advisory Board (CHAB) considered a report outlining the new *Community Capacity and Innovation (CCI)* fund, provided through the Federal government's Reaching Home program.

CHAB discussed the allocation of the 2019-2020 funding, in the amount of \$71,180. The list of actions include: Administration Allocation, Educational Bursaries, Innovation Planning, Innovation Projects & Process Improvements, & Point In Time Count 2020.

City Manager Comments:

I support the recommendation of the Community Housing Advisory Board.

Allan Seabrooke
City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Social Planning, dated June 6, 2019 re: Community Capacity and Innovation Funding Allocation hereby endorses funding in the amount of \$71,180 for the period April 1, 2019 to March 31, 2020 be allocated as follows:

Administration Allocation	This is a standard contract requirement. The contract terms allow up to 15% administrative allocation. CORD is currently supported by CHAB and Council to recover 8%.	\$ 5,694
Educational Bursaries	Targeted support for CHAB, CHHIP and Funded Agency Partners (ex: National Canadian Alliance to End Homelessness Conference is in Edmonton for 2019).	\$10,000
Innovation Planning	Significant planning efforts will occur in 2019 for Red Deer. Innovation funding here can be utilized to support opportunities such as establishing solution design labs, etc. for community planning and engagement.	\$10,000
Innovation Projects & Process Improvements	The focus of this will be to respond to prior evaluation recommendations and pilot process improvements prior to the next RFP cycle.	\$29,486
Point In Time Count 2020	The majority of the planning work will begin in summer of 2019 for the count in 2020. Proposal is to recover \$16,000 in 2019 and \$16,000 in 2020.	\$16,000



Report Details

Background:

The City of Red Deer received notification on March 29, 2019 that it would be receiving additional funds through the new *Community Capacity and Innovation (CCI)* funding stream as the Community Entity for the community of Red Deer for the period of April 1, 2019, to March 31, 2024. These funds are to support the implementation of coordinated access.

Reaching Home has identified coordinated access as a program priority, and as such are providing communities access to funding to assist with this transformation.

The top priorities for communities receiving this funding are to:

- a) Establish a coordinated access process,
- b) Evaluate and improve existing cap systems and
- c) Undertake innovative planning and program initiatives to achieve Reaching Home goals.

This fund must also be utilized to fund Point in Time (PiT) work, with anticipated PiTs being completed in April 2020 & 2022. In 2018, a separate grant was provided in the amount of \$32,000 to complete this work, which only covered a small component of the expenses.

The funding will be allocated as such:

- \$71,180 for 2019-2020
- \$61,180 for 2020-2021 and 2021-2022
- \$56,680 for 2022-2023 and 2023-2024

Discussion:

The new *CCI* funding presents a unique opportunity for the Red Deer community. Red Deer has a mature Coordinated Access Process (CAP) (Started May 2015), and recently competed an evaluation of both CAP and Coordinated Entry. For these reasons, the community will get to focus on both the refinement of existing processes, and truly innovative work.

Being that the nature of this work and timing of implementation opportunities requires nimble and responsive action; CHAB supported the approval of targeted block funding for administration to work within existing processes and guidelines to enable these funds to be expended in a timely matter.

It was determined that one year of funding allocation would be discussed, at this time, and the following list of allocations for 2019-2020 are provided:

Administration Allocation	This is a standard contract requirement. The contract terms	\$ 5,694
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	allow up to 15% administrative allocation. CORD is currently supported by CHAB and Council to recover 8%.	
Educational Bursaries	Targeted support for CHAB, CHHIP and Funded Agency Partners (ex: National Canadian Alliance to End Homelessness Conference is in Edmonton for 2019)	\$10,000
Innovation Planning	Significant planning efforts will occur in 2019 for Red Deer. Innovation funding here can be utilized to support opportunities such as establishing solution design labs, etc for community planning and engagement.	\$10,000
Innovation Projects & Process Improvements	The focus of this will be to respond to prior evaluation recommendations and pilot process improvements prior to the next RFP cycle.	\$29,486
Point In Time Count 2020	The majority of the planning work will begin in summer of 2019 for the count in 2020. Proposal is to recover \$16,000 in 2019 and \$16,000 in 2020.	\$16,000

CHAB has requested quarterly reporting that will ensure the aware of the implementation activities, monitoring, learnings, and progress.

Recommendation:

Resolved that the Community Housing Advisory Board, having considered the report dated May 22, 2019 presented by Administration regarding Community Capacity and Innovation Funding Allocation, hereby endorses funding in the amount of \$71,180 for the period April 1, 2019 to March 31, 2020 be allocated as follows, with a quarterly report to the Community Housing Advisory Board on implementation activity, and forwards this to Council for consideration:

Administration Allocation	This is a standard contract requirement. The contract terms allow up to 15% administrative allocation. CORD is currently supported by CHAB and Council to recover 8%.	\$ 5,694
Educational Bursaries	Targeted support for CHAB, CHHIP and Funded Agency Partners (ex: National Canadian Alliance to End Homelessness Conference is in Edmonton for 2019).	\$10,000
Innovation Planning	Significant planning efforts will occur in 2019 for Red Deer. Innovation funding here can be utilized to support opportunities such as establishing solution design labs, etc. for community planning and engagement.	\$10,000



Innovation Projects & Process Improvements	The focus of this will be to respond to prior evaluation recommendations and pilot process improvements prior to the next RFP cycle.	\$29,486
Point In Time Count 2020	The majority of the planning work will begin in summer of 2019 for the count in 2020. Proposal is to recover \$16,000 in 2019 and \$16,000 in 2020.	\$16,000



