



A G E N D A



FOR THE *REGULAR MEETING OF RED DEER CITY COUNCIL*

TO BE HELD IN

THE COUNCIL CHAMBERS, CITY HALL

MONDAY, August 25, 2008

COMMENCING AT 3:00 P.M.



- (1) Confirmation of the Minutes of the Regular Meeting of Monday August 11, 2008.
- (2) **UNFINISHED BUSINESS**
- (3) **PUBLIC HEARINGS**
 1. Parkland Community Planning Services – *Re: Land Use Bylaw Amendment No. 3357/ V-2008 Ground Floor Dwelling Unit Conversions C1 Commercial (City Centre) District* .. 1
(Consideration of 2nd and 3rd Readings)
- (4) **REPORTS**
 1. Legislative & Administrative Services Manager – *Re: Red Deer Downtown Business Association Financial Statements and Auditor's Report December 31, 2007* ..8

2. Social Planning Manager, City Planning Manager, Land Coordinator, Development & Licensing Supervisor and Strategic Planning Supervisor *Re: Secondary Suites Administration Recommendation* ..25
3. Bylaw Research Coordinator and Engineering Services Manager *Re: Traffic Bylaw 3186/97 - Amendment 3186/B-2008* ..29
(Consideration of 3 Readings of the Bylaw)
4. Land & Appraisal Coordinator and Land & Economic Development Manager and Parkland Community Planning Services - *Re:*
 - a) *Road Closure Bylaw 3411/2008 (Service Roads), and Sales along Gaetz Avenue* ..32
(Consideration of 1st Reading of the Bylaw)
 - b) *Land Use Bylaw Amendment No. 3357/AA-2008 Gaetz Avenue / 32 Street Intersection Rezoning of Closed Portions of Road The City of Red Deer* ..34
(Consideration of 1st Reading of the Bylaw)
5. Parkland Community Planning Services *Re: Land Use Bylaw Amendment No. 3357/Z-2008 Clearview North Neighbourhood - Phase 4/Melcor Developments Ltd.* ..37
(Consideration of 1st Reading of the Bylaw)
6. City Manager - *Re: Council Compensation* ..40
7. Environmental Services Manager - *Re: Water Utility Reserve Fund Transfer Additional Cost Water Treatment Plant Caustic Soda Tank* ..41
8. Engineering Services Manager - *Re: 2008 Area Improvement Fees* ..44
9. Engineering Services Manager - *Re: Proposed Off-Site Levy Rates/Bylaw 3412/2008 Off Site Levy 2008* ..48
(Consideration of 1st Reading of the Bylaw)

(5) **CORRESPONDENCE**

(6) **PETITIONS AND DELEGATIONS**

1. **Mr. Terry Heck - Re: Petition for Local Improvement -
Alexander Crescent and Atter Close** ..61

(7) **NOTICES OF MOTION**

(8) **ADMINISTRATIVE INQUIRIES**

(9) **BYLAWS**

1. **3357/ V-2008** - Land Use Bylaw Amendment - Proposed
Exclusion of ground floor dwelling units within the
downtown core: 47th Ave on the East to 51st Ave on the West
and from 52nd Street in the North to 47th/46th Street in the
South. ..1
(2nd & 3rd Readings) ..68
2. **3186/B-2008** - Traffic Bylaw Amendment - recommended
speed limit of 60 km/h be installed approximately 630 metres
south of the 40 Avenue and 77 Street intersection. This
change will align the speed limit south of 77 Street to that of
the existing speed limit north of 77 Street, which is posted at
60 km/h. The speed limit on Riverside Drive between Lions
campground and the Three Mile Bend access will remain at
70 km/h. ..29
(3 Readings) ..70
3. **3411/2008** - Road Closure Bylaw - Gaetz Avenue and 32
Street Intersection - Service Roads. ..32
(1st Reading) ..72

4. **3357/AA-2008** - Land Use Bylaw Amendment - Proposed consolidation of closed portions of roads with adjacent parcels and accommodate them within the C4 Commercial (Major Arterial) District. ..34
 (1st Reading) ..73

5. **3357/Z-2008** - Land Use Bylaw Amendment - Proposed development of Phase 4 of the Clearview North neighbourhood, rezoning of approximately 3.07 ha of land from A1 Future Urban Development District to R2 Residential (Medium Density) District and R3 Residential (Multiple Family) District on order to create 2 multi-unit residential lots. Melcor Developments Ltd. ..37
 (1st Reading) ..75

6. **3412/2008** - Off Site Levy Bylaw - 2008 - proposed uniform levy of off-site costs in respect of previously undeveloped land ..48
 (1st Reading) ..77



DATE: August 18, 2008

TO: City Council

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Parkland Community Planning Services
Proposed Land Use Bylaw Amendment 3357/ V-2008
Ground Floor Dwelling Unit Conversions
C1 Commercial (City Centre) District

History:

At the Monday, July 28 2008 meeting of Council, Land Use Bylaw Amendment 3357/N-2008 received first reading. An administrative error occurred and the correct Land Use Bylaw Amendment number should be: 3357/V-2008, and a resolution to correct the Bylaw number will need to be passed.

Land Use Bylaw Amendment 3357/V-2008 proposes to exclude ground floor dwelling units within the downtown core: 47th Avenue on the East to 51st Avenue on the West and from 52nd Street in the North to 47th / 46th Street in the South. Advertising took place in the Red Deer Advocate, using the correct Land Use Bylaw Amendment No. 3357/V-2008.

Public Consultation Process:

A Public Hearing has been advertised for the above noted bylaw to be held on Monday August 25, 2008 at 6:00 p.m. in Council Chambers, during Council's regular meeting.

Recommendation:

That following the Public Hearing, Council consider:

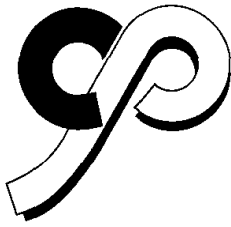
- a) Passing the resolution changing the Land Use Bylaw Amendment number from 3357/ "N"-2008 to: 3357/"V"-2008, and;
- b) 2nd and 3rd readings of Bylaw 3357/V-2008.

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

Public Hearing Item No. 1

Originally Submitted to Council
on July 28, 2008



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

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

To: Kelly Kloss, Manager of Legislative and Administrative Services

From: Haley Horvath, Planner

Date: July 21, 2008

**Re: Land Use Bylaw Amendment No. 3357/V-2008
Ground Floor Dwelling Unit Conversions
C1 Commercial (City Centre) District**

Introduction

Over the last number of years one of the key planning policies for the City of Red Deer has been to encourage and foster a vibrant downtown. Recently there has been discussion around the impact ground floor residential development is having on the vibrancy of downtown's main shopping and pedestrian core.

Background

The City of Red Deer has recently seen an increase in development permit applications for ground floor dwelling units in existing commercial buildings located within The City's Downtown C1 Commercial (City Centre) District. Within the City's Land Use Bylaw, the C1 District allows above ground floor residences as a permitted use while multiple family buildings including ground floor dwelling units are listed as discretionary uses.

The Municipal Planning Commission recently considered a development permit application for 4 dwelling units to replace existing commercial ground floor space in the downtown area. Notwithstanding that ground floor dwelling units in a Multiple Family Building are a C1 discretionary use and that MPC has the authority to either approve or deny such applications based on their individual merit, MPC members expressed concern due to the potential impact on the Downtown if significant amounts of ground floor commercial floor space is lost, or replaced, with ground floor dwelling unit developments.

Current Greater Downtown Action Plan

While the Greater Downtown Action Plan (GDAP) is currently being reviewed; the existing GDAP encourages maintaining the Downtown as the business centre of the City. The Vision for the Greater Downtown is *"a clearly defined area at the centre of Red Deer, made up of distinct interrelated districts. The citizens of Red Deer recognize the Greater Downtown area as a critically important part of their city – it is the focus of civic history, civic pride and community celebration."*

Legislative and Administrative Services Manager
Downtown Ground Floor Residential Conversions
Page 2 of 5

The focus of the GDAP encourages attracting pedestrian traffic with destination locations, higher standards of architecture and maintaining the character and integrity of the Downtown. This is demonstrated by the following Key Principles within the GDAP:

Pedestrian First – all elements of Downtown development should be based on creating an attractive walking environment.

Build on Strengths – radical change is not required in order to ensure future success with Downtown development; rather, we should focus on building on Red Deer's strengths, including an active entrepreneurial economy, vibrant cultural projects such as Ghosts sculptures, and the wonderful park system that currently rings the Greater Downtown area.

Strengthen Area Identities - the Greater Downtown area is very large and can't sustain a single, cohesive identity; areas or neighbourhoods within the Greater Downtown should be identified and initiatives should be taken to strengthen the individual identities of these areas.

Municipal Development Plan

The Municipal Development Plan (MDP) characterizes the downtown as a place that has active spaces to live, shop, work, learn and play. It offers an alternative to the big-box retail areas, which do not generate on-street pedestrian traffic. The mixture of uses downtown creates opportunities to reside, attend cultural events and other recreation/entertainment activities, shop and work in one area and promotes walking and use of transit. It is to be the centre and heart of the region and the primary office location.

Section 12.2 of the Municipal Development Plan titled Hierarchy of Commercial Places, puts further emphasis on the importance of downtown as the city's commercial centre. This section states that the City shall employ a hierarchy of commercial development as follows:

1. Greater Downtown – consisting of commercial uses, residential uses, mixed uses and other uses developed at relatively high density and serving the city and region as the dominant commercial centre.

Internal Review

City Administration (the Greater Downtown Coordinator, the Inspections and Licensing Department, Social Planning Department, City Solicitor and PCPS planning staff) met to discuss the issue of diminishing ground floor commercial floor space in the Downtown commercial core. It was agreed that any continued loss of existing commercial floor space to ground floor dwelling unit conversions would not be in the best interests of the viability of the Downtown.

Stakeholder Discussion

The Red Deer Downtown Business Association (DBA) outlined their support for the proposed amendment in a letter to the Municipal Planning Commission dated April 11, 2008. In this letter it was noted that while the DBA understands the importance and need to create a variety of residential options in the downtown, street-level residential does not contribute to a vibrant, walkable streetscape. As such the DBA has indicated

Legislative and Administrative Services Manager
Downtown Ground Floor Residential Conversions
Page 3 of 5

that they are not in support of ground floor residential development within the commercial core.

Ground Floor Dwelling Unit Policies in Other Municipalities

As part of the background for the proposed amendment, the City of Calgary Land Use Bylaw was also reviewed to determine how the issue of ground floor residential development is dealt with elsewhere. The purpose of the City of Calgary's CM-2 Downtown Business District includes providing for predominately commercial development as well as allowing for a wide range of institutional and residential uses. It also outlines the importance of establishing a system for the provision of at grade amenities available to the public. This is similar to the purpose of the City of Red Deer's C1 District which is intended to act as the main office area for the city and provide a wide range of commercial, institutional, cultural and residential development.

Upon review of the City of Calgary's CM-2 District, it was noted that the ground and second floors of a development shall be built to be capable of accommodating a range of non-office commercial uses such as retail stores, entertainment establishments, drinking establishments, restaurants only.

In addition, within the CM-2 District it is noted that no residential unit in a mixed use building shall be located below the third floor unless in the opinion of the Approving Authority, the location of such units meets the specific requirements and is located in an acceptable residential environment.

Therefore it would appear that ground floor dwelling units are generally not supported in Calgary's Downtown Business District and may be allowed in only very specific circumstances.

Planning Analysis

Conversion of ground floor commercial space in the main shopping and pedestrian areas of the downtown raises several concerns.

Firstly, changing existing retail/commercial space to dwelling units is not in keeping with the policies and intent outlined in the GDAP and MDP. These plans focus on attaining pedestrian traffic and making downtown a destination for city wide residents and visitors alike.

Secondly, to remain vibrant the downtown must have a blend of land uses. Converting ground floor retail space to dwelling units has the potential to limit the number of new retail opportunities within the downtown. Many current services and businesses found in the downtown are what draw people into the area and their location at street level encourages pedestrians to walk through the Downtown neighborhood. A person passing by ground level dwelling units is likely to experience a space that is very much closed off from the street and that does not offer much in terms of interest or opportunity for interaction. This is in contrast to the experience one is likely to have when passing by ground floor commercial with display windows, unique lighting or signage, ground floor restaurants, cafés or coffee places where the use is oriented to the street and people are drawn in.

Legislative and Administrative Services Manager
Downtown Ground Floor Residential Conversions
Page 4 of 5

Thirdly, the core area of the downtown has purposely been designed to incorporate a streetscape that encourages pedestrians. Public art, street furniture, and landscaped “traffic bulbs” have all been used to encourage people to walk in and enjoy the downtown. If more street level dwelling unit conversions occur within the established Downtown commercial core area, we may begin to see less continuity in the commercial uses at the street level and a more fragmented streetscape which will further discourage pedestrian traffic in the Downtown. Because pedestrian oriented foot traffic plays such a vital role in the livelihood of any Downtown, any development that may discourage pedestrian traffic is especially concerning. While residential uses in the downtown are still strongly encouraged and supported, Administration believes that the downtown needs to be maintained as a retail/commercial hub and destination.

To address these concerns, a “commercial core” area has been defined within which ground floor residential uses will be restricted. The boundaries for the commercial core come from the Greater Downtown Action Plan and were established through the planning process when the plan was created. The core runs from 47th Ave. on the east to 51st Ave. on the west and from 52nd St. in the north to 47th /46th St. in the south (see attached map). Within the GDAP it is recognized that the “commercial core” should be maintained as the professional and public sector office centre of Red Deer. The plan also points out that in the core, redevelopment to a residential use is supported when it is located on the second floor or higher in commercial core buildings. Therefore, in keeping with the policies of the Greater Downtown Action Plan, planning staff recommend that the “commercial core” area be clearly defined in the Land Use Bylaw and that ground floor dwelling units not be permitted within this area.

Recommendation

1. That City Council give first reading to Land Use Bylaw (LUB) amendment 3357/V-2008.

Respectfully Submitted,

Haley Horvath
Planner

Nancy Hackett
Assistant City Planning Manager



Downtown Core Area

Bylaw No. 3357 / V-2008



Area of Downtown Core

Bylaw No. 3357/2006

Figure 18



Red Deer Downtown Business Association

Originally Submitted to Council
July 28 2008

April 11, 2008

Mayor Morris Flewwelling, Chair
Municipal Planning Commission
The City of Red Deer
Box 5008
Red Deer, AB T4N 3C8

Your Worship and Members of the Municipal Planning Commission:

On behalf of the board and members of the Downtown Business Association, I write to provide comment on proposed ground level residential development in the downtown.

Successful downtowns are walkable. People will walk only if they have an interesting and safe streetscape and people to watch along the way. Thriving downtowns have established a critical mass of pedestrian-scale uses; there are people on the streets because there are commercial and people places along the streets. While we all understand the importance and need to create a variety of residential options in the downtown, street-level residential does not contribute to a vibrant, walkable streetscape.

Fostering a walkable community is the key to the revival of a downtown. Just as a crowded restaurant is the best recommendation that it is a good place, crowded sidewalks recommend downtown, signaling a safe environment, and providing an excitement that draws people to the area.

We anticipate that the Greater Downtown Action Plan Review will include a renewed vision for our downtown that will dictate land-use regulation that guides desired downtown development that supports smart-growth and walkability.

Until that process is in place, we respectfully request that you not set a precedent that is potentially contradictory to the vision and will suppress desired development.

As you review the proposal, if there is an opportunity for the DBA to participate, I actively volunteer my services.

Sincerely,

Laura Turner
Executive Director

cc Tony Lindhout, PCPS
Paul Meyette, Inspections & Licensing
Nick Riebeek, Solicitor, CoRD
DBA Board

Red Deer Downtown Business Association

5024 Ross Street, 2nd Floor Red Deer AB T4N 1Y3
Phone 403.340.8696 Fax 403.340.8699
Email info@downtownreddeer.com Web www.downtownreddeer.com

FILE

DATE: August 26, 2008

TO: Haley Horvath, Parkland Community Planning Services
Nancy Hackett, Assistant City Planning Manager

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment No. 3357/V-2008
Ground Floor Dwelling Unit Conversions
C1 Commercial (City Centre) District

Reference Report:

Parkland Community Planning Services, July 21, 2008.

Resolutions:

"Resolved that Council of the City of Red Deer after considering the report from the Legislative and Administrative Services Manager, dated August 18, 2008 Re: Land Use Bylaw Amendment No. 3357/V-2008 Ground Floor Dwelling Unit Conversions / C1 Commercial (City Centre) District, hereby agrees to change the Land Use Bylaw Amendment No. 3357/N-2008 to Land Use Bylaw Amendment No. 3357/V-2008."

Bylaw Readings:

Land Use Bylaw Amendment 3357/V-2008 received first reading, at the Monday July 28, 2008 Council Meeting. A Public Hearing was advertised. The Bylaw was advertised using the correct Land Use Bylaw Amendment No. 3357/V-2008. The Public Hearing was held on Monday August 25, 2008. Land Use Bylaw Amendment 3357/V-2008 received second and third readings, a copy of which is attached.

Report Back to Council: No.

Comments/Further Action:

Land Use Bylaw Amendment 3357/V-2008 provides for the exclusion of ground floor dwelling units within the downtown core: 47th Avenue in the East to 51st Avenue in the West and from 52nd Street in the North to 47th / 46th Street in the South. This office will amend the Land Use Bylaw in due course.



Kelly Kloss
Manager

/attach

Cc: Director of Development Services
Assessment and Taxation Manager
City Assessor
Inspections & Licensing Manager
Inspections & Licensing Supervisor
Land & Economic Development Manager
Graphics Designer
LAS FILE

BYLAW NO. 3357/ V-2008

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

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

1. Section 5.1(1) (b) is modified to delete subsection (XIV) Multiple family building, including ground floor dwelling units and replace it with the following:
“(XIV) Multiple Family Building, excluding ground floor dwelling units within the downtown core as outlined in section 7.11 Figure 17.
2. New subsection (e) is added to section 5.1 (2) as follows:
"Notwithstanding anything in this bylaw, the following uses are not permitted on the ground floor of any building in the downtown core area of the C1 district as identified in section 7.11 Figure 17:
 - a. Dwelling Units
 - b. The residential component of a building associated with any other permitted or discretionary use in the C1 district."

READ A FIRST TIME IN OPEN COUNCIL THIS 28th day of July 2008.

READ A SECOND TIME IN OPEN COUNCIL THIS 25th day of August 2008.

READ A THIRD TIME IN OPEN COUNCIL THIS 25th day of August 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this 25th day of August 2008.

“Morris Flewwelling”

MAYOR

“Kelly Kloss”

CITY CLERK



North
Not to Scale



Downtown Core Area

Bylaw No. 3357 / V-2008



Area of Downtown Core

Bylaw No. 3357/2006

Figure 18



LEGISLATIVE & ADMINISTRATIVE SERVICES

FILE

August 26, 2008

Laura Turner, Executive Director
Downtown Business Association
111A, 4818 50 Avenue
Red Deer, AB
T4N 4A3

Dear Ms. Turner:

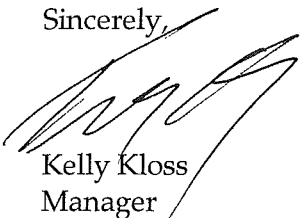
**Re: Land Use Bylaw Amendment 3357/V-2008
Ground Floor Dwelling Unit Conversions
C1 Commercial (City Centre) District**

At the City of Red Deer Council Meeting on Monday August 25, 2008, a Public Hearing was held with respect to *Land Use Bylaw Amendment 3357/V-2008*. Following the Public Hearing Land Use Bylaw Amendment 3357/V-2008 was given 2nd and 3rd Readings. For your information a copy of the bylaw is attached.

Land Use Bylaw Amendment 3357/V-2008 provides for the exclusion of ground floor dwelling units within the downtown core: 47th Avenue in the East to 51st Avenue in the West and from 52nd Street in the North to 47th / 46th Street in the South (see attached map). Within the Greater Downtown Action Plan it is recognized that the "commercial core" should be maintained as the professional and public sector office centre of Red Deer. Redevelopment of a residential use is supported when it is located on the second floor or higher in commercial core buildings. In keeping with the Greater Downtown Action Plan the "commercial core" is now clearly defined in the Land Use Bylaw and ground floor dwelling units are not permitted within the above described area.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services

BYLAW NO. 3357/ V-2008

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

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

1. Section 5.1(1) (b) is modified to delete subsection (XIV) Multiple family building, including ground floor dwelling units and replace it with the following:
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 - b. The residential component of a building associated with any other permitted or discretionary use in the C1 district."

READ A FIRST TIME IN OPEN COUNCIL THIS 28th day of July 2008.

READ A SECOND TIME IN OPEN COUNCIL THIS 25th day of August 2008.

READ A THIRD TIME IN OPEN COUNCIL THIS 25th day of August 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this 25th day of August 2008.

“Morris Flewwelling”

MAYOR

“Kelly Kloss”

CITY CLERK



North
Not to Scale



Downtown Core Area

Bylaw No. 3357 / V-2008



Area of Downtown Core

Bylaw No. 3357/2006

Figure 18

The City of Red Deer
Bylaw Readings

Moved by Councillor: Lorna W-2 Seconded by Councillor: Parks
PARKS WONG

That Land Use Bylaw Amendment 3357/V -2008 proposing exclusion of ground floor dwelling units within the Downtown core - 47th Ave on the East to 51st Ave on the West and from 52nd Street in the North to 47th/46th Street in the South,

BE READ A FIRST TIME THIS 28 DAY OF July, 2008.

BE READ A SECOND TIME THIS 25 DAY OF AUGUST, 2008.

BE READ A THIRD TIME THIS 25 DAY OF AUGUST, 2008.

REMINDER FOR COUNCIL MEMBERS: YOU MUST BE IN ATTENDANCE AT ALL OR A PORTION OF THE PUBLIC HEARING IN ORDER TO PARTICIPATE IN DEBATE AND VOTE ON 2ND AND 3RD READINGS OF THIS BYLAW.

* Due to an administrative error the original reading used 3357/N-2008, the correct Bylaw Amendment No. is 3357/V-2008

The City of Red Deer
Bylaw Readings

Moved by Councillor: Shirley

Seconded by Councillor: GARKE

That Land Use Bylaw Amendment 3357/~~M~~[✓]-2008 proposing exclusion of ground floor dwelling units within the Downtown core - 47th Ave on the East to 51st Ave on the West and from 52nd Street in the North to 47th/46th Street in the South,

BE READ A FIRST TIME THIS 28 DAY OF July, 2008.

BE READ A SECOND TIME THIS _____ DAY OF _____, 2008.

BE READ A THIRD TIME THIS _____ DAY OF _____, 2008.

REMINDER FOR COUNCIL MEMBERS: YOU MUST BE IN ATTENDANCE AT ALL OR A PORTION OF THE PUBLIC HEARING IN ORDER TO PARTICIPATE IN DEBATE AND VOTE ON 2ND AND 3RD READINGS OF THIS BYLAW.

3357/ V-2008 LUB Exclusion of Ground Floor Dwellings

DESCRIPTION: LUB proposing exclusion of ground floor dwellings within the downtown core

FIRST READING: July 28, 2008

FIRST PUBLICATION: August 8, 2008

SECOND PUBLICATION: August 15, 2008

PUBLIC HEARING & SECOND READING: August 25, 2008

THIRD READING: August 25, 2008

LETTERS REQUIRED TO PROPERTY OWNERS: YES ☐ NO ☐

DEPOSIT: YES ☐ \$ _____ NO ☒

COST OF ADVERTISING RESPONSIBILITY OF: _____

ACTUAL COST OF ADVERTISING:

\$ _____ X 2

TOTAL: \$ _____

MAP PREPARATION: \$ _____

TOTAL COST: \$ _____

LESS DEPOSIT RECEIVED: \$ _____

AMOUNT OWING/ (REFUND): \$ _____

INVOICE NO.: _____

BATCH NO.: _____

(Advertising Revenue to 180.5901)

LAND USE BYLAW AMENDMENT 3357/V -2008
Ground Floor Dwelling Unit Conversions
C1 Commercial (City Centre) District

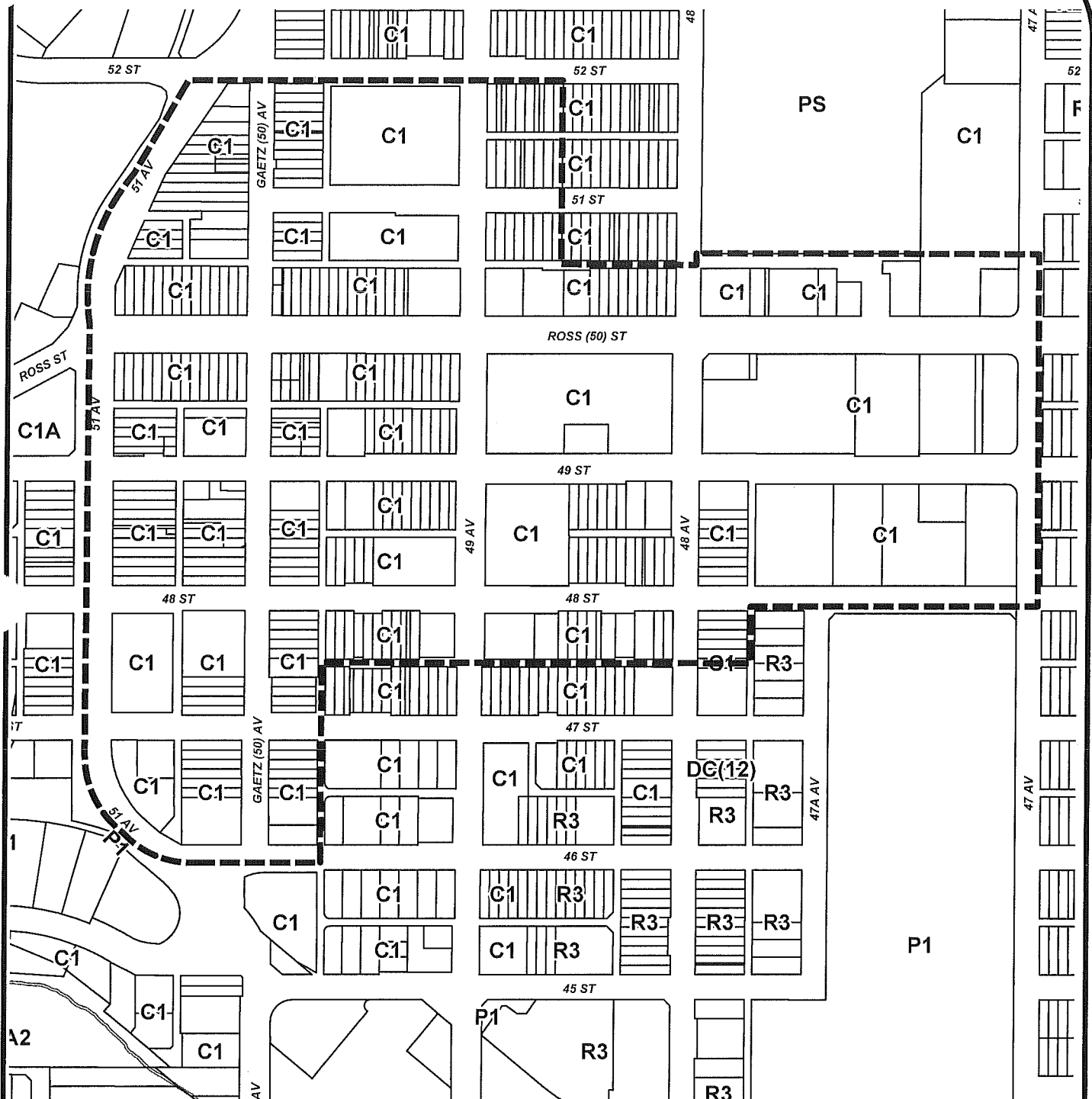
City Council proposes to pass **Land Use Bylaw Amendment 3357/V -2008**, which provides for the exclusion of ground floor dwellings in the Commercial Core within the Downtown area. The boundaries for the Commercial Core come from the Greater Downtown Action Plan (GDAP) and were established through the planning process. The core runs from 47th Ave on the East to 51st Ave on the West and from 52nd Street in the North to 47th/46th Street in the South. Within the GDAP it is recognized that the "Commercial Core" should be maintained as the professional and public sector office centre of Red Deer. Residential redevelopment is supported when it is located on the second floor or higher on commercial core buildings.

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

Figure 18

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on Monday **August 25, 2008** at 6:00p.m. in Council Chambers, 2nd Floor at City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Administrative Services by **Tuesday August 19, 2008**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Administrative Services at 342-8132.

(Publication Dates: August 8, 2008 and August 15, 2008)



Downtown Core Area

Bylaw No. 3357 / V-2008



Reports Item No. 1



Legislative & Administrative Services

DATE: August 18, 2008

TO: City Council

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Red Deer Downtown Business Association
Financial Statements and Auditors' Report December 31, 2007

History:

The Downtown Business Revitalization zone Bylaw No. 2827/83 states, in Section 10, subheading 'Power & Duties', page 8:

"On or before March 1st in each year, the Board shall submit its Annual Report for the preceding year to the Council and that report shall include a summary of the year's activities and a complete audited financial statement of its affairs, with a balance sheet and a revenue and expenditure statement."

Due to circumstances beyond the Downtown Business Association's control the audited financial statements were not available until recently. Attached is the Red Deer Downtown Business Association - Financial Statements and Auditors' Report, dated December 31, 2008 and the 2007 Annual Report.

Recommendation:

The Financial Statements and the Auditors' Report are presented to Council for their information.

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

**RED DEER DOWNTOWN BUSINESS
ASSOCIATION**

**Financial Statements and
Auditors' Report**

December 31, 2007



COLLINS BARROW RED DEER LLP
300, 5010 - 43 Street
Red Deer, Alberta, Canada
T4N 6H2

T. 403.342.5541

F. 403.347.3766

email: reddeer@collinsbarrow.com

AUDITORS' REPORT

To the Board of Directors of Red Deer Downtown Business Association

We have audited the statement of financial position of the Red Deer Downtown Business Association as at December 31, 2007 and the statements of operations, changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Red Deer, Alberta
June 16, 2008

Collins Barrow
Red Deer LLP

Chartered Accountants

RED DEER DOWNTOWN BUSINESS ASSOCIATION**Contents****December 31, 2007**

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RED DEER DOWNTOWN BUSINESS ASSOCIATION
Statement of Financial Position
December 31, 2007

	2007	2006 (restated)
ASSETS		
Current assets		
Cash (note 6)	\$ 208,849	181,889
Accounts receivable	16,923	5,687
Prepaid expenses	<u>3,324</u>	<u>3,290</u>
	229,096	190,866
Capital assets (note 7)	11,191	4,286
Cultural enhancement assets	<u>-</u>	<u>470,408</u>
	<u>\$ 240,287</u>	<u>665,560</u>
LIABILITIES		
Current liabilities		
Accounts payable and accruals	\$ 47,951	18,153
Deferred revenue (note 8)	94,327	117,955
Current portion of long-term debt	<u>7,968</u>	<u>7,421</u>
	150,246	143,529
Long-term debt (note 9)	<u>8,555</u>	<u>16,523</u>
	<u>158,801</u>	<u>160,052</u>
NET ASSETS		
Unrestricted	70,295	56,102
Investment in capital assets	<u>11,191</u>	<u>449,406</u>
	<u>81,486</u>	<u>505,508</u>
	<u>\$ 240,287</u>	<u>665,560</u>

Approved by the Board:

_____ Director _____ Director

RED DEER DOWNTOWN BUSINESS ASSOCIATION**Statement of Changes in Net Assets****Year Ended December 31, 2007**

	Unrestricted	Investment in Capital Assets	2007	2006
Net assets, beginning of year, as previously stated	\$ 56,102	449,406	505,508	496,028
Prior year adjustment (note 3)	_____ -	_____ -	_____ -	<u>16,818</u>
Net assets, beginning of year, as restated	56,102	449,406	505,508	512,846
Excess (deficiency) of revenue over expenses	49,879	(3,493)	46,386	(7,338)
Transfer of cultural enhancement assets (note 13)	(25,288)	(445,120)	(470,408)	-
Investment in capital assets	<u>(10,398)</u>	<u>10,398</u>	_____ -	<u>_____ -</u>
Net assets, end of year	\$ <u>70,295</u>	\$ <u>11,191</u>	\$ <u>81,486</u>	<u>505,508</u>

RED DEER DOWNTOWN BUSINESS ASSOCIATION
Statement of Operations
Year Ended December 31, 2007

	2007	2006 (restated)
Revenue		
Business revitalization zone tax	\$ 201,000	178,500
Streetscape maintenance, graffiti and banners	99,298	78,879
Other revenue	4,645	8,898
Grant revenue	<u>718</u>	<u>4,282</u>
	<u>305,661</u>	<u>270,559</u>
Expenses		
Salaries and benefits	154,650	135,067
Advertising and promotion	19,581	30,471
Office	16,252	30,861
Rent	15,834	15,000
Professional fees	12,774	6,054
Automotive	11,647	7,747
Special events	7,633	20,443
BRZ assessment	5,000	5,000
Conferences and fees	4,261	7,367
Amortization	3,493	3,175
Insurance	3,435	6,368
Telephone	2,361	2,427
Interest on long-term debt	1,491	1,887
Interest and bank charges	93	1,089
Project expenses	<u>-</u>	<u>4,282</u>
	<u>258,505</u>	<u>277,238</u>
Excess (deficiency) of revenue over expenses, before the following	47,156	(6,679)
Alberta Main Streets Program (page 12)	<u>770</u>	<u>659</u>
Excess (deficiency) of revenue over expenses	\$ <u>46,386</u>	<u>(7,338)</u>

RED DEER DOWNTOWN BUSINESS ASSOCIATION**Statement of Cash Flows****Year Ended December 31, 2007**

	2007	2006 (restated)
CASH PROVIDED BY (USED FOR)		
Operating activities		
Cash receipts from taxation, grants and other revenues	\$ 270,797	277,808
Cash paid to suppliers and employees	(224,432)	(270,246)
Interest paid	<u>(1,586)</u>	<u>(2,973)</u>
	<u>44,779</u>	<u>4,589</u>
Investing activities		
Purchase of capital assets	<u>(10,398)</u>	<u>-</u>
Financing activities		
Repayment of long-term debt	<u>(7,421)</u>	<u>(6,911)</u>
Increase (decrease) in cash	26,960	(2,322)
Cash, beginning of year	<u>181,889</u>	<u>184,211</u>
Cash, end of year	<u>\$ 208,849</u>	<u>181,889</u>

RED DEER DOWNTOWN BUSINESS ASSOCIATION

Notes to the Financial Statements

December 31, 2007

1. Nature of Activities

The Red Deer Downtown Business Association is a not-for-profit organization established by municipal bylaws of the City of Red Deer to enhance and support the business opportunities in the downtown area. The Association's equity is not available for distribution to the members. In the event of dissolution the Board shall cease to exist and its undertaking, assets and liabilities shall be assumed by the City of Red Deer.

The Association being a not-for-profit organization is exempt from income tax in accordance with section 149 of the Income Tax Act.

2. Significant Accounting Policies

Measurement uncertainty

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of estimates include: estimated useful lives of capital assets and fair value of financial instruments. Actual results may differ from management's best estimates as additional information becomes available in the future.

Capital assets

Amortization of capital assets is calculated using the straight-line method at the following rates:

Storage shed	10%
Furniture and equipment	20%
Kiosks	20%
Signs	20%
Automotive	30%
Computers	30%

One half the amortization is calculated in the year of acquisition.

Revenue recognition

Revenue is recognized using the deferral method of accounting. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

RED DEER DOWNTOWN BUSINESS ASSOCIATION

Notes to the Financial Statements

December 31, 2007

2. Significant Accounting Policies (continued)

Contributed services

Volunteers are an integral part of the Association's operations. Because of the difficulty in determining the fair value of the services, contributed services are not recognized in the financial statements.

3. Prior Year Adjustment

Prior year comparatives have been restated to recognize grant revenue received from the Alberta Main Streets Program from 2000 to 2006. During those years the Association incurred salaries and benefit expenses eligible for the salary subsidy grant under the program. As a result of not recognizing this revenue, prior year's deferred revenue was overstated and net assets were understated.

As a result of this restatement, the 2006 comparative figures have been restated as follows:

Decrease to deferred revenue	\$ (18,797)
Increase to beginning unrestricted net assets	16,818
Increase to excess revenues over expenses	\$ 1,979

4. Change in Accounting Policy

Financial Instruments

Effective January 1, 2007, the Association adopted Canadian Institute of Chartered Accountants (CICA) Handbook Section 3855, Financial Instruments - Recognition and Measurement. This new handbook section provides comprehensive requirements for the recognition and measurement of financial instruments. There were no significant changes as a result of adopting this section.

RED DEER DOWNTOWN BUSINESS ASSOCIATION

Notes to the Financial Statements

December 31, 2007

5. Recent Accounting Pronouncements

Disclosure - Financial Instruments

In December 2006, the CICA issued Handbook Section 3862, Financial Instruments – Disclosures, and Section 3863, Financial Instruments – Presentation. Section 3862 and 3863 requires disclosures that enable users to evaluate both the significance of financial instruments for the Association's financial position and performance; and the nature and extent of risks arising from financial instruments to which the Association is exposed during the period and how the Association manages those risks.

The Association will be required to adopt these standards for its fiscal period ending December 31, 2008. Management believes that there will not be significant changes as a result of adopting these sections.

6. Cash	2007	2006 (restated)
Unrestricted cash	\$ 116,362	64,652
Alberta Main Streets Program	<u>92,487</u>	<u>117,237</u>
	<u>\$ 208,849</u>	<u>181,889</u>

Included in cash are unutilized grant funds from the Alberta Main Streets Program, as described in note 8. These funds are restricted to expenses in accordance with the contribution agreements.

7. Capital Assets			2007	2006
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net</u>	<u>Net</u>
Furniture and equipment	\$ 22,703	20,350	2,353	4,213
Kiosks	19,384	19,384	-	-
Computers	18,654	18,654	-	73
Signs	11,779	11,779	-	-
Automotive	10,398	1,560	8,838	-
Storage shed	<u>1,550</u>	<u>1,550</u>	<u>-</u>	<u>-</u>
	<u>\$ 84,468</u>	<u>73,277</u>	<u>11,191</u>	<u>4,286</u>

RED DEER DOWNTOWN BUSINESS ASSOCIATION

Notes to the Financial Statements

December 31, 2007

8. Deferred Revenue	2007	2006 (restated)
Alberta Main Streets Program - Rehabilitation	\$ 83,739	104,869
- Salary Subsidy	<u>8,748</u>	<u>12,368</u>
	92,487	117,237
Deferred adopt-a-planter revenue	1,840	-
City of Red Deer Mural Project	<u>-</u>	<u>718</u>
	\$ <u>94,327</u>	<u>117,955</u>

Alberta Main Streets Program

The Association received funds from the Province of Alberta and the City of Red Deer under this program. Funding from this program is designated to help restore and preserve the historical architecture and engineering resources in the downtown area. As part of the agreement the Association received annual salary subsidies from the Province and City to fund the Main Street Coordinator position. The Association also received rehabilitation funds from the Province for projects under the program.

The program has concluded as at December 31, 2007. The parties involved have not agreed upon the use of the unutilized funds or whether repayment of all or part of these funds will be required.

Adopt-A-Planter

The Association has also entered into three-year contracts with local businesses to maintain the decor of the downtown area.

9. Long-Term Debt	2007	2006
Loan payable to the City of Red Deer in annual instalments of \$9,187 including interest at 7.375%, due March 1, 2009.	\$ 16,523	23,944
Current portion	<u>7,968</u>	<u>7,421</u>
	\$ <u>8,555</u>	<u>16,523</u>

RED DEER DOWNTOWN BUSINESS ASSOCIATION
Notes to the Financial Statements
December 31, 2007

9. Long-Term Debt (Continued)

2007**2006**

Estimated principal repayments for the next two years are as follows:

2008	\$ 7,968
2009	<u>8,555</u>
	\$ <u>16,523</u>

10. Financial Instruments

The Association's financial instruments consist of cash, accounts receivable, accounts payable and accruals and long-term debt. The fair value of these financial instruments approximates their carrying value, unless otherwise noted. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments except as follows:

Interest rate risk

The Association is exposed to interest rate price risk as the long-term debt bears interest at a fixed interest rate.

11. Commitments

In November 2007 the Association entered into a lease agreement for office space that expired in May of 2008. Effective June 2008 the Association commenced occupying a new premises for which a new lease agreement has yet to be finalized.

12. Economic Dependence

The Red Deer Downtown Business Association is economically dependent on the City of Red Deer for its continuing operations. Ninety-eight percent (2006 - ninety-seven) of the Association's revenues come from business revitalization zone taxes collected on behalf of the association and from contracted services for streetscape maintenance, graffiti removal and banner changes.

RED DEER DOWNTOWN BUSINESS ASSOCIATION

Notes to the Financial Statements

December 31, 2007

13. Related Party Transactions	2007	2006
--------------------------------	------	------

The Red Deer Downtown Business Association is related to the City of Red Deer as the City has control over the operating, financing and investing activities of the Association. During the year the Association had the following transactions with the City:

Business revitalization zone tax collected by City on behalf of the Association	\$ 201,000	178,500
Streetscape maintenance, graffiti and banner revenues	93,677	73,179
Contribution to Alberta Main Streets Program	23,000	23,000
BRZ assessment charged by City for collection of tax	\$ 5,000	5,000

At the end of the year the Association had a balance receivable from the City of Red Deer of \$10,663 (2006 - \$5,244).

These transactions are in the normal course of operations and measured at the exchange amount, which is the amount of consideration established and agreed to and paid by the related parties.

During the year the Association transferred cultural enhancement assets with a carrying value of \$470,408 to the City of Red Deer for nominal proceeds. The City will be responsible for continuing operating costs, including maintenance and insurance. The Association is responsible for the remaining long-term debt repayments, as disclosed in note 9.

The disposal has been recorded at the carrying amount of the assets with the loss on disposal being recorded as a decrease in net assets. As a result of this transaction, investment in capital assets has been adjusted as follows:

Decrease in cultural enhancement assets	\$(470,408)
Assumption of long-term debt by the Association	23,944
Accrued interest on long-term debt	<u>1,344</u>
	<u>\$(445,120)</u>

14. Subsequent Event

Subsequent to the end of the year the Association moved to a different premises. As part of the move the Association is in the process of completing leasehold improvements with total costs of approximately \$20,000 to \$25,000.

RED DEER DOWNTOWN BUSINESS ASSOCIATION

Notes to the Financial Statements

December 31, 2007

15. Comparative Amounts

The comparative figures for the year ended December 31, 2006 were audited by another firm of public accountants and are presented for comparative purposes only.

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.

