

CITY COUNCIL

AGENDA

Monday, July 20, 2015 – Council Chambers, City Hall

Call to Order:	2:30 PM
Recess:	5:00 PM to 6:00 PM
Public Hearing(s):	6:00 PM

1. IN CAMERA MEETING

1.1. Motion to In Camera - Legal Matter (FOIP 24(1))

1.2. Motion to Revert to Open Meeting

2. MINUTES

2.1. Confirmation of the Minutes of the July 6, 2015 City Council Meeting
(Agenda Pages 1 – 7)

3. POINTS OF INTEREST

4. BRING FORWARD ITEMS

4.1. Notice of Motion Submitted by Councillor Paul Harris re: Support for Red Deer College in Obtaining Polytechnic University Status
(Agenda Pages 8 – 8)

5. REPORTS

- 5.1. Graffiti Strategy
(Agenda Pages 9 – 11)
- 5.2. Deferral of Annexation Application
(Agenda Pages 12 – 17)
- 5.3. Water and Wastewater Extensions Beyond City Boundary Policy Amendment to Utility Policy PS-A-2.7
(Agenda Pages 18 – 35)
- 5.4. Sylvan Lake Regional Water Commission
Request for Water Treatment and Transmission Service
(Agenda Pages 36 – 113)
- 5.5. Council Participation: Federation of Canadian Municipalities (FCM)
(Agenda Pages 114 – 115)

6. BYLAWS

- 6.1. Land Use Bylaw Amendment 3357/N-2015
Secondary Suite Review
Consideration of First Reading of the Bylaw
(Agenda Pages 116 – 133)
- 6.2. Timber Ridge Phase 4B
Proposed Redesignation from AI to RI and RIN
Land Use Bylaw Amendment 3357/R-2015
Consideration of First Reading of the Bylaw
(Agenda Pages 134 – 137)
- 6.3. Land Use Bylaw Amendment 3357/S-2015
Temporary Warming Centre at 4934 - 54 Avenue
Consideration of First Reading of the Bylaw
(Agenda Pages 138 – 142)

6.4. Tax Instalment Plan Bylaw 3547/2015

(Agenda Pages 143 – 152)

6.4.a. Consideration of Second Reading of the Bylaw

6.4.b. Consideration of Third Reading of the Bylaw

6.5. Tax Penalty Bylaw 3546/2015

(Agenda Pages 153 – 161)

6.5.a. Consideration of Second Reading of the Bylaw

6.5.b. Consideration of Third Reading of the Bylaw

7. PUBLIC HEARINGS

7.1. Land Use Bylaw Amendment 3357/P - 2015
Timber Ridge Redesignation from A1 to PS

(Agenda Pages 162 – 167)

7.1.a. Consideration of Second Reading of the Bylaw

7.1.b. Consideration of Third Reading of the Bylaw

8. NOTICE OF MOTION

9. ADJOURNMENT



U N A P P R O V E D - M I N U T E S

of The Red Deer City Council Regular Meeting held on Monday, July 6, 2015 commenced at 2:32 p.m.

PRESENT: Mayor Tara Veer

Councillor Buck Buchanan

Councillor Tanya Handley

Councillor Paul Harris

Councillor Ken Johnston

Councillor Lynne Mulder

Councillor Frank Wong

Acting City Manager, Elaine Vincent

Director of Communications & Strategic Planning, Julia Harvie-Shemko

Acting Director of Community Services, Shelley Gagnon

Director of Corporate Services, Paul Goranson

Director of Corporate Transformation, Lisa Perkins

Acting Director of Human Resources, Tracy Bruce

Acting Director of Planning Services, John Sennema

City Clerk, Frieda McDougall

Deputy City Clerk, Angie Keibel

Corporate Meeting Coordinator, Amber Senuk

Corporate Meeting Coordinator, Louise Maher

Controller – Property Taxation, Roxane Preedin

ABSENT: Councillor Lawrence Lee

Councillor Dianne Wyntjes



I. MINUTES

I.1. Confirmation of the Minutes of the June 22, 2015 City Council Meeting

Moved by Councillor Ken Johnston, seconded by Councillor Buck Buchanan

Resolved that Council of The City of Red Deer hereby approves the Minutes of the June 22, 2015 City Council Meeting as transcribed.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Paul Harris, Councillor Ken Johnston, Councillor Lynne Mulder, Councillor Frank Wong

MOTION CARRIED

2. REPORTS

2.1. Investment Executive Limitation Policy EL-D-2.4 Amendments

Moved by Councillor Ken Johnston, seconded by Councillor Lynne Mulder

Resolved that Council of The City of Red Deer having considered the report from Financial Services dated June 26, 2015 re: Investment Executive Limitation Policy Amendment hereby endorses the amendment of the Executive Limitation EL-D-2.4 Investments policy by replacing item 5.2.1 in its entirety and replacing it with the following item 5.2.1:

5.2.1. permit securities in the portfolio without applying the following credit quality restrictions



Debt Rating Category	Minimum	Maximum
"AA(low)" or higher or equivalent	50 %	100%
"A(low)" to "A(high)"	0 %	50 %
Any security rated "BBB(high)" or lower	0 %	0 %

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Paul Harris, Councillor Ken Johnston, Councillor Lynne Mulder, Councillor Frank Wong

MOTION CARRIED

3. BYLAWS

3.1. Tax Installment Plan Bylaw 3547/2015 Consideration of First Reading of the Bylaw

Moved by Councillor Ken Johnston, seconded by Councillor Tanya Handley

FIRST READING: That Tax Bylaw 3547/2015 (Tax Installment Plan Bylaw to include supplementary tax notices and be more adaptable to banking procedures and customer services practices) be read a first time.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Paul Harris, Councillor Ken Johnston, Councillor Lynne Mulder, Councillor Frank Wong

MOTION CARRIED



3.2. Tax Penalty Bylaw 3546/2015 Consideration of First Reading of the Bylaw

Moved by Councillor Tanya Handley, seconded by Councillor Ken Johnston

FIRST READING: That Bylaw 3546/2015 (Tax Penalty Bylaw to create greater incentives for timely payments) to be read a first time.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Paul Harris, Councillor Ken Johnston, Councillor Lynne Mulder, Councillor Frank Wong

MOTION CARRIED

4. NOTICES OF MOTION

4.1. Notice of Motion Submitted by Councillor Tanya Handley re: City of Red Deer-Allowable Debt Limit

Moved by Councillor Tanya Handley, seconded by Councillor Ken Johnston

Whereas The Council of 2014-2017 adopted a strategic direction that included financial leadership as a priority; and

Whereas as a result of the strategic direction, a financial charter is being developed that will include benchmarking and Council's financial priorities; and

Whereas The City of Red Deer has an existing policy to limit our debt to 90% of allowable limit as per provincial regulations; and

Whereas debt is one way of funding municipal capital projects; and

Whereas in 2016 Budget guidelines, Council gave direction for the City's debt to not



exceed 67% of the allowable limit; and

Whereas Alberta Capital Finance Authority reporting requirements become more complex once debt reaches the 75% range requiring more administrative time and cost; and

Whereas for the 2015, 2016, 2017 operating budgets Council adopted a 1% contribution to capital projects;

Therefore be it resolved that the current Council policy which limits the debt level of the municipality to 90% of the maximum level established by the Provincial regulation, be amended for the debt level of the municipality to not exceed 75% of the maximum level established by the Provincial regulation.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Paul Harris, Councillor Ken Johnston, Councillor Frank Wong

OPPOSED: Councillor Lynne Mulder

MOTION CARRIED

5. NOTICES OF MOTION

5.1. Notice of Motion Submitted by Councillor Paul Harris re: Support for Red Deer College in Obtaining Polytechnic University Status

The following Notice of motion was introduced by Councillor Paul Harris

Whereas, Red Deer College is actively seeking Polytechnic University status in order to offer its own degrees, as well as to continue to offer professional, career-focused programs in the arts, social and related behavioural sciences, health & wellness, engineering, education, and trades and technology that engage students in active, applied



learning and research essential to the future of society, business and industry; and

Whereas, offering degrees closer to home dramatically improves access and affordability for learners in the communities of Central Alberta, and

Whereas, a local Polytechnic University will provide local control over education programming, based on local demand and our communities' needs; and

Whereas, a Polytechnic University will strengthen the social fabric of our community, increase cultural diversity, and enable economic growth for the region; and

Whereas, applied research that is anticipated from Polytechnic University will support innovation and commercialization for businesses and industries of Central Alberta, which further helps to diversify and strengthen our economy; and

Whereas, Red Deer College's current contribution to economic growth through past graduates and current operations is \$327.4 million in 2011-2012, and would be significantly higher with a Polytechnic University; and

Whereas, our region is one of the largest in Canada without access to a degree granting institution within a one hour commute; and

Whereas, currently only 17% of eligible High School students in our region remain here to pursue a post-secondary education, compared to Calgary (33%), Edmonton (32%) and Lethbridge (28%); and

Whereas, students who must leave our Central Alberta community to pursue a degree often do not return; and

Whereas, the City of Red Deer's Economic Development Strategy highlights our central location a major asset for both our community and the province; and

Whereas, economic strength and diversification are crucial to Council's Strategic Plan; and



Whereas, education and lifelong learning, influences community equity positively, reduces poverty and crime, improves social justice and positively influences the overall well-being of the community; and

Whereas, the purpose of civic government is to improve the quality of life for its citizens; and

Whereas, The City of Red Deer has an opportunity to support and advocate on behalf of, and with, our communities' local educational institutions; and

Therefore, be it resolved that the Council of the City of Red Deer, endorse and advocate with the Red Deer College in its request to the Government of Alberta for an immediate change in status to a Polytechnic University.

6. **ADJOURNMENT**

Moved by Councillor Buck Buchanan, seconded by Councillor Ken Johnston

Resolved that Council of The City of Red Deer hereby agrees to adjourn the Monday, July 6, 2015 Regular Council Meeting of Red Deer City Council at 3:45 p.m.

IN FAVOUR: Mayor Tara Veer, Councillor Buck Buchanan, Councillor Tanya Handley, Councillor Paul Harris, Councillor Ken Johnston, Councillor Lynne Mulder, Councillor Frank Wong

MOTION CARRIED

MAYOR

CITY CLERK



July 9, 2015

Notice of Motion Submitted by Councillor Paul Harris re: Support for Red Deer College in Obtaining Polytechnic University Status

Legislative Services

Report Summary & Recommendation:

This Notice of Motion was submitted by Councillor Paul Harris at the Monday, July 6, 2015 Council meeting.

This item is now being presented for Council's consideration.

City Manager Comments:

In conversation with Red Deer College (RDC), the College would like the opportunity to attend Council on August 31st to provide an overview of the Polytechnic University model and to outline the significant impact this status change will have on the City of Red Deer and the communities and learners of Central Alberta.

Elaine Vincent
Acting City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report as presented by Councillor Harris re: Support for Red Deer College in Obtaining Polytechnic University Status, hereby agrees to table consideration of this item to the August 31, 2015 meeting of City Council to allow Red Deer College the opportunity to attend Council and provide an overview of the Polytechnic University model and to outline the significant impact this status change will have on the City of Red Deer and the communities and learners of Central Alberta.



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Angie Keibel, Deputy City Clerk
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Notice of Motion Submitted by Councillor Paul Harris
Re: Support for Red Deer College Obtaining Polytechnic University Status

Reference Report:

Legislative Services, dated July 9, 2015.

Resolution:

At the Monday July 20, 2015 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer prior to considering this Notice of Motion as presented by Councillor Harris re: Support for Red Deer College in Obtaining Polytechnic University Status, hereby agrees to table consideration of this item to the August 31, 2015 meeting of City Council to allow Red Deer College the opportunity to attend Council and provide an overview of the Polytechnic University model and to outline the significant impact this status change will have on the City of Red Deer and the communities and learners of Central Alberta.

Report back to Council: Yes

This report is to be brought back to the August 31, 2015 meeting of Red Deer City Council.

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

Frieda McDougall
Manager

c. Corporate Meeting Coordinator



June 1, 2015

Graffiti Strategy

Community Services

Report Summary & Recommendation:

Prior to any other community group identifying graffiti prevention and abatement as a strategic priority, the City of Red Deer had taken the lead in allocating resources to the creation of a collaborative community graffiti abatement strategy.

While Council approved the funds to support this strategy during the 2014 budget deliberations, Council also asked that the Terms of Reference for the strategy be brought back for review and approval prior to proceeding with the work. Since that time, the Central Alberta Crime Prevention Centre (CACPC) has established their strategic direction and has identified the creation of a Graffiti Strategy as one of their objectives over the next 1-3 years.

The City of Red Deer is committed to working with CACPC to support and enable their ongoing crime prevention strategies. It is recommended that the City recognize CACPC's leadership in this area and endorse their leadership of the collaborative community processes to create an overall community graffiti strategy, with the City of Red Deer acting as a partner and key stakeholder in the overall process.

City Manager Comments:

I support the recommendation of Administration.

Elaine Vincent
Acting City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Community Services dated June 1, 2015 re: Graffiti Strategy, hereby endorses The Central Alberta Crime Prevention Centre as a leader of the collaborative community processes to create a community graffiti strategy, with The City of Red Deer acting as a partner and key stakeholder in the overall process.



Report Details

Background:

During the 2014 budget deliberations, Council made the following resolution:

“Resolved that Council of The City of Red Deer, having considered the Red Deer 2014 Operating Budget, hereby approves the following Funding Adjustment Recommendation:

Item #	Dept	Initiative Title	2014 Original	2014 Salary Requirement	2014 Ongoing Requirement	2014 One Time Requirement
PLANNING SERVICES DIVISION						
52.0	INL	Corporate graffiti initiative	10,000			10,000

Resolved that Council of The City of Red Deer, having considered Funding Adjustment Requirement Item 52.0, hereby agree that the Terms of Reference come back to Council for consideration before the project proceeds.”

Discussion:

As Red Deer continues to grow, graffiti abatement is increasingly difficult, and requires an organized, focused, and collaborative approach. Through the established partnerships of the Central Alberta Crime Prevention Centre (CACPC), the City of Red Deer and the Downtown Business Association, we have a shared vision for a graffiti free Red Deer.

The City of Red Deer is a steward of graffiti abatement through the maintenance of graffiti free assets, through the enforcement of appropriate legislation, and by facilitating a supportive environment to allow community partners to work toward the elimination of graffiti in Red Deer. As it relates to this strategy, the City is:

- A Victim: The City of Red Deer owns many assets that are vandalized with graffiti such as Recreation Centres, Electric Light and Power boxes, streetlights, signs, bridges, statues, benches, playgrounds, washrooms and more.



- A Partner: Some of the more frequently tagged structures are utility service boxes, Canada Post mail boxes, and garbage bins owned by other service and utility providers in partnership with the City.
- A Funder: The City provides funding to the Central Alberta Crime Prevention Centre and the Downtown Business Association to implement prevention, awareness and abatement programs for the community.
- A Facilitator: Coordination of a safe and inviting community increases overall quality of life for residents, and the City is a stakeholder and leader in encouraging participation and coordinating efforts.
- The Enforcer: The City has a legislative responsibility through our local Community Standards bylaw to monitor and enforce removal of graffiti related occurrences. The City also holds a policing contract with the RCMP and therefore has the ability to liaise closely with them to provide intelligence that may assist in identification of vandals.

The City of Red Deer has many roles as it relates to the graffiti strategy and therefore has unique actions that only the City may take in supporting the work of others.

The 2014 City of Red Deer budget proposal referenced above was placed before City Council over a year before the CACPC's strategic plan for their ongoing work was drafted and approved by their board. In the CACPC 2015-2016-2017 Strategic Plan, they have identified the following as an action: "Continue the graffiti abatement & education program including a Red Deer Graffiti Strategy".

During the 2015 budget deliberations the previously approved Graffiti Abatement allocation was carried over and is still available for the Community's use on this strategy.

Analysis:

As a key partner in the shared approach to a graffiti free Red Deer, the City will accept responsibility for our many roles, and focus on levers held internally as our continued contributions. Although many stakeholders will need to be consulted with and/or involved in the design, implementation and ongoing monitoring of the strategy, it is recommended that the Central Alberta Crime Prevention Centre take the lead role in facilitating the collaborative work on the relevant actions, including engaging the public in graffiti awareness, removal, and prevention. This work will be done in partnership with the City of Red Deer and other key stakeholders.

Administration will work in partnership with CACPC, utilizing the available funds to support the development of the community based graffiti strategy when appropriate.



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Sarah Cockerill, Director of Community Services
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Graffiti Strategy

Reference Report:

Community Services, dated June 1, 2015.

Resolution:

At the Monday July 20, 2015 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer having considered the report from Community Services dated June 1, 2015 re: Graffiti Strategy, hereby endorses The Central Alberta Crime Prevention Centre as a leader of the collaborative community processes to create a community graffiti strategy, with The City of Red Deer acting as a partner and key stakeholder in the overall process.

Report back to Council: No

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

Frieda McDougall
Manager



July 3, 2015

Deferral of Annexation Application

Planning Department

Report Summary & Recommendation:

The Intermunicipal Development Plan (IDP) allows The City to maintain a thirty to fifty year supply of land. Using the IDP's formula and the current data The City has a fourteen year land supply for growth. The IDP allows The City to defer annexation for up to five years at a time.

It is recommended that The City defer the submission of a notice of intent to annex for a two year period. The intent to annex would be reviewed in 2017.

City Manager Comments:

I support the recommendation of Administration.

Elaine Vincent
Acting City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from the Planning Department dated June 3, 2015 re: Deferral of Annexation Application, hereby agrees that The City of Red Deer defer the submission of a Notice of Intent to Annex for a two year period to 2017.

Report Details

Background:

In 2012 the Intermunicipal Development Plan (IDP) was amended to include a revised policy 3.6.3(1), which states that, “even if The City’s land supply is estimated to be less than thirty years, The City may defer filing for an annexation application for up to five years at a time by resolution of City Council.” Alternatively, if Council wishes to proceed, the IDP requires in Policy 3.6.3 (4) that in advance of any application, “The City shall discuss with The County the identified areas or areas it proposes to annex.”

The report from the Planning Department of June 19, 2013 indicated that the city had sixteen years of land supply. The city had, at that time in early 2013, approximately 3,602 hectares of non-urban lands within its current boundary. Non-urban lands are defined as lands that have not been rezoned for residential, commercial, industrial, park/open space, or institutional uses. Although the formula showed that the city was deficient in terms of a thirty to fifty year land supply, there was not an immediate need to annex. Council agreed on July 8, 2013 to defer the submission of a notice of intent to annex for a minimum of two years.

Discussion:

Application of the IDP land supply formula indicates that if historic population and land consumption rates continue the city has a **fourteen** year land supply within its current boundaries. Between 2014 and 2015, the Municipal Census population grew from 98,585 to 100,807 for an increase of 2.81 percent.

Although the formula shows that the city is deficient in terms of a thirty to fifty year land supply there does not appear to be an immediate need to annex. The City still has approximately 3,115 hectares of non-urban lands within its current boundaries as of June 17, 2015.

The County in Policy 3.6.3 (1) of the IDP is to support an annexation application to a maximum of a fifty year land supply. Without deferral by resolution, an application should be undertaken within three years of the minimum supply of thirty years being reached. Therefore the land area in the application should be between the minimum thirty year supply and the maximum of a fifty year supply.

The annexation process takes several years. The 2009 annexation took over two years from the filing of the notice of intent, until the province’s final approval of the annexation. Following annexation there is the need to prepare integrated plans for the development of the newly annexed areas before development can take place. These include: the Capital Budget, various statutory planning documents such as the

Municipal Development Plan, major area structure plans, various transportation and servicing studies for example.

Analysis:

Although the IDP formula indicates that the city has less than a thirty year land supply, the city has 3,115 hectares of non-urban lands within its current boundaries. Deferral of the submission of a notice of intent to annex for two years to 2017 will allow for integrated decision-making for growth in the next two years.

Attachment A: Extracts from the IDP

Attachment A: Extracts from the IDP

3.1 Annexation

3.1.1 Context

- (1) ¹This Plan is a framework for the annexation of lands within The City Growth Area to provide for up to a fifty year land supply for growth needs within The City's boundary.

3.1.2 Objective

- (1) ²To provide for an annexation formula based on The City's future growth needs including a City land inventory which reflects a minimum 30 year supply for residential, commercial, industrial and/or major open space.

3.1.3 Policies

- (1) ³An annexation application for a maximum of a fifty year land supply should be undertaken when The City's land supply for growth needs is within three years of the minimum thirty year land supply (i.e. is a thirty-three year supply or less) unless deferred by The City. Even if The City's land supply is estimated to be less than thirty years, The City may defer filing an annexation application for up to five years at a time by resolution of City Council. Any numbers of deferrals are permitted under this Plan and each deferral shall be for a period of not more than five years. The City shall update The County every year as to whether it has a surplus or deficiency in its land supply for growth.

- (2) ⁴The 30 to 50 year supply of land for The City of Red Deer for growth purposes will be determined by the following formula:

Future land requirements are estimated by calculating the current per capita urban land consumption rate and modifying this rate to produce a projected per capita urban land consumption rate. This figure is then projected forward 30 and 50 years using the average annual population growth rate.

¹ 3393/A-2012, 2012/21

² 3393/A-2012, 2012/21

³ 3393/A-2010, 2010/20, 3393/A-2012, 2012/21

⁴ 3393/A-2010, 2010/20, 3393/A-2012, 2012/21

The following definitions apply to the formula:

Current per capita urban land consumption:

The current total City of Red Deer population divided by the total area within The City's boundaries that is or will be developed imminently for urban uses. Imminent development includes land that has urban type zoning and is anticipated to be developed in the near future.

Projected per capita urban land consumption:

The current per capita urban land consumption modified to reflect a 20 percent increase in population density in new residential areas.

Average annual population growth rates:

The average annual population growth rate of The City calculated as the average of the most recent 10 year average annual growth rate and the most recent 50 year average annual growth rate.

Projected population for 30 and 50 year periods:

The projected population is determined by applying the average annual population growth rate, as defined above, to the current population of The City for 30 and 50 year periods.

- (3) The County shall support land purchases by The City within The City of Red Deer Growth Area.
- (4) ⁵The County shall support annexation of lands identified by The City within The City of Red Deer Growth Area to allow The City to maintain a maximum of fifty years land supply for growth. In advance of the initiation of any annexation application, The City shall discuss with The County the identified area or areas it proposes to annex.
- (5) ⁶The City shall not attempt to annex any lands outside The City of Red Deer Growth Area identified on Map I, unless this Plan is amended.
- (6) Annexation boundaries shall follow legal boundaries and natural features to avoid creating a fragmented pattern of municipal jurisdiction.

⁵ 3393/A-2012, 2012/21

⁶ 3393/A-2012, 2012/21

- (7) ⁷Compensation for the Phase I Annexation area and the formula for all future annexations are attached hereto as Appendix “A”, “FINAL ANNEXATION COMPENSATION AGREEMENT” in this Plan.
- (8) Within The City’s Growth Area:
 - (a) Only the following development shall be included in the compensation formula for annexation:
 - (I) Development that occurred prior to adoption of this Plan;
 - (II) Development that occurs after the adoption of this Plan on land that was subdivided and redesignated to industrial, institutional, commercial or multi-lot residential prior to adoption of this Plan. For this purpose multi-lot residential means three or more residential parcels in a quarter section; and
 - (III) Residential development of two or less parcels in a quarter section that occurs after the adoption of this Plan.
 - (b) Any subdivision or development other than those listed above that occurs within The City’s Growth Area after this Plan is adopted is excluded from the compensation calculation used in an annexation.
 - (c) ⁸Deleted

⁷ 3393/A-2010, 3393/A-2008, 2008/26

⁸ 3393/A-2008, 2008/26



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Angus Schaffenburg, Acting Manager of Planning
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Deferral of Annexation Application

Reference Report:

Planning Services, dated July 3, 2015.

Resolution:

At the Monday July 20, 2015 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer having considered the report from the Planning Department dated June 3, 2015 re: Deferral of Annexation Application, hereby agrees that The City of Red Deer defer the submission of a Notice of Intent to Annex for a two year period to 2017.

Report back to Council: No

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

Frieda McDougall
Manager

c. T. Lodewyk, Director of Planning Services



LEGISLATIVE SERVICES

July 22, 2015

Mayor Jim Wood
Red Deer County
38106 Range Rd 275
Red Deer County, Alberta T4S 2L9

Dear Mayor Wood:

**Re: Council Decision
Deferral of Annexation Application**

At The City of Red Deer's Regular Council Meeting held on Monday, July 20, 2015 the following resolution was passed:

Resolved that Council of The City of Red Deer having considered the report from the Planning Department dated June 3, 2015 re: Deferral of Annexation Application, hereby agrees that The City of Red Deer defer the submission of a Notice of Intent to Annex for a two year period to 2017.

Sincerely,

Frieda McDougall
Legislative Services Manager

c Director of Planning Services
Acting Planning Services Manager



July 6, 2015

Water and Wastewater Extensions Beyond City Boundary Policy Amendment to Utility Policy PS-A-2.7

Development Services Directorate

Report Summary & Recommendation:

At the June 23, 2015 Governance and Policy Committee meeting, the committee discussed the Water and Wastewater Extensions Beyond City Boundary Policy and amendments to Utility Policy PS-A-2.7 and passed the following resolution.

“Resolved that the Governance & Policy Committee having considered the report from the Development Services Directorate, dated June 22, 2015, regarding Water and Wastewater Extensions Beyond City Boundary Policy, hereby approves replacing the clause at the start of Utility Policy PS-A-2.7 with the clause below:

‘The City of Red Deer is the provider of water, wastewater, solid waste and electric utilities within City boundaries. The City of Red Deer is also a regional provider of services for the water, wastewater and solid waste utilities to customers and citizens located outside its boundaries where approved by Council.’

City Manager Comments:

I support the recommended policy amendments as recommended by administration and endorsed by the Governance and Policy Committee.

Elaine Vincent
Acting City Manager


**Proposed Resolution:**

Resolved that Council of The City of Red Deer having considered the report from the Development Services Directorate dated July 6, 2015 re: Water and Wastewater Extensions Beyond City Boundary, Policy Amendment to Utility Policy PS-A-2.7, hereby endorses the amendment of Utility Policy PS-A-2.7 by replacing the clause at the start of Utility Policy PS-A-2.7 with the following:

The City of Red Deer is the provider of water, wastewater, solid waste and electric utilities within City boundaries. The City of Red Deer is also a regional provider of services for the water, wastewater and solid waste utilities to customers and citizens located outside its boundaries where approved by Council.

Report Details**Background:**

As noted in the attached background report, the Water and Wastewater Extensions Beyond City Boundary Policy was discussed by the Governance and Policy Committee on June 23, 2015. GPC recommended a revised Utility Policy PS-A-2.7 acknowledging The City as a regional provider for water, wastewater and solid waste utilities to approved customers and citizens outside Red Deer's boundaries. Administration is now recommending Council adopt revised Utility Policy PS-A-2.7 to provide utility extensions beyond City boundaries. A strikethrough version of this policy is attached for reference.

	Council Policy	
	Utility Policy	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7


The City of Red Deer is the provider of water, wastewater, solid waste and electric utilities within City boundaries. The City of Red Deer is also a regional provider of services for the water, wastewater and solid waste utilities to customers and citizens located outside its boundaries where approved by Council.
~~Council of The City of Red Deer provides a public utility as a system for public consumption, benefit, convenience or use.~~

Rates

- 1) Rate structures must balance the following principles:
 - a) Consumer rates should reflect usage and promote conservation.
 - b) Consumer rates should be structured so that revenue requirements can be met within a reasonable tolerance.
- 2) Rates will be:
 - a) Fair and equitable, ensuring customers are contributing equitably in proportion to the cost of the systems;
 - b) Defensible, able to demonstrate that data is available to support the assumptions used in the rate; and the assumptions follow the industry acceptable practices;
 - c) Clear, understandable and logical.
- 3) Rate making will:
 - a) Adhere to regulated and/or legislated requirements;
 - b) Adhere to generally accepted rate making standards.
- 4) The City will collect from all in-City utility customers and electric service area customers, municipal consent and local access fee(s) and all other legitimate charges as defined within this policy.
- 5) The City will collect from all regional customers all legitimate charges.
- 6) Rates will be presented to Council for approval, at minimum, on an annual basis.

Debt

- 7) Debt may be used to fund utility assets (i.e. capital expenditures).
- 8) The debt repayment period will not exceed the life of the asset that the debt is used to fund.

	Council Policy	
	Utility Policy	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

9) Utility debt limit and debt servicing will be in accordance with the Municipal Government Act, regulations and/or associated Council policy.

10) The debt forecast will align with the ten year capital plan and revenue forecasts.

Return on Rate Base

11) The equity rate of return used in the financial model will be in accordance with the most recent Alberta Utilities Commission (AUC) generic cost of capital decision or AUC approved substitute thereof.

12) The cost of deemed debt used in the financial model will be the fifteen year Alberta Capital Finance Authority (ACFA) mid - year rolling average rate.

13) The cost of actual debt used in the financial model will be based on actual debt rates.

14) Deemed debt / equity ratio will be applied as follows:

- | | |
|----------------------|-----------------------|
| a) EL&P Transmission | As established by AUC |
| b) EL&P Distribution | 60/40 |
| c) Water | 60/40 |
| d) Wastewater | 60/40 |
| e) Waste Management | 60/40 |

Municipal Consent (MC) /Local Access Fee (AF)

15) The City, according to its rights under the Municipal Government Act, specifies the method by which the MCAF is calculated and collected by the utility. For non-municipal utilities operating within the City, the terms of franchise fee collection are outlined within respective franchise agreements.

16) The MCAF rate will be established by Council for each utility as part of the annual budget process.

17) The MCAF cannot exceed 35% of total revenue.

Regular Dividend

18) An annual dividend will be paid by the utility as a return on investment.

Special Dividend

	Council Policy	
	Utility Policy	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

- 19) Where the Capital Reserve has excess funds relative to the forecasted capital expenditures, a special dividend payment may be recommended.

Capital Reserve


- 20) A Capital Reserve for each utility will be established for:
- a) Asset replacement and/or;
 - b) Asset rehabilitation and/or;
 - c) Acquisition of future assets; to allow for long term financial planning and financial management of capital assets, for the purpose of re-investing in the utility's assets.
- 21) A capital surcharge may be incorporated in rates.

Rate Stabilization and Operating Reserve (RS&O)

- 22) A Rate Stabilization and Operating (RS&O) Reserve will be established for each utility to:
- a) maintain operations and/or;
 - b) manage unplanned changes in operating expenditures and revenues and;
 - c) mitigate the impact of significant changes in revenue requirements on customer rates for any particular year.
- 23) A Working Capital minimum amount equal to approximately 45 days of operations will be set aside in the RS&O Reserve at the beginning of each year to be used to fund operations through below budget revenue periods and for unplanned expenditures.
- 24) A maximum RS&O Reserve balance will be the Working Capital minimum plus 12.5% of annual operating revenues.
- 25) Year-end actual surplus/deficit from operations will be transferred to/from the RS&O Reserve. If this action results in the RS&O Reserve being above the maximum or below the minimum balance, a transfer to / from the Capital Reserve will only occur if the transfer does not result in a negative Capital Reserve balance.

General Reserve Statements

- 26) Transfers, in accordance with policy and financial limitations placed on the City Manager, may occur between Capital and RS&O Reserves within each utility.

	Council Policy	
	Utility Policy	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

27) The Capital and RS&O Reserves will be reported to Council within the Year End Reserve Report.

Transitional Provisions

28) The provisions in this policy for rate structures, debt, reserves, dividends and return may be phased in to mitigate 'rate shock' and allow for the management of rate changes, if required.

29) An annual report on the progress made towards full compliance with this policy will be made to Council.

Scope/Application:

30) Development Services Division

Policy Monitoring and Evaluation:

31) The Utility Policy will be reviewed in five years, from date of approval or anytime prior to the five year review date.

Authority/Responsibility to Implement:

32) The City Manager has authority and responsibility to ensure council's policy statements are implemented.

References/Links:

- 33) Municipal Government Act
- 34) Capitalization of Interest Council Policy
- 35) Capital Budget - Council Policy
- 36) Alberta Utilities Commission
- 37) Public Utilities Act
- 38) Electric Utilities Act
- 39) AUC Decision 2011-474 or most recent decision of AUC on Generic Cost of Capital
- 40) Operating Budget Policy – Council Policy
- 41) Utility Bylaw
- 42) Electric Utility Bylaw

	Council Policy	
	Utility Policy	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

Inquiries/Contact Person:

- 43) Environmental Services Manager
- 44) Electric, Light & Power Manager

Definitions:

- 45) Local Access Fees
 - a) Fees for the use of City right-of-ways, including maintenance costs and costs associated with integrating right-of-ways of electric wires, gas pipelines, water and sewer lines, and roads.
- 46) Electrical Service Area Customers
 - a) Electrical service customers located within the service boundary as determined by AUC.
- 47) In-City Customer
 - a) The customers located within the boundary of The City of Red Deer.
- 48) Legitimate Charges
 - a) Include, but are not limited to: contributions to, or withdrawals from reserves and/or the use of debt, operating and capital costs, corporate support costs and any reasonable return.
- 49) Municipal Consent
 - a) The fee for granting the utility an exclusive franchise for service in the City.
- 50) Rate Base
 - a) Working capital plus the depreciated value of the assets on which a utility is permitted to earn a return in accordance with the generally accepted regulatory principles in Alberta.
- 51) Regional Customer
 - a) Customers located outside of The City of Red Deer boundary, excluding Electrical Utility customers that may be in the Service Boundary, but outside of City of Red Deer boundary.

52) Reserves

Document Number: I251259

	Council Policy	
	Utility Policy	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

- a) Utility reserves are held for a specific and identifiable future purpose.

53) Revenue Requirement

- a) A fair and reasonable amount of revenue that should be recovered in utility rates.

54) Utilities

- a) Means the City's Water, Wastewater, Waste Management and Electric, Light and Power Utilities.

Document History

Policy Adopted	October 15, 2012
Policy Revised and Adopted	



GOVERNANCE & POLICY COMMITTEE MEETING

Date: June 24, 2015

To: Red Deer City Council

From: Governance & Policy Committee

Subject: Water and Wastewater Extensions Beyond City Boundary Policy
Amendment to Utility Policy PS-A-2.7

At the June 23, 2015 meeting of the Governance & Policy Committee, the Committee discussed the Water and Wastewater Extensions Beyond City Boundary Policy and amendments to Utility Policy PS-A-2.7.

“Resolved that the Governance & Policy Committee having considered the report from the Development Services Directorate, dated June 22, 2015, regarding Water and Wastewater Extensions Beyond City Boundary Policy, hereby approves replacing the clause at the start of Utility Policy PS-A-2.7 with the clause below:

‘The City of Red Deer is the provider of water, wastewater, solid waste and electric utilities within City boundaries. The City of Red Deer is also a regional provider of services for the water, wastewater and solid waste utilities to customers and citizens located outside its boundaries where approved by Council.’

and recommends this be referred to Council for consideration.”


The above is submitted for Council’s consideration.

Respectfully submitted,

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

Councillor Lawrence Lee
Chair, Governance & Policy Committee

c: Elaine Vincent, Director of Development Services
Rob Lewis, Policy Analyst

	Council Policy	
	Utility	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

Council of The City of Red Deer provides a public utility as a system for public consumption, benefit, convenience or use.

1. Rates

1.1. Rate structures must balance the following principles:

- 1.1.1. Consumer rates should reflect usage and promote conservation.
- 1.1.2. Consumer rates should be structured so that revenue requirements can be met within a reasonable tolerance.

1.2. Rates will be:

- 1.2.1. Fair and equitable, ensuring customers are contributing equitably in proportion to the cost of the systems;
- 1.2.2. Defensible, able to demonstrate that data is available to support the assumptions used in the rate; and the assumptions follow the industry acceptable practices;
- 1.2.3. Clear, understandable and logical.

1.3. Rate making will:

- 1.3.1. Adhere to regulated and/or legislated requirements;
- 1.3.2. Adhere to generally accepted rate making standards.

1.4. The City will collect from all in-City utility customers and electric service area customers municipal consent and local access fee(s) and all other legitimate charges as defined within this policy.

1.5. The City will collect from all regional customers all legitimate charges.

1.6. Rates will be presented to Council for approval, at minimum, on an annual basis.


2. Debt

2.1. Debt may be used to fund utility assets (i.e. capital expenditures).

2.2. The debt repayment period will not exceed the life of the asset that the debt is used to fund.

2.3. Utility debt limit and debt servicing will be in accordance with the Municipal Government Act, regulations and/or associated Council policy.

2.4. The debt forecast will align with the ten year capital plan and revenue forecasts.

 THE CITY OF Red Deer	Council Policy	
	Utility	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

3. Return on Rate Base

3.1. The equity rate of return used in the financial model will be in accordance with the most recent Alberta Utilities Commission (AUC) generic cost of capital decision or AUC approved substitute thereof.

3.2. The cost of deemed debt used in the financial model will be the fifteen year Alberta Capital Finance Authority (ACFA) mid - year rolling average rate.

3.3. The cost of actual debt used in the financial model will be based on actual debt rates.

3.4. Deemed debt / equity ratio will be applied as follows:

3.4.1. EL&P Transmission	As established by AUC
3.4.2. EL&P Distribution	60/40
3.4.3. Water	60/40
3.4.4. Wastewater	60/40
3.4.5. Waste Management	60/40

4. Municipal Consent (MC) /Local Access Fee (AF)

4.1. The City, according to its rights under the Municipal Government Act, specifies the method by which the MCAF is calculated and collected by the utility. For non-municipal utilities operating within the City, the terms of franchise fee collection are outlined within respective franchise agreements.

4.2. The MCAF rate will be established by Council for each utility as part of the annual budget process.


4.3. The MCAF cannot exceed 35% of total revenue.

5. Regular Dividend

5.1. An annual dividend will be paid by the utility as a return on investment.

6. Special Dividend

6.1. Where the Capital Reserve has excess funds relative to the forecasted capital expenditures, a special dividend payment may be recommended.

	Council Policy	
	Utility	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

7. Capital Reserve

7.1.A Capital Reserve for each utility will be established for:

- 7.1.1. Asset replacement and/or;
- 7.1.2. Asset rehabilitation and/or;
- 7.1.3. Acquisition of future assets; to allow for long term financial planning and financial management of capital assets, for the purpose of re-investing in the utility's assets.

7.2.A capital surcharge may be incorporated in rates.

8. Rate Stabilization and Operating Reserve (RS&O)

8.1.A Rate Stabilization and Operating (RS&O) Reserve will be established for each utility to:

- 8.1.1. maintain operations and/or;
- 8.1.2. manage unplanned changes in operating expenditures and revenues and;
- 8.1.3. mitigate the impact of significant changes in revenue requirements on customer rates for any particular year.