**Community Housing Advisory Board
Decision – May 28, 2019**

DATE: May 28, 2019

TO: Red Deer City Council

FROM: Sandi Chalmers, Chair, Community Housing Advisory Board

SUBJECT: Community Capacity and Innovation Funding Allocation

At the May 28, 2019 meeting of the Community Housing Advisory Board, the following motion was introduced and passed:

Resolved that the Community Housing Advisory Board, having considered the report dated May 22, 2019 presented by Administration regarding Community Capacity and Innovation Funding Allocation, hereby endorses funding in the amount of \$71,180 for the period April 1, 2019 to March 31, 2020 be allocated as follows, with a quarterly report to the Community Housing Advisory Board on implementation activity, and forwards this to Council for consideration:

Administration Allocation	This is a standard contract requirement. The contract terms allow up to 15% administrative allocation. CORD is currently supported by CHAB and Council to recover 8%.	\$ 5,694
Educational Bursaries	Targeted support for CHAB, CHHIP and Funded Agency Partners (ex: National Canadian Alliance to End Homelessness Conference is in Edmonton for 2019).	\$10,000
Innovation Planning	Significant planning efforts will occur in 2019 for Red Deer. Innovation funding here can be utilized to support opportunities such as establishing solution design labs, etc. for community planning and engagement.	\$10,000
Innovation Projects & Process Improvements	The focus of this will be to respond to prior evaluation recommendations and pilot process improvements prior to the next RFP cycle.	\$29,486
Point In Time Count 2020	The majority of the planning work will begin in summer of 2019 for the count in 2020. Proposal is to recover \$16,000 in 2019 and \$16,000 in 2020.	\$16,000

The above is submitted for Council's consideration.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sandi Chalmers', with a large loop at the end.

Sandi Chalmers
Chair, Community Housing Advisory Board

c: Tricia Hercina, Social Planning Manager
Ryan Veldkamp, Social Planning Supervisor - Resource & Capacity Development

June 26, 2019

Ms. Sandi Chalmers
Chair, Community Housing & Advisory Board
15 Weddell Crescent
Red Deer, AB, T4N 7E7

Email: sandij8@gmail.com

Dear Ms. Sandi Chalmers

RE: Community Capacity and Innovation Funding Allocation

At the Monday, June 24, 2019 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer having considered the report from Social Planning, dated June 6, 2019 re: Community Capacity and Innovation Funding Allocation hereby endorses funding in the amount of \$71,180 for the period April 1, 2019 to March 31, 2020 be allocated as follows:

Administration Allocation	This is a standard contract requirement. The contract terms allow up to 15% administrative allocation. CORD is currently supported by CHAB and Council to recover 8%.	\$ 5,694
Educational Bursaries	Targeted support for CHAB, CHHIP and Funded Agency Partners (ex: National Canadian Alliance to End Homelessness Conference is in Edmonton for 2019).	\$10,000
Innovation Planning	Significant planning efforts will occur in 2019 for Red Deer. Innovation funding here can be utilized to support opportunities such as establishing solution design labs, etc. for community planning and engagement.	\$10,000
Innovation Projects & Process Improvements	The focus of this will be to respond to prior evaluation recommendations and pilot process improvements prior to the next RFP cycle.	\$29,486
Point In Time Count 2020	The majority of the planning work will begin in summer of 2019 for the count in 2020. Proposal is to recover \$16,000 in 2019 and \$16,000 in 2020.	\$16,000

If you have any questions, please do not hesitate to contact me.

Sincerely,



Frieda McDougall
Legislative Services Manager

- c. Social Planning Manager
Director of Community Services
Social Planning Supervisor – Resource & Capacity Development



June 6, 2019

Bylaw 3628/2019:

A Bylaw Approving an Agreement between The City of Red Deer and Red Deer County concerning Subdivision Authority Jurisdiction

Administrative Report

Report Summary and Recommendation

The Planning department is processing a subdivision application that involves a parcel that has the City-County municipal boundary running through the parcel. According to the Municipal Government Act, a municipality's bylaws (i.e. Land Use Bylaw and Committees Bylaw) only apply within its own boundaries. Section 12 of the MGA provides a means whereby the City and County can agree to allow the City to have the jurisdiction to process subdivision applications within the subject lands (Appendix A).

The requirement to prepare an agreement and accept it by bylaw has delayed decision making for this subdivision application. A section 12 bylaw does not require a public hearing; therefore in order to facilitate a timely decision on this subdivision application administration recommends Council give Bylaw 3628/2019 all three readings in one council meeting.

City Manager Comments

This is an uncommon situation; however the MGA provides a means to address it. I recommend approval of this agreement and bylaw that will allow the City of Red Deer to process a subdivision application that straddles two jurisdictions. It does not fetter the discretion of the subdivision authority in consideration of this application.

Allan Seabrooke
City Manager

Proposed Resolution

That Bylaw 3628/2019 be read a first time.

That Bylaw 3628/2019 be read a second time.

Resolved that with the unanimous consent of Council members present, that Bylaw 3628/2019 be read a third time.

That Bylaw 3628/2019 be read a third time.

Rationale for Recommendation

The rationale for Administration's recommendation is as follows:

1. **The agreement and the bylaw approving the agreement will enable the City's administration to complete processing the subdivision application.** If approved, the subdivision will then enable each municipality to exercise jurisdiction in their respective areas for future subdivisions and developments.
2. **The agreement and the approving bylaw are necessary to meet the MGA's requirements regarding municipal jurisdictions as it concerns subdivision authority.** They provide details on how to proceed given these circumstances and thus offers certainty for the applicant and both municipalities.