RED DEER DOWNTOWN BUSINESS ASSOCIATION**Supplementary Financial Information****Year Ended December 31, 2007**

	2007	2006 (restated)
Alberta Main Streets Program Revenue and Expenses		
Revenue		
Province of Alberta	\$ 99,750	46,181
City of Red Deer	<u>23,000</u>	<u>23,000</u>
	<u>122,750</u>	<u>69,181</u>
Expenses		
Scott Block	34,470	11,107
Potter's Hand	30,124	-
Salaries and benefits	28,419	30,088
Alberta Meat Market	20,492	3,615
Park Hotel	3,008	-
Special projects	2,213	5,444
Administrative expenses	1,093	660
Signage, awnings and other repairs	937	9,238
Hornstrom Block	781	2,455
Sissons Fur	748	-
Games & Music	495	-
Snell Block	495	-
Metropolitan	245	-
Prairie Office	-	4,900
Buffalo Hotel	<u>-</u>	<u>2,333</u>
	<u>123,520</u>	<u>69,840</u>
Association's contribution to program	<u>\$ (770)</u>	<u>(659)</u>

Comments:

This item is provided for Council Members information only.

"Craig Cutis"
City Manager

* The 2007 Annual Report is submitted as Attachment 'A'



LEGISLATIVE & ADMINISTRATIVE SERVICES

FILE

August 26, 2008

Laura Turner, Executive Director
Downtown Business Association
111A, 4818 50 Avenue
Red Deer, AB
T4N 4A3

Dear Ms. Turner:

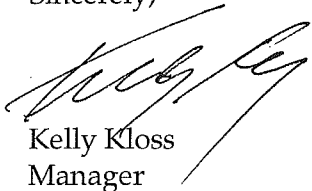
**Re: Red Deer Downtown Business Association
Financial Statements and Auditor's Report
December 31, 2007**

At the City of Red Deer Council Meeting on Monday August 25, 2008, Council considered for information the Downtown Business Association's financial statements and auditor's report for December 31, 2007.

Thank you for forwarding these documents to us for consideration.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss
Manager

c. Director of Corporate Services

The Downtown Business Association

In 1984, Council approved the request of downtown businesses to establish a Business Revitalization Zone (BRZ) in accordance with the Municipal Government Act.

A BRZ Levy is charged to businesses operating within the BRZ boundary. The levy is based on the percentage of the net annual rental value of the areas occupied by the business. The minimum levy is \$150 per year and is calculated and invoiced annually by The City of Red Deer.

The DBA's Board of Directors is responsible for the management of this zone, including preparation and administration of its budget.

Auditors' Report

To the Board of Directors of the Red Deer Downtown Business Association

We have audited the balance sheet of the Red Deer Downtown Business Association as at December 31, 2006 and the statement of operating fund and cultural projects fund (ghosts fund) for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2006 and the results of its operations and the changes in its cash position for the year then ended in accordance with Canadian generally accepted accounting principles.

Downey Swain Roth LLP
Chartered Accountants
March 23, 2007

Balance Sheet - Year Ended December 31, 2006

Assets	Operating Fund	Ghosts Fund	Main Street Fund	Murals Fund	2006 Total	2005 Total
Current assets:						
Cash	\$ 45,137	-	\$136,034	\$ 718	\$181,889	\$184,211
Amounts receivable	5,687	-	-	-	5,687	750
Prepaid expenses	3,290	-	-	-	3,290	7,789
Property & equipment	4,286	-	-	-	4,286	7,461
Ghosts assets	-	470,408	-	-	470,408	470,408
	\$ 58,400	\$470,408	\$136,034	\$ 718	\$665,560	\$670,619
Liabilities						
Current liabilities:						
Accounts payable	\$ 16,807	\$ 1,345	-	-	\$ 18,152	\$24,500
Deferred revenue	-	-	136,034	718	136,752	119,236
Current portion of long-term debt	-	7,421	-	-	7,421	6,911
Long-term debt (due 2009)	-	16,523	-	-	16,523	23,944
Association's equity:						
Unrestricted	37,307	-	-	-	37,307	50,748
Invested in property and equipment	4,286	445,119	-	-	449,405	445,280
	\$ 58,400	\$470,408	\$136,034	\$ 718	\$665,560	\$670,619

Statement of Operations - Year Ended December 31, 2006

Revenue	Operating Fund	Ghosts Fund	2006 Total	2005 Total
BRZ levy	\$178,500	-	\$178,500	\$175,000
City fee - Environmental	6,043	-	6,043	(1,910)
City grant - branding	5,700	-	5,700	8,265
City grant - parking study	-	-	-	18,585
City grant - murals	4,282	-	4,282	-
Miscellaneous project income	8,897	-	8,897	5,048
Interest & community contributions	-	-	-	2,867
	\$203,422	\$ -	\$203,422	\$207,855
Expenses				
Amortization	3,175	-	3,175	3,263
BRZ assessment fee	5,000	-	5,000	5,000
Computer, office & phone	26,148	-	26,148	21,495
Conferences, dues, meetings	5,163	-	5,163	4,394
GST expense	3,849	-	3,849	-
Insurance	3,599	2,769	6,368	6,066
Interest, long-term	-	1,887	1,887	2,389
Occupancy costs	15,000	-	15,000	13,800
Professional fees	3,900	-	3,900	3,000
Repairs and maintenance	-	-	-	4,110
Salaries and benefits	84,413	-	84,413	69,750
Alberta Main Street	2,639	-	2,639	4,391
Event promotions	16,155	-	16,155	14,734
Murals	4,282	-	4,282	-
Parking study	-	-	-	10,475
Advertising & public relations	34,759	-	34,759	32,407
	\$208,082	\$ 4,656	\$212,738	\$196,174
Excess (deficiency) of revenue over expenses	\$ (4,660)	\$ (4,656)	\$ (9,316)	\$ 11,681

Statement of Cash Flows - Year Ended December 31, 2006

	Operating Fund	Ghosts Fund	2006 Total	2005 Total
Operating activities	\$ 9,635	\$ (5,046)	\$ 4,589	\$148,361
Investment activities	-	-	-	(5,775)
Financing activities	(11,957)	5,046	(6,911)	(6,436)
Increase (decrease) in net cash	(2,322)	-	(2,322)	136,150
Net cash position, beginning	184,211	-	184,211	48,061
Net cash position, ending	\$181,889	\$ -	\$181,889	\$184,211

Statement of Changes in Equity - Year Ended December 31, 2006

	Operating Fund	Ghosts Fund	2006 Total	2005 Total
Beginning balance	\$ 58,210	\$437,818	\$496,028	\$484,347
Excess (deficiency) of revenue over expenses	(4,660)	(4,656)	(9,316)	11,681
Transfer from operating fund ¹	(11,957)	11,957	-	-
Ending balance	\$ 41,593	\$445,119	\$486,712	\$496,028

Fund transfer - \$11,957 from Operating to Ghosts (\$9187 loan repayment and \$2770 general operating expenses).

Kim Woods

From: Kelly Kloss
Sent: August 05, 2008 4:36 PM
To: 'Laura@DowntownRedDeer.com'
Cc: Kim Woods
Subject: DBA Financial Statements To Council

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Hi Laura,

We will put the Financial Statements and your annual report on the Monday August 11, 2008 Council meeting as information only. As the Bylaw says it must be presented to Council we need it to go to a formal Council meeting. It may be good if you could attend if there are any questions that arise.

We will schedule it at 3:00 pm if that works for you. Thanks

Kelly

Kelly Kloss, MBA
Manager
Legislative & Administrative Services
The City of Red Deer
(403) 342-8134 Office
(403) 346-6195 FAX
kelly.kloss@reddeer.ca

From: Laura@DowntownRedDeer.com [mailto:laura@downtownreddeer.com]
Sent: July 31, 2008 8:49 AM
To: Kelly Kloss
Subject: RE: DBA Financial Statements

Kelly,

Our Annual Report?

I have attempted to send you a copy, but the file size is too large. It is downloadable from our website www.downtownreddeer.com

BTW, Kelly I attempted to get those financials done on time, but it took our new auditors that long to complete the job.

Laura Turner
Executive Director
Downtown Business Association
D - 340.8692
O - 340.8696
F - 340.8699
C - 318.0517
www.downtownreddeer.com

NEW ADDRESS:
111A, 4818 50 Avenue, Red Deer, AB T4N 4A3

From: Kelly Kloss [mailto:Kelly.Kloss@reddeer.ca]
Sent: Wednesday, July 30, 2008 2:44 PM

2008/08/05

To: Laura@DowntownRedDeer.com
Cc: Colleen Jensen
Subject: RE: DBA Financial Statements

Hi Laura,

Thanks for the Financial Statements. In the DBA Bylaw it says that:
On or before March 1st in each year, the Board shall submit its Annual Report for the preceding year to the Council and that report shall include a summary of the year's activities and a complete audited financial statement of its affairs, with a balance sheet and a revenue and expenditure statement.

Do you have a summary of last year's activities that we can also attach to these Statements. We would then forward it on to Council.

Thanks

Kelly

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Kelly Kloss, MBA
Manager
Legislative & Administrative Services
The City of Red Deer
(403) 342-8134 Office
(403) 346-6195 FAX
kelly.kloss@reddeer.ca

From: Laura@DowntownRedDeer.com [mailto:laura@downtownreddeer.com]
Sent: July 23, 2008 11:37 AM
To: Kelly Kloss; Colleen Jensen
Subject: DBA Financial Statements

Kelly and Colleen,
Attached please find (yes, at long last), a copy of the Downtown Business Association's 2007 Financial Statements.

Laura Turner
Executive Director
Downtown Business Association
D - 340.8692
O - 340.8696
F - 340.8699
C - 318.0517
www.downtownreddeer.com

NEW ADDRESS:
111A, 4818 50 Avenue, Red Deer, AB T4N 4A3

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[Please consider the environment before printing this e-mail.]

[This message has been scanned for security content threats, including computer viruses.]

[Please consider the environment before printing this e-mail.]

2008/08/05

Kim Woods

From: Kelly Kloss
Sent: August 06, 2008 9:02 AM
To: 'Laura@DowntownRedDeer.com'
Cc: Kim Woods
Subject: RE: DBA Financial Statements To Council

Yes we will delay it until August 25 at 3:00 pm

See you then

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Kelly Kloss, MBA
Manager
Legislative & Administrative Services
The City of Red Deer
(403) 342-8134 Office
(403) 346-6195 FAX
kelly.kloss@reddeer.ca

From: Laura@DowntownRedDeer.com [mailto:laura@downtownreddeer.com]
Sent: August 06, 2008 8:36 AM
To: Kelly Kloss
Subject: RE: DBA Financial Statements To Council

Kelly,
Could we? I would like to be there and there really isn't anyone else who could/would be able to field questions.

Laura Turner
Executive Director
Downtown Business Association
D - 340.8692
O - 340.8696
F - 340.8699
C - 318.0517
www.downtownreddeer.com

NEW ADDRESS:
111A, 4818 50 Avenue, Red Deer, AB T4N 4A3

From: Kelly Kloss [mailto:Kelly.Kloss@reddeer.ca]
Sent: Wednesday, August 06, 2008 8:05 AM
To: Laura@DowntownRedDeer.com
Subject: RE: DBA Financial Statements To Council

Should we postpone until Monday August 25?

Kelly Kloss, MBA
Manager
Legislative & Administrative Services
The City of Red Deer
(403) 342-8134 Office
(403) 346-6195 FAX

2008/08/06

kelly.kloss@reddeer.ca

From: Laura@DowntownRedDeer.com [mailto:laura@downtownreddeer.com]
Sent: August 05, 2008 4:46 PM
To: Kelly Kloss
Subject: RE: DBA Financial Statements To Council

Oh, Kelly,
I am afraid that I am in Calgary on the 11th and 12th.

Laura Turner
Executive Director
Downtown Business Association
D - 340.8692
O - 340.8696
F - 340.8699
C - 318.0517
www.downtownreddeer.com

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

NEW ADDRESS:
111A, 4818 50 Avenue, Red Deer, AB T4N 4A3

From: Kelly Kloss [mailto:Kelly.Kloss@reddeer.ca]
Sent: Tuesday, August 05, 2008 4:36 PM
To: Laura@DowntownRedDeer.com
Cc: Kim Woods
Subject: DBA Financial Statements To Council

Hi Laura,

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We will schedule it at 3:00 pm if that works for you. Thanks

Kelly

Kelly Kloss, MBA
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(403) 346-6195 FAX
kelly.kloss@reddeer.ca

From: Laura@DowntownRedDeer.com [mailto:laura@downtownreddeer.com]
Sent: July 31, 2008 8:49 AM
To: Kelly Kloss
Subject: RE: DBA Financial Statements

Kelly,

Our Annual Report?

I have attempted to send you a copy, but the file size is too large. It is downloadable from our website www.downtownreddeer.com

2008/08/06

BTW, Kelly I attempted to get those financials done on time, but it took our new auditors that long to complete the job.

Laura Turner
Executive Director
Downtown Business Association
D - 340.8692
O - 340.8696
F - 340.8699
C - 318.0517
www.downtownreddeer.com

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

NEW ADDRESS:
111A, 4818 50 Avenue, Red Deer, AB T4N 4A3

From: Kelly Kloss [mailto:Kelly.Kloss@reddeer.ca]
Sent: Wednesday, July 30, 2008 2:44 PM
To: Laura@DowntownRedDeer.com
Cc: Colleen Jensen
Subject: RE: DBA Financial Statements

Hi Laura,

Thanks for the Financial Statements. In the DBA Bylaw it says that:
On or before March 1st in each year, the Board shall submit its Annual Report for the preceding year to the Council and that report shall include a summary of the year's activities and a complete audited financial statement of its affairs, with a balance sheet and a revenue and expenditure statement.

Do you have a summary of last year's activities that we can also attach to these Statements. We would then forward it on to Council.

Thanks

Kelly

Kelly Kloss, MBA
Manager
Legislative & Administrative Services
The City of Red Deer
(403) 342-8134 Office
(403) 346-6195 FAX
kelly.kloss@reddeer.ca

From: Laura@DowntownRedDeer.com [mailto:laura@downtownreddeer.com]
Sent: July 23, 2008 11:37 AM
To: Kelly Kloss; Colleen Jensen
Subject: DBA Financial Statements

Kelly and Colleen,
Attached please find (yes, at long last), a copy of the Downtown Business Association's 2007 Financial Statements.

Laura Turner
Executive Director
Downtown Business Association
D - 340.8692
O - 340.8696
F - 340.8699
C - 318.0517
www.downtownreddeer.com

2008/08/06

Kelly Kloss

*Agenda
Discussion*

From: Kelly Kloss
Sent: July 30, 2008 2:44 PM
To: 'Laura@DowntownRedDeer.com'
Cc: Colleen Jensen
Subject: RE: DBA Financial Statements

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Do you have a summary of last year's activities that we can also attach to these Statements. We would then forward it on to Council.

Thanks

Kelly

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Kelly Kloss, MBA
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To: Kelly Kloss; Colleen Jensen
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[This message has been scanned for security content threats, including computer viruses.]

2008/07/31

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

***THE DOWNTOWN BUSINESS REVITALIZATION ZONE
BYLAW***

No. 2827/83

Office Consolidation

BYLAW NO. 2827/83

A bylaw of The City of Red Deer, in the Province of Alberta, to designate the Downtown as a Business Revitalization Zone, and establish a Board of Directors for the Business Revitalization Zone.

WHEREAS pursuant to Section 50 of the Municipal Government Act, a Council may by Bylaw designate an area as a Business Revitalization Zone and prescribe its boundaries and establish a Board of Directors for the Business Revitalization Zone;¹

AND WHEREAS, the Council of The City of Red Deer, in the Province of Alberta has received a request from more than 10 designated representatives of ratepayers shown on the current assessment roll of a municipality as being assessed for business assessment;

AND WHEREAS, no qualifying petition has been received objecting to the designation of the downtown as a Business Revitalization Zone;

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

TITLE

- 1 This bylaw may be cited as the "Downtown Business Revitalization Zone Bylaw."

DEFINITIONS

- 2² (1) In this bylaw:

¹ 2827/A-95

² 2827/A-95

- (a)¹ "Board" means the Board of a Business Revitalization Zone known as the Red Deer Downtown Business Association;
- (b) "Designated Representative" means the sole appointed representative of a Taxpayer;
- (c) "Taxpayer" means a person who operates a business and is liable to pay Business Revitalization Zone taxes in respect of that business;
- (d) "Zone" means the Business Revitalization Zone established under this bylaw.

BUSINESS REVITALIZATION ZONE

- 3² There is hereby established a Business Revitalization Zone to be known as the Red Deer Downtown Business Association in the area of the city as designated on the attached Schedule "A".

BOARD OF DIRECTORS

- 4³ There is hereby established a Board to be known as "The Board of Directors of the Red Deer Downtown Business Association".

¹ 2827/A-2001

² 2827/A-95, 2827/A-2001

³ 2827/A-95, 2827/A-2001

PURPOSE OF THE BOARD

- 5¹ The purposes for which the Board is established are:
- (a) to improve, beautify, and maintain property in the Zone;
 - (b) to develop, improve, and maintain public parking;
 - (c) to promote the Zone as a business or shopping area.

MEMBERSHIP

- 6 (1)² The Board may consist of up to eleven (11) members, who shall be appointed by resolution of Council. The members shall consist of:
- (a) One (1) member of Council, and
 - (b)³ Up to ten (10) members who have been nominated by one or more taxpayers.
- (2)⁴ Unless otherwise provided for by Council resolution, committee members referred to in Section 6 (1) (b) shall be appointed for three (3) year terms commencing January 1 of any given year.
- (3)⁵ At no time shall the Board consist of less than six (6) members.

¹ 2827/A-95

² 2827/A-2001

³ 2827/A-2001

⁴ 2827/A-2001

⁵ 2827/A-84

- (4)¹ The Council representative shall be appointed annually at Council's organizational meeting for a one year term.
- (5)² Any member may resign from the Board at any time upon sending written notice to Council to that effect.
- (6) Where a member ceases to be a member of the Board before the expiration of the designated term, Council may appoint another eligible person for the unexpired portion of the term.
- (7) A member ceases to be a member of the Board when that member fails to attend three (3) consecutive regular meetings of the Board, unless absence is caused through illness or is authorized by resolution of the Board.

MEETINGS

- 7³ (1) The Board shall designate the time and place of its regular meetings.
- (2) The first meeting shall be held in January of each year for the appointment of officers of the Board and conduct any other business deemed necessary.
- (3) Special meetings may be called by the Chairman, with the approval of two members of the Board.

¹ 2827/A-99

² 2827/A-2001

³ 2827/A-92, 2827/A-2001

- (4) If the Chairman is absent or refuses to call a special meeting when requested by any member of the Board, the Secretary to the Board shall call a special meeting when requested to do so in writing by any three (3) members of the Board.
- (5) No special meeting shall be called unless twenty-four (24) hours notice is given in writing to all members of the Board, or by unanimous consent of all members.
- (6) The members of the Board may consider or transact any business at any meeting provided it is within the power established for the Board.
- (7)¹
 - (a) A majority of members constitutes a quorum.
 - (b) All members, including the Chairperson, must vote on all matters before the committee unless a conflict of interest is declared. If there is an equal number of votes for or against a resolution, the resolution is defeated.
 - (c) The majority vote of those members present and voting constitutes the decision of any committee.
 - (d) The provisions of Division 6, Pecuniary Interest, within the Municipal Government Act, applies to all Board members and the proceedings of Board and Executive Committee meetings.
- (8) The Board may establish their own rules of procedure but in doing so, it shall have due regard for the principles of procedural fairness.

¹ 2827/A-2001

- (9) Minutes shall be kept of all Board meetings (regular and special) and Board Committee meetings and copies shall be filed with the City Clerk.

OFFICERS AND EXECUTIVE COMMITTEE OF THE BOARD¹

- 8² (1) A Chairman, Vice Chairman and Treasurer shall be selected from the members of the Board.
- (2)³ The Mayor and City Manager may attend any meeting of the Board.
- (3)⁴ The Board may appoint committees of its members, or from Taxpayers, and/or of citizens at large to deal with any matter, special study, or assignment coming within its jurisdiction. Such committees shall deal only with the matter or question referred to it for consideration and where appropriate, upon completion of the assignment, shall be dissolved.
- (4)⁵ The Executive Committee shall consist of the Chairman, the Vice Chairman, Treasurer, and two Directors selected from the members of the Board.
- (5) The Executive Committee shall hold such meetings as deemed necessary at a time and place designated by the Executive Committee.

¹ 2827/A-92

² 2827/A-92, 2827/A-2001

³ 2827/A-95

⁴ 2827/A-95

⁵ 2827/A-92, 2827/A-95, 2827/A-2001

- (6)¹ A majority of the Executive present at an Executive Committee Meeting shall constitute a quorum.
- (7)² The Board shall be responsible for all decisions respecting the day to day operating needs and shall have the responsibility to respond to requests for information from City Council, various City committees and other groups within the City, and in carrying out such duties shall act in accordance with directions, and such delegated authority as may be given to the Executive Committee by the Board from time to time by resolution of the Board. The Executive Committee shall not have any authority to expend any funds unless such expenditure is authorized by the Board.
- (8)³ The Executive Committee shall not have any authority to incur any indebtedness, except as specifically authorized by resolution of the Board.

POWERS & DUTIES

- 9⁴ (1) The Board shall, at the time and in the form prescribed by the Council, submit to the Council, for its approval the program and estimates of revenues and expenditures of the Board for the next year together with any request for sums of money required to carry out the Board's power and duties.

¹ 2827/A-92

² 2827/A-92, 2827/A-95, 2827/A-2001

³ 2827/A-92

⁴ 2827/A-95

- (2)¹ The Council shall provide, in the form and manner it considers adequate, to every Taxpayer, notice of the estimates and the date and place of the Council meeting at which the estimates will be considered.
- (3) On approval of all or part of the estimates the Council shall direct the payment of the approved amount to the Board.
- 10² On or before March 1st in each year, the Board shall submit its Annual Report for the preceding year to the Council and that report shall include a summary of the year's activities and a complete audited financial statement of its affairs, with a balance sheet and a revenue and expenditure statement.
- 11³ All books, documents, records of transactions, minutes and accounts of a Board shall, at all times, be open to inspection by The City auditor.
- 12⁴ (1) The Board may
- (a) appoint one of its members
 - (b) hire any person, or
 - (c) by agreement with the Council, rely on the municipality to maintain any books, documents, records of transactions, minutes and accounts, and for making and receiving payments.

¹ 2827/A-95 ⁴ 2827/A-95

² 2827/A-95

³ 2827/A-95, 2827/A-2001

- 13¹ The Board shall obtain Public Liability Insurance or such other forms of Insurance as deemed necessary by The City and the Board.
- 14² In the event of this bylaw being repealed, the Board shall cease to exist and its undertakings, assets and liabilities shall be assumed by The City.
- 15³ This bylaw shall come into full force and effect January 1, 1984.

READ A FIRST TIME IN OPEN COUNCIL this 11 day of October A.D. 1983.

READ A SECOND TIME IN OPEN COUNCIL this 12 day of December A.D. 1983.

READ A THIRD TIME IN OPEN COUNCIL AND FINALLY PASSED THIS 12th day of December 1983.

"R. J. McGhee"

MAYOR

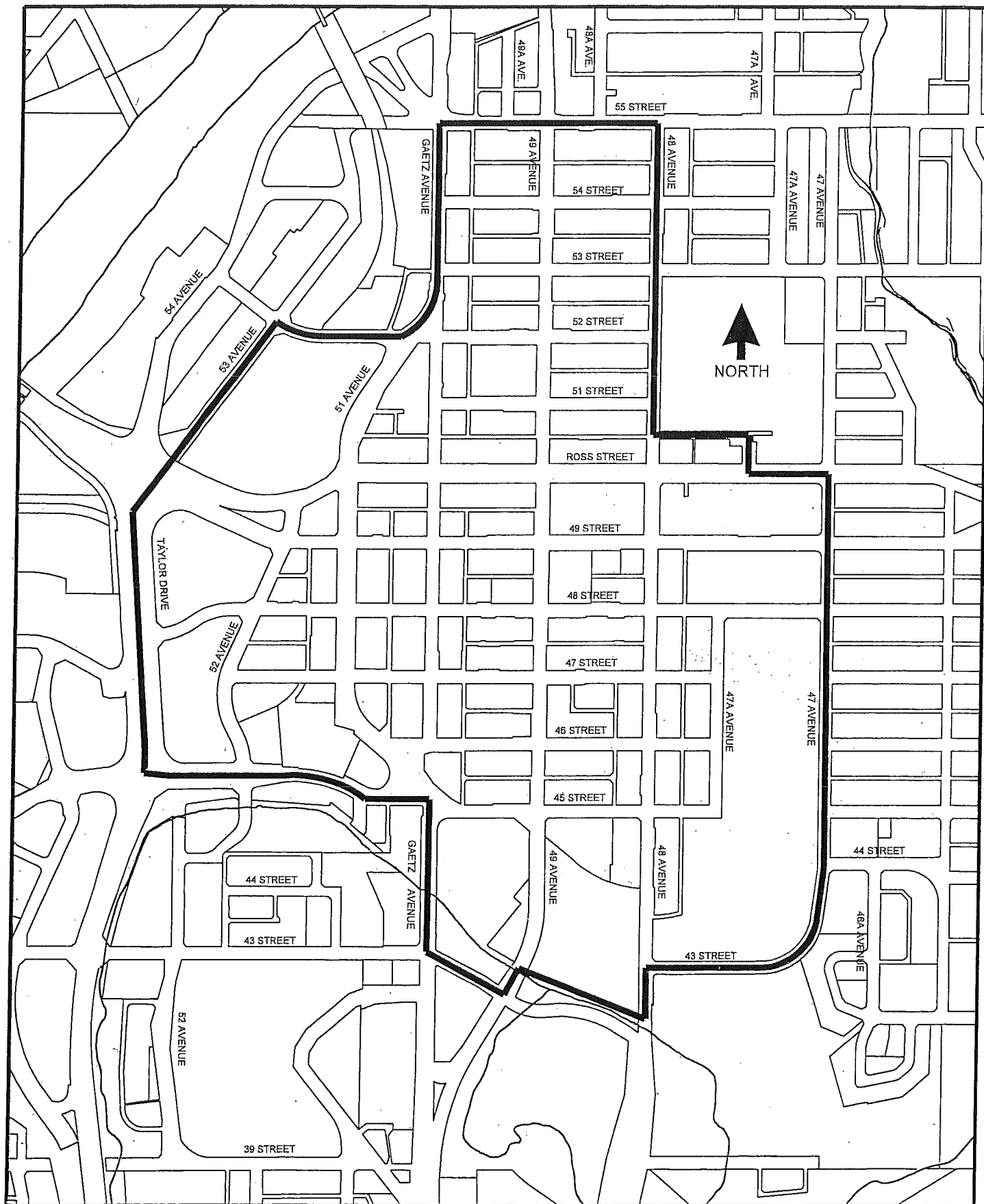
"R. Stollings"

CITY CLERK

¹ 2827/A-95

² 2827/A-95

³ 2827/A-95



SCHEDULE "A" ¹

BYLAW 2827/83 BUSINESS REVITALIZATION ZONE

————— BOUNDARY OF BUSINESS REVITALIZATION ZONE

¹ 2827/B-84, 2827/A-91, 2827/A-2001, 2827/A-2003

Reports Item No. 2

Date: August 18, 2008

To: Kelly Kloss, Legislative and Administrative Services Manager

From: Secondary Suites Administration Committee
Scott Cameron, Social Planning Manager
Tony Lindhout, City Planning Manager, PCPS
Rick Elm, Land Coordinator
Joyce Boon, Development & Licensing Supervisor
Sara Waldo, Strategic Planning Advisor

Subject: Secondary Suites
Administration Recommendation

Background

Over the past few years, affordable housing has become a significant concern for Red Deer. In response, The City's Affordable Housing Strategy (2006) set out a number of strategic recommendations regarding secondary suites, including changes to secondary suite regulations, addressing the safety of existing secondary suites and creating new opportunities for secondary suites in established neighbourhoods. Earlier in 2002, The City implemented regulations by way of the Land Use Bylaw and Neighbourhood Planning Guidelines and Standards to allow for the identification of secondary suite locations within the Neighbourhood Area Structure Plan (NASP) for new developing residential neighbourhoods.

In January 2008, The City engaged Western Management Consultants to consult with the community and stakeholder groups to identify stakeholder observations, suggestions and input concerning how secondary suites should be managed.

Key Objectives

In conducting the review process and consultations, The City has sought to address the following concerns relative to secondary suites:

- Ensure that secondary suites are safe and built in accordance with the Alberta building and fire code standards.
- Encourage secondary suites as a mechanism to promote affordable housing in new and existing neighbourhoods.

- Promote principles of sustainability through provisions of higher density housing, reduced travel requirements and housing options to meet a growing variety of lifecycle demands and market preferences.

Emergent Concerns

While the public consultation process revealed a high level of support for secondary suites in Red Deer, a few key concerns continued to emerge from participants in the online and open house consultations.

- **Parking:** Increased densities within existing neighbourhoods are perceived to be an ongoing concern relative to our continued reliance on personal automobiles and the demand for residential parking.
- **Owner Occupancy:** There is a general belief that secondary suites operate best when the suite is contained within a residence that is owner occupied.
- **Behaviors:** While it is difficult to verify, there is a general perception that secondary suites will lead to an increase in negative social behaviors such as noise and unkempt yards.

Balancing Objectives and Community Concerns

The basic recommendations contained within the secondary suite analysis include:

1. Amendments to the Land Use Bylaw that include:
 - a. Secondary suites are allowed only in single detached dwelling units, where listed as a permitted or discretionary use in the land use district;
 - b. Secondary suites shall be constructed within the requirements of all applicable safety codes;
 - c. Only one secondary suite may be permitted in a single detached dwelling unit;
 - d. Minimum lot width shall be 12 m;
 - e. Minimum site area shall be 360 m²;
 - f. A secondary suite must be less than the total floor area of the principal dwelling unit;
 - g. A secondary suite requires one off-street parking stall in addition to the two off-street stalls required for the principal dwelling. A garage is considered off-street parking. Driveway parking may be considered if it does not restrict movement of vehicles in the garage; and
 - h. Secondary suites are not permitted in a single detached house which contains a home occupation.

2. That secondary suites be identified as discretionary use in single family homes in all existing R1, R1A and R2 districts not currently subject to The City of Red Deer Neighbourhood Planning Guidelines & Standards for a two year “phase one” period commencing when the Land Use Bylaw amendments are finalized and adopted.
3. Single family homes identified for secondary suites within the NASP for new developing residential neighbourhoods will remain as permitted use. Other homes in these neighbourhoods would be identified as discretionary use.
4. That secondary suites be identified as a permitted use in all new area structure plans approved after January 1, 2009.
5. Resources to implement and administer changes to the processing of new and existing secondary suites are reviewed following the two year “phase one” period for efficiencies and re-evaluation of discretionary versus permitted.
6. A robust public information campaign is launched by The City to encourage and inform the public of changes and requirements relative to the land-use bylaw and safety codes.

These recommendations are intended to address, where feasible, the objectives of The City in considering secondary suites while being mindful of the concerns expressed by residents. Changes to the land-use bylaw cannot address concerns such as ownership or condition of property; however there are mechanisms to address these concerns within the Community Standards Bylaw.

The Steering Committee believes that an open and transparent approval process for discretionary use of secondary suites in existing neighbourhoods will provide fertile soil over the next two years to move toward permitted use designation.

Recommendation:

The Secondary Suites Committee respectfully recommends that Council:

1. Endorse the report completed by the consultant as a planning tool.
2. Direct administration to prepare the necessary Land Use Bylaw changes.

Comments:

I support the recommendation of Administration.

"Craig Curtis"
City Manager

* The Secondary Suites Report is submitted as Attachment 'B'

August 25, 2008

Secondary Suites

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

1. What is a secondary suite?

A secondary suite is generally defined as any self-contained dwelling unit that includes a kitchen, bathroom and sleeping accommodation contained within a single family home.

2. How many secondary suites does Red Deer currently have?

Our Assessment and Tax department has identified 881 properties where the variation "basement suite" code has been used. This description however, does not determine if they are actually rented or still active. The City has over 80 files on non-compliant secondary suites which have been put on hold in the possibility that the regulations may change as a result of this project. Knowledge of existing illegal secondary suites is usually gained by way of complaint to the Inspections and Licensing department. The owner of the secondary suite is then issued a letter indicating the suite may not be legal under the Land Use Bylaw. The secondary suite is inspected to determine whether it meets Alberta Building and Fire Code standards and the owner is required to make immediate changes to comply if necessary.

3. What changes were recently made to the Alberta building and fire codes?

In 2006, the Alberta Building Code was modified to provide standards specifically for secondary suites recognizing they are different from other types of dwellings. The Alberta Fire Code standards for secondary suites will come into effect on January 1, 2009.

4. What are some of the things included in the new Alberta Fire Code?

Some examples of new regulations under the fire code are

- Height of rooms must not be less than 1.95m
- Each bedroom shall have at least one window with an unobstructed opening size
- Exit stairs must be clear width of not less than 860 mm
- Landing width shall not be less than 900 mm in length
- Public and exit corridor width shall not be less than 860 mm
- Exit doors shall not be less than 1980 mm high, 810 mm wide and swing inward
- Suite must have one exit that leads directly outside
- Two units must be separated from each other and from the furnace room by no less than one layer of 12.7 mm thick gypsum or wall board or equivalent material on the ceiling and the walls
- Smoke alarms need to have connections to an electrical circuit so that the activation of one smoke alarm causes all alarms in the dwelling to sound

5. Why is The City looking at secondary suite regulations now?

Over the past few years, affordable housing has become a significant concern for Red Deer. In response, The City's Affordable Housing Strategy (2006) set out a number of strategic recommendations regarding secondary suites, including changes to secondary suite regulations, legalizing existing secondary suites, and creating new secondary suites in established neighbourhoods. Earlier in 2002, The City implemented regulation by way of the Land Use Bylaw and Neighbourhood Planning Guidelines and Standards to allow for the identification of secondary suite locations within the Neighbourhood Area Structure Plan for new developing residential neighbourhoods.

In January 2008, The City engaged Western Management Consultants to consult with the community and stakeholder groups to identify stakeholder observations, suggestions and input concerning how secondary suites should be managed.

6. How did The City gain feedback from the citizens of Red Deer?

Citizens and stakeholders had opportunities to give feedback by way of a web survey on The City of Red Deer website, interviews with stakeholder groups, two open house sessions and letters from community associations and residents.

7. What themes emerged through the public consultation?

Overall, residents are supportive of secondary suites in Red Deer. These are some of the themes that were presented:

- Parking issues related to secondary suites
- The City must ensure secondary suites meet safety and fire codes
- Size and location of the suites should be regulated by The City
- If a homeowner has a home based business, they should be restricted from having a secondary suite due to parking and increased traffic.
- Non-owner occupied secondary suites in some neighbourhoods are perceived by some residents as one cause of increased crime and other negative social behaviours

8. What are concerns city residents have about secondary suites, as identified through the consultation process?

The greatest community concerns are around the availability of parking and the added stress of secondary suites on neighbourhood roads. Changes to the Land Use Bylaw can, however, address this issue. Right now, each resident must have two parking spaces for a single family home. Adding a secondary suite would require the home owner to provide an additional parking spot for a suite with two bedrooms or less and two additional parking spots for a suite with more than two bedrooms. The parking must be available for the exclusive and unrestricted use of the occupants of the secondary suite. Other issues regarding increased noise and the perception that secondary suites can come with unkempt yards can both be dealt with by complaint through the Community Standards Bylaw (Part 1 – Noise and Part 2 – Nuisance, Unsightly Premises, Graffiti).

9. What are the benefits to having secondary suites in our city?

Secondary suites provide more reliable and somewhat stable rental supply for the community. By legalizing existing and new secondary suites we create stability in housing options. It could also be recognized by lenders to qualify new homeowners for mortgages therefore making it easier for people to come into the home ownership market. Also, legalizing secondary suites means better opportunity for ensuring minimum health and safety standards for tenants of secondary suites.

10. What kind of planning has The City done to support the legalization of secondary suites?

The Municipal Development Plan, which was released this past May, highlights a number of items that directly relate to secondary suites such as:

- Encouraging compact and efficient form
- See opportunities to increase the overall density of the city
- The City should promote intensification of the urban areas by ensuring its design guidelines and specifications encourage the efficient use of land
- Promote the establishment of neighbourhoods that are designed based on the principles of social, environmental and economic sustainability
- Provide a mix of housing types to meet a variety of lifestyles, special needs, lifecycle demands and market preferences
- Encourage re-investment and infill in older neighbourhoods
- Promote the efficient utilization of land by achieving increased residential densities
- The City shall encourage the creation of a wide variety of housing forms. This may include dwelling units in combination with compatible non-residential used, live-work units and secondary suites
- Continue to promote and encourage higher-density residential development in or near downtown
- Seek opportunities to reduce travel demands and promote alternatives to the private automobile

Other planning documents that encourage secondary suites include:

- Red Deer Growing Smarter (2002)
- Affordable Housing Strategy (December 2006)
- EveryOne's Home: Red Deer's Vision and Framework on Ending Homelessness by 2018 (2008)

11. What are the next steps in the process of reviewing secondary suite regulations?

Administration is presenting a report with suggested recommendations to Red Deer City Council on August 25, 2008. If council approves to adopt the report, City staff will then begin to draft changes to the Land Use Bylaw. The adopted report will be made available on www.reddeer.ca after council approval.

For more information about secondary suites, please contact:

Scott Cameron
Social Planning Manager
The City of Red Deer
403-342-0101



LEGISLATIVE & ADMINISTRATIVE SERVICES

FILE

August 26, 2008

Mr. Dale Reid
5530 37 Street
Red Deer, AB
T4N 0W3

Dear Sir:

Re: Secondary Suites – Administration Recommendations

Thank you for attending the City Council meeting last night.

I have attached a copy of the Secondary Suites Project Report by Western Management Consultants for your convenience.

This item will be coming back to the September 22, 2008 Council Meeting. If you would like to submit feedback for this meeting please forward your letter to:

City of Red Deer
Legislative & Administrative Services Department
Attention: Kelly Kloss
4914 48 Avenue
Red Deer, AB T4N 3T4

You may also send in your feedback via email to: legislativeservices@reddeer.ca.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss
Manager

/attach.

c Parkland Community Planning Services

Council Decision – August 25, 2008

DATE: August 26, 2008

TO: Secondary Suites Administration Committee
Scott Cameron, Social Planning Manager
Tony Lindhout, City Planning Manager
Rick Elm, Land Coordinator
Joyce Boon, Development & Licensing Supervisor
Sara Waldo, Strategic Planning Advisor

FILE

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Secondary Suites – Administration Recommendation

Reference Report:

Secondary Suites Administration Committee, dated August 18, 2008.

Western Management Consultant Secondary Suites Project Report, July 2008.

Resolution:

"Resolved that Council of the City of Red Deer after considering the report from the Secondary Suites Administration Committee: Social Planning Manager, City Planning Manager, Land Coordinator, Development & Licensing Supervisor, Strategic Planning Advisor, dated August 18, 2008 Re: Secondary Suites Administration Recommendation, hereby tables consideration of this item to the Monday September 22, 2008 Council meeting."

Report Back to Council: Yes. – September 22, 2008.

Comments/Further Action:

Members of Council and the public have been asked that if they have questions or feedback to send those to the Legislative & Administrative Services Department. We will then forward them for review.



Kelly Kloss
Manager

Cc: Tony Lindhout, Parkland Community Planning Services
Nancy Hackett, Parkland Community Planning Services
Director of Development Services
Assessment and Taxation Manager
City Assessor
Inspections & Licensing Manager
Inspections & Licensing Supervisor
Land & Economic Development Manager
Graphics Designer

Kim Woods

From: Kelly Kloss
Sent: August 14, 2008 3:21 PM
To: Kim Woods; Sara Waldo
Subject: FW: Secondary Suites report to Council

Here is the scoop. Goes on both topics and open on August 25

Kelly

From: Craig Curtis
Sent: August 14, 2008 3:02 PM
To: Scott Cameron
Cc: Kelly Kloss
Subject: RE: Secondary Suites report to Council

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

It will follow the water treatment trail on the Topics agenda.
Craig

From: Scott Cameron
Sent: August 14, 2008 10:33 AM
To: Craig Curtis
Cc: Colleen Jensen; Tony Lindhout
Subject: Secondary Suites report to Council

Good morning, Craig -

The Secondary Suites Steering Committee met this morning to prepare for presentations at Topics and open Council. We would like to recommend that the report be taken to both Topics and open Council on the same date - August 25. According to our Terms of Reference, the report is also to be taken to MPC and we would recommend that happens on August 25 as well. If we were to take the report to MPC on the same date as Topics, the report will be public. If we take the report to Topics on August 25 and delay the open presentations to MPC and Council until September 8, we will be on the same open Council agenda as the Westpark item. If we hold the Secondary Suites report until the following open Council meeting on September 22, we risk pushing any bylaw amendments late into December or even January.

Given that the Committee and the report are geared toward the recommendations coming from SMT, we would like to suggest that we deal with the Secondary Suites report at MPC, Topics and open Council on August 25. In this way we maximize the resources of the Consultant and get this report into the public. While the Committee will be recommending that Council endorse the report and direct administration to prepare land-use bylaw amendments in accordance with the report recommendations, we are also open to the idea of tabling the report for 2-4 weeks to allow for public comments to come forward before Council reconsiders the report and their endorsement.

Your thoughts?

Scott Cameron, Manager
Social Planning Department
The City of Red Deer

Phone: (403) 342-8101
E-mail: scott.cameron@reddeer.ca

 Please consider the environment before printing this e-mail and/or attachments.

Kim Woods

From: Sara Waldo
Sent: August 15, 2008 1:30 PM
To: Kim Woods
Cc: Scott Cameron; Tony Lindhout
Subject: Agenda - August 25 Council meeting

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Hi Kim,

Our consultant for the secondary suites project who will be presenting at Council for us on August 25 has to be heading out of Red Deer by 4:30 to get to another presentation, so he was wondering if there was any way to have our secondary suites presentation up first on the council agenda?

Thanks for your help!
Sara

Sara Waldo
Strategic Planning Advisor
Communications & Strategic Planning department
Office of the City Manager
The City of Red Deer
Phone: (403) 309-8588
Fax: (403) 342-8269

sara.waldo@reddeer.ca
www.reddeer.ca

Reports Item No. 3



DATE: August 5, 2008

TO: Kelly Kloss – Legislative & Administrative Services Manager

FROM: Jennifer Smith – Bylaw Research Coordinator
Tom Warder – Engineering Services Manager

RE: Traffic Bylaw 3186/97 – Amendments

Speed Limit Revision

Increased activity will soon be seen on Riverside Drive as a result of the Civic Yards move, and the City is preparing for that through the 77 Street & 40 Avenue Widening project. As part of that project, ISL Engineering and Land Services has recommended that the posted speed limit along 40 Avenue be reduced from 70 km/h to 60 km/h north of Three Mile Bend entrances.

Engineering Services believes this would be a prudent measure that will accommodate increased activity on that road, as well as the installation of new signals on 40 Avenue, at both the Three Mile Bend and 77 Street intersections.

As such, Engineering Services recommends that a speed limit of 60 km/h be installed approximately 630 metres south of the 40 Avenue and 77 Street intersection. This change will align the speed limit south of 77 Street to that of the existing speed limit north of 77 Street, which is posted at 60 km/h. The speed limit on Riverside Drive between Lions Campground and the Three Mile Bend access will remain at 70 km/h.

Recommendation

Engineering Services recommends that City Council amend the Traffic Bylaw as described by adopting bylaw 3186/B-2008.

