



# **CITY COUNCIL**

## **AGENDA**

Monday, August 23, 2010 – Council Chambers, City Hall

Call to Order: 12:00 PM  
Recess: 5:00 PM to 6:00 PM  
Public Hearing(s): 6:00 PM

### **1. MINUTES**

1.1. Confirmation of the Minutes of the July 26, 2010 Council Meeting

### **2. POINT OF INTEREST**

### **3. UNFINISHED BUSINESS**

3.1. Signs on Public Rights of Way - Crime Stopper Signs  
Division: Planning Services  
Department: Planning Services

(Agenda Pages 1 – 3)

3.2. 2009 Reserve Report to Council, 2009 Operating Budget Variances and Capital Project Information Report - For Year Ended December 31, 2009  
Request to Table Review of Reports to the September 20, 2010 Council Meeting  
Division: Corporate Services  
Department: Corporate Services

(Agenda Pages 4 – 5)

3.3. Amendment to Public Art Council Policy 3106 - C  
Division: Community Services  
Department: Culture Services

(Agenda Pages 6 – 13)

#### 4. **REPORTS**

- 4.1. Commercial Market Opportunities Study  
*(See Attachment "A" for a copy of the Commercial Market Opportunities Study)*  
Division: Planning Services  
Department: Land & Economic Development Services  
(Agenda Pages 14 – 16)
- 4.2. Rotary Recreation Park & South Area Concept Plan  
*(See Attachment "B" for a copy of the Red Deer Rotary Recreation Park & South Site Study Report)*  
Division: Community Services  
Department: Recreation Parks & Culture  
(Agenda Pages 17 – 24)
- 4.3. Renewable Energy Incentives  
Division: Development Services  
Department: Environmental Services  
(Agenda Pages 25 – 31)
- 4.4. Possible Land Use Bylaw Amendments - Secondary Suites  
Municipal Planning Commission and Secondary Suite Regulation Ad Hoc Review  
Committee Recommendations for Land Use Bylaw Amendments  
Division: Planning Services  
Department: Inspections & Licensing  
(Agenda Pages 32 – 50)
- 4.5. Secondary Suite Regulation Ad Hoc Review Committee Recommendation  
Regarding Centralized Complaint Process  
Division: Planning Services  
Department: Inspections & Licensing  
(Agenda Pages 51 – 53)

#### 5. **BYLAWS**

- 5.1. Procedure Bylaw Amendment 3358/A-2010 - Governance Initiatives  
Implementation  
Consideration of Three Readings of the Bylaw  
Division: City Manager  
Department: Legislative & Governance Services  
(Agenda Pages 54 – 58)

#### 6. **PUBLIC HEARINGS**

- 6.1. Rezoning in Glendale: 7410 & 7510 - 59 Avenue (Lot 11, Plan 982-2249)  
(Former Dentoom's Site) and 7475 Taylor Drive (Lot 9, Plan 982-2243)

6.1.a. Glendale Northwest Neighbourhood Area Structure Plan Bylaw  
Amendment 3217/C-2010 and  
Land Use Bylaw Amendment 3357/K-2010  
Consideration of Second and Third Readings of the Bylaws  
Division: Planning Services  
Department: Parkland Community Planning Services  
(Agenda Pages 59 – 107)

6.1.b. Land Exchange in Glendale West (Former Dentooms Site)  
Amendment to Resolution Passed at the July 26, 2010 Council Meeting  
Division: Planning Services  
Department: Land & Economic Development  
(Agenda Pages 108 – 110)

6.2. Land Use Bylaw Amendment 3357/N-2010 - Change to Dwelling Unit  
Definition  
Consideration of Second and Third Readings of the Bylaw  
Division: Planning Services  
Department: Parkland Community Planning Services  
(Agenda Pages 111 – 114)

**7. CORRESPONDENCE**

**8. PETITIONS AND DELEGATIONS**

**9. NOTICES OF MOTION**

**10. ADMINISTRATIVE INQUIRIES**

**11. ADJOURNMENT**



**Planning Services Division**

**DATE:** August 13, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Julia Townell  
**SUBJECT:** Signs on Public Rights of Ways

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**Background**

On June 14, 2010, City Council considered a request for Crime Stopper signs in Public Rights of Way and the following resolution was considered:

*"Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Manager and the Traffic Engineer, dated June 7, 2010, re: Crime Stoppers Signs on Public Rights of Way, hereby agrees to allow the Crime Stoppers Signs on Public Rights of Ways."*

Prior to consideration of the above resolution the following tabling resolution was introduced and passed.

*"Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Manager and the Traffic Engineer dated June 7, 2010 re: Crime Stoppers Signs on Public Rights of Way, hereby agrees to table consideration of the resolution for up to ten weeks to acquire clarity as to the:*

- Number of signs;
- Purpose of the signage;
- Size of signs;
- Location of signs; and
- To acquire comment from the RCMP; and further

*To acquire clarity as to standard criteria to apply in the consideration of exceptions to the Sign Policy with respect to signage within our community."*

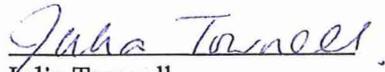
**Discussion**

Subsequent to the above noted direction, additional requests from similar charitable organizations have been received relative to the placement of signs along public rights of ways and in residential (R1) neighbourhoods. While Council's intent to support the location of Crime Stopper signs is recognized, in light of these subsequent requests,

administration is researching and evaluating a number of options for consideration. As a result, administration is requesting that Council table this item for up to 2 weeks.

**Recommendation**

That consideration of this item be tabled for up to 2 weeks.

  
Julia Townell

Bylaw Research Coordinator

- c. Paul Meyette, Director, Planning Services  
Rebecca Clark, Traffic Engineer  
Georgia Major, Community & Program Facilitator

*Comments:*

I support the recommendation of Administration.

"Craig Curtis"  
City Manager

**DATE:** August 24, 2010  
**TO:** Julia Townell, Bylaw Research Coordinator  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Signs on Public Rights of Ways

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*Reference Report:*

Bylaw Research Coordinator, dated August 13, 2010

*Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Bylaw Research Coordinator, dated August 13, 2010, re: Signs on Public Rights of Ways, hereby agrees to table consideration of this item for up to two weeks.”

*Report Back to Council: Yes*

*Comments/Further Action:*

A report is to be prepared for the Tuesday, September 7, 2010 Council Agenda.



Frieda McDougall  
Deputy Clerk

c Director of Planning Services  
Engineering Services Manager

Inspections & Licensing Managers  
R. Clark, Traffic Engineer

ORIGINAL



**Planning Services Division**

**DATE:** August 13, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Julia Townell  
**SUBJECT:** Signs on Public Rights of Ways

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*"Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Manager and the Traffic Engineer, dated June 7, 2010, re: Crime Stoppers Signs on Public Rights of Way, hereby agrees to allow the Crime Stoppers Signs on Public Rights of Ways."*

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*"Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Manager and the Traffic Engineer dated June 7, 2010 re: Crime Stoppers Signs on Public Rights of Way, hereby agrees to table consideration of the resolution for up to ten weeks to acquire clarity as to the:*

- Number of signs;
- Purpose of the signage;
- Size of signs;
- Location of signs; and
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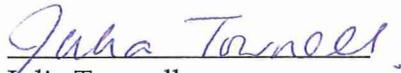
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Subsequent to the above noted direction, additional requests from similar charitable organizations have been received relative to the placement of signs along public rights of ways and in residential (R1) neighbourhoods. While Council's intent to support the location of Crime Stopper signs is recognized, in light of these subsequent requests,

administration is researching and evaluating a number of options for consideration. As a result, administration is requesting that Council table this item for up to 2 weeks.

**Recommendation**

That consideration of this item be tabled for up to 2 weeks.



Julia Townell

Bylaw Research Coordinator

- c. Paul Meyette, Director, Planning Services  
Rebecca Clark, Traffic Engineer  
Georgia Major, Community & Program Facilitator

ORIGINAL



**Planning Services Division**

**DATE:** August 13, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Julia Townell  
**SUBJECT:** Signs on Public Rights of Ways

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**Background**

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Prior to consideration of the above resolution the following tabling resolution was introduced and passed.

*“Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Manager and the Traffic Engineer dated June 7, 2010 re: Crime Stoppers Signs on Public Rights of Way, hereby agrees to table consideration of the resolution for up to ten weeks to acquire clarity as to the:*

- Number of signs;
- Purpose of the signage;
- Size of signs;
- Location of signs; and
- To acquire comment from the RCMP; and further

*To acquire clarity as to standard criteria to apply in the consideration of exceptions to the Sign Policy with respect to signage within our community.”*

**Discussion**

Subsequent to the above noted direction, additional requests from similar charitable organizations have been received relative to the placement of signs along public rights of ways and in residential (R1) neighbourhoods. While Council’s intent to support the location of Crime Stopper signs is recognized, in light of these subsequent requests,

**FILE COPY**



**Council Decision – August 23, 2010**

**DATE:** August 24, 2010  
**TO:** Loraine Poth, Corporate Services Director  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** 2009 Reserve Report to Council; 2009 Operating Budget Variances, and Capital Project Information Report – For Year Ended December 31, 2009

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*Reference Report:*

Corporate Services Director, dated August 16, 2010

*Bylaw Readings:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Director of Corporate Services, dated August 16, 2010 re: Consideration of the 2009 Reserve Report to Council, 2009 Operating Budget Variances and Capital Project Information Report – for Year Ended December 31, 2009, hereby agrees to table review of the reports to the Monday, September 20, 2010 Council Meeting to allow the Audit Committee to review the reports.”

*Report Back to Council: Yes*

*Comments/Further Action*

The reports are to be resubmitted to the September 20, 2010 Council Meeting. A recommendation from the Audit Committee should also be submitted for the September 20, 2010 Council Agenda.

A handwritten signature in cursive script, appearing to read 'Frieda McDougall'.

Frieda McDougall  
Deputy Clerk

- c Audit Committee  
Committee Coordinator  
Corporate Meeting Coordinator  
Financial Services Manager

B/F



Council Decision –June 14, 2010

DATE: June 15, 2010
TO: Frank Colosimo, Engineering Services Manager
Rebecca Clark, Traffic Engineer
FROM: Elaine Vincent, Legislative and Governance Services Manager
SUBJECT: Crimestoppers Signs on Public Rights of Way

FILE COPY

Reference Report:

Engineering Services Manager and Traffic Engineer, dated June 7, 2010

Resolutions:

Resolved that Council of the City of Red Deer having considered the report from the Engineering Services Manager and the Traffic Engineer dated June 7, 2010 re: Crimestoppers Signs on Public Rights of Way, hereby agrees to table consideration of the resolution for up to ten weeks to acquire clarity as to the:

- Number of signs;
Purpose of the signage;
Size of signs;
Location of signs; and
To acquire comment from the RCMP; and further

To acquire clarity as to standard criteria to apply in the consideration of exceptions to the Sign Policy with respect to signage within our community.

Report Back to Council: Yes

Comments/Further Action:

Engineering is being asked to facilitate the communication necessary to get the required input. The report is to be brought back to Council in 10 weeks time to allow administration to acquire clarity as per the above resolution.

Elaine Vincent
Legislative & Governance Services Manager

c: Director of Development Services



BACKUP.

**Christine Kenzie**

**BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL**

**From:** Christine Kenzie  
**Sent:** August 05, 2010 1:33 PM  
**To:** Frank Colosimo; Rebecca Clark  
**Subject:** June 14 2010 Council Decision Letter Re -- Crimestopper Signs on Public Rights of Way

**Attachments:** June 14 2010 Council Decision Letter Re Crimestopper Signs.pdf



June 14 2010  
Council Decision ...

I was going through my bring forward file for the August 23, 2010 Council meeting. I have attached, as a reminder, the Council Decision Letter from June 14, 2010 asking for a report back \*within 10 weeks time\* regarding the Crimestopper Signs on Public Rights of Way. The 10 weeks time would be the August 23, 2010 Council Meeting.

Let me know if you will have a report ready for August 16th (prior to agenda review with the City Manager) for the August 23rd Council Agenda.

If a report is not ready -- will need a reason why -- and a date that this item should be re-tabled to.

Thanks.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

**Corporate Services**

**DATE:** August 16, 2010

**TO:** Craig Curtis, City Manager

**FROM:** Lorraine Poth, Director of Corporate Services

**SUBJECT:** 2009 Reserve Report to Council; 2009 Operating Budget Variances, and Capital Project Information Report – For Year Ended December 31, 2009

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*History*

At the Monday, July 26, 2010 Council meeting, prior to reviewing the 2009 Reserve Report to Council, the 2009 Reserve Report to Council, 2009 Operating Budget Variances, and Capital Project Information Report – For Year Ended December 31, 2009, Council passed the following tabling resolution:

*“Resolved* that Council of the City of Red Deer agrees to table review of the reports from the Financial Services Manager, dated July 19, 2010, regarding 2009 Reserve Report to Council, 2009 Operating Budget Variances and Capital Project Information Report – For Year Ended December 31, 2009 to the Monday, August 23, 2010 Council Meeting.”

The tabling resolution was done to allow time for the Audit Committee to meet and review the reports. The Audit Committee is not able to meet until August 30, 2010. Administration is requesting that these reports now be tabled to the Monday, September 20, 2010 Council Meeting.

*Recommendation*

That Council consider tabling review of the 2009 Reserve Report to Council, 2009 Operating Budget Variances and Capital Project Information Report – for Year Ended December 31, 2009 to the Monday, September 20, 2010 Council Meeting.

Lorraine Poth  
Director of Corporate Services

c: Financial Services Manager

*Comments:*

I support the recommendation of Administration.

"Craig Curtis"  
City Manager

**Corporate Services**

**DATE:** August 16, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Lorraine Poth, Director of Corporate Services  
**SUBJECT:** 2009 Reserve Report to Council; 2009 Operating Budget Variances, and Capital Project Information Report – For Year Ended December 31, 2009

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*Recommendation*

That Council consider tabling review of the 2009 Reserve Report to Council, 2009 Operating Budget Variances and Capital Project Information Report – for Year Ended December 31, 2009 to the Monday, September 20, 2010 Council Meeting.

A handwritten signature in black ink, appearing to be 'Lorraine Poth'.

Lorraine Poth  
Director of Corporate Services

c: Financial Services Manager

D. F. Christine

FILE COPY



Council Decision – July 26, 2010

**DATE:** July 27, 2010

**TO:** Dean Krejci, Financial Services Manager

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

**SUBJECT:** 2009 Reserve Report to Council; 2009 Operating Budget Variances, and Capital Project Information Report – For Year Ended December 31, 2009

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*Reference Report:*

Financial Services Manger dated July 19, 2010.

*Resolutions:*

*“Resolved* that Council of the City of Red Deer agrees to table review of the reports from the Financial Services Manager, dated July 19, 2010, regarding 2009 Reserve Report to Council, 2009 Operating Budget Variances and Capital Project Information Report – For Year Ended December 31, 2009 to the Monday, August 23, 2010 Council Meeting.”

*Report Back to Council: Yes*

*Comments / Further Action:*

These reports will be brought back to the Monday, August 23, 2010 Council meeting along with a letter from the Audit Committee confirming the Committee has reviewed the reports.

Elaine Vincent  
Legislative & Governance Services Manager

c: Director of Corporate Services

**Christine Kenzie**

---

**From:** Lorraine Poth

**Sent:** August 11, 2010 1:44 PM

**To:** Christine Kenzie

**Subject:** RE: August 16 2010 to City Manager from Deputy City Clerk Re Tabling of Financial Reports to September 20 2010 Council Meeting -- For August 23 2010 Council Meeting

This looks fine. If Frieda would prefer that the memo comes from me I'm okay with that.

Lorraine

---

**From:** Christine Kenzie

**Sent:** August 11, 2010 12:05 PM

**To:** Lorraine Poth

**Subject:** August 16 2010 to City Manager from Deputy City Clerk Re Tabling of Financial Reports to September 20 2010 Council Meeting -- For August 23 2010 Council Meeting

**Importance:** High

Here is the memo to Craig re tabling the reports to September 20th.

Let me know if you have any changes or comments ---- or if you think this memo should come from you or Dean?

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

**Christine Kenzie**

~~BACKUP INFORMATION~~  
NOT SUBMITTED TO COUNCIL

**From:** Lorraine Poth  
**Sent:** August 10, 2010 5:33 PM  
**To:** Christine Kenzie  
**Subject:** RE: 2009 Reserve Report to Council, 2009 Operating Budget Variances, and Capital Project Information Report - for Year Ended December 31, 2009

I agree that it will need to be tabled again if the Audit Committee cannot meet until Aug 30th. I believe that Tara is on vacation until then. Are we able to say that this needed to be tabled due to the Audit Committee not being able to meet until Aug 30th?

I would suggest tabling this until the Sept 20<sup>th</sup> Council meeting which will allow us time to have the written recommendation from the Audit Committee with the reports for agenda setting.

Lorraine

---

**From:** Christine Kenzie  
**Sent:** August 09, 2010 1:38 PM  
**To:** Lorraine Poth  
**Subject:** 2009 Reserve Report to Council, 2009 Operating Budget Variances, and Capital Project Information Report - for Year Ended December 31, 2009

The above referenced reports were tabled at the July 26, 2010 Council meeting --- to be brought back to the August 23, 2010 Council Meeting c/w a letter from the Audit Committee confirming the Committee had reviewed the reports.

I see that the Audit Committee is meeting on August 30th so will not have a letter to include with the August 23, 2010 Council Agenda.

We will need to do a memo for the August 23rd Council meeting agenda asking Council to once again table this item. Will this be ready for the September 7th Council Meeting -- or are you trying for the September 20th Council Meeting?

**Christine Kenzie | Council Services Coordinator**

Legislative & Governance Services | The City of Red Deer

D 403.356.8978 | F 403.346.6195

[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)



Date: August 9, 2010

To: Craig Curtis, City Manager

From: Kristina Öberg, Culture Superintendent

C.C.: Greg Scott, Recreation, Parks and Culture Manager  
Colleen Jensen, Community Services Director

Subject: Public Art Policy

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## BACKGROUND

In 1996 the City's Public Art Policy 3106-C was approved by City Council. The policy is intended to ensure the incorporation of public art into the planning, design, and building of City capital projects. The current Public Art Policy 3106-C was approved in 2003 and directed that a minimum of 1.2% of capital construction costs are allocated towards public art for City capital projects that meet certain criteria and are over \$250,000.00.

The Culture Section of the Recreation, Parks and Culture Department administers the Public Art Program and all accessioning, acquisitioning, deaccessioning, re-siting, conservation, maintenance and public education aspects related to the program.

On August 10, 2009, in response to a Notice of Motion, Red Deer City Council asked administration to prepare a report exploring alternatives to our current Public Art Policy. The Culture Section researched current best/promising practices and looked at the strengths, weaknesses and opportunities for the City of Red Deer's public art program. These were presented in a report to Council in December of 2009. The options presented were based on administration's recommendations from experience with the current public art policy, research into best and promising practices in other communities and legal or regulatory requirements that affect the program.

The changes to the Public Art program presented in the report, and the direction provided by Council, not only address fiscal responsibility in the face of our current economic climate, but strengthen the current program as a strong contributor to the cultural, social and economic sustainability of our community.

## DISCUSSION

Revising the current Public Art Policy No. 3106-C has been an opportunity to evaluate the entire program and make additional policy and procedure changes to accommodate Council's direction and strengthen the program in general. This was done, not only through Policy 3106-C but with support policies and procedures. The table below outlines how Council's direction has been addressed through revisions to the current Public Art policy and its supporting procedure.

As per Council Resolution dated January 11, 2010: "**Resolved** that Council of the City of Red Deer having considered the report from the Recreation, Parks and Culture Manager and Culture

Superintendent, dated December 22, 2009 – Re: Public Art Policy Report, hereby approves the following recommendation to amend Public Art Policy No. 3106.”

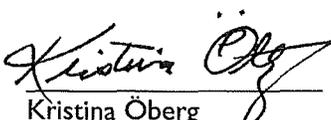
<b>Resolution Recommendations</b>	<b>How it has been addressed</b>	<b>Where is it found in the new public art program</b>
<b>1. Financing:</b> “That 1.0% of capital construction costs be the percent for art allotment which would be the North American Average based on our research.”	The % for art allotment has been changed to 1.0% in the draft Public Art Policy 3106-C.	Section 2a in the draft Public Art Policy-3106-C.
“The financial thresholds as applying to new building construction in excess of \$250,000 and directs administration to maintain this financial threshold in the proposed policy.”	These have been maintained in the draft Public Art Policy 3106-C.	Section 6 in the draft Public Art Policy-3106-C
“A Public Art Reserve be developed with guidelines to be determined.”	Public Art Policy 3106-C draft supports this recommendation.	Section 2f, 3a&b in the draft Public Art Policy-3106-C.
<b>2. Corporate and Private Donations:</b> “That the City of Red Deer actively pursue a voluntary developer contribution component to its public art program.”	Addressed in the Public Art Policy 3106-C.	Section 2e in the draft Public Art Policy.
<b>3. Proportion of local artists:</b> “That no change be made to the open call to artists”	This has been maintained through the draft new Public Art Policy and in the draft Public Art Accession and Acquisition Procedure.	Section 2h in the draft Public Art Policy 3106-C.
<b>4. Placement of Artwork:</b> “That placement would be assessed based on public visibility and impact and its ability to be integrated into or displayed in public areas.”	The wording has been made more concrete for the evaluation of capital projects and if/when public artwork is included.	Section 2a in the draft Public Art Policy 3106-C.
<b>5. Integration with Design:</b> “That Public Art selection be integrated into project development from inception.”	This has been specified in the Public Art policy.	Section 2c in the draft Public Art Policy 3106-C.
<b>6. Approval Process:</b> “That a yearly Ad Hoc Committee be appointed to	The use of an ad hoc selection body with the authority to make decisions on the selection and placement of artwork for city owned	Section 5 in the draft Public Art Policy No. 3106-C.

<p>serve as a jury for any projects within that year. This committee to be appointed by Council annually. “                  “The Committee will have the authority to make decisions on the selection and placement of Public Art.”</p>	<p>property, in the form of a Public Art Jury Committee.                   The public and Council members of this committee will be established during the annual organizational meeting in October.                  The committee composition will be:                  1. A representative from the community who is knowledgeable about art,                  2. Two or three community members-at-large,                  3. A member of the project steering committee for the capital project,                  4. The Public Art Coordinator (non-voting)                  5. The Project Architect/Designer,                  6. Culture Superintendent, and a                  7. Member of Council</p>	
<p>“Construction Template Public Art will be reviewed by Council as part of the project approval process.”</p>	<p>It is referenced in the Public Art policy and supported in the Accessions and Acquisitions procedure.</p>	<p>Section 2c in the draft Public Art Policy No. 3106-C.</p>

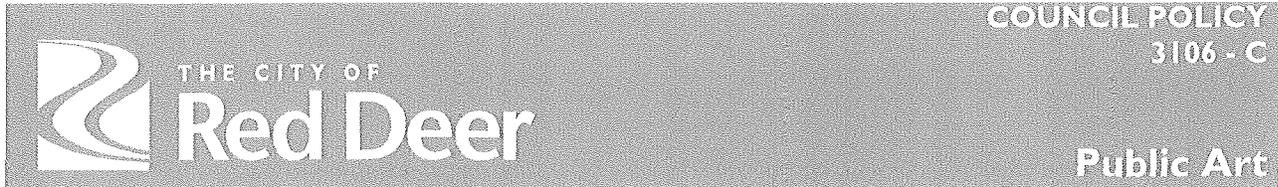
**RECOMMENDATION**

That Red Deer City Council approves the revised Public Art Policy No.3106-C.

Respectfully Submitted,

  
 Kristina Öberg  
 Culture Superintendent

Doc #1008122

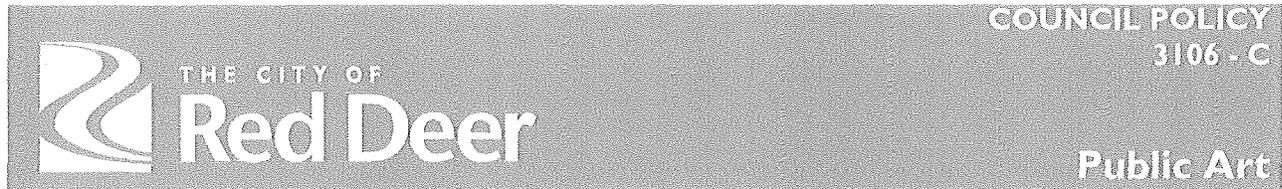


### Purpose:

The purpose of this policy is to incorporate and integrate public art into the planning, design, and building of capital works projects.

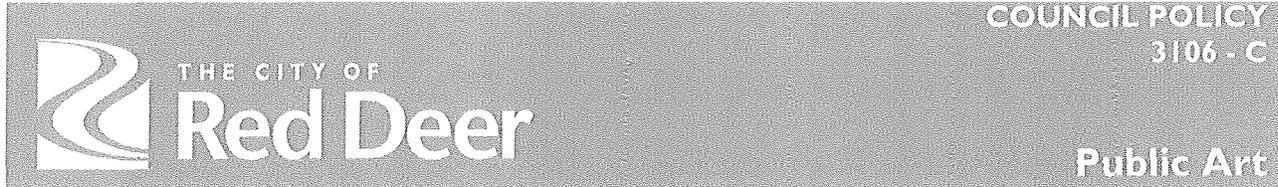
### Policy Statement(s):

- ~~1. Council approves the selection and placement of public art.~~
- ~~2. Council approves the placement of privately owned art on public lands, including the Ghosts.~~
- 1. The Culture Section of the RP&C Department** ~~The City Manager, in consultation with City Administration and the Culture Board and within the limits placed in this policy, is responsible to establish guidelines and procedures to manage the process of incorporating and integrating public art into City projects, which includes reviewing and evaluating making recommendations to Council proposals in conjunction with the Public Art Jury Committee.~~
- 2. In preparation of capital project budgets that fall within this policy applies to:**
  - a) Administration will include and identify a minimum **1.0%** capital construction cost allocation for ~~the design, fabrication and installation of~~ public art as part of each project for Council's consideration during budget deliberations.
  - b) Capital construction costs associated with design and engineering, project design, administration, fees and permits, building demolition, relocation of tenants, contingency funds, land acquisition, environmental testing, or any indirect costs such as interest, advertising or legal fees, are excluded from the **1.0%** calculation.
  - c) Public Art selection will be integrated into capital projects development at the conceptual stage. Construction template Public Art will be reviewed by Council as a part of the project approval process.**
  - d) To fund the public art portion of the capital project, Administration will identify the source of this funding whether it is from the City budget or from other sources such as the Provincial and/or Federal Governments, private donations, granting bodies, foundations, special funding opportunities, or a combination of City and other funding.
  - e) Developer, corporate and private contributions will be pursued.**



- f) **Of the 1.0% public art funding allotment, an amount will be allocated to a Public Art Reserve as per Section 3. The remaining amount will be utilized for the design, fabrication, and installation of public art.**
  - g) **Location and placement of artwork will be assessed based on public visibility and impact, and its ability to be integrated into or displayed in public areas.**
  - h) **The call to artist process for accessioning artworks may take one of two forms:**
    - i. **Open: Process is open to a wide range of entrants who may submit entries. Projects over \$75,000.00 must use an open selection process.<sup>1</sup>**
    - ii. **Limited: Process is open to invited entrants.**
- 3. A Public Art Reserve will be developed from a portion of the 1.0% allocation. Capital Construction projects will contribute to the Public Art Reserve as follows:**
- a) **Where the 1.0% allotment for a given project generates less than \$25,000, and where a meaningful project cannot be completed, the full amount will go into the Public Art Reserve.**
  - b) **Where the 1.0% allotment for a given project generates over \$25,000, 10.0% of the total public art allotment will be contributed to the Public Art Reserve.**
- 4. The Public Art Reserve will be utilized to:**
- a) **Provide matching funds to Red Deer community groups, organizations and businesses wishing to develop their own public art projects.**
  - b) **Public education and promotion.**
  - c) **Provide funding for a public art work identified by The City as necessary to a given project.**
- 5. The Public Art Jury Committee will:**
- a) **Be established as an Ad Hoc Committee appointed by Council annually.**
  - b) **Be composed of members as follows:**
    - 1) **A representative from the community who is knowledgeable about art,**
    - 2) **Two or three community members-at-large,**
    - 3) **A member of the project steering committee for the capital project,**
    - 4) **The Public Art Coordinator (non-voting)**
    - 5) **The Project Architect/Designer,**
    - 6) **Culture Superintendent, and a**

<sup>1</sup> As required for purchasing of goods under the New West Partnership Trade Agreement (NWPTA).



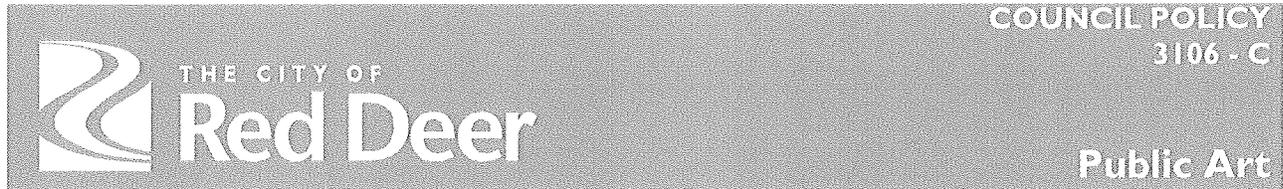
- 7) **Member of Council**
- c) **Have the authority to make decisions on the selection and placement of public art based on the criteria in the Public Art Corporate Administration Policy.**

**Scope/Application:**

6. This policy applies to projects with high visibility and public impact in the following categories:
- a) New building construction in excess of \$250,000
  - b) New engineered structures (i.e. bridges) in excess of \$250,000
  - c) Major renovations and additions to existing buildings and structures in excess of \$250,000
  - d) Parks and **Public realm streetscape** projects in excess of \$250,000
7. This policy does not apply to:
- a) Capital projects such as roads, in-ground water, sewer or drainage structures, and other structures with limited visual impact and public accessibility
  - b) Demolition Projects
  - c) Capital equipment
8. Notwithstanding Sections 6 & 7, Council may approve additional projects that this policy applies to.

**Definitions:**

**Public Art:** Any original work of art that is accessible to the general public. The Artwork can be functional, integrated or discreet to its site or projects which incorporate design, architecture, or landscape architecture. An edition or series of artworks may qualify if they have a limited run and are consistent with professional artistic standards. While architecture, interior design, and landscaping are artistic in nature and have artistic components, this policy defines Public Art as a distinct component of a project that, while it may be integrated to the site or project, is created by a person engaged as an Artist or its creation is directed by an Artist.



**Public Art Jury Committee:** A committee as determined in the Public Art Council Policy and representing expertise in relevant areas and the community to support the selection of Artworks for the Public Art Collection.

**Public Art Collection:** All Public Artworks recognized as being owned by The City of Red Deer.

**Public Art Reserve:** an account set up to hold funds as outlined in Public Art Policy 3106-C and to accept donations to fund public art projects.

**References/Links:**

1. Public Art Policy, Corporate Administrative Policy
2. Public Art Accession and Acquisition Procedure, Department Procedure RP&C
3. Committees Bylaw 3431/2009

**Inquiries/Contact Person:**

Culture Superintendent or/ Recreation, Parks and Culture Manager

**Authority/Responsibility to Implement:**

1. Council designates authority to the City Manager
2. The City Manager designates responsibility to the Culture Superintendent who ensures that the policy requirements are met and updated as required.

**Document History:**

Approved: September 9, 1996
Revised: March 24, 2003
Revised: August 11, 2003
Administrative Revision (new template): March 9, 2010
Revised: 2010

DM#1018259

*Comments:*

I support the Public Art Policy as reflecting the direction provided by Council at the January 11, 2010 Council Meeting.

"Craig Curtis"  
City Manager

FILE COPY



**Council Decision – August 23, 2010**

**DATE:** August 24, 2010  
**TO:** Kristina Oberg, Culture Superintendent  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Public Art Policy

---

*Reference Report:*

Culture Superintendent, dated August 9, 2010

*Bylaw Readings:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Culture Superintendent, dated August 9, 2010 re: Public Art Policy, hereby approves the revised Public Art Policy No. 3106-C as presented to Council on August 23, 2010 with the following changes:

- |            |   |
|------------|---|
| Item 1     | Change the word “conjunction” to “collaboration”  |
| Item 5 (a) | Remove the words “Ad Hoc”   |
| Item 5 (b) | Add the words: with no staff members being voting members of this Committee   |
| Item 6 d)  | Remove the bold words “and Public realm streetscape” with this item to be brought back for review at a later date.” |

*Report Back to Council:* No

*Comments/Further Action:*

The Policy & Research Coordinator will revise Council Policy 3106-C and distribute the revised Policy in due course.

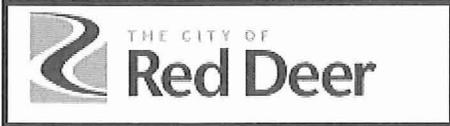
Handwritten signature of Frieda McDougall in cursive.

Frieda McDougall  
Deputy Clerk

c Community Services Director  
Director of Corporate Services  
Financial Services Manager

Parks, Recreation and Culture Manager  
Policy & Research Coordinator

ORIGINAL



Submission Request For Inclusion on a Council Agenda

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

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

Form with sections: CONTACT INFORMATION, REPORT INFORMATION, COMMUNITY IMPACT, and FOR LEGISLATIVE & GOVERNANCE SERVICES USE ONLY. Includes fields for report writer, date, subject, and impact.

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

Date: August 9, 2010

To: Craig Curtis, City Manager

From: Kristina Öberg, Culture Superintendent

C.C.: Greg Scott, Recreation, Parks and Culture Manager  
Colleen Jensen, Community Services Director

Subject: Public Art Policy

---

## BACKGROUND

In 1996 the City's Public Art Policy 3106-C was approved by City Council. The policy is intended to ensure the incorporation of public art into the planning, design, and building of City capital projects. The current Public Art Policy 3106-C was approved in 2003 and directed that a minimum of 1.2% of capital construction costs are allocated towards public art for City capital projects that meet certain criteria and are over \$250,000.00.

The Culture Section of the Recreation, Parks and Culture Department administers the Public Art Program and all accessioning, acquisitioning, deaccessioning, re-siting, conservation, maintenance and public education aspects related to the program.

On August 10, 2009, in response to a Notice of Motion, Red Deer City Council asked administration to prepare a report exploring alternatives to our current Public Art Policy. The Culture Section researched current best/promising practices and looked at the strengths, weaknesses and opportunities for the City of Red Deer's public art program. These were presented in a report to Council in December of 2009. The options presented were based on administration's recommendations from experience with the current public art policy, research into best and promising practices in other communities and legal or regulatory requirements that affect the program.

The changes to the Public Art program presented in the report, and the direction provided by Council, not only address fiscal responsibility in the face of our current economic climate, but strengthen the current program as a strong contributor to the cultural, social and economic sustainability of our community.

## DISCUSSION

Revising the current Public Art Policy No. 3106-C has been an opportunity to evaluate the entire program and make additional policy and procedure changes to accommodate Council's direction and strengthen the program in general. This was done, not only through Policy 3106-C but with support policies and procedures. The table below outlines how Council's direction has been addressed through revisions to the current Public Art policy and its supporting procedure.

As per Council Resolution dated January 11, 2010: "**Resolved** that Council of the City of Red Deer having considered the report from the Recreation, Parks and Culture Manager and Culture

Superintendent, dated December 22, 2009 – Re: Public Art Policy Report, hereby approves the following recommendation to amend Public Art Policy No. 3106.”

<b>Resolution Recommendations</b>	<b>How it has been addressed</b>	<b>Where is it found in the new public art program</b>
<b>1. Financing:</b> “That 1.0% of capital construction costs be the percent for art allotment which would be the North American Average based on our research.”	The % for art allotment has been changed to 1.0% in the draft Public Art Policy 3106-C.	Section 2a in the draft Public Art Policy-3106-C.
“The financial thresholds as applying to new building construction in excess of \$250,000 and directs administration to maintain this financial threshold in the proposed policy.”	These have been maintained in the draft Public Art Policy 3106-C.	Section 6 in the draft Public Art Policy-3106-C
“A Public Art Reserve be developed with guidelines to be determined.”	Public Art Policy 3106-C draft supports this recommendation.	Section 2f, 3a&b in the draft Public Art Policy-3106-C.
<b>2. Corporate and Private Donations:</b> “That the City of Red Deer actively pursue a voluntary developer contribution component to its public art program.”	Addressed in the Public Art Policy 3106-C.	Section 2e in the draft Public Art Policy.
<b>3. Proportion of local artists:</b> “That no change be made to the open call to artists”	This has been maintained through the draft new Public Art Policy and in the draft Public Art Accession and Acquisition Procedure.	Section 2h in the draft Public Art Policy 3106-C.
<b>4. Placement of Artwork:</b> “That placement would be assessed based on public visibility and impact and its ability to be integrated into or displayed in public areas.”	The wording has been made more concrete for the evaluation of capital projects and if/when public artwork is included.	Section 2a in the draft Public Art Policy 3106-C.
<b>5. Integration with Design:</b> “That Public Art selection be integrated into project development from inception.”	This has been specified in the Public Art policy.	Section 2c in the draft Public Art Policy 3106-C.
<b>6. Approval Process:</b> “That a yearly Ad Hoc Committee be appointed to	The use of an ad hoc selection body with the authority to make decisions on the selection and placement of artwork for city owned	Section 5 in the draft Public Art Policy No. 3106-C.

<p>serve as a jury for any projects within that year. This committee to be appointed by Council annually. “  “The Committee will have the authority to make decisions on the selection and placement of Public Art.”</p>	<p>property, in the form of a Public Art Jury Committee.</p> <p>The public and Council members of this committee will be established during the annual organizational meeting in October.  The committee composition will be:</p> <ol style="list-style-type: none"> <li>1. A representative from the community who is knowledgeable about art,</li> <li>2. Two or three community members-at-large,</li> <li>3. A member of the project steering committee for the capital project,</li> <li>4. The Public Art Coordinator (non-voting)</li> <li>5. The Project Architect/Designer,</li> <li>6. Culture Superintendent, and a</li> <li>7. Member of Council</li> </ol>	
<p>“Construction Template Public Art will be reviewed by Council as part of the project approval process.”</p>	<p>It is referenced in the Public Art policy and supported in the Accessions and Acquisitions procedure.</p>	<p>Section 2c in the draft Public Art Policy No. 3106-C.</p>

**RECOMMENDATION**

That Red Deer City Council approves the revised Public Art Policy No.3106-C.

Respectfully Submitted,

  
Kristina Öberg  
Culture Superintendent

Doc #1008122

**Purpose:**

The purpose of this policy is to incorporate and integrate public art into the planning, design, and building of capital works projects.

**Policy Statement(s):**

- ~~1. Council approves the selection and placement of public art.~~
- ~~2. Council approves the placement of privately owned art on public lands, including the Ghosts.~~
- 1. The Culture Section of the RP&C Department** ~~The City Manager, in consultation with City Administration and the Culture Board and within the limits placed in this policy, is responsible to establish guidelines and procedures to manage the process of incorporating and integrating public art into City projects, which includes reviewing and evaluating making recommendations to Council proposals in conjunction with the Public Art Jury Committee.~~
- 2. In preparation of capital project budgets that fall within this policy applies to:**
  - a) Administration will include and identify a minimum **1.0%** capital construction cost allocation for the design, fabrication and installation of public art as part of each project for Council's consideration during budget deliberations.
  - b) Capital construction costs associated with design and engineering, project design, administration, fees and permits, building demolition, relocation of tenants, contingency funds, land acquisition, environmental testing, or any indirect costs such as interest, advertising or legal fees, are excluded from the **1.0%** calculation.
  - c) Public Art selection will be integrated into capital projects development at the conceptual stage. Construction template Public Art will be reviewed by Council as a part of the project approval process.**
  - d) To fund the public art portion of the capital project, Administration will identify the source of this funding whether it is from the City budget or from other sources such as the Provincial and/or Federal Governments, private donations, granting bodies, foundations, special funding opportunities, or a combination of City and other funding.
  - e) Developer, corporate and private contributions will be pursued.**

- f) Of the 1.0% public art funding allotment, an amount will be allocated to a Public Art Reserve as per Section 3. The remaining amount will be utilized for the design, fabrication, and installation of public art.
  - g) Location and placement of artwork will be assessed based on public visibility and impact, and its ability to be integrated into or displayed in public areas.
  - h) The call to artist process for accessioning artworks may take one of two forms:
    - i. Open: Process is open to a wide range of entrants who may submit entries. Projects over \$75,000.00 must use an open selection process.<sup>1</sup>
    - ii. Limited: Process is open to invited entrants.
3. A Public Art Reserve will be developed from a portion of the 1.0% allocation. Capital Construction projects will contribute to the Public Art Reserve as follows:
- a) Where the 1.0% allotment for a given project generates less than \$25,000, and where a meaningful project cannot be completed, the full amount will go into the Public Art Reserve.
  - b) Where the 1.0% allotment for a given project generates over \$25,000, 10.0% of the total public art allotment will be contributed to the Public Art Reserve.
4. The Public Art Reserve will be utilized to:
- a) Provide matching funds to Red Deer community groups, organizations and businesses wishing to develop their own public art projects.
  - b) Public education and promotion.
  - c) Provide funding for a public art work identified by The City as necessary to a given project.
5. The Public Art Jury Committee will:
- a) Be established as an Ad Hoc Committee appointed by Council annually.
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<sup>1</sup> As required for purchasing of goods under the New West Partnership Trade Agreement (NWPTA).

- 7) **Member of Council**
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### **Inquiries/Contact Person:**

Culture Superintendent or/ Recreation, Parks and Culture Manager

### **Authority/Responsibility to Implement:**

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2. The City Manager designates responsibility to the Culture Superintendent who ensures that the policy requirements are met and updated as required.

### **Document History:**

Approved: September 9, 1996
Revised: March 24, 2003
Revised: August 11, 2003
Administrative Revision (new template): March 9, 2010
Revised: 2010

DM#1018259

**LAND AND ECONOMIC DEVELOPMENT**

**DATE:** August 13, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Howard Thompson, Land and Economic Development Manager  
**SUBJECT:** Commercial Market Opportunities Study

---

***Background:***

By resolution at a Council meeting in October 2009, administration was directed to initiate and update the commercial market analysis completed with respect to the demand and need for commercial land in Red Deer. This was to include looking at the need for commercial land, the types of commercial lands potentially required and recommendations as to the locations in the City where commercial might be needed. The impact on commercial land development in the rest of the City was to also be considered.

***Discussion:***

A request for proposals was initiated in December 2009 and from the proposals Coriolis Consulting Corporation was selected.

A core committee including a Land Services Specialist, Land Coordinator, Land and Economic Development Manager, planner from PCPS and the Director of Planning Services were charged with working with the consultant and providing necessary information and input. Throughout the process several meetings were held with the Development Review Committee, Corporate Leadership Team and a Council workshop was held with the Consultant to provide interim information in regards to the report.

The consultant has concluded his report with the following highlights (taken from his report):

- the City of Red Deer should amend its MDP hierarchy of commercial nodes to match market prospects and to create opportunities for suburban commercial centres with pedestrian character.
- the City will require approximately 100 acres of Regional retail growth to 2031. South Pointe junction will accommodate approximately 30 acres of the short-term anticipated growth, the additional 60 to 70 acres needs to be identified in future planning
- the City should designate neighborhood centres as local nodes for commercial space and multi-family residential development

- the City should revise its multifamily policies to concentrate apartments in Downtown and Neighborhood centres
- Office development should be concentrated in Downtown, a Regional Town Centre if one is developed and Neighborhood Centres (but only for locally-oriented office uses).
- The development of Riverlands is crucial if the City wants to attract residential development to Downtown. To attract development the City must install necessary infrastructure and public realm improvements.
- Downtown should remain the dominant government and business centre but future retail growth will mainly be specialty retail and neighborhood retail uses to serve new residents.

The committee feels this report has provided administration with information that will help guide future planning of development in the City. This information is based on statistics and information currently available. The use of the report should be as an information tool and resource to be considered in future planning initiatives such as the East Hill Area Structure Plan.

Administration would like to emphasize that in future planning this report alone would not be adequate to make future planning decisions. But together with other planning tools and other information would be an important part of the planning process.

***Recommendation:***

The City of Red Deer Council resolve to adopt this report as a working document and a planning tool that should be considered in potential Area Structure Plan amendments, updates to planning resources and in future planning documents.



---

Alice Granberg  
Land Services Specialist



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Joe D'Onofrio  
Land Coordinator

*Comments:*

The Director of Planning Services has indicated that the actions contained within the Commercial Market Opportunities Study will be included in the Division's work planning. I therefore recommend that we adopt the Commercial Market Opportunities Study as a planning tool.

"Craig Curtis"  
City Manager

ORIGINAL

FILE COPY



**Council Decision –August 23, 2010**

**DATE:** August 24, 2010  
**TO:** Howard Thompson, Land and Economic Development Manager  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Commercial Market Opportunities Study

---

*Reference Report:*

Land and Economic Development Manager, dated August 23, 2010

*Resolution:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Land & Economic Development Manager, dated August 13, 2010 re: Commercial Market Opportunities Study, hereby adopts the study as a working document and a planning tool that should be considered in potential Area Structure Plan Amendments, updates to planning resources and in future planning documents.”

*Report Back to Council:* No

*Comments/Further Action:*

There was discussion regarding whether this report could be distributed to the Greater Downtown Action Plan Committee, the Downtown Business Association, and the Red Deer Chamber of Commerce. We request that you facilitate this distribution.

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

Frieda McDougall  
Deputy Clerk

- c Director of Planning Services
- J. D’Onofrio, Land Coordinator
- A. Granberg, Land Services Specialist

**LAND AND ECONOMIC DEVELOPMENT**

**DATE:** August 13, 2010

**TO:** Craig Curtis, City Manager

**FROM:** Howard Thompson, Land and Economic Development Manager

**SUBJECT:** Commercial Market Opportunities Study

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***Recommendation:***

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---

Alice Granberg  
Land Services Specialist

---

Joe D'Onofrio  
Land Coordinator

*AUG 13. 2010*  
**Christine Kenzie**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

---

**To:** Mayor and Councillors; Corporate Leadership Team  
**Subject:** City of Red Deer: Commercial Market Study

**Attachments:** Rpt Red Deer Commercial Opportunities Draft 09Aug2010v2.pdf



Rpt Red Deer  
Commercial Opport..

Attached, for your information, is the City of Red Deer Commercial Opportunities Study that will be reviewed at the August 23, 2010 Council Meeting. This document will be included with your August 23, 2010 Council Agenda package, and is being sent to you in advance to provide you an opportunity to review the document prior to the Council Meeting on August 23rd.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

**Christine Kenzie**

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Greg Scott  
**Sent:** August 13, 2010 3:04 PM  
**To:** Christine Kenzie  
**Subject:** RE: Submission to Council Form - Rotary Recreation Report - Craig's Comments

Michael Von Hausen

Greg Scott, Manager  
Recreation, Parks and Culture  
City of Red Deer  
Box 5008, 4814-48 Ave.  
Red Deer, AB T4N 3T4  
403.342.8165  
[greg.scott@reddeer.ca](mailto:greg.scott@reddeer.ca)  
[www.reddeer.ca](http://www.reddeer.ca)

---

**From:** Christine Kenzie  
**Sent:** August 13, 2010 2:11 PM  
**To:** Greg Scott  
**Subject:** RE: Submission to Council Form - Rotary Recreation Report - Craig's Comments

Craig has no changes to your revised report.

The following are his comments which will appear on the Council Agenda:

This Plan was developed as a visioning exercise with Michael Von Hausen, Urban Planner and Group 2 Architects and provides an opportunity to link a series of recreation nodes with an activity spine and promenade. There are a number of unresolved issues and a further report should be presented to Council in June, 2011. I recommend that Council approve Item 3.2.7 – the Ice Zone, as it relates to the curling rink, with the balance of the Rotary Recreation Park & South Site Study be approved as a planning tool to guide long term development on this site.

Do you have the correct spelling for "Michael Von Hausen" ???