Discussion

Background

In the course of processing the subdivision application administration realized that the subject lands include portions on the west side of the QE II Highway in Red Deer County. According to Section 12 of the MGA, the City cannot make a decision that involves land in the County unless there is an agreement between the two municipalities and bylaws accepting that agreement are adopted by both municipalities. Section 12 states:

Geographic area of bylaws

- 12** *A bylaw of a municipality applies only inside its boundaries unless*
- (a) *one municipality agrees with another municipality that a bylaw passed by one municipality has effect inside the boundaries of the other municipality and the council of each municipality passes a bylaw approving the agreement, or*
 - (b) *this or any other enactment says that the bylaw applies outside the boundaries of the municipality.*

In order to facilitate the processing of this subdivision application and future subdivision of other lands that straddle the municipal boundary the City and County have agreed to enter into this agreement that will allow the City's subdivision authority to act as the subdivision authority for the entirety of the subject lands, including the portion of the subject lands within the County.

Approval of this agreement and the bylaw to support it does not automatically mean that the subdivision application will be approved; it simply establishes jurisdiction for processing and decision making concerning subdivision applications in the subject area.

Analysis

The proposed agreement and bylaw are administrative in nature and will ensure that both municipalities are aware of and understand what is proposed and how decisions will be made. Once the land is subdivided along the municipal boundary, each municipality will exercise control and decision making accordingly.

Dialogue

Planning staff have discussed this matter with County Planning staff and each administration will present the bylaw to their respective councils for consideration.

Appendices

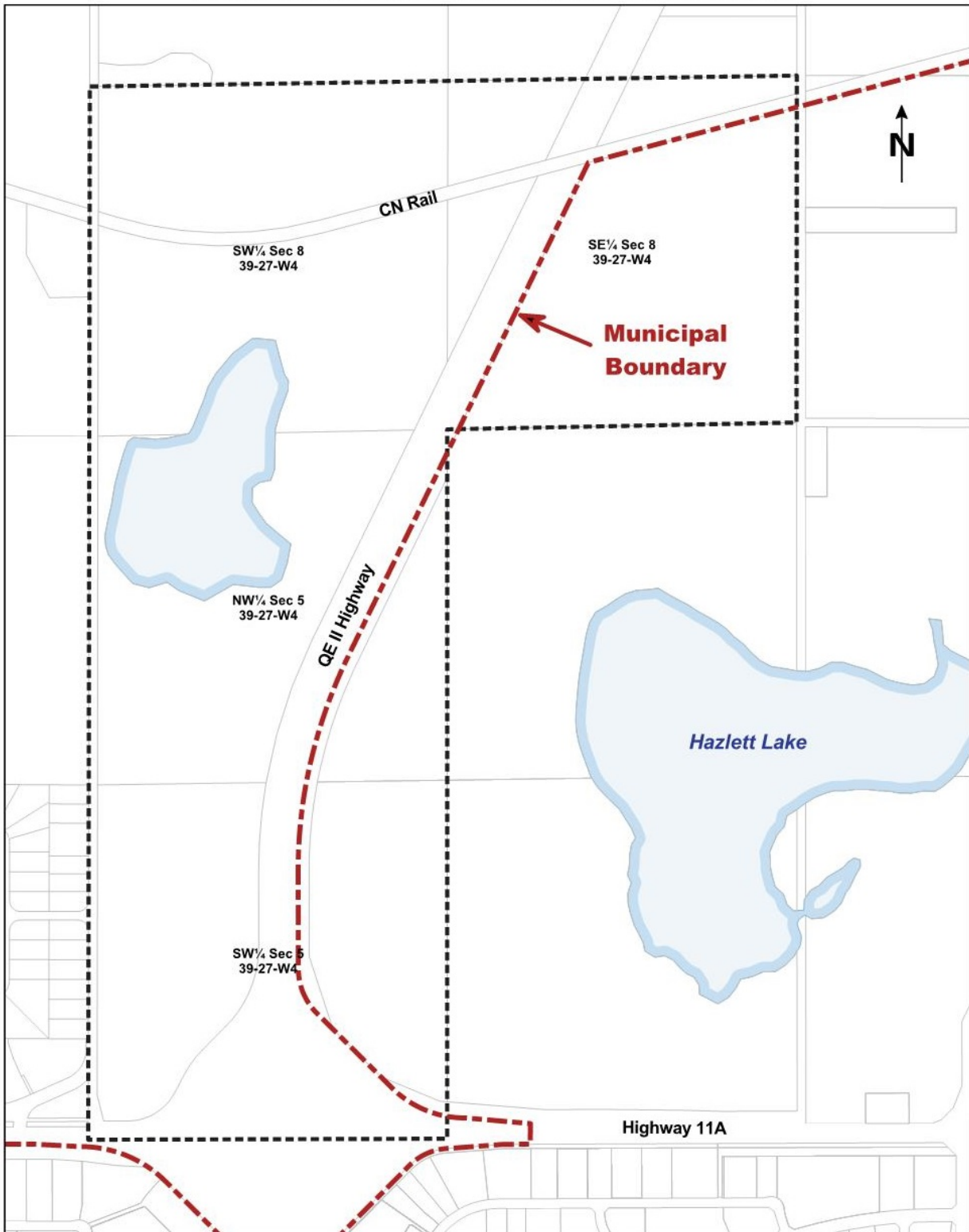
Appendix A – Area that is the Subject of the Agreement