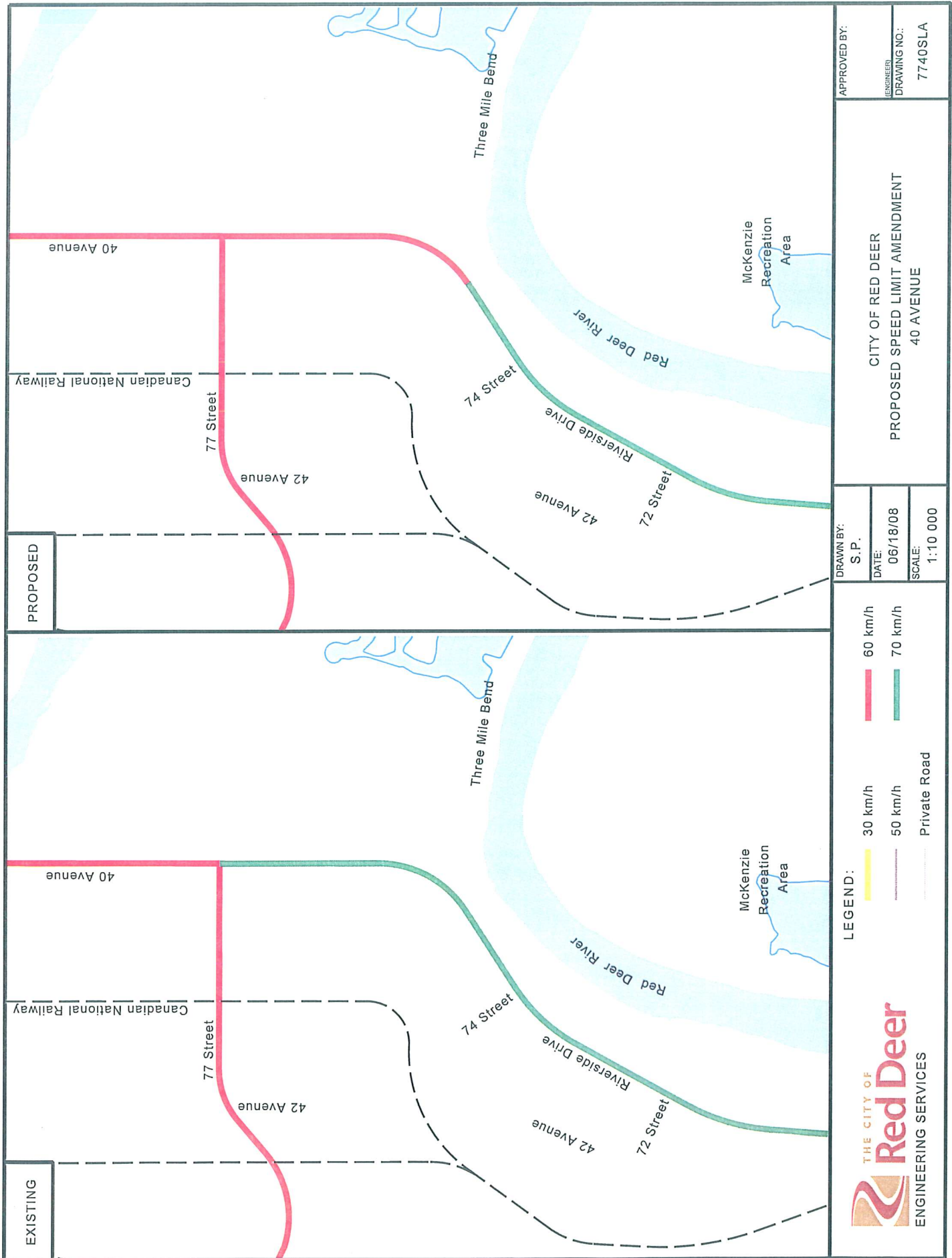
Respectfully submitted,



Jennifer Smith
Bylaw Research Coordinator



Tom Warder, P. Eng.
Engineering Services Manager



Comments:

I support the recommendation of Administration.

"Craig Curtis"
City Manager



ORIGINAL

DATE: August 5, 2008

TO: Kelly Kloss – Legislative & Administrative Services Manager

FROM: Jennifer Smith – Bylaw Research Coordinator
Tom Warder – Engineering Services Manager

RE: Traffic Bylaw 3186/97 – Amendments

Speed Limit Revision

Increased activity will soon be seen on Riverside Drive as a result of the Civic Yards move, and the City is preparing for that through the 77 Street & 40 Avenue Widening project. As part of that project, ISL Engineering and Land Services has recommended that the posted speed limit along 40 Avenue be reduced from 70 km/h to 60 km/h north of Three Mile Bend entrances.

Engineering Services believes this would be a prudent measure that will accommodate increased activity on that road, as well as the installation of new signals on 40 Avenue, at both the Three Mile Bend and 77 Street intersections.

As such, Engineering Services recommends that a speed limit of 60 km/h be installed approximately 630 metres south of the 40 Avenue and 77 Street intersection. This change will align the speed limit south of 77 Street to that of the existing speed limit north of 77 Street, which is posted at 60 km/h. The speed limit on Riverside Drive between Lions Campground and the Three Mile Bend access will remain at 70 km/h.

Recommendation

Engineering Services recommends that City Council amend the Traffic Bylaw as described by adopting bylaw 3186/B-2008.

Respectfully submitted,

A handwritten signature in cursive script, reading 'Jennifer Smith'.

Jennifer Smith
Bylaw Research Coordinator

A handwritten signature in cursive script, reading 'Tom Warder'.

Tom Warder, P. Eng.
Engineering Services Manager

Council Decision – August 25, 2008

FILE

DATE: August 26, 2008
TO: Jennifer Smith, Bylaw Research Coordinator
Tom Warder, Engineering Services Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Traffic Bylaw 3186/97 – Amendment 3186/B-2008

Reference Report:

Bylaw Research Coordinator and Engineering Services Manager, dated August 5, 2008.


Bylaw Readings:

Traffic Bylaw Amendment No. 3186/B-2006 received three readings at the Monday August 25, 2008 Council Meeting, a copy of which is attached.

Report Back to Council: No.

Comments/Further Action:

Traffic Bylaw Amendment 3186/B-2008 sets the speed limit at 60 km/h to be installed approximately 630 metres south of the 40th Avenue and 77 Street intersection. This office will amend the consolidated Bylaw in due course.


Kelly Kloss
Manager
/attach

Cc: Development Services Director
Community Services Director
Corporate Services Director
Ron Kraft Parks Superintendent
Emergency Services Manager
Inspections & Licensing Manager
License Inspector
Recreation, Parks & Culture Manager
Public Works Manager
Senior Corporate Accountant
RCMP, Operations Officer
Transit Manager
Simone Perrault, Traffic Analysis Technologist



LEGISLATIVE & ADMINISTRATIVE SERVICES

DATE: August 26, 2008

TO: Genny Leier, Engineering
Ron Kraft, Parks Superintendent
Emergency Services Manager
Inspections & Licensing Manager, P. Meyette
Inspections & Licensing Supervisor, Joyce Boon
Inspections & Licensing Department, V. Swainson
Bylaws Counter Copy (3)
Bylaws Back Desk Copy (1)
Deb Mann, License Inspector
Library
Recreation, Parks & Culture Manager
Public Works Manager
Barb Creighton, Corporate Controller
RCMP Operations Supervisor
RCMP – Traffic Section
Operational Support Enforcement Officers:
Simon Butler, Joan Henfrey, George Hornaday, Dana Jones, Brad Smith
Transit Manager
Kathy Charles, Signage Foreman
Steve Parkin, Transit (5 copies reduced)
Simone Perrault, Traffic Analysis Technologist
Collicutt Centre Superintendent
City Solicitor – Attention Janice Halverson
Courthouse

FILE

FROM: Kim Woods, Council Service Coordinator
Legislative & Administrative Services

RE: ***Traffic Bylaw 3186/97***

At the August 25, 2008 meeting of Red Deer City Council, Council approved Traffic Bylaw Amendment 3186/B-2008.

Please discard the following pages and replace with the new, attached, revised pages:

Schedule "B" and Schedule "C"

Thank you.

A handwritten signature in black ink, appearing to read 'Kim Woods'.

Kim Woods
Council Services Coordinator

attchs.

c File

Memo

Reports Item No. 4

Date: August 12, 2008

To: Kelly Kloss, Legislative and Administrative Services Manager

From: Rick Elm, Land and Appraisal Coordinator
Howard Thompson, Land & Economic Development Manager

RE: Road Closure Bylaw (Service Roads), and Sales along Gaetz Avenue

Background:

The Engineering Department is preparing to move forward with the Gaetz and 32nd Street Intersection Improvements. Land currently occupied by the service roads as shown on the attached sketch are required for either;

- 1) Improvements to Gaetz Avenue or
- 2) To be disposed and consolidated with various affected adjacent landowners.

In order to initiate subdivision, a road closure bylaw is required. Alternate accesses to all properties exist by way of Gaetz Avenue North and South, 32nd Street East and West, 49th Avenue North and South and 51st Avenue North and South.

A report regarding the extent of the Gaetz and 32nd Street Intersection Improvements was given final approval by Council on June 16, 2008.

Financial Implications:

Due to the timing of current negotiations with affected landowners and the multiple number of transactions, we are recommending City Council approves the road closures and delegates the authority to enter into land sale agreements for the closed roads to the Engineering Services Manager. The authority would be subject to the purchase price being at or near market value to the satisfaction of the Engineering Services Manager based upon comparison to recent independent appraisals conducted for the project.

The net proceeds from these land sales will be credited to the Gaetz Avenue and 32 Street Intersection Improvements project.

Memo

Page 2

Recommendations:

That City Council approves:

- 1) The first reading of a bylaw having the effect of closing;
"All that portion of Road Plan(s) 4868 KS, 5009 KS, 3237 NY, 737 HW and 782 1412 all lying within the limits of Subdivision Plan _____, excepting thereout all mines and minerals"; and
- 2) The sale of the portions of closed road on the terms outlined by Administration in the report to Council on August 25, 2008, subject to the purchase price being at or near market value to the satisfaction of the Engineering Services Manager based upon comparison to recent independent appraisals conducted for the project; and
- 3) The net proceeds from the sale of closed road will be credited to the Gaetz Avenue and 32 Street Intersection Improvements project.



Rick Elm
Land and Appraisal Coordinator



Howard Thompson
Land & Economic Development Manager

Attach.

- c. Tom Warder, Engineering Services Manager
Dean Krejci, Financial Services Manager



Legislative & Administrative Services

Council Decision – August 25, 2008

FILE

DATE: August 26, 2008

TO: Rick Elm, Land & Appraisal Coordinator
Howard Thompson, Land & Economic Development Manager

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Road Closure Bylaw 3411/2008(Service Roads), and
Sales along Gaetz Avenue

Reference Report:

Land & Appraisal Coordinator and Land & Economic Development Manager, dated August 12, 2008.

Resolution:

“Resolved that Council of the City of Red Deer having considered the report from the Land & Appraisal Coordinator and the Land & Economic Development Manager, dated August 12, 2008 Re: Road Closure Bylaw 3411/2008 (Service Roads), and Sales along Gaetz Avenue, hereby delegates the authority to enter into land sale agreements, for the closed roads, to the City Manager, subject to the purchase price being at or near market value based upon comparison to recent independent appraisals.”

Bylaw Reading:

Road Closure Bylaw 3411/2008 received first reading at the Monday August 25, 2008 Council Meeting.

Report Back to Council: Yes.

A Public Hearing will be held on Monday September 22, 2008 at 6pm in Council Chambers during Council's regular meeting. This office will now proceed with advertising the public hearing.

Comments/Further Action:

Road Closure Bylaw 3411/2008 proposes closure of Service Roads within the Gaetz Avenue and 32 Street intersection area to proceed with intersection improvements.



Kelly Kloss
Manager

/attach.

Cc: Development Services Director
Corporate Services Director
Engineering Services Manager
Financial Services Manager
Martin Kvapil, Parkland Community Planning Services
Tony Lindhout, Parkland Community Planning Services

BYLAW NO. 3411/2008

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

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

- 1 The following portions of roadway in the City of Red Deer are hereby closed:

All that portion of Road Plan(s) 4868 KS, 5009 KS, 3237 NY, 737 HW

and 782 1412 all lying within the limits of

Subdivision plan_____, Excepting thereout all mines and

minerals.

READ A FIRST TIME IN OPEN COUNCIL this 25th day of August 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

Memo

ORIGINAL

Date: August 12, 2008

To: Kelly Kloss, Legislative and Administrative Services Manager

From: Rick Elm, Land and Appraisal Coordinator
Howard Thompson, Land & Economic Development Manager

RE: Road Closure Bylaw (Service Roads), and Sales along Gaetz Avenue

Background:

The Engineering Department is preparing to move forward with the Gaetz and 32nd Street Intersection Improvements. Land currently occupied by the service roads as shown on the attached sketch are required for either;

- 1) Improvements to Gaetz Avenue or
- 2) To be disposed and consolidated with various affected adjacent landowners.

In order to initiate subdivision, a road closure bylaw is required. Alternate accesses to all properties exist by way of Gaetz Avenue North and South, 32nd Street East and West, 49th Avenue North and South and 51st Avenue North and South.

A report regarding the extent of the Gaetz and 32nd Street Intersection Improvements was given final approval by Council on June 16, 2008.

Financial Implications:

Due to the timing of current negotiations with affected landowners and the multiple number of transactions, we are recommending City Council approves the road closures and delegates the authority to enter into land sale agreements for the closed roads to the Engineering Services Manager. The authority would be subject to the purchase price being at or near market value to the satisfaction of the Engineering Services Manager based upon comparison to recent independent appraisals conducted for the project.

The net proceeds from these land sales will be credited to the Gaetz Avenue and 32 Street Intersection Improvements project.

Memo

Page 2

ORIGINAL

Recommendations:

That City Council approves:

- 1) The first reading of a bylaw having the effect of closing;

"All that portion of Road Plan(s) 4868 KS, 5009 KS, 3237 NY, 737 HW and 782 1412 all lying within the limits of Subdivision Plan _____, excepting thereout all mines and minerals"; and
- 2) The sale of the portions of closed road on the terms outlined by Administration in the report to Council on August 25, 2008, subject to the purchase price being at or near market value to the satisfaction of the Engineering Services Manager based upon comparison to recent independent appraisals conducted for the project; and
- 3) The net proceeds from the sale of closed road will be credited to the Gaetz Avenue and 32 Street Intersection Improvements project.



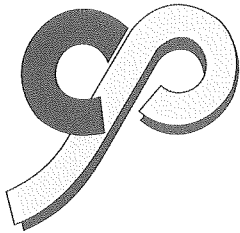
Rick Elm
Land and Appraisal Coordinator



Howard Thompson
Land & Economic Development Manager

Attach.

- c. Tom Warder, Engineering Services Manager
Dean Krejci, Financial Services Manager



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Reports Item No. 4

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

DATE: August 14, 2008

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Land Use Bylaw Amendment No. 3357/AA-2008
Gaetz Avenue / 32 Street Intersection
Rezoning of Closed Portions of Road
The City of Red Deer

Proposal

The City of Red Deer is proposing to close several portions of road identified in the City of Red Deer Engineering Services' *Gaetz Avenue / 32 Street Intersection Improvements – Functional Design*.

Further to the report of Land and Economic Development which appears elsewhere on this agenda, the intent is to then consolidate these closed portions with adjacent parcels and accommodate them within the C4 Commercial (Major Arterial) District. The proposed land use bylaw amendment supports Engineering Services' report, which was previously considered and conceptually approved by Council.

Staff Recommendation

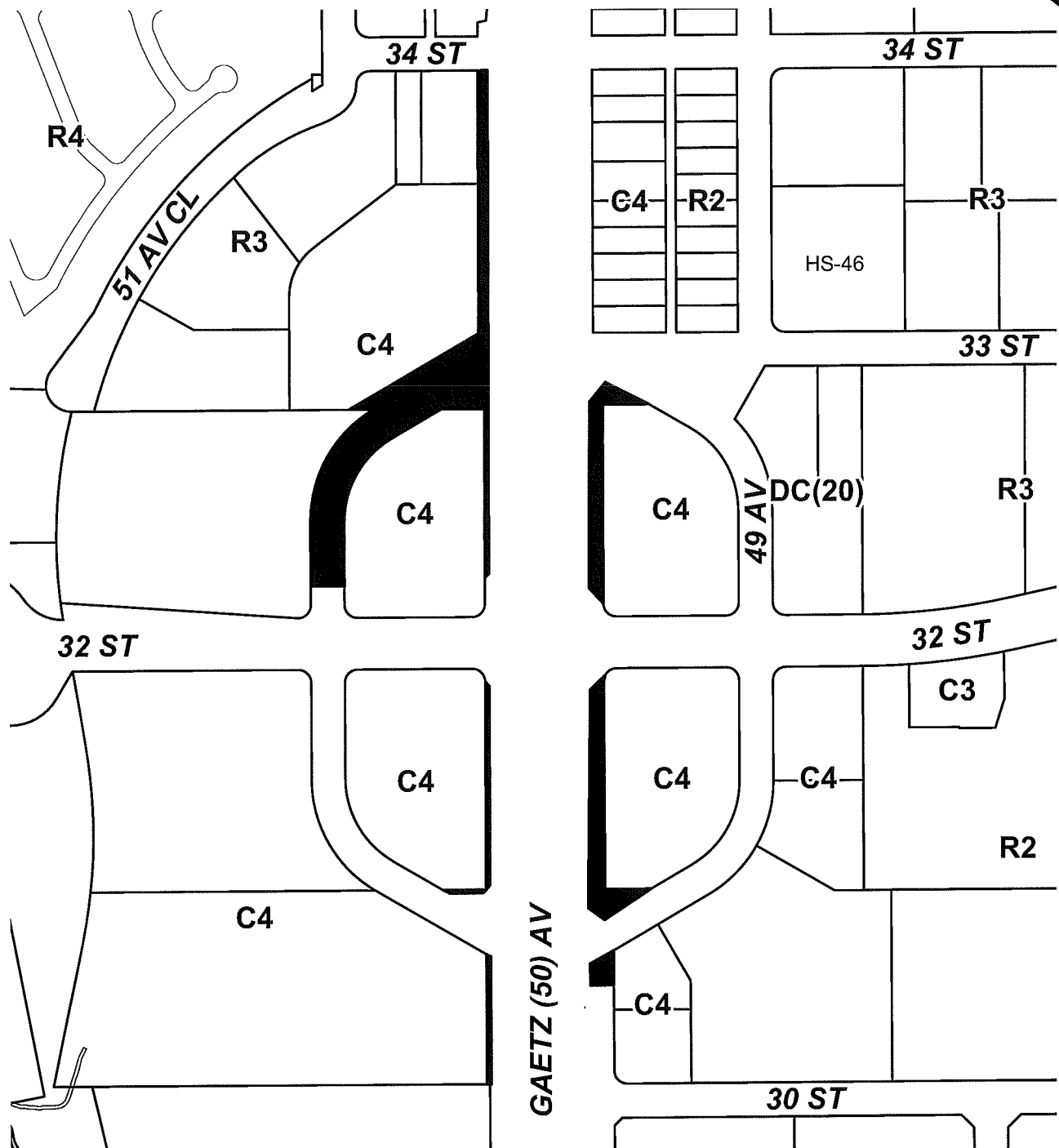
That City Council, subject to first reading of the applicable road closure bylaw, proceed with first reading of Land Use Bylaw Amendment No. 3357/AA -2008.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout, ACP, MCIP
CITY PLANNING MANAGER

Attachments

Proposed Amendment to Land Use Bylaw 3357/2006



North
Not to Scale



Affected Districts:
C4 - Commercial (Major Arterial)

Change District from:



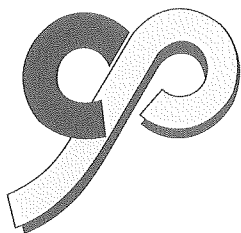
Road to C4

Proposed Amendment
Map: 20/2008
Bylaw: 3357/AA-2008

Comments:

I agree with the recommendations of Parkland Community Planning Services and I recommend that Council consider first reading of the Land Use Bylaw Amendment 3357/AA-2008. A Public Hearing will be held on Monday September 22, 2008 at 6:00 p.m. in Council Chambers during Council's Regular Meeting.

"Craig Curtis"
City Manager



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

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

DATE: August 14, 2008
TO: Kelly Kloss, Legislative and Administrative Services Manager
FROM: Martin Kvapil, Planning Assistant
RE: Land Use Bylaw Amendment No. 3357/AA-2008
Gaetz Avenue / 32 Street Intersection
Rezoning of Closed Portions of Road
The City of Red Deer

ORIGINAL

Proposal

The City of Red Deer is proposing to close several portions of road identified in the City of Red Deer Engineering Services' *Gaetz Avenue / 32 Street Intersection Improvements – Functional Design*.

Further to the report of Land and Economic Development which appears elsewhere on this agenda, the intent is to then consolidate these closed portions with adjacent parcels and accommodate them within the C4 Commercial (Major Arterial) District. The proposed land use bylaw amendment supports Engineering Services' report, which was previously considered and conceptually approved by Council.

Staff Recommendation

That City Council, subject to first reading of the applicable road closure bylaw, proceed with first reading of Land Use Bylaw Amendment No. 3357/AA -2008.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout, ACP, MCIP
CITY PLANNING MANAGER

Attachments



Legislative & Administrative Services

Council Decision – August 25, 2008

DATE: August 26, 2008

TO: Martin Kvapil, Parkland Community Planning Services
Tony Lindhout, City Planning Manager

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment No. 3357/AA-2008
Gaetz Avenue / 32 Street Intersection
Rezoning of Closed Portion of Road
The City of Red Deer

FILE

Reference Report:

Parkland Community Planning Services, dated August 14, 2008.

Bylaw Readings:

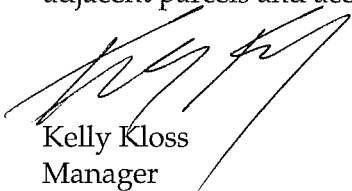
Land Use Bylaw Amendment 3357/AA-2008 received first reading at the Monday August 25, 2008 Council Meeting. A copy of which is attached.

Report Back to Council: Yes – September 22, 2008.

A Public Hearing will be held on Monday September 22, 2008 at 6pm in Council Chambers during Council's regular meeting. This office will now proceed with advertising the public hearing.

Comments/Further Action:

Land Use Bylaw Amendment 3357/AA-2008 is proposing to close several portions of road identified in the City of Red Deer Engineering Services Gaetz Avenue / 32 Street Intersection Improvements – Functional Design. The intent is to consolidate the closed portions with the adjacent parcels and accommodate them within the C4 Commercial (Major Arterial) District.



Kelly Kloss
Manager
/attach.

Cc: Development Services Director
Corporate Services Director
Engineering Services Manager
Financial Services Manager
Assessment & Tax Manager
City Assessor
Inspections & Licensing Manager
Inspections & Licensing Supervisor
Land & Economic Development Manager
Graphics Designer

BYLAW NO. 3357/AA -2008

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

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

1. That "Use District Maps L12, L13, M12 and M13" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 20 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 25th day of August 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

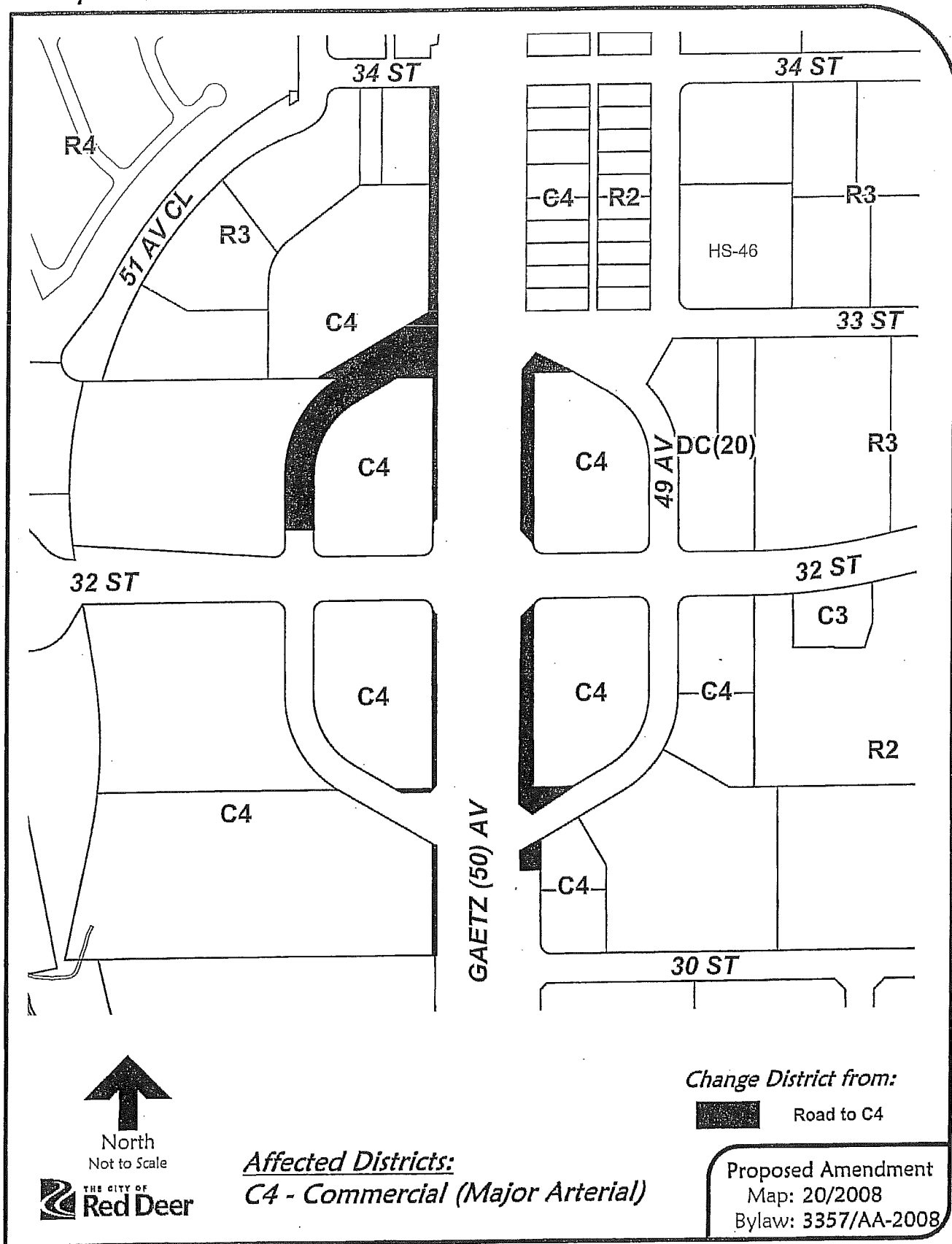
READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

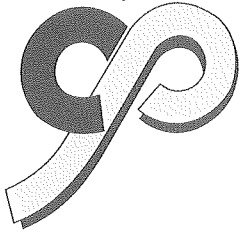
AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006





**PARKLAND
COMMUNITY
PLANNING
SERVICES**

Reports Item No. 5

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

DATE: August 14, 2008

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Martin Kvapil, Planning Assistant

RE: Land Use Bylaw Amendment No. 3357/Z-2008
Clearview North Neighbourhood – Phase 4
Melcor Developments Ltd.

Proposal

Melcor Developments Ltd. is proposing to develop Phase 4 of the Clearview North neighbourhood. Rezoning is being sought for approximately 3.07 ha (7.59 ac.) of land from A1 Future Urban Development District to R2 Residential (Medium Density) District and R3 Residential (Multiple Family) District in order to create 2 multi-unit residential lots. The proposed land use districts of Bylaw 3357/Z-2008 conform with the Clearview North Neighbourhood Area Structure Plan.

Staff Recommendation

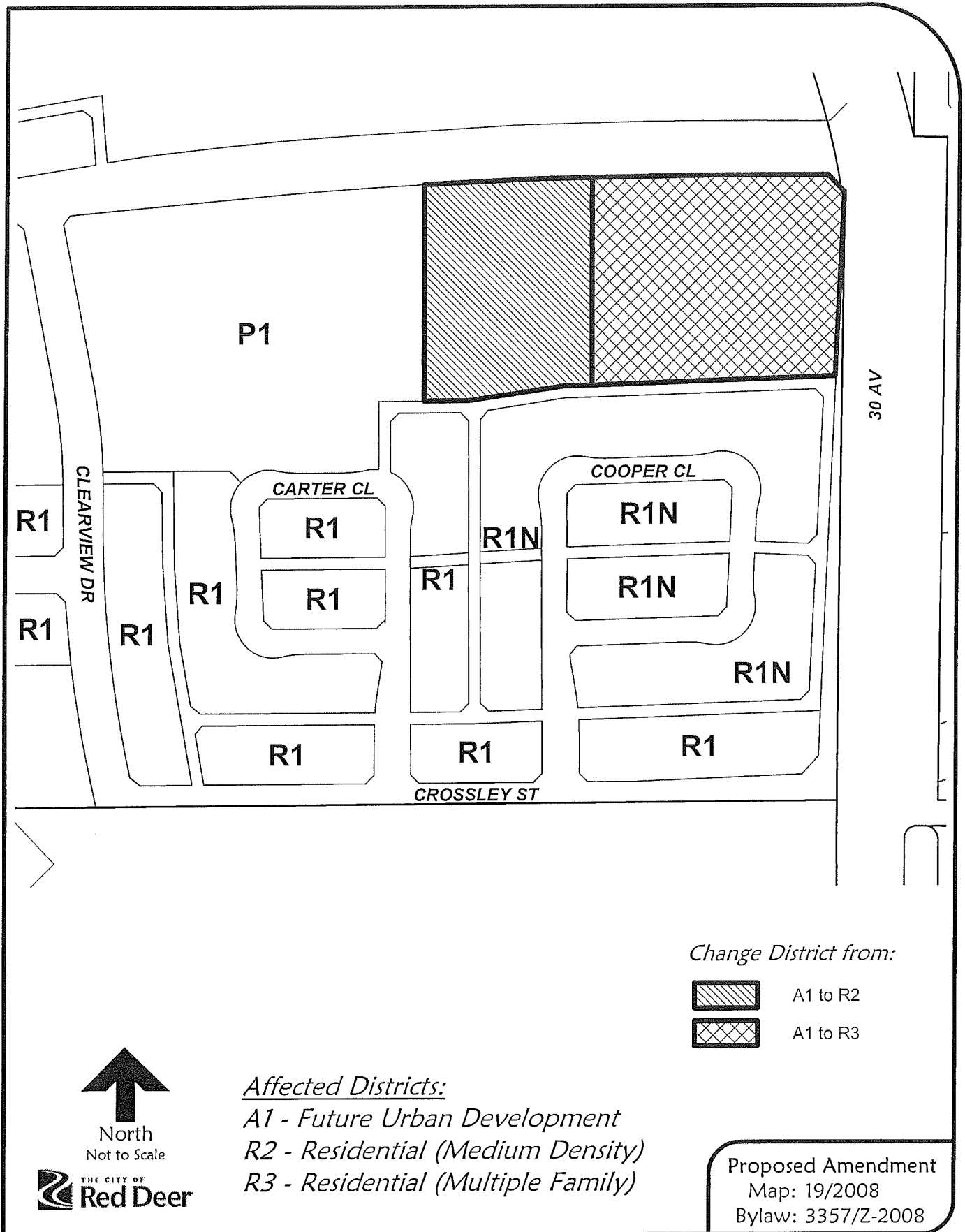
That City Council proceed with first reading of Land Use Bylaw Amendment No. 3357/Z -2008.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout, ACP, MCIP
CITY PLANNING MANAGER

Attachments

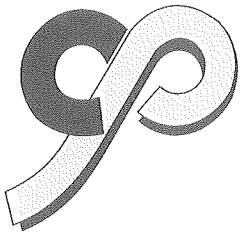
Proposed Amendment to Land Use Bylaw 3357/2006



Comments:

I agree with the recommendations of Parkland Community Planning Services and I recommend that Council consider first reading of the Land Use Bylaw Amendment 3357/Z-2008. A Public Hearing will be held on Monday September 22, 2008 at 6:00 p.m. in Council Chambers during Council's Regular Meeting.

"Craig Curtis"
City Manager



**PARKLAND
COMMUNITY
PLANNING
SERVICES**

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

DATE: August 14, 2008
TO: Kelly Kloss, Legislative and Administrative Services Manager
FROM: Martin Kvapil, Planning Assistant
RE: Land Use Bylaw Amendment No. 3357/Z-2008
Clearview North Neighbourhood – Phase 4
Melcor Developments Ltd.

ORIGINAL

Proposal

Melcor Developments Ltd. is proposing to develop Phase 4 of the Clearview North neighbourhood. Rezoning is being sought for approximately 3.07 ha (7.59 ac.) of land from A1 Future Urban Development District to R2 Residential (Medium Density) District and R3 Residential (Multiple Family) District in order to create 2 multi-unit residential lots. The proposed land use districts of Bylaw 3357/Z-2008 conform with the Clearview North Neighbourhood Area Structure Plan.

Staff Recommendation

That City Council proceed with first reading of Land Use Bylaw Amendment No. 3357/Z -2008.

Martin Kvapil
PLANNING ASSISTANT

Tony Lindhout, ACP, MCIP
CITY PLANNING MANAGER

Attachments



FILE

LEGISLATIVE & ADMINISTRATIVE SERVICES

August 26, 2008

Mr. G. Pelletier
Melcor Developments
502, 4901-48 Street
Red Deer, AB T4N 6M4

Via Fax and Original Mail

Dear Sir,

Re: *Land Use Bylaw Amendment No. 3357/Z-2008*
 Clearview North Neighbourhood – Phase 4
 Melcor Developments Ltd.

Red Deer City Council gave first reading to *Land Use Bylaw Amendment 3357/Z-2007* at the City of Red Deer's Council Meeting held Monday, August 25, 2008. For your information a copy of the bylaw is attached.

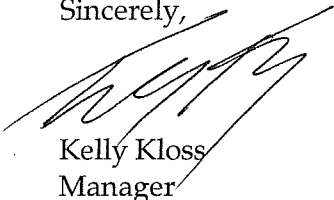
Land Use Bylaw Amendment 3357/Z-2007 provides for the proposed rezoning of approximately 3.07 ha of land from A1 Future Urban Development District to R2 Residential (Medium Density) District and R3 Residential (Multiple Family) District in order to create 2 multi-unit residential lots. The proposed land use districts of Bylaw 3357/Z-2008 conform with the Clearview North Neighbourhood Area Structure Plan.

Council must hold a Public Hearing before giving second and third readings to the bylaw. This office will now advertise for a Public Hearing to be held on Monday, September 22, 2008 at 6:00 p.m. in Council Chambers during Council's regular meeting.

You are responsible for the advertising costs and will be invoiced for this cost which we estimate to be approximately \$700.00. If you are not in agreement with paying this cost, please notify me by 10:00 A.M. on Tuesday, September 2, 2008.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss
Manager

c Parkland Community Planning Services

BYLAW NO. 3357/Z -2008

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

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

1. That "Use District Map P17" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 19 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 25th day of August 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK



P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE:

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE:

FAX TO: Melcor Developments Ltd.
ATTENTION: Mr. G. Pelletier
THEIR FAX NO: 403.343.7510
FROM: Kim Woods
DEPARTMENT: Legislative Services/City of Red Deer
PHONE #: (403) 342.8201

MESSAGE AREA (if required):

Confidentiality Notice

This communication is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. It may contain information that is confidential or subject to legal privilege. Further disclosure or use of this communication in whole or in part, by any other person, in any manner, may be an offence under the Freedom of Information and Protection of Privacy Act. If you received this fax in error please telephone us immediately. Thank you for your assistance.

ORIGINAL TO FOLLOW: BY MAIL ☒ BY COURIER ☐
NO ORIGINAL WILL BE FORWARDED: ☐

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.

* * * Communication Result Report (Aug. 26. 2008 3:37PM) * * *

1) LEGISLATIVE SERVICES
2)

Date/Time: Aug. 26. 2008 3:36PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7381 Memory TX	4033437510	P. 4	OK	

FILE

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection



P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE:

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE:

FAX TO: Melcor Developments Ltd.
ATTENTION: Mr. G. Pelletier
THEIR FAX NO: 403.343.7510
FROM: Kim Woods
DEPARTMENT: Legislative Services/City of Red Deer
PHONE #: (403) 342.8201

MESSAGE AREA (if required):

Confidentiality Notice

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ORIGINAL TO FOLLOW:

BY MAIL ☒ BY COURIER ☐
NO ORIGINAL WILL BE FORWARDED: ☐

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.

DATE: August 26, 2008

TO: Martin Kvapil, Parkland Community Planning Services
Tony Lindhout, Parkland Community Planning Services

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Land Use Bylaw Amendment 3357/Z-2008
Clearview North Neighbourhood – Phase 4
Melcor Developments Ltd.

FILE

Reference Report:

Parkland Community Planning Services, dated August 14, 2008.

Bylaw Readings:

Land Use Bylaw Amendment 3357/Z-2008 received first reading at the Monday August 25, 2008 Council Meeting, a copy of which is attached.

Report Back to Council: Yes – September 22, 2008.

A Public Hearing will be held on Monday September 22, 2008 at 6pm in Council Chambers during Council's regular meeting. This office will now proceed with advertising the public hearing.

Comments/Further Action:

Land Use Bylaw Amendment 3357/Z-2008 proposes to develop Phase 4 of the Clearview North neighbourhood, rezoning approximately 3.07 ha of land from A1 Future Urban Development District to R2 Residential (Medium Density) District and R3 Residential (Multiple Family) District in order to create 2 multi-unit residential lots.



Kelly Kloss
Manager

/attach

Cc: Development Services Director
Assessment & Tax Manager
City Assessor
Inspections & Licensing Manager
Inspections & Licensing Supervisor
Land & Economic Development Manager
Graphics Designer

BYLAW NO. 3357/Z -2008

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

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

1. That "Use District Map P17" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 19 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 25th day of August 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

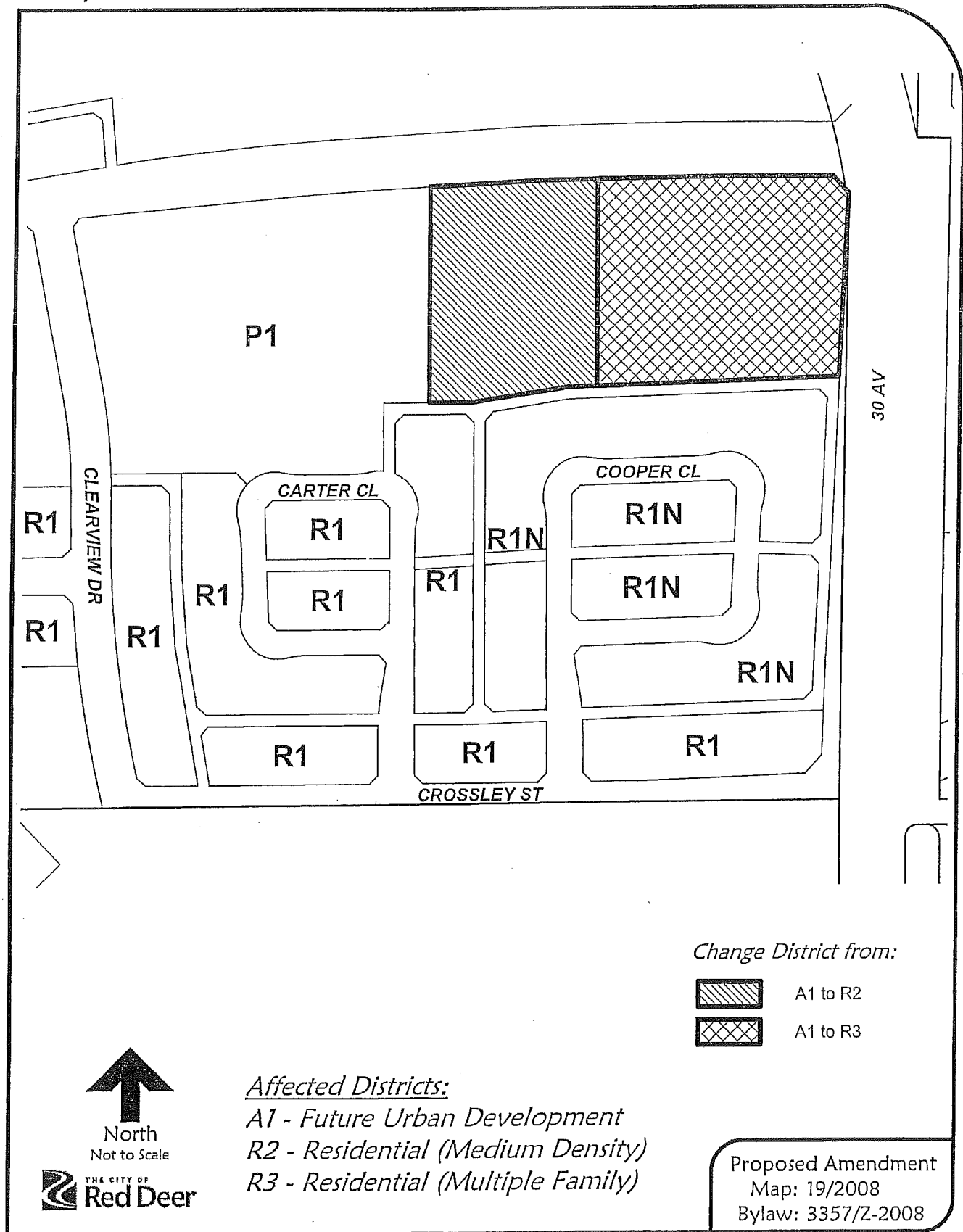
READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006



Reports Item No. 6



DATE: August 6, 2008
TO: City Council
FROM: Craig Curtis, City Manager
RE: Council Remuneration

Mayor and Councillor compensation is presently guided by Council Policy 5203-C that bases salary on a median of comparison municipalities and allows for an annual adjustment based on the Consumer Price Index.

It is proposed that a simpler system now be adopted as follows:

- The 2007 salary for Councillors shall be used as a base compensation level.
- The 2007 base salary and allowances shall be adjusted by the same percentage increase granted to exempt employees. This is the system used by many municipalities in Alberta and across Canada.

In addition to the annual base pay, City Council is also compensated through per diem payments for specific meetings on the following basis:

- 3 to 5 hours \$75.00
- Over 5 hours \$150.00

Per diem rates have not been updated since 2003 and as well have not taken into account activities under the 3 hour time frame. It is proposed that the per diem rate and timelines be adjusted as follows:

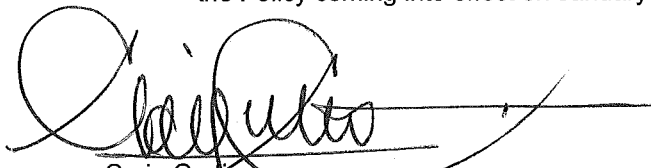
- Over 6 hours - \$211
- Over 3 hours and up to 6 hours - \$159
- Up to 3 hours \$80

It is proposed that these per diems also be increased by the same percentage as regular pay and the application of per diems will be guided by a standard administrative policy.

