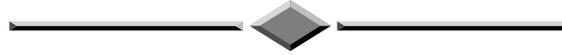




A G E N D A



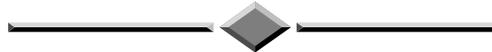
FOR THE *REGULAR MEETING OF RED DEER CITY COUNCIL*

TO BE HELD IN

THE COUNCIL CHAMBERS, CITY HALL

*MONDAY, March 8, 2010*

COMMENCING AT 3:00 P.M.



- (1) Confirmation of the Minutes of the Regular Council Meeting of Monday, February 22, 2010
- (2) **UNFINISHED BUSINESS**
- (3) **PUBLIC HEARINGS**
  1. Inspections and Licensing and Parkland Community Planning Services - *Re: Land Use Bylaw Amendment 3357/C-2010 - Amendment to Bylaw Offences Penalties - Section 9.2 of the Land Use Bylaw* ..1  
(Consideration of Second and Third Readings of the Bylaw)
  2. Parkland Community Planning Services - *Re: Land Use Bylaw Amendment 3357/D-2010 - Rezoning of Approximately 2.0 ac of Land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District / Clearview North Phase 2C / Anders East Developments* ..12  
(Consideration of Second and Third Readings of the Bylaw)

(4) **REPORTS**

1. Environmental Initiatives Coordinator – *Re: Environmental Advisory Committee Resolution – Implement an Idle Free Public Education Campaign* ..16
2. Senior Electrical Engineer and Electric Light & Power Manager – *Re: LED Street Light Pilot Project* ..30
3. Public Works Manager – *Priorities for Fleet Growth and Priorities for Fleet Replacement* ..36
4. Legislative & Administrative Services Manager – *Re: Revision to Titles of Borrowing Bylaws – Revision Bylaw 3448/2010* ..41  
(Consideration of Three Readings of the Bylaw)
5. Deputy City Clerk – *Re: Municipal Planning Commission (MPC) Composition Changes - Committees Bylaw Amendment 3431/A-2010* ..44  
(Consideration of Three Readings of the Bylaw)
6. Legislative & Administrative Services Manager – *Re: Composition of Secondary Suite Regulation Ad Hoc Review Committee* ..46
7. Legislative & Administrative Services Manager – *Re: Citizen at Large Appointments to Committees* ..48

(5) **CORRESPONDENCE**

(6) **PETITIONS AND DELEGATIONS**

(7) **NOTICES OF MOTION**

(8) ADMINISTRATIVE INQUIRIES

(9) BYLAWS

1. **3357/C-2010** – Land Use Bylaw Amendment – *Amendment to Bylaw Offences Penalties – Section 9.2 of the Land Use Bylaw* ..50  
(2<sup>nd</sup> & 3<sup>rd</sup> Readings) ..1
2. **3357/D-2010** – Land Use Bylaw Amendment - *Rezoning of Approximately 2.0 acres of Land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District / Clearview North Phase 2C / Anders East Developments* ..51  
(2<sup>nd</sup> & 3<sup>rd</sup> Readings) ..12
3. **3431/A-2010** – Committees Bylaw Amendment - *Municipal Planning Commission (MPC) Composition Changes* ..53  
(3 Readings) ..44
4. **3448/2010** – Revision Bylaw – *Revision to Titles of Borrowing Bylaws* ..54  
(3 Readings) ..41

(10) COMMITTEE OF THE WHOLE

1. Legislative & Administrative Services Manager – *Re: Committee Appointments*

Public Hearings Item No. 1



**DATE:** March 2, 2010  
**TO:** City Council  
**FROM:** Elaine Vincent, Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3357/C-2010  
Proposed Amendment to Bylaw Offences Penalties

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*History:*

At the Monday, February 8, 2010 Regular Council Meeting Land Use Bylaw Amendment 3357/C-2010 was presented to Council and received first reading.

Land Use Bylaw Amendment 3357/C-2010 proposes to amend Section 9.2 of the *Land Use Bylaw* which will allow Bylaw Officers to issue a City violation ticket where the bylaw does not list a specified penalty. This allows the ticketed person to make a voluntary payment in lieu of prosecution, allowing the court system to not be held up with relatively minor offences.

*Public Consultation Process:*

A Public Hearing has been advertised for the above noted bylaw to be held Monday, March 8, 2010. Advertisements were placed in the Red Deer Advocate on February 19, 2010 and February 26, 2010.

Attached is a report from Administration indicating proposed changes to Land Use Bylaw Amendment 3357/C-2010.

*Recommendation:*

That Council consider:

- a) Passing a resolution to amend Land Use Bylaw Amendment 3357/C-2010, and
- b) Giving second and third readings to amended Land Use Bylaw Amendment 3357/C-2010

A handwritten signature in cursive script, appearing to read 'Elaine Vincent'.

Elaine Vincent  
Manager



**DATE:** February 16, 2010

**TO:** Elaine Vincent, Legislative and Administrative Services Manager

**FROM:** Joyce Boon, Inspections and Licensing  
Julia Townell, Inspections and Licensing  
Russ Pye, Inspections and Licensing

**RE:** Land Use Bylaw Amendment 3357 / C 2010  
Proposed Amendment to Bylaw Offences Penalties

---

## PURPOSE

On February 08, 2010, Inspections and Licensing & Parkland Community Planning Services presented a report in the Regular Council Meeting, which proposed a number of amendments to Section 9.2 of the *Land Use Bylaw 3357/C-2010* with regard to offences and penalties. During the Council Meeting, two changes were requested. The purpose of this report is to amend the previous report, incorporating the requested changes.

## AMENDMENTS

### Penalties

In Section 9.2 (2), Council requested that the penalty for a third offence be changed from \$750.00 to \$1000.00, so that each penalty doubles the previous amount. The penalties for first and second offences will remain the same, at \$250.00 and \$500.00 respectively. Therefore, the amendment will read:

“A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and liable upon summary conviction to... a fine of \$250.00 for a first offence, \$500.00 for a second offence and **\$1000.00** for a third or subsequent offence...”.

### Wording

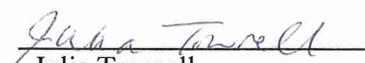
In Section 9.2 (3), Council also requested that the term ‘Bylaw Officer’ be used, rather than ‘he or she’. Therefore, the amendment will read:

“Where a Bylaw Officer reasonably believes that a person has contravened any provision of this Bylaw, the **Bylaw Officer** may, in addition to any other remedy at law, serve upon the person a violation ticket...”.

## RECOMMENDATION

Administration recommends that Council approve the preceding amendments to the *Land Use Bylaw 3357/C-2010* before giving a second and third reading of the amendments in the above referenced report.

Respectfully,

  
Julia Townell  
Bylaw Research  
Coordinator

  
Russ Pye  
Inspections &  
Licensing Mgr.

  
Joyce Boon  
Inspections &  
Licensing Mgr.



Originally Presented to Council  
on Monday, February 8, 2010

**DATE:** January 28, 2010

**TO:** Elaine Vincent, Legislative and Administrative Services Manager

**FROM:** Joyce Boon, Inspections and Licensing  
Russ Pye, Inspections and Licensing  
Julia Townell, Inspections and Licensing  
Nancy Hackett, Parkland Community Planning Services

**RE:** Land Use Bylaw Amendment 3357 / C 2010  
Proposed Amendment to Bylaw Offences Penalties

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## ISSUE

The City of Red Deer *Land Use Bylaw* is intended to regulate land use and development within the city. In addition to establishing zoning districts and requirements, the bylaw also includes penalties for violation of these requirements.

Schedule "C" of the *Land Use Bylaw* lists penalties that correspond with a number of offences found within the bylaw. The list, however, is not comprehensive and does not capture all of the offences within the bylaw. Where there is no specified penalty within the bylaw, a provincial Summons Violation Ticket must be issued, rather than a City of Red Deer violation ticket, so that a penalty can be determined in the Provincial Court of Alberta. This requires the ticketed person to appear in court, and uses Administration, legal counsel, and court resources.

In consultation with legal counsel, Administration is proposing an amendment to Section 9.2 of the *Land Use Bylaw*, which will allow Bylaw Officers to issue a City violation ticket where the bylaw does not list a specified penalty.

## BACKGROUND

### Specified Penalty

Where a penalty is specified in the *Land Use Bylaw*, a Bylaw Officer may issue a City of Red Deer violation ticket. The ticketed person may avoid prosecution for the offence by paying the specified penalty within the timeframe written on the ticket. If the ticketed person chooses not to pay the penalty, they will be summoned to the Provincial Court of Alberta for prosecution.

### No Specified Penalty

Where a penalty is not specified in the *Land Use Bylaw*, a Bylaw Officer may issue a provincial Summons Violation Ticket in accordance with Part 2 of the *Provincial Offences Procedure Act*. The ticketed person, or an agent, must then appear before a justice at the Provincial Court of Alberta, where a penalty will be assigned. The Bylaw Officer who issued the ticket is required to attend the hearing, as well as a prosecutor who must prepare for and conduct the legal proceedings.

Further, if the defendant fails to appear in court, in person or by an agent, at the time fixed for the trial, a justice, on proof of the service of the summons, can adjourn the proceedings and set a new trial date, issue a warrant for the arrest of the defendant, or proceed to conduct the trial ex parte.

Some examples of violations that do not have specified penalty include:

- Fence height 4.7 (6) & 3.11(1)(2) & 3.20
- Landscaping requirements 4.7 (15)
- Outdoor storage in commercial districts 5.7(9)

**Amendments to Land Use Bylaw**

<b>Current Bylaw</b>	<b>Proposed Amendment</b>	<b>Purpose of Change</b>
<p>9.2 (2) A person who... is guilty of an offence and is liable upon summary conviction to... in the case of an offence for which there is no specified penalty, to a fine of not less than \$250.00 and not more the \$10,000.00 or to imprisonment for not more than one year, or to both fine and imprisonment.</p>	<p>A person who... is guilty of an offence and liable upon summary conviction to... in the case for which there is no specified penalty... <b>to a fine of \$250.00 for a first offence, \$500.00 for a second offence and \$750.00 for a third or subsequent offence, and in default of payment of any penalty, to imprisonment for up to 6 months.</b></p>	<p>This change:</p> <ul style="list-style-type: none"> <li>• Captures those offences without a specified penalty.</li> <li>• Allows bylaw officers to write City tickets, freeing up legal and administrative resources.</li> <li>• Prevents the need to go to court, allowing better use of the court system.</li> </ul>
<p>9.2 (3) ... the Bylaw Officer may... serve upon the person a violation ticket, in the form provided under the <i>Provincial Offences Procedures Act</i>, allowing payment of the specified penalty for the particular offence as provided in Schedule “C” of this Bylaw, and the recording of such payment by the Provincial Court of Alberta shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.</p>	<p>... <b>he or she may... serve upon the person a violation ticket, in the form used by the City, allowing payment of the penalty as set out in Section 9.2(2) of this Bylaw for the particular offence, which payment will be accepted by the City in lieu of prosecution for the offence, or a Bylaw Officer may issue a violation ticket in accordance with the <i>Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, allowing a voluntary payment of the penalty as set out in Section 9.2(2) of this Bylaw, or, requiring a person to appear in court without the alternative of making a voluntary payment.</i></b></p>	<p>This change:</p> <ul style="list-style-type: none"> <li>• Allows a City ticket to be issued by a Bylaw Officer</li> <li>• Allows a voluntary payment in lieu of prosecution</li> <li>• Frees up resources that would otherwise be used in court proceedings.</li> </ul>
<p>9.2 (4) Where a person is convicted of a second, third or</p>	<p><b>Any person who contravenes the same</b></p>	<p>This change supports the earlier sections, allowing a</p>

<p>subsequent offence under a particular section of this Bylaw, and where that offence has occurred within 12 months after the date of the occurrence of the first offence under that section of this Bylaw, the specified penalties applicable upon conviction for such second, third or subsequent offence shall be the amount set out in columns two and three, respectively, of Schedule "C".</p>	<p><b>provision of this Bylaw within twelve months after the date of the first contravention, is liable to the specified penalties for such second, third or subsequent offence ... set out in Section 9.2(2) of this Bylaw."</b></p>	<p>supplementary penalty to be assigned for a first, second, and third offence, where no specified penalty is set in Schedule "C".</p>
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**ANALYSIS**

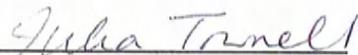
By creating a supplementary, first, second, and third penalty that captures those offences without a specified penalty, Bylaw Officers are able to write City of Red Deer violation tickets. This allows the ticketed person to make a voluntary payment in lieu of prosecution. In doing so, legal counsel and administrative resources are not engaged in preparing for and attending court, freeing up resources. Moreover, the court system is not held up with relatively minor offences.

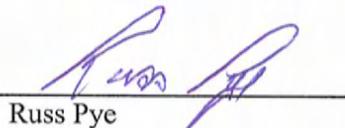
A supplementary penalty also provides an administrative solution to the otherwise arduous task of listing every possible violation found within the bylaw, and assigning a specific penalty to each offence. In short, a supplementary penalty will bring a more effective and efficient system of compliance with the *Land Use Bylaw*.

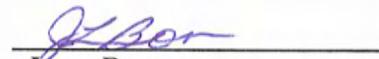
**RECOMMENDATION**

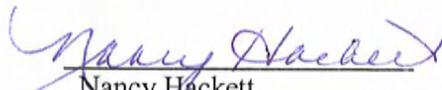
It is recommended that Council pass first reading of Land Use Bylaw Amendment 3357/C-2010, which will amend the *Land Use Bylaw* whereby any violations without a specified penalty will be captured under a supplementary penalty, for first, second, and third offences.

Respectfully,

  
 \_\_\_\_\_  
 Julia Townell  
 Bylaw Research  
 Coordinator

  
 \_\_\_\_\_  
 Russ Pye  
 Inspections & Licensing  
 Mgr.

  
 \_\_\_\_\_  
 Joyce Boon  
 Inspections &  
 Licensing Mgr.

  
 \_\_\_\_\_  
 Nancy Hackett  
 City Planning Manager

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City of Red Deer Land Use Bylaw 3357/2006

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**Part Nine: Land Use Bylaw Enforcement**

**9.1 Enforcement ..... 2**  
**9.2 Offences and Penalties ..... 2**

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City of Red Deer Land Use Bylaw 3357/2006

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## 9.1 Enforcement

- (1) The provisions of this Bylaw may be enforced by way of stop order, injunction or such other relief as may be available under the *Municipal Government Act*.
- (2) A Designated Officer may inspect premises in accordance with the provisions of the *Municipal Government Act* where there are reasonable grounds to believe that the premises are being used in contravention of this Bylaw. Without limiting the generality of the foregoing, such reasonable grounds would include:
  - (a) complaints from the public that premises are being used contrary to the Bylaw,
  - (b) the observations of a designated officer that there is excessive traffic, parking problems, accumulated debris in a yard or other apparent breach of this Bylaw.
- (3) For the purpose of inspecting premises pursuant to this bylaw and the *Municipal Government Act*, the following shall be Designated Officers:
  - (a) a Bylaw Officer,
  - (b) a Safety Codes Officer,
  - (c) the Development Officer or anyone designated by the Development Officer,
  - (d) Compliance Officer

## 9.2 Offences and Penalties

- (1) No person shall:
  - (a) fail to comply with a development permit or subdivision approval or conditions forming part thereof;
  - (b) fail to comply with an order under section 545, 546, 551, 645;
  - (c) fail to comply with a decision of the subdivision and development appeal board;
  - (d) obstruct or hinder any person in the exercise or performance of the person's powers under this bylaw; or
  - (e) make use of land in a manner contrary to the provisions of this Bylaw.

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City of Red Deer Land Use Bylaw 3357/2006

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- (2) A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to the specified penalty set out in Schedule "C", or in the case of an offence for which there is no specified penalty, to a fine of not less than \$250.00 and not more the \$10,000.00 or to imprisonment for not more than one year, or to both fine and imprisonment.
- (3) Where a Bylaw Officer reasonably believes that a person has contravened any provision of this Bylaw, the Bylaw Officer may, in addition to any other remedy at law, serve upon the person a violation ticket, in the form provided under the Provincial Offences Procedures Act, allowing payment of the specified penalty for the particular offence as provided in Schedule "C" of this Bylaw, and the recording of such payment by the Provincial Court of Alberta shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.
- (4) Where a person is convicted of a second, third or subsequent offence under a particular section of this Bylaw, and where that offence has occurred within 12 months after the date of the occurrence of the first offence under that section of this Bylaw, the specified penalties applicable upon conviction for such second, third or subsequent offence shall be the amount set out in columns two and three, respectively, of Schedule "C".
- (5) This section shall not prevent any Bylaw Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act, or from laying an information in lieu of issuing a violation ticket.
- (6) A Bylaw Officer who believes on reasonable grounds that a sign is not authorized pursuant to the Bylaw may remove and impound the sign:
- (a) in the case of a sign for which a permit is issued, after 7 days notice to the sign permit holder, delivered to the address shown on the sign permit; or
  - (b) in the case of a sign for which no permit has been issued, without prior notice to any person.
- (7) Notwithstanding subsection (6), a Bylaw Officer may not remove a sign which is located in or upon or which is affixed to a building without either the consent of the owner of the building, the consent of the owner of the sign or a court order.
- (8) Following the impounding and removal of a sign, the Development Officer for The City shall cause a notice to be sent to the owner of the sign (if known) or to the owner of the premises from which the sign is removed, advising of the removal. The owner of the sign may secure its release from impound upon payment in full of all applicable impounding and storage charges at the rates specified in Schedule "C" of this Bylaw.

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City of Red Deer Land Use Bylaw 3357/2006

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- (9) An impounded sign which has not been redeemed within 60 days of the date of service of notice as specified in subsection (8), may be disposed of by The City without further notice to any person and without any liability to compensate the owner of the sign.

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 City of Red Deer Land Use Bylaw 3357/2006
 

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**Schedule "C"**  
**Specified Penalties for Offences under the Land Use Bylaw**

<u>Description of Offence</u>	<u>First Offence</u>	<u>Second Offence*</u>	<u>Third or Subsequent Offence*</u>
Section 3.3 (2)(a) Displaying a Sign without a required permit	\$500.00	\$1,000.00	\$5,000.00
Section 3.3 and 3.4 Displaying a Sign in contravention of this Bylaw	\$500.00	\$1,000.00	\$5,000.00
<sup>1</sup> Section 3.6 (13) Parking of vehicles, outdoor display, storage or sales on landscaped areas	\$500.00	\$1,000.00	\$5,000.00
<sup>2</sup> Section 3.22 Parking of vehicles, outdoor display, sales or storage on Public Property	\$500.00	\$1,000.00	\$5,000.00
Displaying a Sign in contravention of the conditions of a development permit	\$500.00	\$1,000.00	\$5,000.00
Section 2.2 (1) Commence Development Without Permit	\$500.00	\$1,000.00	\$5,000.00
Section 3.11 (1) or (2) Breach restrictions on corner sites	\$150.00	\$250.00	\$500.00
Section 4.7 (4) (a) Commercial vehicle in residential district	\$150.00	\$250.00	\$500.00
Section 4.7 (4) (b) Commercial vehicle/trailers in a front yard or store dilapidated vehicle	\$150.00	\$250.00	\$500.00
Section 4.7 (4) (d) Permit living or sleeping in trailer	\$150.00	\$250.00	\$500.00

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<sup>1</sup> 3357/E-2006

<sup>2</sup> 3357/E-2006

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City of Red Deer Land Use Bylaw 3357/2006

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Section 4.7 (14) (1) (a) or (b) Construct temporary building without permit or contrary to Bylaw	\$200.00	\$400.00	\$600.00
Section 3.5 (1) or 4.7 (3) (a) Accessory building contrary to Bylaw	\$150.00	\$250.00	\$500.00

**Impounding and Storage Charges**

<u>Item</u>	<u>Authorized Charge</u>
Impounding of signs	\$100.00 per sign
Storage of signs: less than or equal to 1.5 m <sup>2</sup>	\$3.00 per sign per day
Storage of signs: greater than 1.5 m <sup>2</sup>	\$5.00 per sign per day
* Refer to Section 9.2 (4)	

ORIGINAL



**DATE:** February 16, 2010  
**TO:** Elaine Vincent, Legislative and Administrative Services Manager  
**FROM:** Joyce Boon, Inspections and Licensing  
Julia Townell, Inspections and Licensing  
Russ Pye, Inspections and Licensing  
**RE:** Land Use Bylaw Amendment 3357 / C 2010  
Proposed Amendment to Bylaw Offences Penalties

---

#### PURPOSE

On February 08, 2010, Inspections and Licensing & Parkland Community Planning Services presented a report in the Regular Council Meeting, which proposed a number of amendments to Section 9.2 of the *Land Use Bylaw 3357/C-2010* with regard to offences and penalties. During the Council Meeting, two changes were requested. The purpose of this report is to amend the previous report, incorporating the requested changes.

#### AMENDMENTS

##### Penalties

In Section 9.2 (2), Council requested that the penalty for a third offence be changed from \$750.00 to \$1000.00, so that each penalty doubles the previous amount. The penalties for first and second offences will remain the same, at \$250.00 and \$500.00 respectively. Therefore, the amendment will read:

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##### Wording

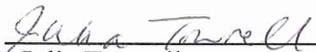
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“Where a Bylaw Officer reasonably believes that a person has contravened any provision of this Bylaw, the **Bylaw Officer** may, in addition to any other remedy at law, serve upon the person a violation ticket...”.

#### RECOMMENDATION

Administration recommends that Council approve the preceding amendments to the *Land Use Bylaw 3357/C-2010* before giving a second and third reading of the amendments in the above referenced report.

Respectfully,

  
Julia Townell  
Bylaw Research  
Coordinator

  
Russ Pye  
Inspections &  
Licensing Mgr.

  
Joyce Boon  
Inspections &  
Licensing Mgr.

## Christine Kenzie

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**From:** Julia Townell  
**Sent:** February 11, 2010 8:52 AM  
**To:** Elaine Vincent  
**Cc:** Christine Kenzie  
**Subject:** LUBPenalties2 (2).doc  
**Attachments:** LUBPenalties2 (2).doc

I've attached the revised version of the Land Use Bylaw Penalties report to this email, based on the comments we received in the last Council meeting.

Thank you!

Julia Townell

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL





**DATE:** February 9, 2010

**TO:** Elaine Vincent, Legislative and Administrative Services Manager

**FROM:** Joyce Boon, Inspections and Licensing  
Russ Pye, Inspections and Licensing  
Julia Townell, Inspections and Licensing  
Nancy Hackett, Parkland Community Planning Services

**RE:** Land Use Bylaw Amendment 3357 / C 2010  
Proposed Amendment to Bylaw Offences Penalties

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## ISSUE

The City of Red Deer *Land Use Bylaw* is intended to regulate land use and development within the city. In addition to establishing zoning districts and requirements, the bylaw also includes penalties for violation of these requirements.

Schedule "C" of the *Land Use Bylaw* lists penalties that correspond with a number of offences found within the bylaw. The list, however, is not comprehensive and does not capture all of the offences within the bylaw. Where there is no specified penalty within the bylaw, a provincial Summon Violation Ticket must be issued, rather than a City of Red Deer violation ticket, so that a penalty can be determined in the Provincial Court of Alberta. This requires the ticketed person to appear in court, and uses Administration, legal counsel, and court resources.

In consultation with legal counsel, Administration is proposing an amendment to Section 9.2 of the *Land Use Bylaw*, which will allow Bylaw Officers to issue a City violation ticket where the bylaw does not list a specified penalty.

## BACKGROUND

### Specified Penalty

Where a penalty is specified in the *Land Use Bylaw*, a Bylaw Officer may issue a City of Red Deer violation ticket. The ticketed person may avoid prosecution for the offence by paying the specified penalty within the timeframe written on the ticket. If the ticketed person chooses not pay the penalty, they will be summoned to the Provincial Court of Alberta for prosecution.

### No Specified Penalty

Where a penalty is not specified in the *Land Use Bylaw*, a Bylaw Officer may issue a provincial Summons Violation Ticket in accordance with Part 2 of the *Provincial Offences Procedure Act*. The ticketed person, or an agent, must then appear before a justice at the Provincial Court of Alberta, where a penalty will be assigned. The Bylaw Officer who issued the ticket is required to attend the hearing, as well as a prosecutor who must prepare for and conduct the legal proceedings.