Appendix B – Subdivision Application Sketch – File SUB19101

Appendix C – Bylaw 3628/2019 and Hazlett Lands Subdivision Authority Agreement

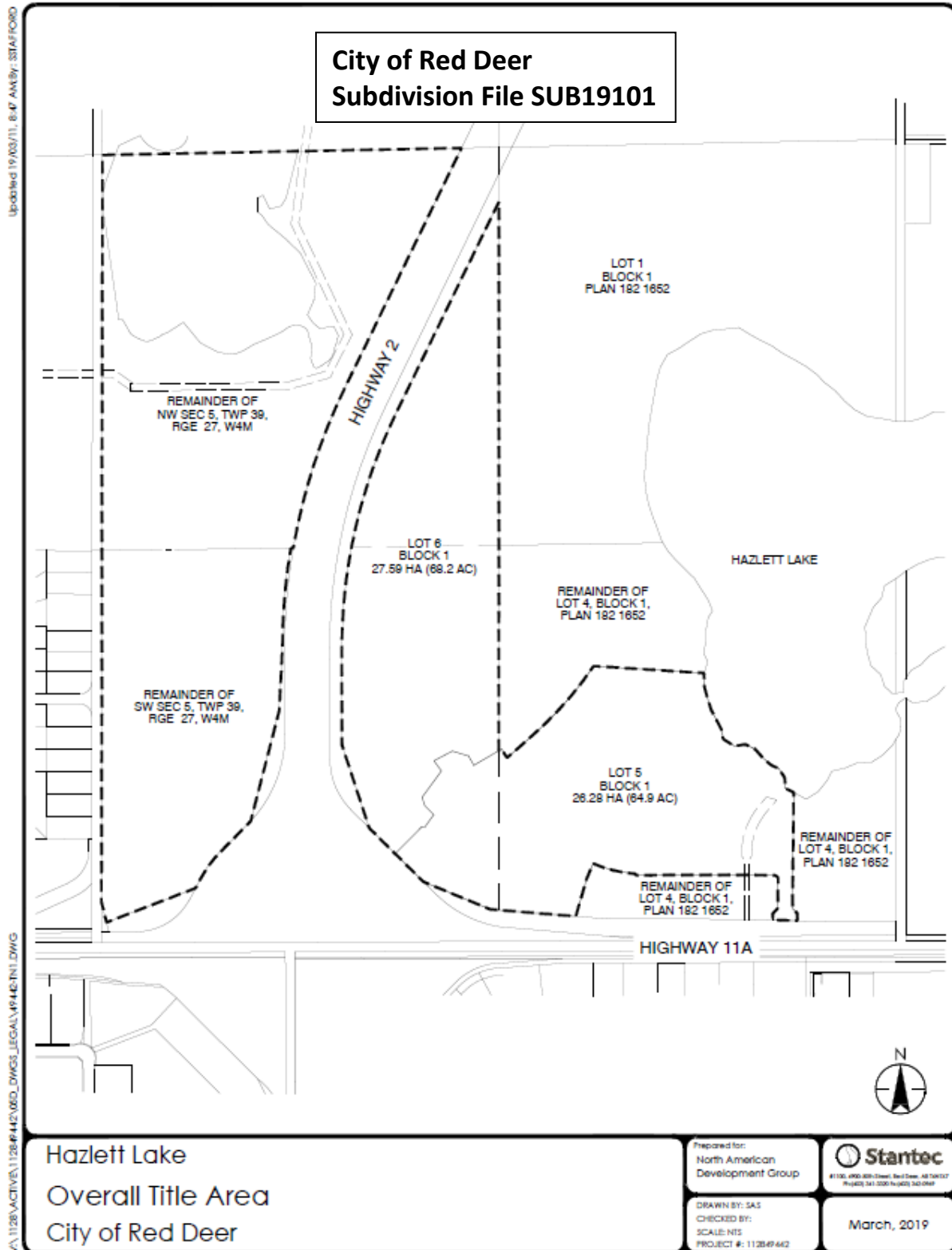
Appendix A – Area that is the Subject of the Agreement

Area that is the Subject of the Agreement



Appendix B - Subdivision Application Sketch – File SUB19101

TENTATIVE PLAN OF SUBDIVISION FOR SECTION 5; 39-27-W4M



Appendix C
Bylaw 3628/2019 and Hazlett Lands Subdivision Authority Agreement

BYLAW NO. 3628/2019

Being a bylaw of the City of Red Deer to approve the Hazlett Lands Subdivision Authority Agreement being agreement between the City of Red Deer and Red Deer County.

WHEREAS the registered owners of the Hazlett Lands have indicated to the City of Red Deer and Red Deer County that the owners wish to subdivide the Hazlett Lands;

AND WHEREAS the Hazlett Lands, which are bisected by the Queen Elizabeth II Highway, straddle the boundary between the City of Red Deer and Red Deer County;

AND WHEREAS the registered owners have indicated that they wish to subdivide the Hazlett Lands so that each resulting parcel is either entirely within the City of Red Deer or entirely within Red Deer County;

AND WHEREAS in order to facilitate the subdivision of the Hazlett Lands the City of Red Deer and Red Deer County have agreed to enter into the agreement, attached hereto as Schedule "A";

AND WHEREAS under the terms of the agreement Red Deer County agrees to allow the City of Red Deer Committees Bylaw to apply within the Red Deer County over that portion of the Hazlett Lands lying within the boundary of Red Deer County;

AND WHEREAS pursuant to Section 12 of the *Municipal Government Act* an agreement between municipalities that allows the bylaw passed by one municipality to have effect inside the boundaries of the other municipality must be approved by bylaw.

NOW THEREFORE THE COUNCIL OF THE CITY OF RED DEER HEREBY ENACTS AS FOLLOWS:

PART I – TITLE, PURPOSE AND DEFINITIONS**Title**

1. This bylaw may be referred to as the "Hazlett Lands Subdivision Authority Agreement Bylaw".

Purpose

2. The purpose of this bylaw is to approve an agreement that will allow the Red Deer Committees Bylaw to apply within Red Deer County in order to facilitate the subdivision of the Hazlett Lands.