8.2.A Working Capital minimum amount equal to approximately 45 days of operations-will be set aside in the RS&O Reserve at the beginning of each year to be used to fund operations through below budget revenue periods and for unplanned expenditures.


8.3.A maximum RS&O Reserve balance will be the Working Capital minimum plus 12.5% of annual operating revenues.

8.4.Year-end actual surplus/deficit from operations will be transferred to/from the RS&O Reserve. If this action results in the RS&O Reserve being above the maximum or below the minimum balance, a transfer to / from the Capital Reserve will only occur if the transfer does not result in a negative Capital Reserve balance.

9. General Reserve Statements

9.1.Transfers, in accordance with policy and financial limitations placed on the City Manager, may occur between Capital and RS&O Reserves within each utility.

9.2.The Capital and RS&O Reserves will be reported to Council within the Year End Reserve Report.

 THE CITY OF Red Deer	Council Policy	
	Utility	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

10. Transitional Provisions

- 10.1. The provisions in this policy for rate structures, debt, reserves, dividends and return may be phased in to mitigate 'rate shock' and allow for the management of rate changes, if required.
- 10.2. An annual report on the progress made towards full compliance with this policy will be made to Council.

11. Scope/Application:

- 11.1. Development Services Division

12. Policy Monitoring and Evaluation:


- 12.1. The Utility Policy will be reviewed in five years, from date of approval or anytime prior to the five year review date.

13. Authority/Responsibility to Implement:

- 13.1. The City Manager has authority and responsibility to ensure council's policy statements are implemented.

14. References/Links:

- 14.1. Municipal Government Act
- 14.2. Capitalization of Interest Council Policy
- 14.3. Capital Budget - Council Policy
- 14.4. Alberta Utilities Commission
- 14.5. Public Utilities Act
- 14.6. Electric Utilities Act
- 14.7. AUC Decision 2011-474 or most recent decision of AUC on Generic Cost of Capital
- 14.8. Operating Budget Policy – Council Policy
- 14.9. Utility Bylaw
- 14.10. Electric Utility Bylaw

 THE CITY OF Red Deer	Council Policy	
	Utility	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

15. Inquiries/Contact Person:

15.1. Environmental Services Manager

15.2. Electric, Light & Power Manager

16. Definitions:**16.1. Local Access Fees**

16.1.1. Fees for the use of City right-of-ways, including maintenance costs and costs associated with integrating right-of-ways of electric wires, gas pipelines, water and sewer lines, and roads.

16.2. Electrical Service Area Customers

16.2.1. Electrical service customers located within the service boundary as determined by AUC.

16.3. In-City Customer

16.3.1. The customers located within the boundary of The City of Red Deer.

16.4. Legitimate Charges

16.4.1. Include, but are not limited to: contributions to, or withdrawals from reserves and/or the use of debt, operating and capital costs, corporate support costs and any reasonable return.

16.5. Municipal Consent

16.5.1. The fee for granting the utility an exclusive franchise for service in the City.

16.6. Rate Base


16.6.1. Working capital plus the depreciated value of the assets on which a utility is permitted to earn a return in accordance with the generally accepted regulatory principles in Alberta.

16.7. Regional Customer

16.7.1. Customers located outside of The City of Red Deer boundary, excluding Electrical Utility customers that may be in the Service Boundary, but outside of City of Red Deer boundary.

16.8. Reserves

16.8.1. Utility reserves are held for a specific and identifiable future purpose.

 THE CITY OF Red Deer	Council Policy	
	Utility	
	Policy Type: PURPOSE STATEMENT	PS-A-2.7

16.9. Revenue Requirement

16.9.1. A fair and reasonable amount of revenue that should be recovered in utility rates.

16.10. Utilities

16.10.1. Means the City's Water, Wastewater, Waste Management and Electric, Light and Power Utilities.

Document History

Policy Adopted	October 15, 2012
----------------	------------------



COUNCIL POLICY

4318-C

Water and Wastewater Utility Extensions Beyond City Boundaries

Purpose:

1. To continue to support and respond to needs of the Region without being detrimental to The City, including maintaining The City's ability to offer serviced land at competitive rates.
2. To define criteria under which The City may consider extending water and wastewater services beyond its boundary.
3. To facilitate cooperative long-term planning:
 - to minimize potential urban/rural land use conflicts, and
 - to prevent and mitigate environmental risks to the watershed, particularly the area upstream of The City water treatment plant.
4. To maintain The City's ability to effectively manage its long-term growth.

Policy Statement:

1. When The City provides regional water or wastewater services it will be subject to:
 - full costs, both capital and operating, being borne by the users, and
 - City approval of user access area and allocated capacity, and
 - City ownership and operation of existing treatment plants.
2. The City will provide regional water and wastewater treatment services and supports the extension of water and/or wastewater services to existing Cities, Towns, Villages, and Summer Villages through regional utility consortiums or directly by The City.
3. The City supports the extension of City water or wastewater services for non-residential uses in Counties and Municipal Districts if:
 - The use is consistent with the long-term planning needs of the City, and
 - The use is deemed by the City to be a significant contributor to the region and City economy, and
 - The two municipalities have an IDP, provide The City written comments from the nearest City, Town or Village (within 5 kilometres of the proposed connection and/or ultimate use location); or, if no IDP is in place, provide a



joint letter of support for the extension with the nearest City, Town, or Village (within 5 kilometres of the proposed connection and/or ultimate use location).

4. The City supports the extension of water or wastewater services for residential uses in Counties and Municipal Districts if:
 - The use is consistent with the long-term planning needs of The City, and
 - The two municipalities have an IDP, provide The City written comments from the nearest City, Town, or Village (within 5 kilometres of the proposed connection and/or ultimate use location); or, if no IDP is in place, provide a joint letter of support for the extension with the nearest City, Town, or Village (within 5 kilometres of the proposed connection and/or ultimate use location).
5. The City may consider exceptions to Policy Statement 3 and 4 where The City deems doing so will:
 - mitigate environmental risk to the Red Deer River watershed, and/or
 - significantly benefit the region and The City.

Scope/Application:

This policy is applicable to all future water and wastewater service agreements and when renegotiating existing agreements.

Authority/Responsibility:

The City Manager is authorized to negotiate and enter into agreements consistent with this policy.

References/Links:

1. [City of Red Deer Strategic Plan](#)

Inquiries/Contact Person:

Director of Planning Services

**Approval History:**

Approval Date:	March 12, 2007
Revision Date:	May 22, 2007

Administrative Revisions:

Date:	Description:
June 7, 2010	<ul style="list-style-type: none">• Replaced Director of "Development" Services with Director of "Planning" Services• Replaced "the City" with "The City"



Council Decision – July 20, 2015

DATE: July 22, 2015

TO: Elaine Vincent, Director of Development Services

FROM: Frieda McDougall, Legislative Services Manager

SUBJECT: Water and Wastewater Extensions Beyond City Boundary
Policy Amendment to Utility Policy PS-A-2.7

Reference Report:

Development Services Directorate, dated July 6, 2015.

Resolution:

At the Monday, July 20, 2015 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer having considered the report from the Development Services Directorate dated July 6, 2015 re: Water and Wastewater Extensions Beyond City Boundary, Policy Amendment to Utility Policy PS-A-2.7, hereby endorses the amendment of Utility Policy PS-A-2.7 by replacing the clause at the start of Utility Policy PS-A-2.7 with the following:

The City of Red Deer is the provider of water, wastewater, solid waste and electric utilities within City boundaries. The City of Red Deer is also a regional provider of services for the water, wastewater and solid waste utilities to customers and citizens located outside its boundaries where approved by Council.

Report back to Council: No

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

Frieda McDougall
Manager

- c. T. Warder, Environmental Services Manager
R. Lewis, Policy Analyst



July 14, 2015

Sylvan Lake Regional Water Commission Request for Water Treatment and Transmission Service

Environmental Services

Report Summary & Recommendation:

The Sylvan Lake Regional Water Commission has requested the City's support in principle for the supply of City water to the Sylvan Lake Regional communities. The Water Treatment Plant (WTP) currently has capacity to accommodate the Sylvan Lake Regional demands, although addition of the region will cause an advance of some WTP and water transmission facilities.

In alignment with Councils Utility Policy, Administration recommends approval of this request for connection and service. Administration would request the following requirements be added to the resolution to capture Council's principles for connection as a regional service provider:

- 1) The water cannot be used for Agricultural Purposes (specifically large-scale farm irrigation) ,
- 2) Full costs of capital and operating being borne by the Commission,
- 3) The Commission requesting a license to draw from the Red Deer River and if the draw is approved, it is agreed that the City of Red Deer will make the draws on the applicants behalf,
- 4) City ownership and operation of the existing treatment plants,
- 5) City approval of access area and allocated capacity to the Commission,
- 6) Recognition of the need for conservation of water to be an important goal,
- 7) That Service Connections follow the principles contained within the IDP between Red Deer County and The City of Red Deer including :
 - a. Not allowing service connections in The City's Growth Area, and
 - b. Service Connections may be allowed in the Collaborative Planning Area following the agreed to process contained within the IDP.

Administration will work with the Commission relative to design and funding requirements and to develop a service agreement.



City Manager Comments:

I support the recommendations of Administration.

Elaine Vincent
Acting City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Environmental Services dated July 13, 2015 re: Sylvan Lake Regional Water Commission – Request for Water Treatment and Transmission Service, hereby supports The City of Red Deer's supply of City water to the Sylvan Lake Regional Communities with the inclusion of the requirements in the service agreement:

- 1) The water cannot be used for Agricultural Purposes (specifically large-scale farm irrigation) ,
- 2) Full costs of capital and operating being borne by the Commission,
- 3) The Commission requesting a license to draw from the Red Deer River and if the draw is approved, it is agreed that the City of Red Deer will make the draws on the applicants behalf,
- 4) City ownership and operation of the existing treatment plants,
- 5) City approval of access area and allocated capacity to the Commission,
- 6) Recognition of the need for conservation of water to be an important goal,
- 7) That Service Connections follow the principles contained within the IDP between Red Deer County and The City of Red Deer including :
 - a. Not allowing service connections in The City's Growth Area, and
 - b. Service Connections may be allowed in the Collaborative Planning Area following the agreed to process contained within the IDP.

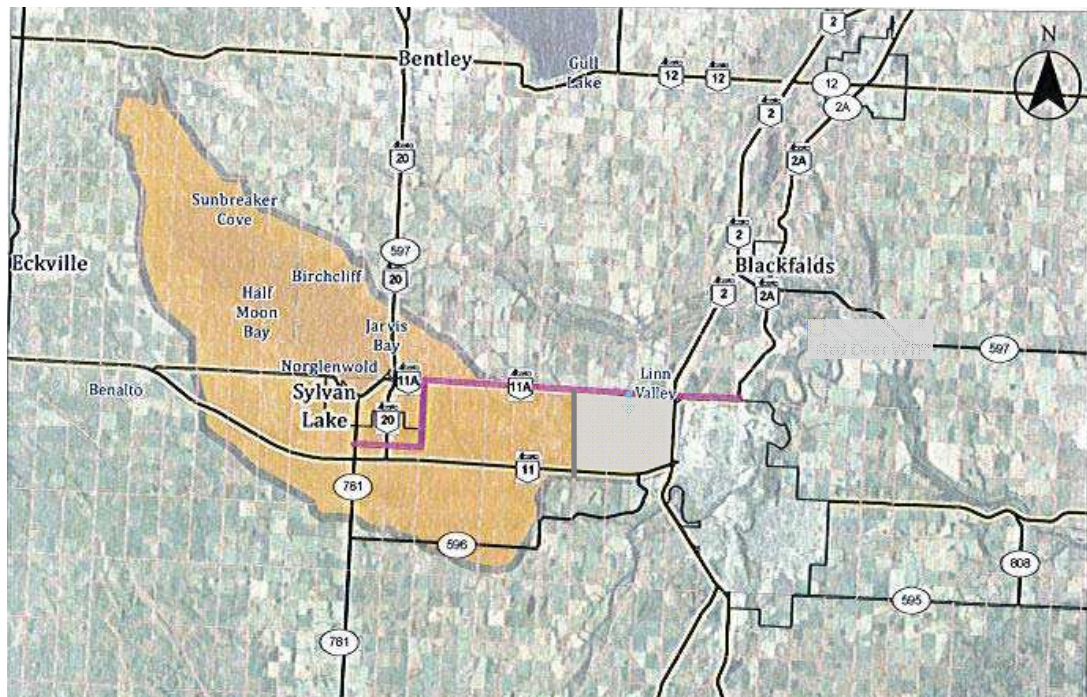


Report Details

Background:

In April 2015, the City received a letter (copy attached) from Thom Jewell, Chairman for the Sylvan Lake Regional Water Commission (SLRWC), requesting the City's support in principle for the supply of City water to the Sylvan Lake Regional communities. Mr. Jewell included a study prepared by Stantec Consulting Ltd. with respect to the proposed transmission line from Red Deer to Sylvan Lake.

The following drawing illustrates in orange, the area surrounding Sylvan Lake that SLRWC would like serviced with City water and the approximate alignment of a potential transmission main. The City's future Growth Area as identified in the Intermunicipal Development Plan (grey area) would need to be removed from the service area.



Discussion:

The City does not currently have a policy with respect to the extension of water and wastewater services beyond City boundaries. However, our practice just endorsed by the Governance and Policy Committee is to have each application reviewed and the unique situations captured in Council's consideration of extension



of the services beyond its municipal boundaries. This is a very complex question that can consider multiple issues such as utility rates, financial risks, exposure to liability or nuisance, environmental protection, cost inequities, facility capacities/upgrades, cost and facility sharing, future needs, etc.

Based on this review we would recommend that the following conditions be considered as part of the agreement:

- 8) The water cannot be used for Agricultural Purposes (specifically large-scale farm irrigation) ,
- 9) Full costs of capital and operating being borne by the Commission,
- 10) The Commission requesting a license to draw from the Red Deer River and if the draw is approved, it is agreed that the City of Red Deer will make the draws on the applicants behalf,
- 11) City ownership and operation of the existing treatment plants,
- 12) City approval of access area and allocated capacity to the Commission,
- 13) Recognition of the need for conservation of water to be an important goal,
- 14) That Service Connections follow the principles contained within the IDP between Red Deer County and The City of Red Deer including :
 - a. Not allowing service connections in The City's Growth Area, and
 - b. Service Connections may be allowed in the Collaborative Planning Area following the agreed to process contained within the IDP.

Our experience with other regional services is that, subject to appropriate funding agreements, they result in mutual benefit for all parties and we expect that this project would result in the same. Although there are variable costs that increase with increases in demand, some costs are more or less fixed and don't increase in proportion to demand. In general, the addition of customers will reduce per capita costs.

When the City entered into an agreement with the South Region for Wastewater treatment, we also entered an agreement with Red Deer County that indicated that they would not use the regional wastewater line to service the City of Red Deer Growth Area identified in the Intermunicipal Development Plan. Adding condition 7 a) and b) (noted above) to the agreement ensures that the SLRWC has an awareness of the agreement between Red Deer County and The City of Red Deer, and the servicing requirements within the Intermunicipal Development Plan.

**Analysis:**

Based on the SLRWC Regional Water Transmission Line Study, the SLRWC would add approximately 20,000 people to the WTP service area and would generate a maximum day demand of approximately 12.0 MLD (million litres per day). Depending on the growth rate of the regional communities, this demand could increase by 40% to 50% over the next 20 years.

With completion of the WTP upgrades this summer, most components of the WTP will have a design capacity of 150 MLD. One significant exception is the filters, which have a design capacity of slightly over 100 MLD. Current peak demand for the city and north region is approximately 75 to 80 MLD. Over the next 20 years, plant demand is likely to increase to 100 to 120 MLD, depending on the success of conservation efforts. We are projecting that filter upgrades will be required by 2030.

Providing water to the SLRWC would cause an advance of the filter upgrades by 8 to 10 years. We also anticipate that additional water transmission lines would be required within the city to support the SLRWC demand. Provincial or Regional funding to cover a portion of the cost of these facilities will be sought as part of the project evaluation and service agreement.



April 29, 2015

Elaine Vincent
Director of Development Services
Box 5008
Red Deer, AB
T4N 3T4

Dear Sir:

RE: Sylvan Lake Regional Water Commission

The Sylvan Lake Regional Water Commission is composed of the Town of Sylvan Lake, the County of Red Deer, the County of Lacombe, and the Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, Norglenwold and Sunbreaker Cove. The Commission's mandate is to provide water services to the Sylvan Lake watershed area which covers approx. 106 km² from the western City limits of the City of Red Deer through Lacombe County and Red Deer County. The Sylvan Lake watershed is a sub-watershed of the Red Deer River Watershed.

The Sylvan Lake Regional Water Commission has been investigating the amount of water required for the area for the next 25 years. It has been determined that the present/current system of wells utilized at Sylvan Lake will not be adequate to meet the 25 year growth and health needs of citizens in the Sylvan Lake area.

The Sylvan Lake Regional Water Commission has undertaken a study regarding water source options (attached). The study determined that the best/most economical option regarding a new water source would be to obtain water from the City of Red Deer water treatment plant.

The Sylvan Lake Regional Water Commission is requesting that the City of Red Deer consider the provision of providing water to the Sylvan Lake watershed area, as per the attached study, and make/forward a motion that the City of Red Deer agree in principal to supply water to the Sylvan Lake Regional Water Commission.

This would enable the Commission to proceed with addressing funding for a waterline with the Provincial Government.

Please feel free to contact me at 403.550.9014 or Commission Manager John Van Doesburg at 403.391.0270 should any questions arise.

Sincerely,

Thom Jewell
Commission Chairman

**SLRWSC Regional Water
Transmission Line**

Report



Prepared for:
Sylvan Lake Regional Water
Services Commission

Prepared by:
Stantec Consulting Ltd.

December 11, 2014

Sign-off Sheet

This document entitled SLRWSC Regional Water Transmission Line was prepared by Stantec Consulting Ltd. ("Stantec") for the account of Sylvan Lake Regional Water Services Commission (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Prepared by


(signature)

Reviewed by


(signature)

SLRWSC REGIONAL WATER TRANSMISSION LINE**Table of Contents**

ABBREVIATIONS	VI
1.0 INTRODUCTION	1.1
2.0 POPULATION GROWTH PROJECTIONS AND WATER DEMAND PROJECTIONS	2.2
2.1 OVERVIEW.....	2.2
2.2 POPULATION PROJECTIONS.....	2.2
2.2.1 Historical Populations	2.2
2.3 PENHOLD	2.2
2.3.1 Population Growth Rate.....	2.2
2.4 WATER DEMAND PROJECTIONS	2.6
2.4.1 Demand Projection Review.....	2.6
2.4.2 Penhold Flow Projections.....	2.7
3.0 CITY OF RED DEER SUPPLY – SYLVAN LAKE AND PENHOLD	3.9
3.1 OVERVIEW.....	3.9
3.2 DESIGN BASIS.....	3.9
3.2.1 Water System Level of Service and Standards.....	3.9
3.2.2 System Water Demand.....	3.9
3.2.3 Pipe Materials	3.10
3.2.4 Hazen-Williams 'C' Coefficient.....	3.10
3.2.5 Pressures and Velocities.....	3.11
3.3 ALTERNATIVE WATER TRANSMISSION LINE ALIGNMENTS.....	3.11
3.4 SYSTEM HYDRAULICS	3.16
3.4.1 Alignment A	3.16
3.4.2 Alignment B.....	3.16
3.5 HYDRAULIC MODELLING – FROM CRD	3.17
3.5.1 Model Development and Assumptions	3.17
3.5.2 'Alignment A' Water Lines.....	3.17
3.5.3 'Alignment B' Water Lines	3.19
3.6 CRD SERVICING CAPACITY.....	3.20
4.0 ANTHONY HENDAY WATER TREATMENT PLANT SUPPLY	4.22
4.1 ALIGNMENT OPTIONS.....	4.22
4.2 SYSTEM HYDRAULICS	4.26
4.3 HYDRAULIC MODELLING – FROM AHWTP	4.27
4.3.1 Model Development and Assumptions	4.27
4.3.2 'Alignment A' Water Lines - Servicing from the AHWTP	4.27
4.3.3 'Alignment B' - Servicing from the AHWTP	4.29
4.4 PUMPING CAPACITY EVALUATION FOR AHWTP	4.30
4.4.1 System Overview.....	4.30
4.5 WATER DEMAND REVIEW.....	4.31
4.5.1 Demand Projection for MVRWSC Interim Booster Station	4.31



SLRWSC REGIONAL WATER TRANSMISSION LINE

4.5.2	Combined Flow Demands for SLRSWC and MVRWSC Interim Booster	4.32
4.6	HYDRAULIC MODELLING	4.32
4.6.1	Model Settings	4.32
5.0	RED DEER COUNTY CONNECTIONS	5.34
5.1	PURPOSE	5.34
5.2	ASSUMPTIONS	5.34
5.3	VIA RED DEER WATER TREATMENT PLANT	5.35
5.4	VIA ANTHONY HENDAY WATER TREATMENT PLANT	5.37
5.5	RESULTS	5.39
5.6	DIVIDED SERVICES	5.39
5.6.1	Purpose	5.39
5.6.2	Via Red Deer Water Treatment Plant (5a)	5.39
5.6.3	Via Anthony Henday Water Treatment Plant (5b)	5.39
6.0	ENVIRONMENTAL AND REGULATORY CONSIDERATIONS	6.42
7.0	COST PROJECTIONS	7.43
7.1	CAPITAL COSTS	7.43
7.2	FUNDING IMPACTS	7.45
7.3	CAPITAL COST IMPACTS	7.46
8.0	CONCLUSIONS AND RECOMMENDATIONS	8.48

SLRWSC REGIONAL WATER TRANSMISSION LINE**LIST OF TABLES**

Table 2-1 SLRWSC Projected Populations	Pg. 2.3
Table 2-2 Historical Populations/Growth Rates - Penhold	2.4
Table 2-3 Penhold's Growth Rates 2010 to 2013	2.4
Table 2-4 Penhold Population Projections	2.5
Table 2-5 Projected Average Day Demand for Each Community	2.6
Table 2-6 Projected MDD for Each Community	2.7
Table 2-7 Penhold Water Consumption (2010 to 2013)	2.7
Table 2-8 Penhold Water Demand Projections	2.8
Table 3-1 Ultimate Water Demand for 25 Year Design Horizon	3.10
Table 3-2 Results for West Section: Red Deer to Sylvan Lake region	3.18
Table 3-3 Results for South Section: Red Deer to Penhold	3.18
Table 3-4 Alignment A – Recommended Configuration	3.19
Table 3-5 Results for North-West Section: Red Deer to Sylvan Lake	3.19
Table 3-6 Results for South Section: Red Deer to the Town of Penhold	3.20
Table 3-7 Alignment B – Recommended Configuration	3.20
Table 4-1 Results for Alignment A: AHWTP West to Sylvan Lake (600 mm)	4.28
Table 4-2 Results for Alignment A: AHWTP West to Sylvan Lake (500 mm)	4.28
Table 4-3 Recommendations for Alignment A Servicing from AHWTP West	4.29
Table 4-4 Modelling Results for Transmission Line Alignment B (AHWTP)	4.29
Table 4-5 Recommendations for Alignment B servicing from AHWTP East	4.29
Table 4-6 Design Capacity of 300 HP Pumps	4.30
Table 4-7 Projected Water Demand for MVRWSC Interim Booster Station	4.31
Table 4-8 Combined Short-term Flow Projection	4.32
Table 7-1 Projected Water Rate Impacts, (Based on projected 2015 flows)	7.44
Table 7-2 Projected Water Rate Impacts, (Based on projected 2015 flows)	7.45
Table 8-1 Cost Comparison Summary	8.48

SLRWSC REGIONAL WATER TRANSMISSION LINE**LIST OF FIGURES**

Figure 3.1 Pipeline Options from CRD	Pg. 3.13
Figure 3.2 Alignment B (CRD)	3.15
Figure 4.1 Pipeline Options from AHWTP	4.23
Figure 4.2 Alignment B (AHWTP)	4.25
Figure 5.1 Pipeline Options from CRD (to RDC)	5.36
Figure 5.2 Pipeline Options from AHWTP (to RDC)	5.38
Figure 5a Pipeline Options from CRD (Divided)	5.40
Figure 5b Pipeline Options from AHWTP (Divided)	5.41
Figure 7.1 Projected Water Rates	7.46
Figure 7.2 Cost Comparison	7.47

SLRWSC REGIONAL WATER TRANSMISSION LINE

APPENDIX A	CRD SERVICING	A.1
APPENDIX B	AHWTP SERVICING	B.11

SLRWSC REGIONAL WATER TRANSMISSION LINE**Abbreviations**

AHWTP	Anthony Henday Water Treatment Plant
ADD	Average Day Demand
CRD	City of Red Deer
HGL	Hydraulic Grade Line
km	kilometres
Lcpd	Litres per Capita per Day
m	metres
mm	millimetres
MDD	Maximum Day Demand
MLD	Million Litres per Day
PRV	Pressure Reducing Valve
RDC	Red Deer County
RR	Range Road
MVRWSC	Mountain View Regional Water Services Commission
TDH	Total Dynamic Head
TWP	Township Road
SLRWSC	Sylvan Lake Regional Water Services Commission
WTP	Water Treatment Plant

SLRWSC REGIONAL WATER TRANSMISSION LINE

Introduction

December 11, 2014

1.0 INTRODUCTION

The Sylvan Lake Regional Water Services Commission (SLRWSC), its predecessor committee the Sylvan Lake Regional Partnership Initiative, and their member municipalities have worked for nearly ten years in planning a regional water system. The purpose of the planned water system is to secure a long-term regional water supply for the Sylvan Lake region. The SLRWSC requested this study to update the costs associated with a regional water servicing system. Costs were to be evaluated for supplying the region from either the Anthony Henday Water Treatment Plant - operated by the Mountain View Regional Water Services Commission (MVRWSC), or the City of Red Deer. Servicing options from these two sources were last explored in 2005/2006. Since that time, the SLRWSC has provided updated population and flow projections, material costs have changed, and there is a more pressing need to secure a long-term water supply for the region. For these reasons, the SLRWSC indicated that this was an appropriate time to redress its long-term planning.

The SLRWSC consists of Town of Sylvan Lake, the five lakeside Summer Villages around Sylvan Lake (Norglenwold, Jarvis Bay, Birchcliff, Sunbreaker Cove, and Half Moon Bay), Red Deer County, and Lacombe County. In addition, Town of Penhold has also approached the SLRWSC regarding the potential for long term water servicing.

This study reviews optional alignments for servicing the regions represented by the SLRWSC, and Penhold, through two potential supply sources: (1) the City of Red Deer (CRD), and (2) the Anthony Henday Water Treatment Plant (AHWTP). This report identifies the preferred alignments for each source and compares the relative water costs from the two options. The report is based on the projected flow requirements and costs.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

2.0 POPULATION GROWTH PROJECTIONS AND WATER DEMAND PROJECTIONS

2.1 OVERVIEW

To evaluate the configuration of a regional water supply from either source for a 25 year design horizon, the population and water demand projections from the most recent SLRWSC Business Plan were considered. Separate population and water demand projections were developed for Penhold. These data formed the basis for sizing the regional waterlines, reviewing the system demands with respect to treatment plant capacities, and developing cost projections.

2.2 POPULATION PROJECTIONS

2.2.1 Historical Populations

The population projections provided by the business plan (Robert Jenkins Consulting Ltd) were adopted for the system's design. Population projections were used to design and develop the pumping capacities required to service the anticipated populations 25 years into the future. The projected populations are displayed in Table 2-1.

2.3 PENHOLD

2.3.1 Population Growth Rate

Although the past is not always a direct indicator of the future, historical population growth figures were used as a guide for projecting the population of Penhold into the future. Table 2-2 shows historical population growth rates in Penhold for the past 50 years (Alberta Municipal Affairs website).

Provincial records show Penhold has averaged a 4.1% annual growth over the last 50 years; however, Penhold's annual growth rate has accelerated over the past 30 years. As a result, it is difficult to rationalize a long-term growth rate from historical records. More recent population growth rates show continued volatility in the Town's annual growth rates (see Table 2-3).

SLRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

Table 2-1 Projected Population from SLRWSC Members for 2012 - 2037

Year	TSL	Birchcliff	Half Moon Bay	Jarvis Bay	Norglenwold	Sunbreaker Cove	Lacombe County		Red Deer County	Total
							East Shore	West Shore	West Shore	
	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	6.0%	6.0%	1.3%	
2012*	12,635	321	139	328	456	557	845	845	1058	17,185
2013	12,951	329	142	336	467	571	896	896	1072	17,660
2014	13,275	337	146	345	479	585	949	949	1086	18,152
2015	13,607	346	150	353	491	600	1006	1006	1100	18,659
2016	13,947	354	153	362	503	615	1067	1067	1115	19,183
2017*	14,296	363	157	371	516	630	1131	1131	1130	19,725
2018	14,653	372	161	380	529	646	1199	1199	1145	20,283
2019	15,019	382	165	390	542	662	1271	1271	1160	20,861
2020	15,395	391	169	400	556	679	1347	1347	1175	21,457
2021	15,779	401	174	410	569	696	1428	1428	1191	22,074
2022*	16,174	411	178	420	584	713	1513	1513	1206	22,713
2023	16,578	421	182	430	598	731	1604	1604	1222	23,372
2024	16,993	432	187	441	613	749	1700	1700	1238	24,054
2025	17,417	443	192	452	629	768	1802	1802	1255	24,759
2026	17,853	454	196	463	644	787	1910	1910	1271	25,490
2027*	18,300	465	201	475	660	807	2025	2025	1288	26,247
2028	18,757	477	206	487	677	827	2147	2147	1305	27,029
2029	19,226	488	212	499	694	848	2275	2275	1322	27,839
2030	19,706	501	217	512	711	869	2412	2412	1340	28,679
2031	20,199	513	222	524	729	890	2557	2557	1357	29,549
2032*	20,704	527	228	537	747	913	2710	2710	1375	30,451
2033	21,222	539	233	551	766	936	2797	2797	1393	31,233
2034	21,752	553	239	565	785	959	2886	2886	1412	32,036
2035	22,296	566	245	579	805	983	2978	2978	1430	32,860
2036	22,853	581	251	593	825	1007	3073	3073	1449	33,706
2037*	23,425	596	258	608	845	1033	3171	3171	1468	34,575

Note: * Data is adapted from Sylvan Lake Regional Water System Business Plan (2012/2013)

SLRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

Table 2-2 Historical Populations and Growth Rates for Penhold, 1961-2013

Year	Penhold	Annual Growth Rate		Annual Growth Rate	
		5 Year Groupings		Grouping up to 2011	
2011	2322	5.8%	2006-2011	5.8%	5 Year
2006	1750	1.5%	2001-2006	3.6%	10 Year
2001	1625	0.3%	1996-2001	2.5%	15 Year
1996	1609	0.2%	1991-1996	1.9%	20 Year
1991	1590	0.0%	1986-1991	1.5%	25 Year
1986	1588	0.9%	1981-1986	1.4%	30 Year
1981	1518	15.1%	1976-1981	3.3%	35 Year
1976	753	11.9%	1971-1976	4.3%	40 Year
1971	430	2.2%	1966-1971	4.1%	45 Year
1966	385	4.4%	1961-1966	4.1%	50 Year
1961	310	-	-	-	-
25 Year Maximum Growth Rate		5.8%		5.8%	
25 Year Average Growth Rate		1.4%		3.1%	
50 Year Maximum Growth Rate		15.1%		5.8%	
50 Year Average Growth Rate		4.2%		3.3%	

Table 2-3 Town of Penhold's Population and Growth Rates from 2010 to 2013

Year	2013	2012	2011	2010
Population	2677	2476	2322	2236
Past 3 Years	2010-2013	2010-2012	2010-2011	-
Annual Growth Rate	6.2%	5.2%	3.8%	-

In light of the variable growth trends in Penhold, Stantec sought input from the Town regarding projected residential developments. The Town's input revealed that in recent years, Penhold has experienced an annual housing surge of approximately 85 units per year. Based on the 2012 municipal census, there are 2.39 persons per dwelling unit. Given 85 new residential units per year, Penhold's population growth can be projected to 204 people per year. These are the figures assumed for the purposes of this study. Table 2-4 illustrates the population projections for Penhold.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

Table 2-4 Penhold Population Projection

Year	Population	Housing units growth per year
2012	2476	-
2013	2677	84
2014	2880	85
2015	3083	85
2016	3286	85
2017	3490	85
2018	3693	85
2019	3896	85
2020	4099	85
2021	4302	85
2022	4505	85
2023	4709	85
2024	4912	85
2025	5115	85
2026	5318	85
2027	5521	85
2028	5724	85
2029	5927	85
2030	6131	85
2031	6334	85
2032	6537	85
2033	6740	85
2034	6943	85
2035	7146	85
2036	7349	85
2037	7553	85

The 25-year population projections for the Town of Penhold (Table 2-4) are consistent with the projections provided in the "South Red Deer Regional Waste Water Commission"; the Water Commission projected a future population of 7500.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

2.4 WATER DEMAND PROJECTIONS

In addition to growth projections, water demand projections were also developed for the communities within the regional service area.

2.4.1 Demand Projection Review

2.4.1.1 Average Daily Demand (ADD)

As with the population projections, the projected flow rates and expected annual water demands were adapted from the SLRWSC Business Plan. Table 2-5 provides the projected average daily water volume demands from 2012 through 2037; excluding Penhold.

Table 2-5 Projected Average Daily Demand for Each Community

Year	Average Annual Daily Volume (m ³ /d)					
	2012	2017	2022	2027	2032	2037
Town of Sylvan Lake	4422	4860	5337	5856	6418	7027
Birchcliff	112	124	136	149	163	179
Half Moon Bay	49	54	59	64	71	77
Jarvis Bay	115	126	139	152	167	182
Norglenwold	160	175	193	211	232	254
Sunbreaker Cove	195	214	235	258	283	310
Lacombe County	821	902	990	1087	1191	1304
Red Deer County	190	209	229	252	276	302
Total:	6063	6664	7318	8029	8800	9635

To remain consistent with the SLRWSC's Business Plan, an average demand of 300 Lcpd was applied to urban municipalities to estimate the total system ADD projections; plus 20% allowance for participating rural areas.

2.4.1.2 Maximum Day Water Demand (MDD)

The water supply rate from the source to the regional system is typically restricted to maximum day demand. Using Business Plan estimates, a MDD factor of 1.8 times the ADD was used to project the MDD for urban and rural members. Table 2-6 provides the MDD projections.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

Table 2-6 Projected MDD for Each Community

Year	Maximum Daily Demand (m ³ /d)					
	2012	2017	2022	2027	2032	2037
Town of Sylvan Lake	7960	8748	9607	10541	11552	12649
Birchcliff	202	223	245	268	293	322
Half Moon Bay	88	97	106	115	128	139
Jarvis Bay	207	227	250	274	301	328
Norglenwold	288	315	347	380	418	457
Sunbreaker Cove	351	385	423	464	509	558
Lacombe County	1478	1624	1782	1957	2144	2347
Red Deer County	342	376	412	454	497	544
Total	10913	11995	13172	14452	15840	17343

2.4.2 Penhold Flow Projections

Historical water consumption rates were reviewed for the last four years. The consumption rates were estimated from records provided by Town of Penhold. The results are presented in Table 2-7.

Table 2-7 Penhold Water Consumption (2010 to 2013)

Year	Population	Annual Water Consumption (m ³)	Unit Rate (Lcpd)
2013	2,677	187,975	192.4
2012	2,476	175,636	194.3
2011	2,322	164,889	194.6
2010	2,236	166,783	204.4

Table 2-7 indicates that per capita water usage rates have decreased in Penhold from 2010 to 2013. It is not recommended that the per capita flow projections be reduced from those given for the SLRWSC members; the regional system connection may impact Penhold's water consumption rates for a variety of reasons:

- Change in the cost of water;
- Improved water quality can encourage people to use their domestic water supply in situations where they may have previously used bottled water delivered from other communities; and
- Water consumption may increase when usage restrictions are removed.

As a conservative estimate, and to remain consistent with the regional system, an average day demand of 300 Lcpd was applied to the Town of Penhold for their demand projections. For

SIRWSC REGIONAL WATER TRANSMISSION LINE

Population Growth Projections and Water Demand Projections
December 11, 2014

design at the regional level, Penhold was incorporated into the system wide MDD calculations using a specific peaking factor of 1.8 times Penhold's ADD. In summary:

- Average Day Demand (ADD): 300 L/capita/day
- Maximum Day Demand (MDD): 1.8 x ADD

2.4.2.1 Water Demand Projections

The water demand projections for Penhold were developed using a 25 year design horizon. Table 2-8 presents the detailed flow projections for 2012 through to 2037.

Table 2-8 Penhold Water Demand Projections

Year	Average Day Demand		Maximum Day Demand	
	L/s	m3/d	L/s	m3/d
2012	8.6	743	15.5	1337
2013	9.3	803	16.7	1446
2014	10.0	864	18.0	1555
2015	10.7	925	19.3	1665
2016	11.4	986	20.5	1775
2017	12.1	1047	21.8	1884
2018	12.8	1108	23.1	1994
2019	13.5	1169	24.3	2104
2020	14.2	1230	25.6	2213
2021	14.9	1291	26.9	2323
2022	15.6	1352	28.2	2433
2023	16.4	1413	29.4	2543
2024	17.1	1473	30.7	2652
2025	17.8	1534	32.0	2762
2026	18.5	1595	33.2	2872
2027	19.2	1656	34.5	2981
2028	19.9	1717	35.8	3091
2029	20.6	1778	37.0	3201
2030	21.3	1839	38.3	3310
2031	22.0	1900	39.6	3420
2032	22.7	1961	40.9	3530
2033	23.4	2022	42.1	3640
2034	24.1	2083	43.4	3749
2035	24.8	2144	44.7	3859
2036	25.5	2205	45.9	3969
2037	26.2	2266	47.2	4078

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

3.0 CITY OF RED DEER SUPPLY – SYLVAN LAKE AND PENHOLD

3.1 OVERVIEW

This section provides a review of the required hydraulics (pipe sizes and pressures) to service the Sylvan Lake region and Penhold, from the City of Red Deer. The ability of CRD to meet the long-term water treatment needs of the Sylvan Lake and Penhold regions is also reevaluated.

3.2 DESIGN BASIS

The design criteria for the regional transmission system were developed in coordination with the SLRWSC to ensure that all requirements are met.

3.2.1 Water System Level of Service and Standards

The engineering analysis and cost estimates presented here reflect the level of service and standards typical of a regional water transmission system. These standards have been developed over the years to maximize the reliability and security of service while preserving reasonable operational and maintenance costs. The following assumptions were included:

- The supply rate from City of Red Deer to the regional system is typically restricted to maximum day demand (MDD).
- The regional water transmission line would deliver water only to a reservoir (no direct distribution system connections) to facilitate appropriate system operation, water supply, and energy management.