Further, if the defendant fails to appear in court, in person or by an agent, at the time fixed for the trial, a justice, on proof of the service of the summons, can adjourn the proceedings and set a new trial date, issue a warrant for the arrest of the defendant, or proceed to conduct the trial ex parte.

Some examples of violations that do not have a specified penalty include:

- Fence height 4.7 (6) & 3.11(1)(2) & 3.20
- Landscaping requirements 4.7 (15)
- Outdoor storage in commercial districts 5.7(9)

**Amendments to Land Use Bylaw**

<b>Current Bylaw</b>	<b>Proposed Amendment</b>	<b>Purpose of Change</b>
<p>9.2 (2) A person who... is guilty of an offence and is liable upon summary conviction to... in the case of an offence for which there is no specified penalty, to a fine of not less than \$250.00 and not more than \$10,000.00 or to imprisonment for not more than one year, or to both fine and imprisonment.</p>	<p>A person who... is guilty of an offence and liable upon summary conviction to... in the case for which there is no specified penalty... <b>to a fine of \$250.00 for a first offence, \$500.00 for a second offence and \$1000.00 for a third or subsequent offence, and in default of payment of any penalty, to imprisonment for up to 6 months.</b></p>	<p>This change:</p> <ul style="list-style-type: none"> <li>• Captures those offences without a specified penalty.</li> <li>• Allows bylaw officers to write City tickets, freeing up legal and administrative resources.</li> <li>• Prevents the need to go to court, allowing better use of the court system.</li> </ul>
<p>9.2 (3) ... the Bylaw Officer may... serve upon the person a violation ticket, in the form provided under the <i>Provincial Offences Procedures Act</i>, allowing payment of the specified penalty for the particular offence as provided in Schedule "C" of this Bylaw, and the recording of such payment by the Provincial Court of Alberta shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.</p>	<p>...the Bylaw Officer may... serve upon the person a violation ticket, <b>in the form used by the City, allowing payment of the penalty as set out in Section 9.2(2) of this Bylaw for the particular offence, which payment will be accepted by the City in lieu of prosecution for the offence, or a Bylaw Officer may issue a violation ticket in accordance with the <i>Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, allowing a voluntary payment of the penalty as set out in Section 9.2(2) of this Bylaw, or, requiring a person to appear in court without the alternative of making a voluntary payment.</i></b></p>	<p>This change:</p> <ul style="list-style-type: none"> <li>• Allows a City ticket to be issued by a Bylaw Officer</li> <li>• Allows a voluntary payment in lieu of prosecution</li> <li>• Frees up resources that would otherwise be used in court proceedings.</li> </ul>
<p>9.2 (4) Where a person is convicted of a second, third or</p>	<p><b>Any person who contravenes the same</b></p>	<p>This change supports the earlier sections, allowing a</p>

<p>subsequent offence under a particular section of this Bylaw, and where that offence has occurred within 12 months after the date of the occurrence of the first offence under that section of this Bylaw, the specified penalties applicable upon conviction for such second, third or subsequent offence shall be the amount set out in columns two and three, respectively, of Schedule "C".</p>	<p><b>provision of this Bylaw within twelve months after the date of the first contravention, is liable to the specified penalties for such second, third or subsequent offence ... set out in Section 9.2(2) of this Bylaw."</b></p>	<p>supplementary penalty to be assigned for a first, second, and third offence, where no specified penalty is set in Schedule "C".</p>
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**ANALYSIS**

By creating a supplementary, first, second, and third penalty that captures those offences without a specified penalty, Bylaw Officers are able to write City of Red Deer violation tickets. This allows the ticketed person to make a voluntary payment in lieu of prosecution. In doing so, legal counsel and administrative resources are not engaged in preparing for and attending court, freeing up resources. Moreover, the court system is not held up with relatively minor offences.

A supplementary penalty also provides an administrative solution to the otherwise arduous task of listing every possible violation found within the bylaw, and assigning a specific penalty to each offence. In short, a supplementary penalty will bring a more effective and efficient system of compliance with the *Land Use Bylaw*.

**RECOMMENDATION**

It is recommended that Council pass first reading of Land Use Bylaw Amendment 3357/C-2010, which will amend the *Land Use Bylaw* whereby any violations without a specified penalty will be captured under a supplementary penalty, for first, second, and third offences.

Respectfully,

---

Julia Townell  
Bylaw Research  
Coordinator

---

Russ Pye  
Inspections & Licensing  
Mgr.

---

Joyce Boon  
Inspections &  
Licensing Mgr.

---

Nancy Hackett  
City Planning Manager

**BYLAW NO. 3357/C-2010**

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

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

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

1. Sections 9.2(2), 9.2(3) and 9.2(4) are deleted in their entirety and replaced with the following:
  - “9.2(2) A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and liable upon summary conviction to the specified penalty set out in Schedule “C”, or in the case for which there is no specified penalty set out in Schedule “C”, to a fine of \$250.00 for a first offence, \$500.00 for a second offence and \$750.00 for a third or subsequent offence, and in default of payment of any penalty, to imprisonment for up to 6 months.
  - 9.2(3) Where a Bylaw Officer reasonably believes that a person has contravened any provision of this Bylaw, the Bylaw Officer may, in addition to any other remedy at law, serve upon the person a violation ticket, in the form used by the City, allowing payment of the penalty as set out in Section 9.2(2) of this Bylaw for the particular offence, which payment will be accepted by the City in lieu of prosecution for the offence, or a Bylaw Officer may issue a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, allowing a voluntary payment of the penalty as set out in Section 9.2(2) of this Bylaw, or, requiring a person to appear in court without the alternative of making a voluntary payment. The recording of the payment of a penalty made to the City or the Provincial Court of Alberta shall constitute an acceptance of a guilty plea and conviction for the offence.
  - 9.2(4) Any person who contravenes the same provision of this Bylaw within twelve months after the date of the first contravention, is liable to the specified penalties for such second, third or subsequent offence in the amount set out in columns two and three, respectively, of Schedule “C” or as set out in Section 9.2(2) of this Bylaw.”

READ A FIRST TIME IN OPEN COUNCIL this	day of	2010.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2010.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2010.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2010.

\_\_\_\_\_  
MAYOR

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

FILE COPY



## Council Decision – March 8, 2010

**DATE:** March 9, 2010

**TO:** Joyce Boon, Inspections & Licensing Manager  
Russ Pye, Inspections & Licensing Manager  
Julia Townell, Bylaw Research Coordinator

**FROM:** Elaine Vincent, Legislative and Administrative Services Manager

**SUBJECT:** Land Use Bylaw Amendment 3357/C-2010 – Amendment to Bylaw Offences Penalties – Section 9.2 of the Land Use Bylaw

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### *Reference Report:*

Legislative & Administrative Services Manager, dated March 2, 2010  
Inspections & Licensing Managers and Bylaw Research Coordinator, dated February 16, 2010

### *Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from Inspections and Licensing, dated February 16, 2010, re: Land Use Bylaw Amendment 3357/C-2010, Proposed Amendment to Bylaw Offences Penalties, agrees to amend Land Use Bylaw Amendment 3357/C-2010 as follows:

1. In Section 9.2(2) removing “\$750.00” and replacing with “\$1,000.00”.
2. In Section 9.2(3) removing the words “he or she may,” and replacing with the words “the Bylaw Officer may,.”

MOTION CARRIED

### *Bylaw Readings:*

At the Monday, March 8, 2010 Regular Council Meeting Land Use Bylaw Amendment 3357/C-2010, as amended, received second and third readings. A copy of the bylaw is attached.

*Report Back to Council:* No

**Comments/Further Action:**

Land Use Bylaw Amendment 3357/C-2010 proposes to amend Section 9.2 of the *Land Use Bylaw* which will allow Bylaw Officers to issue a City violation ticket where the bylaw does not list a specified penalty. This allows the ticketed person to make a voluntary payment in lieu of prosecution, allowing the court system to not be held up with relatively minor offences.



Elaine Vincent  
Legislative & Administrative Services Manager  
Attach./

- |                                  |  |
|----------------------------------|--|
| c: Development Services Director | Inspections & Licensing Manager            |
| Corporate Services Director      | Inspections & Licensing Supervisor         |
| Community Services Director      | Land & Economic Development Manager        |
| Planning Director                | IT Services – GIS Section                  |
| Engineering Services Manager     | Property Assessment Technician, Danny Lake |
| Financial Services Manager       | LAS File                                   |
| Assessment and Taxation Manager  |  |

**3357/C-2010 Land Use Bylaw Amendment  
Bylaw Offences Penalties**

**DESCRIPTION:** An amendment to Bylaw Offences Penalties – Section 9.2 of the Land Use Bylaw.

**FIRST READING:** February 8, 2010

**FIRST PUBLICATION:** February 19, 2010

**SECOND PUBLICATION:** February 26, 2010

**PUBLIC HEARING & SECOND READING:** March 8, 2010

**THIRD READING:** MARCH 8, 2010

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

**DEPOSIT:** YES  \$ \_\_\_\_\_ NO

**COST OF ADVERTISING RESPONSIBILITY OF:** City of Red Deer

**ACTUAL COST OF ADVERTISING:**

\$ \_\_\_\_\_ X 2                      **TOTAL:** \$ \_\_\_\_\_

**MAP PREPARATION:** \$ \_\_\_\_\_

**TOTAL COST:** \$ \_\_\_\_\_

**LESS DEPOSIT RECEIVED:** \$ \_\_\_\_\_

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

**INVOICE NO.:** \_\_\_\_\_

**BATCH NO.:** \_\_\_\_\_

(Advertising Revenue to 180.5901)

**Land Use Bylaw Amendment 3357/C-2010**  
**Bylaw Offences Penalties**

City Council proposes to pass Land Use Bylaw Amendment 3357/C-2010, which proposes to amend Section 9.2 of the *Land Use Bylaw* which will allow Bylaw Officers to issue a City violation ticket where the bylaw does not list a specified penalty. This allows the ticketed person to make a voluntary payment in lieu of prosecution, allowing the court system to not be held up with relatively minor offences.

The proposed bylaw may be inspected at Legislative & Administrative Services, 2<sup>nd</sup> Floor City Hall during regular office hours or for more details, contact Parkland Community Planning Services at 403-343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, March 8, 2010** at 6:00 p.m. in Council Chambers, 2<sup>nd</sup> Floor at City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, March 2, 2010**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Administrative Services at 403-342-8132.

(Publication Dates: February 19, 2010 and February 26, 2010)

Public Hearings Item No. 2



**DATE:** March 2, 2010  
**TO:** City Council  
**FROM:** Elaine Vincent, Legislative & Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3357/D-2010  
Clearview North Neighbourhood – Phase 2C  
Melcor Developments Inc.

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*History:*

At the Monday, February 8, 2010 Regular Council Meeting Land Use Bylaw Amendment 3357/D-2010 was presented to Council and received first reading.

Land Use Bylaw Amendment 3357/D-2010 proposes to rezone approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Services (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot.

*Public Consultation Process:*

A Public Hearing has been advertised for the above noted bylaw to be held Monday, March 8, 2010. Advertisements were placed in the Red Deer Advocate on February 19, 2010 and February 26, 2010.

*Recommendation:*

That Council consider:

- a) Second and Third readings of Land Use Bylaw Amendment 3357/D-2010

A handwritten signature in cursive script, appearing to read 'Elaine Vincent'.

Elaine Vincent  
Manager



**DATE:** February 1, 2010  
**TO:** Elaine Vincent, Legislative and Administrative Services Manager  
**FROM:** Martin Kvapil, Planning Assistant  
**RE:** Land Use Bylaw Amendment No. 3357/D-2010  
Clearview North Neighbourhood – Phase 2C  
Melcor Developments Ltd.

### Proposal

Melcor Developments Ltd. is proposing to develop Phase 2C of the Clearview North neighbourhood. Rezoning is being sought for approximately 0.809 ha (2.0 ac.) of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot.

The proposed PUL is to be zoned similar to the adjacent residential use (R1) as the proposed PUL does not form part of the neighbourhood open space and trail concept and therefore does not require any open space/park zoning.

The proposed PS lot is to form part of the adjacent Michener Centre lands in accordance with a land swap agreement between the developer and the Province.

All of the proposed land use districts of Bylaw 3357/D-2010 conform to the Clearview North Neighbourhood Area Structure Plan.

### Staff Recommendation

That City Council proceed with first reading of Land Use Bylaw Amendment No. 3357/D-2010.

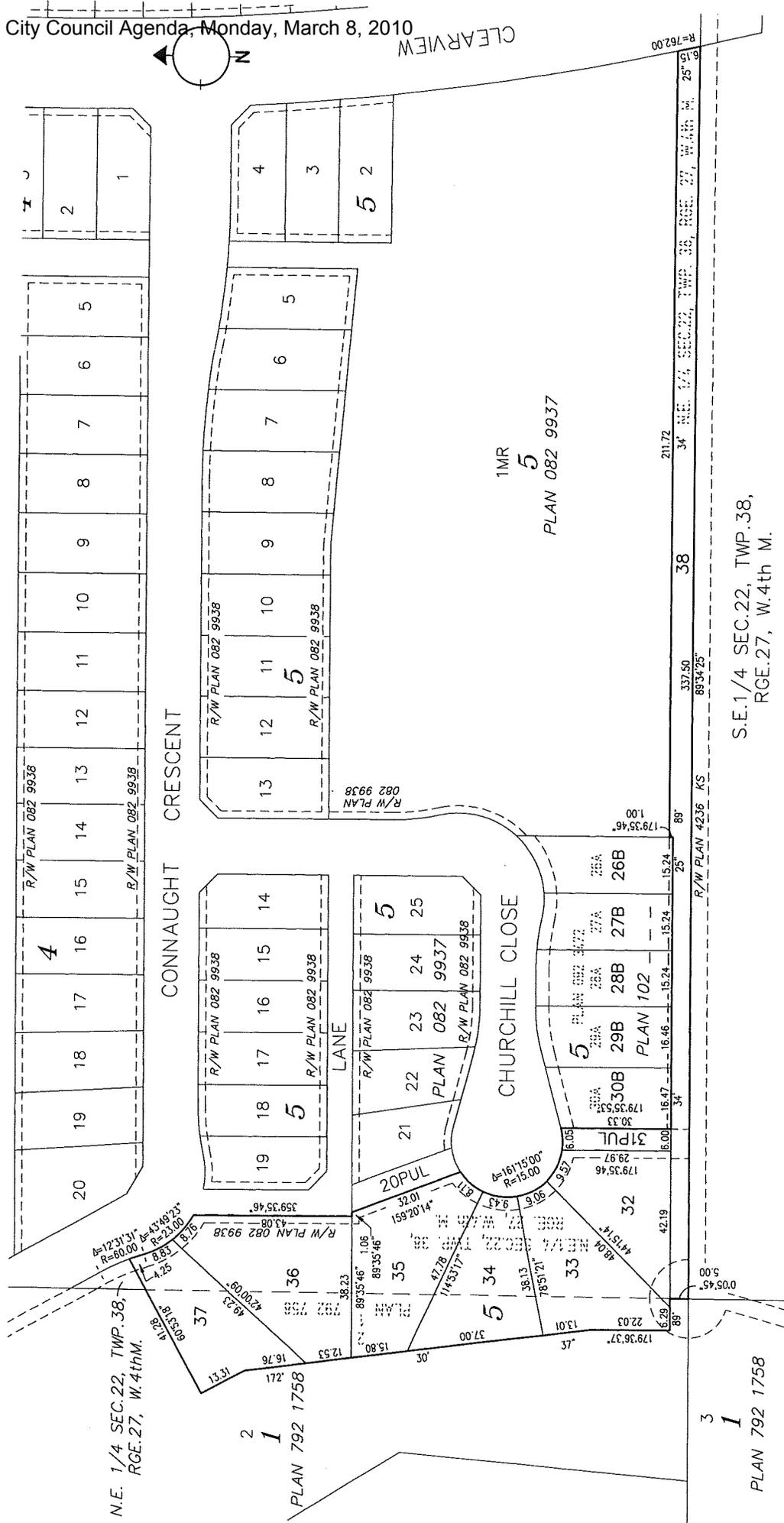
Handwritten signature of Martin Kvapil in blue ink.

Martin Kvapil  
PLANNING ASSISTANT

Handwritten signature of Tony Lindhout in blue ink.

Tony Lindhout, MCIP, ACP  
ASSISTANT CITY PLANNING MANAGER

Attachments



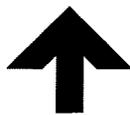
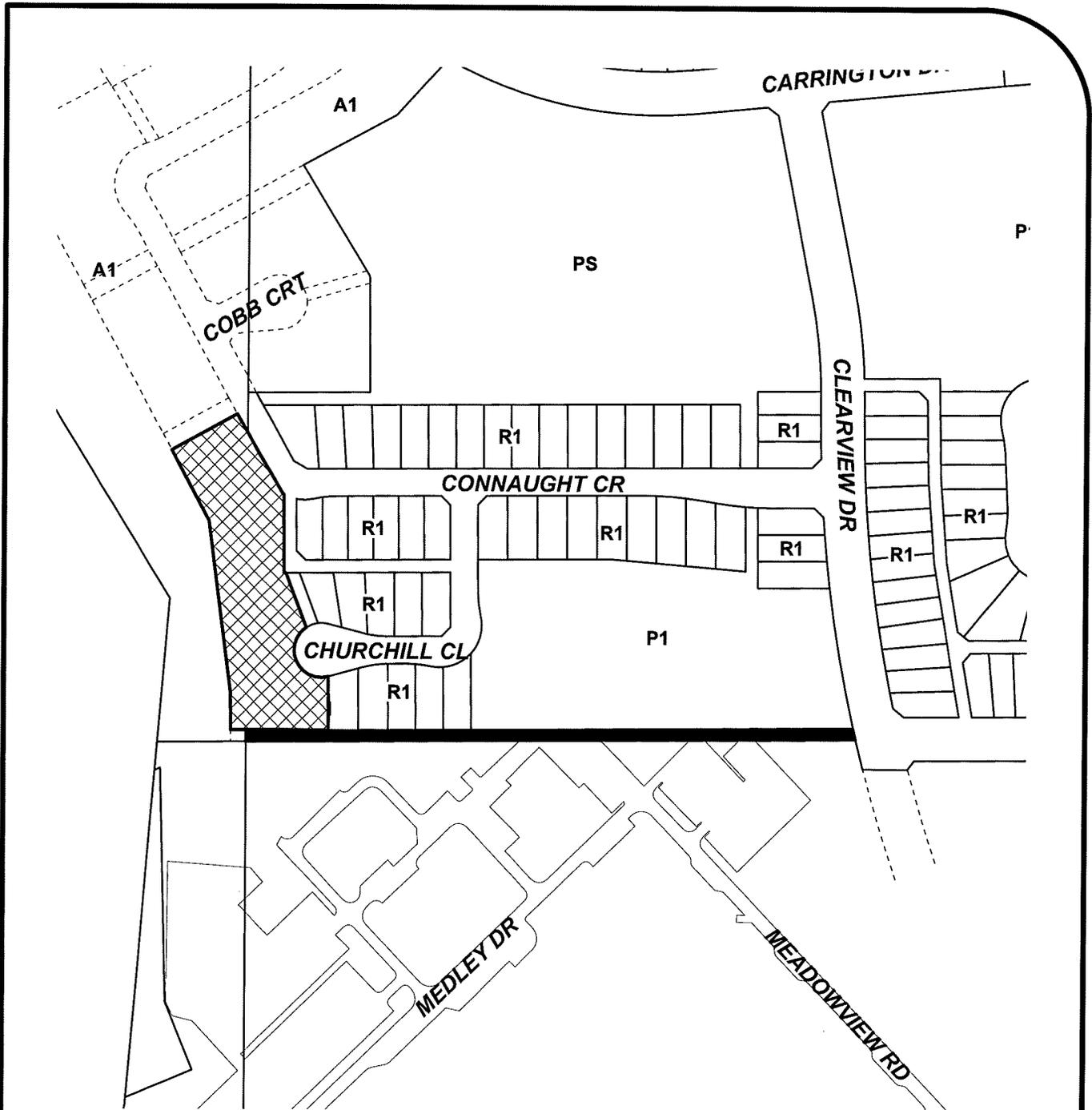
Client/Project  
 MELCOR DEVELOPMENTS LTD  
 CLEARVIEW NORTH  
 PHASE 2C  
 Figure No. 1.0  
 Title TENTATIVE PLAN

Notes  
 1. The subdivision contains within:  
 N.E. 1/4 Sec. 22, Twp. 38, Rge. 27, W. 4M. .... 0.596 ha.  
 Lot 2, Block 1, Plan 792 1758 ..... 0.213 ha.  
 Total ..... 0.809 ha.  
 2. The area to be subdivided is outlined thus: \_\_\_\_\_

Legend  
 Stantec Consulting Ltd.  
 600, 4808 Ross Street  
 Red Deer AB Canada  
 T4N 1X5  
 Tel. 403.341.3320  
 Fax. 403.342.0969  
 www.stantec.com

December, 2009  
 112870979  
 S.E.1/4 SEC.22, TWP.38,  
 RGE.27, W.4th M.  
 PLAN 792 1758  
 1:1000  
 0 10 30 50m  
 ORIGINAL SHEET - ANSI B

# Proposed Amendment to Land Use Bylaw 3357/2006



North  
Not to Scale



Affected Districts:

- R1 - Residential (Low Density) District
- PS - Public Service (Institutional or Government) District
- A1 - Future Urban Development District

*Change District from:*

- A1 to PS
- A1 to R1

Date: Jan 28, 2010

**Proposed Amendment**  
Map: 3/2010  
Bylaw: 3357/D-2010

**FILE COPY**

March 8, 2010

Anders East Developments (Melcor)  
4901-48 Street  
Red Deer, Alberta T4N 6M4

Dear Sir/Madam:

**Re: *Land Use Bylaw Amendment 3357/D-2010***  
***Clearview North Phase 2C***

At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, a Public Hearing was held with respect to *Land Use Bylaw Amendment 3357/D-2010*. Following the Public Hearing, Land Use Bylaw Amendment 3357/D-2010 was given second and third readings. A copy of the bylaw is attached.

*Land Use Bylaw Amendment 3357/D-2010* proposes rezoning of approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot in the Clearview Neighbourhood.

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

Sincerely,

Elaine Vincent  
Legislative and Administrative Services Manager  
/attach.

c. Parkland Community Planning Services

FILE COPY



**Council Decision – March 8, 2010**

**DATE:** March 9, 2010  
**TO:** Martin Kvapil, Parkland Community Planning Services  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Land Use Bylaw Amendment 3357/D-2010 – Rezoning of Approximately 2.0ac of Land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District / Clearview North Phase 2C/ Anders East Developments

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*Reference Report:*

Legislative & Administrative Services Manager, dated March 2, 2010

*Bylaw Readings:*

At the Monday, March 8, 2010 Regular Council Meeting Land Use Bylaw Amendment 3357/D-2010 received second and third readings. A copy of the bylaw is attached.

*Report Back to Council:* No

*Comments/Further Action:*

Land Use Bylaw Amendment 3357/D-2010 proposes to rezone approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Services (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot.

A handwritten signature in cursive script that reads 'Elaine Vincent'.

Elaine Vincent  
Legislative & Administrative Services Manager  
Attach./

- |                                  |  |
|----------------------------------|--|
| c: Development Services Director | Inspections & Licensing Manager            |
| Corporate Services Director      | Inspections & Licensing Supervisor         |
| Community Services Director      | Land & Economic Development Manager        |
| Planning Director                | IT Services – GIS Section                  |
| Engineering Services Manager     | Property Assessment Technician, Danny Lake |
| Financial Services Manager       | LAS File                                   |
| Assessment and Taxation Manager  |  |

**3357/D-2010 Land Use Bylaw Amendment  
Clearview North Phase 2C**

**DESCRIPTION:** Rezoning of approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Services (Institutional or Government) District.