Recommendation

That City Council approves:

- That the Council Compensation Policy 5103-C be revised; the base salary and other allowances be adjusted annually by the same percentage granted to management staff;
- The 2007 salary and allowances (other than per diems) being used as the commencing base rate with the Policy coming into effect on January 1, 2008.



Craig Curtis
City Manager



Council Decision – August 25, 2008

Legislative & Administrative Services

FILE

DATE: August 26, 2008

TO: Craig Curtis, City Manager

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Council Remuneration

Reference Report:

City Manager, dated August 6, 2008.

Resolution:

"Resolved that Council of the City of Red Deer after considering the report from the City Manager, dated August 6, 2008 Re: Council Compensation, hereby approves that:

- 1) Council Compensation Policy 5103-C be revised; the base salary and other allowances be adjusted annually by the same percentage granted to management staff; and
- 2) The 2007 salary allowances (other than per diems) be used as the commencing base rate with the Policy coming into effect on January 1, 2008."

Report Back to Council: No.

Comments/Further Action:

Council Policy 5103-C has been revised, as attached, to reflect the base salary and other allowances to be adjusted annually by the same percentage granted to management staff, effective January 1, 2008.

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

/attach

Cc: Corporate Services Director
Human Resources Manager



FILE

LEGISLATIVE & ADMINISTRATIVE SERVICES

August 27, 2008

Human Resources Department
Human Resources Manager
City of Red Deer
PO Box 5008
Red Deer, AB T4N 3T4

Dear Marge:

Re: Council Compensation

At the City of Red Deer Council Meeting, held on Monday August 25, 2008, Council considered the report from the City Manager, dated August 6, 2008. The following resolution was passed:

"Resolved that Council of the City of Red Deer after considering the report from the City Manager, dated August 6, 2008 Re: Council Compensation, hereby approves that:

- 1) Council Compensation Policy 5103-C be revised; the base salary and other allowances be adjusted annually by the same percentage granted to management staff; and
- 2) The 2007 salary allowances (other than per diems) be used as the commencing base rate with the Policy coming into effect on January 1, 2008."

According to the Council Compensation Policy 5103-C, the base salary and other allowances are to be adjusted annually by the same percentage granted to management staff. Management staff received a 5.5% annual increase. It is our understanding that the Mayor's salary will be based on a .5% increase retroactive to January 1, 2008, since an increase of 5% has already been applied to the Mayor's salary as of January 1, 2008. The Councillor's salary will be adjusted by a 5.5% increase, retroactive to January 1, 2008.

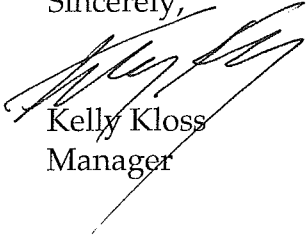
/..2

Letter to Human Resources
August 27, 2008

I have attached the Council Compensation Policy for your convenience.

Please call me if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss', is written over the printed name and title.

Kelly Kloss
Manager

- c. Compensation Supervisor
Human Resource Administrator Payroll/Accounting

**Compensation:
Mayor and Councillors****Purpose:**

To outline the compensation provided to the Mayor and Councillors.

Policy Statement(s):

Reasonable compensation in the form of annual base salary, allowances (including per diems) and benefits will be provided to the Mayor and Councillors as outlined:

Salary

The Mayor and Councillors are provided annual base salaries which are paid on a bi-weekly basis (for 2007 – Mayor's salary \$72,904 – Councillor's salary \$24,564).

In accordance with the Municipal Government Act and The Federal Income Tax Act, one third of the salary (excluding benefits) paid to an elected municipal official is deemed to be an allowance for expenses (without receipts) that are incidental to the discharge of the elected officials duties and is, therefore not taxable.

Other Allowances

The Mayor is provided an annual car allowance (for 2007- \$3,153).

Councillors are entitled to claim per diems for eligible activities as outlined in administrative policy. Commencing September 1, 2008 per diem rates will be:

- Over 6 hours -\$211
- Over 3 hours and up to 6 hours- \$159
- Up to 3 hours - \$80

Salary and Allowance Adjustments

Unless Council directs otherwise, salary and allowances will be adjusted by the same percentage salary increase granted to management staff, rounded up to the next dollar, and be effective January 1st of each year.

Expenses

Eligible expenses incurred such as mileage, meals, travel and accommodation will be reimbursed as outlined in administrative policy.

Benefits

Councillors are provided:

- a. Basic Group Life Insurance coverage of twice their annual income (City pays 100% of the premium) and access to optional spousal, dependent and additional life insurance (Councillors pay the full premium).
- b. Extended Medical and Dental coverage as provided to City's management staff (City pays 100% of the premium).
- c. Alberta Health and Wellness coverage (City pays 50% of the premium).
- d. A contribution of 7.5% of annual salary remuneration towards an optional RRSP (participating Councillors must also contribute a minimum of 7.5%).
- e. A \$500 health spending account.

The Mayor is provided:

- a. Basic Group Life Insurance coverage of twice the annual income (City pays the premium for the first \$25,000 of coverage) and access to optional spousal, dependent and additional life insurance (Mayor pays the full premium).
- b. Extended Medical and Dental coverage as provided to City of Red Deer management staff (City pays 100% of the premium).
- c. Alberta Health and Wellness coverage (City pays 50% of the premium).
- d. A contribution of 7.5% of annual salary remuneration towards an optional RRSP (a participating Mayor must also contribute a minimum of 7.5%).
- e. A \$500 health spending account.

**Compensation:
Mayor and Councillors****Scope/Application:**

This policy applies to the Mayor and Councillors.

Authority/Responsibility to Implement:

Manager, Legislative & Administrative Services (LAS)

References/Links:

1. 5107-C Remuneration City Manager (in draft)
2. MGA
3. Federal Income Tax Act

Approval History:

Original Effective Date: September 9, 1996
Revision Date: September 8, 1997
Revision Date: May 17, 2004
Revision Date: February 22, 2008
Revision Date: August 25, 2008
Repeal Date:

Inquiries/Contact Person:

Manager, Legislative & Administrative Services (LAS)

**Compensation:
Mayor and Councillors****Scope/Application:**

This policy applies to the Mayor and Councillors.

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Repeal Date:

Inquiries/Contact Person:

Manager, Legislative & Administrative Services (LAS)



Legislative & Administrative Services

Council Decision – August 25, 2008

Sent in addition to the original decision letter, dated August 26, 2008

FILE

DATE: September 3, 2008
TO: Mary Bovair, Financial Analyst
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Council Remuneration

Reference Report:

City Manager, dated August 6, 2008.

Resolution:

"Resolved that Council of the City of Red Deer after considering the report from the City Manager, dated August 6, 2008 Re: Council Compensation, hereby approves that:

- 3) Council Compensation Policy 5103-C be revised; the base salary and other allowances be adjusted annually by the same percentage granted to management staff; and
- 4) The 2007 salary allowances (other than per diems) be used as the commencing base rate with the Policy coming into effect on January 1, 2008."

Report Back to Council: No.

Comments/Further Action:

Council Policy 5103-C has been revised, as attached, to reflect the base salary and other allowances to be adjusted annually by the same percentage granted to management staff, effective January 1, 2008.

A handwritten signature in black ink, appearing to read 'K. Kloss'.

Kelly Kloss
Manager

/attach

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Mayor and Councillors****Scope/Application:**

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References/Links:

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Original Effective Date: September 9, 1996
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Revision Date: May 17, 2004
Revision Date: February 22, 2008
Revision Date: August 25, 2008
Repeal Date:

Inquiries/Contact Person:

Manager, Legislative & Administrative Services (LAS)

DATE: August 6, 2008
TO: City Council
FROM: Craig Curtis, City Manager
RE: Council Remuneration

ORIGINAL

Mayor and Councillor compensation is presently guided by Council Policy 5203-C that bases salary on a median of comparison municipalities and allows for an annual adjustment based on the Consumer Price Index.

It is proposed that a simpler system now be adopted as follows:

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Per diem rates have not been updated since 2003 and as well have not taken into account activities under the 3 hour time frame. It is proposed that the per diem rate and timelines be adjusted as follows:

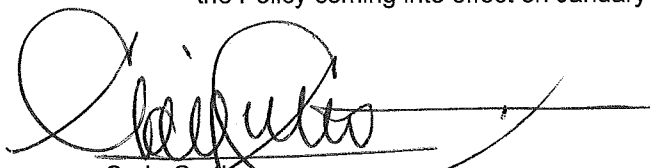
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It is proposed that these per diems also be increased by the same percentage as regular pay and the application of per diems will be guided by a standard administrative policy.

Recommendation

That City Council approves:

- That the Council Compensation Policy 5103-C be revised; the base salary and other allowances be adjusted annually by the same percentage granted to management staff;
- The 2007 salary and allowances (other than per diems) being used as the commencing base rate with the Policy coming into effect on January 1, 2008.


Craig Curtis
City Manager

Kim Woods

From: Kelly Kloss
Sent: August 06, 2008 1:57 PM
To: Craig Curtis
Cc: Kim Woods; Lorraine Poth
Subject: Council Policy 5103 & Memo - Compensation of Mayor and Councillors

Attachments: 779124 - 5103- C DRAFT Compensation Mayor and Councillors - 1.DOC; 778626 - Council Remuneration - 1.DOC

Hi Craig,

Here is the revised policy and revised memo to Council. In your letter there were a number of inconsistencies as to what we currently do.

The Council policy that we are now using includes the 2007 special study results, so the study does not supersede the policy.

The per diems rates that we now use are \$75 for 3 to 5 hours (half day) and \$150 over 5 hours (full day). We do not have a rate for under 3 hours.

This item will go to the August 25 open Council meeting. We are working on the Administrative policy related to per diems and what they apply to and will have that done next week.



779124 - 5103- C
DRAFT Compens...

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL



778626 - Council
Remuneration ...

Kelly

Reports Item No. 7**Environmental Services Department**

Date: August 19, 2008

To: Legislative and Administrative Services Manager

From: Environmental Services Manager

Re: **Water Utility Reserve Fund Transfer**
Additional Cost
Water Treatment Plant Caustic Soda Tank

Caustic soda is used by the Water Treatment Plant to adjust the pH of the treated water and when it is not available for use the impacts can be discoloured water and lower chlorine residuals in the distribution system. This can result in increased customer complaints and more frequent water line flushing. Additionally, the pH of the treated water is one of the parameters regulated by Alberta Environment through the Water Treatment Plant's operating approval, and dosing caustic soda is the method used to keep the pH within the acceptable range. On July 14, 2008 the tank being used to store caustic soda at the Water Treatment Plant began to leak, requiring a new tank to be installed before caustic soda addition can be reinstated.

Storage of caustic soda has been an on-going challenge at the Water Treatment Plant and numerous attempts have been made to patch and repair the existing tank and liner. The repairs to date have not successfully provided long term caustic soda storage, so a more permanent solution is required. To that point, a capital project was approved in the 2008 budget to purchase and install a new steel tank. A consultant has been hired to coordinate the design and installation of the tank and has investigated potential tank suppliers. Due to constraints related to a small construction area and the requirement to weld the tank on-site, only two suppliers expressed interest. Based on preliminary quotes from the two suppliers Cobra Tanks is offering the best price, the quickest installation time and the longest warranty.

The timeline for completing this project is important because Cobra Tanks has an opening in their schedule that could allow us to have a tank commissioned by the end of October. The Water Treatment Plant has investigated temporary measures for storing and using caustic soda, but these options have proved neither cost-effective nor practical. The Purchasing Department has been consulted and they determined the situation warranted sole sourcing the supply and installation of the tank to Cobra Tanks.

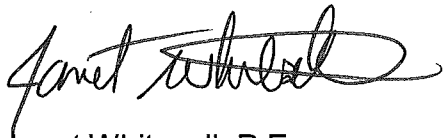
...../2

August 19, 2008
Legislative and Administrative Services Manager
Page 2 of 2

The total cost to complete the replacement of the caustic soda tank is estimated at \$275,000. This rate includes engineering fees, supply and installation costs, a contingency for unanticipated difficulties encountered due to the tight construction area, an allowance for the disparity between the Canadian and U.S. dollar, and the costs to demolish the old tank and connect the new tank. We currently have an approved budget of \$200,000 to complete this work.

Recommendation

We respectfully request that Council approve the transfer of \$75,000 from the Water Utility Reserve to fund the additional cost to replace the caustic soda tank.



Janet Whitesell, P.Eng.
Environmental Planning Engineer



Tom Marstaller, M.Sc., P.Eng
Environmental Services Manager

/blm

Environmental Services Department

Date: August 19, 2008

To: Legislative and Administrative Services Manager

From: Environmental Services Manager

Re: **Water Utility Reserve Fund Transfer**
Additional Cost
Water Treatment Plant Caustic Soda Tank

ORIGINAL

Caustic soda is used by the Water Treatment Plant to adjust the pH of the treated water and when it is not available for use the impacts can be discoloured water and lower chlorine residuals in the distribution system. This can result in increased customer complaints and more frequent water line flushing. Additionally, the pH of the treated water is one of the parameters regulated by Alberta Environment through the Water Treatment Plant's operating approval, and dosing caustic soda is the method used to keep the pH within the acceptable range. On July 14, 2008 the tank being used to store caustic soda at the Water Treatment Plant began to leak, requiring a new tank to be installed before caustic soda addition can be reinstated.

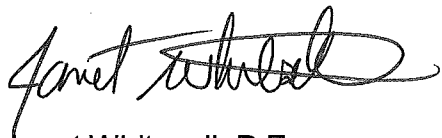
Storage of caustic soda has been an on-going challenge at the Water Treatment Plant and numerous attempts have been made to patch and repair the existing tank and liner. The repairs to date have not successfully provided long term caustic soda storage, so a more permanent solution is required. To that point, a capital project was approved in the 2008 budget to purchase and install a new steel tank. A consultant has been hired to coordinate the design and installation of the tank and has investigated potential tank suppliers. Due to constraints related to a small construction area and the requirement to weld the tank on-site, only two suppliers expressed interest. Based on preliminary quotes from the two suppliers Cobra Tanks is offering the best price, the quickest installation time and the longest warranty.

The timeline for completing this project is important because Cobra Tanks has an opening in their schedule that could allow us to have a tank commissioned by the end of October. The Water Treatment Plant has investigated temporary measures for storing and using caustic soda, but these options have proved neither cost-effective nor practical. The Purchasing Department has been consulted and they determined the situation warranted sole sourcing the supply and installation of the tank to Cobra Tanks.

The total cost to complete the replacement of the caustic soda tank is estimated at \$275,000. This rate includes engineering fees, supply and installation costs, a contingency for unanticipated difficulties encountered due to the tight construction area, an allowance for the disparity between the Canadian and U.S. dollar, and the costs to demolish the old tank and connect the new tank. We currently have an approved budget of \$200,000 to complete this work.

Recommendation

We respectfully request that Council approve the transfer of \$75,000 from the Water Utility Reserve to fund the additional cost to replace the caustic soda tank.



Janet Whitesell, P.Eng.
Environmental Planning Engineer



Tom Marstaller, M.Sc., P.Eng
Environmental Services Manager

/blm



Financial Services Department

DATE: August 18, 2008

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Lisa Francis, Acting Corporate Controller – Finance & Budget

SUBJECT: Reserve Fund Transfer for WTP Caustic Tank

The Water Treatment Plant currently has an approved budget of \$200,000 to replace the caustic soda tank. The quote has come in at \$275,000 and so they have requested an additional \$75,000. Financial Services has reviewed the request from the Water Treatment Plant and there are sufficient funds in the Water Utility Reserve to fund this request.

Recommendation

That Council approve the transfer of \$75,000 to fund the additional cost of replacing the caustic soda tank from the Water Utility Reserve.

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

Lisa Francis, CMA



Financial Services Department

DATE: August 18, 2008

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Lisa Francis, Acting Corporate Controller – Finance & Budget

SUBJECT: Reserve Fund Transfer for WTP Caustic Tank

The Water Treatment Plant currently has an approved budget of \$200,000 to replace the caustic soda tank. The quote has come in at \$275,000 and so they have requested an additional \$75,000. Financial Services has reviewed the request from the Water Treatment Plant and there are sufficient funds in the Water Utility Reserve to fund this request.

Recommendation

That Council approve the transfer of \$75,000 to fund the additional cost of replacing the caustic soda tank from the Water Utility Reserve.

Lisa Francis, CMA

Comments:

I support the recommendation of Administration.

“Craig Curtis”
City Manager

Reports Item No. 8

**Engineering Services**

Date: August 18, 2008

To: Legislative & Administrative Services Manager

From: Engineering Services Manager

Re: **2008 Area Improvement Fees**

Area Improvement Fees are charges payable by a developer for the use of municipal improvements constructed or to be constructed by The City or another developer. The fee is based upon the actual or estimated cost of the improvement divided by the total development area that benefits from the improvement. Unlike trunk utility mains and arterial roadways that are funded by off-site levies, and benefit all development areas, the area (local) improvements in question only benefit specific areas.

The following table outlines the proposed area improvement rate changes for 2008.

Project/Property Owner	2007 Rate	Proposed 2008 Rate	% Change
a. Kingston Drive from Gaetz Avenue to west property line of Lot 1, Plan 800 HW	\$9,340 /ha	\$9,425 /ha	1.0%

The details of this years review are as follows:

1. Oak Drive Area Improvement

This project has been completed. All developable lands within NW 19 and SW 19 have been developed.

2. Kingston Drive (80 Street) Area Improvement

The road has been built as of 2006. The rate for the Laebon, Kingswood Crossing, and Ordman lands reflects the developable area still remaining which owe to this improvement. A drawing showing the benefiting areas has been attached for information.

Legislative & Administrative Services Manager
August 18, 2008
Page 2

3. **Golden West Water and Sanitary Area Improvement**

This project has been completed with the final payments received in 2006 & 2007 for the two remaining properties.

SUMMARY

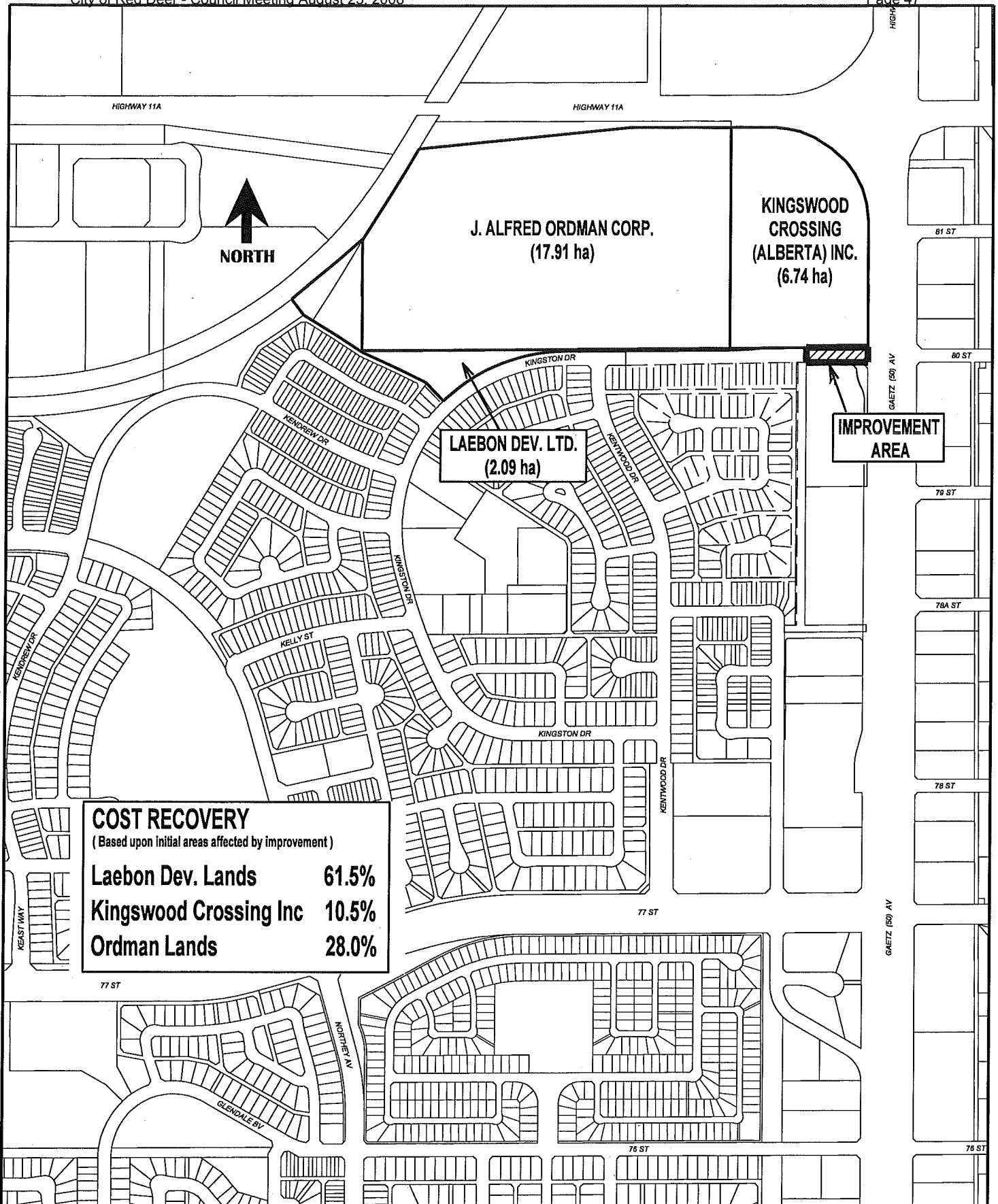
We respectfully request Council's approval of the proposed 2008 Area Improvement Fees for the project as shown in the preceding Table.



Tom C. Warder, P.Eng.
Engineering Services Manager

IW/ldr
Attach.

- c. Laebon Developments Ltd.
Kingswood Crossing Inc.
J. Alfred Ordman Professional Corp.
UDI Chapter Chairman, Steve Banack



February 26, 2008

Comments:

I support the recommendation of Administration.

"Craig Curtis"
City Manager

FILE

DATE: August 26, 2008
TO: Tom Warder, Engineering Services Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: 2008 Area Improvement Fees

Reference Report:

Engineering Services Manager, August 18, 2008.

Resolution:

"Resolved that Council of the City of Red Deer after considering the report from the Engineering Services Manager, dated August 18, 2008 Re: 2008 Area Improvement Fees, hereby approves the 2008 Area Improvement Fees:

<u>Project/Property Owner</u>	<u>2008 Rate</u>
Kingston Drive from Gaetz Avenue to West Property line of Lot 1, Plan 800 HW	\$9,425/ha."

Report Back to Council: No.


Kelly Kloss
Manager

Cc: Development Services Director
Corporate Services Director
Financial Services Director
Assessment & Tax Manager



FILE

LEGISLATIVE & ADMINISTRATIVE SERVICES

September 3, 2008

Kingswood Crossing Alta.
Suite 520, 701 West Georgia Street
Vancouver, B.C. V7Y 1A1

To whom it may concern:

Re: 2008 Area Improvement Fees
August 25, 2008 Red Deer City Council Meeting

Red Deer City Council gave consideration to the Report: "2008 Area Improvement Fees" at the Council Meeting held Monday, August 25, 2008. For your information a copy of the report is attached.

It was resolved in open council that the 2008 Area Improvement Fees for the Kingston Drive From Gaetz Avenue to the West property line of Lot 1, Plan 800 HW will be \$9,425 / ha.

Please call me if you have any questions or require additional information.

Sincerely,

Kelly Kloss
Manager

/attach.

c Engineering Services Manager



Engineering Services

Date: August 18, 2008
To: Legislative & Administrative Services Manager
From: Engineering Services Manager
Re: 2008 Area Improvement Fees

Area Improvement Fees are charges payable by a developer for the use of municipal improvements constructed or to be constructed by The City or another developer. The fee is based upon the actual or estimated cost of the improvement divided by the total development area that benefits from the improvement. Unlike trunk utility mains and arterial roadways that are funded by off-site levies, and benefit all development areas, the area (local) improvements in question only benefit specific areas.

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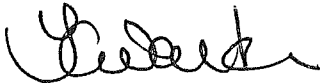
Legislative & Administrative Services Manager
August 18, 2008
Page 2

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SUMMARY

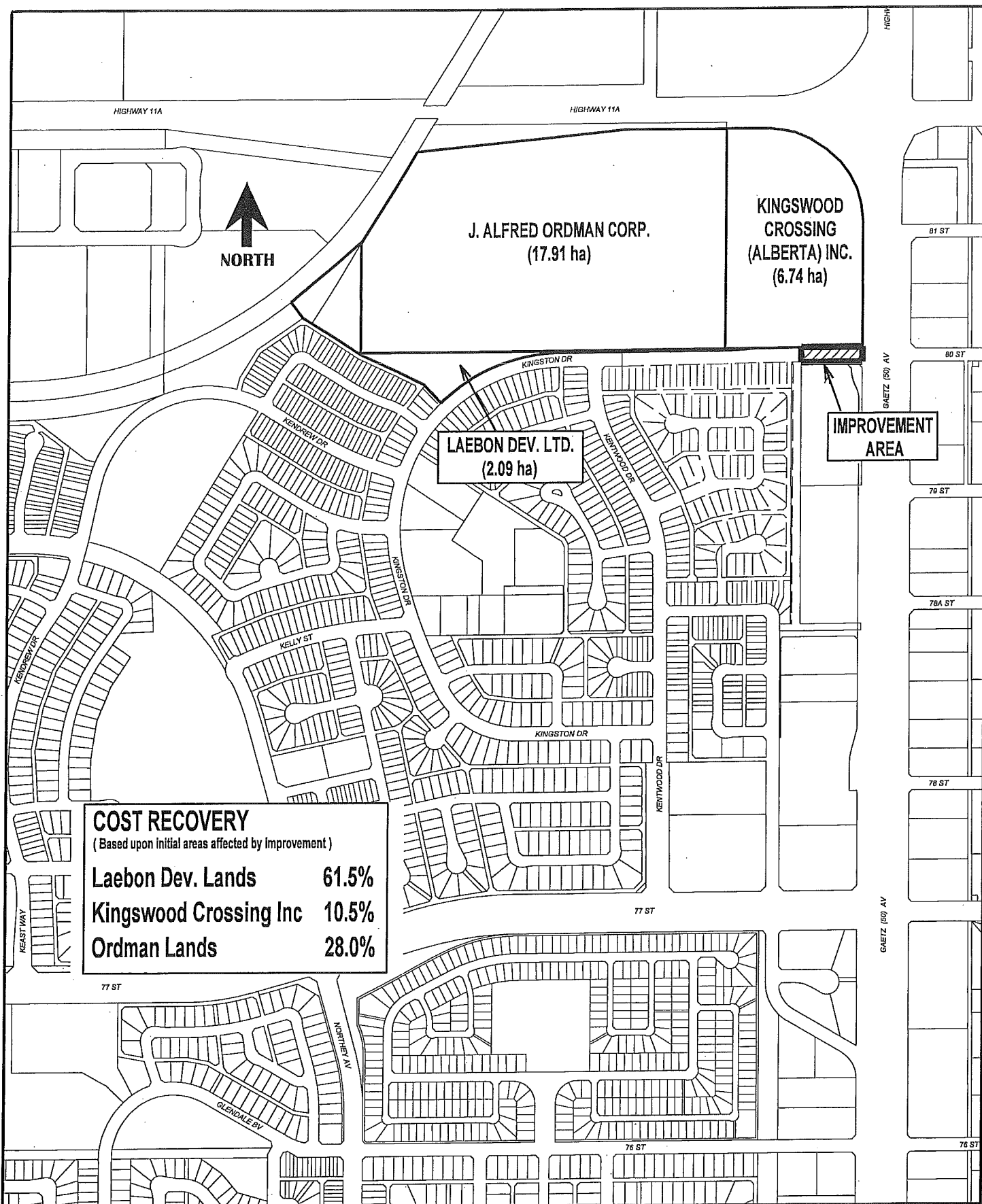
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Kingswood Crossing Inc.
J. Alfred Ordman Professional Corp.
UDI Chapter Chairman, Steve Banack



KINGSTON DRIVE AREA IMPROVEMENT

February 26, 2008



LEGISLATIVE & ADMINISTRATIVE SERVICES

FILE

September 3, 2008

Mr. Jack Alfred and Ms. Mary Ordman
J. Alfred Ordman Professional Corp.
3407 Spruce Drive
Red Deer, AB T4N 3N7

Dear Mr. Alfred and Ms. Ordman:

**Re: 2008 Area Improvement Fees
August 25, 2008 Red Deer City Council Meeting**

Red Deer City Council gave consideration to the Report: "2008 Area Improvement Fees" at the Council Meeting held Monday, August 25, 2008. For your information a copy of the report is attached.

It was resolved in open council that the 2008 Area Improvement Fees for the Kingston Drive From Gaetz Avenue to the West property line of Lot 1, Plan 800 HW will be \$9,425 / ha.

Please call me if you have any questions or require additional information.

Sincerely,

Kelly Kloss
Manager

/attach.

c Engineering Services Manager



Engineering Services

Date: August 18, 2008

To: Legislative & Administrative Services Manager

From: Engineering Services Manager

Re: 2008 Area Improvement Fees

Area Improvement Fees are charges payable by a developer for the use of municipal improvements constructed or to be constructed by The City or another developer. The fee is based upon the actual or estimated cost of the improvement divided by the total development area that benefits from the improvement. Unlike trunk utility mains and arterial roadways that are funded by off-site levies, and benefit all development areas, the area (local) improvements in question only benefit specific areas.

The following table outlines the proposed area improvement rate changes for 2008.

Project/Property Owner	2007 Rate	Proposed 2008 Rate	% Change
a. Kingston Drive from Gaetz Avenue to west property line of Lot 1, Plan 800 HW	\$9,340 /ha	\$9,425 /ha	1.0%

The details of this years review are as follows:

1. **Oak Drive Area Improvement**

This project has been completed. All developable lands within NW 19 and SW 19 have been developed.

2. **Kingston Drive (80 Street) Area Improvement**

The road has been built as of 2006. The rate for the Laebon, Kingswood Crossing, and Ordman lands reflects the developable area still remaining which owe to this improvement. A drawing showing the benefiting areas has been attached for information.

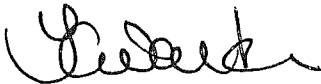
Legislative & Administrative Services Manager
August 18, 2008
Page 2

3. **Golden West Water and Sanitary Area Improvement**

This project has been completed with the final payments received in 2006 & 2007 for the two remaining properties.

SUMMARY

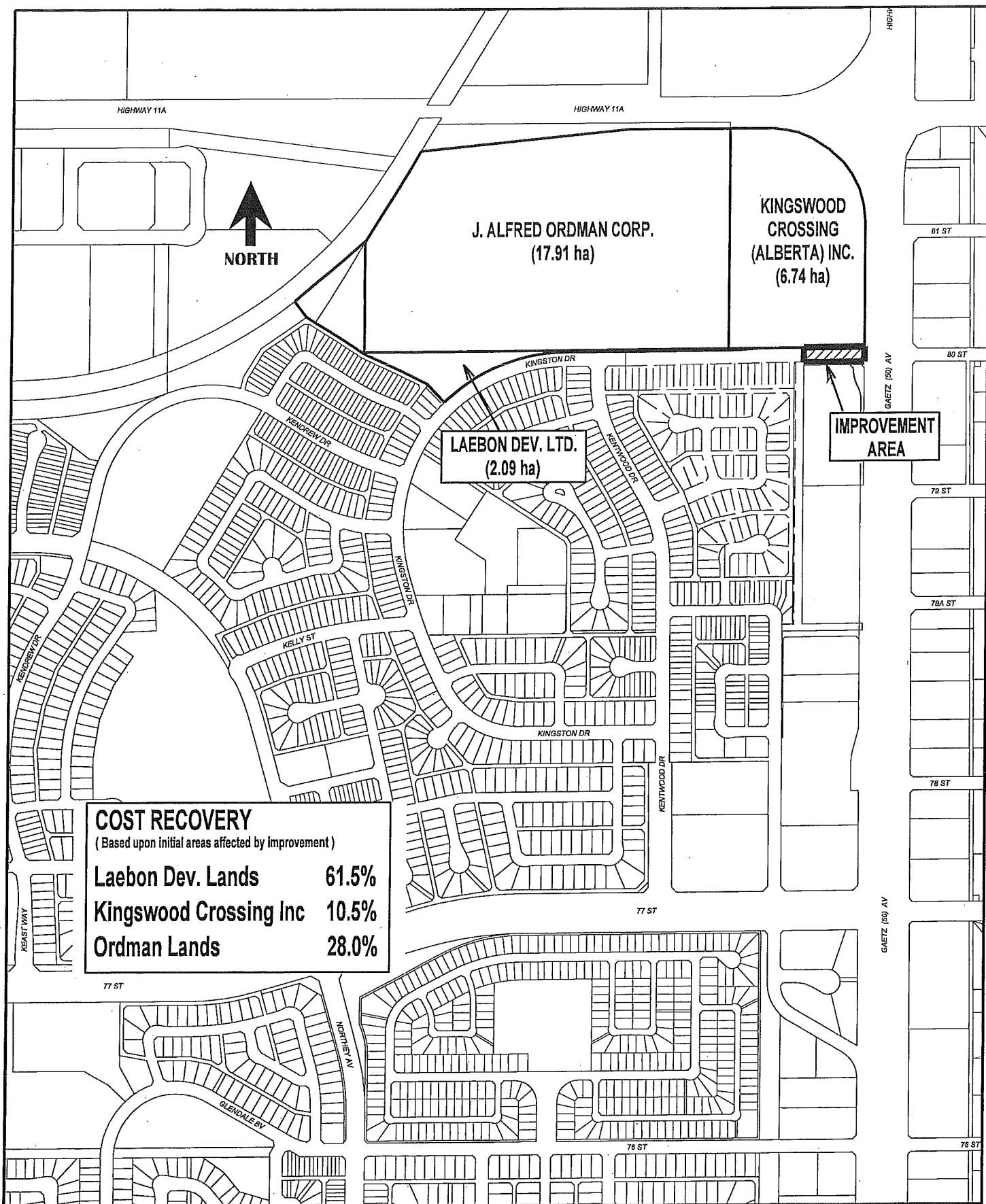
We respectfully request Council's approval of the proposed 2008 Area Improvement Fees for the project as shown in the preceding Table.



Tom C. Warder, P.Eng.
Engineering Services Manager

IW/ldr
Attach.

- c. Laebon Developments Ltd.
Kingswood Crossing Inc.
J. Alfred Ordman Professional Corp.
UDI Chapter Chairman, Steve Banack



KINGSTON DRIVE AREA IMPROVEMENT

February 26, 2008



FILE

LEGISLATIVE & ADMINISTRATIVE SERVICES

September 3, 2008

Mr. Gord Bontje
Laebon Developments Ltd.
5128 – 52 Street
Red Deer, AB T4N 6Y4

Via Fax and Original Mail
403.341.4165

Dear Mr. Bontje:

**Re: 2008 Area Improvement Fees
August 25, 2008 Red Deer City Council Meeting**

Red Deer City Council gave consideration to the Report: "2008 Area Improvement Fees" at the Council Meeting held Monday, August 25, 2008. For your information a copy of the report is attached.

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Please call me if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

/attach.

c Engineering Services Manager



Engineering Services

Date: August 18, 2008
To: Legislative & Administrative Services Manager
From: Engineering Services Manager
Re: 2008 Area Improvement Fees

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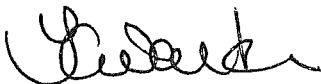
Legislative & Administrative Services Manager
August 18, 2008
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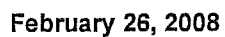
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Tom C. Warder, P.Eng.
Engineering Services Manager

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Kingswood Crossing Inc.
J. Alfred Ordman Professional Corp.
UDI Chapter Chairman, Steve Banack



* * * Communication Result Report (Sep. 3. 2008 3:38PM) * * *

1) LEGISLATIVE SERVICES
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E. 4) No facsimile connection



P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE: September 3, 2008

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 5.

FAX TO: Mr. Gord Bontje
ATTENTION: _____
THEIR FAX NO: 403. 341. 4165
FROM: Kim Woods
DEPARTMENT: City of Red Deer, LAS Dept.
PHONE #: (403) 342. 8201

MESSAGE AREA (If required):

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LEGISLATIVE & ADMINISTRATIVE SERVICES

September 3, 2008

FILE

Mr. S. Banack, P. Eng
UDI Chapter Chairman
Al-Terra Engineering Ltd.
202 – 4708 – 50 Avenue
Red Deer, AB T4N 4A1

Via Fax and Original by Mail
403.340.3038

Dear Mr. Banack:

Re: 2008 Area Improvement Fees
August 25, 2008 Red Deer City Council Meeting

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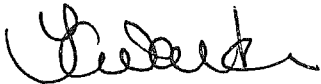
Legislative & Administrative Services Manager
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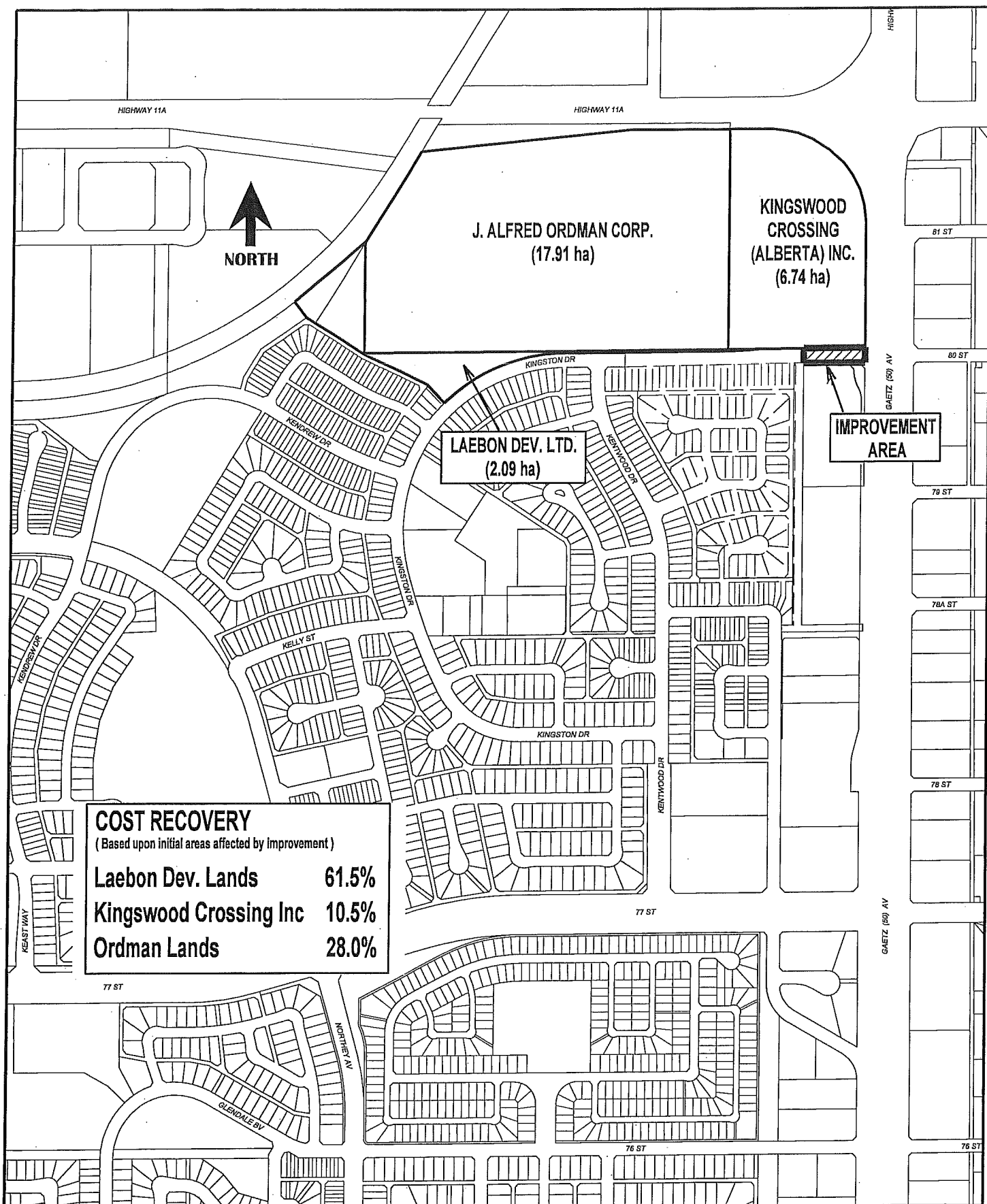
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Tom C. Warder, P.Eng.
Engineering Services Manager

IW/ldr
Attach.

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Kingswood Crossing Inc.
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UDI Chapter Chairman, Steve Banack



KINGSTON DRIVE AREA IMPROVEMENT

February 26, 2008



Engineering Services

Date: August 18, 2008
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ORIGINAL

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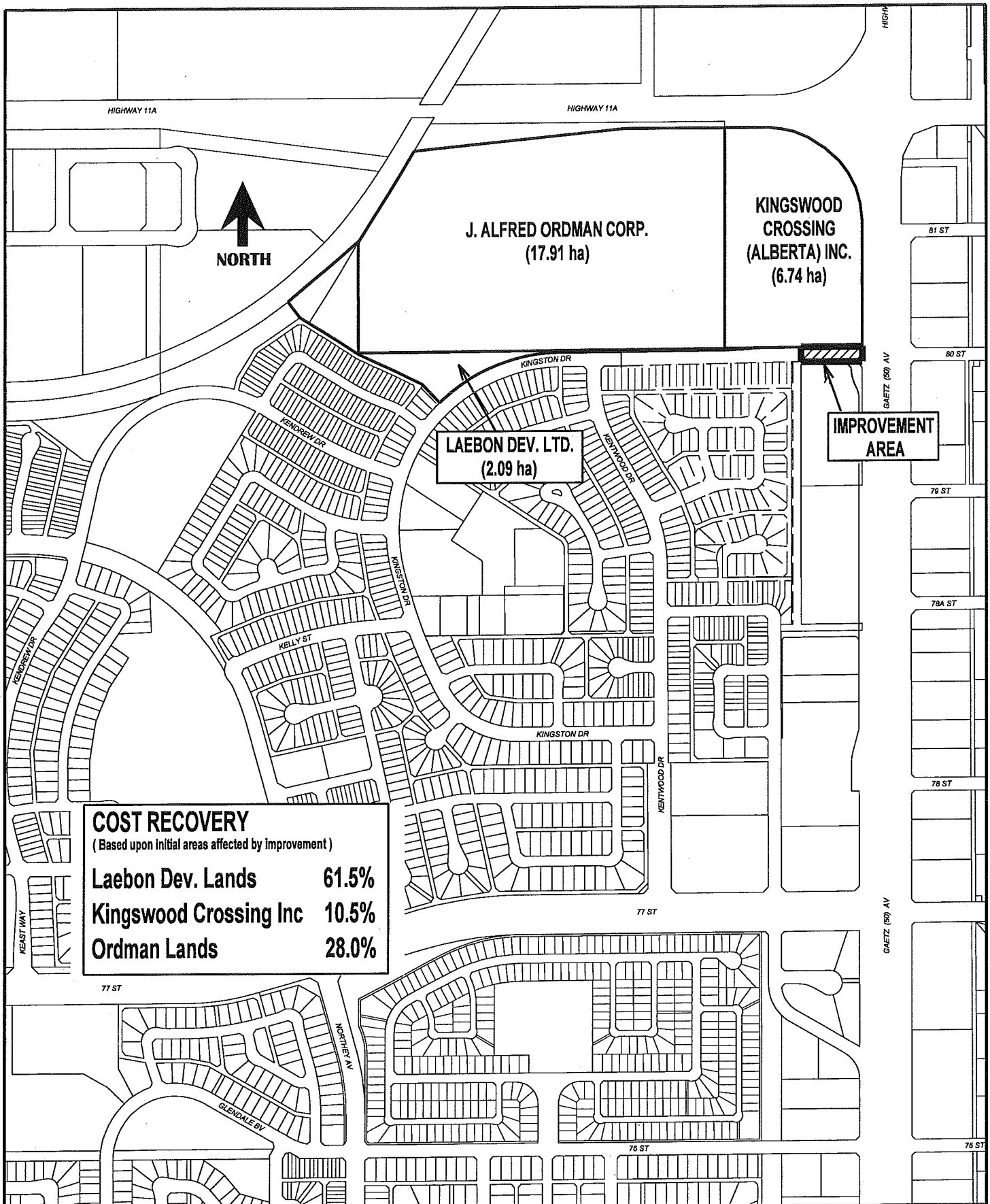
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Engineering Services Manager

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KINGSTON DRIVE AREA IMPROVEMENT

February 26, 2008



Date: August 18, 2008

To: Legislative & Administrative Services Manager

From: Engineering Services Manager

Re: **Proposed 2008 Off-Site Levy Rates**

The following report will provide you with information concerning The City's Off-site Levy Rates, including background, rate history, transportation grants, proposed adjustments to each rate (water, sanitary, storm, and roads), staging of rate increases, identification of emerging issues, and recommendations.