Definitions

3. In this bylaw, unless the context otherwise requires:
 - (a) "**Agreement**" means the agreement between the City and the County attached as Schedule "A" to this Bylaw;
 - (b) "**City**" means The City of Red Deer;

- (c) **“Committees Bylaw”** means Bylaw No. 3576/2016 being “The Committees Bylaw” adopted by the City;
- (d) **“County”** means Red Deer County; and
- (e) **“Hazlett Lands”** means the lands legally described in Schedule “A” of the Agreement.

PART II – GENERAL

Approval

- 4. Council hereby approves the agreement referred to as the Hazlett Lands Subdivision Authority Agreement, attached as Schedule “A”.

In Force

- 5. This Bylaw shall come into effect upon the latter of the date this Bylaw is passed by the City or the date upon which the County passes a bylaw to approve the Hazlett Lands Subdivision Authority Agreement.

Execution

- 6. The City Manager is authorized to sign the Agreement on behalf of the City of Red Deer once this Bylaw comes into effect.

READ A FIRST TIME IN OPEN COUNCIL this day of 2019.

READ A SECOND TIME IN OPEN COUNCIL this day of 2019.

READ A THIRD TIME IN OPEN COUNCIL this day of 2019.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2019.

MAYOR

CITY CLERK

SCHEDULE "A"

HAZLETT LANDS SUBDIVISION AUTHORITY AGREEMENT



HAZLETT LANDS SUBDIVISION AUTHORITY AGREEMENT

Dated the 24 day of June, 2019.

BETWEEN:

The City of Red Deer
(the "City")

- and -

Red Deer County
(the "County")

WHEREAS

- A. The registered owners of the Hazlett Lands have indicated to the City of Red Deer and Red Deer County that the registered owners wish to subdivide the Hazlett Lands;
- B. The Hazlett Lands, which are bisected by the Queen Elizabeth II Highway, straddle the boundary between the City of Red Deer and Red Deer County;
- C. The registered owners have indicated that they wish to subdivide the Hazlett Lands into several parcels such that each parcel is entirely within either the City of Red Deer or Red Deer County;
- D. In order to facilitate the subdivision of the Hazlett Lands the City of Red Deer and Red Deer County have agreed to enter into this agreement that will allow the City of Red Deer subdivision authority to act as the subdivision authority for the entirety of the Hazlett Lands, including the portion of the Hazlett Lands within the County; and
- E. In order for the City of Red Deer's subdivision authority to have jurisdiction over the application to subdivide the Hazlett Lands the City and County have agreed that portions of the City's Committees Bylaw shall have effect inside the boundaries of Red Deer County;

NOW THEREFORE, THE CITY OF RED DEER AND RED DEER COUNTY AGREE, in consideration of the covenants, conditions and terms set out below, as follows:

Definitions

- 1. In this Agreement and the preamble, the following definitions shall apply:
 - (a) "**Act**" means the Municipal Government Act, RSA 2000, c M-16, as amended;
 - (b) "**Agreement**" means this Hazlett Subdivision Authority Agreement together with the following attached schedules:
 - i. Schedule "A" – Legal Description of Hazlett Lands;



- ii. Schedule “B” – Outline of Hazlett Lands;
 - iii. Schedule “C” – Tentative Plan of Subdivision for Section 5; 39-27-W4M; and
 - iv. Schedule “D” – Planning Department Fees;
- (c) **“Approving Bylaw”** means the City of Red Deer Bylaw 3628/2019 and Red Deer County Bylaw [Once the bylaw number for the County bylaw is provided to the City by the County, the bylaw number for the County bylaw will be inserted at this point in this definition (replacing this sentence) prior to execution of the Agreement by the City and County] which will each approve this Agreement;
- (d) **“City”** means The City of Red Deer;
- (e) **“Committees Bylaw”** means Bylaw No. 3576/2016 being “The Committees Bylaw” adopted by the City;
- (f) **“County”** means Red Deer County;
- (g) **“Hazlett Lands”** means the lands legally described in Schedule “A” and “B”, and shown outlined on Schedule “B”;
- (h) **“Municipal Planning Commission”** means the City of Red Deer Municipal Planning Commission established by the Committees Bylaw;
- (i) **“Regulation”** means the Subdivision and Development Regulation, Alta Reg. 43/2002;
- (j) **“Subdivision Application”** means the subdivision application to be submitted to the City by the registered owners of the Hazlett Lands to subdivide the Hazlett Lands into two or more parcels with the area of each parcel being entirely within either the City of Red Deer or within Red Deer County; and
- (k) **“Tentative Plan of Subdivision”** means the map attached as Schedule “C” showing the proposed subdivision of the Hazlett Lands within Section 5; 39-27-W4M.

Application of the Committees Bylaw

2. The City and the County agree that Sections 53 through 57 of the Committees Bylaw shall be in effect within the County with respect to the Hazlett Lands from the latter of the date the City passes its Approving Bylaw or the date upon which the County passes its Approving Bylaw of the Hazlett Lands Subdivision Authority Agreement.
3. Sections 53 through 57 of the Committees Bylaw shall only be in effect with respect to the Hazlett Lands within the boundaries of the County until such time as the Subdivision Officer and or the Municipal Planning Commission:
 - (a) receive and process the Subdivision Application in accordance with the Act and Regulation;
 - (b) make a decision whether to approve or refuse the Subdivision Application;



- (c) issue a written decision as required by the Act;
- (d) if the Subdivision Application is approved complete any and all documentation that might be necessary to provide for the approved plan of subdivision to be registered at Alberta Land Titles; and
- (e) complete any other activities necessitated by the decision on the Subdivision Application or until the time for the completion of such activities has expired.