**FIRST READING:** February 8, 2010

**FIRST PUBLICATION:** February 19, 2010

**SECOND PUBLICATION:** February 26, 2010

**PUBLIC HEARING & SECOND READING:** March 8, 2010

**THIRD READING:** MARCH 8, 2010

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

**DEPOSIT:** YES  \$ \_\_\_\_\_ NO

**COST OF ADVERTISING RESPONSIBILITY OF:** Melcor Developments

**ACTUAL COST OF ADVERTISING:**

\$ 173.60 X 2

**TOTAL:** \$ 347.20

**MAP PREPARATION:** \$ \_\_\_\_\_

**TOTAL COST:** \$ \_\_\_\_\_

**LESS DEPOSIT RECEIVED:** \$ \_\_\_\_\_

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

**INVOICE NO.:** 253252

**BATCH NO.:** 1074181

(Advertising Revenue to 180.5901)

**Land Use Bylaw Amendment 3357/D-2010  
Clearview North Neighbourhood – Phase 2C**

City Council proposes to pass Land Use Bylaw Amendment 3357/D-2010, which provides for an amendment to the Land Use Bylaw for the rezoning of approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot. This rezoning includes a portion of Churchill Close and a portion of Connaught Crescent (NE ¼ Sec. 22-38-27-4 and Lot 2, Block 1, Plan 792 1758) in the Clearview North Neighbourhood.

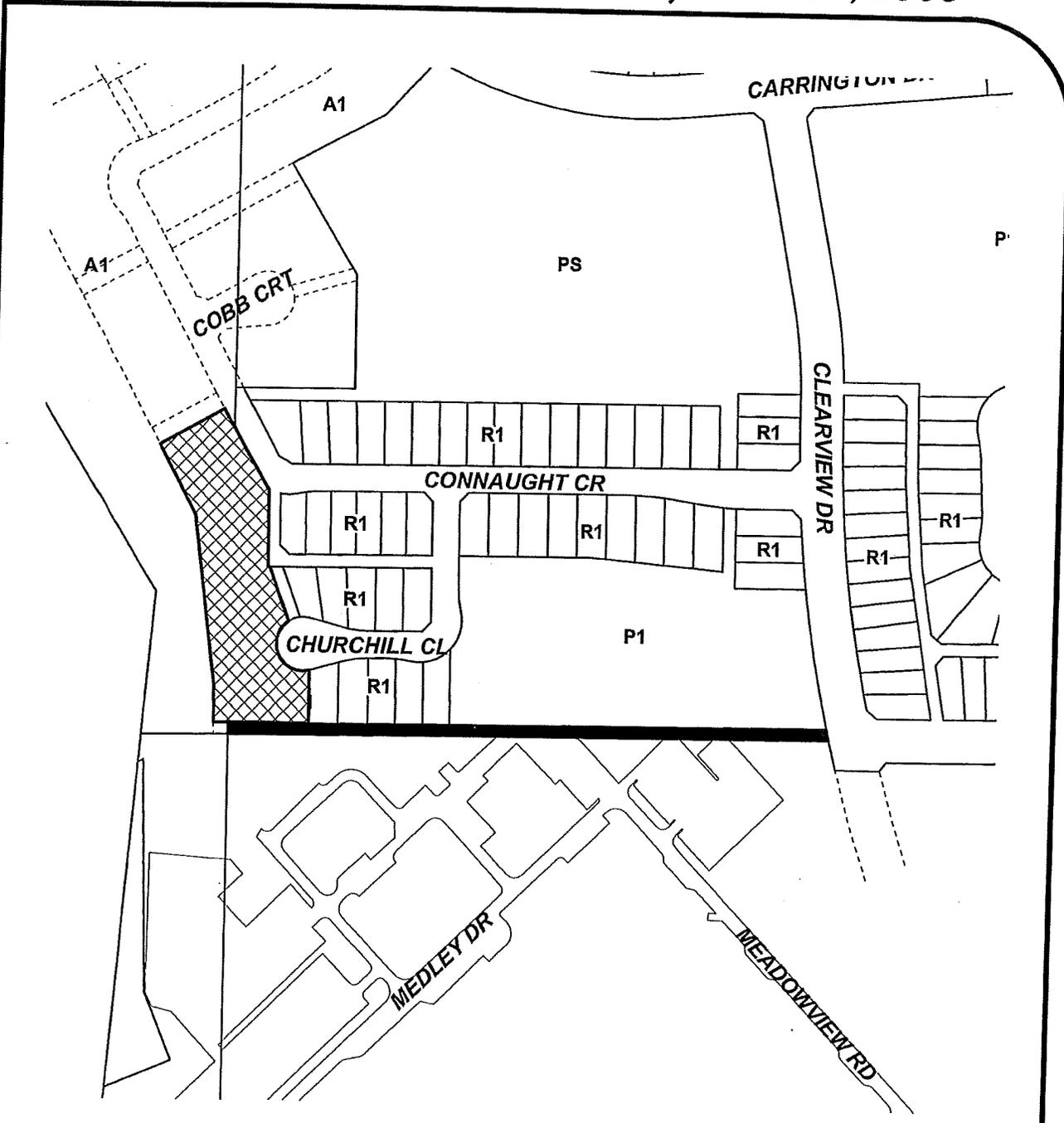
*Insert Map – DM# 921531*

The proposed bylaw may be inspected at Legislative & Administrative Services, 2<sup>nd</sup> Floor City Hall during regular office hours or for more details, contact Parkland Community Planning Services at 403-343-3394.

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, March 8, 2010** at 6:00 p.m. in Council Chambers, 2<sup>nd</sup> Floor at City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Administrative Services by **Tuesday, March 2, 2010**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Administrative Services at 403-342-8132.

(Publication Dates: February 19, 2010 and February 26, 2010)

# Proposed Amendment to Land Use Bylaw 3357/2006



Affected Districts:  
 R1 - Residential (Low Density) District  
 PS - Public Service (Institutional or Government) District  
 A1 - Future Urban Development District

Change District from:  
 A1 to PS  
 A1 to R1  
 Date: Jan 28, 2010

Proposed Amendment  
 Map: 3/2010  
 Bylaw: 3357/D-2010



LEGISLATIVE & ADMINISTRATIVE SERVICES

February 9, 2010

Anders East Developments (Melcor)  
4901-48 Street  
Red Deer, Alberta T4N 6M4

Dear Sir / Madam:

**Re: Land Use Bylaw Amendment 3357/D-2010**  
**Clearview North Phase 2C**

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3357/D-2010* at the City of Red Deer's Council Meeting held Monday, February 8, 2010. A copy of the bylaw is attached.

Land Use Bylaw Amendment 3357/D-2010 proposes rezoning of approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot in the Clearview Neighbourhood.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, March 8, 2010 at 6:00 p.m in Council Chambers, during Council's regular meeting.

You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$800. If you are not in agreement with paying this cost, please notify me by 11:00 A.M. on Tuesday, March 2, 2010. If you have any questions or require additional information, please contact me at 403.356.8978.

Sincerely,

Christine Kenzie  
Council Services Coordinator  
/attach.

c. Parkland Community Planning Services

**BYLAW NO. 3357/D-2010**

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map P17" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 3 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 8th day of February 2010.

READ A SECOND TIME IN OPEN COUNCIL this day of 2010.

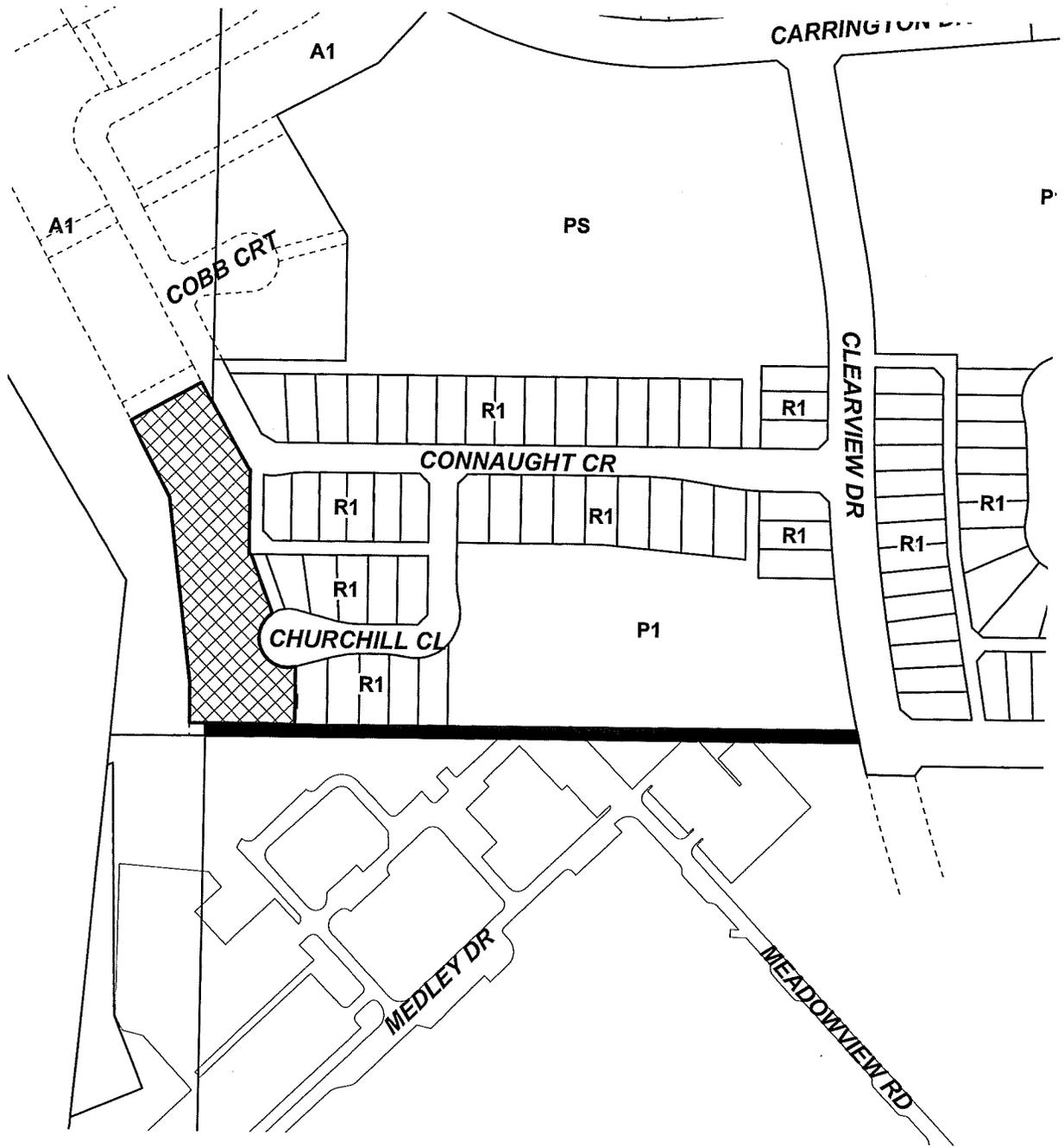
READ A THIRD TIME IN OPEN COUNCIL this day of 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2010.

\_\_\_\_\_  
MAYOR

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

# Proposed Amendment to Land Use Bylaw 3357/2006



Affected Districts:

- R1 - Residential (Low Density) District
- PS - Public Service (Institutional or Government) District
- A1 - Future Urban Development District

*Change District from:*

- A1 to PS
- A1 to R1

Date: Jan 28, 2010

Proposed Amendment  
 Map: 3/2010  
 Bylaw: 3357/D-2010

February 9, 2010

Dear Sir/Madam:

**Re: Land Use Bylaw Amendment 3357/D-2010  
Clearview North Neighbourhood – Phase 2C**

Red Deer City Council proposes to pass Land Use Bylaw Amendment 3357/D-2010 which proposes rezoning of approximately 2.0 acres of land from A1 Future Urban Development District to R1 Residential (Low Density) District and PS Public Service (Institutional or Government) District in order to create 6 detached dwelling residential lots, 1 public utility lot (PUL) and 1 public service lot. Please see the enclosed map which shows the location of the subject sites.

As a property owner in the area of proposed changes you have an opportunity to ask questions about the intended use and to let Council know your views. The proposed Bylaw may be inspected at Legislative & Administrative Services, 2nd Floor City Hall. For more details contact the city planners at Parkland Community Planning Services at 403.343.3394.

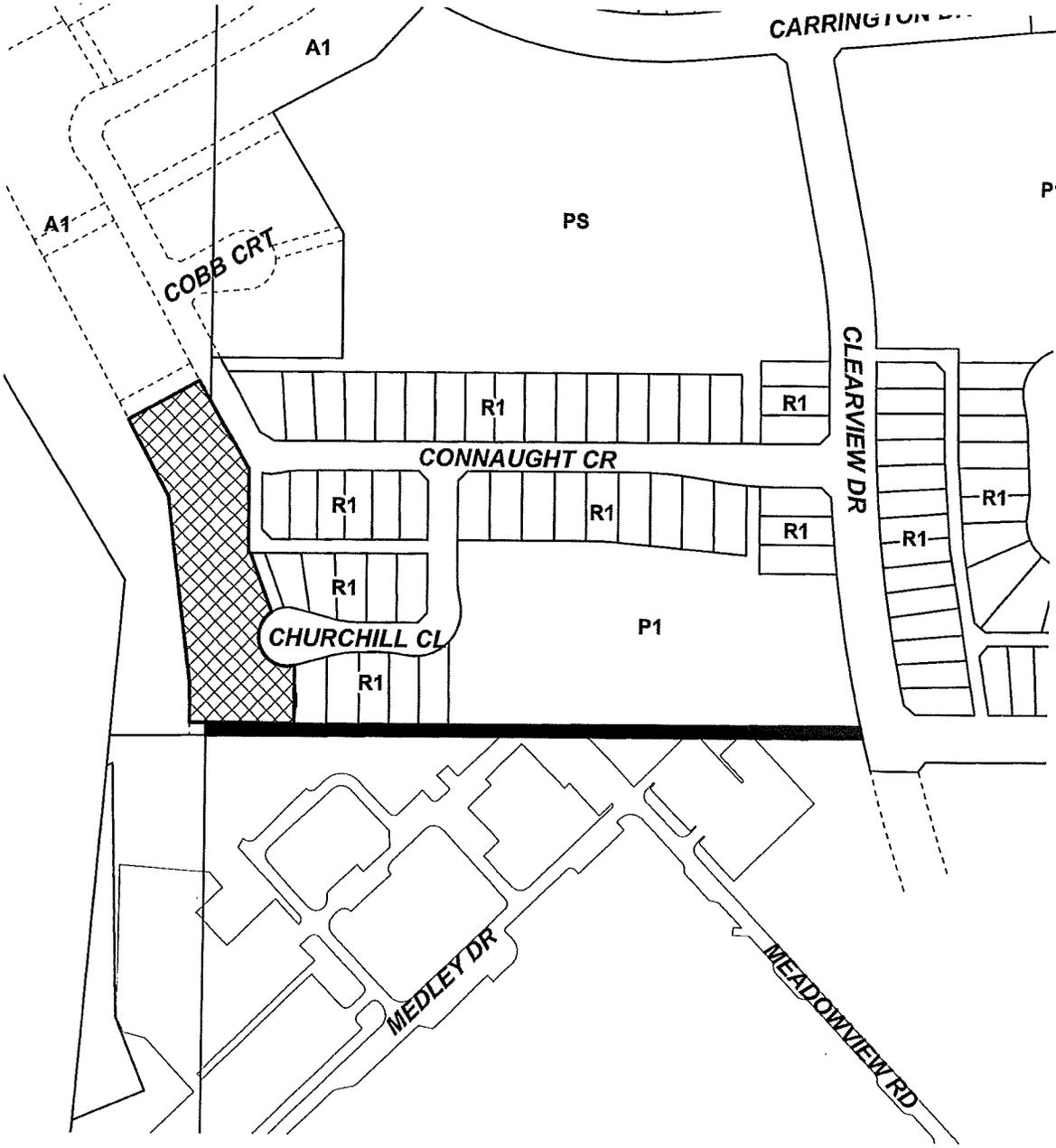
City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Monday, March 8, 2010 at 6 p.m. in Council Chambers, 2<sup>nd</sup> floor City Hall. If you would like a letter or petition included on the Council agenda it must be submitted to our office by Tuesday, March 2, 2010. You may also submit your letter or petition at the Public Hearing, or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes and any submission will be public information. If you have any questions regarding the use of this information, please contact Legislative & Administrative Services at 403.342.8132.

Yours truly,



Elaine Vincent  
Legislative & Administrative Services Manager  
Attachment

# Proposed Amendment to Land Use Bylaw 3357/2006



North  
Not to Scale



Affected Districts:

- R1 - Residential (Low Density) District
- PS - Public Service (Institutional or Government) District
- A1 - Future Urban Development District

*Change District from:*

- A1 to PS
- A1 to R1

Date: Jan 28, 2010

Proposed Amendment  
Map: 3/2010  
Bylaw: 3357/D-2010

ADDRES: PrimeOwnerName OwnerAddr1 OwnerAddr2 OwnerAddr3  
48226 HER MAJESTY THE QUEEN IN RI 17TH FLR C 10155 102 ST  
46699 ANDERS EAST DEVE 900-10310 J. EDMONTON, AB T5J 1Y8  
46885 GERALD LEM & DEB 9 CONNAUC RED DEER, AB T4P 0K3  
46884 AARON C WINTER 71 JENNER RED DEER, AB T4P 0A1  
46886 LOIS E ERICHSON 13 CONNAURED DEER, AB T4P 0K3  
46858 ADDISON VOLD 9 CLEARVIE RED DEER, AB  
46859 ANDERS EAST DEVE 900-10310 J. EDMONTON, AB T5J 1Y8  
46852 LANDMARK HOMES 200-6700 76 RED DEER, AB T4P 4G6  
46856 TODD GRAHAM & K/ 17 CLEARVI RED DEER, AB T4P 0K3  
46857 BROCK TATE & AMA 13 CLEARVI RED DEER, AB T4P 0K3  
47450 WILLIAM J & SHARO 3 CHURCHII RED DEER, AB T4P 0K4  
46687 AVALON CENTRAL A8- 7459 EDG RED DEER, AB T4P 3Z5  
46688 TED OLSON CONSTI 19 RITSON ( RED DEER, AB T4P 3S8  
9920 HER MAJESTY THE (C/O MINISTI 17TH FLR C 10155 102 ST  
9911 HER MAJESTY THE (IN RIGHT OI C/O ALBERT 17TH FLOOR CC

*\*Received from  
LeighAnn Butler.*

THE CITY OF RED DEER

Invoice Journal

Document		Amounts		Tax		Ty															
Ty	Number	Co	Item	G/L Date	Due Date	Inv Date	Account Number	Account Description	Co	G/L Class	Address #	Customer Name	Remark	PS	Gross Discount Available	G/L Distribution	LT	PC	Subledger	Ty	
RI	253251	00002	001	2010/04/22	2010/05/20	2010/04/20	00002	1266011	00002	VANESSAC	VANESSAC	CAROLINA HOMES INC	A	A	852.81	40.61				V	
				2010/04/20			T	ADVERTISING JOHNSTONE REZONING				ADVERTISING JOHNSTONE REZONING				812.20-				AA	
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RI	253252	00002	001	2010/04/22	2010/05/20	2010/04/20	00002	1001101	00002	VANESSAC	VANESSAC	MELCOR DEVELOPMENTS LTD			364.56	17.36				V	
				2010/04/20			T	ADVERTISING CLEARVIEW REZONING				ADVERTISING CLEARVIEW REZONING				347.20-					AA
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				Totals for Document								RI 253252 00002	Discount		364.56	17.36					
				Totals for Batch								1074181	Discount		1,217.37	57.97					
				Totals for User ID								VANESSAC	Discount		1,217.37	57.97					
				Grand Total								Discount			1,217.37	57.97					

**Reports Item No. 1**

**DATE:** March 1, 2010

**TO:** Elaine Vincent – Legislative & Administrative Services Manager

**FROM:** Pam Vust – Environmental Initiatives Coordinator

**RE:** Environmental Advisory Committee Resolution – Implement an Idle Free Public Education Campaign

---

**Background**

On July 28, 2008, Councillor Gail Parks filed a notice of motion directing administration to prepare a report outlining the process, steps and timing to implement an anti-idling Bylaw. On December 15, 2008, City Council accepted a report from administration in response to this notice of motion. At that time, City Council directed staff to begin research into an Idle Free public education campaign and referred the Idle Free Bylaw to the newly formed Environmental Advisory Committee (EAC) for further discussion and consideration. Since the EAC members had not yet been appointed, this issue was tabled until the Committee was ready to address it.

The Idle Free Bylaw was brought forward for discussion at the October 27, 2009 EAC meeting. At that meeting, the Committee received an update on the current status of the Corporate Idle Free Policy, general exemptions, Idle Free public education campaign and Idle Free Zone sign campaign. Information on the requirements of an Idle Free Bylaw and implementation process was also presented.

After discussion, the EAC passed the following motion:

**“Resolved that the Environmental Advisory Committee recommends to Red Deer City Council that the Environmental Initiatives section continues implementing the Idle-Free education campaign and following a 1 year period, the Environmental Advisory Committee will revisit the need for an Idle Free Bylaw.”**

**Discussion**

It is important that The City lead by example when implementing new environmental initiatives. The City's Corporate Idle Free Policy has been in place since January 2009. In 2009, The City saved approximately 76,628 litres of fuel and \$72,338 by reducing unnecessary idling of its own fleet vehicles, which represents a reduction of approximately 218,156 kg of CO<sub>2</sub>. This not only demonstrates The City's commitment to voluntarily reducing its contribution to air pollution, but also illustrates the financial benefits of reducing unnecessary vehicle idling.

An Idle Free Bylaw can be an effective way to address concerns about air quality, greenhouse gas emissions, urban noise, fuel consumption and vehicle theft. However, research shows that many individuals have misconceptions about the need to idle vehicles. Administration concurs with the EAC recommendation to continue to implement the Idle Free public education campaign before re-examining the need for an Idle Free Bylaw. This will allow administration to

clarify some of this misinformation and provide the public with an opportunity to voluntarily change their behaviour before becoming subject to enforcement action.

The current Idle Free education campaign involves several ad hoc initiatives to address excessive vehicle Idling. These initiatives include publishing information on The City's public website and developing Idle Free Zone signs, which have been made available to both City Departments and the public. As a result of these and other actions, PAMZ has recognized The City of Red Deer as an "Action HERO" (**Action** for **Health** and the **Environment** by **Reducing Ozone**). This program honours industries, businesses, municipalities and individuals who show leadership in reducing ground level ozone (often generated by vehicle emissions) through developing municipal plans, policies and program initiatives.

The Environmental Initiatives has also been working with the Parkland Airshed Management Zone (PAMZ), Alberta Environment, other municipalities and airshed groups to investigate development and delivery of comprehensive school and public Idle Free education campaigns. Partnering with these groups will reduce the cost of developing materials and will ensure consistent messaging across Alberta. Allowing administration time to develop and implement these campaigns will allow the general public to adjust their personal habits before administration re-examines the need for an Idle Free Bylaw.

**Recommendation:**

**That Council for The City of Red Deer accept the Environmental Advisory Committee recommendation to continue implementation of an Idle Free public education campaign and revisit the need for an Idle Free Bylaw in 2011.**



Pam Vust  
Environmental Initiatives Coordinator



Tom Warder  
Environmental Services Manager



**DATE:** March 1, 2010  
**TO:** Elaine Vincent – Legislative & Administrative Services Manager  
**FROM:** Wayne Pander – Chair, Environmental Advisory Committee  
**RE:** Environmental Advisory Committee Resolution – Implement an Idle Free Public Education Campaign

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On December 11, 2008, City Council referred the issue of an Idle Free Bylaw to the newly formed Environmental Advisory Committee (EAC) for further discussion and consideration. This issue was discussed at the October 27, 2009 EAC meeting.

The EAC supports administration's current Idle Free education initiatives and would like to see this program expanded to target Red Deer schools, residents and businesses. Once this campaign has been implemented, the EAC would like the opportunity to reconsider the need for an Idle Free Bylaw.