Thanks.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

---

**From:** Greg Scott  
**Sent:** August 13, 2010 1:58 PM  
**To:** Christine Kenzie  
**Cc:** Colleen Jensen; Kay Kenny; Lissa Braseth

<< File: SubmissionRequestforInclusiononaCouncilAgenda1.DOC >>

*Lissa*

Lissa Braseth  
Recreation Admin. Assistant  
City of Red Deer

Ph: 403-309-8424  
Fax: 403-342-6073  
e-mail: [lissa.braseth@reddeer.ca](mailto:lissa.braseth@reddeer.ca)

BACKUP

**Christine Kenzie**

~~BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL~~

**From:** Howard Thompson  
**Sent:** July 15, 2010 11:45 AM  
**To:** Christine Kenzie; Elaine Vincent; Lorraine Poth  
**Cc:** Craig Curtis; Paul Meyette; Joe D'Onofrio; Brandon Silver; Alice Granberg  
**Subject:** Commercial Market Study update

Christine et al,

As discussed, the steering committee has decided to postpone bringing the commercial market study to Council for one month to the Aug. 23<sup>rd</sup> meeting as the consultant is unavailable for the July 26<sup>th</sup> meeting. The committee felt the best value would be for Jay to do the presentation. Also delaying the commercial report should not impact the DC zoning process for the Clearview Ridge site on July 26<sup>th</sup> as it is consistent with the commercial study and Council has been involved in 2 workshops plus the presentation at the last City managers briefing on June 28<sup>th</sup>.

This delay has also allowed some time to polish the report. I took the study to the Dev Review Committee yesterday for an update and input on the geographic distribution. The DRC decision was to circulate the draft report to the members of DRC for comments back in 2 weeks by July 28<sup>th</sup>. This will also give members of CLT who helped finalize the term of reference to provide their comments.

I trust the City Manager will update Council as part of his briefing.

Howard Thompson  
Land & Economic Development Manager

City of Red Deer  
Box 5008, Red Deer, AB T4N 3T4  
Ph. 403.342.8364  
Fax 403.342.8260  
[www.reddeer.ca](http://www.reddeer.ca)  
[www.reddeercorridor.com](http://www.reddeercorridor.com)

\*\*\* NOTE OUR NEW OFFICE ADDRESS AS OF AUG 31ST IS: 4815 - 48TH STREET

*Backup*



BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

Legislative & Administrative Services

**CONFIDENTIAL**

**DATE:** July 12, 2010  
**TO:** Christine Kenzie, Council Services Coordinator  
**FROM:** Elaine Vincent, Legislative and Administrative Services Manager  
**SUBJECT:** June 28, 2010 - City Manager's Briefings – Directives

---

**REMINDER:**

The following action item is for you to follow up on:

1. Land & Economic Development Manager  
Re: Commercial Market Study  
Clearview North Neighbourhood

*City Manager's Directives:*  
Attachment reviewed. Item will be scheduled for the July 26<sup>th</sup> Open Council  
Agenda

A handwritten signature in blue ink, appearing to read 'Elaine Vincent'.

Elaine Vincent  
Legislative & Administrative Services Manager

## Summary

### Introduction

The City of Red Deer retained Coriolis Consulting Corp. to:

1. Analyze historic trends and current conditions in the commercial market in Red Deer and the surrounding area.
2. Forecast the likely total amount and probable geographic distribution of new commercial development in Red Deer over the next 20 years.
3. Forecast the likely total amount and distribution of new apartment residential development in Red Deer as an input to anticipating the potential for higher density mixed-use development in various locations.
4. Help the City to define a vision for commercial growth over the long term and provide recommendations for possible changes to the City's policies.

### Scope

The primary purpose of this study is to forecast prospects for retail/service and office development in the City.

One of the City's planning objectives is to try to encourage future commercial development to be more urban in character, with a higher intensity of land use and greater pedestrian orientation. These objectives require a more comprehensive approach to commercial planning and an integrated approach to residential and mixed-use planning. Therefore, this project included some analysis of the future potential for higher density residential (i.e. apartment) development and the policy recommendations include some suggestions about future land use planning for apartment development as well as commercial development.

### Forecast Period

The forecast period for this commercial study is 2009 through to 2031, just over 20 years.

### Population Forecast

The following table outlines the population forecasts that are used for the analysis in the remainder of this report.

## Commercial Development Policy

Future retail/service development potential in Red Deer can be divided into six categories:

- Regionally-oriented chain retailers with large store sizes that will prefer large sites that are highly accessible (by car) for the whole trade area and that have high exposure.
- Regionally-oriented chain retailers with smaller footprints who tend to specialize in fashion or housewares.
- Automotive uses, including new and used car/truck sales, automotive parts and repair service, and fuel stations.
- Other uses, such as chain restaurants, fast-food outlets, motel/hotel and boat sales that serve the entire region (and travelers) and that are strongly automobile oriented.
- Specialized (usually independent rather than chain) retail uses that seek locations in areas such as Downtown, small older commercial districts, or light industrial areas if they permit some retail use.
- Neighbourhood-oriented retail and service uses that meet the day-to-day needs of residents, such as food stores, branch banks, pharmacies, dry cleaners, and hair care.

The market study indicates that there will be growth in all six of these categories during the forecast period.

By 2031 there will be demand for up to about 100 acres of additional land for regional centre development, including big box retail, lifestyle retail, and associated uses. Of this total, just over 40 acres is warranted by 2021. The recently approved Southpointe Junction development, adjacent to Southpointe Common at the south entrance to the City, includes about 30 acres of land for commercial development on large pads in a single-storey configuration, so this project can meet most of the demand for regional-oriented use in the coming decade (although all of this inventory is controlled by a single party, which does not create a very competitive land market). There is a need to designate up to an additional 60 to 70 acres of land to accommodate potential to 2031 for regional retail. This additional land could be concentrated in one location or possibly divided into two different sites.

There is also a need for additional automotive and automobile-oriented lands, which should be on sites with frontage on appropriate major roads. These lands will accommodate automotive commercial uses and also the regional-oriented uses that require frontage on main roads for accessibility and visibility. Some of these "strip" uses can locate in a regional centre or even in Downtown, but most will prefer locations on main roads. The form of development tends to be very low density, single storey, and single use with surface parking.

Downtown will see limited retail growth over the next two decades (likely a maximum of about 5% to 10% of total retail growth). This is partly because only a small portion of future residential development is likely to occur in the core and partly because of land availability. There will be

- **Regional Shopping Centre:** this is a regional oriented shopping centre with large floor plate retailers in a relatively low density form. Bower Place is a Regional Shopping Centre, although in a traditional enclosed mall format with a department store anchor and many small retailers. Southpointe Commons is a Regional Shopping Centre. Southpointe Junction does include some multifamily residential use that is adjacent to the commercial component, but the commercial space is single storey, single-use, low density and not pedestrian-oriented. There will be demand for more large scale regional-oriented retail (we estimate a requirement for up to 70 more acres in the forecast period) so there will be a need to designate additional Regional Shopping Centre(s). Because new Regional Shopping Centres will be low density, they should only include large floor plate users. Setting a minimum store size of say 10,000 square feet would limit the centres to mainly regional uses that are not pedestrian-oriented and would require that smaller more specialized retail retailers be located in Downtown, Bower Place, Parkland, or smaller mixed use centres. A Regional Shopping Centre would not have to include residential and should not include office use (in contrast to a Regional Town Centre).
- **Arterial Commercial:** vehicle-oriented uses fronting on major roads, developed at a relatively low density and serving the city and region. This category remains the same as in the current MDP.
- **Neighbourhood (or District) Centre:** a local-oriented shopping centre anchored by a grocery store and containing a mix of retail, service, and locally-oriented office uses, and serving as a focal point for multifamily housing and civic uses. This is a re-working of the existing MDP categories for District Centre and Neighbourhood Centre. The existing MDP distinguishes between District and Neighbourhood Centres based on the number of neighbourhoods served, although the distinction is not crisp.

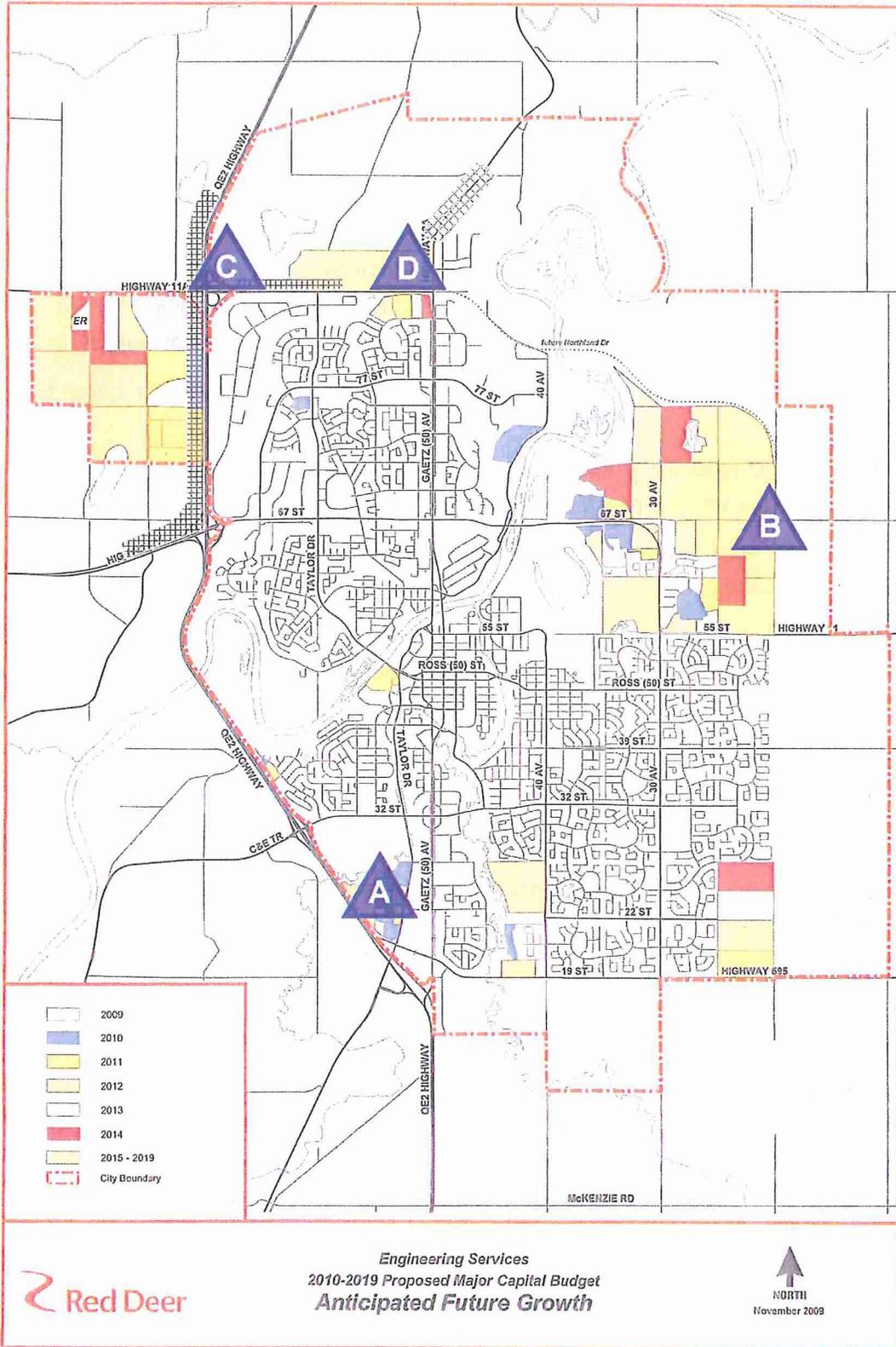
We propose a single category for local/neighbourhood oriented commercial nodes that serve suburban residential neighbourhoods, contain a supermarket and other convenience retail, serve as a focal point for multifamily development, and that could include some local-oriented office uses (e.g. medical/dental, insurance, real estates).

East Hills Shopping Centre illustrates this kind of centre to some extent.

These centres do not have to include vertical mixed use, but they should include a land-use mix of retail, housing, office, and possibly community uses (e.g. daycare, branch library).

In round numbers, about 7,000 to 8,000 people are needed to support a typical supermarket (say 30,000 to 40,000 square feet), so the local trade area for a Neighbourhood Centre is about this size. We understand that a typical quarter section of new community development in Red Deer has a total capacity of about 1,000 housing units, or about 2,500 people. This suggests a pattern in which there is a Neighbourhood Centre for every 3 or 4 quarter sections of residential development.

Potential Regional Centres



- The retail development will be inherently automobile-oriented because the stores will draw on the whole trade area. Few customers will walk to the project. However, once at the project there is value in making it safe, convenient, and attractive to walk around. This can be achieved using design features such as: creating pedestrian pathways that are clearly marked (using different paving, concrete curbs, and/or landscaping), providing pedestrian-scale lighting as well as taller parking lot lighting, using landscaping to break up the parking into smaller sections, and siting the store pads to minimize walking distances (See Photo 3).
- It is difficult to create a truly urban streetscape character in a regional retail centre, partly because of the large size of the retailers and the low overall density of development. Also, retailers strongly dislike double-fronted stores, so the main entrance is usually oriented to the main parking areas. Pushing the buildings out to the street frontage (in order to create built form along the street edge) can look better than having buildings set back a long way, but the building elevation along the street will often be a side or rear wall, so no street interest is really created. If the Regional Shopping Centre is located on a major road (or at a major intersection), there is not likely to be much pedestrian use of the street front anyway, so orienting buildings to the road is mainly a visual treatment not a functional one. A solution that works is to have at least some of the retailers mainly oriented to the street and the rest oriented to interior parking areas. When the building elevations along street fronts are the side or rear of stores, these should be attractively landscaped (see Photo 5).
- If a developer aims to create a true Regional Town Centre, the best opportunity for mixed-use and pedestrian character would be in the part of the project occupied by the smaller lifestyle and housewares chains.

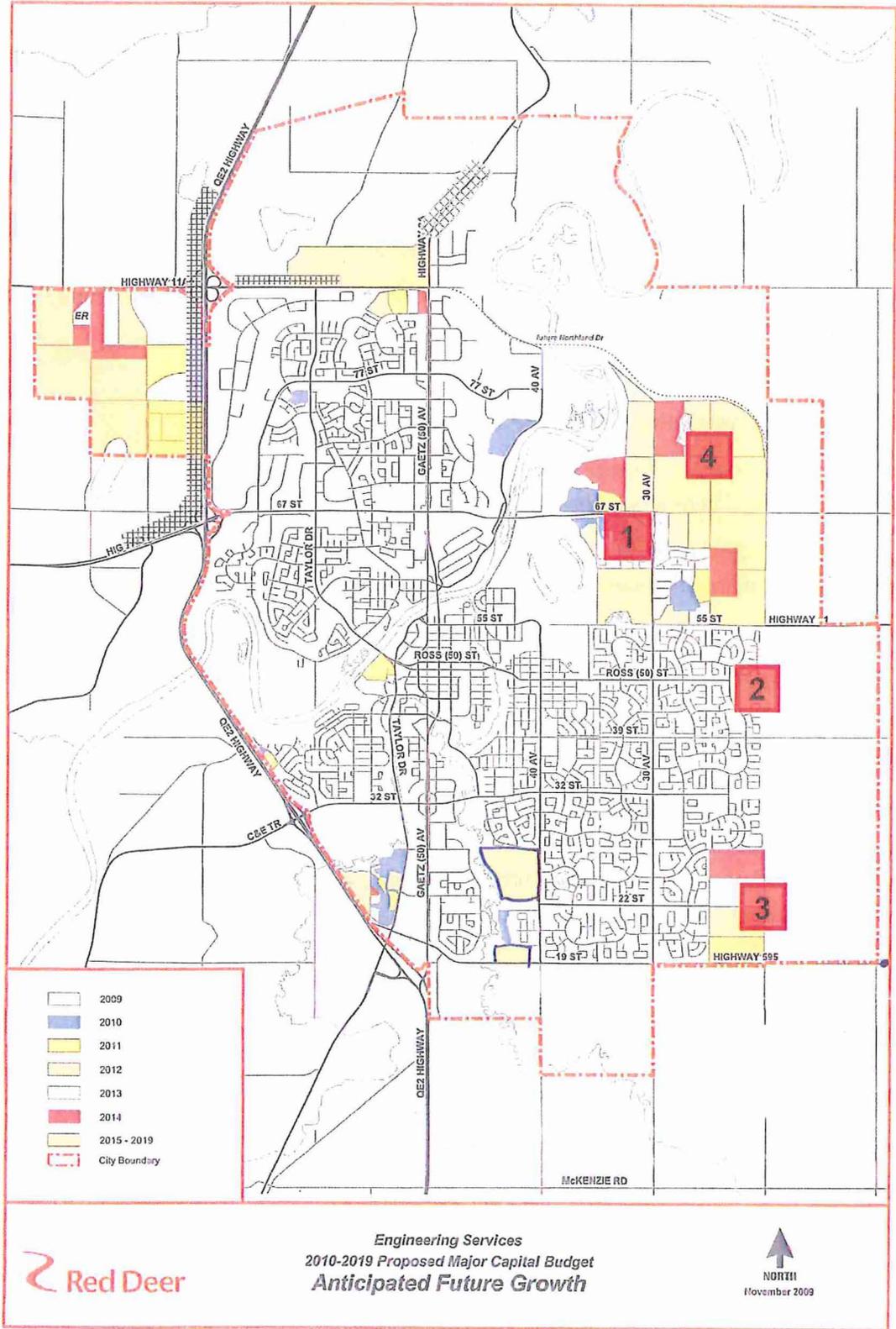
The market analysis indicates potential for up to 8 neighbourhood commercial centres to meet the needs of residents of the developing communities on the City's edges over the next 20 years. Some of these centres can also be located so as to address current deficiencies of retail, particularly on the east side of Red Deer.

The development of new neighbourhood centres is the City's best opportunity to create a much stronger relationship between commercial development and future multifamily residential development, because of the scale and character of retail use in a local-oriented centre.

A Neighbourhood Centre should be developed along these lines:

- A main retail site of about 10 to 15 acres, with additional land for office and multifamily residential.
- A supermarket anchor likely in the range of 25,000 to 50,000 square feet.
- Typically, a total of about 100,000 to 150,000 square feet of retail and service space to accommodate a wide variety of the uses that people use frequently within their neighbourhoods, such as groceries, pharmacy, hair care, movie rental, beer/wine/liquor, cafes and fast food, restaurants, cleaners, small specialty retailers (e.g. florist, gifts, books, bakery,

Potential Neighbourhood Centres



Engineering Services  
 2010-2019 Proposed Major Capital Budget  
 Anticipated Future Growth



## Office Policy

To reflect office market conditions and to help create strong commercial centres, the MDP office policies in section 12.6 should be revised along these lines:

- Office development is only allowed in Downtown, a Regional Town Centre, or a Neighbourhood Centre (i.e. not in a Regional Shopping Centre or in Arterial commercial areas).
- The maximum amount of office space in a Regional Town Centre is 125,000 square feet.
- The maximum amount of office space in a Neighbourhood Centre is 50,000 square feet and uses must be neighbourhood-oriented (e.g. medical/dental, insurance, or realty but not specialized businesses or headquarters).
- Subject to the above limits there is no limit to the size of a single office building or to the number of floors in office use.

## Apartment Forecast

We estimate potential for about 200 apartment units per year, or say 4,000 units over the 20 year forecast period.

Most new apartment developments will be low-rise, wood-frame. There will be a tendency for apartment development to occur in suburban locations, where development sites are easier to acquire than in developed areas such as Downtown and where land values are lower.

Suburban apartment (and townhouse) development has been planned in accordance with City policy and Structure Plans, but these have favoured a wide distribution of multifamily development rather than clustering around commercial nodes. This will continue unless the policies are changed. Little multifamily development will occur in Downtown unless development sites become easier to acquire.

If the City wants to attract more development to Downtown and if the City wants to achieve suburban neighbourhoods that are more pedestrian-oriented, there are some significant policy and development factors that must be addressed:

- The City must realize that 4,000 units over 20 years is not very much. To achieve meaningful amounts of Downtown apartment development (i.e. enough to create neighbourhood ambience and support local retail) and to achieve suburban commercial/residential nodes that create the potential for walkable neighbourhoods with some urban feel, the City will have to concentrate apartment potential in selected locations.
- The City can examine the possibility of reducing off-street parking requirements (at the option of developers) as a way of reducing project cost.

- The housing mix requirement in section 2.5 may need revision depending on the size and boundaries of the NASP. Again, with limited market potential for multifamily development, the aim should be to concentrate townhouse and apartment units in preferred locations, not distribute these units broadly throughout neighbourhoods.

To attract more apartments Downtown, we suggest these steps:

- There is not enough apartment potential to sustain development of Riverlands and Railyards simultaneously. The City needs a phasing strategy, presumably commencing with Riverlands.
- Riverlands is an opportunity for the City to provide zoned, serviced, subdivided development-ready sites to the market. This will make it much easier for developers to acquire land at acceptable cost. The City's development strategy, therefore, must include installation of roads, services, sidewalks and utilities before the sale of development sites.
- The City should invest in key public realm improvements early, such as riverfront walkways, sidewalks, street furniture so that the area begins to look like an attractive neighbourhood right from the start.

## Conclusions

1. Red Deer should amend the MDP hierarchy of commercial nodes to match market prospects and to create realistic opportunities for suburban commercial centres with pedestrian character.
2. Red Deer should designate one new location for a regional centre to accommodate demand to 2031.
3. Red Deer should designate neighbourhood centres as local nodes for commercial space and multifamily residential development.
4. Red Deer should revise its multifamily policies to concentrate apartments in Downtown and Neighbourhood Centres.
5. Office development should be concentrated in Downtown, a Regional Town Centre if one is developed and Neighbourhood Centres (but only for locally-oriented office uses).
6. The development of Riverlands is crucial if the City wants to attract residential development to Downtown. To attract development the City must install necessary infrastructure and public realm improvements.
7. Downtown should remain the dominant government and business centre, but future retail growth will mainly be specialty retail and neighbourhood retail uses to serve new residents.



RECREATION, PARKS &amp; CULTURE

Date: August 12, 2010

To: Craig Curtis, City Manager

Cc: Colleen Jensen, Director of Community Services

From: Kay Kenny, Recreation Superintendent  
Greg Scott, Recreation, Parks and Culture Manager

Subject: **Rotary Recreation Park & South Area Concept Plan**

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Over the past year, The City has undertaken a planning process with Group2 Architecture and Engineering consultants to develop a framework and planning tool to guide long-term development of the Rotary Recreation Park & South Area.

### **Background**

The Rotary Recreation Park & South Area is referenced briefly in the 2008 Greater Downtown Action Plan, identifying it as a "Jewel in the Heart of Downtown". The last document that provided a master plan for only the facilities north of 43 Street was the 2003 Simpson Roberts "Red Deer Rotary Recreation Park Facilities Study", which was in need of updating to current conditions and inclusion of the park amenities south of 43 Street. The Community Asset Needs Assessment was completed in 2008 with short and long term strategies that support the intent of the Rotary Recreation Park & South Area Site Concept Plan. These include the development of larger parks with a mix of leisure amenities, exploring opportunities of the development of a major aquatics centre at the Recreation Centre Park, new ice facilities to replace the Red Deer Arena and Kinex Arena, and continuing to liaise with the Red Deer Curling Centre and the development of their new facility. The new concept plan treats the site extending from Alexander Way (49 Street) to the escarpment at the base of the Spruce Drive hill as one integrated park with indoor/outdoor amenities, complete park, similar to a college campus.

### **Process**

This high level concept plan included a number of steps in its evolution:

- ▶ Research of current park amenities to determine history, usage, and condition with input from staff, stakeholder groups, users and public citizens.
- ▶ Visioning sessions to identify levels of satisfaction with the current park layout and amenities; encourage a renewed vision of what improvements to such a large green space within the greater downtown area could offer to Red Deerians.
- ▶ Development of key principles to guide decision making throughout the planning process, both long term and detailed specific to a particular amenity. These principles emphasize people first, preserve the "park", connect and unify, strengthen the identity of the park, all season use, variety of activities, safe and secure environment, celebrate history, sustainable development.

Process continued....

- ▶ Extensive community input through a variety of open houses, focus groups, surveys, consultations (detailed in the attachment #1 of this report).
- ▶ Alignment with other planning documents such as the Greater Downtown Action Plan, RPC Community Asset Needs Assessment, Culture Vision, Parks Trails Master Plan.
- ▶ Development and refinement of the concept plan incorporating the results of this feedback in accordance with the guiding principles.

**Consultation:**

Extensive internal and external consultation has been undertaken with various City departments, stakeholder groups such as aquatics, tennis, curling, skateboarding, speed skating, lawn bowling, horseshoes, museum, heritage organizations, community associations, current park/facility users, and public citizens. An attachment #1 to this report identifies specific dates, interactions and numbers of participants.

Throughout the process in the framing of the concept a number of challenges presented themselves. Some are identified below:

- ▶ All the differing ideas, opinions, and perspectives, incorporating those that have the best overall support and meet the needs of the greater community within a downtown setting, while staying true to the established key guiding principles.
- ▶ Balancing the information within the concept plan to provide direction for future detailed planning without being too prescriptive, while allowing flexibility and to address changing community needs (a lot can change in 25 years).

**Considerations in future detail planning:**

There are a number of considerations that will require work over the next few months and years as more detailed planning for specific on-site projects is reviewed. Administration will provide a status update as those components move forward toward implementation.

- ▶ Consider the changes that will take place within the community over a 25+ year implementation timeframe including attitudes toward the environment, transportation and health/wellness, infrastructure life cycles (walking, cycling, health sustaining activities, transit, green space preservation, facility replacements).
- ▶ Consider an overall strategy for parking that provides a reasonable number of on-site spaces and access to others in close proximity, while striking a balance with preservation of green space. There is capacity to add spaces if the need arises, but this would reduce the amount of available green space so choices will need to be made as detailed plans for projects come forward for approval. Inspections & Licensing have been consulted and support development of a parking strategy for the whole site. In the future strategy concerns such as off site parking use (shuttles, cost, availability), mitigation of impact on Parkvale and better use of public transportation will need to be addressed.
- ▶ Calm the traffic utilizing appropriate speed zones, controls and signals; address pedestrian crossings when detailed planning commences for the promenade. The Engineering and Transit departments have been consulted and are prepared to work as part of a team to find suitable solutions to support the plan.

- ▶ Find an appropriate off-site location for the speed skating oval with supporting amenities, (change rooms, spectator seating, operational requirements). Successful relocation will precede any changes to the current site.
- ▶ Determine the optimal size for the larger facilities on-site (ie, size of spectator space that is sustainable for a replacement arena). A business case for future major facilities to ensure financial sustainability and the right "mix" of uses is critical.
- ▶ Determine an appropriate re-purposing of the museum and archives building when a new one is constructed. This will be addressed at such time as the Culture Section moves forward with its planning process.

### **Approval Options:**

This concept plan needs to be approved in order to authorize individual projects, such as curling and aquatics (see attachment #2), to move forward in a timely manner.

### **Options:**

1. To approve the Rotary Recreation Park & South Area Concept Plan as a planning tool to guide long-term development on this site.

There is considerable detailed planning required for each specific phase identified within the plan. Each, in turn, will provide an opportunity to re-visit the plan to ensure ongoing refinement to meet community needs at that point in time.

2. To approve only one component or phase of the Rotary Recreation Park & South Area Concept Plan as a planning tool to guide long-term development.

It would be very difficult to approve only one component or phase of the plan without the rest of the plan. The siting, layout and interconnection of all components is critical to the long-term success of an integrated park. One example is the need for shared parking among all amenities. Singling out one component for approval ahead of the overall site would compromise the synergies on which this concept has been developed.

3. To accept the Rotary Recreation Park & South Area Concept Plan for information.

Without the benefit of an approved plan to guide future development and major refurbishment, The City would continue to be reactive with "one off" solutions.

### **Financial Implications**

Capital budget funds were previously identified as a result of the 2003 Simpson Roberts master plan. The 2010 Rotary Recreation Park & South Area Capital budget approved \$150,000 in 2010, with a proposed budget of \$163,000 in 2012, and \$4,552,000 in 2013. This concept plan's "Preliminary Projected Construction Cost Summary" will be utilized to update the 2011 – 2020 Capital Plan. Planning and support for larger components such as the Red Deer Curling Centre and Central Alberta Aquatics Centre have been addressed as separate budget items.

**RECOMMENDATIONS:**

1. That Council approve the Rotary Recreation Park & South Area Concept Plan as a planning tool to guide long-term development on this site.
2. That Council request Administration provide a regular status updates on the Rotary Recreation Park & South Area Concept Plan, with the first being in fall 2011.



Kay Kenny  
Recreation Superintendent



Greg Scott  
Recreation Parks & Culture Manager

Attachment(s)

**Attachment #1****Rotary Recreation Park & South Area  
Concept Plan Consultation Summary****Process:**

Considerable consultation with the various stakeholder groups, committees, City officials and user groups significantly influenced the process for this project. Through a highly iterative process of open house sessions, committee meetings and informal meetings with this full range of individuals and groups, much of the direction for the project was determined as a reflection of the needs surrounding the park, the facilities contained within, and the requirements of the surrounding areas. The entire process was developed with the committee to determine the best and most clear course of action. Different groups were included based on information required to develop the plans for the report and to ensure the best information was available to the project team. This ensured the most effective use of everyone's time and the most effective delivery of the project itself.

<b>Committee/Group</b>	<b>Dates</b>	<b>Involvement</b>	<b>#'s</b>
1. Project Steering Committee ‣ Regularly scheduled meetings throughout the process.	May, 2009 – Aug, 2010	Recreation, Parks & Culture; Social Planning; Planning, Project Consultant Team	18
2. Public Market - Booth to solicit ideas, comments on current state/likes and dislikes with park – surveys filled in on-site, dropped off, or on-line.	June 20/09	Public input – verbal and in writing provided to the consultants on site.	
3. Artwalk - Booth to solicit ideas, comments on current state/likes and dislikes with park – surveys filled in on-site, dropped off, or on-line.	June 20/09	Public input – verbal and in writing provided to the consultants on site.	15
4. Greater Downtown Action Plan – City Staff and GDAP Committee.	July 17/09 July 21/09 Aug 27/09 June 22/10	RPC; Planning; Downtown Coordinator.	12
5. Transit – routes, traffic calming, turning radius, speed bumps.	July 22/09	Transit Department	2
6. Information Gathering Workshop – Golden Circle ‣ Discussion groups; surveys; data/feedback collection.	July 23/09	Public advertisement - Stakeholder groups, park/facility users, community residents (Parkvale).	35
7. Community Feedback Survey ‣ On-line through City website.	July 23/09 – Aug 20/09	Public advertisement – Community residents (many Parkvale residents).	91
8. Roads/Transportation – traffic signals, calming, entry features, pedestrian crossings.	July 29/09	Engineering Dept.; RPC.	4
9. Visioning Session – Group2 Office	Aug 17/09	Project Steering Committee; City staff, key stakeholder groups.	22
10. Visioning Session – Golden Circle	Aug 17/09	Key stakeholders groups, Public Market representative.	20
11. Visioning Session – Group2 – drop in review of design team progress.	Aug 18/09	Project Steering Committee; City staff, key stakeholder groups.	27
12. Public Open House – Red Deer Lodge	Aug 19/09	Stakeholder groups, park/facility users, community residents (Parkvale); City Council/Senior Administration, citizens. Public Advertisements, 100 posters to neighborhood businesses and residents.	60

<b>Committee/Group</b>	<b>Dates</b>	<b>Involvement</b>	<b>#'s</b>
13. Ice Zone/Barrett Park ‣ Discussion about ice/speed skating facilities impact on residents.	Sept. 8/09	Parkvale Estates Community Association – met at request of this group.	47
14. Speed Skating Oval ‣ Discussion regarding movement off site to Great Chief Park.	Nov. 4/09	Red Deer Speed Skating Club; RPC.	2
15. Speed Skating Oval ‣ Discussion regarding relocation of Speed Skating Oval to Great Chief Park	Dec. 7/09	Field Sports Groups; RPC.	6
16. Parking discussion – Treatment of parking allocations for entire site; Downtown location access to other lots.	Feb. 10/10	Inspections & Licensing; RPC; Planning; PCPS.	8
17. Red Deer Tennis Club ‣ Discussion of preferred location for tennis; expansion of indoor facility with permanent structure.	Feb. 10/10	RPC; Red Deer Tennis representatives	6
18. Red Deer Curling Club ‣ Return to Rotary site for upgraded/expanded facility. ‣ Discussion of future collaborative arena/curling facility.	Feb. 8/10 Feb. 18/10 March 31/10	RPC; Red Deer Curling Club and their consultants.	9
19. Presentation of Draft Concept Plan ‣ Discussion of challenges/possible resolution.	Apr. 13/10	Corporate Leadership Team	12
20. Central Alberta Aquatics Centre ‣ Discussion of expanded aquatics centre on site of Recreation Centre.	Apr. 14/10	RPC; CAAC representatives.	15
21. Written Comments and follow up discussions.	Apr. 30/10 – Jun. 21/10	Circulation to internal City Departments.	34
22. Presentation of Draft Concept Plan ‣ Discussion of challenges/possible resolution.	May 12/10	City Development Review Committee, Corporate Leadership Team; Engineering, Planning, RPC, PCPS.	16
23. Transportation ‣ Discussion of road/transportation challenges/possible resolution.	June 21/10	Engineering Department; RPC; Corporate Leadership Team.	7
24. Public Open House – Concept Plan presentation.	Aug. 9/10	Public advertisements, mail out to all Stakeholder and past participants, flyers delivered (Canada Post) to 326 neighboring residents and businesses.	101
25. Farmer's Market – Concept Plan story boards and information/discussion.	Aug. 14/10	Public input.	
26. Concept Plan Presentation ‣ Discussion of impact on community.	Aug. 18/10	Parkvale Community Association	Est. 30

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### Work in Progress

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**1. Central Alberta Aquatics Club (CAAC)**

Council approved a Joint Task Team Terms of Reference in May 2010 that outlined the principles, vision, mission and role of responsibilities of the committee. In moving forward three major planning initiatives have been established:

- ▶ Business Plan
- ▶ Concept Plan
- ▶ Community Awareness

Collaborative committees have been formed for each of these areas and terms of references are currently being developed.

**2. Red Deer Curling Centre**

The Red Deer Curling Centre has been an active participant in the development of the Rotary Recreation Park & South Area Site Concept Plan, especially relating to item # 3.2.7 Ice Zone. Staff are working closely with the Curling Centre to ensure the long term vision of the concept plan is maintained plus all involved understand the required development approval process. The Curling Centre hopes to complete planning and design this fall and start construction early in 2011.

Both of these projects will not be officially engaged until the Rotary Recreation Park & South Area Site Concept Plan is approved as a planning tool.

*Comments:*

This Plan was developed as a visioning exercise with Michael von Hausen, Urban Planner and Group 2 Architects and provides an opportunity to link a series of recreation nodes with an activity spine and promenade. There are a number of unresolved issues and a further report should be presented to Council in June, 2011. I recommend that Council approve Item 3.2.7 - the Ice Zone, as it relates to the curling rink, with the balance of the Rotary Recreation Park & South Site Study be approved as a planning tool to guide long term development on this site.

"Craig Curtis"  
City Manager

**DATE:** August 24, 2010  
**TO:** Colleen Jensen, Community Services Director  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Rotary Recreation Park & South Area Concept Plan

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*Reference Report:* Community Services Director, dated August 12, 2010

*Resolutions:*

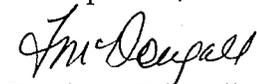
*“Resolved* that Council of the City of Red Deer having considered the report from the Recreation Superintendent and Recreation, Parks and Culture Manager, dated August 12, 2010, re: Rotary Recreation Park & South Area Concept Plan, hereby:

1. Approves the initial phase of Item 3.2.7 – the Ice Zone, as it relates to the Red Deer Curling Centre.
2. Approves the balance of the Rotary Recreation Park & South Site Concept Plan as a planning tool to guide long term development on this site.
3. Requests Administration to provide regular status updates on the Rotary Recreation Park & South Area Concept Plan, with the first being in June, 2011. “

*Report Back to Council:* Yes

*Comments/Further Action:*

Administration to provide regular status updates to Council on the Rotary Recreation Park & South Area Concept Plan, with the first being in June, 2011.



Frieda McDougall  
Deputy Clerk

c Recreation Superintendent  
Recreation, Parks and Culture Manager  
Corporate Meeting Coordinator

ORIGINAL



## Submission Request For Inclusion on a Council Agenda

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

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

CONTACT INFORMATION			
Name of Report Writer:	Kay Kenny, Recreation Superintendent		
Department & Telephone Number:	Recreation Section – 403 – 309-8418		
REPORT INFORMATION			
Preferred Date of Agenda:	Aug 23, 2010		
Subject of the Report (provide a brief description)	Presentation of the framework for long-term development of the Rotary Recreation Park & South Area.		
Is this Time Sensitive? Why?	Yes. Red Deer Curling Centre is working toward completion of plans/design/construction of an expanded facility on site; Central Alberta Aquatics is developing a concept plan, promotion and fund raising for an expanded aquatic centre. Approval of this concept plan is required before they can move forward.		
What is the Decision/Action required from Council?	Decision: Approval as a planning tool.		
Please describe Internal/ External Consultation, if any.	Lots. Many City Departments (Engineering, Planning, Inspections & Licensing); consultation with stakeholder groups, survey, open houses.		
Is this an In-Camera item?	No.		
How does the Report link to the Strategic Plan and other existing Plans & Policies? Be Authentic – Distinctive Character; DC1 and DC3 related to implementation of the RPC Community Needs Assessment and Greater Downtown Action Plan.			
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. No – Not required at this time.			
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe. Yes – Some Capital budget funds were previously identified as part of the 2003 Simpson Roberts Study for this site. The budget will be updated as part of the 10 year capital plan as presented to Council.			
Presentation: (10 Min Max.)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Presenter Name and Contact Information: Kay Kenny / Group2 Architecture & Engineering (Craig Webber).
COMMUNITY IMPACT			
Should External Stakeholder(s) be advised of the Agenda item? (e.i. Community Groups, Businesses, Community Associations) If Yes, please provide the Contact Information for the External Stakeholder(s)		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
External Stakeholder(s) Contact Information: (please provide, name, mailing address, telephone number and e-mail address)			
FOR LEGISLATIVE & GOVERNANCE SERVICES USE ONLY			
Has this been to CLT / City Manager Briefings/ Committees: MPC, EAC, CPAC (Please circle those that apply)			
<b>CLT</b>	<b>City Manager Briefings</b>	<b>Board(s) / Committee(s)</b>	
When/describe: _____	When/Describe: _____	When/Describe: _____	
Do we need Communications Support?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

Revised  
Red Deer

Date: August 12, 2010  
To: Craig Curtis, City Manager  
Cc: Colleen Jensen, Director of Community Services  
From: Kay Kenny, Recreation Superintendent  
Greg Scott, Recreation, Parks and Culture Manager  
Subject: **Rotary Recreation Park & South Area Concept Plan**

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Over the past year, The City has undertaken a planning process with Group2 Architecture and Engineering consultants to develop a framework and planning tool to guide long-term development of the Rotary Recreation Park & South Area.

### **Background**

The Rotary Recreation Park & South Area is referenced briefly in the 2008 Greater Downtown Action Plan, identifying it as a “Jewel in the Heart of Downtown”. The last document that provided a master plan for only the facilities north of 43 Street was the 2003 Simpson Roberts “Red Deer Rotary Recreation Park Facilities Study”, which was in need of updating to current conditions and inclusion of the park amenities south of 43 Street. The Community Asset Needs Assessment was completed in 2008 with short and long term strategies that support the intent of the Rotary Recreation Park & South Area Site Concept Plan. These include the development of larger parks with a mix of leisure amenities, exploring opportunities of the development of a major aquatics centre at the Recreation Centre Park, new ice facilities to replace the Red Deer Arena and Kinex Arena, and continuing to liaise with the Red Deer Curling Centre and the development of their new facility. The new concept plan treats the site extending from Alexander Way (49 Street) to the escarpment at the base of the Spruce Drive hill as one integrated park with indoor/outdoor amenities, complete park, similar to a college campus.

### **Process**

This high level concept plan included a number of steps in its evolution:

- ▶ Research of current park amenities to determine history, usage, and condition with input from staff, stakeholder groups, users and public citizens.
- ▶ Visioning sessions to identify levels of satisfaction with the current park layout and amenities; encourage a renewed vision of what improvements to such a large green space within the greater downtown area could offer to Red Deerians.
- ▶ Development of key principles to guide decision making throughout the planning process, both long term and detailed specific to a particular amenity. These principles emphasize people first, preserve the “park”, connect and unify, strengthen the identity of the park, all season use, variety of activities, safe and secure environment, celebrate history, sustainable development.

Process continued....

- ▶ Extensive community input through a variety of open houses, focus groups, surveys, consultations (detailed in the attachment #1 of this report).
- ▶ Alignment with other planning documents such as the Greater Downtown Action Plan, RPC Community Asset Needs Assessment, Culture Vision, Parks Trails Master Plan.
- ▶ Development and refinement of the concept plan incorporating the results of this feedback in accordance with the guiding principles.

### **Consultation:**

Extensive internal and external consultation has been undertaken with various City departments, stakeholder groups such as aquatics, tennis, curling, skateboarding, speed skating, lawn bowling, horseshoes, museum, heritage organizations, community associations, current park/facility users, and public citizens. An attachment #1 to this report identifies specific dates, interactions and numbers of participants.

Throughout the process in the framing of the concept a number of challenges presented themselves. Some are identified below:

- ▶ All the differing ideas, opinions, and perspectives, incorporating those that have the best overall support and meet the needs of the greater community within a downtown setting, while staying true to the established key guiding principles.
- ▶ Balancing the information within the concept plan to provide direction for future detailed planning without being too prescriptive, while allowing flexibility and to address changing community needs (a lot can change in 25 years).

### **Considerations in future detail planning:**

There are a number of considerations that will require work over the next few months and years as more detailed planning for specific on-site projects is reviewed. Administration will provide a status update as those components move forward toward implementation.

- ▶ Consider the changes that will take place within the community over a 25+ year implementation timeframe including attitudes toward the environment, transportation and health/wellness, infrastructure life cycles (walking, cycling, health sustaining activities, transit, green space preservation, facility replacements).
- ▶ Consider an overall strategy for parking that provides a reasonable number of on-site spaces and access to others in close proximity, while striking a balance with preservation of green space. There is capacity to add spaces if the need arises, but this would reduce the amount of available green space so choices will need to be made as detailed plans for projects come forward for approval. Inspections & Licensing have been consulted and support development of a parking strategy for the whole site. In the future strategy concerns such as off site parking use (shuttles, cost, availability), mitigation of impact on Parkvale and better use of public transportation will need to be addressed.
- ▶ Calm the traffic utilizing appropriate speed zones, controls and signals; address pedestrian crossings when detailed planning commences for the promenade. The Engineering and Transit departments have been consulted and are prepared to work as part of a team to find suitable solutions to support the plan.

- ▶ Find an appropriate off-site location for the speed skating oval with supporting amenities, (change rooms, spectator seating, operational requirements). Successful relocation will precede any changes to the current site.
- ▶ Determine the optimal size for the larger facilities on-site (ie, size of spectator space that is sustainable for a replacement arena). A business case for future major facilities to ensure financial sustainability and the right “mix” of uses is critical.
- ▶ Determine an appropriate re-purposing of the museum and archives building when a new one is constructed. This will be addressed at such time as the Culture Section moves forward with its planning process.

**Approval Options:**

This concept plan needs to be approved in order to authorize individual projects, such as curling and aquatics (see attachment #2), to move forward in a timely manner.

Options:

1. To approve the Rotary Recreation Park & South Area Concept Plan as a planning tool to guide long-term development on this site.

There is considerable detailed planning required for each specific phase identified within the plan. Each, in turn, will provide an opportunity to re-visit the plan to ensure ongoing refinement to meet community needs at that point in time.

2. To approve only one component or phase of the Rotary Recreation Park & South Area Concept Plan as a planning tool to guide long-term development.

It would be very difficult to approve only one component or phase of the plan without the rest of the plan. The siting, layout and interconnection of all components is critical to the long-term success of an integrated park. One example is the need for shared parking among all amenities. Singling out one component for approval ahead of the overall site would compromise the synergies on which this concept has been developed.

3. To accept the Rotary Recreation Park & South Area Concept Plan for information.

Without the benefit of an approved plan to guide future development and major refurbishment, The City would continue to be reactive with “one off” solutions.

**Financial Implications**

Capital budget funds were previously identified as a result of the 2003 Simpson Roberts master plan. The 2010 Rotary Recreation Park & South Area Capital budget approved \$150,000 in 2010, with a proposed budget of \$163,000 in 2012, and \$4,552,000 in 2013. This concept plan’s “Preliminary Projected Construction Cost Summary” will be utilized to update the 2011 – 2020 Capital Plan. Planning and support for larger components such as the Red Deer Curling Centre and Central Alberta Aquatics Centre have been addressed as separate budget items.

**RECOMMENDATIONS:**

1. That Council approve the Rotary Recreation Park & South Area Concept Plan as a planning tool to guide long-term development on this site.
2. That Council request Administration provide a regular status updates on the Rotary Recreation Park & South Area Concept Plan, with the first being in fall 2011.



Kay Kenny  
Recreation Superintendent



Greg Scott  
Recreation Parks & Culture Manager

Attachment(s)

**Rotary Recreation Park & South Area  
Concept Plan Consultation Summary**

**Process:**

Considerable consultation with the various stakeholder groups, committees, City officials and user groups significantly influenced the process for this project. Through a highly iterative process of open house sessions, committee meetings and informal meetings with this full range of individuals and groups, much of the direction for the project was determined as a reflection of the needs surrounding the park, the facilities contained within, and the requirements of the surrounding areas. The entire process was developed with the committee to determine the best and most clear course of action. Different groups were included based on information required to develop the plans for the report and to ensure the best information was available to the project team. This ensured the most effective use of everyone's time and the most effective delivery of the project itself.

<b>Committee/Group</b>	<b>Dates</b>	<b>Involvement</b>	<b>#'s</b>
1. Project Steering Committee ▶ Regularly scheduled meetings throughout the process.	May, 2009 – Aug, 2010	Recreation, Parks & Culture; Social Planning; Planning, Project Consultant Team	18
2. Public Market - Booth to solicit ideas, comments on current state/likes and dislikes with park – surveys filled in on-site, dropped off, or on-line.	June 20/09	Public input – verbal and in writing provided to the consultants on site.	
3. Artwalk - Booth to solicit ideas, comments on current state/likes and dislikes with park – surveys filled in on-site, dropped off, or on-line.	June 20/09	Public input – verbal and in writing provided to the consultants on site.	15
4. Greater Downtown Action Plan – City Staff and GDAP Committee.	July 17/09 July 21/09 Aug 27/09 June 22/10	RPC; Planning; Downtown Coordinator.	12
5. Transit – routes, traffic calming, turning radius, speed bumps.	July 22/09	Transit Department	2
6. Information Gathering Workshop – Golden Circle ▶ Discussion groups; surveys; data/feedback collection.	July 23/09	Public advertisement - Stakeholder groups, park/facility users, community residents (Parkvale).	35
7. Community Feedback Survey ▶ On-line through City website.	July 23/09 – Aug 20/09	Public advertisement – Community residents (many Parkvale residents).	91
8. Roads/Transportation – traffic signals, calming, entry features, pedestrian crossings.	July 29/09	Engineering Dept.; RPC.	4
9. Visioning Session – Group2 Office	Aug 17/09	Project Steering Committee; City staff, key stakeholder groups.	22
10. Visioning Session – Golden Circle	Aug 17/09	Key stakeholders groups, Public Market representative.	20
11. Visioning Session – Group2 – drop in review of design team progress.	Aug 18/09	Project Steering Committee; City staff, key stakeholder groups.	27
12. Public Open House – Red Deer Lodge	Aug 19/09	Stakeholder groups, park/facility users, community residents (Parkvale); City Council/Senior Administration, citizens. Public Advertisements, 100 posters to neighborhood businesses and residents.	60

<b>Committee/Group</b>		<b>Dates</b>	<b>Involvement</b>	<b>#'s</b>
13.	Ice Zone/Barrett Park ▶ Discussion about ice/speed skating facilities impact on residents.	Sept. 8/09	Parkvale Estates Community Association – met at request of this group.	47
14.	Speed Skating Oval ▶ Discussion regarding movement off site to Great Chief Park.	Nov. 4/09	Red Deer Speed Skating Club; RPC.	2
15.	Speed Skating Oval ▶ Discussion regarding relocation of Speed Skating Oval to Great Chief Park	Dec. 7/09	Field Sports Groups; RPC.	6
16.	Parking discussion – Treatment of parking allocations for entire site; Downtown location access to other lots.	Feb. 10/10	Inspections & Licensing; RPC; Planning; PCPS.	8
17.	Red Deer Tennis Club ▶ Discussion of preferred location for tennis; expansion of indoor facility with permanent structure.	Feb. 10/10	RPC; Red Deer Tennis representatives	6
18.	Red Deer Curling Club ▶ Return to Rotary site for upgraded/expanded facility. ▶ Discussion of future collaborative arena/curling facility.	Feb. 8/10 Feb. 18/10 March 31/10	RPC; Red Deer Curling Club and their consultants.	9
19.	Presentation of Draft Concept Plan ▶ Discussion of challenges/possible resolution.	Apr. 13/10	Corporate Leadership Team	12
20.	Central Alberta Aquatics Centre ▶ Discussion of expanded aquatics centre on site of Recreation Centre.	Apr. 14/10	RPC; CAAC representatives.	15
21.	Written Comments and follow up discussions.	Apr. 30/10 – Jun. 21/10	Circulation to internal City Departments.	34
22.	Presentation of Draft Concept Plan ▶ Discussion of challenges/possible resolution.	May 12/10	City Development Review Committee, Corporate Leadership Team; Engineering, Planning, RPC, PCPS.	16
23.	Transportation ▶ Discussion of road/transportation challenges/possible resolution.	June 21/10	Engineering Department; RPC; Corporate Leadership Team.	7
24.	Public Open House – Concept Plan presentation.	Aug. 9/10	Public advertisements, mail out to all Stakeholder and past participants, flyers delivered (Canada Post) to 326 neighboring residents and businesses.	101
25.	Farmer's Market – Concept Plan story boards and information/discussion.	Aug. 14/10	Public input.	
26.	Concept Plan Presentation ▶ Discussion of impact on community.	Aug. 18/10	Parkvale Community Association	Est. 30

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**Work in Progress**

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**1. Central Alberta Aquatics Club (CAAC)**

Council approved a Joint Task Team Terms of Reference in May 2010 that outlined the principles, vision, mission and role of responsibilities of the committee. In moving forward three major planning initiatives have been established:

- ▶ Business Plan
- ▶ Concept Plan
- ▶ Community Awareness

Collaborative committees have been formed for each of these areas and terms of references are currently being developed.