Background

The City charges off-site levies on new development lands within the City to cover the cost of extending trunk water, sanitary, and storm mains, arterial roadways, and associated facilities to serve these areas. The cost of expanding water and wastewater treatment facilities are funded through utility rates, and are not included in the off-site levy calculation. The off-site levy rates are reviewed on an annual basis to account for the following items:

- Reconciliation of levy rate spreadsheets with accounting's general ledger.
- Revenues received from new developments during the previous year.
- Expenditures made to construct new facilities during the previous year.
- The effect of inflation on the current Off-site Levy Fund debt or surplus.
- Re-estimation of construction costs for future off-site facilities, and changes in future infrastructure plans, levy basin areas, and funding sources.

2007 Rate Changes

In January 2007, Council approved the 2007 levy rate of \$123,070 per hectare. This rate was based on tendered 2006 unit prices and an estimated combined 20% project scope and cost increase for 2007.

In September 2007, Council approved the addition of the Queens Business Park industrial lands and the extraction of a few tree preservation sites to the levy basins. In addition, CPI carrying cost adjustments were eliminated in favor of including the true cost of borrowing within the levy calculation. No rate adjustments were proposed at this time. Based on initial estimates, the inclusion of the industrial lands was not expected to significantly impact the net levy rate.

Service Basin Changes

There are no changes proposed to the levy service basins for 2008. The inclusion of the proposed annexation lands north and east of Red Deer will be addressed in the 2009 levy rate calculations and report.

For your reference, attached are Schedules A, B, C, and D, which illustrate service basin boundaries and infrastructure for the water, sanitary, storm, and road basins respectively.

2008 Rate Calculation

Future construction costs are estimated based on available 2007 tendered unit prices (i.e. the most current data available) and a 19% inflation factor as recommended by Financial Services.

Driven by the need to borrow funds to construct infrastructure prior to cost recovery from development levies, debt repayment line items are new to this year's calculation. Debt financing expenses are based on an estimated 4.7% carrying cost over a 10 year term. Notably, the sanitary levy will borrow approximately \$4.7 million dollars in 2008, based on projected expenditures and revenues. The cost to borrow this sum will result in semiannual repayments of approximately \$295,000 over the next 10 years.

Table 1 outlines the calculated 2008 Water, Sanitary, Storm and Roadway off-site levy rates. As noted within this table, the calculated 2008 rate, valued at \$156,120 per hectare is \$33,050 (27%) greater than the approved 2007 rate of \$123,070 per hectare.

There are a number of factors that account for this significant rate increase, including those outlined below:

- a. The major reason that is common to the Water, Sanitary, Storm and Road levies is that construction and land costs have continued to increase significantly over the last year. Notably, fuel and materials costs and labor shortages have had significant cost impacts. On average, construction costs have increased by approximately 30% over the last 2 years. Financial Services believes that this trend will continue, recommending a 19% increase in future construction cost estimates.

- b. The above reason is very apparent with the respect to the roads levy. For example, the revised \$88 million Northland Drive project introduces a \$13,300 per hectare levy rate increase from the \$49.5 million estimate in 2007.
- c. In general, estimated material costs in the 2007 rate calculation are in line with 2007 tenders; however, trenching cost estimates were approximately 15 % to 40% low, Revised trenching cost estimates have caused an upward effect on the sanitary and storm levy rates.
- d. The inclusion of the \$8.9 million Queens Business Park water reservoir and booster station has a significant impact on the water levy, resulting in the majority of the 66% increase in the water levy rate.
- e. Debt financing has introduced interest costs to both the Sanitary and Strom levies.

UDI Response to 2008 Calculated Rate

As indicated in the attached letter from the Urban Development Institute (UDI), the development industry is concerned primarily about:

Rate of Inflation

The 2008 off-site levy rates were calculated based on a projected 19% unit price increase. Based on early year private contracts, UDI noted and requested that a 10% increase is likely more representative. Further to this request, Engineering Services reviewed unit prices from seven early and mid season tenders with the 2008 levy unit rates. This comparison revealed that although a few of the estimating guide unit prices were higher, the overall unit rates were in line with actual tendered unit prices. In fact, the most recent tenders revealed unit prices for roadwork (granular base course, concrete sidewalks, curb and gutter, and asphalt are roughly 30% higher than 2007.

Additional Basins

UDI suggested that a separate basin be created for the Queen's Business Park. Engineering Services will evaluate the advantages and disadvantages of creating separate service basins for the 2009 off-site levy rates.

Projects to be included

Ideally, all projects would be known when the service basin is established. Realistically, basin requirements change over time due to changes in regulations, development patterns, land use, service standards, and needs. To buffer the affect of these changes it is desirable to expand the basin incrementally to keep its size in excess of about 1,000 hectares. It is also desirable to maintain balanced cash flow. This indicates that development to date has paid for infrastructure built to date. The fund is currently in a slight surplus; which is important considering some of the large infrastructure projects on the horizon (eg. Northland Drive).

Funding

UDI has requesting that if special funding from the Provincial Government was secured for the Northland Drive project, the remaining costs to construct would be shared equally. Engineering Services has not made this commitment to UDI in the past, nor would we recommend it. However, this matter can be addressed when and if special funding is committed for Northland Drive.

Impact to the New Home Owner

As a gauge to measure the impact of new levy rates, these rates are often compared to the overall capital cost to construct a new residential home. On average, new single family homes, including the lot cost in the order of \$395,000.

Based on 14 residential lots per hectare, the 2007 levy rate of \$123,070/ha equates to \$8,800 per unit, while the proposed rate of \$156,120/ha equates to \$11,150 per unit. Although the proposed increase of \$2,350 per unit is very significant, it is still relatively small (2.8%) in comparison to the average cost of a home.

Recommendations

Based on the information provided above, we recommend implementing the 2008 Off-site Levy Rates as outlined below:

Proposed 2008 Off-site Levy Rates (retroactive to January 1, 2008)

• Water	\$ 15,660	(66% increase)
• Sanitary	\$ 19,185	(46% increase)
• Storm	\$ 43,935	(3% increase)
• Roads	\$ 77,340	(34% increase)

Total:	\$ 156,120 / ha	(27% increase)
--------	-----------------	----------------

Legislative & Administrative Services
August 18, 2008
Page 5

It should be noted that all 2008 developments to date have been assessed this rate on a tentative basis, subject to Council approval. If Council adopts a different rate, the development agreements allow for a payment increase or reduction.



Gregory J. Sikora M.Sc., P.Eng.
Development Engineer



Tom C. Warder, P. Eng.
Engineering Services Manager

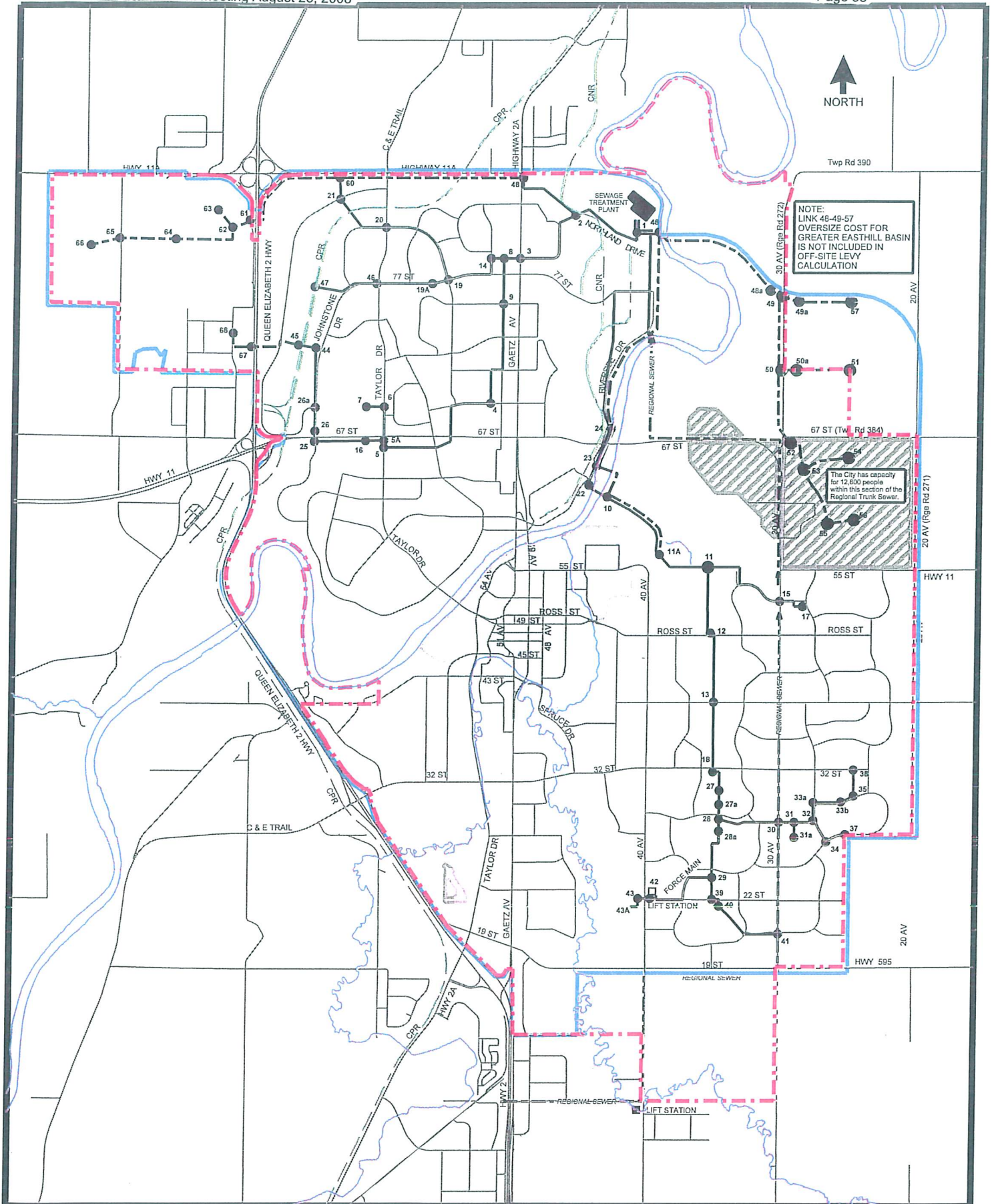
Att.

- c. City Manager
- Director of Development Services
- Director of Corporate Services
- Streets Engineer
- Development Coordinators
- Engineering Administrative Supervisor

TABLE 1
2008 OFF-SITE LEVY RATE SUMMARY

	Water	Sanitary	Storm	Roads	Totals
ESTIMATED EXPENDITURES AND REVENUES TO DATE					
Net Balance at Beginning of Year January 01, 2007	(\$1,406,471)	(\$422,104)	(\$11,621)	\$235,696	(\$1,604,500)
Estimated 2007 Expenditures	\$2,502,685	\$6,408,918	\$2,071,578	\$1,797,280	\$12,780,461
Estimated 2007 Revenues	(\$921,202)	(\$5,987,146)	(\$3,950,889)	(\$6,095,847)	(\$16,955,084)
Net Balance at October 16, 2007	\$175,012	(\$332)	(\$1,890,931)	(\$4,062,871)	(\$5,779,123)
FUTURE EXPENDITURE ESTIMATES					
Projected Future Construction Costs	\$22,049,752	\$27,203,939	\$55,224,408	\$168,125,940	\$272,604,039
City and Provincial Funding				(\$52,165,235)	(\$52,165,235)
Net Future Expenditures:	\$22,049,752	\$27,203,939	\$55,224,408	\$115,960,705	\$220,438,804
TOTAL NET COSTS AND RATE CALCULATION					
Total Costs	\$22,224,764	\$27,203,607	\$53,333,477	\$111,897,834	\$214,659,681
Remaining Development Area (2006)	1,419	1,418	1,214	1,447	
Proposed 2008 Rates (\$/ha)	\$15,660	\$19,185	\$43,935	\$77,340	\$156,120
COMPARISON TO 2007 RATES					
2007 Rates	\$9,440	\$13,190	\$42,710	\$57,730	\$123,070
Rate Change	\$6,220	\$5,995	\$1,225	\$19,610	\$33,050
Percent Change	65.9%	45.5%	2.9%	34.0%	26.9%





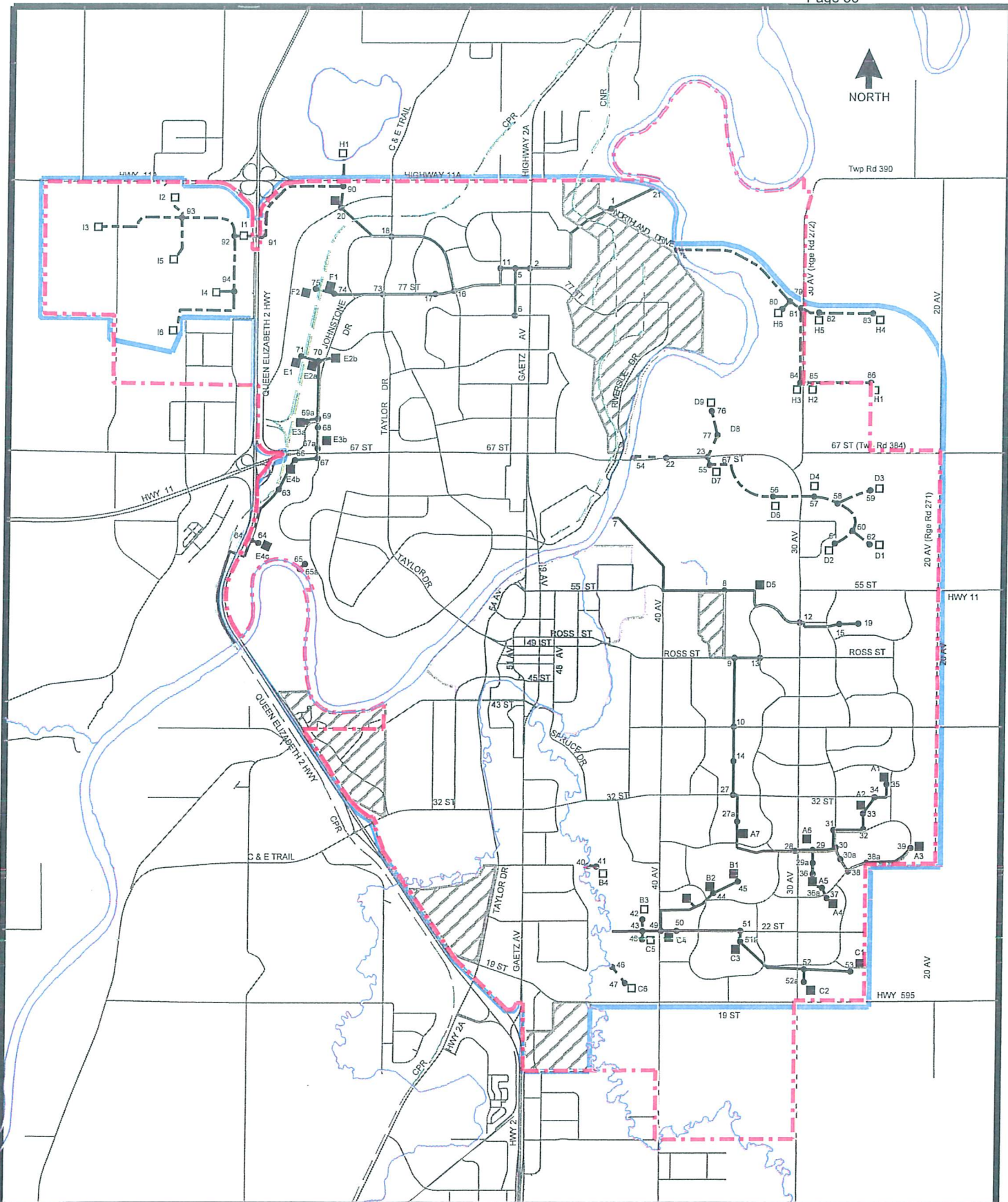
- Basin Boundary
- Existing Trunks
- Proposed Trunks
- Exempt Area
(levies do not apply)
- City Boundary

SANITARY TRUNKS

Not to Scale

January 2008

OFF-SITE LEVY
BYLAW 3412 2008
SCHEDULE "B"

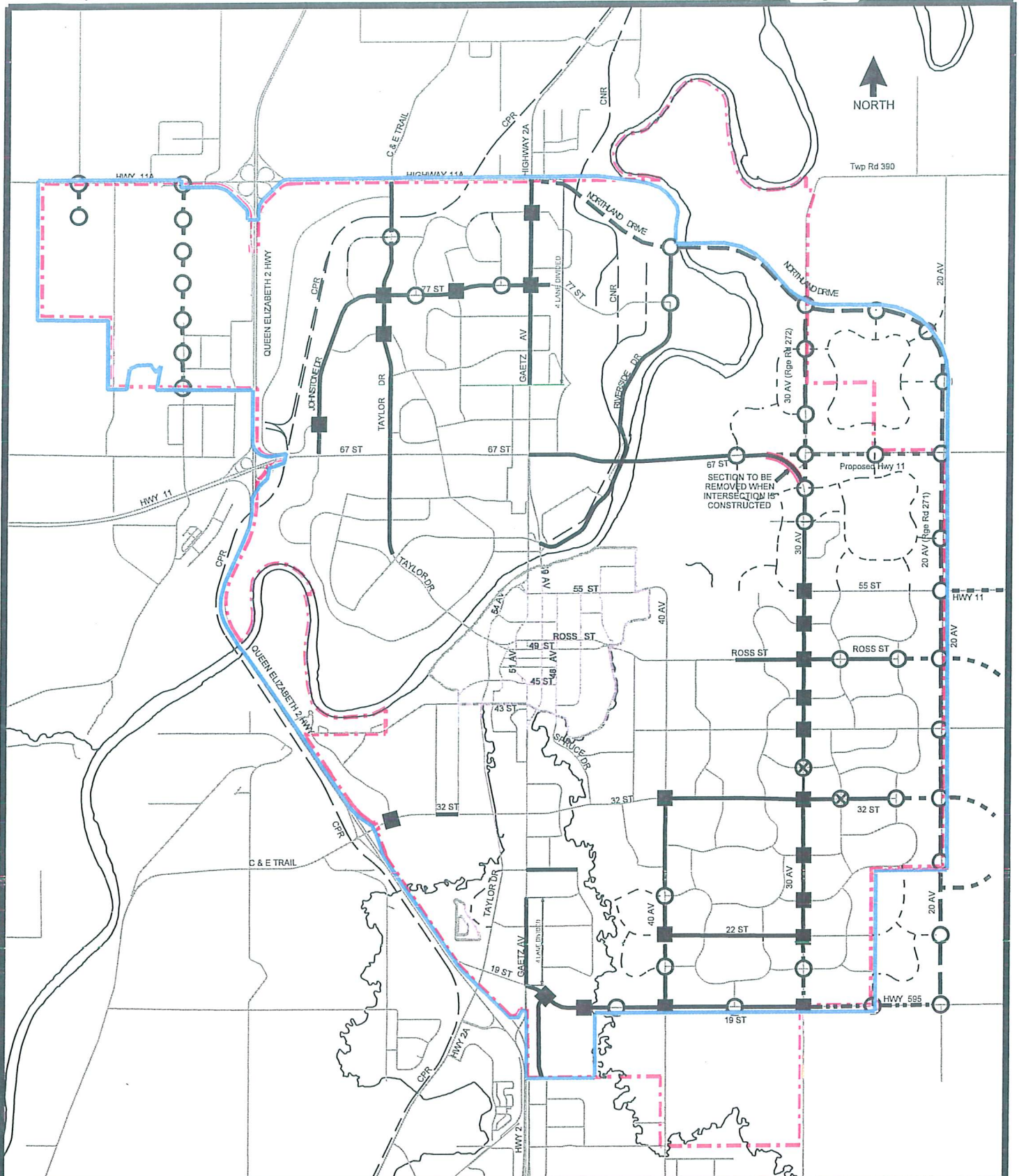


STORM TRUNKS

Not to Scale

January 2008

**OFF-SITE LEVY
BYLAW 3412/2008
SCHEDULE "C"**

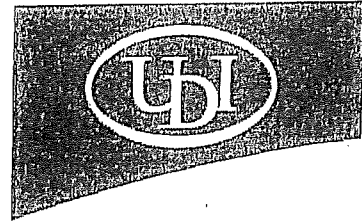


MAJOR THOROUGHFARE LEVY

OFF-SITE LEVY
BYLAW 3412 2008
SCHEDULE "D"

Not to Scale

January 2008



May 14, 2008

The City of Red Deer
Engineering Services
4914-48th Avenue
Red Deer, Alberta
T4N 3T3

Attention: Mr. Greg Sikora, M. Sc., P. Eng., Utilities Engineer

Dear Sir,

Re: Proposed 2008 Offsite Levy Rates

UDI would like to thank the City of Red Deer for the opportunity to provide comments on the proposed offsite levy rates for 2008.

Until 2002 the offsite levy increased at a rate approximately equal to the consumer price index. In 2002 the rate was \$38,155. Since that time we have seen dramatic increases with the proposed offsite levy rate reaching \$156,120 in 2008 (a 309% increase over 6 years). Although UDI is concerned about the proposed 27% increase in 2008, the general trend causes a great deal of concern. The single fastest growing cost component of a new home in Red Deer is the development cost charges imposed by the City of Red Deer.

Based on the information provided by the City of Red Deer there are several areas of concern with regard to the continuation of the significant increases:

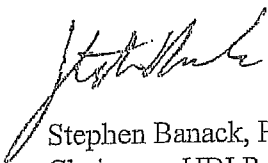
1. Rate of Inflation – The City of Red Deer has developed an inflation rate schedule that suggests inflation of 19% for 2008, 15% for 2009 and 10% for 2010. Over the last three years we have seen significant increases in construction costs. However, we have noticed that the increase in construction costs for 2008 is less than 10%. This increase is mainly caused by high prices for fuel and asphalt cement. It is quite possible that the industry has started to adjust and pricing is becoming more stable. The over-estimation of inflation has a significant impact on levy rates. We request that the City limit the inflationary increase for 2008 to 10%.
2. Additional Basins – Based on the Municipal Government Act and the “Principles and Criteria for Off-Site Levies Regulation”, a Municipality is required to provide a substantial degree of accountability to costs and contributing areas when setting various offsite levies. Most municipalities have separate levies for developments in different geographic areas and for different land uses. Upon build out, Queens Business Park will have an independent storm system and independent sanitary system. A water reservoir and booster station has been constructed to service the new basin. Based on the independent servicing and isolated location, it is appropriate that a separate offsite levy basin be created for water, storm, sanitary and arterial roads for the Queens Business Park.

3. Projects To Be Included – The sanitary, storm and water levies have increased, but not at the same rate as the arterial roads levy. The number and size of projects included in the sanitary, storm and water levies has not changed significantly. This is not the case for the arterial roads levy. Projects have been recently added and based on the letter provided by the City of Red Deer, the potential exists that even more projects could be added. The size of the basin is reduced in size each year as lands are developed. When new projects are added they are applied to a reduced area. In order to fairly apply the offsite levies to all lands being developed, the projects to be included in the offsite levy need to be identified when the basin is created. There is no process in place that determines the eligibility of a project to be levy funded. We request that some framework be created to outline the criteria for projects to be eligible for levy funding. We would also request that any projects that need to be added be done when the basin is as large as possible to be fair to all developments.
4. Funding – The current offsite levy calculations are based on no direct funding being provided for specific projects. The project that is most applicable to this topic is Northlands Drive. It is proposed to be funded 50% by the City of Red Deer and 50% by offsite levies. Currently Northlands Drive does not have any specific funding from the Provincial Government. We request that, in the event that any additional funding is obtained, the remaining costs continue to be split on a 50/50 ratio between the City and the offsite levy fund.

Once again, we thank you for the opportunity to provide input into the offsite levy calculations. UDI is requesting permission to make a presentation to Council and Administration with regards to the impact of the escalating offsite levy costs as well as the benefits being provided by further development.

If you have any questions or require clarification, do not hesitate to contact me.

Yours truly,



Stephen Banack, P. Eng.
Chairman, UDI Red Deer

Comments:

I support the recommendation of Administration.

"Craig Curtis"
City Manager

Council Decision – August 25, 2008

DATE: August 26, 2008
TO: Tom Warder, Engineering Services Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: 2008 Off Site Levy Rates
Bylaw 3412/2008

FILE

Reference Report:

Engineering Services Manager, dated August 18, 2008.

Bylaw Reading:

The 2008 Off Site Levy Bylaw 3412/2008 received first reading at the Monday August 25, 2008 Council Meeting, a copy of which is attached.

Report Back to Council: Yes – September 22, 2008.

Will be considered on Monday September 22, 2008 at 6pm in Council Chambers during Council's regular meeting. This office will now proceed with advertising.


Kelly Kloss
Manager

Cc: City Manager
Development Services Director
Corporate Services Director
Streets Engineer
Development Coordinator
Engineering Administrative Supervisor

BYLAW NO. 3412/2008

Being a Bylaw of The City of Red Deer to provide a uniform levy of off-site costs in respect of previously undeveloped land.

1. WHEREAS pursuant to provisions of Section 648 of the Municipal Government Act, The City may by bylaw:
 - (a) Provide for the imposition and payment of a levy to be known as an “off-site levy” in respect of land that is to be developed or subdivided, and
 - (b) Authorize an agreement to be entered into in respect of the payment of the levy.
2. An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
 - (a) New or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - (b) New or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - (c) New or expanded storm sewer drainage facilities;
 - (d) New or expanded roads required for or impacted by a subdivision or development;
 - (e) Land required for or in connection with any facilities described in clauses (a) to (d);

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

1 This bylaw may be cited as "The Off-Site Levy Bylaw".

2 Definitions:

For the purpose of this bylaw:

(1) "Development" shall mean:

(a) a change of use of land, or an act done in relation to land that results in or is likely to result in a change in the use of the land, or

(b) a change in the intensity of the use of land or an act done in relation to land that results in, or is likely to result in, a change of the intensity of the use of the said land.

(2) "Gross Development Area" means each and every hectare or part thereof as shown on the Plan of Subdivision for a development which has been approved by the Municipal Planning Commission, including any area which may be dedicated for roads, lanes, walkways, parks, reserve parcels, schools, or any other public use.

- (3) "Net Development Area" means the area remaining after the deletion of the following lands (deemed undevelopable) from the Gross Development Area:
- (a) previously developed lands for which off-site levies have already been paid,
 - (b) expressway and arterial road right of ways as defined by The City,
 - (c) Environmental Reserves as defined in the Municipal Government Act (e.g. native wetlands, rivers, creeks, lakes, ravines, steeply sloped areas),
 - (d) major tree stands that are identified by the City for preservation and are in excess of the 10% municipal reserve dedication required by the MGA,
 - (e) The power transmission right of way extending across the south end of city. Parts of this land that are subdivided from the right of way for development purposes would not be excluded from the Gross Development Area.
- (4) "Trunk Water" means an existing or proposed water main; generally having an internal diameter of 350 mm or greater, complete with related pumping and storage facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Water Off-site Levy rate.

- (5) "Trunk Water Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Water facilities identified on Schedule "A" less the Water Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "A".
- (6) "Trunk Sanitary" means an existing or proposed sanitary sewer; generally having an internal diameter of 375 mm or greater, or having a depth of cover greater than 6.0 m, complete with related pumping facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Sanitary Off-site Levy rate.
- (7) "Trunk Sanitary Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Sanitary facilities identified on Schedule "B" less the Sanitary Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "B".
- (8) "Trunk Storm" means an existing or proposed storm sewer; generally defined as having an internal diameter of 1,200 mm or greater, as well as storm water storage facilities and associated outlet piping; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Storm Off-site Levy rate.

- (9) "Trunk Storm Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Storm facilities identified on Schedule "C" less the Storm Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "C".
- (10) "Major Thoroughfare" means an existing or proposed expressway, divided arterial roadway, or undivided arterial roadway, including the land for right of way, storm drainage, traffic signals, and street lighting, that has been designated as a major thoroughfare by The City; the cost of same having been included in the calculation of the Major Thoroughfare off-site levy rate.
- (11) "Major Thoroughfare Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Major Thoroughfare facilities identified on Schedule "D" less the Major Thoroughfare Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "D".

3

That effective January 1, 2008, The City of Red Deer hereby levies an off-site levy upon all land within The City boundaries to be subdivided or developed within the areas described below and calculated as follows:

- (1) In all the area outlined in the attached Schedule "A", the sum of \$15,660 per hectare for each hectare or part thereof within the Net Development Area for Trunk Water Infrastructure (the "Trunk Water Off-site Levy Rate").
- (2) In all the area outlined in the attached Schedule "B", the sum of \$19,185 for each hectare or part thereof within the Net Development Area for Trunk Sanitary Sewer Infrastructure (the "Trunk Sanitary Off-site Levy Rate").
- (3) In all the area outlined in the attached Schedule "C", the sum of \$43,935 for each hectare or part thereof within the Net Development Area for Trunk Storm Sewer Infrastructure (the "Trunk Storm Off-site Levy Rate").
- (4) In all the area outlined in the attached Schedule "D", the sum of \$77,340 for each hectare or part thereof within the Net Development Area for Major Thoroughfares (the "Major Thoroughfare Off-site Levy Rate").

5 Service Basin areas lying beyond City limits are used for purposes related to calculation of Off Site Levy rates only. Off-site Levies shall not apply to areas beyond The City's jurisdiction.

6 All levies imposed under this bylaw shall be in addition to the fee payable for development permits or building permits, and shall be paid to The City following approval of a subdivision plan and prior to the issuance of a development permit or a building permit, as the case may be.

7 Off-site levies imposed and collected under Bylaw 3397/2007 shall be deemed to have been imposed and collected under this Bylaw.

8 Bylaw 3397/2007 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this 25th day of August 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK



FILE

LEGISLATIVE & ADMINISTRATIVE SERVICES

September 3, 2008

Mr. S. Banack, P. Eng
UDI Chapter Chairman
Al-Terra Engineering Ltd.
202 - 4708 - 50 Avenue
Red Deer, AB T4N 4A1

Via Fax and Original by Mail
403.340.3038

Dear Mr. Banack:

Re: *Proposed Off-Site Levy Rates*
City of Red Deer Council Meeting August 25, 2008

Red Deer City Council gave first reading to the *Off-Site Levy Bylaw 3412/2008* at the City of Red Deer's Council Meeting held Monday, August 25, 2008. For your information a copy of the bylaw is attached.

The Off-Site Levy Bylaw 3412/2008 provides for the proposed increase of the Off-Site Levy rate to: \$156,120 / ha. The City charges off-site levy on new development lands within the City to cover the cost of extending the trunk water, sanitary, and storm mains, arterial roadways, and associated facilities.

Council will meet again on September 22, 2008 to consider giving second and third readings to the bylaw. This office will now advertise the proposed bylaw.

Please call me if you have any questions or require additional information.

Sincerely,



Kelly Kloss
Manager

/attach.

c Engineering Services Manager

BYLAW NO. 3412/2008

Being a Bylaw of The City of Red Deer to provide a uniform levy of off-site costs in respect of previously undeveloped land.

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 - (a) New or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - (b) New or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
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 - (d) New or expanded roads required for or impacted by a subdivision or development;
 - (e) Land required for or in connection with any facilities described in clauses (a) to (d);

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

1 This bylaw may be cited as "The Off-Site Levy Bylaw".

2 Definitions:

For the purpose of this bylaw:

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 - (d) major tree stands that are identified by the City for preservation and are in excess of the 10% municipal reserve dedication required by the MGA,
 - (e) The power transmission right of way extending across the south end of city. Parts of this land that are subdivided from the right of way for development purposes would not be excluded from the Gross Development Area.
- (4) "Trunk Water" means an existing or proposed water main; generally having an internal diameter of 350 mm or greater, complete with related pumping and storage facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Water Off-site Levy rate.

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- (6) "Trunk Sanitary" means an existing or proposed sanitary sewer; generally having an internal diameter of 375 mm or greater, or having a depth of cover greater than 6.0 m, complete with related pumping facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Sanitary Off-site Levy rate.
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8 Bylaw 3397/2007 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this 25th day of August 2008.

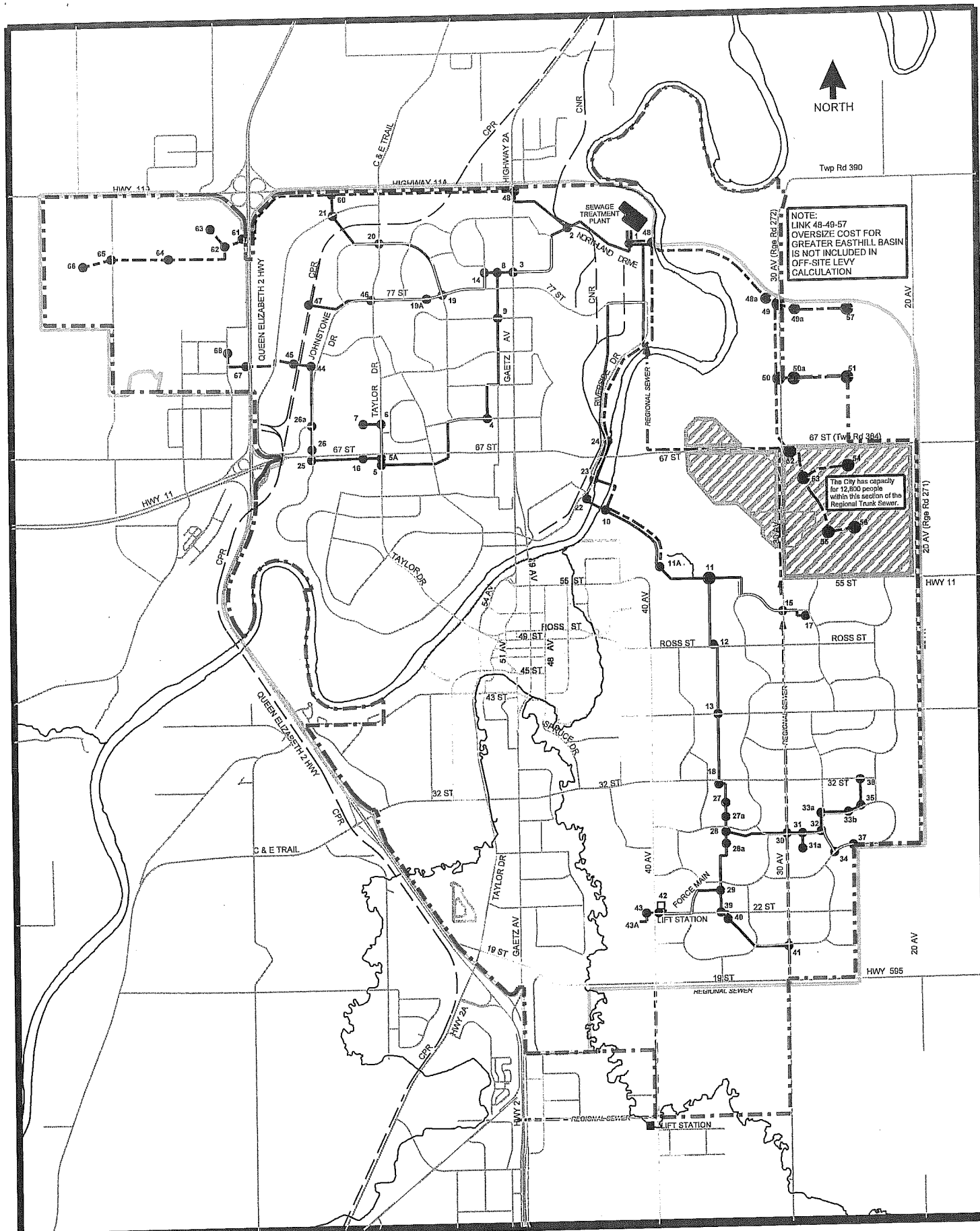
READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

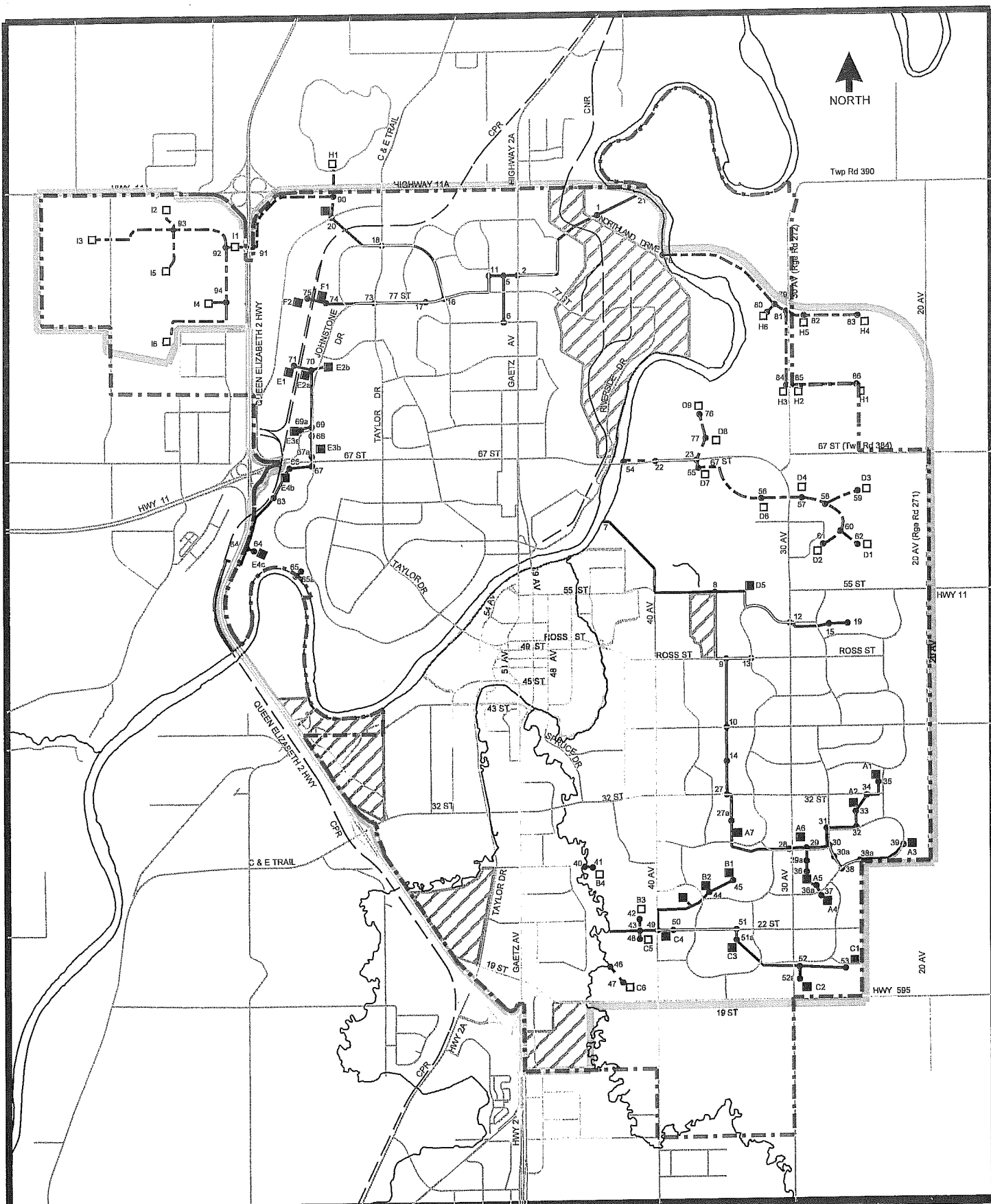


SANITARY TRUNKS

OFF-SITE LEVY
BYLAW 3412 / 2008
SCHEDULE "B"

Not to Scale

January 2008











STORM TRUNKS

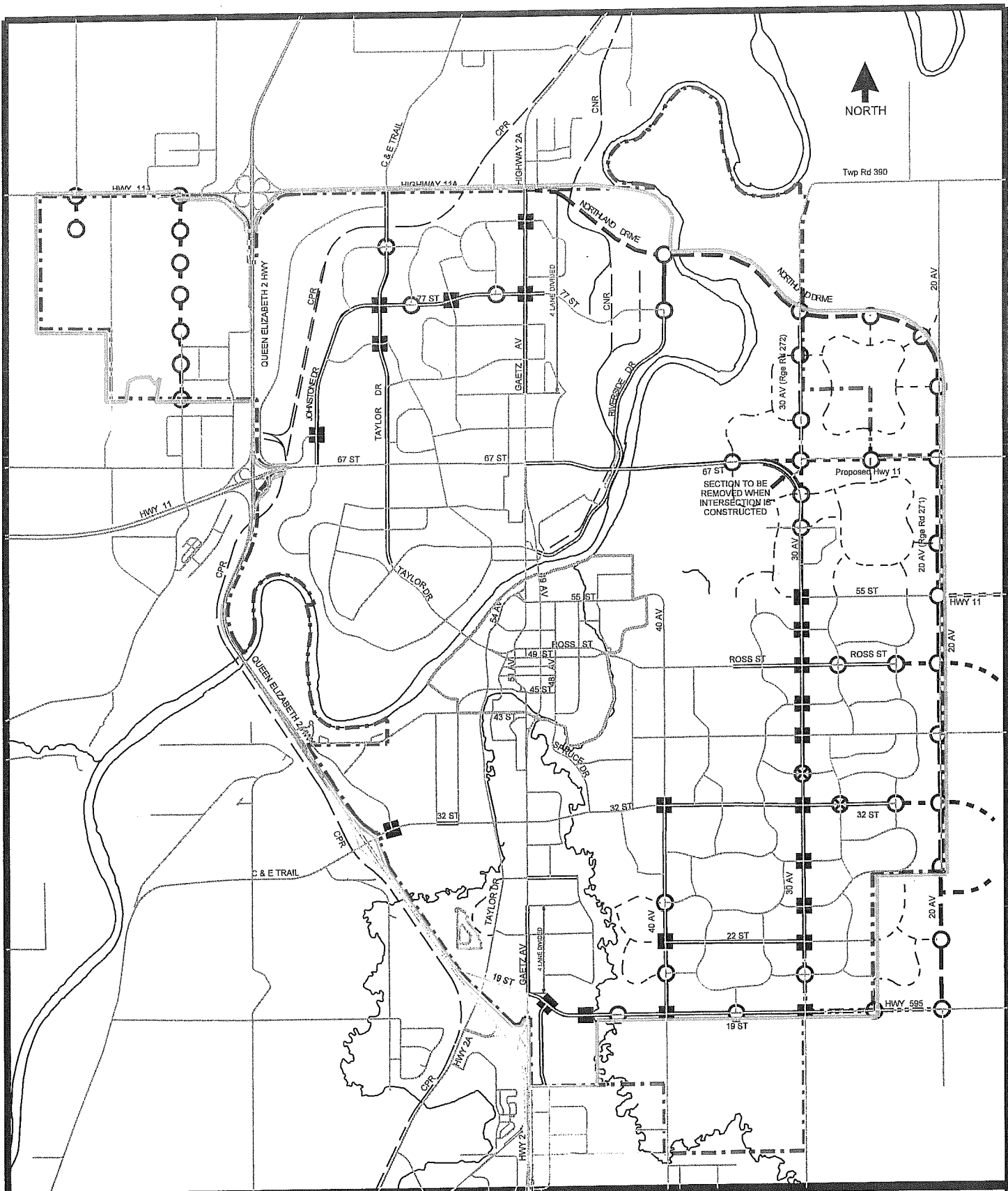
Not to Scale

January 2008

OFF-SITE LEVY
BYLAW 3412 / 2008
SCHEDULE "C"

-  Basin Boundary
-  Exempt Area (levies do not apply)
-  Developer to construct and pay for own outfall main; basin levy charge not applicable
-  Existing Detention Pond
-  Proposed Detention Pond
-  City Boundary

-  Existing Trunks
-  Proposed Trunks



MAJOR THOROUGHFARE LEVY

OFF-SITE LEVY
BYLAW 3412 / 2008
SCHEDULE "D"

- Basin Boundary
- Existing 4 lane road (included in levy rate)
- Proposed 4 lane road
- Proposed 4 lane with 2 existing lanes
- Initial 2 lanes of 4 lane divided roadway
- Proposed Collector Roadway

- Exempt Area (levies do not apply)
- Existing traffic lights included in offsite levy rate
- Proposed traffic lights included in offsite levy rate
- Not funded by Levy

Not to Scale

January 2008



P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE: September 3, 2008

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 13.