**EAC Recommendation to Red Deer City Council:**

***“Resolved that the Environmental Advisory Committee recommends to Red Deer City Council that the Environmental Initiatives section continues implementing the Idle-Free education campaign and following a 1 year period, the Environmental Advisory Committee will revisit the need for an Idle Free Bylaw.”***

 (Evan Bedford)

Wayne Pander  
Chair, Environmental Advisory Committee



Excerpt from July 28, 2008  
Council Meeting Minutes

Council Minutes – July 28, 2008

## NOTICE OF MOTION

Councillor Parks presented the following Notice of Motion. **Re: Anti-Idling Bylaw and Enhance Noise Bylaw.**

**“WHEREAS** other municipalities have adopted strategies related to air and noise pollution in an effort to make their communities more liveable that focuses first on education and secondly on enforcement;

**AND WHEREAS** emissions from internal combustion engines are a source of atmospheric pollutants and greenhouse gases;

**AND WHEREAS** such emissions have negative implications for local, regional and global climate and air quality, with accompanying implications for the health, safety, and well-being of its community;

**AND WHEREAS** work by the Federal Government and Canadian municipalities indicates that an idling control bylaw is a key element of a public awareness and education program to reduce unnecessary vehicle idling (source: City of Vancouver July 18, 2008 Motor Vehicle Noise and Emission Abatement Bylaw);

**AND WHEREAS** further in the City of Vancouver report it states that unnecessary vehicle idling contributes to the unproductive use of non-renewable resources, increased noise pollution and the production of greenhouse gases. In addition, unnecessary vehicle idling contributes to air pollution causing health problems especially in young and elderly people with asthma, lung and heart conditions. The average light duty vehicle in Canada consumes about 2 litres of fuel per hour of idling, and the typical heavy duty vehicle can consume almost 4 litres of fuel per hour of idling,

**AND WHEREAS** in a report from CBC Marketplace titled "Noise Regulations in Canada" dated November 7, 2001(as attached) it indicates that in other municipalities and countries, measures have been taken to try to establish acceptable community noise levels;

**AND WHEREAS** the City of Red Deer has bylaws in place that addresses issues related to noise and before Council of the City of Red Deer can consider changes to its noise bylaw, information on what the City is now doing with respect to noise control needs to be reviewed.

**THEREFORE** be it resolved that Council of the City of Red Deer directs administration to prepare a report that:

- a. Establishes the earliest dates for the enactment of an anti-idling bylaw and for amendments to be made to the noise bylaw.
- b. Establishes idling limits.
- c. Establishes enforcement.



- d. Contains a comprehensive public education campaign on advantages of complying with a proposed City anti-idling bylaw and an enhanced noise bylaw.
- e. Identifies any financial impact to the City.
- f. Contains an overview of other municipalities that have Anti-idling Bylaws and their success stories and what they might have done differently.
- g. Addresses the development of a comprehensive air quality strategy for the City of Red Deer.”

Originally Presented to Council on  
December 15, 2008

Path:



Environmental Services Department

**Date:** December 11, 2008  
**To:** Legislative and Administrative Services Manager  
**From:** Environmental Initiatives Coordinator  
**Re:** **Process, Steps and Timing to Implement an Anti-Idling Bylaw**

---

Thank you for the opportunity to provide input regarding the Anti-Idling Bylaw. As requested, I have attached a document outlining the process, steps and timing to consider before undertaking an anti-idling bylaw.

### Background

An anti-idling bylaw can be an effective way to address concerns about air quality, greenhouse gas (GHG) emissions, urban noise, fuel consumption and vehicle theft. Pollutants normally originating from vehicle emissions have been monitored and reported by the Parkland Airshed Management Zone (PAMZ) at the Riverside Continuous Air Quality Monitoring Station in Red Deer since 2002. Although air quality parameters for these substances have not been exceeded during this time, implementing an anti-idling bylaw would help to maintain Red Deer's good air quality.

In addition to continuous air quality monitoring, PAMZ has partnered with the Red Deer Public School Board to conduct air quality monitoring on the current levels of air pollution from vehicle idling near a Red Deer school. This project is scheduled to start in January 2009 and will provide baseline data to compliment an anti-idling public education campaign.

Public Works has already developed a Corporate Policy on anti-idling for City owned vehicles. If Council decides to proceed with this initiative, it would be beneficial to allow the internal anti-idling Policy to be in place for at least one year before implementing the bylaw. This will allow The City to lead by example and will give the public an opportunity to voluntarily change their behavior before becoming subject to enforcement action. It will also allow Administration to gather and incorporate information such as the successes and challenges of undertaking an anti-idling program and the amount of fuel and money saved, into the public education campaign.

December 10, 2008  
Legislative and Administrative Services Manager  
Page 2 of 3

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Summary of Options:

I believe there are three options that Council could consider when contemplating an anti-idling bylaw.

1. Council could begin development of a bylaw now and Administration could develop a public education campaign in 2009. This will provide a legal framework to support an education campaign, however enforcement capacity will need to be considered.
2. Council could choose to focus solely on public education and not implement a bylaw.
3. Council could implement a public education campaign in 2009 and subsequently introduce a bylaw. This will give Administration time to conduct a benefit assessment of the internal Policy and budget for additional enforcement resources, if necessary. It will also allow the public to voluntarily change their behavior before becoming subject to enforcement action.

Summary of Required Resources

In order to promote citizen buy in and increase the short and long term success of this program, there are a number of steps that should be followed. Detailed information on these steps and the costs associated with developing an anti-idling bylaw are included in the attached document.

Should Council decide to proceed with an anti-idling bylaw, it is expected to take approximately 225 person hours to conduct research, public consultation and develop a public education campaign for the anti-idling bylaw.

A Service Plan Funding Requirement for the 2009 budget has been prepared to provide research and support to the Environmental Initiatives Coordinator and the Environmental Advisory Committee. If the Service Plan Funding Requirement is approved and Council proceeds with developing an anti-idling bylaw, the position could provide support to this initiative.

Council should also consider developing a public education campaign through our Communications Department to educate our citizens about vehicle idling issues.

December 10, 2008  
Legislative and Administrative Services Manager  
Page 3 of 3

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Appropriate resources would need to be allocated to support the desired scope and extent of this campaign.

It is expected that anti-idling bylaw enforcement may also require additional enforcement resources. Once the preferred enforcement level has been determined, additional resources may be requested.

We understand that Council is considering reinstating the Environmental Advisory Committee. If this Committee is re-established, Council should refer the anti-idling issue to them for consideration in conjunction other environmental priorities. This would allow for additional community discussion and public input and would assist Council in determining the public's environmental priorities.

Recommendation:

1. Accept the report as the response to Councillor Parks' notice of motion.
2. Refer the anti-idling issue to the Environmental Advisory Committee for discussion and consideration.

Pam Vust  
Environmental Initiatives Coordinator

### Proposed Process, Steps and Timing to Implement an Anti-Idling Bylaw

Vehicle exhaust contributes to urban smog, acid rain, global warming and can negatively impact respiratory health. Although it is not possible to eliminate all sources of air pollution, it is possible to reduce impacts to air quality by regulating the amount of unnecessary vehicle idling that occurs.

#### Steps to Implement an Anti-Idling Bylaw

##### 1. Determine the Objective of Anti-Idling Initiatives

There are currently several anti-idling bylaws in place for municipalities across Canada that have been implemented to protect air quality and/or reduce greenhouse gas (GHG) emissions, urban noise, fuel consumption and vehicle theft. Although anti-idling bylaws are effective tools to reduce unnecessary vehicle idling, there may be other mechanisms, such as education campaigns or community based social marketing campaigns that may effectively address The City's concerns, but will not require additional resources for enforcement.

##### 2. Research Anti-idling Bylaws and Current Levels of Vehicle Emissions

If Council determines that an anti-idling bylaw is necessary, staff should review bylaws implemented by other Canadian municipalities to determine which provisions Red Deer might consider including. Special consideration should be given to the length of time vehicles are allowed to idle and exemptions to allow idling under certain circumstances. It is important that any bylaw be practical, enforceable and legally defensible.

The Parkland Airshed Management Zone has partnered with the Red Deer Public School Board to conduct air quality monitoring within a school zone in 2009. This project will provide baseline data to determine the current levels of air pollution from vehicle idling near schools and provide a mechanism to measure improvement over time. This information will also compliment an anti-idling public education campaign.

##### 3. Implement Internal Anti-Idling Policy

The City will need to lead by example when implementing new anti-idling initiatives. Public Works is currently developing an internal anti-idling policy for all City vehicles and expects to present it to Council before the end of 2008. It is important to ensure that this policy is consistent, fair and practical and that it meets or exceeds the requirements that will be imposed on the public.

Having the internal anti-idling policy in place before implementing the bylaw will allow The City to identify successes and challenges and give Administration time to implement a public education campaign about the myths and impacts of vehicle idling.

#### 4. Determine Enforcement Intensity

Municipal approaches to anti-idling bylaws range from a heavy focus on education with enforcement used only in special cases, to aggressive ticket writing campaigns. In Alberta, three municipalities that represent varying levels of enforcement include Jasper, Hinton and St. Albert.

The Town of Jasper has implemented a public education campaign along with a aggressive anti-idling warning and ticket writing campaign. This has resulted in significant reduction in vehicle idling since its implementation. However, they have encountered some difficulties with enforcing temperature and time provisions of their bylaw. The Town of Hinton has a complaint based enforcement system, although bylaw officers will also issue tickets to idling vehicles if they are seen while out on patrol. Hinton estimates that their existing bylaw officer spends approximately 20% of his time enforcing the anti-idling bylaw, but they also have had some enforcement assistance from the RCMP. The City of St. Albert has implemented the bylaw, but is currently focusing on public education and has not yet begun its enforcement phase. Although all of these approaches have been effective, they require different resources to implement.

#### 5. Conduct Public Consultation

Once the anti-idling bylaw has been drafted and The City's Solicitor has reviewed it, The City should consider issuing a news release to inform the public and solicit their feedback on the proposed bylaw. Providing a 4 week window for the public to submit their written comments will allow stakeholders to identify any issues that The City may not have previously considered. This will help to ensure that the anti-idling bylaw meets the needs of both the residential and commercial sectors while still protecting Red Deer's air quality.

#### 6. Consideration of Bylaw by City Council

Once the bylaw has been finalized, it would be presented to City Council to proceed through the normal bylaw approval process.

#### 7. Implement the Bylaw

If the anti-idling bylaw is passed, The City of Red Deer may want to consider a phased approach to enforcement to ensure that the public has ample opportunity to hear about the bylaw and voluntarily change their behavior before becoming subject to enforcement action.

During the first year of implementation, The City may want to focus efforts on general public education. Dispelling the myths surrounding the need to warm up vehicles and providing information on the health and environmental impacts of vehicle idling could minimize objections to the new bylaw and build public support and buy in. After the first year, enforcement actions could progress to issuing warnings and imposing fines for idling vehicles.

## Timeline

Researching, developing, collecting feedback and implementing an anti-idling bylaw is expected to take approximately 4 to 6 months. If this process begins near the end of the first year of the internal Policy implementation, the bylaw could be in place within 14 – 18 months.

## Resources and Costs

### Staff Time:

It is expected to take approximately 75 person hours to research and draft the anti-idling bylaw. The City Solicitor must also review the bylaw prior to releasing it for public comment. Another 75 hours of staff time will be needed to review public concerns and potentially modify the bylaw based on public comments. Depending on the public response, additional staff time will likely be required to respond to inquiries from the media and the general public. It will also take approximately 75 person hours to develop a public education campaign.

A Service Plan Funding Requirement for the 2009 budget has been prepared to provide research and support to the Environmental Initiatives Coordinator and the Environmental Advisory Committee. If the Service Plan Funding Requirement is approved, this position could help to support to the development of the bylaw.

### Public Education:

Regardless of the level of enforcement, a public consultation/education campaign will need to be undertaken to inform the public of the new bylaw. The Communications Department typically spends approximately \$10,000 for a standard public education campaign that includes advertisement on The City's webpage, utility bill inserts, posters, brochures, public service announcements and five or six advertisements in the "City Page". If The City chooses to add billboards, bus benches or other advertisement, another \$5,000 should be added to the budget. Annual ongoing costs to maintain the campaign will be approximately \$5,000.

Please note the costs for developing the campaign will be higher if an external consultant is hired to develop it.

### Enforcement:

Any bylaw that includes an enforcement aspect will require additional resources for enforcement support. The degree of support will depend on the aggressiveness of the campaign. For example, Jasper's anti-idling program requires one full time bylaw officer, while Hinton's anti-idling program requires approximately 20% of one bylaw officer's time.

Given that existing enforcement staff are already straining to meet current work loads, and that there are several new bylaws and legislative requirements designed to protect the environment, (low flow fixtures component of the Utility Bylaw, the proposed Water Waste Bylaw and an increasing number of third party spills and

illegal discharges into the storm water system) City Council may want to consider hiring a Bylaw Officer specifically focused on addressing environmental issues.

The salary and benefits for a new Compliance Officer will cost approximately \$50,000 annually. If the anti-idling bylaw is developed and introduced in 2009, funds for an environmentally focused bylaw officer could be included in the 2010 budget.



Excerpt from December 15, 2008  
Council Meeting Minutes

Public Works Manager and the Environmental Initiatives Coordinator presented the New Corporate Policy 4608-CA Anti-Idling Policy presentation. Following the presentation, Council considered a report from the Environmental Initiatives Coordinator **Re: Process, Steps and Timing to Implement an Anti-Idling Bylaw.**

Councillor Parks opposed this resolution and reported timelines from several different municipalities that have implemented the Anti-Idling in a short period of time. Following discussion, the following motion was introduced and passed:

Moved by Councillor Pimm, seconded by Councillor Watkinson-Zimmer

*“Resolved* that Council of the City of Red Deer having considered the report from the Environmental Initiatives Coordinator, dated December 11, 2008 Re: Process, Steps and Timing to Implement an Anti-Idling Bylaw, hereby:

1. accepts the above noted report as a response to Councillor Parks’ Notice of Motion; and
2. refer the Anti-Idling Bylaw consideration to the Environmental Advisory Committee.”

IN FAVOUR: Councillors Jefferies, Mulder, Pimm, Veer, Watkinson-Zimmer, Wong and Mayor Flewwelling

OPPOSED: Councillor Buchanan and Parks

MOTION CARRIED

***Comments:***

I support the continued Idle Free Campaign and the need to consider the need for a bylaw in one year's time.

"Craig Curtis"  
City Manager



## Request: Report for Inclusion on a Council Agenda

Requests to include a report on a Council Agenda must be received by 4:30pm on Monday (5 business days) prior to the scheduled meeting.

**PLEASE NOTE:** If reports are not received by Monday (5 business days) prior to the scheduled meeting/hearing the report may be moved to the next Agenda.

CONTACT INFORMATION			
Name of Report Writer:	Pam Vust		
Department & Telephone Number:	Environmental Services 403-342-8751		
REPORT INFORMATION			
Preferred Date of Agenda:	March 8, 2010		
Subject of the Report (provide a brief description)	Resolution from the Environmental Advisory Committee re: Idle Free Bylaw		
Is this Time Sensitive? Why?	Yes. This issue has been ongoing since July 2008.		
What is the Decision/Action required from Council?	Either accept or reject the EAC and Administration's recommendation		
Please describe Internal/ External Consultation, if any.	This issue was referred to the EAC by Council. Before taking it to council, I consulted internally with Inspections and Licensing re their enforcement capacity. Extensive public consultation will be required if Council proceeds with a Bylaw.		
Is this a Committee of the Whole item?	No		
How does the Report link to the Strategic Plan? Sust 2.2 actively engage, educate and partner with the community to encourage new and creative environmental initiatives. Sust 3.1 promote Red Deer's environmental stewardship			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe.  No. If we develop a Bylaw, Legal will need to be consulted.			
Has Financial Services been consulted? Are there any financial implications? Please describe.  Idle free education campaign will be supported through the Environmental Initiatives budget			
Presentation: (10 Min Max.)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Presenter Name and Contact Information: N/A Pam Vust will be available to answer Council's questions but I do not have a presentation planned
COMMUNITY IMPACT			
Should External Stakeholder(s) be advised of the Agenda item? (e.i. Community Groups, Businesses, Community Associations) If Yes, please provide the Contact Information for the External Stakeholder(s)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
External Stakeholder(s) Contact Information: (please provide, name, mailing address, telephone number and e-mail address) N/A			
FOR LEGISLATIVE & ADMINISTRATIVE SERVICES USE ONLY			
Has this been to SMT / Topics/ Committees: MPC, EAC, CPAC <span style="float: right;">(Please circle those that apply)</span>			
<b>SMT</b>	<b>Topics</b>	<b>Board(s) / Committee(s)</b>	
When/describe: _____	When/Describe: _____	When/Describe: _____	

Do we need Communications Support?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please return completed form, along with report and any additional information to Legislative & Administrative Services.



**DATE:** March 1, 2010

**TO:** Elaine Vincent – Legislative & Administrative Services Manager

**FROM:** Pam Vust – Environmental Initiatives Coordinator

**RE:** Environmental Advisory Committee Resolution – Implement an Idle Free Public Education Campaign

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### **Background**

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After discussion, the EAC passed the following motion:

***“Resolved that the Environmental Advisory Committee recommends to Red Deer City Council that the Environmental Initiatives section continues implementing the Idle-Free education campaign and following a 1 year period, the Environmental Advisory Committee will revisit the need for an Idle Free Bylaw.”***

### **Discussion**

It is important that The City lead by example when implementing new environmental initiatives. The City's Corporate Idle Free Policy has been in place since January 2009. In 2009, The City saved approximately 76,628 litres of fuel and \$72,338 by reducing unnecessary idling of its own fleet vehicles, which represents a reduction of approximately 218,156 kg of CO<sub>2</sub>. This not only demonstrates The City's commitment to voluntarily reducing its contribution to air pollution, but also illustrates the financial benefits of reducing unnecessary vehicle idling.

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The Environmental Initiatives has also been working with the Parkland Airshed Management Zone (PAMZ), Alberta Environment, other municipalities and airshed groups to investigate development and delivery of comprehensive school and public Idle Free education campaigns. Partnering with these groups will reduce the cost of developing materials and will ensure consistent messaging across Alberta. Allowing administration time to develop and implement these campaigns will allow the general public to adjust their personal habits before administration re-examines the need for an Idle Free Bylaw.

**Recommendation:**

**That Council for The City of Red Deer accept the Environmental Advisory Committee recommendation to continue implementation of an Idle Free public education campaign and revisit the need for an Idle Free Bylaw in 2011.**

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Pam Vust  
Environmental Initiatives Coordinator

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Tom Warder  
Environmental Services Manager

## Christine Kenzie

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**From:** Pam Vust  
**Sent:** March 03, 2010 8:14 AM  
**To:** Christine Kenzie  
**Cc:** Greg Sikora  
**Subject:** amended Memo to Council from Admin re:Idle Free Bylaw and Public Ed campaign

**Attachments:** Idle Free Bylaw and Ed campaign.doc

Hi Christine. Here is the memo with the 2009 idling data. Please note that this does not include Jan or Feb 2010 numbers because they have not been finalized yet. (and you shouldn't even have to format the second page!)

I believe Public Works calculates this number by comparing our fuel consumption for the same period of time in 2008. (**Greg** – can you please confirm this?) According to Greg Sikora, Public Works Manager, The fuel savings are not as high as expected because:

1. most of the equipment moved to the Civic Yards in 2009, which increased fuel consumption due to increased travel distance
2. Cold weather and reduced heated storage for equipment means that some idling is required to warm hydraulic fluid before the equipment can be used
3. it has been a while since The City has promoted Idle Free Policy to its staff and some people need to be reminded to change their old habits.

If you have any other questions, please let me know. I will be in and out of my office today and gone to the Home Show on Thursday and Friday.



Idle Free Bylaw and  
Ed campaig...

Cheers!

*Pam Vust*

Environmental Initiatives Coordinator  
City of Red Deer  
Phone: 403-342-8751  
Fax: 403-309-2695  
email: pam.vust@reddeer.ca

Please consider the environment before printing this email.

**DATE:** March 1, 2010

**TO:** Elaine Vincent – Legislative & Administrative Services Manager

**FROM:** Wayne Pander – Chair, Environmental Advisory Committee

**RE:** Environmental Advisory Committee Resolution – Implement an Idle Free Public Education Campaign

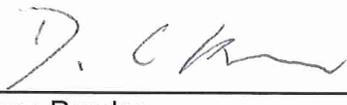
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**EAC Recommendation to Red Deer City Council:**

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 (Evan Bedford)

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Wayne Pander  
Chair, Environmental Advisory Committee

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**AND WHEREAS** such emissions have negative implications for local, regional and global climate and air quality, with accompanying implications for the health, safety, and well-being of its community;

**AND WHEREAS** work by the Federal Government and Canadian municipalities indicates that an idling control bylaw is a key element of a public awareness and education program to reduce unnecessary vehicle idling (source: City of Vancouver July 18, 2008 Motor Vehicle Noise and Emission Abatement Bylaw);

**AND WHEREAS** further in the City of Vancouver report it states that unnecessary vehicle idling contributes to the unproductive use of non-renewable resources, increased noise pollution and the production of greenhouse gases. In addition, unnecessary vehicle idling contributes to air pollution causing health problems especially in young and elderly people with asthma, lung and heart conditions. The average light duty vehicle in Canada consumes about 2 litres of fuel per hour of idling, and the typical heavy duty vehicle can consume almost 4 litres of fuel per hour of idling,

**AND WHEREAS** in a report from CBC Marketplace titled "Noise Regulations in Canada" dated November 7, 2001(as attached) it indicates that in other municipalities and countries, measures have been taken to try to establish acceptable community noise levels;

**AND WHEREAS** the City of Red Deer has bylaws in place that addresses issues related to noise and before Council of the City of Red Deer can consider changes to its noise bylaw, information on what the City is now doing with respect to noise control needs to be reviewed.

**THEREFORE** be it resolved that Council of the City of Red Deer directs administration to prepare a report that:

- a. Establishes the earliest dates for the enactment of an anti-idling bylaw and for amendments to be made to the noise bylaw.
- b. Establishes idling limits.
- c. Establishes enforcement.

- d. Contains a comprehensive public education campaign on advantages of complying with a proposed City anti-idling bylaw and an enhanced noise bylaw.
- e. Identifies any financial impact to the City.
- f. Contains an overview of other municipalities that have Anti-idling Bylaws and their success stories and what they might have done differently.
- g. Addresses the development of a comprehensive air quality strategy for the City of Red Deer.”

## Christine Kenzie

---

**From:** Pam Vust  
**Sent:** February 26, 2010 10:08 AM  
**To:** Christine Kenzie  
**Cc:** 'Evan Bedford'  
**Subject:** Idle Free bylaw report to Council from EAC

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Attachments:** Memo from EAC to Council Idle Free Bylaw and Ed campaign.doc

Hi Christine.

I just cc'd you on an email from Evan Bedford, vice chair of the EAC. He's ok with the report that I drafted but can't come in to sign it until late Monday afternoon. Here is the report for your records, and I will send the signed original once I receive it.

If you have any questions, please let me know.



Memo from EAC to  
Council Idle ...

Cheers!

*Pam Vust*

Environmental Initiatives Coordinator  
City of Red Deer  
Phone: 403-342-8751  
Fax: 403-309-2695  
email: pam.vust@reddeer.ca

 Please consider the environment before printing this email.

## Christine Kenzie

---

**To:** Elaine Vincent  
**Subject:** FW: amended Memo to Council from Admin re:Idle Free Bylaw and Public Ed campaign

FYI -- Comments from Greg Sikora re Pam Vust's email.

*Christine Kenzie*  
Council Services Coordinator

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Legislative & Administrative Services  
City of Red Deer  
Phone: 403.356.8978 Fax: 403.346.6195  
christine.kenzie@reddeer.ca

---

**From:** Greg Sikora  
**Sent:** March 03, 2010 10:08 AM  
**To:** Pam Vust; Christine Kenzie  
**Subject:** RE: amended Memo to Council from Admin re:Idle Free Bylaw and Public Ed campaign

I added 'may not be' within the attached, because I do not know the results. Based on initial discussions with Grant, he suggested that the resuction may not be as high as anticipated, but I am not certain of the results. Items 1, 2 and 3 are definitely factors, how much I do not know.

**Greg Sikora M.Sc., P.Eng.**  
Public Works Manager  
The City of Red Deer  
w 1.403.342.8241  
c 1.403.348.1888

---

**From:** Pam Vust  
**Sent:** March 03, 2010 8:14 AM  
**To:** Christine Kenzie  
**Cc:** Greg Sikora  
**Subject:** amended Memo to Council from Admin re:Idle Free Bylaw and Public Ed campaign

Hi Christine. Here is the memo with the 2009 idling data. Please note that this does not include Jan or Feb 2010 numbers because they have not been finalized yet. (and you shouldn't even have to format the second page!)