**2. Red Deer Curling Centre**

The Red Deer Curling Centre has been an active participant in the development of the Rotary Recreation Park & South Area Site Concept Plan, especially relating to item # 3.2.7 Ice Zone. Staff are working closely with the Curling Centre to ensure the long term vision of the concept plan is maintained plus all involved understand the required development approval process. The Curling Centre hopes to complete planning and design this fall and start construction early in 2011.

Both of these projects will not be officially engaged until the Rotary Recreation Park & South Area Site Concept Plan is approved as a planning tool.

## Christine Kenzie

---

**Full Name:** Michael von Hausen  
**Last Name:** von Hausen  
**First Name:** Michael  
**Company:** MVH Urban Planning and Design

**Business Address:** Michael von Hausen  
MVH Urban Planning and Design  
45 16A Avenue  
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**E-mail:** vhausen@telus.net  
**E-mail Display As:** Michael von Hausen (vhausen@telus.net)

**FILE COPY**

## Christine Kenzie

---

**From:** Frieda McDougall  
**Sent:** August 11, 2010 5:01 PM  
**To:** Christine Kenzie  
**Subject:** FW: Rotary Park Plan - August 14th Public Market

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

?

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

---

**From:** Craig Curtis  
**Sent:** August 11, 2010 4:48 PM  
**To:** Frieda McDougall  
**Subject:** FW: Rotary Park Plan - August 14th Public Market

in relation to my comments on the agenda item  
Craig

---

**From:** Craig Curtis  
**Sent:** August 11, 2010 4:47 PM  
**To:** Colleen Jensen  
**Subject:** RE: Rotary Park Plan - August 14th Public Market

unfortunately he has not kept up with what goes on and unlike Lowell is not prepared to give changing ideas the benefit of the doubt

---

**From:** Colleen Jensen  
**Sent:** August 11, 2010 10:55 AM  
**To:** Craig Curtis  
**Cc:** Greg Scott  
**Subject:** RE: Rotary Park Plan - August 14th Public Market

I like your suggestion of approving it as a planning tool to be reviewed next June. After that, we can determine how often we want to do a review....with a long term plan like this (and perhaps even something like the River Valley Plan) it could be very useful to do periodic reviews.

In terms of Jack, I am glad he is meeting with you as perhaps you can steer him down a more realistic path. I had a bit of a discussion with Don Moore the other night about the aquatics, and while we did not get into any detail, I got the sense that Don is not really all that interested.  
cj

---

**From:** Craig Curtis  
**Sent:** August 11, 2010 5:58 AM

2010/08/12

**To:** Colleen Jensen  
**Cc:** Greg Scott  
**Subject:** RE: Rotary Park Plan - August 14th Public Market

Perhaps approval as a planning tool to be reviewed next June after progress on a number of issues including aquatic centre etc and definitive approval for the curling rink expansion.  
by the way Jack is insisting on lunch with me to bring me up to date on something related to aquatic centre and not related to RPC. Good grief I think Morris has led him to believe a PPP is simple and I don't think it could work at all at the rec centre and indeed may cost us more. Will keep you briefed!!  
C

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**From:** Colleen Jensen  
**Sent:** August 10, 2010 2:35 PM  
**To:** Craig Curtis  
**Cc:** Greg Scott; Kay Kenny; Elaine Vincent  
**Subject:** FW: Rotary Park Plan - August 14th Public Market

Craig  
Just wanted you to know that I am on board with Greg's proposal. I understand your suggestion last night of only taking the Curling portion forward, but in discussing this with Greg and Kay we feel it would be very difficult just to approve this one component without the rest of the plan...especially when curling will need to address such things as parking which has to be planned for the site as a whole rather than just one component. The siting and layout for curling is also partly dependent on the idea of the synergies with the new area etc.....it is all very interconnected as we have developed it that way.

I am pleased we are going to be able to go to the market and get feedback on Saturday, but do not anticipate we will hear anything much different than what we heard last night. The primary issues will be parking, perhaps the destiny of the Market, the impact on Parkvale and other little things like the cost (LOL!!!!). Greg has also spoken with Kay concerning contact with Parkvale. We are looking at what might be feasible, however, having said that they have invitations to all of the public meetings and open houses. In addition a special meeting was set up with Parkvale Estates folks as at one of the meetings they had concerns about the skating oval in the south end of the site and as a result of their input and other, we moved it. Anyway....long story short, is that we would really like to take the plan on Aug 23 if possible.

cj

---

10 11:36 AM

; Kay Kenny; 'Kari Anne Gaume'; Elaine Vincent  
Park Plan - August 14th Public Market

FYI... And follow-up from the public meeting last night.  
We are making arrangements to have a booth at the market this Saturday.  
I also talked to Mark Jones from the Tennis Club and there is not a real issue relating to spectator viewing in their facility ... it is a design point that will be flushed out through the detail design process, whenever that happens.  
We are also going back through our records relating to public engagement and feel we will have back-up information supporting the inclusion of the Parkvale Community Association at various times throughout the process. I believe there were also times they were invited but did not participate.  
I know parking relating to the future development of the site carries with it some challenging discussions and will in the long term require us perhaps looking at things a bit differently. I am not sure more discussions at this time will resolve the issues that some have identified.

In consideration of this, unless things fall a part at the market and I do not think they will, we would like to bring the entire report forward to Council on the 23rd and recommend approval of the plan as a planning tool.

Your thoughts please.

2010/08/12

Greg Scott, Manager  
Recreation, Parks and Culture  
City of Red Deer  
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Red Deer, AB T4N 3T4  
403.342.8165  
[greg.scott@reddeer.ca](mailto:greg.scott@reddeer.ca)  
[www.reddeer.ca](http://www.reddeer.ca)



## ENVIRONMENTAL SERVICES

DATE: August 10, 2010  
TO: Craig Curtis, City Manager  
FROM: Environmental Services Manager, Environmental Initiatives Supervisor  
**SUBJECT: Renewable Energy Incentives**

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### Purpose

On June 16, 2010 the Environmental Advisory Committee (EAC) passed a resolution to bring forward a recommendation to City Council pertaining to renewable energy incentives. As the committee liaison, and on behalf of the committee, this report has been prepared to describe the resolution, explain the rationale discussed by the committee, and present a recommendation for Council's consideration.

### Background

Renewable energy is a growing topic of interest for many Albertans. In fact, the Town of Okotoks has submitted a resolution to the Alberta Urban Municipalities Association (AUMA) to have this organization persuade the Government of Alberta to introduce new steps to encourage the development of renewable energy technologies. The EAC is aware of the level of interest and the direction that the Town of Okotoks is taking and wishes to see the City of Red Deer encourage Province wide action that will advance renewable energy options.

The Electric Light and Power Department considered the matter and provided a report to the EAC (see attached). In light of this report, the EAC believed that more can be done by the Government of Alberta. The EAC is proposing that The City of Red Deer request the Government of Alberta take two specific actions to advance renewable energy. These actions include: exploring further incentives around the use of solar panel energy and, the introduction of tariffs and policies for the development of renewable energy technology on a small or micro-generation scale.

### Resolution

The specific resolution as passed at the EAC meeting reads:

**“Resolved** that the Environmental Advisory Committee, having considered the report from the Electric, Light & Power Manager, dated June 16, 2010, regarding Renewable Energy Incentives, hereby recommends the following to The City of Red Deer Council:

That Council request the Government of Alberta to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and

That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.”

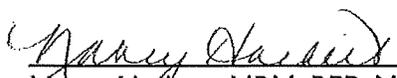
**Next Steps:**

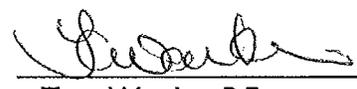
Should City Council wish to make such a request of the Province of Alberta, a letter can be prepared by Environmental Services (working with Electric, Light and Power Department) for the signature of the Mayor. The letter could be reviewed by the City's advocacy committee and mailed out in September to the relevant Government of Alberta Ministers.

**Recommendation:**

On behalf of the Environmental Advisory Committee, it is respectfully recommended that City Council endorse the preparation of correspondence to the Government of Alberta, asking firstly, that the Government introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and secondly, requesting that the Government of Alberta explore further incentives relating to utilization of solar panel energy.

Respectfully Submitted,

  
Nancy Hackett, MRM, RPP, MCIP  
Environmental Initiatives Supervisor

  
Tom Warder, P.Eng  
Environmental Services Manager

attachment

- c. Ligong Gang, Electric, Light, and Power
- Garfield Lee, Electric, Light, and Power
- Wayne Pander, Chair, Environmental Advisory Committee



**ELECTRIC, LIGHT & POWER DEPARTMENT**

June 16, 2010

**RE: Environmental Advisory Committee (EAC)  
Comment on Renewable Energy Incentives**

**BACKGROUND**

On April 30, 2010, EAC received a letter from an individual to request Red Deer City Council to provide support, at the AUMA, on a motion passed by Okotoks Council to request the Government of Alberta to introduce a rebate program for the implementation of renewable micro-generation technologies.

Craig Curtis, City Manager, suggested that the matter be brought forward to EAC for discussions and recommendations.

Tom Warder, an EAC resource, asked EL&P to provide background information on the issue of renewable energy and provide comments.

**CURRENT STATUS OF MICRO-GENERATION IN ALBERTA**

Alberta's Micro-Generation Regulation, AR27/2008, introduced in 2008, defines a micro-generator as "a generating unit with a total nominal capacity of no more than 1,000 kW, using renewable or alternative fuel source exclusively and being isolated at the customer's site". Under this definition, all solar panel sites in Alberta are classified as micro-generators.

Under the Micro-Generation Regulation, utilities are required to connect micro-generators to grid and provide bi-directional meters. Retailers are required to compensate customers on the energy flowing into the grid based on market prices. Many retailers, as far as I know, use the Alberta Pool Price as the market price.

So far, Alberta has approximately 80 solar sites, of which 8 are located in Red Deer. 5 of the 8 sites in Red Deer generate considerable amount of energy into the grid.

**CURRENT STATUS OF RENEWABLE ENERGY IN CANADA**

It appears that many Canadian provinces are moving towards encouraging renewable energy development at a faster pace than Alberta.

In May 2009, Ontario passed the Green Energy & Green Economy Act to introduce the first feed-in tariff in Canada which requires utilities to compensate renewable energy producers ( $\leq 0$  MW) for every kWh generated.

Since then, many other provinces (BC, Manitoba, Nova Scotia & Newfoundland) either have

Page 2 of 3

introduced or are planning to introduce a feed-in tariff. Saskatchewan and Quebec are taking the standard offer approach.

#### **FEED-IN TARIFF FOR DEVELOPING RENEWABLE ENERGY**

I believe that the most effective approach to encouraging development of renewable energy, particularly micro-generation sources at residential level, is the feed-in tariff.

There are three key parts of a feed-in tariff:

- Guaranteed grid access
- Long-term stability of price for the electricity produced
- Prices are based solely on the cost of specific renewable generation technology

Under a feed-in tariff, the obligation to buy the renewable electricity is usually imposed on the incumbent utilities.

The following are benefits of a feed-in tariff compared with an up-front rebate program:

- Risk sharing between micro-generation developers and utility
- Long-term stability of price – reasonable recovery of investment
- Open and transparency of prices – level playing field
- Easy to implement and manage – no lengthy qualification test

#### **OKOTOKS RESOLUTION**

I recommend to change Okotoks' resolution as follows;

"...the Alberta Urban Municipalities Association (AUMA) request the Government of Alberta to introduce a rebate program **Feed-In Tariffs and Policies** for the purchase and installation **development** of renewable micro-generation energy technologies which can be utilized to provide decentralized energy for Alberta property owners".

Ligong Gan, P.Eng.  
Manager, Electric Light & Power Department

## Ontario Feed-In Tariff Price Table

Feed-In Tariff Prices for Renewable Energy Projects in Ontario			
Base Date: September 30, 2009			
Renewable Fuel	Size Tranches	Contract Price ¢/kWh	Percentage Escalated <sup>4</sup>
<b>Biomass<sup>1,2</sup></b>			
	≤ 10 MW	13.8	20%
	> 10 MW	13.0	20%
<b>Biogas<sup>1,2</sup></b>			
On-Farm	≤ 100 kW	19.5	20%
On-Farm	> 100 kW ≤ 250 kW	18.5	20%
Biogas	≤ 500 kW	16.0	20%
Biogas	> 500 kW ≤ 10 MW	14.7	20%
Biogas	> 10 MW	10.4	20%
<b>Waterpower<sup>1,2,3</sup></b>			
	≤ 10 MW	13.1	20%
	> 10 MW ≤ 50 MW	12.2	20%
<b>Landfill gas<sup>1,2</sup></b>			
	≤ 10MW	11.1	20%
	> 10 MW	10.3	20%
<b>Solar PV</b>			
Any type	≤ 10 kW	80.2	0%
Rooftop	> 10 ≤ 250 kW	71.3	0%
Rooftop	> 250 ≤ 500 kW	63.5	0%
Rooftop	> 500 kW	53.9	0%
Ground Mounted <sup>2</sup>	≤ 10 MW	44.3	0%
<b>Wind<sup>2</sup></b>			
Onshore	Any size	13.5	20%
Offshore	Any size	19.0	20%



Legislative & Governance Services

DATE: July 15, 2010  
TO: City of Red Deer Council  
FROM: Wayne Pander, Chair, Environmental Advisory Committee  
SUBJECT: Renewable Energy

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At the Wednesday, June 16, 2010 meeting of the Environmental Advisory Committee, consideration was given to the report regarding Renewable Energy Incentives. At that meeting the following resolution was passed:

**“Resolved** that the Environmental Advisory Committee, having considered the report from the Electric, Light & Power Manager, dated June 16, 2010, regarding Renewable Energy Incentives, hereby recommends the following to The City of Red Deer Council:

1. That Council request the Government of Alberta to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and
2. That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.”

The above is submitted for Council’s consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Wayne Pander'.

Wayne Pander, Chair  
Environmental Advisory Committee

*Comments:*

I recommend that Council support the recommendation of the Environmental Advisory Committee in principle and that this item be referred for further discussion by Council at the November 8, 2010 AUMA Resolution Workshop.

"Craig Curtis"  
City Manager

August 25, 2010

Councillor Naydene Lewis  
Town of Okotoks  
P.O. Box 20, Station Main  
Okotoks, AB T1S 1K1

Dear Councillor Lewis:

**Re: Renewable Energy Incentives  
Resolution to 2010 AUMA Conference – Town of Okotoks**

Your request for support to your resolution regarding renewable energy incentives at the 2010 AUMA Conference was referred to The City of Red Deer's Environmental Advisory Committee (EAC). The EAC considered the resolution and recommended the following resolution be supported by Red Deer City Council:

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**“Resolved** that the Environmental Advisory Committee, having considered the report from the Electric, Light & Power Manager, dated June 16, 2010, regarding Renewable Energy Incentives, hereby recommends the following to The City of Red Deer Council:

1. That Council request the Government of Alberta to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and
2. That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.”

Revisions to your original resolution were made as a result of recommendations from administration which proposed feed-in tariff policies as the most cost effective approach instead of a rebate program for the development of renewable micro-generation energy technologies. Administration also recommended exploring further incentives around the use of solar panel energy.

At the August 23, 2010, Red Deer City Council Meeting, Council passed the following resolution:

**“Resolved** that Council of the City of Red Deer having considered the report from the Environmental Services Manager and Environmental Initiatives Supervisor, dated August 10, 2010, re: Renewable Energy Incentives, hereby:

1. Supports in principle the recommendation of the Environmental Advisory Committee as follows:
  - (a) That Council request the Government of Albert to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and
  - (b) That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.
2. Agrees that this item be referred for further discussion by Council at the November 8, 2010, AUMA Resolution Workshop.”

As noted, Council will review all AUMA resolutions prior to the 2010 AUMA Conference. Following Council’s workshop, we will advise you as to Red Deer’s position in this regard.

Thank you for circulating such an important resolution for consideration by AUMA members. We look forward to learning of the outcome at the 2010 AUMA Conference.

Sincerely,



Morris Flewwelling  
Mayor

c Councillors  
City Manager  
Environmental Advisory Committee Chair

**DATE:** August 24, 2010

**TO:** T. Warder, Environmental Services Manager  
N. Hackett, Environmental Initiatives Supervisor

**FROM:** Frieda McDougall, Deputy Clerk

**SUBJECT:** Renewable Energy Incentives

---

*Reference Report:*

Environmental Services Manger and Environmental Initiatives Supervisor dated August 10, 2010.

*Resolutions:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Environmental Services Manager and Environmental Initiatives Supervisor, dated August 10, 2010, re: Renewable Energy Incentives, hereby:

1. Supports in principle the recommendation of the Environmental Advisory Committee as follows:
  - (a) That Council request the Government of Albert to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and
  - (b) That Council requests the Government of Alberta to explore further incentives on how to utilize solar panel energy.
2. Agrees that this item be referred for further discussion by Council at the November 8, 2010 AUMA Resolution Workshop.”

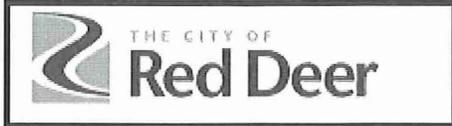
*Report Back to Council:* Yes

*Comments / Further Action:* This recommendation will be referred for further discussion by Council at the November 8, 2010 AUMA Resolution Workshop Meeting.



Frieda McDougall  
Deputy Clerk

ORIGINAL



**Submission Request For Inclusion  
on a Council Agenda**

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

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

CONTACT INFORMATION		
Name of Report Writer:	Nancy Hackett	
Department & Telephone Number:	Environmental Services 403-342-8751	
REPORT INFORMATION		
Preferred Date of Agenda:	August 23, 2010	
Subject of the Report (provide a brief description)	Recommendation from Environmental Advisory Committee (EAC) pertaining to renewable energy incentives from the Provincial Government	
Is this Time Sensitive? Why?	Yes, as Environmental Advisory Committee has suggested this action be undertaken prior to upcoming AUMA meetings	
What is the Decision/Action required from Council?	Council is asked to accept the recommendation and follow up with correspondence to the Government of Alberta	
Please describe Internal/ External Consultation, if any.	Discussed at EAC and with Electric, Light, and Power	
Is this an In-Camera item?	No	
How does the Report link to the Strategic Plan and other existing Plans & Policies? Be Strategic – Sustainable SUST 2.2 “actively engage, educate and partner with the community to encourage new and creative environmental initiatives”. Be Authentic – Community Relationships COMM 2 “Achieve meaningful relationships with other governments at the administrative and political levels”.		
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe. No. Do not believe there are legal issues.		
Are there any financial/budget implications? Please describe. Are there other organizational implications? Please describe. No. Do not believe there are financial implications. This matter should likely be raised at the City’s Advocacy Committee.		
Presentation: (10 Min Max.)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Presenter Name and Contact Information:
COMMUNITY IMPACT		
Should External Stakeholder(s) be advised of the Agenda item? (e.i. Community Groups, Businesses, Community Associations) If Yes, please provide the Contact Information for the External Stakeholder(s)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
External Stakeholder(s) Contact Information: (please provide, name, mailing address, telephone number and e-mail address) Members of EAC should be advised when the matter will be advancing to Council – for their interest. Environmental Services is prepared to do this communication if so desired but would like to coordinate with LGS on timing and information.		
FOR LEGISLATIVE & GOVERNANCE SERVICES USE ONLY		
Has this been to CLT / City Manager Briefings/ Committees: MPC, EAC, CPAC (Please circle those that apply)		
<b>CLT</b> When/describe: _____	<b>City Manager Briefings</b> When/Describe: _____	<b>Board(s) / Committee(s)</b> When/Describe: _____

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

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

ORIGINAL



ENVIRONMENTAL SERVICES

DATE: August 10, 2010

TO: Craig Curtis, City Manager

FROM: Environmental Services Manager, Environmental Initiatives Supervisor

**SUBJECT: Renewable Energy Incentives**

---

**Purpose**

On June 16, 2010 the Environmental Advisory Committee (EAC) passed a resolution to bring forward a recommendation to City Council pertaining to renewable energy incentives. As the committee liaison, and on behalf of the committee, this report has been prepared to describe the resolution, explain the rationale discussed by the committee, and present a recommendation for Council's consideration.

**Background**

Renewable energy is a growing topic of interest for many Albertans. In fact, the Town of Okotoks has submitted a resolution to the Alberta Urban Municipalities Association (AUMA) to have this organization persuade the Government of Alberta to introduce new steps to encourage the development of renewable energy technologies. The EAC is aware of the level of interest and the direction that the Town of Okotoks is taking and wishes to see the City of Red Deer encourage Province wide action that will advance renewable energy options.

The Electric Light and Power Department considered the matter and provided a report to the EAC (see attached). In light of this report, the EAC believed that more can be done by the Government of Alberta. The EAC is proposing that The City of Red Deer request the Government of Alberta take two specific actions to advance renewable energy. These actions include: exploring further incentives around the use of solar panel energy and, the introduction of tariffs and policies for the development of renewable energy technology on a small or micro-generation scale.

**Resolution**

The specific resolution as passed at the EAC meeting reads:

**“Resolved** that the Environmental Advisory Committee, having considered the report from the Electric, Light & Power Manager, dated June 16, 2010, regarding Renewable Energy Incentives, hereby recommends the following to The City of Red Deer Council:

That Council request the Government of Alberta to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and

That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.”

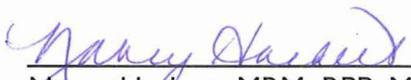
**Next Steps:**

Should City Council wish to make such a request of the Province of Alberta, a letter can be prepared by Environmental Services (working with Electric, Light and Power Department) for the signature of the Mayor. The letter could be reviewed by the City’s advocacy committee and mailed out in September to the relevant Government of Alberta Ministers.

**Recommendation:**

On behalf of the Environmental Advisory Committee, it is respectfully recommended that City Council endorse the preparation of correspondence to the Government of Alberta, asking firstly, that the Government introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and secondly, requesting that the Government of Alberta explore further incentives relating to utilization of solar panel energy.

Respectfully Submitted,

  
\_\_\_\_\_  
Nancy Hackett, MRM, RPP, MCIP  
Environmental Initiatives Supervisor

  
\_\_\_\_\_  
Tom Warder, P.Eng  
Environmental Services Manager

attachment

- c. Ligong Gang, Electric, Light, and Power
- Garfield Lee, Electric, Light, and Power
- Wayne Pander, Chair, Environmental Advisory Committee

ORIGINAL



ELECTRIC, LIGHT & POWER DEPARTMENT

June 16, 2010

**RE: Environmental Advisory Committee (EAC)  
Comment on Renewable Energy Incentives**

### **BACKGROUND**

On April 30, 2010, EAC received a letter from an individual to request Red Deer City Council to provide support, at the AUMA, on a motion passed by Okotoks Council to request the Government of Alberta to introduce a rebate program for the implementation of renewable micro-generation technologies.

Craig Curtis, City Manager, suggested that the matter be brought forward to EAC for discussions and recommendations.

Tom Warder, an EAC resource, asked EL&P to provide background information on the issue of renewable energy and provide comments.

### **CURRENT STATUS OF MICRO-GENERATION IN ALBERTA**

Alberta's Micro-Generation Regulation AR27/2008, introduced in 2008, defines a micro-generator as "a generating unit with a total nominal capacity of no more than 1,000 kW, using renewable or alternative fuel source exclusively and being isolated at the customer's site". Under this definition, all solar panel sites in Alberta are classified as micro-generators.

Under the Micro-Generation Regulation, utilities are required to connect micro-generators to grid and provide bi-directional meters. Retailers are required to compensate customers on the energy flowing into the grid based on market prices. Many retailers, as far as I know, use the Alberta Pool Price as the market price.

So far, Alberta has approximately 80 solar sites, of which 8 are located in Red Deer. 5 of the 8 sites in Red Deer generate considerable amount of energy into the grid.

### **CURRENT STATUS OF RENEWABLE ENERGY IN CANADA**

It appears that many Canadian provinces are moving towards encouraging renewable energy development at a faster pace than Alberta.

In May 2009, Ontario passed the Green Energy & Green Economy Act to introduce the first feed-in tariff in Canada which requires utilities to compensate renewable energy producers ( $\leq 0$  MW) for every kWh generated.

Since then, many other provinces (BC, Manitoba, Nova Scotia & Newfoundland) either have

introduced or are planning to introduce a feed-in tariff. Saskatchewan and Quebec are taking the standard offer approach.

### **FEED-IN TARIFF FOR DEVELOPING RENEWABLE ENERGY**

I believe that the most effective approach to encouraging development of renewable energy, particularly micro-generation sources at residential level, is the feed-in tariff.

There are three key parts of a feed-in tariff:

- Guaranteed grid access
- Long-term stability of price for the electricity produced
- Prices are based solely on the cost of specific renewable generation technology

Under a feed-in tariff, the obligation to buy the renewable electricity is usually imposed on the incumbent utilities.

The following are benefits of a feed-in tariff compared with an up-front rebate program:

- Risk sharing between micro-generation developers and utility
- Long-term stability of price – reasonable recovery of investment
- Open and transparency of prices – level playing field
- Easy to implement and manage – no lengthy qualification test

### **OKOTOKS RESOLUTION**

I recommend to change Okotoks' resolution as follows:

"...the Alberta Urban Municipalities Association (AUMA) request the Government of Alberta to introduce a ~~rebate program~~ **Feed-In Tariffs and Policies** for the ~~purchase and installation~~ **development** of renewable micro-generation energy technologies which ~~can be utilized to provide decentralized energy for Alberta property owners~~".

Ligong Gan, P.Eng.  
Manager, Electric Light & Power Department

## Ontario Feed-In Tariff Price Table

Feed-In Tariff Prices for Renewable Energy Projects in Ontario			
Base Date: September 30, 2009			
Renewable Fuel	Size Tranches	Contract Price ¢/kWh	Percentage Escalated <sup>4</sup>
<b>Biomass<sup>1,2</sup></b>			
	≤ 10 MW	13.8	20%
	> 10 MW	13.0	20%
<b>Biogas<sup>1,2</sup></b>			
On-Farm	≤ 100 kW	19.5	20%
On-Farm	> 100 kW ≤ 250 kW	18.5	20%
Biogas	≤ 500 kW	16.0	20%
Biogas	> 500 kW ≤ 10 MW	14.7	20%
Biogas	> 10 MW	10.4	20%
<b>Waterpower<sup>1,2,3</sup></b>			
	≤ 10 MW	13.1	20%
	> 10 MW ≤ 50 MW	12.2	20%
<b>Landfill gas<sup>1,2</sup></b>			
	≤ 10 MW	11.1	20%
	> 10 MW	10.3	20%
<b>Solar PV</b>			
Any type	≤ 10 kW	80.2	0%
Rooftop	> 10 ≤ 250 kW	71.3	0%
Rooftop	> 250 ≤ 500 kW	63.5	0%
Rooftop	> 500 kW	53.9	0%
Ground Mounted <sup>2</sup>	≤ 10 MW	44.3	0%
<b>Wind<sup>2</sup></b>			
Onshore	Any size	13.5	20%
Offshore	Any size	19.0	20%



ORIGINAL

Legislative & Governance Services

DATE: July 15, 2010  
TO: City of Red Deer Council  
FROM: Wayne Pander, Chair, Environmental Advisory Committee  
SUBJECT: Renewable Energy

---

At the Wednesday, June 16, 2010 meeting of the Environmental Advisory Committee, consideration was given to the report regarding Renewable Energy Incentives. At that meeting the following resolution was passed:

**“Resolved** that the Environmental Advisory Committee, having considered the report from the Electric, Light & Power Manager, dated June 16, 2010, regarding Renewable Energy Incentives, hereby recommends the following to The City of Red Deer Council:

1. That Council request the Government of Alberta to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and
2. That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.”

The above is submitted for Council's consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Wayne Pander'.

Wayne Pander, Chair  
Environmental Advisory Committee

## Christine Kenzie

---

**From:** Nancy Hackett  
**Sent:** August 12, 2010 2:36 PM  
**To:** Christine Kenzie  
**Subject:** Council report - Environmental Initiatives

**Attachments:** 20100812140645228.pdf

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL



2010081214064522  
8.pdf (393 KB)...

Hi Christine - Fantastic Wendy sent you over the report. Probably the first page of the attachment (EAC agenda) doesn't need to be attached but it was all one document in my files so I couldn't electronically separate it. Please let me know if you need anything else.

Also I will invite the chair/vice chair of the EAC once I know for sure the item makes it on the agenda. So if you could let me know what time it might be scheduled for (approximately), I can let him know so that he can attend if desired. Also EL&P will have a rep at the meeting so a time schedule helps them as well.

Thanks again for all your help. Nancy

Nancy Hackett, BES, MRM, RPP, MCIP  
Environmental Initiatives Supervisor  
Environmental Services

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

From: Wendy Hoff  
Sent: August 12, 2010 2:10 PM  
To: Christine Kenzie  
Cc: Nancy Hackett  
Subject: FW:

Hi Christine,

Attached is the document for inclusion on Council Agenda.

Thanks,

Wendy Hoff  
Environmental Services  
Administrative Assistant  
403-309-8462  
wendy.hoff@reddeer.ca

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

From: evsmfpl@reddeer.ca [mailto:evsmfpl@reddeer.ca]  
Sent: August 12, 2010 2:07 PM  
To: Wendy Hoff  
Subject:

This E-mail was sent from "RNPEF56DC" (Aficio MP C4000).

Scan Date: 08.12.2010 14:06:45 (-0600)  
Queries to: evsmfpl@reddeer.ca

## ENVIRONMENTAL ADVISORY COMMITTEE

### AGENDA

Wednesday, June 16, 2010 – Wapiti Meeting Room, 2<sup>nd</sup> Floor, City Hall

Call to Order: 5:00 PM – 7:00 PM

1. **CALL TO ORDER** (cell phones turned off)
2. **APPROVAL OF AGENDA**
  - 2.1. Confirmation of the June 16, 2010 Agenda
3. **APPROVAL OF MINUTES**
  - 3.1. Confirmation of the May 19, 2010 Minutes
4. **UNFINISHED BUSINESS**
5. **REPORTS**
  - 5.1. Renewable Energy Incentives (L. Gan)
6. **CORRESPONDENCE**
7. **INFORMATION ITEMS**
8. **NEXT MEETING**
  - 8.1. July 21, 2010 July 13/10 5:00 pm
  - 8.2. August 18, 2010
9. **ADJOURNMENT**

---

**Environmental Master Plan Update – Draft Vision and Core Directions at 5:30 p.m.**

The consultants will be presenting the Draft Situation Assessment, reporting on what they learned at the community consultation, and facilitating discussion around the final draft.

BACKUP

**Christine Kenzie**

---

**From:** Lauren Maris  
**Sent:** July 23, 2010 10:58 AM  
**To:** Christine Kenzie; Ligong Gan  
**Subject:** RE: Renewable Energy Incentives

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Just to clarify, I think it will likely be Nancy Hackett who will be doing up the report as she is the EAC liaison and will have started her position by then.

Lauren

---

**From:** Christine Kenzie  
**Sent:** July 23, 2010 10:56 AM  
**To:** Ligong Gan  
**Cc:** Lauren Maris  
**Subject:** RE: Renewable Energy Incentives

Ligong this item has been postponed to the August 23rd Council Meeting. Lauren will be doing up a report for this.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

---

**From:** Ligong Gan  
**Sent:** July 23, 2010 10:54 AM  
**To:** Lauren Maris; Christine Kenzie  
**Subject:** RE: Renewable Energy Incentives

Can anyone tell me if the report has been in council agenda on Monday?

---

**From:** Lauren Maris  
**Sent:** July 20, 2010 9:03 AM  
**To:** Christine Kenzie  
**Cc:** Ligong Gan; Sanja Milinovic; Paul Goranson; Tom Warder  
**Subject:** RE: Renewable Energy Incentives

Hi Christine,

I can't tell from the emails below if anyone has decided whether this is going to the July 26 Council meeting or not. Has anyone submitted a report to you?

Lauren Maris  
Environmental Program Specialist  
The City of Red Deer  
Phone: 403-314-5894  
[lauren.maris@reddeer.ca](mailto:lauren.maris@reddeer.ca)  
[www.reddeer.ca/environment](http://www.reddeer.ca/environment)

or asking Council to do anything.

Paul,  
Any comments?

**Tom Warder, P. Eng.**  
Environmental Services Manager  
City of Red Deer  
tom.warder@reddeer.ca  
403.342.8755

---

**From:** Christine Kenzie  
**Sent:** July 14, 2010 4:15 PM  
**To:** Lauren Maris  
**Cc:** Tom Warder; Ligong Gan; Sanja Milinovic  
**Subject:** FW: Renewable Energy Incentives

Lauren, would you please provide some direction on who will be preparing a report for Council regarding the Renewable Energy Incentives item that was discussed at the June 16th EAC meeting?

Thanks.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

---

**From:** Ligong Gan  
**Sent:** July 14, 2010 4:10 PM  
**To:** Christine Kenzie  
**Cc:** Sanja Milinovic  
**Subject:** RE: Renewable Energy Incentives

I am a bit confused as to who should present the report to Council. I was asked by EAC to provide comments and recommendations on renewable energy. So I prepared a short report to EAC and spoke on my thoughts at the EAC meeting. In the end, EAC passed a resolution as it is stated.

I am not a member of EAC, and the resolution was an EAC resolution. I don't feel that I should be the presenter of the resolution to Council. It would be somebody like EAC chairmen or member.

Let me know what your thoughts are. Thanks,

Ligong Gan, P.Eng.  
Manager, Electric Light & Power Department  
City of Red Deer  
Phone: (403) 342-8341  
Fax: (403) 314-5842

---

**From:** Christine Kenzie  
**Sent:** July 14, 2010 3:29 PM  
**To:** Ligong Gan

**Christine Kenzie**

~~BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL~~

**To:** Lauren Maris  
**Subject:** RE: Renewable Energy Incentives

Lauren -- This item will have to wait until the August 23th Council meeting. The July 26th Council Agenda is too full. --- So no panic in doing the memo.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

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Environmental Program Specialist  
The City of Red Deer  
Phone: 403-314-5894  
[lauren.maris@reddeer.ca](mailto:lauren.maris@reddeer.ca)  
[www.reddeer.ca/environment](http://www.reddeer.ca/environment)

---

**From:** Christine Kenzie  
**Sent:** July 15, 2010 8:19 AM  
**To:** Paul Goranson; Tom Warder; Lauren Maris  
**Cc:** Ligong Gan; Sanja Milinovic; Linda Rehn  
**Subject:** RE: Renewable Energy Incentives

<< File: Email Trail - Renewable Energy Incentives .pdf >>

I have attached an email trail regarding this item --- for your information.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

---

**From:** Paul Goranson  
**Sent:** July 15, 2010 7:41 AM  
**To:** Tom Warder; Christine Kenzie; Lauren Maris  
**Cc:** Ligong Gan; Sanja Milinovic; Linda Rehn  
**Subject:** RE: Renewable Energy Incentives

Et al,

If I recall this one, it was related to the Okatoks proposed AUMA resolution to have the province provide grants \$ for eligible energy initiatives to homeowners.

There are deadlines for the resolutions that may have passed already, I did mention to Craig and Elaine that this one was passed by the EAC.

That being said, the resolution should come with a cover memo from the EAC liason to council, not from ELP. The chair may or may not be there to answer questions, but the liason should and Ligong as well.

Paul A. Goranson, P.Eng., MBA  
Director of Development Services

403-342-8162  
paul.goranson@reddeer.ca

---

**From:** Tom Warder  
**Sent:** July 14, 2010 5:22 PM  
**To:** Christine Kenzie; Lauren Maris  
**Cc:** Ligong Gan; Sanja Milinovic; Paul Goranson  
**Subject:** RE: Renewable Energy Incentives

Hey Christine,

I tend to agree that it should be the EAC Chairman that presents the resolution. Ligong may want to attend to answer technical questions that Council may have, but Administration isn't making any recommendation on this issue or asking Council to do anything.

Paul,  
Any comments?

Tom Warder, P. Eng.  
Environmental Services Manager  
City of Red Deer  
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403.342.8755

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Thanks.

**Christine Kenzie | Council Services Coordinator**

Legislative & Governance Services | The City of Red Deer

D 403.356.8978 | F 403.346.6195

[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

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**Cc:** Sanja Milinovic  
**Subject:** RE: Renewable Energy Incentives

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I am not a member of EAC, and the resolution was an EAC resolution. I don't feel that I should be the presenter of the resolution to Council. It would be somebody like EAC chairmen or member.

Let me know what your thoughts are. Thanks,

Ligong Gan, P.Eng.  
Manager, Electric Light & Power Department  
City of Red Deer  
Phone: (403) 342-8341  
Fax: (403) 314-5842

---

**From:** Christine Kenzie  
**Sent:** July 14, 2010 3:29 PM  
**To:** Ligong Gan  
**Cc:** Sanja Milinovic  
**Subject:** Renewable Energy Incentives

At the June 16, 2010 Environmental Advisory Committee meeting -- you provided information regarding Renewable Energy Incentives to the meeting and a resolution was passed to make a recommendation to Council.

Are you planning on preparing a report to Council with this recommendation for the July 26th Council Meeting? If so -- I will need your report by Friday, July 16th.

If you aren't prepared for the July Council Agenda -- the next Council meeting is August 23rd and I would need the report by Monday, August 16th.

Thanks Ligong.

**Christine Kenzie | Council Services Coordinator**

Legislative & Governance Services | The City of Red Deer

D 403.356.8978 | F 403.346.6195

[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

## Christine Kenzie

---

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

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403-342-8162  
paul.goranson@reddeer.ca

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City of Red Deer  
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403.342.8755

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Manager, Electric Light & Power Department  
City of Red Deer  
Phone: (403) 342-8341  
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If you aren't prepared for the July Council Agenda -- the next Council meeting is August 23rd and I would need the report by Monday, August 16th.

Thanks Ligong.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)



BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL**5. REPORTS****5.1. Renewable Energy Incentives (L. Gan)**

Copies of the Renewable Energy Incentives report were handed out to the Environmental Advisory Committee. L. Gan provided background information and explained the current status of micro-generation in Alberta, the current status of renewable energy in Canada and the feed-in tariff developing renewable energy. Following discussion of the renewable energy incentives, the Environmental Advisory Committee introduced and passed the following motion:

Moved by K. Therrien, seconded by L. Cassidy

**“Resolved** that the Environmental Advisory Committee, having considered the report from the Electric, Light & Power Manager, dated June 16, 2010, regarding Renewable Energy Incentives, hereby recommends the following to The City of Red Deer Council:

1. That Council request the Government of Alberta to introduce Feed-In Tariffs and Policies for the development of renewable micro-generation energy technologies; and
2. That Council request the Government of Alberta to explore further incentives on how to utilize solar panel energy.”

IN FAVOUR: Councillor L. Pimm, Councillor T. Veer, D. Wales, E. Bedford, G. Johnson, K. Therrien, L. Cassidy and W. Pander

MOTION CARRIED

L. Gan left at 5:50 p.m.

**6. CORRESPONDENCE**

No items to report at this time.

**7. INFORMATION ITEMS**

No items to report at this time.

## Christine Kenzie

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Elaine Vincent  
**Sent:** May 04, 2010 6:35 AM  
**To:** Christine Kenzie; Frieda McDougall  
**Subject:** FW: renewable energy incentives one step closer in Alberta

fyi and action

---

**From:** Craig Curtis  
**Sent:** May 04, 2010 6:11 AM  
**To:** Tom Warder  
**Cc:** Elaine Vincent  
**Subject:** RE: renewable energy incentives one step closer in Alberta

That *seems* OK as it is an endorsement.  
C

---

**From:** Tom Warder  
**Sent:** May 03, 2010 3:25 PM  
**To:** Craig Curtis  
**Cc:** Lauren Maris; Paul Goranson  
**Subject:** FW: renewable energy incentives one step closer in Alberta

Hey Craig,

FYI, we won't be able to get this issue to EAC until after Council considers AUMA resolutions. Let me know if this concerns you.

Tom Warder, P. Eng.  
Environmental Services Manager  
City of Red Deer  
tom.warder@reddeer.ca  
403.342.8755

---

**From:** Paul Goranson  
**Sent:** May 03, 2010 3:15 PM  
**To:** Tom Warder; Sanja Milinovic  
**Cc:** Lauren Maris; 'Wayne Pander'; Ligong Gan  
**Subject:** RE: renewable energy incentives one step closer in Alberta

If that is earliest then ok just let craig know

Sent from my HTC Touch Diamond

---

**From:** Tom Warder <Tom.Warder@reddeer.ca>  
**Sent:** Monday, May 03, 2010 11:45 AM  
**To:** Sanja Milinovic <Sanja.Milinovic@reddeer.ca>  
**Cc:** Lauren Maris <Lauren.Maris@reddeer.ca>; 'Wayne Pander' <wpander1@shaw.ca>; Ligong Gan <Ligong.Gan@reddeer.ca>; Paul Goranson <Paul.Goranson@reddeer.ca>

**Subject:** FW: renewable energy incentives one step closer in Alberta

Sanja,

Craig Curtis suggested that we take this issue to EAC for discussion and a recommendation. Please arrange to put this item on a future EAC agenda (perhaps June 16).

Ligong,

Could you provide some background information to us with respect to this issue?

Would you support this resolution or suggest something else?

If we want to get this on our mid-June agenda, we'd need your information by June 1.

Let Sanja and me know if you need more time to put it together - we can defer it if need be.

Paul,

Realistically, June 16 is the earliest EAC meeting that we can get this onto.

I noticed that Council will be considering resolution for AUMA on June 14.

Do you see a problem here?

Thanks,

Tom Warder, P. Eng.

Environmental Services Manager

City of Red Deer

tom.warder@reddeer.ca

403.342.8755

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**From:** Naydene [mailto:naydene@telus.net]

**Sent:** April 30, 2010 4:31 PM

**To:** Naydene

**Subject:** renewable energy incentives one step closer in Alberta

Please read and share. There are two items here and to make it clear what you are reading, just scroll down to the "bold" Now therefore be it resolved.... For the first item. Please feel free to copy the Motion and send it to your Municipal Politicians with a request to support this Motion at AUMA in the fall of 2010. Please also feel free to post this Motion on your Renewable Energy website for others to see as well.

For those who are outside of Alberta, please make the appropriate changes for your province and request your Councillors, Reeves and Mayors to support your wishes by formalizing a motion at their council.

**REGULAR COUNCIL MINUTES (ADOPTED) (APRIL 12, 2010) PAGE 11 of 13**

**RE: NOTICES**

10.C.192

**MOTION:** By Councillor Lewis that the Town of Okotoks pass the following motion, and that the motion be forwarded to the Alberta Urban Municipalities Association for consideration at the 2010 convention:

**WHEREAS** many Alberta property owners (home, business, organizational, institutional, industrial etc.) wish to reduce their environmental footprint through utilizing renewable energy technologies and do not invest in decentralized renewable energy generation systems due to the high initial capital cost; and

**WHEREAS** property owners and operators of small renewable energy

micro-generation systems are able to achieve a measure of energy dependence from the larger electrical grid while being still being connected and potentially experiencing the long term financial benefits of being able to sell unused electricity back to the system and purchasing it only when needed; and

WHEREAS the potential benefits of such renewable micro-generation energy systems throughout the Province could result in increased efficiency, reduced electricity demands, reduction in greenhouse gasses and a broadening of the province's electricity pool resulting in greater power quality, which will help to strengthen the entire system, reducing vulnerability; and

WHEREAS with almost 90 per cent of the Province's electricity generated from coal and natural gas-fired plants, the new provincial energy strategy calls for increased emphasis on renewable energy and more efficient power generation, which will be necessary to slow or reduce the province's greenhouse gas emissions; and

WHEREAS micro-generation promises to play a key role in Canada's ongoing efforts to reduce carbon dioxide output by promoting the three pillars of energy efficiency, conservation and renewable energy; and

WHEREAS the renewable energy rebate program would be operated through a provincial organization such as Climate Change Central in partnership with Alberta municipalities, resulting in net greenhouse gas reduction reporting for each municipality; and

WHEREAS a renewable energy rebate program would incent and assist Albertans in reducing the initial capital cost of purchase and installation of a renewable energy micro-generation system for their property(s);

18

REGULAR COUNCIL MINUTES (UNADOPTED) (APRIL 12, 2010) PAGE 12 of 13

**NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association (AUMA) request the Government of Alberta to introduce a rebate program for the purchase and installation of renewable micro-generation energy technologies which can be utilized to provide decentralized energy for Alberta property owners.**

**Carried Unanimously**

## **Okotoks council pushes for renewable energy initiatives**

28 April 2010 by Don Patterson - Staff Reporter No Comments 233 views

Okotoks town council is pushing the Province to provide incentives to Albertans to install renewable energy systems in their homes and it's looking to other municipalities to back its proposal.

Okotoks council voted unanimously to pitch the idea to the Alberta Urban Municipalities Association (AUMA) at its fall convention.

The MD of Foothills will take the issue in front of the Alberta Association of Municipal Districts and Counties later this year as well.

If approved by the two associations, they would take the lead role in lobbying the provincial government for incentives for renewable energy or systems that tie into the provincial energy grid.

"What I want to do is put the pressure on the Alberta government, but we're doing it through the municipalities, who in-turn go through AUMA, if it passes, who will in turn pressure the Alberta government and work with them to encourage renewable energy incentives for Albertans," said Coun. Naydene Lewis, who proposed the idea to council.

Lewis said she would like to see the provincial government provide incentives, be they tax breaks or other options, to home owners who install solar or wind power or other systems that feed electricity back into the provincial power grid.

She said the biggest impediment to people putting renewable energy systems on their homes or making them a grid-tie system is the cost.

“It’s something so that it’s affordable for everybody to have it on their homes,” said Lewis. “What I want to see is people to be able to afford to have renewable energy on their house and have grid-tie systems.”

Lewis suggested the Province could pay for the incentives through oil and gas royalties.

She also said the proposal could eliminate the need for a new electricity transmission system currently being proposed in Alberta.

Lewis said renewable energy incentives would generate a number of benefits including to help put more energy into Alberta’s electrical grid.

Lewis said she would like to see municipalities put in charge of the incentive program, which would be funded by the provincial government.

With municipalities in charge, she said they could keep track of how much electricity is generated and how much carbon dioxide emissions have been averted. Lewis said municipalities would then be able to participate in carbon credit markets and earn benefits from energy savings.

“The way I want it to work is I want it to go through the municipalities so that towns like Okotoks... get the recognition for the carbon that their not emitting,” she said.