Processing the Subdivision Application

4. The parties agree that the City shall process the Subdivision Application(s) as if the Subdivision Application(s) dealt solely with land within the City.
5. The parties agree that the City shall be entitled to charge the registered owners of the Hazlett Lands an application fee and such other fees as are normally charged by the City with respect to applications for subdivision made to and considered by the subdivision authority of the City.
6. The parties further agree that the City shall be entitled to retain 100 % of any fees that it may charge pursuant to the Planning Department Fees, described in Schedule "D".
7. The parties acknowledge that nothing in this Agreement fetters the discretion of the Subdivision Officer or the Municipal Planning Commission in their capacities as subdivision approving authorities and more specifically, nothing in this Agreement directs or obligates the Subdivision Officer or Municipal Planning Commission to approve the Subdivision Application(s).

Notice

8. Notwithstanding any other requirements under the Red Deer County and City of Red Deer Intermunicipal Development Plan or otherwise the City shall give written notice to the County when the Subdivision Application(s) is/are complete.
9. In the event that the Subdivision Officer refers the Subdivision Application to the Municipal Planning Commission for a decision, the City shall notify the County as to the date and time when the Municipal Planning Commission will be considering the Subdivision Application(s).
10. The City shall provide the County with a copy of the decision on the Subdivision Application(s).
11. Any notices or other communications required or permitted to be given pursuant to this Agreement will be in writing and will be either personally delivered, sent by prepaid registered mail or sent by electronic mail to the other party at the following addresses:

THE CITY OF RED DEER:

Address: 4914-48 Avenue, Red Deer, Alberta, T4N 3T4



Fax: 403-342-8365
Email: city.manager@reddeer.ca
Attention: Allan Seabrooke, City Manager

RED DEER COUNTY:

Address: 38106 Range Road 275, Red Deer County, Alberta, T4S 2L9
Fax: 403-350-2152
Email: cao@rdcounty.ca
Attention: Curtis Herzberg, County Manager

12. If notices are sent by mail, they are presumed to be received on the seventh (7th) day after posting. If notices are delivered or sent by electronic mail, they are presumed to be received on the next business day after they were delivered or sent by electronic mail. Either party may change its address for service by notice to the other party.

Indemnification

13. The County agrees to indemnify, defend and hold harmless the City against any loss or liability arising from and any damages, costs, charges and expenses (including reasonable legal fees on a solicitor-and-own-client basis) incurred in connection with:
- a) the City exercising a right under this Agreement;
 - b) any breach, violation or non-performance of any provision of this Agreement which is to be observed and performed by the County;
 - c) a person being injured or a death occurrence or property being damaged directly or indirectly from the County's use or occupation of the Lands; or
 - d) any act, omission, negligence or willful misconduct by the County, its officers, agents, employees, customers or invitees or anyone permitted by the County to be on the Lands.

This obligation shall apply to all matters excepting a bona fide action by the County against the City, or an action arising from the negligence or willful misconduct of the City, its officers, agents or employees.

14. The City agrees to indemnify, defend and hold harmless the County against any loss or liability arising from and any damages, costs, charges and expenses (including reasonable legal fees on a solicitor-and-own-client basis) incurred in connection with:
- a) the County exercising a right under this Agreement;
 - b) any breach, violation or non-performance of any provision of this Agreement which is to be observed and performed by the City;
 - c) a person being injured or a death occurrence or property being damaged directly or indirectly from the City's use of the Lands; or



- d) any act, omission, negligence or willful misconduct by the City, its officers, agents, employees or customers.

This obligation shall apply to all matters excepting a bona fide action by the City against the County, or an action arising from the negligence or willful misconduct of the County, its officers, agents or employees or others for whom the County is responsible for at law.

- 15. Each indemnity is a continuing obligation, separate and independent from either party's other obligations. It continues after this Agreement is terminated. Neither the City nor the County has to incur any expense before it can enforce a right of indemnity.

Compliance with all Laws

- 16. The City and County shall comply with all laws, bylaws, statutes, rules, orders and regulations of any Government Authority in force from time to time throughout the continuance of this Agreement with respect to the Land and the use and occupancy hereof. Where there are two or more laws, ordinances, rules, regulations, or codes applicable, the more restrictive shall apply.

Dispute Resolution

- 17. All claims, disputes, and other matters arising out of this Agreement or relating to a breach may, upon the agreement of both parties, be referred to either:
 - (a) Mediation - voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
 - (b) Arbitration - upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act of Alberta, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen's Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

Force Majeure

- 18. In the event either party is delayed or unable to perform any part of its obligations under this Agreement due to a breach of this Agreement by the other party, labour disputes, strikes, walkouts, fire, unusual delay by common carriers, unavoidable catastrophe, or circumstances of any kind beyond the control of such party, including, without restricting the generality of the foregoing, acts of God, fire, war, governmental regulations or otherwise (a "Force Majeure Event"), such party shall be excused from the performance of such obligation to the extent that performance is prevented, hindered or delayed by such causes.
- 19. Upon the occurrence of a Force Majeure Event, the affected party shall notify the other party of same and use its reasonable efforts to remedy or correct the delay or failure to perform as soon as possible. In no circumstances shall the party delayed, hindered or prevented from performing any part of its obligations be liable to the other party for any



damages, howsoever sustained by the other party, or for any failure to perform any act, or for non-performance of any obligations due to these circumstances during a Force Majeure Event.