I believe Public Works calculates this number by comparing our fuel consumption for the same period of time in 2008. (**Greg** – can you please confirm this?) According to Greg Sikora, Public Works Manager, The fuel savings **may not be** as high as expected because:

1. most of the equipment moved to the Civic Yards in 2009, which increased fuel consumption due to increased travel distance
2. Cold weather and reduced heated storage for equipment means that some idling is required to warm hydraulic fluid before the equipment can be used
3. it has been a while since The City has promoted Idle Free Policy to its staff and some people need to be reminded to change their old habits.

If you have any other questions, please let me know. I will be in and out of my office today and gone to the Home Show on Thursday and Friday.

<< File: Idle Free Bylaw and Ed campaign.doc >>

Cheers!

*Pam Vust*

Environmental Initiatives Coordinator

City of Red Deer

Phone: 403-342-8751

Fax: 403-309-2695

email: pam.vust@reddeer.ca

 Please consider the environment before printing this email.

**DATE:** March 9, 2010  
**TO:** Pam Vust, Environmental Initiatives Coordinator  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Environmental Advisory Committee Resolution – Implement an Idle Free Public Education Campaign

---

*Reference Report:*

Environmental Initiatives Coordinator, dated March 1, 2010

*Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Environmental Initiatives Coordinator, dated March 1, 2010, re: Environmental Advisory Committee Resolutions – Implement an Idle Free Public Education Campaign hereby accepts the Environmental Advisory Committee recommendation to continue implementation of an Idle Free public education campaign and revisit the need for an Idle Free Bylaw in 2011.”

MOTION CARRIED

*Report Back to Council:* No

*Comments/Further Action:*



Elaine Vincent  
Legislative & Administrative Services Manager

c: Director of Development Services  
Environmental Services Manager

**Reports Item No. 2****ELECTRIC, LIGHT & POWER DEPARTMENT**

DATE: March 1, 2010

TO: Elaine Vincent, Manager, Legislative & Administrative Services

FROM: Garfield Lee, Senior Electrical Engineer, Electric Light & Power  
Ligong Gan, Manager, Electric Light & Power

RE: LED Street Light Pilot Project

---

**BACKGROUND**

At the present time, Red Deer streets are lit by over 11,000 streetlights. They are supported by the mill rate with, on an annual basis, \$1.2M in electricity cost and \$313,000 in maintenance, repair and replacement.

EL&P is always looking at ways to reduce these costs, including designing for minimum light levels that still meet industry standards, using efficient fixtures, and purchasing longer life bulbs.

In the 1980s, EL&P replaced virtually all existing Mercury Vapor (MV) lights for the more efficient and longer-lasting High Pressure Sodium (HPS) lights. That change-out greatly reduced electricity consumption, and the operating & maintenance costs.

In the late 1990s, EL&P chose to use the lower level of the industry lighting standard, Illuminating Engineering Society (IES) RP8. 100W HPS bulbs were used for residential streets whereas many utilities were still using 200W bulbs. When super long-lasting HPS bulbs became available, EL&P switched to the new product to further reduce maintenance costs.

In the early 2000s, the City began to use full cutoff flat glass light fixtures for all new installations to minimize the amount of light shining directly into the sky. This change reflected an increased focus on the environment.

**RECENT DEVELOPMENTS IN LIGHTING TECHNOLOGY**

The global focus on the environment has been reflected in the roadway lighting industry with increased promotion of emerging lighting technologies, including induction lights,

metal halide lights, high efficiency HPS lights and more recently, LED street lights. There has also been advancement in light control technology, most notably adaptive lighting technology (dimmed lights late at night when there is less traffic on the road). Some cities are considering reducing light levels below the industry standard IES RP8 guideline that was developed in the 1960s when energy was plentiful.

Many of these technologies are very new, and are changing and improving rapidly. For example, in the past two years, LED lights have halved in price and doubled in life expectancy, and more LED manufacturers now meet IES lighting standards.

### **PURPOSE OF OUR LED PILOT PROJECT**

The purpose of our LED pilot project is to:

- Observe the performance of the LED lights as claimed by the manufacturers in terms of light intensity and uniformity on the roadway, and light color.
- Compare the total electricity consumption with conventional lights.
- Increase the public's awareness of LED lights and other new lighting technologies.
- Observe real-life installation and operational issues.
- Determine if any further tests are needed in the future.

In addition, we would like to use the opportunity to engage the general public in telling us how they feel about Red Deer's road way lighting in general. This will be critical if the City wants to change the design standard on lighting levels as a means to further reduce costs and CO<sub>2</sub> emissions.

### **DETAILS OF THE PILOT PROJECT**

EL&P plans to install the following new lights on 16 to 24 existing poles in the Anders neighborhood.

- 4 metal halide light fixtures
- 12 to 20 LED light fixtures (from three to five different manufacturers)

### **Location of Installation – Addington Drive, Anders**

The lights will be installed along Addington Drive in the Anders neighborhood. See the attached map.

### **Study Period – April to June**

Installation of the new lights will begin in late March. The lights will stay there until late June to provide sufficient time for the public to provide their feedback, and for EL&P to collect data on electricity consumption and lighting levels. Metering of electricity consumption will also be done in our lab.

### **Cost Estimate**

The project cost is estimated as follows:

Material (wiring, etc.)	\$2,000
Labor (installation)	\$3,000
Signs	\$2,000
Survey & web page	\$2,000
Other miscellaneous costs	\$2,000
Total cost	\$11,000

The approved budget amount for this study is \$20,000 in the 2010 department budget. This below-budget cost estimate reflects the free samples of lights from the lighting manufacturers.

### **Communication Plan**

EL&P has been working with Communications department on an effective public communication plan. EL&P has informed other City departments and the Environmental Advisory Steering Committee.

Advance notice will be provided to the area residents of the details of the project, and signs will be installed on site. The signs will refer drivers or pedestrians to the City web site where detailed information of the project is provided. The public can choose to fill out a survey in the same web site by telling how they feel about the lights. Survey forms printed on paper can also be found at the City Hall or the Collicutt Center.

### **Report back to Council – September**

The data and information collected will be compared to the performance characteristics currently stated by the manufacturers. This data will be used to do a detailed cost and benefit analysis of the various lighting technologies.

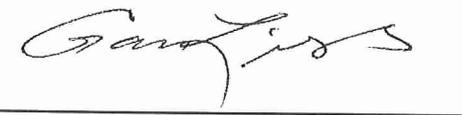
In September, EL&P will report back to Council on the results of the study. EL&P will hopefully recommend to Council of the most practical approach to moving LED street lights ahead.

**RECOMMENDATIONS**

This report is provided to Council for information purposes.

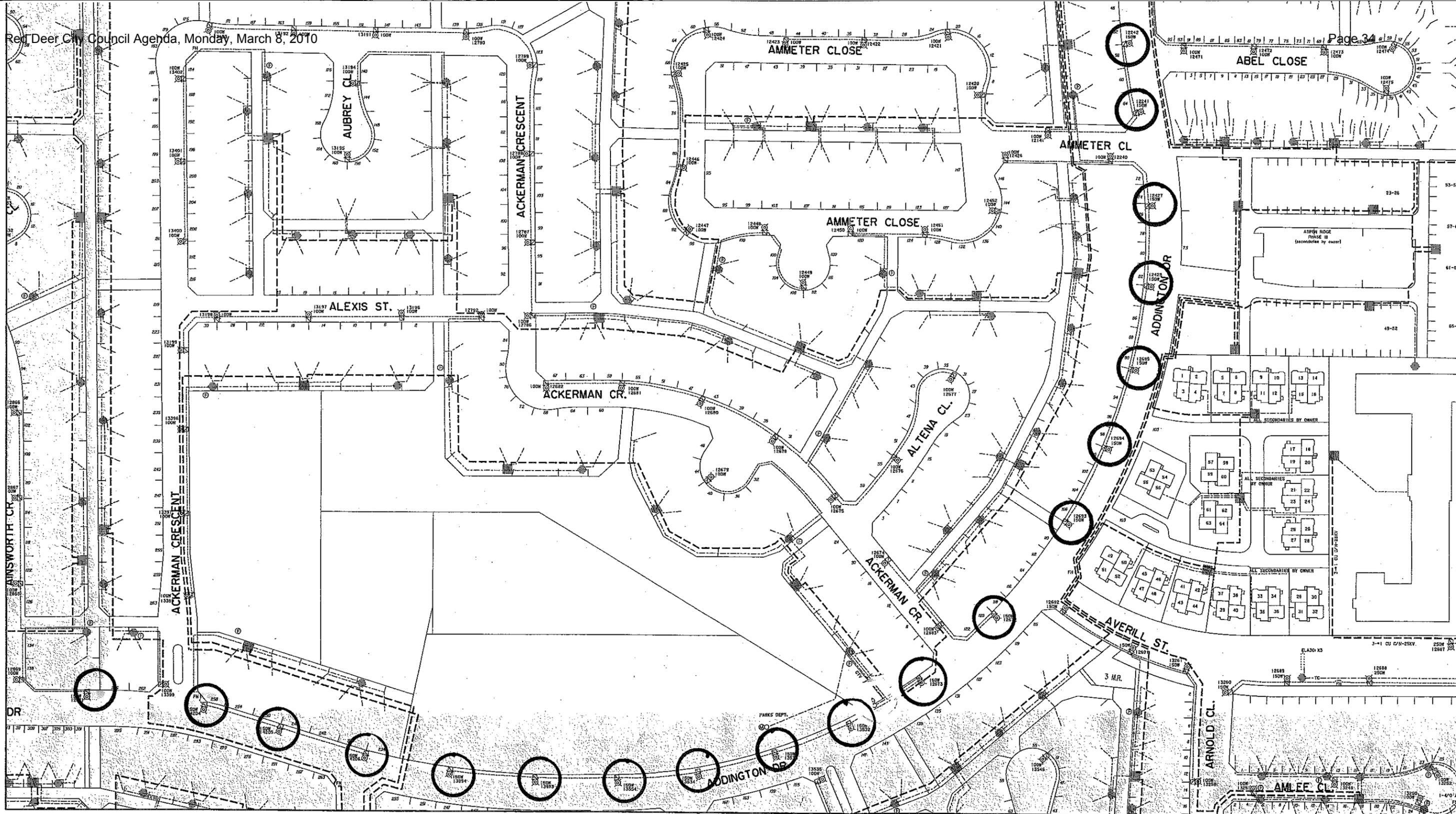
A handwritten signature in blue ink, appearing to read "G. Lee", written over a horizontal line.

Garfield Lee, P.Eng.  
Senior Electrical Engineer, EL&P

A handwritten signature in black ink, appearing to read "Ligong Gan", written over a horizontal line.

Ligong Gan, P.Eng.  
Manager, EL&P

Attachment



**LEGEND**

	AERIAL	UNDERGROUND		AERIAL	UNDERGROUND		AERIAL	UNDERGROUND
PRIMARY	—	—	LATERAL	—	—	GUYLINE	—	—
SECONDARY	- - -	- - -	CONDUCTOR BREAK		▶	GUY & ANCHOR	+	+
STREET LIGHT	—	—	CABLE CAP	—	—	WOOD POLE	○ 5	○ 5
TRAFFIC CONTROL	- - -	- - -	ARRESTER	→	→	JOINT USE POLE	○ 5	○ 5
FIBRE OPTIC CABLE	- - -	- - -	VAULT-1 SECTION	□ V123	□ V123	CONCRETE POLE	○ 5	○ 5
TYPICAL LABELING	3-336 ACSR MERLIN-25KV		VAULT-2 SECTION	□ V123	□ V123	PAINTED POLE	□ 5	□ 5
PRIMARY METERING	MT	MT	VAULT-3 SECTION	□ V123	□ V123	GALVANIZED POLE	□ 5	□ 5
METERING POST	MT	MT	MANHOLE	□ MH123	□ MH123	DECORATIVE POLE	□ 5	□ 5
TRANSFORMER	MT	MT	PULLBOX	□ PB	□ PB	LUMINAIRE- HPS	150W/□	150W/□
JUNCTION POINT	●	●	SERVICE VAULT	□ SV	□ SV	LUMINAIRE- MV	150W/□	150W/□
SWITCH	●	●	GROUND ROD	→	→	LUMINAIRE- OTHER	150W/□	150W/□
SWITCH CUBICLE	■	■	CAPACITOR BANK	→	→	RELAY	⊙	⊙

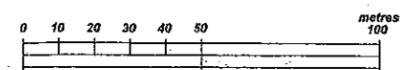
**NOTE**

UG CABLE SIZES (UNLESS NOTED)  
 PRIMARY — 4 CU 25 KV  
 SECONDARY (SOURCE TO URD) — 4/0 AL  
 SECONDARY (SERVICE STUB) — 1/0 AL  
 STREET LIGHT — 14 AL 1 CDR



The City of  
**RED DEER**

**Electric Light & Power Record Drawing**



WORKORDER NO.	REVISIONS		DATE	REV. BY	APP. BY
	DESCRIPTION				

***Comments:***

The LED Street Light Pilot Project report is submitted for Council's information.

"Craig Curtis"  
City Manager



**Request: Report for Inclusion  
on a Council Agenda**

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

Requests to include a report on a Council Agenda must be received by 4:30pm on Monday (5 business days) prior to the scheduled meeting.

**PLEASE NOTE:** If reports are not received by Monday (5 business days) prior to the scheduled meeting/hearing the report may be moved to the next Agenda.

CONTACT INFORMATION			
Name of Report Writer:		Garfield Lee / Ligong Gan	
Department & Telephone Number:		Electric Light & Power, 403-342-8341	
REPORT INFORMATION			
Preferred Date of Agenda:		March 8, 2010	
Subject of the Report (provide a brief description)		LED Street Light Pilot Project	
Is this Time Sensitive? Why?		No.	
What is the Decision/Action required from Council?		Council is requested to approve the project plan.	
Please describe Internal/ External Consultation, if any.		None.	
Is this a Committee of the Whole item?		No.	
How does the Report link to the Strategic Plan? Be Strategic – SUST 3 – Enhance the City’s environmental reputation. Be Excellent – INN 1 – Ensure basic service delivery is sustainable and meeting the changing needs of our community.			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. EL&P is not aware of any outstanding issues.			
Has Financial Services been consulted? Are there any budget implications? Please describe. No. The changes have no financial impact on City.			
Presentation: (10 Min Max.)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Presenter Name and Contact Information: Garfield Lee / Ligong Gan
COMMUNITY IMPACT			
Should External Stakeholder(s) be advised of the Agenda item? (e.i. Community Groups, Businesses, Community Associations) If Yes, please provide the Contact Information for the External Stakeholder(s)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
External Stakeholder(s) Contact Information: (please provide, name, mailing address, telephone number and e-mail address)			
LEGISLATIVE & ADMINISTRATIVE USE ONLY			
Has this been to SMT / Topics/ Committees: MPC, EAC, CPAC		(Please circle those that apply)	
<b>SMT</b> When/describe: _____	<b>Topics</b> When/Describe: _____	<b>Board(s) / Committee(s)</b> When/Describe: _____	
Do we need a Media Release?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

ORIGINAL



ELECTRIC, LIGHT & POWER DEPARTMENT

DATE: March 1, 2010  
TO: Elaine Vincent, Manager, Legislative & Administrative Services  
FROM: Garfield Lee, Senior Electrical Engineer, Electric Light & Power  
Ligong Gan, Manager, Electric Light & Power  
RE: LED Street Light Pilot Project

---

## **BACKGROUND**

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## **RECENT DEVELOPMENTS IN LIGHTING TECHNOLOGY**

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metal halide lights, high efficiency HPS lights and more recently, LED street lights. There has also been advancement in light control technology, most notably adaptive lighting technology (dimmed lights late at night when there is less traffic on the road). Some cities are considering reducing light levels below the industry standard IES RP8 guideline that was developed in the 1960s when energy was plentiful.

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### **Report back to Council – September**

The data and information collected will be compared to the performance characteristics currently stated by the manufacturers. This data will be used to do a detailed cost and benefit analysis of the various lighting technologies.

In September, EL&P will report back to Council on the results of the study. EL&P will hopefully recommend to Council of the most practical approach to moving LED street lights ahead.

**RECOMMENDATIONS**

It is recommended and respectfully requested that City Council approve the above plan for a pilot LED street light study.



Garfield Lee, P.Eng.  
Senior Electrical Engineer, EL&P



Ligong Gan, P.Eng.  
Manager, EL&P

Attachment

**RECOMMENDATIONS**

This report is provided to Council for information purposes.



Garfield Lee, P.Eng.  
Senior Electrical Engineer, EL&P



Ligong Gan, P.Eng.  
Manager, EL&P

Attachment

**Christine Kenzie**

---

**From:** Ligong Gan  
**Sent:** March 01, 2010 12:02 PM  
**To:** Elaine Vincent; Christine Kenzie; Frieda McDougall  
**Cc:** Garfield Lee  
**Subject:** Agenda item for Council meeting March 8 meeting - LED Street Light Pilot Project

**Attachments:** Council\_Agenda\_EL&P\_March\_8\_2010.DOC; Council Report on LED Pilot Project - March 8, 2010.pdf; LED Light Locations.pdf

Elaine, Christine and Frieda –

Here is an agenda item for the March 8 Council meeting. This item should not take more than 5 minutes of Council time.



Council\_Agenda\_EL &P\_March\_8\_20...    Council Report on LED Pilot Pr...    LED Light Locations.pdf (218 K.

Thanks.

Garfield Lee  
Ligong Gan

**Christine Kenzie**

---

**From:** Elaine Vincent  
**Sent:** March 03, 2010 8:40 AM  
**To:** Craig Curtis  
**Cc:** Paul Goranson; Christine Kenzie  
**Subject:** RE: Council agenda

I am okay to add as an information item... I wasn't okay with the way the report was written asking council to approve the project plan.... This was asking Council to do administrations role.

I will change to be information sharing with a motion to file as Ligong is tied up with negotiations.

Elaine

*Elaine Vincent*  
Manager, Legislative and Administrative Services  
The City of Red Deer  
Phone: 403-342-8134  
Fax: 403-346-6195  
elaine.vincent@reddeer.ca

---

**From:** Craig Curtis  
**Sent:** Wednesday, March 03, 2010 8:28 AM  
**To:** Elaine Vincent  
**Cc:** Paul Goranson  
**Subject:** FW: Council agenda

Paul makes a good point in creating awareness. Let us add it as an information item.  
Craig

---

**From:** Paul Goranson  
**Sent:** March 03, 2010 8:16 AM  
**To:** Elaine Vincent  
**Cc:** Craig Curtis; Linda Rehn  
**Subject:** FW: Council agenda

Elaine,

We never used to take these types of information items to Council, but recently Craig and council has asked for the more environmentally related initiatives come to the public agenda; that is why the LED pilot is being brought forward.

If that practise is now reverting to the "old" way, pls let us know and we will not bring further items forward.

Paul A. Goranson, P.Eng., MBA  
Director of Development Services  
403-342-8162  
paul.goranson@reddeer.ca

---

**From:** Ligong Gan  
**Sent:** March 02, 2010 9:40 PM  
**To:** Elaine Vincent  
**Cc:** Garfield Lee; Paul Goranson  
**Subject:** Council agenda

Hi Elaine - Sorry for missing your call today. I was at the union negotiation and my troublesome cell phone quit working again.

You suggested that the two EL&P reports we submitted on Monday be dealt with in an off-line manner. I would agree with that the report of "Transfer of electric customers in Queens Business Park" does not need to go through open Council meeting, as it is a report for information purpose only. However, I am of the opinion that the other report, "LED Street Light Pilot Project", should be presented to Council in an open session for the following reasons:

1. This is one of 2010 EL&P Department Actions. We told Council, at budget time, that we will report to Council at the start and completion of the pilot project.
2. This project is of environmental significance and financial impact on the City if it becomes a full scale project. Council expressed lots of interest in it.
3. There is perhaps another benefit with open Council session - the news media, as the media can provide \*free\* advertisement for the project's publicity, which is something we need.

If Council's meeting agenda for March 8 is too busy, we can defer it to March 22.

Let me know what you think. I will be still at union negotiation on Wednesday and Thursday but I can be reached at 391-9604. Thanks Elaine. Ligong

**FILE COPY**

**DATE:** March 9, 2010  
**TO:** Garfield Lee, Senior Electrical Engineer  
Ligong Gan, Electric Light & Power Manager  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** LED Street Light Pilot Project

---

*Reference Report:*

Senior Electrical Engineer and Electric Light & Power Manager, dated March 1, 2010

*Report Back to Council:* No

*Comments/Further Action:*

This item was brought forward for information purposes only.



Elaine Vincent  
Legislative & Administrative Services Manager

c: Director of Development Services

**Reports Item No. 3**

Date: February 17, 2010

To: Elaine Vincent, Legislative and Administrative Services Manager

From: Greg Sikora, Public Works Manager

**Re: Report for Council's Information: Priorities for Fleet Growth and Priorities for Fleet Replacement**

---

In follow up to a request from Council following the approval for the 2010 Fleet Growth and 2010 Fleet Replacement, Public Works is providing an overview of the fleet assisted priority and evaluation process.

**Background**

The Public Works fleet mandate is viewed as a partnership where value added service is provided to all City sub fleets by the means of facilitating procurement, maintenance and end of life cycle sale of mobile assets. Public Works fleet also assists all sub fleets by managing the administrative components of the fleet model such as rate setting, cost recovery and life cycle analysis. These items are based on estimated and actual needs as defined and directed by the individual 25 sub-fleets. Strength of a centralized fleet section is realized in many areas, namely: optimization of a multiple user - asset system, consistent tendering, skilled maintenance services and volume purchases.

**Discussion**

As the name implies, fleet replacement items are units that are required to replace exhausted fleet inventory in order to continue to provide current levels of service. This process to replace an item is triggered either by an unexpected non recoverable failure of an item or by a scheduled replacement program. The latter process is based on a quantitative cost analysis, complemented with actual and statistical individual performance records.

In many situations, due to regular preventative maintenance efforts and depending on the performance of the unit, the service life of some units can be extended beyond industry recommended service life cycles. For example, based on first-cut industry recommended replacement cycles, the initial 2010 fleet replacement schedule was projected to be in the order of \$8.8 million. After a performance review that evaluates factors such as maintenance costs, depreciated value and service records, over \$2.1 million in fleet replacement was deferred, resulting in the Council presented 2010 fleet

replacement budget of \$6,688,000. This ongoing optimization and evaluation process occurs year after year in effort to reduce fleet operational costs while maintaining a reliable and effective fleet pool. Table 1 lists the replacement items, year of replacement, estimated unit cost schedule and the receiving department.

With respect to growth related fleet items, these units are identified by the operating departments based on their need to meet Council approved expansions in service levels or service domains. While Public Works Fleet does not challenge the sub fleet departments need for these items, efforts to increased fleet efficiency and multi sub fleet partnerships are explored. The goal of this effort is to ensure that all sub fleets are gaining the best value from their growth and likewise replacement units. For example, in some situations it might be possible to modify an existing unit or combine the functionality of two units into one in order to reduce overall capital cost. As a result of the above noted optimization efforts, the original 2010 fleet growth budget was reduced by approximately \$426,197, from \$1,663,197 to the Council presented budget of \$1,237,000. Table 2 lists the growth items, year of acquisition, estimated unit cost schedule and the receiving department.

Common to fleet replacement and growth items, Public Works Fleet staff work collectively with all sub fleets to ensure that maximum value is being achieved while responsibly trying to reduce overall capital costs. Typically, cost savings can be realized through the expression of discrete standards and specifications as well as through a competitive tendering process that has resulted from the current global economy. Moreover, through Public Works lead negotiations with vendors, it is possible to gain further savings by receiving only what is required and receiving credits back from unnecessary standards that can be withdrawn from base units.

#### **Further Review**

Pursuant to the November, 2009 Capital Fleet replacement and growth discussions, Public Works Fleet section has consulted with all sub fleets to confirm their need for all 2010 replacement and growth units. Through these discussions it appears that there might be the opportunity to defer or substitute a couple of the growth related units. This potential saving will depend on the outcome of a further optimization review.

#### **Conclusion**

The above information has respectfully been submitted for Council's information.