Lewis said it will save municipalities and taxpayers money in the long-run.

If you have any questions or would like more information or assistance, please give me a call directly.

Thanks,

Naydene Lewis

403-938-6629

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

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

## City Council SS Bylaw Amendment



ORIGINAL

**DATE:** August 13, 2010

**TO:** Craig Curtis – City Manager

**FROM:** Joyce Boon- Co-Manager Inspections & Licensing

**RE:** Land Use Bylaw Amendment – Secondary Suites

Attached for City Councils review and consideration is a resolution from the Municipal Planning Commission ( MPC ) and a resolution from the Secondary Suite Ad Hoc Review Committee (SSAC) related to possible Land Use Bylaw amendments to the secondary suite regulations section 4.7 (9).

The mandate of the Secondary Suite Ad Hoc Committee is to provide insight, advice and potential changes to administration on matters relating to the Land Use Bylaw and provide to City Council relative information on the bylaw development and impact on neighborhoods.

### History

A number of discretionary use applications have come before MPC since the secondary suite regulations were approved on December 14, 2009. From a joint committee meeting that took place July 20<sup>th</sup>, 2010, there were a number of concerns raised and it was determined that there are possible ways the Land Use Bylaw could be amended to better identify criteria to assist MPC and Subdivision & Development Appeal Board (SDAB) in the decision making process.

In consideration of these applications administration and MPC have struggled with terms in the bylaw related to the general purpose statement in **Section 9.1** which alludes to words such as *curb appearance, level of activity and principle function of a residential dwelling.* and **Section 9.8** a secondary suite should not *unduly interfere with the amenities or effect the use, enjoyment or value of neighboring sites.*

Some of the ideas that have been brought forward from each committee for possible changes to the bylaw are:

- redefine the purpose statement
- definitions within the bylaw such as neighborhood, density, impact, unduly, amenities
- density: no more than 15 % within a neighborhood: should the entire 15% be allowed as it is stated now, or having the bylaw address allowing no more than 20% of dwellings on both sides of the block, or should their be no more than 20% within a 100 meter radius of the site. Evaluate the close proximity of secondary suites to each other within one block or one close. ( overlay maps included to clarify )
- parking: should parking be paved to encourage tenants to park on the required parking stalls
- enforcement: address enforcement as it relates to secondary suites such as messy sites, noisy parties, licensing of secondary suites.

City Council SS Bylaw Amendment

Administration recognizes that there have been some areas that do need to be addressed within the bylaw and although the bylaw has only been in effect for just over 7 months we would support a bylaw review as it relates to secondary suites.

**Recommendation;**

That Parkland Community Planning Services and the Inspections & Licensing Department work together to review the suggestions from the Secondary Suite Ad Hoc Review Committee and Municipal Planning Commission and make necessary amendments to the Land Use Bylaw as it relates to secondary suite regulations such as but not limited to definitions, maximum % allowed within in a neighborhood, density, parking regulations and purpose statement

All recommended changes to be reviewed by each committee as well as the public prior to the amendments coming back to City Council.



J. Boon

Joyce Boon

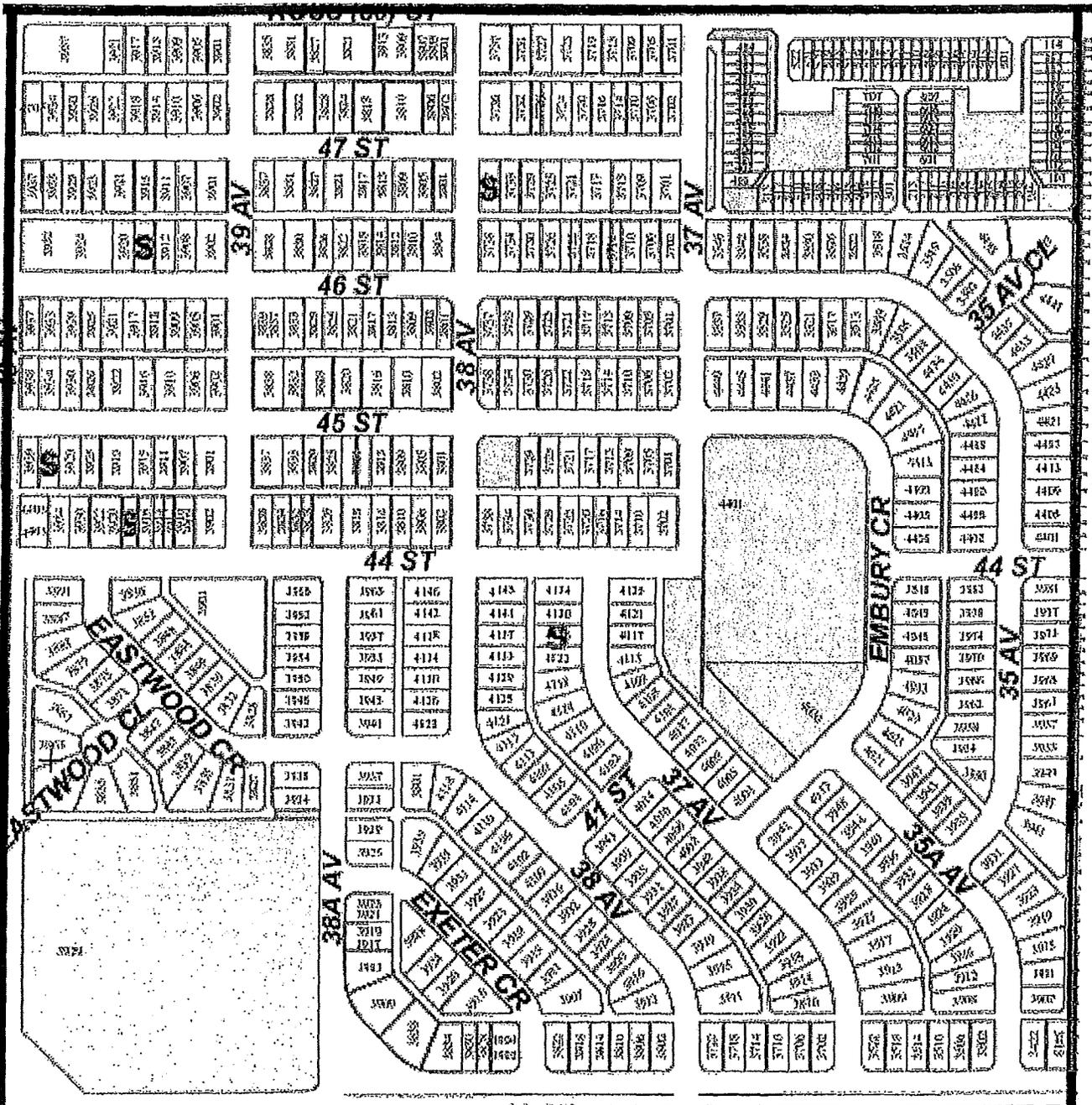
Co-Manager Inspections & Licensing



# Eastview

Constructed Single Family Dwellings = 469  
15% Allowable Suite in a Neighbourhood = 70

Land Use Bylaw Section 9(9.5) "For the purpose of this section, the boundaries of a neighbourhood shall be those shown on the City's Redgis system on the City's Web Page."

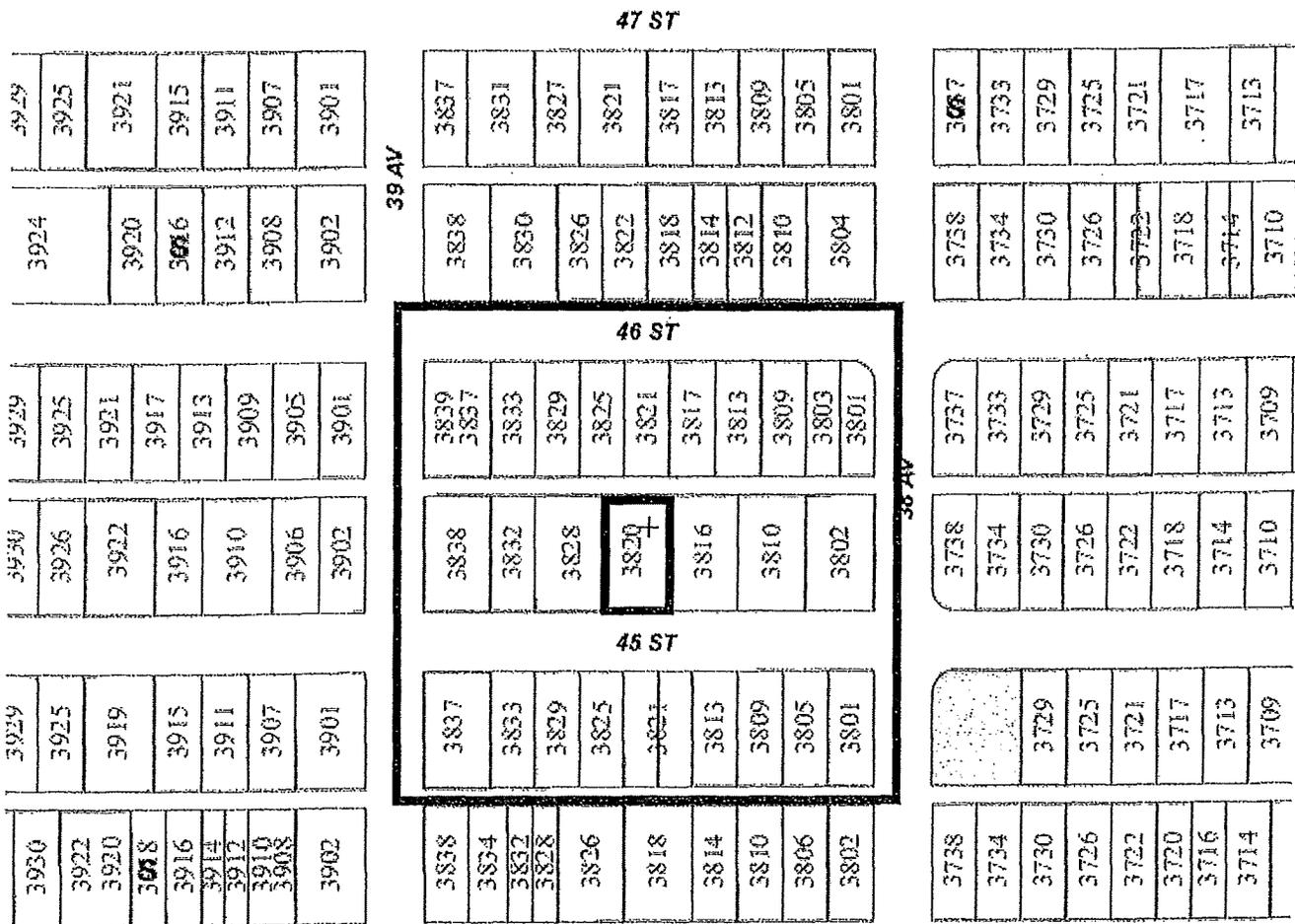


## Eastview

Recommendation from Secondary Suite Ad-Hoc Committee that not more than 15% of properties within a block have secondary suites.

A block would be considered both sides of the street the secondary suite is on, including the lane to the rear of the property.

On this block there are **28** properties.  
15% allowable on a block = **5** suites in this smaller area.

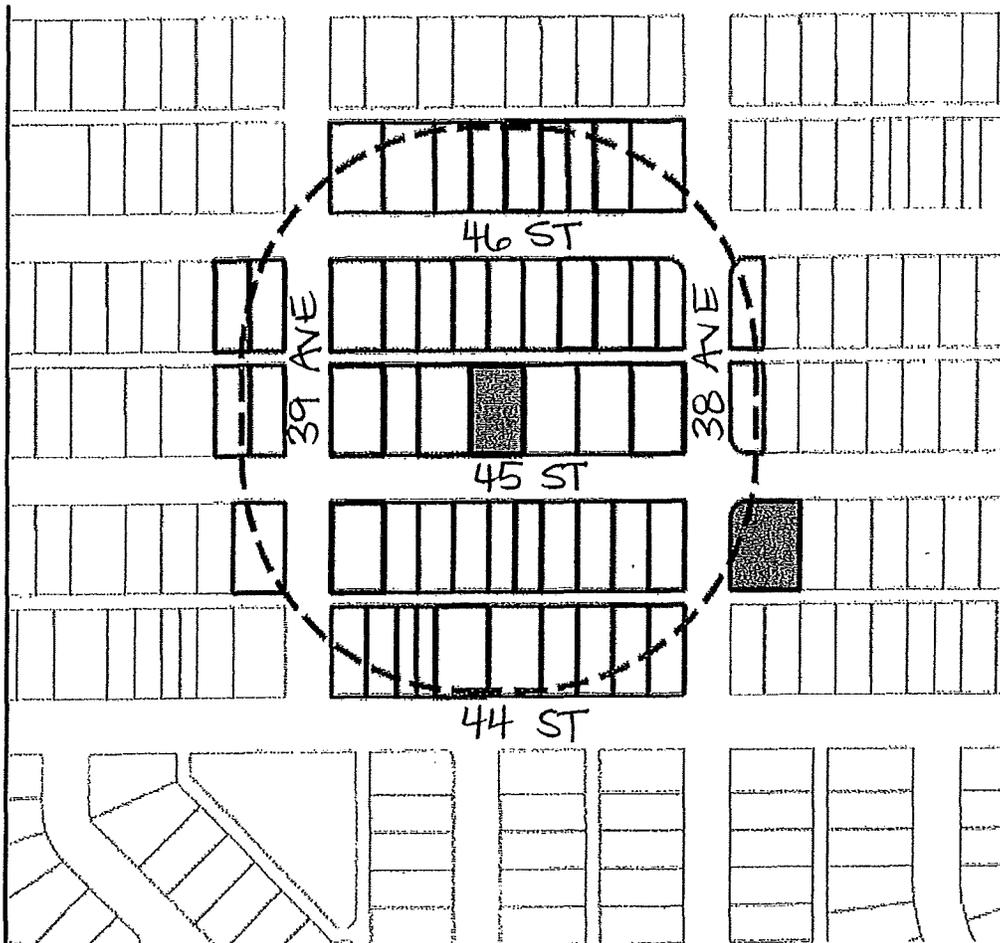


## Eastview

Recommendation from Secondary Suite Ad-Hoc Committee that no more than 15% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **53 properties**

15% within 100 metres = **8 suites**

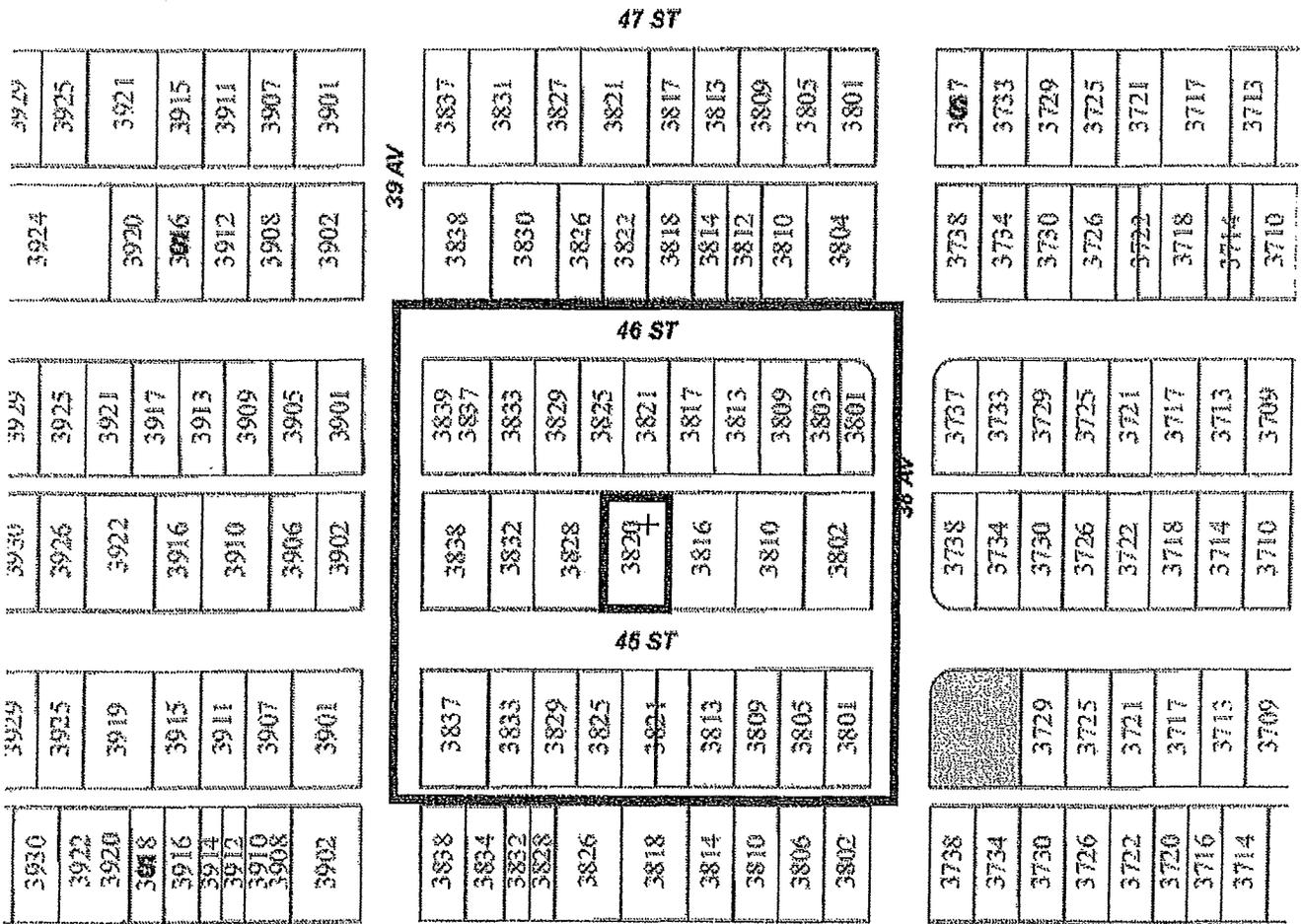


## Eastview

Recommendation from Municipal Planning Commission that not more than 20% of properties within a block have secondary suites.

A block would be considered both sides of the street the secondary suite is on, including the lane to the rear of the property.

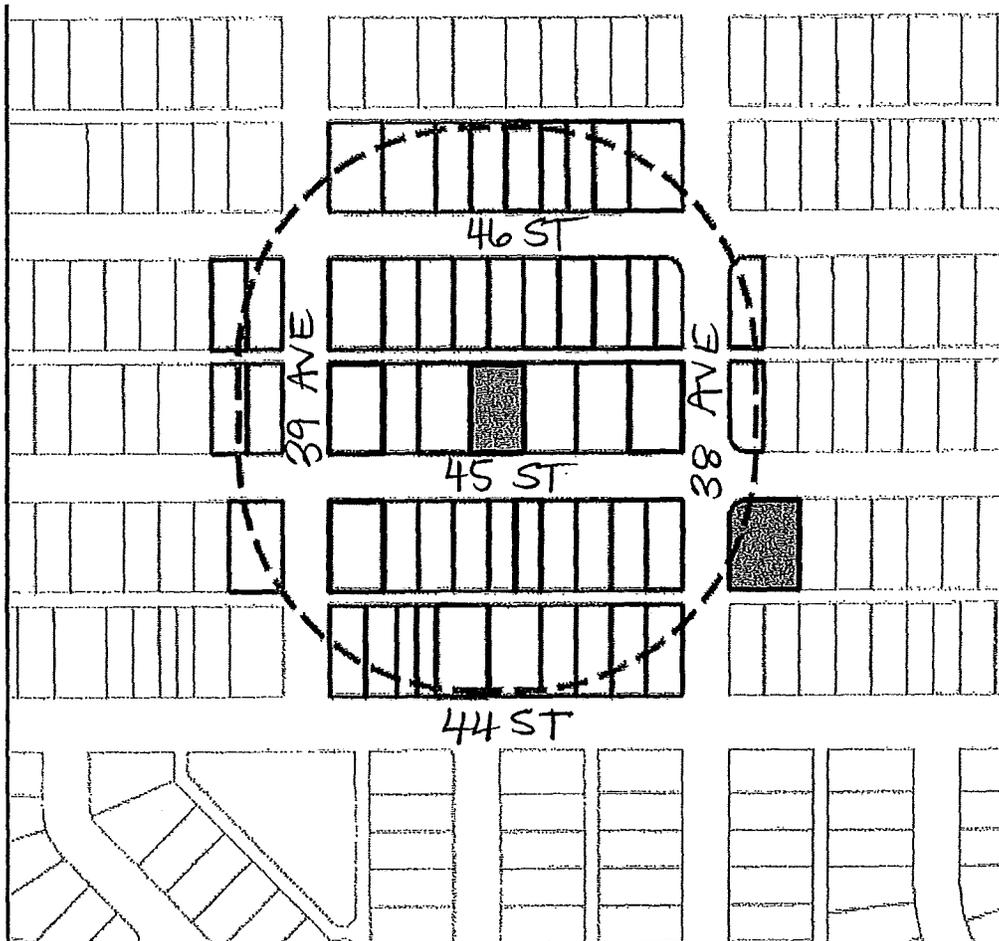
On this block there are 28 properties.  
20% allowable on a block = 6 suites in this smaller area.



## Eastview

Recommendation from Municipal Planning Commission that no more than 20% of secondary suites to be allowed within a 100 metre radius of a property.

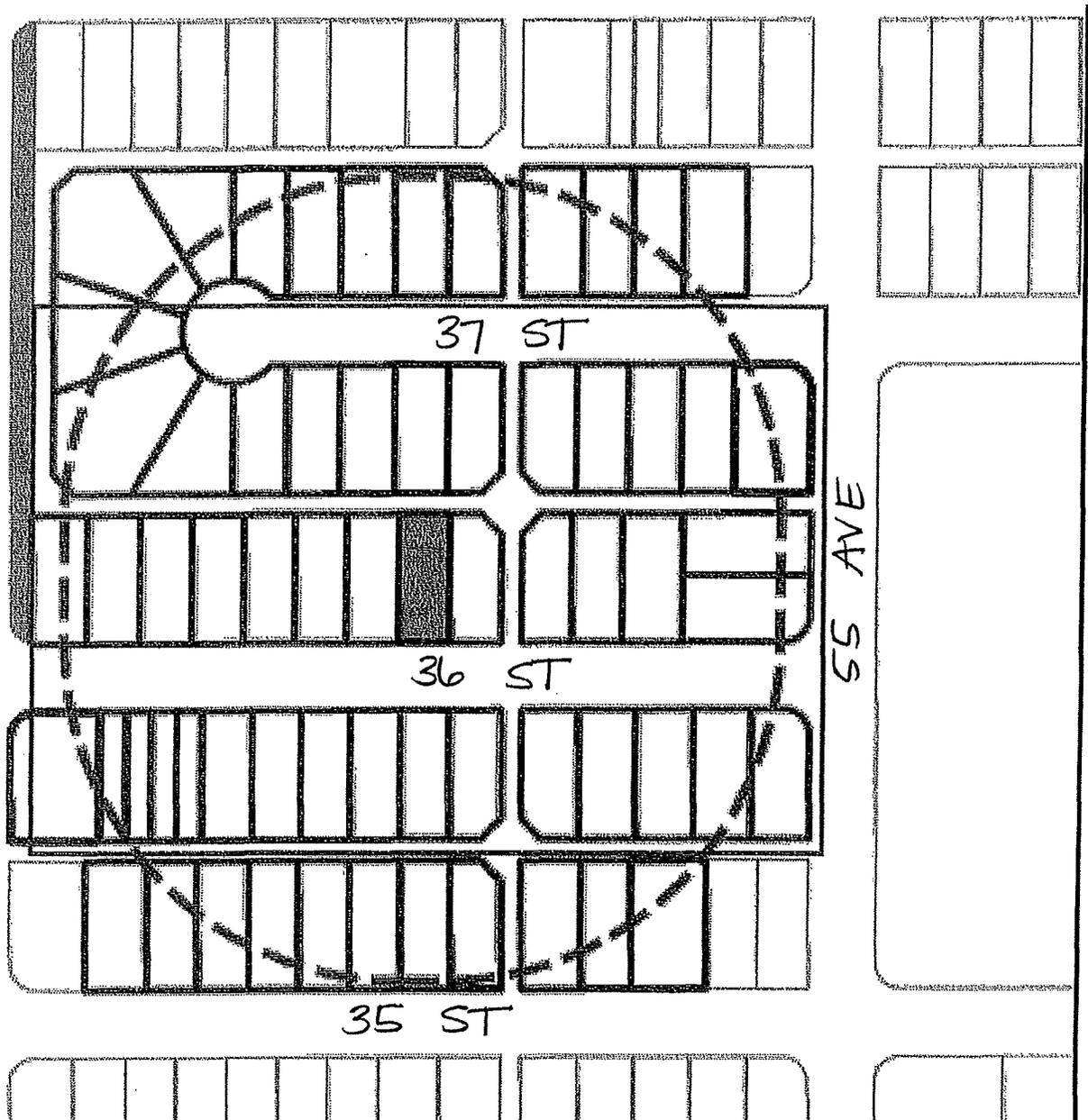
Properties within 100 metres = **53 properties**  
20% within 100 metres = **11 suites**



### West Park (East)

Recommendation from Secondary Suite Ad-Hoc Committee that no more than 15% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **65 properties**  
15% within 100 metres = **10 suites**



## West Park (East)

Recommendation from Secondary Suite Ad-Hoc Committee that not more than 15% of properties within a block have secondary suites.

A block would be considered both sides of the street the secondary suite is on, including the lane to the rear of the property.

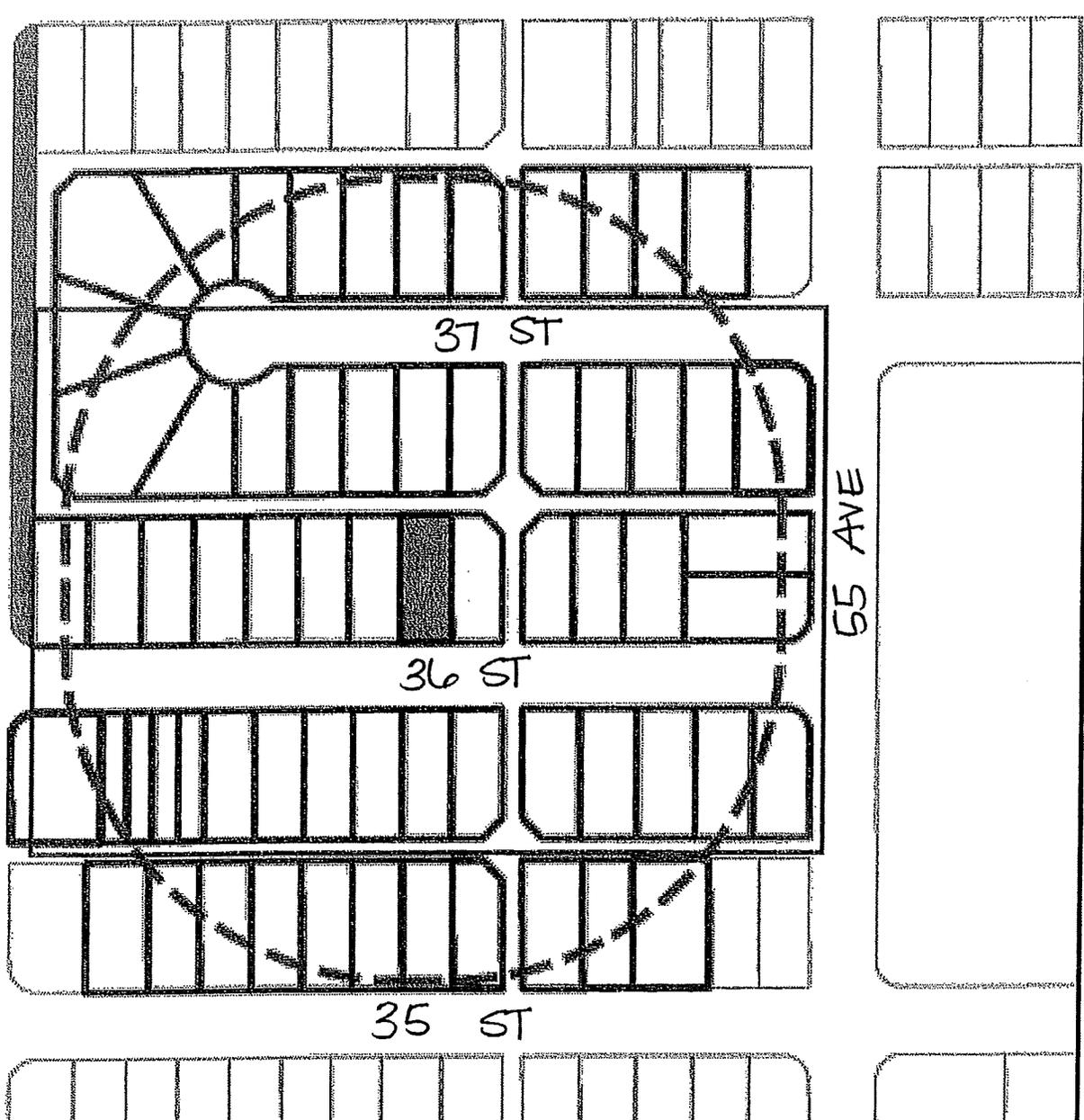
On this block there are 43 properties.  
15% allowable on a block = 7 suites in this smaller area.



### West Park (East)

Recommendation from Muncipal Planning Commission that no more then 20% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **65 properties**  
20% within 100 metres = **13 suites**





## MUNICIPAL PLANNING COMMISSION

Date: August 16, 2010  
To: City Council  
From: Municipal Planning Commission  
Subject: Secondary Suites

---

At the August 9, 2010 Municipal Planning Commission discussion occurred regarding the potential changes to the Land Use Bylaw with respect to the section dealing with secondary suites. Following discussion, Municipal Planning Commission introduced and passed the following motion:

**“Resolved** that the Municipal Planning Commission recommends to administration to ensure that the following comments are forwarded to the August 10, 2010 meeting of the Secondary Suite Regulation Ad Hoc Review Committee for discussion and comments, and further that the following resolution is circulated to City of Red Deer Council for review and comments:

1. That certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.
2. That Council gives consideration to the spacing of secondary suites so not to have an undue concentration of the 15% maximum in one area.

For Example: That no more than 20% of the dwellings on any block (both sides of street or lane) should be developed with secondary suites and, further, that no secondary suite should be allowed if it would bring the ratio within 100 metres of the site above 20%.

3. That Bylaw enforcement, especially related to secondary suite matters, be enhanced.

For Example: unsightly and unkempt premises and noisy parties.

For Example: Illegal suites.

4. That Council adds a provision that all parking for dwellings containing secondary suites be paved.

City Council  
August 16, 2010  
Page 2 of 2

5. In addition to Land Use Bylaw, that secondary suites be approached from a licensing perspective.
6. That Council considers the impact of secondary suites on property value in the immediate vicinity.

MOTION CARRIED

The above is submitted for Council's consideration.

Regards,



Mayor M. Flewwelling  
Chair of Municipal Planning Commission

- c. J. Boon, Inspections & Licensing Manager  
Municipal Planning Commission File



## SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Date: August 16, 2010  
To: City Council  
From: Secondary Suite Regulation Ad Hoc Review Committee  
Subject: Secondary Suites

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At the August 10, 2010 Secondary Suite Regulation Ad Hoc Review Committee, the Committee considered the Municipal Planning Commission Decision on the possible Land Use Bylaw amendments pertaining to secondary suites. Following discussion, the following motion was introduced and passed:

**“Resolved** that the Secondary Suite Regulation Ad Hoc Review Committee having considered the Municipal Planning Commission Decision, accepts the Municipal Planning Commission recommendation and provides the following comments. The Secondary Suite Regulation Ad Hoc Review Committee is also forwarding these comments to Council for information and further requests that Council comment on the following possible Land Use Bylaw amendments:

Municipal Planning Commission recommendation:

1. That certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.

***Secondary Suite Regulation Ad Hoc Review Committee agrees with the Municipal Planning Commission’s recommendation 1 that certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.***

Municipal Planning Commission recommendation:

2. That Council gives consideration to the spacing of secondary suites so not to have an undue concentration of the 15% maximum in one area.

City Council  
August 16, 2010  
Page 2 of 5

For Example: That no more than 20% of the dwellings on any block (both sides of street or lane) should be developed with secondary suites and, further, that no secondary suite should be allowed if it would bring the ratio within 100 metres of the site above 20%.

**Secondary Suite Regulation Ad Hoc Review Committee provides the following comment with regard to Municipal Planning Commission's recommendation 2:**

**a. The Secondary Suite Regulation Ad Hoc Review Committee will continue to work on the below recommendation at the September 14, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting and will provide a recommendation to City Council at that time.**

- i. The Secondary Suite Regulation Ad Hoc Review Committee changes the 20% in the Municipal Planning Commission recommendation to 15% to stay consistent with the Land Use Bylaw requirements.**
- ii. Further identify what is considered to be immediate vicinity? Is it 15% of neighbourhood, 15% of any block or the 100 metres radius?**
- iii. What is the meaning of neighbourhood? Mountview, Deerpark, Inglewood, West Park, Michener Hill, Eastview etc.**
- iv. Further review the impact of concentration of 15% of secondary suites on one block.**
- v. To review the definition of "neighbourhood" under section 9.5 of the Land Use Bylaw.**
- vi. Define the meaning of "density".**
- vii. Take into consideration the adjacent multi family units when considering the approvals of secondary suites.**
- viii. Examine the street layout (closes, crescents).**

City Council  
August 16, 2010  
Page 3 of 5

Municipal Planning Commission recommendation:

3. That Bylaw enforcement, especially related to secondary suite matters, be enhanced.

For Example: Unsightly and unkempt premises (I&L) and noisy parties (RCMP).

For Example: Illegal suites.

**Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with regard to Municipal Planning Commission's recommendation 3:**

- a. **The Secondary Suite Regulation Ad Hoc Review Committee agrees with recommendation 3 and expresses that there are bylaw enforcements for the landlord(s) level and separate bylaw enforcements for the behaviour of the tenant(s). The following enforcements will be reviewed at the September 14, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting:**

- i. **Property standards;**

- ii. **Behaviour and Police Jurisdiction – noise, parties;**

- iii. **Illegal suites.**

Municipal Planning Commission recommendation:

4. That Council adds a provision that all parking for dwellings containing secondary suites be paved.

**Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with respect to Municipal Planning Commission's recommendation 4:**

- a. **Secondary Suite Regulation Ad Hoc Review Committee does not support paved parking, with the exception where there are paved lanes or special circumstances.**

City Council  
August 16, 2010  
Page 4 of 5

Municipal Planning Commission recommendation:

5. In addition to Land Use Bylaw, that secondary suites be approached from a licensing perspective.

**Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with respect to Municipal Planning Commission's recommendation 5:**

- a. **Administration will provide a report at the September 14, 2010 Secondary Suite Regulation Ad Hoc Review Committee.**

Municipal Planning Commission recommendation:

6. That Council considers the impact of secondary suites on property value in the immediate vicinity.

**Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with respect to Municipal Planning Commission recommendation 6::**

- a. **Clarification whether approval of suites devalues neighboring properties (lawns, snow, parties).**
- b. **Define "devalue". Is it assessment and/or resale value that is "devalued"?**
- c. **Secondary Suite Regulation Ad Hoc Review Committee recommends that comments be provided by the Assessment & Taxation department on assessment of properties with secondary suites, are secondary suite properties re-assessed and how are they assessed?**

**Secondary Suite Regulation Ad Hoc Review Committee provides the following additional comments:**

1. **That the rationale be clearly defined for secondary suites – Safety, choice and economics be used as header for the general purpose statement.**

City Council  
August 16, 2010  
Page 5 of 5

**2. What is the impact on the neighbourhood with the approval of secondary suites?**

MOTION CARRIED

The above is submitted for Council's consideration.

Regards,

A handwritten signature in black ink, appearing to read 'Lani Parr', with a large, stylized flourish above the name.

Lani Parr  
Chair, Secondary Suite Regulation Ad Hoc Review Committee

/sm

- c. J. Boon, Co-Manager, Inspections & Licensing  
T. Lindhout, Assistant Planning Manager  
Secondary Suite Regulation Ad Hoc Review Committee

*Comments:*

I support the recommendation of Administration.

"Craig Curtis"  
City Manager

ORIGINAL

**DATE:** August 24, 2010  
**TO:** Joyce Boon, Inspections & Licensing Co-Manager  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Land Use Bylaw Amendment – Secondary Suites

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*Reference Report:*

Inspections & Licensing Co-Manager , August 13, 2010.

*Resolutions:*

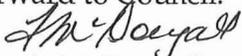
*“Resolved* that Council of the City of Red Deer having considered the report from the Inspections & Licensing Co-Manager, dated August 13, 2010 re: Land Use Bylaw Amendment – Secondary Suites hereby:

1. Directs Parkland Community Planning Services and Inspections and Licensing to work together to review the recommendations from the Secondary Suite Regulation Ad Hoc Review Committee and Municipal Planning Commission, submitted to the August 23, 2010 Council Agenda, and make necessary amendments to the Land Use Bylaw as it relates to secondary suite regulations such as, but not limited to, definitions, maximum percentage allowed within a neighbourhood, density, parking regulations and purpose statement.
2. Directs all recommended changes be reviewed by the Secondary Suite Regulation Ad Hoc Committee and the Municipal Planning Commission as well as the public prior to the amendments going back to Council on or before November 29, 2010.”

*Report Back to Council:* Yes

*Comments / Further Action:*

As per the resolution above, all recommended Land Use Bylaw changes are to be reviewed by each affected committee as well as the public prior to the Land Use Bylaw amendments being brought forward to Council.

  
Frieda McDougall  
Deputy Clerk

c	Director of Planning Services	Parkland Community Planning Services
	Secondary Suites Regulations Ad Hoc	Municipal Planning Commission
	Review Committee	Committees Coordinator
	Corporate Meeting Coordinator	

ORIGINAL



**DATE:** August 13, 2010  
**TO:** Craig Curtis – City Manager  
**FROM:** Joyce Boon- Co-Manager Inspections & Licenses  
**RE:** Land Use Bylaw Amendment – Secondary Suites

REVISED REPORT  
FROM JOYCE  
BOON.

Attached for City Councils review and consideration is a resolution from the Municipal Planning Commission ( MPC ) and a resolution from the Secondary Suite Ad Hoc Review Committee (SSAC) related to possible Land Use Bylaw amendments to the secondary suite regulations section 4.7 (9).

The mandate of the Secondary Suite Ad Hoc Committee is to provide insight, advice and potential changes to administration on matters relating to the Land Use Bylaw and provide to City Council relative information on the bylaw development and impact on neighborhoods.

### History

A number of discretionary use applications have come before MPC since the secondary suite regulations were approved on December 14, 2009. From a joint committee meeting that took place July 20<sup>th</sup>, 2010, there were a number of concerns raised and it was determined that there are possible ways the Land Use Bylaw could be amended to better identify criteria to assist MPC and Subdivision & Development Appeal Board (SDAB) in the decision making process.

In consideration of these applications administration and MPC have struggled with terms in the bylaw related to the general purpose statement in **Section 9.1** which alludes to words such as *curb appearance, level of activity and principle function of a residential dwelling.* and **Section 9.8** a secondary suite should not *unduly interfere with the amenities or effect the use, enjoyment or value of neighboring sites.*

Some of the ideas that have been brought forward from each committee for possible changes to the bylaw are:

- redefine the purpose statement
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- density: no more than 15 % within a neighborhood: should the entire 15% be allowed as it is stated now, or having the bylaw address allowing no more than 20% of dwellings on both sides of the block, or should their be no more than 20% within a 100 meter radius of the site. Evaluate the close proximity of secondary suites to each other within one block or one close. ( overlay maps included to clarify )
- parking: should parking be paved to encourage tenants to park on the required parking stalls
- enforcement: address enforcement as it relates to secondary suites such as messy sites, noisy parties, licensing of secondary suites.

## City Council SS Bylaw Amendment

Administration recognizes that there have been some areas that do need to be addressed within the bylaw and although the bylaw has only been in effect for just over 7 months we would support a bylaw review as it relates to secondary suites.

### **Recommendation;**

That Parkland Community Planning Services and the Inspections & Licensing Department work together to review the suggestions from the Secondary Suite Ad Hoc Review Committee and Municipal Planning Commission and make necessary amendments to the Land Use Bylaw as it relates to secondary suite regulations such as but not limited to definitions, maximum % allowed within in a neighborhood, density, parking regulations and purpose statement

All recommended changes to be reviewed by each committee as well as the public prior to the amendments coming back to City Council.



J. Boon

Joyce Boon

Co-Manager Inspections & Licensing

## Secondary Suite Stats

As Of	Total # Applications	Total # of Applications of suites constructed prior to 2006	Total # of Applications of suites constructed after 2006	Suites Approved by MPC	Suites denied by MPC	# of Appeals made to SDAB	SDAB Upheld MPC	SDAB Overturned MPC	# of Legal Non-Conforming Suites
May 31, 2010	253	205	48	29	6	4			91
June 22, 2010	296	245	51	40	9	4			97
July 08, 2010	434	360	74	48	11	11			112
July 29, 2010	450	372	78	59	14	17			117
August 16, 2010	462	383	79	62	15	19	2	17	118

ORIGINAL

ORIGINAL

# Eastview

Constructed Single Family Dwellings = 469  
15% Allowable Suite in a Neighbourhood = 70

Land Use Bylaw Section 9(9.5) "For the purpose of this section, the boundaries of a neighbourhood shall be those shown on the City's Redgis system on the City's Web Page."



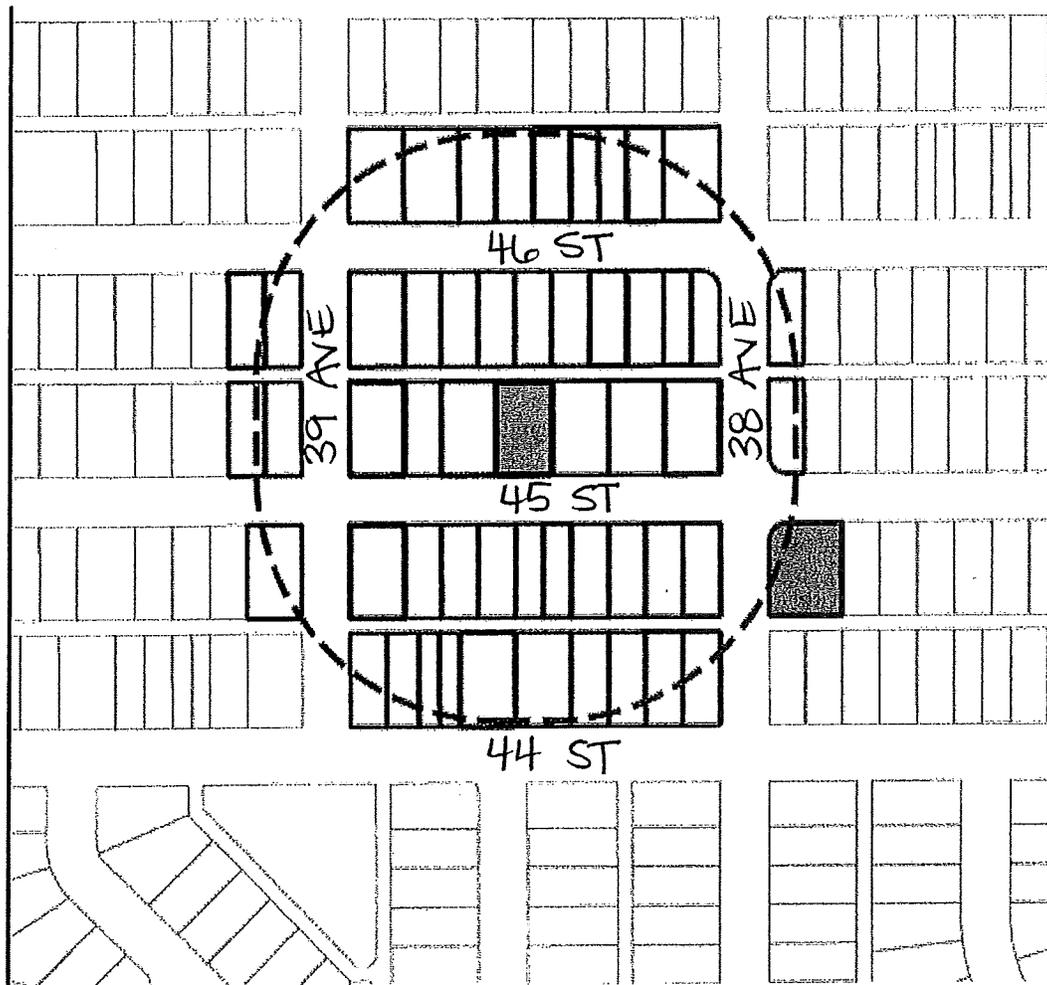


## Eastview

Recommendation from Secondary Suite Ad-Hoc Committee that no more than 15% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **53 properties**

15% within 100 metres = **8 suites**

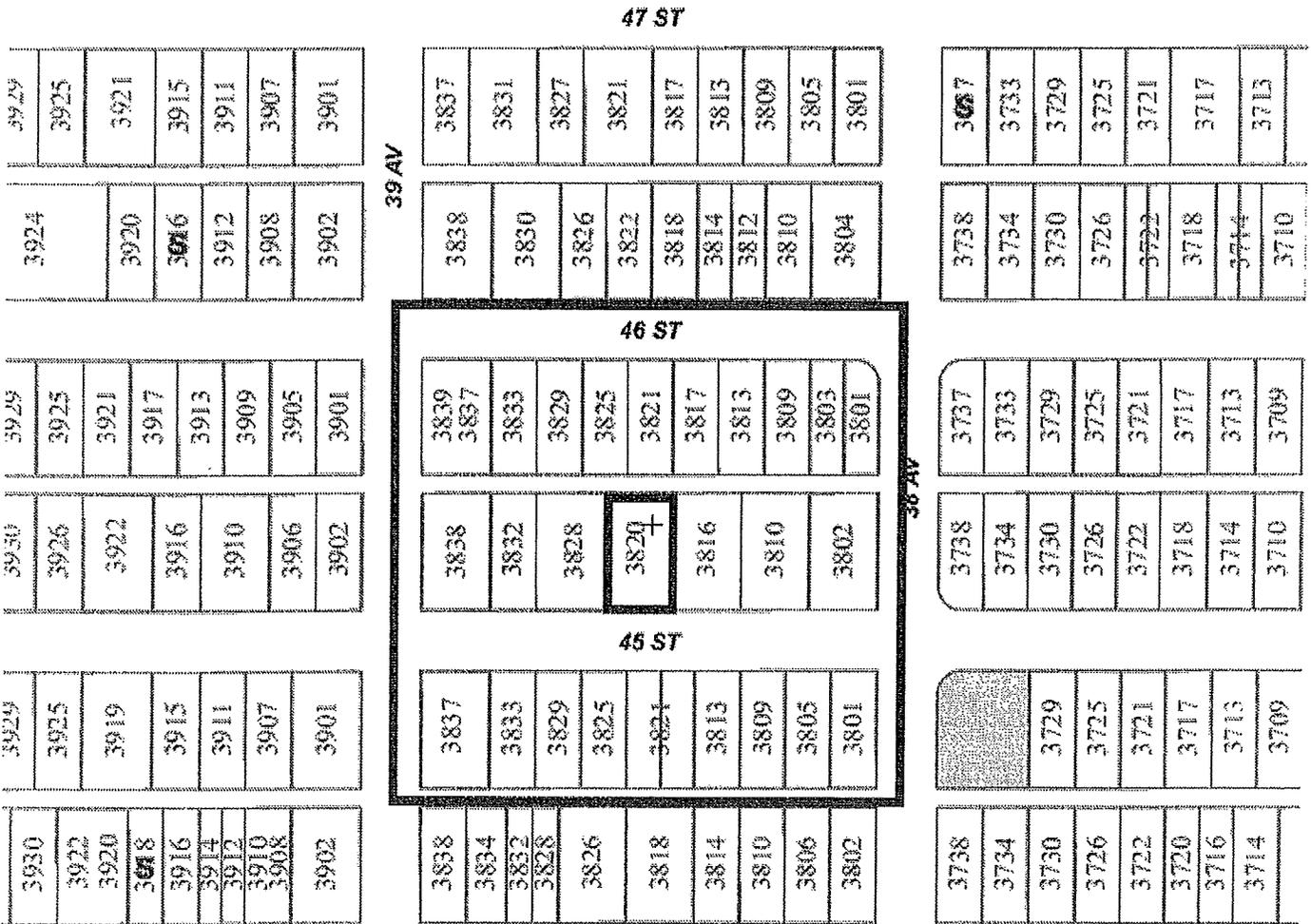


# Eastview

Recommendation from Municipal Planning Commission that not more than 20% of properties within a block have secondary suites.