FAX TO: 403. 340. 3038
ATTENTION: Mr. S. Banack c/o Al-Terra Engineering.
THEIR FAX NO:
FROM: Kim Woods
DEPARTMENT: Legislative & Administrative Services.
PHONE #: (403) 342. 8201

MESSAGE AREA (if required):

Confidentiality Notice

This communication is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. It may contain information that is confidential or subject to legal privilege. Further disclosure or use of this communication in whole or in part, by any other person, in any manner, may be an offence under the Freedom of Information and Protection of Privacy Act. If you received this fax in error please telephone us immediately. Thank you for your assistance.

ORIGINAL TO FOLLOW: BY MAIL _____ BY COURIER _____
NO ORIGINAL WILL BE FORWARDED: _____

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.

* * * Communication Result Report (Sep. 3. 2008 1:34PM) * * *

1) LEGISLATIVE SERVICES
2)

Date/Time: Sep. 3. 2008 1:30PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7415	Memory TX	4033403038	P. 13	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection



P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE: September 3, 2008

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 13.

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ATTENTION: Mr. S. Banack c/o Al-Terra Engineering.

THEIR FAX NO:

FROM: Kim Woods

DEPARTMENT: Legislative & Administrative Services.

PHONE #: (403) 342.8201

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ORIGINAL TO FOLLOW:

BY MAIL

BY COURIER

NO ORIGINAL WILL BE FORWARDED:

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.

**ORIGINAL**

Date: August 18, 2008

To: Legislative & Administrative Services Manager

From: Engineering Services Manager

Re: **Proposed 2008 Off-Site Levy Rates**

The following report will provide you with information concerning The City's Off-site Levy Rates, including background, rate history, transportation grants, proposed adjustments to each rate (water, sanitary, storm, and roads), staging of rate increases, identification of emerging issues, and recommendations.

Background

The City charges off-site levies on new development lands within the City to cover the cost of extending trunk water, sanitary, and storm mains, arterial roadways, and associated facilities to serve these areas. The cost of expanding water and wastewater treatment facilities are funded through utility rates, and are not included in the off-site levy calculation. The off-site levy rates are reviewed on an annual basis to account for the following items:

- Reconciliation of levy rate spreadsheets with accounting's general ledger.
- Revenues received from new developments during the previous year.
- Expenditures made to construct new facilities during the previous year.
- The effect of inflation on the current Off-site Levy Fund debt or surplus.
- Re-estimation of construction costs for future off-site facilities, and changes in future infrastructure plans, levy basin areas, and funding sources.

2007 Rate Changes

In January 2007, Council approved the 2007 levy rate of \$123,070 per hectare. This rate was based on tendered 2006 unit prices and an estimated combined 20% project scope and cost increase for 2007.

In September 2007, Council approved the addition of the Queens Business Park industrial lands and the extraction of a few tree preservation sites to the levy basins. In addition, CPI carrying cost adjustments were eliminated in favor of including the true cost of borrowing within the levy calculation. No rate adjustments were proposed at this time. Based on initial estimates, the inclusion of the industrial lands was not expected to significantly impact the net levy rate.

Service Basin Changes

There are no changes proposed to the levy service basins for 2008. The inclusion of the proposed annexation lands north and east of Red Deer will be addressed in the 2009 levy rate calculations and report.

For your reference, attached are Schedules A, B, C, and D, which illustrate service basin boundaries and infrastructure for the water, sanitary, storm, and road basins respectively.

2008 Rate Calculation

Future construction costs are estimated based on available 2007 tendered unit prices (i.e. the most current data available) and a 19% inflation factor as recommended by Financial Services.

Driven by the need to borrow funds to construct infrastructure prior to cost recovery from development levies, debt repayment line items are new to this year's calculation. Debt financing expenses are based on an estimated 4.7% carrying cost over a 10 year term. Notably, the sanitary levy will borrow approximately \$4.7 million dollars in 2008, based on projected expenditures and revenues. The cost to borrow this sum will result in semiannual repayments of approximately \$295,000 over the next 10 years.

Table 1 outlines the calculated 2008 Water, Sanitary, Storm and Roadway off-site levy rates. As noted within this table, the calculated 2008 rate, valued at \$156,120 per hectare is \$33,050 (27%) greater than the approved 2007 rate of \$123,070 per hectare.

There are a number of factors that account for this significant rate increase, including those outlined below:

- a. The major reason that is common to the Water, Sanitary, Storm and Road levies is that construction and land costs have continued to increase significantly over the last year. Notably, fuel and materials costs and labor shortages have had significant cost impacts. On average, construction costs have increased by approximately 30% over the last 2 years. Financial Services believes that this trend will continue, recommending a 19% increase in future construction cost estimates.

- b. The above reason is very apparent with the respect to the roads levy. For example, the revised \$88 million Northland Drive project introduces a \$13,300 per hectare levy rate increase from the \$49.5 million estimate in 2007.
- c. In general, estimated material costs in the 2007 rate calculation are in line with 2007 tenders; however, trenching cost estimates were approximately 15 % to 40% low, Revised trenching cost estimates have caused an upward effect on the sanitary and storm levy rates.
- d. The inclusion of the \$8.9 million Queens Business Park water reservoir and booster station has a significant impact on the water levy, resulting in the majority of the 66% increase in the water levy rate.
- e. Debt financing has introduced interest costs to both the Sanitary and Strom levies.

UDI Response to 2008 Calculated Rate

As indicated in the attached letter from the Urban Development Institute (UDI), the development industry is concerned primarily about:

Rate of Inflation

The 2008 off-site levy rates were calculated based on a projected 19% unit price increase. Based on early year private contracts, UDI noted and requested that a 10% increase is likely more representative. Further to this request, Engineering Services reviewed unit prices from seven early and mid season tenders with the 2008 levy unit rates. This comparison revealed that although a few of the estimating guide unit prices were higher, the overall unit rates were in line with actual tendered unit prices. In fact, the most recent tenders revealed unit prices for roadwork (granular base course, concrete sidewalks, curb and gutter, and asphalt are roughly 30% higher than 2007.

Additional Basins

UDI suggested that a separate basin be created for the Queen's Business Park. Engineering Services will evaluate the advantages and disadvantages of creating separate service basins for the 2009 off-site levy rates.

Projects to be included

Ideally, all projects would be known when the service basin is established. Realistically, basin requirements change over time due to changes in regulations, development patterns, land use, service standards, and needs. To buffer the affect of these changes it is desirable to expand the basin incrementally to keep its size in excess of about 1,000 hectares. It is also desirable to maintain balanced cash flow. This indicates that development to date has paid for infrastructure built to date. The fund is currently in a slight surplus; which is important considering some of the large infrastructure projects on the horizon (eg. Northland Drive).

Funding

UDI has requesting that if special funding from the Provincial Government was secured for the Northland Drive project, the remaining costs to construct would be shared equally. Engineering Services has not made this commitment to UDI in the past, nor would we recommend it. However, this matter can be addressed when and if special funding is committed for Northland Drive.

Impact to the New Home Owner

As a gauge to measure the impact of new levy rates, these rates are often compared to the overall capital cost to construct a new residential home. On average, new single family homes, including the lot cost in the order of \$395,000.

Based on 14 residential lots per hectare, the 2007 levy rate of \$123,070/ha equates to \$8,800 per unit, while the proposed rate of \$156,120/ha equates to \$11,150 per unit. Although the proposed increase of \$2,350 per unit is very significant, it is still relatively small (2.8%) in comparison to the average cost of a home.

Recommendations

Based on the information provided above, we recommend implementing the 2008 Off-site Levy Rates as outlined below:

Proposed 2008 Off-site Levy Rates (retroactive to January 1, 2008)

• Water	\$ 15,660	(66% increase)
• Sanitary	\$ 19,185	(46% increase)
• Storm	\$ 43,935	(3% increase)
• Roads	\$ 77,340	(34% increase)

Total: \$ 156,120 / ha (27% increase)

It should be noted that all 2008 developments to date have been assessed this rate on a tentative basis, subject to Council approval. If Council adopts a different rate, the development agreements allow for a payment increase or reduction.



Gregory J. Sikora M.Sc., P.Eng.
Development Engineer

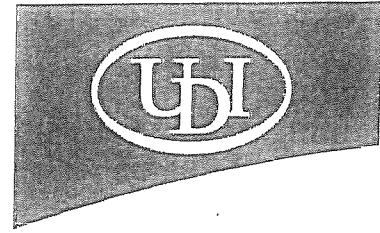


Tom C. Warder, P. Eng.
Engineering Services Manager

Att.

- c. City Manager
- Director of Development Services
- Director of Corporate Services
- Streets Engineer
- Development Coordinators
- Engineering Administrative Supervisor

ORIGINAL



May 14, 2008

The City of Red Deer
Engineering Services
4914-48th Avenue
Red Deer, Alberta
T4N 3T3

Attention: Mr. Greg Sikora, M. Sc., P. Eng., Utilities Engineer

Dear Sir,

Re: Proposed 2008 Offsite Levy Rates

ORIGINAL

MAY 15 2008

UDI would like to thank the City of Red Deer for the opportunity to provide comments on the proposed offsite levy rates for 2008.

Until 2002 the offsite levy increased at a rate approximately equal to the consumer price index. In 2002 the rate was \$38,155. Since that time we have seen dramatic increases with the proposed offsite levy rate reaching \$156,120 in 2008 (a 309% increase over 6 years). Although UDI is concerned about the proposed 27% increase in 2008, the general trend causes a great deal of concern. The single fastest growing cost component of a new home in Red Deer is the development cost charges imposed by the City of Red Deer.

Based on the information provided by the City of Red Deer there are several areas of concern with regard to the continuation of the significant increases:

1. Rate of Inflation – The City of Red Deer has developed an inflation rate schedule that suggests inflation of 19% for 2008, 15% for 2009 and 10% for 2010. Over the last three years we have seen significant increases in construction costs. However, we have noticed that the increase in construction costs for 2008 is less than 10%. This increase is mainly caused by high prices for fuel and asphalt cement. It is quite possible that the industry has started to adjust and pricing is becoming more stable. The over-estimation of inflation has a significant impact on levy rates. We request that the City limit the inflationary increase for 2008 to 10%.
2. Additional Basins – Based on the Municipal Government Act and the “Principles and Criteria for Off-Site Levies Regulation”, a Municipality is required to provide a substantial degree of accountability to costs and contributing areas when setting various offsite levies. Most municipalities have separate levies for developments in different geographic areas and for different land uses. Upon build out, Queens Business Park will have an independent storm system and independent sanitary system. A water reservoir and booster station has been constructed to service the new basin. Based on the independent servicing and isolated location, it is appropriate that a separate offsite levy basin be created for water, storm, sanitary and arterial roads for the Queens Business Park.

FILE

BYLAW NO. 3397/2007

TO BE REVISED / RENUMBERED
BY L.A.S.

ORIGINAL

Being a Bylaw of The City of Red Deer to provide a uniform levy of off-site costs in respect of previously undeveloped land.

1. WHEREAS pursuant to provisions of Section 648 of the Municipal Government Act, The City may by bylaw:

- (a) Provide for the imposition and payment of a levy to be known as an "off-site levy" in respect of land that is to be developed or subdivided, and
- (b) Authorize an agreement to be entered into in respect of the payment of the levy.

2. An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:

- (a) New or expanded facilities for the storage, transmission, treatment, or supplying of water;
- (b) New or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
- (c) New or expanded storm sewer drainage facilities;
- (d) New or expanded roads required for or impacted by a subdivision or development;
- (e) Land required for or in connection with any facilities described in clauses (a) to (d);

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

1 This bylaw may be cited as "The Off-Site Levy Bylaw".

2 Definitions:

For the purpose of this bylaw:

(1) "Development" shall mean:

(a) a change of use of land, or an act done in relation to land that results in or is likely to result in a change in the use of the land, or

(b) a change in the intensity of the use of land or an act done in relation to land that results in, or is likely to result in, a change of the intensity of the use of the said land.

(2) "Gross Development Area" means each and every hectare or part thereof as shown on the Plan of Subdivision for a development which has been approved by the Municipal Planning Commission, including any area which may be dedicated for roads, lanes, walkways, parks, reserve parcels, schools, or any other public use.

- (3) "Net Development Area" means the area remaining after the deletion of the following lands (deemed undevelopable) from the Gross Development Area:
- (a) previously developed lands for which off-site levies have already been paid,
 - (b) expressway and arterial road right of ways as defined by The City,
 - (c) Environmental Reserves as defined in the Municipal Government Act (e.g. native wetlands, rivers, creeks, lakes, ravines, steeply sloped areas),
 - (d) major tree stands that are identified by the City for preservation and are in excess of the 10% municipal reserve dedication required by the MGA,
 - (e) The power transmission right of way extending across the south end of city. Parts of this land that are subdivided from the right of way for development purposes would not be excluded from the Gross Development Area.
- (4) "Trunk Water" means an existing or proposed water main; generally having an internal diameter of 350 mm or greater, complete with related pumping and storage facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Water Off-site Levy rate.

- (5) "Trunk Water Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Water facilities identified on Schedule "A" less the Water Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "A".
- (6) "Trunk Sanitary" means an existing or proposed sanitary sewer; generally having an internal diameter of 375 mm or greater, or having a depth of cover greater than 6.0 m, complete with related pumping facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Sanitary Off-site Levy rate.
- (7) "Trunk Sanitary Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Sanitary facilities identified on Schedule "B" less the Sanitary Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "B".
- (8) "Trunk Storm" means an existing or proposed storm sewer; generally defined as having an internal diameter of 1,200 mm or greater, as well as storm water storage facilities and associated outlet piping; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Storm Off-site Levy rate.

- (9) "Trunk Storm Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Storm facilities identified on Schedule "C" less the Storm Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "C".
- (10) "Major Thoroughfare" means an existing or proposed expressway, divided arterial roadway, or undivided arterial roadway, including the land for right of way, storm drainage, traffic signals, and street lighting, that has been designated as a major thoroughfare by The City; the cost of same having been included in the calculation of the Major Thoroughfare off-site levy rate.
- (11) "Major Thoroughfare Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Major Thoroughfare facilities identified on Schedule "D" less the Major Thoroughfare Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "D".

That effective January 1, ²⁰⁰⁸~~2007~~, The City of Red Deer hereby levies an off-site levy upon all land within The City boundaries to be subdivided or developed within the areas described below and calculated as follows:

(1) In all the area outlined in the attached Schedule "A", the sum of ~~\$9,440~~ ^{# 15,660} per hectare for each hectare or part thereof within the Net Development Area for Trunk Water Infrastructure (the "Trunk Water Off-site Levy Rate"). ←

(2) In all the area outlined in the attached Schedule "B", the sum of ~~\$13,190~~ ^{# 19,185} for each hectare or part thereof within the Net Development Area for Trunk Sanitary Sewer Infrastructure (the "Trunk Sanitary Off-site Levy Rate"). ←

(3) In all the area outlined in the attached Schedule "C", the sum of ~~\$42,710~~ ^{# 43,935} for each hectare or part thereof within the Net Development Area for Trunk Storm Sewer Infrastructure (the "Trunk Storm Off-site Levy Rate"). ←

(4) In all the area outlined in the attached Schedule "D", the sum of ~~\$57,730~~ ^{# 11,340} for each hectare or part thereof within the Net Development Area for Major Thoroughfares (the "Major Thoroughfare Off-site Levy Rate"). ←

5 Service Basin areas lying beyond City limits are used for purposes related to calculation of Off Site Levy rates only. Off-site Levies shall not apply to areas beyond The City's jurisdiction. ✓

6 All levies imposed under this bylaw shall be in addition to the fee payable for development permits or building permits, and shall be paid to The City following approval of a subdivision plan and prior to the issuance of a development permit or a building permit, as the case may be. ✓

- 7 Off-site levies imposed and collected under Bylaw ~~3380/2006~~ shall be deemed to have been imposed and collected under this Bylaw.

- 8 ^{3397/2007} Bylaw ~~3380/2006~~ is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this ~~27th~~ day of ~~August~~ 2007.

READ A SECOND TIME IN OPEN COUNCIL this ~~24th~~ day of ~~September~~ 2007.

READ A THIRD TIME IN OPEN COUNCIL this ~~24th~~ day of ~~September~~ 2007.

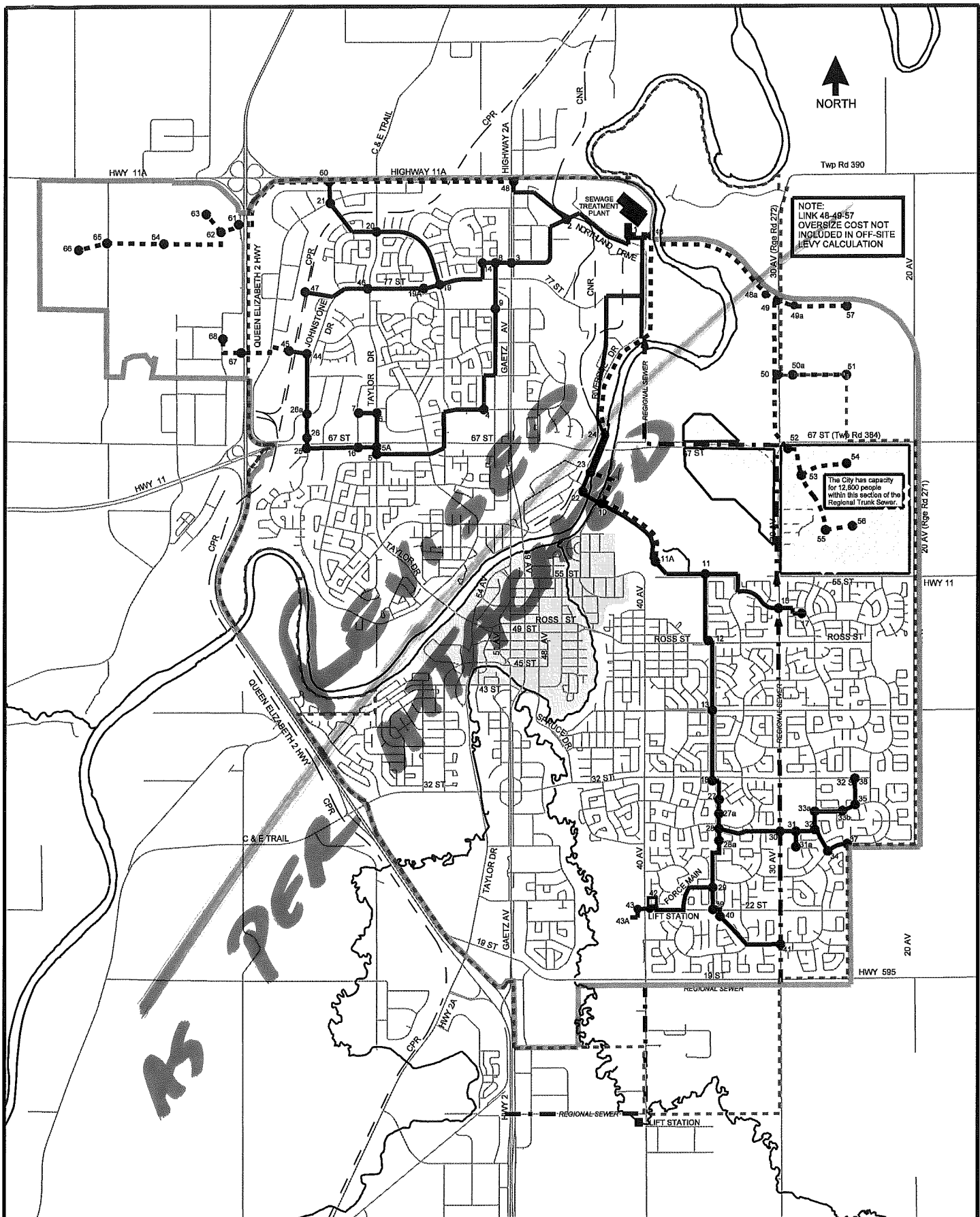
AND SIGNED BY THE MAYOR AND CITY CLERK this ~~24th~~ day of September ~~2007~~.

"Morris Flewwelling"

MAYOR

"Kelly Kloss"

CITY CLERK



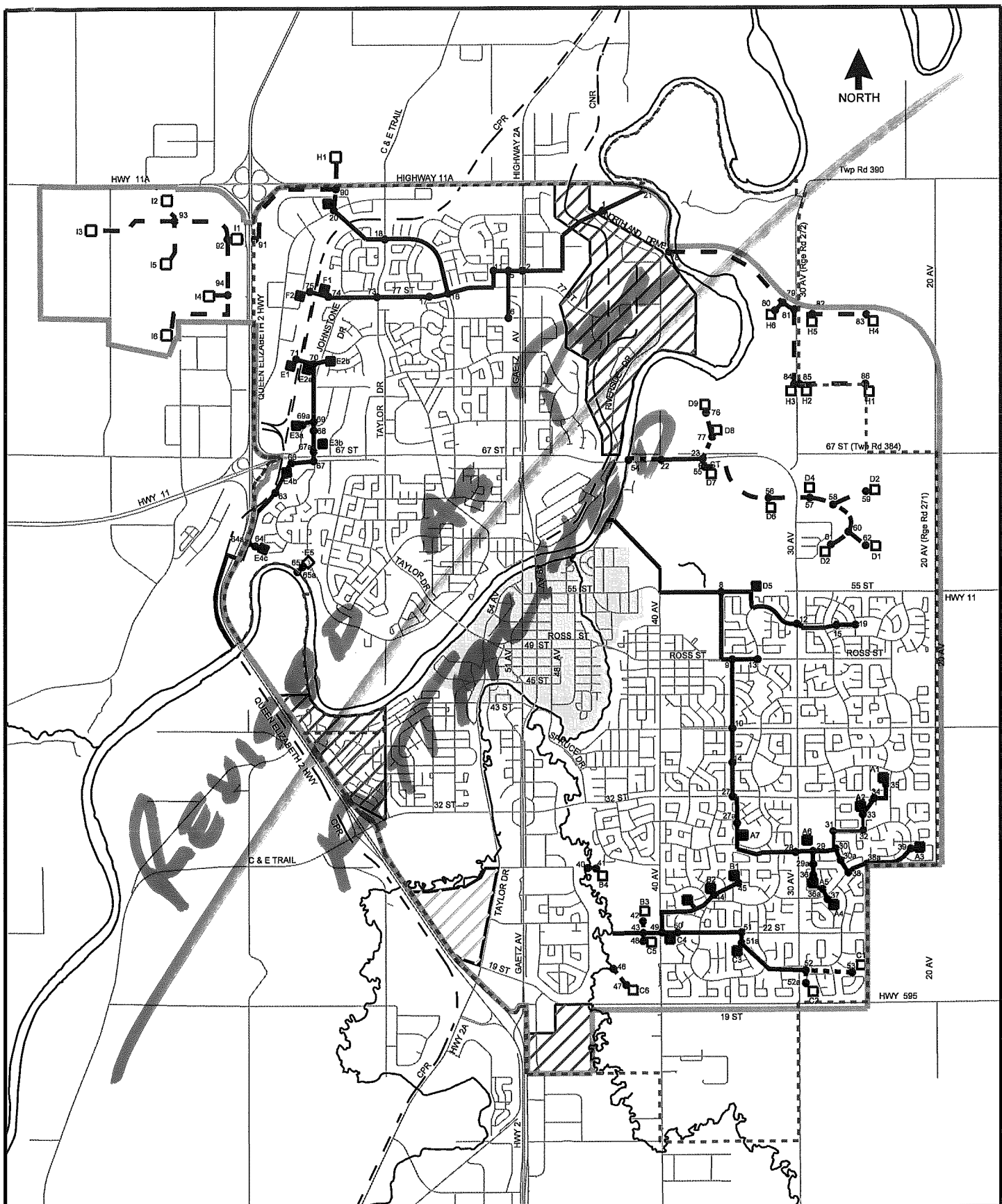
- Basin Boundary
- Existing Trunks
- Proposed Trunks
- Central Exempt Area (levies do not apply)
- City Boundary

SANITARY TRUNKS

Not to Scale

July 2007

OFF-SITE LEVY
BYLAW 3397 / 2007
SCHEDULE "B"



- Basin Boundary
- Central Exempt Area (levies do not apply)
- Developer to construct and pay for own outfall main; basin levy charge not applicable
- Existing Detention Pond
- Proposed Detention Pond
- City Boundary

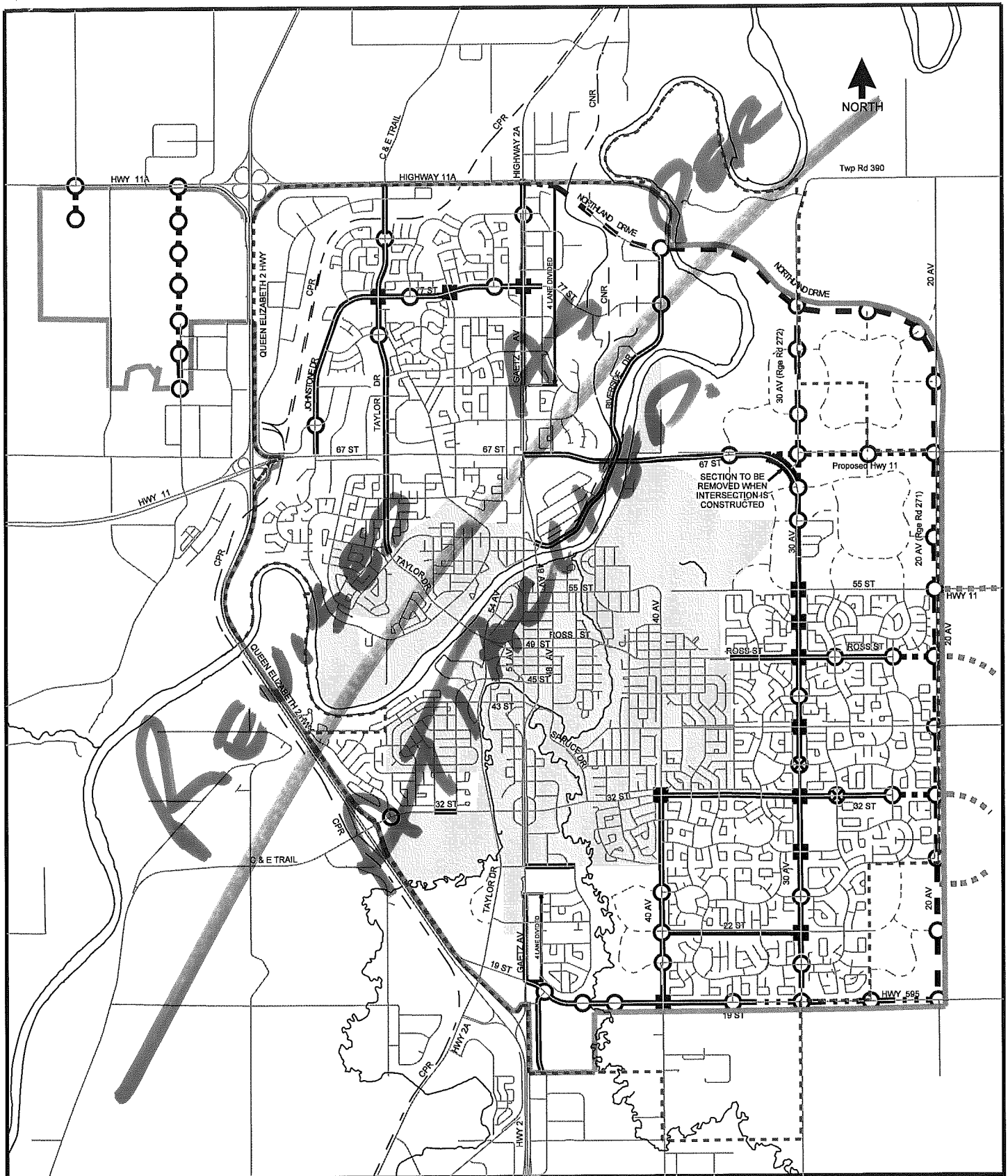
STORM TRUNKS

Not to Scale

July 2007

- Existing Trunks
- Proposed Trunks

**OFF-SITE LEVY
BYLAW 3397 / 2007
SCHEDULE "C"**



- Basin Boundary
- Existing 4 lane road (Included in levy rate)
- Proposed 4 lane road
- Proposed 4 lane with 2 existing lanes
- Initial 2 lanes of 4 lane divided roadway
- Proposed Collector Roadway
- City Boundary

MAJOR THOROUGHFARE LEVY

- Former Central Basin (levies do not apply)
- Existing traffic lights included in offsite levy rate
- Proposed traffic lights included in offsite levy rate
- Not funded by Levy

**OFF-SITE LEVY
BYLAW 3397 / 2007
SCHEDULE "D"**

Not to Scale

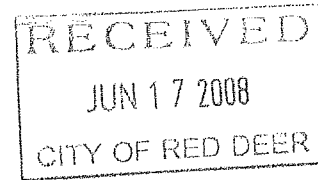
July 2007

Petitions & Delegations Item No. 1

June 09, 2008

THE CITY OF RED DEER

Manager, Legislative and Administrative Services
City Hall
Box 5008
4914-48 Avenue
Red Deer, Alberta
T4N 3T4



Re: Proposed Construction of a "Paved Lane" as a Local Improvement Project
Archibald Crescent, Asley Avenue and Alexander Crescent

Attention:

On behalf of the property owners (signatures of registered owners on attached petition) "WE" request the City of Red Deer continue with the improvement project that was initiated by Ms. Sylvie Proulx. "WE" request the "Paved Lane" Local Improvement continue on from 67 Alexander Crescent up to and including the West side of Atter Close.

Other documents included in the above submission:

- Petition For Local Improvement
- Letter from the City of Red Deer, dated September 28, 2007 to Sylvie Proulx
- City of Red Deer – Local Improvement Information from Hasnat Chodhury
- The City of Red Deer – Procedures for Initiating a Petition for Construction of a Local Improvement Project

Yours truly,

A handwritten signature in black ink, appearing to read "Terry Heck".

Terry Heck

PETITION FOR LOCAL IMPROVEMENT

Page _____

(Pursuant to the Municipal Government Act, Chapter M-26.1, of the RSA 1994, and amendments thereto)

TO: THE MAYOR AND COUNCIL OF THE CITY OF RED DEER IN THE PROVINCE OF ALBERTA

WE, THE UNDERSIGNED PROPERTY OWNERS, REQUEST THAT YOU CONSTRUCT A
FROM _____ TO _____
AS A LOCAL IMPROVEMENT TO BE ASSESSED BY WAY OF A UNIT RATE TO BE FIXED BY COUNCIL, IN
ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT AND THE BYLAWS OF
THE CITY OF RED DEER.

NAME OF PERSON WHO IS THE REPRESENTATIVE OF THE PETITIONERS

EACH PETITIONER, BY SIGNING THIS PETITION, CERTIFIES THAT HE OR SHE IS AN ELECTOR OF THE CITY OF RED DEER.

THE ESTIMATED COST TO CONSTRUCT THIS LANE IS \$150 - \$350/m. AN AVERAGE LOT WIDTH OF 14.2m (46ft) COULD PAY APPROXIMATELY \$110 - \$270 A YEAR FOR TWENTY YEARS OR CHOOSE A ONE TIME PAYMENT OF APPROXIMATELY \$1,500 - \$3,500. THESE COSTS ARE PRELIMINARY ONLY. PROPERTY OWNERS WOULD RECEIVE A DETAILED COST ESTIMATE AFTER A VALID PETITION IS APPROVED.

SIGNATURE OF REGISTERED OWNER OR ASSESSED OWNER	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	STREET ADDRESS OR LEGAL DESCRIPTION OF LAND	DATE	SIGNATURE OF ADULT WITNESS
<i>[Signature]</i>	ROGER PAULX	T4R 2X3 CR 120 ARCHIBALD	08-04-08	S. Broule
<i>[Signature]</i>	Laura Henriksen	T4R 2X2 31 Alexander Cresc	April 8/08	S. Broule
<i>[Signature]</i>	Laura Henriksen	T4R 2X3 128 Archibald Cresc	April 8/08	S. Broule
<i>[Signature]</i>	ROBERT CALVERT	T4R 2X2 55 ALEXANDER CR	APR 10/08	S. Broule
<i>[Signature]</i>	Clayton Dexter	T4R 2X2 7 Ashley Ave.	APR 9/08	S. Broule
<i>[Signature]</i>	Bob Sheffield	T4R 2X4 92 Archibald	APR 9/08	S. Broule
<i>[Signature]</i>	TERRY HECK	71 ALEXANDER CR	MAY 26/08	<i>[Signature]</i>
<i>[Signature]</i>	Al Maeder	91 Alexander Cresc	May 26/08	<i>[Signature]</i>
<i>[Signature]</i>	Craig Soergquist	99 Alexander Cresc	May 26/08	<i>[Signature]</i>
<i>[Signature]</i>	TONY TRIEN	103 Alexander Cr	May 26/08	<i>[Signature]</i>
<i>[Signature]</i>	NICO MARAIS	75 ALEXANDER	MAY 29/08	<i>[Signature]</i>
<i>[Signature]</i>	CHRIS DEMERS	43 ALEXANDER CR	MAY 29/08	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>	87 Alexander Cr	MAY 29/08	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>	19 ALEX CR	JUNE 2/08	<i>[Signature]</i>
NOTES: MIKE GREGG				
1. This form is prepared from suggestions by Alberta Municipal Affairs for the information and convenience of interested individuals. It has no legislative effect. For certainty, legal advice should be sought, when a petition is being considered.				
2. Each page of this petition shall contain an accurate and identical statement of the purpose and objectives of the petition. As the wording of the petition is critical, legal advice should be obtained.				
3. In the absence of a municipal address, indicate legal description of property on which petitioner owns.				
4. Each person witnessing a signature on the petition is required to sign an Affidavit that to the best of their belief, the persons whose signatures they witnessed are electors of the municipality.				
<i>[Signature]</i>	Brian Anderson	14 Ather Close	June 2/08	<i>[Signature]</i>
<i>[Signature]</i>	G. K. SCHULHAUSER	10 Ather Close	June 2/08	<i>[Signature]</i>
<i>[Signature]</i>	P. NOSSACK	6 Ather Close	June 2/08	<i>[Signature]</i>



Assessment & Taxation Services

DATE: August 15, 2008
TO: Kelly Kloss, Legislative & Administrative Services Manager
FROM: Debra Stott, Tax Collector
SUBJECT: Petition for Local Improvement –Alexander Cres: #71 - 107
And After Close:#2 - 18

There are 15 properties, with a total assessment value of \$9,736,500 which will be affected by this proposed local improvement. In order to be valid:

1. A minimum of 10 registered owner signatures must appear on the petition. Eleven registered owners signed this petition, and
2. Assessment value of the properties whose registered owners signed the petition must total a minimum of \$ 4,868,250. The assessment value of the properties whose registered owners signed the petition totals \$7,743,200.

Section 392 (2) of the Municipal Government Act states:

“A petition is not a sufficient petition unless

- (a) it is signed by 2/3 of the owners who would be liable to pay the local improvement tax, and
- (b) the owners who sign the petition represent at least ½ of the value of the assessments prepared under Part 9 for the parcels of land in respect of which the tax will be imposed. “

This petition meets the above requirements of the Municipal Government Act.

Recommendation

That Council proceed with the request for construction of the paved lane.

Debra Stott, CMA
Tax Collector



Financial Services Department

DATE: July 30, 2008

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Dean Krejci, Financial Services Manager

SUBJECT: Local Improvement – Lane Paving Alexander Crescent and Atter Close

Local improvements are generally funded out of the Tax Stabilization Reserve. The funds are then recovered over a period of time from additional levies on the property taxes of the properties impacted by the local improvement. Engineering has provided preliminary cost estimates of \$102,000 - \$170,000 for this project. There are sufficient funds in the Tax Stabilization Reserve to fund the above improvement based on the estimated preliminary costs provided by Engineering.

Recommendation

That Council approve funding for the local improvement from the Tax Stabilization Reserve.

Dean Krejci, CA



Date: August 8, 2008
To: Legislative & Administrative Services
From: Engineering Services Manager
Re: Proposed Lane Paving as a Local Improvement Project for Alexander Crescent and Atter Close

It is Engineering Service's understanding that Mr. Heck has provided Legislative Administrative Services a petition to initiate a Local Improvement to pave the lanes as identified on the attached plan.

Engineering Services has discussed this Local Improvement request with Mr. Heck and at the time we advised him that this type of project would be estimated to be between \$102,000 to \$ 170,000 (\$150 - \$350 per frontage metre) depending on local conditions and design requirements. Details of cost will be determined once detailed design is completed, subject to confirmation of the validation of the petition from the City Assessor and consent from City Council to proceed.

It is also understood that there are other similar Local Improvements in this general area. Where possible, we will combine all successful construction initiatives.

RECOMMENDATION

Subject to the petition being valid, we respectfully recommend that a local improvement be approved for paving the lane between East side of Atter close and Alexander Crescent. (Drawing attached).

Subject to Council approval, we will proceed with detailed design cost estimate and issue a "Notice of Intent" to the residents. Presuming the local improvement is not petitioned against, we will then ask Council to pass a local improvement bylaw. Once/if the bylaw is passed, construction can proceed; likely during the summer of 2009.

A handwritten signature in black ink, appearing to read 'Tom C. Warder'.

Tom C. Warder, P.Eng.
Engineering Services Manager

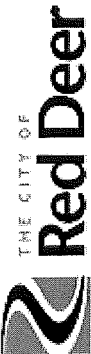
HC/GJS/ldr
Attach.



The City of Red Deer does not guarantee the accuracy of the information. Data to be used as information only.

Copyright © 2008 The City of Red Deer

Map Produced By The City of Red Deer
2008/08/07
Scale 1 : 1134



Comments:

The Municipal Government Act provides that a group of owners may petition Council for a local improvement. A petition is valid if it is signed by two thirds of the owners who would be liable to pay the local improvement tax and the owners who sign the petition represent at least one half of the value of the assessment.

If the petition is valid, The City must prepare a local improvement plan which includes an estimate of the cost of the improvement for each property. This plan is sent out to all property owners affected who then have 30 days to object to the local improvement.

If a valid petition is received objecting to the local improvement, Council must not proceed with the improvement. If there is not a valid petition, Council can proceed with the improvement and pass a local improvement tax bylaw.

As the City received a valid petition, I recommend that Council approve proceeding with the local improvement plan.

"Craig Curtis"
City Manager

Council Decision – August 25, 2008

DATE: August 26, 2008

FILE

TO: Tom Warder, Engineering Services Manager

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Petition for Local Improvement for
Alexander Crescent and Atter Close

Reference Report:

Engineering Services Manager, dated August 8, 2008, Tax Collector dated August 15, 2008, and Financial Services Manager, dated July 30, 2008.

Resolution:

"Resolved that Council of the City of Red Deer having considered the petition Re: Lane Paving Alexander Crescent and Atter Close, hereby agrees that Administration prepare a Local Improvement Plan for the proposed construction of paved lanes in the areas specified."

Report Back to Council: Yes.

Comments/Further Action:

Please proceed with the local improvement plan as noted above.



Kelly Kloss
Manager

Cc: Director of Development Services
Deb Stott, Tax Collector
Dean Krejci, Financial Services Manager
Greg Sikora, Development Engineer
Hasnat Chowdhury, Project Coordinator Designer



LEGISLATIVE & ADMINISTRATIVE SERVICES

FILE

August 26, 2008

Mr. Terry Heck
71 Alexander Crescent
Red Deer, AB T4R 2T2

Dear Mr. Heck:

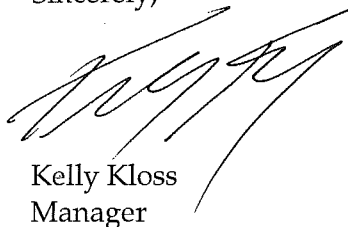
**Re: *Petition for Local Improvement – Lane Paving
 Alexander Crescent and Atter Close***

At the City of Red Deer's Council Meeting held Monday August 25, 2008, Council considered the petition regarding the proposed construction of a paved lane as referenced above. Council agreed to have Administration prepare a local improvement plan for the construction of the paved lanes in the areas specified.