Additional Terms and Conditions

20. Nothing in this Agreement should be construed as creating a relationship of employer/employee, principal/agent, partners or joint venture.
21. This Agreement may be amended in writing by mutual consent of both parties.
22. This Agreement is governed by the laws of Alberta.
23. Notwithstanding the termination or expiry of this Agreement, the City and County acknowledge that information and records compiled or created under this Agreement which are in the custody of the City or County are subject to the *Freedom of Information and Protection of Privacy Act*. If a request is received by either party for any of these records, the other party shall forward the information and records, at their own expense, to the party in receipt of the request within five (5) calendar days of official notification by the City.
24. Should any term or portion of this Agreement be found to be invalid or unenforceable, the remainder shall continue to be valid and enforceable.
25. The City and the County acknowledge that the headings in this Agreement have been inserted for convenience of reference only.
26. This Agreement may be executed in separate counterparts and all executed counterparts together shall constitute one Agreement. A facsimile copy of an executed counterpart signature page will be as valid as an originally executed counterpart for purposes of signing this Agreement.
27. Time shall be of the essence of this Agreement. This Agreement is binding on the parties hereto and their respective successors and assigns hereafter. This Agreement shall enure to the benefit of the parties.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

THE CITY OF RED DEER

RED DEER COUNTY

PRINT NAME

PRINT NAME

TITLE

TITLE



SIGNATURE

(c/s)

SIGNATURE

(c/s)

SCHEDULE "A"**LEGAL DESCRIPTION OF HAZLETT LANDS****Lands in the West Half of Section 5; 39-27-W4M****FIRST**

MERIDIAN 4 RANGE 27 TOWNSHIP 39

SECTION 5

ALL THAT PORTION OF THE NORTH WEST QUARTER

NOT COVERED BY ANY OF THE WATERS OF A CERTAIN SURVEYED LAKE

AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP

SIGNED AT OTTAWA ON 27 JUNE, 1893

CONTAINING 49.4 HECTARES (122 ACRES) MORE OR LESS

EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS

A) PLAN 2058LZ - ROAD 8.06 19.92

B) PLAN 1324012 - ROAD 1.998 4.937

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND

MERIDIAN 4 RANGE 27 TOWNSHIP 39

SECTION 5

QUARTER SOUTH WEST

AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP

SIGNED AT OTTAWA ON 27 JUNE, 1893

CONTAINING 65.6 HECTARES (162 ACRES) MORE OR LESS

EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS

A) PLAN 3564JY - ROAD 0.741 1.83

B) PLAN 2058LZ - ROAD 16.80 41.38

C) PLAN 1324012 - ROAD 3.358 8.30

EXCEPTING THEREOUT ALL MINES AND MINERALS

Lands in the South Half of Section 8; 39-27-W4M**FIRST**

MERIDIAN 4 RANGE 27 TOWNSHIP 39

SECTION 8

QUARTER SOUTH WEST

CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS.

EXCEPTING THEREOUT:

A) 2.48 HECTARES (6.14 ACRES) MORE OR LESS, TAKEN FOR RIGHT OF WAY OF THE CANADIAN
NORTHERN WESTERN RAILWAY COMPANY AS SHOWN ON RAILWAY PLAN 2712AK.

B) 0.591 HECTARES (1.46 ACRES) MORE OR LESS, FOR ROAD, AS SHOWN ON ROAD PLAN 2058LZ.

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECOND

MERIDIAN 4 RANGE 27 TOWNSHIP 39

SECTION 8

QUARTER SOUTH EAST

CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS

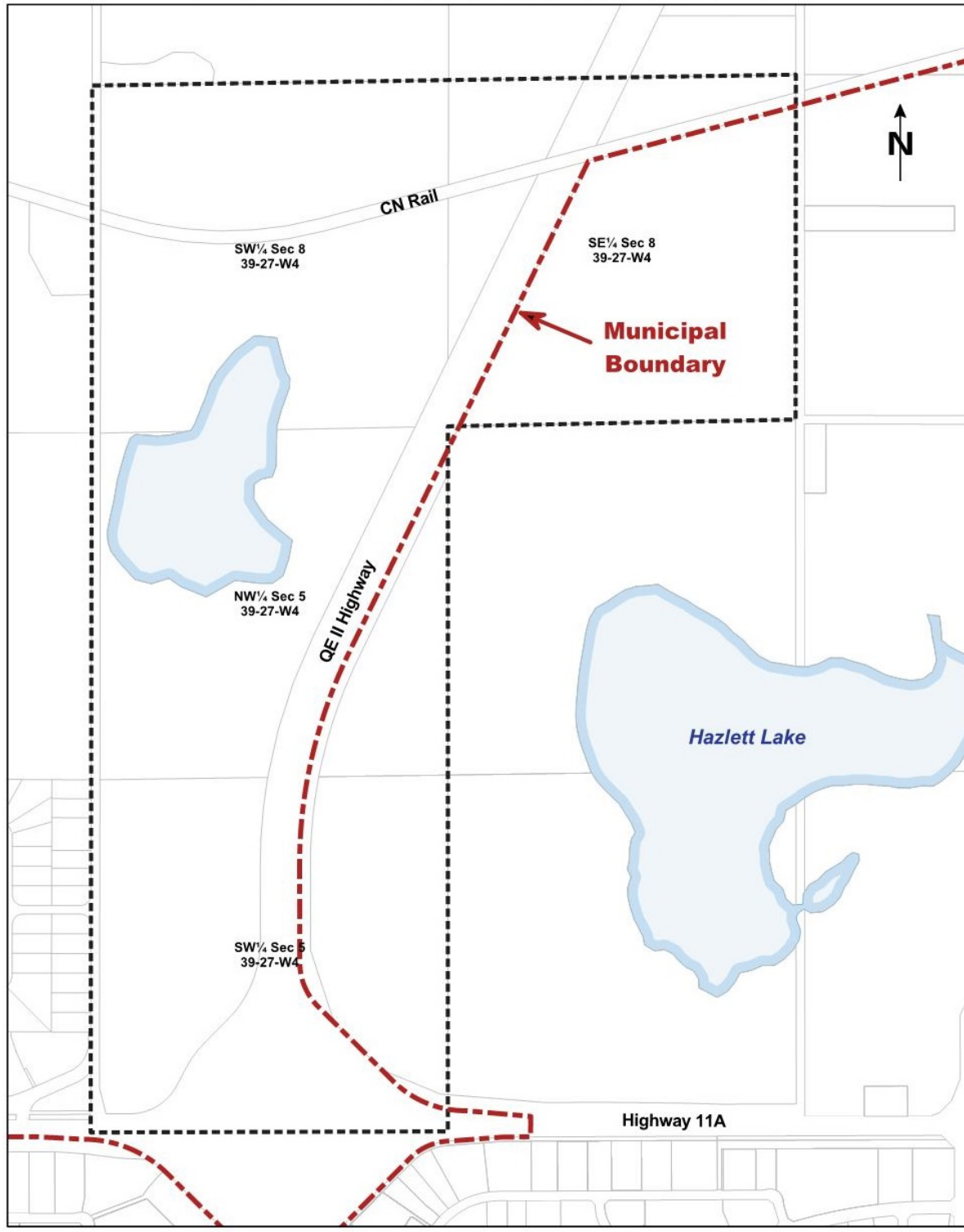
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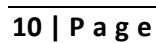