A block would be considered both sides of the street the secondary suite is on, including the lane to the rear of the property.

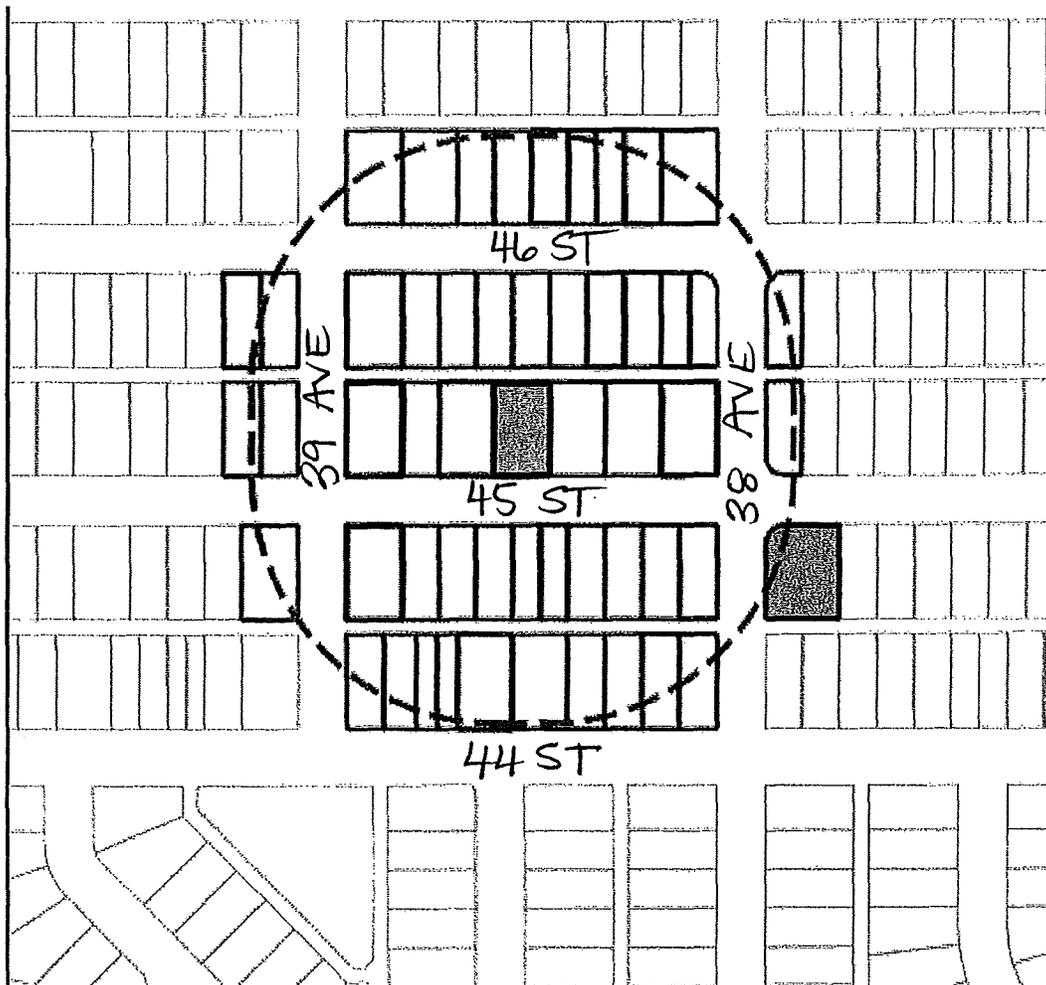
On this block there are **28** properties.  
20% allowable on a block = **6** suites in this smaller area.



# Eastview

Recommendation from Municipal Planning Commission that no more than 20% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **53 properties**  
20% within 100 metres = **11 suites**

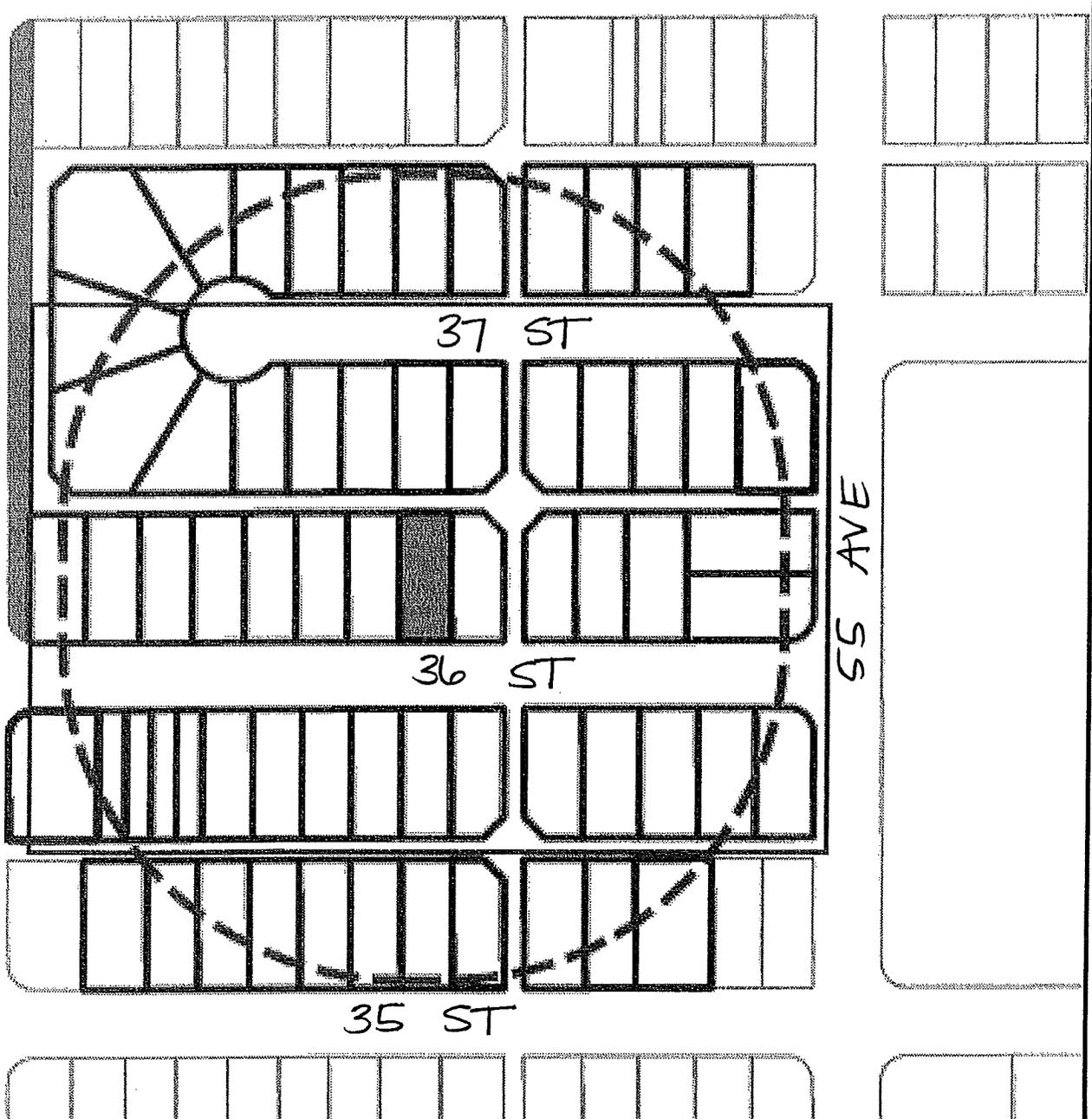


## West Park (East)

Recommendation from Secondary Suite Ad-Hoc Committee that no more than 15% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **65 properties**

15% within 100 metres = **10 suites**

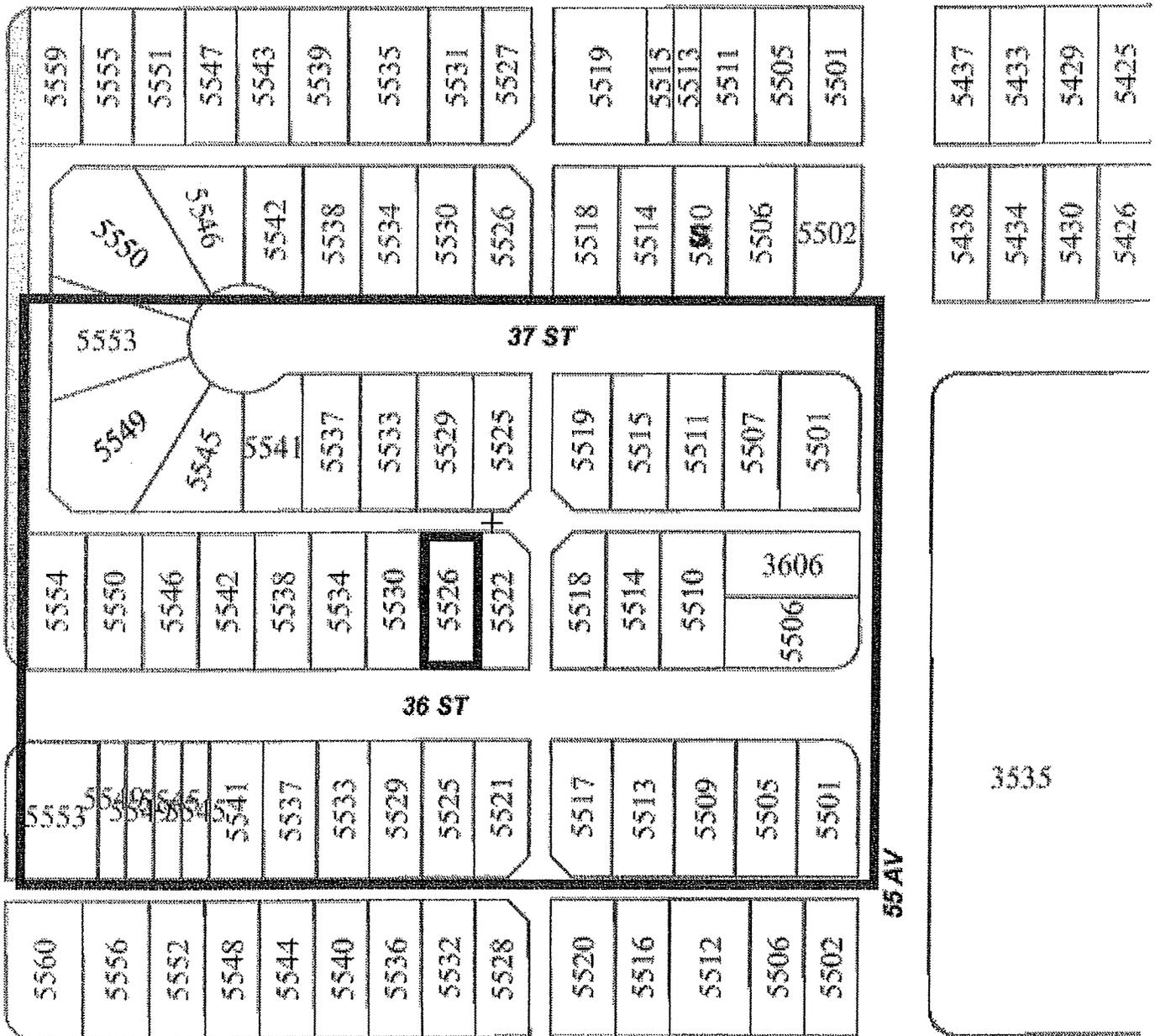


## West Park (East)

Recommendation from Secondary Suite Ad-Hoc Committee that not more than 15% of properties within a block have secondary suites.

A block would be considered both sides of the street the secondary suite is on, including the lane to the rear of the property.

On this block there are 43 properties.  
15% allowable on a block = 7 suites in this smaller area.

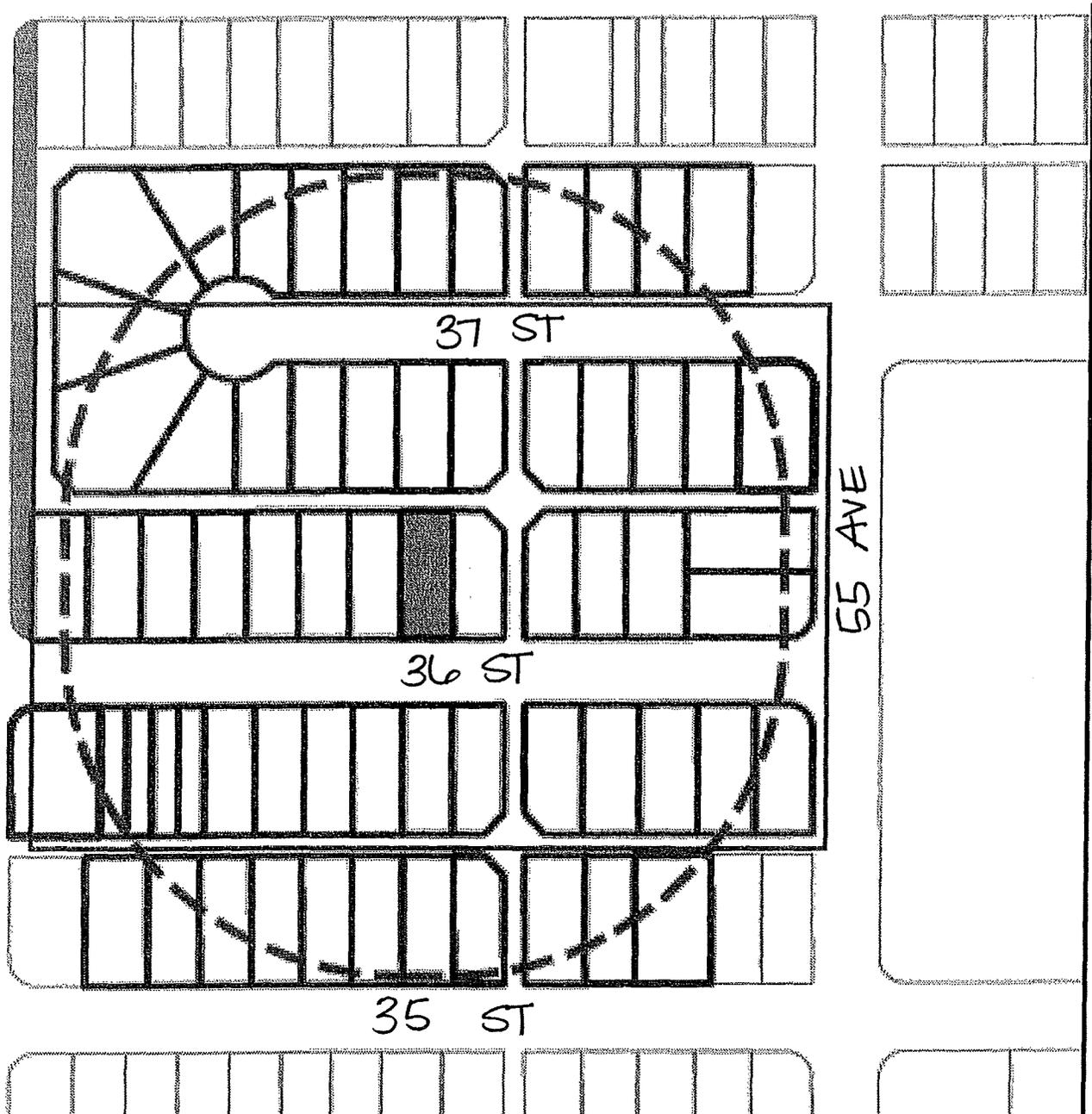


## West Park (East)

Recommendation from Muncipal Planning Commission that no more then 20% of secondary suites to be allowed within a 100 metre radius of a property.

Properties within 100 metres = **65 properties**

20% within 100 metres = **13 suites**



## West Park (East)

Recommendation from Municipal Planning Commission that not more than 20% of properties within a block have secondary suites.

A block would be considered both sides of the street the secondary suite is on, including the lane to the rear of the property.

On this block there are 43 properties.  
20% allowable on a block = 9 suites in this smaller area.



## MUNICIPAL PLANNING COMMISSION

Date: August 16, 2010  
To: City Council  
From: Municipal Planning Commission  
Subject: Secondary Suites

---

At the August 9, 2010 Municipal Planning Commission discussion occurred regarding the potential changes to the Land Use Bylaw with respect to the section dealing with secondary suites. Following discussion, Municipal Planning Commission introduced and passed the following motion:

**“Resolved** that the Municipal Planning Commission recommends to administration to ensure that the following comments are forwarded to the August 10, 2010 meeting of the Secondary Suite Regulation Ad Hoc Review Committee for discussion and comments, and further that the following resolution is circulated to City of Red Deer Council for review and comments:

1. That certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.
2. That Council gives consideration to the spacing of secondary suites so not to have an undue concentration of the 15% maximum in one area.

For Example: That no more than 20% of the dwellings on any block (both sides of street or lane) should be developed with secondary suites and, further, that no secondary suite should be allowed if it would bring the ratio within 100 metres of the site above 20%.

3. That Bylaw enforcement, especially related to secondary suite matters, be enhanced.

For Example: unsightly and unkempt premises and noisy parties.

For Example: Illegal suites.

4. That Council adds a provision that all parking for dwellings containing secondary suites be paved.

5. In addition to Land Use Bylaw, that secondary suites be approached from a licensing perspective.
6. That Council considers the impact of secondary suites on property value in the immediate vicinity.

MOTION CARRIED

The above is submitted for Council's consideration.

Regards,



Mayor M. Flewwelling  
Chair of Municipal Planning Commission

- c. J. Boon, Inspections & Licensing Manager  
Municipal Planning Commission File

## SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Date: August 16, 2010  
To: City Council  
From: Secondary Suite Regulation Ad Hoc Review Committee  
Subject: Secondary Suites

---

At the August 10, 2010 Secondary Suite Regulation Ad Hoc Review Committee, the Committee considered the Municipal Planning Commission Decision on the possible Land Use Bylaw amendments pertaining to secondary suites. Following discussion, the following motion was introduced and passed:

**“Resolved** that the Secondary Suite Regulation Ad Hoc Review Committee having considered the Municipal Planning Commission Decision, accepts the Municipal Planning Commission recommendation and provides the following comments. The Secondary Suite Regulation Ad Hoc Review Committee is also forwarding these comments to Council for information and further requests that Council comment on the following possible Land Use Bylaw amendments:

Municipal Planning Commission recommendation:

1. That certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.

***Secondary Suite Regulation Ad Hoc Review Committee agrees with the Municipal Planning Commission’s recommendation 1 that certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.***

Municipal Planning Commission recommendation:

2. That Council gives consideration to the spacing of secondary suites so not to have an undue concentration of the 15% maximum in one area.

For Example: That no more than 20% of the dwellings on any block (both sides of street or lane) should be developed with secondary suites and, further, that no secondary suite should be allowed if it would bring the ratio within 100 metres of the site above 20%.

**Secondary Suite Regulation Ad Hoc Review Committee provides the following comment with regard to Municipal Planning Commission's recommendation 2:**

- a. **The Secondary Suite Regulation Ad Hoc Review Committee will continue to work on the below recommendation at the September 14, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting and will provide a recommendation to City Council at that time.**
  - i. **The Secondary Suite Regulation Ad Hoc Review Committee changes the 20% in the Municipal Planning Commission recommendation to 15% to stay consistent with the Land Use Bylaw requirements.**
  - ii. **Further identify what is considered to be immediate vicinity? Is it 15% of neighbourhood, 15% of any block or the 100 metres radius?**
  - iii. **What is the meaning of neighbourhood? Mountview, Deerpark, Inglewood, West Park, Michener Hill, Eastview etc.**
  - iv. **Further review the impact of concentration of 15% of secondary suites on one block.**
  - v. **To review the definition of "neighbourhood" under section 9.5 of the Land Use Bylaw.**
  - vi. **Define the meaning of "density".**
  - vii. **Take into consideration the adjacent multi family units when considering the approvals of secondary suites.**
  - viii. **Examine the street layout (closes, crescents).**

Municipal Planning Commission recommendation:

3. That Bylaw enforcement, especially related to secondary suite matters, be enhanced.

For Example: Unsightly and unkempt premises (I&L) and noisy parties (RCMP).

For Example: Illegal suites.

***Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with regard to Municipal Planning Commission's recommendation 3:***

- a. ***The Secondary Suite Regulation Ad Hoc Review Committee agrees with recommendation 3 and expresses that there are bylaw enforcements for the landlord(s) level and separate bylaw enforcements for the behaviour of the tenant(s). The following enforcements will be reviewed at the September 14, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting:***
  - i. ***Property standards;***
  - ii. ***Behaviour and Police Jurisdiction – noise, parties;***
  - iii. ***Illegal suites.***

Municipal Planning Commission recommendation:

4. That Council adds a provision that all parking for dwellings containing secondary suites be paved.

***Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with respect to Municipal Planning Commission's recommendation 4:***

- a. ***Secondary Suite Regulation Ad Hoc Review Committee does not support paved parking, with the exception where there are paved lanes or special circumstances.***

Municipal Planning Commission recommendation:

5. In addition to Land Use Bylaw, that secondary suites be approached from a licensing perspective.

***Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with respect to Municipal Planning Commission's recommendation 5:***

- a. ***Administration will provide a report at the September 14, 2010 Secondary Suite Regulation Ad Hoc Review Committee.***

Municipal Planning Commission recommendation:

6. That Council considers the impact of secondary suites on property value in the immediate vicinity.

***Secondary Suite Regulation Ad Hoc Review Committee provides the following comments with respect to Municipal Planning Commission recommendation 6::***

- a. ***Clarification whether approval of suites devalues neighboring properties (lawns, snow, parties).***
- b. ***Define "devalue". Is it assessment and/or resale value that is "devalued"?***
- c. ***Secondary Suite Regulation Ad Hoc Review Committee recommends that comments be provided by the Assessment & Taxation department on assessment of properties with secondary suites, are secondary suite properties re-assessed and how are they assessed?***

***Secondary Suite Regulation Ad Hoc Review Committee provides the following additional comments:***

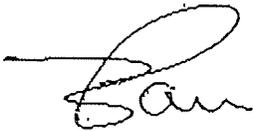
1. ***That the rationale be clearly defined for secondary suites – Safety, choice and economics be used as header for the general purpose statement.***

**2. What is the impact on the neighbourhood with the approval of secondary suites?**

MOTION CARRIED

The above is submitted for Council's consideration.

Regards,

A handwritten signature in black ink, appearing to read 'Lani Parr', with a large, stylized initial 'L'.

Lani Parr  
Chair, Secondary Suite Regulation Ad Hoc Review Committee

/sm

- c. J. Boon, Co-Manager, Inspections & Licensing  
T. Lindhout, Assistant Planning Manager  
Secondary Suite Regulation Ad Hoc Review Committee

Resolved that the Secondary Suite Regulation Ad Hoc Review Committee having considered the Municipal Planning Commission Decision, accepts the Municipal Planning Commission recommendation and provides the following comments. The SS is also forwarding these comments to Council for information and further requests that Council comment on the following possible Land Use Bylaw amendments:

1. That certain terms be defined including, but not limited to, unduly, discretion, unwarranted, level of activity, consistent and amenities, with special attention to sections 9.1 and 9.8 of the Land Use Bylaw.

*Secondary Suite Regulation Ad Hoc Review Committee agrees with recommendation 1.*

2. That Council gives consideration to the spacing of secondary suites so not to have an undue concentration of the 15% maximum in one area.

For Example: That no more than 15% of the dwellings on any block (both sides of street or lane) should be developed with secondary suites and, further, that no secondary suite should be allowed if it would bring the ratio within 100 metres of the site above 15%.

*Secondary Suite Regulation Ad Hoc Review Committee provides the following comment and will continue to work on the following points at the September 14, 2010 meeting for further discussion and recommendation to Council.*

- a. What is considered to be immediate vicinity? 15% of neighbourhood, 15% of any block or 100 m radius
- b. What is the meaning of neighbourhood? Mountview, Deerpark, Inglewood, West Park, Michener Hill, Eastview etc.
- c. 15% of secondary suites on one block
- d. Neighbourhood definition under section 9.5 of the Land Use Bylaw
- e. Define the meaning of "density"
- f. Adjacent multi family units to be taken into consideration
- g. Street layout (closes, crescents)

L. Mulder left at 9:56a.m.

3. That Bylaw enforcement, especially related to secondary suite matters, be enhanced.

For Example: Unsightly and unkempt premises (I&L) and noisy parties (RCMP).

For Example: Illegal suites.

*Secondary Suite Regulation Ad Hoc Review Committee provides the following comments:*

- a. Bylaw enforcement for the landlords level and one is aimed at tenants for their behaviour.

- i. Property Standards (I& L)
- ii. Behaviour and Police Jurisdiction – noise, parties (RCMP)
- iii. Illegal Suites (City Solicitors)

4. That Council adds a provision that all parking for dwellings containing secondary suites be paved.

*Secondary Suite Regulation Ad Hoc Review Committee provides the following comments:*

- a. SS does not support paved parking, with the exception where there are paved lanes or special circumstances.

5. In addition to Land Use Bylaw, that secondary suites be approached from a licensing perspective.

*Secondary Suite Regulation Ad Hoc Review Committee provides the following comments:*

- a. Administration will provide a report at a Sept. 14 meeting.

6. That Council considers the impact of secondary suites on property value in the immediate vicinity.

*Secondary Suite Regulation Ad Hoc Review Committee provides the following comments:*

- a. Clarity whether this devalues neighboring properties (lawns, snow, parties)
- b. What does devalue mean – assessment, resale value?
- c. Comments from Assessment on secondary suites regarding assessment of properties with secondary suites, are secondary suite properties re-assessed and how are they re-assessed.

*Secondary Suite Regulation Ad Hoc Review Committee provides the following additional comments:*

1. That the rationale be clearly defined for secondary suites – Safety, choice and economics be used as header for general purpose statement.
2. What is the impact on the neighbourhood with the approval of suites?



**DATE:** August 13, 2010  
**TO:** Craig Curtis – City Manager  
**FROM:** Joyce Boon- Co-Manager Inspections & Licensing  
**RE:** Land Use Bylaw Amendment – Secondary Suites

---

Attached for City Councils review and consideration is a resolution from the Secondary Suite Ad Hoc Review Committee (SSAC) related to the implementation of a centralized complaint line to streamline the complaint process with respect to secondary suites.

Currently there are a number of departments that could be involved in a complaint process for secondary suites. There may be various department involved depending on the complaint that may arise from various situation.

Some of the complaints that Inspections & Licensing see related to secondary suites are:

- Messy site such as weeds etc – this would be reported to Inspections & licensing under the Community Standards Bylaw.
- Illegal suite use – this would be reported to Inspections & Licensing under the Land Use Bylaw
- On street parking – RCMP, Traffic Bylaw
- Noisy Parties etc – RCMP
- Weeds overgrown into the lane- Engineering Department
- Garbage in the lane – Environmental Services

As complaints come into the various departments/sections there is no way at this time for the complaints on a site to be tracked therefore difficult to get the most accurate details related to the history of complaints on a particular address.

**Recommendation;**

Administration recommend that City Council consider the attached resolution from the Secondary Suite Ad Hoc Review Committee as information.

  
Joyce Boon

Co-Manager Inspections & Licensing



SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Date: August 5, 2010

To: City Council

From: Lani Parr, Chair of Secondary Suite Regulation Ad Hoc Review Committee

Subject: Centralized Complaint Process

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At the July 22, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting, discussion occurred with regard to the amount of complaints received with respect to secondary suite applications and the concerns expressed with regard to unsightly properties, noise complaints and issues with tenant(s). It was noted that an individual, often, has to contact several departments in order to receive any action on the complaint/issue and this can get frustrating at times. Following the discussion, Secondary Suite Regulation Ad Hoc Review Committee felt that it would be beneficial to investigate the possibility of having a centralized complaint line to better streamline the process and provide a positive experience for the individuals calling in the complaints. Following discussion, the Committee passed the following motion:

“WHEREAS, the Secondary Suite Regulation Ad Hoc Review Committee feels that in the context of complaints arising out of secondary suite applications; and

WHEREAS, the community has further indentified concerns with regard to not knowing where to express their concerns; and

WHEREAS, complaints should be centralized for the ease of community members;

THEREFORE, be it **resolved** that the Secondary Suite Regulation Ad Hoc Review Committee recommends to The City of Red Deer Council that the implementation of a centralized complaint process be investigated.”

MOTION CARRIED

The above is submitted for Council’s consideration.

Regards,

Lani Parr  
Chair, Secondary Suite Regulation Ad Hoc Review Committee

/sm

- c. J. Boon, Co-Manager, Inspections & Licensing
- T. Lindhout, Assistant Planning Manager
- Secondary Suite Regulation Ad Hoc Review Committee

*Comments:*

A centralized complaint process for Secondary Suites would be a new project requiring the allocation of staff resources and capital budget dollars.

The Information Technology Department's project plan has identified Citizen Relationship Management (CRM) system as a pending project a number of years off within The City's 2010 Capital Budget - 10 year improvement plan. The CRM system encompasses significant software and hardware changes and would corporately handle the processing of receiving all citizens' service requests, inquiries and complaint calls. It would have a central database that would allow it to quickly check for duplicate calls and display associated information about the caller and if needed, work orders would also be created with all costs and actions tracked. All calls would be logged as to what action was performed to resolve the issue and integration to other systems would be developed as part of the implementation. The CRM system would tightly integrate with both the Asset Management/Work Management System and the Municipal Software Suite. In addition the integration and implementation of a 3-1-1 system could be considered as part of this project.

As one component of the CRM system would centralize all citizens' complaint calls, I would recommend that development of a centralized complaint process for secondary suites be postponed until the CRM system project is undertaken.

"Craig Curtis"  
City Manager

**DATE:** August 24, 2010  
**TO:** Joyce Boon, Inspections & Licensing Co-Manager  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Land Use Bylaw Amendment – Secondary Suites

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*Reference Report:*

Inspections & Licensing Co-Manager dated, August 13, 2010.

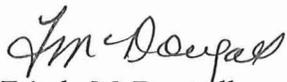
*Resolutions:*

*“Resolved that Council of the City of Red Deer having considered the report from the Inspections & Licensing Co-Manager, dated August 13, 2010 re: Land Use Bylaw Amendment – Secondary Suites and the resolution from the Secondary Suite Regulation Ad Hoc Review Committee regarding Centralized Compliant Process, dated August 5, 2010, hereby agrees to direct Administration to explore methods to minimize and mitigate concerns related to the complaint process and report back to the Secondary Suite Regulation Ad Hoc Review Committee and Council.”*

*Report Back to Council:* Yes

*Comments / Further Action:*

A report is due back to the Secondary Suite Regulation Ad Hoc Committee and Council regarding methods to minimize and mitigate concerns related to the complaint process. While Council did not specify a timeline in its resolution, some urgency in this regard was expressed.



Frieda McDougall  
Deputy Clerk

c Committee Coordinator  
Corporate Meeting Coordinator  
Director of Planning Services

Parkland Community Planning Services  
Secondary Suites Regulations Ad Hoc Review  
Committee



ORIGINAL

**DATE:** August 13, 2010  
**TO:** Craig Curtis – City Manager  
**FROM:** Joyce Boon- Co-Manager Inspections & Licensing  
**RE:** Land Use Bylaw Amendment – Secondary Suites

---

Attached for City Councils review and consideration is a resolution from the Secondary Suite Ad Hoc Review Committee (SSAC) related to the implementation of a centralized complaint line to streamline the complaint process with respect to secondary suites.

Currently there are a number of departments that could be involved in a complaint process for secondary suites. There may be various department involved depending on the complaint that may arise from various situation.

Some of the complaints that Inspections & Licensing see related to secondary suites are:

- Messy site such as weeds etc – this would be reported to Inspections & licensing under the Community Standards Bylaw.
- Illegal suite use – this would be reported to Inspections & Licensing under the Land Use Bylaw
- On street parking – RCMP, Traffic Bylaw
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- Garbage in the lane – Environmental Services

As complaints come into the various departments/sections there is no way at this time for the complaints on a site to be tracked therefore difficult to get the most accurate details related to the history of complaints on a particular address.

**Recommendation;**

Administration recommend that City Council consider the attached resolution from the Secondary Suite Ad Hoc Review Committee as information.

  
Joyce Boon  
Co-Manager Inspections & Licensing

SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Date: August 5, 2010  
To: City Council  
From: Lani Parr, Chair of Secondary Suite Regulation Ad Hoc Review Committee  
Subject: Centralized Complaint Process

---

At the July 22, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting, discussion occurred with regard to the amount of complaints received with respect to secondary suite applications and the concerns expressed with regard to unsightly properties, noise complaints and issues with tenant(s). It was noted that an individual, often, has to contact several departments in order to receive any action on the complaint/issue and this can get frustrating at times. Following the discussion, Secondary Suite Regulation Ad Hoc Review Committee felt that it would be beneficial to investigate the possibility of having a centralized complaint line to better streamline the process and provide a positive experience for the individuals calling in the complaints. Following discussion, the Committee passed the following motion:

“WHEREAS, the Secondary Suite Regulation Ad Hoc Review Committee feels that in the context of complaints arising out of secondary suite applications; and

WHEREAS, the community has further identified concerns with regard to not knowing where to express their concerns; and

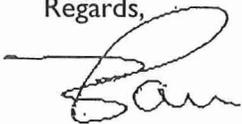
WHEREAS, complaints should be centralized for the ease of community members;

THEREFORE, be it **resolved** that the Secondary Suite Regulation Ad Hoc Review Committee recommends to The City of Red Deer Council that the implementation of a centralized complaint process be investigated.”

MOTION CARRIED

The above is submitted for Council's consideration.

Regards,



Lani Parr  
Chair, Secondary Suite Regulation Ad Hoc Review Committee

/sm

- c. J. Boon, Co-Manager, Inspections & Licensing  
T. Lindhout, Assistant Planning Manager  
Secondary Suite Regulation Ad Hoc Review Committee

ORIGINAL

APPROVED BY  
CRAIG  
AUG 13/2010

*Comments:*

A centralized complaint process for Secondary Suites would be a new project requiring the allocation of staff resources and capital budget dollars.

The Information Technology Department's project plan has identified Citizen Relationship Management (CRM) system as a pending project a number of years off within The City's 2010 Capital Budget - 10 year improvement plan. The CRM system encompasses significant software and hardware changes and would corporately handle the processing of receiving all citizens' service requests, inquiries and complaint calls. It would have a central database that would allow it to quickly check for duplicate calls and display associated information about the caller and if needed, work orders would also be created with all costs and actions tracked. All calls would be logged as to what action was performed to resolve the issue and integration to other systems would be developed as part of the implementation. The CRM system would tightly integrate with both the Asset Management/Work Management System and the Municipal Software Suite. In addition the integration and implementation of a 3-1-1 system could be considered as part of this project.

As one component of the CRM system would centralize all citizens' complaint calls, I would recommend that development of a centralized complaint process for secondary suites be postponed until the CRM system project is undertaken.

"Craig Curtis"  
City Manager

**Christine Kenzie**

**BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL**

**To:** Joyce Boon  
**Cc:** Frieda McDougall  
**Subject:** Report to Council --- Secondary Suite Regulation Ad Hoc Review Committee Recommendation

**Attachments:** August 5 2010 Memo to Council From Secondary Suites Ad Hoc Committee.pdf



August 5 2010  
Memo to Council ...

I have attached a copy of a memo from the Secondary Suite Regulation Ad Hoc Review Committee -- regarding their recommendation for a Centralized Complaint Process.

You left a voice mail message for Sanja earlier that Inspections & Licensing would not be doing a covering report for this memo. However, in speaking with Frieda, it is the practise for the staff liaison of a committee to provide a covering report for any recommendation coming from a Committee to Council.

Perhaps you might want to include this recommendation from the Secondary Suite Regulation Ad Hoc Review Committee --- with the report you are doing with respect to the land use bylaw amendments for the August 23rd Council Agenda?

In any event --- a report is required to accompany this memo.

Thanks Joyce.

**Christine Kenzie | Council Services Coordinator**

Legislative & Governance Services | The City of Red Deer

D 403.356.8978 | F 403.346.6195

[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

**Christine Kenzie**

BACK UP INFORMATION  
~~NOT SUBMITTED TO COUNCIL~~

**To:** Joyce Boon; Tony Lindhout  
**Subject:** Memo to Council from Secondary Suites Ad Hoc Committee - Re: Centralized Complaint Process

**Attachments:** August 5 2010 Memo to Council From Secondary Suites Ad Hoc Committee.pdf



August 5 2010  
Memo to Council ...

I have attached a memo dated August 5, 2010 from the Secondary Suites Ad Hoc Committee directed to City Council, regarding a Centralized Complaint Process.

Will you be bringing a covering report for this memo to go to Council, and if so -- approximate time frame? Or does this memo go on its own on an upcoming Council Agenda?

Thanks.

**Christine Kenzie | Council Services Coordinator**

Legislative & Governance Services | The City of Red Deer

D 403.356.8978 | F 403.346.6195

[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)



## Legislative & Governance Services

**DATE:** August 16, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Frieda McDougall, Deputy City Clerk  
**SUBJECT:** Procedure Bylaw Amendment 3358/A-2010  
Governance Initiatives Implementation

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### History

At the June 14, 2010 Council meeting, Council endorsed the implementation of Governance Initiatives for Phase I, Phase II and Phase III that were presented in a report to Council. Two of the Phase I initiatives included changes that require amendment to the Procedure Bylaw, as follows:

1. Change committee of the whole to in-camera
2. Notices of Motion - have Notices of Motion read into the Council agenda for discussion at the following agenda

### Discussion

To incorporate the changes noted above, an amendment to the Procedure Bylaw has been prepared and is attached as Procedure Bylaw Amendment 3358/A-2010. Following is a summary of the changes:

1. Committee of the Whole - the definition for a Committee of the Whole meeting is be changed to that of a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.
2. A new definition for an In Camera meeting has been added which is a meeting of Council which is held without the public and media in attendance and is held during the course of a regular meeting of Council. A procedural addition to this definition is that if an item being considered at an In Camera meeting requires a decision of Council; Administration is to submit a report regarding this item on the open Council meeting agenda. That way upon reconvening to an open meeting there is already a report that indicates a decision is required. Details relating to recommendations/decisions are not required, e.g. the decision can be to adopt the direction presented In Camera.
3. Notices of Motion are to be provided in writing to the City Clerk and are to be read into the Council agenda, without discussion, for consideration at the next scheduled meeting. This will provide more time for administration to prepare a response to the issue being addressed.

### Recommendation

That Council consider giving three readings to Procedure Bylaw Amendment 3358/A-2010.

Frieda McDougall  
Deputy City Clerk

**BYLAW NO. 3358/A-2010**

Being a bylaw of The City of Red Deer to amend Bylaw No. 3358/2006, the Procedure Bylaw of the City of Red Deer.

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

Bylaw No. 3358/2006 is hereby amended as follows:

1. Section 2 is amended by deleting the definition of "Committee of the Whole" and replacing it with the following revised definition:

"Committee of the Whole" means a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.

2. Section 2 is amended by adding the following new definition:

"In Camera" means a meeting of all of Council which is held without the public and media present and is held during the course of a regular meeting of Council.

3. Section 4 (15) is deleted in its entirety and replaced with the revised Section 4 (15) as follows:

4 (15) Council may meet In Camera to deliberate but the resolution embodying Council's decision must be made in public.

4. Section 38 is deleted in its entirety and replaced with the revised Section 38 as follows:

Motion to In Camera Meeting

38 Any Councillor may move that Council convene in an In Camera meeting.

5. Section 39 is deleted in its entirety and replaced with the revised Section 39 as follows:

In Camera Meeting

39 All In Camera meetings will:

- (1) be chaired by the Mayor or his designate; and
- (2) be held without the presence of the public unless invited by the Mayor or his designate.

6. Section 40 is deleted in its entirety and replaced with the revised Section 40 as follows:

40 No bylaw or motion will be passed at an In Camera meeting except for a motion to revert to a meeting held in public.

40.1 If an item being considered at an In Camera meeting requires a decision by Council, Administration must submit a report regarding this item on the open Council meeting agenda where Council may pass a resolution embodying its decision.

7. Section 41 is deleted in its entirety and replaced with the following revised Section 41:

Committee of the Whole

41 Committee of the Whole is a meeting of all of Council in which formal decisions are not made and can be held with or without the public and media present.

8. Section 42 is deleted in its entirety and replaced with the revised Section 42 as follows:

Notices of Motion

42 A Councillor wishing to introduce a new matter for consideration must submit a Notice of Motion in writing to the City Clerk which is then read into that Council Meeting. The Notice as submitted is then scheduled for the next Council Meeting for consideration.

9. In all other respects, Bylaw 3358/2006 is hereby ratified and confirmed.

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

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

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

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

\_\_\_\_\_  
MAYOR

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

*Comments:*

I support the recommendation of Administration.

"Craig Curtis"  
City Manager

ORIGINAL



**Council Decision – August 23, 2010**

**DATE:** August 24, 2010  
**TO:** Elaine Vincent, Legislative and Governance Services Manager  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Procedure Bylaw Amendment 3358/A-2010  
Governance Initiatives Implementation

---

*Reference Report:*

Legislative and Governance Services Manager dated August 16, 2010

*Bylaw Readings:*

Procedure Bylaw Amendment 3358/A-2010 received first, second, and third readings. A copy of this bylaw is attached.

*Report Back to Council:* No

*Comments/Further Action:*

Procedure bylaw Amendment 3358/A-2010 provides for the implementation of governance initiatives and incorporates changes to the definition for Committee of the Whole and In Camera meeting. It also provides for changes to how Notice of Motions are to be provided to the City Clerk. This office will amend the consolidated copy of Procedure Bylaw 3358/2006 and distributed in due course.

A handwritten signature in cursive script that reads 'Frieda McDougall'.

Frieda McDougall  
Deputy Clerk

/attach.

## BYLAW NO. 3358/A-2010

Being a bylaw of The City of Red Deer to amend Bylaw No. 3358/2006, the Procedure Bylaw of the City of Red Deer.

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

Bylaw No. 3358/2006 is hereby amended as follows:

1. Section 2 is amended by deleting the definition of "Committee of the Whole" and replacing it with the following revised definition:

"Committee of the Whole" means a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.

2. Section 2 is amended by adding the following new definition:

"In Camera" means a meeting of all of Council which is held without the public and media present and is held during the course of a regular meeting of Council.

3. Section 4 (15) is deleted in its entirety and replaced with the revised Section 4 (15) as follows:

4 (15) Council may meet In Camera to deliberate but the resolution embodying Council's decision must be made in public.

4. Section 38 is deleted in its entirety and replaced with the revised Section 38 as follows:

Motion to In Camera Meeting

38 Any Councillor may move that Council convene in an In Camera meeting.

5. Section 39 is deleted in its entirety and replaced with the revised Section 39 as follows:

In Camera Meeting

39 All In Camera meetings will:

- (1) be chaired by the Mayor or his designate; and
- (2) be held without the presence of the public unless invited by the Mayor or his designate.

6. Section 40 is deleted in its entirety and replaced with the revised Section 40 as follows:

40 No bylaw or motion will be passed at an In Camera meeting except for a motion to revert to a meeting held in public.

40.1 If an item being considered at an In Camera meeting requires a decision by Council, Administration must submit a report regarding this item on the open Council meeting agenda where Council may pass a resolution embodying its decision.

7. Section 41 is deleted in its entirety and replaced with the following revised Section 41:

Committee of the Whole

41 Committee of the Whole is a meeting of Council in which formal decisions are not made and can be held with or without the public and media present.

8. Section 42 is deleted in its entirety and replaced with the revised Section 42 as follows:

Notices of Motion

42 A Councillor wishing to introduce a new matter for consideration must submit a Notice of Motion in writing to the City Clerk which is then read into that Council Meeting. The Notice as submitted is then scheduled for the next Council Meeting for consideration.

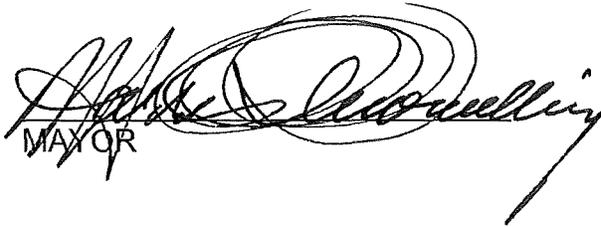
9. In all other respects, Bylaw 3358/2006 is hereby ratified and confirmed.

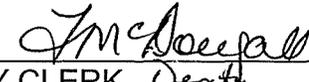
READ A FIRST TIME IN OPEN COUNCIL this 23<sup>rd</sup> day of August 2010.

READ A SECOND TIME IN OPEN COUNCIL this 23<sup>rd</sup> day of August 2010.

READ A THIRD TIME IN OPEN COUNCIL this 23<sup>rd</sup> day of August 2010.

AND SIGNED BY THE MAYOR AND CITY CLERK this 23<sup>rd</sup> day of August 2010.

  
MAYOR

  
CITY CLERK Deputy

**Legislative & Governance Services**

**DATE:** August 16, 2010

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Procedure Bylaw Amendment 3358/A-2010  
Governance Initiatives Implementation

---

**History**

At the June 14, 2010 Council meeting, Council endorsed the implementation of Governance Initiatives for Phase I, Phase II and Phase III that were presented in a report to Council. Two of the Phase I initiatives included changes that require amendment to the Procedure Bylaw, as follows:

1. Change committee of the whole to in-camera
2. Notices of Motion - have Notices of Motion read into the Council agenda for discussion at the following agenda

**Discussion**

To incorporate the changes noted above, an amendment to the Procedure Bylaw has been prepared and is attached as Procedure Bylaw Amendment 3358/A-2010. Following is a summary of the changes:

1. Committee of the Whole - the definition for a Committee of the Whole meeting is to be changed to that of a meeting of all of Council in which formal decisions are not made and which can be held with or without the public and media present.
2. A new definition for an In Camera meeting has been added which is a meeting of Council which is held without the public and media in attendance and is held during the course of a regular meeting of Council. A procedural addition to this definition is that if an item being considered at an In Camera meeting requires a decision of Council; Administration is to submit a report regarding this item on the open Council meeting agenda. That way upon reconvening to an open meeting there is already a report that indicates a decision is required. Details relating to recommendations/decisions are not required, e.g. the decision can be to adopt the direction presented In Camera.
3. Notices of Motion are to be provided in writing to the City Clerk and are to be read into the Council agenda, without discussion, for consideration at the next scheduled meeting. This will provide more time for administration to prepare a response to the issue being addressed.

**Recommendation**

That Council consider giving three readings to Procedure Bylaw Amendment 3358/A-2010.



Frieda McDougall  
Deputy City Clerk

**DATE:** June 21, 2010

**TO:** Corporate Leadership Team  
Operational Leadership Team

**FROM:** Legislative & Governance Manager

**RE:** Governance Initiatives: Implementation

---

### **Background**

On May 10 and 11, Council and the Corporate and Operational Leadership teams were participants in a Governance Workshop facilitated by George Cuff. A common theme arising from the workshop was that The City is already doing much right, but that there is also much more to be done to support a model of good governance. At the Council meeting of June 14, 2010, a compilation of discussion points and recommendations as arising from the workshop was presented to Council. Following discussion of the proposed initiatives, Council passed the resolution adopting the implementation of the initiatives as identified in the three phases presented.

The three phases can broadly be identified as follows:

### **Phase I Initiatives**

Timeline for implementation: June 28<sup>th</sup> Council Agenda

1. Council Agenda Processes to be amended for the following:
  - a. Agenda development
  - b. Comments to administrative reports
  - c. Reports directed to CAO
    - i. Revise Council report submission form to ensure governance questions are reflected
  - d. Change committee of the whole to in-camera
2. Council Meeting Changes  
The Mayor will provide background to reports on the agenda at the Council meeting
3. Changes to Topics  
Shift the naming of Topics to City Manager Briefings
4. Notices of Motion  
Have Notices of Motion read into the Council agenda for discussion at the following agenda
5. Committee membership and Roles  
Discontinue voting role of administration on GDAP and SAFE

June 21, 2010

Governance Initiatives: Implementation

Page 5

This change in process will be implemented immediately and an amendment to the Procedure Bylaw will be prepared to reflect this change

#### 5. Committee membership and Roles

**Action:** 2 remaining Ad hoc Committees of Council still have Administration voting with Council Members. The SAFE Downtown Task Force and GDAP will require resolutions to change their terms of reference to reflect the change in Administrations role to better reflect our support to the governing body rather than as voting members of the Committee.