3.2.2 System Water Demand

The transmission system must be designed to accommodate the MDD for a 25 year design horizon. Table 3-1 summarizes the 25 year system demands as outlined previously.

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

Table 3-1 Ultimate Water Demand for 25 Year Design Horizon

Customer Users	Ultimate System Design Flow	
	m ³ /d	L/s
Town of Sylvan Lake	12,649	146.4
Birchcliff	322	3.7
Half Moon Bay	139	1.6
Jarvis Bay	328	3.8
Norglenwold	457	5.3
Sunbreaker Cove	558	6.5
Lacombe County	2,347	27.2
Red Deer County	544	6.3
Town of Penhold	4,078	47.2
Total	21,421	247.9

3.2.3 Pipe Materials

Polyvinyl Chloride (PVC) pipe was assumed and used to compare system hydraulics and estimate cost differences between the routing and water source options. The following PVC pipe parameters were used:

- Roughness coefficient (friction)
- Cost
- Inside diameter
- Pressure rating

3.2.4 Hazen-Williams 'C' Coefficient

The internal roughness of a pipe is an important factor when considering the head losses due to friction as a fluid moves through a pipe network. As lengths in the system increase, pipe roughness becomes an increasingly important factor. The coefficient 'C' is used in the Hazen-Williams equation to calculate frictional head losses in pipe. The 'C' coefficient varies with the age of, and material used for, the pipeline. High 'C' values represent low pipeline friction, or high carrying capacity. An appropriate 'C' value must be used for the flow calculations in preliminary design.

New PVC pipelines generally have a high 'C' value (140 to 150). The 'C' value will decrease due to scour, deposits, and buildups as the system ages. To provide an extra degree of assurance in evaluating pipeline performance in the present analysis, a 'C' value of 130 was assigned to the PVC pipe and incorporated into the hydraulic analysis.

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

3.2.5 Pressures and Velocities

Selected pipeline materials must be able to accommodate the anticipated system pressures under ultimate operating conditions and must also be able to tolerate the system surges that occur during system starts and stops, power failures, line tapping, and line breaks.

The water transmission pipeline discussed here was designed to maintain a minimum pressure of 140 kPa (20 psi) at any point along the alignment.

Water velocities in the system will vary based on water demands. In general, velocities above 1.5 m/s are not recommended due to concerns of high friction and pressure surges. The expected velocities affect pipe sizing and overall construction costs. However, where practical, it is desirable to size pipes as close to the maximum allowable velocity for the given design horizon. This helps to minimize pipe sizes and maximize self-cleansing.

3.3 ALTERNATIVE WATER TRANSMISSION LINE ALIGNMENTS

Routing options for the water transmission lines were determined based on, but not limited to, the following factors:

- Minimize lengths, land acquisition or easement cost;
- Consider installation within road right-of-way with sufficient widths;
- Avoid wetlands where possible to reduce directional drilling costs;
- Address potential future developments or others existing development that could be serviced from the main in the future;
- Minimize multiple drastic elevation changes;
- Minimize impact on existing roads and utilities; and
- Avoid or minimize treed areas to reduce project costs.

For servicing from CRD, two alternative water transmission line alignments, 'Alignment A' and 'Alignment B', were analyzed. The alignments are described below:

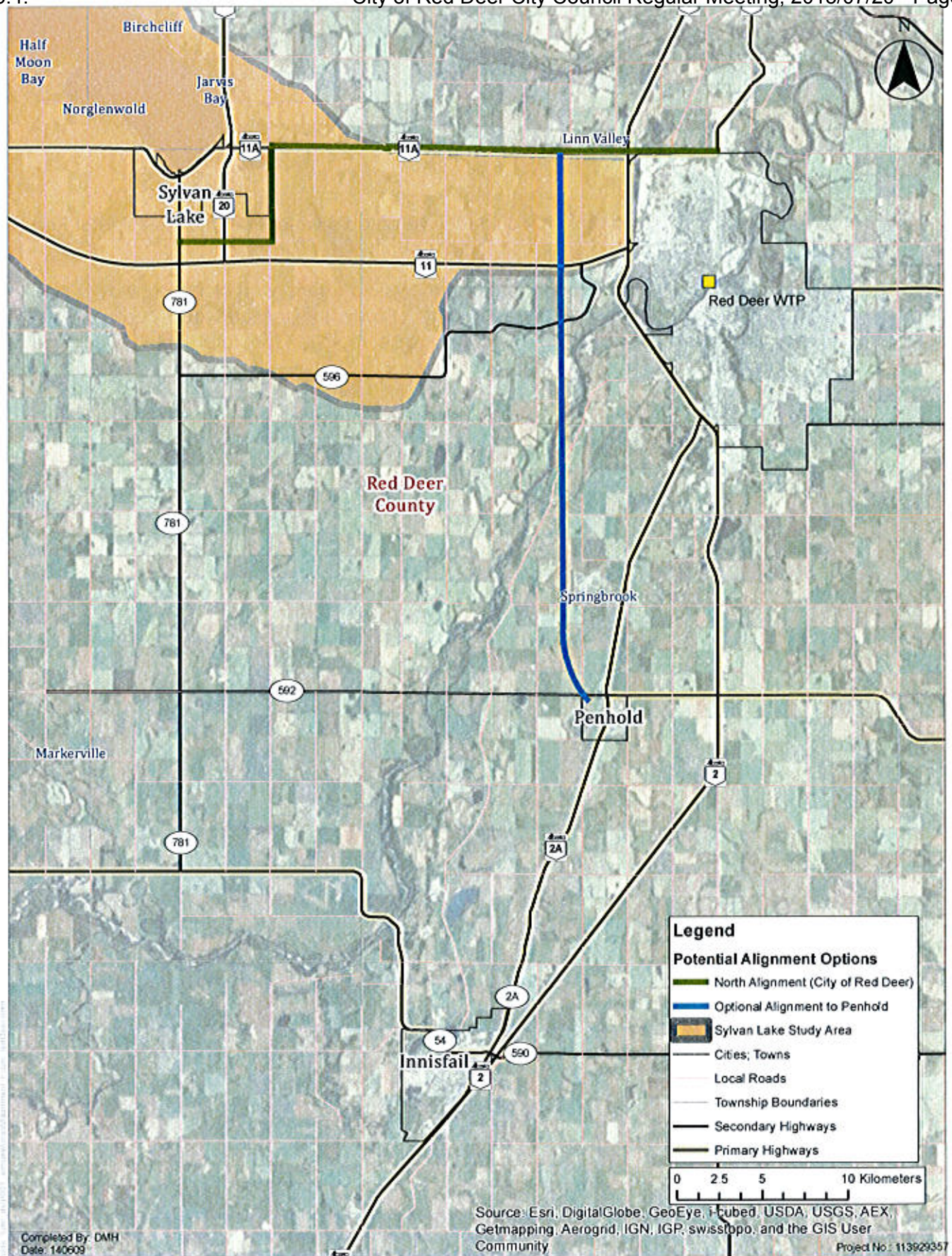
SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

Alignment A

The Sylvan Lake and Penhold regions would be serviced along Highway 11A, from the north-west side of Red Deer.

- There is a section of line that would start from the Queen's Business Park, follow along Highway 11A to Range Road 12, and then turn south to service the Sylvan Lake region. The approximate length would be 17.5 km;
- A second section would supply water from Queens Business Park, going south along Range Road 282 to Penhold. The length would be approximately 20 km.
- See Figure 3.1



SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

Alignment B

The Sylvan Lake and Penhold regions would receive potable water from the west side of Red Deer along Highway 11.

- One section of the proposed transmission line would extend west along Highway 11 and then proceed north along Range Road 12. Finally, the section would continue west along Township Road 384 to the Sylvan Lake region. The total length would be approximately 14.8 km;
- Penhold would be serviced from a line travelling south along Range Road 282. The total length would be about 15.7 km.
- See Figure 3.2

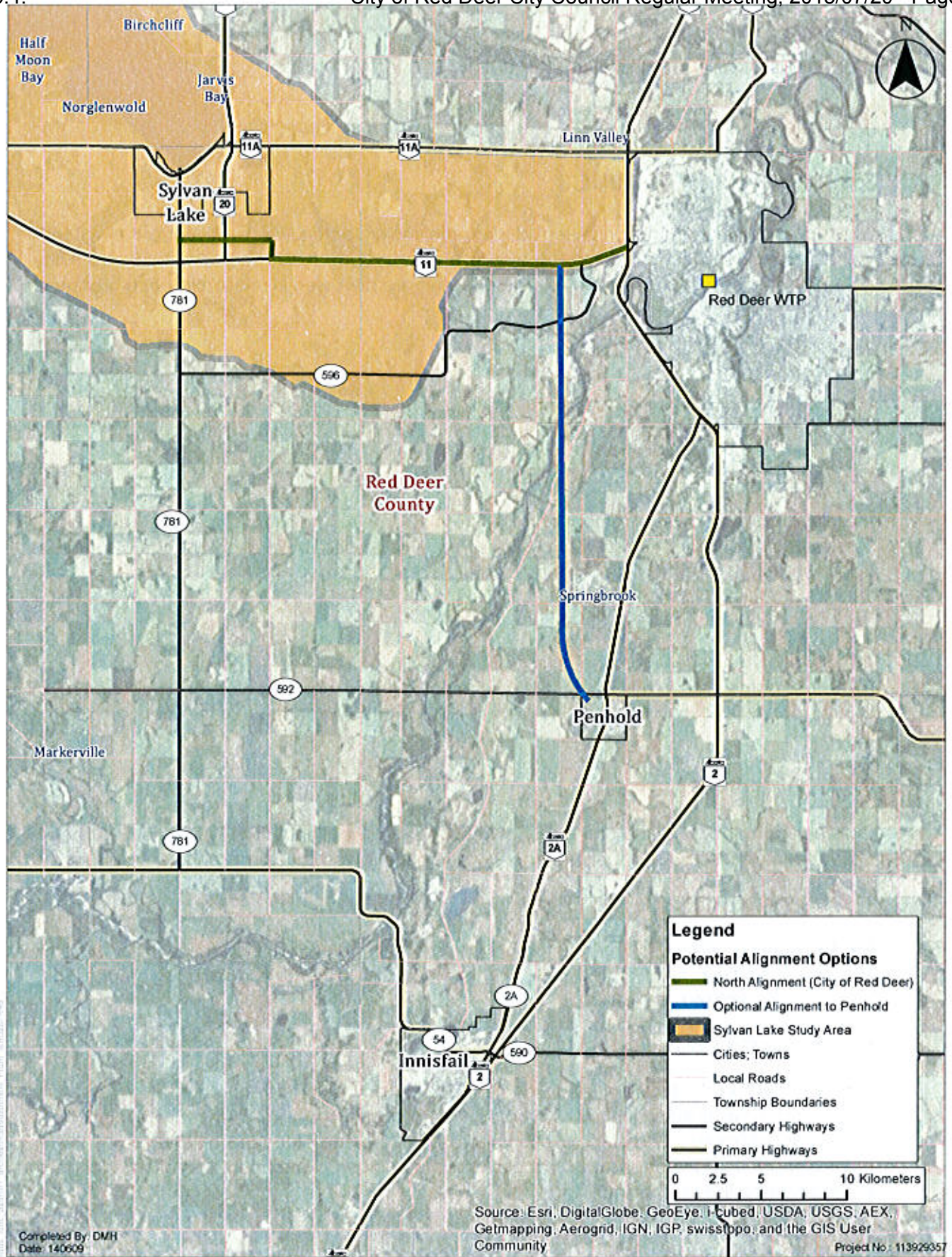


Figure 3.2: Alignment B

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

3.4 SYSTEM HYDRAULICS

When considering transmission system design, the major factors which influence the system's hydraulic performance include the demands on the system, the topography over which the system runs, and the system pressures. These factors are discussed in relation to each alignment option.

3.4.1 Alignment A

'Alignment A' consists of two segments including a westward segment from Red Deer to Sylvan Lake and a southbound segment from Red Deer to Penhold.

- West Segment, Red Deer to Sylvan Lake

The elevation of the west segment changes from 921 metres (m) above sea level (at Queen's Business Park) to 990 m in the Sylvan Lake region. The resultant elevation change is a gain of approximately 69 m. The route distance is estimated at 17.3 km.

- South Segment from Red Deer to the Penhold

The elevation decreases from the tie-in point in the City of Red Deer to Penhold by about 25 m. There are some rolling hills along the alignment with a maximum elevation difference of approximately of 53 m from the tie-in point in Red Deer. The total length of this segment is about 20 km.

3.4.2 Alignment B

Connecting to the west side of the City of Red Deer's distribution system, 'Alignment B' consists of two segments that would supply potable water to the Sylvan Lake and Penhold regions.

- West Segment, Red Deer to Sylvan Lake

The topography along this alignment results in a maximum elevation increase of approximately 75 m from the tie-in point of Red Deer (915 m elevation) to the Sylvan Lake region. The route distance is approximately 14.8 km.

- South Segment to the Town of Penhold

The proposed south segment of 'Alignment B' has an estimated length of 15.7 km. The beginning of the transmission line is situated 915 m above sea level in the City of Red Deer. There is approximately 19 meter elevation decrease to the end of the line in Penhold. The lowest point along the alignment is at 868 m elevation; resulting in a maximum elevation change of 47 m relative to the tie-in point.

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

In order to provide viable transmission line service, a minimum line pressure of 140 kPa (~20 psi) must be maintained at the high points. To maintain the minimum pressure requirements, a booster station is needed to pump potable water from the City's distribution system to Sylvan Lake and Penhold along Alignments A and B, respectively.

3.5 HYDRAULIC MODELLING – FROM CRD

WaterCAD version 8.0 was used to model the supply lines from Red Deer to Sylvan Lake and Penhold. This software allows the users to manipulate and optimize the parameters of the system. The following sections discuss the selection of pipe sizes, pipe pressure classes, and discuss the pumping requirements for the regional transmission system with service from the City of Red Deer.

3.5.1 Model Development and Assumptions

The following assumptions were included in the regional transmission line water model:

- Design Horizon – 25 years
- Total Design Flow of Sylvan Lake region– Maximum Day Demand of 200.73 L/s
- Total Design Flow of Town of Penhold – Maximum Day Demand of 47.20 L/s
- Sylvan Lake Region Tie-In Elevation – 989.76 m
- Town of Penhold Tie-In Elevation – 896.24
- Minimum Residual Pressure – 140 kPa (20 psi)
- Hazen-Williams C Value – PVC 130
- Tie-In Elevation at North-West Side of City of Red Deer – 921 m (Alignment A)
- Tie-In Elevation at West Side of City of Red Deer – 915 m (Alignment B)

Alternatives were modelled by inputting pipe alignments, topography, and water demands into the model. A booster station would be required to deliver water flow to Sylvan Lake and Penhold, from Red Deer. The booster system assumes there is no limit to the flow that the reservoir could provide and assumes the volumes provided will meet system demands.

3.5.2 'Alignment A' Water Lines

Alignment Option A consists of a water main and pump system. The system would deliver water from the CRD directly to the Sylvan Lake region and Town of Penhold; total pipe lengths would be 17.3 km and 20 km, respectively.

Using the model assumptions provided, different pipe diameters were evaluated for the distribution system. The results are summarized in Tables 3-2 and 3-3. Detailed hydraulic grade line (HGL) calculations for 'Alignment A' can be found in Appendix A.

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

Table 3-2 Modelling Results for West Section from Red Deer to Sylvan Lake region

Section	Design Flow (L/s)	Length (m)	Pipe Diameter (mm)	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
West Section	200.73	17,298	600	146.4	25.3	0.75	103	384HP
			500	177.9	25.4	1.07	125	467HP

Both alignment options for the west segment to Sylvan Lake can maintain optimal pipe velocities and the minimum pressure requirements. When comparing models for the 500 mm and 600 mm lines, the larger 600 mm water line does not significantly reduce the pumping head. Also, the DR18 pressure class, required for the 500 mm diameter pipe, is not commonly produced; although it has been confirmed that the production of 500 mm DR18 pipe is feasible.

From a perspective of cost savings during installation, the 500 mm supply line is recommended. A total dynamic head (TDH) of 124.5 m is needed to distribute the potable water to the Sylvan Lake region with adequate pressure. A 467 HP booster would meet this demand.

Table 3-3 Modelling Results for South Section from Red Deer to Penhold

Section	Design Flow (L/s)	Length (m)	Pipe Diameter (mm)	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
South Section	47.20	19,993	300	40	25.6	0.69	28	25 HP
			250	105.7	25.4	0.98	74	65 HP
			200	385.7	25.8	1.47-1.58	270	238 HP

Results for the southbound segment to Penhold are presented in Table 3-3. Analysis with 200 mm diameter pipe results in high operating pressures and pipe velocities likely to exceed the maximum recommended velocity of 1.5 m/s. The pumping power required is estimated to be 238 HP for the 200 mm line when designed to run at 47.2 L/s with 270 m total dynamic head (TDH). Larger pumps are also characterized by significantly higher capital and maintenance costs which can be attributed to the required electrical components, piping, fittings, and valves needing for the higher pressure ratings. Thus, the 200 mm diameter pipe option was eliminated from further analysis.

From Table 3-3 it can be seen that pipelines with a diameter greater than 200 mm have lower friction losses resulting in lower head requirements. Given the relatively low flow demands for the south leg, an oversized pipeline could result in higher overall costs. Based on this analysis, the 250 mm pipeline was considered to be the most cost effective option for the Red Deer – to – Penhold section of line. When designed to run at 47.2 L/s with 74 m TDH, a 65 HP booster is required to service the town of Penhold.



SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

As illustrated in Appendix A, PVC pipes will be utilized for both the west and south legs of the Sylvan Lake Regional Transmission Line; providing service to the Sylvan Lake region and town of Penhold. Table 3-4 summarizes the system recommendations from the hydraulic modelling analysis.

Table 3-4 'Alignment A' – Recommended Configuration

Section	Pipe Diameter (mm)	Servicing Area	Approximate Length (m)	Pipe Material	Design Flow (L/s)	Required TDH (m)	Estimated HP
West Segment	500	Sylvan Lake Region	17,298	PVC DR 18	200.73	125	467
South Segment	250	Penhold	19,993	PVC DR 18	47.20	74	65

Considering the topography and the system head requirements, further investigation is needed to determine the booster station design plan. Further investigation could determine whether both sections of the transmission line could share the same set of pumping facilities or if separate pump facilities are required to accommodate the long-term system demands.

3.5.3 'Alignment B' Water Lines

A transmission line along 'Alignment B' would be connected to the west side of Red Deer's water distribution system. The west segment of the line is designed to provide water to the Sylvan Lake region while the south segment would supply water from the City of Red Deer to Penhold.

Three scenarios with pipe diameters of 200 mm, 250 mm, and 300 mm were modelled for the south segment of the transmission. Two alternative options for pipe diameters were evaluated: a 600 mm option and a 500 mm option. The results are summarized in Tables 3-5 and 3-6.

Table 3-5 Modelling Results for North-West Section from Red Deer to Sylvan Lake region

Section	Design Flow (L/s)	Length (m)	Pipe Diameter (mm)	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
North-West Segment	200.73	21,612	600	160.7	25.3	0.75	113	422HP
			500	200.0	25.4	1.05	140	525HP

SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

Table 3-6 Modelling Results for South Section from Red Deer to the Town of Penhold

Section	Design Flow (L/s)	Length (m)	Pipe Diameter	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
South Segment	47.20	15,685	300 mm	38.6	25.6	0.69	27	24 HP
			250 mm	89.3	25.4	0.98	63	55 HP
			200 mm	254.3	25.8	1.47-1.58	178	157 HP

From the analysis of Alignment Option B, a 500 mm diameter supply line is recommended for the west section: potable water conveyance to the Sylvan Lake region. The required TDH would be 140 m, needing 525 HP.

The analysis of the south leg to Penhold suggests using a 250 mm diameter DR18 pipeline. The 250 mm transmission line requires a pumping facility that generates 63 m TDH; thus requiring a 55 HP booster to meet the 47.2 L/s of flow demanded. The hydraulic grade line (HGL) calculations are presented in Appendix B for the 'Alignment B' option.

Table 3.7 outlines the combined west leg – south leg design recommendations obtained from the model. The options presented potentially offer the greatest capital cost and energy savings relative to other sizing options.

Table 3-7 'Alignment B' - Recommended Configuration

Section	Pipe Diameter (mm)	Servicing Area	Approximate Length (m)	Pipe Material	Design Flow (L/s)	Required TDH (m)	Estimated HP
North-West Segment	500	Sylvan Lake region	21,612	PVC DR 18	200.73	140	525
South Segment	250	Penhold	15,685	PVC DR 18	47.20	63	55

Further analysis is required to determine whether or not a shared pumping facility can be used to distribute the water to the end users. Otherwise, separate booster stations will be required.

3.6 CRD SERVICING CAPACITY

In preparing this study, representatives of the CRD Engineering and Environmental Services Departments, and representatives from Stantec, convened to discuss the CRD's servicing capacity. In the meeting, CRD personnel noted that servicing the projected flow requirements for the Sylvan Lake and Penhold regions were not anticipated to be a problem for the City's water treatment plant. After current upgrades are complete, the CRD's water treatment plant



SLRWSC REGIONAL WATER TRANSMISSION LINE

City of Red Deer Supply – Sylvan Lake and Penhold
December 11, 2014

will have a capacity of 100 million litres per day (MLD) and, following a future plant filter upgrade, will have a capacity of 150 MLD. CRD representatives also indicated that their preferred servicing alignment to be Alignment Option A. Alignment A is desirable as it could be serviced from the connection point to the existing North Red Deer Regional Water Services Commission's (NRDRWSC) system at the intersection of Highways 2A and 11A.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

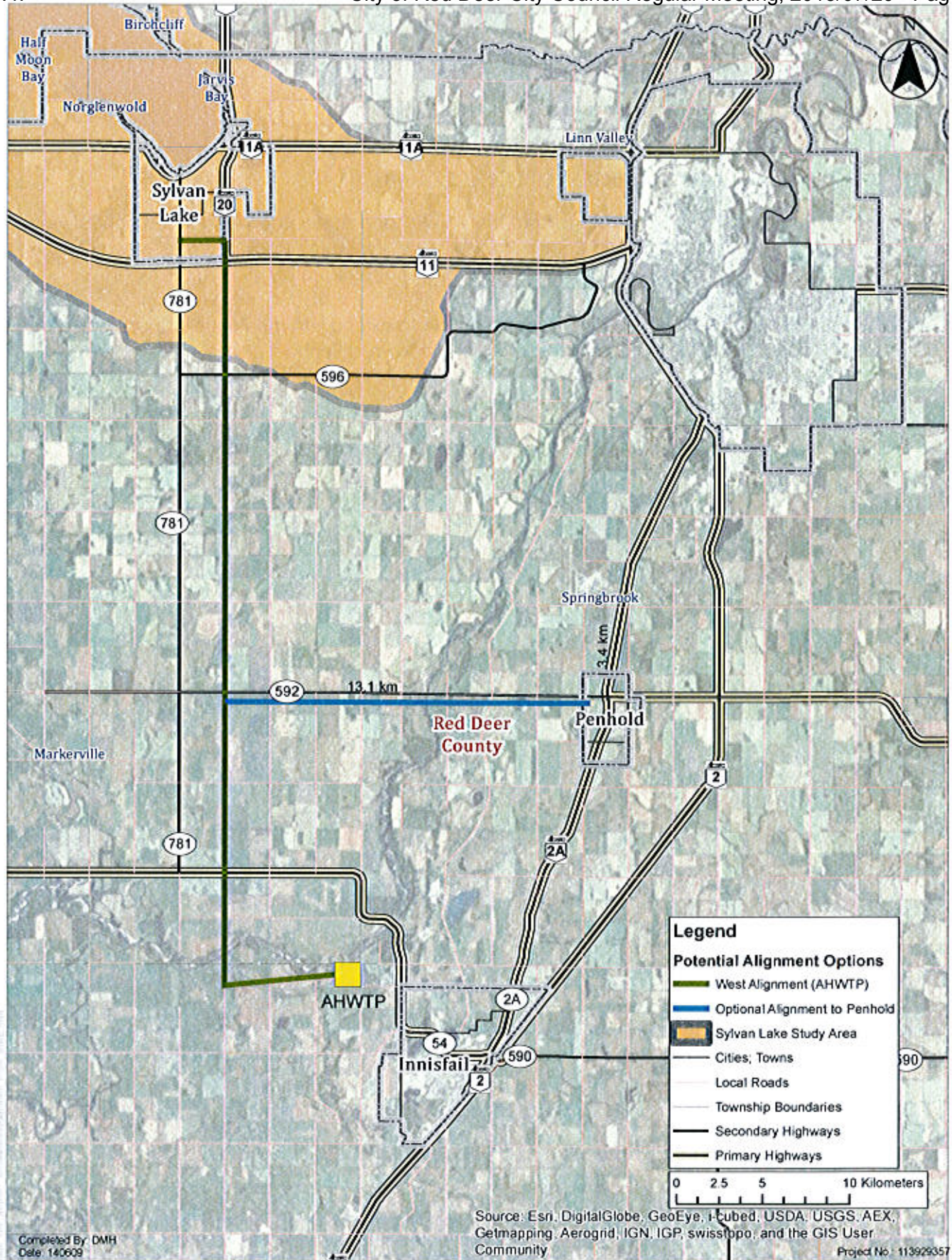
4.0 ANTHONY HENDAY WATER TREATMENT PLANT SUPPLY

The Anthony Henday Water Treatment Plant (AHWTP), owned by the Mountain View Regional Water Services Commission, provides one of the water servicing options for the Sylvan Lake and Penhold regions. Servicing from the AHWTP is referred to as Scenario 3.

Connections to the AHWTP can be accomplished through one of two alignment corridors; 'Alignment A' and 'Alignment B'

4.1 ALIGNMENT OPTIONSAlignment A – Along Range Road 13

- The 'Alignment A' option first proceeds west approximately 4.5 km from the AHWTP to Range Road (RR) 13 and then follows RR13 north to service the Sylvan Lake region. The estimated length of this line is 32.8 km.
- Penhold would be serviced by a line branch off of the Sylvan Lake regional supply line. The Sylvan Lake line would branch at the intersection of RR13 and TWP 370. The line would then travel east along TWP 370 to the town of Penhold. The estimated length of this line is approximately 13.1 km.
- See Figure 4.1



Stantec

**Figure 4.1: Pipeline Options From
Anthony Henday Water Treatment Plant
Sylvan Lake Regional
Water Services Commission**

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

Alignment B – Along Abandoned Alberta Central Railway

- The 'Alignment B' line starts from the AHWTP and utilizes the abandoned right-of-way from the historic Alberta Central Railway. The line would follow this right-of-way to the Sylvan Lake region; resulting in a total length of approximately 46.4 km.
- This alignment will allow the transmission line to extend into the Penhold/Sprinbrook area and provide the water service directly to the Town of Penhold.
- Figure 4.2

Hydraulic analyses were completed to evaluate both alignment options.

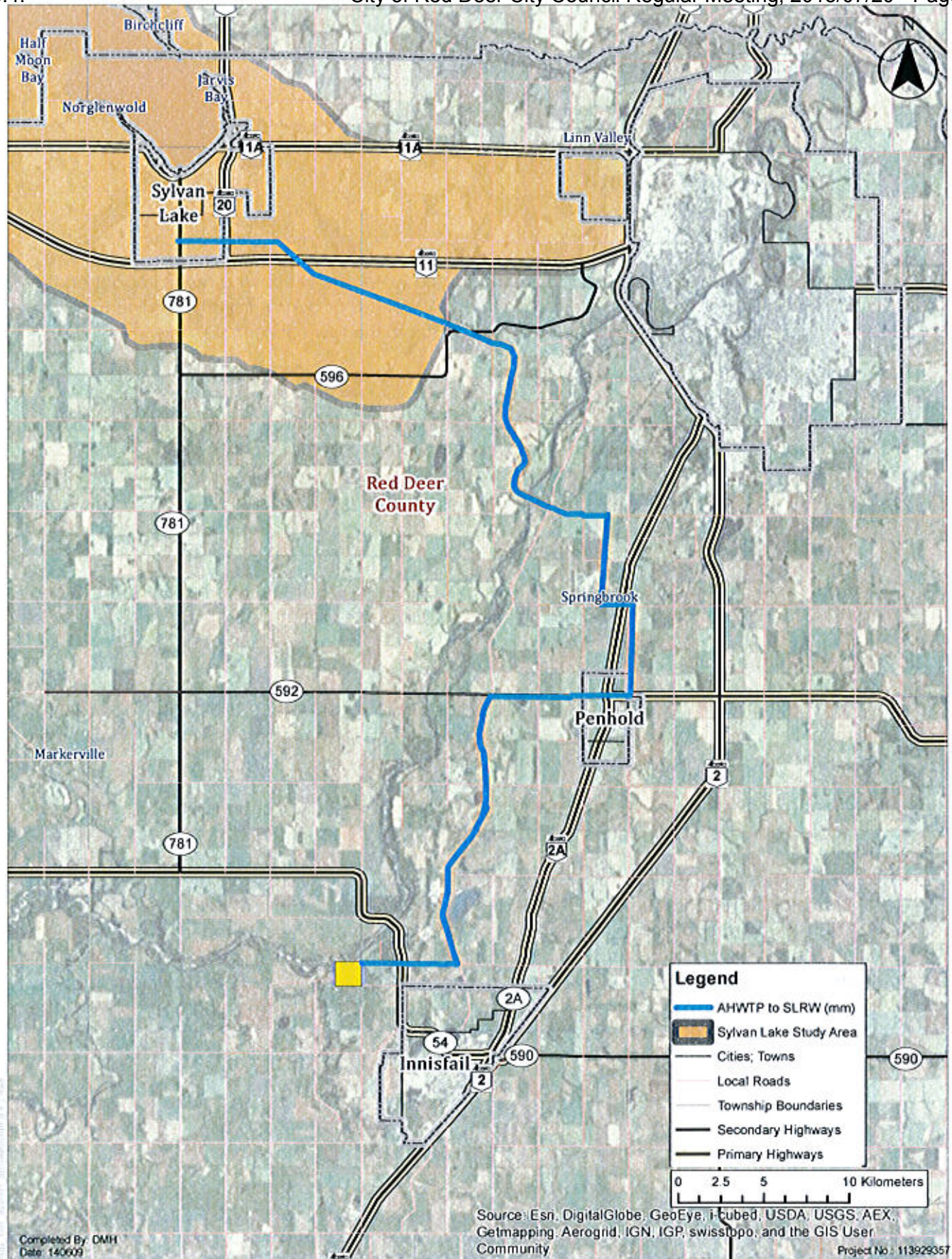


Figure 4.2: Alignment B

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

4.2 SYSTEM HYDRAULICS**4.2.1.1 Alignment A**

The topography along the chosen alignment for the water line will have a major impact on the hydraulic performance of the system. 'Alignment A' consists of a main transmission line to Sylvan Lake region and a sub-section waterline supply water to the town of Penhold.

- Main Transmission Line to Sylvan Lake region

The elevation at the beginning of the proposed main transmission line (AHWTP) is approximately 899.32 meters above sea level and The Town of Sylvan Lake at the end of this section is situated at an elevation of 980 meters. There is an approximately 91 m in elevation increase from the tie-in point at AHWTP to Sylvan Lake, with an estimated distance of 32.8 kilometers.

- Sub-section Waterline to The Town of Penhold

There is an elevation drop of about 26 m from the tie-in point at the intersection of RR 13 and TWP 370 to the town of Penhold. The estimated length of this branch is 13.1 km.

4.2.1.2 Alignment B

As an alternative, 'Alignment B' would extend east from the AHWTP, follow the abandoned Alberta Central Railway right-of-way, and then service the town of Penhold. The line would then travel north to supply water to the Sylvan Lake region.

The topography along this alignment results in a maximum elevation change of about 90 m. The estimated distance of this route is 46.4 km.

In order to provide the necessary water pressure to service the Sylvan Lake region and the town of Penhold, the line pressured would need to be maintained at a minimum pressure of 140 kPa (20 psi) along the entire alignment. A booster station plan would be required for both Alignments A and B to maintain minimum pipeline pressures for the lifecycle of the project. However, based on current flow projections for MVRWSC members, the pumping capacity available at the AHWTP following completion of the ongoing pumping upgrades will likely be sufficient to meet the SLRWSC needs for a period of 5 to 10 years.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

4.3 HYDRAULIC MODELLING – FROM AHWTP**4.3.1 Model Development and Assumptions**

The following assumptions were made to complete the water modelling exercise for both alignment alternatives using the AHWTP:

- Design Horizon – 25 years
- Total Design Flow for Sylvan Lake region – Maximum Day Demand of 200.73 L/s
- Total Design Flow for the Town of Penhold – Maximum Day Demand of 47.20 L/s
- Sylvan Lake region Tie-In Elevation – 898.76 m
- Town of Penhold Tie-In Elevation – 896.24
- Minimum Residual Pressure – 140 kPa (20 psi)
- Hazen-Williams C Value – PVC 130
- Tie-In Elevation at AHWTP – 899.32 m

Alternatives were modelled by inputting pipe alignments, topography and water demands into the model. The proposed booster station was conceptually represented by an elevated reservoir to simulate the pressure required by the system. The booster system assumes that there is no limit to the flow that can be provided from the station.

4.3.2 'Alignment A' Water Lines - Servicing from the AHWTP

The regional transmission system AHWTP 'Alignment A' consists of the water transmission main and pumping system. The piping will be designed to deliver water from AHWTP directly to the Sylvan Lake region with a branched pipeline to the town of Penhold.

Considering the anticipated system design, 500 mm and 600 mm diameter pipes were hydraulically analyzed for the main transmission line. Both 250 mm and 200 mm diameter pipes were evaluated for the line branch to the town of Penhold. The model indicated that the 200 mm pipeline would induce a negative residual pressure at Penhold. The 200 mm diameter option was eliminated from further evaluation.

The hydraulic modelling results are summarized in Tables 4-1 and 4-2. Detailed HGL calculations can be found in Appendix B.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

Table 4-1 Modelling Results for Alignment A from AHWTP West to Sylvan Lake region (600 mm)

Section	Design Flow (L/s)	Length (m)	Pipe Diameter (mm)	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
Main Waterline	200.73	32,809	600	211.9	25.4	0.75-0.93	145	672 HP
Sub-section	47.20	13,100	250	171.6	106.8	0.98		

Table 4-2 Modelling Results for Alignment A from AHWTP West to Sylvan Lake region (500 mm)

Section	Design Flow (L/s)	Length (m)	Pipe Diameter (mm)	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
Main Waterline	200.73	32,809	500	279	25.3	1.07-1.38	196	906 HP
Sub-section	47.20	13,100	250	204.2	139.4	0.98		

As shown in the above tables, both options can maintain the optimal pipe velocity and minimum system pressure of 140 kPa (20 psi) with an attainable pumping capacity. While the larger 600 mm diameter water line reduces system pumping requirements and avoids the need for higher pressure rated materials, the installation costs of the larger diameter pipe would be significantly higher.

Therefore, the 500 mm diameter line option is considered the most preferred and cost effective option to deliver potable water from the AHWTP to Sylvan Lake region and to the town of Penhold.

The HGL is illustrated in Appendix B. Considering the alignment profile from the AHWTP to the Sylvan Lake region and Penhold, and considering the long term system demands, a 600 mm regional supply line could operate at pressures low enough to allow for PVC lines. PVC DR 18 pipe, with a rating of 250 psi, was applied to the transmission system model. A total dynamic head (TDH) of 145 m was required in the model to provide treated water from the AHWTP to regional users. The design set-point for 'Alignment A' (AHWTP West) should be 248 L/s with 145 TDH. The total power required was estimated to 672 HP with 75% wire-water efficiency.

Table 4-3 outlines the pipe size and pump recommendations based on the hydraulic modelling results.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

Table 4-3 Recommendations for Alignment A Servicing from AHWTP West

Section	Pipe Diameter (mm)	Approximate Length (m)	Pipe Material	Design Flow (L/s)	Required TDH (m)	Estimated HP
Main Line	600	32,809	PVC DR 18	200.73	145	672 HP
Branch	250	13,100	PVC DR 18	47.20		

4.3.3 'Alignment B' - Servicing from the AHWTP

Two pipe diameter scenarios were modelled; models were completed for a 600 mm and a 500 mm line. The results are summarized in Table 4-4.

Table 4-4 Modelling Results for Transmission Line Alignment B

Design Flow (L/s)	Length (m)	Pipe Diameter (mm)	Maximum Pressure (psi)	Minimum Pressure (psi)	Pipe Velocity (m/s)	Required TDH (m)	Estimated HP
247.93	46,364	600	226	25.4	0.75-0.93	159	735 HP
		500	326	25.5	0.85-1.05	228	1056 HP

Results indicated that pipelines larger than 600 mm, with lower inner friction, lead to a lower system head requirement. The 600 mm diameter pipeline is recommended as a more effective design option for 'Alignment B'. The 600 mm pipe model is characterized by lower maximum operating pressures and a lower pump power requirement.

PVC DR 18 pipe was considered the most viable pipe material option for the transmission system. To accommodate the ultimate flow for a 25 year design horizon, a pumping system with a design set point of 248 L/s and TDH of 159 m is required. The required power output was estimated to be 735 HP with 75% wire-water efficiency. Table 4-5 summarizes the most cost-effective and energy efficient design parameters for 'Alignment B'.

Table 4-5 Recommendations for Alignment B servicing from AHWTP East*

Scenario	Pipe Diameter (mm)	Design Flow (L/s)	Length (m)	Pipe Material	Required TDH (m)	Estimated HP
Alignment B	600	247.93	46,364	PVC DR 18	159	735 HP

*Penhold would only require a short 200 mm stubline

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

The HGL (Appendix B) shows the modelled residual pressures at Penhold to be 1351 kPa (196 psi). Pressure reducing valves (PRVs) are recommended to reduce the operating pressures coming into Penhold.

4.4 PUMPING CAPACITY EVALUATION FOR AHWTP

AHWTP currently has the capacity to provide water to the region, but may require major expansions to meet the long-term demands of the SLRWSC member communities. Stantec will develop phasing options in order to meet these long-term needs. This section focuses on the evaluation of the pumping capacity for the AHWTP and provides a time frame for upgrade requirements.

4.4.1 System Overview

The AHWTP High Lift Station is equipped with PUM-506 and PUM-507 and currently pumps potable water through an existing 400 mm diameter regional; supplying the Bowden Institute, Bowden, Olds North, Olds South, and an interim booster station.

A 600 mm diameter line was constructed to deliver water to an interim booster station using three 300 HP pumps (two on duty; one stand-by). The pump upgrades will provide the necessary pumping head to feed the interim booster station for a 20 year design horizon. Each of the 300 HP pumps have a design set point of 86 L/s at 191 m Total Dynamic Head (TDH). The pumps are summarized in Table 4-6.