Greg Sikora M.Sc., P.Eng.  
Public Works Manager

cc: Director of Development Services

**Table 1**  
THE CITY OF RED DEER  
**2010 - FLEET REPLACEMENT EQUIPMENT**

Item Number	Unit Number	Description	Department	Replacement	
				Year	Cost

**2010 Replacement List**

1	489	ICE RESURFACER, 2000	Collicutt	2010	\$106,050
2	521	3/4 TON TRUCK, 2001 w/service body like 646	ELP	2010	\$44,440
3	M1534	AMBULANCE, 2002	EMS	2010	\$151,500
4	P-90	PUMPER TRUCK, 1990	EMS	2010	\$489,850
5	R-00	RESCUE TRUCK, 2000	EMS	2010	\$171,700
6	104	ROLLER, 1986	Envir Service	2010	\$70,700
7	293	PORTABLE GENSET, 1991	Envir Service	2010	\$25,755
8	460	3/4 TON VAN, 1999	Envir Service	2010	\$37,370
9	483	RUBBER TIRE BACKHOE, 2000	Envir Service	2010	\$303,000
10	560	TANDEM AXLE TRUCK, 2002	Envir Service	2010	\$171,700
11	5752	TRAILER OFFICE, 1977	Envir Service	2010	\$11,110
12	5779	TRAILER OFFICE, 1980	Envir Service	2010	\$11,110
13	104T	TRAILER TRI AXLE, 1992	Envir Service	2010	\$20,200
14	519	1/2 TON TRUCK, 2000	Fac Com Dev	2010	\$27,270
15	572	ICE RESURFACER, 2002	Fac Com Dev	2010	\$106,050
16	463	1 TON 4 X 4 TRUCK, 1999	Parks Fac	2010	\$59,590
17	538	MOWER 72", 2001	Parks Fac	2010	\$36,360
18	383	1 TON TRUCK, 1997	Parks Maint	2010	\$48,480
19	435	1 TON TRUCK, 1999	Parks Maint	2010	\$55,550
20	488	ATV, 2000	Parks Maint	2010	\$13,130
21	540	MOWER, 2001	Parks Maint	2010	\$70,031
22	492	MOWER, 2000	Recreation	2010	\$40,400
23	459	1 TON 4 X 4 TRUCK, 1999	Roads	2010	\$59,590
24	526	1 TON TRUCK, 2001	Roads	2010	\$48,480
25	527	1-1/2 TON TRUCK, 2001	Roads	2010	\$90,900
26	528	1/2 TON TRUCK, 2000	Roads	2010	\$37,370
27	534	1/2 TON VAN, 2000	Roads	2010	\$35,350
28	579	SKID STEER, 2002	Roads	2010	\$43,430
29	636	WALK BEHIND LINE PAINTER, 2004	Roads	2010	\$10,100
30	563	1 TON HANDI VAN, 2001	Transit	2010	\$72,720
31	564	1 TON HANDI VAN, 2001	Transit	2010	\$72,720
32	602	1 TON HANDI VAN, 2002	Transit	2010	\$72,720
33	181	BUS, 1989 (Prior Year Approved - \$0 in 2010 budget)	Transit	2010	\$0
34	182	BUS, 1989 (Prior Year Approved - \$0 in 2010 budget)	Transit	2010	\$0
35	183	BUS, 1989 (Prior Year Approved - \$0 in 2010 budget)	Transit	2010	\$0
36	506	BUS, 1988 (Prior Year Approved - \$0 in 2010 budget)	Transit	2010	\$0
37	509	BUS, 1988 (Prior Year Approved - \$0 in 2010 budget)	Transit	2010	\$0
38	451	1-1/2 TON CUBE VAN, 1999	Waste Water	2010	\$227,250
39	490	COLOR JET CAMERA ASSY	Waste Water	2010	\$20,200
40	577	SINGLE AXLE TRUCK, 2003	Waste Water	2010	\$146,450
41	350	1/4 TON TRUCK, 1994	Water	2010	\$29,290
42	462	3/4 TON TRUCK, 1999	Water	2010	\$40,400

2010 Replacement Subtotal					<b>\$3,078,317</b>
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**2011 Pre-Approval Replacement List**

43		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
44		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
45		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
46		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
47		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
48		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
49		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200
50		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200

Transit Pre-Approval Replacement Subtotal					<b>\$3,609,600</b>
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Total Replacement Cost					<b>\$6,687,917</b>
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**Table 2**  
THE CITY OF RED DEER  
**2010 - FLEET GROWTH EQUIPMENT**

Item Number	Unit Number	Description	Department	Growth	
				Year	Cost

**2010 Growth List**

1	ELP09-1	HYD CABLE PULLER	ELP	2010	\$65,000
2	ES01	UTILITY OFF-ROAD VEHICLE *Upgrade 2009 purchase \$	EMS	2009	\$20,395
3	ES03	WILDLAND 2	EMS	2010	\$222,200
4	P-90	Additional Funding for Fire Pumper	EMS	2010	\$100,000
5	U-97	1 TON VAN, 1997	EMS	2010	\$40,400
6	GAR02	SUV / SMALL TRUCK	Fleet	2010	\$25,300
7	PKF01	1 TON 4X4 C/W BLADE & SERVICE BODY	Parks Fac	2010	\$75,750
8	827 (465)	ATV, 1999 w/Cab (Like 789) 2009 upgrade	Parks Maint	2009	\$6,000
9	REC02	1/2 TON TRUCK FLEETSIDE (DAWE/MICH)	Recreation	2010	\$20,350
10	528	Upgrade 528 to a sign truck	Roads	2011	\$28,530
11	RDS03	TANDEM TRUCK c/w PLOW	Roads	2010	\$161,700
12	RDS04	SANDER	Roads	2010	\$20,300
<b>2010 Growth Subtotal</b>					<b>\$785,925</b>

**2011 Pre-Approval Growth List**

13		BUS PRE-APPROVAL	Transit	2011	\$451,200
<b>Transit Pre-Approval Growth Subtotal</b>					<b>\$451,200</b>
<b>Total Growth Cost</b>					<b>\$1,237,125</b>

*Comments:*

The Priorities for Fleet Growth and Priorities for Fleet Replacement Report is submitted for Council's information.

"Craig Curtis"  
City Manager

Date: February 17, 2010

To: Elaine Vincent, Legislative and Administrative Services Manager

From: Greg Sikora, Public Works Manager

**Re: Report for Council's Information: Priorities for Fleet Growth and  
Priorities for Fleet Replacement**

---

In follow up to a request from Council following the approval for the 2010 Fleet Growth and 2010 Fleet Replacement, Public Works is providing an overview of the fleet assisted priority and evaluation process.

### **Background**

The Public Works fleet mandate is viewed as a partnership where value added service is provided to all City sub fleets by the means of facilitating procurement, maintenance and end of life cycle sale of mobile assets. Public Works fleet also assists all sub fleets by managing the administrative components of the fleet model such as rate setting, cost recovery and life cycle analysis. These items are based on estimated and actual needs as defined and directed by the individual 25 sub-fleets. Strength of a centralized fleet section is realized in many areas, namely: optimization of a multiple user - asset system, consistent tendering, skilled maintenance services and volume purchases.

### **Discussion**

As the name implies, fleet replacement items are units that are required to replace exhausted fleet inventory in order to continue to provide current levels of service. This process to replace an item is triggered either by an unexpected non recoverable failure of an item or by a scheduled replacement program. The latter process is based on a quantitative cost analysis, complemented with actual and statistical individual performance records.

In many situations, due to regular preventative maintenance efforts and depending on the performance of the unit, the service life of some units can be extended beyond industry recommended service life cycles. For example, based on first-cut industry recommended replacement cycles, the initial 2010 fleet replacement schedule was projected to be in the order of \$8.8 million. After a performance review that evaluates factors such as maintenance costs, depreciated value and service records, over \$2.1 million in fleet replacement was deferred, resulting in the Council presented 2010 fleet

replacement budget of \$6,688,000. This ongoing optimization and evaluation process occurs year after year in effort to reduce fleet operational costs while maintaining a reliable and effective fleet pool. Table 1 lists the replacement items, year of replacement, estimated unit cost schedule and the receiving department.

With respect to growth related fleet items, these units are identified by the operating departments based on their need to meet Council approved expansions in service levels or service domains. While Public Works Fleet does not challenge the sub fleet departments need for these items, efforts to increased fleet efficiency and multi sub fleet partnerships are explored. The goal of this effort is to ensure that all sub fleets are gaining the best value from their growth and likewise replacement units. For example, in some situations it might be possible to modify an existing unit or combine the functionality of two units into one in order to reduce overall capital cost. As a result of the above noted optimization efforts, the original 2010 fleet growth budget was reduced by approximately \$426,197, from \$1,663,197 to the Council presented budget of \$1,237,000. Table 2 lists the growth items, year of acquisition, estimated unit cost schedule and the receiving department.

Common to fleet replacement and growth items, Public Works Fleet staff work collectively with all sub fleets to ensure that maximum value is being achieved while responsibly trying to reduce overall capital costs. Typically, cost savings can be realized through the expression of discrete standards and specifications as well as through a competitive tendering process that has resulted from the current global economy. Moreover, through Public Works lead negotiations with vendors, it is possible to gain further savings by receiving only what is required and receiving credits back from unnecessary standards that can be withdrawn from base units.

#### **Further Review**

Pursuant to the November, 2009 Capital Fleet replacement and growth discussions, Public Works Fleet section has consulted with all sub fleets to confirm their need for all 2010 replacement and growth units. Through these discussions it appears that there might be the opportunity to defer or substitute a couple of the growth related units. This potential saving will depend on the outcome of a further optimization review.

#### **Conclusion**

The above information has respectfully been submitted for Council's information.



Greg Sikora M.Sc., P.Eng.  
Public Works Manager

cc: Director of Development Services

**Table 1**  
**THE CITY OF RED DEER**  
**2010 - FLEET REPLACEMENT EQUIPMENT**

Item Number	Unit Number	Description	Department	Replacement	
				Year	Cost

**2010 Replacement List**

1	489	ICE RESURFACER, 2000	Collicutt	2010	\$106,050
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42	462	3/4 TON TRUCK, 1999	Water	2010	\$40,400

2010 Replacement Subtotal **\$3,078,317**

**2011 Pre-Approval Replacement List**

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50		BUS PRE-APPROVAL (possession in 2011)	Transit	2011	\$451,200

Transit Pre-Approval Replacement Subtotal **\$3,609,600**

Total Replacement Cost **\$6,687,917**

**Table 2**  
 THE CITY OF RED DEER  
**2010 - FLEET GROWTH EQUIPMENT**

Item Number	Unit Number	Description	Department	Growth	
				Year	Cost

**2010 Growth List**

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2010 Growth Subtotal					<b>\$785,925</b>

**2011 Pre-Approval Growth List**

13		BUS PRE-APPROVAL	Transit	2011	\$451,200
Transit Pre-Approval Growth Subtotal					<b>\$451,200</b>
Total Growth Cost					<b>\$1,237,125</b>

## Christine Kenzie

---

**From:** Elaine Vincent  
**Sent:** February 17, 2010 4:36 PM  
**To:** Christine Kenzie  
**Subject:** FW: Emailing: Fleet Replacement and Growth report.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Red

**Attachments:** Fleet Replacemtn and Growth report.doc

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL



Fleet Replacemtn  
and Growth r...

As this was as a result of a council meeting I would think this needs to come back into the council agenda....

Elaine Vincent  
Manager, Legislative and Administrative Services  
The City of Red Deer  
Phone: 403-342-8134  
Fax: 403-346-6195  
elaine.vincent@reddeer.ca

-----Original Message-----

**From:** Greg Sikora  
**Sent:** Wednesday, February 17, 2010 4:35 PM  
**To:** Frieda McDougall; Elaine Vincent  
**Subject:** FW: Emailing: Fleet Replacement and Growth report.doc

Oops, Correction to Memo heading...Public Works not Engineering Services.  
Revised attached.

Greg Sikora M.Sc., P.Eng.  
Public Works Manager  
The City of Red Deer  
w 1.403.342.8241  
c 1.403.348.1888

-----Original Message-----

**From:** Greg Sikora  
**Sent:** February 17, 2010 3:51 PM  
**To:** Frieda McDougall; Elaine Vincent  
**Subject:** Emailing: Fleet Replacement and Growth report.doc

A hard copy will follow via interoffice mail.

GJS

BIF COPY

## Council Decision –November 23, 2009

**DATE:** December 16, 2009

**TO:** Greg Sikora, Public Works Manager

**FROM:** Elaine Vincent, Legislative and Administrative Services Manager

**SUBJECT:** Reports for Council’s Information: Priorities for Fleet Growth and Priorities for Fleet Replacement

---

**Resolutions:**

The following resolutions were passed during the 2010 Capital Budget Meeting held on Monday, November 23, 2009:

*“Resolved* that Council of the City of Red Deer having considered the Major Capital Budget Worksheet, 2010 – 2019, hereby approves the following Project as part of the 2010 Major Capital Budget subject to a report being brought back for Council’s information outlining the priorities for fleet growth:

Item	Department	Project Title	2010 Amount (in thousand of \$’s)
87	PWS	Fleet – Growth Vehicles	1,237

MOTION CARRIED

*“Resolved* that Council of the City of Red Deer having considered the Major Capital Budget Worksheet, 2010 – 2019, hereby approves the following Project as part of the 2010 Major Capital Budget subject to a report being brought back for Council’s information outlining the priorities for fleet replacement:

Item	Department	Project Title	2010 Amount (in thousand of \$’s)
88	PWS	Fleet – Replacement Vehicles	6,688

MOTION CARRIED

*Council Decision – November 23, 2009*  
*Reports for Council Information – Fleet*  
*Page 2*

*Report Back to Council: Yes*

***Comment/Action:***

This is a reminder for you Greg to prepare the reports to be submitted for Council's information, as noted in the above resolutions.

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

cc:

Director of Development Services  
LAS File

**DATE:** December 16, 2009

**TO:** Greg Sikora, Public Works Manager

**FROM:** Elaine Vincent, Legislative and Administrative Services Manager

**SUBJECT:** Reports for Council’s Information: Priorities for Fleet Growth and Priorities for Fleet Replacement

---

*Resolutions:*

The following resolutions were passed during the 2010 Capital Budget Meeting held on Monday, November 23, 2009:

“*Resolved* that Council of the City of Red Deer having considered the Major Capital Budget Worksheet, 2010 – 2019, hereby approves the following Project as part of the 2010 Major Capital Budget subject to a report being brought back for Council’s information outlining the priorities for fleet growth:

Item	Department	Project Title	2010 Amount (in thousand of \$’s)
87	PWS	Fleet – Growth Vehicles	1,237

MOTION CARRIED

“*Resolved* that Council of the City of Red Deer having considered the Major Capital Budget Worksheet, 2010 – 2019, hereby approves the following Project as part of the 2010 Major Capital Budget subject to a report being brought back for Council’s information outlining the priorities for fleet replacement:

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MOTION CARRIED

*Council Decision – November 23, 2009*  
*Reports for Council Information – Fleet*  
*Page 2*

*Report Back to Council: Yes*

*Comment/Action:*

This is a reminder for you Greg to prepare the reports to be submitted for Council's information, as noted in the above resolutions.

Elaine Vincent  
Legislative & Administrative Services Manager

cc:

Director of Development Services  
LAS File

**FILE COPY**



**Council Decision – March 8, 2010**

**DATE:** March 9, 2010  
**TO:** Greg Sikora, Public Works Manager  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Priorities for Fleet Growth and Priorities for Fleet Replacement

---

*Reference Report:*

Public Works Manager, dated February 17, 2010

*Report Back to Council:* No

*Comments/Further Action:*

This item was brought forward for information purposes only.

A handwritten signature in cursive script that reads 'Elaine Vincent'.

Elaine Vincent  
Legislative & Administrative Services Manager

c: Director of Development Services



Reports Item No. 4

### Legislative & Administrative Services

**DATE:** March 1, 2010

**TO:** City Council

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Revision to Numbering of Borrowing Bylaws  
Revision Bylaw 3448/2010

### *History*

Several borrowing bylaw amendments were presented to Council for first reading on November 23, 2009 with final approval being given on January 11, 2010. Administration has discovered a duplication in the numbering of the bylaws. To avoid confusion with these bylaws and in accordance with Section 63 (2) (e) of the *Municipal Government Act*, Administration is requesting that Council pass a revision bylaw to revise the numbering of these bylaws. Section 63 (2) (e) of the *Municipal Government Act* states:

- “63 (1) A council may by bylaw authorize the revision of all or any of the bylaws of a municipality.
- (2) The bylaw may authorize the following:
- (e) altering the citation and title of a bylaw and the numbering and arrangement of its provisions, and adding, changing or omitting a note, heading, title, marginal note, diagram or example to a bylaw.”

Only the title of the bylaws will be changed and no further advertising is required.

The borrowing bylaws in question are as follows:

<b>Current Borrowing Bylaw Number</b>	<b>Description</b>	<b>Proposed Revised Borrowing Bylaw Number</b>
3375/A-2009 - approved January 11, 2010	North Highway Connector Project	3375/B-2009
3376/A-2009 – approved January 11, 2010	Sanitary Offsite Levy Projects	3376/B-2009
3377/A-2009 – approved January 11, 2010	Storm Offsite Levy Projects	3377/B-2009
3378/A-2009 – approved January 11, 2010	Water Offsite Levy Projects	3378/B-2009



**Legislative & Administrative Services**

***Recommendation:***

That Council give three readings to Revision Bylaw 3448/2010.

A handwritten signature in cursive script that reads 'Elaine Vincent'.

Elaine Vincent  
Manager

*Comments:*

I support the recommendation of Administration.

“Craig Curtis”  
City Manager

**Christine Kenzie**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Frieda McDougall  
**Sent:** February 26, 2010 3:28 PM  
**To:** Christine Kenzie  
**Cc:** Elaine Vincent  
**Subject:** FW: Attached Files - Revision Bylaw for Borrowing Bylaws  
**Attachments:** 966440 - March 1, 2010 to City Council from Elaine Vincent - Re - Revision Bylaw 3448-2010 - Revision to Numbering of Borrowing Bylaws adopted January 11 2010 - 1.DOC; DMPROD-#966422-v1-Draft\_3448\_2010\_-\_Revision\_Bylaw\_to\_Revise\_the\_Numbering\_of\_Borrowing\_Bylaws\_-\_Changing\_A\_to\_B\_2009.DOC

Hi Christine. Thanks for your speedy work on this. Both the report and bylaw look good and you can put them in the agenda folder – but can you also run them past Lorianne as a draft just to ensure she's satisfied with this? Thanks very much.

Frieda McDougall, Deputy City Clerk  
Legislative and Administrative Services  
The City of Red Deer  
Phone: 403-342-8136  
frieda.mcdougall@reddeer.ca

---

**From:** Christine Kenzie  
**Sent:** February 26, 2010 11:58 AM  
**To:** Frieda McDougall  
**Subject:** Attached Files - Revision Bylaw for Borrowing Bylaws

I have drafted a bylaw and report to Council re corrections to the Borrowing Bylaws - see attached.

Please review / discuss with Elaine

I don't think there is a real urgency to get this on the March 8th Council Agenda --- as long as it is done in the near future.

*Christine Kenzie*  
Council Services Coordinator  
Legislative & Administrative Services  
City of Red Deer  
Phone: 403.356.8978 Fax: 403.346.6195

2010/03/01

## Christine Kenzie

---

**From:** Don Simpson [dsimpson@chapmanriebeek.com]  
**Sent:** March 01, 2010 9:29 AM  
**To:** Christine Kenzie  
**Subject:** Re: Draft 3448/2010 - Revision Bylaw to Revise the Numbering of Borrowing Bylaws - Changing "A" to "B"/2009

**Attachments:** Revised Bylaw.doc

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL



Revised Bylaw.doc  
(21 KB)

Hi Christine:

Looks pretty good. I made just a couple of minor changes in the attached version.

- Don

On 3/1/10 8:53 AM, "Christine Kenzie" <Christine.Kenzie@reddeer.ca> wrote:

> Attached is a draft bylaw regarding changing the Titles of borrowing bylaws  
> that were given the same bylaw numbers. You had spoken with Frieda about this  
> last week.

>  
> Please review the bylaw and let me know if it will serve the purpose of  
> renaming the bylaws.

> Thanks.

>  
> Christine Kenzie  
> Council Services Coordinator  
> Legislative & Administrative Services  
> City of Red Deer  
> Phone: 403.356.8978 Fax: 403.346.6195  
> christine.kenzie@reddeer.ca

>  
> [The information contained in this message is confidential and is intended for  
> the addressee only. If you have received this message in error, please notify  
> the sender immediately and delete the message. The unauthorized use,  
> disclosure, copying or alteration of this message is strictly forbidden.]

>  
> [The City of Red Deer asks that you please consider the environment before  
> printing this e-mail.]

Don Simpson  
Chapman Riebeek LLP  
Barristers and Solicitors  
300, 4808 Ross Street  
Red Deer, AB T4N 1X5  
Tel: (403) 346-6603  
Fax: (403) 340-1280

[This message has been scanned for security content threats and viruses.]

**BYLAW NO. 3448-2010**

Being a Bylaw to revise the titles of certain Bylaws of the City of Red Deer.

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

1. Bylaw 3375/A-2009 adopted on January 11, 2010 is renamed Bylaw 3375/B-2009.
2. Bylaw 3376/A-2009 adopted on January 11, 2010 is renamed Bylaw 3376/B-2009.
3. Bylaw 3377/A-2009 adopted on January 11, 2010 is renamed Bylaw 3377/B-2009.
4. Bylaw 3378/A-2009 adopted on January 11, 2010 is renamed Bylaw 3378/B-2009.
5. This bylaw comes into force on the date that it is passed.

READ A FIRST TIME IN OPEN COUNCIL this            day of            2010.

READ A SECOND TIME IN OPEN COUNCIL this        day of            2010.

READ A THIRD TIME IN OPEN COUNCIL this        day of            2010.

AND SIGNED BY THE MAYOR AND CLERK this        day of            2010.

\_\_\_\_\_  
MAYOR

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

A-2009 → Sept 8/2009  
A-2009 → Jan 11, 2010

BORROWING BYLAWS → 3395 = roads Offsite Levy +  
new. North Highway. Contract Phase  
1A.

→ Sept 8/2009 → Jan 11, 2010  
- 3376/A-2009 - Sanitary Offsite Levy  
Fund.

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

→ Sept 8, 2009 → Jan 11, 2010  
- 3377/A-2009 - Storm Offsite Levy

→ Sept 8, 2009 → Jan 11, 2010  
- 3378/A-2009 - Water Offsite Levy Fund.

Check → 3364/A-2009 →

3438/2009 - OK?

**BYLAW NO. 3375/A-2009**

**Being a bylaw to amend Borrowing Bylaw No. 3375/2006 for the North Highway Connector Project.**

**Whereas:**

- A. The City wishes to proceed with the preparatory work for the North Highway Connector Project, including design work, land acquisition and preparatory work for bridge and road construction;
- B. The construction portion of the project will be a separate and subsequent phase to be undertaken at a later date;
- C. The preparatory work will be done under the first phase of the project to be named the North Highway Connector Project Phase 1A.
- D. The total cost of the North Highway Connector Project Phase 1A will be the sum of \$81,860,000 rather than the sum of \$99,331,000 previously authorized for the total project.
- E. The funding sources for the project also require amendment.

**Council of The City of Red Deer enacts as follows:**

- 1. The name of the project is changed from "the North Highway Connector Project" to "the North Highway Connector Project Phase 1A".
- 2. Preamble paragraphs B and C are deleted and replaced with the following new paragraphs:

"B. The total cost of the project is estimated to be \$81,860,000 and the Municipality estimates the following funding sources will be applied to the projects:

Grants	\$26,125,000
Reserves	\$ 7,790,000
Road Offsite Debenture(s)	\$20,465,000
Tax-supported Debenture(s)	<u>\$27,480,000</u>
Total Cost	\$81,860,000

- C. In order to complete the project it will be necessary for the municipality to borrow the sum of \$47,945,000, for a period not to exceed 30 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw."

3. In paragraph 1, the words "FORTY-NINE MILLION FIVE HUNDRED AND SIXTEEN THOUSAND DOLLARS (\$49,516,000)" are deleted and replaced with "FORTY-SEVEN MILLION NINE HUNDRED AND FORTY FIVE THOUSAND DOLLARS (\$47,945,000)".
4. In paragraph 2, the words "North Highway Connector project" are deleted and replace with the words "North Highway Connector project Phase 1A".
5. This bylaw comes into force on the date that it is passed.