Once the plan is prepared, that includes the approximate cost of improvements, a 'Notice of Intent' will be sent to all property owners affected. The property owners would then have 30 days to object to the local improvement. If sufficient owners object, being two thirds of the owners who represent one half of the value of the assessment, then the improvement would not proceed. If no objection is received, we would present to Council a Local Improvement Tax Bylaw so the paving could proceed we will let know when this bylaw will be presented to Council.

Please call me if you require any additional information.

Sincerely,



Kelly Kloss
Manager

Cc: Engineering Services Manager
 Tax Collector
 Financial Services Manager

Manager
Legislative and Administrative Service
City Hall
Box 5008, 4914 48 Avenue
Red Deer, AB T4N 3T4

August 15, 2008

Dear Sir or Madam;

I am writing in regards to a letter I received from Gregory Sikora, Development Engineering on July 31, 2008 in regards to the proposed construction of a paved lane as a local improvement project in my area.

This initiative was proposed by Terry Heck who lives on Atter Close.

I would like to officially appeal his request for this alley paving project as I believe it would not substantially increase my home's market value, or provide any benefit to my living situation. Moreover I cannot afford the \$12000.00 that this improvement would cost.

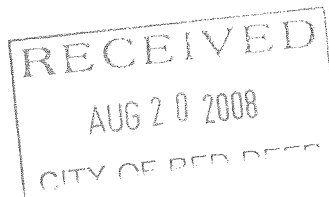
If you have any questions in regards to my position, please call me.

Thank you for taking the time to read this letter.

Sincerely,



René Tomusiak
40 Askin Close
Red Deer, AB T4R 2R7
403-304-4194

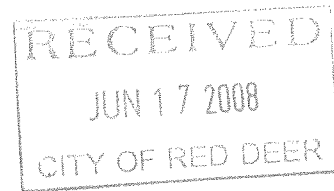


*Phoned
Aug 18/08*

June 09, 2008

THE CITY OF RED DEER

**Manager, Legislative and Administrative Services
City Hall
Box 5008
4914-48 Avenue
Red Deer, Alberta
T4N 3T4**



ORIGINAL!

Re: Proposed Construction of a "Paved Lane" as a Local Improvement Project
Archibald Crescent, Asley Avenue and Alexander Crescent

Attention:

On behalf of the property owners (signatures of registered owners on attached petition) "WE" request the City of Red Deer continue with the improvement project that was initiated by Ms. Sylvie Proulx. "WE" request the "Paved Lane" Local Improvement continue on from 67 Alexander Crescent up to and including the West side of Atter Close.

Other documents included in the above submission:

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- The City of Red Deer – Procedures for Initiating a Petition for Construction of a Local Improvement Project

Yours truly,

A handwritten signature in dark ink, appearing to read "Terry Heck".

Terry Heck (403) 357-9511
71 Alexander Crescent
Red Deer, Alberta, Canada
T4R 2T2

PETITION FOR LOCAL IMPROVEMENT

Page _____

(Pursuant to the Municipal Government Act, Chapter M-26.1, of the RSA 1994, and amendments thereto)

TO: THE MAYOR AND COUNCIL OF THE CITY OF RED DEER IN THE PROVINCE OF ALBERTA

WE, THE UNDERSIGNED PROPERTY OWNERS, REQUEST THAT YOU CONSTRUCT A
FROM _____ TO _____
AS A LOCAL IMPROVEMENT TO BE ASSESSED BY WAY OF A UNIT RATE TO BE FIXED BY COUNCIL, IN
ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT AND THE BYLAWS OF
THE CITY OF RED DEER.

ORIGINAL

NAME OF PERSON WHO IS THE REPRESENTATIVE OF THE PETITIONERS

EACH PETITIONER, BY SIGNING THIS PETITION, CERTIFIES THAT HE OR SHE IS AN ELECTOR OF THE
CITY OF RED DEER.

THE ESTIMATED COST TO CONSTRUCT THIS LANE IS \$150 - \$350/m. AN AVERAGE LOT WIDTH OF
14.2m (46ft) COULD PAY APPROXIMATELY \$110 - \$270 A YEAR FOR TWENTY YEARS OR CHOOSE A
ONE TIME PAYMENT OF APPROXIMATELY \$1,500 - \$3,500. THESE COSTS ARE PRELIMINARY ONLY.
PROPERTY OWNERS WOULD RECEIVE A DETAILED COST ESTIMATE AFTER A VALID PETITION IS
APPROVED.

SIGNATURE OF REGISTERED OWNER OR ASSESSED OWNER	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	STREET ADDRESS OR LEGAL DESCRIPTION OF LAND	DATE	SIGNATURE OF ADULT WITNESS
	ROGER PAULX	T4R 2X3 CR 120 ARCHIBALD	08-04-06	S. Brown
	Laura Henriksen	T4R 2X2 31 Alexander Cresc	April 8/08	S. Brown
	Laura Henriksen	T4R 2X3 128 Archibald Cresc	April 8/08	S. Brown
	PETE CALVERT	T4R 2X2 55 ALEXANDER CR	APR 10/08	S. Brown
	Clayton Dexter	T4R 2X2 7 Ashley Ave.	APR 9/08	S. Brown
	Lori Sheffield	T4R 2X4 92 Archibald	APR 9/08	S. Brown
	TERRY HECK	71 ALEXANDER CR	MAY 26/08	
	Al Maeda	91 Alexander Cres	May 26/08	
	Craig Sudarquist	99 Alexander Cres	May 26/08	
	TONY TRIEN	103 Alexander Cr	May 26/08	
	NICO MARAIS	75 ALEXANDER	MAY 29/08	
	CHRIS DEMERS	63 ALEXANDER CR	MAY 29/08	
	MIKE GEORGE	97 Alexander Cr	MAY 29/08	
	TODD ZIMMERMAN	19 ALEX CR	JUNE 2/08	

NOTES:

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2. Each page of this petition shall contain an accurate and identical statement of the purpose and objectives of the petition. As the wording of the petition is critical, legal advice should be obtained.
3. In the absence of a municipal address, indicate legal description of property on which petitioner owns.
4. Each person witnessing a signature on the petition is required to sign an Affidavit that to the best of their belief, the persons whose signatures they witnessed are electors of the municipality.

	Brian Anderson	14 Atter Close	June 2/08	
	G. K. SCHULHAUSER	10 ATTER CLOSE	June 2/08	
	P. NOSSACK	6 ATTER CLOSE	June 2/08	
	[unclear]	[unclear]	[unclear]	

DATE: July 30, 2008

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Dean Krejci, Financial Services Manager

SUBJECT: Local Improvement – Lane Paving Alexander Crescent and Atter Close

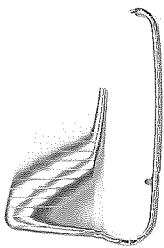
Local improvements are generally funded out of the Tax Stabilization Reserve. The funds are then recovered over a period of time from additional levies on the property taxes of the properties impacted by the local improvement. Engineering has provided preliminary cost estimates of \$102,000 - \$170,000 for this project. There are sufficient funds in the Tax Stabilization Reserve to fund the above improvement based on the estimated preliminary costs provided by Engineering.

Recommendation

That Council approve funding for the local improvement from the Tax Stabilization Reserve.



Dean Krejci, CA



THE CITY OF
Red Deer

Assessment & Taxation Services

ORIGINAL

DATE:

August 15, 2008

TO:

Kelly Kloss, Legislative & Administrative Services Manager

FROM:

Debra Stott, Tax Collector

SUBJECT:

Petition for Local Improvement – Alexander Cres: #71 - 107
And Atter Close: #2 - 18

There are 15 properties, with a total assessment value of \$9,736,500 which will be affected by this proposed local improvement. In order to be valid:

1. A minimum of 10 registered owner signatures must appear on the petition. Eleven registered owners signed this petition, and
2. Assessment value of the properties whose registered owners signed the petition must total a minimum of \$ 4,868,250. The assessment value of the properties whose registered owners signed the petition totals \$7,743,200.

Section 392 (2) of the Municipal Government Act states:

"A petition is not a sufficient petition unless

- (a) it is signed by 2/3 of the owners who would be liable to pay the local improvement tax, and
- (b) the owners who sign the petition represent at least 1/2 of the value of the assessments prepared under Part 9 for the parcels of land in respect of which the tax will be imposed."

This petition meets the above requirements of the Municipal Government Act.

Recommendation

That Council proceed with the request for construction of the paved lane.

Debra Stott

Debra Stott, CMA
Tax Collector

Date: August 8, 2008
To: Legislative & Administrative Services
From: Engineering Services Manager
Re: Proposed Lane Paving as a Local Improvement Project for
Alexander Crescent and Atter Close

It is Engineering Service's understanding that Mr. Heck has provided Legislative Administrative Services a petition to initiate a Local Improvement to pave the lanes as identified on the attached plan.

Engineering Services has discussed this Local Improvement request with Mr. Heck and at the time we advised him that this type of project would be estimated to be between \$102,000 to \$ 170,000 (\$150 - \$350 per frontage metre) depending on local conditions and design requirements. Details of cost will be determined once detailed design is completed, subject to confirmation of the validation of the petition from the City Assessor and consent from City Council to proceed.

It is also understood that there are other similar Local Improvements in this general area. Where possible, we will combine all successful construction initiatives.

RECOMMENDATION

Subject to the petition being valid, we respectfully recommend that a local improvement be approved for paving the lane between East side of Atter close and Alexander Crescent. (Drawing attached).

Subject to Council approval, we will proceed with detailed design cost estimate and issue a "Notice of Intent" to the residents. Presuming the local improvement is not petitioned against, we will then ask Council to pass a local improvement bylaw. Once/if the bylaw is passed, construction can proceed; likely during the summer of 2009.



Tom C. Warder, P.Eng.
Engineering Services Manager

HC/GJS/ldr
Attach.



Legislative & Administrative Services

FILE

DATE: July 9, 2008

TO: Tom Warder, Engineering Services Manager
Deb Stott, Tax Collector
Dean Krejci, Financial Services Manager

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Request for Comments: By July 30, 2008
Petition for Local Improvement – Lane Paving
Alexander Crescent and Atter Close

**Continuation of June 16 2008 Council Approved Local Improvement
including Archibald Crescent to Alexander Crescent
Including Ashley Avenue**

Please provide your comments regarding the attached Petition for Local Improvement – Lane Paving. The signatures that are encompassed in the side arrows relate to this particular petition. Mr. Heck used the bottom portion of the form from the previous form that has since been approved by council. I have attached a map that was generated by Engineering, the petitioner did not send this, I have attached it to give you a visual of the area.

Deb, please advise if the attached is a valid petition, i.e. that two thirds of the owners of the properties have signed the petition.

I would appreciate your comments by **Wednesday, July 30, 2008** for possible inclusion on the Monday, August 11, 2008 Council Agenda.

A handwritten signature in cursive script, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

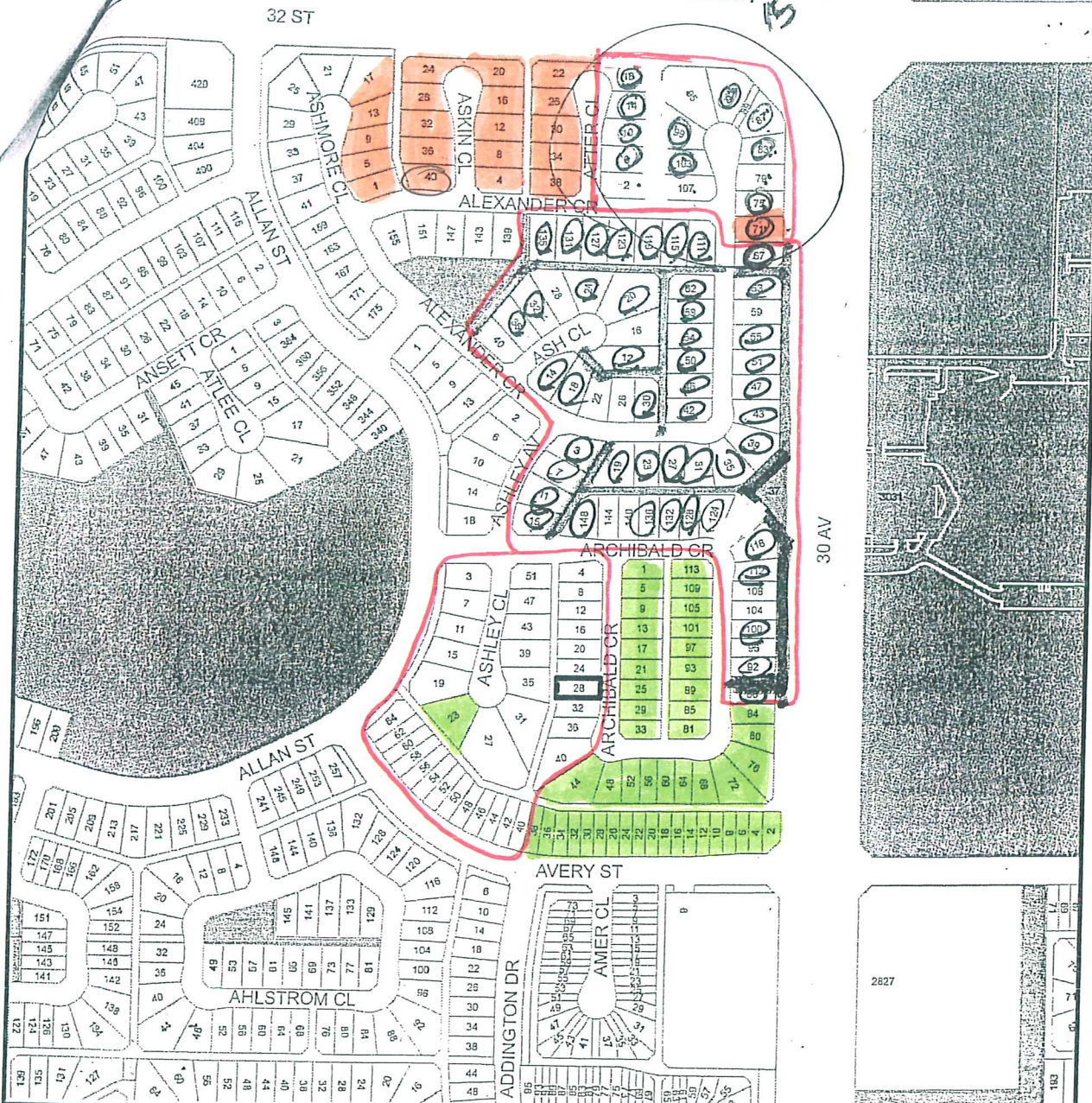
/attach.

Cc: Assessment & Tax Services Manager
Corporate Services Director
Greg Sikora, Development Engineer

FILE

CITY OF
Red Deer

Map Produced By The City of Red Deer



Ms. Sylvie Proulx
120 Archibald Crescent.
Red Deer, AB T4R 2X3.

Mr. Terry Heck
71 Alexander Cr.
Red Deer, AB
T4R 2T2



2008/06/23
Scale 1 : 5049.65067535792

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the accuracy of the information.
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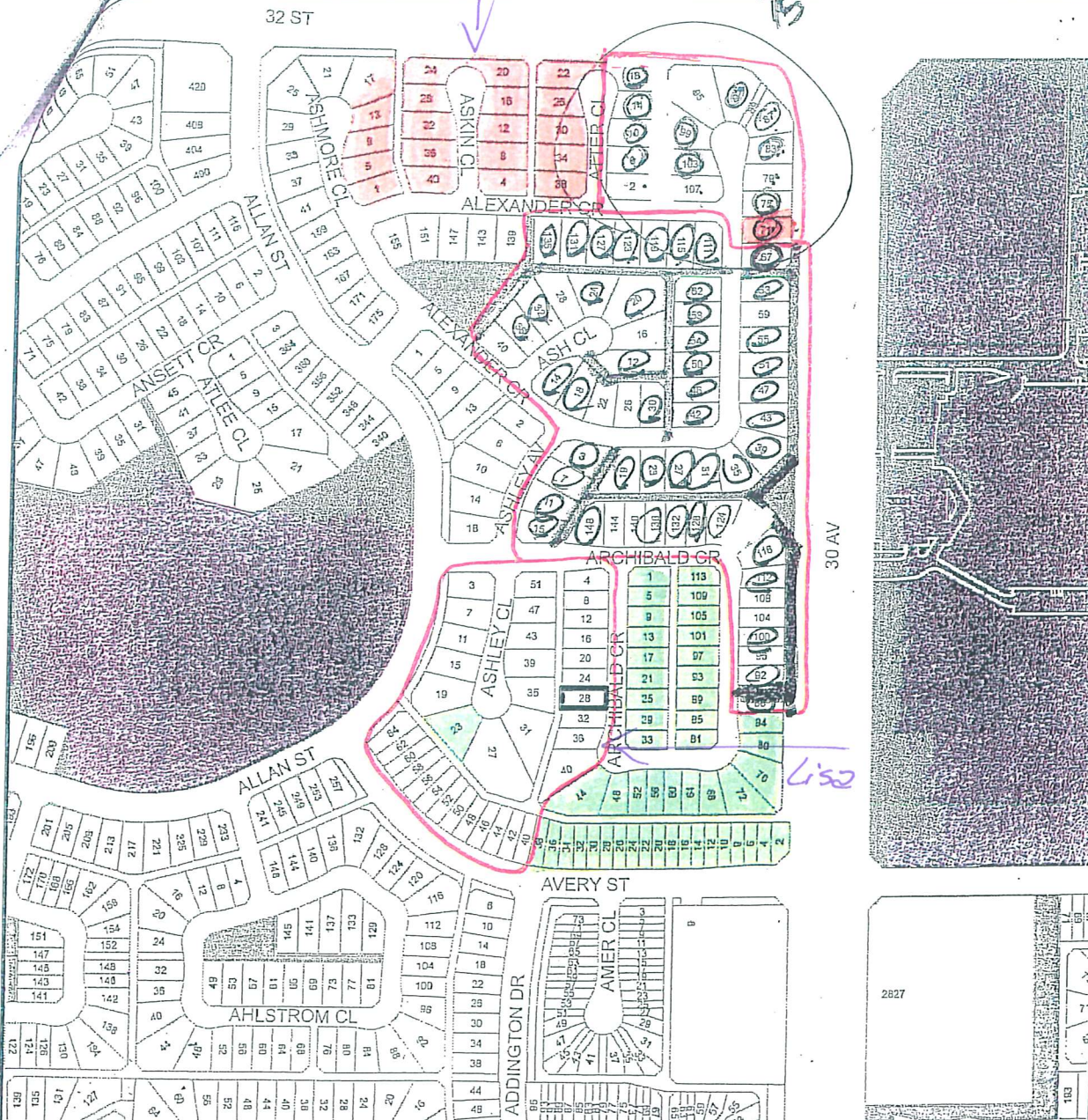
Mrs. Lisa Michalanka
23 Ashley Close,
Red Deer, AB
T4R 2X3

CITY OF
Red Deer

Map Produced By The City of Red Deer

Terry Heek

13 15



2008/06/23

Scale 1 : 5049.65067535792

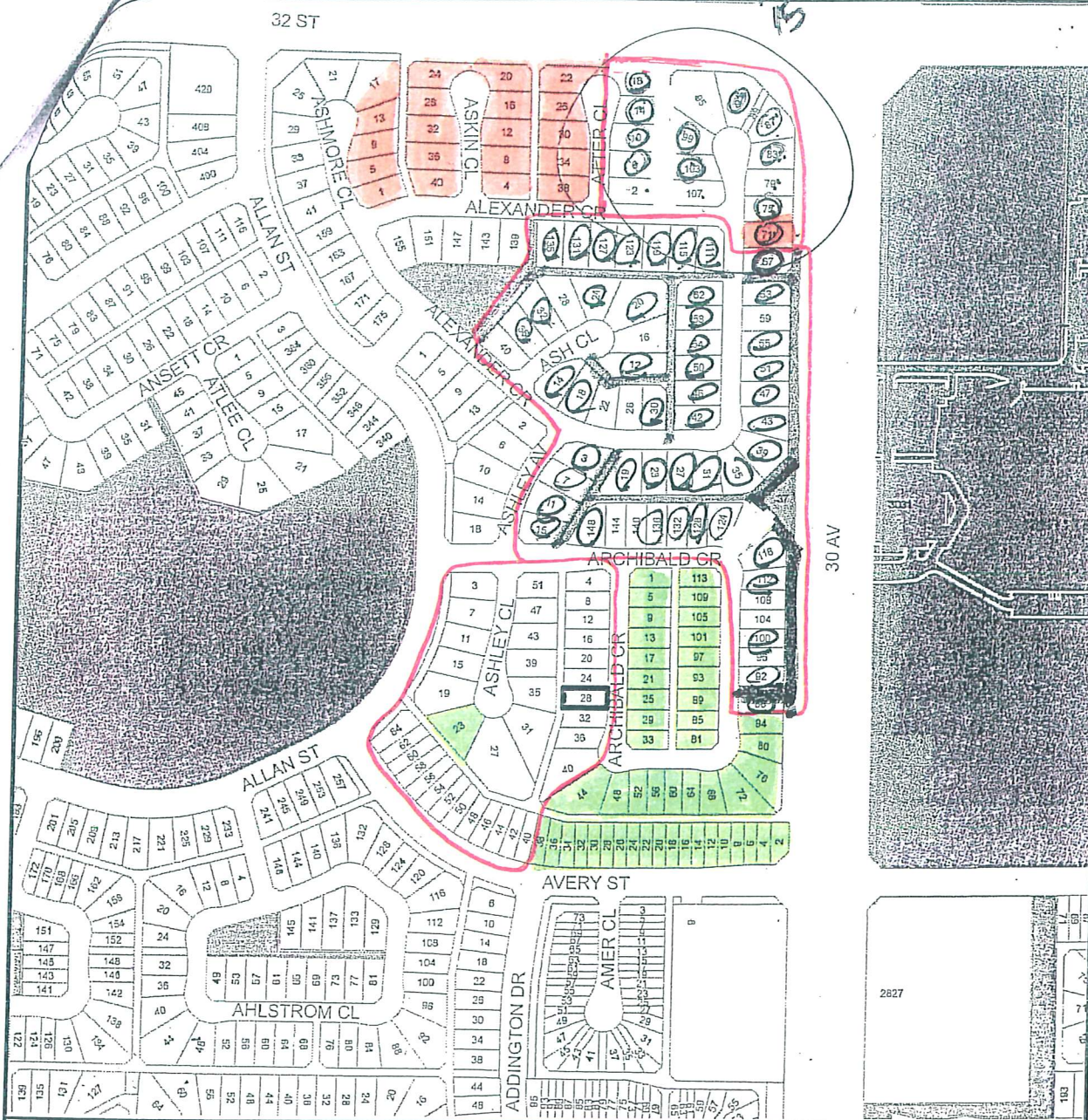
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Part One AR

CITY OF
Red Deer

Map Produced By The City of Red Deer



2008/06/23
Scale 1 : 5049.65067535792

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ENGINEERING SERVICES DEPARTMENT LOCAL IMPROVEMENT PROCEDURES

1. A property owner submits a letter to the Engineering Services Department requesting information for construction of a local improvement project.
2. The Engineering Services Department prepares a cost estimate for the project.
3. The Director of Corporate Services is requested to provide an applicable interest rate for the proposed repayment period.
4. The Engineering Services Department determines the appropriate method of establishing the local improvement (each unit of frontage, each unit of area, each parcel of land, or the assessed value as shown on the tax roll) as per Council Policy^{??}. The appropriate Local Improvement Rate Calculation form (Excel worksheet) is used to calculate the applicable costs for each property.
5. An information package is prepared by the Engineering Services Department and forwarded to the property owner for distribution to the balance of the property owners. INFO CAN BE FOUND IN
STREETS / Local
improvement
The following information is included in the package:
 - a. A covering letter (Form Letter 1.doc).
 - b. A summary of the procedures for initiating a petition for construction of a local improvement project (Form Letter 1, Appendix A).
 - c. 'What is a Local Improvement' information.
 - d. Plan drawings showing the location of the local improvement and approximate costs.
 - e. A petition form.
6. The property owner is advised to forward the information to each property owner and obtain signatures for a petition, which is to be submitted to the City Clerk. The petition form is attached.
7. The City Clerk will forward the petition to the Engineering Services Department and the Assessment and Tax Department for recommendations to City Council.
8. The Engineering Services Department reviews the petition and submits a letter (Form Letter 2) to City Council requesting approval to proceed with the local improvement project. The City Clerk will notify the petitioner of Council's decision.
9. The Engineering Services Department prepares detailed design drawings and a revised cost estimate. The Property Owner costs in the Local Improvement Rate Calculation are revised accordingly. A covering letter (Form Letter 3), Notice of Intent (Form Letter 3, Appendix A), and the Local Improvement Rate Calculation (Property Owner Costs) are sent to each property owner.

10. Following the 30-day appeal period, the City Clerk forwards to the Engineering Services Department, copies of any petitions and/or letters received regarding the proposed local improvement project. The Engineering Services Department reviews the results and prepares a Summary of Petition (Local Improvement Rate Calculation) and prepares a report for submission to City Council (Form Letter 4) recommending either approval or abandoning the local improvement project. If approval of the project is being recommended, a draft copy of the Local Improvement By-law (Form Letter 4 - Proposed By-law) is prepared and forwarded to the Director of Corporate Services. A letter (Form Letter 5) is sent to all petitioners advising them that we are recommending approval of the local improvement project.
11. A letter (Form Letter 6) is sent to all property owners advising them of Council's decision. Save in Eng/Admin Eira/Local Improvements.
12. If approved by Council, construction drawings are issued.
13. Once all work on the project is complete, the actual construction costs are compared to the original estimated costs. If the as-constructed costs are substantially less than the estimated costs, the Property Owner costs may be adjusted. A memo is sent to the Assessment and Tax Department informing the Tax Coordinator that the work is complete. A copy of the Local Improvement Rate Calculation - Rate Calculation Summary is included with the memo.
14. The Tax Coordinator will notify all property owners of the payment options and payment deadlines.

The Project is now complete!

→ A letter (Form Letter 6) is sent to all property owners advising them of Council's decision. Save in Eng/Admin/Local Improvements. Copies - 1 full set to Resident (original letter and attachments), 1 full set to file. For CC's copy of blank letter, copy of "tax information" and list of resident's names that letter went to. For GAF copy of blank letter & list of resident's names.



ENGINEERING SERVICES

September 28, 2007

Ms. Sylvie Proulx
120 Archibald Cres
Red Deer, AB T4R 2X3

Dear Ms. Proulx:

**Re: Proposed Construction of a "Paved Lane" as a Local Improvement Project
Archibald Crescent, Ashley Avenue, & Alexander Crescent**

The Engineering Services Department received a request from you for information relative to construction of the above noted project as a local improvement.

In order for City Council to consider construction of this project, it will be necessary for you to do the following:

1. Contact the other property owners who will benefit from the local improvement project.
2. Inform them of the scope of work and estimated cost of the proposed project.
3. Have them indicate to you whether they are or are not in favour of local improvement project by doing the following:
 - a. By signing the enclosed petition form.or
 - b. Having them forward a letter to you outlining their position.

The proposed rates and costs shown below are based on a preliminary cost estimate. The rates and cost for each property will be confirmed once a petition is received and Council authorizes the preparation of a detailed design and cost estimate. On completion of the design, The City will send out the "Notice of Intent" informing each property owner of the applicable rates and costs for their property. We would also advise that due to the length of time required to

Ms. Sylvie Proulx
September 28, 2007
Page 2

process a local improvement project request, this project, if approved, will likely be constructed in the summer of 2008.

Please be aware that if any property owner has a fence or tree encroaching into the lane right of way they will be responsible for removing it at their own cost prior to the lane paving.

To assist you in this matter, the Engineering Services Department has prepared the attached local improvement information package that includes the following information:

- 1) A copy of "Procedures for Initiating a Petition for Construction of a Local Improvement".
- 2) A copy of "What is a Local Improvement".
- 3) A petition form.
- 4) A plan showing the limits of the project.
- 5) The estimated cost of the work is \$150.00 - \$350.00 per lineal metre of lane. Total estimated cost of construction is \$62,400.00 - 145,600.00. This works out to \$11.41 - 26.62/m of frontage based on paying annually for 20 years, or a one time payment of \$139.20 - 324.80/m of frontage for a one time payment. For example, an average 8m (26.2') wide lot could pay between \$91.28 - 212.96 a year for 20 years, or a one time payment of \$1,113.60 - 2,598.40.

If you have any concerns or require additional information with regard to this proposed local improvement, please contact Scott Lowe at (403) 342-8114.

Yours truly,



Bill Luka, P. Eng.
Streets Engineer

SRL/kyu
Att.

c. Engineering Services Manager



ENGINEERING SERVICES

April 30, 2008

Mr. Terry Heck
71 Alexander Crescent
Red Deer, AB T4R 2T2

Dear Mr. Heck:

Re: Local Improvement Information

Please find attached the Local Improvement information as per your request.

If you have any questions or concerns, please contact me at 403.342.8114.

Yours truly,

Hasnat Chowdhury, B. Sc.
Project Coordinator/Designer

/slh
Att.

THE CITY OF RED DEER

PROCEDURES FOR INITIATING A PETITION FOR CONSTRUCTION OF A LOCAL IMPROVEMENT PROJECT

The following outlines the procedures to be followed in order for the local improvement to be considered by Council.

1. The initiator of the local improvement has at this point already received the detailed information relative to costs and assessment, has discussed this with the affected property owners, and has obtained a formal signed petition from the affected property owners.
2. The petition and/or letters should be submitted to the Legislative and Administrative Services Manager (City Clerk), at the following address:

Manager, Legislative and Administrative Services
City Hall
Box 5008
4914-48 Avenue
Red Deer, Alberta T4N 3T4

3. The Legislative and Administrative Services Manager will forward a copy of the petition to the appropriate City Departments for comments and a recommendation.

Note: For the petition to be considered valid, it must be signed by at least two-thirds (67%) of the property owners who would be liable to pay the local improvement tax. The owners who sign the petition must represent at least 50% of the value of the local improvement cost.

If a municipality, school division, school district, hospital district, or health region is the owner of any lands affected by the local improvement, and as such, is entitled to sign the petition, its name and cost are not to be counted in determining the sufficiency of a petition.

If a parcel of land is owned by more than one owner, the owners are considered as one owner for the purpose of determining the validity of a petition.

4. A copy of the petition and the reports are submitted to City Council to consider whether or not to initiate a local improvement project.
5. If approved at Council, The City Administration would proceed with preparation of design drawings and more detailed cost estimates.

Page 2
Appendix A
Local Improvement Procedures

6. The local improvement rate is calculated and notices are prepared for each property owner.
7. The notice is mailed to each property owner.
8. The notice provides for a 30-day appeal period before the project is submitted to City Council for final approval. If two-thirds of property owners representing 50% of the assessed value indicate that they are not in favour of the project, the local improvement project will be canceled. Note that City-owned land is not counted in determining the sufficiency of a petition for a local improvement.
9. If the majority of property owners do not file an appeal within the 30-day period, the local improvement project is submitted to Council for approval.
10. If approved at Council, construction of the local improvement project will proceed and the amount shown in the notice will be added to the property owners' taxes in the year following construction. The option exists for a property owner to make a one-time lump sum payment instead of the annual payments.
11. Construction of the local improvement usually occurs during the following year's construction season.

WHAT IS A LOCAL IMPROVEMENT?

Most people who buy a property in a new subdivision are unaware that much of the purchase price goes toward Municipal Improvements (e.g. water mains, sanitary sewer mains, storm sewer mains, paved roads with sidewalks on both sides of the roadway, streetlighting, gravel and/or paved lanes, etc.) that you may take for granted. The cost of all of these improvements is included in the price paid for the lot.

In some cases, in order to keep the lot costs down, some of the less important improvements may not have been constructed (e.g. paved lanes). Also, older subdivisions may lack some of the more common amenities (e.g. paved roadways with sidewalks on both sides of the road, gravel lanes, paved lanes, underground power, etc.).

In some of the older subdivisions, some of the existing gravel lanes are considered to be "unimproved lanes", as these lanes were not constructed to an established engineering standard. Whatever type of material (i.e. clay, sand, topsoil, etc.) that was present at the time of development was left in place for a driving surface and the lane was used "as is". Over time, a thin lift of gravel may have been placed on the existing surface material to improve the substandard driving surface.

What do you do if you want to improve the condition of the unimproved gravel lane, pave a lane to eliminate dust, or add a sidewalk on your side of the street?

You can start a petition for a "local improvement." A local improvement is the construction of some of the things mentioned above and is a commitment made by a group of property owners to pay for the work as a local improvement tax.

How do you start a local improvement, say for a paved lane? This is another one of those occasions where you need to go talk to your neighbours, because you need a majority of them (67%) to agree to the improvement. Everyone along the lane would have to pay his or her share of the work, as the entire length of the lane must be done not just the portion behind your lot.

The cost involved depends on how much of your property is adjacent to the lane. The Engineering Services Department calculates the cost for each project, as no two projects cost the same amount. City Council, based on the requirements of the Municipal Government Act, has established the following methods to distribute the local improvement cost amongst the benefiting property owners:

- Option 1: The assessable frontage is normally used to calculate the Local Improvement Tax in single family residential areas. The assessable frontage is derived using the legal description of the property and the frontage shown on the legal plan. An averaging method is used by the City Assessor to determine the frontage for odd shaped lots.
- Option 2: The assessed value of the property is normally used to calculate the Local Improvement Tax in areas having mixed land uses such as single family, apartments, condominium properties, etc. in the same block. The City Assessor provides the assessed value, which is the same value used to determine your other Municipal taxes.
- Option 3: The assessable area of a parcel is normally used to calculate the Local Improvement Tax in commercial and industrial areas. The assessable area is derived using the legal description of the property and the area shown on the legal plan.

The cost of the local improvement is added to your tax bill the year after the improvement has been constructed. A property owner has the option of paying the full amount (lump sum) of the local improvement tax or the amount can be amortized for a specified period, usually 5, 10 or 20 years.

Of course, the lump payment works out to be cheaper than the amortized payments because interest is included in the annual payment amount, but it all depends on what you can afford at the time.

More information on local improvements can be obtained by calling the Legislative and Administrative Services Manager's office at (403) 342-8132.

Manager
Legislative and Administrative Service
City Hall
Box 5008, 4914 48 Avenue
Red Deer, AB T4N 3T4

FILE

August 15, 2008

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Dear Sir or Madam;

I am writing in regards to a letter I received from Gregory Sikora, Development Engineering on July 31, 2008 in regards to the proposed construction of a paved lane as a local improvement project in my area.

This initiative was proposed by Terry Heck who lives on Atter Close.

I would like to officially appeal his request for this alley paving project as I believe it would not substantially increase my home's market value, or provide any benefit to my living situation. Moreover I cannot afford the \$12000.00 that this improvement would cost.

If you have any questions in regards to my position, please call me.

Thank you for taking the time to read this letter.

Sincerely,

René Tomusiak
40 Askin Close
Red Deer, AB T4R 2R7
403-304-4194

- phoned Aug 18/08
→ not included in
petition going
forward to Council



ENGINEERING SERVICES

August 6, 2008

FILE

BACKUP INFORMATION
NOT SUBMITTED TO COUNCIL

Mr. Terry Heck
71 Alexander Cr.
Red Deer, AB T4R 2T2

Dear Mr. Heck:

Re: Proposed Construction of a Lane Paving as a Local Improvement Project Between Atter Close, Askin Close, & Ashmore Close

Recently the Engineering Services Department received your request for information relative to construction of the above noted project as a local improvement.

In order for City Council to consider construction of this project, it will be necessary for you to do the following:

1. Contact the other property owners who will benefit from the local improvement project.
2. Inform them of the scope of work and estimated cost of the proposed project.
3. Have them indicate to you whether they are or are not in favour of local improvement project by doing the following:
 - a. By signing the enclosed petition form.
 - or
 - b. Having them forward a letter to you outlining their position.

The proposed rates and costs shown on the attached forms are based on a preliminary cost estimate. The rates and cost for each property will be confirmed once a petition is received and Council authorizes the preparation of a detailed design and cost estimate. On completion of the design, The City will send out the "Notice of Intent" informing each property owner of the applicable rates and costs for their property. We would also advise that due to the length of time required to process a local improvement project request, this project, if approved, will likely be constructed in the summer of 2009. Please be aware that if any property owner has a fence or tree encroaching into the lane right of way they will be responsible for removing it at their own cost prior to the lane paving.

Mr. Terry Heck
Page 2
August 6, 2008

To assist you in this matter, the Engineering Services Department has prepared the attached local improvement information package that includes the following information:

- 1) A copy of "Procedures For Initiating a Petition For Construction of a Local Improvement".
- 2) A copy of "What is a Local Improvement".
- 3) A petition form.
- 4) A plan showing the limits of the project.
- 5) The estimated cost of the work is \$300 - \$500 per frontage meter of lane. Total estimated cost of construction is between \$190,200 and \$317,000. This works out to \$24 - 40/m of frontage based on paying annually for 20 years, or a one time payment of \$300 - 500/m of frontage for a one time payment. For example, an average 15.5m (51') wide lot could pay between \$365 - \$610 a year for 20 years, or a one time payment of \$4650 - \$7750.

Also included for your information is a copy of the letter sent to all the home owners of Atter, Askin and Ashmore Close asking that they contact you if they are in favor of the petition. As well there is a copy map showing the frontage meter of each property.

If you have any concerns or require additional information with regard to this proposed local improvement, please contact Hasnat Chowdhury at (403) 342-8114.

Yours truly,



Gregory J. Sikora, M.Sc., P.Eng.
Development Engineer

GJS/cdt
Att.

c. Engineering Services Manager

PETITION FOR LOCAL IMPROVEMENT

(Pursuant to the Municipal Government Act, Chapter M-26.1, of the RSA 1994, and amendments thereto)

TO: THE MAYOR AND COUNCIL OF THE CITY OF RED DEER IN THE PROVINCE OF ALBERTA

WE, THE UNDERSIGNED PROPERTY OWNERS, REQUEST THAT YOU CONSTRUCT A PAVED LANE BETWEEN ATTER CLOSE, ASKIN CLOSE AND ASHMORE CLOSE. AS A LOCAL IMPROVEMENT TO BE ASSESSED BY WAY OF A UNIT RATE TO BE FIXED BY COUNCIL, IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT AND THE BYLAWS OF THE CITY OF RED DEER.

NAME OF PERSON WHO IS THE REPRESENTATIVE OF THE PETITIONERS

EACH PETITIONER, BY SIGNING THIS PETITION, CERTIFIES THAT HE OR SHE IS AN ELECTOR OF THE CITY OF RED DEER.

THE ESTIMATED COST TO CONSTRUCT THIS LANE IS \$300 - \$500 PER FRONTAGE METRE. AN AVERAGE LOT WIDTH OF 15.5m (51ft) COULD PAY APPROXIMATELY \$365 - \$610 A YEAR FOR TWENTY YEARS OR CHOOSE A ONE TIME PAYMENT OF APPROXIMATELY \$4,650 - \$7,750. THESE COSTS ARE PRELIMINARY ONLY. PROPERTY OWNERS WOULD RECEIVE A DETAILED COST ESTIMATE AFTER A VALID PETITION IS APPROVED.

SIGNATURE OF REGISTERED OWNER OR ASSESSED OWNER	PRINTED NAME OF REGISTERED OWNER OR ASSESSED OWNER	STREET ADDRESS OR LEGAL DESCRIPTION OF LAND	DATE	SIGNATURE OF ADULT WITNESS

NOTES:

1. This form is prepared from suggestions by Alberta Municipal Affairs for the information and convenience of interested individuals. It has no legislative effect. For certainty, legal advice should be sought, when a petition is being considered.
2. Each page of this petition shall contain an accurate and identical statement of the purpose and objectives of the petition. As the wording of the petition is critical, legal advice should be obtained.
3. In the absence of a municipal address, indicate legal description of property on which petitioner owns.
4. Each person witnessing a signature on the petition is required to sign an Affidavit that to the best of their belief, the persons whose signatures they witnessed are electors of the municipality.

August 5, 2008

~~Et Al~~ Terry H.

Dear:

**Re: Proposed Construction of a Paved Lane as a Local Improvement Project
Atter Close, Askin Close & Ashmore Close**

The City of Red Deer, Engineering Department, has recently sent letters out to all of the home owners of Atter, Askin and Ashmore Close. Attached for your information is a copy of the letter sent to each home owner. Also attached is a copy of the petition you will need them to sign and a list of names and addresses of the people who will be contacting you about the petition.

If you have any questions please contact Hasnat Chowdhury @ 403.342.8158.

Yours truly,



Gregory J. Sikora, M.Sc., P.Eng.
Development Engineer

GJS/cdt

Home owners for Askin, Atter & Ashmore Close:

Randy Nelson & Noreen Jenkins
38 Atter Close

Kevin & Donna Wood
9 Ashmore Close

Diana & Curtis Roth
34 Atter Close

Maxwell & Frances Kelly
5 Ashmore Close

Micheal & Olga Fedyna
30 Atter Close

Wesley Steel & Beverly Birch
5 Ashmore Close

Justin Turnquist
26 Atter Close

Ruby & Kenneth Lee
13 Ashmore Close

Randy & Jennifer Kallis
22 Atter Close

Bill & Shirley Yeung
1 Ashmore Close

Wesley & Aileen Taylor
8 Askin Close

Rene & Gregory Tomusiak
40 Askin Close

Colleen Hardy
4 Askin Close

✓ Stephen & Cynthia Ridge
36 Askin Close

Steven & Charlene Callaghan
32 Askin Close

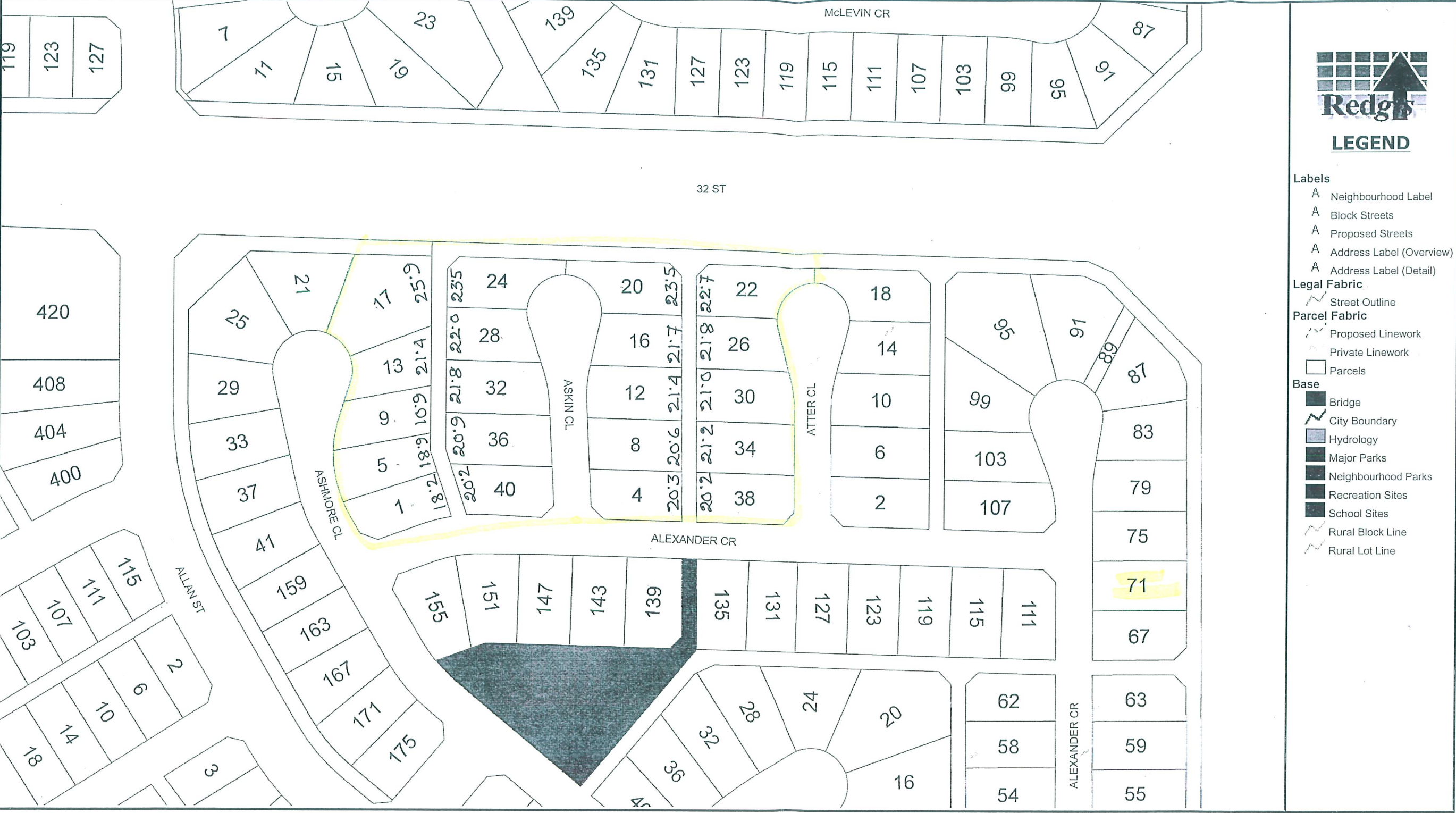
Robert & Cindy Sinclair
28 Askin Close

Milton Thiessen
24 Askin Close

James Vennard & Theresa Lucyk
20 Askin Close

Hank & Corrine Heykants
16 Askin Close

Allen & Debra Ness
12 Askin Close



LEGEND

Map Produced By The City of Red Deer
2008/08/05
Scale 1 : 1600

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ENGINEERING SERVICES

July 31, 2008

Stephan & Cynthia Ridge
36 Askin Close
Red Deer, AB T4R 2R7

Dear Mr. & Mrs. Ridge:

**Re: Proposed Construction of a Paved Lane as a Local Improvement Project
Atter Close, Askin Close & Ashmore Close**

The City of Red Deer, Engineering Department, has recently received a request from Atter Close, Askin Close and Ashmore Close property owners to initiate a Local Improvement petition to have their lane paved. In view of this interest, we would like to explore if you are also interested in having your lane paved as well.