Table 4-6 Design Capacity of 300 HP Pumps

Pump	Flow (L/s)	TDH (m H ₂ O)	Power (HP)
P-101	85.5	191	300
P-102	85.5	191	300
P-103	85.5	191	300

For this study, it was assumed that the AHWTP 2013 Pump Upgrades were in place and supply water directly to the MVRWSC pumping station alone. It could be beneficial to utilize the excess pumping capacity to meet the projected, combined demands of the MVRWSC interim booster station and the SLRWSC communities for the short term (5 to 10 years). However, a dedicated booster station or further upgrades are required to meet long-term development plans.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

4.5 WATER DEMAND REVIEW**4.5.1 Demand Projection for MVRWSC Interim Booster Station**

Flow projections for the interim booster station from the AHWTP (incl. upgrades) were adapted to fulfill the system analysis. The projected daily flow rates, Average Day Demand (ADD), and Maximum Day Demand (MDD) are provided in Table 4-7.

Table 4-7 Projected Water Demand for MVRWSC Interim Booster Station

Year	Mid Line Reservoir		Rural User		Total Flow to Interim booster station		
	ADD (m³/d)	MDD (m³/d)	ADD (m³/d)	MDD (m³/d)	ADD (m³/d)	MDD (m³/d)	L/s
2010*	3217	5791	148	266	3365	6057	70
2011*	3269	5884	178	320	3447	6205	72
2012*	3377	6079	151	272	3528	6350	74
2013	4384	7890	872	1570	5256	9460	109
2014	4499	8098	895	1611	5394	9709	112
2015	4618	8312	918	1652	5536	9965	115
2016	4740	8532	942	1695	5682	10227	118
2017	4866	8758	966	1738	5832	10496	121
2018	4995	8991	991	1783	5986	10774	125
2019	5128	9230	1016	1829	6144	11059	128
2020	5264	9475	1043	1877	6307	11353	131
2021	5405	9728	1069	1925	6474	11653	135
2022	5549	9988	1097	1975	6646	11963	138
2023	5697	10255	1126	2026	6823	12281	142
2024	5850	10530	1155	2079	7005	12609	146
2025	6007	10813	1185	2132	7192	12945	150
2026	6169	11104	1215	2188	7384	13292	154
2027	6335	11403	1247	2245	7582	13648	158
2028	6506	11710	1280	2303	7786	14013	162
2029	6682	12027	1313	2363	7995	14390	167
2030	6862	12352	1347	2425	8209	14776	171

Data for 2010 through 2012 were derived from monthly meter readings (MVRWSC Annual Meter Read Reports). A peaking factor of 1.8 times of ADD was used to calculate the MDD over 20 years with an allowance of 10% for future rural users. The flows required for rural users were added to the interim booster station for the hydraulic calculation, as a conservative estimate.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

As shown in Table 4-7, the projected system demand for 2030 is 14,776 m³/d (171 L/s). This is consistent with the designed firm capacity for the upgraded pumping station.

4.5.2 Combined Flow Demands for SLRWSC and MVRWSC Interim Booster

Table 4-8 summarizes the combined short-term flow projections for 2013 to 2017. The Maximum Day Demand (MDD) of the MVRWSC interim booster station and the SLRWSC regions were estimated to be 109 L/s and 145 L/s in 2013; respectively. The total combined flow was 254 L/s which exceeded the firm capacity (171 L/s) for the updated pumping station.

Table 4-8 Combined Short-term Flow Projection

	MVRWSC (MDD)		SLRWSC (MDD)			Combined Total Flow
Year	Interim booster station		Sylvan Lake Region	Penhold	Total SLRWSC	Midline + SLRWSC
	(m ³ /d)	L/s	L/s	L/s	L/s	L/s
2013	9460	109	128.0	16.7	145	254
2014	9709	112	130.0	18.0	148	260
2015	9965	115	133.0	19.3	152	268
2016	10227	118	136.0	20.5	157	275
2017	10496	121	138.8	21.8	161	282

As a result, using the spare pumping capacity from the existing AHWTP is not a viable long-term option for the Sylvan Lake Regional Water System development.

4.6 HYDRAULIC MODELLING

To carefully determine the available pumping capacity from the AHWTP to service the Sylvan Lake region in the short-term, a WaterCAD model simulation was conducted to evaluate the feasibility of servicing from the existing pump station.

4.6.1 Model Settings

The hydraulic model for the AHWTP pump upgrades were adapted to reflect the projected water demands for the MVRWSC interim booster station. The values from the upgraded pump curves were put into the model and the firm capacity (largest pump out of service) was simulated to determine the capacity of the AHWTP pump station. The assumptions listed below were used in the analysis:

SLRWSC REGIONAL WATER TRANSMISSION LINE

Anthony Henday Water Treatment Plant Supply
December 11, 2014

- Design Horizon – 25 years
- Design Flow for SLRWSC – Maximum Day Demand
 - Sylvan Lake Area – 200.73 L/s
 - Penhold – 47.2 L/s
- Design Flow for MVRWSC – Maximum Day Demand
 - Interim Booster Station – 171 L/s
- Sylvan Lake tie-in Elevation – 898.76 m
- Town of Penhold tie-In Elevation – 896.24
- Minimum Residual Pressure – 140 kPa (20 psi)
- Hazen-Williams 'C' Value – PVC 130
- Tie-in Elevation at AHWTP – 899.32 m
- Tie-in Elevation at Interim booster station – 1043.24 m

SLRWSC REGIONAL WATER TRANSMISSION LINE

Red Deer County Connections
December 11, 2014

5.0 RED DEER COUNTY CONNECTIONS**5.1 PURPOSE**

In addition to an evaluation of the Penhold connection from the two possible water sources (CRD or AHWTP), Red Deer County requested an additional study for connections to the following communities:

- Hidden Springs;
- Poplar Ridge;
- Gasoline Alley;
- Springbrook; and,
- Hwy 42/2 Overpass.

5.2 ASSUMPTIONS

Red Deer County provided a list of guidelines and information relating to the above communities. The following assumptions were used during the modelling process for the Red Deer County connections.

- Maximum Day Demand (MDD) is 1.6 times Average Day Demand (ADD);
- All water transmission connections flow into a reservoir prior to feeding the distribution system;
- There are 2.8 persons per residential unit;
- Hidden Springs ADD is 320 l/s with 600 units; the MDD is 10 L/s;
- Poplar Ridge ADD is 320 L/s with 200 units; the MDD is 3.3 L/s;
- MDD for Petrolia in Gasoline Alley was calculated as 21 L/s; Liberty's MDD is 32.1 L/s;
- Using monthly water usage information the ADD for Springbrook was calculated to be 16 L/s. With a 6,000 person population build-out, the MDD used was 26.1 L/s;
- Hwy 42/2 has 462 hectares at 0.06 L/s/ha; the MDD used was 44.4 L/s.

SLRWSC REGIONAL WATER TRANSMISSION LINE

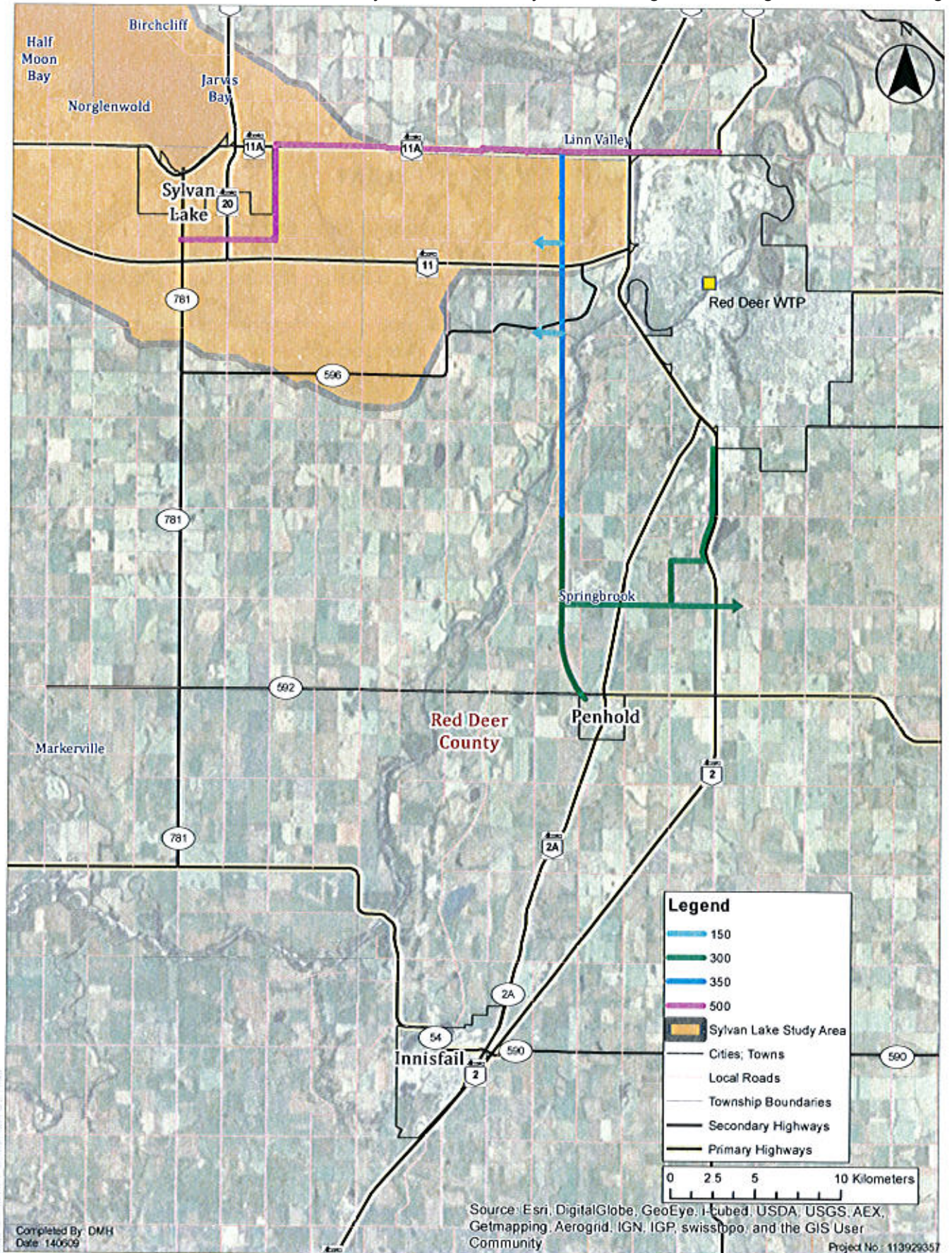
Red Deer County Connections
December 11, 2014

5.3 VIA RED DEER WATER TREATMENT PLANT

The north alignment was assumed to model the feeds to these communities using the City of Red Deer's water treatment plant. The existing model suggests a 500mm diameter transmission line from the interim booster station to Sylvan Lake, and a 200 mm diameter line to Penhold.

With the addition of Hidden Springs, Poplar Ridge, Gasoline Alley, Springbrook, and the Hwy 42/2 overpass, the recommended pipe diameter was increased (Figure 5.1). The transmission line pipe diameter to Sylvan Lake remained the same as it was modelled as a separate system with dedicated pumps.

As for the water transmission line to Penhold, the pipeline size is required to increase from 250 mm to 350mm diameter from the reservoir to the branch going to Gasoline Alley and Hwy 42/2 at approximately Township Road 380. A 200mm diameter line can be used at this point onward to the Town of Penhold.



**Figure 5.1: Pipeline Options
From City of Red Deer
Sylvan Lake Regional
Water Services Commission**

SLRWSC REGIONAL WATER TRANSMISSION LINE

Red Deer County Connections
December 11, 2014

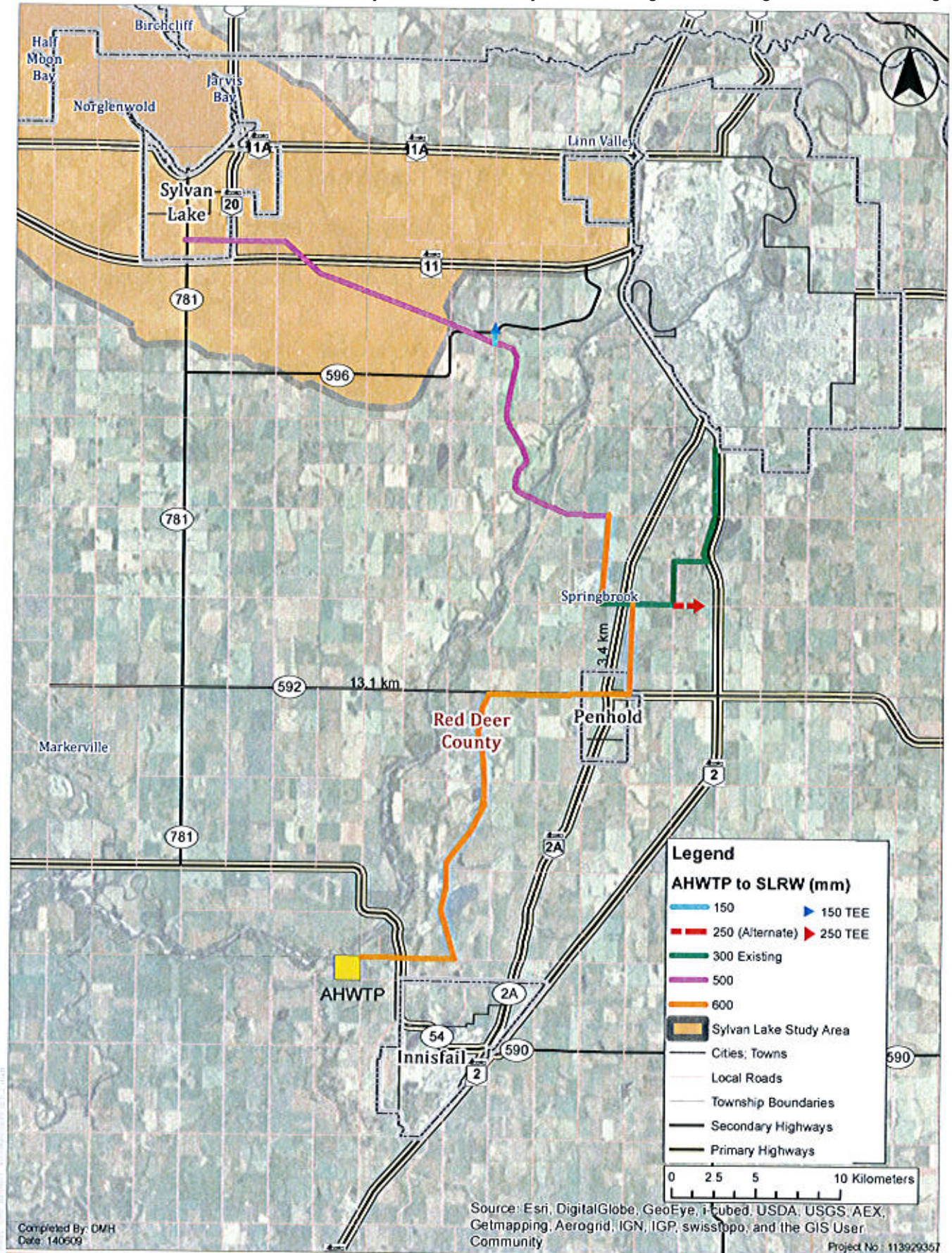
5.4 VIA ANTHONY HENDAY WATER TREATMENT PLANT

Currently, Red Deer County (RDC) has a water supply agreement with the City of Red Deer (CRD) for 3,130 m³/day MDD and 693,000 m³/year of water supplied to Gasoline Alley. The demand difference of 1,458 m³/day MDD could be offset by the Anthony Henday Water Treatment Plant.

This model utilized the AHWTP Alignment B identified previously. This was the most reasonable choice of alignments as the line would run close to all five Red Deer County communities.

The model indicated a 500 mm diameter water transmission line be used to supply the Sylvan Lake region. With the five additional communities, the transmission line would need to be upsized to a 600 mm line. This larger line would run from the AHWTP to an area between Township Road 374 and 380 (see Figure 5.2). The remaining line to the Sylvan Lake region would still be 500 mm in diameter.

If connections to the five Red Deer County communities are anticipated, it is recommended that the east alignment for the AHWTP be considered. This alignment would require less piping for the community connections.



Stantec

**Figure 5.2: Pipeline Options From
Anthony Henday Water Treatment Plant
Sylvan Lake Regional
Water Services Commission**

SLRWSC REGIONAL WATER TRANSMISSION LINE

Red Deer County Connections
December 11, 2014

5.5 RESULTS

Connections to the five additional communities: Hidden Springs, Poplar Ridge, Gasoline Alley, Springbrook, and the Hwy 42/2 overpass region, from either the Red Deer Water Treatment Plant or the Anthony Henday Water Treatment Plant, results in an increase of the required water main size for the Sylvan Lake and Penhold connectors.

The five additional communities do not meet the present grant funding formula and it is unlikely that any selected alignment to supply these communities would be eligible for grant funding. For the purposes of this report, the servicing area flows have been modelled at a high level and would be addressed further in a detailed design prior to implementation. No modelling of the distribution system inside the City of Red Deer was completed as part of this study.

5.6 DIVIDED SERVICES**5.6.1 Purpose**

As requested, a scenario in which supply services for all the projected potable water connections (Sylvan Lake, Penhold, Springbrook, Hidden Springs, Poplar Ridge, Gasoline Alley and the Hwy 42/2 overpass region) were divided between the City of Red Deer Water Treatment Plant (CRDWTP) and the AHWTP was evaluated. These two systems would operate independently, but still be required to service all the connections listed above.

The demands and assumptions for this scenario are similar to those listed in Section 5.2.

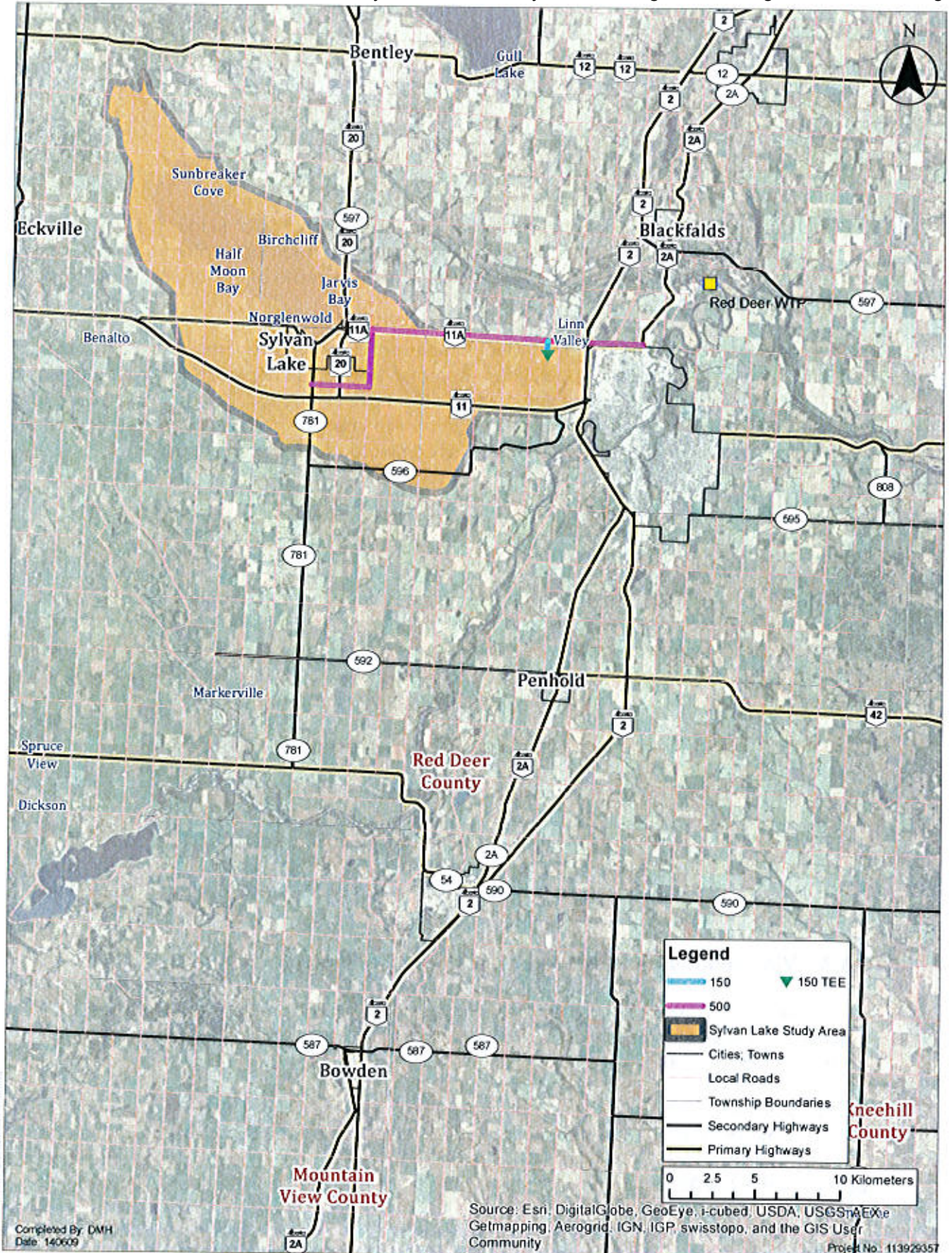
5.6.2 Via Red Deer Water Treatment Plant (5a)

The RDWTP would service an interim booster station which in turn would feed potable water to Sylvan Lake via a 500 mm diameter pipeline. Services to Hidden Springs and Poplar Ridge would be serviced by a 150 mm diameter pipeline from the reservoir. Figure 5a illustrates the pipe sizes and alignment for connections to the RDWTP.

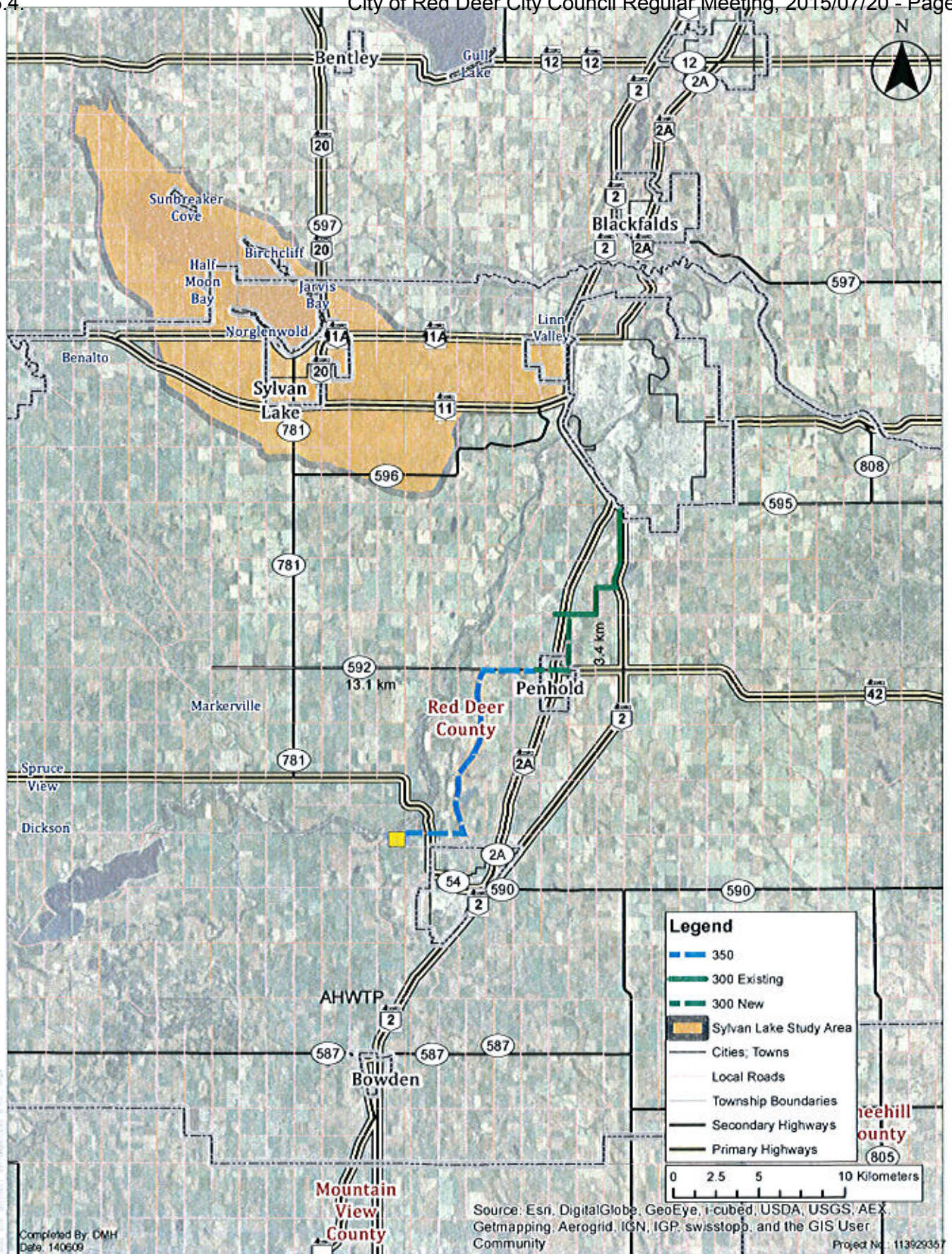
5.6.3 Via Anthony Henday Water Treatment Plant (5b)

For scenario 5b, the AHWTP would not be servicing the Sylvan Lake region. The result is a smaller required pipe diameter for services to Penhold, Springbrook, Gasoline Alley, and the Hwy 42/2 overpass region (shown in Figure 5b).

Red Deer County's current water supply agreement with the City of Red Deer accounts for 1580 m³/day (18 l/s) MDD. The demand projected for Gasoline Alley by 2037 was calculated as 53.1 L/s; resulting in a 35 L/s shortfall based on the 2015 agreement amount. The shortfall could be met by the AHWTP, but could alternatively be met by an increase in the supply agreement.



**Figure 5a: Pipeline Options
From City of Red Deer
Sylvan Lake Regional
Water Services Commission**



Stantec

**Figure 5b: Pipeline Options From
Anthony Henday Water Treatment Plant**
Sylvan Lake Regional
Water Services Commission

SLRWSC REGIONAL WATER TRANSMISSION LINE

Environmental and Regulatory Considerations
December 11, 2014

6.0 ENVIRONMENTAL AND REGULATORY CONSIDERATIONS

A desktop review of the preferred alignments was completed to evaluate potential environmental and regulatory concerns. Environmental and regulatory considerations include: highways, foreign pipelines and wells, environmentally sensitive areas, soil types, and anticipated subsurface conditions. Broadly speaking, both alignments involve environmental and regulatory constraints which add complexity, and could influence costs and schedules related to the system development. However, these concerns do not appear to impact the determination of a preferred water source.

In comparing the two alignments, one can conclude the following:

- Both alignment corridors have numerous foreign pipeline crossings and several wells in close proximity to the alignment. These may require minor adjustments be made to the alignment. Although, this will likely be the case regardless of the chosen alignment and supply source.
- Both alignments several highway crossings and parallels. The CRD supply scenarios involve a higher number of significant road crossings and parallels. The CRD scenarios require pipeline crossings at Highway 2, a parallel of Highway 11A for the majority of the alignment, and a connection to existing infrastructure at the intersection of Highways 2A and 11A.
- The AHWTP supply scenarios will involve pipeline crossings at the Red Deer River. Crossings at the river are expected to be long and complex to drill. Special monitoring would need to be in place during construction.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Cost Projections
December 11, 2014

7.0 COST PROJECTIONS

A preliminary opinion of probable costs was developed for the regional system supply options. Cost estimates are based on the pipe sizing, power requirements, and the preferred alignments. This section outlines the comparative costs of each system, possible construction staging options (based on the flow projections), a sensitivity analysis of rate and funding level changes, and actual system flows.

7.1 CAPITAL COSTS

From a preliminary perspective, probable cost for the City of Red Deer and AHWTP supply options (for both regions under consideration are approximately \$50.7M and \$58.6M; respectively. The divided services option results in an estimated cost of \$55.6M (\$33.5M to service the Sylvan Lake region; \$22.1M to service the Penhold region). The cost differences are largely due to differences in the required main line pipe length under each scenario. Additionally, the cost of drilling across the Red Deer River (AHWTP scenarios) contributes substantially to anticipated cost differences. It should be noted that, based on current flow projections for the MVRWSC, there may be an opportunity to defer that capital expenditure for an additional pumping facility, which would reduce the initial capital investment on the order of \$5M for the AHWTP supply option.

The differences in capital cost per cubic meter for the supplied water is approximately \$0.02/m³ (\$0.11/m³ and \$0.13/m³ for CRD and AHWTP options respectively).

Table 7-1 (next page) summarizes the major cost elements.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Cost Projections
December 11, 2014

Table 7-1 Projected Water Rate Impacts, (Based on projected 2015 flows)

Capital Cost Component	CRD Supply Option (1)	MVRWSC Supply Option (3)	Divided Services Options		Comment
			CRD to Sylvan Lake Region (5a)	AHWTP to Penhold, etc. (5b)	
General (includes Mobilization/Demobilization, Survey, Material Testing, Utility Locates and Markers, Traffic Accommodation	\$3.2M	\$3.5M	\$1.3M	\$1.7M	Difference due to additional bonding, surveying, materials testing, etc. due to longer MVRWSC supply line length.
Site work (includes Clearing & Grubbing, Topsoil Stripping, Fencing)	\$2.3M	\$2.5M*	\$1.2M	\$1.1M	*Difference due to additional MVRWSC clearing and grubbing and stripping length.
Pipeline (includes supply and installation of pipe, valves, directional drills, foreign utility crossings booster stations)	\$31.5M	\$37.0M*	\$22.3M	\$13.2M	*Longer MVRWSC supply length adds \$3.5M for pipe supply alone, \$1.5M for additional pipe insulation, \$400K for additional valves and \$1.8M for additional directional drilling, offset somewhat by shorter Penhold supply line.
Road Restoration	\$0.14M	\$0.15M	\$0.05M	\$0.07M	
Surface Restoration (includes topsoil replacement and re-seeding)	\$1.6M	\$1.8M	\$0.86M	\$0.81M	
Miscellaneous Items	\$0.14M	\$0.15M	\$0.05M	\$0.08M	
Contingency, Engineering and Land Assembly (30%)	\$11.7M	\$13.5M*	\$7.7M	\$5.1M	*Added cost for MVRWSC supply option due to added design, land assembly and contingency elements for added length and Red Deer River drill.
Total	\$50.7M	\$58.6M	\$33.5M	\$22.1M	

Comments/Costs denoted by * refer to cost differences between supply options 1 & 3.



nh v:\1139\active\113929357\07_reports_studies\vp_sylvanlake_11dec14.docx

SLRWSC REGIONAL WATER TRANSMISSION LINE

Cost Projections
December 11, 2014

7.2 FUNDING IMPACTS

'Water for Life' grants funding affects the capital cost per cubic meter of supplied water by approximately \$0.02/m³. The same level of grant funding can be assumed for supply options, and long-term water supply costs become more important to consider. When power and water supply costs are incorporated, the initial costs are projected as \$1.38/m³ and \$1.52/m³ for CRD and AHWTP options respectively, as seen in the Table 7-2.

This cost differential is primarily due to the current costs of water supplied from each of the two sources and is subject to change with actual system demands. Changes in system demands are particularly relevant to the MVRWSC regions as the introduction of SLRWSC flows will have a greater proportional impact on the overall system flows than those that would occur when using the CRD treatment and transmission system. As a result, there is not a definitive lower cost supply option at this time; the determination of a preferred source would be subject to negotiation of water rates.

If the capital costs of the project were funded strictly through borrowing, the water rates for the two supply options would be projected to rise by approximately \$1.02/m³ and \$1.18/m³; based on initial flow projections.

Table 7-2 Projected Water Rate Impacts, (Based on projected 2015 flows)

Rate Component	CRD Supply	MVRWSC Supply	Divided Services Option	
			CRD to Sylvan Lake Region (5a)	AHWTP to Penhold, etc. (5b)
Capital Cost (debtentured over 25 years, assumes 90% Water for Life Funding)	\$0.11/m ³	\$0.13/m ³	\$0.06/m ³	\$0.28/m ³
Power Cost (based on \$0.08/kwh)	\$0.03/m ³	\$0.04/m ³	\$0.06/m ³	\$0.05/m ³
Water Supply Cost (based on current rates)	\$1.24/m ³	\$1.35/m ³	\$1.24/m ³	\$1.35/m ³
Subtotal (excludes reserves, insurance, administration, etc.)	\$1.38/m³	\$1.52/m³	\$1.36/m³	\$1.68/m³

SLRWSC REGIONAL WATER TRANSMISSION LINE

Cost Projections
December 11, 2014

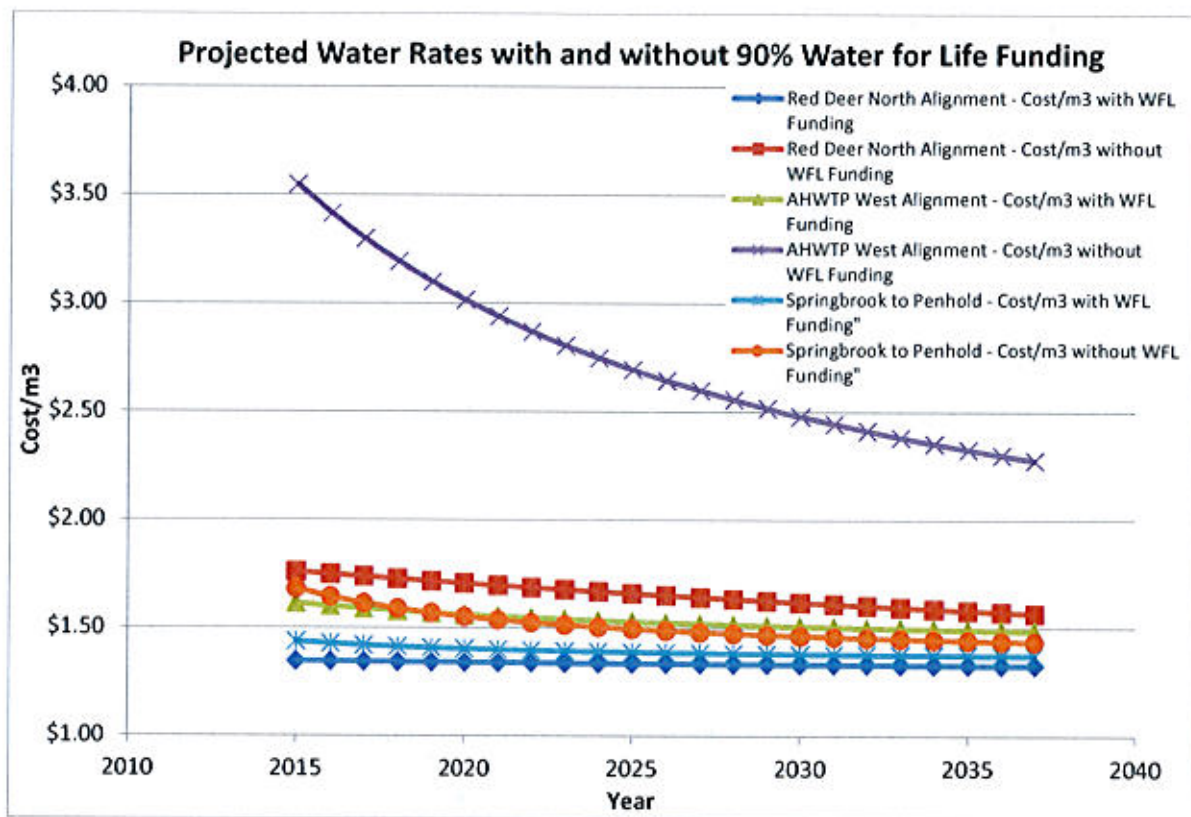


Figure 7.1

Figure 7.1 illustrates the comparative rate projections of the options based on their current water supply rates from each source and the projected capital and power costs.

7.3 CAPITAL COST IMPACTS

While variances in the capital costs for the system development would impact the end-user water rates, the impact is largely muted by grant funding. Figure 8-2 illustrates the relative impact of a 25% increase and a 25% decrease in capital cost on either supply source. A corresponding increase or decrease in water demands would have a similar impact on rates.

SLRWSC REGIONAL WATER TRANSMISSION LINE

Cost Projections
December 11, 2014

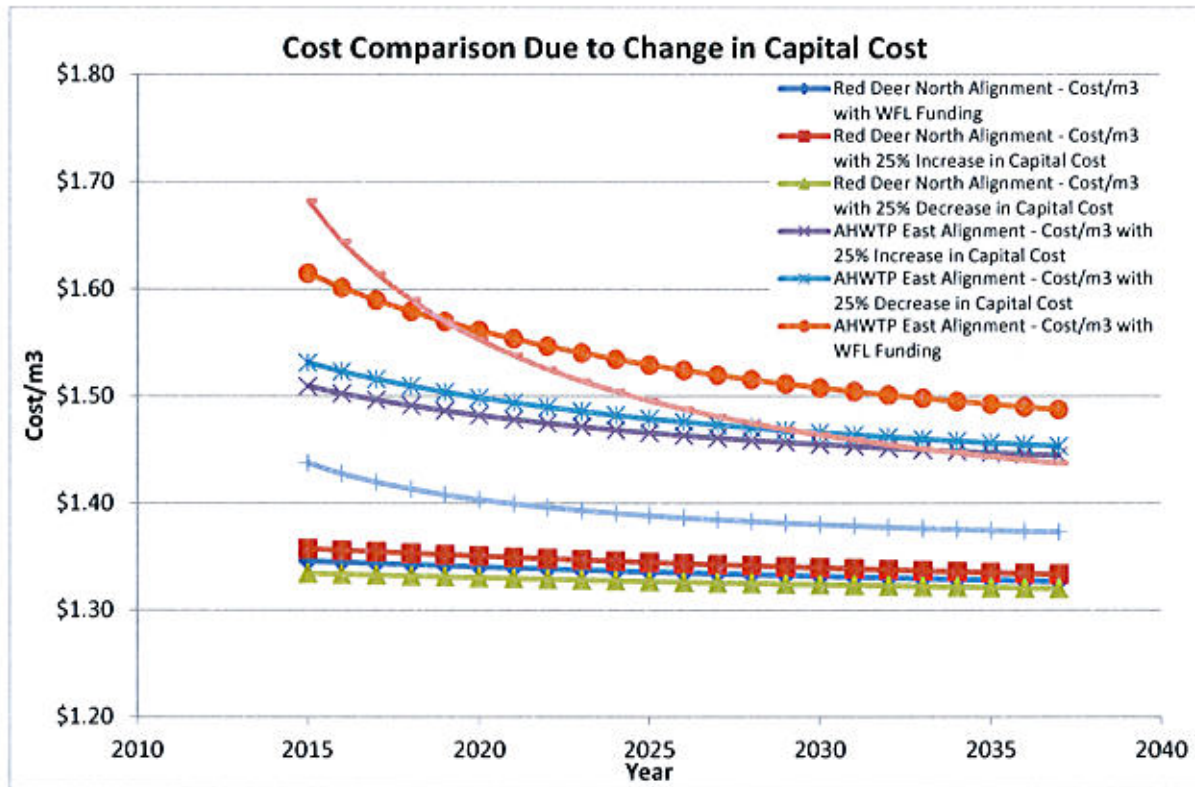


Figure 7.2

SLRWSC REGIONAL WATER TRANSMISSION LINE

Conclusions and Recommendations
December 11, 2014

8.0 CONCLUSIONS AND RECOMMENDATIONS

Based on the study results presented here and in consideration of the costs to all parties, the most recommended regional supply system configuration for Penhold and the Sylvan Lake region is a divided system. This proposed 'divided' system is as follows

- Sylvan Lake Region - A 500 mm diameter pipe would run from the City of Red Deer, along Highway 11A, to service the Sylvan Lake region. This option requires a 467 HP booster be installed at or near the Red Deer tie-in point. (Scenario 5a, Figure 5a)
- Penhold, long-term - This report recommends Penhold's longer term water needs be met by constructing a 21 km long, 350 mm diameter pipe coming from the Anthony Henday Water Treatment Plant (Scenario 5b, Figure 5b).