**Impact:** Resolutions were passed at the June 14<sup>th</sup> meeting of Council and as a result, administration are no longer voting members on these committees One Council representative was also withdrawn from the membership of the SAFE committee

#### 6. Council Workshops

**Action:** Council workshops were reinforced as an appropriate mechanism to use to share information with Council and provide an opportunity to create a shared vision of the community and initiatives to facilitate our achievement of strategic objectives.

**Impact:** No impact to administration as this is an affirmation of an existing practice

The changes reflected in this report are intended to support the governance framework. They reflect Council's role in policy development, the City Manager's role as Council's sole employee, and administration's ongoing work within this framework.

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

BACKUP

BYLAW NO. 3358/A-2010

Christine - were these  
the only required changes?  
If so, it looks good to  
me.

Being a bylaw of The City of Red Deer to amend Bylaw No. 3358/2006, the  
Procedure Bylaw of the City of Red Deer.

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

Bylaw No. 3358/2006 is hereby amended as follows:

1. Section 2 is amended by deleting the definition of "Committee of the Whole" and replacing it with the following revised definition:

"Committee of the Whole" refers to a meeting of all of Council in which formal decisions are not made.

*Is a Committee of the Whole meeting to be in camera? If so, we should consider changing the wording to the following:*

"Committee of the Whole" refers to a meeting of all of Council held without the public or media present and in which formal decisions are not made.

2. Section 2 is amended by adding the following new definition:

"In Camera" means a meeting of all of Council without the public and media present when formal Council meetings are held.

"In Camera" means a meeting of all of Council held as part of a formal Council Meeting but without the presence of the public and or media.

3. Section 4 (15) is deleted in its entirety and replaced with the following new sub-section:

4 (15) Council may meet In Camera to deliberate but the Resolution embodying Council's decision must be made in public.

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Motion to In Camera Meeting

9. In all other respects, Bylaw 3358/2006 is hereby ratified and confirmed.

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

\_\_\_\_\_  
MAYOR

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

THE CITY OF RED DEER  
DRAFT RESOLUTIONS

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Date: June 14, 2010

No. 12, p. 96

Moved by Councillor Parks

Seconded by Councillor Wong

*Resolved* that Council of the City of Red Deer having considered the report from the City Manager, dated May 25, 2010, re: Governance Workshop Follow Up, hereby endorses the implementation of the initiatives for Phase 1, Phase 11 and Phase III as included in the report presented to Council on June 14, 2010."

Jefferies	Watkinson- Zimmer	Wong	Pimm	Parks	Veer	Mulder	Buchanan	Flewelling
<input type="checkbox"/>								
<input type="checkbox"/>								
Carried	Defeated	Withdrawn	Tabled					

<input type="checkbox"/> For	<input checked="" type="checkbox"/> Against	A Absent
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**BYLAW NO. 3358/A-2010**

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

Being a bylaw of The City of Red Deer to amend Bylaw No. 3358/2006, the Procedure Bylaw of the City of Red Deer.

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Notices of Motion

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

\_\_\_\_\_  
MAYOR

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

## Christine Kenzie

---

**From:** Don Simpson [dsimpson@chapmanriebeek.com]  
**Sent:** August 04, 2010 2:07 PM  
**To:** Christine Kenzie  
**Cc:** Michelle Baer  
**Subject:** Re: Proposed Amendment to Procedure Bylaw 3358/2006

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Attachments:** DMPROD-#1006182-v1-Draft\_3358\_A-2010  
- Procedure Bylaw Amendment - Change to In Camera from Committee of the Whole & Changes to Submitting Notices\_o.DOC



DMPROD-#100618  
2-v1-Draft\_3358\_...

Hi Christine:

I do have a few wording changes to suggest: attached is my revised draft with a couple of comments inserted.

The term "In Camera" needs to be consistently written with or without a hyphen: I have drafted it without the hyphen.

On 04/08/10 1:29 PM, "Christine Kenzie" <Christine.Kenzie@reddeer.ca> wrote:

> Just checking to see if you have had a chance to review the attached procedure  
> bylaw amendment ---- I had forwarded this to you in early July.

>  
> Thanks.

>  
>  
> Christine Kenzie | Council Services Coordinator  
> Legislative & Governance  
> Services<mailto:http://www.reddeer.ca/City+Government/City+Services+and+Depart  
> ments/Legislative+and+Administrative+Services/default.htm> | The City of Red  
> Deer<http://www.reddeer.ca/>  
> D 403.356.8978 | F 403.346.6195  
> christine.kenzie@reddeer.ca

>  
>  
> \_\_\_\_\_  
> From: Christine Kenzie  
> Sent: July 08, 2010 2:05 PM  
> To: Don Simpson  
> Subject: Proposed Amendment to Procedure Bylaw 3358/2006

>  
> Don, I have attached a proposed amendment to the Procedure Bylaw 3358/2006.  
> This amendment is to provide for the governance initiatives approved by  
> Council at the June 14, 2010 Council Meeting. In Phase I of the Initiatives,  
> to be implemented with the June 28 Council meeting, changes were to be made  
> to the definitions of "Committee of the Whole" and "In Camera" meetings.  
> "Committee of the Whole" is to be defined as a meeting of all of Council in  
> which formal decisions are not made and "In Camera" is to be meetings held  
> without the public and media present when formal council meetings are held.  
> Also changes were to be made to Notices of Motion to discontinue the practice  
> of including a Notice of Motion in an agenda package and require any new  
> Notice of Motion be read into the Council Agenda for discussion at the  
> following agenda.

>  
>  
> Please review and let me know of any change. This does not have to go on the

JULY 8/2010

**Christine Kenzie**

**BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL**

**To:** Don Simpson

**Subject:** Proposed Amendment to Procedure Bylaw 3358/2006

**Attachments:** DMPROD-#1006182-v1-Draft\_3358\_A-2010\_-\_Procedure\_Bylaw\_Amendment\_-\_Change\_to\_In\_Camera\_from\_Committee\_of\_the\_Whole\_&\_Changes\_to\_Submitting\_Notices\_o.DOC; 1007029 - July 19 2010 - Memo to City Manager Re Procedure Bylaw Amendment 3358A-2010 - Changes to Committee of the Whole and Notices of Motion - 1.DOC

Don, I have attached a proposed amendment to the Procedure Bylaw 3358/2006. This amendment is to provide for the governance initiatives approved by Council at the June 14, 2010 Council Meeting. In Phase I of the Initiatives, to be implemented with the June 28 Council meeting, changes were to be made to the definitions of "Committee of the Whole" and "In Camera" meetings. "Committee of the Whole" is to be defined as a meeting of all of Council in which formal decisions are not made and "In Camera" is to be meetings held without the public and media present when formal council meetings are held. Also changes were to be made to Notices of Motion to discontinue the practice of including a Notice of Motion in an agenda package and require any new Notice of Motion be read into the Council Agenda for discussion at the following agenda.

Please review and let me know of any change. This does not have to go on the July 26th Council agenda if you do not have time to review this by July 16th.

Thanks.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

## Christine Kenzie

---

**From:** Frieda McDougall  
**Sent:** June 14, 2010 3:38 PM  
**To:** Christine Kenzie  
**Subject:** RE: procedure bylaw

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

That makes sense – thanks.

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

---

**From:** Christine Kenzie  
**Sent:** June 14, 2010 2:48 PM  
**To:** Frieda McDougall  
**Subject:** RE: procedure bylaw  
**Importance:** High

If you check in the definitions section of the bylaw -- conflict of interest is spelled out in the definitions. I believe that is what Section 43 is referring to on page 15 of the Procedure Bylaw where it says "or the conflict of interest provisions of this bylaw".

The index page on the bylaw should be amended to reflect the definitions section, as well as Section 22 and Section 43.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

---

**From:** Frieda McDougall  
**Sent:** June 14, 2010 2:27 PM  
**To:** Christine Kenzie  
**Subject:** procedure bylaw

The bylaw in the tray indicates in the index that there is conflict of interest info on page 15 – but it's not there. Thoughts? Also, if you have a better copy can you bring it to me with an MGA? Thanks.

Frieda McDougall, Deputy City Clerk

3358/A-2010

37 If a motion to reconsider is passed the original motion is on the floor.

→ Motion to Committee of the Whole

38 Any Councillor may move that Council convene into committee of the whole.

→ Committee of the Whole Meeting

39 All committee of the whole meetings will:

(1) be chaired by the Mayor; and

(2) be held without the presence of the public unless invited by the Mayor.

→ 40 No bylaw or motion will be passed at a meeting of the committee of the whole except for a motion to revert to a meeting held in public.

### Notices of Motion

41 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the City Clerk.

42 A Councillor may make a motion introducing any new matter only if:

(1) Notice is given at a previous Council meeting.

(2) Notice is submitted to the City Clerk to be included in the next Council agenda.

(3) Council passes a resolution, with an affirmative vote of two-thirds of the members present, dispensing with notice. ?

### Votes of Council

#### Requirement to Vote

43 Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.

44 A Council member shall not vote on a motion if absent from the meeting when

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL



*THE PROCEDURE BYLAW*

*Bylaw No. 3358/2006*

*Office Consolidation*

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## BYLAW NO. 3358/2006

Being a bylaw of the City of Red Deer to provide for the orderly proceedings of Council meetings and the transacting of business by Council of The City of Red Deer.

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

### Title

1 This bylaw may be cited as "The Procedure Bylaw".

### Definitions

2 In this bylaw:

"Administrative Inquiry" is a request from a member of Council to the administration for the future provision of information.

"Agenda" is the items of business of a meeting and the associated reports, bylaws or other documents.

"City Clerk" means the Legislative and Administrative Services Manager.

"City Manager" means the chief administrative officer of The City within the meaning of the *Municipal Government Act*.

"Chair" means the mayor, deputy mayor or other person who has authority to preside over a meeting.

"Committee of the Whole" refers to a meeting of Council without the presence of the public.

"Conflict of Interest" refers to a Council member:

- who has a personal interest which would conflict with his or her obligation as a member of Council to fairly consider a matter before Council; or
- whose ethical integrity of the Council member may be in doubt if that Council member was to participate in the consideration of the matter before Council.

"Council" is the municipal Council of The City of Red Deer.

"Councillor" is a member of Council who is duly elected and continues to hold office.

"General Election" means an election held in the city to elect the members of Council as described in the *Local Authorities Election Act*.

"Inaugural Meeting" means the organizational meeting immediately following the general election.

"Mayor" means the chief elected official of The City within the meaning of the *Municipal Government Act* and is a member of Council.

"Member" means a member of Council.

"Minutes" are the record of decisions of a meeting.

"Organizational Meeting" means the meeting held as described in section 3(2) and includes the inaugural meeting.

"Pecuniary Interest" means a pecuniary interest with the meaning of the *Municipal Government Act*.

"Point of Information" is a question to obtain information on the procedures of Council to assist a member to:

- (a) make an appropriate motion;
- (b) raise a point of order;
- (c) understand the procedure, or;
- (d) understand the effect of a motion.

"Point of Interest" means a request from a Council member to share a comment, information, or commendation about an individual, group, organization or event.

"Point of Order" means a request that the chair enforce the rules of procedure.

"Point of Privilege" is not related to the business on the floor and enables a member to interrupt business on the floor to state an urgent request relating to the comfort, dignity, safety, or reputation of the organization or any individual member.

"Public Hearing" means the portion of a Council meeting held for statutory hearings.

"Quorum" is the minimum number of members that must be present at a meeting for business to be legally transacted.

“Resolution” can also be referred to as a motion.

“Table” means a motion to delay consideration of any matter and sets the parameters for consideration of the matter to resume.

## **Council Meetings**

### Organizational Meeting

- 3 (1) An organizational meeting will be held not later than two weeks after the third Monday in October each year.
- (2) At the organizational meeting, Council will:
  - (a) appoint each Councillor to the position of Deputy Mayor on an monthly rotation schedule;
  - (b) establish the dates for Council meetings;
  - (c) appoint members of Council committees;
  - (d) conduct other business as identified within the organizational meeting agenda.

### Regular Council Meetings

- 4 (1) Regular Council meetings are held every second Monday in the City Hall Council Chambers beginning at 3:00 p.m. If the Monday is a holiday the Council meeting will be held on the next business day.
- (2) Council may establish other Council meeting dates.

### Public Hearings

- (3) Public hearings are held in conjunction with a Council meeting.

### <sup>1</sup>Council Review Hearing

- (4) In this section, the following terms have the following meanings:
  - (i) “Order to Remedy” means an order issued under 545 or 546 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26 (the “MGA”);

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<sup>1</sup> 3358/A-2009

- (ii)<sup>1</sup> "Review Hearing" means a review by the Red Deer Appeal & Review Board or an Order to Remedy under the provisions of section 457 of the MGA, in accordance with the relevant procedures as outlined in The City of Red Deer Committees Bylaw and includes a referral of such a matter to Council.
- (5)<sup>2</sup> Subsections (6) through (16) apply to a Review Hearing referred to Council by the Red Deer Appeal & Review Board.
- (6) The City Clerk will schedule the Review Hearing to be heard at a Regular Council Meeting as soon as practicable after receipt of the request after ensuring that all parties have sufficient time to prepare for the Review Hearing.
- (7) Written submissions from the Applicant and City Administration must be submitted to the City Clerk not less than 7 days prior to the Review Hearing and will be distributed as part of the Council Agenda.
- (8) As a proceeding of Council, a Review Hearing is open to the public.
- (9) At the beginning of a Review Hearing the Chair may:
- (a) introduce the parties;
  - (b) describe the hearing process; and
  - (c) deal with any preliminary matters.
- (10) The normal order of procedure in a Review Hearing is as follows:
- (a) Applicant opening remarks & presentation [maximum of ten (10) minutes];
  - (b) Questions to Applicant by Council;
  - (c) City Administration opening remarks & presentation [maximum ten (10) minutes];
  - (d) Questions to City Administration by Council;
  - (e) Applicant rebuttal & summation [maximum five (5) minutes];
  - (f) City Administration rebuttal & summation [maximum five (5) minutes].
- (11) If the Applicant fails to attend the Review Hearing despite having been given notice, Council may proceed with the hearing in the absence of the Applicant.

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<sup>1</sup> 3358/A-2009

<sup>2</sup> 3358/A-2009

- (12) Council may establish such other rules of procedure as may be necessary to conduct the Review Hearing properly and fairly.
- (13) At the conclusion of the Review Hearing, Council may confirm, vary, substitute or cancel the Order to Remedy, by passing a Resolution indicating its decision and its reasons.
- (14) If Council confirms or varies the Order to Remedy, the resolution should require the Applicant to comply with the Order to Remedy (or complete the required action) by a specific date, failing which the City may rectify the problem at the Applicant's cost.
- (15) Council may meet in Committee of the Whole to deliberate but the Resolution embodying Council's decision must be made in public.
- (16) The City Clerk will cause a notice of the decision of Council to be served upon the Applicant within 15 days of the conclusion of the Review Hearing.

#### Meetings through Electronic Communications

- 5 (1) A meeting may be conducted by means of electronic or other communication facilities if:
  - (a) notice is given to the public of the meeting, including the way in which it is to be conducted;
  - (b) the facilities enable the public to watch and/or listen to the meeting at a place specified in the notice;
  - (c) the facilities enable all the meeting's participants to watch and/or hear each other.
- (2) Council members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

#### Notice of Council Meetings

- 6 (1) Council, by resolution, may change the frequency, time, date or location of any meeting.
- (2) Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council

will be provided to the public by:

- (a) posting a notice in the Legislative & Administrative Services department; and
- (b) posting a notice on The City of Red Deer Web site; or
- (c) newspaper advertisement.

#### Special Meetings

- (3) A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

#### Commencement of Meetings

- 7 As soon as there is a quorum after the time for commencement of a Council meeting:
- (1) The Mayor takes the Chair and begins the meeting; or
  - (2) If the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and a quorum is present, the City Clerk will call the meeting to order and a member will be chosen by the members present to Chair the meeting.
  - (3) Upon their arrival, the Mayor or Deputy Mayor will assume the Chair.

#### Quorum

- 8 (1) A quorum of Council is a majority of Council members.

#### No Quorum

- (2) If there is not a quorum within 30 minutes after the time set for the meeting, the City Clerk will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting.

#### Lost Quorum

- (3) If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within 15 minutes the

meeting will be deemed to be adjourned.

## **Duties of the Mayor**

### Powers and Responsibilities

9 The Mayor:

- (1) Opens Council meetings.
- (2) Chairs Council meetings.
- (3) Preserves order in Council meetings.
- (4) Decides all questions of procedure.
- (5) Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so.
- (6) Decides who aside from Councillors may address Council.

## **Deputy Mayor**

### Rotation of Councillors

10 Each Councillor acts as Deputy Mayor based on the rotation assigned to that Councillor at the organizational meeting.

### Designation of Alternate Deputy Mayor

11 The Mayor may appoint an alternate Deputy Mayor in the event that the Councillor assigned to the rotation established at the organizational meeting is unable to fulfil the responsibilities of Deputy Mayor in accordance with the rotation.

### Powers and Responsibilities

12 The Deputy Mayor chairs Council meetings when the Mayor is absent or unable to act as Mayor and will have all the powers and responsibilities of the Mayor under this bylaw.

## **Agenda**

### Preparation of Agenda

- 13 The agenda for each Council meeting is established by the City Manager in consultation with the Mayor and the City Clerk.

#### Agenda Delivery

- 14 The City Clerk will distribute the Council agenda to the regular designated address of members of Council and administration on the Thursday afternoon prior to the Council meeting.

#### Late Submissions

- 15 Reports and supplementary materials to items on the agenda that are received too late to be included with the agenda will be made available as soon as reasonably possible.
- 16 Reports and supplementary materials, that are received too late to be included with the regular agenda, may be made available as an additional agenda and will be delivered to Council members in paper or electronic format no later than the Friday before a Council meeting.
- 17 The City Clerk will make copies of the agenda and supplementary materials (unless these must or may be withheld under the *Municipal Government Act* or other legislation) available to the public after distribution to Council.

#### Additions or Deletions

- 18 The addition or deletion of agenda items after a regular or additional agenda has been set requires a resolution by Council.
- 19 The agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called to deal with the business of the adjourned meeting.

#### Order of Business

##### Approval of Minutes

- 20 (1) Immediately after a meeting is called to order, the Chair will call for a motion adopting the minutes of the preceding meeting or meetings, subject to the correction of any errors or omissions.

##### Order Determined by Chair

- (2) The order of business for each meeting will be determined by the Chair,

subject to:

- (a) subsection (1) of this section; or
- (b) a challenge by a Councillor.

### **Minutes**

21 The City Clerk will prepare a written record of all Council meetings that includes:

- (1) The names of the members of Council present at and absent from the meeting.
- (2) A brief description of the subject matter.
- (4) All decisions and other proceedings.
- (5) The names of members of the public who speak to an item.
- (5) The names of the members of Council voting for or against a motion and of those who are absent for the vote.
- (6) Any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention.
- (7) Any abstentions made as a result of a Conflict of Interest and the reason for the abstention.
- (8) The signatures of the Chair and the City Clerk.

### **Proceedings**

Discussion Directed through Chair

- 22 (1) All discussion at a meeting of Council is directed through the Chair who will be addressed as "Your Worship", "Mayor", or "Mister/Madam Chair".

Absence from Proceedings

- (2) Where a member of Council declares a pecuniary interest under the *Municipal Government Act* or a conflict of interest in respect of a matter before Council, that member of Council will absent himself or herself from Council Chambers while the matter is being discussed. Prior to leaving the Council Chambers, the Council member will describe in general terms

the nature of the pecuniary or conflict of interest.

#### Speaking to Motions

- (3) No Council member is permitted to speak unless and until recognized by the Chair.
- (4) Unless permitted by the Chair, Council members may speak only twice on any motion, once in debate and once to ask questions.
- (5) The Chair may grant further permission to a Council member to speak again to:
  - (a) provide an explanation of the member's previous remarks if misunderstood;
  - (b) in the case of the mover or seconder, to answer questions from the floor directed to the Chair;
  - (c) allow the mover to reply closing debate after the Chair has called for any further discussion and all others have had an opportunity of being heard.

#### Time Limit

- (5) Council members shall not speak on any matter for longer than ten minutes in total, unless otherwise permitted by the Chair.

#### Interruption of Speaker

- (6) A Councillor who is speaking may only be interrupted by another Councillor on:
  - (a) a point of privilege; or
  - (b) a point of order.
- (7) A Councillor who is speaking when a point of order or privilege is raised will cease speaking immediately.
- (8) The Chair may grant permission:
  - (a) to the Councillor raising the point to explain the point briefly, and

- (b) to the Councillor who was speaking to respond briefly,  
but otherwise a point of order or privilege is not debatable or amendable.

#### Ruling on Proceedings

- (9) The Chair will rule on a point of order or privilege and no vote will be taken unless there is a challenge by the Councillor to the ruling.
- (10) The Chair may seek advice on a point of order or privilege to determine whether a matter is within the jurisdiction of the Council.

#### Challenging a Ruling

- (11) Any Councillor may challenge the decision of the Chair on a point of order or privilege and if a decision of the Chair is challenged, the Chair will briefly state the terms of the Chair's decision and the point of the challenge and then put the question to Council, "Is the ruling of the Chair upheld?"
- (12) Council will decide the challenge without debate by voting and the decision of Council is final.

### **Motions**

#### Consideration of Motions

- 23 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
  - (1) A Councillor may move a motion whether or not the Councillor intends to support it.
  - (2) A motion will not be considered until it has been seconded.
  - (3) After a motion is moved and seconded it may only be withdrawn by the mover with the unanimous consent of the Councillors present.

### Motions to the Main Motion

- (4) When a motion is made and seconded and is being considered, no Councillor may make another motion except to:
  - (a) amend the motion;
  - (b) amend the amendment to the motion;
  - (c) refer the main motion for consideration;
  - (d) table the motion; or
  - (e) move a motion that has privilege.

### Privileged Motions

- (5) The following motions are privileged motions:
  - (a) a motion to recess;
  - (b) a motion to adjourn
  - (c) a motion to set the time for adjournment; or
  - (d) a point of privilege.

### Motion to Recess

- 24
  - (1) The Chair, without a motion, may recess the meeting for a specific period.
  - (2) Any Councillor may move that Council recess for a specific period.
  - (3) After the recess, business will be resumed at the point where it was interrupted.
- 25 Except as provided elsewhere in this bylaw, a Councillor, after a motion is made and seconded, may with the unanimous consent of Council members present:
  - (a) on a Councillor's initiative while speaking on the motion, or

- (b) when requested by another Councillor speaking on the motion;

make minor changes to the motion wording or agree to a minor change proposed by another Councillor, if the change does not alter the intent of the motion;

#### Severing Motions

- 26 The Chair may sever a motion and the original mover and seconder of the motion will remain as the mover and seconder for the severed motions.

#### Amending Motions

- 27 A Councillor may not amend a motion or make an amendment which:
  - (1) does not relate to the subject matter of the main motion; or
  - (2) is contrary to the main motion.
- 28 Only one amendment to the main motion and only one amendment to that amendment are allowed.
- 29 The main motion will not be debated until all amendments to it have been voted on.
- 30 When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

#### Referring Motions

- 31 A Councillor may move to refer any motion to the appropriate Council committee or the administration for investigation and report, and the motion to refer:
  - (1) precludes all further amendments to the motion;
  - (2) is debatable; and
  - (3) may be amended only as to the body to which the motion is referred and the instructions on the referral.

#### Motion to Limit or End Debate

- 32 Any motion to limit or end debate:

- (1) cannot be debated; and
- (2) may only be amended as to the limit to be placed on debate.

#### Motion to Table

- 33 A motion to table another motion:
- (1) cannot be debated;
  - (2) takes precedence over any other motion connected with the motion being tabled;
  - (3) must specify either a date at which or an event after which the motion will be lifted from the table and is lifted from the table automatically on that date or upon the occurrence of the event;
  - (4) may be raised from the table at any time by a majority vote of Council.
- 34 A tabled motion is brought back with all of the motions connected with it, exactly as it was when tabled.

#### Reconsideration of Motions

- 35 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:
- (1) a general election has been held; or
  - (2) six months has passed since the date that the motion was considered; or
  - (3) a motion to reconsider is passed.
- 36 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:
- (1) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover who voted with the prevailing result; or
  - (2) a Notice of Motion is submitted, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
  - (3) the motion to which it is to apply has not already been acted upon.

37 If a motion to reconsider is passed the original motion is on the floor.

#### Motion to Committee of the Whole

38 Any Councillor may move that Council convene into committee of the whole.

#### Committee of the Whole Meeting

39 All committee of the whole meetings will:

- (1) be chaired by the Mayor; and
- (2) be held without the presence of the public unless invited by the Mayor.

40 No bylaw or motion will be passed at a meeting of the committee of the whole except for a motion to revert to a meeting held in public.

#### **Notices of Motion**

41 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the City Clerk.

42 A Councillor may make a motion introducing any new matter only if:

- (1) Notice is given at a previous Council meeting.
- (2) Notice is submitted to the City Clerk to be included in the next Council agenda.
- (3) Council passes a resolution, with an affirmative vote of two-thirds of the members present, dispensing with notice.

#### **Votes of Council**

##### Requirement to Vote

43 Each Council member present must vote on every motion, unless the member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.

44 A Council member shall not vote on a motion if absent from the meeting when

the vote is called.

#### Voting Procedure

45 Votes on all motions must be taken as follows:

- (1) Except for a meeting conducted through electronic or other communication facilities, Council members must be in their designated Council seat when the motion is considered.
- (2) The Chair puts the motion to a vote.
- (3) Council members vote by a show of hands or other method agreed to by Council.
- (4) The Chair declares the result of the vote.

46 A motion is carried when a majority of Council members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.

#### Declaring Results of a Vote

- 47
- (1) After the Chair declares the result of the vote, Council members may not change their vote for any reason.
  - (2) A question on the results of a vote may be resolved by the Mayor immediately calling for a revote on the motion.

#### Tie Votes

48 A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

### **Bylaws**

#### Basic Requirements

- 49
- (1) All proposed bylaws must have:
    - (a) a bylaw number assigned by the City Clerk; and
    - (b) a concise title indicating the purpose of the bylaw.
  - (2) Council members will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

### Introducing a Bylaw

- (3) A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the administration and/or applicant.
- (4) After first reading has been given, subject to the requirements of the *Municipal Government Act*, any Councillor may move that the bylaw be read a second time.
- (5) Council may not give a bylaw more than two readings at a meeting unless all Council members present at the meeting vote in favour of allowing a third reading at that meeting.

### Amendments to Bylaws

- (6) Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.

### Defeated Bylaws

- (7) If a bylaw is defeated on third reading the previous readings are rescinded.
- (8) A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

### Effective Date

- (9) A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.

### Bylaws Signed and Sealed

- (10) The Chair and the City Clerk or person acting as the City Clerk must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- (11) Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

## **Administrative Inquiries**

### Verbal or Written Administrative Inquiries

- 50 Any Council member may make a request of administration for information on issues of particular concern to them and such request may be made:
- (1) Verbally, if the Council member does not require a written response;
  - (2) In writing, if the request requires a written response.

### Submission of Administrative Inquiries

- 51 Administrative inquiries may be submitted:
- (1) At any regular meeting of Council;
  - (2) For inclusion on the agenda of a Council meeting;
  - (3) Directly to the applicable department manager, who:
    - (a) if the response to such an inquiry is not a substantive task has the discretion to immediately respond; or
    - (b) may refer the request to the City Manager for a decision to proceed with the response or to refer the inquiry to Council.

### Response to Administrative Inquiries

- 52 Administrative inquiries made at a Council meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
  - (2) Additional time is required to prepare the response or compile the requested information.

- 53 Administrative inquiries made directly to a department manager will be responded to within two weeks from the date the inquiry was submitted, unless:
- (1) The financial or other resources required to answer the inquiry are substantial and a decision of Council or the City Manager is required to approve such allocation of resources;
  - (2) Additional time is required to prepare the response or compile the requested information.
- 54 Council members will be advised as to when the response to an administrative inquiry will be provided.
- 55 The City Manager may determine if the information acquired in response to an administrative inquiry is of benefit to all members of Council and may direct the City Clerk to distribute the administrative inquiry and the response to all members of Council.
- 56 A Council member who requested an administrative inquiry may request that the inquiry be abandoned.

### **Communications to Council**

#### Criteria for Submissions

- 57 (1) Any communication intended for Council will be forwarded to the City Clerk in writing and must:
- (a) be legible, coherent, and respectful; and
  - (b) be able to identify the writer and the writer's contact information.

#### Responsibilities of the City Manager

- (2) If the standards set out in section 57(1) are met and the City Manager determines the communication is within the governance authority of Council the City Manager will:
  - (a) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered;  
or

- (b) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

### Decisions on Communications

- (3) If the standards set out in section 57(1) are met and the City Manager determines the communication is not within the governance authority of Council the City Manager will:
  - (a) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
  - (b) take any other appropriate action on the communication.
- (4) If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council agenda.
- (5) If the standards set out in section 57(1) are not met, the City Manager may file the communication.
- (6) The City Clerk will respond to the person sending the communication and to advise that person of the process to be followed and any action taken on the subject of the communication.

### Conduct in Council Meetings

#### Public Conduct

- 58 The members of the public during a meeting will:
- (1) Not approach or speak to Council without permission of the Chair.
  - (2) Not speak on any matter for longer than 10 minutes unless permitted by the Chair.
  - (3) Maintain order and quiet.
  - (4) Not interrupt a speech or action of Council or another person addressing the members.
- 59 The Chair may order a member of the public who creates a disturbance or acts

improperly at a meeting to be expelled.

#### Council Conduct

60 Members of Council during a meeting will not:

- (1) Speak disrespectfully, use offensive words, or unparliamentary language in Council.
- (2) Address members without permission.
- (3) Carry on a private conversation.
- (4) Break the rules of Council or disturb the proceedings.
- (5) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared.
- (6) Disobey the decision of the Chair on any question of order, practice or interpretation.

#### Breach of Conduct

- 61 A member of Council who persists in a breach of subsection 60, after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.
- 62 At the discretion of the Chair, a member of Council may resume his or her seat after making an apology for the member's offending conduct.

#### Robert's Rules

- 63 When any matter relating to proceedings in Council arises which is not covered by a provision of this bylaw or another enactment, the matter will be determined in accordance with "Robert's Rules of Order – Newly Revised."

Transitional

64 Bylaw No. 3140/95 is hereby repealed.

READ A FIRST TIME IN COUNCIL this 8<sup>th</sup> day of May 2006.

READ A SECOND TIME IN COUNCIL this 8<sup>th</sup> day of May 2006.

READ A SECOND TIME IN COUNCIL this 8<sup>th</sup> day of May 2006.

AND SIGNED BY THE MAYOR AND CITY CLERK this 8<sup>th</sup> day of May 2006.

“Morris Flewwelling”

“Kelly Kloss”

\_\_\_\_\_  
MAYOR

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

**Legislative & Governance Services**

**DATE:** August 17, 2010

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan 982-2243) – Former Dentooms Site

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***History:***

At the Monday, July 26, 2010 Council Meeting Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 received first readings.

Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 is to provide for a mix of higher density residential development on the former Dentoom's greenhouse site. A land exchange of 0.331 hectares of a northeast portion of land owned by the developer for a 0.413 hectare south west portion of the City's lands will provide a natural/ecological preservation parcel along the north end of the site. Land Use Bylaw Amendment 3357/K-2010 redesignates the site from A1 – Future Urban Development District to R1-Residential (Low Density) District, R1A – Residential (Semi-Detached Dwelling) District, R3-Residential (Multiple Family) District, and P1 – Parks & Recreation District.

***Public Consultation Process:***

Public Hearings have been advertised for the above noted bylaws to be held on Monday, August 23, 2010 at 6:00 P.M. during Council's Regular Meeting. Advertisements were placed in the Red Deer Advocate on August 6, 2010 and August 13, 2010. Letters received from the public regarding the bylaw amendments are attached.

A copy of Administrations' reports that were submitted to the July 26, 2010 Council Agenda are also attached.

***Recommendation:***

That Council consider:

- a) Second and third readings of Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010, and then
- b) Second and third readings of Land Use Bylaw Amendment 3357/K-2010.

Frieda McDougall  
Deputy City Clerk

Colin & Pauline Tattersell  
26 Goodall Avenue  
Red Deer, AB T4P 2R5



Legislative & Governance Services  
Elaine Vincent

Re: Glendale West Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010  
Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510-59 Avenue & 7475 Taylor Drive.

We have lived here for almost 30 years & have known for the past 10-12 years that this land would be built on when the business of Dentooms Nursery was gone. HOWEVER we were assured that this would only be used for single family dwellings according to the area structure plan for this neighbourhood 1998-2000. The inclusion of R3 in the new plan is uncalled for & will affect the property value of the houses directly in line with this piece of property proposed for apartments. Also there is no indication in this plan as to where the entrance & exit for the block would be situated. As our property lies 2 feet lower than 59 Ave the headlights from the exit would be shining directly into our bedroom windows. We cannot raise the height of our fence as city bylaws state 6 ft maximum & we are at that level or close to it from our side. We have no problem with the duplexes as long as they are of a nature of design that will blend with a single family residential neighbourhood. The developer also states that apartment dwellers would be more likely to use bus services, which may be true in Edmonton, but on our 1/2 hour schedule that is highly unlikely. We do not appreciate that a developer from Edmonton is telling us what we can put up with when he doesn't even live in Red Deer. We also don't like the term "infill" that was constantly thrown at us. Glendale is filled with apartments, low income housing, group homes & treatment facilities. We feel we are being "dumped on" so that higher income areas of the city can stay clutter free. Please include this letter on the Council Agenda for the hearing dated Monday August 23 2010.

Yours Truly

Ms P.A. Tattersell  
Colin Tattersell & Pauline Tattersell

**Legislative & Governance Services**

**DATE:** July 19, 2010

**TO:** Craig Curtis, City Manager

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

**SUBJECT:** Glendale Northwest NASP Amendment Bylaw No. 3217/C-2010  
and  
Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510-59 Avenue (Lot 11, Plan 982-2249), and 7475 Taylor Drive (Lot 9, Plan 982-2243)  
Land Exchange in Glendale West (Dentooms Site)

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***History:***

At the Monday, May 17, 2010 Council Meeting, Council passed the following resolution regarding the Glendale Northwest NASP Amendment Bylaw No. 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010.

*“Resolved* that Council of the City of Red Deer having considered the report from Parkland Community Planning Services - Re: Rezoning for former Dentoom Site - 7410 & 7510 - 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan 982-2243) hereby agrees to table consideration of the Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 for up to two months to allow the developer to provide further consideration to:

1. Adverse affect on on-street parking
2. Increase in density
3. Potential traffic impacts at 75 Street & Taylor Drive
4. Loss of ecological trees
5. Higher use/retention of R1 zoning
6. Further consultation with the neighbourhood
7. Oversaturation of R3 within the broader community.”

*Page 2*

***Discussion:***

Attached is a report from Parkland Community Planning Services in response to the direction provided by Council at the May 17, 2010 Council Meeting. Also attached is a report from the Land Services Specialist regarding a land exchange in Glendale West (Dentooms Site).

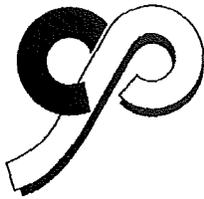
***Recommendation:***

That Council consider:

1. Passing a resolution lifting from the table consideration of the Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010.
2. Giving first reading to the Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010.
3. Passing a resolution approving the Land Exchange in Glendale West (Dentooms Site).



Elaine Vincent  
Manager



**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

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Red Deer, Alberta, T4N 1X5  
Phone: 403-343-3394  
FAX: 403-346-1570  
E-mail: pcps@pcps.ab.ca

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**To:** Craig Curtis, City Manager  
**From:** Orlando Toews, Planner  
**Date:** July 20, 2010  
**Re:** Follow up on  
Glendale Northwest NASP Amendment Bylaw No. 3217 / C - 2010,  
and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
**Location:** 7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249), and  
7475 Taylor Drive (Lot 9, Plan 982-2243)

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**Background**

On May 17, 2010 Council was asked to consider First Reading of two proposed amending bylaws. The proposed bylaws would amend the *Glendale Northwest Area Structure Plan* to allow a mix of higher density residential development on the former Dentooms greenhouse site and would also amend the Land Use Bylaw to redesignate the parcel to corresponding land use districts. The details of the proposed bylaws, the consultation processes and staff evaluation / recommendation are contained in the staff report dated May 6, 2010, which was included in the May 17, 2010 Council agenda.

At its May 17 meeting Council tabled consideration of First Reading of the proposed bylaws and passed the following resolution:

**"Resolved** that Council of the City of Red Deer having considered the report from Parkland Community Planning Services – Re: Rezoning for former Dentoom Site – 7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan 982-2243) hereby agrees to table consideration of the Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 for up to two months to allow the developer to provide further consideration to:

1. Adverse affect on on-street parking
2. Increase in density
3. Potential traffic impacts at 75 Street & Taylor Drive
4. Loss of ecological trees
5. Higher use/retention of R1 zoning
6. Further consultation with the neighbourhood
7. Oversaturation of R3 within the broader community."

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010**

**Page 2**

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**Post - May 17, 2010**

*Changes to the Proposal*

Traffic and parking were key concerns identified by both the public and Council. In response the proponent has had a Traffic Impact Assessment (TIA) study completed since the May 17 Council meeting. The TIA indicates that the proposed development of the Dentoom site will not generate unacceptable levels of traffic flow. 59 Avenue is a Collector Roadway designed to accommodate two lanes of traffic (one in each direction) plus a parking lane on each side. The attached letter from Engineering Services confirms the TIA's conclusion that the existing roads and intersections can accommodate the proposed development. The *Glendale NW NASP's* original land use concept only provides for detached dwellings. Its development would require all laneless single detached dwellings fronting onto 59 Avenue to have individual driveways whereby residents would have to back out onto 59 Avenue, which is a collector road. All the driveway curb cuts would also reduce the availability of on-street parking along 59 Avenue. This could have a significant negative impact on the neighbourhood. The revised plan addresses this negative impact by creating internal roads which will avoid having large numbers of vehicles backing out onto 59<sup>th</sup> Avenue.

Concerns were also raised about the potential impact of the R3 site's development. In response the proponent has agreed to restrict the development of the proposed R3 site. This includes a limit on both the density and height of development on the proposed R3 site. Sections 7.8 and 7.10 of the Land Use Bylaw allow for the creation of Overlay Districts to limit height and density of development. Therefore, it is recommended that the designation of the proposed R3 site be further defined as **R3.D37.V10**. This land use designation would limit development of the proposed R3 site to a maximum density of 37 dwelling units per hectare. The proposed R3 site is approximately 0.43 hectares, so a maximum density of 37 dwelling units per hectare would allow the R3 site to be developed with up to 16 dwellings. As well, any building could not exceed 10.0 metres (32.8 ft.) in height, so it may be possible to accommodate a three storey building. Note that a detached dwelling in the R1 district is allowed a maximum of two storeys to a maximum of 10.0 metres in height. Limiting building height will address neighbourhood concerns about privacy and potential visual impacts. Note also that the Municipal Planning Commission will not have the discretion to relax either of these limits. This provides the neighbourhood with a guarantee on two key aspects on the R3 site.

An alternate approach would have been to designate the 0.43 hectare portion of the site to R2 - Residential (Medium Density) District instead of R3.D37.V10. The R2 district differs from the R3 district in that it does not split density into permitted and discretionary uses. In the R3 district multi-attached and multi-family uses up to 35 dwellings per hectare are permitted and higher densities, i.e. more than 35 du / ha, are discretionary. In the R2 district, multi-attached and multi-family uses are discretionary but density is regulated in a different way. It is regulated by using a minimum lot area per dwelling unit rather than the maximum number of dwelling units. For example, in the R2 district multi-family buildings with more than one bedroom per unit require a minimum of 139.0 m<sup>2</sup> per dwelling unit. Therefore, under the R2 district it is possible

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 3**

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that the proposed 0.43 hectare site could accommodate up to 31 (4311 m<sup>2</sup> / 139 m<sup>2</sup> = 31) dwelling units, subject to MPC approval.

The proposed R3.D37.V10 designation provides more certainty for this site. It will entitle the proponent to pursue multi-attached or multi-family development as permitted uses while limiting density and height..

*Neighbouring Landowner Consultation*

In June an information package was sent to 118 landowners within a 100 metre radius of the subject site explaining the findings of the TIA study and the proposed changes to the R3 zoning. To date four written responses have been received with one in favour of the revised proposal and three that were still not satisfied with the proposal. The three comment sheets cited much the same concerns as had been expressed in the March 2010 consultation: concerns that the proposal would generate unacceptable traffic and on-street parking and that the R3 site would impact privacy and property values. The proponent has addressed these concerns through the TIA study and the proposed density and height restrictions on the R3 site. Copies of the comment sheets are included in Council's agenda package.

**Planning Analysis**

On May 17, Council cited seven issues it wanted considered in order for this item to come back before Council:

1. Adverse affect on on-street parking
  - The TIA study confirms that the existing roads can accommodate the proposed development, including on-street parking. Note also that all residential development is required to provide off-street parking as per the Land Use Bylaw standards.
2. Increase in density
  - The proposal will produce a slight increase in the overall density of Glendale in terms of the overall number of *dwelling units*. However, Glendale's population is declining, so the *population* density of Glendale is actually declining. The proposed development will help offset the population decline. Note also that there are no other R3 sites in this area so the proposal will not create a concentration of higher density uses.
3. Potential traffic impacts at 75 Street & Taylor Drive
  - Again, the TIA study confirms that the existing roads can accommodate the traffic and parking generated by the proposed development.

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 4**

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4. Loss of ecological trees
  - The area of trees that may be lost under either the existing NASP or the proposed amendment is estimated to be roughly equal; only the location of the trees that may be lost is different.
  - Infill development / redevelopment counteracts the need for more greenfield development on the periphery of the City.
5. Higher use/retention of R1 zoning
  - Glendale is dominated by R1 zoning; the proposal provides a range of housing types / affordability for potential residents.
6. Further consultation with the neighbourhood
  - 118 landowners within 100 metres of the site were consulted following the May 17 Council meeting. A mail-out package, including a comment sheet, was sent to landowners explaining the outcome of the TIA study and the details of the proposed R3.D37.V10 designation. Four comments sheets were returned. Only three out of 118 landowners expressed concerns with the revised proposal.
7. Oversaturation of R3 within the broader community.
  - The scale of the proposed R3.D37.V10 site, i.e. a maximum of 16 dwelling units, will not have a significant impact on the City-wide supply of multi-unit housing.
  - It cannot be assumed that all multi-unit residents want to live in the downtown area or near larger neighbourhood / district commercial areas. The proposal provides variety while being located near transportation and transit infrastructure.

Accordingly, staff believes the proposed Glendale Northwest NASP amendments and the associated revised Land Use Bylaw amendments are reasonable for the following reasons:

- The proposal is consistent with the MDP's principles and policies concerning infill, redevelopment and utilization of existing infrastructure,
- The TIA study verifies that the existing roads can accommodate the proposed development,
- The proposed R3.D37.V10 district provides certainty to the developer about what can be developed while setting limits on density and height to provide certainty to the neighbourhood about limiting potential impacts.

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 5**

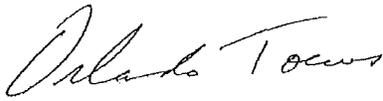
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**Recommendation**

Planning staff respectfully requests that Council give First Reading to:

- Bylaw 3217 / C – 2010 to amend the *Glendale Northwest Neighbourhood Area Structure Plan*, and
- The revised Bylaw 3357 / K – 2010 to amend the Land Use Bylaw.

Respectfully submitted,



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Orlando Toews, ACP, MCIP  
Planner  
Parkland Community Planning Services



**Date:** July 16, 2010  
**To:** Orlando Toews, Planner (PCPS)  
**From:** Transportation Engineer  
**Re:** Glendale NW NASP Amendment – Submitted TIA

Engineering Services has reviewed the "Glendale NW NASP Amendment Traffic Impact Assessment Final Report" submitted by Bunt & Associates on May 31, 2010. Based on comments received during a Neighboring Landowner Meeting (held on March 31, 2010) and input from the Municipal Planning Commission (MPC), completion of a Traffic Impact Assessment (TIA) has been identified as a requirement for further consideration of the proposed NASP Amendment.

MPC submitted a letter to City Council on May 12, 2010 indicating they are not in support of the proposed NASP Amendment and cited the following reasons:

1. The increased density would be excessive without a broader community benefit;
2. Adverse affect on on-street parking due to increased density of the R3 site;
3. Increase in density would cause excessive traffic as there are no proposed lanes;
4. Concerns with regard to potential traffic impacts at 75<sup>th</sup> Street and Taylor Drive; and
5. Loss of ecological trees.

Below is a summary of methodology used in completing the TIA, as well as how the TIA addresses concerns related to on-street parking, roadway capacity and the intersection of 75<sup>th</sup> Street / Taylor Drive.

#### **A. TIA METHODOLOGY**

The following methodology was used in completing the TIA:

- An examination of existing conditions related to land use, roadways, traffic conditions, peak flows and operational characteristics adjacent to the development area;
- An examination of the proposed future roadway network adjacent to the development area and forecast traffic conditions;
- An estimate of the future number of trips generated by the development;

- Distribution and assignment of site generated trips to the adjacent road network based on the proposed access, existing traffic volumes and patterns; and
- An overall analysis and assessment of the roadway volumes within the study area to identify lane requirements, capacity restrictions and traffic impacts of the development.

Four intersections adjacent to the development were analyzed as part of the TIA. These intersections are:

- Taylor Drive and 75<sup>th</sup> Street
- Taylor Drive and Grant Street
- 59<sup>th</sup> Avenue and 75<sup>th</sup> Street
- 59<sup>th</sup> Avenue and Grant Street

AM and PM peak hour traffic counts were completed at all four intersections.

The analysis performed as part of the TIA projected traffic to the year 2012 (the expected completion date of the proposed development) and to the year 2017 (reflecting a 5 year time horizon from the "opening day").

#### **B. DEVELOPMENT IMPACTS TO ON-STREET PARKING**

59 Avenue is an Undivided Residential Collector Roadway designed to accommodate two lanes of traffic (one in each direction) plus a parking lane on each side. The TIA confirms that the roadway will operate at acceptable levels of service under these conditions both now and in the future.

It is a requirement of the Land Use Bylaw that on-site parking be provided for the proposed residential units. In the event that additional vehicles are parked on the street in the future, it will not impact the overall operations of the roadway.

On-street parking is identified in the Canadian Guide to Neighbourhood Traffic Calming as a potential traffic calming measure for reducing vehicle speeds by narrowing the roadway width available for vehicle travel. On-street parking also has the added benefit of providing a buffer between traffic and pedestrians on adjacent sidewalks.

#### **C. DEVELOPMENT IMPACTS TO ROADWAY CAPACITY**

59 Avenue is an Undivided Residential Collector Roadway. City of Red Deer Design Guidelines indicate that this classification of roadway can accommodate a traffic volume of up to 10,000 vehicles per day. The TIA projects that the traffic volume on the roadway at the year 2017 will be approximately 3,500 vehicles per day, which is well within the capacity of an Undivided Residential Collector.

Based on the type and number of residential units being proposed, it is expected that the development will generate approximately 450 vehicle trips per day. This amount of additional traffic is not expected to significantly impact the operations of the immediately adjacent roadways. The roadways are expected to continue to operate within acceptable levels of service.

#### **D. DEVELOPMENT IMPACTS TO INTERSECTIONS**

Through AM and PM peak hour traffic counts, the four previously stated intersections were analyzed as part of the TIA.

Based on the intersection assessments completed up to the year 2017, the existing infrastructure is expected to accommodate both traffic growth and the projected development generated traffic within acceptable levels of service.

Additional transportation infrastructure beyond what is currently in place is not anticipated to be required to support the proposed development.

#### **E. CONCLUSION**

Engineering Services finds that the submitted TIA addresses the traffic related concerns expressed by both the neighboring landowners and by MPC (items 2, 3 and 4 as previously stated).

The TIA is clear that no improvements to existing infrastructure are needed to support the NASP Amendment and that the adjacent collector roadway can continue to provide on-street parking.