If so, please contact Mr. Terry Heck at 403.357.9511 for information regarding a petition to support.

Attached for your information is a copy of a Local Improvement procedure package.

In general, lane paving will cost in the order of \$300 - \$500 per frontage metre.

Yours truly,

Gregory J. Sikora, M.Sc., P.Eng.
Development Engineer

GJS/cdt
Att.

c. Mr. Terry Heck

- Option 1: The assessable frontage is normally used to calculate the Local Improvement Tax in single family residential areas. The assessable frontage is derived using the legal description of the property and the frontage shown on the legal plan. An averaging method is used by the City Assessor to determine the frontage for odd shaped lots.
- Option 2: The assessed value of the property is normally used to calculate the Local Improvement Tax in areas having mixed land uses such as single family, apartments, condominium properties, etc. in the same block. The City Assessor provides the assessed value, which is the same value used to determine your other Municipal taxes.
- Option 3: The assessable area of a parcel is normally used to calculate the Local Improvement Tax in commercial and industrial areas. The assessable area is derived using the legal description of the property and the area shown on the legal plan.

The cost of the local improvement is added to your tax bill the year after the improvement has been constructed. A property owner has the option of paying the full amount (lump sum) of the local improvement tax or the amount can be amortized for a specified period, usually 5, 10 or 20 years.

Of course, the lump payment works out to be cheaper than the amortized payments because interest is included in the annual payment amount, but it all depends on what you can afford at the time.

More information on local improvements can be obtained by calling the Legislative and Administrative Services Manager's office at (403) 342-8132.

Page 2

Appendix A

Local Improvement Procedures

6. The local improvement rate is calculated and notices are prepared for each property owner.
7. The notice is mailed to each property owner.
8. The notice provides for a 30-day appeal period before the project is submitted to City Council for final approval. If two-thirds of property owners representing 50% of the assessed value indicate that they are not in favour of the project, the local improvement project will be canceled. Note that City-owned land is not counted in determining the sufficiency of a petition for a local improvement.
9. If the majority of property owners do not file an appeal within the 30-day period, the local improvement project is submitted to Council for approval.
10. If approved at Council, construction of the local improvement project will proceed and the amount shown in the notice will be added to the property owners' taxes in the year following construction. The option exists for a property owner to make a one-time lump sum payment instead of the annual payments.
11. Construction of the local improvement usually occurs during the following year's construction season.

Bylaws Item No. 1

BYLAW NO. 3357/V-2008

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

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

1. Section 5.1(1) (b) is modified to delete subsection (XIV) Multiple family building, including ground floor dwelling units and replace it with the following:
“(XIV) Multiple Family Building, excluding ground floor dwelling units within the downtown core as outlined in section 7.11 Figure 17.
2. New subsection (e) is added to section 5.1 (2) as follows:
"Notwithstanding anything in this bylaw, the following uses are not permitted on the ground floor of any building in the downtown core area of the C1 district as identified in section 7.11 Figure 17:
 - a. Dwelling Units
 - b. The residential component of a building associated with any other permitted or discretionary use in the C1 district."

READ A FIRST TIME IN OPEN COUNCIL THIS 28th day of July 2008.

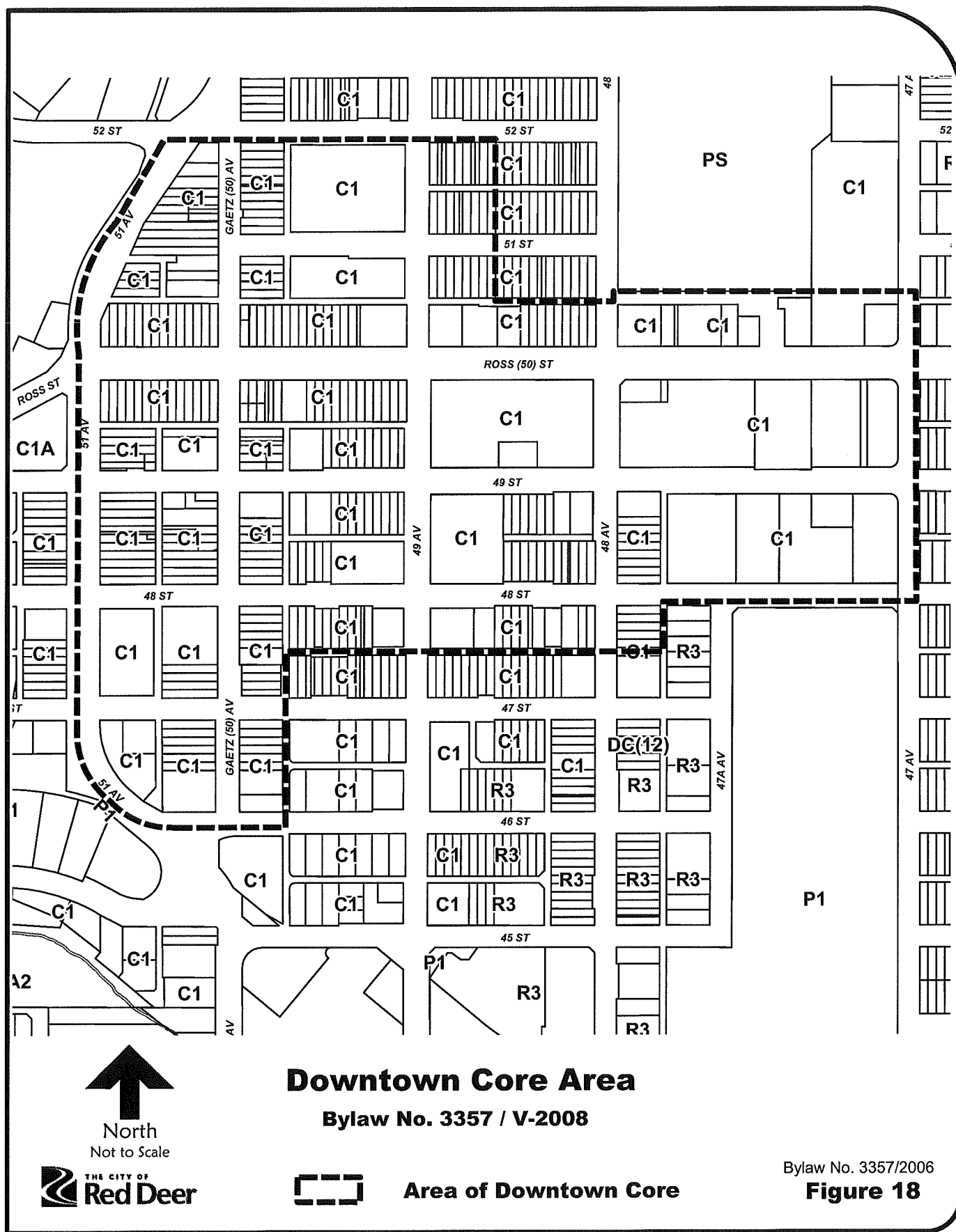
READ A SECOND TIME IN OPEN COUNCIL THIS day of 2008.

READ A THIRD TIME IN OPEN COUNCIL THIS day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK



Bylaw Item No. 2

BYLAW NO. 3186/B-2008

Being a Bylaw to amend Bylaw No. 3186/97 The Traffic Bylaw of the City of Red Deer.

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

Bylaw No. 3186/97 is hereby amended as follows:

1. In Schedule "B" under "Avenues", section 12 is added, as follows:
"Riverside Drive, from 77 Street to 630 meters south."
2. In Schedule "C" under "Avenues", section 1 is deleted in its entirety and replaced with the following new section 1:
"Riverside Drive, from 630 meters south of 77 Street to the Lions Campground access."
3. In all other respects, Bylaw No. 3186/97 is hereby ratified and confirmed.

READ A FIRST TIME IN OPEN COUNCIL this day of 2008.

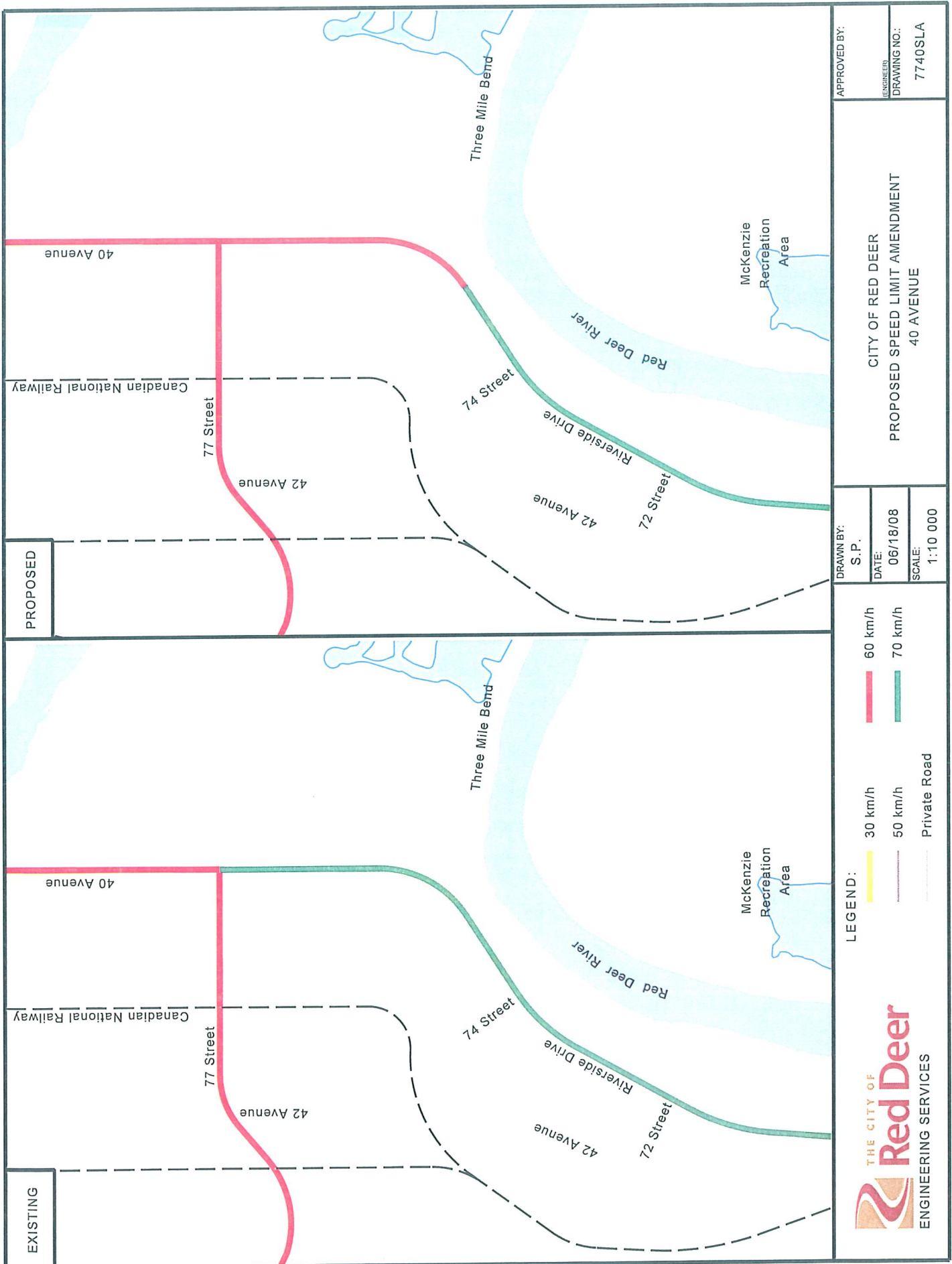
READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CLERK this day of 2008.

MAYOR

CITY CLERK



Bylaws Item No. 3

BYLAW NO. 3411/2008

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

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

1 The following portions of roadway in the City of Red Deer are hereby closed:

All that portion of Road Plan(s) 4868 KS, 5009 KS, 3237 NY, 737 HW
and 782 1412 all lying within the limits of
Subdivision plan_____, Excepting thereout all mines and
minerals.

READ A FIRST TIME IN OPEN COUNCIL this day of 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

Bylaws Item No. 4

BYLAW NO. 3357/AA -2008

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

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

1. That "Use District Maps L12, L13, M12 and M13" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 20 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

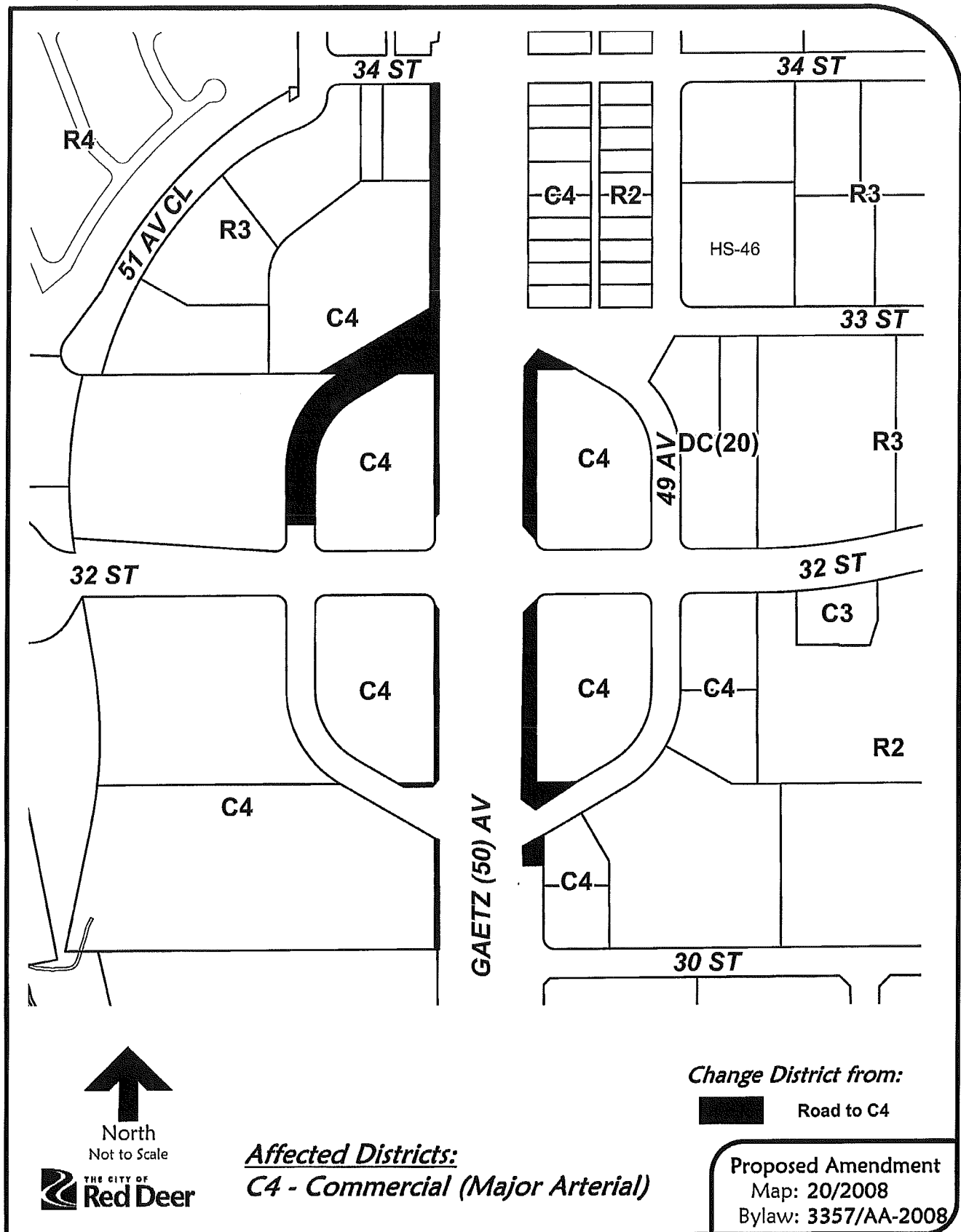
READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006



Bylaws Item No. 5

BYLAW NO. 3357/Z -2008

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

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

1. That "Use District Map P17" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 19 attached hereto and forming part of the bylaw.

READ A FIRST TIME IN OPEN COUNCIL this day of 2008.

READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

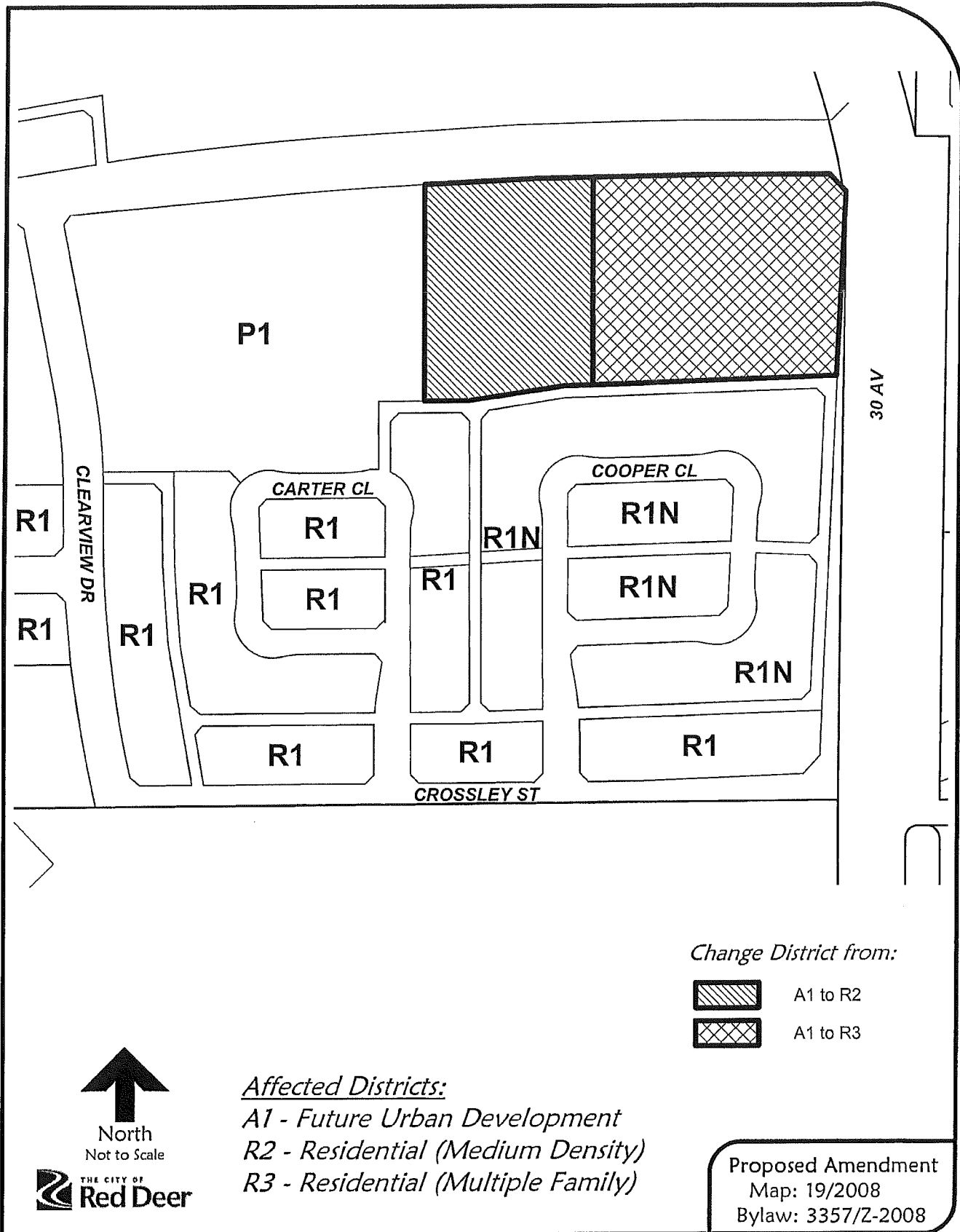
READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK

Proposed Amendment to Land Use Bylaw 3357/2006



Bylaws Item No. 6

BYLAW NO. 3412/2008

Being a Bylaw of The City of Red Deer to provide a uniform levy of off-site costs in respect of previously undeveloped land.

1. WHEREAS pursuant to provisions of Section 648 of the Municipal Government Act, The City may by bylaw:
 - (a) Provide for the imposition and payment of a levy to be known as an “off-site levy” in respect of land that is to be developed or subdivided, and
 - (b) Authorize an agreement to be entered into in respect of the payment of the levy.
2. An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
 - (a) New or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - (b) New or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - (c) New or expanded storm sewer drainage facilities;
 - (d) New or expanded roads required for or impacted by a subdivision or development;
 - (e) Land required for or in connection with any facilities described in clauses (a) to (d);

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

1 This bylaw may be cited as "The Off-Site Levy Bylaw".

2 Definitions:

For the purpose of this bylaw:

(1) "Development" shall mean:

(a) a change of use of land, or an act done in relation to land that results in or is likely to result in a change in the use of the land, or

(b) a change in the intensity of the use of land or an act done in relation to land that results in, or is likely to result in, a change of the intensity of the use of the said land.

(2) "Gross Development Area" means each and every hectare or part thereof as shown on the Plan of Subdivision for a development which has been approved by the Municipal Planning Commission, including any area which may be dedicated for roads, lanes, walkways, parks, reserve parcels, schools, or any other public use.

3

Bylaw No. 3412/2008

- (3) "Net Development Area" means the area remaining after the deletion of the following lands (deemed undevelopable) from the Gross Development Area:
- (a) previously developed lands for which off-site levies have already been paid,
 - (b) expressway and arterial road right of ways as defined by The City,
 - (c) Environmental Reserves as defined in the Municipal Government Act (e.g. native wetlands, rivers, creeks, lakes, ravines, steeply sloped areas),
 - (d) major tree stands that are identified by the City for preservation and are in excess of the 10% municipal reserve dedication required by the MGA,
 - (e) The power transmission right of way extending across the south end of city. Parts of this land that are subdivided from the right of way for development purposes would not be excluded from the Gross Development Area.
- (4) "Trunk Water" means an existing or proposed water main; generally having an internal diameter of 350 mm or greater, complete with related pumping and storage facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Water Off-site Levy rate.

- (5) "Trunk Water Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Water facilities identified on Schedule "A" less the Water Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "A".
- (6) "Trunk Sanitary" means an existing or proposed sanitary sewer; generally having an internal diameter of 375 mm or greater, or having a depth of cover greater than 6.0 m, complete with related pumping facilities; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Sanitary Off-site Levy rate.
- (7) "Trunk Sanitary Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Sanitary facilities identified on Schedule "B" less the Sanitary Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "B".
- (8) "Trunk Storm" means an existing or proposed storm sewer; generally defined as having an internal diameter of 1,200 mm or greater, as well as storm water storage facilities and associated outlet piping; that has been designated by The City as a trunk facility, the cost of same having been included in the calculation of the Storm Off-site Levy rate.

5

Bylaw No. 3412/2008

- (9) "Trunk Storm Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Trunk Storm facilities identified on Schedule "C" less the Storm Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "C".
- (10) "Major Thoroughfare" means an existing or proposed expressway, divided arterial roadway, or undivided arterial roadway, including the land for right of way, storm drainage, traffic signals, and street lighting, that has been designated as a major thoroughfare by The City; the cost of same having been included in the calculation of the Major Thoroughfare off-site levy rate.
- (11) "Major Thoroughfare Off-site Levy Rate" means the amount to be assessed per hectare of developable land; the calculation of which is based on the actual or estimated cost of the Major Thoroughfare facilities identified on Schedule "D" less the Major Thoroughfare Off-site Levy revenues collected to date, plus interest on borrows funds, divided by the Net Development Area within the Basin Boundary identified on Schedule "D".

3

That effective January 1, 2008, The City of Red Deer hereby levies an off-site levy upon all land within The City boundaries to be subdivided or developed within the areas described below and calculated as follows:

6

Bylaw No. 3412/2008

- (1) In all the area outlined in the attached Schedule "A", the sum of \$15,660 per hectare for each hectare or part thereof within the Net Development Area for Trunk Water Infrastructure (the "Trunk Water Off-site Levy Rate").
- (2) In all the area outlined in the attached Schedule "B", the sum of \$19,185 for each hectare or part thereof within the Net Development Area for Trunk Sanitary Sewer Infrastructure (the "Trunk Sanitary Off-site Levy Rate").
- (3) In all the area outlined in the attached Schedule "C", the sum of \$43,935 for each hectare or part thereof within the Net Development Area for Trunk Storm Sewer Infrastructure (the "Trunk Storm Off-site Levy Rate").
- (4) In all the area outlined in the attached Schedule "D", the sum of \$77,340 for each hectare or part thereof within the Net Development Area for Major Thoroughfares (the "Major Thoroughfare Off-site Levy Rate").

5 Service Basin areas lying beyond City limits are used for purposes related to calculation of Off Site Levy rates only. Off-site Levies shall not apply to areas beyond The City's jurisdiction.

6 All levies imposed under this bylaw shall be in addition to the fee payable for development permits or building permits, and shall be paid to The City following approval of a subdivision plan and prior to the issuance of a development permit or a building permit, as the case may be.

7

Bylaw No. 3412/2008

7 Off-site levies imposed and collected under Bylaw 3397/2007 shall be deemed to have been imposed and collected under this Bylaw.

8 Bylaw 3397/2007 is hereby repealed.

READ A FIRST TIME IN OPEN COUNCIL this day of 2008.

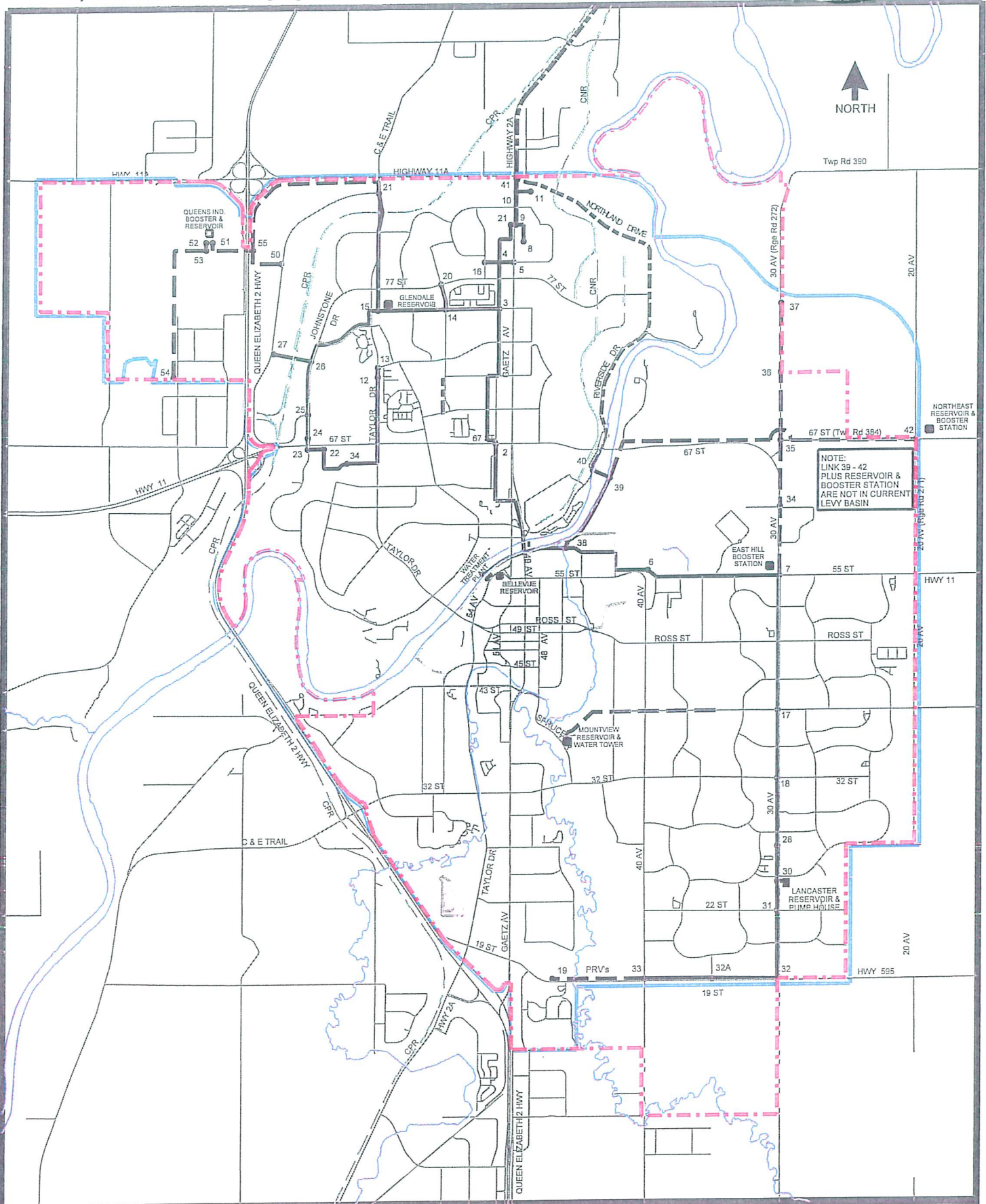
READ A SECOND TIME IN OPEN COUNCIL this day of 2008.

READ A THIRD TIME IN OPEN COUNCIL this day of 2008.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2008.

MAYOR

CITY CLERK



NOTE:
LINK 39 - 42
PLUS RESERVOIR &
BOOSTER STATION
ARE NOT IN CURRENT
LEVY BASIN

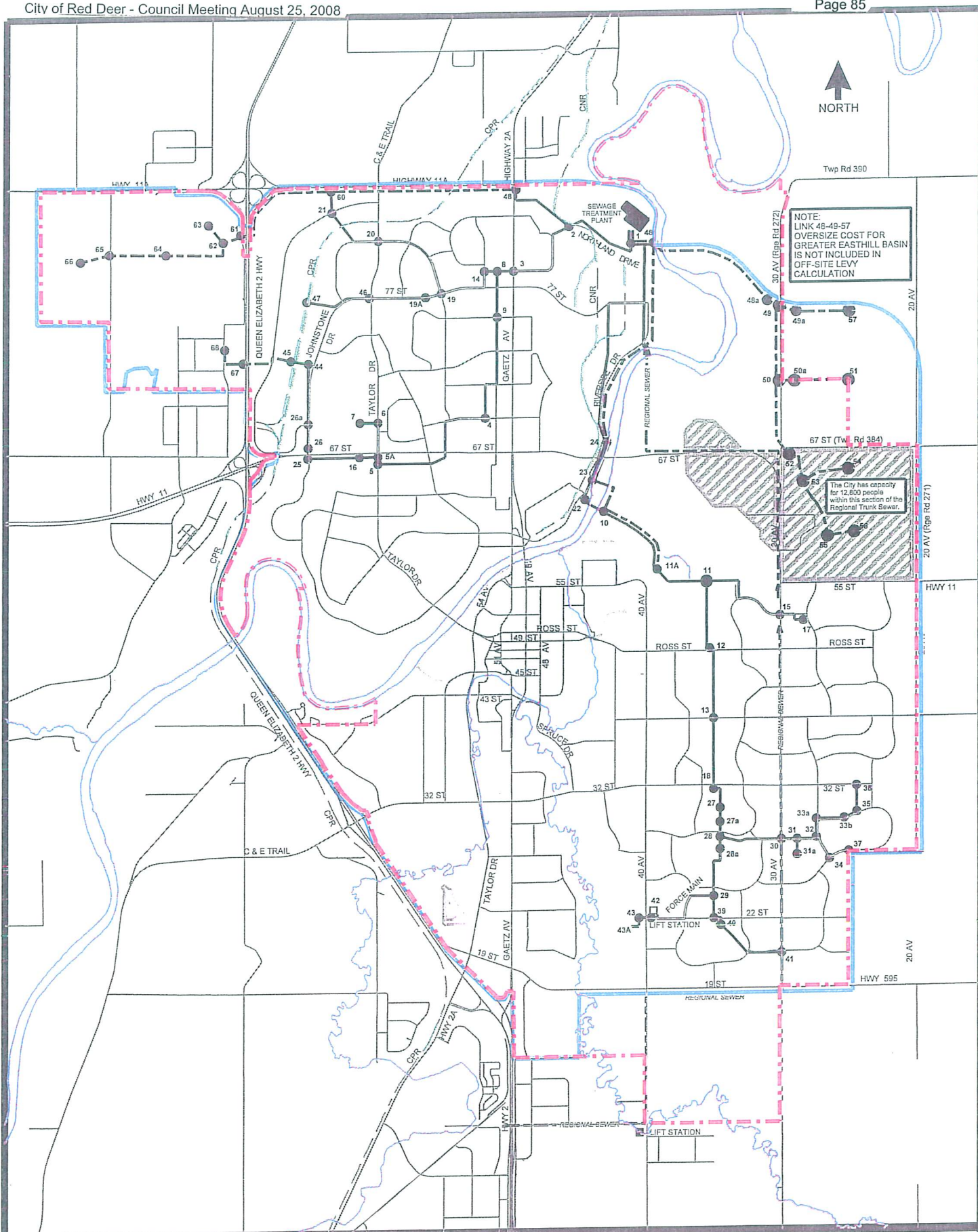
- Basin Boundary
- Existing Trunks
- Proposed Trunks
- Proposed Red Deer North Regional Water Main
- Exempt Area (levies do not apply)
- City Boundary

WATER TRUNKS

Not to Scale

January 2008

**OFF-SITE LEVY
BYLAW 3412 2008
SCHEDULE "A"**



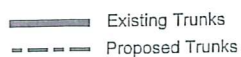
- Basin Boundary
- Existing Trunks
- Proposed Trunks
- Exempt Area (levies do not apply)
- City Boundary

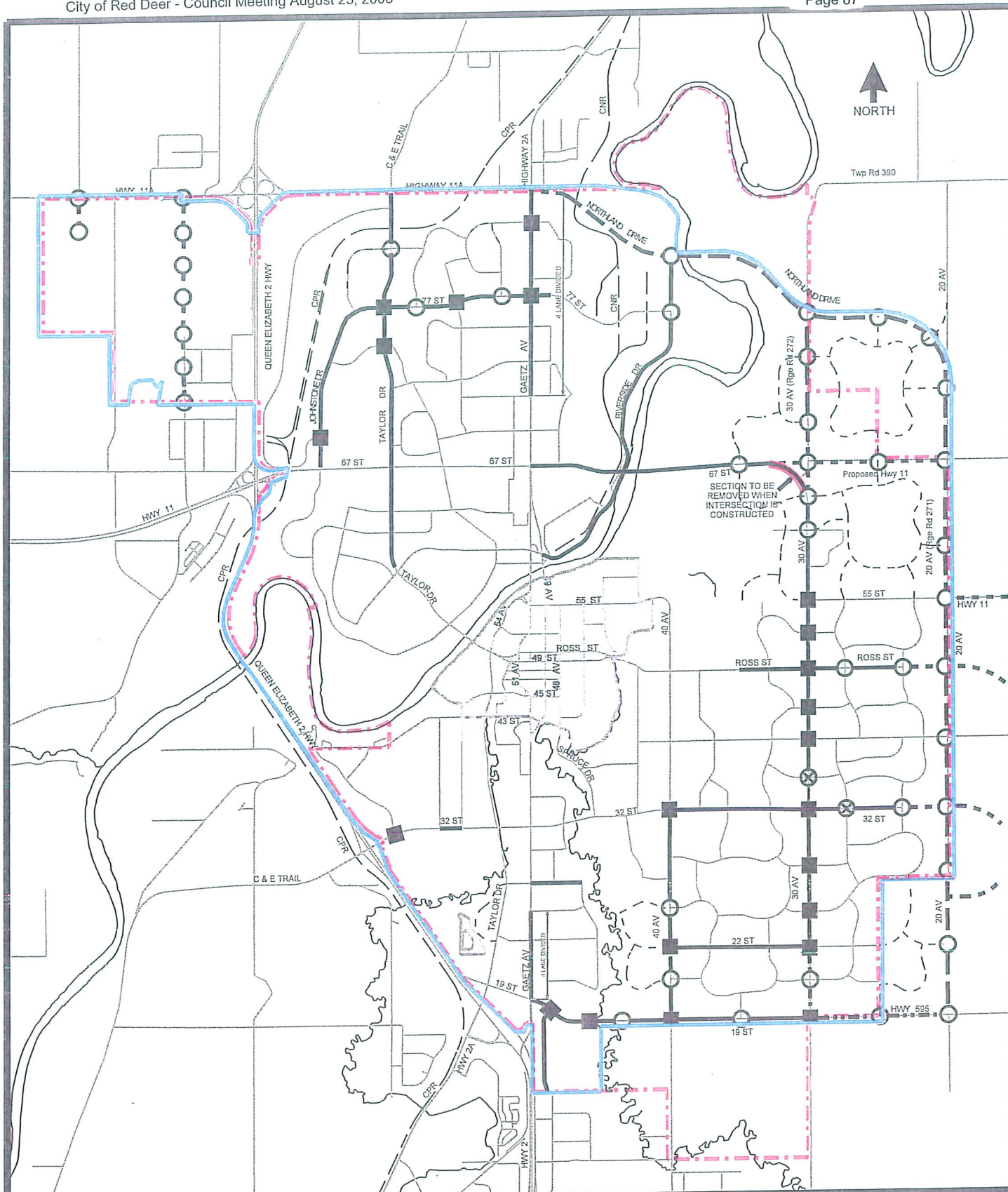
SANITARY TRUNKS

**OFF-SITE LEVY
BYLAW 3412 2008
SCHEDULE "B"**

Not to Scale

January 2008





MAJOR THOROUGHFARE LEVY

- Basin Boundary
- Existing 4 lane road (included in levy rate)
- Proposed 4 lane road
- Proposed 4 lane with 2 existing lanes
- Initial 2 lanes of 4 lane divided roadway
- Proposed Collector Roadway
- Exempt Area (levies do not apply)
- Existing traffic lights included in offsite levy rate
- Proposed traffic lights included in offsite levy rate
- X
 Not funded by Levy

**OFF-SITE LEVY
BYLAW 3412 2008
SCHEDULE "D"**

Not to Scale

January 2008

* * * Communication Result Report (Aug. 22. 2008 12:05PM) * * *

1) LEGISLATIVE SERVICES
2)

Date/Time: Aug. 22. 2008 12:04PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7363 Memory TX	SHAW CABLE	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

SCHEDULED ITEMS
Monday, August 25, 2008

APPROX. TIME	PAGE	RES. OR BYLAW	DESCRIPTION	GUESTS	WISHES TO SPEAK
3:00	25	Res. 2	Social Planning Manager, City Planning Manager, Land Coordinator, Development & Licensing Manager and Strategic Planning Supervisor - Re: Secondary Suites Administration Recommendation		
	41	Res. 4	Environmental Services Manager - Re: Water Utility Reserve Fund Transfer Additional Cost Water Treatment Plant Caustic Soda Tank		
	29	3186/B-2008	Bylaw Research Coordinator and Engineering Services Manager - Re: Traffic Bylaw 3186/97 - Amendment 3186/B-2008		
	61	Res. 7	Petitions and Delegations: Mr. Terry Heck - Re: Petition for Local Improvement - Alexander Crescent and After Close		
	44	5	Engineering Services Manager - Re: 2008 Area Improvement Fees		
	48	6	Engineering Services Manager - Re: Proposed Off-Site Levy Rates / Bylaw 3412/2008 Off Site Levy 2008		
	8	Information ONLY	Legislative & Administrative Services Manager - Re: Red Deer Downtown Business Association Financial Statements and Auditor's Report December 31, 2007		
	32	3411/2008	Land & Appraisal Coordinator and Land & Economic Development Manager - Re: Road Closure Bylaw 3411/2008 (Service Roads), and Sales along Gaetz Avenue		
	34	3357/AA-2008	Parkland Community Planning Services - Re: Land Use Bylaw Amendment 3357/AA-2008 Gaetz Ave & 32 Street Intersection Rezoning of closed portions of road / The City of Red Deer		
	37	3357/Z-2008	Parkland Community Planning Services - Re: Land Use Amendment 3357/Z-2008 Clearview North Neighbourhood - Phase 4/Melcor Developments Ltd.		
	40	Res. 3	City Manager - Re: Council Compensation		
LUNCH BREAK 5:00 pm to 6:00 pm					
6:00	1	Res. 1 Bylaw 3357/V-2008	Public Hearing: Parkland Community Planning Services - Re: Land Use Bylaw Amendment 3357/V-2008 Ground Floor Dwelling Unit Conversions C1 Commercial (City Centre) District		

Non-scheduled items do not appear in the table and will be considered as time permits.