Table 8.1 outlines a cost comparison of the different servicing/alignment options.

Scenario 1 refers to 'Alignment A' of the CRD servicing option; Scenario 2 refers to the CRD servicing option including smaller communities in the Penhold region.

Scenario 3 refers to the AHWTP servicing option for Sylvan Lake and Penhold regions; Scenario 4 refers to the AHWTP servicing option including smaller communities in the Penhold region.

Scenarios 5a and 5b refer to the divided services option discussed in Section 5.6 and summarized above.

Table 8-1 – Cost Comparison Summary

Alignment	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5a	Scenario 5b
Total Cost	\$50.7M	\$65.9M	\$58.6M	\$64.9M	\$33.5M	\$22.1M
Cost / m³	\$1.38	\$1.42	\$1.52	\$1.52	\$1.36	\$1.68

SLRWC REGIONAL WATER TRANSMISSION LINE

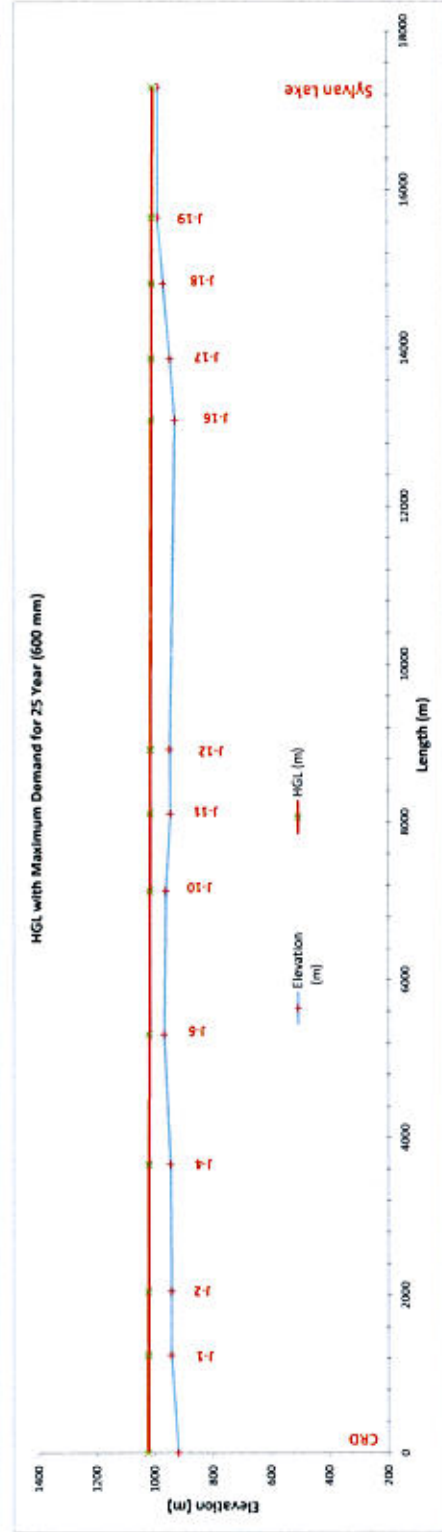
Appendix A CRD Servicing
December 11, 2014

Appendix A CRD SERVICING

Option 1 – Alignment A

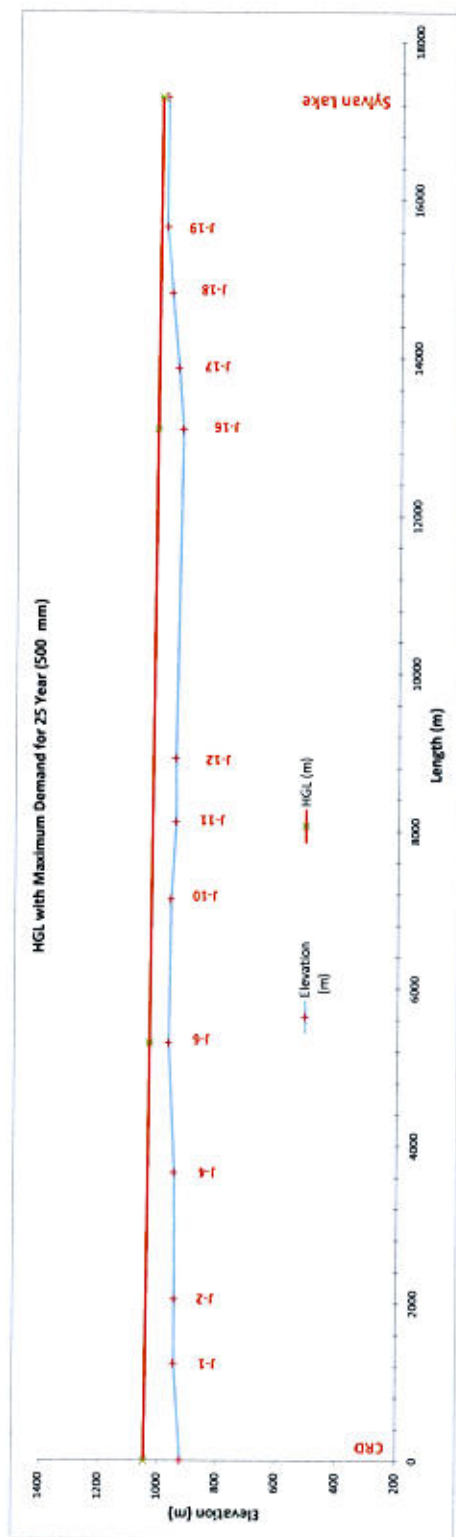
(Option 1- Alignment A) Sylvan Lake Regional Line Servicing from North-West Side of CRD

Locations	Elevation (m)	Elev. Diffe. (m)	Max Day Demand (L/s)	Max Day Demand (m³/d)	Pipe Material	C Value	Length (m)	Nom. Dia. (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH ₂ O)	Residual Pressure (Psi)	TDH (m)	HGL (m)	Estimated HP
CRD/NOP1	921	/															
J-1	944.52	-23.52					1235	600	582.5	0.922	1.20	0.75	77.4	146.4		1023.5	
J-2	943.87	-22.87					813	600	582.5	0.922	0.69	0.75	77.5	110.5		1022.3	
J-4	947.24	-26.24					1607	600	582.5	0.922	1.55	0.75	79.3	103.3		1021.6	
J-6	948.52	-47.52					1651	600	582.5	0.922	1.51	0.75	49.7	71.0		1020.1	
J-10	943.01	-49.01					1823	600	582.5	0.922	1.73	0.75	51.2	73.1		1018.6	
J-11	948.05	-27.05			PVC	130	979	600	582.5	0.922	0.77	0.75	49.2	98.9		1016.1	384
J-12	950.03	-29.03			DR18		813	600	582.5	0.922	0.70	0.75	64.0	91.4	103	1015.4	
J-16	932	-11					4177	600	582.5	0.922	3.82	0.75	79.0	112.9		1011.5	
J-17	947.89	-26.89					774	600	582.5	0.922	0.81	0.75	60.8	86.8		1010.7	
J-18	970.88	-49.88					948	600	582.5	0.922	0.72	0.75	42.0	60.0		1010.0	
J-19	988.7	-67.7					837	600	582.5	0.922	0.84	0.75	20.4	29.1		1009.2	
S/RW	988.76	-68.76	200.73	1754.1 (4)			1641	600	582.5	0.922	1.59	0.75	17.7	25.3		1007.6	
Total:			200.73	1754.1 (4)			17298				15.93						



Appendix A CRD Servicing
December 11, 2014

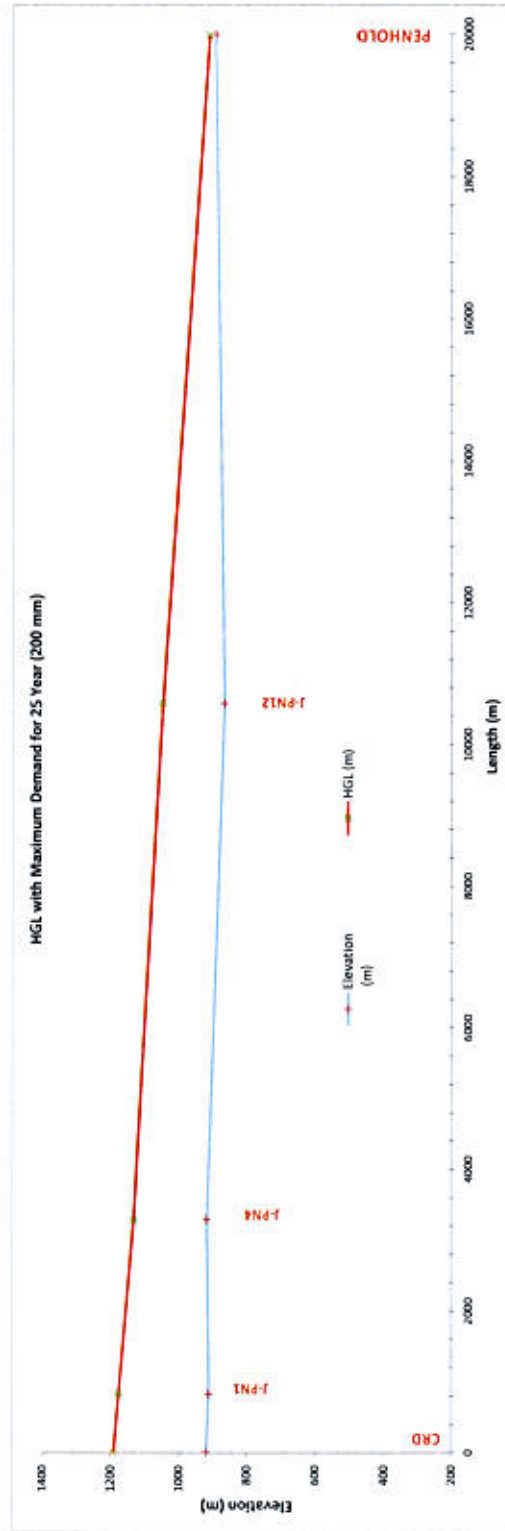
CRD to Sylvan Lake Region 500 mm Maximum Day Demand for 25 Year																	
Locations	Elevation [m]	Elev. Diff. [m]	Max Day Demand [L/s]	Max Day Demand [m ³ /d]	Pipe Material	C Value	Length [m]	Nom. Dia [mm]	Inner Dia. [mm]	Headloss [m/km]	Headloss [m]	Velocity [m/s]	Residual Pressure [m-H ₂ O]	Residual Pressure [psi]	TDH [m]	HGL [m]	Estimated HP
CHRONOPT	921	/															
J-6	948.52	-47.52			PVC D818	130	5306	500	487.6	2.192	11.77	1.07	132.29	92.6		1045.5	
J-16	932	-11					7793	500	487.6	2.192	16.70	1.07	172.43	120.7	124.5	1033.73	46.7
SL	989.76	-48.76	200.73	1734.13			4199	500	487.6	2.192	9.41	1.07	36.29	25.4		1017.03	
Total			200.73	17343.00			17298				37.88					1007.62	



SLRWC REGIONAL WATER TRANSMISSION LINE

Appendix A. CRD Servicing
December 11, 2014

CRD to Penhold Line 200 mm Maximum Day Demand 25 Years													
Locations	Elevation (m)	Elev. Diffe. (m)	Average Day Demand (l/s)	Average Day Demand (m ³ /d)	Pipe Material	C Value	Length (m)	Nom. Dia. (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (m-H ₂ O)
CRD/NOP1	921												
J-PN3	919.37	1.63			Steel	100	827	200	202	17.856	14.76	1.47	385.7
J-PN4	920.26	0.74					2463	200	202	17.856	43.99	1.47	372.4
J-PN12	868.21	52.79					7292	200	195	13.043	84.65	1.58	300.9
PEN-HOLD	896.24	24.76	47.20	4078.00	PVC DR14	130	9411	200	195	13.043	133.2	1.58	254.6
Total:			47.20	4078.00			19993				276.6		25.8
													914.4
													1191
													1176.24
													1132.25
													1047.6
													914.4



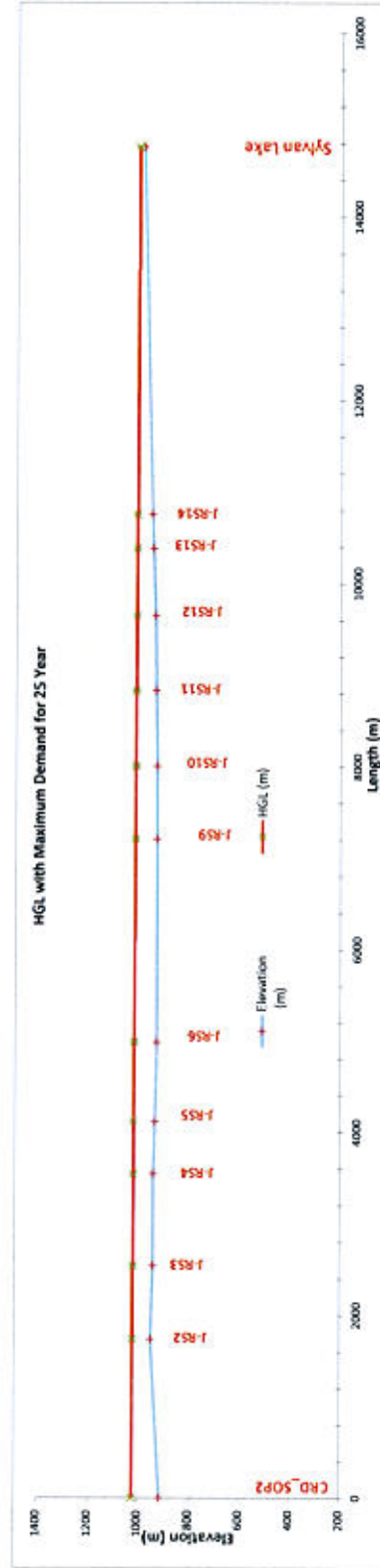
SURWSC REGIONAL WATER TRANSMISSION LINE

Appendix A. CRD Servicing
December 11, 2014

Option 1 - Alignment B

(Option 1- Alignment B) Sylvan Lake Regional Line Servicing from West Side of CRD

Locations	Elevation (m)	Elev. Diff. (m)	Max Day Demand (L/s)	Max Flow Demand (m³/s)	Pipe Material	C Value	Length (m)	Norm. Dia. (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH ₂ O)	Residual Pressure (psi)	TDH (m)	HGL (m)	Estimated HP
CRDSQP2	915	/															
J-RS2	951.7	-36.7					1736	600	582.5	0.922	1.60	0.75	67.8	152.1		1021.5	
J-RS3	943	-28					803	600	582.5	0.922	0.74	0.75	75.7	96.8		1019.9	
J-RS4	942.67	-27.67					1005	600	582.5	0.922	0.92	0.75	75.1	108.1		1019.2	
J-RS5	937	-22					572	600	582.5	0.922	0.53	0.75	80.2	107.3		1018.2	
J-RS6	929.93	-14.93					872	600	582.5	0.922	0.80	0.75	76.5	114.6		1017.7	
J-RS9	932	-17			PVC	130	2221	600	582.5	0.922	2.05	0.75	82.3	109.3		1016.9	
J-RS10	932	-17			DR18		798	600	582.5	0.922	0.74	0.75	81.6	117.6	107	1014.9	399
J-RS11	934.26	-21.26					828	600	582.5	0.922	0.76	0.75	76.6	116.6		1014.1	
J-RS12	940.53	-25.53					820	600	582.5	0.922	0.76	0.75	71.6	102.3		1013.4	
J-RS13	949.46	-34.46					731	600	582.5	0.922	0.67	0.75	62.1	88.7		1012.6	
J-RS14	953.62	-38.62					374	600	582.5	0.922	0.34	0.75	57.6	82.3		1011.9	
SLRW	989.76	-74.76	200.73	1.714 (100)			4,002	600	582.5	0.922	3.69	0.75	17.9	25.5		1007.9	
Total:			200.73	1.714 (100)			14762				13.60						



CRD to Sylvan Lake 500 mm Maximum Day Demand for 25 Year



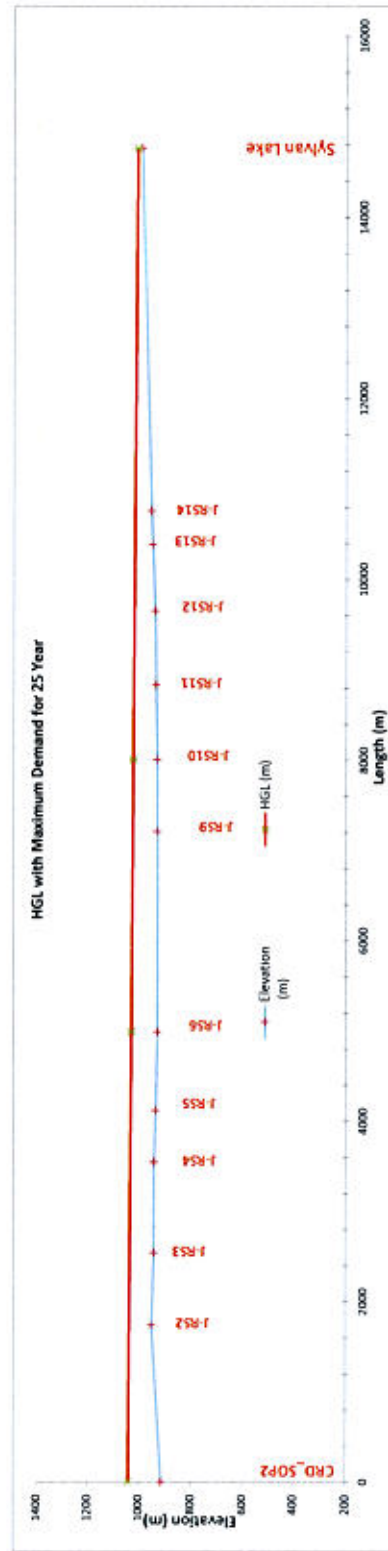
m:\A\139\Task Files\11390605\DWG\Appendix A\Appendix A.dwg

A.6

SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix A CRO Servicing
December 11, 2014

Locations	Elevation (m)	Elev. Diff. (m)	Max Day Demand (L/s)	Max Day Demand (m³/d)	Pipe Material	C Value	Length (m)	Nom. Dia (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH2O)	Residual Pressure (psi)	TDH (m)	HGL (m)	Estimated HP
CRD/SQP2	915	/											178.57			1040	
J-R5A	929.39	-14.39			PVC	130	4988	500	487.6	2.192	10.93	1.07	180.71	126.5		1029.07	
J-R510	932	-17			DR18		3019	500	487.6	2.192	6.62	1.07	183.43	128.4	125	1022.45	469
SLRW	989.76	-74.76	200.73	1774.00			6755	500	487.6	2.192	14.81	1.07	36.29	25.4		1007.64	
Total			200.73	1774.00			14762				32.36						

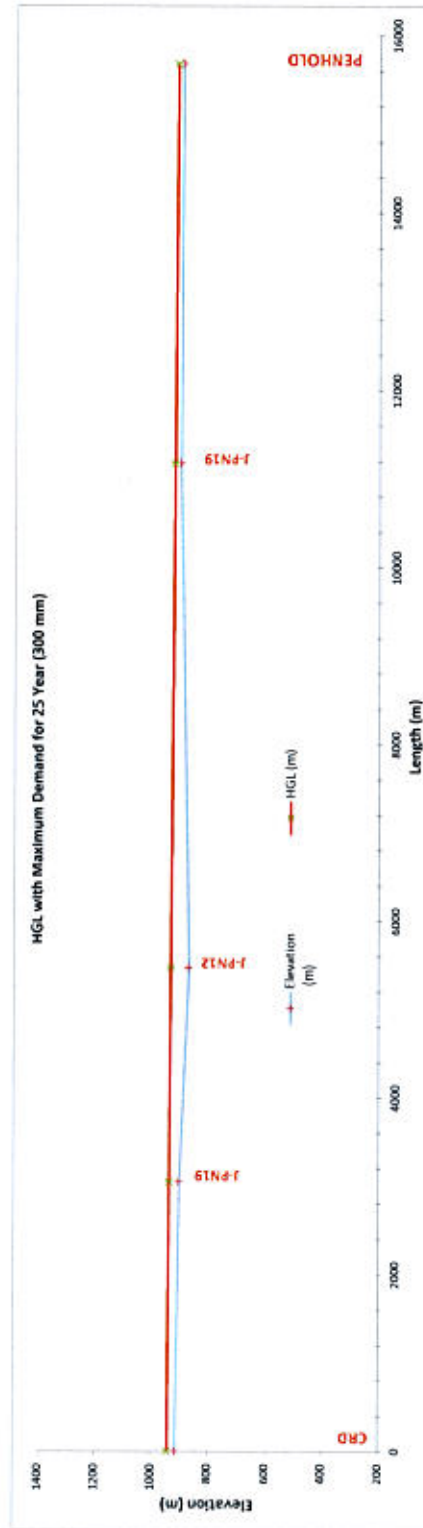


SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix A CRD Servicing
December 11, 2014

(Option 1 – Alignment B) Sylvan Lake Regional Line Servicing from West Side of CRD to Penhold

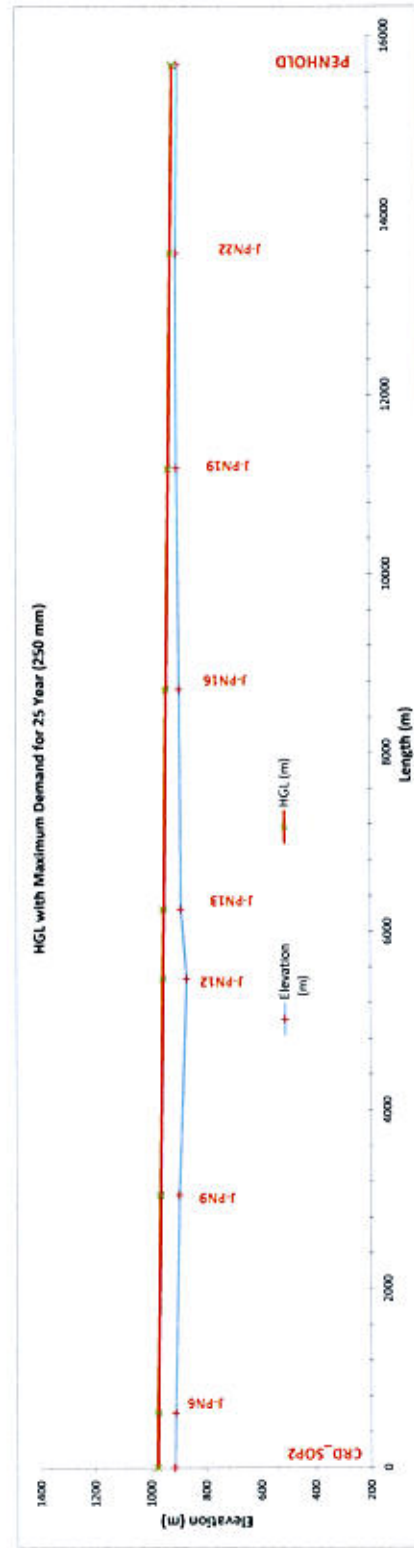
CRD to Penhold Line 300 mm Maximum Day Demand 25 Years																	
Locations	Elevation [m]	Elev. Diffe. [m]	Average Day Demand [L/s]	Average Day Demand [m3/d]	Pipe Material	C Value	Length [m]	Nom. Dia [mm]	Inner Dia. [mm]	Headloss [m/km]	Headloss [m]	Velocity [m/s]	Residual Pressure [mH2O]	Residual Pressure [ase]	TDH [m]	HGL [m]	Estimated Hp
CRDSOP2	915													38.6		942	
J-PN9	901.38	13.62					3050	300	295	1.736	5.3	0.69	39.48	56.4		936.7	
J-PN12	868.21	46.79			PVC	130	2424	300	295	1.736	4.2	0.69	63.91	91.3	27	930.5	24
J-PN19	901.38	13.62			DR18		5713	300	295	1.736	9.92	0.69	21.07	30.1		922.58	
PENHOLD	896.24	18.76	47.20	4078.00			4498	300	295	1.736	7.81	0.69	18.41	26.3		914.77	
Total:			47.20	4078.00			15685				27.23				27		24



SIRWSC REGIONAL WATER TRANSMISSION LINE

Appendix A CRD Servicing
December 11, 2014

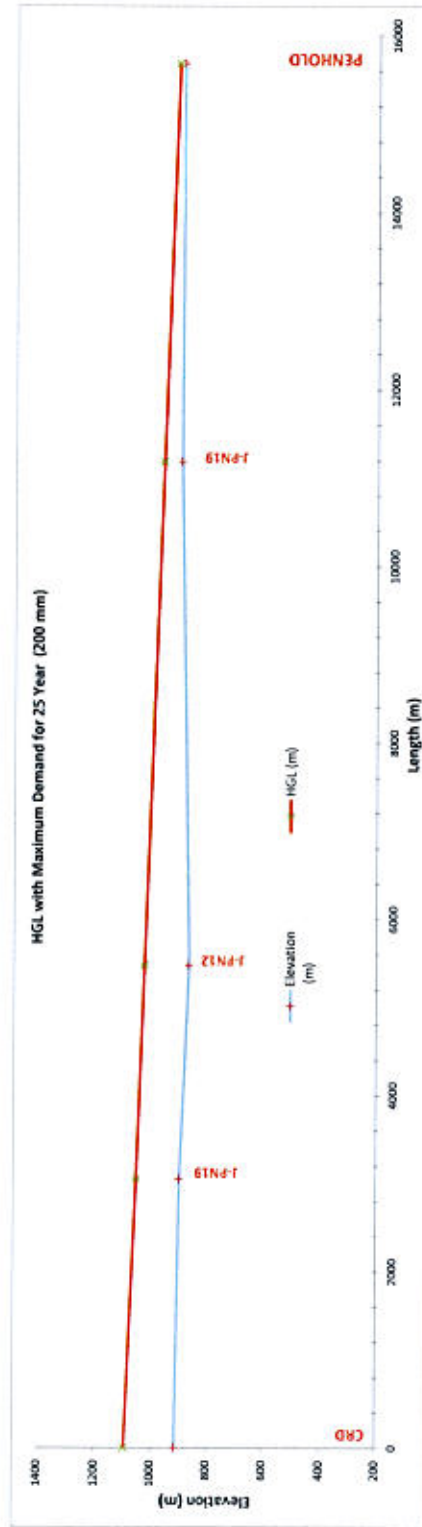
CRD to Penhold Line 250 mm Maximum Day Demand 25 Years																	
Locations	Elevation (m)	Elev. Diffe. (m)	Average Day Demand (L/s)	Average Day Demand (m3/d)	Pipe Material	C Value	Length (m)	Nom. Dia (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH2O)	Residual Pressure (psi)	TDH (m)	HGL (m)	Estimated HP
CRDSOP2	915																
J-PN6	911.59	3.41					614	250	248	4.044	2.46	0.98	63.07	90.1		975.04	
J-PN9	896.95	18.05					2436	250	248	4.044	9.84	0.98	67.83	96.9		965.2	
J-PN12	868.21	46.79					2424	250	248	4.044	9.8	0.98	86.66	123.8		955.4	
J-PN13	889.91	25.09			PVC	130	776	250	248	4.044	3.14	0.98	61.95	88.5	63	952.26	55
J-PN16	894.21	20.79			DR18		2464	250	248	4.044	9.96	0.98	47.81	68.3		942.3	
J-PN19	901.38	13.62					2473	250	248	4.044	10.01	0.98	30.73	43.9		932.29	
J-PN22	901	14					2401	250	248	4.044	9.7	0.98	21.42	30.6		922.59	
PENHOLD	896.24	18.76	47.20	4078.00			2097	250	248	4.044	8.48	0.98	17.78	25.4		914.11	
Total:			47.20	4078.00			15685										



SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix A CRD Servicing
December 11, 2014

CRD to Penhold Line 200 mm Maximum Day Demand 25 Years																	
Locations	Elevation (m)	Elev. Diffe. (m)	Average Day Demand (L/s)	Average Day Demand (m3/d)	Pipe Material	C Value	Length (m)	Nom. Dia (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH2O)	Residual Pressure (psi)	TDH (m)	HGL (m)	Estimated HP
CRDSOP2	915				PVC DR14		3050	200	195	13.043	39.76	1.47	155.26	254.3		1093	
J-PN9	901.38	13.62												221.8		1053.24	
J-PN12	869.21	46.79				130	2424	200	202	10.983	27.23	1.58	157.36	224.8	178	1026.01	157
J-PN19	901.38	13.62			PVC DR18		5713	200	202	10.983	62.18	1.58	62.09	88.7		943.83	
PENHOLD	896.24	18.76	47.20	4078.00			4498	200	202	10.983	49.38	1.58	18.06	25.8		914.45	
Total:			47.20	4078.00			15685				178.55				178		157



SIRWSC REGIONAL WATER TRANSMISSION LINE

Appendix B - AHWTP Servicing
December 11, 2014

Appendix B AHWTP SERVICING

Option 2 – Alignment A

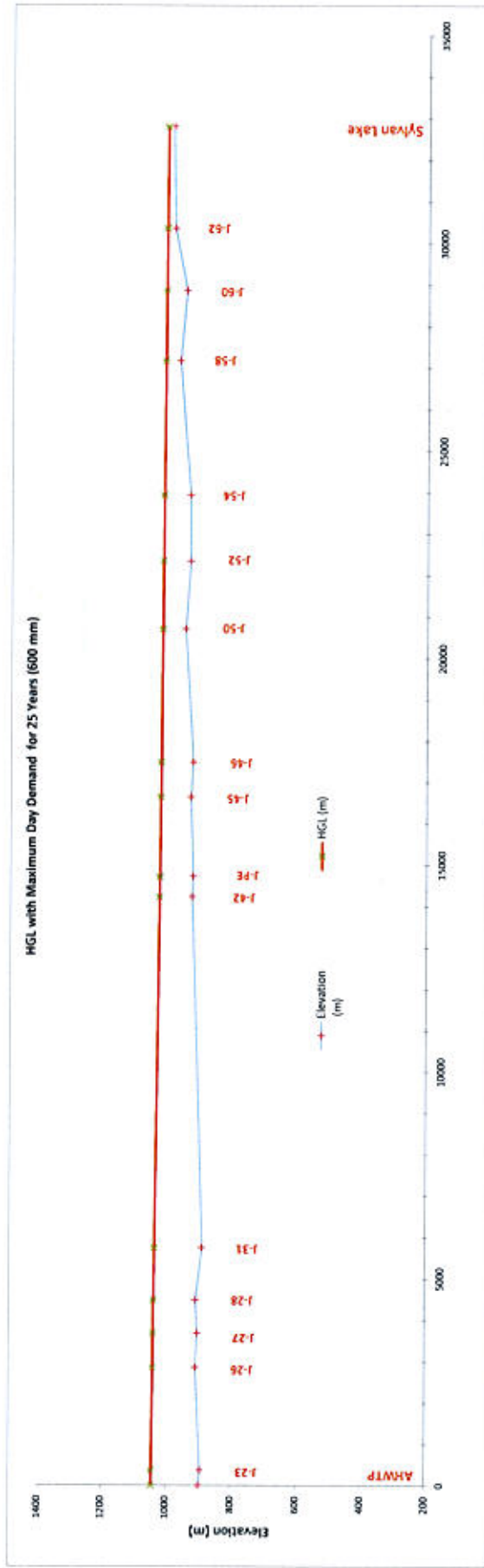
(Option 2 – Alignment A) Sylvan Lake Regional Line Servicing from AHWTP West												
AHWTP WEST to Sylvan Lake Regional Water Line 600 mm												
Locations	Elevation (m)	Elev. Diff. (m)	Max Day Demand (L/s)	Max Day Demand (m³/d)	Pipe Material	C Value	Length (m)	Nom. Dia. (mm)	Inner Dia. (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)
AHWTP	899.32	/										
J-23	894.72	4.6					366	600	582.5	1.363	0.5	0.93
J-26	909.65	-10.23					2485	600	582.5	1.363	3.4	0.93
J-27	904.59	-5.27					825	600	582.5	1.363	1.1	0.93
J-28	910	-10.68					798	600	582.5	1.363	1.1	0.93
J-31	891.18	8.14					1272	600	582.5	1.363	1.7	0.93
J-42	925	-25.68					8487	600	582.5	1.363	11.6	0.93
J-PE	922.54	-23.22	47.20	417.20			490	600	582.5	1.363	0.7	0.93
J-45	930.49	-31.17					1925	600	582.5	0.922	1.8	0.75
J-46	923.71	-24.39					841	600	582.5	0.922	0.8	0.75
J-50	948.15	-48.83					3217	600	582.5	0.922	3.0	0.75
J-52	934	-34.68					1642	600	582.5	0.922	1.5	0.75
J-54	934.8	-35.48					1588	600	582.5	0.922	1.5	0.75
J-58	967.88	-68.56					3242	600	582.5	0.922	3.0	0.75
J-60	948	-48.68					1685	600	582.5	0.922	1.6	0.75
J-62	985	-85.68					1501	600	582.5	0.922	1.4	0.75
SLRW	989.76	-90.44	200.73	1734.3			2445	600	582.5	0.922	2.3	0.75
Sub-Total							32809				36.8	
J-PE to Penhold 250 mm												
J-PE	922.54											
J-P5	945.98	-23.44					4089	250	248	4.044	16.5	0.98
J-P9	874.52	48.02					3094	250	248	4.044	12.5	0.98
J-P12	908.63	13.91					2428	250	248	4.044	9.8	0.98
J-P14	898	24.54					1594	250	248	4.044	6.4	0.98
Penhold	896.24	26.3	47.20	4078			1905	250	248	4.044	7.7	0.98
Sub-Total							13100				53.0	
Total			247.93	21421			45909				89.8	
											145	
												672



rpt-v11138-act-hw\11392035707_ahwtp\ahwtp_sylvanlake_13dec14.docx

SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix B: AWWTP Servicing
December 11, 2014

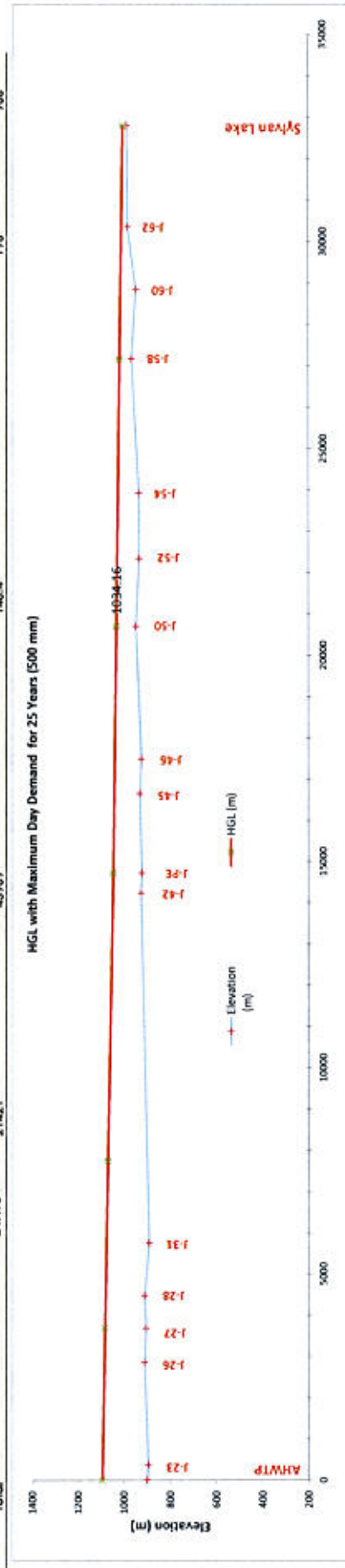


SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix B AHWTP Servicing
December 11, 2014

AHWTP WEST to Sylvan Lake 500 mm Maximum Day Demand 25 Years									
Locations	Elevation (m)	Elev. Diff. Of CRD (m)	Max Day Demand (L/s)	Max Day Demand (m³/d)	Pipe Material	C Value	Length (m)	Nom. Dia. (mm)	Inner Dia. (mm)
AHWTP	899.32	/							
J-27	904.59	-5.27					3477	500	487.6
J-34	905.98	-1.39					4074	500	487.6
J-PE	922.54	-17.95	47.2	4078			6973	500	487.6
J-50	948.15	-48.83					5982	500	487.6
J-58	967.88	-68.56					6472	500	487.6
SLRW	989.76	-92.44	200.73	1732.1 (1)			5631	500	487.6
Sub-Total									
J-PE to Perihold 200 mm							32809		
J-PE	922.54				PVC	130			
J-PS	945.98	-23.44					4089	250	248
J-P9	874.52	48.02					3094	250	248
J-P12	908.63	13.91					2428	250	248
J-P14	898	24.54					1584	250	248
Perihold	896.24	26.3	47.20	4078			1905	250	248
Sub-Total							13100		
Total							45909		
Total							247.93	21421	
Total							140.4	196	906

HGL with Maximum Day Demand for 25 Years (500 mm)



SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix B - AHWTP Servicing
December 11, 2014