READ FIRST TIME IN OPEN COUNCIL this 23 day of November 2009.

READ SECOND TIME IN OPEN COUNCIL this 11 day of January 2010.

READ THIRD TIME IN OPEN COUNCIL this 11 day of January 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this 11 day of January 2010.

  
MAYOR

  
CITY CLERK

**BYLAW NO. 3376/A-2009**

**Being a bylaw to amend Borrowing Bylaw No. 3376/2006 by increasing the borrowing authority by \$7,350,000 to a total of \$26,917,900.**

**WHEREAS:**

- A. The total estimated construction costs for the Sanitary Offsite Levy Projects have increased by \$1,700,000; and
- B. The anticipated revenues from Offsite Levies is significantly less than originally estimated requiring a reduction of \$3,000,000 offsite levy funding and a corresponding increase in debenture funding of \$3,000,000; and
- C. Certain projects originally were included in the borrowing bylaw but the costs associated were omitted. It is necessary to increase the borrowing authority by \$2,650,000 to include the cost of these projects.

**THEREFORE** Borrowing Bylaw No. 3376/2006 needs to be updated accordingly.

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

- 1. Preamble paragraphs B and C are deleted and replaced with the following new paragraphs:
  - B. The total cost of the projects is estimated to be \$26,917,900 and the Municipality estimates the following funding sources will be applied to the projects:

Offsite Levies	\$	-0-
Debenture(s)		<u>\$26,917,900</u>
Total Cost		\$26,917,900

- C. In order to complete the projects, it will be necessary for the municipality to borrow the sum of \$26,917,900, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw."
- 2. In paragraph 1, the words "NINETEEN MILLION FIVE HUNDRED AND SIXTY SEVEN THOUSAND NINE HUNDRED DOLLARS (\$19,567,900)" are deleted and replaced with the words "TWENTY SIX MILLION NINE HUNDRED AND SEVENTEEN THOUSAND NINE HUNDRED DOLLARS (\$26,917,900)".
- 3. This bylaw comes into force on the date that it is passed.

READ FIRST TIME IN OPEN COUNCIL this 23 day of November 2009.

READ SECOND TIME IN OPEN COUNCIL this 11 day of January 2010.

READ THIRD TIME IN OPEN COUNCIL this 11 day of January 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this 11 day of January  
2010.

  
MAYOR

  
CITY CLERK

**BYLAW NO. 3377/A-2009**

**Being a bylaw to amend Borrowing Bylaw No. 3377/2006 by increasing the borrowing authority by \$500,000 to a total of \$28,500,000 and by adding an additional project.**

**WHEREAS:**

- A. It is desirable to add a new project to the list of Storm Offsite Levy Projects covered under this borrowing; and
- B. The total cost of the Storm Offsite Levy Projects has increased by \$500,000;

**THEREFORE** it is desirable to amend Borrowing Bylaw No. 3377/2006 accordingly.

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

1. The following additional project is added to the list of Storm Offsite Levy Projects set out in the preamble to this Bylaw:
  - **Northwest Annexation**
2. Preamble paragraphs B and C are deleted and replaced with the following new paragraphs:

"B. The total cost of the projects is estimated to be \$28,500,000 and the Municipality estimates the following funding sources will be applied to the projects:

Offsite Levies	\$0
Debenture(s)	<u>\$28,500,000</u>
Total Cost	\$28,500,000

C. In order to complete the projects, it will be necessary for the municipality to borrow the sum of \$28,500,000, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.
3. In paragraph 1, the words "TWENTY EIGHT MILLION DOLLARS (\$28,000,000)" are deleted and replaced with the words "TWENTY EIGHT MILLION FIVE HUNDRED THOUSAND DOLLARS (\$28,500,000)".

4. This bylaw comes into force on the date that it is passed.

READ FIRST TIME IN OPEN COUNCIL this 23 day of November 2009.

READ SECOND TIME IN OPEN COUNCIL this 11 day of January 2010.

READ THIRD TIME IN OPEN COUNCIL this 11 day of January 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this 11 day of January  
2010.

  
MAYOR

  
CITY CLERK

**BYLAW NO. 3378/A-2009**

**Being a bylaw to amend Borrowing Bylaw No. 3378/2006 to include an additional project.**

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

1. The following additional project is added to the list of projects set out in the preamble to Bylaw No. 3378/2006 to which the borrowing is intended to be applied:

- **North Highway Connector Water Crossing**

2. This bylaw comes into force on the date that it is passed.

READ FIRST TIME IN OPEN COUNCIL this 23 day of November 2009.

READ SECOND TIME IN OPEN COUNCIL this 11 day of January 2010.

READ THIRD TIME IN OPEN COUNCIL this 11 day of January 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this 11 day of January  
2010.

  
MAYOR

  
CITY CLERK

## Christine Kenzie

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**From:** Lorianne Marshall  
**Sent:** March 02, 2010 12:07 PM  
**To:** Christine Kenzie  
**Subject:** FW: Attached Files - Report & Bylaw to Council Re Borrowing Bylaws  
**Attachments:** 966440 - March 1, 2010 to City Council from Elaine Vincent - Re - Revision Bylaw 3448-2010 - Revision to Numbering of Borrowing Bylaws adopted January 11 2010 - 1.DOC; DMPROD-#966422-v1-Draft\_3448\_2010\_-\_Revision\_Bylaw\_to\_Revise\_the\_Numbering\_of\_Borrowing\_Bylaws\_-\_Changing\_A\_to\_B\_2009.DOC

We have reviewed them and we are okay with revision of numbering.

Lorianne

403-309-8575

---

**From:** Christine Kenzie  
**Sent:** March 01, 2010 8:04 AM  
**To:** Lorianne Marshall  
**Subject:** Attached Files - Report & Bylaw to Council Re Borrowing Bylaws

Attached is a copy of a draft report to Council regarding changing the titles of the Borrowing Bylaws that were given duplicate numbers last fall and given final reading in January.

Let me know if this is OK by 4:30 today and I will put in the agenda file for discussion with Craig tomorrow during agenda review. This item could be on the March 8th Council Agenda.

Thanks.

*Christine Kenzie*  
Council Services Coordinator  
Legislative & Administrative Services  
City of Red Deer  
Phone: 403.356.8978 Fax: 403.346.6195  
christine.kenzie@reddeer.ca

2010/03/02

FILE COPY



**Council Decision – March 8, 2010**

**DATE:** March 9, 2010  
**TO:** Lorianne Marshall, Corporate Controller  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Revision of Titles to Borrowing Bylaws – Revision Bylaw 3448/2010

---

*Reference Report:*

Legislative and Administrative Services Manager, dated March 1, 2010

*Bylaw Readings:*

At the Monday, March 8, 2010 Regular Council Meeting Revision Bylaw 3448/2010 received all three readings. A copy of the Bylaw is attached.

*Report Back to Council:* No

*Comments/Further Action:*

Several borrowing bylaw amendments were presented to Council for first reading on November 23, 2009 with final approval being given on January 11, 2010. A duplication in the numbering of the bylaws was discovered. The borrowing bylaws in question are: 3375/A-2009, 3376/A-2009, 3377/A-2009, 3378/A-2009. The proposed revised bylaw numbers are as follows: 3375/B-2009, 3376/B-2009, 3377/B-2009, 3378/B-2009.

A handwritten signature in cursive script, appearing to read 'Elaine Vincent'.

Elaine Vincent  
Legislative & Administrative Services Manager

/attach.

c: Director of Corporate Services  
Financial Services Manager



Reports Item No. 5

**DATE:** March 1, 2010  
**TO:** Elaine Vincent, Legislative and Administrative Services Manager  
**FROM:** Frieda McDougall, Deputy City Clerk  
**SUBJECT:** Municipal Planning Commission (MPC) Composition Changes  
Committees Bylaw Amendment 3431/A-2010  
Organizational Review Resolution passed December 14, 2009

---

*Background:*

At the Monday December 14, 2009 Council Meeting, resolutions were passed supporting the Organizational Review Report, dated December 7, 2009. The following resolution was passed relating to the Municipal Planning Commission:

*“Resolved that Council of the City of Red Deer having considered the report from the City Manager dated December 14, 2009, Re: Organizational Review hereby agrees that the composition of the Municipal Planning Commission be changed by deleting the membership of the City Manager and the Director of Development Services and replacing those members by two additional members and directs administration to prepare the necessary bylaw amendment.”*

*Discussion:*

The Committees Bylaw amendment is attached. It changes the membership of the City Manager and the Development Services Director to an advisory role rather than the current status of voting members. If the attached bylaw amendment is passed by Council, Legislative Services can then act upon the above resolution with the direction to add two additional members. One of the new positions will reflect the inclusion of an additional Council representative. The other new member position has been advertised and considered in confidence by the Nomination Review Committee and forwarded to Council for consideration at this Council Meeting.

*Recommendation:*

1. That Council consider three readings of Committees Bylaw Amendment 3431/A-2010, and if approved,
2. That Council consider the Mayors recommendation for an additional Council Representative to the Municipal Planning Commission.

Frieda McDougall  
Deputy City Clerk

***Comments:***

The membership of the Municipal Planning Commission is a discretionary decision of Council. Currently the bylaw amendment has been prepared showing the change in role of the City Manager and the Director of Development Services from a voting member to an advisor to the Committee, that is consistent with the recommendations arising out of the organizational review. This recommendation follows principles described in the book *Off the Cuff, a collection of writings by George Cuff* which states that one of the absolute no-no's of committees is to have staff and council members appointed to the same committee with full rights to vote, debate and hold office. The recommendation before Council is to have this membership replaced with another member of Council and another Citizen at Large. Council's direction is requested to finalize the membership of the Municipal Planning Commission.

“Craig Curtis”  
City Manager

**DATE:** March 1, 2010

**TO:** Elaine Vincent, Legislative and Administrative Services Manager

**FROM:** Frieda McDougall, Deputy City Clerk

**SUBJECT:** Municipal Planning Commission (MPC) Composition Changes  
Committees Bylaw Amendment 3431/A-2010  
Organizational Review Resolution passed December 14, 2009

---

***Background:***

At the Monday December 14, 2009 Council Meeting, resolutions were passed supporting the Organizational Review Report, dated December 7, 2009. The following resolution was passed relating to the Municipal Planning Commission:

*"Resolved* that Council of the City of Red Deer having considered the report from the City Manager dated December 14, 2009, Re: Organizational Review hereby agrees that the composition of the Municipal Planning Commission be changed by deleting the membership of the City Manager and the Director of Development Services and replacing those members by two additional members and directs administration to prepare the necessary bylaw amendment."

***Discussion:***

The Committees Bylaw amendment is attached. It changes the membership of the City Manager and the Development Services Director to an advisory role rather than the current status of voting members. If the attached bylaw amendment is passed by Council, Legislative Services can then act upon the above resolution with the direction to add two additional members. One of the new positions will reflect the inclusion of an additional Council representative. The other new member position has been advertised and considered in confidence by the Nomination Review Committee and forwarded to Council for consideration at this Council Meeting.

***Recommendation:***

1. That Council consider three readings of Committees Bylaw Amendment 3431/A-2010, and if approved,
2. That Council consider the Mayors recommendation for an additional Council Representative to the Municipal Planning Commission.



Frieda McDougall  
Deputy City Clerk

**Christine Kenzie**

BACKUP INFORMATION  
NOT FOR PUBLICATION  
COUNCIL

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**From:** Frieda McDougall  
**Sent:** February 09, 2010 4:25 PM  
**To:** Morris Flewwelling  
**Cc:** Elaine Vincent; Christine Kenzie  
**Subject:** Change in MPC membership

Hi Morris. In December when the City Manager presented his organizational review recommendations, he recommended that both he and the Director of Development Services no longer sit on the MPC. Council adopted this recommendation and directed that administration prepare the necessary bylaw amendment. The City Manager's direction in this regard has been to create one more citizen at large position and one more councillor representative position and we expect to bring the Committees bylaw amendment to Council in March, along with recommendations from the Nomination Review Committee for the citizen at large appointment. Outstanding then will be the appointment of the additional council representative.

Can you please give consideration to this appointment and provide your recommendation prior to March 1? Thank you.

Frieda McDougall, Deputy City Clerk  
Legislative and Administrative Services  
The City of Red Deer  
Phone: 403-342-8136  
frieda.mcdougall@reddeer.ca

FILE COPY



Council Decision – March 8, 2010

**DATE:** March 9, 2010  
**TO:** Vicki Swainson, Staff Liaison for Municipal Planning Commission  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Municipal Planning Commission (MPC) Composition Changes – Committees Bylaw 3431/A-2010

---

*Reference Report:*

Deputy City Clerk, dated March 1, 2010

*Bylaw Readings:*

Committees Bylaw Amendment 3431/A-2010 as amended, was given three readings. A copy of the bylaw is attached.

*Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Deputy City Clerk, dated March 1, 2010, re: Municipal Planning Commission (MPC) Composition Changes, Committees Bylaw 3431/A-2009, hereby amends Committees Bylaw 3431/A-2009 by:

Replacing Section 27 (1) in its entirety and replacing it with the following new Section 27 (1)

27. (1) The MPC consists of nine members as follows:
- (a) Three members of Council, one of whom is the Mayor;
  - (b) Four citizens at large;
  - (c) City Manager or his designate, as a non-voting member;
  - (d) Director of Development Services or his designate as a non-voting member.”

MOTION CARRIED

*“Resolved* that Council of the City of Red Deer having considered the report from the Deputy City Clerk, dated March 1, 2010, re: Municipal Planning Commission (MPC) Composition Changes, Committees Bylaw Amendment 3431/A-2010, Organizational Review Resolution passed December 14, 2009, hereby appoints Councillor Frank Wong as the additional Council representative to the Municipal Planning Commission for a term to expire at the Organizational Meeting of 2010.”

MOTION CARRIED

**Report Back to Council: No**

A handwritten signature in cursive script, appearing to read "Elaine Vincent". The signature is written in black ink and is positioned above the printed name.

Elaine Vincent  
Legislative & Administrative Services Manager

/attach.

c. Committees Coordinator, Sanja Milinovic



Reports Item No. 6

### Legislative & Administrative Services

**DATE:** March 3, 2010  
**TO:** City Council  
**FROM:** Elaine Vincent, Legislative & Administrative Services Manager  
**SUBJECT:** Composition of Secondary Suite Regulation Ad Hoc Review Committee

---

#### *History*

At the December 14, 2009 Council Meeting, Council established, by resolution, a Secondary Suite Regulation Ad Hoc Review committee for the purpose of monitoring and reporting back to Red Deer City Council on the implementation of the secondary suites regulations in the Land Use Bylaw. Council also directed Administration to bring back recommendations as to the membership of this Committee in the New Year.

#### *Discussion*

The terms of reference for the Secondary Suite Regulation Ad Hoc Review Committee are still being finalized. Administration would like to move forward with the composition of the Secondary Suite Regulation Ad Hoc Review Committee as follows:

- Two members of Council
- Five citizens at large
- Two non-voting staff resource liaisons as identified by the Secondary Suite Regulation Ad Hoc Review Committee.

The terms of reference for the Committee will be submitted to Council in the near future.

#### *Recommendation*

1. That Council approve the composition of the Secondary Suite Regulation Ad Hoc Review Committee. The recommended composition is shown below, however, the membership can change at Council's discretion.
  - Two members of Council
  - Five citizens at large
  - Two non-voting staff resource liaisons as identified by the Secondary Suite Regulation Ad Hoc Review Committee.
2. That Council appoints two council representatives and five citizens at large to this Committee.

A handwritten signature in cursive script, appearing to read 'Elaine Vincent'.

Elaine Vincent  
Manager

*Comments:*

I support the recommendation of Administration.

“Craig Curtis”  
City Manager

**FILE COPY**



**Council Decision – March 8, 2010**

**DATE:** March 9, 2010  
**TO:** Tony Lindhout, Assistant City Planning Manager  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Composition of Secondary Suite Ad Hoc Review Committee

---

*Reference Report:*

Legislative & Administrative Services Manager, dated March 3, 2010

*Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated March 3, 2010, re: Composition of the Secondary Suite Regulation Ad Hoc Review Committee, hereby approves the composition of the Secondary Suite Regulation Ad Hoc Review Committee to be as follows:

- Two Members of Council
- Five citizens at large
- Two non-voting staff resource liaisons as identified by the Secondary Suite Regulation Ad Hoc Review Committee”

MOTION CARRIED

*“Resolved* that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated March 3, 2010, re: Composition of the Secondary Suite Regulation Ad Hoc Review Committee, hereby appoints Councillor Parks and Councillor Mulder as Council representatives to the Secondary Suite Regulation Ad Hoc Review Committee for a term to expire at the Organizational Meeting of 2010.”

MOTION CARRIED

**Report Back to Council:** No

**Comments/Further Action:**

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

/attach.

- c. Director of Planning Services  
City Planning Manager  
LAS Committee Coordinator



Legislative & Administrative Services

Reports Item No. 7

**DATE:** March 1, 2010  
**TO:** City Council  
**FROM:** Legislative & Administrative Services Manager  
**SUBJECT:** Citizen at Large Appointments to Committees  
Recommendations from the Nomination Review Committee

---

The following summary indicates the committees, boards and commissions for which Citizen-at-Large appointments are to be made.

*Community Housing Advisory Committee*

- 1 Aboriginal Representative to the Organizational Meeting of 2011
- 1 Citizen at Large to the Organizational Meeting of 2010

*Crime Prevention Advisory Committee*

- 1 Citizen at Large to the Organizational Meeting of 2010

*Greater Downtown Action Planning Committee*

- 1 Citizen at Large to the Organizational Meeting of 2010

*Heritage Preservation Committee*

- 1 Citizen at Large to the Organizational Meeting of 2010

*Library Board*

- 1 Citizen at Large to the Organizational Meeting of 2010

*Municipal Features Naming Committee*

- 1 Citizen at Large to the Organizational Meeting of 2010
- 2 Citizens at Large to the Organizational Meeting of 2011



**Legislative & Administrative Services**

**Membership Recommendations Being Considered at the March 8, 2010 Council Meeting:**

If approved as recommended, the following appointments can be made:

*Municipal Planning Commission*

1 Citizen at Large to the Organizational Meeting of 2010

*Secondary Suite Regulation Ad Hoc Review*

5 Citizens at Large to the Organizational Meeting of 2010

The applicant names of those persons nominated are submitted to members of Council in confidence.

A handwritten signature in cursive script that reads 'Elaine Vincent'.

Elaine Vincent  
Manager



MEDIA NOTICE  
LIST OF APPOINTMENTS MADE TO COMMITTEES ON MARCH 8, 2010

COMMUNITY HOUSING ADVISORY COMMITTEE:

Joe Chodzicki            Aboriginal Representative, to Organizational Meeting of 2011  
Lisa Gwin                Citizen at Large, to fill unexpired term of Ross McKay to  
                                 Organizational Meeting of 2010

CRIME PREVENTION ADVISORY COMMITTEE

Shelley Rattray        Citizen at Large, to fill unexpired term of Carolyn Brock to  
                                 Organizational Meeting of 2010

GREATER DOWNTOWN ACTION PLAN (AD HOC) STEERING COMMITTEE

Kevin Mullin            Citizen at Large, to fill unexpired term of Carol Craig to  
                                 Organizational Meeting of 2010

HERITAGE PRESERVATION COMMITTEE

Mary-Joan Cornett    Citizen at Large to Organizational Meeting of 2011

LIBRARY BOARD

Klaus Ruschin          Citizen at Large, to fill unexpired term of Evan Bedford to  
                                 Organizational Meeting of 2010

MUNICIPAL FEATURES NAMING COMMITTEE

David Radcliffe        Citizen at Large, to Organizational Meeting of 2010  
Kristine Plastow        Citizen at Large, to Organizational Meeting of 2011

MUNICIPAL PLANNING COMMISSION

Andrew Gilchrist      Citizen at Large, to Organizational Meeting of 2010

SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Heather Brandt        Citizen at Large, to Organizational Meeting of 2010  
Paul Jones              Citizen at Large, to Organizational Meeting of 2010  
Dale Reid                Citizen at Large, to Organizational Meeting of 2010



**Council Decision – March 8, 2010**

**DATE:** March 9, 2010  
**TO:** Jackie Kurylo, Legislative & Administrative Services Appeals Coordinator  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** Alternate Council Representation on Red Deer Subdivision and Development Appeal Board and the Red Deer Appeal and Review Board

---

*Reference Report:*  
Deputy City Clerk, dated March 1, 2010

*Resolutions:*

*“Resolved* that Council of the City of Red Deer hereby agrees that Councillor Larry Pimm replace Councillor Frank Wong as the alternate Council representative on the Red Deer Subdivision and Development Appeal Board and the Red Deer Appeal and Review Board, to be effective March 8, 2010.”

MOTION CARRIED

*Report Back to Council:* No

*Comments/Further Action:*

A handwritten signature in cursive script that reads 'Elaine Vincent'.

Elaine Vincent  
Legislative & Administrative Services Manager

c: LAS Committees Coordinator

**FILE COPY**

**DATE:** March 9, 2010

**TO:** Secondary Suite Regulation Ad Hoc Review Committee  
Attn: Tony Lindhout, Assistant City Planning Manager

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Secondary Suite Regulation Ad Hoc Review Committee  
Citizens-at-Large Appointments

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large for various committees, commissions, and boards. At that meeting, Council passed the following resolution:

*“Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Secondary Suite Regulation Ad Hoc Review Committee* for terms to expire as follows:

Heather Brandt	Citizen-at-Large (term to the Organizational Meeting of 2010)
Paul Jones	Citizen-at-Large (term to the Organizational Meeting of 2010)
Dale Reid	Citizen-at-Large (term to the Organizational Meeting of 2010)

This office will be notifying the successful applicants of their appointment. I trust you will be contacting the individuals with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc. Director of Development Services  
LAS Committees Coordinator

**FILE COPY**

**DATE:** March 9, 2010

**TO:** Municipal Planning Commission  
Attn: Vicki Swainson, Deputy Development Officer

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Municipal Planning Commission  
Citizens-at-Large Appointments

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large for various committees, commissions and boards. At that meeting, Council passed the following resolution:

*“Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Municipal Planning Committee* for a term to expire as follows:

Andrew Gilchrist      Citizen-at-Large  
(term to the Organizational Meeting of 2010)”

This office will be notifying the successful applicants of their appointment. I trust you will be contacting the individual with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc.      Director of Development Services  
          LAS Committees Coordinator

**FILE COPY**

**DATE:** March 9, 2010  
**TO:** Sanja Milinovic, Committees Coordinator  
**FROM:** Elaine Vincent, Legislative & Administrative Services Manager  
**SUBJECT:** Municipal Features Naming Committee  
Citizen-at-Large Appointments

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large and organizational representatives for various committees, commissions, boards and societies. At that meeting, Council passed the following resolution:

*“Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Municipal Features Naming Committee* for terms to expire as follows:

David Radcliffe	Citizen-at-Large (term to the Organizational Meeting of 2010)
Kristine Plastow	Citizen-at-Large (term to the Organizational Meeting of 2011)

This office will be notifying the successful applicants of their appointment. I trust you will be contacting the individual with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc. Director of Community Services

**DATE:** March 9, 2010

**TO:** Heritage Preservation Committee  
Attn: Janet Pennington, Heritage & Archives Coordinator

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Heritage Preservation Committee  
Citizens-at-Large and Representative Appointments

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large for various committees, commissions and boards. At that meeting, Council passed the following resolution:

*“Resolved that Council of The City of Red Deer hereby appoints the following to serve on the Heritage Preservation Committee for a term to expire as follows:*

Mary-Joan Cornett

Citizen-at-Large  
(term to expire at the Organizational  
Meeting of 2011)”

This office will be notifying the successful applicants of their appointment. I trust you will be contacting the individual with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc. Director of Community Services  
LAS Committees Coordinator

**FILE COPY**

**DATE:** March 9, 2010

**TO:** Greater Downtown Action Plan (Ad Hoc) Steering Committee  
Attn: Ed Morris, Greater Downtown Coordinator

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Greater Downtown Action Plan (Ad Hoc) Steering Committee  
Citizens-at-Large Appointment

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large for various committees, commissions and boards. At that meeting, Council passed the following resolution:

*“Resolved that Council of The City of Red Deer hereby appoints the following to serve on the Greater Downtown Action Plan (Ad Hoc) Steering Committee for a term to expire as follows:*

Kevin Mullin                      Citizen-at-Large  
(to fill the unexpired term of Carol Craig to the  
Organizational Meeting of 2010)”

This office will be notifying the successful applicants of their appointment. I trust you will be contacting the individual with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc.     Director of Planning  
       Director of Development Services  
       LAS Committees Coordinator

**DATE:** March 9, 2010

**FILE COPY**

**TO:** Crime Prevention Advisory Committee  
Attn: Brian Simpson, RCMP Superintendent  
Dean Scott, Crime Prevention Coordinator

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Crime Prevention Advisory Committee  
Citizen-at-Large Appointments

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large for various committees, commissions, and boards. At that meeting, Council passed the following resolution:

*“Resolved that Council of The City of Red Deer hereby appoints the following to serve on the Crime Prevention Advisory Committee for a term to expire as follows:*

Shelley Rattray      Citizen-at-Large  
(to fill the unexpired term of Carolyn Brock to the  
Organizational Meeting of 2010)”

This office will be notifying successful applicants of their appointment. I trust you will be contacting the individual with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc. Director of Community Services  
LAS Committees Coordinator

**FILE COPY**

**DATE:** March 9, 2010

**TO:** Community Housing Advisory Committee  
Attn: Roxana Nielsen Stewart, Program Coordinator – Social Planning

**FROM:** Elaine Vincent, Legislative & Administrative Services Manager

**SUBJECT:** Community Housing Advisory Committee  
Aboriginal Representative Appointment  
Citizens-at-Large Appointment

---

At the Monday, March 8, 2010 Regular Council Meeting consideration was given to the appointment of citizens-at-large for various committees, commissions, and boards. At that meeting, Council passed the following resolution:

*“Resolved that Council of The City of Red Deer hereby appoints the following to serve on the Community Housing Advisory Committee for terms to expire as follows:*

Joe Chodzicki	Aboriginal Representative (term to expire at the Organizational Meeting 2011)
Lisa Gwin	Citizen-at-Large (to fill the unexpired term of Ross McKay to the Organizational Meeting of 2010)”

This office will be notifying successful applicants of their appointment. I trust you will be contacting the individual with regard to meeting dates and times.