Engineering Services is in favor of the Glendale NW NASP Amendment proceeding for further consideration.

Regards,



Michael Williston, P.Eng., P.E.  
Transportation Engineer

c:   Engineering Services Manager;  
      Development Engineer;  
      Traffic Engineer

# City of Red Deer Council

## **Comment Sheets**

from

Neighbouring Landowner Information Mail-out  
June 2010

re

Proposed Glendale NW NASP Amendments

and

Land Use Bylaw Amendments

# Proposed Amendments to the Glendale Northwest Neighbourhood Area Structure Plan and the Land Use Bylaw



June 2010

JUN 06 2010

## COMMENT SHEET

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Comments:

*Thank you for keeping me informed.  
I am pleased with the adjusted proposal you  
have outlined.*

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Please return this comment sheet **no later than July 2, 2010** to Parkland Community Planning Services at #404, 4808 Ross Street (north across the street from City Hall), fax to: 403-346-1570 or e-mail to: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca) .

The personal information on this form is collected under the authority of the *Municipal Government Act*, Section 3 and is protected under the provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Written comments received will be used in evaluating community response towards the proposal. Your written comments, including name and address may be provided confidentially to City Council if the proposed NASP and/or Land Use Bylaw rezoning amendment proceeds. Any written comments made available to the media and public will not include any names or addresses. If you have any questions about the collection, use and protection of this information, please contact the City Planning 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](mailto:pcps@pcps.ab.ca)

# Proposed Amendments to the Glendale Northwest Neighbourhood Area Structure Plan and the Land Use Bylaw



June 2010

## COMMENT SHEET

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Comments:**

This may be a minor improvement but we still feel this area should remain R1 R1A. Loss of value on our property + loss of privacy are great concerns to us. Our main problem will be headlights shining in our bedroom windows as vehicles come & go from an entrance to apartment blocks. as the ground due west of us is at least 2ft higher than our back yard. In 2000 we were assured this would be single family dwelling the same as to the south of this property (we don't think INFIL is a reasonable explanation) This is just the developer + City trying to get as much money as possible at the expense of those of us who have lived there almost 30 years

Please return this comment sheet **no later than July 2, 2010** to Parkland Community Planning Services at #404, 4808 Ross Street (north across the street from City Hall), fax to: 403-346-1570 or e-mail to: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca).

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It will get extremely noisy too. The EDMONTON developers notion that people in the apartments will more than likely use the bus is nonsense given that RED DEER bus service is only once every 1/2 hour, there will be no access to Taylor Drive from the property.

**Proposed Amendments to the  
Glendale Northwest Neighbourhood  
Area Structure Plan and the Land Use Bylaw**



June 2010

**COMMENT SHEET**

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Comments:**

We don't see that there are very many changes to the plan. Our issue is still traffic. When 59 Ave. was made a corridor and Great St. exit to Taylor Drive cut off (as a petition by Great St residents.) this has created a major problem. When you add the extra vehicles from this development they will go north to gain access to Taylor Drive and South on 59<sup>th</sup> to access the east side of the city but will use 59<sup>th</sup> Ave. to return home, meaning at least another 100 vehicles on the 59<sup>th</sup> Ave. It seems like a bit of greed to get all your cars out of this development and its not going to create a pleasant neighborhood. How would you feel having a noisy speedway (which it is already) in front of your home?

Please return this comment sheet **no later than July 2, 2010** to Parkland Community Planning Services at #404, 4808 Ross Street (north across the street from City Hall), fax to: 403-346-1570 or e-mail to: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca).

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FAX: 403 346 1570

PCPS@PCPS.ab.ca

July 2<sup>nd</sup>, 2010

Parkland Community Planning Services  
Suite 404 4808 Ross Street  
Red Deer, AB T4N 1X5

RE: PROPOSED AMENDMENTS TO THE GLENDALE NORTHWEST  
NEIGHBOURHOOD AREA STRUCTURE PLAN AND THE LAND USE BYLAW

Dear Sir:

I appreciate MPC's and city councils decision that the planning department reevaluate the Glendale Northwest Neighbourhood Area Structure Plan and the Land Use Bylaw.

What does acceptable traffic mean? Children are not safe in only acceptable areas. Acceptable is what I agreed to when I made my purchases and my definition has not changed. The definition would also not change for those doing the study and supporting this planning change if they to lived on or near 59<sup>th</sup> avenue. This so called collector road was not a thru street when the larger major of these residential units were built.

The proposed new close is very limited for vehicle parking noting: The shape, fire hydrants, future illegal suites, driveways and set backs for both driveways and streets. It is also my opinion the standards for parking are not what the current average city resident needs! Do the city standards and drawing presented to council indicate all the blockages to parking I have mentioned above? Hence there is no 2<sup>nd</sup> or visitor parking and vehicles here we come to 59<sup>th</sup> Avenue already our area's play ground.

The maximum building height of 32.8 feet does not fit with the current one and two storey units even though we may have been allowed to build higher than the majority wished to do.

Still no no no to any R3 and the parking and safety concerns which go with this plan which is not the least bit of interest for those who are already living in this area and have paid for the info structure.

PS

What is the mandate of the planning department? We tend to not raise car speed limits and we do not raise the amount of alcohol one can drink before we drive. Our laws tend to increase penalties and not decrease the penalties. Yet we financially support a department whose job is to lower the standards that we agreed to when we purchased our homes and if we take the easy way out and do not stand up we can lose by default. I would like to see all departments go towards supporting rules, bylaws, interpretation, arbitrating and correcting mistakes and supporting what we accepted and in turn agreed to when we signed our offer to purchase.



**PARKLAND  
COMMUNITY  
PLANNING  
SERVICES**

Originally Presented  
to Council at the May  
17, 2010 Council  
Meeting

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Red Deer, Alberta, T4N 1X5  
Phone: 403-343-3394  
FAX: 403-346-1570  
E-mail: pcps@pcps.ab.ca

**To:** Elaine Vincent, Manager of Legislative and Administrative Services  
**From:** Orlando Toews, Planner  
**Date:** May 6, 2010  
**Re:** Glendale Northwest NASP Amendment Bylaw No. 3217 / C - 2010,  
 and  
 Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
**Location:** 7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249), and  
 7475 Taylor Drive (Lot 9, Plan 982-2243)

### Background

Adopted NASPs form the basis for future zoning, subdivision and development decisions for an area. The existing Glendale Northwest NASP was approved by Council on December 7, 1998 and amended on September 25, 2000. To date much of the plan area has been subdivided and developed. The subject lands are the only remaining lands in the NASP that have not been developed / redeveloped. The subject lands are comprised of a City owned parcel next to Taylor Drive and a privately owned parcel to the east along 59 Avenue (*Figure 1: Location and Air Photo of Subject Area in Glendale*). Currently the City owned parcel is undeveloped and contains a tree stand. The privately owned parcel is the former Dentoom's greenhouse site and contains open space, treed areas and an occupied detached dwelling.

The Land Use Concept in the current Glendale NW NASP envisions the subject site developing with detached dwellings in a cul-de-sac near the south end of the site and extending northward along the east side of the site. The balance of the land in the northwest corner would be retained as a natural area.

A request has been submitted by a potential developer to amend the Glendale NW NASP to allow for a variety of housing types; i.e. detached, duplexes, and multi-family; in combination with a land swap (*Figure 2: Current and Proposed Parcel Boundaries / Ownership*) with the City to provide a natural / ecological preservation parcel along the north end of the site (*Figure 3: Current and Proposed Land Use Concepts in Glendale NW NASP*). In conjunction with the requested NASP amendment the proponent is also requesting redesignation of the site from the A1 – Future Urban Development District to the R1 – Residential (Low Density) District, R1A – Residential (Semi-Detached Dwelling) District, R3 – Residential (Multiple Family) District, and P1 – Parks & Recreation District (*Figure 4: Current and Proposed Land Use Districts*).

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 2**

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**Internal Referral**

The proposed amendment was circulated to applicable city departments for review and comment. Comments received were focused mostly on technical aspects, many of which would be addressed at the subdivision and development stages. Nonetheless there were no objections to the overall concept of the proposed NASP amendment.

**Neighbourhood Consultation**

All landowners within 100 metres of the subject site were notified of the proposal by mail and were also invited to an open house / meeting that was held at the Glendale Middle School on the evening of March 31. Approximately 12 landowners attended the meeting. Although there were some expressions of support for the proposal, either in whole or in part, several key concerns were raised at the meeting and in the comment sheets, including:

- the possible impacts on traffic, particularly on 59 Avenue and its intersection with 75 Street,
- impacts on on-street parking, and
- the perceived impact of the proposed R3 site on the neighbourhood

Council has been provided with copies of the comment sheets as an attachment.

**Municipal Planning Commission**

In accordance with the City's *Neighbourhood Planning Guidelines and Standards* the proposed Glendale Northwest Neighbourhood Area Structure Plan (NASP) amendment was submitted to the Municipal Planning Commission for review and a recommendation to Council. The Municipal Planning Commission will review the proposed NASP amendment on May 10, 2010, and copies of MPC's recommendation will be made available to Council at the May 17 Council Meeting.

**Planning Analysis**

The current Glendale NW NASP limits all residential development in the NASP area to detached dwellings and that is what has developed in the south and north ends of the NASP area. Staff estimates that under the current NASP, the Dentooms / City site could accommodate approximately 21 detached dwellings. The proposed amendment would alter the land use concept to allow for approximately 40 dwelling units made up of 5 detached dwellings, 20 duplex dwelling units and up to 15 apartment type dwelling units (as a permitted use in the R3 district). The proposed amendment increases the number of dwelling units, but at the same time it also increases the variety of housing types available in this part of Glendale.

The proposed NASP amendment appears to comply with the direction and policies of the Municipal Development Plan (MDP). This includes the Guiding Principles in Section 3.2 of the MDP which contains such statements as, "Ensure the efficient use of land for

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 3**

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urban purposes by encouraging integration of uses, increased densities and innovative designs,” and “Build vibrant, attractive, and safe neighbourhoods that provide for a range of housing choices...”, and “Provide a diversity of connected parks and open spaces.”

The MDP also contains specific policies that support the proposed NASP amendment, including:

- Policy 5.6** The City shall give priority to the efficient utilization of existing and planned capacity in utility and transportation infrastructure in determining appropriate short-term growth directions.
- Policy 5.10** The City shall undertake reviews of potential redevelopment and intensification opportunities in the established areas, including but not limited to...vacant and underutilized sites in communities.
- Policy 5.18** The City should support infill residential and commercial development on vacant and underutilized parcels of land in established areas, particularly along major transit routes.

One of the concerns raised by neighbourhood landowners was the traffic volume along 59 Avenue. Engineering Services has reviewed the matter further and has indicated that the increase in dwelling units proposed by the NASP amendment probably will not significantly impact the overall traffic operations in the area although there is no specific data to validate this. Therefore Engineering Services would request that as part of the subdivision and/or development permit application evaluation process, the developer would be required to provide a Traffic Impact Assessment (TIA) to the satisfaction of Engineering Services that would identify and propose measures to alleviate any development related traffic issues. However, if Council grants First Reading to the proposed NASP and LUB amendments Council should determine if it wishes to have a Traffic Impact Assessment report prepared prior to consideration of Second and Third Reading.

It should be noted that the current NASP design has laneless detached dwellings fronting much of 59 Avenue, which will necessitate individual accesses for each dwelling directly onto 59 Avenue. This may have a negative effect on 59 Avenue's traffic flow and safety. The proposed design would have fewer accesses directly onto 59 Avenue, particularly towards the north near the 75 Street intersection.

Off-street parking is another issue identified by neighbourhood landowners. Any development of the subject site for residential uses will require the developer to provide off-street parking stalls as per the Land Use Bylaw standards. If area landowners are experiencing parking problems in existing developed areas it could be either an on-street or off-street enforcement issue, or both. Development of the subject site, including the provision of adequate off-street parking as per the LUB standards, should not aggravate a perceived parking problem in the surrounding area.

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 4**

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Area landowners also expressed concerns about the proposed R3 site. Comments included concerns about the potential height of development as well as concerns about the nature of residents, i.e. they would potentially be more transient and less family and community oriented. The R3 district limits height to 2 storeys with a maximum of 10 metres, except for apartment type buildings which are allowed 3 storeys and multi-family buildings which are allowed 4 storeys. However, it is not clear in the R3 district what distinguishes an apartment building from a multi-family building. Regarding homeownership and household composition, the City cannot regulate ownership versus rental, nor can it regulate household composition. As well, staff is not aware of any data to substantiate the claim that apartment / multi-family building occupants are less family or community oriented.

In order to ensure consistency within the Glendale NW NASP, amendments to the NASP's land use concept would also necessitate some text amendments. Staff suggests the following proposed text changes be considered in conjunction with the proposed land use concept changes:

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010  
Page 5**

<b>Existing Text</b>	<b>Proposed Text</b>
<p><b>4.1 Residential Areas</b></p> <p>All residential development will be in the form of single-family detached residences under the R1, Residential Low Density District of the City's Land Use Bylaw. In total, ± 3.1 hectares (7.7 acres) of land could be developed for single-family development. Using a density of 13.5 single-family residential units per net hectare, the plan area could yield ±42 housing units. Based on 3.4 persons per average single-family housing unit, the population yield is estimated at ±143 persons. Due to the large amount of open space areas, the proposed ±127 persons population results in a density of only 15.3 persons per gross hectare over the entire plan area, which is well below the City's engineering design criteria and maximum standard of 45 persons per gross hectare.</p> <p>The eventual development of the residential cul-du-sac, on lands presently occupied by the greenhouse operation, could end up being a joint venture development between the City of Red Deer and the owner of the greenhouse property. As an intermediate step due primarily to this area not currently being all in one ownership, when the Dentoom lands are initially subdivided the area immediately to the west of the greenhouses could be dedicated as the 10% municipal reserve requirement under the Municipal Government Act. The City of Red Deer would then remove (cancel) the municipal reserve designation on this parcel and transfer and register, as municipal reserve, an equal amount of land on the adjoining City lands containing the treed area that is to be preserved. This would then free up all the lands required to facilitate the development of cul-du-sac in accordance with the concept plan as illustrated on Figure 2. The City would then have the option of selling their portion of land (former reserve) to a private developer or jointly participate in the cul-du-sac development.</p>	<p><b>4.1 Residential Areas</b></p> <p>Residential development will be predominantly detached dwellings under the R1 Residential Low Density District of the City's Land Use Bylaw. Other residential development will include a cul-de-sac of R1A Residential (Semi-Detached Dwelling) District accessed via 59 Avenue in the south plan area on the former Dentoom site along with an R3 Residential (Multiple Family) District area immediately north of the R1A area (see Figure 2). Overall density will vary depending on the specific types of dwellings that are developed in the R1A and R3 areas.</p>
<p><b>Part of 6.0 Public Services</b></p> <p>Passive park areas will include a landscaped berm adjacent to the east side of Taylor Drive and a treed park area to the west of the existing Dentoom residence and greenhouse that will preserve the unique native tree feature that currently exists at this location.</p>	<p><b>Part of 6.0 Public Services</b></p> <p>Passive park areas will include a landscaped berm adjacent to the east side of Taylor Drive and a treed ecological preservation area along the north end of the Dentoom site that will preserve the unique native tree feature that currently exists at this location.</p>

**Glendale Northwest NASP Amendment Bylaw 3217 / C – 2010, and  
Land Use Bylaw Amendment Bylaw 3357 / K - 2010**  
**Page 6**

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**Summary**

Staff believes the proposed Glendale Northwest NASP amendments and the associated Land Use Bylaw amendments are reasonable because the proposal:

- locates mid to higher density residential development near a neighbourhood access point thereby minimizing internal local road usage,
- takes advantage of being near transit routes,
- provides a variety of housing options,
- complies with the MDP policies concerning infill, redevelopment and utilization of existing infrastructure, and
- provides for the preservation of an ecologically important area.

**Recommendation**

Subject to Council's direction regarding a Traffic Impact Assessment, planning staff respectfully requests that Council give First Reading to:

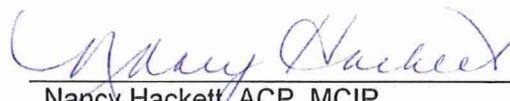
- Bylaw 3217 / C – 2010 to amend the *Glendale Northwest Neighbourhood Area Structure Plan*, and
- Bylaw 3357 / K – 2010 to amend the Land Use Bylaw.

Respectfully submitted,



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Orlando Toews, ACP, MCIP  
Planner  
Parkland Community Planning Services



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Nancy Hackett, ACP, MCIP,  
City Planning Manager,  
Parkland Community Planning Services

Figure 1: Location and Air Photo of Subject Area in Glendale

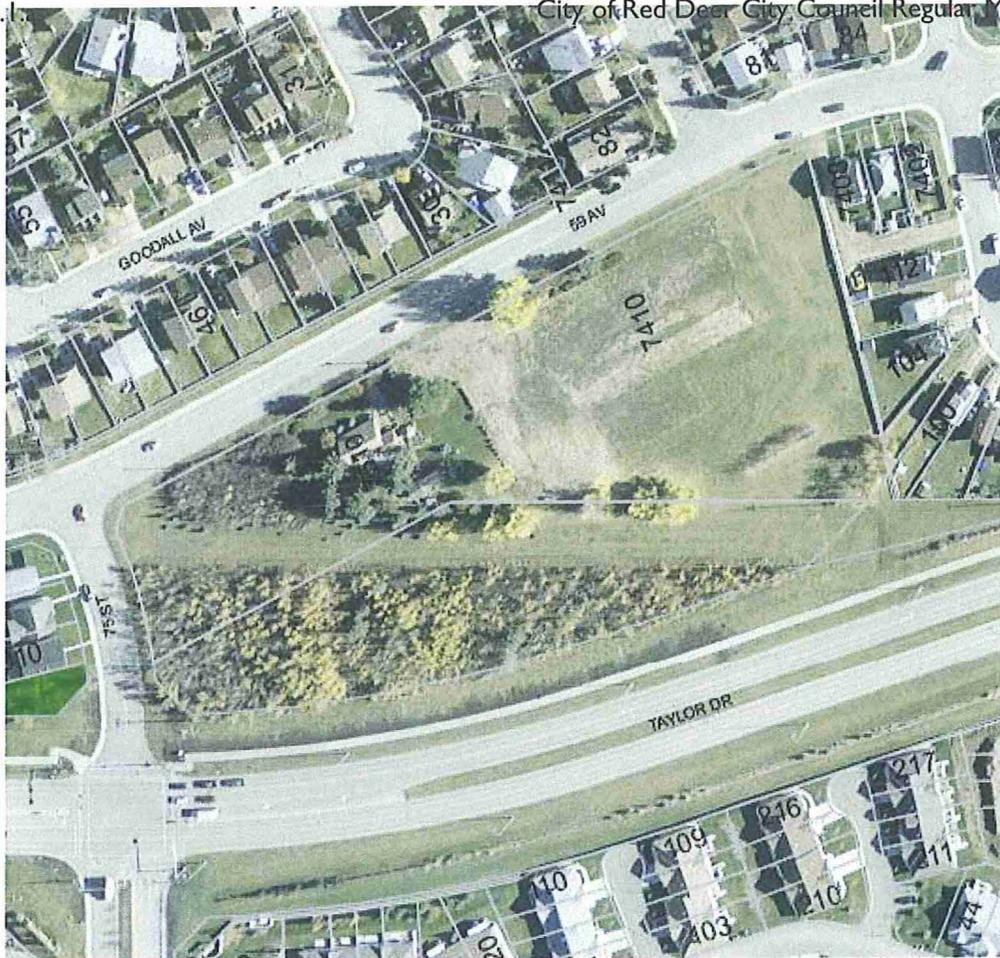


Figure 2: Current and Proposed Parcel Boundaries / Ownership

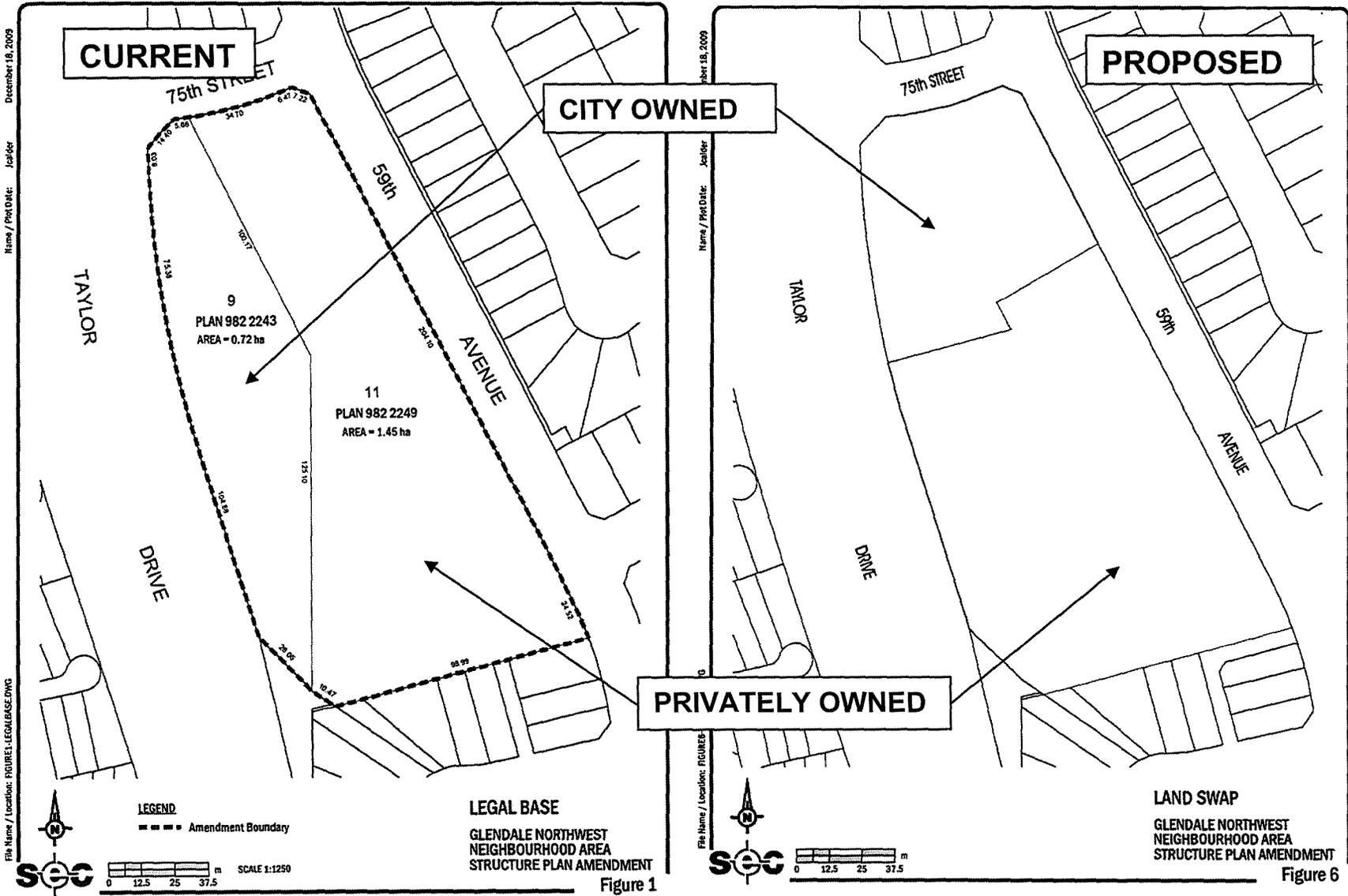


Figure 3: Current and Proposed Land Use Concepts in Glendale NW NASP

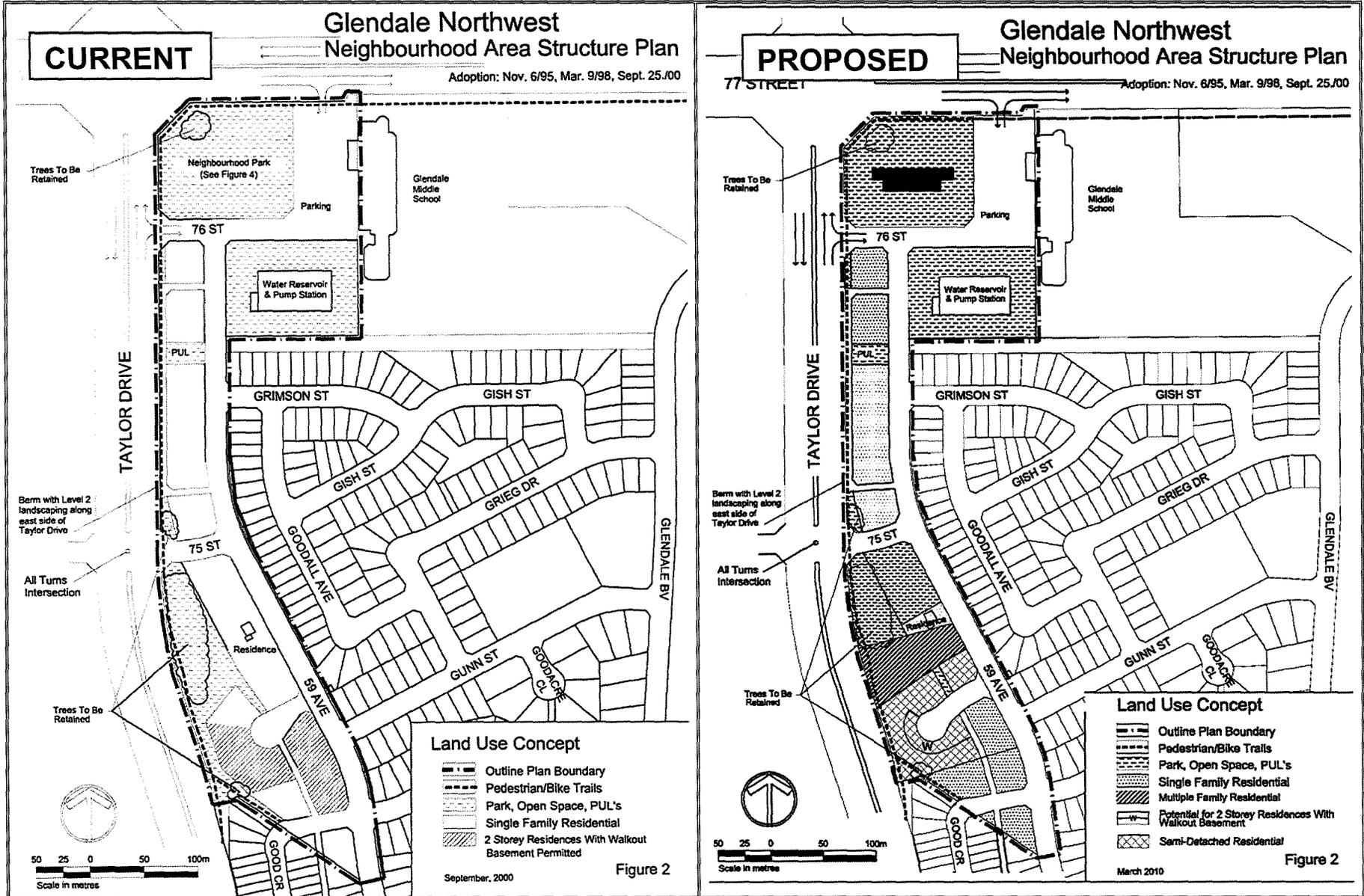
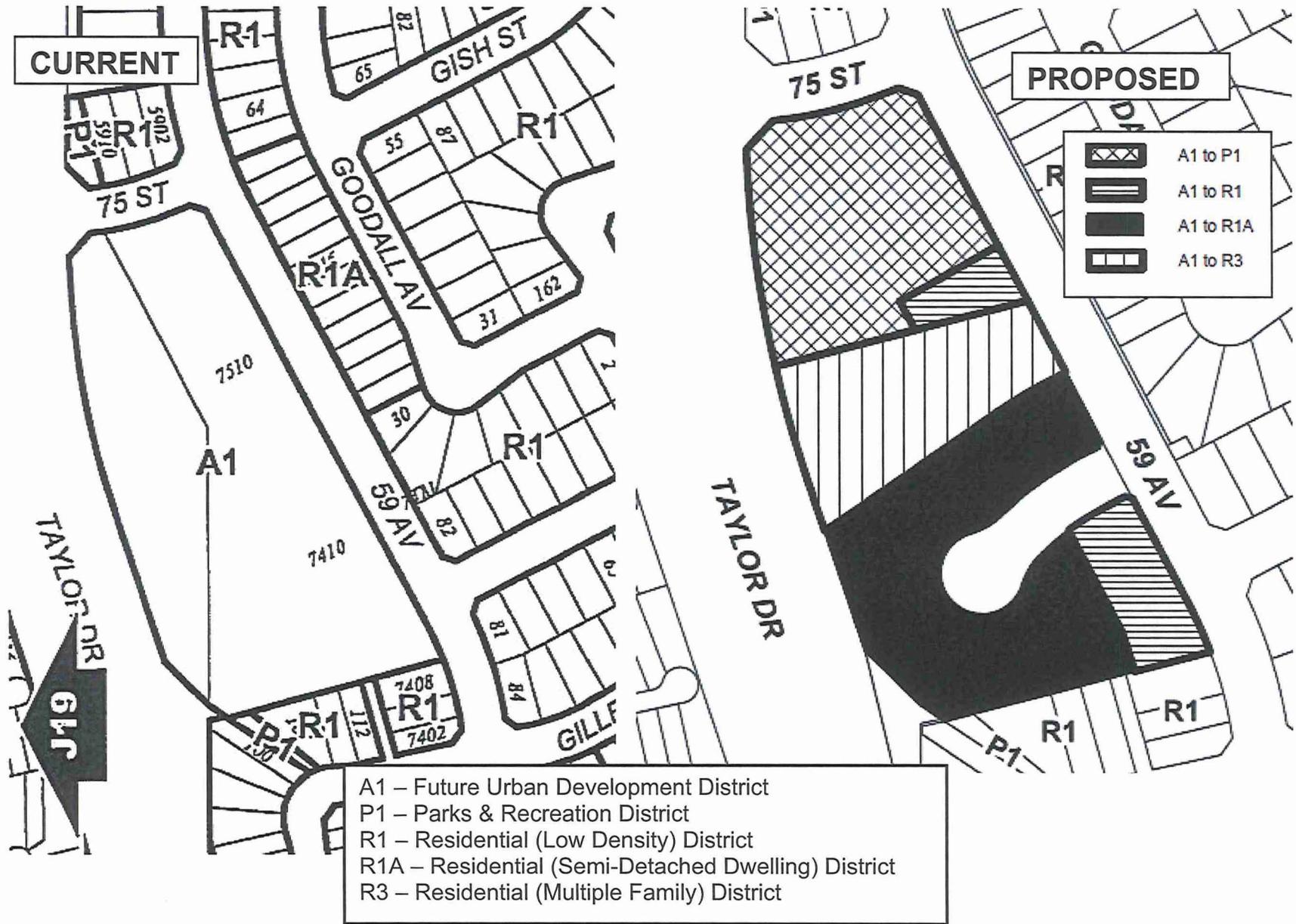
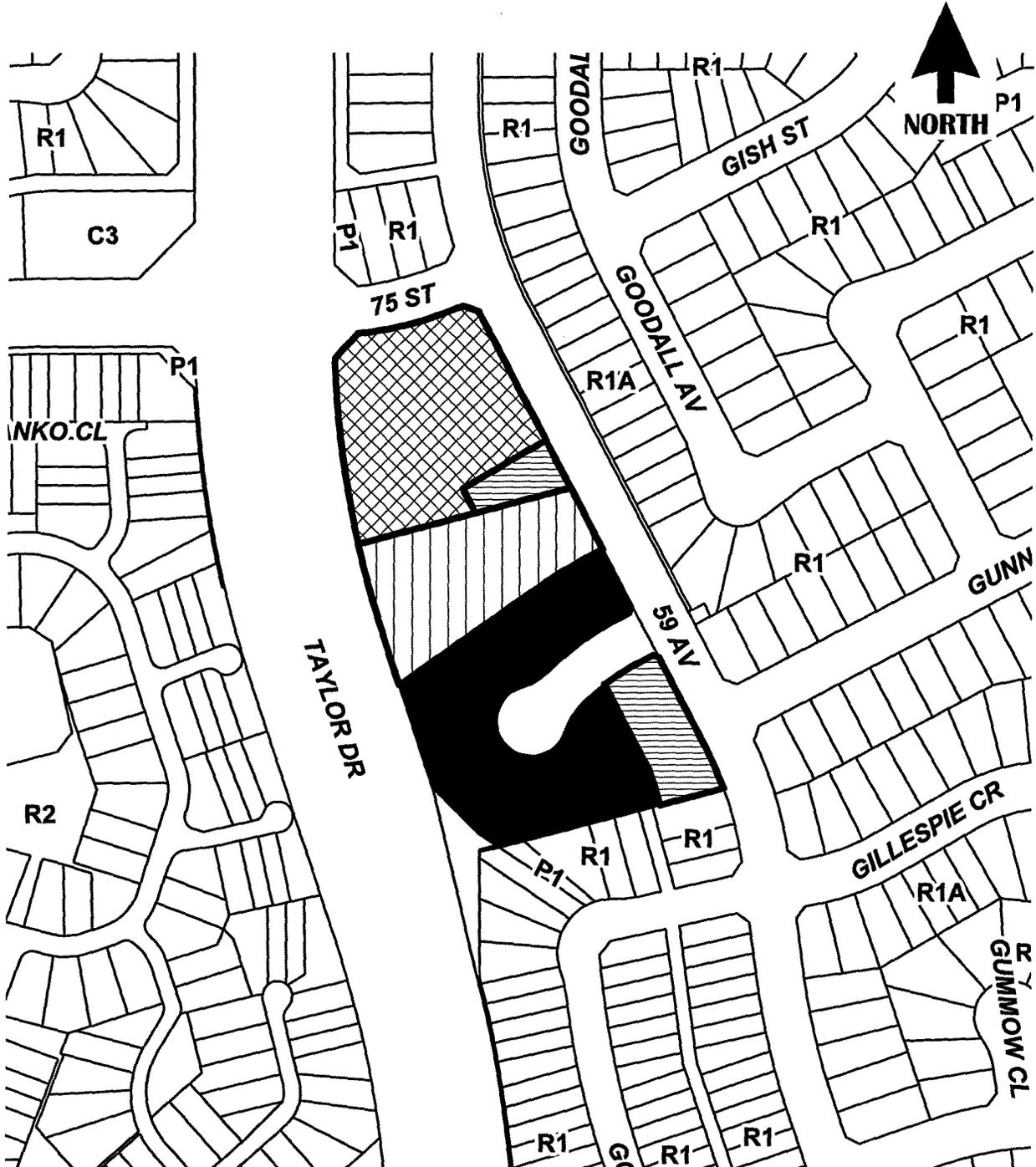


Figure 4: Current and Proposed Land Use Districts





*Proposed Amendment to Land Use Bylaw 3357/2006*



**Change District from:**

-  A1 to P1
-  A1 to R1
-  A1 to R1A
-  A1 to R3

**Affected Districts:**

- A1 - Future Urban Development District
- P1 - Park and Recreation District
- R1 - Residential (Low Density) District
- R1A - Residential (Semi Detached Dwelling) District
- R3 - Residential (Multiple Family) District

**Proposed Amendment**

Map: 9/2010  
 Bylaw: 3357/K-2010  
 Date: May 6, 2010

City of Red Deer  
Municipal Planning Commission

**Comment Sheets**

from

Neighbouring Landowner Meeting (March 31, 2010)

re

Proposed Glendale NW NASP Amendments

and

Land Use Bylaw Amendments

# Glendale Northwest NASP

Wednesday, March 31, 2010



## Comment Sheet

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Comments:

After checking <sup>the</sup> ~~the~~ plan, speaking with councilors and a city planner I'm still not sure as to how much of the green area south of 15th st. and east of Taylor Drive is going to be left when the former Denton property is developed.

I am vehemently opposed to taking out any of this natural area that is a treasure to everyone in the neighborhood and a haven for birds rabbits ect not to mention a buffer ~~which~~ (unlike an ugly and costly beam) for house that will be built.

I feel that most members of council are all for keeping green areas as much as possible. I hope that if any of this area has to go it's a very small portion I was told by a city <sup>planner</sup> that he thinks ~~he~~ thinks that the portion south of the Denton house would go. At that point I didn't think that was a lot but on taking a closer look it's a pretty big <sup>area</sup> ~~chunk~~ and I think it's too much  
PLEASE! PLEASE! keep as much as possible. Thank You

Please return this comment sheet no later than April 1, 2010 to Parkland Community Planning Services at #404, 4808 Ross Street (north across the street from City Hall), fax to: 403-346-1570 or e-mail to: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca)

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*PS: When the final decision is made and if some has to go can the guys on the monster machines have clear directions as to what goes down as they have been know to roll over everything in sight*

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ATTN TO: ORLANDO JOEWS

**Glendale Northwest NASP**

Wednesday, March 31, 2010



**Comment Sheet**

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Comments: RE: Proposal to redevelop the former Dentoom's greenhouse

site located at 7410 and 7510 59<sup>th</sup> Avenue, Red Deer.

My name is \_\_\_\_\_

Our property is located at \_\_\_\_\_ nue.

The alley to the south of the former Dentoom property is part of our lot.

As it stands, (and as we understand it) this alley has to accomodate a

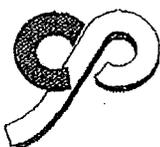
turnaround for vehicles. We are requesting that consideration be given to a

through alley in the new development so that we may reclaim the use of our property.

Thank you - ANY QUESTIONS CONTACT \_\_\_\_\_

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# Glendale Northwest NASP

Wednesday, March 31, 2010



## Comment Sheet

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

### Comments:

No multiple family dwellings - this will create much more traffic on 59<sup>th</sup> Ave. We would prefer single family dwellings.

Since the city cut off the exit south onto Taylor Dr. <sup>from Grant St</sup> 59<sup>th</sup> Ave has become a major traffic corridor + a gain an exit onto Taylor Drive. Speeding + parking on both sides of the street, school buses stopping to pick up children, has created a problem already without adding more vehicles on to the Ave.

Perhaps an exit off onto Taylor Dr south would compensate a bit.

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**Glendale Northwest NASP**

Wednesday, March 31, 2010

**Comment Sheet**

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Comments**

- \* No multi-family units! \*
- The area is already suffering from depressed housing, both private and municipal.
  - 59<sup>th</sup> street is a high traffic area already, this will increase density of vehicles as well.
  - Our property alone would be subject to excess traffic along it's length, unlike any in the surrounding area. (alley that runs length of our property) We are told we would have to pay (in part) to have it paved (concerned about)
  - \* Loss of Park space / Green Space (currently used <sup>extensively</sup> dust)
  - Would prefer no duplexes, single family preferred
  - Please do ~~traffic~~ TIA on 59<sup>th</sup> st prior to approval (concerns <sup>concerns</sup> with parked cars on each side of 59 currently \* with proposed increase)

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**Glendale Northwest NASP**

Wednesday, March 31, 2010

**Comment Sheet**

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Comments:**

Our main concern is the traffic flow on Gunn St & 59 Ave. If you intend on building high density housing, our suggestion is open up Grant to Taylor Drive with traffic light like 75<sup>th</sup> St. to get the traffic of 59 Ave and Gunn St. so people don't have to travel down Glendale Blvd and use Gunn St. as a free way the way it is know since grant was closed.

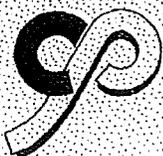
- And to make sure there is enough parking to accomodate people in the new area.

- And Traffic needs to be monitored. Speed reduction speed signs need to be addressed, or put bump strips in on Gunn St. every 200m.

- We live 2 doors away and thought of wish marsh dwell Whynott single dwelling homes as we live in.

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# Glendale Northwest NASP

Wednesday, March 31, 2010



## Comment Sheet

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Comments:

My greatest concern is the section R3 being proposed in the new rezoning of this parcel.

I think it would be worth a review to see whether or not the R3 could be made into an area more conducive to single dwelling. This would help the community of Glendale explore how they want to improve existing conditions or concerns that what planned & implemented 25-30yrs ago.

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**Glendale Northwest NASP**

Wednesday, March 31, 2010

**Comment Sheet**

Your Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Comments:**

ORIGINAL PLANS STATED PROPERTY  
TO BECOME SINGLE FAMILY HOUSING  
TOTALLY AGAINST R3  
R3 WILL INCREASE DENSITY,  
LOWER PROPERTY VALUES  
INTERFERE WITH PRIVACY

CAUSE HIGHER TRAFFIC VOLUMES & CAUSE  
INTERSECTION FAILURE AT 75 ST & 59 AVE

STICK TO ORIGINAL PLAN OF R1

WHY ARE WE BEING TOLD 15 (MINIMUM)  
OR R3 & NOT (15 MAXIMUM) UNITS

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# Glendale Northwest NASP

Wednesday, March 31, 2010



## Comment Sheet

Your Name: \_\_\_\_\_ A \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Comments:

*I feel this is a positive addition to our community for the following reasons:*

- removal of the eyesore raw land*
- more eyes equal more safety*
- preferable to urban sprawl - lets save our agricultural land!*
- new homes in the area should increase our property value*
- 40-50 extra families won't negatively impact traffic on schools*

*My preference would be to have the R-3 condominium zoned so that private ownership would prevent lack of care of the building & area.*

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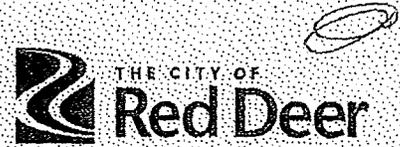
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# Glendale Northwest NASP

Wednesday, March 31, 2010



## Comment Sheet

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Comments:

Good valued Homes and a good thing for the area.

I would like to see the A1 to R3 kept lower for Horizon Appeal.

Please return this comment sheet no later than April 1, 2010 to Parkland Community Planning Services at #404, 4808 Ross Street (north across the street from City Hall), fax to: 403-346-1570 or e-mail to: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca)

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# Glendale Northwest NASP

Wednesday, March 31, 2010



## Comment Sheet

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ se \_\_\_\_\_ Postal Code: \_\_\_\_\_  
red Deer

Comments:

This proposal is a good use of this land. So far the empty lot has been mowed and kept up nicely during the summer months, which has certainly been appreciated.

Our only concern with this proposal is of course an ever ongoing problem in this neighborhood of parking. The streets seem narrower than most, and in the winter months almost impassable to travel on, as most homes have no driveways in their yards, as well as two cars per home.

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Phone: 403-343-3394  
FAX: 403-346-1570  
E-mail: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca)

**Glendale Northwest NASP**

Wednesday, March 31, 2010

**Comment Sheet**

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Comments:**

I object to the proposal which includes multiple family residential dwellings. This frequently includes single persons living in these dwellings and as such parties prevail. This is not conducive to an area with young children. This area is walked by many school children attending Glendale school which will become a K-8 school in Sept 2010. Multiple family dwellings also reduce the "closeness" of the community as they are more transient & reduces the security felt by homeowners. Property values also tend to decline due to rentals as well.

Please return this comment sheet no later than April 1, 2010 to Parkland Community Planning Services at #404, 4808 Ross Street (north across the street from City Hall), fax to: 403-346-1570 or e-mail to: [pcps@pcps.ab.ca](mailto:pcps@pcps.ab.ca).

The personal information on this form is collected under the authority of the Municipal Government Act, Section 3 and is protected under the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. Written comments received will be used in evaluating community response towards the proposal. Your written comments, including name and address may be provided confidentially to City Council if the proposed NASP and/or rezoning amendment proceeds. A combined summary of all comments may be provided to the media and public; this summary will not include any names or addresses. If you have any questions about the collection, use and protection of this information, please contact the City Planning Manager, Parkland Community Planning Services, Suite 404, 4808 Ross Street, Red Deer, AB T4N 1X5 P: 403-343-3394.



**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](mailto:pcps@pcps.ab.ca)

---

**From:**

**Sent:** March 31, 2010 8:58 PM

**To:** PCPSReception

**Subject:** Glendale Northwest NASP -REZONINGS DENTOOMS

I am totally opposed to the changes.

Rezoning to higher density and the eventual subsequent lower neighborhood land values only serves the financial gain of the realtor the developer and the landowner.

There is no gain to the surrounding community.

No one else in the neighborhood or who was in attendance at the public meeting wants this zoning change except those who expect to reap monetary gain at the expense of the adjacent community.

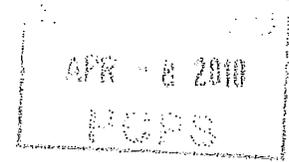
Please do what your position allows and expects you to do and follow the communities wishes to remain in the enviroment and neighborhood they live and invested in.

Sincerely

Red Deer

FAX: 403 346 1570

PCPS@PCPS.ab.ca



April 5th, 2010

Parkland Community Planning Services  
 Suite 404 4808 Ross Street  
 Red Deer, AB T4N 1X5

Dear Sir:

I could not be more opposed to R1A or R3 in the Glendale Northwest Area Structure Plan and will give up the offered P1 goal to make this area more liveable.

The original design of this 1980 portion of Glendale pretty much ignored parking and yes we the buyers accepted that because we bought on Sunday, many residences were still empty and the mother in laws suites were not there. Yes the new owners tried to overcome this parking problem with front lot drive ways / parking pads. Some of these pads are gravel or even dirt and not pleasant to look at. Although the area is beautifully situated and I really like this area the impact is negative on property values and is an important concern because it is harder to both sell and sell and buy elsewhere. I never buy land near a sign which says, "a church or school will be built here". I bought land beside a pleasant green house which I would now be only to willing to trade for a church with parking problems on Sunday.

Someone came up with a good fiscal plan of piling snow on the road-ways for all of Red Deer. Well this individual did not live in this area! With the snow this R1 and R1A area has an even more serious parking problem. Those physically unable to shovel an area for a second vehicle or shovel into a snow drift must pray for warm weather every second year so they can start their vehicle when parked on the opposite street side and hope their neighbour both like them and have only one vehicle on the street. (Too bad there is no statistics on fights over parking)

Then in the later 80's the large land lot was developed beside Grant and between 59th avenue and Taylor Drive. Homes were put on small narrow lots with a shoe horn leaving the residences (smaller than a townhouse) barely enough room for furniture let alone a parking stall. Now the city residences have both electrical cords across sidewalks and the 59<sup>th</sup> Avenue Parking Lot. (Too bad for the garbage collection staff trying to do their collection while fighting for a piece of the road)

Then it was time to block off the left hand turn from Grant on to Taylor. No problem we will funnel some vehicles down the 59<sup>th</sup> Avenue parking lot which now is also a play ground noting the many starter home along 59<sup>th</sup> Avenue with almost no yards. Let's see how fast the kids can run from the roadway because it was also deemed necessary to now open up 59<sup>th</sup> avenue to the junior high school visitors and put some of the drop off family vehicles on to this avenue.

I readily admit the city has made strides in improved planning and tries to ensure two parking stalls per residential residence but we the residences use one of the two for our boat and landscape the second to make room for the kids to play when some lots are 35 feet. Then yes we park on the roadway and complain about snow removal or lack of removal plan which has a goal to save us tax dollars. (Too bad the city staff are also human and do not always remember the impact of fire hydrants, intersection visibility and even driveways when they consider use of the city streets for parking demands).

I hope the developer, city staff and all their friends and family live else where because this plan is a guarteen to both parking and crowding hell in this portion of Glendale with the continuation of the 59<sup>th</sup> Avenue Parking Lot and play ground.



## OFFICE OF THE MAYOR

DATE: May 12, 2010

TO: City Council

FROM: Mayor Morris Flewwelling, Chair of Municipal Planning Commission

SUBJECT: Parkland Community Planning Services  
Glendale Northwest NASP Amendment – Bylaw 3127/C-2010  
7410 & 7510 – 59<sup>th</sup> Ave ( Lot 11, Plan 982-2249), and  
7475 Taylor Drive (Lot 9, Plan 982-2243)

---

At the Monday, May 10, 2010 Municipal Planning Commission meeting, Parkland Community Planning Services presented a report with regard to the Glendale Northwest NASP Amendment – Bylaw 3127/C-2010 - 7410 & 7510 – 59<sup>th</sup> Ave ( Lot 11, Plan 982-2249), and 7475 Taylor Drive (Lot 9, Plan 982-2243).