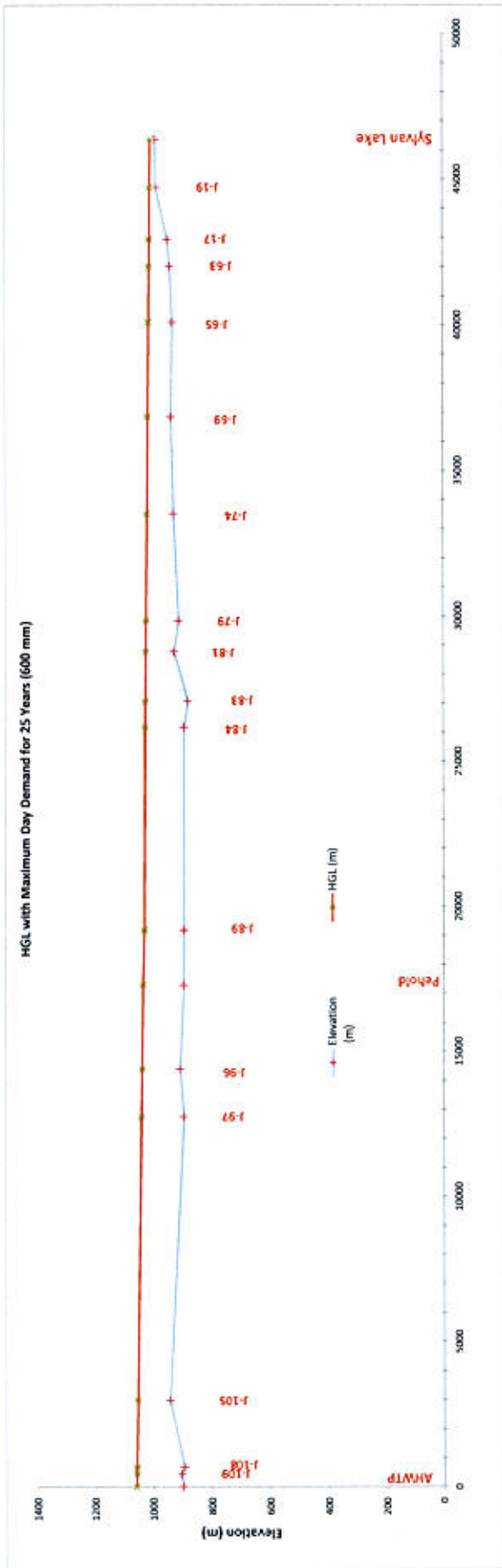
Option 2 – Alignment 8

(Option 2 - Alignment 8) Sylvan Lake Regional Line Servicing from AHWTP East

AHWTP EAST to Sylvan Lake Regional Water Line 600 mm Maximum Day Demand 25 Years																	
Locations	Elevation (m)	Elev. Diff. (m)	Max Day Demand (L/s)	Max Flow (L/s)	Pipe Material	C Value	Length (m)	Nom. Dia (mm)	Inner Dia (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH2O)	Residual Pressure (psi)	TDH (m)	HGL (m)	Estimated HP
AHWTP	899.32	/															
J-109	905.34	-6.02					427	600	582.5	1.363	0.6	0.93	151.1	226.7		1058.0	
J-108	894.81	4.51					235	600	582.5	1.363	0.3	0.93	161.3	215.9		1057.4	
J-105	943.33	-44.01					2305	600	582.5	1.363	3.1	0.93	109.9	230.4		1057.1	
J-97	895.67	3.65					9774	600	582.5	1.363	13.3	0.93	144.1	157.0		1054.0	
J-96	908.98	-9.66					1642	600	582.5	1.363	2.2	0.93	128.6	205.8		1040.6	
Penhold	896.24	3.08	47.20	61/19.100			2902	600	582.5	1.363	4.0	0.93	137.3	183.7		1038.4	
J-89	894	5.32					4793	600	582.5	0.922	4.4	0.75	135.2	193.1		1030.0	
J-84	894	5.32					4095	600	582.5	0.922	3.8	0.75	131.4	187.7		1026.2	
J-83	880	19.32			PVC	130	892	600	582.5	0.922	0.8	0.75	143.7	205.3	159	1025.4	735
J-81	927.22	-27.9					1715	600	582.5	0.922	1.6	0.75	95.6	136.5		1023.8	
J-79	911.36	-12.04					1053	600	582.5	0.922	0.9	0.75	110.5	157.8		1022.9	
J-74	928.2	-26.88					3690	600	582.5	0.922	3.4	0.75	90.7	129.6		1019.5	
J-69	936.3	-36.98					3330	600	582.5	0.922	3.1	0.75	79.7	113.8		1016.5	
J-65	932	-32.68					3247	600	582.5	0.922	3.0	0.75	80.9	115.6		1013.5	
J-63	940	-40.68					1921	600	582.5	0.922	1.8	0.75	70.3	100.4		1011.7	
J-17	947.89	-48.57					917	600	582.5	0.922	0.9	0.75	60.8	86.9		1010.8	
J-19	988.7	-89.38					1785	600	582.5	0.922	1.6	0.75	20.2	28.8		1009.2	
SLRW	989.76	-90.44	200.73	17543.00			1641	600	582.5	0.922	1.3	0.75	17.8	25.4		1007.6	
Total:			247.93	21421.00			46344				50.1				159		735

SLRWSC REGIONAL WATER TRANSMISSION LINE

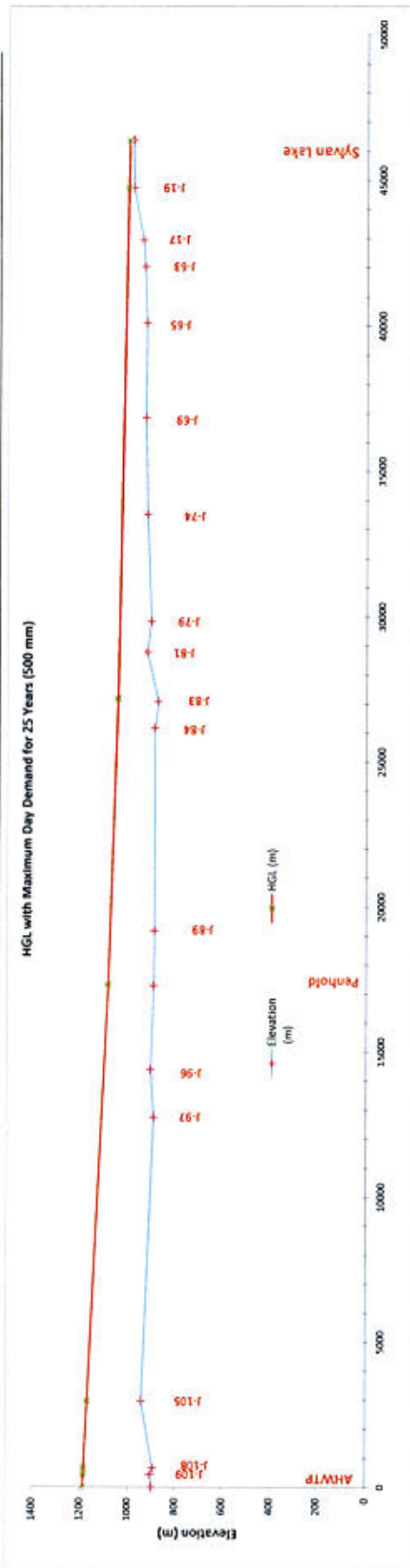
Appendix B - AHWTP Servicing
December 11, 2014



SLRWSC REGIONAL WATER TRANSMISSION LINE

Appendix B AHWTP Servicing
December 11, 2014

AHWTP EAST to Sylvan Lake 500 mm Maximum Day Demand 25 Years																
Locations	Elevation (m)	Elev. Diff., Off CRD (m)	Max Day Demand (L/s)	Max Day Demand (m ³ /d)	Pipe Material	C Value	Length (m)	Diameter (mm)	Headloss (m/km)	Headloss (m)	Velocity (m/s)	Residual Pressure (mH ₂ O)	Residual Pressure (psi)	TDH (m)	HGL (m)	Estimated HP
AHWTP	899.32	/													1127.5	
J-109	905.34	-6.02					427	500	3.241	1.39	1.33	219.38	313.4		1126.11	
J-108	894.81	4.51					235	500	3.241	0.76	1.33	229.04	327.2		1125.35	
J-105	943.33	-44.01			PVC	130	2305	500	3.241	7.47	1.33	173.46	247.8		1117.88	
Pentfold	896.24	9.1	47.20	4078			14346	500	3.241	46.41	1.33	174.09	248.7	228	1071.47	1056
J-83	880	19.32					9862	500	2.192	21.50	1.07	168.14	240.2		1049.97	
J-19	988.7	-89.28					17548	500	2.192	38.46	1.07	22.47	32.1		1011.51	
SLSW	989.76	-90.44	200.73	17343.00			1641	500	2.192	3.77	1.07	17.85	25.5		1007.74	
Total			247.93	21421			46364			119.76				228		1056





Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Tom Warder, Environmental Services Manager
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Sylvan Lake Regional Water Commission
Request for Water Treatment and Transmission Service

Reference Report:

Environmental Services, dated July 14, 2015.

Resolution:

At the Monday, July 20, 2015 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer prior to consideration of the report from Environmental Services dated July 13, 2015 re: Sylvan Lake Regional Water Commission - Request for Water Treatment and Transmission Service, hereby agrees to table consideration of this item to the August 17, 2015 meeting of Red Deer City Council to allow administration time to clarify information contained within the detailed report from Stantec.

Report back to Council: Yes

This report is to be brought back to the August 17, 2015 meeting of Red Deer City Council.

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

Frieda McDougall
Manager

c. E. Vincent, Director of Development Services



LEGISLATIVE SERVICES

July 22, 2015

Thom Jewell
Sylvan Lake Regional Wastewater Commission
5012-48 Avenue
Sylvan Lake, Alberta T4S 1G6

Dear Mr. Jewell:

**Re: Council Decision
Sylvan Lake Regional Water Commission
Request for Water Treatment and Transmission Service**

At The City of Red Deer's Regular Council Meeting held on Monday, July 20, 2015 the following resolution was passed:

Resolved that Council of The City of Red Deer prior to consideration of the report from Environmental Services dated July 13, 2015 re: Sylvan Lake Regional Water Commission - Request for Water Treatment and Transmission Service, hereby agrees to table consideration of this item to the August 17, 2015 meeting of Red Deer City Council to allow administration time to clarify information contained within the detailed report from Stantec.

If you require any further information, please contact me.

Sincerely,

Frieda McDougall
Legislative Services Manager



July 13, 2014

Council Participation:

Federation of Canadian Municipalities (FCM)

LEGISLATIVE SERVICES

Report Summary & Recommendation:

Councillor Paul Harris has expressed interest in participating at the committee level of the Federation of Canadian Municipalities (FCM). Councillor Harris has served the FCM in both a director and committee member role over the last five years.

In April, Council considered a request for endorsement to the role of director at the FCM board but this resolution was defeated. However, at each FCM conference members are invited to apply for committees. Subsequently, Councillor Harris submitted an application for committee participation prior to the deadline of June 19, 2015; such participation requires Council approval.

If Council endorses a member's participation on a FCM Committee it is necessary for:

1. Council to pass a resolution endorsing the Council member; and
2. Assume all costs (to a maximum of \$13,000) associated with this participation.

City Manager Comments:

This is a question of Council therefore Council's direction is requested.

Elaine Vincent
Acting City Manager

Proposed Resolution

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated July 13, 2015 re: Council Participation: Federation of Canadian Municipalities (FCM), hereby agrees to:

1. Endorse Councillor Paul Harris' participation on a Federation of Canadian Municipalities Committee; and
2. Assume all costs (to a maximum of \$13,000) associated with this participation.

to be funded from the tax stabilization reserve.

**Background:**

The Federation of Canadian Municipalities (FCM) has been the national voice of municipal government since 1901. With more than 2,000 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 21 provincial and territorial municipal associations.

Standing Committees and Forums of the FCM are:

- Environment & Sustainable Development
- Finance & Taxation
- Gender & Equity Issues
- Community Safety & Crime Prevention
- Municipal Infrastructure & Transportation
- Rural Issues
- Northern Issues
- Housing & Homelessness
- Economic Development
- Regulatory Issues
- Conference Planning

Discussion:

Participation on a FCM Committee requires attendance at a minimum of three committee meetings in locations across Canada. The City assumes responsibility for all costs associated with these meetings. The cost of travel, meals and accommodations would be approximately \$13,000 with the funding to be used for the period of July 2015 to June 2016.

The Federation of Canadian Municipalities requires Council's endorsement, by resolution, of a candidate.



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Angie Keibel, Deputy City Clerk
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Council Participation:
Federation of Canadian Municipalities (FCM)

Reference Report:

Legislative Services, dated July 13, 2015.

Resolution:

At the Monday, July 20, 2015 Regular Council Meeting, Council passed the following Resolution:

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated July 13, 2015 re: Council Participation: Federation of Canadian Municipalities (FCM), hereby agrees to:

1. Endorse Councillor Paul Harris' participation on a Federation of Canadian Municipalities Committee; and
 2. Assume all costs (to a maximum of \$13,000) associated with this participation.
- to be funded from the operating reserve – tax supported.

Report back to Council: No

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

Frieda McDougall
Manager

- c. P.Goranson, Director of Corporate Services
D. Krejci, Chief Financial Officer



LEGISLATIVE SERVICES

July 22, 2015

Sylvie Delaquis
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3

Dear Sylvie:

Re: Council Decision
Council Participation: Federation of Canadian Municipalities (FCM)

At The City of Red Deer's Regular Council Meeting held on Monday, July 20, 2015 the following resolution was passed:

Resolved that Council of The City of Red Deer having considered the report from Legislative Services dated July 13, 2015 re: Council Participation: Federation of Canadian Municipalities (FCM), hereby agrees to:

1. Endorse Councillor Paul Harris' participation on a Federation of Canadian Municipalities Committee; and
 2. Assume all costs (to a maximum of \$13,000) associated with this participation.
- to be funded from the operating reserve – tax supported.

If you require any further information, please contact me.

Sincerely,

Frieda McDougall
Legislative Services Manager



June 26, 2015

Bylaw 3357/N-2015 - Land Use Bylaw Amendment Secondary Suite Review

Planning Department

Report Summary & Recommendation:

City Administration has initiated this Land Use Bylaw amendment to improve and streamline the Development Permit application process for secondary suites, and to reword sections for clarity and consistency with existing policies contained within the Land Use Bylaw.

The proposed amendments are supported by the Planning, Inspections and Licensing, and Social Planning Departments and have been reviewed by Legal Services.

Planning staff recommend that Council give first reading to Land Use Bylaw Amendment No. **3357/N-2015**.

City Manager Comments:

I support the recommendation of Administration that Council consider first reading of Land Use Bylaw Amendment 3357/N-2015. MPC reviewed this bylaw amendment at their July 8 meeting and recommended it for Council approval. If first reading of the bylaw amendment is given, a Public Hearing would then be advertised for two consecutive weeks to be held on Monday, August 17, 2015 at 6:00 p.m. during Council's regular meeting.

Elaine Vincent
Acting City Manager

Proposed Resolution

That Council consider first reading of Land Use Bylaw Amendment 3357/N-2015 at this time.



Report Details

Background:

This Land Use Bylaw amendment is the accumulation of a number of minor bylaw changes and improvements respecting secondary suites requested by Administration (Legal, Planning and, Inspections and Licensing).

Discussion:

The majority of changes contained within this amendment are for the purposes of providing corrections and clarifications to existing regulations. These have mostly been done through the rewording of existing regulations and capitalization of uses that area defined within the bylaw.

The following table identifies the changes proposed (highlighted areas):

Existing Sections to be amended	Proposed Amendments
<p><u>Section 9.1</u></p> <p>(9.1) The purpose of this section is to regulate Secondary Suites as defined by this Bylaw. Secondary Suites are intended to provide integrated residential uses secondary to primary Dwelling Units in residential neighbourhoods in order to:</p> <ul style="list-style-type: none"> (a) create more supply and choice in the range of housing options; (b) create Dwelling Units that meet applicable fire and building codes; (c) create more affordable home ownership and rental accommodation; and (d) provide opportunity for increasing neighbourhood populations and densities. 	<p><u>Reword to simplify</u></p> <p>(9.1) The purpose of this section is to regulate Secondary Suites. Secondary Suites are intended to provide integrated residential uses secondary to primary Dwelling Units in residential neighbourhoods in order to:</p> <ul style="list-style-type: none"> (a) create more supply and choice in the range of housing options; (b) create Dwelling Units that meet applicable fire and building codes; (c) create more affordable home ownership and rental accommodation; and (d) provide an opportunity for increasing neighbourhood populations and densities.
<p><u>Sections 9.2 – 9.5 inclusive</u></p> <p>Use Provisions</p> <p>(9.2) ¹Where a Secondary Suite is shown as a permitted use in the RI, RIA, RIC, RIWS, and R2 Residential Districts, it is permitted only:</p>	<p><u>Reword for consistency with existing definitions contained in LUB; remove reference to RIWS District</u></p> <p>Use Provisions</p> <p>(9.2) ¹Where a Secondary Suite is shown</p>



<p>(a) On a lot identified for a Secondary suite in a Neighbourhood Area Structure Plan adopted before January 1, 2010; or</p> <p>(b) On a lot located within a Neighbourhood Area Structure Plan adopted after January 1, 2010, provided that the lot has a lane, that the primary Dwelling Unit is not developed with a zero lot line and that the lot meets one of the following requirements:</p> <ul style="list-style-type: none"> (i) it is a corner lot; or (ii) the lot is on a street containing residential development on only one side of the street; or (iii) any portion of the front boundary of the lot is located directly across the street from a parcel in a (PS) Public Service District or from a Municipal Reserve parcel either of which is not less than 10.0 m wide; or (iv) a side boundary of the lot abuts a Municipal Reserve parcel which is not less than 10.0 m wide; or (v) a side or rear boundary of the lot abuts, or is within 10.0 m of the boundary of a parcel in a Commercial or Industrial District; or (vi) a side boundary of the lot abuts a parcel in a R2 or R3 Residential District. <p>(9.3) ²A Secondary Suite is a discretionary use in any R1, R1A, RIC, RIWS, R2, R3 Residential and CI Commercial District, except where it is a permitted use under section 9.2.</p> <p>(9.4) A Secondary Suite which exists as of December 14, 2009 in any residential district and which has not previously received development approval under this Bylaw or its predecessors, is considered a discretionary use provided that:</p> <ul style="list-style-type: none"> (a) The Secondary Suite complies with the Safety Codes Act; and (b) The owner applies for a development permit in respect of the Secondary Suite prior to September 1, 2010. 	<p>as a Permitted Use in the R1, R1A, RIC, and R2 Residential Districts, it is permitted only:</p> <ul style="list-style-type: none"> (a) On a Site identified for a Secondary Suite in a Neighbourhood Area Structure Plan adopted before January 1, 2010; or (b) On a Site located within a Neighbourhood Area Structure Plan adopted after January 1, 2010, provided that the Site has a Lane, that the primary Dwelling Unit is not developed with a zero lot line and that the Site meets one of the following requirements: <ul style="list-style-type: none"> (i) it is a Corner Site; or (ii) the Site is on a Street containing residential development on only one side of the Street; or (iii) any portion of the Front Boundary of the Site is located directly across the Street from a Site zoned (PS) Public Service District or from a Municipal Reserve Site, either of which is not less than 10.0 m wide; or (iv) a Side Boundary of the Site abuts a Municipal Reserve parcel which is not less than 10.0 m wide; or (v) a Side Boundary or Rear Boundary of the Site abuts, or is within 10.0 m of the Boundary of a Site in a Commercial or Industrial District; or (vi) a Side Boundary of the Site abuts a Site zoned as R2 or R3. <p>(9.3) ²A Secondary Suite is a Discretionary Use in any R1, R1A, RIC, RIWS, R2, R3 Residential and CI Commercial District, except where it is a Permitted Use under section 9.2.</p> <p>(9.4) A Secondary Suite which existed as of December 14, 2009 in any residential district and which has not previously received development approval under this Bylaw or its predecessors, is considered a Discretionary Use provided that:</p>
--	---



<p>(9.5) Whether it is listed as a permitted or a discretionary use, a Secondary Suite may not be developed in any applicable Residential District if such development would increase the number of Secondary Suites in a neighbourhood beyond 15% of the total number of detached Dwelling Units in that neighbourhood. For the purpose of this section, the Secondary Suite Neighbourhood Zone boundaries shall be the boundaries as illustrated on Figure 3A.</p>	<p>(a) The Secondary Suite complies with the Safety Codes Act; and</p> <p>(b) The owner applied for a development permit in respect of the Secondary Suite prior to September 1, 2010.</p> <p>(9.5) Whether it is listed as a Permitted Use or a Discretionary Use, a Secondary Suite may not be developed in any applicable residential district if such development would increase the number of Secondary Suites in a neighbourhood beyond 15% of the total number of Detached Dwelling Units in that neighbourhood. For the purpose of this section, the Secondary Suite Neighbourhood Zone Boundaries shall be the boundaries as illustrated on Figure 3A.</p>
<p><u>Section 9.6</u></p> <p>(9.6) Prior to consideration of an application for development of a discretionary use Secondary Suite, the Development Officer shall notify all landowners located within 100 m of the boundary of the site on which the proposed Secondary Suite is to be located.</p>	<p><u>Delete – similar to newly numbered 9.7 (previously 9.8)</u></p>
<p><u>Section 9.7</u></p> <p>(9.7) Notwithstanding that a Secondary Suite may be listed as a permitted or discretionary use in a district, such use is a conditional use which is only allowed if the Secondary Suite meets the following requirements, which shall not be relaxed or varied by the Development Authority:</p> <p>(a) Except as allowed by section 9.4, a Secondary Suite may only be developed in a detached Dwelling Unit;</p> <p>(b) Not more than one Secondary Suite is allowed in a Dwelling Unit;</p> <p>(c) A Secondary Suite is not allowed in an Accessory Building; and</p> <p>(d) A Secondary Suite and a Home</p>	<p><u>Renumber to 9.6; Reword for consistency with existing definitions contained in LUB</u></p> <p>(9.6) Notwithstanding that a Secondary Suite may be listed as a Permitted Use or Discretionary Use in a District, such use is only allowed if the Secondary Suite meets the following requirements, which shall not be varied by the Development Authority:</p> <p>(a) Except as allowed by section 4.7(9)(9.4), a Secondary Suite may only be developed in a Detached Dwelling Unit;</p> <p>(b) Not more than one Secondary Suite is allowed in a Dwelling Unit;</p> <p>(c) A Secondary Suite is not allowed in an Accessory Building; and</p>



<p>Occupation (other than a permitted “office” use) are not allowed in the same detached Dwelling Unit.</p>	<p>(d) A Secondary Suite and a Discretionary Use Home Occupation are not allowed in the same Detached Dwelling Unit.</p>
<p><u>Section 9.8</u></p> <p>Discretion of MPC</p> <p>(9.8) Before the Development Authority considers an application for a Secondary Suite, all landowners located within 100 m of the boundary of the site on which the proposed Secondary Suite is to be located must have been notified of the application.</p>	<p><u>Renumber to 9.7; Delete “Discretion of MPC”, therefore remains as a “Use Provision”;</u> <u>Reword for consistency with existing definitions contained in LUB</u></p> <p>(9.7) Before the Development Authority considers an application for a Secondary Suite, all landowners located within 100 m of the Boundary of the Site on which the proposed Secondary Suite is to be located must have been notified by the Development Officer of the application.</p>
<p><u>Section 9.8</u></p> <p>(9.8) In making its decision on discretionary use applications the Development Authority may give favorable consideration to a Secondary Suite application through evaluation of planning criteria including but not limited to the following:</p> <p>(a) Availability of on-street parking spaces by virtue of any of the following:</p> <ul style="list-style-type: none"> (i) corner lot locations, (ii) residential development located on only one side of the street and where parking is permitted on the other side, (iii) a side boundary of the lot abuts a Municipal Reserve parcel which is not less than 10.0 m wide, (iv) any portion of the front boundary of the lot is located across the street from a parcel in a PS Public Service District or from a Municipal Reserve parcel either of which is not less than 10.0 m wide, and (v) a side or rear boundary of the lot abuts, or is within 10.0 m of the boundary of a parcel in a Commercial or Industrial District. <p>(b) Surrounding neighbourhood not overly</p>	<p><u>Rename “Discretion of Development Authority”; reword and reorganize for clarity</u> <u>(9.8(a) is now 9.8(c) and 9.8(c) is now 9.8(a))</u></p> <p>Discretion of Development Authority</p> <p>(9.8) In making its decision on Discretionary Use applications the Development Authority may consider any relevant planning criteria including, but not limited to:</p> <p>(a) The design and accessibility of the area surrounding the Site, by virtue of the following:</p> <ul style="list-style-type: none"> (i) the Site is located on a Street that has more than one entrance/exit, (ii) the Site has access from a Lane, or (iii) the Site is located in close proximity to a neighbourhood park or open space area, a neighbourhood commercial Site or a community trail/pathway system. <p>(b) The density of the area surrounding the Site, by virtue of any of the following:</p> <ul style="list-style-type: none"> (i) the developments in the area surrounding the Site consist largely of Detached Dwelling Units, (ii) the residential developments in the



<p>dense by virtue of any of the following:</p> <ul style="list-style-type: none"> (i) development consists largely of detached dwelling units, (ii) development consists largely of minimum 12 m wide lots, (iii) the number and location of lawful Secondary Suites, or (iv) the number and location of area semi-detached and multiple family dwelling units. <p>(c) Neighbourhood design and accessibility:</p> <ul style="list-style-type: none"> (i) the lot is located on a street that has more than one entrance/exit, (ii) the lot has access from a lane, or (iii) the lot is located in close proximity to a neighbourhood park or open space area, a neighbourhood commercial site or, a community trail/pathway system. 	<p>area surrounding the Site consist largely of a lot area minimum of 360.0 m²,</p> <ul style="list-style-type: none"> (iii) the number and location of Secondary Suites in the area surrounding the Site, or (iv) the number and location of Semi-detached Dwelling Units, Multiple Family Buildings, and Multi-attached Buildings in the area surrounding the Site. <p>(c) The availability of on-Street parking, by virtue of any of the following:</p> <ul style="list-style-type: none"> (i) Corner Site locations, (ii) residential development located on only one side of the Street and where parking is allowed on the other side, (iii) a Side Boundary of the Site abuts a Municipal Reserve Site which is not less than 10.0 m wide, (iv) any portion of the Front Boundary of the Site is located across the Street from a Site zoned (PS) Public Service District or from a Municipal Reserve Site either of which is not less than 10.0 m wide, or (v) a Side Boundary or Rear Boundary of the Site abuts, or is within 10.0 m of the Boundary of a Site zoned Commercial or Industrial.
<p><u>Section 9.9</u></p> <p>(9.9) In making its decision on a Secondary Suite, the Development Authority shall not consider the condition of the property or the behaviour of the occupants of the property, as these matters are enforced through the Community Standards Bylaw and other legislation.</p> <p>(9.9.1) 'No person shall fail to comply with a development permit, or conditions forming part thereof, issued in relation to a secondary suite development.</p>	<p><u>Delete section 9.9.1 as it is redundant.</u></p> <p>(9.9) In making its decision on a Secondary Suite, the Development Authority shall not consider the condition of the property or the behaviour of the occupants of the property, as these matters are enforced through the Community Standards Bylaw and other legislation.</p>



<p><u>Section 9.10</u></p> <p>Development Regulations</p> <p>(9.10) The Development Officer may issue decisions on discretionary use secondary suite applications if:</p> <ul style="list-style-type: none"> (a) No neighbourhood objection has been received from the 100 m landowner consultation process; and (b) The application meets all requirements of the Land Use Bylaw and Secondary Suite Regulations. 	<p><u>Rename to “Discretion of Development Officer; reword for consistency with existing definitions contained in LUB</u></p> <p>Discretion of Development Officer</p> <p>(9.10) The Development Officer may issue a decision on a Discretionary Use Secondary Suite application if:</p> <ul style="list-style-type: none"> (ii) No relevant planning objection has been received from the 100 m landowner consultation process; and (b) The application meets all requirements of the Land Use Bylaw.
<p><u>Section 9.11</u></p> <p>(9.11) The following regulations apply to all permitted and discretionary use Secondary Suites, unless varied by the Development Authority:</p> <ul style="list-style-type: none"> (a) The Secondary Suite must have its own exterior building entrance, which shall not be located on a front building elevation facing a public street. Notwithstanding this, a single entry door providing access to an enclosed, shared landing area from which both the primary Dwelling Unit and the Secondary Suite take access, may be located on a front building elevation facing a public street. (b) The floor area of a Secondary Suite shall not exceed the total floor area used by the primary Dwelling Unit. (c) In addition to meeting the parking requirements for the primary Dwelling Unit as set out in section 3.1 and 3.2 of this Bylaw, a property which contains a Secondary Suite must also meet the following parking requirements: <ul style="list-style-type: none"> (i) a property containing a Secondary Suite with two or fewer bedrooms shall provide one off-street parking space; a Secondary Suite with more 	<p><u>Rename to “Development Regulations”; rewording and reorganization to clarify.</u></p> <p><u>(9.11)(c)(i) was split into (c)(i), (c)(ii), and (c)(v)</u></p> <p><u>(9.11)(c)(ii) is now (c)(iv)</u></p> <p><u>(9.11)(c)(iii) is now (c)(vi)</u></p> <p><u>The first (9.11)(c)(iv) is now (c)(iii)</u></p> <p><u>The second (9.11)(c)(iv) is now (c)(vii)</u></p> <p><u>(9.11)(c)(v) is now (c)(viii)</u></p> <p>Development Regulations</p> <p>(9.11) The following regulations apply to all Permitted Use and Discretionary Use Secondary Suites, unless varied by the Development Authority:</p> <ul style="list-style-type: none"> (ii) The Secondary Suite must have its own exterior entrance, which can be located on a side or rear elevation of the Building, but shall not be located on a front elevation of a Building facing a Street. Notwithstanding this, a shared entry door providing access to an enclosed shared landing area from which both the primary Dwelling Unit and the Secondary Suite take access, may be located on a front elevation of a Building facing a Street. (iii) The Floor Area of a Secondary Suite shall



<p>than two bedrooms shall provide two off-street parking spaces; all parking spaces to be developed to a minimum gravel standard,</p> <p>(ii) parking spaces for the Secondary Suite shall be available for the exclusive and unrestricted use of the occupant(s) of the Secondary Suite,</p> <p>(iii) parking spaces for a Secondary Suite must be located in one of the following locations:</p> <ol style="list-style-type: none"> (1) in an attached or detached garage or on its driveway, (2) in the rear yard, or (3) in the side yard to the rear of the front yard setback, <p>(iv) locating Secondary Suite parking spaces in tandem with the parking pads required of the primary Dwelling Unit is not allowed however, if multiple parking spaces are required for the Secondary Suite, these can be arranged in a tandem parking configurations,</p> <p>(iv) on lots where the parking space for a Secondary Suite is not to be provided in the location described in subsection (iii), the Development Authority may allow the parking space(s) to be located within the front yard setback provided that a minimum of 25% of the front yard setback remains landscaped, that the parking spaces for the Secondary Suite are not in tandem with the parking spaces for the primary Dwelling Unit and that the parking space is developed to the satisfaction of the Development Authority.”</p> <p>(v) 'a hard surfaced walkway shall be provided between any Secondary Suite parking space(s) and the primary dwelling unit in which the Secondary Suite is located.</p>	<p>not exceed the total Floor Area used by the primary Dwelling Unit.</p> <p>(c) In addition to meeting the parking requirements for the primary Dwelling Unit, as set out in section 3.1 and 3.2 of this Bylaw, a property which contains a Secondary Suite must also meet the following parking requirements:</p> <ol style="list-style-type: none"> (i) a Secondary Suite with two or fewer bedrooms shall provide one off-Street parking space; (ii) a Secondary Suite with three or more bedrooms shall provide two off-Street parking spaces; (iii) the parking spaces for the Secondary Suite shall not be in tandem with the parking spaces required for the primary Dwelling Unit, however, if two parking spaces are required for the Secondary Suite, these can be arranged in a tandem with each other; (iv) parking spaces for the Secondary Suite shall be available for the exclusive and unrestricted use of the occupant(s) of the Secondary Suite; (v) all parking spaces to be developed to a Minimum Gravel Parking Standard; (vi) parking spaces for a Secondary Suite must be located in one of the following locations: <ol style="list-style-type: none"> (1) in an attached or detached Garage or on its driveway; (2) in the Rear Yard; or (3) in the Side Yard to the rear of the Front Yard. (vii) on lots where the parking space for a Secondary Suite cannot be provided in the location described in subsection (vi), the Development Authority may allow the parking space(s) to be located within the Front Yard provided that: <ol style="list-style-type: none"> (1) a minimum of 25% of the Front Yard remains a Landscaped Area; (2) the parking spaces for the
---	--



	<p>Secondary Suite are not in tandem with the parking spaces for the primary Dwelling Unit; and</p> <p>(3) the parking space is developed to the satisfaction of the Development Authority</p> <p>(viii) a hard surfaced walkway shall be provided between any Secondary Suite parking space(s) and the primary Dwelling Unit in which the Secondary Suite is located.</p>
--	--

Analysis:

The proposed amendments provide minor changes to Section 4.7(9) Secondary Suite Use Provisions and Development Regulations addressing bylaw inconsistencies and ambiguity. These corrections and clarifications will assist staff and the public in more properly interpreting the Land Use Bylaw.

The changes do not conflict with any existing City planning documents (e.g. Municipal Development Plan, other statutory plans or planning tool documents).

The proposed amendments have been reviewed by legal counsel, Planning, Inspections and Licensing, and Social Planning. There are no financial or budget implications resulting from the proposed amendments.

The proposed amendment will be presented to the Municipal Planning Commission on Wednesday, July 8, 2015 for their review.



MUNICIPAL PLANNING COMMISSION

Date: July 8, 2015
To: Red Deer City Council
From: Municipal Planning Commission
Subject: Land Use Bylaw Amendment – Bylaw 3357/N-2015
Secondary Suite Review

At the July 8, 2015 meeting of the Municipal Planning Commission, the Commission discussed proposed amendments to the Land Use Bylaw 3357/N-2015. The motion as set out below was introduced and passed:

Resolved that the Municipal Planning Commission, having considered the report dated July 2, 2015 re Land Use Bylaw amendment 3357/N-2015 and presented by Administration, hereby endorses the proposed amendment to the Land Use Bylaw and forwards this to Council for consideration.

The above is submitted for Council's consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tara Veer', written over the words 'Respectfully submitted,'.

Mayor Tara Veer
Chair, Municipal Planning Commission

c: Christa Fidek, Senior Planner

BYLAW NO. 3357/N-2015

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

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

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

- I Section **4.7(9) Secondary Suite Use Provisions and Development Regulations** is amended by deleting the following:

“General Purpose

- (9.1) The purpose of this section is to regulate Secondary Suites as defined by this Bylaw. Secondary Suites are intended to provide integrated residential uses secondary to primary Dwelling Units in residential neighbourhoods in order to:
- (a) create more supply and choice in the range of housing options;
 - (b) create Dwelling Units that meet applicable fire and building codes;
 - (c) create more affordable home ownership and rental accommodation; and
 - (d) provide opportunity for increasing neighbourhood populations and densities.

Use Provisions

- (9.2) 'Where a Secondary Suite is shown as a permitted use in the R1, R1A, R1C, R1WS, and R2 Residential Districts, it is permitted only:
- (a) On a lot identified for a Secondary suite in a Neighbourhood Area Structure Plan adopted before January 1, 2010; or
 - (b) On a lot located within a Neighbourhood Area Structure Plan adopted after January 1, 2010, provided that the lot has a lane, that the primary Dwelling Unit is not developed with a zero lot line and that the lot meets one of the following requirements:
 - (i) it is a corner lot; or
 - (ii) the lot is on a street containing residential development on only one side of the street; or
 - (iii) any portion of the front boundary of the lot is located directly across the street from a parcel in a (PS) Public Service District or from a Municipal Reserve parcel either of which is not less than 10.0 m wide; or
 - (iv) a side boundary of the lot abuts a Municipal Reserve parcel which is not less than 10.0 m wide; or
 - (v) a side or rear boundary of the lot abuts, or is within 10.0 m of the boundary of a parcel in a Commercial or Industrial District; or
 - (vi) a side boundary of the lot abuts a parcel in a R2 or R3 Residential District.

- (9.3) ²A Secondary Suite is a discretionary use in any R1, R1A, R1C, RIWS, R2, R3 Residential and C1 Commercial District, except where it is a permitted use under section 9.2.
- (9.4) A Secondary Suite which exists as of December 14, 2009 in any residential district and which has not previously received development approval under this Bylaw or its predecessors, is considered a discretionary use provided that:
- (a) The Secondary Suite complies with the Safety Codes Act; and
 - (b) The owner applies for a development permit in respect of the Secondary Suite prior to September 1, 2010.
- (9.5) Whether it is listed as a permitted or a discretionary use, a Secondary Suite may not be developed in any applicable Residential District if such development would increase the number of Secondary Suites in a neighbourhood beyond 15% of the total number of detached Dwelling Units in that neighbourhood. For the purpose of this section, the Secondary Suite Neighbourhood Zone boundaries shall be the boundaries as illustrated on Figure 3A.
- (9.6) Prior to consideration of an application for development of a discretionary use Secondary Suite, the Development Officer shall notify all landowners located within 100 m of the boundary of the site on which the proposed Secondary Suite is to be located.
- (9.7) Notwithstanding that a Secondary Suite may be listed as a permitted or discretionary use in a district, such use is a conditional use which is only allowed if the Secondary Suite meets the following requirements, which shall not be relaxed or varied by the Development Authority:
- (a) Except as allowed by section 9.4, a Secondary Suite may only be developed in a detached Dwelling Unit;
 - (b) Not more than one Secondary Suite is allowed in a Dwelling Unit;
 - (c) A Secondary Suite is not allowed in an Accessory Building; and
 - (d) A Secondary Suite and a Home Occupation (other than a permitted "office" use) are not allowed in the same detached Dwelling Unit.

Discretion of MPC

- (9.8) Before the Development Authority considers an application for a Secondary Suite, all landowners located within 100 m of the boundary of the site on which the proposed Secondary Suite is to be located must have been notified of the application.