-
- A) 2.52 HECTARES (6.22 ACRES) MORE OR LESS TAKEN FOR RIGHT OF WAY OF THE CANADIAN NORTHERN WESTERN RAILWAY COMPANY AS SHOWN ON RAILWAY PLAN 2712AK
 - B) 7.30 HECTARES (18.03 ACRES) MORE OR LESS FOR ROAD, AS SHOWN ON ROAD PLAN 2058LZ EXCEPTING THEREOUT ALL MINES AND MINERALS



SCHEDULE "B"
OUTLINE OF HAZLETT LANDS







SCHEDULE "D"

PLANNING DEPARTMENT FEES



Planning Department Fees

The following fees are effective **April 1, 2015**. Fees must be paid prior to commencement of application processing. All fees are paid by cheque to The City of Red Deer.

Subdivision Applications:

Application fee for one or two lots is \$1210.00 with each addition lot \$240.00.
A Separation of Title application is \$550.00, regardless of the number of lots involved.

Endorsement of a Subdivision

The endorsement fee is \$115.00 for each lot being created in a subdivision plan. Reserve lots, public utility lots, and common property within a bare land condominium are excluded from any endorsement fees.

Notes:

- Any remainder portion within the subject land is considered a lot.
- No refunds will be made once an application has been accepted for processing.

New Neighbourhood Area Structure Plans and Industrial Area Structure Plans (IASP)

Application fee is \$5,000.00 for each quarter section or part thereof.

Amendments to Neighbourhood Area Structure Plans (NASP), Industrial Area Structure Plans (IASP) or Area Redevelopment Plans (ARP):

Major Amendment: Application fee is \$3,750.00
-Amendments are considered major when proposing to change a land use, reconfigure the roads or other similar types of changes.

Minor Amendment: Application fee is \$1,875.00
-Amendments are considered minor when proposing to add or delete a lane or public utility lot, adding walk outs, changes to conform to a MDP or MASP, or other similar types of changes.

Amendments to a Major Area Structure Plan (MASP):

Major Amendment: Application fee is \$4,000.00

Minor Amendment: Application fee is \$1,500.00

Amendments to the Municipal Development Plan (MDP):

Application fee is \$4,000.00



Page 2 of 2

Amendments to the Intermunicipal Development Plan (IDP) Amendment

Application fee is \$4,000.00

Amendments to the Neighbourhood Planning and Design Standards or Industrial Area Planning Guidelines & Standards:

Application fee is \$2,000.00

Amendments to the Land Use Bylaw (LUB)

Major Amendment: Application fee is \$2,600.00

-Amendments are considered major when no ARP, NASP, or IASP is in place or when the amendment does not conform to the existing ARP, NASP or IASP.

Minor Land Use Bylaw Amendment: Application fee is \$650.00

-Amendments are considered minor when they conform to the existing ARP, NASP, or IASP.

Telecommunications Applications

Application fee is \$2,080.00

Notes regarding all fees:

- The applicant is required to reimburse The City for any advertising for a public open house or public hearing.
- The applicant is required to reimburse The City for any expenses related to the rental of a space for a public meeting or open house.
- The fees include the costs of any public meeting or public hearing normal mail out. The costs of exceptionally large mail-outs shall be recovered from the applicant.



Council Decision – June 24, 2019

DATE: June 26, 2019
TO: Orlando Toews, Senior Planner
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: A Bylaw Approving an Agreement between The City of Red Deer and Red Deer County concerning Subdivision Authority Jurisdiction

Reference Report:

Administrative Report, dated June 6, 2019

Bylaw Reading:

At the Monday, June 24, 2019 Regular Council Meeting, Council gave three readings to the following Bylaw:

Bylaw 3628/2019 (a bylaw to approve the Hazlett Lands Subdivision Authority Agreement between The City of Red Deer and Red Deer County)

Report back to Council:

Yes.

Comments/Further Action:

Administration will update Council on the outcome of Red Deer County's Bylaw 2019/20.

A handwritten signature in blue ink, appearing to read 'Frieda McDougall'.

Frieda McDougall
Manager

- c. Director of Planning Services
Planning Manager
Corporate Meeting Administrator