The report indicated that a request has been submitted by a potential developer to amend the Glendale NW NASP to allow for a variety of housing types; i.e. detached, duplexes, and multi-family; in combination with a land swap with the City to provide a natural/ecological preservation parcel along the north end of the site. In conjunction with the requested NASP amendment the proponent is also requesting redesignation of the site from the AI – Future Urban Development District to the RI – Residential (Low Density) District, RIA – Residential (Semi-Detached Dwelling) District, R3 – Residential (Multiple Family) District, and PI – Parks & Recreation District.

Following discussion, the motion as set hereunder was introduced and failed due to a tie votes.

**“Resolved** that Municipal Planning Commission, having considered the report from the Parkland Community Planning Services Planner, dated April 26, 2010, re: Request for Recommendation Regarding Glendale Northwest NASP Amendment – Bylaw 3127/C-2010 - 7410 & 7510 – 59<sup>th</sup> Ave ( Lot 11, Plan 982-2249), and 7475 Taylor Drive (Lot 9, Plan 982-2243), hereby supports the proposed Glendale Northwest NASP amendment, Bylaw 3217/C-2010 and recommends its approval by City of Red Deer Council.”

IN FAVOUR: Mayor M. Flewwelling, Councillor W. Wong and G. Zhang

OPPOSED: Councillor B. Buchanan, D. Janssen and L. Thomsen

MOTION FAILED

*City Council  
May 12, 2010  
Page 2 of 2*

Municipal Planning Commission stated the following reasons for not supporting the application:

1. The increased density would be excessive without a broader community benefit;
2. Adverse affect on on-street parking due to increased density of the R3 site;
3. Increase in density would cause excessive traffic as there are no proposed lanes;
4. Concerns with regard to potential traffic impacts at 75<sup>th</sup> Street and Taylor Drive; and
5. Loss of ecological trees.

The above is submitted for Council's consideration.

Regards,



Mayor Morris Flewwelling  
Chair of Municipal Planning Commission

cc: O. Toews, Parkland Community Planning Services

**BYLAW NO. 3217/C - 2010**

Being a bylaw to amend Bylaw No. 3217/G-2000, the Glendale Northwest Neighbourhood Area Structure Plan.

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

- 1. That the text in Section 4.1 *Residential Areas* be REPLACED by the following text:

Residential development will be predominantly detached dwellings under the R1 Residential Low Density District of the City's Land Use Bylaw. Other residential development will include a cul-de-sac of R1A Residential (Semi-Detached Dwelling) District accessed via 59 Avenue in the south plan area on the former Dentoom site along with an R3 Residential (Multiple Family) District area immediately north of the R1A area (see Figure 2). Overall density will vary depending on the specific types of dwellings that are developed in the R1A and R3 areas.

- 2. That the text in Section 6.1 *Public Services* be REPLACED by the following text:

Passive park areas will include a landscaped berm adjacent to the east side of Taylor Drive and a treed ecological preservation area along the north end of the Dentoom site that will preserve the unique native tree feature that currently exists at this location.

- 3. That Figure 2 *Land Use Concept*, be REPLACED by the map attached hereto and forming part of this bylaw.

READ A FIRST TIME IN OPEN COUNCIL this 26<sup>th</sup> day of July 2010.

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

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

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

\_\_\_\_\_  
MAYOR

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

# Glendale Northwest

## Neighbourhood Area Structure Plan

Adoption: Nov. 6/95, Mar. 9/98, Sept. 25./00

77 STREET

Trees To Be Retained

Neighbourhood Park  
(See Figure 4)

Parking

Glendale Middle School

76 ST

Water Reservoir & Pump Station

TAYLOR DRIVE

GRIMSON ST

GISH ST

Berm with Level 2 landscaping along east side of Taylor Drive

GISH ST

GRIEG DR

All Turns Intersection

75 ST

GODDALL AVE

Trees To Be Retained

Residence

GUNN ST

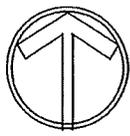
GODDARD CR

59 AVE

GLENDALE BV

### Land Use Concept

-  Outline Plan Boundary
-  Pedestrian/Bike Trails
-  Park, Open Space, PUL's
-  Single Family Residential
-  Multiple Family Residential
-  Potential for 2 Storey Residences With Walkout Basement
-  Semi-Detached Residential



50 25 0 50 100m

Scale in metres

March 2010

Figure 2

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

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

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

1. That "Land Use District Map K19" contained within "Schedule A" of the Land Use Bylaw is hereby amended in accordance with Land Use District Map No. 9 / 2010 attached hereto and forming part of the bylaw.

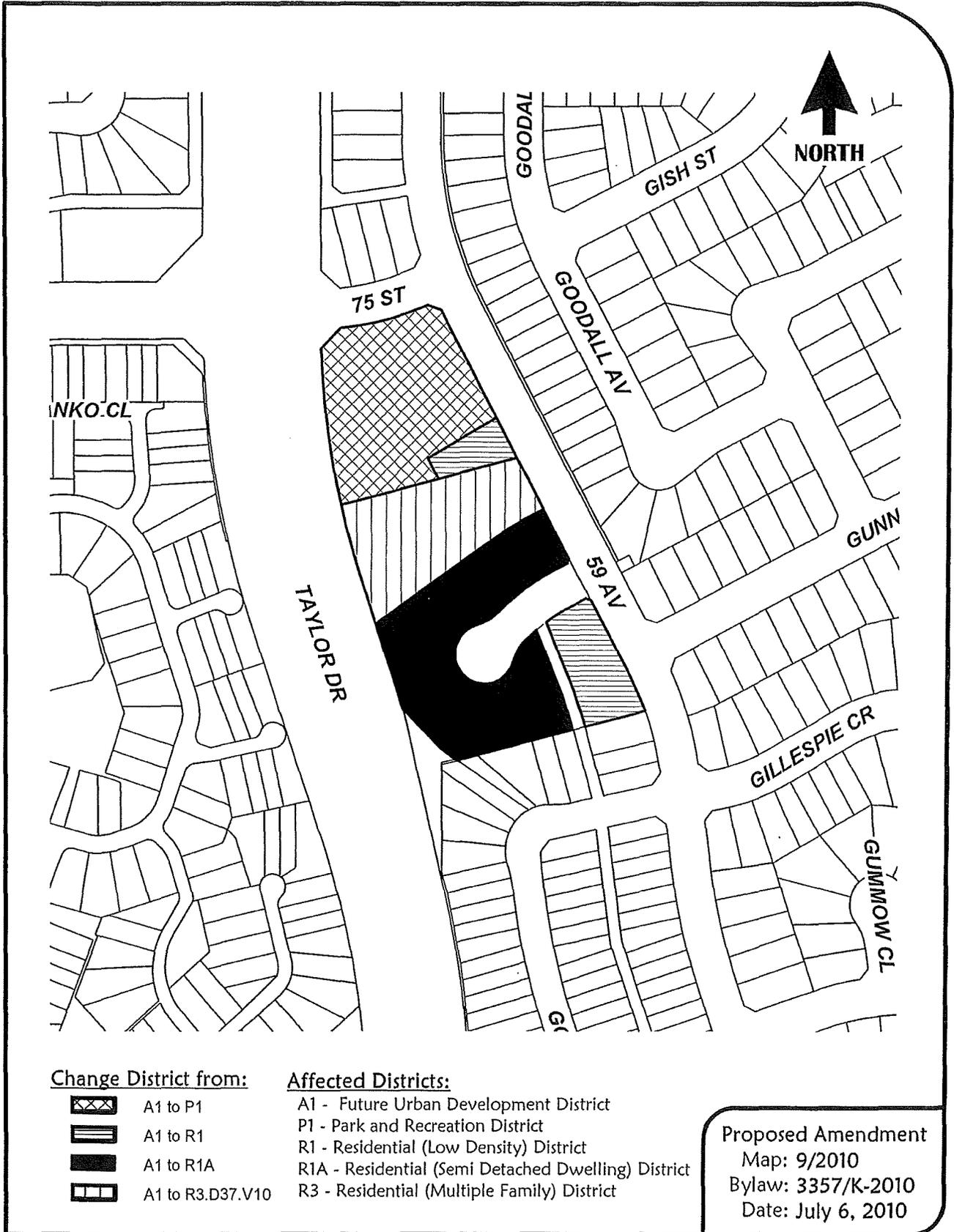
READ A FIRST TIME IN OPEN COUNCIL this 26<sup>th</sup> day of July 2010.  
 READ A SECOND TIME IN OPEN COUNCIL this day of 2010.  
 READ A THIRD TIME IN OPEN COUNCIL this day of 2010.  
 AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2010.

\_\_\_\_\_  
MAYOR

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



*Proposed Amendment to Land Use Bylaw 3357/2006*



**Change District from:**

-  A1 to P1
-  A1 to R1
-  A1 to R1A
-  A1 to R3.D37.V10

**Affected Districts:**

- A1 - Future Urban Development District
- P1 - Park and Recreation District
- R1 - Residential (Low Density) District
- R1A - Residential (Semi Detached Dwelling) District
- R3 - Residential (Multiple Family) District

**Proposed Amendment**  
 Map: 9/2010  
 Bylaw: 3357/K-2010  
 Date: July 6, 2010

ORIGINAL

Petition Against the Proposed.

Glendale West Neighbourhood,  
Area Structure Plan.

On 7410 @ 7510-59 Ave

and

7475 Taylor Drive

Red Deer, Alta.

Petition made by Audrey Williams  
77 Gunn St.  
R.D.

*Audrey Williams*

Received Aug. 23, 2010  
@ 6:00 pm. in  
Council Chambers,  
*Mark S. Downell*  
Mayor

Gunn St.

myself  
Audrey Williams  
77 Gunn St

✓ 81 John Goodman ~~John Goodman~~  
NO  
ALMA Goodman Alma Good

73 Sune Andersen  
Joan Requier

69 Kelly Penn  
D Wieman 403-346-0158

61 Vanessa Wells 65 Gunn St.  
to M/W

57 BRAD VAN NIESENHUIS  
B

✓ 57 Carinna Van Nijejenhuis 352-7618  
C

✓ 49 Lill + Jim Morison 343-7095 Lill Morison

lose  
29  
Cordaire Close

27

23 ~~in with~~

19 ~~~~~~~~~

✓ 15 Bonnie Hebert 343-1418

59 Ave.

7408 M. Henney

7406 Anie Markarian 311-7253

7402 NA

7308

7384

7380 *[Signature]*

7376 Stvanovic Jasen. (403) 314-0488  
7368

7364

7360 *[Signature]*  
7356 *[Signature]*  
~~7352~~ 7356 *[Signature]*

Cincy 302-0749

7352

7348 Joleen Fenwick 403 352 2328  
7344

7340  
7336 Kathleen Carter Kathleen 313-7570

7332 Chance Boos *[Signature]*  
" " Maryjean Boos *[Signature]*

7328 Bud Davis

7324 *[Signature]*  
*[Signature]*

# Gilbert Cres

30 Linda Baggaley 403-343-2929

94A

Gordon St.

99 Don Williams  
Barb Mann

597-3776  
896-9113

Don Hill  
B. Man

# Good CRES

112	Richard Macpherson	403-755-5143
112	<del>Richard Macpherson</del>	403-755-5143
108		
104		903-986-4317
100	Beal	
100	Comp	403-302-2323
76	Stacy King	403-986-1983
76	Rodney Wing	403-598-5699
32	Gene Latta	403-342-2379
28	WILLIAM KLARICH	403-340-2913
14	SUE PETERS	403-342-7440
2	<del>Wm</del>	403-343-6532
2	<del>Wm</del>	403-343-6532
7	Good Redford	403-342-0206
"		
19	Good CRES Sail Forge	403-347-9338
51	<del>Gene Latta</del>	403-352-2047
55	<del>Gene Latta</del>	
55	Stanley Wal	403-352-5149
59	Dines Papaitio	403-348-5933
60	Wm Moshey	403-356-9477

Also if apartments are need be  
why not make adult living so we  
can reduce the risk of vandalism.

I think the housing should be in  
a close or crescent to have a green  
space in the middle so they have more  
parking for them instead of adding to  
the parking problem on 59 Ave and Gunn  
Street.

Ave.

Good all ~~these~~

- |    |                       |          |
|----|-----------------------|----------|
| 26 | Pauline Tellerell     | 347-5266 |
| 26 | Polio Tellerell       | 347-5266 |
| 30 | Wis AWAREL            | 302-7748 |
| 34 | Jenelle Brown         | 550-2621 |
| 48 | Charline Chicoine     | 314-1121 |
| 52 | Brendo Nacia          |          |
| 72 | Angela Flaman         | 309-3627 |
| 76 | <del>Pat Murphy</del> | 347-3631 |
|    | Patricia Austin       | 340-1642 |
| 43 | Lisa Ann              | 343-7870 |
| 35 | Allen Huber           | 342-4640 |
| 31 | Doug Shale            | 342-7948 |
| 72 | KEITH STEWART         | 309-2196 |
| 72 | JESTINE RAABIS        | 309-2196 |

59 Ave

7320

Eduardo Disipulo

7316

Cheryl Barrett & Berry Regnier

- 7351

7355

Wolfgang Jansson

7359

Brenna

7363

Bill Horne / Indith Nagels

7367

Chelsea Bryant

7371

Michelle Wells

# Coodacre Close

11 Andrew Haakman AHaakman

3 Dot Haynes + Bud Haynes 403-346-3115

Cille spe

84

# Cunn St.

54 Kerij Baker  
Shelley Baker

13 Andrew (Flyer)

58. Jessica Sedys Linda Sedys

62 Joel Miller Jayden Bennett

66 Joe Koser

70 Madonna Smith  
Paul Smith

74

78 Randy Skellern  
Laura Skellern

X

# 59 Ave.

82 M. J. J.

**DATE:** August 24, 2010  
**TO:** Orlando Toews, Parkland Community Planning Services  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010, and Land Use Bylaw Amendment 3357/K-2010 7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan 982-2243) – Former Dentooms Site

---

*Reference Report:*  
Parkland Community Planning Services dated August 17, 2010

*Bylaw Reading:*  
At the Monday, August 23, 2010 Council Meeting, Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 were defeated at second reading.

*Report Back to Council:* No

*Comments/Further Action:*  
Glendale Northwest Neighbourhood Area Structure Plan Amendment 3217/C-2010 was to provide for a mix of higher density residential development on the former Dentoom’s greenhouse site. A land exchange of 0.331 hectares of a northwest portion of land owned by the developer for a 0.413 hectare southwest portion of the City’s lands would provide a natural/ecological preservation parcel along the north end of the site. Land Use Bylaw Amendment 3357/K-2010 would redesignate the site from A1 – Future Urban development District to R1 – residential (Low Density) District, R1A – Residential (semi-Detached Dwelling) District, R3 – Residential (Multiple Family) District, and P1 – Parks & Recreation District. Glendale Northwest Neighbourhood Area Structure Plan 3217/C-2010 and Land Use Bylaw Amendments 3357/K-2010 were defeated at this Council Meeting; therefore the rezoning will not proceed.



Frieda McDougall  
Deputy Clerk

- c Planning Services Director
- Corporate Services Director
- Community Services Director
- Planning Director
- Engineering Services Manager
- Financial Services Manager
- Assessment and Taxation Manager

- Inspections & Licensing Co-Managers
- Land & Economic Development Manager
- IT Services – GIS Section
- Property Assessment Technician, Danny Lake
- LGS File

LEGISLATIVE & GOVERNANCE SERVICES

August 24, 2010

Mr. Ray Watkins  
G3 Development Services Inc.  
Suite 220, 9303 – 34 Avenue  
Edmonton, AB T6E 5W8

Dear Mr. Watkins:

**Re: *Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010  
Land Use Bylaw Amendment 3357/K-2010  
Rezoning of 7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) (Former Dentoom's Site)  
And 7475 Taylor Drive (Lot 9, Plan 982-2243)  
Land Exchange in Glendale West (Former Dentooms Site)***

At the Red Deer City Council Meeting held on Monday, August 23, 2010, a Public Hearing was held with respect to *Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010* and *Land Use Bylaw Amendment 3357/K-2010*. Thank you for your presentation to Council.

Following the Public Hearing, *Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010* and *Land Use Bylaw Amendment 3357/K-2010* were defeated at second reading of the bylaws. This means that the rezoning for your proposed development will not proceed. This also means that the proposed land exchange will not be proceeding.

If you wish to bring back a revised development for consideration, this would have to be submitted as a separate application, and the costs for the rezoning application and advertising would apply.

Sincerely,



Frieda McDougall  
Deputy City Clerk

c Parkland Community Planning Services  
Land Coordinator  
Director of Planning Services

## Legislative &amp; Governance Services

**DATE:** August 17, 2010**TO:** Craig Curtis, City Manager**FROM:** Frieda McDougall, Deputy City Clerk**SUBJECT:** Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan 982-2243) – Former Dentooms Site

---

**History:**

At the Monday, July 26, 2010 Council Meeting Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 received first readings.

Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 is to provide for a mix of higher density residential development on the former Dentoom's greenhouse site. A land exchange of 0.331 hectares of a northeast portion of land owned by the developer for a 0.413 hectare south west portion of the City's lands will provide a natural/ecological preservation parcel along the north end of the site. Land Use Bylaw Amendment 3357/K-2010 redesignates the site from A1 – Future Urban Development District to R1-Residential (Low Density) District, R1A – Residential (Semi-Detached Dwelling) District, R3-Residential (Multiple Family) District, and P1 – Parks & Recreation District.

**Public Consultation Process:**

Public Hearings have been advertised for the above noted bylaws to be held on Monday, August 23, 2010 at 6:00 P.M. during Council's Regular Meeting. Advertisements were placed in the Red Deer Advocate on August 6, 2010 and August 13, 2010.

Letters received from the public regarding the bylaw amendments are attached.

A copy of Administrations' reports that were submitted to the July 26, 2010 Council Agenda are also attached.

**Recommendation:**

That Council consider:

- a) Second and third readings of Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010, and then
- b) Second and third readings of Land Use Bylaw Amendment 3357/K-2010.

Frieda McDougall  
Deputy City Clerk

Colin & Pauline Tetersell  
26 Goodall Avenue  
Red Deer, AB T4P 2R5

ORIGINAL



Legislative & Governance Services  
Elaine Vincent

Re: Glendale West Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010  
Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510-59 Avenue & 7475 Taylor Drive.

We have lived here for almost 30 years & have known for the past 10-12 years that this land would be built on when the business of Dentooms Nursery was gone. HOWEVER we were assured that this would only be used for single family dwellings according to the area structure plan for this neighbourhood 1998-2000.

The inclusion of R3 in the new plan is uncalled for & will affect the property value of the houses directly in line with this piece of property proposed for apartments.

Also there is no indication in this plan as to where the entrance & exit for the block would be situated. As our property lies 2 feet lower than 59 Ave the headlights from the exit would be shining directly into our bedroom windows. We cannot raise the height of our fence as city bylaws state 6 ft maximum & we are at that level or close to it from our side.

We have no problem with the duplexes as long as they are of a nature of design that will blend with a single family residential neighbourhood.

The developer also states that apartment dwellers would be more likely to use bus services, which may be true in Edmonton, but on our 1/2 hour schedule that is highly unlikely.

We do not appreciate that a developer from Edmonton is telling us what we can put up with when he doesn't even live in Red Deer.

We also don't like the term "infill" that was constantly thrown at us.

Glendale is filled with apartments, low income housing, group homes & treatment facilities.

We feel we are being "dumped on" so that higher income areas of the city can stay clutter free. Please include this letter on the Council Agenda for the hearing dated Monday August 23 2010.

Yours Truly

A handwritten signature in black ink, appearing to read "P. A. Tetersell".

Mrs P. A. Tetersell

Colin Tetersell & Pauline Tetersell

**Christine Kenzie**

---

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**From:** Christine Kenzie  
**Sent:** August 09, 2010 10:32 AM  
**To:** 'llesrett@telus.net'  
**Subject:** RE: Glendale Northwest Neighbourhood Area Structure Plan

Thank you for your letter regarding the Glendale Northwest Neighbourhood Area Structure Plan Amendment that will be coming to the August 23, 2010 Red Deer City Council Meeting for a Public Hearing. To confirm, your letter will be included with the August 23, 2010 Council Agenda, regarding this item. The Public Hearing will be held at 6:00 p.m. and you are welcome to attend at that time.

Let me know if you have any questions.

Thanks.

**Christine Kenzie | Council Services Coordinator**  
Legislative & Governance Services | The City of Red Deer  
D 403.356.8978 | F 403.346.6195  
[christine.kenzie@reddeer.ca](mailto:christine.kenzie@reddeer.ca)

---

**From:** pauline tattersell [mailto:llesrett@telus.net]  
**Sent:** August 08, 2010 9:50 AM  
**To:** Legislative Services  
**Subject:**

---

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

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

## Christine Kenzie

---

**From:** Legislative Services  
**Sent:** August 09, 2010 9:54 AM  
**To:** Christine Kenzie  
**Subject:** FW:

BACKUP INFORMATION  
NOT SUBMITTED TO COUNCIL

**Attachments:** Glendale West Area Restructuring Plan.rtf

Christine, forwarding this one to you for info and follow up. I have not responded to them.  
Thanks,  
Lynne

### Lynne Downey | Client Services Support

Legislative & Governance Services | The City of Red Deer

P 403.342.8728 | F 403.346.6195

[lynne.downey@reddeer.ca](mailto:lynne.downey@reddeer.ca)

---

**From:** pauline tattersell [mailto:llesrett@telus.net]

**Sent:** August 08, 2010 9:50 AM

**To:** Legislative Services

**Subject:**

---

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

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



**LAND AND ECONOMIC DEVELOPMENT**

**DATE:** August 16, 2010

**TO:** Craig Curtis, City Manager

**FROM:** Alice Granberg, Land Services Specialist

**SUBJECT:** Land Exchange in Glendale West (Dentooms Site)  
Amendment of Resolution Passed at the July 26, 2010 Council Meeting

**History:**

At the July 26, 2010 Council Meeting council considered and resolved to conditionally approve a Land Exchange in regards to a development at the former Dentoom's Site (Glendale West). The Land Exchange is to be completed if Council passes second and third reading of NASP Bylaw 3217/C-2010 and LUB Amendment Bylaw 3357/K-2010.

*"Resolved* that Council of the City of Red Deer having considered the report from the Land Services Specialist, dated July 13, 2010, re: Land Exchange in Glendale West (Dentooms Site) hereby approves the Land Exchange subject to:

1. Council approval for Glendale Northwest Neighbourhood Area Structure Plan Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010.
2. All necessary development and subdivision approvals being received through the City's normal development/subdivision approval processes.
3. The condition that any shortfall in the lands being exchanged will be compensated for by the Developer at fair market value and in accordance with the *Municipal Government Act*."

**Discussion:**

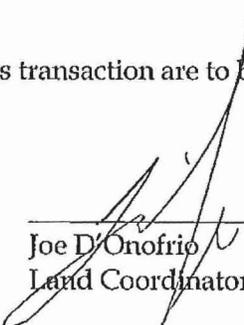
The resolution as presented should have directed the account to which the funds should be credited. In this case, that should be the Land Bank Account. An amendment to the resolution is required to reflect this direction.

**Recommendation:**

The City of Red Deer Council amend its resolution of July 26, 2010 by adding a fourth point to the resolution, as follows:

4. All funds received from this transaction are to be credited to the Land Bank account.

  
\_\_\_\_\_  
Alice Granberg  
Land Services Specialist

  
\_\_\_\_\_  
Joe D'Onofrio  
Land Coordinator

**LAND AND ECONOMIC DEVELOPMENT**

**DATE:** July 13, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Alice Granberg, Land Services Specialist  
**SUBJECT:** Land Exchange in Glendale West (Dentooms Site)

---

***History:***

The property owned by the City of Red Deer and located in Glendale West and best known as the former Dentooms Greenhouse site has remained undeveloped. An efficient development of the City's portion would have been difficult due to the configuration of the parcel. A Land Exchange agreement with the adjacent owner is an effective way to create two better configured parcels.

***Discussion:***

A developer recently approached the City as they were interested in developing property located in Glendale West at the corner of Taylor Drive and 75<sup>th</sup> Street (aka Dentooms Site). The City's property is an awkward shaped piece of land located at the west side of the property. The developers land is another awkward shaped parcel covering the east side of the Property.

The developer has proposed that he exchange 0.331 hectares of his northeast portion of the lands for a 0.413 hectare south west proportion of the City's lands. This would result in both the City's and Developer's lands being of an improved configuration. The City's newly configured parcel would be designated as Park.

In consideration of the shortfall in the Lands being exchanged the developer will pay consideration equal to market value for the shortfall in the land exchange (approximately 0.082 hectares).

Internal department communication has been coordinated by PCPS and all departments have expressed their concerns and any concerns have been effectively addressed to the satisfaction of all internal departments.

***Public Consultation Process:***

This Land Exchange will not be completed unless the NASP and LUB amendments are approved through MPC and Council, part of those processes include public consultation. As part of PCPS report to Council for the NASP and LUB amendments you will see the reports on the results of the Public Consultations.

***Recommendation:***

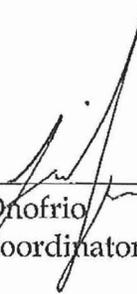
The City of Red Deer Council has suggested that it wishes to see efficient development which allows for greater densities and better use of infill properties. The approval of this Land Exchange will further demonstrate Council's commitment to more efficient development of City of Red Deer lands.

Land and Economic Development recommends the approval of this Land Exchange with the condition that all necessary development and subdivision approvals are received through the City's normal development/subdivision approval processes and on the condition that any shortfall in the lands being exchanged will be compensated for by the Developer at fair market value and in accordance with the *Municipal Government Act*.



---

Alice Granberg  
Land Services Specialist



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Joe D'Onofrio  
Land Coordinator

**DATE:** August 24, 2010  
**TO:** Alice Granberg, Land Services Specialist  
**FROM:** Frieda McDougall, Deputy Clerk  
**SUBJECT:** Land Exchange in Glendale West (Dentooms Site)  
Amendment of Resolution Passed at the July 26, 2010 Council

---

*Reference Report:*

Land Services Specialist dated August 16, 2010

*Report Back to Council:* No

*Comments/Further Action:*

A resolution to have been considered by Council at the August 23, 2010 Council Meeting, regarding the Glendale Northwest Neighbourhood Area Structure Plan 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 were defeated at second reading, since the bylaws were defeated the land exchange will not proceed.



Frieda McDougall  
Deputy Clerk

c  
Director of Planning Services  
Financial Services Manager  
Land Coordinator  
Land & Economic Development Manager  
Orlando Toews, Planner

LAND AND ECONOMIC DEVELOPMENT

**DATE:** August 16, 2010

**TO:** Craig Curtis, City Manager

**FROM:** Alice Granberg, Land Services Specialist

**SUBJECT:** Land Exchange in Glendale West (Dentooms Site)  
Amendment of Resolution Passed at the July 26, 2010 Council Meeting

---

*History:*

At the July 26, 2010 Council Meeting council considered and resolved to conditionally approve a Land Exchange in regards to a development at the former Dentoom's Site (Glendale West). The Land Exchange is to be completed if Council passes second and third reading of NASP Bylaw 3217/C-2010 and LUB Amendment Bylaw 3357/K-2010.

*"Resolved* that Council of the City of Red Deer having considered the report from the Land Services Specialist, dated July 13, 2010, re: Land Exchange in Glendale West (Dentooms Site) hereby approves the Land Exchange subject to:

1. Council approval for Glendale Northwest Neighbourhood Area Structure Plan Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010.
2. All necessary development and subdivision approvals being received through the City's normal development/subdivision approval processes.
3. The condition that any shortfall in the lands being exchanged will be compensated for by the Developer at fair market value and in accordance with the *Municipal Government Act*."

*Discussion:*

The resolution as presented should have directed the account to which the funds should be credited. In this case, that should be the Land Bank Account. An amendment to the resolution is required to reflect this direction.

*Recommendation:*

The City of Red Deer Council amend its resolution of July 26, 2010 by adding a fourth point to the resolution, as follows:

4. All funds received from this transaction are to be credited to the Land Bank account.

---

Alice Granberg  
Land Services Specialist

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Joe D'Onofrio  
Land Coordinator



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

ORIGINAL

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

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

CONTACT INFORMATION			
Name of Report Writer:	Alice Granberg		
Department & Telephone Number:	LED – 356-8891		
REPORT INFORMATION			
Preferred Date of Agenda:	August 23, 2010.		
Subject of the Report (provide a brief description)	Amendment to Glendale Land Exchange Resolution of July 26, 2010		
Is this Time Sensitive? Why?	Needs to be considered along with the 2 <sup>nd</sup> and 3 <sup>rd</sup> readings for the NASP and LUB Amendments to be		
What is the Decision/Action required from Council?	Recommend that Council approve the amendment.		
Please describe Internal/ External Consultation, if any.	None required		
Is this a Committee of the Whole item?	No		
How does the Report link to the Strategic Plan?	N/A		
Has Legal Counsel been consulted? Are there any outstanding issues? Please describe.	N/A wording amendment only.		
Has Financial Services been consulted? Are there any financial implications? Please describe.	In original report wording should've been such that it reflected that funds will be received in lieu of a shortfall in the amount of physical lands being exchanged and that such funds will be credited to the Land Bank Account.		
Presentation: (10 Min Max.)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Presenter Name and Contact Information: N/A
COMMUNITY IMPACT			
Should External Stakeholder(s) be advised of the Agenda item? (e.i. Community Groups, Businesses, Community Associations) If Yes, please provide the Contact Information for the External Stakeholder(s)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
External Stakeholder(s) Contact Information: (please provide, name, mailing address, telephone number and e-mail address)			
FOR LEGISLATIVE & ADMINISTRATIVE SERVICES USE ONLY			
Has this been to SMT / Topics/ Committees: MPC, EAC, CPAC		(Please circle those that apply)	
<b>SMT</b>	<b>Topics</b>	<b>Board(s) / Committee(s)</b>	
When/describe: _____	When/Describe: _____	When/Describe: _____	
Do we need Communications Support?		<input type="checkbox"/> YES	<input type="checkbox"/> NO

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



LAND AND ECONOMIC DEVELOPMENT

ORIGINAL

**DATE:** July 13, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Alice Granberg, Land Services Specialist  
**SUBJECT:** In Camera Meeting of Council  
Land Exchange in Glendale West (Dentooms Site)

---

*History:*

At the July 26, 2010 Council Meeting council considered and resolved to conditionally approve a Land Exchange in regards to a development at the former Dentoom's Site (Glendale West). The Land Exchange is to be completed if Council passes second and third reading of NASP Bylaw 3217/C-2010 and LUB Amendment Bylaw 3357/K-2010.

*Discussion:*

The resolution as presented should have directed the account to which the funds should be credited. In this case, that could be the Land Bank Account. An amendment to the resolution is required to reflect this direction.

*Recommendation:*

The City of Red Deer Council amend its resolution of July 26, 2010 by adding a fourth point to the resolution, as follows:

4. All funds received from this transaction are to be credited to the Land Bank account.

---

Alice Granberg  
Land Services Specialist

---

Joe D'Onofrio  
Land Coordinator

BACKUP

**Christine Kenzie**

---

**From:** Frieda McDougall  
**Sent:** August 16, 2010 7:52 AM  
**To:** Alice Granberg  
**Cc:** Christine Kenzie  
**Subject:** RE: Land exchange resolution

BACK UP INFORMATION  
NOT SUBMITTED TO COUNCIL

Excellent – thanks Alice.

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

---

**From:** Alice Granberg  
**Sent:** August 16, 2010 7:51 AM  
**To:** Frieda McDougall  
**Subject:** RE: Land exchange resolution

They were designated A1. (not reserve lands). Thank you.

Alice Granberg

---

**From:** Frieda McDougall  
**Sent:** August 14, 2010 12:43 PM  
**To:** Alice Granberg  
**Cc:** Christine Kenzie  
**Subject:** Land exchange resolution

Craig wanted us to confirm with you that the funds from the land exchange should not be going into a Municipal Reserve account versus the Land Bank. Can you confirm that these lands were not designated as MR? Thanks.

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

FILE COPY



**Council Decision – July 26, 2010**

**DATE:** July 27, 2010  
**TO:** Orlando Toews, Planner, Parkland Community Planning Services  
**FROM:** Elaine Vincent, Legislative and Governance Services Manager  
**SUBJECT:** Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan 982-2243) – Former Dentooms Site

---

*Reference Report:*

Parkland Community Planning Services, dated July 20, 2010 and May 6, 2010

*Bylaw Readings:*

At the Monday, July 26, 2010 Council Meeting, Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 were given first readings. Copies of the bylaws are attached.

*Report Back to Council:* Yes

*Comments/Further Action*

Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 is to provide for a mix of higher density residential development on the former Dentoom's greenhouse site. A land exchange of 0.331 hectares of a northeast portion of land owned by the developer for a 0.413 hectare south west portion of the City's lands will provide a natural/ecological preservation parcel along the north end of the site. Land Use Bylaw Amendment 3357/K-2010 redesignates the site from A1 – Future Urban Development District to R1-Residential (Low Density) District, R1A – Residential (Semi-Detached Dwelling) District, R3-Residential (Multiple Family) District, and P1 – Parks & Recreation District. Public Hearings will be held on Monday, August 23, 2010 at 6:00 p.m. during Council's Regular Meeting. This office will proceed with the advertising for the public hearings.

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

Elaine Vincent  
Legislative & Governance Services Manager  
/attach.

c: Development Services Director  
Corporate Services Director  
Community Services Director  
Planning Director  
Engineering Services Manager  
Financial Services Manager  
Assessment and Taxation Manager

Inspections & Licensing Manager  
Inspections & Licensing Supervisor  
Land & Economic Development Manager  
IT Services – GIS Section  
Property Assessment Technician, Danny Lake  
LAS File

**DATE:** July 27, 2010

**TO:** Alice Granberg, Land Services Specialist  
Joe D’Onofrio, Land Coordinator

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

**SUBJECT:** Land Exchange in Glendale West (Dentooms Site)  
Glendale Northwest Neighbourhood Area Structure Plan Bylaw No. 3217/C-2010 and  
Land Use Bylaw Amendment 3357/K-2010  
7410 & 7510 – 59 Avenue (Lot 11, Plan 982-2249) and 7475 Taylor Drive (Lot 9, Plan  
982-2243) – Former Dentooms Site

---

*Reference Report:*

Land Services Specialist, dated July 13, 2010

*Resolution:*

*“Resolved* that Council of the City of Red Deer having considered the report from the Land Services Specialist, dated July 13, 2010, re: Land Exchange in Glendale West (Dentooms Site) hereby approves the Land Exchange subject to:

1. Council approval for Glendale Northwest Neighbourhood Area Structure Plan Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010.
2. All necessary development and subdivision approvals being received through the City’s normal development/subdivision approval processes.
3. The condition that any shortfall in the lands being exchanged will be compensated for by the Developer at fair market value and in accordance with the *Municipal Government Act*.”

*Report Back to Council: Yes*

Page 2

Land Exchange in Glendale West  
July 27, 2010

***Comments/Further Action***

Public Hearings will be held for Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 on Monday, August 23, 2010 at 6:00 p.m. during Council's regular meeting. Council must approve second and third readings of the Glendale Northwest Neighbourhood Area Structure Plan Bylaw Amendment 3217/C-2010 and Land Use Bylaw Amendment 3357/K-2010 prior to the land exchange being finalized.

Elaine Vincent  
Legislative & Governance Services Manager

c: Director of Development Services  
Director of Planning Services  
Engineering Services Manager  
Financial Services Manager  
Parkland Community Planning Services:  
Orlando Toews

**Legislative & Governance Services**

**DATE:** August 16, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Frieda McDougall, Deputy City Clerk  
**SUBJECT:** Land Use Bylaw Amendment 3357/N-2010  
Change in Definition of Dwelling Unit

---

***History:***

At the Monday, July 26, 2010 Council Meeting Land Use Bylaw Amendment 3357/N-2010 received first reading.

Land Use Bylaw Amendment 3357/N-2010 provides for the changing of the definition of a "dwelling unit" in the Land Use Bylaw to make it applicable to premises "designed" or "intended" for use as a dwelling unit/secondary suite, whether occupied or not. The current definition of a "dwelling unit" (including secondary suites) is defined to mean those portions of a building actually used/or in use as a residence.

***Public Consultation Process:***

A Public Hearing has been advertised for the above noted bylaw to be held on Monday, August 23, 2010 at 6:00 P.M. during Council's Regular Meeting. Advertisements were placed in the Red Deer Advocate on August 6, 2010 and August 13, 2010.

Council also passed the following resolution:

*"Resolved* that Council of the City of Red Deer having considered the report from Parkland Community Planning Services, dated June 21, 2010, re: Land Use Bylaw Amendment 3357/N-2010 - Dwelling Unit Definition, hereby refers Land Use Bylaw Amendment 3357/N-2010 to the Secondary Suite Regulation Ad Hoc Review Committee for their review and comments which are to be brought back to the August 23, 2010 Council Meeting."

Comments from the Secondary Suite Regulation Ad Hoc Review Committee regarding this Land Use Bylaw Amendment are attached. A copy of Administrations' reports that were submitted to the July 26, 2010 Council Agenda are also attached.

***Recommendation:***

That Council consider giving second and third readings to Land Use Bylaw Amendment 3357/N-2010.

Frieda McDougall  
Deputy City Clerk



SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Date: August 11, 2010

To: City Council

From: Lani Parr, Chair of Secondary Suite Regulation Ad Hoc Review Committee

Subject: Land Use Bylaw Amendment 3357/N-2010  
Dwelling Unit Definition

At the August 10, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting, the Committee considered and reviewed the Land Use Bylaw Amendment 3357/N-2010 and passed the following motion:

**"Resolved** that the Secondary Suite Regulation Ad Hoc Review Committee having reviewed the July 26, 2010 Council Decision regarding the Land Use Bylaw Amendment 3357/N-2010, supports the Land Use Bylaw Amendment 3357/N-2010 and recommends that Council proceed with the consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings."

MOTION CARRIED

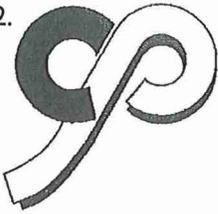
The above is submitted for Council's consideration.

Regards,

Lani Parr  
Chair, Secondary Suite Regulation Ad Hoc Review Committee

/sm

- c. J. Boon, Co-Manager, Inspections & Licensing
- T. Lindhout, Assistant Planning Manager
- Secondary Suite Regulation Ad Hoc Review Committee



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

**DATE:** June 21, 2010  
**TO:** City Manager  
**FROM:** Tony Lindhout, Assistant City Planning Manager  
**RE:** Land Use Bylaw Amendment 3357/N-2010  
Dwelling Unit Definition

The City's legal counsel recently undertook a review of Land Use Bylaw definitions related to Secondary Suites as part of looking at enforcement mechanisms against unapproved secondary suites. In order to resolve some of the secondary suite enforcement issues, there is a need to change the Land Use Bylaw definition of "dwelling unit". This is required in order to make sure that secondary suite provisions can be enforced.

The current "dwelling unit" definition (as would be applied to a secondary suite unit) is worded in such a way that it appears to be limited to premises that are actually being used as a dwelling unit (secondary suite) and therefore it could be interpreted as not applying to premises that are unoccupied. In order to prevent this situation and construction of illegal secondary suites in the first place, the definition of "dwelling unit" needs to be revised to make it applicable to premises "designed" or "intended" for use as a dwelling unit/secondary suite, whether occupied or not.

### **Planning Analysis**

Currently, "dwelling unit" (which includes a secondary suite) is defined in the Land Use Bylaw to mean those portions of a building **actually used/or in use** as a residence. The definition should apply whether the dwelling unit and/or a secondary suite is in fact occupied or not. It is therefore necessary to amend the definition of "dwelling unit" to include units which are **used, or which have been designed to be used** as a dwelling unit, whether occupied or not.

### **Recommendation**

That Council proceeds with first reading of Land Use Bylaw Amendment 3357/N-2010.

*T. Lindhout*

Tony Lindhout, ACP, MCIP  
Assistant City Planning Manager

attachment

- c. Paul Meyette, Director of Planning Division Services  
Joyce Boon, Inspections & Licensing Manager  
Beth McLachlan, Inspections & Licensing

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

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

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

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

1. In Section 1.3 of the Bylaw, the definition of **"Dwelling Unit"** is deleted and replaced with the following new definition:

**"Dwelling Unit** means a self-contained building or a portion of a building, whether occupied or not, usually containing cooking, eating, living, sleeping and sanitary facilities and used or designed to be used as a residence by a Household. "

READ A FIRST TIME IN OPEN COUNCIL this 26<sup>th</sup> day of July 2010.

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

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

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

---

MAYOR

---

CITY CLERK

**Legislative & Governance Services**

**DATE:** August 16, 2010  
**TO:** Craig Curtis, City Manager  
**FROM:** Frieda McDougall, Deputy City Clerk  
**SUBJECT:** Land Use Bylaw Amendment 3357/N-2010  
Change in Definition of Dwelling Unit

---

***History:***

At the Monday, July 26, 2010 Council Meeting Land Use Bylaw Amendment 3357/N-2010 received first reading.

Land Use Bylaw Amendment 3357/N-2010 provides for the changing of the definition of a "dwelling unit" in the Land Use Bylaw to make it applicable to premises "designed" or "intended" for use as a dwelling unit/secondary suite, whether occupied or not. The current definition of a "dwelling unit" (including secondary suites) is defined to mean those portions of a building actually used/or in use as a residence.

***Public Consultation Process:***

A Public Hearing has been advertised for the above noted bylaw to be held on Monday, August 23, 2010 at 6:00 P.M. during Council's Regular Meeting. Advertisements were placed in the Red Deer Advocate on August 6, 2010 and August 13, 2010.

Council also passed the following resolution:

*"Resolved* that Council of the City of Red Deer having considered the report from Parkland Community Planning Services, dated June 21, 2010, re: Land Use Bylaw Amendment 3357/N-2010 – Dwelling Unit Definition, hereby refers Land Use Bylaw Amendment 3357/N-2010 to the Secondary Suite Regulation Ad Hoc Review Committee for their review and comments which are to be brought back to the August 23, 2010 Council Meeting."

Comments from the Secondary Suite Regulation Ad Hoc Review Committee regarding this Land Use Bylaw Amendment are attached. A copy of Administrations' reports that were submitted to the July 26, 2010 Council Agenda are also attached.

***Recommendation:***

That Council consider giving second and third readings to Land Use Bylaw Amendment 3357/N-2010.

Frieda McDougall  
Deputy City Clerk

SECONDARY SUITE REGULATION AD HOC REVIEW COMMITTEE

Date: August 11, 2010  
To: City Council  
From: Lani Parr, Chair of Secondary Suite Regulation Ad Hoc Review Committee  
Subject: Land Use Bylaw Amendment 3357/N-2010  
Dwelling Unit Definition

---

At the August 10, 2010 Secondary Suite Regulation Ad Hoc Review Committee meeting, the Committee considered and reviewed the Land Use Bylaw Amendment 3357/N-2010 and passed the following motion:

**"Resolved** that the Secondary Suite Regulation Ad Hoc Review Committee having reviewed the July 26, 2010 Council Decision regarding the Land Use Bylaw Amendment 3357/N-2010, supports the Land Use Bylaw Amendment 3357/N-2010 and recommends that Council proceed with the consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings."

MOTION CARRIED

The above is submitted for Council's consideration.

Regards,



Lani Parr  
Chair, Secondary Suite Regulation Ad Hoc Review Committee

/sm

- c. J. Boon, Co-Manager, Inspections & Licensing  
T. Lindhout, Assistant Planning Manager  
Secondary Suite Regulation Ad Hoc Review Committee



## Council Decision – July 26, 2010

**DATE:** July 27, 2010

**TO:** Tony Lindhout, Planner, Parkland Community Planning Services  
Joyce Boon, Inspections & Licensing Manager

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

**SUBJECT:** Land Use Bylaw Amendment 3357/N-2010  
Dwelling Unit Definition

---

***Reference Report:***

Parkland Community Planning Services, dated June 21, 2010,

***Bylaw Readings:***

At the Monday, July 26, 2010 Council Meeting, Land Use Bylaw Amendment 3357/N-2010 was given first reading. A copy of the bylaw is attached.

***Resolutions:***

*“Resolved that Council of the City of Red Deer having considered the report from Parkland Community Planning Services, dated June 21, 2010, re: Land Use Bylaw Amendment 3357/N-2010 – Dwelling Unit Definition, hereby refers Land Use Bylaw Amendment 3357/N-2010 to the Secondary Suite Regulation Ad Hoc Review Committee for their review and comments which are to be brought back to the August 23, 2010 Council Meeting.”*

***Report Back to Council: Yes***

***Comments/Further Action:***

Land Use Bylaw Amendment 3357/N-2010 provides for the changing of the definition of a “dwelling unit” in the Land Use Bylaw to make it applicable to premises “designed” or “intended” for use as a dwelling unit/secondary suite, whether occupied or not. The current definition of a “dwelling unit” (including secondary suites) is defined to mean those portions of a building actually used/or in use as a residence. A Public Hearing will be held on Monday, August 23, 2010 at 6:00 p.m. in Council Chambers. This office will proceed with the advertising for the Public Hearing.

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

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

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

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

1. In Section 1.3 of the Bylaw, the definition of "**Dwelling Unit**" is deleted and replaced with the following new definition:

"**Dwelling Unit** means a self-contained building or a portion of a building, whether occupied or not, usually containing cooking, eating, living, sleeping and sanitary facilities and used or designed to be used as a residence by a Household. "

READ A FIRST TIME IN OPEN COUNCIL this 26<sup>th</sup> day of July 2010.

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

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

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

---

MAYOR

---

CITY CLERK

**2010 – LAND USE BYLAW AMENDMENT  
3357/N - 2010**

ORIGINAL

**DESCRIPTION:** Advertising of the Land Use Bylaw Amendment 3357/N-2010-  
Revision of the definition of “dwelling unit” as it pertains to  
secondary suites.

**FIRST READING:** July 26, 2010  
**FIRST PUBLICATION:** August 6, 2010  
**SECOND PUBLICATION:** August 13, 2010  
**PUBLIC HEARING & SECOND READING:** August 23, 2010  
**THIRD READING:** August 23, 2010

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

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

**COST OF ADVERTISING RESPONSIBILITY OF:** CITY OF RED DEER

**ACTUAL COST OF ADVERTISING:**

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

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

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

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

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

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

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

(Advertising Revenue to 180.5901)

ORIGINAL

**Land Use Bylaw Amendment 3357/N-2010  
Change in Definition of Dwelling Unit in the Land Use Bylaw**

City Council proposes to pass Land Use Bylaw Amendment 3357/N-2010, which provides for changes to the Land Use Bylaw regarding the definition of a "dwelling unit". Currently a "dwelling unit" (which includes a secondary suite) is defined in the Land Use Bylaw to mean those portions of a building actually used/or in use as a residence. The definition should apply whether the dwelling unit and/or a secondary suite is occupied or not. The definition of a "dwelling unit" is therefore proposed to be changed to include units which are used, or which have been designed to be used as a dwelling unit, whether occupied or not. This change will ensure that secondary suite provisions can be enforced.

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

City Council will hear from any person claiming to be affected by the proposed bylaw at a Public Hearing on **Monday, August 23, 2010** at 6:00 p.m. in Council Chambers, 2<sup>nd</sup> Floor at City Hall. If you want your letter or petition included on the Council agenda you must submit it to the Manager, Legislative & Governance Services by **Tuesday, August 17, 2010**. Otherwise, you may submit your letter or petition at the Council meeting or you can simply tell Council your views at the Public Hearing. Council's Procedure Bylaw indicates that each presentation is limited to 10 minutes. Any submission will be public information. If you have any questions regarding the use of this information please contact the Manager, Legislative & Governance Services at 403-342-8132.

(Publication Dates: August 6, 2010 and August 13, 2010)

August 23, 2010

**Alison Relkov**

**From:** Tony Lindhout  
**Sent:** September 1, 2010 7:50 AM  
**To:** Alison Relkov  
**Cc:** Haley Horvath  
**Subject:** RE: 3357/N-2010 Land Use Bylaw Amendment

Amendment is correct.

**Tony Lindhout, ACP, MCIP**

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Parkland Community Planning Services  
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**From:** Alison Relkov  
**Sent:** August 31, 2010 3:45 PM  
**To:** Tony Lindhout  
**Cc:** Haley Horvath  
**Subject:** 3357/N-2010 Land Use Bylaw Amendment

Attached is a copy of the 3357/N-2010 amendment for you to preview.

Thank you,

Alison

<< File: 3357N-2010 Amendment Page 1-8.pdf >>

**Alison Relkov | Client Services Support**  
Legislative & Governance Services | The City of Red Deer  
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