In making its decision on discretionary use applications the Development Authority may give favorable consideration to a Secondary Suite application through evaluation of planning criteria including but not limited to the following:

- (a) Availability of on-street parking spaces by virtue of any of the following:

- (i) corner lot locations,
 - (ii) residential development located on only one side of the street and where parking is permitted on the other side,
 - (iii) a side boundary of the lot abuts a Municipal Reserve parcel which is not less than 10.0 m wide,
 - (iv) any portion of the front boundary of the lot is located across the street from a parcel in a PS Public Service District or from a Municipal Reserve parcel either of which is not less than 10.0 m wide, and
 - (v) a side or rear boundary of the lot abuts, or is within 10.0 m of the boundary of a parcel in a Commercial or Industrial District.
 - (b) Surrounding neighbourhood not overly dense by virtue of any of the following:
 - (i) development consists largely of detached dwelling units,
 - (ii) development consists largely of minimum 12 m wide lots,
 - (iii) the number and location of lawful Secondary Suites, or
 - (iv) the number and location of area semi-detached and multiple family dwelling units.
 - (c) Neighbourhood design and accessibility:
 - (i) the lot is located on a street that has more than one entrance/exit,
 - (ii) the lot has access from a lane, or
 - (iii) the lot is located in close proximity to a neighbourhood park or open space area, a neighbourhood commercial site or, a community trail/pathway system.
- (9.9) In making its decision on a Secondary Suite, the Development Authority shall not consider the condition of the property or the behaviour of the occupants of the property, as these matters are enforced through the Community Standards Bylaw and other legislation.
- (9.9.1) ¹No person shall fail to comply with a development permit, or conditions forming part thereof, issued in relation to a secondary suite development.

Development Regulations

- (9.10) The Development Officer may issue decisions on discretionary use secondary suite applications if:
- (a) No neighbourhood objection has been received from the 100 m landowner consultation process; and
 - (b) The application meets all requirements of the Land Use Bylaw and Secondary Suite Regulations.
- (9.11) The following regulations apply to all permitted and discretionary use Secondary Suites, unless varied by the Development Authority:

- (a) The Secondary Suite must have its own exterior building entrance, which shall not be located on a front building elevation facing a public street. Notwithstanding this, a single entry door providing access to an enclosed, shared landing area from which both the primary Dwelling Unit and the Secondary Suite take access, may be located on a front building elevation facing a public street.
- (b) The floor area of a Secondary Suite shall not exceed the total floor area used by the primary Dwelling Unit.
- (c) In addition to meeting the parking requirements for the primary Dwelling Unit as set out in section 3.1 and 3.2 of this Bylaw, a property which contains a Secondary Suite must also meet the following parking requirements:
 - (i) a property containing a Secondary Suite with two or fewer bedrooms shall provide one off-street parking space; a Secondary Suite with more than two bedrooms shall provide two off-street parking spaces; all parking spaces to be developed to a minimum gravel standard,
 - (ii) parking spaces for the Secondary Suite shall be available for the exclusive and unrestricted use of the occupant(s) of the Secondary Suite,
 - (iii) parking spaces for a Secondary Suite must be located in one of the following locations:
 - (1) in an attached or detached garage or on its driveway,
 - (2) in the rear yard, or
 - (3) in the side yard to the rear of the front yard setback,
 - (iv) locating Secondary Suite parking spaces in tandem with the parking pads required of the primary Dwelling Unit is not allowed however, if multiple parking spaces are required for the Secondary Suite, these can be arranged in a tandem parking configurations,
 - (v) on lots where the parking space for a Secondary Suite is not to be provided in the location described in subsection (iii), the Development Authority may allow the parking space(s) to be located within the front yard setback provided that a minimum of 25% of the front yard setback remains landscaped, that the parking spaces for the Secondary Suite are not in tandem with the parking spaces for the primary Dwelling Unit and that the parking space is developed to the satisfaction of the Development Authority.”
 - (vi) 'a hard surfaced walkway shall be provided between any Secondary Suite parking space(s) and the primary dwelling unit in which the Secondary Suite is located.”

And replacing with the following:

- (9.1) The purpose of this section is to regulate Secondary Suites. Secondary Suites are intended to provide integrated residential uses secondary to primary Dwelling Units in residential neighbourhoods in order to:

- (a) create more supply and choice in the range of housing options;
- (b) create Dwelling Units that meet applicable fire and building codes;
- (c) create more affordable home ownership and rental accommodation; and
- (d) provide an opportunity for increasing neighbourhood populations and densities.

Use Provisions

- (9.2) ¹Where a Secondary Suite is shown as a Permitted Use in the RI, RIA, RIC, and R2 Residential Districts, it is permitted only:
- (a) On a Site identified for a Secondary Suite in a Neighbourhood Area Structure Plan adopted before January 1, 2010; or
 - (b) On a Site located within a Neighbourhood Area Structure Plan adopted after January 1, 2010, provided that the Site has a Lane, that the primary Dwelling Unit is not developed with a zero lot line and that the Site meets one of the following requirements:
 - (i) it is a Corner Site; or
 - (ii) the Site is on a Street containing residential development on only one side of the Street; or
 - (iii) any portion of the Front Boundary of the Site is located directly across the Street from a Site zoned (PS) Public Service District or from a Municipal Reserve Site, either of which is not less than 10.0 m wide; or
 - (iv) a Side Boundary of the Site abuts a Municipal Reserve parcel which is not less than 10.0 m wide; or
 - (v) a Side Boundary or Rear Boundary of the Site abuts, or is within 10.0 m of the Boundary of a Site in a Commercial or Industrial District; or
 - (vi) a Side Boundary of the Site abuts a Site zoned as R2 or R3.
- (9.3) ²A Secondary Suite is a Discretionary Use in any RI, RIA, RIC, RIWS, R2, R3 Residential and CI Commercial District, except where it is a Permitted Use under section 9.2.
- (9.4) A Secondary Suite which existed as of December 14, 2009 in any residential district and which has not previously received development approval under this Bylaw or its predecessors, is considered a Discretionary Use provided that:
- (a) The Secondary Suite complies with the Safety Codes Act; and
 - (b) The owner applied for a development permit in respect of the Secondary Suite prior to September 1, 2010.
- (9.5) Whether it is listed as a Permitted Use or a Discretionary Use, a Secondary Suite may not be developed in any applicable residential district if such development would increase the number of Secondary Suites in a neighbourhood beyond 15% of the total

number of Detached Dwelling Units in that neighbourhood. For the purpose of this section, the Secondary Suite Neighbourhood Zone Boundaries shall be the boundaries as illustrated on Figure 3A.

- (9.6) Notwithstanding that a Secondary Suite may be listed as a Permitted Use or Discretionary Use in a District, such use is only allowed if the Secondary Suite meets the following requirements, which shall not be varied by the Development Authority:
- (a) Except as allowed by section 4.7(9)(9.4), a Secondary Suite may only be developed in a Detached Dwelling Unit;
 - (b) Not more than one Secondary Suite is allowed in a Dwelling Unit;
 - (c) A Secondary Suite is not allowed in an Accessory Building; and
 - (d) A Secondary Suite and a Discretionary Use Home Occupation are not allowed in the same Detached Dwelling Unit.
- (9.7) Before the Development Authority considers an application for a Secondary Suite, all landowners located within 100 m of the Boundary of the Site on which the proposed Secondary Suite is to be located must have been notified by the Development Officer of the application.

Discretion of Development Authority

- (9.8) In making its decision on Discretionary Use applications the Development Authority may consider any relevant planning criteria including, but not limited to:
- (a) The design and accessibility of the area surrounding the Site, by virtue of the following:
 - (i) the Site is located on a Street that has more than one entrance/exit,
 - (ii) the Site has access from a Lane, or
 - (iii) the Site is located in close proximity to a neighbourhood park or open space area, a neighbourhood commercial Site or a community trail/pathway system.
 - (b) The density of the area surrounding the Site, by virtue of any of the following:
 - (i) the developments in the area surrounding the Site consist largely of Detached Dwelling Units,
 - (ii) the residential developments in the area surrounding the Site consist largely of a lot area minimum of 360.0 m²,
 - (iii) the number and location of Secondary Suites in the area surrounding the Site, or
 - (iv) the number and location of Semi-detached Dwelling Units, Multiple Family Buildings, and Multi-attached Buildings in the area surrounding the Site.
 - (c) The availability of on-Street parking, by virtue of any of the following:

- (i) Corner Site locations,
- (ii) residential development located on only one side of the Street and where parking is allowed on the other side,
- (iii) a Side Boundary of the Site abuts a Municipal Reserve Site which is not less than 10.0 m wide,
- (iv) any portion of the Front Boundary of the Site is located across the Street from a Site zoned (PS) Public Service District or from a Municipal Reserve Site either of which is not less than 10.0 m wide, or
- (v) a Side Boundary or Rear Boundary of the Site abuts, or is within 10.0 m of the Boundary of a Site zoned Commercial or Industrial.

(9.9) In making its decision on a Secondary Suite, the Development Authority shall not consider the condition of the property or the behaviour of the occupants of the property, as these matters are enforced through the Community Standards Bylaw and other legislation.

Discretion of Development Officer

(9.10) The Development Officer may issue a decision on a Discretionary Use Secondary Suite application if:

- (a) No relevant planning objection has been received from the 100 m landowner consultation process; and
- (b) The application meets all requirements of the Land Use Bylaw.

Development Regulations

(9.11) The following regulations apply to all Permitted Use and Discretionary Use Secondary Suites, unless varied by the Development Authority:

- (a) The Secondary Suite must have its own exterior entrance, which can be located on a side or rear elevation of the Building, but shall not be located on a front elevation of a Building facing a Street. Notwithstanding this, a shared entry door providing access to an enclosed shared landing area from which both the primary Dwelling Unit and the Secondary Suite take access, may be located on a front elevation of a Building facing a Street.
- (b) The Floor Area of a Secondary Suite shall not exceed the total Floor Area used by the primary Dwelling Unit.
- (c) In addition to meeting the parking requirements for the primary Dwelling Unit, as set out in section 3.1 and 3.2 of this Bylaw, a property which contains a Secondary Suite must also meet the following parking requirements:
 - (i) a Secondary Suite with two or fewer bedrooms shall provide one off-Street parking space;
 - (ii) a Secondary Suite with three or more bedrooms shall provide two off-Street parking spaces;
 - (iii) the parking spaces for the Secondary Suite shall not be in tandem with the parking spaces required for the primary Dwelling Unit, however,

- | | | |
|---|--------|-------|
| READ A FIRST TIME IN OPEN COUNCIL this | day of | 2015. |
| READ A SECOND TIME IN OPEN COUNCIL this | day of | 2015. |
| READ A THIRD TIME IN OPEN COUNCIL this | day of | 2015. |
| AND SIGNED BY THE MAYOR AND CITY CLERK this | day of | 2015. |

CITY CLERK



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Christi Fidek, Senior Planner
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Bylaw 3357/N-2015 – Land Use Bylaw Amendment
Secondary Suite Review

Reference Report:

Planning Department, dated June 26, 2015.

Bylaw Reading:

At the Monday July 20, 2015 Regular Council Meeting, Council gave first reading to Land Use Bylaw Amendment 3357/N-2015 – a bylaw to improve the Development Permit application process for secondary suites and to reword sections for consistency with existing policies contained within the Land Use Bylaw.

Report back to Council: Yes

Comments/Further Action:

This office will advertise for a Public Hearing to be held on Monday, August 17, 2015 at 6:00 p.m. during Council's regular meeting.

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

Frieda McDougall
Manager

- c. T. Lodewyk, Director of Planning Services
A. Schaffenburg, Acting Manager of Planning
Corporate Meeting Coordinator



July 2, 2015

Timber Ridge Phase 4B

Land Use Bylaw 3357/R - 2015

Redesignation of Part of S.E. ¼ Sec 23; 38-27-W4M

From: AI – Future Urban Development District

To: RI – Residential (Low Density) District

RIN – Residential (Narrow Lot) District

Planning Department

Report Summary & Recommendation:

The proposal is to redesignate (rezone) a ±5.428 hectare (±13.413 acre) portion of the Timber Ridge area from AI – Future Urban Development District to RI – Residential (Low Density) District and RIN - (Narrow Lot) District to facilitate further subdivision and development of the area in keeping with the Timber Ridge Neighbourhood Area Structure Plan (NASP).

As the proposed redesignation conforms to the Timber Ridge NASP, the Planning department recommends Council support LUB amendment Bylaw 3357/R-2015.

City Manager Comments:

I support the recommendation of Administration that Council consider first reading of Land Use Bylaw Amendment 3357/R-2015. If first reading of the bylaw amendment is given, a Public Hearing would then be advertised for two consecutive weeks to be held on Monday, August 17, 2015 at 6:00 p.m. during Council's regular meeting.

Elaine Vincent
Acting City Manager.

Proposed Resolution

That Council consider first reading of Land Use Bylaw Amendment 3357/R-2015 at this time.

The proposed bylaw conforms to the land use concept of the Timber Ridge NASP. There were no objections to the proposed bylaw from relevant city departments.

BYLAW NO. 3357/R – 2015

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

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

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

- 1. The land shown in hatch in the sketch attached as Schedule A to this Bylaw is redesignated from AI – Future Urban Development District to R1 - Residential (Low Density) District.
- 2. The land shown in crosshatch in the sketch attached as Schedule A to this Bylaw is redesignated from AI – Future Urban Development District to R1N - Residential (Narrow Lot) District.
- 3. The “Land Use District Map R16” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 17 / 2015 attached hereto and forming part of the bylaw.

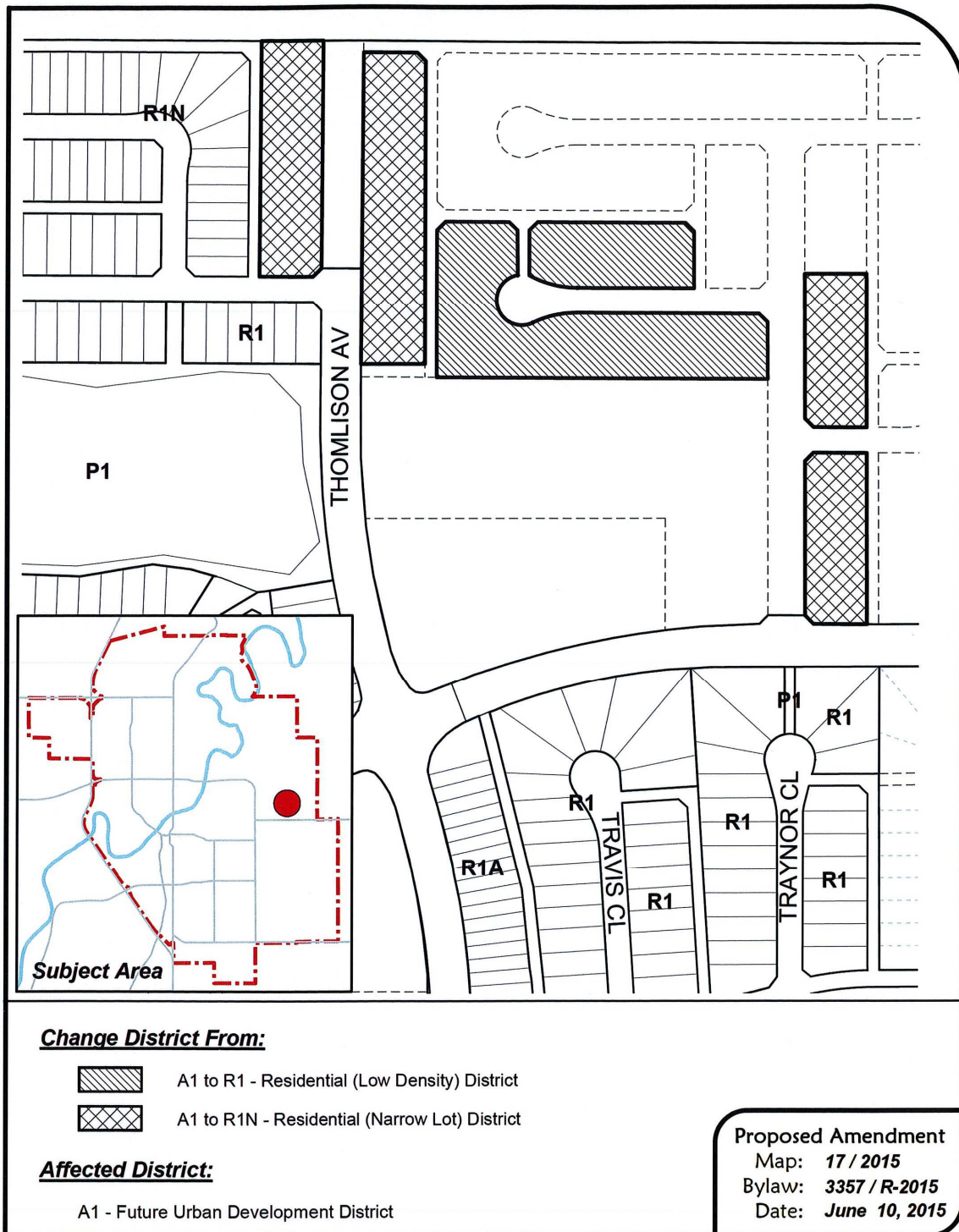
READ A FIRST TIME IN OPEN COUNCIL this	day of	2015.
READ A SECOND TIME IN OPEN COUNCIL this	day of	2015.
READ A THIRD TIME IN OPEN COUNCIL this	day of	2015.
AND SIGNED BY THE MAYOR AND CITY CLERK this	day of	2015.

MAYOR

CITY CLERK



Schedule A
Proposed Amendment to Land Use Bylaw 3357/2006





Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Orlando Toews, Senior Planner
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Land Use Bylaw 3357/R-2015
Timber Ridge Phase 4B
Redesignation of Part of S.E. ¼ Sec 23; 38-27-W4M

Reference Report:

Planning Department, dated July 2, 2015.

Bylaw Reading:

At the Monday July 20, 2015 Regular Council Meeting, Council gave first reading to Land Use Bylaw 3357/R-2015 – a bylaw to redesignate a portion of Timber Ridge from AI – Future Urban Development District to R1 – Residential (Low Density) District and R1N – Residential (Narrow Lot) District.

Report back to Council: Yes

Comments/Further Action:

This office will advertise for a Public Hearing to be held on Monday, August 17, 2015 at 6:00 p.m. during Council's regular meeting.

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

Frieda McDougall
Manager

- c. T. Lodewyk, Director of Planning Services
A. Schaffenburg, Acting Manager of Planning
Corporate Meeting Coordinator



July 6, 2015

Land Use Bylaw Amendment 3357/S-2015

Site Specific Use – Temporary Warming Centre

4934 – 54 Avenue

(Lot 13 Block 6 Plan 832 2364)

PLANNING DEPARTMENT

Report Summary & Recommendation:

The Planning Department has received an application to amend the Land Use Bylaw (LUB) for a temporary warming centre at 4934 – 54th Avenue (former Parks Building), located in the DC(28) District of The City's LUB. An amendment to the LUB is required because the proposed use is not permitted in the DC(28) District.

Planning is supportive of the proposed site specific use for a temporary warming centre at 4934 – 54 Avenue based on the following rationale:

1. The Municipal Development Plan is supportive of a safe, inclusive greater downtown that offers social and support services to the public; and
2. The long term vision for this area of the Railyards in the Greater Downtown Action Plan will not be diminished by the use of the former Parks Building as a temporary warming centre.

Planning staff recommend that Council give first reading to Land Use Bylaw Amendment No. 3357/S-2015 to:

1. Add "Institutional Service Facility (seasonal warming centre) located at 4934 54 Avenue until June 1, 2017" as a permitted use in the Direct Control District No. 28 DC(28) of the Land Use Bylaw.

City Manager Comments:

I support the recommendation of Administration that Council give first reading to Land Use Bylaw Amendment 3357/S-2015. If first reading of the bylaw amendment is given, a Public Hearing would then advertised for two consecutive weeks to be held on Monday, August 17, 2015 at 6:00 p.m. during Council's regular meeting.

Elaine Vincent
Acting City Manager



Proposed Resolution

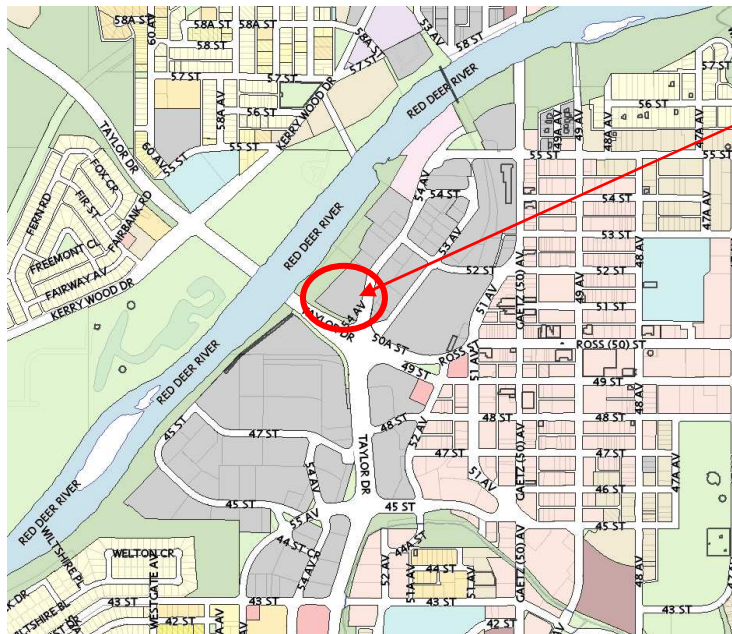
That Council give first reading to Land Use Bylaw Amendment 3357/S-2015 at this time.

Report Details

Background:

The City's Community Services Division has applied to operate a temporary warming centre at the former Parks Building located at 4934 – 54th Avenue, in the Railyards neighbourhood. The proposed temporary warming centre will be operational for winter 2015/2016 with the potential to expand the use into winter 2016/2017.

Community Services and Planning Services staff worked together to recommend potential sites in relation with the site selection criteria previously established based on the Winter Warming Centre Program Evaluation. Through this process, and using the pre-determined site selection criteria, the former Parks Building located at 4934 – 54th Avenue has been selected as the ideal site.



Subject Site (4934 – 54 Ave)

Former Parks Building
(proposed location)



The former Parks Building contains a number of medium sized rooms that would accommodate an area for intake and temporary storage of items for safety purposes,



separate meeting space for community organizations to meet with warming centre clients, general areas for activities, and 2 washrooms with industrial showers. Some minor internal renovations will be required to enable the use of the building for the warming centre.

The provision of a daytime warming centre for the winter months (November to April) ensures safety for people experiencing homelessness and provides access to supports targeted at ending homelessness. The warming centre will be staffed during all hours of the operation (8:00 am – 5:00 pm), providing additional safety and security on the site during operating hours.

The subject site and parcels located to the north, east and south are designated DC(28), the parcel abutting the rear of the subject site is designated A2 Environmental Preservation District.

Discussion:

The Municipal Development Plan (MDP) speaks to the important role downtown serves, including the opportunity to accommodate a variety of social services and facilities that serve the needs of the community (11.1). The MDP goes on to promote social and support services in the downtown, including the provision of preventative social services, to meet the community's needs (11.6 and 15.7).

The subject site is located within Greater Downtown Action Plan (GDAP), in the Railyards neighbourhood. The broad concept of the Railyards is a high density residential district with integrated services to support urban living. The Railyards is an area with strong growth potential; the GDAP makes specific reference to the subject site because of the prime riverfront redevelopment opportunity it offers.

DC(28) District's general purpose is to facilitate the development of a distinctive medium to high density walkable neighbourhood, which supports the GDAP's vision for the Railyards. The listed uses reflect the general purpose and are primarily residential or commercial in nature. A warming centre is essentially a provision of community services to the public and could be considered an "Institutional Service Facility" use because of the broad definition in the LUB. However, in the DC(28) District, where "Institutional Service Facility" is an existing listed use, it expressly excludes the provision of community services to the public. Because of this exclusion, a site specific LUB amendment is required to allow for a warming centre.



Several constraints on the subject site are identified in the LUB. The entire building is located within a landfill setback area, and the rear portion of the building is located within an escarpment area.

The building is currently being used by the Downtown Business Association's (DBA) "Clean Team".



Analysis:

The temporary nature of the centre will not prevent the future redevelopment of the site in accordance with GDAP vision.

Planning is supportive of the proposed site specific use for a temporary warming centre at 4934 – 54 Avenue based on the following rationale:

1. The Municipal Development Plan is supportive of a safe, inclusive greater downtown that offers social and support services to the public; and
2. The long term vision for this area of the Railyards in the Greater Downtown Action Plan will not be diminished by the use of the former Parks Building as a temporary warming centre.

BYLAW NO. 3357/S-2015

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

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

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

- I. Section 8.20.8(1) Direct Control District No. 28 Permitted and Discretionary Uses Table, (a) Permitted Uses is amended to add the following new permitted use:

(xvi) Institutional Service Facility (seasonal warming centre) located at 4934 54 Avenue until June 1, 2017.

READ A FIRST TIME IN OPEN COUNCIL this day of 2015.

READ A SECOND TIME IN OPEN COUNCIL this day of 2015.

READ A THIRD TIME IN OPEN COUNCIL this day of 2015.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2015.

MAYOR

CITY CLERK



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Angus Schaffenburg, Acting Manager of Planning
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Land Use Bylaw 3357/S-2015
Site Specific Use – Temporary Warming Centre

Reference Report:

Planning Department, dated July 6, 2015.

Bylaw Reading:

At the Monday July 20, 2015 Regular Council Meeting, Council gave first reading to Land Use Bylaw 3357/S-2015 – a bylaw to provide for a temporary warming centre at 4934-54th Avenue until June 1, 2017.

Report back to Council: Yes

Comments/Further Action:

This Bylaw will come back to the August 17, 2015 Regular Council Meeting for consideration of Second and Third Readings.

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

Frieda McDougall
Manager

- c. T. Lodewyk, Director of Planning Services
Corporate Meeting Coordinator



July 9, 2015

Tax Instalment Plan Bylaw 3547/2015

Consideration of Second and Third Readings

Legislative Services

Report Summary & Recommendation:

Summary:

The attached report is being brought forward from the Monday, July 6, 2015 Council Meeting.

Recommendation:

That Council consider giving second and third readings to Tax Instalment Plan Bylaw 3547/2015, a bylaw to include supplementary tax notices and be more adaptable to banking procedures and customer services practices.

Report Details

Background:

At the Monday, May July 6, 2015 Council Meeting, Council gave first reading to Tax Instalment Plan Bylaw 3547/2015.



Report Originally Submitted
to the July 6, 2015 City
Council Meeting

July 6, 2015

Bylaw 3547/2015 – Tax Instalment Plan Bylaw

Revenue and Assessment Services

Report Summary & Recommendation:

This report has been prepared to provide Council with information on why Administration is requesting that Council adopt the proposed Tax Instalment Plan Bylaw in place of the current Tax Prepayment Bylaw, to be effective January 1, 2016.

The bylaw has received a name change to make its function more relevant to the public and to accurately reflect how taxpayers and Administration refer to tax instalment plan program (the TIP program). The changes to the body of the bylaw reflect the City's desire to make the TIP program more responsive to the needs of taxpayers. As a result, there will be increased access to the TIP program by allowing people with supplementary tax notices to be included. The changes also reflect the need to be adaptable in accommodating the changing landscape of banking procedures and customer service practices. Administration requests Council's consideration in adopting the Tax Instalment Plan Bylaw.

Recommendation:

It is recommended that Bylaw No. 3547/2015 - Tax Instalment Plan Bylaw receive first reading, with a return to Council July 20, 2015 for 2nd and 3rd readings.

City Manager Comments:

I support the recommendation of Administration. This Bylaw is responding to suggestions for improvement from our citizens and reflects our responsive approach to meeting citizen needs. If first reading is approved, this bylaw will be brought for consideration of second and third reading at the July 20, 2015 meeting of City Council.

Elaine Vincent
Acting City Manager

Proposed Resolution

That Council consider first reading of Tax Instalment Plan Bylaw 3547/2015 at this time.



Report Details

Background:

The standard process for the payment of property taxes under the *Municipal Government Act* (the “MGA”) is that the taxes are due by a date set by Council via bylaw. In Red Deer, this is set by the Tax Collection Bylaw. The Tax Collection Bylaw states that taxes are due on or before June 30 for the current January 1 – December 31 year, and any tax amounts outstanding as of July 1 will incur penalties.

Section 340 of the MGA enables Council to enact a bylaw that allows taxpayers to choose to pay taxes in instalments as long as they enter into an agreement with the City to do so. In Red Deer, this is referred to as the tax instalment plan program (the “TIP program”). Offering to allow taxpayers to pay property taxes in payments may be a convenient option over paying them in full by June 30.

Typically, a bylaw that authorizes taxes to be paid in instalments sets out some key terms and conditions of the TIP program, such as who can pay taxes in instalments, how and when payments are calculated, what happens if an instalment is not paid and how payments must take place (i.e. pre-authorized debit (PAD or EFT)).

When the City accepts payments through pre-authorized debit there are terms and conditions that the City must include in its agreement with the taxpayer. This is because the City’s contractual arrangements with its financial institution require the City to adhere to certain requirements under the Canadian Payments Association, such as including a condition that the payer has certain recourse rights for payments taken that are not authorized or consistent with the agreement.

The tax instalment plan and pre-authorized debits are distinctly different. An instalment plan is a special payment arrangement governed by the MGA which allows for tax payments to be made by instalments throughout the year; Council must approve such instalment plans. Pre-authorized debits, on the other hand, are governed by the Canadian Payments Association, and is the process surrounding the withdrawing of funds from a Payor’s account. A tax instalment plan and a pre-authorized debit agreement must operate within compliance of each other.



Discussion:

Framework of the proposed bylaw:

- Current year taxes are paid in instalments between January 1 and December 31.
- Instalments will be calculated so that the cumulative payments will pay, in full, the outstanding balance of the taxes by December 31.
- All taxes due, tax arrears and penalties must be paid prior to enrolment.
- The last day to enroll in the plan is June 15 of the current year. Properties with supplementary taxes are able to sign up until November 15.
- No penalties will be imposed on current year taxes as long as the plan remains in good standing.
- The City has the right to remove a taxpayer from the TIP program if no longer in good standing; if so, all taxes owing become due immediately.

Benefits of the TIP program:

- Gives taxpayers additional payment options other than the traditional annual “lump sum” payment.
- Spreading the payments out over a year equalizes the payment of taxes allowing for easier budgeting for the taxpayer.
- Decreases the risk of the taxpayer incurring penalties for late payment and/or moving into tax arrears as the payments automatically are withdrawn from their bank account.
- Making property taxes easier to pay likely results in fewer instances of unpaid taxes, which maximizes the sustainability of revenues raised by the City.
- Provides a predictable and consistent form of revenue for the City.

At the end of 2014 there were 14,367 properties signed up for the TIP program, which represents about 36% of the City's total tax accounts. Since 2008, there has been an increase in applications to the program of about 6.4%.

Analysis:

The current Tax Prepayment Bylaw has limitations in regards to how the TIP program is administered. Payment frequency is limited to monthly only and there is no ability to enroll those taxpayers who have received a supplementary tax notice. The prescriptiveness of the current bylaw lessens the City's ability to keep up with the demands of taxpayers regarding access to the program. The proposed Tax Instalment Plan Bylaw provides flexibility in the administration of the TIP program by providing increased access to the program. Currently, only taxpayers who receive an



annual tax notice can enroll in the plan. The proposed bylaw will allow those taxpayers who receive supplementary tax notices to enroll in the TIP program.

The proposed bylaw provides clarity to taxpayers in the enrollment process, including criteria for enrollment and important deadlines. It is also transparent in how payments will be calculated and requires the City to provide notice to the taxpayer of any changes in payment calculations.

Transition Period for Existing TIP customers:

Administration is recommending that the proposed bylaw take effect January 1, 2016. The current TIP program follows a calendar-year; therefore, January 1 is recommended to allow for a seamless transition. Current TIP program customers will be notified of any changes in advance of January 1, 2016.

Principles of Taxation:

Viewed through the lens of the principles of taxation, the following is a summary of how the proposed Tax Instalment Plan Bylaw would fulfill each principle:

- 1) Fairness and equity to all taxpayers: All taxpayers are able to take advantage of the TIP program, including customers with supplementary tax levies, if the qualifications to enroll in the TIP program have been met.
- 2) Sustainability of revenues raised: Property taxes represent one of the largest revenue streams for the City. To that end, the TIP program assists taxpayers in paying property taxes in several instalments, versus one annual lump sum. This type of program makes it easier for some citizens to pay property taxes - which helps maximize the sustainability of this revenue stream.
- 3) Simplicity, transparency, and efficiency of the tax system: A simple, transparent and efficient tax system benefits both the City and taxpayers. By offering taxpayers different options in which to pay taxes, efficiency in the tax system is created. Transparency is also established by clearly communicating with customers.
- 4) Predictability and stability: The TIP program offers a consistent and predictable source of cash-flow for the City, year round. Also, by allowing taxpayers to pay property taxes in instalments, the occurrences of taxpayers who move into arrears may be reduced, further sustaining tax revenues.
- 5) Competitiveness: To remain competitive with other municipalities, it is important that the City strives to meet the needs and demands of its taxpayers by allowing for options in which to pay property taxes. The proposed Tax Instalment Plan Bylaw is consistent with best-practices offered by other municipalities in Alberta.



Future Impacts:

- The City's website will be updated to enhance the presence of the TIP program.
- Promotion will be done later in 2015 encouraging taxpayers to enroll in the TIP program.
- A brochure will be developed in 2016 outlining the benefits of the TIP program; this brochure would be targeted towards customers not currently on the TIP program and to new home owners.

BYLAW NO. 3547/2015

WHEREAS, pursuant to section 340 of the *Municipal Government Act*, R.S.A. 2000, c M-26 (MGA), as amended, permits Council to provide for the payment of taxes by instalments;

AND WHEREAS Council wishes to allow taxpayers to pay taxes imposed under the MGA by way of instalments;

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

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

- I. This bylaw may be called the “Tax Instalment Plan Bylaw”.

Purpose

2. The purpose of this bylaw is to establish the terms under which Taxes may be paid in instalments.

Definitions

3. In this bylaw:
 - (a) “**EFT Process**” means the pre-authorized electronic funds transfer process which will allow money to be electronically transferred from the Taxpayer’s Bank Account to the City’s bank account;
 - (b) “**Payment**” means the instalment to be transferred from a Taxpayer’s Bank Account to the City’s bank account through the EFT Process;
 - (c) “**Payment Date**” means each day upon which money will be transferred from the Taxpayer’s Bank Account to the City’s bank account through the use of the EFT Process;
 - (d) “**Taxes**” includes all property taxes, local improvement taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta but does not include business revitalization zone taxes;
 - (e) “**Tax Instalment Plan**” means an agreement between the City and the taxpayer authorizing the payment of Taxes in instalments through an EFT Process and includes any terms and conditions;
 - (f) “**Taxpayer’s Bank Account**” means a bank account designated by the taxpayer; and
 - (g) Unless the context otherwise requires, or is otherwise defined herein, the words and phrases contained in this bylaw shall have the same meaning as in the MGA.

PART II – TAX INSTALMENT PLAN

4. A taxpayer may pay Taxes in instalments provided that the taxpayer is enrolled in a Tax Instalment Plan.
5. Taxes payable under a Tax Instalment Plan shall be deemed to be due and owing in accordance with this bylaw and the terms and conditions of the Tax Instalment Plan.

Application

6. A taxpayer who wishes to enroll in a Tax Instalment Plan must submit an application to the City Manager for approval.
7. An application shall include:
 - (a) a completed application form signed by the taxpayer; and
 - (b) a void cheque or other documentation that would allow the City to use the EFT Process.

Enrolment

8. The City Manager may enroll a taxpayer in a Tax Instalment Plan if, on the date of application, all Taxes due, tax arrears and penalties owed to the City by the taxpayer have been paid.
9. An application for enrollment in a Tax Instalment Plan for the current year's Taxes must be received by the City Manager on or before June 15.
10. When a supplementary tax notice is issued after June 15, an application for enrollment in a Tax Instalment Plan for the current year's Taxes must be received by the City Manager on or before November 15.
11. The City Manager may accept an application received after June 15 for enrollment in a Tax Instalment Plan for the next year.

Amount of Payments

12. The City Manager shall calculate the amount of the Payments for the Tax Instalment Plan at the time that the taxpayer is enrolled in the Tax Instalment Plan. The Payments shall be in instalments calculated so that the cumulative Payments will pay, in full, the outstanding balance of the Taxes by the end of the calendar year.
13. At the time that the taxpayer is notified of their enrolment in the Tax Instalment Plan, the taxpayer shall also be notified of the Payment Date and the amount of the instalments.

Recalculation of Payments

14. The City Manager may recalculate the amount of the Payments at any time and shall advise the taxpayer, in writing, of any changes in the amount of the Payments to be made.
15. Changes in the amount of the Payments shall be effective as of the Payment Date specified in the notice of change in Payments sent to the taxpayer.

PART III - PENALTIES AND CHARGES

16. No penalties shall be imposed with respect to the outstanding balance of the Taxes for the current year as long as the Tax Instalment Plan remains in good standing.
17. A Tax Instalment Plan is no longer in good standing if:
 - (a) the EFT process fails;
 - (b) the taxpayer fails to pay a service charge imposed by this bylaw; or
 - (c) the taxpayer fails to comply with the terms and conditions of the Tax Instalment Plan.

Penalties

18. When a Tax Instalment Plan is no longer in good standing penalties may be applied to the outstanding balance of the Taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall be immediately due and payable.

Service Charge

19. The taxpayer shall pay a dishonoured payment charge to the City, in an amount set out by bylaw, every time the EFT Process fails. The service charge shall be due and payable immediately upon the taxpayer being notified by the City Manager that the EFT Process has failed for the Payment.

EFT Fail

20. For the purposes of this bylaw the Payment will be deemed to have failed when the taxpayer's bank notifies the City that a fund transfer will not be processed.

PART IV - TERMINATION OF TAX INSTALMENT PLAN

Cancellation by City

21. The City Manager shall cancel a taxpayer's enrolment in a Tax Instalment Plan if the Tax Instalment Plan is no longer in good standing.

Cancellation by Taxpayer

22. A taxpayer may cancel a Tax Instalment Plan at any time, provided that written notification of the cancellation has been provided to the City Manager no less than fifteen days in advance of the next Payment Date.

Effect of Cancellation

23. When a Tax Instalment Plan is cancelled, penalties may be applied to the outstanding balance of the Taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall immediately be due and payable.

PART V – GENERAL**Powers of the City Manager**

24. Without restricting any other power, duty or function granted by this bylaw or otherwise, the City Manager may:
- (a) establish the form and method of notification for the purposes of this bylaw;
 - (b) establish the application form for a Tax Instalment Plan;
 - (c) establish the terms and conditions of a Tax Instalment Plan, including but not limited to any terms and conditions that are necessary to reflect the requirements of the Canadian Payments Association for the EFT Process; and
 - (d) delegate any of his or her powers, duties or functions under this bylaw.

Transition

25. A taxpayer paying Taxes pursuant to Bylaw No. 3208/98 on the date that this bylaw comes into force shall continue to pay Taxes in accordance with the provisions of this bylaw.
26. This bylaw comes into force on January 1, 2016.
27. Bylaw No. 3208/98 is repealed on January 1, 2016.