Please do not hesitate to contact this office should you require any further information or clarification regarding the above.



Elaine Vincent  
Legislative & Administrative Services Manager

cc. Director of Community Services  
LAS Committees Coordinator

FILE COPY

March 9, 2010

Mr. Joe Chodzicki  
#147, 4819C – 48 Avenue  
Red Deer, AB T4N 3T2

Dear Mr. Chodzicki:

*Appointments to the Community Housing Advisory Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Community Housing Advisory Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Community Housing Advisory Committee* for terms to expire as follows:

Joe Chodzicki	Aboriginal Representative (term to expire at the Organizational Meeting 2011)
---------------	--

Lisa Gwin	Citizen-at-Large (to fill the unexpired term of Ross McKay to the Organizational Meeting of 2010)"
-----------	---

Congratulations on your appointment for a term to expire at the Organizational Meeting of 2011 which will be held in either late October or early November. The staff liaison for the *Community Housing Advisory Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Lisa Gwin  
32 Ainsworth Crescent  
Red Deer, AB T4R 2V3

Dear Ms Gwin:

*Appointments to the Community Housing Advisory Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Community Housing Advisory Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Community Housing Advisory Committee* for terms to expire as follows:

Joe Chodzicki      Aboriginal Representative  
(term to expire at the Organizational Meeting 2011)

Lisa Gwin      Citizen-at-Large  
(to fill the unexpired term of Ross McKay to the  
Organizational Meeting of 2010)"

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council which will be held on November 1, 2010. The staff liaison for the *Community Housing Advisory Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Shelley Rattray  
200 Ibbotson Close  
Red Deer, AB T4R 0C6

Dear Ms. Rattray:

*Appointments to the Crime Prevention Advisory Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointment to the *Crime Prevention Advisory Committee* was made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Crime Prevention Advisory Committee* for a term to expire as follows:

Shelley Rattray      Citizen-at-Large  
(to fill the unexpired term of Carolyn Brock to the  
Organizational Meeting of 2010)"

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council which will be held on November 1, 2010. The staff liaison for the *Crime Prevention Advisory Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Kevin Mullin  
51 Visser Street  
Red Deer, AB T4R 0G8

Dear Mr. Mullin:

*Appointments to the Greater Downtown Action Plan (Ad Hoc) Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointment to the *Greater Downtown Action Plan (Ad Hoc) Committee* was made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Greater Downtown Action Plan (Ad Hoc) Committee* for a term to expire as follows:

Kevin Mullin	Citizen-at-Large (to fill the unexpired term of Carol Craig to the Organizational Meeting of 2010)"
--------------	---

Congratulations on your appointment. This Committee is renewed each year at the Organizational Meeting of Council and will be disbanded by Council once the Greater Downtown Action Plan is complete. The staff liaison for the *Greater Downtown Action Plan (Ad Hoc) Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mary-Joan Cornett  
4416 – 43 Avenue  
Red Deer, AB T4N 3C4

Dear Ms. Cornett:

*Appointments to the Heritage Preservation Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointment to the *Heritage Preservation Committee* was made:

*“Resolved that Council of The City of Red Deer hereby appoints the following to serve on the Heritage Preservation Committee for a term to expire as follows:*

Mary-Joan Cornett Citizen-at-Large  
(to the Organizational Meeting of 2011)“

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council to be held in late October/early November 2011. The staff liaison for the *Heritage Preservation Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent". The signature is written in black ink and is positioned above the printed name and title.

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Klaus Ruschin  
17 Scott Street  
Red Deer, AB T4N 0E3

Dear Mr. Ruschin:

*Appointments to the Library Board*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointment to the *Library Board* was made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Library Board* for a term to expire as follows:

Klaus Ruschin	Citizen-at-Large (to fill the unexpired term of Evan Bedford to the Organizational Meeting of 2010)"
---------------	--

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council to be held on November 1, 2010. The staff liaison for the *Library Board* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

David Radcliffe  
6175 Orr Drive  
Red Deer, AB T4P 0B9

Dear Mr. Radcliffe:

*Appointments to the Municipal Features Naming Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Municipal Features Naming Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Municipal Features Naming Committee* for a term to expire as follows:

David Radcliffe      Citizen-at-Large  
(term to expire at the Organizational Meeting of 2010)

Kristine Plastow      Citizen-at-Large  
(term to expire at the Organizational Meeting of 2011)

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council to be held on November 1, 2010. The staff liaison for the *Municipal Features Naming Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Kristine Plastow  
52 Springfield Avenue  
Red Deer, AB T4N 0C7

Dear Ms Plastow:

*Appointments to the Municipal Features Naming Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Municipal Features Naming Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Municipal Features Naming Committee* for a term to expire as follows:

David Radcliffe      Citizen-at-Large  
(term to expire at the Organizational Meeting of 2010)

Kristine Plastow      Citizen-at-Large  
(term to expire at the Organizational Meeting of 2011)

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council to be held in late October/early November of 2011. The staff liaison for the *Municipal Features Naming Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Andrew Gilchrist  
29 Fern Road  
Red Deer, AB T4N 4Z5

Dear Mr. Gilchrist:

*Appointments to the Municipal Planning Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointment to the *Municipal Planning Commission* was made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Municipal Planning Commission* for a term to expire as follows:

Andrew Gilchrist    Citizen-at-Large  
(term to expire at the Organizational Meeting of 2010)

Congratulations on your appointment for a term to expire at the Organizational Meeting of Council to be held on November 1, 2010. The staff liaison for the *Municipal Planning Commission* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Heather Brandt  
32 Muldrew Crescent  
Red Deer, AB T4R 1R4

Dear Ms Brandt:

*Appointments to the Secondary Suite Regulation Ad Hoc Review Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Secondary Suite Regulation Ad Hoc Review Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Secondary Suite Regulation Ad Hoc Review Committee* for a term to expire as follows:

Heather Brandt	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)
Paul Jones	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)
Dale Reid	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)

Congratulations on your appointment. This Committee is renewed each year at the Organizational Meeting of Council and will be disbanded by Council once the Secondary Suite Regulation Review is complete. The staff liaison for the *Secondary Suite Regulation Ad Hoc Review Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Paul Jones  
33 Kingston Drive  
Red Deer, AB T4P 3P9

Dear Mr. Jones:

*Appointments to the Secondary Suite Regulation Ad Hoc Review Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Secondary Suite Regulation Ad Hoc Review Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Secondary Suite Regulation Ad Hoc Review Committee* for a term to expire as follows:

Heather Brandt	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)
Paul Jones	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)
Dale Reid	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)

Congratulations on your appointment. This Committee is renewed each year at the Organizational Meeting of Council and will be disbanded by Council once the Secondary Suite Regulation Review is complete. The staff liaison for the *Secondary Suite Regulation Ad Hoc Review Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Dale Reid  
5530 – 37 Street  
Red Deer, AB T4R 0W3

Dear Mr. Reid:

*Appointments to the Secondary Suite Regulation Ad Hoc Review Committee*

Thank you for submitting your committee application. At the City of Red Deer's Council Meeting held on Monday, March 8, 2010, the following appointments to the *Secondary Suite Regulation Ad Hoc Review Committee* were made:

*"Resolved* that Council of The City of Red Deer hereby appoints the following to serve on the *Secondary Suite Regulation Ad Hoc Review Committee* for a term to expire as follows:

Heather Brandt	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)
Paul Jones	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)
Dale Reid	Citizen-at-Large (term to expire at the Organizational Meeting of 2010)

Congratulations on your appointment. This Committee is renewed each year at the Organizational Meeting of Council and will be disbanded by Council once the Secondary Suite Regulation Review is complete. The staff liaison for the *Secondary Suite Regulation Ad Hoc Review Committee* will contact you in the near future regarding meeting dates and times. If, in the interim, you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

FILE COPY

FILE COPY

March 9, 2010

Ms. Eunice Munro  
13 Stirling Close  
Red Deer, AB T4N 0A6

Dear Ms. Munro:

**Re: Council Committees Application  
Community Housing Advisory Committee  
Crime Prevention Advisory Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Juan Toledo  
246, 56 Holmes Street  
Red Deer, AB T4N 6L6

Dear Mr. Toledo:

**Re: Council Committees Application  
Community Housing Advisory Committee  
Crime Prevention Advisory Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,



Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Isaac Martinez  
280 Vanson Close  
Red Deer, AB T4R 0G6

Dear Mr. Martinez:

**Re: Council Committees Application  
Greater Downtown Action Planning Committee  
Municipal Planning Commission**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee. With respect to the Municipal Planning Commission (MPC), there is already a representative from Group 2 Architects on MPC. Council was impressed with your qualifications and encourages you to re-apply again in the fall as there will be openings on MPC at that time.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent". The signature is written in dark ink and is positioned above the printed name and title.

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Ms. Shelley Rattray  
200 Ibbotson Close  
Red Deer, AB T4R 0C6

Dear Ms. Rattray:

**Re: Council Committees Application  
Greater Downtown Action Planning Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to the Greater Downtown Action Planning Committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Duane Smethurst  
4729-57 Street  
Red Deer, AB T4N 6M3

Dear Mr. Smethurst:

**Re: Council Committees Application  
Greater Downtown Action Planning Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in black ink, appearing to read "Elaine Vincent". The signature is written in a cursive, flowing style with a large initial "E".

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Tim Lasiuta  
309 Overdown Drive  
Red Deer, AB T4P 1W8

Dear Mr. Lasiuta:

**Re: Council Committees Application  
Heritage Preservation Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Ms. Kristine Plastow  
52 Springfield Avenue  
Red Deer, AB T4N 0C7

Dear Ms. Plastow:

**Re: Council Committees Application  
Heritage Preservation Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to the Heritage Preservation Committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script that reads "Elaine Vincent". The signature is written in black ink and is positioned above the printed name and title.

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Denni Wentzell  
22 Metcalf Avenue  
Red Deer, AB T4R 1R1

Dear Mr. Wentzell:

**Re: Council Committees Application  
Heritage Preservation Committee  
Municipal Planning Commission**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Joe Chodzicki  
147, 4819C-48 Avenue  
Red Deer, AB T4N 3T2

Dear Mr. Chodzicki:

**Re: Council Committees Application  
Library Board  
Secondary Suite Regulation Ad Hoc Review**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to the above referenced committees this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Ms. Linda Smith  
12 Sutton Close  
Red Deer, AB T4N 0E2

Dear Ms. Smith:

**Re: Council Committees Application  
Library Board**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script that reads "Elaine Vincent". The signature is written in black ink and is positioned above the printed name and title.

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Ms. Lisa Gwin  
32 Ainsworth Crescent  
Red Deer, AB T4R 2V3

Dear Ms. Gwin:

**Re: Council Committees Application  
Secondary Suite Regulation Ad Hoc Review**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to the Secondary Suite Regulation Ad Hoc Review Committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent". The signature is written in black ink and is positioned above the typed name.

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Roy Koshelek  
4 Otterbury Avenue  
Red Deer, AB T4N 4Z9

Dear Mr. Koshelek:

**Re: Council Committees Application  
Secondary Suite Regulation Ad Hoc Review**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to a committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent". The signature is written in black ink and is positioned above the typed name and title.

Elaine Vincent  
Legislative & Administrative Services Manager

March 9, 2010

Mr. Andrew Gilchrist  
29 Fern Road  
Red Deer, AB T4N 4Z5

Dear Mr. Gilchrist:

**Re: Council Committees Application  
Crime Prevention Advisory Committee**

At the City of Red Deer's Regular Council Meeting held on Monday, March 8, 2010 consideration was given to membership on Council Committees.

While you were not appointed to the Crime Prevention Advisory Committee this year, we greatly appreciate your interest in the community and willingness to serve on a committee.

Council's goal is to create flexible, meaningful, responsive and coordinated public engagement and participation to City decision making processes. Our committees are an important part of this process and community interest in serving on committees is sought annually. I would encourage you to consider future volunteer opportunities both within The City and the broader community.

It is volunteers such as you who make Red Deer a vibrant community for all to enjoy.

Please do not hesitate to contact our office should you require any further information or clarification regarding the above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent". The signature is written in dark ink and is positioned above the printed name.

Elaine Vincent  
Legislative & Administrative Services Manager

FILE COPY

March 9, 2010

Dean Frey, Library Director  
Red Deer Public Library  
4818 - 49 Street  
Red Deer, AB T4N 1T9

Dear Mr. Frey:

**RE: Library Board - Citizen-At- Large Appointments**

At The City of Red Deer's Regular Council Meeting held Monday, March 8, 2010, consideration was given to the appointment of citizens at large for various committees, commissions, and boards.

The following resolution was passed regarding appointment of a citizen-at-large to the Library Board:

**“Resolved** that Council of The City of Red Deer hereby appoints the following to serve on the *Library Board* for a term to expire as follows:

Klaus Ruschin

Citizen-at-Large  
(to fill the unexpired term of Evan Bedford  
to the Organizational Meeting of  
2011)”

So that you may advise your board member of meeting dates and times, his contact information is as follows:

K. Ruschin  
17 Scott Street  
Red Deer, AB T4N 0E3  
kgruschin@hotmail.com  
Res 403-340-3737  
Bus 403-347-5300

Library Board  
March 9, 2010  
Page 2 of 2

Should you require any further information or clarification regarding the above please contact this office at 403-342-8132.

Sincerely,

A handwritten signature in cursive script, appearing to read "Elaine Vincent".

Elaine Vincent  
Legislative & Administrative Services Manager

cc. Community Services Director  
Recreation, Parks & Culture Manager  
Committee Directory, Legislative & Administrative Services

**Bylaws Item No. 1**

**BYLAW NO. 3357/C-2010**

**Original Bylaw**

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

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

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

1. Sections 9.2(2), 9.2(3) and 9.2(4) are deleted in their entirety and replaced with the following:
  - “9.2(2) A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and liable upon summary conviction to the specified penalty set out in Schedule “C”, or in the case for which there is no specified penalty set out in Schedule “C”, to a fine of \$250.00 for a first offence, \$500.00 for a second offence and \$750.00 for a third or subsequent offence, and in default of payment of any penalty, to imprisonment for up to 6 months.
  - 9.2(3) Where a Bylaw Officer reasonably believes that a person has contravened any provision of this Bylaw, he or she may, in addition to any other remedy at law, serve upon the person a violation ticket, in the form used by the City, allowing payment of the penalty as set out in Section 9.2(2) of this Bylaw for the particular offence, which payment will be accepted by the City in lieu of prosecution for the offence, or a Bylaw Officer may issue a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, allowing a voluntary payment of the penalty as set out in Section 9.2(2) of this Bylaw, or, requiring a person to appear in court without the alternative of making a voluntary payment. The recording of the payment of a penalty made to the City or the Provincial Court of Alberta shall constitute an acceptance of a guilty plea and conviction for the offence.
  - 9.2(4) Any person who contravenes the same provision of this Bylaw within twelve months after the date of the first contravention, is liable to the specified penalties for such second, third or subsequent offence in the amount set out in columns two and three, respectively, of Schedule “C” or as set out in Section 9.2(2) of this Bylaw.”

READ A FIRST TIME IN OPEN COUNCIL this 8th day of February 2010.

READ A SECOND TIME IN OPEN COUNCIL this day of 2010.

READ A THIRD TIME IN OPEN COUNCIL this day of 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2010.

\_\_\_\_\_  
MAYOR

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

**Bylaws Item No. 2**

**BYLAW NO. 3357/D-2010**

Being a bylaw to amend Bylaw No. 3357/2006, the Land Use Bylaw of the City of Red Deer.

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

1. That "Use District Map P17" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 3 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 8th day of February 2010.

READ A SECOND TIME IN OPEN COUNCIL this day of 2010.

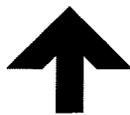
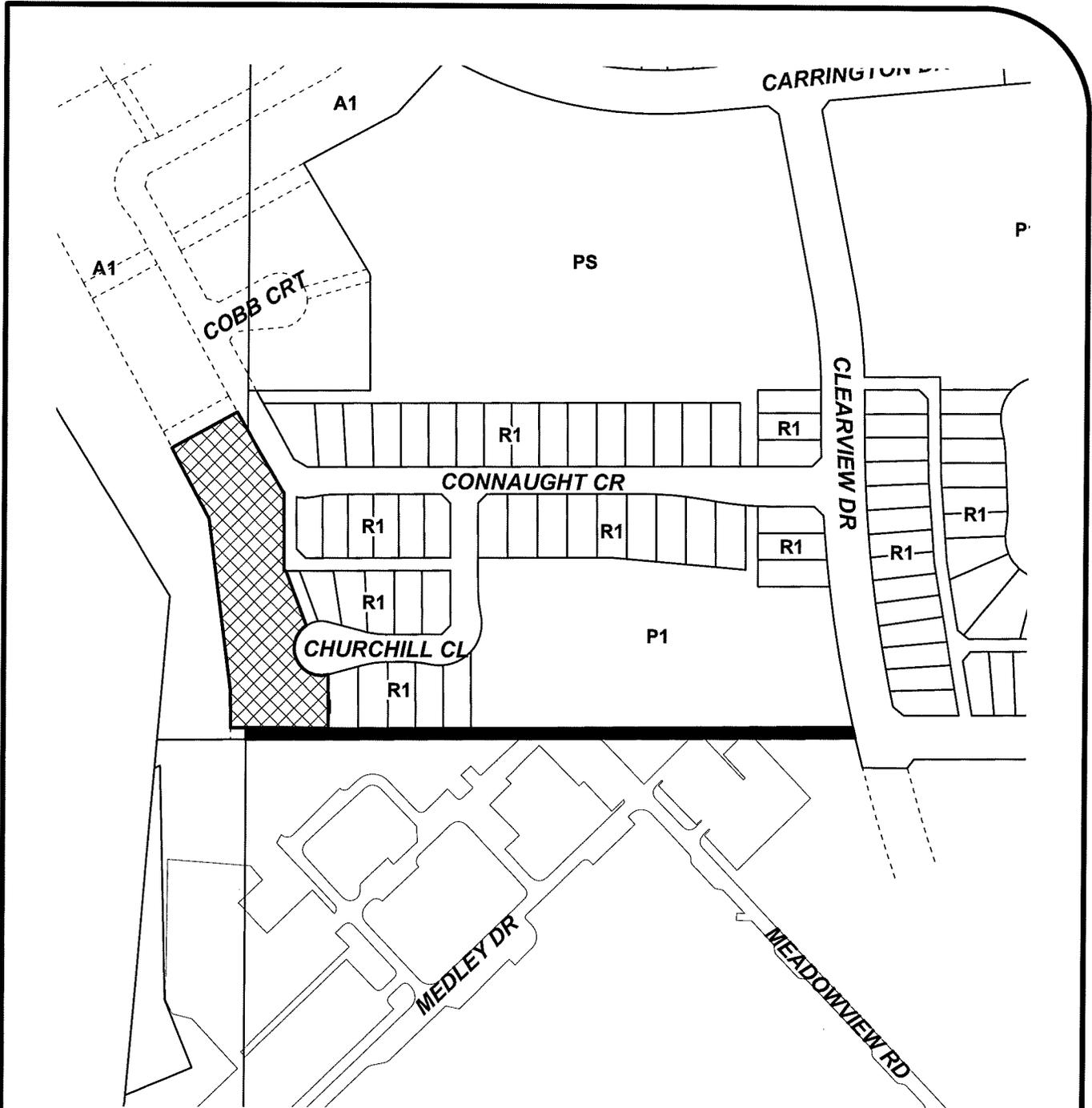
READ A THIRD TIME IN OPEN COUNCIL this day of 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2010.

\_\_\_\_\_  
MAYOR

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

# Proposed Amendment to Land Use Bylaw 3357/2006



North  
Not to Scale



Affected Districts:

R1 - Residential (Low Density) District

PS - Public Service (Institutional or Government) District

A1 - Future Urban Development District

*Change District from:*

 A1 to PS

 A1 to R1

Date: Jan 28, 2010

**Proposed Amendment**  
Map: 3/2010  
Bylaw: 3357/D-2010

**Bylaws Item No. 3**

**BYLAW NO. 3431/A-2010**

Being a Bylaw to amend Bylaw No. 3431/2009 The Committees Bylaw of the City of Red Deer.

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

Bylaw No. 3431/2009 is hereby amended as follows:

1. Section 27 (1) is deleted in its entirety and replaced with the following new section 27(1):
  27. (1) The MPC consists of seven members as follows:
    - (a) Three members of Council, one of whom is the Mayor;
    - (b) Four citizens-at-large.
  
2. Section 27 (4) is deleted in its entirety and replaced with the following new section 27(4):
 

“27 (4) In the absence of the Mayor, the Councillor will act as chairperson. If a member of Council is not present or must leave the meeting, one citizen at large member will assume the position of chairperson for the interim.”
  
3. In all other respects, Bylaw No. 3431/2009 is hereby ratified and confirmed.

READ A FIRST TIME IN OPEN COUNCIL this            day of            2010.

READ A SECOND TIME IN OPEN COUNCIL this            day of            2010.

READ A THIRD TIME IN OPEN COUNCIL this            day of            2010.

AND SIGNED BY THE MAYOR AND CLERK this            day of            2010.

\_\_\_\_\_  
MAYOR

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

**Bylaws Item No. 4**

**BYLAW NO. 3448-2010**

Being a Bylaw to revise the titles of certain Bylaws of the City of Red Deer.

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

1. Bylaw 3375/A-2009 adopted on January 11, 2010 is renamed Bylaw 3375/B-2009.
2. Bylaw 3376/A-2009 adopted on January 11, 2010 is renamed Bylaw 3376/B-2009.
3. Bylaw 3377/A-2009 adopted on January 11, 2010 is renamed Bylaw 3377/B-2009.
4. Bylaw 3378/A-2009 adopted on January 11, 2010 is renamed Bylaw 3378/B-2009.
5. This bylaw comes into force on the date that it is passed.

READ A FIRST TIME IN OPEN COUNCIL this            day of            2010.

READ A SECOND TIME IN OPEN COUNCIL this            day of            2010.

READ A THIRD TIME IN OPEN COUNCIL this            day of            2010.

AND SIGNED BY THE MAYOR AND CLERK this            day of            2010.

\_\_\_\_\_  
MAYOR

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