READ A FIRST TIME IN OPEN COUNCIL this	6 th	day of	July	2015
READ A SECOND TIME IN OPEN COUNCIL this	20 th	day of	July	2015
READ A THIRD TIME IN OPEN COUNCIL this	20 th	day of	July	2015
AND SIGNED BY THE MAYOR AND CITY CLERK this	20 th	day of	July	2015

 Mayor

 City Clerk



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Joanne Parkin, Revenue & Assessment Manager
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Bylaw 3547/2015 – Tax Instalment Plan Bylaw

Reference Report:

Revenue and Assessment Services, dated July 6, 2015.

Bylaw Reading:

At the Monday July 20, 2015 Regular Council Meeting, Council gave second and third readings to Tax Instalment Plan Bylaw 3547-2015 – a bylaw to include supplementary tax notices and be more adaptable to banking procedures and customer services practices.

Report back to Council: No

Comments/Further Action:

A copy of Tax Instalment Plan Bylaw 3547/2015 is attached.

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

Frieda McDougall
Manager
/attach

- c. P. Goranson, Director of Corporate Services
D. Krejci, Chief Financial Officer
R. Preedin, Corporate Controller
Corporate Meeting Coordinator

BYLAW NO. 3547/2015

WHEREAS, pursuant to section 340 of the *Municipal Government Act*, R.S.A. 2000, c M-26 (MGA), as amended, permits Council to provide for the payment of taxes by instalments;

AND WHEREAS Council wishes to allow taxpayers to pay taxes imposed under the MGA by way of instalments;

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

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

1. This bylaw may be called the “Tax Instalment Plan Bylaw”.

Purpose

2. The purpose of this bylaw is to establish the terms under which Taxes may be paid in instalments.

Definitions

3. In this bylaw:
 - (a) “**EFT Process**” means the pre-authorized electronic funds transfer process which will allow money to be electronically transferred from the Taxpayer’s Bank Account to the City’s bank account;
 - (b) “**Payment**” means the instalment to be transferred from a Taxpayer’s Bank Account to the City’s bank account through the EFT Process;
 - (c) “**Payment Date**” means each day upon which money will be transferred from the Taxpayer’s Bank Account to the City’s bank account through the use of the EFT Process;
 - (d) “**Taxes**” includes all property taxes, local improvement taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta but does not include business revitalization zone taxes;
 - (e) “**Tax Instalment Plan**” means an agreement between the City and the taxpayer authorizing the payment of Taxes in instalments through an EFT Process and includes any terms and conditions;
 - (f) “**Taxpayer’s Bank Account**” means a bank account designated by the taxpayer; and
 - (g) Unless the context otherwise requires, or is otherwise defined herein, the words and phrases contained in this bylaw shall have the same meaning as in the MGA.

PART II – TAX INSTALMENT PLAN

4. A taxpayer may pay Taxes in instalments provided that the taxpayer is enrolled in a Tax Instalment Plan.
5. Taxes payable under a Tax Instalment Plan shall be deemed to be due and owing in accordance with this bylaw and the terms and conditions of the Tax Instalment Plan.

Application

6. A taxpayer who wishes to enroll in a Tax Instalment Plan must submit an application to the City Manager for approval.
7. An application shall include:
 - (a) a completed application form signed by the taxpayer; and
 - (b) a void cheque or other documentation that would allow the City to use the EFT Process.

Enrolment

8. The City Manager may enroll a taxpayer in a Tax Instalment Plan if, on the date of application, all Taxes due, tax arrears and penalties owed to the City by the taxpayer have been paid.
9. An application for enrollment in a Tax Instalment Plan for the current year's Taxes must be received by the City Manager on or before June 15.
10. When a supplementary tax notice is issued after June 15, an application for enrollment in a Tax Instalment Plan for the current year's Taxes must be received by the City Manager on or before November 15.
11. The City Manager may accept an application received after June 15 for enrollment in a Tax Instalment Plan for the next year.

Amount of Payments

12. The City Manager shall calculate the amount of the Payments for the Tax Instalment Plan at the time that the taxpayer is enrolled in the Tax Instalment Plan. The Payments shall be in instalments calculated so that the cumulative Payments will pay, in full, the outstanding balance of the Taxes by the end of the calendar year.
13. At the time that the taxpayer is notified of their enrolment in the Tax Instalment Plan, the taxpayer shall also be notified of the Payment Date and the amount of the instalments.

Recalculation of Payments

14. The City Manager may recalculate the amount of the Payments at any time and shall advise the taxpayer, in writing, of any changes in the amount of the Payments to be made.
15. Changes in the amount of the Payments shall be effective as of the Payment Date specified in the notice of change in Payments sent to the taxpayer.

PART III - PENALTIES AND CHARGES

16. No penalties shall be imposed with respect to the outstanding balance of the Taxes for the current year as long as the Tax Instalment Plan remains in good standing.
17. A Tax Instalment Plan is no longer in good standing if:
 - (a) the EFT process fails;
 - (b) the taxpayer fails to pay a service charge imposed by this bylaw; or
 - (c) the taxpayer fails to comply with the terms and conditions of the Tax Instalment Plan.

Penalties

18. When a Tax Instalment Plan is no longer in good standing penalties may be applied to the outstanding balance of the Taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall be immediately due and payable.

Service Charge

19. The taxpayer shall pay a dishonoured payment charge to the City, in an amount set out by bylaw, every time the EFT Process fails. The service charge shall be due and payable immediately upon the taxpayer being notified by the City Manager that the EFT Process has failed for the Payment.

EFT Fail

20. For the purposes of this bylaw the Payment will be deemed to have failed when the taxpayer's bank notifies the City that a fund transfer will not be processed.

PART IV - TERMINATION OF TAX INSTALMENT PLAN**Cancellation by City**

21. The City Manager shall cancel a taxpayer's enrolment in a Tax Instalment Plan if the Tax Instalment Plan is no longer in good standing.

Cancellation by Taxpayer

22. A taxpayer may cancel a Tax Instalment Plan at any time, provided that written notification of the cancellation has been provided to the City Manager no less than fifteen days in advance of the next Payment Date.

Effect of Cancellation

23. When a Tax Instalment Plan is cancelled, penalties may be applied to the outstanding balance of the Taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall immediately be due and payable.

PART V – GENERAL**Powers of the City Manager**

24. Without restricting any other power, duty or function granted by this bylaw or otherwise, the City Manager may:

- (a) establish the form and method of notification for the purposes of this bylaw;
- (b) establish the application form for a Tax Instalment Plan;
- (c) establish the terms and conditions of a Tax Instalment Plan, including but not limited to any terms and conditions that are necessary to reflect the requirements of the Canadian Payments Association for the EFT Process; and
- (d) delegate any of his or her powers, duties or functions under this bylaw.

Transition

25. A taxpayer paying Taxes pursuant to Bylaw No. 3208/98 on the date that this bylaw comes into force shall continue to pay Taxes in accordance with the provisions of this bylaw.

26. This bylaw comes into force on January 1, 2016.

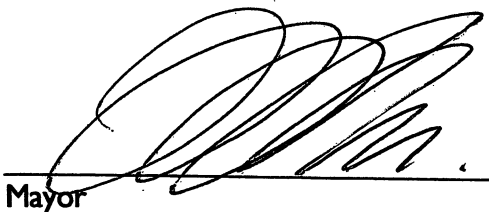
27. Bylaw No. 3208/98 is repealed on January 1, 2016.

READ A FIRST TIME IN OPEN COUNCIL this 6th day of July 2015

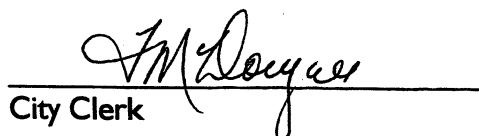
READ A SECOND TIME IN OPEN COUNCIL this 20th day of July 2015

READ A THIRD TIME IN OPEN COUNCIL this 20th day of July 2015

AND SIGNED BY THE MAYOR AND CITY CLERK this 20th day of July 2015



Mayor



City Clerk



July 9, 2015

Tax Penalty Bylaw 3546/2015

Consideration of Second and Third Readings

Legislative Services

Report Summary & Recommendation:

Summary:

The attached report is being brought forward from the Monday, July 6, 2015 Council Meeting.

Recommendation:

That Council consider giving second and third readings to Tax Penalty Bylaw 3546/2015, a bylaw to create greater incentives for timely payments

Report Details

Background:

At the Monday, July 6, 2015 Council Meeting, Council gave first reading to Tax Penalty Bylaw 3546//2015.



Report Originally Submitted
to the July 6, 2015 City
Council Meeting

July 6, 2015

Bylaw 3546/2015 Tax Penalty Bylaw

Revenue & Assessment Services

Report Summary & Recommendation:

Administration recommends restructuring the tax penalty dates to apply penalties only twice per year. This structure creates greater incentive for property owners to pay their taxes on time, and is similar to other municipalities. The proposed penalty structure is easier to communicate to property owners and will allow for greater efficiency in processing payments.

Administration recommends that Bylaw No. 3546/2015 Tax Penalty Bylaw –receive first reading, with a return to Council July 20, 2015 for 2nd and 3rd readings.

City Manager Comments:

I support the recommendation of Administration. The standardized rate and the reduction in arrears dates will ensure alignment with our new software system. If first reading is approved, this bylaw will be brought for consideration of second and third reading at the July 20, 2015 meeting of City Council.

Elaine Vincent
Acting City Manager

Proposed Resolution

That Council consider first reading of Tax Penalty Bylaw 3546/2015 at this time.



Report Details

Background:

The Tax Collection Bylaw (3280/2001) was adopted by Council in 2001. The last amendment to the existing bylaw was in 2012. The current process is administratively inefficient and some elements are not supported by the new system. Maintaining status quo will require significant manual interventions which are subject to error. The new property tax software offers enhanced features administration would like to take advantage of to improve efficiency and transparency for taxpayers.

Tax penalty processes need to be strategically aligned with the legislated tax recovery timelines and taxpayer communication.

Approximately two thirds of penalty revenue is generated from current year tax penalties. The remaining penalties are generated from tax arrears. 2015 budgeted penalty revenue is \$575,000.

Existing penalty structure and rates:

The Bylaw is composed of two independent pieces; the structure and the rate. The structure determines the “when” and “how” penalties are imposed. The rate determines the amount of penalties imposed.

Tax		Tax Arrears	
July 1 st		January 1 st	2%
6%		March 1 st	2%
September 1 st	3%	May 1 st	2%
November 1 st	3%	July 1 st	2%
		September	2%
		November	2%
Total	12%	Total	12%

Legislative Framework:

Section 344 of the Municipal Government Act (MGA) requires Council to adopt a bylaw to impose penalties for non-payment in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice. The penalty rate must be set out in a bylaw and the penalty cannot be imposed sooner than 30 days after the tax notice is sent out.



Section 345 of the Municipal Government Act (MGA) requires Council to adopt a bylaw to impose penalties for non-payment in other years for any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed. The penalty rate must be set out in a bylaw and the penalty cannot be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified by bylaw.

Section 346 states a penalty imposed under section 344 or 345 are part of the tax in respect of which it is imposed.

Section 332 deems taxes to be imposed on January 1 with the exception of supplementary tax notices.

Discussion:

The generally accepted principles of taxation are:

1. Fairness and equity to all taxpayers
2. Sustainability of revenues raised
3. Simplicity, transparency and efficiency of the tax system
4. Predictability and stability
5. Competitiveness

Property taxes collected June 30 are used to fund services provided from January 1 to December 31. Timely payment directly impacts the City's financial sustainability and cash flow. The City of Red Deer and other municipalities adopt a penalty bylaw to motivate property owners to pay taxes on time.

Over the last two years 97% of property owners in The City of Red Deer paid taxes owing by June 30 or were enrolled in the Tax Instalment Plan (TIP). In fairness to taxpayers who pay taxes on time, the intent of sections 344 to 346 of the MGA is to penalize property owners for non-payment. A penalty should not be confused as a fee or perceived as means of financing. Property owners have several means to financially budget for and pay taxes including the Tax Instalment Plan (TIP), through a mortgage, senior's tax deferral program and self-serve payment options through financial institutions.

The existing penalty structure is impacting the payments and collection of taxes. Legislatively, all payments must be applied based on the post marked date of mailing or the date received by the bank. To manage this process, all tax payments must be manually tracked and reviewed for up to two weeks after each penalty date. Manual adjustments are made to each account to reflect the legislated date of payment



rather than the date the payment is processed as the system is unable to do this. This process is highly open to error and results in upset or disgruntled taxpayers where it is not processed correctly. Minimizing the number of times a penalty is applied significantly reduces the risk of an error occurring.

Statistically the July 1st 6% penalty on current taxes has reduced uncollectable taxes substantially more in comparison to the 3% penalty on September and November or the 2% bi-monthly penalty on tax arrears. The difficulty is that taxpayers may view the existing structure as a means of financing as opposed to a penalty. Once taxes go into arrears the tax recovery process is initiated. This process is legislated and can be costly to both the property owner and all tax payers. The intent of a penalty is to motivate the timely payment of taxes and to avoid the property going into the tax recovery process.

In conjunction with the implementation of the new taxation system, Administration undertook a review of all processes in order to capitalize on the new technology and ensure efficient and effective processes. The most significant change in how tax penalties are applied is that the new system will no longer support compound penalty calculations on current tax amounts. This proposed bylaw amendment aligns with the new software configuration. By virtue of the software implementation, there is an approximate \$10,000 loss in current tax penalty revenue annually.

Researching 30 Alberta Municipalities, each municipality is unique in rates and how and when they apply penalties. Calgary, Airdrie, Grande Prairie, Brooks and Chestermere all apply penalties twice a year on current year taxes. Airdrie, St. Albert, Parkland County, Lloydminster and Lacombe all apply penalties twice a year on tax arrears. Some municipalities such as Sylvan Lake, Innisfail, Leduc, Brooks, Slave Lake and Peace River apply the full annual tax arrears penalty on January 1st.

Analysis:

Proposed change:		
Penalty	Penalty on Current Year: July 1 st 6% Sep 1 st 6%	Penalty on Tax Arrears: Jan 1 st 6% Jul 1 st 6%
	Non-Compounding	Compounding
Impacts	<ul style="list-style-type: none"> • Loss of \$10,000 in revenue for 2015 and ongoing • The rate remains low in comparison to other municipalities • No change to annual penalty percentage of 12% • Predictable and stable 	



	<ul style="list-style-type: none"> • Provides for efficiency in tax and cash receipting processes • Greater incentive for taxpayers to pay current tax levy by year end • Aligns with timing of Tax Recovery legislation • The rate is seen as a penalty and not interest • Simple and easy to communicate to taxpayers • Provides more time to work with property owners during the tax recovery process
--	---

Administration recommends restructuring the penalty dates to only apply current and tax arrears' penalties twice a year. This change reinforces the intentions of Section 344 and 345 of the MGA for Council to adopt a bylaw to impose a penalty for non-payment. The structure is comparable to other municipalities creating greater incentive for property owners to pay their taxes on time. The option is fair and equitable to all taxpayers and secures the City's financial sustainability in providing tax funded services. The proposed penalty structure is easier to communicate to the property owner, aligns with Tax recovery proceedings, and will allow for greater efficiency in processing payments.

Future Impacts:

Administration is proposing the bylaw take effect January 1, 2016. Section 332 stipulates that taxes are deemed to be imposed on January 1. Changes to the penalty structure should follow the fiscal year. Provided the bylaw is approved, Administration will:

- Include a message on the November statements notifying property owners with an unpaid balance of the change in penalty structure effective January 1, 2016.
- Update the City's Tax Webpage incorporating a message notifying property owners of the change to the bylaw and effective date.
- Update the penalty structure on the back of the 2016 Tax Notices.
- Highlight the change in the 2016 Tax Communication plan.
- Modify the outgoing taxpayer communications and statements to inform taxpayers of pending penalty dates.

BYLAW NO 3546/2015

WHEREAS, pursuant to section 344 and 345 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 (MGA), as amended, Council may impose penalties on unpaid taxes at rates set out by bylaw;

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

PART I – TITLE, PURPOSE AND DEFINITIONS

1. This bylaw may be called the “Tax Penalty Bylaw”.

Purpose

2. The purpose of this bylaw is to establish:
 - (a) the due dates for the payment of Taxes; and
 - (b) the rates of penalty to be imposed for failure to pay Taxes by the due date.

Definitions

3. In this bylaw:
 - (a) “**Tax Year**” means the annual period in which Taxes are imposed, commencing with January 1 and ending with December 31;
 - (b) “**Tax Arrears**” means all Taxes which remain unpaid after December 31 of the year in which they were imposed;
 - (c) “**Tax**” or “**Taxes**” includes property taxes, local improvement taxes and all other taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta but does not include Business Revitalization Zone taxes;
 - (d) Unless the context otherwise requires, or is otherwise defined herein, the words and phrases contained in this bylaw shall have the same meaning as in the MGA.
4. Any or all Taxes shall be payable 30 days from the date of mailing the tax notice or on the date specified in the tax notice, whichever is later.

PART II – PENALTIES ON UNPAID TAXES**Current Taxes**

5. Any Taxes remaining unpaid after the due date are subject to penalties at the rates set out in Schedule A.

6. Penalties imposed in the current calendar year will not be compounded during that year.

Tax Arrears

7. Any Tax Arrears are subject to penalties at the rates set out in Schedule A.
8. For the purposes of Section 7, Taxes remaining unpaid as of December 31 include accumulated penalties.
9. Bylaw 3280/2001 is repealed upon this bylaw coming into effect.
10. This bylaw will come into effect January 1, 2016.

READ A FIRST TIME IN OPEN COUNCIL this 6th day of July 2015

READ A SECOND TIME IN OPEN COUNCIL this 20th day of July 2015

READ A THIRD TIME IN OPEN COUNCIL this 20th day of July 2015

AND SIGNED BY THE MAYOR AND CITY CLERK this 20th day of July 2015

Mayor

City Clerk

SCHEDULE A – TAX PENALTY BYLAW 3546/2015**Penalties on Unpaid Taxes**

Tax	July 1	6%
	<u>September 1</u>	<u>6%</u>
	<u>Total</u>	<u>12%</u>
Tax Arrears	January 1	6%
	<u>July 1</u>	<u>6%</u>
	<u>Total</u>	<u>12%</u>



Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Joanne Parkin, Revenue & Assessment Manager
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Bylaw 3546/2015 Tax Penalty Bylaw

Reference Report:

Revenue and Assessment Services, dated July 6, 2015.

Bylaw Reading:

At the Monday July 20, 2015 Regular Council Meeting, Council gave second and third readings to Tax Penalty Bylaw 3546/2015 – a bylaw to create greater incentives for timely payments.

Report back to Council: No

Comments/Further Action:

A copy of Tax Penalty Bylaw 3546/2015 is attached.

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

Frieda McDougall
Manager
/attach

- c. P. Goranson, Director of Corporate Services
- D. Krejci, Chief Financial Officer
- R. Preedin, Corporate Controller
- Corporate Meeting Coordinator

BYLAW NO 3546/2015

WHEREAS, pursuant to section 344 and 345 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 (MGA), as amended, Council may impose penalties on unpaid taxes at rates set out by bylaw;

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

PART I – TITLE, PURPOSE AND DEFINITIONS

1. This bylaw may be called the “Tax Penalty Bylaw”.

Purpose

2. The purpose of this bylaw is to establish:
 - (a) the due dates for the payment of Taxes; and
 - (b) the rates of penalty to be imposed for failure to pay Taxes by the due date.

Definitions

3. In this bylaw:
 - (a) “**Tax Year**” means the annual period in which Taxes are imposed, commencing with January 1 and ending with December 31;
 - (b) “**Tax Arrears**” means all Taxes which remain unpaid after December 31 of the year in which they were imposed;
 - (c) “**Tax**” or “**Taxes**” includes property taxes, local improvement taxes and all other taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta but does not include Business Revitalization Zone taxes;
 - (d) Unless the context otherwise requires, or is otherwise defined herein, the words and phrases contained in this bylaw shall have the same meaning as in the MGA.
4. Any or all Taxes shall be payable 30 days from the date of mailing the tax notice or on the date specified in the tax notice, whichever is later.

PART II – PENALTIES ON UNPAID TAXES

Current Taxes

5. Any Taxes remaining unpaid after the due date are subject to penalties at the rates set out in Schedule A.

6. Penalties imposed in the current calendar year will not be compounded during that year.

Tax Arrears


7. Any Tax Arrears are subject to penalties at the rates set out in Schedule A.
8. For the purposes of Section 7, Taxes remaining unpaid as of December 31 include accumulated penalties.
9. Bylaw 3280/2001 is repealed upon this bylaw coming into effect.
10. This bylaw will come into effect January 1, 2016.

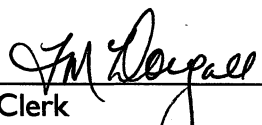
READ A FIRST TIME IN OPEN COUNCIL this 6th day of July 2015

READ A SECOND TIME IN OPEN COUNCIL this 20th day of July 2015

READ A THIRD TIME IN OPEN COUNCIL this 20th day of July 2015

AND SIGNED BY THE MAYOR AND CITY CLERK this 20th day of July 2015



Mayor

City Clerk

SCHEDULE A – TAX PENALTY BYLAW 3546/2015

Penalties on Unpaid Taxes

Tax	July 1	6%
	September 1	6%
	Total	12%
Tax Arrears	January 1	6%
	July 1	6%
	Total	12%



July 9, 2015

Timber Ridge

Redesignation of Park of S.E. ¼ Sec: 23; 38-27-W4M

From: AI – Future Urban Development District

To: PS – Public Service (Institutional or Government) District

Land Use Bylaw Amendment 3357/P-2015

Consideration of Second and Third Readings

Legislative Services

Report Summary & Recommendation:

Summary:

The attached report is being brought forward from the Monday, June 22, 2015 Council Meeting.

Recommendation:

That Council consider giving second and third readings to Land Use Bylaw Amendment 3357/P-2015, a bylaw to redesignate (rezone) a portion of the Timber Ridge area from AI – Future Urban Development District to PS – Public Service (Institutional or Government) District to facilitate further subdivision and development of the area in keeping with the Timber Ridge Neighbourhood Area Structure Plan.

Report Details

Background:

At the Monday, June 22, 2015 Council Meeting, Council gave first reading to Land Use Bylaw Amendment 3357/P-2015.

In accordance with Section 606 of the Municipal Government Act, these bylaws are required to be advertised for two consecutive weeks. Advertisements were placed in the Red Deer Advocate on June 26, 2015 and July 3, 2015. No comments were received. A Public Hearing will be held on Monday, July 20, 2015 at 6:00 p.m. during Council's regular meeting. Letters were sent to the owners of properties in the affected area.



Report Originally Submitted
to the June 22, 2015 City
Council Meeting

June 8, 2015

Timber Ridge

Land Use Bylaw 3357/P - 2015

Redesignation of Part of S.E. 1/4 Sec 23; 38-27-W4M

From: AI – Future Urban Development District

To: PS – Public Service (Institutional or Government) District

Planning Department

Report Summary & Recommendation:

The proposal is to redesignate (rezone) a portion of the Timber Ridge area from AI – Future Urban Development District to PS – Public Service (Institutional or Government) District to facilitate further subdivision and development of the area in keeping with the Timber Ridge Neighbourhood Area Structure Plan (NASP).

As the proposed redesignation conforms to the Timber Ridge NASP, the Planning department recommends Council support LUB amendment Bylaw 3357/P-2015.

City Manager Comments:

I support the recommendation of Administration and recommend that Council consider first reading of Land Use Bylaw Amendment 3357/P-2015. If first reading is approved this bylaw will be brought for consideration of second and third reading at the July 20, 2015 meeting of City Council.

Craig Curtis
City Manager

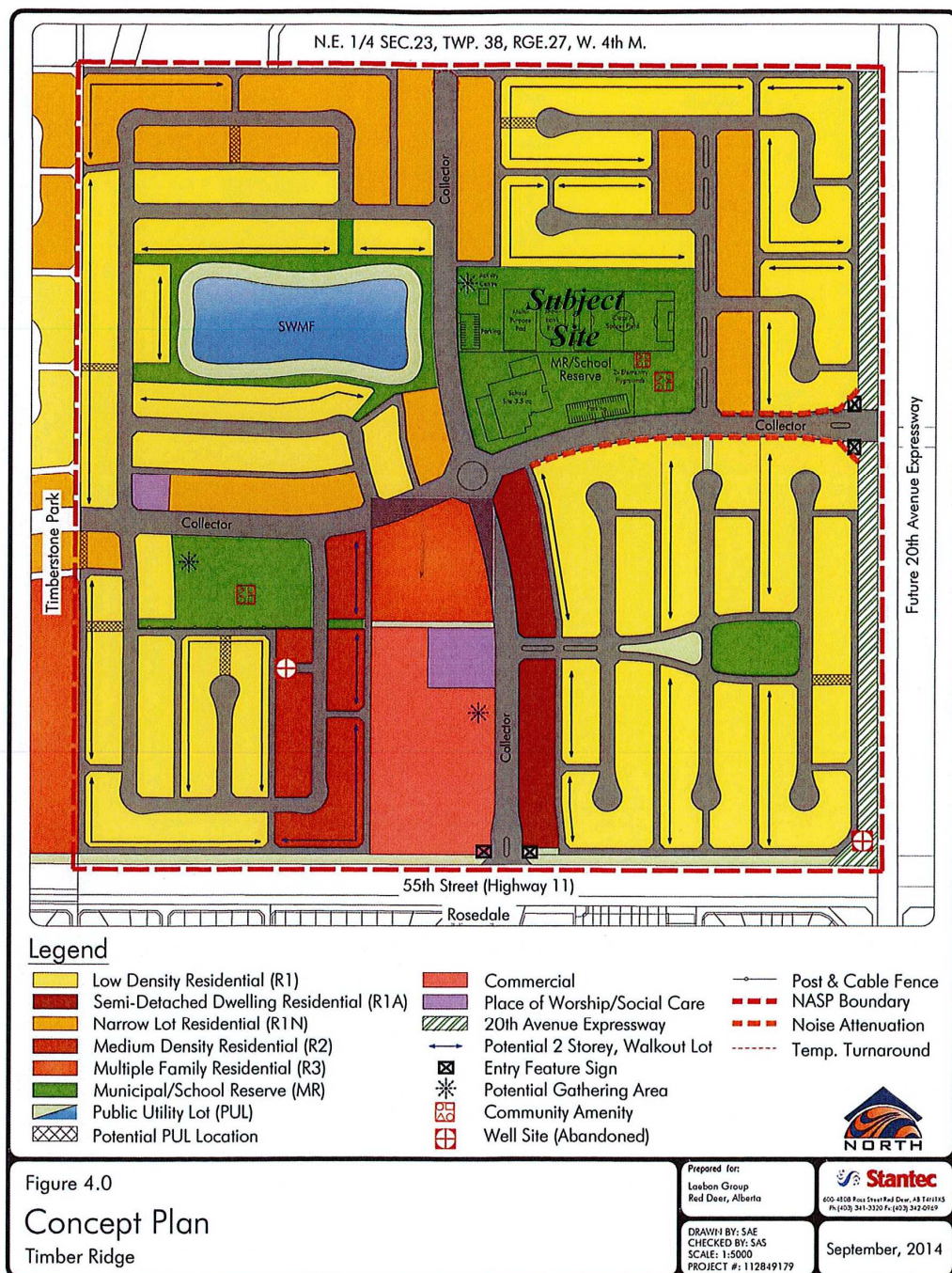
Proposed Resolution

That Council consider first reading of Land Use Bylaw Amendment 3357/P-2015 at this time.

Background:

The Timber Ridge NASP was adopted by Council in September 2012. The purpose of the NASP is to guide future subdivision and development within the Timber Ridge area.

Land Use Concept from Timber Ridge NASP



Discussion:

Bylaw 3357/P - 2105 proposes to redesignate a portion of Timber Ridge. On May 11, 2015 conditional subdivision approval was given to create and dedicate the subject area (± 3.737 hectare) as a municipal reserve (MR) parcel in accordance with the Timber Ridge NASP. Eventually, as per the NASP, a portion of this MR parcel will be subdivided out and dedicated as a school reserve (SR) site for the Red Deer Public School district.

Analysis:

The proposed bylaw conforms to the land use concept of the Timber Ridge NASP. There were no objections to the proposed bylaw from relevant city departments.

BYLAW NO. 3357/P – 2015

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

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

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

1. The land shown in crosshatch in the sketch attached as Schedule A to this Bylaw is redesignated from AI – Future Urban Development District to PS – Public Service (Institutional or Government) District.
2. The “Land Use District Map R16” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 16 / 2015 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 22nd day of June 2015.

READ A SECOND TIME IN OPEN COUNCIL this 20th day of July 2015.

READ A THIRD TIME IN OPEN COUNCIL this 20th day of July 2015.

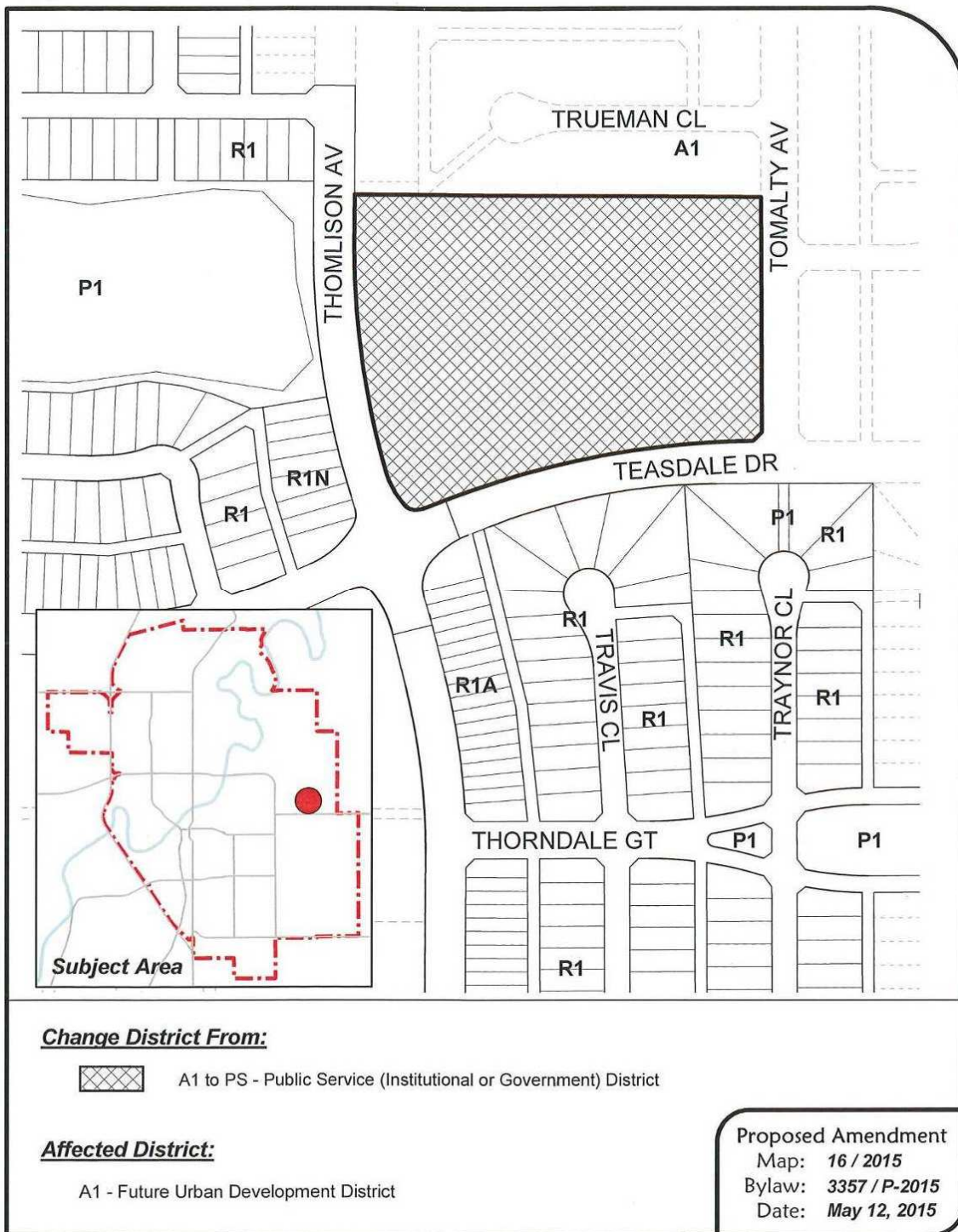
AND SIGNED BY THE MAYOR AND CITY CLERK this 20th day of July 2015.

MAYOR

CITY CLERK



Schedule A
Proposed Amendment to Land Use Bylaw 3357/2006





Council Decision – July 20, 2015

DATE: July 22, 2015
TO: Orlando Toews, Senior Planner
FROM: Frieda McDougall, Legislative Services Manager
SUBJECT: Land Use Bylaw 3357/P-2015
Redesignation of Part of S.E. ¼ Sec:23; 38-27-W4M

Reference Report:

Planning Department, dated June 8, 2015.

Bylaw Reading:

At the Monday July 20, 2015 Regular Council Meeting, Council gave second and third readings to Land Use Bylaw 3357/P-2015 – a bylaw to redesignate a portion of the Timber Ridge area from AI – Future Urban Development District to PS – Public Service (Institutional or Government) District. A copy of the bylaw is attached.

Report back to Council: No

Comments/Further Action:

This office will amend the Land Use Bylaw and distribute copies in due course.

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

Frieda McDougall
Manager
/attach

- c. T. Lodewyk, Director of Planning Services
A. Schaffenburg, Acting Manager of Planning
Corporate Meeting Coordinator

BYLAW NO. 3357/P – 2015

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

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

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

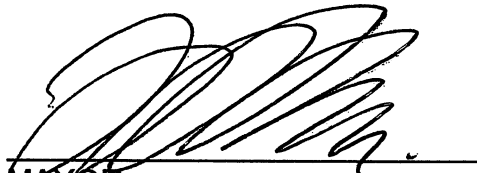
1. The land shown in crosshatch in the sketch attached as Schedule A to this Bylaw is redesignated from AI – Future Urban Development District to PS – Public Service (Institutional or Government) District.
2. The “Land Use District Map R16” contained in “Schedule A” of the Land Use Bylaw is hereby amended in accordance with the Land Use District Map 16 / 2015 attached hereto and forming part of the bylaw.

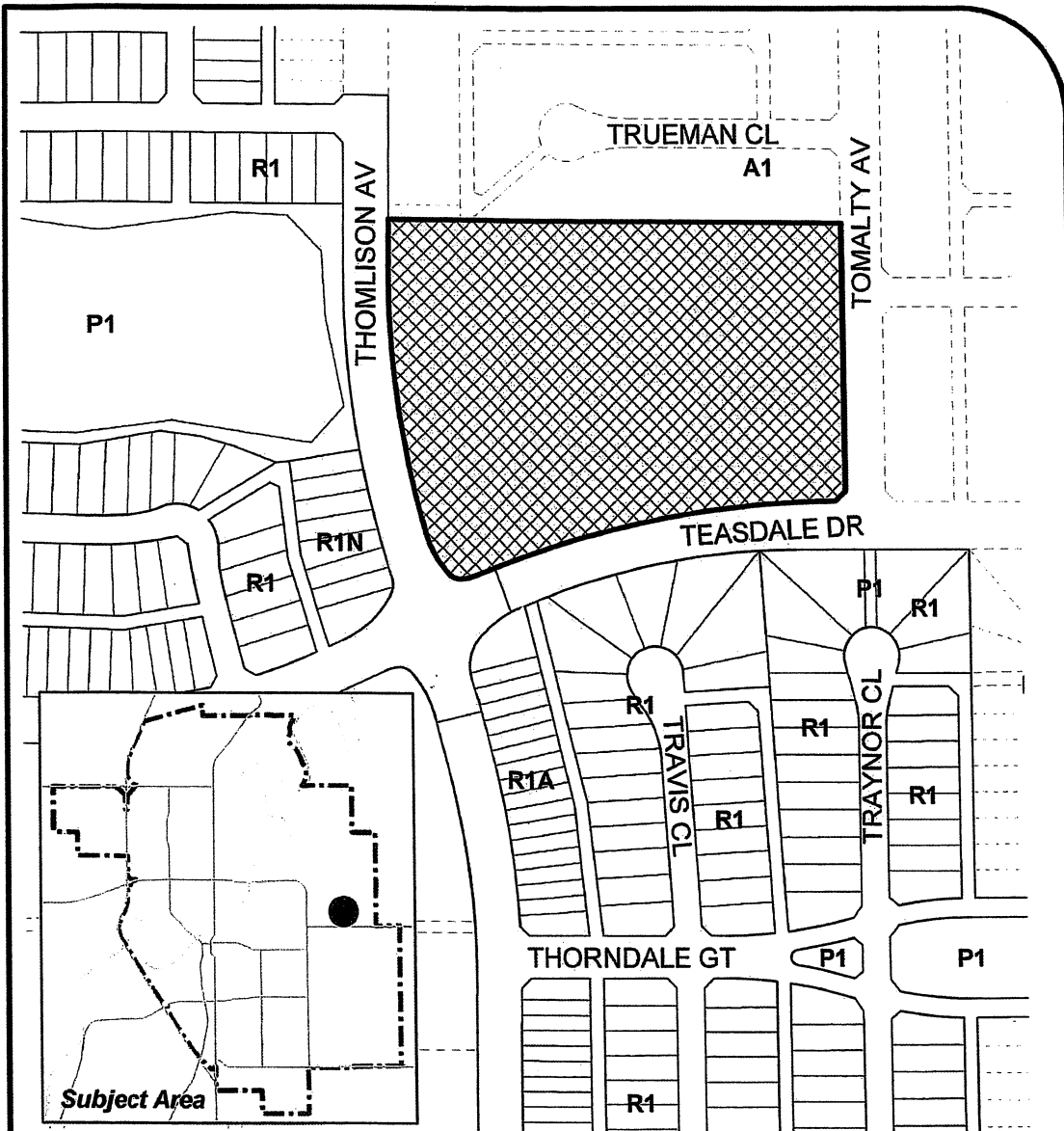
READ A FIRST TIME IN OPEN COUNCIL this 22nd day of June 2015.

READ A SECOND TIME IN OPEN COUNCIL this 20th day of July 2015.

READ A THIRD TIME IN OPEN COUNCIL this 20th day of July 2015.

AND SIGNED BY THE MAYOR AND CITY CLERK this 20th day of July 2015.


MAYOR
CITY CLERK



Change District From:



A1 to PS - Public Service (Institutional or Government) District

Affected District:

A1 - Future Urban Development District

Proposed Amendment

Map: 16 / 2015

Bylaw: 3357 / P-2015

Date: May 12, 2015